



# PETALUMA

SONOMA COUNTY  
CALIFORNIA-USA

**ADOPTED**

## OPERATING & CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2019-2020



CITY OF PETALUMA  
CALIFORNIA



FISCAL YEAR 2019-2020  
Adopted Operating Budget and  
Capital Improvement Program

**Mayor**

Teresa Barrett

**Vice Mayor**

Kevin McDonnell

**Council Members**

D'Lynda Fischer

Mike Healy

Gabe Kearney

Dave King

Kathy Miller

**City Manager**

Peggy Flynn

**Executive Team**

Scott Brodhun, Assistant City Manager

Eric Danly, City Attorney

Claire Cooper, City Clerk

Corey Garberolio, Finance Director

Charles Castillo, Human Resources Director

Dan St John, Public Works & Utilities Director

Ken Savano, Police Chief

Len Thompson, Fire Chief

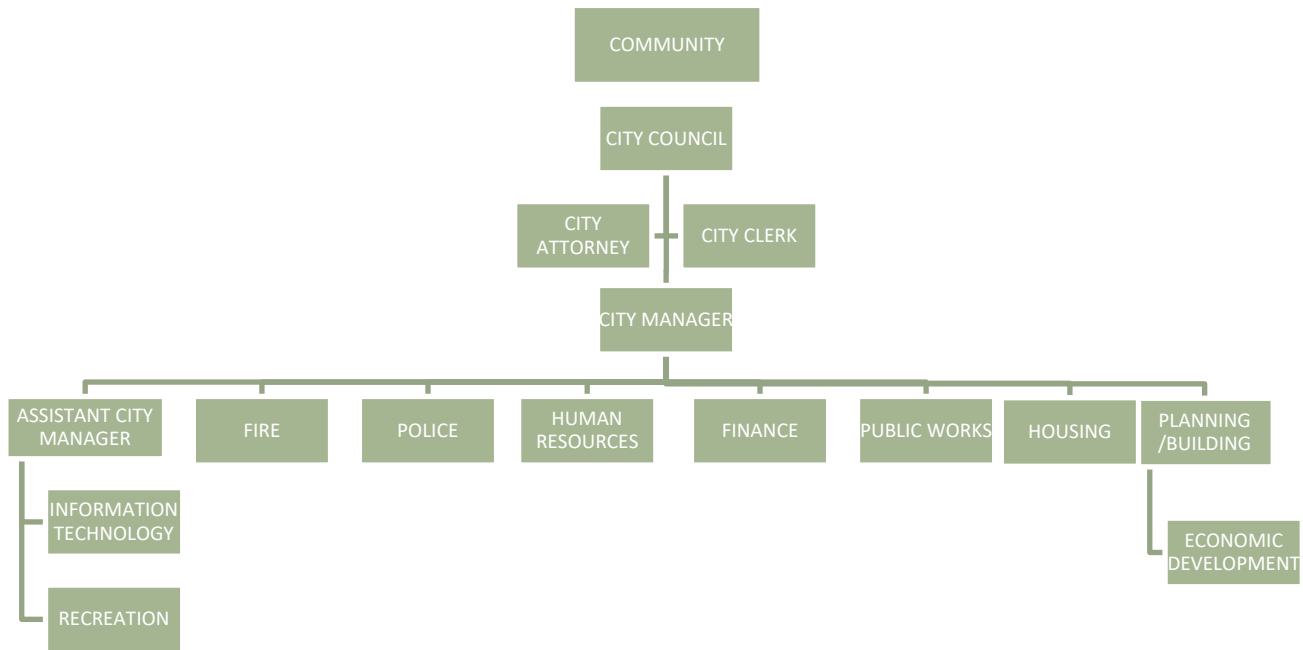
City Manager's Office 707-778-4345 – Finance Department - 707-778-4352

Web Site - [www.cityofpetaluma.net](http://www.cityofpetaluma.net)

11 English Street, Petaluma, CA 94952

# GUIDE TO CITY ORGANIZATION

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## CITY MANAGER

PEGGY FLYNN

### City Manager

Provides general management oversight and direction to all City Departments. Also provides administrative support to the City Council. Oversees Planning, Building, Economic Development and Housing

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## CITY CLERK

CLAIRE COOPER

### City Clerk

Liaison between the public, media, Mayor, and Councilmembers. Maintains City records, oversees elections, and prepares and publishes City Council Agendas.

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## CITY ATTORNEY

ERIC DANLY

### City Attorney

Provides legal advice to City staff and the City Council; defends the City against lawsuits.

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## FINANCE

COREY GARBEROLIO

### Finance Director

Provides financial management and accounting services for all City of Petaluma Departments

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## FIRE

LEONARD THOMPSON

### Fire Chief

Provides fire, rescue and emergency medical services. Also oversees and inspects building and development to assure compliance with fire safety codes.

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## HUMAN RESOURCES

CHARLES CASTILLO

### Human Resources Director

Recruits employees, negotiates labor contracts, provides benefits for city employees and oversees the City's Risk Management program.

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## POLICE

KEN SAVANO

### Police Chief

Provides crime prevention, community policing and code enforcement services.

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## PUBLIC WORKS

DAN ST. JOHN

### Public Works Director

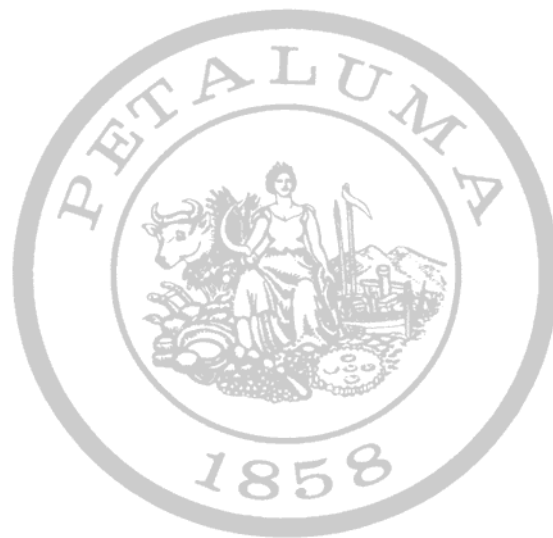
Oversees the City's public improvement requirements and manages water resources, waste water treatment, streets, public transit, flood management, and park maintenance.

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May 6, 2019

Honorable Mayor and City Councilmembers  
& Petaluma Community

I am pleased to submit to you my first budget for the City of Petaluma, with cautious optimism.

Our City is committed to strong fiscal stewardship, transparency and accountability with taxpayer dollars. Working together, the City Council and City staff ensure our budget and financial policies reflect spending consistent with the community's priorities. Most recently, the City conducted a goal-setting workshop to hear directly from residents, with over 100 community members attending. Core essential services such as public safety and roads maintenance remain top priorities. The community has also been invited to provide their feedback online and, with Council's continued support, the City will continue to gather feedback from the community about their priorities for maintaining fiscal stability and our exceptional quality of life.

We have greatly benefitted from a healthy and strong-performing economy. We have seen increases in our revenues, specifically sales and property taxes, impact fees on new development, and permit fees for new construction. New hotels and high occupancy rates are generating more lodging tax revenue and putting more feet on the street to support our local businesses. However, the last recession has taught us not to rely on an ever-expanding economy and demonstrates the need for continued and intentional financial prudence, despite consecutive years of growth.

Although the City's General Fund budget is balanced for FY2019/20, it does not address many of our long-term obligations including facility maintenance and earned benefits. Maintenance of the City's roads, parks, playgrounds, sports fields, recreation centers, pools, fire stations, and police headquarters has been significantly underfunded since the Great Recession. Our structural deficit has persisted for at least a decade.

We have succeeded in many ways over the last few years in our efforts to "right the ship" while maintaining core services our community expects and deserves. This has been accomplished with budget cuts, layoffs, furloughs, service reductions across the board including to public safety and roads, focused spending, and strategic investments. Those efforts along with the passage of two ballot measures--SB1 and Measure M—have resulted in a modest restoration of essential City services, that bring us closer to pre-2010 investment levels. Rising retirement costs continue to threaten the financial viability of our city and every city in the state. And our pension situation is better than most. Currently, we are funded at 75.5% for our miscellaneous (non-public safety) employees and 64% for our public safety employees. To reduce our pension obligations and lessen the impact of rising retirement costs we adopted the lowest tier of retirement benefits for new employees, our employees continued to assume their share of PERS costs, miscellaneous employees have also assumed a portion of the employer's share of

PERS costs, and we have bought down nearly \$8 million in PERS obligations. These changes have resulted in significant ongoing savings.

Our General Fund Forecast (OP-6) illustrates an uncertain fiscal future. Our operating reserves will be fully exhausted in less than three years resulting in a nearly \$2 million deficit. Two years after that, our City is faced with a crippling \$16 million deficit. Despite the steps already taken to mitigate the looming deficit, increases in costs for services, supplies, salaries, benefits, and retirement costs, continue to pose significant financial challenges.

We are a people business and there are people behind the services we provide. The quality of those services rely solely upon our ability to attract and retain qualified staff. While our population continues to grow, our staffing levels are at 2010-2011 levels and have not recovered. Currently, we have 40 positions in Police and Public Works, which includes parks maintenance, that remain vacant and unfunded. These frozen positions translate into mandatory overtime, increased occupational injuries, deferred maintenance of City-owned parks and facilities, and perennial recruiting.

Fortunately, we have implemented one-time cost-saving strategies this year which have allowed us to close revenue gaps without significant service cuts in the year ahead and that continue to address those essential quality of life services that the community has historically said were top priorities including road repair and public safety needs.

### Our Community's Priorities

In April, the City Council held a goal-setting workshop to listen to the community and get feedback regarding their priorities, which will guide the City's work over the next year. In addition to the workshop, the City also sent out a survey that garnered more than 650 responses regarding community priorities which included the following themes:

- Sustainability—organizational, fiscal, and environmental
- Inclusivity
- Public Safety/Justice
- Infrastructure
- Economy & Downtown
- Housing
- Health & Active Living

The goals and priorities are still a work in progress, and the final version of the plan, once it is approved by the City Council, will be appended to this budget document. For purposes of this proposed budget, departmental and programmatic goals reflect staff's best estimation of the key initiatives that will be moving forward in FY 2019/20.

Each of the above themes incorporate specific priorities that we have consistently heard from our community, including:

- Maintaining rapid 911 emergency response times
- Ensuring 24-hour police and fire staffing
- Repairing the conditions of local roads and highways
- Repairing potholes
- Maintaining essential fire protection equipment, including fire engines
- Attracting and retaining qualified police officers
- Providing safe routes to school for children
- Maintaining Petaluma’s public safety services, including police protection and response services
- Maintaining the number of police and emergency vehicles
- Improving roads safety for driver, cyclists, and pedestrians
- Providing affordable housing
- Maintaining youth programs at City parks and recreation centers
- Preventing cuts to city parks, streets medians, and open space maintenance

In this budget, we have started to tee up some of those priorities:

- Attract and retain qualified public safety officers and enhance citywide employee retention by implementing one-time incentives to attract new police officers and to start to bring our public safety employee compensation closer to market, while keeping pace with inflation
- Ensure adequate staffing levels with six additional firefighter/paramedics amid growing emergency response times, threat of wildfires, and ongoing fire protection equipment needs, and provide an additional ambulance to respond to increased emergency medical calls—which are at record levels—in support of maintaining emergency response times
- Stagger road maintenance projects, to address road reconstruction of key arterials including Sonoma Mountain Parkway and Maria Drive; increased our investment by \$6.7 million in road, bridge, intersection, and streetlight projects
- Restore a full-time park maintenance position, add part-time seasonal labor, and enhance park maintenance efforts
- Invest in pedestrian, bike, trails, and pathway safety improvements



- Continue our LED Retrofit project which replaces current lighting with more LED-efficient lighting, recovering our \$1.2 million investment over the next 10 years through energy savings
- Increase our investment in emergency preparedness training for our staff and improvements to our Emergency Operations Center
- Launch a Communications and Community Engagement program to better engage our community and be the primary source for City information
- Establish a citywide sustainability program to address climate change on a local level
- Complete a comprehensive City Facility Assessment to calculate the investment required to maintain the safety of our public City infrastructure
- Develop a housing strategy that leverages city-owned property, housing funds, and zoning changes to facilitate housing development

### Fiscal Sustainability

To note, these are one-time investments. These essential quality-of-life services cannot be sustained without a significant new source of locally-controlled ongoing revenue that is not subject to state takeaways for Petaluma.

Later this year, with the community, we will develop a comprehensive and analytical review of the City's expenditures and revenues to find long-term solutions for a fiscally- and organizationally-sustainable City, based on our community's priorities.

### Acknowledgment

I would like to thank and recognize all the staff who work each year to review, propose, and prepare the operating and capital budgets for the Council and the community. Our City's budget is the result of an incredibly talented, hardworking, and dedicated team. The City's Budget Team manages the budget analysis and preparation through the hard work of our Finance Director Corey Garberolio, Accounting Analyst Marilu Zubiri, Accountant Isabel Craft, Finance and Accounting Manager Janine Tedrow and many others in the Finance Department who contributed to the development of this document.

Developing the operating and capital budgets are truly a team effort and rely on the expertise of many, including, but not limited to:

- City Manager's Office—Scott Brodhun, Ingrid Alverde, Sue Castellucci

- City Attorney—Eric Danly
- Public Works & Utility—Dan St. John, Jason Beatty, Leah Walker, Kent Carothers, Patrick Carter
- Police—Ken Savano, Tara Salizzoni
- Fire—Len Thompson, Jeff Schach, Suzie Terry
- Building—Doug Hughes
- Planning—Heather Hines
- Parks & Recreation—Drew Hall, Jeff Gittings
- Transit—Jared Hall, Emily Betts
- Airport & Marina—Joshua McKeighan

A special thanks to our Mayor and City Council for your time and effort in reviewing this policy document and for being good financial stewards of our community.

### Looking to the Future

Understanding our challenges is a critical first step to finding the right solutions. Petaluma's tradition of sound fiscal management has served us well through recessions and the financial pressures that have followed. This upcoming year will be pivotal for our City as we work with our community to develop strategies to keep us financially sustainable and able to provide those essential services that our community has asked for and deserves.

Although we face some uncertainty, I am excited about our possibilities and proud of the investments we are making in our wonderful City of Petaluma. I look forward to our bright future together!

With gratitude,



Peggy Flynn  
City Manager

## CITYWIDE BUDGET OVERVIEW & HIGHLIGHTS

The City of Petaluma's Fiscal Year 2019-2020 Adopted Budget is comprised of the following operating fund types and the Capital Improvement Program (CIP):

- General Fund
- Special Revenue Funds
- Trust Funds
- Enterprise Funds
- Utility Funds
- Internal Service Funds
- Capital Improvement Program
- Successor Agency Funds

The majority of the appropriations adopted support the General Fund, Utilities Funds and Capital Improvement Program. Citywide utilities funded by the City's Utility user rates bring water to residents and businesses and collect and/or treat wastewater. The second largest source of expenditures is the General Fund which primarily funds police, fire, public works, parks and recreation, economic development as well as internal support, management and administration. In Fiscal Year 2020, Capital Improvement Funds provided by impact fees, user rates, grants and other sources will be used to rehabilitate roads, enhance and replace aging utility infrastructure and implement park projects.

The City's Fiscal Year 2019-2020 Adopted Budget recommends expenditures totaling \$198.55 million. This year's budget includes an increase of \$39 million over the Fiscal Year 2018-19 Revised Budget. Adjusted to remove Transfers In and Transfers Out<sup>1</sup>, which are \$41.2 million each, appropriations for 2019-2020 are \$157.3 million and estimated revenues are \$141.7 million. Table 1 on the following page shows the change in Citywide appropriations from Fiscal 2018-19 Revised Budget to FY 2019-20 Adopted Budget. Also shown is a chart illustrating the total FY 2020 Adopted Budget allocated by percentage to each fund type. Any difference between appropriations and sources is offset from available fund balance(reserves).

The Fiscal Year 2019-20 budget recommends 324.95 total funded positions. A total of 365.85 positions are authorized (available to fill), leaving 41 positions unfunded. While the vacancies are necessary to keep expenditures in line with available revenues, several City departments are affected by the reduced staffing levels and programs operating at a reduced service level. Table 2 summarizes staffing Citywide.

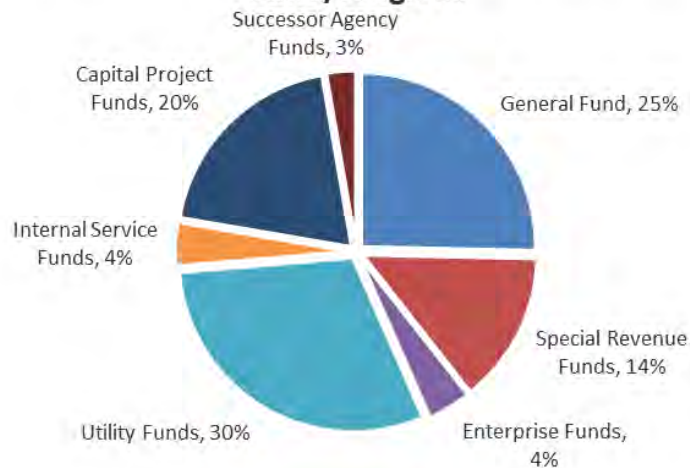
<sup>1</sup> Transfers are utilized to transfer from a fund receiving the revenue to the fund that is making the expenditure.

Appropriations are supported by total Citywide estimated revenues of \$183 million. The following table, Table 3, presents the changes in revenues from Fiscal Year 2018-19 Revised Budget to Fiscal Year 2019-20 Adopted Budget by fund type.

**Table 1 – Citywide Appropriations and Changes**

Fund Type	FY 2019 Revised Budget	FY 2020 Adopted Budget	FY 19 Revised- FY 20 Adopted Change	Percent Change
General Fund	\$ 47,899,877	\$ 50,316,769	\$ 2,416,892	5.05%
Special Revenue Funds	15,854,776	27,939,242	12,084,466	76.22%
Trust Funds	-	-	-	0.00%
Enterprise Funds	7,637,575	7,959,873	322,298	4.22%
Utility Funds	53,035,598	60,041,086	7,005,488	13.21%
Internal Service Funds	7,423,708	7,997,596	573,888	7.73%
Capital Project Funds	22,211,892	38,900,955	16,689,063	75.14%
Successor Agency Funds	5,403,307	5,395,026	(8,281)	-0.15%
<b>Total</b>	<b>\$ 159,466,733</b>	<b>\$ 198,550,547</b>	<b>\$ 39,083,814</b>	<b>24.51%</b>

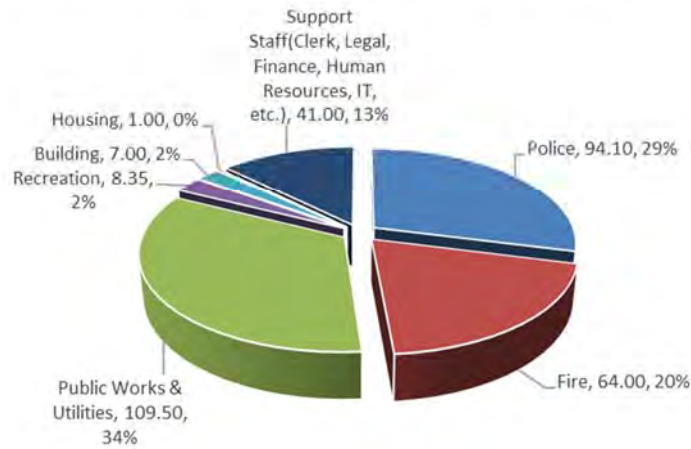
**FY 2020 Adopted Expenditure Budget by Fund/Program**



**Table 2 – Citywide Positions by Function**

FY 2019-20 Full Time Positions Authorized and Funded by Function		
Function	Authorized	Funded
Police	110.00	94.10
Fire	64.00	64.00
Public Works & Utilities	127.50	109.50
Recreation	8.35	8.35
Building	7.00	7.00
Housing	2.00	1.00
Support Staff(Clerk, Legal, Finance, Human Resources, IT, etc.)	47.00	41.00
<b>Total Citywide Staff</b>	<b>365.85</b>	<b>324.95</b>
* More details on funded positions can be found in the Appendix section of this document		

**FY 2020 Full Time Positions Funded by Function**



**Table 3 – Citywide Revenues and Changes**

Fund Type	FY 2019 Revised Budget	FY 2020 Adopted Budget	FY 19 Revised- FY 20 Adopted Change	Percent Change
General Fund	\$ 46,883,907	\$ 49,467,525	\$ 2,583,618	5.51%
Special Revenue Funds	19,809,331	26,726,395	6,917,064	34.92%
Trust Funds	1,656	2,252	596	35.99%
Enterprise Funds	8,045,602	8,753,137	707,535	8.79%
Utility Funds	47,629,285	48,866,164	1,236,879	2.60%
Internal Service Funds	7,810,748	8,246,031	435,283	5.57%
Capital Project Funds	20,734,906	35,426,262	14,691,356	70.85%
Successor Agency Funds	5,437,751	5,455,736	17,985	0.33%
<b>Total</b>	<b>\$ 156,353,186</b>	<b>\$ 182,943,502</b>	<b>\$ 26,590,316</b>	<b>17.01%</b>

Note: Revenues may be less than expenditures, any difference is offset from fund balance.

Citywide Revenues by Category	FY 2020
Taxes Revenue	\$ 41,827,809
Permits and Fees	12,971,490
Use of Property Revenue	3,887,274
Intergovernmental	18,474,568
Charges for Services/Sales	15,011,589
Utility Revenue	47,098,800
Sales Revenue	955,699
Other Revenue	1,501,426
<b>Total Revenues</b>	<b>\$ 141,728,655</b>

Note: Excluding Transfers In

## OVERVIEW BY FUND TYPE/PROGRAM

### General Fund

Departments within the General Fund provide core essential community services, such as public safety (including police and fire protections and medical transport services), parks and recreation, public works, as well as critical support functions such as city manager, finance, legal, city clerk and human resources. All core services are primarily supported by locally-controlled revenue sources that include sales tax, property tax, transient occupancy tax and fees.

Financial challenges are nothing new for the City. The City continues to focus on providing core essential services and balancing those service levels, community needs and desires with existing resources while staying committed to producing a fiscally-responsible balanced budget. Expenditures continue to show a growth rate much greater than revenues. Over the last decade, department budgets have been reduced nearly every other year to produce a balanced budget and to manage the looming deficit. This year's budget cycle is just as challenging as previous budgets. The most recent general fund financial forecast presented to the Council in March of 2019 projected a budget deficit, if left uncorrected, of approximately \$2.2 million in Fiscal Year 2020. Given the immediate need to produce a balanced budget and address the significant projected deficits into the out years of the forecast, general fund departments were required to submit budget reduction proposals equating to 1.4% of each department's projected Fiscal Year 2020 Appropriation Budget. Most departments were able to submit proposals which were reviewed by management to assess impact. Those with minimal impact to service levels were implemented. In cases where departments were unable to meet the request without severely impacting operations and/or service levels, other budget balancing strategies were considered, and several were implemented.

Of the \$2.2 million of budget balancing strategies considered, the Fiscal Year 2020 Adopted Budget includes \$1.5 million of budget balancing adjustments. These adjustments include a reduction in services and supplies across general fund departments; a reduction in intragovernmental charges to fund Risk Management services; a reduced transfer to fund other post-employment benefits and vehicle replacements; and, increased use of Transient Occupancy Tax proceeds to fund General Fund services. The \$.7m of the remaining deficit is

covered by an increase in sales tax revenues generated from online retailers and increased intergovernmental and charges for services revenues. Budget Balancing strategies implemented in the FY 2020 budget are short-term and are unsustainable in the long term, they are intended to provide relief for one year while a budget reduction plan is developed or while a new source of revenue is identified. Further budget and service reductions will be necessary into the immediate future to allow ongoing expenditures to be funded by ongoing revenues, ensuring the City maintains a structurally balanced budget.

### General Fund Appropriations

The City’s Fiscal Year 2019-20 Adopted Budget includes General Fund total appropriations of \$50,316,769, an increase of \$2.4m or 5% over Fiscal Year 2018-19 Revised Budget.

Expenditures	FY 2018/19 Revised	FY 2019/20 Adopted	Amount of Change	Percent Change
Salaries	\$ 23,579,418	\$ 25,230,872	\$ 1,651,454	7.0%
Benefits	14,210,839	16,049,482	\$ 1,838,643	12.9%
Services/Supplies	6,824,669	6,724,638	\$ (100,031)	-1.5%
Intra-governmental	1,876,843	1,564,270	\$ (312,573)	-16.7%
Capital	233,055	-	\$ (233,055)	-100.0%
Transfers Out	1,175,053	747,507	\$ (427,546)	-36.4%
<b>Total Expenditures</b>	<b>\$ 47,899,877</b>	<b>\$ 50,316,769</b>	<b>\$ 2,416,892</b>	<b>5.0%</b>

This increase is primarily due to the following:

- \$ .5m for salary and benefit cost due to previously negotiated contract
- \$ .55m in Workers Compensation costs due to increased claims and staff shortages
- \$ .7m for increased retirement costs due to PERS mandatory discount rate reduction from 7.5% to 7.0%, phased in over a period of five years
- \$ .4m for increased overtime costs partially due to staff shortages
- \$1.2m for staffing of a third ambulance to maintain emergency response times, directly offset by increased ambulance fee revenue

The increases above are partially offset by reductions in the following:

- -\$ .1m required budget reduction in services and supplies across several departments
- -\$ .3m reduced risk management charges due to rate holiday resulting in less funding for the risk management operation and reduced charges out
- -\$ .2m reduced Capital Purchases budgeted in 2019-20 than prior year
- -\$ .4m less transfers out to fund other post-employment obligations and capital purchases

## General Fund Revenues

General Fund Expenditures are supported by revenues of \$49,467,525 million (excluding sources from designated reserves) in Fiscal Year 2019-20, an increase of approximately \$2.6m over the FY 2018-19 Revised Revenue Budget. The majority of this difference is focused to 5 categories- Taxes (\$400,538), Fines and Penalties (-\$255,000), Inter governmental (\$402,318), Charges for Services (\$1,412,806) and Transfers In (\$589,488). The table below shows general fund revenues by type:

General Fund Revenues	FY 2018/19 Revised	FY 2019/20 Adopted	Amount of Change	Percent Change
Taxes	\$ 29,896,204	\$ 30,296,742	\$ 400,538	1.3%
Permits and Fees	1,117,300	1,124,000	6,700	0.6%
Fines and Penalties	945,000	690,000	(255,000)	-27.0%
Investment Earnings and Rent	434,201	460,969	26,768	6.2%
Intergovernmental	6,145,271	6,547,589	402,318	6.5%
Charges for Services	6,347,919	7,760,725	1,412,806	22.3%
Other	14,000	14,000	-	0.0%
Transfers-In	1,984,012	2,573,500	589,488	29.7%
From Designated Reserves	904,715	850,000	(54,715)	-6.0%
<b>Total General Fund Revenues</b>	<b>\$ 47,788,622</b>	<b>\$ 50,317,525</b>	<b>\$ 2,528,903</b>	<b>5.3%</b>

Taxes are increased \$400,538 over the Revised 2018-19 budget due to revised projections. This mainly reflects increases related to property tax adjustments of approximately 3.8% which considers projected assessed valuation growth and new development. Fines and Penalties is decreased by -\$255,000, due to the actualization of citation revenue which historically has resulted in an amount less than budgeted mainly due to staffing shortages in the Police Department resulting in less citations issued annually. Intergovernmental revenues of \$6,547,589 are \$402,318 greater than in 2018-19. This change primarily reflects an increase in Motor Vehicle License Fees and new grant revenues to fund the cost of two school resource officers. Charges for Services are increased \$1.4m and reflect increased ambulance transport fees of \$1.2m directly offset by increased costs of operating a third ambulance as well as other increased cost recovery service revenue. Transfers-In of \$2.5m are \$589,488 greater than 2018-19 and reflect increased reliance on and use of Transient Occupancy Tax proceeds needed to offset the rising costs of salary and benefits and to assist in producing a balanced budget.

More details on the General Fund are provided in the General Fund Operating Budget Overview in the Operating Budgets section of this document.



## **General Fund Balance and Reserves**

The General fund beginning operating reserve at July 1, 2019 is expected to be \$3.051 million. Fiscal Year 2019-20 Estimated Revenues of \$50.317 million and Expenditures of \$50.316 million result in a difference between the two of \$756, adding to the operating reserve. The balance at June 30, 2020 is estimated at \$3.052 million.

A designated reserve of \$8.8 million is maintained separate from the operating reserve and currently amounts to 17% of the General Fund budget. Approximately \$4.2 million of this balance is reserved for emergencies which is 8 % of the General Fund budget. The reserve for emergencies will continue to be increased using one-time revenues until the Council's 15% target has been reached or until City Council policy changes. An additional \$4.1 million of the designated reserves have been committed for designated purposes such as previous salary increases and General Plan updates. The remaining portion, \$.5 million is assigned for encumbrances.

## **Special Revenue Funds**

Special Revenue Funds account for revenues that are received for specifically identified purposes and cover the cost corresponding appropriations. The special revenue funds that typically account for the larger share of revenues and corresponding appropriations in this fund grouping are Impact Fees, Street Maintenance and Transient Occupancy Tax. The Fiscal Year 2019-20 Adopted Budget recommends Special Revenue Funds appropriations of \$27.9 million, representing an increase of \$12 million from the Fiscal Year 2018- 2019 Revised Budget. This increase is primarily due to the following:

- \$1.8 million increase in Street Maintenance to fund street related CIP projects at a higher level than the prior year
- \$2.4 million increase in Housing Funds- Commercial Linkage, Housing in Lieu and Home funds allocated to affordable housing projects
- \$3.4 million increase in Traffic Mitigation Impact Fees for increased activity related to CIP projects
- \$1.1 million increase in City Facilities Impact Fees costs associated with funding various capital purchases
- \$1.5 million increase in Parkland Impact Fees for increased activity relate to CIP projects and \$.05 million for Lafferty
- \$.5 million increase utilizing newly approved Measure M Parks revenues for a variety of parks maintenance projects
- \$.5 million increase in Transient Occupancy Tax for General Fund support, boys and girls club funding and funds for trestle planning

More detailed information can be found in the Operating and Capital Improvement Program sections of this document.

## **Enterprise Funds**

Enterprise Funds account for specific services that are funded directly through user fees. This fund grouping includes the Airport, Building, Marina, and Transit funds. These funds are intended to be fully self-supporting and are not subsidized by the General Fund or any other fund. The Fiscal Year 2019-20 Adopted Budget includes appropriations of \$8 million for Enterprise Funds. This represents an increase of \$.3 million, or 4% over the Fiscal Year 2018-19 Revised Budget. This increase is primarily due to the following:

- \$.4 million of increased spending in the Airport Operations fund due to increased CIP activity related to runway electrical improvements

## **Utility Funds**

Utility Funds are Enterprise Funds by definition, as they are supported directly by user fees. This grouping includes Waste Water and Water Utilities. These funds are intended to be fully self-supporting and do not depend on or are supported by the General Fund or any other fund. The Fiscal Year 2019-20 Adopted Budget includes Utility Fund appropriations of \$60 million, representing an increase of \$7 million or 13% over the FY 2018-19 Revised Budget. This increase is primarily due to the following:

- \$4.2 million of increased spending in the Waste Water Operations to fund increased CIP activity
- \$2.6 million of increased spending in the Water Operations to fund increased CIP activity

## **Internal Service Funds**

The Internal Service Funds support the City's internal operations on a cost reimbursable basis. This includes Employee Benefits, General Services, Information Technology, Risk Management, Vehicle Replacement and Workers Compensation. The Fiscal Year 2019-20 Adopted budget for Internal Service Funds totals \$8 million, an increase of \$.6 million or 6% over the Fiscal Year 2018-19 Revised Budget. This increase is primarily due to the following:

- \$.9 million of increased spending in the Vehicle Replacement fund for the purchase of replacement vehicles and equipment funded by a transfer from the City Facilities Impact Fee Fund

## Capital Improvement Program (CIP)

The CIP budget allocates available revenue to rehabilitate, restore, improve, enhance and increase the City's capital facilities. This fiscal year's budget is comprised of various funding sources, such as development impact fees, waste water and water rate fees, state and federal grants, gas tax and other City enterprise funds. The Fiscal Year 2019-20 Adopted budget totals \$38.9m, an increase of \$17 million over the Fiscal Year 2018-19 Revised Budget. This increase is primarily due to the following:

- \$6.7 million increased activity in Public Works CIP projects. This includes a variety of road, bridge, intersection and streetlight projects.
- \$5.0 million increased activity in Waste Water CIP projects
- \$2.2 million increased activity in Water CIP projects
- \$3.0 million increased activity in Parks and Recreation CIP projects

More detailed information can be found related to capital projects in the Capital Improvement Program portion of this document.

## REVENUES OF INTEREST

### Sonoma County Measure M Parks Funding

On November 6, 2018 Sonoma County voters approved Measure M Parks, a Countywide 1/8 cent sales tax that will support Sonoma County's regional park system. A portion of the funds are also allocated to the Cities, and Petaluma is expected to receive approximately \$519,000 in fiscal year 2019-20. The initial year of funding will be utilized to support an increase in the staffing allocation for park maintenance, a function that has been dramatically reduced since 2009. As well, funding is included to address deferred maintenance, and to provide improvements in parks, playgrounds, tennis courts, trails and pathways. Included in the funding recommendations are the following:

- Park Maintenance Staff - \$176,000 for an increase in park maintenance staffing of 1 full time position, and restitution of a seasonal worker program to support weed abatement and turf maintenance.
- Park, Trail and Pathway Improvements - \$238,000 for pedestrian and bike pathway improvements at locations such as Lynch Creek Trail and Prince Park; upgrades to park facilities that include restroom repairs, new benches and trash receptacles; lighting improvements including funding support for an LED sports lighting project at Lucchesi Park; funding support for replacement of playground equipment and improvements to

existing fall protection surfaces; and, funding for the initial phases of tennis court rehabilitation at courts throughout the community.

- Enhanced Maintenance Efforts - \$105,000 for enhanced maintenance services that include turf renovation and maintenance, water conservation improvements, and an increase in frequency of mulch replacement in support of weed abatement and beautification efforts.

Staff is in the process of developing a long-term Measure M spending plan that will assist in guiding the use of funding into the future. The Recreation, Music and Parks Commission has reviewed the initial general spending categories and priorities, is continuing work to provide more specificity to the out-years of the plan and to determine how best Measure M can be leveraged in support of Capital Improvement Projects. The plan will continue to be reviewed by the Commission and will be made available for community review and input. It is important to note that the funding recommendations for FY 19-20 are consistent with initial priorities that have been identified in the draft long-term spending plan.

## **Streets Fund**

A Streets Fund budget of \$7.1 million is recommend for fiscal year 2019-20. This is an increase of \$1.6m over the revised budget for 2018-19. Estimated revenues are \$5.8 million and are \$.4 million more than revised estimates for 2018-19. The difference between the two is offset by operating reserve carryover. Over the last few years with the adoption of the increased Highway Users Tax (SB 1), additional resources have been allocated to addressing the cost of deferred street maintenance. Years of inadequate funding have resulted in poor road conditions with a repair cost that cannot be met even after factoring in the new SB1 funding. While this influx of revenues greatly assists with immediate needs, the ongoing need is much greater than the current revenue structure can solve. The 2019/20 budget includes increased funds allocated to the pavement maintenance and management program in addition to funding for bridge, intersection and road design.

## **Housing Funds**

The Housing funds adopted fiscal year 2019-20 budget includes appropriations of \$3.6 million and is \$2.1 million more than the revised budget for fiscal year 2018-19. The majority of this increase are funds provided for affordable housing projects in Petaluma. The City's needs for affordable housing are great. As funds become available from residual and excess payments from the City's housing partners in the community, they continue to be utilized to fund the building of desperately needed affordable housing units. The chart shown on the following page summarizes the total FY 2019-20 Housing funds budget:

City of Petaluma, California  
Fiscal Year 2020 Budget

Housing Fund Budgets	Estimated		Ending	
	Beginning			
	Fund Balance	Revenues	Expenditures	Balance
	7/01/2019			6/30/2020
<b>Commercial Linkage Fees</b>				
Affordable Housing			600,000	Burbank Housing
Program Services			50,000	Housing Land Trust
Administrative Costs			55,774	
<b>Total Commercial Linkage</b>	<b>\$1,342,754</b>	<b>276,980</b>	<b>705,774</b>	<b>\$913,960</b>
<b>Housing In Lieu Fees</b>				
Affordable Housing			1,120,000	PEP, Burbank Housing
Program Services			131,953	PPSC, COTS, Veterans Res Ctr
Administrative Costs			117,221	
<b>Total Housing In Lieu *</b>	<b>\$3,795,182</b>	<b>542,275</b>	<b>1,369,174</b>	<b>\$2,968,283</b>
<b>Community Development Block Grant (CDBG)</b>				
Program Services			281,300	PPSC, Rebuilding Together, NB Children's Ctr
Administrative Costs			57,157	
<b>Total CDBG</b>	<b>\$60,905</b>	<b>340,333</b>	<b>338,457</b>	<b>\$62,781</b>
<b>Home/Begin Grants</b>				
Affordable Housing			906,000	PEP Housing
<b>Toal Home/Begin</b>	<b>\$757,623</b>	<b>163,982</b>	<b>906,000</b>	<b>\$15,605</b>
<b>Successor Agency Housing</b>				
Affordable Housing			24,000	PEP Housing
Administrative Costs			214,043	
<b>Toal Successor Agency Housing</b>	<b>\$31,699</b>	<b>239,499</b>	<b>238,043</b>	<b>\$33,155</b>
<b>Mobile Home Rent Stabilization</b>				
Program Services			3,000	
Administrative Costs			16,000	
<b>Total Mobile Home Rent Stabilization</b>	<b>\$84,730</b>	<b>24,695</b>	<b>19,000</b>	<b>\$90,425</b>
<b>All Housing Funds</b>	<b>\$6,072,892</b>	<b>\$1,587,764</b>	<b>\$3,576,448</b>	<b>\$4,084,208</b>

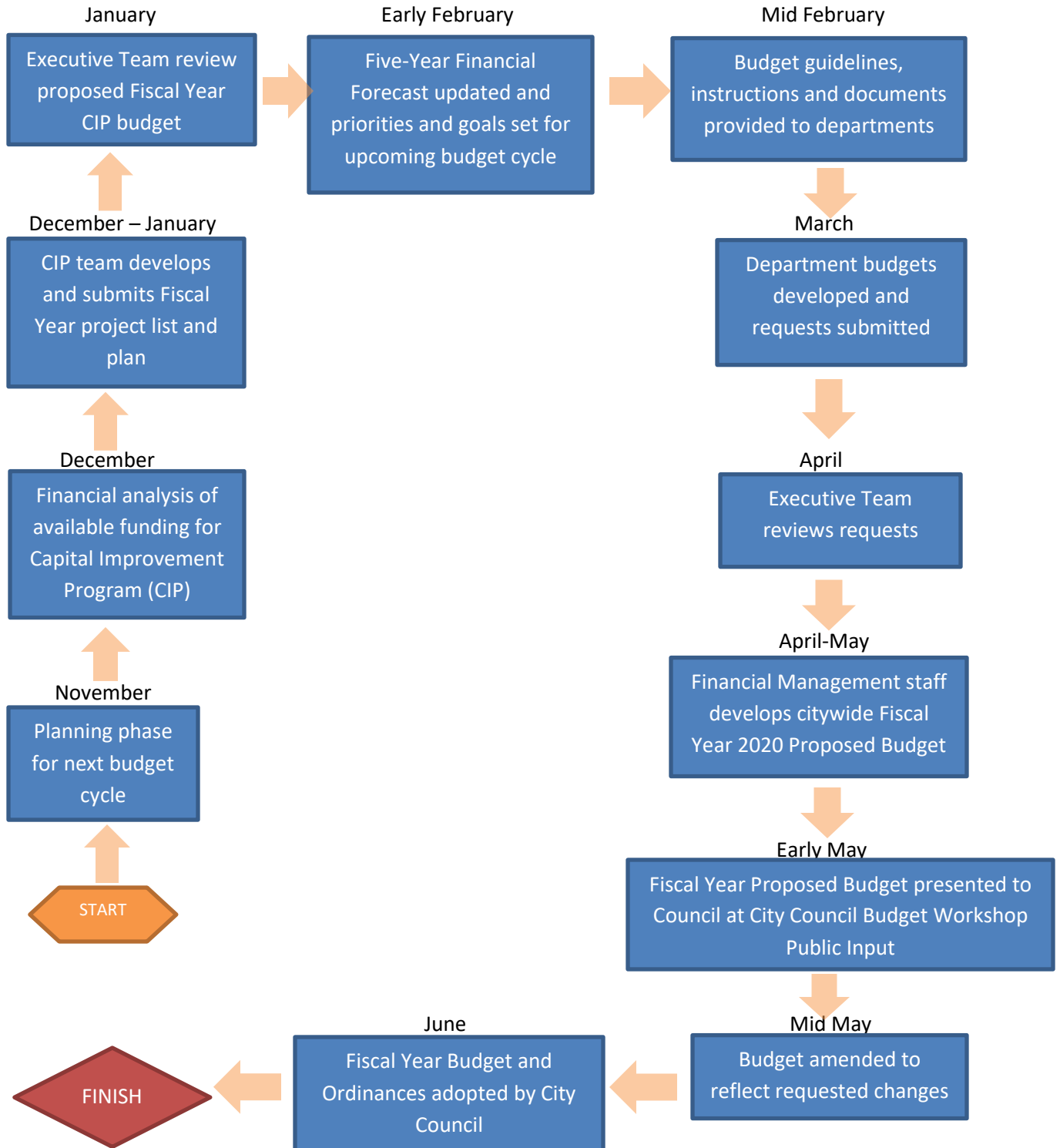
\* Includes \$1.7m of possible State payback

More details can be found in the operating budgets section of this document.

Please refer to the summary schedules, operating budgets and narratives, capital improvement section and the Appendix for further budget details.

## BUDGET DEVELOPMENT PROCESS

The City of Petaluma’s operating and capital improvement program budgets are created in conjunction with the Mayor, City Council, City departments and public input. The budget development process considers the fiscal and policy goals for the upcoming fiscal year, while following the timeline for budget publications identified within the City of Petaluma’s Charter.



# City of Petaluma

Fiscal Year 2019-20

## City Background and Fiscal Overview

### **HISTORY AND GOVERNMENT**

The City of Petaluma (“City”) was incorporated in 1858, and is located in southern Sonoma County, California, approximately 40 miles north of San Francisco. Petaluma encompasses 13.8 square miles and includes residential communities, commercial retail areas and several industrial/office complexes. It also boasts 45 parks, 4 community centers and 2 outdoor pools.

The City is a full-service, charter city which means that it provides all city services and operates under special rules outlined in its own formation document called a Charter. The City charter was first approved by voters in 1911 and has been updated periodically over the last century. The City has operated under a Council-Manager form of government since 1947. Policy making and legislative authority are vested in the City Council, which consists of an elected Mayor and a six member Council, who are elected to staggered, four-year terms. The City Manager is an appointive position selected on the basis of qualifications and is responsible for implementing the policies, ordinances and directives of the City Council, overseeing the day-to-day operations of the City, and appointing the directors of the City departments and all City employees.

In addition to providing life and structure protecting response, city staff also build and maintain the roads, pipes, sidewalks, and paths that support mobility to get around and enjoy clean water and a functioning sewer system. This amounts to managing miles of roads, pipes, sidewalks, and paths. The City also oversees all development to make sure Petaluman’s have safe buildings that protect neighborhood quality and character. Finally, the City also provides recreation opportunities through programing and park management. The city oversees, protects and maintains many acres of parks and open space. Petaluma is home to approximately 62,000 residents, 22,000 homes and 5,000 businesses.

Below is a listing of services provided and authorized by charter:

- Police and Fire protection
- Streets and Infrastructure Maintenance
- Planning and Building Services
- Parks and Recreation Services
- Water Utility and Wastewater Treatment
- Municipal Airport
- Transit Service
- Marina
- General Administrative Support

As the City struggles to have enough resources to cover costs, one of its goals has been and continues to be to focus on ways of reducing costs and increasing revenues. Some strategies aim to find ways to operate in a more efficient manner using new training and technology. Other strategies focus on reducing the services that the City will provide.

City revenues comes from taxes, fees, charges, and other services. Petaluma's Economic Development staff strive to attract and retain businesses in Petaluma. As part of that strategy staff has implemented a marketing program aimed at attracting jobs, talent and investment to the City. The Petaluma Star campaign highlights successful companies throughout the City and makes a strong business case for Petaluma as a business destination by highlighting Petaluma's quality of life, cost of doing business and key demographics. Petaluma continues its strong business retention program reaching out to dozens of local companies and connecting them to local financial, real estate and business support services. This effort supports the local economy by providing 33,000 local jobs.

#### **BUDGETARY POLICY AND CONTROL**

The City Council adopts an annual budget, submitted by the City Manager, prior to the beginning of the new fiscal year (July 1). Public hearings are conducted prior to its adoption by the City Council allowing the public to comment on the proposed budget before it's adopted. The City Council has the legal authority to amend the budget at any time during the fiscal year which is often necessary as new information about revenues and expenditures becomes available. The City Manager is authorized to make adjustments to the operating budget within funds and between departments. Transfers of operating budgets from appropriated reserve accounts, use of unappropriated fund balances, cancellation of appropriations and all changes in capital improvement project budgets require the approval of the City Council. All appropriations which are not obligated, encumbered, or expended at the end of the fiscal year lapse and become part of the unreserved fund balance which may be appropriated for the next fiscal year.

The annual budget is prepared on a basis consistent with generally accepted accounting principles.

The City maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget approved by the City Council. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amounts) for the operating budget is within a department.

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded, assures sufficient funds are available to cover that portion of the applicable cost. Open encumbrances at year-end are recorded as reservations of fund balance since the commitments will be paid by subsequent years' budget appropriations. Encumbrances do not constitute expenditures or liabilities.



Petaluma’s Budget has received the Government Finance Officers Association Distinguished Budget Presentation Award annually for the past decade. Petaluma’s Financial Statements are audited annually by an outside professional auditing firm to verify accounting practices follow state and federal law. The City has received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Financial Report every year since 1996.

**BUDGET SCHEDULE**

Budget Calendar	Approximate Date
<b>Budget Kick Off</b>	Early January
<b>Labor Allocations and CIP Review</b>	Early February
<b>Department Budget Worksheets</b>	Late February
<b>Department Meetings</b>	Late March
<b>Budgets Final, Narratives Complete</b>	Early April
<b>Budget Review – Finance &amp; Manager</b>	Mid-April
<b>Draft Budget Delivered to Council</b>	1 <sup>st</sup> Council Meeting in May
<b>Budget Workshop</b>	Mid-May
<b>City Council Review</b>	Late May
<b>Approval</b>	Late May / Early June

**LONG TERM FINANCIAL PLANNING**

The City is required to balance recurring revenues with recurring expenditures every year. This has been an ongoing challenge over the last decade. While Petaluma has recently shown increased sales and property tax related revenues, costs continue to show a growth rate larger than revenues creating annual shortfalls that must be addressed by reducing costs, related services or making policy decisions that affect the long-term sustainability of City programs.

The City continues to focus on long-term financial and operating needs. The Finance Department updates the long term forecast twice a year: when the Proposed Budget is developed and for the mid-year review in February. Revisions track changing conditions and assumptions. Each forecast is adjusted to account for one-time and ongoing changes in revenues, expenditures, and fund balances and for known economic circumstances. Forecasts are used in budgeting and decision-making associated with service provision.

Every two years, the City Council sets goals for the City that help staff prioritize work and estimate what costs would be necessary to meet those goals. Most recently, on April 6, 2019, the City Council held a workshop to discuss goals with the community.

Long term goals can be found on the City's website or in the City Council narrative located in the Operating section of this document.

#### **ACCOUNTING SYSTEM AND INTERNAL CONTROL**

The City's accounting system is organized and operated on a fund basis. Each fund is a distinct self-balancing accounting entity. The City's accounting records for general governmental operations are maintained on a modified accrual basis, whereby revenues are recognized when measurable and available and expenditures are recognized when materials and services are received. Accounting records for the enterprise and internal services funds are recorded on an accrual basis, whereby revenues are recognized when earned and expenses are recognized when incurred.

In developing and evaluating the City's accounting system, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable assurance regarding: (1) the safeguarding of assets against loss from unauthorized use or disposition and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that: (a) the cost of a control should not exceed the benefits likely to be derived and (b) the evaluation of costs and benefits requires estimates and judgments by management. All internal control evaluations occur within the above framework.

Internal controls are independently reviewed to ensure that the City's operating policies and procedures are adhered to, and that controls are adequate to ensure accurate and reliable financial reporting and to safeguard the City's assets. The City's auditors have found the City's internal accounting controls safeguard assets and provide reasonable assurance of proper recording of financial transactions.

## Glossary of Terms

**Balanced Budget** – The City annually adopts a balanced budget on a fiscal year basis. A balanced budget means there are sufficient revenues and unreserved fund balances appropriated to fund all City operating, capital improvement, debt service and interfund transfers for the fiscal year beginning July 1 and ending June 30.

**Fund Balance** – Uncommitted resources are available for spending at the government’s discretion (unreserved fund balance). The focus of the City governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City’s financial requirements. In particular, unreserved fund balance may serve as a useful measure of a government’s net resources available for spending at the end of the fiscal year.

**Reserved Fund Balance** – The remainder of fund balance is “reserved” to indicate that it is not available for new spending because it has already been committed: 1) for liquidated contracts and purchase orders of the prior period; 2) to be set aside as a cash basis reserve; 3) to pay debt service; or, 4) for a variety of other restricted purposes.

### Fund Structure

The City collects and records revenue and expenditures within Governmental Activities and Business-Type Activities. Below are the definitions of these types of activities:

**Governmental Activities** – Most of the City’s basic services are reported in this category, including General Government, Police, Fire, Public Works, Parks, Recreation and Planning Services. These activities are generally financed by property and sales taxes, user fees, interest income, franchise fees, and state and federal shared revenues and grants. Governmental Activities are accounted for in Governmental Funds.

**Business-Type Activities** – The City charges a fee to customers to cover all or most of the cost of certain services it provides. The City’s Building, Water and Wastewater system, Transit System, Municipal Airport, and Marina are business type activities and charge fees to cover the cost of providing the service. Business-Type Activities are accounted for in Proprietary Funds.

**Governmental funds** – Most of the City’s basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. The Governmental Funds include the General Fund, Special Revenue, Debt Service and Capital Projects funds. All funding sources are kept separate for both reporting and use of the money. These funds are reported using an accounting method called modified-accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The Governmental fund statements provide a detailed short-term

view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

**Proprietary Funds** – When the City charges customers for the services it provides, whether to outside customers or to other units of the City, these services are generally reported in Proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Assets and the Statement of Revenues, Expenses and Charges in Fund Net Assets. In fact, the City's Enterprise Funds are the same as the Business-Type activities reported in the Government-wide statements, but provide more detail and additional information such as cash flows, for Proprietary funds. The City uses Internal Service Funds (the other component of Proprietary funds) to report activities that provide supplies and services for the City's other programs and activities—such as the City's Self-Insurance and Equipment Management Funds.

**Fiduciary Funds** – The City is the trustee, or fiduciary, for certain funds held on behalf of various third parties. The City's fiduciary activities are reported in separate Statements of Fiduciary Net Assets. The City excludes these activities from its other financial statements because the City cannot use these assets to finance its operations. The City is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**Investment Policy** – It is the policy of the City, to manage public funds in a manner consistent with the following objectives: comply with all laws of the State of California pertaining to the investment of public funds, safeguard the principal of funds under its control, meet the daily cash flow requirements and achieve a reasonable rate of return with the maximum security. Investments of City funds must comply with its Investment Policy which includes and excludes certain investment types.

This investment policy applies to all financial assets of the City. This policy also applies to funds of the Petaluma Community Development Commission (PCDC), City acting in its capacity as Successor Agency, Petaluma Public Financing Authority, City of Petaluma Public Financing Corporation and any other fund under the control of the City Treasurer.

Investments shall be made with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City.

The City Treasurer and authorized individuals acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The primary objective, in priority order, of the City's investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. **Liquidity:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investments:** The City's investments shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

### **Other Information**

**Independent Audit** – The City Charter requires an annual audit by a professional independent audit firm. The City encourages auditor rotation and competitive bidding on a five year cycle. The accounting firm of Badawi and Associates was selected by the City Council to perform the annual audit. In addition to meeting the requirements set forth in the state statutes, the audit also is designed to meet the requirements of the Federal Single Audit Act of 1984 and related regulations, cost principles and audit requirements for Federal Awards. The auditor's report covers the basic financial statements and the notes to the financial statements.

**Award** – The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Financial Report for fiscal year ended June 30, 2018, marking the 22nd year Petaluma has received the GFOA certificate.

Resolution No. 2019-063 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2019-2020  
GENERAL FUND BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2019 through June 30, 2020, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2019-2020 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 2019-2020 Preliminary Budget is hereby adopted as the FY 2019-2020 General Fund Adopted Budget.
2. The FY 2019-2020 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 20<sup>th</sup> day of May 2019, by the following vote:

Approved as to  
form:

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


**AYES:** Mayor Barrett; Fischer; Healy; Kearney; King; Vice Mayor McDonnell; Miller

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**

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

  
\_\_\_\_\_  
Mayor

Resolution No. 2019-064 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2019-2020  
ENTERPRISE FUNDS BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2019 through June 30, 2020, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2019-2020 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 2019-2020 Preliminary Budget is hereby adopted as the FY 2019-2020 Adopted Budget for the following funds:

Airport  
Building Services  
Marina  
Transit


2. The FY 2019-2020 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

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**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 20<sup>th</sup> day of May 2019, by the following vote:

Approved as to  
form:

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

**AYES:** Mayor Barrett; Fischer; Healy; Kearney; King; Vice Mayor McDonnell; Miller


**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**

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

  
\_\_\_\_\_  
Mayor

Resolution No. 2019-065 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2019-2020  
UTILITIES FUNDS BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2019 through June 30, 2020, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2019-2020 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 2019-2020 Preliminary Budget is hereby adopted as the FY 2019-2020 Adopted Budget for the following funds:

Storm Water Utility  
Waste Water  
Waste Water Stabilization  
Water

2. The FY 2019-2020 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

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**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 20<sup>th</sup> day of May 2019, by the following vote:

Approved as to  
form:

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

**AYES:** Mayor Barrett; Fischer; Healy; Kearney; King; Vice Mayor McDonnell; Miller

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**   
\_\_\_\_\_  
Deputy City Clerk

  
\_\_\_\_\_  
Mayor



Resolution No. 2019-066 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2019-2020  
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, 2019 through June 30, 2020, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2019-2020 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 2019-2020 Preliminary Budget is hereby adopted as the FY 2019-2020 Adopted Budget for the following funds:

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

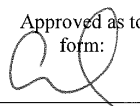
2. The FY 2019-2020 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

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**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 20<sup>th</sup> day of May 2019, by the following vote:

Approved as to  
form:

  
City Attorney

**AYES:** Mayor Barrett; Fischer; Healy; Kearney; King; Vice Mayor McDonnell; Miller

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**

  
Deputy City Clerk

  
Mayor

Resolution No. 2019-068 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2019-2020  
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, 2019 through June 30, 2020, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2019-2020 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 2019-2020 Preliminary Budget is hereby adopted as the FY 2019-2020 Adopted Budget for the following funds:  
  
Capital Projects  
Debt Fund
2. The FY 2019-2020 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

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**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 20<sup>th</sup> day of May 2019, by the following vote:

Approved as to form:

  
City Attorney

**AYES:** Mayor Barrett; Fischer; Healy; Kearney; King; Vice Mayor McDonnell; Miller

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**   
Deputy City Clerk

  
Mayor

Resolution No. 2019-067 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2019-2020  
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, 2019 through June 30, 2020, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2019-2020 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 2019-2020 Preliminary Budget is hereby adopted as the FY 2019-2020 Adopted Budget for the following funds:

Special Revenues  
Trust Funds

2. The FY 2019-2020 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

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**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 20<sup>th</sup> day of May 2019, by the following vote:


**AYES:** Mayor Barrett; Fischer; Healy; Kearney; King; Vice Mayor McDonnell; Miller

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**   
Deputy City Clerk

Approved as to form:  
  
City Attorney

  
Mayor

<b>CITY OF PETALUMA, CA</b>			
<b>PRELIMINARY FY 2019-20 BUDGET</b>			
<b>APPROPRIATIONS BY DEPARTMENT AND FUND</b>			
	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
<b>GENERAL FUND</b>			
General Fund Cost Center	1,409	747,507	748,916
City Council	102,876	-	102,876
City Attorney	993,737	-	993,737
City Clerk	384,499	-	384,499
City Manager	892,382	-	892,382
Economic Development	415,520	-	415,520
Finance	2,127,454	-	2,127,454
Human Resources	586,621	-	586,621
Non Departmental	1,630,200	-	1,630,200
Planning	682,577	-	682,577
Fire	15,682,135	-	15,682,135
Recreation	1,778,910	-	1,778,910
Police	20,490,446	-	20,490,446
Public Works	3,800,496	-	3,800,496
<b>TOTAL GENERAL FUND</b>	<b>49,569,262</b>	<b>747,507</b>	<b>50,316,769</b>
<b>SPECIAL REVENUE &amp; TRUST FUNDS</b>			
Community Development Block Grant	312,857	25,600	338,457
Home/ Begin Grants	906,000	-	906,000
Housing Successor Agency	238,043	-	238,043
Mobile Home Rent Program	3,000	16,000	19,000
Commercial Linkage Fees	657,774	48,000	705,774
Housing In-Lieu Fees	1,279,174	90,000	1,369,174
Parkland Acquisition Impact Fees-08	4,614	-	4,614
Parkland Development Impact Fees-08	85,260	1,807,000	1,892,260
Open Space Acquisition Impact Fees - 08	2,503	-	2,503
Quimby Act Dedication and In-Lieu-08	6,086	-	6,086
City Facilities Development Impact Fee	35,626	1,085,500	1,121,126
Storm Drainage Impact Fees	488	20,000	20,488
Traffic Mitigation Impact Fees	-	3,334,000	3,334,000
Traffic Mitigation Impact Fees-08	99,835	-	99,835
Public Art Fees	446,081	-	446,081

<b>CITY OF PETALUMA, CA</b>			
<b>PRELIMINARY FY 2019-20 BUDGET</b>			
<b>APPROPRIATIONS BY DEPARTMENT AND FUND</b>			
	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
3% Admin Impact Fees	937	-	937
Police Grants	271,041	-	271,041
Public Works Grants	-	1,053,000	1,053,000
Gas Tax	40,631	2,603,195	2,643,826
Landscape Assessment Districts	622,953	-	622,953
Abandoned Vehicle Abatement	108,577	-	108,577
Asset Seizures	112,581	82,175	194,756
Street Maintenance Gas Tax	3,321,733	3,786,370	7,108,103
Transient Occupancy Tax	418,809	3,473,000	3,891,809
Petaluma Tourism Improvement District	167,200	-	167,200
Haz Mat Fines	10,258	-	10,258
SLESF	59,500	100,000	159,500
Donations	35,991	550,000	585,991
Prince Park Trust	-	56,500	56,500
Tamae M Baugh Trust	42,350	-	42,350
Measure M Parks Sales Tax	314,000	205,000	519,000
<b>TOTAL SPECIAL REVENUE &amp; TRUST FUNDS</b>	<b>9,603,902</b>	<b>18,335,340</b>	<b>27,939,242</b>
<b>ENTERPRISE FUNDS</b>			
Airport Operations	1,880,885	792,000	2,672,885
Building Services	1,692,355	-	1,692,355
Marina	343,213	-	343,213
Public Transportation	3,251,420	-	3,251,420
<b>TOTAL ENTERPRISE FUNDS</b>	<b>7,167,873</b>	<b>792,000</b>	<b>7,959,873</b>
<b>UTILITIES</b>			
Waste Water Utility	22,140,952	16,270,000	38,410,952
Water Utility	15,926,631	5,020,000	20,946,631
Storm Utility	633,503	50,000	683,503
<b>TOTAL UTILITY FUNDS</b>	<b>38,701,086</b>	<b>21,340,000</b>	<b>60,041,086</b>
<b>INTERNAL SERVICE FUNDS</b>			
Employee Benefits	936,645	-	936,645
General Services	227,218	-	227,218
Information Technology	1,920,700	-	1,920,700
Risk Management (Liability)	1,344,836	-	1,344,836
Vehicle and Equipment Replacement	1,648,276	-	1,648,276
Workers' Compensation	1,919,921	-	1,919,921
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>7,997,596</b>	<b>-</b>	<b>7,997,596</b>

<b>CITY OF PETALUMA, CA</b>			
<b>PRELIMINARY FY 2019-20 BUDGET</b>			
<b>APPROPRIATIONS BY DEPARTMENT AND FUND</b>			
	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
<b>CAPITAL PROJECT FUNDS</b>			
Facilities CIP	457,000	-	457,000
Parks and Recreation CIP	3,065,759	-	3,065,759
Public Works/Surface Water CIP	12,522,773	-	12,522,773
Airport CIP	791,659	-	791,659
Marina CIP	-	-	-
Transit CIP	230,260	-	230,260
Waste Water/Recycled Water CIP	17,411,802	-	17,411,802
Water CIP	<u>4,421,702</u>	-	<u>4,421,702</u>
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>38,900,955</b>	<b>-</b>	<b>38,900,955</b>
Successor Agency Debt	5,158,074	-	5,158,074
Successor Agency Admin	<u>236,952</u>	-	<u>236,952</u>
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>5,395,026</b>	<b>-</b>	<b>5,395,026</b>
<b>GRAND TOTAL</b>	<b><u>\$ 157,335,700</u></b>	<b><u>\$ 41,214,847</u></b>	<b><u>\$ 198,550,547</u></b>

Resolution No. 2019-069 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, 2019 through June 30, 2020, 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 2019-20 Budget; and,

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

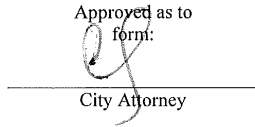
**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Petaluma hereby adopts the Updated Authorized and Funded Position Schedule, attached hereto to as Exhibit A.

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 20<sup>th</sup> day of May 2019, by the following vote:

Approved as to  
form:

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

**AYES:** Mayor Barrett; Fischer; Healy; Kearney; King; Vice Mayor McDonnell; Miller

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**   
\_\_\_\_\_  
Deputy City Clerk

  
\_\_\_\_\_  
Mayor

Exhibit A

FY 2019-20 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>CITY CLERK</u></b>									
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy City Clerk	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
Secretary Confidential	1.00	1.00	1.00	0.00	1.00	0.00			
<b>Total City Clerk</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>CITY ATTORNEY</u></b>									
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total City Attorney</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>CITY MANAGER</u></b>									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Exec. Ass't. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total City Manager</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>ECONOMIC DEV./REDEVELOPMENT</u></b>									
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Econ. Dev./Redev.</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>HUMAN RESOURCES</u></b>									
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst I/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	1.00	1.00	1.00	1.00		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Human Resources</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>RECREATION</u></b>									
Museum Coordinator	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Specialist	0.65	0.65	0.65	0.65	0.65	0.65	0.65		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Tiny Tots Program Coordinator	0.60	0.60	0.60	0.60	0.60	0.60	0.60		
Tiny Tots Teacher	0.60	0.60	0.60	0.60	0.60	0.60	0.60		
Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
<b>Total Recreation</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>0.00</b>	<b>0.00</b>
<b><u>INFORMATION TECHNOLOGY</u></b>									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Information Technology</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>



**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2019-20 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>FINANCE DEPARTMENT</b>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	0.00	1.00	0.00			
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Accounting Manager	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Finance</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>15.00</b>	<b>0.00</b>	<b>2.00</b>
<b>FIRE</b>									
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant Fire Chief	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 Engineer	3.00	3.00	0.00	0.00	0.00	0.00			
Fire Engineer/Fire Eng Paramedic	6.00	6.00	9.00	9.00	9.00	9.00	9.00		
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	27.00	27.00	27.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Fire</b>	<b>68.00</b>	<b>68.00</b>	<b>68.00</b>	<b>68.00</b>	<b>64.00</b>	<b>64.00</b>	<b>64.00</b>	<b>0.00</b>	<b>0.00</b>

Exhibit A

FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
FY 2019-20 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>POLICE</u></b>									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Offi	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	3.00	5.00	1.00	5.00	1.00	1.00		
Evidence Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Property Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	50.00	60.00	49.00	60.00	49.00	48.00		1.00
Police Officer for SRO (exp 6/2020)				2.00		2.00	2.00		
School Resource Officer (exp 6/2020)				2.00		2.00			2.00
Police Records Assistant I/II	5.50	4.50	5.50	5.00	5.50	5.00	5.00		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	10.60	12.00	10.60	12.00	10.60	10.60		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Community Engagement Liaison	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Police</b>	<b>109.00</b>	<b>91.60</b>	<b>110.00</b>	<b>94.10</b>	<b>110.00</b>	<b>94.10</b>	<b>89.65</b>	<b>0.45</b>	<b>4.00</b>
<b><u>HOUSING</u></b>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Housing Division</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>
<b><u>BUILDING SERVICES</u></b>									
Building Inspector I/II	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
<b>Total Building Services</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>
<b><u>RISK MANAGEMENT</u></b>									
Risk and Safety Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
HR Assistant I/II Conf	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Risk Management</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

Exhibit A

FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2019-20 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>PUBLIC WORKS &amp; UTILITIES</b>									
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport & Marina Manager	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Airport Manager	1.00	1.00	0.00	0.00	0.00	0.00			
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00		1.05	1.95
Ass't. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Ass't. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Assistant, PW & Utilities Director	0.00	0.00	1.00	1.00	1.00	1.00	0.08	0.20	0.72
Deputy Director DP&U	1.00	1.00	0.00	0.00	0.00	0.00			
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	2.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspec	1.00	1.00	2.00	2.00	2.00	2.00		2.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	3.00	3.00	3.00	3.00	3.00	3.00		3.00	
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Wor	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker III	2.00	2.00	1.00	1.00	1.00	1.00	0.90	0.10	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical and Electrical Maint Su	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Mechanical Technician	2.00	2.00	3.00	3.00	3.00	3.00		3.00	
Office Assistant II	3.00	0.00	3.00	0.00	3.00	0.00		0.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	1.00	3.00	1.00	3.00	1.00	1.00		
Parks Maintenance Worker III	10.00	6.00	10.00	7.00	10.00	7.00	6.00		1.00
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	3.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.30	2.40
Senior Engineering Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	

Exhibit A

FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2019-20 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
Senior Mechanical Facilities Techn	0.00	0.00	1.00	1.00	1.00	1.00	0.95	0.05	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	8.00	7.00	8.00	7.00	8.00	7.00			7.00
Street Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.50	0.50	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator II/III	5.00	5.00	7.00	7.00	7.00	7.00		7.00	
Water Recycling Operator Supervis	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	0.00	1.00	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
<b>Total Public Works &amp; Utilities</b>	<b>123.50</b>	<b>104.50</b>	<b>127.50</b>	<b>109.50</b>	<b>127.50</b>	<b>109.50</b>	<b>16.45</b>	<b>67.43</b>	<b>25.62</b>
<b>Total Position Summary</b>	<b>364.85</b>	<b>311.05</b>	<b>359.85</b>	<b>318.95</b>	<b>365.85</b>	<b>324.95</b>	<b>208.45</b>	<b>74.88</b>	<b>41.62</b>

## Resolution No. 2019-070 N.C.S. of the City of Petaluma, California

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PETALUMA, CALIFORNIA, UPDATING FEES FOR CITY SERVICES TO BE AMENDED ON EXISTING MASTER FEE SCHEDULE**

**WHEREAS**, the City Council of the City of Petaluma (“City”) has previously established fees and charges for City services, with the intent of recovering up to the City’s estimated actual and reasonable costs to provide such services; and

**WHEREAS**, with respect to fees and charges to be increased, the City has analyzed its fees and charges, the costs of providing services, the beneficiaries of the services, and the revenues produced by those paying charges for such services, and has identified several fees which should be amended to reflect updated fees on the existing Master Fee Schedule and such fees are identified as Exhibit C to this resolution; and

**WHEREAS**, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution; and

**WHEREAS**, in adopting the fees and charges for City services as set forth in this Resolution, the City Council of the City of Petaluma is exercising its powers under Article XI, Sections 5 and 7 of the California Constitution, Section 66014 of the California Government Code, and other applicable law; and

**WHEREAS**, the City has a policy of recovering up to the full cost of providing voluntary services from those persons utilizing them so that general taxes are not diverted from general services to unfairly or inequitably subsidize such services; and

**WHEREAS**, the fees and charges set forth in the schedule of fees and charges adopted by this Resolution are not taxes as defined in Article XIII A, §3(b) (Proposition 26), of the California Constitution because such fees and charges are either:

- (1) imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs of conferring the benefit or granting the privilege to the payor; or
- (2) imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs of providing the service or product to the payor; or
- (3) imposed for the reasonable regulatory costs incident to issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof; or
- (4) imposed for entrance to or use of city property, or the purchase, rental, or lease of city property, except charges governed by Section 15 of Article XI; and

**WHEREAS**, the fees and charges set forth in the schedule of fees and charges adopted by this Resolution are consistent with the requirements of Article XIII D (Proposition 218) of the California Constitution pursuant to *Apartment Association of Los Angeles County v. City of Los Angeles* (2001) 24 Cal. 4th 830, in that such fees are not applicable to incidents of property ownership, but rather actual use of City services; and

**WHEREAS**, in accordance with Government Code Section 50076, fees and charges that do not exceed the reasonable cost of providing the service or regulatory activity for which the fees are charged, and which are not levied for general revenue purposes are not special taxes as defined in Article 3.5 of the Government Code; and

**WHEREAS**, in accordance with Government Code Section 66014, local agency fees for: zoning variances, use permits, building inspections, building permits, filing and processing applications and petitions filed with the local agency formation commission or conducting proceedings filed under the Cortese-Knox Local Government Reorganization Act of 1985 (Government Code § 56000 *et seq.*), processing maps under the Subdivision Map Act (Government Code § 66410 *et seq.*), or planning services shall not exceed the estimated reasonable cost of providing the service for which the fee is charged; and

**WHEREAS**, in accordance with Government Code Section 65104, fees to support the work of planning agencies shall not exceed the reasonable cost of providing the service for which the fee is charged; and

**WHEREAS**, in accordance with Government Code Section 65456, legislative bodies may, after adopting a specific plan, impose a specific plan fee upon persons seeking governmental approvals which are required to be consistent with the specific plan, and such fees shall, in the aggregate, defray but not exceed the cost of preparation, adoption and administration of the specific plan; and

**WHEREAS**, in accordance with Government Code Section 65909.5, reasonable city fees for the processing of use permits, zone variances, or zone changes shall not exceed the amount reasonably required to administer the processing of such permits, zone variances or changes; and

**WHEREAS**, in accordance with Government Code Section 66451.2, reasonable local agency fees for the processing of tentative, final and parcel maps shall not exceed the amount reasonably required by the agency; and

**WHEREAS**, in accordance with Health and Safety Code Section 17951, city governing bodies may prescribe fees for permits, certificates or other documents required or authorized concerning implementation and enforcement of the California Building Standards Code, and such fees shall not exceed the amount reasonably required to administer or process those permits, certificates or other forms or documents, and shall not be levied for general revenue purposes; and

**WHEREAS**, in accordance with Health and Safety Code Section 19132.3, city governing bodies may adopt fees for filing building permit applications, and such fees shall not exceed the amount reasonably required for the local enforcement agency to issue such permits, and shall not be levied for general revenue purposes; and

**WHEREAS**, in accordance with Health and Safety Code Section 19852, city governing bodies may prescribe such fees as will pay the expenses incurred by the building department in maintaining the official copy of the plans of buildings for which building permits have been issued, but such fees shall not exceed the amount reasonably required in maintaining the official copy of the plans for which building permits have been issued; and

**WHEREAS**, fees adopted pursuant to Government Code Sections 66014, 65104, 65456, 65909.5, and 66451.2, and Health and Safety Code Sections 17951, 19132.3, and 19852, are to be imposed pursuant to Section 66016 of the Government Code, which imposes certain procedural requirements prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge; and

**WHEREAS**, in accordance with the Government Code Section 66016, the cost analysis and support for a fee or service charge which will be increased pursuant to this Resolution was available for

public review and comment for ten days prior to the public hearing at which this Resolution was adopted; and

**WHEREAS**, in accordance with California Government Code Section 66016, at least 14 days prior to the public hearing at which the City Council first considered adoption of the fees established by this Resolution, notice of the time and place of the hearing was mailed to eligible interested parties who files written requests with the City for mailed notice of meetings on new or increased fees or service charges; and

**WHEREAS**, 10 days advance notice of the public hearing at which this Resolution was adopted was given by publication in accordance with Section 6062a of the Government Code; and;

**WHEREAS**, it is the intention of the City Council to adopt a schedule of fees and charges, which updates certain existing fees and charges, and/or establishes certain new fees and charges based on the City's budgeted and projected costs of services; and

**WHEREAS**, the schedule of fees and the total amounts thereof, described in Exhibit "C" attached, are hereby determined to be reasonable in that the amounts thereof do not exceed of the estimated reasonable costs of providing the services for which the charges and fees are made, as reflected in Exhibit C;

**NOW THEREFORE**, the City Council of the City of Petaluma resolves as follows:

Section 1. Findings. The following findings are true and correct and adopted as the findings of the City Council:

- A. The purpose of the fees and charges set forth in Exhibit "C" of this Resolution is to recover up to the full, lawfully recoverable costs incurred by the City in providing various City services, and such fees and charges not levied for general revenue purposes.
- B. After consideration of the data and information regarding the costs of providing services relating to all fees and charges subject to this Resolution, all testimony received orally or in writing at or before the noticed public hearing, the agenda report and the background documents to the agenda report (together, "Record"), the City Council of the City of Petaluma approves and adopts the new fees set forth in Exhibit "C".
- C. Adoption of the fees and charges set forth in Exhibit "C" of this Resolution is intended to recover costs necessary to maintain such services within the City within existing service areas and is not a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to 14 California Code of Regulations ("CEQA Guidelines") section 15378(b)(4) (the creation of government funding mechanisms or other government fiscal activities which do not involve any specific commitment to any specific project which may result in a potentially significant impact on the environment); and/or CEQA Guidelines section 15273 (statutory exemption for rates, tolls, fares and charges within an existing service area); and/or CEQA Guidelines section 15061(b)(3) ('common sense' general exception where there is no possibility the activity in question may have a significant effect on the environment).
- E. The Record establishes that the costs listed in the cost analysis for those fees and charges which are to be increased and/or established as costs incurred by the City in providing City services are reasonable estimates of the cost of providing such services, and that the revisions recommended to existing fees for such services are necessary to recover the reasonable, estimated cost of providing such services.

Section 2. Fee Schedule Adoption and Repeal of Prior Inconsistent Fees and Charges. The schedule of fees and charges set forth in Exhibit "C", of this Resolution, attached hereto and incorporated herein by

reference, are hereby directed to be computed by, applied by and collected by the various City departments, for the herein listed services when provided by the City or its designated contractors.

Section 3. Separate Fee for Each Process. All fees set by this Resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per-unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

- Added Fees and Refunds. Where additional fees need to be charged and collected for completed staff work, or where a refund of excess deposited monies is due, and where such charge or refund is ten dollars (\$10.00) or less, a charge or refund need not be made, pursuant to California Government Code Sections 29373.1 and 29375.1 and amendments thereto.
- Deposits Plus Staff Time and Materials. This means that the applicants will be billed for the full cost of processing the application based on staff time and materials over and above the amount of the deposit. Staff hourly rate shall be fully burdened and be determined by regular work rates established by the City of Petaluma Finance Director for the given fiscal year(s) in which the application is processed. For applications requesting multiple entitlements, the deposit shall be the sum of the individual amounts. The City Manager shall have the authority to modify or waive staff time and material costs when circumstances warrant.
- Flat Fee Applications. This is an application fee that does not include staff time and materials.
- Full Cost Recovery Applications. This includes a deposit amount and the actual costs of the staff time and required materials.

Section 4. Interpretation. This Resolution may be interpreted by the several City department directors in consultation with the City Manager and, should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

Section 5. Use of Fee Revenue. The revenues raised by payment of the fees and charges established by this Resolution shall be used to fund the estimated reasonable cost of providing the services for which the fees are charged, and the revenues from such fees and charges shall not be used for general revenue purposes.

Section 6. Subsequent Analysis and Revision of the Fees. The fees and charges set herein are adopted and implemented by the City Council in reliance on the Record identified above. The City may continue to conduct further study and analysis to determine whether the fees and charges for City services should be revised. When additional information is available, the City Council may review the fees and charges to determine that the amounts do not exceed the estimated reasonable cost of providing the services for which the fees and charges are charged.

Section 7. Annual Adjustment. The fees and charges set forth in Exhibit "C" shall be adjusted by the City Manager on July 1st of every year by the percentage increase or decrease in the Consumer Price Index—All Items Index (San Francisco-Oakland-San Jose).

Section 8. Effective Date. This Resolution shall become effective immediately. In accordance with Government Code Section 66017, all new and/or increased fees and charges upon a development project, as defined in Government Code Section 66000, which apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use shall be effective no sooner than 60 days following the effective date of this Resolution. Those fees and charges upon a development project are identified with an asterisk in the attached Exhibit C. All other new and/or increased fees and charges



not subject to Government Code Section 66017 that are set forth in Exhibit C shall become effective immediately.

Section 9. Repealer. These fees and charges shall supersede the corresponding fees previously established and adopted by the City Council. All previously adopted and conflicting fees and charges and all Resolutions and other actions of the City Council are hereby repealed to the extent they conflict with the contents of this Resolution. Resolution numbers 2015-139, 2010-206, 2010-070 and 2007-193 are repealed.

Section 10. Severability. The individual fees and charges set forth in Exhibit "C" of this Resolution and all portions of this Resolution are severable. Should any of the fees or charges or any portion of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining fees, charges and/or Resolution portions shall be and continue in full force and effect, except as to those fees, charges, and/or Resolution portions that have been adjudged invalid. The City Council of the City of Petaluma hereby declares that it would have adopted each of the fees and charges set forth in Exhibit "C" of this Resolution, and this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more of the fees, charges, or sections, subsections, clauses, sentences, phrases or other portions of this Resolution may be held invalid or unconstitutional.

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

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**REFERENCE:** I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 20<sup>th</sup> day of May 2019, by the following vote:

Approved as to form:

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

**AYES:** Mayor Barrett; Fischer; Healy; Kearney; King; Vice Mayor McDonnell; Miller

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**

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

  
\_\_\_\_\_  
Mayor

City of Petaluma  
 FY 2019-20 FEE ADDITIONS AND CHANGES TO THE MASTER FEE SCHEDULE

FEE DESCRIPTION	FY 2019 FEES	FEE INFORMATION	FY 2020 FEES
Apartment, Hotel, Motel 3-10 Units	\$ 124	Engine Company Inspection	\$ -
Apartment, Hotel, Motel without Assembly Rooms		NEW Engine Company Inspection	\$ 124
Apartment, Hotel, Motel 11-50 Units	\$ 187	Annual	\$ -
Apartment, Hotel, Motel 3-50 Units with Assembly Areas		NEW Annual	\$ 400
Apartment, Hotel, Motels 51+ Units	\$ 249	Annual	\$ -
Apartment, Hotel, Motels 51+ Units with Assembly Areas		NEW Annual	\$ 604
Additional Fire Code Permit		NEW Annual Fire Code Permit	\$ 142
Fire Service Hydrant Flow Test	\$ 426	Each includes Water and Fire Department Fees	\$ -
Fire Service Hydrant Flow Test		NEW Contact Public Works and Utilities- Fully Burdened Hourly Rate plus Materials	Cost Recover
Fire Sprinkler System Modification/Repair		NEW Base fee plus \$5.00 per sprinkler head modified	\$ 284
ALS 1- Resident	\$ 1,382	Advanced Life Support Level 1	\$ 2,685
ALS 1- Non Resident	\$ 1,607	Advanced Life Support Level 1	\$ 2,952
ALS 2- Resident	\$ 2,021	Advanced Life Support Level 2	\$ 2,990
ALS 2- Non Resident	\$ 2,278	Advanced Life Support Level 2	\$ 3,292
BLS 1- Resident	\$ 985	Basic Life Support Level 1	\$ 2,572
BLS 1- Non Resident	\$ 1,153	Basic Life Support Level 1	\$ 2,820
Treat and Release	\$ 603	Treat and Release	\$ 1,660
EKG - Pads AO392 and Electrodes AO392	\$ 110		\$ 110
Oxygen AO422	\$ 132		\$ 141
Mileage AO425	\$ 33		\$ 40

<p><b>EFFECTIVE DATE OF ORDINANCE</b></p> <p><b>July 3, 2019</b></p>
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**ORDINANCE NO. 2682 N.C.S.**

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Introduced by	Seconded by
Healy	Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA GENERAL FUND FROM JULY 1, 2019 THROUGH JUNE 30, 2020**

**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, 2019 through June 30, 2020, 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, 2020.

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

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

**INTRODUCED**, and ordered posted/~~published~~, this 20<sup>th</sup> day of May 2019.

**ADOPTED** this 3<sup>rd</sup> day of June 2019, by the following vote:

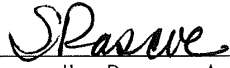
Ayes: Mayor Barrett, Fischer, Healy, King, Vice Mayor McDonnell, Miller  
Noes:  
Abstain:  
Absent: Kearney


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Teresa Barrett, Mayor

ATTEST:

APPROVED AS TO FORM:

  
Samantha Pascoe, Acting City Clerk

  
Eric Danly, City Attorney

<p><b>EFFECTIVE DATE OF ORDINANCE</b></p> <p><b>July 3, 2019</b></p>
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**ORDINANCE NO. 2683 N.C.S.**

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Introduced by	Seconded by
Healy	Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA ENTERPRISE FUNDS FROM JULY 1, 2019 THROUGH JUNE 30, 2020**

**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, 2019 through June 30, 2020, 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, 2020.

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


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

**INTRODUCED**, and ordered posted/published, this 20<sup>th</sup> day of May 2019.

**ADOPTED** this 3<sup>rd</sup> day of June 2019, by the following vote:

Ayes: Mayor Barrett, Fischer, Healy, King, Vice Mayor McDonnell, Miller  
Noes:  
Abstain:  
Absent: Kearney


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\_\_\_\_\_  
Teresa Barrett, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Samantha Pascoe, Acting City Clerk

  
\_\_\_\_\_  
Eric Danly, City Attorney

<p><b>EFFECTIVE DATE OF ORDINANCE</b></p> <p><b>July 3, 2019</b></p>
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**ORDINANCE NO. 2684 N.C.S.**

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Introduced by  
Healy

Seconded by  
Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA UTILITIES FUNDS FROM JULY 1, 2019 THROUGH JUNE 30, 2020**

**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, 2019 through June 30, 2020, 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, 2020.

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

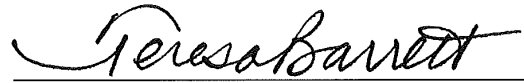
Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

**INTRODUCED**, and ordered posted/published, this 20<sup>th</sup> day of May 2019.

**ADOPTED** this 3<sup>rd</sup> day of June 2019, by the following vote:

- Ayes: Mayor Barrett, Fischer, Healy, King, Vice Mayor McDonnell, Miller  
Noes:  
Abstain:  
Absent: Kearney


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Teresa Barrett, Mayor

ATTEST:

APPROVED AS TO FORM:

  
Samantha Pascoe, Acting City Clerk

  
Eric Danly, City Attorney



<p><b>EFFECTIVE DATE OF ORDINANCE</b></p> <p><b>July 3, 2019</b></p>
--

**ORDINANCE NO. 2685 N.C.S.**

1	Introduced by	Seconded by
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3	Healy	Miller
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**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA INTERNAL SERVICE FUNDS FROM JULY 1, 2019 THROUGH JUNE 30, 2020**

**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, 2019 through June 30, 2020, 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, 2020.

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

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

**INTRODUCED**, and ordered posted/~~published~~, this 20<sup>th</sup> day of May 2019.

**ADOPTED** this 3<sup>rd</sup> day of June 2019, by the following vote:

- |    |          |   |
|----|----------|---|
| 40 | Ayes:    | Mayor Barrett, Fischer, Healy, King, Vice Mayor McDonnell, Miller |
| 41 | Noes:    |   |
| 42 | Abstain: |   |
| 43 | Absent:  | Kearney   |
| 44 |          |   |


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Teresa Barrett, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Samantha Pascoe, Acting City Clerk

  
\_\_\_\_\_  
Eric Danly, City Attorney

<p><b>EFFECTIVE DATE OF ORDINANCE</b></p> <p><b>July 3, 2019</b></p>
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**ORDINANCE NO. 2686 N.C.S.**

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Introduced by  
Healy

Seconded by  
Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA SPECIAL REVENUES AND TRUST FUNDS  
FROM JULY 1, 2019 THROUGH JUNE 30, 2020**

**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, 2019 through June 30, 2020, 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, 2020.

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

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

**INTRODUCED**, and ordered posted/~~published~~, this 20<sup>th</sup> day of May 2019.

**ADOPTED** this 3<sup>rd</sup> day of June 2019, by the following vote:

Ayes: Mayor Barrett, Fischer, Healy, King, Vice Mayor McDonnell, Miller  
Noes:  
Abstain:  
Absent: Kearney

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\_\_\_\_\_  
Teresa Barrett, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Samantha Pascoe, Acting City Clerk

  
\_\_\_\_\_  
Eric Danly, City Attorney

**EFFECTIVE DATE  
OF ORDINANCE**

**July 3, 2019**

**ORDINANCE NO. 2686A N.C.S.**

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Introduced by  
Mike Healy

Seconded by  
Kathy Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA CAPITAL PROJECTS AND DEBT FUNDS  
FROM JULY 1, 2019 THROUGH JUNE 30, 2020**

**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, 2019 through June 30, 2020, 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, 2020.

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

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

**INTRODUCED**, and ordered posted/~~published~~, this 20<sup>th</sup> day of May 2019.

**ADOPTED** this 3<sup>rd</sup> day of June 2019, by the following vote:

Ayes: Mayor Barrett, Fischer, Healy, King, Vice Mayor McDonnell, Miller  
Noes: None  
Abstain: None  
Absent: Kearney

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Teresa Barrett, Mayor

ATTEST:

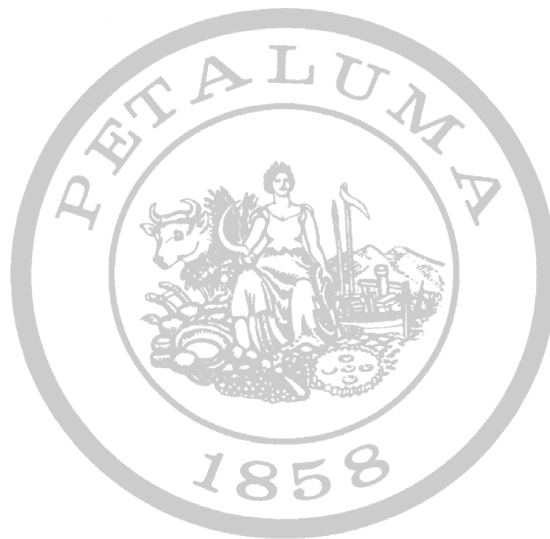
APPROVED AS TO FORM:



Samantha Pascoe, Acting City Clerk



Eric Danly, City Attorney



## 2019-20 ALL FUNDS BUDGET SUMMARY

Budgeted appropriations for fiscal year 2019-20 total \$198,550,547. 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 \$50,316,769. The General Fund is used to account for resources traditionally associated with government. These include City Administration, Finance, Public Safety, Building Services, Public Works, Parks and Recreation.

**Special Revenue Funds** appropriations are \$27,939,242. This includes Street Maintenance, Housing, Landscape Assessment Districts, Developer Impact Fees, Grants, and Transient Occupancy funds. These funds are used for various projects and programs throughout the City which include the acquisition, development, and enhancement of neighborhood and community parks as well as housing assistance to people with low and moderate incomes.

**Enterprise Funds** appropriations are \$7,959,873. 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 \$60,041,086. 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 \$7,997,596. 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 \$5,395,026. These funds provide for debt service, program expenditures, and intergovernmental charges through the transfer of tax increment revenue received.

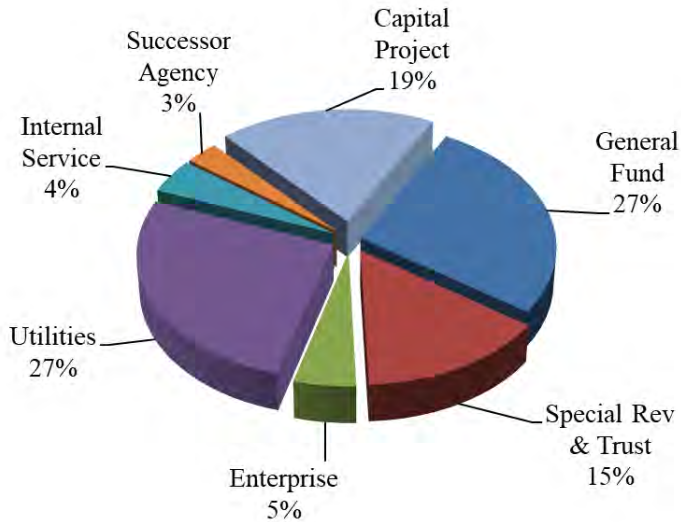
**Capital Project Funds** appropriations are \$38,900,955. These funds account for the collection of resources and the related expenditure on acquisition and construction of major capital improvement projects in the City. These funds include Airport, Facilities, Parks, Public Works, Surface Water, Transit, Water, Recycled Water and Wastewater.

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



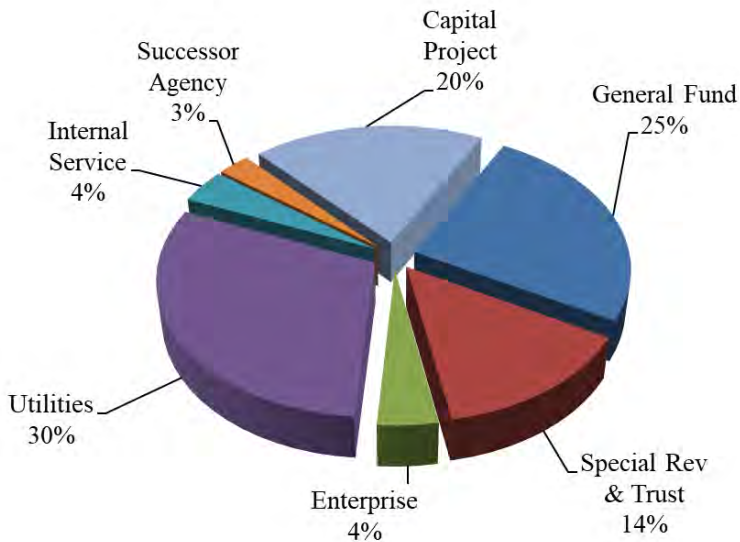
### WHERE THE MONEY COMES FROM...

**2019-2020  
ESTIMATED REVENUES - \$182,943,502**



### WHERE THE MONEY GOES...

**2019-2020  
ESTIMATED APPROPRIATIONS - \$198,550,547**



Note: Any difference between appropriations and sources is offset from available fund balance(reserves).

ALL FUNDS -- FUND SUMMARY

Fund Description	FUND SUMMARY FISCAL YEAR 2018-19 Estimate						Est. Fund Bal. 6/30/2019
	Beg. Bal. 7/1/2018	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	Adjustments/R eserve	
<b>GENERAL FUND OPERATING</b>	\$ 3,162,821	\$ 44,899,895	\$ 1,984,012	\$ (46,120,109)	\$ (1,175,053)	\$ 300,000	\$ 3,051,566
General Fund Designated Reserves	9,963,035	-	-	(604,715)	-	-	9,358,320
<b>TOTAL GENERAL FUND</b>	\$ 13,125,856	\$ 44,899,895	\$ 1,984,012	\$ (46,724,824)	\$ (1,175,053)	\$ 300,000	\$ 12,409,886
Community Development Block Grant	298,788	330,245	-	(477,837)	(90,291)	-	60,905
Home/Begin Grants	752,406	5,217	-	-	-	-	757,623
Housing Successor Agency	(1,863)	26,652	240,291	(233,381)	(13,500)	-	31,689
Mobile Home Rent Program	77,520	23,710	-	(3,000)	(48,000)	(218,212)	84,730
Commercial Linkage Fees	1,511,322	239,973	-	(142,329)	(48,000)	-	1,342,754
Housing In-Lieu Fees	4,198,689	229,014	-	(344,992)	(88,500)	(199,029)	3,795,182
Parkland Acquisition Impact Fees-08	1,282,351	266,049	-	(5,152)	(231,648)	(231,648)	1,311,600
Parkland Development Impact Fees-08	1,833,207	954,621	12,275	(18,892)	(339,280)	(859,151)	1,582,780
Open Space Acquisition Impact Fees - 08	187,424	69,491	-	(1,359)	-	(61,867)	193,689
Quimby Act Dedication and In-Lieu-08	737	33,255	-	(665)	-	(33,250)	77
City Facilities Development Impact Fee	5,200,325	1,036,459	-	(20,030)	(103,000)	(915,155)	5,301,599
Storm Drainage Impact Fees	2,207,963	17,321	333,150	-	-	-	2,455,434
Storm Drainage Impact Fees - 08	412,831	2,695	-	-	(7,000)	-	415,526
Traffic Mitigation Impact Fees	3,364,128	25,384	240	-	-	-	3,382,752
Traffic Mitigation Impact Fees-08	20,997,821	3,401,206	-	(64,711)	(2,680,121)	-	21,654,195
Public Art Fees	446,264	43,340	-	(186,930)	-	(40,000)	262,674
3% Admin Impact Fees	478,769	122,154	-	(1,410)	-	-	599,513
General Government Grants	652	-	-	-	-	652	-
Fire Department Grants	-	-	-	-	-	-	-
Parks and Rec Grants	(92,182)	305,552	60,000	(379,852)	-	-	(106,482)
Police Grants	791,891	-	-	-	-	-	900,736
Public Works Grants	684,855	-	-	-	(536,000)	644,845	731,273
Gas Tax	429,397	2,575,677	-	(38,202)	(2,491,057)	-	286,163
Landscape Assessment Districts	236,255	394,913	-	(538,147)	-	-	207,461
Abandoned Vehicle Abatement	315,163	81,539	-	(110,333)	-	-	191,182
Asset Seizures	1,958,245	2,001	-	(35,982)	(90,000)	-	1,942,868
Street Maintenance Gas Tax	955,813	2,071,035	3,369,287	(3,338,875)	(2,116,824)	-	847,240
Transient Occupancy Tax	-	3,274,614	-	(648,550)	(2,734,637)	-	55,000
Tourism Improvement District	-	55,000	-	-	-	-	31,754
Haz Mat Fines	31,482	304	-	(32)	-	-	-
Fire in-Lieu Fees	-	-	-	-	(100,000)	-	98,864
SLESF	97,706	101,158	-	-	-	-	36,848
Donations	325,524	-	-	(18,676)	(335,000)	65,000	604,223
Prince Park Trust	655,214	5,509	-	-	(56,500)	-	106,093
Tamae Baugh Trust	106,093	-	-	-	-	-	4,150
Measure M Parks	-	100,000	-	(95,850)	-	-	-
<b>TOTAL SPECIAL REVENUE FUNDS</b>	\$ 49,744,789	\$ 15,794,088	\$ 4,015,243	\$ (6,705,187)	\$ (9,149,589)	\$ (4,528,588)	\$ 49,170,756

FUND SUMMARY  
FISCAL YEAR 2018-19 Estimate

Fund Description	Beg. Bal. 7/1/2018	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	Adjustments/Reserve	Est. Fund Bal. 6/30/2019
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>							
Wickersham Park Trust	24,333	188	-	-	-	-	24,521
Child Care Trust	166,890	1,292	-	-	-	-	168,182
Thomas Lee Charity Trust	24,580	176	-	-	-	-	24,756
<b>TOTAL PRIVATE &amp; PERMANENT TRUST FUNDS</b>	<b>215,803</b>	<b>1,656</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>217,459</b>
<b>ENTERPRISE FUNDS</b>							
Airport Operations	1,592,993	2,453,555	-	(1,827,778)	(419,670)	-	1,799,100
Development Services	1,274,031	1,574,685	-	(1,656,725)	-	-	1,191,991
Marina	(412,624)	253,600	-	(228,183)	-	-	(387,207)
Transit	179,309	3,763,762	-	(3,475,219)	(30,000)	-	437,852
<b>TOTAL ENTERPRISE FUNDS</b>	<b>2,633,709</b>	<b>8,045,602</b>	<b>-</b>	<b>(7,187,906)</b>	<b>(449,670)</b>	<b>-</b>	<b>3,041,736</b>
<b>UTILITIES</b>							
Waste Water Utility	27,609,691	28,508,747	273,655	(21,582,806)	(12,657,420)	-	22,151,867
Waste Water Rate Stabilization	3,627,744	-	-	-	-	-	3,627,744
Water Utility	11,009,789	18,157,044	12,375	(15,300,914)	(3,007,265)	-	10,871,029
Storm Utility	110,254	178,991	498,473	(487,193)	-	-	300,525
<b>TOTAL UTILITIES</b>	<b>42,357,478</b>	<b>46,844,782</b>	<b>784,503</b>	<b>(37,370,913)</b>	<b>(15,664,685)</b>	<b>-</b>	<b>36,951,165</b>
<b>INTERNAL SERVICE FUNDS</b>							
Employee Benefits	1,139,645	1,307,303	200,000	(1,493,488)	-	-	1,153,460
General Services	205,400	243,624	-	(225,667)	-	-	223,357
Information Technology	840	1,855,253	-	(1,916,833)	-	-	(60,740)
Risk Management (Liability)	4,580,271	1,493,854	325,000	(1,345,215)	(90,000)	-	4,963,910
Vehicle and Equipment Replacement	516,488	10,842	835,000	(671,281)	-	-	691,049
Workers' Compensation	3,870,620	1,539,872	-	(1,681,224)	-	-	3,729,268
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>10,313,264</b>	<b>6,450,748</b>	<b>1,360,000</b>	<b>(7,333,708)</b>	<b>(90,000)</b>	<b>-</b>	<b>10,700,304</b>
<b>CAPITAL PROJECT FUNDS</b>							
Facilities CIP	661,944	-	290,125	(768,000)	-	-	184,069
Community Development CIP	-	-	-	-	-	-	-
Fire CIP	612,333	-	150,000	(270,000)	-	-	492,333
Parks and Recreation CIP	(170,861)	-	339,280	(280,880)	(12,275)	-	(124,736)
Police CIP	-	-	-	-	-	-	-
Public Works/Surface Water CIP	3,036,078	1,384,322	3,552,824	(5,031,610)	(760,380)	1,200,000	3,381,234
FEMA Permanent CIP	(1,014,328)	-	-	-	-	-	(1,014,328)
TDA CIP	-	-	-	-	-	-	-
Airport CIP	(117,363)	-	364,100	(355,160)	-	-	(108,423)
Marina CIP	13,263	-	-	(18)	-	-	13,245
Transit CIP	3,268	-	30,000	(31,444)	(240)	-	1,584
Waste Water/Recycled Water CIP	850,029	12,366,990	-	(12,258,400)	(180,075)	-	778,544
Water CIP	(810,631)	-	2,257,265	(2,251,035)	(12,375)	-	(816,776)
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>3,063,732</b>	<b>1,384,322</b>	<b>19,350,564</b>	<b>(21,246,547)</b>	<b>(965,345)</b>	<b>1,200,000</b>	<b>2,786,746</b>
<b>SUCCESSOR AGENCY FUNDS</b>							
Successor Agency Debt	3,643,987	5,165,359	-	(5,165,359)	-	-	3,643,987
Successor Agency Admin	(491,871)	272,392	-	(237,948)	-	-	(457,427)
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>3,152,116</b>	<b>5,437,751</b>	<b>-</b>	<b>(5,403,307)</b>	<b>-</b>	<b>-</b>	<b>3,186,560</b>
<b>TOTAL ALL FUNDS</b>	<b>124,606,747</b>	<b>128,858,844</b>	<b>27,494,342</b>	<b>(131,972,391)</b>	<b>(27,494,342)</b>	<b>(3,028,588)</b>	<b>118,464,612</b>

ALL FUNDS -- FUND SUMMARY

FUND SUMMARY  
FISCAL YEAR 2019-2020

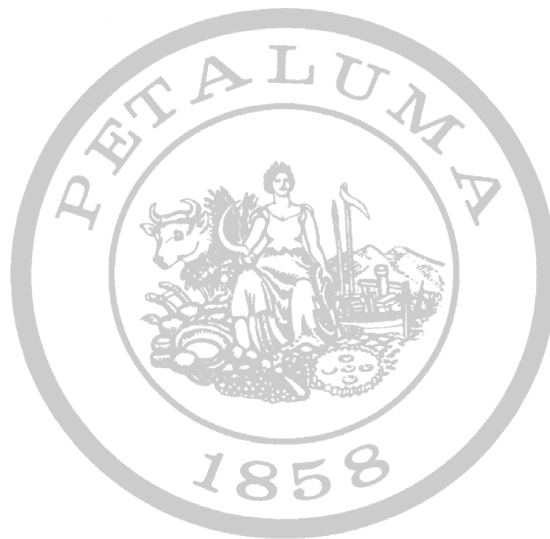
Fund Description	Est. Fund Bal. 7/01/2019	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	YE Adjustments/ Reserve	Proj. Fund Bal. 6/30/2020
<b>GENERAL FUND OPERATING</b>	<b>\$ 3,051,566</b>	<b>\$ 46,894,025</b>	<b>\$ 2,573,500</b>	<b>\$ (49,019,262)</b>	<b>\$ (747,507)</b>	<b>\$ 300,000</b>	<b>\$ 3,052,322</b>
General Fund Designated Reserves	9,358,320	-	-	(550,000)	-	-	8,808,320
	<b>\$ 12,409,886</b>	<b>\$ 46,894,025</b>	<b>\$ 2,573,500</b>	<b>\$ (49,569,262)</b>	<b>\$ (747,507)</b>	<b>\$ 300,000</b>	<b>\$ 11,860,642</b>
Community Development Block Grant	60,905	340,333	-	(312,857)	(25,600)	-	62,781
Home/Begin Grants	757,623	163,982	-	(906,000)	-	-	15,605
Housing Successor Agency	31,699	59,899	179,600	(238,043)	-	-	33,155
Mobile Home Rent Program	84,730	24,695	-	(3,000)	(16,000)	-	90,425
Commercial Linkage Fees	1,342,754	276,980	-	(657,774)	(48,000)	-	913,960
Housing In-Lieu Fees	3,795,182	542,275	-	(1,279,174)	(90,000)	-	2,968,283
Parkland Acquisition Impact Fees-08	1,311,600	242,204	-	(4,614)	-	-	1,549,190
Parkland Development Impact Fees-08	1,582,780	1,776,630	-	(85,260)	(1,807,000)	-	1,467,150
Open Space Acquisition Impact Fees - 08	193,689	127,278	-	(2,503)	-	-	318,464
Quimby Act Dedication and In-Lieu-08	77	304,297	-	(6,086)	-	-	298,288
City Facilities Development Impact Fee	5,301,599	1,828,855	-	(35,626)	(1,085,500)	-	6,009,328
Storm Drainage Impact Fees	2,455,434	23,557	-	-	(20,000)	-	2,458,991
Storm Drainage Impact Fees - 08	415,526	28,055	-	(488)	-	-	443,093
Traffic Mitigation Impact Fees	3,382,752	34,522	-	-	(3,334,000)	-	83,274
Traffic Mitigation Impact Fees-08	21,654,195	5,217,020	-	(99,835)	-	-	26,771,380
Public Art Fees	262,674	229,292	-	(446,081)	-	-	45,885
3% Admin Impact Fees	599,513	197,935	-	(937)	-	-	796,511
General Government Grants	652	-	-	-	-	-	652
Fire Department Grants	-	-	-	-	-	-	-
Parks and Rec Grants	-	-	-	-	-	-	-
Police Grants	(106,482)	216,524	52,175	(271,041)	-	-	(108,824)
Public Works Grants	900,736	1,053,000	-	-	(1,053,000)	-	900,736
Gas Tax	731,273	2,694,011	-	(40,631)	(2,603,195)	-	781,458
Landscape Assessment Districts	286,163	421,350	-	(622,953)	-	-	84,560
Abandoned Vehicle Abatement	207,461	82,093	-	(108,577)	-	-	180,977
Asset Seizures	191,182	2,721	-	(112,581)	(82,175)	(853)	(853)
Street Maintenance Gas Tax	1,942,868	2,347,687	3,406,195	(3,321,733)	(3,786,370)	-	588,647
Transient Occupancy Tax	847,240	3,562,550	-	(418,809)	(3,473,000)	-	517,981
Tourism Improvement District	55,000	112,200	-	(167,200)	-	-	-
Haz Mat Fines	31,754	413	-	(10,258)	-	-	21,909
Fire In-Lieu Fees	-	-	-	-	-	-	-
SLESF	98,864	101,575	-	(59,500)	(100,000)	-	40,939
Donations	36,848	550,000	-	(35,991)	(550,000)	-	857
Prince Park Trust	604,223	7,492	-	-	(56,500)	-	555,215
Tamae Baugh Trust	106,093	-	-	(42,350)	-	-	63,743
Measure M Parks	4,150	519,000	-	(314,000)	(205,000)	-	4,150
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>49,170,756</b>	<b>23,088,425</b>	<b>3,637,970</b>	<b>(9,603,902)</b>	<b>(18,335,340)</b>	<b>-</b>	<b>47,957,909</b>

FUND SUMMARY  
FISCAL YEAR 2019-2020

Fund Description	Est. Fund Bal. 7/01/2019	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	YE Adjustments/ Reserve	Proj. Fund Bal. 6/30/2020
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>							
Wickersham Park Trust	24,521	256	-	-	-	-	24,777
Child Care Trust	168,182	1,757	-	-	-	-	169,939
Thomas Lee Charity Trust	24,756	239	-	-	-	-	24,995
<b>TOTAL PRIVATE &amp; PERMANENT TRUST FUNDS</b>	<b>217,459</b>	<b>2,252</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>219,711</b>
<b>ENTERPRISE FUNDS</b>							
Airport Operations	1,799,100	2,591,184	-	(1,880,885)	(792,000)	-	1,717,399
Development Services	1,191,991	1,579,532	-	(1,692,355)	-	-	1,079,168
Marina	(387,207)	222,800	100,000	(343,213)	-	-	(407,620)
Transit	437,852	4,259,621	-	(3,251,420)	-	-	1,446,053
<b>TOTAL ENTERPRISE FUNDS</b>	<b>3,041,736</b>	<b>8,653,137</b>	<b>100,000</b>	<b>(7,167,873)</b>	<b>(792,000)</b>	<b>-</b>	<b>3,835,000</b>
<b>UTILITIES</b>							
Waste Water Utility	22,151,867	28,623,684	93,580	(22,140,952)	(16,270,000)	-	12,458,179
Waste Water Rate Stabilization	3,627,744	35,000	-	-	-	-	3,662,744
Water Utility	10,871,029	19,390,658	-	(15,926,631)	(5,020,000)	-	9,315,056
Storm Utility	300,525	224,769	498,473	(633,503)	(50,000)	-	340,264
<b>TOTAL UTILITIES</b>	<b>36,951,165</b>	<b>48,274,111</b>	<b>592,053</b>	<b>(38,701,086)</b>	<b>(21,340,000)</b>	<b>-</b>	<b>25,776,243</b>
<b>INTERNAL SERVICE FUNDS</b>							
Employee Benefits	1,153,460	1,244,021	50,000	(936,645)	-	-	1,510,836
General Services	223,357	228,838	-	(227,218)	-	-	224,977
Information Technology	(60,740)	1,844,375	66,000	(1,920,700)	-	-	(71,065)
Risk Management (Liability)	4,963,910	1,061,331	-	(1,344,836)	-	-	4,680,405
Vehicle and Equipment Replacement	691,049	14,745	1,569,500	(1,648,276)	-	-	627,018
Workers' Compensation	3,729,268	2,167,221	-	(1,919,921)	-	-	3,976,568
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>10,700,304</b>	<b>6,560,531</b>	<b>1,685,500</b>	<b>(7,997,596)</b>	<b>-</b>	<b>-</b>	<b>10,948,739</b>
<b>CAPITAL PROJECT FUNDS</b>							
Facilities CIP	184,069	-	302,000	(457,000)	-	-	29,069
Community Development CIP	-	-	-	-	-	-	-
Fire CIP	492,333	-	-	-	-	-	492,333
Parks and Recreation CIP	(124,736)	396,000	2,670,000	(3,065,759)	-	-	(124,495)
Police CIP	-	-	-	-	-	-	-
Public Works/Surface Water CIP	3,381,234	674,438	8,507,824	(12,522,773)	-	-	40,723
FEMA Permanent CIP	(1,014,328)	-	-	-	-	-	(1,014,328)
TDA CIP	-	-	-	-	-	-	-
Airport CIP	(108,423)	-	792,000	(791,659)	-	-	(108,082)
Marina CIP	13,245	-	-	-	-	-	13,245
Transit CIP	1,584	230,000	-	(230,260)	-	-	1,324
Waste Water/Recycled Water CIP	778,544	1,500,000	15,933,000	(17,411,802)	-	-	799,742
Water CIP	(816,776)	-	4,421,000	(4,421,702)	-	-	(817,478)
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>2,786,746</b>	<b>2,800,438</b>	<b>32,625,824</b>	<b>(38,900,955)</b>	<b>-</b>	<b>-</b>	<b>(687,947)</b>
Successor Agency Debt	3,643,987	5,175,283	-	(5,158,074)	-	-	3,661,196
Successor Agency Admin	(457,427)	280,453	-	(236,952)	-	-	(413,926)
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>3,186,560</b>	<b>5,455,736</b>	<b>-</b>	<b>(5,395,026)</b>	<b>-</b>	<b>-</b>	<b>3,247,270</b>
<b>TOTAL ALL FUNDS</b>	<b>118,464,612</b>	<b>141,728,655</b>	<b>41,214,847</b>	<b>(157,335,700)</b>	<b>(41,214,847)</b>	<b>300,000</b>	<b>103,157,567</b>

## Sources and Uses of Funds Fiscal Year 19/20

	General Fund	Special Revenue & Trust Funds Incl. LMH	Enterprise Funds	Utilities	Internal Service Funds	Capital Project Funds	Successor Agency Funds	All Funds
<b>Revenue</b>								
Taxes Revenue	30,296,742	5,808,015	73,000	224,769			5,425,283	41,827,809
Permits and Fees	1,814,000	9,706,690	1,445,800	5,000				12,971,490
Use of Property Revenue	460,969	1,225,693	1,408,280	607,332	154,109	438	30,453	3,887,274
Intergovernmental	6,547,589	5,012,722	4,557,257			2,357,000		18,474,568
Charges for Sales								-
Charges for Services/Sales	7,760,725	775,557	125,000		6,303,307	47,000		15,011,589
Utility Revenue			185,000	46,913,800				47,098,800
Sales Revenue	6,000		858,300	91,399				955,699
Other Revenue	8,000	562,000	500	431,811	103,115	396,000		1,501,426
<b>Total Revenues</b>	<b>\$ 46,894,025</b>	<b>\$ 23,090,677</b>	<b>\$ 8,653,137</b>	<b>\$ 48,274,111</b>	<b>\$ 6,560,531</b>	<b>\$ 2,800,438</b>	<b>\$ 5,455,736</b>	<b>\$ 141,728,655</b>
<b>Other Sources:</b>								
Transfers In	2,573,500	3,637,970	100,000	592,053	1,685,500	32,625,824		41,214,847
<b>Total Revenue and Other Sources</b>	<b>\$ 49,467,525</b>	<b>\$ 26,728,647</b>	<b>\$ 8,753,137</b>	<b>\$ 48,866,164</b>	<b>\$ 8,246,031</b>	<b>\$ 35,426,262</b>	<b>\$ 5,455,736</b>	<b>\$ 182,943,502</b>
<b>Expenditures and Expenses</b>								
Salaries and Benefits	\$ 41,280,354	\$ 2,433,086	\$ 1,697,306	\$ 8,622,854	\$ 1,572,642	\$ 1,485,983	\$ 68,282	\$ 57,160,507
Supplies	1,151,166	799,320	1,110,330	9,850,700	104,050		500	13,016,066
Professional Services, Maint, Repair	4,029,649	4,807,793	2,612,966	4,581,859	821,902	34,128,000	32,600	51,014,769
Intragovernmental Charges	1,564,270	808,317	590,130	2,446,757	192,712	286,972	128,970	6,018,128
Utilities, Rent, Training	1,514,218	502,193	277,156	2,421,400	3,057,008		6,600	7,778,575
Advertising, Promotion, Debt	29,605	203,193	540,985	10,105,516	930,282		5,158,074	16,967,655
Capital Expenditures	-	50,000	339,000	672,000	1,319,000	3,000,000		5,380,000
<b>Total Expenditures and Expenses</b>	<b>\$ 49,569,262</b>	<b>\$ 9,603,902</b>	<b>\$ 7,167,873</b>	<b>\$ 38,701,086</b>	<b>\$ 7,997,596</b>	<b>\$ 38,900,955</b>	<b>\$ 5,395,026</b>	<b>\$ 157,335,700</b>
<b>Other Uses:</b>								
Transfers Out	747,507	18,335,340	792,000	21,340,000				41,214,847
<b>Total Expenditures, Expenses and Other Uses</b>	<b>\$ 50,316,769</b>	<b>\$ 27,939,242</b>	<b>\$ 7,959,873</b>	<b>\$ 60,041,086</b>	<b>\$ 7,997,596</b>	<b>\$ 38,900,955</b>	<b>\$ 5,395,026</b>	<b>\$ 198,550,547</b>



**2020 Budget**  
**General Fund Revenue by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
TAXES REVENUE	28,386,561	29,134,837	29,896,202	30,296,742
FEES/PERMITS AND FINES REVENUE	2,330,060	1,772,667	2,062,300	1,814,000
USE OF PROPERTY REVENUE	449,484	563,734	434,202	460,969
INTERGOVERNMENTAL REVENUE	5,716,830	6,356,327	6,145,272	6,547,589
CHARGES FOR SERVICE REVENUE	6,984,903	7,934,241	6,347,919	7,760,725
SALES REVENUE	14,789	17,594	6,000	6,000
MISCELLANEOUS	75,618	29,745	8,000	8,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,841,484	1,693,212	1,984,012	2,573,500
<b>GENERAL FUND REVENUE</b>	<b>45,799,729</b>	<b>47,502,357</b>	<b>46,883,907</b>	<b>49,467,525</b>



**2020 Budget**  
**General Fund Revenue by Function**

Function	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
GENERAL GOVERNMENT	38,813,616	39,563,837	40,627,107	41,965,325
PLANNING	1,069,168	878,664	627,000	642,000
FIRE	3,179,074	4,408,402	3,044,500	4,317,500
PARK/REC	1,001,950	1,004,775	865,000	865,000
POLICE	1,126,153	1,194,509	1,437,800	1,371,500
PUBLIC WORKS	609,768	452,170	282,500	306,200
<b>GENERAL FUND REVENUE</b>	<b>45,799,729</b>	<b>47,502,357</b>	<b>46,883,907</b>	<b>49,467,525</b>

**2020 Budget**  
**General Fund Revenue by Cost Center**

Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
GENERAL FUND COST CENTER	38,767,070	39,516,721	40,581,107	41,919,325
ANIMAL SERVICES ADMIN/OPERATIONS	520	800	-	-
FINANCE ADMIN	30	790	-	-
NON DEPARTMENTAL	45,996	45,996	46,000	46,000
PLANNING ADMIN	393,906	170,480	227,000	242,000
PLANNING COST RECOVERY	675,262	708,184	400,000	400,000
FIRE ADMIN	882,150	1,476,208	614,500	632,500
FIRE PREVENTION	144,772	123,606	115,000	115,000
AMBULANCE	2,152,152	2,808,588	2,315,000	3,570,000
PARK/REC ADMIN	26,603	10,161	10,000	10,000
PR COMMUNITY CENTER	269,567	336,681	260,000	260,000
PR YOUTH/TEENS PROGRAMS	396,594	372,866	340,000	340,000
PR CONTRACT CLASSES	145,526	127,176	115,000	115,000
PR SPORTS PROGRAMS	54,454	52,221	45,000	45,000
PR SPORTS FIELD LIGHTS	86,994	88,370	70,000	70,000
PR SENIOR PROGRAMS	22,212	16,830	20,000	20,000
PR SPECIAL EVENTS	-	-	5,000	5,000
POLICE ADMIN	1,126,153	1,194,509	1,437,800	1,371,500
PUB WORKS ADMIN	595,816	449,210	277,500	305,200
TURNING BASIN/D ST BRIDGE	13,952	2,960	5,000	1,000
<b>GENERAL FUND REVENUE</b>	<b>45,799,729</b>	<b>47,502,357</b>	<b>46,883,907</b>	<b>49,467,525</b>

**2020 Budget**  
**General Fund Appropriations by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	21,950,162	22,971,648	23,579,418	25,230,872
BENEFITS	11,912,940	11,974,525	14,210,839	16,049,482
SUPPLIES	1,385,099	1,206,497	1,107,739	1,151,166
PROF SERVICES, MAINT, REPAIR	4,150,543	4,556,978	4,130,854	4,029,649
INTRAGOVERNMENTAL SERVICES	1,958,638	1,839,433	1,876,843	1,564,270
UTILITIES, RENT, TRAINING	1,653,201	1,711,382	1,518,356	1,514,218
ADVERTISING, PROMOTION, DEBT	30,121	35,335	67,720	29,605
CAPITAL EXPENDITURES	29,708	163,351	233,055	-
TRANSFERS	1,497,654	1,380,053	1,175,053	747,507
<b>GENERAL FUND APPROPRIATIONS</b>	<b>44,568,066</b>	<b>45,839,202</b>	<b>47,899,877</b>	<b>50,316,769</b>
LESS INTRAGOVERNMENTAL OFFSET	(2,858,548)	(2,635,700)	(2,743,619)	(2,857,625)
<b>GENERAL FUND NET COST</b>	<b>41,709,518</b>	<b>43,203,502</b>	<b>45,156,258</b>	<b>47,459,144</b>

**2020 Budget**  
**General Fund Appropriations by Function**

Function	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
GENERAL GOVERNMENT	6,941,962	7,169,024	8,046,922	7,882,205
PLANNING	819,962	879,733	684,202	682,577
FIRE	13,915,229	14,880,711	14,133,090	15,682,135
PARK/REC	1,681,573	1,639,186	1,791,691	1,778,910
POLICE	17,200,356	17,309,417	19,384,540	20,490,446
PUBLIC WORKS	4,008,984	3,961,131	3,859,432	3,800,496
<b>GENERAL FUND APPROPRIATIONS</b>	<b>44,568,066</b>	<b>45,839,202</b>	<b>47,899,877</b>	<b>50,316,769</b>
LESS INTRAGOVERNMENTAL OFFSET	(2,858,548)	(2,635,700)	(2,743,619)	(2,857,625)
<b>GENERAL FUND NET COST</b>	<b>41,709,518</b>	<b>43,203,502</b>	<b>45,156,258</b>	<b>47,459,144</b>

**2020 Budget**  
**General Fund Appropriations by Cost Center**

Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
GENERAL FUND COST CENTER	1,500,147	1,380,090	1,257,960	748,916
CITY COUNCIL ADMIN/OPERATIONS	106,905	105,972	113,923	102,876
CITY ATTORNEY ADMIN/OPERATIONS	917,773	1,250,992	1,023,957	993,737
CITY CLERK ADMIN/OPERATIONS	201,824	255,700	272,195	236,545
CITY CLERK ELECTIONS	96,394	17,794	145,719	147,954
CITY MANAGER ADMIN/OPERATIONS	827,864	822,876	839,134	892,382
ECONOMIC DEVELOPMENT	305,147	317,942	428,308	415,520
FINANCE ADMIN	690,940	646,849	673,687	538,850
FINANCE ACCOUNTING SERVICE	671,092	698,306	734,662	887,927
FINANCE COMMERCIAL SERVICE	476,475	541,313	686,873	700,677
HUMAN RESOURCES ADMIN/OPERATIONS	519,269	537,725	663,938	586,621
NON DEPARTMENTAL	628,132	593,465	1,206,566	1,630,200
PLANNING ADMIN	144,962	171,200	140,202	138,577
PLANNING COST RECOVERY	675,000	708,533	544,000	544,000
FIRE ADMIN	1,297,375	1,303,945	1,304,385	1,254,177
FIRE DISASTER PREPAREDNESS	2,660	2,350	2,600	25,000
FIRE HAZARDOUS MATERIALS	115,014	155,531	159,128	169,248
FIRE PREVENTION	241,863	298,796	321,355	318,289
FIRE SUPPRESSION	11,440,600	12,425,902	11,677,090	13,306,652
FIRE SUPPRESSION-APPARATUS	212,508	151,079	143,600	103,600
FIRE SUPPRESSION-BUILDING/GROUNDS	26,081	52,676	19,500	19,500
FIRE SUPPRESSION-COMMUNICATIONS	16,638	4,643	21,400	21,400
FIRE SUPPRESSION-SUPPLIES	62,579	41,831	53,500	53,500
FIRE SUPPRESSION-TRAINING	13,315	19,291	17,800	17,800
AMBULANCE	486,596	424,667	412,732	392,969
PARK/REC ADMIN	733,969	673,442	773,620	737,278
PR CAVANAGH CENTER	14,750	17,375	12,850	12,850
PR COMMUNITY CENTER	144,058	112,432	188,289	251,331
PR LIBRARY/MUSEUM	37,969	33,595	33,194	35,372
PR YOUTH/TEENS PROGRAMS	326,528	356,689	377,555	355,955
PR CONTRACT CLASSES	67,649	70,166	72,500	72,500

**2020 Budget**  
**General Fund Appropriations by Cost Center**

Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
PR SPORTS PROGRAMS	38,995	44,809	53,596	57,016
PR AQUATIC PROGRAMS	209,694	199,981	156,850	156,850
PR SENIOR PROGRAMS	98,345	108,637	76,237	57,758
PR SPECIAL EVENTS	9,616	22,060	47,000	42,000
POLICE ADMIN	3,005,973	3,079,875	3,214,138	3,347,564
POLICE COMMUNICATION	1,378,510	1,499,878	1,482,350	1,564,073
POLICE CAD/RMS	365,583	373,184	412,626	423,847
POLICE INVESTIGATION	1,302,804	1,111,630	1,474,191	1,485,958
POLICE PATROL	8,685,459	8,990,025	9,863,299	11,073,838
POLICE AUTO THEFT	198,352	197,570	212,063	-
POLICE TRAFFIC SAFETY	1,346,889	1,109,405	1,692,619	1,533,455
POLICE RECORDS	630,918	655,657	699,734	721,438
PARKING ENFORCEMENT	285,868	292,193	333,520	340,273
PUB WORKS ADMIN	381,375	459,923	443,968	370,765
PUB WORKS ENGINEERING DEVELOPMENT	377,647	318,283	362,257	364,747
PUB WORKS ENGINEERING CIP	92,348	102,639	132,638	118,573
PUB WORKS ENGINEERING TRAFFIC	47,602	51,834	63,424	65,757
PUB WORKS BLDG/FACILITY MAINTENANCE	752,929	771,407	720,709	705,463
PUB WORKS AUTO/EQUIP MAINT SHOP	220,577	209,899	220,231	222,065
PUB WORKS STREET LIGHTS	178,715	226,857	175,000	175,000
PUB WORKS PARKS MAINTENANCE	1,767,375	1,695,444	1,621,740	1,664,048
DOWNTOWN STREETS/SIDEWALKS MAINT	158,753	71,195	85,000	83,810
PUB WORKS TURNING BASIN/D ST BRIDGE	31,663	53,650	34,466	30,268
<b>GENERAL FUND APPROPRIATIONS</b>	<b>44,568,066</b>	<b>45,839,202</b>	<b>47,899,877</b>	<b>50,316,769</b>
LESS INTRAGOVERNMENTAL OFFSET	(2,858,548)	(2,635,700)	(2,743,619)	(2,857,625)
<b>GENERAL FUND NET COST</b>	<b>41,709,518</b>	<b>43,203,502</b>	<b>45,156,258</b>	<b>47,459,144</b>

**2020 Budget  
 Special Revenue & Trust Funds  
 Revenue by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
TAXES REVENUE	4,229,535	4,716,923	4,922,879	5,808,015
FEES/PERMITS AND FINES REVENUE	4,211,527	5,989,740	6,007,942	9,706,690
USE OF PROPERTY REVENUE	1,789,224	1,801,308	399,750	1,225,693
INTERGOVERNMENTAL REVENUE	3,948,209	3,528,434	3,848,590	5,012,722
CHARGES FOR SERVICE REVENUE	528,123	591,075	549,583	775,557
SALES REVENUE				
MISCELLANEOUS	202,035	227,345	67,000	562,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,982,833	1,853,172	4,015,243	3,637,970
<b>SPECIAL REVENUE FUNDS</b>	<b>16,891,486</b>	<b>18,707,997</b>	<b>19,810,987</b>	<b>26,728,647</b>

**2020 Budget  
Special Revenue & Trust Funds  
Revenue by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
COMMERCIAL LINKAGE FEES	339,829	175,561	239,973	276,980
HOUSING IN-LIEU IMPACT FEES	1,299,850	1,167,821	229,014	542,275
PARK LAND ACQUISITION IMPACT FEES-08	116,392	255,514	266,049	242,204
PARK LAND DEVELOPMENT IMPACT FEES-08	289,404	807,886	966,896	1,776,630
OPEN SPACE ACQUISITION IMPACT FEES-08	37,595	66,654	69,491	127,278
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	1	609	33,255	304,297
CITY FACILITIES DEVELOPMENT IMPACT FEE	407,022	926,163	1,036,460	1,828,855
STORM DRAINAGE IMPACT FEES	375,126	25,506	350,471	23,557
STORM DRAINAGE IMPACT FEES - 08	51,023	117,316	2,695	28,055
TRAFFIC IMPACT FEES	50,258	31,590	25,624	34,522
TRAFFIC IMPACT FEES - 08	2,142,368	2,821,788	3,401,206	5,217,020
PUBLIC ART FEES	64,402	102,162	43,340	229,292
3% ADMIN FEE - 08	85,540	120,993	122,154	197,935
GENERAL GOV GRANTS	1,286	-	-	-
CDBG	352,306	487,282	330,245	340,333
HOME/BEGIN	548,297	557,512	5,217	163,982
PARKS AND REC GRANTS	211,100	-	-	-
POLICE GRANTS	438,554	580,410	365,552	268,699
PUBLIC WORKS GRANTS	1,110,129	224,935	-	1,053,000
DONATIONS/DEVELOPER CONTRIB	79,631	39,318	-	550,000
ABANDONED VEHICLE ABATEMENT	82,982	122,400	81,539	82,093
ASSET SEIZURES	79,365	159,553	2,001	2,721
HAZ MAT FINES-FIRE	8,559	6,884	304	413
SLESF	217,705	197,701	101,158	101,575
GAS TAX	1,155,688	1,589,741	2,575,677	2,694,011
STREET MAINTENANCE (HUT)	3,506,087	3,887,470	5,308,035	5,490,471
SOLID WASTE CONTRACT MANAGEMENT	44,273	45,371	132,286	263,411
LANDSCAPE ASSESSMENT DISTRICTS	403,336	421,493	394,913	421,350
TRANSIENT OCCUPANCY TAX	2,663,287	3,132,569	3,274,614	3,562,550
PETALUMA TOURISM IMPROVEMENT DISTRICT	-	-	55,000	112,200
PRINCE PARK TRUST	5,685	8,595	5,509	7,492
TAMAE M BAUGH TRUST	-	141,195	-	-
MEASURE M PARKS	-	-	100,000	519,000
WICKERSHAM PARK TRUST	184	297	188	256
SUCCESSOR AGENCY HOUSING	695,376	459,336	266,943	239,499
MOBILE HOME RENT PROGRAM	27,413	24,053	23,710	24,695
CHILD CARE TRUST	1,261	2,040	1,292	1,757
THOMAS LEE CHARITY TRUST	172	279	176	239
<b>SPECIAL REVENUE FUNDS</b>	<b>16,891,486</b>	<b>18,707,997</b>	<b>19,810,987</b>	<b>26,728,647</b>



**2020 Budget  
 Special Revenue & Trust Funds  
 Appropriations by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	1,504,045	1,565,009	1,660,843	1,633,719
BENEFITS	694,378	739,150	815,405	799,367
SUPPLIES	349,168	544,811	626,560	799,320
PROF SERVICES, MAINT, REPAIR	1,479,435	1,726,875	1,868,352	4,807,793
INTRAGOVERNMENTAL SERVICES	692,249	696,490	725,877	808,317
UTILITIES, RENT, TRAINING	355,980	466,729	322,033	502,193
ADVERTISING, PROMOTION, DEBT	301,751	358,612	430,450	203,193
CAPITAL EXPENDITURES	61,088	4,736	255,670	50,000
TRANSFERS	6,443,256	14,069,324	8,864,589	18,335,340
<b>SPECIAL REVENUE FUNDS</b>	<b>11,881,350</b>	<b>20,171,736</b>	<b>15,569,779</b>	<b>27,939,242</b>

**2020 Budget  
Special Revenue & Trust Funds  
Appropriations by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
COMMERCIAL LINKAGE FEES	74,444	96,080	190,329	705,774
HOUSING IN-LIEU IMPACT FEES	326,495	410,549	433,492	1,369,174
PARK LAND ACQUISITION IMPACT FEES-08	2,178	4,822	5,152	4,614
PARK LAND DEVELOPMENT IMPACT FEES-08	292,940	115,896	358,172	1,892,260
OPEN SPACE ACQUISITION IMPACT FEES-08	5,725	69,177	1,359	2,503
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	-	12	665	6,086
CITY FACILITIES DEVELOPMENT IMPACT FEE	32,569	17,391	20,030	1,121,126
STORM DRAINAGE IMPACT FEES	361,246	81,706	103,000	20,000
STORM DRAINAGE IMPACT FEES - 08	979	2,256	-	488
TRAFFIC IMPACT FEES	317,127	34,000	7,000	3,334,000
TRAFFIC IMPACT FEES - 08	41,287	7,051,934	64,711	99,835
PUBLIC ART FEES	47,483	54,994	186,930	446,081
3% ADMIN FEE - 08	55,659	26,834	1,410	937
GENERAL GOVERNMENT GRANTS	1,285	-	-	-
CDBG	341,681	332,791	568,128	338,457
HOME/BEGIN	-	-	-	906,000
PARKS AND REC GRANTS	211,100	-	-	-
POLICE GRANTS	491,113	617,862	379,852	271,041
PUBLIC WORKS GRANTS	1,110,033	333,781	536,000	1,053,000
DONATIONS/DEVELOPER CONTRIB	42,107	36,249	68,676	585,991
ABANDONED VEHICLE ABATEMENT	99,132	105,605	110,333	108,577
ASSET SEIZURES	99,870	104,998	125,982	194,756
HAZ MAT FINES-FIRE	70	20,007	32	10,258
SLESF	100,000	217,700	100,000	159,500
GAS TAX	1,224,134	1,675,366	2,529,259	2,643,826
STREET MAINTENANCE (HUT)	2,109,783	2,668,637	3,955,975	5,591,396
STREET SIGNS AND MARKINGS	480,414	573,331	717,879	555,557
STREET SIGNALS AND LIGHTS	685,414	696,890	669,013	720,633
SOLID WASTE CONTRACT MGMT	2,198	(16,186)	112,834	240,517
LANDSCAPE ASSESSMENT DISTRICTS	446,602	406,733	538,148	622,953
TRANSIENT OCCUPANCY TAX	2,448,932	3,884,911	3,383,187	3,891,809
PETALUMA TOURISM IMPROVEMENT DISTRICT	-	-	-	167,200
PRINCE PARK TRUST	56,500	56,500	56,500	56,500
TAMAE M BAUGH TRUST	-	35,313	-	42,350
MEASURE M PARKS	-	-	95,850	519,000
SUCCESSOR AGENCY HOUSING	362,680	436,317	233,381	238,043
MOBILE HOME RENT PROGRAM	10,170	19,280	16,500	19,000
<b>SPECIAL REVENUE FUNDS</b>	<b>11,881,350</b>	<b>20,171,736</b>	<b>15,569,779</b>	<b>27,939,242</b>

**2020 Budget  
Enterprise Funds Revenue by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
TAXES REVENUE	92,516	88,411	84,000	73,000
FEES/PERMITS AND FINES REVENUE	1,801,550	1,702,680	1,446,500	1,445,800
USE OF PROPERTY REVENUE	1,270,515	1,335,389	1,374,549	1,408,280
INTERGOVERNMENTAL REVENUE	6,228,526	2,768,131	3,896,553	4,557,257
CHARGES FOR SERVICE REVENUE	207,881	199,953	125,000	125,000
UTILITY REVENUE	264,875	261,031	220,000	185,000
SALES REVENUE	694,359	814,336	898,500	858,300
MISCELLANEOUS	3,154	17,887	500	500
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	461,943	977,816	-	100,000
<b>ENTERPRISE FUNDS REVENUE</b>	<b>11,025,319</b>	<b>8,165,634</b>	<b>8,045,602</b>	<b>8,753,137</b>

**2020 Budget  
Enterprise Funds Revenue by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
AIRPORT	1,867,450	2,114,999	2,453,555	2,591,184
BUILDING SERVICES	2,006,775	1,874,849	1,574,685	1,579,532
MARINA	261,064	242,768	253,600	322,800
TRANSIT	6,890,030	3,933,018	3,763,762	4,259,621
<b>ENTERPRISE FUNDS REVENUE</b>	<b>11,025,319</b>	<b>8,165,634</b>	<b>8,045,602</b>	<b>8,753,137</b>

**2020 Budget  
Enterprise Funds Revenue by Cost Center**

Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
AIRPORT ADMIN/OPERATIONS	1,867,450	2,114,999	2,453,555	2,591,184
BUILDING ADMIN	47,320	61,988	38,185	42,932
BUILDING SERVICES	1,790,584	1,694,761	1,436,500	1,436,600
BUILDING SVC COST RECOVERY	168,871	118,100	100,000	100,000
MARINA ADMIN/OPERATIONS	261,064	242,768	253,600	322,800
TRANSIT ADMIN	2,785,644	2,061,208	1,766,856	1,976,408
TRANSIT CITY ROUTES	3,835,530	1,775,848	1,559,857	1,691,808
PARATRANSIT	268,856	95,962	437,049	591,405
<b>ENTERPRISE FUNDS REVENUE</b>	<b>11,025,319</b>	<b>8,165,634</b>	<b>8,045,602</b>	<b>8,753,137</b>

**2020 Budget  
Enterprise Funds Appropriations by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	925,678	1,020,087	1,113,128	1,208,862
BENEFITS	382,492	398,290	452,413	488,444
SUPPLIES	936,745	1,012,014	1,085,864	1,110,330
PROF SERVICES, MAINT, REPAIR	3,637,074	2,413,965	2,439,810	2,612,966
INTRAGOVERNMENTAL SERVICES	611,573	585,627	589,407	590,130
UTILITIES, RENT, TRAINING	294,888	345,770	280,490	277,156
ADVERTISING, PROMOTION, DEBT	1,349,932	1,377,312	547,588	540,985
CAPITAL EXPENDITURES	-	-	679,200	339,000
TRANSFERS	675,683	279,820	449,670	792,000
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,814,065</b>	<b>7,432,885</b>	<b>7,637,570</b>	<b>7,959,873</b>

**2020 Budget  
Enterprise Funds Appropriations by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
AIRPORT	1,695,814	1,764,973	2,247,448	2,672,885
BUILDING SERVICES	1,633,477	1,723,418	1,656,726	1,692,355
MARINA	500,219	366,969	228,178	343,213
TRANSIT	4,984,555	3,577,525	3,505,218	3,251,420
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,814,065</b>	<b>7,432,885</b>	<b>7,637,570</b>	<b>7,959,873</b>

**2020 Budget  
Enterprise Funds Appropriations by Cost Center**

Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
AIRPORT ADMIN/OPERATIONS	1,133,047	1,073,294	1,477,548	1,896,985
AIRPORT FUELING	519,652	641,646	668,700	668,700
AIRPORT HANGARS	43,115	50,033	101,200	107,200
BUILDING SERVICES	1,457,911	1,599,730	1,497,726	1,533,355
BUILDING SVC COST RECOVERY	175,566	123,688	159,000	159,000
MARINA ADMIN/OPERATIONS	500,219	366,969	228,178	343,213
TRANSIT ADMIN	1,697,837	598,943	632,277	622,113
TRANSIT CITY ROUTES	2,592,178	2,289,942	1,922,569	1,740,318
PARATRANSIT	694,540	688,640	950,372	888,989
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,814,065</b>	<b>7,432,885</b>	<b>7,637,570</b>	<b>7,959,873</b>

**2020 Budget  
Utilities Revenue by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
TAXES REVENUE	-	-	178,991	224,769
FEES/PERMITS AND FINES REVENUE	10,650	4,511	5,000	5,000
USE OF PROPERTY REVENUE	358,633	606,460	450,980	607,332
INTERGOVERNMENTAL REVENUE	24,366	58,502	-	-
CHARGES FOR SERVICE REVENUE	8,260	-	-	-
UTILITY REVENUE	38,988,647	44,039,445	45,450,000	46,913,800
SALES REVENUE	34,898	14,847	255,000	91,399
MISCELLANEOUS	167,362	66,595	504,811	431,811
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	615,403	6,474,270	784,503	592,053
<b>UTILITIES REVENUE</b>	<b>40,208,219</b>	<b>51,264,630</b>	<b>47,629,285</b>	<b>48,866,164</b>

**2020 Budget  
Utilities Revenue by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
WASTE WATER	25,064,372	33,198,051	28,782,402	28,717,264
WASTE WATER RATE STABILIZATION	(14,404)	34,540	-	35,000
WATER	14,636,238	17,534,456	18,169,419	19,390,658
STORM WATER	522,013	497,583	677,464	723,242
<b>UTILITIES REVENUE</b>	<b>40,208,219</b>	<b>51,264,630</b>	<b>47,629,285</b>	<b>48,866,164</b>

**2020 Budget  
Utilities Revenue by Cost Center**

Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
WASTE WATER ADMIN	23,916,474	31,746,898	27,682,402	28,217,264
WASTE WATER CAPACITY FEES	1,147,023	1,451,153	1,100,000	500,000
WASTE WATER RATE STABILIZATION	(14,404)	34,540	-	35,000
WASTE WATER ELLIS CREEK	875	-	-	-
WATER ADMIN	14,319,055	17,334,922	18,069,419	19,255,658
WATER CAPACITY FEES	291,102	141,032	100,000	135,000
WATER CONSERVATION	26,081	58,502	-	-
STORM DRAINAGE UTILITY ADMIN	522,013	497,583	677,464	723,242
<b>UTILITIES REVENUE</b>	<b>40,208,219</b>	<b>51,264,630</b>	<b>47,629,285</b>	<b>48,866,164</b>

**2020 Budget  
Utilities Appropriations by Account Type**

Account Type	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	4,796,952	4,847,856	5,576,797	5,961,084
BENEFITS	2,067,360	1,914,626	2,370,024	2,661,770
SUPPLIES	6,966,104	8,494,224	9,490,135	9,850,700
PROF SERVICES, MAINT, REPAIR	2,703,655	2,508,984	4,111,800	4,581,859
INTRAGOVERNMENTAL SERVICES	2,539,471	2,385,447	2,460,508	2,446,757
UTILITIES, RENT, TRAINING	1,791,605	2,080,608	2,437,500	2,421,400
ADVERTISING, PROMOTION, DEBT	14,565,426	9,719,194	9,998,989	10,105,516
CAPITAL EXPENDITURES	-	-	925,157	672,000
TRANSFERS	12,242,704	12,561,688	15,664,685	21,340,000
<b>UTILITIES APPROPRIATIONS</b>	<b>47,673,277</b>	<b>44,512,627</b>	<b>53,035,595</b>	<b>60,041,086</b>

**2020 Budget  
Utilities Appropriations by Fund**

Fund	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
WASTE WATER	30,294,711	27,334,212	34,240,225	38,410,952
WATER	16,916,753	16,836,928	18,308,182	20,946,631
STORM DRAINAGE UTILITY	461,813	341,487	487,188	683,503
<b>UTILITIES APPROPRIATIONS</b>	<b>47,673,277</b>	<b>44,512,627</b>	<b>53,035,595</b>	<b>60,041,086</b>

**2020 Budget  
Utilities Appropriations by Cost Center**

Cost Center	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
WASTE WATER ADMIN	22,572,609	19,809,497	23,773,985	27,764,829
WASTE WATER COLLECT SYSTEM	947,912	956,290	1,194,369	1,153,356
WASTE WATER SEWAGE PUMP STATIONS	400,977	426,380	604,769	725,760
WASTE WATER CUSTOMER SVC	105,552	88,162	113,100	113,300
WASTE WATER INDUSTRIAL	457,349	464,417	591,226	626,605
WASTE WATER RECLAMATION	994,938	674,250	1,117,634	1,248,322
WASTE WATER STORM DRAIN	177,150	156,704	178,918	205,446
WASTE WATER ELLIS CREEK OPERATIONS	4,638,224	4,758,512	6,666,224	6,573,334
WATER ADMIN	7,423,035	5,766,482	5,654,632	7,853,573
WATER CONSERVATION	452,076	654,297	721,220	723,985
WATER CUSTOMER SERVICES	576,669	597,420	641,475	639,089
WATER LEAK DETECT/CROSS CONNECT	122,192	125,729	139,886	129,884
WATER PUMPING	388,466	412,967	433,828	534,338
WATER SOURCE OF SUPPLY	5,558,225	6,998,333	7,516,350	7,708,250
WATER TRANSMISSION & DISTRIBUTION	2,396,090	2,281,700	3,200,791	3,357,512
STORM DRAINAGE UTILITY ADMIN	461,813	341,487	487,188	683,503
<b>UTILITIES APPROPRIATIONS</b>	<b>47,673,277</b>	<b>44,512,627</b>	<b>53,035,595</b>	<b>60,041,086</b>

**2020 Budget**  
**Internal Service Funds Revenue by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
USE OF PROPERTY REVENUE	53,946	135,894	113,316	154,109
CHARGES FOR SERVICE REVENUE	6,309,456	5,806,935	6,234,317	6,303,307
SALES REVENUE	4,083	4,368	-	-
MISCELLANEOUS	49,600	40,473	103,115	103,115
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	800,000	1,155,000	1,360,000	1,685,500
<b>INTERNAL SERVICE FUNDS REVENUE</b>	<b>7,217,085</b>	<b>7,142,670</b>	<b>7,810,748</b>	<b>8,246,031</b>

**2020 Budget**  
**Internal Service Funds Revenue by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
EE BENEFITS	1,344,042	1,022,487	1,507,303	1,294,021
GENERAL SERVICES	238,211	231,902	243,624	228,838
INFORMATION TECHNOLOGY	1,799,228	1,781,285	1,855,253	1,910,375
RISK MANAGEMENT	1,751,264	1,461,582	1,818,854	1,061,331
VEH/EQUIPMENT REPLACE	598,549	969,446	845,842	1,584,245
WORKERS COMP	1,485,791	1,675,968	1,539,872	2,167,221
<b>INTERNAL SERVICE FUNDS REVENUE</b>	<b>7,217,085</b>	<b>7,142,670</b>	<b>7,810,748</b>	<b>8,246,031</b>

**2020 Budget  
 Internal Service Funds Appropriations by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	895,719	990,033	1,056,892	1,076,000
BENEFITS	416,062	436,476	480,798	496,642
SUPPLIES	113,162	99,051	117,410	104,050
PROF SERVICES, MAINT, REPAIR	913,472	987,294	1,031,932	821,902
INTRAGOVERNMENTAL SERVICES	66,562	323,938	312,523	192,712
UTILITIES, RENT, TRAINING	3,381,877	2,417,255	3,073,783	3,057,008
ADVERTISING, PROMOTION, DEBT	304,331	524,669	930,372	930,282
CAPITAL EXPENDITURES	-	-	330,005	1,319,000
TRANSFERS	200,000	100,000	90,000	-
<b>INTERNAL SERVICE FUNDS APPROPRIATIONS</b>	<b>6,291,185</b>	<b>5,878,716</b>	<b>7,423,715</b>	<b>7,997,596</b>

**2020 Budget  
 Internal Service Funds Appropriations by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
EE BENEFITS	822,983	440,408	1,493,488	936,645
GENERAL SERVICES	193,931	221,018	225,674	227,218
INFORMATION TECHNOLOGY	1,764,743	1,822,098	1,916,836	1,920,700
RISK MANAGEMENT	1,949,653	713,024	1,435,212	1,344,836
VEH/EQUIPMENT REPLACE	265,976	480,909	671,281	1,648,276
WORKERS COMP	1,293,899	2,201,259	1,681,224	1,919,921
<b>INTERNAL SERVICE FUNDS APPROPRIATIONS</b>	<b>6,291,185</b>	<b>5,878,716</b>	<b>7,423,715</b>	<b>7,997,596</b>



**2020 Budget  
 Capital Projects Revenue by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
FEES/PERMITS AND FINES REVENUE	-	-	-	
USE OF PROPERTY REVENUE	16,397	20,036	322	438
INTERGOVERNMENTAL REVENUE	1,374,062	4,048,854	1,334,000	2,357,000
CHARGES FOR SERVICE REVENUE	7,450	60,887	50,000	47,000
MISCELLANEOUS	353,286	5,071	-	396,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	16,533,626	23,127,918	19,350,584	32,625,824
<b>CAPITAL PROJECTS REVENUE</b>	<b>18,284,821</b>	<b>27,262,766</b>	<b>20,734,906</b>	<b>35,426,262</b>

**2020 Budget  
 Capital Projects Revenue by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
FACILITIES CIP	448,979	1,160,152	290,125	302,000
FIRE CIP	-	150,000	150,000	-
PARK AND REC CIP	473,046	244,315	339,280	3,066,000
PUBLIC WORKS CIP	4,318,104	12,970,992	4,937,146	9,182,262
FEMA CIP	121,616	-	-	-
AIRPORT CIP	95,362	110,400	364,100	792,000
MARINA CIP	-	-	-	-
TRANSIT CIP	399,844	203,420	30,000	230,000
WASTE WATER CIP	8,181,166	11,994,622	12,366,990	17,433,000
WATER CIP	4,246,704	428,865	2,257,265	4,421,000
<b>CAPITAL PROJECTS REVENUE</b>	<b>18,284,821</b>	<b>27,262,766</b>	<b>20,734,906</b>	<b>35,426,262</b>

**2020 Budget**  
**Capital Projects Appropriations by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	318,502	342,238	1,006,808	1,122,145
BENEFITS	116,622	126,400	371,417	363,838
SUPPLIES	3,088	1,706	-	
PROF SERVICES, MAINT, REPAIR	5,425,172	10,047,608	19,549,294	34,128,000
INTRAGOVERNMENTAL SERVICES	67,994	79,869	214,028	286,972
UTILITIES, RENT, TRAINING	2,030	19,971	-	
ADVERTISING, PROMOTION, DEBT	19,685	8,979	5,000	
CAPITAL EXPENDITURES	189,236	1,003,918	100,000	3,000,000
TRANSFERS	762,801	6,890,502	965,345	
<b>CAPITAL PROJECTS APPROPRIATIONS</b>	<b>6,905,130</b>	<b>18,521,191</b>	<b>22,211,892</b>	<b>38,900,955</b>

**2020 Budget**  
**Capital Projects Appropriations by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
FACILITIES CIP	487,693	542,772	768,000	457,000
FIRE CIP	-	37,495	270,000	-
PARK AND REC CIP	559,081	448,948	293,153	3,065,759
PUBLIC WORKS CIP	4,546,921	11,335,552	5,791,987	12,522,773
FEMA/OES CIP	-	-	-	-
AIRPORT CIP	92,446	99,413	355,161	791,659
MARINA CIP	4,106	-	18	-
TRANSIT CIP	250,183	977,816	31,684	230,260
WASTE WATER CIP	964,700	5,002,620	12,438,478	17,411,802
WATER CIP	-	76,575	2,263,411	4,421,702
<b>CAPITAL PROJECTS APPROPRIATIONS</b>	<b>6,905,130</b>	<b>18,521,191</b>	<b>22,211,892</b>	<b>38,900,955</b>

**2020 Budget  
 Successor Agency Revenue by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
TAXES REVENUE	5,698,495	5,731,427	5,415,359	5,425,283
USE OF PROPERTY REVENUE	22,470	31,566	22,392	30,453
INTERGOVERNMENTAL REVENUE	-	-	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	-	-	-	-
<b>SUCCESSOR AGENCY REVENUE</b>	<b>5,720,965</b>	<b>5,762,993</b>	<b>5,437,751</b>	<b>5,455,736</b>

**2020 Budget  
 Successor Agency Revenue by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SUCCESSOR AGENCY DEBT SERVICE	5,441,735	5,481,427	5,165,359	5,175,283
SUCCESSOR AGENCY ADMIN	279,230	281,566	272,392	280,453
<b>SUCCESSOR AGENCY REVENUE</b>	<b>5,720,965</b>	<b>5,762,993</b>	<b>5,437,751</b>	<b>5,455,736</b>

**2020 Budget  
 Successor Agency Appropriations by Account Type**

Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	44,659	47,283	47,639	49,064
BENEFITS	16,908	18,074	18,118	19,218
SUPPLIES	335	500	500	500
PROF SERVICES, MAINT, REPAIR	26,040	39,450	39,450	32,600
INTRAGOVERNMENTAL SERVICES	420,954	122,648	125,571	128,970
UTILITIES, RENT, TRAINING	4,583	5,350	5,350	6,600
ADVERTISING, PROMOTION, DEBT	2,764,598	5,481,427	5,165,359	5,158,074
TRANSFERS	5,547,823	-	-	
<b>SUCCESSOR AGENCY APPROPRIATIONS</b>	<b>8,825,900</b>	<b>5,714,732</b>	<b>5,401,987</b>	<b>5,395,026</b>

**2020 Budget  
 Successor Agency Appropriations by Fund**

Fund	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SUCCESSOR AGENCY DEBT SERVICE	8,312,421	5,481,427	5,165,359	5,158,074
SUCCESSOR AGENCY ADMIN	513,479	233,305	236,628	236,952
<b>SUCCESSOR AGENCY APPROPRIATIONS</b>	<b>8,825,900</b>	<b>5,714,732</b>	<b>5,401,987</b>	<b>5,395,026</b>



## General Fund Operating Budget Overview

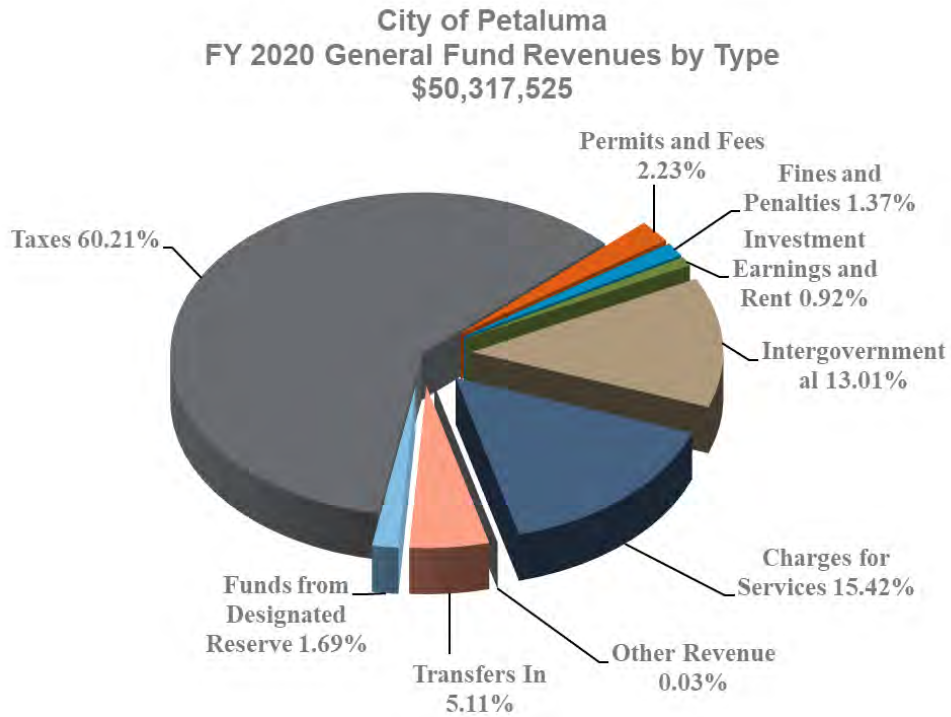
FY 19-20 Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Revised Budget	FY 2020 Adopted Budget
<b>Revenues</b>				
Taxes	\$ 28,386,561	\$ 29,134,837	\$ 29,896,204	\$ 30,296,742
Permits and Fees	1,655,956	1,118,832	1,117,300	1,124,000
Fines and Penalties	674,103	653,834	945,000	690,000
Investment Earnings and Rent	449,483	563,735	434,201	460,969
Intergovernmental	5,716,830	6,356,327	6,145,271	6,547,589
Charges for Services	6,984,902	7,934,241	6,347,919	7,760,725
Other Revenue	90,407	47,339	14,000	14,000
Transfers In	<u>1,841,483</u>	<u>1,693,212</u>	<u>1,984,012</u>	<u>2,573,500</u>
<b>Total Revenues</b>	<b><u>\$ 45,799,725</u></b>	<b><u>\$ 47,502,357</u></b>	<b><u>\$ 46,883,907</u></b>	<b><u>\$ 49,467,525</u></b>
<b>Funds from Designated Reserve</b>			<b><u>\$ 904,715</u></b>	<b><u>\$ 850,000</u></b>
<b>Total Sources</b>			<b><u>\$ 47,788,622</u></b>	<b><u>\$ 50,317,525</u></b>
<b>Expenditures/Appropriations</b>				
Salaries	\$ 21,950,162	\$ 22,971,648	\$ 23,579,418	\$ 25,230,872
Benefits	11,912,940	11,974,525	14,210,839	16,049,482
Services and Supplies	7,218,964	7,510,192	6,824,669	6,724,638
Capital	29,708	163,351	233,055	-
Transfers Out	1,497,654	1,380,053	1,175,053	747,507
Intragovernmental	<u>1,958,638</u>	<u>1,839,433</u>	<u>1,876,843</u>	<u>1,564,270</u>
<b>Total Expenditures/Appropriations</b>	<b><u>\$ 44,568,066</u></b>	<b><u>\$ 45,839,202</u></b>	<b><u>\$ 47,899,877</u></b>	<b><u>\$ 50,316,769</u></b>
<b>Difference</b>	<b><u>\$ 1,231,659</u></b>	<b><u>\$ 1,663,155</u></b>	<b><u>\$ (111,255)</u></b>	<b><u>\$ 756</u></b>
<b>Beginning Working Capital Balance</b>	<b>\$ 1,998,762</b>	<b>\$ 2,040,912</b>	<b>\$ 3,162,821</b>	<b>\$ 3,051,566</b>
<b>Ending Working Capital Balance *</b>	<b><u>\$ 2,040,912</u></b>	<b><u>\$ 3,162,821</u></b>	<b><u>\$ 3,051,566</u></b>	<b><u>\$ 3,052,322</u></b>

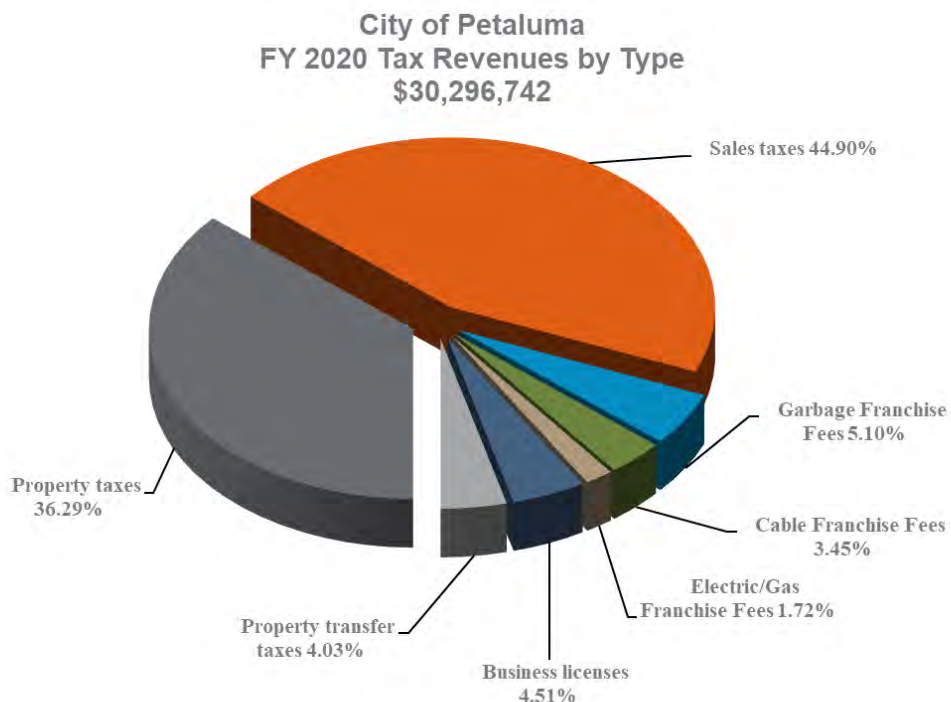
\* Note: Does not include designated reserves

## Revenues

Total General Fund revenues in FY 20 are projected to be \$50,317,525. This represents a 5.3% increase from FY 19 revised revenues. The chart below shows total General Fund revenues by type.



Tax revenues make up 60.21% of total General Fund revenues. The chart below 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 \$13.6 million during FY 20. This represents a slight decrease of \$.1 million or less than 1% from FY 19 revised revenue. The slight decrease is due to business changes and a slight easing up on projected revenues resulting from rebuilding efforts in Sonoma County as a result of the 2017 Sonoma County wildfires. Moderate growth in the General Retail, Construction, and Food products categories continue to result in steady growth in the out years of the forecast. We continue to work closely with the sales tax consultants to refine the forecast and provide updates as results are provided.

Property Tax revenue is the second largest individual source of revenue in the General Fund and makes up 36% of General Fund tax revenues. FY 20 overall property tax revenues are projected to be \$10.9 million. This amount is up \$.4 million from FY 19 and represents an overall 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 \$3.1 million or 10% of General Fund tax revenues. Franchise Fees overall are expected to remain relatively flat going into the next year. This revenue category is continuing a pattern of slow overall growth over time.

Business License revenues make up approximately 4.5% of General Fund tax revenues. Revenues in this category are estimated to be \$1.4 million in FY 20, and are up about 3% over FY 19 revised projections. This revenue category is continuing a pattern of slow overall growth over time.

Property Transfer Taxes are projected to be \$1.2m during FY 20. This amount is up about 2% from FY 19. This revenue category is continuing a pattern of slow overall growth over time driven by increased property values and a strong housing market.

Permits and Fees revenue are projected to be \$1.1m during FY 20. This category is virtually flat year over year.

Fines and Penalties revenue is expected to be down approximately \$.25 million next fiscal year due to lower citation revenue which is an actualizing of police citation revenues coming in under budget for the last several years. This is the result of staff shortages in the Patrol division resulting in less citations issued, and revenue realized.

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

Intergovernmental revenues are projected to be up \$.4 million next fiscal year due mainly to higher anticipated Motor Vehicle License Fees and increased grant revenues



for the continued funding of two school resource officers staffed at Petaluma City Schools.

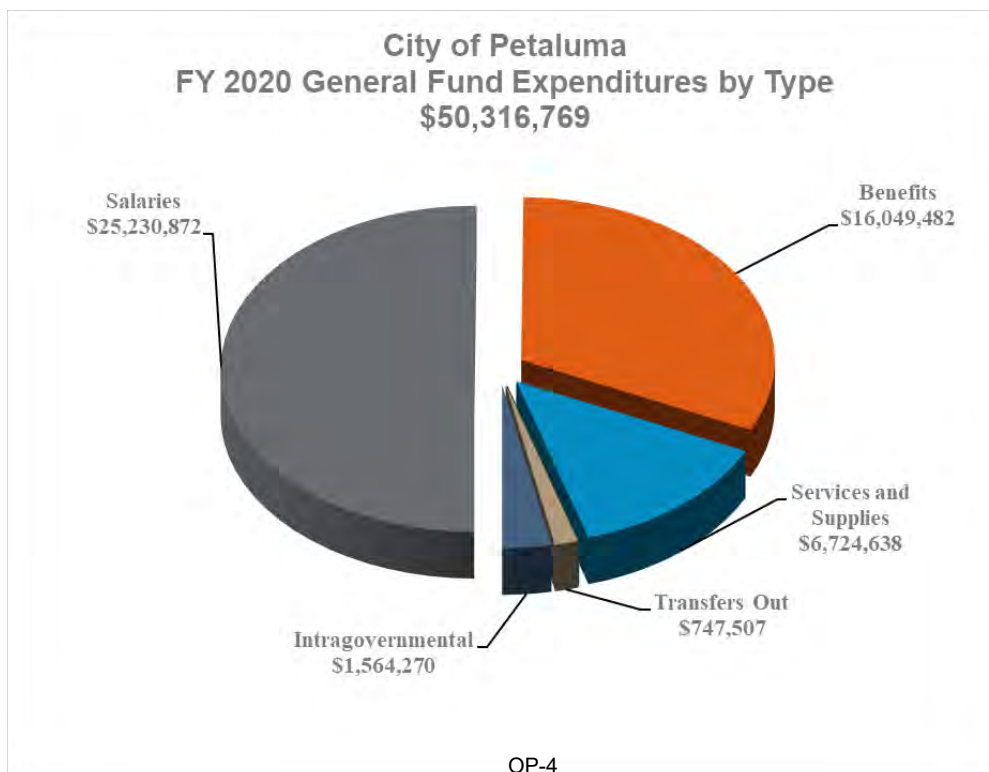
Charges for Services revenues are projected to be \$7.8 million next fiscal year. This revenue category is up approximately \$1.4 million and is the result of an expected increase in ambulance fee revenues as a result of an updated fee study which is directly offset by increased costs incurred to operate a third ambulance. Also included is a slight increase resulting from intragovernmental charges and annual fee revenue adjustments.

Transfers into the General Fund during the upcoming fiscal year will be approximately \$2.6 million, up about \$.6 million from this fiscal year. This is due to higher transfers in from Transient Occupancy Tax from funds made available next fiscal year following the creation of the Petaluma Tourism Improvement District which will now fund the Petaluma Visitors Center program. In addition, newly established hotels and increased funding directed to the General Fund as a budget balancing strategy to assist with rising costs also contribute to the overall increase.

Funds transferred in from designated reserves will be \$.85 million, a decrease of \$.15 million from revised FY 19. This is due to less capital asset purchases from designated reserves.

## Expenditures

Overall General Fund expenditures are projected to increase approximately \$2.4 million next year over FY 19 revised budget. The chart below shows expenditures by type.

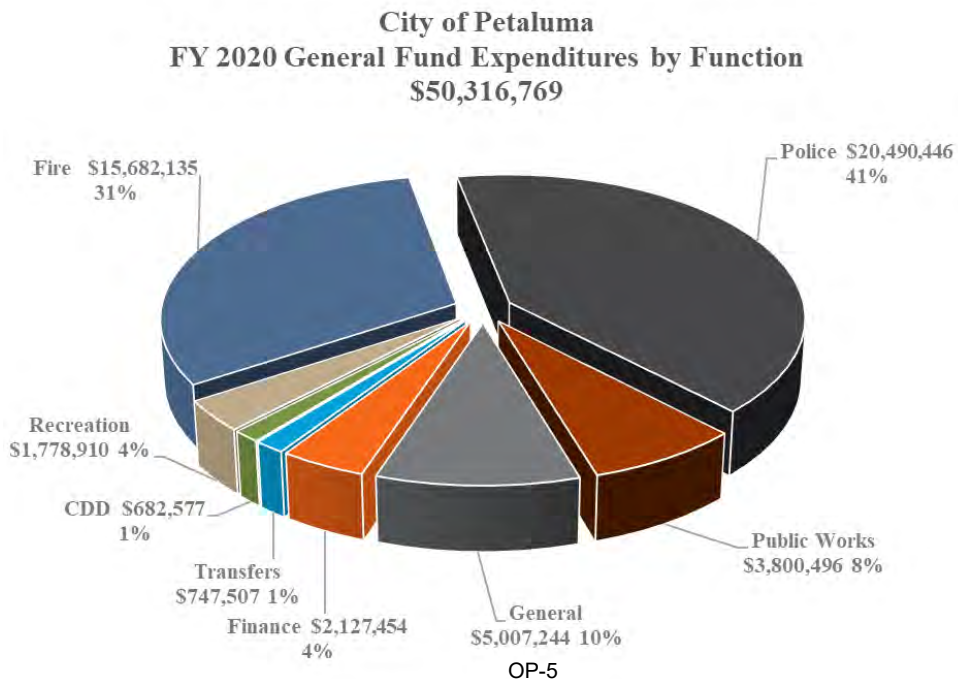


Salaries are expected to be higher by about \$1.6 million. In response to an aging population and rising medical related calls requesting ambulance transport, the cost of six additional fire fighter/paramedics are being recommended to operate a third ambulance which is expected to be fully offset by increased fee revenue generated from revised fees and medical transports. Also adding to the increased costs are the result of previous negotiations and cost of living adjustments as well as increased overtime costs.

Benefits are expected to increase next fiscal year by approximately \$1.8 million. This increase is related to the additional six fire fighter/paramedics needed to respond to increased medical calls and to operate a third ambulance. This cost is expected to be fully offset by increased fee revenue generated from revised fees and medical transports. Also included in the increase is increased retirement costs. Workers compensation costs are also increasing due to an increase in injury claims.

Services and supplies are decreasing by approximately \$.1 million due mainly to a budget reduction requirement across all general fund departments and the elimination of one-time nonrecurring costs. Capital expenditures are decreasing by \$.2 million due to one-time non-recurring capital purchases in 2018/19 for safety vehicles.

Transfers out are decreasing by \$.4 million due to a budget balancing strategy implemented resulting in reduced transfers to the Employee Benefits fund of \$150k to pay down the OPEB liability and \$300k for Vehicle Replacement. Transfers that continue to be 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 be in the 2.5% 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 related cost increases.

### General Fund Long Term Operating Forecast

Revenue Categories	Revised 2019	Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Forecast 2025
Property Taxes	\$ 10,576,993	10,995,990	11,325,870	11,609,016	11,841,197	12,078,021	12,319,581
Sales and Use Taxes	13,725,100	13,602,400	14,199,789	14,583,037	14,966,288	15,349,538	15,732,788
Business License Tax	1,327,020	1,366,831	1,407,836	1,450,071	1,493,573	1,538,380	1,584,532
Property Transfer Tax	1,196,000	1,219,920	1,244,318	1,269,205	1,294,589	1,320,481	1,346,890
Franchise Fees	3,071,091	3,111,601	3,204,949	3,301,098	3,400,130	3,502,134	3,607,198
Permits and Fees	1,117,300	1,124,000	1,157,720	1,192,452	1,228,225	1,265,072	1,303,024
Fines and Penalties	945,000	690,000	703,800	717,876	732,234	746,878	761,816
Investment Earnings and Rent	434,201	460,969	474,798	489,042	503,713	518,825	534,389
Intergovernmental Revenues	6,145,271	6,547,589	6,744,017	6,946,337	7,154,727	7,369,369	7,590,450
Charges for Services	6,347,919	7,760,725	7,915,940	8,074,258	8,235,743	8,400,458	8,568,467
Other Revenues	14,000	14,000	14,280	14,566	14,857	15,154	15,457
Transfers from Transient Occupancy Tax	1,701,012	2,387,000	2,337,000	2,337,000	2,337,000	2,337,000	2,337,000
Other Transfers and Sources	1,187,715	1,036,500	886,500	886,500	486,500	486,500	186,500
<b>Total Revenues</b>	<b>\$ 47,788,622</b>	<b>\$ 50,317,525</b>	<b>\$ 51,616,816</b>	<b>\$ 52,870,457</b>	<b>\$ 53,688,777</b>	<b>\$ 54,927,810</b>	<b>\$ 55,888,094</b>

Expenditure Categories	Revised 2019	Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024	Forecast 2025
Salaries and Wages	\$ 23,579,418	25,230,872	26,199,509	26,783,497	27,380,623	27,991,184	28,615,484
Benefits	14,210,839	16,049,482	17,520,248	18,928,462	20,206,847	21,286,158	22,612,513
Services & Supplies	6,824,669	6,724,638	6,859,131	6,996,313	7,136,240	7,278,964	7,278,964
Intragovernmental	1,876,843	1,564,270	1,864,270	1,864,270	1,864,270	1,864,270	1,864,270
Fixed Assets & Cap. Outlay	233,055	-	-	-	-	-	-
Storm water transfer	592,053	592,053	592,053	592,053	592,053	592,053	592,053
Transfers Out	583,000	155,454	605,454	605,454	605,454	605,454	605,454
<b>Total Expenditures</b>	<b>\$ 47,899,877</b>	<b>\$ 50,316,769</b>	<b>\$ 53,640,667</b>	<b>\$ 55,770,051</b>	<b>\$ 57,785,489</b>	<b>\$ 59,618,085</b>	<b>\$ 61,568,740</b>

<b>Rev. Over (Under) Exp.</b>	<b>\$ (111,255)</b>	<b>\$ 756</b>	<b>\$ (2,023,850)</b>	<b>\$ (2,899,594)</b>	<b>\$ (4,096,712)</b>	<b>\$ (4,690,275)</b>	<b>\$ (5,680,647)</b>
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<b>Unassigned Bal. Beg. of Yr</b>	<b>\$ 3,162,821</b>	<b>\$ 3,051,566</b>	<b>\$ 3,052,322</b>	<b>\$ 1,028,472</b>	<b>\$ (1,871,122)</b>	<b>\$ (5,967,834)</b>	<b>\$ (10,658,109)</b>
<b>Unassigned Bal. End of Yr</b>	<b>\$ 3,051,566</b>	<b>\$ 3,052,322</b>	<b>\$ 1,028,472</b>	<b>\$ (1,871,122)</b>	<b>\$ (5,967,834)</b>	<b>\$ (10,658,109)</b>	<b>\$ (16,338,756)</b>

The unassigned fund balance is projected to be \$3,052,322 at the end of FY 2019-20. Without further service reductions or a newly identified revenue source, the unassigned fund balance (operating reserve) is projected to decline and be fully exhausted by FY 22

resulting in a projected deficit of (\$1,871,122) and (\$16,338,756) by the end of the forecasting period FY 24-25. While the financial forecasting model shows increases for both revenue and spending, expenditures continue to show a growth rate much larger than revenues illustrating that the current revenue structure may not be sufficient to sustain the level of services provided. Given that the services provided require employees, the increase in expenditures are mainly attributed to the rising costs of staffing – including both salaries and associated benefits.

Designated reserves are excluded from the Unassigned Fund Balance above as they have been committed or reserved by either Council Policy or Council Action. A balance of \$8.8 million is maintained separate from the Unassigned (operating) reserve and currently amounts to 17% of the General Fund budget. Approximately \$4.2 million of this balance is reserved for emergencies and is approximately 8% of the General Fund budget. The reserve for emergencies will continue to be increased using one-time revenues until the Council's 15% target has been reached or until City Council policy changes. An additional \$4.1 million of the designated reserves have been formally committed by council action and are designated for previous salary increases and General Plan updates.

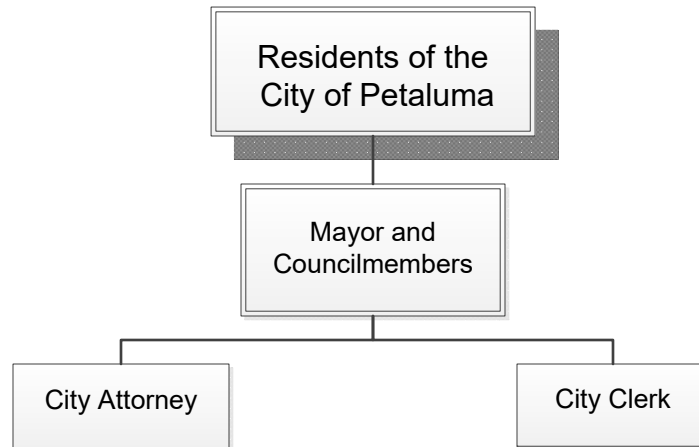
It is critical to maintain existing reserves and continue building reserves with both one-time revenues as well as any unanticipated savings. As you might recall, the City relied on reserves during the 2008 financial crisis. It allowed the City to adjust accordingly while still maintaining an acceptable level of service to the Community. It's taken over a decade to rebuild reserves to the level which existed prior to the great recession. Reserves provide agencies flexibility when responding to emergencies or natural disasters as well as economic factors such as a downturn in the economy or fluctuations or volatility in revenues or expenditures. While it may be tempting to drawdown on reserves to fill a budget deficit, it is not a permanent solution as reserves are not infinite and therefore cannot sustain ongoing costs.

The City continues the struggle to maintain current service levels with the current revenues which have been for years, inadequate. There is much work that needs to be done to resolve the structural deficit. Looking into the future, and specifically over the next 18-24 months, it is critical for the City to identify a new revenue source to maintain current service levels and to avoid the need for further budget reductions.

It is important to note that the amounts contained in the forecast are estimates. While a "most likely" estimate has been presented, the amounts will change based on new updated information. Revenue generation options will continue to be evaluated and economic development opportunities will progress. The forecast presented here, along with future updates, will provide financial perspective as we progress into the future.



## Legislative



## CITY COUNCIL

11300 CITY COUNCIL ADMIN/OPERATIONS	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	51,035	51,184	55,662	46,286
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### **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 and 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.

### **2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

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

#### **Goal 1 - MAINTAIN FISCAL SUSTAINABILITY**

- Increased various existing user fees and established new fees.
  - Completed Utility rate adjustments, implemented partial funding of Stormwater Management through Trash Capture Fees, increased Commercial Linkage and Housing In Lieu fees, adopted Pavement Utilization fees for Street Maintenance funding, and Live-aboard fees for the Marina.
- Secured grant funding for a variety of City projects.
- Initiated cost saving measures to reduce future retirement liability
  - Initiated tiered retirement plans
  - Increased employee share of cost
  - Paid down a portion of the PERS unfunded liability
- Ongoing enforcement of Purchasing Policy resulting in procurement savings.

- Refinanced debt resulting in significant savings- Waste Water Revenue Bonds and Tax Allocation Bonds.

**Goal 2 - INVEST IN HUMAN RESOURCES AND INFORMATION TECHNOLOGY**

- Designed and implemented management leadership class for City staff
- Digitized a portion of Council archives including minutes from 1858-1911; ordinances from 1858-1971; and resolutions from 1911-1912.
- Implemented several online permits for over the counter permit applications.
- Initiated procurement of a new, online system for accepting, processing and managing permits electronically.
- Initiated implementation of an agenda management system to streamline review and save staff time.
- Researched options for city's financial management system in preparation for discontinuation of current system.
- Evaluated needs of Commissions and Committees and revised operating procedures to improve agenda preparation and plan review tasks. Amendments to enabling legislation were determined not to be necessary.

**Goal 3 - ESTABLISH / REVISE LOCAL LEGISLATION**

- Completed several updates to the General Plan including Urban Growth Boundary Assessment, updated flood mapping, and other clean up changes.
- Marijuana ordinance approved which includes program for cannabis manufacturing, testing and one delivery dispensary.
- Monthly workshops covered the following topics: water & wastewater rates, tax and revenue initiatives, marijuana regulations, general plan updates & housing strategies.
- Study underway to transition traffic analyses for new development to evaluate "Vehicle Miles Traveled" in compliance with recent CEQA guidelines.

**Goal 4 - PROMOTE HEALTHY DEVELOPMENT, SUSTAINABILITY, AND ECONOMIC DEVELOPMENT**

- Inclusionary Housing Ordinance completed.
- Approval of Temporary Housing Policy in response to 2017 Fires.
- Refinanced 5 Affordable Housing developments for rehabilitation projects; partnered with non-profit to preserve 1<sup>st</sup> time homebuyer units through a land trust model.
- Selected PEP Housing and completed entitlements to develop a 54 Unit low income senior/senior veteran development which will soon begin construction.



- Completed Career and Lifestyle Guide as a local business recruiting tool. Held educational meetings with local manufacturing group to support talent recruiting and employee management.
- Pursued a robust sustainability agenda, including:
  - Increased water recycling for the expansion of agriculture and urban use
  - Increased organic waste composting and refuse recycling
  - Added Electronic Vehicle charging stations
  - Purchased hybrid electric buses
  - Replaced LED fixtures in over 5000 streetlights
  - Used a portion of sewer biosolids to produce an innovative liquid fertilizer
  - Discontinued use of glyphosate in parks and adjacent to residential areas
  - Restored wetlands and floodplains into passive open space (e.g. Denman and Capri Projects)
  - Pursued grants for shore zone resiliency and marsh restoration
- Update to historic demolition resolution to respond to current context and create three levels of review
- Approval of public outreach policy to increase noticing radius, require onsite posting, and require community meetings for major projects adjacent to residential neighborhoods
- Completed consistency analysis with airport land use plan for Washington ball fields

### **Goal 5 - ENHANCE PUBLIC SAFETY**

- Held fall and spring police academy, junior police camp, coffee with a cop, several town hall meetings and increased social media following from 20,400 to 70,000
- Reduced many crime categories by at least 8% and as much as 28%
- Increase patrol time dedicated to crime prevention from 9% to 25%
- Increase traffic enforcement by 42%
- Decreased traffic fatalities by 50% (from 6 in 2017 to 3 in 2018)
- Completed Denman Reach Phase 3 and began design of phase 4.
- Spent over \$750,000 on ADA improvements, much in the downtown area, to enhance mobility and pedestrian safety.
- Worked with the Finance Director and fee consultants to fund the addition of a third ambulance without impact to the general fund. An increase in ambulance fees and the addition of staffing to support the third ambulance will be added to the upcoming budget.
- Worked with downtown property owners to install fire sprinklers now that the water main in Petaluma Boulevard can accommodate the upgrades.

- Worked with CALTRANS to execute project to enhance safety at the intersection of Lakeville and Pineview.

**Goal – 6 PLAN AND DELIVER CAPITAL IMPROVEMENTS**

- Secured \$1.8 million for street improvements through SB-1 and pavement usage fees.
- Began design and land acquisition for Rainier undercrossing / interchange
- Began design for bridge at Caulfield.
- Completed Washington Park Phase 1 and restrooms
- Completed Petaluma Boulevard water main replacement facilitating fire sprinkler installations

## **2019-2021 CITY COUNCIL GOALS and PRIORITIES**

On April 6, the City hosted a community workshop and sent out a survey to ascertain top goals and priorities. These included Sustainability—fiscal, organizational, and environmental, Inclusivity, Safety, Infrastructure, Economy, Downtown, Housing, and Healthy and Active Living. Below are the adopted objectives and work plan for each of the goal areas.

# A CITY THAT WORKS FOR EVERYONE

Ensure a fiscally and organizationally sustainable City that is innovative, efficient, provides valued services promptly and professionally, engages the community, and proactively funds, designs, installs and maintains City infrastructure that is safe, functional, and sustainable and serves the needs of our residents.

## **OBJECTIVE 1 – ENSURE A FISCALLY AND ORGANIZATIONALLY SUSTAINABLE CITY.**

### **Workplan Items:**

1. Develop a fiscal sustainability plan with the community that balances City services with available revenues and integrates policies and identifies potential revenue sources that can ensure long-term financial health and effectiveness of the City.
2. Continue implementing strategies to reduce pension costs and unfunded liabilities.
3. Develop a budget-in-brief to provide the City's financial information in an understandable, accessible format.
4. Review and update the City's Development Impact Fees where appropriate.
5. Improve the responsiveness and efficacy of the City to its residents by examining potential changes and updates to the City Charter.
6. Become a Helen Putnam Award of Excellence City.
7. Leverage local, regional, and state programs and resources to maximize city revenues.
8. Recruit, hire, retain, and advance a workforce that is diverse, skilled, talented, and prepared to meet the demands of a full-service City.
9. Develop an internship program with the SRJC and Sonoma State University.
10. Make the City of Petaluma a model employer, and improve employee morale, productivity, and retention through leadership and professional development, workplace safety and wellness programs, encouraging creativity and innovation, and providing opportunities for connections between staff and the community, and celebrating staff successes.
11. Institute staff training programs to enhance staff expertise and advancement.
12. Host staff trainings in compliance with federal / state regulations including harassment prevention, wellness, safety and workplace security as well as other relevant staff trainings which will be identified through a needs-assessment.
13. Establish a new employee orientation program.

**OBJECTIVE 2 – PROVIDE CITY INFRASTRUCTURE THAT IS SAFE, SUSTAINABLE, MULTI-USE, EFFICIENT, INSPIRING CIVIC PRIDE.**

**Workplan Items:**

14. Identify funding options to complete Petaluma’s planned cross-town connectors.
15. Identify funds and develop plan to improve Petaluma’s streets and roads.
16. Complete the reconstruction of Maria Drive, Sonoma Mountain Parkway, and N. McDowell Blvd.
17. Upgrade traffic signal management by re-establishing full-time traffic engineer position.
18. Establish and improve paths, as useful transportation options, and make walking and biking easy, fun and safe.
19. Implement community bike share system and explore other multi-modal transportation offerings.
20. Better integrate multi-modal transportation with street designs.
21. Create a more efficient corporation yard at Hopper Street, including addressing the decommissioning of the existing water plant facilities and integrate uses including the adjacent COTS and Animal Shelter facilities.
22. Complete the second SMART station at Corona.
23. Expand transit service on primary corridors.
24. Provide additional real-time schedule information and infrastructure for Petaluma Transit.
25. Inventory and promote all road paving and reconstruction projects with funding sources and dates of completion, made in the last five years.
26. Update the City’s Bicycle and Pedestrian plan and realize opportunities for crosstown connections for all modes of transportation.
27. Encourage transit use through expanded service, pass programs, partnerships, and promotion.
28. Consider a program to make some downtown streets pedestrian-only.

**OBJECTIVE 3 – MAXIMIZE ALL OPPORTUNITIES TO BE TRANSPARENT, EFFECTIVELY INFORM, AND MEANINGFULLY ENGAGE OUR COMMUNITY THROUGH INNOVATION, ACCESSIBILITY, AND EXCELLENT CUSTOMER SERVICE.**

**Workplan Items:**

29. Establish a centralized, citywide community engagement and communications program that emphasizes two-way, ongoing communications and robust community engagement.
30. Engage and support all City committees and commissions, allowing opportunities to cross-pollinate with each other and to better integrate and provide recommendations for improved City decision-making.
31. Provide post-meeting summaries of all City Council and Planning Commission meetings and promote on all City communication platforms.
32. Coordinate and enhance cross-departmental social media collaboration.
33. Develop and publish public record request guidelines on City website.

34. Promote outreach, inclusion, and involvement of Petaluma’s diverse communities through expanded translation and interpretation services in City information and programs, recruitment strategies, and developing leadership opportunities.

**OBJECTIVE 4 – IMPLEMENT TECHNOLOGY INITIATIVES TO IMPROVE THE ACCESSIBILITY, EFFICIENCY AND EFFECTIVENESS OF CITY OPERATIONS, PROVIDE THE HIGHEST LEVEL OF CUSTOMER SERVICE, AND MAKE THE CITY THE PRIMARY SOURCE FOR CITY INFORMATION.**

**Workplan Items:**

35. Develop a citywide IT Masterplan that identifies and prioritizes City technology needs, funding, and implementation strategies.
36. Implement an online permitting system.
37. Implement agenda management software system.
38. Complete the roll-out of an updated City website that creates a more user-friendly, accessible, and interactive information resource and online experience for the community.
39. Leverage technology to improve efficiency including improved use of meeting and conferencing technologies.
40. Enhance mobile technology to increase efficiency of field staff.
41. Encourage the expansion of internet fiber by carriers to provide access to our community.

# OUR ENVIRONMENTAL LEGACY

Preserve and protect Petaluma’s environment for future generations and become a municipal leader in sustainability by protecting our river and open space, reducing and drawing down greenhouse gas emissions, and encouraging sustainable development.

## **OBJECTIVE 1 – PRESERVE AND PROTECT PETALUMA’S ENVIRONMENT WITH SMART AND EFFICIENT USE OF RESOURCES.**

### **Workplan Items:**

42. Find ways for City operations to reduce greenhouse gas emissions, conserve water, decrease waste, and minimize use of fossil fuels and investigate and pursue options for carbon sequestration.
43. Consider adopting energy codes that exceed current requirements.
44. Consider and move forward to adopt City’s participation in Sonoma Clean Power’s EverGreen program.
45. Consider requiring new development to participate in Sonoma Clean Power’s EverGreen program.
46. Establish and promote a citywide sustainability program leading with exemplary environmental practices.
47. Adopt a Zero Waste ordinance.
48. Adopt an ordinance creating and empowering a City Climate Commission.
49. Install solar panels on city-owned properties where appropriate and work with Sonoma Clean Power on a solar program for potential revenue generation.
50. Engage the Regional Climate Protection Agency, City Council, staff, and community members in the development of a city-wide Climate Action Plan.
51. Complete Biomass to Biofuel project at the City’s Ellis Creek Water Recycling Facility.
52. Develop a framework to move the City and transit vehicle fleet from fossil-fuel based to hybrid, renewable compressed natural gas, and/or electric vehicles and continue pursuing grant funding opportunities for electric vehicles.
53. Continue to expand recycled water services to support local agriculture and groundwater and surface water resources.
54. Consider requiring electric vehicle charging stations and solar energy in new or substantially-upgraded housing and commercial structures.
55. Make the City’s water distribution system more resilient, by repairing and replacing leaking water pipes, and implementing the water/sewer masterplan.
56. Update Implementing Zoning Ordinance (IZO) to ensure ability to provide full environmental review for all discretionary project.
57. Improve integration of transit in planning and land-use related processes and decision-making.
58. Increase organic diversion from landfills and explore composting site opportunities.
59. Install consistent three stream receptacles at all City facilities.
60. Adopt a citywide single-use plastic and polystyrene ban.
61. Ban the use and sale of Glyphosate.

62. Examine Urban Growth Boundary expiration date beyond 2025 via ballot measure and develop a white paper on options.
63. Reimagine maintenance practices for managing City parks and open spaces.
64. Create tool / dashboard that tracks City progress on reducing greenhouse gas emissions and carbon sequestration.
65. Research and pursue grey water use and rain/storm water catchment options for new development.

**OBJECTIVE 2 - PROMOTE SUSTAINABLE BUILDING PRACTICES AND ACTIVE CONSERVATION EFFORTS TO PETALUMA RESIDENTS.**

**Workplan Items:**

66. Educate our community and provide sustainability tools for City staff, developers, employers, property owners and all residents.
67. Work with Recology to increase the diversion of waste away from the landfill.
68. Implement sustainable building practices that go above and beyond basic code requirements.
69. Investigate ways to allow homeowners to use the public right of way for EV Charging.
70. Continue focus on water conservation and urban recycled water expansion.
71. Revisit flood plain management practices to address climate change and sea level rise.

# A SAFE COMMUNITY THAT THRIVES

Support facilities and design programs that create a healthy, resilient, and engaged community that is prepared, safe and housed.

## **OBJECTIVE 1 – MAINTAIN AND ENHANCE PUBLIC SAFETY AND PREPARE FOR EMERGENCIES & DISASTERS, THROUGH CRIME AND FIRE PREVENTION, AND TRAFFIC SAFETY.**

### **Workplan Items:**

72. Assess current staffing levels and adjust public safety staffing to ensure rapid response times and the safety of our first responders.
73. Restore Public Safety specialty units when possible.
  - a. Re-establish bicycle teams downtown.
  - b. Prioritize youth safety through education and community resource officers.
  - c. Restore the Homeless Outreach Services Team.
74. Evaluate all city facilities, including our police and fire stations, and corporation yard facilities, and develop maintenance and replacement recommendations.
75. Create an Emergency Operations Center (EOC) that is appropriately equipped and staffed to better respond to all emergencies and disasters.
76. Adopt a Care and Shelter operations manual to improve City logistics planning during emergencies.
77. Assist the community, with special focus on those with special needs, through outreach and training, to ensure resiliency and emergency preparedness. Plan for natural disasters and all emergencies by providing safe places for the community to shelter (e.g. fairgrounds, faith community/churches, city facilities).
78. Improve public safety through proactive crime and fire prevention activities.
79. Improve traffic safety through proactive education, engineering, and enforcement strategies.
80. Assess and identify traffic needs and develop organizational structure to support needs, including the possibility of restoring a full-time City Traffic Engineer position.
81. Promote emergency preparedness and resiliency strategies to our residents and businesses.
82. Promote neighborhood policing and fire safety with beat assignments, community engagement, and multilingual outreach.
83. Consider a firework and use sales ban, or other modification to current ordinance; assist the non-profits who rely on these sales to identify alternatives for fund raising.
84. Enhance pavement management program to improve the safety and serviceability of our roads and to protect drivers, cyclists and pedestrians.
85. Implement *City Vision Zero* plan with a focus on pedestrian and cyclist safety with improvements to uncontrolled crosswalks, curb ramps, sidewalk, and bicycle infrastructure.



**OBJECTIVE 2 – CREATE DIVERSE HOUSING OPPORTUNITIES FOR ALL PETALUMANS.**

**Workplan Items:**

86. Develop programs that provide affordable rental and ownership housing for the missing middle including but not limited to public safety, municipal employees, teachers, and non-profit employees Support and partner with organizations that help the housing insecure and unsheltered population find health care & supportive services.
87. Work with service providers and countywide agencies to coordinate response and solutions to the City's unsheltered population including transitioning homeless Petalumans into shelter and housing.
88. Facilitate construction of Accessory Dwelling Units.
89. Consider establishing a Housing Commission.
90. Create a 5-year strategic housing plan to provide inclusive housing solutions that are affordable, ADA compliant, age friendly, and ensure the continuity of City services to a growing residential population.

**OBJECTIVE 3 - SUPPORT A HEALTHY COMMUNITY BY ENCOURAGING ACTIVE LIVING, INCREASING RECREATIONAL OPPORTUNITIES, AND ENACTING POLICIES THAT PROMOTE WELL-BEING.**

**Workplan Items:**

91. Collaborate with the Health Care District and other service providers to identify and promote wellness programs and policies.
92. Work with the County to adopt a Tobacco Retail Licensing ordinance and re-evaluate the City's smoking policy to include e-cigarettes/vaping.
93. Create and promote multi-cultural and multi-generational recreation and wellness programs that support community connection, physical well-being, and opportunities for play. Focus on public health in planning processes—including air quality, walkability, childcare incorporated into larger developments, including revisiting zoning around sensitive receptors (e.g. schools, health care facilities).
94. Develop fee structure for Alcohol-Related Nuisance Ordinance for sustained management and enforcement of license alcohol establishments.
95. Consider adopting a "visitability" ordinance to provide accessibility in new single-family home construction.
96. Improve access to healthy, sustainable food throughout the community, including consideration of community garden sites and farmers market locations (e.g. fairgrounds), and events; explore opportunities to incorporate elements of County Food Action Plan.
97. Improve integration of transit to all demographics by partnering with social service agencies and non-profit organizations.
98. Create more diverse recreational, social, and cultural opportunities for youth.
99. Secure designation as an Age Friendly City.
100. Increase efforts to support seniors that help them to remain engaged, active, and independent.

# AN ECONOMY THAT PROSPERS

Encourage a thriving business environment that results in a strong, diverse, resilient economy and supports community prosperity.

## **OBJECTIVE 1 – ATTRACT AND RETAIN BUSINESSES THAT GENERATE REVENUES AND PROVIDE JOBS THAT PAY LIVING WAGES.**

### **Workplan Items:**

101. Create and promote business-friendly city operations such as zoning, permitting, and licensing.
102. Update Implementing Zoning Ordinance (IZO) and look for ways to consolidate, simplify, and streamline for more flexibility in reviewing.
103. Prioritize and incentivize sustainable infill development.
104. Create programs to support start-up businesses by expediting permits and providing in-person permit consultations.
105. Establish City minimum wage ordinance.
106. Enhance information on licensing and permitting guidelines to be accessible and understandable to all.
107. Work with regional workforce agencies to attract talent for local businesses.
108. Update the City's Economic Development Strategy.
109. Complete Airport re-zoning as a catalyst to new business opportunities.
110. Retain businesses that support local agriculture (e.g. processing, product development).
111. Incentivize, support, and incubate small, start-up businesses.

## **OBJECTIVE 2 – PROMOTE PETALUMA AS A DESTINATION FOR BOTH LOCALS AND VISITORS.**

### **Workplan Items:**

112. Support tourist-oriented events with police and public works staffing.
113. Facilitate the development of an additional hotels where appropriate.
114. Identify potential parking and transportation alternatives for downtown.
115. Support and leverage promotional efforts of the Petaluma Tourism Improvement District.
116. Maximize use of current parks and recreation infrastructure, and other City-owned facilities and properties for the hosting of recreational, sports, cultural and entertainment events that attract visitors to Petaluma.

**OBJECTIVE 3 – RE-ESTABLISH THE PETALUMA RIVER AS A CLEAN AND ACCESSIBLE WATERWAY OPEN TO COMMERCIAL AND RECREATIONAL TRAFFIC.**

**Workplan Items:**

117. Identify short and long-term funding solutions for dredging of the Turning Basin and federal channel by coordinating with other dredging efforts in the Bay Area; dredge the City Marina coordinate with Bay Area wide dredging efforts.
118. Support Federal dredging efforts of the river channel by maintaining a viable dredge disposal site option at Shollenberger and explore sustainable long-term beneficial reuse sites for disposal.
119. Establish bicycle and walking paths and other river access amenities along the Petaluma River as identified in the River Access and Enhancement Plan.
120. Robust focus on the riverfront and river-oriented development, including redevelopment potential of the Golden Eagle Shopping Center and Water Street.

# SPACES AND PLACES THAT INSPIRE

Create inviting natural and built places and spaces for contemplation, play, arts, and connection while celebrating our history and encouraging community pride.

## **OBJECTIVE 1 – ENVISION AND CREATE A SAFE DOWNTOWN AND NEIGHBORHOODS THAT ARE ATTRACTIVE, CLEAN, AND CAN BE ENJOYED BY ALL AGES.**

### **Workplan Items:**

121. Identify and prioritize projects to upgrade and improve the downtown, alleyways, and public spaces.
122. Review downtown zoning to identify ways to balance entertainment venues with retail and services and to incorporate Smart Code principals where feasible.
123. Fund and support a Downtown Streets Team to assist in beautification of Downtown and outreach to Petaluma’s unsheltered population.
124. Assess and review accessibility to public restrooms in the downtown area and develop a plan to address identified needs.
125. Develop and implement a Downtown maintenance and beautification plan in partnership with the Petaluma Downtown Association.
126. Begin planning for update of the City’s General Plan 2025.

## **OBJECTIVE 2 – RE-ENVISION THE CITY-OWNED FAIRGROUNDS PROPERTY THAT KEEPS THE FAIR RELEVANT AND VIABLE WHILE MAXIMIZING THE USE OF THIS COMMUNITY ASSET.**

### **Workplan Items:**

127. Work with Fair District board and agricultural stakeholders to find creative ways to promote and support Petaluma’s agricultural heritage.
128. Engage the community to envision and adopt a master plan for the fairgrounds property.
129. Identify partners and funding for developing the fairground property.

**OBJECTIVE 3 – CREATE INSPIRATIONAL SPACES WITH DIVERSE PUBLIC ART INSTALLATIONS.**

**Workplan Items:**

130. Celebrate existing public art by completing an inventory and develop promotional materials.
131. Engage the City's Art Commission and the community to review the City's Public Art Masterplan to ensure goals and objectives are current and reflective of the community and public art installations are spread throughout the City.
132. Explore including a Council liaison on the City's Art Committee.
133. Consider climate change themes in public art including living walls, river focus, etc.
134. Continue to look for opportunities for smaller, community oriented public art projects.
135. Encourage temporary art installations and other types of public arts celebrations and partnerships with other arts and community organizations.
136. Ensure ongoing and proactive maintenance of Petaluma's public art.
137. Explore opportunities for more murals and art installations citywide.

**OBJECTIVE 4 – ENHANCE PUBLIC SPACES THAT ARE ACCESSIBLE, SUSTAINABLE AND INSPIRE CONNECTIONS TO OUR HISTORY AND TO EACH OTHER.**

**Workplan Items:**

138. Capital maintenance and upgrades to City facilities to provide places and spaces for community dialogue, public meetings, and customer service.
139. Develop a rehabilitation/reconfiguration plan for City Hall which includes a lobby area, expansion into County-wing, and wayfinding signage.
140. Expand the use of Transit Oriented Development (TOD) principles in new development, including greater massing allowances to facilitate thoughtful infill development proximate to TODs.
141. Consider a 1% development fee for historic preservation to increase funding opportunities to facilitate preservation efforts.
142. Explore potential historic district designation of the Riverfront Warehouse District as referenced in the Central Petaluma Specific Plan.
143. Consider designating historic railroad tracks in central Petaluma as a local landmark to ensure protection and preservation.
144. Finalize Certified Local Government designation process and recommend next steps.
145. Develop a plan to rehabilitate the Trestle, which will include funding options.
146. Consider conducting a citywide inventory of historic resources.
147. Maximize opportunities that encourage preservation and adaptive re-use of historic structures (e.g. Mills Act, tax credits, State Historic Building Code, façade improvement program).
148. Explore funding mechanism to maintain historic features in public spaces.

**OBJECTIVE 5 – IMPROVE EXISTING PARKS, PARK INFRASTRUCTURE, AND REIMAGINE NEW SPACES FOR PLAY.**

**Workplan Items:**

149. Develop a plan to prioritize playground upgrades/replacement and accessibility improvements.
150. Repurpose existing amenities to promote recreational opportunities, including initial phases of tennis court rehabilitation citywide and pickleball courts.
151. Upgrade parks facilities including restroom repairs, new benches, and trash receptacles; lighting improvements including LED sports lighting project at Lucchesi Park.
152. Improve existing trails and park pathways to increase accessibility and promote intergenerational use, including Lynch Creek Trail and Prince Park.
153. Complete improvements for Lynch Creek Trail including lighting, wayfinding, benches, and safety; and promote the trail via map for users and digital promotions (e.g. web, social, advertising).
154. Prioritize completion of all phases of the Petaluma Community Sports Field project.
155. Refine proposed trail network and begin guided tours for interim access on Lafferty Ranch; consider incorporation into City.
156. Explore acquisition of parcels adjoining existing parks (e.g. Cavanagh Landing Park, McNear Peninsula) to increase opportunities for public access to the river.
157. Work with the community to ensure a balanced program of investments for Measure M—a 10-year, voter-approved 1/8 cent tax measure to support County and city parks and open spaces.

**ADOPTED BUDGET**

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<b>COUNCIL ADMIN/OPERATIONS NET COST</b>	<b>60,891</b>	<b>66,128</b>	<b>70,760</b>	<b>63,662</b>

A total City Council budget of \$102,876 is recommended for 2019/20. This is a decrease of \$11,047 from the revised budget for 2018/19 and reflects the net effect of services and supplies reductions and decreases in salary and benefit costs.

Salaries of \$46,286 are recommended for 2019/20, a decrease of \$9,376 from 2018/19. Benefits of \$43,415 are recommended for 2019/20, an increase of \$1,641 over 2018/2019. These changes represent the estimated cost in 2019/20 of the present City Council, including the current benefit choices selected by each member.

Services and Supplies are budgeted at \$13,175, a decrease of \$3,312 from 2018/19. This slight reduction reflects a decrease in the allocation of overhead costs relating to a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

**POLICY OPTIONS**

None

## CITY CLERK

CITY CLERK	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	160,354	155,750	166,639	168,814
BENEFITS	55,023	58,325	64,697	70,959
SERVICES & SUPPLIES	82,841	59,419	186,578	144,726
<b>CITY CLERK</b>	<b>298,218</b>	<b>273,494</b>	<b>417,914</b>	<b>384,499</b>
LESS INTRAGOVERNMENTAL OFFSET	(85,007)	(89,713)	(106,798)	(110,613)
<b>CITY CLERK</b>	<b>213,211</b>	<b>183,781</b>	<b>311,116</b>	<b>273,886</b>

### **CITY CLERK DEPARTMENT OVERVIEW**

The City Clerk/Public Information Officer (PIO) is a charter officer appointed by the City Council, and serves as liaison between the public, the media, the Mayor, and Council Members. The City Clerk also serves as Clerk of the Council and Recording Secretary of the Petaluma Community Development Successor Agency, 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.
- Administers the preparation of City Council agendas and staff reports; attends City Council Meetings and prepares minutes.

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

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

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

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

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

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

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

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



**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- 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	0.00	1.00	1.00	1.00	1.00	1.00		
Secretary Confidential	1.00	1.00	1.00	0.00	1.00	0.00			
<b>Total City Clerk</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>

**2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Continued work toward completion of an updated Records Retention Schedule.
- Trained with Laserfiche account manager on unused functionality in the system including strategies, tips and best practices for immediate use.
- Continued to enhance and expand the Records and Document Search Program, which makes public documents available to the public through a link on the City’s website, including user friendly improvements to the search interface as well as increasing the number and type of documents available. This year, microfilmed historical records were digitized including Board of Trustees/City Council minutes from 1858-1911, ordinances from 1858-1971, and resolutions from 1911-1912.

**2019-2020 DEPARTMENTAL GOALS and PRIORITIES**

- Implement the use of paperless electronic agenda and staff report review software to streamline the approval process and provide complete, accurate, and ADA compliant materials for City Council and other meetings.
- Complete revision of Records Retention Schedules and present for approval by end of fiscal year.
- Implement Records Retention Schedules by encouraging departments to retrieve and inventory records stored offsite for which there is no inventory and working with departments to identify records eligible for destruction.
- Arrange for more departmental training in use of the City’s Electronic Document Management System (EDMS), and encourage departments to store scanned records in the EDMS, making these records searchable and freeing up space on City network drives.
- Complete digitization of records from microfilm/microfiche.

**ADOPTED BUDGET**

CITY CLERK	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	160,354	155,750	166,639	168,814
BENEFITS	55,023	58,325	64,697	70,959
SERVICES & SUPPLIES	82,841	59,419	186,578	144,726
<b>CITY CLERK</b>	<b>298,218</b>	<b>273,494</b>	<b>417,914</b>	<b>384,499</b>
LESS INTRAGOVERNMENTAL OFFSET	(85,007)	(89,713)	(106,798)	(110,613)
<b>CITY CLERK</b>	<b>213,211</b>	<b>183,781</b>	<b>311,116</b>	<b>273,886</b>

A City Clerk department budget of \$384,499 is recommended for 2019/20. This is a decrease of \$33,415 from 2018/19.

Salaries are recommended at \$168,814, an increase of \$2,175 over 2018/19. This is attributed to funding the Deputy City Clerk position at a lower step than previously estimated and un-funding the Secretary Confidential position slightly offset by previously negotiated cost of living adjustment.

Benefits are recommended at \$70,959 representing an increase of \$6,262 over 2018/19. This is mainly due to increased retirement costs slightly offset by funding the Deputy City Clerk position at a lower step than previously estimated and un-funding the Secretary Confidential position.

Services and Supplies are recommended at \$144,726, a decrease of \$41,852 from 2018/19. This decrease represents mainly the elimination of a non-recurring cost associated with Microfilm Digitization Conversion as well as reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated during the budget development process and necessary to product a balanced 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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	107,594	142,532	140,035	135,051
BENEFITS	39,080	53,749	54,982	56,768
SERVICES & SUPPLIES	55,150	59,419	77,178	44,726
<b>CITY CLERK ADMIN/OPERATIONS</b>	<b>201,824</b>	<b>255,700</b>	<b>272,195</b>	<b>236,545</b>
LESS INTRAGOVERNMENTAL OFFSET	(75,123)	(80,310)	(92,031)	(107,852)
<b>CITY CLERK ADMIN/OPERATIONS NET COST</b>	<b>126,701</b>	<b>175,390</b>	<b>180,164</b>	<b>128,693</b>

A City Clerk Admin/Operations budget of \$236,545 is recommended for 2019/20. This is a decrease of \$35,650 from 2018/19.

Salaries are recommended at \$135,051, a decrease of \$4,984 from 2018/19. This decrease reflects salary allocation changes related to funding the Deputy City Clerk position at a lower step than previously estimated and un-funding the Secretary Confidential position and slightly offset by previously negotiated cost of living adjustments.

Benefits are recommended at \$56,768, an increase of \$1,786 over 2018/19. This is mainly due to increased retirement costs slightly offset by allocation changes related to funding the Deputy City Clerk position at a lower step than previously estimated and un-funding the Secretary Confidential position.

Services and Supplies are recommended at \$44,726, a decrease of \$32,452 from 2018/19 due to decreased professional service-related costs for completed projects.

**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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	52,760	13,218	26,604	33,763
BENEFITS	15,943	4,576	9,715	14,191
SERVICES & SUPPLIES	27,691	-	109,400	100,000
<b>CITY CLERK ELECTIONS</b>	<b>96,394</b>	<b>17,794</b>	<b>145,719</b>	<b>147,954</b>
LESS INTRAGOVERNMENTAL OFFSET	(9,884)	(9,403)	(14,767)	(2,761)
<b>CITY CLERK ELECTIONS NET COST</b>	<b>86,510</b>	<b>8,391</b>	<b>130,952</b>	<b>145,193</b>

A City Clerk Elections budget of \$147,954 is recommended for 2019/20, an increase of \$2,235 over 2018/19.

Salaries recommended at \$33,763, an increase of \$7,159 over 2018/19. This increase reflects salary allocation changes related to funding the Deputy City Clerk position at a lower step than previously estimated and un-funding the Secretary Confidential position in addition to previously negotiated cost of living adjustments.

Benefits are recommended at \$14,191, an increase of \$4,476 over 2018/19. This increase is attributed to increased retirement costs, salary allocation changes and previously negotiated cost of living adjustments resulting in increased benefit costs.

Services and Supplies of \$100,000 are recommended, which represents a slight decrease of \$9,400 from 2018/19. This decrease is representative the City's estimated

cost of the March 2020 election cycle and reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated during the budget development process and necessary to product a balanced budget.

**POLICY OPTIONS**

The recommended budget includes \$100,000 to cover the costs of the upcoming March 2020 election cycle.

**CITY ATTORNEY**

11310 CITY ATTORNEY ADMIN/OPERATIONS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	540,256	541,589	574,451	556,733
BENEFITS	183,899	193,158	203,287	209,720
SERVICES & SUPPLIES	193,618	516,245	246,219	227,284
<b>CITY ATTORNEY ADMIN/OPERATIONS</b>	<b>917,773</b>	<b>1,250,992</b>	<b>1,023,957</b>	<b>993,737</b>
LESS INTRAGOVERNMENTAL OFFSET	(820,268)	(263,850)	(335,369)	(406,800)
<b>CITY ATTORNEY ADMIN/OPERATIONS NET COST</b>	<b>97,505</b>	<b>987,142</b>	<b>688,588</b>	<b>586,937</b>

**CITY ATTORNEY DEPARTMENT OVERVIEW**

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>CITY ATTORNEY</u>									
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total City Attorney</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>

### **2018-19 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

During 2018-2019, the City Attorney's Office:

- worked with the Planning Department to prepare amendments to the City's accessory dwelling unit regulations to ensure compliance with state law changes intended to encourage development of accessory units;
- worked with the Planning Department to prepare amendments to the City's wireless communication regulations to address aesthetic impacts of small cell tower sites on residential neighborhoods and to protect the public health and safety concerning use of the City's right of way for small cell sites;
- worked with the Planning and Public Works Departments regarding Council approval of the Spanos/North Water Street Apartments project and related Water Street improvements;
- worked with the Housing Division and the Planning Department regarding approval of the PEP Senior Housing project at 951 Petaluma Boulevard South;
- conducted open meeting laws training for appointees to all City Commissions and Committees.
- managed and worked as co-counsel in 21 pending litigation matters, including 7 completely in-house and resolved 8 pending litigation matters.

### **2019-2020 DEPARTMENTAL GOALS, PROGRAM INITIATIVES and PRIORITIES**

The departmental Goals and Priorities for FY 2019/20 include:

- assisting the City Council, City Manager and staff with implementation of revenue generation goals to provide for the City's fiscal sustainability;
- assisting the City Council, City Manager and staff with development of the Fairgrounds property;
- assisting the City Council, City Manager and staff with review and recommendations regarding the CASA Regional Housing Compact;
- researching funding options for dredging of the Petaluma River;
- assisting with implementation of an updated City purchasing program, including Council action on an updated purchasing ordinance, preparation of implementing documents and staff training; and
- providing City legislative body members with training and reference materials regarding open meetings, open records and ethics laws and regulations that apply to local government bodies.

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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	540,256	541,589	574,451	556,733
BENEFITS	183,899	193,158	203,287	209,720
SERVICES & SUPPLIES	193,618	516,245	246,219	227,284
<b>CITY ATTORNEY ADMIN/OPERATIONS</b>	<b>917,773</b>	<b>1,250,992</b>	<b>1,023,957</b>	<b>993,737</b>
LESS INTRAGOVERNMENTAL OFFSET	(820,268)	(263,850)	(335,369)	(406,800)
<b>CITY ATTORNEY ADMIN/OPERATIONS NET COST</b>	<b>97,505</b>	<b>987,142</b>	<b>688,588</b>	<b>586,937</b>

A City Attorney department budget of \$993,737 is recommended for 2019/20. This is a decrease of \$30,220 from 2018/19. The overall budget decrease is driven by a decrease in salaries and services and supplies, each of which are addressed below.

Salaries are recommended at \$556,733 representing a decrease of \$17,718 from 2018/19. This decrease is due to one employee reduced to 80% FTE.

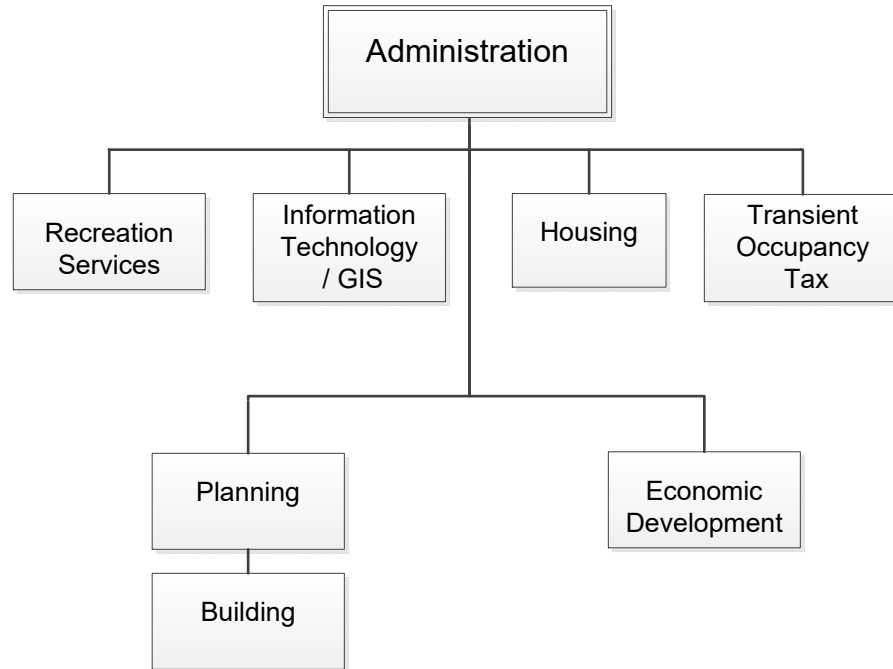
Benefits are recommended at \$209,720 representing an increase of \$6,433 over 2018/19. This change is attributed to increased retirement costs

Services and Supplies are recommended at \$227,284, a decrease of \$18,935 from 2018/19. This decrease is due to a reduction in outside legal services budgeted as well as reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget

**POLICY OPTIONS**

None

## Executive



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



**CITY MANAGER**

by Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	2,816,770	2,881,209	3,052,600	3,138,923
BENEFITS	955,255	1,001,026	1,054,826	1,062,549
SERVICES & SUPPLIES	4,729,371	5,110,405	4,955,560	7,097,829
CAPITAL EXPENDITURES	-	-	104,000	66,000
TRANSFERS	2,095,772	3,391,593	2,974,928	3,652,600
<b>CITY MANAGER</b>	<b>10,597,168</b>	<b>12,384,233</b>	<b>12,141,914</b>	<b>15,017,901</b>
LESS INTRAGOVERNMENTAL OFFSET	(505,718)	(589,509)	(611,981)	(628,027)
<b>CITY MANAGER NET COST</b>	<b>10,091,450</b>	<b>11,794,724</b>	<b>11,529,933</b>	<b>14,389,874</b>

by Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
CITY MANAGER ADMIN/OPERATIONS	827,864	822,876	839,134	892,382
ECONOMIC DEVELOPMENT	305,147	317,942	428,308	415,520
PLANNING ADMIN	144,962	171,200	140,202	138,577
PLANNING COST RECOVERY	675,000	707,585	544,000	544,000
PARK/REC ADMIN	733,969	673,442	773,620	737,278
PR CAVANAGH CENTER	14,750	17,375	12,850	12,850
PR COMMUNITY CENTER	144,058	112,432	188,289	251,331
PR LIBRARY/MUSEUM	37,969	33,595	33,194	35,372
PR YOUTH/TEENS PROGRAMS	326,528	356,689	377,555	355,955
PR CONTRACT CLASSES	67,649	70,166	72,500	72,500
PR SPORTS PROGRAMS	38,995	44,809	53,596	57,016
PR AQUATIC PROGRAMS	209,694	199,981	156,850	156,850
PR SENIOR PROGRAMS	98,345	108,637	76,237	57,758
PR SPECIAL EVENTS	9,616	22,060	47,000	42,000
COMMERCIAL LINKAGE FEES	74,444	96,080	190,329	705,774
HOUSING IN-LIEU IMPACT FEES	326,495	410,549	433,492	1,369,174
CDBG	341,681	332,791	568,128	338,457
HOME	-	-	-	906,000
SUCCESSOR AGENCY HOUSING	362,680	436,317	233,381	238,043
MOBILE HOME RENTAL STABILIZATION	10,170	19,280	16,500	19,000
TRANSIENT OCCUPANCY TAX	2,448,932	3,884,911	3,383,187	3,891,809
PETALUMA TOURISM IMPROVEMENT DISTRICT	-	-	-	167,200
BUILDING SERVICES	1,457,911	1,599,730	1,497,726	1,533,355
BUILDING SVC COST RECOVERY	175,566	123,688	159,000	159,000
INFORMATION TECH ADMIN/OPERATIONS	1,764,743	1,822,098	1,916,836	1,920,700
<b>CITY MANAGER</b>	<b>10,597,168</b>	<b>12,384,233</b>	<b>12,141,914</b>	<b>15,017,901</b>
LESS INTRAGOVERNMENTAL OFFSET	(505,718)	(589,509)	(611,981)	(628,027)
<b>CITY MANAGER NET COST</b>	<b>10,091,450</b>	<b>11,794,724</b>	<b>11,529,933</b>	<b>14,389,874</b>

**CITY MANAGER DEPARTMENT OVERVIEW**

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>CITY MANAGER</u></b>									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total City Manager</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>

**2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Conducted RFP and Awarded Animal Services Agreement to North Bay Animal Services
- Designed and implemented management leadership classes for City staff
- Implemented several on-line permits
- Moved forward for approval, a Marijuana ordinance including a program for cannabis manufacturing, testing and one delivery dispensary
- Refinanced 5 Affordable Housing developments for rehabilitation projects
- Pursued a robust sustainability agenda, including:
  - Increased water recycling for the expansion of agriculture and urban use
  - Increased organic waste composting and refuse recycling
  - Added Electronic Vehicle charging stations
  - Purchased hybrid electric buses
  - Replaced LED fixtures in over 5000 streetlights
  - Used a portion of sewer biosolids to produce an innovative liquid fertilizer
  - Discontinued use of glyphosate in parks and adjacent to residential areas
  - Restored wetlands and floodplains into passive open space (e.g. Denman and Capri Projects)
  - Pursued grants for shore zone resiliency and marsh restoration
- Secured \$1.8 million for street improvements through SB-1 and pavement usage fees.

**2019-2020 DEPARTMENTAL GOALS and PRIORITIES**

- Develop and assure sustainability in all areas
  - Organizational Structure
  - Fiscal Capacity
  - Leadership and Succession
  - Programs and Facilities
- Establish City Council goals for the two-year period covering 2019 and 2020 and coordinate the activities of City Departments to achieve the goals.
- Initiate a planning process for City-owned Fairgrounds property
- Develop a Housing Strategy
- Create a citywide sustainability program
- Establish a citywide communicative community engagement program
- Organize, coordinate, and conduct robust community education and outreach activities.

**ADOPTED BUDGET**

**CITY MANAGER**

by Account Type	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	2,816,770	2,881,209	3,052,600	3,138,923
BENEFITS	955,255	1,001,026	1,054,826	1,062,549
SERVICES & SUPPLIES	4,729,371	5,110,405	4,955,560	7,097,829
CAPITAL EXPENDITURES	-	-	104,000	66,000
TRANSFERS	2,095,772	3,391,593	2,974,928	3,652,600
<b>CITY MANAGER</b>	<b>10,597,168</b>	<b>12,384,233</b>	<b>12,141,914</b>	<b>15,017,901</b>
LESS INTRAGOVERNMENTAL OFFSET	(505,718)	(589,509)	(611,981)	(628,027)
<b>CITY MANAGER NET COST</b>	<b>10,091,450</b>	<b>11,794,724</b>	<b>11,529,933</b>	<b>14,389,874</b>

A total net budget of \$15,017,901 is recommended for 2019/20. This represents an increase of \$2,875,987 over the revised budget for 2018/19.

Salaries are recommended at \$3,183,923, an increase of \$86,323 over 2018/19. This increase reflects previously negotiated cost of living adjustments, increased part time salaries and routine step advancements slightly offset by savings from filling the City Manager position at a lower step within the salary range.

Benefits totaling \$1,062,549 are recommended for 2019/20, an increase of \$7,723 over 2018/19. The increase is attributed to increased retirement costs, previously negotiated cost of living adjustments directly impacting the cost of benefits, employee benefit selection slightly offset by the benefit savings from filling the City Manager position at a lower step within the salary range.

Services and supplies of \$7,097,829 are recommended for 2019/20, an increase of \$2,142,269 over 2018/19. This reflects the combined effect of increased funding to outside agencies through the Commercial Linkage Fees (\$515,445), Housing in-Lieu Impact Fees Fund (\$986,000) and HOME fund (\$906,000) for affordable housing projects. Other increases are included to fund Marina dredging (\$50,000) and Trestle Rehabilitation (\$50,000) efforts. Also included in the City Manager budget is (\$72,000) to fund the cost of an Outreach Campaign. These increases are partially offset by a decrease in Transient Occupancy Services and Supplies (-\$330,000) due to a reduction in payments to the Petaluma Visitor Program now funded through the Petaluma Tourism Improvement District as well as reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated during the budget development process and necessary to produce a balanced budget.

Capital expenditures of \$66,000 represent a decrease of \$38,000 from the revised budget for 2018/19. This decrease reflects the net difference of eliminating one-time costs from 2018/19 from the Building Fund and budgeting in 2019/20 Information Technology budget for the replacement of the storage network system.

Transfers Out of \$3,652,600 are recommended for 2019/20, an increase of \$677,672 over 2018/19. This change reflects increased transfers from Transient Occupancy Tax fund to support Capital Improvement Projects and increased general fund support, slightly offset by reduced transfers out of the CDBG Fund. The activity related to these transfers is discussed in the budget narratives for the Transient Occupancy Tax and CDBG funds found elsewhere in this section.

**CITY MANAGER ADMINISTRATION/OPERATIONS**

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

**ADOPTED BUDGET**

11330 CITY MANAGER ADMIN/OPERATIONS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	558,801	561,866	574,434	563,349
BENEFITS	220,932	212,987	210,159	206,764
SERVICES & SUPPLIES	48,131	48,023	54,541	122,269
<b>CITY MANAGER ADMIN/OPERATIONS</b>	<b>827,864</b>	<b>822,876</b>	<b>839,134</b>	<b>892,382</b>
LESS INTRAGOVERNMENTAL OFFSET	(379,763)	(258,710)	(271,116)	(272,149)
<b>CITY MANAGER ADMIN/OPERATIONS NET COST</b>	<b>448,101</b>	<b>564,166</b>	<b>568,018</b>	<b>620,233</b>

A total net Administration/Operations budget of \$892,382 is recommended for 2019/20, which is a \$53,248 increase over the revised budget for 2018/19.

Salaries are recommended at \$563,349, a decrease of \$11,085 from 2018/19. This reflects decreases associated filling the City Manager position at a lower step within the salary range offset slightly by previously negotiated cost of living adjustments for other positions budgeted within the department.

Benefits are recommended at \$206,764, a decrease of \$3,395 from the revised budget for 2018/2019. The decrease reflects the net effect of increases associated with previously bargained cost of living adjustments and increased retirement costs, offset by a decrease due to filling the City Manager position at a lower step in the salary range.

Services and supplies are budgeted at \$122,269 which is an increase of \$67,728 over 2018/19. This increase represents costs associated with an education and outreach campaign and polling exercise to be completed in FY 20.

**POLICY OPTIONS**

Added cost for consultant services in support of community education and Outreach

**TRANSIENT OCCUPANCY TAX - COMMUNITY PROMOTION**

The City assesses a transient occupancy tax (TOT) of ten percent (10%), on stays of 30 days or less, at hotels, motels, inns, RV parks and campgrounds, and short-term vacation rentals. The City also collects an assessment of two percent (2%) for the County of Sonoma’s tourism program. The City Council can use TOT proceeds for any governmental purpose, retains a share to fund basic City services, and uses proceeds to support activities that encourage tourism, lodging, and economic development.

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

**ADOPTED BUDGET**

<u>2520 TRANSIENT OCCUPANCY TAX</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	470,941	605,818	648,550	418,809
TRANSFERS	1,977,991	3,279,093	2,734,637	3,473,000
<b>TRANSIENT OCCUPANCY TAX</b>	<b>2,448,932</b>	<b>3,884,911</b>	<b>3,383,187</b>	<b>3,891,809</b>

A Transient Occupancy Tax budget of \$3,891,809 is recommended for 2019/20. This represents an increase of \$508,622 over the revised budget for 2018/19. One-time uses recommended for 2019/20 are itemized in the Policy Options portion of this narrative budget and include replacing the roof at the Cavanagh Community Center and partial funding for the Marina Dredging and Permitting Plan as well as the Trestle Rehabilitation effort. Ongoing uses include budgeting for Downtown Sidewalk ADA projects. Transfers to the General Fund are also recommended at an increased level as a means of helping to offset escalating salary and benefit costs in addition to transfers to the Vehicle Replacement Program for ongoing support as well as additional transfers for a loan payback related to an interfund loan initiated to fund the purchase of safety vehicles.

**POLICY OPTIONS**

It is recommended that annual revenues accruing to this fund continue to fund the ongoing efforts noted in the narrative, but at a level greater than 2018/19 and as a means of helping to offset escalating salary and benefit costs in the General Fund. The Petaluma Tourism District, established during FY 19, will absorb the Petaluma Visitors Program which makes available \$348,000 of additional tax revenues needed to assist with rising costs in the General Fund. An additional \$200,000 is projected from a new hotel expected to open during the fiscal year and another \$250,000 of ongoing support made available from increased revenues. Also recommended as ongoing is funding for a loan payback for an interfund loan initiated in FY 2017 to fund the purchase of safety vehicles in the amount of \$395,000 annually through FY 2024 at which time the loan will be fully paid off as well as ongoing funding in the amount of \$200,000 to fund the vehicle replacement program. Budgeting for these projects will leave an estimated balance in the fund of approximately \$517,981 at June 30, 2020.

<b><u>Projects</u></b>	<b><u>Recommended</u></b>
Roof Replacement Cavanagh Community Center	\$186,000
Downtown Sidewalk ADA	\$250,000
Marina Dredging Plan and Design	\$ 50,000
Trestle Rehabilitation Efforts	\$ 50,000
Boys and Girls Club	\$ 50,000

**PETALUMA TOURISM IMPROVEMENT DISTRICT**

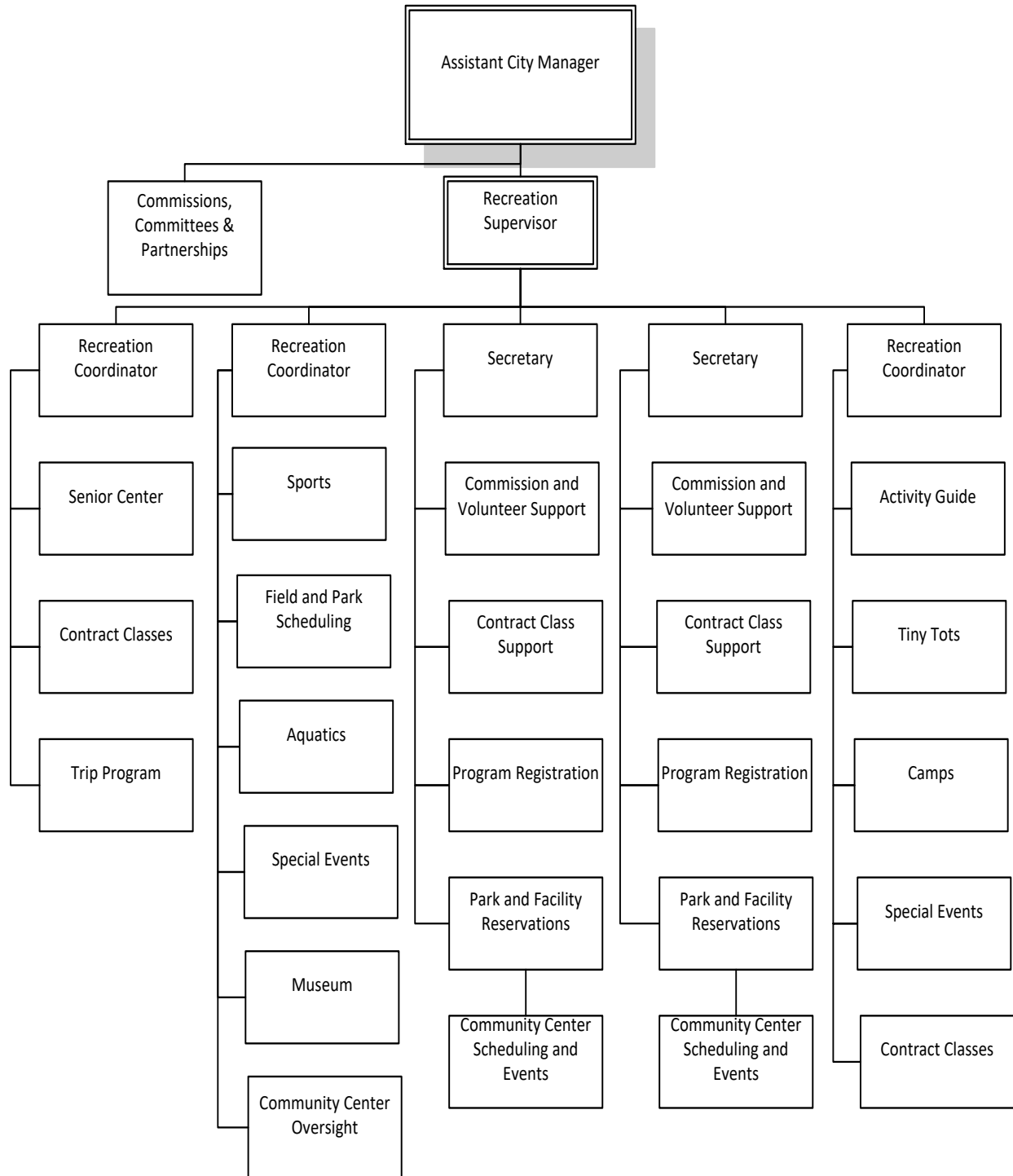
The Petaluma Tourism Improvement District was established in January of 2019 and is managed by the Tourism Improvement District. Each hotel and lodging establishment is assessed a two percent tax which is used to fund marketing campaigns and district development projects. A portion of the 2% collected is paid to the City to be utilized for district approved projects.

**ADOPTED BUDGET**

<u>2525 PETALUMA TOURISM IMPROVEMENT DISTRICT</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	-	-	-	167,200
TRANSFERS	-	-	-	-
<b>PETALUMA TOURISM IMPROVEMENT DISTRICT</b>	-	-	-	<b>167,200</b>

A Petaluma Tourism Improvement District budget of \$167,200 is recommended for 2019/20. This cost is directly offset by increased revenue from the Petaluma Tourism Improvement District. City staff will work closely with the District over the next year to develop a list of approved projects.

**RECREATION SERVICES DIVISION**





**RECREATION SERVICES DIVISION OVERVIEW**

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>RECREATION</b>									
Museum Coordinator	0.50	<b>0.50</b>	0.50	<b>0.50</b>	0.50	<b>0.50</b>	0.50		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Specialist	0.65	<b>0.65</b>	0.65	<b>0.65</b>	0.65	<b>0.65</b>	0.65		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Tiny Tots Program Coordinator	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60		
Tiny Tots Teacher	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60		
Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
<b>Total Recreation</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>0.00</b>	<b>0.00</b>

**2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- With City Council review and approval, Recreation partnered with the non-profit, Miracle League of North Bay to design, construct, and use an adaptive baseball field and playground within Lucchesi Park. Construction of the baseball field, concession stand, and restroom facility was completed in April, which will be followed by the inaugural season of Miracle League Baseball in the Spring of 2019.
- The Movies in the Park event series included three events hosted at Lucchesi Park with food vendors, kid’s activities, and a screening of a family friendly film.
- Design for the baseball facility at Petaluma Community Sports Fields continued toward completion.
- A new playground and rubberized surfacing was completed at Miwok Park, replacing a structure which had been identified as a top priority for replacement the year prior.
- The Division continued to engage with park users, volunteers, and non-profit organizations on park and recreation initiatives including; Miracle League of North Bay for accessible playground and ballfield development; Petaluma Small Craft

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

- The childcare programs during the academic year were expanded to include daily programs for preschool children ages 3-5 until 4:30pm. The pre-school program also expanded it's capacity by modifying the underutilized Craft Room #2 at the Community Center into a third pre-school classroom.
- Facility improvements at the Petaluma Community Center included the replacement of hard flooring in the Meeting Room, Craft Room #1, and Craft Room #2. The original tile flooring was removed, a new moisture barrier applied, followed by the installation of a durable vinyl composition tile material in each of the three rooms.
- Special events included presentation of the annual July 4th Fireworks program in partnership with the Sonoma Marin Fairgrounds; the Petaluma Turkey Trot fun-run held on Thanksgiving morning; Week of the Young Child; A free, Swim America 'Make A Splash' special event program with swim instruction, water safety orientation, recreation swimming and a BBQ; Three installments of the Movies in the Park program at Lucchesi Park, and six weekend tournaments utilizing the all-weather capabilities of the three multi-use athletic fields at Petaluma Community Sports Fields.
- The swim center remained open throughout winter in large part due to 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.

### **2019-2020 DIVISION GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Assemble project specifications and solicit bids for interior and exterior facility improvements at the Community Center which includes but is not limited to; repairing sections of roof, carpet throughout, repairing gutters over lobby, resealing windows and replacing damaged walls.
- Support Miracle League of North Bay's inaugural season and develop alternate programming options during the off season which is consistent with the intended use of site.
- Complete final design for baseball field at Petaluma Community Sports Fields, assemble project specifications, solicit and award bid for construction.
- Design, solicit feedback, and complete a playground replacement project at Bond Park.
- Facilitate a registration software replacement from ETrak Plus to CivicRec during the Summer of 2019.

**ADOPTED BUDGET**

RECREATION	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	758,687	725,742	826,442	889,285
BENEFITS	162,353	182,871	226,699	202,942
SERVICES & SUPPLIES	760,533	730,573	738,550	686,683
<b>RECREATION</b>	<b>1,681,573</b>	<b>1,639,186</b>	<b>1,791,691</b>	<b>1,778,910</b>

A Division budget of \$1,778,910 is recommended for 2019/20. This is a decrease of \$12,781 from 2018/19.

Salaries are recommended at \$889,285 an increase of \$62,843 over 2018/19. This increase is attributed to wage increases for step advancements, previously negotiated cost of living adjustments, employee benefit selections, new personnel hired at a higher step in the salary range.

Benefits are recommended at \$202,942, a decrease of \$23,757 from 2018/19. The decrease is attributed to employee benefit selections, offset by increased retirement costs and previously negotiated cost of living adjustments.

Services and supplies are recommended at \$686,683, a decrease of \$51,867 from 2018/19. The decrease is primarily attributed to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget and savings in facility improvements to the HVAC and LED Lighting in the assembly room, supplies, contract employees, professional services and other operating services.

**RECREATION SERVICES ADMINISTRATION**

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

**ADOPTED BUDGET**

14100 PARK/REC ADMIN	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	336,838	282,587	356,378	436,695
BENEFITS	118,665	127,499	180,742	151,600
SERVICES & SUPPLIES	278,466	263,356	236,500	198,983
<b>PARK/REC ADMIN</b>	<b>733,969</b>	<b>673,442</b>	<b>773,620</b>	<b>787,278</b>

An Administration budget of \$787,278 is recommended for 2019/20. This is a decrease of \$13,658 from 2018/19.

Full-time salaries are recommended at \$436,695, an increase of \$80,317 over 2018/19. This increase is attributed to wage increases for step advancements, previously negotiated cost of living adjustments, employee benefit selections and new personnel hired at a higher step in the salary range.

Full-time employee benefits are recommended at \$151,600, a decrease of \$29,142 from 2018/19. The decrease is attributed to employee benefit selections, offset by increased retirement costs and previously negotiated cost of living adjustments.

Services and Supplies of \$198,983 are recommended, a decrease of \$37,517 from 2018/19 levels. The decrease is primarily attributed to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

**POLICY OPTIONS**

None

**CAVANAGH RECREATION CENTER**

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

**ADOPTED BUDGET**

14200 PR CAVANAGH CENTER	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SERVICES & SUPPLIES	14,750	17,375	12,850	12,850
<b>PR CAVANAGH CENTER</b>	<b>14,750</b>	<b>17,375</b>	<b>12,850</b>	<b>12,850</b>

A Cavanagh Recreation Center budget of \$12,850 is recommended for 2019/20. This is the same amount that was budgeted for 2018/19.

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

**POLICY OPTIONS**

None

**PETALUMA COMMUNITY CENTER**

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

**ADOPTED BUDGET**

14210 PR COMMUNITY CENTER	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	91,389	77,066	99,522	110,306
BENEFITS	12,415	10,079	10,267	17,525
SERVICES & SUPPLIES	40,254	25,287	78,500	73,500
<b>PR COMMUNITY CENTER</b>	<b>144,058</b>	<b>112,432</b>	<b>188,289</b>	<b>201,331</b>

A Community Center budget of \$201,331 is recommended for 2019/20. This represents an increase of \$13,042 over 2018/19.

Part-time salaries are recommended at \$110,306 an increase of \$10,784 over 2018/19. The budget includes increases in cost of living adjustments, and positions benchmarked to living wage and the result of reallocating the department budget from other cost centers.

Part-time benefits are recommended at \$17,525 an increase of \$7,258 over 2018/19. This increase is attributed to benefits associated with increased wages.

Services and Supplies of \$73,500 are recommended, a decrease of \$5,000 from 2018/19. The decrease is attributed to savings from facility improvements to the HVAC and LED Lighting in the assembly room.

**POLICY OPTIONS**

None

**CARNEGIE LIBRARY/MUSEUM**

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

**ADOPTED BUDGET**

14220 PR LIBRARY/MUSEUM	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	17,066	18,108	17,165	19,188
BENEFITS	992	1,086	1,029	1,184
SERVICES & SUPPLIES	19,911	14,401	15,000	15,000
<b>PR LIBRARY/MUSEUM</b>	<b>37,969</b>	<b>33,595</b>	<b>33,194</b>	<b>35,372</b>

A Carnegie Library/Museum budget of \$35,372 is recommended for 2019/20. This is an increase of \$2,178 over 2018/19.

Part-time salaries are recommended at \$19,188, an increase of \$2,023 over 2018/19. The increase is a result of increased part time hours and cost of living adjustments.

Benefits are recommended at \$1,184 an increase of \$155 over 2018/19. This reflects the benefits associated with the increase in wages.

Services and Supplies of \$15,000 are recommended, which represent the same level of funding as 2018/19.

**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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	249,215	274,834	303,977	283,445
BENEFITS	23,130	36,542	29,729	29,510
SERVICES & SUPPLIES	54,183	45,313	43,849	43,000
<b>PR YOUTH/TEENS PROGRAMS</b>	<b>326,528</b>	<b>356,689</b>	<b>377,555</b>	<b>355,955</b>

A Youth Program budget of \$355,955 is recommended for 2019/20. This is a decrease of \$21,600 from 2018/19.

Part-time salaries are recommended at \$283,445, a decrease of \$20,532 from 2018/19. The decrease is attributed to reallocating the department budget to other cost centers, slightly offset by cost of living adjustments.

Benefits are recommended at \$29,510, a decrease of \$219 from 2018/19. This reflects the benefits associated with the decrease and reallocation in wages.

Services and Supplies of \$43,000 are recommended, a decrease of \$849 from 2018/19. The reduction reflects a savings in operating supplies.

**POLICY OPTIONS**

None



**CONTRACT CLASSES**

Classes are held at the Petaluma Community Center as well as at offsite locations. Classes are advertised in the Activity Guide and are distributed by the Argus Courier and Press Democrat 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 and Instagram. All classes are taught by instructors under contract with the City of Petaluma and whom have been vetted by Recreation staff. The City receives all income from registration, pays the contractor, and retains 35% to 45% of the proceeds.

**ADOPTED BUDGET**

14500 PR CONTRACT CLASSES	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SERVICES & SUPPLIES	67,649	70,166	72,500	72,500
<b>PR CONTRACT CLASSES</b>	<b>67,649</b>	<b>70,166</b>	<b>72,500</b>	<b>72,500</b>

A Contract Class budget of \$72,500 is recommended for 2019/20. This represents the same level of funding as 2018/19.

There are no salaries or benefits included in this budget.

The Contract Classes budget in 2019/20 reflects the current program offerings.

**POLICY OPTIONS**

None

**SPORTS PROGRAM**

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

**ADOPTED BUDGET**

14600 PR SPORTS PROGRAMS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	5,376	5,553	5,460	11,722
BENEFITS	134	140	136	294
SERVICES & SUPPLIES	33,485	39,116	48,000	45,000
<b>PR SPORTS PROGRAMS</b>	<b>38,995</b>	<b>44,809</b>	<b>53,596</b>	<b>57,016</b>

A Sports Program budget of \$57,016 is recommended for 2019/20. This represents an increase of \$3,420 over 2018/19.

Part-time salaries are recommended at \$11,722, an increase of \$6,262 over 2018/19. The increase is a result of increased part time hours.

Benefits are recommended at \$294 an increase of \$158 over 2018/19. This reflects the benefits associated with the increase in wages.

Services and Supplies of \$45,000 are recommended, a decrease of \$3,000 from 2018/19. The reduction reflects a savings in contract employees.

**POLICY OPTIONS**

None

## **AQUATICS**

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

In 2018/19 the Petaluma Swim Center and Cavanagh Pool operated throughout winter. Keeping the pools open accommodated local high school swim teams, community swim clubs, aqua fitness groups, and other off season aquatic users.

## **ADOPTED BUDGET**

14700 PR AQUATIC PROGRAMS	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SERVICES & SUPPLIES	209,694	199,981	156,850	156,850
<b>PR AQUATIC PROGRAMS</b>	<b>209,694</b>	<b>199,981</b>	<b>156,850</b>	<b>156,850</b>

An Aquatics budget of \$156,850 is recommended for 2019/20. This represents the same level of funding as 2018/19.

There are no salaries or benefits included in this budget.

The 2019/20 Aquatics budget recommendation reflects the current program offerings and hours of operation.

## **POLICY OPTIONS**

None

**SENIOR PROGRAM**

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

**ADOPTED BUDGET**

14800 PR SENIOR PROGRAMS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	55,399	67,594	43,940	27,929
BENEFITS	6,819	7,525	4,797	2,829
SERVICES & SUPPLIES	36,127	33,518	27,500	27,000
<b>PR SENIOR PROGRAMS</b>	<b>98,345</b>	<b>108,637</b>	<b>76,237</b>	<b>57,758</b>

A Senior Program budget of \$57,758 is recommended for 2019/20. This is a decrease of \$18,479 from 2018/19.

Part-time salaries are recommended at \$27,929, a decrease of \$16,011 from 2018/19. The budget decrease is attributed to reallocating the department budget to other cost centers, slightly offset by increases in cost of living adjustments.

Benefits are recommended at \$2,829, a decrease of \$1,968 from 2018/19. This reflects the benefits associated with the decrease in wages.

Services and Supplies of \$27,000 are recommended, a decrease of \$500 from 2018/19. The reduction reflects a savings in postage and shipping.

**POLICY OPTIONS**

None

**SPECIAL EVENTS**

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

**ADOPTED BUDGET**

14900 PR SPECIAL EVENTS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	3,404	-	-	-
BENEFITS	198	-	-	-
SERVICES & SUPPLIES	6,014	22,060	47,000	42,000
<b>PR SPECIAL EVENTS</b>	<b>9,616</b>	<b>22,060</b>	<b>47,000</b>	<b>42,000</b>

A Special Events budget of \$42,000 is recommended for 2019/20, which is a decrease of \$5,000 from 2018/19.

There are no salaries or benefits included in this budget.

Services and Supplies of \$42,000 are recommended, a decrease of \$5,000 from 2018/19. The reduction reflects a savings in office supplies, professional services and other operating services.

**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 340 full time users, 350 desktop computers, over six dozen laptop/mobiles, over six dozen network servers, and an interconnecting wide area network that covers 20 different locations. All users are provided with broad application, email, and internet support, telephone (both cellular and land lines) and communication services. The Division supports over 250 systems for public safety, including dispatch, police and fire records; many databases for enterprise-wide financial systems and permitting; customer resource and requests (CRM) and work order systems; Geographic Information Systems (GIS) and computer-aided drafting (CAD); document management and web-streaming and archiving for all meetings; police body cameras, video surveillance and door access controls (key cards); and a collection of web-front ended systems for various uses, including HR/timecards and payments. Many of the application and management systems are cloud-based. The city has also become increasingly dependent upon video surveillance systems, which include over 100 cameras and access controlled (key cards) doors.

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 Committee, is the City representative to Petaluma Community Access (PCA), and coordinates and monitors video/cable TV franchise issues for the City.

## **2019-2020 DEPARTMENT GOALS and PRIORITIES**

- Develop Technology Master Plan
- Support transition to new website
- Support transition to new permitting system
- Replace shared network storage system
- Complete migration of email system to Office 365/cloud and deploy advantages of same
- Implement agenda management system

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>INFORMATION TECHNOLOGY</b>									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Information Technology</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>

**ADOPTED BUDGET**

73100 INFORMATION TECH ADMIN/OPS	<b>2017 Actuals</b>	<b>2018 Actuals</b>	<b>2019 Revised</b>	<b>2020 Adopted</b>
SALARY		735,031	727,032	776,104
BENEFITS		249,200	242,596	260,318
SERVICES & SUPPLIES		780,512	852,470	818,278
CAPITAL EXPENDITURES		-	-	66,000
<b>INFORMATION TECH ADMIN/OPS</b>		<b>1,764,743</b>	<b>1,822,098</b>	<b>1,920,700</b>

An Information Technology budget of \$1,920,700 is recommended for 2019/20. This represents an increase of \$3,864 over 2018/19.

Salaries are recommended at \$776,104 for 2019/20 representing an increase of \$14,421 over 2018/19. This is due to previously negotiated cost of living adjustments.

Benefits are recommended at \$260,318 for 2019/20 representing an increase of \$8,716 over 2018/19. This is mainly attributed to an increase in retirement costs slightly offset by employee benefit selections.

Services and Supplies are recommended at \$818,278, a decrease of \$31,273 from 2018/19. This is due to the elimination of one-time non-recurring costs related to web site development.

Capital Expenditures are recommended at \$66,000, an increase of \$12,000 over 2018/19. This increase is due to increased capital expenditures for replacement of the shared network storage system.

**POLICY OPTIONS**

This budget includes recommended increases for the following:

Replacement of the shared network storage system.

**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.

Local companies also benefit from staff support for talent attraction through informational brochures, industry group meetings and networking. This work has recently supported talent attraction for the City of Petaluma through new brochures and a video aimed at attracting top talent to work for the City of Petaluma.

The Division also takes the lead in preparing local business for emergencies and helps business respond and recovery after an emergency. Other policy initiatives related to business are handled by the Division and take the form of policy outreach, research and development, adoption, and education.

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>ECONOMIC DEV./REDEVELOPMENT</u></b>									
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Econ. Dev./Redev.</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>



**ADOPTED BUDGET**

11340 ECONOMIC DEVELOPMENT	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	170,475	172,789	173,181	184,169
BENEFITS	52,970	55,425	56,329	59,382
SERVICES & SUPPLIES	81,702	89,728	198,798	171,969
<b>ECONOMIC DEVELOPMENT</b>	<b>305,147</b>	<b>317,942</b>	<b>428,308</b>	<b>415,520</b>
LESS INTRAGOVERNMENTAL OFFSET	(125,955)	(330,799)	(340,865)	(355,878)
<b>ECONOMIC DEVELOPMENT NET COST</b>	<b>179,192</b>	<b>(12,857)</b>	<b>87,443</b>	<b>59,642</b>

An Economic Development Budget of \$415,520 is recommended for 2019/20. This represents a decrease of \$12,788 from 2018/19.

Salaries are recommended at \$184,169 representing an increase of \$10,988 over 2018/19. This increase is due to previously negotiated salary adjustments and class advancements.

Benefits are recommended at \$59,382 representing an increase of \$3,053 over 2018/19. This is due to increased retirement costs.

Services and supplies are recommended at \$171,969, a decrease of \$26,829 from 2018/19. This decrease is primarily due to the elimination of a non-recurring cost as well as reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

**POLICY OPTIONS**

None

**PLANNING DIVISION OVERVIEW**

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.

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

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

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

**ADOPTED BUDGET**

<u>PLANNING</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	819,962	879,733	684,202	682,577
<b>PLANNING</b>	<b>819,962</b>	<b>879,733</b>	<b>684,202</b>	<b>682,577</b>

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

A total Planning budget of \$682,577 is recommended for 2019/20, a slight decrease of \$1,625 under 2018/19.

**PLANNING ADMINISTRATION**

In addition to professional planners, planning 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, Historic and Cultural Preservation, and Public Art Committee 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>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SERVICES & SUPPLIES	144,962	171,200	140,202	138,577
<b>PLANNING ADMIN</b>	<b>144,962</b>	<b>171,200</b>	<b>140,202</b>	<b>138,577</b>

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

A Planning Administration budget of \$138,577 is recommended for 2019/20. This represents a slight decrease of \$1,625 from 2018/19.

**POLICY OPTIONS**

None

**PLANNING COST RECOVERY**

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

**ADOPTED BUDGET**

<i>12700 PLANNING COST RECOVERY</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SERVICES & SUPPLIES	674,307	707,585	544,000	544,000
<b>PLANNING COST RECOVERY</b>	<b>674,307</b>	<b>707,585</b>	<b>544,000</b>	<b>544,000</b>

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

A Planning Cost Recovery budget of \$544,000 is recommended for 2019/20. This represents no change from 2018/19.

**POLICY OPTIONS**

None

**BUILDING DIVISION OVERVIEW**

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

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

Division staff maintains a presence at the front counter so the general public and the construction community can talk to the Chief Building Official, Plan Checkers or Field Inspectors and ask questions about the requirements and regulations that apply to projects. The Building Division also answers questions by email, 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 17-18		FY 18-19		FY 19-20		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>BUILDING SERVICES</u></b>									
Building Inspector I/II	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
<b>Total Building Services</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>

**ADOPTED BUDGET**

BUILDING	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	526,788	622,159	643,758	660,419
BENEFITS	244,440	280,324	282,523	304,315
SERVICES & SUPPLIES	862,249	820,935	680,445	727,621
CAPITAL EXPENDITURES	-	-	50,000	-
<b>BUILDING</b>	<b>1,633,477</b>	<b>1,723,418</b>	<b>1,656,726</b>	<b>1,692,355</b>

A total Building budget of \$1,692,355 is recommended for 2019/20, this represents an increase of \$35,629 over 2018/19.

Salaries are recommended at \$660,419 an increase of \$16,661 over 2018/19. This reflects position step advancements and previously negotiated cost of living adjustments.

Benefits are recommended at \$304,315 an increase of \$21,792 over 2018/19. This is attributed to employee benefit selections and increases in retirement costs.

Services and Supplies are recommended at \$727,621 an increase of \$47,176 over 2018/19. The increase is attributed to consulting fees and miscellaneous equipment for the new Land Use software program and net impact of intergovernmental charges.

Capital Expenditures are recommended at \$0 a decrease of \$50,000 from 2018/19. No capital purchases recommended in 2019/20.

**BUILDING SERVICES**

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

**ADOPTED BUDGET**

63200 BLDG SVC	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	526,788	622,159	643,758	660,419
BENEFITS	244,440	280,324	282,523	304,315
SERVICES & SUPPLIES	686,683	697,247	521,445	568,621
CAPITAL EXPENDITURES	-	-	50,000	-
<b>BLDG SVC</b>	<b>1,457,911</b>	<b>1,599,730</b>	<b>1,497,726</b>	<b>1,533,355</b>

A Building Services budget of \$1,533,355 is recommended for 2019/20. This represents an increase of \$35,629 over 2018/19.

Salaries are recommended at \$660,419 an increase of \$16,661 over 2018/19. This reflects position step advancements and previously negotiated cost of living adjustments.

Benefits are recommended at \$304,315 an increase of \$21,792 over 2018/19. This is attributed to employee benefit selections and increases in retirement costs.

Services and Supplies are recommended at \$568,621 an increase of \$47,176 over 2018/19. The increase is attributed to consulting fees and miscellaneous equipment for the new Land Use software program and net impact of intergovernmental charges.

Capital Expenditures are recommended at \$0 a decrease of \$50,000 from 2018/19. No capital purchases recommended in 2019/20.

**POLICY OPTIONS**

Purchase of permit tracking software.

**BUILDING COST RECOVERY**

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

**ADOPTED BUDGET**

63500 BLDG SVC COST RECOVERY	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SERVICES & SUPPLIES	175,566	123,688	159,000	159,000
<b>BLDG SVC COST RECOVERY</b>	<b>175,566</b>	<b>123,688</b>	<b>159,000</b>	<b>159,000</b>

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

A Cost Recovery budget of \$159,000 is recommended for 2019/20. This represents no change from 2018/19.

**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 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>HOUSING</b>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Housing Division</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

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

HOUSING	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY		66,988	71,621	73,102
BENEFITS		25,360	26,823	27,514
SERVICES & SUPPLIES		905,341	1,084,073	1,100,923
TRANSFERS		117,781	112,500	240,291
<b>HOUSING</b>		<b>1,115,470</b>	<b>1,295,017</b>	<b>1,441,830</b>
				<b>3,576,448</b>

A Housing budget of \$3,576,448 is recommended for 2019/20. This represents an increase of \$2,134,618 from the revised 2018/19 budget. The majority of the increase is due to allocating funds to two affordable housing properties – Old Elm Village and River City Apartments.

Salaries are recommended at \$73,597 representing a slight increase of \$495 over 2018/19. This increase is due to previous negotiated cost of living adjustments.

Benefits are recommended at \$28,828 representing an increase of \$1,314 over 2018/19 due to increased retirement costs.

Services and supplies of \$3,294,423 are recommended which represents an increase of \$2,193,500 from the revised 2018/19 due to increase in program funding for two affordable housing developments- Old Elm Village and River City Apartments.



Transfers are budgeted at \$179,600, a decrease of \$60,691 over the revised 2018/19 budget due to a one-time administrative transfer in 2018/19 from unexpended CDBG program income funds. The allocation of housing administrative costs (salary, benefits, & intragovernmental charges) were allocated across all housing funds based on a percentage of staff time spent managing the program.

**ADOPTED BUDGET – Commercial Linkage**

21150 COMMERCIAL LINKAGE FEES	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SERVICES & SUPPLIES	49,444	71,080	142,329	657,774
TRANSFERS	25,000	25,000	48,000	48,000
<b>COMMERCIAL LINKAGE FEES</b>	<b>74,444</b>	<b>96,080</b>	<b>190,329</b>	<b>705,774</b>

A Commercial Linkage Fee budget of \$705,774 is recommended for 2019/20. This is an increase of \$515,445 over the revised 2018/19 budget.

There are no salaries or benefits included in this budget.

Services and Supplies of \$657,774 are recommended, which represents an increase of \$515,445 over 2018/19. The change represents increased program funding to Burbank Housing for the preservation of their family affordable housing development Old Elm Village.

Transfers are budgeted at \$48,000, which is the same as 2018/19. The transfer is calculated at 27% of the housing administrative costs allocated as a percentage of staff time.

**POLICY OPTIONS**

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

- \$50,000 – Housing Land Trust of Sonoma County for the First Time Home Buyers marketing program for Brody Ranch
- \$600,000 – Burbank Housing for rehabilitation of their Old Elm Village affordable housing property.

**ADOPTED BUDGET – In Lieu Housing**

21300 HOUSING IN-LIEU IMPACT FEES	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SERVICES & SUPPLIES	276,495	360,549	344,992	1,279,174
TRANSFERS	50,000	50,000	88,500	90,000
<b>HOUSING IN-LIEU IMPACT FEES</b>	<b>326,495</b>	<b>410,549</b>	<b>433,492</b>	<b>1,369,174</b>

A Housing In-Lieu Impact Fee budget of \$1,369,174 is recommended for 2019/20. This is an increase of \$935,682 from 2018/19.

There are no salaries or benefits included in this budget.

A budget for Services and Supplies of \$1,279,174 is recommended, which represents an increase of \$934,182 over the revised 2018/19 budget. The majority of this change is due to an increased program funding for two affordable housing developments- Old Elm Village and River City Apartments.

Transfers are budgeted at \$90,000, an increase of \$1,500 over 2018/19 calculated at 50% of the housing administrative costs allocated as a percentage of staff time.

**POLICY OPTIONS**

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

- \$91,953 – Petaluma People Services Center for administration of rental assistance and fair housing programs
- \$600,000 – PEP Housing for construction of River City Senior Apartments, a 54 unit senior/veterans affordable housing development
- \$520,000 – Burbank Housing for rehabilitation of their Old Elm Village Apartments, an 81 units affordable housing development for families.
- \$20,000 – Committee on the Shelterless for administration of Mary Isaak homeless shelter
- \$20,000 – Veterans Resource Center for supportive housing at 3 Rocca Drive

**ADOPTED BUDGET – CDBG**

<u>22210 CDBG</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	308,900	307,791	477,837	312,857
TRANSFERS	32,781	25,000	90,291	25,600
<b>CDBG</b>	<b>341,681</b>	<b>332,791</b>	<b>568,128</b>	<b>338,457</b>

A CDBG budget of \$338,457 is recommended for 2019/20; a decrease of \$229,671 from the revised 2018/19 budget.

There are no salaries or benefits included in this budget.

Services and Supplies of \$312,857 are recommended. This is a decrease of \$164,980 from the revised 2018/19 budget due to unexpended funds that were allocated in 2018/19 from program income which was received in 2018/19.

Transfers are recommended at \$25,600, a decrease of \$64,691 over 2018/19 due to a onetime transfer in 2018/19 for administrative costs from unexpended program income funds. Total transfers for 2019/20 are calculated at 14% of the housing administrative costs allocated as a percentage of staff time.

**POLICY OPTIONS**

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

- \$50,000 – Petaluma People Services Center for Meals on Wheels
- \$220,675 – Rebuilding Together Petaluma for the home modification and repair program
- \$5,325 – North Bay Children’s Center for an outdoor garden classroom at their McDowell school site.

**ADOPTED BUDGET – Home/Begin**

22220 HOME/BEGIN	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SERVICES & SUPPLIES	-	-		906,000
TRANSFERS	-	-		-
<b>HOME/BEGIN</b>	-	-		<b>906,000</b>

A Home/Begin budget of \$906,000 is recommended for 2019/20; an increase of \$906,000 over 2018/19.

There are no salaries or benefits included in this budget.

Services and Supplies of \$906,000 are recommended, an increase of \$906,000 from 2018/19 due to allocation of funds for the construction of an affordable housing development for River City Apartments.

**POLICY OPTIONS**

Recommended are the funds for the following project:

- \$906,000 – PEP Housing for construction of the River City Apartments, a 54-unit affordable senior/veterans development.

**ADOPTED BUDGET – Housing Successor**

51150 SUCCESSOR AGENCY HOUSING	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	66,988	71,621	73,102	73,597
BENEFITS	25,360	26,823	27,514	28,828
SERVICES & SUPPLIES	270,332	337,873	132,765	135,618
<b>SUCCESSOR AGENCY HOUSING</b>	<b>362,680</b>	<b>436,317</b>	<b>233,381</b>	<b>238,043</b>

A Successor Agency Housing budget of \$238,043 is recommended for 2019/20. This is an increase of \$4,662 from 2018/19.

Salaries are recommended at \$73,597, an increase of \$495 over 2018/19. This increase is due to previously negotiated salary adjustments.

Benefits are recommended at \$28,828, an increase of \$1,314 over 2018/19 due to increased retirement costs.

Services and Supplies of \$135,618 are recommended, which represents an increase of \$2,853 over the revised 2018/19 budget due to increased program costs for pre-development costs to PEP Housing and a reduced intragovernmental charge resulting from a one-time Risk Management rate holiday initiated in the budget development process.

**ADOPTED BUDGET – Mobile Home Rent Stabilization**

<u>51160 MOBILE HOME RENTAL STABILIZATION</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	170	6,780	3,000	3,000
TRANSFERS	10,000	12,500	13,500	16,000
<b>MOBILE HOME RENTAL STABILIZATION</b>	<b>10,170</b>	<b>19,280</b>	<b>16,500</b>	<b>19,000</b>

A Mobile Home Rent Stabilization Budget of \$19,000 is recommended for 2019/20. This is an increase of \$2,500 over 2018/19.

There are no salaries or benefits included in this budget.

Services and Supplies budget of \$3,000 is recommended for 2019/20. This represents the same cost as 2018/19.

Transfers are recommended at \$16,000 for 2019/20, an increase of \$2,500 over 2018/19 and incorporates charges for city staff time spent administering the ordinance, coordinating with the County of Sonoma, and responding to resident and owner inquiries and requests.



**NON-DEPARTMENTAL**

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

**ADOPTED BUDGET**

11800 NON DEPARTMENTAL	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	-	-	-	225,000
BENEFITS	-	-	500,000	725,000
SERVICES & SUPPLIES	628,132	593,465	706,566	680,200
<b>NON DEPARTMENTAL</b>	<b>628,132</b>	<b>593,465</b>	<b>1,206,566</b>	<b>1,630,200</b>

A Non-Departmental budget of \$1,630,200 is recommended for 2019/20. This is an increase of \$423,634 over 2018/19.

Salaries and benefits are recommended at \$950,000, an increase of \$450,000 over 2018/19. This increase represents funding to support anticipated employee salary adjustments.

Services and Supplies of \$680,200 are recommended, which is a decrease of \$26,366 from 2018/19, and reflects elimination of costs previously budgeted in this cost center.

**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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
BENEFITS	-	-	81,402	-
SERVICES & SUPPLIES	1,088	1,367	1,503	1,409
TRANSFERS	1,497,654	1,380,053	1,175,053	747,507
<b>GENERAL FUND COST CENTER</b>	<b>1,498,742</b>	<b>1,381,420</b>	<b>1,257,958</b>	<b>748,916</b>

A General Fund budget of \$748,916 is recommended for 2019/20. This represents a decrease of \$509,042 from 2018/19.

There are no salaries or benefits budgeted in this cost center. Past benefits in this cost center reflect the cost of managing the Employee Benefit Fund which will now be allocated by Payroll to the various cost centers by employee.

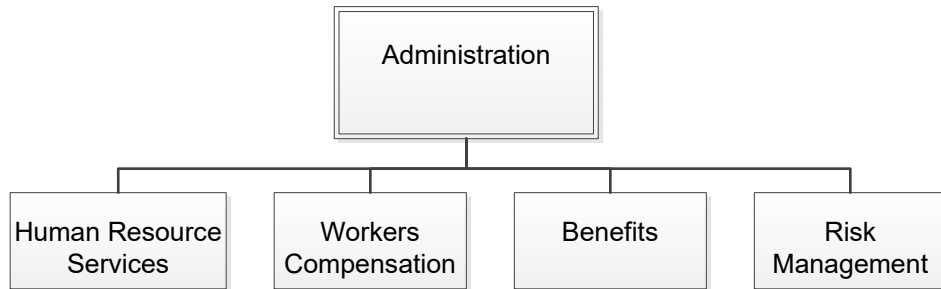
Services and supplies are budgeted at \$1,409, a decrease of \$94 from 2018/19.

Transfers Out is budgeted at \$747,507 for 2019/20, a decrease of \$427,546 from 2018/19. This decrease is due to a one-time reduction of transfers out to fund OPEB in the amount of \$150,000 as well as the re allocation of a vehicle loan payback of \$300,000 now funded by the Transient Occupancy Tax fund. Both reductions were initiated during the budget development process as a budget balancing strategy.

**POLICY OPTIONS**

None

## Human Resources





**HUMAN RESOURCES**

	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	377,383	516,488	584,423	574,574
BENEFITS	218,162	281,313	326,097	351,406
SERVICES & SUPPLIES	3,760,551	2,994,615	4,273,342	3,862,043
TRANSFERS	200,000	100,000	90,000	-
<b>HR ADMIN/EE BENEFITS/ RISK</b>	<b>4,556,096</b>	<b>3,892,416</b>	<b>5,273,862</b>	<b>4,788,023</b>
LESS INTRAGOVERNMENTAL OFFSET	(161,100)	(389,446)	(400,966)	(388,134)
<b>HUMAN RESOURCES/EE BENEFITS/RISK NET COST</b>	<b>4,394,996</b>	<b>3,502,970</b>	<b>4,872,896</b>	<b>4,399,889</b>

by Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
HUMAN RESOURCES ADMIN/OPERATIONS	<b>519,269</b>	<b>537,725</b>	<b>663,938</b>	<b>586,621</b>
LESS INTRAGOVERNMENTAL OFFSET	(161,100)	(389,446)	(400,966)	(388,134)
<b>HR ADMIN/OPERATIONS NET COST</b>	<b>358,169</b>	<b>148,279</b>	<b>262,972</b>	<b>198,487</b>
EE BENEFIT-ADMIN/OTHER	37,099	145,146	187,139	58,296
EE BENEFIT-DENTAL PROGRAM	467,212	2,705	395,000	-
EE BENEFIT-RETIREE BENEFITS	268,872	283,179	313,423	313,423
EE BENEFIT-UNEMPLOYMENT PROGRAM	13,483	9,378	30,000	30,000
EE BENEFIT-VISION PROGRAM	36,317	-	33,000	-
EE BENEFIT	-	-	534,926	534,926
WORKERS COMP	1,293,899	2,201,259	1,681,224	1,919,921
<b>EMPLOYEE BENEFITS</b>	<b>2,116,882</b>	<b>2,641,667</b>	<b>3,174,712</b>	<b>2,856,566</b>
RISK MGMT ADMIN/OPERATIONS	1,949,653	713,024	1,435,212	1,344,836
<b>RISK MGMT ADMIN/OPERATIONS</b>	<b>1,949,653</b>	<b>713,024</b>	<b>1,435,212</b>	<b>1,344,836</b>
<b>HUMAN RESOURCES/EE BENEFITS/RISK NET COST</b>	<b>4,424,704</b>	<b>3,502,970</b>	<b>4,872,896</b>	<b>4,399,889</b>

**HUMAN RESOURCES DEPARTMENT OVERVIEW**

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>HUMAN RESOURCES</b>									
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	0.60	1.00	1.00	1.00	1.00	1.00		
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Human Resources</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>

**2018-2019 ACCOMPLISHMENTS and HIGHLIGHTS**

- Implemented a Supervisory/Management Training Academy through the SRJC Petaluma campus for current and future leaders. Roughly 15 City employees underwent the Academy and are near completion.
- Ensuring that City staffing needs are met in a timely manner remains a top priority for Human Resources. By the end of the fiscal year HR will have conducted roughly fifty (50) full-time and part-time recruitments and will have screened approximately 1,600 applications from potential job applicants.
- Worked with bargaining Units 1 – 3, 4, 6, 9 and 11, to negotiate multi-year successor contracts.
- Implemented Biddle, an online assessment solution, to modernize and enhance the testing process and to foster efficiency in the City’s recruiting and selection processes.
- Implemented Pacific Insurance Network Systems (PINS), a cloud software system designed to automate the City’s tracking of insurance certificates and related documents.
- Hosted a variety of citywide trainings and initiatives, including workplace security, CPR and Automated External Defibrillator demonstration, contract management, and risk transfer/additional insured requirements.

**2019-2020 DEPARTMENTAL GOALS and PRIORITIES**

- Work with bargaining Units 7 and 10 to negotiate successor contracts.
- Update City of Petaluma Personnel Rules and Regulations and Administrative Policies.
- Complete a classification and compensation study for all full-time miscellaneous classifications.
- Host a variety of trainings in compliance with federal/state regulations as well as trainings on harassment prevention, wellness, safety and workplace security, and various trainings through the LCW Consortium.
- Review and evaluate the City's overall insurance programs to maintain fiscal sustainability through limiting and reducing expenditures.

**ADOPTED BUDGET**

	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	377,383	516,488	584,423	574,574
BENEFITS	218,162	281,313	326,097	351,406
SERVICES & SUPPLIES	3,760,551	2,994,615	4,273,342	3,862,043
TRANSFERS	200,000	100,000	90,000	-
<b>HR ADMIN/EE BENEFITS/ RISK</b>	<b>4,556,096</b>	<b>3,892,416</b>	<b>5,273,862</b>	<b>4,788,023</b>
LESS INTRAGOVERNMENTAL OFFSET	(161,100)	(389,446)	(400,966)	(388,134)
<b>HUMAN RESOURCES/EE BENEFITS/RISK NET COST</b>	<b>4,394,996</b>	<b>3,502,970</b>	<b>4,872,896</b>	<b>4,399,889</b>

A Human Resources Department budget of \$4,788,023 is recommended for 2019/20. This represents a decrease of \$485,839 from 2018/19.

Salaries are recommended at \$574,574 for 2019/20 representing a decrease of \$9,849 from 2018/19. This decrease is mainly due to the vacant Human Resources Director position being budgeted at a lower step within the salary range, partially offset by employees advancing in the salary step range.

Benefits are recommended at \$351,406 for 2019/20 representing an increase of \$25,309 from 2018/19. This is attributed to increased retirement costs.

Services and supplies are recommended at \$3,862,043 for 2019/20, a decrease of \$411,299 from 2018/19. This decrease is mainly due to the elimination of non-recurring costs and reduced professional services partially offset by anticipated increased settlements and claims.

Transfers are recommended at \$0, a decrease of \$90,000 from 2018/19 due to the elimination of one-time transfers out.

**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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	323,907	361,034	395,995	381,206
BENEFITS	87,560	130,525	139,656	159,918
SERVICES & SUPPLIES	78,094	46,166	128,287	45,497
CAPITAL EXPENDITURES	29,708	-	-	-
<b>HR ADMIN/OPERATIONS</b>	<b>519,269</b>	<b>537,725</b>	<b>663,938</b>	<b>586,621</b>
LESS INTRAGOVERNMENTAL OFFSET	(161,100)	(389,446)	(400,966)	(388,134)
<b>HR ADMIN/OPERATIONS NET COST</b>	<b>358,169</b>	<b>148,279</b>	<b>262,972</b>	<b>198,487</b>

A Human Resources Administration General Fund budget of \$586,621 is recommended for 2019/20. This represents a decrease of \$77,317 from 2018/19.

Salaries are recommended at \$381,206 for 2019/20 representing a decrease of \$14,789 from 2018/19. This decrease is mainly due to the vacant Human Resources Director position being budgeted at a lower step within the salary range.

Benefits are recommended at \$159,918 for 2019/20 representing an increase of \$20,262 over 2018/19. This is attributed to increased retirement costs.

Services and supplies are recommended at \$45,497 a decrease of \$82,790 from 2018/19. This decrease is mainly due to the elimination of a non-recurring cost.

**POLICY OPTIONS**

None

**EMPLOYEE BENEFITS**

The Human Resources Department administers employee and retiree health benefits.

**ADOPTED BUDGET**

EE BENEFITS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	(25,059)	-	-	-
BENEFITS	106,207	105,271	125,000	125,000
SERVICES & SUPPLIES	741,835	335,137	1,368,488	811,645
<b>EE BENEFITS</b>	<b>822,983</b>	<b>440,408</b>	<b>1,493,488</b>	<b>936,645</b>

Employee Benefits budget of \$936,645 is recommended for 2019/20. This is a decrease of \$556,843 from 2018/19.

Benefits are recommended at \$125,000 for 2019/20. This is unchanged from 2018/19.

Services and Supplies are recommended at \$811,645 for 2019/20. This is a decrease of \$556,843 from 2019/20. This decrease is mainly due to the elimination of a non-recurring cost.

**WORKERS' COMPENSATION**

Human Resources Department 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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SERVICES & SUPPLIES	1,293,899	2,201,259	1,681,224	1,919,921
<b>WORKERS COMP</b>	<b>1,293,899</b>	<b>2,201,259</b>	<b>1,681,224</b>	<b>1,919,921</b>

The Workers Compensation budget of \$1,919,921 is recommended for 2019/20. This represents an increase of \$238,697 over 2018/19. This increase is based on anticipated increased settlements and claims.

**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, City staff, and the citizens.

Risk Management is a division of the Human Resources Department. Its primary objectives are the City of Petaluma’s safety program, risk mitigation, 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 proactive 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 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>RISK MANAGEMENT</u></b>									
Risk and Safety Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
HR Assistant /III Conf	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Risk Management</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

**ADOPTED BUDGET**

74100 RISK MGMT ADMIN/OPERATIONS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	78,535	155,454	188,428	193,368
BENEFITS	24,395	45,517	61,441	66,488
SERVICES & SUPPLIES	1,646,723	412,053	1,095,343	1,084,980
TRANSFERS	200,000	100,000	90,000	-
<b>RISK MGMT ADMIN/OPERATIONS</b>	<b>1,949,653</b>	<b>713,024</b>	<b>1,435,212</b>	<b>1,344,836</b>

A Risk Management budget of \$1,344,836 is recommended for 2019/20. This represents a decrease of \$90,376 from 2018/19.

Salaries are recommended at \$193,368 an increase of \$4,940 over 2018/19 due to employees advancing in the salary step range.

Benefits are recommended at \$66,488 an increase of \$5,047 over 2018/19. This change is attributed to increased retirement costs.

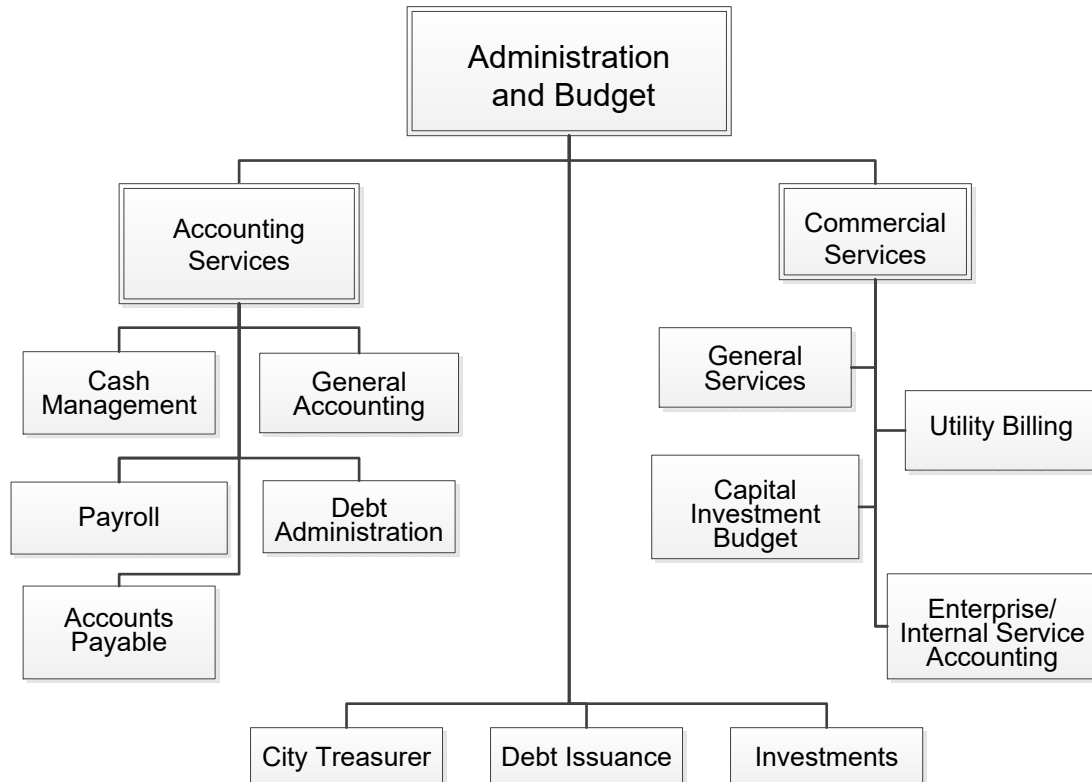
Services and Supplies are recommended at \$1,084,980 a decrease of \$10,363 from 2018/19. This decrease is mainly due to reduced professional services partially offset by anticipated increased settlements and claims.

Transfers are recommended at \$0, a decrease of \$90,000 from 2018/19 due to the elimination of one-time transfers out.

**POLICY OPTIONS/CHANGES**

None

## Finance Department





**FINANCE DEPARTMENT**

by Account Type	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	1,197,613	1,190,803	1,343,673	1,335,048
BENEFITS	393,742	425,826	505,203	561,620
SERVICES & SUPPLIES	441,083	490,857	472,020	458,004
<b>FINANCE DEPT</b>	<b>2,032,438</b>	<b>2,107,486</b>	<b>2,320,896</b>	<b>2,354,672</b>
LESS INTRAGOVERNMENTAL OFFSE	(1,240,441)	(1,263,338)	(1,245,343)	(1,284,837)
<b>FINANCE DEPT NET COST</b>	<b>791,997</b>	<b>844,148</b>	<b>1,075,553</b>	<b>1,069,835</b>

by Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
FINANCE ADMIN	690,940	646,849	673,687	538,850
FINANCE ACCOUNTING SERVICE	671,092	698,306	734,662	887,927
FINANCE COMMERCIAL SERVICE	476,475	541,313	686,873	700,677
<b>FINANCE</b>	<b>1,838,507</b>	<b>1,886,468</b>	<b>2,095,222</b>	<b>2,127,454</b>
LESS INTRAGOVERNMENTAL OFFSE	(1,240,441)	(1,263,338)	(1,245,343)	(1,284,837)
<b>FINANCE NET COST</b>	<b>598,066</b>	<b>623,130</b>	<b>849,879</b>	<b>842,617</b>

GENERAL SVC-ADMIN	6,564	7,508	7,038	6,754
GENERAL SVC-MAIL SERVICES	92,296	102,390	107,290	101,016
GENERAL SVC-PRINTING SERVICES	95,071	111,120	111,346	119,448
<b>GENERAL SERVICES</b>	<b>193,931</b>	<b>221,018</b>	<b>225,674</b>	<b>227,218</b>
<b>FINANCE DEPT NET COST</b>	<b>791,997</b>	<b>844,148</b>	<b>1,075,553</b>	<b>1,069,835</b>

**FINANCE DEPARTMENT**

The Finance Department oversees the management and operations of the 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 17-18		FY 18-19		FY 19-20		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>FINANCE DEPARTMENT</u></b>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	0.00	1.00	0.00			
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Accounting Manager	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Finance</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>15.00</b>	<b>0.00</b>	<b>2.00</b>

**2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Received the Government Finance Officers Association Award for Excellence in Financial Reporting for prior fiscal year.
- Continued enhancements to online City payment portals improving access and options for reviewing and paying City issued billings.
- Enhanced Utility Billing customer service by providing hourly consumption data reports to address water conservation and leak concerns
- Completed RFP for Audit Services and awarded contract.
- Implemented new equipment to improve mail and document processing efficiency

**2019-2020 DEPARTMENTAL GOALS and PRIORITIES**

- Continued enhancement of accounts receivable collections.
- Improve an automated online form entry and submission.
- Complete review of all City fees and prepare for updated fee study.
- Update the City’s Cost Allocation Plan.
- Improve online access to Utility service requests.

**ADOPTED BUDGET**

by Account Type	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	1,197,613	1,190,803	1,343,673	1,335,048
BENEFITS	393,742	425,826	505,203	561,620
SERVICES & SUPPLIES	441,083	490,857	472,020	458,004
<b>FINANCE DEPT</b>	<b>2,032,438</b>	<b>2,107,486</b>	<b>2,320,896</b>	<b>2,354,672</b>
LESS INTRAGOVERNMENTAL OFFSE	(1,240,441)	(1,263,338)	(1,245,343)	(1,284,837)
<b>FINANCE DEPT NET COST</b>	<b>791,997</b>	<b>844,148</b>	<b>1,075,553</b>	<b>1,069,835</b>

A Finance Department budget of \$2,354,672 is recommended for 2019/20. This represents an increase of \$33,776 over the revised budget for 2018/19.

Salaries are recommended at \$1,335,048, representing a slight decrease of \$8,625 from 2018/19. This reflects an overall decrease attributable to vacant positions budgeted at a lower step in the salary range offset slightly by increases for position step advancements and previously negotiated cost of living adjustments.

Benefits are recommended at \$561,620 representing an increase of \$56,417 over 2018/19. This is attributed to employee benefit selections and increased retirement costs.

Services and supplies are recommended at \$458,004, a decrease of \$14,016 overall from FY 2018/19. This decrease is primarily due to less professional services budgeted in 2019/20 and a reduction resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

**FINANCE ADMINISTRATION AND BUDGET**

Finance Administration and Budget Division 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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	273,281	215,638	248,771	158,830
BENEFITS	59,759	48,046	68,484	37,700
SERVICES & SUPPLIES	357,900	383,165	356,432	342,320
<b>FINANCE ADMIN</b>	<b>690,940</b>	<b>646,849</b>	<b>673,687</b>	<b>538,850</b>
LESS INTRAGOVERNMENTAL OFFSET	(399,619)	(437,794)	(436,649)	(409,886)
<b>FINANCE ADMIN NET COST</b>	<b>291,321</b>	<b>209,055</b>	<b>237,038</b>	<b>128,964</b>

A Finance Administration budget of \$538,850 is recommended for 2019/20. This represents a decrease of \$134,837 from 2018/19.

Salaries are recommended at \$158,830, representing a decrease of \$89,941 from 2018/19. This decrease is due to moving a budgeted position and associated salary costs to the Accounting Services cost center.

Benefits are recommended at \$37,700 and represents a decrease of \$30,784 from 2018/19. This decrease is attributed to moving the budgeted position and associated benefit costs to the Accounting Services cost center. The decrease is slightly offset by increased retirement costs.

Services and supplies are recommended at \$342,320, a decrease of \$14,112 from 2018/19. This is attributed to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

**POLICY OPTIONS**

None

**ACCOUNTING SERVICES**

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

**ADOPTED BUDGET**

11410 FINANCE ACCOUNTING SERVICE	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	470,734	485,091	504,219	596,972
BENEFITS	176,700	190,461	202,193	262,165
SERVICES & SUPPLIES	23,658	22,754	28,250	28,790
<b>FINANCE ACCOUNTING SERVICE</b>	<b>671,092</b>	<b>698,306</b>	<b>734,662</b>	<b>887,927</b>
LESS INTRAGOVERNMENTAL OFFSET	(328,869)	(338,228)	(385,890)	(397,450)
<b>FINANCE ACCOUNTING SERVICE NET COST</b>	<b>342,223</b>	<b>360,078</b>	<b>348,772</b>	<b>490,477</b>

An Accounting Services budget of \$887,927 is recommended for 2019/20. This represents an increase of \$153,265 over 2018/19.

Salaries are recommended at \$596,975, an increase of \$92,753 over the prior year. This reflects increases for position step changes and the movement of a budgeted position and associated salary previously allocated from the Finance Administration cost center as well as a slight increase resulting from previously negotiated cost of living adjustments.

Benefits are recommended at \$262,165, representing an increase of \$59,972 over 2018/19. This is attributed to employee benefit selections and increases in retirement costs as well as an increase resulting from the movement of a budgeted position and associated benefit costs previously allocated from the Finance Administration cost center.

Services and supplies are recommended at \$28,790, an increase of \$540 over 2018/19. This is primarily due to a small increase in projected professional services cost in 2019/20.

**POLICY OPTIONS**

None

**COMMERCIAL SERVICES**

In the Finance Department, the Commercial Service 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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	346,386	382,527	483,902	472,718
BENEFITS	121,023	144,227	191,771	216,919
SERVICES & SUPPLIES	9,066	14,559	11,200	11,040
<b>FINANCE COMMERCIAL SERVICE</b>	<b>476,475</b>	<b>541,313</b>	<b>686,873</b>	<b>700,677</b>
LESS INTRAGOVERNMENTAL OFFSET	(511,953)	(487,316)	(422,804)	(477,501)
<b>FINANCE COMMERCIAL SERVICE NET COST</b>	<b>(35,478)</b>	<b>53,997</b>	<b>264,069</b>	<b>223,176</b>

A Commercial Services budget of \$700,677 is recommended for 2019/20. This represents an increase of \$13,804 over 2018/19.

Salaries are recommended at \$472,718, a decrease of \$11,184 from 2018/19. This decrease reflects vacant positions budgeted at a lower step in the salary range offset slightly by increases for position step advancements and previously negotiated cost of living adjustments.

Benefits are recommended at \$216,919, an increase of \$25,148. This is attributed to employee benefit selections and increases in retirement costs slightly offset by benefit savings from a vacant position budgeted at a lower step in the salary range.

Services and supplies are recommended at \$11,040, a decrease of \$160 overall from 2018/19.

**POLICY OPTIONS**

None

**GENERAL SERVICES**

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

**ADOPTED BUDGET**

<b>GENERAL SERVICES</b>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	107,212	107,547	106,781	106,528
BENEFITS	36,260	43,092	42,755	44,836
SERVICES & SUPPLIES	50,459	70,379	76,138	75,854
<b>GENERAL SVC-MAIL SERVICES</b>	<b>193,931</b>	<b>221,018</b>	<b>225,674</b>	<b>227,218</b>

A General Services Division budget of \$227,218 is recommended for 2019/20. This represents a minor increase of \$1,544 over the revised budget for 2018/19.

Salaries are recommended at \$106,528, representing a decrease of \$253 resulting from a recently filled position allocated to a lower step in the salary range.

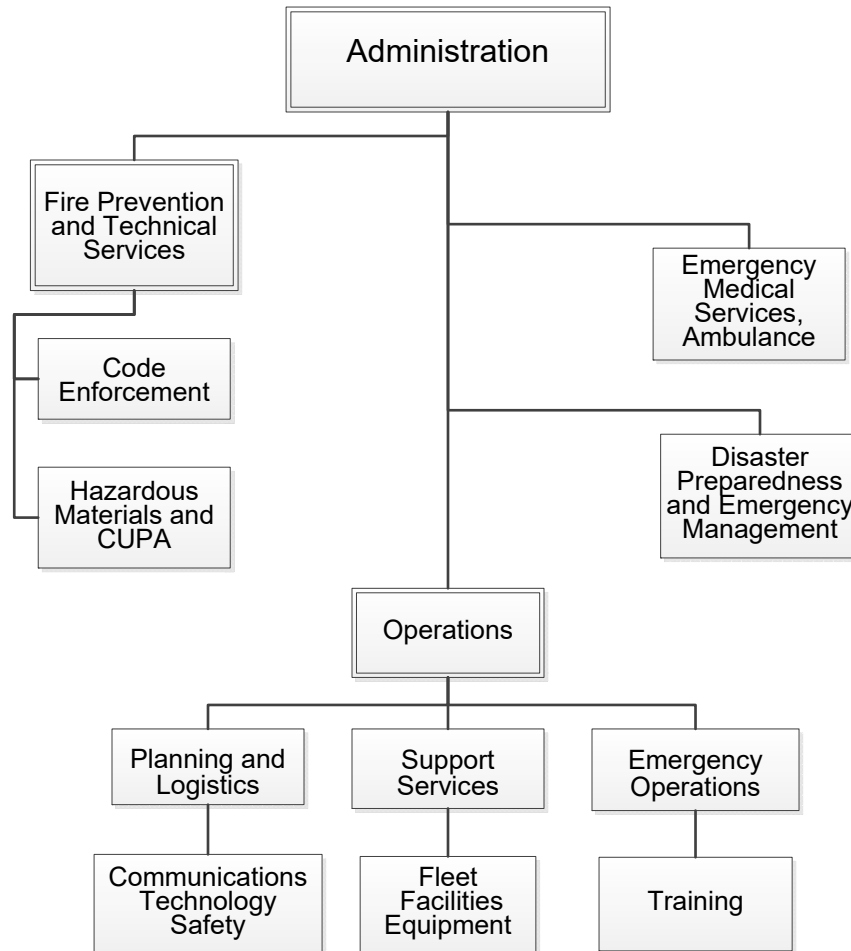
Benefits are recommended at \$44,836, a \$2,081 increase over the previous year due to changes in employee benefit selections and increased retirement costs.

Services and supplies are recommended at \$75,854, a slight decrease of \$284 overall.

**POLICY OPTIONS**

None

# Fire Department





**FIRE DEPARTMENT**

by Account Type	<b><i>2017 Actuals</i></b>	<b><i>2018 Actuals</i></b>	<b><i>2019 Revised</i></b>	<b><i>2020 Adopted</i></b>
SALARY	7,390,274	8,400,685	7,375,070	8,376,222
BENEFITS	4,960,429	5,059,138	5,387,064	6,066,137
SERVICES & SUPPLIES	1,564,526	1,388,767	1,245,956	1,239,776
CAPITAL EXPENDITURES	-	32,121	125,000	-
<b>TOTAL FIRE DEPARTMENT</b>	<b>13,915,229</b>	<b>14,880,711</b>	<b>14,133,090</b>	<b>15,682,135</b>

by Cost Center	<b><i>2017 Actuals</i></b>	<b><i>2018 Actuals</i></b>	<b><i>2019 Revised</i></b>	<b><i>2020 Adopted</i></b>
FIRE ADMIN	1,297,375	1,303,945	1,304,385	1,254,177
FIRE DISASTER PREPAREDNESS	2,660	2,350	2,600	25,000
FIRE HAZARDOUS MATERIALS	115,014	155,531	159,128	169,248
FIRE PREVENTION	241,863	298,796	321,355	318,289
FIRE SUPPRESSION	11,440,600	12,425,902	11,677,090	13,306,652
FIRE SUPPRESSION-APPARATUS	212,508	151,079	143,600	103,600
FIRE SUPPRESSION-BUILDING/GROUNDS	26,081	52,676	19,500	19,500
FIRE SUPPRESSION-COMMUNICATIONS	16,638	4,643	21,400	21,400
FIRE SUPPRESSION-SUPPLIES	62,579	41,831	53,500	53,500
FIRE SUPPRESSION-TRAINING	13,315	19,291	17,800	17,800
AMBULANCE	486,596	424,667	412,732	392,969
<b>TOTAL FIRE DEPARTMENT</b>	<b>13,915,229</b>	<b>14,880,711</b>	<b>14,133,090</b>	<b>15,682,135</b>

**FIRE DEPARTMENT OVERVIEW**

The Petaluma Fire Department is responsible for the prevention and extinguishment of fires, medical treatment and transport of the sick and traumatically injured, extrication and rescue of victims, the overall management of emergency-related events impacting the health, welfare and safety of citizens and visitors to Petaluma and public education to all who seek it. Founded in 1857, the Department has delivered emergency services 24-hours a day, every day for over 162 years. Petaluma has grown to 60,000+, and the call volume for emergency service has likewise grown. During FY 2018/19, crews responded to 6,977 emergency events; averaging roughly 19+ active calls for service each day. Emergency calls for service are projected to be over 7,100 during FY 2019/20.

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>FIRE</b>									
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant Fire Chief	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 Engineer	3.00	3.00	0.00	0.00	0.00	0.00			
Fire Engineer/Fire Eng Paramedic	6.00	6.00	9.00	9.00	9.00	9.00	9.00		
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	27.00	27.00	27.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Fire</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>64.00</b>	<b>64.00</b>	<b>64.00</b>	<b>0.00</b>	<b>0.00</b>

**2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Participated in County-wide stakeholder EMS ambulance ordinance update workgroup to include recognition and inclusion of exiting public emergency medical providers.
- Contributed a total of 33 personnel to 11 different strike team fire events from July, 2018 to November, 2018.
- Introduced one new ALS ambulance to the Department’s fleet, as well as a 4x4 tow vehicle which was funded by a FEMA Assistance to Firefighters Grants (AFG) award.
- Provided public education of Hands-Only CPR and the use of Automated External Defibrillators (AEDs) to all Petaluma middle-schoolers; disaster preparation public education was provided to the community through multiple community group presentations, including the annual Boy Scout Disaster Preparation fair and by public safety messages shared via social media.
- Implemented the Citizens Organized to Prepare for Emergencies (COPE) program and delivered 3 joint presentations to the community along with Rancho Adobe Fire.
- Completed facility upgrades, including a bathroom remodel and front landscaping work at Station #2, upgrading the emergency alerting system at Station #3 and completion of the exhaust removal system at Station #1.

**2019-2020 DEPARTMENTAL GOALS and PRIORITIES**

- Further collaboration with Coastal Valleys EMS Agency (CVEMSA) to gain written exclusivity in Petaluma’s historic ambulance response area outside the City limits.
- Continue to upgrade and modernize Fire Department facilities to increase member privacy and accommodation of a more diverse work force.
- In response to the continuous rise in call volume, implement a third 24-hour Advanced Life Support (ALS) ambulance at Station 2 to be staffed by increasing personnel levels at the Firefighter/Paramedic rank.
- In collaboration with other South County fire agencies, begin a firefighter intern/reserve program to improve recruitment and retention of Region 9 members.
- Continue the COPE program to further prepare community members for major emergencies or unexpected natural events and maintain a quarterly class schedule.
- Implement multiple technology and software upgrades to provide better efficiencies and data collection within the Department, including Lexipol (Cloud-based Policies & Procedures), EVALS and Camtasia (Cloud-based electronic training), Schedule Express (staffing program) and ImageTrend (EMS/Fire/Fire Prevention records management).
- Update the Fire Prevention Bureau’s fleet.

**ADOPTED BUDGET**

**FIRE DEPARTMENT**

by Account Type	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	7,390,274	8,400,685	7,375,070	8,376,222
BENEFITS	4,960,429	5,059,138	5,387,064	6,066,137
SERVICES & SUPPLIES	1,564,526	1,388,767	1,245,956	1,239,776
CAPITAL EXPENDITURES	-	32,121	125,000	-
<b>TOTAL FIRE DEPARTMENT</b>	<b>13,915,229</b>	<b>14,880,711</b>	<b>14,133,090</b>	<b>15,682,135</b>

A Fire Department budget of \$15,682,135 is recommended for 2019/20. This is an increase of \$1,549,045 over 2018/19.

Salaries are recommended at \$8,376,222, an increase of \$1,001,152 over 2018/19. This increase is mainly attributed to salaries for 6 new Firefighter/Paramedics to staff a 3<sup>rd</sup> ambulance which is expected to be fully offset by an increase in transport fee revenue. The increase also accounts for an increase in overtime costs, wage increases for step advancements and is slightly offset by a reduction in Emergency Medical Technician part-time hours.

Benefits are recommended at \$6,066,137, an increase of \$679,073 over 2018/19. This increase is attributed to benefits for 6 new Firefighter/Paramedics to staff the 3<sup>rd</sup> ambulance which is expected to be fully offset by an increase in transport fee revenue. Also included are increases related to retirement and workers’ compensation costs.

Services and supplies are budgeted at \$1,239,776, a decrease of \$6,180 from 2018/19. This decrease is mainly due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget and partially offset by an increase to costs associated with Fire ambulance supplies.

Capital Expenditures are recommended at \$0, a decrease of \$125,000. No capital purchases are recommended in 2019/20.

**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/Training & Safety/Wellness, Emergency Medical Services, Fire Prevention & Technical Services, Operations & Disaster Preparedness and Support Services. Fire Administration is responsible for insuring that the Mission, Goals and Policies of the City of Petaluma and the Petaluma Fire Department are accomplished.

**ADOPTED BUDGET**

13100 FIRE ADMIN	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	411,867	451,723	453,075	466,442
BENEFITS	198,607	219,454	262,824	275,379
SERVICES & SUPPLIES	686,901	632,768	588,486	512,356
<b>FIRE ADMIN</b>	<b>1,297,375</b>	<b>1,303,945</b>	<b>1,304,385</b>	<b>1,254,177</b>

A Fire Administration budget of \$1,254,17777 is recommended for 2019/20. This is a decrease of \$50,208 from 2018/19.

Salaries are recommended at \$466,442 representing an increase of \$13,367 over 2018/19. This increase is attributed to wage increases for step advancements.

Benefits are recommended at \$275,379 representing an increase of \$12,555 over 2018/19. This is mainly due to increased retirement and workers’ compensation costs and benefit increases for step advancements.

Services and supplies are budgeted at \$512,356, a decrease of \$76,130 from 2018/19. This decrease is mainly due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

**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). Annual training on managing the Emergency Operations Center (EOC) is provided to City personnel. The Fire Department hosts a quarterly community presentation on Disaster Preparedness entitled COPE (Citizens Organized to be Prepared for Emergencies). Through the COPE program, the Department offers disaster preparation advice and materials for participants to help organize their own neighborhoods. The Department is the point of contact for EM information to Sonoma County and various State agencies and it is the representative agency for the California Region 2 Area to the State Office of Emergency Services.

**ADOPTED BUDGET**

<u>13200 FIRE DISASTER PREPAREDNESS</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	2,660	2,350	2,600	25,000
<b>FIRE DISASTER PREPAREDNESS</b>	<b>2,660</b>	<b>2,350</b>	<b>2,600</b>	<b>25,000</b>

There are no salaries or benefits in this budget section.

A Disaster Preparedness program budget for services and supplies of \$25,000 is recommended for 2019/20 and represents a \$22,500 increase over the 2018/19 revised budget.

Services and supplies are recommended at \$25,000, an increase of \$22,500 over 2018/19. This increase is necessary to adequately address emergency preparedness needs.

**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 is present in all new, expanded and/or remodeled buildings. FPB personnel deliver fire prevention and life safety messages to multiple facets within the community throughout each year.

**ADOPTED BUDGET**

<u>13400 FIRE PREVENTION</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	155,631	145,456	191,668	179,126
BENEFITS	68,509	91,771	104,287	113,763
SERVICES & SUPPLIES	17,723	61,569	25,400	25,400
<b>FIRE PREVENTION</b>	<b>241,863</b>	<b>298,796</b>	<b>321,355</b>	<b>318,289</b>

A Fire Prevention & Technical Services budget of \$318,289 is recommended for 2019/20. This is a decrease of \$3,066 from 2018/19.

Salaries are recommended at \$179,126 for 2019/20, a decrease of \$12,542 from 2018/19. This decrease is attributed to a part-time position being filled at a lower step in the salary range, stand-by wages allocated to Fire Inspector position cost centers, and is partially offset by wage increases for step advancements.

Benefits are recommended at \$113,763 for 2019/20, an increase of \$9,476 over 2018/19. This is due to increased retirement and workers’ compensation costs related to benefit increases for step advancements.

Services and supplies of \$25,400 are recommended for 2019/20 and represents no change from 2018/19.

**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>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	79,618	96,673	95,380	101,192
BENEFITS	32,555	56,036	61,898	66,206
SERVICES & SUPPLIES	2,841	2,822	1,850	1,850
<b>FIRE HAZARDOUS MATERIALS</b>	<b>115,014</b>	<b>155,531</b>	<b>159,128</b>	<b>169,248</b>

A Hazardous Materials budget of \$169,248 is recommended for 2019/20. This is an increase of \$10,120 over 2018/19.

Salaries are recommended at \$101,192 for 2019/20. This is an increase of \$5,812 over 2018/19 and is attributed to wage increases for step advancements.

Benefits are recommended at \$66,206 for 2019/20. This is an increase of \$4,308 over 2018/19 and is due to increased retirement and workers' compensation costs and to wage increases for step advancements.

Services and supplies of \$1,850 are recommended for 2019/20 and represents no change from 2018/19.

**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 in Petaluma. The two paramedic ambulances also provide care and transport to persons in much of the South County area, including parts of Marin County. The Department successfully maintains an ISO rating of 2.

**ADOPTED BUDGET**

FIRE SUPPRESSION AND AMBULANCE	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	6,743,158	7,706,833	6,634,947	7,629,462
BENEFITS	4,660,758	4,691,877	4,958,055	5,610,789
SERVICES & SUPPLIES	854,401	689,258	627,620	675,170
CAPITAL EXPENDITURES	-	32,121	125,000	-
<b>FIRE SUPPRESSION AND AMBULANCE</b>	<b>12,258,317</b>	<b>13,120,089</b>	<b>12,345,622</b>	<b>13,915,421</b>

A Suppression and Ambulance Services total division budget (cost centers 13500 & 13600) of \$13,915,421 is recommended for 2019/20. This represents an increase of \$1,569,799 over 2018/19.

Salaries are recommended at \$7,629,462, an increase of \$994,515 over 2018/19. This increase is mainly attributed to wages for 6 new Firefighter/Paramedics to staff a 3<sup>rd</sup> ambulance which is expected to be fully offset by an increase in fee revenue. The increase also accounts for an increase in overtime costs, wage increases for step advancements and is slightly offset by a reduction in Emergency Medical Technician part-time hours.

Benefits are recommended at \$5,610,789, an increase of \$652,734 over 2018/19. This increase is attributed to benefits for 6 new Firefighter/Paramedics to staff a 3<sup>rd</sup> ambulance and increased retirement and workers' compensation costs.

Services and supplies are recommended at \$675,170 for 2019/20. This is an increase of \$47,550 over 2018/19 and is due to costs associated with increased ambulance durable goods supplies.

Capital Expenditures are recommended at \$0, a decrease of \$125,000 from 2018/19. No capital purchases are recommended in 2019/20.

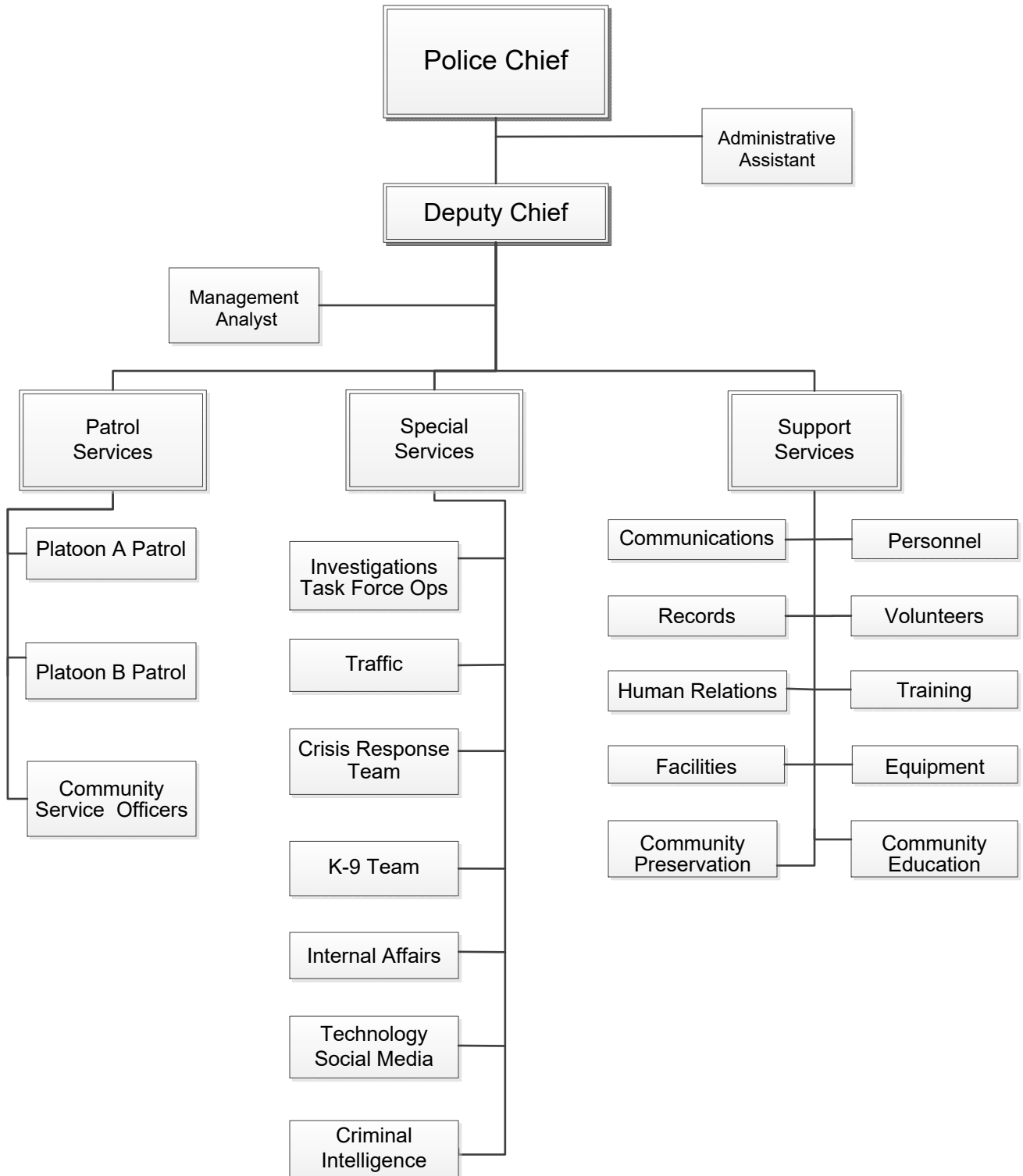
**POLICY OPTIONS**

There is a recommended increase of \$1,292,000 in salaries, benefits and supplies for 6 Firefighter/Paramedics to staff a 3<sup>rd</sup> Ambulance. This cost increase is expected to be fully offset by an increase in fee revenue and projected collection rates will be near equal to the ongoing cost of personnel and amortized ambulance costs after the initial up-front cost. Funding for the purchase of the new, fully equipped ambulance will come from the Vehicle and Equipment Replacement Fund (#7500).





# Police Department



**POLICE DEPARTMENT**

	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	9,760,467	9,995,111	11,052,894	11,411,964
BENEFITS	5,431,433	5,431,573	6,492,752	7,350,679
SERVICES & SUPPLIES	2,537,613	2,484,442	2,221,024	2,107,421
CAPITAL EXPENDITURES	61,088	121,758	108,055	-
<b>TOTAL POLICE DEPARTMENT</b>	<b>17,790,601</b>	<b>18,032,884</b>	<b>19,874,725</b>	<b>20,870,064</b>

by Cost Center	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
POLICE ADMIN	3,005,973	3,079,875	3,214,138	3,347,564
POLICE COMMUNICATION	1,378,510	1,499,878	1,482,350	1,564,073
POLICE CAD/RMS	365,583	373,184	412,626	423,847
POLICE INVESTIGATION	1,302,804	1,111,630	1,474,191	1,485,958
POLICE PATROL	8,685,459	8,990,025	9,863,299	11,073,838
POLICE AUTO THEFT	198,352	197,570	212,063	0
POLICE TRAFFIC SAFETY	1,346,889	1,109,405	1,692,619	1,533,455
POLICE RECORDS	630,918	655,657	699,734	721,438
PARKING ENFORCEMENT	285,868	292,193	333,520	340,273
POLICE GRANTS	491,113	617,862	379,852	271,041
ABANDONED VEHICLE ABATEMENT	99,132	105,605	110,333	108,577
<b>TOTAL POLICE DEPARTMENT</b>	<b>17,790,601</b>	<b>18,032,884</b>	<b>19,874,725</b>	<b>20,870,064</b>

**POLICE DEPARTMENT**

The mission of the Police Department is ***Working with our community to provide professional police services since 1858.*** The Police Department provides a full range of law enforcement services to the community. The department is divided into service divisions with employees assigned to specific functions including uniformed patrol, traffic enforcement, parking enforcement, code enforcement, investigations, records, communications and administration. The FY 19-20 Police Department budget reflects this structure.

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		General Fund	Enterprise Funds	Other Funds
	Authorized	Funded	Authorized	Funded	Authorized	Funded			
<b><u>POLICE</u></b>									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	3.00	5.00	1.00	5.00	1.00	1.00		
Evidence Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Property Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	50.00	60.00	49.00	60.00	49.00	48.00		1.00
Police Officer for SRO (exp 6/2020)				2.00		2.00	2.00		
School Resource Officer (exp 6/2020)				2.00		2.00			2.00
Police Records Assistant III	5.50	4.50	5.50	5.00	5.50	5.00	5.00		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	10.60	12.00	10.60	12.00	10.60	10.60		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Community Engagement Liaison	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Police</b>	<b>109.00</b>	<b>91.60</b>	<b>110.00</b>	<b>94.10</b>	<b>110.00</b>	<b>94.10</b>	<b>89.65</b>	<b>0.45</b>	<b>4.00</b>

**2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Continued Implementation of best practices in policing from the President’s Task Force report on 21<sup>st</sup> Century Policing.
  - Building Public Trust and Legitimacy
  - Policy and Oversight
  - Technology and Social Media
  - Community Policing and Crime Reduction
  - Training and Education
  - Officer Safety and Wellness

- Reduced Part 1 Crimes.  
From FY 18 to FY 19, the reporting of Part 1 crimes has reduced 16%.
- Reduced fatal and injury traffic collisions through increased enforcement and continued education.  
Police officers have responded to 15% less injury traffic collisions in FY19; however, the fatality rate has remained consistent at 2 fatalities.
- Implemented medical intervention for opioid epidemic to patrol officers by equipping and training them with Narcan.  
All officers are now carrying Narcan and a replacement program has been instituted
- Expanded Petaluma Policing to further community engagement.

**2019-2020 DEPARTMENTAL GOALS and PRIORITIES**

- Improve recruitment and retention of employees to restore/provide essential services to the community.
- Continue the implementation of best practices in 21<sup>st</sup> Century Policing.
- Reduce crime and improve the quality of life for everyone in our community.
- Increase traffic safety by reducing fatal and injury traffic collisions through increased enforcement and education.
- Continue community policing and engagement to build trust.
- Continue to collaborate with community-based organizations and service providers to proactively address mental health, substance abuse, and homelessness.

**ADOPTED BUDGET**

	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	9,760,467	9,995,111	11,052,894	11,411,964
BENEFITS	5,431,433	5,431,573	6,492,752	7,350,679
SERVICES & SUPPLIES	2,537,613	2,484,442	2,221,024	2,107,421
CAPITAL EXPENDITURES	61,088	121,758	108,055	-
<b>TOTAL POLICE DEPARTMENT</b>	<b>17,790,601</b>	<b>18,032,884</b>	<b>19,874,725</b>	<b>20,870,064</b>

A Police Department budget of \$20,870,064 is recommended for 2019/20. This represents an increase of \$995,339 over 2018/19.

Salaries are recommended at \$11,411,964 representing an increase of \$359,070 over 2018/19. This change is due to annual step increases, employee benefit selection, and a recently negotiated salary and benefit adjustment. Additionally, two full-time sworn positions were added as School Resource Officers and are funded by grant revenues.

Benefits are recommended at \$7,350,769 representing an increase of \$857,927 over 2018/19. This change is due to increased retirement costs, workers compensation costs, negotiated salary adjustments impacting benefit costs and full-time staffing positions as listed above.

Services and supplies are recommended at \$2,107,421 a decrease of \$113,603 from 2018/19.

Capital expenditures are recommended at \$0, a decrease of \$108,055 from 2018/19.

**ADMINISTRATION**

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

**ADOPTED BUDGET**

15100 POLICE ADMIN	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	1,088,339	1,229,168	1,354,744	1,451,232
BENEFITS	629,759	709,310	775,103	945,940
SERVICES & SUPPLIES	1,287,875	1,141,397	1,084,291	950,392
<b>POLICE ADMIN</b>	<b>3,005,973</b>	<b>3,079,875</b>	<b>3,214,138</b>	<b>3,347,564</b>

An Administration budget of \$3,347,564 is recommended for 2019/20. This represents an increase of \$133,426 over 2018/19.

Salaries are recommended at \$1,451,232 representing an increase of \$96,488 over 2018/19. This increase is due to step increases, employee benefit selection, a recently negotiated salary and benefit adjustment, as well as the re-allocation of staff from other cost centers.

Benefits are recommended at \$945,940 representing an increase of \$170,837 over 2018/19. This change is due to increased retirement and workers compensation costs, and employee benefit selection as well as re-allocation of staff from other cost centers.

Services and Supplies are recommended at \$950,392, a decrease of \$133,899 from 2018/19. This decrease is mainly due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget, slightly offset by the result of reallocating the department budget from other cost centers.

**POLICY OPTIONS**

None.

**COMMUNICATION**

As the primary public safety answering point (PSAP) for Petaluma, all emergency and non-emergency calls come into the Communications Center. The calls for service range from general questions regarding City services, civil disputes, and reporting emergency calls like injury traffic collisions, violence, and medical emergencies. In addition to answering phone calls and dispatching field personnel, public safety dispatchers process field requests and registration checks on individuals and vehicles; request towing services, and enter vehicles and property into state and federal computer systems. As the 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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	1,040,184	1,026,236	1,045,220	1,141,845
BENEFITS	327,750	335,226	362,130	409,728
SERVICES & SUPPLIES	10,576	16,658	12,500	12,500
CAPITAL EXPENDITURES	-	121,758	62,500	-
<b>POLICE COMMUNICATION</b>	<b>1,378,510</b>	<b>1,499,878</b>	<b>1,482,350</b>	<b>1,564,073</b>

A Communication budget of \$1,564,073 is recommended for 2019/20. This represents an increase of \$81,723 over 2018/19.

Salaries are recommended at \$1,141,845 representing an increase of \$96,625 over 2018/19. This increase is due to a recently bargained salary and benefit adjustment, as well as step increases.

Benefits are recommended at \$409,728 representing an increase of \$47,598 over 2018/19. This is attributed to increased retirement costs and workers compensation costs in addition to employee benefit selection.

Services and Supplies are recommended at \$12,500, the same as 2018/19.

Capital expenditures are recommended at \$0, a decrease of \$62,500 from 2018/19.

**POLICY OPTIONS**

None.



**CAD/RMS**

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

**ADOPTED BUDGET**

15210 POLICE CAD/RMS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SERVICES & SUPPLIES	365,583	373,184	412,626	423,847
<b>POLICE CAD/RMS</b>	<b>365,583</b>	<b>373,184</b>	<b>412,626</b>	<b>423,847</b>

A CAD/RMS budget of \$423,847 is recommended for 2019/20. This is an increase of \$11,221 over 2018/19. The is due to an increase in shared operating costs from the county-wide consortium and is covered by reallocating the department budget from other cost centers.

There are no salaries or benefits in this budget.

**POLICY OPTIONS**

None.

**INVESTIGATIONS**

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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	760,094	655,904	918,635	898,461
BENEFITS	487,744	386,916	514,556	546,497
SERVICES & SUPPLIES	54,966	68,810	41,000	41,000
<b>POLICE INVESTIGATION</b>	<b>1,302,804</b>	<b>1,111,630</b>	<b>1,474,191</b>	<b>1,485,958</b>

An Investigation budget of \$1,485,958 is recommended for 2019/20. This represents an increase of \$11,767 over 2018/19.

Salaries are recommended at \$898,461 representing a decrease of \$20,174 from 2018/19. This is due to a reduction in overtime and reallocation of personnel due to a shortage of staffing, slightly offset by a recently negotiated salary and benefit adjustment.

Benefits are recommended at \$546,497 representing an increase of \$31,941 over 2018/19. This change is due to increased retirement and workers compensation costs.

Services and Supplies are recommended at \$41,000 representing a change of \$0 from 2018/19.

**POLICY OPTIONS**

None

**PATROL**

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

**ADOPTED BUDGET**

15600 POLICE PATROL	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	5,106,963	5,356,293	5,699,057	6,148,946
BENEFITS	2,972,001	3,011,177	3,600,372	4,394,583
SERVICES & SUPPLIES	606,495	622,555	563,870	530,309
CAPITAL EXPENDITURES	-	-	-	-
<b>POLICE PATROL</b>	<b>8,685,459</b>	<b>8,990,025</b>	<b>9,863,299</b>	<b>11,073,838</b>

A Patrol budget of \$11,073,838 is recommended for 2019/20. This represents an increase of \$1,210,539 over 2018/19.

Salaries are recommended at \$6,148,946 representing an increase of \$449,889 over 2018/19. This increase is due to a recently negotiated salary and benefit adjustment, as well as step increases, slightly offset by reallocation to police grants.

Benefits are recommended at \$4,394,583 representing an increase of \$794,211 over 2018/19. This change is due to increased retirement and workers compensation costs, and employee benefit selections, slightly offset by reallocation to police grants.

Services and supplies are recommended at \$530,309 representing a decrease of \$33,561 from 2018/19. The decrease is a result of reallocating the department costs to other cost centers.

Capital expenditures are recommended at \$0, same as 2018/19.

**POLICY OPTIONS**

None.

**AUTO THEFT**

Officer assigned to the local Auto Theft Task Force has been reassigned to patrol.

**ADOPTED BUDGET**

<u>15610 POLICE AUTO THEFT</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	115,806	115,621	120,679	-
BENEFITS	82,546	81,949	91,384	-
<b>POLICE AUTO THEFT</b>	<b>198,352</b>	<b>197,570</b>	<b>212,063</b>	<b>-</b>

No salaries and benefits budgeted for FY 2019/20. This position has been reassigned to the patrol division.

**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, impaired and distracted driving, occupant protection/safety belt use, bicycle and pedestrian safety, and motorcycle safety are also high enforcement priorities.

**ADOPTED BUDGET**

15620 POLICE TRAFFIC SAFETY	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	774,603	643,191	968,695	870,008
BENEFITS	553,256	428,429	695,424	639,947
SERVICES & SUPPLIES	19,030	37,785	28,500	23,500
<b>POLICE TRAFFIC SAFETY</b>	<b>1,346,889</b>	<b>1,109,405</b>	<b>1,692,619</b>	<b>1,533,455</b>

A Traffic Safety budget of \$1,533,455 is recommended for 2019/20. This represents a decrease of \$159,164 from 2018/19.

Salaries are recommended at \$870,008 representing a decrease of \$98,687 from 2018/19. This decrease is attributed to reallocation of personnel and slightly offset by a recently negotiated salary and benefit adjustment, as well as step increases and an increase in special pays for qualifying employees.

Benefits are recommended at \$639,947 representing a decrease of \$55,477 from 2018/19. This decrease is attributed to reallocation of personnel, slightly offset by increased retirement and workers compensation costs.

Services and Supplies are recommended at \$23,500 representing a decrease of \$5,000 from 2018/19. The decrease is a result of reallocating the department costs to other cost centers.

**POLICY OPTIONS**

None.

**RECORDS**

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

**ADOPTED BUDGET**

15700 POLICE RECORDS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	435,544	437,869	481,594	477,283
BENEFITS	178,448	194,312	210,140	226,155
SERVICES & SUPPLIES	16,926	23,476	8,000	18,000
<b>POLICE RECORDS</b>	<b>630,918</b>	<b>655,657</b>	<b>699,734</b>	<b>721,438</b>

A Records budget of \$721,438 is recommended for 2019/20. This represents an increase of \$21,704 over 2018/19.

Salaries are recommended at \$477,283 representing a decrease of \$4,311 from 2018/19. This decrease is attributed to employee benefit selections.

Benefits are recommended at \$226,155 representing an increase of \$16,015 over 2018/19. This increase is attributed to increased retirement and workers compensation costs, slightly offset by employee benefit selections.

Services and Supplies are recommended at \$18,000, representing an increase of \$10,000 from 2018/19. This increase is attributed to reallocating the department costs to other cost centers.

**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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
	SALARY	127,524	129,047	169,972	181,081
	BENEFITS	36,768	40,229	54,548	52,492
	SERVICES & SUPPLIES	121,576	122,917	109,000	106,700
	<b>PARKING ENFORCEMENT</b>	<b>285,868</b>	<b>292,193</b>	<b>333,520</b>	<b>340,273</b>

A Parking Enforcement budget of \$340,273 is recommended for 2019/20. This represents an increase of \$6,753 over 2018/19.

Salaries are recommended at \$181,081 representing an increase of \$11,109 over 2018/19. This increase is attributed to employee benefit selections, a recently negotiated salary and benefit adjustment, step increases, slightly offset by a decrease in budgeted overtime.

Benefits are recommended at \$52,492 representing a decrease of \$2,056 from 2018/19. This decrease is attributed to employee benefit selections, slightly offset by increased retirement and workers compensation costs.

Services and Supplies are recommended at \$106,700 representing a decrease of \$2,300 from 2018/19. The reduction is mainly attributed to a decrease in office and operating supplies.

**POLICY OPTIONS**

None.

**GRANTS**

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

**ADOPTED BUDGET**

<u>22500 POLICE GRANTS</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	237,566	327,467	215,280	163,804
BENEFITS	141,882	221,227	164,572	107,237
SERVICES & SUPPLIES	50,577	69,168	-	-
CAPITAL EXPENDITURES	61,088	-	-	-
<b>POLICE GRANTS</b>	<b>491,113</b>	<b>617,862</b>	<b>379,852</b>	<b>271,041</b>

A Grants budget of \$271,041 is recommended for 2019/20. This represents a decrease of \$108,811 from 2018/19.

Salaries are recommended at \$163,804 representing a decrease of \$51,476 from 2018/19. This is due to a decrease in reimbursable costs funded by police grants in 2019/20, slightly offset by a recently negotiated salary and benefit adjustments.

Benefits are recommended at \$107,237 representing a decrease of \$57,355 from 2018/19. This is due to a decrease in reimbursable costs funded by police grants in 2019/20, slightly offset by increased retirement and workers compensation costs.

No services and supplies are recommended in 2019/20.

No capital purchases are recommended in 2019/20.

**POLICY OPTIONS**

None.



**ABANDONED VEHICLE ABATEMENT**

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

**ADOPTED BUDGET**

<u>23100 ABANDONED VEHICLE ABATEMENT</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	73,844	74,315	79,018	79,304
BENEFITS	21,279	22,798	24,523	28,100
SERVICES & SUPPLIES	4,009	8,492	6,792	1,173
CAPITAL EXPENDITURES	-	-	-	-
<b>ABANDONED VEHICLE ABATEMENT</b>	<b>99,132</b>	<b>105,605</b>	<b>110,333</b>	<b>108,577</b>

An Abandoned Vehicle Abatement budget of \$108,577 is recommended for 2019/20. This represents a decrease of \$1,756 from 2018/19.

Salaries are recommended at \$79,304 representing an increase of \$286 over 2018/19. This increase is due to a recently negotiated salary and benefit adjustments.

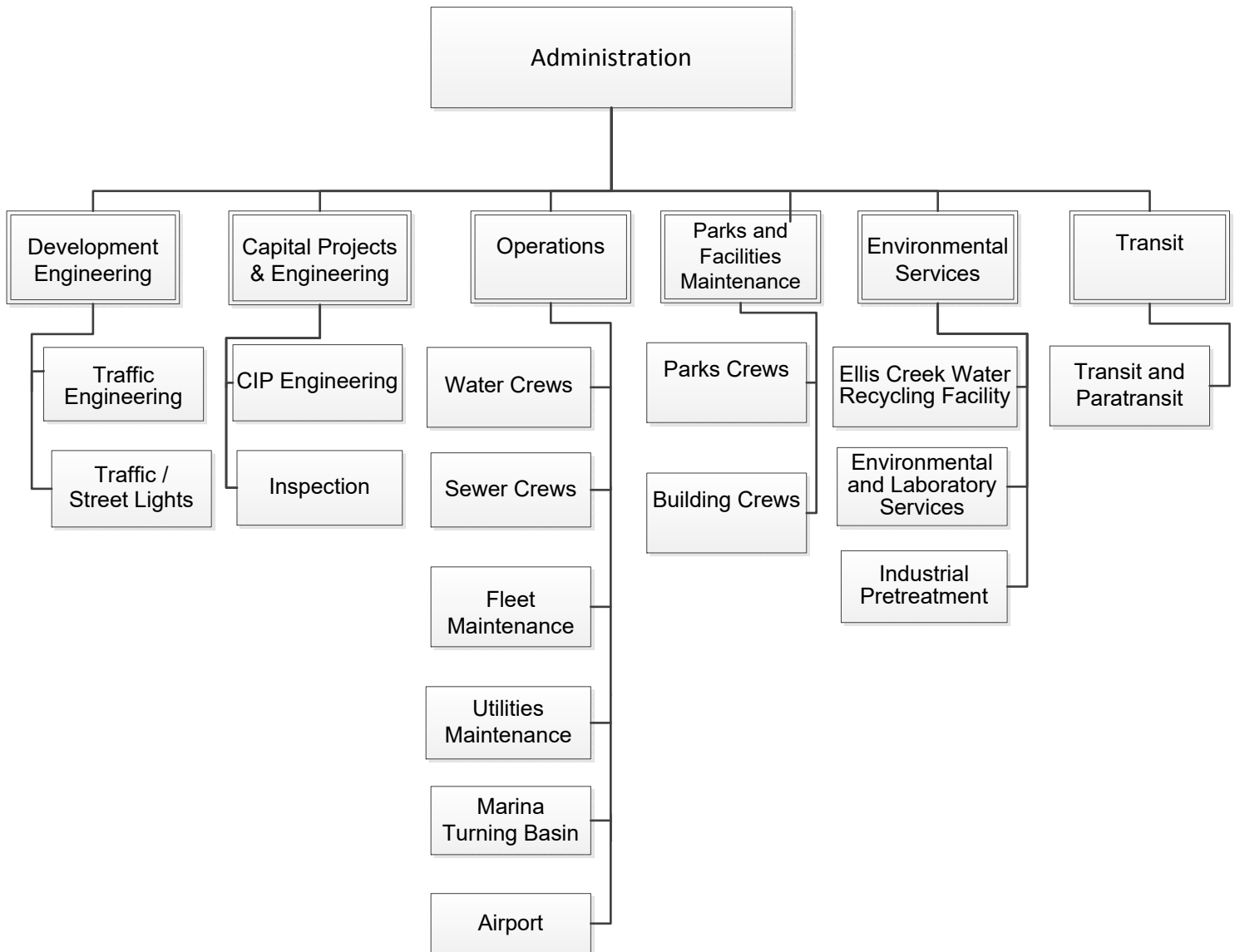
Benefits are recommended at \$28,100 representing an increase of \$3,577 over 2018/19. This increase is due to increased retirement and workers compensation costs.

Services and supplies are recommended at \$1,173 a decrease of \$5,619 from 2018/19. This is due to a decrease of operating supplies and a reduced intragovernmental charge resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

**POLICY OPTIONS**

None.

## Public Works and Utilities



**PUBLIC WORKS AND UTILITIES**

by Account Type	<b>2017 Actuals</b>	<b>2018 Actuals</b>	<b>2019 Revised</b>	<b>2020 Adopted</b>
SALARY	7,777,595	7,615,392	8,781,668	9,268,973
BENEFITS	3,234,898	2,976,023	3,672,373	4,054,220
SERVICES & SUPPLIES	38,092,386	33,882,299	36,533,525	37,892,224
CAPITAL EXPENDITURES	-	14,208	1,785,027	1,061,000
TRANSFERS	14,706,515	15,700,074	20,722,236	28,726,565
<b>PUBLIC WORKS AND UTILITIES</b>	<b>63,811,394</b>	<b>60,187,996</b>	<b>71,494,829</b>	<b>81,002,982</b>

by Cost Center	<b>2017 Actuals</b>	<b>2018 Actuals</b>	<b>2019 Revised</b>	<b>2020 Adopted</b>
PUB WORKS ADMIN	381,375	459,923	443,968	370,765
PUB WORKS ENGINEERING DEVELOPMENT	377,647	318,283	362,257	364,747
PUB WORKS ENGINEERING CIP	92,348	102,639	132,638	118,573
PUB WORKS ENGINEERING TRAFFIC	47,602	51,834	63,424	65,757
PUB WORKS BLDG/FACILITY MAINTENANCE	752,929	771,407	720,709	705,463
PUB WORKS AUTO/EQUIP MAINT SHOP	220,577	209,899	220,231	222,065
PUB WORKS PARKS MAINTENANCE	1,767,375	1,695,444	1,621,739	1,664,048
PUB WORKS STREET LIGHTS	178,715	226,857	175,000	175,000
DOWNTOWN STREETS/SIDEWALKS MAINTENANCE	158,753	71,195	85,000	83,810
PUB WORKS TURNING BASIN/D ST BRIDGE	31,663	53,650	34,466	30,268
GAS TAX	1,224,134	1,675,366	2,529,259	2,643,826
STREET MAINTENANCE (HUT)	2,109,783	2,668,637	3,955,975	5,591,396
STREET SIGNS AND MARKINGS	480,414	573,331	717,879	555,557
STREET SIGNALS AND LIGHTS	685,414	696,890	669,013	720,633
SOLID WASTE CONTRACT MGT	2,198	(16,186)	112,834	240,517
LAD ADMIN/OPERATIONS	446,602	406,733	538,148	622,953
MEASURE M PARKS	-	-	95,850	519,000
AIRPORT ADMIN/OPERATIONS	1,133,047	1,073,294	1,477,548	1,896,985
AIRPORT FUELING	519,652	641,646	668,700	668,700
AIRPORT HANGARS	43,115	50,033	101,200	107,200
MARINA ADMIN/OPERATIONS	500,219	366,969	228,178	343,213
TRANSIT ADMIN	1,697,837	598,943	632,277	622,113
CITY ROUTES	2,592,178	2,289,942	1,922,569	1,740,318
PARATRANSIT	694,540	688,640	950,372	888,989
WASTE WATER ADMIN	22,572,609	19,809,497	23,773,985	27,764,829
WASTE WATER COLLECT SYSTEM	947,912	956,290	1,194,369	1,153,356
WASTE WATER SEWAGE PUMP STATIONS	400,977	426,380	604,769	725,760
WASTE WATER CUSTOMER SVC	105,552	88,162	113,100	113,300
WASTE WATER INDUSTRIAL	457,349	464,417	591,226	626,605
WASTE WATER RECLAMATION	994,938	674,250	1,117,634	1,248,322
WASTE WATER STORM DRAIN	177,150	156,704	178,918	205,446
WASTE WATER ELLIS CREEK OPERATIONS	4,638,224	4,758,512	6,666,224	6,573,334
WATER ADMIN	7,423,035	5,766,480	5,654,632	7,853,573
WATER CONSERVATION	452,076	654,297	721,220	723,985
WATER CUSTOMER SERVICES	576,669	597,420	641,475	639,089
WATER LEAK DETECT/CROSS CONNECT	122,192	125,729	139,886	129,884
WATER PUMPING	388,466	412,967	433,828	534,338
WATER SOURCE OF SUPPLY	5,558,225	6,998,333	7,516,350	7,708,250
WATER TRANSMISSION & DISTRIBUTION	2,396,090	2,281,700	3,200,791	3,357,512
STORM DRAINAGE UTILITY ADMIN	461,813	341,487	487,188	683,503
<b>TOTAL PUBLIC WORKS AND UTILITIES</b>	<b>63,811,394</b>	<b>60,187,994</b>	<b>71,494,829</b>	<b>81,002,982</b>

**PUBLIC WORKS AND UTILITIES OVERVIEW**

The organization is comprised of the following operating units: Administration, Engineering, Environmental Services, Operations, Transit, and Airport and Marina. Capital Projects and Development Engineering cost centers are part of the Engineering unit, while Parks and Facilities Maintenance cost centers are part of Operation and performs the majority of the maintenance functions. The Marina and Airport have recently merged operations and are supported by Engineering and Operations.

The Public Works and Utilities operates and maintains the City’s public facilities including parks; transportation systems; streets; streetlights and traffic control devices; marina and airport; water, wastewater and stormwater infrastructure; and fleet. Comprehensive engineering services addresses new development and utility service permits, right-of-way management, design, construction management and inspections, and traffic engineering.

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>PUBLIC WORKS &amp; UTILITIES</u></b>									
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport & Marina Manager	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Airport Manager	1.00	1.00	0.00	0.00	0.00	0.00			
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Assistant. PW & Utilities Director	0.00	0.00	1.00	1.00	1.00	1.00	0.08	0.20	0.72
Deputy Director DP&U	1.00	1.00	0.00	0.00	0.00	0.00			
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	2.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspec	1.00	1.00	2.00	2.00	2.00	2.00		2.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	3.00	3.00	3.00	3.00	3.00	3.00		3.00	

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

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>PUBLIC WORKS &amp; UTILITIES</u></b>									
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Wor	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	1.00	1.00	1.00	1.00	0.90	0.10	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical and Electrical Maint Su	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Mechanical Technician	2.00	2.00	3.00	3.00	3.00	3.00		3.00	
Office Assistant II	3.00	0.00	3.00	0.00	3.00	0.00		0.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	1.00	3.00	1.00	3.00	1.00	1.00		
Parks Maintenance Worker I/II	10.00	6.00	10.00	7.00	10.00	7.00	6.00		1.00
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	3.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.30	2.40
Senior Engineering Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Facilities Techn	0.00	0.00	1.00	1.00	1.00	1.00	0.95	0.05	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	8.00	7.00	8.00	7.00	8.00	7.00			7.00
Street Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.50	0.50	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator II/III	5.00	5.00	7.00	7.00	7.00	7.00		7.00	
Water Recycling Operator Supervis	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	0.00	1.00	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
<b>Total Public Works &amp; Utilities</b>	<b>123.50</b>	<b>104.50</b>	<b>127.50</b>	<b>109.50</b>	<b>127.50</b>	<b>109.50</b>	<b>16.45</b>	<b>67.43</b>	<b>25.62</b>

**2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- **Environmental:** Major progress in upgrading the ability of the Ellis Creek WRF to meet its objectives of reliable and sustainable treatment of the City's municipal wastewater and handling of its beneficial byproducts including biosolids, recycled water, and biogas. Removal of excess vegetation in two wetland ponds; completion of the new anaerobic digester and thickening upgrades. Expansion of the recycled water delivery area with addition of additional agricultural connections, and completion of the Sonoma Mountain Recycled Waterline project for irrigation at parks, schools and landscaped areas. Installation of a floating cover for the tertiary recycled water basin, preserving the quality of this valuable resource before distribution to customers.

- Engineering: Commenced design of two major transportation projects: Rainier Crosstown Connector, and Caulfield “Southern Crossing” Bridge. Continued to mitigate flood risk completing two flood mitigation projects in Denman Reach and Capri Creek, and securing funding for third project. Completed Phase I of Petaluma Community Sports Fields with completion of restroom/concession building and began design on Phase II the ballpark. Completed Petaluma Boulevard watermain replacement, worked with downtown property owners to upgrade fire sprinklers in accordance with City Ordinance. Retrofitted over 5,000 streetlights with LED fixtures.
- Transit: Executed new Transit operations & maintenance contract with MV Transportation. Added additional trips/service hours on route 10 and 24. Completed two bus stop work orders improving over 50 stops throughout the City. Completed FTA triennial audit without negative findings. Completed phases 2 and 3 of the Transit Signal Priority project. Continued SRJC college pass program. Updated Paratransit ridership policy. Helped to organize first City sponsored Bike to Work Day Breakfast Station.
- Operations: Replacement of inferior water services in 22 streets and courts on the East side and upsizing 2-4” water mains to 8” in 4 streets on the West side. Continue the implementation of asset management for segments of operations. Redesign of Victoria and Country Club pump stations to better facilitate emergency operation in times of loss power or pump outages to keep customers in service. Replacement of services, ADA corners and repave Sonoma Mountain Parkway. Streets replaced a small patch truck with a larger one saving fuel, increasing time on tools resulting in increased productivity.

### **2019-2020 GOALS and PRIORITIES**

- Environmental: Complete and successfully start-up the Biogas-to-Biofuel (B2B) project at Ellis Creek WRF to beneficially use bio-methane produced as a byproduct of treating high-strength food processing wastes and municipal wastewater solids to produce Compressed Natural Gas (CNG) to fuel the City’s refuse disposal vehicle fleet. Continued expansion of the recycled water system to serve additional customers. Construct a bridge across Ellis Creek to allow staff to access the oxidation ponds site from the Ellis Creek WRF site without having to travel on Lakeville Highway. Implement Biosolids Strategy aimed at meeting new regulations limiting previous beneficial uses. Begin study of secondary treatment options to meet future demands and regulations.
- Operations: Increase pavement restoration efforts with increase of funding derived from SB-1; continue with 5-year master plan for increased resiliency of the major export force main and the City’s well field. Continue with replacement of undersized water mains and inferior services. Update Supervisory Control and Data Acquisition (SCADA) system for operations. Develop master plan for City Corp Yard to meet future needs.
- Engineering: Complete land acquisition measures for Rainier Crosstown Connector and finalize concept plans and initiate permitting process and environmental studies for Caulfield “Southern Crossing” Bridge. Complete

construction of the Petaluma Community Baseball Field. Improve Airport safety through hangar repairs and runway lighting upgrades. Improve Community facilities and parks, completing Community Center repairs, Cavanaugh Center roof replacement, and completing deferred maintenance projects on multi-use paths, sports courts, and turf fields. Complete reconstruction of segments of Sonoma Mountain Parkway and Maria Drive balance this work with pavement restoration projects, increase vehicle, pedestrian and bicycle safety through road diet on Petaluma Boulevard South and crosswalk and bicycle facility upgrades throughout the City. Plan and begin to implement traffic signal upgrade program. Complete phase IV of the Denman Reach flood mitigation project and ensure the Shollenberger Dredge disposal site is ready for Federal dredging of the river. Continue replacement of aging water service and waste water collection infrastructure.

- Transit: Implement new fare structure or pass programs, implement mobile fare payment system, finalized fleet & facility electrification plan, order two new paratransit vehicles to replace older units, renew paratransit evaluation contract, implement new contact management system, update modems and camera systems on fixed route bus fleet, being transit facility (555. N McDowell) ADA accessibility improvements

**ADOPTED BUDGET**

by Account Type	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	7,777,595	7,615,392	8,781,668	9,268,973
BENEFITS	3,234,898	2,976,023	3,672,373	4,054,220
SERVICES & SUPPLIES	38,092,386	33,882,299	36,533,525	37,892,224
CAPITAL EXPENDITURES	-	14,208	1,785,027	1,061,000
TRANSFERS	14,706,515	15,700,074	20,722,236	28,726,565
<b>PUBLIC WORKS AND UTILITIES</b>	<b>63,811,394</b>	<b>60,187,996</b>	<b>71,494,829</b>	<b>81,002,982</b>

A Public Works and Utilities Department budget of \$81,002,982 is recommended for 2019/20. This represents an increase of \$9,508,153 over 2018/19 and includes budgets in Utilities, Enterprise, and Special Revenue funds as well as costs supported by the General Fund.

Total salaries are recommended at \$9,268,973, representing an increase of \$487,305 over 2018/19. The budget reflects anticipated step increases, employee benefit selections, and includes funding for a higher level within the Management Analyst classification as well as funding for an Assistant Engineer II, a Traffic Engineer, and a Utility Supervisor position.

Benefits are budgeted at \$4,054,220 and represent an increase of \$381,847 over 2018/19. The increase in benefits costs is attributed to additional positions, increased retirement and workers compensation costs.

Total services and supplies are budgeted at \$37,892,224, an increase of \$1,358,699 over 2018/19. This is reflective of increases in utility costs, professional services,

wholesale water and other supplies required to operate. This is slightly offset by reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

Capital expenditures are budgeted at \$1,061,000, reflecting a decrease of \$724,027 from 2018/19. This is due to fewer capital purchases recommended in 2019/20.

Transfers out are budgeted at \$28,726,565 representing an increase of \$8,004,329 due primarily to increased activity related to CIP project and corresponding transfers out.

### **POLICY OPTIONS**

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



**ADMINISTRATION**

Administration staff promotes accountability, fiscal control, collaboration and sound fiscal oversight while coordinating customer service requests and supporting the asset management and work order systems. Administration staff assist in the preparation and coordinate Council agenda reports, and budget and annual report documents; prepare annual fiscal projections; perform grant and contract administration; oversee asset management and customer service requests; manage utility rates; perform contract management of the Refuse, and Construction and Demolition Debris Franchise Agreements; and provide clerical support of department and division managers and Council appointed committees and commissions.

**ADOPTED BUDGET**

16100 PUB WORKS ADMIN	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	49,562	56,993	38,360	40,516
BENEFITS	20,962	22,199	12,056	13,670
SERVICES & SUPPLIES	310,851	380,731	393,552	316,579
<b>PUB WORKS ADMIN</b>	<b>381,375</b>	<b>459,923</b>	<b>443,968</b>	<b>370,765</b>

A Public Works Administrative budget of \$370,765 is recommended for 2019/20. This is a decrease of \$73,203 from 2018/19.

Salaries are recommended at \$40,516, an increase of \$2,156 over 2018/19 This increase is related to funding included for increased staffing of which a portion is budgeted to this cost center.

Benefits are recommended at \$13,670, an increase of \$1,614 over 2018/19. The increase is mainly due to increased retirement costs.

Services and Supplies of \$316,579 are recommended which represents a decrease of \$76,973 from 2018/19 due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

**POLICY OPTIONS**

None

**WASTE WATER ADMINISTRATION**

Wastewater Administration serves the Wastewater Enterprise operations, located at the Ellis Creek Water Recycling Facility (WRF) and the Field Office; and works collaboratively with operational staff to promote efficiency, accountability, fiscal and asset management, and provide customer service. Primary responsibilities include preparation of Council agenda reports and other correspondence, budget analysis and coordination, fiscal projections and analysis, grant and contract administration, coordination of asset management and customer service request programs, and management of utility rates. The cost center includes transfers to CIP accounts, intergovernmental charges, and membership costs to key wastewater and recycled water agencies including Bay Area Clean Water Agencies (BACWA), and California Association of Sanitation Agencies (CASA).

**ADOPTED BUDGET**

66100 WASTE WATER ADMIN	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	308,649	325,847	358,356	424,161
BENEFITS	119,713	102,402	135,167	140,955
SERVICES & SUPPLIES	14,161,247	9,269,836	10,623,042	10,802,713
TRANSFERS	7,983,000	10,111,412	12,657,420	16,270,000
CAPITAL EXPENDITURES	-	-	-	127,000
<b>WASTE WATER ADMIN</b>	<b>22,572,609</b>	<b>19,809,497</b>	<b>23,773,985</b>	<b>27,764,829</b>

A Waste Water Administrative budget of \$27,764,829 is recommended for 2019/20. This is an increase of \$3,990,844 over 2018/19.

Salaries are recommended at \$424,161 an increase of \$65,805 due to funding included for increased staffing and includes funding for a higher level within the Management Analyst classification as well as funding for an Assistant Engineer II, a Traffic Engineer, and a Utility Supervisor positions. Also included are increased costs for advancements through the salary ranges.

Benefits are recommended at \$140,955, an increase of \$5,788 over 2018/19 due to increased retirement costs.

Services and Supplies of \$10,802,713 are recommended which represent an increase of \$179,671 over 2018/19 due to performing studies for operational efficiencies associated with secondary treatment and biosolids storage.

Transfers Out of \$16,270,000 are recommended which represents an increase of \$3,612,580 over 2018/19. This represents an increase in capital project activity and corresponding transfers out.

Capital expenditures are recommended at \$127,000, an increase over 2018/19, for the purchase of replacement of two work trucks.

**POLICY OPTIONS**

Increased staffing in the Capital Improvement Program to ensure projects are completed in a timely manner. Funding has been included for a Traffic Engineer, Assistant Engineer II and Utility Supervisor position. Additional funding has been included to fund a Senior Management Analyst, higher level within the existing Management Analyst classification. The positions are allocated to many cost centers within Public Works and Utilities. All positions will be discussed during FY 2019/20 and brought forward later in the year.

**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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	371,856	354,554	430,661	506,273
BENEFITS	143,582	115,690	163,076	182,557
SERVICES & SUPPLIES	2,647,893	2,845,962	2,053,630	2,144,743
TRANSFERS	4,259,704	2,450,276	3,007,265	5,020,000
<b>WATER ADMIN</b>	<b>7,423,035</b>	<b>5,766,482</b>	<b>5,654,632</b>	<b>7,853,573</b>

A Water Administrative budget of \$7,853,573 is recommended for 2019/20. This is an increase of \$2,198,941 over 2018/19.

Salaries are recommended at \$506,273, an increase of \$75,612 over 2018/19 due to funding included for increased staffing and includes funding for a higher level within the Management Analyst classification as well as funding for an Assistant Engineer II, a Traffic Engineer, and a Utility Supervisor positions. Also included are increased costs for advancements through the salary ranges.

Benefits are recommended at \$182,557, an increase of \$19,481 due to increased retirement costs.

Services and Supplies of \$2,144,743 are recommended which represents an increase of \$91,113 over 2018/19 mainly due to the performance studies needed for identifying operational efficiencies and for increased usage of the water service refund program.

Transfers Out of \$5,020,000 are recommended, which represents an increase of \$2,012,735 over 2018/19. This represents an increase in capital project activity and corresponding transfers out.

**POLICY OPTIONS**

Increased staffing in the Capital Improvement Program to ensure projects are completed in a timely manner. Funding has been included for a Traffic Engineer, Assistant Engineer II and Utility Supervisor position. Additional funding has been included to fund a Senior Management Analyst, higher level within the existing Management Analyst classification. The positions are allocated to many cost centers

within Public Works and Utilities. All positions will be discussed during FY 2019/20 and brought forward later in the year.

**STORM DRAINAGE UTILITY ADMINISTRATION**

Storm Drain Utility Administration, managed jointly by the Operations and Environmental Divisions, encompasses the City’s non-wastewater related stormwater maintenance and operations activities, and regulatory compliance functions including maintenance of City drainage waterways, drainage inlets, manholes, and culverts. The City’s National Pollutant Discharge Elimination System (NPDES) Storm Water Program and Municipal Separate Storm Sewer System (MS4) permit activities and flood alert system are funded by this cost center.

**ADOPTED BUDGET**

68100 STORM DRAINAGE UTILITY ADMIN	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	186,321	163,501	190,429	231,504
BENEFITS	82,237	67,203	80,420	93,407
SERVICES & SUPPLIES	193,255	110,783	216,339	308,592
CAPITAL EXPENDITURES	-	-	-	-
TRANSFERS	-	-	-	50,000
<b>STORM DRAINAGE UTILITY ADMIN</b>	<b>461,813</b>	<b>341,487</b>	<b>487,188</b>	<b>683,503</b>

A Storm Drainage Utility Administrative budget of \$683,503 is recommended for 2018/19. This is an increase of \$196,315 over 2018/19.

Salaries are recommended at \$231,504, an increase of \$41,075 over 2018/19 due to increased staff allocated to this cost center and step advancements through the salary ranges.

Benefits are recommended at \$93,407, an increase of \$12,987 over 2018/19. Higher costs are due to increased retirement costs.

Services and Supplies of \$308,592 are recommended which represents an increase of \$92,253 over 2018/19 due to increased costs to continue vegetation establishment services for the constructed, mitigation riparian and wetland habitat of the Denman and Capri projects.

Transfers Out of \$50,000 are recommended to fund the Marina dredging plan.

**POLICY OPTIONS**

Funding from Storm Drain Utility Fund and Transient Occupancy tax are being recommended to cover the cost of a Marina Dredging Plan. The total estimated cost in FY 2019/20 is \$100,000.

**SOLID WASTE CONTRACT MANAGEMENT**

Solid Waste Contract Management provides oversight and contract administration resources for the responsible management of the City’s Refuse and Recycle Franchise Agreement and for the franchise agreements for several Construction and Debris Hauler contractors. Primary responsibilities include holding the contractors accountable to the franchise agreements, including performing critical reviews of the annual reports and refuse rate index calculations; providing City representation to the Sonoma County Waste Management Agency; and responding to customer service requests.

**ADOPTED BUDGET**

24113 SOLID WASTE CONTRACT MGT	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	25,802	25,888	27,749	27,717
BENEFITS	8,059	8,097	8,238	11,307
SERVICES & SUPPLIES	(31,663)	(50,171)	76,847	201,493
<b>SOLID WASTE CONTRACT MGT</b>	<b>2,198</b>	<b>(16,186)</b>	<b>112,834</b>	<b>240,517</b>

A Solid Waste Contract Management budget of \$240,517 is recommended for 2019/20. This is an increase of \$127,683 over 2018/19.

Salaries are recommended at \$27,717, essentially flat from the previous fiscal year.

Benefits are recommended at \$11,307, an increase of \$3,069 over 2018/19 due to increased retirement costs.

Services and Supplies of \$201,493 are recommended, an increase of \$124,646 over 2018/19 due to a detailed rate review request from Recology. The City will be will be reimbursed by Recology for the cost of the detailed rate review.

**POLICY OPTIONS**

Funding is being recommended to cover the cost of a detailed rate review which will be fully reimbursed by Recology.

**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 fosters collaboration and adds value to the City.

**ADOPTED BUDGET**

16200 PUB WORKS ENGINEERING DIVISION	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	276,709	226,232	247,982	252,636
BENEFITS	94,026	82,855	101,600	99,436
SERVICES & SUPPLIES	6,912	9,196	12,675	12,675
<b>PUB WORKS ENGINEERING DIVISION</b>	<b>377,647</b>	<b>318,283</b>	<b>362,257</b>	<b>364,747</b>

A Public Works and Utilities – Engineering Division budget of \$364,747 is recommended for 2019/20, an increase of \$2,490 over 2018/19.

Salaries are recommended at 252,636, an increase of \$4,654 over 2018/19 due to step advancements through the salary ranges.

Benefits are recommended at \$99,436, a decrease of \$2,164 from 2018/19, due to changes in benefit selections by employees partially offset by increased retirement costs.

Services and Supplies are recommended at \$12,675, unchanged from the previous fiscal year.

**POLICY OPTIONS**

None



**PUBLIC WORKS AND UTILITIES - CAPITAL PROJECTS**

Capital Projects, which is part of Engineering, is responsible for managing the City’s CIP program and providing project management of the individual projects and grants related to the CIP. Tasks include: preliminary and final design services, permitting, inspections and construction management, grants administration, and setting annual water, sewer, and pavement improvement priorities. Capital improvements include streets rehabilitations and upgrades; new signage, street lights and traffic controls; bridge evaluations and repairs; upgrades to water and wastewater facilities; improvements to trails and parks; maintenance of public buildings; drainage and flood control systems; and upgrades to airport, marina and transit facilities. The CIP team, consisting of the project managers, engineers, inspectors, and technical staff, drives projects from conception to completion by effectively managing project budgets, design and permitting activities, and construction contractors while collaborating with other City departments, and funding and regulatory agencies.

**ADOPTED BUDGET**

16210 PUB WORKS ENGINEERING CIP	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	66,179	74,188	94,999	82,154
BENEFITS	24,414	27,995	35,564	34,343
SERVICES & SUPPLIES	1,755	456	2,075	2,076
<b>PUB WORKS ENGINEERING CIP</b>	<b>92,348</b>	<b>102,639</b>	<b>132,638</b>	<b>118,573</b>

A Public Works Capital Projects budget of \$118,573 is recommended for 2019/20, a decrease of \$14,065 from 2018/19.

Salaries are recommended at \$82,154, a decrease of \$12,845 from 2018/19 due to the reallocation of staffing for upcoming CIP projects.

Benefits are recommended at \$34,343, a decrease of \$1,221 from 2018/19, resulting from changes in employee benefit selections and reallocations.

Services and Supplies are recommended at \$2,076, a slight increase over 2018/19.

**POLICY OPTIONS**

None

**PUBLIC WORKS ENGINEERING – TRAFFIC**

Managed by Engineering, traffic engineering provides funding to manage signal and streetlight maintenance and controls; review traffic infrastructure improvements; assess traffic impacts caused by private development and transportation permits; and reviews and prepares traffic and parking control plans. Staff serves as liaison to the Pedestrian and Bicycle Advisory Committee and participates in the Countywide Pedestrian and Bicycle, and the Sonoma-Marín Area Rail Transit (SMART) advisory committees.

**ADOPTED BUDGET**

16220 PUB WORKS ENGINEERING TRAFFIC	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	32,364	39,067	48,612	49,667
BENEFITS	13,307	10,986	12,912	14,190
SERVICES & SUPPLIES	1,931	1,781	1,900	1,900
<b>PUB WORKS ENGINEERING TRAFFIC</b>	<b>47,602</b>	<b>51,834</b>	<b>63,424</b>	<b>65,757</b>

A Public Works Engineering Traffic budget of \$65,757 is recommended for 2019/20, an increase of \$2,333 over 2018/2019.

Salaries are recommended at \$49,667, an increase of \$1,055 over 2018/2019 for step advancements.

Benefits are recommended at \$14,190, an increase of \$1,278 over 2018/19 due to increased retirement costs.

Services and Supplies are recommended at \$1,900, no change compared to 2018/19.

**POLICY OPTIONS**

None

**STREET SIGNALS AND LIGHTS**

Street Signals and Lights, managed by Engineering, provides for the proper operation of streetlights and traffic signals which comprises nearly 6,000 City-owned street lights and 50 traffic-signal-controllers. Traffic signal technicians perform preventative maintenance and respond to nearly 3,000 annual requests for underground service alerts.

**ADOPTED BUDGET – Street Signals**

24112 STREET SIGNALS AND LIGHTS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	235,674	192,064	223,708	220,349
BENEFITS	81,426	71,113	85,231	90,313
SERVICES & SUPPLIES	368,314	433,713	309,964	409,971
CAPITAL EXPENDITURES	-	-	50,110	-
<b>STREET SIGNALS AND LIGHTS</b>	<b>685,414</b>	<b>696,890</b>	<b>669,013</b>	<b>720,633</b>

A Street Signals and Lights budget of \$720,633 is recommended for 2019/20, an increase of \$51,620 over 2018/19.

Salaries are recommended at \$220,349, a decrease of \$3,359 from 2018/19 due to employee benefit selections offset slightly by step advancements.

Benefits are recommended at \$90,313, an increase of \$5,082 over 2018/19 due to increased retirement costs.

Services and Supplies are recommended at \$409,971, an increase of \$100,007 over 2018/19 due to realigning electricity costs with expected costs, based on actual usage.

Capital expenditures are recommended at \$0 for 2019/20, a decrease of \$50,110 from 2018/19.

**ADOPTED BUDGET – Street Lights**

16530 PUB WORKS STREET LIGHTS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SERVICES & SUPPLIES	178,715	226,857	175,000	175,000
<b>PUB WORKS STREET LIGHTS</b>	<b>178,715</b>	<b>226,857</b>	<b>175,000</b>	<b>175,000</b>

Services and Supplies are recommended at \$175,000 for 2019/20, no change from 2018/19. This budget is allocated to utility services provided by PG&E and Sonoma Clean Power.

**POLICY OPTIONS**

None

**WASTE WATER PUMP STATIONS**

Waste Water Pump Stations, managed by Environmental Services, funds the reliable operations and management of the City’s nine sewer pump stations that deliver 6.7 million gallons per day (mgd) average dry weather flow, and up to 36 mgd wet weather flow of wastewater to the Ellis Creek Water Recycling Facility (ECWRF).

**ADOPTED BUDGET**

<u>66250 WASTE WATER SEWAGE PUMP STATIONS</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	116,138	140,049	158,876	177,149
BENEFITS	47,657	53,085	56,193	78,911
SERVICES & SUPPLIES	237,182	233,246	389,700	389,700
CAPITAL EXPENDITURES				80,000
<b>WASTE WATER SEWAGE PUMP STATIONS</b>	<b>400,977</b>	<b>426,380</b>	<b>604,769</b>	<b>725,760</b>

A Waste Water Pump Station budget of \$725,760 is recommended for 2019/20. This is an increase of \$120,991 over 2018/19.

Salaries are recommended at \$177,149, an increase of \$18,273 over 2018/19 due to step advancements through the salary ranges.

Benefits are recommended at \$78,911, an increase of \$22,718 over 2018/19 due to changes in employee benefit selections and increased retirement costs.

Services and Supplies of \$389,700 are recommended, no change from 2018/19.

Capital expenditures are recommended at \$80,000, an increase over 2018/19, for the purchase of one backup generator.

**POLICY OPTIONS**

Funding for the purchase of a backup generator \$80,000 is being recommended in the FY 2019/20 budget.

**WASTE WATER INDUSTRIAL**

Waste Water Industrial, within Environmental Services, funds environmental compliance for wastewater treatment and disposal, industrial wastewater pretreatment, laboratory analysis, pollution prevention, 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	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	138,507	147,231	209,897	202,368
BENEFITS	67,676	73,864	92,629	104,437
SERVICES & SUPPLIES	251,166	243,322	288,700	319,800
CAPITAL EXPENDITURES	-	-	-	-
<b>WASTE WATER INDUSTRIAL</b>	<b>457,349</b>	<b>464,417</b>	<b>591,226</b>	<b>626,605</b>

A Waste Water Industrial budget of \$626,605 is recommended for 2019/20. This is an increase of \$35,379 over 2018/19.

Salaries are recommended at \$202,368, a decrease of \$7,529 from 2018/19 due to vacant positions being budgeted at a lower level in the salary range.

Benefits are recommended at \$104,437, an increase of \$11,808 over 2018/19 due to increased retirement costs.

Services and Supplies of \$319,800 are recommended, an increase of \$31,100 over 2018/19 for the purchase of new required laboratory software.

**POLICY OPTIONS**

Funding for the purchase of a new laboratory information system management \$30,000 needed to comply with state requirements is being recommended in the FY 2019/20 budget.

**WASTE WATER RECLAMATION**

Waste Water Reclamation within Environmental Services funds tertiary wastewater treatment, pumping, storage, and distribution of recycled water to urban and agricultural customers. Wastewater treated effluent is further treated by sand filtration and ultraviolet light disinfection prior to delivery to ranches, golf courses, vineyards, city parks, schools, greenbelts, the airport, and ECWRF buildings and grounds.

**ADOPTED BUDGET**

<u>66500 WASTE WATER RECLAMATION</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	289,714	291,329	332,321	398,342
BENEFITS	115,918	101,041	114,813	179,480
SERVICES & SUPPLIES	589,306	281,880	670,500	670,500
CAPITAL EXPENDITURES	-	-		
<b>WASTE WATER RECLAMATION</b>	<b>994,938</b>	<b>674,250</b>	<b>1,117,634</b>	<b>1,248,322</b>

A Waste Water Reclamation budget of \$1,248,322 is recommended for 2019/20. This is an increase of \$130,688 over 2018/19.

Salaries are recommended at \$398,342, an increase of \$66,021 over 2018/19. Increase is due to employees advancing in the salary step range as well as changes to salary allocations.

Benefits are recommended at \$179,480, an increase of \$64,667 over 2018/19 due to increased retirement costs as well as changes to salary allocation.

Services and Supplies of \$670,500 are recommended, no change from 2018/19.

**POLICY OPTIONS**

None

**WASTE WATER ELLIS CREEK OPERATIONS**

Waste Water Ellis Creek Operations within Environmental Services accounts for operations and maintenance of the liquids and solids wastewater treatment facilities, and management of the polishing wetland areas. Ellis Creek Waste Water Recycling Facility (ECWRF) has an average dry and wet weather design capacity of 6.7 million gallons per day (mgd) and 36 mgd, respectively, and treats domestic, commercial, and industrial wastewater generated within the City’s service area including Penngrove.

**ADOPTED BUDGET**

<i>66700 WASTE WATER ELLIS CREEK OPERATIONS</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	1,198,337	1,253,026	1,655,310	1,632,255
BENEFITS	490,127	454,214	664,458	760,086
SERVICES & SUPPLIES	2,949,760	3,051,272	4,138,456	4,130,993
CAPITAL EXPENDITURES	-	-	208,000	50,000
<b>WASTE WATER ELLIS CREEK OPERATIONS</b>	<b>4,638,224</b>	<b>4,758,512</b>	<b>6,666,224</b>	<b>6,573,334</b>

A Waste Water Ellis Creek operations budget of \$6,573,334 is recommended for 2019/20. This is a decrease of \$92,890 from 2018/19.

Salaries are recommended at \$1,632,255, a decrease of \$23,055 from 2018/19 due mainly to changes in position allocations.

Benefits are recommended at \$760,086, an increase of \$95,628 over 2018/19 due to increased retirement costs as well as changes in position allocations.

Services and Supplies of \$4,130,993 are recommended, a decrease of \$7,463 from 2018/19 due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

Capital expenditures are recommended at \$50,000 for 2019/20, a decrease of \$158,000 from 2018/19 due to the elimination of a one time capital purchase last year.

**POLICY OPTIONS**

Funding for replacing pumps, flow meters, compressors and gear boxes \$50,000 is being recommended in the FY 2019/20 budget.

**WATER CONSERVATION**

Water Conservation within Environmental Services funds water conservation out-reach programs including WaterWise house calls, drought response, and water supply planning. Water Conservation programs include Mulch Madness for turf replacement, rebates for toilets and washing machines, demonstration garden conversions, and public outreach at special events and on the internet.

**ADOPTED BUDGET**

67200 WATER CONSERVATION	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	136,760	163,085	170,804	165,851
BENEFITS	63,609	80,407	79,232	87,559
SERVICES & SUPPLIES	251,707	410,805	471,184	470,575
CAPITAL EXPENDITURES	-	-	-	-
<b>WATER CONSERVATION</b>	<b>452,076</b>	<b>654,297</b>	<b>721,220</b>	<b>723,985</b>

A Water Conservation budget of \$723,985 is recommended for 2019/20. This is a decrease of \$2,765 from 2018/19.

Salaries are recommended at \$165,851, a decrease of \$4,953 from 2018/19 due to a part time position not budgeted in 2019/20.

Benefits are recommended at \$87,559, an increase of \$8,327 over 2018/19 due to increased retirement costs.

Services and Supplies of \$470,575 are recommended, a decrease of \$609 from 2018/19.

**POLICY OPTIONS**

None



**AUTO/EQUIP MAINTENANCE SHOP**

The Automotive/Equipment Maintenance Shop, managed by Operations, maintains and repairs the City’s fleet, ensuring the safe and reliable operation of nearly one hundred vehicles and pieces of mobile equipment.

**ADOPTED BUDGET**

16400 PUB WORKS AUTO/EQUIP MAINT SHOP	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	145,043	139,952	142,133	140,961
BENEFITS	61,041	58,245	60,698	63,704
SERVICES & SUPPLIES	14,493	11,702	17,400	17,400
<b>PUB WORKS AUTO/EQUIP MAINT SHOP</b>	<b>220,577</b>	<b>209,899</b>	<b>220,231</b>	<b>222,065</b>

An Auto/Equip Maintenance Shop budget of \$222,065 is recommended for 2019/20. This is an increase of \$1,834 over 2018/19.

Salaries are recommended at \$140,961, a decrease of \$1,172 from 2018/19.

Benefits are recommended at \$63,704, an increase of \$3,006 over 2018/19 due to increased retirement costs.

Services and Supplies of \$17,400 are recommended, no change from 2018/19.

**POLICY OPTIONS**

None

**DOWNTOWN STREETS/SIDEWALKS MAINTENANCE**

Downtown Streets/Sidewalks Maintenance, overseen by Operations, funds street and sidewalk maintenance in the downtown area, regular sidewalk and parking garage cleaning and inspections to ensure that ADA standards are being met.

**ADOPTED BUDGET**

<u>16550 DOWNTOWN STREETS/SIDEWALKS MAINTENANCE</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	158,753	71,195	85,000	83,810
<b>DOWNTOWN STREETS/SIDEWALKS MAINTENANCE</b>	<b>158,753</b>	<b>71,195</b>	<b>85,000</b>	<b>83,810</b>

A Downtown Street and Sidewalks Maintenance budget of \$83,810 is recommended for 2019/20. This is a decrease of \$1,190 from 2018/19.

Services and Supplies of \$83,810 are recommended, a decrease of \$1,190 from 2018/19 due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

**POLICY OPTIONS**

None

**PUBLIC WORKS TURNING BASIN/D ST BRIDGE**

Public Works Turning Basin and D Street Bridge, managed by the Operations Division, funds the operation and maintenance of the D Street Bridge, and repairs to the City docks in the Turning Basin.

**ADOPTED BUDGET**

16600 PUB WORKS TURNING BASIN/D ST BRIDGE	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	10,938	11,528	10,305	8,350
BENEFITS	3,182	3,367	3,257	4,518
SERVICES & SUPPLIES	17,543	38,755	20,904	17,400
<b>PUB WORKS TURNING BASIN/D ST BRIDGE</b>	<b>31,663</b>	<b>53,650</b>	<b>34,466</b>	<b>30,268</b>

A Public Works Turning Basin and D St Bridge budget of \$30,268 is recommended for 2019/20. This represents a decrease of \$4,198 from 2018/19.

Salaries are recommended at \$8,350, a decrease of \$1,955 from 2018/19.

Benefits are recommended at \$4,518, an increase of \$1,261 over 2018/19 due to increased retirement costs.

Services and Supplies of \$17,400 are recommended, a decrease of \$3,504 from 2018/19 due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

**POLICY OPTIONS**

None

**GAS TAX**

The Gas Tax fund receives gas tax revenues. These are transferred to the Street Operations fund and used to maintain City streets, signs, signals, and streetlights.

**ADOPTED BUDGET**

<u>24100 GAS TAX</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	38,302	38,516	38,202	40,631
TRANSFERS	1,185,832	1,636,850	2,491,057	2,603,195
<b>GAS TAX</b>	<b>1,224,134</b>	<b>1,675,366</b>	<b>2,529,259</b>	<b>2,643,826</b>

A Gas Tax budget of \$2,643,826 is recommended for 2019/20. This is an increase of \$114,567 over 2018/19.

Services and Supplies of \$40,631 are recommended, an increase of \$2,429 over 2018/19.

Transfers Out is recommended at \$2,603,195, an increase of \$112,138 over 2018/19. This represents an increased transfer to the Street Maintenance Fund to fund operating and capital expenditures. This increase in transfers out is funded by additional SB 1 revenue expected during fiscal year 2019/20 and Pavement Management Fees from Water and Wastewater rates.

**POLICY OPTIONS**

None

**STREET MAINTENANCE (HUT)**

Street Maintenance, a part of Operations, funds pavement and right-of-way rehabilitation and repairs, includes pothole patching, overlays, trench repair, dig-outs of broken pavement, crack sealing, weed abatement, debris removal, trail maintenance, and tree trimming. The street crews also provide emergency response during floods and natural disasters, and administer the sidewalk repair program.

**ADOPTED BUDGET**

<i>24110 STREET MAINTENANCE (HUT)</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	567,372	487,182	606,315	648,350
BENEFITS	293,298	238,201	302,800	343,735
SERVICES & SUPPLIES	646,817	716,802	818,036	812,941
CAPITAL EXPENDITURES	-	4,736	112,000	-
TRANSFERS	602,296	1,221,716	2,116,824	3,786,370
<b>STREET MAINTENANCE (HUT)</b>	<b>2,109,783</b>	<b>2,668,637</b>	<b>3,955,975</b>	<b>5,591,396</b>

A Street Maintenance budget of \$5,591,396 is recommended for 2019/20. This is an increase of \$1,635,421 over 2018/19.

Salaries are recommended at \$648,350, an increase of \$42,035 over 2018/19. This is due to staffing reallocations and step advancements through the salary ranges.

Benefits are recommended at \$343,735, an increase of \$40,935 over 2018/19 due to increased retirement costs.

Services and supplies budget of \$812,941 is recommended for 2019/20. This represents a decrease of \$5,095 from 2018/19 mainly due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

Capital expenditures are recommended at \$0, a decrease of \$112,000 from 2018/19.

Transfers Out are recommended at \$3,786,370, an increase of \$1,669,546 over 2018/19. This represents an increase in street related capital project activity and corresponding transfers out.

**POLICY OPTIONS**

None

**STREET SIGNS AND MARKINGS**

Street Signals and Markings, part of the Operations Division, installs and maintains street markings and signage including regulatory, directional, street, and special signs; and applies traffic markings such as crosswalks, fog lines, bike lanes, reflectors, painted curbs and yellow traffic buttons.

**ADOPTED BUDGET**

<u>24111 STREET SIGNS AND MARKINGS</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	266,159	326,298	339,360	258,002
BENEFITS	111,428	146,747	160,261	129,067
SERVICES & SUPPLIES	102,827	100,286	149,698	168,488
CAPITAL EXPENDITURES	-	-	68,560	-
<b>STREET SIGNS AND MARKINGS</b>	<b>480,414</b>	<b>573,331</b>	<b>717,879</b>	<b>555,557</b>

A Street Signs and Markings budget of \$555,557 is recommended for 2019/20. This is a decrease of \$162,322 from 2018/19.

Salaries are recommended at \$258,002, a decrease of \$81,358 from 2018/19 due to staffing reallocation.

Benefits are recommended at \$129,067, a decrease of \$31,194 from 2018/19 due to staffing reallocation offset slightly by increased retirement costs.

Services and Supplies of \$168,488 are recommended, an increase of \$18,790 over 2018/19 offset by a budget transfer to capital expenditures in 2018/19.

Capital expenditures of \$0 are recommended, a decrease of \$68,560 from 2018/19 due to one-time expenditures in 2018/19.

**POLICY OPTIONS**

None

**WASTE WATER COLLECT SYSTEM**

Wastewater Collection System, under Operations, provides 24/7 collection and conveyance of domestic, commercial and industrial wastewater generated within Petaluma and Penngrove to the ECWRF. The system connects sewer lateral piping from sewer mains and trunks that convey business and residential sewer through more than 195 miles of sewer collection pipes. Operation and maintenance of the nine sewer pump stations are funded from a related cost center. A continuous inspection program identifies problem areas when (3) remote control TV cameras are inserted through the main pipelines. Preventative repairs and cleaning, done with the use of a high-pressure water jet vacuum truck, are initiated based on inspection results.

**ADOPTED BUDGET**

66200 WASTE WATER COLLECT SYSTEM	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	510,098	548,946	571,597	532,246
BENEFITS	230,407	237,517	244,372	243,110
SERVICES & SUPPLIES	207,407	169,827	378,400	378,000
<b>WASTE WATER COLLECT SYSTEM</b>	<b>947,912</b>	<b>956,290</b>	<b>1,194,369</b>	<b>1,153,356</b>

A Waste Water Collect System budget of \$1,153,356 is recommended for 2019/20. This is a decrease of \$41,013 from 2018/19.

Salaries are recommended at \$532,246, a decrease of \$39,351 from 2018/19 due to changes in staffing allocations, partially offset by employees advancing in the salary step range and employee benefit selections.

Benefits are recommended at \$243,110, a decrease of \$1,262 from 2018/19 due to the changes described in the salary section, and partially offset by increased retirement costs.

Services and Supplies of \$378,000 are recommended, a decrease of \$400 from 2018/19.

**POLICY OPTIONS**

None

**WASTE WATER CUSTOMER SERVICES**

Customer Service is part of the Operations Division that works closely with the Finance Department to investigate and resolve customer-billing issues by addressing customer billing inquiries, respond to service orders, and requests for utility billing system support.

**ADOPTED BUDGET**

<u>66300 WASTE WATER CUSTOMER SVC</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	105,552	88,162	81,100	113,300
CAPITAL EXPENDITURES	-	-	32,000	-
<b>WASTE WATER CUSTOMER SVC</b>	<b>105,552</b>	<b>88,162</b>	<b>113,100</b>	<b>113,300</b>

A Waste Water Customer Service budget of \$113,300 is recommended for 2019/20. This is essentially flat from 2018/19.

Services and Supplies of \$113,300 are recommended, an increase of \$200 over Services and Supplies and Capital expenditures from 2018/19.

**POLICY OPTIONS**

None



**WASTE WATER STORM DRAIN**

Waste Water Storm Drain, managed by Operations, funds the portion of storm drain maintenance program that is directly related to the operation of the Sewer Utility. Storm water crews clear, clean, and maintain approximately 4,645 storm drain catch basins, miles of culverts and open ditches, and the storm water pump stations located at Payran, Vallejo and Wilson Streets in order to reduce inflow of stormwater into the City’s sewer collection system.

**ADOPTED BUDGET**

66600 WASTE WATER STORM DRAIN	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	96,398	80,124	96,886	121,046
BENEFITS	40,389	36,143	42,632	45,000
SERVICES & SUPPLIES	40,363	40,437	39,400	39,400
CAPITAL EXPENDITURES	-	-	-	-
<b>WASTE WATER STORM DRAIN</b>	<b>177,150</b>	<b>156,704</b>	<b>178,918</b>	<b>205,446</b>

A Waste Water Storm Drain budget of \$205,446 is recommended for 2019/20. This is an increase of \$26,528 over 2018/19.

Salaries are recommended at \$121,046, an increase of \$24,160 over 2018/19 due to position allocation changes and employees advancing in the salary step range.

Benefits are recommended at \$45,000, an increase of \$2,368 over 2018/19 due to increased retirement costs.

Services and Supplies of \$39,400 are recommended, no change from 2018/19.

**POLICY OPTIONS**

None

**WATER CUSTOMER SERVICES**

Water Customer Service is part of the Operations Division and works closely with the Finance Department to investigate and resolve customer-billing issues by addressing customer billing inquiries related to high water use or leaks, responds to service orders for meter turn-ons/off and read checks, and requests for utility billing system support.

**ADOPTED BUDGET**

<i>67300 WATER CUSTOMER SERVICES</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	177,054	166,913	165,925	167,776
BENEFITS	80,150	90,726	94,554	97,747
SERVICES & SUPPLIES	319,465	339,781	380,996	373,566
CAPITAL EXPENDITURES	-			
<b>WATER CUSTOMER SERVICES</b>	<b>576,669</b>	<b>597,420</b>	<b>641,475</b>	<b>639,089</b>

A Water Customer Services budget of \$639,089 is recommended for 2019/20. This is a decrease of \$2,386 from 2018/19.

Salaries are recommended at \$167,776, an increase of \$1,851 over 2018/19 due to step advancements through the salary ranges.

Benefits are recommended at \$97,747, an increase of \$3,193 over 2018/19 due to increased retirement costs.

Services and Supplies of \$373,566 are recommended, a decrease of \$7,430 from 2018/19 due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

**POLICY OPTIONS**

None

**WATER LEAK DETECT/CROSS CONNECT**

Water Leak Detect/Cross Connect, under Operations, utilizes leak detection equipment to identify water leaks, and manages the California Department of Health Services mandated cross-connection control program.

**ADOPTED BUDGET**

<u>67400 WATER LEAK DETECT/CROSS CONNECT</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	81,239	78,854	83,773	79,539
BENEFITS	38,873	39,402	39,613	41,245
SERVICES & SUPPLIES	2,080	7,473	16,500	9,100
CAPITAL EXPENDITURES	-			
<b>WATER LEAK DETECT/CROSS CONNECT</b>	<b>122,192</b>	<b>125,729</b>	<b>139,886</b>	<b>129,884</b>

A Water Leak Detect/Cross Connect budget of \$129,884 is recommended for 2019/20. This is a decrease of \$10,002 from 2018/19.

Salaries are recommended at \$79,539, a decrease of \$4,234 from 2018/19.

Benefits are recommended at \$41,245, an increase of \$1,632 over 2018/19 due to increased retirement costs.

Services and Supplies of \$9,100 are recommended, a decrease of \$7,400 from 2018/19 due to the elimination of non-recurring costs.

**POLICY OPTIONS**

None

**WATER PUMPING**

Potable water from the wholesale supplier and from twenty-one City wells is distributed to customers through nine water pump stations (WPS), ten storage reservoirs with 10.1 million gallons of combined capacity, five pressure zones, and over 270 miles of water mains. Managed by Operations, this cost center funds the operations and maintenance of these WPS, reservoirs, and wells. The wholesale purchase of the City water supply from the Sonoma County Water Agency is accounted for by a related cost center.

**ADOPTED BUDGET**

67500 WATER PUMPING	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	59,554	54,781	47,573	46,286
BENEFITS	26,913	23,362	23,255	24,052
SERVICES & SUPPLIES	301,999	334,824	363,000	464,000
CAPITAL EXPENDITURES	-	-	-	-
<b>WATER PUMPING</b>	<b>388,466</b>	<b>412,967</b>	<b>433,828</b>	<b>534,338</b>

A Water Pumping budget of \$534,338 is recommended for 2019/20. This is an increase of \$100,510 over 2018/19.

Salaries are recommended at \$46,286, a decrease of \$1,287 from 2018/19.

Benefits are recommended at \$24,052, an increase of \$797 over 2018/19 due to increased retirement costs.

Services and Supplies of \$464,000 are recommended, an increase of \$101,000 over 2018/19 due mainly to the cost of design work to improve the City's Supervisory Control and Data Acquisition (SCADA) system.

**POLICY OPTIONS**

None

**WATER SOURCE OF SUPPLY**

Overseen by the Operations Division, this cost center funds the purchase of the City's water supply from the Sonoma County Water Agency under the terms of the wholesale water purchase agreement.

**ADOPTED BUDGET**

<u>67600 WATER SOURCE OF SUPPLY</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	5,558,225	6,998,333	7,516,350	7,708,250
<b>WATER SOURCE OF SUPPLY</b>	<b>5,558,225</b>	<b>6,998,333</b>	<b>7,516,350</b>	<b>7,708,250</b>

A Water Source of Supply budget of \$7,708,250 is recommended for 2019/20. This is an increase of \$191,900 over 2018/19.

Services and Supplies of \$7,708,250 are recommended, an increase of \$191,900 over 2018/19. 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 19,996 metered customers with over 7,636 valves and appurtenances. This cost center funds the maintenance and repair of the pipelines, including a California State certified Water System Operator to assure water quality and reliability of service of the distribution system by overseeing continuous testing for pathogens and chlorine levels; and continuous monitoring of deliveries, leaks, and system pressures.

**ADOPTED BUDGET**

67700 WATER TRANSMISSION & DISTRIBUTION	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	1,126,327	1,079,616	1,104,389	1,276,288
BENEFITS	520,109	439,570	539,610	583,224
SERVICES & SUPPLIES	749,654	762,514	871,635	1,083,000
CAPITAL EXPENDITURES	-	-	685,157	415,000
<b>WATER TRANSMISSION &amp; DISTRIBUTION</b>	<b>2,396,090</b>	<b>2,281,700</b>	<b>3,200,791</b>	<b>3,357,512</b>

A Water Transmission and Distribution budget of \$3,357,512 is recommended for 2019/20. This is an increase of \$156,721 over 2018/19.

Salaries are recommended at \$1,276,288, an increase of \$171,899 over 2018/19 due to changes in staffing allocations and step advancements through the salary ranges.

Benefits are recommended at \$583,224, an increase of \$43,614 over 2018/19 due to staffing allocation changes, increased retirement and workers compensation costs.

Services and Supplies of \$1,083,000 are recommended, an increase of \$211,365 over 2018/19 due mainly to increased costs of meter replacements and paving contracts, and is partially offset by reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 20 balanced budget.

Capital expenditures are recommended at \$415,000 for 2019/20, a decrease of \$270,157 from 2018/19. This recommendation reflects the recommended purchase of four backup generators, two dump trucks, and one pickup truck for operations.

**POLICY OPTIONS**

The recommended budget includes \$415,000 to replace four backup generators, two dump trucks and a pickup truck, due to the age and condition of the existing equipment and to meet new air quality regulations.

**AIRPORT ADMIN/OPERATIONS**

The Airport, managed by Administration, experiences approximately 60,000 take-offs and landings each year. The cost center supports the management of 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. In addition, an automated weather observation system and a ground communication outlet are supported because they are safety features important to charter aircraft business. A self-serve fueling island provides 24/7 Avgas and jet fuel is available on-call. These are accounted for in a related cost center.

**ADOPTED BUDGET**

61100 AIRPORT ADMIN/OPERATIONS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	135,018	140,193	176,748	231,801
BENEFITS	48,303	43,106	75,276	77,316
SERVICES & SUPPLIES	854,364	779,595	805,854	795,868
TRANSFERS	95,362	110,400	419,670	792,000
<b>AIRPORT ADMIN/OPERATIONS</b>	<b>1,133,047</b>	<b>1,073,294</b>	<b>1,477,548</b>	<b>1,896,985</b>

An Airport Admin/Operations budget of \$1,896,985 is recommended for 2019/20. This is an increase of \$419,437 over 2018/19.

Salaries are recommended at \$231,801, an increase of \$55,053 over 2018/19 due to changes in staffing allocations and step advancements through the salary ranges.

Benefits are recommended at \$77,316, an increase of \$2,040 over 2018/19. The increase is due to increased retirement costs.

Services and Supplies of \$795,868 are recommended, a decrease of \$9,986 from 2018/19 due to reduced repairs and maintenance costs budgeted in 2019/20.

Transfers Out is budgeted at \$792,000, an increase of \$372,330 over 2018/19. This represents an increase in capital project activity and corresponding transfers out.

**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 covers fuel costs and funds airport operations.

**ADOPTED BUDGET**

<u>61200 AIRPORT FUELING</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	519,652	641,646	668,700	668,700
<b>AIRPORT FUELING</b>	<b>519,652</b>	<b>641,646</b>	<b>668,700</b>	<b>668,700</b>

An Airport Fueling budget of \$668,700 is recommended for 2019/20. There is no change from 2018/19.

**POLICY OPTIONS**

None



**AIRPORT HANGERS**

The Airport has 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. Hanger management is overseen by the Administration Division. Net income from the cost center funds airport operations and maintenance.

**ADOPTED BUDGET**

<u>61300 AIRPORT HANGARS</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SERVICES & SUPPLIES	43,115	50,033	101,200	107,200
<b>AIRPORT HANGARS</b>	<b>43,115</b>	<b>50,033</b>	<b>101,200</b>	<b>107,200</b>

An Airport Hangers budget of \$107,200 is recommended for 2019/20. This is an increase of \$6,000 over 2018/19.

Services and Supplies of \$107,200 are recommended, a \$6,000 increase over 2018/19 due to increased structural and electrical repair services.

**POLICY OPTIONS**

None

**MARINA ADMINISTRATION/OPERATIONS**

Overseen by the Administration Division, the Airport and Marina Manager manages the Petaluma Marina with 167 berths varying from 22’ – 40’ with a current occupancy rate at 39%. The Marina offers gasoline and diesel fuel sales for maritime vessels.

**ADOPTED BUDGET**

64100 MARINA ADMIN/OPERATIONS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	31,375	27,937	41,110	51,234
BENEFITS	7,207	4,726	11,131	13,477
SERVICES & SUPPLIES	461,637	334,306	175,937	278,502
TRANSFERS	-	-	-	-
<b>MARINA ADMIN/OPERATIONS</b>	<b>500,219</b>	<b>366,969</b>	<b>228,178</b>	<b>343,213</b>

A Marina budget of \$343,213 is recommended for 2019/20. This is an increase of \$115,035 over 2018/19.

Salaries are recommended at \$51,234, an increase of \$10,124 over 2018/19 due to changes in staffing allocations and step advancements through the salary ranges.

Benefits are recommended at \$13,477, an increase of \$2,346 over 2018/19 due to increased retirement costs.

Services and Supplies of \$278,502 are recommended, an increase of \$102,565 over 2018/19 due mainly to the recommended \$100,000 increase in Consultant Services for the design and permitting work needed to dredge the Marina.

**POLICY OPTIONS**

Staff recommends proceeding with the design and permitting the dredging of the Marina so that the City may coordinate with the US Army Corps of Engineers when they hire a contractor to dredge the Petaluma River. Not having the prerequisites completed when the Corps dredges the Petaluma River would mean the City would forego any synergistic benefits (mobilization/demobilization cost reductions) that may be available if the City considered dredging the Marina in coordination with the Corps dredging contractor.

**PUBLIC WORKS BLDG /FACILITY MAINTENANCE**

Public Works Building and Facility Maintenance is the part of Operations that maintains and repairs City facilities, including: Heating Ventilation and Air Conditioning equipment (HVAC), electrical and plumbing systems, minor remodeling and interior improvements, roofing and moisture exclusion systems, energy and water conservation upgrades, two pool mechanical systems and marina docks. Tasks include repairs due to vandalism, graffiti eradication, cleaning and repairing structures, and responding to requests from City staff and the public. Contracted janitorial services for City Hall, Community Center, Senior Center, Kenilworth Center, Transit Building, Police station and Parks/Depot Restrooms are accounted for in this cost center.

**ADOPTED BUDGET**

16300 PUB WORKS BLDG/FACILITY MAINTENANCE	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	178,361	171,777	176,789	170,147
BENEFITS	72,864	75,194	79,520	82,836
SERVICES & SUPPLIES	501,704	524,436	464,400	452,480
<b>PUB WORKS BLDG/FACILITY MAINTENANCE</b>	<b>752,929</b>	<b>771,407</b>	<b>720,709</b>	<b>705,463</b>

A Public Works Building/Facility Maintenance budget of \$705,463 is recommended for 2019/20. This is a decrease of \$15,246 from 2018/19.

Salaries are recommended at \$170,147, a decrease of \$6,642 from 2018/19 and are essentially flat year over year.

Benefits are recommended at \$82,836, an increase of \$3,316 over 2018/19 due to increased retirement costs.

Services and Supplies of \$452,480 are recommended for 2019/20, a decrease of \$11,920 from 2018/19 mainly due to reduced repairs and maintenance costs in 2019/20.

**POLICY OPTIONS**

None

**PUBLIC WORKS PARKS MAINTENANCE**

Public Works Parks Maintenance, overseen by Operations, and supports the maintenance of nearly 100 sites including 47 parks and 27 playgrounds citywide including, pedestrian and bike paths, public landscaping, and open space. These total over 450 acres, of which approximately 175 acres are turf. Staff, funded by this cost center, supports the Tree Committee and Recreation, Music and Parks Commission, provides professional oversight of City trees including enforcement of related ordinances, and administers the City’s integrated pest management plan. Tasks include litter pickup, playground safety checks and repairs, restroom cleaning, irrigation maintenance and repair, mowing, turf and ball field maintenance, pruning, fertilization, weed control, repairs due to vandalism, graffiti eradication, cleaning and repairing structures, tree maintenance, mulching, and responding to requests from the public.

**ADOPTED BUDGET**

16540 PUB WORKS PARKS MAINTENANCE	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	697,779	604,687	692,878	698,001
BENEFITS	234,289	194,338	228,056	260,422
SERVICES & SUPPLIES	835,307	886,947	700,805	705,625
CAPITAL EXPENDITURES	-	9,472	-	-
<b>PUB WORKS PARKS MAINTENANCE</b>	<b>1,767,375</b>	<b>1,695,444</b>	<b>1,621,739</b>	<b>1,664,048</b>

A Public Works Parks Maintenance budget of \$1,664,048 is recommended for 2019/20. This is an increase of \$42,309 over 2018/19.

Salaries are recommended at \$698,001, an increase of \$5,123 over 2018/19 due to step advancements through the salary ranges.

Benefits are recommended at \$260,422, an increase of \$32,366 over 2018/19 due to increased retirement costs.

Services and Supplies of \$705,625 are recommended for 2019/20, an increase of \$4,820 over 2018/19 representing increased costs for pond equipment, rental restrooms and security.

**POLICY OPTIONS**

None

**MEASURE M PARKS**

Measure M is a Countywide initiative approved by Sonoma County voters in November 2018 which uses a 1/8 cent sales tax to provide funding to Sonoma County parks, including City parks. Allowed uses of the funding include supporting improvements and maintenance for city parks, waterways, natural areas and to improve recreation facilities \$519,000 is estimated to be available for City use in FY 2019/20, which staff proposes to use to increase permanent and temporary staffing, tennis court, pathways, playground, and facility capital improvements.

**ADOPTED BUDGET**

<u>27100 MEASURE M PARKS</u>	<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Revised</u>	<u>2020 Adopted</u>
SALARY	-	-	65,500	130,744
BENEFITS	-	-	30,350	45,571
SERVICES & SUPPLIES	-	-	-	87,685
CAPITAL EXPENDITURES	-	-	-	50,000
TRANSFERS	-	-	-	205,000
<b>MEASURE M PARKS</b>	<b>-</b>	<b>-</b>	<b>95,850</b>	<b>519,000</b>

A Measure M Parks budget of \$519,000 is recommended for 2019/20. This is an increase of \$423,150 over 2018/19.

Salaries are recommended at \$130,744, an increase of \$65,244 over 2018/19 due to the addition of a Parks Maintenance Worker position.

Benefits are recommended at \$45,571 an increase of \$15,221 over 2018/19 due to staffing changes and increased retirement costs.

Services and Supplies of \$87,685 are recommended for 2019/20, an increase of \$87,685 over 2018/19. This represents an increase in the use of temporary employee services for enhanced maintenance services.

Capital expenditures are recommended at \$50,000, an increase of \$50,000 to make capital improvements at City facilities, parks, and playgrounds.

Transfers out are recommended at \$205,000, an increase of \$205,000 due to an increase in capital project activity and corresponding transfers out.

**POLICY OPTIONS**

None

**PUBLIC WORKS LAD ADMIN/OPERATIONS**

Public Works Landscape Assessment Districts, managed by Operations, supports maintenance contracts, utilities, and supplies for 45 lighting and Landscape Assessment Districts (LLAD) city-wide. Management responsibilities include developing and budgeting for an annual work plan to maintain and improve each of the LLADs, inspecting planting installations, testing irrigation systems and eliminating leaks, working with citizen groups and resolving complaints, and inspecting work performed by outside contractors and holding them accountable. Annually, staff develops individual assessment district work plans and prepares the annual LLAD budgets and engineering reports for each assessment district before recommending annual assessments. A public meeting is conducted by the City Council for any changes to the assessments.

**ADOPTED BUDGET**

25100 LAD ADMIN/OPERATIONS	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	29,811	13,752	30,811	31,852
BENEFITS	11,190	4,094	11,916	15,209
SERVICES & SUPPLIES	405,601	388,887	495,421	575,892
ADVERTISING, PROMOTION, DEBT	-	-		
<b>LAD ADMIN/OPERATIONS</b>	<b>446,602</b>	<b>406,733</b>	<b>538,148</b>	<b>622,953</b>

A Public Works LAD Admin/operations budget of \$622,953 is recommended for 2019/20. This is an increase of \$84,805 over 2018/19.

Salaries are recommended at \$31,852, an increase of \$1,041 over 2018/19 due to step advancements through the salary ranges.

Benefits are recommended at \$15,209, an increase of \$3,293 over 2018/19 due to increased retirement costs.

Services and Supplies of \$575,892 are recommended for 2019/20, an increase of \$80,471 over 2018/19. This reflects the additional cost associated with the addition of a new LAD and maintaining the existing level of service for existing LADs.

**POLICY OPTIONS**

None

**TRANSIT ADMINISTRATION**

Petaluma Transit and Petaluma Paratransit are managed by the Transit Division which consists of City staff and a contracted transit operator. This cost center accounts for the Transit administrative functions including staffing, financial and operational oversight of the contract operations, and support of City Council and Transit Advisory Committee activities. The operation and maintenance contract, currently with MV Transportation, Inc., is accounted for in a related cost center.

**ADOPTED BUDGET**

65100 TRANSIT ADMIN	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	226,583	229,743	251,512	265,408
BENEFITS	82,537	70,122	83,483	93,336
SERVICES & SUPPLIES	1,383,894	288,800	262,282	263,369
CAPITAL EXPENDITURES	-	-	35,000	-
TRANSFERS	4,823	10,278	-	-
<b>TRANSIT ADMIN</b>	<b>1,697,837</b>	<b>598,943</b>	<b>632,277</b>	<b>622,113</b>

A Transit Administration budget of \$622,113 is recommended for 2019/2020, a decrease of \$10,164 from 2018/19.

Salaries are recommended at \$265,408, an increase of \$13,896 over 2018/19 due to adjustments to position allocations and increases due to step advancements through the salary ranges.

Benefits are recommended at \$93,336, an increase of \$9,853 over 2018/19. The increase is due to increased retirement costs.

Services and Supplies of \$263,369 is recommended for 2019/20, an increase of \$1,087 over 2018/19.

Capital expenditures are recommended at \$0, a \$35,000 decrease from 2018/19.

**POLICY OPTIONS**

None

**CITY ROUTES**

This cost center accounts for the contract services related to the fixed route system using a modern fleet of 14 buses operating 7 days per week on 6 distinct routes. The system provides 320,000 trips annually. Overall system productivity averages 16 passengers per revenue hour, although much higher productivity occurs during school bell times. Expanded capacity is provided at school bell times to accommodate high volumes of student riders at the local middle and high schools. Routes operate on 30- and 60-minute headways on weekdays from 6:15 am to 8:25 pm, Saturdays from 7:30 am to 8:25 pm, and Sundays from 8:30 am to 5:25 pm with limited holiday service. The Eastside Transit Center (ETC) is located next to the Washington Square Shopping Center; the Copeland Street Transit Mall is between Washington and D Street. Buses feature a low-floor, are fully accessible, and are equipped with Wi-Fi and a state-of-the-art automatic vehicle location/real time bus information system.

**ADOPTED BUDGET**

65200 CITY ROUTES	2017 Actuals	2018 Actuals	2019 Revised	2020 Adopted
SALARY	26	55	-	-
BENEFITS	5	12	-	-
SERVICES & SUPPLIES	2,019,186	2,130,733	1,565,369	1,581,318
CAPITAL EXPENDITURES	(2,537)	-	327,200	159,000
TRANSFERS	575,498	159,142	30,000	-
<b>CITY ROUTES</b>	<b>2,592,178</b>	<b>2,289,942</b>	<b>1,922,569</b>	<b>1,740,318</b>

A City Routes budget of \$1,740,318 is recommended for 2019/20. This is a decrease of \$182,251 from 2018/19.

Services and Supplies of \$1,581,318 is recommended for 2019/20, an increase of \$15,949 over 2018/19. This represents an increase in contract operation costs, office supplies, operating supplies, and fuel.

Capital expenditures are recommended at \$159,000 for 2019/20, a decrease of \$168,200 from 2018/19. The expenditures include Fixed Route scheduling software, a security camera upgrade, and the upgrade of the AVL Modem system.

Transfers Out is budgeted at \$0 for 2019/20 a decrease of 30,000.

**POLICY OPTIONS**

\$159,000 in capital expenditures is recommended for 2019/20 for a Fixed Route scheduling software, a security camera upgrade, and the upgrade of the AVL Modem system. The security cameras and AVL modem will soon be obsolete without the upgrades and will no longer function. The purchase of a scheduling software will allow the Transit staff with more flexibility and efficiency with system scheduling.



**PARATRANSIT**

This cost center accounts for the contract services related to the “on-call” paratransit that has the same operating schedule as Petaluma Transit and provides approximately 20,000 door-to-door trips annually for people whose disabilities prevent them from utilizing fixed route buses. All vehicles feature on board computers that communicate with Paratransit dispatch in real time.

**ADOPTED BUDGET**

65300 PARATRANSIT	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Revised</i>	<i>2020 Adopted</i>
SALARY	5,888	-	-	-
BENEFITS	-	-	-	-
SERVICES & SUPPLIES	686,115	688,640	695,372	708,989
CAPITAL EXPENDITURES	2,537	-	255,000	180,000
<b>PARATRANSIT</b>	<b>694,540</b>	<b>688,640</b>	<b>950,372</b>	<b>888,989</b>

A Paratransit budget of \$888,989 is recommended for 2019/20. This is a decrease of \$61,383 from 2018/19.

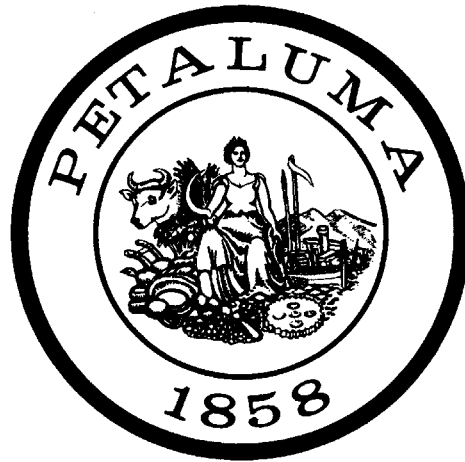
Services and Supplies budget of \$708,989 is recommended for 2019/20, an increase of \$13,617 over 2018/19. This represents an increase in operation costs related to a new paratransit operating contract.

Capital expenditures are recommended at \$180,000 for 2019/20, a decrease of \$75,000 from 2018/19. This is for the purchase of two new paratransit vans that will replace existing paratransit vehicles that have reached their end of life.

**POLICY OPTIONS**

\$180,000 in capital expenditures is recommended for 2019/20 to replace two paratransit vehicles which have reached the end of their useful life. Failure to replace the vehicles would likely delay and reduce service to Paratransit riders.

CITY OF PETALUMA  
CALIFORNIA



Capital Improvement Program

Five Year Plan

Fiscal Years 2020-2024



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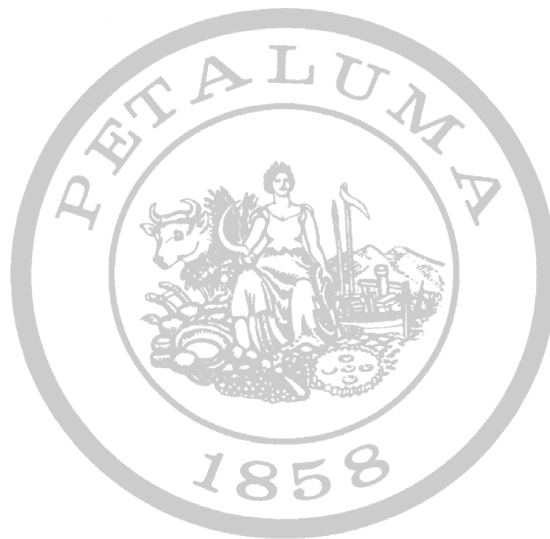
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## FY 2019-20 Adopted CIP Budget

### 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 19-20 TOTAL
	6190	3110	3140	3160	3160	6590	6790	6690	6690	
Planning/Environmental	-	5	-	106	52	-	12	75	162	412
Land & Easements	-	-	-	3,000	-	-	-	14	-	3,014
Design	20	13	36	1,200	185	-	160	279	689	2,582
Legal Services	-	-	-	4	-	-	3	2	3	12
Administration	-	10	-	5	35	1	9	13	4	77
Construction Contracts	668	371	2,902	5,283	1,896	185	3,100	6,457	6,467	27,329
Construction Management	49	19	75	210	201	20	504	256	932	2,266
Contingency	45	28	43	188	112	20	585	365	1,540	2,926
CIP Overheads	10	11	10	18	28	4	48	27	126	282
<b>TOTAL USES</b>	<b>\$ 792</b>	<b>\$ 457</b>	<b>\$ 3,066</b>	<b>\$ 10,014</b>	<b>\$ 2,509</b>	<b>\$ 230</b>	<b>\$ 4,421</b>	<b>\$ 7,488</b>	<b>\$ 9,923</b>	<b>\$ 38,900</b>
<b><u>SOURCES (dollars in \$000)</u></b>										
Airport Operating	246									246
Bay Area Air Quality Management District										-
Bureau of Reclamation										-
California Energy Commission Grant									1,500	1,500
Caltrans Co-op Agreement										-
Charges for Services				47						47
Dept of Water Resources Grant										-
Developer Contributions/Donations			500	50						550
Federal Aviation Administration	520									520
FTA 5307 TCP						46				46
General Fund			34							34
Green Building Grant										-
Housing Related Parks Program										-
Interfund Loan			396							396
Marina Capital										-
Measure M Parks			205							205
Measure M				313						313
Park Land Development Impact Fees			1,807							1,807
Public Works Grants		66	124	863						1,053
Road Maint and Rhab Acct (RMRA)				1,532						1,532
SCWA Zone 2A Assessments					627					627
State Grant	26									26
City Facilities Impact Fee		50								50
Storm Drainage Impact Fees					20					20
Storm Water Operating										-
Street Maintenance				1,867						1,867
TDA Transit Capital						184				184
Transient Occupancy Tax		186		250						436
Traffic Mitigation Impact Fees				3,334						3,334
Waste Water Capital								7,488	8,445	15,933
Water Capital				133			4,421			4,554
Undetermined										-
Prior-year funds & timing of reimbursements	-	155	-	1,625	1,862	-	-		(22)	3,620
<b>TOTAL SOURCES</b>	<b>\$ 792</b>	<b>\$ 457</b>	<b>\$ 3,066</b>	<b>\$ 10,014</b>	<b>\$ 2,509</b>	<b>\$ 230</b>	<b>\$ 4,421</b>	<b>\$ 7,488</b>	<b>\$ 9,923</b>	<b>\$ 38,900</b>



## FY 2019-20 CIP Budget by Project

			<u>\$000</u>
Airport CIP	C61501604	Runway Electrical Improvements	\$ 648
	C61202014	Hangar and Apron Repairs	144
			<hr style="width: 100%; border: 0.5px solid black;"/>
			792
Facilities CIP	C16201304	Community Center Interior Repairs	155
	C11202014	Cavanagh Roof Replacement	186
	C11502015	Electric Vehicle Chargers	66
	C11501911	Reserve Apparatus Storage	50
			<hr style="width: 100%; border: 0.5px solid black;"/>
			457
Parks CIP	C00400205	Playground Replacements	90
	C14501607	Petaluma Community Sports Fields Baseball Diamond	2,305
	C14502008	Lucchesi Turf Field Replacement	30
	C14502009	Multi-use Path Restoration	199
	C14502011	Tennis Court Resurfacing	440
	C14502012	Shollenberger Improvements	2
			<hr style="width: 100%; border: 0.5px solid black;"/>
			3,066
Public Works	C16101201	Washington St Bridge Seismic Rehabilitation	30
	C00501204	Rainier Ave Cross-town Connector	3,750
	C03200503	River Trail - Washington to Lakeville	328
	C16101601	Road Diet Extension Petaluma Blvd South	217
	C16501412	LED Streetlight Retrofit	534
	C16101519	Rivertrail - 101/Crossing	50
	C16501602	Downtown ADA Improvements	250
	C16101823	Pavement Restoration FY 18-19 Sonoma Mountain Parkway	820
	C16102037	Pavement Restoration FY 19-20	2,348
	C16401925	Citywide Bridge Repair	354
	C16102032	Intersection Improvements	265
	C16501933	D St. Bridge Improvements	200
	C16101936	Various Traffic & Pedestrian Safety Improvements	625
	C16102038	Traffic Signal Improvements	100
	e16082012	Payran UST	99
	e16101718	Sidewalk Repair Revolving Loan	24
e16501828	FEMA Pre-Disaster Mitigation Program	20	
			<hr style="width: 100%; border: 0.5px solid black;"/>
			10,014
Recycled Water	C66401416	Tertiary Filtration System Expansion	4,200
	C66401302	Recycled Water Turnout and Meter Replacements	388
	C66501936	Recycled Water System Expansion for Agriculture	1,150
	C66501834	Recycled Water System Extension - Phase 1/Maria Loop	1,750
			<hr style="width: 100%; border: 0.5px solid black;"/>
			7,488
Surface Water	C16301518	Old Corona Road Water Quality Mitigation	965
	C16301417	Washington Creek Repair & Enhancement	105
	C16301722	Petaluma River Flood Management Denman Reach Phase 4	1,307
	C16501929	Corona Reach Linear Channel	112
	C16501931	Trash Capture Device Pilot	20
			<hr style="width: 100%; border: 0.5px solid black;"/>
			2,509
Transit	C65102009	Transit Center Parking & ADA Improvements	230
			<hr style="width: 100%; border: 0.5px solid black;"/>
			230
Waste Water CIP	C66501003	Manhole Rehabilitation	341

## FY 2019-20 CIP Budget by Project

		<b>\$000</b>
	C66101627 Ellis Creek Bridge	222
	C66501518 CNG Fueling Station Ellis Creek	1,975
	C66501840 Chemical System Upgrade at Ellis Creek Phase 1	800
	C66401728 Ellis Creek High Strength Waste Facilities	651
	C66501308 Chemical System Upgrade at Ellis Creek Phase 2	250
	C66501519 Payran Lift Station Upgrade	1,685
	C66401941 B Street Sewer Replacement	3,305
	C66502032 PIPS Forcemain Replacement	260
	C66501838 Ellis Creek Outfall Replacement	151
	C66502042 C Street Pump Station and Collection Area Upgrade	283
		9,923
Water CIP	C67401917 Country Club & Victoria Pump Station Improvements	757
	C67502019 Water Service Replacements	2,434
	C67401918 Petaluma Bl. South 4-in Water Main Replacement	1,178
	C67502020 McNear Park Water Main Replacements	52
		4,421
<b>TOTAL CIP BUDGET</b>		<b>\$ 38,900</b>



# AIRPORT PROJECTS FY 2019-2020

**AIRPORT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20**

**PROJECT SUMMARY**

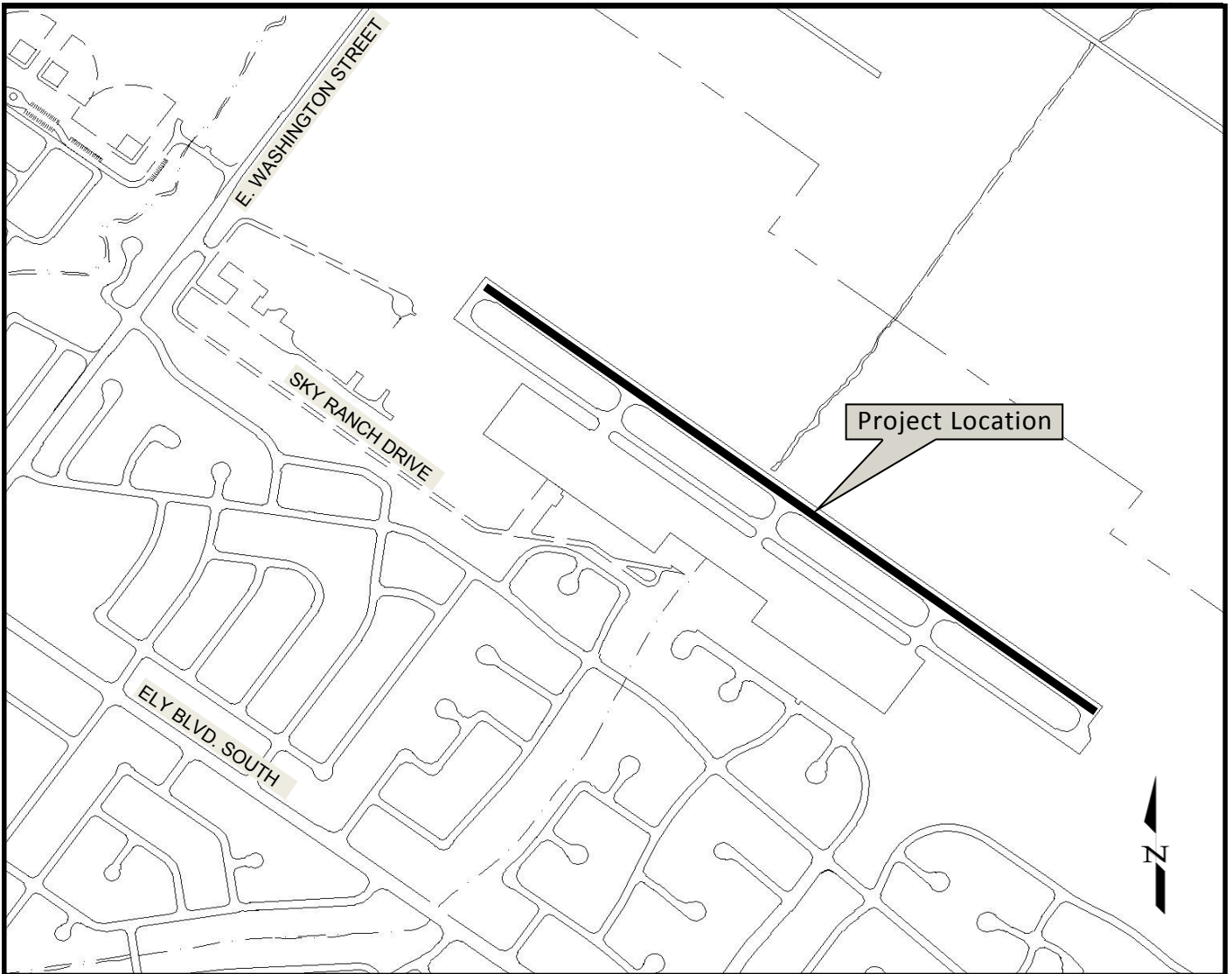
Fund 6190.61999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C61501604 Runway Electrical Improvements - AIP	22	41	63	648	-	-	-	-	711
C61202014 Hangar & Apron Repairs	-	-	-	144	115	-	-	-	259
C61502009 Taxiway A Rehabilitation - AIP	-	-	-	-	-	120	-	1,203	1,323
C61502110 Aircraft Parking Apron Rehabilitation - AIP	-	-	-	-	-	2,057	-	-	2,057
<b>TOTAL</b>	\$ 22	\$ 41	\$ 63	\$ 792	\$ 115	\$ 2,177	\$ -	\$ 1,203	\$ 4,350

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

Airport Operating Fund	\$ -	\$ 15	\$ 15	\$ 246	\$ 115	\$ 386	\$ -	\$ 260	\$ 1,022
State AIP Grant	-	-	-	26	-	85	-	45	156
FAA Grant	-	48	48	520	-	1,706	-	898	3,172
<b>TOTAL</b>	\$ -	\$ 63	\$ 63	\$ 792	\$ 115	\$ 2,177	\$ -	\$ 1,203	\$ 4,350

AIRPORT



**Project Title: Runway Electrical Improvements**

**C61501604**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves replacing the runway edge lights and airfield guidance signs. The current edge lights were installed in 1985 and are becoming obsolete. The electrical improvements will replace the current edge lights with a LED system that will reduce the electrical usage and provide a brighter environment. Replacing the current non-illuminated airfield guidance signs is required by the FAA. This project will be completed in 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**

C61501604

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design	21	41	62						62
Legal Services			-						-
Administration			-						-
Construction Contracts			-	578					578
Construction Mgmt	1		1	34					35
Contingency			-	30					30
CIP Overheads			-	6					6
<b>TOTAL USES</b>	<b>22</b>	<b>41</b>	<b>63</b>	<b>648</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>711</b>

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

Airport Operating Fund		15	15	102					117
State AIP Grant			-	26					26
FAA Grant		48	48	520					568
<b>TOTAL FUNDS</b>	<b>-</b>	<b>63</b>	<b>63</b>	<b>648</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>711</b>

**Project Title: Hangar and Apron Repairs**

**C61202014**

**PROJECT PURPOSE AND DESCRIPTION**

This project will provide a coordinated effort to address numerous deficiencies identified in a 2017 inspection of the airport hangars. Repairs are required throughout the hangar inventory on hangar doors, electrical systems, roofing, siding, and structural components. Minor apron pavement repairs in the hangars will also be included in the project.

**FINANCIAL OVERVIEW**

C61202014

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	20					20
Legal Services			-						-
Administration			-						-
Construction Contracts			-	90	100				190
Construction Mgmt			-	15	10				25
Contingency			-	15	5				20
CIP Overheads			-	4					4
<b>TOTAL USES</b>	-	-	-	144	115		-	-	259
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-	144	115				259
<b>TOTAL FUNDS</b>	-	-	-	144	115		-	-	259

**Project Title: Taxiway A Rehabilitation**

**C61502009**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves rehabilitating inner taxiway A. The current pavement condition was rated as Medium to High Severity in the Airport Pavement Management System Report of 2017. Cracks are beginning to form and it is anticipated that, due to the declining pavement condition, rehabilitation should be undertaken in the next two to three years. Work will include dig outs, edge repairs, crack seal and overlay. This project is reimbursable from the Federal Aviation Administration and Caltrans Division of Aeronautics. Design will be completed in FY 21/22 and construction in FY 23/24. The project 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 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		120				120
Legal Services			-						-
Administration			-						-
Construction Contracts			-					998	998
Construction Mgmt			-					100	100
Contingency			-					100	100
CIP Overheads			-					5	5
<b>TOTAL USES</b>	-	-	-	-	-	120	-	1,203	1,323
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-			7		260	267
State AIP Grant			-			5		45	50
FAA Grant			-			108		898	1,006
<b>TOTAL FUNDS</b>	-	-	-	-	-	120	-	1,203	1,323



**Project Title: Aircraft Parking Apron Rehabilitation**

**C61502110**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves rehabilitating the eastern half of the Aircraft Parking Apron and includes drainage upgrades. The pavement condition was rated as Medium to High in Severity in the Airport Pavement Management System Report of 2017. Current drainage is inadequate and water pools during heavy rains accelerating deterioration of the pavement and necessitating rehabilitation. The Federal Aviation Administration has already paid for design. Construction of this project is reimbursable from the Federal Aviation Administration and Caltrans Division of Aeronautics. Construction is anticipated to occur in FY 21/22.

**FINANCIAL OVERVIEW**

C61502110

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-			2			2
Administration			-			5			5
Construction Contracts			-			1,775			1,775
Construction Mgmt			-			120			120
Contingency			-			120			120
CIP Overheads			-			35			35
<b>TOTAL USES</b>	-	-	-	-	-	2,057	-	-	2,057
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-			379			379
State AIP Grant			-			80			80
FAA Grant			-			1,598			1,598
<b>TOTAL FUNDS</b>	-	-	-	-	-	2,057	-	-	2,057

# FACILITIES PROJECTS FY 2019-2020

FACILITIES CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20  
 PROJECT SUMMARY  
 Fund 3110.31100

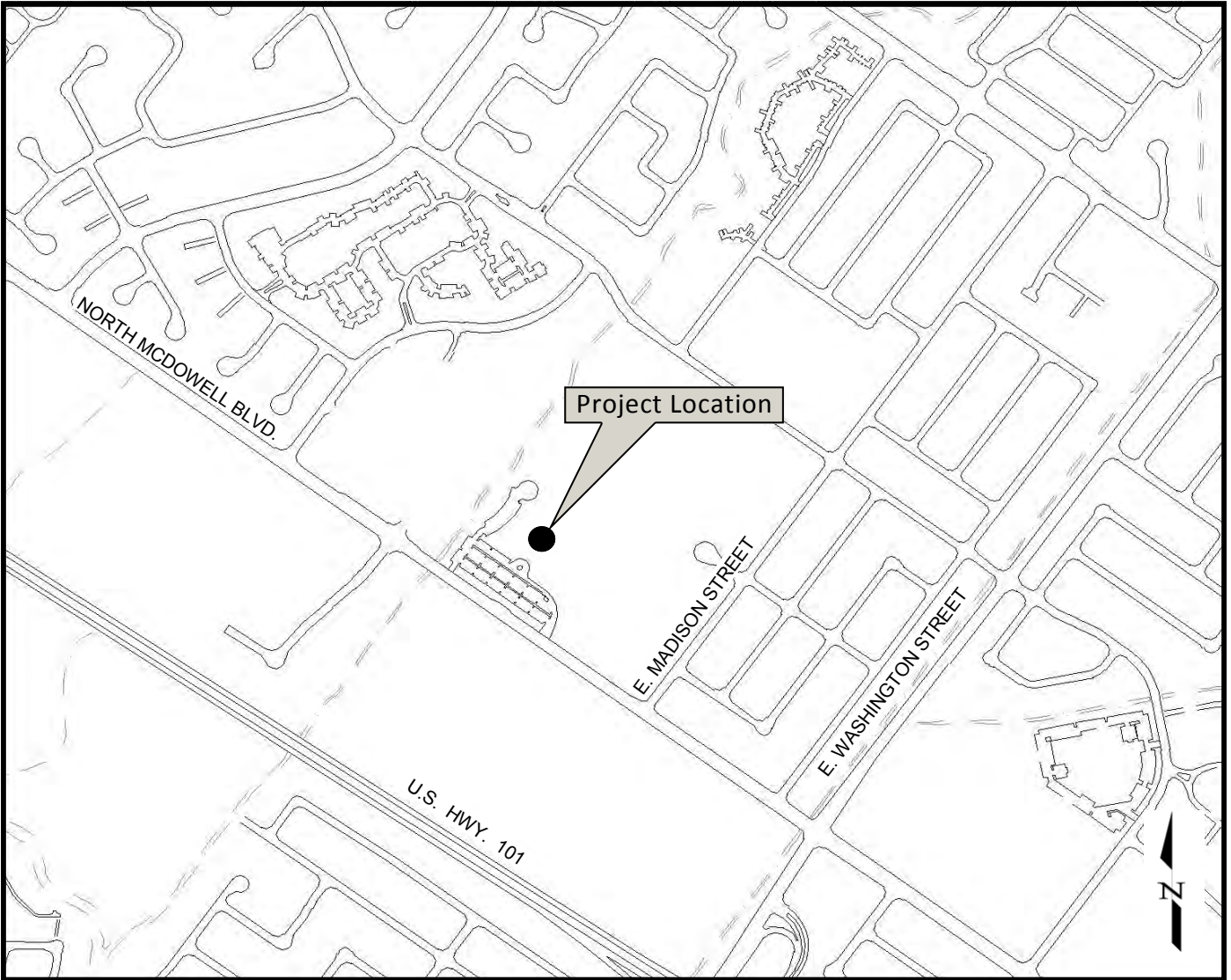
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C16201304 Community Center Repairs	57	304	361	155	-	-	-	-	516
C11201501 Petaluma Library & Museum Seismic Retrofit	53	-	53	-	159	3,486	-	-	3,698
C11202014 Cavanagh Roof Replacement	-	-	-	186	-	-	-	-	186
C11502015 Electric Vehicle Chargers	-	-	-	66	111	6	6	-	189
C11202116 Community Center Emergency Generator Connection	-	-	-	-	296	-	-	-	296
C11501911 Reserve Apparatus Storage	-	-	-	50	-	-	-	-	50
<b>TOTAL</b>	<b>\$ 110</b>	<b>\$ 304</b>	<b>\$ 414</b>	<b>\$ 457</b>	<b>\$ 566</b>	<b>\$ 3,492</b>	<b>\$ 6</b>	<b>\$ -</b>	<b>\$ 4,935</b>

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

City Facilities Impact Fees	-	-	-	50	-	-	-	-	50
Transient Occupancy Tax	571	-	571	186	-	-	-	-	757
PW Grants	-	-	-	66	296	-	-	-	362
Undetermined	-	-	-	-	270	3,490	6	-	3,766
<b>TOTAL</b>	<b>\$ 571</b>	<b>\$ -</b>	<b>\$ 571</b>	<b>\$ 302</b>	<b>\$ 566</b>	<b>\$ 3,490</b>	<b>\$ 6</b>	<b>\$ -</b>	<b>\$ 4,935</b>

COMMUNITY CENTER INTERIOR REPAIRS

FACILITIES



**Project Title: Community Center Repairs**

**C16201304**

**PROJECT PURPOSE AND DESCRIPTION**

The project will make repairs to the building’s exterior to prevent water intrusion and protect the interior which has been damaged by leaks in the roof and windows. Work addressing the water intrusion and damage will include repairs to gutters and flat roofing, windows, walls, floors, and ceilings. As the funding allows, interior doors, aging heating and ventilation equipment and lighting will be repaired or replaced. These repairs are necessary to maintain the well-used community center. The project started in FY 18/19 with over 4,500 square feet of vinyl flooring being replaced. The work will continue into FY19/20 around the center’s operation. The project is funded by Transient Occupancy Tax.

**FINANCIAL OVERVIEW**

C16201304

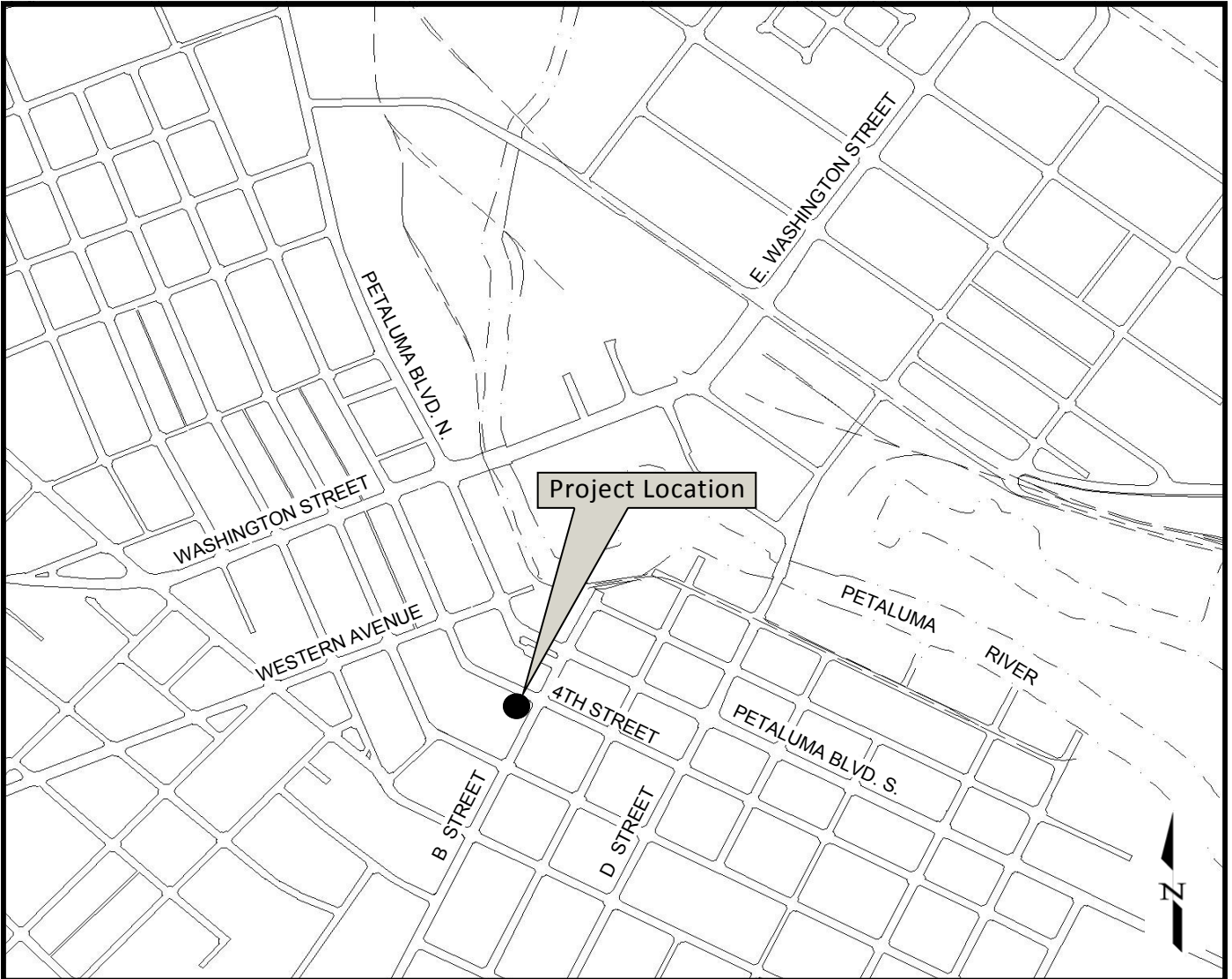
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	16	23	39						39
Land & Easements			-						-
Design	19	11	30						30
Legal Services			-						-
Administration			-						-
Construction Contracts	21	251	272	131					403
Construction Mgmt		14	14	8					22
Contingency			-	11					11
CIP Overheads	1	5	6	5					11
<b>TOTAL USES</b>	<b>57</b>	<b>304</b>	<b>361</b>	<b>155</b>	-	-	-	-	<b>516</b>

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

City Facilities Impact Fee			-						-
Transient Occupancy Tax	516		516						516
<b>TOTAL FUNDS</b>	<b>516</b>	<b>-</b>	<b>516</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>516</b>

PETALUMA LIBRARY & MUSEUM SEISMIC RETROFIT

FACILITIES



**Project Title: Petaluma Library & Museum Seismic Retrofit**

**C11201501**

**PROJECT PURPOSE AND DESCRIPTION**

The Petaluma Library and Museum, housed in the 1906 Carnegie Library building and listed on the National Register of Historic Places, needs seismic retrofitting and rehabilitation. The funds allocated in FY 15/16 were used to analyze and document the existing conditions and provide a summary report of recommended improvements and engineer estimates which can be used to seek grants and other funding. Future year's project costs encompass the seismic retrofit for historical renovation and replacement or improvement of various building systems. Funding for future years has not yet been identified.

**FINANCIAL OVERVIEW**

C11201501

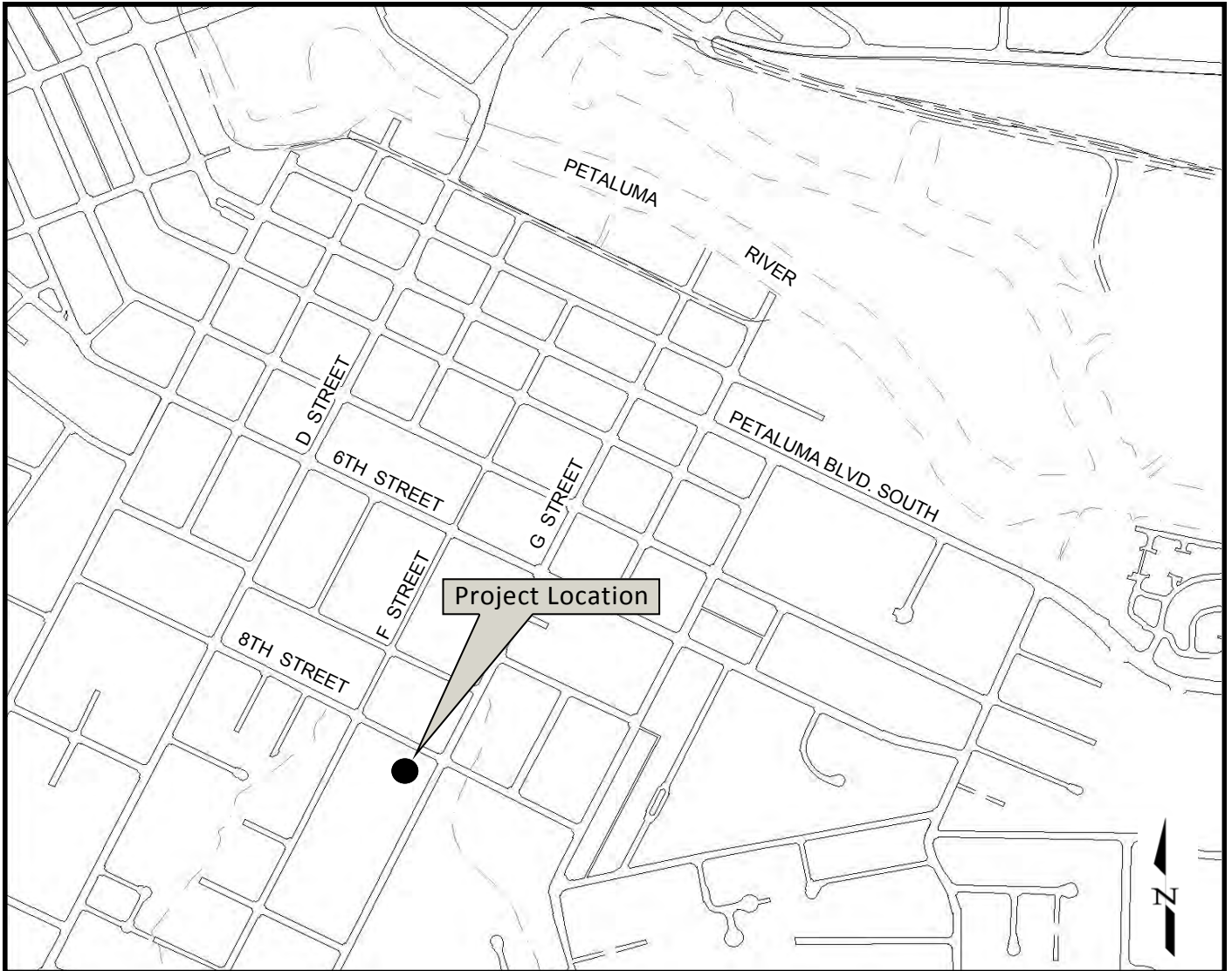
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		25				25
Land & Easements			-						-
Design	52		52		100				152
Legal Services			-		25				25
Administration			-		5				5
Construction Contracts			-			3,000			3,000
Construction Mgmt			-			100			100
Contingency			-			300			300
CIP Overheads	1		1		4	86			91
<b>TOTAL USES</b>	<b>53</b>	<b>-</b>	<b>53</b>	<b>-</b>	<b>159</b>	<b>3,486</b>	<b>-</b>	<b>-</b>	<b>3,698</b>

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

City Facilities Impact Fee			-						-
Transient Occupancy Tax	55		55						55
PW Grants			-						-
Undetermined			-		159	3,484			3,643
<b>TOTAL FUNDS</b>	<b>55</b>	<b>-</b>	<b>55</b>	<b>-</b>	<b>159</b>	<b>3,484</b>	<b>-</b>	<b>-</b>	<b>3,698</b>

CAVANAGH ROOF REPLACEMENT

FACILITIES



**Project Title: Cavanagh Roof Replacement**

**C11202014**

**PROJECT PURPOSE AND DESCRIPTION**

The Cavanagh Center's roof is beyond its expected life and needs to be replaced. Portions of the eaves over the pool have rotted and cannot be repaired. Postponement of the roof replacement will increase the cost and scope of repairs. The project is funded by Transient Occupancy Tax.

**FINANCIAL OVERVIEW**

C11202014

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		-				-
Land & Easements			-		-				-
Design			-	8					8
Legal Services			-						-
Administration			-	5					5
Construction Contracts			-	143					143
Construction Mgmt			-	10					10
Contingency			-	15					15
CIP Overheads			-	5					5
<b>TOTAL USES</b>	-	-	-	186	-	-	-	-	186

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

City Facilities Impact Fee			-						-
Transient Occupancy Tax			-	186					186
<b>TOTAL FUNDS</b>	-	-	-	186	-	-	-	-	186





**Project Title: Electric Vehicle Chargers**

**C11502015**

**PROJECT PURPOSE AND DESCRIPTION**

The Bay Area Air Quality Management District (BAAQMD) should award a grant for the purchase and installation of four electric vehicle chargers. Seventy-five percent of the project costs will be provided by the City. Funding for additional planning and design will support the investigation and documentation of existing electrical capacity to prioritize Electric Vehicle Charger installation at city facilities.

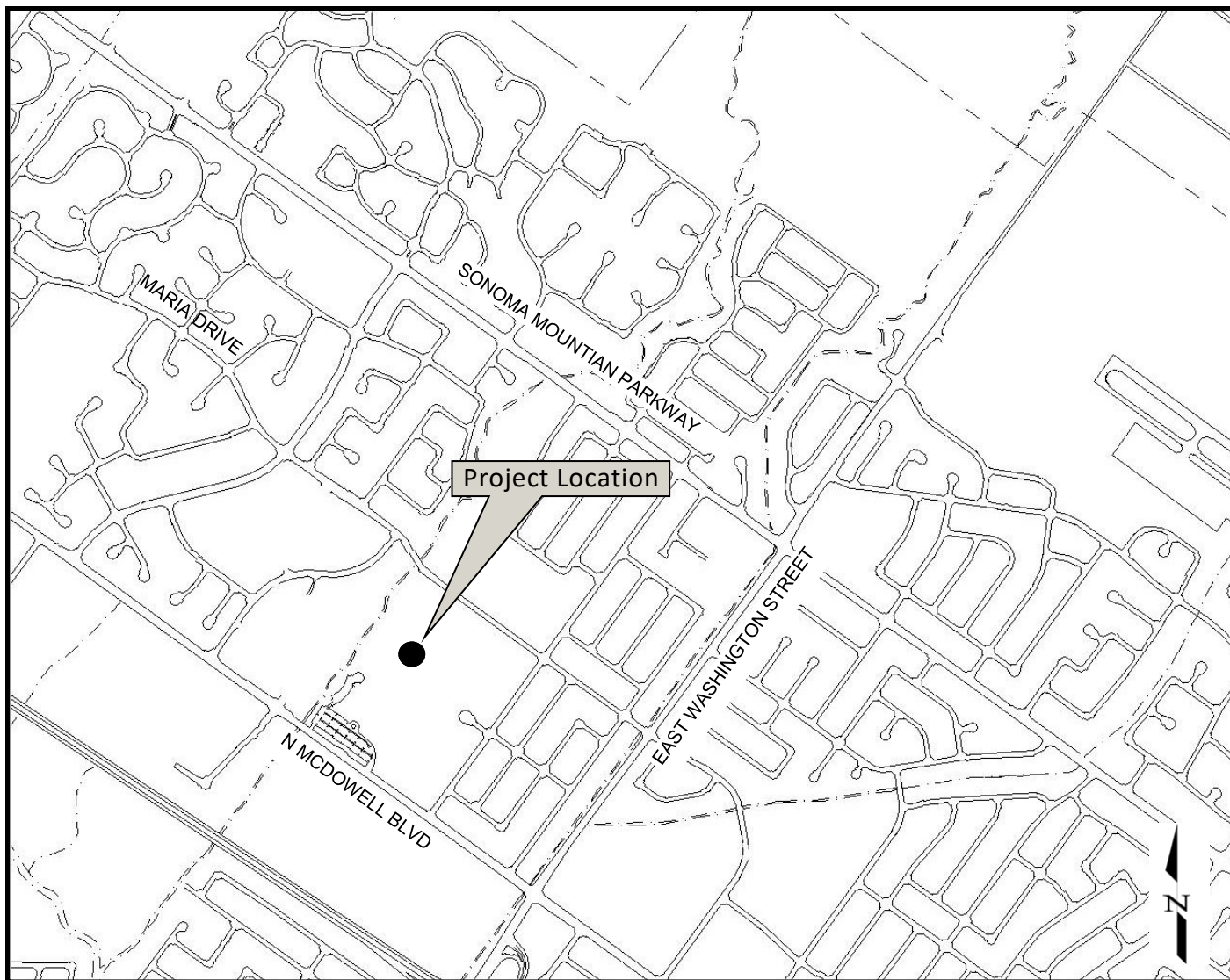
**FINANCIAL OVERVIEW**

C11502015

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	5					5
Land & Easements			-						-
Design			-	5					5
Legal Services			-						-
Administration			-	5	3	6	6		20
Construction Contracts			-	47	86				133
Construction Mgmt			-	1	10				11
Contingency			-	2	9				11
CIP Overheads			-	1	3				4
<b>TOTAL USES</b>	-	-	-	66	111	6	6	-	189
<b>SOURCES (dollars in \$000)</b>									
City Facilities Impact Fee			-						-
Transient Occupancy Tax			-						-
BayAreaAirQualityMgtDistrict Grant				66					66
Undetermined			-		111	6	6		123
<b>TOTAL FUNDS</b>	-	-	-	66	111	6	6	-	189

COMMUNITY CENTER EMERGENCY GENERATOR HOOK-UP

FACILITIES



**Project Title: Community Center Emergency Generator Hook-up C11202116**

**PROJECT PURPOSE AND DESCRIPTION**

This project will upgrade the Community Center’s electrical system and construct an enclosure to readily accommodate a portable emergency generator for the facility. As the City’s primary evacuation center, these modifications will improve the City’s readiness for a disaster. Grant funds from FEMA or CalOES will be sought following an update of the City’s Local Hazard Mitigation Plan.

**FINANCIAL OVERVIEW**

C11202116

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		21				21
Legal Services			-						-
Administration			-						-
Construction Contracts			-		240				240
Construction Mgmt			-		15				15
Contingency			-		15				15
CIP Overheads			-		5				5
<b>TOTAL USES</b>	-	-	-	-	296	-	-	-	296
<b>SOURCES (dollars in \$000)</b>									
City Facilities Impact Fee			-						-
Transient Occupancy Tax			-						-
PW Grants			-		296				296
<b>TOTAL FUNDS</b>	-	-	-	-	296	-	-	-	296

**Project Title: Reserve Apparatus Storage**

**C11501911**

**PROJECT PURPOSE AND DESCRIPTION**

The Fire Department is 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. Most 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.

**FINANCIAL OVERVIEW**

C11501911

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-	50					50
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	50	-	-	-	-	50

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

City Facilities Impact Fee			-	50					50
<b>TOTAL FUNDS</b>	-	-	-	50	-	-	-	-	50

# PARKS PROJECTS FY 2019-2020

**PARKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20**

**PROJECT SUMMARY**

Fund 3140.31400

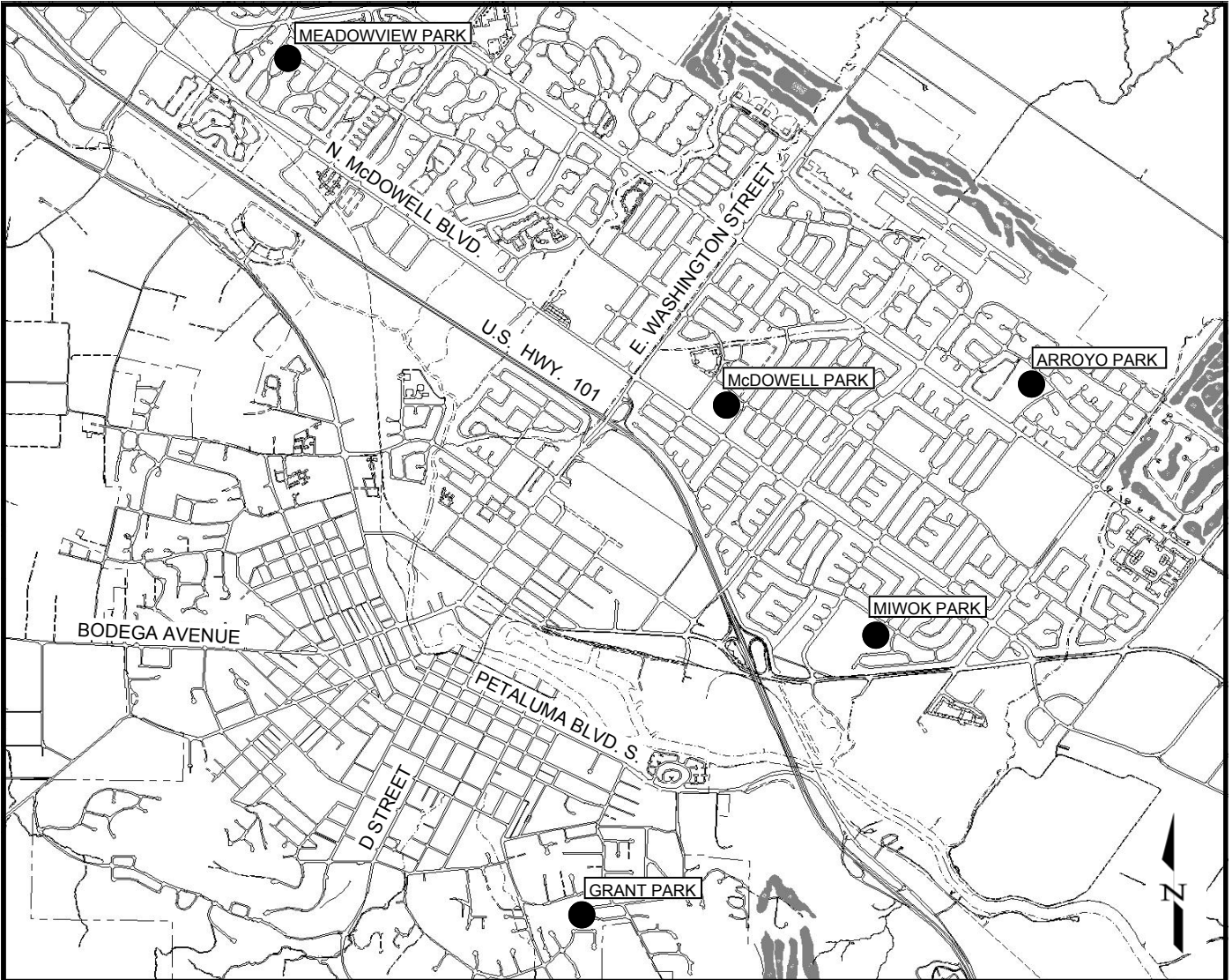
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C00400205 Playground Replacements	\$ 274	\$ 128	\$ 402	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 852
C14501607 Petaluma Community Baseball Field	180	280	460	2,305	2,567	1,058	-	-	6,390
C14502008 Lucchesi Turf Field Replacement	-	-	-	30	646	-	-	-	676
C14502009 Multi-Use Path & Park Pathways Restoration	-	-	-	199	75	75	75	75	499
C14402110 Marina & Turning Basin Improvements	-	-	-	-	1,112	-	-	-	1,112
C14502011 Tennis Court Resurfacing	-	-	-	440	-	-	-	-	440
C14502012 Shollenberger Improvements	-	-	-	2	213	-	-	-	215
<b>TOTAL</b>	\$ 454	\$ 408	\$ 862	\$ 3,066	\$ 4,703	\$ 1,223	\$ 165	\$ 165	\$ 10,184

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

Parkland Impact Fees	\$ 290	\$ 280	\$ 570	\$ 1,807	\$ 2,067	\$ 1,000	\$ -	\$ -	\$ 5,444
Housing Related Parks Prog Grant	100	68	168	-	-	-	-	-	168
Bonds - Savings from Refinancing	68	-	68	34	34	34	34	34	238
Donations/Developer Contributions	61	-	61	500	500	-	-	-	1,061
Measure M - Parks	-	-	-	205	223	131	131	131	821
Public Works Grants	-	-	-	124	213	-	-	-	337
Interfund Loan	-	-	-	396	-	-	-	-	396
General Fund - Turf Replacement	-	-	-	-	554	-	-	-	554
Undetermined	-	-	-	-	1,112	53	-	-	1,165
<b>TOTAL</b>	\$ 519	\$ 348	\$ 867	\$ 3,066	\$ 4,703	\$ 1,218	\$ 165	\$ 165	\$ 10,184

PLAYGROUND REPLACEMENT

PARKS AND RECREATION



● Project Locations

**PROJECT TITLE: Playground Replacements**

**C00400205**

**PROJECT PURPOSE AND DESCRIPTION**

Playgrounds must meet Federal standards including the Americans with Disability Act. The City has replaced 13 of the 27 City playgrounds to date including the recently replaced equipment at Meadowview, Miwok and Arroyo Parks. Several playgrounds are left to replace, and include: Bond, Anna’s Meadow, Grant, Kenilworth, La Tercera and Wiseman. Additionally, several playgrounds require new ground cover that will provide for increased safety and accessibility. Playgrounds are replaced as funding becomes available. In 2014, the City refinanced Redevelopment Bonds. Savings from that effort are distributed to the various taxing entities, including the City of Petaluma and the County of Sonoma. Petaluma’s share of these savings is estimated at an average of \$34,000 per year. These savings plus additional funds from the recently approved Parks Measure M tax funds will allow for more regular playground replacement projects in the future.

**FINANCIAL OVERVIEW**

C00400205

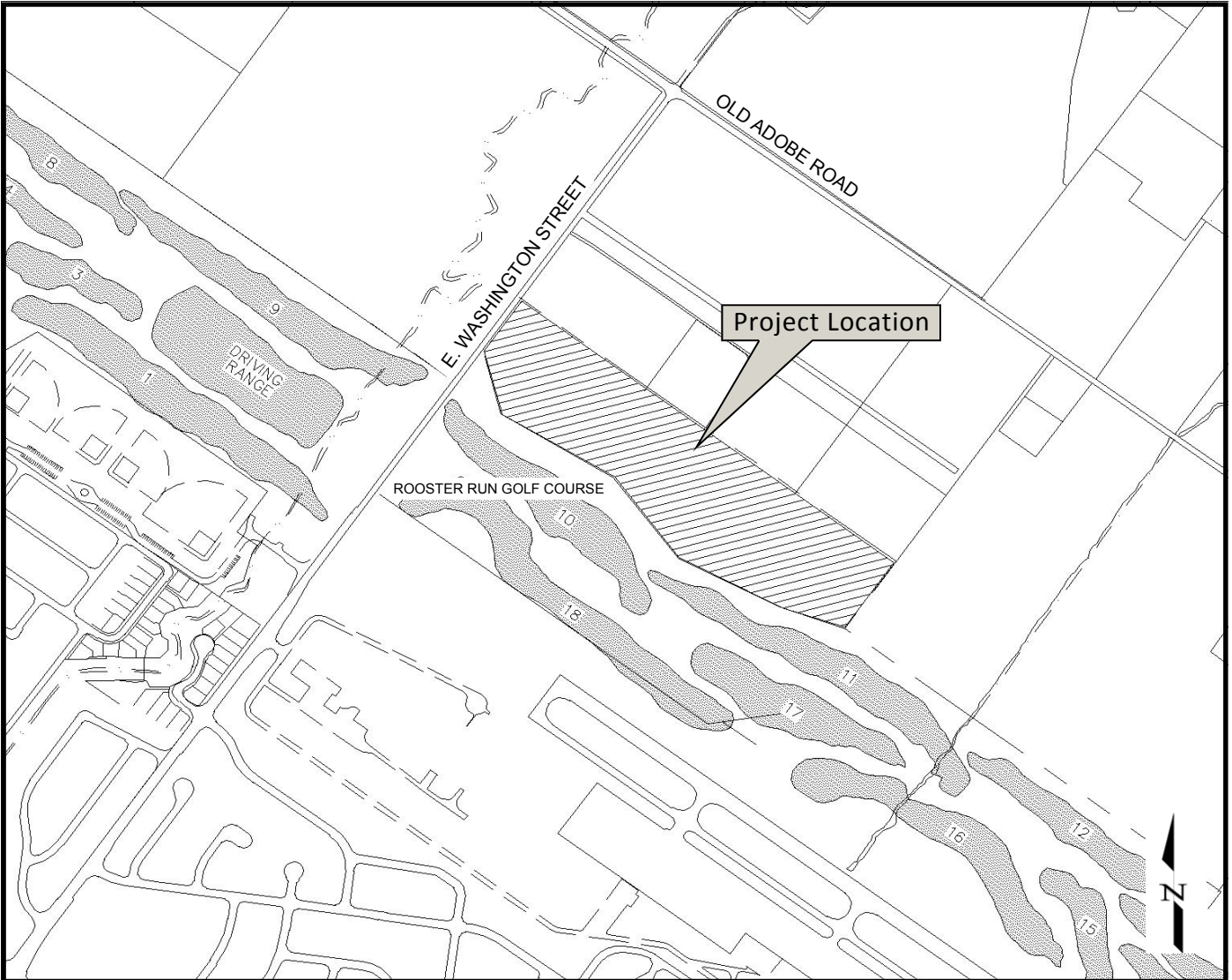
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	5		5						5
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts	262	128	390	90	90	90	90	90	840
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads	7		7						7
<b>TOTAL USES</b>	<b>274</b>	<b>128</b>	<b>402</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>852</b>

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

Parkland Impact Fees	105		105						105
Housing Related Parks Prog Grant	100	68	168						168
Bonds - Savings from Refinancing	68		68	34	34	34	34	34	238
Donations/Developer Contributions	61		61						61
Measure M - Parks				56	56	56	56	56	280
<b>TOTAL FUNDS</b>	<b>334</b>	<b>68</b>	<b>402</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>852</b>



PETALUMA COMMUNITY SPORTS FIELDS BASEBALL DIAMOND PARKS AND RECREATION



**PROJECT TITLE: Petaluma Community Baseball Field**

**C14501607**

**PROJECT PURPOSE AND DESCRIPTION**

In addition to the ball park, this project includes the filling of the existing wetland area provided permitting can be obtained for either on-site or off-site mitigation. The estimate for wetland mitigation is subject to change pending the ratio (i.e. 1:1, 2:1, and 3:1) requirements set by the regulatory agencies. Wetland mitigation is the first step to allow construction of the ball park. The project design is underway with completion expected in FY18/19. The project will be funded mainly by Parkland Impact Fees with significant contributions from donors. Adequate funds have not yet accumulated for full construction. Construction of the ball park will begin in FY19/20 and continue into FY 21/22. The restroom and concession building adjacent to the ball park will be completed in FY 21/22. Future construction phases will include a softball field, a little league sized baseball field and additional amenities.

**FINANCIAL OVERVIEW**

C14501607

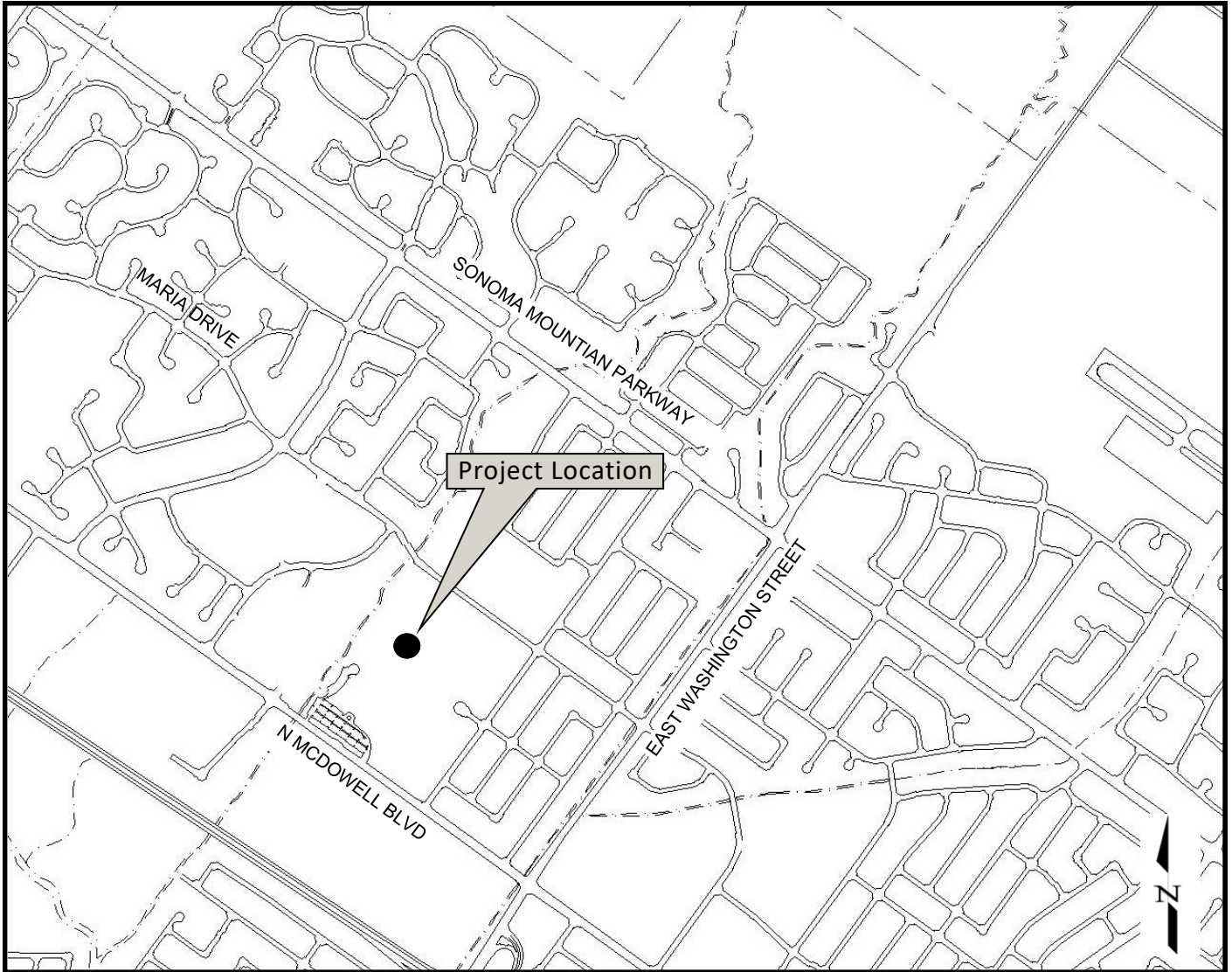
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	25	20	45						45
Land & Easements			-						-
Design	149	255	404						404
Legal Services			-						-
Administration			-						-
Construction Contracts			-	2,200	2,480	1,000			5,680
Construction Mgmt	2		2	65	49	35			151
Contingency			-	33	31	20			84
CIP Overheads	4	5	9	7	7	3			26
<b>TOTAL USES</b>	<b>180</b>	<b>280</b>	<b>460</b>	<b>2,305</b>	<b>2,567</b>	<b>1,058</b>	<b>-</b>	<b>-</b>	<b>6,390</b>

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

Parkland Impact Fees	185	280	465	1,805	2,067	1,000			5,337
Donations/Developer Contributions	-		-	500	500				1,000
Undetermined			-			53			53
<b>TOTAL FUNDS</b>	<b>185</b>	<b>280</b>	<b>465</b>	<b>2,305</b>	<b>2,567</b>	<b>1,053</b>	<b>-</b>	<b>-</b>	<b>6,390</b>

LUCCHESI TURF FIELD REPLACEMENT

PARKS



**PROJECT TITLE: Lucchesi Turf Field Replacement**

**C14502008**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the synthetic turf and other issues at the Lucchesi Park field. The soccer field is nearing the end of its expected service life. Fees charged for the use of the field will provide most of the funds for the project.

**FINANCIAL OVERVIEW**

C14502008

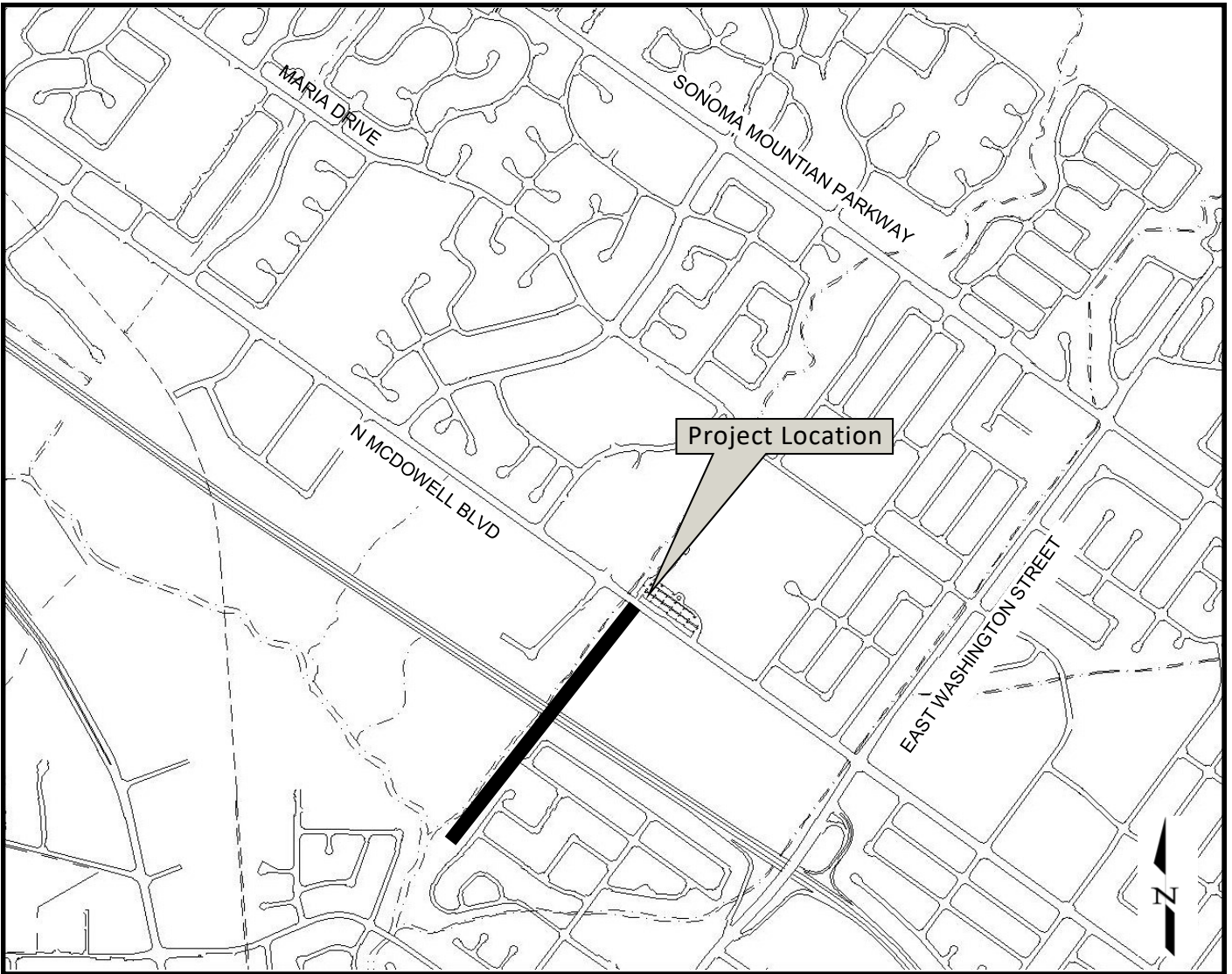
	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design			-	30					30
Legal Services			-						-
Administration			-						-
Construction Contracts			-		538				538
Construction Mgmt			-		40				40
Contingency			-		60				60
CIP Overheads			-		8				8
<b>TOTAL USES</b>	-	-	-	30	646	-	-	-	676

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

Measure M - Parks				30	92				122
General Fund - Turf Replacement					554				554
<b>TOTAL FUNDS</b>	-	-	-	30	646	-	-	-	676

**MULTI-USE PATH RESTORATION**

**PARKS**



**PROJECT TITLE: Multi-Use and Park Pathways Restoration**

**C14502009**

**PROJECT PURPOSE AND DESCRIPTION**

This project will address deferred maintenance issues on several of the City's multi-use and park pathways. Focus will be on safety and access issues on heavily used pathways, such as the Lynch Creek Trail, and paths important for park access.

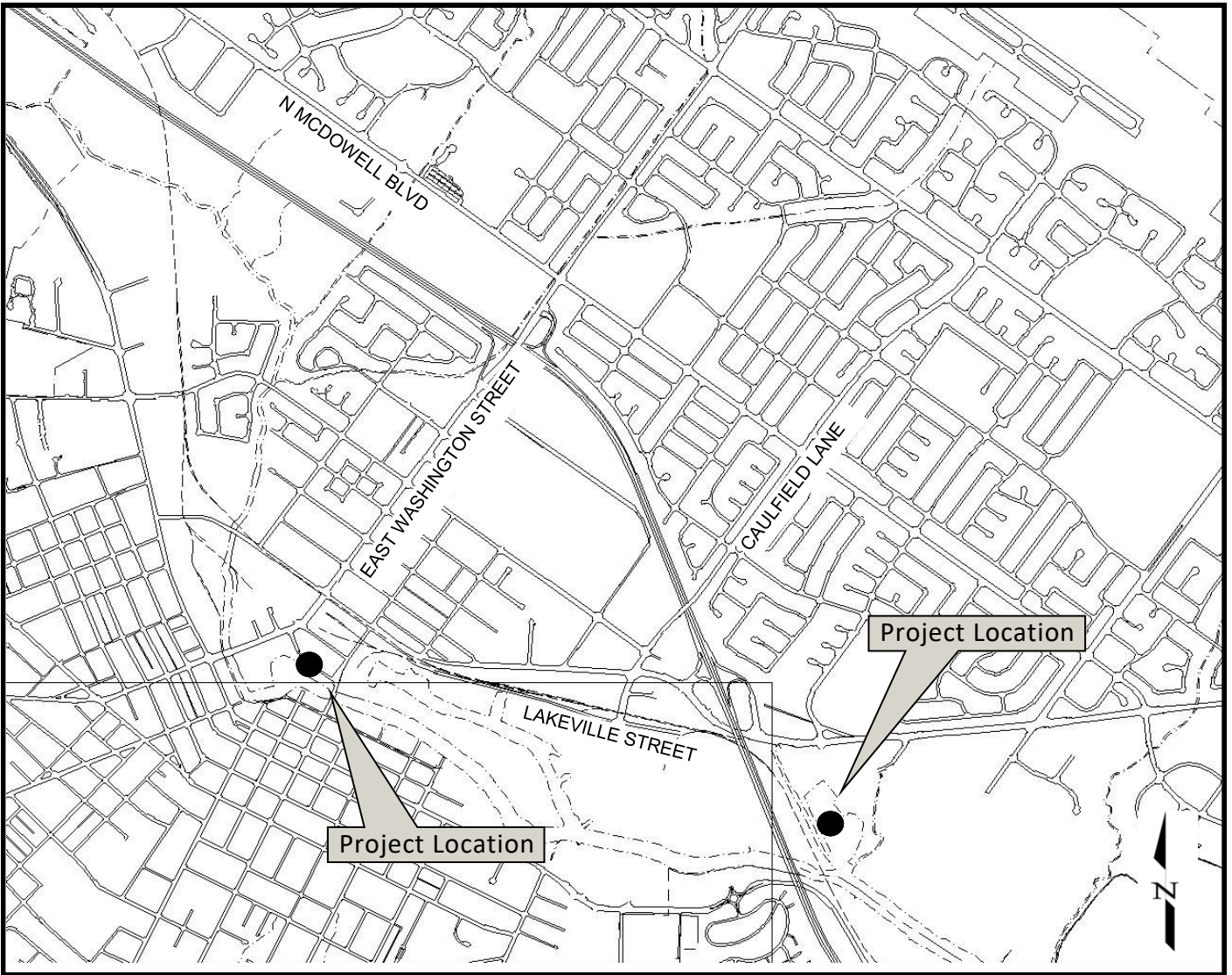
**FINANCIAL OVERVIEW**

C14502009

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design			-	4					4
Legal Services			-						-
Administration			-						-
Construction Contracts			-	172	75	75	75	75	472
Construction Mgmt			-	10					10
Contingency			-	10					10
CIP Overheads			-	3					3
<b>TOTAL USES</b>	-	-	-	199	75	75	75	75	499
<b>SOURCES (dollars in \$000)</b>									
Measure M - Parks				75	75	75	75	75	375
SCTA TDA 3				124					124
<b>TOTAL FUNDS</b>	-	-	-	199	75	75	75	75	499

MARINA & TURNING BASIN IMPROVEMENTS

PARKS



**PROJECT TITLE: Marina & Turning Basin Improvements**

**C14402110**

**PROJECT PURPOSE AND DESCRIPTION**

This project involves dredging the marina to its design depth and making repairs to the floating docks and gangways both at the marina and the turning basin. Dredging the marina will increase occupancy and future revenue. Funding for this project will be provided by an interfund loan.

**FINANCIAL OVERVIEW**

C14402110

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental					40				40
Land & Easements									-
Design					40				40
Legal Services									-
Administration					93				93
Construction Contracts					809				809
Construction Mgmt					60				60
Contingency					60				60
CIP Overheads					10				10
<b>TOTAL USES</b>	-	-	-	-	1,112	-	-	-	1,112

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

Undetermined					1,112				1,112
<b>TOTAL FUNDS</b>	-	-	-	-	1,112	-	-	-	1,112





**PROJECT TITLE: Tennis Court Resurfacing**

**C14502011**

**PROJECT PURPOSE AND DESCRIPTION**

This project will rehabilitate tennis and pickleball courts at our City parks, including the rehabilitation of the courts at Lucchesi, McNear, Leghorn and Del Oro Parks.

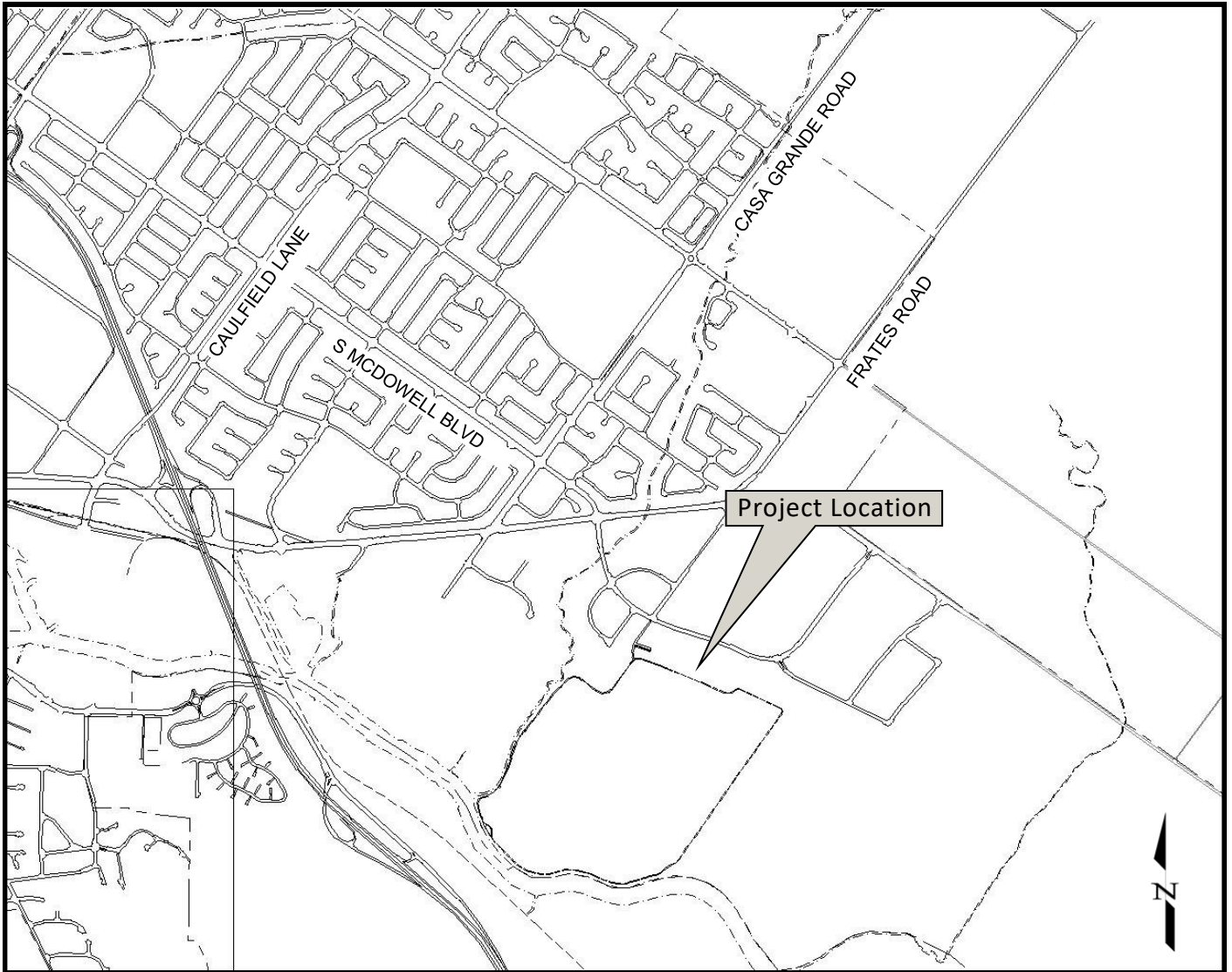
**FINANCIAL OVERVIEW**

C14502011

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-	440					440
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	440	-	-	-	-	440
<b>SOURCES (dollars in \$000)</b>									
Measure M - Parks				44					44
Interfund Loan				396					396
<b>TOTAL FUNDS</b>	-	-	-	440	-	-	-	-	440

SHOLLENBERGER IMPROVEMENTS

PARKS



**PROJECT TITLE: Shollenberger Improvements**

**C14502012**

**PROJECT PURPOSE AND DESCRIPTION**

This project will construct an environmental educational kiosk and an outdoor amphitheater for elementary school classes and the public for environmental education lectures and demonstrations at Shollenberger Park. This project is primarily funded by a grant for Outdoor Environmental Education Facilities Programs offered by the California State Parks. The grant application was coordinated with the Petaluma Wetlands Alliance.

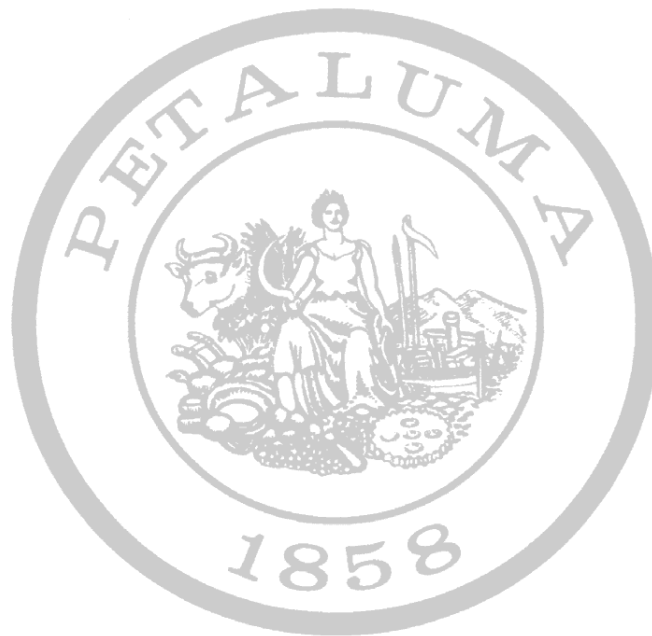
**FINANCIAL OVERVIEW**

C14502012

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design			-	2					2
Legal Services			-						-
Administration			-						-
Construction Contracts			-		201				201
Construction Mgmt			-		12				12
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	2	213	-	-	-	215

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

Parkland Impact Fees			-	2					2
Public Works Grants					213				213
<b>TOTAL FUNDS</b>	-	-	-	2	213	-	-	-	215



# PUBLIC WORKS PROJECTS FY 2019-2020

**PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20  
PROJECT SUMMARY  
Fund 3160.31600**

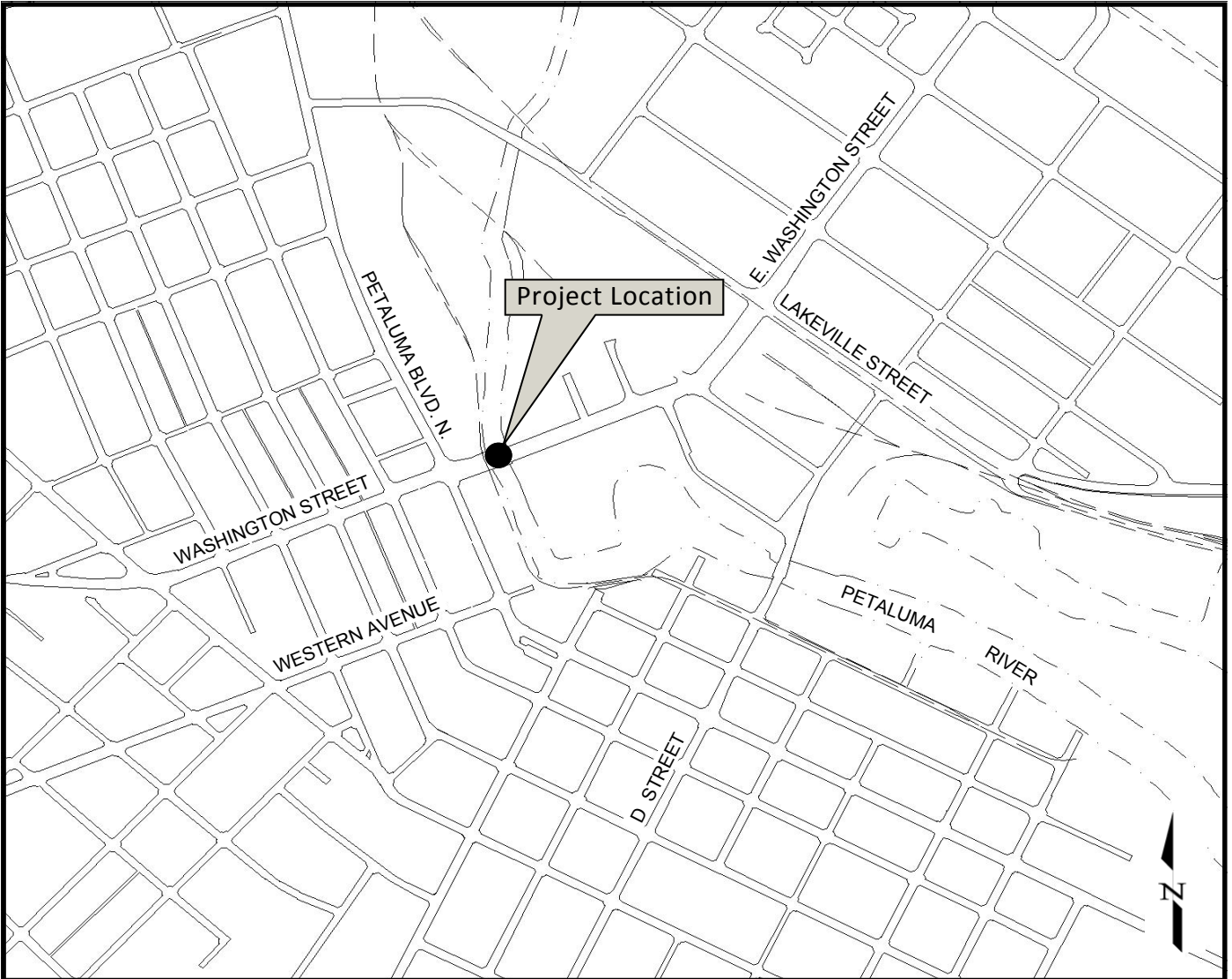
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C16101201 Washington Street Bridge Seismic Rehabilitation	270	50	320	30	-	3,839	-	-	4,189
C00501204 Rainier Avenue Cross-Town Connector	10,110	350	10,460	3,750	750	-	-	-	14,960
Rainier - Future	-	-	-	-	-	11,800	11,800	11,800	35,400
C03200503 River Trail - Washington to Lakeville	1,773	-	1,773	328	-	-	-	-	2,101
C16101601 Road Diet Ext Petaluma Blvd S	17	175	192	217	2,949	-	-	-	3,358
C16501412 Led Streetlight Retrofit	687	423	1,110	534	-	-	-	-	1,644
C16101519 Rivertrail - 101/Crossing	25	-	25	50	-	-	2,789	-	2,864
C16501602 Downtown ADA Improvements	302	243	545	250	-	250	-	250	1,295
c16101823 Pavement Restoration 18/19 - Sonoma Mountain Parkway	47	1,408	1,455	820	-	-	-	-	2,275
C16102037 Pavement Restoration FY 19/20	-	-	-	2,348	-	-	-	-	2,348
Pavement Restoration - Future	-	-	-	-	2,829	3,322	2,419	2,687	11,257
C16401925 Citywide Bridge Repair	-	91	91	354	-	-	-	-	445
C16102032 Intersection Improvements	-	-	-	265	265	-	-	265	795
C16501933 D St Bridge Improvements	-	65	65	200	-	-	-	-	265
C16101936 Guardrail & Pedestrian Safety Improvements	-	-	-	625	-	-	-	-	625
C16102038 Traffic Signal Timing Improvements	-	-	-	100	-	-	-	-	100
Traffic Signal Timing Improvements Future	-	-	-	-	100	100	100	100	400
e16082012 Payran UST	1,106	225	1,331	99	-	-	-	-	1,430
e16101718 Sidewalk Repair Revolving Loan	115	27	142	24	50	-	-	-	216
e16501828 FEMA Pre-Disaster Mitigation Program	1	59	60	20	-	-	-	-	80
<b>TOTAL</b>	<b>\$ 14,453</b>	<b>\$ 3,116</b>	<b>\$ 17,569</b>	<b>\$ 10,014</b>	<b>\$ 6,943</b>	<b>\$ 19,311</b>	<b>\$ 17,108</b>	<b>\$ 15,102</b>	<b>\$ 86,047</b>

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

Traffic Mitigation Impact Fees	\$ 856	\$ 7	\$ 863	\$ 3,334	\$ 750	\$ 11,800	\$ 11,800	\$ -	\$ 28,547
Street Maintenance	444	176	620	1,867	2,806	469	990	1,286	8,038
Transient Occupancy Tax	525	-	525	300	-	250	-	250	1,325
Road Maint & Rehab Acct (RMRA)	-	1,081	1,081	1,532	1,733	1,836	1,918	2,003	10,103
General Fund	193	-	193	-	-	-	-	-	193
Public Works Grants	917	239	1,156	863	-	5,930	-	-	7,949
SCTA Measure M	1,197	-	1,197	313	-	-	-	-	1,510
Successor Agency - PCDC	10,677	-	10,677	-	-	-	-	-	10,677
Developer Contributions	52	-	52	50	-	-	-	-	102
Interfund Loan	1,490	-	1,490	-	-	-	-	-	1,490
PG&E Rebate	-	142	142	-	-	-	-	-	142
Charges for Services	69	50	119	47	50	-	-	-	216
GASB 31	(8)	-	(8)	-	-	-	-	-	(8)
Water	615	167	782	133	-	-	-	-	915
Waste Water	315	20	335	-	-	-	-	-	335
Undetermined	-	-	-	-	-	-	2,764	11,800	14,564
<b>TOTAL</b>	<b>\$ 17,341</b>	<b>\$ 1,882</b>	<b>\$ 19,224</b>	<b>\$ 8,439</b>	<b>\$ 5,339</b>	<b>\$ 20,285</b>	<b>\$ 17,472</b>	<b>\$ 15,339</b>	<b>\$ 86,097</b>

WASHINGTON STREET BRIDGE SEISMIC REHABILITATION

PUBLIC WORKS



**Project Title: Washington Street Bridge Seismic Rehabilitation**

**C16101201**

**PROJECT PURPOSE AND DESCRIPTION**

The Washington Street Bridge over the Petaluma River was designed in 1968 prior to current seismic design standards. The seismic retrofit of the existing structure is eligible for Highway Bridge Program funds with an 11.5% local match. The design work involves two distinct phases. Engineering staff first completed a field investigation with soil samples and submitted a proposed rehabilitation plan to Caltrans. This was followed by an environmental clearance document prepared in 17/18 and a complete set of construction drawings prepared in 18/19. It is expected that the same HBP funding source will be available for construction. The funding for the required match will be from the Street Maintenance Fund.

**FINANCIAL OVERVIEW**

C16101201

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-						-
Land & Easements	-		-						-
Design	261	50	311	30		573			914
Legal Services	-		-						-
Administration	3		3						3
Construction Contracts	-		-			2,500			2,500
Construction Mgmt	-		-			285			285
Contingency	-		-			386			386
CIP Overheads	6		6			95			101
<b>TOTAL USES</b>	<b>\$ 270</b>	<b>\$ 50</b>	<b>\$ 320</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ 3,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,189</b>

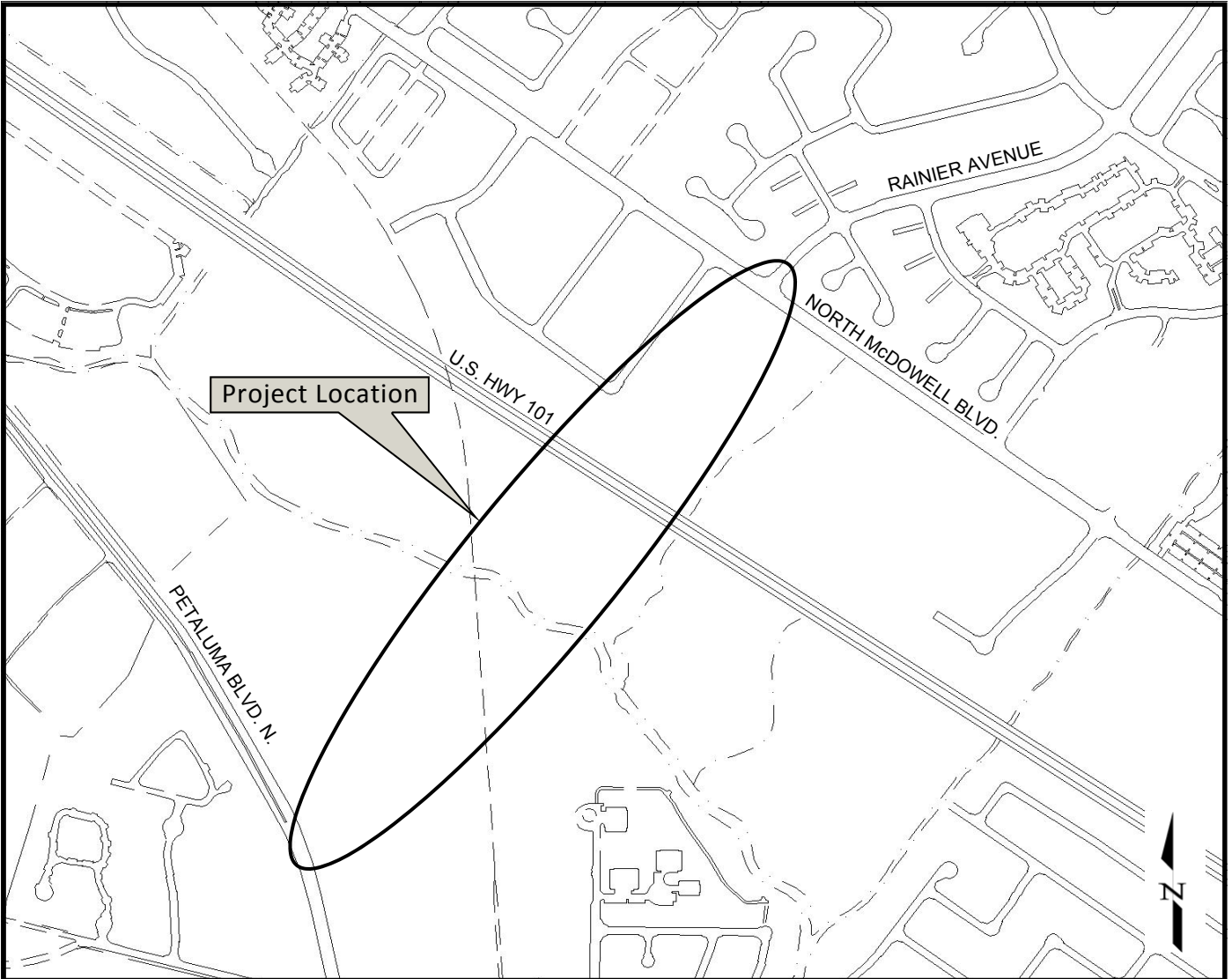
**SOURCES (dollars in \$000)**

Traffic Mitigation Impact Fees	9	7	16						16
Street Maintenance	70		70	4		460			534
Fed Hwy Bridge Program (HBP) Grant	190	44	234	26		3,379			3,639
<b>TOTAL FUNDS</b>	<b>\$ 269</b>	<b>\$ 51</b>	<b>\$ 320</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ 3,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,189</b>



**RAINIER AVENUE CROSS-TOWN CONNECTOR**

**PUBLIC WORKS**



**Project Title: Rainier Undercrossing Structure & Right-of-Way Acquisition C00501204**

**PROJECT PURPOSE AND DESCRIPTION**

An environmental impact report (EIR) has been completed for this cross-town connector project. The design of the Highway 101 undercrossing structure was completed by Caltrans and funded by the City. The structure will be constructed by Caltrans as part of the Highway 101 MSN-C2 widening project. Funding for the undercrossing is largely bond funding along with Traffic Mitigation Impact Fee funds. Future City projects will extend Rainier Avenue under Highway 101 to create a cross-town connector. The FY 19/20 funding will be used towards preliminary design of the roadway and real property acquisition and easements needed for the project.

**FINANCIAL OVERVIEW**

C00501204

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	2,027	35	2,062						2,062
Land & Easements	10	100	110	3,000					3,110
Design	892	200	1,092	750	750				2,592
Legal Services	8		8						8
Administration	31		31						31
Construction Contracts	7,000		7,000						7,000
Construction Mgmt	1		1						1
Contingency	-		-						-
CIP Overheads	141	15	156						156
<b>TOTAL USES</b>	<b>\$ 10,110</b>	<b>\$ 350</b>	<b>\$ 10,460</b>	<b>\$ 3,750</b>	<b>\$ 750</b>				<b>\$ 14,960</b>

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

Traffic Mitigation Impact Fees	659		659	3,334	750				4,743
Successor Agency - PCDC	10,224		10,224						10,224
Developer Contributions	2		2						2
GASB 31	(8)		(8)						(8)
<b>TOTAL FUNDS</b>	<b>\$ 10,876</b>	<b>\$ -</b>	<b>\$ 10,876</b>	<b>\$ 3,334</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,960</b>



**Project Title: Rainier Cross-Town Connector Future Phases**

**PROJECT PURPOSE AND DESCRIPTION**

Future phases of this project will extend Rainier Avenue under Highway 101 to create a cross-town connector. Currently there is insufficient funding to execute this project. Sources of possible funding will continue to be explored.

**FINANCIAL OVERVIEW**

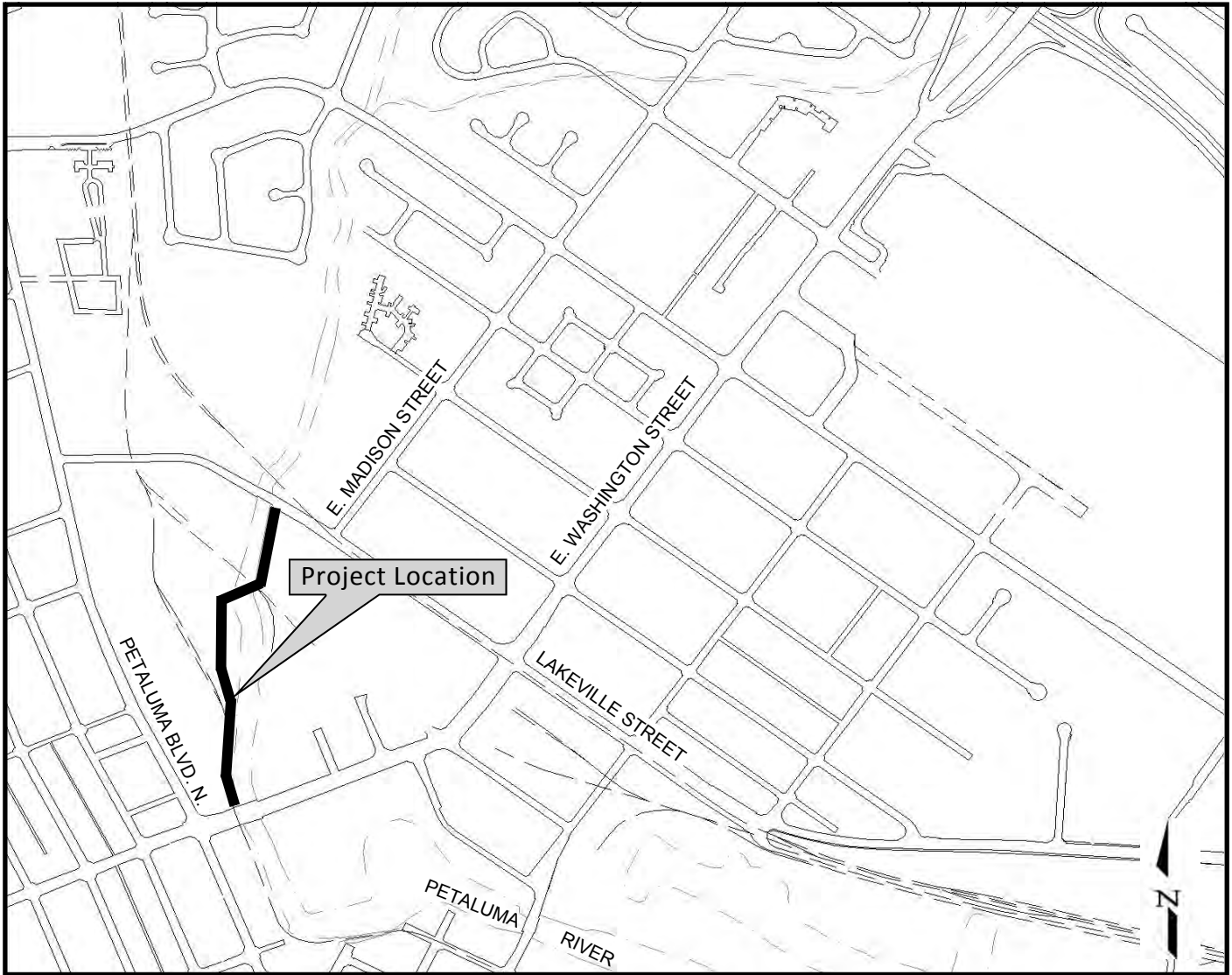
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental									-
Land & Easements									-
Design									-
Legal Services									-
Administration									-
Construction Contracts						10,000	10,000	10,000	30,000
Construction Mgmt						700	700	700	2,100
Contingency						1,000	1,000	1,000	3,000
CIP Overheads						100	100	100	300
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,800	\$ 11,800	\$ 11,800	\$ 35,400

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

Traffic Mitigation Impact Fees					11,800	11,800			23,600
Undetermined							11,800		11,800
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 35,400

RIVER TRAIL - WASHINGTON TO LAKEVILLE

PUBLIC WORKS



**Project Title: River Trail - Washington to Lakeville**

**C03200503**

**PROJECT PURPOSE AND DESCRIPTION**

The project is part of the Petaluma River Access and Enhancement Plan on Water St. from Lakeville St. to Washington St. and involves developing ADA-compliant pedestrian/bike paths along the river. A partial construction project has been completed, with a small portion excluded until additional property rights are acquired along Water St. The last segment of path will be constructed on North Water St. in conjunction with private development. The remaining SCTA Measure M funds will be used to reimburse the developer for the construction of the River Trail.

**FINANCIAL OVERVIEW**

C03200503

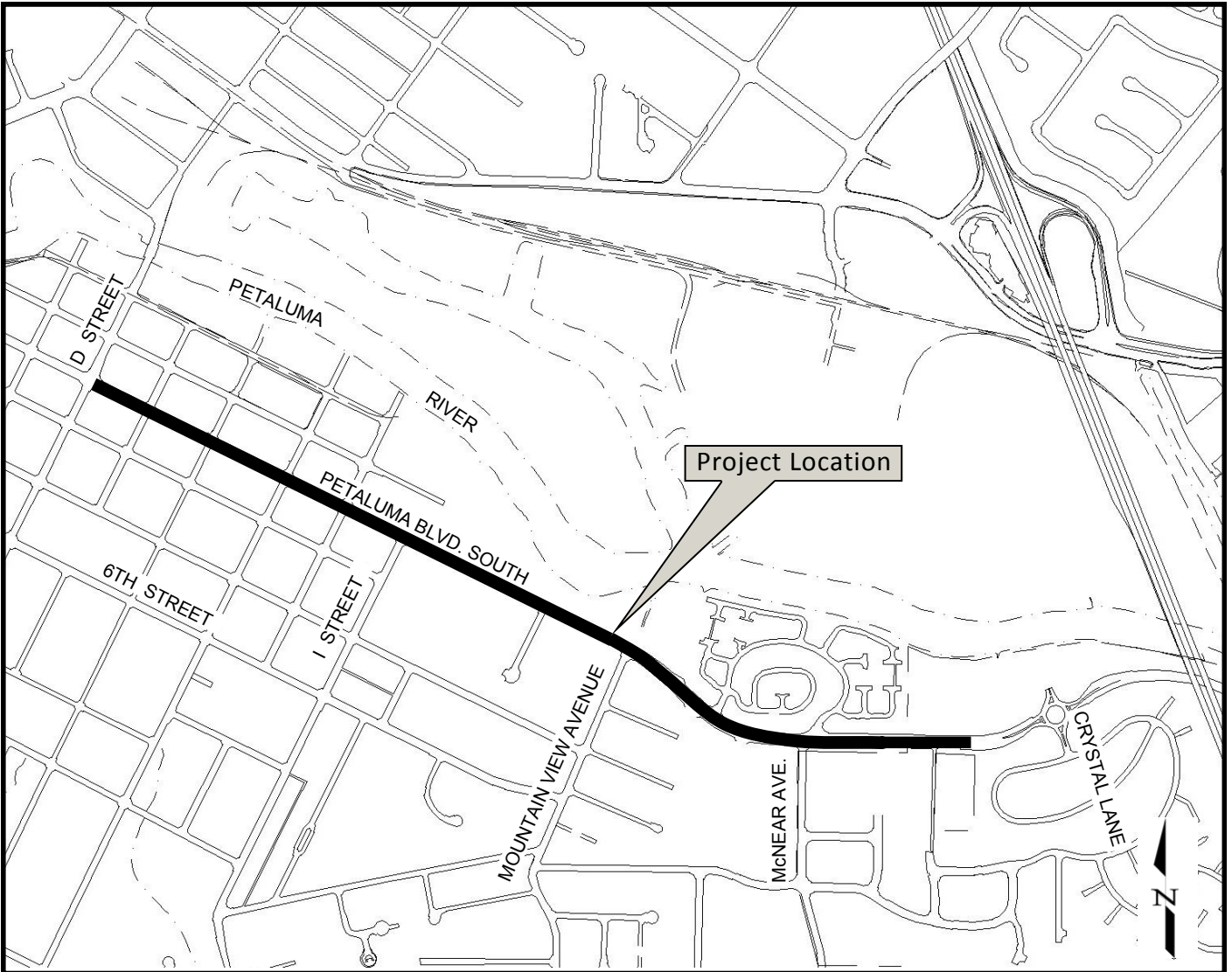
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	25		25						25
Land & Easements	66		66						66
Design	268		268						268
Legal Services	21		21						21
Administration	86		86						86
Construction Contracts	1,037		1,037	328					1,365
Construction Mgmt	183		183						183
Contingency	-		-						-
CIP Overheads	87		87						87
<b>TOTAL USES</b>	<b>\$ 1,773</b>	<b>\$ -</b>	<b>\$ 1,773</b>	<b>\$ 328</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,101</b>

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

Traffic Mitigation Impact Fees	188		188						188
SCTA Measure M	1,197		1,197	313					1,510
Successor Agency - PCDC	403		403						403
<b>TOTAL FUNDS</b>	<b>\$ 1,788</b>	<b>\$ -</b>	<b>\$ 1,788</b>	<b>\$ 313</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,101</b>

ROAD DIET EXTENSION PETALUMA BLVD. S.

PUBLIC WORKS



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

**C16101601**

**PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is to reconfigure the current 4-through lanes to 2-through lanes and bike lanes and one 2-way left turn lane on Petaluma Blvd. South from E street to Crystal Lane (Roundabout) to provide adequately sized driving 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, add bicycle lanes, improve sidewalks and make ADA improvements. Funding for this project is from the Cycle 2 One Bay Area Grant (OBAG 2) program which regionally distributes Federal Surface Transportation Program (STP) funds. The grant does require an 11.5% local match that will come from the Street Maintenance Fund.

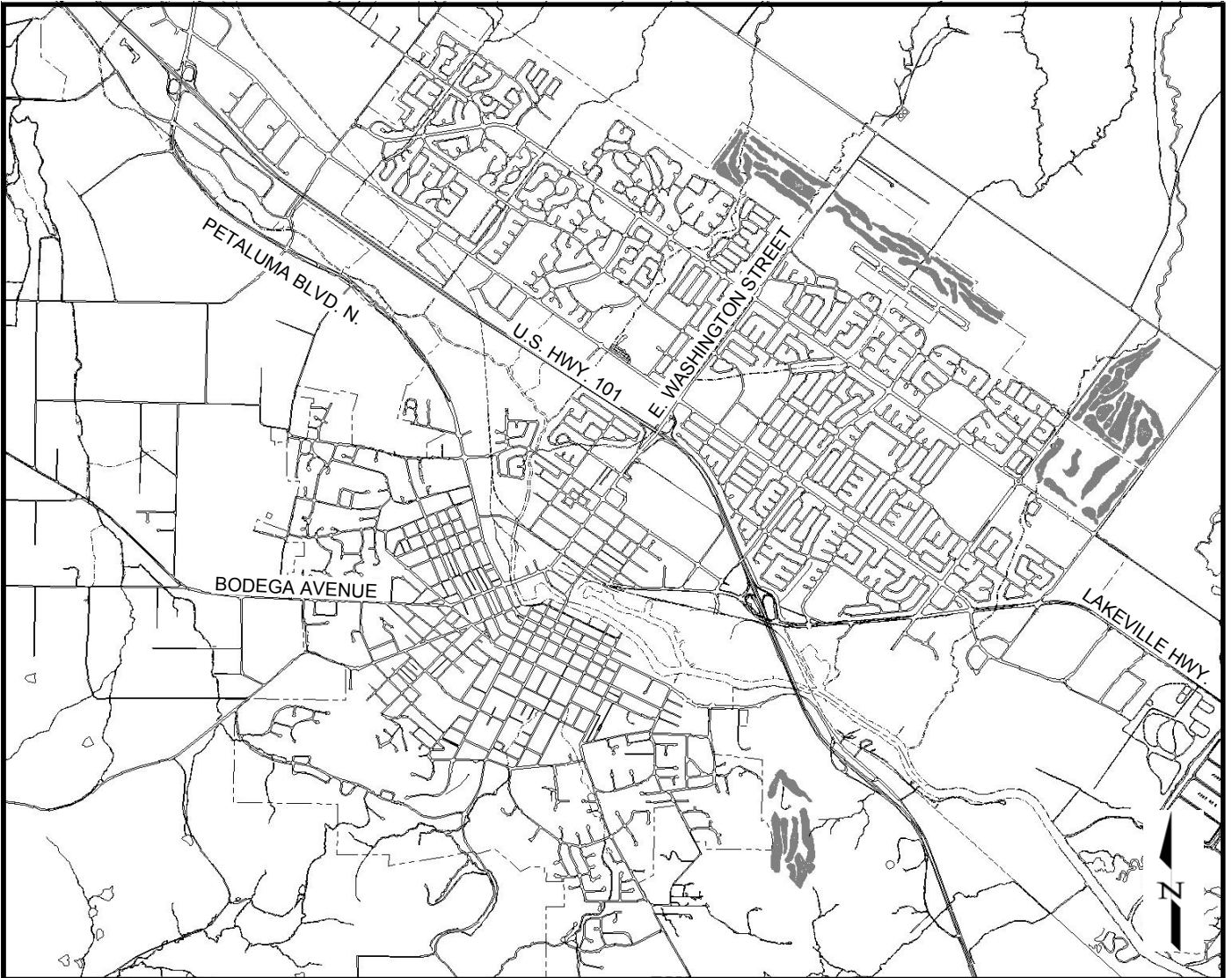
**FINANCIAL OVERVIEW**

C16101601	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	1	2	3	38					41
Land & Easements			-						-
Design	15	170	185	178					363
Legal Services			-						-
Administration		2	2						2
Construction Contracts			-		2,281				2,281
Construction Mgmt			-		151				151
Contingency			-		276				276
CIP Overheads	1	1	2	1	72				75
<b>TOTAL USES</b>	<b>\$ 17</b>	<b>\$ 175</b>	<b>\$ 192</b>	<b>\$ 217</b>	<b>\$ 2,780</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,189</b>
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance	21	20	41	25	1,345	(1,120)			291
OBAG 2 Grant		155	155	192		2,551			2,898
<b>TOTAL FUNDS</b>	<b>\$ 21</b>	<b>\$ 175</b>	<b>\$ 196</b>	<b>\$ 217</b>	<b>\$ 1,345</b>	<b>\$ 1,431</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,189</b>



LED STREETLIGHT RETROFIT—VARIOUS LOCATIONS

PUBLIC WORKS



**Project Title: LED Streetlight Retrofit**

**C16501412**

**PROJECT PURPOSE AND DESCRIPTION**

The City previously completed a project retrofitting street lights with more energy-efficient LED lamps. That project replaced 733 street lights along certain segments of a few arterial corridors using PG&E’s “on-bill-financing.” The current project schedule will replace nearly the approximately 3,300 remaining street lights. The historic style street lights will not be retrofitted. The project will eliminate most of the current backlog of street light outages. Due to lower-than-expected pricing and a PG&E rebate some power supply problems related to missing or wire damage within the underground conduit were corrected in FY 18/19. The remaining project budget will be used to further reduce the City’s energy use and maintenance cost by replacing older lights at some of the City’s sports fields and courts where the existing lighting is nearing the end of its service life.

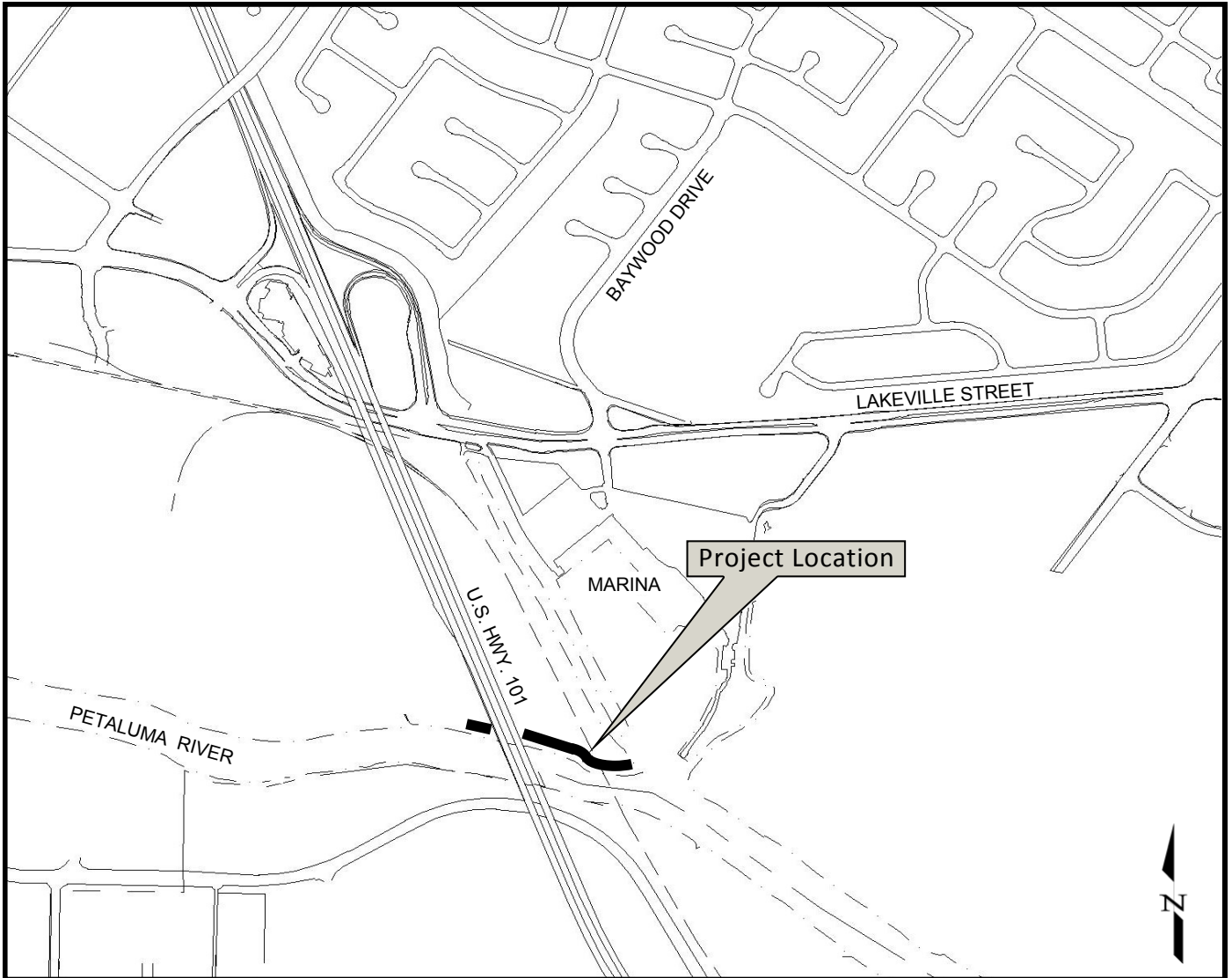
**FINANCIAL OVERVIEW**

C16501412

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Proposed Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	4		4						4
Land & Easements			-						-
Design	53	7	60	10					70
Legal Services			-						-
Administration			-						-
Construction Contracts	609	277	886	432					1,318
Construction Mgmt	14	16	30	32					62
Contingency		91	91	50					141
CIP Overheads	7	32	39	10					49
<b>TOTAL USES</b>	<b>\$ 687</b>	<b>\$ 423</b>	<b>\$ 1,110</b>	<b>\$ 534</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,644</b>
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance	12		12						12
Interfund Loan - Waste Water	1,490		1,490						1,490
PG&E Rebate		142	142						142
<b>TOTAL FUNDS</b>	<b>\$ 1,502</b>	<b>\$ 142</b>	<b>\$ 1,644</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,644</b>

RIVERTRAIL—101 /CROSSING

PUBLIC WORKS



**Project Title: Rivertrail – 101/Crossing**

**C16101519**

**PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is to design and construct a critical piece of the Rivertrail crossing under Hwy 101 and across the SMART tracks connecting the Riverfront development to the Marina. This segment, when complete, will connect the trail from Alman Marsh through the Marina to Hopper Street which ultimately leads to downtown. The path will allow cyclists and pedestrians an alternative route to traveling along Lakeville Highway. The preliminary engineering is funded through a contribution from the Riverfront development. Future phases are currently unfunded.

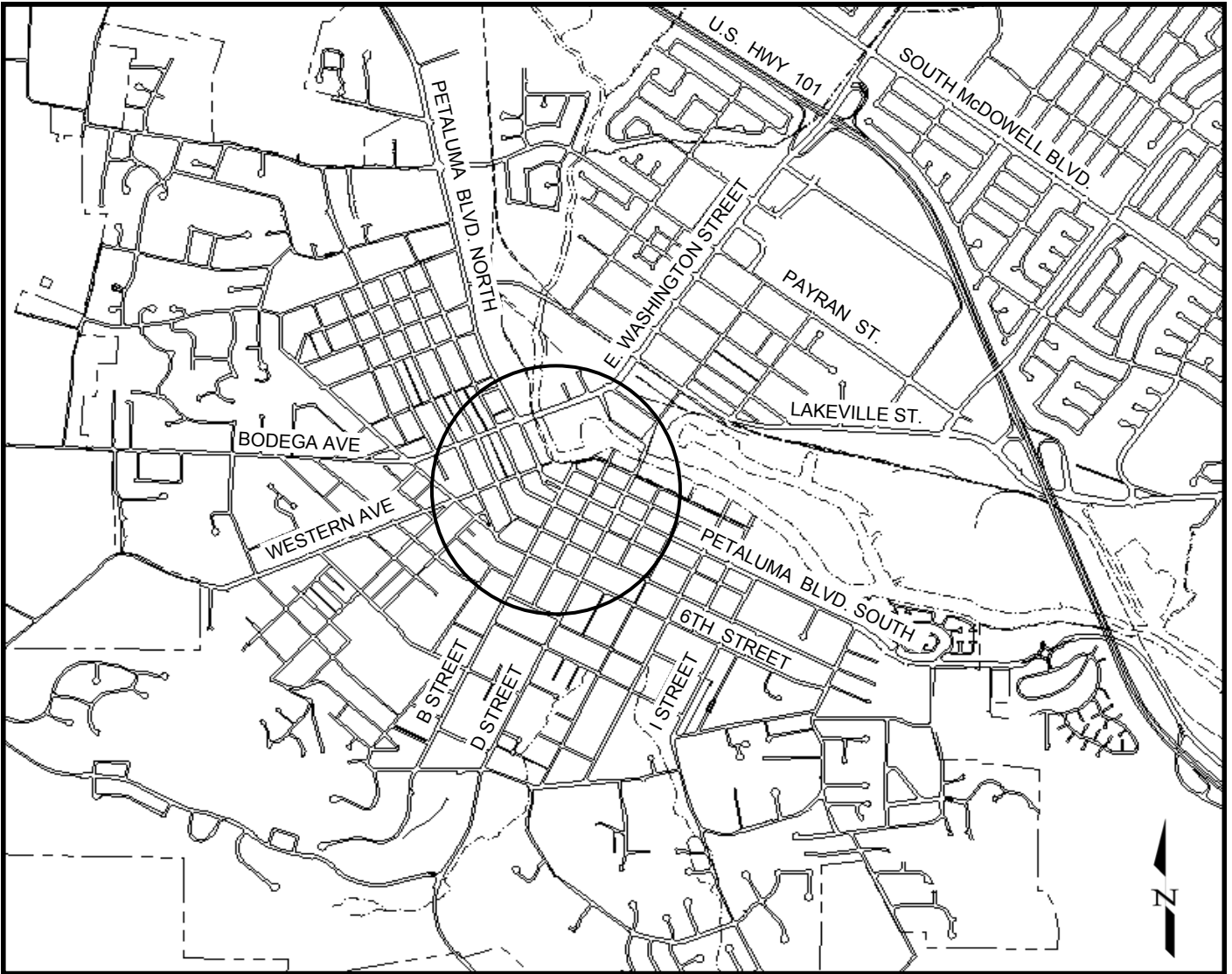
**FINANCIAL OVERVIEW**

C16101519

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	19		19	25					44
Land & Easements			-						-
Design	6		6	25			225		256
Legal Services			-						-
Administration			-				1		1
Construction Contracts			-				2,400		2,400
Construction Mgmt			-				60		60
Contingency			-				100		100
CIP Overheads			-				3		3
<b>TOTAL USES</b>	<b>\$ 25</b>	<b>\$ -</b>	<b>\$ 25</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,789</b>	<b>\$ -</b>	<b>\$ 2,864</b>
<b>SOURCES (dollars in \$000)</b>									
Developer Contributions	50		50	50					100
Undetermined			-				2,764		2,764
<b>TOTAL FUNDS</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,764</b>	<b>\$ -</b>	<b>\$ 2,864</b>

**DOWNTOWN PEDESTRIAN ACCESS UPGRADES**

**PUBLIC WORKS**



○ PROJECT LOCATIONS

**Project Title: Downtown Pedestrian ADA Improvements**

**C16501602**

**PROJECT PURPOSE AND DESCRIPTION**

The City will be upgrading curb ramps, sidewalks, and other facilities in the downtown area to meet current Americans with Disabilities Act standards. The work will be ongoing over many years as funding allows and is recommended for funding using Transient Occupancy Tax funds. Waste Water funds were approved in FY 18/19 to cover the cost of unanticipated sewer modifications.

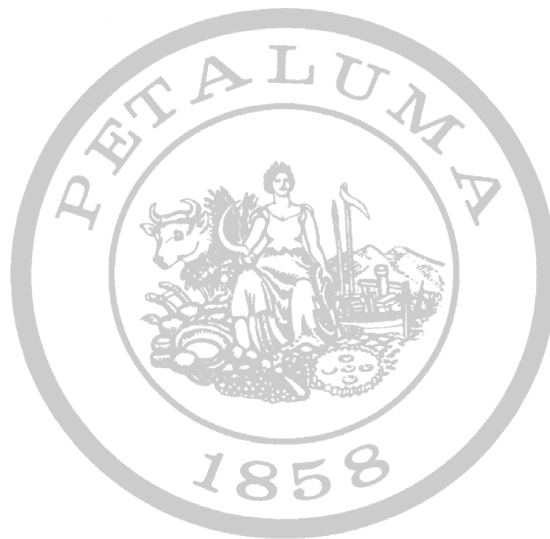
**FINANCIAL OVERVIEW**

C16501602

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design	1		1						1
Legal Services			-						-
Administration			-						-
Construction Contracts	245	238	483	250		250		250	1,233
Construction Mgmt	52	5	57						57
Contingency			-						-
CIP Overheads	4		4						4
<b>TOTAL USES</b>	<b>\$ 302</b>	<b>\$ 243</b>	<b>\$ 545</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 1,295</b>

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

Transient Occupancy Tax	525		525	250		250		250	1,275
Waste Water		20	20						20
<b>TOTAL FUNDS</b>	<b>\$ 525</b>	<b>\$ 20</b>	<b>\$ 545</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 1,295</b>



**Project Title: Pavement Restoration 18/19 - Sonoma Mountain Parkway C16101823**

**PROJECT PURPOSE AND DESCRIPTION**

The FY 18/19 pavement restoration project will complete reconstruction of a significant portion of Sonoma Mountain Parkway from Corona Road to Campus Circle South and from Wyndham Way to East Washington Street. This main arterial roadway was constructed in 1991 and is well beyond its expected service life of 20 years. The Americans with Disabilities Act requires improvements to sidewalks and curb ramps when a roadway is reconstructed or altered. Several new curb ramps will be installed in conjunction with the project. The project is substantially funded by Senate Bill 1 (SB-1), also known as the Road Repair and Accountability (RMRA) Act of 2017, to address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road system. Construction is planned for the Summer 2019.

**FINANCIAL OVERVIEW**

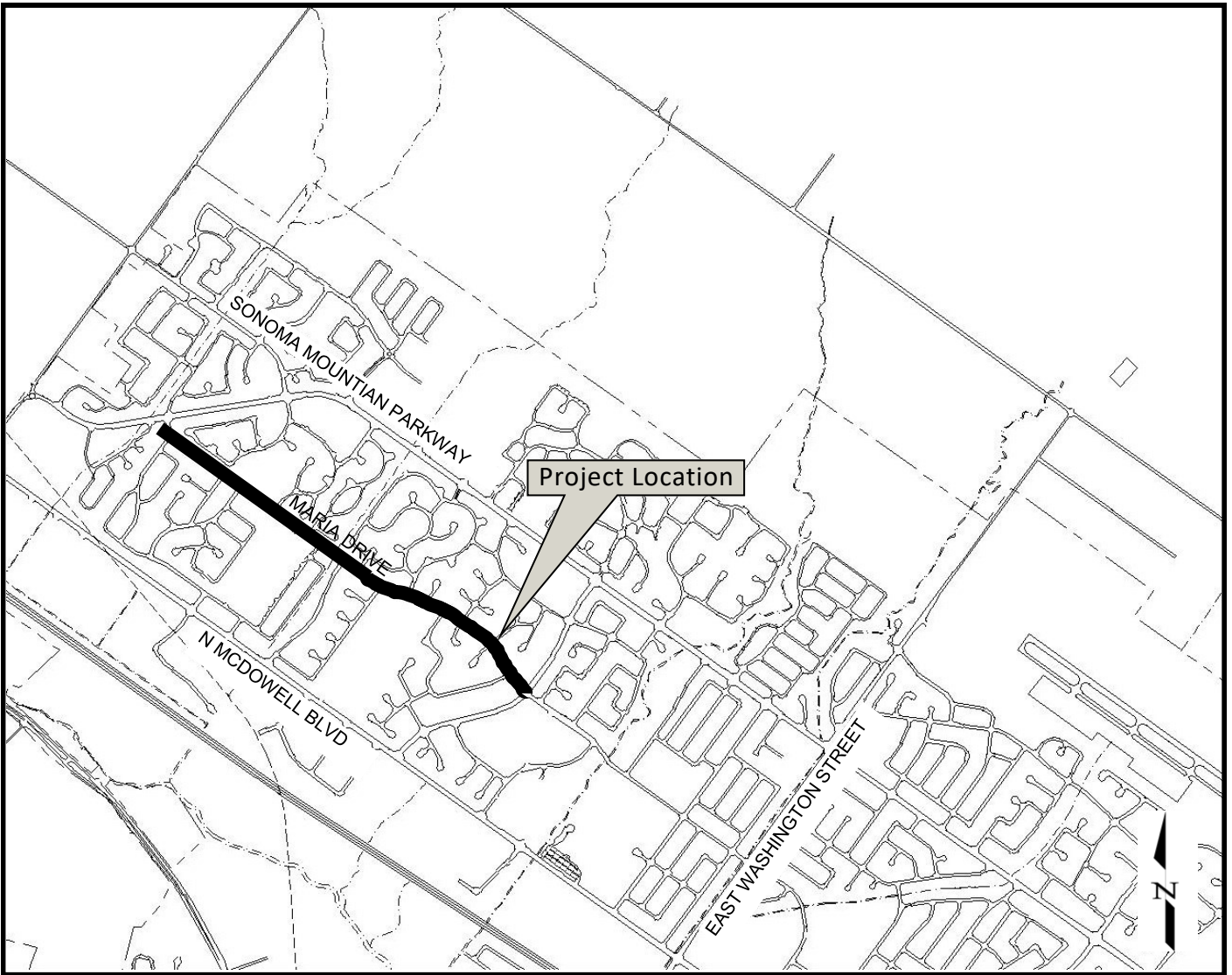
c16101823

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	1	1	2						2
Land & Easements			-						-
Design	42	40	82						82
Legal Services		1	1						1
Administration		1	1						1
Construction Contracts		1,081	1,081	820					1,901
Construction Mgmt	2	105	107						107
Contingency		175	175						175
CIP Overheads	2	4	6						6
<b>TOTAL USES</b>	<b>\$ 47</b>	<b>\$ 1,408</b>	<b>\$ 1,455</b>	<b>\$ 820</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,275</b>
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance	341		341	103					444
Road Maint & Rehab Acct (RMRA)		1,081	1,081						1,081
Water	435		435						435
Waste Water	315		315						315
<b>TOTAL FUNDS</b>	<b>\$ 1,091</b>	<b>\$ 1,081</b>	<b>\$ 2,172</b>	<b>\$ 103</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,275</b>



PAVEMENT RESTORATION 19/20 VARIOUS STREETS

PUBLIC WORKS



**Project Title: Pavement Restoration 19/20 – Various Streets**

**C16102037**

**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. Preventative maintenance 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 Senate Bill 1 (SB-1) funds, also known as the Road Repair and Accountability (RMRA) Act of 2017. It is anticipated that there will be one project per year. The FY 19/20 project will balance preventative maintenance on a number of streets and the full reconstruction a portion of Maria Drive. This approach partially addresses the need to keep more streets from degrading to the point of needing a full and more expensive reconstruction, while addressing one of the streets in the worst condition.

**FINANCIAL OVERVIEW**

C16102037

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	1					1
Land & Easements			-						-
Design			-	62					62
Legal Services			-	1					1
Administration			-	2					2
Construction Contracts			-	2,067					2,067
Construction Mgmt			-	108					108
Contingency			-	103					103
CIP Overheads			-	4					4
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ 2,348	\$ -	\$ -	\$ -	\$ -	\$ 2,348
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance			-	816					816
Road Maint & Rehab Acct (RMRA)			-	1,532					1,532
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 2,348	\$ -	\$ -	\$ -	\$ -	\$ 2,348

**Project Title: Pavement Restoration – Future Projects**

**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, crack sealing and reconstruction. 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. It is anticipated that there will be one project per year.

**FINANCIAL OVERVIEW**

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		1	1	1	1	4
Land & Easements			-						-
Design			-		53	88	64	60	265
Legal Services			-		1	1	1	1	4
Administration			-		2	2	2	2	8
Construction Contracts			-		2,593	2,933	2,134	2,320	9,980
Construction Mgmt			-		88	147	107	150	492
Contingency			-		88	147	107	150	492
CIP Overheads			-		3	3	3	3	12
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,829	\$ 3,322	\$ 2,419	\$ 2,687	\$ 11,257

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

Street Maintenance			-		1,096	860	890	921	3,767
Road Maint & Rehab Acct (RMRA)			-		1,733	1,836	1,918	2,003	7,490
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,829	\$ 2,696	\$ 2,808	\$ 2,924	\$ 11,257

**Project Title: Citywide Bridge Repair**

**C16401925**

**PROJECT PURPOSE AND DESCRIPTION**

Caltrans inspects most of the bridges within City limits bi-annually. The inspections result in a report with recommendations for repairs and maintenance. This project 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 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		5	5	20					25
Land & Easements			-						-
Design		15	15	25					40
Legal Services		2	2	3					5
Administration		2	2	3					5
Construction Contracts		60	60	260					320
Construction Mgmt		5	5	15					20
Contingency			-	25					25
CIP Overheads		2	2	3					5
<b>TOTAL USES</b>	\$ -	\$ 91	\$ 91	\$ 354	\$ -	\$ -	\$ -	\$ -	\$ 445

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

Street Maintenance		91	91	354					445
<b>TOTAL FUNDS</b>	\$ -	\$ 91	\$ 91	\$ 354	\$ -	\$ -	\$ -	\$ -	\$ 445



**Project Title: Intersection Improvements**

**C16102032**

**PROJECT PURPOSE AND DESCRIPTION**

The project will undertake ADA and paving improvements at Sonoma Mountain Parkway, Maria Drive, and North McDowell Blvd. to allow thermoplastic striping and installation of ADA ramps. FY 19/20 projects will include some pavement replacement for accessible routes.

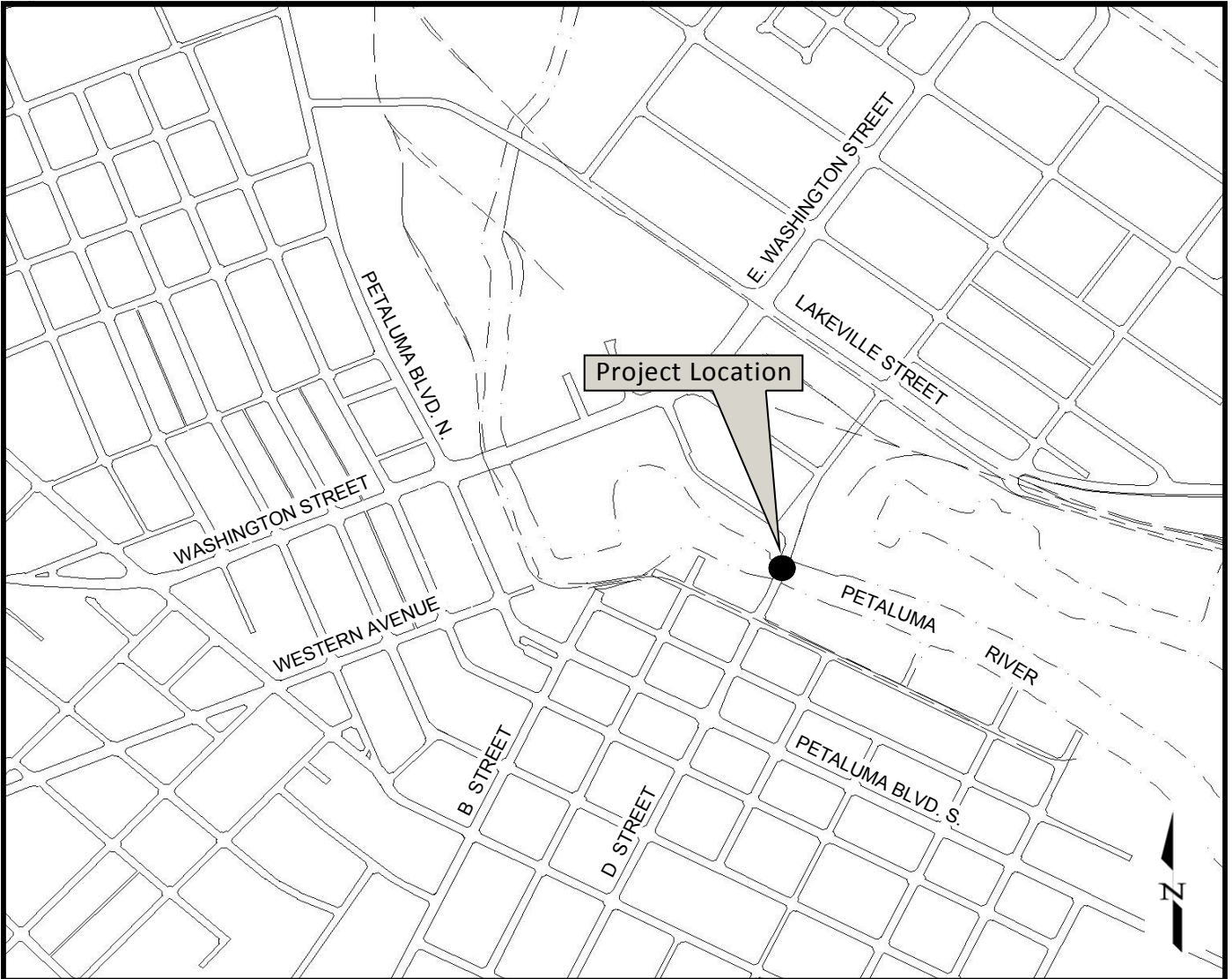
**FINANCIAL OVERVIEW**

C16102032

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-	265	265			265	795
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	265	265	-	-	265	795
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance			-	265	265			265	795
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 265	\$ 265	\$ -	\$ -	\$ 265	\$ 795

D STREET BRIDGE IMPROVEMENTS

PUBLIC WORKS



**Project Title: D Street Bridge Improvements**

**C16101933**

**PROJECT PURPOSE AND DESCRIPTION**

In response to recent electrical failures of outdated equipment on the D St. Bridge, the City is assessing required replacement and programming and adding redundancy in equipment for bridge operation. The assessment will include electrical control systems for condition and reliability. Cost estimate for the bridge repairs will be updated following the assessment. The funding source is Street Maintenance.

**FINANCIAL OVERVIEW**

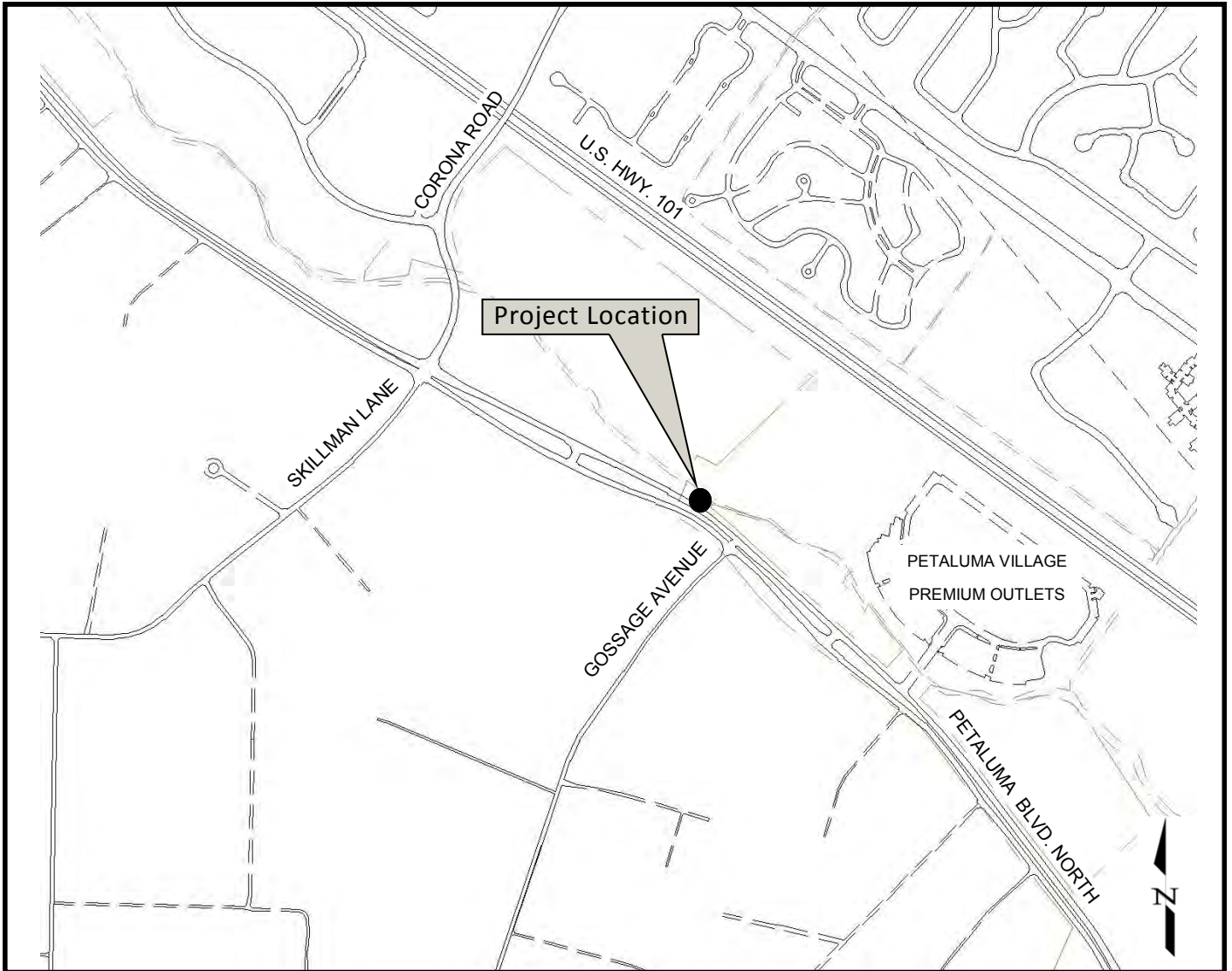
c16501933

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
Planning/Environmental			-						-
Land & Easements			-						-
Design		60	60						60
Legal Services			-						-
Administration			-						-
Construction Contracts		5	5	200					205
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	65	65	200	-	-	-	-	265
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance		65	65	200					265
<b>TOTAL FUNDS</b>	\$ -	\$ 65	\$ 65	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 265



PETALUMA BOULEVARD NORTH GUARDRAIL IMPROVEMENTS

PUBLIC WORKS



**Project Title: Guardrail & Pedestrian Safety Improvements**

**C16101936**

**PROJECT PURPOSE AND DESCRIPTION**

This project will improve vehicular, bicycle, and pedestrian safety at various locations throughout the City. The improvements will include installing flashing beacons at various uncontrolled marked crosswalks, upgrades to traffic signal hardware at various intersections, and approximately 150 lineal feet of guard railing on the east side of Petaluma Blvd. North adjacent to the Petaluma River between Corona Road and Gossage Avenue.

**FINANCIAL OVERVIEW**

C16101936

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
Planning/Environmental			-	2					2
Land & Easements			-						-
Design			-	36					36
Legal Services			-						-
Administration			-						-
Construction Contracts			-	547					547
Construction Mgmt			-	40					40
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	625	-	-	-	-	\$ 625
<b>SOURCES (dollars in \$000)</b>									
Highway Safety Improvmt Grant			-	625					625
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ 625

**Project Title: Traffic Signal Timing Improvements**

**C16102038**

**PROJECT PURPOSE AND DESCRIPTION**

This project will improve traffic signal infrastructure including the procurement and installation of a traffic management system to better manage signal timing, installation of battery back-up systems, controller and cabinet upgrades, signal head replacements, and video detection replacement. The funding source is Street Maintenance.

**FINANCIAL OVERVIEW**

C16102038

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	10					10
Legal Services			-						-
Administration			-						-
Construction Contracts			-	90					90
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	100					\$ 100
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance			-	100					100
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100

**Project Title: Traffic Signal Improvements Future**

**PROJECT PURPOSE AND DESCRIPTION**

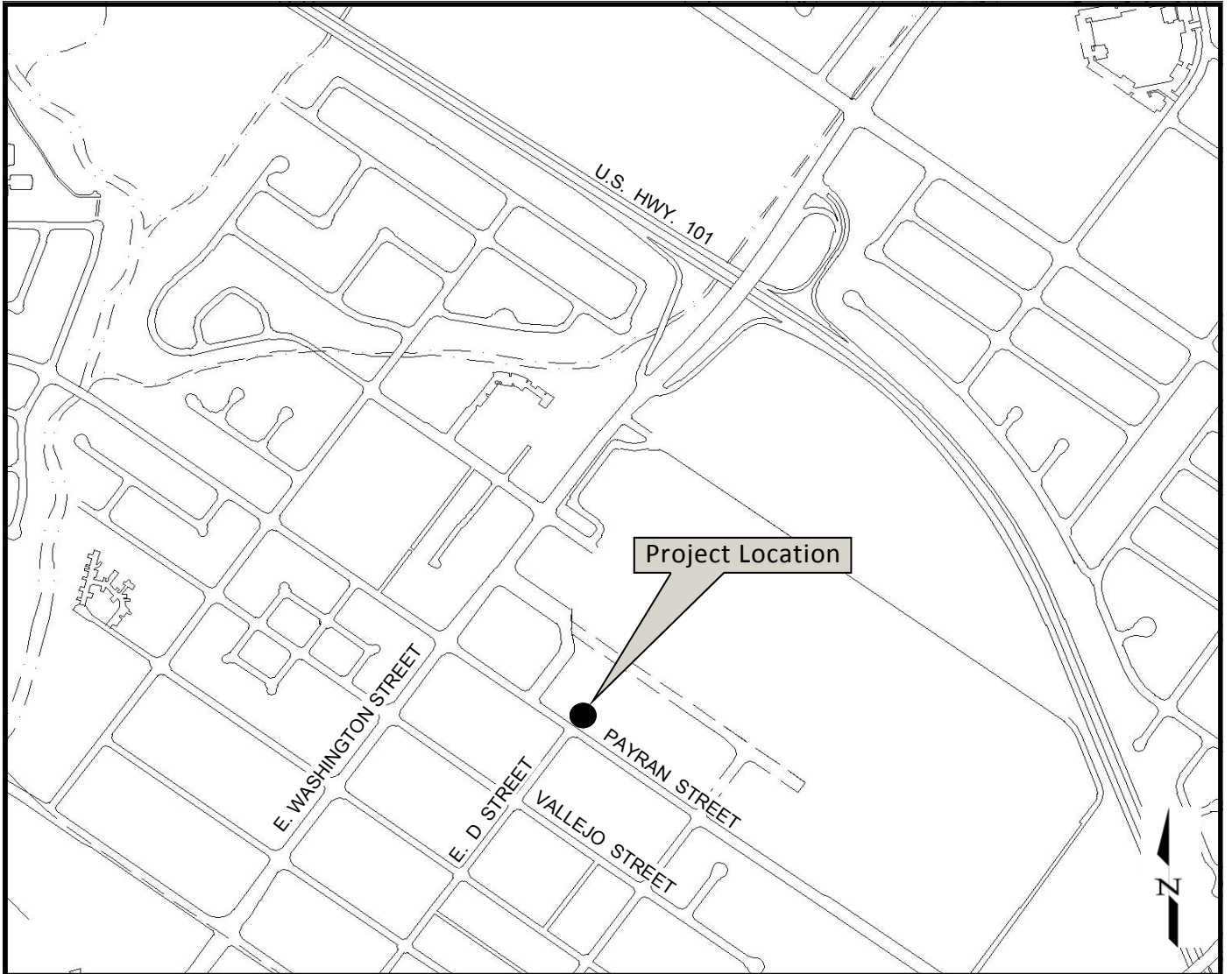
This annual project is focused on improving traffic signal infrastructure citywide, with improvements to the traffic management system to better manage signal timing, installation of battery back-up systems, controller and cabinet upgrades, signal head replacements, and video detection replacement.

**FINANCIAL OVERVIEW**

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		10	10	10	10	40
Legal Services			-						-
Administration			-						-
Construction Contracts			-		90	90	90	90	360
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-		100	100	100	100	\$ 400
<b>SOURCES (dollars in \$000)</b>									
Street Maintenance			-		100	100	100	100	400
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 400

PAYRAN U S T

PUBLIC WORKS



**Project Title: Payran UST**

**e16082012**

**PROJECT PURPOSE AND DESCRIPTION**

301 Payran Street is the former site of a City Fire station and an underground storage tank (UST). The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation and monitoring of the site until it is allowed to be closed by the County. The majority of City costs to date have been reimbursed by the State UST Clean-up Fund. That fund, however, was fully expended by the end of FY 17/18. 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 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	283		283						283
Land & Easements			-						-
Design	405	200	605	74					679
Legal Services	-		-						-
Administration	8		8						8
Construction Contracts	400		400						400
Construction Mgmt	10	15	25	15					40
Contingency		10	10	10					20
CIP Overheads			-						\$ -
<b>TOTAL USES</b>	<b>\$ 1,106</b>	<b>\$ 225</b>	<b>\$ 1,331</b>	<b>\$ 99</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,430</b>

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

General Fund	173		173						173
State UST Clean-Up Fund	727		727						727
Successor Agency - PCDC	50		50						50
Water	180	167	347	133					480
<b>TOTAL FUNDS</b>	<b>\$ 1,130</b>	<b>\$ 167</b>	<b>\$ 1,297</b>	<b>\$ 133</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,430</b>

**Project Title: Sidewalk Repair Revolving Loan**

**e16101718**

**PROJECT PURPOSE AND DESCRIPTION**

The City of Petaluma’s infrastructure system includes the public walkways. Aging concrete, root intrusion, expansive soils, and a variety of other causes create potential tripping hazards throughout the City. The goal of this program is to create safe public access and abate trip hazards. Per the California Streets and Highways Code and the City of Petaluma Municipal Code Chapter 13.10, property owners are responsible and liable for any damaged sidewalk areas adjacent to their homes or businesses. When the City of Petaluma performs the repair work and the cost of the repair is more than an owner can afford to pay in a single payment, the City will provide financing to property owners at a low interest rate. Monthly administrative fees may apply. The financing agreement is on a case by case basis for those that may wish to use it, with a maximum term of 3 years and a minimum monthly payment of \$100.

**FINANCIAL OVERVIEW**

e16101718

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts	115	27	142	24	50				216
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	<b>\$ 115</b>	<b>\$ 27</b>	<b>\$ 142</b>	<b>\$ 24</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216</b>

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

Charges for Services	69	50	119	47	50				216
<b>TOTAL FUNDS</b>	<b>\$ 69</b>	<b>\$ 50</b>	<b>\$ 119</b>	<b>\$ 47</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216</b>

**Project Title: FEMA Pre-Disaster Mitigation Program**

**e16501828**

**PROJECT PURPOSE AND DESCRIPTION**

This project is funded primarily by a California Office of Emergency Services (CALOES) grant to develop a Local Hazard Mitigation Plan (LHMP) that meets Federal Emergency Management Agency (FEMA) standards. The plan will build on current City emergency preparedness plans and address the disaster readiness of the City of Petaluma’s infrastructure, health, housing, economy, government services, education, environment and land use systems. Having a LHMP is often a requirement for funding from CALOES and FEMA for emergency preparedness. The project was approved by Resolution 2017-87 on June 5, 2017.

**FINANCIAL OVERVIEW**

e16501828

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	1	59	60	20					80
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	<b>\$ 1</b>	<b>\$ 59</b>	<b>\$ 60</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80</b>

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

General Fund	20		20						20
CALOES Grant		40	40	20					60
<b>TOTAL FUNDS</b>	<b>\$ 20</b>	<b>\$ 40</b>	<b>\$ 60</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80</b>





# RECYCLED WATER PROJECTS FY 2019-2020

**RECYCLED WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20  
 PROJECT SUMMARY  
 Fund 6690.66999**

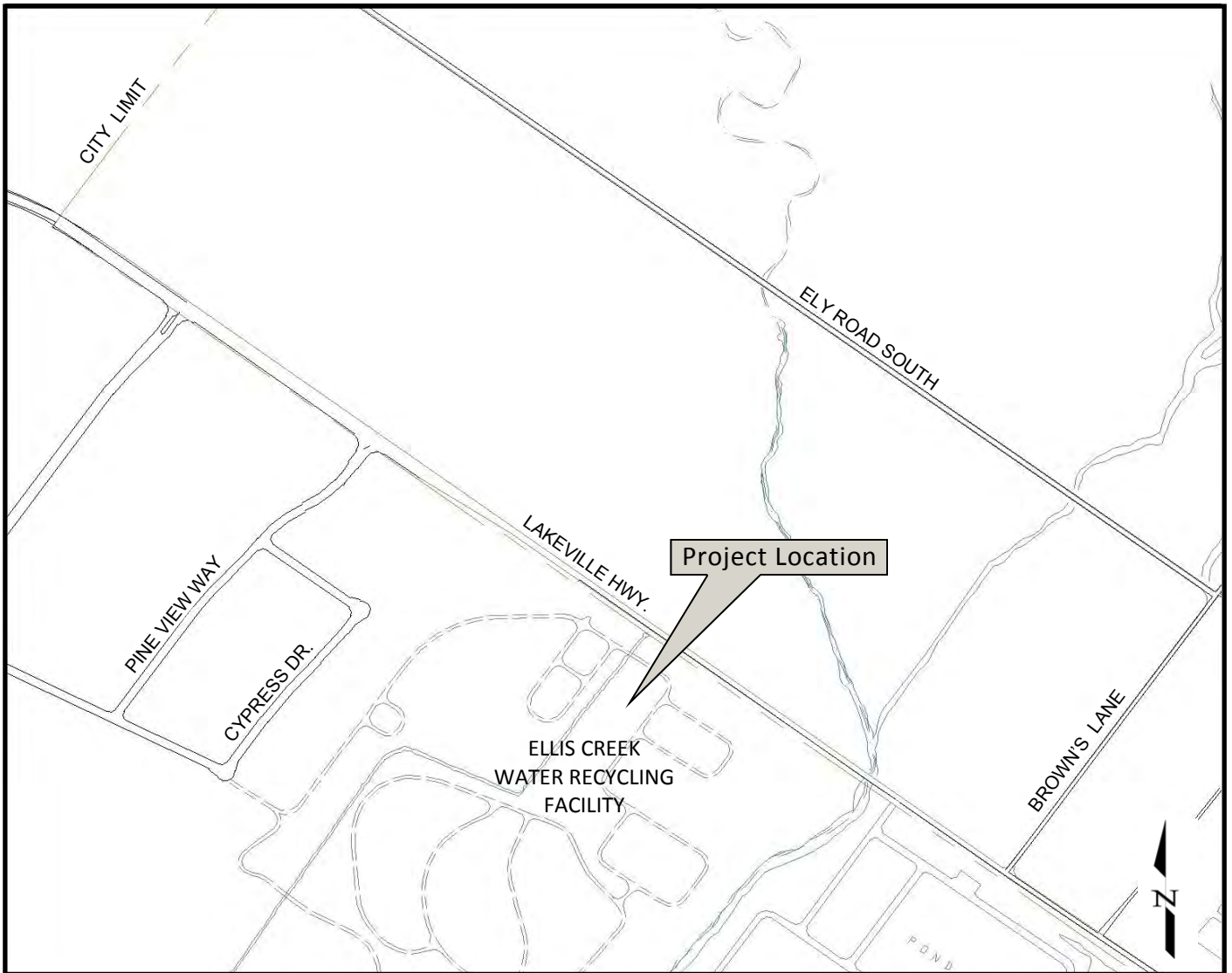
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C66401416 Tertiary Filtration System Expansion	282	725	1,007	4,200	4,075	-	-	-	9,282
C66401302 Recycled Water Turnout And Meter Replacements	-	-	-	388	-	350	-	-	738
C66501936 Recycled Water System Expansion for Agriculture	-	-	-	1,150	-	1,700	1,700	-	4,550
C66501834 Recycled Water System Extension- Phase 1/Maria Loop	-	-	-	1,750	-	-	-	-	1,750
<b>TOTAL</b>	\$ 282	\$ 725	\$ 1,007	\$ 7,488	\$ 4,075	\$ 2,050	\$ 1,700	\$ -	\$ 16,320

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

Waste Water Capital Funds	\$ 315	\$ 722	\$ 1,037	\$ 7,488	\$ 1,795	\$ 2,050	\$ 1,700	\$ -	\$ 14,070
Bureau of Reclamation	-	-	-	-	2,250	-	-	-	2,250
<b>TOTAL</b>	\$ 315	\$ 722	\$ 1,037	\$ 7,488	\$ 4,045	\$ 2,050	\$ 1,700	\$ -	\$ 16,320

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 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, and other sources. Construction will begin in the summer of 2020.

**FINANCIAL OVERVIEW**

C66401416	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	2	15	17						17
Land & Easements			-						-
Design	278	700	978						978
Legal Services			-						-
Administration			-						-
Construction Contracts			-	4,000	4,035				8,035
Construction Mgmt			-	70	13				83
Contingency			-	120	27				147
CIP Overheads	2	10	12	10					22
<b>TOTAL USES</b>	<b>\$ 282</b>	<b>\$ 725</b>	<b>\$ 1,007</b>	<b>\$ 4,200</b>	<b>\$ 4,075</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,282</b>

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

Waste Water Capital Funds	315	722	1,037	4,200	1,795				7,032
Public Grant			-		2,250				2,250
<b>TOTAL FUNDS</b>	<b>\$ 315</b>	<b>\$ 722</b>	<b>\$ 1,037</b>	<b>\$ 4,200</b>	<b>\$ 4,045</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,282</b>

**Project Title: Recycled Water Turnout and Meter Replacements**

**C66401302**

**PROJECT PURPOSE AND DESCRIPTION**

Construction of the City of Petaluma’s recycled water system began in 1981 and expanded over time. Recycled water is conveyed from the oxidation ponds at Lakeville Highway and currently serve 871 acres of agricultural land and 339 acres of golf courses, parks and greenbelts. During the dry-weather season the City distributes water to recycled irrigation customers. The existing turnouts are at the end of their useful life having been in service for 30+ years. Maintenance is becoming difficult as parts are no longer available. This project will remove and replace recycled water irrigation turnouts, meter assemblies and their laterals. This project is funded by Waste Water Capital and is expected to occur in FY 19/20.

**FINANCIAL OVERVIEW**

C66401302

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-	14					14
Design			-	34					34
Legal Services			-						-
Administration			-	11					11
Construction Contracts			-	232		350			582
Construction Mgmt			-	36					36
Contingency			-	55					55
CIP Overheads			-	6					6
<b>TOTAL USES</b>	\$ -		\$ -	\$ 388	\$ -	\$ 350	\$ -	\$ -	\$ 738

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

Waste Water Capital Funds			-	388		350			738
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ 388	\$ -	\$ 350	\$ -	\$ -	\$ 738

**Project Title: 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.

**FINANCIAL OVERVIEW**

C66501936

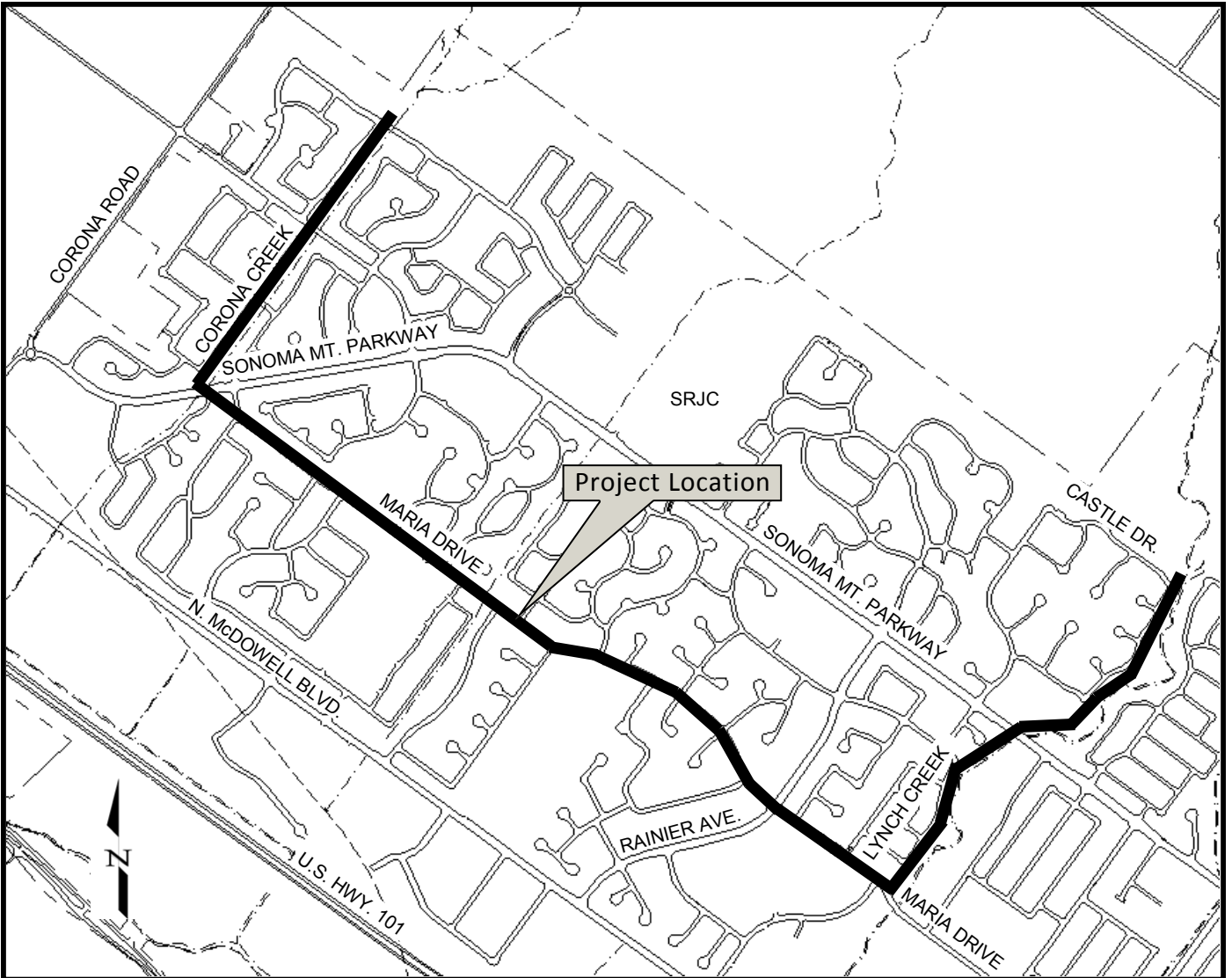
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	145					145
Legal Services			-						-
Administration			-						-
Construction Contracts			-	800		1,700	1,700		4,200
Construction Mgmt			-	80					80
Contingency			-	120					120
CIP Overheads			-	5					5
<b>TOTAL USES</b>	\$ -		\$ -	\$ 1,150	\$ -	\$ 1,700	\$ 1,700	\$ -	\$ 4,550

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

Waste Water Capital Funds			-	1,150		1,700	1,700		4,550
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ 1,150	\$ -	\$ 1,700	\$ 1,700	\$ -	\$ 4,550

RECYCLED WATER SYSTEM EXTENSION PHASE 1 / MARIA LOOP

RECYCLED WATER



**Project Title: Recycled Water System Expansion- Phase 1/Maria Loop C66501834**

**PROJECT PURPOSE AND DESCRIPTION**

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. This phase of the project funds installation of approximately 6,000 feet of pipeline under Maria Drive as it is reconstructed.

**FINANCIAL OVERVIEW**

C66501834

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	75					75
Land & Easements			-						-
Design			-	100					100
Legal Services			-	2					2
Administration			-	2					2
Construction Contracts			-	1,425					1,425
Construction Mgmt			-	70					70
Contingency			-	70					70
CIP Overheads			-	6					6
<b>TOTAL USES</b>	\$ -		\$ -	\$ 1,750	\$ -		\$ -	\$ -	\$ 1,750

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

Waste Water Capital Funds			-	1,750					1,750
Bureau of Reclamation			-						-
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ 1,750	\$ -		\$ -	\$ -	\$ 1,750





# SURFACE WATER PROJECTS FY 2019-2020

**SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20**

**PROJECT SUMMARY**

Fund 3160.31600

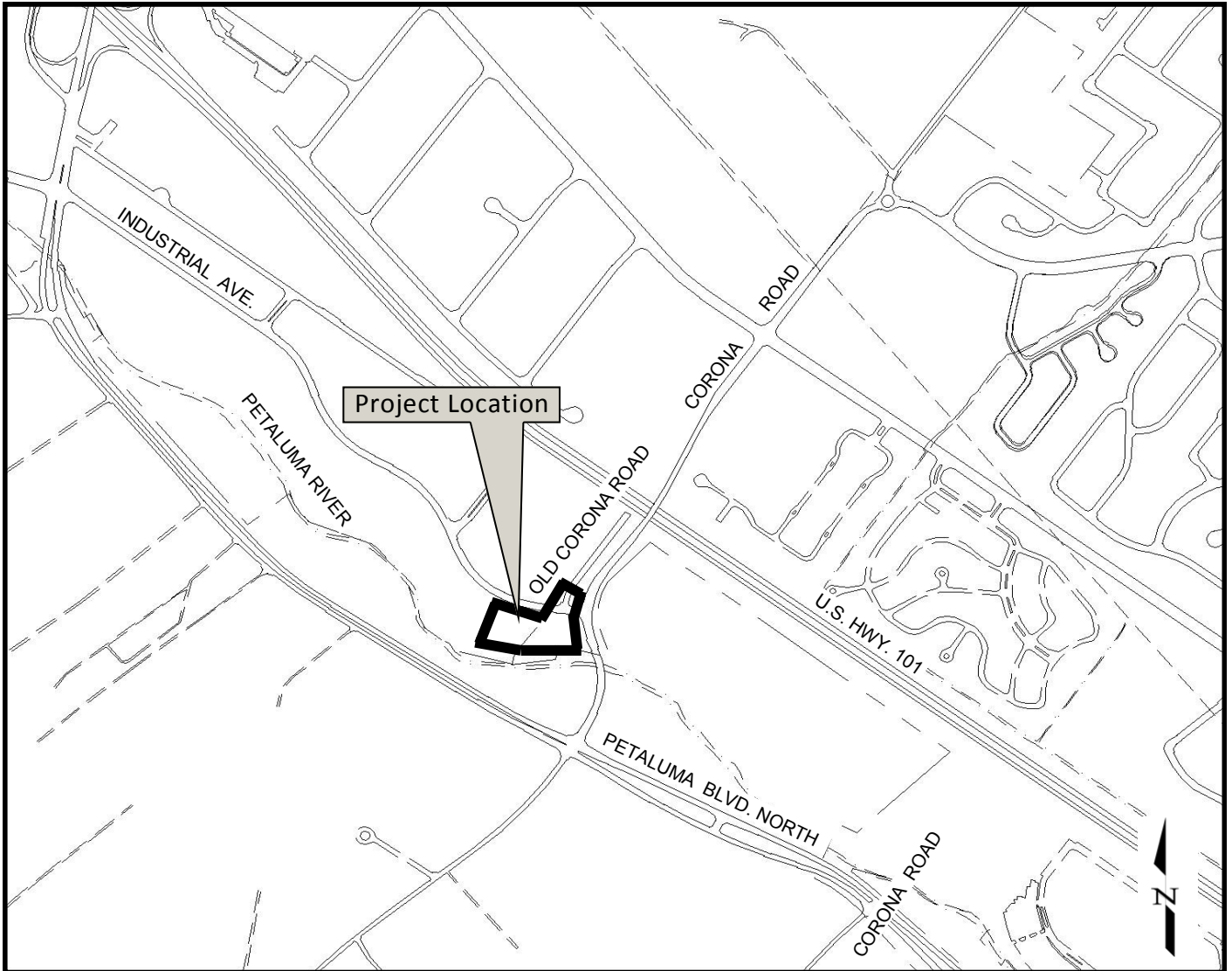
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C16301518 Old Corona Road Water Quality Mitigation	63	166	229	965	214	-	-	-	1,408
C16301417 Washington Creek Repair & Enhancement	-	70	70	105	-	-	-	-	175
C16301722 Petaluma River Flood Management Denman Reach Phase 4	1,094	257	1,351	1,307	-	-	-	-	2,658
C16501929 Corona Reach Linear Channel	-	10	10	112	-	-	-	-	122
C16502030 Petaluma River Dredging	-	-	-	-	40	20	1,339	-	1,399
C16501931 Trash Capture Device Pilot	-	60	60	20	480	-	-	-	560
<b>TOTAL</b>	<b>\$ 1,157</b>	<b>\$ 563</b>	<b>\$ 1,720</b>	<b>\$ 2,509</b>	<b>\$ 734</b>	<b>\$ 20</b>	<b>\$ 1,339</b>	<b>\$ -</b>	<b>\$ 6,322</b>

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

Storm Drainage Impact Fees	\$ 58	\$ 65	\$ 123	\$ 20	\$ 480	\$ -	\$ -	\$ -	\$ 623
SCWA Zone 2A Assessments	-	546	546	627	-	-	-	-	1,173
Caltrans Co-op Agreement	1,379	-	1,379	-	-	-	-	-	1,379
Dept. of Water Resources grant	441	1,307	1,748	-	-	-	-	-	1,748
Undetermined	-	-	-	-	40	20	1,339	-	1,399
<b>TOTAL</b>	<b>\$ 1,878</b>	<b>\$ 1,918</b>	<b>\$ 3,796</b>	<b>\$ 647</b>	<b>\$ 520</b>	<b>\$ 20</b>	<b>\$ 1,339</b>	<b>\$ -</b>	<b>\$ 6,322</b>

OLD CORONA ROAD WATER QUALITY MITIGATION

SURFACE WATER



**Project Title: Old Corona Road Water Quality Mitigation**

**C16301518**

**PROJECT PURPOSE AND DESCRIPTION**

This project will improve the water filtration and carrying capacity of an existing roadside open ditch adjacent to Old Corona Road. The ditch receives surface water flows from Highway 101 for a distance of 550 linear feet and approximately 25-30' in width. At the downstream end of the roadside open ditch the low flow will be diverted to two bio-retention basins for further water quality improvement prior to discharge to the Petaluma River. This project is fully funded by Caltrans as a mitigation measure to upstream impacts caused by the 101-widening project. Design began in the summer of 2017; construction to follow dependent on execution of a cooperative agreement and permitting. Caltrans funding will be set aside to pay for maintenance activities for 20 years post construction.

**FINANCIAL OVERVIEW**

C16301518

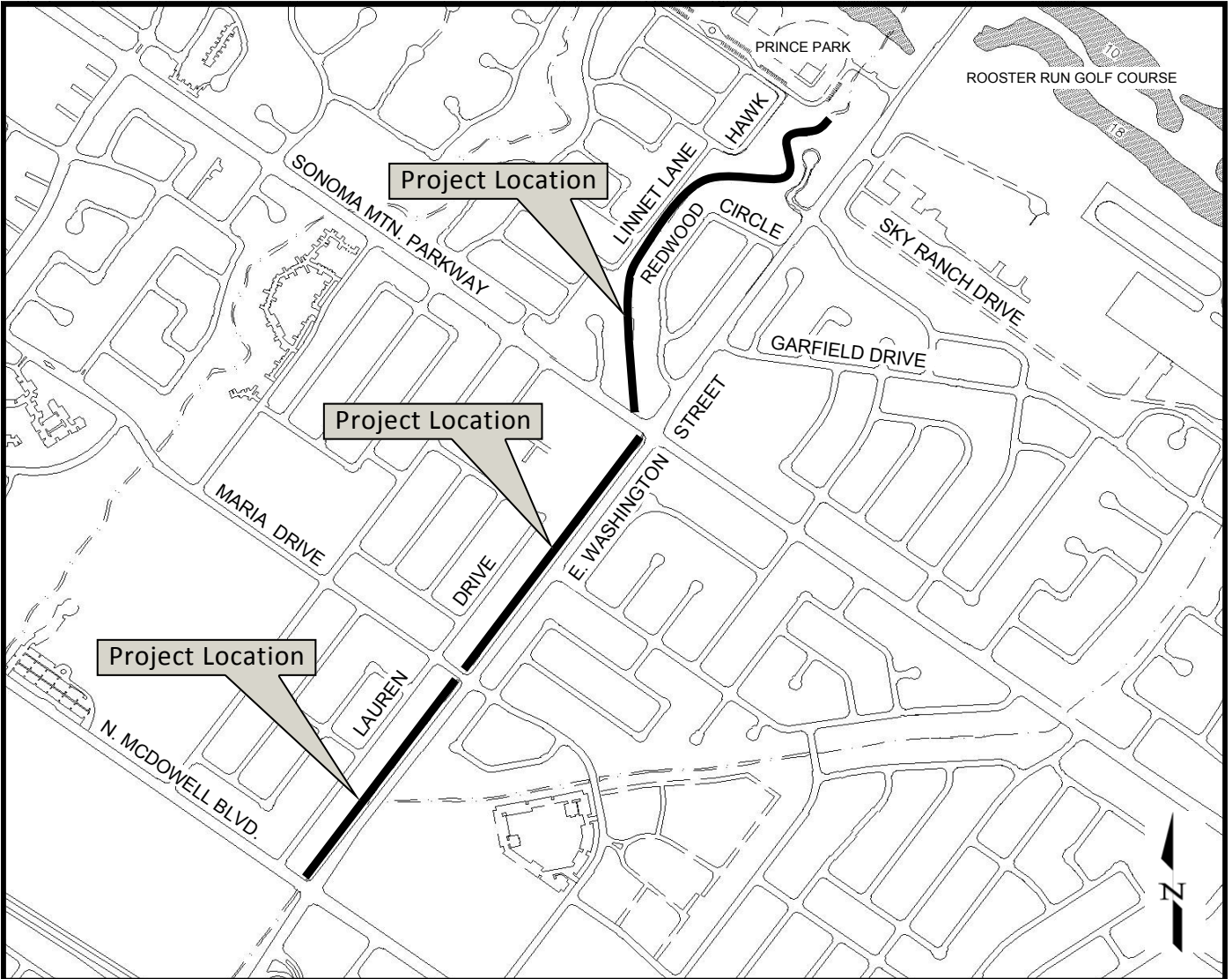
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	51		51						51
Land & Easements			-						-
Design	10	166	176						176
Legal Services			-						-
Administration			-						-
Construction Contracts			-	756	214				970
Construction Mgmt	1		1	69					70
Contingency			-	112					112
CIP Overheads	1		1	28					29
<b>TOTAL USES</b>	<b>63</b>	<b>\$ 166</b>	<b>\$ 229</b>	<b>\$ 965</b>	<b>\$ 214</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,408</b>

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

Storm Drainage Impact Fees	29		29						29
Caltrans Co-op Agreement	1,379		1,379						1,379
<b>TOTAL FUNDS</b>	<b>1,408</b>	<b>\$ -</b>	<b>\$ 1,408</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,408</b>

WASHINGTON CREEK REPAIR

SURFACE WATER



**Project Title: Washington Creek Repair & Enhancement**

**C16301417**

**PROJECT PURPOSE AND DESCRIPTION**

The project includes a feasibility study of bank repairs, native riparian plantings, and other enhancements on Washington Creek starting at N. McDowell Blvd. upstream through subdivisions to Prince Park. This includes preliminary design and permitting. This project will be paid for through SCWA Zone 2A funds. No funding has yet been identified for construction.

**FINANCIAL OVERVIEW**

C16301417

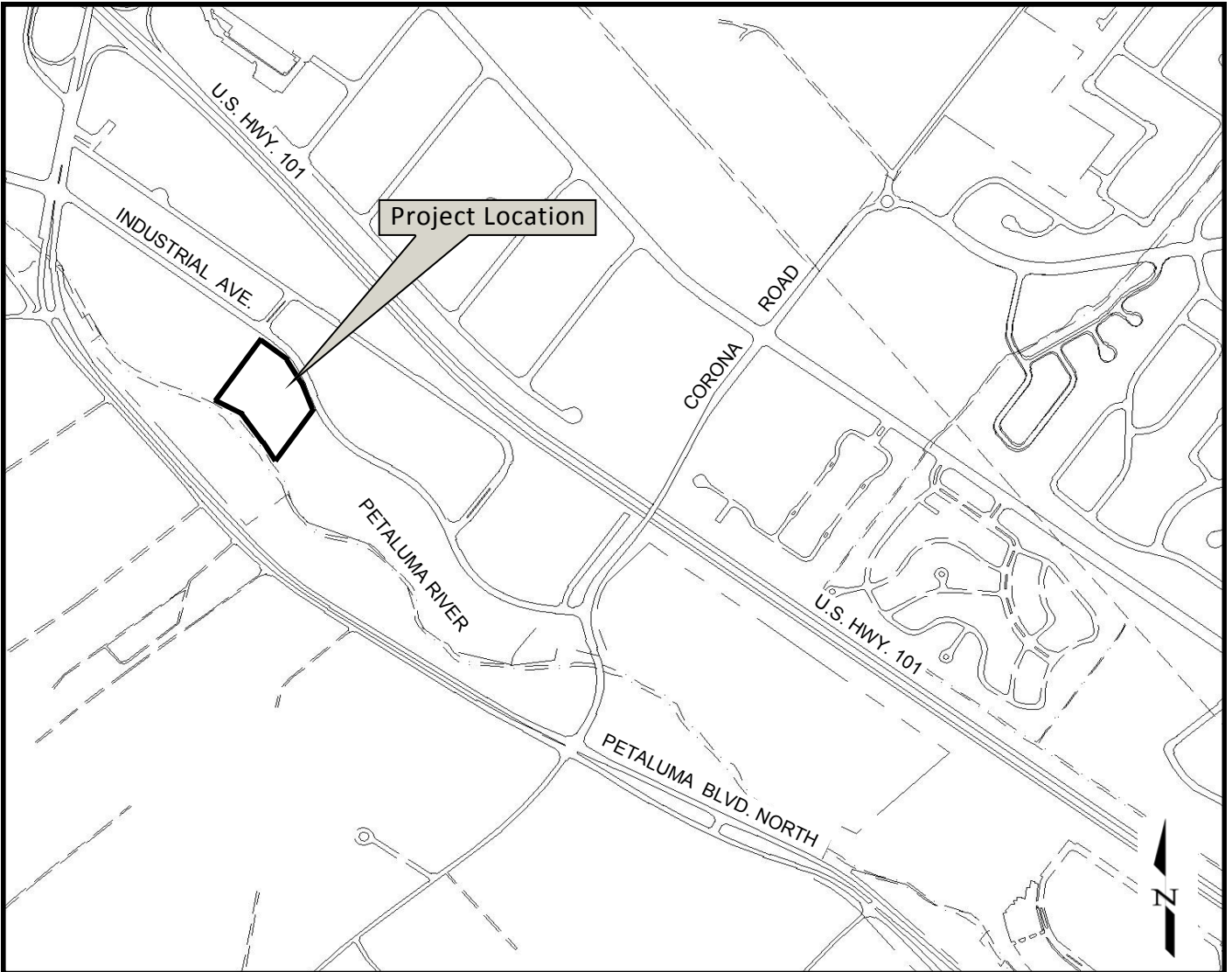
USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
Planning/Environmental		35	35						35
Land & Easements			-						-
Design		35	35	105					140
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	\$ 70	\$ 70	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 175

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

Storm Drainage Impact Fees		5	5	105					5
SCWA Zone 2A Assessments		65	65	105					170
<b>TOTAL FUNDS</b>	-	\$ 70	\$ 70	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 175

PETALUMA RIVER FLOOD MGMT.— DENMAN REACH 4

SURFACE WATER



**Project Title: Petaluma River Flood Management Denman Reach 4**

**C16301722**

**PROJECT PURPOSE AND DESCRIPTION**

An existing Department of Water Resources grant was awarded to another agency that was unable to complete their project. The City of Petaluma offered to fulfill the grant requirements through this project on Denman Reach. The project includes the purchase of 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. Construction is expected to be completed in FY 19/20.

**FINANCIAL OVERVIEW**

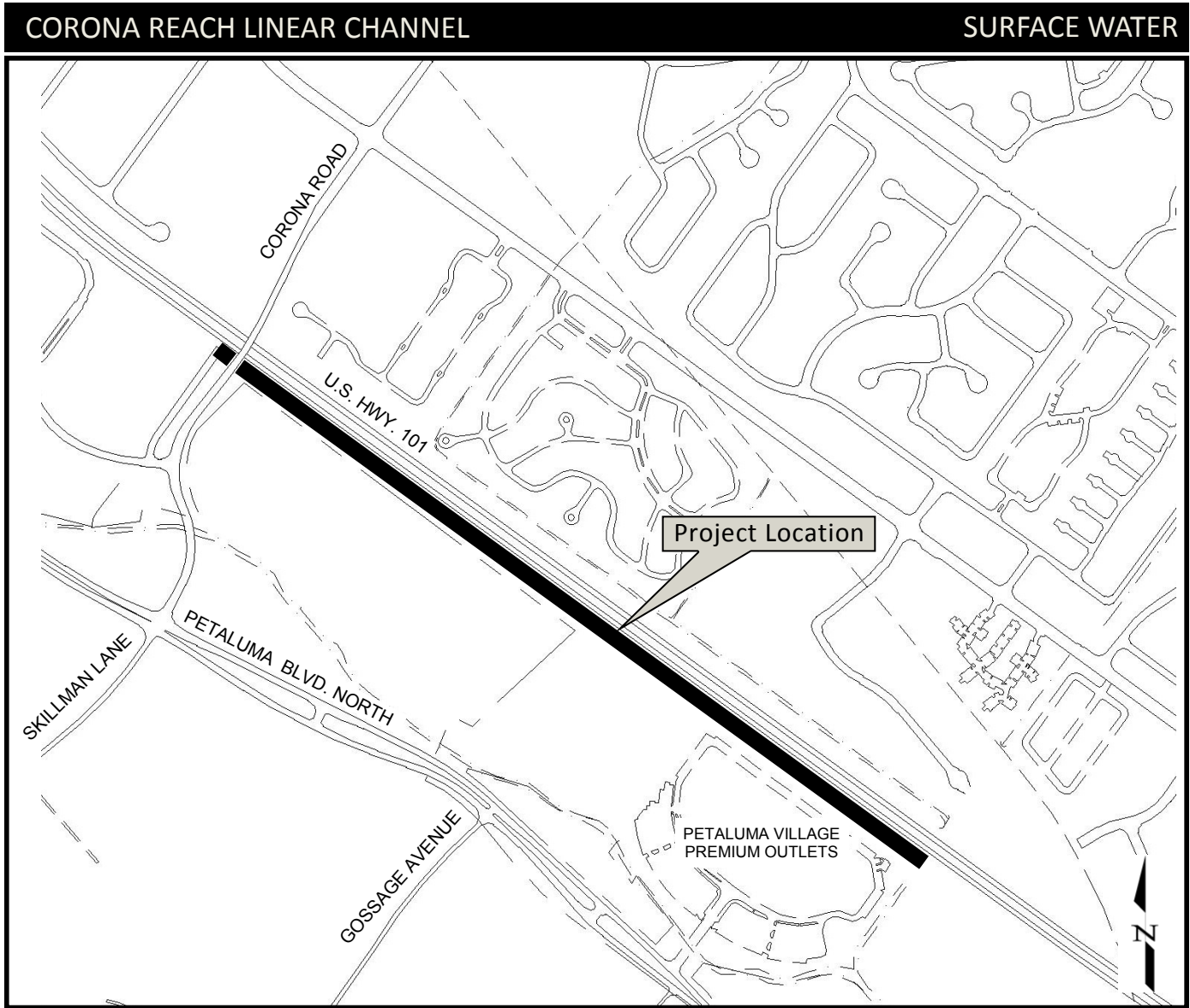
C16301722

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	67	93	160						160
Land & Easements	1,004	121	1,125						1,125
Design	14	40	54						54
Legal Services			-						-
Administration			-	35					35
Construction Contracts			-	1,140					1,140
Construction Mgmt	2		2	132					134
Contingency			-						-
CIP Overheads	7	3	10						10
<b>TOTAL USES</b>	<b>1,094</b>	<b>\$ 257</b>	<b>\$ 1,351</b>	<b>\$ 1,307</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,658</b>

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

Storm Drainage Impact Fees	29		29						29
SCWA Zone 2A Assessments		481	481	400					881
Dept. of Water Resources grant	441	1,307	1,748						1,748
<b>TOTAL FUNDS</b>	<b>470</b>	<b>\$ 1,788</b>	<b>\$ 2,258</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,658</b>





**Project Title: Corona Reach Linear Channel**

**C16501929**

**PROJECT PURPOSE AND DESCRIPTION**

A feasibility study was proposed and approved for funding by the SCWA Zone 2A to assess the flood mitigation benefits of constructing a linear overflow flood detention channel running from Corona Road, behind the Petaluma Outlet Mall, to the Capri Creek confluence on the west side of Highway 101. The expected benefits would be flood risk reduction in the surrounding areas of the project.

**FINANCIAL OVERVIEW**

C16501929

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		10	10	52					62
Land & Easements			-						-
Design			-	60					60
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	\$ 10	\$ 10	\$ 112	\$ -	\$ -	\$ -	\$ -	\$ 122

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

SCWA Zone 2A Assessments			-	122					122
<b>TOTAL FUNDS</b>	-	\$ -	\$ -	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ 122

**Project Title: Petaluma River Dredging**

**C16502030**

**PROJECT PURPOSE AND DESCRIPTION**

The U.S. Army Corps of Engineering (USACE) will develop permitting and construction documents for dredging the Federal Channel of the Petaluma River. This project ensures the Shollenberger dredge disposal site is ready to receive dredge spoils from the Upper River Channel. Dredging by USACE is expected in the summer of 2020. Removal of decanted dredge material from the Shollenberger dredge disposal site is included.

**FINANCIAL OVERVIEW**

C16502030

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		20	10			30
Land & Easements			-						-
Design			-		20	10			30
Legal Services			-						-
Administration			-						-
Construction Contracts			-				1,086		1,086
Construction Mgmt			-						-
Contingency			-				30		30
CIP Overheads			-				223		223
<b>TOTAL USES</b>	-	\$ -	\$ -	\$ -	\$ 40	\$ 20	\$ 1,339	\$ -	\$ 1,399
<b>SOURCES (dollars in \$000)</b>									
Undetermined			-		40	20	1,339		1,399
<b>TOTAL FUNDS</b>	-	\$ -	\$ -	\$ -	\$ 40	\$ 20	\$ 1,339	\$ -	\$ 1,399

**Project Title: Storm Drain Trash Capture Device Pilot**

**C16501931**

**PROJECT PURPOSE AND DESCRIPTION**

To meet new State Water Resource Control Board trash reduction requirements for storm drainage, the City is developing and implementing a compliance plan. This plan will include installation of trash capture devices in certain locations in the City’s storm drainage system. The installation of a trash capture device is one of the first steps in compliance and a pilot test for future installations.

**FINANCIAL OVERVIEW**

C16501931

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		20	20						20
Land & Easements			-						-
Design		40	40	20					60
Legal Services			-						-
Administration			-						-
Construction Contracts			-		380				380
Construction Mgmt			-		30				30
Contingency			-		70				70
CIP Overheads			-						-
<b>TOTAL USES</b>	-	\$ 60	\$ 60	\$ 20	\$ 480	\$ -	\$ -	\$ -	\$ 560

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

Storm Drainage Impact Fees		60	60	20	480				560
<b>TOTAL FUNDS</b>	-	\$ 60	\$ 60	\$ 20	\$ 480	\$ -	\$ -	\$ -	\$ 560



# TRANSIT PROJECTS FY 2019-2020

**TRANSIT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20**

**PROJECT SUMMARY**

Fund 6590.65999

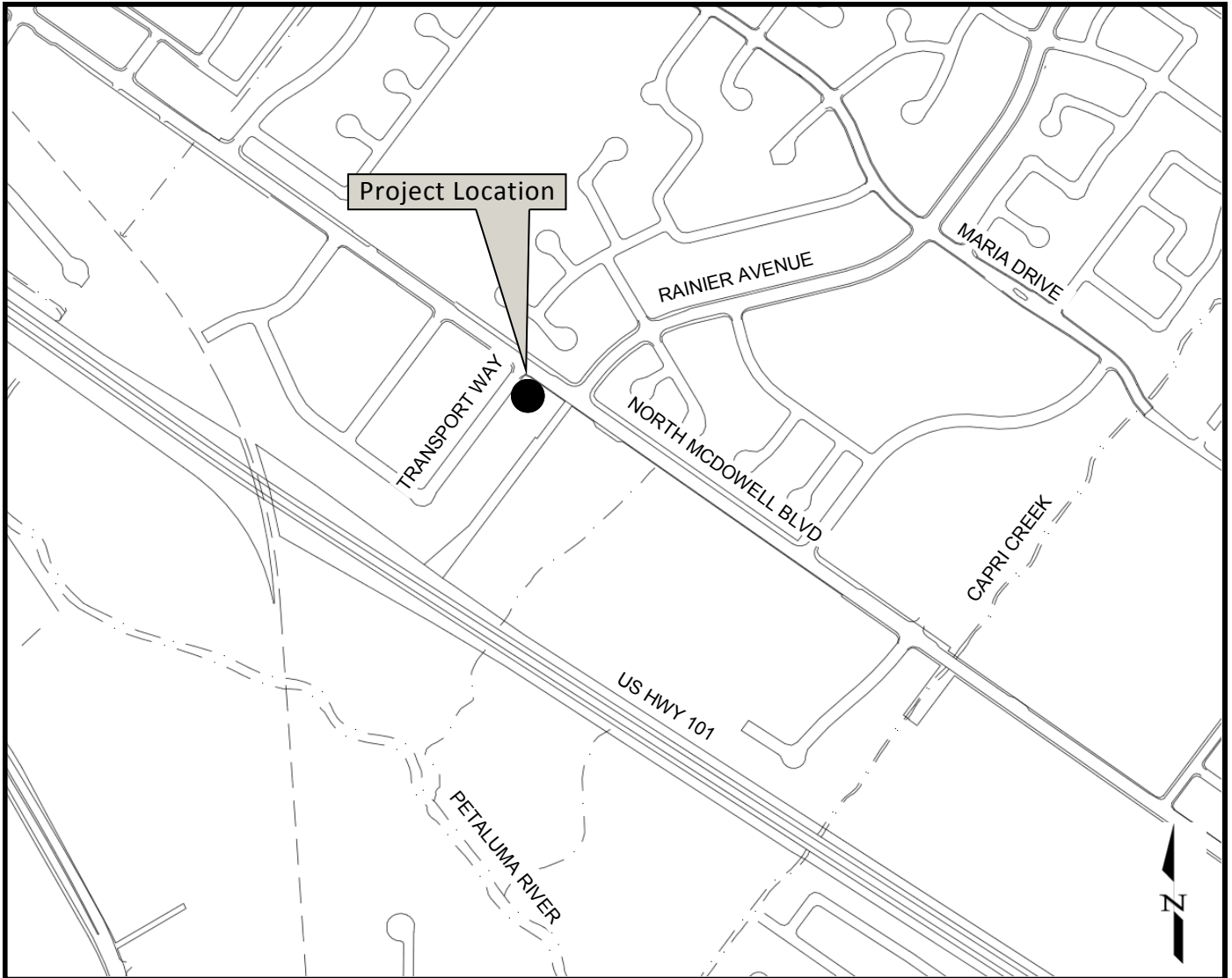
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C65102009 Transit Center Parking & ADA Improvements	-	30	30	230	-	-	-	-	260
<b>TOTAL</b>	\$ -	\$ 30	\$ 30	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ 260

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

TDA Transit Capital funds	\$ -	\$ 30	\$ 30	\$ 184	\$ -	\$ -	\$ -	\$ -	\$ 214
Federal Transit Administration	-	-	-	46	-	-	-	-	46
<b>TOTAL</b>	\$ -	\$ 30	\$ 30	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ 260

TRANSIT CENTER PARKING AND ADA IMPROVEMENTS

TRANSIT



**Project Title: Transit Center Parking & ADA Improvements**

**C65102009**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves the addition of improved sidewalks and ramps to the Petaluma Transit Center (555 N McDowell Blvd between Transport Way & Rainier Ave). These improvements will include ADA accessible ramps for the public to more easily reach the customer service desk to purchase transit passes. The project will also include the installation of a secured vehicle gate access to the bus yard. This will increase staff safety and reduce the likelihood of accidents involving members of the public walking or driving through the yard.

**FINANCIAL OVERVIEW**

C65102009

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
Planning/Environmental			-						-
Land & Easements			-						-
Design		30	30						30
Legal Services			-						-
Administration			-	1					1
Construction Contracts			-	185					185
Construction Mgmt			-	20					20
Contingency			-	20					20
CIP Overheads			-	4					4
<b>TOTAL USES</b>	-	30	30	230	-	-	-	-	260
<b>SOURCES (dollars in \$000)</b>									
TDA Transit Capital funds		30	30	184					214
FTA 5307 TCP			-	46					46
<b>TOTAL FUNDS</b>	-	30	30	230	-	-	-	-	260





# WASTEWATER UTILITY PROJECTS FY 2019-2020

**WASTEWATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20**  
**PROJECT SUMMARY**  
 Fund 6690.66999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C66501003 Manhole Rehabilitation	482	15	497	341	-	-	356	-	1,194
C66101627 Ellis Creek Bridge	130	238	368	222	-	-	-	-	590
C66501518 CNG Fueling Station Ellis Creek	1,134	4,346	5,480	1,975	-	-	-	-	7,455
C66501840 Chemical System Upgrade at Ellis Creek Phase 1	2	198	200	800	-	-	-	-	1,000
C66401728 Ellis Creek High Strength Waste Facilities	1,605	3,831	5,436	651	-	-	-	-	6,087
C66501308 Chemical System Upgrade at Ellis Creek Phase 2	-	-	-	250	1,235	1,850	-	-	3,335
C66501519 Payran Lift Station Upgrade	2	580	582	1,685	-	-	-	-	2,267
C66401941 B Street Sewer Replacement	-	75	75	3,305	-	-	-	-	3,380
Sewer Main Replacement Future	-	-	-	-	2,500	-	2,500	-	5,000
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	-	50	50	260	257	-	-	5,920	6,487
C66501838 Ellis Creek Outfall Replacement	12	292	304	151	1,915	1,930	-	-	4,300
C66502042 C Street Pump Station and Collection Area Upgrades	-	-	-	283	33	2,839	-	-	3,155
<b>TOTAL</b>	<b>\$ 3,367</b>	<b>\$ 9,625</b>	<b>\$ 12,992</b>	<b>\$ 9,923</b>	<b>\$ 5,960</b>	<b>\$ 7,814</b>	<b>\$ 7,264</b>	<b>\$ 5,920</b>	<b>\$ 49,873</b>

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

California Energy Comm Grant	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Waste Water	3,426	8,044	11,470	8,445	5,960	7,814	7,264	5,920	46,873
<b>TOTAL</b>	<b>\$ 3,426</b>	<b>\$ 9,544</b>	<b>\$ 12,970</b>	<b>\$ 9,945</b>	<b>\$ 5,960</b>	<b>\$ 7,814</b>	<b>\$ 7,264</b>	<b>\$ 5,920</b>	<b>\$ 49,873</b>



**Project Title: Manhole Rehabilitation**

**C66501003**

**PROJECT PURPOSE AND DESCRIPTION**

Many of the City's older manholes were constructed with brick and mortar. These brick manholes are a significant cause of high infiltration and inflows (I&I), in part due to the interior surfaces having deteriorated and the mortar eroding which allows ground water to enter the system. The system currently has approximately 80 brick manholes in need of replacement. The first construction project to rehabilitate the manholes is completed. The next phase will occur in FY 19/20 and will be funded by Waste Water Capital.

**FINANCIAL OVERVIEW**

C66501003

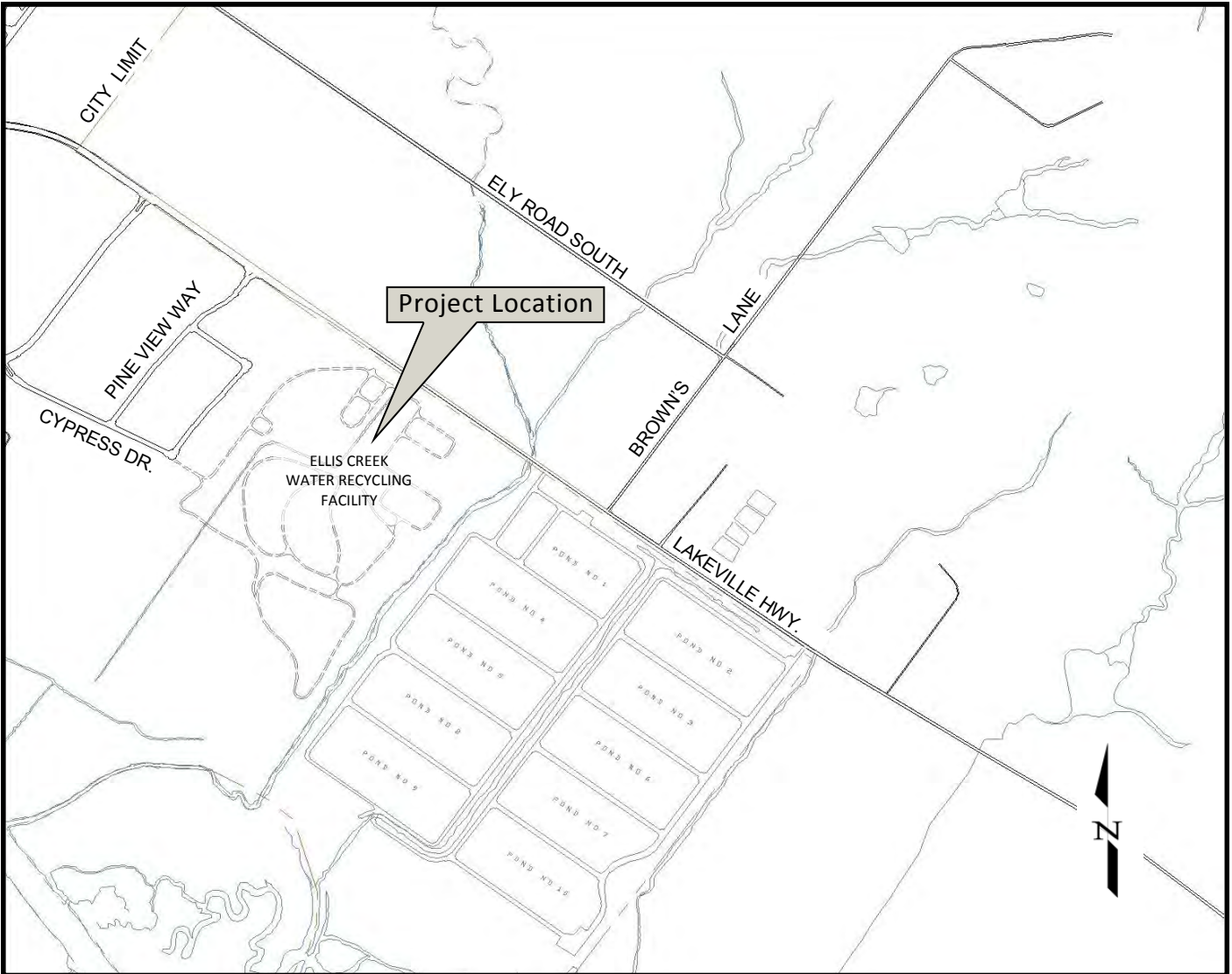
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design	28	15	43			15			58
Legal Services			-	2			2		4
Administration	3		3						3
Construction Contracts	411		411	250			250		911
Construction Mgmt	32		32	30			30		92
Contingency			-	50			50		100
CIP Overheads	8		8	9			9		26
<b>TOTAL USES</b>	<b>\$ 482</b>	<b>\$ 15</b>	<b>\$ 497</b>	<b>\$ 341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 356</b>	<b>\$ -</b>	<b>\$ 1,194</b>

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

Waste Water	482	15	497	341			356		1,194
<b>TOTAL FUNDS</b>	<b>\$ 482</b>	<b>\$ 15</b>	<b>\$ 497</b>	<b>\$ 341</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 356</b>	<b>\$ -</b>	<b>\$ 1,194</b>

ELLIS CREEK RECYLING FACILITY

WASTE WATER



**Project Title            Ellis Creek Bridge**

**C66101627**

**PROJECT PURPOSE AND DESCRIPTION**

This project will install a bridge across Ellis Creek allowing staff direct access from the Ellis Creek Water Recycling Facility to the storage ponds, aerated lagoon and various pumping stations. This section of the plant requires access multiple times a day for both operations and maintenance activities. Currently, operations and maintenance staff must leave the main facility and travel on Lakeville Highway to access the adjacent part of the facility. This project is funded by Waste Water capital with construction expected to be completed in the summer of 2019.

**FINANCIAL OVERVIEW**

C66101627

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	16	17	33	12					45
Land & Easements			-						-
Design	43	22	65						65
Legal Services			-						-
Administration			-						-
Construction Contracts	58	142	200	200					400
Construction Mgmt	10	15	25	10					35
Contingency		37	37						37
CIP Overheads	3	5	8						8
<b>TOTAL USES</b>	<b>\$ 130</b>	<b>\$ 238</b>	<b>\$ 368</b>	<b>\$ 222</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 590</b>

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

Waste Water	139	229	368	222					590
<b>TOTAL FUNDS</b>	<b>\$ 139</b>	<b>\$ 229</b>	<b>\$ 368</b>	<b>\$ 222</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 590</b>

**Project Title: CNG Fueling Station Ellis Creek**

**C66501518**

**PROJECT PURPOSE AND DESCRIPTION**

This project includes the design and construction of a gas scrubbing facility, a Compressed Natural Gas (CNG) fueling station and related site improvements at the Ellis Creek Water Recycling Facility (ECWRF) and Recology Sonoma Marin's facility in Petaluma. 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 Recology vehicles. The City obtained grant funds from the California Energy Commission for the construction of the CNG facilities, with the remainder of the funding coming from Waste Water Capital. Construction is expected to be completed in FY 19/20.

**FINANCIAL OVERVIEW**

C66501518	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	91		91						91
Land & Easements			-						-
Design	570	20	590						590
Legal Services			-						-
Administration			-						-
Construction Contracts	423	3,865	4,288	1,200					5,488
Construction Mgmt	36	439	475	200					675
Contingency			-	553					553
CIP Overheads	14	22	36	22					58
<b>TOTAL USES</b>	<b>\$ 1,134</b>	<b>\$ 4,346</b>	<b>\$ 5,480</b>	<b>\$ 1,975</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,455</b>
<b>SOURCES (dollars in \$000)</b>									
California Energy Comm Grant		1,500	1,500	1,500					3,000
Waste Water	1,180	2,800	3,980	475					4,455
<b>TOTAL FUNDS</b>	<b>\$ 1,180</b>	<b>\$ 4,300</b>	<b>\$ 5,480</b>	<b>\$ 1,975</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,455</b>

**Project Title: Chemical System Upgrade at Ellis Creek Phase 1**

**C66501840**

**PROJECT PURPOSE AND DESCRIPTION**

This project addresses the failure of 2,200 feet of double-walled sodium hypochlorite piping that runs from the Outfall building to the Wetlands Effluent Pump Station. The planning phase will analyze whether replacement of the piping or installation of additional sodium hypochlorite equipment will provide the best lifecycle cost. Design and construction will be completed on the best alternative.

**FINANCIAL OVERVIEW**

C66501840

USES (dollars in \$000)	Expenses and Funds Received			BUDGET				Total Project Estimate	
	Life to Date thru	Estimate	Life to Date thru	Adopted Budget	PROJECTED				
	FY 18	FY 18-19	FY 19	FY 19-20	FY 20-21	FY 21-22	FY 22-23		FY 23-24
Planning/Environmental		20	20						20
Land & Easements			-						-
Design	2	178	180	20					200
Legal Services			-						-
Administration			-						-
Construction Contracts			-	600					600
Construction Mgmt			-	60					60
Contingency			-	120					120
CIP Overheads			-						-
<b>TOTAL USES</b>	<b>\$ 2</b>	<b>\$ 198</b>	<b>\$ 200</b>	<b>\$ 800</b>					<b>\$ 1,000</b>

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

Waste Water		198	198	802					1,000
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ 198</b>	<b>\$ 198</b>	<b>\$ 802</b>					<b>\$ 1,000</b>



**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 19/20 in conjunction with the CNG fueling project.

**FINANCIAL OVERVIEW**

C66401728

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design	890		890						890
Legal Services			-						-
Administration			-						-
Construction Contracts	654	2,965	3,619	346					3,965
Construction Mgmt	45	387	432	158					590
Contingency		415	415	147					562
CIP Overheads	16	64	80						80
<b>TOTAL USES</b>	<b>\$ 1,605</b>	<b>\$ 3,831</b>	<b>\$ 5,436</b>	<b>\$ 651</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,087</b>

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

Waste Water	1,605	3,831	5,436	651					6,087
<b>TOTAL FUNDS</b>	<b>\$ 1,605</b>	<b>\$ 3,831</b>	<b>\$ 5,436</b>	<b>\$ 651</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,087</b>

**Project Title: Chemical System Upgrade at Ellis Creek Phase 2**

**C66501308**

**PROJECT PURPOSE AND DESCRIPTION**

This project will upgrade chemical, mechanical, electrical and instrumentation equipment located at the oxidation pond and used for the disinfection and dichlorination 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 dichlorination 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 the summer of 2020.

**FINANCIAL OVERVIEW**

C66501308

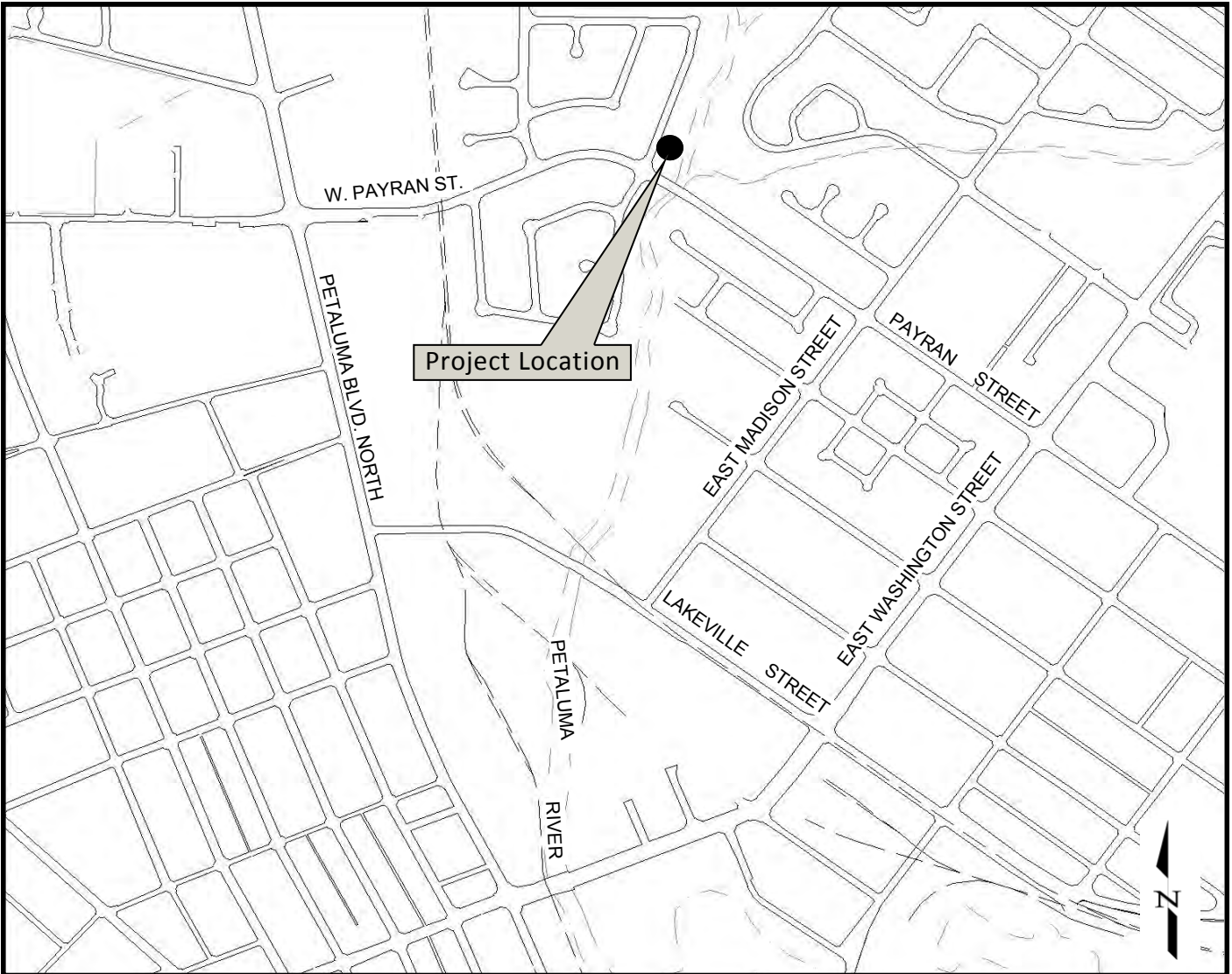
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	250					250
Legal Services			-						-
Administration			-						-
Construction Contracts			-		1,235	1,850			3,085
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 1,235</b>	<b>\$ 1,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,335</b>

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

Waste Water			-	250	1,235	1,850			3,335
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 1,235</b>	<b>\$ 1,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,335</b>

PAYRAN LIFT STATION UPGRADE

WASTE WATER



**Project Title: Payran Lift Station Upgrade**

**C66501519**

**PROJECT PURPOSE AND DESCRIPTION**

This project upgrades pumps and controls of the lift station that serves the north central portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately with a 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. Construction to take place in FY 19/20.

**FINANCIAL OVERVIEW**

C66501519

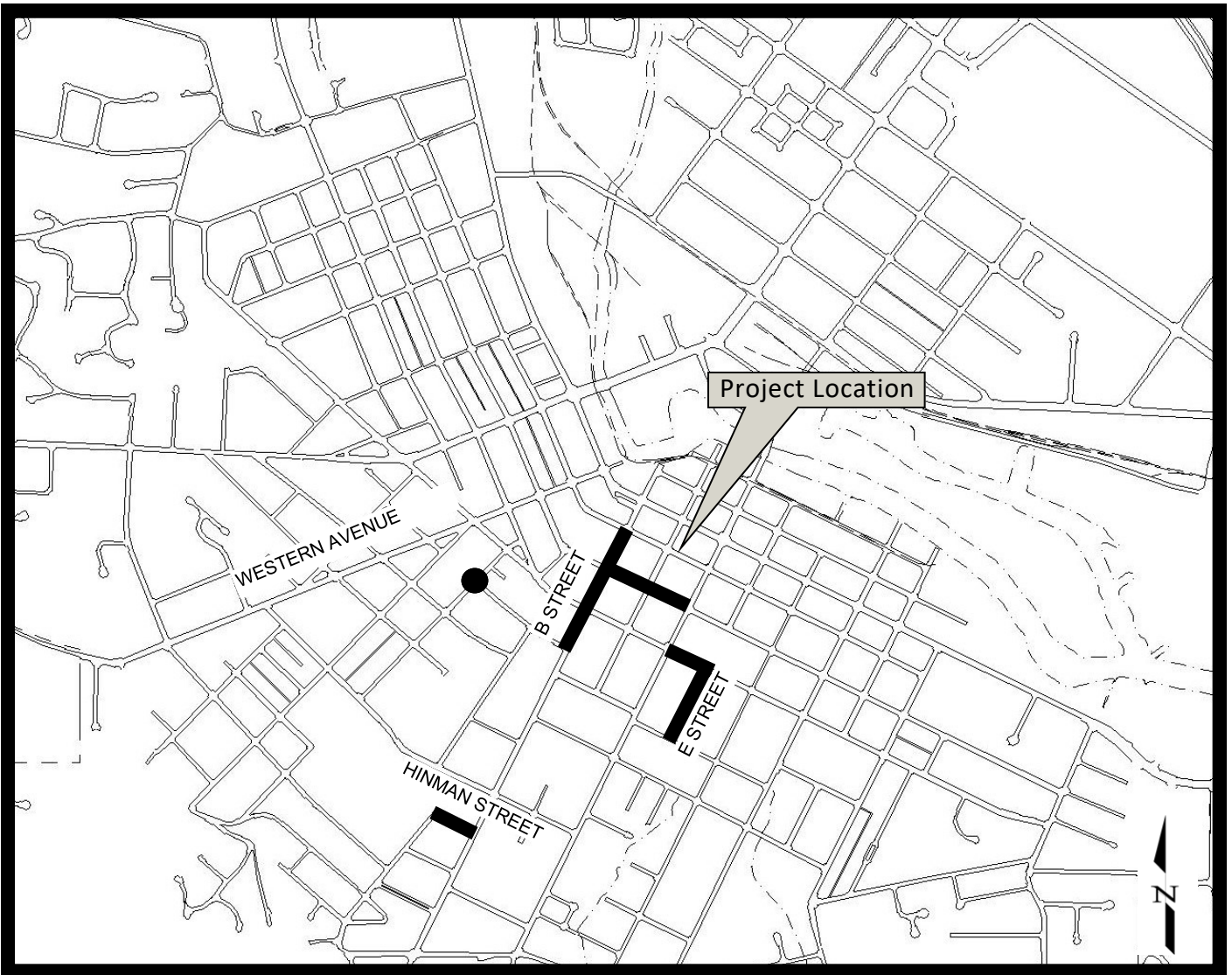
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		5	5	-					5
Land & Easements			-						-
Design	2	308	310						310
Legal Services			-	1					1
Administration			-	4					4
Construction Contracts		200	200	1,250					1,450
Construction Mgmt			-	150					150
Contingency		45	45	250					295
CIP Overheads		22	22	30					52
<b>TOTAL USES</b>	<b>\$ 2</b>	<b>\$ 580</b>	<b>\$ 582</b>	<b>\$ 1,685</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,267</b>

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

Waste Water		582	582	1,685					2,267
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ 582</b>	<b>\$ 582</b>	<b>\$ 1,685</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,267</b>

**B STREET SEWER REPLACEMENT**

**WASTEWATER**



**Project Title            B Street Sewer Replacement**

**C66401941**

**PROJECT PURPOSE AND DESCRIPTION**

This is the FY 19/20 project in the Sewer Main Replacement program. This project will focus on replacing aging and undersized sewer mains at B Street, Post and nearby streets. The scope of the work is coordinated with needed water main replacements and street paving needs.

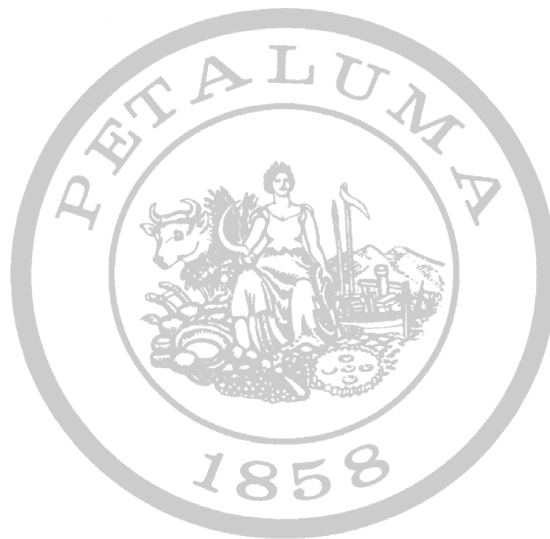
**FINANCIAL OVERVIEW**

C66401941

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		10	10						10
Land & Easements		5	5						5
Design		50	50						50
Legal Services		5	5						5
Administration		5	5						5
Construction Contracts			-	2,541					2,541
Construction Mgmt			-	314					314
Contingency			-	400					400
CIP Overheads			-	50					50
<b>TOTAL USES</b>	\$ -	\$ 75	\$ 75	\$ 3,305	\$ -	\$ -	\$ -	\$ -	\$ 3,380

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

Waste Water		75	75	3,305					3,380
<b>TOTAL FUNDS</b>	\$ -	\$ 75	\$ 75	\$ 3,305	\$ -	\$ -	\$ -	\$ -	\$ 3,380



**Project Title: Sewer Main Replacement Future**

**PROJECT PURPOSE AND DESCRIPTION**

This is the projected future program for needed sewer main replacements of the City's aging waste water collection system.

**FINANCIAL OVERVIEW**

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-		10		10		20
Land & Easements			-		5		5		10
Design			-		180		180		360
Legal Services			-		5		5		10
Administration			-		5		5		10
Construction Contracts			-		1,700		1,700		3,400
Construction Mgmt			-		150		150		300
Contingency			-		395		395		790
CIP Overheads			-		50		50		100
<b>TOTAL USES</b>	\$ -	\$ -	\$ -		\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 5,000

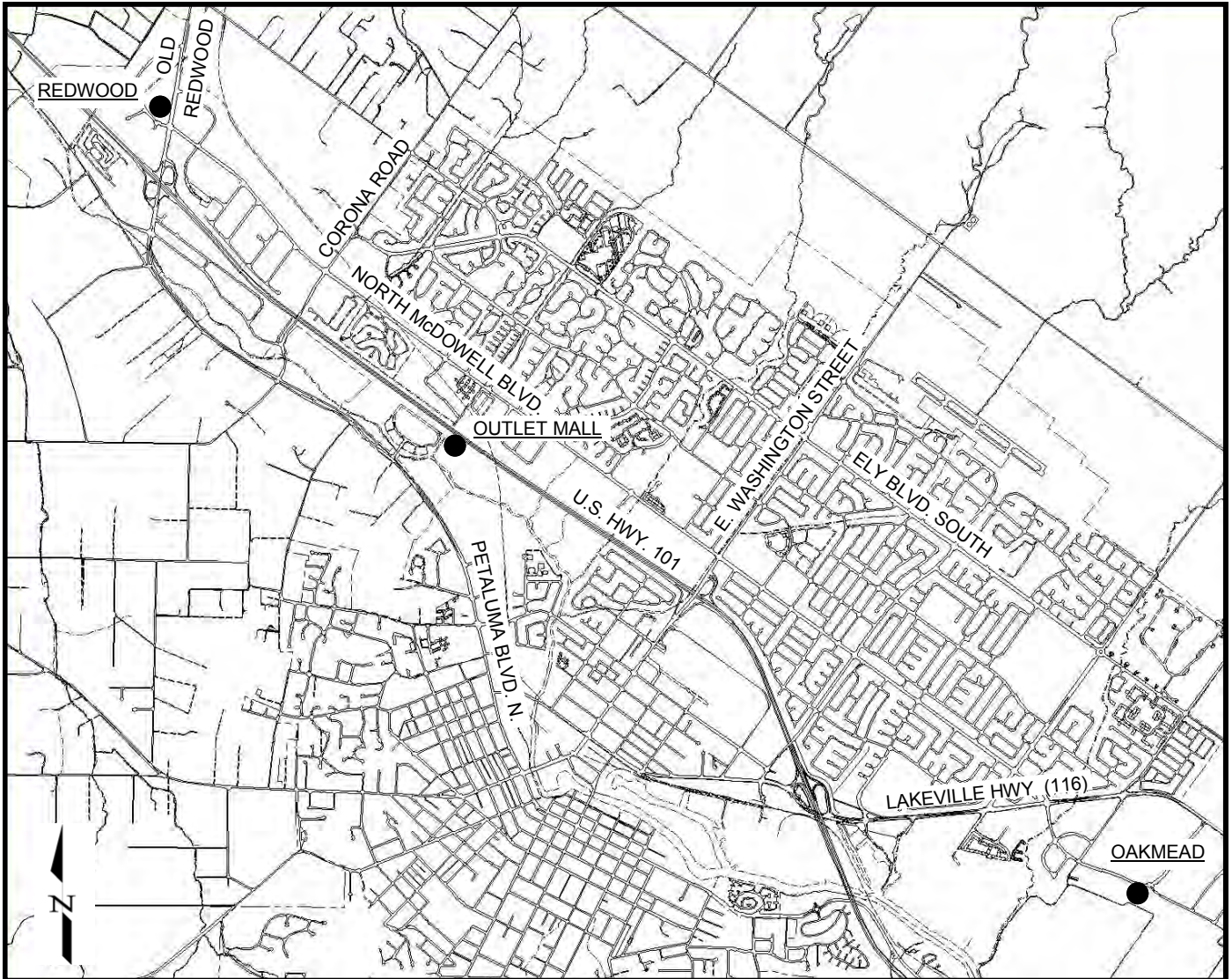
**SOURCES (dollars in \$000)**

Waste Water			-		2,500		2,500		5,000
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 5,000



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 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 2022 and construction for 2023.

**FINANCIAL OVERVIEW**

C66501923

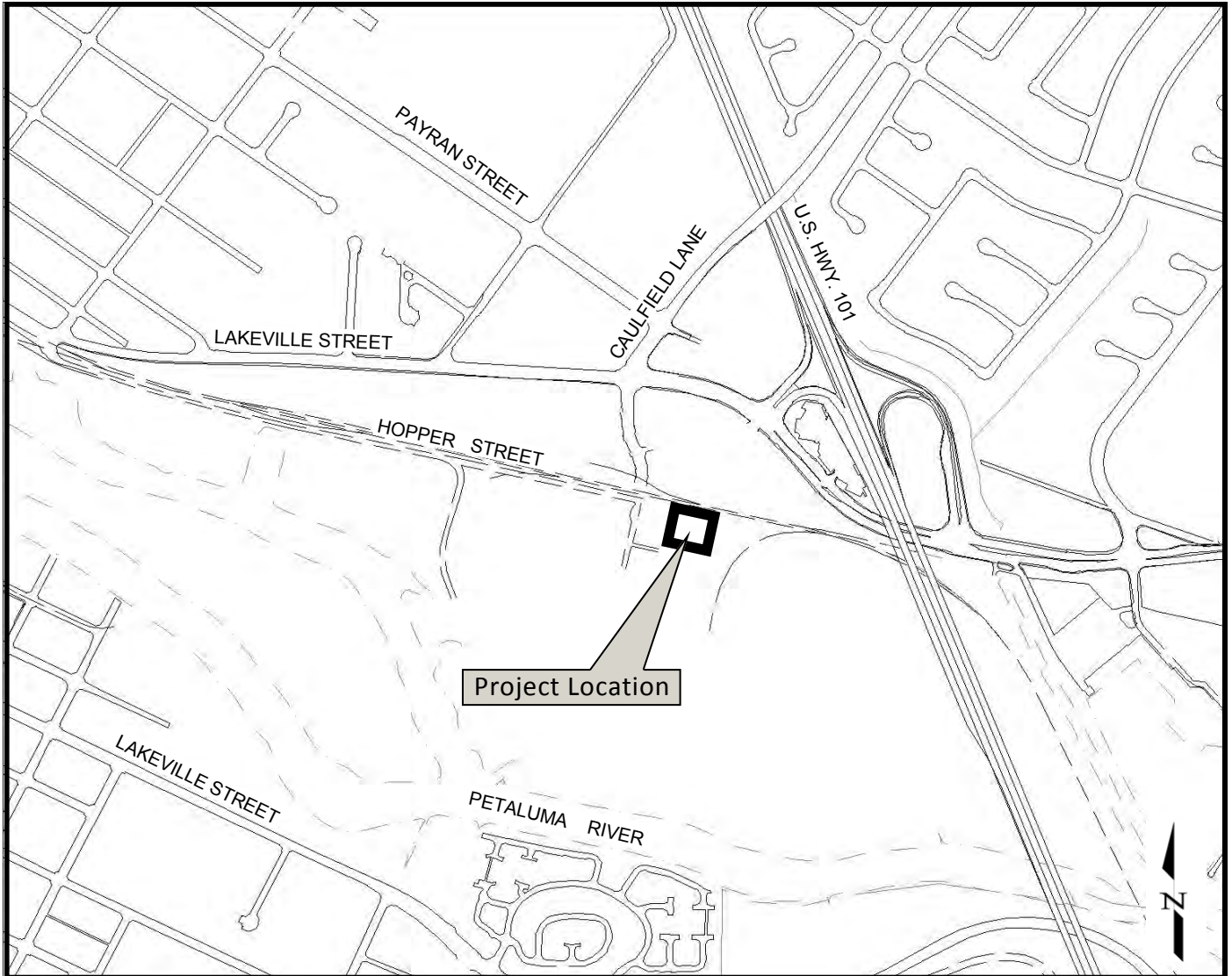
	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-			5	5		10
Land & Easements			-			10			10
Design			-			140	70		210
Legal Services			-			1	1		2
Administration			-			2	2		4
Construction Contracts			-			500	1,300		1,800
Construction Mgmt			-			120	180		300
Contingency			-			150	210		360
CIP Overheads			-			27	40		67
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955	\$ 1,808	\$ -	\$ 2,763

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

Waste Water			-			955	1,808		2,763
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955	\$ 1,808	\$ -	\$ 2,763

REPLACE PIPS HIGH CAPACITY PUMPS

WASTE WATER



**Project Title            Replace PIPS High Capacity Pumps**

**C66501930**

**PROJECT PURPOSE AND DESCRIPTION**

This Waste Water Capital funded project will replace four high capacity 450 horse-power pumps and variable frequency drive units (VFD) at the Primary Influent Pump Stations (PIPS). Existing pumps were installed in 1999 and have required significant maintenance. Preliminary work is expected to begin late in FY 20/21 with design to follow in early FY 21/22 and construction to occur the following year.

**FINANCIAL OVERVIEW**

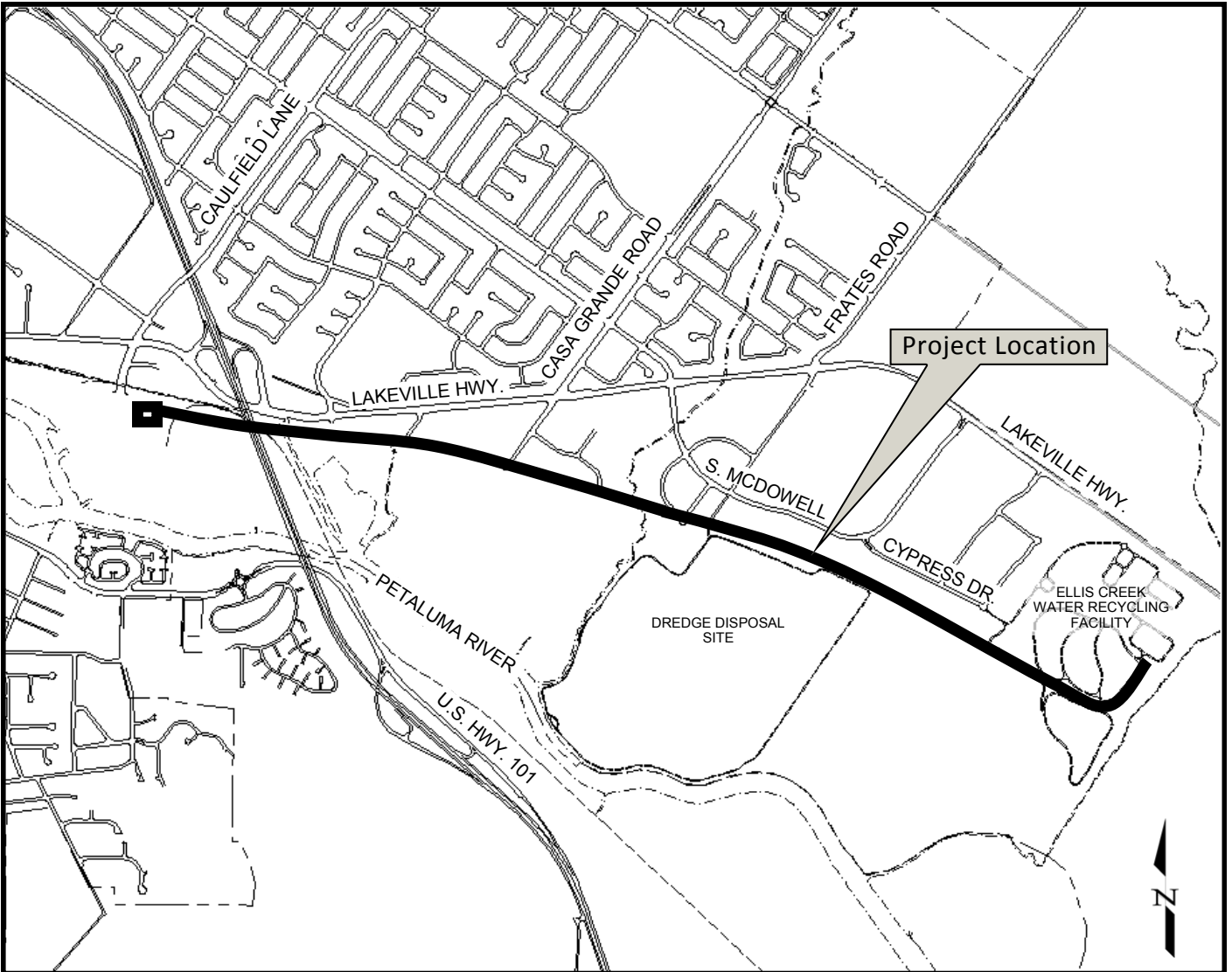
C66501930	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	-	20				20
Land & Easements			-	-					-
Design			-	-		240			240
Legal Services			-	-					-
Administration			-	-					-
Construction Contracts			-	-			2,600		2,600
Construction Mgmt			-	-					-
Contingency			-	-					-
CIP Overheads			-	-					-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 240	\$ 2,600	\$ -	\$ 2,860

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

Waste Water			-	-	20	240	2,600		2,860
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 240	\$ 2,600	\$ -	\$ 2,860

PIPS FORCE MAIN REPLACEMENT

PUBLIC WORKS



**Project Title PIPS Forcemain Replacement**

**C66502032**

**PROJECT PURPOSE AND DESCRIPTION**

All the wastewater generated in the City is pumped through a single 2.5 mile long 36 inch diameter forcemain from Hopper Street to Ellis Creek. The forcemain is roughly 40 years old and is nearing the end of its service life. This project involves installing a parallel forcemain adjacent to the existing forcemain. This project will include the assessment of the existing forcemain and rehabilitation to provide redundant service of this critical conveyance pipeline. Cost shown below is for the first of several phases of work.

**FINANCIAL OVERVIEW**

C66502032

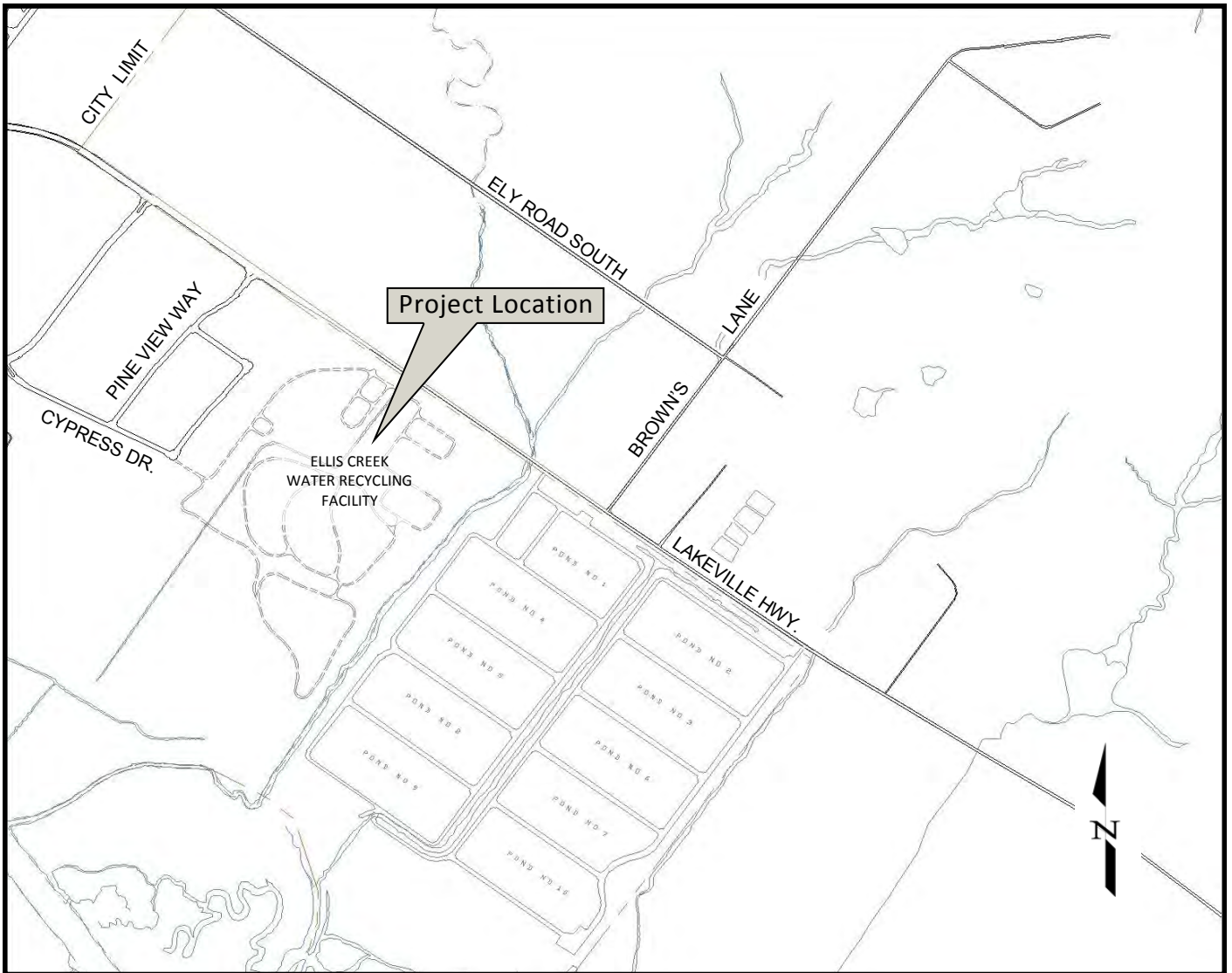
USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
Planning/Environmental			-		80				80
Land & Easements			-		20				20
Design		50	50	150	150			150	500
Legal Services			-		5			10	15
Administration			-		2			5	7
Construction Contracts			-	80				5,000	5,080
Construction Mgmt			-	10				300	310
Contingency			-	20				400	420
CIP Overheads			-					55	55
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 260</b>	<b>\$ 257</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,920</b>	<b>\$ 6,487</b>

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

Waste Water		30	30	280	257			5,920	6,487
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ 30</b>	<b>\$ 30</b>	<b>\$ 280</b>	<b>\$ 257</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,920</b>	<b>\$ 6,487</b>

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 the Ellis Creek Water Recycling facility to the Petaluma River during the winter months. A temporary pipe was constructed in FY 16/17 under a separate contract. This project will include permitting, design, and construction of a new outfall pipe. It will be funded by Waste Water capital.

**FINANCIAL OVERVIEW**

C66501838

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
Planning/Environmental	10	140	150	90					240
Land & Easements			-						-
Design	1	150	151	49					200
Legal Services			-						-
Administration			-						-
Construction Contracts			-		1,500	1,500			3,000
Construction Mgmt			-		100	100			200
Contingency			-		300	300			600
CIP Overheads	1	2	3	12	15	30			60
<b>TOTAL USES</b>	<b>\$ 12</b>	<b>\$ 292</b>	<b>\$ 304</b>	<b>\$ 151</b>	<b>\$ 1,915</b>	<b>\$ 1,930</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,300</b>

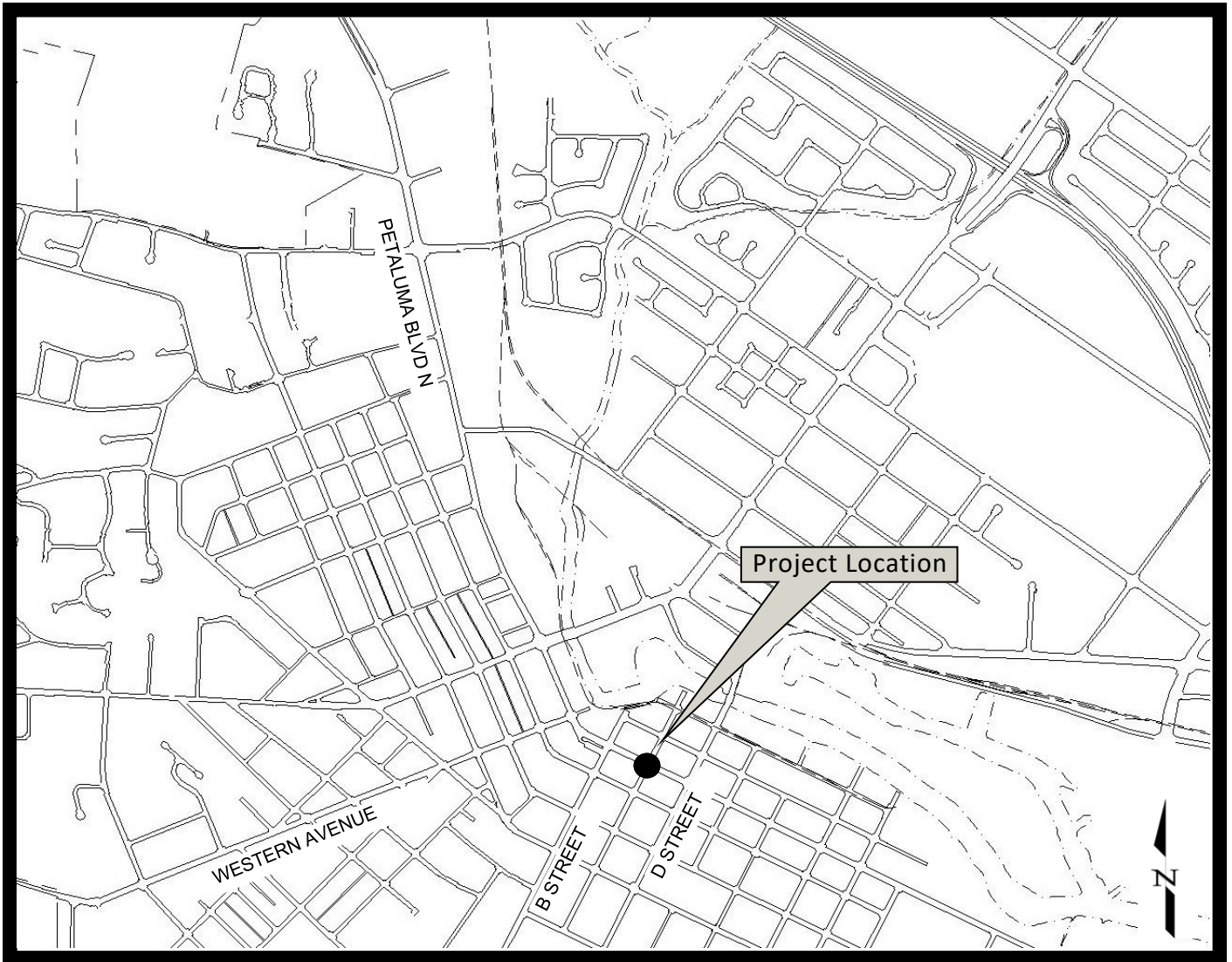
**SOURCES (dollars in \$000)**

Waste Water	20	284	304	151	1,915	1,930			4,300
<b>TOTAL FUNDS</b>	<b>\$ 20</b>	<b>\$ 284</b>	<b>\$ 304</b>	<b>\$ 151</b>	<b>\$ 1,915</b>	<b>\$ 1,930</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,300</b>



C STREET PUMP STATION AND COLLECTION AREA UPGRADES

WASTEWATER



**Project Title            C Street Pump Station and Collection Area Upgrades            C66502042**

**PROJECT PURPOSE AND DESCRIPTION**

The C Street Pump Station and the associated collection system runs at and above design capacity during large storm events. This project will assess the performance and condition of the collection system, pump station, and pump station force main and fund the needed upgrades. The project will be funded by Waste Water funds.

**FINANCIAL OVERVIEW**

C66502042

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	60	30				90
Land & Easements			-						-
Design			-	220					220
Legal Services			-						-
Administration			-						-
Construction Contracts			-			2,600			2,600
Construction Mgmt			-			100			100
Contingency			-			100			100
CIP Overheads			-	3	3	39			45
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ 283	\$ 33	\$ 2,839	\$ -	\$ -	\$ 3,155
<b>SOURCES (dollars in \$000)</b>									
Waste Water			-	283	33	2,839			3,155
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ 283	\$ 33	\$ 2,839	\$ -	\$ -	\$ 3,155



# WATER UTILITY PROJECTS FY 2019-2020

**WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 19-20**

**PROJECT SUMMARY**

Fund 6790.67999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
C67501611 Well Construction	1	30	31	-	630	-	-	-	661
C67401917 Country Club & Victoria Pump Station Improvements	-	130	130	757	-	-	-	-	887
C67502019 Water Service Replacements 19/20	-	-	-	2,434	-	-	-	-	2,434
Projected Water Service Replacement Program	-	-	-	-	-	2,332	-	2,332	4,664
C67502012 Bodega and Webster Water Main Replacement	-	-	-	-	-	1,688	-	-	1,688
C67501007 Hardin & Manor Tank Exterior Recoating	-	-	-	-	2,130	1,140	1,415	-	4,685
C67402215 Copeland St. Water Main Replacement	-	-	-	-	-	-	1,470	-	1,470
C67401918 Petaluma Blvd. South Water Main Replacement	-	52	52	1,178	-	-	-	-	1,230
C67502020 McNear Park Water Main Replacements	-	-	-	52	1,308	-	-	-	1,360
<b>TOTAL</b>	\$ 1	\$ 212	\$ 213	\$ 4,421	\$ 4,068	\$ 5,160	\$ 2,885	\$ 2,332	\$ 19,079

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

Water Capital	\$ -	\$ 213	\$ 213	\$ 4,421	\$ 4,068	\$ 5,160	\$ 2,885	\$ 2,332	\$ 19,079
<b>TOTAL</b>	\$ -	\$ 213	\$ 213	\$ 4,421	\$ 4,068	\$ 5,160	\$ 2,885	\$ 2,332	\$ 19,079



**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. Detailed investigation and some design to occur in FY 18/19 after completion of the USGS groundwater model. Construction will occur in a future year. Water Capital will fund all phases of this work.

**FINANCIAL OVERVIEW**

C67501611

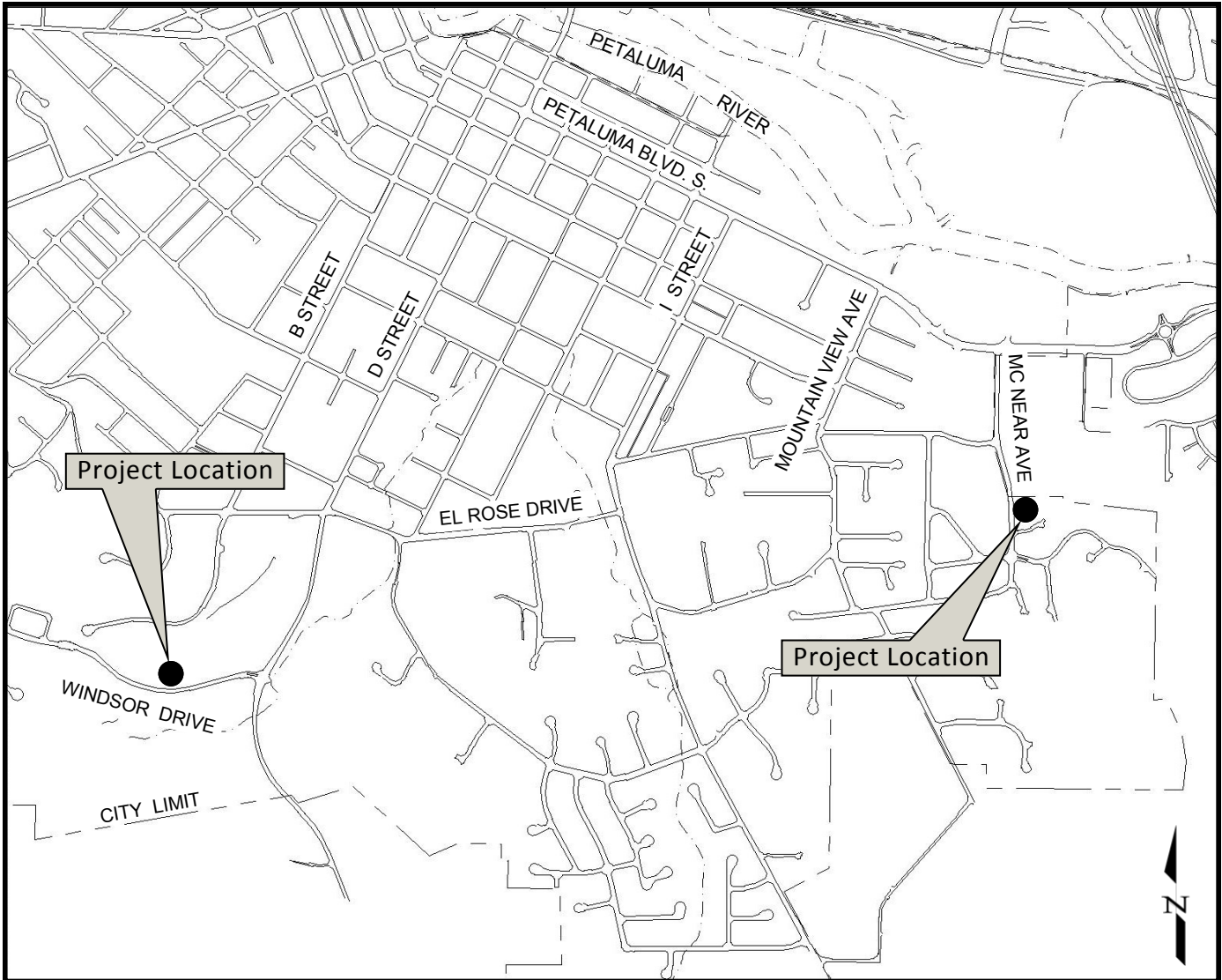
	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		30	30						30
Land & Easements			-						-
Design			-		25				25
Legal Services			-		1				1
Administration			-		1				1
Construction Contracts	1		1		500				501
Construction Mgmt			-		50				50
Contingency			-		50				50
CIP Overheads			-		3				3
<b>TOTAL USES</b>	<b>\$ 1</b>	<b>\$ 30</b>	<b>\$ 31</b>	<b>-</b>	<b>\$ 630</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 661</b>

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

Water Capital		31	31		630				661
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ 31</b>	<b>\$ 31</b>	<b>.</b>	<b>\$ 630</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 661</b>

COUNTRY CLUB AND VICTORIA PUMP STATION IMPROVEMENTS

WATER



**Project Title: Country Club and Victoria Pump Station Improvements C67401917**

**PROJECT PURPOSE AND DESCRIPTION**

This project upgrades pumps and controls of the two potable water pump stations that serve Zone 3 and Zone 5 of the City's potable water distribution system. The need for the upgrades at the site is significant as the pump stations are the sole suppliers of potable water to these zones and have exhibited failures in the past. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into the City SCADA system.

**FINANCIAL OVERVIEW**

C67401917	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental		5	5						5
Land & Easements			-						-
Design		125	125						125
Legal Services			-						-
Administration			-	2					2
Construction Contracts			-	600					600
Construction Mgmt			-	75					75
Contingency			-	75					75
CIP Overheads			-	5					5
<b>TOTAL USES</b>	\$ -	\$ 130	\$ 130	\$ 757	\$ -	\$ -	\$ -	\$ -	\$ 887
<b>SOURCES (dollars in \$000)</b>									
Water Capital		130	130	757					887
<b>TOTAL FUNDS</b>	\$ -	\$ 130	\$ 130	\$ 757	\$ -	\$ -	\$ -	\$ -	\$ 887



**Project Title: Water Service Replacements 19/20**

**C67502019**

**PROJECT PURPOSE AND DESCRIPTION**

This is a bi-annual project needed to replace polybutylene water services. The water services installed throughout the 1970's and early 1980'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 pipes as the service and saddles fail. The project will upgrade the deteriorated water services and saddles to current standards to reduce maintenance costs. The work will be grouped by neighborhoods to leverage economies of scale.

**FINANCIAL OVERVIEW**

C67502019

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED			Total Project Estimate	
					FY 20-21	FY 21-22	FY 23-24		
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-	10					10
Land & Easements			-						-
Design			-	110					110
Legal Services	-		-	2					2
Administration			-	5					5
Construction Contracts			-	1,700					1,700
Construction Mgmt	-		-	309					309
Contingency			-	260					260
CIP Overheads			-	38					38
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,434</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,434</b>

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

Water Capital			-	2,434					2,434
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,434</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,434</b>

**Project Title: Projected Water Service Replacement Program**

**PROJECT PURPOSE AND DESCRIPTION**

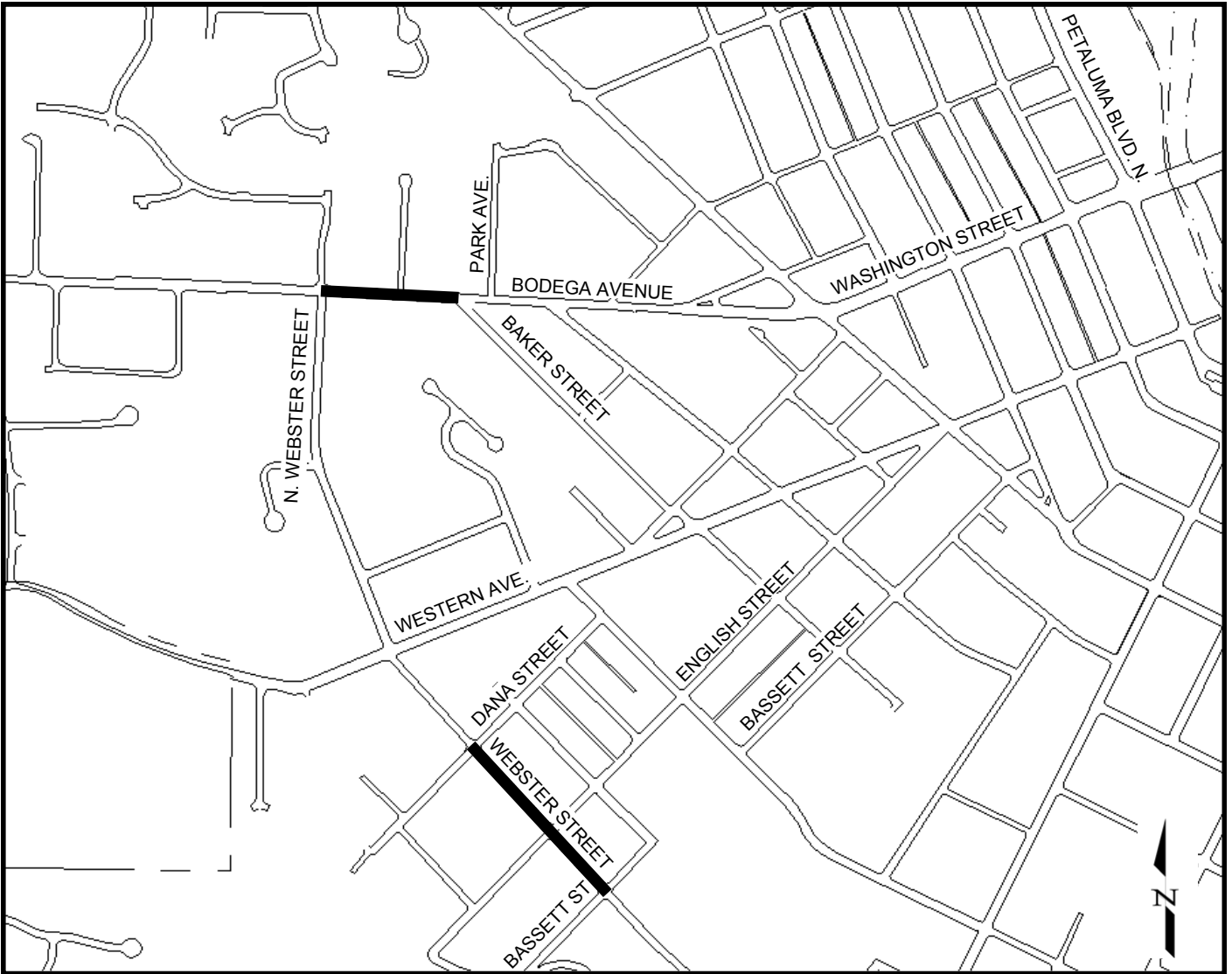
This is the projected future program needed to replace polybutylene water services. The water services installed throughout the 1970's and early 1980's included polybutylene "blue-tube" piping from the main to the water meter. Polybutylene is a form of plastic resin pipe with fittings that scale and flake and become brittle causing micro-fractures that result in pipe failure. Maintenance personnel are continuously replacing these old pipes as the service and saddles fail. The program will upgrade the deteriorated water services and saddles to current standards to reduce maintenance costs.

**FINANCIAL OVERVIEW**

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-			10		10	20
Land & Easements			-						-
Design			-			120		120	240
Legal Services	-		-			4		4	8
Administration			-			10		10	20
Construction Contracts			-			1,700		1,700	3,400
Construction Mgmt	-		-			180		180	360
Contingency			-			260		260	520
CIP Overheads			-			48		48	96
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,332</b>	<b>\$ -</b>	<b>\$ 2,332</b>	<b>\$ 4,664</b>
<b>SOURCES (dollars in \$000)</b>									
Water Capital			-			2,332		2,332	4,664
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,332</b>	<b>\$ -</b>	<b>\$ 2,332</b>	<b>\$ 4,664</b>

**BODEGA AND WEBSTER WATER MAIN REPLACEMENT**

**WATER UTILITY**



PROJECT LOCATIONS

**Project Title: Bodega and Webster Water Main Replacement**

**C67502012**

**PROJECT PURPOSE AND DESCRIPTION**

This project involves the replacement of aged water mains to reduce maintenance costs and improve service. The replacement of the older 8 inch water main in Webster with a 12 inch main will allow for better hydraulic performance with Paula Lane and Mountain View tanks in Zone 2. The current pipe sizes are restricting flow. The new water main will increase water service levels and increase fire protection.

**FINANCIAL OVERVIEW**

C67502012

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-			5			5
Land & Easements			-						-
Design			-			70			70
Legal Services	-		-			2			2
Administration			-			6			6
Construction Contracts			-			1,200			1,200
Construction Mgmt	-		-			180			180
Contingency			-			210			210
CIP Overheads			-			15			15
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,688</b>

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

Water Capital			-			1,688			1,688
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,688</b>



**Project Title: Water Storage Tank 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. This will extend the life of the tanks. The project will also include a seismic assessment and cathodic protection. This Water Capital funded project is scheduled to begin in FY 20/21.

**FINANCIAL OVERVIEW**

C67501007

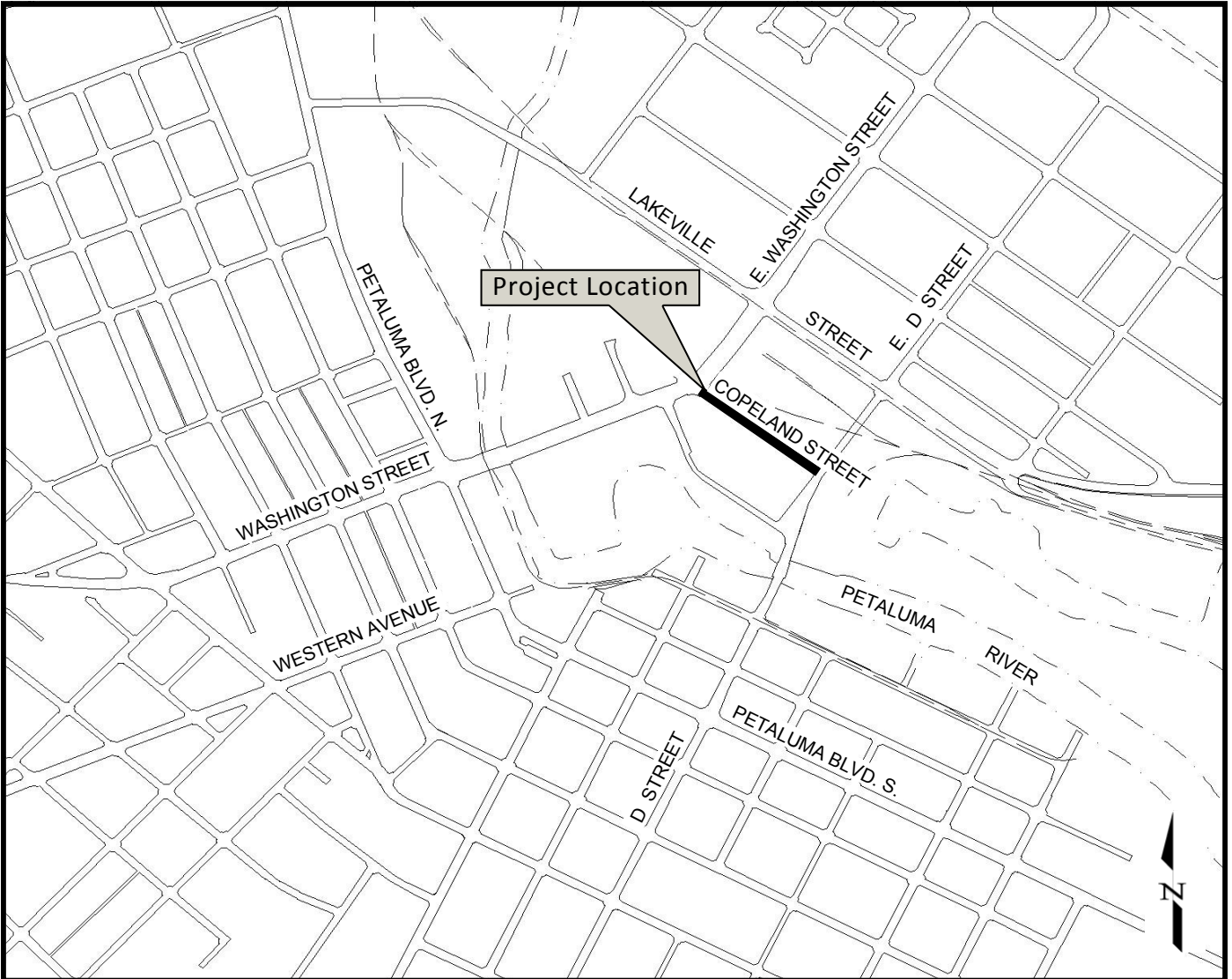
	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		75	50	50		175
Legal Services			-						-
Administration			-						-
Construction Contracts			-		1,500	750	1,000		3,250
Construction Mgmt			-		300	175	200		675
Contingency			-		225	150	150		525
CIP Overheads			-		30	15	15		60
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,130	\$ 1,140	\$ 1,415	\$ -	\$ 4,685

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

Water Capital			-		2,130	1,140	1,415		4,685
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,130	\$ 1,140	\$ 1,415	\$ -	\$ 4,685

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 FY 22/23. The project is dependent on development activities in the area.

**FINANCIAL OVERVIEW**

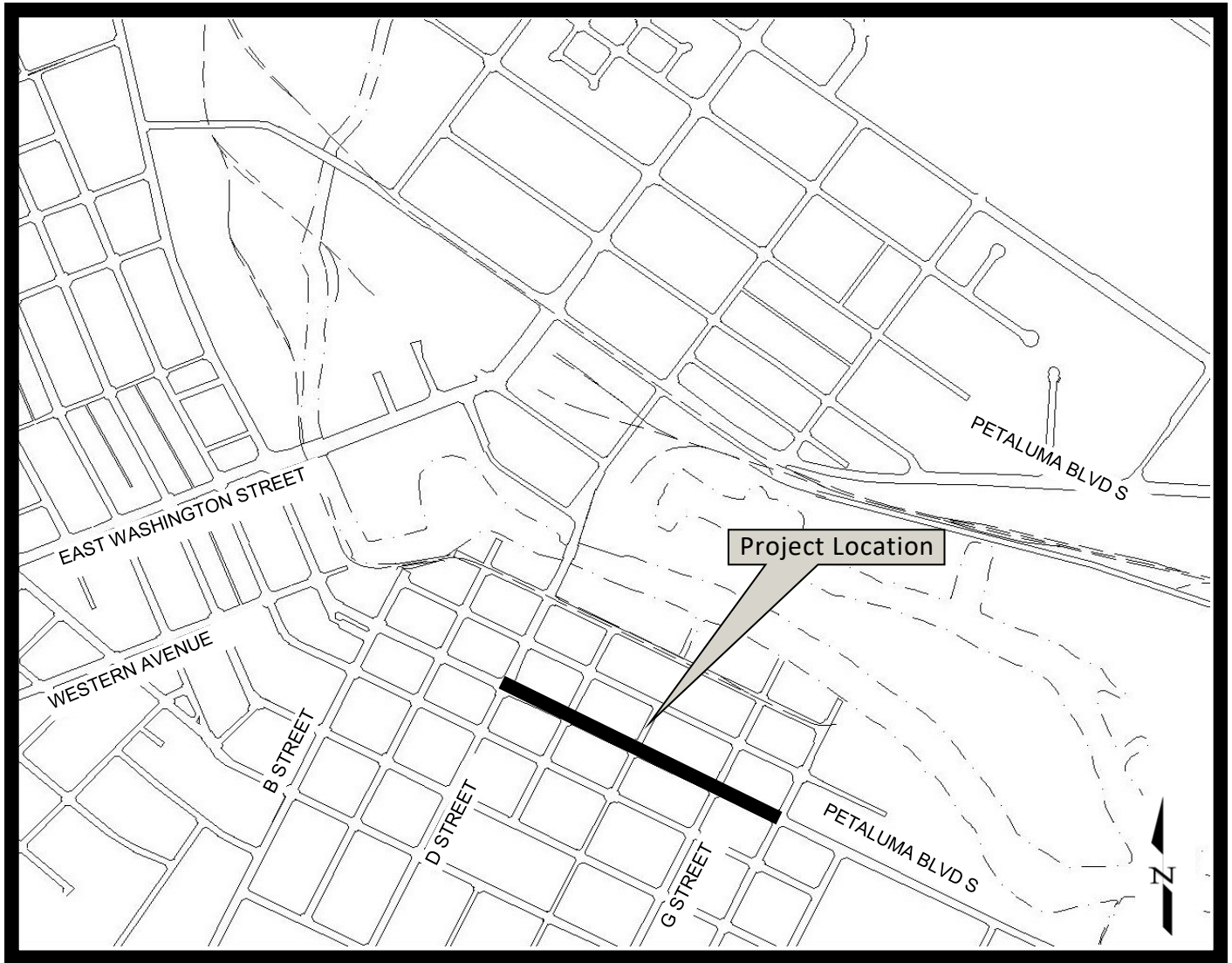
C67402215

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-						-
Land & Easements	-		-						-
Design	-		-				20		20
Legal Services	-		-						-
Administration	-		-				10		10
Construction Contracts	-		-				1,250		1,250
Construction Mgmt	-		-				75		75
Contingency	-		-				110		110
CIP Overheads	-		-				5		5
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,470</b>	<b>\$ -</b>	<b>\$ 1,470</b>
<b>SOURCES (dollars in \$000)</b>									
Water Capital			-				1,470		1,470
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,470</b>	<b>\$ -</b>	<b>\$ 1,470</b>



PETALUMA BOULEVARD SOUTH WATER MAIN REPLACEMENT

WATER



**Project Title: Petaluma Blvd. South Water Main Replacement**

**C67401918**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace an existing 4-inch cast iron pipe along Petaluma Boulevard South with an 8-inch C900 pipe meeting current standards. The project will address an aging pipeline and provide fire service capacity for future development. This Water Capital funded project is scheduled for completion in FY19/20 ahead of the Road Diet Extension on Petaluma Blvd. South.

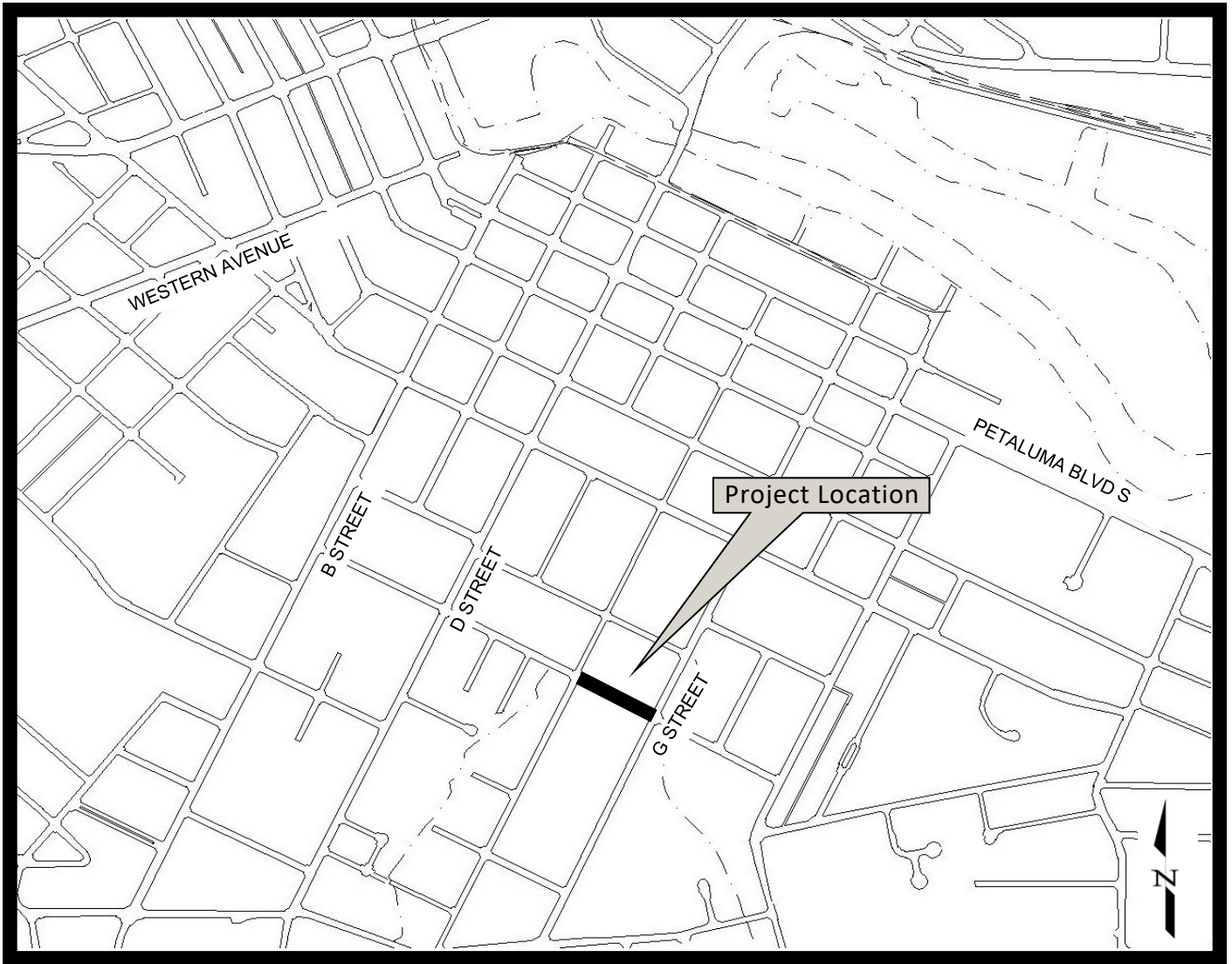
**FINANCIAL OVERVIEW**

C67401918

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-	2	2						2
Land & Easements			-						-
Design		50	50						50
Legal Services	-		-	1					1
Administration			-	2					2
Construction Contracts			-	800					800
Construction Mgmt	-		-	120					120
Contingency			-	250					250
CIP Overheads			-	5					5
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ 52</b>	<b>\$ 52</b>	<b>\$ 1,178</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,230</b>
<b>SOURCES (dollars in \$000)</b>									
Water Capital		52	52	1,178					1,230
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ 52</b>	<b>\$ 52</b>	<b>\$ 1,178</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,230</b>

MCNEAR PARK WATER MAIN REPLACEMENTS

WATER



**Project Title: McNear Park Water Main Replacements**

**C67502020**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace existing 2-inch steel pipelines along F and G Streets between 8th and 12th Streets near McNear Park. The steel pipes are past their service life and prone to failures. Larger capacity pipelines meeting current standards will be installed.

**FINANCIAL OVERVIEW**

C67502020	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 18	Estimate FY 18-19	Estimate Life to Date thru FY 19	Adopted Budget FY 19-20	PROJECTED				Total Project Estimate
					FY 20-21	FY 21-22	FY 22-23	FY 23-24	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		-	2					2
Land & Easements			-						-
Design			-	50					50
Legal Services	-		-		1				1
Administration			-		2				2
Construction Contracts			-		1,000				1,000
Construction Mgmt	-		-		150				150
Contingency			-		150				150
CIP Overheads			-		5				5
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52</b>	<b>\$ 1,308</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,360</b>
<b>SOURCES (dollars in \$000)</b>									
Water Capital			-	52	1,308				1,360
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52</b>	<b>\$ 1,308</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,360</b>



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

On February 1, 2012, in response to the passage of AB x1 26 & 27, all California Redevelopment Agencies, including the Petaluma Community Development Commission (PCDC) were eliminated. The Petaluma City Council elected to become the Housing Successor Agency to the PCDC and established a new Successor Agency to unwind the affairs of the former PCDC. State law allows the Petaluma Community Development Successor Agency (PCDSA) to establish a list of and pay for enforceable obligations of the former PCDC. That list, called the Recognized Obligation Payment Schedule (ROPS), is the basis for all future funds paid to the Successor Agency from property tax funds formerly allocated to PCDC.

On July 1, 2018, Petaluma's Oversight Board was dissolved and there is now 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 still working toward completing their Last and Final ROPS.

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.

### **2018-2019 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- The property on Industrial Drive was listed for sale and an offer was received on the property in the amount of \$1,000,000 and escrow was opened. The proposed sale is still going through its due diligence period.

### **2019-2020 DEPARTMENTAL GOALS and PRIORITIES**

- Complete all conditions to qualify for a "Last & Final ROPS". We cannot qualify for a "Last & Final ROPS" if we have any outstanding /unresolved litigation except as specified in HSC section 34191.6 (a)(3).

**ADOPTED BUDGET**

<b>54150 SUCCESSOR AGENCY ADMIN</b>	<b>2017 Actuals</b>	<b>2018 Actuals</b>	<b>2019 Revised</b>	<b>2020 Adopted</b>
SALARY	44,659	47,747	48,734	49,064
BENEFITS	16,908	17,880	18,343	19,218
SERVICES & SUPPLIES	451,912	188,487	170,871	168,670
<b>SUCCESSOR AGENCY ADMIN</b>	<b>513,479</b>	<b>254,114</b>	<b>237,948</b>	<b>236,952</b>

The Successor Agency receives \$250,000 annually for administrative expenses from tax increment. The administrative expense is listed on the Recognized Obligation Payment Schedule and approved by the Department of Finance.

A Successor Agency budget of \$236,952 is recommended. This represents a decrease of \$996 from 2018/19.

Salaries are recommended at \$49,064 an increase of \$330.

Benefits are recommended at \$19,218 an increase of \$875.

Services and Supplies of \$168,670 are recommended which is a mainly due to decrease of \$2,201 due to a decrease in legal fees for 2019/20.

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 2019-2020 will be \$5,175,283 which is a \$46 decrease from FY 2018-2019.

**POLICY OPTIONS**

None

PETALUMA COMMUNITY DEVELOPMENT SUCCESSOR AGENCY  
 RECOGNIZED OBLIGATION PAYMENT SCHEDULE  
 July 1, 2019 through June 30, 2020

Item #	Project Name/Debt Obligation	Total Outstanding Debt	Funding Source					Total Due During Fiscal Year 2019-2020
			Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF		
		64,191,671			243,160	5,054,390	\$ 5,297,550	
2	TAB-2003A Tax Allocation Bonds - REFINANCED	0					0	
3	TAB-2005A Tax Allocation Bonds - REFINANCED	0					0	
4	TAB-2007A Tax Allocation Bonds - REFINANCED	0					0	
5	TAB-2011 Tax Allocation Bonds - REFINANCED	0					0	
6	PM-Regulatory Agreement Compliance	0					0	
7	PM-Financial Administration	0					0	
8	PM-Constr. Project Management	0					0	
9	HSG-COTS-HUD Grand Agreement	0					0	
10	HSG-COTS-HUD Loan	0					0	
11	HSG-COTS- HCD Loan-Restrictive Cov.	0					0	
12	HSG-Mobile Home Rent Control Ord.	0					0	
13	HSG-Rental Assistance	0					0	
14	HSG-Transitional Housing	0					0	
15	HSG-Transitional Housing	0					0	
16	HSG-Rehab single family homes	0					0	
17	CIP-Old Redwood Hwy Interchange	0					0	
18	CIP-Old Redwood Hwy Interchange	0					0	
19	CIP-Rainier Ave Cross-Town Connector	0					0	
20	CIP-Rainier Ave Cross-Town Connector	0					0	
21	CIP-Rainier Ave Cross-Town Connector	0					0	
22	CIP-Petaluma River Trail	0					0	
23	CIP-Petaluma River Trail	0					0	
24	CIP-Petaluma River Trail	0					0	
25	CIP-East Washington Interchange	0					0	
26	CIP-East Washington Interchange	0					0	
27	CIP-East Washington Interchange	0					0	
29	CIP-Underground Tank Remediation	0					0	
30	CIP-Brownfields Program	0					0	
31	MISC-Office Equipment Lease	0					0	



		Funding Source						
Item #	Project Name/Debt Obligation	Total Outstanding Debt	Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	Total Due During Fiscal Year 2019-2020	
32	MISC-Legal Services	0	0	0	0	0	0	
35	MISC-Legal Services-Oversight Board	0	0	0	0	0	0	
36	MISC-DOF Due Diligence Review	0	0	0	0	0	0	
37	MISC-Petaluma Marina	0	0	0	0	0	0	
38	MISC-Econ. Dev./Site Development	0	0	0	0	0	0	
39	ADM - Administrative Payments	250,000	0	6,840	243,160	-	250,000	
40	LITIGATION - Old Redwood & Rainier	0	0	0	0	0	0	
41	LITIGATION - Old Redwood, Rainier, Co-Op Agreement	0	0	0	0	0	0	
42	Cash Flow Loan from City	0	0	0	0	0	0	
43	CIP-East Washington Interchange	0	0	0	0	0	0	
44	CIP-East Washington Interchange	0	0	0	0	0	0	
45	Bond Expenditure Agreement	0	0	0	0	0	0	
36	TAB-2015A Tax Allocation Bonds	16,352,996	0	120,893	0	1,182,052	1,302,945	
47	TAB-2015B Tax Allocation Bonds	12,007,219	0	0	0	1,381,094	1,381,094	
48	Cooperative Agreements - Exhibit A/Section 8 - Economic Dev. Programs; Exhibit B/Section 3 - Affordable Hsg programs as reinstated by Resolution #2012-03 of the OB		0			0	0	
49	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma, as to Item 1 on Exhibit A, the "Old Redwood Highway Interchange Project."							
50	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 3 on Exhibit A, the "101/East Washington Interchange Project."	0	0	0	0	0	0	
51	January 31, 2011 Coop Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 5 on Ex. A, "Rainer Avenue Cross-town Connector/Interchange Proj."	3,772,000		0	0	0	-	
52	January 31, 2011 Coop Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 1 on Ex. C, "Staffing and Administrative Expenses"	0	0	0	0	0	0	
53	TAB - 2017 Tax Allocation Bonds	31,809,456	0	0	0	2,491,244	2,491,244	

**FISCAL YEAR 2020  
 ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD  
 CHARGES**

<b>Department/Division</b>	<b>Information Technology FY 2020</b>	<b>General Service FY 2020</b>	<b>Risk FY 2020</b>	<b>Administrative Charges FY 2020</b>	<b>Total Allocation FY 2020</b>
General		1,409			1,409
City Council		282	6,093		6,375
City Attorney	39,941	9,030	5,918		54,889
City Clerk	23,294	2,045	2,495		27,834
City Manager	19,059	1,616	6,719		27,394
Economic Development	24,925	1,193	2,703		28,821
Finance	109,266	8,668	21,086		139,020
Human Resources	20,139	1,438	4,801		26,378
Planning	23,711	1,701	2,715		28,127
Fire	109,000	13,233	111,883		234,116
Recreation	32,824	19,638	60,158		112,620
Police	373,224	39,505	198,463		611,192
Public Works	119,307	5,184	141,604	-	266,095
<b>General Fund</b>	<b>894,690</b>	<b>104,942</b>	<b>564,638</b>	<b>-</b>	<b>1,564,270</b>
Housing In-Lieu	7,698	33	614	6,876	15,221
Impact fees			1,770	3,301	5,071
CDBG	1,410	28	1,149	5,898	8,485
General Government Donations		31	82	972	1,085
Special Revenue		29	1,315	529	1,873
Street Maintenance	11,745	1,777	43,211	121,740	178,473
Landscape Assessment Districts	1,097	684	1,649	21,686	25,116
TOT			1,634	280,168	281,802
Governmental CIP	-	363	34,546	163,798	198,707
<b>Special Revenue Funds</b>	<b>21,950</b>	<b>2,945</b>	<b>85,970</b>	<b>604,968</b>	<b>715,833</b>
Airport Operation	15,613	1,414	18,016	88,690	123,733
Airport CIP				901	901
Building Services	72,117	2,962	11,749	145,643	232,471
Marina	6,591	1,080	16,310	37,871	61,852
Marina CIP				-	-
Transit Operations	63,482	4,403	20,336	83,853	172,074
Transit CIP				5,260	5,260
Wastewater Administration	331,902	49,432	67,586	769,921	1,218,841
Wastewater CIP		212	2,806	41,419	44,437
Water Administration	413,361	51,189	75,406	672,277	1,212,233
Water CIP		162	2,115	35,390	37,667
Storm Utility	-	1,124	4,838	9,721	15,683
<b>Enterprise Funds</b>	<b>903,066</b>	<b>111,978</b>	<b>219,162</b>	<b>1,890,946</b>	<b>3,125,152</b>

**FISCAL YEAR 2020  
 ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD  
 CHARGES**

<b>Department/Division</b>	<b>Information Technology FY 2020</b>	<b>General Service FY 2020</b>	<b>Risk FY 2020</b>	<b>Administrative Charges FY 2020</b>	<b>Total Allocation FY 2020</b>
Information Technology		4,614	11,034	-	15,648
Employee Benefits		147	2,841	-	2,988
Workers Compensation	1,650	-	6,040	140,552	148,242
General Services	5,008	-	746	-	5,754
Risk Management	18,011	2,069	-	-	20,080
<b>Internal Service Funds</b>	<b><u>24,669</u></b>	<b><u>6,830</u></b>	<b><u>20,661</u></b>	<b><u>140,552</u></b>	<b><u>192,712</u></b>
Successor Agency Housing		155	1,936	94,967	97,058
Successor Agency	-	302	2,476	126,192	128,970
<b>Successor Agency Funds</b>	<b><u>-</u></b>	<b><u>457</u></b>	<b><u>4,412</u></b>	<b><u>221,159</u></b>	<b><u>226,028</u></b>
<b>TOTAL ALLOCATIONS</b>	<b><u>\$ 1,844,375</u></b>	<b><u>\$ 227,152</u></b>	<b><u>\$ 894,843</u></b>	<b><u>\$ 2,857,625</u></b>	<b><u>\$ 5,823,995</u></b>

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
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	50,000	employee benefits
General Fund	Parks CIP	34,000	C00400205
General Fund	PW CIP	71,454	C16501412(LED Streetlight)
		<u>747,507</u>	
Commercial Linkage Fees	Housing Successor Ag	48,000	sar051150
Housing In-Lieu	Housing Successor Ag	90,000	sar051150
Parkland Impact Fees	Parks CIP	1,805,000	c14501607
Parkland Impact Fees	Parks CIP	2,000	C14502012
		<u>1,807,000</u>	
City Facilities Impact Fee	Facilities CIP	50,000	C11501911
City Facilities Impact Fee	Vehicle & Equip Replacement	187,500	Ambulance purchase
City Facilities Impact Fee	Vehicle & Equip Replacement	205,000	Parking Enforcement Vehicle Replacemer
City Facilities Impact Fee	Vehicle & Equip Replacement	48,000	Administration Vehicles
City Facilities Impact Fee	Vehicle & Equip Replacement	48,000	Detective Vehicles
City Facilities Impact Fee	Vehicle & Equip Replacement	95,000	Public Works Dump Truck
City Facilities Impact Fee	Vehicle & Equip Replacement	46,000	Public Works Utility Truck
City Facilities Impact Fee	Vehicle & Equip Replacement	340,000	Parks Vehicles and Equipment
City Facilities Impact Fee	Information Technology	66,000	Network Storage
		<u>1,085,500</u>	
Storm Drainage Impact Fees	Public Works CIP	20,000	c16501931
		<u>20,000</u>	
Traffic Mitigation Impact Fees	Public Works CIP	3,334,000	C00501204
CDBG	Housing Successor Ag	25,600	sar051150
Public Works Grants	Public Works CIP	124,000	C14502009
Public Works Grants	Public Works CIP	625,000	C16101936
Public Works Grants	Public Works CIP	20,000	e16501828
Public Works Grants	Public Works CIP	26,000	C16101201
Public Works Grants	Public Works CIP	192,000	C16101601
Public Works Grants	Facilities CIP	66,000	C11502015
		<u>1,053,000</u>	
Donations/Developer Contributions	Parks CIP	500,000	C14501607
Donations/Developer Contributions	Public Works CIP	50,000	C16101519
		<u>550,000</u>	
Asset Seizure	General Fund	30,000	general support
Asset Seizure	Police Grants	52,175	NC3TF
		<u>82,175</u>	
SLESF	General Fund	100,000	CAD/RMS system
Gas Tax	Street Maintenance	2,603,195	97% of HUT revenue

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
Street Maintenance	Public Works CIP	313,000	C03200503
Street Maintenance	Public Works CIP	25,000	C16101601
Street Maintenance	Public Works CIP	103,000	C16101823
Street Maintenance	Public Works CIP	811,000	C16102037
Street Maintenance	Public Works CIP	1,537,000	C16102037
Street Maintenance	Public Works CIP	354,000	C16401925
Street Maintenance	Public Works CIP	265,000	C16102032
Street Maintenance	Public Works CIP	200,000	C16501933
Street Maintenance	Public Works CIP	100,000	C16102038
Street Maintenance	Public Works CIP	4,000	C16101201
Street Maintenance	Public Works CIP	74,370	C16501412(LED Streetlight)
		3,786,370	
Transient Occupancy Tax	General Fund	2,387,000	general support
Transient Occupancy Tax	Public Works CIP	250,000	C16501602
Transient Occupancy Tax	Facilities CIP	186,000	C11202014
Transient Occupancy Tax	Vehicle Replacement	395,276	Interfund loan debt payment
Transient Occupancy Tax	Vehicle Replacement	204,724	general support
Transient Occupancy Tax	Marina	50,000	Dredging Plan
		3,473,000	
Prince Park	General Fund	56,500	general support
Measure M Parks Sales Tax	Parks CIP	56,000	C00400205
Measure M Parks Sales Tax	Parks CIP	30,000	C14502008
Measure M Parks Sales Tax	Parks CIP	75,000	C14502009
Measure M Parks Sales Tax	Parks CIP	44,000	C14502011
		205,000	
Mobile Home Rent Program	Housing Successor Ag	16,000	sar051150
Airport Operating	Airport CIP	102,000	c61501604
Airport Operating	Airport CIP	144,000	C61202014
		246,000	
Airport State AIP Grant	Airport CIP	546,000	C61501604
Waste Water Capital	Streets	337,000	pavement mgmt program
Waste Water Capital	WW CIP	341,000	C66501003
Waste Water Capital	WW CIP	222,000	C66101627
Waste Water Capital	WW CIP	802,000	C66501840
Waste Water Capital	WW CIP	475,000	C66501518
Waste Water Capital	WW CIP	250,000	C66501308
Waste Water Capital	WW CIP	651,000	C66401728
Waste Water Capital	WW CIP	1,685,000	C66501519
Waste Water Capital	WW CIP	283,000	C66502042
Waste Water Capital	WW CIP	3,305,000	C66401941
Waste Water Capital	WW CIP	280,000	C66502032
Waste Water Capital	WW CIP	151,000	C66501838
Waste Water Capital	WW CIP	4,200,000	C66401416
Waste Water Capital	WW CIP	388,000	C66401302
Waste Water Capital	WW CIP	1,150,000	C66501936
Waste Water Capital	WW CIP	1,750,000	C66501834
		16,270,000	

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
Water Capital	Streets	466,000	pavement mgmt program
Water Capital	Water CIP	52,000	C67502020
Water Capital	Water CIP	1,178,000	C67401918
Water Capital	Water CIP	757,000	C67401917
Water Capital	Water CIP	2,434,000	C67502019
Water Capital	PW CIP	133,000	e16082012
		5,020,000	
Storm Water	Marina	50,000	Dredging Plan
	<b>GRAND TOTAL</b>	<b>\$ 41,214,847</b>	

## TRANSFERS IN

TO	FROM	AMOUNT	PURPOSE
General Fund	Asset Seizure	30,000	general support
	SLESF	100,000	CAD/RMS system
	Transient Occupancy Tax	2,387,000	general support
	Prince Park	56,500	general support
		<u>2,573,500</u>	
Police Grants	Asset Seizure	52,175	NC3TF
Streets	Gas Tax	2,603,195	97% of HUT revenue
	Water Capital	466,000	pavement mgmt program
	Waste Water Capital	337,000	pavement mgmt program
		<u>3,406,195</u>	
Facilities CIP	City Facilities Impact Fee	50,000	C11501911
	Public Works Grants	66,000	C11502015
	Transient Occupancy Tax	186,000	C11202014
		<u>302,000</u>	
Parks CIP	General Fund	34,000	C00400205
	Parkland Impact Fees	1,805,000	C14501607
	Parkland Impact Fees	2,000	C14502012
	Public Works Grants	124,000	C14502009
	Donations/Developer Contributions	500,000	C14501607
	Measure M Parks Sales Tax	56,000	C00400205
	Measure M Parks Sales Tax	30,000	C14502008
	Measure M Parks Sales Tax	75,000	C14502009
		<u>44,000</u>	C14502011
		2,670,000	
Public Works CIP	General Fund	71,454	C16501412(LED Streetlight)
	Storm Drainage Impact Fees	20,000	C16501931
	Traffic Mitigation Impact Fees	3,334,000	C00501204
	Donations/Developer Contributions	50,000	C16101519
	Street Maintenance	313,000	C03200503
	Street Maintenance	25,000	C16101601
	Street Maintenance	103,000	C16101823
	Street Maintenance	816,000	C16102037
	Street Maintenance	1,532,000	C16102037
	Street Maintenance	354,000	C16401925
	Street Maintenance	265,000	C16102032
	Street Maintenance	200,000	c16501933
	Street Maintenance	100,000	C16102038
	Street Maintenance	4,000	C16101201
	Street Maintenance	74,370	C16501412(LED Streetlight)
	Transient Occupancy Tax	250,000	C16501602
Water Capital	133,000	e16082012	
		<u>7,644,824</u>	
Public Works CIP	Public Works Grants	625,000	C16101936
	Public Works Grants	20,000	e16501828
	Public Works Grants	26,000	C16101201
	Public Works Grants	192,000	C16101601
		<u>863,000</u>	
Housing Successor Ag	Commercial Linkage Fees	48,000	SAR051150
	Housing In-Lieu	90,000	SAR051150
	CDBG	25,600	SAR051150
	Mobile Home Rent Program	16,000	SAR051150
		<u>179,600</u>	

## TRANSFERS IN

TO	FROM	AMOUNT	PURPOSE
Airport CIP	Airport Operating	102,000	C61501604
	Airport Operating	144,000	C61202014
		246,000	
Airport CIP	Airport State AIP Grant	546,000	C61501604
Marina	Transient Occupancy Tax	50,000	Dredging Plan
	Storm Water	50,000	Dredging Plan
		100,000	
Waste Water	General Fund	93,580	Waste Water Settlement
WW CIP	Waste Water Capital	341,000	C66501003
	Waste Water Capital	222,000	C66101627
	Waste Water Capital	802,000	C66501840
	Waste Water Capital	475,000	C66501518
	Waste Water Capital	250,000	C66501308
	Waste Water Capital	651,000	C66401728
	Waste Water Capital	1,685,000	C66501519
	Waste Water Capital	283,000	C66502042
	Waste Water Capital	3,305,000	C66401941
	Waste Water Capital	280,000	C66502032
	Waste Water Capital	151,000	C66501838
	Waste Water Capital	4,200,000	C66401416
	Waste Water Capital	388,000	C66401302
	Waste Water Capital	1,150,000	C66501936
	Waste Water Capital	1,750,000	C66501834
		15,933,000	
Water CIP	Water Capital	52,000	C67502020
	Water Capital	1,178,000	C67401918
	Water Capital	757,000	C67401917
	Water Capital	2,434,000	C67502019
	4,421,000		
Storm Utility	General Fund	37,383	loan repayment
	General Fund	450,000	operating costs
	General Fund	11,090	legal costs Waste Water settlement
	498,473		
Employee Benefits	General Fund	50,000	employee benefits
Information Technology	City Facilities Impact Fee	66,000	Network Storage
Vehicle Replacment	City Facilities Impact Fee	187,500	Ambulance purchase
	City Facilities Impact Fee	205,000	Parking Enforcement Vehicle Replacement(2
	City Facilities Impact Fee	48,000	Administration Vehicles
	City Facilities Impact Fee	48,000	Detective Vehicles
	City Facilities Impact Fee	95,000	Public Works Dump Truck
	City Facilities Impact Fee	46,000	Public Works Utility Truck
	City Facilities Impact Fee	340,000	Parks Vehicles and Equipment
	Transient Occupancy Tax	395,276	Interfund loan debt payment
	Transient Occupancy Tax	204,724	general support
	1,569,500		
<b>GRAND TOTAL \$</b>		<b>41,214,847</b>	



**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
FY 2019-20 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation-----			
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds	
<b><u>CITY CLERK</u></b>										
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Deputy City Clerk	1.00	0.00	1.00	1.00	1.00	1.00	1.00			
Secretary Confidential	1.00	1.00	1.00	0.00	1.00	0.00				
<b>Total City Clerk</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>CITY ATTORNEY</u></b>										
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00			
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
<b>Total City Attorney</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>CITY MANAGER</u></b>										
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00				
<b>Total City Manager</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>ECONOMIC DEV./REDEVELOPMENT</u></b>										
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
<b>Total Econ. Dev./Redev.</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>HUMAN RESOURCES</u></b>										
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Human Resources Asst. II Conf	1.00	0.60	1.00	1.00	1.00	1.00	1.00			
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
<b>Total Human Resources</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>RECREATION</u></b>										
Museum Coordinator	0.50	<b>0.50</b>	0.50	<b>0.50</b>	0.50	<b>0.50</b>	0.50			
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00			
Recreation Specialist	0.65	<b>0.65</b>	0.65	<b>0.65</b>	0.65	<b>0.65</b>	0.65			
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Tiny Tots Program Coordinator	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60			
Tiny Tots Teacher	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60	<b>0.60</b>	0.60			
Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00			
<b>Total Recreation</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>8.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>INFORMATION TECHNOLOGY</u></b>										
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00				4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00				1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00				1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00				1.00
<b>Total Information Technology</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2019-20 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>FINANCE DEPARTMENT</b>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	0.00	1.00	0.00			
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Accounting Manager	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Finance</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>19.00</b>	<b>17.00</b>	<b>15.00</b>	<b>0.00</b>	<b>2.00</b>
<b>FIRE</b>									
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant Fire Chief	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 Engineer	3.00	3.00	0.00	0.00	0.00	0.00			
Fire Engineer/Fire Eng Paramedic	6.00	6.00	9.00	9.00	9.00	9.00	9.00		
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	27.00	27.00	27.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Fire</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>64.00</b>	<b>64.00</b>	<b>64.00</b>	<b>0.00</b>	<b>0.00</b>

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
FY 2019-20 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>POLICE</u></b>									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Offi	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	3.00	5.00	1.00	5.00	1.00	1.00		
Evidence Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Property Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	50.00	60.00	49.00	60.00	49.00	48.00		1.00
Police Officer for SRO (exp 6/2020)				2.00		2.00	2.00		
School Resource Officer (exp 6/2020)				2.00		2.00			2.00
Police Records Assistant I/II	5.50	4.50	5.50	5.00	5.50	5.00	5.00		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	10.60	12.00	10.60	12.00	10.60	10.60		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Community Engagement Liaison	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Police</b>	<b>109.00</b>	<b>91.60</b>	<b>110.00</b>	<b>94.10</b>	<b>110.00</b>	<b>94.10</b>	<b>89.65</b>	<b>0.45</b>	<b>4.00</b>
<b><u>HOUSING</u></b>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Housing Division</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>
<b><u>BUILDING SERVICES</u></b>									
Building Inspector I/II	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
<b>Total Building Services</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.00</b>
<b><u>RISK MANAGEMENT</u></b>									
Risk and Safety Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Risk Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
HR Assistant I/II Conf	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Risk Management</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2019-20 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>PUBLIC WORKS &amp; UTILITIES</u></b>									
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport & Marina Manager	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Airport Manager	1.00	1.00	0.00	0.00	0.00	0.00			
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Assistant, PW & Utilities Director	0.00	0.00	1.00	1.00	1.00	1.00	0.08	0.20	0.72
Deputy Director DP&U	1.00	1.00	0.00	0.00	0.00	0.00			
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	2.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspect	1.00	1.00	2.00	2.00	2.00	2.00		2.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	3.00	3.00	3.00	3.00	3.00	3.00		3.00	
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Worl	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	1.00	1.00	1.00	1.00	0.90	0.10	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Management Analyst II	1.00	1.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Mechanical and Electrical Maint Su	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Mechanical Technician	2.00	2.00	3.00	3.00	3.00	3.00		3.00	
Office Assistant II	3.00	0.00	3.00	0.00	3.00	0.00		0.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.80	0.20
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	1.00	3.00	1.00	3.00	1.00	1.00		
Parks Maintenance Worker I/II	10.00	6.00	10.00	7.00	10.00	7.00	6.00		1.00
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	3.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.30	2.40
Senior Engineering Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2019-20 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 17-18		FY 18-19		FY 19-20		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
Senior Mechanical Facilities Techn	0.00	0.00	1.00	1.00	1.00	1.00	0.95	0.05	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	8.00	7.00	8.00	7.00	8.00	7.00			7.00
Street Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Transit Specialist	0.50	0.50	0.50	0.50	0.50	0.50		0.50	
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	11.00	11.00	11.00	11.00	11.00		11.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator II/III	5.00	5.00	7.00	7.00	7.00	7.00		7.00	
Water Recycling Operator Supervis	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	0.00	1.00	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
<b>Total Public Works &amp; Utilities</b>	<b>123.50</b>	<b>104.50</b>	<b>127.50</b>	<b>109.50</b>	<b>127.50</b>	<b>109.50</b>	<b>16.45</b>	<b>67.43</b>	<b>25.62</b>
<b>Total Position Summary</b>	<b>354.85</b>	<b>311.05</b>	<b>359.85</b>	<b>318.95</b>	<b>365.85</b>	<b>324.95</b>	<b>208.45</b>	<b>74.88</b>	<b>41.62</b>