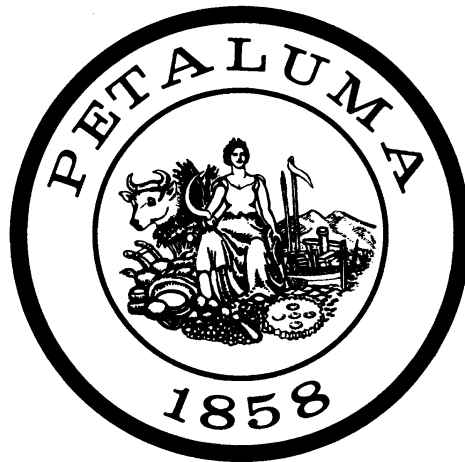


CITY OF PETALUMA
CALIFORNIA



FISCAL YEAR 2017-2018
Adopted Operating Budget and
Capital Improvement Program

David Glass
Mayor

Chris Albertson
Council Member

Mike Healy
Council Member

Dave King
Council Member

Teresa Barrett
Vice Mayor

Gabe Kearney
Council Member

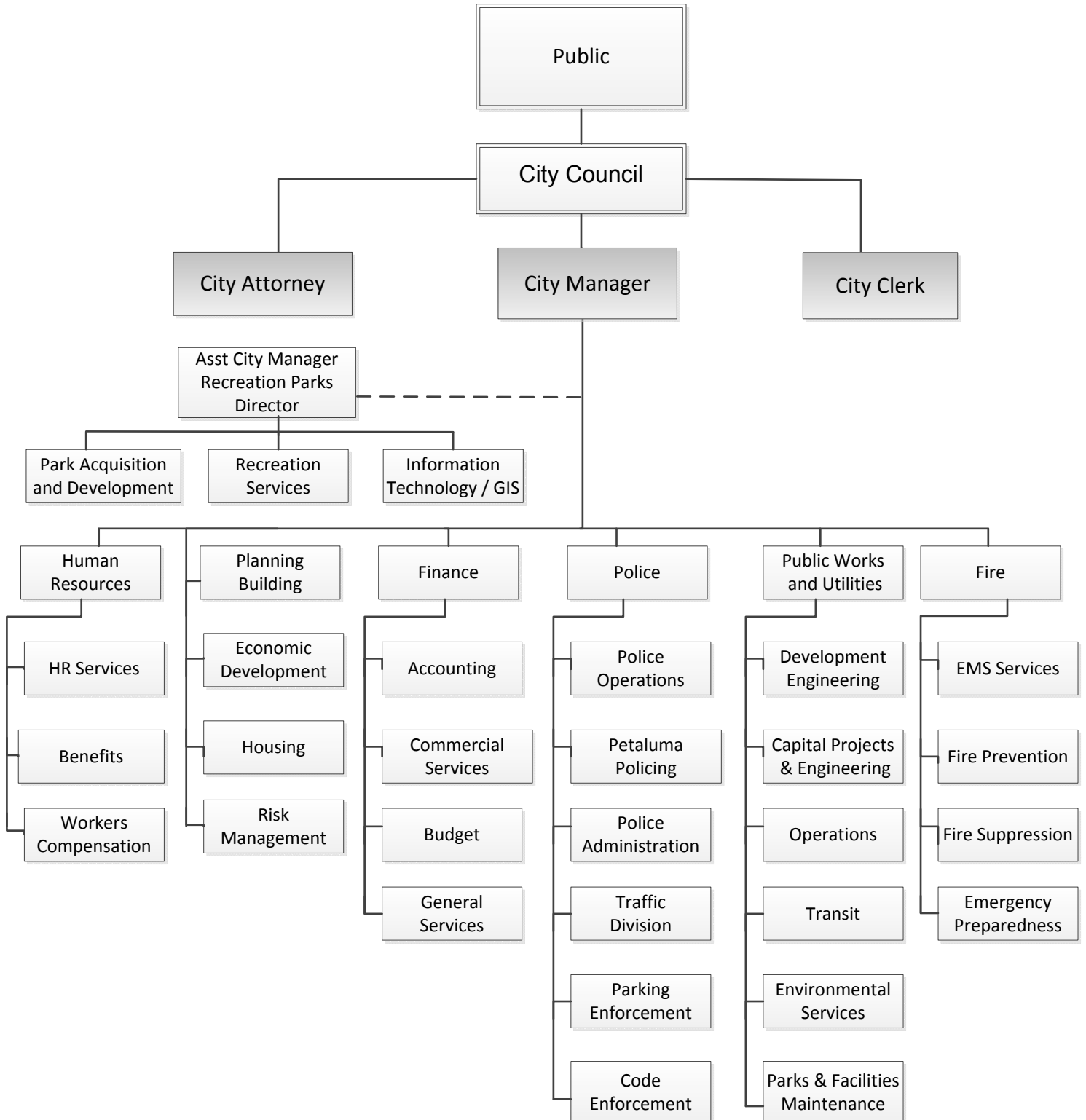
Kathy Miller
Council Member

Organization Chart

Offices, Departments & Divisions

City of Petaluma, California

Fiscal Year 17/18



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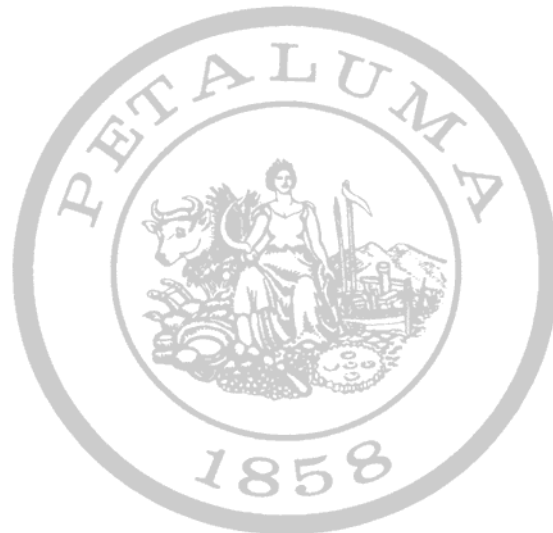
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Resolution No. 2017-067 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2017-2018
GENERAL FUND BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2017 through June 30, 2018, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2017-2018 does not exceed the estimated revenues, other sources and available fund balances; and

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

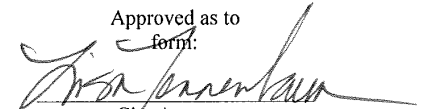
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Petaluma that:

1. The FY 2017-2018 Preliminary Budget is hereby adopted as the FY 2017-2018 General Fund Adopted Budget.
2. The FY 2017-2018 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 15th day of May, 2017, by the following vote:

Approved as to form:


City Attorney

AYES: Albertson, Vice Mayor Barrett, Mayor Glass, Healy, Kearney, King, Miller


NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk Pro Tem


Mayor

Resolution No. 2017-068 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2017-2018
ENTERPRISE FUNDS BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2017 through June 30, 2018, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2017-2018 does not exceed the estimated revenues, other sources and available fund balances; and

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

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

1. The FY 2017-2018 Preliminary Budget is hereby adopted as the FY 2017-2018 Adopted Budget for the following funds:

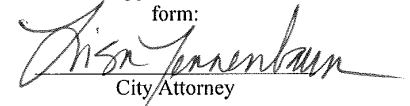
Airport
Community Development
Marina
Transit

2. The FY 2017-2018 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 15th day of May, 2017, by the following vote:

Approved as to
form:


City Attorney

AYES: Albertson, Vice Mayor Barrett, Mayor Glass, Healy, Kearney, King, Miller


NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk Pro Tem


Mayor

Resolution No. 2017-069 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2017-2018
UTILITIES FUNDS BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2017 through June 30, 2018, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2017-2018 does not exceed the estimated revenues, other sources and available fund balances; and

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

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

1. The FY 2017-2018 Preliminary Budget is hereby adopted as the FY 2017-2018 Adopted Budget for the following funds:

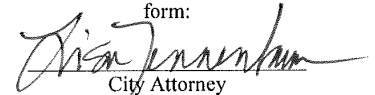
Storm Water Utility
Waste Water
Waste Water Stabilization
Water

2. The FY 2017-2018 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 15th day of May, 2017, by the following vote:

Approved as to
form:


City Attorney

AYES: Albertson, Vice Mayor Barrett, Mayor Glass, Healy, Kearney, King, Miller

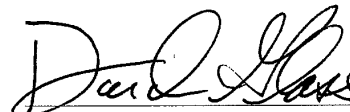
NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk Pro Tem


Mayor

Resolution No. 2017-070 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2017-2018
INTERNAL SERVICE FUNDS BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2017 through June 30, 2018, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2017-2018 does not exceed the estimated revenues, other sources and available fund balances; and

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

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

1. The FY 2017-2018 Preliminary Budget is hereby adopted as the FY 2017-2018 Adopted Budget for the following funds:

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

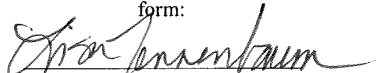
2. The FY 2017-2018 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE:

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 15th day of May, 2017, by the following vote:

Approved as to
form:


City Attorney

AYES:

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

NOES:

None

ABSENT:


None

ABSTAIN:

None

ATTEST:


City Clerk Pro Tem


Mayor

Resolution No. 2017-071 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2017-2018
SPECIAL REVENUES AND TRUST FUNDS BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2017 through June 30, 2018, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2017-2018 does not exceed the estimated revenues, other sources and available fund balances; and

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

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

1. The FY 2017-2018 Preliminary Budget is hereby adopted as the FY 2017-2018 Adopted Budget for the following funds:

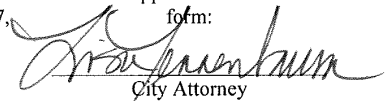
Special Revenues
Trust Funds

2. The FY 2017-2018 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 15th day of May, 2017, by the following vote:

Approved as to
form:



City Attorney

AYES: Albertson, Vice Mayor Barrett, Mayor Glass, Healy, Kearney, King, Miller

NOES: None

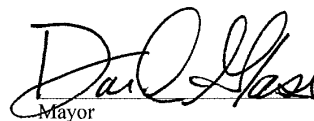
ABSENT: None

ABSTAIN: None

ATTEST:



City Clerk Pro Tem



Mayor

Resolution No. 2017-072 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2017-2018
CAPITAL PROJECTS AND DEBT FUND BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2017 through June 30, 2018, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2017-2018 does not exceed the estimated revenues, other sources and available fund balances; and

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

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

1. The FY 2017-2018 Preliminary Budget is hereby adopted as the FY 2017-2018 Adopted Budget for the following funds:

Capital Projects
Debt Fund

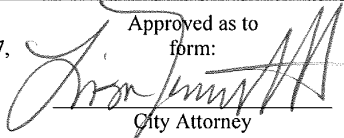
2. The FY 2017-2018 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE:

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 15th day of May, 2017, by the following vote:

Approved as to
form:



City Attorney

AYES:

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

NOES:

None

ABSENT:

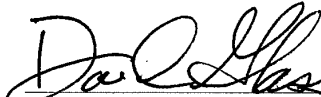
None

ABSTAIN:

None

ATTEST:


City Clerk Pro Tem


Mayor

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INTRODUCED AND ORDERED posted/~~published~~ this 15th day of May, 2017.

ADOPTED this 5th day of June 2017 by the following vote:

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



David Glass, Mayor

ATTEST:



Claire Cooper, City Clerk

APPROVED AS TO FORM:



Eric W. Danly, City Attorney

EFFECTIVE DATE OF ORDINANCE
July 6, 2017

ORDINANCE NO. 2607 N.C.S.

1	Introduced by	Seconded by
2		
3		
4	Gabe Kearney	Kathy Miller
5		
6		
7		

**AN ORDINANCE APPROPRIATING FUNDS FOR THE
OPERATION OF THE CITY OF PETALUMA ENTERPRISE FUND
FROM JULY 1, 2017 THROUGH JUNE 30, 2018**

8
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12 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

13
14 Section 1. There is hereby appropriated for the usual and ordinary expenses of the City
15 of Petaluma for the period of July 1, 2017 through June 30, 2018, the amounts set in the attached
16 Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said
17 exhibit and shall be expended and used in accordance therewith.

18
19 Section 2. Changes with relation to the above appropriations between each respective
20 department or fund may be made by resolution adopted by the City Council. The City
21 Manager may administratively make changes within the departmental appropriations as
22 approved, so long as the total amounts do not exceed, as a result of the change, the amounts
23 set forth in the approved appropriation.

24
25 Section 3. The City Council hereby finds and determines the amount of appropriations
26 provided hereby does not exceed the estimated revenue, other sources and available fund
27 balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year
28 ending June 30, 2018.

29
30 Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

31
32 Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of
33 this ordinance for the period and in the manner required by the City Charter.

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INTRODUCED AND ORDERED posted/~~published~~ this 15th day of May, 2017.

ADOPTED this 5th day of June 2017 by the following vote:

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



David Glass, Mayor

ATTEST:



Claire Cooper, City Clerk

APPROVED AS TO FORM:



Eric W. Danly, City Attorney

<p>EFFECTIVE DATE OF ORDINANCE</p> <p>July 5, 2017</p>

ORDINANCE NO. 2608 N.C.S.

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Introduced by	Seconded by
Gabe Kearney	Kathy Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE
OPERATION OF THE CITY OF PETALUMA UTILITY FUNDS
FROM JULY 1, 2017 THROUGH JUNE 30, 2018**

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

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2017 through June 30, 2018, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

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

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2018.

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

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

3

4 **INTRODUCED AND ORDERED** ~~posted/published~~ this 15th day of May, 2017.

5

6 **ADOPTED** this 5th day of June 2017 by the following vote:

7

8 Ayes: Albertson, Mayor Glass, Healy, Kearney, King, Miller

9 Noes: None

10 Abstain: None

11 Absent: Vice Mayor Barrett

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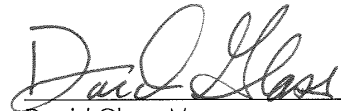
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David Glass, Mayor

ATTEST:

APPROVED AS TO FORM:



Claire Cooper, City Clerk




Eric W. Danly, City Attorney

1 **INTRODUCED AND ORDERED** ~~posted/published~~ this 15th day of May, 2017.
2

3 **ADOPTED** this 5th day of June 2017 by the following vote:
4

5 Ayes: Albertson, Vice Mayor Barrett, Mayor Glass, Healy, Kearney, King, Miller
6 Noes: None
7 Abstain: None
8 Absent: None
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David Glass, Mayor

ATTEST:



Claire Cooper, City Clerk

APPROVED AS TO FORM:



Eric W. Danly, City Attorney

EFFECTIVE DATE OF ORDINANCE
July 5, 2017

ORDINANCE NO. 2610 N.C.S.

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Introduced by	Seconded by
Gabe Kearney	Kathy Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION
OF THE CITY OF PETALUMA SPECIAL REVENUES AND TRUST FUNDS
FROM JULY 1, 2017 THROUGH JUNE 30, 2018**

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

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2017 through June 30, 2018, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

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

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2018.

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

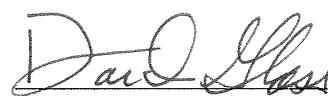
Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

1 **INTRODUCED AND ORDERED** posted/~~published~~ this 15th day of May, 2017.
2

3 **ADOPTED** this 5th day of June 2017 by the following vote:
4

5 Ayes: Albertson, Mayor Glass, Healy, Kearney, King, Miller
6 Noes: None
7 Abstain: None
8 Absent: Vice Mayor Barrett
9


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David Glass, Mayor

ATTEST:


Claire Cooper, City Clerk

APPROVED AS TO FORM:


Eric W. Danly, City Attorney

**EFFECTIVE DATE
OF ORDINANCE**

July 5, 2017

ORDINANCE NO. 2611 N.C.S.

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Introduced by

Gabe Kearney

Seconded by

Kathy Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION
OF THE CITY OF PETALUMA CAPITAL PROJECTS AND DEBT FUNDS
FROM JULY 1, 2017 THROUGH JUNE 30, 2018**

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

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2017 through June 30, 2018, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

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

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2018.

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

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

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INTRODUCED AND ORDERED ~~posted/published~~ this 15th day of May, 2017.

ADOPTED this 5th day of June 2017 by the following vote:

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



David Glass, Mayor

ATTEST:



Claire Cooper, City Clerk

APPROVED AS TO FORM:



Eric W. Danly, City Attorney

CITY OF PETALUMA, CA

FY 2017-18 BUDGET

APPROPRIATIONS BY DEPARTMENT AND FUND

	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
GENERAL FUND			
General Fund Cost Center	1,367	1,160,053	1,161,420
City Council	109,808	-	109,808
City Attorney	925,020	-	925,020
City Clerk	263,909	-	263,909
City Manager	834,383	-	834,383
Economic Development	385,520	-	385,520
Finance	2,110,350	-	2,110,350
Human Resources	549,097	-	549,097
Non Departmental	1,198,200	-	1,198,200
Planning	543,828	-	543,828
Fire	13,377,376	-	13,377,376
Recreation	1,828,278	-	1,828,278
Police	17,387,532	-	17,387,532
Public Works	3,897,685	-	3,897,685
TOTAL GENERAL FUND	43,412,353	1,160,053	44,572,406
SPECIAL REVENUE & TRUST FUNDS			
Community Development Block Grant	315,033	25,000	340,033
Housing Successor Agency	195,377	-	195,377
Mobile Home Rent Program	1,500	12,500	14,000
Commercial Linkage Fees	72,538	25,000	97,538
Housing In-Lieu Fees	345,015	50,000	395,015
Parkland Acquisition Impact Fees-08	6,897	-	6,897
Parkland Development Impact Fees-08	24,590	410,000	434,590
Open Space Acquisition Impact Fees - 08	1,766	-	1,766
Quimby Act Dedication and In-Lieu-08	665	-	665
City Facilities Development Impact Fee	26,560	-	26,560
Storm Drainage Impact Fees		43,000	43,000
Storm Drainage Impact Fees-09	149		149
Traffic Mitigation Impact Fees		248,000	248,000
Traffic Mitigation Impact Fees-08	75,221		75,221
Public Art Fees	220,500	-	220,500

CITY OF PETALUMA, CA

FY 2017-18 BUDGET

APPROPRIATIONS BY DEPARTMENT AND FUND

	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
3% Admin Impact Fees	7,499	-	7,499
Parks and Rec Grants	-	132,000	132,000
Police Grants	324,549	-	324,549
Public Works Grants	-	1,848,000	1,848,000
Gas Tax	185,205	1,636,850	1,822,055
Landscape Assessment Districts	473,817	-	473,817
Abandoned Vehicle Abatement	101,187	-	101,187
Asset Seizures	36,645	75,000	111,645
Street Maintenance Gas Tax	3,053,786	532,000	3,585,786
Transient Occupancy Tax	654,825	3,213,012	3,867,837
Haz Mat Fines	30,032	-	30,032
SLESF	-	100,000	100,000
Donations	18,484	245,000	263,484
Prince Park Trust	-	56,500	56,500
TOTAL SPECIAL REVENUE & TRUST FUNDS	6,171,840	8,651,862	14,823,702
ENTERPRISE FUNDS			
Airport Operations	1,799,778	590,000	2,389,778
Community Development	1,595,163	-	1,595,163
Marina	266,253	-	266,253
Public Transportation	2,990,304	144,000	3,134,304
TOTAL ENTERPRISE FUNDS	6,651,498	734,000	7,385,498
UTILITIES			
Waste Water Utility	21,265,626	24,337,000	45,602,626
Water Utility	15,133,606	3,196,000	18,329,606
Storm Utility	425,807	-	425,807
TOTAL UTILITY FUNDS	36,825,039	27,533,000	64,358,039
INTERNAL SERVICE FUNDS			
Employee Benefits	1,645,404	-	1,645,404
General Services	220,470	-	220,470
Information Technology	1,784,729	-	1,784,729
Risk Management (Liability)	1,361,622	-	1,361,622
Vehicle and Equipment Replacement	924,752	-	924,752
Workers' Compensation	1,661,783	-	1,661,783
TOTAL INTERNAL SERVICE FUNDS	7,598,760	-	7,598,760

CITY OF PETALUMA, CA

FY 2017-18 BUDGET

APPROPRIATIONS BY DEPARTMENT AND FUND

	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
CAPITAL PROJECT FUNDS			
Facilities CIP	1,164,000	-	1,164,000
Parks and Recreation CIP	610,000	-	610,000
Public Works/Surface Water CIP	8,453,000	-	8,453,000
Airport CIP	590,000		590,000
Marina CIP	575		575
Transit CIP	178,000	-	178,000
Waste Water/Recycled Water CIP	25,256,000	-	25,256,000
Water CIP	<u>1,347,000</u>	<u>-</u>	<u>1,347,000</u>
TOTAL CAPITAL PROJECT FUNDS	37,598,575	-	37,598,575
Successor Agency Debt	5,481,427	-	5,481,427
Successor Agency Admin	<u>233,305</u>	<u>-</u>	<u>233,305</u>
TOTAL SUCCESSOR AGENCY FUNDS	5,714,732	-	5,714,732
GRAND TOTAL	<u>\$ 143,972,797</u>	<u>\$ 38,078,915</u>	<u>\$ 182,051,712</u>



Resolution No. 2017-073 N.C.S.
of the City of Petaluma, California

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

WHEREAS, the City Manager has prepared and submitted to the City Council a recommended budget for the period from July 1, 2017 through June 30, 2018, as required by Section 59 of the City Charter; and

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

WHEREAS, the schedule has been updated to include positions recommended in the FY 2017-18 Budget; and,

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

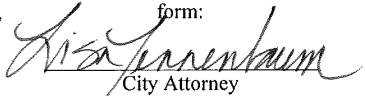
NOW, THEREFORE, BE IT RESOLVED that:

The City Council of the City of Petaluma hereby adopts the Updated Authorized and Funded Position Schedule, referred to as Exhibit A.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 15th day of May, 2017, by the following vote:

Approved as to
form:


City Attorney

AYES: Albertson, Vice Mayor Barrett, Mayor Glass, Healy, Kearney, King, Miller

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk Pro Tem

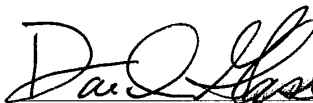

Mayor

Exhibit A

FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2017-18 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		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	0.00	1.00	0.00			
Secretary Confidential	0.00	0.00	1.00	1.00	1.00	1.00	0.90		0.10
Total City Clerk	2.00	2.00	3.00	2.00	3.00	2.00	1.90	0.00	0.10
<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./Redev.	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	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst IV/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	0.60	1.00	0.60	1.00	0.60	0.60		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Human Resources	4.00	3.60	4.00	3.60	4.00	3.60	3.60	0.00	0.00
<u>RECREATION</u>									
Administrative Technician	1.00	1.00	0.00	0.00	0.00	0.00			
Office Assistant II	2.00	1.00	0.00	0.00	0.00	0.00			
Museum Coordinator	0.00	0.00	0.50	0.50	0.50	0.50	0.50		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Specialist	0.00	0.00	1.25	1.25	0.65	0.65	0.65		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Tiny Tots Program Coordinator	0.00	0.00	0.60	0.60	0.60	0.60	0.60		
Tiny Tots Teacher	0.00	0.00	0.60	0.60	0.60	0.60	0.60		
Secretary	0.00	0.00	2.00	2.00	2.00	2.00	2.00		
Total Recreation	7.00	6.00	8.95	8.95	8.35	8.35	8.35	0.00	0.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2017-18 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<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	7.00
<u>FINANCE DEPARTMENT</u>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant VII	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue/Collections Specialist	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Acct Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Finance	18.00	15.00	18.00	16.00	19.00	17.00	15.00	0.00	2.00
<u>FIRE</u>									
Administrative Assistant Conf	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	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Firefighter/Paramedic	21.00	21.00	21.00	21.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Fire	58.00	58.00	58.00	58.00	58.00	58.00	58.00	0.00	0.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2017-18 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		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		
Deputy Police Chief	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	3.00	5.00	3.00	3.00		
Evidence Technician	1.00	1.00	0.50	0.50	0.50	0.50	0.50		
Property Technician	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	5.00	5.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	47.00	60.00	50.00	60.00	50.00	49.00		1.00
Police Records Assistant VII	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	10.70	12.00	10.70	10.70		
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	84.50	109.00	91.70	109.00	91.70	89.25	0.45	2.00
<u>HOUSING</u>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
Total Housing Division	2.00	1.00	2.00	1.00	2.00	1.00	0.00	0.00	1.00
<u>BUILDING SERVICES</u>									
Building Inspector VII	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	0.00	1.00	0.00	1.00	1.00		1.00	
Total Building Services	7.00	6.00	7.00	6.00	7.00	7.00	0.00	7.00	0.00
<u>RISK MANAGEMENT</u>									
Risk and Safety Officer	0.00	0.00	1.00	0.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total Risk Management	2.00	0.00	3.00	0.00	3.00	1.00	0.00	0.00	1.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2017-18 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	----- Allocation -----								
	FY 15-16		FY 16-17		FY 17-18		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
<u>PUBLIC WORKS & UTILITIES</u>									
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Airport Ramp Attendant	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	2.00	2.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Deputy Director DP&U	1.00	1.00	1.00	1.00	1.00	1.00	0.08	0.20	0.72
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Supervisor	0.00	0.00	0.00	0.00	1.00	1.00		1.00	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	3.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	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 Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	2.00	2.00	3.00	3.00	3.00	3.00		3.00	
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker VII	2.00	2.00	2.00	2.00	2.00	2.00	1.85	0.15	
Inspection Supervisor	0.00	0.00	0.00	0.00	0.00	0.00			
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Maintenance Supervisor	0.00	0.00	0.00	0.00	0.00	0.00			
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Office Assistant II	3.00	2.00	3.00	2.00	3.00	2.00		2.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	0.00	3.00	0.00			
Parks Maintenance Worker VII	10.00	6.00	10.00	7.00	10.00	7.00	7.00		
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	2.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.35	2.35
Senior Engineering Tech	2.00	2.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	

Resolution No. 2017-073 N.C.S.

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2017-18 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>PUBLIC WORKS & UTILITIES</u>									
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	9.00	8.00	9.00	8.00	9.00	8.00			8.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.00	0.00	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker VII	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator IV/III	5.00	5.00	5.00	5.00	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	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Total Public Works & Utilities	116.00	99.00	122.50	104.50	123.50	105.50	16.45	64.48	24.57
Total Position Summary	341.50	291.10	352.45	307.75	353.85	311.15	201.55	71.93	37.67

Note: The following message was presented to the City Council with the Preliminary FY 17-18 Budget on May 1, 2017. At the budget workshop held May 8, 2017, staff presented and discussed the proposed budget and sought Council input and guidance. The Adopted FY 17-18 Budget incorporates changes discussed at the workshop including an additional \$70,000 from the Housing In-Lieu fund for the Committee on the Shelterless. This change accounts for the difference between the amounts listed in this message and the Adopted FY 17-18 budget. The adopted appropriation is \$182,051,712.

CITY MANAGER'S BUDGET MESSAGE

Fiscal Year 2017-18
City of Petaluma, California

Honorable Mayor and Members of the City Council:

Presented for your consideration is the recommended budget for Fiscal Year 2017/18.

This is the tenth budget I've had the responsibility of presenting to a Petaluma City Council. It, like its predecessors, is balanced. In some respects, it feels like we're circling back to where I started. Between 2008/09 and 2012/13, deep budget cuts were needed to achieve balance. Resources in budget cycles following 2012/13 were not ample, but allowed for stability and very limited growth. Additional resources also enabled us to rebuild exhausted reserves. This year's budget required cuts to balance, and that's a step backwards. As well, and like 2008/09, financial challenges loom that will dramatically affect service delivery if they are not met with new revenue.

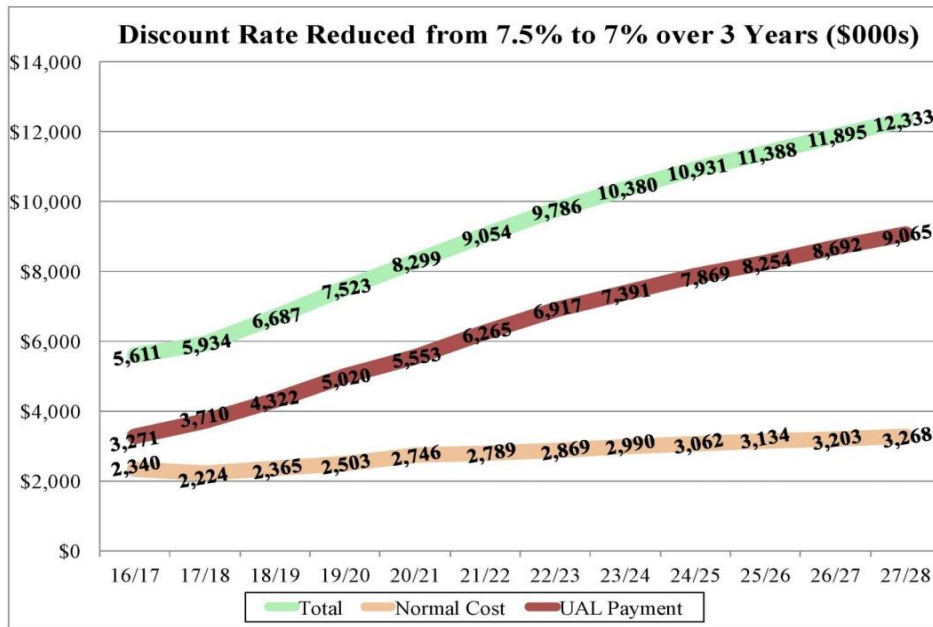
There are differences between past and present. The economy came out of recession, employment rates are up, Petaluma housing prices have returned to pre-recession levels, building activity is on the increase; office, commercial, and industrial vacancy rates are low; we have an active economic development program; our General Fund reserve was restored, and the reductions needed to achieve a balance through 2018/19 were relatively small. The challenges we face, however, are not driven by the economy. Not today, at any rate. Instead, our challenges are in two sets of problems I have discussed in previous budget messages.

First: the protracted lack of investment in capital and staffing. In my estimation, this development has been building for decades, following Proposition 13. The scope of the problem has reached proportions that cannot be addressed with existing revenue streams. The numbers can differ, depending on what's included or excluded, but to cite the estimates used the last three years (progress in that time has not appreciably changed the outlook) addressing our unmet needs in investments in structures, infrastructure, equipment, and staffing requires a long-term investment of over \$400 million. If one has been a regular reader of my budget messages this complaint may be growing tiresome. But, the needs are real, they are growing, and they will not be postponed indefinitely.

You are aware the City's tax base was held down prior to Proposition 13 by City Council policies that prioritized lower taxation. When Proposition 13 was enacted, Petaluma's base was lower than those of communities that had been less conservative in setting pre-'13 tax rates. The statutory cap on annual increases has preserved this disadvantage to the present, meaning less money for programs, structures, infrastructure, equipment and staffing. To compensate for the lack of a sufficient resource base, Petaluma addressed some of these needs through its redevelopment program. Redevelopment was dissolved by the State in 2011, which further took from our ability to maintain infrastructure and to provide incentives for economic development, build affordable housing, and support non-profits who form the weave of a local social safety net. These problems were exacerbated by the recession, when the focus was on core service levels and operations. Discretionary funding all but ceased, and has been resumed in only modest amounts in more recent budget cycles.

The second threat is pension cost increases. The numbers are less daunting but more immediate, and can't be deferred in the same way road maintenance can or a fire engine be made to give another few years of service before it's replaced. The California Public Employees Retirement System is increasing members' rates to compensate for longer retiree lifespans, and corrections for prior years' investment underperformance. We've seen the influence of those changes in last year's budget and in this one. PERS is now reducing its assumed rate of return on investments (the discount rate) from 7.5 to 7 percent. Resulting rate adjustments are expected to ramp up steadily between 2018/19 and 2027/28, and then decline gradually thereafter. Annual increases average \$1 million a year during this period and cumulatively total \$10 million. These changes are a matter of when, not if, and we have two years to prepare for them. The following graphs are taken from the Bartell and Associates presentation to the City Council on April 10, 2017, and portray these increases for Safety and Miscellaneous employees.

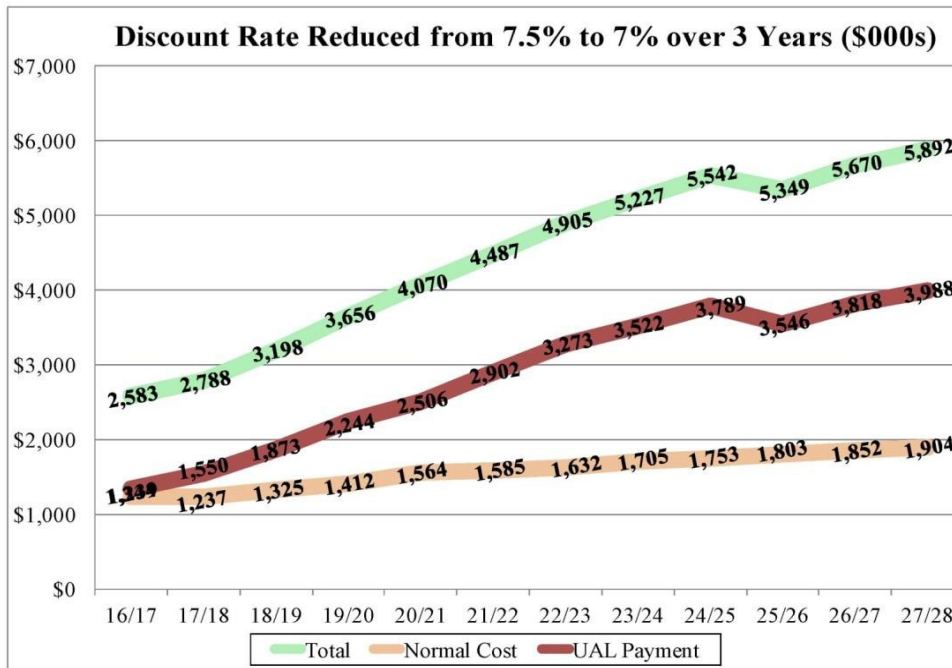
CONTRIBUTION PROJECTIONS - SAFETY



BA April 10, 2017



CONTRIBUTION PROJECTIONS - MISCELLANEOUS



BA April 10, 2017



Paying these rates is not voluntary for members, it's mandatory. Pensions are an unavoidable cost of providing public services in California. Staff is needed to get the job done, and employees come at a cost. Nearly 4/5 of General Fund resources are directed to salaries and benefits in 2017/18. Experience shows employee compensation must be competitive with other public employers to attract talented, capable, and dedicated candidates. Today, that compensation includes a competitive retirement benefit. Cities that cannot compete on this playing field struggle to fill vacancies, confront performance issues, and are training grounds for agencies with better compensation packages.

Petaluma has done what a City can unilaterally do to reduce PERS costs. PERS rates are comprised of the "employer's share, and the "employee's" share. The City pays a portion of costs, and the employee pays a portion. Many cities have historically paid both shares. Petaluma has not paid the employee's share, our employees have always paid their share of costs. Employees in the "Miscellaneous" bargaining units assumed three (3%) percent of the "employer's costs" this past year, and other employees may follow. In 2012, the City negotiated second, lesser tiers of benefits for new employees hired before December 31, 2012. This tier applies to individuals coming to Petaluma from other PERS-member agencies. In January 2013 the State of California implemented a third, lesser tier of benefits for employees hired after that date. These two changes have saved the City over \$400,000 since 2013. Any further PERS reform requires a change in the position of Courts and changes in the State law, through legislation or the initiative process. The State Supreme Court will consider the so-called "California Rule" later this year, as lower courts have called into question the right of a current employee to the specific retirement formula under which they were hired. The decision in that case may set the stage for future reform efforts.

Petaluma has two years to prepare for 2018/19 increases, with the assumptions that our costs will continue to increase, revenue growth is insufficient to keep pace, our list of unmet needs is growing, and relief from PERS rates is not eminent. Our initial efforts in preparation are to reduce the budget so it remains balanced through 2018/19. We believe the recommended budget accomplishes that, and as such is an improvement over the forecast shared with the City Council at February 2017's mid-year budget review. As a reminder, February forecasts projected FY 2017/18 as the last year with a balanced budget; FY 2018/19 was projected to be \$1.2 million in deficit.

The Council is aware departmental budget requests are prepared pursuant to strict guidance. The Finance Department generates salary and benefit calculation through the payroll system. Departments calculate only overtime and special pays – and those estimates are closely scrutinized during review. Any requests affecting salary and benefits require a formal justification and are discouraged unless they can pay for themselves. Likewise, indirect costs are calculated by the Finance Department, and overhead charges distributed to the various budgets. This includes charges from our internal services funds – Risk, Central Services, Information Technology, and Workers Compensation. Reductions in the first three of these listed funds resulted in an overall General Fund savings of approximately \$120,000 this year. Most of this is in Risk, and reflects savings associated with bringing the function back in-house. In most cases the indirect cost allocation reduction is a very small part of the balancing equation, although its benefits are more evident in small budgets.

Budget guidance requires departments to maintain their services and supplies accounts at prior years' levels. This guidance has been in place for years and any discretionary monies that may once have existed in these accounts should have long-since been eliminated. Departments can move money between these accounts as needs dictate, but any increases require formal justification. Virtually no new money has been included in these accounts in the General Fund for 2017/18.

Reintroduced in this year's budgeting guidance was a requirement that General funded departments submit 2.6 percent cost reduction scenarios. This percentage was determined as necessary to eliminate the \$1.2 million deficit projected for FY 2018/19 in February 2017 (Annual budget development begins in earnest in February each year). Departments met this challenge, and presented scenarios that were more or less viable. That's especially commendable given the magnitude of budget cuts made during the past decade, most of which are still in place. A reminder: ten years ago the General Fund budget was nearly \$48 million. The recommended General Fund budget for FY 2017/18 is \$44.6 million. Forty three (43) authorized positions remain vacant and unfunded.

Part-time positions and early retirements were also evaluated to determine if potential salary savings exist there. Neither inquiry produced positive results. Few part-time positions remain in the General Fund, and many are supported by dedicated revenue. Early retirements are projected to cost the City more than they save, a change from earlier analyses. In the end, building a budget is a balance between expenditures and revenues. Finance staff was able to justify pushing revenue estimates a little harder, and most departments were not asked to implement the full 2.6 percent reduction. Approximately half was needed from all departments; although some department scenarios lent themselves to using the entire 2.6 percent and were thus applied.

As presented, the recommended budget represents our best effort to preserve core services with finite resources. This budget maintains service levels at the status quo and funds a new position and position upgrades. It implements salary adjustments approved by the City Council in 2015/16, and 2016/17, and continues to direct Transient Occupancy Tax balances to one-time uses including facility improvement projects, turf maintenance equipment, and a study in support of the City's economic development program. Of the \$1,514,000 budgeted for facility improvements in the General Fund CIP, only \$100,000 derives from the General Fund. One new position is recommended in the General Fund this year, a Revenue and Collections Officer, which has been priority for the past two City Council goal cycles. The position is supported by self-generated revenue, and is not expected to require any existing resources. Position upgrades have also been budgeted in the Utilities, which too are self-funded.

A total budget, all funds, of \$181.98 million is recommended for FY 2017/18, an increase of \$10.78 million (6.3%) over the revised budget for 2016/17. Appropriations are supported by **total estimated resources of \$162.2 million**. Adjusted to remove Transfers-In, and Transfers-Out, which are \$38.1 million each, recommended expenditures for 2017/18 are \$143.9 million and estimated revenues are \$124.1 million. The difference is offset from Fund balances.

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. A description of these fund categories is provided on Page S-1 of this document. Appropriations in these categories for 2017/18 include “Transfers-out”, and are compared in the following table to appropriations in the revised budget for 2016/17.

Category	2017/18	2016/17	Change
General Fund	\$44,572,406	\$44,740,391	(\$ 167,985)
Special Revenue Funds	\$14,753,702	\$17,224,766	(\$2,471,064)
Enterprise Funds	\$ 7,385,498	\$10,277,092	(\$2,891,594)
Utilities	\$64,358,039	\$56,226,014	\$8,132,025
Internal Service Funds	\$ 7,598,760	\$ 7,863,386	(\$ 264,626)
Capital Project Funds	\$37,598,575	\$28,862,920	\$8,735,655
Successor Agency Funds	\$ 5,714,732	\$ 6,009,605	(\$ 294,873)

Increases are in Capital Projects, \$8,735,655; and Utilities, \$8,132,025. Increases reflect utility-related project activity in the CIP, and corresponding transfers from the Utilities to pay for them. Increases in the CIP also reflect the transfer of funds from TOT for General fund-related projects. These increases are partially offset by major decreases in Enterprise and Special Revenue funds of \$2.89 million and \$2.47 million, respectively. Enterprise decreases include \$3.5 million in Transit to eliminate one-time funding for bus/van purchases in 2016/17, a decrease to the budgeted SMART pass-through, and fewer transfers to the CIP for projects. That decrease is partially offset by transfers from the Airport Fund, for new projects. Special Revenue reductions reflect fewer grant-funded Public Works projects, and corresponding transfers to the CIP. Reductions in the Internal Services Funds were discussed on Page M-4 of this message. The Successor Agency is decreased by \$294,873, reflecting reduced legal costs associated with the City’s lawsuit against the State, which is currently on hold. General Fund reductions are discussed in detail in following sections of this message.

Greater detail regarding all funds can be found in the summary section and schedules, in the budget narratives, and in the Capital Improvement Plan. The majority of this message will focus on the General Fund. I will also touch on the Streets Fund, as I have in previous years.

**General Fund Comparison
FY 2016/17 to 2017/18**

	FY 2016/17 Revised	FY 2017/18 Proposed	Amount of Change	Percent Change
Revenues
Taxes	\$27,497,427	\$27,975,696	\$478,269	1.7%
Licenses/Permits/Fees	\$1,110,520	\$1,098,000	-\$12,520	-1.1%
Fines/Forfeitures/Penalties	\$575,500	\$942,000	\$366,500	63.7%
Earnings/rent	\$443,800	\$437,700	-\$6,100	-1.4%
Intergovernmental	\$5,627,912	\$5,884,988	\$257,076	4.6%
Charges for Service	\$5,966,149	\$6,117,000	\$150,851	2.5%
Other	\$17,000	\$14,000	-\$3,000	-17.6%
Transfers - In	\$1,746,212	\$1,550,512	-\$195,700	-11.2%
From Designated Reserves	\$764,000	\$500,000	-\$264,000	-34.6%
TOTAL REVENUES	\$43,748,520	\$44,519,896	\$771,376	1.8%

	FY 2016/17 Revised	FY 2017/18 Proposed	Amount of Change	Percent Change
Expenditures				
Salaries	\$22,340,937	\$22,290,927	-\$50,010	-.2%
Benefits	\$12,508,785	\$12,957,559	\$448,774	3.6%
Services/Supplies	\$6,575,978	\$6,284,434	-\$291,544	-4.4%
Intra-governmental	\$1,958,638	\$1,839,433	-\$119,205	-6.1%
Capital	\$0	\$40,000	\$40,000	100.0%
Transfers - out	\$1,356,053	\$1,160,053	-\$196,000	-14.5%
TOTAL EXPENDITURES	\$44,740,391	\$44,572,406	-\$167,985	-.4%

Difference - \$991,871 - \$52,510

Beginning Carry-over \$1,998,762 \$1,006,891

Ending Carry-over **\$1,006,891** **\$954,381**

A General Fund **budget of \$44.6 million** is recommended for **FY 2017/18**, a decrease of \$167,985 (0.4%) from the revised budget for 2016/17. Estimated **revenues are \$44.5 million**, and are \$771,376 (1.8%) greater than revised estimates for 2016/17. The difference between the two, a negative balance of **\$52,510, is offset using working capital carryover**. Working capital is projected at \$1,006,891 on June 30, 2017. The balance at June 30, 2018 is estimated at \$954,381.

General Fund Revenues

Some changes in revenue categories between fiscal years 2016/17 and 2017/18 appear significant when viewed as a percentage; the dollar differences in these are much less so. My comments focus on the revenue categories responsible for significant change between years. Four of these categories, Taxes (+\$478,269), Fines and Forfeitures (+\$366,500), Intergovernmental (+\$257,076), and Charges for Services (+\$150,851) are increased over 2016/17 estimates. These increases, combined with budget reductions, close the gap between operating revenues and expenses in FY 2017/18.

In the Taxes category, the Sales Tax estimate is \$12.5 million, approximately \$200,000 (1.3%) greater than the revised estimate for 2016/17. This reflects slightly stronger performance from the General Retail, Food Products and Construction categories. Property Tax revenue of \$10 million is \$354,000 (4%) greater than revised estimates for 2016/17 and continues to reflect a strong housing market. Franchise fees of approximately \$3 million are approximately \$36,000 (1.2%) over 2016/17. In total, the category shows an increase of \$478,269 (1.7%) over 2016/17.

The Fines, Forfeitures, and Penalties category (\$1,098,000) is estimated to increase in 2017/18 by \$366,500 (63.7%) over 2016/17. This reflects two factors: the anticipated full year benefit of two traffic officer positions added to the Police Department during 2016/17, and adding a Revenue and Collections Officer in the Finance Department. All three of these positions are projected to be fully self-funding. With respect to the Revenue and Collections Officer only revenues equal to the fully-loaded cost of the position, approximately \$130,000, were applied to estimates. The likely benefit of this position will be greater, and future revenue estimates will be based on actual collections.

Intergovernmental revenues of \$5,884,988 are \$257,076 (4.7%) greater than in 2016/17, and primarily reflect an increase in Motor Vehicle Licensing fees.

Charges for Service of \$6,117,000 are \$150,851 (2.5%) greater than revised estimates for 2016/17. This reflects automatic Consumer Price Index-based adjustments that will take effect in July 2017, per our master fee schedule.

All these increases are partially offset by decreases in two categories, Transfers-in (-\$195,700), and Transfers from Designated Reserves (-\$264,000). The 11.2 percent reduction in Transfers-in reflects less availability of Asset Seizure monies to offset certain Police Department costs. With Transfers from Designated Reserves, a non-recurring transfer for the Payran fire station remediation project is eliminated. As well, in 2015/16, the City Council set into reserve monies to support the cost of employee salary increases for 2015-16, 2016-17 and 2017-18. Additional money was later directed to the reserve to pay for other salary and benefit adjustments. Monies were transferred during the past two budget cycles to cover costs associated with bargained agreements. Reserves currently contain \$1.2 million for salary and benefit adjustments. \$400,000 of that will be used for employee costs in 2017/18. This amount will be duplicated each year through 2020/21.

Further information regarding the various General Fund revenue categories can be found in the summary pages of this document, on Pages OPS-3 and 4.

General Fund Expenditures

The total reduction in expenditures of \$167,985 (-0.4%) reflects the effect of decreases in Salaries, Services and Supplies, Intergovernmental charges and Transfers-out, which are nearly offset by increases in Benefits and in Capital equipment.

Salaries of \$22,290,927 are \$50,010 (-0.2%) less in 2017/18 than last year. This reflects percentage-driven reduction scenarios applied to the Police and Fire departments, and to the City Attorney's, City Clerk's and City Manager's offices, which are nearly offset by salary adjustments approved by the City Council during 2015/16 and 2016/17, and the cost of the new Revenue and Collections Officer position. Fire overtime was reduced to help reach the reduction target and based on current spending trends; Police overtime was also reduced to a level the department felt could be managed. Reductions applied to the Police budget also anticipate a vacancy factor associated with recruiting for employee turn-over. A leave without pay in the City Attorney's Office creates salary savings there. In the City Clerk's Office ten (10%) percent of the Secretary's time is allocated to Risk, and in the City Manager's Office fifteen (15%) percent of the Senior Planner's time will be charged to the General Plan implementation fees maintained in designated reserves.

Services and Supplies of \$6,284,434 are a decrease of \$291,544 (-4.4%) from the revised budget for 2016/17. This reflects the elimination of any budgeting exclusive to FY 2016/17, and implements some portion of the 2.6 percent reduction target to each budget. Decreases are partially offset by re-budgeting \$75,000 to update the Economic Development Strategy and Implementation Plan, which will be funded from TOT.

The Intra-Governmental Services reduction of \$119,205 mainly represents the General Fund's share of savings from the Risk budget, and reflects bringing the function back in house. Reductions in the General Services and Information Technology budgets also provide minor savings in this category.

The Transfers-out category is used to move money from the General Fund into other funds. The amount recommended for 2017/18 is \$196,000 (-14.5%) less than last year, and is primarily related to eliminating a one-time transfer made last year from reserves for Payran fire station remediation.

Benefits of \$12,957,559 are \$448,774 (3.6%) more in FY 2017/18 than last year. This mainly reflects increases in PERS costs, but is driven by three factors: salary increases granted to employees in 2015/16 and 2016/17 that increase PERS costs; increased staffing, which includes the full year's cost of two Traffic patrol positions added during 2016/17 and the new Revenue and Collections Officer recommended for 2017/18, and increases in the PERS contribution rates. In 2017/18 PERS rates will increase from 18.729% to 21.038% for Miscellaneous employees, and from 47.061% to 48.093% for Safety employees.

Capital equipment of \$40,000 is recommended for 2017/18, which will purchase two gurneys for the Fire Department for use on ambulance runs. These gurneys will be funded from the Intergovernmental Transfer program which provides additional Medi-Cal payments to medical providers such as our ambulance service, and will reduce lifting injuries to personnel.

Working Capital Carry-over (Fund Balance)

Working Capital carry over is projected at \$1,006,891 on July 1, 2017. The ending balance at June 30, 2018 is estimated at \$954,381. This is a five (5%) decrease (-\$52,510) from the ending balance for 2016/17. Looking forward to June 30, 2019, fund balance is projected to decrease by 93 percent to \$67,336, with the remainder exhausted in FY 2019/20.

General Fund Reserve

A **Reserve of \$7.37 million** is maintained separate of the fund balance, and amounts to 16.7 percent of the General Fund budget. Within this reserved amount is approximately **\$4.18 million** which is available for emergencies. This represents 9.5% of the General Fund budget. This amount will continue to be increased using one-time revenues until the Council's 15% target has been reached or until City Council policy changes. An additional amount of **\$2.41 million** represents Designated reserves, those retained for specific purposes, such as salary increases or General Plan updates. The balance, approximately **\$0.8 million** is assigned for encumbrances. Reserves will be established by resolution so they cannot be accessed unless the City Council makes findings of necessity and takes formal action. This resolution will be among the package of legislation provided to the City Council during the meetings to consider and adopt the 2017/18 budget.

The foregoing represents the highlights of the recommended General Fund budget for FY 2017/18. Details are contained in financial summaries, program descriptions, objectives and accomplishments, and the budget narratives provided for each department.

Updated Financial Forecast

The Finance Department updates the five-year financial forecast twice a year: when the Proposed Budget is developed, and for mid-year review. Revisions track changing conditions and assumptions. Each forecast is adjusted to account for one-time and ongoing changes in revenues, expenditures, and fund balances and for known economic circumstances. For example, the information regarding the PERS discount rate that is graphically represented on pages M-2 and M-3 is factored in the assumptions for fiscal years 2018/19 through 2020/21. Because of changing information forecasts vary from update to update.

The Financial Forecast was last updated in February, 2017. Forecasting at that time projected the exhaustion of working capital carryover just after the end of FY 2017/18, followed by increasing deficits each year thereafter. This outlook has improved with the recommended budget for 2017/18, which now projects a continuing balance through

2018/19. That was a goal of this budget, to extend the time in which the budget remains balanced. This should provide staff and the City Council sufficient opportunity to develop options and to take advantage of election dates through 2018. The following summarizes the current revised financial projection, based on the recommended Proposed Budget, through fiscal year 2020/21. More detail is available with the forecast that is tabulated on Page OPS – 7.

**General Fund Long Term Operating Forecast
 May 2017**

	FY 16/17	FY 17/18	FY 18/19	FY 19/20
REVENUES	\$43,748,520	\$44,519,896	\$45,562,127	\$46,724,436
EXPENDITURES	\$44,740,391	\$44,572,406	\$46,449,172	\$48,153,828
REVENUES OVER (UNDER) EXPENDITURES	-\$991,871	-\$52,510	-\$887,045	-\$1,429,392
BEGINNING FUND BALANCE	\$1,998,762	\$1,006,891	\$954,381	\$67,336
ENDING FUND BALANCE	\$1,006,891	\$954,381	\$67,336	-\$1,362,056

Forecasts extend to a fifth year, although it's not displayed above because of space constraints. Projected for FY 2020/21: Revenues of \$47.9 million; Expenditures of \$49.9 million; a deficit, Expenditures over Revenues of \$2 million; a beginning Fund Balance of -\$1.36 million; and an ending Fund Balance of -\$3.41 million.

The trending in the forecast will be familiar to the City Council. Our forecasts have consistently shown looming deficits in the “out” years. We’ve managed to stave off these deficits by reducing budgets and with revenue increases related to economic growth. That balancing act may lull some into a false sense that these forecasts portray a gloomier picture than reality justifies.

In reality, the City has pressed its current revenue streams about as far as it can be taken. Fees for services are for the most part set at full cost recovery. More aggressive collections may increase this revenue source but not enough to address projected cost escalation shown in the out years of the forecast. As well and as the Council is aware from a revenue workshop conducted in April 2017, there are few new revenue sources the City can implement, many of them alone are insufficient to meet this fiscal challenge, and all of them require voter approval. Of course, there will be some additional revenue generated by growth – from housing, from lodging, and because of inflation. But these sources are unlikely to compensate for future cost increases, and insufficient to address the backlog of unmet needs.

We have three options for addressing forecasted deficits, at least one of which is not recommended - drawing on reserves to close the gap between projected revenues and expenditures. That alternative would exhaust reserves, at their existing levels, in the 2021/22 year and leave the City exposed in the event of emergency. The other alternatives: more spending cuts, to offset cost increases; or raise revenues to preserve current service levels, support future cost increases, and hopefully, expand City services to make living in, working in, and visiting Petaluma a better experience.

Through adversity, Petaluma has managed to preserve core service levels. We provide almost all the same basic services the public received prior to the recession. They may not be performed as quickly or as often, perhaps; maybe on more of a complaint driven rather than self-initiated basis; and with contracted help rather than City staff, to be sure. But the services themselves haven't really changed. From the outside looking in, I think we've made managing through financial hardship seem as if it wasn't that difficult. Our services are however – and this year's 2.6 cost reduction exercise highlighted this - at a tipping point where any additional reductions have to affect core services. Given the level of expectation I believe Petalumans have regarding City services, based on their calls and correspondence, cutting back core services will be unacceptable to the public.

This leaves revenues. At its April 24, 2017 workshop, the City Council considered a number of options, including increasing existing taxing sources and establishing new taxes. Of the options, increasing sales and transient occupancy taxes appear to hold the most promise. To increase these sources for general purposes, however, requires the unanimity of the City Council in moving one or more of those options forward. As important, it requires a greater understanding on the part of the public than we have thus-far been able to convey regarding the City's financial position and needs. At the risk of repeating myself, we in City government, at all levels are going to have to do a better job than we have in the past of informing the public about what's needed to preserve the quality of life in Petaluma. That will be the ongoing challenge during the next two fiscal years.

The Streets Fund

I have paid attention to the Streets Fund in the past few budget messages, as it has been under the same kind of financial pressures as the General Fund. Projections for that fund estimated negative balances beginning in fiscal year 2018/19 and increasing each year thereafter. With legislative changes in Sacramento last month, and a road impact fee anticipated to be incorporated into the City's water and waste water rate structures, the immediate pressure has been taken off of this set of budgets. Relief from these two sources does not, however, provide funding sufficient to support all the routine maintenance that is needed annually to keep our streets from further deteriorating. Nor do these two sources provide sufficient resources to address the backlog of major street repair and reconstruction needed to bring our overall pavement management rating from poor to good.

**Streets Fund Comparison
 FY 2016/17 to 2017/18**

	FY 2016/17 Revised	FY 2017/18 Proposed	Amount of Change	Percent Change
Revenues				
Taxes Revenue	\$1,377,473	\$1,599,014	\$221,541	16%
Intergovernmental Revenue	\$1,650,734	\$2,132,555	\$481,821	29%
Other	\$142,755	\$51,676	-\$91,079	-64%
TOTAL REVENUES	\$3,170,962	\$3,783,245	\$612,283	19%

	FY 2016/17 Revised	FY 2017/18 Proposed	Amount of Change	Percent Change
Expenditures				
Salaries	\$1,157,800	\$1,158,702	\$902	.08%
Benefits	\$591,681	\$562,827	-\$28,854	-4.9%
Services/Supplies	\$836,700	\$1,226,001	\$389,301	4.7%
Intra-governmental	\$286,584	\$183,461	-\$103,123	-3.6%
Capital	\$0	\$108,000	\$108,000	100%
Transfers	\$942,250	\$532,000	-\$410,250	-4.4%
TOTAL EXPENDITURES	\$3,815,015	\$3,770,991	-\$44,024	-1.1%

Difference	-\$644,053	\$12,254		
Beginning Carry-over	\$2,275,834	\$1,631,781		
Ending Carry-over	\$1,631,781	\$1,644,035		

A Streets Fund **budget of \$3,770,991** is recommended for 2017/18. This is a decrease of \$44,024 (1.1%) from the revised budget for 2016/17. Estimated **revenues are \$3,783,245** and are \$612,283 (19%) more than revised estimates for 2016/17. The difference between the two, \$12,254, increases working capital carryover by that amount.

Streets Fund Revenue

Streets Fund revenue estimates for 2017/18 are \$612,283 greater than revised estimates for 2016/17. This increase reflects the increase projected for FY 2017/18 in Highway Users Tax resulting from the recently adopted Senate Bill 1. That source is expected to provide approximately \$1 million to the Streets fund when it is fully implemented. Nothing has been budgeted for the impact fees incorporated into proposed water and wastewater rates, as these have not yet been approved by the City

Council. Revenue from this source, and corresponding expenditures, can be addressed through mid-year adjustments. At present, revenues are comprised of State Highway Users (Gas) tax proceeds (\$1,687,462), the Measure M County sales tax for transportation apportionment (\$445,093), Franchise Fees (\$1,599,014), and other miscellaneous revenue (\$51,676) .

Streets Fund Expenditures

Streets Fund expenditures are \$44,024 (-1.1%) less in 2017/18 than in the revised budget for 2016/17. Salaries are \$902 (.8%) higher than in 2016/17. This reflects the net effect of salary adjustments approved in the last two rounds of bargaining with AFSCME-represented employees, nearly offset by changes in the percentage of positions allocated to this budget and turn-over related savings associated with filling positions at lower steps on the salary range. Services and Supplies are increased by \$389,301 and reflect increased budgeting for street maintenance using monies generated by SB1. Capital equipment is increased \$108,000 to purchase a new heavy-duty truck needed for more efficient street maintenance. Increases in the Streets budget are fully offset by decreases in Transfers (-\$410,250), Intergovernmental (-\$108,000), and Benefits (-\$28,854). Transfers budget monies directed from this fund to the CIP for projects. That activity was reduced when the CIP was compiled based on what was then estimated for resources. With increased revenue, project activity can be increased at mid-year 2017/18 or with the FY 2018/19 budget. Intergovernmental reductions reflect both changes in charges allocated to this budget and the savings associated with reductions in the internal services funds mentioned earlier in this message. Benefits reductions reflect the net effect of PERS rate increases, fully offset by: employees assuming three percent of the cost of the City's share of PERS rates; position allocation changes; and savings associated with employee turn-over.

Working Capital Carry-over (Fund Balance)

Working Capital carry-over on July 1, 2017 is estimated at \$1,631,781, and is projected to increase by \$12,254 by June 30, 2018, an eight-tenths of one percent (0.8%) increase. This reflects increased revenue provided by SB 1.

Petaluma's unmet street maintenance needs were estimated at \$128 million in 2016/17. This is the amount projected as necessary to bring just the streets to a pavement management index rating of 82, using the Metropolitan Transportation Commission (MTC) recommended treatment, to net a rating of "good". It does not include the cost of sidewalks and trails, signal and signage upgrades, safe crossings, or the costs associated with debt financing to fast-track this work before the system deteriorates further. That total was estimated at approximately \$180 million. Like the challenges facing the General Fund, this challenge cannot be met with existing Streets Fund revenues. And, as was predicted last year, neither were increases in transportation funding from State efforts sufficient to address the backlog. It's hard to imagine that the solution to this problem will be external. Self-help is surely the answer, and by self-help,

I mean taxing ourselves to get this work done. The alternative is resigning ourselves to living with poor streets indefinitely. Is that the future we want for Petaluma?

In Conclusion

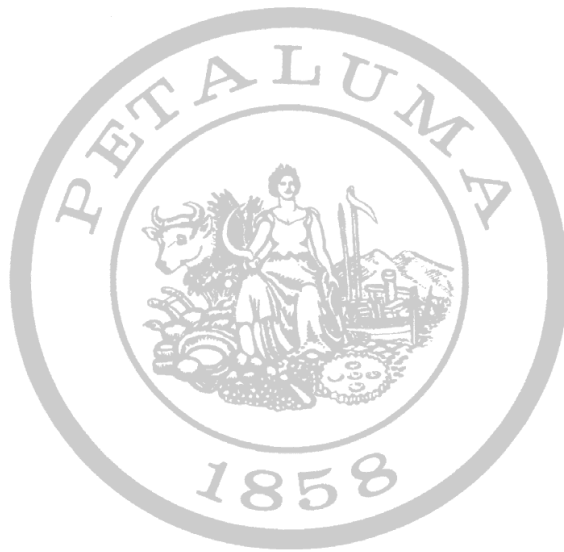
At the outset, I spoke to the similarities and differences between this budget and its predecessors. There's at least one more similarity between this and with every budget that's gone before this last decade: the notion that we have a lot of work ahead if we are to achieve a brighter fiscal future. The balance achieved for this budget and projected for FY 2018/19 provides two years to find a remedy. We would be remiss at the staff level if we did not look for ways to stretch existing revenues – and we will continue to do that. We'd also be remiss if we did not propose and promote increasing revenues; that's the alternative which provides the surest way to improve our current condition. The revenue workshop that was held last month was the first step in the current effort to do that. As I've said in this message and before, we also need to do a better job of informing the public about our finances and needs. That will, hopefully, result in the success at the ballot box that has thus-far eluded us. Petaluma should be given the opportunity to create the future it wants; we need to ask for the help that is needed. Whether Petaluma seizes that opportunity will determine the future it creates.

Every year a lot of hard work goes into developing the annual budget. That includes the efforts of multiple staff in each of our departments, of the Finance Department, and in this office. I thank everyone who was involved in building this year's budget, and I thank for the City Council in advance for the effort they will put into reviewing it. I look forward to discussing our recommendations with you at the workshop scheduled for May 8, 2017, and during the budget meetings set for May 15, and June 5, 2017.

Sincerely,



John C. Brown
City Manager
May 1, 2017



2017-18 ALL FUNDS BUDGET SUMMARY

Budgeted appropriations for fiscal year 2017-18 total \$182,051,712. 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 \$44,572,406. 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 \$14,823,702. 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 \$7,385,498. The Enterprise Funds account for the daily operation and maintenance of the Petaluma Airport, Development and Building Services, Petaluma Marina and Petaluma Transit Services.

Utility Funds appropriations are \$64,358,039. The Utilities provide for the comprehensive and integrated management of Petaluma's water resources, storm water and the collection and treatment of wastewater.

Internal Service Funds appropriations are \$7,598,760. 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.

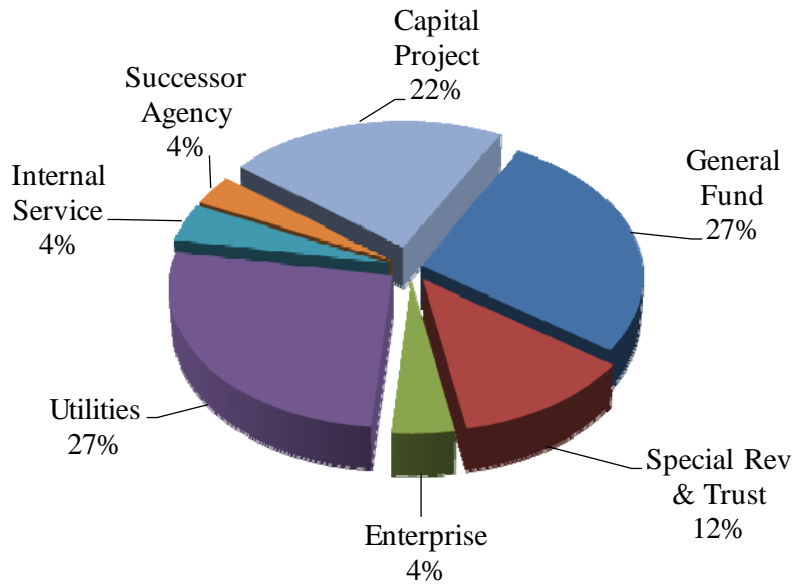
Successor Agency Funds appropriations are \$5,714,732. These funds provide for debt service, program expenditures, and intergovernmental charges through the transfer of tax increment revenue received.

Capital Project Funds appropriations are \$37,598,575. 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.

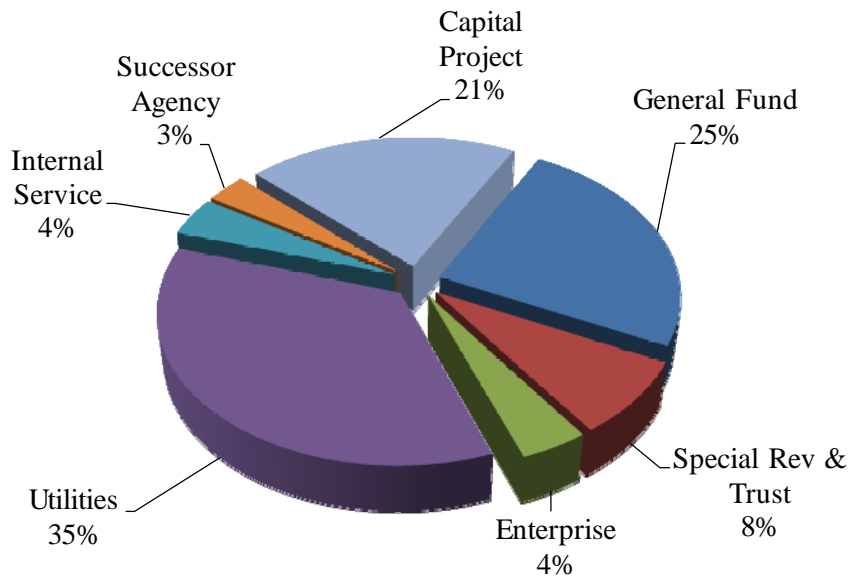
WHERE THE MONEY COMES FROM...

**2017-2018
ESTIMATED REVENUES - \$162,189,445**



WHERE THE MONEY GOES...

**2017-2018
ESTIMATED APPROPRIATIONS - \$182,051,712**



FUND SUMMARY
FISCAL YEAR 2016-17 Estimate

Fund Description	Beg. Bal. 7/1/2016	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	Adjustments/ Reserve	YE	Est. Fund Bal. 6/30/2017
GENERAL FUND OPERATING	\$ 1,998,762	\$ 41,238,308	\$ 1,796,212	\$ (43,084,338)	\$ (1,192,053)	\$ 250,000	\$ 250,000	1,006,891
General Fund Designated Reserves	8,232,279	-	-	(300,000)	(164,000)	-	-	7,768,279
TOTAL GENERAL FUND \$	10,231,041	41,238,308	1,796,212	(43,384,338)	(1,356,053)	\$ 250,000	\$ 250,000	8,775,170
Community Development Block Grant	94,615	344,208	-	(311,285)	(32,781)	-	-	94,757
Home/Begin Grants	549,609	660	-	-	-	-	-	550,269
Housing Successor Agency	346,843	24,629	117,781	(434,966)	(10,000)	-	-	54,287
Mobile Home Rent Program	55,504	93,885	-	(3,000)	-	-	-	136,389
Aquatic Facility Impact Fees	77,856	147	-	-	-	-	-	78,003
Commercial Linkage Fees	1,142,454	27,241	-	(43,406)	(25,000)	188,227	188,227	1,289,516
Community Facilities Impact Fees	1,049,051	1,979	-	-	(25,000)	-	-	1,026,030
Community Facilities Impact Fees - 08	179,957	340	-	-	-	-	-	180,297
Fire Suppression Impact Fees	263,951	311	-	-	-	-	-	264,262
Housing In-Lieu Fees	2,269,405	5,966	-	(264,827)	(50,000)	-	-	1,960,544
Library Facility Impact Fees	235,630	446	-	-	-	-	-	236,076
Parkland Acq/Dev Impact Fees	-	-	-	-	-	-	-	-
Parkland Acquisition Impact Fees-08	922,784	281,369	-	(5,595)	(209,292)	-	-	989,266
Parkland Development Impact Fees-08	1,144,753	1,015,228	1,450	(20,272)	(429,300)	(730,854)	(730,854)	981,005
Open Space Acquisition Impact Fees - 08	158,076	73,831	-	(1,471)	(5,000)	(53,145)	(53,145)	172,291
Quimby Act Dedication and In-Lieu-08	139	35,789	-	(714)	-	(18,700)	(18,700)	16,514
Law Enforcement Facility Impact Fees	446,380	844	-	-	-	-	-	447,224
Public Facilities Impact Fees	175,662	332	-	-	-	-	-	175,994
Public Facilities Impact Fees-08	163,058	312	-	-	-	-	-	163,370
City Facilities Development Impact Fee	1,336,771	1,052,085	-	(20,992)	(357,650)	(758,257)	(758,257)	1,609,607
Storm Drainage Impact Fees	2,166,675	2,066	354,885	-	-	-	-	2,165,976
Storm Drainage Impact Fees - 08	247,728	436	-	-	-	-	-	248,164
Traffic Mitigation Impact Fees	3,033,408	3,785	35,080	-	(303,125)	3,903,584	3,903,584	2,769,148
Traffic Mitigation Impact Fees-08	13,766,722	2,624,178	-	(52,003)	(303,125)	60,900	60,900	20,242,481
Public Art Fees	382,178	424	-	(222,116)	-	-	-	221,386
3% Admin Impact Fees	354,728	102,269	-	(72,876)	-	-	-	384,121
General Government Grants	652	-	-	-	-	652	652	-
Fire Department Grants	-	211,000	-	-	(161,000)	-	-	50,000
Parks and Rec Grants	(2,174)	563,431	43,740	(733,431)	-	131,230	131,230	2,796
Police Grants	900,641	4,097,000	-	-	(4,333,000)	-	-	664,641
Public Works Grants	838,925	1,224,057	3,375	(35,187)	(1,185,832)	-	-	845,338
Gas Tax	457,902	393,001	-	(368,640)	-	-	-	482,263
Landscape Assessment Districts	235,610	115,350	-	(95,377)	-	-	-	255,583
Abandoned Vehicle Abatement	281,114	105,586	-	(101,857)	(73,740)	-	-	211,103
Asset Seizures	1,436,909	1,836,430	1,292,932	(2,837,578)	(942,250)	-	-	786,443
Street Maintenance Gas Tax	1,493,800	2,403,348	-	(570,117)	(2,371,012)	264,106	264,106	1,220,125
Transient Occupancy Tax	36,114	8,652	-	(10,070)	-	-	-	34,696
Haz Mat Fines	-	-	-	-	-	-	-	-
Fire in-Lieu Fees	27,119	100,025	-	-	(100,000)	-	-	27,144
SLESF	284,931	450,000	-	(22,796)	(535,000)	130,000	130,000	307,135
Donations	753,934	1,425	-	-	(56,500)	-	-	698,859
Prince Park Trust	-	-	-	-	-	-	-	-
TOTAL SPECIAL REVENUE FUNDS	37,309,414	17,202,065	1,849,243	(6,228,576)	(10,996,190)	2,907,799	2,907,799	42,043,755

FUND SUMMARY
FISCAL YEAR 2016-17 Estimate

Fund Description	Beg. Bal. 7/1/2016	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	YE Adjustments/ Reserve	Est. Fund Bal. 6/30/2017
PRIVATE & PERMANENT TRUST FUNDS							
Wickersham Park Trust	23,852	-	-	-	-	-	23,852
Child Care Trust	163,589	-	-	-	-	-	163,589
Thomas Lee Charity Trust	24,130	-	-	-	-	-	24,130
PRIVATE & PERMANENT TRUST FUNDS	211,570						211,570
ENTERPRISE FUNDS							
Airport Operations	1,141,878	1,954,400	-	(1,688,210)	(256,000)	-	1,152,068
Development Services	747,959	1,465,225	-	(1,380,793)	-	-	832,391
Marina	(319,984)	240,600	4,100	(304,706)	-	-	(380,000)
Transit	280,508	6,587,750	29,300	(6,292,733)	(354,650)	-	250,175
TOTAL ENTERPRISE FUNDS	1,850,351	10,247,975	33,400	(9,666,442)	(610,650)		1,854,634
UTILITIES							
Waste Water Utility	38,342,686	25,726,200	93,580	(20,954,593)	(12,522,000)	-	30,685,873
Waste Water Rate Stabilization	3,607,608	17,900	-	-	-	-	3,625,508
Water Utility	12,309,080	14,575,450	-	(14,371,052)	(7,831,205)	-	4,682,273
Storm Utility	(14,131)	-	521,823	(547,164)	-	-	(39,472)
TOTAL UTILITIES	54,245,243	40,319,550	615,403	(35,872,809)	(20,353,205)		38,954,182
INTERNAL SERVICE FUNDS							
Employee Benefits	778,580	1,132,743	200,000	(1,301,751)	-	-	809,572
General Services	172,762	224,006	-	(213,779)	-	-	182,989
Information Technology	(56,955)	1,802,161	-	(1,738,478)	-	-	6,728
Risk Management (Liability)	4,492,081	1,677,153	-	(1,352,178)	(277,000)	-	4,540,056
Vehicle and Equipment Replacement	158,664	-	600,000	(1,476,350)	-	1,025,000	307,314
Workers' Compensation	3,566,313	1,224,192	-	(1,503,850)	-	-	3,286,655
TOTAL INTERNAL SERVICE FUNDS	9,111,445	6,060,255	800,000	(7,586,386)	(277,000)	1,025,000	9,133,314
CAPITAL PROJECT FUNDS							
Facilities CIP	48,778	-	792,000	(881,000)	(5,700)	-	(45,922)
Community Development CIP	-	-	-	-	-	-	-
Fire CIP	499,933	-	-	-	-	-	499,933
Parks and Recreation CIP	122,963	-	595,300	(768,500)	(1,450)	-	(51,687)
Police CIP	-	-	-	-	-	-	-
Public Works/Surface Water CIP	341,010	(203,400)	6,473,325	(6,015,250)	(500,440)	-	95,245
FEMA Permanent CIP	(994,118)	-	-	-	-	-	(994,118)
TDA CIP	-	-	-	-	-	-	-
Airport CIP	1,485	-	256,000	(256,000)	-	-	1,485
Marina CIP	17,368	-	-	-	(4,100)	-	13,268
Transit CIP	18,375	136,000	386,650	(522,350)	(29,300)	-	(10,625)
Waste Water/Recycled Water CIP	3,701	13,009,000	13,009,000	(12,738,700)	-	-	274,001
Water CIP	(220,269)	-	7,527,555	(7,140,130)	-	-	167,156
TOTAL CAPITAL PROJECT FUNDS	(160,774)	(67,400)	29,039,830	(28,321,930)	(540,990)		(51,264)
SUCCESSOR AGENCY FUNDS							
Successor Agency Debt	1,980,742	5,469,040	-	(5,469,040)	-	-	1,980,742
Successor Agency Admin	(279,259)	250,000	-	(540,565)	-	-	(569,824)
TOTAL SUCCESSOR AGENCY FUNDS	1,701,483	5,719,040		(6,009,605)			1,410,918
TOTAL ALL FUNDS	\$ 114,499,774	\$ 120,719,793	\$ 34,134,088	\$ (137,070,086)	\$ (34,134,088)	\$ 4,182,799	\$ 102,332,280

FUND SUMMARY
FISCAL YEAR 2017-2018

Fund Description	Est. Fund Bal. 7/01/2017	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	YE Adjustments/ Reserve	Proj. Fund Bal. 6/30/2018
GENERAL FUND OPERATING	\$ 1,006,891	\$ 42,469,384	\$ 1,550,512	\$ (43,012,353)	\$ (1,160,053)	\$ 100,000	\$ 954,381
General Fund Designated Reserves	7,368,279	-	-	(400,000)	-	-	7,368,279
	\$ 8,775,170	\$ 42,469,384	\$ 1,550,512	\$ (43,412,353)	\$ (1,160,053)	\$ 100,000	\$ 8,322,660
Community Development Block Grant	94,757	344,057		(315,033)	(25,000)		98,781
Home/Begin Grants	550,269	3,492					553,761
Housing Successor Agency	54,287	26,308	112,500	(195,377)			(2,282)
Mobile Home Rent Program	136,389	23,237		(1,500)	(12,500)		145,626
Aquatic Facility Impact Fees	78,003	510					78,513
Commercial Linkage Fees	1,289,516	236,659		(72,538)	(25,000)		1,428,637
Community Facilities Impact Fees	1,026,030	6,513					1,032,543
Community Facilities Impact Fees - 08	180,297	1,203					181,500
Fire Suppression Impact Fees	264,262	1,725					265,987
Housing In-Lieu Fees	1,960,544	987,156		(345,015)	(50,000)		2,552,685
Library Facility Impact Fees	236,076	1,526					237,602
Parkland Acq/Dev Impact Fees	-	-					-
Parkland Acquisition Impact Fees-08	989,266	351,037		(6,897)			1,333,406
Parkland Development Impact Fees-08	981,005	1,233,300		(24,590)	(410,000)		1,779,715
Open Space Acquisition Impact Fees - 08	172,291	89,385		(1,766)			259,910
Quimby Act Dedication and In-Lieu-08	16,514	33,250		(665)			49,099
Law Enforcement Facility Impact Fees	447,224	2,873					450,097
Public Facilities Impact Fees	175,994	1,137					177,131
Public Facilities Impact Fees-08	163,370	1,104					164,474
City Facilities Development Impact Fee	1,609,607	1,336,743		(26,560)	(43,000)		2,919,790
Storm Drainage Impact Fees	2,165,976	13,997					2,136,973
Storm Drainage Impact Fees - 08	248,164	9,189		(149)			257,204
Traffic Mitigation Impact Fees	2,769,148	15,115			(248,000)		2,536,263
Traffic Mitigation Impact Fees-08	20,242,481	3,807,149		(75,221)			23,974,409
Public Art Fees	221,386	1,651		(220,500)			2,537
3% Admin Impact Fees	384,121	2,153		(7,499)			378,775
General Government Grants	652						652
Fire Department Grants	-						-
Parks and Rec Grants	50,000	132,000			(132,000)		50,000
Police Grants	2,796	275,549	45,000	(324,549)			(1,204)
Public Works Grants	664,641	1,848,000			(1,848,000)		664,641
Gas Tax	845,338	1,692,717		(185,205)	(1,636,850)		716,000
Landscape Assessment Districts	482,263	395,124		(473,817)			403,570
Abandoned Vehicle Abatement	255,583	81,270		(101,187)			235,666
Asset Seizures	211,103	61,759		(36,645)	(75,000)		161,217
Street Maintenance Gas Tax	786,443	2,090,528	1,636,850	(3,053,786)	(532,000)		928,035
Transient Occupancy Tax	1,220,125	2,754,585		(654,825)	(3,213,012)		106,873
Haz Mat Fines	34,696	271		(30,032)			4,935
Fire in-Lieu Fees	-	-					-
SLESF	27,144	100,306			(100,000)		27,450
Donations	307,135	-		(18,484)	(245,000)		43,651
Prince Park Trust	698,859	4,432		-	(56,500)		646,791
TOTAL SPECIAL REVENUE FUNDS	42,043,755	17,967,010	1,794,350	(6,171,840)	(8,651,862)	-	46,981,413

FUND SUMMARY
FISCAL YEAR 2017-2018

Fund Description	Est. Fund Bal. 7/01/2017	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	YE Adjustments/ Reserve	Proj. Fund Bal. 6/30/2018
PRIVATE & PERMANENT TRUST FUNDS							
Wickersham Park Trust	23,852	154	-	-	-	-	24,006
Child Care Trust	163,589	1,053	-	-	-	-	164,642
Thomas Lee Charity Trust	24,130	144	-	-	-	-	24,274
TOTAL PRIVATE & PERMANENT TRUST FUNDS	211,570	1,351	-	-	-	-	212,921
ENTERPRISE FUNDS							
Airport Operations	1,152,068	1,825,101	-	(1,799,778)	(590,000)	-	587,391
Development Services	832,391	1,505,747	-	(1,595,163)	-	-	742,975
Marina	(380,000)	270,600	-	(266,253)	-	-	(375,653)
Transit	250,175	3,272,482	-	(2,990,304)	(144,000)	-	388,353
TOTAL ENTERPRISE FUNDS	1,854,634	6,873,930	-	(6,651,498)	(734,000)	-	1,343,066
UTILITIES							
Waste Water Utility	30,685,873	26,665,400	93,580	(21,265,626)	(24,337,000)	-	11,842,227
Waste Water Rate Stabilization	3,625,508	1,815	-	-	-	-	3,627,323
Water Utility	4,682,273	15,626,994	-	(15,133,606)	(3,196,000)	-	1,979,661
Storm Utility	(39,472)	-	498,473	(425,807)	-	-	33,194
TOTAL UTILITIES	38,954,182	42,294,209	592,053	(36,825,039)	(27,533,000)	-	17,482,405
INTERNAL SERVICE FUNDS							
Employee Benefits	809,572	1,212,912	200,000	(1,645,404)	-	-	577,080
General Services	182,989	221,318	-	(220,470)	-	-	183,837
Information Technology	6,728	1,785,248	-	(1,784,729)	-	-	7,247
Risk Management (Liability)	4,540,056	1,399,955	-	(1,361,622)	-	-	4,578,389
Vehicle and Equipment Replacement	307,314	909	735,000	(924,752)	-	-	118,471
Workers' Compensation	3,286,655	1,422,311	-	(1,661,783)	-	-	3,047,183
TOTAL INTERNAL SERVICE FUNDS	9,133,314	6,042,653	935,000	(7,598,760)	-	-	8,512,207
CAPITAL PROJECT FUNDS							
Facilities CIP	(45,922)	-	1,164,000	(1,164,000)	-	-	(45,922)
Community Development CIP	-	-	-	-	-	-	-
Fire CIP	499,933	-	-	-	-	-	499,933
Parks and Recreation CIP	(51,687)	-	610,000	(610,000)	-	-	(51,687)
Police CIP	-	-	-	-	-	-	-
Public Works/Surface Water CIP	95,245	2,699,000	4,062,000	(8,453,000)	-	-	(1,596,755)
FEMA Permanent CIP	(994,118)	-	-	-	-	-	(994,118)
TDA CIP	-	-	-	-	-	-	-
Airport CIP	1,485	-	590,000	(590,000)	-	-	1,485
Marina CIP	13,268	-	-	(575)	-	-	12,693
Transit CIP	(10,625)	-	178,000	(178,000)	-	-	(10,625)
Waste Water/Recycled Water CIP	274,001	25,256,000	-	(25,256,000)	-	-	274,001
Water CIP	167,156	-	1,347,000	(1,347,000)	-	-	167,156
TOTAL CAPITAL PROJECT FUNDS	(51,264)	2,699,000	33,207,000	(37,598,575)	-	-	(1,743,839)
SUCCESSOR AGENCY FUNDS							
Successor Agency Debt	1,980,742	5,481,427	-	(5,481,427)	-	-	1,980,742
Successor Agency Admin	(569,824)	281,566	-	(233,305)	-	-	(521,563)
TOTAL SUCCESSOR AGENCY FUNDS	1,410,918	5,762,993	-	(5,714,732)	-	-	1,459,179
TOTAL ALL FUNDS	102,332,280	124,110,530	38,078,915	(143,974,797)	(38,078,915)	100,000	82,570,013

Sources and Uses of Funds Fiscal Year 17/18

	General Fund	Special Revenue & Trust Funds incl. LMH	Enterprise Funds	Utilities	Internal Service Funds	Capital Project Funds	Successor Agency Funds	All Funds
Revenue								
Taxes Revenue	27,975,696	4,347,340	92,000				5,731,427	38,146,463
Licenses, Permits and Fees	2,040,000	8,043,082	1,384,500	7,000			31,566	11,506,148
Use of Property Revenue	437,700	208,020	1,287,048	495,433	73,855			2,502,056
Debt Proceeds								-
Grant Proceeds								-
Intergovernmental	5,884,988	4,918,455	2,965,982					13,769,425
Charges for Sales						60,000		-
Charges for Services/Sales	6,117,000	439,964	126,500		5,968,798			12,712,262
Utility Revenue			285,000	41,325,000				41,610,000
Sales Revenue	5,000		732,300	30,000				767,300
Connection Fees								-
Other Revenue	9,000	11,500	600	436,776		2,639,000		3,096,876
Total Revenues	\$ 42,469,384	\$ 17,968,361	\$ 6,873,930	\$ 42,294,209	\$ 6,042,653	\$ 2,699,000	\$ 5,762,993	\$ 124,110,530
Other Sources:								
Transfers In	1,550,512	1,794,350	-	592,053	935,000	33,207,000		38,078,915
Total Revenue and Other Sources	\$ 44,019,896	\$ 19,762,711	\$ 6,873,930	\$ 42,886,262	\$ 6,977,653	\$ 35,906,000	\$ 5,762,993	\$ 162,189,445
Expenditures and Expenses								
Salaries and Benefits	\$ 35,248,486	\$ 2,286,453	\$ 1,498,034	\$ 7,363,024	\$ 2,134,025	\$ 1,293,477	\$ 65,357	\$ 49,888,856
Services and Supplies	1,073,109	649,200	1,001,350	9,579,750	130,440		500	12,434,349
Professional Services,Maint, Repair	3,675,215	1,510,743	2,669,541	4,168,900	1,024,202	36,112,232	39,450	49,200,283
Intragovernmental Charges	1,839,433	739,697	585,627	2,385,447	323,938	170,866	122,648	6,167,656
Utilities, Rent, Training	1,470,950	402,297	286,311	2,235,500	3,061,223		5,350	7,461,631
Advertising,Promotion,Debt	65,160	450,450	521,635	10,574,218	395,456		5,481,427	17,488,346
Capital Expenditures	40,000	133,000	89,000	518,200	529,476	22,000		1,331,676
Total Expenditures and Expenses	\$ 43,412,353	\$ 6,171,840	\$ 6,651,498	\$ 36,825,039	\$ 7,598,760	\$ 37,598,575	\$ 5,714,732	\$ 143,972,797
Other Uses:								
Transfers Out	1,160,053	8,651,862	734,000	27,533,000				38,078,915
Total Expenditures, Expenses and Other Uses	\$ 44,572,406	\$ 14,823,702	\$ 7,385,498	\$ 64,358,039	\$ 7,598,760	\$ 37,598,575	\$ 5,714,732	\$ 182,051,712



**2018 Budget
 General Fund Revenue by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
TAXES REVENUE	26,071,747	27,626,228	27,497,428	27,975,696
FEES/PERMITS AND FINES REVENUE	1,627,593	1,781,282	1,686,020	2,040,000
USE OF PROPERTY REVENUE	398,855	393,647	443,800	437,700
INTERGOVERNMENTAL REVENUE	5,496,371	5,385,022	5,627,912	5,884,988
CHARGES FOR SERVICE REVENUE	5,719,799	6,924,266	5,966,148	6,117,000
SALES REVENUE	5,096	15,641	5,000	5,000
MISCELLANEOUS	3,647,407	44,879	12,000	9,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,649,012	1,691,267	1,796,212	1,550,512
GENERAL FUND REVENUE	44,615,880	43,862,232	43,034,520	44,019,896

2018 Budget
General Fund Revenue by Function

Function	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
GENERAL GOVERNMENT	35,966,989	37,553,964	37,639,600	38,009,996
CDD	657,903	876,183	645,000	627,500
FIRE	2,368,180	3,139,462	2,626,600	2,843,500
PARK/REC	858,785	901,965	837,800	860,000
POLICE	971,836	1,073,286	1,020,500	1,402,900
PUBLIC WORKS	3,792,187	317,372	265,020	276,000
GENERAL FUND REVENUE	44,615,880	43,862,232	43,034,520	44,019,896

2018 Budget
General Fund Revenue by Cost Center

Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
GENERAL FUND COST CENTER	35,588,459	37,503,534	37,593,600	37,963,996
ANIMAL SERVICES ADMIN/OPERATIONS	510	600	-	-
CITY ATTORNEY ADMIN/OPERATIONS	285,712	-	-	-
CITY CLERK ADMIN/OPERATIONS	304	-	-	-
NON DEPARTMENTAL	92,004	49,830	46,000	46,000
PLANNING ADMIN	219,470	291,599	245,000	227,500
PLANNING COST RECOVERY	438,433	584,584	400,000	400,000
FIRE ADMIN	524,192	858,009	534,600	553,500
FIRE PREVENTION	99,972	131,233	120,000	115,000
AMBULANCE	1,744,016	2,150,220	1,972,000	2,175,000
PARK/REC ADMIN	11,617	14,334	2,000	10,000
PR CAVANAGH CENTER	6,032	-	-	-
PR COMMUNITY CENTER	275,897	251,316	280,000	260,000
PR YOUTH/TEENS PROGRAMS	325,940	362,395	300,000	330,000
PR CONTRACT CLASSES	120,431	120,004	110,000	115,000
PR SPORTS PROGRAMS	56,848	41,564	45,000	45,000
PR SPORTS FIELD LIGHTS	17,635	79,447	60,000	65,000
PR AQUATIC PROGRAMS	-	-	800	-
PR SENIOR PROGRAMS	34,601	28,245	30,000	30,000
PR SPECIAL EVENTS	9,784	4,660	10,000	5,000
POLICE ADMIN	971,836	1,073,286	1,020,500	1,402,900
PUB WORKS ADMIN	3,767,665	291,138	244,000	257,000
TURNING BASIN/D ST BRIDGE	24,522	26,234	21,020	19,000
GENERAL FUND REVENUE	44,615,880	43,862,232	43,034,520	44,019,896

2018 Budget
General Fund Appropriations by Account Type

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	19,735,817	20,838,411	22,340,937	22,290,927
BENEFITS	10,325,179	10,969,238	12,508,785	12,957,559
SUPPLIES	1,026,386	1,302,945	1,269,014	1,073,109
PROF SERVICES, MAINT, REPAIR	3,342,541	3,822,636	3,782,597	3,675,215
INTRAGOVERNMENTAL SERVICES	1,593,842	1,958,638	1,958,638	1,839,433
UTILITIES, RENT, TRAINING	1,322,658	1,517,720	1,460,338	1,470,950
ADVERTISING, PROMOTION, DEBT	34,399	30,043	64,029	65,160
CAPITAL EXPENDITURES	3,604,448	318,964	-	40,000
TRANSFERS	827,400	1,704,068	1,356,053	1,160,053
GENERAL FUND APPROPRIATIONS	41,812,670	42,462,663	44,740,391	44,572,406
LESS INTRAGOVERNMENTAL OFFSET	(2,164,796)	(2,858,548)	(2,858,548)	(2,635,700)
GENERAL FUND NET COST	39,647,874	39,604,115	41,881,843	41,936,706

2018 Budget
General Fund Appropriations by Function

Function	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
GENERAL GOVERNMENT	5,378,629	6,862,162	7,795,638	7,581,235
CDD	614,250	754,910	554,649	543,828
FIRE	12,219,357	12,722,045	13,555,621	13,377,376
PARK/REC	1,537,943	1,676,885	1,792,654	1,784,750
POLICE	15,203,187	16,791,871	17,116,000	17,387,532
PUBLIC WORKS	6,859,304	3,654,790	3,925,829	3,897,685
GENERAL FUND APPROPRIATIONS	41,812,670	42,462,663	44,740,391	44,572,406
LESS INTRAGOVERNMENTAL OFFSET	(2,164,796)	(2,858,548)	(2,858,548)	(2,635,700)
GENERAL FUND NET COST	39,647,874	39,604,115	41,881,843	41,936,706

2018 Budget
General Fund Appropriations by Cost Center

Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
GENERAL FUND COST CENTER	827,400	1,705,156	1,357,141	1,161,420
CITY COUNCIL ADMIN/OPERATIONS	93,151	111,086	112,151	109,808
CITY ATTORNEY ADMIN/OPERATIONS	659,509	740,868	1,017,322	925,020
CITY CLERK ADMIN/OPERATIONS	143,576	179,139	216,056	246,454
CITY CLERK ELECTIONS	88,060	62,244	107,218	17,455
CITY MANAGER ADMIN/OPERATIONS	753,175	803,263	841,511	834,383
ECONOMIC DEVELOPMENT	276,169	299,142	358,296	385,520
FINANCE ADMIN	492,312	679,419	757,859	690,671
FINANCE ACCOUNTING SERVICE	510,279	569,960	705,016	707,136
FINANCE COMMERCIAL SERVICE	538,963	545,896	596,787	712,543
HUMAN RESOURCES ADMIN/OPERATIONS	422,651	520,850	532,081	549,097
NON DEPARTMENTAL	573,384	645,139	1,194,200	1,198,200
PLANNING ADMIN	144,406	137,632	150,649	139,828
PLANNING COST RECOVERY	469,844	617,278	404,000	404,000
FIRE ADMIN	1,270,008	1,315,825	1,355,200	1,240,035
FIRE DISASTER PREPAREDNESS	2,506	4,064	2,660	2,600
FIRE HAZARDOUS MATERIALS	143,022	157,693	165,799	133,425
FIRE PREVENTION	261,202	270,083	289,050	269,057
FIRE SUPPRESSION	10,068,370	10,387,644	11,026,430	11,086,760
FIRE SUPPRESSION-APPARATUS	150,884	159,061	110,444	103,444
FIRE SUPPRESSION-BUILDING/GROUNDS	19,653	21,989	14,000	13,500
FIRE SUPPRESSION-COMMUNICATIONS	13,002	85,627	19,900	22,900
FIRE SUPPRESSION-SUPPLIES	58,583	36,060	59,000	55,000
FIRE SUPPRESSION-TRAINING	8,434	11,463	21,250	19,000
AMBULANCE	223,693	272,536	491,888	431,655
PARK/REC ADMIN	750,319	779,770	796,175	774,100
PR CAVANAGH CENTER	10,158	12,936	12,850	12,850
PR COMMUNITY CENTER	171,279	162,949	223,266	203,642
PR LIBRARY/MUSEUM	31,034	41,678	44,604	60,588
PR YOUTH/TEENS PROGRAMS	253,523	307,362	348,588	397,568
PR CONTRACT CLASSES	77,438	74,589	80,000	72,500

2018 Budget
General Fund Appropriations by Cost Center

Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
PR SPORTS PROGRAMS	40,248	49,191	59,079	53,506
PR AQUATIC PROGRAMS	123,843	163,852	121,500	156,850
PR SENIOR PROGRAMS	65,723	67,222	86,592	79,174
PR SPECIAL EVENTS	14,378	17,336	20,000	17,500
POLICE ADMIN	2,863,645	3,060,092	3,047,184	2,882,501
POLICE COMMUNICATION	1,197,252	1,213,296	1,344,352	1,327,027
POLICE CAD/RMS	248,183	311,343	355,177	412,626
POLICE INVESTIGATION	840,608	1,175,966	1,184,388	1,314,566
POLICE PATROL	8,162,800	8,744,011	8,715,636	8,856,364
POLICE AUTO THEFT	182,081	137,440	191,434	188,526
POLICE TRAFFIC SAFETY	911,355	1,298,388	1,284,787	1,468,812
POLICE RECORDS	518,694	556,047	664,211	620,609
PARKING ENFORCEMENT	278,569	295,288	328,831	316,501
PUB WORKS ADMIN	3,978,272	404,802	413,513	449,506
PUB WORKS ENGINEERING DEVELOPMENT	375,807	331,466	383,279	374,901
PUB WORKS ENGINEERING CIP	133,950	104,306	95,958	128,500
PUB WORKS ENGINEERING TRAFFIC	40,341	15,011	38,991	66,258
PUB WORKS BLDG/FACILITY MAINTENANCE	641,608	716,199	703,107	697,286
PUB WORKS AUTO/EQUIP MAINT SHOP	172,586	214,994	223,484	214,451
PUB WORKS STREET SIGNALS	48	105	-	-
PUB WORKS STREET LIGHTS	(336)	181,428	175,000	175,000
PUB WORKS PARKS MAINTENANCE	1,471,446	1,619,977	1,715,833	1,621,551
DOWNTOWN STREETS/SIDEWALKS MAINT	13,209	51,448	136,200	136,200
PUB WORKS TURNING BASIN/D ST BRIDGE	32,373	15,054	40,464	34,032
GENERAL FUND APPROPRIATIONS	41,812,670	42,462,663	44,740,391	44,572,406
LESS INTRAGOVERNMENTAL OFFSET	(2,164,796)	(2,858,548)	(2,858,548)	(2,635,700)
GENERAL FUND NET COST	39,647,874	39,604,115	41,881,843	41,936,706

**2018 Budget
 Special Revenue & Trust Funds
 Revenue by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
TAXES REVENUE	3,452,292	3,904,021	3,779,473	4,347,340
FEES/PERMITS AND FINES REVENUE	4,306,119	4,648,781	5,091,503	8,043,082
USE OF PROPERTY REVENUE	120,972	1,379,003	82,386	209,371
INTERGOVERNMENTAL REVENUE	4,316,346	5,145,902	7,181,376	4,917,104
CHARGES FOR SERVICE REVENUE	542,716	549,267	546,067	439,964
SALES REVENUE	900	(3,600)	-	-
MISCELLANEOUS	47,802	1,207,097	521,260	11,500
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,640,937	2,389,229	1,849,243	1,794,350
SPECIAL REVENUE FUNDS	14,428,084	19,219,700	19,051,308	19,762,711

**2018 Budget
Special Revenue & Trust Funds
Revenue by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
AQUATIC CENTER FACILITIES IMPACT FEES	756	756	147	510
COMMERCIAL LINKAGE FEES	120,715	542,411	27,240	236,659
COMMUNITY FACILITIES IMPACT FEES	13,377	5,293	1,979	6,513
COMMUNITY CENTER FACILITIES IMP FEES-08	1,893	1,267	340	1,203
FIRE SUPPRESSION FACILITIES IMPACT FEES	1,886	2,093	311	1,725
HOUSING IN-LIEU IMPACT FEES	214,906	1,946,449	5,966	987,156
LIBRARY FACILITY IMPACT FEES	1,388	1,664	446	1,526
PARKLAND ACQ AND DVLPMNT IMPACT FEES	135,612	-	-	-
PARK LAND ACQUISITION IMPACT FEES-08	176,415	128,633	281,369	351,037
PARK LAND DEVELOPMENT IMPACT FEES-08	639,870	790,596	1,016,678	1,233,300
OPEN SPACE ACQUISITION IMPACT FEES-08	46,226	36,764	73,831	89,385
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	1	1	35,789	33,250
LAW ENFORCEMENT FACILITIES IMPACT FEES	1,984	3,007	844	2,873
PUBLIC FACILITIES IMPACT FEES	5,465	1,143	332	1,137
PUBLIC FACILITY-08	1,620	1,916	313	1,104
CITY FACILITIES DEVELOPMENT IMPACT FEE	658,209	291,403	1,052,085	1,336,743
STORM DRAINAGE IMPACT FEES	132,792	28,914	356,951	13,997
STORM DRAINAGE IMPACT FEES - 08	7,092	38,333	436	9,189
TRAFFIC IMPACT FEES	587,420	17,561	38,865	15,115
TRAFFIC IMPACT FEES - 08	1,917,538	2,366,294	2,624,178	3,807,149
PUBLIC ART FEES	1,543	125,852	424	1,651
3% ADMIN FEE - 08	86,443	93,811	102,269	2,153
CDBG	317,283	358,159	344,208	344,057
HOME/BEGIN	217	518,883	660	3,492
GENERAL GOV GRANTS	-	7,286	-	-
FIRE GRANTS	14,238	-	-	-
PARKS AND REC GRANTS	472,500	2,000,000	211,000	132,000
POLICE GRANTS	303,821	164,307	607,171	320,549
PUBLIC WORKS GRANTS	846,257	530,843	4,097,000	1,848,000
DONATIONS/DEVELOPER CONTRIB	20,099	88,902	450,000	-
ABANDONED VEHICLE ABATEMENT	112,333	92,609	115,350	81,270
ASSET SEIZURES	16,621	142,024	105,586	61,759
HAZ MAT FINES-FIRE	22,517	10,035	8,652	271
SLESF	155,728	127,119	100,025	100,306
GAS TAX	1,675,815	1,315,834	1,227,432	1,692,717
STREET MAINTENANCE (HUT)	2,988,076	3,781,147	3,129,362	3,727,378
LANDSCAPE ASSESSMENT DISTRICTS	403,800	401,381	393,001	395,124
TRANSIENT OCCUPANCY TAX	2,073,921	2,497,387	2,403,348	2,754,585
PRINCE PARK TRUST	100	2,666	1,425	4,432
SUCCESSOR AGENCY HOUSING	234,191	663,249	142,410	138,808
MOBILE HOME RENT PROGRAM	17,416	93,708	93,885	23,237
WICKERSHAM PARK TRUST				154
CHILD CARE TRUST				1,053
THOMAS LEE CHARITY TRUST				144
SPECIAL REVENUE FUNDS	14,428,084	19,219,700	19,051,308	19,762,711

**2018 Budget
 Special Revenue & Trust Funds
 Appropriations by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	1,412,414	1,326,202	1,837,434	1,522,173
BENEFITS	622,407	574,415	831,402	764,280
SUPPLIES	577,010	516,099	484,875	649,200
PROF SERVICES, MAINT, REPAIR	1,802,882	1,558,799	1,398,787	1,510,743
INTRAGOVERNMENTAL SERVICES	599,622	702,083	710,878	739,697
UTILITIES, RENT, TRAINING	565,930	399,226	382,940	402,297
ADVERTISING, PROMOTION, DEBT	159,451	271,393	522,260	450,450
CAPITAL EXPENDITURES	22,918	93,554	60,000	133,000
TRANSFERS	8,584,496	7,618,827	10,996,190	8,651,862
SPECIAL REVENUE FUNDS	14,347,130	13,060,598	17,224,766	14,823,702

**2018 Budget
Special Revenue & Trust Funds
Appropriations by Fund**

Fund	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
AQUATIC CENTER FACILITIES IMPACT FEES	12	10	-	-
COMMERCIAL LINKAGE FEES	529,742	392,895	68,406	97,538
COMMUNITY FACILITIES IMPACT FEES	93,757	-	25,000	-
COMMUNITY CENTER FACILITIES IMP FEES-08	27	13	-	-
FIRE SUPPRESSION FACILITIES IMPACT FEES	33,028	21,023	-	-
HOUSING IN-LIEU IMPACT FEES	485,223	220,798	314,827	395,015
LIBRARY FACILITY IMPACT FEES	19	17	-	-
PARKLAND ACQ AND DVLPMNT IMPACT FEES	1,651,537	-	-	-
PARK LAND ACQUISITION IMPACT FEES-08	4,179	2,516	5,595	6,897
PARK LAND DEVELOPMENT IMPACT FEES-08	1,316,046	240,709	449,572	434,590
OPEN SPACE ACQUISITION IMPACT FEES-08	919	726	6,471	1,766
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	-	-	714	665
LAW ENFORCEMENT FACILITIES IMPACT FEES	24	30	-	-
PUBLIC FACILITIES IMPACT FEES	2,380	11	-	-
PUBLIC FACILITY-08	22	27	-	-
CITY FACILITIES DEVELOPMENT IMPACT FEE	13,134	5,747	20,992	26,560
STORM DRAINAGE IMPACT FEES	22,481	668,406	357,650	43,000
STORM DRAINAGE IMPACT FEES - 08	129	751	-	-
TRAFFIC IMPACT FEES	633,464	-	303,125	248,149
TRAFFIC IMPACT FEES - 08	37,683	255,555	52,003	75,221
PUBLIC ART FEES	27,035	35,369	222,116	220,500
3% ADMIN FEE - 08	15,924	60,272	72,876	7,499
CDBG	317,340	347,570	344,066	340,033
HOME/BEGIN	92,825	(25,000)	-	-
GENERAL GOVERNMENT GRANTS	-	7,286	-	-
FIRE GRANTS	2,258	-	-	-
PARKS AND REC GRANTS	472,500	2,000,000	161,000	132,000
POLICE GRANTS	299,226	166,682	733,431	324,549
PUBLIC WORKS GRANTS	846,257	530,843	4,333,000	1,848,000
DONATIONS/DEVELOPER CONTRIB	32,610	102,674	557,796	263,484
ABANDONED VEHICLE ABATEMENT	83,726	169,440	95,377	101,188
ASSET SEIZURES	137,568	93,520	175,597	111,645
HAZ MAT FINES-FIRE	7,566	4,831	10,070	30,032
SLESF	109,000	155,655	100,000	100,000
GAS TAX	1,209,697	1,887,724	1,221,019	1,822,055
STREET MAINTENANCE (HUT)	2,359,719	1,754,839	2,586,941	2,214,440
STREET SIGNS AND MARKINGS	398,153	569,429	540,444	621,947
STREET SIGNALS AND LIGHTS	742,153	600,117	613,122	707,261
SOLID WASTE CONTRACT MGMT	52,234	59,507	39,321	42,137
LANDSCAPE ASSESSMENT DISTRICTS	336,406	401,848	368,640	473,817
TRANSIENT OCCUPANCY TAX	1,775,099	1,948,539	2,941,129	3,867,837
PRINCE PARK TRUST	56,500	56,500	56,500	56,500
SUCCESSOR AGENCY HOUSING	146,754	322,486	434,966	195,377
MOBILE HOME RENT PROGRAM	2,774	1,233	13,000	14,000
SPECIAL REVENUE FUNDS	14,347,130	13,060,598	17,224,766	14,823,702

**2018 Budget
 Enterprise Funds Revenue by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
TAXES REVENUE	83,583	82,727	75,000	92,000
FEES/PERMITS AND FINES REVENUE	1,268,395	1,934,916	1,350,725	1,384,500
USE OF PROPERTY REVENUE	1,231,741	1,264,133	1,230,500	1,287,048
INTERGOVERNMENTAL REVENUE	3,237,925	4,069,323	6,417,920	2,965,982
CHARGES FOR SERVICE REVENUE	149,713	134,929	126,500	126,500
UTILITY REVENUE	282,977	280,665	297,130	285,000
SALES REVENUE	784,677	735,237	748,600	732,300
MISCELLANEOUS	8,252	2,072	1,600	600
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	1,849,445	215,675	33,400	-
ENTERPRISE FUNDS REVENUE	8,896,708	8,719,677	10,281,375	6,873,930

**2018 Budget
 Enterprise Funds Revenue by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
AIRPORT	2,571,814	1,816,317	1,954,400	1,825,101
BUILDING SERVICES	1,398,222	2,056,526	1,465,225	1,505,747
MARINA	242,559	465,112	244,700	270,600
TRANSIT	4,684,113	4,381,722	6,617,050	3,272,482
ENTERPRISE FUNDS REVENUE	8,896,708	8,719,677	10,281,375	6,873,930

**2018 Budget
 Enterprise Funds Revenue by Cost Center**

Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
AIRPORT ADMIN/OPERATIONS	2,571,814	1,816,317	1,954,400	1,825,101
BUILDING ADMIN	28,721	38,912	26,900	34,947
BUILDING SERVICES	1,255,980	1,919,530	1,338,325	1,370,800
BUILDING SVC COST RECOVERY	113,521	98,084	100,000	100,000
MARINA ADMIN/OPERATIONS	242,559	465,112	244,700	270,600
TRANSIT ADMIN	1,474,210	2,979,035	2,804,150	2,340,725
TRANSIT CITY ROUTES	2,836,244	1,183,837	3,335,750	740,933
PARATRANSIT	373,659	218,850	447,850	190,824
ENTERPRISE FUNDS REVENUE	8,896,708	8,719,677	10,252,075	6,873,930

**2018 Budget
Enterprise Funds Appropriations by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	820,224	878,863	922,927	1,036,589
BENEFITS	331,574	385,691	431,808	461,445
SUPPLIES	957,796	910,924	1,023,856	1,001,350
PROF SERVICES, MAINT, REPAIR	2,090,650	3,672,599	3,203,609	2,669,541
INTRAGOVERNMENTAL SERVICES	535,599	611,573	611,573	585,627
UTILITIES, RENT, TRAINING	240,613	284,614	293,092	286,311
ADVERTISING, PROMOTION, DEBT	1,332,362	1,309,218	538,707	521,635
CAPITAL EXPENDITURES	-	-	2,640,870	89,000
TRANSFERS	985,485	465,601	610,650	734,000
ENTERPRISE FUNDS APPROPRIATIONS	7,294,303	8,519,083	10,277,092	7,385,498

**2018 Budget
Enterprise Funds Appropriations by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
AIRPORT	2,334,290	1,748,339	1,944,210	2,389,778
BUILDING SERVICES	1,417,381	1,690,098	1,380,793	1,595,163
MARINA	463,192	481,535	304,706	266,253
TRANSIT	3,079,440	4,599,111	6,647,383	3,134,304
ENTERPRISE FUNDS APPROPRIATIONS	7,294,303	8,519,083	10,277,092	7,385,498

**2018 Budget
Enterprise Funds Appropriations by Cost Center**

Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
AIRPORT ADMIN/OPERATIONS	1,688,320	1,147,585	1,304,910	1,628,078
AIRPORT FUELING	620,336	556,820	599,800	637,000
AIRPORT HANGARS	25,634	43,934	39,500	124,700
BUILDING SERVICES	1,299,596	1,583,793	1,221,793	1,436,163
BUILDING SVC COST RECOVERY	117,785	106,305	159,000	159,000
MARINA ADMIN/OPERATIONS	463,192	481,535	304,706	266,253
TRANSIT ADMIN	435,727	1,931,842	1,755,034	917,498
TRANSIT CITY ROUTES	1,925,558	2,050,724	3,867,165	1,616,406
PARATRANSIT	718,155	616,545	1,025,184	600,400
ENTERPRISE FUNDS APPROPRIATIONS	7,294,303	8,519,083	10,277,092	7,385,498

**2018 Budget
Utilities Revenue by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
FEES/PERMITS AND FINES REVENUE	700	1,550	1,000	7,000
USE OF PROPERTY REVENUE	182,191	423,582	319,000	495,433
INTERGOVERNMENTAL REVENUE	62,920	57,125	0	0
UTILITY REVENUE	39,550,514	40,095,550	39,945,300	41,325,000
SALES REVENUE	24,648	41,701	21,500	30,000
MISCELLANEOUS	59,542	61,005	32,750	436,776
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	3,573,098	729,647	615,403	592,053
UTILITIES REVENUE	43,453,613	41,410,160	40,934,953	42,886,262

**2018 Budget
Utilities Revenue by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
WASTE WATER	28,976,093	27,255,593	25,819,780	26,758,980
WASTE WATER RATE STABILIZATION	3,808	21,443	17,900	1,815
WATER	14,074,090	13,496,354	14,575,450	15,626,994
STORM WATER	399,622	636,770	521,823	498,473
UTILITIES REVENUE	43,453,613	41,410,160	40,934,953	42,886,262

**2018 Budget
Utilities Revenue by Cost Center**

Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
WASTE WATER ADMIN	27,366,480	24,266,554	24,119,780	25,758,980
WASTE WATER CAPACITY FEES	1,609,613	2,989,039	1,700,000	1,000,000
WASTE WATER RATE STABILIZATION	3,808	21,443	17,900	1,815
WATER ADMIN	13,844,571	13,123,448	14,418,950	15,435,994
WATER CAPACITY FEES	160,316	309,798	150,000	191,000
WATER CONSERVATION	69,203	63,108	6,500	-
STORM DRAINAGE UTILITY ADMIN	399,622	636,770	521,823	498,473
UTILITIES REVENUE	43,453,613	41,410,160	40,934,953	42,886,262

**2018 Budget
Utilities Appropriations by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	4,120,529	4,449,541	4,781,883	5,136,778
BENEFITS	1,692,674	1,942,982	2,132,437	2,226,246
SUPPLIES	7,264,612	6,849,568	9,212,550	9,579,750
PROF SERVICES, MAINT, REPAIR	3,229,075	2,892,682	4,330,050	4,168,900
INTRAGOVERNMENTAL SERVICES	2,257,167	2,639,471	2,539,471	2,385,447
UTILITIES, RENT, TRAINING	1,752,437	1,743,069	2,178,100	2,235,500
ADVERTISING, PROMOTION, DEBT	10,868,747	10,629,948	10,554,218	10,574,218
CAPITAL EXPENDITURES	-	-	144,100	518,200
TRANSFERS	4,552,824	7,614,119	20,353,205	27,533,000
UTILITIES APPROPRIATIONS	35,738,065	38,761,380	56,226,014	64,358,039

**2018 Budget
Utilities Appropriations by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
WASTE WATER	20,452,581	22,087,546	33,476,593	45,602,626
WATER	14,877,715	16,113,629	22,202,257	18,329,606
STORM DRAINAGE UTILITY	407,769	560,205	547,164	425,807
UTILITIES APPROPRIATIONS	35,738,065	38,761,380	56,226,014	64,358,039

**2018 Budget
Utilities Appropriations by Cost Center**

Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
WASTE WATER ADMIN	12,994,261	14,595,519	24,084,899	35,850,044
WASTE WATER COLLECT SYSTEM	990,017	973,520	1,090,383	1,124,437
WASTE WATER SEWAGE PUMP STATIONS	395,781	352,664	547,784	601,619
WASTE WATER CUSTOMER SVC	63,815	101,991	113,100	113,100
WASTE WATER INDUSTRIAL	317,987	362,770	493,243	585,173
WASTE WATER RECLAMATION	958,485	875,009	1,447,736	1,116,624
WASTE WATER STORM DRAIN	165,768	268,404	207,146	186,666
WASTE WATER ELLIS CREEK OPERATIONS	4,566,467	4,557,669	5,492,302	6,024,963
WATER ADMIN	6,012,949	6,925,692	10,644,570	6,017,567
WATER CONSERVATION	524,883	771,694	718,169	715,587
WATER CUSTOMER SERVICES	393,900	650,656	625,045	628,364
WATER LEAK DETECT/CROSS CONNECT	126,059	124,701	124,229	130,360
WATER PUMPING	183,372	201,862	539,592	531,050
WATER SOURCE OF SUPPLY	5,629,547	5,287,745	6,950,000	7,297,500
WATER TRANSMISSION & DISTRIBUTION	2,007,005	2,151,279	2,600,652	3,009,178
STORM DRAINAGE UTILITY ADMIN	407,769	560,205	547,164	425,807
UTILITIES APPROPRIATIONS	35,738,065	38,761,380	56,226,014	64,358,039

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

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
USE OF PROPERTY REVENUE	8,851	63,680	-	73,855
CHARGES FOR SERVICE REVENUE	5,936,229	6,143,279	6,060,255	5,968,798
SALES REVENUE	7,386	5,281	-	-
MISCELLANEOUS	27,170	16,354	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	201,000	600,000	800,000	935,000
INTERNAL SERVICE FUNDS REVENUE	6,180,636	6,828,594	6,860,255	6,977,653

**2018 Budget
 Internal Service Funds Revenue by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
EE BENEFITS	1,402,255	1,266,737	1,332,743	1,412,912
GENERAL SERVICES	238,004	235,558	224,006	221,318
INFORMATION TECHNOLOGY	1,532,800	1,800,940	1,802,161	1,785,248
RISK MANAGEMENT	1,542,564	1,725,638	1,677,153	1,399,955
VEH/EQUIPMENT REPLACE	209,268	400,261	600,000	735,909
WORKERS COMP	1,255,745	1,399,460	1,224,192	1,422,311
INTERNAL SERVICE FUNDS REVENUE	6,180,636	6,828,594	6,860,255	6,977,653

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

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	1,185,072	764,972	801,705	971,289
BENEFITS	419,304	377,504	890,467	1,162,736
SUPPLIES	89,643	112,831	119,800	130,440
PROF SERVICES, MAINT, REPAIR	1,326,085	1,142,476	914,372	1,024,202
INTRAGOVERNMENTAL SERVICES	220,282	66,562	66,562	323,938
UTILITIES, RENT, TRAINING	4,564,585	1,685,831	3,305,260	3,061,223
ADVERTISING, PROMOTION, DEBT	291,840	219,259	470	395,456
CAPITAL EXPENDITURES	-	-	1,487,750	529,476
TRANSFERS	-	-	277,000	-
INTERNAL SERVICE FUNDS APPROPRIATIONS	8,096,811	4,369,435	7,863,386	7,598,760

**2018 Budget
 Internal Service Funds Appropriations by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
EE BENEFITS	1,303,261	789,751	1,301,751	1,645,404
GENERAL SERVICES	202,719	207,409	213,779	220,470
INFORMATION TECHNOLOGY	1,643,192	1,736,510	1,738,478	1,784,729
RISK MANAGEMENT	2,835,826	(210,911)	1,629,178	1,361,622
VEH/EQUIPMENT REPLACE	262,272	167,319	1,476,350	924,752
WORKERS COMP	1,849,541	1,679,357	1,503,850	1,661,783
INTERNAL SERVICE FUNDS APPROPRIATIONS	8,096,811	4,369,435	7,863,386	7,598,760

**2018 Budget
 Capital Projects Revenue by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
FEES/PERMITS AND FINES REVENUE	-	805,306	-	-
USE OF PROPERTY REVENUE	21,992	23,285	-	-
INTERGOVERNMENTAL REVENUE	630,686	759,023	(233,400)	-
CHARGES FOR SERVICE REVENUE	-	-	30,000	60,000
MISCELLANEOUS	1,423,634	250	136,000	2,639,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	19,989,964	12,397,704	29,039,830	33,207,000
CAPITAL PROJECTS REVENUE	22,066,276	13,985,568	28,972,430	35,906,000

**2018 Budget
 Capital Projects Revenue by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
FACILITIES CIP	258,748	173,000	792,000	1,164,000
COMM DEVELOP CIP	39,472	-	-	-
FIRE CIP	33,000	21,000	-	-
PARK AND REC CIP	4,377,520	3,365,321	595,300	610,000
PUBLIC WORKS CIP	11,170,086	2,325,912	6,269,925	6,761,000
AIRPORT CIP	668,240	-	256,000	590,000
MARINA CIP	-	15,000	-	-
TRANSIT CIP	518,480	470,822	522,650	178,000
WASTE WATER CIP	2,304,636	4,289,609	13,009,000	25,256,000
WATER CIP	2,696,094	3,324,904	7,527,555	1,347,000
CAPITAL PROJECTS REVENUE	22,066,276	13,985,568	28,972,430	35,906,000

**2018 Budget
 Capital Projects Appropriations by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	355,285	242,727	967,223	932,887
BENEFITS	153,214	103,425	369,750	360,590
SUPPLIES	249,399	175	-	-
PROF SERVICES, MAINT, REPAIR	18,743,952	1,830,898	25,360,257	36,112,232
INTRAGOVERNMENTAL SERVICES	102,965	54,252	246,350	170,866
UTILITIES, RENT, TRAINING	25,105	498	-	-
ADVERTISING, PROMOTION, DEBT	11,849	47,427	206,350	-
CAPITAL EXPENDITURES	372,192	-	1,172,000	22,000
TRANSFERS	5,063,947	410,011	540,990	-
CAPITAL PROJECTS APPROPRIATIONS	25,077,908	2,689,413	28,862,920	37,598,575

**2018 Budget
 Capital Projects Appropriations by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
FACILITIES CIP	133,953	152,944	886,700	1,164,000
FIRE CIP	33,123	20,866	-	-
PARK AND REC CIP	6,328,811	1,256,399	769,950	610,000
PUBLIC WORKS CIP	11,945,557	1,257,581	6,515,690	8,453,000
FEMA/OES CIP	672,700	-	-	-
AIRPORT CIP	48,596	-	256,000	590,000
MARINA CIP	-	-	4,100	575
TRANSIT CIP	1,806,185	-	551,650	178,000
WASTE WATER CIP	3,430,559	-	12,738,700	25,256,000
WATER CIP	678,424	1,623	7,140,130	1,347,000
CAPITAL PROJECTS APPROPRIATIONS	25,077,908	2,689,413	28,862,920	37,598,575

**2018 Budget
 Successor Agency Revenue by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
TAXES REVENUE	5,816,544	5,685,097	5,719,040	5,731,427
USE OF PROPERTY REVENUE	3,581	7,986	-	31,566
INTERGOVERNMENTAL REVENUE	-	-	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	-	-	-	-
SUCCESSOR AGENCY REVENUE	5,820,125	5,693,083	5,719,040	5,762,993

**2018 Budget
 Successor Agency Revenue by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SUCCESSOR AGENCY DEBT SERVICE	5,106,537	5,485,446	5,469,040	5,481,427
SUCCESSOR AGENCY ADMIN	713,588	207,637	250,000	281,566
SUCCESSOR AGENCY REVENUE	5,820,125	5,693,083	5,719,040	5,762,993

**2018 Budget
 Successor Agency Appropriations by Account Type**

Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	36,207	40,227	42,546	47,283
BENEFITS	15,919	17,096	17,349	18,074
SUPPLIES	105	405	200	500
PROF SERVICES, MAINT, REPAIR	217,638	125,037	54,150	39,450
INTRAGOVERNMENTAL SERVICES	171,118	420,954	420,954	122,648
UTILITIES, RENT, TRAINING	4,617	4,232	5,366	5,350
ADVERTISING, PROMOTION, DEBT	3,432,056	3,054,971	5,469,040	5,481,427
TRANSFERS	8,836,000	-	-	-
SUCCESSOR AGENCY APPROPRIATIONS	12,713,660	3,662,922	6,009,605	5,714,732

**2018 Budget
 Successor Agency Appropriations by Fund**

Fund	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SUCCESSOR AGENCY DEBT SERVICE	12,268,056	3,064,971	5,469,040	5,481,427
SUCCESSOR AGENCY ADMIN	445,604	597,951	540,565	233,305
SUCCESSOR AGENCY APPROPRIATIONS	12,713,660	3,662,922	6,009,605	5,714,732



General Fund Operating Budget Overview

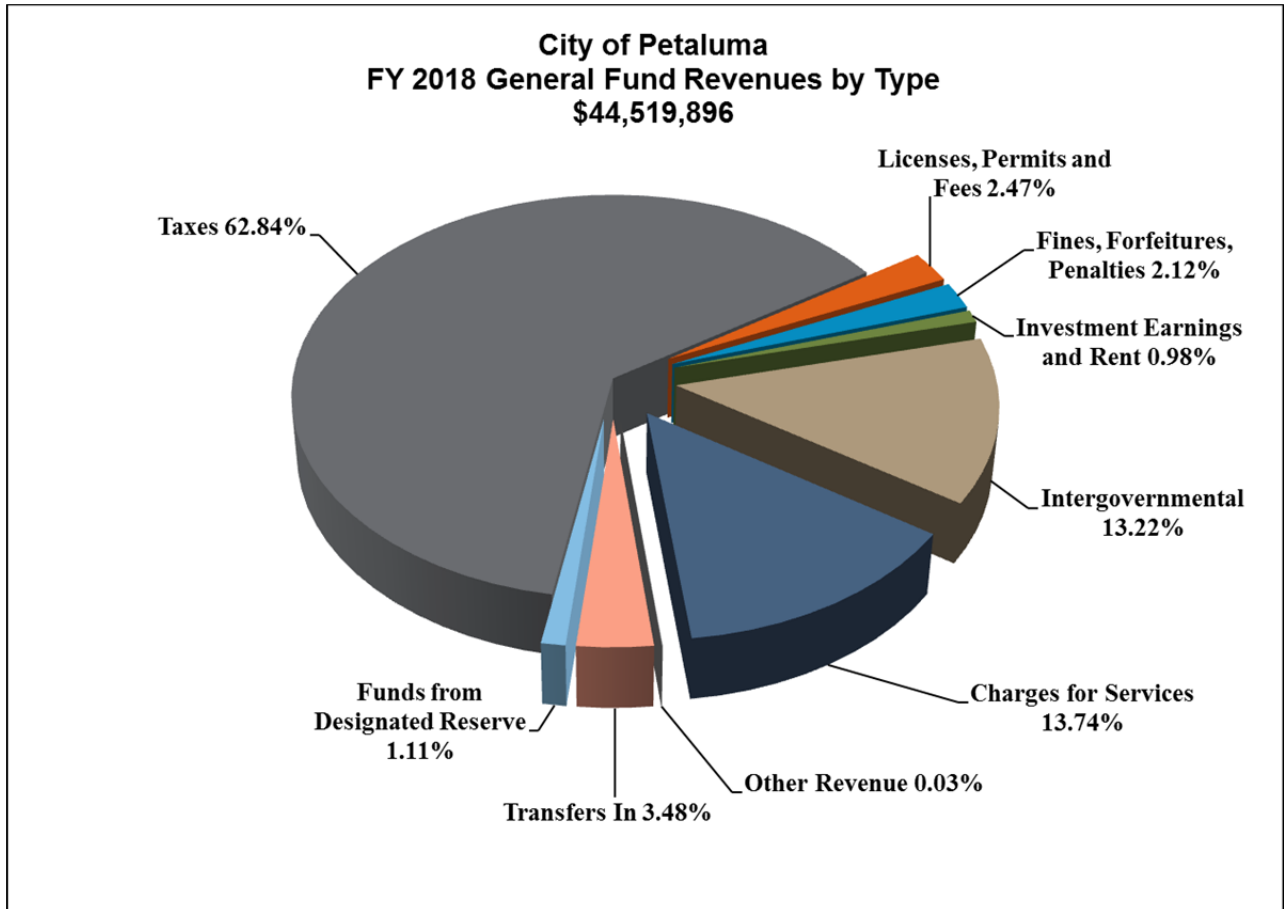
FY 17-18 Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Revised Budget	FY 2018 Adopted Budget
Revenues				
Taxes	\$ 26,071,745	\$ 27,626,228	\$ 27,497,427	\$ 27,975,696
Licenses, Permits and Fees	1,060,501	1,235,542	1,110,520	1,098,000
Fines, Forfeitures, Penalties	567,091	545,740	575,500	942,000
Investment Earnings and Rent	562,596	392,166	443,800	437,700
Intergovernmental	5,496,371	5,385,022	5,627,912	5,884,988
Charges for Services	5,693,857	6,926,428	5,966,149	6,117,000
Other Revenue	92,950	80,673	17,000	14,000
Transfers In	<u>1,649,012</u>	<u>1,691,267</u>	<u>1,746,212</u>	<u>1,550,512</u>
Total Revenues	<u>\$ 41,194,123</u>	<u>\$ 43,883,066</u>	<u>\$ 42,984,520</u>	<u>\$ 44,019,896</u>
Funds from Designated Reserve			<u>\$ 764,000</u>	<u>\$ 500,000</u>
Total Sources			<u>\$ 43,748,520</u>	<u>\$ 44,519,896</u>
Expenditures/Appropriations				
Salaries	\$ 19,741,131	\$ 20,838,411	\$ 22,340,937	\$ 22,290,927
Benefits	10,325,168	10,969,238	12,508,785	12,957,559
Services and Supplies	5,725,952	6,672,008	6,575,978	6,284,434
Capital	18,953	318,964	-	40,000
Transfers Out	827,400	1,704,068	1,356,053	1,160,053
Intragovernmental	<u>1,593,842</u>	<u>1,958,638</u>	<u>1,958,638</u>	<u>1,839,433</u>
Total Expenditures/Appropriations	<u>\$ 38,232,446</u>	<u>\$ 42,461,327</u>	<u>\$ 44,740,391</u>	<u>\$ 44,572,406</u>
Difference	<u>\$ 2,961,677</u>	<u>\$ 1,421,739</u>	<u>\$ (991,871)</u>	<u>\$ (52,510)</u>
Ending Working Capital Balance *	<u>\$ 1,872,875</u>	<u>\$ 1,998,762</u>	<u>\$ 1,006,891</u>	<u>\$ 954,381</u>

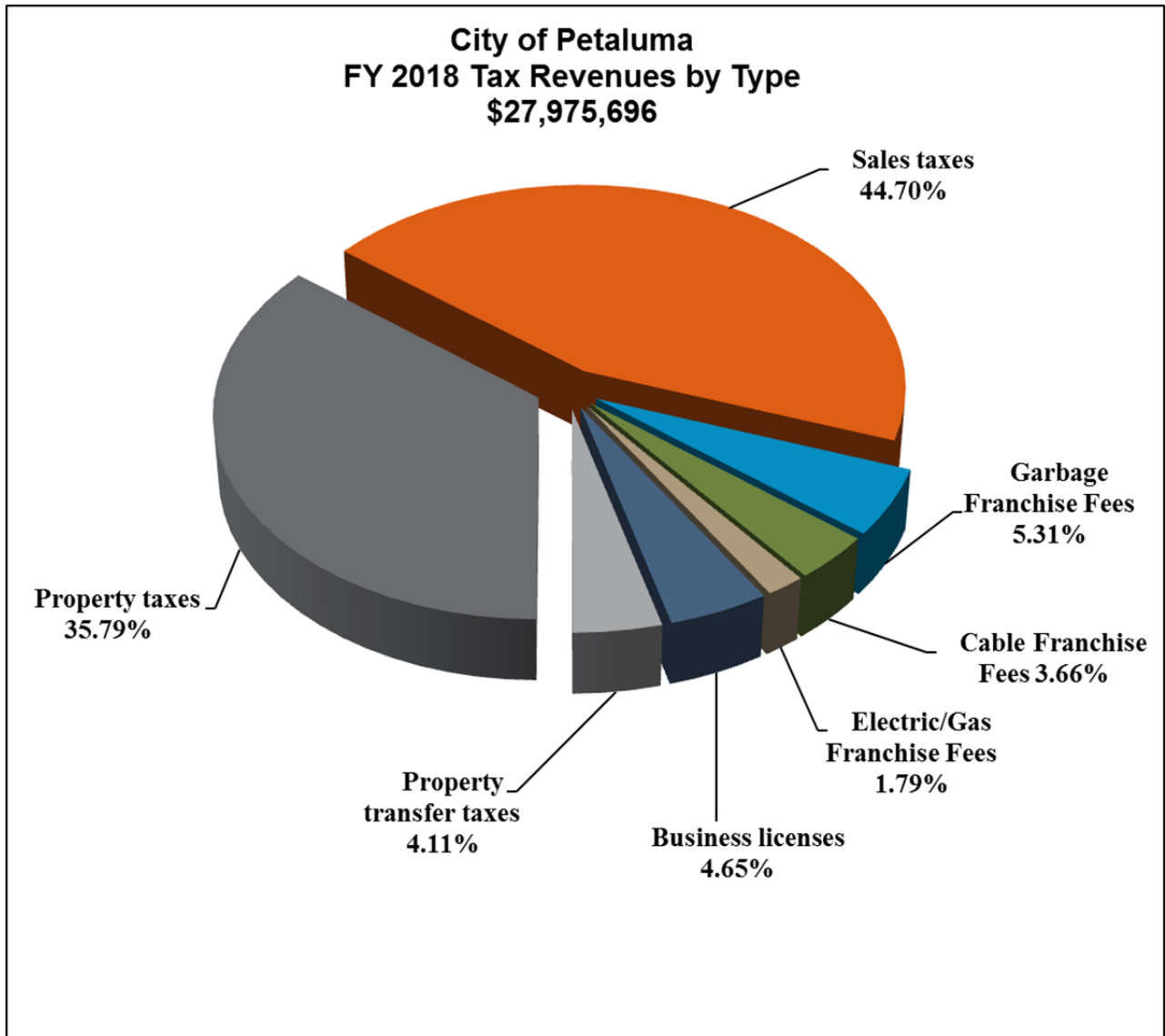
* Note: Does not include designated reserves

Revenues:

Total General Fund revenues in FY 18 are projected to be \$44,519,896. This represents a 1.8% increase from FY 17 revised revenues. The chart below shows total General Fund revenues by type.



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



Sales Tax revenue is the largest revenue source in the General Fund. Sales Tax represents 45% of General Fund tax revenues and is projected to approximate \$12.5 million during FY 18. This represents an increase of \$.2 million or 1.3% from FY 17 revised revenue. The majority of this increase is driven by slight increases in the General Retail, Food Products and Construction tax categories. These increases are offset by a decrease in the Business to Business category due to the non-recurrence of large purchases last fiscal year. No growth in The Transportation category is expected next fiscal year. This is because auto sales growth has peaked and is expected to be flat.

Property Tax revenue is the second largest individual source of revenue in the General Fund and makes up 36% of General Fund tax revenues. FY 18 overall property tax

revenues are projected to be \$10.0 million. This amount is up \$.4 million from FY 17 and represents an increase of 4%. This estimate was developed in conjunction with the Sonoma County Auditor/Controller's office. The County considers economic factors, Proposition 8 reassessments, median home prices, and the number of property resales in estimating a growth factor for the upcoming year.

Franchise Fee revenues make up \$3.0 million or 11% of General Fund tax revenues. Franchise Fees overall will increase slightly by 1.2% from FY 17 amounts. This revenue category is continuing a pattern of slow overall growth over time.

Business License revenues and Real Property Transfer Taxes combined make up approximately 9% of General Fund tax revenues. Revenues in these categories are estimated to be \$2.5 million in FY 18, and are down about 4% from FY 17 projections. This is due to a large non-recurring property tax transfer that occurred this fiscal year.

Licenses, Permits and Fees revenue are projected to be \$1.1m during FY 18. This category is virtually flat year over year.

Fines, Forfeitures and Penalties revenue is expected to be up approximately \$.4 million next fiscal year due to higher citation revenue, along with increased revenue associated with the Revenue/Collection Specialist Position

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

Intergovernmental revenues are projected to be up \$.3 million next fiscal year due mainly to higher anticipated Motor Vehicle License Fees.

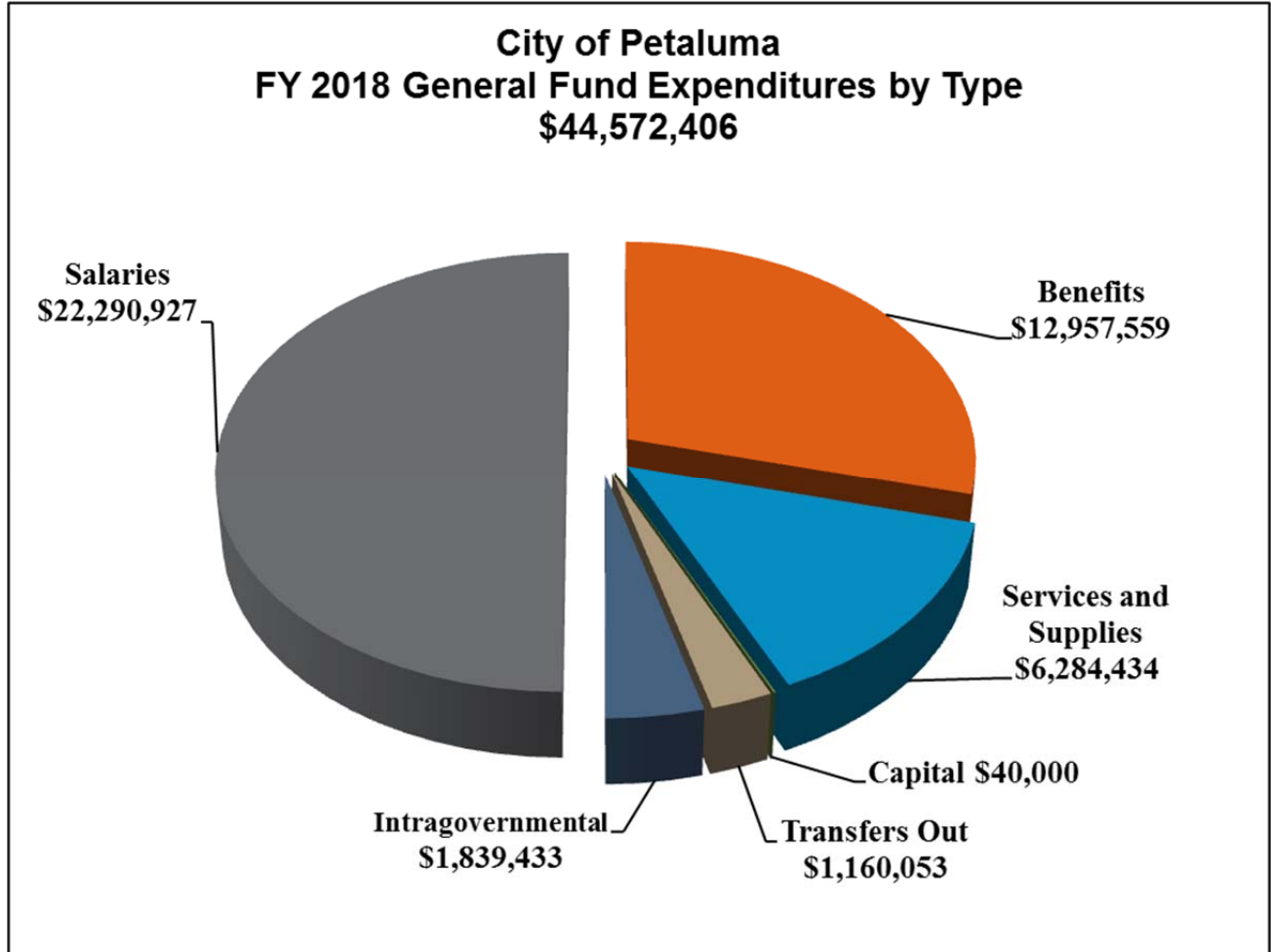
Charges for Services revenues are projected to be up about 2.5% next fiscal year due mainly to higher expected ambulance transport revenue from the newly established BLS ambulance crew.

Transfers into the General Fund during the upcoming fiscal year will be approximately \$1.6 million, down about \$.2 million from this fiscal year. This is due to lower transfers in from Asset Seizure, along with a lower transfer in from the Risk Management Fund for legal services. Those costs are being budgeted in Risk next fiscal year.

Funds transferred in from designated reserves will be \$.5 million, a decrease of \$.3 million from FY 17. This is due mainly to a non-recurring transfer in for the Payran Underground Storage Project.

Expenditures:

Overall General Fund expenditures are projected to decrease approximately \$.2 million next year from FY 17. This is due to budget reductions implemented by various departments. The chart below shows expenditures by type.

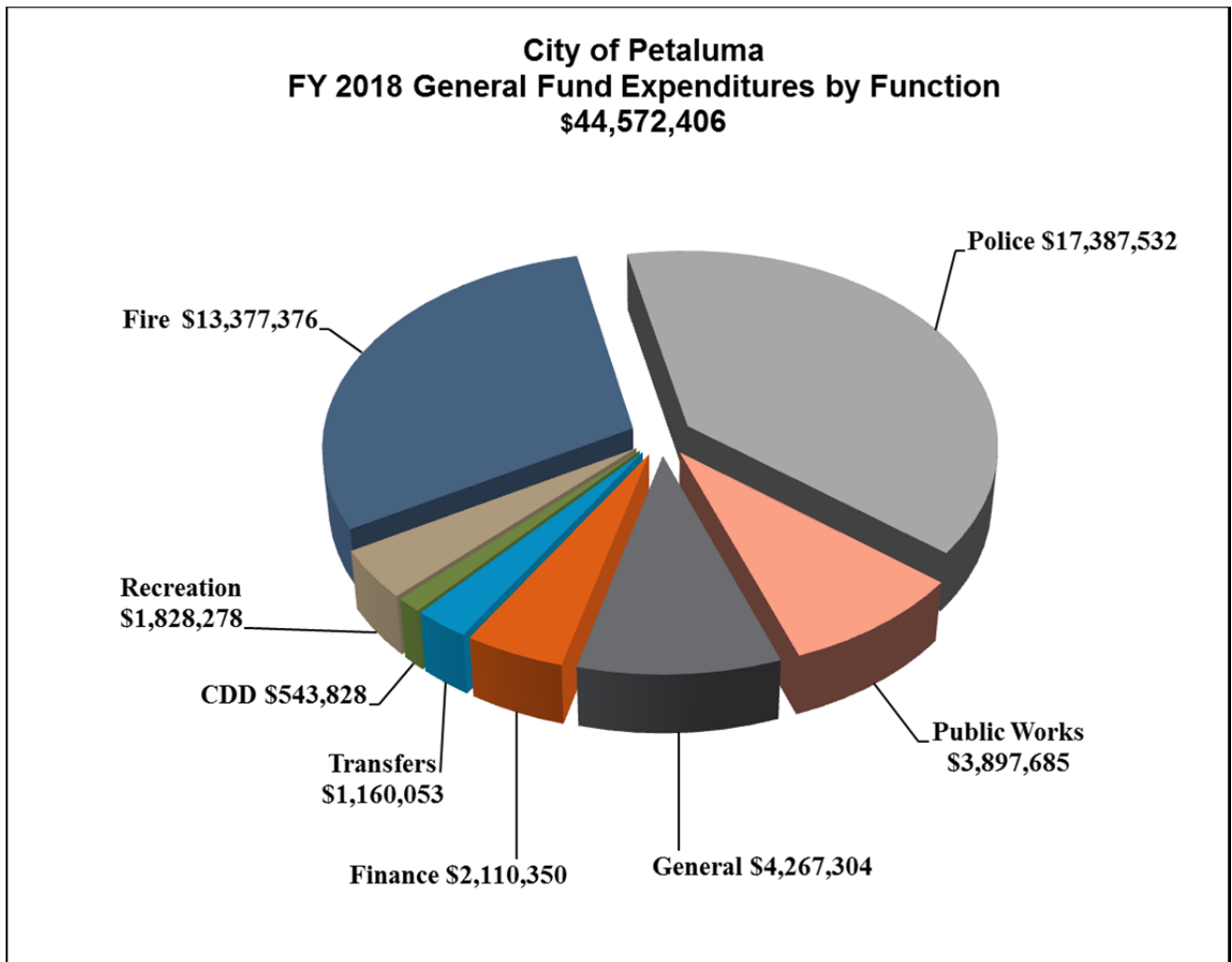


Salaries are expected to be lower by about \$.1 million due to the reduction of overtime and part time budgets associated with budget deficit reduction guidelines. These reductions have been partially offset by the creation of a Revenue/Collections Specialist Position. That position is 100% offset by revenues.

Benefits are expected to increase next fiscal year by approximately \$.5 million. This is mainly due to an increase in PERS costs related to increased contribution rates – Miscellaneous from 18.729% to 21.038% and Safety from 47.061% to 48.093%.

Services and supplies are decreasing by approximately \$.3 million due also to budget deficit reductions.

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



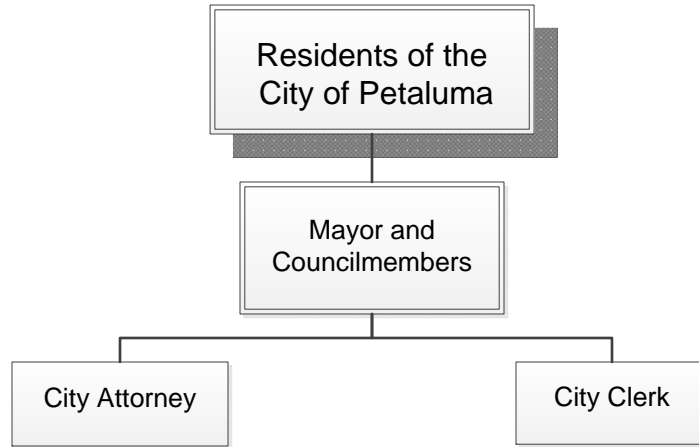
Five-Year Forecast Update

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

General Fund Long Term Operating Forecast					
Revenue Categories	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021
Property Taxes	\$ 9,624,156	\$ 10,009,123	\$ 10,309,397	\$ 10,567,132	\$ 10,778,474
Sales and Use Taxes	12,350,134	12,504,700	12,794,000	13,156,500	13,517,900
Business Lic & Prop Trf Taxes	2,546,950	2,451,000	2,524,530	2,600,266	2,678,274
Franchise Fees	2,976,187	3,010,873	3,101,199	3,194,235	3,290,062
Licenses and Permits	1,110,520	1,098,000	1,130,940	1,164,868	1,199,814
Fines & Forfeitures & Penalties	575,500	942,000	960,840	980,057	999,658
Investment Earnings and Rent	443,800	437,700	450,831	464,356	478,287
Intergovernmental Revenues	5,627,912	5,884,988	6,061,538	6,243,384	6,430,685
Charges for Services	5,966,149	6,117,000	6,239,340	6,364,127	6,491,409
Other Revenues	17,000	14,000	14,000	14,000	14,000
Transient Occupancy Tax Trf	1,404,012	1,364,012	1,289,012	1,289,012	1,289,012
Other Transfers and Sources	1,106,200	686,500	686,500	686,500	686,500
Total Revenues	\$ 43,748,520	\$ 44,519,896	\$ 45,562,127	\$ 46,724,436	\$ 47,854,076
Expenditure Categories	Revised 2017	Budget 2018	Forecast 2019	Forecast 2020	Forecast 2021
Salaries and Wages	\$ 22,340,937	\$ 22,290,927	\$ 22,770,714	\$ 22,996,260	\$ 23,224,064
Benefits	12,508,785	12,957,559	14,186,848	15,537,756	16,924,554
Services & Supplies	6,575,978	6,284,434	6,410,123	6,538,325	6,669,092
Intragovernmental	1,958,638	1,839,433	1,839,433	1,839,433	1,839,433
Fixed Assets & Cap. Outlay		40,000	-	-	-
Storm water transfer	592,053	592,053	592,053	592,053	592,053
Transfers Out	764,000	568,000	650,000	650,000	650,000
Total Expenditures	\$ 44,740,391	\$ 44,572,406	\$ 46,449,172	\$ 48,153,828	\$ 49,899,198
Rev. Over (Under) Exp.	\$ (991,871)	\$ (52,510)	\$ (887,045)	\$ (1,429,392)	\$ (2,045,122)
Unassigned Bal. Beg. of Yr	\$ 1,998,762	\$ 1,006,891	\$ 954,381	\$ 67,336	\$ (1,362,056)
Unassigned Bal. End of Yr	\$ 1,006,891	\$ 954,381	\$ 67,336	\$ (1,362,056)	\$ (3,407,178)



Legislative



CITY COUNCIL

11300 CITY COUNCIL ADMIN/OPERATIONS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	48,961	47,772	52,707	52,876
BENEFITS	38,797	47,185	39,711	40,316
SERVICES & SUPPLIES	5,393	16,129	19,733	16,616
CITY COUNCIL ADMIN/OPERATIONS	93,151	111,086	112,151	109,808
LESS INTRAGOVERNMENTAL OFFSET	(33,563)	(46,014)	(46,014)	(39,844)
CITY COUNCIL ADMIN/OPERATIONS NET COST	59,588	65,072	66,137	69,964

CITY COUNCIL OVERVIEW

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

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

The City Council made progress in all of its goal areas this past fiscal year, and addressed a number of its stated priorities. A partial listing of some of the highlights includes:

- Approved Ordinances and Resolutions, including; an inter-fund loan to finance the replacement of emergency services vehicles; amendment of mitigation fees to add Lafferty Ranch to the schedule of Park impact fees; a partnership with Miracle League of North Bay to fund, install, maintain and utilize a fully accessible baseball field, entry way, playground, and concession/restroom facility in Lucchesi Park; amended water conservation regulations; the final map for Phase 1 of the Riverfront Sub-Division; and a shared services agreement with Rancho Adobe Fire District.
- Approved bargaining agreements with represented employee groups in each of the City's 9 represented bargaining units, and reached agreement on a Compensation Plan for unrepresented employees who are a part of Unit 8.
- Evaluated the performance of the City Manager, City Attorney and City Clerk.
- Awarded construction contracts for CIP related infrastructure projects, including; playground equipment for Arroyo Park; the Complete Streets Project; retrofitting streetlights with LED lighting; extending the recycled water system; various sewer

and water line replacements; the Capri Creek Flood Control Project; Community Center Roof and HVAC Replacement Project; re-roofing City Hall and Fire Station 3; and building restroom/concession facilities at the Petaluma Community Sports Fields; and for upgrades to the Ellis Creek Water Recycling facility associated with the Biosolids/CNG project.

- The City Council also conducted several workshops. Among the study topics were a pavement rehabilitation expenditure plan; regional groundwater management; water and sewer rate updates; budget review and financial forecasting; CalPERS rates and trending; revenue enhancement; and bi-annual goal setting.

On February 4, 2017, the City Council conducted a full-day goal setting session, to develop goals for the two-year period spanning 2017 and 2018. The Council adopted its biannual goals in March, 2017.

2017-2018 CITY COUNCIL GOALS and PRIORITIES

I. GOAL: MAINTAIN FISCAL SUSTAINABILITY

1. Priority: Enhance Existing Revenue Sources

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

2. Priority: Limit/Reduce Expenditures

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

3. Priority: Establish New Revenue Sources

- a. Revisit Consideration and Initiation of a Sales Tax Increase
- b. Consider other Tax Increase Opportunities

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

II. GOAL: INVEST IN HUMAN RESOURCES AND INFORMATION TECHNOLOGY

1. **Priority:** Establish an In-House Leadership Academy for Management and Supervisory Staff
 - a. Develop Program Design
 - b. Conduct Program with New and Existing Staff
2. **Priority:** Develop and Revise Written Human Resources Guidance
 - a. Update Personnel System Ordinance, and Related Ordinances and Resolutions
 - b. Develop Personnel Policies and Procedures Manual
3. **Priority:** Develop Materials and Provide Staff Training
 - a. Resolutions
 - b. Ordinances
 - c. Contracts
 - d. Leases
 - e. Requests for Proposals
4. **Priority:** Plan for City-wide Computer System Replacement
 - a. Determine the Useful Life of the Current System
 - b. Evaluate Replacement Options
 - c. Identify and Secure Funding Sources
5. **Priority:** Continue to Develop the City's Website and Social Media to Allow for More Efficient and Interactive Communication Between Residents and City Departments
 - a. Digitize Document storage
 - b. Expand the Number of On-Line Applications for a Variety of Permits
6. **Priority:** Update the City Charter
7. **Priority:** Update and Make Consistent Advisory Bodies' Enabling Legislation
 - a. Airport Commission
 - b. Building Board of Appeals
 - c. Recreation, Music & Parks Commission
 - d. Transit Advisory Committee

III. GOAL: ESTABLISH / REVISE LOCAL LEGISLATION

1. **Priority:** Review and Amend the Elements of the General Plan 2025 to Reflect Changes Since its Adoption in 2008
 - a. Updates to Reflect FEMA Mapping Update
 - b. Conduct UGB Assessment (Policy 1-P-37)
 - c. Update Exhibits and Figures to Reflect Implementation
 - d. Incorporate and Update References to New/Updated Plans and Studies
 - e. Update acceptable traffic CEQA thresholds to transition from LOS to VMT, in keeping with anticipated state CEQA guidelines

2. **Priority:** Continue to Develop and Implement Procedural and Legislative Changes That Support the Development Review Process
 - a. Revise Local CEQA Guidelines
 - b. Update IZO Chapter 15 and Historic District Guidelines, Historic Preservation Regulations, Guidelines and Resources
 - c. Apply for CLG certification and the next available grant cycle for matching funds to update
 - d. Complete Sign Code Update

3. **Priority:** Update Marijuana Ordinance to Address Recreational Use

4. **Priority:** Collaborate with the County of Sonoma to Adopt Extended Producer Responsibility Ordinance for Drugs and Sharps

5. **Priority:** Conduct Workshops, Monthly or as Needed, on Topics Which May Require Legislative Action
 - a. Water and Wastewater Rates
 - b. Tax and Revenue Initiatives
 - c. Marijuana Regulation
 - d. General Plan Amendments/Updates
 - e. Sea Level Rise
 - f. Housing Strategies
 - g. Transit Consolidation
 - h. Storm Water Funding
 - i. Age Friendly Community

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

1. **Priority:** Plan and Implement Age-Friendly Community Strategies

- a. Work with the County of Sonoma, and Other Agencies to establish planning process to obtain Age Friendly Community status
 - b. Develop work plan across all departments to fully recognize and incorporate requirements and guidelines for Petaluma as an all ages community
- 2. Priority:** Sustainability Practices
- a. Design and Deliver Cost-Effective energy and Other Resource Savings Projects for City Facilities and Infrastructure
- 3. Priority:** Implement the Central Petaluma Specific Plan – Maximize Development Potential Around Transit-Oriented Development
- a. Work with SMART to Site Second Station
 - b. Work with SMART, Developers, and Stakeholders to Create Parking Adjacent to the SMART station and Downtown
- 4. Priority:** Update the 5-Year Economic Development Strategy
- 5. Priority:** Identify and Implement Programs to Increase Affordable Housing
- a. Revise Housing-related Development Impact Fees
 - b. Seek to Provide Housing for All Income Levels
 - c. Focus Attention on Affordable Housing to Attract/Retain Talent
- 6. Priority:** Create and Implement Programs to Attract Talent and Develop the Local Workforce
- 7. Priority:** Conclude Fairgrounds Lease Negotiations
- a. Complete Joint City/Fair Feasibility Analysis
 - b. Revise Lease or Develop Use Agreement
 - c. Initiate Public Process as Prerequisite to Property Development
- 8. Priority:** Establish Sustainability Agency for Petaluma Ground Water Basin
- a. Work with Eligible Agencies in the Basin to Establish a Consolidated Agency by June 30, 2017, Consistent with Prior City Council Direction; or in the alternative
 - b. Establish by June 30, 2017 a Petaluma-specific GSA to regulate groundwater use inside Petaluma Corporate Limits

V. GOAL: ENHANCE PUBLIC SAFETY

1. **Priority:** Continue to implement “Petaluma Policing”
 - a. Continue to Build Public Trust and Legitimacy through Outreach, Social Media and Programs
 - b. Conduct District Level Neighborhood Meetings
 - c. Obtain CALEA Certification

2. **Priority:** Reduce Major Crimes by 5% Annually
 - a. Develop intelligence-led policing strategies to target crime and offenders
 - b. Increase available time by patrol to more than 30% to allow proactive policing to detect and deter crime before it occurs
 - c. Analyze and deploy resources to known crime locations and known offenders to reduce crime

3. **Priority:** Increase Traffic Safety and Reduce Collisions
 - a. Emphasize traffic safety education and awareness
 - b. Increase traffic safety enforcement by 50%
 - c. Reduce fatal traffic collisions by 50%
 - d. Reduce Injury Collisions by 25%

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

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

6. **Priority:** Dredge Petaluma River and Marina/Turning Basin
 - a. Continue working with Federal and Regional Partners to Obtain Necessary Clearances
 - b. Identify and Pursue Funding Sources to Conduct Dredging Activities

7. **Priority:** Continue to Plan and Deliver Flood Protection Projects
 - a. Complete next Phase of Denman Reach Project

VI. GOAL: PLAN AND DELIVER CAPITAL IMPROVEMENTS

1. **Priority:** Coordinate with Caltrans, SCTA and Others to Deliver Regional and Local Highway Transportation Improvements
 - a. Highway 101 Widening
 - b. Rainier Undercrossing/Interchange
 - c. Southern Crossing

2. **Priority:** Prepare Capital Replacement for Streets, Sidewalks, Multi-Use Paths and Traffic Signals
 - a. Identify Funding Sources
 - b. Initiate Construction

3. **Priority:** Complete E. Washington Park, Phase II
 - a. Baseball Facilities

4. **Priority:** Conduct Park Planning and/or Acquisition Activities
 - a. Lafferty Ranch

5. **Priority:** Renovate and Expand Fire Stations 2 and 3
 - a. Continue to direct TOT funding to building renovations
 - b. Seek funding for expansions
 - c. Continue to seek funding to Relocated Fire Station 1

ADOPTED BUDGET

11300 CITY COUNCIL ADMIN/OPERATIONS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	48,961	47,772	52,707	52,876
BENEFITS	38,797	47,185	39,711	40,316
SERVICES & SUPPLIES	5,393	16,129	19,733	16,616
CITY COUNCIL ADMIN/OPERATIONS	93,151	111,086	112,151	109,808
LESS INTRAGOVERNMENTAL OFFSET	(33,563)	(46,014)	(46,014)	(39,844)
CITY COUNCIL ADMIN/OPERATIONS NET COST	59,588	65,072	66,137	69,964

A total City Council budget of \$109,808 is recommended for 2017/18. This is a decrease of \$2,343 (-2.1%) from the revised budget for 2016/17, and reflects the net effect of services and supplies reductions partially offset by minor increases in salary and benefits costs.

Salaries of \$52,876 are recommended for 2017/18, an increase of \$169 (.3%) over 2016/17. Benefits of \$40,316 are recommended for 2017/18, an increase of \$605 (1.5%) over 2016/2017. These represent the estimated cost in 2017/18 of the present City Council, including the current benefit choices selected by each member.

Services and Supplies are budgeted at \$16,616, a decrease of \$3,117 from 2016/17. This reflects a \$1,000 reduction in services and supplies based on anticipated need in 2017/18 and to address reduction targets provided in this year's budget guidance. The balance of this reduction reflects a decrease in the allocation of overhead costs directed to this budget, based on charges for 2017/18.

POLICY OPTIONS

None

CITY CLERK

CITY CLERK	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	98,604	143,618	160,185	153,910
BENEFITS	21,843	41,706	52,895	54,626
SERVICES & SUPPLIES	111,189	56,059	110,194	55,373
CITY CLERK	231,636	241,383	323,274	263,909
LESS INTRAGOVERNMENTAL OFFSET	(72,833)	(85,007)	(85,007)	(89,713)
CITY CLERK	158,803	156,376	238,267	174,196

CITY CLERK DEPARTMENT OVERVIEW

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

City Council Support:

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

Legislative:

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

Elections:

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

Public Relations and Information:

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

Records and Information Management:

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	----- Allocation-----								
	FY 15-16		FY 16-17		FY 17-18		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	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	0.00	1.00	0.00			
Secretary Confidential	0.00	0.00	1.00	1.00	1.00	1.00	0.90		0.10
Total City Clerk	2.00	2.00	3.00	2.00	3.00	2.00	1.90	0.00	0.10

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Consultant hired to assist with creation of Records Retention Schedules for each department as well as a City-wide schedule.
- Vendor hired to digitize City records that are currently only in microfilm/microfiche form and upload to Electronic Document Management System.
- Enhanced and expanded the Records and Document Search Program, which makes public documents available to the public through a link on the City’s website, including user friendly improvements to the search interface as well as increasing the number and type of documents available.

2017-2018 DEPARTMENTAL GOALS and PRIORITIES

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

ADOPTED BUDGET

CITY CLERK	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	98,604	143,618	160,185	153,910
BENEFITS	21,843	41,706	52,895	54,626
SERVICES & SUPPLIES	111,189	56,059	110,194	55,373
CITY CLERK	231,636	241,383	323,274	263,909
LESS INTRAGOVERNMENTAL OFFSET	(72,833)	(85,007)	(85,007)	(89,713)
CITY CLERK	158,803	156,376	238,267	174,196

A City Clerk department budget of \$263,909 is recommended for 2017/18. This is a decrease of \$59,365 from 2016/17.

Salaries are recommended at \$153,910 representing a decrease of \$6,275 from 2016/17. This decrease is due to 10% of the Secretary- Confidential being transferred to the Risk Management division.

Benefits are recommended at \$54,626 representing an increase of \$1,731 over 2016/17. This is due to increased retirement costs offset by the re allocation of costs transferred to the Risk Management division.

Services and Supplies are budgeted at \$55,373, a decrease of \$51,341 from 2016/17. This decrease represents the estimated cost of an election, which is not included in this budget.

CITY CLERK ADMINISTRATION/OPERATIONS

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

ADOPTED BUDGET

11320 CITY CLERK ADMIN/OPERATIONS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	59,162	94,486	107,430	140,679
BENEFITS	13,105	28,743	37,932	50,402
SERVICES & SUPPLIES	71,309	55,910	70,694	55,373
CITY CLERK ADMIN/OPERATIONS	143,576	179,139	216,056	246,454
LESS INTRAGOVERNMENTAL OFFSET	(67,032)	(75,123)	(75,123)	(80,310)
CITY CLERK ADMIN/OPERATIONS NET COST	76,544	104,016	140,933	166,144

City Clerk Admin/Operations – A budget of \$246,454 is recommended for 2017/18. This is an increase of \$30,398 over 2016/17.

Salaries are recommended at \$140,679, an increase of \$33,249 over 2016/17. This increase is due to the revised allocation between City Clerk Admin/Operations (11320) and City Clerk Elections (11321), plus the transfer of 10% of the Secretary-Confidential position to the Risk Management Division.

Benefits are budgeted at \$50,402, an increase of \$12,470 over 2016/17. This increase is due to increased retirement costs, the revised allocation between City Clerk Admin/Operations (11320) and City Clerk Elections (11321), plus the transfer of 10% of the Secretary-Confidential position to the Risk Management Division.

Services and Supplies are budgeted at \$55,373, a decrease of \$15,321 from 2016/17 due to decrease professional service related costs.

POLICY OPTIONS

None

CITY CLERK ELECTIONS

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

ADOPTED BUDGET

11321 CITY CLERK ELECTIONS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	39,442	49,132	52,755	13,231
BENEFITS	8,738	12,963	14,963	4,224
SERVICES & SUPPLIES	39,880	149	39,500	-
CITY CLERK ELECTIONS	88,060	62,244	107,218	17,455
LESS INTRAGOVERNMENTAL OFFSET	(5,801)	(9,884)	(9,884)	(9,403)
CITY CLERK ELECTIONS NET COST	82,259	52,360	97,334	8,052

City Clerk Elections – A budget of \$17,455 is recommended for 2017/18, a decrease of \$89,763 from 2016/17.

Salaries are recommended at \$13,231, a \$39,524 decrease from 2016/17. This represents the revised allocation between City Clerk Admin/Operations (11320) and City Clerk Elections (11321), plus the transfer of 10% of the Secretary-Confidential position to the Risk Management Division.

Benefits are recommended at \$4,224, a \$10,739 decrease from 2016/17, for the same reasons stated above.

Services and Supplies of \$0 are recommended, which represents a decrease of \$39,500 from 2016/17. No budget is needed here, as General Municipal Elections are held in even-numbered years, the next being scheduled for November 8, 2018, in FY 2018/19.

POLICY OPTIONS

None

CITY ATTORNEY

11310 CITY ATTORNEY ADMIN/OPERATIONS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	440,645	471,429	548,239	524,429
BENEFITS	121,889	144,419	182,167	206,696
SERVICES & SUPPLIES	96,975	125,020	286,916	193,895
CITY ATTORNEY ADMIN/OPERATIONS	659,509	740,868	1,017,322	925,020
LESS INTRAGOVERNMENTAL OFFSET	(207,486)	(820,268)	(820,268)	(263,850)
CITY ATTORNEY ADMIN/OPERATIONS NET COST	452,023	(79,400)	197,054	661,170

CITY ATTORNEY DEPARTMENT OVERVIEW

The City Attorney's Office was created by the City Council effective July 1, 2013, with the hiring of an in-house City Attorney. The City Attorney's Office is responsible for providing, coordinating and managing the provision of all of the City's legal service needs. By City Charter, the City Attorney: prosecutes Charter and Municipal Code violations; attends to all suits and matters to which the City is a party or in which the City has an interest; gives written advice to City officials and bodies whenever required to do so; passes on the sufficiency and validity of bonds and contracts of the City; and drafts proposed ordinances, resolutions, laws, rules, contracts, bonds and all other legal papers for the City. The City Attorney's Office consists of the City Attorney, two Assistant City Attorneys and a Legal Assistant. The City Attorney's Office provides legal services and support for the City Council, all City subordinate bodies (commissions and committees), the City Manager, Assistant City Manager and all City departments. In accordance with 2016-2017 City Council goals focused on maintaining long-term financial sustainability of the City, the City Attorney's Office seeks to maximize in-house performance of the City's legal services.

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	----- Allocation-----								
	FY 15-16		FY 16-17		FY 17-18		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	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

2016-17 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

During 2016-2017, the City Attorney's Office:

- Completed and submitted for review a comprehensive new draft City purchasing ordinance;
- disposed of 5 pending litigation matters;
- developed interfund loan/lease/purchase documents to reduce City lease/purchase transactions and debt costs for major public safety equipment purchases and similar future transactions;
- developed a shared-services agreement with the Rancho Adobe Fire District to permit Chief Thompson and other Petaluma Fire Department staff to provide Fire Chief and other management services to the Fire District;
- worked with Public Works and Utilities staff to update all existing City airport lease and license forms; and
- assisted Police Department staff with updated policies to protect rights of community members consistent with the City Council's direction.

2017-2018 DEPARTMENTAL GOALS, PROGRAM INITIATIVES and PRIORITIES

Priorities for the City Attorney's Office for 2017-2018 include:

- assisting with implementation of an updated City purchasing program, including Council action on an updated purchasing ordinance, preparation of implementing documents and staff training;
- completion of updated public records and subpoena policy materials and related staff training;
- completion of training materials and staff training on preparation of staff reports, resolutions, ordinances, and certifications;
- coordination with outside counsel on pending litigation that seeks to preserve former Community Development Commission economic development and housing funds;
- in conjunction with Police Department staff, preparation of Council workshop materials on the impact of Proposition 64, which de-criminalized non-medical marijuana for purposes of California law, and implementation of City Council direction regarding any proposed new regulations concerning non-medical marijuana;
- manage/act as co-counsel in a total of five pending litigation matters, two of which are being handled entirely in-house; and
- assist Public Works and Utilities staff in developing groundwater sustainability agency agreements and preparation for City Council action on formation of a groundwater sustainability agency.

In addition to the priorities identified above, the City Attorney's Office will continue its ongoing Council agenda and agreement review duties and support City departments

responsible for completing other Council priorities, especially those involving new legislation, legal opinions and new agreements and policies.

ADOPTED BUDGET

11310 CITY ATTORNEY ADMIN/OPERATIONS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	440,645	471,429	548,239	524,429
BENEFITS	121,889	144,419	182,167	206,696
SERVICES & SUPPLIES	96,975	125,020	286,916	193,895
CITY ATTORNEY ADMIN/OPERATIONS	659,509	740,868	1,017,322	925,020
LESS INTRAGOVERNMENTAL OFFSET	(207,486)	(820,268)	(820,268)	(263,850)
CITY ATTORNEY ADMIN/OPERATIONS NET COST	452,023	(79,400)	197,054	661,170

A City Attorney department budget of \$925,020 is recommended for 2017/18. This is a decrease of \$92,302 from 2016/17.

Salaries are recommended at \$524,429 representing a decrease of \$23,810 from 2016/17. This decrease is due to reduced staffing cost from a position on leave for a portion of 2017/18.

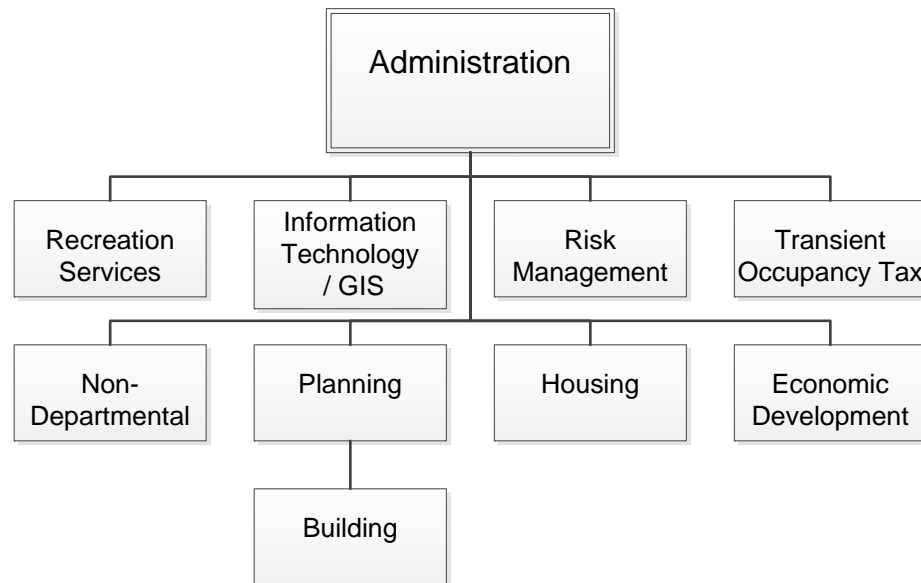
Benefits are recommended at \$206,696 representing an increase of \$24,529 over 2016/17. This increase is mainly due to increased retirement costs and changes in benefit selections by employees.

Services and Supplies are budgeted at \$193,895, a decrease of \$93,021 from 2016/17. The decrease is due to the transfer of legal costs to the Risk Management division. With the exception of salaries and benefits and legal services, the City Attorney’s Office budget is mostly allocated to legal research resources and ongoing training to ensure in-house staff develops and maintains the expertise needed to handle diverse advice and litigation matters in-house.

POLICY OPTIONS

The 2017/18 City Attorney Department budget reduction goal is \$26,059. The proposed reduced budget for 2018 projects available savings of \$2,500 in supply costs, with the balance made up from anticipated salary savings due to a planned leave. However, it is important to note that the planned leave may result in an increase in outside legal service costs compared to the budgeted amount. Also, since the planned leave would reduce City Attorney’s Office staffing by 1/3 for 5 – 6 months, close coordination between the City Attorney’s Office and City elected and appointed officials and staff will be critical to ensure that the inevitable service impacts affect priority projects and programs as little as possible.

Executive



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

CITY MANAGER

by Account Type	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	2,598,082	2,706,929	2,883,939	3,085,787
BENEFITS	942,029	980,801	1,038,215	1,141,296
SERVICES & SUPPLIES	7,168,745	4,673,446	5,712,606	5,652,728
CAPITAL EXPENDITURES	-	-	11,400	38,000
TRANSFERS	1,626,012	1,622,242	2,765,793	3,325,512
CITY MANAGER	12,334,868	9,983,418	12,411,953	13,243,323
LESS INTRAGOVERNMENTAL OFFSET	(437,344)	(505,718)	(505,718)	(589,509)
CITY MANAGER NET COST	11,897,524	9,477,700	11,906,235	12,653,814

by Cost Center	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
CITY MANAGER ADMIN/OPERATIONS	753,175	803,263	841,511	834,383
ECONOMIC DEVELOPMENT	276,169	299,142	358,296	385,520
PLANNING ADMIN	144,406	137,632	150,649	139,828
PLANNING COST RECOVERY	469,844	617,278	404,000	404,000
PARK/REC ADMIN	750,319	779,770	796,175	774,100
PR CAVANAGH CENTER	10,158	12,936	12,850	12,850
PR COMMUNITY CENTER	171,279	162,949	223,266	203,642
PR LIBRARY/MUSEUM	31,034	41,678	44,604	60,588
PR YOUTH/TEENS PROGRAMS	253,523	307,362	348,588	397,568
PR CONTRACT CLASSES	77,438	74,589	80,000	72,500
PR SPORTS PROGRAMS	40,248	49,191	59,079	53,506
PR AQUATIC PROGRAMS	123,843	163,852	121,500	156,850
PR SENIOR PROGRAMS	65,723	67,222	86,592	79,174
PR SPECIAL EVENTS	14,378	17,336	20,000	17,500
COMMERCIAL LINKAGE FEES	529,742	392,895	68,406	97,538
HOUSING IN-LIEU IMPACT FEES	485,223	220,798	314,827	395,015
CDBG	317,340	347,570	344,066	340,033
SUCCESSOR AGENCY HOUSING	146,754	322,486	434,966	195,377
MOBILE HOME RENTAL STABILIZATION	2,774	1,233	13,000	14,000
TRANSIENT OCCUPANCY TAX	1,775,099	1,948,539	2,941,129	3,867,837
BUILDING SERVICES	1,299,596	1,583,793	1,221,793	1,436,163
BUILDING SVC COST RECOVERY	117,785	106,305	159,000	159,000
INFORMATION TECH ADMIN/OPERATIONS	1,643,192	1,736,510	1,738,478	1,784,729
RISK MANAGEMENT ADMIN/OPERATIONS	2,835,826	(210,911)	1,629,178	1,361,622
CITY MANAGER	12,334,868	9,983,418	12,411,953	13,243,323
LESS INTRAGOVERNMENTAL OFFSET	(437,344)	(505,718)	(505,718)	(589,509)
CITY MANAGER NET COST	11,897,524	9,477,700	11,906,235	12,653,814

CITY MANAGER DEPARTMENT OVERVIEW

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		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

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Conducted bi-annual goal setting in February and presented 2017-2018 goals for adoption by City Council in March, 2017.
- Appointed Ken Savano as Petaluma’s Police Chief.
- Recruited and hired Amy Reeve as Human Resources Director and Cecilia Quiambao as Risk and Safety Officer. The Risk and Safety Officer hiring is the primary step in bringing the Risk function back in-house during 2016/17.
- Revised Park Impact Fees, to incorporate Lafferty Ranch in the fee program, to support environmental and design work necessary as a step towards public access to the property.
- Achieved success in obtaining approval from the State Department of Finance for use of the entirety of the 2011 Redevelopment bonds.
- Coordinated structuring of an interfund loan of \$3.025 million for public safety vehicles, resulting in replacement of 2 ambulances, 1 ladder truck, 1 fire engine, 16 police vehicles, and two motorcycles.
- Identified funding and commenced deferred maintenance projects at the Petaluma Community Center, City Hall and Fire Stations 2 and 3.
- Provided executive-level oversight to Utility Rate Study updates, and associated public process necessary to enactment of new water and wastewater rates.

- Recommended approval of a Resolution supporting Miracle League of North Bay as a partner in funding, installing, maintaining and utilizing a fully accessible baseball field, playground, entry area and concession/restroom facility in Lucchesi Park for differently abled youngsters.
- Launched City Manager Newsletter in July 2016, reached an average of 1200 readers monthly through email distribution and posting on City website (suspended, October 2016).

2017-2018 DEPARTMENTAL GOALS and PRIORITIES

- Continue to coordinate the activities of City Departments to achieve City Council goals for the period of January 2017 through December 2018.
- Consolidate Risk Management function into the Human Resources Department.
- Update the Economic Development Strategy and Implementation Plan.
- Complete nexus studies and update Housing In-Lieu and Commercial Linkage fees
- Complete Sign Code update.
- Complete final design for baseball field at Petaluma Community Sports Fields, assemble project specifications, solicit bids and award bid for construction.
- Organize, coordinate, and conduct all education and outreach activities necessary to support one or more successful revenue measures on one or more ballots to be held in 2018.

ADOPTED BUDGET

CITY MANAGER

by Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	2,598,082	2,706,929	2,883,939	3,085,787
BENEFITS	942,029	980,801	1,038,215	1,141,296
SERVICES & SUPPLIES	7,168,745	4,673,446	5,712,606	5,652,728
CAPITAL EXPENDITURES	-	-	11,400	38,000
TRANSFERS	1,626,012	1,622,242	2,765,793	3,325,512
CITY MANAGER	12,334,868	9,983,418	12,411,953	13,243,323
LESS INTRAGOVERNMENTAL OFFSET	(437,344)	(505,718)	(505,718)	(589,509)
CITY MANAGER NET COST	11,897,524	9,477,700	11,906,235	12,653,814

A budget of \$13,243,323 is recommended for 2017/18. This represents an increase of \$831,370 (6.7%) over the revised budget for 2016/17.

Salaries are recommended at \$3,085,787, an increase of \$201,848 (7%) over 2016/17. This increase is primarily due to the full-year's costs associated with bringing the Risk Management function back in-house, and adding a Senior Building Inspector position during 2016/17. The costs of both of these positions are charged outside the general fund. Salary increases also reflect budgeting for cost of living adjustments negotiated in 2015/16 and 2016/17.

Benefits totaling \$1,141,296 are recommended for 2017/18, an increase of \$103,081 (9.9%) over 2016/17. The increases are attributed to the 2 positions referenced above, and reflect budgeting to support increased PERS rates.

Services, supplies and capital expenditures of \$5,690,728 are recommended for 2017/18, an overall decrease of \$33,278 (-0.6%) from 2016/17. This decrease reflects the combined effect of a few major changes: decreased funding to outside agencies in the Successor Agency Housing Fund (-\$248,000) and decreased professional service cost in the Risk Management Fund (-\$158,000). Decreases also reflect lesser reductions in a services and supplies accounts to achieve savings targets based on budget guidance for 2017/18. Decreases are partially offset by an increase in Transient Occupancy Tax Fund expenditures (\$85,000) for increased intragovernmental charges, increased Building Services cost of (\$57,000) for increased professional services and the purchase of one vehicle, and increased cost in Housing related impact fee funds of (\$190,000), associated with a nexus study updates.

Transfers Out of \$3,325,512 are recommended for 2017/18, an increase of \$559,719 (20.2%) over 2016/17. This reflects increased transfers from Transient Occupancy Tax for Community Center interior renovation and parking lot projects, a Fire Station remodel and roof repairs, completion of the Police HVAC replacement, the Economic Development Strategy update and for ongoing Downtown Sidewalk ADA Projects.

CITY MANAGER ADMINISTRATION/OPERATIONS

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

ADOPTED BUDGET

11330 CITY MANAGER ADMIN/OPERATIONS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	525,743	536,055	557,206	551,354
BENEFITS	215,934	217,486	224,900	228,951
SERVICES & SUPPLIES	11,498	49,722	59,405	54,078
CITY MANAGER ADMIN/OPERATIONS	753,175	803,263	841,511	834,383
LESS INTRAGOVERNMENTAL OFFSET	(349,875)	(379,763)	(379,763)	(258,710)
CITY MANAGER ADMIN/OPERATIONS NET COST	403,300	423,500	461,748	575,673

A City Manager Administration/Operations budget of \$834,383 is recommended for 2017/18, which is a \$7,128 (-.8%) decrease from the revised budget for 2016/17.

Salaries are recommended at \$551,354, a decrease of \$5,852 (-1%) from the 2016/17. This decrease primarily reflects redistribution of 15 percent of Senior Planner position costs to monies reserved for General Plan updates and implementation, for related planning projects in 2017/18. This reduction is partially offset by increases associated with previously-bargained cost of living adjustments.

Benefits are recommended at \$228,951, an increase of \$4,051(1.8%) over 2016/2017. The increase reflects the net effect of increases associated with previously bargained cost of living adjustments and PERS rates, partially offset by reduction of 15 percent of the benefit costs of the previously mentioned Senior Planning position adjustments.

Services and supplies are budgeted at \$54,078, which is a decrease of \$5,327 (-9%) from 2016/17. This reflects budgeting to address reduction scenario guidance, for both this budget and as an offset to preserve the City Council budget. Decreases include reductions in professional services accounts, vehicle maintenance accounts, and surplus of the vehicle assigned to the City Manager’s Office for age and safety reasons.

POLICY OPTIONS

None

TRANSIENT OCCUPANCY TAX - COMMUNITY PROMOTION

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

With economic recovery TOT funding is helping support the City’s Economic Development program, provides increased support for the PVP, is budgeted for downtown beautification, and downtown sidewalk maintenance and repair, and supports ongoing annual contributions to the City’s Vehicle Replacement Fund. TOT funds are also allocated to pay for city staff time supporting special events, and for variety of one-time uses including capital projects and special studies. TOT funds are accounted for in a dedicated fund, where charges for services are directed to it, and where transfers to other operating budgets are appropriated.

ADOPTED BUDGET

2520 TRANSIENT OCCUPANCY TAX	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SERVICES & SUPPLIES	334,587	454,427	570,117	654,825
TRANSFERS	1,440,512	1,494,112	2,371,012	3,213,012
TRANSIENT OCCUPANCY TAX	1,775,099	1,948,539	2,941,129	3,867,837

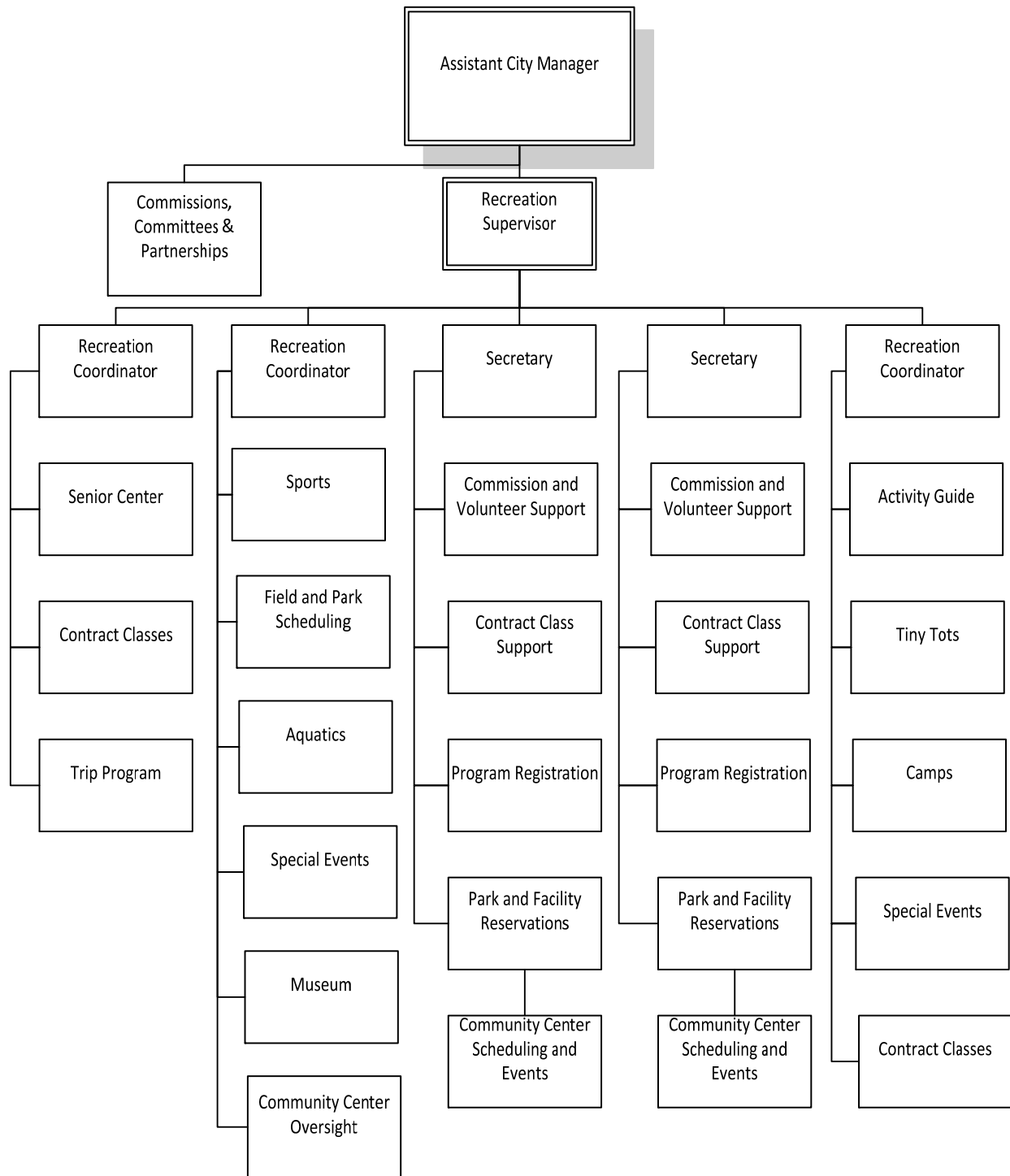
A Transient Occupancy Tax budget of \$3,867,837 is recommended for 2017/18. This represents an increase of \$926,708 (32%) over the revised budget for 2016/17. This reflects increased transfers to fund Community Center interior improvements and parking lot project, Fire Station roof repairs and a remodel, completing replacement of the Police HVAC system, budgeting for Downtown Sidewalk ADA projects, and an update of the Economic Development Strategy and Implementation Plan.

POLICY OPTIONS

It is recommended that annual revenues accruing to this fund continue to fund the ongoing efforts noted in the narrative. A balance in this fund accumulated, and is recommended to fund a number of one-time activities, for the projects and equipment listed, in the amounts noted, below. All recommended uses, one-time and ongoing, were discussed with and approved by the City Council’s TOT subcommittee in April 2017. Budgeting for these projects will leave an estimated balance in the fund of approximately \$100,600 at June 30, 2018.

<u>Projects/Equipment</u>	<u>Recommended</u>
Community Center Interior Renovation and Parking Lot	\$801,000
Fire Stations – Roof Replacements	\$119,000
Police Station HVAC	\$ 94,000
Fire Station 2 & 3 Remodel	\$150,000
Downtown Sidewalk ADA	\$250,000
Economic Development Plan	\$ 75,000
Mowers for Turf Maintenance (2)	\$135,000

RECREATION SERVICES 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 operations of the Cavanagh Recreation Center. The division is also responsible for planning and implementing community-wide special events; presenting a wide array of recreation classes and camps; managing aquatic programming and pool operations; and, providing a comprehensive adult sports program. The Parks Maintenance function has been aligned with the Public Works Department since 2009-2010. Nevertheless, communication, coordination and collaboration between the Recreation and Parks divisions are essential components in providing quality and seamless Parks and Recreation services. The 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.

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
RECREATION									
Administrative Technician	1.00	1.00	0.00	0.00	0.00	0.00			
Office Assistant II	2.00	1.00	0.00	0.00	0.00	0.00			
Museum Coordinator	0.00	0.00	0.50	0.50	0.50	0.50	0.50		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Specialist	0.00	0.00	1.25	1.25	0.65	0.65	0.65		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Tiny Tots Program Coordinator	0.00	0.00	0.60	0.60	0.60	0.60	0.60		
Tiny Tots Teacher	0.00	0.00	0.60	0.60	0.60	0.60	0.60		
Secretary	0.00	0.00	2.00	2.00	2.00	2.00	2.00		
Total Recreation	7.00	6.00	8.95	8.95	8.35	8.35	8.35	0.00	0.00

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Petaluma Community Sports Field Restroom and Concession project design was completed, the project bid, and the bid awarded. Construction will begin in spring 2017, with completion in summer 2017.
- Design for the baseball facility at Petaluma Community Sports Fields was initiated during FY 2016-2017. A design consultant was selected, a contract negotiated and awarded, the design team assembled and initial design meetings were held in February with final design expected by the end of 2017.
- The Department continued to engage with park users, volunteers and non-profit organizations on park and recreation initiatives including; Miracle League of North Bay for accessible playground and ballfield development; Petaluma Small Craft

Coalition on Floathouse development; Friends of the Petaluma River on a grant application for floating docks at McNear Peninsula; Petaluma City Schools and Aquaducks Swim Club on off-season pool operations; Petaluma Wetlands Alliance on wetlands operations and projects; and, Daily Acts, Petaluma Library and Publics Works Water Conservation on a Demonstration and Education garden at Kenilworth Park.

- The Department collaborated with Petaluma Argus Courier to produce and distribute department activity guide on line and through the Argus and Press Democrat.
- The Carnegie Library/Museum building analysis was completed.
- The Department processed a proposal and partnered with the newly formed Miracle League of North Bay to design, construct, and use an adaptive baseball field and playground adjacent to the existing Petaluma American Little League fields located within Lucchesi Park.
- The afternoon childcare programs were expanded to include daily programs for preschool children ages 3-5 until 5:00 pm and created specialized summer camp programs weekly for 4th and 5th grade youth participants.
- Special events included the annual July 4th Fireworks program in partnership with the Sonoma Media Group; the Petaluma Turkey Trot fun-run held on Thanksgiving morning; Week of the Young Child; A free, Swim America 'Make A Splash' special event program with swim instruction, water safety orientation, recreation swimming and a BBQ; and, six weekend tournaments utilizing the all-weather capabilities of the three multi-use athletic fields at the Petaluma Community Sports Fields facility.
- The swim center operated throughout winter as a result of the closure of the Petaluma High School pool. Keeping the pool open accommodated local high school swim teams, community swim clubs and other off season aquatic users.

2017-2018 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES

- Transition from current Reservation/Enrollment system ActiveNet to ETrak Plus.
- Complete final design for baseball field at Petaluma Community Sports Fields, assemble project specifications, solicit bids and award bid for construction.
- Update field allocation policies and procedures to reflect the increases in inventory, ensuring the use of public athletic fields are distributed in an equitable and transparent process.
- Revive the dormant 'Movies in the Park as a special event that is visible and viable in meeting the community needs and expectations.
- Expand enrollment opportunities in Tiny Tot and camp programs.
- Support Miracle League organization and project through design, construction and implementation.

ADOPTED BUDGET

RECREATION	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	694,200	760,888	821,971	848,425
BENEFITS	196,354	192,369	241,702	242,440
SERVICES & SUPPLIES	647,389	723,628	728,981	737,413
RECREATION	1,537,943	1,676,885	1,792,654	1,828,278

A department budget of \$1,828,278 is recommended for 2017/18. This is an increase of \$35,624 from 2016/17.

Salaries are recommended at \$848,425, an increase of \$26,454 from 2016/17. The 2017/18 estimated cost of currently funded full-time and part-time staffing levels includes increases in wages for step increases, living wage positions, and positions benchmarked to living wage. The increase is also attributable to the proposed increase in youth programming, and specifically for part-time staffing hours to add additional summer camps and to increase enrollment opportunity in the Tiny Tots Preschool.

Benefits are recommended at \$242,440, an increase of \$738 over 2016/17. The increase was kept to a minimum, partially as a result of a change in hours allocated to two Recreation Specialist positions that in 2017 were assigned to work 29 and 11 hours per week respectively, and are proposed to be allocated in 2018 at 18 hours each. The change in hour allocation results in a better balance of hours between the 2 employees, assists with operational continuity, and eliminates the cost of proportional benefits for one of the positions. Benefit costs include PERS, health care, and workers compensation rates.

Other expenditures for services, supplies, intergovernmental charges and utilities are recommended at \$737,413, reflecting an increase of \$8,432 from 2016/17 levels. The increase includes the addition of funds to lengthen the Swim Center season to off-set the loss of pool availability created by the closure of the Petaluma High School pool. The addition is partially off-set by utility reimbursement from the Aquatics Contractor to the City. As well, the Services and Supplies line items reflect a reduction of \$23,250 from various cost centers and line items that were requested as a part of the 2017-2018 budget preparation process.

RECREATION SERVICES ADMINISTRATION

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, Youth Commission, Petaluma Historical Library and Museum Board of Directors, the Senior Advisory Committee and various project oriented groups. Additional responsibility includes providing comprehensive leadership for Parks and Recreation, support to Public Works Park Maintenance, as well as identification of department priorities such as park acquisition and development.

ADOPTED BUDGET

14100 PARK/REC ADMIN	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	346,574	366,457	376,873	358,505
BENEFITS	165,054	151,468	152,521	151,332
SERVICES & SUPPLIES	238,691	261,845	266,781	264,263
PARK/REC ADMIN	750,319	779,770	796,175	774,100

An Administration budget of \$774,100 is recommended for 2017/18. This is a decrease of \$22,075 from 2016/17.

Full-time salaries are recommended at \$358,505, and are decreased by \$18,368 from 2016/17. The decrease is attributable to attrition, whereby 2 staff retired and received leave pay-outs, and replacement staff are assigned at lower steps in the salary range. This budget reflects the estimated cost of the currently funded staffing level.

Full-time employee benefits are recommended at \$151,332, and are decreased by \$1,189 from 2016/17.

Services and Supplies of \$264,263 are recommended, which represents a decrease of \$2,518 from 2016/17 levels. The reductions result in fewer administrative operating supplies available, and a reduction in vehicle use.

POLICY OPTIONS

There is no increase over FY 2016-2017, however the replacement of the current registration and reservation software, ActiveNet, was recommended and approved for FY 17. Due to staffing shortages, the purchase and implementation was delayed. Recreation and IT staff have determined that ETrak Plus is among the best solutions and will be significantly less expensive over the next 5 year period. The annual support fee for ActiveNet was \$43,000 in 2016. ETrak Plus has a year 1 fee of \$45,000, with a \$10,000 annual flat fee for years 2-5. Over the 5 year period it is estimated that ActiveNet will cost \$215,000, and ETrak Plus will cost, \$85,000, for an estimated net savings of approximately \$130,000. The request anticipates 1 quarter of payments to ActiveNet in the first quarter of 2017-18.

CAVANAGH RECREATION CENTER

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

ADOPTED BUDGET

14200 PR CAVANAGH CENTER	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	10,158	12,936	12,850	12,850
PR CAVANAGH CENTER	10,158	12,936	12,850	12,850

A Cavanagh Recreation Center budget of \$12,850 is recommended for 2017/18. This is the same amount that was budgeted for 2016/17.

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

POLICY OPTIONS

None

PETALUMA COMMUNITY CENTER

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

ADOPTED BUDGET

<u>14210 PR COMMUNITY CENTER</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	98,889	95,356	119,756	98,674
BENEFITS	9,947	12,880	24,010	26,468
SERVICES & SUPPLIES	62,443	54,713	79,500	78,500
PR COMMUNITY CENTER	171,279	162,949	223,266	203,642

A Community Center budget of \$203,642 is recommended for 2017/18. This represents a decrease of \$19,624 from 2016/17.

Part-time salaries are decreased by \$21,082 from 2016/17. The reduction is a result of reallocation of part-time hours to other areas of the department budget, including the Senior Center, Museum and Youth budgets.

Part-time benefits are increased by \$2,485 over 2016/17. This reflects the estimated cost of the proposed staffing level.

Services and Supplies of \$78,500 are recommended, which represents a decrease of \$1,000 from 2016/17. The Community Center supplies budget is reduced and the reductions result in fewer operating supplies used to provide service to the various rental groups and special events.

POLICY OPTIONS

None

CARNEGIE LIBRARY/MUSEUM

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. In 2017-2018 Recreation staff will continue to support the efforts of the PMA in planning and fundraising for renovation of the facility.

ADOPTED BUDGET

14220 PR LIBRARY/MUSEUM	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	15,451	16,795	18,291	28,559
BENEFITS	873	978	11,313	17,029
SERVICES & SUPPLIES	14,710	23,905	15,000	15,000
PR LIBRARY/MUSEUM	31,034	41,678	44,604	60,588

A Carnegie Library/Museum budget of \$60,588 is recommended for 2017/18. This is an increase of \$15,984 over 2016/17.

Part-time salaries are recommended at \$28,559, which is an increase of \$10,268 over 2016/17. The increase is a result of adding part-time hours to assist with inventory and archive control. The hours were reallocated from other cost centers within the Department budget. The remaining increase is the cost of the currently funded part-time staff, including wage adjustments to the part-time position that is benchmarked to living wage.

Benefits are recommended at \$17,029, and are increased by \$5,716 over 2016/17. This reflects the estimated cost of the proposed staffing level, including pro-rated benefits to one part-time employee who regularly works 20 hours per week.

Services and Supplies of \$15,000 are recommended, which represent the same level of funding as 2016/17.

POLICY OPTIONS

None

YOUTH PROGRAM

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

ADOPTED BUDGET

14420 PR YOUTH/TEENS PROGRAMS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	193,297	238,904	261,030	311,300
BENEFITS	16,415	21,849	36,708	41,918
SERVICES & SUPPLIES	43,811	46,609	50,850	44,350
PR YOUTH/TEENS PROGRAMS	253,523	307,362	348,588	397,568

A Youth Program budget of \$397,568 is recommended for 2017/18. This is an increase of \$48,980 over 2016/17.

Part-time salaries are recommended at \$311,300 and are increased by \$50,270 over 2016/17. The increase reflects the addition of new part-time hours to increase summer camp offerings and to increase the enrollment capacity of the preschool. Other increases in part-time staffing are a result of reallocation of the department budget.

Benefits are recommended at \$41,918, and are increased by \$5,210 over 2016/17. This reflects the estimated cost of the proposed staffing level including prorated benefits to part-time employees who are regularly assigned 20 or more hours of work per week.

Services and Supplies of \$44,350 are recommended, which represents a decrease of \$6,500 from 2016/17. The reductions result in foregoing the purchase of supplies used to enhance special events at the end of each weekly session of camps and programs.

POLICY OPTIONS

There is a recommended increase \$15,750 for part-time staffing in summer camps. The increase will accommodate 30 additional youth participants per week for 10 weeks in the K2 summer camp. This cost will be offset by an estimated \$35,000 to \$45,000 in additional enrollment revenue.

There is a recommended increase of \$15,808 for increased part-time staffing for Tiny Tots Preschool to accommodate an additional 16 youth participants per day, for 36 weeks. The increase in staffing maintains existing staff to child ratios. The increased staffing costs will be offset by increased enrollment revenue of approximately \$28,000.

CONTRACT CLASSES

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

ADOPTED BUDGET

14500 PR CONTRACT CLASSES	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SERVICES & SUPPLIES	77,438	74,589	80,000	72,500
PR CONTRACT CLASSES	77,438	74,589	80,000	72,500

A Contract Class budget of \$72,500 is recommended for 2017/18. This is a decrease of \$7,500 from 2016/17.

There are no salaries or benefits included in this budget.

The Contract Classes budget is reduced by \$7,500 from 2016/17 and reflects the current program offering.

POLICY OPTIONS

None

SPORTS PROGRAM

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

ADOPTED BUDGET

14600 PR SPORTS PROGRAMS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	5,387	5,840	9,249	5,275
BENEFITS	134	146	230	131
SERVICES & SUPPLIES	34,727	43,205	49,600	48,100
PR SPORTS PROGRAMS	40,248	49,191	59,079	53,506

A Sports Program budget of \$53,506 is recommended for 2017/18. This is a decrease of \$5,573 from 2016/17.

Part-time salaries and benefits are recommended at \$5,275 and are decreased by \$3,974 from 2016/17. This reflects a reduction in part-time hours needed for off-site facility preparation and supervision related to softball and basketball programs. The reduced hours were reallocated to other areas of the Recreation budget.

Services and Supplies of \$48,100 are recommended, which represents a \$1,500 budget decrease from 2016/17. The reductions result in fewer supplies purchased to support adult recreation leagues such as softballs, replacement bases, pegs and chalking equipment.

POLICY OPTIONS

None

AQUATICS

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

ADOPTED BUDGET

14700 PR AQUATIC PROGRAMS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	123,843	163,852	121,500	156,850
PR AQUATIC PROGRAMS	123,843	163,852	121,500	156,850

An Aquatics budget of \$156,850 is recommended for 2017/18. This is an increase of \$35,350 over 2016/17. An increase of \$30,000 is in the utility budget, and will support off-season aquatic programming that is no longer available at Petaluma High School as a result of pool closure. This increase is partially off-set by utility reimbursement through the aquatic contractor. The remaining increase is the result of reallocating the Department budget from other cost centers.

POLICY OPTIONS

There is a recommended increase of \$30,000 in the aquatics budget for increased utilities costs associated with longer operating seasons. The swim center operated throughout winter 2016-2017 as a result of the closure of the Petaluma High School pool. Keeping the pool open accommodated local high school swim teams, community swim clubs and other off season aquatic users. The increase in costs to provide these services will be offset by utility reimbursements collected through the aquatic contractor.

SENIOR PROGRAM

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

ADOPTED BUDGET

14800 PR SENIOR PROGRAMS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	34,602	32,423	36,772	46,112
BENEFITS	3,931	4,791	16,920	5,562
SERVICES & SUPPLIES	27,190	30,008	32,900	27,500
PR SENIOR PROGRAMS	65,723	67,222	86,592	79,174

A Senior Program budget of \$79,174 is recommended for 2017/18. This is a decrease of \$7,418 from 2016/17.

Part-time salaries are recommended at \$46,112, and are increased by \$9,340 over 2016/17. This reflects the estimated cost of the currently funded staffing level, including wage adjustments to positions benchmarked to living wage, and additional hours of part-time staffing to support off hours use of the facility. The additional part-time hours were reallocated from other areas of the Department budget.

Benefits are recommended at \$5,562, and are decreased by \$11,358 from 2016/17. This decrease is the result of a change in hours allocated to two Recreation Specialist positions that in 2017 were allocated at 29 and 11 hours per week respectively, and are proposed to be allocated in 2018 at 18 hours each. The change in hour allocation results in a better balance of hours between the 2 employees, assists with operational continuity, and eliminates the cost of proportional benefits for one of the positions.

Services and Supplies of \$27,500 are recommended, which represents a decrease of \$5,400 from 2016/17. The reductions result in fewer supplies available for special events offered during the holidays.

POLICY OPTIONS

None

SPECIAL EVENTS

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

ADOPTED BUDGET

14900 PR SPECIAL EVENTS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	-	4,420	-	-
SERVICES & SUPPLIES	14,378	12,916	20,000	17,500
PR SPECIAL EVENTS	14,378	17,336	20,000	17,500

A Special Events budget of \$17,500 is recommended for 2017/18, which is a decrease of \$2,500 from 2016/17.

There are no salaries or benefits included in this budget.

Services and Supplies of \$17,500 reflects a budget reduction of \$2,500 from 2016/17 levels. Staff is endeavoring to revive the dormant Movies in the Park program and the reductions constrain the ability to purchase supplies for the program. It is likely that this can be off-set by donations.

POLICY OPTIONS

None

INFORMATION TECHNOLOGY OVERVIEW

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

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

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

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	----- Allocation-----								
	FY 15-16		FY 16-17		FY 17-18		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
<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	7.00

ADOPTED BUDGET

73100 INFORMATION TECH ADMIN/OPS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	687,847	687,717	706,071	736,510
BENEFITS	251,429	241,811	250,006	261,081
SERVICES & SUPPLIES	703,916	806,982	771,001	787,138
CAPITAL EXPENDITURES	-	-	11,400	-
INFORMATION TECH ADMIN/OPS	1,643,192	1,736,510	1,738,478	1,784,729

An Information Technology budget of \$1,784,729 is recommended for 2017/18. This represents an increase of \$46,251 over 2016/17.

Salaries are recommended at \$736,510 for 2017/18 representing an increase of \$30,439 over 2016/17. This change is due mainly to negotiated cost of living adjustments and step advancements.

Benefits are recommended at \$261,081 for 2017/18 representing an increase of \$11,075 over 2016/17. This change is due mainly to increased retirement costs.

Services and Supplies and Capital Expenditures are budgeted at \$787,138, a decrease of \$4,737 overall. This is due to decreased capital expenditures. The IT budget has been adjusted to better allocate the expenditures related the Granicus meeting recording and streaming system.

POLICY OPTIONS

None

RISK MANAGEMENT OVERVIEW

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

Risk Management was a division of the City Manager’s Office until 2010, at which time, Risk Management services were provided under contract to the City by Insurance Consulting Associates, Inc. In summer 2016, Risk Management was brought back in-house, and its role will be expanded to also include workers’ compensation and integrated safety programs (both occupational and public).

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 so that City resources can be conserved for other uses. This function also assumes the primary responsibility for the administration and processing of all property and casualty claims and for risk identification, risk transfer, risk analysis and insurance coverage procurement.

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>RISK MANAGEMENT</u>									
Risk and Safety Officer	0.00	0.00	1.00	0.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total Risk Management	2.00	0.00	3.00	0.00	3.00	1.00	0.00	0.00	1.00

ADOPTED BUDGET

74100 RISK MGMT ADMIN/OPERATIONS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY				134,247
BENEFITS				32,825
SERVICES & SUPPLIES	2,835,826	(210,911)	1,352,178	1,194,550
TRANSFERS	-	-	277,000	-
RISK MGMT ADMIN/OPERATIONS	2,835,826	(210,911)	1,629,178	1,361,622

A Risk Management budget of \$1,361,622 is recommended for 2017/18. This represents a decrease of \$267,556 from 2016/17.

Salaries are recommended at \$134,247 an increase of \$134,247. This represents bringing Risk services in house. This cost is offset by decreased professional services.

Benefits are recommended at \$32,825 an increase of \$32,825. This represents bringing Risk services in house. This cost is offset by decreased professional services.

Services and Supplies are budgeted at \$1,194,550, a decrease of \$157,628 from 2016/17. This is mainly due to lower professional services budgeted due to the elimination of an outside consultant, offset by the hiring of staff to perform the Risk Management function in house.

Transfers are budgeted at \$0, a decrease of \$277,000 from 2016/17 due to decreased transfers for legal costs and the Payran UST project.

POLICY OPTIONS/CHANGES

None

ECONOMIC DEVELOPMENT DIVISION OVERVIEW

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

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

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

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

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- 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

ADOPTED BUDGET

11340 ECONOMIC DEVELOPMENT	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	158,066	163,866	174,436	170,730
BENEFITS	53,868	55,826	51,812	54,810
SERVICES & SUPPLIES	64,235	79,450	132,048	159,980
ECONOMIC DEVELOPMENT	276,169	299,142	358,296	385,520
LESS INTRAGOVERNMENTAL OFFSET	(87,469)	(125,955)	(125,955)	(330,799)
ECONOMIC DEVELOPMENT NET COST	188,700	173,187	232,341	54,721

An Economic Development Budget of \$385,520 is recommended for 2017/18. This represents an increase of \$27,224 over 2016/17.

Salaries are recommended at \$170,730 representing a decrease of \$3,706 from 2016/17. This is due to a non-recurring negotiated salary cost.

Benefits are recommended at \$54,810 representing an increase of \$2,998 from 2016/17. This is due to increased retirement costs.

Services and supplies are budgeted at \$159,980, an increase of \$27,932 over 2016/17. This primarily reflects increased professional services budget to update the 2010 Economic Development Strategy which was originally budgeted for \$50,000 in 2016/17, but was ultimately insufficient to complete the project.

POLICY OPTIONS

A \$75,000 budget request is recommended to pay for an update to the 2010 Economic Development Strategy.

COMMUNITY DEVELOPMENT PROGRAMS OVERVIEW

The Community Development Department is comprised of the Planning and Building Divisions with direct oversight by the City Manager. The Planning Division function is contracted to Metropolitan Planning Group (M-Group) to oversee all of the city's current planning, on what is primarily a cost recovery basis. A limited amount of General Fund contribution exists to fund the non-reimbursed activities that M-Group performs, including staffing a customer service counter, early consultation with potential applicants, and coordinating with City staff on projects for which there are no cost recovery accounts.

The Building Division is staffed by direct hire personnel and paid for completely by funds generated through Building Permit charges.

PLANNING DIVISION

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

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

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

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

ADOPTED BUDGET

PLANNING	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	614,250	754,910	554,649	543,828
PLANNING	614,250	754,910	554,649	543,828

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

A total Planning budget of \$543,828 is recommended for 2017/18, a slight decrease of \$10,821 from 2016/17.

Services and supplies are budgeted at \$543,828, a decrease of \$10,821 from 2016/17.

PLANNING ADMINISTRATION

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

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

ADOPTED BUDGET

12100 PLANNING ADMIN	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	144,406	137,632	150,649	139,828
PLANNING ADMIN	144,406	137,632	150,649	139,828

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

A Planning Administration budget of \$139,828 is recommended for 2017/18. This represents a slight decrease of \$10,821 from 2015/16.

Services and supplies are budgeted at \$139,828, a decrease of \$10,821 from 2016/17.

POLICY OPTIONS

None

PLANNING COST RECOVERY

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

ADOPTED BUDGET

<u>12700 PLANNING COST RECOVERY</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SERVICES & SUPPLIES	469,844	617,278	404,000	404,000
PLANNING COST RECOVERY	469,844	617,278	404,000	404,000

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

A Planning Cost Recovery budget of \$404,000 is recommended for 2017/18. This represents no change from 2016/17.

Services and supplies are budgeted at \$404,000, no change from 2016/17.

POLICY OPTIONS

None

BUILDING DIVISION

The Building Division is entrusted with the protection of public health and safety in all buildings in the City through the enforcement of State and Local Building Codes. In addition to 6 full-time staff, the Building Division utilizes the assistance of one primary outside plan check engineer consultant to assure that plan review turnaround times are consistently met.

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

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- 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	1.00			1.00
Total Building Services	7.00	6.00	7.00	6.00	7.00	7.00	0.00	7.00	0.00

ADOPTED BUDGET

BUILDING	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	477,915	498,063	510,436	617,123
BENEFITS	200,566	247,663	243,771	294,077
SERVICES & SUPPLIES	738,900	944,372	626,586	683,963
BUILDING	1,417,381	1,690,098	1,380,793	1,595,163

A total Building budget of \$1,595,163 is recommended for 2017/18, this represents an increase of \$214,370 from 2016/17.

Salaries are recommended at \$617,123 an increase of \$106,687 over 2016/17. This increase is mainly due to a new Senior Building Inspector position proposed in the 2017/18 budget.

Benefits are recommended at \$294,077 an increase of \$50,306 over 2016/17. This increase is due to increase retirement costs and costs associated with the newly proposed Senior Building Inspector position.

Services and Supplies are recommended at \$683,963 an increase of \$57,377 over 2016/17. This is mainly due to increased professional services and the purchase of one vehicle.

BUILDING SERVICES

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

ADOPTED BUDGET

63200 BLDG SVC	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	477,915	498,063	510,436	617,123
BENEFITS	200,566	247,663	243,771	294,077
SERVICES & SUPPLIES	621,115	838,067	467,586	524,963
BLDG SVC	1,299,596	1,583,793	1,221,793	1,436,163

A Building Services budget of \$1,436,163 is recommended for 2017/18. This represents an increase of \$214,370 from 2016/17.

Salaries and benefits are recommended at \$617,123 representing an increase of \$106,687 over 2016/17. This is mainly due to a new Sr. Building Inspector position proposed in the 2017/18 budget.

Benefits are recommended at \$294,077 representing an increase of \$50,306 over 2016/17. This is mainly due to a new Sr. Building Inspector position proposed in the 2017/18 budget.

Services and supplies are budgeted at \$524,963, an increase of \$57,377 overall. This is due to increased professional service cost budgeted in 2017/18.

POLICY OPTIONS

None

BUILDING COST RECOVERY

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

ADOPTED BUDGET

63500 BLDG SVC COST RECOVERY	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SERVICES & SUPPLIES	117,785	106,305	159,000	159,000
BLDG SVC COST RECOVERY	117,785	106,305	159,000	159,000

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

A Cost Recovery budget of \$159,000 is recommended for 2017/18. This represents no change from 2016/17.

Services and supplies are budgeted at \$159,000, no change from 2016/17.

POLICY OPTIONS

None

HOUSING DIVISION

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

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>HOUSING</u>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
Total Housing Division	2.00	1.00	2.00	1.00	2.00	1.00	0.00	0.00	1.00

ADOPTED BUDGET – (All Housing Funds)

HOUSING	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	54,311	60,340	63,819	70,926
BENEFITS	23,878	25,646	26,024	27,112
SERVICES & SUPPLIES	1,218,144	1,070,866	967,641	831,425
TRANSFERS	185,500	128,130	117,781	112,500
HOUSING	1,481,833	1,284,982	1,175,265	1,041,963

A Housing budget of \$1,041.963 is recommended for 2017/18. This represents a decrease of \$139,802 from 2016/17.

Salaries are recommended at \$70,926 representing an increase of \$7,107 over 2016/17. This change is due to negotiated cost of living adjustments and a step increase for the Housing Administrator position.

Benefits are recommended at \$27,112 representing an increase of \$1,088 over 2016/17. This change is due to increased retirement costs.

Services and supplies of \$831,425 are recommended which represents a decrease of \$136,216 from 2016/17 due to reduced program funding to outside agencies.

Transfers are budgeted at \$112,500, a decrease of \$5,281 from 2016/17.

ADOPTED BUDGET – Commercial Linkage

21150 COMMERCIAL LINKAGE FEES	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SERVICES & SUPPLIES	429,742	342,895	43,406	72,538
TRANSFERS	100,000	50,000	25,000	25,000
COMMERCIAL LINKAGE FEES	529,742	392,895	68,406	97,538

A Commercial Linkage Fee budget of \$97,538 is recommended for 2017/18. This is an increase of \$29,132 from 2016/17.

There are no salaries or benefits included in this budget.

Services and Supplies of \$72,538 are recommended, which represents an increase of \$29,132 from 2016/17. The change represents increased program funding to Housing Land Trust to start marketing the Brody Ranch first time homebuyer units estimated to be completed in late spring.

Transfers are budgeted at \$25,000, no change from 2016/17.

Commercial Linkage Fund Requests received:

Agency	Project	Funds Requested	Funds Recommended	Comment
Housing Land Trust of Sonoma County	FTHB marketing for Brody Ranch	\$60,000	\$60,000	Estimated date of project readiness is Spring 2018
Total Program Funds to be allocated			\$60,000	

ADOPTED BUDGET – In Lieu Housing

21300 HOUSING IN-LIEU IMPACT FEES	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SERVICES & SUPPLIES	435,223	170,798	264,827	345,015
TRANSFERS	50,000	50,000	50,000	50,000
HOUSING IN-LIEU IMPACT FEES	485,223	220,798	314,827	395,015

A Housing In-Lieu Impact Fee budget of \$395,015 is recommended for 2017/2018. This is an increase of \$80,188 from 2016/17.

There are no salaries or benefits included in this budget.

A budget for Services and Supplies of \$345,015 is recommended, which represents an increase from 2016/17. The change is due to increased intragovernmental charges and program funds.

Transfers are budgeted at \$50,000; unchanged from 2016/17.

In Lieu Housing Fund Requests received:

Agency	Project	Funds Requested	Funds Recommended	Comment
Petaluma People Service Center (PPSC)	Admin. Of Rental Assistance and Fair Housing programs	\$93,175	\$80,000	Decrease of 16% from 16-17 allocation. No other funding source.
Boys & Girls Club	Rehabilitation of Main clubhouse	\$100,000	\$80,000	These funds are to rehab the main club to increase its capacity to serve add'l youth currently served by our 5 clubhouses in affordable housing properties. 3 out of 5 clubhouses will be closed in 17-18.
Committee on the Shelterless	Admin. of Mary Isaak homeless shelter	\$150,000	\$150,000	No change.
PEP Housing	New furnaces for Caulfield Lane Apartments	\$58,000	0.00	In reviewing the 12/31/16 audit of Caulfield Lane, there is a Replacement Reserve balance of \$82,290 which is to be used for deferred maintenance & capital improvements and an Operating Reserve balance of \$86,200.
Program Funds to be allocated			\$310,000	

ADOPTED BUDGET - CDBG

22210 CDBG	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SERVICES & SUPPLIES	281,840	319,440	311,285	315,033
TRANSFERS	35,500	28,130	32,781	25,000
CDBG	317,340	347,570	344,066	340,033

A CDBG budget of \$340,033 is recommended for 2017/18; a decrease of \$4,033 from 2016/2017.

There are no salaries or benefits included in this budget.

Services and Supplies of \$315,033 are recommended, an increase of \$3,748 from 2016/17 caused by an increase in Administrative costs.

Transfers are budgeted at \$25,000, a decrease of \$7,781 over 2016/17.

CDBG Funding Requests Received:

Agency	Project	Funds Requested	Funds Recommended	Comments
Petaluma People Services Center (PPSC)	Meals on Wheels	\$48,000	\$51,000	Per CDBG regulation, 15% of grant can go to service programs. This amount will change depending on the grant allocation.
Rebuilding Together-Petaluma	Home modification and repair program	\$223,000	\$223,000	10% of this allocation will be used to rehab the MIC partnering with COTS
Program Funds to be allocated			\$274,000	

ADOPTED BUDGET – Housing Successor

51150 SUCCESSOR AGENCY HOUSING	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	54,311	60,340	63,819	70,926
BENEFITS	23,878	25,646	26,024	27,112
SERVICES & SUPPLIES	68,565	236,500	345,123	97,339
SUCCESSOR AGENCY HOUSING	146,754	322,486	434,966	195,377

A Successor Agency Housing budget of \$195,377 is recommended for 2017/18. This is a decrease of \$239,589 over 2016/17.

Salaries are recommended at \$70,926, an increase of \$7,107 over 2016/17. This change is due to negotiated cost of living adjustments and a step increase for the Housing Administrator position.

Benefits are recommended at \$27,112, an increase of \$1,088 over 2016/17. This change is due to increased retirement costs.

Services and Supplies of \$97,339 are recommended, which represents a decrease of \$247,784 from 2016/17 due to the lack of program funding.

There were no Housing Successor Fund requests received for programs.

ADOPTED BUDGET – Mobile Home Rent Stabilization

51160 MOBILE HOME RENTAL STABILIZATION	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SERVICES & SUPPLIES	2,774	1,233	3,000	1,500
TRANSFERS	-	-	10,000	12,500
MOBILE HOME RENTAL STABILIZATION	2,774	1,233	13,000	14,000

A Mobile Home Rent Stabilization Budget of \$14,000 is recommended for 2017-2018. This is an increase of \$1,000 over 2016/17.

There are no salaries or benefits included in this budget.

Services and Supplies budget of \$1,500 is recommended for 2016/17. This represents a decrease from 2016/17 caused by the reduction of pending arbitrations.

Transfers are budgeted at \$12,500 for 2017/18, an increase of \$2,500 over 2016/17 and incorporates charges for city staff time spent administering the ordinance, coordinating with the County of Sonoma, and responding to resident and owner inquires and requests.

- Sonoma County CDC \$ 1,500
- Administrative costs \$ 12,500
- \$ 14,000**

POLICY OPTIONS

None

NON DEPARTMENTAL

The Non Departmental budget provides for General Fund expenses which are of a citywide benefit and/or not more appropriately charged to any other budget. Costs in this budget include anticipated separation costs as well as anticipated budget changes.

ADOPTED BUDGET

<u>11800</u>	<u>NON DEPARTMENTAL</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
	BENEFITS	-	-	500,000	500,000
	SERVICES & SUPPLIES	573,384	645,139	694,200	698,200
	NON DEPARTMENTAL	573,384	645,139	1,194,200	1,198,200

A Non Departmental budget of \$1,198,200 is recommended for 2017/18. This is an increase of \$4,000 over 2016/17.

Salaries and benefits are recommended at \$500,000, no change from 2016/17.

Services and Supplies of \$698,200 are recommended, which represents an increase of \$4,000 over 2016/17. This includes a projected increase for the Animal Services contract. This budget also supports dues to other agencies such as ABAG, LAFCO, LOCC, etc., and anticipates increases in the membership dues for those agencies.

POLICY OPTIONS

None

GENERAL FUND COST CENTER

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

ADOPTED BUDGET

11100 GENERAL FUND COST CENTER	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	-	1,088	1,088	1,367
TRANSFERS	827,400	1,704,068	1,356,053	1,160,053
GENERAL FUND COST CENTER	827,400	1,705,156	1,357,141	1,161,420

A General Fund budget of \$1,161,420 is recommended for 2017/18. This represents a decrease of \$195,721 from 2016/17.

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

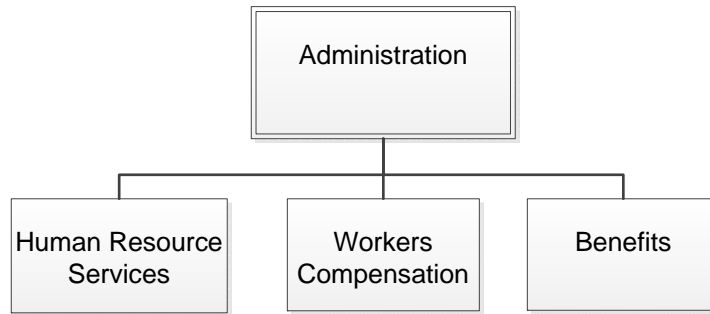
Services and supplies are budgeted at \$1,367, an increase of \$279 from 2016/17.

Transfers Out is budgeted at \$1,160,053 for 2017/18, a decrease of \$196,000 from 2016/17. This change is due mainly to lower CIP project related transfers.

POLICY OPTIONS

None

Human Resources



HUMAN RESOURCES

	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	680,285	347,902	376,218	346,988
BENEFITS	223,311	214,857	711,810	961,858
SERVICES & SUPPLIES	2,671,857	2,427,199	2,249,654	2,547,438
HUMAN RESOURCES ADMIN/EE BENEFITS	3,575,453	2,989,958	3,337,682	3,856,284
LESS INTRAGOVERNMENTAL OFFSET	(272,504)	(161,100)	(161,100)	(389,446)
HUMAN RESOURCES ADMIN/EE BENEFITS NET COST	3,302,949	2,828,858	3,176,582	3,466,838

by Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
HUMAN RESOURCES ADMIN/OPERATIONS	422,651	520,850	532,081	549,097
LESS INTRAGOVERNMENTAL OFFSET	(272,504)	(161,100)	(161,100)	(389,446)
HUMAN RESOURCES ADMIN/OPERATIONS NET COST	150,147	359,750	370,981	159,651
EE BENEFIT-ADMIN/OTHER	580,897	63,457	64,811	173,981
EE BENEFIT-DENTAL PROGRAM	408,536	429,234	395,000	395,000
EE BENEFIT-RETIREE BENEFITS	250,222	261,821	778,940	1,013,423
EE BENEFIT-UNEMPLOYMENT PROGRAM	36,184	4,940	30,000	30,000
EE BENEFIT-VISION PROGRAM	27,422	30,299	33,000	33,000
WORKERS COMP	1,849,541	1,679,357	1,503,850	1,661,783
EMPLOYEE BENEFITS	3,152,802	2,469,108	2,805,601	3,307,187
HUMAN RESOURCES ADMIN/EE BENEFITS NET COST	3,302,949	2,828,858	3,176,582	3,466,838

HUMAN RESOURCES DEPARTMENT OVERVIEW

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
HUMAN RESOURCES									
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	0.60	1.00	0.60	1.00	0.60	0.60		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Human Resources	4.00	3.60	4.00	3.60	4.00	3.60	3.60	0.00	0.00

2016-2017 ACCOMPLISHMENTS and HIGHLIGHTS

- Ensuring that City staffing needs are met in a timely manner remains the highest priority for Human Resources. By the end of the fiscal year HR will have conducted over fifty (50) full-time and part-time recruitments and will have screened approximately 1,800 applications from potential job applicants.
- Completed a Request for Proposal for Insurance Brokerage Services
- Amended the contract for CalPERS to reflect a 3% employee contribution for AFSCME and PPMMA bargaining units.

2017-2018 DEPARTMENTAL GOALS and PRIORITIES

- Implement NeoGOV online HR software to modernize recruitment, onboarding and online testing processes and streamline recruitment.
- Complete a Request for Proposal for workers’ compensation third party administration.
- Select and work with an insurance broker to create annual open enrollment materials, market our plans for cost containment and host an annual open enrollment fair for employees.
- Work with bargaining units on contract re-openers related to compensation.
- Develop a Supervisory/Management Training Academy for current and future leaders.

ADOPTED BUDGET

	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	680,285	347,902	376,218	346,988
BENEFITS	223,311	214,857	711,810	961,858
SERVICES & SUPPLIES	2,671,857	2,427,199	2,249,654	2,547,438
HUMAN RESOURCES ADMIN/EE BENEFITS	3,575,453	2,989,958	3,337,682	3,856,284
LESS INTRAGOVERNMENTAL OFFSET	(272,504)	(161,100)	(161,100)	(389,446)
HUMAN RESOURCES ADMIN/EE BENEFITS NET COST	3,302,949	2,828,858	3,176,582	3,466,838

A Human Resources Department budget of \$3,856,284 is recommended for 2017/18. This represents an increase of \$518,602 over 2016/17.

Salaries are recommended at \$346,988 for 2017/18 representing a decrease of \$29,230 over 2016/17 due to non- recurring salary costs in 2016/17.

Benefits are recommended at \$961,858 for 2017/18 representing an increase of \$250,048 over 2016/17 due to increased pension costs and increased contributions from fund balance to fund the Other Post Employment Benefit liability.

Services and supplies are budgeted at \$2,547,438, an increase of \$297,784 over 2016/17. The increase is due to the need to budget for legal appropriations, increased intragovernmental charges and higher Excess WC insurance premiums

POLICY OPTIONS

None

ADOPTED BUDGET

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

11600 HUMAN RESOURCES ADMIN/OPERATIONS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	300,876	345,295	376,218	346,988
BENEFITS	95,295	116,974	113,330	136,858
SERVICES & SUPPLIES	26,480	58,581	42,533	65,251
HUMAN RESOURCES ADMIN/OPERATIONS	422,651	520,850	532,081	549,097
LESS INTRAGOVERNMENTAL OFFSET	(272,504)	(161,100)	(161,100)	(389,446)
HUMAN RESOURCES ADMIN/OPERATIONS NET COST	150,147	359,750	370,981	159,651

A Human Resources Administration General Fund budget of \$549,097 is recommended for 2017/18. This represents an increase of \$17,016 over 2016/17.

Salaries are recommended at \$346,988 for 2017/18 representing a decrease of \$29,230 over 2016/17 due to non- recurring salary costs in 2016/17.

Benefits are recommended at \$136,858 for 2017/18 representing an increase of \$23,528 over 2016/17 due to increased pension costs and the elimination of non-recurring savings in 2016/17.

Services and supplies are budgeted at \$65,251, an increase of \$22,718. The increase is due to the need to budget for legal appropriations.

POLICY OPTIONS

None

EMPLOYEE BENEFITS

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

ADOPTED BUDGET

7100 EE BENEFITS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	379,275	2,607	-	-
BENEFITS	128,259	97,883	598,480	825,000
SERVICES & SUPPLIES	795,727	689,261	703,271	820,404
EE BENEFITS	1,303,261	789,751	1,301,751	1,645,404

Employee Benefits budget of \$1,645,404 is recommended for 2017/18. This is an increase of \$613,653 over 2016/17.

Benefits are recommended at \$825,000 for 2017/18. This is an increase of \$226,520 over 2016/17. This change primarily reflects increased contributions from fund balance to fund the Other Post Employment Benefit liability.

Services and Supplies are recommended at \$820,404 for 2017/18. This is an increase of \$117,133 over 2017/18. This increase is due to increased intragovernmental charges.

WORKERS' COMPENSATION

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

ADOPTED BUDGET

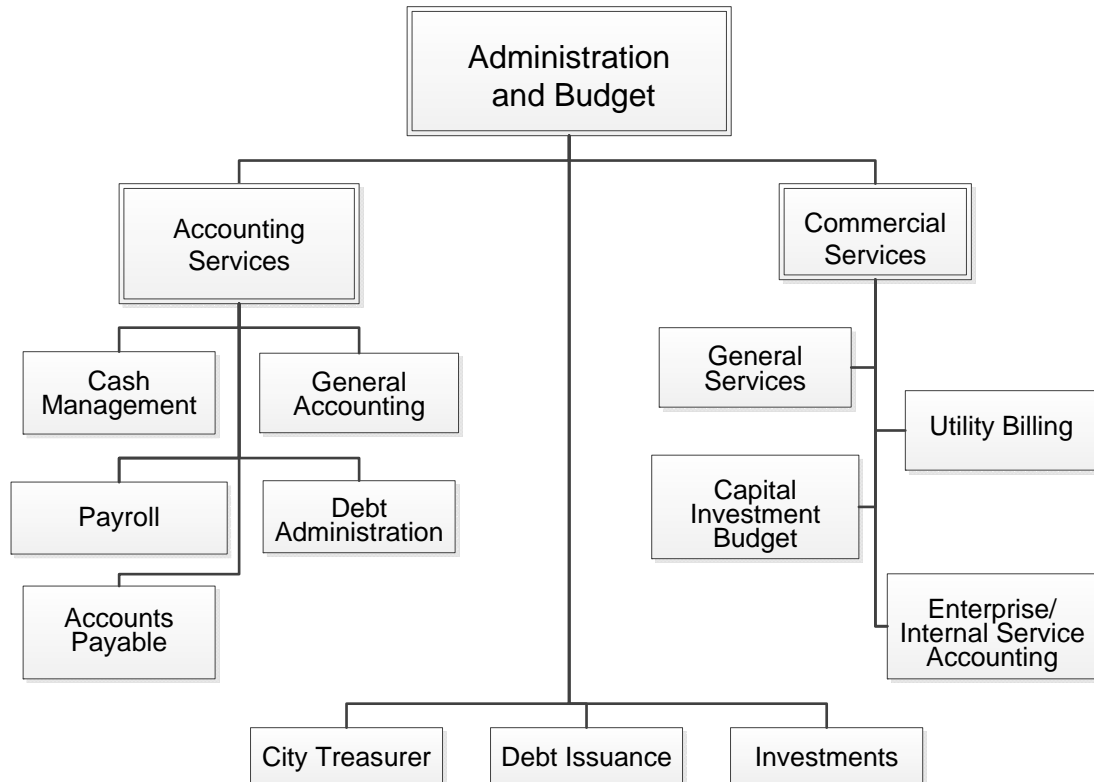
76100 WORKERS COMP	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	134	-	-	-
BENEFITS	(243)	-	-	-
SERVICES & SUPPLIES	1,849,650	1,679,357	1,503,850	1,661,783
WORKERS COMP	1,849,541	1,679,357	1,503,850	1,661,783

The Workers Compensation budget of \$1,661,783 is recommended for 2017/18. This represents an increase of \$157,933 over 2016/17. This increase is based on higher Excess WC insurance premiums, which factor increased payroll into the premium cost.

POLICY OPTIONS

None

Finance Department



FINANCE DEPARTMENT

by Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	1,067,037	1,097,760	1,286,201	1,333,479
BENEFITS	398,567	417,867	462,715	509,114
SERVICES & SUPPLIES	272,189	487,057	524,525	488,227
CAPITAL EXPENDITURES	6,480	-	-	-
FINANCE DEPT	1,744,273	2,002,684	2,273,441	2,330,820
LESS INTRAGOVERNMENTAL OFFSET	(1,141,066)	(1,240,441)	(1,240,441)	(1,263,338)
FINANCE DEPT NET COST	603,207	762,243	1,033,000	1,067,482

by Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
FINANCE ADMIN	492,312	679,419	757,859	690,671
FINANCE ACCOUNTING SERVICE	510,279	569,960	705,016	707,136
FINANCE COMMERCIAL SERVICE	538,963	545,896	596,787	712,543
FINANCE	1,541,554	1,795,275	2,059,662	2,110,350
LESS INTRAGOVERNMENTAL OFFSET	(1,141,066)	(1,240,441)	(1,240,441)	(1,263,338)
FINANCE DEPT NET COST	400,488	554,834	819,221	847,012

GENERAL SVC-ADMIN	3,000	7,564	7,064	6,608
GENERAL SVC-MAIL SERVICES	92,505	83,634	93,209	100,732
GENERAL SVC-PRINTING SERVICES	114,151	116,211	113,406	113,130
GENERAL SVC-PURCHASING SERVICES	(6,937)	-	100	-
GENERAL SERVICES	202,719	207,409	213,779	220,470
FINANCE DEPARTMENT NET COST	603,207	762,243	1,033,000	1,067,482

FINANCE DEPARTMENT

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

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>FINANCE DEPARTMENT</u>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue/Collections Specialist	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Acct Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Finance	18.00	15.00	18.00	16.00	19.00	17.00	15.00	0.00	2.00

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Completed a comprehensive City-wide fee update and consolidated fee schedule.
- Refunded the 2003 Airport Certificates of Participation Notes saving the City approximately \$800,000 over the life of the refunding.
- Completed implementation of the EDEN Finance/Human Resources module.
- Completed long term financial forecasts for the Water and Wastewater enterprises.

2017-2018 DEPARTMENTAL GOALS and PRIORITIES

- Prepare and present to Council reserve policies for all major funds.
- Complete an update of the City’s Cost Allocation Plan
- Complete the analysis and prepare a trust for the pre-funding of costs associated with other post employee benefits.
- Prepare and present to Council options for additional funding of retirement benefits.
- Enhance accounts receivable collections.

ADOPTED BUDGET

by Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	1,067,037	1,097,760	1,286,201	1,333,479
BENEFITS	398,567	417,867	462,715	509,114
SERVICES & SUPPLIES	272,189	487,057	524,525	488,227
CAPITAL EXPENDITURES	6,480	-	-	-
FINANCE DEPT	1,744,273	2,002,684	2,273,441	2,330,820
LESS INTRAGOVERNMENTAL OFFSET	(1,141,066)	(1,240,441)	(1,240,441)	(1,263,338)
FINANCE DEPT NET COST	603,207	762,243	1,033,000	1,067,482

A Finance Department budget of \$2,330,820 is recommended for 2017/18. This represents an increase of \$57,379 from 2016/17.

Salaries are recommended at \$1,333,479 representing an increase of \$47,278 from 2016/17. This change is due mainly to the newly created Revenue/ Collections Specialist Position. This cost is offset by additional anticipated revenues.

Benefits are recommended at \$509,114, representing an increase of \$46,399. This change is also due mainly to benefits associated with the above mentioned position.

Services and supplies are budgeted at \$488,227, a decrease of \$36,298 overall from FY 16/17. This is mainly due to lower Intragovernmental charges and less professional service related costs in 2017/18.

FINANCE ADMINISTRATION AND BUDGET

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

ADOPTED BUDGET

11400 FINANCE ADMIN	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	226,782	243,651	274,146	275,531
BENEFITS	82,447	77,143	83,152	63,971
SERVICES & SUPPLIES	183,083	358,625	400,561	351,169
FINANCE ADMIN	492,312	679,419	757,859	690,671
LESS INTRAGOVERNMENTAL OFFSET	(362,833)	(399,619)	(399,619)	(437,794)
FINANCE ADMIN NET COST	129,479	279,800	358,240	252,877

A Finance Administration budget of \$690,671 is recommended for 2017/18. This represents a decrease of \$67,188 from 2016/2017.

Salaries are virtually flat and recommended at \$275,531, an increase of \$1,385.

Benefits are recommended at \$63,971, representing a decrease of \$19,181 from 2016/17. This decrease is due to staff switching from medical coverage to medical cash back.

Services and supplies are budgeted at \$351,169, a decrease of \$49,392 from 2016/2017. This is mainly due lower Intragovernmental charges and less professional service related costs in 2017/18.

POLICY OPTIONS

The 2017/18 budget includes a reduction in professional services. Should the need for any large analytical projects arise, funding will not be available.

ACCOUNTING SERVICES

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

ADOPTED BUDGET

11410 FINANCE ACCOUNTING SERVICE	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	361,197	386,302	479,319	479,549
BENEFITS	116,571	150,756	179,197	195,937
SERVICES & SUPPLIES	26,031	32,902	46,500	31,650
CAPITAL EXPENDITURES	6,480	-	-	-
FINANCE ACCOUNTING SERVICE	510,279	569,960	705,016	707,136
LESS INTRAGOVERNMENTAL OFFSET	(311,057)	(328,869)	(328,869)	(338,228)
FINANCE ACCOUNTING SERVICE NET COST	199,222	241,091	376,147	368,908

An Accounting Services budget of \$707,136 is recommended for 2017/18. This represents an increase of \$2,120 over 2016/2017.

Salaries are recommended at \$479,549, a slight increase of \$230 year over year.

Benefits are recommended at \$195,937, representing an increase of \$16,740 over 2016/17. This is due primarily to changes in benefit selections by employees.

Services and supplies are budgeted at \$31,650, a decrease of \$14,850 from 2016/2017. This is also due to lower budgeted professional services.

POLICY OPTIONS

None

COMMERCIAL SERVICES

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

ADOPTED BUDGET

11420 FINANCE COMMERCIAL SERVICE	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	377,864	393,296	437,102	477,867
BENEFITS	159,690	152,158	158,385	205,376
SERVICES & SUPPLIES	1,409	442	1,300	29,300
FINANCE COMMERCIAL SERVICE	538,963	545,896	596,787	712,543
LESS INTRAGOVERNMENTAL OFFSET	(467,176)	(511,953)	(511,953)	(487,316)
FINANCE COMMERCIAL SERVICE NET COST	71,787	33,943	84,834	225,227

A Commercial Services budget of \$712,543 is recommended for 2017/18. This represents an increase of \$115,756 from 2016/2017 to cover a new revenue collections position and associated costs.

Salaries are recommended at \$477,867 and represent an increase of \$40,765 due to the addition of a Revenue/Collections Specialist position

Benefits are recommended at \$205,376, representing an increase of \$46,991 from 2016/17, as a result of adding a revenue collections position. Changes in employee benefit selections are also driving part of the increase.

Services and supplies are budgeted at \$29,300. This represents an increase of \$28,000 from 2016/2017 to cover accounts receivable and business license mailing and postage costs and other costs associated with the new revenue collections position.

POLICY OPTIONS

The Commercial Services Division includes budget for a newly established Revenue/Collections Specialist position. This position will coordinate City-wide revenue and collections activities. Collections related to Business Licenses, Utility Billing, Accounts Receivable invoices, Administrative Citations, Transient Occupancy Tax, and other revenue amounts outstanding will be managed by the position. The position is funded by additional anticipated collections related revenues.

GENERAL SERVICES

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

ADOPTED BUDGET

<u>GENERAL SERVICES</u>	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	101,194	74,511	95,634	100,532
BENEFITS	39,859	37,810	41,981	43,830
SERVICES & SUPPLIES	61,666	95,088	76,164	76,108
GENERAL SVC-MAIL SERVICES	202,719	207,409	213,779	220,470

A General Services Division budget of \$220,470 is recommended for 2017/18. This represents an increase of \$6,691 from 2016/2017.

Salaries are recommended at \$100,532, representing an increase of \$4,898. This is due primarily to a position, filled mid-year in 2016, working a full year at a higher step in 2017.

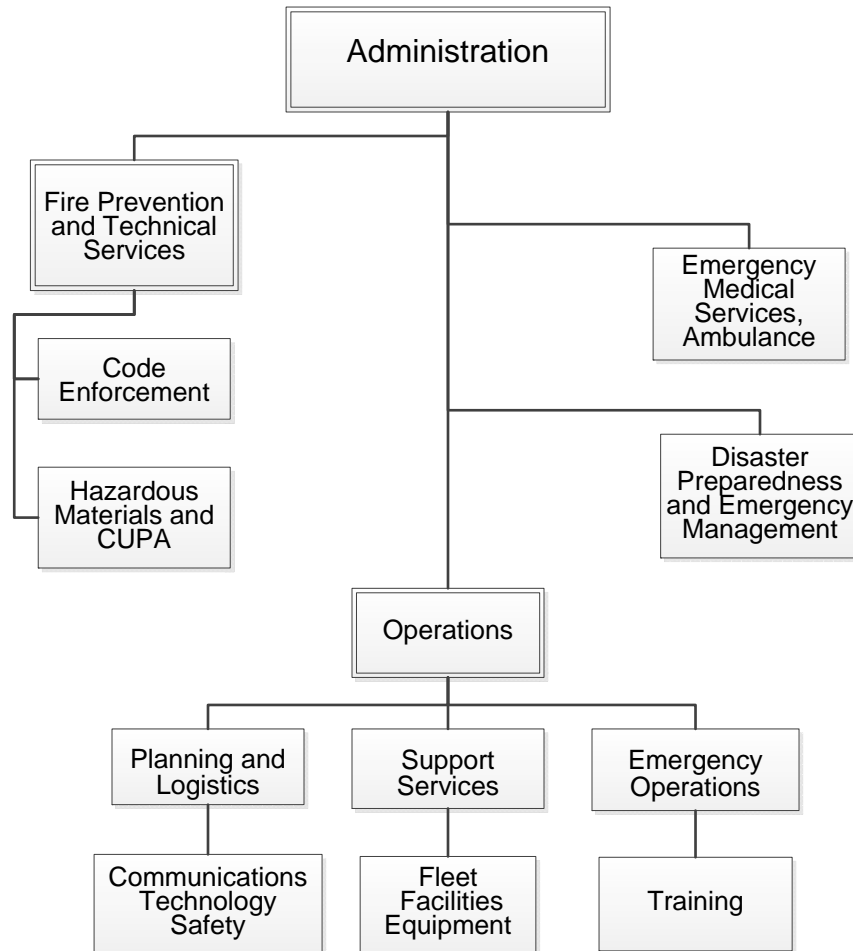
Benefits are recommended at \$43,830, an increase from the previous year of \$1,849. This is due to higher retirement costs.

Services and supplies are budgeted at \$76,108, virtually no change from the previous year.

POLICY OPTIONS

None

Fire Department



FIRE DEPARTMENT

by Account Type	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	6,803,889	6,951,595	7,323,074	7,224,153
BENEFITS	4,140,582	4,370,236	4,843,135	4,955,295
SERVICES & SUPPLIES	1,269,839	1,400,214	1,389,412	1,157,928
CAPITAL EXPENDITURES	5,047	-	-	40,000
TOTAL FIRE DEPARTMENT	12,219,357	12,722,045	13,555,621	13,377,376

by Cost Center	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
FIRE ADMIN	1,270,008	1,315,825	1,355,200	1,240,035
FIRE DISASTER PREPAREDNESS	2,506	4,064	2,660	2,600
FIRE HAZARDOUS MATERIALS	143,022	157,693	165,799	133,425
FIRE PREVENTION	261,202	270,083	289,050	269,057
FIRE SUPPRESSION	10,068,370	10,387,644	11,026,430	11,086,760
FIRE SUPPRESSION-APPARATUS	150,884	159,061	110,444	103,444
FIRE SUPPRESSION-BUILDING/GROUNDS	19,653	21,989	14,000	13,500
FIRE SUPPRESSION-COMMUNICATIONS	13,002	85,627	19,900	22,900
FIRE SUPPRESSION-SUPPLIES	58,583	36,060	59,000	55,000
FIRE SUPPRESSION-TRAINING	8,434	11,463	21,250	19,000
AMBULANCE	223,693	272,536	491,888	431,655
TOTAL FIRE DEPARTMENT	12,219,357	12,722,045	13,555,621	13,377,376

FIRE DEPARTMENT OVERVIEW

The Petaluma Fire Department is responsible for the prevention and extinguishment of fires, medical treatment and transport of the sick and traumatically injured, extrication and rescue of victims, the overall management of emergency-related events impacting the health, welfare and safety of citizens and visitors to Petaluma and public education to all who seek it. Petaluma has grown to 60,000+, and the call volume for emergency service has likewise grown. During FY 2015/16, crews responded to 6,290 emergency events; averaging roughly 17+ active calls for service each day. Emergency calls for service are projected to exceed 6,800 annually during FY 2017/18.

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
FIRE									
Administrative Assistant Conf	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	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Firefighter/Paramedic	21.00	21.00	21.00	21.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Fire	58.00	58.00	58.00	58.00	58.00	58.00	58.00	0.00	0.00

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Developed a collaborative relationship with Coastal Valleys EMS Agency (CVEMSA) leading to recognition as a 201 entity and participation in formulating the language of their 2017 transportation plan and the 2017 EMS Ambulance Ordinance to accurately represent the City of Petaluma’s 201 and 224 eligibility.
- To mitigate the increase in ambulance responses, a third ambulance team staffed by part-time Emergency Medical Technicians (EMTs) was implemented and is funded by its own revenue.
- Completed the implementation of ImageTrend as the new electronic ambulance pre-hospital care reporting system (ePCR).
- Introduced one new Type I fire engine and two new ambulances into the Department’s fleet.
- Provided public education of Hands-Only CPR and the use of Automated External Defibrillators (AEDs) to Petaluma middle-schoolers; disaster preparation public education was provided to the community through multiple community group presentations, including the annual Boy Scout Disaster Preparation fair and by public safety messages aired on local television and social media channels.

2017-2018 DEPARTMENTAL GOALS and PRIORITIES

- Further collaborate with CVEMSA to gain written exclusivity in Petaluma’s historic ambulance response area outside the City limits.
- Improve emergency response efficiencies through boundary drops with Rancho Adobe Fire Protection District.
- Upgrade Fire Department facilities to provide increased member privacy and accommodate a more diverse work force.
- In response to the increase in call volume, implement a third 24-hour Advanced Life Support (ALS) ambulance to be staffed by increasing personnel levels at the Firefighter/Paramedic rank.
- Fully adopt the Health & Wellness Initiative by having a more robust physical/medical evaluation performed on all Firefighters annually.
- Implementation of a new records management software platform to better track Firefighter training and career development.
- Join the California Firefighters Joint Apprentice Committee (JAC) program to promote class attendance and training tracking while providing financial assistance via the State Board of Education.

ADOPTED BUDGET

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	6,803,889	6,951,595	7,323,074	7,224,153
BENEFITS	4,140,582	4,370,236	4,843,135	4,955,295
SERVICES & SUPPLIES	1,269,839	1,400,214	1,389,412	1,157,928
CAPITAL EXPENDITURES	5,047	-	-	40,000
TOTAL FIRE DEPARTMENT	12,219,357	12,722,045	13,555,621	13,377,376

A Fire Department budget of \$13,377,376 is recommended for 2017/18. This is a decrease of \$178,245 from 2016/17.

Salaries are recommended at \$7,224,153, a decrease of \$98,921 from 2016/17. This decrease is the net effect of: increases from recently negotiated bargaining agreements offset by non-recurring salary costs that occurred in 2016/17 and will not occur in 2017/18, decreased overtime and changes in benefit selections by employees.

Benefits are recommended at \$4,955,295, an increase of \$112,160 over 2016/17. This increase is mainly due to increased retirement costs and changes in benefit selections by employees.

Services and supplies are budgeted at \$1,197,928, a decrease of \$191,484 from 2016/17, \$132,000 of which was due to the one-time purchase of heart monitors in 2016/17.

FIRE DEPARTMENT ADMINISTRATION

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

ADOPTED BUDGET

13100 FIRE ADMIN	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	359,856	396,910	463,254	427,957
BENEFITS	215,860	214,257	261,116	234,544
SERVICES & SUPPLIES	694,292	704,658	630,830	577,534
FIRE ADMIN	1,270,008	1,315,825	1,355,200	1,240,035

A Fire Administration budget of \$1,240,035 is recommended for 2017/18 representing a decrease of \$115,165.

Salaries are recommended at \$427,957 representing a decrease of \$35,297 from 2016/17. This is the net effect of: increases from recently negotiated bargaining agreements, decreases related to vacant positions now budgeted at a lower step and non-recurring salary costs that occurred in 2016/17 and will not occur in 2017/18. Funds totaling \$51,162 will be received in 2017/18 as a reimbursement to the City of Petaluma for providing Fire Chief Services to Rancho Adobe Fire Protection District via a Shared Services Agreement. This amount is not included in the above-listed 2017/18 salaries and benefits total.

Benefits are recommended at \$234,544 representing a decrease of \$26,572 from 2016/17. This is the net effect of: increases from recently negotiated bargaining agreements and increased retirement costs offset by decreases from vacated positions now budgeted at a lower salary and benefit level.

Services and supplies are budgeted at \$577,534, a decrease of \$53,296 from 2016/17. This decrease is mainly due to lower Intragovernmental charges.

POLICY OPTIONS

None

DISASTER PREPAREDNESS PROGRAM

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

ADOPTED BUDGET

13200 FIRE DISASTER PREPAREDNESS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	2,506	4,064	2,660	2,600
FIRE DISASTER PREPAREDNESS	2,506	4,064	2,660	2,600

There are no salaries or benefits in this budget section.

A Disaster Preparedness program budget for services and supplies of \$2,600 is recommended for 2017/18. This is \$60 less than 2016/17.

POLICY OPTIONS

None

FIRE PREVENTION & TECHNICAL SERVICES

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

ADOPTED BUDGET

13400 FIRE PREVENTION	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	147,702	157,683	173,775	153,741
BENEFITS	82,310	85,304	98,147	89,966
SERVICES & SUPPLIES	31,190	27,096	17,128	25,350
FIRE PREVENTION	261,202	270,083	289,050	269,057

A Fire Prevention & Technical Services budget of \$269,057 is recommended for 2017/18. This is a decrease of \$19,993 from 2016/17.

Salaries are recommended at \$153,741 for 2017/18 a decrease of \$20,034 from 2016/17. This is the net effect of: increase from recently negotiated bargaining agreements, decrease from vacated positions now budgeted at a lower step and non-recurring salary costs that occurred in 2016/17 and will not occur in 2017/18.

Benefits are recommended at \$89,966 for 2017/18 a decrease of \$8,181 from 2016/17. This is due to vacated positions budgeted at lower salary and benefits.

Services and supplies of \$25,350 are recommended. This is an increase of \$8,222 mainly due to increased contract employee services.

POLICY OPTIONS

None

HAZARDOUS MATERIALS (HAZMAT-CUPA PROGRAM)

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

ADOPTED BUDGET

<u>13300 FIRE HAZARDOUS MATERIALS</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	92,094	101,387	102,976	96,923
BENEFITS	50,312	53,817	59,973	34,652
SERVICES & SUPPLIES	616	2,489	2,850	1,850
FIRE HAZARDOUS MATERIALS	143,022	157,693	165,799	133,425

A Hazardous Materials budget of \$133,425 is recommended for 2017/18. This is a decrease of \$32,374 from 2016/17.

Salaries and benefits are recommended at \$96,923 for 2017/18. This is a decrease of \$6,053. This is the net effect of: increase from recently negotiated bargaining agreements, decrease from vacated positions now budgeted at a lower step and non-recurring salary costs that occurred in 2016/17 and will not occur in 2017/18.

Benefits are recommended at \$34,652 for 2017/18. This is a decrease of \$25,321. This is due to vacated positions budgeted at lower salary and benefits.

Services and supplies of \$1,850 are recommended, which represents a \$1,000 decrease from 2016/17.

POLICY OPTIONS

None

SUPPRESSION DIVISION AND AMBULANCE-EMERGENCY RESPONSE

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

ADOPTED BUDGET

<u>FIRE SUPPRESSION AND AMBULANCE</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	6,204,237	6,295,615	6,583,069	6,545,532
BENEFITS	3,792,100	4,016,858	4,423,899	4,596,133
SERVICES & SUPPLIES	541,235	661,907	735,944	590,594
CAPITAL EXPENDITURES	5,047	-	-	-
FIRE SUPPRESSION AND AMBULANCE	10,542,619	10,974,380	11,742,912	11,732,259

Suppression and Ambulance Services total division budget (cost centers 13500 & 13600) of \$11,732,259 is recommended for 2017/18. This represents a decrease of \$10,653 from 2016/17.

Salaries and recommended at \$6,545,532, which is a decrease of \$37,537 from 2016/17. This is the net effect of: increase from recently negotiated bargaining agreements, decrease from vacated positions now budgeted at a lower step, reduced overtime and non-recurring salary costs that occurred in 2016/17 and will not occur in 2017/18.

Benefits are recommended at \$4,596,133, which is an increase of \$172,234 from 2016/17. This is due to increased costs associated with the newly adopted bargaining agreement as well as increased retirement costs.

Services and supplies are budgeted at \$590,594 for 2017/18. This is a decrease of \$145,350 from 2016/17. This is mainly due to the non-recurring cost of Defibrillators purchased in 2016/17.

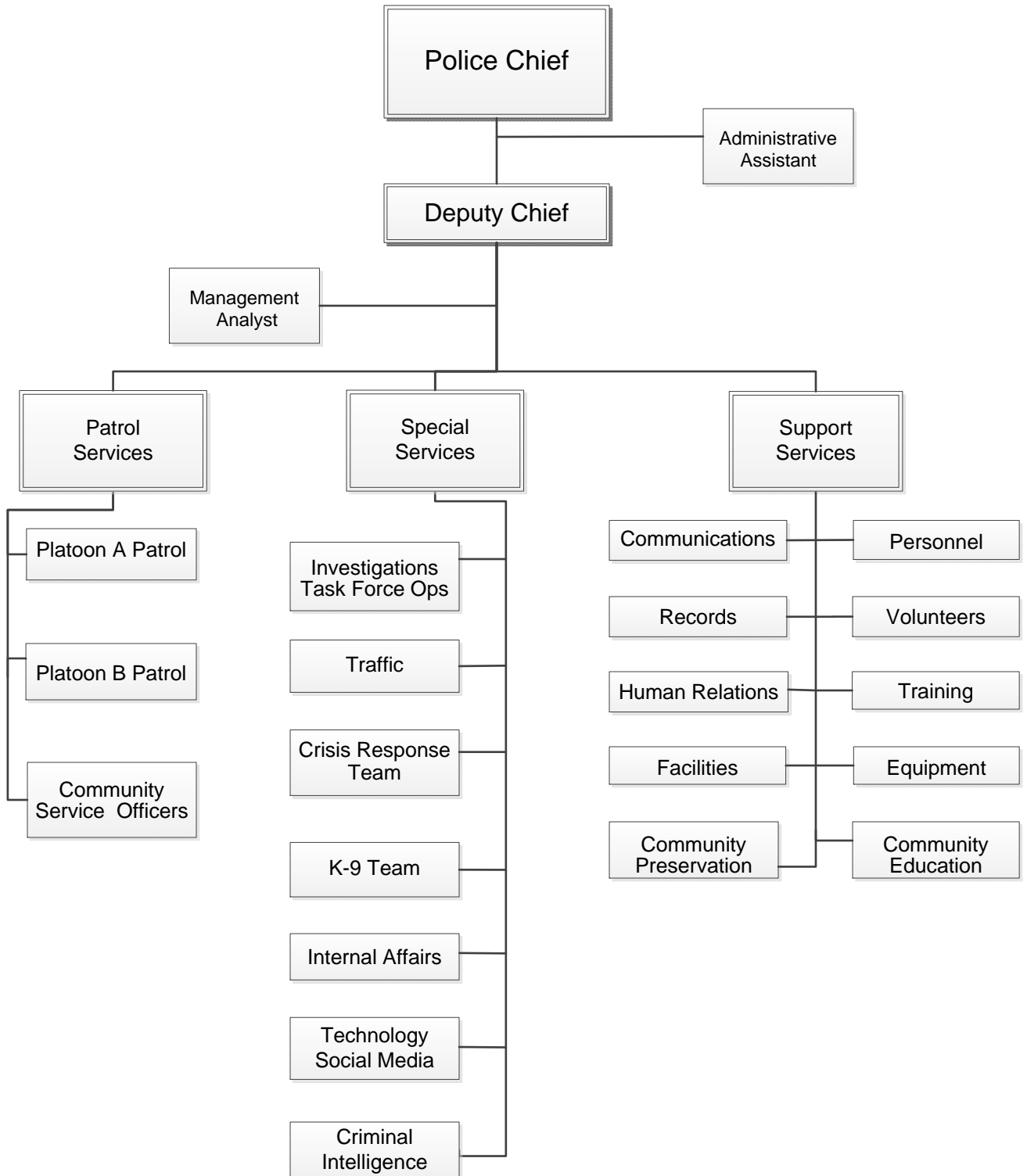
POLICY OPTIONS

The part-time Basic Life Support (BLS) ambulance team that began in January, 2017 will bring in the necessary revenue to cover its own part-time personnel costs. However, the 13600 service and supplies fund should be elevated to cover the durable goods needed to stock a 3rd ambulance, any mechanical costs that should arise related to the medic unit and any training needed by the part-time EMTs.

Additional funding to purchase two new electric gurneys in 2017/18 (demo models at a reduced rate) should be included in the 13600 services and supplies budget for equipment/assets <\$5K. Funding to cover the cost of the gurneys may be found from revenue received from the Intergovernmental Transfer (“IGT”) Program which allows public ambulance service providers such as Petaluma Fire Ambulance, to receive

additional Medi-Cal payments to more fully compensate it for providing EMS transport services to Medi-Cal plan members during the previous fiscal year. As a result of receiving these additional revenues, and the subsequent purchase of the new gurneys, the Department will have the tools to more fully support its first responders as they provide emergency medical services to our growing City population.

Police Department



POLICE DEPARTMENT

by Account Type	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	8,665,750	9,262,182	10,265,018	10,021,717
BENEFITS	4,626,439	4,927,445	5,516,119	5,679,626
SERVICES & SUPPLIES	2,286,575	2,541,265	2,163,671	2,111,926
CAPITAL EXPENDITURES	7,375	397,101	-	-
TOTAL POLICE DEPARTMENT	15,586,139	17,127,993	17,944,808	17,813,269

by Cost Center	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
POLICE ADMIN	2,863,645	3,060,092	3,047,184	2,882,501
POLICE COMMUNICATION	1,197,252	1,213,296	1,344,352	1,327,027
POLICE CAD/RMS	248,183	311,343	355,177	412,626
POLICE INVESTIGATION	840,608	1,175,966	1,184,388	1,314,566
POLICE PATROL	8,162,800	8,744,011	8,715,636	8,856,364
POLICE AUTO THEFT	182,081	137,440	191,434	188,526
POLICE TRAFFIC SAFETY	911,355	1,298,388	1,284,787	1,468,812
POLICE RECORDS	518,694	556,047	664,211	620,609
PARKING ENFORCEMENT	278,569	295,288	328,831	316,501
POLICE GRANTS	299,226	166,682	733,431	324,549
ABANDONED VEHICLE ABATEMENT	83,726	169,440	95,377	101,188
TOTAL POLICE DEPARTMENT	15,586,139	17,127,993	17,944,808	17,813,269

POLICE DEPARTMENT

The mission of the Police Department is to provide professional police services with innovation and excellence. The Police Department provides a full range of law enforcement services to the community. The department is divided into operational units with employees assigned to specific functions including uniformed patrol, traffic enforcement, parking enforcement, investigations, records, communications and administration. The FY 17-18 Police Department budget reflects this structure.

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- 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		
Deputy Police Chief	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	3.00	5.00	3.00	3.00		
Evidence Technician	1.00	1.00	0.50	0.50	0.50	0.50	0.50		
Property Technician	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	5.00	5.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	47.00	60.00	50.00	60.00	50.00	49.00		1.00
Police Records Assistant I/II	5.50	4.50	5.50	4.50	5.50	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	10.70	12.00	10.70	10.70		
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	84.50	109.00	91.70	109.00	91.70	89.25	0.45	2.00

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Continued Implementation of Petaluma Policing Initiative. This involved the following:
 - **District Policing.** Designated officers have been assigned responsibility for 15 specific neighborhoods to establish community relationships, prioritize neighborhood issues, and develop problem-solving strategies.
 - **Town Hall Meetings.** Eight neighborhood meetings and one citywide meeting were attended by hundreds of community members connecting with the police department on matters relating to public safety and quality of life.

- **Citizen Academy.** 56 members of the community have now participated in a 10-week orientation to police operations in the interest of education and transparency. Over 50 Spanish speaking members of the community attended town hall and community academy meetings.
- **Junior Police Camp.** 63 children have now attended a 4-day camp designed to educate Petaluma youth and build relationships with the police.
- **Volunteer Programs.** 85 community members are now participating in the Reserve Community Service Officer, Chaplaincy, Police Volunteer and Intern programs.
- Continued to receive grant funding for a Homeless Outreach Officer to assist city homeless and to clean up camps and hazardous sites as a result of this issue. The grant is funded by Cal Recycle.
- The department completed a reorganization of the Police Administration command structure.
- The Department-wide crime reduction campaign in 2016 will be tagged “5 and 15 in ‘16.” The goal is to reduce total Part I crimes by 5% and Property crimes (burglary, larceny, motor vehicle theft) by 15%. Part 1 Crimes were reduced by 17.8%, and Part 1 Property Crimes were reduced by 17.6%.
- A PT Management Analyst position was filled, that will assist police administration with budget and staffing analysis projects.
- 16 new vehicles were purchased to replace high mileage vehicles that had become unsafe or beyond repair to operate for police patrols.
- Obtained funding for an officer to be assigned full-time to the North Bay Computer Crimes Task Force.

2017-2018 DEPARTMENTAL GOALS and PRIORITIES

- Complete the majority of CALEA self-assessment process in preparation for a mock assessment in January 2018.
- Complete facility repairs, including upgrades to the property room, and station security.
- Bring Traffic Unit up to full staff to address increased fatal and injury collisions through increased education, enforcement and any roadway safety upgrades.
- 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, an increase in Spanish language town hall meetings, School Safety Patrols, Vacation Checks for community members, and an expanded volunteer presence in neighborhoods.
- Implementation of a new Professional Standards tracking system to monitor citizen complaints, internal investigations, officer-involved collisions, use of force incidents, and commendations.

- Increased collaborative efforts with mental health professionals and agencies in to provide more efficient services to those experiencing a mental health crisis.
- Increased collaborative efforts with the Mary Isaak Center to address homeless issues in the community.

ADOPTED BUDGET

POLICE DEPARTMENT

	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	8,665,750	9,262,182	10,265,018	10,021,717
BENEFITS	4,626,439	4,927,445	5,516,119	5,679,626
SERVICES & SUPPLIES	2,286,575	2,541,265	2,163,671	2,111,926
CAPITAL EXPENDITURES	7,375	397,101	-	-
TOTAL POLICE DEPARTMENT	15,586,139	17,127,993	17,944,808	17,813,269

A Police Department budget of \$17,813,269 is recommended for 2017/18. This represents a decrease of \$131,539 from 2016/17.

Salaries are recommended at \$10,021,717 representing a decrease of \$243,301 from 2016/17. This change is due to increases for recently negotiated agreements offset by savings from vacated positions funded at a lower step within the salary range as well as decreased overtime and part time budgeted in FY 2017/18. In addition, two new traffic officer positions were added due to an increase in fatal and injury collisions, the positions will be filled as soon as other officer vacancies have been filled.

Benefits are recommended at \$5,679,626 representing an increase of \$163,507 from 2016/17. This change is due to recently negotiated agreements, increased retirement costs and the addition of two new traffic officers offset by savings from vacated positions funded at a lower step.

Services, supplies and capital expenditures are budgeted at \$2,111,926, a decrease of \$51,745 from 2016/17 due mainly to lower intragovernmental charges.

ADMINISTRATION

Police Department Administration oversees the department's three police divisions and coordinates with department staff to promote accountability, collaboration and sound fiscal oversight among the entire Police Department.

ADOPTED BUDGET

15100 POLICE ADMIN	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	1,037,755	1,119,351	1,281,238	1,195,828
BENEFITS	605,856	634,052	718,387	716,992
SERVICES & SUPPLIES	1,220,034	1,306,689	1,047,559	969,681
POLICE ADMIN	2,863,645	3,060,092	3,047,184	2,882,501

An Administration budget of \$2,882,501 is recommended for 2017/18. This represents a decrease of \$164,683 from 2016/17.

Salaries are recommended at \$1,195,828 representing a decrease of \$85,410 from 2016/17. This change is due to increases for recently negotiated agreements offset by savings from vacated positions funded at a lower step within the salary range and reduced part time costs.

Benefits are recommended at \$716,992 representing a decrease of \$1,395 from 2016/17. This change is due to recently negotiated agreements, increased retirement costs offset by savings from vacated positions funded at a lower step.

Services and Supplies are budgeted at \$969,681, a decrease of \$77,878 from 2016/17 due mainly to lower intragovernmental charges.

POLICY OPTIONS

None

COMMUNICATION

The Communications Center receives a variety of calls for service such as; general questions regarding City services, civil disputes, and reporting emergency calls like injury traffic collisions. In addition to answering phone calls and dispatching filed personnel, dispatchers process field requests and registration checks on individuals and vehicle; request towing services, and enter vehicles. As the Public Safety Answering Point (PSAP), the unit continues to receive all 911 and emergency calls for fire, ambulance and police services, however once the initial call is determined to be of a fire/ambulance nature only, the call is transferred to REDCOM for the dispatching of the appropriate resources.

ADOPTED BUDGET

15200 POLICE COMMUNICATION	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	904,655	908,834	996,559	979,844
BENEFITS	282,120	290,105	335,293	334,683
SERVICES & SUPPLIES	10,477	14,357	12,500	12,500
POLICE COMMUNICATION	1,197,252	1,213,296	1,344,352	1,327,027

A Communication budget of \$1,327,027 is recommended for 2017/18. This represents a decrease of \$17,325 from 2016/17.

Salaries are recommended at \$979,844 representing a decrease of \$16,715. This change is due to increases for recently negotiated agreements, changes in benefit selections by employees offset by savings from the elimination of temporary part-time positions.

Salaries and benefits are recommended at \$334,683 representing a decrease of \$610 from 2016/17. This change is due to increased retirement costs offset by changes in benefit selections by employees and the elimination of temporary part-time positions and associated benefits.

Services and Supplies are budgeted at \$12,500, the same as 2016/17.

POLICY OPTIONS

None

CAD/RMS

The Computer Aided Dispatch (CAD) and Records Management System (RMS) provide electronic systems to assist in the tracking calls for service and vital records keeping functions.

ADOPTED BUDGET

15210 POLICE CAD/RMS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	248,183	311,343	355,177	412,626
POLICE CAD/RMS	248,183	311,343	355,177	412,626

A CAD/RMS budget of \$412,626 is recommended for 2017/18. This is an increase of \$57,449 over 2016/17.

There are no salaries or benefits in this budget.

Services and supplies are budgeted at \$412,626, an increase of \$57,449 over 2016/17. This increase is due to increase costs for participation in the CAD Consortium.

POLICY OPTIONS

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

INVESTIGATION

The Investigations Team is responsible for the investigation of the most serious crimes committed within the City of Petaluma. Such investigations are often lengthy, demanding and require detectives to draw upon their work experience and significant specialized training. The detectives have received specialized training in the investigation of homicides, sexual assault, child abuse, elder abuse, human trafficking, fraud/identity theft, and other crimes which require a high level of training and experience. Additionally, the detectives are responsible for the registration and monitoring of all sex, arson, and drug registrants who reside in Petaluma.

ADOPTED BUDGET

15500 POLICE INVESTIGATION	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	503,168	715,196	703,736	806,183
BENEFITS	285,694	405,433	439,652	467,383
SERVICES & SUPPLIES	51,746	55,337	41,000	41,000
POLICE INVESTIGATION	840,608	1,175,966	1,184,388	1,314,566

An Investigation budget of \$1,314,566 is recommended for 2017/18. This represents an increase of \$130,178 over 2016/17.

Salaries are recommended at \$806,183 representing an increase of \$102,447 over 2016/17. This change is a combination of increases related to recently negotiated agreements and the elimination of a grant re class that is budgeted directly in the Police Grants fund in 2017/18 offset partially by savings from vacated positions funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Benefits are recommended at \$467,383 representing an increase of \$27,731 over 2016/17. This increase is a combination of increased retirement costs offset by savings from vacated positions funded at a lower step within the salary range lowering benefit costs and different health benefits selected by employees.

Services and Supplies are budgeted at \$41,000, the same as 2016/17.

POLICY OPTIONS

None

PATROL

The Patrol Division is comprised of the six (6) uniformed patrol teams that provide 24 hour a day general and emergency response to calls for service. The six patrol teams are divided into two platoons with opposite days off. Also included are the Code Enforcement, K-9 Unit, Gang Team, Field Training Officer program, Jail management, alcohol licenses, Planning Design Review, Alcohol Related Nuisance Ordinance and RBS compliance and EOC liaison. The division is managed by two (2) Lieutenants, one in charge of each platoon.

ADOPTED BUDGET

15600 POLICE PATROL	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	4,853,215	4,945,796	5,204,189	5,238,490
BENEFITS	2,788,997	2,823,336	2,987,647	3,094,074
SERVICES & SUPPLIES	520,588	655,915	523,800	523,800
CAPITAL EXPENDITURES	-	318,964	-	-
POLICE PATROL	8,162,800	8,744,011	8,715,636	8,856,364

A Patrol budget of \$8,856,364 is recommended for 2017/18. This represents an increase of \$140,728 over 2016/17.

Salaries are recommended at \$5,238,490 representing an increase of \$34,301 over 2016/17. This change is a combination of increases related to recently negotiated agreements in addition to savings from vacated position funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Benefits are recommended at \$3,094,074 representing an increase of \$106,427 over 2016/17. This change is a combination of increases related to recently negotiated agreements, increased PERS retirement costs in addition to savings from vacated position funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Services, supplies and capital expenditures are budgeted at \$523,800, the same as 2016/17.

POLICY OPTIONS

None

AUTO THEFT

We have one officer assigned to the local Auto Theft Task Force. The position is partially funded by a grant.

ADOPTED BUDGET

15610 POLICE AUTO THEFT	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	109,702	83,768	112,445	108,296
BENEFITS	72,379	53,672	78,989	80,230
POLICE AUTO THEFT	182,081	137,440	191,434	188,526

An Auto Theft budget of \$188,526 is recommended for 2017/18. This represents a decrease of \$2,908 from 2016/17.

Salaries are recommended at \$108,296 representing a decrease of \$4,149 from 2016/17 due to a reduction in overtime.

Benefits are recommended at \$80,230 representing an increase of \$1,241 from 2016/17 due to increased retirement costs.

There are no services and supplies in this budget.

POLICY OPTIONS

None

TRAFFIC SAFETY

Traffic Safety provides enforcement of Traffic Regulations throughout the community. The Traffic Team recognizes the impact fatal, injury, and property damage collisions have in the community. Preventing death, injury, and property damage on City streets remains the highest public safety priority. To further reduce injury and death, occupant protection/safety belt use, bicycle and pedestrian safety, and motorcycle safety are also high enforcement priorities. Unfortunately, studies have shown the most effective way to change driving behavior and reduce fatal, injury, and property damage collisions is through the issuance of traffic enforcement citations

ADOPTED BUDGET

15620 POLICE TRAFFIC SAFETY	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	539,593	774,022	742,269	854,878
BENEFITS	347,000	485,821	514,018	585,434
SERVICES & SUPPLIES	24,762	38,545	28,500	28,500
POLICE TRAFFIC SAFETY	911,355	1,298,388	1,284,787	1,468,812

A Traffic Safety budget of \$1,468,812 is recommended for 2017/18. This represents an increase of \$184,025 over 2016/17.

Salaries are recommended at \$854,878 representing an increase of \$112,609 over 2016/17. This change is a combination of increases related to recently negotiated agreements in addition to savings from vacated position funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Benefits are recommended at \$585,434 representing an increase of \$71,416 over 2016/17. This change is a combination of increases related to recently negotiated agreements, increased retirement costs in addition to savings from vacated position funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Services and Supplies are budgeted at \$28,500, the same as 2016/17.

POLICY OPTIONS

None

RECORDS

Records Assistants manage subpoenas, process towed vehicle releases, provide clearance letters, deliver crime data to the press and the FBI, report crime statistics, and issue taxi permits, solicitor permits, and massage permits and registrations. The Property Technician is also under Records and is responsible for preserving evidence taken into police custody, maintain accurate chain of custody records, and manage the transfer and disposition of all items. The Records Unit is also responsible for staffing the Police Department's front desk and non-emergency telephone lines during business hours.

ADOPTED BUDGET

15700 POLICE RECORDS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	346,905	375,859	458,222	425,496
BENEFITS	163,534	163,253	197,989	187,113
SERVICES & SUPPLIES	8,255	16,935	8,000	8,000
POLICE RECORDS	518,694	556,047	664,211	620,609

A Records budget of \$620,609 is recommended for 2017/18. This represents a decrease of \$43,602 from 2016/17.

Salaries are recommended at \$425,496 representing a decrease of \$32,726 from 2016/17. This change is a combination of increases related to negotiated agreements and savings from a vacated part-time position.

Benefits are recommended at \$187,113 representing a decrease of \$10,876 from 2016/17. This change is a combination increased retirement costs offset by benefit savings from a vacated part-time position.

Services and Supplies are budgeted at \$8,000, the same as 2016/17.

POLICY OPTIONS

None

PARKING ENFORCEMENT

The Parking Enforcement Team is staffed by two full-time Parking Enforcement Officers, (PEO) and one part-time PEO. The PEO's are responsible for enforcement of the City's Municipal Code regarding parking regulations, and a majority of their time is spent in the downtown business district.

ADOPTED BUDGET

15800	PARKING ENFORCEMENT	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
	SALARY	133,847	151,847	177,269	154,756
	BENEFITS	35,709	39,594	42,562	52,745
	SERVICES & SUPPLIES	101,638	103,847	109,000	109,000
	CAPITAL EXPENDITURES	7,375	-	-	-
	PARKING ENFORCEMENT	278,569	295,288	328,831	316,501

A Parking Enforcement budget of \$316,501 is recommended for 2017/18. This represents a decrease of \$12,330 from 2016/17.

Salaries are recommended at \$154,756 representing a decrease of \$22,513 from 2016/17. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated position funded at a lower step within the salary range.

Benefits are recommended at \$52,745 representing an increase of \$10,183 from 2016/17. This change is a combination of increased PERS retirement costs in addition to savings from vacated position funded at a lower step within the salary range.

Services and Supplies are budgeted at \$109,000, the same as 2016/17.

POLICY OPTIONS

None

GRANTS

The Police Department continuously looks for grant opportunities to offset the cost of new police services, technology acquisitions, and specialized programs.

ADOPTED BUDGET

22500 POLICE GRANTS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	170,963	116,154	519,045	185,995
BENEFITS	27,371	12,641	181,661	138,554
SERVICES & SUPPLIES	100,892	37,887	32,725	-
CAPITAL EXPENDITURES	-	-	-	-
POLICE GRANTS	299,226	166,682	733,431	324,549

A Grants budget of \$324,549 is recommended for 2017/18. This represents a decrease of \$277,652 from 2016/17 after adjusting for a 2016/17 budget correction of \$131,230.

Salaries are recommended at \$185,995 representing a decrease of \$233,050 from 2016/17. This change is due mainly to less grant funded personnel costs for various police grants.

Benefits are recommended at \$138,554 representing a decrease of \$11,877 from 2016/17. This change is due mainly to less grant funded personnel costs for various police grants.

Services and supplies are recommended at \$0 a decrease of \$32,725 from 2016/17. This is due to less grant costs for various police grants.

POLICY OPTIONS

None

ABANDONED VEHICLE ABATEMENT

Abandoned Vehicle Abatement (AVA) consists of one full-time civilian officer. The AVA officer targets abandoned vehicles and vehicles left parked on City streets for more than 72 hours. The Department receives approximately 138 calls for service a month regarding abandoned vehicles and the goal is to reduce the number of calls for service and increase enforcement of abandoned vehicles left on City streets and private property.

ADOPTED BUDGET

23100 ABANDONED VEHICLE ABATEMENT	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	65,947	71,355	70,046	71,951
BENEFITS	17,779	19,538	19,921	22,418
SERVICES & SUPPLIES	-	410	5,410	6,819
CAPITAL EXPENDITURES	-	78,137	-	-
ABANDONED VEHICLE ABATEMENT	83,726	169,440	95,377	101,188

An Abandoned Vehicle Abatement budget of \$101,188 is recommended for 2017/18. This represents an increase of \$5,811 over 2016/17.

Salaries are recommended at \$71,951 representing an increase of \$1,905 over 2016/17. This change is due mainly to recently negotiated agreements.

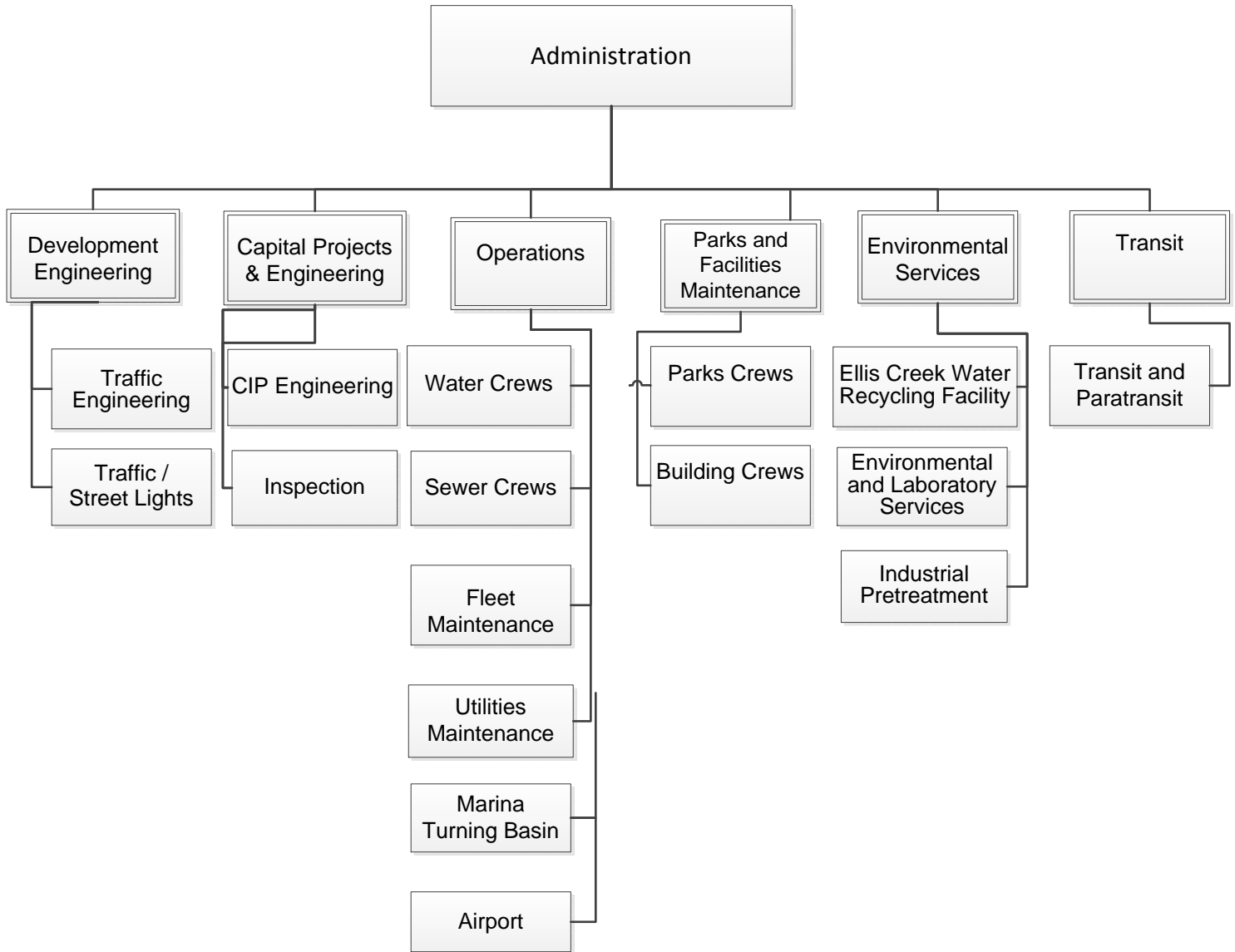
Benefits are recommended at \$22,418 representing an increase of \$2,497 over 2016/17. This change is due mainly to increased retirement costs.

Services, supplies and capital expenditures are budgeted at \$6,819, an increase of \$1,409 from 2016/17. This is due to increased supplies and services expenditures budgeted in 2017/18.

POLICY OPTIONS

None

Public Works and Utilities



PUBLIC WORKS AND UTILITIES

by Account Type	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	6,851,923	7,223,965	7,839,305	8,170,889
BENEFITS	2,877,681	3,102,728	3,448,132	3,523,439
SERVICES & SUPPLIES	33,064,669	34,100,679	37,253,285	37,120,338
CAPITAL EXPENDITURES	3,591,162	-	2,784,970	677,200
TRANSFERS	7,187,218	10,091,247	23,091,937	30,435,850
PUBLIC WORKS AND UTILITIES	53,572,653	54,518,619	74,417,629	79,927,716

by Cost Center	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
PUB WORKS ADMIN	3,978,272	404,802	413,513	449,506
PUB WORKS ENGINEERING DEVELOPMENT	375,807	331,466	383,279	374,901
PUB WORKS ENGINEERING CIP	133,950	104,306	95,958	128,500
PUB WORKS ENGINEERING TRAFFIC	40,341	15,011	38,991	66,258
PUB WORKS BLDG/FACILITY MAINTENANCE	641,608	716,199	703,107	697,286
PUB WORKS AUTO/EQUIP MAINT SHOP	172,586	214,994	223,484	214,451
PUB WORKS PARKS MAINTENANCE	1,471,446	1,619,977	1,715,833	1,621,551
PUB WORKS STREET LIGHTS	(288)	181,533	175,000	175,000
DOWNTOWN STREETS/SIDEWALKS MAINTENANCE	13,209	51,448	136,200	136,200
PUB WORKS TURNING BASIN/D ST BRIDGE	32,373	15,054	40,464	34,032
GAS TAX	1,209,697	1,887,724	1,221,019	1,822,055
STREET MAINTENANCE (HUT)	2,359,719	1,754,839	2,586,941	2,214,440
STREET SIGNS AND MARKINGS	398,153	569,429	540,444	621,947
STREET SIGNALS AND LIGHTS	742,153	600,117	613,122	707,261
SOLID WASTE CONTRACT MANAGEMENT	52,234	59,507	39,321	42,137
LAD ADMIN/OPERATIONS	336,406	401,848	368,640	473,817
AIRPORT ADMIN/OPERATIONS	1,688,320	1,147,585	1,304,910	1,628,078
AIRPORT FUELING	620,336	556,820	599,800	637,000
AIRPORT HANGARS	25,634	43,934	39,500	124,700
MARINA ADMIN/OPERATIONS	463,192	481,535	304,706	266,253
TRANSIT ADMIN	435,727	1,931,842	1,755,034	917,498
CITY CITY ROUTES	1,925,558	2,050,724	3,867,165	1,616,406
PARATRANSIT	718,155	616,545	1,025,184	600,400
WASTE WATER ADMIN	12,994,261	14,595,519	24,084,899	35,850,044
WASTE WATER COLLECT SYSTEM	990,017	973,520	1,090,383	1,124,437
WASTE WATER SEWAGE PUMP STATIONS	395,781	352,664	547,784	601,619
WASTE WATER CUSTOMER SVC	63,815	101,991	113,100	113,100
WASTE WATER INDUSTRIAL	317,987	362,770	493,243	585,173
WASTE WATER RECLAMATION	958,485	875,009	1,447,736	1,116,624
WASTE WATER STORM DRAIN	165,768	268,404	207,146	186,666
WASTE WATER ELLIS CREEK OPERATIONS	4,566,467	4,557,669	5,492,302	6,024,963
WATER ADMIN	6,012,949	6,925,692	10,644,570	6,017,567
WATER CONSERVATION	524,883	771,694	718,169	715,587
WATER CUSTOMER SERVICES	393,900	650,656	625,045	628,364
WATER LEAK DETECT/CROSS CONNECT	126,059	124,701	124,229	130,360
WATER PUMPING	183,372	201,862	539,592	531,050
WATER SOURCE OF SUPPLY	5,629,547	5,287,745	6,950,000	7,297,500
WATER TRANSMISSION & DISTRIBUTION	2,007,005	2,151,279	2,600,652	3,009,178
STORM DRAINAGE UTILITY	407,769	560,205	547,164	425,807
TOTAL PUBLIC WORKS AND UTILITIES	53,572,653	54,518,619	74,417,629	79,927,716

PUBLIC WORKS AND UTILITIES OVERVIEW

The department is comprised of the following divisions: Administration, Engineering, Environmental Services, Operations, and Transit. The former Capital Projects and Development Engineering divisions are now merged into the Engineering Division, and Parks and Facilities Maintenance Division is merged with the Operations Division. The Marina and Airport are managed from the Administration Division.

The Public Works and Utilities Department is responsible for the operation and maintenance of the City’s public facilities including parks; transportation systems; streets, streetlights, and traffic control devices; marina and airport; and water, wastewater and stormwater infrastructure. Major service areas include engineering design, construction and inspection of public and private improvements; water and sewer customer service; traffic engineering; management and maintenance of operations; fleet equipment repair; emergency response; and regulatory compliance.

The mission of the Department is, “Working cooperatively with the public, Public Works and Utilities provides creative and responsible stewardship of the City’s infrastructure and water resources”. The Department relies on the sharing of equipment, resources and expertise across divisions, and cross training of personnel to maximize efficiencies and provide optimum public service within existing fiscal constraints.

FTE POSITION SUMMARY

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

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>PUBLIC WORKS & UTILITIES</u>									
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Airport Ramp Attendant	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	2.00	2.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Deputy Director DP&U	1.00	1.00	1.00	1.00	1.00	1.00	0.08	0.20	0.72
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Supervisor	0.00	0.00	0.00	0.00	1.00	1.00		1.00	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	3.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	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 Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	2.00	2.00	3.00	3.00	3.00	3.00		3.00	

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

DEPARTMENT POSITION	----- Allocation-----								
	FY 15-16		FY 16-17		FY 17-18		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00	2.00	1.85	0.15	
Inspection Supervisor	0.00	0.00	0.00	0.00	0.00	0.00			
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Maintenance Supervisor	0.00	0.00	0.00	0.00	0.00	0.00			
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Office Assistant II	3.00	2.00	3.00	2.00	3.00	2.00		2.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	0.00	3.00	0.00			
Parks Maintenance Worker I/II	10.00	6.00	10.00	7.00	10.00	7.00	7.00		
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	2.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.35	2.35
Senior Engineering Tech	2.00	2.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Street Maintenance Lead Worker	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	9.00	8.00	9.00	8.00	9.00	8.00			8.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.00	0.00	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator II/III	5.00	5.00	5.00	5.00	5.00	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	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Total Public Works & Utilities	116.00	99.00	122.50	104.50	123.50	105.50	16.45	64.48	24.57

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Planned, designed, and/or expedited capital projects, including: Lakeville and D Street Complete Streets Project; Petaluma Boulevard North 12" Water Main Replacement; Petaluma Boulevard South Sewer Trunk Main Replacement and other sewer improvements; Denman Reach (Phase III) and Capri Creek Terracing Projects; Community Sports Fields Bathroom and Maintenance Building; Recycled Water Pipeline Projects at Sonoma Mountain and Oakmead Business Park; Brown's Lane Recycled Watermain Replacement; ECWRF Second Digester; Copeland Pump Station Upgrade; Sewer Main replacements on Petaluma Blvd.; Petaluma Community Center and Fire Station Roofs; and Downtown Sidewalk and Park ADA Improvements.
- Maintained streets by overlaying 1.08 lane miles, repairing 1,737 potholes, placing 7,000 linear-feet (LF) of skin patch, installing 885 traffic and street signs, painting 31,476 LF bike lanes, 10,986 LF of curb, 203 crosswalks, and repaired 319 streetlights.
- Prepared 105 Council agenda memorandum packages, administered 62 Professional Service Agreements and Construction Contracts, handled 4,860 telephone inquiries, and maintained City's social media outlets on Facebook and Twitter.
- Developed financial projections for enterprise fund operations to enhance fiscal planning, completed Utility Rate Study, and adopted new rate resolutions and rates for water and sewer services.
- Acquired Prop 1 grant for \$870,000 to partial fund construction of the Sonoma Mountain Recycled Water Line Project.
- Established railroad Quiet Zone for the City of Petaluma.

2017-2018 GOALS and PRIORITIES

- Complete the City's 2017/18 CIP program, including the following significant projects: Airport Runway Improvements, Petaluma Community Center Improvements; wetland mitigation for and design of Baseball field, continued pavement rehabilitation; Old Corona Road CalTrans Water Quality Mitigation; CNG Fueling Station and High Strength Waste Facility; Sewer Main Replacements; completion of: LED Streetlight Retrofit; finish Petaluma Boulevard Sewer Trunk Replacement; and High Strength Waste Handling project at ECWRF; replacement of obsolete water services and mains; and upgrading City wells.
- Enhance traffic operations by updating the traffic signal timing on the East Washington Street and Old Redwood Highway corridors; and by coordinating 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.
- Improve performance of ECWRF by starting-up and optimizing second digester; developing plan to expand organic capacity; and expanding recycled water delivery system to urban areas to increase urban potable water offset, and adding agricultural customers. Evaluate optimization of secondary treatment process with

goal of increasing organic loading capacity while effectively managing higher biosolids production.

- Assisting with the creation of the basin-wide Petaluma Valley Groundwater Sustainability Agency and support start-up of agency with “in-kind” services as necessary.
- Right-size existing Petaluma Transit operations to meet higher operating costs by eliminating low production services and reducing staff. Evaluation of merger of transit operations with County system and if directed, pursue full merger for completion by June 30, 2018.
- Expand street maintenance activities, including the increased use of slurry and micro seals, using new revenues from pavement maintenance fees.

ADOPTED BUDGET

	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	6,851,923	7,223,965	7,839,305	8,170,889
BENEFITS	2,877,681	3,102,728	3,448,132	3,523,439
SERVICES & SUPPLIES	33,064,669	34,100,679	37,253,285	37,120,338
CAPITAL EXPENDITURES	3,591,162	-	2,784,970	677,200
TRANSFERS	7,187,218	10,091,247	23,091,937	30,435,850
PUBLIC WORKS AND UTILITIES	53,572,653	54,518,619	74,417,629	79,927,716

A Public Works and Utilities Department budget of \$79,927,716 is recommended for 2017/18. This represents an increase of \$5,510,087 over 2016/17 and includes budgets in Utilities, Enterprise, and Special Revenue funds as well as costs supported by the General Fund.

Total salaries are recommended at \$8,170,889, representing an increase of \$331,584 over 2016/17. The budget reflects anticipated step increases, increases from recently negotiated bargaining agreements and the addition of an Electrical Maintenance Supervisor offset by decreases to non-recurring salary costs.

Benefits are budgeted at \$3,523,439 and represent an increase of \$75,307 over 2016/17 and reflect increased retirement costs and benefits associated with the additional positions as well as changes in benefit selections by employees.

Total services and supplies are budgeted at \$37,120,338, a decrease of \$132,947 from 2016/17.

Capital expenditures are budgeted at \$677,200, reflecting a decrease of \$2,107,770 from 2016/17.

Transfers out are budgeted at \$30,435,850 representing an increase of \$7,343,913 due primarily to activity related to CIP projects at Ellis Creek Water Recycling Facility and a corresponding increase in transfers.

Further explanations of budget changes can be found in the individual division narratives.

ADMINISTRATION

The Administration division directly supports the operating divisions, and coordinates with the City Manager’s office on Council agenda matters and to ensure that department activities align with goals set by City Council. Administrative staff promotes accountability, collaboration and sound fiscal oversight among the department’s divisions. Administration staff coordinates customer service requests and support the asset management and work order systems within the department. Primary responsibilities include preparation of Council agenda reports, budget analysis, maintenance of fiscal projections, grant and contract administration, oversight of asset management and customer service request programs, management of utility rates and support of department and division managers. The Franchise Garbage contract, and the Construction and Debris contract are managed by this division, as are the Airport and Marina operations.

ADOPTED BUDGET

16100 PUB WORKS ADMIN	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	38,468	51,889	37,267	33,228
BENEFITS	15,186	20,438	14,611	12,425
SERVICES & SUPPLIES	339,123	332,475	361,635	403,853
CAPITAL EXPENDITURES	3,585,495	-	-	-
PUB WORKS ADMIN	3,978,272	404,802	413,513	449,506

A Public Works Administrative budget of \$449,506 is recommended for 2017/18. This is an increase of \$35,993 over 2016/17.

Salaries are recommended at \$33,228, a decrease of \$4,039 from 2016/17. This is the net effect of increases from recently negotiated bargaining agreements and decreases from non-recurring salary costs.

Benefits are recommended at \$12,425, a decrease of \$2,186 from 2016/17. Reduction is the net effect of increased retirement costs offset by decreases due to a change in staffing allocation.

Services and Supplies of \$403,853 are recommended which represents an increase of \$42,218 over 2016/17 due mainly to increased intragovernmental charges.

POLICY OPTIONS

None

WASTE WATER ADMINISTRATION

Wastewater Administration serves the Sewer Enterprise operations, located at the Ellis Creek Water Recycling Facility and the Field Office; and works collaboratively with operational staff to promote efficiency, accountability, fiscal and asset management, and provide customer service. Primary responsibilities include preparation of Council agenda reports and other correspondence, budget analysis and coordination, fiscal projections and analysis, grant and contract administration, coordination of asset management and customer service request programs, and management of utility rates. The cost center includes transfers to CIP accounts and intergovernmental charges.

ADOPTED BUDGET

66100 WASTE WATER ADMIN	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	219,703	242,320	350,592	343,449
BENEFITS	54,935	84,893	132,032	119,281
SERVICES & SUPPLIES	10,416,423	10,278,806	11,080,275	11,050,314
TRANSFERS	2,303,200	3,989,500	12,522,000	24,337,000
WASTE WATER ADMIN	12,994,261	14,595,519	24,084,899	35,850,044

A Waste Water Administrative budget of \$35,850,044 is recommended for 2017/18. This is an increase of \$11,765,145 over 2016/17.

Salaries are recommended at \$343,449, a decrease of \$7,143 from 2016/17 due to the net effect of increases from recently negotiated bargaining agreements and decreases from non-recurring salary costs.

Benefits are recommended at \$119,281, a decrease of \$12,751 from 2016/17. Reduction is the net effect of increased retirement costs and decreases due to a change in staffing allocation.

Services and Supplies of \$11,050,314 are recommended which represent a decrease of \$29,961 from 2016/17 due mainly to lower intragovernmental charges.

Transfers Out of \$24,337,000 are recommended which represents an increase of \$11,815,000 over 2016/17. This represents an increase in CIP projects and a corresponding increase in transfers.

POLICY OPTIONS

None

WATER ADMINISTRATION

Water Administration serves the Water Enterprise operations, located primarily at the Field Office; and works collaboratively with operational staff to promote efficiency, accountability, fiscal and asset management, and customer service. Primary responsibilities include preparation of Council agenda reports and other correspondence, budget analysis and coordination, fiscal projections and analysis, grant and contract administration, coordination of asset management and customer service request programs, and management of utility rates. The cost center includes transfers to CIP accounts and intergovernmental charges.

ADOPTED BUDGET

67100 WATER ADMIN	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	248,402	248,583	429,619	443,742
BENEFITS	68,531	86,629	165,456	161,360
SERVICES & SUPPLIES	3,446,392	2,965,861	2,218,290	2,216,465
TRANSFERS	2,249,624	3,624,619	7,831,205	3,196,000
WATER ADMIN	6,012,949	6,925,692	10,644,570	6,017,567

A Water Administrative budget of \$6,017,567 is recommended for 2017/18. This is a decrease of \$4,627,003 from 2016/17.

Salaries are recommended at \$443,742, an increase of \$14,123 over 2016/17 due to increases from recently negotiated bargaining agreements.

Benefits are recommended at \$161,360, a decrease of \$4,096 from 2016/17. Reduction is the net effect of increased retirement costs and decreases due to a change in selection of health benefits.

Services and Supplies of \$2,216,465 are recommended which represents a decrease of \$1,825 from 2016/17.

Transfers Out of \$3,196,000 are recommended, which represents a decrease of \$4,635,205 from 2016/17. This represents a decrease in activity related to CIP projects and a corresponding decrease in transfers.

POLICY OPTIONS

None

STORM DRAINAGE UTILITY ADMINISTRATION

Storm Drain Utility Administration, managed jointly by the Operations and Environmental Divisions, encompasses the City’s non-wastewater related stormwater maintenance and operations activities, and regulatory compliance functions. These activities include maintenance of City drainage waterways, drainage inlets, manholes and culverts. Funding needs of the City’s NPDES Storm Water Program Municipal Separate Storm Sewer System (MS4) permit requirements and flood alert system operation are met from this cost center.

ADOPTED BUDGET

<u>68100 STORM DRAINAGE UTILITY ADMIN</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	161,644	178,486	232,254	180,076
BENEFITS	72,469	73,715	98,352	75,168
SERVICES & SUPPLIES	173,656	308,004	216,558	170,563
STORM DRAINAGE UTILITY ADMIN	407,769	560,205	547,164	425,807

A Storm Drainage Utility Administrative budget of \$425,807 is recommended for 2017/18. This is a decrease of \$121,357 from 2016/17.

Salaries are recommended at \$180,076, a decrease of \$52,178 from 2016/17 due to the net effect of increases from recently negotiated bargaining agreements and decreases from non-recurring salary costs.

Benefits are recommended at \$75,168, a decrease of \$23,184 from 2016/17. Reduction is the net effect of increased retirement costs and decreases due to a change in staffing allocation.

Services and Supplies of \$170,563 are recommended which represents a decrease of \$45,995 from 2016/17 due mainly to lower intragovernmental charges.

POLICY OPTIONS

None

SOLID WASTE CONTRACT MANAGEMENT

Solid Waste Contract Management, part of the Administration Division, provides oversight and contract administration resources for the responsible management of the City's Franchise Garbage Contract and the various Construction and Debris Hauler Contracts. Primary responsibilities include preparation of Council agenda reports, budget analysis, maintenance of fiscal projection, grant and contract administration, City representation to the Sonoma County Solid Waste Management Agency, and customer service.

ADOPTED BUDGET

<u>24113 SOLID WASTE CONTRACT MGT</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	22,116	18,920	24,961	25,926
BENEFITS	8,757	6,530	8,163	8,536
SERVICES & SUPPLIES	21,361	34,057	6,197	7,675
SOLID WASTE CONTRACT MGT	52,234	59,507	39,321	42,137

A Solid Waste Contract Management budget of \$42,137 is recommended for 2017/18. This is an increase of \$2,816 over 2016/17.

Salaries are recommended at \$25,926, an increase of \$965 over 2016/17 due to increases from recently negotiated bargaining agreements.

Benefits are recommended at \$8,536, an increase of \$373 over 2016/17. Increases are due to increased retirement costs.

Services and Supplies of \$7,675 are recommended, an increase of \$1,478 over 2016/17 due mainly to increased intragovernmental charges.

POLICY OPTIONS

None

PUBLIC WORKS AND UTILITIES – ENGINEERING DIVISION

The Engineering Division provides engineering services for the City capital projects and development reviews, permitting and inspections, and traffic engineering. Combining these functions in a single division allows for sharing of engineering resources and creates a broader knowledge base of engineering related activities and functions, which adds value to the City.

The capital projects management part of the Engineering Division involves preliminary and final design, permitting, construction management of infrastructure improvements, and grants administration for projects involving streets, signage, street lights and traffic controls; bridges; water and wastewater facilities; trails and parks; public buildings; drainage and flood control systems; and airport, marina and transit facilities. Annual water and sewer main replacement and pavement maintenance priorities are developed.

ADOPTED BUDGET

16210 PUB WORKS ENGINEERING CIP	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	88,294	69,793	69,638	91,619
BENEFITS	43,961	33,112	24,245	34,806
SERVICES & SUPPLIES	1,695	1,401	2,075	2,075
PUB WORKS ENGINEERING CIP	133,950	104,306	95,958	128,500

A Public Works Capital Projects budget of \$128,500 is recommended for 2017/18, an increase of \$32,542 over 2016/17.

Salaries are recommended at \$91,619, an increase of \$21,781 over 2016/17 due to a change in staffing allocation.

Benefits are recommended at \$34,806, an increase of \$10,561 over 2016/17. Increase is due to higher pension costs as well as a change in staffing allocation.

Services and Supplies are recommended at \$2,075, no change compared to 2016/17.

POLICY OPTIONS

None

ENGINEERING DEVELOPMENT

Development Engineering, part of the Engineering Division, includes the office of the City Engineer and addresses site development, ROW (Right Of Way) encroachments, traffic engineering, and floodplain management. Tasks include review, approval, and inspection of engineering elements of private development projects to assure conformance to City policies, ordinances, resolutions, codes, and standards. These elements include tentative maps, environmental impact reports, conditional use permits, certificates of compliance, and site plans and result in approval of subdivision improvement plans, public improvements, plot maps, final parcel maps, lot line adjustments and mergers. The division maintains the City's street design and construction standards, and provides code enforcement and issues encroachment permits for work within the public right of way and public easements. The City Engineer serves as the City's Floodplain Administrator under the FEMA National Flood Insurance Program and the City's ADA (Americans with Disability Act) Transition Plan, oversees portions of the City's MS4 Phase II Stormwater permit requirements, and 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.

ADOPTED BUDGET

16200 PUB WORKS ENGINEERING DEVELOPMENT	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	273,842	230,209	274,817	256,116
BENEFITS	93,897	90,448	95,787	106,110
SERVICES & SUPPLIES	8,068	10,809	12,675	12,675
PUB WORKS ENGINEERING DEVELOPMENT	375,807	331,466	383,279	374,901

A Public Works Engineering Development budget of \$374,901 is recommended for 2017/18, a decrease of \$8,378 from 2016/17.

Salaries are recommended at \$256,116, a decrease of \$18,701 from 2016/17 due to non-recurring salary costs in 2016/17.

Benefits are recommended at \$106,110, an increase of \$10,323 over 2016/17 due to an increase in retirement costs.

Services and Supplies are recommended at \$12,675, no change from 2016/17.

POLICY OPTIONS

None

PUBLIC WORKS ENGINEERING - TRAFFIC

Managed by the Engineering Division, traffic engineering services addresses all traffic projects, including review of traffic infrastructure improvements, assessing traffic impacts caused by private development, transportation permits, and traffic and parking control plans.

ADOPTED BUDGET

16220 PUB WORKS ENGINEERING TRAFFIC	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	38,273	11,455	22,983	43,769
BENEFITS	1,193	2,184	14,808	20,589
SERVICES & SUPPLIES	875	1,372	1,200	1,900
PUB WORKS ENGINEERING TRAFFIC	40,341	15,011	38,991	66,258

A Public Works Engineering Traffic budget of \$66,258 is recommended for 2017/18, an increase of \$27,267 over 2016/17.

Salaries are recommended at \$43,769, an increase of \$20,786 over 2016/17 due to net effect of increases from recently negotiated bargaining agreements offset by decreases from non-recurring salary costs.

Benefits are recommended at \$20,589, an increase of \$5,781 over 2016/17 due to increased retirement costs.

Services and Supplies are recommended at \$1,900, an increase of \$700 over 2016/17 mainly due to increased cell phone costs.

POLICY OPTIONS

None

STREET SIGNALS and LIGHTS

Street Signals and Lights, managed by the Operations Division, ensure proper operation of the City’s streetlights and traffic signals. 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 3,000 annual requests for underground service alerts.

ADOPTED BUDGET – Street Signals

24112 STREET SIGNALS AND LIGHTS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	202,177	212,212	198,319	205,195
BENEFITS	79,808	82,233	92,240	87,344
SERVICES & SUPPLIES	460,168	305,672	322,563	414,722
STREET SIGNALS AND LIGHTS	742,153	600,117	613,122	707,261

A Street Signals and Lights budget of \$707,261 is recommended for 2017/18, an increase of \$94,139 over 2016/17.

Salaries are recommended at \$205,195, an increase of \$6,876 over 2016/17 due to a change in staffing allocation.

Benefits are recommended at \$87,344, a decrease of \$4,896 from 2016/17. Reduction in benefits is due to a change in employee benefit selections.

Services and Supplies are recommended at \$414,722, an increase of \$92,159 over 2016/17. Increase in services and supplies due to lighting retrofit program.

ADOPTED BUDGET – Street Lights

16530 PUB WORKS STREET LIGHTS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SERVICES & SUPPLIES	(288)	181,533	175,000	175,000
PUB WORKS STREET LIGHTS	(288)	181,533	175,000	175,000

A Public Works Street Lights budget of \$175,000 is recommended for 2017/18, no change from 2016/17.

Services and Supplies are recommended at \$175,000, no change from 2016/17.

POLICY OPTIONS

None

WASTE WATER PUMP STATIONS

Waste Water Pump Stations, part of the Environmental Services Division, include the safe transmission of wastewater to the Ellis Creek Water Recycling Facility (ECWRF) through the City's nine sewer pump stations which can deliver 6.7 million gallons per day (mgd) average dry weather flow, and up to 36 mgd wet weather flow from within the City's service area including Penngrove.

ADOPTED BUDGET

<u>66250 WASTE WATER SEWAGE PUMP STATIONS</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	119,691	124,040	104,270	150,926
BENEFITS	51,350	56,910	48,514	60,993
SERVICES & SUPPLIES	224,740	171,714	395,000	389,700
WASTE WATER SEWAGE PUMP STATIONS	395,781	352,664	547,784	601,619

A Waste Water Pump Station budget of \$601,619 is recommended for 2017/18. This is an increase of \$53,835 over 2016/17.

Salaries are recommended at \$150,926, an increase of \$46,656 over 2016/17 due to increases from recently negotiated bargaining agreements and changes to staffing allocations offset by non-recurring salary costs.

Benefits are recommended at \$60,993, an increase of \$12,479 over 2016/17 due to higher retirement costs.

Services and Supplies of \$389,700 are recommended, a decrease of \$5,300 from 2016/17 due mainly to lower intragovernmental charges.

POLICY OPTIONS

None

WASTE WATER INDUSTRIAL

Waste Water Industrial, within the Environmental Services Division, includes environmental compliance for wastewater treatment and disposal, industrial wastewater pretreatment, laboratory analysis, pollution prevention, biosolids disposal, and other permit requirements. Treated wastewater is analyzed for over 100 chemical constituents and results are submitted monthly to the State environmental regulators.

ADOPTED BUDGET

66400 WASTE WATER INDUSTRIAL	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	83,171	94,051	135,349	164,629
BENEFITS	40,901	42,647	67,194	81,844
SERVICES & SUPPLIES	193,915	226,072	290,700	290,700
CAPITAL EXPENDITURES	-	-	-	48,000
WASTE WATER INDUSTRIAL	317,987	362,770	493,243	585,173

A Waste Water Industrial budget of \$585,173 is recommended for 2017/18. This is an increase of \$91,930 over 2016/17.

Salaries are recommended at \$164,629, an increase of \$29,280 over 2016/17. Increase is due to employees advancing in the salary step range, and the partial funding for a new Mechanical and Electrical Maintenance Supervisor.

Benefits are recommended at \$81,844, an increase of \$14,650 over 2016/17 due to increases in retirement costs.

Services and Supplies of \$290,700 are recommended, no change from 2016/17.

Capital expenditures are recommended at \$48,000 for 2017/18, an increase of \$48,000 over 2016/17 for purchase of vehicles.

POLICY OPTIONS

None

WASTE WATER RECLAMATION

Waste Water Reclamation, within the Environmental Services Division, includes tertiary wastewater treatment, pumping, storage, and distribution of recycled water to urban and agricultural customers. Treatment entails a system of filters and ultraviolet light disinfection prior to delivery to dairies, ranches, golf courses, vineyards, city parks, schools, greenbelts, the airport, and ECWRF buildings and grounds.

ADOPTED BUDGET

<i>66500 WASTE WATER RECLAMATION</i>	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	207,326	213,960	260,605	319,855
BENEFITS	84,069	96,396	110,131	121,469
SERVICES & SUPPLIES	667,090	564,653	1,077,000	675,300
WASTE WATER RECLAMATION	958,485	875,009	1,447,736	1,116,624

A Waste Water Reclamation budget of \$1,116,624 is recommended for 2017/18. This is a decrease of \$331,112 from 2016/17.

Salaries are recommended at \$319,855, an increase of \$59,250 over 2016/17. Increase is due to those employees advancing in the salary step range, and the partial funding for a new Mechanical and Electrical Maintenance Supervisor.

Benefits are recommended at \$121,469, an increase of \$11,338 over 2016/17 due to increased retirement costs.

Services and Supplies of \$675,300 are recommended. This is a decrease of \$401,700 from 2016/17 due to decreased charges for participation in the North Bay Water Reuse Authority (NBWRA).

POLICY OPTIONS

None

WASTE WATER ELLIS CREEK OPERATIONS

Waste Water Ellis Creek Operations, within the Environmental Services Division, includes wastewater treatment, and polishing wetland area management. Ellis Creek Waste Water Recycling Facility (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.

ADOPTED BUDGET

<u>66700 WASTE WATER ELLIS CREEK OPERATIONS</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	1,023,858	1,095,598	1,161,067	1,393,276
BENEFITS	437,512	483,253	504,615	557,779
SERVICES & SUPPLIES	3,105,097	2,978,818	3,725,520	3,993,908
CAPITAL EXPENDITURES	-	-	101,100	80,000
WASTE WATER ELLIS CREEK OPERATIONS	4,566,467	4,557,669	5,492,302	6,024,963

A Waste Water Ellis Creek operations budget of \$6,024,963 is recommended for 2017/18. This is an increase of \$532,661 over 2016/17.

Salaries are recommended at \$1,393,276, an increase of \$232,209 over 2016/17. Increase is due to a reallocation of salary costs, and the partial funding for a new Mechanical and Electrical Maintenance Supervisor.

Benefits are recommended at \$557,779, an increase of \$53,164 over 2016/17 due to increased retirement costs.

Services and Supplies of \$3,993,908 are recommended, an increase of \$268,388 over 2016/17. This represents an increase in maintenance, supply and chemical costs.

Capital expenditures are recommended at \$80,000 for 2017/18, a decrease of \$21,100 from 2016/17.

POLICY OPTIONS

None

WATER CONSERVATION

Water Conservation, within the Environmental Services Division, includes water conservation, drought response, and water supply planning. Water Conservation programs to reduce potable water demand, includes Mulch Madness for turf replacement, WaterWise house calls, rebates for toilets and washing machines, demonstration garden conversions, and public outreach.

ADOPTED BUDGET

<u>67200 WATER CONSERVATION</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	127,219	184,312	161,557	158,355
BENEFITS	45,387	96,358	80,436	76,895
SERVICES & SUPPLIES	352,277	491,024	476,176	480,337
WATER CONSERVATION	524,883	771,694	718,169	715,587

A Water Conservation budget of \$715,587 is recommended for 2017/18. This is a decrease of \$2,582 from 2016/17.

Salaries are recommended at \$158,355, a decrease of \$3,202 from 2016/17 due to non-recurring salary costs in 2016/17.

Benefits are recommended at \$76,895, a decrease of \$3,541 from 2016/17. Decrease is the net effect of increased retirement costs and a decrease from a change in staffing allocation.

Services and Supplies of \$480,337 are recommended, an increase of \$4,161 over 2016/17 mainly due to the cost of a new vehicle.

POLICY OPTIONS

None

AUTO/EQUIP MAINTENANCE SHOP

The Automotive/Equipment Maintenance Shop, managed by the Operations Division, maintains and repairs the City’s fleet and mobile equipment, for ensuring the safe and reliable operation for the City’s nearly one-hundred vehicles and equipment fleet.

ADOPTED BUDGET

16400 PUB WORKS AUTO/EQUIP MAINT SHOP	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	110,143	139,804	148,399	136,890
BENEFITS	47,290	60,505	58,785	60,161
SERVICES & SUPPLIES	15,102	14,635	16,300	17,400
CAPITAL EXPENDITURES	51	-	-	-
PUB WORKS AUTO/EQUIP MAINT SHOP	172,586	214,944	223,484	214,451

An Auto/Equip Maintenance Shop budget of \$214,451 is recommended for 2017/18. This is a decrease of \$9,033 from 2016/17.

Salaries are recommended at \$136,890, a decrease of \$11,509 from 2016/17. Decrease in salary costs is due to a change in staffing allocation.

Benefits are recommended at \$60,161, an increase of \$1,376 over 2016/17 due to increased retirement costs.

Services and Supplies of \$17,400 are recommended, an increase of \$1,100 over 2016/17 mainly due to increased operating supplies and fuel costs.

POLICY OPTIONS

None

DOWNTOWN STREETS/SIDEWALKS MAINTENANCE

Downtown Streets/Sidewalks Maintenance, overseen by the Operations Division, funds streets and sidewalks maintenance in the downtown area, includes inspection and repair to endeavor to ensure that ADA standards are met on downtown streets and sidewalks.

ADOPTED BUDGET

<u>16550 DOWNTOWN STREETS/SIDEWALKS MAINTENAN</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SERVICES & SUPPLIES	13,209	51,448	136,200	136,200
DOWNTOWN STREETS/SIDEWALKS MAINTENANCE	13,209	51,448	136,200	136,200

A Downtown Street and Sidewalks Maintenance budget of \$136,200 is recommended for 2017/18. This is unchanged from 2016/17.

Services and Supplies of \$136,200 are recommended, no change from 2016/17.

POLICY OPTIONS

None

PUBLIC WORKS TURNING BASIN/D ST BRIDGE

Public Works Turning Basin and D Street Bridge, operated by the Operations Division, funds the operation and maintenance of the D Street Bridge and the City docks in the Turning Basin, including on-call bridge operations. The Turning Basin can dock up to 60 boats, where daily boat related activities are overseen by the City's Harbormaster.

ADOPTED BUDGET

16600 PUB WORKS TURNING BASIN/D ST BRIDGE	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	4,679	4,814	10,695	9,952
BENEFITS	2,170	1,842	2,969	3,176
SERVICES & SUPPLIES	25,524	8,398	26,800	20,904
PUB WORKS TURNING BASIN/D ST BRIDGE	32,373	15,054	40,464	34,032

A Public Works Turning Basin and D St Bridge budget of \$34,032 is recommended for 2017/18. This represents a decrease of \$6,432 from 2016/17.

Salaries are recommended at \$9,952, a decrease of \$743 from 2016/17. Decrease in salary costs is due to a change in staffing allocation.

Benefits are recommended at \$3,176, an increase of \$207 over 2016/17 due to increased retirement costs.

Services and Supplies of \$20,904 are recommended, a decrease of \$5,896 from 2016/17 due to a reduction in repairs and maintenance.

POLICY OPTIONS

None

GAS TAX

The Gas Tax fund receives gas tax revenues, which are transferred to the Street Operations fund and used to maintain City streets, signs, signals, and streetlights.

ADOPTED BUDGET

<i>24100 GAS TAX</i>	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	52,745	36,462	35,187	185,205
TRANSFERS	1,156,952	1,851,262	1,185,832	1,636,850
GAS TAX	1,209,697	1,887,724	1,221,019	1,822,055

A Gas Tax budget of \$1,822,055 is recommended for 2017/18. This is an increase of \$601,036 over 2016/17.

Services and Supplies of \$185,205 are recommended, an increase of \$150,018 over 2016/17 mainly due to costs related to garbage franchise agreement. These costs will be offset by a revenue reimbursement.

Transfers Out is recommended at \$1,636,850, an increase of \$451,018 over 2016/17. This represents an increased transfer to the Street Maintenance Fund to fund operating and capital expenditures.

POLICY OPTIONS

None

STREET MAINTENANCE (HUT)

Street Maintenance, a part of the Operations Division, maintains City streets and pavement by performing pothole patching, overlays, trench repair, dig outs, crack sealing, weed abatement, debris removal, trail maintenance, tree trimming, and sidewalk mitigation and flood response. Typically, fifteen to twenty tons of asphalt are applied per week during the winter season and two hundred to four hundred tons per week during the summer season. The crews also provide emergency response during floods and natural disasters.

ADOPTED BUDGET

<i>24110 STREET MAINTENANCE (HUT)</i>	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	707,191	533,637	637,376	602,860
BENEFITS	381,257	278,735	347,539	313,011
SERVICES & SUPPLIES	773,743	782,202	659,776	658,569
CAPITAL EXPENDITURES	5,571	-	-	108,000
TRANSFERS	491,957	160,265	942,250	532,000
STREET MAINTENANCE (HUT)	2,359,719	1,754,839	2,586,941	2,214,440

A Street Maintenance budget of \$2,214,440 is recommended for 2017/18. This is a decrease of \$372,501 from 2016/17.

Salaries are recommended at \$602,860, a decrease of \$34,516 from 2016/17. The decrease is the net effect of increases from recently negotiated bargaining agreements and decreases from non-recurring salary costs.

Benefits are recommended at \$313,011, a decrease of \$34,528 from 2016/17. Decrease is due to the net effect of increased retirement costs and decreases from a change in staffing allocation.

Services and Supplies of \$658,569 are recommended, a decrease of \$1,207 from 2016/17.

Capital expenditures are recommended at \$108,000 for 2017/18, an increase of \$108,000 over 2016/17 for purchase of a heavy duty cab and chassis to replace undersized patch truck and swap current patch box to new cab and chassis.

Transfers Out is recommended at \$532,000, a decrease of \$410,250 from 2016/17.

POLICY OPTIONS

None

STREET SIGNS AND MARKINGS

Street Signals and Markings, part of the Operations Division, manages street markings and signage by installing and maintaining regulatory, directional, street, and special signs; and applying traffic markings such as crosswalks, fog lines, bike lanes, reflectors, painted curbs and yellow traffic buttons.

ADOPTED BUDGET

<u>24111 STREET SIGNS AND MARKINGS</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	161,212	281,752	297,144	324,721
BENEFITS	71,660	134,213	143,739	153,936
SERVICES & SUPPLIES	165,236	153,464	99,561	143,290
CAPITAL EXPENDITURES	45	-	-	-
STREET SIGNS AND MARKINGS	398,153	569,429	540,444	621,947

A Street Signs and Markings budget of \$621,947 is recommended for 2017/18. This is an increase of \$81,503 over 2016/17.

Salaries are recommended at \$324,721, an increase of \$27,577 over 2016/17 due to the net effect of increases from recently negotiated bargaining agreements offset by decreases from non-recurring salary costs.

Benefits are recommended at \$153,936, an increase of \$10,197 over 2016/17 due to increased pension costs.

Services and Supplies of \$143,290 are recommended, an increase of \$43,729 over 2016/17 due mainly to increased intragovernmental charges.

POLICY OPTIONS

None

WASTE WATER COLLECT SYSTEM

The Waste Water Collection System, operated and maintained by the Operations Division, provides 24/7 sewer collection and conveyance of domestic, commercial and industrial wastewater generated within Petaluma and Penngrove. The collection system comprises the underground piping that transport sewage from businesses and residences to the treatment plant consisting of more than 195 miles of collection pipes. The nine sewer pump stations are funded elsewhere in the budget. A continuous inspection program identifies problem areas (3) remote control TV cameras that are inserted through the main pipelines. Preventative repairs and cleaning, done with the use of high-pressure water jet vacuum truck, are initiated based on inspection results.

ADOPTED BUDGET

66200 WASTE WATER COLLECT SYSTEM	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	515,862	535,224	451,982	492,483
BENEFITS	209,127	213,793	213,001	231,554
SERVICES & SUPPLIES	265,028	224,503	400,400	400,400
CAPITAL EXPENDITURES	-	-	25,000	-
WASTE WATER COLLECT SYSTEM	990,017	973,520	1,090,383	1,124,437

A Waste Water Collect System budget of \$1,124,437 is recommended for 2017/18. This is an increase of \$34,054 over 2016/17.

Salaries are recommended at \$492,483, an increase of \$40,501 over 2016/17 due to the net effect of increases from recently negotiated bargaining agreements offset by decreases from non-recurring salary costs.

Benefits are recommended at \$231,554, an increase of \$18,553 over 2016/17. Increase is due to a change in staffing allocation, and increased pension costs.

Services and Supplies of \$400,400 are recommended, no change from 2016/17.

Capital expenditures are recommended at \$0 for 2017/18, a decrease of \$25,000 from 2016/17.

POLICY OPTIONS

None

WASTE WATER CUSTOMER SERVICES

Customer Service is part of the Operations Division and staff answer customer billing inquiries, respond to service orders, and supports the utility billing system, working closely with the Finance Department to investigate and resolve customer-billing issues.

ADOPTED BUDGET

<u>66300 WASTE WATER CUSTOMER SVC</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	176	-	-	-
BENEFITS	(19,723)	-	-	-
SERVICES & SUPPLIES	83,362	101,991	113,100	113,100
WASTE WATER CUSTOMER SVC	63,815	101,991	113,100	113,100

A Waste Water Customer Service budget of \$113,100 is recommended for 2017/18. This is unchanged from 2016/17.

Services and Supplies of \$113,100 are recommended, no change from 2016/17.

POLICY OPTIONS

None

WASTE WATER STORM DRAIN

Waste Water Storm Drain, part of the Operations Division, funds that portion of storm drain management directly related to the operation of the Sewer Utility. Storm water crews clear, clean, and maintain approximately 4,645 storm drain catch basins, miles of culverts and open ditches, and the storm water pump stations located at Payran, Vallejo and Wilson Streets.

ADOPTED BUDGET

<u>66600 WASTE WATER STORM DRAIN</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	79,979	139,215	111,052	95,389
BENEFITS	38,526	63,034	51,344	46,527
SERVICES & SUPPLIES	47,263	66,155	44,750	44,750
WASTE WATER STORM DRAIN	165,768	268,404	207,146	186,666

A Waste Water Storm Drain budget of \$186,666 is recommended for 2017/18. This is a decrease of \$20,480 from 2016/17.

Salaries are recommended at \$95,389, a decrease of \$15,663 from 2016/17 due to the net effect of increases from recently negotiated bargaining agreements and decreases from non-recurring salary costs.

Benefits are recommended at \$46,527, a decrease of \$4,817 from 2016/17. Decrease is due to a change in staffing allocation.

Services and Supplies of \$44,750 are recommended, no change from 2016/17.

POLICY OPTIONS

None

WATER CUSTOMER SERVICES

Water Customer Service, part of the Operations Division, answers customer billing inquiries, reads meters, responds to field service orders, conducts water turn-ons and shut-offs, and supports the utility billing system, working closely with the Finance Department to investigate and resolve customer-billing inquiries.

ADOPTED BUDGET

<u>67300 WATER CUSTOMER SERVICES</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	206,450	217,786	161,619	159,834
BENEFITS	84,982	120,723	88,706	89,452
SERVICES & SUPPLIES	102,468	312,147	374,720	379,078
WATER CUSTOMER SERVICES	393,900	650,656	625,045	628,364

A Water Customer Services budget of \$628,364 is recommended for 2017/18. This is an increase of \$3,319 over 2016/17.

Salaries are recommended at \$159,834, a decrease of \$1,785 from 2016/17 due to the net effect of increases from recently negotiated bargaining agreements and decreases from non-recurring salary costs.

Benefits are recommended at \$89,452, an increase of \$746 over 2016/17 due to increased retirement costs.

Services and Supplies of \$379,078 are recommended, an increase of \$4,358 over 2016/17 due mainly to increased intragovernmental charges.

POLICY OPTIONS

None

WATER LEAK DETECT/CROSS CONNECT

Water Leak Detect/Cross Connect, is part of the Operations Division where crews utilize leak detection equipment to identify water leaks, and manage the cross-connection control program in compliance with the California Department of Health Services regulations.

ADOPTED BUDGET

<u>67400 WATER LEAK DETECT/CROSS CONNECT</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	81,769	82,885	74,422	80,707
BENEFITS	35,929	36,716	38,307	38,653
SERVICES & SUPPLIES	8,361	5,100	11,500	11,000
WATER LEAK DETECT/CROSS CONNECT	126,059	124,701	124,229	130,360

A Water Leak Detect/Cross Connect budget of \$130,360 is recommended for 2017/18. This is an increase of \$6,131 over 2016/17.

Salaries are recommended at \$80,707, an increase of \$6,285 over 2016/17 due to the net effect of increases from recently negotiated bargaining agreements offset by decreases from non-recurring salary costs.

Benefits are recommended at \$38,653, an increase of \$346 over 2016/17. Increase is due to a change in staffing allocation, and increased retirement costs.

Services and Supplies of \$11,000 are recommended, a decrease of \$500 from 2016/17.

POLICY OPTIONS

None

WATER PUMPING

Managed by the Operations Division, potable water is purchased from the Sonoma County Water Agency and distributed to City customers through nine water pump stations (WPS), ten active storage reservoirs with 10.1 million gallons of capacity, five pressure zones, and over 270 miles of pipelines. This cost center funds the operations and maintenance of these WPS and reservoirs, and on twenty-one wells.

ADOPTED BUDGET

67500 WATER PUMPING	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	-	-	3,721	46,298
BENEFITS	-	-	21,631	22,002
SERVICES & SUPPLIES	183,372	201,862	496,240	462,750
CAPITAL EXPENDITURES	-	-	18,000	-
WATER PUMPING	183,372	201,862	539,592	531,050

A Water Pumping budget of \$531,050 is recommended for 2017/18. This is a decrease of \$8,542 from 2016/17.

Salaries are recommended at \$46,298, an increase of \$42,577 over 2016/17. Increase is due to a partial allocation of a Utility System Operator, and represents increases due to adjustments for those employees advancing in the salary step range.

Benefits are recommended at \$22,002, an increase of \$371 over 2016/17 due to increased retirement costs.

Services and Supplies of \$462,750 are recommended, a decrease of \$33,490 from 2016/17. This represents a decrease in professional services costs.

Capital expenditures are recommended at \$0 for 2017/18, a decrease of \$18,000 from 2016/17.

POLICY OPTIONS

None

WATER SOURCE OF SUPPLY

Overseen by the Operations Division, this cost center funds potable water purchased from the Sonoma County Water Agency and distributed to City customers.

ADOPTED BUDGET

<u>67600 WATER SOURCE OF SUPPLY</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SERVICES & SUPPLIES	5,629,547	5,287,745	6,950,000	7,297,500
WATER SOURCE OF SUPPLY	5,629,547	5,287,745	6,950,000	7,297,500

A Water Source of Supply budget of \$7,297,500 is recommended for 2017/18. This is an increase of \$347,500 over 2016/17.

Services and Supplies of \$7,297,500 are recommended, an increase of \$347,500 over 2016/17. This represents an increase in wholesale water costs.

POLICY OPTIONS

None

WATER TRANSMISSION AND DISTRIBUTION

Managed by the Operations Division, potable water is transmitted and distributed to City customers through nine water pump stations, ten active storage reservoirs with 10.1 million gallons of capacity, five pressure zones, and over 270 miles of transmission and distribution pipelines serving 19,739 metered customers with over 7,636 valves and appurtenances. This cost center funds the maintenance and repair of the pipelines. A State certified Class 5 Water System Operator is required to assure water quality and reliability of service of the distribution system by overseeing continuous testing for pathogens and chlorine levels; and monitoring of deliveries, leaks, and system pressures.

ADOPTED BUDGET

67700 WATER TRANSMISSION & DISTRIBUTION	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	1,045,279	1,093,081	1,110,284	1,107,759
BENEFITS	488,679	487,915	512,718	543,269
SERVICES & SUPPLIES	473,047	570,283	977,650	977,650
CAPITAL EXPENDITURES	-	-	-	380,500
WATER TRANSMISSION & DISTRIBUTION	2,007,005	2,151,279	2,600,652	3,009,178

A Water Transmission and Distribution budget of \$3,009,178 is recommended for 2017/18. This is an increase of \$408,526 over 2016/17.

Salaries are recommended at \$1,107,759, a decrease of \$2,525 from 2016/17. Salary decrease is due to a change in staffing allocation.

Benefits are recommended at \$543,269, an increase of \$30,551 over 2016/17 due to increased retirement costs.

Services and Supplies of \$977,650 are recommended, no change from 2016/17.

Capital expenditures are recommended at \$380,500 for 2017/18, an increase of \$380,500 over 2016/17. This is for the replacement of an aging vacuum truck used for water line repairs.

POLICY OPTIONS

None

AIRPORT ADMIN/OPERATIONS

The Airport is managed out of Administration Division, and see approximately 60,000 take-offs and landings each year. There are 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. A self-serve fueling island, providing 24/7 Avgas and on-call jet fuel, is available. The automated weather observation system and a ground communication outlet are safety features important to attract charter aircraft business.

ADOPTED BUDGET

61100 AIRPORT ADMIN/OPERATIONS	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	112,209	116,376	143,285	146,432
BENEFITS	62,095	55,079	71,172	48,899
SERVICES & SUPPLIES	894,372	976,130	834,453	842,747
TRANSFERS	619,644	-	256,000	590,000
AIRPORT ADMIN/OPERATIONS	1,688,320	1,147,585	1,304,910	1,628,078

An Airport Admin/Operations budget of \$1,628,078 is recommended for 2017/18. This is an increase of \$323,168 over 2016/17.

Salaries are recommended at \$146,432, an increase of \$3,147 over 2016/17. Increase in salary costs is due to a change in staffing allocation.

Benefits are recommended at \$48,899, a decrease of \$22,273 from 2016/17. Decrease in benefits is due to a change in selection of health benefits.

Services and Supplies of \$842,747 are recommended, an increase of \$8,294 over 2016/17 due mainly to increased equipment appropriations.

Transfers Out is budgeted at \$590,000 in 2017/18, an increase of \$334,000 over 2016/17. This represents an increase in capital project activity directly affecting the transfers out that fund CIP projects.

POLICY OPTIONS

None

AIRPORT FUELING

The Airport offers Avgas service via a self-serve fueling island 24/7 and jet fuel service available on-call during normal working hours. Net income from this cost center funds airport operations.

ADOPTED BUDGET

<u>61200 AIRPORT FUELING</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SERVICES & SUPPLIES	620,336	556,820	599,800	637,000
AIRPORT FUELING	620,336	556,820	599,800	637,000

An Airport Fueling budget of \$637,000 is recommended for 2017/18. This is an increase of \$37,200 over 2016/17.

Services and Supplies of \$637,000 are recommended, an increase of \$37,200 over 2016/17 caused by an increase in fuel costs.

POLICY OPTIONS

None

AIRPORT HANGERS

Overseen by the Administration Division, the Airport has 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. Net income from the cost center funds airport operations and maintenance.

ADOPTED BUDGET

61300 AIRPORT HANGARS	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SERVICES & SUPPLIES	25,634	43,934	39,500	124,700
AIRPORT HANGARS	25,634	43,934	39,500	124,700

An Airport Hangers budget of \$124,700 is recommended for 2017/18. This is an increase of \$85,200 over 2016/17.

Services and Supplies of \$124,700 are recommended, an increase of \$85,200 over 2016/17 due to implementation of the hangar maintenance program and additional maintenance costs.

POLICY OPTIONS

None

MARINA ADMINISTRATION/OPERATIONS

Overseen by the Administration Division, the Harbormaster manages the Petaluma Marina with 167 berths varying from 22' – 40' that has an average occupancy rate of 52%. The Marina offers gasoline and diesel fuel sales for maritime vessels.

ADOPTED BUDGET

<u>64100 MARINA ADMIN/OPERATIONS</u>	<u>2015 Actuals</u>	<u>2016 Actuals</u>	<u>2017 Revised</u>	<u>2018 Adopted</u>
SALARY	28,486	27,836	31,531	30,098
BENEFITS	6,366	6,113	7,261	6,214
SERVICES & SUPPLIES	428,340	432,586	265,914	229,941
TRANSFERS	-	15,000	-	-
MARINA ADMIN/OPERATIONS	463,192	481,535	304,706	266,253

A Marina budget of \$266,253 is recommended for 2017/18. This is a decrease of \$38,453 from 2016/17.

Salaries are recommended at \$30,098, a decrease of \$1,433 from 2016/17 due to a change in staffing allocation.

Benefits are recommended at \$6,214, a decrease of \$1,047 from 2016/17. Decrease is due to a change in selection of benefits.

Services and Supplies of \$229,941 are recommended, a decrease of \$35,973 from 2016/17. This represents a decrease in supplies and advertising.

Transfers Out is budgeted at \$0 in 2017/18, no change from 2016/17.

POLICY OPTIONS

None

PUBLIC WORKS BLDG. /FACILITY MAINTENANCE

Public Works Building and Facility maintenance, included in the Operations 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. Tasks include maintenance and repair, repairs due to vandalism, graffiti eradication, cleaning and repairing structures, and responding to requests from the public. Staff manages contracted janitorial services for City Hall, Community Center, Senior Center, Kennilworth Center, Transit Building, Police and Fire stations, Keller Street Garage, Field Office and Ellis Creek Water Recycling Facility.

ADOPTED BUDGET

16300 PUB WORKS BLDG/FACILITY MAINTENANCE	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	163,405	167,695	167,300	172,695
BENEFITS	72,273	71,429	70,957	72,191
SERVICES & SUPPLIES	405,930	477,075	464,850	452,400
PUB WORKS BLDG/FACILITY MAINTENANCE	641,608	716,199	703,107	697,286

A Public Works Building/Facility Maintenance budget of \$697,286 is recommended for 2017/18. This is a decrease of \$5,821 from 2016/17.

Salaries are recommended at \$172,695, an increase of \$5,395 over 2016/17. Increase in salary costs is due to a change in staffing allocation.

Benefits are recommended at \$72,191, an increase of \$1,234 over 2016/17 due to increased retirement costs.

Services and Supplies of \$452,400 are recommended for 2017/18, a decrease of \$12,450 from 2016/17. This represents a decrease in professional services costs.

POLICY OPTIONS

None

PUBLIC WORKS PARKS MAINTENANCE

Public Works Parks maintenance, overseen by the Operations Division, 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 City’s Arborist, funded by this cost center, supports the Tree Committee and provides professional oversight of City trees and enforcement of related ordinances. Tasks include litter pickup, playground safety checks and repairs, restroom cleaning, irrigation maintenance and repair, mowing, turf and ball field maintenance, pruning, fertilization, weed control, repairs due to vandalism, graffiti eradication, cleaning and repairing structures, tree maintenance, mulching, and responding to requests from the public.

ADOPTED BUDGET

16540 PUB WORKS PARKS MAINTENANCE	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	553,046	644,312	729,308	677,075
BENEFITS	224,650	227,756	241,700	244,171
SERVICES & SUPPLIES	693,750	747,909	744,825	700,305
PUB WORKS PARKS MAINTENANCE	1,471,446	1,619,977	1,715,833	1,621,551

A Public Works Parks Maintenance budget of \$1,621,551 is recommended for 2017/18. This is a decrease of \$94,282 from 2016/17.

Salaries are recommended at \$677,075, a decrease of \$52,233 from 2016/17. Decrease in salary costs is due to a change in staffing allocation.

Benefits are recommended at \$244,171, an increase of \$2,471 over 2016/17 due to increased retirement costs.

Services and Supplies of \$700,305 are recommended for 2017/18, a decrease of \$44,520 from 2016/17. This represents a decrease in maintenance costs.

POLICY OPTIONS

None

PUBLIC WORKS LAD ADMIN/OPERATIONS

Public Works Landscape Assessment Districts, managed by the Operations Division, funds the maintenance contracts for 45 lighting and landscape assessment districts (LLAD). Responsibilities include working with developers and landscape architects at the planning stage, inspecting planting installations, testing of irrigation systems, final acceptance, resolving citizen complaints, working with citizen groups, responding to emergency call-outs, and overseeing work performed by outside contractors. LLAD duties include managing individual assessment district budgets, preparing the annual LLAD budgets, prepare engineering reports, and recommend assessments, formation of new districts, and the conducting of public meetings and elections to change assessment limits.

ADOPTED BUDGET

<i>25100 LAD ADMIN/OPERATIONS</i>	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	26,239	27,132	26,724	34,599
BENEFITS	11,897	12,293	12,115	13,369
SERVICES & SUPPLIES	298,270	362,423	329,801	425,849
LAD ADMIN/OPERATIONS	336,406	401,848	368,640	473,817

A Public Works LAD Admin/operations budget of \$473,817 is recommended for 2017/18. This is an increase of \$105,177 over 2016/17.

Salaries are recommended at \$34,599, an increase of \$7,875 over 2016/17. Increase in salary costs is due to a change in staffing allocation.

Benefits are recommended at \$13,369, an increase of \$1,254 over 2016/17 due to increased retirement costs.

Services and Supplies of \$425,849 are recommended for 2017/18, an increase of \$96,048 over 2016/17. This represents an increase in professional services costs due to the addition of a new LAD.

POLICY OPTIONS

None

TRANSIT ADMINISTRATION

Petaluma Transit and Petaluma Paratransit are managed by the Transit Division, consisting of a small City staff and a contracted transit operator. The operation and maintenance of fixed route and paratransit buses are operated under contract to MV Transportation, Inc.

ADOPTED BUDGET

65100 TRANSIT ADMIN	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	138,503	227,434	194,913	242,936
BENEFITS	59,530	80,968	86,272	112,255
SERVICES & SUPPLIES	170,965	1,590,098	1,119,199	562,307
TRANSFERS	66,729	33,342	354,650	-
TRANSIT ADMIN	435,727	1,931,842	1,755,034	917,498

A Transit Administration budget of \$917,498 is recommended for 2017/18. This is a decrease of \$837,536 from 2016/17. This decrease is caused by a lowering of a large pass-through grant to SMART, which is nearing completion.

Salaries are recommended at \$242,936, an increase of \$48,023 over 2016/17. Change in salary costs is due to adding a full-time Outreach and Marketing Coordinator, and by transferring in the Paratransit staffing allocation. Future salary and benefit savings will be obtained by not filling the Senior Transit Specialist Position and the retirement of the current Transit Division Manager.

Benefits are recommended at \$112,255, an increase of \$25,983 over 2016/17. Increase is due to an increase in retirement costs.

Services and Supplies of \$562,307 is recommended for 2017/18, a decrease of \$556,892 from 2016/17. This decrease is caused by a lowering of a large pass-through grant to SMART, which is nearing completion (program costs).

Transfers Out is \$0, a decrease of \$354,650 from 2016/17. This represents a decrease in CIP project activity and corresponding transfers to fund CIP projects.

POLICY OPTIONS

None

CITY ROUTES

Petaluma Transit provides service using a modern fleet of 14 buses operating 7 days per week on 6 distinct routes. Overall system productivity is near 20 passengers per hour, although much higher productivity occurs during school bell times. Expanded capacity is provided at school bell times to accommodate high volumes of student riders at the local junior highs and high schools. Routes operate on 30 and 60 minute headways weekdays from 6:15 am to 8:40 pm, Saturdays from 7:20 am to 8:40 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 14 modern, low-floor, fully accessible buses, equipped with Wi-Fi and a new, state-of-the-art automatic vehicle location/real time bus information system. Three new Diesel-Electric Hybrid buses were deployed in 2016/17.

ADOPTED BUDGET

65200 CITY ROUTES	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	4,311	4,474	-	-
BENEFITS	(944)	(4,132)	-	-
SERVICES & SUPPLIES	1,623,079	1,633,123	1,545,955	1,472,406
CAPITAL EXPENDITURES	-	-	2,321,210	-
TRANSFERS	299,112	417,259	-	144,000
CITY ROUTES	1,925,558	2,050,724	3,867,165	1,616,406

A City Routes budget of \$1,616,406 is recommended for 2017/18. This is a decrease of \$2,250,759 from 2016/17.

Services and Supplies of \$1,472,406 is recommended for 2017/18, a decrease of \$73,549 from 2016/17. This represents a decrease in contract operations costs, office supplies, operating supplies, and fuel.

Capital expenditures are recommended at \$0 for 2017/18, a decrease of \$2,321,210 from 2016/17, due to completion of capital projects in 2016/17.

Transfers Out is budgeted at \$144,000 for 2017/18, an increase of \$144,000 over 2016/17. This is for the Transit Signal Priority Phase III CIP project.

POLICY OPTIONS

None

PARATRANSIT

Petaluma Paratransit shares the same operating schedule as Petaluma Transit and provides approximately 26,000 door-to-door trips annually for people whose disabilities prevent them from utilizing fixed route buses. All vehicles feature on board computers that communicate with Paratransit dispatch in real time.

ADOPTED BUDGET

65300 PARATRANSIT	2015 Actuals	2016 Actuals	2017 Revised	2018 Adopted
SALARY	58,800	4,680	42,762	-
BENEFITS	3,961	-	23,332	-
SERVICES & SUPPLIES	655,394	611,865	639,430	600,400
CAPITAL EXPENDITURES	-	-	319,660	-
PARATRANSIT	718,155	616,545	1,025,184	600,400

A Paratransit budget of \$600,400 is recommended for 2017/18. This is a decrease of \$424,784 from 2016/17.

Salaries are recommended at \$0, a decrease of \$42,762 from 2016/17. This represents a decrease due to the allocation of all salaries to the Transit Admin cost center.

Benefits are recommended at \$0, a decrease of \$23,332 from 2016/17. This represents a decrease due to the allocation of all benefits to the Transit Admin cost center.

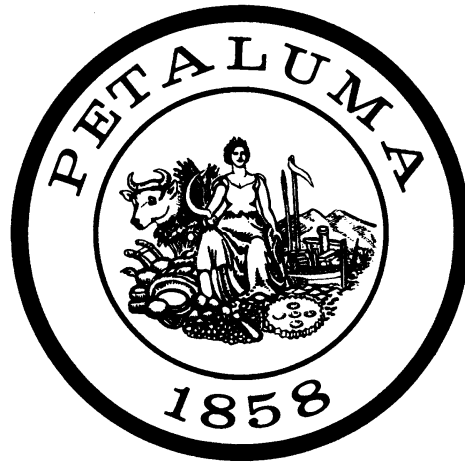
Services and Supplies budget of \$600,400 is recommended for 2017/18, a decrease of \$39,030 from 2016/17. This represents a decrease in operating supplies and cell phone costs.

Capital expenditures are recommended at \$0 for 2017/18, a decrease of \$319,660 from 2016/17. This is due to last year's paratransit vehicle replacements.

POLICY OPTIONS

None

CITY OF PETALUMA
CALIFORNIA



Capital Improvement Program

Five Year Plan

Fiscal Years 2018-2022

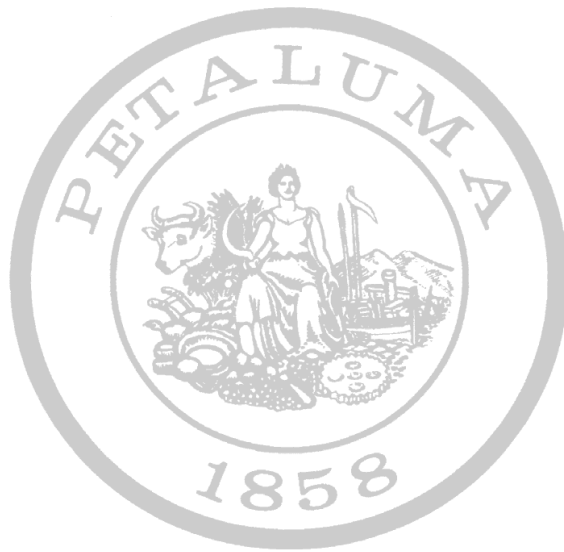


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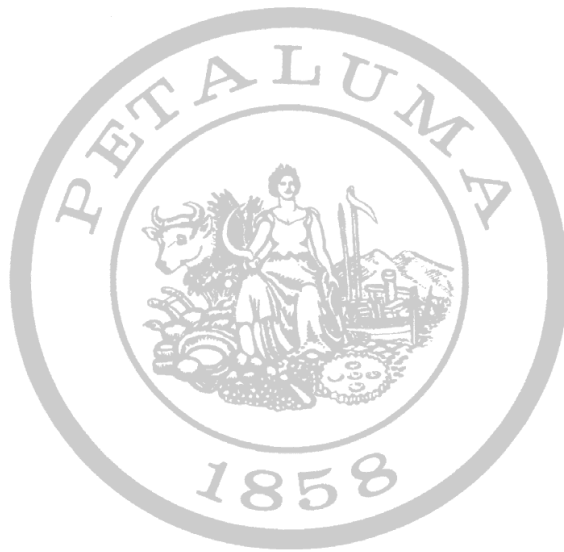
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FY 2017-18 Adopted CIP Budget

USES AND SOURCES

(dollars in \$000)

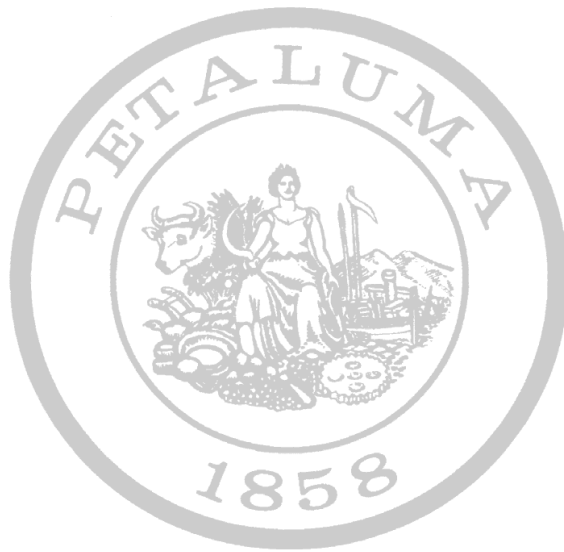
<u>USES (dollars in \$000)/FUND</u>	Airport CIP	Facilities CIP	Parks CIP	Public Works	Surface Water	Transit CIP	Water CIP	Recycled Water	Waste Water CIP	Budget FY 16-17 TOTAL
	6190	3110	3140	3160	3160	6590	6790	6690	6690	
Planning/Environmental	3	1	-	333	177	1	30	-	111	656
Land & Easements	-	-	-	20	-	-	-	-	2	22
Design	88	15	81	205	210	50	45	700	1,276	2,670
Legal Services	4	1	-	1	-	-	-	-	4	10
Administration	4	1	-	2	20	-	-	-	143	170
Construction Contracts	399	1,028	480	2,960	3,416	100	840	1,400	16,668	27,291
Construction Management	39	29	-	141	290	-	240	105	1,220	2,064
Contingency	45	73	43	246	334	17	160	282	2,950	4,150
CIP Overheads	8	16	6	45	53	10	32	36	359	565
TOTAL USES	\$ 590	\$ 1,164	\$ 610	\$ 3,953	\$ 4,500	\$ 178	\$ 1,347	\$ 2,523	\$ 22,733	\$ 37,598
<u>SOURCES (dollars in \$000)</u>										
Airport Operating	183									183
California Energy Commission Grant									3,000	3,000
Charges for Services - 45610				60						60
Community Facilities Impact Fees										-
Dept of Water Resources Grant					991					991
Developer Contributions				245						245
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Federal Transit Administration										-
Fire Suppression Impact Fees										-
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Interfund Loan - Waste Water				1,490						1,490
MTC Transit Performance Incentive						91				91
Park Land Development Impact Fees			410							410
Private Funding Agreement										-
Public Works Grants				217						217
SCWA Zone 2A Assessments					1,565					1,565
State Grant	19				1,714			589		2,322
Storm Drainage Impact Fees					43					43
Street Maintenance 2411				532						532
TDA Transit Capital funds										-
Transient Occupancy Tax		1,164		250						1,414
Transportation Fund for Clean Air						53				53
Traffic Mitigation Impact Fees				214		34				248
Utility Pavement Fees Water				435						435
Utility Pavement Fees Sewer				315						315
Waste Water Capital								700	19,733	20,433
Water Capital				180			1,347	1,234		2,761
Prior-year funds & timing of reimbursements	-	-	-	15	187	-	-	-	-	202
TOTAL SOURCES	\$ 590	\$ 1,164	\$ 610	\$ 3,953	\$ 4,500	\$ 178	\$ 1,347	\$ 2,523	\$ 22,733	\$ 37,598

FY 2017-18 CIP Budget by Project

			<u>\$000</u>
Airport CIP	C61501604	Runway Electrical Improvements	\$ 444
	C61201806	Hangar Drainage Improvements	51
	C61501907	Airport Monument sign	60
	C61502008	Generator Back-Up	35
			<hr style="width: 100%; border: 0.5px solid black;"/>
			590
Facilities CIP	C16201304	Community Center Interior Repairs	401
	C11201705	Police Department HVAC Replacement	94
	C11201706	Fire Station 1 Roof Replacement	119
	C11501910	Community Center Parking Lot Rehabilitation	400
	C00300405	Remodel of Fire Stations #2 & #3	150
			<hr style="width: 100%; border: 0.5px solid black;"/>
			1,164
Parks CIP	C00400205	Playground Replacements	130
	C14501607	Petaluma Community Sports Fields Baseball Diamond	480
			<hr style="width: 100%; border: 0.5px solid black;"/>
			610
Public Works	C16101201	Washington St Bridge Seismic Rehabilitation	63
	C00501204	Rainier Ave Cross-town Connector	10
	C03200503	River Trail - Washington to Lakeville	23
	C16101309	Channelization Lakeville & Pine View Way	372
	C16501412	LED Streetlight Retrofit	1,490
	C16101519	Rivertrail - 101/Crossing	45
	C16101601	Road Diet Extension Petaluma Blvd South	10
	C16501602	Downtown ADA Improvements	250
	C16101823	Pavement Restoration	1,250
	C16401824	Caufield Bridge and Extension	200
	e16082012	Payran UST	180
	e16101718	Sidewalk Repair Revolving Loan	60
			<hr style="width: 100%; border: 0.5px solid black;"/>
			3,953
Recycled Water	C66401415	Recycled Water Pipeline System Extensions - Prop 1A/Sonoma Mtn Pipeline	1,823
	C66401416	Tertiary Filtration System Expansion	700
			<hr style="width: 100%; border: 0.5px solid black;"/>
			2,523
Surface Water	C16301413	Capri Creek Re-contouring and Terracing	941
	C16301518	Old Corona Road Water Quality Mitigation	1,102
	C16301417	Washington Creek Repair & Enhancement	70
	C16301620	Alert2 Stream and Precipitation Gauge Upgrade	15
	C16301722	Petaluma River Flood Management Denman Reach Phase 4	2,342
	e16501826	Storm Water Resources Plan	30
			<hr style="width: 100%; border: 0.5px solid black;"/>
			4,500

FY 2017-18 CIP Budget by Project

			<u>\$000</u>
Transit CIP	C65101807	Transit Signal Priority Phase III	178
Waste Water CIP	C66501305	Ellis Creek Solids Handling Upgrades	5,595
	C66401314	Petaluma Blvd So Sewer Trunk Main	2,080
	C66101627	Ellis Creek Bridge	370
	C66501518	CNG Fueling Station Ellis Creek	4,604
	C66401728	Ellis Creek High Strength Waste Facilities	7,874
	C66501519	Payran Lift Station Upgrade	385
	C66401822	Sewer Main Replacement	1,384
	C66501828	Ellis Creek Outfall Replacement	200
	e66501839	Water Board Settlement	241
			<u>22,733</u>
Water CIP	C67501405	Oak Hill Reservoir Roof Replacement	15
	C67501007	Hardin & Manor Tank Exterior Recoating	1,292
	C67501611	Well Construction	20
	C67501713	Water Service Replacements I	20
			<u>1,347</u>
TOTAL CIP BUDGET			\$ 37,598



AIRPORT PROJECTS FY 2017-2018

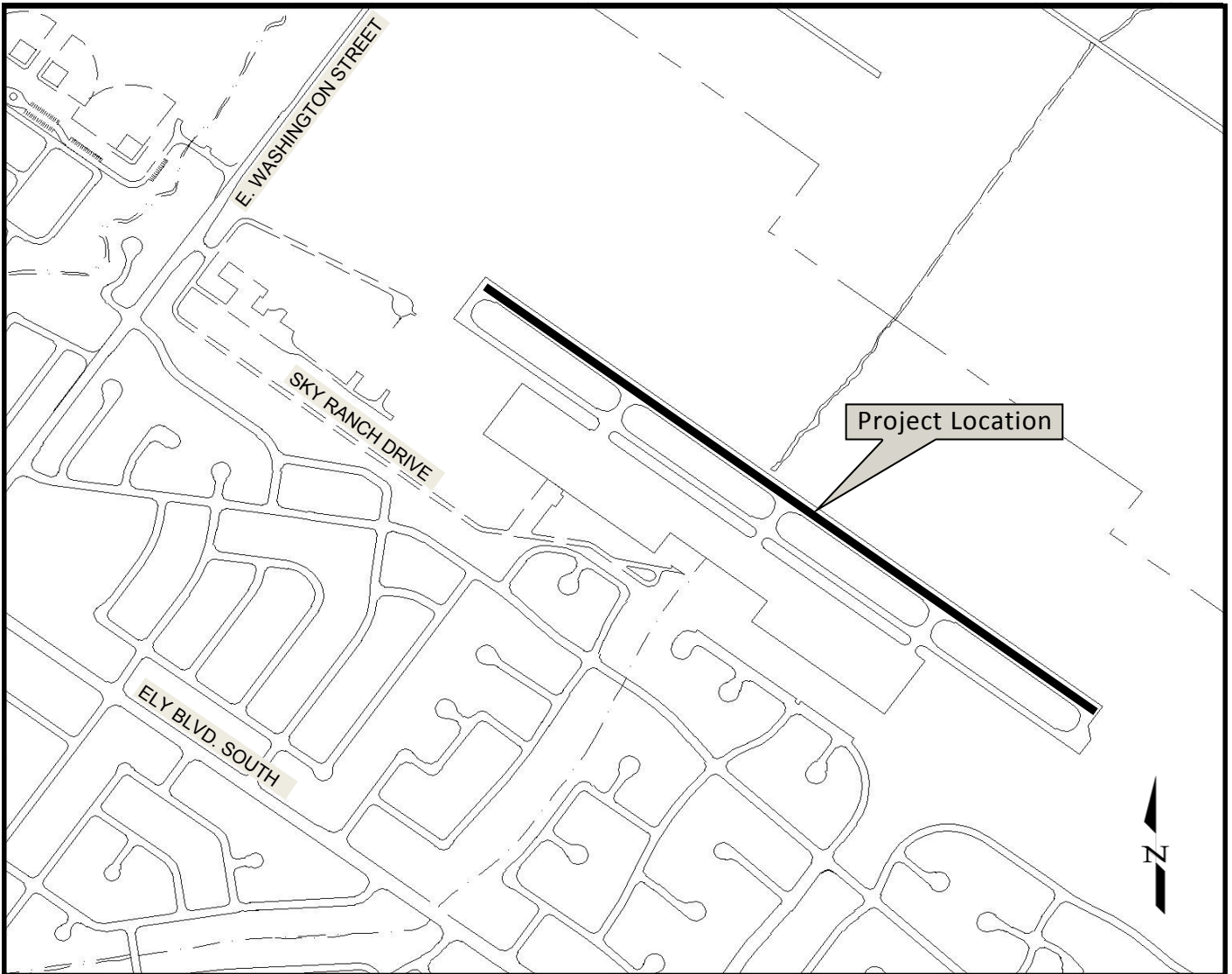
**AIRPORT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18
 PROJECT SUMMARY
 Fund 6190.61999**

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C61501604 Runway Electrical Improvements	-	-	-	444	-	-	-	-	444
C61201806 Hangar Drainage Improvements	-	-	-	51	-	-	-	-	51
C61501907 Airport Monument Sign	-	-	-	60	-	-	-	-	60
C61502008 Generator Back-up	-	-	-	35	115	-	-	-	150
C61502009 Taxiway A Rehabilitation	-	-	-	-	-	775	-	-	775
C61502110 Aircraft Parking Apron Rehab	-	-	-	-	1,482	-	-	-	1,482
C61501811 Hangar Taxilane Rehabilitation	-	-	-	-	-	-	825	-	825
C61502212 Aircraft Apron Rehab Phase 2 and 3	-	-	-	-	-	-	-	2,056	2,056
TOTAL	\$ -	\$ -	\$ -	\$ 590	\$ 1,597	\$ 775	\$ 825	\$ 2,056	\$ 5,843

SOURCES (dollars in \$000)

Airport Operating Fund	\$ -	\$ -	\$ -	\$ 183	\$ 265	\$ 96	\$ 151	\$ 114	\$ 809
State AIP Grant	-	-	-	19	65	32	183	92	391
FAA Grant	-	-	-	388	1,267	647	491	1,850	4,643
TOTAL	\$ -	\$ -	\$ -	\$ 590	\$ 1,597	\$ 775	\$ 825	\$ 2,056	\$ 5,843

AIRPORT



Project Title: Runway Electrical Improvements

C61501604

PROJECT PURPOSE AND DESCRIPTION

The project involves replacing the runway edge lights and airfield guidance signs. The current edge lights were installed in 1985 and are approaching obsolescence. The electrical improvements will replace the current edge lights with a LED system that will reduce the electrical usage and provide a brighter environment. Replacing the current non-lighted airfield guidance signs is required by the FAA. This project will be completed in the 17/18 FY and is funded primarily through a FAA grant with match funding through a combination of State grant and Airport Operating Funds.

FINANCIAL OVERVIEW

C61501604	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	3					3
Land & Easements			-						-
Design			-	50					50
Legal Services			-	2					2
Administration			-	2					2
Construction Contracts			-	316					316
Construction Mgmt			-	25					25
Contingency			-	40					40
CIP Overheads			-	6					6
TOTAL USES	-	-	-	444	-	-	-	-	444
SOURCES (dollars in \$000)									
Airport Operating Fund			-	37					37
State AIP Grant			-	19					19
FAA Grant			-	388					388
TOTAL FUNDS	-	-	-	444	-	-	-	-	444

Project Title: Hangar Drainage Improvements

C61201806

PROJECT PURPOSE AND DESCRIPTION

The project includes drainage improvements to Hangar 11 by increasing the slope of pavement away from the building. Currently when it rains, Hangar 11A and 11C tend to flood. The work will include the removal and replacement of existing concrete and asphalt with positive drainage away from the structure. This project will be completed in the 17/18 FY with Airport Operating Funds.

FINANCIAL OVERVIEW

C61201806

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	5					5
Legal Services			-	1					1
Administration			-	1					1
Construction Contracts			-	33					33
Construction Mgmt			-	5					5
Contingency			-	5					5
CIP Overheads			-	1					1
TOTAL USES	-	-	-	51	-	-	-	-	51
SOURCES (dollars in \$000)									
Airport Operating Fund			-	51					51
TOTAL FUNDS	-	-	-	51	-	-	-	-	51

Project Title: Airport Monument Sign

C61501907

PROJECT PURPOSE AND DESCRIPTION

The project will include the purchase and installation of a new monument sign at the entrance to the Petaluma Airport on Sky Ranch Drive and East Washington Street. City code only allows for one sign for the airport and there are currently multiple signs onsite. The new sign will be compliant with City code and sized to allow airport based businesses to include their names. This project will be completed in the 17/18 FY with Airport Operating Funds.

FINANCIAL OVERVIEW

C61501907

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	3					3
Legal Services			-	1					1
Administration			-	1					1
Construction Contracts			-	50					50
Construction Mgmt			-	4					4
Contingency			-						-
CIP Overheads			-	1					1
TOTAL USES	-	-	-	60	-	-	-	-	60
SOURCES (dollars in \$000)									
Airport Operating Fund			-	60					60
TOTAL FUNDS	-	-	-	60	-	-	-	-	60

Project Title: Generator Back-Up

C61502008

PROJECT PURPOSE AND DESCRIPTION

The project will include the installation of a generator for emergency power to essential facilities during a power outage. The airport is listed as an emergency operations staging area and therefore needs reliable emergency power. At a minimum, the new generator must provide electricity for communication; aircraft lit guidance signs and fueling capabilities. This project, funded with Airport Operating Funds, will be designed in the 17/18 FY with construction the following year.

FINANCIAL OVERVIEW

C61502008

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	30					30
Legal Services			-						-
Administration			-						-
Construction Contracts			-		115				115
Construction Mgmt			-	5					5
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	-	-	35	115	-	-	-	150
SOURCES (dollars in \$000)									
Airport Operating Fund			-	35	115				150
TOTAL FUNDS	-	-	-	35	115	-	-	-	150

Project Title: Taxiway A Rehabilitation

C61502009

PROJECT PURPOSE AND DESCRIPTION

The project involves rehabilitating inner taxiway A. The current pavement condition was rated as fair in the Airport Pavement Management System Report of 2010. Currently there are cracks beginning to form and it is anticipated that due to the pavement condition rehabilitation should be completed in the next two to three years. Work will include dig outs, edge repairs, crack seal and overlay. This project is reimbursable from the Federal Aviation Administration and Caltrans Division of Aeronautics. Design and construction will be completed in FY 19-20 and is funded primarily through a FAA grant with match funding through a combination of State grant and Airport Operating Funds.

FINANCIAL OVERVIEW

C61502009

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-			8			8
Land & Easements			-						-
Design			-			85			85
Legal Services			-			1			1
Administration			-			1			1
Construction Contracts			-			500			500
Construction Mgmt			-			75			75
Contingency			-			85			85
CIP Overheads			-			20			20
TOTAL USES	-	-	-	-	-	775	-	-	775
SOURCES (dollars in \$000)									
Airport Operating Fund			-			96			96
State AIP Grant			-			32			32
FAA Grant			-			647			647
TOTAL FUNDS	-	-	-	-	-	775	-	-	775

Project Title: Aircraft Parking Apron Rehabilitation

C61502110

PROJECT PURPOSE AND DESCRIPTION

The project involves rehabilitating the eastern half of the Aircraft Parking Apron and includes drainage upgrades. The pavement condition was rated as poor in the Airport Pavement Management System Report of 2010. Current drainage is inadequate and water pools during heavy rains accelerating deterioration of the pavement, necessitating rehabilitation in the next two years. The Federal Aviation Administration has already paid for design. Construction of this project is reimbursable from the Federal Aviation Administration and Caltrans Division of Aeronautics. Construction is anticipated to occur in FY 18-19.

FINANCIAL OVERVIEW

C61502110

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-		2				2
Administration			-		5				5
Construction Contracts			-		1,200				1,200
Construction Mgmt			-		120				120
Contingency			-		120				120
CIP Overheads			-		35				35
TOTAL USES	-	-	-	-	1,482	-	-	-	1,482
SOURCES (dollars in \$000)									
Airport Operating Fund			-		150				150
State AIP Grant			-		65				65
FAA Grant			-		1,267				1,267
TOTAL FUNDS	-	-	-	-	1,482	-	-	-	1,482

Project Title: Hangar Taxilane Rehabilitation

C61501811

PROJECT PURPOSE AND DESCRIPTION

The project consists of rehabilitating 205,000 square feet of pavement to include parallel outer taxiway A and connector taxiways between runways 11-29. Pavement was rated as poor in the 2010 Airport Pavement Management System Report, the pavement currently has isolated alligator cracks and it is anticipated that it will need rehabilitation in the next three to four years. This work also includes regrading of shoulders, taxiway reflector adjustments and new markings. This project is scheduled for the 20/21 FY and is funded primarily through a FAA grant with match funding through a combination of State grant and Airport Operating Funds.

FINANCIAL OVERVIEW

C61501811

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-				10		10
Land & Easements			-						-
Design			-				60		60
Legal Services			-				5		5
Administration			-				2		2
Construction Contracts			-				625		625
Construction Mgmt			-				50		50
Contingency			-				60		60
CIP Overheads			-				13		13
TOTAL USES	-	-	-	-	-	-	825	-	825
SOURCES (dollars in \$000)									
Airport Operating Fund			-				151		151
State AIP Grant			-				183		183
FAA Grant			-				491		491
TOTAL FUNDS	-	-	-	-	-	-	825	-	825

Project Title: Aircraft Apron Rehab Phase 2 and 3

C61502212

PROJECT PURPOSE AND DESCRIPTION

The current pavement condition is acceptable, however based on current pavement age and usage it is anticipated that it will need rehabilitation in the next four to five years at which time drainage improvements and apron fortification will be made. The project involves the rehabilitation or reconstruction of approximately 60,000 square feet of the apron to provide additional strength and improved surface drainage and 13,000 square feet of isolated pavement repairs within the far west section. The remaining 370,000 square feet of the apron will receive a seal coat and crack seal. This project is scheduled for the 21/22 FY and is funded primarily through a FAA grant with match funding through a combination of State grant and Airport Operating Funds.

FINANCIAL OVERVIEW

C61502212

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-					9	9
Land & Easements			-						-
Design			-					185	185
Legal Services			-					10	10
Administration			-					7	7
Construction Contracts			-					1,550	1,550
Construction Mgmt			-					110	110
Contingency			-					150	150
CIP Overheads			-					35	35
TOTAL USES	-	-	-	-	-	-	-	2,056	2,056
SOURCES (dollars in \$000)									
Airport Operating Fund			-					114	114
State AIP Grant			-					92	92
FAA Grant			-					1850	1,850
TOTAL FUNDS	-	-	-	-	-	-	-	2,056	2,056

FACILITIES PROJECTS FY 2017-2018

FACILITIES CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18
PROJECT SUMMARY
Fund 3110.31100

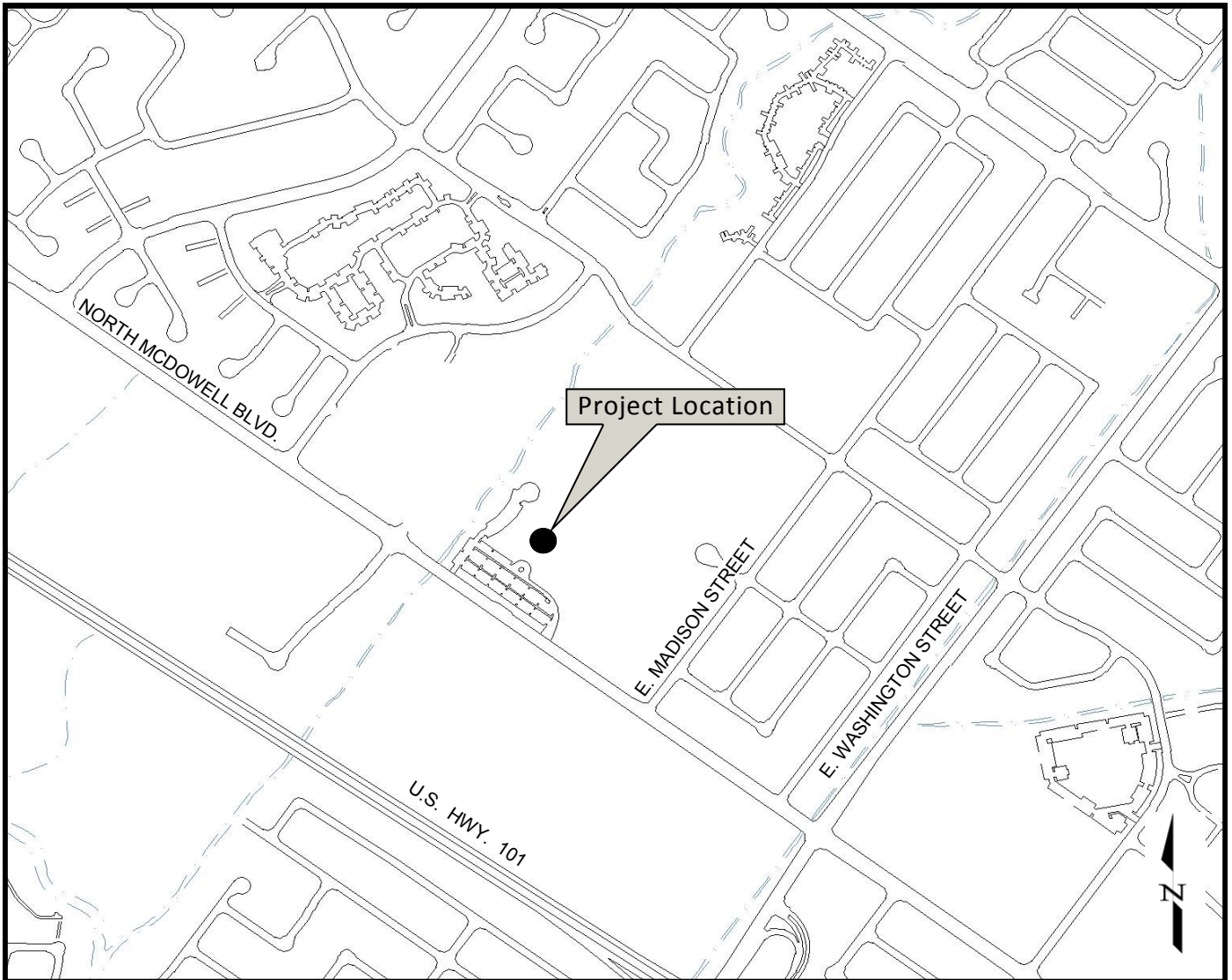
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C16201304 Community Center Interior Repairs	-	260	260	401	-	-	-	-	661
C11201705 Police Department HVAC Replacement	-	8	8	94	-	-	-	-	102
C11201706 Fire Station 1 Roof Replacement	-	7	7	119	-	-	-	-	126
C11201501 Petaluma Library & Museum Seismic Retrofit	52	1	53	-	159	3,486	-	-	3,698
C11201603 Library Roof Replacement	-	-	-	-	72	-	-	-	72
C11501910 Community Center Parking Lot Rehabilitation	-	-	-	400	-	-	-	-	400
C00300405 Remodel of Fire Stations #2 & #3	98	-	98	150	-	-	-	-	248
C11501911 Housing Relief and Reserve Apparatus	-	-	-	-	50	-	-	-	50
TOTAL	\$ 150	\$ 276	\$ 426	\$ 1,164	\$ 281	\$ 3,486	\$ -	\$ -	\$ 5,357

SOURCES (dollars in \$000)

Fire Suppression Impact Fees	\$ 98	\$ -	\$ 98	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ 108
Transient Occupancy Tax	55	276	331	1,164	72	-	-	-	1,567
Undetermined	-	-	-	-	196	3,486	-	-	3,682
TOTAL	\$ 153	\$ 276	\$ 429	\$ 1,164	\$ 278	\$ 3,486	\$ -	\$ -	\$ 5,357

COMMUNITY CENTER INTERIOR REPAIRS

FACILITIES



Project Title: Community Center Interior Repairs

C16201304

PROJECT PURPOSE AND DESCRIPTION

The project will make repairs to the building's interior primarily caused by roof leaks. Water damaged the ceiling tiles, walls, and flooring. The extent of the repairs needed to replace the dry wall will be determined during removal of damaged area and the joists are exposed. Work will then include any repair of dry rot, along with new drywall, wall coverings or painting, replacement of ceiling tiles and replacement flooring starting with the damaged areas but may include the entire community center depending on remaining funds after other repairs. These repairs are necessary to maintain the well-used community center. The project will be completed in FY 17/18 and is funded by Transient Occupancy Tax.

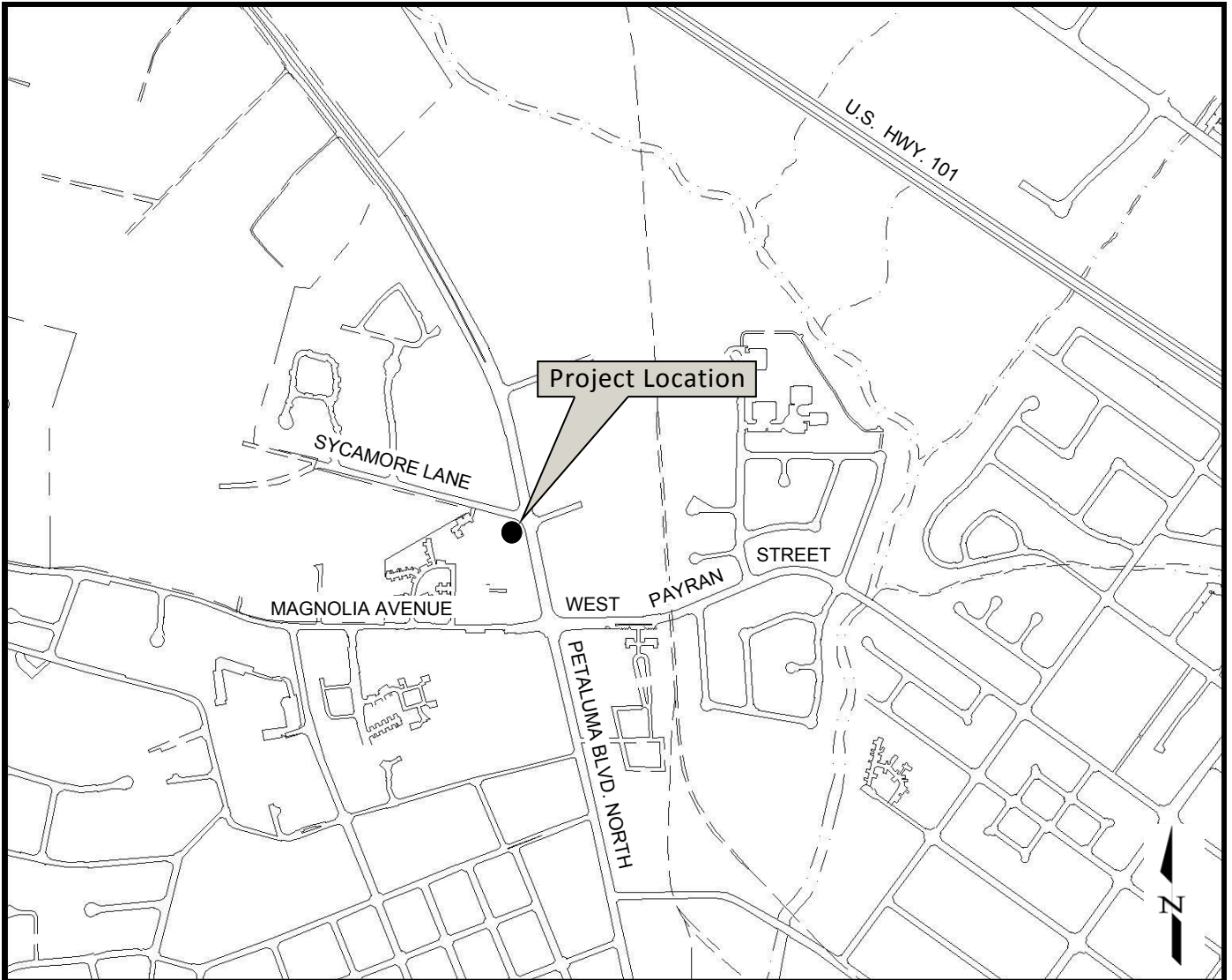
FINANCIAL OVERVIEW

C16201304

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		20	20	5					25
Legal Services			-						-
Administration			-						-
Construction Contracts		218	218	353					571
Construction Mgmt		7	7	8					15
Contingency		10	10	30					40
CIP Overheads		5	5	5					10
TOTAL USES		260	260	401	-	-	-	-	661
SOURCES (dollars in \$000)									
Transient Occupancy Tax		260	260	401					661
TOTAL FUNDS		260	260	401	-	-	-	-	661

POLICE STATION HVAC REPLACEMENT

FACILITIES



Project Title: Police Department HVAC Replacement

C11201705

PROJECT PURPOSE AND DESCRIPTION

Selected HVAC units were replaced in 2011. The remaining HVAC units were installed in 1985 and are beyond their expected life and need to be replaced. The new more energy efficient HVAC units will be placed in FY 17/18 and funded by Transient Occupancy Tax.

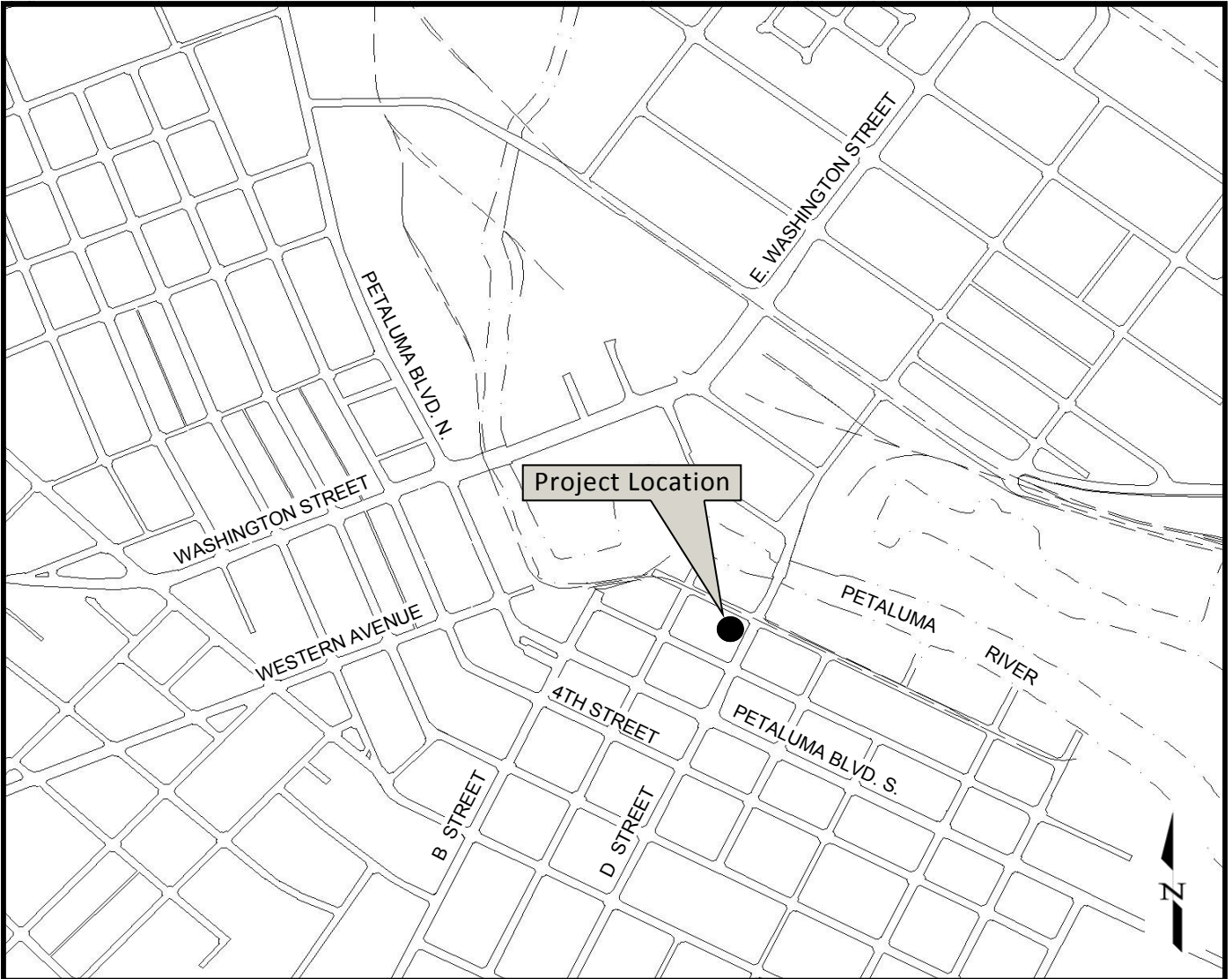
FINANCIAL OVERVIEW

C11201705

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		1	1						1
Land & Easements			-						-
Design		5	5						5
Legal Services			-						-
Administration		1	1						1
Construction Contracts			-	80					80
Construction Mgmt			-	5					5
Contingency			-	8					8
CIP Overheads		1	1	1					2
TOTAL USES		8	8	94	-	-	-	-	102
SOURCES (dollars in \$000)									
Transient Occupancy Tax		8	8	94					102
TOTAL FUNDS		8	8	94	-	-	-	-	102

FIRE STATION 1 ROOF REPLACEMENT

FIRE



Project Title: Fire Station 1 Roof Replacement

C11201706

PROJECT PURPOSE AND DESCRIPTION

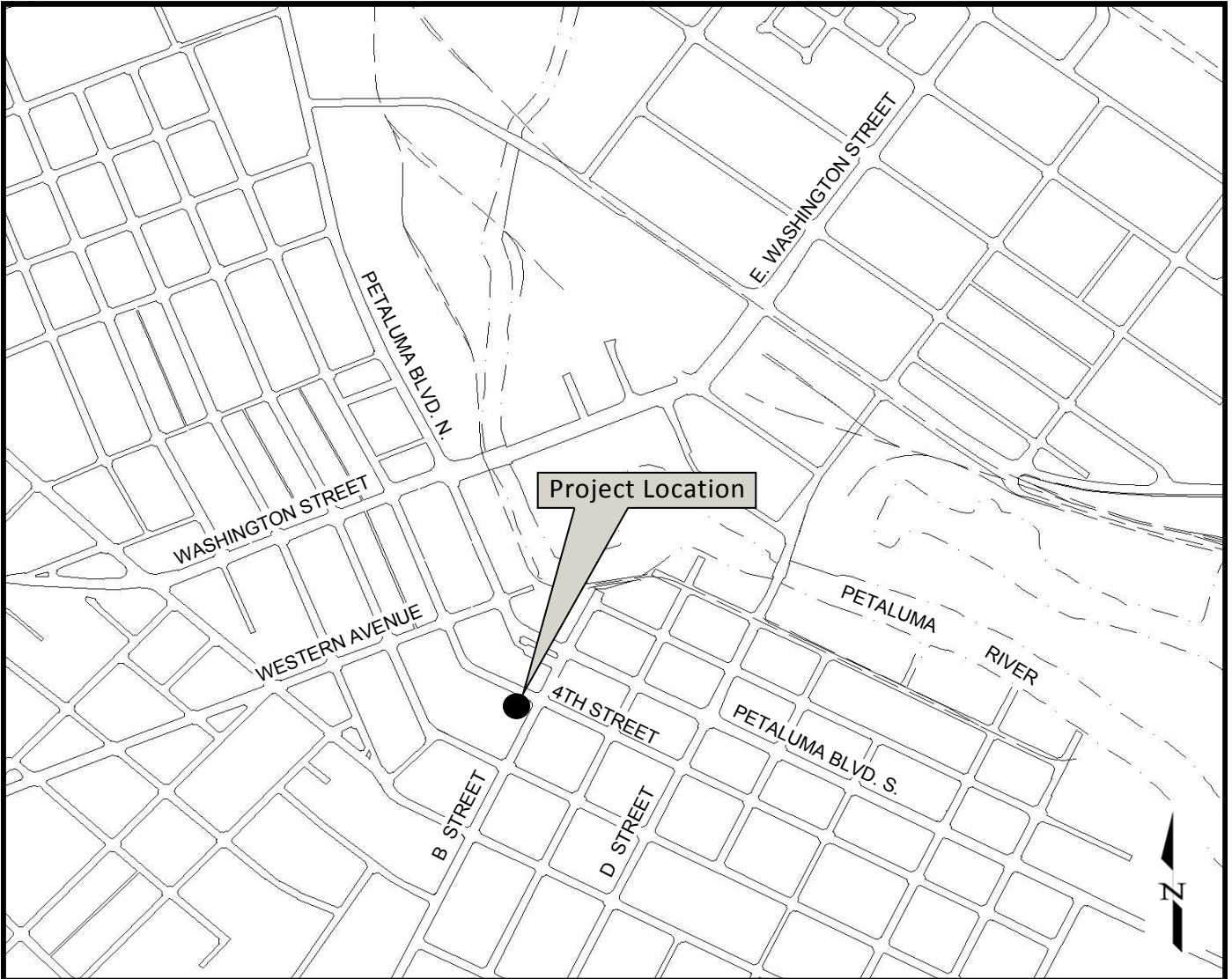
The Fire Station Headquarters' roof is beyond its expected life and needs to be replaced. A new roof will reduce required yearly repairs to the roof and the remainder of the building. This building is listed in the National Register of Historic Places and therefore the roof must be replaced with materials similar to existing. The work will be completed in FY 17/18 and is funded by Transient Occupancy Tax.

FINANCIAL OVERVIEW

C11201706	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		1	1						1
Land & Easements			-						-
Design		6	6						6
Legal Services			-						-
Administration			-						-
Construction Contracts			-	100					100
Construction Mgmt			-	6					6
Contingency			-	10					10
CIP Overheads			-	3					3
TOTAL USES		7	7	119	-	-	-	-	126
SOURCES (dollars in \$000)									
Transient Occupancy Tax		7	7	119					126
TOTAL FUNDS		7	7	119	-	-	-	-	126

PETALUMA LIBRARY & MUSEUM SEISMIC RETROFIT

FACILITIES



Project Title: Petaluma Library & Museum Seismic Retrofit

C11201501

PROJECT PURPOSE AND DESCRIPTION

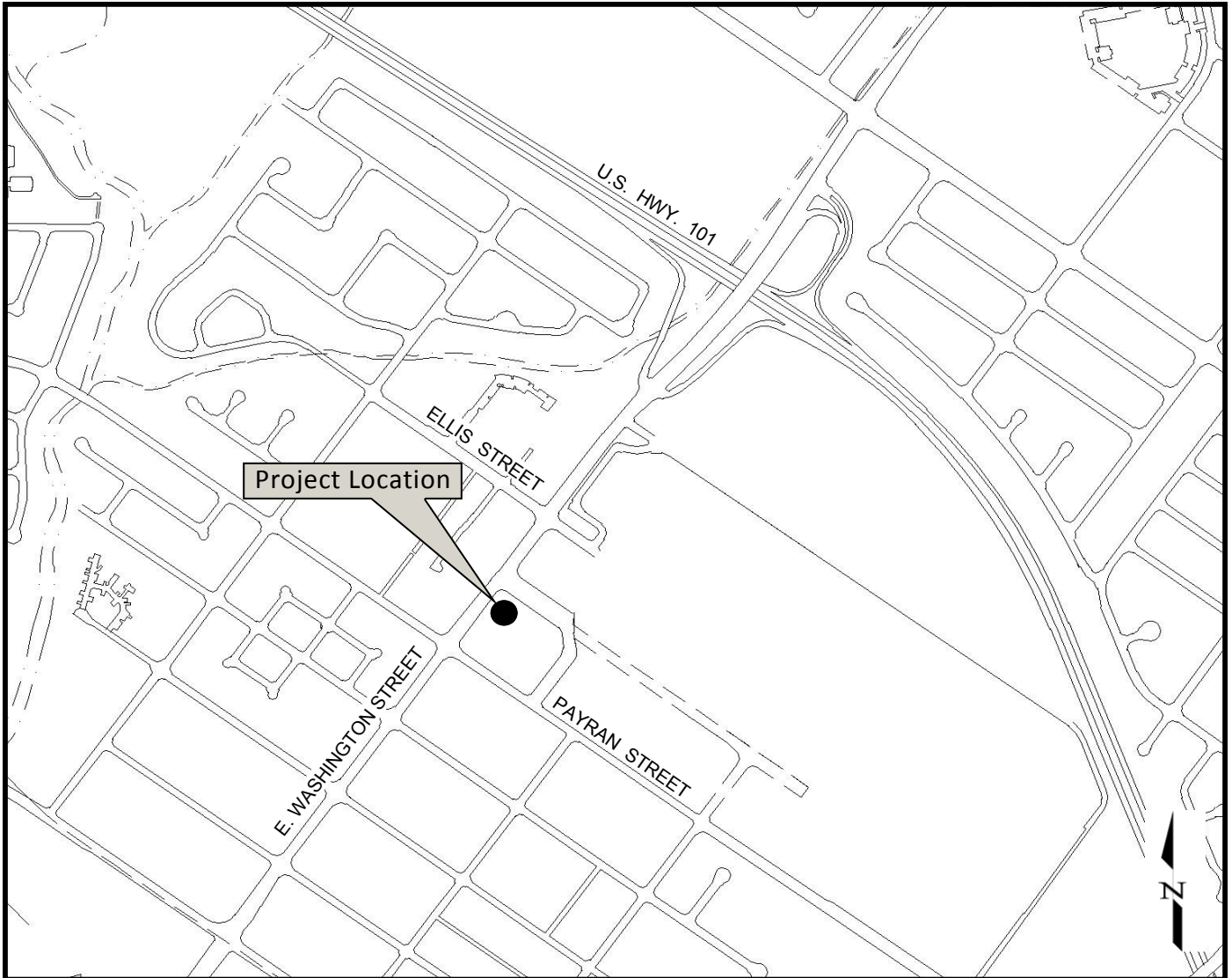
The Petaluma Library and Museum housed in the 1906 Carnegie Library building and listed on the National Register of Historic Places is in need of seismic retrofitting and rehabilitation. The funds allocated in FY15/16 were used to analyze and document the existing conditions and provide a summary report of recommended improvements and engineer estimates which can be used to seek grants and other funding. Future year's project costs encompass the seismic retrofit for historical renovation and replacement or improvement of various building systems. Funding for future years has not yet been identified.

FINANCIAL OVERVIEW

C11201501	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-		25				25
Land & Easements			-						-
Design	51	1	52		100				152
Legal Services			-		25				25
Administration			-		5				5
Construction Contracts			-			3,000			3,000
Construction Mgmt			-			100			100
Contingency			-			300			300
CIP Overheads	1		1		4	86			91
TOTAL USES	52	1	53	-	159	3,486	-	-	3,698
SOURCES (dollars in \$000)									
Transient Occupancy Tax	55	1	56						56
Undetermined			-		156	3,486			3,642
TOTAL FUNDS	55	1	56	-	156	3,486	-	-	3,698

LIBRARY ROOF REPLACEMENT

FACILITIES



PROJECT TITLE: Library Roof Replacement

C11201603

PROJECT PURPOSE AND DESCRIPTION

The library roof is beyond its expected life and needs to be replaced. Facilities Maintenance staff repair the intermittent leaks annually which is paid for from the Facilities Operating budget. The City and County Library have a lease agreement which places the responsibility for the roof replacement with the City. This project is scheduled for FY 18/19 and will be funded by Transient Occupancy Tax.

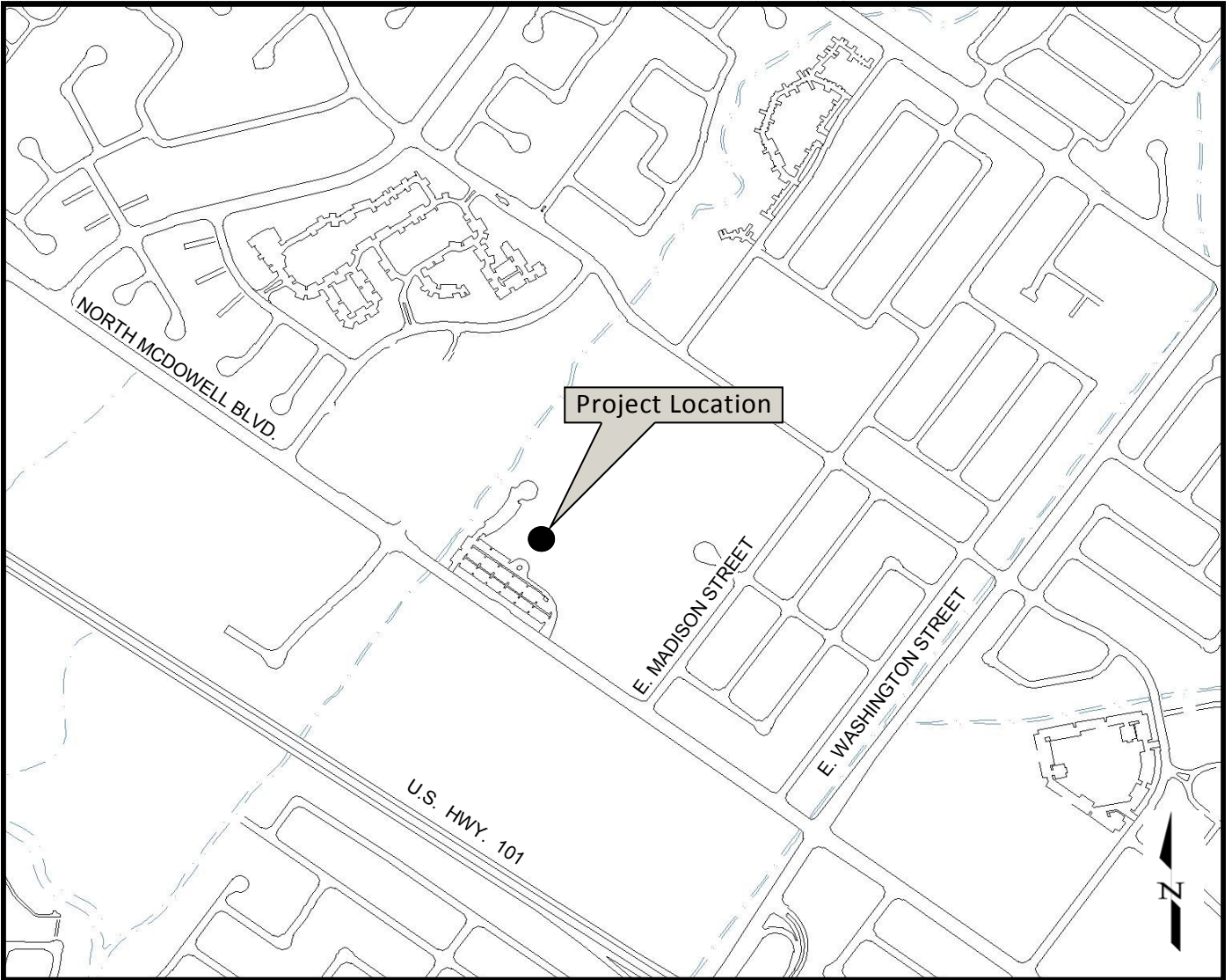
FINANCIAL OVERVIEW

C11201603

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-		1				1
Land & Easements			-						-
Design			-		6				6
Legal Services			-						-
Administration			-		2				2
Construction Contracts			-		50				50
Construction Mgmt			-		6				6
Contingency			-		5				5
CIP Overheads			-		2				2
TOTAL USES		-	-	-	72	-	-	-	72
SOURCES (dollars in \$000)									
Transient Occupancy Tax			-		72				72
TOTAL FUNDS		-	-	-	72	-	-	-	72

COMMUNITY CENTER PARKING LOT

FACILITIES



PROJECT TITLE: Community Center Parking Lot Rehabilitation

C11501910

PROJECT PURPOSE AND DESCRIPTION

The Community Center parking lot has deteriorated over time due to significant tree root intrusion. Additionally, street level lights for the connected pathway to the building are ineffective as the trees adjacent to the island area block the light. There are significant damages to the concrete sidewalk, pathway, curbs and gutters around the parking lot. This project scope includes rehabilitation of the parking lot by excavating and removing tree roots from the parking area, installing aggregate base, repairing/replacing sidewalks and pathways, removing trees on the islands for pathway lighting, improving ADA accessibility and overlaying the parking area.

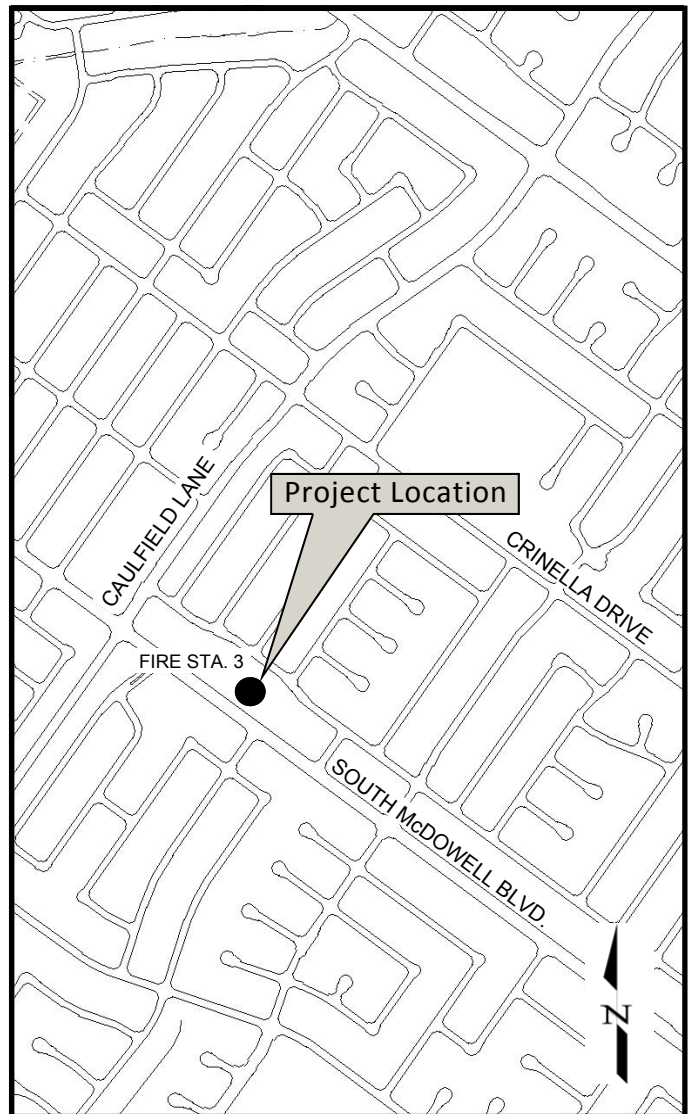
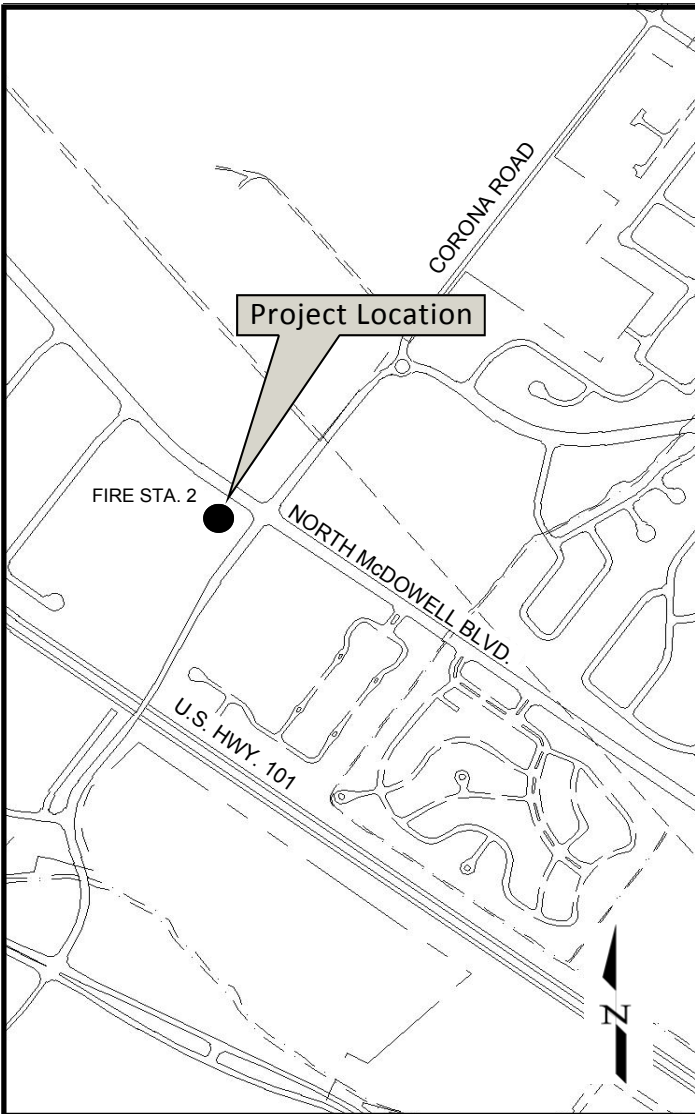
FINANCIAL OVERVIEW

C11501910

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	1					1
Land & Easements			-						-
Design			-	10					10
Legal Services			-	1					1
Administration			-	1					1
Construction Contracts			-	345					345
Construction Mgmt			-	10					10
Contingency			-	25					25
CIP Overheads			-	7					7
TOTAL USES	-	-	-	400	-	-	-	-	400
SOURCES (dollars in \$000)									
Transient Occupancy Tax			-	400					400
TOTAL FUNDS	-	-	-	400	-	-	-	-	400

FIRE STATIONS #2 & #3

FACILITIES



Project Title: Remodel of Fire Stations #2 & #3

C00300405

PROJECT PURPOSE AND DESCRIPTION

Fire Stations 2 and 3 (FS2 & FS3) will be reconfigured and expanded to accommodate a growing and diverse workforce by adding on to the existing building footprints. These stations are ideally located to provide maximum emergency response coverage to the community. A “Standards of Coverage” optimization study was completed in conjunction with the Office of the California State Fire Marshal and the State Fire Training Academy which confirms this geographic analysis. These facilities need to remain in their current locations, but they are in need of modernization and reconfiguration in order to provide adequate accommodations for a diverse workforce. The improved facilities will help create an environment which will precipitate efficient and varied accommodations to support the mission and values of the Department.

FINANCIAL OVERVIEW

C00300405

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-	-	-	-					-
Land & Easements	-	-	-	-					-
Design	97	-	97	-					97
Legal Services	-	-	-	-					-
Administration	-	-	-	-					-
Construction Contracts	-	-	-	150					150
Construction Mgmt	-	-	-	-					-
Contingency	-	-	-	-					-
CIP Overheads	1	-	1	-					1
TOTAL USES	98	-	98	150	-	-	-	-	248

SOURCES (dollars in \$000)

Fire Suppression Impact Fees	98	-	98	-					98
Transient Occupancy Tax	-	-	-	150					150
TOTAL FUNDS	98	-	98	150	-	-	-	-	248

Project Title: Housing Relief and Reserve Apparatus

C11501911

PROJECT PURPOSE AND DESCRIPTION

The Fire Department is in the process of upgrading its frontline apparatus to include a new ladder truck, an engine and two ambulances. The replacement of these vehicles will provide a surplus of apparatus, some of which will still be utilized in various ways. The majority of the former front-line apparatus will be stored as reserve vehicles and used as relief when the newer front-line vehicles need maintenance or repair. The remainder of the older vehicles will be sold at surplus. Due to the lack of indoor vehicle storage at the three fire station locations, and no other storage facility options in the City, it will become necessary to shelter the reserve fleet in newly created outdoor protective housing. The housing will consist of permanent, lightweight structures designed for easy assembly and installation by the manufacturer and sized to accommodate the fleet of reserve apparatus. These structures can be installed at various locations in the City to accommodate the reserve fleet. This work will occur in FY 18/19 provided adequate funds can be identified.

C11501911

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-	-	-						-
Land & Easements	-	-	-						-
Design	-	-	-						-
Legal Services	-	-	-						-
Administration	-	-	-						-
Construction Contracts	-	-	-		50				50
Construction Mgmt	-	-	-						-
Contingency	-	-	-						-
CIP Overheads	-	-	-						-
TOTAL USES	-	-	-	-	50	-	-	-	50
SOURCES (dollars in \$000)									
Fire Suppression Impact Fees			-		10				10
Undetermined			-		40				40
TOTAL FUNDS	-	-	-	-	50	-	-	-	50

PARKS PROJECTS FY 2017-2018

**PARKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18
PROJECT SUMMARY
Fund 3140.31400**

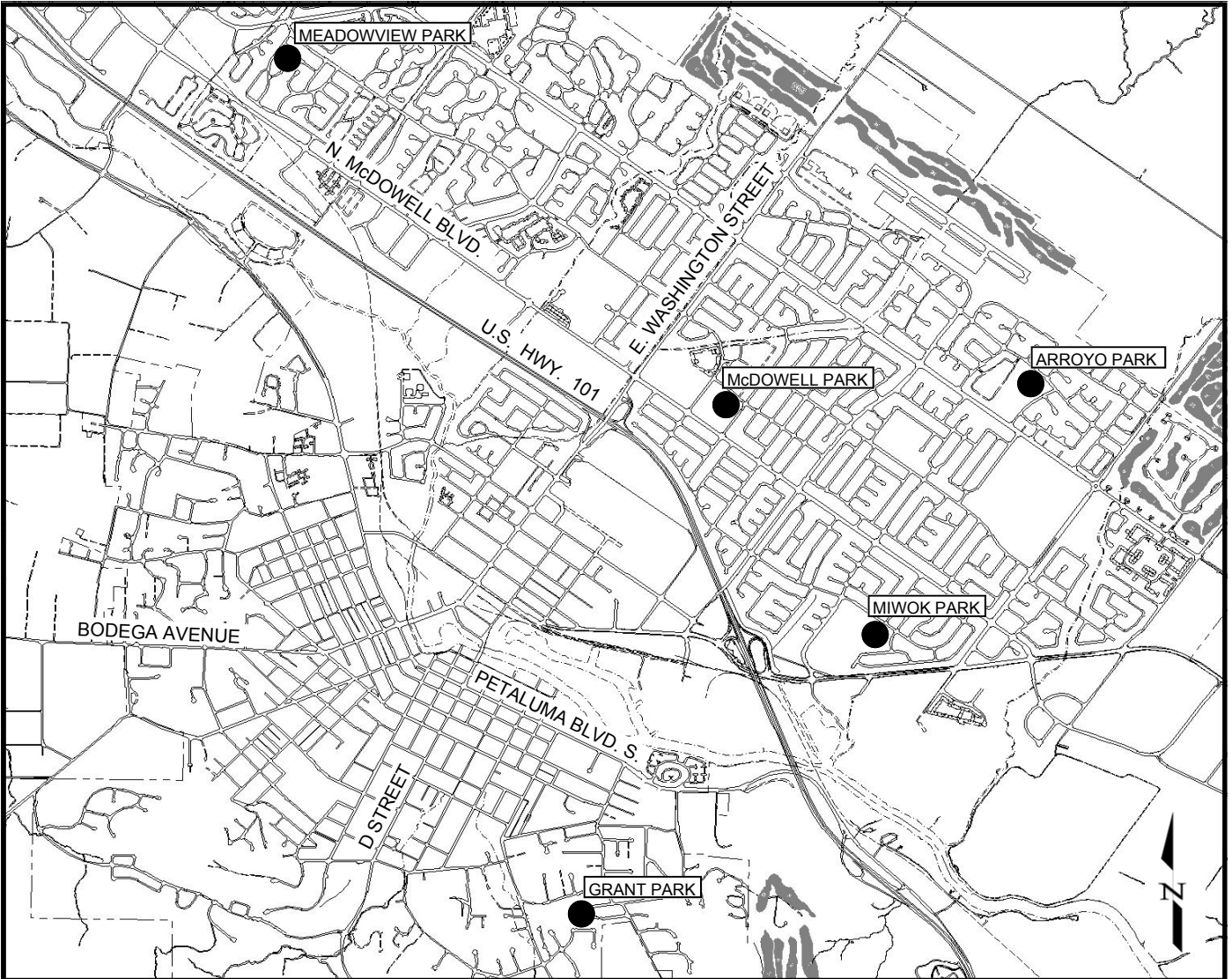
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C00400205 Playground Replacements	\$ 168	\$ 100	\$ 268	\$ 130	\$ -	\$ 68	\$ -	\$ 68	\$ 534
C14501607 Petaluma Community Sports Fields Baseball Diamond	9	203	212	480	3,000	-	-	-	3,692
TOTAL	\$ 177	\$ 303	\$ 480	\$ 610	\$ 3,000	\$ 68	\$ -	\$ 68	\$ 4,226

SOURCES (dollars in \$000)

Parkland Impact Fees	\$ 59	\$ 260	\$ 319	\$ 410	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,729
Housing Related Parks Prog Grant	50	50	100	132	-	-	-	-	232
Bonds - Savings from Refinancing	-	-	-	68	-	68	-	68	204
Donations/Developer Contributions	61	-	61	-	-	-	-	-	61
Undetermined	-	-	-	-	1,000	-	-	-	1,000
TOTAL	\$ 170	\$ 310	\$ 480	\$ 610	\$ 3,000	\$ 68	\$ -	\$ 68	\$ 4,226

PLAYGROUND REPLACEMENT

PARKS AND RECREATION



● Project Locations

PROJECT TITLE: Playground Replacements

C00400205

PROJECT PURPOSE AND DESCRIPTION

Playgrounds must meet Federal standards including the Americans with Disability Act. Playgrounds are replaced as funding becomes available. The City has replaced twelve playgrounds to date including the recently replaced equipment at Meadowview and Arroyo Parks. Several playgrounds are left to replace, and include: Bond, Anna's Meadow, Grant, Miwok and McDowell. Additionally, several playgrounds require new ground cover that will provide for increased safety and accessibility. These parks include: Bond, Wiseman, Kenilworth, and Westridge. In FY 17/18 it is expected that both Bond Park and Anna's Meadow Park tot-lot playground equipment will be replaced. In 2014 the City refinanced Redevelopments Bonds. Savings from that effort are distributed to the various taxing entities, including the City of Petaluma and the County of Sonoma. Petaluma's share of these savings is estimated at an average of \$34,000 per year, and is assigned for use in funding one playground replacement project every other year. Available funding for FY 17/18 is \$130,000, \$62,000 of Housing Related Grant funding and \$68,000 of Redevelopment Bond Savings. Future replacements will advance as funding becomes available.

FINANCIAL OVERVIEW

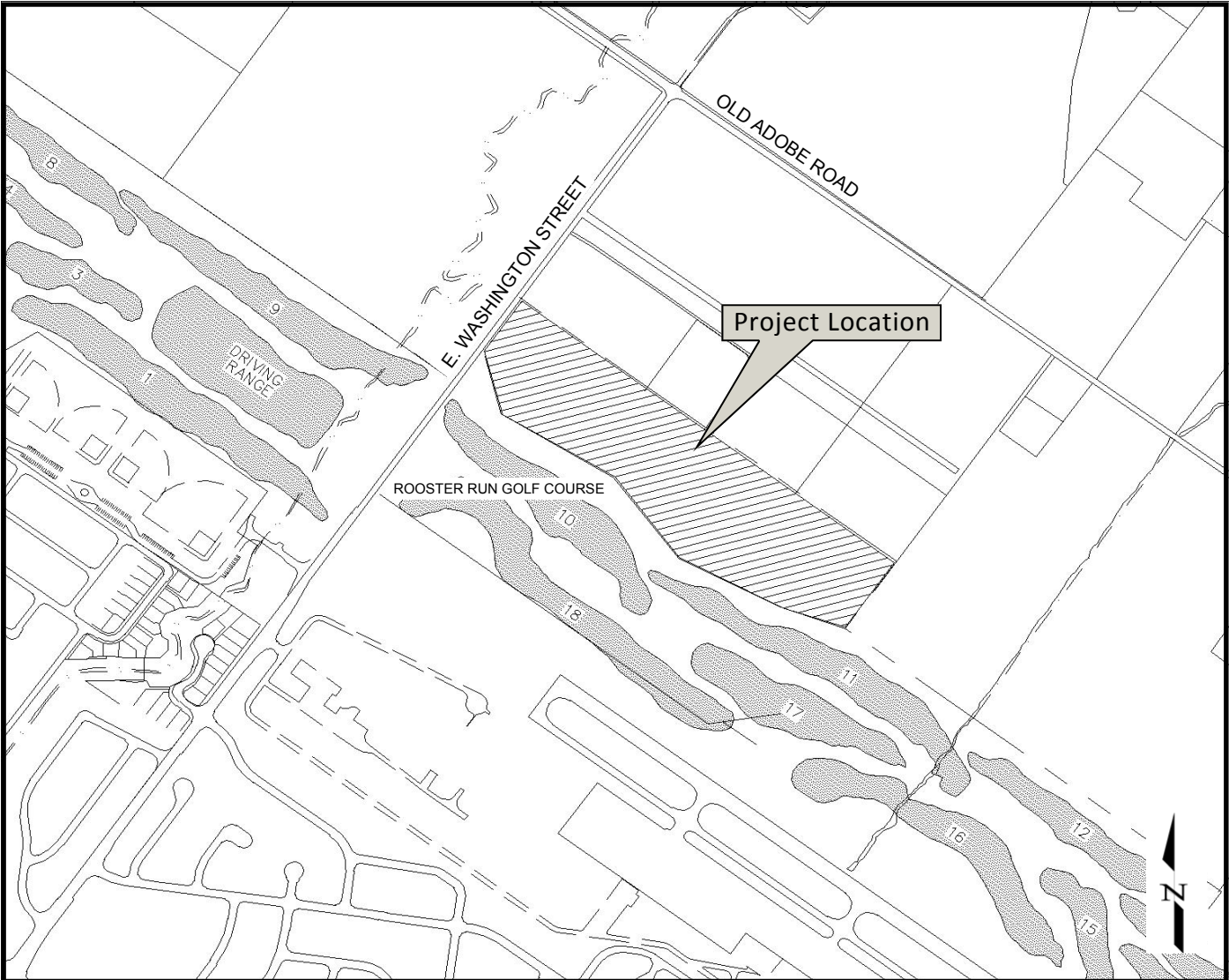
C00400205

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	5		5						5
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts	157	100	257	130		68		68	523
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads	6		6						6
TOTAL USES	168	100	268	130	-	68	-	68	534

SOURCES (dollars in \$000)

Parkland Impact Fees	59	48	107						107
Housing Related Parks Prog Grant	50	50	100	62					162
Bonds - Savings from Refinancing			-	68		68		68	204
Donations/Developer Contributions	61		61						61
TOTAL FUNDS	170	98	268	130	-	68	-	68	534

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PROJECT TITLE: Petaluma Community Sports Fields Baseball Diamond C14501607

PROJECT PURPOSE AND DESCRIPTION

In addition to the baseball diamond design, this project includes the filling of the existing wetland area, provided permitting can be obtained for either on-site or off-site mitigation. The estimate for wetland mitigation is subject to change pending the ratio (i.e. 1:1, 2:1, and 3:1) requirements set by the regulatory agencies. The construction of new wetlands and filling the existing is anticipated in FY 17-18. Wetland mitigation is the first step to allow construction of the baseball diamonds which is expected to start in FY 17-18. The construction costs for the baseball diamond are planning level estimates. Refined costs will be obtained as the design progresses. All funding is expected to be from Parkland Impact Fees although adequate funds have not yet accumulated for full construction.

Future phases of this project will include a softball field, a little league sized baseball field, and additional amenities to complete the project.

FINANCIAL OVERVIEW

C14501607

	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental Land & Easements	9		9		-				9
Design		186	186	81					267
Legal Services			-						-
Administration			-						-
Construction Contracts			-	350	3,000				3,350
Construction Mgmt			-						-
Contingency		10	10	43					53
CIP Overheads		7	7	6					13
TOTAL USES	9	203	212	480	3,000	-	-	-	3,692

SOURCES (dollars in \$000)

Parkland Impact Fees		212	212	410	2,000				2,622
Housing Related Parks Prog Grant			-	70					70
Undetermined			-		1,000				1,000
TOTAL FUNDS	-	212	212	480	3,000	-	-	-	3,692



PUBLIC WORKS PROJECTS FY 2017-2018

**PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18
PROJECT SUMMARY
Fund 3160.31600**

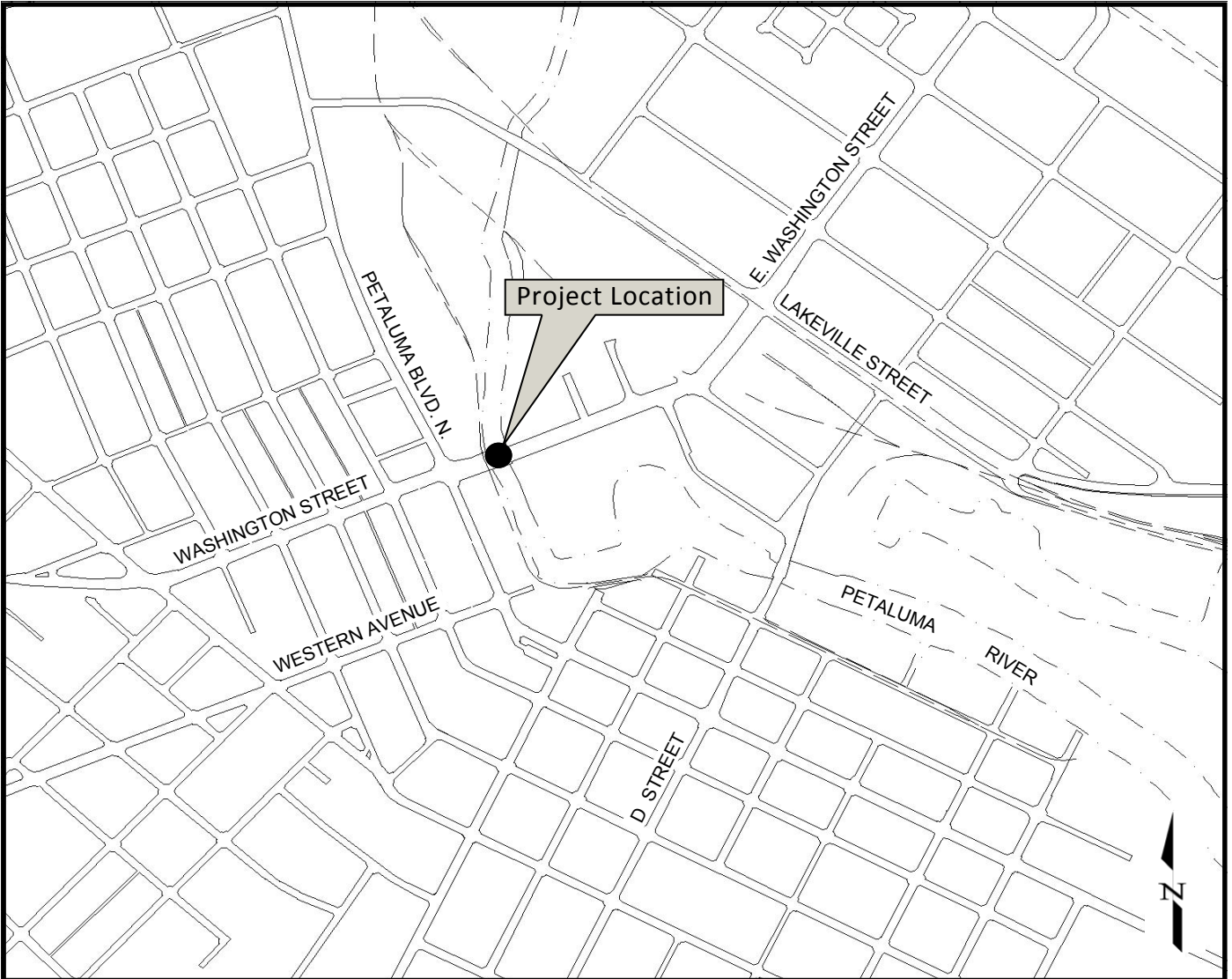
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C16101201 Washington Street Bridge Seismic Rehabilitation	255	50	305	63	510	3,416	-	-	4,294
C03500104 Rule20A Bodega Phase II	50	-	50	-	-	79	296	-	425
C00501204 Rainier Avenue Cross-Town Connector	2,991	-	2,991	10	-	-	-	8,594	11,595
C03200503 River Trail - Washington to Lakeville	1,736	-	1,736	23	363	-	-	-	2,122
C16101309 Channelization Lakeville & Pine View Way	78	11	89	372	-	-	-	-	461
C16501412 Led Streetlight Retrofit	14	11	25	1,490	-	-	-	-	1,515
C16101519 Rivertrail - 101/Crossing	-	5	5	45	240	2,574	-	-	2,864
C16101601 Road Diet Ext Petaluma Blvd S	-	11	11	10	210	2,979	-	-	3,210
C16501602 Downtown ADA Improvements	3	272	275	250	-	250	-	250	1,025
c16101823 Pavement Restoration	-	-	-	1,250	1,303	1,319	1,335	1,352	6,559
C16401824 Caulfield Bridge and Extension	-	-	-	200	-	-	-	-	200
C16401925 Citywide Bridge Repair	-	-	-	-	450	-	-	-	450
e16082012 Payran UST	818	350	1,168	180	82	-	-	-	1,430
e16101718 Sidewalk Repair Revolving Loan	-	30	30	60	-	-	-	-	90
TOTAL	\$ 5,945	\$ 740	\$ 6,685	\$ 3,953	\$ 3,158	\$ 10,617	\$ 1,631	\$ 10,196	\$ 36,240

SOURCES (dollars in \$000)

Traffic Mitigation Impact Fees	\$ 856	\$ 65	\$ 921	\$ 214	\$ -	\$ -	\$ -	\$ 1,594	\$ 2,729
Street Maintenance 2411	134	37	171	532	974	843	500	500	3,520
Transient Occupancy Tax	-	-	-	250	125	125	125	125	750
General Fund	284	-	284	-	-	-	-	-	284
Public Works Grants	939	98	1,037	217	629	5,570	-	-	7,453
Measure M	1,164	-	1,164	-	363	-	-	-	1,527
Successor Agency - PCDC	2,717	-	2,717	-	-	-	-	-	2,717
2011 Bonds	-	-	-	-	-	-	-	7,000	7,000
Utility Pavement Fees Water	-	-	-	435	465	475	484	494	2,353
Utility Pavement Fees Sewer	-	-	-	315	338	344	351	358	1,706
Developer Contributions	2	5	7	245	-	-	-	-	252
Interfund Loan - Waste Water	-	11	11	1,490	-	-	-	-	1,501
Other Revenue	3	-	3	-	-	-	-	-	3
Charges for Services - 45610	-	30	30	60	-	-	-	-	90
GASB 31	2	-	2	-	-	-	-	-	2
Water Capital	-	353	353	180	82	-	-	-	615
Undetermined	-	-	-	-	307	3,135	296	-	3,738
TOTAL	\$ 6,101	\$ 599	\$ 6,700	\$ 3,938	\$ 3,283	\$ 10,492	\$ 1,756	\$ 10,071	\$ 36,240

WASHINGTON STREET BRIDGE SEISMIC REHABILITATION

PUBLIC WORKS



Project Title: Washington Street Bridge Seismic Rehabilitation

C16101201

PROJECT PURPOSE AND DESCRIPTION

The Washington Street Bridge over the Petaluma River was designed in 1968 prior to current seismic design standards. The seismic retrofit of the existing structure is eligible for Highway Bridge Program funds with an 11.5% local match. The design work involves two distinct phases. Engineering staff first completed a field investigation with soil samples and submitted a proposed rehabilitation plan to Caltrans for approval in FY 15/16. Upon approval, an environmental clearance document will be completed in 17/18. A complete set of construction drawings will be prepared during FY 18/19. It is expected that the same HBP funding source will be available for construction although the funding for the required match has not been identified.

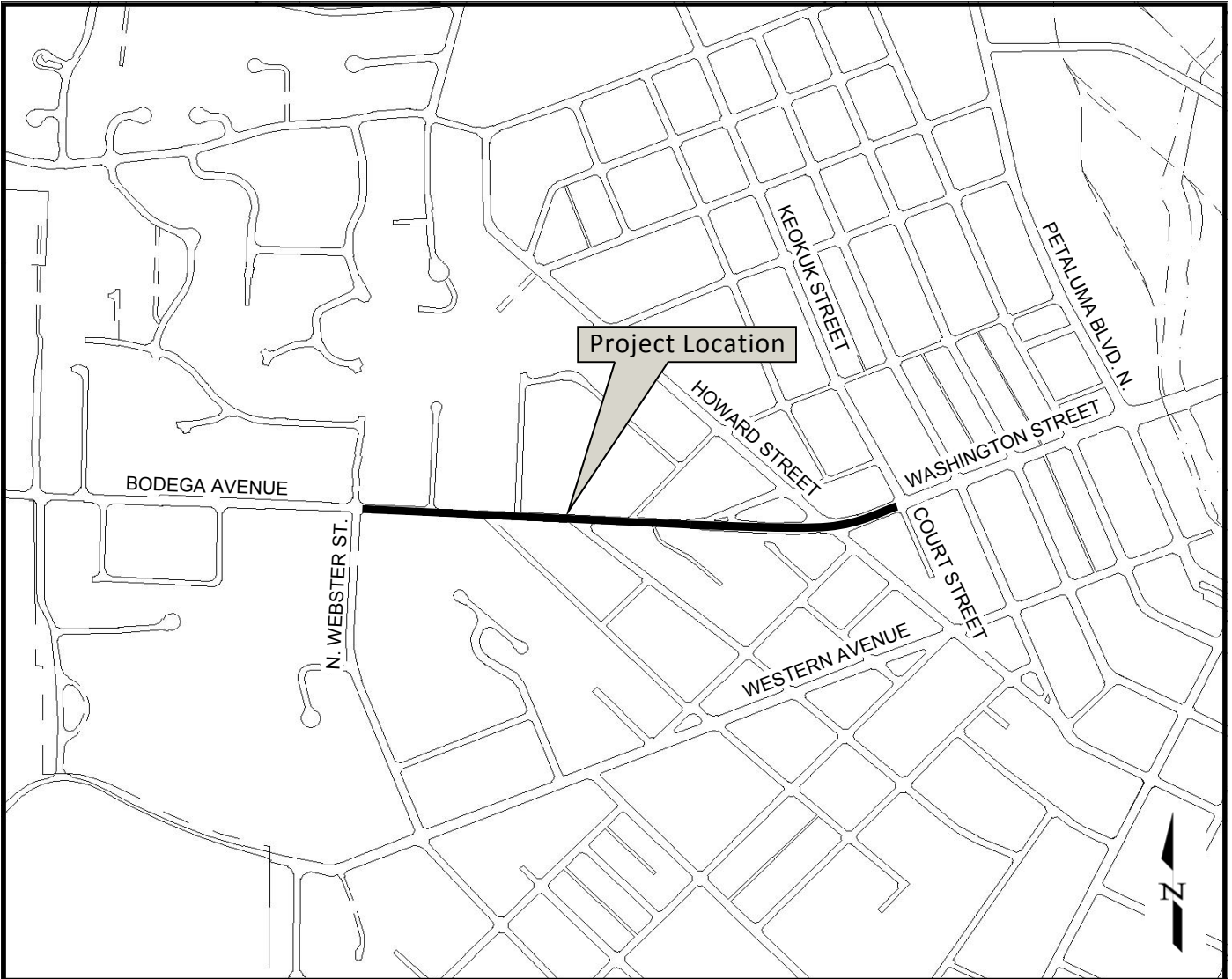
FINANCIAL OVERVIEW

C16101201

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
Planning/Environmental	-	50	50	63					113
Land & Easements	-		-						-
Design	246		246		500	166			912
Legal Services	-		-						-
Administration	3		3						3
Construction Contracts	-		-			2,500			2,500
Construction Mgmt	1		1			284			285
Contingency	-		-			386			386
CIP Overheads	5		5		10	80			95
TOTAL USES	\$ 255	\$ 50	\$ 305	\$ 63	\$ 510	\$ 3,416	\$ -	\$ -	\$ 4,294
SOURCES (dollars in \$000)									
Traffic Mitigation Impact Fees	9		9						9
Street Maintenance	46	12	58	12					70
Fed Hwy Bridge Program (HBP) Grant	188	50	238	51	443	2,934			3,666
Undetermined					67	482			549
TOTAL FUNDS	\$ 243	\$ 62	\$ 305	\$ 63	\$ 510	\$ 3,416	\$ -	\$ -	\$ 4,294

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 funding comes in the form of credits to the City for the PGE lead work. The PGE funding does not pay for the replacement of street lights when the existing power poles also hold street lights. The limits for the Bodega Phase II project are from North Webster Street to Court St and require the replacement of street lighting, the cost of which is shown below. Construction is currently anticipated for FY 20/21.

FINANCIAL OVERVIEW

C03500104

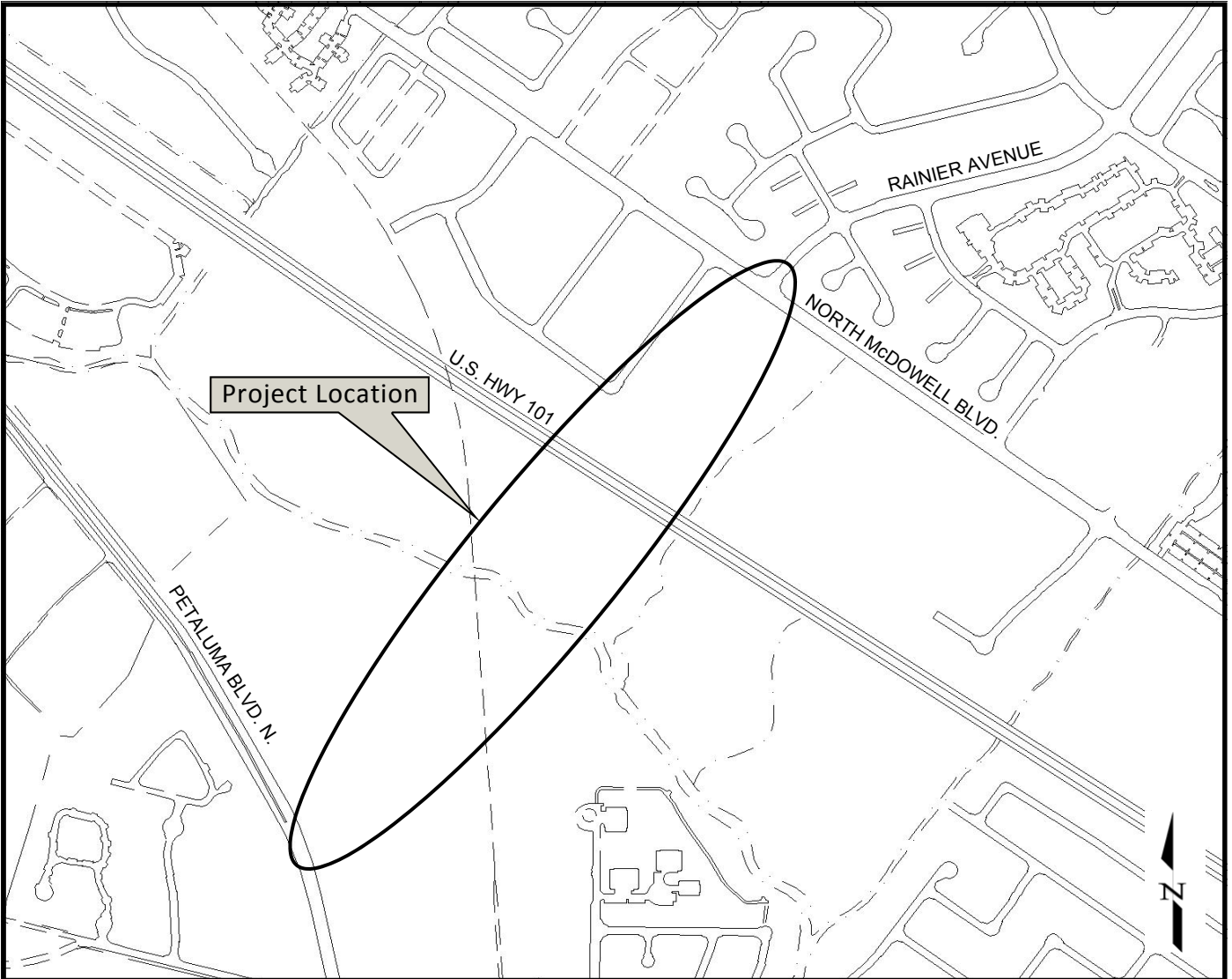
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	1		1						1
Land & Easements	-		-			25			25
Design	43		43			50			93
Legal Services	1		1			2			3
Administration	2		2						2
Construction Contracts			-				222		222
Construction Mgmt	1		1				45		46
Contingency			-				22		22
CIP Overheads	2		2			2	7		11
TOTAL USES	\$ 50	\$ -	\$ 50	\$ -	\$ -	\$ 79	\$ 296	\$ -	\$ 425

SOURCES (dollars in \$000)

Street Maintenance	49	1	50						50
Undetermined						79	296		375
TOTAL FUNDS	\$ 49	\$ 1	\$ 50	\$ -	\$ -	\$ 79	\$ 296	\$ -	\$ 425

RAINIER AVENUE CROSS-TOWN CONNECTOR / INTERCHANGE

PUBLIC WORKS



**Project Title: Rainier Cross-town Connector
 Phase 1 – Undercrossing Structure**

C00501204

PROJECT PURPOSE AND DESCRIPTION

An environmental impact report (EIR) has been completed for this cross-town connector project. The design of the undercrossing structure of existing Highway 101 has been completed by Caltrans and funded by the City. The structure will be constructed by Caltrans as part of the future Highway 101 MSN-C2 widening project which is currently underfunded and not anticipated before FY21/22. Funding for the undercrossing is largely bond funding along with Traffic Mitigation Impact Fee Funds. Future City projects will extend Rainier Avenue under the future 101 undercrossing to create a cross town connector and a full 101 interchange.

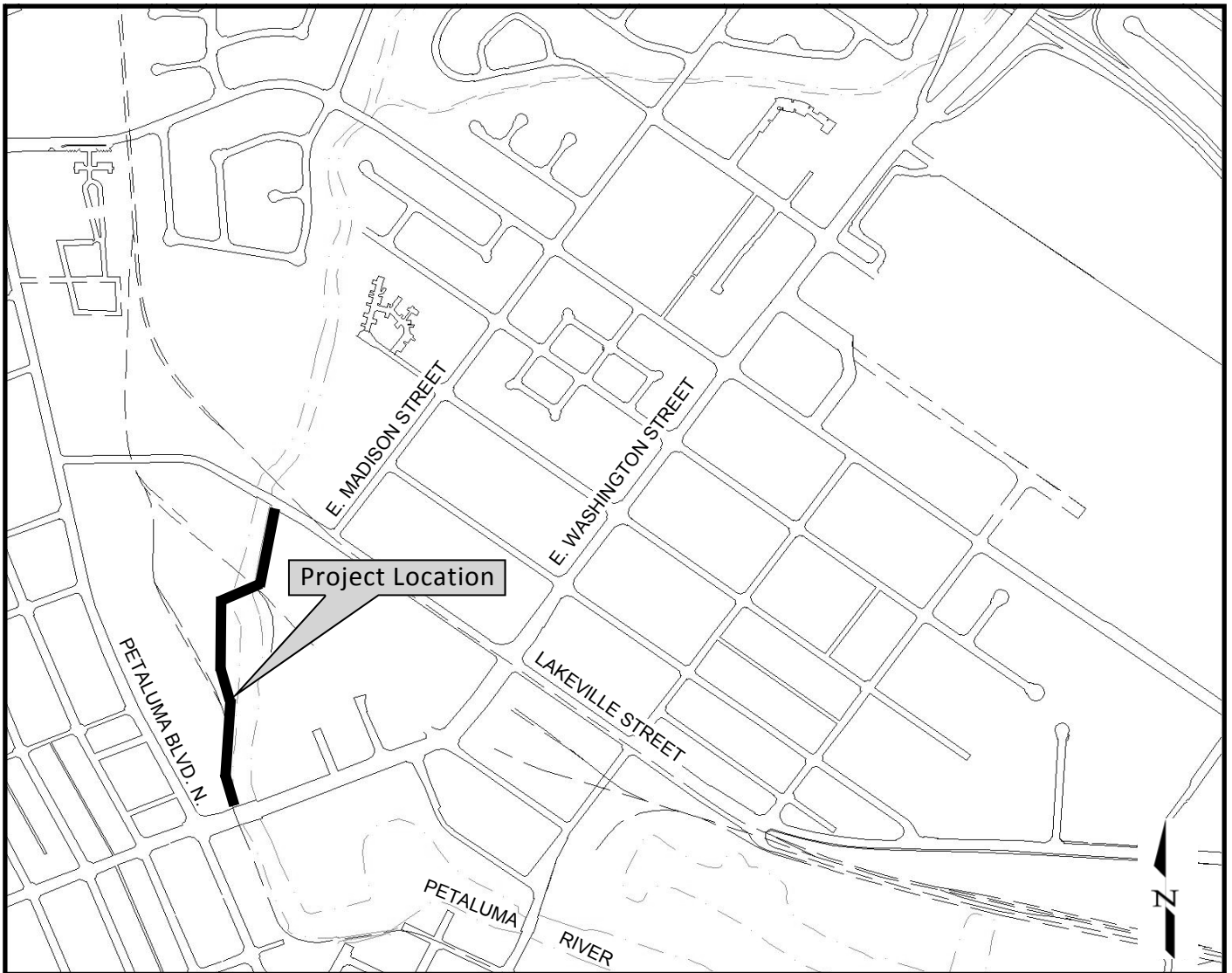
FINANCIAL OVERVIEW

C00501204

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	2,016		2,016	10					2,026
Land & Easements	10		10						10
Design	823		823				35		858
Legal Services	8		8						8
Administration	31		31						31
Construction Contracts	-		-				7,000		7,000
Construction Mgmt	1		1				700		701
Contingency	-		-				650		650
CIP Overheads	102		102				209		311
TOTAL USES	\$ 2,991	\$ -	\$ 2,991	\$ 10	\$ -	\$ -	\$ -	\$ 8,594	\$ 11,595
SOURCES (dollars in \$000)									
Traffic Mitigation Impact Fees	659	65	724	10				1,594	2,328
Successor Agency - PCDC	2,264		2,264						2,264
2011 Bonds							7,000		7,000
Developer Contributions	2		2						2
GASB 31	2		2						2
TOTAL FUNDS	\$ 2,926		\$ 2,991	\$ 10	\$ -	\$ -	\$ -	\$ 8,594	\$ 11,595

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 has been completed, with a small portion excluded until additional property rights are acquired along Water Street. It is hoped that the remaining property rights will be acquired and the remaining segment of path will be constructed on North Water Street in the near future through development. The remaining Measure M funds are being held to assist as necessary to complete this project.

FINANCIAL OVERVIEW

C03200503

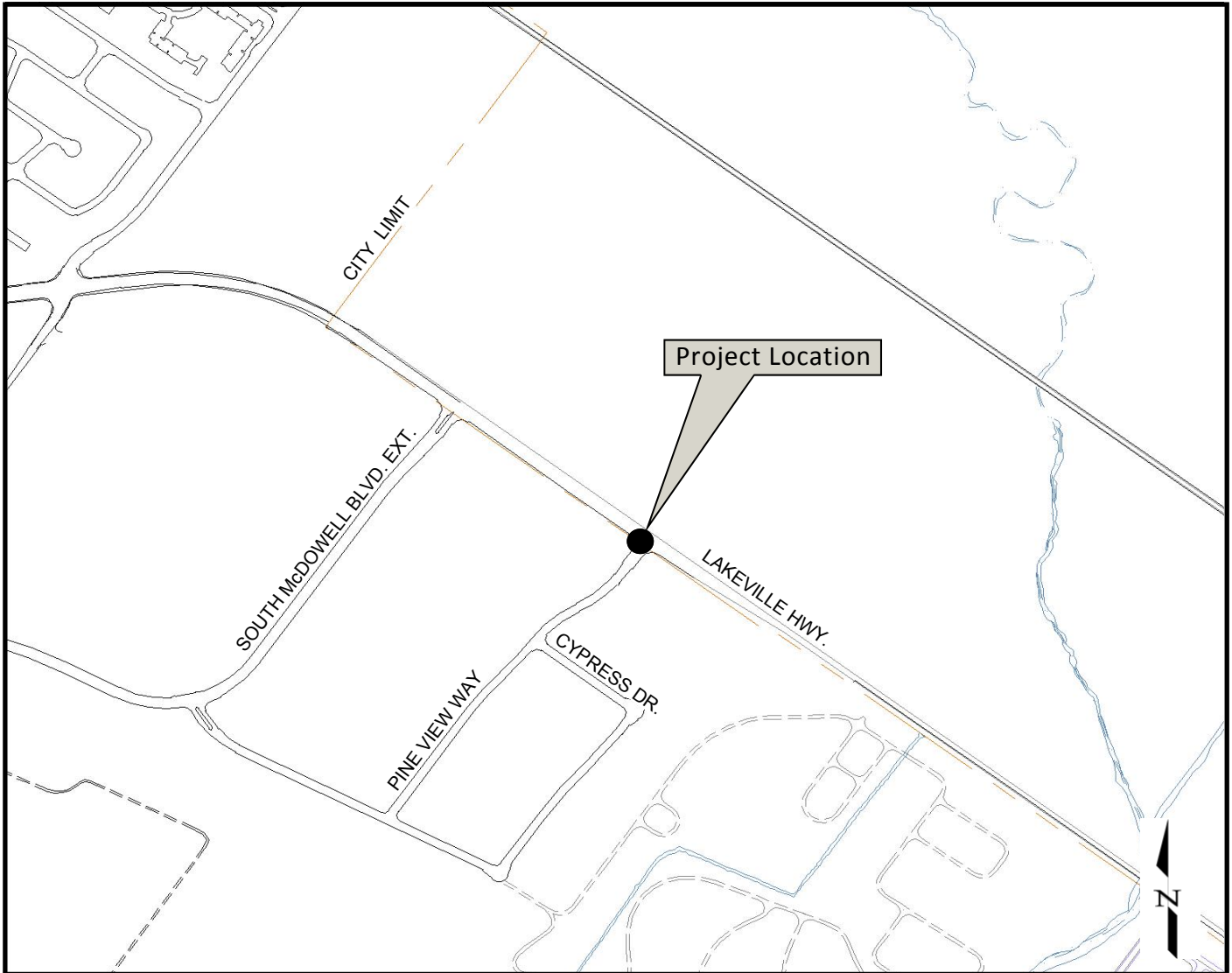
USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
Planning/Environmental	23		23	3					26
Land & Easements	66		66	20					86
Design	235		235						235
Legal Services	21		21						21
Administration	86		86						86
Construction Contracts	1,037		1,037		363				1,400
Construction Mgmt	182		182						182
Contingency	-		-						-
CIP Overheads	86		86						86
TOTAL USES	\$ 1,736	\$ -	\$ 1,736	\$ 23	\$ 363	\$ -	\$ -	\$ -	\$ 2,122

SOURCES (dollars in \$000)

Traffic Mitigation Impact Fees	188		188						188
Measure M	1,164		1,164		363				1,527
Successor Agency - PCDC	403		403						403
Other Revenue	3		3						3
TOTAL FUNDS	\$ 1,759	\$ -	\$ 1,759	\$ -	\$ 363	\$ -	\$ -	\$ -	\$ 2,122

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 2017. Due to difficulties getting the project approvals through Caltrans and related project changes, the cost of the project has increased. The additional funding of \$204,000 is shown coming from the Traffic Mitigation Impact Fee Fund, though it is hoped that the City will receive additional Highway Safety Improvement Program Grant funding.

FINANCIAL OVERVIEW

C16101309

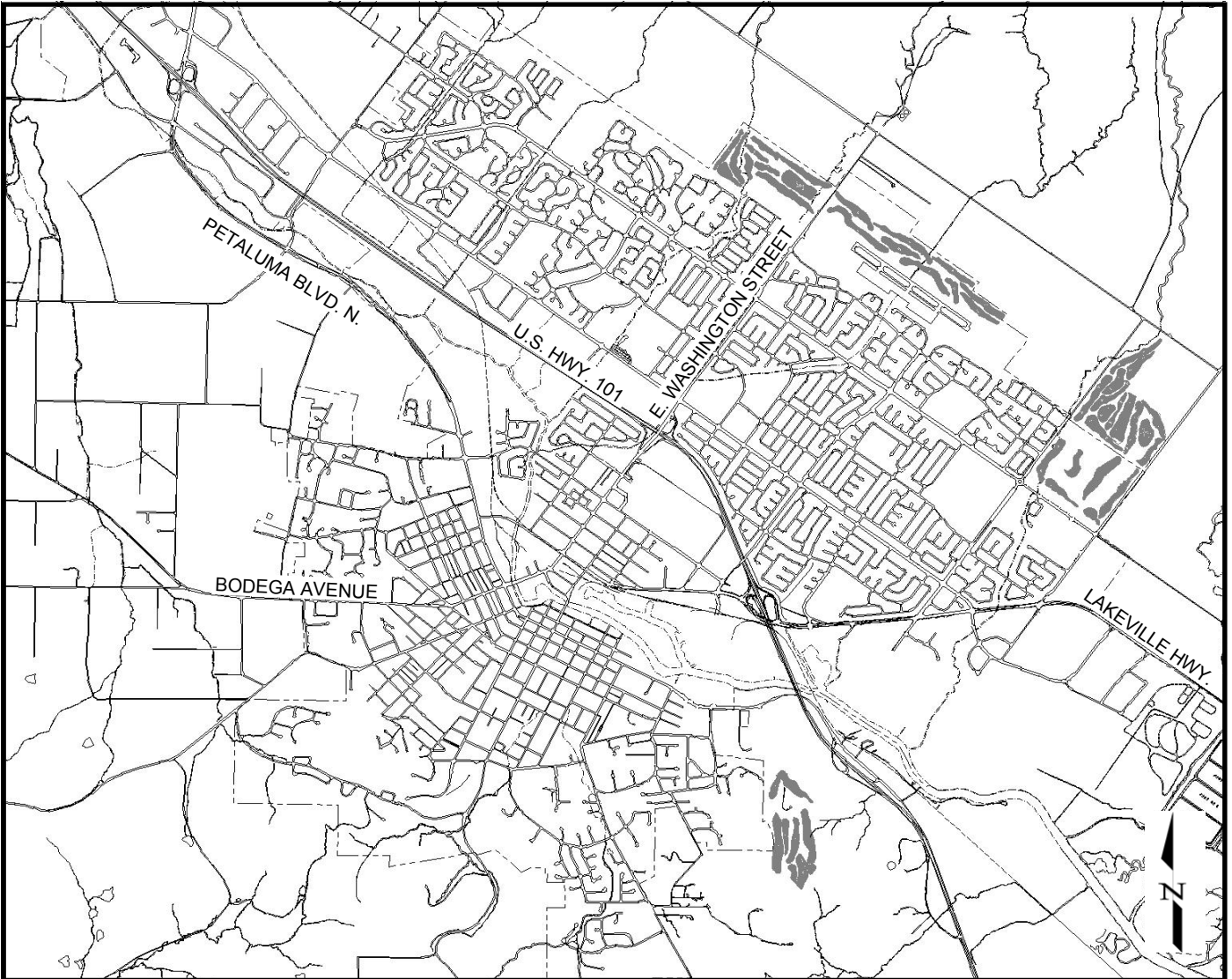
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-		-						-
Land & Easements			-						-
Design	75	10	85						85
Legal Services	-		-						-
Administration	-		-						-
Construction Contracts	-		-	300					300
Construction Mgmt	-		-	32					32
Contingency	-		-	30					30
CIP Overheads	3	1	4	10					14
TOTAL USES	\$ 78	\$ 11	\$ 89	\$ 372	\$ -	\$ -	\$ -	\$ -	\$ 461

SOURCES (dollars in \$000)

Traffic Mitigation Impact Fees			-	204					204
Street Maintenance	27	11	38	10					48
Highway Safety Improvement Program	43		43	166					209
TOTAL FUNDS	\$ 70	\$ 11	\$ 81	\$ 380	\$ -	\$ -	\$ -	\$ -	\$ 461

LED STREETLIGHT RETROFIT—VARIOUS LOCATIONS

PUBLIC WORKS



Project Title: LED Streetlight Retrofit

C16501412

PROJECT PURPOSE AND DESCRIPTION

The City previously completed a project retrofitting street lights with more energy efficient LED lamps. That project replaced 733 street lights along certain segments of a few arterial corridors using PGE’s “on-bill financing.” The current project schedule for FY 17/18 will replace nearly all of the approximately 3,300 remaining streetlights. The historic style street lights will not be retrofitted with this project. The project will eliminate most of the current backlog of street light outages. Some of the outages are due to power supply problems related to missing or wire damage within the underground conduit. These more costly repairs to restore power are not included in this project but will be completed as funding allows. This project will be funded through an inter-fund loan from the Waste Water fund to be paid back over time, including interest, with electrical bill savings.

FINANCIAL OVERVIEW

C16501412

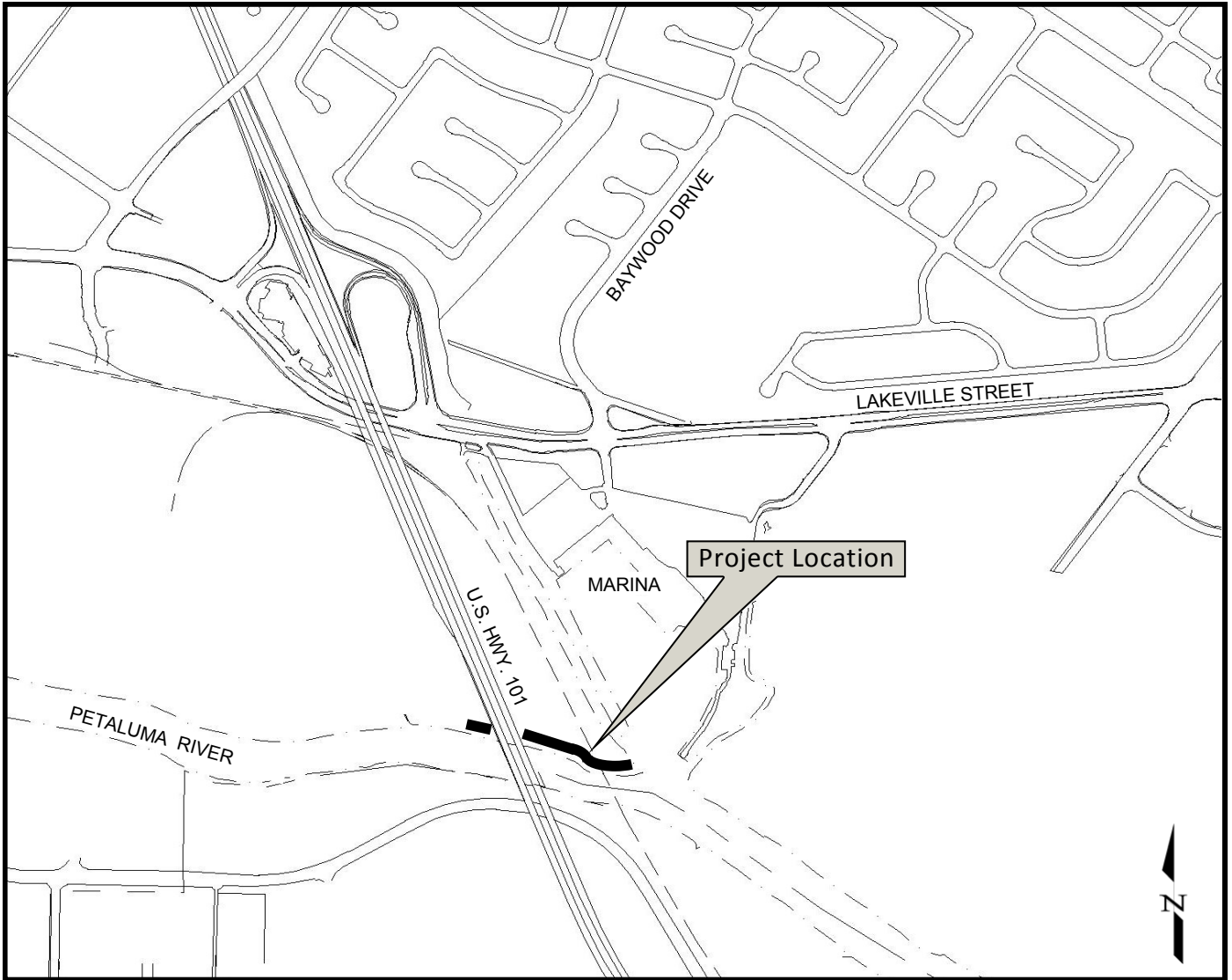
	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	2		2	-					2
Land & Easements			-	-					-
Design	10	10	20	10					30
Legal Services			-	-					-
Administration			-	-					-
Construction Contracts			-	1,300					1,300
Construction Mgmt	2		2	20					22
Contingency			-	130					130
CIP Overheads	1	1	2	30					32
TOTAL USES	\$ 14	\$ 11	\$ 25	\$ 1,490	\$ -	\$ -	\$ -	\$ -	\$ 1,515

SOURCES (dollars in \$000)

Street Maintenance	12	2	14						14
Interfund Loan - Waste Water		11	11	1,490					1,501
TOTAL FUNDS	\$ 12	\$ 13	\$ 25	\$ 1,490	\$ -	\$ -	\$ -	\$ -	\$ 1,515

RIVERTRAIL—101 /CROSSING

PUBLIC WORKS



Project Title: Rivertrail – 101/Crossing

C16101519

PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is to design and construct a critical piece of the Rivertrail crossing under Hwy 101 and across the SMART tracks connecting the Riverfront development to the Marina. This segment, when complete, will connect the trail to Alman Marsh through the Marina to Hopper Street which ultimately leads to downtown. The path will allow cyclists and pedestrians an alternative to traveling along Lakeville Highway. The preliminary engineering to take place in FY 17/18 is funded through contribution from the Riverfront development. Future phases are currently unfunded.

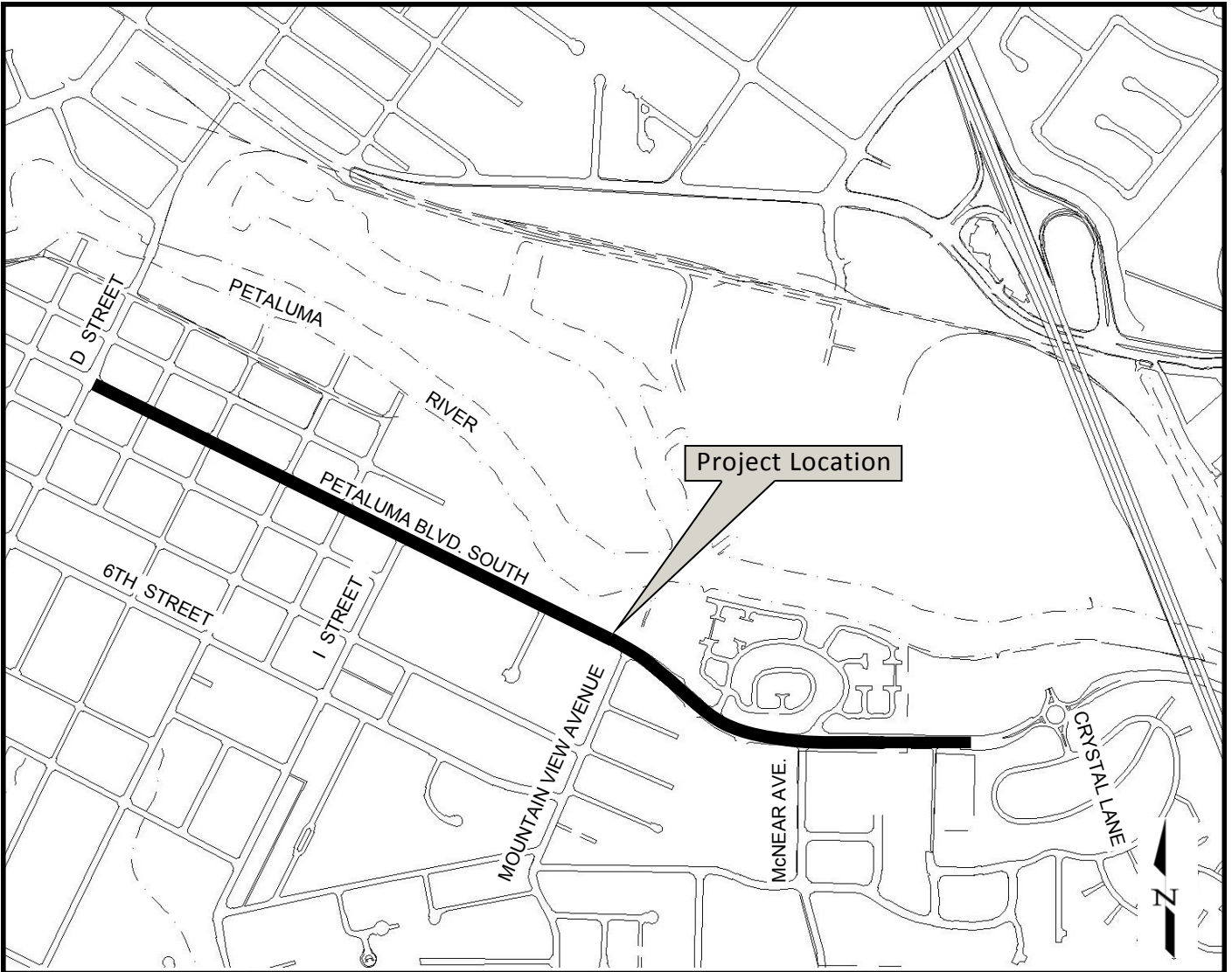
FINANCIAL OVERVIEW

C16101519

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		5	5	45	70				120
Land & Easements			-		10				10
Design			-		150				150
Legal Services			-		10				10
Administration			-						-
Construction Contracts			-			2,200			2,200
Construction Mgmt			-			100			100
Contingency			-			224			224
CIP Overheads			-			50			50
TOTAL USES	\$ -	\$ 5	\$ 5	\$ 45	\$ 240	\$ 2,574	\$ -	\$ -	\$ 2,864
SOURCES (dollars in \$000)									
Developer Contributions		5	5	45					50
Undetermined			-		240	2,574			2,814
TOTAL FUNDS	\$ -	\$ 5	\$ 5	\$ 45	\$ 240	\$ 2,574	\$ -	\$ -	\$ 2,864

ROAD DIET EXTENSION PETALUMA BLVD. S.

PUBLIC WORKS



Project Title: Road Diet Extension Petaluma Blvd. South

C16101601

PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is to reconfigure the current 4-through lanes to 2-through lanes and one 2-way left turn lane to Crystal Lane (Roundabout), in order to provide adequately sized driving and parking lanes. This will improve safety for all modes of transportation and encourage more bicycle and pedestrian use. The project will include reconstruction of the roadway, improve bicycle facilities, sidewalk and make ADA improvements. Funding for this project is anticipated to come from the One Bay Area Grant, assuming the City's grant application is successful. The grant does require an 11.5% local match which will come from the Street Maintenance Fund.

FINANCIAL OVERVIEW

C16101601

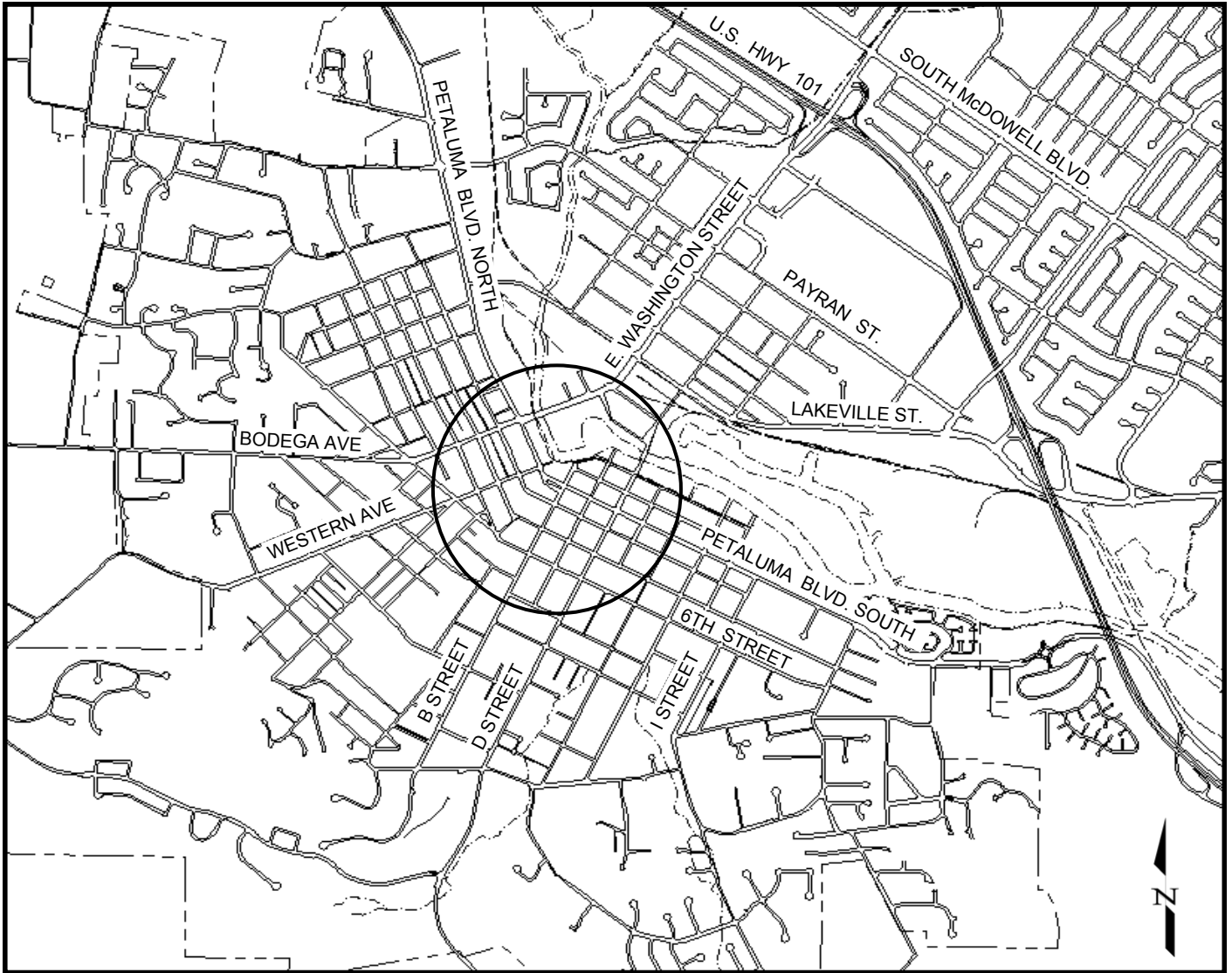
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		10	10	10	30				50
Land & Easements			-						-
Design			-		180	65			245
Legal Services			-						-
Administration			-						-
Construction Contracts			-			2,510			2,510
Construction Mgmt			-			100			100
Contingency			-			230			230
CIP Overheads		1	1			74			75
TOTAL USES	\$ -	\$ 11	\$ 11	\$ 10	\$ 210	\$ 2,979	\$ -	\$ -	\$ 3,210

SOURCES (dollars in \$000)

Street Maintenance		11	11	10	24	343			388
One Bay Area Grant (OBAG)			-		186	2,636			2,822
TOTAL FUNDS	\$ -	\$ 11	\$ 11	\$ 10	\$ 210	\$ 2,979	\$ -	\$ -	\$ 3,210

DOWNTOWN PEDESTRIAN ACCESS UPGRADES

PUBLIC WORKS



○ PROJECT LOCATIONS

Project Title: Downtown Pedestrian ADA Improvements

C16501602

PROJECT PURPOSE AND DESCRIPTION

The City will be upgrading curb ramps, sidewalks, and other facilities in the downtown area to meet current American's with Disabilities Act standards. The work will be ongoing over many years as funding allows, and is recommended for funding in FY 17/18 using Transient Occupancy Tax funds.

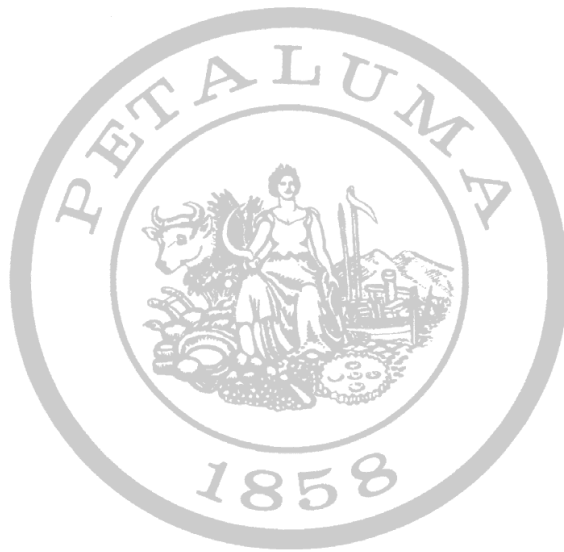
FINANCIAL OVERVIEW

C16501602

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements	2		2						2
Design	1		1	20		20		20	61
Legal Services			-						-
Administration			-						-
Construction Contracts		235	235	200		200		200	835
Construction Mgmt		15	15	14		14		14	57
Contingency		22	22	14		14		14	64
CIP Overheads			-	2		2		2	6
TOTAL USES	\$ 3	\$ 272	\$ 275	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 1,025

SOURCES (dollars in \$000)

Transient Occupancy Tax			-	250	125	125	125	125	750
General Fund	275		275						275
TOTAL FUNDS	\$ 275	\$ -	\$ 275	\$ 250	\$ 125	\$ 125	\$ 125	\$ 125	\$ 1,025



Project Title: Pavement Restoration

C16101823

PROJECT PURPOSE AND DESCRIPTION

This annual project will reduce the continued degradation of the City’s street system by implementing pavement maintenance measures as much as funding allows. Projects will consist primarily of seal coats and overlays with associated dig-outs of failed areas and crack sealing. The Americans with Disabilities Act improvements to sidewalks and curb ramps will be included either as part of the paving project or as a separate project whenever possible. Funding for this work is a combination of Street Maintenance Funds along with Utility Fees to compensate for damage done to the streets due to placement and maintenance of sewer and water facilities. It is anticipated that there will be one project per year.

FINANCIAL OVERVIEW

c16101823

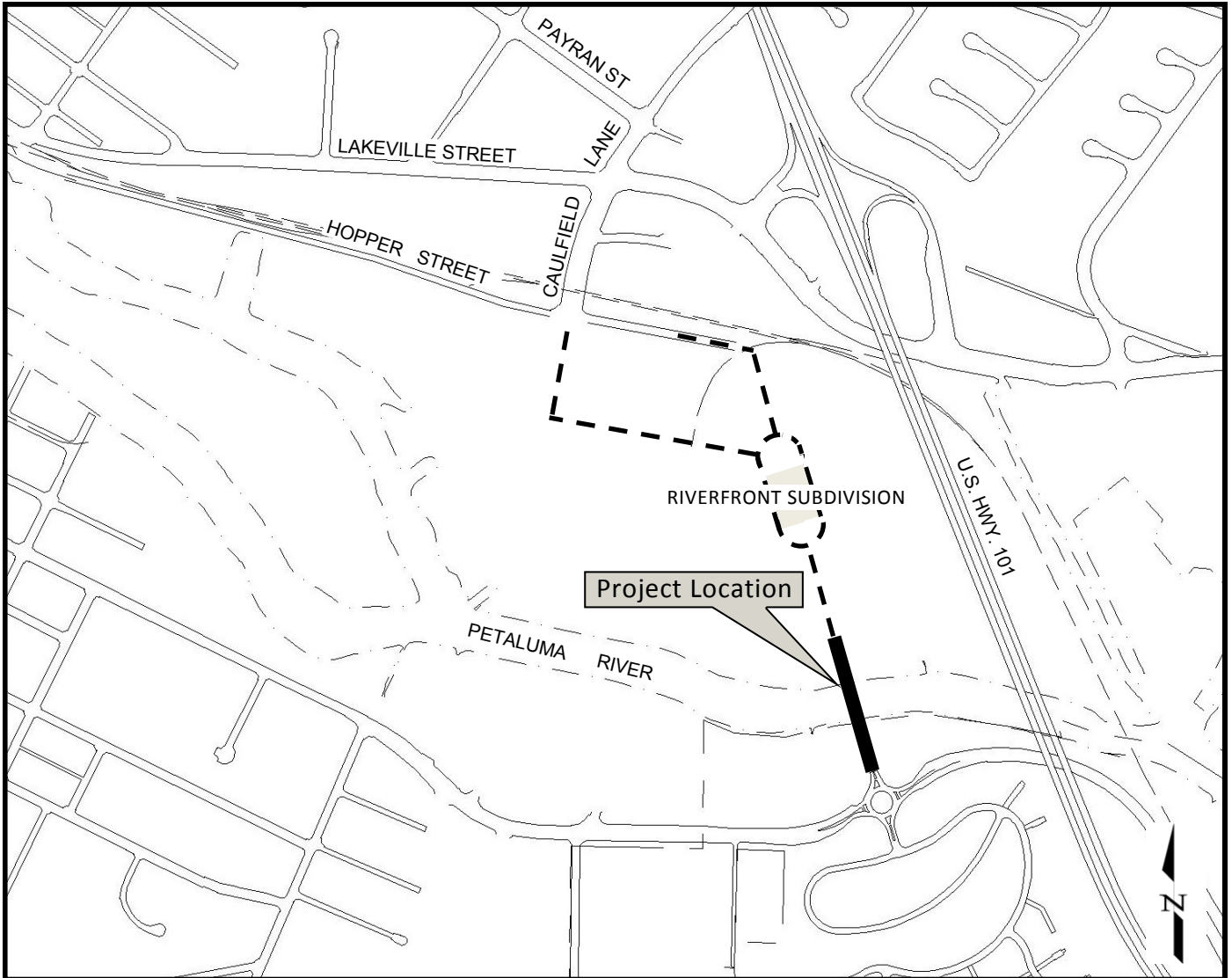
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	2	2	2	2	2	10
Land & Easements			-						-
Design			-	25	25	25	25	25	125
Legal Services			-	1	1	1	1	1	5
Administration			-	2	2	2	2	2	10
Construction Contracts			-	1,100	1,153	1,169	1,185	1,202	5,809
Construction Mgmt			-	55	55	55	55	55	275
Contingency			-	62	62	62	62	62	310
CIP Overheads			-	3	3	3	3	3	15
TOTAL USES	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,303	\$ 1,319	\$ 1,335	\$ 1,352	\$ 6,559

SOURCES (dollars in \$000)

Street Maintenance			-	500	500	500	500	500	2,500
Utility Pavement Fees Water			-	435	465	475	484	494	2,353
Utility Pavement Fees Sewer			-	315	338	344	351	358	1,706
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,303	\$ 1,319	\$ 1,335	\$ 1,352	\$ 6,559

CAULFIELD BRIDGE AND EXTENSION

PUBLIC WORKS



Project Title: Caulfield Bridge and Extension

C16401824

PROJECT PURPOSE AND DESCRIPTION

In FY 17/18 through a consultant, staff will determine bridge type and estimate construction costs for a bridge over the Petaluma River in order to extend Caulfield Lane to Petaluma Blvd. South. Consultant work will likely include discussions with the Coast Guard to determine minimum bridge openings and potentially geotechnical reports and surveying. Funding for this work comes directly from the Quarry Heights development fees specifically for this project.

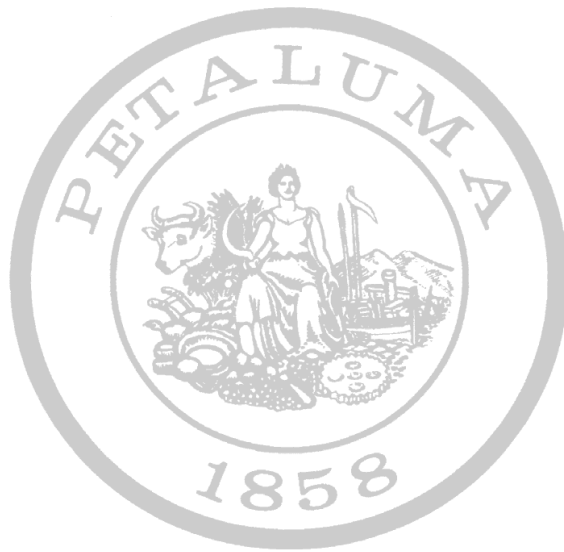
FINANCIAL OVERVIEW

C16401824

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	200					200
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 200

SOURCES (dollars in \$000)

Developer Contributions			-	200					200
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 200



Project Title: Citywide Bridge Repair

C16401925

PROJECT PURPOSE AND DESCRIPTION

Caltrans inspects most of the bridges with City limits biannually. The inspections result in a report with recommendations for repairs and maintenance to our bridges. This project, currently scheduled for FY 18/19, is a combination of all pending work to be completed, primarily sealing concrete bridge decks with methacrylate. Street Maintenance will be the funding source.

FINANCIAL OVERVIEW

C16401925

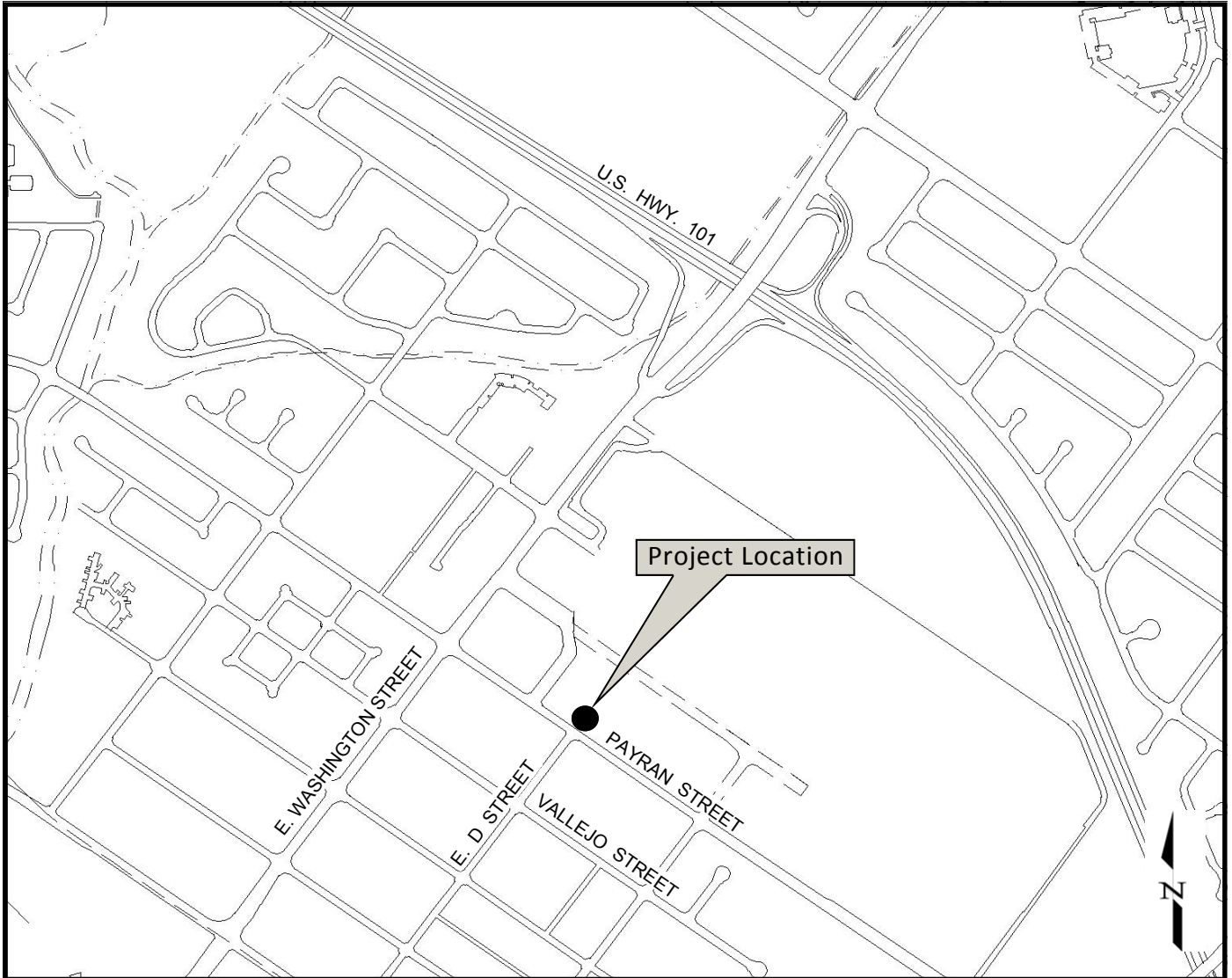
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-		25				25
Land & Easements			-						-
Design			-		40				40
Legal Services			-		5				5
Administration			-		5				5
Construction Contracts			-		320				320
Construction Mgmt			-		25				25
Contingency			-		25				25
CIP Overheads			-		5				5
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ 450

SOURCES (dollars in \$000)

Street Maintenance			-		450				450
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ 450

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 that fund will be fully expended by the end of FY16/17 and Water Capital will be used to continue this operation.

FINANCIAL OVERVIEW

e16082012

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	15		15						15
Land & Easements			-						-
Design	401	300	701	150	57				908
Legal Services	-		-						-
Administration	1		1						1
Construction Contracts	399		399						399
Construction Mgmt	2	25	27	20	15				62
Contingency		25	25	10	10				45
CIP Overheads			-						-
TOTAL USES	\$ 818	\$ 350	\$ 1,168	\$ 180	\$ 82	\$ -	\$ -	\$ -	\$ 1,430

SOURCES (dollars in \$000)

General Fund	9		9						9
State UST Clean-up Fund	708	48	756						756
Successor Agency - PCDC	50		50						50
Water Capital		353	353	180	82				615
TOTAL FUNDS	\$ 767	\$ 401	\$ 1,168	\$ 180	\$ 82	\$ -	\$ -	\$ -	\$ 1,430

Project Title: Sidewalk Repair Revolving Loan

e16101718

PROJECT PURPOSE AND DESCRIPTION

The City of Petaluma’s infrastructure system includes the public walkways. Aging concrete, root intrusion, expansive soils, and a variety of other causes create potential tripping hazards throughout the City. The goal of this program is to create safe public access and abate trip hazards. Per the California Streets and Highways Code and the City of Petaluma Municipal Code Chapter 13.10, property owners are responsible and liable for any damaged sidewalk areas adjacent to their homes or businesses. When the City of Petaluma performs the repair work and the cost of the repair is more than an owner can afford to pay in a single payment, the City will provide financing to property owners at a low interest rate. Monthly administrative fees may apply. The financing agreement is on a case by case basis for those that may wish to use it, with a maximum term of 3 years and a minimum monthly payment of \$100. Seed money for this project is provided from Risk reserves. This work is ongoing and will continue indefinitely.

FINANCIAL OVERVIEW

e16101718

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts		30	30	60					90
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ 30	\$ 30	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 90

SOURCES (dollars in \$000)

Charges for Services - 45610		30	30	60					90
TOTAL FUNDS	\$ -	\$ 30	\$ 30	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 90

RECYCLED WATER PROJECTS FY 2017-2018

RECYCLED WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18

PROJECT SUMMARY

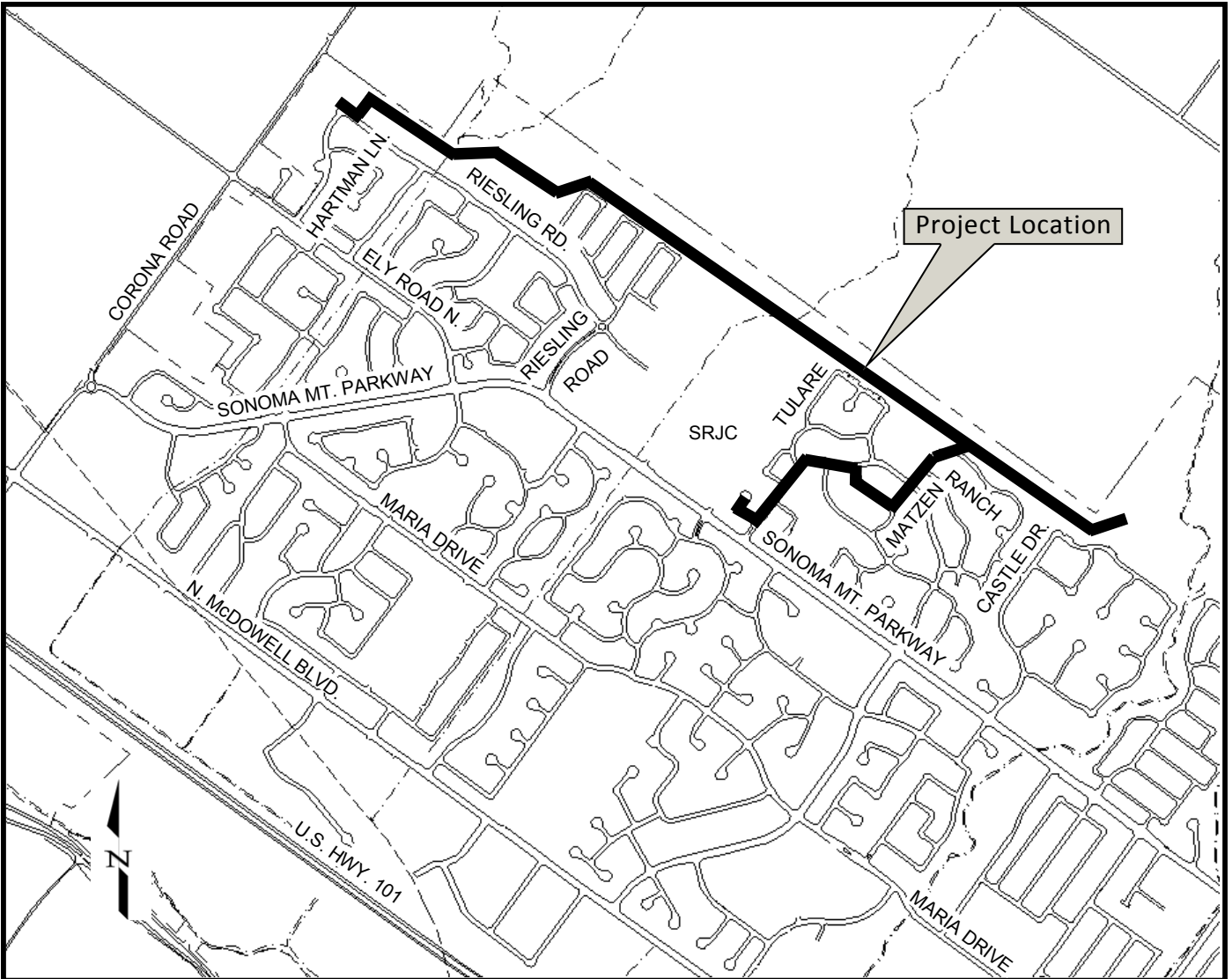
Fund 6690.66900

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C66401415 Recycled Water System Extension-Prop 1A/Sonoma Mtn Pipeline	153	993	1,146	1,823	-	-	-	-	2,969
C66401416 Tertiary Filtration System Expansion	12	25	37	700	7,000	1,275	-	-	9,012
C66501834 Recycled Water System Extension - Phase 1/Maria Loop	-	-	-	-	750	2,100	1,250	-	4,100
C66401302 Recycled Water Turnout And Meter Replacements	-	-	-	-	-	388	-	350	738
C66502235 Park Irrigation Upgrades	-	-	-	-	-	-	-	750	750
C66501936 Recycled Water System Expansion for Agriculture	-	-	-	-	-	800	2,000	1,400	4,200
C66502037 Recycled Water Pump Upgrades	-	-	-	-	-	-	1,400	-	1,400
TOTAL	\$ 165	\$ 1,018	\$ 1,183	\$ 2,523	\$ 7,750	\$ 4,563	\$ 4,650	\$ 2,500	\$ 23,169

SOURCES (dollars in \$000)

Waste Water Capital Funds	\$ 87	\$ 37	\$ 124	\$ 700	\$ 5,500	\$ 1,763	\$ 3,400	\$ 350	\$ 11,837
Water Capital Funds	-	754	754	1,234	626	1,165	961	750	5,490
Bureau of Reclamation	-	-	-	-	1,624	1,225	289	1,000	4,138
State Prop 1 Grant	-	305	305	589	-	410	-	400	1,704
TOTAL	\$ 87	\$ 1,096	\$ 1,183	\$ 2,523	\$ 7,750	\$ 4,563	\$ 4,650	\$ 2,500	\$ 23,169

RECYCLED WATER SYSTEM EXTENSION Prop 1A/Sonoma Mountain Pipeline RECYCLED WATER



**Project Title: Recycled Water System Extension
 Prop 1A/Sonoma Mountain Pipeline**

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 involves 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. This phase of work includes extensions across SRJC to Kenilworth Jr. High and Corona Creek Elementary School starting in spring 2017. The construction timing on the extension is constrained by the school summer shutdown. The extensions traverse park fields used by Sonoma Mountain, Kenilworth, and Corona Creek schools. The project is funded 65% with Water Capital and 35% State funding.

FINANCIAL OVERVIEW

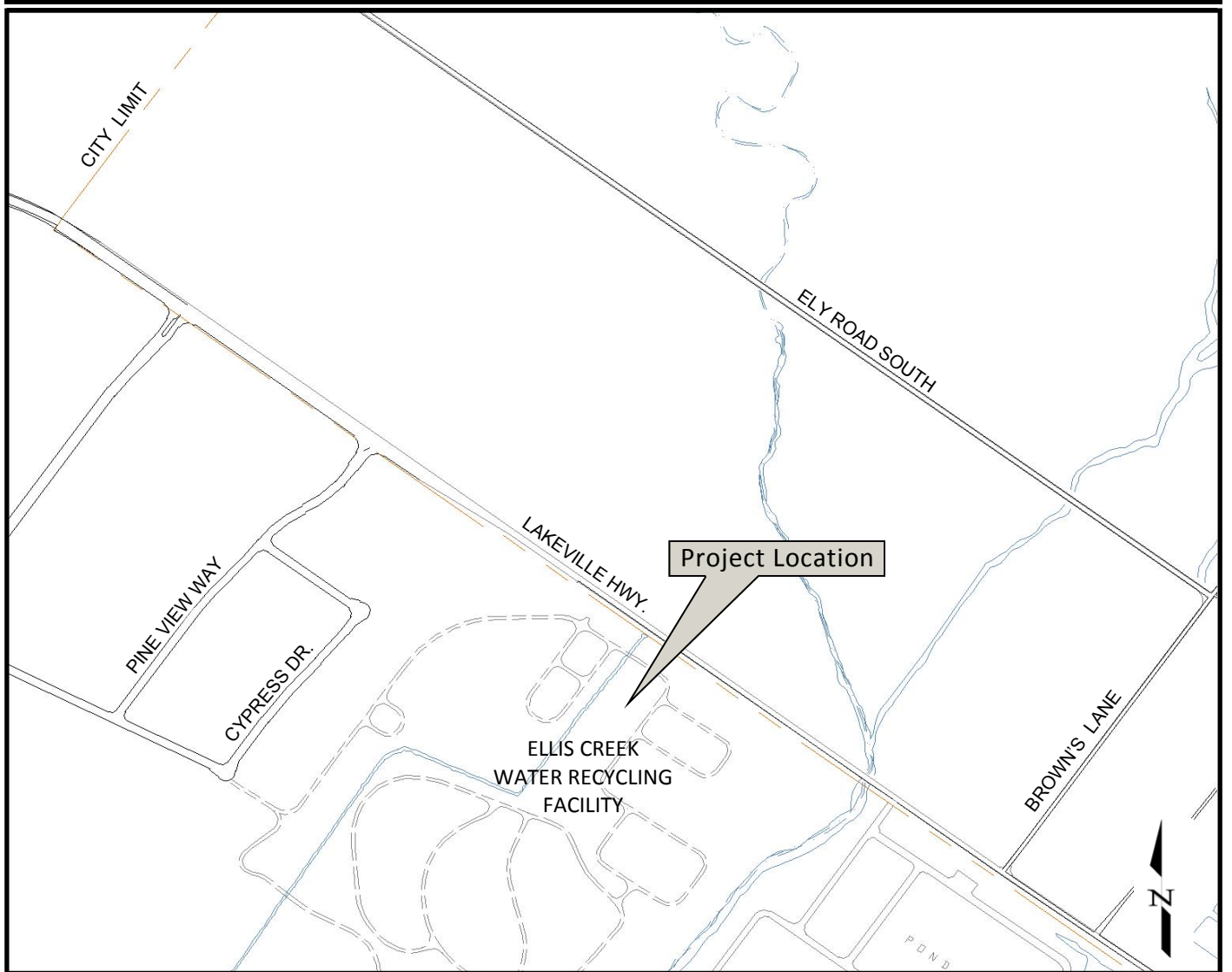
C66401415

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	26	4	30						30
Land & Easements	1	-	1						1
Design	76	40	116						116
Legal Services	-	-	-						-
Administration	1	5	6						6
Construction Contracts	33	731	764	1,400					2,164
Construction Mgmt	8	60	68	105					173
Contingency	-	140	140	282					422
CIP Overheads	8	13	21	36					57
TOTAL USES	\$ 153	\$ 993	\$ 1,146	\$ 1,823	\$ -	\$ -	\$ -	\$ -	\$ 2,969

SOURCES (dollars in \$000)

Waste Water Capital Funds	87		87						87
Water Capital Funds		754	754	1,234					1,988
State Prop 1 Grant		305	305	589					894
TOTAL FUNDS	\$ 87	\$ 1,059	\$ 1,146	\$ 1,823	\$ -	\$ -	\$ -	\$ -	\$ 2,969

TERTIARY FILTRATION SYSTEM EXPANSION RECYCLED WATER



Project Title: Tertiary Filtration System Expansion

C66401416

PROJECT PURPOSE AND DESCRIPTION

The existing tertiary treatment system at the Ellis Creek Water Recycling Facility can process up to 5.0 MGD of tertiary level recycled water, of which 0.5 MGD is used in-plant. This project will expand the filtration and disinfection capacity of the system used to treat wastewater effluent to produce tertiary recycled water. With the increased demand on the recycled water system for agricultural irrigation, the tertiary system exceeds its capacity during high demand periods. To provide additional recycled water treatment capacity, the City will add a second continuous backwash up-flow tertiary filter and add a third ultraviolet (UV) light system in an existing channel constructed for this purpose. While the majority of the project funding is Waste Water Capital, the City is seeking grant funding from Federal and State sources through a partnership with the North Bay Water Reuse Authority. The construction of the project is dependent on the partnership with NBWRA and the efforts to receive grant funding from Federal and State sources. If grant funding is available construction would occur in the summer of 2019.

FINANCIAL OVERVIEW

C66401416

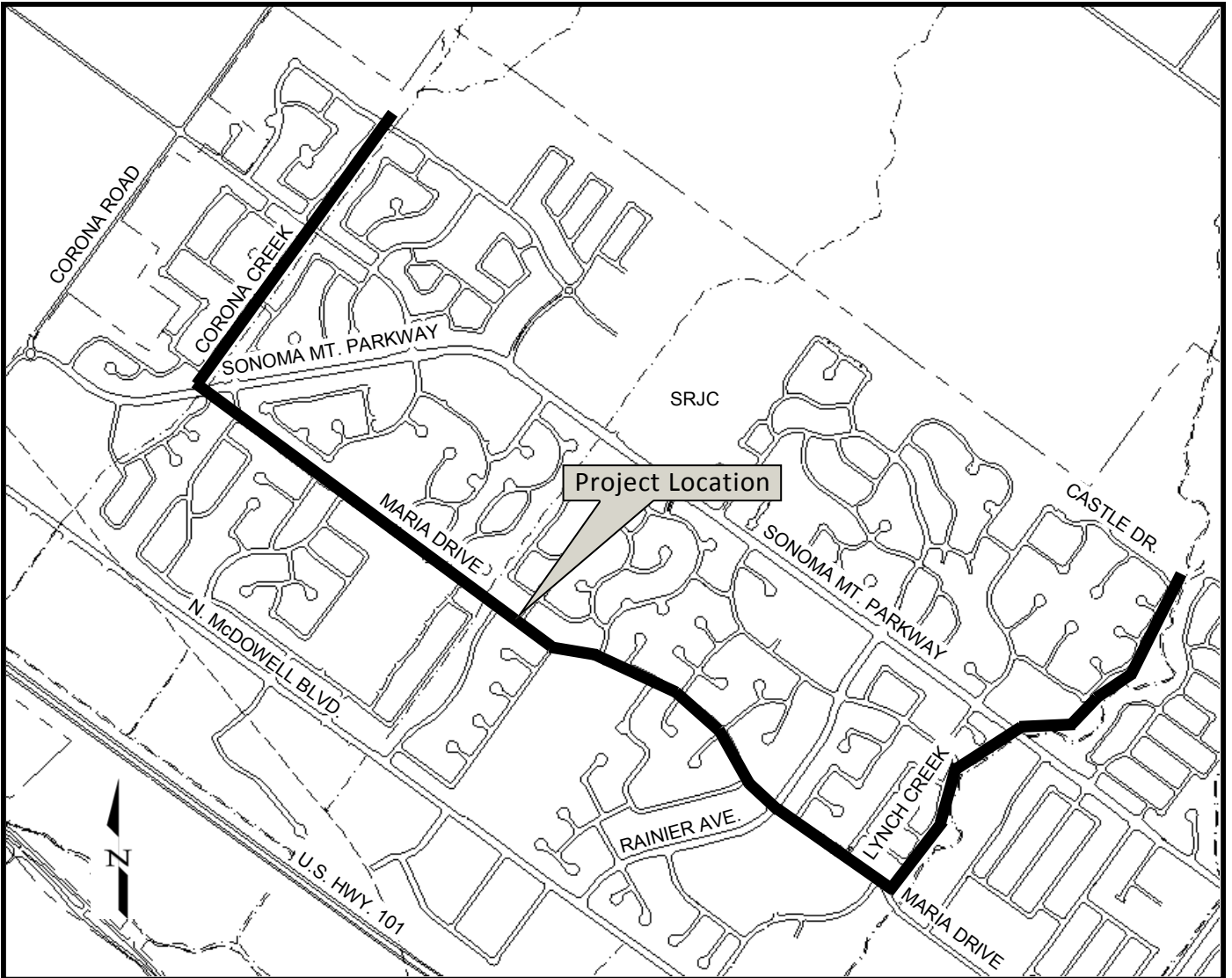
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		25	25						25
Land & Easements			-						-
Design	11		11	700					711
Legal Services			-						-
Administration			-						-
Construction Contracts			-		7,000	1,275			8,275
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads	1		1						1
TOTAL USES	\$ 12	\$ 25	\$ 37	\$ 700	\$ 7,000	\$ 1,275	\$ -	\$ -	\$ 9,012

SOURCES (dollars in \$000)

Waste Water Capital Funds		37	37	700	5,500	575			6,812
Bureau of Reclamation			-		1,500	700			2,200
TOTAL FUNDS	\$ -	\$ 37	\$ 37	\$ 700	\$ 7,000	\$ 1,275	\$ -	\$ -	\$ 9,012

RECYCLED WATER SYSTEM EXTENSION PHASE 1 / MARIA LOOP

RECYCLED WATER



**Project Title: Recycled Water System Extension
 Phase 1 / Maria Loop**

C66501834

PROJECT PURPOSE AND DESCRIPTION

This project is identified as part of Phase 1 of the partnership with the North Bay Water Reuse Authority (NBWRA) to expand the City’s recycled water system. This project will extend the recycled water to offset potable water to schools, greenbelts, and parks. The new pipeline will connect to the Prop 1A/Sonoma Mountain pipeline and create a looped system to increase reliability and efficiency of the system. The pipeline will loop the recycled water system via Maria Drive, and connect to Meadow Elementary and Loma Vista Elementary Schools, as well as various city parks. The construction of the project is dependent on the partnership with NBWRA and the efforts to receive grant funding from Federal and State sources. If grant funding is available construction will likely occur in summer of 2020.

FINANCIAL OVERVIEW

C66501834

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-		75				75
Land & Easements			-						-
Design			-		100				100
Legal Services			-		2	5	3		10
Administration			-		2	5	3		10
Construction Contracts			-		425	1,750	1,000		3,175
Construction Mgmt			-		70	150	80		300
Contingency			-		70	175	155		400
CIP Overheads			-		6	15	9		30
TOTAL USES	\$ -		\$ -	\$ -	\$ 750	\$ 2,100	\$ 1,250	\$ -	\$ 4,100

SOURCES (dollars in \$000)

Water Capital Funds			-		626	1,165	961		2,752
Bureau of Reclamation			-		124	525	289		938
State Prop 1 Grant			-			410			410
TOTAL FUNDS	\$ -		\$ -	\$ -	\$ 750	\$ 2,100	\$ 1,250	\$ -	\$ 4,100

Project Title: Recycled Water Turnout and Meter Replacements

C66401302

PROJECT PURPOSE AND DESCRIPTION

Construction of the City of Petaluma’s recycled water system began in 1981 and expanded over time. Recycled water is conveyed from the oxidation ponds at Lakeville Highway for irrigation of vineyards, golf courses and other agricultural land, serving 871 acres of agricultural land and 339 acres of golf courses, parks and greenbelts. During the dry-weather season the City distributes water to recycled irrigation customers. The existing turnouts are at the end of their useful life having been in service for 30+ years. Maintenance is becoming difficult as parts are no longer available. This project will remove and replace recycled water irrigation turnouts, meter assemblies and their laterals. This project is funded by Waste Water Capital and is expected to occur in FY 19/20.

FINANCIAL OVERVIEW

C66401302

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-			14			14
Design			-			34			34
Legal Services			-		-				-
Administration			-			11			11
Construction Contracts			-			232		350	582
Construction Mgmt			-			36			36
Contingency			-			55			55
CIP Overheads			-			6			6
TOTAL USES	\$ -		\$ -	\$ -	\$ -	\$ 388	\$ -	\$ 350	\$ 738

SOURCES (dollars in \$000)

Waste Water Capital Funds			-			388		350	738
TOTAL FUNDS	\$ -		\$ -	\$ -	\$ -	\$ 388	\$ -	\$ 350	\$ 738

Project Title: Park Irrigation Upgrades

C66502235

PROJECT PURPOSE AND DESCRIPTION

The City of Petaluma plans to deliver recycled water to high potable water users such as schools, parks, and landscape assessment districts in the northeastern section of the City. Once the expansion of the recycled water system is complete, the City will begin delivery to individual sites based on potable water use and the cost to deliver the recycled water. This project is for the costs associated with converting park irrigation systems to comply with regulations associated with the use of recycled water. The conversion includes replacement of sprinkler heads, valve boxes, and signage to indicate use of recycled water at each site. This project is currently scheduled for FY 21/22 and will be funded by the Water Capital Fund.

FINANCIAL OVERVIEW

C66502235

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design			-						-
Legal Services			-		-				-
Administration			-						-
Construction Contracts			-				750		750
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 750		\$ 750

SOURCES (dollars in \$000)

Water Capital Funds			-				750		750
TOTAL FUNDS	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 750		\$ 750

Project Title: Recycled Water System Expansion for Agriculture

C66501936

PROJECT PURPOSE AND DESCRIPTION

This project is part of the City’s plan to expand the recycled water system to additional high demand agricultural irrigation accounts. Agricultural customers consume the largest portion of the recycled water produced by the Ellis Creek Water Recycling Facility (ECWRF). There are several potential high demand agricultural customers along the Lakeville Highway corridor which are in close proximity to the ECWRF. This project is phase 1 of a 3 phase expansion project that will deliver recycled water to several parcels on the southwest side of Lakeville Highway. The City is seeking funding from federal and state sources through a partnership with the North Bay Water Reuse Authority (NBWRA). The construction of the project is dependent on the partnership with NBWRA and the efforts to receive grant funding from Federal and State sources. The work is schedule for the summer of 2021.

FINANCIAL OVERVIEW

C66501936

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design			-						-
Legal Services			-		-				-
Administration			-						-
Construction Contracts			-			800	2,000	1,400	4,200
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -		\$ -	\$ -	\$ -	\$ 800	\$ 2,000	\$ 1,400	\$ 4,200

SOURCES (dollars in \$000)

Waste Water Capital Funds			-			800	2,000		2,800
Bureau of Reclamation								1,000	1,000
State Prop 1 Grant								400	400
TOTAL FUNDS	\$ -		\$ -	\$ -	\$ -	\$ 800	\$ 2,000	\$ 1,400	\$ 4,200

Project Title: Recycled Water Pump Upgrades

C66502037

PROJECT PURPOSE AND DESCRIPTION

In order to maintain adequate pressure for the future system expansion and increased recycled water production, upgrades will need to be made and pumping capacity needs to be increased. This work will only be necessary when the tertiary filtration system expansion project is completed. This project is currently scheduled for FY 20/21 and will be funded through Waste Water Capital.

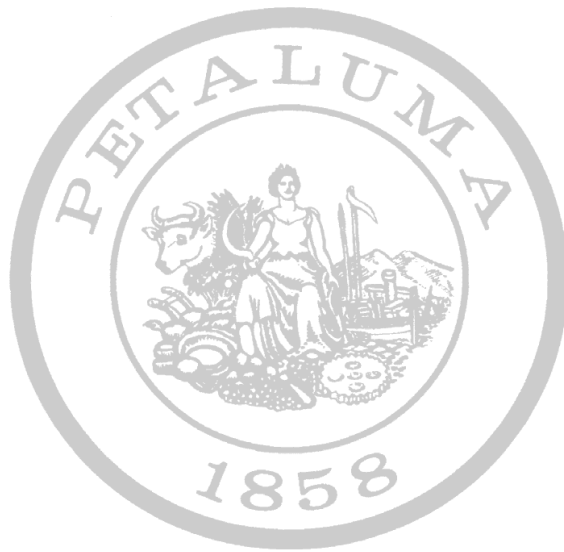
FINANCIAL OVERVIEW

C66502037

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design			-						-
Legal Services			-		-				-
Administration			-						-
Construction Contracts			-				1,400		1,400
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ -	\$ 1,400

SOURCES (dollars in \$000)

Waste Water Capital Funds			-				1,400		1,400
TOTAL FUNDS	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ -	\$ 1,400



SURFACE WATER PROJECTS FY 2017-2018

SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18

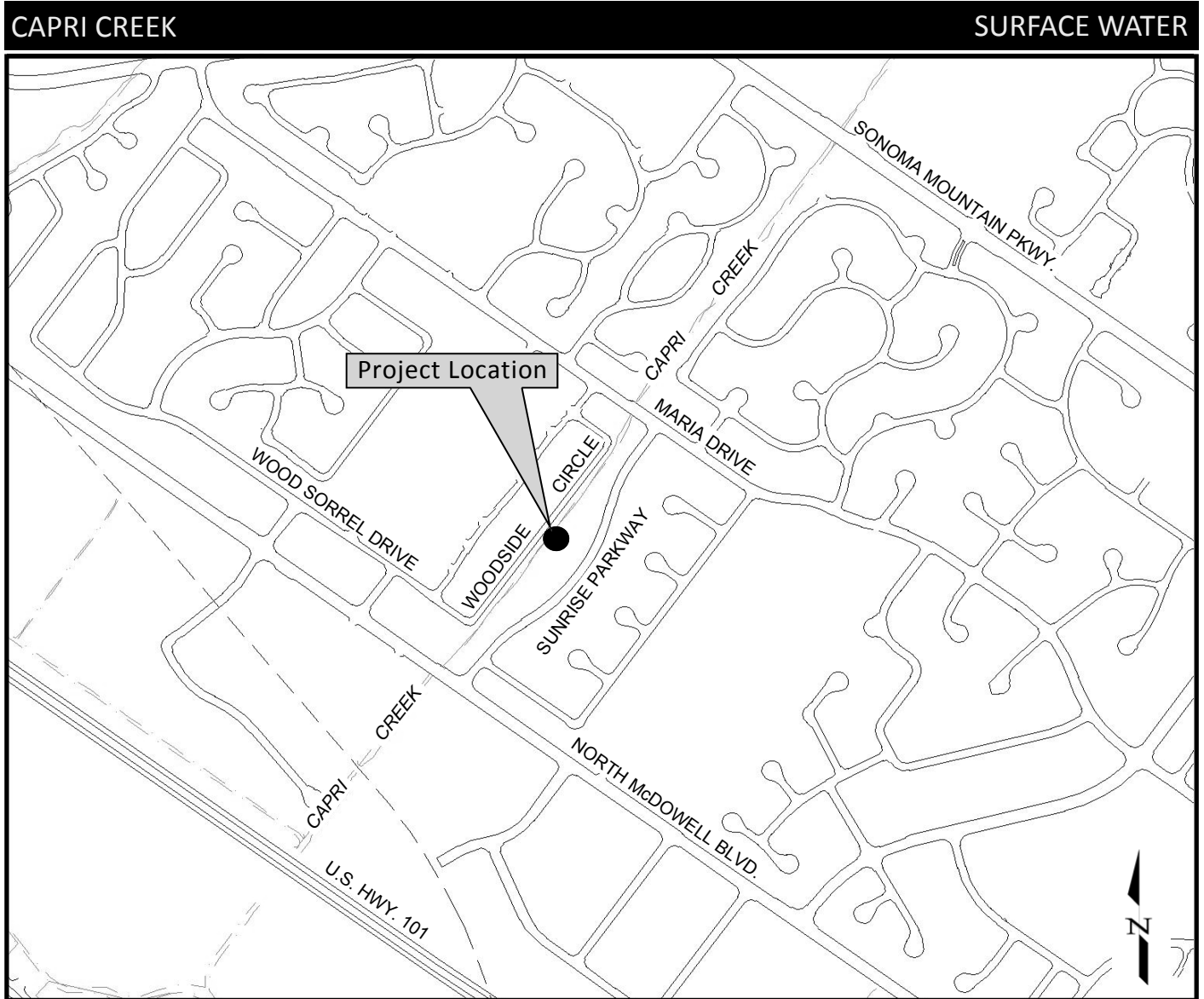
PROJECT SUMMARY

Fund 3160.31600

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C16301413 Capri Creek Re-Contouring & Terracing	164	17	181	941	18	-	-	-	1,140
C16301518 Old Corona Road Water Quality Mitigation	1	80	81	1,102	11	11	11	11	1,227
C16301417 Washington Creek Repair & Enhancement	-	-	-	70	105	-	-	-	175
C16301620 Alert2 Stream and Precipitation Gauge Upgrade	-	137	137	15	-	-	-	-	152
C16301722 Petaluma River Flood Management Denman Reach Phase 4	-	1,224	1,224	2,342	191	-	-	-	3,757
e16501826 Storm Water Resources Plan	-	-	-	30	-	-	-	-	30
TOTAL	\$ 165	\$ 1,458	\$ 1,623	\$ 4,500	\$ 325	\$ 11	\$ 11	\$ 11	\$ 6,481

SOURCES (dollars in \$000)

Storm Drainage Impact Fees	\$ 59	\$ 53	\$ 112	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ 155
State Grants	-	270	270	640	-	-	-	-	910
SCWA Zone 2A Assessments	43	405	448	1,565	314	-	-	-	2,327
Dept of Water Resources Grant	-	900	900	991	-	-	-	-	1,891
Caltrans Co-op Agreement	-	80	80	1,074	11	11	11	11	1,198
TOTAL	\$ 102	\$ 1,708	\$ 1,810	\$ 4,313	\$ 325	\$ 11	\$ 11	\$ 11	\$ 6,481



Project Title: Capri Creek Re-contouring and Terracing

C16301413

PROJECT PURPOSE AND DESCRIPTION

The project will improve channel hydraulic capacity to reduce out of bank flooding and ease of maintenance. The creek will be re-contoured west of Maria Drive to better define low flow channel, create a flood terrace and a sediment/debris removal basin at the downstream inlet. Additionally in-stream habitat structures and plantings of native trees and shrubs will be added along the newly defined riparian corridor. The project will be funded largely through a State grant and Zone 2A funding with additional supplemental funding from Storm Drainage Impact fees. Construction will begin in summer of 2017 and completed in fall. There will be some minor expenditures in FY 18/19 for grant closeout.

FINANCIAL OVERVIEW

C16301413

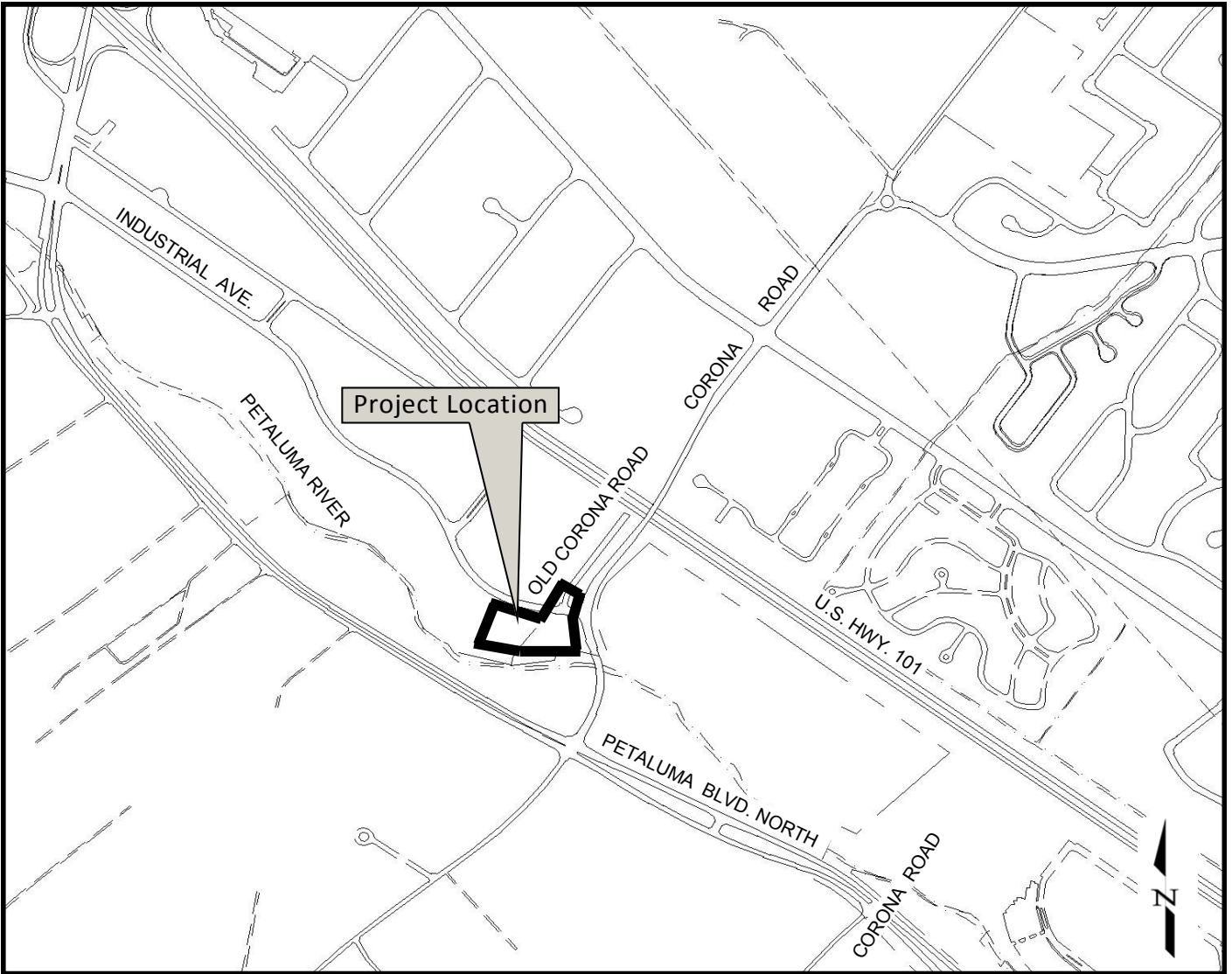
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	132		132	1					133
Legal Services			-						-
Administration			-						-
Construction Contracts			-	610	18				628
Construction Mgmt	27	15	42	83					125
Contingency			-	222					222
CIP Overheads	5	2	7	25					32
TOTAL USES	164	\$ 17	\$ 181	\$ 941	\$ 18	\$ -	\$ -	\$ -	\$ 1,140

SOURCES (dollars in \$000)

Storm Drainage Impact Fees	58	40	98						98
State Grants		200	200	625					825
SCWA Zone 2A Assessments	43	27	70	129	18				217
TOTAL FUNDS	101	\$ 267	\$ 368	\$ 754	\$ 18	\$ -	\$ -	\$ -	\$ 1,140

OLD CORONA ROAD WATER QUALITY MITIGATION

SURFACE WATER



Project Title: Old Corona Road Water Quality Mitigation

C16301518

PROJECT PURPOSE AND DESCRIPTION

This project will improve the water filtration and carrying capacity of an existing roadside open ditch adjacent to Old Corona Road. The ditch receives surface water flows from Highway 101 for a distance of 550 linear feet and approximately 25-30' in width. At the downstream end of the roadside open ditch the low flow will be diverted to two bio-retention basins for further water quality improvement prior to discharge to the Petaluma River. This project is fully funded by Caltrans as a mitigation measure to upstream impacts caused by the 101 widening project. Design is expected to begin in summer 2017 with construction to follow in spring of 2018, dependent on execution of a cooperative agreement. Caltrans funding will be set aside to pay for maintenance activities for 20 years post construction.

FINANCIAL OVERVIEW

C16301518

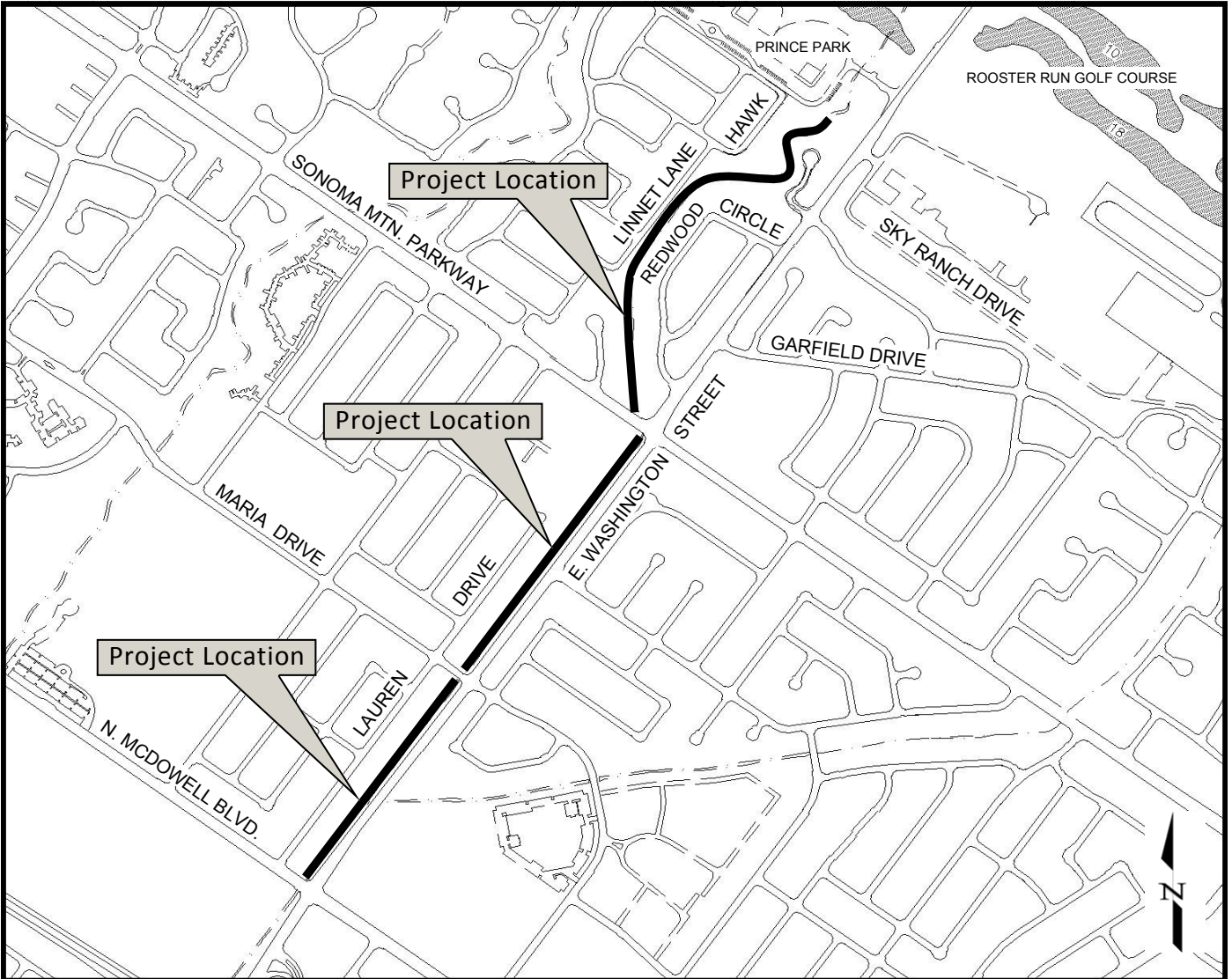
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	1	30	31	10					41
Land & Easements			-						-
Design		50	50	137					187
Legal Services			-						-
Administration			-						-
Construction Contracts			-	745	11	11	11	11	789
Construction Mgmt			-	70					70
Contingency			-	112					112
CIP Overheads			-	28					28
TOTAL USES	1	\$ 80	\$ 81	\$ 1,102	\$ 11	\$ 11	\$ 11	\$ 11	\$ 1,227

SOURCES (dollars in \$000)

Storm Drainage Impact Fees	1		1	28					29
Caltrans Co-op Agreement		80	80	1,074	11	11	11	11	1,198
TOTAL FUNDS	1	\$ 80	\$ 81	\$ 1,102	\$ 11	\$ 11	\$ 11	\$ 11	\$ 1,227

WASHINGTON CREEK REPAIR

SURFACE WATER



Project Title: Washington Creek Repair & Enhancement

C16301417

PROJECT PURPOSE AND DESCRIPTION

The project includes a feasibility study of bank repairs, native riparian plantings, and other enhancements on Washington Creek starting at N. McDowell Blvd. upstream through subdivisions to Prince Park. This includes preliminary design and permitting. This project will be paid for through SCWA Zone 2A funds. No funding has yet been identified for construction.

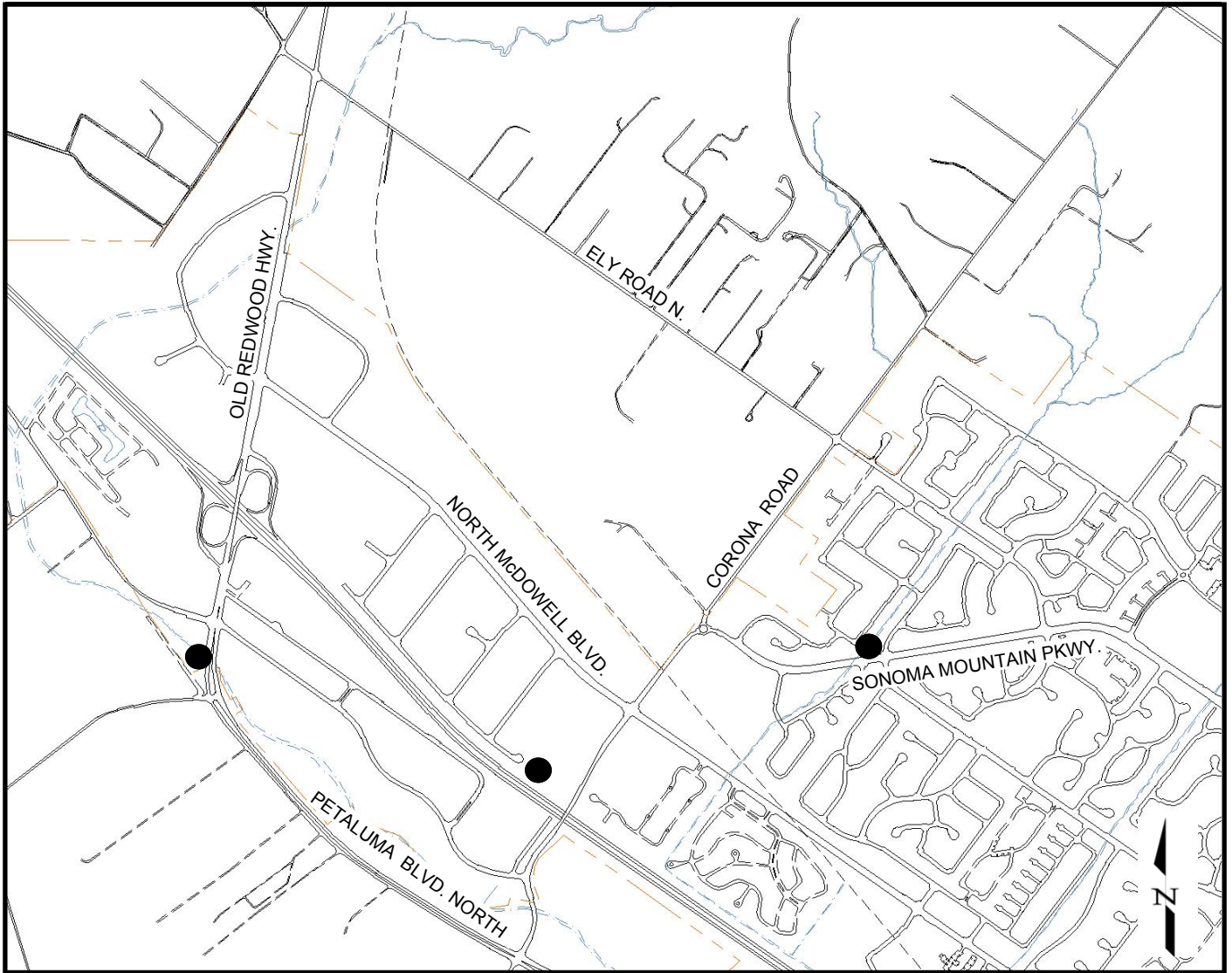
FINANCIAL OVERVIEW

C16301417

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	35					35
Land & Easements			-						-
Design			-	35	105				140
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	\$ -	\$ -	\$ 70	\$ 105	\$ -	\$ -	\$ -	\$ 175
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees			-	5					5
SCWA Zone 2A Assessments			-	65	105				170
TOTAL FUNDS	-	\$ -	\$ -	\$ 70	\$ 105	\$ -	\$ -	\$ -	\$ 175

STREAM AND PRECIPITATION GUAGES

SURFACE WATER



● PROJECT LOCATIONS

Project Title: Alert2 Stream and Precipitation Gauge Upgrade

C16301620

PROJECT PURPOSE AND DESCRIPTION

The project will update the City's flood alert system and enhance the City's ability to ensure the safety of the residents and protect public services and critical facilities. The City of Petaluma currently operates a very dated flood alert system, which depends on a good deal of field inspection and flood depth measurements during storm events. The ALERT2 system upgrade will include two base stations and an upgrade to all 25 existing gauges. The upgrade will bring a substantial increase in performance and reliability of the critical flood warning system to Petaluma and facilitate communication throughout the area. In addition to equipment upgrades to be completed in FY 16/17, the City will update the Flood Safety Plan in accordance with Water Code 9650 in FY 17/18. This project was funded through State grant and SCWA Zone 2A funds.

FINANCIAL OVERVIEW

C16301620

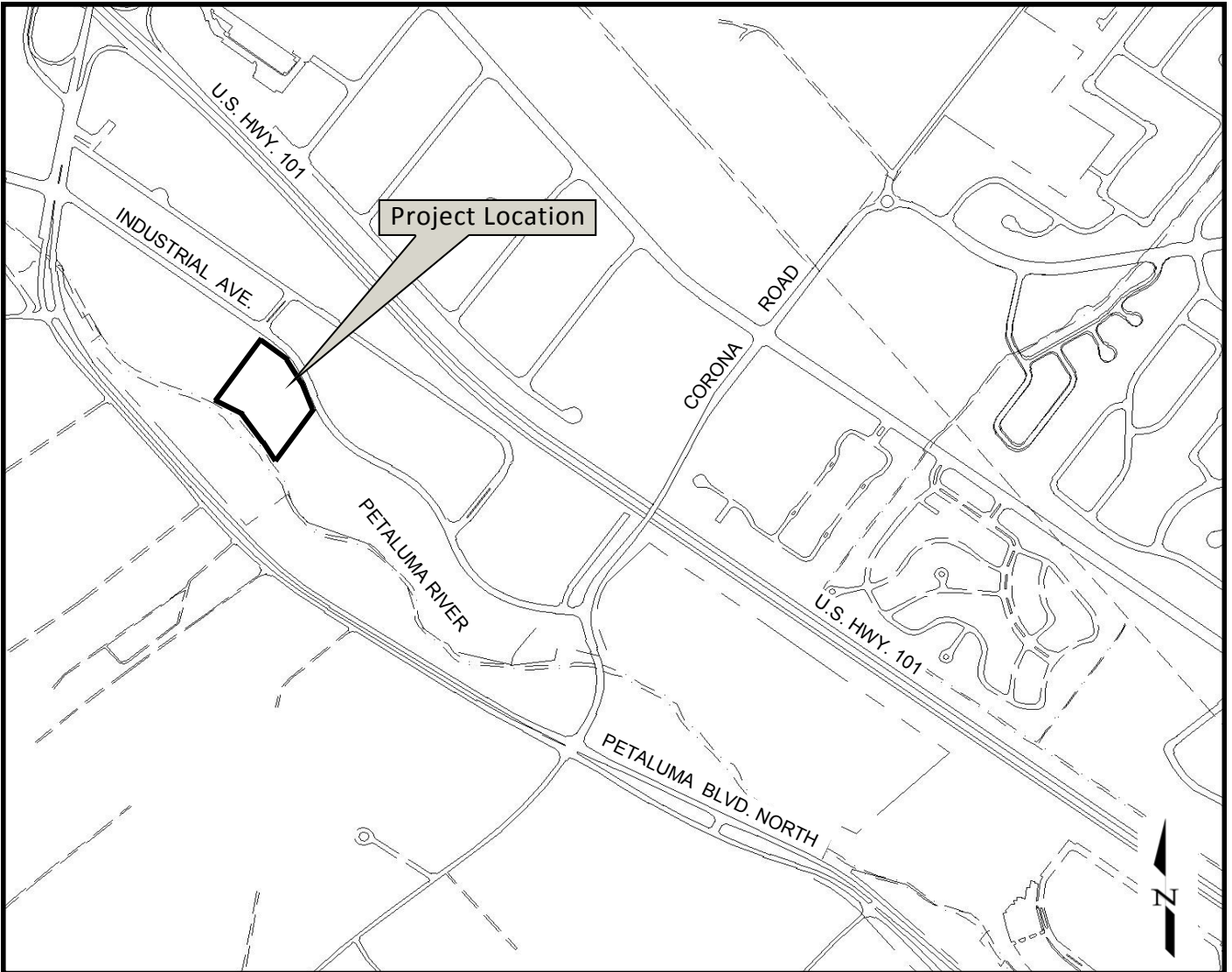
USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
Planning/Environmental			-						-
Land & Easements			-						-
Design		6	6						6
Legal Services			-						-
Administration			-						-
Construction Contracts		113	113						113
Construction Mgmt		15	15	15					30
Contingency			-						-
CIP Overheads		3	3						3
TOTAL USES	-	\$ 137	\$ 137	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 152

SOURCES (dollars in \$000)

Storm Drainage Impact Fees		13	13						13
State Grants		70	70	15					85
SCWA Zone 2A Assessments		54	54						54
TOTAL FUNDS	-	\$ 137	\$ 137	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 152

PETALUMA RIVER FLOOD MGMT.— DENMAN REACH 4

SURFACE WATER



Project Title: Petaluma River Flood Management Denman Reach 4

C16301722

PROJECT PURPOSE AND DESCRIPTION

An existing Department of Water Resources grant was awarded to another agency that was unable to complete their project. The City of Petaluma offered to fulfill the grant requirements through a project on Denman Reach. This project will purchase an undeveloped parcel adjacent to the recently completed phase 3 project to prevent future development in or adjacent to the floodplain and to provide additional flood water storage on the property, as well as remove sediment at Corona Road to reduce localized flooding. Property purchase and construction are expected to be completed largely with FY 17/18 with close out of the project in FY 18/19.

FINANCIAL OVERVIEW

C16301722

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		64	64	102					166
Land & Easements		1,125	1,125						1,125
Design		23	23	37					60
Legal Services			-						-
Administration		12	12	20	9				41
Construction Contracts			-	2,061	172				2,233
Construction Mgmt			-	122	10				132
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	\$ 1,224	\$ 1,224	\$ 2,342	\$ 191	\$ -	\$ -	\$ -	\$ 3,757

SOURCES (dollars in \$000)

SCWA Zone 2A Assessments		324	324	1,351	191				1,866
Dept of Water Resources Grant		900	900	991					1,891
TOTAL FUNDS	-	\$ 1,224	\$ 1,224	\$ 2,342	\$ 191	\$ -	\$ -	\$ -	\$ 3,757

Project Title: Storm Water Resources Plan

e16501826

PROJECT PURPOSE AND DESCRIPTION

Through a State grant, the Sonoma County Water Agency is coordinating a multi-agency effort to prepare a Storm Water Resources Plan. The City is responsible for providing Petaluma-specific information, including potential projects to reduce flood impacts. The City is required to match the grant with \$10,000 of City funds. \$20,000 of Zone 2A funding is available to pay for City staff time in this effort. This work will begin and be completed in FY 17/18.

FINANCIAL OVERVIEW

e16501826

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	30					30
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 30

SOURCES (dollars in \$000)

Storm Drainage Impact Fees			-	10					10
SCWA Zone 2A Assessments			-	20					20
TOTAL FUNDS	-	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 30

TRANSIT PROJECTS FY 2017-2018

**TRANSIT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18
 PROJECT SUMMARY**
 Fund 6590.65999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C65101807 Transit Signal Priority Phase III	-	-	-	178	-	-	-	-	178
TOTAL	\$ -	\$ -	\$ -	\$ 178	\$ -	\$ -	\$ -	\$ -	\$ 178

SOURCES (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total Project Estimate
MTC Transit Performance Incentive	-	-	-	91	-	-	-	-	91
Traffic Mitigation Impact Fees	-	-	-	34	-	-	-	-	34
Transportation Fund for Clean Air	-	-	-	53	-	-	-	-	53
TOTAL	\$ -	\$ -	\$ -	\$ 178	\$ -	\$ -	\$ -	\$ -	\$ 178

Project Title: Transit Signal Priority Phase III

C65101807

PROJECT PURPOSE AND DESCRIPTION

The third phase of the Transit Signal Priority (TSP) project will involve replacing the City's aging TSP detection equipment in the remaining corridors left after phases I and II, which include intersections on Lakeville, Petaluma Blvd, and Sonoma Mountain Parkway. The project replaces and upgrades detector 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 documents and reports on the system's performance. The first two phases of this project replaced the TSP detection equipment on McDowell Blvd, E. Washington, and on D Street. This project will be completed in FY 17/18 and is funded through a combination of two grants and Traffic Mitigation Impact Fees.

FINANCIAL OVERVIEW

C65101807

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	1					1
Land & Easements			-						-
Design			-	50					50
Legal Services			-						-
Administration			-						-
Construction Contracts			-	100					100
Construction Mgmt			-						-
Contingency			-	17					17
CIP Overheads			-	10					10
TOTAL USES	-	-	-	178	-	-	-	-	178

SOURCES (dollars in \$000)

MTC Transit Performance Incentive			-	91					91
Traffic Mitigation Impact Fees			-	34					34
Transportation Fund for Clean Air			-	53					53
TOTAL FUNDS	-	-	-	178	-	-	-	-	178

WASTEWATER UTILITY PROJECTS FY 2017-2018

WASTEWATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18

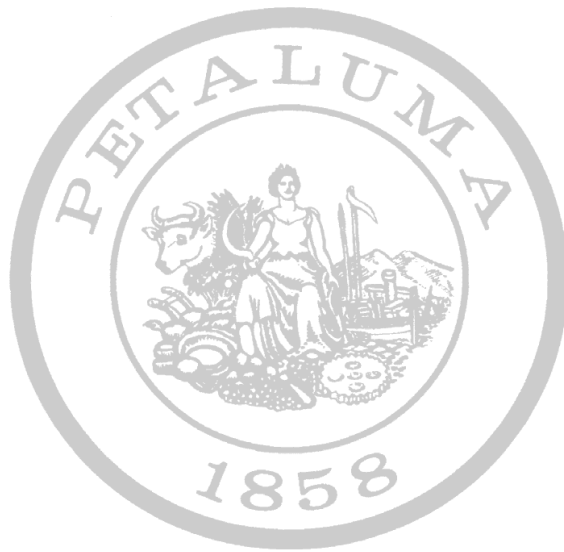
PROJECT SUMMARY

Fund 6690.66999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C66501003 Manhole Rehabilitation	457	28	485	-	356	-	-	356	1,197
C66501305 Ellis Creek Solids Handling Upgrades	1,450	2,750	4,200	5,595	-	-	-	-	9,795
C66401314 Petaluma Blvd So Sewer Trunk Main	115	918	1,033	2,080	-	-	-	-	3,113
C66101627 Ellis Creek Bridge	-	60	60	370	-	-	-	-	430
C66501518 CNG Fueling Station at Ellis Creek	29	1,282	1,311	4,604	-	-	-	-	5,915
C66501308 Chemical System Upgrade at Ellis Creek	-	-	-	-	250	1,235	1,850	-	3,335
C66401728 Ellis Creek High Strength Waste Facilities	-	718	718	7,874	-	-	-	-	8,592
C66501519 Payran Lift Station Upgrade	-	-	-	385	1,882	-	-	-	2,267
C66401822 Sewer Main Replacement	-	618	618	1,384	2,524	3,535	1,700	1,200	10,961
C66501821 Ellis Creek Liquids Process Upgrade	-	-	-	-	-	-	500	800	1,300
C66501923 Oakmead, Redwood, and Outlet Mall Lift Station Upgrades	-	-	-	-	-	955	1,808	-	2,763
C66501930 Replace PIPS High Capacity Pumps	-	-	-	-	20	240	2,600	-	2,860
C66502032 PIPS Forcemain Replacement	-	-	-	-	-	-	122	2,720	2,842
C66501838 Ellis Creek Outfall Replacement	-	-	-	200	2,030	1,930	-	-	4,160
e66501839 Water Board Settlement	-	-	-	241	-	-	-	-	241
TOTAL	\$ 2,051	\$ 6,374	\$ 8,425	\$ 22,733	\$ 7,062	\$ 7,895	\$ 8,580	\$ 5,076	\$ 59,771

SOURCES (dollars in \$000)

California Energy Comm Grant	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Waste Water Capital	1,784	6,641	8,425	19,733	7,062	7,895	8,580	5,076	56,771
TOTAL	\$ 1,784	\$ 6,641	\$ 8,425	\$ 22,733	\$ 7,062	\$ 7,895	\$ 8,580	\$ 5,076	\$ 59,771



Project Title: Manhole Rehabilitation

C66501003

PROJECT PURPOSE AND DESCRIPTION

Many of the City’s older manholes were constructed with brick and mortar. These brick manholes are a significant cause of high infiltration and inflows (I&I), in part due to the interior surfaces having deteriorated and the mortar eroding which allows ground water to enter the system. The system currently has approximately 80 brick manholes in need of replacement. The first construction project to rehabilitate the manholes is completed. The next phase will occur in FY 18/19 and be funded by Waste Water Capital.

FINANCIAL OVERVIEW

C66501003

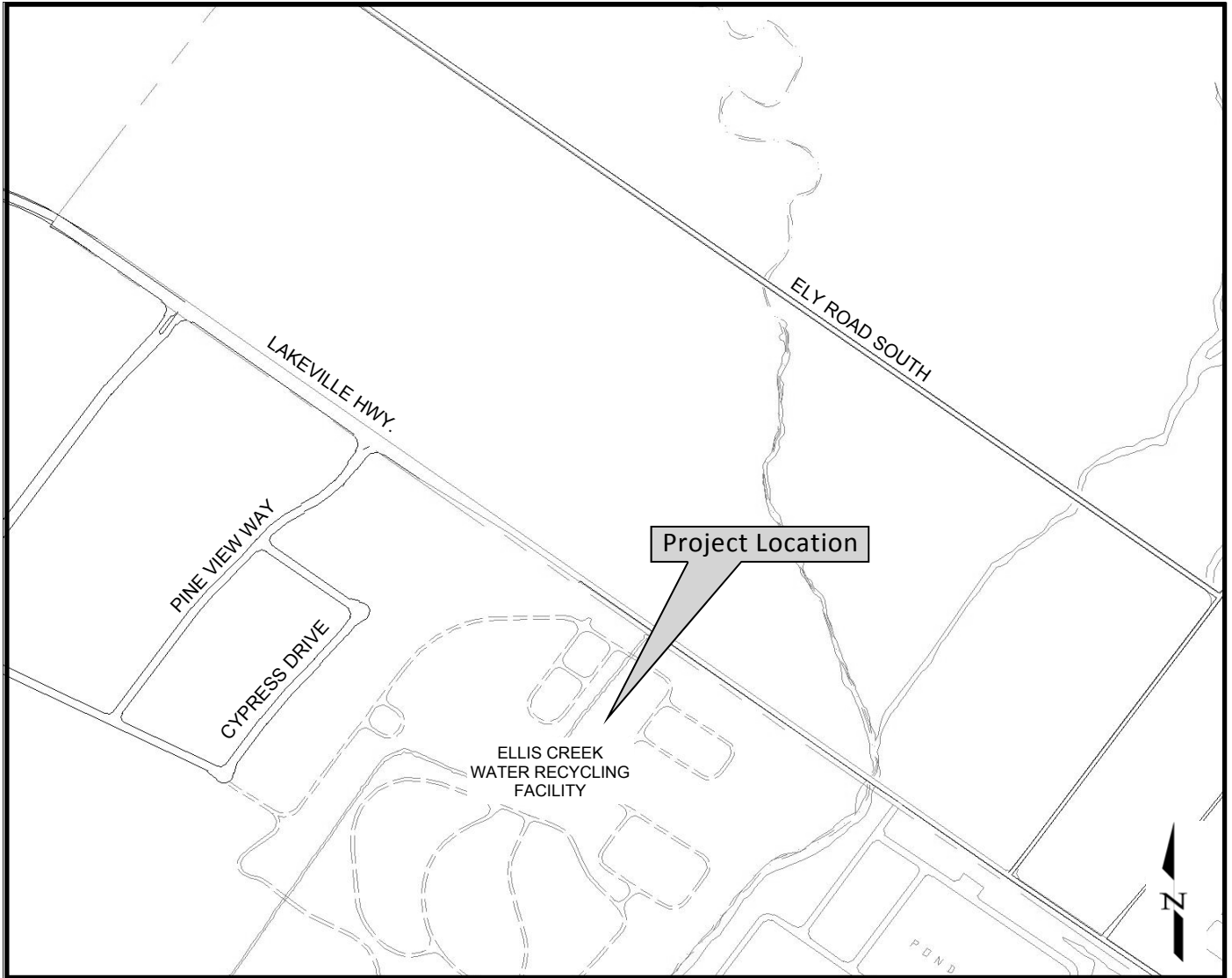
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-		-						-
Land & Easements	-		-						-
Design	27		27		15			15	57
Legal Services	-		-		2			2	4
Administration	3		3						3
Construction Contracts	388	28	416		250			250	916
Construction Mgmt	31		31		30			30	91
Contingency			-		50			50	100
CIP Overheads	8		8		9			9	26
TOTAL USES	\$ 457	\$ 28	\$ 485	\$ -	\$ 356	\$ -	\$ -	\$ 356	\$ 1,197

SOURCES (dollars in \$000)

Waste Water Capital	457	28	485		356			356	1,197
TOTAL FUNDS	\$ 457	\$ 28	\$ 485	\$ -	\$ 356	\$ -	\$ -	\$ 356	\$ 1,197

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. This project will include the installation of an additional gravity belt thickener and the construction of an additional anaerobic digester, . 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. This multi-year Waste Water Capital funded project is currently in construction and will be completed in FY 17/18.

FINANCIAL OVERVIEW

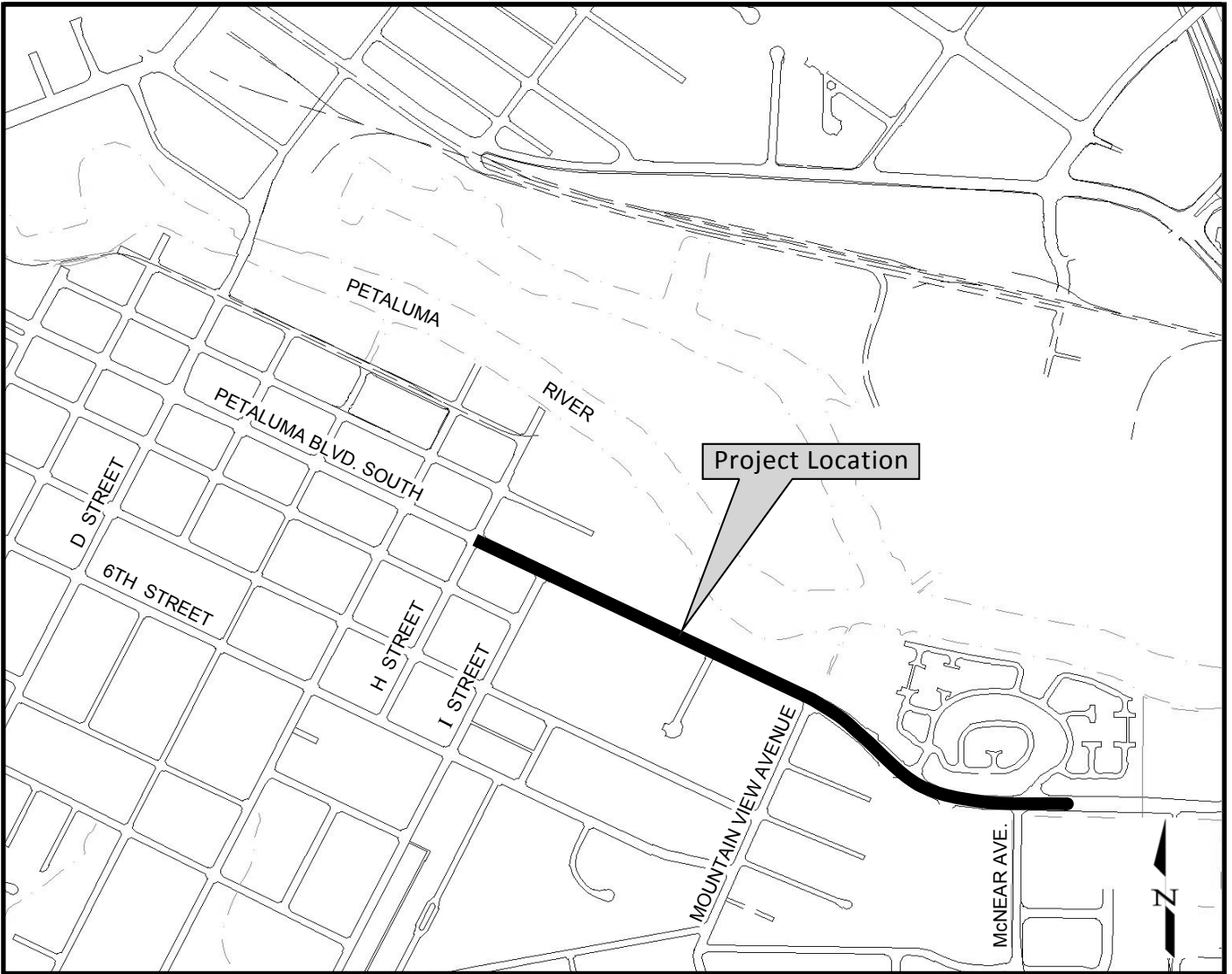
C66501305	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	445		445						445
Land & Easements			-						-
Design	853	100	953	100					1,053
Legal Services			-						-
Administration	2		2						2
Construction Contracts	1	2,500	2,501	4,500					7,001
Construction Mgmt	126	150	276	180					456
Contingency	-		-	800					800
CIP Overheads	23		23	15					38
TOTAL USES	\$ 1,450	\$ 2,750	\$ 4,200	\$ 5,595	\$ -	\$ -	\$ -	\$ -	\$ 9,795

SOURCES (dollars in \$000)

Waste Water Capital	1,211	2,989	4,200	5,595					9,795
TOTAL FUNDS	\$ 1,211	\$ 2,989	\$ 4,200	\$ 5,595	\$ -	\$ -	\$ -	\$ -	\$ 9,795

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 multiple undersized 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. This Waste Water Capital funded project will begin construction in spring of 2017 and completed in FY 17/18.

FINANCIAL OVERVIEW

C66401314

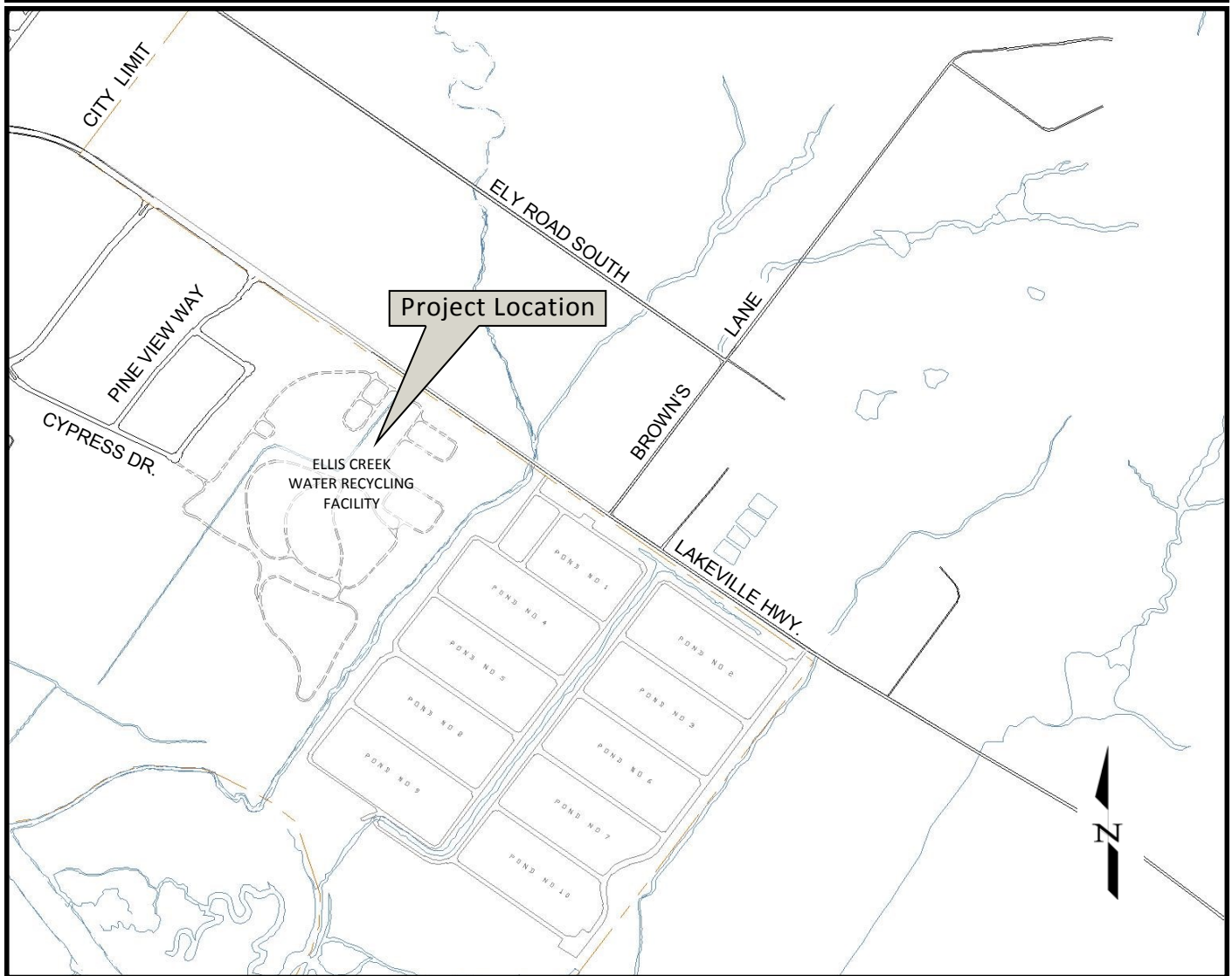
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-	5	5						5
Land & Easements	-		-						-
Design	107	40	147						147
Legal Services	-		-	2					2
Administration	-		-	4					4
Construction Contracts	-	800	800	1,500					2,300
Construction Mgmt	1	73	74	150					224
Contingency			-	360					360
CIP Overheads	7		7	64					71
TOTAL USES	\$ 115	\$ 918	\$ 1,033	\$ 2,080	\$ -	\$ -	\$ -	\$ -	\$ 3,113

SOURCES (dollars in \$000)

Waste Water Capital	116	917	1,033	2,080					3,113
TOTAL FUNDS	\$ 116	\$ 917	\$ 1,033	\$ 2,080	\$ -	\$ -	\$ -	\$ -	\$ 3,113

ELLIS CREEK RECYLING FACILITY

WASTE WATER



Project Title Ellis Creek Bridge

C66101627

PROJECT PURPOSE AND DESCRIPTION

This project will install a bridge across Ellis Creek allowing staff direct access from the Ellis Creek Water Recycling Facility to the storage ponds, aerated lagoon and various pumping stations. This section of the plant requires access multiple times a day for both operations and maintenance activities. Currently, operations and maintenance staff must leave the main facility and travel on Lakeville Highway to access the adjacent part of the facility. This project is funded by Waste Water Capital with construction expected to begin in summer of 2017.

FINANCIAL OVERVIEW

C66101627

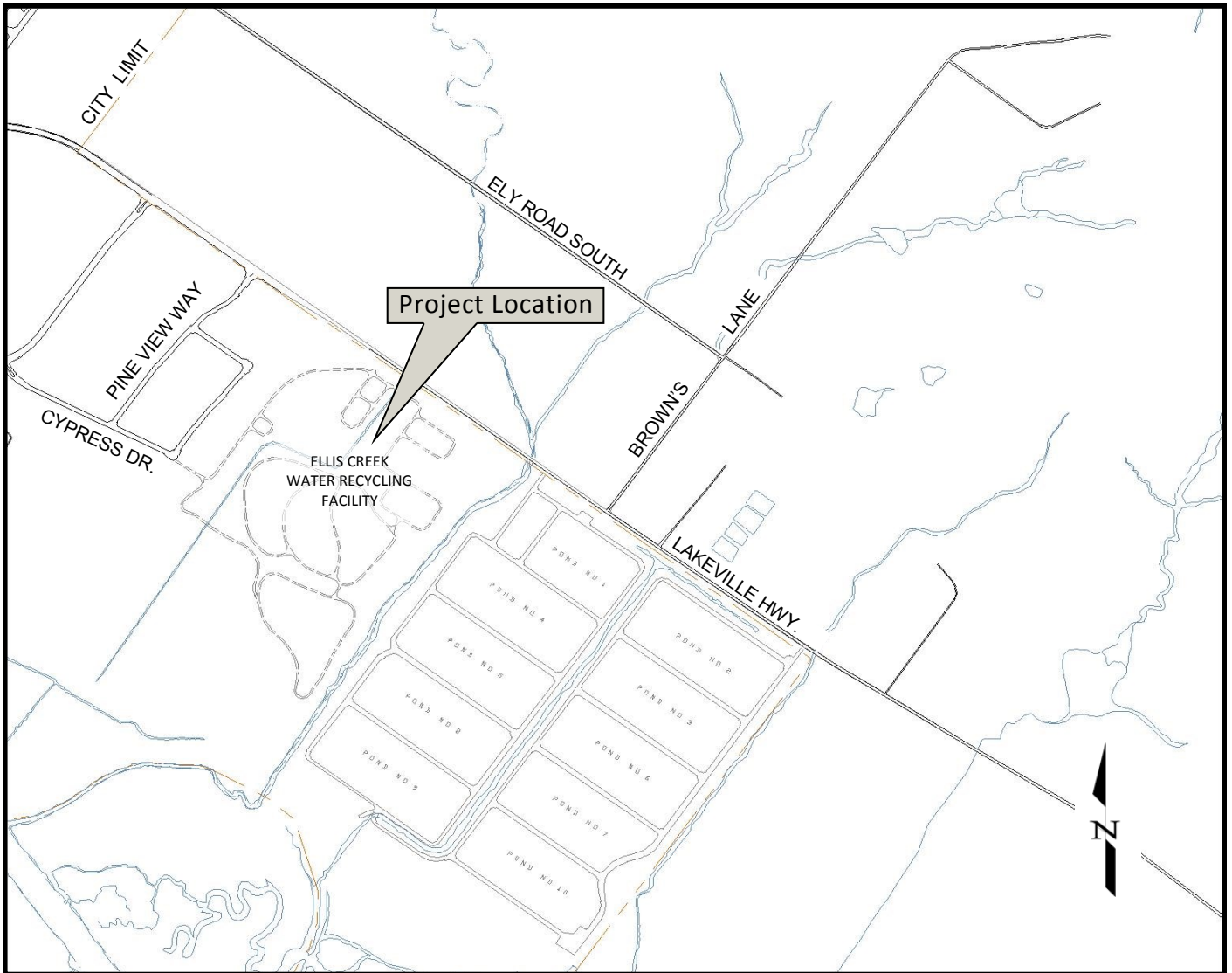
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		10	10						10
Land & Easements			-						-
Design		50	50						50
Legal Services			-						-
Administration			-						-
Construction Contracts			-	240					240
Construction Mgmt			-	60					60
Contingency			-	60					60
CIP Overheads			-	10					10
TOTAL USES	\$ -	\$ 60	\$ 60	\$ 370	\$ -	\$ -	\$ -	\$ -	\$ 430

SOURCES (dollars in \$000)

Waste Water Capital		60	60	370					430
TOTAL FUNDS	\$ -	\$ 60	\$ 60	\$ 370	\$ -	\$ -	\$ -	\$ -	\$ 430

CNG FUELING STATION— ELLIS CREEK WRF

WASTE WATER



Project Title: CNG Fueling Station Ellis Creek

C66501518

PROJECT PURPOSE AND DESCRIPTION

This project includes the design and construction of a gas scrubbing facility, a Compressed Natural Gas (CNG) fueling station and related site improvements at the Ellis Creek Water Recycling Facility (ECWRF) and Petaluma Refuse and Recycling (PR&R) facility. The anaerobic digester at ECWRF produces methane gas that is currently used to fuel a boiler to heat sludge. The excess methane gas is flared off. With the construction of another digester and the addition of high strength waste to the treatment process, the plant will produce nearly double the amount of methane gas. The gas can be scrubbed, compressed, and used to fuel City and PR&R vehicles. The City obtained grant funds from the California Energy Commission for the construction of the CNG facilities, with the remained of the funding coming from Waste Water Capital. Construction is expected to be completed in FY 17/18.

FINANCIAL OVERVIEW

C66501518

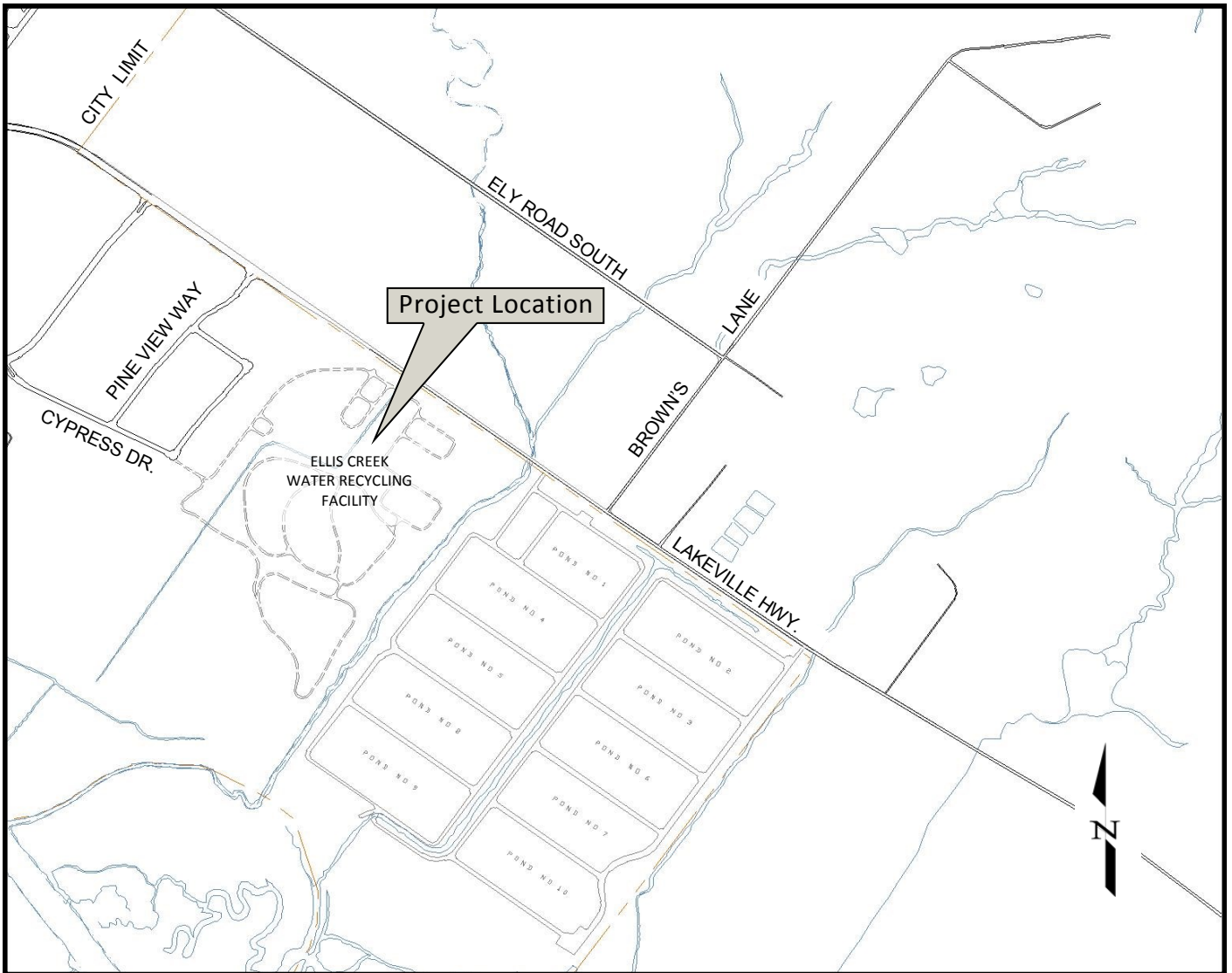
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	10	60	70						70
Land & Easements			-						-
Design	1	512	513	542					1,055
Legal Services			-						-
Administration			-						-
Construction Contracts		680	680	3,010					3,690
Construction Mgmt	17		17	350					367
Contingency			-	599					599
CIP Overheads	1	30	31	103					134
TOTAL USES	\$ 29	\$ 1,282	\$ 1,311	\$ 4,604	\$ -	\$ -	\$ -	\$ -	\$ 5,915

SOURCES (dollars in \$000)

California Energy Comm Grant			-	3,000					3,000
Waste Water Capital		1,311	1,311	1,604					2,915
TOTAL FUNDS	\$ -	\$ 1,311	\$ 1,311	\$ 4,604	\$ -	\$ -	\$ -	\$ -	\$ 5,915

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. Construction for this Waste Water Capital funded project is expected to begin in summer of 2020.

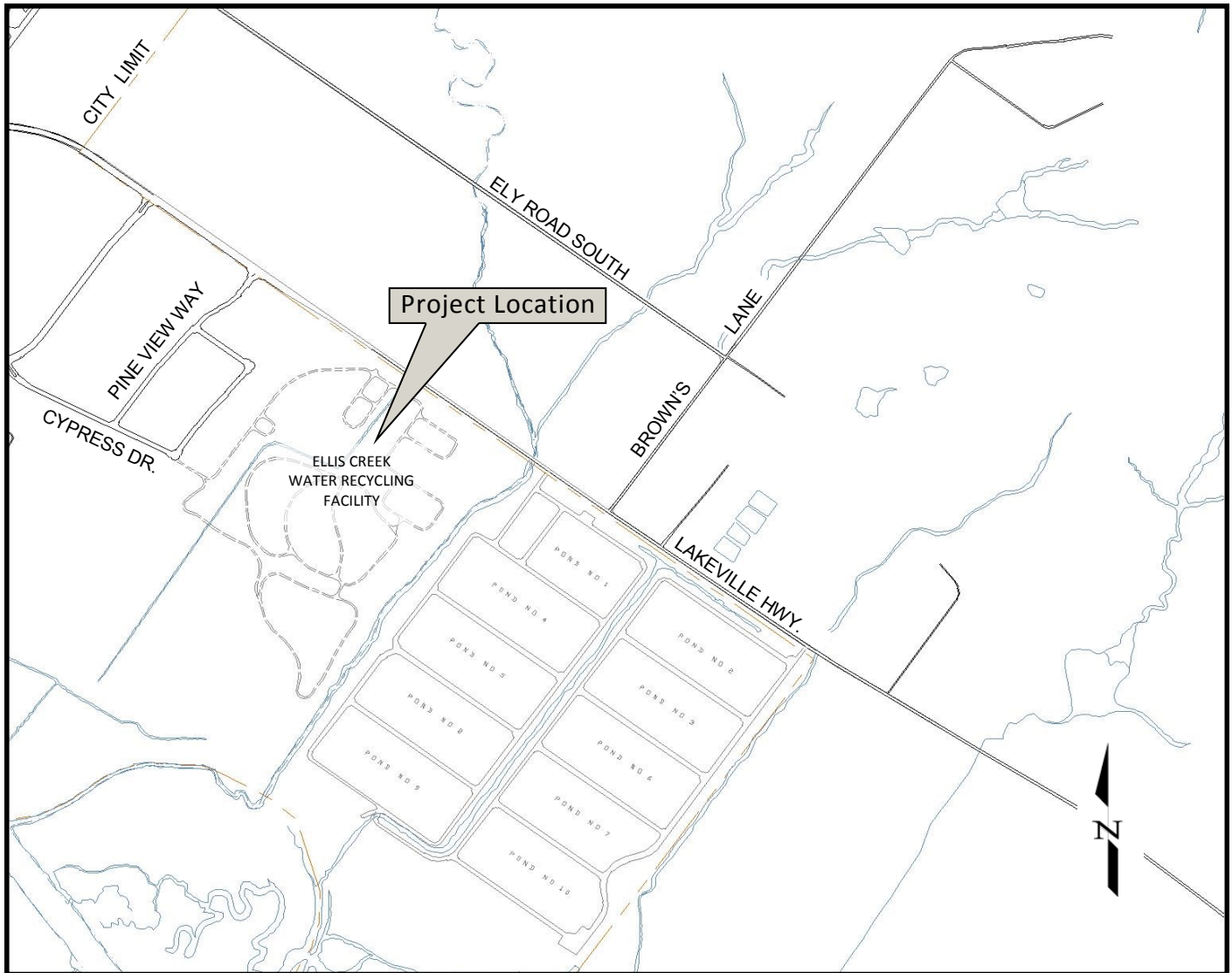
FINANCIAL OVERVIEW

C66501308

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		250				250
Legal Services			-						-
Administration			-						-
Construction Contracts			-			1,235	1,850		3,085
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 1,235	\$ 1,850	\$ -	\$ 3,335
SOURCES (dollars in \$000)									
Waste Water Capital			-		250	1,235	1,850		3,335
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 1,235	\$ 1,850	\$ -	\$ 3,335

ELLIS CREEK RECYLING FACILITY

WASTE WATER



Project Title Ellis Creek High Strength Waste Facilities

C66401728

PROJECT PURPOSE AND DESCRIPTION

Repurpose existing acid-phase digesters at the Ellis Creek Water Recycling Facility to receive and blend high strength waste from local industries with wastewater solids for anaerobic digestion. The project includes the addition of screw press sludge dewatering capacity . Design of this project began in FY 16/17 and construction for this Waste Water Capital funded project is expected to be completed in FY 17/18 in conjunction with the CNG fueling project.

FINANCIAL OVERVIEW

C66401728

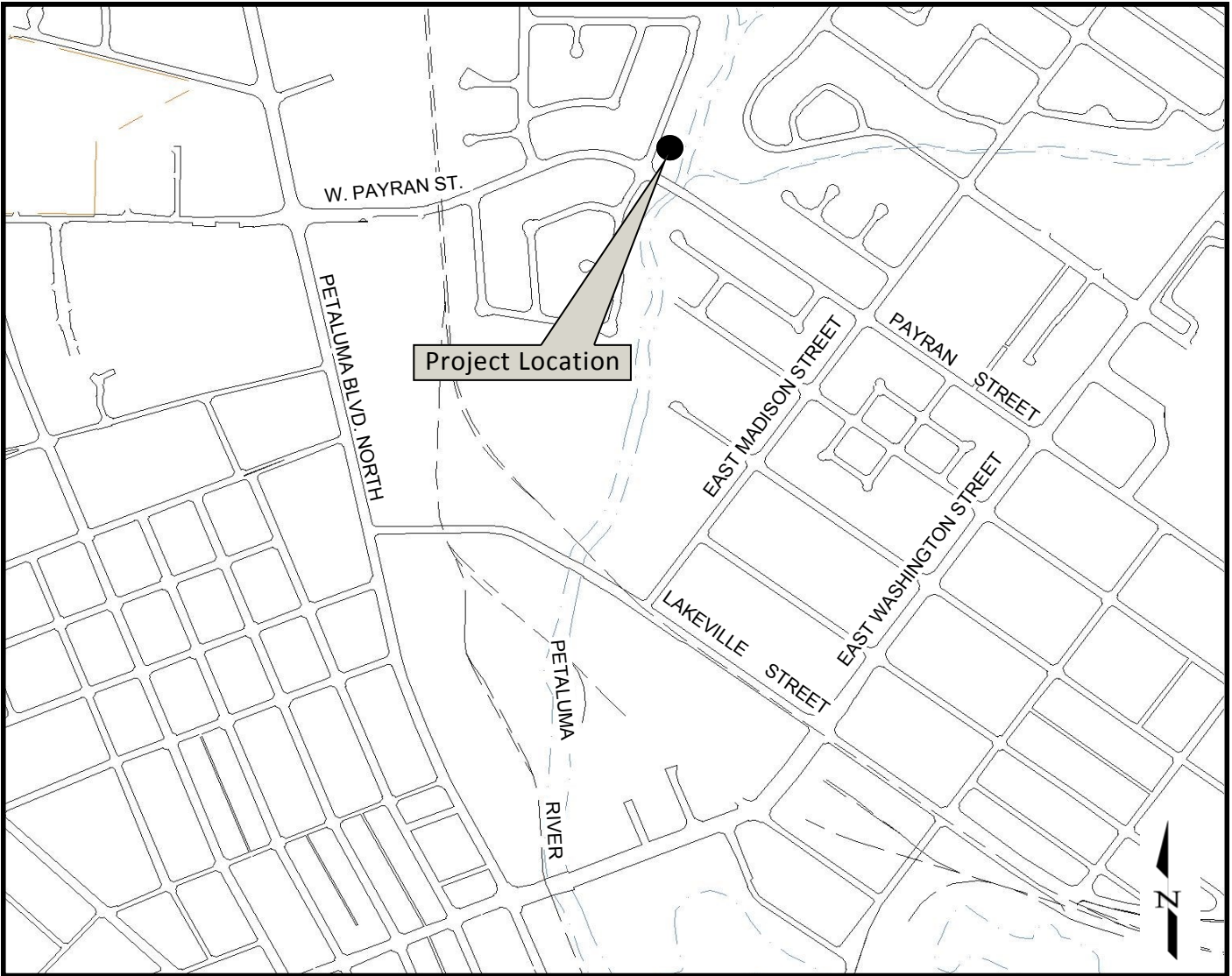
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		20	20						20
Land & Easements			-						-
Design		683	683	224					907
Legal Services			-						-
Administration			-						-
Construction Contracts			-	6,200					6,200
Construction Mgmt			-	400					400
Contingency			-	930					930
CIP Overheads		15	15	120					135
TOTAL USES	\$ -	\$ 718	\$ 718	\$ 7,874	\$ -	\$ -	\$ -	\$ -	\$ 8,592

SOURCES (dollars in \$000)

Waste Water Capital		718	718	7,874					8,592
TOTAL FUNDS	\$ -	\$ 718	\$ 718	\$ 7,874	\$ -	\$ -	\$ -	\$ -	\$ 8,592

PAYRAN LIFT STATION UPGRADE

WASTE WATER



Project Title: Payran Lift Station Upgrade

C66501519

PROJECT PURPOSE AND DESCRIPTION

This project upgrades pumps and controls of the lift station that serves the north central portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately with the portable generator. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift station into cohesive operation with the Ellis Creek Water Recycling Facility. This project is funded through Waste Water Capital and will be designed in FY 17/18 with construction to take place in the following year.

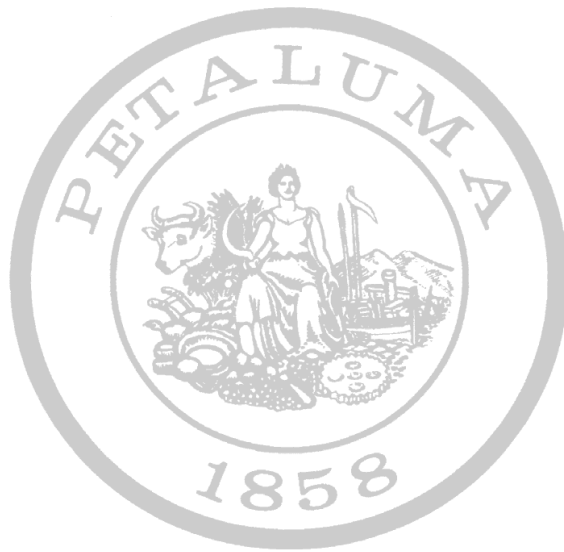
FINANCIAL OVERVIEW

C66501519

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	5					5
Land & Easements			-						-
Design			-	310					310
Legal Services			-	1					1
Administration			-	2	2				4
Construction Contracts			-		1,450				1,450
Construction Mgmt			-		150				150
Contingency			-	45	250				295
CIP Overheads			-	22	30				52
TOTAL USES	\$ -	\$ -	\$ -	\$ 385	\$ 1,882	\$ -	\$ -	\$ -	\$ 2,267

SOURCES (dollars in \$000)

Waste Water Capital			-	385	1,882				2,267
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 385	\$ 1,882	\$ -	\$ -	\$ -	\$ 2,267



Project Title Sewer Main Replacement

C66401822

PROJECT PURPOSE AND DESCRIPTION

This is the yearly ongoing project to upgrade existing sewer mains throughout the City, reduce infiltration and inflow, and reduce maintenance cost. This project will replace the deteriorating and cracked sewer mains, mostly vitrified clay pipe (VCP), which has exceeded its service life and is contributing to inflow and infiltration. FY 17-18 will include rehabilitation or replacement in Coronado, Cortes, and Stuart backyards, as well as Joan Drive from Maria to Novak, Daniel Dr. from Elizabeth to Bungalow, and Albert Way at Weaverly Drive. The sewer main replacements are concurrent with planned water main replacement projects. This yearly project will be funded by Waste Water Capital.

FINANCIAL OVERVIEW

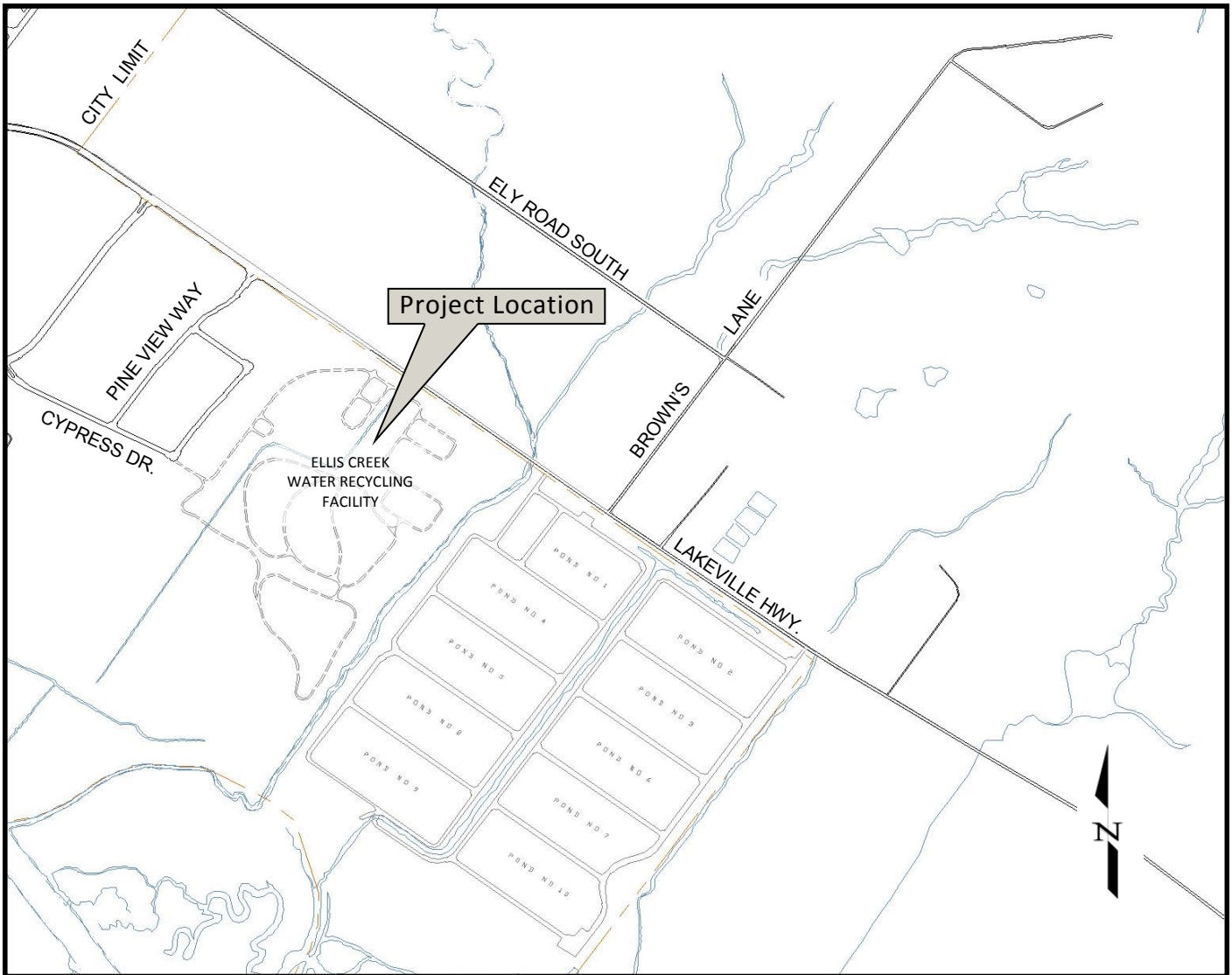
C66401822	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		5	5		10	10			25
Land & Easements		2	2	2	5	5			14
Design		90	90		12	230			332
Legal Services		1	1	1	2	5			9
Administration			-	20	25	5			50
Construction Contracts		500	500	1,100	1,900	2,500	1,700	1,200	8,900
Construction Mgmt		20	20	80	110	230			440
Contingency			-	156	420	500			1,076
CIP Overheads			-	25	40	50			115
TOTAL USES	\$ -	\$ 618	\$ 618	\$ 1,384	\$ 2,524	\$ 3,535	\$ 1,700	\$ 1,200	\$ 10,961

SOURCES (dollars in \$000)

Waste Water Capital		618	618	1,384	2,524	3,535	1,700	1,200	10,961
TOTAL FUNDS	\$ -	\$ 618	\$ 618	\$ 1,384	\$ 2,524	\$ 3,535	\$ 1,700	\$ 1,200	\$ 10,961

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. The planning and design process will consider adding additional aeration as a lower cost alternative. Design work is anticipated to begin in 2021 and to be funded by Waste Water Capital.

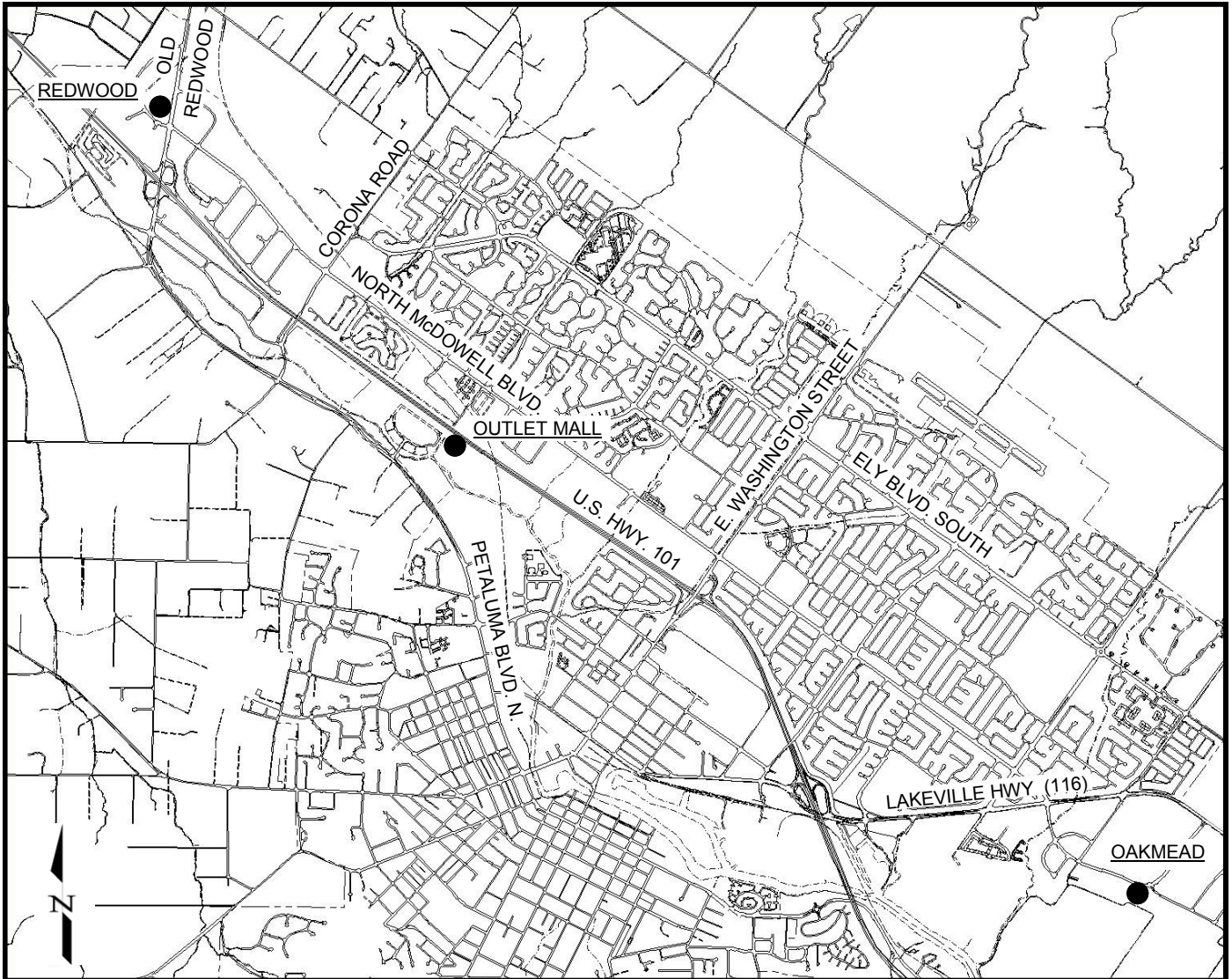
FINANCIAL OVERVIEW

C66501821

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-			500	800		1,300
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 800	\$ 1,300
SOURCES (dollars in \$000)									
Waste Water Capital			-			500	800		1,300
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 800	\$ 1,300	

OAKMEAD, REDWOOD & OUTLET MALL—LIFT STATIONS UPGRADES

WASTEWATER



Project Title: Oakmead, Redwood, and Outlet Mall Lift Station Upgrades C66501923

PROJECT PURPOSE AND DESCRIPTION

This project upgrades pumps and controls of several lift stations that serve various portions of the City. These lift stations were constructed around the same period of time and upgrades will be similar. Currently, operations must respond to these stations immediately due to small storage capacities. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. This Waste Water Capital funded project will bring the lift stations into cohesive operation with the Ellis Creek Water Recycling Facility. Design is scheduled for 2019 and construction for 2020.

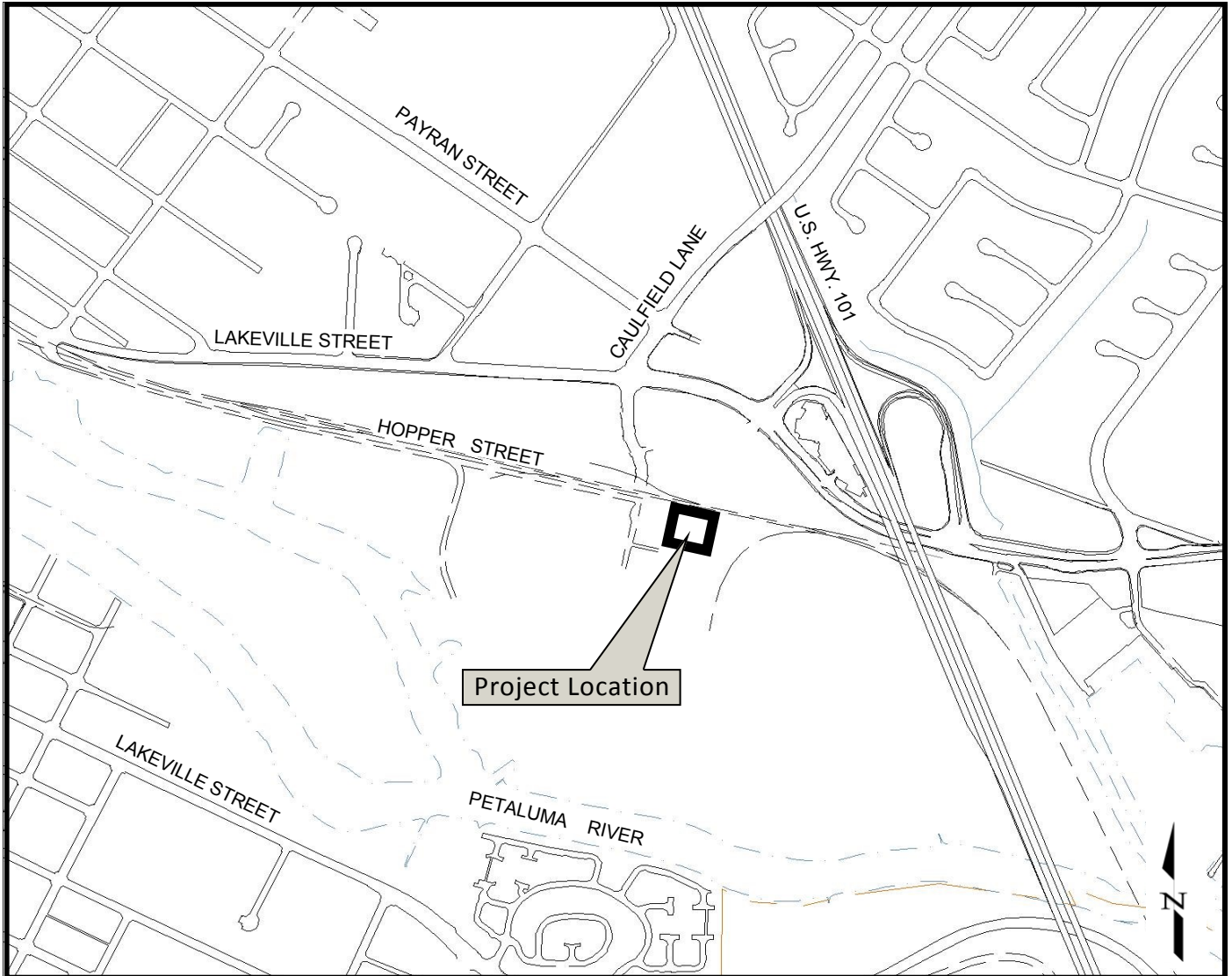
FINANCIAL OVERVIEW

C66501923

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-			5	5		10
Land & Easements			-			10			10
Design			-			140	70		210
Legal Services			-			1	1		2
Administration			-			2	2		4
Construction Contracts			-			500	1,300		1,800
Construction Mgmt			-			120	180		300
Contingency			-			150	210		360
CIP Overheads			-			27	40		67
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955	\$ 1,808	\$ -	\$ 2,763
SOURCES (dollars in \$000)									
Waste Water Capital			-			955	1,808		2,763
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955	\$ 1,808	\$ -	\$ 2,763

REPLACE PIPS HIGH CAPACITY PUMPS

WASTE WATER



Project Title Replace PIPS High Capacity Pumps

C66501930

PROJECT PURPOSE AND DESCRIPTION

This Waste Water Capital funded project will replace four high capacity 450 horse-power pumps and variable frequency drive units (VFD) at the Primary Influent Pump Stations (PIPS). Existing pumps were installed in 1999 and have required significant maintenance. Preliminary work is expected to begin late in FY 18/19 with design to follow in early FY 19/20 and construction to occur in the following year.

FINANCIAL OVERVIEW

C66501930

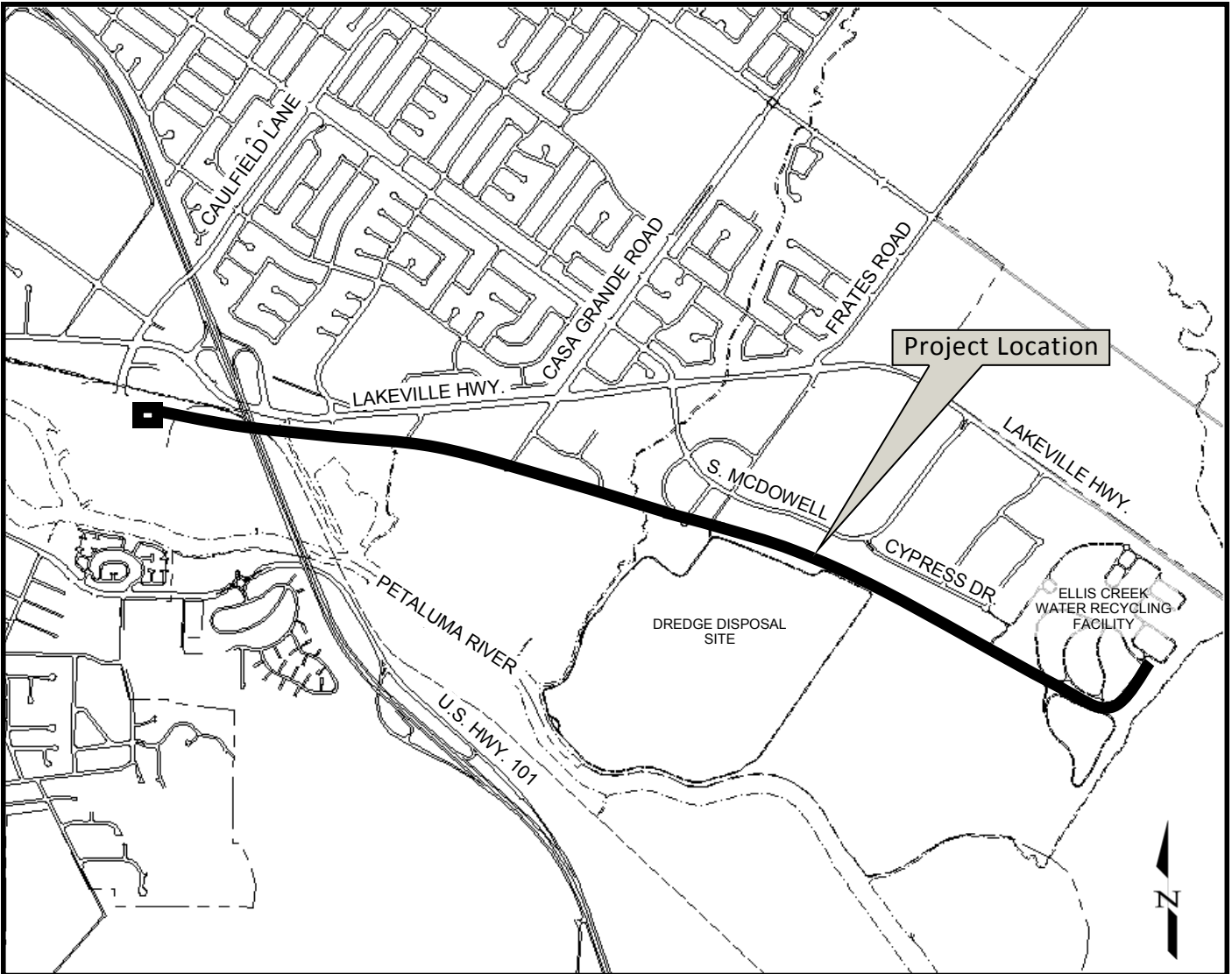
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	-	20				20
Land & Easements			-	-		240			240
Design			-	-					-
Legal Services			-	-					-
Administration			-	-					-
Construction Contracts			-	-			2,600		2,600
Construction Mgmt			-	-					-
Contingency			-	-					-
CIP Overheads			-	-					-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 240	\$ 2,600	\$ -	\$ 2,860

SOURCES (dollars in \$000)

Waste Water Capital			-	-	20	240	2,600		2,860
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 240	\$ 2,600	\$ -	\$ 2,860

PIPS FORCE MAIN REPLACEMENT

PUBLIC WORKS



Project Title PIPS Forcemain Replacement

C66502032

PROJECT PURPOSE AND DESCRIPTION

All the wastewater generated in the City is pumped through a single 2.5 mile long 36 inch diameter forcemain from Hopper Street to Ellis Creek. The forcemain is roughly 40 years old and is nearing the end of its service life. This project involves installing a parallel forcemain adjacent to the existing forcemain. This project will include the assessment of the existing forcemain and rehabilitation to provide redundant service of this critical conveyance pipeline. Cost shown below is for the first of several phases of work. This Waste Water Capital Funded project is expected to begin in FY 20/21 with construction to follow in next FY.

FINANCIAL OVERVIEW

C66502032

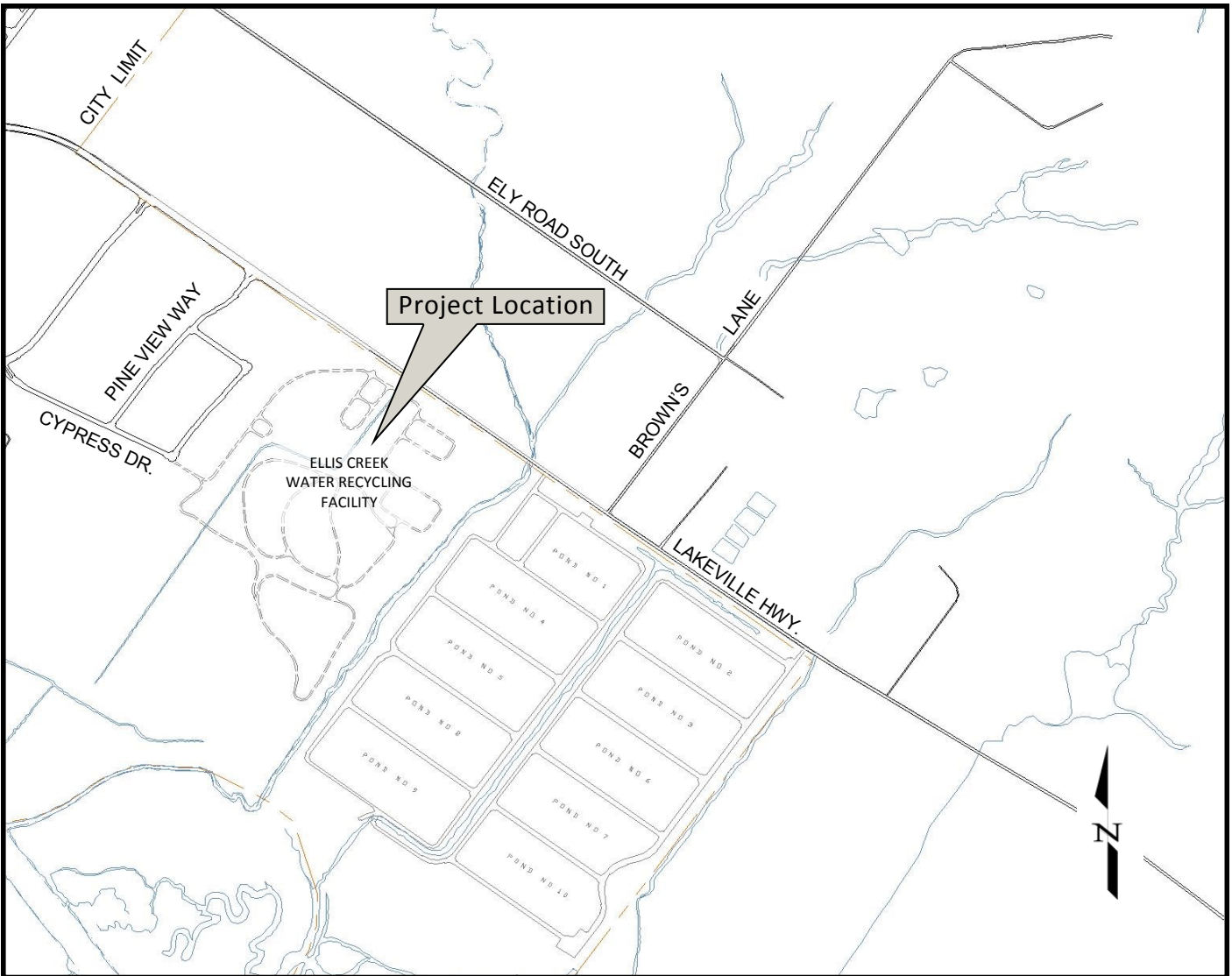
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-				80		80
Land & Easements			-				20		20
Design			-				15	300	315
Legal Services			-				5	10	15
Administration			-				2	5	7
Construction Contracts			-					2,000	2,000
Construction Mgmt			-					150	150
Contingency			-					200	200
CIP Overheads			-					55	55
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122	\$ 2,720	\$ 2,842

SOURCES (dollars in \$000)

Waste Water Capital			-				122	2,720	2,842
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122	\$ 2,720	\$ 2,842

ELLIS CREEK RECYCLING FACILITY

WASTE WATER



Project Title Ellis Creek Outfall Replacement

C66501838

PROJECT PURPOSE AND DESCRIPTION

This project will replace approximately 3,200 linear feet of 48 inch diameter outfall piping that was found to have significant loss in structural integrity. The 43 year-old pipe is constructed out of a composite material called Techite, a pipe material used in the 1970s. Techite is brittle and has been the cause of many catastrophic pipeline failures nationwide. This pipeline is used to discharge treated water from Ellis Creek Water Recycling facility to the Petaluma River during the winter months. A temporary pipe was constructed in FY 16/17 under a separate contract. The project will include permitting, design, and construction of a new outfall pipe. This Waste Water Capital funded project will be designed in FY 17/18 with construction expected in the summer of 2019.

FINANCIAL OVERVIEW

C66501838

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental			-	100	50				150
Land & Easements			-						-
Design			-	100	50				150
Legal Services			-						-
Administration			-						-
Construction Contracts			-		1,500	1,500			3,000
Construction Mgmt			-		100	100			200
Contingency			-		300	300			600
CIP Overheads			-		30	30			60
TOTAL USES	\$ -	\$ -	\$ -	\$ 200	\$ 2,030	\$ 1,930	\$ -	\$ -	\$ 4,160

SOURCES (dollars in \$000)

Waste Water Capital			-	200	2,030	1,930			4,160
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 200	\$ 2,030	\$ 1,930	\$ -	\$ -	\$ 4,160

Project Title Water Board Settlement

e66501839

PROJECT PURPOSE AND DESCRIPTION

The Regional Water Quality Control Board issued an enforcement action to the City for violations due to Sanitary Sewer overflows. To settle the action, the City is required to pay a fine of \$235,200 (plus \$5,880 for auditing). However, one-half of the fine amount may be put towards a Supplemental Environmental Project (SEP). City staff developed an SEP that enhances cleanup efforts in the Petaluma River and adjacent waterways. As part of the SEP, four sites in the City will be improved with gravel, concrete, and drainage to provide easier access to City equipment for sorting, disposal and removal of trash. In addition, new equipment will be purchased for the Petaluma Police Dept. to allow officers to reach and clean up homeless encampments inaccessible with typical patrol vehicles. The equipment includes a Utility Terrain Vehicle with a trailer and a small boat with trailer. The project costs include \$117,600 for the SEP (including \$37,000 for PPD equipment), \$117,600 in direct payment of fines, and \$5,880 to pay for a required third-party auditor (San Francisco Estuary Partnership).

FINANCIAL OVERVIEW

e66501839

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-		-	6					6
Land & Easements			-						-
Design			-						-
Legal Services	-		-						-
Administration			-	117					117
Construction Contracts			-	118					118
Construction Mgmt	-		-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ 241	\$ -	\$ -	\$ -	\$ -	\$ 241

SOURCES (dollars in \$000)

Waste Water Capital			-	241					241
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 241	\$ -	\$ -	\$ -	\$ -	\$ 241

WATER UTILITY PROJECTS FY 2017-2018

WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 17-18

PROJECT SUMMARY

Fund 6790.67999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				Total Project Estimate
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
C67501405 Oak Hill Reservoir Roof Replacement	9	15	24	15	-	-	-	239	278
C67401006 Casa Grande Road 16" Water Main Extension	-	-	-	-	1,530	-	-	-	1,530
C67501007 Hardin & Manor Tank Exterior Recoating	-	85	85	1,292	-	-	-	-	1,377
C67401005 Petaluma Blvd. N 12" Water Main Extension	-	-	-	-	-	2,545	-	-	2,545
C67501713 Water Service Replacements I	-	-	-	20	1,170	-	1,190	-	2,380
C67501611 Well Construction	-	10	10	20	325	-	-	750	1,105
C67502012 Bodega and Webster Water Main Replacement	-	-	-	-	-	33	1,655	-	1,688
C67402215 Copeland St. Water Main Replacement	-	-	-	-	-	-	-	1,250	1,250
TOTAL	\$ 9	\$ 110	\$ 119	\$ 1,347	\$ 3,025	\$ 2,578	\$ 2,845	\$ 2,239	\$ 12,153

SOURCES (dollars in \$000)

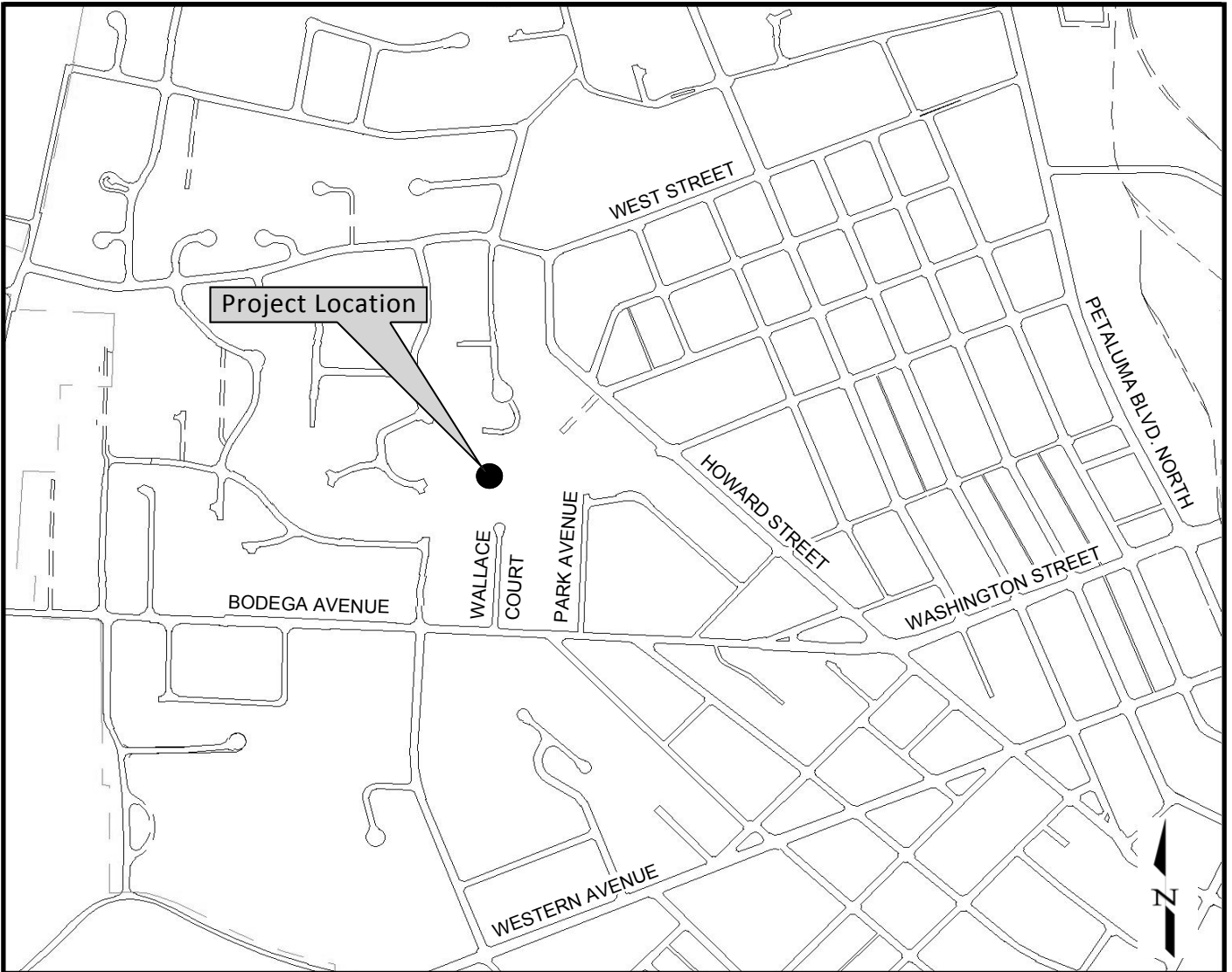
Water Capital

TOTAL

8	111	119	1,347	3,025	2,578	2,845	2,239	12,153
\$ 8	\$ 111	\$ 119	\$ 1,347	\$ 3,025	\$ 2,578	\$ 2,845	\$ 2,239	\$ 12,153

OAK HILL RESERVOIR

WATER UTILITY



Project Title: Oak Hill Reservoir Roof Replacement

C67501405

PROJECT PURPOSE AND DESCRIPTION

The existing Oak Hill Reservoir, circa 1885, is an underground brick-lined reservoir with a storage volume of 2.0 million gallons. The reservoir has been re-lined twice with cement grout and has a redwood roof. A condition assessment performed on the existing roof support structure found it to be in poor condition and in need of replacement. The reservoir has been taken off line. In FY 17/18 staff will investigate the long term effects of keeping this tank out of service. If determined to be in the best interest of the City water supply system, the roof will be replaced in a future year. This project is funded through Water Capital funds.

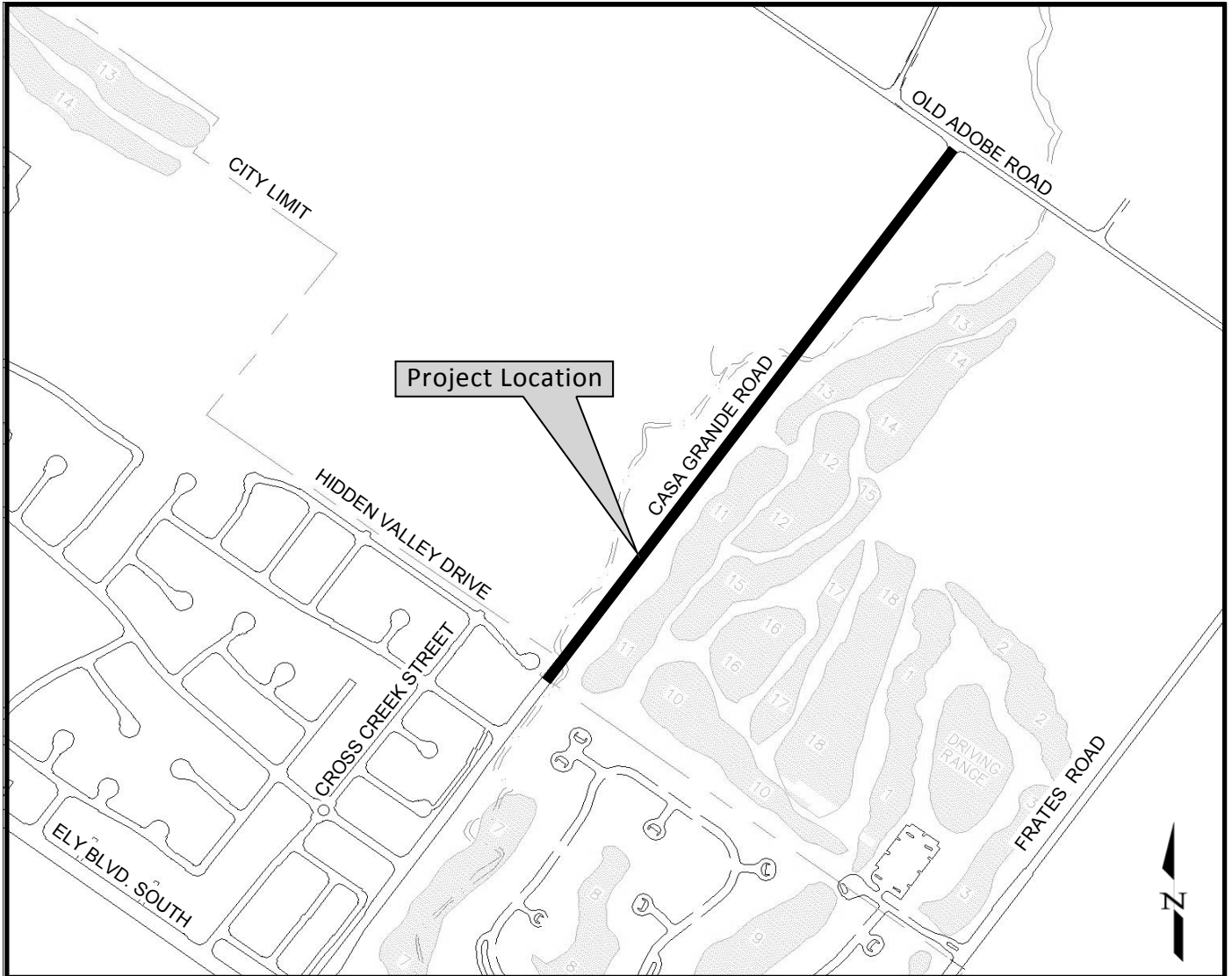
FINANCIAL OVERVIEW

C67501405

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-	10	10	10				40	60
Land & Easements	-		-						-
Design	9	5	14	5				189	208
Legal Services	-		-					5	5
Administration	-		-	-				5	5
Construction Contracts	-		-					-	-
Construction Mgmt	-		-					-	-
Contingency	-		-					-	-
CIP Overheads	-		-					-	-
Capitalization Interst	-		-					-	-
TOTAL USES	\$ 9	\$ 15	\$ 24	\$ 15	\$ -	\$ -	\$ -	\$ 239	\$ 278
SOURCES (dollars in \$000)									
Water Capital	8	16	24	15				239	278
TOTAL FUNDS	\$ 8	\$ 16	\$ 24	\$ 15	\$ -	\$ -	\$ -	\$ 239	\$ 278

CASA GRANDE ROAD 16" WATER MAIN EXTENSION

WATER UTILITY



Project Title: Casa Grande Road 16” Water Main Extension

C67401006

PROJECT PURPOSE AND DESCRIPTION

This project will install a new 16-inch water main in Casa Grande Road between Adobe Road and Cross Creek Street. This project will improve utilization of the Manor Lane reservoir by providing an improved transmission main and reducing interference with the Frates pumping station operations. It will also reduce maintenance costs to the system in that area by reducing the pressure fluctuations. By creating this loop the pressure from the Manor Lane tank will provide a more consistent load on the system and reduce wear and tear on its components. This Water Capital funded project is schedule to be completed in FY 18/19.

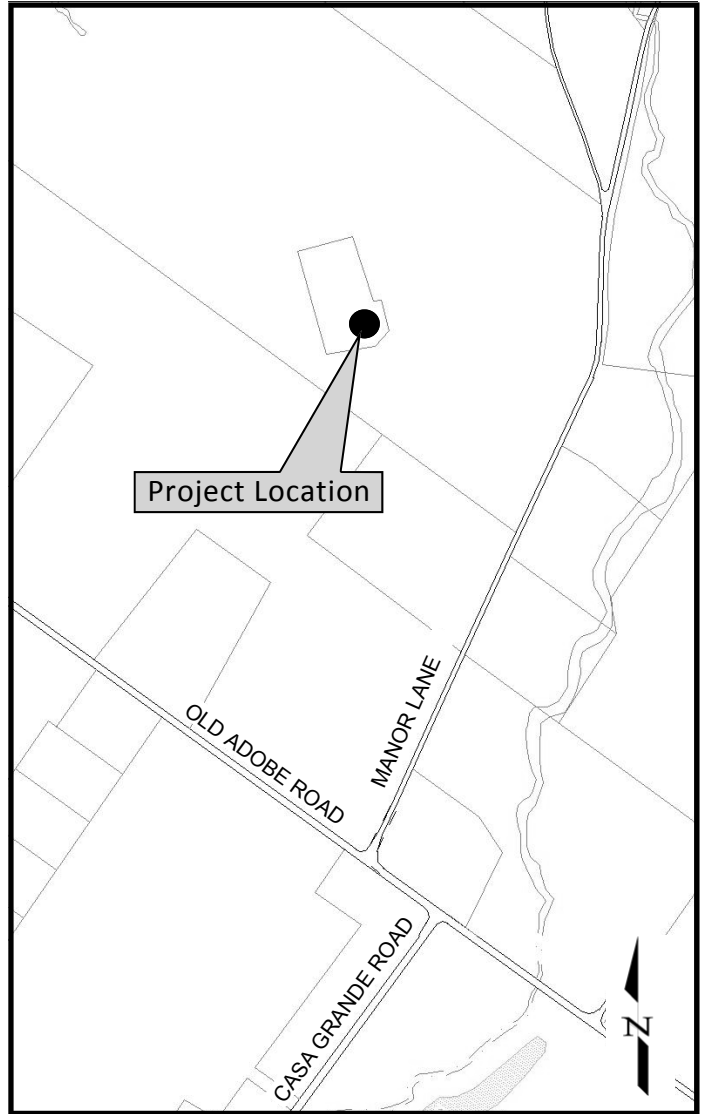
FINANCIAL OVERVIEW

C67401006

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
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
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 that will improve the life of the tanks as well as improve the aesthetics. The project will also include a seismic assessment and cathodic protection. Design work has begun on this Water Capital funded project with construction scheduled for FY 17/18.

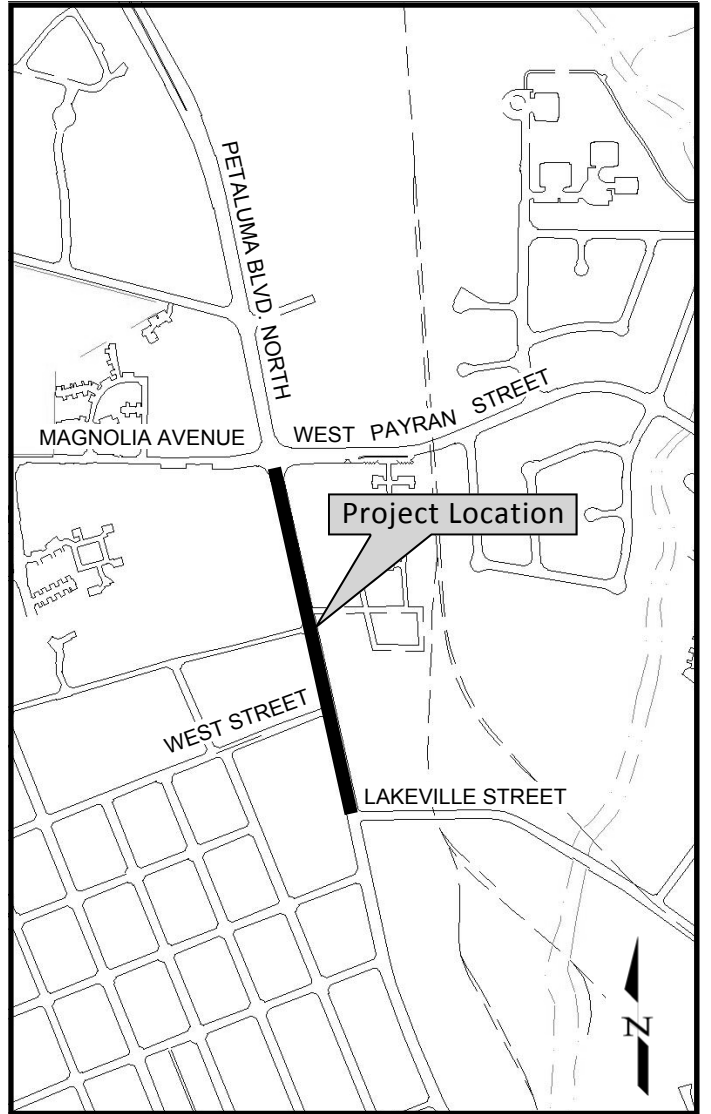
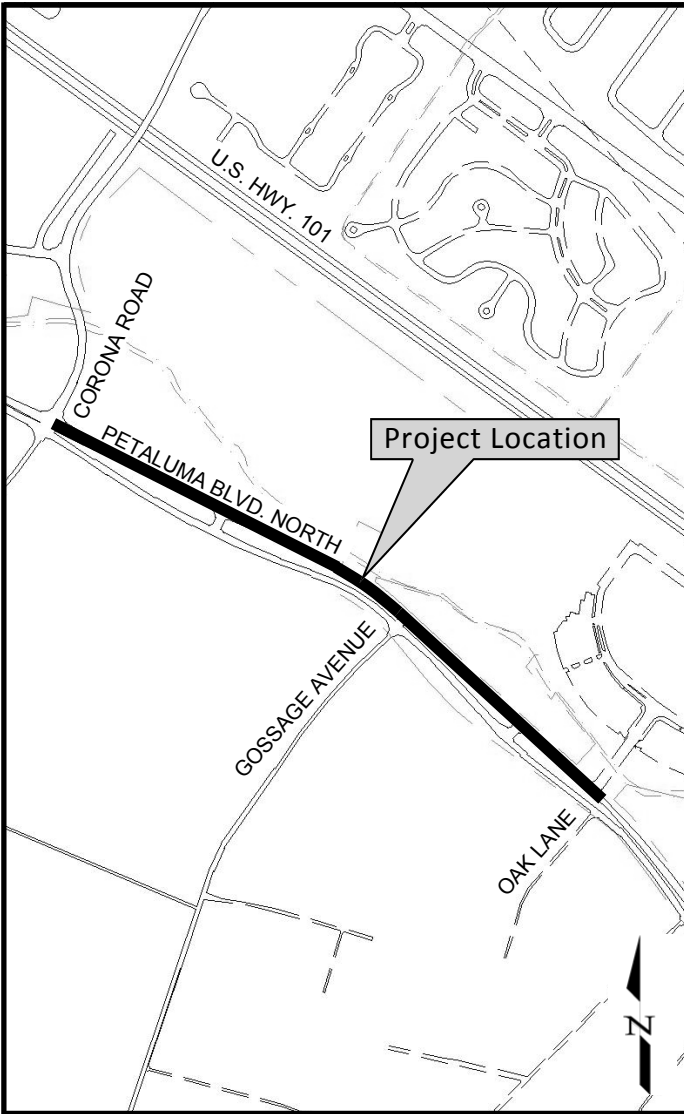
FINANCIAL OVERVIEW

C67501007

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental		25	25						25
Land & Easements			-						-
Design		60	60	20					80
Legal Services			-						-
Administration			-						-
Construction Contracts			-	840					840
Construction Mgmt			-	240					240
Contingency			-	160					160
CIP Overheads			-	32					32
Capitalization Interst			-						-
TOTAL USES	\$ -	\$ 85	\$ 85	\$ 1,292	\$ -	\$ -	\$ -	\$ -	\$ 1,377
SOURCES (dollars in \$000)									
Water Capital		85	85	1,292					1,377
TOTAL FUNDS	\$ -	\$ 85	\$ 85	\$ 1,292	\$ -	\$ -	\$ -	\$ -	\$ 1,377

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. This Water Capital funded work is scheduled for FY19/20.

FINANCIAL OVERVIEW

C67401005

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
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
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 Service Replacements I

C67501713

PROJECT PURPOSE AND DESCRIPTION

This project will replace polybutylene water services throughout the City. The water services installed throughout the 1970's and early 80's included polybutylene "blue-tube" piping from the main to the water meter. Polybutylene is a form of plastic resin pipe with fittings that scale and flake and become brittle causing micro-fractures that result in pipe failure. Maintenance personnel are continuously replacing these old services as the service and saddles fail. The project will upgrade the deteriorated water services and saddles to current standards to reduce maintenance costs. Preliminary engineering for this Water Capital funded project will begin in FY 18/19 with the first phase of construction in FY 18/19, and a second phase anticipated in FY 20/21.

FINANCIAL OVERVIEW

C67501713	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-		-		5		5		10
Land & Easements			-						-
Design			-	20	60		80		160
Legal Services	-		-		2		2		4
Administration			-		5		5		10
Construction Contracts			-		850		850		1,700
Construction Mgmt	-		-		90		90		180
Contingency			-		130		130		260
CIP Overheads			-		28		28		56
Capitalization Interst			-						-
TOTAL USES	-	-	-	20	1,170	-	1,190	-	2,380
SOURCES (dollars in \$000)									
Water Capital			-	20	1,170		1,190		2,380
TOTAL FUNDS	-	-	-	20	1,170	-	1,190	-	2,380

Project Title: Well Construction

C67501611

PROJECT PURPOSE AND DESCRIPTION

This project will continue the efforts to expand the City’s local water supply and meet the Sonoma County Water Agency capacity goal that local agencies increase emergency and drought delivery to 40% of the average day of the maximum month demand. This project will explore new possible well sites, determine which sites are most feasible, and ultimately drill a new well to add to the City’s existing local water supply. Some initial investigation will occur in FY 17/18 with more detailed investigation and some design to occur in FY 18/19 after completion of the USGS groundwater model. Construction will occur a future year. Water Capital will fund all phases of this work.

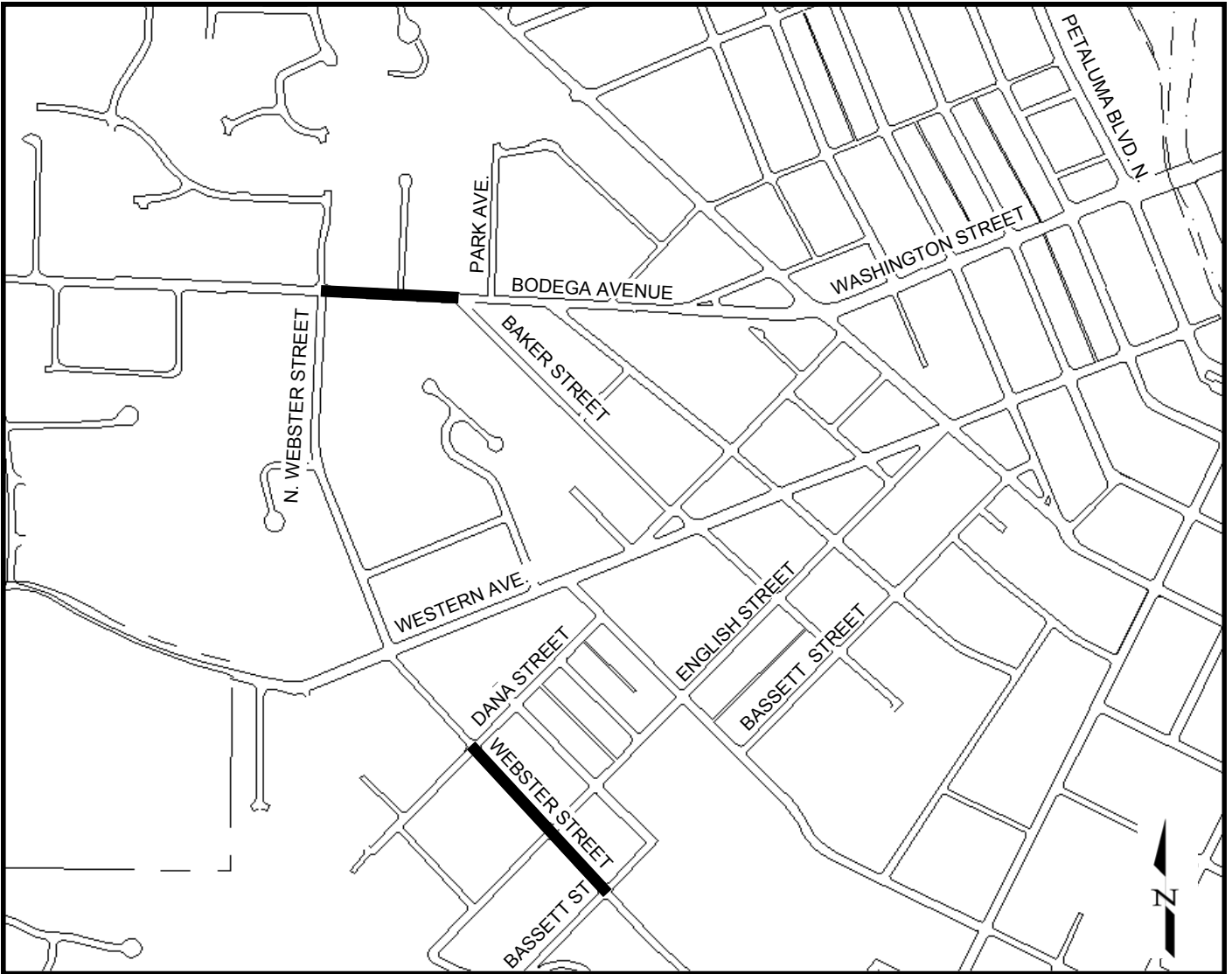
FINANCIAL OVERVIEW

C67501611

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED					
					FY 18-19	FY 19-20	FY 20-21	FY 21-22		
USES (dollars in \$000)										
Planning/Environmental	-	5	5	20				15	40	
Land & Easements			-						-	
Design		5	5		325			70	400	
Legal Services	-		-					5	5	
Administration			-					10	10	
Construction Contracts			-					460	460	
Construction Mgmt	-		-					80	80	
Contingency			-					100	100	
CIP Overheads			-					10	10	
Capitalization Interst			-						-	
TOTAL USES	-	\$ 10	\$ 10	\$ 20	\$ 325	\$ -	\$ -	\$ 750	\$ 1,105	
SOURCES (dollars in \$000)										
Water Capital		10	10	20	325			750	1,105	
TOTAL FUNDS	-	\$ 10	\$ 10	\$ 20	\$ 325	\$ -	\$ -	\$ 750	\$ 1,105	

BODEGA AND WEBSTER WATER MAIN REPLACEMENT

WATER UTILITY



PROJECT LOCATIONS

Project Title: Bodega and Webster Water Main Replacement

C67502012

PROJECT PURPOSE AND DESCRIPTION

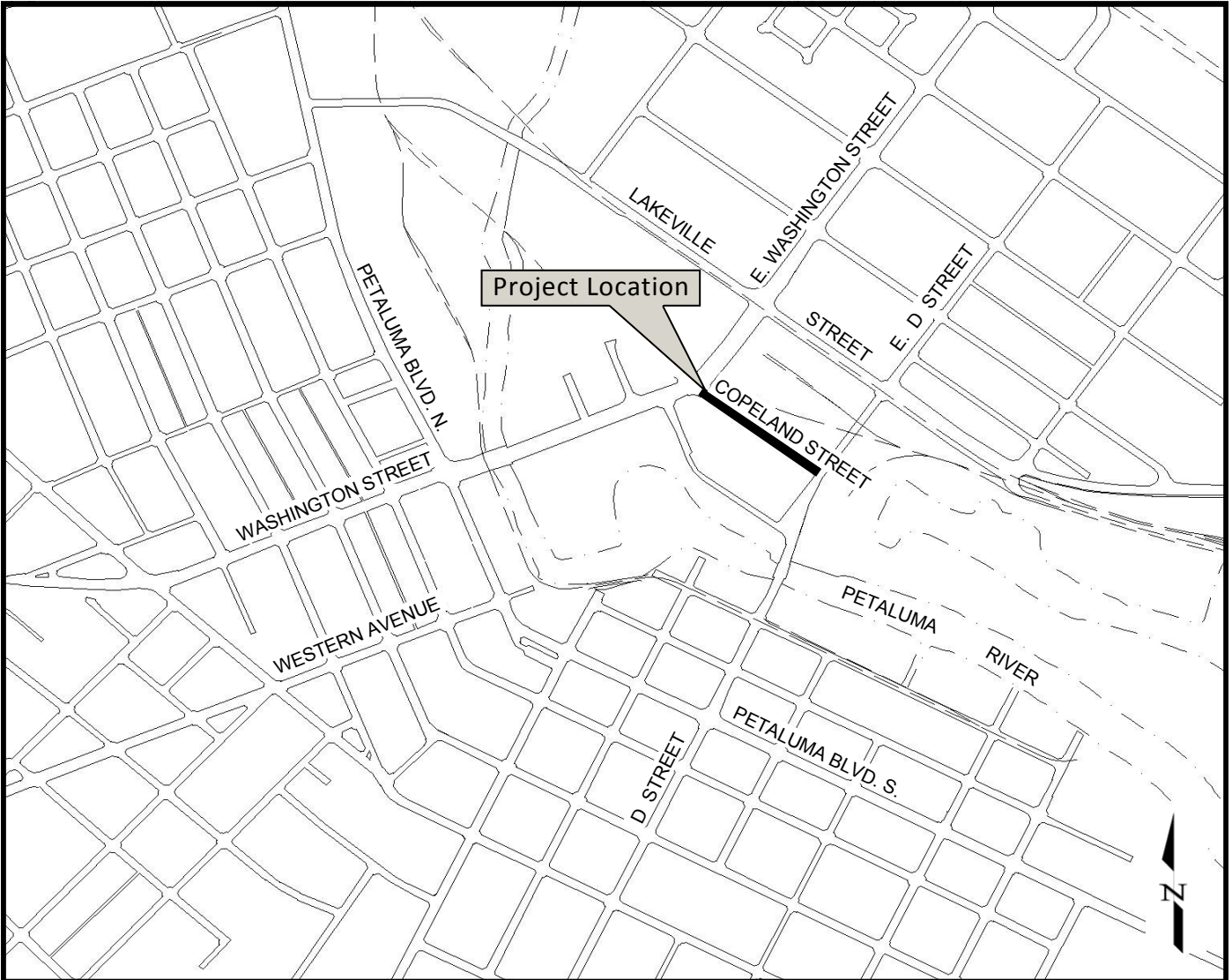
This project involves the replacement of aged water mains to reduce maintenance costs and improve service. The replacement of the older 8 inch water main in Webster with a 12 inch main will allow for better hydraulic performance with Paula Lane and Mountain View tanks in Zone 2. The current pipe sizes are restricting flow and the new water main will increase water service levels and increase fire protection. This Water Capital funded project is expected to be constructed in FY 20/21.

FINANCIAL OVERVIEW

C67502012	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-		-			5			5
Land & Easements			-						-
Design			-		25	35			60
Legal Services	-		-		2				2
Administration			-		1	5			6
Construction Contracts			-				1,200		1,200
Construction Mgmt	-		-			180			180
Contingency			-			220			220
CIP Overheads			-			15			15
Capitalization Interst			-						-
TOTAL USES	-	-	-	-	-	33	1,655	-	1,688
SOURCES (dollars in \$000)									
Water Capital			-			33	1,655		1,688
TOTAL FUNDS	-	-	-	-	-	33	1,655	-	1,688

COPELAND ST. WATER MAIN REPLACEMENT

WATER



Project Title: Copeland St. Water Main Replacement

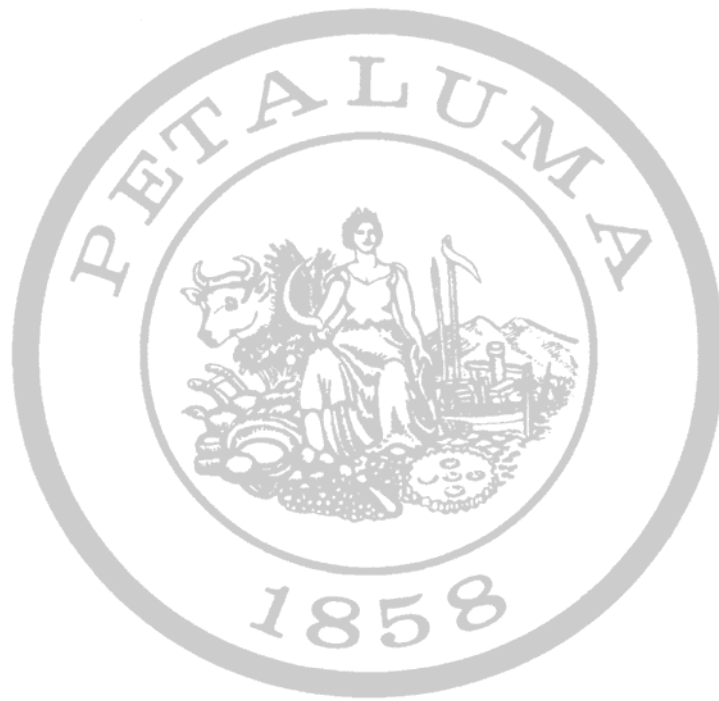
C67402215

PROJECT PURPOSE AND DESCRIPTION

This project will use Water Capital funds to replace aged water mains to reduce maintenance costs and improve service in approximately FY21/22.

FINANCIAL OVERVIEW

C67402215	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 16	Estimate FY 16-17	Estimate Life to Date thru FY 17	Adopted Budget FY 17-18	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
USES (dollars in \$000)									
Planning/Environmental	-		-						-
Land & Easements			-						-
Design			-						-
Legal Services	-		-						-
Administration			-						-
Construction Contracts			-					1,250	1,250
Construction Mgmt	-		-						-
Contingency			-						-
CIP Overheads			-						-
Capitalization Interst			-						-
TOTAL USES	-	-	-	-	-	-	-	1,250	1,250
SOURCES (dollars in \$000)									
Water Capital			-					1,250	1,250
TOTAL FUNDS	-	-	-	-	-	-	-	1,250	1,250



SUCCESSOR AGENCY TO THE FORMER PCDC

On February 1, 2012, in response to the passage of AB x1 26 & 27, all California Redevelopment Agencies, including the Petaluma Community Development Commission (PCDC) were eliminated. The Petaluma City Council elected to become the Housing Successor Agency to the PCDC and established a new Successor Agency to unwind the affairs of the former PCDC. State law allows the Petaluma Community Development Successor Agency (PCDSA) to establish a list of and pay for enforceable obligations of the former PCDC. That list, called the Recognized Obligation Payment Schedule (ROPS), is the basis for all future funds paid to the Successor Agency from property tax funds formerly allocated to PCDC.

Beginning July 1, 2018, Petaluma's Oversight Board will be dissolved and there will be only one Oversight Board for the County of Sonoma.

The Department of Finance (DOF) denied many of the enforceable obligations of the former PCDC despite vigorous disputes from the PCDSA. The Successor Agency is working toward completing their Last and Final ROPS before Petaluma's Oversight Board is dissolved.

The loss of \$14,000,000 annually to the former Petaluma Community Development Commission severely limits the City's ability to fund existing and future infrastructure and building projects, to collaborate in economic development projects, and to support nonprofits who utilized \$3 million annually from redevelopment funds to serve the low-income citizens in Petaluma.

2016-2017 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS

- Adopted and filed ROPS 17-18 covering the 2017-2018 Fiscal Year.
- Appraised and listed Agency property for sale.
- Continued litigation to dispute the Department of Finance's denial of the Co-Op Agreement.

2017-2018 DEPARTMENTAL GOALS and PRIORITIES

- Complete all conditions to qualify for a "Last & Final ROPS".
- Liquidate the property on Industrial Drive as per the DOF approved Long Range Property Management Plan. Proceeds from the sale will be distributed as property taxes to the taxing entities.

ADOPTED BUDGET

<i>54150 SUCCESSOR AGENCY ADMIN</i>	<i>2015 Actuals</i>	<i>2016 Actuals</i>	<i>2017 Revised</i>	<i>2018 Adopted</i>
SALARY	36,207	40,227	42,546	47,283
BENEFITS	15,919	17,096	17,349	18,074
SERVICES & SUPPLIES	393,478	540,628	480,670	167,948
SUCCESSOR AGENCY ADMIN	445,604	597,951	540,565	233,305

The Successor Agency receives \$250,000 annually for administrative expenses from tax increment. The administrative expense is listed on the Recognized obligation Payment Schedule and approved by the Department of Finance.

Salaries are recommended at \$47,283 an increase of \$4,737. This increase is due to recently negotiated bargaining agreements.

Benefits are recommended at \$18,074 an increase of \$725. This increase is mainly due to increased retirement costs.

Services and Supplies of \$167,948 are recommended which is a decrease of \$312,722 due to lower Intragovernmental charges.

The Successor Agency received tax increment to pay for the former Petaluma Community Development Commission’s debt. This amount is listed on the Recognized Obligation Payment Schedule and approved by the Department of Finance. The total debt expenses for FY 2017-2018 will be \$5,481,427.

POLICY OPTIONS

None

PETALUMA COMMUNITY DEVELOPMENT SUCCESSOR AGENCY
 RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 July 1, 2017 through June 30, 2018

Item #	Project Name/Debt Obligation	Total Outstanding Debt	Funding Source				Total Due During Fiscal Year 2017-2018
			Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	
		78,605,000			250,000	5,481,429	\$ 10,431,429
2	TAB-2003A Tax Allocation Bonds - REFINANCED	0					0
3	TAB-2005A Tax Allocation Bonds - REFINANCED	0	0	0	0		0
4	TAB-2007A Tax Allocation Bonds	29,570,000	0	0	0	1,596,612	1,596,612
5	TAB-2011 Tax Allocation Bonds	6,968,000	0	0	0	1,194,768	1,194,768
6	PM-Regulatory Agreement Compliance	0	0	0	0	0	0
7	PM-Financial Administration	0	0	0	0	0	0
8	PM-Constr. Project Management	0	0	0	0	0	0
9	HSG-COTS-HUD Grand Agreement	0	0	0	0	0	0
10	HSG-COTS-HUD Loan	0	0	0	0	0	0
11	HSG-COTS- HCD Loan-Restrictive Cov.	0	0	0	0	0	0
12	HSG-Mobile Home Rent Control Ord.		0	0	0	0	0
13	HSG-Rental Assistance	0	0	0	0	0	0
14	HSG-Transitional Housing	0	0	0	0	0	0
15	HSG-Transitional Housing	0	0	0	0	0	0
16	HSG-Rehab single family homes	0	0	0	0	0	0
17	CIP-Old Redwood Hwy Interchange	0	0	0	0	0	0
18	CIP-Old Redwood Hwy Interchange	0	0	0	0	0	0
19	CIP-Rainier Ave Cross-Town Connector	0	0	0	0	0	0
20	CIP-Rainier Ave Cross-Town Connector	0	0	0	0	0	0
21	CIP-Rainier Ave Cross-Town Connector	0	0	0	0	0	0
22	CIP-Petaluma River Trail	0	0	0	0	0	0
23	CIP-Petaluma River Trail	0	0	0	0	0	0
24	CIP-Petaluma River Trail	0	0	0	0	0	0
25	CIP-East Washington Interchange	0	0	0	0	0	0
26	CIP-East Washington Interchange	0	0	0	0	0	0
27	CIP-East Washington Interchange	0	0	0	0	0	0
29	CIP-Underground Tank Remediation	0	0	0	0	0	0
30	CIP-Brownfields Program	0	0	0	0	0	0
31	MISC-Office Equipment Lease	0	0	0	0	0	0

Item #	Project Name/Debt Obligation	Total Outstanding Debt	Funding Source					Total Due During Fiscal Year 2017-2018
			Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF		
32	MISC-Legal Services	0	0	0	0	0	0	0
35	MISC-Legal Services-Oversight Board	0	0	0	0	0	0	0
36	MISC-DOF Due Diligence Review	0	0	0	0	0	0	0
37	MISC-Petaluma Marina	0	0	0	0	0	0	0
38	MISC-Econ. Dev./Site Development	0	0	0	0	0	0	0
39	ADM - Administrative Payments	250,000	0	0	250,000	0	-	250,000
40	LITIGATION - Old Redwood & Rainier	0	0	0	0	0	0	0
41	LITIGATION - Old Redwood, Rainier, Co-Op Agreement	0	0	0	0	0	0	0
42	Cash Flow Loan from City	0	0	0	0	0	0	0
43	CIP-East Washington Interchange	0	0	0	0	0	0	0
44	CIP-East Washington Interchange	0	0	0	0	0	0	0
45	Bond Expenditure Agreement	0	0	0	0	0	0	0
36	TAB-2015A Tax Allocation Bonds	18,600,000	0	0	0	0	1,327,905	1,327,905
47	TAB-2015B Tax Allocation Bonds	14,745,000	0	0	0	0	1,362,144	1,362,144
48	Cooperative Agreements - Exhibit A/Section 8 - Economic Dev. Programs; Exhibit B/Section 3 - Affordable Hsg programs as reinstated by Resolution #2012-03 of the OB		0	0	0	0	0	0
	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma, as to Item 1 on Exhibit A, the "Old Redwood Highway Interchange Project."							
49	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 3 on Exhibit A, the "101/East Washington Interchange Project."	0	0	0	0	0	0	0
50	January 31, 2011 Coop Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 5 on Ex. A, "Rainer Avenue Cross-town Connector/Interchange Proj."	8,472,000	4,700,000	0	0	0	0	4,700,000
51	January 31, 2011 Coop Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 1 on Ex. C, "Staffing and Administrative Expenses"	0	0	0	0	0	0	0

**FISCAL YEAR 2018
ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD
CHARGES**

Department/Division	Information Technology FY 2018	General Service FY 2018	Risk FY 2018	Administrative Charges FY 2018	Total Allocation FY 2018
General		1,367			1,367
City Council		274	9,542		9,816
City Attorney	39,163	8,764	9,268		57,195
City Clerk	22,972	1,984	3,907		28,863
City Manager	18,688	1,568	10,522		30,778
Economic Development	24,450	1,158	4,232		29,840
Finance	107,554	8,412	33,023		148,989
Human Resources	19,718	1,395	7,519		28,632
Community Development	23,475	1,651	4,252		29,378
Fire	95,329	12,843	175,216		283,388
Recreation	32,238	19,060	94,215		145,513
Police	353,028	38,341	310,813		702,182
Public Works	116,690	5,031	221,772		343,493
General Fund	853,305	101,848	884,281	-	1,839,434
Housing In-Lieu	7,479	32	962	3,198	11,671
Impact fees	-		2,804	9,011	11,815
CDBG	1,410		1,799	5,824	9,033
General Government Donations	-	27	128	947	1,102
Special Revenue	-	58	2,091		2,149
Street Maintenance	11,312	1,725	67,673	102,752	183,462
Landscape Assessment Districts	1,080	664	2,582	17,622	21,948
TOT	-	-	2,559	247,259	249,818
Governmental CIP	-	352	54,105	86,261	140,718
Special Revenue Funds	21,281	2,858	134,703	472,874	631,716
Airport Operation	15,358	1,373	13,337	90,794	120,862
Airport CIP	-	-			-
Development Services	70,618	2,875	18,400	125,820	217,713
Marina	6,439	1,048	5,441	37,313	50,241
Marina CIP	-	-		575	575
Transit Operations	62,277	4,273	31,846	98,415	196,811
Transit CIP	-	-		213	213
Wastewater Administration	325,144	47,976	105,843	695,562	1,174,525
Wastewater CIP	-	206	4,395	12,083	16,684
Water Administration	406,745	49,681	118,089	607,622	1,182,137
Water CIP	-	157	3,312	9,208	12,677
Storm Utility	-	1,091	7,577	20,114	28,782
Enterprise Funds	886,581	108,680	308,240	1,697,719	3,001,220

**FISCAL YEAR 2018
 ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD
 CHARGES**

Department/Division	Information Technology FY 2018	General Service FY 2018	Risk FY 2018	Administrative Charges FY 2018	Total Allocation FY 2018
Information Technology	-	4,478	17,280	-	21,758
Employee Benefits	-	143	4,448	113,082	117,673
Workers Compensation	1,600	-	9,459	147,790	158,849
General Services	4,840	-	1,168	-	6,008
Risk Management	<u>17,641</u>	<u>2,009</u>	<u>-</u>	<u>-</u>	<u>19,650</u>
Internal Service Funds	<u>24,081</u>	<u>6,630</u>	<u>32,355</u>	<u>260,872</u>	<u>323,938</u>
Successor Agency Housing	-	150	3,032	85,757	88,939
Successor Agency	<u>-</u>	<u>293</u>	<u>3,877</u>	<u>118,478</u>	<u>122,648</u>
Successor Agency Funds	<u>-</u>	<u>443</u>	<u>6,909</u>	<u>204,235</u>	<u>211,587</u>
TOTAL ALLOCATIONS	<u>\$ 1,785,248</u>	<u>\$ 220,459</u>	<u>\$ 1,366,488</u>	<u>\$ 2,635,700</u>	<u>\$ 6,007,895</u>

TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
General Fund	Parks CIP	68,000	C00400205
General Fund	Waste Water	93,580	Waste Water Settlement
General Fund	Storm Utility	37,383	loan repayment
General Fund	Storm Utility	11,090	legal costs Waste Water settlement
General Fund	Storm Utility	450,000	operating costs
General Fund	Employee Benefits	200,000	
General Fund	Vehicle Replacment	300,000	Interfund loan debt payment
		<u>1,160,053</u>	
Commercial Linkage Fees	Housing Successor Ag	25,000	SAR051150
Housing In-Lieu	Housing Successor Ag	50,000	SAR051150
Parkland Impact Fees	Parks CIP	410,000	C14501607
Storm Drainage Impact Fees	Public Works CIP	28,000	C16301518
Storm Drainage Impact Fees	Public Works CIP	5,000	C16301417
Storm Drainage Impact Fees	Public Works CIP	10,000	e16501826
		<u>43,000</u>	
Traffic Mitigation Impact Fees	Public Works CIP	10,000	C00501204
Traffic Mitigation Impact Fees	Public Works CIP	204,000	C16101309
Traffic Mitigation Impact Fees	Transit	34,000	C65101807
		<u>248,000</u>	
CDBG	Housing Successor Ag	25,000	SAR051150
Parks Grants	Parks CIP	62,000	C00400205
Parks Grants	Parks CIP	70,000	C14501607
		<u>132,000</u>	
Public Works Grants	Public Works CIP	51,000	C16101201
Public Works Grants	Public Works CIP	166,000	C16101309
Public Works Grants	Public Works CIP	625,000	C16301413
Public Works Grants	Public Works CIP	15,000	C16301620
Public Works Grants	Public Works CIP	991,000	C16301722
		<u>1,848,000</u>	
Developer Contributions	Public Works CIP	45,000	C16101519
Developer Contributions	Public Works CIP	200,000	C16401824
		<u>245,000</u>	
Asset Seizure	General Fund	30,000	general support
Asset Seizure	Police Grants	45,000	NC3TF
		<u>75,000</u>	
SLESF	General Fund	100,000	CAD/RMS system
Gas Tax	Streets	1,636,850	

TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
Street Maintenance	Public Works CIP	12,000	C16101201
Street Maintenance	Public Works CIP	10,000	C16101309
Street Maintenance	Public Works CIP	10,000	C16101601
Street Maintenance	Public Works CIP	500,000	C16101823
		<u>532,000</u>	
Transient Occupancy Tax	General Fund	1,289,012	general support
Transient Occupancy Tax	General Fund	75,000	economic development strategy
Transient Occupancy Tax	Vehicle Replacement	435,000	general support
Transient Occupancy Tax	Facilities CIP	401,000	C16201304
Transient Occupancy Tax	Facilities CIP	94,000	C11201705
Transient Occupancy Tax	Facilities CIP	119,000	C11201706
Transient Occupancy Tax	Facilities CIP	400,000	C11501910
Transient Occupancy Tax	Facilities CIP	150,000	C00300405
Transient Occupancy Tax	Public Works CIP	250,000	C16501602
		<u>3,213,012</u>	
Prince Park	General Fund	56,500	general support
Mobile Home Rent Program	Housing Successor Ag	12,500	SAR051150
Airport FAA Grant	Airport CIP	388,000	C61501604
Airport Operating	Airport CIP	37,000	C61501604
Airport Operating	Airport CIP	51,000	C61201806
Airport Operating	Airport CIP	60,000	C61501907
Airport Operating	Airport CIP	35,000	C61502008
		<u>183,000</u>	
Airport State AIP Grant	Airport CIP	19,000	C61501604
Transit - MTC Transit Performance Incentive	Transit	91,000	C65101807
Transit - Transportation Fund for Clean Air	Transit	53,000	C65101807
		<u>144,000</u>	
Utility Pavement Fees Sewer	Public Works CIP	315,000	C16101823
Waste Water Capital	WW CIP	700,000	C66401416
Waste Water Capital	WW CIP	5,595,000	C66501305
Waste Water Capital	WW CIP	2,080,000	C66401314
Waste Water Capital	WW CIP	370,000	C66101627
Waste Water Capital	WW CIP	1,604,000	C66501518
Waste Water Capital	WW CIP	7,874,000	C66401728
Waste Water Capital	WW CIP	385,000	C66501519
Waste Water Capital	WW CIP	1,384,000	C66401822
Waste Water Capital	WW CIP	200,000	C66501838
Waste Water Capital	WW CIP	241,000	e66501839
		<u>20,433,000</u>	

TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
WW - California Energy Commission Grant	WW CIP	3,000,000	C66501518
WW - State Prop 1 Grant	WW CIP	589,000	C66401415
		<u>3,589,000</u>	
Utility Pavement Fees Water	Public Works CIP	435,000	C16101823
Utility Pavement Fees Water	Public Works CIP	180,000	e16082012
		<u>615,000</u>	
Water Capital	WW CIP	1,234,000	C66401415
Water Capital	Water CIP	15,000	C67501405
Water Capital	Water CIP	1,292,000	C67501007
Water Capital	Water CIP	20,000	C67501611
Water Capital	Water CIP	20,000	C67501713
		<u>2,581,000</u>	
	GRAND TOTAL	\$ 38,078,915	

TRANSFERS IN

TO	FundTo	FROM	FundFm	AMOUNT	PURPOSE
General Fund	1100	Asset Seizure	2320	30,000	general support
	1100	SLESF	2340	100,000	CAD/RMS system
	1100	Transient Occupancy Tax	2520	1,289,012	general support
	1100	Transient Occupancy Tax	2520	75,000	economic development strategy
	1100	Prince Park	2610	56,500	general support
				<u>1,550,512</u>	
Police Grants	2250	Asset Seizure	2320	45,000	NC3TF
Streets	2411	Gas Tax	2410	1,636,850	
Facilities CIP	3110	Transient Occupancy Tax	2520	401,000	C16201304
	3110	Transient Occupancy Tax	2520	94,000	C11201705
	3110	Transient Occupancy Tax	2520	119,000	C11201706
	3110	Transient Occupancy Tax	2520	400,000	C11501910
	3110	Transient Occupancy Tax	2520	150,000	C00300405
				<u>1,164,000</u>	
Parks CIP	3140	General Fund	1100	68,000	C00400205
	3140	Parkland Impact Fees	2142	410,000	C14501607
				<u>478,000</u>	
Parks CIP	3140	Parks Grants	2240	62,000	C00400205
	3140	Parks Grants	2240	70,000	C14501607
				<u>132,000</u>	
Public Works CIP	3160	Storm Drainage Impact Fees	2155	28,000	C16301518
	3160	Storm Drainage Impact Fees	2155	5,000	C16301417
	3160	Storm Drainage Impact Fees	2155	10,000	e16501826
	3160	Traffic Mitigation Impact Fees	2160	10,000	C00501204
	3160	Traffic Mitigation Impact Fees	2160	204,000	C16101309
	3160	Street Maintenance	2411	12,000	C16101201
	3160	Street Maintenance	2411	10,000	C16101309
	3160	Street Maintenance	2411	10,000	C16101601
	3160	Street Maintenance	2411	500,000	C16101823
	3160	Transient Occupancy Tax	2520	250,000	C16501602
	3160	Utility Pavement Fees Sewer	6600	315,000	C16101823
	3160	Utility Pavement Fees Water	6700	435,000	C16101823
	3160	Utility Pavement Fees Water	6700	180,000	e16082012
					<u>1,969,000</u>
Public Works CIP	3160	Public Works Grants	2260	51,000	C16101201
	3160	Public Works Grants	2260	166,000	C16101309
	3160	Public Works Grants	2260	625,000	C16301413
	3160	Public Works Grants	2260	15,000	C16301620
	3160	Public Works Grants	2260	991,000	C16301722
	3160	Developer Contributions	2270	45,000	C16101519
				<u>2,093,000</u>	
Housing Successor Ag	5115	Commercial Linkage Fees	2115	25,000	SAR051150
	5115	Housing In-Lieu	2130	50,000	SAR051150
	5115	CDBG	2221	25,000	SAR051150
	5115	Mobile Home Rent Program	5116	12,500	SAR051150
				<u>112,500</u>	

TRANSFERS IN

TO	FundTo	FROM	FundFm	AMOUNT	PURPOSE
Airport CIP	6190	Airport Operating	6100	37,000	C61501604
	6190	Airport Operating	6100	51,000	C61201806
	6190	Airport Operating	6100	60,000	C61501907
	6190	Airport Operating	6100	35,000	C61502008
				<u>183,000</u>	
Airport CIP	6190	Airport State AIP Grant	6100	19,000	C61501604
	6190	Airport FAA Grant	6100	388,000	C61501604
				<u>407,000</u>	
Transit	6590	Traffic Mitigation Impact Fees	2160	34,000	C65101807
Transit	6590	Transit - MTC Transit Performance Incentive	6500	91,000	C65101807
	6590	Transit - Transportation Fund for Clean Air	6500	53,000	C65101807
				<u>144,000</u>	
Waste Water	6600	General Fund	1100	93,580	Waste Water Settlement
WW CIP	6690	Waste Water Capital	6600	700,000	C66401416
	6690	Waste Water Capital	6600	5,595,000	C66501305
	6690	Waste Water Capital	6600	2,080,000	C66401314
	6690	Waste Water Capital	6600	370,000	C66101627
	6690	Waste Water Capital	6600	1,604,000	C66501518
	6690	Waste Water Capital	6600	7,874,000	C66401728
	6690	Waste Water Capital	6600	385,000	C66501519
	6690	Waste Water Capital	6600	1,384,000	C66401822
	6690	Waste Water Capital	6600	200,000	C66501838
	6690	Waste Water Capital	6600	241,000	e66501839
	6690	Water Capital	6700	1,234,000	C66401415
					<u>21,667,000</u>
WW CIP	6690	WW - California Energy Commission Grant	6600	3,000,000	C66501518
	6690	WW - State Prop 1 Grant	6600	589,000	C66401415
				<u>3,589,000</u>	
Water CIP	6790	Water Capital	6700	15,000	C67501405
	6790	Water Capital	6700	1,292,000	C67501007
	6790	Water Capital	6700	20,000	C67501611
	6790	Water Capital	6700	20,000	C67501713
				<u>1,347,000</u>	
Storm Utility	6800	General Fund	1100	37,383	loan repayment
	6800	General Fund	1100	450,000	
	6800	General Fund	1100	11,090	legal costs Waste Water settlement
				<u>498,473</u>	
Employee Benefits	7100	General Fund	1100	200,000	
Vehicle Replacment	7500	General Fund	1100	300,000	Interfund loan debt payment
	7500	TOT	2520	435,000	general support
				<u>735,000</u>	
GRAND TOTAL TOTAL				\$ 38,078,915	

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2017-18 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- 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	0.00	1.00	0.00			
Secretary Confidential	0.00	0.00	1.00	1.00	1.00	1.00	0.90		0.10
Total City Clerk	2.00	2.00	3.00	2.00	3.00	2.00	1.90	0.00	0.10
<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./Redev.	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	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	0.60	1.00	0.60	1.00	0.60	0.60		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Human Resources	4.00	3.60	4.00	3.60	4.00	3.60	3.60	0.00	0.00
<u>RECREATION</u>									
Administrative Technician	1.00	1.00	0.00	0.00	0.00	0.00			
Office Assistant II	2.00	1.00	0.00	0.00	0.00	0.00			
Museum Coordinator	0.00	0.00	0.50	0.50	0.50	0.50	0.50		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Specialist	0.00	0.00	1.25	1.25	0.65	0.65	0.65		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Tiny Tots Program Coordinator	0.00	0.00	0.60	0.60	0.60	0.60	0.60		
Tiny Tots Teacher	0.00	0.00	0.60	0.60	0.60	0.60	0.60		
Secretary	0.00	0.00	2.00	2.00	2.00	2.00	2.00		
Total Recreation	7.00	6.00	8.95	8.95	8.35	8.35	8.35	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	7.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2017-18 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>FINANCE DEPARTMENT</u>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue/Collections Specialist	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Acct Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Finance	18.00	15.00	18.00	16.00	19.00	17.00	15.00	0.00	2.00
<u>FIRE</u>									
Administrative Assistant Conf	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	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Firefighter/Paramedic	21.00	21.00	21.00	21.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Fire	58.00	58.00	58.00	58.00	58.00	58.00	58.00	0.00	0.00
<u>POLICE</u>									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	3.00	5.00	3.00	3.00		
Evidence Technician	1.00	1.00	0.50	0.50	0.50	0.50	0.50		
Property Technician	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	5.00	5.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	47.00	60.00	50.00	60.00	50.00	49.00		1.00
Police Records Assistant I/II	5.50	4.50	5.50	4.50	5.50	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	10.70	12.00	10.70	10.70		
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	84.50	109.00	91.70	109.00	91.70	89.25	0.45	2.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2017-18 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 15-16		FY 16-17		FY 17-18		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>HOUSING</u>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
Total Housing Division	2.00	1.00	2.00	1.00	2.00	1.00	0.00	0.00	1.00
<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	1.00		1.00	
Total Building Services	7.00	6.00	7.00	6.00	7.00	7.00	0.00	7.00	0.00
<u>RISK MANAGEMENT</u>									
Risk and Safety Officer	0.00	0.00	1.00	0.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total Risk Management	2.00	0.00	3.00	0.00	3.00	1.00	0.00	0.00	1.00
<u>PUBLIC WORKS & UTILITIES</u>									
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Airport Ramp Attendant	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	2.00	2.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Deputy Director DP&U	1.00	1.00	1.00	1.00	1.00	1.00	0.08	0.20	0.72
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Supervisor	0.00	0.00	0.00	0.00	1.00	1.00		1.00	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	3.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	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 Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	2.00	2.00	3.00	3.00	3.00	3.00		3.00	
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00	2.00	1.85	0.15	
Inspection Supervisor	0.00	0.00	0.00	0.00	0.00	0.00			
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Maintenance Supervisor	0.00	0.00	0.00	0.00	0.00	0.00			
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Office Assistant II	3.00	2.00	3.00	2.00	3.00	2.00		2.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	0.00	3.00	0.00			
Parks Maintenance Worker I/II	10.00	6.00	10.00	7.00	10.00	7.00	7.00		

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2017-18 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	----- Allocation-----								
	FY 15-16		FY 16-17		FY 17-18		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	2.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.35	2.35
Senior Engineering Tech	2.00	2.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	9.00	8.00	9.00	8.00	9.00	8.00			8.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.00	0.00	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator II/III	5.00	5.00	5.00	5.00	5.00	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	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Total Public Works & Utilities	116.00	99.00	122.50	104.50	123.50	105.50	16.45	64.48	24.57
Total Position Summary	341.50	291.10	352.45	307.75	353.85	311.15	201.55	71.93	37.67

