

# City of Petaluma California



## **FISCAL YEAR 2016 - 2017**

### **Adopted Operating Budget and Capital Improvement Program**

# CITY OF PETALUMA PRINCIPAL OFFICIALS

## **Appointed Staff**

City Manager – John Brown

City Clerk – Claire Cooper

City Attorney – Eric Danly

## **Department Heads**

Assistant City Manager / Recreation Parks Director – Scott Brodhun

Director of Human Resources – Dianne Dinsmore

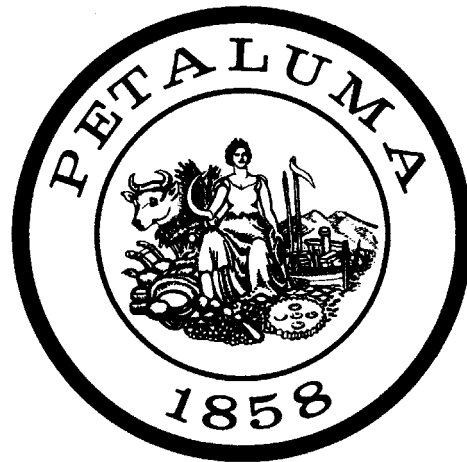
Finance Director – William Mushallo

Director of Public Works & Utilities – Dan St. John

Fire Chief – Leonard Thompson

Police Chief – Patrick Williams

CITY OF PETALUMA  
CALIFORNIA



FISCAL YEAR 2016-2017  
Adopted Operating Budget and  
Capital Improvement Program

David Glass  
*Mayor*

Chris Albertson  
*Council Member*

Mike Healy  
*Council Member*

Dave King  
*Vice Mayor*

Teresa Barrett  
*Council Member*

Gabe Kearney  
*Council Member*

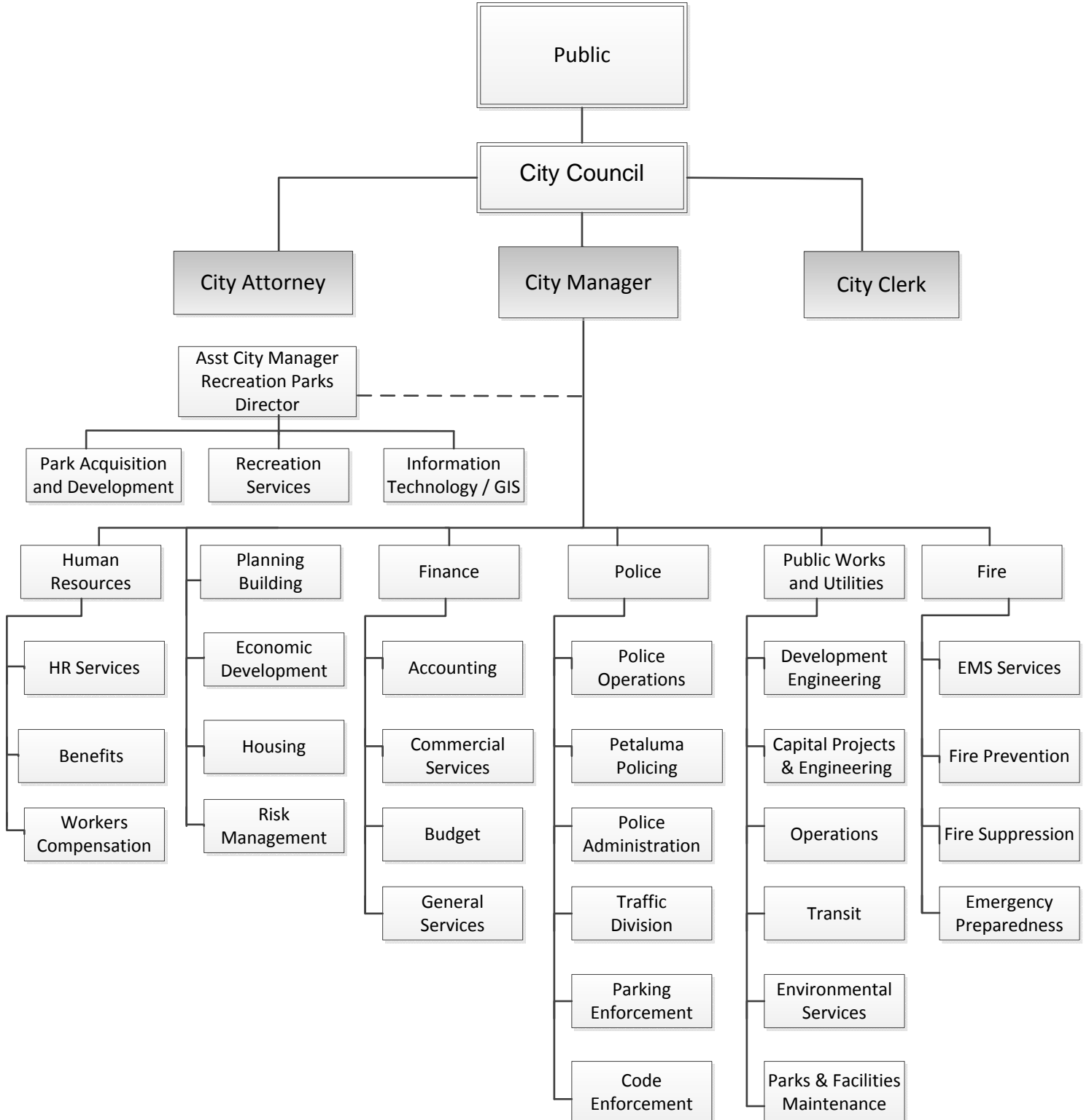
Kathy Miller  
*Council Member*

# Organization Chart

## Offices, Departments & Divisions

### City of Petaluma, California

Fiscal Year 16/17



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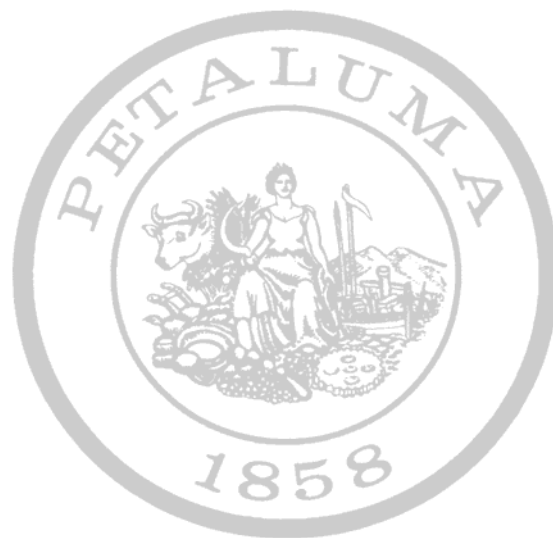
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Resolution No. 2016-066 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2016-2017  
GENERAL FUND BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2016 through June 30, 2017, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2016-2017 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 2016-2017 Preliminary Budget is hereby adopted as the FY 2016-2017 General Fund Adopted Budget.
2. The FY 2016-2017 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 16<sup>th</sup> day of May, 2016, by the following vote:

Approved as to  
form

City Attorney

**AYES:**

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

**NOES:**

None

**ABSENT:**

None

**ABSTAIN:**

None

**ATTEST:**

  
City Clerk

  
Mayor

Resolution No. 2016-067 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2016-2017  
ENTERPRISE FUNDS BUDGET**

**WHEREAS**, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2016 through June 30, 2017, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2016-2017 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 2016-2017 Preliminary Budget is hereby adopted as the FY 2016-2017 Adopted Budget for the following funds:

Airport  
Community Development  
Marina  
Transit  
Storm Water Utility  
Waste Water  
Waste Water Stabilization  
Water

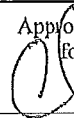
2. The FY 2016-2017 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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 16<sup>th</sup> day of May, 2016, by the following vote:

Approved as to  
form:

  
City Attorney

**AYES:**

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

**NOES:**

None

**ABSENT:**

None

**ABSTAIN:**

None

**ATTEST:**

  
City Clerk

  
Mayor



Resolution No. 2016-068 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2016-2017  
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, 2016 through June 30, 2017, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2016-2017 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 2016-2017 Preliminary Budget is hereby adopted as the FY 2016-2017 Adopted Budget for the following funds:

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

2. The FY 2016-2017 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

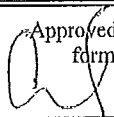
Under the power and authority conferred upon this Council by the Charter of said City.

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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 16<sup>th</sup> day of May, 2016, by the following vote:

Approved as to  
form:

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

**AYES:**

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

**NOES:**

None

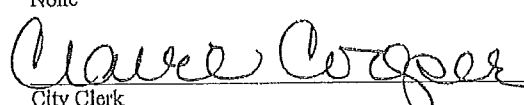
**ABSENT:**


None

**ABSTAIN:**

None

**ATTEST:**

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

  
\_\_\_\_\_  
Mayor

Resolution No. 2016-069 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2016-2017  
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, 2016 through June 30, 2017, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2016-2017 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 2016-2017 Preliminary Budget is hereby adopted as the FY 2016-2017 Adopted Budget for the following funds:

Capital Projects  
Debt Fund

2. The FY 2016-2017 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

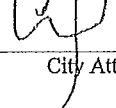
Under the power and authority conferred upon this Council by the Charter of said City.

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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 16<sup>th</sup> day of May, 2016, by the following vote:

Approved as to  
form:

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

**AYES:**

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

**NOES:**

None

**ABSENT:**

None

**ABSTAIN:**

None

**ATTEST:**

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

  
\_\_\_\_\_  
Mayor

Resolution No. 2016-072 N.C.S.  
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2016-2017  
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, 2016 through June 30, 2017, as required by Section 59 of the City Charter; and

**WHEREAS**, the preliminary budget for fiscal year 2016-2017 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 2016-2017 Preliminary Budget is hereby adopted as the FY 2016-2017 Adopted Budget for the following funds:

Special Revenues  
Trust Funds

2. The FY 2016-2017 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

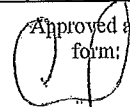
Under the power and authority conferred upon this Council by the Charter of said City.

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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 16<sup>th</sup> day of May, 2016, by the following vote:

Approved as to  
form:

  
City Attorney

**AYES:**

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

**NOES:**

Healy

**ABSENT:**


None

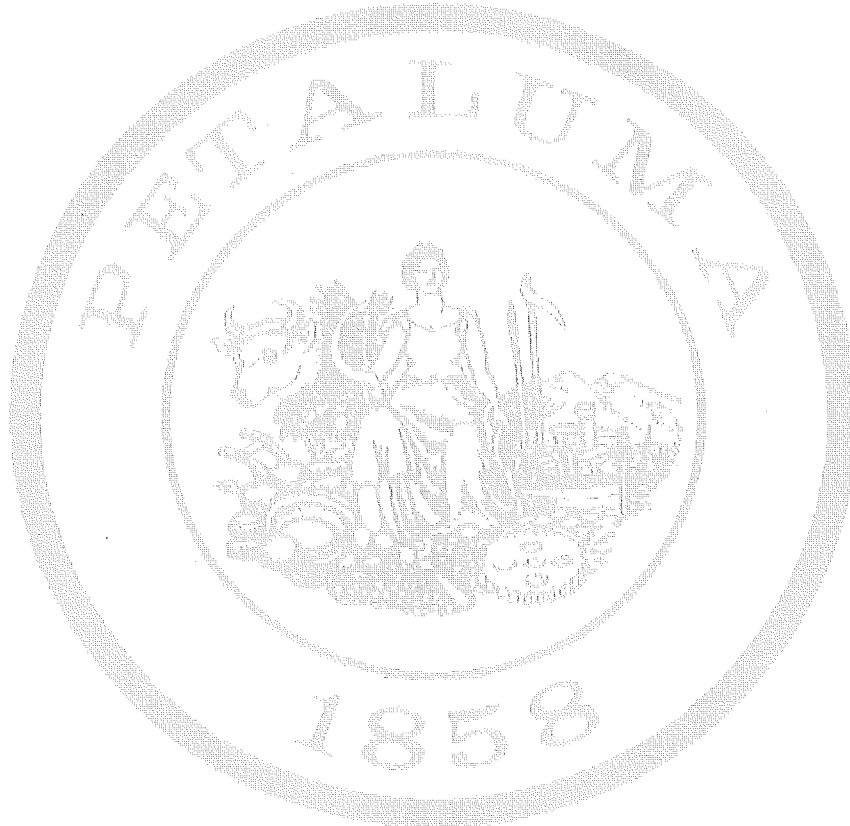
**ABSTAIN:**

None

**ATTEST:**

  
City Clerk

  
Mayor



<p><b>EFFECTIVE DATE OF ORDINANCE</b></p> <p>July 7, 2016</p>
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**ORDINANCE NO. 2574 N.C.S.**

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Introduced by  
  
David Glass

Seconded by  
  
Teresa Barrett

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA GENERAL FUND FROM  
JULY 1, 2016 THROUGH JUNE 30, 2017**

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, 2016 through June 30, 2017, 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, 2017.

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 16<sup>th</sup> day of May, 2016.

**ADOPTED** this 6<sup>th</sup> day of June, 2016 by the following vote:

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

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

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Eric W. Danly, City Attorney

**EFFECTIVE DATE  
OF ORDINANCE**

July 7, 2016

**ORDINANCE NO. 2575 N.C.S.**

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Introduced by  
  
David Glass

Seconded by  
  
Teresa Barrett

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA ENTERPRISE FUNDS FROM  
JULY 1, 2016 THROUGH JUNE 30, 2017**

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, 2016 through June 30, 2017, 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, 2017.

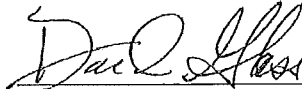
Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

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 16<sup>th</sup> day of May, 2016.

**ADOPTED** this 6<sup>th</sup> day of June, 2016 by the following vote:

1 Ayes: Albertson, Barrett, Mayor Glass, Healy, Kearney, Vice Mayor King, Miller  
2 Noes: None  
3 Abstain: None  
4 Absent: None  
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David Glass, Mayor

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ATTEST:

APPROVED AS TO FORM:

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

  
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Eric W. Danly, City Attorney



<b>EFFECTIVE DATE OF ORDINANCE</b>
July 7, 2016

ORDINANCE NO. 2576 N.C.S.

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Introduced by  
  
David Glass

Seconded by  
  
Kathy Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA INTERNAL SERVICE FUNDS FROM  
JULY 1, 2016 THROUGH JUNE 30, 2017**

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, 2016 through June 30, 2017, 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, 2017.

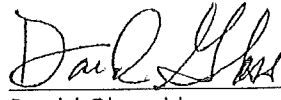
Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

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 16<sup>th</sup> day of May, 2016.

**ADOPTED** this 6<sup>th</sup> day of June, 2016 by the following vote:

1 Ayes: Albertson, Barrett, Mayor Glass, Healy, Kearney, Vice Mayor King, Miller  
2 Noes: None  
3 Abstain: None  
4 Absent: None  
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David Glass, Mayor

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ATTEST:



Claire Cooper, City Clerk

APPROVED AS TO FORM:



Eric W. Danly, City Attorney

**EFFECTIVE DATE  
OF ORDINANCE**  
  
July 7, 2016

**ORDINANCE NO. 2577 N.C.S.**

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Introduced by  
  
David Glass

Seconded by  
  
Teresa Barrett

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA SPECIAL REVENUES AND TRUST FUNDS FROM  
JULY 1, 2016 THROUGH JUNE 30, 2017**

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, 2016 through June 30, 2017, 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, 2017.

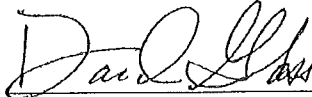
Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

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 16<sup>th</sup> day of May, 2016.


**ADOPTED** this 6<sup>th</sup> day of June, 2016 by the following vote:

1 Ayes: Albertson, Barrett, Mayor Glass, Kearney, Vice Mayor King, Miller  
2 Noes: Healy  
3 Abstain: None  
4 Absent: None  
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David Glass, Mayor

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ATTEST:  
  
\_\_\_\_\_  
Claire Cooper, City Clerk

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Eric W. Danly, City Attorney

**EFFECTIVE DATE  
OF ORDINANCE**

July 7, 2016

**ORDINANCE NO. 2578 N.C.S.**

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Introduced by

Seconded by

David Glass

Kathy Miller

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE  
CITY OF PETALUMA CAPITAL PROJECTS AND DEBT FUND FROM  
JULY 1, 2016 THROUGH JUNE 30, 2017**

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, 2016 through June 30, 2017, 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, 2017.

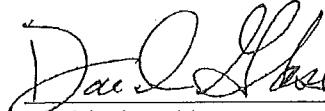
Section 4. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

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 16<sup>th</sup> day of May, 2016.

**ADOPTED** this 6<sup>th</sup> day of June, 2016 by the following vote:

1 Ayes: Albertson, Barrett, Mayor Glass, Healy, Kearney, Vice Mayor King, Miller  
2 Noes: None  
3 Abstain: None  
4 Absent: None  
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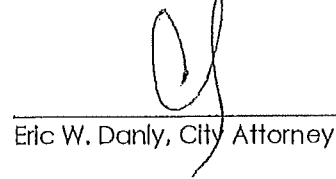
  
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David Glass, Mayor

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ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Eric W. Danly, City Attorney

CITY OF PETALUMA, CA			
PRELIMINARY FY 2016-17 BUDGET			
APPROPRIATIONS BY DEPARTMENT AND FUND			
	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
<b>GENERAL FUND</b>			
General Fund Cost Center	1,088	1,242,053	1,243,141
City Council	112,151	-	112,151
City Attorney	1,002,277	-	1,002,277
City Clerk	307,249	-	307,249
City Manager	817,746	-	817,746
Economic Development	354,150	-	354,150
Finance	1,989,590	-	1,989,590
Human Resources	525,723	-	525,723
Non Departmental	1,554,200	-	1,554,200
Planning	554,649	-	554,649
Fire	12,899,388	-	12,899,388
Recreation	1,758,211	-	1,758,211
Police	16,800,307	-	16,800,307
Public Works	3,819,060	-	3,819,060
<b>TOTAL GENERAL FUND</b>	<b>42,495,789</b>	<b>1,242,053</b>	<b>43,737,842</b>
<b>SPECIAL REVENUE FUNDS</b>			
Community Development Block Grant	311,285	32,781	344,066
Housing Successor Agency	430,966	-	430,966
Mobile Home Rent Program	3,000	10,000	13,000
Commercial Linkage Fees	43,406	25,000	68,406
Community Facilities Impact Fees		25,000	25,000
Housing In-Lieu Fees	261,327	50,000	311,327
Parkland Acquisition Impact Fees-08	5,595	-	5,595
Parkland Development Impact Fees-08	20,272	464,000	484,272
Open Space Acquisition Impact Fees - 08	1,471	-	1,471
Quimby Act Dedication and In-Lieu-08	714	-	714
City Facilities Development Impact Fee	20,992	-	20,992
Storm Drainage Impact Fees		339,000	339,000
Traffic Mitigation Impact Fees		261,000	261,000
Traffic Mitigation Impact Fees-08	52,003	-	52,003
Public Art Fees	102,116	-	102,116
3% Admin Impact Fees	22,876	-	22,876
Parks and Rec Grants	-	211,000	211,000
Police Grants	563,431	-	563,431
Public Works Grants	-	4,097,000	4,097,000
Gas Tax	15,187	1,185,832	1,201,019
Landscape Assessment Districts	368,640	-	368,640
Abandoned Vehicle Abatement	91,377	-	91,377
Asset Seizures	101,857	73,740	175,597

CITY OF PETALUMA, CA			
PRELIMINARY FY 2016-17 BUDGET			
APPROPRIATIONS BY DEPARTMENT AND FUND			
	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
Street Maintenance Gas Tax	3,053,578	676,000	3,729,578
Transient Occupancy Tax	570,117	2,697,012	3,267,129
Haz Mat Fines	10,070	-	10,070
SLESF	-	100,000	100,000
Donatlons	22,796	450,000	472,796
Prince Park Trust	-	56,500	56,500
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>6,073,076</b>	<b>10,753,865</b>	<b>16,826,941</b>
<b>ENTERPRISE FUNDS</b>			
Airport Operations	1,643,210	256,000	1,899,210
Community Development	1,380,793	-	1,380,793
Marina	304,706	-	304,706
Public Transportation	3,753,733	255,000	4,008,733
Waste Water Utility	20,735,948	23,079,000	43,814,948
Waste Water Rate Stabilization	-	-	-
Water Utility	14,336,052	6,881,000	21,217,052
Storm Utility	498,314	-	498,314
<b>TOTAL ENTERPRISE FUNDS</b>	<b>42,652,756</b>	<b>30,471,000</b>	<b>73,123,756</b>
<b>INTERNAL SERVICE FUNDS</b>			
Employee Benefits	1,301,751	-	1,301,751
General Services	211,279	-	211,279
Information Technology	1,738,478	-	1,738,478
Risk Management (Liability)	1,352,178	177,000	1,529,178
Vehicle and Equipment Replacement	400,000	-	400,000
Workers' Compensation	1,503,850	-	1,503,850
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>6,507,536</b>	<b>177,000</b>	<b>6,684,536</b>
<b>CAPITAL PROJECT FUNDS</b>			
General Gov CIP	1,182,000	-	1,182,000
Parks and Recreation CIP	725,000	-	725,000
Public Works/Surface Water CIP	5,290,000	-	5,290,000
Airport CIP	256,000	-	256,000
Transit CIP	423,000	-	423,000
Waste Water/Recycled Water CIP	23,886,000	-	23,886,000
Water CIP	6,469,000	-	6,469,000
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>38,231,000</b>	<b>-</b>	<b>38,231,000</b>
Successor Agency Debt	5,469,040	-	5,469,040
Successor Agency Admin	540,565	-	540,565
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>6,009,605</b>	<b>-</b>	<b>6,009,605</b>
<b>GRAND TOTAL</b>	<b>\$ 141,969,762</b>	<b>\$ 42,643,918</b>	<b>\$ 184,613,680</b>



## CITY MANAGER'S BUDGET MESSAGE

Fiscal Year 2016-17  
City of Petaluma, California

Honorable Mayor and Members of the City Council:

Presented for your consideration and approval is the recommended budget for Fiscal Year 2016-17. The budget is presented by the deadline imposed by City Charter, and represents your staff's best effort to balance demands for existing services and unmet needs with finite resources. The recommended budget also includes funding for a limited number of new positions; implements salary adjustments approved by the City Council in 2015-16; provides for modest increases in some services and supplies budgets; and supports a number of facility improvement projects and safety vehicle replacements. This represents improvement over past budgets, particularly given that much of it is paid for outside of the General Fund or with dedicated revenue.

A few years ago, Petaluma struggled to stay solvent. The City Council will recall General Fund spending was reduced by a third, from a high of \$48 million to a low of just under \$32 million, in three short years. Vacancies were frozen, employees were laid off, early retirements were encouraged and granted, furloughs were taken, and pay raises were foregone. Discretionary spending was eliminated, programs were cut and/or privatized, maintenance was deferred, and capital projects were shelved. One in five positions was vacated or eliminated. As disruptive to City services as all this was, it was necessary to remain solvent. Much of the guidance used by departments to prepare this budget has not changed appreciably from years in which the recession raged, and departments continue to adhere to that guidance. Little new has been sought, less still has been added. Nevertheless, based on updated financial forecasting, and without significant improvement in the City's revenue picture, a similar struggle could await us during the next two years.

So why wouldn't this year's budget recommendations hold the line, cut costs, and protect fund balances? Why recommend funding for new positions, vehicle purchases, or facility improvements?

Again, a lot of what has been recommended is financed from funds other than the General Fund, and in some cases, with new revenues. This applies to facility improvement projects budgeted this year, and to new positions. Of the \$1,193,000 budgeted for facilities improvements, only \$100,000 derives from the General Fund. No new positions recommended for 2016-17 are funded from existing General Fund revenues. Sixty percent of what is recommended for vehicle replacement is provided by the General fund (\$300,000). The remainder is recommended from the Transient Occupancy Tax fund.

Not all spending recommendations are discretionary. Personnel cost increases across all operating funds reflect salary adjustments granted in 2015-16, but also include costs that must be paid to the California Public Employees Retirement System for its rate increases. These rates are mandatory for members – once an agency has joined, membership is ongoing. Petaluma has done what a local agency can unilaterally do to reduce its PERS costs. The City has never paid the “employee’s” share of rates, unlike many cities that have now implemented this change. Petaluma employees have always paid their share of costs. In 2012, the City negotiated with its represented employees second, lesser tiers of benefits for new employees hired before December 31, 2012. This tier also applies to individuals coming to Petaluma from other PERS-member organizations. Shortly thereafter, the State of California implemented a third, lesser tier of benefits for those hired after January 1, 2013. In spite of these mitigating steps, PERS rates continue to rise, and represent approximately \$700,000 of cost escalation in the General Fund benefits budgets.

For City services to remain viable, money needs to be spent. Safety personnel need fire trucks, ambulances, and police cars to perform their jobs. When those vehicles wear out, generate excessive repair bills or become unreliable, they must be replaced. And when roofs leak, they have to be repaired or the structures will be damaged. During the recession it took several years to replace the Community Center roof, redirecting maintenance money each year to do some of the work. In the meanwhile, leaks damaged the interior. A project to repair the interior is needed now. These same problems exist at City Hall and at each of our fire stations, and if these buildings are to remain habitable, repairs must be made.

Finally, revenue projections are just that, projections. Ours are conservative, but not unnecessarily so. A recent comparison of our projections to actual revenues for several years found little deviation. Even so, updated sales tax, property tax, and transient occupancy tax projections do not take into account projects not yet underway, for which permits have not been pulled, or for projects now or soon to be in the Planning pipeline. Many of these projects will be underway in the near future. Incorporating the revenues they will generate into our projections will positively affect the bottom line. Not so greatly that the City will be flush, but perhaps enough to offset projected imbalances.

Cutting budgets, and continued deferral of maintenance are sacrifices I am not prepared to recommend today. I believe the more appropriate course of action, and the primary reason we conduct regular budget reviews, is to keep a careful watch on revenues and expenditures this coming year so correcting adjustments can be made in a timely manner if they are needed. What is also needed are new revenues, and we should endeavor to leave no stone unturned in the search for these between now and June 30, 2017.

**A total budget, all funds, of \$184.6 million** is recommended for FY 2016/17. This represents an increase of \$21million (12.8%) over the revised budget for 2015/16. Appropriations are supported by **total estimated resources of \$160.9 million**. Adjusted to remove Transfers-In, and Transfers-Out, which are \$42.6 million each,

recommended expenditures for 2016/17 are \$142 million, and estimated revenues are \$118.3 million. The difference is offset with Fund balance.

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

General Fund	\$43,737,842
Special Revenue Funds	\$16,826,941
Enterprise Funds	\$ 7,593,442
Utilities	\$65,530,314
Internal Service Funds	\$ 6,684,536
Capital Project Funds	\$38,231,000
Successor Agency Funds	\$ 6,009,605

Major increases are found in two of these categories: the Utility Funds (\$16 million), and the Capital Project Funds (\$9.1 million). The total increase in General Fund expenditures, \$.7 million, is responsible for just 3.4 percent of the overall budget increase for 2016-17. The increase in these funds is partially offset by decreases in Special Revenue Funds and Enterprise Funds of \$2.3 million and \$2.9 million, respectively. Most of the activity responsible for this year's budget increase is associated with capital projects. Changes are reflected in both the capital budgets and in corresponding appropriations in the various funds from where funding is transferred. The single largest source of capital project funding comes from the Utilities. Funding sources for these projects are mainly rates, and connection fees. The largest single capital project recommended for 2016-17 is the Ellis Creek Solids Handling Upgrades project (\$12,374,000) which is summarized on Page CIP-116. It is interesting to note that, when one adds the appropriations for this project to those transferring funds from the host fund to the CIP fund, the total more than accounts for the entire change between the annual budget for 2015-16, and the budget for 2016-17.

More detailed information regarding these funds can be found in the summary Section and schedules, in the budget narratives, and in the Capital Improvement Plan. The majority of my message, as it does every year, will concentrate on the General Fund. I will also concentrate on the Streets Fund because, as I noted in last years' message and earlier in my introductory comments, stability in that fund is also of concern.

**General Fund Comparison  
 FY 2015/16 to 2016/17**

	FY 2015/16 Revised	FY 2016/17 Proposed	Amount of Change	Percent Change
<b>Revenues</b>				
Taxes	\$26,989,241	\$26,937,428	-\$51,813	-0.2%
Licenses/Permits/Fees	\$919,169	\$903,520	-\$15,649	-1.7%
Fines/Forfeitures/Penalties	\$542,500	\$535,500	-\$7,000	-1.3%
Earnings/rent	\$443,800	\$443,800	\$0	0%
Intergovernmental	\$5,124,503	\$5,449,912	\$325,409	6.4%
Charges for Service	\$5,996,785	\$5,966,148	-\$30,637	-0.5%
Other	\$28,680	\$17,000	-\$11,680	-40.7%
Transfers - In	\$1,735,001	\$1,734,252	-\$749	-0%
From Designated Reserves	\$878,886	\$300,000	-\$578,886	-65.9%
<b>TOTAL REVENUES</b>	<b>\$42,658,565</b>	<b>\$42,287,560</b>	<b>-\$371,005</b>	<b>-0.9%</b>
<b>Expenditures</b>				
Salaries	\$21,128,425	\$21,498,043	\$369,618	1.7%
Benefits	\$11,653,431	\$12,489,230	\$835,799	7.2%
Services/Supplies	\$6,304,096	\$6,549,878	\$245,782	3.9%
Intra-governmental	\$1,958,638	\$1,958,638	\$0	0%
Capital	\$338,800	\$0	-\$338,800	-100.0%
Transfers - out	\$1,689,068	\$1,242,053	-\$447,015	-26.5%
<b>TOTAL EXPENDITURES</b>	<b>\$43,072,458</b>	<b>\$43,737,842</b>	<b>\$665,384</b>	<b>1.5%</b>
<b>Difference</b>	<b>-\$413,893</b>	<b>-\$1,450,282</b>		
<b>Beginning Carry-over</b>	<b>\$1,872,875</b>	<b>\$1,458,982</b>		
<b>Ending Carry-over</b>	<b>\$1,458,982</b>	<b>\$8,700</b>		

A General Fund **budget of \$43.7 million** is recommended for 2016/17, an increase of \$665,385 (1.5%) over the revised budget for 2015/16. Estimated **revenues are \$42.3 million**, and are \$371,005 (.9%) less than revised estimates for 2015/16. The difference between the two, a negative balance of **\$1,450,282, is offset using working capital carryover**. Working capital is projected at \$1,458,982 on June 30, 2016. The balance at June 30, 2017 is estimated at \$8,700.

## General Fund Revenues

Four of five major sources, Taxes, Licenses and Permits, Fines and Forfeitures, and Charges for Services are decreased slightly from 2016. One source, Intergovernmental revenues, increases to more than offset those losses. The single largest change in revenues is the decrease in transfers from designated reserves, and it is this reduction that is responsible for the net decrease in General Fund revenues in 2016-17. At the end of FY 2014-15, appropriations for a number of one-time purchases, such as police vehicles, that were approved for that year but not expended were set into reserve. At mid-year 2015-16, the City Council set into reserve additional funding to support the cost of employee salary increases for 2015-16, 2016-17 and 2017-18. As the purchases approved in 2014-15 were made, and as agreements were reached with the City's represented employee groups, monies were transferred from the designated reserve to pay for these costs. The amount budgeted for 2016-17, \$300,000, represents the portion of the reserve for employee salaries expected to be transferred into the Salary and Benefit accounts for the fiscal year. One final transfer from designated reserves, \$400,000 is scheduled to be transferred in to the General Fund salaries and benefits accounts in FY 2017-18 to cover costs associated with salary adjustments granted in 2015-16.

Providing some additional detail, in the Tax category, Sales Tax estimates are \$557,857 (4.24%) less than in the revised budget for 2015-16. This accounts for removing from estimates the final true-up payment from the triple flip received in 2015-16, and corrections imposed by the State Board of Equalization for taxes erroneously assigned to Petaluma in the past. Those decreases are partially offset by stronger performance from the General Retail, Food products and Construction categories, and a two percent (2%) inflationary adjustment. Property Tax revenues are increased \$354,006 (4%) over 2015-16, which reflects the strong housing market, and Franchise Fees are increased \$134,587 (4.9%) over 2015-16. Rounding out the Tax category, growth in Business License revenues and Real Property Transfer Taxes is virtually flat, with an increase of only \$17,450 (.8%) estimated for 2016-17. In total, the category shows a net decrease of \$51,814 (.2%) from 2015-16.

In the one revenue category that is increasing, Intergovernmental revenues are \$325,409 (6.4%) more than in 2015-16. This reflects a four percent (4%) increase in Motor Vehicle In-Lieu payments associated with increased property assessed valuation; budgeting for an Intergovernmental Transfer payment for Medi-Cal managed care reimbursements for ambulance services (\$132,000); and a minor increase in Proposition 172 sales tax revenues of approximately \$20,000.

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

## General Fund Expenditures

On the Expense side, the overall increase reflects the net effect of increases in Salaries, Benefits, and Services and Supplies, partially offset by the elimination of one-time budgeting for capital purchases in 2015-16, and a reduction in Transfers to other funds. As previously noted, the overall change year over year, is one and one half percent (1.5%). By comparison, the Consumer Price Index, All Urban Consumers for the San Francisco-Oakland-San Jose region for the most recent one-year period (February 2015 to February 2016) increased three percent (3%).

Salaries are approximately \$379,000 (1.7%) higher for 2016-17 than last year, reflecting employee salary adjustments approved by the City Council during 2015-16. The increase also reflects the effect of adding a Park Maintenance Worker, a full time Engineering Technician, and part-time Emergency Medical Technicians to staff a Basic Life Support Ambulance team. Those positions will be entirely offset by dedicated revenue sources.

Benefits are approximately \$836,000 more in 2016-17 than last year. This is primarily due to an increase in PERS costs related to increased contribution rates – Miscellaneous from 18.002% to 18.729% and Safety from 42.556% to 47.061%. Benefits costs on the cost of living adjustments are also a contributing factor. In 2016-17, a handful of part-time positions are included in the position allocation schedule, and designated as “permanent” positions. These positions are ongoing, rather than temporary in nature, and incumbents have been functioning in the same job for several years. This change also affects benefit costs, as these employees will be eligible to participate in the City’s health care programs and in PERS.

Services and supplies are increasing by approximately \$245,000. The largest part of this increase reflects additional budgeting in the Fire Department to replace four defibrillator/heart rate monitors, utilizing Intergovernmental Transfer program funding which provides additional Medi-Cal reimbursement for patient transfer services. \$50,000 is also included in Economic Development to update the Economic Development Strategy and Implementation Plan, and is funded with TOT. \$45,000 is included in the Elections budget to support costs for the November 2016 election, and the balance is included in Police budgets for the increased cost of CAD-RMS services and minor equipment and supplies needs. Elections and Police increases are supported by the General Fund.

Transfers-out are \$447,015 less in 2016-17 than last year. This reflects changes in the way projects and obligations are paid, and a reduction in non-recurring capital projects that were supported by the General Fund in 2015. Last year, monies were brought into the General Fund from the TOT Fund and designated reserves to pay for sidewalk repairs and for a contribution to the Vehicle Replacement Fund. Charges in 2016-17 will be made directly to TOT; designated reserves are not affected. Adjustments in charges for legal services have also been made to the Storm Water Fund, based on a

decreased level of activity going forward. This reduces by \$100,000 a transfer from the General Fund. Major transfers for 2016-17 include those to the Employee Benefits Fund (\$200,000) to pay down the OPEB liability and for Vehicle Replacement (\$300,000). The balance of Transfers supports the General Fund's share of storm drainage maintenance costs, and the debt service on an inter-fund loan from Storm Drainage Impact Fee Fund.

Noted previously was a comparison between the CPI for the area, and total escalation in the General Fund budget, the latter amounting to only half the former. General Fund costs for 2016-17 have been held to an escalation level half that of the CPI. This result relies heavily on the budget guidance used to develop, review, and incorporate department requests into the Proposed Budget. The guidance is strict, spending controls are tight, and there is little discretionary funding remaining for department use. These restrictions continue to be necessary to maintain balance. Rather than budgeting for contingencies at the department level, this approach maintains contingencies at the Fund level, and retains City Council discretion over how reserves may be used.

Personnel costs are calculated by the Finance Department. Estimates are tied directly to the City's payroll system. The resulting numbers are transferred directly to departmental budget worksheets and are not modified before the budget is compiled by the Finance Department. This assures accuracy, that vacant positions remain unfunded, and that no cushion for "salary savings" is built into any budget. Departments calculate their own overtime and special pay requests, but these estimates are scrutinized closely in the budget review process and revised if trending does not support the request.

Departments are required to submit Services and Supplies requests that do not exceed prior-year's totals. This approach requires departments to absorb any increases without additional resources. They have been doing this for several years, and in most cases funding no longer exists that can be spent at the department's discretion. Increases reflected in this expense object are few, and are nearly always justified not only on the basis of critical need but also on dedicated revenues outside existing General Fund sources.

No change to existing services can be made without submitting an additional funds or personnel request form. Each request must be fully justified, and those that are recommended receive discussion in the "policy options" section of each budget narrative. The word "none" in a policy option discussion indicates no request was made, or a request was not recommended.

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

As previously noted, Working Capital carry over on July 1, 2016 is projected at \$1,458,982. The ending balance at June 30, 2017 is estimated at \$8,700. This represents a decrease of approximately 99 and one half percent (99.5%) from the ending balance for 2015-16, and exhausts working capital by the end of FY 2016-17.

### **General Fund Reserve**

A **designated reserve of \$5.7 million** is maintained separate of the fund balance, and amounts to 13 percent of the General Fund budget. This year's reserve is approximately \$1.8 million (46%) greater than that established by the City Council a year ago. This reflects continuing implementation of the Council's guidance regarding a 15 percent target for, and the accumulation of, reserves. Over the past three years, designated reserves have accumulated from one-time revenue sources. Initially, a portion of new, recurring, revenue was also earmarked for designated reserves but that contribution was suspended in 2015-16. One-time revenues will continue to be directed into designated reserves until 15% of expenditures are achieved or until the City Council provides differing policy direction. Designated reserves will be established by resolution for 2016-17, with the result that such reserves cannot be accessed unless the City Council makes findings of necessity and takes formal action. This resolution will be among the package of legislation provided to the City Council during the meetings to consider and adopt the 2016-17 budget.

The foregoing represents the highlights of the recommended General Fund budget for 2016-17. Details are contained in financial summaries, program descriptions, objectives and accomplishments, and budget narratives provided for each department.

### **Updated Financial Forecast**

Petaluma has conducted long-term financial forecasting since January 2011. Forecasts are updated twice a year, when the Proposed Budget is developed and for mid-year reviews. Regular revisions track changing conditions and update assumptions. Because of this, forecasts vary from update to update. Even so, forecasting has been valuable in identifying the long-range effects of current actions, and for planning.

Each forecast is adjusted to account for one-time and ongoing changes in revenues, expenditures, and fund balances, for economic circumstances as they are known.

The Financial Forecast was last updated for the City Council workshop of February 8, 2016. Forecasting at that time projected the exhaustion of working capital carryover at the end of 2016-17, with increasing deficits in the out-years. This outlook has improved only slightly with the development of the 2016-17 budget. The following table provides a summary of the most current revised financial projection, based on the recommended Proposed Budget, through fiscal year 2018/19. More detail is available with the forecast that is tabulated on Page OPS – 7.



**General Fund Long Term Operating Forecast  
 May 2016**

	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>
<b>REVENUES</b>	\$42,658,565	\$42,287,560	\$43,601,223	\$44,573,341
<b>EXPENDITURES</b>	\$43,072,457	\$43,737,842	\$44,581,022	\$45,734,244
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	-\$413,892	-\$1,450,282	-\$979,799	-\$1,160,903
<b>BEGINNING FUND BALANCE</b>	\$1,872,875	\$1,458,983	\$8,701	-\$971,098
<b>ENDING FUND BALANCE</b>	\$1,458,983	\$8,701	-\$971,098	-\$2,132,002

Forecasts extend to a fifth year, although that fifth year is not displayed here due to space constraints. Projected for FY 2019/20: Revenues of \$45.8 million; Expenditures of \$46.9 million; a deficit, Expenditures over Revenues of \$1.1 million; a beginning Fund Balance of -\$2.2 million; and an ending Fund Balance of -\$3.3 million.

This pattern, a tenuous balance in the near term and escalating deficits in the out-years, is a familiar one. The negative numbers haven't changed that much either, from earlier forecasts until now, when one looks to the final column. Economic recovery moved the negative numbers out several years. But, without new sources of revenue, imbalance is an eventuality.

Another pattern can be seen in this forecast, as with its predecessors. Deficits add to themselves every year, \$1,000,000 next year, \$2,000,000 the year after that, \$3,000,000 the year following. If new revenues, or cost savings, or a combination of the two totaling \$1,000,000 can be generated in 2016-17, the projected deficit could be eliminated.

Neither of these patterns, however, account for necessary increases in investment in all of the various unmet needs I detailed in the past two budget messages. First and foremost, no further contributions to Street work. No major relocation or renovation of Public Safety Buildings, or the Carnegie Library Museum. No systematic, regular, replacement of the City's fleets of vehicles. No new police officers, firefighter paramedics, or any of the other staffing that would enable Petaluma to provide services more effectively and efficiently. These projections simply address the status quo. Doing more, thriving, will require new revenue.

During the recession, we became familiar with the term structural deficit. Simply stated, a structural deficit is one where expenses cannot be sustained by revenues. The logical first course of action is to reduce spending and bring it in line with resources. Petaluma

has done that, always with the goal of preserving core services. I believe we did that precisely enough that today many of our services are functioning at or near a tipping point. Further reductions will mean significant curtailment of service, something none of us who live or work here should be willing to allow.

In reviewing the forecast, the reader can see that despite course corrections, Petaluma still suffers from a structural deficit. But in Petaluma's case, this deficit is on the revenue side, and reflects choices that were made decades ago, before Proposition 13, to maintain low taxes. It reflects later choices to incorporate large portions of the community into the bounds of its Redevelopment Areas, diverting property tax revenues away from the General Fund. It reflects the State of California's more recent grab of Redevelopment money to support its own obligations, and it reflects the low share of locally generated sales tax revenue retained by the City. Residents are almost always shocked to learn that of each Property tax dollar paid to the County Tax Collector, Petaluma keeps twelve cents (\$.12) for properties outside the Redevelopment Area and fifteen cents (\$.15) for properties inside the Area. If an annual tax bill outside the Redevelopment Area is \$5,000, Petaluma receives \$600 of that total. Residents are also frequently surprised to learn that of the 8.25 percent sales and use tax paid in Petaluma, the City's share is approximately one percent (1%). Of the sales tax charged on a \$100 dollar purchase, Petaluma keeps one dollar (\$1). Imagine what could be done if either of these percentages could just be doubled. Our goal in the coming year must be to eliminate this side of the structural deficit.

**Streets Fund Comparison  
 FY 2015/16 to 2016/17**

	FY 2015/16 Revised	FY 2016/17 Proposed	Amount of Change	Percent Change
<b>Revenues</b>				
Taxes Revenue	\$1,364,199	\$1,377,473	\$13,274	0.9%
Intergovernmental Revenue	\$1,651,262	\$1,650,734	-\$528	-0.0%
Other	\$6,205	\$32,280	\$26,075	420%
<b>TOTAL REVENUES</b>	<b>\$3,021,666</b>	<b>\$3,060,487</b>	<b>\$38,821</b>	<b>1.3%</b>

	FY 2015/16 Revised	FY 2016/17 Proposed	Amount of Change	Percent Change
<b>Expenditures</b>				
Salaries	\$1,136,155	\$1,157,800	\$21,645	1.9%
Benefits	\$583,304	\$591,681	\$8,377	1.4%
Services/Supplies	\$1,052,082	\$1,032,700	-\$19,382	-1.8%
Intra-governmental	\$286,584	\$286,584	\$0	0.0%
Capital	\$6,000	\$0	-\$6,000	-100%
Transfers	\$648,100	\$676,000	\$27,900	4.3%

<b>TOTAL EXPENDITURES</b>	<b>\$3,712,225</b>	<b>\$3,744,765</b>	<b>\$32,540</b>	<b>.8%</b>
<b>Difference</b>	<b>-\$690,559</b>	<b>-\$684,278</b>		
<b>Beginning Carry-over</b>	<b>\$2,284,964</b>	<b>\$1,594,405</b>		
<b>Ending Carry-over</b>	<b>\$1,594,405</b>	<b>\$910,127</b>		

### The Streets Fund

A Streets Fund **budget of \$3,744,765** is recommended for 2016-17. This is an increase of \$32,540 (.8%) over the revised budget for 2015/16. **Estimated revenues are \$3,060,487**, and are \$38,821 (1.3%) more than revised estimates for 2016-17. The difference between the two, of **\$684,278, is offset with working capital carryover.**

### Streets Fund Revenue

Streets Fund revenue estimates for 2016-17 are only \$38,821 greater than revised estimates for 2015-16. Revenues are comprised of State Highway Users (Gas) tax proceeds (\$1,222,597), the Measure M County sales tax for transportation apportionment (\$428,227), a road impact fee charged to the City's solid waste hauler (\$1,083,200), and a General Fund contribution of a portion of the City's franchise fee collected from its solid waste hauler (\$250,000). The City Council chose to share this piece of the franchise fees in 2013, following a revision to the hauler's franchise agreement that increased the franchise fee by \$500,000 per year.

"Other" revenue mainly includes anticipated reimbursements for work performed in support of special events, which would be charged to a new budget recommended in the TOT fund. It is anticipated that approximately \$30,000 will be collected related to these reimbursements. Costs in the past were billed to event organizers and treated as a reimbursement in the Streets budget when billings were paid.

As noted in last year's budget message, the Highway Users Tax is based on a formula that includes a variable fuel rate, which is adjusted each year by the State Board of Equalization. This is classified in the table above as Intergovernmental Revenue, and is basically flat from 2015-16. Of the primary revenue sources, only Measure M funds are growing. Road impact fees are tied to the net operating revenues of the solid waste hauler, which have been generally flat, and Franchise fees sharing is a fixed amount. Both of these revenues are classified in the table above as "Taxes Revenue", as is Measure M funding.

As also noted in last year's message, but is just as pertinent today, gas tax as a major funding source for road maintenance is not sustainable. As more drivers opt for hybrid and electric vehicles, and less fuel is consumed, gas tax revenue can only decrease. There is interest in Sacramento in providing more funding to maintain local streets and highways and it will be interesting to see how that plays out over the next year.

### **Streets Fund Expenditures**

Streets Fund expenditures are \$32,540 (.8%) higher in 2016-17 than in the revised budget for 2015/16. When compared to the CPI for the current period, this overall increase is less than one third (1/3) of the rate of inflation. Salaries, and Benefits, are \$21,645 (1.9%) and \$8,377 (1.4%) higher, respectively, than in 2015-16. This reflects employee salary adjustments and the effect of PERS rate adjustments on the budgets. These increases are partially offset by a \$19,382 (1.8%) decrease in Services and Supplies, based on current spending patterns, anticipated need in 2016-17, and an effort to protect a shrinking fund balance by curtailing expenses. The Capital decrease of \$6,000 (100%) reflects elimination of budgeting for a one-time equipment purchase in 2015-16. Transfers are \$676,000, an increase of \$27,900 (4.3%) over 2015-16. This represents the Streets Fund's share of the cost of street projects included in the Capital Improvement Budget. The Public Works and Utilities Department maximizes Streets funding by using it to match grants and leverage other funding sources. Activity in 2015-16 and 2016-17 has been curtailed, to preserve fund balance.

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

Working Capital carry-over on July 1, 2016 is estimated at \$1,594,405, and is projected to decline to \$910,127 by June 30, 2017, a 43 percent decrease. Assuming a similar rate of decline for 2017-18, the Streets fund balance can be expected to be depleted during the 2018-19 fiscal year. This is an improvement over expectations voiced in last year's budget message, which predicted the deficit in 2017-18, and reflects both the curtailment of project funding noted in the previous paragraph, but also careful management of the fund by the Public Works and Utilities Department. This has included maintaining vacancies as long as workload will permit, and utilizing new and more cost effective maintenance treatments to make maintenance monies go farther.

Petaluma's unmet street maintenance needs are currently projected at \$128,000,000. This is the amount projected as necessary to bring all streets to a pavement management index rating of 82, using the Metropolitan Transportation Commission's recommended treatment, to net a rating of "good". This is a system-wide rating, meaning that not all streets would be brought to that condition, but it does mean that the condition of each street would be higher than if a lower rating was used. It's clear to see that this challenge cannot be met with existing Streets Fund revenues, and from the earlier review of the General Fund, it's equally clear that help will not be arriving from that quarter in the near future. Nor is it likely that any Transportation funding that may result from State efforts will be sufficient to address this backlog of work; it may be able to fund a project or two but should not be considered a viable solution to this problem. In the meanwhile, the condition of Petaluma's streets worsens. As was the recurring theme in the narrative regarding the General Fund, a new locally generated revenue source, or sources, is/are needed if our Streets are to receive the treatment they require, and deserve.

### **In Conclusion**

As I write this message, effort is underway to evaluate the viability of a revenue measure for the November 2016 ballot. Surveying was recently completed, as it was in 2013 and 2014 before Measure Q was placed on the ballot. Respondents again identified street repair, and maintaining our Public Safety response, as high priorities. Nearly two thirds of those surveyed agreed the City needs new revenue sources, and more than a majority indicated a willingness to tax themselves to pay for improvements. These results are encouraging, as the City needs the help, but we've seen similar responses in the past that did not materialize at the ballot box. The next several months will be spent educating residents as to the City's budgetary needs, and building on the results of the survey to determine the public's willingness to vote for a revenue measure in November. A strong effort with these tasks will be crucial to success at the Polls. More surveying will be done at the end of that time, and then the City Council will need to decide how it wishes to proceed. I am looking forward to this process, the opportunity to discuss our needs again with the public, and to doing my part to insure a brighter future for Petaluma.

As always, the budget was a team effort, and I extend my thanks to our departments, for working within the budget guidance and supporting the recommendations related to their own operations. I also thank the Finance Department for their work guiding the development of this document, for building the budget and forecast, crunching the numbers, and compiling and printing the document. Lastly, I thank the staff in my office for the detail work they've done, and for their coordination on my behalf with Finance and all our departments. I look forward to discussing our recommendations with the City Council at the workshop scheduled for May 9, 2016, and during the budget meetings set for May 16, and June 6, 2016.

Sincerely,



John C. Brown  
City Manager  
May 2, 2016



## 2016-17 ALL FUNDS BUDGET SUMMARY

Total budgeted appropriations for fiscal year 2016-17 is \$184,613,680. 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 \$43,737,842. The General Fund is used to account for resources traditionally associated with government. These include City Administration, Finance, Public Safety, Community Development, Public Works, Parks and Recreation.

**Special Revenue Funds** appropriations are \$16,826,941. This includes Street Maintenance, Housing, Landscape Assessment Districts, Developer Impact Fees, Grants, Transportation, and Transient Occupancy funds. These funds are used for various projects and programs throughout the City which include the acquisition, development, and enhancement of neighborhood and community parks as well as housing assistance to people with low and moderate incomes.

**Enterprise Funds** appropriations are \$7,593,442. The Enterprise Funds account for the daily operation and maintenance of the Petaluma Airport, Development and Planning Services, Petaluma Marina and Petaluma Transit Services.

**Utility Funds** appropriations are \$65,530,314. The Utilities provide for the comprehensive and integrated management of Petaluma's water resources, storm water and the collection and treatment of wastewater.

**Internal Service Funds** appropriations are \$6,684,536. 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.

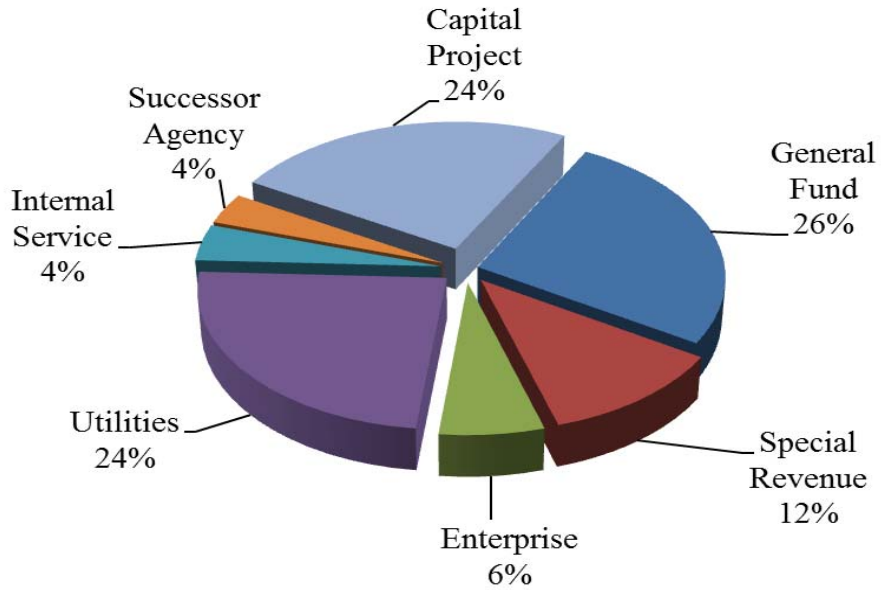
**Successor Agency Funds** appropriations are \$6,009,605. These funds provide for debt service, program expenditures, and intergovernmental charges through the transfer of tax increment revenue received.

**Capital Project Funds** appropriations are \$38,231,000. These funds account for the collection of resources and the related expenditure on acquisition and construction of major capital improvement projects in the City. These funds include Airport, Facilities, Fire, Parks, Public Works, Surface Water, Transit, Water, Recycled Water and Wastewater.

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

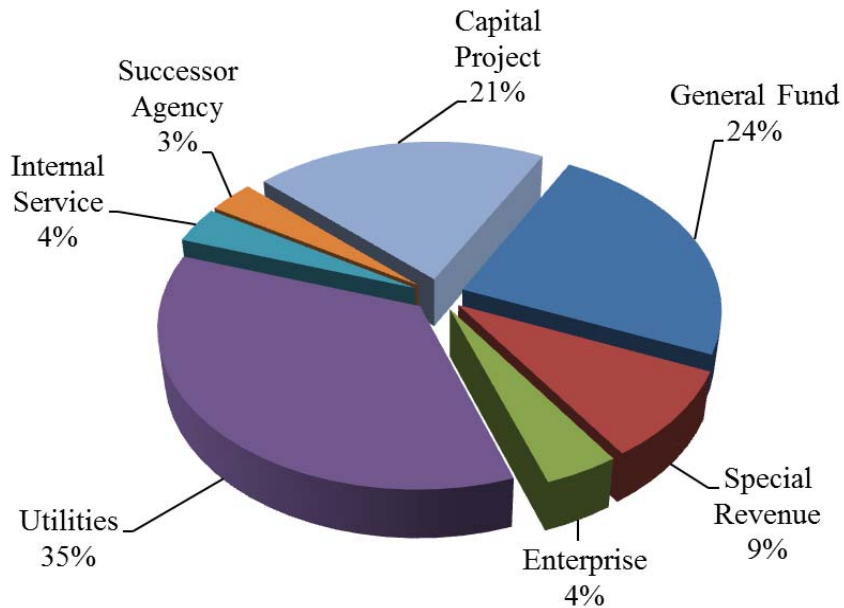
### WHERE THE MONEY COMES FROM...

**2016-2017  
ESTIMATED REVENUES - \$160,927,111**



### WHERE THE MONEY GOES...

**2016-2017  
ESTIMATED APPROPRIATIONS - \$184,613,680**





FUND SUMMARY  
FISCAL YEAR 2015-16 Estimate

Fund Description	Beg. Bal. 7/1/2015	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	Est. Fund Bal. 6/30/2016
<b>GENERAL FUND OPERATING</b>	<b>\$ 1,872,875</b>	<b>\$ 40,044,677</b>	<b>\$ 1,735,002</b>	<b>\$ (40,704,504)</b>	<b>\$ (1,489,068)</b>	<b>1,458,982</b>
General Fund Designated Reserves	6,887,052	-	-	(678,885)	(200,000)	6,008,167
<b>TOTAL GENERAL FUND</b>	<b>\$ 8,759,927</b>	<b>\$ 40,044,677</b>	<b>\$ 1,735,002</b>	<b>\$ (41,383,389)</b>	<b>\$ (1,689,068)</b>	<b>\$ 7,467,149</b>
Community Development Block Grant	94,496	326,202	-	(324,458)	(28,130)	68,110
Home/Begin Grants	322,704	837	-	-	-	323,541
Housing Successor Agency	22,748,930	25,149	128,130	(347,667)	-	22,554,542
Mobile Home Rent Program	(36,971)	22,143	-	(3,000)	-	(17,828)
Aquatic Facility Impact Fees	76,840	331	-	(7)	-	77,164
Commercial Linkage Fees	928,937	355,236	-	(340,000)	(50,000)	894,173
Community Facilities Impact Fees	1,043,922	1,440	-	(29)	-	1,045,333
Community Facilities Impact Fees - 08	178,702	594	-	(12)	-	179,284
Fire Suppression Impact Fees	282,880	421	-	(8)	(120,000)	163,293
Housing In-Lieu Fees	1,279,385	659,201	-	(142,511)	(50,000)	1,746,075
Library Facility Impact Fees	233,984	1,007	-	(20)	-	234,971
Parkland Acq/Dev Impact Fees	-	-	-	-	-	-
Parkland Acquisition Impact Fees-08	796,668	37,674	-	(753)	-	833,589
Parkland Development Impact Fees-08	594,865	264,281	400,000	(5,286)	(235,000)	1,018,860
Open Space Acquisition Impact Fees - 08	122,039	19,488	-	(390)	-	141,137
Quimby Act Dedication and In-Lieu-08	139	47,689	-	(954)	-	46,874
Law Enforcement Facility Impact Fees	443,403	1,484	-	(30)	-	444,857
Public Facilities Impact Fees	174,530	585	-	(12)	-	175,103
Public Facilities Impact Fees-08	163,170	545	-	(11)	-	163,704
City Facilities Development Impact Fee	1,047,994	275,230	-	(5,505)	(744,000)	1,317,719
Storm Drainage Impact Fees	2,757,694	7,581	58,310	(1,121)	-	2,078,464
Storm Drainage Impact Fees - 08	210,145	20,789	-	(416)	-	230,518
Traffic Mitigation Impact Fees	3,015,847	4,805	-	(96)	(1,105,567)	1,914,989
Traffic Mitigation Impact Fees-08	11,655,983	2,797,141	-	(55,943)	(1,793,433)	12,603,748
Public Art Fees	291,694	71,065	-	(143,537)	-	219,222
3% Admin Impact Fees	321,189	93,220	-	(37,276)	-	377,133
General Government Grants	652	-	-	-	652	-
Fire Department Grants	-	-	-	-	-	-
Parks and Rec Grants	-	336,000	-	-	(208,500)	127,500
Police Grants	200	823,230	-	(823,230)	-	200
Public Works Grants	900,641	3,627,000	-	-	(3,780,500)	747,141
Gas Tax	1,410,816	1,255,026	-	(34,569)	(1,873,262)	758,011
Landscape Assessment Districts	458,366	389,455	-	(316,459)	-	531,362
Abandoned Vehicle Abatement	312,441	115,937	-	(159,922)	-	268,456
Asset Seizures	232,610	180,759	-	(101,857)	(73,740)	237,772
Street Maintenance Gas Tax	874,149	1,766,640	1,851,262	(3,029,556)	(626,100)	836,395
Transient Occupancy Tax	944,952	2,021,967	-	(515,617)	(1,504,112)	947,190
Haz Mat Fees	31,782	8,651	-	(10,070)	-	30,363
Fire in-Lieu Fees	-	-	-	-	-	-
SLESF	55,655	100,011	-	-	(155,650)	16
Donations	298,705	232,500	-	(57,384)	(313,000)	160,821
Prince Park Trust	807,768	2,913	-	-	(56,500)	754,181
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 55,077,906</b>	<b>\$ 15,894,227</b>	<b>\$ 2,437,702</b>	<b>\$ (6,457,706)</b>	<b>\$ (12,717,494)</b>	<b>\$ 54,234,635</b>

FUND SUMMARY  
FISCAL YEAR 2015-16 Estimate

Fund Description	Beg. Bal. 7/1/2015	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	Est. Fund Bal. 6/30/2016
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>						
Wickersham Park Trust	23,770	-	-	-	-	23,770
Thomas Lee Charity Trust	24,048	-	-	-	-	24,048
Child Care Trust	163,030	-	-	-	-	163,030
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>	<b>210,849</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>210,849</b>
<b>ENTERPRISE FUNDS</b>						
Airport Operations	840,882	1,903,500	-	(1,840,382)	-	904,000
Development Services	376,373	1,427,100	-	(1,385,515)	-	417,958
Marina	(256,367)	214,728	-	(313,589)	(20,000)	(375,228)
Transit	165,327	7,939,705	-	(6,698,197)	(250,000)	1,156,835
<b>TOTAL ENTERPRISE FUNDS</b>	<b>1,126,215</b>	<b>11,485,033</b>	<b>-</b>	<b>(10,237,683)</b>	<b>(270,000)</b>	<b>2,103,565</b>
<b>UTILITIES</b>						
Waste Water Utility	33,788,097	24,142,000	93,580	(20,519,343)	(7,081,000)	30,423,334
Waste Water Rate Stabilization	3,586,166	17,900	-	-	-	3,604,066
Water Utility	14,250,903	14,344,100	175	(14,209,733)	(7,179,620)	7,205,825
Storm Utility	(44,128)	100	550,000	(548,181)	-	(42,209)
<b>TOTAL UTILITIES</b>	<b>51,581,038</b>	<b>38,504,100</b>	<b>643,755</b>	<b>(35,277,257)</b>	<b>(14,260,620)</b>	<b>41,191,016</b>
<b>INTERNAL SERVICE FUNDS</b>						
Employee Benefits	301,039	1,076,851	200,000	(1,076,625)	-	501,265
General Services	145,582	224,006	-	(224,023)	-	145,565
Information Technology	(109,770)	1,802,161	-	(1,802,161)	-	(109,770)
Risk Management (Liability)	3,900,316	1,677,153	-	(1,677,178)	-	3,900,291
Vehicle and Equipment Replacement	314,680	-	400,000	(540,000)	-	174,680
Workers' Compensation	3,754,807	1,197,466	-	(1,464,394)	-	3,487,879
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>8,306,654</b>	<b>5,977,637</b>	<b>600,000</b>	<b>(6,784,381)</b>	<b>-</b>	<b>8,099,910</b>
<b>CAPITAL PROJECT FUNDS</b>						
General Gov CIP	72,237	-	168,000	(168,000)	-	72,237
Community Development CIP	-	-	-	-	-	-
Fire CIP	499,885	-	120,000	(120,000)	-	499,885
Parks and Recreation CIP	(1,982,652)	1,276,000	693,500	(1,569,500)	(400,000)	(1,982,652)
Police CIP	-	-	-	-	-	-
Public Works/Surface Water CIP	561,122	3,407,000	8,298,615	(11,721,500)	(9,837)	535,400
FEMA Permanent CIP	(994,118)	-	-	-	-	(994,118)
TDA CIP	-	-	-	-	-	-
Airport CIP	1,485	-	-	-	-	1,485
Marina CIP	54,714	-	20,000	(20,000)	-	54,714
Transit CIP	61,467	-	307,000	(317,000)	-	51,467
Waste Water/Recycled Water CIP	(232,400)	6,743,000	6,743,000	(7,124,000)	-	(613,400)
Water CIP	337,177	-	7,580,620	(7,617,000)	(175)	300,622
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>(1,621,084)</b>	<b>4,683,000</b>	<b>23,930,735</b>	<b>(28,657,000)</b>	<b>(410,012)</b>	<b>(2,074,361)</b>
<b>SUCCESSOR AGENCY FUNDS</b>						
Successor Agency Debt	1,980,742	4,940,891	-	(4,940,891)	-	1,980,742
Successor Agency Admin	111,056	250,000	-	(590,277)	-	(229,221)
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>2,091,799</b>	<b>5,190,891</b>	<b>-</b>	<b>(5,531,168)</b>	<b>-</b>	<b>1,751,522</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 125,533,303</b>	<b>\$ 121,779,565</b>	<b>\$ 29,347,194</b>	<b>\$ (134,328,584)</b>	<b>\$ (29,347,194)</b>	<b>\$ 112,984,284</b>

FUND SUMMARY  
FISCAL YEAR 2016-2017

Fund Description	Est. Fund Bal. 7/01/2016	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	Proj. Fund Bal. 6/30/2017
<b>GENERAL FUND OPERATING</b>	<b>\$ 1,458,982</b>	<b>\$ 40,253,308</b>	<b>\$ 1,734,252</b>	<b>\$ (42,195,789)</b>	<b>\$ (1,242,053)</b>	<b>\$ 8,700</b>
General Fund Designated Reserves	6,008,167	-	-	(300,000)	-	5,708,167
	<b>\$ 7,467,149</b>	<b>\$ 40,253,308</b>	<b>\$ 1,734,252</b>	<b>\$ (42,495,789)</b>	<b>\$ (1,242,053)</b>	<b>\$ 5,716,867</b>
Community Development Block Grant Home/Begin Grants	68,110	344,208		(311,285)	(32,781)	68,252
Housing Successor Agency	323,541	660				324,201
Mobile Home Rent Program	22,554,542	24,629	117,781	(430,966)	-	22,265,986
Aquatic Facility Impact Fees	(17,828)	93,885		(3,000)	(10,000)	63,057
Commercial Linkage Fees	77,164	147				77,311
Community Facilities Impact Fees	894,173	27,241		(43,406)	(25,000)	853,008
Community Facilities Impact Fees - 08	1,045,333	1,979			(25,000)	1,022,312
Fire Suppression Impact Fees	179,284	340				179,624
Housing In-Lieu Fees	163,293	311				163,604
Library Facility Impact Fees	1,746,075	5,966		(261,327)	(50,000)	1,440,714
Parkland Acq/Dev Impact Fees	234,971	446				235,417
Parkland Acquisition Impact Fees-08	-	833,589		(5,595)		-
Parkland Development Impact Fees-08	1,018,860	1,015,228		(20,272)	(464,000)	1,109,363
Open Space Acquisition Impact Fees - 08	141,137	73,831		(1,471)		1,549,816
Quimby Act Dedication and In-Lieu-08	46,874	35,789		(714)		213,497
Law Enforcement Facility Impact Fees	444,857	844				81,949
Public Facilities Impact Fees	175,103	332				445,701
Public Facilities Impact Fees-08	163,704	312				175,435
City Facilities Development Impact Fee	1,317,719	1,052,085		(20,992)		164,016
Storm Drainage Impact Fees	2,078,464	2,066	48,473		(339,000)	2,348,812
Storm Drainage Impact Fees - 08	230,518	436				1,790,003
Traffic Mitigation Impact Fees	1,914,989	3,785			(261,000)	230,954
Traffic Mitigation Impact Fees-08	12,603,748	2,624,178		(52,003)		1,657,774
Public Art Fees	219,222	424		(102,116)		15,175,923
3% Admin Impact Fees	377,133	102,269		(22,876)		117,530
General Government Grants	652					456,526
Fire Department Grants	-					652
Parks and Rec Grants	127,500	211,000			(211,000)	-
Police Grants	200	563,431		(563,431)		127,500
Public Works Grants	747,141	4,097,000			(4,097,000)	200
Gas Tax	758,011	1,224,057		(15,187)	(1,185,832)	747,141
Landscaping Assessment Districts	531,362	393,001		(368,640)		781,049
Abandoned Vehicle Abatement	268,456	115,350		(91,377)		555,723
Asset Seizures	237,772	105,586		(101,857)	(73,740)	292,429
Street Maintenance Gas Tax	836,395	1,836,430	1,185,832	(3,053,578)	(676,000)	167,761
Transient Occupancy Tax	947,190	2,403,348		(570,117)	(2,697,012)	129,079
Haz Mat Fines	30,363	8,652		(10,070)		83,409
Fire in-Lieu Fees	-					28,945
SLESF	16	100,025			(100,000)	-
Donations	160,821	450,000		(22,796)		41
Prince Park Trust	754,181	1,425			(56,500)	138,025
						699,106
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>54,234,635</b>	<b>17,202,065</b>	<b>1,352,086</b>	<b>(6,073,076)</b>	<b>(10,753,865)</b>	<b>55,961,845</b>

FUND SUMMARY  
FISCAL YEAR 2016-2017

Fund Description	Est. Fund Bal. 7/01/2016	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	Proj. Fund Bal. 6/30/2017
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>						
Wickersham Park Trust	23,770	-	-	-	-	23,770
Thomas Lee Charity Trust	24,048	-	-	-	-	24,048
Child Care Trust	163,030	-	-	-	-	163,030
<b>PRIVATE &amp; PERMANENT TRUST FUNDS</b>	<b>210,849</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>210,849</b>
<b>ENTERPRISE FUNDS</b>						
Airport Operations	904,000	1,954,400	-	(1,643,210)	(256,000)	959,190
Development Services	417,958	1,465,225	-	(1,380,793)	-	502,390
Marina	(375,228)	240,600	-	(304,706)	-	(439,334)
Transit	1,156,835	6,587,750	-	(3,753,733)	(255,000)	3,735,852
<b>TOTAL ENTERPRISE FUNDS</b>	<b>2,103,565</b>	<b>10,247,975</b>	<b>-</b>	<b>(7,082,442)</b>	<b>(511,000)</b>	<b>4,758,098</b>
<b>UTILITIES</b>						
Waste Water Utility	30,423,334	23,376,200	93,580	(20,735,948)	(23,079,000)	10,078,166
Waste Water Rate Stabilization	3,604,066	17,900	-	-	-	3,621,966
Water Utility	7,205,825	14,575,450	-	(14,336,052)	(6,881,000)	564,223
Storm Utility	(42,209)	-	450,000	(498,314)	-	(90,523)
<b>TOTAL UTILITIES</b>	<b>41,191,016</b>	<b>37,969,550</b>	<b>543,580</b>	<b>(35,570,314)</b>	<b>(29,960,000)</b>	<b>14,173,832</b>
<b>INTERNAL SERVICE FUNDS</b>						
Employee Benefits	501,265	1,132,743	200,000	(1,301,751)	-	532,257
General Services	145,565	224,006	-	(211,279)	-	158,292
Information Technology	(109,770)	1,802,161	-	(1,738,478)	-	(46,087)
Risk Management (Liability)	3,900,291	1,677,153	-	(1,352,178)	(177,000)	4,048,266
Vehicle and Equipment Replacement	174,680	-	500,000	(400,000)	-	274,680
Workers' Compensation	3,487,879	1,224,192	-	(1,503,850)	-	3,208,221
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>8,099,910</b>	<b>6,060,255</b>	<b>700,000</b>	<b>(6,507,536)</b>	<b>(177,000)</b>	<b>8,175,629</b>
<b>CAPITAL PROJECT FUNDS</b>						
General Gov CIP	72,237	-	1,093,000	(1,182,000)	-	(16,763)
Community Development CIP	-	-	-	-	-	-
Fire CIP	499,885	-	-	-	-	499,885
Parks and Recreation CIP	(1,982,652)	-	725,000	(725,000)	-	(1,982,652)
Police CIP	-	-	-	-	-	-
Public Works/Surface Water CIP	535,400	695,000	5,583,000	(5,290,000)	-	1,523,400
FEMA Permanent CIP	(994,118)	-	-	-	-	(994,118)
TDA CIP	-	-	-	-	-	-
Airport CIP	1,485	-	256,000	(256,000)	-	1,485
Marina CIP	54,714	-	-	-	-	54,714
Transit CIP	51,467	136,000	287,000	(423,000)	-	51,467
Waste Water/Recycled Water CIP	(613,400)	-	23,520,000	(23,886,000)	-	(979,400)
Water CIP	300,622	-	6,850,000	(6,469,000)	-	681,622
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>(2,074,361)</b>	<b>831,000</b>	<b>38,314,000</b>	<b>(38,231,000)</b>	<b>-</b>	<b>(1,160,361)</b>
Successor Agency Debt	1,980,742	5,469,040	-	(5,469,040)	-	1,980,742
Successor Agency Admin	(229,221)	250,000	-	(540,565)	-	(519,786)
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>	<b>1,751,522</b>	<b>5,719,040</b>	<b>-</b>	<b>(6,009,605)</b>	<b>-</b>	<b>1,460,957</b>
<b>TOTAL ALL FUNDS</b>	<b>112,984,284</b>	<b>118,263,193</b>	<b>42,643,918</b>	<b>(141,969,762)</b>	<b>(42,643,918)</b>	<b>89,297,715</b>

## Sources and Uses of Funds Fiscal Year 16/17

	General Fund	Special Revenue Funds incl. LMH	Enterprise Funds	Utilities	Internal Service Funds	Capital Project Funds	Successor Agency Funds	All Funds
<b>Revenue</b>								
Taxes Revenue	26,937,428	3,779,473	75,000				5,719,040	36,510,941
Licenses, Permits and Fees	1,439,020	5,091,503	1,350,725	1,000				7,882,248
Use of Property Revenue	443,800	82,386	1,230,500	319,000	-			2,075,686
Intergovernmental	5,454,912	7,181,376	6,417,920			665,000		19,719,208
Charges for Services/Sales	5,961,148	546,067	126,500		6,060,255	30,000		12,723,970
Utility Revenue			297,130	37,595,300				37,892,430
Sales Revenue	5,000		748,600	21,500				775,100
Other Revenue	12,000	521,260	1,600	32,750		136,000		703,610
<b>Total Revenues</b>	<b>\$ 40,253,308</b>	<b>\$ 17,202,065</b>	<b>\$ 10,247,975</b>	<b>\$ 37,969,550</b>	<b>\$ 6,060,255</b>	<b>\$ 831,000</b>	<b>\$ 5,719,040</b>	<b>\$ 118,283,193</b>
<b>Other Sources:</b>								
Transfers In	1,734,252	1,352,086	-	543,580	700,000	38,314,000	-	42,643,918
<b>Total Revenue and Other Sources</b>	<b>\$ 41,987,560</b>	<b>\$ 18,554,151</b>	<b>\$ 10,247,975</b>	<b>\$ 38,513,130</b>	<b>\$ 6,760,255</b>	<b>\$ 39,145,000</b>	<b>\$ 5,719,040</b>	<b>\$ 160,927,111</b>
<b>Expenditures and Expenses</b>								
Salaries and Benefits	33,987,273	2,498,836	1,334,735	6,760,275	1,692,172	1,322,973	59,895	47,656,159
Services and Supplies	1,238,414	553,875	1,067,856	9,222,550	95,800		200	12,178,695
Professional Services,Maint, Repair	3,775,597	1,344,287	3,151,819	4,297,700	949,772	36,604,677	54,150	50,178,002
Intragovernmental Charges	1,958,638	710,878	611,573	2,539,471	66,562	255,350	420,954	6,563,426
Utilities, Rent, Training	1,468,838	382,940	278,092	2,178,100	3,302,760		5,366	7,616,096
Advertising,Promotion,Debt	67,029	522,260	558,707	10,554,218	470		5,469,040	17,171,724
Capital Improvement Projects	-	60,000	79,660	18,000	400,000	48,000	-	605,660
<b>Total Expenditures and Expenses</b>	<b>\$ 42,495,789</b>	<b>\$ 6,073,076</b>	<b>\$ 7,082,442</b>	<b>\$ 35,570,314</b>	<b>\$ 6,507,536</b>	<b>\$ 38,231,000</b>	<b>\$ 6,009,605</b>	<b>\$ 141,969,762</b>
<b>Other Uses:</b>								
Transfers Out	1,242,053	10,753,865	511,000	29,960,000	177,000	-	-	42,643,918
<b>Total Expenditures, Expenses and Other Uses</b>	<b>\$ 43,737,842</b>	<b>\$ 16,826,941</b>	<b>\$ 7,593,442</b>	<b>\$ 65,530,314</b>	<b>\$ 6,684,536</b>	<b>\$ 38,231,000</b>	<b>\$ 6,009,605</b>	<b>\$ 184,613,680</b>



**2017 Budget**  
**General Fund Revenue by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
TAXES REVENUE	24,275,470	26,071,747	26,989,241	26,937,428
FEES/PERMITS AND FINES REVENUE	1,761,931	1,627,593	1,461,669	1,439,020
USE OF PROPERTY REVENUE	452,299	398,855	443,800	443,800
INTERGOVERNMENTAL REVENUE	4,491,242	5,496,371	5,124,503	5,449,912
CHARGES FOR SERVICE REVENUE	5,147,103	5,719,799	5,996,784	5,966,148
SALES REVENUE	2,883	5,096	2,640	5,000
MISCELLANEOUS	1,876,084	3,647,407	26,040	12,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	31,285	1,649,012	1,735,002	1,734,252
<b>GENERAL FUND REVENUE</b>	<b>38,038,297</b>	<b>44,615,880</b>	<b>41,779,679</b>	<b>41,987,560</b>

**2017 Budget**  
**General Fund Revenue by Function**

Function	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
GENERAL GOVERNMENT	32,603,283	35,966,989	36,784,517	36,852,640
CDD	767,388	657,903	585,000	570,000
FIRE	2,424,594	2,368,180	2,286,054	2,551,600
PARK/REC	861,542	858,785	857,400	837,800
POLICE	1,071,963	971,836	1,020,488	955,500
PUBLIC WORKS	309,527	3,792,187	246,220	220,020
<b>GENERAL FUND REVENUE</b>	<b>38,038,297</b>	<b>44,615,880</b>	<b>41,779,679</b>	<b>41,987,560</b>



**2017 Budget**  
**General Fund Revenue by Cost Center**

Cost Center	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
GENERAL FUND COST CENTER	32,116,056	35,588,459	36,734,517	36,806,640
ANIMAL SERVICES ADMIN/OPERATIONS	3,678	510	-	-
CITY ATTORNEY ADMIN/OPERATIONS	376,612	285,712	-	-
CITY CLERK ADMIN/OPERATIONS	14,933	304	-	-
NON DEPARTMENTAL	92,004	92,004	50,000	46,000
CDD ADMIN	180,144	219,470	185,000	170,000
COST RECOVERY	587,244	438,433	400,000	400,000
FIRE ADMIN	489,246	524,192	491,096	494,600
FIRE PREVENTION	84,982	99,972	79,958	85,000
AMBULANCE	1,850,366	1,744,016	1,715,000	1,972,000
PARK/REC ADMIN	(5,810)	11,617	2,000	2,000
PR CAVANAGH CENTER	4,522	6,032	500	-
PR COMMUNITY CENTER	294,612	275,897	280,000	280,000
PR YOUTH/TEENS PROGRAMS	278,406	325,940	260,000	300,000
PR CONTRACT CLASSES	149,077	120,431	150,000	110,000
PR SPORTS PROGRAMS	62,700	56,848	70,000	45,000
PR SPORTS FIELD LIGHTS	5,334	17,635	52,100	60,000
PR AQUATIC PROGRAMS	737	-	800	800
PR SENIOR PROGRAMS	60,036	34,601	30,000	30,000
PR SPECIAL EVENTS	11,928	9,784	12,000	10,000
POLICE ADMIN	1,071,963	971,836	1,020,488	955,500
PUB WORKS ADMIN	286,573	3,767,665	225,200	199,000
TURNING BASIN/D ST BRIDGE	22,954	24,522	21,020	21,020
<b>GENERAL FUND REVENUE</b>	<b>38,038,297</b>	<b>44,615,880</b>	<b>41,779,679</b>	<b>41,987,560</b>

**2017 Budget  
 General Fund Appropriations by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	18,681,692	19,735,468	21,157,987	21,498,043
BENEFITS	9,808,027	10,325,179	11,622,199	12,489,230
SUPPLIES	1,030,608	1,026,386	1,128,784	1,238,414
PROF SERVICES, MAINT, REPAIR	3,446,050	3,342,541	3,643,455	3,775,597
INTRAGOVERNMENTAL SERVICES	1,434,450	1,593,842	1,958,638	1,958,638
UTILITIES, RENT, TRAINING	1,146,951	1,322,658	1,467,696	1,468,838
ADVERTISING, PROMOTION, DEBT	35,244	34,399	77,830	67,029
CAPITAL EXPENDITURES	124,999	3,604,448	326,800	-
TRANSFERS	637,580	827,400	1,689,068	1,242,053
<b>GENERAL FUND APPROPRIATIONS</b>	<b>36,345,601</b>	<b>41,812,321</b>	<b>43,072,457</b>	<b>43,737,842</b>
LESS INTRAGOVERNMENTAL OFFSET	(1,130,731)	(2,164,796)	(2,858,548)	(2,758,548)
<b>GENERAL FUND NET COST</b>	<b>35,214,870</b>	<b>39,647,525</b>	<b>40,213,909</b>	<b>40,979,294</b>

**2017 Budget**  
**General Fund Appropriations by Function**

Function	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
GENERAL GOVERNMENT	4,142,336	5,378,629	7,914,908	7,906,227
CDD	747,491	614,250	554,149	554,649
FIRE	11,495,272	12,219,357	12,325,859	12,899,388
PARK/REC	1,437,810	1,537,943	1,711,099	1,758,211
POLICE	15,238,518	15,202,838	16,815,991	16,800,307
PUBLIC WORKS	3,284,174	6,859,304	3,750,451	3,819,060
<b>GENERAL FUND APPROPRIATIONS</b>	<b>36,345,601</b>	<b>41,812,321</b>	<b>43,072,457</b>	<b>43,737,842</b>
LESS INTRAGOVERNMENTAL OFFSET	(1,130,731)	(2,164,796)	(2,858,548)	(2,758,548)
<b>GENERAL FUND NET COST</b>	<b>35,214,870</b>	<b>39,647,525</b>	<b>40,213,909</b>	<b>40,979,294</b>

**2017 Budget**  
**General Fund Appropriations by Cost Center**

Cost Center	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
GENERAL FUND COST CENTER	637,562	827,400	1,690,156	1,243,141
ANIMAL SERVICES ADMIN/OPERATIONS	51	-	-	-
CITY COUNCIL ADMIN/OPERATIONS	84,221	93,151	121,802	112,151
CITY ATTORNEY ADMIN/OPERATIONS	597,298	659,509	1,016,579	1,002,277
CITY CLERK ADMIN/OPERATIONS	163,199	143,576	199,674	195,603
CITY CLERK ELECTIONS	60,783	88,060	70,470	111,646
CITY MANAGER ADMIN/OPERATIONS	550,164	753,175	822,449	817,746
ECONOMIC DEVELOPMENT	139,095	276,169	311,599	354,150
FINANCE ADMIN	431,455	492,312	770,379	744,533
FINANCE ACCOUNTING SERVICE	485,234	510,279	660,244	674,577
FINANCE COMMERCIAL SERVICE	112,558	538,963	579,365	570,480
HUMAN RESOURCES ADMIN/OPERATIONS	254,747	422,651	510,742	525,723
NON DEPARTMENTAL	625,969	573,384	1,161,449	1,554,200
CDD ADMIN	151,650	144,406	150,149	150,649
COST RECOVERY	595,841	469,844	404,000	404,000
FIRE ADMIN	1,132,415	1,270,008	1,311,075	1,321,307
FIRE DISASTER PREPAREDNESS	3,051	2,506	2,660	2,660
FIRE HAZARDOUS MATERIALS	120,840	143,022	151,295	158,080
FIRE PREVENTION	289,148	261,202	301,834	295,915
FIRE SUPPRESSION	9,494,279	10,068,370	10,025,651	10,437,582
FIRE SUPPRESSION-APPARATUS	140,225	150,884	110,444	110,444
FIRE SUPPRESSION-BUILDING/GROUNDS	12,182	19,653	14,000	14,000
FIRE SUPPRESSION-COMMUNICATIONS	2,434	13,002	91,600	39,900
FIRE SUPPRESSION-SUPPLIES	47,256	58,583	40,500	43,000
FIRE SUPPRESSION-TRAINING	24,221	8,434	16,250	21,250
AMBULANCE	229,221	223,693	260,550	455,250
PARK/REC ADMIN	653,412	750,319	770,008	775,327
PR CAVANAGH CENTER	19,942	10,158	12,850	12,850
PR COMMUNITY CENTER	155,080	171,279	207,923	219,825
PR LIBRARY/MUSEUM	27,310	31,034	42,677	43,222
PR YOUTH/TEENS PROGRAMS	256,317	253,523	311,437	341,374
PR CONTRACT CLASSES	100,353	77,438	80,000	80,000

**2017 Budget**  
**General Fund Appropriations by Cost Center**

Cost Center	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
PR SPORTS PROGRAMS	44,037	40,248	62,853	58,622
PR AQUATIC PROGRAMS	108,063	123,843	135,600	121,500
PR SENIOR PROGRAMS	61,927	65,723	67,751	85,491
PR SPECIAL EVENTS	11,369	14,378	20,000	20,000
POLICE ADMIN	2,571,510	2,863,645	2,936,258	2,987,527
POLICE COMMUNICATION	1,147,896	1,197,252	1,220,004	1,298,156
POLICE CAD/RMS	254,812	248,183	340,950	355,177
POLICE INVESTIGATION	1,145,675	840,608	1,267,507	1,145,436
POLICE PATROL	7,769,187	8,162,800	8,626,519	8,627,813
POLICE AUTO THEFT	177,017	182,081	178,649	185,749
POLICE TRAFFIC SAFETY	1,155,810	911,355	1,278,053	1,246,770
POLICE RECORDS	585,336	518,694	634,670	631,996
PARKING ENFORCEMENT	431,275	278,220	333,381	321,683
PUB WORKS ADMIN	367,043	3,978,272	445,457	411,475
PUB WORKS ENGINEERING DEVELOPMENT	384,086	375,807	323,876	366,119
PUB WORKS ENGINEERING CIP	76,463	133,950	101,418	90,896
PUB WORKS ENGINEERING TRAFFIC	9,520	40,341	47,440	36,703
PUB WORKS BLDG/FACILITY MAINTENANCE	646,681	641,608	719,946	680,076
PUB WORKS AUTO/EQUIP MAINT SHOP	185,659	172,586	222,655	214,615
PUB WORKS STREET SIGNALS	33	48	-	-
PUB WORKS STREET LIGHTS	(521)	(336)	175,000	175,000
PUB WORKS PARKS MAINTENANCE	1,548,291	1,471,446	1,619,235	1,668,145
DOWNTOWN STREETS/SIDEWALKS MAINT	31,953	13,209	61,000	136,200
PUB WORKS TURNING BASIN/D ST BRIDGE	34,966	32,373	34,424	39,831
<b>GENERAL FUND APPROPRIATIONS</b>	<b>36,345,601</b>	<b>41,812,321</b>	<b>43,072,457</b>	<b>43,737,842</b>
LESS INTRAGOVERNMENTAL OFFSET	(1,130,731)	(2,164,796)	(2,858,548)	(2,758,548)
<b>GENERAL FUND NET COST</b>	<b>35,214,870</b>	<b>39,647,525</b>	<b>40,213,909</b>	<b>40,979,294</b>



**2017 Budget  
 Special Revenue Funds  
 Revenue by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
TAXES REVENUE	3,274,839	3,452,292	3,382,199	3,779,473
FEES/PERMITS AND FINES REVENUE	4,899,157	4,306,119	4,589,605	5,091,503
USE OF PROPERTY REVENUE	186,507	116,865	108,379	82,386
INTERGOVERNMENTAL REVENUE	5,153,450	4,316,346	7,078,655	7,181,376
CHARGES FOR SERVICE REVENUE	429,088	542,716	502,889	546,067
SALES REVENUE	2,400	900	-	-
MISCELLANEOUS	198,816	47,802	232,500	521,260
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,701,648	1,640,937	2,437,702	1,352,086
<b>SPECIAL REVENUE FUNDS</b>	<b>15,845,905</b>	<b>14,423,977</b>	<b>18,331,929</b>	<b>18,554,151</b>

**2017 Budget  
 Special Revenue Funds  
 Revenue by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
AQUATIC CENTER FACILITIES IMPACT FEES	2,412	756	331	147
COMMERCIAL LINKAGE FEES	652,362	118,753	355,236	27,240
COMMUNITY FACILITIES IMPACT FEES	23,002	13,377	1,440	1,979
COMMUNITY CENTER FACILITIES IMP FEES-08	(1,327)	1,893	594	340
FIRE SUPPRESSION FACILITIES IMPACT FEES	9,362	1,886	421	311
HOUSING IN-LIEU IMPACT FEES	330,627	214,906	659,201	5,966
LIBRARY FACILITY IMPACT FEES	6,099	1,388	1,007	446
PARKLAND ACQ AND DVLPMNT IMPACT FEES	41,177	135,612	-	-
PARK LAND ACQUISITION IMPACT FEES-08	21,207	176,415	37,674	281,369
PARK LAND DEVELOPMENT IMPACT FEES-08	204,783	639,870	664,281	1,015,228
OPEN SPACE ACQUISITION IMPACT FEES-08	(62,534)	46,226	19,488	73,831
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	1	1	47,689	35,789
LAW ENFORCEMENT FACILITIES IMPACT FEES	8,185	1,984	1,484	844
PUBLIC FACILITIES IMPACT FEES	17,465	5,465	585	332
PUBLIC FACILITY-08	(2,037)	1,620	545	313
CITY FACILITIES DEVELOPMENT IMPACT FEE	231,360	658,209	275,230	1,052,085
STORM DRAINAGE IMPACT FEES	278,415	132,792	65,891	50,539
STORM DRAINAGE IMPACT FEES - 08	1,143	7,092	20,789	436
TRAFFIC IMPACT FEES	767,277	587,420	4,805	3,785
TRAFFIC IMPACT FEES - 08	2,328,294	1,917,538	2,797,141	2,624,178
PUBLIC ART FEES	37,790	1,543	71,065	424
3% ADMIN FEE - 08	515	86,443	93,220	102,269
CDBG	321,175	317,283	326,202	344,208
HOME/BEGIN	46,439	217	837	660
FIRE GRANTS	6,517	14,238	-	-
PARKS AND REC GRANTS	-	472,500	336,000	211,000
POLICE GRANTS	621,760	303,821	823,230	563,431
PUBLIC WORKS GRANTS	1,672,260	846,257	3,627,000	4,097,000
DONATIONS/DEVELOPER CONTRIB	147,811	20,099	232,500	450,000
ABANDONED VEHICLE ABATEMENT	119,072	112,333	115,937	115,350
ASSET SEIZURES	303,274	16,621	180,759	105,586
HAZ MAT FINES-FIRE	332	22,517	8,651	8,652
SLESF	83,661	155,728	100,011	100,025
GAS TAX	1,802,379	1,675,815	1,255,026	1,224,057
STREET MAINTENANCE (HUT)	3,051,368	2,945,748	3,573,703	2,977,989
SOLID WASTE CONTRACT MGMT	41,000	42,328	44,199	44,273
LANDSCAPE ASSESSMENT DISTRICTS	392,051	403,800	389,455	393,001
TRANSIENT OCCUPANCY TAX	1,924,392	2,071,776	2,021,967	2,403,348
PRINCE PARK TRUST	3,588	100	2,913	1,425
SUCCESSOR AGENCY HOUSING	392,667	234,191	153,279	142,410
MOBILE HOME RENT PROGRAM	20,581	17,416	22,143	93,885
<b>SPECIAL REVENUE FUNDS</b>	<b>15,845,905</b>	<b>14,423,977</b>	<b>18,331,929</b>	<b>18,554,151</b>



**2017 Budget  
Special Revenue Funds  
Appropriations by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	1,697,962	1,412,414	1,709,683	1,742,434
BENEFITS	716,616	622,407	719,534	756,402
SUPPLIES	699,533	577,010	686,370	553,875
PROF SERVICES, MAINT, REPAIR	1,787,168	1,802,882	1,727,331	1,344,287
INTRAGOVERNMENTAL SERVICES	291,314	599,622	701,623	710,878
UTILITIES, RENT, TRAINING	551,979	565,930	397,765	382,940
ADVERTISING, PROMOTION, DEBT	208,838	159,451	316,500	522,260
CAPITAL EXPENDITURES	81,730	22,918	144,500	60,000
TRANSFERS	6,177,659	8,584,496	12,717,494	10,753,865
<b>SPECIAL REVENUE FUNDS</b>	<b>12,212,799</b>	<b>14,347,130</b>	<b>19,120,800</b>	<b>16,826,941</b>

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

Fund	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
AQUATIC CENTER FACILITIES IMPACT FEES	(142)	12	7	-
COMMERCIAL LINKAGE FEES	225,665	529,742	390,000	68,406
COMMUNITY FACILITIES IMPACT FEES	13,797	93,757	29	25,000
COMMUNITY CENTER FACILITIES IMP FEES-08	(490)	27	12	-
FIRE SUPPRESSION FACILITIES IMPACT FEES	3,272	33,028	120,008	-
HOUSING IN-LIEU IMPACT FEES	913,917	485,223	192,511	311,327
LIBRARY FACILITY IMPACT FEES	(182)	19	20	-
PARKLAND ACQ AND DVLPMNT IMPACT FEES	436,622	1,651,537	-	-
PARK LAND ACQUISITION IMPACT FEES-08	73,395	4,179	753	5,595
PARK LAND DEVELOPMENT IMPACT FEES-08	643	1,316,046	240,286	484,272
OPEN SPACE ACQUISITION IMPACT FEES-08	(872)	919	390	1,471
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	-	-	954	714
LAW ENFORCEMENT FACILITIES IMPACT FEES	(357)	24	30	-
PUBLIC FACILITIES IMPACT FEES	(298)	2,380	12	-
PUBLIC FACILITY-08	(423)	22	11	-
CITY FACILITIES DEVELOPMENT IMPACT FEE	2,800	13,134	5,505	20,992
STORM DRAINAGE IMPACT FEES	18,994	22,481	745,121	339,000
STORM DRAINAGE IMPACT FEES - 08	(1,928)	129	416	-
TRAFFIC IMPACT FEES	220,098	633,464	1,105,663	261,000
TRAFFIC IMPACT FEES - 08	(16,749)	37,683	1,849,376	52,003
PUBLIC ART FEES	17,083	27,035	143,537	102,116
3% ADMIN FEE - 08	26,567	15,924	22,876	22,876
CDBG	321,344	317,340	352,588	344,066
HOME/BEGIN	-	92,825	-	-
FIRE GRANTS	3,298	2,258	-	-
PARKS AND REC GRANTS	-	472,500	208,500	211,000
POLICE GRANTS	551,070	299,226	783,230	563,431
PUBLIC WORKS GRANTS	1,675,932	846,257	3,780,500	4,097,000
DONATIONS/DEVELOPER CONTRIB	192,794	32,610	370,384	472,796
ABANDONED VEHICLE ABATEMENT	46,016	83,726	159,922	91,377
ASSET SEIZURES	105,029	137,568	175,597	175,597
HAZ MAT FINES-FIRE	9,488	7,566	10,070	10,070
SLESF	115,100	109,000	155,650	100,000
GAS TAX	1,284,613	1,209,697	1,907,831	1,201,019
STREET MAINTENANCE (HUT)	2,099,895	2,359,719	2,426,133	2,494,691
STREET SIGNS AND MARKINGS	431,913	398,153	611,137	606,444
STREET SIGNALS AND LIGHTS	693,007	742,153	570,583	589,122
SOLID WASTE CONTRACT MGMT	44,513	52,234	47,803	39,321
LANDSCAPE ASSESSMENT DISTRICTS	368,524	336,406	316,459	368,640
TRANSIENT OCCUPANCY TAX	1,982,248	1,775,099	2,019,729	3,267,129
PRINCE PARK TRUST	56,500	56,500	56,500	56,500
SUCCESSOR AGENCY HOUSING	227,908	146,754	347,667	430,966
MOBILE HOME RENT PROGRAM	72,195	2,774	3,000	13,000
<b>SPECIAL REVENUE FUNDS</b>	<b>12,212,799</b>	<b>14,347,130</b>	<b>19,120,800</b>	<b>16,826,941</b>

**2017 Budget  
Enterprise Funds Revenue by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
TAXES REVENUE	61,011	83,583	70,000	75,000
FEES/PERMITS AND FINES REVENUE	1,362,623	1,268,395	1,310,200	1,350,725
USE OF PROPERTY REVENUE	1,248,039	1,232,805	1,154,400	1,230,500
INTERGOVERNMENTAL REVENUE	3,999,939	3,237,925	7,717,455	6,417,920
CHARGES FOR SERVICE REVENUE	180,913	149,713	126,500	126,500
UTILITY REVENUE	272,671	282,977	354,650	297,130
SALES REVENUE	844,830	784,677	751,828	748,600
MISCELLANEOUS	2,371	8,252	-	1,600
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	95,164	1,849,445	-	-
<b>ENTERPRISE FUNDS REVENUE</b>	<b>8,067,561</b>	<b>8,897,772</b>	<b>11,485,033</b>	<b>10,247,975</b>

**2017 Budget  
Enterprise Funds Revenue by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
AIRPORT	1,909,285	2,572,878	1,903,500	1,954,400
DEVELOPMENT SERVICES	1,533,226	1,398,222	1,427,100	1,465,225
MARINA	254,101	242,559	214,728	240,600
TRANSIT	4,370,949	4,684,113	7,939,705	6,587,750
<b>ENTERPRISE FUNDS REVENUE</b>	<b>8,067,561</b>	<b>8,897,772</b>	<b>11,485,033</b>	<b>10,247,975</b>

**2017 Budget  
Enterprise Funds Revenue by Cost Center**

Cost Center	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
AIRPORT ADMIN/OPERATIONS	1,909,285	2,572,878	1,903,500	1,954,400
DEVELOP SVC ADMIN	32,929	28,721	27,100	26,900
DEVELOP SVC BLDG SVC	1,353,415	1,255,980	1,300,000	1,338,325
DEVELOP SVC COST RECOVERY	146,882	113,521	100,000	100,000
MARINA ADMIN/OPERATIONS	254,101	242,559	214,728	240,600
TRANSIT ADMIN	1,747,031	1,474,210	3,896,015	2,804,150
TRANSIT CITY ROUTES	2,475,502	2,836,244	3,677,345	3,335,750
PARATRANSIT	148,416	373,659	366,345	447,850
<b>ENTERPRISE FUNDS REVENUE</b>	<b>8,067,561</b>	<b>8,897,772</b>	<b>11,485,033</b>	<b>10,247,975</b>

**2017 Budget  
 Enterprise Funds Appropriations by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	771,572	820,224	885,802	915,927
BENEFITS	314,379	331,574	363,703	418,808
SUPPLIES	1,102,922	957,796	1,131,300	1,067,856
PROF SERVICES, MAINT, REPAIR	2,304,616	2,090,650	3,710,735	3,151,819
INTRAGOVERNMENTAL SERVICES	532,440	535,599	611,573	611,573
UTILITIES, RENT, TRAINING	243,399	240,613	260,162	278,092
ADVERTISING, PROMOTION, DEBT	1,395,541	1,332,362	621,721	558,707
CAPITAL EXPENDITURES	-	-	2,652,687	79,660
TRANSFERS	1,637,477	985,485	270,000	511,000
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,302,346</b>	<b>7,294,303</b>	<b>10,507,683</b>	<b>7,593,442</b>

**2017 Budget  
 Enterprise Funds Appropriations by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
AIRPORT	1,817,983	2,334,290	1,840,382	1,899,210
DEVELOPMENT SERVICES	1,301,271	1,417,381	1,385,515	1,380,793
MARINA	488,339	463,192	333,589	304,706
TRANSIT	4,694,753	3,079,440	6,948,197	4,008,733
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,302,346</b>	<b>7,294,303</b>	<b>10,507,683</b>	<b>7,593,442</b>

**2017 Budget  
 Enterprise Funds Appropriations by Cost Center**

Cost Center	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
AIRPORT ADMIN/OPERATIONS	1,084,687	1,688,320	1,109,982	1,243,910
AIRPORT FUELING	708,303	620,336	705,000	630,800
AIRPORT HANGARS	24,993	25,634	25,400	24,500
DEVELOP SVC BLDG SVC	1,147,909	1,299,596	1,226,515	1,221,793
DEVELOP SVC COST RECOVERY	153,362	117,785	159,000	159,000
MARINA ADMIN/OPERATIONS	488,339	463,192	333,589	304,706
TRANSIT ADMIN	1,964,584	435,727	2,544,896	1,633,353
TRANSIT CITY ROUTES	1,896,316	1,925,558	3,646,164	1,590,196
PARATRANSIT	833,853	718,155	757,137	785,184
<b>ENTERPRISE FUNDS APPROPRIATIONS</b>	<b>8,302,346</b>	<b>7,294,303</b>	<b>10,507,683</b>	<b>7,593,442</b>

**2017 Budget  
 Utilities Revenue by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
FEES/PERMITS AND FINES REVENUE	1,324	700	1,000	1,000
USE OF PROPERTY REVENUE	264,659	182,191	286,400	319,000
INTERGOVERNMENTAL REVENUE	0	62,920	0	0
UTILITY REVENUE	39,039,520	39,550,514	38,185,800	37,595,300
SALES REVENUE	19,889	24,648	12,400	21,500
MISCELLANEOUS	89,229	59,542	18,500	32,750
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	1,973,022	3,573,098	643,755	543,580
<b>UTILITIES REVENUE</b>	<b>41,387,643</b>	<b>43,453,613</b>	<b>39,147,855</b>	<b>38,513,130</b>

**2017 Budget  
 Utilities Revenue by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
WASTE WATER	25,641,484	28,979,901	24,253,480	23,487,680
WATER	15,346,892	14,074,090	14,344,275	14,575,450
STORM WATER	399,267	399,622	550,100	450,000
<b>UTILITIES REVENUE</b>	<b>41,387,643</b>	<b>43,453,613</b>	<b>39,147,855</b>	<b>38,513,130</b>

**2017 Budget  
 Utilities Revenue by Cost Center**

Cost Center	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
WASTE WATER ADMIN	25,628,360	27,366,480	24,085,580	21,769,780
WASTE WATER CAPACITY FEES	-	1,609,613	150,000	1,700,000
WASTE WATER RECLAMATION	13,124	3,808	17,900	17,900
WATER ADMIN	15,340,052	13,844,571	14,337,875	14,418,950
WATER CAPACITY FEES	-	160,316	-	150,000
WATER CONSERVATION	6,840	69,203	6,400	6,500
STORM DRAINAGE UTILITY ADMIN	399,267	399,622	550,100	450,000
<b>UTILITIES REVENUE</b>	<b>41,387,643</b>	<b>43,453,613</b>	<b>39,147,855</b>	<b>38,513,130</b>

**2017 Budget  
Utilities Appropriations by Account Type**

Account Type	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	4,336,164	4,120,529	4,479,377	4,627,838
BENEFITS	1,663,688	1,692,674	1,955,813	2,132,437
SUPPLIES	7,654,924	7,264,612	9,096,650	9,222,550
PROF SERVICES, MAINT, REPAIR	2,926,432	3,229,075	3,931,950	4,297,700
INTRAGOVERNMENTAL SERVICES	1,969,670	2,257,167	2,639,471	2,539,471
UTILITIES, RENT, TRAINING	1,546,986	1,752,437	2,063,300	2,178,100
ADVERTISING, PROMOTION, DEBT	11,330,787	10,868,747	10,528,696	10,554,218
CAPITAL EXPENDITURES	-	-	582,000	18,000
TRANSFERS	4,447,242	4,552,824	14,260,620	29,960,000
<b>UTILITIES APPROPRIATIONS</b>	<b>35,875,893</b>	<b>35,738,065</b>	<b>49,537,877</b>	<b>65,530,314</b>

**2017 Budget  
Utilities Appropriations by Fund**

Fund	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
WASTE WATER	20,872,988	20,452,581	27,627,343	43,814,948
WATER	14,439,430	14,877,715	21,362,353	21,217,052
STORM DRAINAGE UTILITY	563,475	407,769	548,181	498,314
<b>UTILITIES APPROPRIATIONS</b>	<b>35,875,893</b>	<b>35,738,065</b>	<b>49,537,877</b>	<b>65,530,314</b>

**2017 Budget  
Utilities Appropriations by Cost Center**

Cost Center	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
WASTE WATER ADMIN	13,957,843	12,994,261	18,593,707	34,633,649
WASTE WATER COLLECT SYSTEM	1,342,391	990,017	1,297,368	1,085,383
WASTE WATER SEWAGE PUMP STATIONS	-	395,781	517,862	542,489
WASTE WATER CUSTOMER SVC	270,038	63,815	112,800	113,100
WASTE WATER INDUSTRIAL	323,567	317,987	425,403	492,743
WASTE WATER RECLAMATION	650,036	958,485	1,108,182	1,439,736
WASTE WATER STORM DRAIN	127,159	165,768	211,274	205,646
WASTE WATER ELLIS CREEK OPERATIONS	4,201,954	4,566,467	5,360,747	5,302,202
WATER ADMIN	4,119,807	6,012,949	9,871,335	9,694,365
WATER CONSERVATION	525,365	524,883	716,171	718,169
WATER CUSTOMER SERVICES	835,934	393,900	669,895	625,045
WATER LEAK DETECT/CROSS CONNECT	122,451	126,059	120,952	124,229
WATER PUMPING	126,951	183,372	569,250	539,592
WATER SOURCE OF SUPPLY	6,523,356	5,629,547	6,950,000	6,950,000
WATER TRANSMISSION & DISTRIBUTION	2,185,566	2,007,005	2,464,750	2,565,652
STORM DRAINAGE UTILITY ADMIN	563,475	407,769	548,181	498,314
<b>UTILITIES APPROPRIATIONS</b>	<b>35,875,893</b>	<b>35,738,065</b>	<b>49,537,877</b>	<b>65,530,314</b>

**2017 Budget**  
**Internal Service Funds Revenue by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
USE OF PROPERTY REVENUE	39,506	8,851	19,700	-
CHARGES FOR SERVICE REVENUE	5,925,903	5,936,229	5,957,937	6,060,255
SALES REVENUE	6,425	7,386	-	-
MISCELLANEOUS	147,917	27,170	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	110,000	201,000	600,000	700,000
<b>INTERNAL SERVICE FUNDS REVENUE</b>	<b>6,229,751</b>	<b>6,180,636</b>	<b>6,577,637</b>	<b>6,760,255</b>

**2017 Budget**  
**Internal Service Funds Revenue by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
EE BENEFITS	1,386,608	1,402,255	1,276,851	1,332,743
GENERAL SERVICES	106,985	238,004	224,006	224,006
INFORMATION TECHNOLOGY	1,677,822	1,532,800	1,802,161	1,802,161
RISK MANAGEMENT	1,539,202	1,542,564	1,677,153	1,677,153
VEH/EQUIPMENT REPLACE	100,323	209,268	400,000	500,000
WORKERS COMP	1,418,811	1,255,745	1,197,466	1,224,192
<b>INTERNAL SERVICE FUNDS REVENUE</b>	<b>6,229,751</b>	<b>6,180,636</b>	<b>6,577,637</b>	<b>6,760,255</b>

**2017 Budget  
 Internal Service Funds Appropriations by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	1,258,106	1,185,072	789,623	801,705
BENEFITS	367,384	419,304	697,334	890,467
SUPPLIES	149,868	89,643	84,883	95,800
PROF SERVICES, MAINT, REPAIR	1,196,582	1,326,085	1,276,318	949,772
INTRAGOVERNMENTAL SERVICES	133,280	220,282	66,562	66,562
UTILITIES, RENT, TRAINING	1,809,274	4,564,585	3,251,141	3,302,760
ADVERTISING, PROMOTION, DEBT	422,953	291,840	520	470
CAPITAL EXPENDITURES	-	-	618,000	400,000
TRANSFERS	-	-	-	177,000
<b>INTERNAL SERVICE FUNDS APPROPRIATIONS</b>	<b>5,337,447</b>	<b>8,096,811</b>	<b>6,784,381</b>	<b>6,684,536</b>

**2017 Budget  
 Internal Service Funds Appropriations by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
EE BENEFITS	1,074,968	1,303,261	1,076,625	1,301,751
GENERAL SERVICES	311,720	202,719	224,023	211,279
INFORMATION TECHNOLOGY	1,593,175	1,643,192	1,802,161	1,738,478
RISK MANAGEMENT	549,134	2,835,826	1,677,178	1,529,178
VEH/EQUIPMENT REPLACE	403,585	262,272	540,000	400,000
WORKERS COMP	1,404,865	1,849,541	1,464,394	1,503,850
<b>INTERNAL SERVICE FUNDS APPROPRIATIONS</b>	<b>5,337,447</b>	<b>8,096,811</b>	<b>6,784,381</b>	<b>6,684,536</b>



**2017 Budget  
 Capital Projects Revenue by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
FEES/PERMITS AND FINES REVENUE	-	-	804,000	-
USE OF PROPERTY REVENUE	19,508	21,992	-	-
INTERGOVERNMENTAL REVENUE	392,358	630,686	3,157,000	665,000
CHARGES FOR SERVICE REVENUE	-	-	-	30,000
SALES REVENUE	606	-	-	-
MISCELLANEOUS	2,000	1,423,634	722,000	136,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	10,129,797	19,989,964	23,930,735	38,314,000
<b>CAPITAL PROJECTS REVENUE</b>	<b>10,544,269</b>	<b>22,066,276</b>	<b>28,613,735</b>	<b>39,145,000</b>

**2017 Budget  
 Capital Projects Revenue by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
GENERAL GOVERN CIP	277,989	258,748	168,000	1,093,000
COMM DEVELOP CIP	(278,000)	39,472	-	-
FIRE CIP	3,600	33,000	120,000	-
PARK AND REC CIP	194,491	4,377,520	1,969,500	725,000
PUBLIC WORKS CIP	3,930,151	11,170,086	11,705,615	6,278,000
FEMA/OES CIP	102,244	-	-	-
AIRPORT CIP	8,250	668,240	-	256,000
MARINA CIP	264,975	-	20,000	-
TRANSIT CIP	1,572,007	518,480	307,000	423,000
WASTE WATER CIP	2,646,272	2,304,636	6,743,000	23,520,000
WATER CIP	1,822,290	2,696,094	7,580,620	6,850,000
<b>CAPITAL PROJECTS REVENUE</b>	<b>10,544,269</b>	<b>22,066,276</b>	<b>28,613,735</b>	<b>39,145,000</b>

**2017 Budget  
 Capital Projects Appropriations by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	276,438	355,285	873,573	953,223
BENEFITS	121,530	153,214	353,169	369,750
SUPPLIES	9,665	249,399	-	-
PROF SERVICES, MAINT, REPAIR	2,572,600	18,743,952	26,885,908	36,604,677
INTRAGOVERNMENTAL SERVICES	58,313	102,965	255,350	255,350
UTILITIES, RENT, TRAINING	1,364	25,105	-	-
ADVERTISING, PROMOTION, DEBT	24,644	11,849	7,000	-
CAPITAL EXPENDITURES	727,253	372,192	282,000	48,000
TRANSFERS	1,247,776	5,063,947	410,012	-
<b>CAPITAL PROJECTS APPROPRIATIONS</b>	<b>5,039,583</b>	<b>25,077,908</b>	<b>29,067,012</b>	<b>38,231,000</b>

**2017 Budget  
 Capital Projects Appropriations by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
GENERAL GOVERN CIP	-	133,953	168,000	1,182,000
COMM DEVELOP CIP	(38,472)	-	-	-
FIRE CIP	4,175	33,123	120,000	-
PARK AND REC CIP	309,863	6,328,811	1,969,500	725,000
PUBLIC WORKS CIP	2,442,687	11,945,557	11,731,337	5,290,000
FEMA/OES CIP	38,553	672,700	-	-
AIRPORT CIP	5,944	48,596	-	256,000
MARINA CIP	11,475	-	20,000	-
TRANSIT CIP	-	1,806,185	317,000	423,000
WASTE WATER CIP	1,419,486	3,430,559	7,124,000	23,886,000
WATER CIP	845,872	678,424	7,617,175	6,469,000
<b>CAPITAL PROJECTS APPROPRIATIONS</b>	<b>5,039,583</b>	<b>25,077,908</b>	<b>29,067,012</b>	<b>38,231,000</b>

**2017 Budget  
 Successor Agency Revenue by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
TAXES REVENUE	4,039,476	5,816,544 3,581	5,190,891	5,719,040
USE OF PROPERTY REVENUE	9,617	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	-	-	-	-
<b>SUCCESSOR AGENCY REVENUE</b>	<b>4,049,093</b>	<b>5,820,125</b>	<b>5,190,891</b>	<b>5,719,040</b>

**2017 Budget  
 Successor Agency Revenue by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SUCCESSOR AGENCY DEBT SERVICE	3,962,985	5,106,537	4,940,891	5,469,040
SUCCESSOR AGENCY ADMIN	86,108	713,588	250,000	250,000
<b>SUCCESSOR AGENCY REVENUE</b>	<b>4,049,093</b>	<b>5,820,125</b>	<b>5,190,891</b>	<b>5,719,040</b>

**2017 Budget  
 Successor Agency Appropriations by Account Type**

Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	133,368	36,207	33,573	42,546
BENEFITS	50,839	15,919	17,034	17,349
SUPPLIES	245	105	200	200
PROF SERVICES, MAINT, REPAIR	179,787	217,638	113,150	54,150
INTRAGOVERNMENTAL SERVICES	-	171,118	420,954	420,954
UTILITIES, RENT, TRAINING	4,854	4,617	5,366	5,366
ADVERTISING, PROMOTION, DEBT	3,556,632	3,432,056	4,940,891	5,469,040
TRANSFERS	1,654,786	8,836,000	-	-
<b>SUCCESSOR AGENCY APPROPRIATIONS</b>	<b>5,580,511</b>	<b>12,713,660</b>	<b>5,531,168</b>	<b>6,009,605</b>

**2017 Budget  
 Successor Agency Appropriations by Fund**

Fund	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SUCCESSOR AGENCY DEBT SERVICE	5,211,418	12,268,056	4,940,891	5,469,040
SUCCESSOR AGENCY ADMIN	369,093	445,604	590,277	540,565
<b>SUCCESSOR AGENCY APPROPRIATIONS</b>	<b>5,580,511</b>	<b>12,713,660</b>	<b>5,531,168</b>	<b>6,009,605</b>

## General Fund Operating Budget Overview

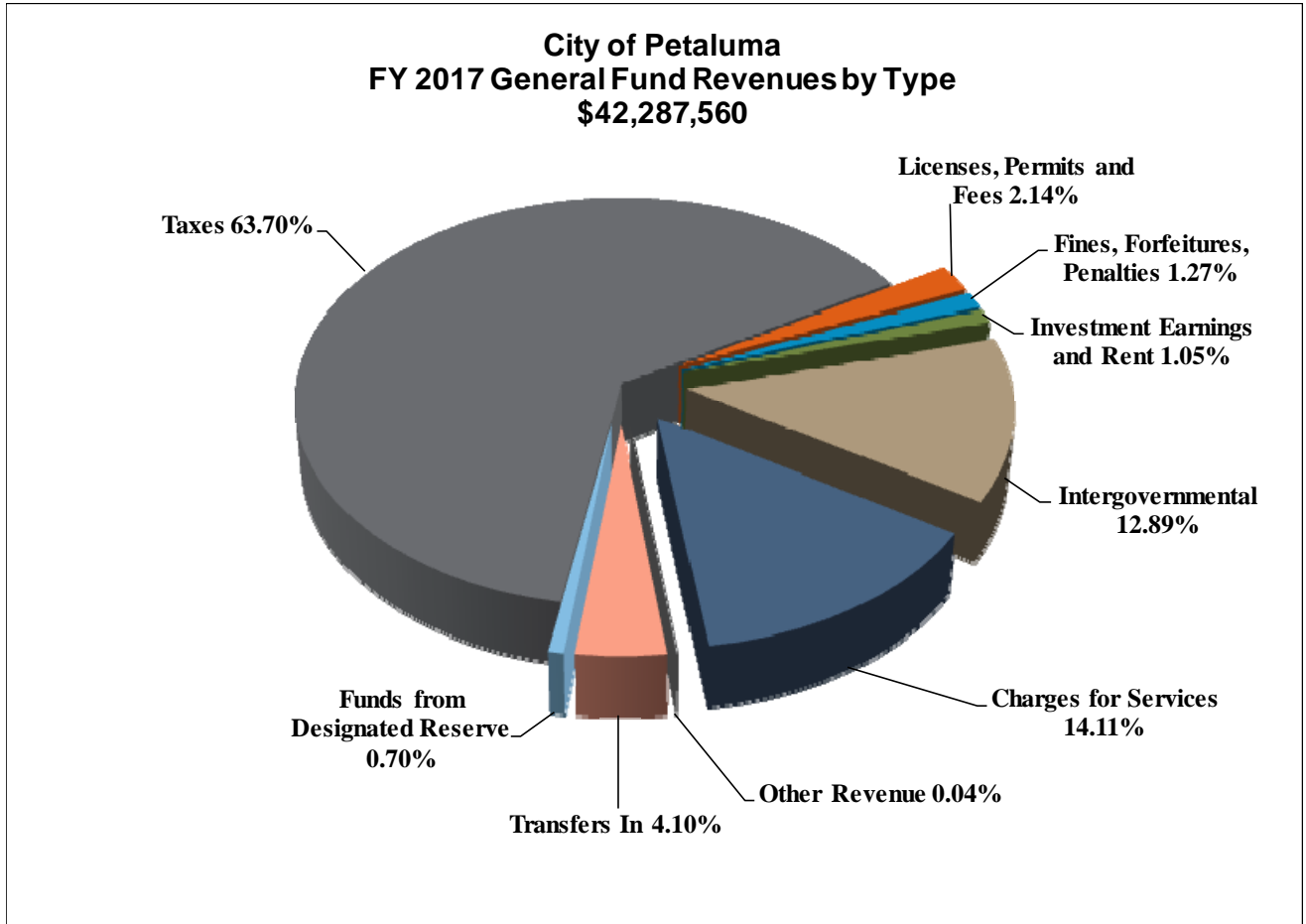
FY 16-17 Budget

	FY 2014 Actual	FY 2015 Actual	FY 2016 Revised Budget	FY 2017 Recommended Budget
<b>Revenues</b>				
Taxes	\$ 24,275,470	\$ 26,071,745	\$ 26,989,241	\$ 26,937,428
Licenses, Permits and Fees	1,070,986	1,060,501	919,169	903,520
Fines, Forfeitures, Penalties	690,944	567,091	542,500	535,500
Investment Earnings and Rent	452,298	562,596	443,800	443,800
Intergovernmental	4,491,242	5,496,371	5,124,503	5,449,912
Charges for Services	5,147,104	5,693,857	5,996,785	5,966,148
Other Revenue	78,967	67,006	28,680	17,000
Transfers In	<u>1,831,285</u>	<u>1,609,012</u>	<u>1,735,001</u>	<u>1,734,252</u>
<b>Total Revenues</b>	<b><u>\$ 38,038,296</u></b>	<b><u>\$ 41,128,179</u></b>	<b><u>\$ 41,779,679</u></b>	<b><u>\$ 41,987,560</u></b>
<b>Funds from Designated Reserve</b>			<b><u>\$ 878,886</u></b>	<b><u>\$ 300,000</u></b>
<b>Total Sources</b>			<b><u>\$ 42,658,565</u></b>	<b><u>\$ 42,287,560</u></b>
<b>Expenditures/Appropriations</b>				
Salaries	\$ 18,681,682	\$ 19,741,131	\$ 21,128,425	\$ 21,498,043
Benefits	9,808,014	10,325,168	11,653,431	12,489,230
Services and Supplies	5,658,837	5,725,952	6,304,096	6,549,878
Capital	124,998	18,953	338,800	-
Transfers Out	637,580	827,400	1,689,068	1,242,053
Intragovernmental	<u>1,434,450</u>	<u>1,593,842</u>	<u>1,958,638</u>	<u>1,958,638</u>
<b>Total Expenditures/Appropriations</b>	<b><u>\$ 36,345,561</u></b>	<b><u>\$ 38,232,446</u></b>	<b><u>\$ 43,072,458</u></b>	<b><u>\$ 43,737,842</u></b>
<b>Difference</b>	<b><u>\$ 1,692,735</u></b>	<b><u>\$ 2,895,733</u></b>	<b><u>\$ (413,893)</u></b>	<b><u>\$ (1,450,282)</u></b>
<b>Ending Working Capital Balance *</b>	<b><u>\$ 1,633,298</u></b>	<b><u>\$ 1,872,875</u></b>	<b><u>\$ 1,458,982</u></b>	<b><u>\$ 8,700</u></b>

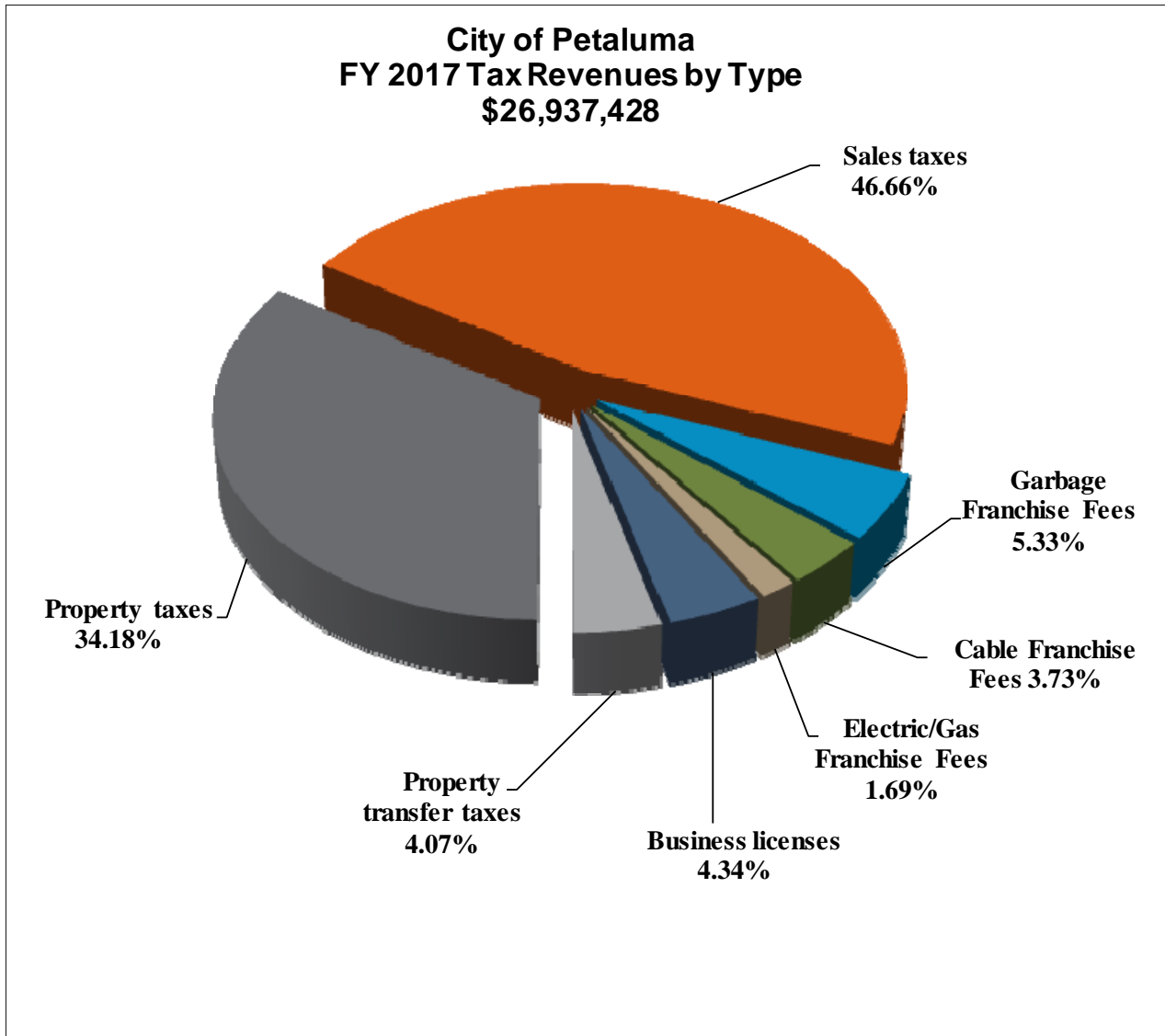
\* Note: Does not include designated reserves

**Revenues:**

Total General Fund revenues in FY 17 are projected to be \$42,287,560. This represents a .08% decrease from FY 16 revised revenues. The chart below shows total General Fund revenues by type.



Tax revenues make up 64% of total General Fund revenues. The chart on the next page shows tax revenues by type as a percentage of total tax revenue.



Sales Tax revenue is the largest revenue source in the General Fund. Sales Tax represents 47% of General Fund tax revenues and is projected to approximate \$12.5 million during FY 17. This represents a decrease of \$.6 million or 5% from FY 16 revised revenue. The majority of this decrease is due to the elimination in FY 17 of the final true-up payment anticipated from the triple flip. That payment was reflected in the FY 16 budget. This decrease is slightly offset by increases projected in the General Retail, Food products and Construction tax categories. An inflationary growth factor of 2% is also included in the projection for FY 17.

Property Tax revenue is the second largest individual source of revenue in the General Fund and makes up 34% of General Fund tax revenues. FY 17 overall property tax revenues are projected to be \$9.2 million. This amount is up \$.3 million from FY 16 and

represents an increase of 4%. This estimate was developed in conjunction with the Sonoma County Auditor/Controller's office. The County considers economic factors, Proposition 8 reassessments, median home prices, and the number of property resales in estimating a growth factor for the upcoming year.

Franchise Fee revenues make up \$2.9 million or 11% of General Fund tax revenues. Franchise Fees overall will increase slightly by \$.1 million from FY 16 amounts. This revenue category is continuing a pattern of slow growth and is expected to increase approximately 3% next fiscal year.

Business License revenues and Real Property Transfer Taxes combined make up approximately 8% of General Fund tax revenues. Revenues in these categories are estimated to be \$2.3 million in FY 17, and are up about 1% over FY 16 projections.

Licenses, Permits and Fees revenue are projected to be \$.9m during FY 17. This category is down slightly due primarily to lower anticipated development related permit activity.

Fines, Forfeitures and Penalties revenue as well as Investment Earnings & Rent, Intergovernmental revenues, Charges for Services, and Other Revenues are projected to be approximately \$12.4 million in FY 17. This represents an overall increase of \$.3 million and is mainly related to Intergovernmental revenue increases. Motor Vehicle in lieu, Prop 172 and GEMT reimbursement increases are the primary drivers of the increase.

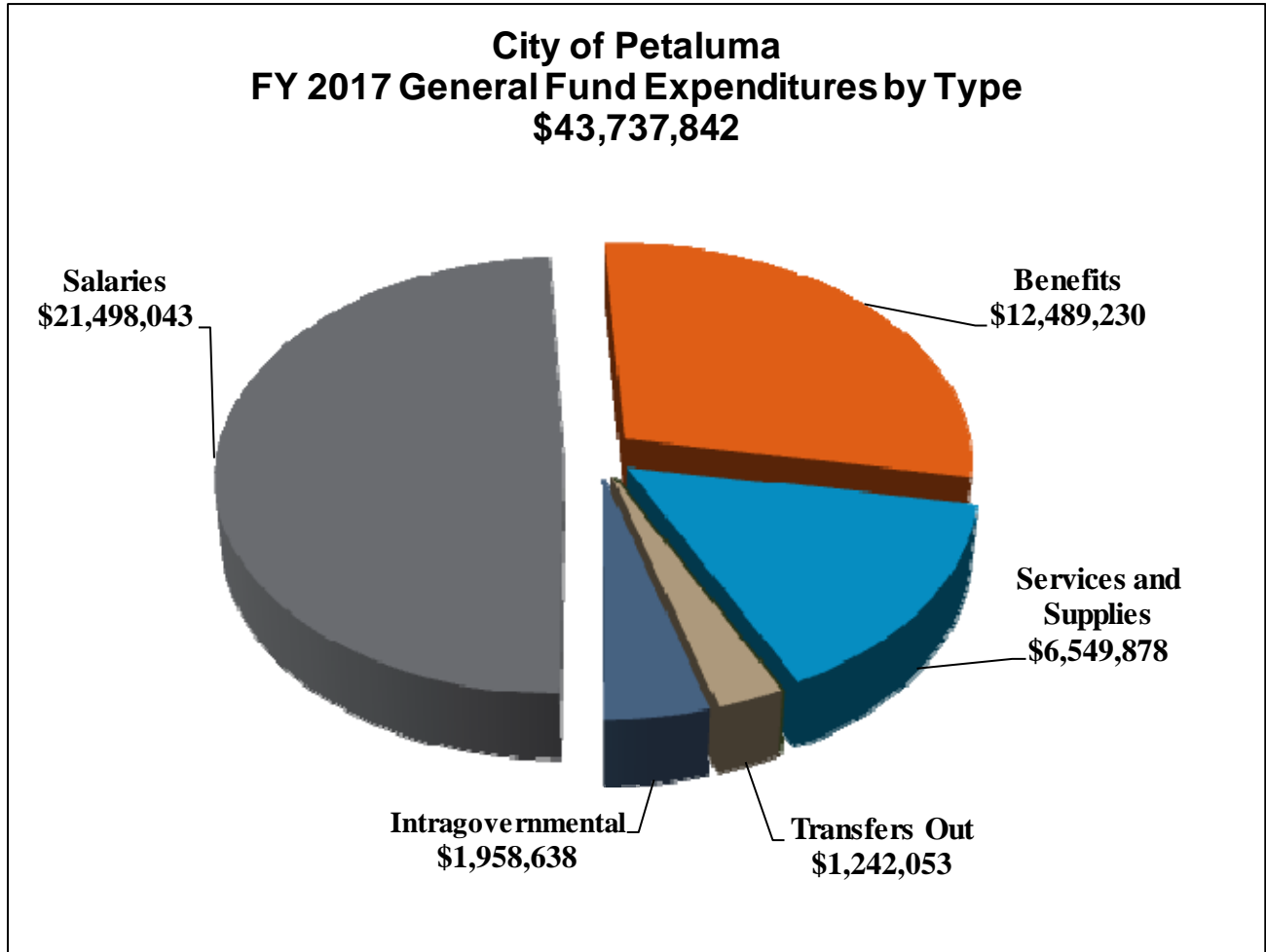
Transfers into the General Fund during the upcoming fiscal year will be approximately \$1.7 million, virtually the same as last fiscal year.

Funds transferred in from designated reserves will be \$.3 million, a decrease of \$.6 million from FY 16. This is due to non-recurring carryover appropriations of \$.5 million, along with a non-recurring capital project usage of \$.2 million. Designated reserves used for compensation will increase from \$.2 million in FY 16 to \$.3 million in FY 17.

**Expenditures:**

Overall General Fund expenditures are projected to increase approximately \$.7 million or 2% next year over FY 16. The chart on the next page shows expenditures by type.





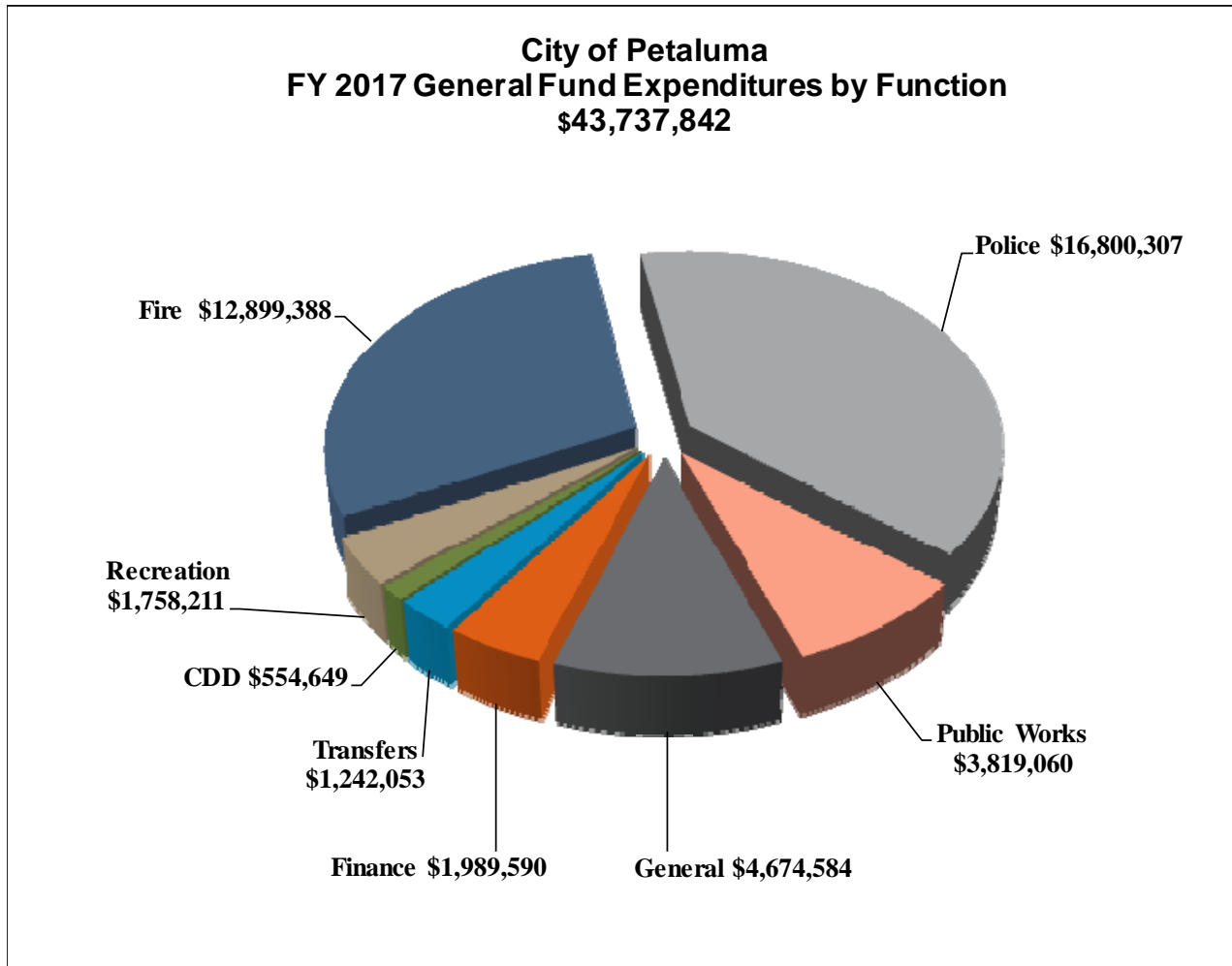
Salaries are expected to be higher by about \$.3 million due to negotiated cost of living adjustments. The addition of a Park Maintenance Worker and a full time Engineering Technician are also contributing to the increase. Those positions, however, will be entirely offset by revenue sources.

Benefits are expected to increase next fiscal year by approximately \$.8 million. This is mainly due to an increase in PERS costs related to increased contribution rates – Miscellaneous from 18.002% to 18.729% and Safety from 42.556% to 47.061%. Benefits costs on the cost of living adjustments are also a contributing factor.

Services and supplies are increasing by approximately \$.2 million due mainly to increased costs in the Police and Fire Departments.

Transfers out are decreasing by \$.4 million due mainly to a non-recurring transfer to fund an ADA sidewalk improvement project. Funding for that project will be provided by the Transient Occupancy Fund in the future. Transfers out will include transfers to the

Employee Benefits fund of \$200k to pay down the OPEB liability and \$300k for Vehicle Replacement. Also included are transfers to cover storm water costs, the planned payback of the inter-fund loan to the storm drainage impact fee fund and the payment related to the litigation settlement. The chart below shows General Fund expenditures by function.



### Five-Year Forecast Update

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

included. Expenditures have been updated and will be increasing significantly over the duration of the forecast due mainly to continued benefit cost increases.

### General Fund Long Term Operating Forecast

Revenue Categories	<i>Revised</i> <b>2016</b>	<i>Budget</i> <b>2017</b>	<i>Forecast</i> <b>2018</b>	<i>Forecast</i> <b>2019</b>	<i>Forecast</i> <b>2020</b>
Property Taxes	\$ 8,850,150	\$ 9,204,156	\$ 9,526,301	\$ 9,716,827	\$ 9,862,580
Sales and Use Taxes	13,127,991	12,570,134	13,116,547	13,795,930	14,346,730
Business Lic & Prop Trf Taxes	2,249,500	2,266,950	2,334,959	2,405,007	2,477,157
Franchise Fees	2,761,600	2,896,187	2,983,073	3,072,565	3,164,742
Licenses and Permits	919,169	903,520	930,626	958,544	987,301
Fines & Forfeitures & Penalties	542,500	535,500	546,210	557,134	568,277
Investment Earnings and Rent	443,800	443,800	457,114	470,827	484,952
Intergovernmental Revenues	5,124,503	5,449,912	5,613,409	5,781,812	5,955,266
Charges for Services	5,996,785	5,966,149	6,085,472	6,207,181	6,331,325
Other Revenues	28,680	17,000	17,000	17,000	17,000
Transient Occupancy Tax Trf	1,449,112	1,404,012	1,404,012	1,404,012	1,404,012
Other Transfers and Sources	1,164,775	630,240	586,500	186,500	186,500
<b>Total Revenues</b>	<b>\$ 42,658,565</b>	<b>\$ 42,287,560</b>	<b>\$ 43,601,223</b>	<b>\$ 44,573,341</b>	<b>\$ 45,785,842</b>

Expenditure Categories	<i>Revised</i> <b>2016</b>	<i>Budget</i> <b>2017</b>	<i>Forecast</i> <b>2018</b>	<i>Forecast</i> <b>2019</b>	<i>Forecast</i> <b>2020</b>
Salaries and Wages	\$ 21,128,424	\$ 21,498,043	\$ 21,714,024	\$ 21,932,163	\$ 22,152,485
Benefits	11,653,431	12,489,230	13,252,731	14,056,542	14,891,418
Services & Supplies	6,304,096	6,549,878	6,563,576	6,694,847	6,828,744
Intragovernmental	1,958,638	1,958,638	1,958,638	1,958,638	1,958,638
Fixed Assets & Cap. Outlay	338,800		-	-	-
Storm water transfer	692,053	592,053	592,053	592,053	592,053
Transfers Out	997,015	650,000	500,000	500,000	500,000
<b>Total Expenditures</b>	<b>\$ 43,072,457</b>	<b>\$ 43,737,842</b>	<b>\$ 44,581,022</b>	<b>\$ 45,734,244</b>	<b>\$ 46,923,339</b>

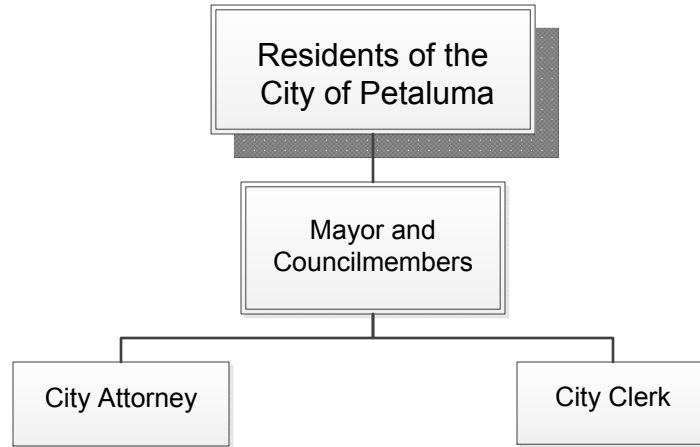
<b>Rev. Over (Under) Exp.</b>	<b>\$ (413,892)</b>	<b>\$ (1,450,282)</b>	<b>\$ (979,799)</b>	<b>\$ (1,160,903)</b>	<b>\$ (1,137,497)</b>
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<b>Unassigned Bal. Beg. of Yr</b>	<b>\$ 1,872,875</b>	<b>\$ 1,458,983</b>	<b>\$ 8,701</b>	<b>\$ (971,098)</b>	<b>\$ (2,132,002)</b>
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<b>Unassigned Bal. End of Yr</b>	<b>\$ 1,458,983</b>	<b>\$ 8,701</b>	<b>\$ (971,098)</b>	<b>\$ (2,132,002)</b>	<b>\$ (3,269,499)</b>
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## Legislative



## **CITY COUNCIL**

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, who report directly to the City Council. The City Council also appoints the members of the City's advisory commissions and committees. The City Council 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 to the City's various citizens advisory committees as City Council liaison, and participate as members on a variety of local and regional boards and agencies. Council members also attend, as individuals and groups of less than four, neighborhood and community meetings.

## **2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

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

- Approved Ordinances and Resolutions, including; provisions for allowing short-term vacation rentals; a revised master fee schedule; a revised sidewalk program; medical marijuana regulations; and, revised traffic mitigation impact fees.
- Revised water conservation regulations to address Statewide drought restrictions.
- Extended the agreement with the non-profit Petaluma Animal Services Foundation to provide animal services through July 2018.
- Certified the Final Environmental Impact Report, approved a Mitigation Monitoring and Reporting Program, and Adopted Statements of Overriding Considerations for Cumulative Impacts from the Rainier Crosstown Connector Project.
- Approved bargaining agreements with represented employee groups in Units 1, 2, 3, 4, 6, 8, 9, 10 and 11.
- Adopted the January 1, 2015 through December 31, 2016 City of Petaluma Equal Opportunity Plan.
- Accepted Petaluma River Flood Control project as complete
- Approved the purchase and implementation of Police Department body cameras.
- Authorized a Police Department grant funded program and allocated a Police Officer to interface with the City's Homeless population and to mitigate illegal dump sites.
- Awarded many construction contracts for CIP related infrastructure projects, including Wiseman Park trail renovations; Downtown accessibility project; complete

streets; LED streetlight retrofitting; and, Petaluma Community Sports Fields Restroom/Concession building.

- Approved the concept of a partnership agreement between agencies for river dredging.

## **2016-2017 CITY COUNCIL GOALS and PRIORITIES**

### **I. CATEGORY: FINANCIAL STABILITY**

#### **A. Goal: Maintain Financial Sustainability**

##### **1. Priority: Develop Five-Year Financial Plan for the General Fund**

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

##### **2. Priority: Enhance Revenues**

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

##### **3. Priority: Update City Purchasing Ordinance**

- Draft Comprehensive, Updated Purchasing Ordinance Reflecting Current Best Practices.

- b. Update Agreements and Other Supporting Documents such as Requests for Proposals to Updated Purchasing Requirements.
- c. Provide Staff Training on Updated Purchasing Requirements and Supporting Materials.

**4. Priority:** Prepare Financial Forecasts and Establish/Revise Reserve Policies for Enterprise and Special Revenue Funds

- a. Water
- b. Waste Water
- c. Storm Water
- d. Streets

**5. Priority:** Amend/Revise Reserve Policy for General Fund

**6. Priority:** Establish Fiscally Sustainable Funding for Storm Water Management and Pavement Maintenance

- a. Re-Visit Options and Implement Council Direction Regarding a Storm Water Utility or Other Funding Means, as Appropriate.

**7. Priority:** Address Loss of Redevelopment

- a. Evaluate Feasibility of Completing Major Transportation Projects Utilizing an Enhanced Infrastructure Financing District (SB628).
- b. Continue to Monitor Evolving Dissolution Law and State Response and Pursue Administrative Actions, and/or Litigation Related to Project Funding.

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

- a. Implement Additional On-Line Payment/Billing Systems.
- b. Evaluate and Implement, if Feasible, On-Line Permit Applications for Building Permits and Simple Planning Approvals.
- c. Maximize Digitization of Stored Documents.
- d. Maximize use of Social Media across Departments



## II. CATEGORY: COUNCIL/STAFF RELATIONS AND DECISION MAKING

### A. Goal: Build a Cohesive Team Comprised of the Mayor and Council, City Manager, City Staff That Provides Clear and Consistent Direction and Works Together to Provide Core Services

1. **Priority:** Negotiate Successor Agreements with All Represented Employees, to Include:
  - a. Units 1, 2, and 3 (AFSCME)
  - b. Units 4, 9 and 11 (PPMMA)
  - c. Unit 6 (POA)
  - d. Unit 7 (PFA)
  - e. Unit 8 (Senior Management, Compensation Plan)
  - f. Unit 10 (Public Safety Mid-Level Management)
  
2. **Priority:** Plan For, and Conduct, at Least Six (6) City Council Workshops Each Year, to Provide Ample Time For In-Depth Consideration of Issues:
  - a. Sign Code
  - b. Mid-Year Budget Reports and Financial Forecast Updates
  - c. PERS
  - d. User Fee Update
  - e. Storm Water System, Structure and Financing
  - f. Equal Opportunity Plan
  - g. General Plan Amendments
  - h. Ambulance Exclusive Operating Area
  - i. Homelessness
  - j. Others as Determined by Need and City Council Interest
  
3. **Priority:** Establish an In-House Leadership/Management Academy (Management Training) for Management and Supervisory Staff
  - a. Outline Program Design
  - b. Identify Potential Outside Funding Sources
  - c. Refine Program Design and Provide Program to New and Existing Management and Supervisory Staff
  
4. **Priority:** Design and Implement a Robust Equal Opportunity Employment Plan
  - a. Conduct Applicant Pool Availability Analysis
  - b. Develop and Initiate Department-Specific Strategies that Promote Equal Opportunity in All Areas of Employment

**5. Priority:** Establish Low-Cost Employee Recognition Programs

- a. Employee of the Quarter
- b. Employee of the Year
- c. Informal Recognition

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

- a. Airport Commission
- b. Building Board of Appeals
- c. Historic and Cultural Preservation Committee
- d. Public Art Committee
- e. Recreation, Music & Parks Commission
- f. Senior Advisory Committee
- g. Transit Advisory Committee

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

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

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

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

**1. Priority:** Continue to Develop and Implement Procedural and Legislative Changes That Will Expedite the Development Review Process

- a. Revise Local CEQA Guidelines for Consistency with State Guidelines
- b. Modify Processing Policies to Streamline Public Hearing Process for Projects That Necessitate Both Planning Commission and City Council Consideration.

**2. Priority:** Streamline the Development Review Process

- a. Establish a "One Stop Shop" for Permitting and Inspections.

- b. Expand Opportunities for Online Applications, and Simple Permitting if Feasible.
- c. Integrate Sustainable Development Practices and Requirements into the Development Review Process.

**3. Priority:** Complete Components of a Zoning Code Update That Bring Current Provisions That are Out-of-Date

- a. Revise the Sign Ordinance.
- b. Update Chapter 15 of the IZO to Facilitate Application for Certified Local Government Certification.
- c. FEMA Flood Mapping Changes.

**4. Priority:** Sustainability Practices

- a. Join and Participate in Sustainability Circle or Similar Program.
- b. Design and Deliver Cost-Effective energy and Other Resource Savings Projects for City Facilities and Infrastructure.
- c. Seek Funding For and Implement Project to Beneficially Utilize Bio-methane Produced as By-Product of Waste Water Treatment.

**5. Priority:** Implement the Central Petaluma Specific Plan – Maximize Development Potential Around Transit-Oriented Development

- a. Work with SMART to:
  - i. Extend Regional Bike Trail Through Petaluma
  - ii. Site Second Station
  - iii. Pre-Design Downtown Station Area
  - iv. Create Fact Sheets to Market SMART Sites
- b. Work With Property Owner to Design, Entitle, and Market Haystack Site.

**B. Goal: Plan for the Future**

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

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

- f. Update Traffic Analysis to Conform with Changes to State CEQA Standards.

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

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

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

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

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

**1. Priority:** Implement the Petaluma Economic Development Strategy, Placing Priority on Strengthening Existing Businesses and Attracting Those New Businesses That Add Value, and Which Pay Head-of Household Wages

- a. Business Retention:
  - i. Support Business Development and Growth
  - ii. Talent Creation and Attraction
    - work with High Schools, Junior College and Sonoma State to develop talent
  - iii. Business Education
- b. Small Business Assistance
  - i. Develop a Petaluma-Focused Business Guide
  - ii. Design and Implement an Educational Program to Orient Small Businesses to the Development Review and Permitting Process

**2. Priority:** Implement a Comprehensive Marketing Program to Promote Petaluma as a Business Location

- a. Create Compelling Online and Print Materials that Promote Petaluma's Strengths and Assets to Business, Talent, and Investment Audiences.
- b. Partner with Local Companies to Finance and Develop a Talent Attraction Campaign.
- c. Promote Petaluma's Strengths and Assets Using Advertising, Social Media, Content Development, Conferences and Trade Shows, and Public Relations.

**3. Priority:** Focus Attention on Supporting Food and Beverage Processing, Manufacturing, and Alternative Energy Business Clusters, and Companies Focused on Sustainability and Community Benefits

- a. Implement Marketing Strategy to Attract Companies Focused on Sustainability and Community Benefits.
- b. Improve Business-Friendly Practices for Collection, Treatment and Disposal of Waste Water.
  - i. Complete Solids Treatment Improvements to Allow Acceptance of High Strength Waste.
  - ii. Update Water and Wastewater Rate Studies

**4. Priority:** Support Heritage Tourism

- a. Identify Heritage Tourism Opportunities.
- b. Assist Visitors Program with Marketing Events and Destinations Related to Petaluma's Heritage.

**D. Goal: Focus Attention on Opportunity Sites Identified in the Petaluma Economic Development Strategy**

**1. Priority:** Evaluate Sites and Opportunities for City Involvement, Support, and/or Partnership

- a. Pomeroy Property and surrounds (Jericho to Riverfront)
- b. North Water Street
- c. Downtown SMART Station Site
- d. Corona SMART Station Site

**2. Priority:** Conclude Fairgrounds Lease Negotiations

**IV. CATEGORY: SUPPORT PUBLIC SAFETY**

**A. Goal: Maintain a Safe Petaluma**

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

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

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

**V. CATEGORY: CAPITAL IMPROVEMENTS**

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

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

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

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

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

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

- a. Baseball Facilities
- b. Restroom

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

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

**PROPOSED BUDGET**

11300 CITY COUNCIL ADMIN/OPERATIONS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	52,445	48,961	49,555	52,707
BENEFITS	26,973	38,797	52,514	39,711
SERVICES & SUPPLIES	4,803	5,393	19,733	19,733
<b>CITY COUNCIL ADMIN/OPERATIONS</b>	<b>84,221</b>	<b>93,151</b>	<b>121,802</b>	<b>112,151</b>
LESS INTRAGOVERNMENTAL OFFSET	(68,796)	(33,563)	(46,014)	(46,014)
<b>CITY COUNCIL ADMIN/OPERATIONS NET COST</b>	<b>15,425</b>	<b>59,588</b>	<b>75,788</b>	<b>66,137</b>

A City Council budget of \$112,151 is recommended for 2016/17. This represents a decrease of \$9,651 from 2015/16.

Salaries and benefits are recommended at \$92,418 representing a decrease of \$9,651 from 2015/16. This change is due to staff selecting medical cash back instead of health insurance coverage thereby decreasing the overall cost.

Services and Supplies are budgeted at \$19,733, no change from 2015/16.

**POLICY OPTIONS**

None



**CITY CLERK**

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

***City Council Support:***

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

***Legislative:***

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

***Elections:***

- Processing elections for the City and Board of the Petaluma 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 14-15		FY 15-16		FY 16-17		Allocation			
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds	
<u>CITY CLERK</u>										
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	0.00				
Secretary Confidential	0.00	0.00	0.00	0.00	1.00	1.00	1.00			
<b>Total City Clerk</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</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>

**2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Revision of the Citywide Records Retention Schedule began in December 2015 and is well underway; completion is expected by December 2016.
- With the City Attorney’s Office, worked to complete the 2015-2016 Council goals of developing policy, process, and staff training for addressing requests for public records made pursuant to the California Public Records Act (Gov. Code, § 6250 *et seq.*).
- Enhanced and expanded the Records and Document Search Program, which makes public documents available to the public through a link on the City’s website, including user friendly improvements to the search interface as well as increasing the number and type of documents available.

**2016-2017 DEPARTMENTAL GOALS and PRIORITIES**

- Complete revision of the Citywide Records Retention Schedule and present to City Council for approval.
- Encourage departments to retrieve and inventory records stored offsite for which there is no inventory.
- Work with departments to identify those records eligible for destruction and arrange for same.
- Arrange to have records currently available only on microfilm and microfiche digitized and stored in the Electronic Document Management System.
- Encourage departments to store scanned records in the Electronic Document Management System, freeing up space on City network drives.

**PROPOSED BUDGET**

CITY CLERK	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	142,785	98,604	165,056	153,801
BENEFITS	35,143	21,843	57,235	54,254
SERVICES & SUPPLIES	46,054	111,189	47,853	99,194
<b>CITY CLERK</b>	<b>223,982</b>	<b>231,636</b>	<b>270,144</b>	<b>307,249</b>
LESS INTRAGOVERNMENTAL OFFSET	(59,174)	(72,833)	(85,007)	(85,007)
<b>CITY CLERK</b>	<b>164,808</b>	<b>158,803</b>	<b>185,137</b>	<b>222,242</b>

A City Clerk department budget of \$307,249 is recommended for 2016/17. This is an increase of \$37,105 over 2015/16.

Salaries and benefits are recommended at \$208,055 representing a decrease of \$14,236 from 2015/16. This decrease is due to the prior year budget including a Deputy City Clerk position which has been replaced by a Secretary- Confidential position.

Services and Supplies are budgeted at \$99,194, an increase of \$51,341 over 2015/16. This increase represents the City’s estimated cost of the November 2016 election.

**CITY CLERK ADMINISTRATION/OPERATIONS**

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

**PROPOSED BUDGET**

11320 CITY CLERK ADMIN/OPERATIONS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	93,523	59,162	110,788	102,769
BENEFITS	23,850	13,105	41,033	38,640
SERVICES & SUPPLIES	45,826	71,309	47,853	54,194
<b>CITY CLERK ADMIN/OPERATIONS</b>	<b>163,199</b>	<b>143,576</b>	<b>199,674</b>	<b>195,603</b>
LESS INTRAGOVERNMENTAL OFFSET	(59,174)	(67,032)	(75,123)	(75,123)
<b>CITY CLERK ADMIN/OPERATIONS NET COST</b>	<b>104,025</b>	<b>76,544</b>	<b>124,551</b>	<b>120,480</b>

City Clerk Admin/Operations – A budget of \$195,603 is recommended for 2016/17. This is a decrease of \$4,071 from 2015/16.

Salaries are recommended at \$102,769, a decrease of \$8,019 from 2015/16. The 2015/16 budget included a Deputy City Clerk position, which has been replaced by a Secretary-Confidential position.

Benefits are budgeted at \$38,640, a decrease of \$2,393 from 2015/16, for the same reason stated above.

Services and Supplies are budgeted at \$54,194, an increase of \$6,341 over 2015/16. This amount reflects higher than anticipated equipment lease and use costs, and education and development costs for the City Clerk and new staff.

**POLICY OPTIONS**

None

**CITY CLERK ELECTIONS**

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

**PROPOSED BUDGET**

11321 CITY CLERK ELECTIONS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	49,262	39,442	54,268	51,032
BENEFITS	11,293	8,738	16,202	15,614
SERVICES & SUPPLIES	228	39,880	-	45,000
<b>CITY CLERK ELECTIONS</b>	<b>60,783</b>	<b>88,060</b>	<b>70,470</b>	<b>111,646</b>
LESS INTRAGOVERNMENTAL OFFSET	-	(5,801)	(9,884)	(9,884)
<b>CITY CLERK ELECTIONS NET COST</b>	<b>60,783</b>	<b>82,259</b>	<b>60,586</b>	<b>101,762</b>

City Clerk Elections – A budget of \$111,646 is recommended for 2016/17, an increase of \$41,176 over 2015/16.

Salaries are recommended at \$51,032, a \$3,236 decrease from 2015/16. The 2015/16 budget included a Deputy City Clerk position, which has been replaced by a Secretary-Confidential position.

Benefits are budgeted at \$15,614, a \$588 decrease from 2015/16, for the same reason stated above.

Services and Supplies of \$45,000 are recommended, which represents an increase of \$45,000 over 2015/16. This increase represents the City’s estimated cost of the November 2016 election.

**POLICY OPTIONS/CHANGES**

None

**CITY ATTORNEY’S OFFICE 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. In accordance with the 2015-2016 Goal: Maintain Financial Stability, the City Attorney’s Office performs as much as possible of the City’s legal services that can be effectively carried out in-house. Maintaining an in-house legal services department has resulted in cost savings and in an increase in legal services available to the City.

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		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>

**2015-16 MAJOR ACCOMPLISHMENTS AND HIGHLIGHTS**

During the past fiscal year, the City Attorney’s Office continued to make progress towards the City Council’s Goals of Financial Stability and Council/Staff Effectiveness and Decision Making by reducing reliance on contract legal services, including through the following activities:

- The advice and counseling Assistant City Attorney position has been vacant since December 1, 2015 and most likely will not be filled until approximately May 16, 2016. Nonetheless, the City Attorney’s Office has continued to maintain appropriate turnaround times for routine matters.

- The City Attorney's Office has supported major legislative efforts, including by performing the extensive research and drafting work needed to prepare medical marijuana legislation.
- In close coordination with the Public Works and Utilities and Finance Departments the Office prepared legislation and implementing materials for updating the City's program for maintaining and repairing sidewalks and other rights of way adjacent to private property.
- The Office has worked closely with City staff and outside counsel to pursue litigation and administrative actions to preserve funds and financial obligations that the City has assumed from the former Petaluma Community Development Commission.
- The Office has also been working to complete the 2015-2016 council goals of creating and implementing a new public records request and subpoena policy.
- Thus far in 2015/2016 the Office has resolved 8 cases in-house and worked with outside counsel to dispose of another 5 cases, for a total of 13 cases resolved for the fiscal year. Of a total of 9 pending cases, 3 are currently being handled entirely in-house. The Office is managing and closely involved in the day to day handling of the remaining 6 pending cases.

### **2016-17 DEPARTMENTAL GOALS, PROGRAM INITIATIVES AND PRIORITIES**

For the upcoming fiscal year, the City Attorney's Office will continue to further the City Council goals of Financial Stability and Council/Staff Effectiveness and Decision Making by improving upon support service to other City departments and reducing reliance on contract legal services, including by working on the following projects:

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

- Continue to work with outside counsel to monitor redevelopment dissolution and provide recommendations regarding administrative and/or litigation actions intended to preserve funding and program commitments of the former Petaluma Community Development Commission.

**PROPOSED BUDGET**

11310 CITY ATTORNEY ADMIN/OPERATIONS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	276,408	440,645	557,238	534,809
BENEFITS	91,570	121,889	159,155	183,652
SERVICES & SUPPLIES	229,320	96,975	300,186	283,816
<b>CITY ATTORNEY ADMIN/OPERATIONS</b>	<b>597,298</b>	<b>659,509</b>	<b>1,016,579</b>	<b>1,002,277</b>
LESS INTRAGOVERNMENTAL OFFSET	-	(207,486)	(820,268)	(720,268)
<b>CITY ATTORNEY ADMIN/OPERATIONS NET COST</b>	<b>597,298</b>	<b>452,023</b>	<b>196,311</b>	<b>282,009</b>

A City Attorney budget of \$1,002,277 is recommended for 2016/17. This represents a decrease of \$14,302 from 2015/16.

Salaries and benefits are recommended at \$718,461 representing an increase of \$2,068 over 2015/16. This change is due to a combination of decreased cost of vacant position budgeted at lower step and increased costs due to negotiated cost of living adjustments and PERS retirement costs.

Services and supplies are budgeted at \$283,816, a decrease of \$16,370 from 2015/16.

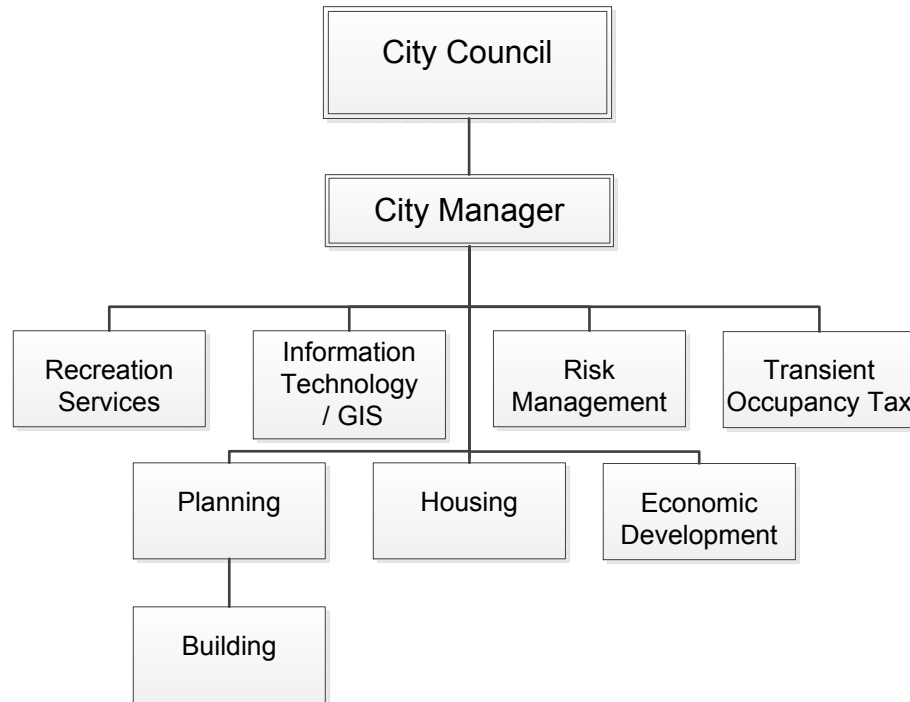
**POLICY OPTIONS**

This upcoming fiscal year will be the third fiscal year in which the City will have an in-house City Attorney’s Office since the in-house Office was created in 2013. There are no recommendations at this time to either increase or decrease service levels.





## Executive



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

**CITY MANAGER**

by Account Type	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	2,343,217	2,598,082	2,723,239	2,756,264
BENEFITS	825,980	942,029	989,712	1,053,536
SERVICES & SUPPLIES	4,822,191	7,168,745	6,146,452	5,694,735
CAPITAL EXPENDITURES	-	-	78,000	-
TRANSFERS	2,070,029	1,693,837	1,632,242	2,991,793
<b>CITY MANAGER</b>	<b>10,061,417</b>	<b>12,402,693</b>	<b>11,569,645</b>	<b>12,496,328</b>
<b>LESS INTRAGOVERNMENTAL OFFSET</b>	<b>(187,712)</b>	<b>(437,344)</b>	<b>(505,718)</b>	<b>(505,718)</b>
<b>CITY MANAGER NET COST</b>	<b>9,873,705</b>	<b>11,965,349</b>	<b>11,063,927</b>	<b>11,990,610</b>

by Cost Center	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
CITY MANAGER ADMIN/OPERATIONS	550,164	753,175	822,449	817,746
ECONOMIC DEVELOPMENT	139,095	276,169	311,599	354,150
PLANNING ADMIN	151,650	144,406	150,149	150,649
PLANNING COST RECOVERY	595,841	469,844	404,000	404,000
PARK/REC ADMIN	653,412	750,319	770,008	775,327
PR CAVANAGH CENTER	19,942	10,158	12,850	12,850
PR COMMUNITY CENTER	155,080	171,279	207,923	219,825
PR LIBRARY/MUSEUM	27,310	31,034	42,677	43,222
PR YOUTH/TEENS PROGRAMS	256,317	253,523	311,437	341,374
PR CONTRACT CLASSES	100,353	77,438	80,000	80,000
PR SPORTS PROGRAMS	44,037	40,248	62,853	58,622
PR AQUATIC PROGRAMS	108,063	123,843	135,600	121,500
PR SENIOR PROGRAMS	61,927	65,723	67,751	85,491
PR SPECIAL EVENTS	11,369	14,378	20,000	20,000
COMMERCIAL LINKAGE FEES	225,665	529,742	390,000	67,895
HOUSING IN-LIEU IMPACT FEES	913,917	485,223	192,511	311,327
CDBG	321,344	317,340	352,588	344,066
HOME/BEGIN	-	67,825	-	-
SUCCESSOR AGENCY HOUSING	227,908	146,754	347,667	359,706
MOBILE HOME RENTAL STABILIZATION PROGRAM	72,195	2,774	3,000	13,000
TRANSIENT OCCUPANCY TAX	1,982,248	1,775,099	2,019,729	3,267,129
BUILDING SERVICES	1,147,909	1,299,596	1,226,515	1,221,793
BUILDING SVC COST RECOVERY	153,362	117,785	159,000	159,000
INFORMATION TECH ADMIN/OPERATIONS	1,593,175	1,643,192	1,802,161	1,738,478
RISK MANAGEMENT ADMIN/OPERATIONS	549,134	2,835,826	1,677,178	1,529,178
<b>CITY MANAGER</b>	<b>10,061,417</b>	<b>12,402,693</b>	<b>11,569,645</b>	<b>12,496,328</b>
<b>LESS INTRAGOVERNMENTAL OFFSET</b>	<b>(187,712)</b>	<b>(437,344)</b>	<b>(505,718)</b>	<b>(505,718)</b>
<b>CITY MANAGER NET COST</b>	<b>9,873,705</b>	<b>11,965,349</b>	<b>11,063,927</b>	<b>11,990,610</b>

**CITY MANAGER**

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	----- Allocation -----								
	FY 14-15		FY 15-16		FY 16-17		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	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>

**2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Guided staff in the successful negotiation of agreements with employee groups represented by AFSCME – Units 1, 2 and 3; Petaluma Professional and Mid-Management Association – Units 4, 9, and 11; Police Officers Association – Unit 6; Public Safety Mid-Management – Unit 10; and, Department Directors – Unit 8.
- Developed for City Council approval an Ordinance providing a framework for regulating short-term vacation rentals.
- Guided revisions to the sidewalk program, including a low-interest loan program for residents to perform sidewalk repairs.
- Implemented Public Stuff, a mobile application to allow residents and businesses to
- Hired Chief Leonard Thompson as Petaluma’s permanent Fire Chief
- Revised Traffic Mitigation Fees, resulting in fee reductions for most development categories, and a more legally defensible fee program.
- Implemented Open Counter software, an interactive program, to enable small businesses to make more informed decisions about potential development projects.

- Completed refinancing for the Airport of the 2003 Certificates of Participation and a Caltrans loan, resulting in \$800,000 in savings over the life of the issue.
- Completed early polling to determine community priorities and support for a revenue measure on the November 2016 ballot.

### **2016-2017 DEPARTMENTAL GOALS and PRIORITIES**

- Continue to coordinate the activities of City Departments to achieve City Council goals, and facilitate updating City Council goals for the period of January 2017 through December 2018.
- Launch City Manager Newsletter for distribution and on City website.
- Update the Economic Development Strategy and Implementation Plan.
- Initiate on-line permitting for simple building permits, and complete planning to enable on-line permitting for more complex applications.
- Complete Sign Code update.
- Organize, coordinate, and conduct all education and outreach activities necessary to support a successful revenue measure on the November 2016 ballot.
- Work with SMART and private development to construct, and initiate service at, a commuter rail station at the Corona Road site.

### **PROPOSED BUDGET**

A budget of \$12,496,328 is recommended for 2016/17. This represents an increase of \$926,683 over 2015/16.

Salaries and benefits are recommended at \$3,809,800 representing an increase of \$96,849 over 2015/16. This change is due primarily to cost of living adjustments approved by the City Council in 2015/16, and increases in PERS retirement rates.

Services, supplies and capital expenditures are budgeted at \$5,694,735, an overall decrease of \$529,717 from 2015/16. This decrease reflects the net effect of two major changes: a shift in budgeting for outside legal services from the Risk to the City Attorney's budget (-\$325,000), and program cost decreases in Housing's Commercial Linkage budget (-\$290,000), partially offset by much smaller increases in the services and supplies budgets in other budget units, based on current spending and estimated need in 2016/17.

Transfers Out is budgeted at \$2,991,793 for 2016/17, an increase of \$1,359,551 over 2015/16. This change is due to increased transfers from Transient Occupancy Tax for the Downtown Sidewalk Improvement Program, CIP projects and Vehicle Replacement.

**CITY MANAGER ADMINISTRATION/OPERATIONS**

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

**PROPOSED BUDGET**

11330 CITY MANAGER ADMIN/OPERATIONS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	366,044	525,743	538,048	535,507
BENEFITS	143,039	215,934	224,996	222,834
SERVICES & SUPPLIES	41,081	11,498	59,405	59,405
<b>CITY MANAGER ADMIN/OPERATIONS</b>	<b>550,164</b>	<b>753,175</b>	<b>822,449</b>	<b>817,746</b>
LESS INTRAGOVERNMENTAL OFFSET	(187,712)	(349,875)	(379,763)	(379,763)
<b>CITY MANAGER ADMIN/OPERATIONS NET COST</b>	<b>362,452</b>	<b>403,300</b>	<b>442,686</b>	<b>437,983</b>

A City Manager Administration/Operations budget of \$817,746 is recommended for 2016/17. This represents a decrease of \$4,703 from 2015/16.

Salaries and benefits are recommended at \$758,341, a decrease of \$4,703 from the revised budget for 2015/16. This reflects the net effect of cost of living adjustments approved by the City Council in 2015/16 and increased PERS retirement rates, fully offset by the calculated cost of salaries in 2016/17. Salaries in revised budget for 2015/16 reflected an estimate that included a cost-of-living adjustment that did not occur.

Services and supplies are budgeted at \$59,405, no change from 2015/16.

**POLICY OPTIONS**

None

**TRANSIENT OCCUPANCY TAX - COMMUNITY PROMOTION**

The City assesses a transient occupancy tax (TOT) of ten percent (10%) on stays of 30 days or less, at hotels, motels, inns, RV parks and campgrounds, and short-term vacation rentals. The City also collects an assessment of two percent (2%) for the County of Sonoma’s tourism program. The City Council can use TOT proceeds for any governmental purpose, retains a share to fund basic City services, and also uses them to support activities that encourage lodging and tourist trade. Until 2009 a portion of the City’s TOT was distributed to local non-profits, through an annual grant process. TOT declined dramatically during the Recession, and could not support the grant program. Those funds in excess of what was retained by the City were directed to the Petaluma Visitor’s Program (PVP) which is currently operated under contract with the Petaluma Downtown Association. Funding retained by the City has been used to fund general governmental services which are used by residents and by visitors to Petaluma.

With economic recovery TOT funding is helping support the City’s Economic Development program, provides increased support for the PVP, and is budgeted for downtown beautification, and downtown sidewalk maintenance and repair. In 2015/16 the TOT also supported a contribution to the City’s Vehicle Replacement Fund, and a variety of one-time costs including a feasibility study for the Fairgrounds, additional support for the PVP, and a seismic study update for the Carnegie Library Museum. TOT funds are accounted for in a dedicated fund, where charges for services are directed to it, and where transfers to other operating budgets are appropriated.

**PROPOSED BUDGET**

<i>2520 TRANSIENT OCCUPANCY TAX</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SERVICES & SUPPLIES	228,237	334,587	515,617	570,117
TRANSFERS	1,754,011	1,440,512	1,504,112	2,697,012
<b>TRANSIENT OCCUPANCY TAX</b>	<b>1,982,248</b>	<b>1,775,099</b>	<b>2,019,729</b>	<b>3,267,129</b>

A Transient Occupancy Tax budget of \$3,267,129 is recommended for 2016/17. This represents an increase of \$1,247,400 from 2015/16, and reflects the continuation of ongoing efforts budgeted at the costs estimated for 2016/17, partially offset by the elimination of one-time costs in 2015/16, and the addition of the policy items recommended for 2016/17. Salaries and benefits are not budgeted in this cost center.

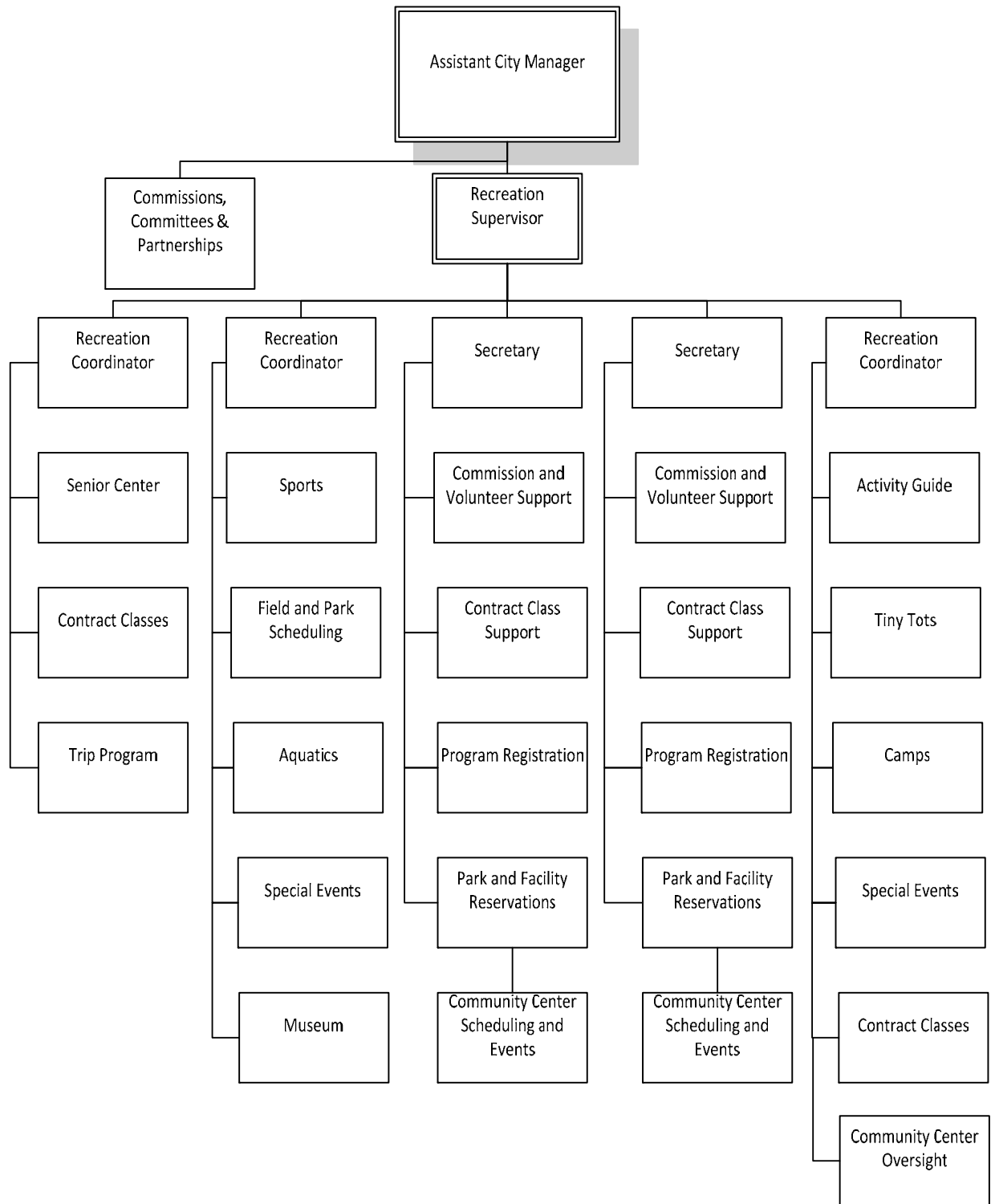
**POLICY OPTIONS**

It is recommended that annual revenues accruing to this fund continue to fund the ongoing efforts noted in the narrative. Also recommended is increased support of \$125,000 per year for sidewalk repairs in the downtown area, \$120,000 per year for special events support, and an additional \$100,000 per year for transfers into the Vehicle Replacement Fund. Sidewalk funding will address a ten-year program of

Americans with Disabilities Act improvements, Special events funding will provide Police, Fire, and Public Works support for major events such as Butter and Egg Days, Cruisin' the Boulevard, Spring and Fall Antique Fairs, and the Veteran's Day parade, rather than charging those organizations for those services. Transfers to the Vehicle Replacement fund will support debt service payment for purchases made through inter-fund borrowing, and pay-as-we-go purchases that may come up on an urgency. A balance in this fund has also accumulated, and is recommended to fund a number of one-time activities, for the projects listed in the amounts noted, as follows:

<b><u>Projects</u></b>	<b><u>Recommended</u></b>
Community Center HVAC and Interior Renovation	\$514,000
Fire Stations – Roof Replacements	\$210,000
Police Station HVAC	\$102,000
City Hall Roof Replacement	\$ 94,000
Update Economic Development Strategy	\$ 50,000
Keller Street Parking Structure Lighting Retrofit	\$ 48,000

**RECREATION SERVICES DEPARTMENT**





### **RECREATION SERVICES DEPARTMENT OVERVIEW**

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

### **2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- The Department continued to engage with park users, volunteers and non-profit organizations on park and recreation initiatives including; volunteer effort to renovate Walnut Park; design for the C. St. pocket park volunteer project; design support and installation of Korean Veterans Memorial in Walnut Park; and, preliminary design development for volunteer improvements at McNear Park.
- Collaborated with staff and project partners on design development and project approval for various aspects of the Floathouse.
- Supported Friends of the Petaluma River in submitting a grant application to the Open Space District for a project to install small craft floats on McNear Peninsula.
- Partnered on development, printing and distribution of a Petaluma Waterways tabloid identifying river projects and soliciting volunteer project sponsors.
- Hosted a variety of exhibits and events at the Historical Carnegie Library/Museum, including; “El Dia de los Muertos” celebration and exhibit; “Petaluma Artists and Artisans”; “Ripples & Reflections on the Petaluma River”; “1906 Earthquake Exhibit”; “Pass in Review: A Tribute to America’s Veterans”; and, “Black History/Women’s History Month Exhibit”.
- Expanded Tiny Tots operating hours; added Teeny Tiny Tots 4 days a week; implemented new afternoon enrichment programs for preschool children ages 3-5 daily; and, added the summer camp Explorers to the regular menu of camps.
- Coordinated with resident and non-resident youth groups to host five weekend tournaments utilizing the newly opened Petaluma Community Sports Fields.
- Petaluma Swim Center opened two months early in order to support an emerging school district need due to the unscheduled closure of the Petaluma High School pool.

- Special events included the annual July 4th Fireworks program in partnership with Sonoma Media; the Holiday Crafts Fair; the Petaluma Turkey Trot fun-run held on Thanksgiving morning; and, Week of the Young Child.

**2016-2017 DEPARTMENT GOALS, PROGRAM INITIATIVES and PRIORITIES**

- Transition from current Reservation/Enrollment system Active Net to ETrak Plus.
- Complete Sports Fields restroom, concession and maintenance building project.
- Complete final design for baseball field at Petaluma Community Sports Fields.
- Collaborate with Petaluma Argus Courier in production and distribution of department activity guide on line and through Argus and Santa Rosa Press Democrat subscriptions.
- Complete an accurate inventory of City-owned Museum artifact collection.
- Complete Carnegie Library/Museum building analysis for seismic retrofit project.
- Continue to update field allocation policies and procedures to reflect the increases in inventory, ensuring the use of public athletic fields are distributed in an equitable and transparent process.
- Offer and promote the free, one day, Red Cross ‘Vamos a Nadar’ and Swim America ‘Make A Splash’ special event programs for swim instruction and water safety.
- Develop a new Special Event that is visible and viable and meets community needs and expectations.

**PROPOSED BUDGET**

RECREATION	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	663,301	694,200	781,363	773,335
BENEFITS	186,341	196,354	194,505	255,895
SERVICES & SUPPLIES	588,168	647,389	735,231	728,981
<b>RECREATION</b>	<b>1,437,810</b>	<b>1,537,943</b>	<b>1,711,099</b>	<b>1,758,211</b>

A department budget of \$1,758,211 is recommended for 2016/17. This is an increase of \$47,112 over 2015/16.

Salaries are recommended at \$773,335, and are decreased by \$8,028 from 2015/16. The 2016/2017 estimated cost of currently funded full-time and part-time staffing levels includes increases in wages for step increases, living wage positions, and positions benchmarked to living wage. The decrease reflects the change in administrative position classification, moving from one Administrative Technician and one Office Assistant, to two Secretaries.

Benefits are recommended at \$255,895, and are increased by \$61,390 over 2015/16. The 2016/17 estimated cost of the currently funded staffing level includes increases in benefit costs as a result of providing prorated benefits to part-time employees who are regularly assigned 20 or more hours of work per week. There are 5 part-time employees in Recreation who regularly work 20 or more hours per week, including 2 at

the Community Center; 1 at the Sr. Center; 1 at the Museum; and, 2 in the Tiny Tots program. Benefit costs include PERS, health care, and workers compensation rates.

Other expenditures for services, supplies, intergovernmental charges and utilities are recommended at \$728,981, reflecting a decrease of \$6,250 from 2015/16 levels.

**RECREATION SERVICES ADMINISTRATION OVERVIEW**

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

**PROPOSED BUDGET**

14100 PARK/REC ADMIN	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	343,744	346,574	369,237	349,684
BENEFITS	158,909	165,054	160,090	158,862
SERVICES & SUPPLIES	150,759	238,691	240,681	266,781
<b>PARK/REC ADMIN</b>	<b>653,412</b>	<b>750,319</b>	<b>770,008</b>	<b>775,327</b>

An Administration budget of \$775,327 is recommended for 2016/17. This is an increase of \$5,319 over 2015/16.

Full-time salaries are recommended at \$349,684, and are decreased by \$19,553 from 2015/16. This reflects the estimated cost of the currently funded staffing level. The decrease is the result of the change in classification from Administrative Technician, step 5, to Secretary, step 2.

Full-time employee benefits are recommended at \$158,862, and are decreased by \$1,228 from 2015/16. This reflects the estimated cost of the currently funded staffing level.

Services and Supplies of \$266,781 are recommended, which represents an increase of \$26,100 over 2015/16 levels. The increase is the result of the proposal to change registration software from Activenet to ETrak Plus. The estimated increased cost is \$31,000, and that is partially off-set by reductions in other service and supply line items.

**POLICY OPTIONS**

Activenet is currently used for on-line, electronic recreation registration and reservations. Annual costs for Activenet have continued to increase, while service provided by Activenet has decreased. ETrak Plus is identified as registration software that will provide the current and essential functions, and will be significantly less expensive. Activenet has charged approximately \$38,000 per year over the last two years, and as well have recently informed the City that they will implement a 7% increase effective in May, 2016. ETrak Plus will charge a year 1 fee of \$45,000, and then will charge \$10,000 annually in each of the years 2 – 5. Over the next five year period it is estimated that Activenet will cost \$200,640, while ETrak Plus is estimated to cost \$85,000. The change represents a \$31,000 increase in year 1, and a decrease of at least \$28,000 annually in years 2-5.

**CAVANAGH RECREATION CENTER OVERVIEW**

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 utilizing the gymnasium continue to have access, allows Mentor Me to operate on-site, and also allows Mentor Me to plan and fund renovations to the building, subject to City review and approval.

**PROPOSED BUDGET**

14200	PR CAVANAGH CENTER	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
	SERVICES & SUPPLIES	19,942	10,158	12,850	12,850
	<b>PR CAVANAGH CENTER</b>	<b>19,942</b>	<b>10,158</b>	<b>12,850</b>	<b>12,850</b>

A Cavanagh Recreation Center budget of \$12,850 is recommended for 2016-2017. This is the same amount that was budgeted for 2015-2016. The only remaining funds in this cost center are for utility services necessary for Cavanagh Pool operations.

**POLICY OPTIONS**

None

**PETALUMA COMMUNITY CENTER OVERVIEW**

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.

**PROPOSED BUDGET**

14210 PR COMMUNITY CENTER	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	88,930	98,889	114,214	113,986
BENEFITS	8,659	9,947	11,209	26,339
SERVICES & SUPPLIES	57,491	62,443	82,500	79,500
<b>PR COMMUNITY CENTER</b>	<b>155,080</b>	<b>171,279</b>	<b>207,923</b>	<b>219,825</b>

A Community Center budget of \$219,825 is recommended for 2016/17. This is an increase of \$11,902 over 2015/16.

Part-time salaries are decreased by \$228 from 2015/16. Part-time benefits are increased by \$15,130 over 2015/16, as a result of providing prorated benefits to part-time employees who are regularly assigned 20 or more hours of work per week. There are two employees in the Community Center budget who regularly work 20 or more hours per week.

Services and Supplies of \$79,500 are recommended, which represents a decrease of \$3,000 from 2015/16.

**POLICY OPTIONS**

None

**CARNEGIE LIBRARY/MUSEUM OVERVIEW**

The Petaluma Historical Library and Museum is housed in the Petaluma Carnegie Free Public Library Building at 4<sup>th</sup> and B Streets. This building was completed in 1906 with money from the Carnegie-Fund. The Historical Library Museum has been accepted for inclusion in both the National Register of Historic Places in Washington D.C. and the California Register of Historic Places. Through the efforts of community volunteers, the Historical Library Museum Association (PMA) coordinates and presents programming and oversees artifact collection, preservation and display. The City of Petaluma provides building and grounds maintenance and administrative support to the PMA Board of Directors. In 2016-2017 Recreation staff will continue to support the efforts of the PMA in planning and fundraising for renovation of the facility.

**PROPOSED BUDGET**

14220 PR LIBRARY/MUSEUM	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	14,582	15,451	15,832	17,410
BENEFITS	803	873	895	10,812
SERVICES & SUPPLIES	11,925	14,710	25,950	15,000
<b>PR LIBRARY/MUSEUM</b>	<b>27,310</b>	<b>31,034</b>	<b>42,677</b>	<b>43,222</b>

A Carnegie Library/Museum budget of \$43,222 is recommended for 2016/17. This is an increase of \$545 over 2015/16.

Part-time salaries are recommended at \$17,410, and are increased by \$1,578 over 2015/16. This reflects the estimated cost of the currently funded part-time staffing level, including wage adjustments to the part-time position that is benchmarked to living wage.

Benefits are recommended at \$10,812, and are increased by \$9,917 over 2015/16. This reflects the cost of providing prorated benefits to part-time employees who are regularly assigned 20 or more hours of work per week. There is one part-time employee at the Museum who regularly works 20 hours per week.

Services and Supplies of \$15,000 are recommended, which represents a decrease of \$10,950 from 2015/16. The decrease is a result of a one-time increase in the 2015/2016 budget to cover the costs of a lighting retrofit project, and those funds are not required in 2016/17.

**POLICY OPTIONS**

None

**YOUTH PROGRAM OVERVIEW**

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 K-3), Camp K2 (grades 4-5) and Camp Explorers (grades 6-8), which are offered for 9-10 weeks each summer.

**PROPOSED BUDGET**

14420 PR YOUTH/TEENS PROGRAMS	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	180,369	193,297	244,481	248,452
BENEFITS	16,184	16,415	18,956	42,072
SERVICES & SUPPLIES	59,764	43,811	48,000	50,850
<b>PR YOUTH/TEENS PROGRAMS</b>	<b>256,317</b>	<b>253,523</b>	<b>311,437</b>	<b>341,374</b>

A Youth Program budget of \$341,374 is recommended for 2016/17. This is an increase of \$29,937 over 2015/16.

Part-time salaries are recommended at \$248,452, and are increased by \$3,971 over 2015/16. This reflects the estimated cost of the currently funded staffing level, including wage increases for living wage positions and positions benchmarked to living wage.

Benefits are recommended at \$42,072, and are increased by \$23,116 over 2015/16. This reflects the cost of providing prorated benefits to part-time employees who are regularly assigned 20 or more hours of work per week. There are two part-time employees in Tiny Tots who regularly work 20 hours or more per week.

Services and Supplies of \$50,850 are recommended, which represents an increase of \$2,850 over 2015/16. The increase is in program costs for all youth programs.

**POLICY OPTIONS**

None

**CONTRACT CLASSES OVERVIEW**

Classes are held at the Petaluma Community Center as well as off site at other locations. Classes are advertised in the Activity Guide and through the use of press releases. The Activity Guide is mailed to a data base of approximately 7,650 people and is distributed to various locations within the community including the Visitors Center, Chamber of Commerce, City Hall, Library, and Museum. The guide is also available on-line at the city's website and promoted through broadcast emails and Facebook. All classes are taught by contract instructors. The City receives all income from registration, pays the contractor, and retains 40% to 45% of the proceeds.

**PROPOSED BUDGET**

<u>14500 PR CONTRACT CLASSES</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SERVICES & SUPPLIES	100,353	77,438	80,000	80,000
<b>PR CONTRACT CLASSES</b>	<b>100,353</b>	<b>77,438</b>	<b>80,000</b>	<b>80,000</b>

A Contract Class budget of \$80,000 is recommended for 2016/17. There is no change in budget as compared to 2015/16. The only Contract Class budget item is in the services and supplies category for contracted services.

**POLICY OPTIONS**

None



**SPORTS PROGRAM OVERVIEW**

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

**PROPOSED BUDGET**

14600 PR SPORTS PROGRAMS	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	5,604	5,387	7,809	8,803
BENEFITS	139	134	194	219
SERVICES & SUPPLIES	38,294	34,727	54,850	49,600
<b>PR SPORTS PROGRAMS</b>	<b>44,037</b>	<b>40,248</b>	<b>62,853</b>	<b>58,622</b>

A Sports Program budget of \$58,622 is recommended for 2016/17. This is a decrease of \$4,231 from 2015/16.

Part-time salaries and benefits are recommended at \$9,022 and are increased by \$1,019 over 2015/16. This reflects additional part-time hours needed for off-site facility preparation and supervision related to softball and basketball programs.

Services and Supplies of \$49,600 are recommended, which represents a decrease of \$5,250 from 2015/16.

**POLICY OPTIONS**

None

**AQUATICS OVERVIEW**

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

**PROPOSED BUDGET**

<u>14700</u>	<u>PR AQUATIC PROGRAMS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
	SERVICES & SUPPLIES	108,063	123,843	135,600	121,500
	<b>PR AQUATIC PROGRAMS</b>	<b>108,063</b>	<b>123,843</b>	<b>135,600</b>	<b>121,500</b>

An Aquatics budget of \$121,500 is recommended for 2016/17. This is a decrease of \$14,100 from 2015/16.

There are no salaries or benefits included in this budget.

**POLICY OPTIONS**

None

**SENIOR PROGRAM OVERVIEW**

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.

**PROPOSED BUDGET**

<i>14800 PR SENIOR PROGRAMS</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	30,072	34,602	29,790	35,000
BENEFITS	1,647	3,931	3,161	17,591
SERVICES & SUPPLIES	30,208	27,190	34,800	32,900
<b>PR SENIOR PROGRAMS</b>	<b>61,927</b>	<b>65,723</b>	<b>67,751</b>	<b>85,491</b>

A Senior Program budget of \$85,491 is recommended for 2016/17. This is an increase of \$17,740 over 2015/16.

Part-time salaries are recommended at \$35,000, and are increased by \$5,210 over 2015/16. This reflects the estimated cost of the currently funded staffing level, including wage adjustments to positions benchmarked to living wage, and 120 hours of part-time staffing to support the Matter of Balance program.

Benefits are recommended at \$17,591, and are increased by \$14,430 over 2015/16. This reflects the cost of providing prorated benefits to part-time employees who are regularly assigned 20 or more hours of work per week. There is one part-time employee assigned to this budget who regularly works 20 hours or more per week.

Services and Supplies of \$32,900 are recommended, which represents a decrease of \$1,900 from 2015/16.

**POLICY OPTIONS**

None

**SPECIAL EVENTS OVERVIEW**

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

**PROPOSED BUDGET**

<u>14900 PR SPECIAL EVENTS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SERVICES & SUPPLIES	11,369	14,378	20,000	20,000
<b>PR SPECIAL EVENTS</b>	<b>11,369</b>	<b>14,378</b>	<b>20,000</b>	<b>20,000</b>

A Special Events budget of \$20,000 is recommended for 2016/17, which reflects the same level of funding as 2015/16.

There are no salaries or benefits included in this budget. Services and Supplies of \$20,000 reflects no change from 2015/16 levels.

**POLICY OPTIONS**

None

**INFORMATION TECHNOLOGY**

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

This division supports the technological needs of all the operating departments – over 300 full time users, 300 desktop computers, over six dozen laptop/mobiles, over six dozen network servers, and an interconnecting wide area network that covers 30 different locations. All users are provided with broad application and internet support, telephone and communication services. IT operates and manages the City's web site. The Division supports over 250 systems for public safety, including dispatch, police and fire records; many databases for enterprise-wide financial systems and permitting; para-transit scheduling and work order systems; Geographic Information Systems (GIS) and computer-aided drafting (CAD); document management and web-streaming and archiving for all meetings; and a collection of web-front ended systems for various uses, including payments.

The IT division provides data management, network security, purchasing, and equipment disposal and provides general project assistance to all departments and on all levels. IT manages or maintains all computers, network equipment and networked printers and also provides full support for the telephone and voicemail system and limited support for radios, alarm systems, video, pagers, and cellular phones.

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

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	----- Allocation -----								
	FY 14-15		FY 15-16		FY 16-17		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	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>

**PROPOSED BUDGET**

<i>73100 INFORMATION TECH ADMIN/OPS</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	685,866	687,847	686,653	706,071
BENEFITS	226,544	251,429	253,507	250,006
SERVICES & SUPPLIES	680,765	703,916	784,001	782,401
CAPITAL EXPENDITURES	-	-	78,000	-
<b>INFORMATION TECH ADMIN/OPS</b>	<b>1,593,175</b>	<b>1,643,192</b>	<b>1,802,161</b>	<b>1,738,478</b>

An Information Technology budget of \$1,738,478 is recommended for 2016/17. The represents a decrease of \$63,683 from 2015/16.

Salaries and benefits are recommended at \$956,077 representing an increase of \$15,917 over 2015/16. This change is due mainly to negotiated cost of living adjustments and increased PERS retirement costs.

Services and Supplies are budgeted at \$782,401, a decrease of \$79,600 overall. This is due to decreased capital expenditures related to City Hall Voice Gateway, Dell replacement costs and the purchase of the HR module which all occurred in 2015/16.

**POLICY OPTIONS**

None

**RISK MANAGEMENT**

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

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

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>RISK MANAGEMENT</u></b>									
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			
<b>Total Risk Management</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**PROPOSED BUDGET**

74100 RISK MGMT ADMIN/OPERATIONS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SERVICES & SUPPLIES	549,134	2,835,826	1,677,178	1,352,178
TRANSFERS	-	-	-	177,000
<b>RISK MGMT ADMIN/OPERATIONS</b>	<b>549,134</b>	<b>2,835,826</b>	<b>1,677,178</b>	<b>1,529,178</b>

A Risk Management budget of \$1,529,178 is recommended for 2016/17. This represents a decrease of \$148,000 from 2015/16.

There are no salaries and benefits budgeted in this fund.

Services and Supplies are budgeted at \$1,352,178, a decrease of \$325,000 from 2015/16. This is due to the transfer of legal services to the City Attorney's department for management.

Transfers are budgeted at \$177,000, an increase of \$177,000 over 2015/16 to cover the anticipated cost of legal services now residing in the General Fund City Attorney department and a transfer to the Payran UST CIP project.

**POLICY OPTIONS/CHANGES**

None



**ECONOMIC DEVELOPMENT DIVISION OVERVIEW**

The goal of the Economic Development Division is to improve the quality of life in Petaluma by supporting local businesses and property owners so that they can thrive and grow. To accomplish this goal, division staff implements projects and programs outlined in Petaluma’s Economic Development Strategy. Staff reaches out to local and prospective businesses to assure that the City maximizes the opportunities to keep, retain and attract business to Petaluma. Staff also works proactively with other City departments to create procedures and regulations that support business growth.

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

Staff also works to expand tourism and to assist future development of opportunity sites including the Petaluma Fairgrounds, the areas around the future SMART stations and other infill sites in established business parks. Ultimately, by attracting new businesses to currently vacant office buildings and providing incentives to redevelop Petaluma property to attract businesses and tourists, Petaluma will attract jobs and increase property values citywide.

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>ECONOMIC DEV./REDEVELOPMENT</u>									
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Econ. Dev./Redevelopment</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>

**PROPOSED BUDGET**

11340 ECONOMIC DEVELOPMENT	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	63,579	158,066	166,406	167,096
BENEFITS	24,466	53,868	56,885	55,006
SERVICES & SUPPLIES	51,050	64,235	88,308	132,048
<b>ECONOMIC DEVELOPMENT</b>	<b>139,095</b>	<b>276,169</b>	<b>311,599</b>	<b>354,150</b>
LESS INTRAGOVERNMENTAL OFFSET		(87,469)	(125,955)	(125,955)
<b>ECONOMIC DEVELOPMENT NET COST</b>	<b>139,095</b>	<b>188,700</b>	<b>185,644</b>	<b>228,195</b>

An Economic Development Budget of \$354,150 is recommended for 2016/17. This represents an increase of \$42,551 over 2015/16.

Salaries and benefits are recommended at \$222,102 representing a decrease of \$1,189 from 2015/16.

Services and supplies are budgeted at \$132,048, an increase of \$43,740 over 2015/16. This primarily reflects increased professional services budget to update the 2010 Economic Development Strategy.

**POLICY OPTIONS**

A \$50,000 budget request is recommended to pay for an update to the 2010 Economic Development Strategy.

## **COMMUNITY DEVELOPMENT PROGRAMS**

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

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

## **PLANNING DIVISION**

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

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

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

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

**PROPOSED BUDGET**

PLANNING	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SERVICES & SUPPLIES	747,491	614,250	554,149	554,649
<b>PLANNING</b>	<b>747,491</b>	<b>614,250</b>	<b>554,149</b>	<b>554,649</b>

A total Planning budget of \$554,649 is recommended for 2016/17, no change from 2015/16.

**PLANNING ADMINISTRATION**

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

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

**PROPOSED BUDGET**

12100 PLANNING ADMIN	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SERVICES & SUPPLIES	151,650	144,406	150,149	150,649
<b>PLANNING ADMIN</b>	<b>151,650</b>	<b>144,406</b>	<b>150,149</b>	<b>150,649</b>

A Planning Administration budget of \$150,649 is recommended for 2016/17. This represents no change from 2015/16.

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

Services and supplies are budgeted at \$150,649, no change from 2015/16.

**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.

**PROPOSED BUDGET**

<u>12700 PLANNING COST RECOVERY</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SERVICES & SUPPLIES	595,841	469,844	404,000	404,000
<b>PLANNING COST RECOVERY</b>	<b>595,841</b>	<b>469,844</b>	<b>404,000</b>	<b>404,000</b>

A Planning Cost Recovery budget of \$404,000 is recommended for 2016/17. This represents no change from 2015/16.

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

Services and supplies are budgeted at \$404,000, no change from 2015/16.

**POLICY OPTIONS**

None

**BUILDING DIVISION**

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

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

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

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

**FTE POSITION SUMMARY**

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

<u>BUILDING SERVICES</u>									
Building Inspector VII	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Building Services</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>0.00</b>	<b>6.00</b>	<b>0.00</b>

**PROPOSED BUDGET**

BUILDING	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	421,961	477,915	496,660	510,436
BENEFITS	199,841	200,566	234,269	243,771
SERVICES & SUPPLIES	679,469	738,900	654,586	626,586
<b>BUILDING</b>	<b>1,301,271</b>	<b>1,417,381</b>	<b>1,385,515</b>	<b>1,380,793</b>

A total Building budget of \$1,380,793 is recommended for 2016/17, this represents a decrease of \$4,722 from 2015/16.

**BUILDING SERVICES**

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

**PROPOSED BUDGET**

63200 BLDG SVC	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	421,961	477,915	496,660	510,436
BENEFITS	199,841	200,566	234,269	243,771
SERVICES & SUPPLIES	526,107	621,115	495,586	467,586
<b>BLDG SVC</b>	<b>1,147,909</b>	<b>1,299,596</b>	<b>1,226,515</b>	<b>1,221,793</b>

A Building Services budget of \$1,221,793 is recommended for 2016/17. This represents a decrease of \$4,722 from 2015/16.

Salaries and benefits are recommended at \$754,207 representing an increase of \$23,278 over 2015/16. This change is due mainly to negotiated cost of living adjustments and increased PERS retirement costs.

Services and supplies are budgeted at \$467,586, a decrease of \$28,000 overall. This is due to decreased professional service cost budgeted in 2016/17.

**POLICY OPTIONS**

None

**BUILDING COST RECOVERY**

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

**PROPOSED BUDGET**

<i>63500 BLDG SVC COST RECOVERY</i>	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>	<i>2017 Proposed</i>
SUPPLIES	708	688	600	600
PROF SERVICES, MAINT, REPAIR	152,654	117,097	158,400	158,400
<b>BLDG SVC COST RECOVERY</b>	<b>153,362</b>	<b>117,785</b>	<b>159,000</b>	<b>159,000</b>

A Cost Recovery budget of \$159,000 is recommended for 2016/17. This represents no change from 2015/16.

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

Services and supplies are budgeted at \$159,000, no change from 2015/16.

**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 14-15		FY 15-16		FY 16-17		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b>HOUSING</b>									
Housing Administrator	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	1.00	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>

**PROPOSED BUDGET**

HOUSING	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	142,466	54,311	54,109	63,819
BENEFITS	45,749	23,878	25,550	26,024
SERVICES & SUPPLIES	1,256,814	1,243,144	1,077,977	960,141
TRANSFERS	316,000	253,325	128,130	117,781
<b>HOUSING</b>	<b>1,761,029</b>	<b>1,574,658</b>	<b>1,285,766</b>	<b>1,167,765</b>

A Housing budget of \$1,167,765 is recommended for 2016/17. This represents a decrease of \$118,001 from 2015/16.

Salaries and benefits are recommended at \$89,843 representing an increase of \$10,184 over 2015/16. This change is due to negotiated cost of living adjustments, PERS retirement costs and step advancements.

Services and supplies of \$960,141 are recommended which represents a decrease of \$117,836 from 2015/16. This represents a decrease in program funding to outside agencies.

Transfers are budgeted at \$117,781, a decrease of \$10,349 from 2015/16.

**PROPOSED BUDGET**

21150 COMMERCIAL LINKAGE FEES	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SERVICES & SUPPLIES	75,665	429,742	340,000	43,406
TRANSFERS	150,000	100,000	50,000	25,000
<b>COMMERCIAL LINKAGE FEES</b>	<b>225,665</b>	<b>529,742</b>	<b>390,000</b>	<b>68,406</b>

A Commercial Linkage Fee budget of \$68,406 is recommended for 2016/17. This is a decrease of \$321,594 from 2015/16.

There are no salaries or benefits included in this budget.

Services and Supplies of \$43,406 are recommended, which represents a decrease of \$296,594 from 2015/16. This represents a decrease in program funding to outside agencies.

Transfers are budgeted at \$25,000, a decrease of \$25,000 from 2015/16.

- Housing Land Trust of Sonoma County \$35,000

**PROPOSED BUDGET**

21300 HOUSING IN-LIEU IMPACT FEES	2014 Actuals	2015 Revised	2016 Budget	2017 Proposed
SERVICES & SUPPLIES	763,917	435,223	142,511	261,327
TRANSFERS	150,000	50,000	50,000	50,000
<b>HOUSING IN-LIEU IMPACT FEES</b>	<b>913,917</b>	<b>485,223</b>	<b>192,511</b>	<b>311,327</b>

A Housing In-Lieu Impact Fee budget of \$311,327 is recommended for 2016/2017. This is an increase of \$118,816 over 2015/16.

There are no salaries or benefits included in this budget.

Services and Supplies of \$261,327 are recommended, which represents an increase of \$118,816 over 2015/16.

Transfers are budgeted at \$50,000, no change from 2015/16

- Rental Assistance & Fair Housing – PPSC \$ 93,175
- Boys & Girls Club \$ 150,000
- Administrative Costs \$ 52,000
- \$ 295,175**

**PROPOSED BUDGET**

22210 CDBG	2014 Actuals	2015 Revised	2016 Budget	2017 Proposed
SERVICES & SUPPLIES	305,344	281,840	324,458	311,285
TRANSFERS	16,000	35,500	28,130	32,781
<b>CDBG</b>	<b>321,344</b>	<b>317,340</b>	<b>352,588</b>	<b>344,066</b>

A CDBG budget of \$344,066 is recommended for 2016/17. This is a decrease of \$8,522 from 2015/16.

There are no salaries or benefits included in this budget.

Services and Supplies of \$311,285 are recommended, a decrease of \$13,173 from 2015/16.

Transfers are budgeted at \$32,781, an increase of \$4,651 over 2015/16.

- Meals on Wheels – Petaluma People Services Center \$ 48,000
- Rehab Program – Rebuilding Together Petaluma \$ 223,000
- Rehab Program – PEP Housing \$ 8,919
- Administrative costs \$ 64,147
- \$ 344,066**

**PROPOSED BUDGET**

51150 SUCCESSOR AGENCY HOUSING	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	142,466	54,311	54,109	63,819
BENEFITS	45,749	23,878	25,550	26,024
SERVICES & SUPPLIES	39,693	68,565	268,008	341,123
<b>SUCCESSOR AGENCY HOUSING</b>	<b>227,908</b>	<b>146,754</b>	<b>347,667</b>	<b>430,966</b>

A Successor Agency Housing budget of \$430,966 is recommended for 2016/17. This is an increase of \$83,299 over 2015/16.

Salaries and benefits are recommended at \$89,843, an increase of \$10,184 over 2015/16. This change is due to negotiated cost of living adjustments, increased PERS retirement costs and a step increase for the Housing Administrator position.

Services and Supplies of \$341,123 are recommended, which represents an increase of \$73,115 from 2015/16.

- Supportive Services – Homeless – COTS \$ 150,000
- Rebuilding Together – MIC rehab 31,180
- \$ 181,180**

**PROPOSED BUDGET**

51160 MOBILE HOME RENTAL STABILIZATION PROGRAM	2014 Actuals	2015 Revised	2016 Budget	2017 Proposed
SERVICES & SUPPLIES	72,195	2,774	3,000	3,000
TRANSFERS	-	-	-	10,000
<b>MOBILE HOME RENTAL STABILIZATION PROGRAM</b>	<b>72,195</b>	<b>2,774</b>	<b>3,000</b>	<b>13,000</b>

A Mobile Home Rent Stabilization Budget of \$13,000 is recommended for 2016-2017. This is an increase of \$10,000 over 2015/16.

There are no salaries or benefits included in this budget.

Services and Supplies budget of \$3,000 is recommended for 2016/17. This represents no change from 2015/16.

Transfers are budgeted at \$13,000 for 2016/17, an increase of \$10,000 over 2015/16 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.

- Sonoma County CDC \$ 3,000
- Administrative costs \$ 10,000
- \$ 13,000**

**POLICY OPTIONS**

None

**NON DEPARTMENTAL**

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

**PROPOSED BUDGET**

11800	NON DEPARTMENTAL	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
	SALARY	-	-	-	250,000
	BENEFITS	-	-	500,000	610,000
	SERVICES & SUPPLIES	625,969	573,384	661,449	694,200
	<b>NON DEPARTMENTAL</b>	<b>625,969</b>	<b>573,384</b>	<b>1,161,449</b>	<b>1,554,200</b>

A Non Departmental budget of \$1,554,200 is recommended for 2016/17. This is an increase of \$392,751 over 2015/16.

Salaries and benefits are recommended at \$860,000, an increase of \$360,000 over 2015/16. This reflects that anticipated retirement/separation costs previously spread throughout the various department budgets, and beginning in 2015/16 are allocated solely within this budget. The increase of \$360,000 represents funding anticipated to support salary adjustments for the Fire Fighter Association.

Services and Supplies of \$694,200 are recommended, which represents an increase of \$32,751 from 2015/16. This includes a projected increase for the Animal Services contract. This budget also supports dues to other agencies such as ABAG, LAFCO, LOCC, etc., and anticipates the increases in the membership dues for those agencies.

**POLICY OPTIONS**

None

**GENERAL FUND COST CENTER**

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

**PROPOSED BUDGET**

11100 GENERAL FUND COST CENTER	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SERVICES & SUPPLIES	(18)	-	1,088	1,088
TRANSFERS	637,580	827,400	1,689,068	1,242,053
<b>GENERAL FUND COST CENTER</b>	<b>637,562</b>	<b>827,400</b>	<b>1,690,156</b>	<b>1,243,141</b>

A General Fund budget of \$1,243,141 is recommended for 2016/17. This represents a decrease of \$447,015 from 2015/16.

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

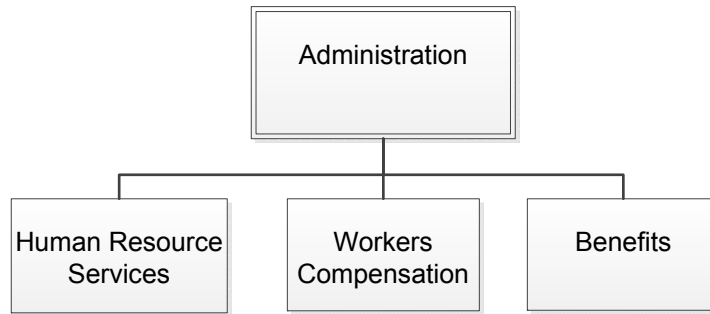
Services and supplies are budgeted at \$1,088, no change from 2015/16.

Transfers Out is budgeted at \$1,242,053 for 2016/17, a decrease of \$447,015 from 2015/16. This change is due mainly to lower CIP project related transfers.

**POLICY OPTIONS**

None

## Human Resources



**HUMAN RESOURCES DEPARTMENT**

The Human Resources Department provides a full range of services and support to departments within the City, including recruitment and staffing; employee onboarding; records management; training; classification and compensation; policy development; performance management; and employee and labor relations. The Department also ensures compliance with federal, state, and local employment law, manages the City’s benefit and self-insured workers’ compensation programs, and oversees the City’s workplace safety program.

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>HUMAN RESOURCES</u></b>									
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	1.00	1.00	0.60	1.00	0.60	0.60		
Human Resources Specialist	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Human Resources</b>	<b>4.00</b>	<b>3.00</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>3.60</b>	<b>3.60</b>	<b>0.00</b>	<b>0.00</b>

**2015-2016 ACCOMPLISHMENTS and HIGHLIGHTS**

- Implemented Eden Human Resources Module automating and streamlining document intensive processes
- Reached negotiated agreement with all bargaining units, with the exception of Unit 7, International Association of Firefighters, Local 1415
- Negotiated comparator agencies for Petaluma Professional and Mid-Managers Association classifications and conducted joint compensation survey
- Expanded online Prevention of Harassment and Discrimination training to include all City employees in addition to managers and supervisors
- Sponsored Supervisor/Manager Academy, a hands-on leadership skill building program offered by Regional Government Services. Seven City employees, along with another sixteen from other agencies, attended
- Completed process to bring pre-1986 hires into Medicare

**2016-2017 DEPARTMENTAL GOALS and PRIORITIES**

- Reach negotiated agreement with American Federation of State, County and Municipal Employees, Unit 1 – Confidential, Unit 2 – Maintenance, Unit 3 – Clerical/Technical; Petaluma Professional and Mid-Managers Association, Unit 4 – Professional, Unit 9 – Mid-Managers, Unit 11 – Confidential; and International Association of Firefighters, Local 1415, Unit 7
- Design and launch an in-house Leadership/Management Academy for Management and Supervisory Staff
- Develop guidelines and provide training to managers and supervisors regarding workplace accommodation under the Americans with Disabilities Act



**PROPOSED BUDGET**

11600 HUMAN RESOURCES ADMIN/OPERATIONS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	186,259	300,876	336,554	362,072
BENEFITS	36,679	95,295	124,355	121,118
SERVICES & SUPPLIES	31,809	26,480	41,033	42,533
CAPITAL EXPENDITURES	-	-	8,800	-
<b>HUMAN RESOURCES ADMIN/OPERATIONS</b>	<b>254,747</b>	<b>422,651</b>	<b>510,742</b>	<b>525,723</b>
LESS INTRAGOVERNMENTAL OFFSET	(92,893)	(272,504)	(161,100)	(161,100)
<b>HUMAN RESOURCES ADMIN/OPERATIONS NET COST</b>	<b>161,854</b>	<b>150,147</b>	<b>349,642</b>	<b>364,623</b>

A Human Resources Department General Fund budget of \$525,723 is recommended for 2016/17. This represents an increase of \$14,981 over 2015/16.

Salaries and benefits are recommended at \$483,190 representing an increase of \$22,281 over 2015/16. This change is due mainly to negotiated cost of living adjustments and increased PERS retirement costs.

Services and supplies are budgeted at \$42,533, a decrease of \$7,300. This eliminates one-time capital expenditures related to the HR EDEN module purchased in 2015/16.

**POLICY OPTIONS**

None

**EMPLOYEE BENEFITS**

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

**PROPOSED BUDGET**

	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
71100 EE BENEFIT-ADMIN/OTHER				
SALARY	344,879	395,897	-	-
BENEFITS	24,919	38,525	-	-
SERVICES & SUPPLIES	46,282	146,475	59,143	64,811
<b>EE BENEFIT-ADMIN/OTHER</b>	<b>416,080</b>	<b>580,897</b>	<b>59,143</b>	<b>64,811</b>
71200 EE BENEFIT-DENTAL PROGRAM				
SERVICES & SUPPLIES	388,912	408,536	387,000	395,000
<b>EE BENEFIT-DENTAL PROGRAM</b>	<b>388,912</b>	<b>408,536</b>	<b>387,000</b>	<b>395,000</b>
71300 EE BENEFIT-RETIREE BENEFITS				
SALARY	21,971	-	-	-
BENEFITS	49,193	89,734	392,538	598,480
SERVICES & SUPPLIES	153,265	160,488	174,944	180,460
<b>EE BENEFIT-RETIREE BENEFITS</b>	<b>224,429</b>	<b>250,222</b>	<b>567,482</b>	<b>778,940</b>
71400 EE BENEFIT-UNEMPLOYMENT PROGRAM				
SERVICES & SUPPLIES	20,123	36,184	30,000	30,000
<b>EE BENEFIT-UNEMPLOYMENT PROGRAM</b>	<b>20,123</b>	<b>36,184</b>	<b>30,000</b>	<b>30,000</b>
71500 EE BENEFIT-VISION PROGRAM				
SERVICES & SUPPLIES	25,424	27,422	33,000	33,000
<b>EE BENEFIT-VISION PROGRAM</b>	<b>25,424</b>	<b>27,422</b>	<b>33,000</b>	<b>33,000</b>

A total Employee Benefits budget of \$1,301,751 is recommended for 2016/17. This represents an increase of \$225,126 over 2015/16. This change reflects increased contributions to fund the Other Post Employment Benefit liability.

The Employee Benefits – Dental Program budget is recommended at \$395,000 in 2016/17, an increase of \$8,000 over 2015/16 due to negotiated benefits increases.

The Employee Benefits – Retiree Benefits budget is recommended at \$778,940 in 2016/17. This represents an increase of \$211,458 over 2015/16. This change primarily reflects increased contributions to fund the Other Post Employment Benefit liability and is also comprised of increases to the required Public Employees Medical and Hospital Care Act City contribution and higher administration fees, based on benefit cost.

The Employee Benefits – Unemployment Program budget is recommended at \$30,000 in 2016/17, and represents no change from 2015/16.

The Employee Benefits – Vision Program budget is recommended at \$33,000 in 2015/16, and represents no change from 2015/16.

**WORKERS' COMPENSATION**

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

**PROPOSED BUDGET**

76100 WORKERS COMP	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	47,598	134	-	-
BENEFITS	(1,992)	(243)	-	-
SERVICES & SUPPLIES	1,359,259	1,849,650	1,464,394	1,503,850
<b>WORKERS COMP</b>	<b>1,404,865</b>	<b>1,849,541</b>	<b>1,464,394</b>	<b>1,503,850</b>

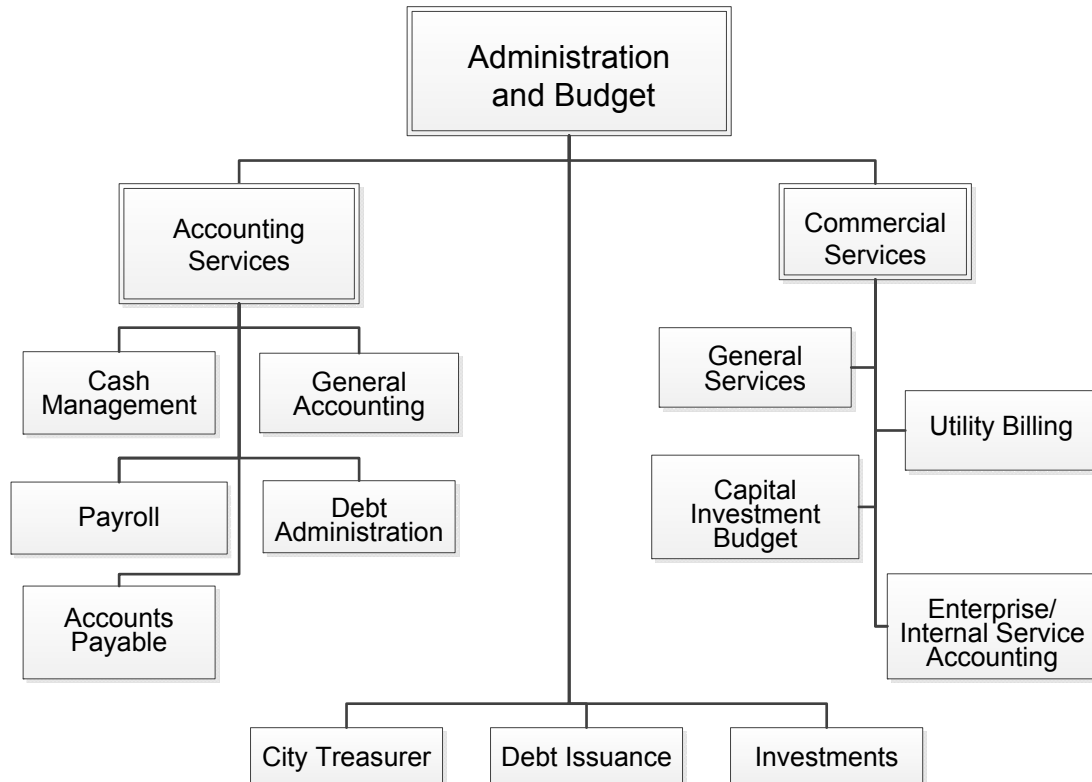
The Workers Compensation budget of \$1,503,850 is recommended for 2016/17. This represents an increase of \$39,456 over 2015/16. This increase is based on the Projected Ultimate Limited Loss – Present Value from the 2015 AON WC actuarial, as well as higher Excess WC insurance premiums, which factor increased payroll into the premium cost.

**POLICY OPTIONS**

None



# Finance Department



**FINANCE DEPARTMENT**

by Account Type	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	671,591	1,067,037	1,217,030	1,201,283
BENEFITS	230,294	398,567	466,055	477,561
SERVICES & SUPPLIES	439,082	272,189	550,926	522,025
CAPITAL EXPENDITURES	-	6,480	-	-
<b>FINANCE DEPT</b>	<b>1,340,967</b>	<b>1,744,273</b>	<b>2,234,011</b>	<b>2,200,869</b>
LESS INTRAGOVERNMENTAL OFFSET	(722,156)	(1,141,066)	(1,240,441)	(1,240,441)
<b>FINANCE DEPT NET COST</b>	<b>618,811</b>	<b>603,207</b>	<b>993,570</b>	<b>960,428</b>

by Cost Center	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
FINANCE ADMIN	431,455	492,312	770,379	744,533
FINANCE ACCOUNTING SERVICE	485,234	510,279	660,244	674,577
FINANCE COMMERCIAL SERVICE	112,558	538,963	579,365	570,480
<b>FINANCE</b>	<b>1,029,247</b>	<b>1,541,554</b>	<b>2,009,988</b>	<b>1,989,590</b>
LESS INTRAGOVERNMENTAL OFFSET	(722,156)	(1,141,066)	(1,240,441)	(1,240,441)
<b>FINANCE DEPT NET COST</b>	<b>307,091</b>	<b>400,488</b>	<b>769,547</b>	<b>749,149</b>

GENERAL SVC-ADMIN	40,496	3,000	7,564	7,064
GENERAL SVC-MAIL SERVICES	104,641	92,505	96,180	90,709
GENERAL SVC-PRINTING SERVICES	131,858	114,151	120,129	113,406
GENERAL SVC-PURCHASING SERVICES	34,725	(6,937)	150	100
<b>GENERAL SERVICES</b>	<b>311,720</b>	<b>202,719</b>	<b>224,023</b>	<b>211,279</b>
<b>FINANCE DEPARTMENT NET COST</b>	<b>618,811</b>	<b>603,207</b>	<b>993,570</b>	<b>960,428</b>

**FINANCE DEPARTMENT**

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

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>FINANCE DEPARTMENT</u></b>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	0.00	1.00	0.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Acct Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Finance</b>	<b>18.00</b>	<b>15.00</b>	<b>18.00</b>	<b>15.00</b>	<b>18.00</b>	<b>16.00</b>	<b>14.00</b>	<b>0.00</b>	<b>2.00</b>

### **2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Completed a comprehensive City-wide fee update and consolidated fee schedule.
- Implemented a paperless service order system for sending and receiving utility billing water meter related service requests.
- Refunded the 2003 Airport Certificates of Participation Notes saving the City approximately \$800,000 over the life of the refunding.
- Completed implementation of the EDEN Finance/Human Resources module.
- Completed long term financial forecasts for the Water and Wastewater enterprises.

### **2016-2017 DEPARTMENTAL GOALS and PRIORITIES**

- Prepare and present to Council reserve policies for all major funds.
- Complete RFPs for banking and audit services.
- Complete the City's long term financial plan.
- Complete the development and trust for the pre-funding of costs associated with other post employee benefits.
- Complete audit of the City's Transient Occupancy Tax collectors.
- Implement online options for business license applications, along with payment, account inquiry, and service request options.

### **PROPOSED BUDGET**

A Finance Department budget of \$2,200,869 is recommended for 2016/17. This represents a decrease of \$33,142 from 2015/16.

Salaries and benefits are recommended at \$1,678,844 representing a slight decrease of \$4,241 from 2015/16. This change is due mainly to the elimination of part time positions, and a vacant position being filled at a lower step

Services and supplies are budgeted at \$522,025, a decrease of \$28,901 overall from FY 15/16. This is mainly due to the fact that one-time costs associated with the city-wide fee study update will not recur next fiscal year.



**FINANCE ADMINISTRATION AND BUDGET**

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

**PROPOSED BUDGET**

11400 FINANCE ADMIN	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	93,980	226,782	254,692	260,438
BENEFITS	33,048	82,447	87,775	83,534
SERVICES & SUPPLIES	304,427	183,083	427,912	400,561
<b>FINANCE ADMIN</b>	<b>431,455</b>	<b>492,312</b>	<b>770,379</b>	<b>744,533</b>
LESS INTRAGOVERNMENTAL OFFSET	(313,707)	(362,833)	(399,619)	(399,619)
<b>FINANCE ADMIN NET COST</b>	<b>117,748</b>	<b>129,479</b>	<b>370,760</b>	<b>344,914</b>

A Finance Administration budget of \$744,533 is recommended for 2016/17. This represents a decrease of \$25,846 from 2015/2016.

Salaries and benefits are recommended at \$343,972 representing a slight increase of \$1,505 over 2015/16.

Services and supplies are budgeted at \$400,561, a decrease of \$27,351 from 2015/2016. This is mainly due to one-time costs associated with the city-wide fee study update that will not recur next fiscal year.

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

**PROPOSED BUDGET**

11410 FINANCE ACCOUNTING SERVICE	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	342,328	361,197	460,823	441,699
BENEFITS	97,890	116,571	151,371	186,378
SERVICES & SUPPLIES	45,016	26,031	48,050	46,500
CAPITAL EXPENDITURES	-	6,480	-	-
<b>FINANCE ACCOUNTING SERVICE</b>	<b>485,234</b>	<b>510,279</b>	<b>660,244</b>	<b>674,577</b>
LESS INTRAGOVERNMENTAL OFFSET	(362,545)	(311,057)	(328,869)	(328,869)
<b>FINANCE ACCOUNTING SERVICE NET COST</b>	<b>122,689</b>	<b>199,222</b>	<b>331,375</b>	<b>345,708</b>

An Accounting Services budget of \$674,577 is recommended for 2016/17. This represents an increase of \$14,333 over 2015/2016.

Salaries and benefits are recommended at \$628,077 representing an increase of \$15,883 over 2015/16. This is due primarily to changes in benefit selections by employees.

Services and supplies are budgeted at \$46,500, a slight decrease of \$1,550 from 2015/2016.

**POLICY OPTIONS**

None

### **COMMERCIAL SERVICES**

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

### **PROPOSED BUDGET**

11420 FINANCE COMMERCIAL SERVICE	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	77,491	377,864	402,445	403,512
BENEFITS	30,636	159,690	175,620	165,668
SERVICES & SUPPLIES	4,431	1,409	1,300	1,300
<b>FINANCE COMMERCIAL SERVICE</b>	<b>112,558</b>	<b>538,963</b>	<b>579,365</b>	<b>570,480</b>
LESS INTRAGOVERNMENTAL OFFSET	(45,904)	(467,176)	(511,953)	(511,953)
<b>FINANCE COMMERCIAL SERVICE NET COST</b>	<b>66,654</b>	<b>71,787</b>	<b>67,412</b>	<b>58,527</b>

A Commercial Services budget of \$570,480 is recommended for 2016/17. This represents a decrease of \$8,885 from 2015/2016.

Salaries and benefits are recommended at \$569,180 representing a decrease of \$8,885 from 2015/16 due to a position being filled at a lower step than the previous employee.

Services and supplies are budgeted at \$1,300, no change from 2015/2016.

### **POLICY OPTIONS**

None

**GENERAL SERVICES**

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

**PROPOSED BUDGET**

GENERAL SVC-ADMIN	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	26,944	-	-	-
BENEFITS	1,572	-	-	-
SERVICES & SUPPLIES	11,980	3,000	7,564	7,064
<b>GENERAL SVC-ADMIN</b>	<b>40,496</b>	<b>3,000</b>	<b>7,564</b>	<b>7,064</b>
GENERAL SVC-MAIL SERVICES	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	53,374	50,597	49,535	47,817
BENEFITS	28,636	23,398	25,645	20,992
SERVICES & SUPPLIES	22,631	18,510	21,000	21,900
<b>GENERAL SVC-MAIL SERVICES</b>	<b>104,641</b>	<b>92,505</b>	<b>96,180</b>	<b>90,709</b>
GENERAL SVC-PRINTING SERVICES	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	53,373	50,597	49,535	47,817
BENEFITS	28,638	23,398	25,644	20,989
SERVICES & SUPPLIES	49,847	40,156	44,950	44,600
<b>GENERAL SVC-PRINTING SERVICES</b>	<b>131,858</b>	<b>114,151</b>	<b>120,129</b>	<b>113,406</b>
GENERAL SVC-PURCHASING SERVICES	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	24,101	-	-	-
BENEFITS	9,874	(6,937)	-	-
SERVICES & SUPPLIES	750	-	150	100
<b>GENERAL SVC-PURCHASING SERVICES</b>	<b>34,725</b>	<b>(6,937)</b>	<b>150</b>	<b>100</b>

A General Services Division budget of \$211,279 is recommended for 2016/17. This represents a decrease of \$12,744 from 2015/2016.

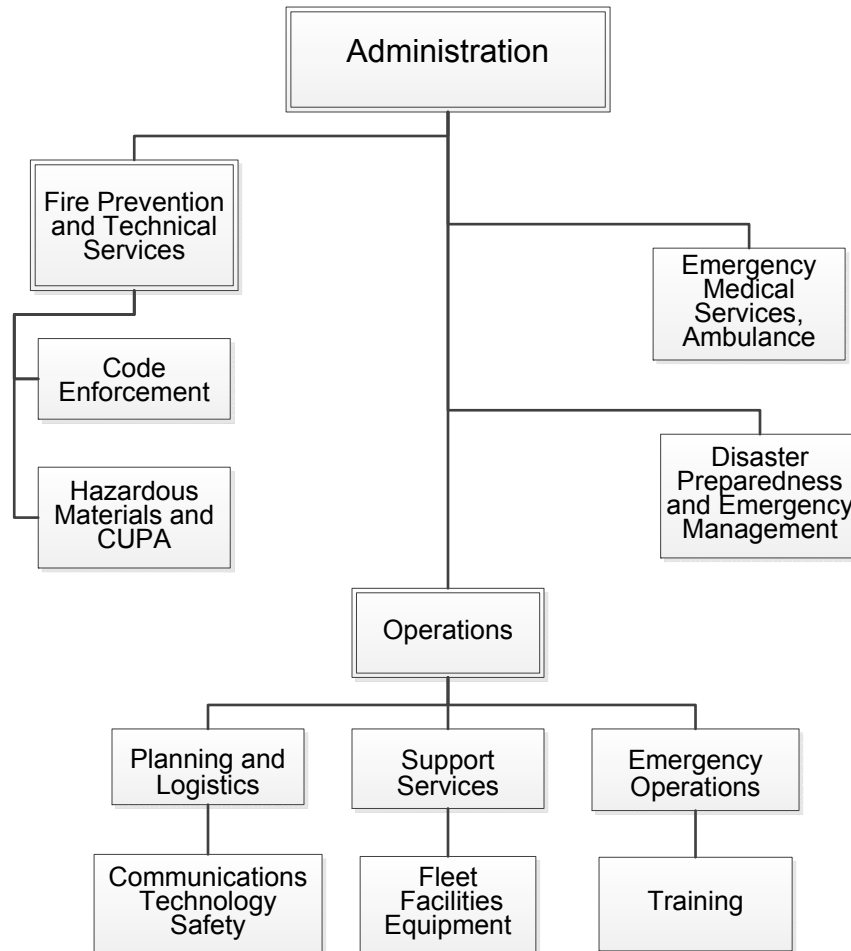
Salaries and benefits are recommended at \$137,615 representing a decrease of \$12,744 from 2015/16 due to a position being filled at a lower step than the previous employee.

Services and supplies are budgeted at \$73,664, no change from the previous year.

**POLICY OPTIONS**

None

# Fire Department



**FIRE DEPARTMENT**

by Account Type	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	6,412,853	6,803,889	6,676,570	6,819,299
BENEFITS	4,003,026	4,140,582	4,328,877	4,690,677
SERVICES & SUPPLIES	1,079,393	1,269,839	1,320,412	1,389,412
CAPITAL EXPENDITURES	-	5,047	-	-
<b>TOTAL FIRE DEPARTMENT</b>	<b>11,495,272</b>	<b>12,219,357</b>	<b>12,325,859</b>	<b>12,899,388</b>

by Cost Center	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
FIRE ADMIN	1,132,415	1,270,008	1,311,075	1,321,307
FIRE DISASTER PREPAREDNESS	3,051	2,506	2,660	2,660
FIRE HAZARDOUS MATERIALS	120,840	143,022	151,295	158,080
FIRE PREVENTION	289,148	261,202	301,834	295,915
FIRE SUPPRESSION	9,494,279	10,068,370	10,025,651	10,437,582
FIRE SUPPRESSION-APPARATUS	140,225	150,884	110,444	110,444
FIRE SUPPRESSION-BUILDING/GROUNDS	12,182	19,653	14,000	14,000
FIRE SUPPRESSION-COMMUNICATIONS	2,434	13,002	91,600	39,900
FIRE SUPPRESSION-SUPPLIES	47,256	58,583	40,500	43,000
FIRE SUPPRESSION-TRAINING	24,221	8,434	16,250	21,250
AMBULANCE	229,221	223,693	260,550	455,250
<b>TOTAL FIRE DEPARTMENT</b>	<b>11,495,272</b>	<b>12,219,357</b>	<b>12,325,859</b>	<b>12,899,388</b>

**FIRE DEPARTMENT**

The Petaluma Fire Department is responsible for the prevention and extinguishment of fires, medical treatment and transport of the sick and traumatically injured, extrication and rescue of victims, and the overall management of emergency-related events impacting the health, welfare and safety of citizens and visitors to Petaluma. Incident responses increased to 6,168 emergency events for the period. Incidents are projected to exceed 6,800 annually in FY 2016-2017.

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>FIRE</u></b>									
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Fire Battalion Chief - EMS Mgr	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Fire Battalion Chief	3.00	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	9.00	
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Fire Engineer	4.00	4.00	3.00	3.00	3.00	3.00	3.00	3.00	
Fire Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	
Fire Inspector	3.00	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	1.00	
Firefighter	12.00	12.00	9.00	9.00	9.00	9.00	9.00	9.00	
Firefighter/Paramedic	17.00	17.00	21.00	21.00	21.00	21.00	21.00	21.00	
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
<b>Total Fire</b>	<b>59.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>0.00</b>	<b>0.00</b>

**2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Completed revisions to Fleet Replacement Planning;
- Completed additional Consolidations & Partnerships with Other South County Fire Partners;
- Provided Public Education of Hands-Only CPR and Placement of Grant-Funded Automated External Defibrillators (AEDs) into Petaluma Schools;
- Completed purchase and training on New Portable Radios Capable of Communication Interoperability with our Law Enforcement Partners;
- Completed purchase and training on New Personal Protective Body Armor Equipment;
- Completed Multi-Discipline Training between Police and Fire in Active Shooter and Violent Incident Events.

**2016-2017 DEPARTMENTAL GOALS and PRIORITIES**

- Resolve the Petaluma Historic Ambulance Exclusive Operating Area;
- Complete implementation of ImageTrend as the New Electronic Ambulance Pre-Hospital Care Reporting System (ePCR);
- Develop and implement a Financing Option for a Fleet Replacement Program;
- Complete a Proposal for Fire Station 1, 2 & 3 Replacement and/or Upgrades;
- Complete implementation of a New Training Schedule Encompassing All Areas of Training;
- Complete, develop and adopt a Region-Wide Concept of Shared Services by Sonoma County; and
- To mitigate the increase in ambulance responses, implement a third ambulance team which will be staffed by part-time Emergency Medical Technicians (EMTs) and funded by its own revenue.

**PROPOSED BUDGET**

A Fire Department budget of \$12,899,388 is recommended for 2016/17. This represents an increase of \$573,529 over 2015/16.

Salaries and benefits are recommended at \$11,509,976 representing an increase of \$504,529 over 2015/16. This change is due mainly to increased PERS retirement costs and increased part time salaries directly offset by additional revenue generated.

Services and supplies are budgeted at \$1,389,412, an increase of \$69,000 over 2015/16. This is mainly due to the purchase of additional Automated External Defibrillators.



**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: Operations, Fire Prevention & Technical Services, Planning and Logistics, Support Services and Fire Administration-EMS & Training.

**PROPOSED BUDGET**

13100 FIRE ADMIN	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	380,981	359,856	400,586	439,080
BENEFITS	230,125	215,860	243,159	251,397
SERVICES & SUPPLIES	521,309	694,292	667,330	630,830
<b>FIRE ADMIN</b>	<b>1,132,415</b>	<b>1,270,008</b>	<b>1,311,075</b>	<b>1,321,307</b>

A Fire Administration budget of \$1,321,307 is recommended for 2016/17. This represents an increase of \$10,232 over 2015/16.

Salaries and benefits are recommended at \$690,477 representing an increase of \$46,732 over 2015/16. This change is due mainly to increased PERS retirement costs.

Services and supplies are budgeted at \$630,830, a decrease of \$36,500 from 2015/16. This is due to a reduction in the supplies budget for body armor purchased in 2015/16.

**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 (i.e., FEMA-required NIIMS, SEMS and ICS, as well as management of the Emergency Operations Center), schools and citizen groups that request EM preparedness assistance. The Department is the point of contact for EM information to Sonoma County and various State agencies and it is the representative agency for the California Region 2 Area to the State Office of Emergency Services.

**PROPOSED BUDGET**

<u>13200</u>	<u>FIRE DISASTER PREPAREDNESS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
	SERVICES & SUPPLIES	3,051	2,506	2,660	2,660
	<b>FIRE DISASTER PREPAREDNESS</b>	<b>3,051</b>	<b>2,506</b>	<b>2,660</b>	<b>2,660</b>

A Disaster Preparedness program budget for services and supplies of \$2,660 is recommended for 2016/17. This is the same amount as in 2015/16. There are no salaries or benefits in this budget section.

**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, the environment and property, both personal and public. The FPB provides detailed, pre-development plan reviews to insure compliance with the law, and it coordinates efforts with other City departments, such as Building and Planning, to ensure fire and life safety protection in all new, expanded and/or remodeled buildings.

**PROPOSED BUDGET**

<u>13400 FIRE PREVENTION</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	159,916	147,702	174,063	163,151
BENEFITS	89,928	82,310	89,643	94,636
SERVICES & SUPPLIES	39,304	31,190	38,128	38,128
<b>FIRE PREVENTION</b>	<b>289,148</b>	<b>261,202</b>	<b>301,834</b>	<b>295,915</b>

A Fire Prevention & Technical Services budget of \$295,915 is recommended for 2016/17. This represents a decrease of \$5,919 from 2015/16.

Salaries and benefits are recommended at \$257,787 representing a decrease of \$5,919 from 2015/16. This change is due to a combination of increased PERS retirement costs and lower part time salaries budgeted in 2016/17.

Services and supplies of \$38,128 are recommended, which represents no change from 2015/16.

**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.

**PROPOSED BUDGET**

<u>13300 FIRE HAZARDOUS MATERIALS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	79,551	92,094	94,861	97,232
BENEFITS	40,633	50,312	53,584	57,998
SERVICES & SUPPLIES	656	616	2,850	2,850
<b>FIRE HAZARDOUS MATERIALS</b>	<b>120,840</b>	<b>143,022</b>	<b>151,295</b>	<b>158,080</b>

Hazardous Materials division budget of \$158,080 is recommended for 2016/17. This represents an increase of \$6,785 over 2015/16.

Salaries and benefits are recommended at \$155,230 representing an increase of \$6,785 over 2015/16. This change is due mainly to increased PERS retirement costs.

Services and supplies of \$2,850 are recommended, which represents no change from 2015/16.

**POLICY OPTIONS**

None

**SUPPRESSION DIVISION AND AMBULANCE-EMERGENCY RESPONSE**

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

**PROPOSED BUDGET**

13500 FIRE SUPPRESSION	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	5,792,405	6,204,237	6,007,060	6,082,336
BENEFITS	3,642,340	3,792,100	3,942,491	4,286,646
SERVICES & SUPPLIES	59,534	66,986	76,100	68,600
CAPITAL EXPENDITURES	-	5,047	-	-
<b>FIRE SUPPRESSION</b>	<b>9,494,279</b>	<b>10,068,370</b>	<b>10,025,651</b>	<b>10,437,582</b>
13510 FIRE SUPPRESSION-APPARATUS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SERVICES & SUPPLIES	140,225	150,884	110,444	110,444
<b>FIRE SUPPRESSION-APPARATUS</b>	<b>140,225</b>	<b>150,884</b>	<b>110,444</b>	<b>110,444</b>
13520 FIRE SUPPRESSION-BLDG/GROUNDS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SERVICES & SUPPLIES	12,182	19,653	14,000	14,000
<b>FIRE SUPPRESSION-BUILDING/GROUNDS</b>	<b>12,182</b>	<b>19,653</b>	<b>14,000</b>	<b>14,000</b>
13530 FIRE SUPPRESSION-COMMUNICATION	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SERVICES & SUPPLIES	2,434	13,002	91,600	39,900
<b>FIRE SUPPRESSION-COMMUNICATIONS</b>	<b>2,434</b>	<b>13,002</b>	<b>91,600</b>	<b>39,900</b>
13540 FIRE SUPPRESSION-SUPPLIES	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SERVICES & SUPPLIES	47,256	58,583	40,500	43,000
<b>FIRE SUPPRESSION-SUPPLIES</b>	<b>47,256</b>	<b>58,583</b>	<b>40,500</b>	<b>43,000</b>
13550 FIRE SUPPRESSION-TRAINING	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SERVICES & SUPPLIES	24,221	8,434	16,250	21,250
<b>FIRE SUPPRESSION-TRAINING</b>	<b>24,221</b>	<b>8,434</b>	<b>16,250</b>	<b>21,250</b>
13600 AMBULANCE	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	-	-	-	37,500
SERVICES & SUPPLIES	229,221	223,693	260,550	417,750
<b>AMBULANCE</b>	<b>229,221</b>	<b>223,693</b>	<b>260,550</b>	<b>455,250</b>

Suppression and Ambulance Services total division budget (cost centers 13500 & 13600) of \$11,121,426 is recommended for 2016/17. This represents an increase of \$562,431 over 2015/16.

Salaries and benefits are budgeted at \$10,406,482 representing an increase of \$456,931 over 2015/16. This change is due mainly to increased PERS retirement costs and increased part time salaries in Ambulance Services directly offset by additional revenue generated.

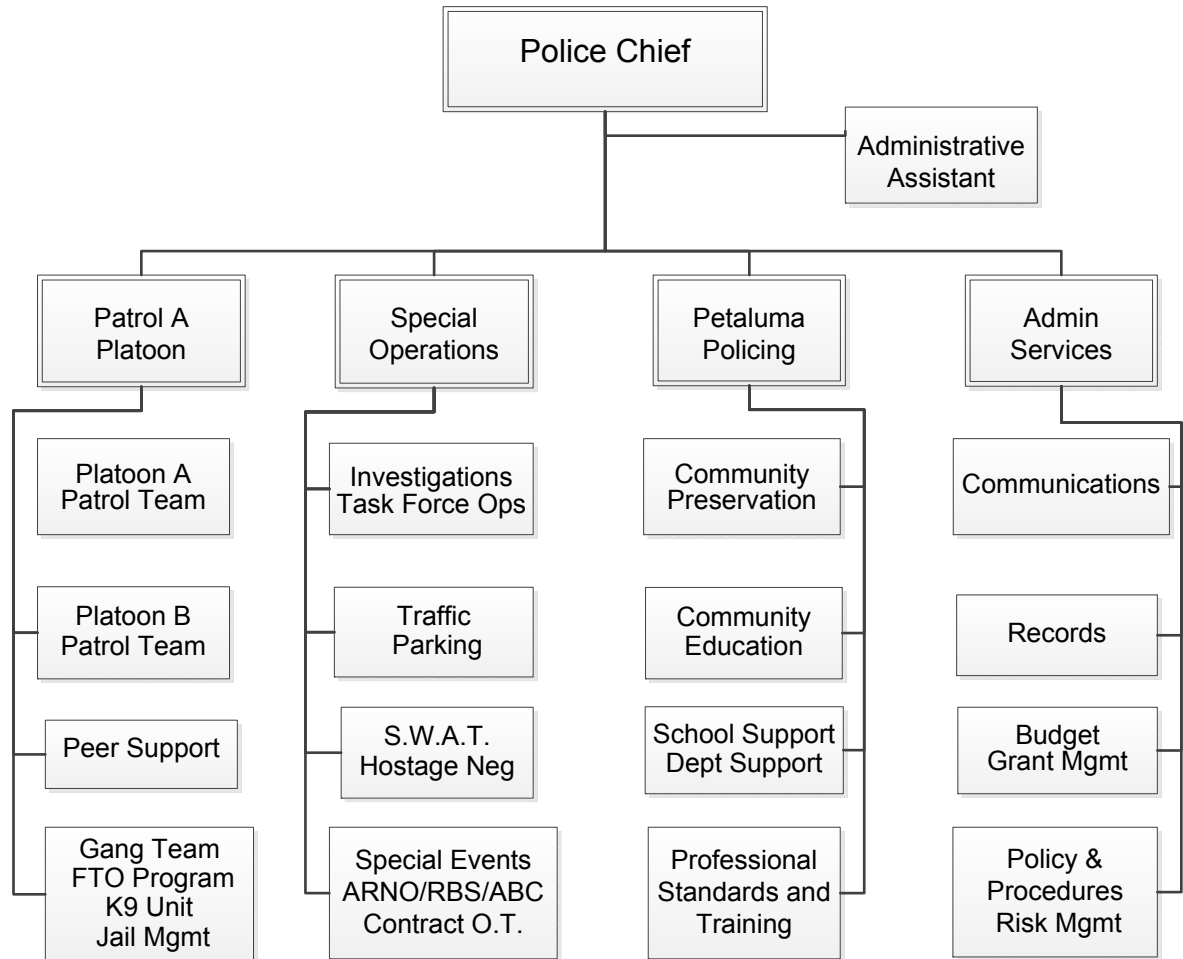
Services and supplies are budgeted at \$714,944, an increase of \$105,500 over 2015/16. This is mainly due to the purchase of additional heart monitors/defibrillators.

### **POLICY OPTIONS**

Included in the 2016/17 budget is funding to cover the start-up of a Basic Life Support (BLS) ambulance team to be staffed by part-time Emergency Medical Technicians (EMTs). This additional BLS service will bring in the necessary revenue to cover the costs attributed to running another ambulance.

The purchase of four new heart monitors/defibrillators is also included in the 2016/17 budget. The Department's current heart monitors have become outdated and are no longer supported by the manufacturer. Funding for the monitors is expected through revenue received from the Intergovernmental Transfer ("IGT") Program which allows public ambulance service providers such as Petaluma Fire Ambulance, to receive additional Medi-Cal payments to more fully compensate it for providing EMS transport services to Medi-Cal plan members during the previous fiscal year. As a result of receiving these additional revenues, and the subsequent purchase of the new heart monitors, the Department will have the resources to support emergency medical services and/or other health care programs that will ultimately benefit Medi-Cal plan enrollees, other underserved populations and residents in general.

# Police Department



**POLICE DEPARTMENT**

by Account Type	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	9,055,355	8,665,401	9,955,989	9,893,742
BENEFITS	4,710,658	4,626,439	5,070,435	5,401,702
SERVICES & SUPPLIES	1,924,387	2,286,575	2,336,219	2,158,671
CAPITAL EXPENDITURES	145,204	7,375	396,500	-
<b>TOTAL POLICE DEPARTMENT</b>	<b>15,835,604</b>	<b>15,585,790</b>	<b>17,759,143</b>	<b>17,454,115</b>

by Cost Center	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
POLICE ADMIN	2,571,510	2,863,645	2,936,258	2,987,527
POLICE COMMUNICATION	1,147,896	1,197,252	1,220,004	1,298,156
POLICE CAD/RMS	254,812	248,183	340,950	355,177
POLICE INVESTIGATION	1,145,675	840,608	1,267,507	1,145,436
POLICE PATROL	7,769,187	8,162,800	8,626,519	8,627,813
POLICE AUTO THEFT	177,017	182,081	178,649	185,749
POLICE TRAFFIC SAFETY	1,155,810	911,355	1,278,053	1,246,770
POLICE RECORDS	585,336	518,694	634,670	631,996
PARKING ENFORCEMENT	431,275	278,220	333,381	321,683
POLICE GRANTS	551,070	299,226	783,230	563,431
ABANDONED VEHICLE ABATEMENT	46,016	83,726	159,922	90,377
<b>TOTAL POLICE DEPARTMENT</b>	<b>15,835,604</b>	<b>15,585,790</b>	<b>17,759,143</b>	<b>17,454,115</b>



**POLICE DEPARTMENT**

The mission of the Police Department is to provide professional police services with innovation and excellence. The Police Department provides a full range of law enforcement services to the community. The department is divided into operational units with employees assigned to specific functions including uniformed patrol, traffic enforcement, parking enforcement, investigations, records, communications and administration. The FY 16-17 Police Department budget reflects this structure.

**FTE POSITION SUMMARY**

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

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- 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		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	1.00	5.00	3.00	3.00		
Evidence Technician	1.00	1.00	1.00	1.00	0.50	0.50	0.50		
Property Technician	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
Police Lieutenant	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Police Officer	60.00	47.00	60.00	47.00	60.00	48.00	47.00		1.00
Police Records Assistant I/II	5.50	4.50	5.50	4.50	5.50	4.50	4.50		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	9.00	12.00	9.00	12.00	10.70	10.70		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Police</b>	<b>108.50</b>	<b>84.50</b>	<b>108.50</b>	<b>84.50</b>	<b>109.00</b>	<b>89.70</b>	<b>87.25</b>	<b>0.45</b>	<b>2.00</b>

### **2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Implemented Petaluma Policing Initiative. This involved the following:
  - **District Policing.** Designated officers have been assigned responsibility for 15 specific neighborhoods to establish community relationships, prioritize neighborhood issues, and develop problem-solving strategies.
  - **Town Hall Meetings.** Eight neighborhood meetings and one citywide meeting were attended by hundreds of community members connecting with the police department on matters relating to public safety and quality of life.
  - **Citizen Academy.** 74 members of the community have now participated in a 10-week orientation to police operations in the interest of education and transparency.
  - **Junior Police Camp.** 90 children have now attended a 4-day camp designed to educate Petaluma youth and build relationships with the police.
  - **Volunteer Programs.** 62 community members are now participating in the Reserve Community Service Officer, Chaplaincy, Police Volunteer and Intern programs.
- The department officially enrolled in CALEA and started the 3 year assessment process.
- Received grant funding for a Homeless Outreach Officer to assist city homeless and to clean up camps and hazardous sites as a result of this issue. The grant was funded by Cal Recycle.
- A thorough site review was conducted by auditors from the Commission on Peace Officers Standards and Training, upon the request of the department for an outside evaluation of department structure and workflow systems.
- Contracted with LEXIS NEXIS for an embedded full-time crime analyst to identify crime patterns and focus patrol efforts to better prevent, anticipate and detect crime. In addition to working half-time supporting Petaluma Police Department with analyzing crime, this analyst also works half-time on Board of State Community Corrections (BSCC) operations throughout the county, supporting the efforts of neighboring jurisdictions addressing the impacts of Public Safety Realignment under AB109.

### **2016-2017 DEPARTMENTAL GOALS and PRIORITIES**

- Complete the majority of CALEA self-assessment process in preparation for a mock assessment in July 2017.
- Complete facility repairs, including painting the exterior of the main building, parking lot repairs, employee and equipment space renovations.
- Complete department evaluation and changes as a result of POST Audit, employee meetings and employee survey.

- Continued development of the Petaluma Policing Initiative. This will include building stronger community relationships, emphasizing a culture of transparency and service, and continuing toward a goal of 100 community volunteers. The initiative will also expand to include a Downtown Ambassador program, Reserve Police Officer and Police Explorer programs, School Safety Patrols, Vacation Checks for community members, and an expanded volunteer presence in neighborhoods.
- Complete implementation of a new scheduling software program, Schedule Express, department-wide. This will enable the department to better track hours spent and costs for overtime, special events, service contracts, and overall management of shift coverage.
- The Department-wide crime reduction campaign in 2016 will be tagged “5 and 15 in ‘16.” The goal is to reduce total Part I crimes by 5% and Property crimes (burglary, larceny, motor vehicle theft) by 15%.

### **PROPOSED BUDGET**

A Police Department budget of \$17,454,115 is recommended for 2016/17. This represents a decrease of \$305,028 from 2015/16.

Salaries and benefits are recommended at \$15,295,444 representing an increase of \$269,020 over 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated positions funded at a lower step within the salary range and different health benefits selected. In addition, 1 new FT police officer has been added in the 2016/17 budget which is 100% funded by the new Cal Recycle Illegal Disposal Site and Cleanup Remediation grant.

Services, supplies and capital expenditures are budgeted at \$2,158,671, a decrease of \$574,048 from 2015/16. This change is mainly due to a combination of decreased capital expenditures of \$318k related to 6 new police units purchased in the prior year and a decrease in program costs related to a prior year non reoccurring Police Grant.

**ADMINISTRATION**

Police Department Administration oversees the department’s four police divisions and coordinates with department staff to promote accountability, collaboration and sound fiscal oversight among the entire Police Department. Petaluma Policing and Training are also functions managed under Administration.

**PROPOSED BUDGET**

15100 POLICE ADMIN	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	1,067,675	1,037,755	1,240,434	1,238,125
BENEFITS	628,222	605,856	640,265	701,843
SERVICES & SUPPLIES	875,613	1,220,034	1,055,559	1,047,559
<b>POLICE ADMIN</b>	<b>2,571,510</b>	<b>2,863,645</b>	<b>2,936,258</b>	<b>2,987,527</b>

An Administration budget of \$2,987,527 is recommended for 2016/17. This represents an increase of \$51,269 over 2015/16.

Salaries and benefits are recommended at \$1,939,968 representing an increase of \$59,269 over 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated positions funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Services and Supplies are budgeted at \$1,047,559, a decrease of \$8,000 from 2015/16.

**POLICY OPTIONS**

None

**COMMUNICATION**

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

**PROPOSED BUDGET**

15200 POLICE COMMUNICATION	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	896,752	904,655	940,043	955,975
BENEFITS	242,671	282,120	271,961	329,681
SERVICES & SUPPLIES	8,473	10,477	8,000	12,500
<b>POLICE COMMUNICATION</b>	<b>1,147,896</b>	<b>1,197,252</b>	<b>1,220,004</b>	<b>1,298,156</b>

A Communication budget of \$1,298,156 is recommended for 2016/17. This represents an increase of \$78,152 over 2015/16.

Salaries and benefits are recommended at \$1,285,656 representing an increase of \$73,652 over 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated positions funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Services and Supplies are budgeted at \$12,500, an increase of \$4,500 over 2015/16.

**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.

**PROPOSED BUDGET**

15210 POLICE CAD/RMS	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SERVICES & SUPPLIES	254,812	248,183	340,950	355,177
<b>POLICE CAD/RMS</b>	<b>254,812</b>	<b>248,183</b>	<b>340,950</b>	<b>355,177</b>

A CAD/RMS budget of \$355,177 is recommended for 2016/17. This is an increase of \$14,227 over 2015/16.

There are no salaries or benefits in this budget.

Services and supplies are budgeted at \$355,177, an increase of \$14,227 over 2015/16.

**POLICY OPTIONS**

Increased Service Levels

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

**INVESTIGATION**

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

**PROPOSED BUDGET**

15500 POLICE INVESTIGATION	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	717,816	503,168	801,341	674,644
BENEFITS	389,248	285,694	424,166	429,792
SERVICES & SUPPLIES	38,611	51,746	42,000	41,000
<b>POLICE INVESTIGATION</b>	<b>1,145,675</b>	<b>840,608</b>	<b>1,267,507</b>	<b>1,145,436</b>

An Investigation budget of \$1,145,436 is recommended for 2016/17. This represents a decrease of \$122,071 from 2015/16.

Salaries and benefits are recommended at \$1,104,436 representing a decrease of \$121,071 from 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated positions funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Services and Supplies are budgeted at \$41,000, a decrease of 1,000 from 2015/16.

**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.

**PROPOSED BUDGET**

15600 POLICE PATROL	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	4,661,336	4,853,215	5,004,642	5,108,200
BENEFITS	2,660,773	2,788,997	2,821,077	2,995,813
SERVICES & SUPPLIES	447,078	520,588	482,800	523,800
CAPITAL EXPENDITURES	-	-	318,000	-
<b>POLICE PATROL</b>	<b>7,769,187</b>	<b>8,162,800</b>	<b>8,626,519</b>	<b>8,627,813</b>

A Patrol budget of \$8,627,813 is recommended for 2016/17. This represents an increase of \$1,294 over 2015-2016.

Salaries and benefits are recommended at \$8,104,013 representing an increase of \$278,294 over 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated position funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Services, supplies and capital expenditures are budgeted at \$523,800 representing a decrease of \$277,000 from 2015/16. The is mainly due to decreased capital expenditures in 2016/17 of \$318k related to 6 new police units purchased in the prior year that are not reoccurring expenditures.

**POLICY OPTIONS**

None



**AUTO THEFT**

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

**PROPOSED BUDGET**

15610 POLICE AUTO THEFT	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	107,367	109,702	107,532	108,286
BENEFITS	69,650	72,379	71,117	77,463
<b>POLICE AUTO THEFT</b>	<b>177,017</b>	<b>182,081</b>	<b>178,649</b>	<b>185,749</b>

An Auto Theft budget of \$185,749 is recommended for 2016/17. This represents an increase of \$7,100 over 2015/16.

Salaries and benefits are recommended at \$185,749 representing an increase of \$7,100 over 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated position funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

There are no services and supplies in this budget.

**POLICY OPTIONS**

None.

**TRAFFIC SAFETY**

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

**PROPOSED BUDGET**

15620 POLICE TRAFFIC SAFETY	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	721,681	539,593	761,024	714,431
BENEFITS	418,586	347,000	495,529	503,839
SERVICES & SUPPLIES	15,543	24,762	21,500	28,500
<b>POLICE TRAFFIC SAFETY</b>	<b>1,155,810</b>	<b>911,355</b>	<b>1,278,053</b>	<b>1,246,770</b>

A Traffic Safety budget of \$1,246,770 is recommended for 2016/17. This represents a decrease of \$31,283 from 2015/16.

Salaries and benefits are recommended at \$1,218,270 representing a decrease of \$38,283 from 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated position funded at a lower step within the salary range and different health benefits selected as well as the reallocation of positions to/from other police cost centers.

Services and Supplies are budgeted at \$28,500, an increase of \$7,000 over 2015/16.

**POLICY OPTIONS**

None

**RECORDS**

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

**PROPOSED BUDGET**

15700 POLICE RECORDS	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	409,021	346,905	422,225	428,717
BENEFITS	169,638	163,534	206,445	195,279
SERVICES & SUPPLIES	6,677	8,255	6,000	8,000
<b>POLICE RECORDS</b>	<b>585,336</b>	<b>518,694</b>	<b>634,670</b>	<b>631,996</b>

A Records budget of \$631,996 is recommended for 2016/17. This represents a decrease of \$2,674 from 2015/16.

Salaries and benefits are recommended at \$623,996 representing a decrease of \$4,674 from 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated position funded at a lower step within the salary range and different health benefits selected.

Services and Supplies are budgeted at \$8,000, an increase of \$2,000 over 2015/16.

**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.

**PROPOSED BUDGET**

15800	PARKING ENFORCEMENT	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
	SALARY	147,144	133,498	185,270	171,273
	BENEFITS	47,844	35,709	41,111	41,410
	SERVICES & SUPPLIES	125,913	101,638	107,000	109,000
	CAPITAL EXPENDITURES	110,374	7,375	-	-
	<b>PARKING ENFORCEMENT</b>	<b>431,275</b>	<b>278,220</b>	<b>333,381</b>	<b>321,683</b>

A Parking Enforcement budget of \$321,683 is recommended for 2016/17. This represents a decrease of \$11,698 from 2015/16.

Salaries and benefits are recommended at \$212,683 representing a decrease \$13,698 from 2015/16. This change is a combination of increases related to negotiated cost of living adjustments and increased PERS retirement costs in addition to savings from vacated position funded at a lower step within the salary range.

Services and Supplies are budgeted at \$109,000, an increase of \$2,000 over 2015/16.

**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.

**PROPOSED BUDGET**

<i>22500 POLICE GRANTS</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	288,038	170,963	429,509	424,045
BENEFITS	77,635	27,371	81,721	106,661
SERVICES & SUPPLIES	150,567	100,892	272,000	32,725
CAPITAL EXPENDITURES	34,830	-	-	-
<b>POLICE GRANTS</b>	<b>551,070</b>	<b>299,226</b>	<b>783,230</b>	<b>563,431</b>

A Grants budget of \$563,431 is recommended for 2016/17. This represents a decrease of \$219,799 from 2015/16.

Salaries and benefits are recommended at \$530,706 representing an increase of \$19,476 over 2015/16. This change is due mainly to negotiated cost of living adjustments and increased PERS retirement costs.

Services and Supplies are budgeted at \$32,725, a decrease of \$239,275 from 2015/16. This is due to decreased program grant costs.

**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 100 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.

**PROPOSED BUDGET**

23100 ABANDONED VEHICLE ABATEME	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	38,525	65,947	63,969	70,046
BENEFITS	6,391	17,779	17,043	19,921
SERVICES & SUPPLIES	1,100	-	410	410
CAPITAL EXPENDITURES	-	-	78,500	-
<b>ABANDONED VEHICLE ABATEMENT</b>	<b>46,016</b>	<b>83,726</b>	<b>159,922</b>	<b>90,377</b>

An Abandoned Vehicle Abatement budget of \$90,377 is recommended for 2016/17. This represents a decrease of \$69,545 from 2015/16.

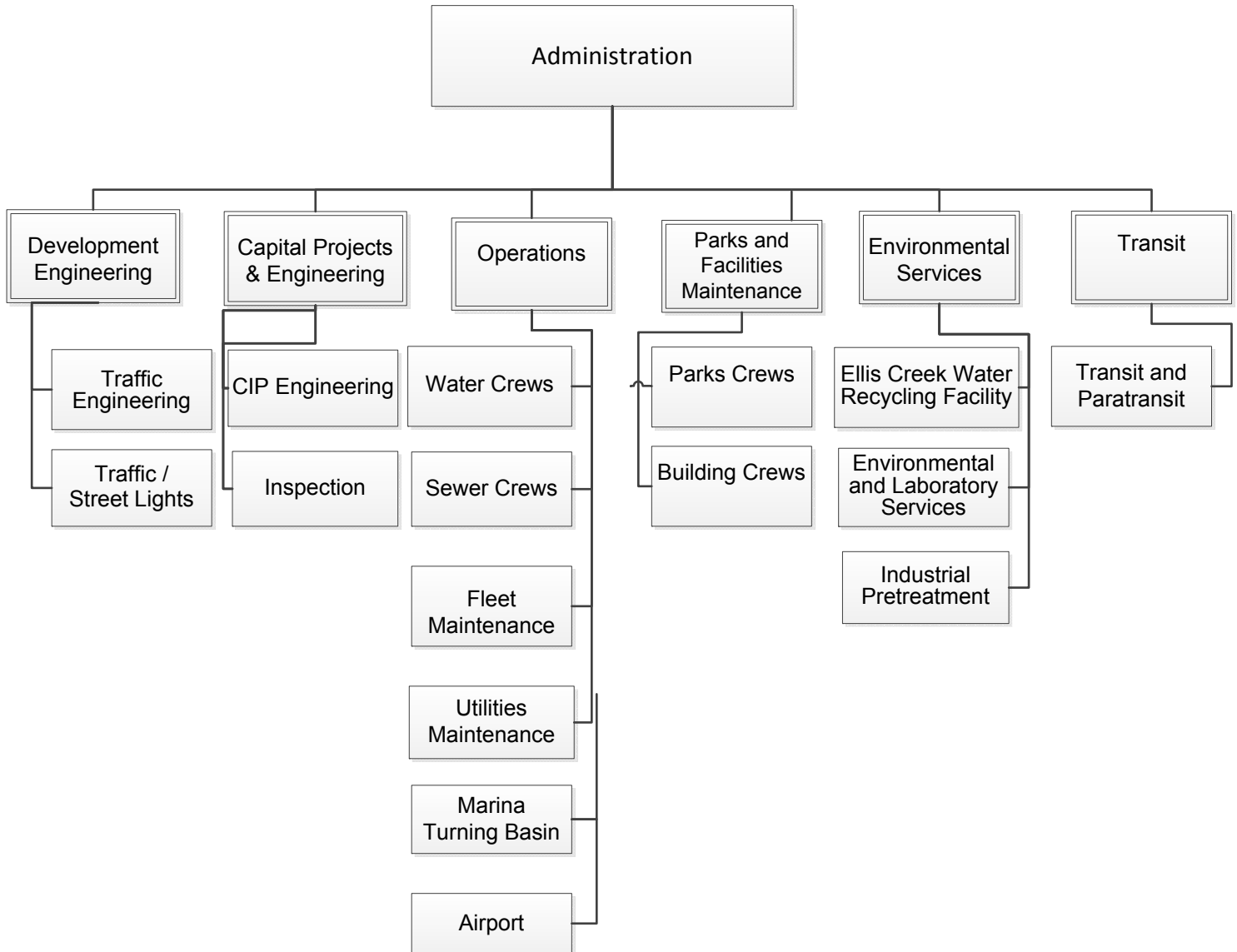
Salaries and benefits are recommended at \$89,967 representing an increase of \$8,955 over 2015/16. This change is due mainly to negotiated cost of living adjustments and increased PERS retirement costs.

Services, supplies and capital expenditures are budgeted at \$410, a decrease of \$78,500 from 2015/16. This is due to decreased capital expenditures budgeted in 2016/17.

**POLICY OPTIONS**

None

## Public Works and Utilities



**PUBLIC WORKS AND UTILITIES**

by Account Type	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	7,185,037	6,851,923	7,337,341	7,561,970
BENEFITS	2,836,466	2,877,681	3,217,707	3,456,653
SERVICES & SUPPLIES	33,564,557	33,064,621	37,464,725	37,411,645
CAPITAL EXPENDITURES	1,814,625	3,591,162	3,240,687	97,660
TRANSFERS	7,483,410	7,187,218	17,029,982	32,332,832
<b>PUBLIC WORKS AND UTILITIES</b>	<b>52,884,095</b>	<b>53,572,605</b>	<b>68,290,442</b>	<b>80,860,760</b>

by Cost Center	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
PUB WORKS ADMIN	2,167,043	3,978,272	445,457	411,475
PUB WORKS ENGINEERING DEVELOPMENT	384,086	375,807	323,876	366,119
PUB WORKS ENGINEERING CIP	76,463	133,950	101,418	90,896
PUB WORKS ENGINEERING TRAFFIC	9,520	40,341	47,440	36,703
PUB WORKS BLDG/FACILITY MAINTENANCE	646,681	641,608	719,946	680,076
PUB WORKS AUTO/EQUIP MAINT SHOP	185,659	172,586	222,655	214,615
PUB WORKS PARKS MAINTENANCE	1,548,291	1,471,446	1,619,235	1,668,145
PUB WORKS STREET LIGHTS	(521)	(336)	175,000	175,000
DOWNTOWN STREETS/SIDEWALKS MAINTENANCE	31,953	13,209	61,000	136,200
PUB WORKS TURNING BASIN/D ST BRIDGE	34,966	32,373	34,424	39,831
GAS TAX	1,284,613	1,209,697	1,907,831	1,201,019
STREET MAINTENANCE (HUT)	2,099,895	2,359,719	2,426,133	2,494,691
STREET SIGNS AND MARKINGS	431,913	398,153	611,137	606,444
STREET SIGNALS AND LIGHTS	693,007	742,153	570,583	589,122
SOLID WASTE CONTRACT MANAGEMENT	44,513	52,234	47,803	39,321
LAD ADMIN/OPERATIONS	368,524	336,406	316,459	368,640
AIRPORT ADMIN/OPERATIONS	1,084,687	1,688,320	1,109,982	1,243,910
AIRPORT FUELING	708,303	620,336	705,000	630,800
AIRPORT HANGARS	24,993	25,634	25,400	24,500
MARINA ADMIN/OPERATIONS	488,339	463,192	333,589	304,706
TRANSIT ADMIN	1,964,584	435,727	2,544,896	1,633,353
CITY CITY ROUTES	1,896,316	1,925,558	3,646,164	1,590,196
PARATRANSIT	833,853	718,155	757,137	785,184
WASTE WATER ADMIN	13,957,843	12,994,261	18,593,707	34,633,649
WASTE WATER COLLECT SYSTEM	1,342,391	990,017	1,297,368	1,085,383
WASTE WATER SEWAGE PUMP STATIONS	-	395,781	517,862	542,489
WASTE WATER CUSTOMER SVC	270,038	63,815	112,800	113,100
WASTE WATER INDUSTRIAL	323,567	317,987	425,403	492,743
WASTE WATER RECLAMATION	650,036	958,485	1,108,182	1,439,236
WASTE WATER STORM DRAIN	127,159	165,768	211,274	205,646
WASTE WATER ELLIS CREEK OPERAIONS	4,201,954	4,566,467	5,360,747	5,302,202
WATER ADMIN	4,119,807	6,012,949	9,871,335	9,694,365
WATER CONSERVATION	525,365	524,883	716,171	718,169
WATER CUSTOMER SERVICES	835,934	393,900	669,895	625,045
WATER LEAK DETECT/CROSS CONNECT	122,451	126,059	120,952	124,229
WATER PUMPING	126,951	183,372	569,250	539,592
WATER SOURCE OF SUPPLY	6,523,356	5,629,547	6,950,000	6,950,000
WATER TRANSMISSION & DISTRIBUTION	2,185,566	2,007,005	2,464,750	2,565,652
STORM DRAINAGE UTILITY	563,475	407,769	548,181	498,314
<b>TOTAL PUBLIC WORKS AND UTILITIES</b>	<b>52,883,574</b>	<b>53,572,605</b>	<b>68,290,442</b>	<b>80,860,760</b>



### **PUBLIC WORKS AND UTILITIES OVERVIEW**

The Public Works and Utilities Department is responsible for the operation and maintenance of the City's public facilities including parks; transportation systems; streets and traffic control devices; marina and airport, and water, wastewater and stormwater infrastructure. Major service areas include: engineering design, construction and inspection of public and private improvements; customer service, traffic engineering; management of operations and maintenance; fleet equipment repair; emergency response, and regulatory control. The mission of the Department is: "Working cooperatively with the public, Public Works and Utilities provides creative and responsible stewardship of the City's infrastructure and water resources".

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

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

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>PUBLIC WORKS</u></b>									
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	0.50	0.50	0.50	0.15	0.50	0.10		0.05	0.10
Deputy Director DP&U	1.00	1.00	1.00	1.00	1.00	1.00	0.10	0.20	0.70
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.60	0.20	0.20
Engineering Tech Sr	0.00	0.00	0.00	0.00	1.00	1.00	0.43		0.57
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead W	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker VII	2.00	2.00	2.00	2.00	2.00	2.00	1.90	0.10	
Inspection Supervisor	1.00	1.00	0.00	0.00	0.00	0.00			
Management Analyst II	0.00	0.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Office Assistant II	2.00	1.00	2.00	1.00	2.00	1.00	0.10	0.80	0.10
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.75		0.25
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	0.00	3.00	0.00			
Parks Maintenance Worker VII	10.00	6.00	10.00	6.00	10.00	7.00	7.00		
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	2.00	2.00	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	2.00	1.00	2.00	2.00	1.00	1.00	0.55	0.45	
Senior Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00	0.20	0.05	1.75
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	9.00	8.00	9.00	8.00	9.00	8.00			8.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Transit Specialist Senior	0.00	0.00	0.00	0.00	0.50	0.50		0.50	
Transit Travel Trainer / Marketing	0.00	0.00	0.00	0.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
<b>Total Public Works</b>	<b>53.50</b>	<b>37.50</b>	<b>54.50</b>	<b>39.15</b>	<b>56.00</b>	<b>41.60</b>	<b>15.68</b>	<b>6.55</b>	<b>19.42</b>

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

DEPARTMENT POSITION	----- Allocation-----								
	FY 14-15		FY 15-16		FY 16-17		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
<b>WATER RESOURCES/CONSERVATION</b>									
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.10	0.80	0.10
Administrative Technician	1.00	1.00	1.00	0.00	1.00	0.00			
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00		0.80	1.20
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.25	1.00	0.75
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	0.50	0.50	0.50	0.85	0.50	0.90		0.85	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	3.00	3.00	3.00	3.00	3.00		1.40	1.60
Environmental Compliance Inspe	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervis	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Service Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	2.00	2.00	2.00	2.00	3.00	3.00		3.00	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Maintenance Supervisor	1.00	1.00	0.00	0.00	0.00	0.00			
Mechanical Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.85	0.15
Secretary	1.00	1.00	1.00	1.00	2.00	2.00	0.10	1.60	0.30
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00		0.20	0.80
Senior Engineering Tech	2.00	2.00	2.00	2.00	2.00	2.00		1.40	0.60
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	0.00	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 Service Crew Foreworker					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	4.00	4.00	5.00	5.00	5.00	5.00		5.00	
Water Recycling Operator Super	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	1.00	1.00	1.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
<b>Total Water Res./Conserv.</b>	<b>61.50</b>	<b>59.50</b>	<b>61.50</b>	<b>59.85</b>	<b>64.50</b>	<b>61.90</b>	<b>0.45</b>	<b>55.90</b>	<b>5.50</b>

### **2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Planned, designed, and/or expedited capital projects, including: Park Place Well and Willowbrook Well Improvements, Petaluma River Flood Control Project, East D Street Sewer and Water Replacement Project, Wiseman Trail Rehabilitation Project, Downtown ADA Sidewalk Improvements Project, Ellis Creek Water Recycling Facility (ECWRF) Headwork Screen Replacement, Victoria Pump Station Upgrade project, Retrofit of over 700 existing streetlights to new LED.
- Maintained streets by overlaying 1.70 lane miles, repairing 891 potholes, placing 2,277 linear-feet (LF) of skin patch, installing 732 traffic and street signs, painting 117,064 LF bike lanes, 4,051 LF of curb, 187 crosswalks, and 416 legends, and repaired 317 streetlights.
- Implemented new State drought regulations and Stage 2 of Contingency plan which achieved a cumulative savings of 21.35% since June 2015 by conducting 12 water conservation events; converting over 476,700 square feet of turf into low water use landscape through the Mulch Madness program, which will save about 12 million gallons of water; and, converted Arroyo Park to recycled watering.
- Prepared 87 Council agenda memorandum packages, administered 64 Professional Service Agreements and Construction Contracts, handled 3,948 telephone inquiries, and maintained City's social media outlets on Facebook and Twitter.
- Developed 5-year financial projections for enterprise fund operations to meet Council Goals, and initiated Utility Rate Study for 2017.
- Obtained a 20 percent discount on flood insurance premiums for property owners in the floodplain by completing a 5-year FEMA Community System Rating re-verification and program update of floodplain management plan.

### **2016-2017 GOALS and PRIORITIES**

- Complete the City's 2016/17 CIP program, including the following significant projects: Lakeville and D Street Complete Streets Project; Boulevard North 12" water main replacement; Boulevard South Sewer Trunk Main Replacement; Community Sports Fields Bathroom and Maintenance Building; Recycled Water Pipeline Projects at Sonoma Mountain and Oakmead Business Park; ECWRF Second Digester; Copeland Pump Station Upgrade; LED Streetlight Retrofit; CNG and high strength waste handling project at ECWRF; and downtown sidewalk and park ADA improvements.
- Improve utility delivery by replacing obsolete water services and old mains; updating 5-year maintenance and replacement plans for Waterlines, Sewers, and Streets including overlays, crack sealing, and slurry sealing; implement a new CMMS (computerized maintenance management system) for sewer, streetlight and street maintenance operations; and upgrading City wells to meet goal of 40% local production capability.
- Improve traffic operations by implementing the traffic signal timing project on the East Washington Street and Old Redwood Highway corridors; and by coordinating traffic signal, intersection and grade crossing improvements, rail alignment, regional

trail multi-use path (MUP), and station improvements with the Sonoma Marin Area Rail Transit (SMART) for passenger train services.

- Improve performance of ECWRF by starting-up and optimizing second digester; developing plan to expand organic capacity; and expanding recycled water delivery system to urban areas to increase urban potable water offset, and adding agricultural customers.
- Adopt recommendations of the ongoing Rate Study; and maintain 5-year financial projections for enterprise fund operations, including for Water, Wastewater and Stormwater Funds.
- Enhance customer service and outreach by implementing new asset management and customer request tracking systems; upgrading dept. website, and expanding social media presence on Facebook with over 1100 “likes”, Twitter and Nixle.
- Increase efficiencies and fixed route transit ridership by 5% by implementing transit services for the Downtown SMART Station and related route changes; completing the Transit Signal Priority (TSP) Project on E. Washington and D Street corridors while securing funding a TSP for Lakeville; and purchasing new paratransit vans and hybrid buses.

### **PROPOSED BUDGET**

A Public Works and Utilities Department budget of \$80,860,760 is recommended for 2016/17. This represents an increase of \$12,570,318 over 2015/16 and includes budgets in Utilities, Enterprise, and Special Revenue funds as well as costs supported by the General Fund.

Total salaries are recommended at \$7,561,970, representing an increase of \$224,629 over 2015/16. The budget reflects anticipated step increases, along with the addition of a Senior Engineering Tech, and a Parks Maintenance Worker, and a Transit Travel Trainer/Marketer, and a part-time Transit Senior Specialist, and the allocation of a Secretary position to Water Resources/Conservation. Benefits are budgeted at \$3,456,653 and represent an increase of \$238,946 over 2015/16 and reflect negotiated cost of living adjustments, increased PERS retirement costs and benefits associated with the additional positions.

Total services and supplies are budgeted at \$33,889,531, an increase of \$46,920 over 2015/16, and reflect the purchase of minor equipment. Intragovernmental costs are budgeted at \$3,522,114 and represent a decrease of \$100,000 from 2015/16 as a result of a decrease in legal costs. Capital expenditures are budgeted at \$97,660, reflecting a decrease of \$3,143,027 from 2015/16 due mainly to buses purchased in the 2015/16 budget for the Transit Division. Transfers out are budgeted at \$32,332,832 representing an increase of \$15,302,850 due to activity related to CIP projects and a corresponding increase in transfers. Further explanations of budget changes can be found in the individual division narratives.

### **POLICY OPTIONS**

None

**ADMINISTRATION**

The Administration division serves all department divisions, and coordinates with department staff, and the City Manager's office to ensure that department activities align with goals set by City Council and the General Plan. Administrative staff promotes accountability, collaboration and sound fiscal oversight among the department's divisions. Staff coordinates customer service requests regarding utility billing questions, work orders, water turn-ons and shut-offs, water conservation, flood plain maps, encroachment permits, development matters, and building repairs. Primary responsibilities include preparation of Council agenda reports, budget analysis, maintenance of fiscal projections, grant and contract administration, oversight of asset management and customer service request programs, and management of utility rates. The Franchise Garbage Contract and the Construction and Debris Contracts are managed by this division.

**PROPOSED BUDGET**

<u>16100 PUB WORKS ADMIN</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	66,168	38,468	46,929	34,614
BENEFITS	23,196	15,186	21,393	15,226
SERVICES & SUPPLIES	278,073	339,123	377,135	361,635
CAPITAL EXPENDITURES	1,799,606	3,585,495	-	-
<b>PUB WORKS ADMIN</b>	<b>2,167,043</b>	<b>3,978,272</b>	<b>445,457</b>	<b>411,475</b>

A Public Works Administrative budget of \$411,475 is recommended for 2016/17. This is a decrease of \$33,982 from 2015/16.

Salaries and benefits are recommended at \$49,840, a decrease of \$18,482 from 2015/16.

Services and Supplies of \$361,635 are recommended which represents a decrease of \$15,500 from 2015/16.

**POLICY OPTIONS**

None

**WASTE WATER ADMINISTRATION**

Waste Water Administration serves the Waste Water department and coordinates with department staff to promote accountability, collaboration and sound fiscal oversight among the Waste Water department. Staff coordinates customer service requests regarding utility billing questions, and routing work orders. Primary responsibilities include preparation of Council agenda reports, budget analysis, maintenance of fiscal projections, grant and contract administration, oversight of asset management and customer service request programs, and management of utility rates.

**PROPOSED BUDGET**

<u>66100 WASTE WATER ADMIN</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	293,332	219,703	316,674	342,342
BENEFITS	83,782	54,935	121,755	132,032
SERVICES & SUPPLIES	10,934,937	10,416,423	11,069,278	11,080,275
CAPITAL EXPENDITURES	-	-	5,000	-
TRANSFERS	2,645,792	2,303,200	7,081,000	23,079,000
<b>WASTE WATER ADMIN</b>	<b>13,957,843</b>	<b>12,994,261</b>	<b>18,593,707</b>	<b>34,633,649</b>

A Waste Water Administrative budget of \$34,633,649 is recommended for 2016/17. This is an increase of \$16,039,942 over 2015/16.

Salaries and benefits are recommended at \$474,374, an increase of \$35,945 over 2015/16. This reflects allocation changes and increases due to negotiated cost of living adjustments, PERS retirement costs and step advancements.

Services and Supplies of \$11,080,275 are recommended which represent an increase of \$10,997 over 2015/16. This reflects an increase in Professional Services and Utilities.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$5,000 from 2015/16.

Transfers Out of \$23,079,000 are recommended which represents an increase of \$15,998,000 over 2015/16. This represents an increase in CIP projects and a corresponding increase in transfers.

**POLICY OPTIONS**

None

**WATER ADMINISTRATION**

Water Administration serves the Water department and coordinates with department staff to promote accountability, collaboration and sound fiscal oversight among the Water department. Staff coordinates customer service requests regarding utility billing questions, work orders, water turn-ons and shut-offs and water conservation. Primary responsibilities include preparation of Council agenda reports, budget analysis, maintenance of fiscal projections, grant and contract administration, oversight of asset management and customer service request programs, and management of utility rates.

**PROPOSED BUDGET**

67100 WATER ADMIN	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	325,506	248,402	303,756	429,619
BENEFITS	93,245	68,531	120,294	165,456
SERVICES & SUPPLIES	1,899,606	3,446,392	2,247,665	2,218,290
CAPITAL EXPENDITURES	-	-	20,000	-
TRANSFERS	1,801,450	2,249,624	7,179,620	6,881,000
<b>WATER ADMIN</b>	<b>4,119,807</b>	<b>6,012,949</b>	<b>9,871,335</b>	<b>9,694,365</b>

A Water Administrative budget of \$9,694,365 is recommended for 2016/17. This is a decrease of \$176,970 from 2015/16.

Salaries and benefits are recommended at \$595,075 an increase of \$171,025 over 2015/16. This reflects allocation changes and increases due to negotiated cost of living adjustments, PERS retirement costs and step advancements.

Services and Supplies of \$2,218,290 are recommended which represents a decrease of \$29,375 from 2015/16. This reflects a decrease in professional services and utilities.

Transfers Out of \$6,881,000 are recommended, which represents a decrease of \$298,620 from 2015/16. This represents a decrease in activity related to CIP projects and a corresponding decrease in transfers.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$20,000 from 2015/16.

**POLICY OPTIONS**

None



**STORM DRAINAGE UTILITY ADMINISTRATION**

Storm Drain Utility Administration serves the Storm Drain Utility department and coordinates with department staff to promote accountability, collaboration and sound fiscal oversight among the Storm Drain Utility department. Staff coordinates customer service requests regarding storm drain maintenance and management. Primary responsibilities include preparation of Council agenda reports, budget analysis, maintenance of fiscal projections, grant and contract administration, oversight of asset management and customer service request programs.

**PROPOSED BUDGET**

68100 STORM DRAINAGE UTILITY ADMIN	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	154,425	161,644	182,135	230,754
BENEFITS	79,845	72,469	76,838	98,352
SERVICES & SUPPLIES	329,205	173,656	282,208	169,208
CAPITAL EXPENDITURES	-	-	7,000	-
<b>STORM DRAINAGE UTILITY ADMIN</b>	<b>563,475</b>	<b>407,769</b>	<b>548,181</b>	<b>498,314</b>

A Storm Drainage Utility Administrative budget of \$498,314 is recommended for 2016/17. This is a decrease of \$49,867 from 2015/16.

Salaries and benefits are recommended at \$329,106 an increase of \$70,133 over 2015/16. This is due to salary step and benefit changes as well as an increase in allocation of staff time.

Services and Supplies of \$169,208 are recommended which represents a decrease of \$113,000 from 2015/16.

**POLICY OPTIONS**

None

**SOLID WASTE CONTRACT MANAGEMENT**

Solid Waste Contract Management serves the Solid Waste Contract Management department and coordinates with department staff to promote accountability, collaboration and sound fiscal oversight among the Solid Waste Contract Management department. Staff is responsible for managing the Franchise Garbage Contract and the Construction and Debris Contracts. Primary responsibilities include preparation of Council agenda reports, budget analysis, maintenance of fiscal projection and grant and contract administration.

**PROPOSED BUDGET**

<u>24113 SOLID WASTE CONTRACT MGT</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	31,345	22,116	29,149	24,961
BENEFITS	13,168	8,757	12,457	8,163
SERVICES & SUPPLIES	-	21,361	6,197	6,197
<b>SOLID WASTE CONTRACT MGT</b>	<b>44,513</b>	<b>52,234</b>	<b>47,803</b>	<b>39,321</b>

A Solid Waste Contract Management budget of \$39,321 is recommended for 2016/17. This is a slight decrease of \$8,482 from 2015/16.

Salaries and Benefits are recommended at \$33,124, a decrease of \$8,482 from 2015/16. This represents the re-allocation of positions to other funds.

Services and Supplies of \$6,197 are recommended, and represent no change from 2015/16.

**POLICY OPTIONS**

None

**CAPITAL PROJECTS**

The Capital Projects Division is responsible for preliminary and final design, permitting, and construction of the City’s infrastructure improvements, including grants administration. The division supports operations by setting annual water and sewer main replacement priorities and pavement maintenance goals. Capital infrastructure improvements may include improvement to streets, signage, street lights and traffic controls; bridges; water and wastewater facilities; trails and parks; public buildings; drainage and flood control systems; and airport, marina and transit facilities. The Capital Project team, consisting of the deputy director, project managers, engineers, inspectors, and technical staff, drives projects from conception to completion by effectively managing project budgets, design and permitting activities, and construction contractors while collaborating with other City departments, and funding and regulatory agencies. Tasks include inspection of private construction within the public right-of-way, and City capital projects, and technical leadership for pavement management, bridge maintenance, water audits and operations, water supply, stormwater and flood management, cost engineering, and permitting.

**PROPOSED BUDGET**

16210 PUB WORKS ENGINEERING CIP	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	54,834	88,294	73,823	63,427
BENEFITS	19,981	43,961	25,520	25,394
SERVICES & SUPPLIES	1,648	1,695	2,075	2,075
<b>PUB WORKS ENGINEERING CIP</b>	<b>76,463</b>	<b>133,950</b>	<b>101,418</b>	<b>90,896</b>

A Capital Projects budget of \$90,896 is recommended for 2016/17, a decrease of \$10,522 from 2015/16.

Salary and Benefits are recommended at \$88,821, a decrease of \$10,522 from 2015/16. This reflects a decrease related to staff reallocation compared to last year.

Services and Supplies are recommended at \$2,075, no change compared to 2015/16.

**POLICY OPTIONS**

None

**DEVELOPMENT ENGINEERING**

The Development Engineering Division includes the office of the City Engineer and addresses site development, ROW (Right Of Way) encroachments, traffic engineering, streetlight and traffic signal maintenance, and floodplain management. Tasks include review and approval, and inspection of engineering elements of private development projects to assure conformance to City policies, ordinances, resolutions, codes, and standards. These elements include tentative maps, environmental impact reports, conditional use permits, certificates of compliance, and site plans and result in approval of subdivision improvement plans, public improvements, plot maps, final parcel maps, lot line adjustments and mergers. The division maintains the City’s street design and construction standards, and provides code enforcement and issues encroachment permits for work within the public right of way and public easements. The City Engineer serves as the City’s Floodplain Administrator under the FEMA National Flood Insurance Program and the City’s ADA (Americans with Disability Act) Transition Plan, oversees portions of the City’s MS4 Phase II Stormwater permit requirements, and staffs the Pedestrian and Bicycle Advisory Committee; and participates in the Countywide Pedestrian and Bicycle, and the Sonoma-Marín Area Rail Transit (SMART) advisory committees.

Traffic engineering staff reviews traffic infrastructure improvements, traffic impacts caused by private development, and other projects affecting public streets. Traffic signal technicians perform preventative maintenance and operation of the traffic signal and street light systems including nearly 6,000 City-owned street lights and 50 traffic-signal-controls, and respond to nearly 2,900 requests for underground service alerts per year.

**PROPOSED BUDGET**

16200 PUB WORKS ENGINEERING DEVELOPMENT	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	281,211	273,842	222,449	253,828
BENEFITS	92,016	93,897	88,752	99,616
SERVICES & SUPPLIES	10,859	8,068	12,675	12,675
<b>PUB WORKS ENGINEERING DEVELOPMENT</b>	<b>384,086</b>	<b>375,807</b>	<b>323,876</b>	<b>366,119</b>

A Public Works Engineering Development budget of \$366,119 is recommended for 2016/17, an increase of \$42,243 over 2015/16.

Salary and Benefits are recommended at \$353,444, an increase of \$42,243 over 2015/16. This reflects an allocation change for a Senior Engineering Technician to full-time, and an increase due to negotiated cost of living adjustments, increase in PERS retirement costs and step advancements.

Services and Supplies are recommended at \$12,675, no change from 2015/16

**POLICY OPTIONS**

None

**PUBLIC WORKS ENGINEERING TRAFFIC**

Public Works Traffic Engineering includes the office of the City Engineer and addresses all traffic engineering projects. Staff is responsible for reviewing traffic infrastructure improvements, assessing traffic impacts caused by private development, and other projects affecting public streets.

**PROPOSED BUDGET**

<u>16220 PUB WORKS ENGINEERING TRAFFIC</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	8,600	38,273	45,341	20,448
BENEFITS	101	1,193	899	15,055
SERVICES & SUPPLIES	819	875	1,200	1,200
<b>PUB WORKS ENGINEERING TRAFFIC</b>	<b>9,520</b>	<b>40,341</b>	<b>47,440</b>	<b>36,703</b>

A Public Works Engineering Traffic budget of \$36,703 is recommended for 2016/17, a decrease of \$10,737 from 2015/16.

Salary and Benefits are recommended at \$35,503, a decrease of \$10,737 from 2015/16. This reflects a reallocation of personnel, an increase in PERS, step advancements and workers compensation costs.

Services and Supplies are recommended at \$1,200, no change from 2015/16.

**POLICY OPTIONS**

None

**PUBLIC WORKS STREET LIGHTS**

Public Works Street Lights addresses streetlight maintenance. Street Light technicians perform preventative maintenance and ensure the proper operation of City street light systems which includes nearly 6,000 City-owned street lights.

**PROPOSED BUDGET**

<i>16530 PUB WORKS STREET LIGHTS</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SERVICES & SUPPLIES	(521)	(336)	175,000	175,000
<b>PUB WORKS STREET LIGHTS</b>	<b>(521)</b>	<b>(336)</b>	<b>175,000</b>	<b>175,000</b>

A Public Works Street Lights budget of \$175,000 is recommended for 2016/17, no change from 2015/16.

Services and Supplies are recommended at \$175,000, no change from 2015/16.

**POLICY OPTIONS**

None

**STREET SIGNALS and LIGHTS**

Street Signals and Lights ensure proper operation of the City’s streetlights and traffic signals. Traffic signal technicians perform preventative maintenance and operation of the traffic signal and street light systems including nearly 6,000 City-owned street lights and 50 traffic-signal-controls.

**PROPOSED BUDGET**

<u>24112 STREET SIGNALS AND LIGHTS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	192,110	202,177	189,059	198,319
BENEFITS	76,465	79,808	76,961	92,240
SERVICES & SUPPLIES	424,432	460,168	298,563	298,563
CAPITAL EXPENDITURES	-	-	6,000	-
<b>STREET SIGNALS AND LIGHTS</b>	<b>693,007</b>	<b>742,153</b>	<b>570,583</b>	<b>589,122</b>

A Street Signals and Lights budget of \$589,122 is recommended for 2016/17, an increase of \$18,539 over 2015/16.

Salary and Benefits are recommended at \$290,559, an increase of \$24,539 over 2015/16. This is due to salary step and benefit changes, and an increase in allocation for staff.

Services and Supplies are recommended at \$298,563, no change from 2015/16.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$6,000 from 2015/16.

**POLICY OPTIONS**

None

**WASTE WATER PUMP STATIONS**

Waste Water Pump Stations are part of the Environmental Services Division. The Division’s primary functions include the safe transmission of wastewater to the treatment plant through the City’s many sewer pump stations. The wastewater pump stations enable the City to route and capture up to 6.7 million gallons per day (mgd) of waste water, and up to 36 mgd of storm water. Waste Water pump stations are responsible for the processing of domestic, commercial, and industrial wastewater generated within the City’s service area including Penngrove which is then treated at the Ellis Creek Water Recycling Facility (ECWRF). Tertiary treated wastewater is recycled through a system of pump stations, and pipelines to dairies, ranches, golf courses, vineyards, city parks, schools, greenbelts, the airport, and ECWRF buildings and grounds.

**PROPOSED BUDGET**

<u>66250 WASTE WATER SEWAGE PUMP STATIONS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	-	119,691	131,800	98,975
BENEFITS	-	51,350	66,062	48,514
SERVICES & SUPPLIES	-	224,740	320,000	395,000
<b>WASTE WATER SEWAGE PUMP STATIONS</b>	<b>-</b>	<b>395,781</b>	<b>517,862</b>	<b>542,489</b>

A Waste Water Pump Station budget of \$542,489 is recommended for 2016/17. This is an increase of \$24,627 over 2015/16.

Salaries and Benefits are recommended at \$147,489, a decrease of \$50,373 from 2015/16. This reflects the reallocating of salary and benefit costs to Waste Water Reclamation, increases in PERS, workers compensation and adjustments for those employees advancing in the salary step range. This also includes partial funding for an Engineering Technician and Water Recycle Plant Operator II/III.

Services and Supplies of \$395,000 are recommended, an increase of \$75,000 over 2015/16.

**POLICY OPTIONS**

None



**WASTE WATER INDUSTRIAL**

Waste Water Industrial falls within the Environmental Services Division. The Division's primary functions include industrial wastewater treatment, laboratory analysis, compliance for wastewater disposal, industrial pretreatment, biosolids disposal, and permit management. Treated industrial wastewater is analyzed for over 100 chemical constituents and results are submitted monthly to the regional board.

**PROPOSED BUDGET**

<i>66400 WASTE WATER INDUSTRIAL</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	80,224	83,171	89,226	134,849
BENEFITS	31,293	40,901	34,177	67,194
SERVICES & SUPPLIES	212,050	193,915	287,000	290,700
CAPITAL EXPENDITURES	-	-	15,000	-
<b>WASTE WATER INDUSTRIAL</b>	<b>323,567</b>	<b>317,987</b>	<b>425,403</b>	<b>492,743</b>

A Waste Water Industrial budget of \$492,743 is recommended for 2016/17. This is an increase of \$67,340 over 2015/16.

Salaries and Benefits are recommended at \$202,043, an increase of \$78,640 over 2015/16. This represents increases in PERS, workers compensation and adjustments for those employees advancing in the salary step range, and the partial funding for an additional Environmental Services Technician position.

Services and Supplies of \$290,700 are recommended, which represents an increase of \$3,700 over 2015/16. This represents an increase in Supplies and a slight increase in professional services.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$15,000 from 2015/16.

**POLICY OPTIONS**

None

**WASTE WATER RECLAMATION**

Waste Water Reclamation falls within the Environmental Services Division. The Division’s primary functions include wastewater treatment, recycled water production and distribution for water reuse, laboratory analysis, and water conservation management. Tertiary treated wastewater is recycled through a system of pump stations, and pipelines to dairies, ranches, golf courses, vineyards, city parks, schools, greenbelts, the airport, and ECWRF buildings and grounds. Wastewater reclamation is a part of the City’s Water Conservation Program.

**PROPOSED BUDGET**

<i>66500 WASTE WATER RECLAMATION</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	121,166	207,326	215,191	252,605
BENEFITS	44,110	84,069	97,991	110,131
SERVICES & SUPPLIES	484,760	667,090	795,000	1,076,500
<b>WASTE WATER RECLAMATION</b>	<b>650,036</b>	<b>958,485</b>	<b>1,108,182</b>	<b>1,439,236</b>

A Waste Water Reclamation budget of \$1,439,236 is recommended for 2016/17. This is an increase of \$331,054 over 2015/16.

Salaries and Benefits are recommended at \$362,736, an increase of \$49,554 over 2015/16. This represents increases in PERS, workers compensation and adjustments for those employees advancing in the salary step range, and the partial funding for a new Utility Services Crew Foreworker.

Services and Supplies of \$1,076,500 are recommended. This is an increase of \$281,500 over 2015/16 due to increased charges for participation in the North Bay Water Reuse Authority (NBWRA).

**POLICY OPTIONS**

None

**WASTE WATER ELLIS CREEK OPERATIONS**

Waste Water Ellis Creek Operations falls within the Environmental Services Division. The Division’s primary functions include wastewater treatment, recycled water production and distribution for water reuse, sewer pump stations, laboratory analysis, water conservation, and environmental compliance for wastewater disposal, industrial pretreatment, biosolids disposal, and stormwater MS4 (municipal separate sewer and storm drain system) permit management. Other activities include utility master planning, wetland area management, and groundwater management. Public education and outreach is provided in conjunction with the MS4 permit for storm water permit and the City’s Water Conservation Program.

Ellis Creek Waste Water Recycling Facility (ECWRF), with an average dry and wet weather design capacity of 6.7 million gallons per day (mgd) and 36 mgd, respectively, treats the domestic, commercial, and industrial wastewater generated within the City’s service area including Penngrove. Treated wastewater is analyzed for over 100 chemical constituents and results are submitted monthly to the regional board. Tertiary treated wastewater is recycled through a system of pump stations, and pipelines to dairies, ranches, golf courses, vineyards, city parks, schools, greenbelts, the airport, and ECWRF buildings and grounds.

**PROPOSED BUDGET**

<i>66700 WASTE WATER ELLIS CREEK OPERATIONS</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	948,050	1,023,858	1,106,777	1,072,067
BENEFITS	358,672	437,512	489,450	504,615
SERVICES & SUPPLIES	2,895,232	3,105,097	3,574,520	3,725,520
CAPITAL EXPENDITURES	-	-	190,000	-
<b>WASTE WATER ELLIS CREEK OPERATIONS</b>	<b>4,201,954</b>	<b>4,566,467</b>	<b>5,360,747</b>	<b>5,302,202</b>

A Waste Water Ellis Creek operations budget of \$5,302,202 is recommended for 2016/17. This is a decrease of \$58,545 from 2015/16.

Salaries and Benefits are recommended at \$1,576,682, a decrease of \$19,545 from 2015/16. This represents a reallocation of salary and benefit costs.

Services and Supplies of \$3,725,520 are recommended, an increase of \$151,000 over 2015/16. This represents an increase in supply and chemical costs.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$190,000 from 2015/16.

**POLICY OPTIONS**

None

**WATER CONSERVATION**

Water Conservation falls within the Environmental Services Division. The Division's primary functions include recycled water production and distribution for water reuse, laboratory analysis, water conservation, and environmental compliance for wastewater disposal, wetland area management, and groundwater management. Public education and outreach is provided in conjunction with the MS4 permit for storm water permit and the City's Water Conservation Program. In 2015/16, the Mulch Madness program replaced four times the amount of turf compared to prior years. In addition to residential conversions, the City has seen an increase in requests to convert commercial and institutional turf areas. Many of these areas are replaced with demonstration gardens because simply replacing turf with sheet mulch is not aesthetically pleasing. Recent and upcoming turf replacement projects include Petaluma Fire Station Three and the Petaluma Museum.

**PROPOSED BUDGET**

<u>67200 WATER CONSERVATION</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	98,434	127,219	157,061	161,557
BENEFITS	34,907	45,387	63,434	80,436
SERVICES & SUPPLIES	392,024	352,277	495,676	476,176
<b>WATER CONSERVATION</b>	<b>525,365</b>	<b>524,883</b>	<b>716,171</b>	<b>718,169</b>

A Water Conservation budget of \$718,169 is recommended for 2016/17. This is an increase of \$1,998 over 2015/16.

Salaries and Benefits are recommended at \$241,993, an increase of \$21,498 over 2015/16. This represents the partial funding for an additional Environmental Services Technician position.

Services and Supplies of \$476,176 are recommended, a decrease of \$19,500 from 2015/16. Intragovernmental charges are unchanged at \$11,676.

**POLICY OPTIONS**

None

**AUTO/EQUIP MAINTENANCE SHOP**

The Automotive/Equipment Maintenance Shop operates and maintains the City's fleet and equipment. Fleet mechanics maintain and repair many of the City's vehicles and equipment. The Automotive/Equipment Maintenance Shop is responsible for ensuring the safe and reliable operation for the City's nearly one hundred vehicles and equipment items.

**PROPOSED BUDGET**

16400 PUB WORKS AUTO/EQUIP MAINT SHOP	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	117,016	110,143	143,055	137,251
BENEFITS	47,345	47,290	63,300	61,064
SERVICES & SUPPLIES	21,298	15,102	16,300	16,300
CAPITAL EXPENDITURES	-	51	-	-
<b>PUB WORKS AUTO/EQUIP MAINT SHOP</b>	<b>185,659</b>	<b>172,586</b>	<b>222,655</b>	<b>214,615</b>

An Auto/Equip Maintenance Shop budget of \$214,615 is recommended for 2016/17. This is a decrease of \$8,040 from 2015/16.

Salaries and Benefits are recommended at \$198,315, a decrease of \$8,040 from 2015/16. The decrease is due to a shift in personnel allocations, and includes increases due to negotiated cost of living adjustments and PERS retirement costs as well as adjustments for those employees advancing in the salary step range.

Services and Supplies of \$16,300 are recommended, no change from 2015/16.

**POLICY OPTIONS**

None

**DOWNTOWN STREETS/SIDEWALKS MAINTENANCE**

Downtown Streets/Sidewalks Maintenance exists to maintain streets and sidewalks in the downtown area. Responsibilities include the inspection and repair of downtown streets and sidewalks and ensuring that ADA improvements are included in repairs and replacement of downtown streets/sidewalks.

**PROPOSED BUDGET**

<u>16550 DOWNTOWN STREETS/SIDEWALKS MAINTENANCE</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SERVICES & SUPPLIES	31,953	13,209	61,000	136,200
<b>DOWNTOWN STREETS/SIDEWALKS MAINTENANCE</b>	<b>31,953</b>	<b>13,209</b>	<b>61,000</b>	<b>136,200</b>

A Downtown Street and Sidewalks Maintenance budget of \$136,200 is recommended for 2016/17. This is an increase of \$75,200 over 2015/16.

Services and Supplies of \$136,200 are recommended, an increase of \$75,200 over 2015/16. This represents an increase in funding for maintenance of downtown streets/sidewalks.

**POLICY OPTIONS**

None.

**PUBLIC WORKS TURNING BASIN/D ST BRIDGE**

Public Works Turning Basin and D Street Bridge staff operates and maintains the D Street Bridge. Streets staff provides on-call service to operate the D Street Bridge. Under contract, the Harbormaster manages the Turning Basin. The Turning Basin can dock up to 60 boats.

**PROPOSED BUDGET**

16600 PUB WORKS TURNING BASIN/D ST BRIDGE	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	-	4,679	5,411	9,894
BENEFITS	-	2,170	2,213	3,137
SERVICES & SUPPLIES	34,966	25,524	26,800	26,800
<b>PUB WORKS TURNING BASIN/D ST BRIDGE</b>	<b>34,966</b>	<b>32,373</b>	<b>34,424</b>	<b>39,831</b>

A Public Works Turning Basin and D St Bridge budget of \$39,831 is recommended for 2016/17. This represents an increase of \$5,407 over 2015/16.

Salaries and Benefits are recommended at \$13,031, an increase of \$5,407 over 2015/16. This includes an increase in staff allocation, and reflects increases due to negotiated cost of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$26,800 are recommended, no change from 2015/16.

**POLICY OPTIONS**

None

**GAS TAX**

The Gas Tax fund serves as the receiving fund for gas tax revenues which are transferred to the Street operations fund and used to maintain City streets.

**PROPOSED BUDGET**

<u>24100 GAS TAX</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SERVICES & SUPPLIES	34,613	52,745	34,569	15,187
TRANSFERS	1,250,000	1,156,952	1,873,262	1,185,832
<b>GAS TAX</b>	<b>1,284,613</b>	<b>1,209,697</b>	<b>1,907,831</b>	<b>1,201,019</b>

A Gas Tax budget of \$1,201,019 is recommended for 2016/17. This is a decrease of \$706,812 from 2015/16.

Services and Supplies of \$15,187 are recommended, a decrease of \$19,382 from 2015/16.

Transfers Out is recommended at \$1,185,832, a decrease of \$687,430 from 2015/16. This represents a decreased transfer to the Street Maintenance Fund to fund operating and capital expenditures.

**POLICY OPTIONS**

None.



**STREET MAINTENANCE (HUT)**

Street Maintenance operates and maintains City streets, street markings and signage. The street crew performs pothole patching, overlays, trench repair, dig outs, crack sealing, weed abatement, debris removal, trail maintenance, tree trimming, and sidewalk mitigation and flood response. Typically, crews apply fifteen to twenty tons of asphalt per week during the winter season and two hundred to four hundred tons per week during the summer season.

**PROPOSED BUDGET**

<u>24110 STREET MAINTENANCE (HUT)</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	778,123	707,191	626,843	637,376
BENEFITS	402,171	381,257	340,714	347,539
SERVICES & SUPPLIES	770,910	773,743	832,476	833,776
CAPITAL EXPENDITURES	-	5,571	-	-
TRANSFERS	148,691	491,957	626,100	676,000
<b>STREET MAINTENANCE (HUT)</b>	<b>2,099,895</b>	<b>2,359,719</b>	<b>2,426,133</b>	<b>2,494,691</b>

A Street Maintenance budget of \$2,494,691 is recommended for 2016/17. This is an increase of \$68,558 over 2015/16.

Salaries and Benefits are recommended at \$984,915, an increase of \$17,358 over 2015/16. This represents increases due to negotiated cost of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$833,776 are recommended, an increase of \$1,300 over 2015/16. This represents increased supply costs.

Transfers Out is recommended at \$676,000, an increase of \$49,900 over 2015/16. This is due to increased capital projects funded by Street Maintenance for 2016/17.

**POLICY OPTIONS**

None.

**STREET SIGNS AND MARKINGS**

Street Signals and Markings maintain street markings and signage. The sign and striping crew installs and maintains regulatory, directional, street, and special signs; and applies traffic markings such as crosswalks, fog lines, bike lanes, reflectors, painted curbs and yellow traffic buttons.

**PROPOSED BUDGET**

<u>24111 STREET SIGNS AND MARKINGS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	196,028	161,212	291,104	297,144
BENEFITS	82,828	71,660	153,172	143,739
SERVICES & SUPPLIES	153,057	165,236	166,861	165,561
CAPITAL EXPENDITURES	-	45	-	-
<b>STREET SIGNS AND MARKINGS</b>	<b>431,913</b>	<b>398,153</b>	<b>611,137</b>	<b>606,444</b>

A Street Signs and Markings budget of \$606,444 is recommended for 2016/17. This is a decrease of \$4,693 from 2015/16.

Salaries and Benefits are recommended at \$440,883, a decrease of \$3,393 from 2015/16. The decrease is due to a shift in personnel allocations, and includes increases due to negotiated costs of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$165,561 are recommended, a decrease of \$1,300 from 2015/16.

**POLICY OPTIONS**

None

**WASTE WATER COLLECT SYSTEM**

The Waste Water Collection System operates and maintains sanitary sewer and storm water collections systems. The City’s wastewater utility provides 24-hour collection, treatment, disposal and reuse of domestic, commercial and industrial wastewater generated by Petaluma and the unincorporated Sonoma County community of Penngrove. The wastewater collection system is the underground piping that transports raw (untreated) wastewater from businesses and residences to the treatment plant. The collection system consists of more than 195 miles of sewer collection pipes and nine pump stations. Through a continuous inspection program, problem areas are identified using three (3) remote control TV cameras that are inserted through the main pipelines. Repairs or cleaning are initiated based on inspection results. Cleaning is done with the use of high pressure water jet vacuum trucks.

**PROPOSED BUDGET**

<i>66200 WASTE WATER COLLECT SYSTEM</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	634,490	515,862	558,947	446,982
BENEFITS	235,439	209,127	230,771	213,001
SERVICES & SUPPLIES	472,462	265,028	369,400	425,400
CAPITAL EXPENDITURES	-	-	138,250	-
<b>WASTE WATER COLLECT SYSTEM</b>	<b>1,342,391</b>	<b>990,017</b>	<b>1,297,368</b>	<b>1,085,383</b>

A Waste Water Collect System budget of \$1,085,383 is recommended for 2016/17. This is a decrease of \$211,985 from 2015/16.

Salaries and Benefits are recommended at \$659,983 a decrease of \$129,735 from 2015/16. The decrease is due to a shift in personnel allocations, and includes increases due to negotiated cost of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$425,400 are recommended, an increase of \$56,000 over 2015/16. This represents an increase in professional services cost.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$138,250 from 2015/16.

**POLICY OPTIONS**

None

**WASTE WATER CUSTOMER SERVICE**

Customer Service staff answer customer billing inquiries, respond to service orders, and supports the utility billing system. Staff works closely with the Finance Department to investigate and resolve customer-billing inquiries.

**PROPOSED BUDGET**

<u>66300 WASTE WATER CUSTOMER SVC</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	144,346	176	-	-
BENEFITS	44,597	(19,723)	-	-
SERVICES & SUPPLIES	81,095	83,362	112,800	113,100
<b>WASTE WATER CUSTOMER SVC</b>	<b>270,038</b>	<b>63,815</b>	<b>112,800</b>	<b>113,100</b>

A Waste Water Customer Service budget of \$113,100 is recommended for 2016/17. This is an increase of \$300 over 2015/16.

Services and Supplies of \$113,100 are recommended, an increase of \$300 over 2015/16.

**POLICY OPTIONS**

None

**WASTE WATER STORM DRAIN**

Storm water crews clear, clean, and maintain approximately 4,645 storm drain catch basins, culverts and open ditches and storm water pump stations located at Payran, Vallejo and Wilson Streets; and manage the flood alert system.

**PROPOSED BUDGET**

<u>66600 WASTE WATER STORM DRAIN</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	59,667	79,979	80,002	109,552
BENEFITS	22,391	38,526	37,772	51,344
SERVICES & SUPPLIES	45,101	47,263	59,750	44,750
CAPITAL EXPENDITURES	-	-	33,750	-
<b>WASTE WATER STORM DRAIN</b>	<b>127,159</b>	<b>165,768</b>	<b>211,274</b>	<b>205,646</b>

A Waste Water Storm Drain budget of \$205,646 is recommended for 2016/17. This is a decrease of \$5,628 from 2015/16.

Salaries and Benefits are recommended at \$160,896, an increase of \$43,122 over 2015/16. This represents increased staff allocations, and increases due to negotiated cost of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$44,750 are recommended, a decrease of \$15,000 from 2015/16. This represents a decrease in supply expenditures.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$33,750 from 2015/16.

**POLICY OPTIONS**

None

**WATER CUSTOMER SERVICES**

Customer Service staff answer customer billing inquiries, read meters, respond to field service orders, conduct water turn-ons and shut-offs, and support the utility billing system. Staff works closely with the Finance Department to investigate and resolve customer-billing inquiries.

**PROPOSED BUDGET**

<u>67300 WATER CUSTOMER SERVICES</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	355,961	206,450	191,853	161,619
BENEFITS	145,235	84,982	103,522	88,706
SERVICES & SUPPLIES	334,738	102,468	374,520	374,720
<b>WATER CUSTOMER SERVICES</b>	<b>835,934</b>	<b>393,900</b>	<b>669,895</b>	<b>625,045</b>

A Water Customer Services budget of \$625,045 is recommended for 2016/17. This is a decrease of \$44,850 from 2015/16.

Salaries and Benefits are recommended at \$250,325, a decrease of \$45,050 from 2015/16. The decrease is due to a shift in personnel allocations, and includes increases in PERS, workers compensation and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$374,720 are recommended, an increase of \$200 over 2015/16. This represents an increase in utility charges.

**POLICY OPTIONS**

None

**WATER LEAK DETECT/CROSS CONNECT**

Water Leak Detect/Cross Connect staff monitor nine water pump stations, ten active storage reservoirs with 10.1 million gallons of capacity, five pressure zones, and over 270 miles of pipeline serving 19,739 metered customers with over 7,636 valves and appurtenances. Crews utilize leak detection equipment to identify and repair water leaks. This enables the City water system to improve fire flows, increase system efficiency, and manage the cross-connection control program in compliance with the California Department of Health Services regulations.

**PROPOSED BUDGET**

<u>67400 WATER LEAK DETECT/CROSS CONNECT</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	79,081	81,769	72,259	74,422
BENEFITS	37,596	35,929	37,693	38,307
SERVICES & SUPPLIES	5,774	8,361	11,000	11,500
<b>WATER LEAK DETECT/CROSS CONNECT</b>	<b>122,451</b>	<b>126,059</b>	<b>120,952</b>	<b>124,229</b>

A Water Leak Detect/Cross Connect budget of \$124,229 is recommended for 2016/17. This is an increase of \$3,277 over 2015/16.

Salaries and Benefits are recommended at \$112,729, an increase of \$2,777 over 2015/16. This represents increases due to negotiated cost of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$11,500 are recommended, an increase of \$500 over 2015/16. This represents an increase in supply costs.

**POLICY OPTIONS**

None

**WATER PUMPING**

Potable water is purchased from the Sonoma County Water Agency and distributed to customers through nine water pump stations, ten active storage reservoirs with 10.1 million gallons of capacity, five pressure zones, and over 270 miles of pipeline. Operation and maintenance is performed on twenty-one wells of which eight are active, three are on standby, and seven are inactive; water pump stations and reservoirs; transmission and distribution pipelines serving 19,739 metered customers with over 7,636 valves and appurtenances.

**PROPOSED BUDGET**

67500 WATER PUMPING	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	-	-	-	37,211
BENEFITS	(304)	-	-	21,631
SERVICES & SUPPLIES	127,255	183,372	569,250	462,750
CAPITAL EXPENDITURES	-	-	-	18,000
<b>WATER PUMPING</b>	<b>126,951</b>	<b>183,372</b>	<b>569,250</b>	<b>539,592</b>

A Water Pumping budget of \$539,592 is recommended for 2016/17. This is a decrease of \$29,658 from 2015/16.

Salaries and Benefits are recommended at \$58,842, an increase of \$58,842 over 2015/16. This is due to the partial allocation of a Utility System Operator, and represents increases due to negotiated costs of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$462,750 are recommended, a decrease of \$106,500 from 2015/16. This represents a decrease in professional services costs.

Capital expenditures are recommended at \$18,000 for 2016/17, an increase of \$18,000 over 2015/16, for the purchase of leak detection equipment.

**POLICY OPTIONS**

None



**WATER SOURCE OF SUPPLY**

Potable water is purchased from the Sonoma County Water Agency and distributed to customers through nine water pump stations, ten active storage reservoirs with 10.1 million gallons of capacity, five pressure zones, and over 270 miles of pipeline. Additional water supply can be obtained through the City’s twenty-one wells of which eight are active, three are on standby, and seven are inactive; water pump stations and reservoirs; transmission and distribution pipelines which serve 19,739 metered customers with over 7,636 valves and appurtenances. A State certified Class 5 Water System Operator assures water quality in the distribution system by continuous testing for pathogens and chlorine levels.

**PROPOSED BUDGET**

<i>67600 WATER SOURCE OF SUPPLY</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SERVICES & SUPPLIES	6,523,356	5,629,547	6,950,000	6,950,000
<b>WATER SOURCE OF SUPPLY</b>	<b>6,523,356</b>	<b>5,629,547</b>	<b>6,950,000</b>	<b>6,950,000</b>

A Water Source of Supply budget of \$6,950,000 is recommended for 2016/17. No change from 2015/16.

**POLICY OPTIONS**

None

**WATER TRANSMISSION AND DISTRIBUTION**

Potable water is transmitted and distributed to customers through nine water pump stations, ten active storage reservoirs with 10.1 million gallons of capacity, five pressure zones, and over 270 miles of pipeline. Additional water transmission and distribution will be supplied as needed from the City’s twenty-one wells of which eight are active, three are on standby, and seven are inactive; water pump stations and reservoirs; transmission and distribution pipelines serving 19,739 metered customers with over 7,636 valves and appurtenances.

**PROPOSED BUDGET**

<u>67700 WATER TRANSMISSION &amp; DISTRIBUTION</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	1,041,482	1,045,279	1,073,696	1,075,284
BENEFITS	452,880	488,679	476,054	512,718
SERVICES & SUPPLIES	691,204	473,047	742,000	977,650
CAPITAL EXPENDITURES	-	-	173,000	-
<b>WATER TRANSMISSION &amp; DISTRIBUTION</b>	<b>2,185,566</b>	<b>2,007,005</b>	<b>2,464,750</b>	<b>2,565,652</b>

A Water Transmission and Distribution budget of \$2,565,652 is recommended for 2016/17. This is an increase of \$100,902 over 2015/16.

Salaries and Benefits are recommended at \$1,588,002, an increase of \$38,252 over 2015/16. This represents increases due to negotiated cost of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$977,650 are recommended, an increase of \$235,650 over 2015/16. This represents an increase in water pipeline replacement costs.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$173,000 from 2015/16.

**POLICY OPTIONS**

None

**AIRPORT ADMIN/OPERATIONS**

The Airport has approximately 60,000 take-offs and landings each year. There are 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. It includes a self-serve fueling island for 24 hours-a-day Avgas service, and jet fuel is available on-call. The automated weather observation system and a ground communication outlet are safety features important to attract charter aircraft business.

**PROPOSED BUDGET**

61100 AIRPORT ADMIN/OPERATIONS	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	108,583	112,209	111,456	136,285
BENEFITS	41,593	62,095	49,968	58,172
SERVICES & SUPPLIES	926,261	894,372	948,558	793,453
TRANSFERS	8,250	619,644	-	256,000
<b>AIRPORT ADMIN/OPERATIONS</b>	<b>1,084,687</b>	<b>1,688,320</b>	<b>1,109,982</b>	<b>1,243,910</b>

An Airport Admin/Operations budget of \$1,243,910 is recommended for 2016/17. This is an increase of \$133,928 over 2015/16.

Salaries and Benefits are recommended at \$194,457, an increase of \$33,033 over 2015/16. This represents re-allocation of a Senior Civil Engineer, and increases due to negotiated cost of living adjustments, PERS retirement costs and adjustments for those employees advancing in the salary step range.

Services and Supplies of \$793,453 are recommended, a decrease of \$155,105 from 2015/16. This represents a decrease in professional services related to the Airport Layout Plan Update in 2015/16.

Transfers Out is budgeted at \$256,000 in 2016/17, an increase of \$256,000 over 2015/16. This represents an increase in capital project activity directly affecting the transfers out that fund CIP projects.

**POLICY OPTIONS**

None

**AIRPORT FUELING**

The Airport offers Avgas service via a self-serve fueling island 24 hours-a-day, and jet fuel service available on-call.

**PROPOSED BUDGET**

<u>61200 AIRPORT FUELING</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SERVICES & SUPPLIES	708,303	620,336	680,000	630,800
CAPITAL EXPENDITURES	-	-	25,000	-
<b>AIRPORT FUELING</b>	<b>708,303</b>	<b>620,336</b>	<b>705,000</b>	<b>630,800</b>

An Airport Fueling budget of \$630,800 is recommended for 2016/17. This is a decrease of \$74,200 from 2015/16.

Services and Supplies of \$630,800 are recommended, a decrease of \$49,200 from 2015/16 caused by a reduction in fuel costs.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$25,000 from 2015/16.

**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.

**PROPOSED BUDGET**

<u>61300 AIRPORT HANGARS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SERVICES & SUPPLIES	24,993	25,634	25,400	24,500
<b>AIRPORT HANGARS</b>	<b>24,993</b>	<b>25,634</b>	<b>25,400</b>	<b>24,500</b>

An Airport Hangers budget of \$24,500 is recommended for 2016/17. This is a decrease of \$900 from 2015/16.

Services and Supplies of \$24,500 are recommended, a decrease of \$900 from 2015/16. This represents a decrease in professional services costs.

**POLICY OPTIONS**

None

**MARINA ADMINISTRATION/OPERATIONS**

Under contract, the Harbormaster manages the Petaluma Marina with 167 berths varying from 22' – 40' that has an average occupancy rate of 52%. The Marina also offers gasoline and diesel fuel sales for maritime vessels.

**PROPOSED BUDGET**

<u>64100 MARINA ADMIN/OPERATIONS</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	27,029	28,486	30,411	31,531
BENEFITS	6,001	6,366	6,664	7,261
SERVICES & SUPPLIES	455,309	428,340	276,514	265,914
TRANSFERS	-	-	20,000	-
<b>MARINA ADMIN/OPERATIONS</b>	<b>488,339</b>	<b>463,192</b>	<b>333,589</b>	<b>304,706</b>

A Marina budget of \$304,706 is recommended for 2016/17. This is a decrease of \$28,883 from 2015/16.

Salaries and Benefits are recommended at \$38,792, an increase of \$1,717 over 2015/16.

Services and Supplies of \$265,914 are recommended, a decrease of \$10,600 from 2015/16. This represents a decrease in supplies and advertising.

Transfers Out is budgeted at \$0 in 2016/17, a decrease of \$20,000 from 2015/16. This represents a decrease in capital project activity directly affecting the transfers out that fund CIP projects.

**POLICY OPTIONS**

None

**PUBLIC WORKS BLDG/FACILITY MAINTENANCE**

Public Works Building and Facility maintains and repairs City facilities, including Heating Ventilation and Air Conditioning equipment (HVAC), electrical and plumbing systems, minor remodeling and interior improvements, installation of energy and water conservation upgrades, two pool mechanical systems and marina docks. Staff oversees contract janitorial services for City Hall, Community Center, Transit Building, Police and Fire stations, Keller Street Garage, Water Field Office and Ellis Creek Water Recycling Facility. Tasks include maintenance and repair, repairs due to vandalism, graffiti eradication, cleaning and repairing structures, and responding to requests from the public.

**PROPOSED BUDGET**

16300 PUB WORKS BLDG/FACILITY MAINTENANCE	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	152,933	163,405	156,173	153,813
BENEFITS	59,886	72,273	73,273	73,413
SERVICES & SUPPLIES	433,862	405,930	490,500	452,850
<b>PUB WORKS BLDG/FACILITY MAINTENANCE</b>	<b>646,681</b>	<b>641,608</b>	<b>719,946</b>	<b>680,076</b>

A Public Works Building/Facility Maintenance budget of \$680,076 is recommended for 2016/17. This is a decrease of \$39,870 from 2015/16.

Salaries and Benefits are recommended at \$227,226, a decrease of \$2,220 from 2015/16.

Services and Supplies of \$452,850 are recommended for 2016/17, a decrease of \$37,650 from 2015/16. This represents a decrease in professional services costs in 2016/17 budget.

**POLICY OPTIONS**

None

**PUBLIC WORKS PARKS MAINTENANCE**

Public Works Parks maintains nearly 100 sites citywide including parks, bus stops, several miles of medians, numerous pedestrian and bike paths, public landscaping, and open space totaling over 300 acres of which 113 acres are turf. The division's City Arborist supports the Tree Committee and provides professional oversight of City trees and related ordinances. Tasks include litter pickup, playground safety checks and repairs, restroom cleaning, irrigation maintenance and repair, mowing, turf and ball field maintenance, pruning, fertilization, weed control, repairs due to vandalism, graffiti eradication, cleaning and repairing structures, tree maintenance, mulching, and responds to requests from the public.

**PROPOSED BUDGET**

<u>16540 PUB WORKS PARKS MAINTENANCE</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	594,665	553,046	613,545	670,842
BENEFITS	230,059	224,650	261,890	252,478
SERVICES & SUPPLIES	708,548	693,750	743,800	744,825
CAPITAL EXPENDITURES	15,019	-	-	-
<b>PUB WORKS PARKS MAINTENANCE</b>	<b>1,548,291</b>	<b>1,471,446</b>	<b>1,619,235</b>	<b>1,668,145</b>

A Public Works Parks Maintenance budget of \$1,668,145 is recommended for 2016/17. This is an increase of \$48,910 over 2015/16.

Salaries and Benefits are recommended at \$923,320, an increase of \$47,885 over 2015/16. This is due to a new Park Maintenance 1 position.

Services and Supplies of \$744,825 are recommended for 2016/17, an increase of \$1,025 over 2015/16. This represents an increase in utility costs.

**POLICY OPTIONS**

None



**PUBLIC WORKS LAD ADMIN/OPERATIONS**

Public Works Landscape Assessment Districts manages maintenance contracts for 44 landscape assessment districts located throughout the City. Responsibilities include working with developers and landscape architects at the planning stage, inspecting planting installations, testing of irrigation systems, final acceptance, resolving citizen complaints, working with citizen groups, responding to emergency call-outs and complaints, and inspecting/coordinating work performed by an outside contractor through a maintenance contract. Additional responsibilities include managing assessment district budgets, establishing annual budgets and assessments, the formation of new districts, and the conducting of public meetings and elections to change assessment limits to accommodate maintenance cost increases.

**PROPOSED BUDGET**

<i>25100 LAD ADMIN/OPERATIONS</i>	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	26,229	26,239	25,941	26,724
BENEFITS	11,024	11,897	11,916	12,115
SERVICES & SUPPLIES	331,271	298,270	278,602	329,801
<b>LAD ADMIN/OPERATIONS</b>	<b>368,524</b>	<b>336,406</b>	<b>316,459</b>	<b>368,640</b>

A Public Works LAD Admin/operations budget of \$368,640 is recommended for 2016/17. This is an increase of \$52,181 over 2015/16.

Salaries and Benefits are recommended at \$38,839, an increase of \$982 over 2015/16.

Services and Supplies of \$329,801 are recommended for 2016/17, an increase of \$51,199 over 2015/16. This represents an increase in professional services costs.

**POLICY OPTIONS**

None

**TRANSIT ADMINISTRATION**

Petaluma Transit and Petaluma Paratransit are managed by a small staff consisting of two full time positions and a part time position. This is a far smaller administrative staff size than found at most Bay Area transit agencies. To provide the City’s transit needs, the operation and maintenance of fixed route and paratransit buses are operated under contract to MV Transportation, Inc.

**PROPOSED BUDGET**

65100 TRANSIT ADMIN	<i>2014 Actuals</i>	<i>2015 Actuals</i>	<i>2016 Revised</i>	<i>2017 Proposed</i>
SALARY	7,418	138,503	247,275	194,913
BENEFITS	2,510	59,530	72,802	86,272
SERVICES & SUPPLIES	414,649	170,965	1,754,819	1,119,199
CAPITAL EXPENDITURES	-	-	220,000	-
TRANSFERS	1,540,007	66,729	250,000	255,000
<b>TRANSIT ADMIN</b>	<b>1,964,584</b>	<b>435,727</b>	<b>2,544,896</b>	<b>1,655,384</b>

A Transit Administration budget of \$1,655,384 is recommended for 2016/17. This is a decrease of \$889,512 from 2015/16.

Salaries and Benefits are recommended at \$281,185, a decrease of \$38,892 from 2015/16. This represents a re-allocation of salary and benefits to other cost centers and an expansion of the grant-funded Transit Travel Training and Marketing Assistant position from part-time to full-time.

Services and Supplies of \$1,119,199 is recommended for 2016/17, a decrease of \$635,620 from 2015/16. This represents a decrease in professional services costs.

Transfers Out is \$255,000, an increase of \$5,000 over 2015/16. This represents an increase in CIP project activity and corresponding transfers to fund CIP projects.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$220,000 from 2015/16.

**POLICY OPTIONS**

None.

**CITY ROUTES**

Petaluma Transit provides service using a modern fleet of 11 buses operating 7 days per week on 6 distinct routes. Overall system productivity exceeds 20 passengers per hour, although much higher productivity occurs during school bell times. Expanded capacity is provided at school bell times to accommodate high volumes of student riders at the local junior highs and high schools. Routes operate on 30, 60, and 75 minute headways weekdays from 6:15 am to 10:10 pm, Saturdays from 7:20 am to 10:10 pm, and Sundays from 8:20 am to 5:45 pm with limited holiday service. The Eastside Transit Center (ETC) at Maria Drive next to the Washington Square Shopping Center and Copeland Street Transit Mall compliment the service. Service is provided with a growing fleet of 11 modern, low-floor, fully accessible buses, equipped with Wi-Fi and a new, state-of-the-art automatic vehicle location/real time bus information system.

**PROPOSED BUDGET**

65200 CITY ROUTES	2014 Actuals	2015 Actuals	2016 Revised	2017 Proposed
SALARY	83,822	4,311	-	-
BENEFITS	30,415	(944)	-	-
SERVICES & SUPPLIES	1,692,859	1,623,079	1,370,364	1,568,165
CAPITAL EXPENDITURES	-	-	2,275,800	-
TRANSFERS	89,220	299,112	-	-
<b>CITY ROUTES</b>	<b>1,896,316</b>	<b>1,925,558</b>	<b>3,646,164</b>	<b>1,568,165</b>

A City Routes budget of \$1,568,165 is recommended for 2016/17. This is a decrease of \$2,077,999 from 2015/16.

Services and Supplies of \$1,568,165 is recommended for 2016/17, an increase of \$197,801 over 2015/16. This represents an increase in professional services costs.

Capital expenditures are recommended at \$0 for 2016/17, a decrease of \$2,275,800 from 2015/16, due to the purchase of three hybrid buses in 2015/16.

**POLICY OPTIONS**

None.

**PARA-TRANSIT**

Petaluma Paratransit provides approximately 26,400 door-to-door trips annually for people whose disabilities prevent them from utilizing fixed route buses. This service shares the same operating schedule as Petaluma Transit. Technology plays a large role in the daily provision of paratransit services, as all vehicles feature on board computers that communicate with dispatch in real time.

**PROPOSED BUDGET**

<u>65300 PARATRANSIT</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>	<u>2016 Revised</u>	<u>2017 Proposed</u>
SALARY	122,759	58,800	-	42,762
BENEFITS	34,019	3,961	-	23,332
SERVICES & SUPPLIES	677,075	655,394	625,250	639,430
CAPITAL EXPENDITURES	-	-	131,887	79,660
<b>PARATRANSIT</b>	<b>833,853</b>	<b>718,155</b>	<b>757,137</b>	<b>785,184</b>

A Para-Transit budget of \$785,184 is recommended for 2016/17. This is an increase of \$28,047 over 2015/16.

Salaries and Benefits are recommended at \$66,094, an increase of \$66,094 over 2015/16. This represents increases due to negotiated cost of living adjustments, PERS retirement costs and the re-allocation of salary and benefits from other cost centers.

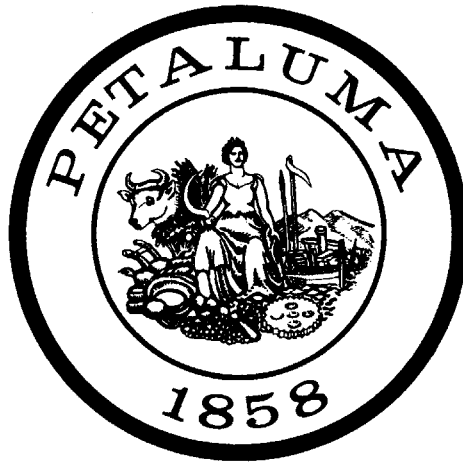
Services and Supplies budget of \$639,430 is recommended for 2016/17, an increase of \$14,180 over 2015/16. This represents an increase in maintenance costs for parts due to aging of the current fleet.

Capital expenditures are recommended at \$79,660 for 2016/17, a decrease of \$52,227 from 2015/16.

**POLICY OPTIONS**

None.

CITY OF PETALUMA  
CALIFORNIA



Capital Improvement Program  
Proposed Five Year Plan  
Fiscal Years 2017-2021



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## FY 2016-17 CIP Budget

### USES AND SOURCES

(dollars in \$000)

<u>USES (dollars in \$000)/FUND</u>	Airport CIP	Facilities CIP	Parks CIP	Public Works	Surface Water	Transit CIP	Water CIP	Recycled Water	Waste Water CIP	Budget FY 16-17 TOTAL
	6190	3110	3140	3160	3160	6590	6790	6690	6690	
Planning/Environmental	202	5	-	40	55		43	255	110	710
Land & Easements	-	-	-	28	-		20	-		48
Design	3	65	50	177	213	47	207	504	559	1,825
Legal Services	1	-	-	-	2		14	7	7	31
Administration	1	8	-	1	-		31	13	20	74
Construction Contracts	40	921	541	1,697	2,233	305	4,650	1,132	16,518	28,037
Construction Management	3	64	70	117	155	14	535	164	1,029	2,151
Contingency	5	93	48	219	247	35	845	402	2,939	4,833
CIP Overheads	1	26	16	32	74	22	124	49	178	522
<b>TOTAL USES</b>	<b>\$ 256</b>	<b>\$ 1,182</b>	<b>\$ 725</b>	<b>\$ 2,311</b>	<b>\$ 2,979</b>	<b>\$ 423</b>	<b>\$ 6,469</b>	<b>\$ 2,526</b>	<b>\$ 21,360</b>	<b>\$ 38,231</b>
<b><u>SOURCES (dollars in \$000)</u></b>										
Airport Operating	64									64
Charges for Services - 45610				30						30
Community Facilities Impact Fees		25								25
Dept of Water Resources Grant					993					993
Developer Contributions				40					200	240
Federal Aviation Administration	183									183
Federal Transit Administration						75				75
General Fund		100	50							150
Housing Related Parks Program			211							211
Interfund Loan				77						77
MTC Transit Performance Incentive						136				136
Park Land Development Impact Fees			464							464
Private Funding Agreement								210		210
Public Works Grants				1,054						1,054
SCWA Zone 2A Assessments					665					665
State Grant	10				2,050			366		2,426
Storm Drainage Impact Fees					339					339
Street Maintenance 2411				676						676
TDA Transit Capital funds						180				180
Transient Occupancy Tax		968		125						1,093
Traffic Mitigation Impact Fees				229		32				261
Water Operating										-
Water Capital							6,283	598		6,881
Waste Water Capital							201	1,352	21,160	22,713
Prior-year funds & timing of reimbursements	-	89	-	80	(1,068)	-	(15)	-	-	(914)
<b>TOTAL SOURCES</b>	<b>\$ 256</b>	<b>\$ 1,182</b>	<b>\$ 725</b>	<b>\$ 2,311</b>	<b>\$ 2,979</b>	<b>\$ 423</b>	<b>\$ 6,469</b>	<b>\$ 2,526</b>	<b>\$ 21,360</b>	<b>\$ 38,231</b>

## FY 2016-17 CIP Budget by Project

			<u>\$000</u>
Airport CIP	C61501705	Ramp Crack Seal	\$ 54
	e61501716	Airport Layout Plan Update and Terrain Survey	166
	e61501717	Airport Pavement Management Program	36
			<u>256</u>
Facilities CIP	C16201306	Community Center Roof and HVAC Replacement	214
	C16201304	Community Center Interior Repairs	514
	C11201704	City Hall Roof (west wing)	94
	C11201705	Police Department HVAC Replacement	102
	C11201706	Fire Station 1 Roof Replacement	81
	C11201707	Fire Station 2 Roof Replacement	70
	C11201708	Fire Station 3 Roof Replacement	59
	C11201709	Keller Street Garage LED Retrofit	48
		<u>1,182</u>	
Parks CIP	C00400205	Playground Replacements	100
	C14501604	Petaluma Community Sports Fields Restroom	374
	C14501607	Petaluma Community Sports Fields Baseball Diamond	251
		<u>725</u>	
Public Works	C16101201	Washington St Bridge Seismic Rehabilitation	21
	C00501204	Rainier Ave Cross-town Connector	25
	C16101303	Various Maintenance and Overlays	500
	C03200503	River Trail - Washington to Lakeville	32
	C16101309	Channelization Lakeville & Pine View Way	351
	C16101416	Petaluma Complete Streets	1,058
	C16101519	Rivertrail - 101/Crossing	40
	C16101601	Road Diet Extension Petaluma Blvd South	11
	C16101721	Deer Creek Improvements (Rushmore & Rasinier crosswalk/ADA)	80
	C16501602	Downtown ADA Improvements	125
	e16082012	Payran UST	38
	e16101718	Sidewalk Repair Revolving Loan	30
		<u>2,311</u>	
Recycled Water	C66401301	Brown's Lane Recycled Water Main Replacement	439
	C66401415	Recycled Water Pipeline System Extensions - Prop 1A/Sonoma Mtn Pipeline	964
	C66501633	Recycled Water System Extension - Oakmead Business Park Phase 1	405
	C66401416	Tertiary Filtration System Expansion	718
		<u>2,526</u>	
Surface Water	C00500208	River Plan - Denman Reach Phase 3	1,620
	C16301413	Capri Creek Re-contouring and Terracing	973
	C16301518	Old Corona Road Water Quality Mitigation	217
	C16301417	Washington Creek Repair & Enhancement	50
	C16301620	Alert2 Stream and Precipitation Gauge Upgrade	119
		<u>2,979</u>	
Transit CIP	C65501604	Transit Signal Priority - Phase II	168
	C65201606	Transit Facility Rehabilitation Phase II	175
	C65101705	Bus Pullout East D St. and Lakeville	80
		<u>423</u>	

## FY 2016-17 CIP Budget by Project

			<u>\$000</u>
Waste Water CIP	C66501003	Manhole Rehabilitation	28
	C66501305	Ellis Creek Solids Handling Upgrades	12,374
	C66401314	Petaluma Blvd So Sewer Trunk Main	2,910
	C66501517	Primary Influent Pump Station Odor Control	480
	C66501501	Copeland Lift Station Upgrade	1,342
	C66501520	Hopper Street Emergency Pumping Storage	502
	C66401626	Sewer Main Replacement 2016-2017	2,767
	C66101627	Ellis Creek Bridge	369
	C66501518	CNG Fueling Station Ellis Creek	568
	C66401728	Ellis Creek High Strength Waste Facilities	<u>20</u>
			21,360
Water CIP	C00500101	Paula Lane Reservoir	1,700
	C67501405	Oak Hill Reservoir Roof Replacement	35
	C67501302	SRJC 12" Water Main Extension	186
	C67501304	Petaluma Blvd. 12" Water Main Replacement (B St To Kent St)	4,025
	C67501007	Hardin & Manor Tank Exterior Recoating	112
	C67401201	Well Construction	<u>411</u>
<b>TOTAL CIP BUDGET</b>			<b>\$ 38,231</b>



# AIRPORT PROJECTS FY 2016-2017

**AIRPORT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17**

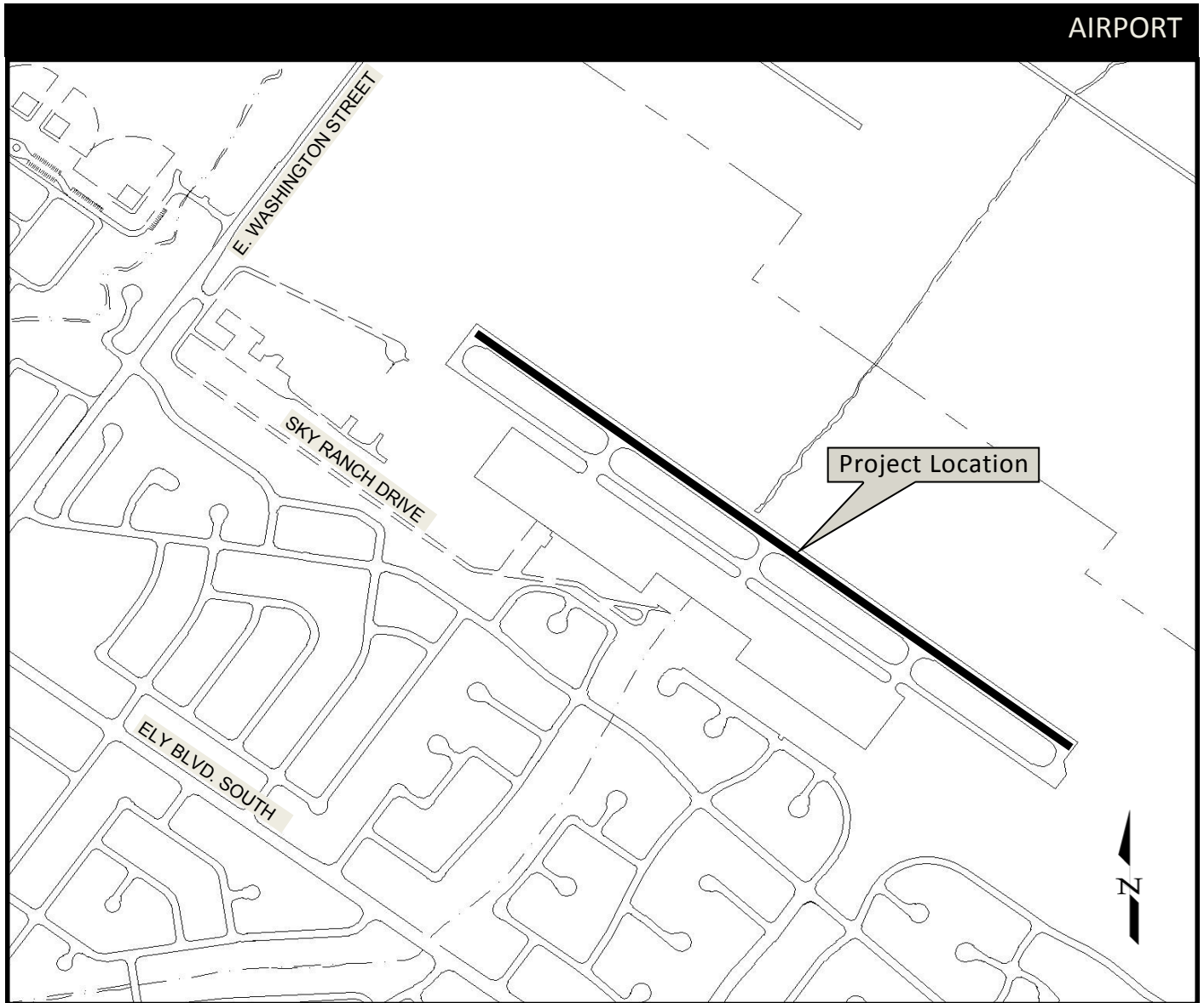
**PROJECT SUMMARY**

Fund 6190.61999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C61501705 Ramp Crack Seal	\$ -	\$ -	\$ 54	\$ -	\$ -	\$ -	\$ -	\$ 54
C61501604 Update Layout and Runway Electrical Improvements	-	-	-	54	390	-	-	444
C61201806 Hangar Drainage Improvements	-	-	-	51	-	-	-	51
C61501907 Airport Monument Sign	-	-	-	-	59	-	-	59
C61502008 Generator Back-up	-	-	-	-	-	50	-	50
C61502009 Taxiway A Rehabilitation	-	-	-	-	-	108	667	775
C61502110 Aircraft Parking Apron Rehab	-	-	-	-	-	-	1,482	1,482
e61501716 Airport Layout Plan Update and Terrain Survey	-	-	166	-	-	-	-	166
e61501717 Airport Pavement Management Program	-	-	36	-	-	-	-	36
<b>TOTAL</b>	\$ -	\$ -	\$ 256	\$ 105	\$ 449	\$ 158	\$ 2,149	\$ 3,117

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

Airport Operating Fund	\$ -	\$ -	\$ 64	\$ 62	\$ 109	\$ 70	\$ 228	\$ 533
State AIP Grant	-	-	10	2	16	4	91	123
FAA Grant	-	-	183	41	324	84	1,830	2,462
<b>TOTAL</b>	\$ -	\$ -	\$ 256	\$ 105	\$ 449	\$ 158	\$ 2,149	\$ 3,117





**Project Title: Ramp Crack Seal**

**C61501705**

**PROJECT PURPOSE AND DESCRIPTION**

Approximately 225,000 square feet of the western end of the aircraft parking apron (ramp) will be crack sealed. As part of the Airport Pavement Management Program, it is time to seal this section of the ramp in order to preserve the remaining life of the pavement.

**FINANCIAL OVERVIEW**

C61501705	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>									
Planning/Environmental									-
Land & Easements									-
Design				3					3
Legal Services				1					1
Administration				1					1
Construction Contracts				40					40
Construction Mgmt				3					3
Contingency				5					5
CIP Overheads				1					1
<b>TOTAL USES</b>	-	-	-	54	-	-	-	-	54
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund				54					54
<b>TOTAL FUNDS</b>	-	-	-	54	-	-	-	-	54

**Project Title: Update Layout and Runway Electrical Improvements**

**C61501604**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves replacing the runway edge lights and airfield guidance signs. The current edge lights were installed in 1985 and are approaching replacement age. The electrical improvements will replace the current edge lights with a LED system that will reduce the electrical usage and provide a brighter environment. Replacing the current non-lighted airfield guidance signs is required by the FAA. The Airport Layout Plan will incorporate future projects at the airport, a requirement for FAA Grants.

**FINANCIAL OVERVIEW**

C61501604	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>									
Planning/Environmental									-
Land & Easements									-
Design					50				50
Legal Services					1	1			2
Administration					1	5			6
Construction Contracts						250			250
Construction Mgmt						60			60
Contingency						65			65
CIP Overheads					2	9			11
<b>TOTAL USES</b>	-	-	-	-	54	390	-	-	444
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund					11	50			61
State AIP Grant					2	16			18
FAA Grant					41	324			365
<b>TOTAL FUNDS</b>	-	-	-	-	54	390	-	-	444

**Project Title: Hangar Drainage Improvements**

**C61201806**

**PROJECT PURPOSE AND DESCRIPTION**

The project includes drainage improvements to Hangar 11 by increasing the slope of pavement away from the building. Currently when it rains, Hangar 11A and 11C tend to flood. The work will include the removal and replacement of existing concrete and asphalt with positive drainage away from the structure.

**FINANCIAL OVERVIEW**

C61201806

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		5				5
Legal Services			-		1				1
Administration			-		1				1
Construction Contracts			-		33				33
Construction Mgmt			-		5				5
Contingency			-		5				5
CIP Overheads			-		1				1
<b>TOTAL USES</b>	-	-	-	-	51	-	-	-	51
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-		51				51
<b>TOTAL FUNDS</b>	-	-	-	-	51	-	-	-	51

**Project Title: Airport Monument Sign**

**C61501907**

**PROJECT PURPOSE AND DESCRIPTION**

The project will include the purchase and installation of a new monument sign at the entrance to the Petaluma Airport on Sky Ranch Drive and East Washington Street. City code only allows for one sign for the airport and there are currently multiple signs onsite. To be compliant with City code, the new sign will be sized large enough to allow airport based businesses to include their name.

**FINANCIAL OVERVIEW**

C61501907

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-			3			3
Legal Services			-			1			1
Administration			-			1			1
Construction Contracts			-			50			50
Construction Mgmt			-			3			3
Contingency			-						-
CIP Overheads			-			1			1
<b>TOTAL USES</b>	-	-	-	-	-	59	-	-	59
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-			59			59
<b>TOTAL FUNDS</b>	-	-	-	-	-	59	-	-	59

**Project Title: Generator Back-Up**

**C61502008**

**PROJECT PURPOSE AND DESCRIPTION**

The project will include the installation of a generator for emergency power to essential facilities during a power outage. The airport is listed as an emergency operations staging area and therefore needs reliable emergency power. At a minimum, the new generator must provide electricity for communication, aircraft lit guidance signs and fueling capabilities.

**FINANCIAL OVERVIEW**

C61502008

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<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
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-				50		50
<b>TOTAL FUNDS</b>	-	-	-	-	-	-	50	-	50

**Project Title: Taxiway A Rehabilitation**

**C61502009**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves rehabilitating Taxiway A. As part of the Airport Pavement Management Program, it is expected that rehabilitation of the taxiway will be needed about five years from now. 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 19-20 with construction to occur in FY 20-21.

**FINANCIAL OVERVIEW**

C61502009

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-				8		8
Land & Easements			-						-
Design			-				95		95
Legal Services			-				1		1
Administration			-				1		1
Construction Contracts			-					500	500
Construction Mgmt			-					75	75
Contingency			-					75	75
CIP Overheads			-				3	17	20
<b>TOTAL USES</b>	-	-	-	-	-	-	108	667	775
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-				20	76	96
State AIP Grant			-				4	28	32
FAA Grant			-				84	563	647
<b>TOTAL FUNDS</b>	-	-	-	-	-	-	108	667	775

**Project Title: Aircraft Parking Apron Rehabilitation**

**C61502110**

**PROJECT PURPOSE AND DESCRIPTION**

The project involves rehabilitating the eastern half of the Aircraft Parking Apron and includes drainage upgrades. The 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 22-23.

**FINANCIAL OVERVIEW**

C61502110

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 18-19	FY 19-20	FY 20-21	FY 21-22	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-					2	2
Administration			-					5	5
Construction Contracts			-					1,200	1,200
Construction Mgmt			-					120	120
Contingency			-					120	120
CIP Overheads			-					35	35
<b>TOTAL USES</b>	-	-	-	-	-	-	-	1,482	1,482
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-					152	152
State AIP Grant			-					63	63
FAA Grant			-					1,267	1,267
<b>TOTAL FUNDS</b>	-	-	-	-	-	-	-	1,482	1,482

**Project Title: Airport Layout Plan Update and Terrain Survey**

**e61501716**

**PROJECT PURPOSE AND DESCRIPTION**

The Airport Layout Plan (ALP) Narrative and Terrain Survey outlines proposed airport projects and estimated costs for the next 5-10 years and is an FAA requirement in order to be eligible for grant funding. The FAA recommends the plan be updated every 5-10 years, with the last update approved in 2006.

**FINANCIAL OVERVIEW**

e61501716

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	166					166
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	166	-	-	-	-	166
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-	9					9
State AIP Grant			-	8					8
FAA Grant			-	150					150
<b>TOTAL FUNDS</b>	-	-	-	166	-	-	-	-	166



**Project Title: Airport Pavement Management Program**

**e61501717**

**PROJECT PURPOSE AND DESCRIPTION**

The Pavement Study is a management tool that will be used to maintain pavement inventory, monitor pavement condition, and identify necessary pavement maintenance, repair, and rehabilitation and reconstruction projects. The FAA requires an Airport Management Program study every three years in order to remain eligible for pavement specific grant funding. The last Pavement Study was completed for the City in 2010.

**FINANCIAL OVERVIEW**

e61501717

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Estimate FY 15-16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
					FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>									
Planning/Environmental			-	36					36
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
<b>TOTAL USES</b>	-	-	-	36	-	-	-	-	36
<b>SOURCES (dollars in \$000)</b>									
Airport Operating Fund			-	1					1
State AIP Grant			-	2					2
FAA Grant			-	33					33
<b>TOTAL FUNDS</b>	-	-	-	36	-	-	-	-	36



# FACILITIES PROJECTS FY 2016-2017

FACILITIES CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17  
 PROJECT SUMMARY  
 Fund 3110.31100

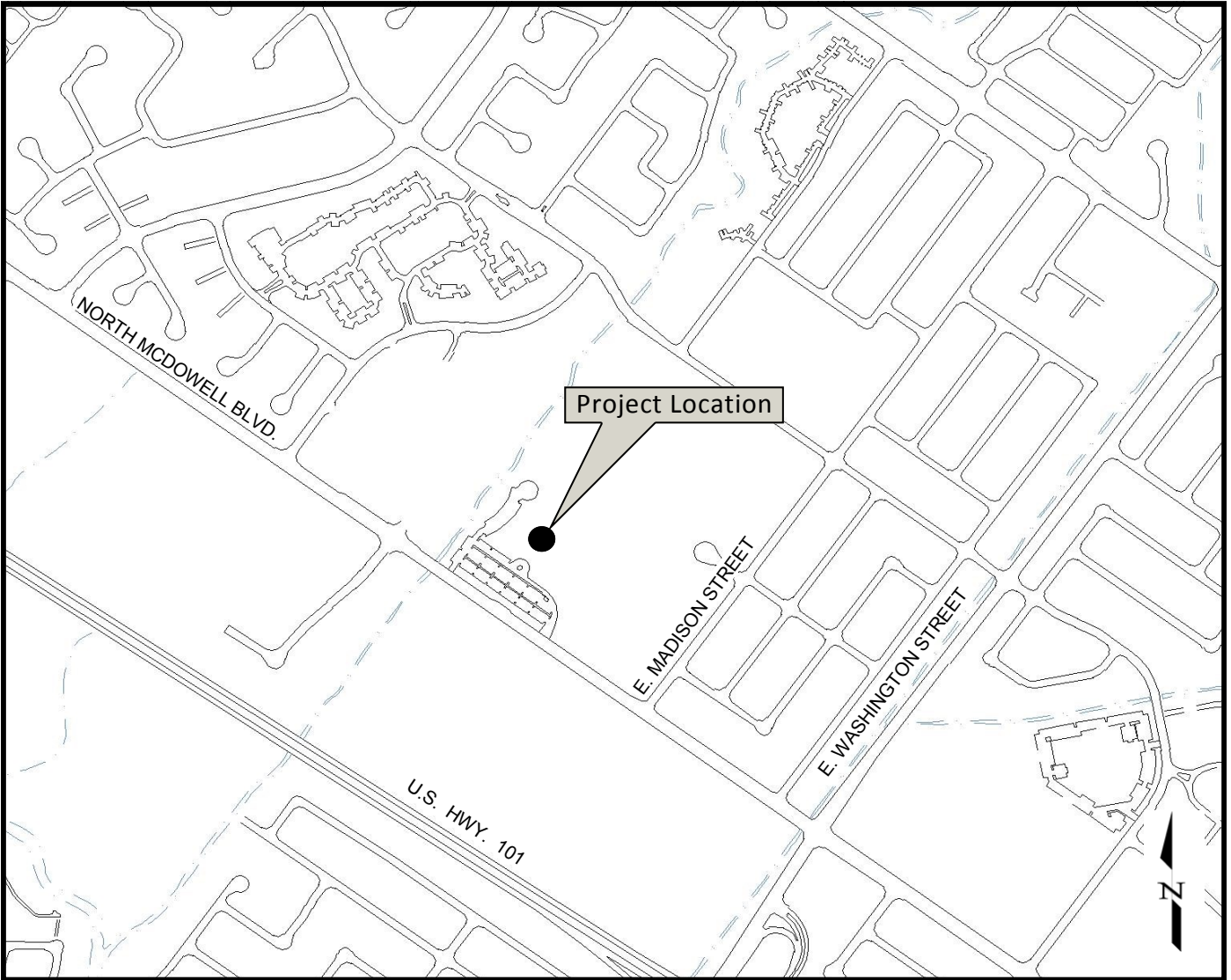
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C16201306 Community Center Roof and HVAC Replacement	121	1	214	-	-	-	-	336
C16201304 Community Center Interior Repairs	-	-	514	-	-	-	-	514
C11201704 City Hall Roof (west wing)	-	-	94	-	-	-	-	94
C11201705 Police Department HVAC Replacement	-	-	102	-	-	-	-	102
C11201706 Fire Station 1 Roof Replacement	-	-	81	-	-	-	-	81
C11201707 Fire Station 2 Roof Replacement	-	-	70	-	-	-	-	70
C11201708 Fire Station 3 Roof Replacement	-	-	59	-	-	-	-	59
C11201709 Keller Street Garage LED Retrofit	-	-	48	-	-	-	-	48
C11201501 Petaluma Library & Museum Seismic Retrofit	-	55	-	300	3,200	-	-	3,555
C11201603 Library Roof Replacement	-	-	-	45	-	-	-	45
<b>TOTAL</b>	\$ 121	\$ 56	\$ 1,182	\$ 345	\$ 3,200	\$ -	\$ -	\$ 4,904

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

General Fund	\$ 167	\$ 19	\$ 100	\$ 45	\$ -	\$ -	\$ -	\$ 331
Community Facilities Impact Fees	25	-	25	-	-	-	-	50
Transient Occupancy Tax	10	45	968	-	-	-	-	1,023
Undetermined	-	-	-	300	3,200	-	-	3,500
<b>TOTAL</b>	\$ 202	\$ 64	\$ 1,093	\$ 345	\$ 3,200	\$ -	\$ -	\$ 4,904

COMMUNITY CENTER ROOF AND HVAC REPLACEMENT

FACILITIES



**Project Title: Community Center Roof and HVAC Replacement**

**C16201306**

**PROJECT PURPOSE AND DESCRIPTION**

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

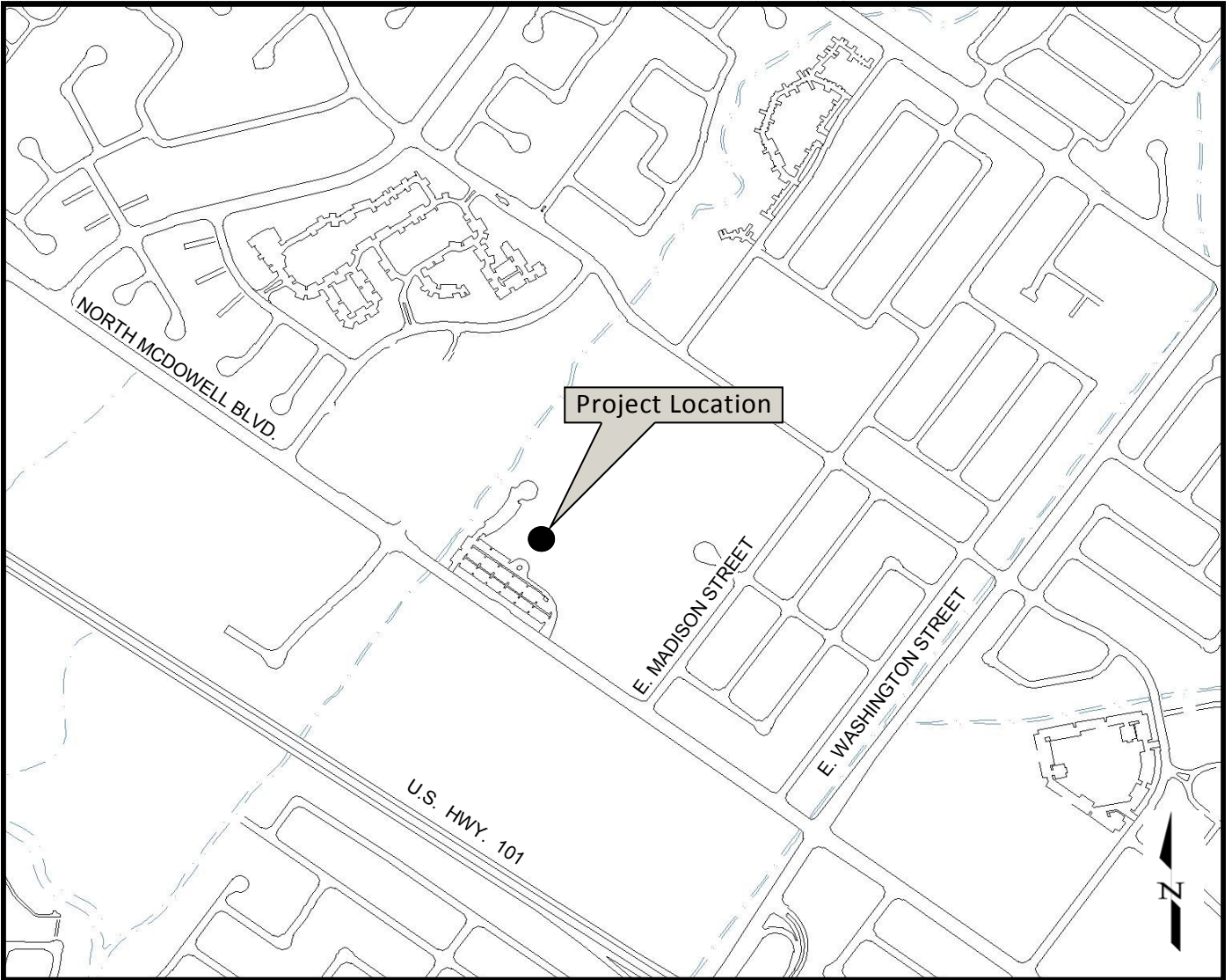
**FINANCIAL OVERVIEW**

C16201306

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design	4		1	5	6					11
Legal Services				-						-
Administration	2			2	5					7
Construction Contracts	109			109	167					276
Construction Mgmt	4			4	15					19
Contingency				-	16					16
CIP Overheads	2			2	5					7
<b>TOTAL USES</b>	<b>121</b>	<b>-</b>	<b>1</b>	<b>122</b>	<b>214</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>336</b>
<b>SOURCES (dollars in \$000)</b>										
General Fund	167		19	186	100					286
Community Facilities Impact Fees	25			25	25					50
<b>TOTAL FUNDS</b>	<b>192</b>	<b>-</b>	<b>19</b>	<b>211</b>	<b>125</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>336</b>

COMMUNITY CENTER INTERIOR REPAIRS

FACILITIES



**Project Title: Community Center Interior Repairs**

**C16201304**

**PROJECT PURPOSE AND DESCRIPTION**

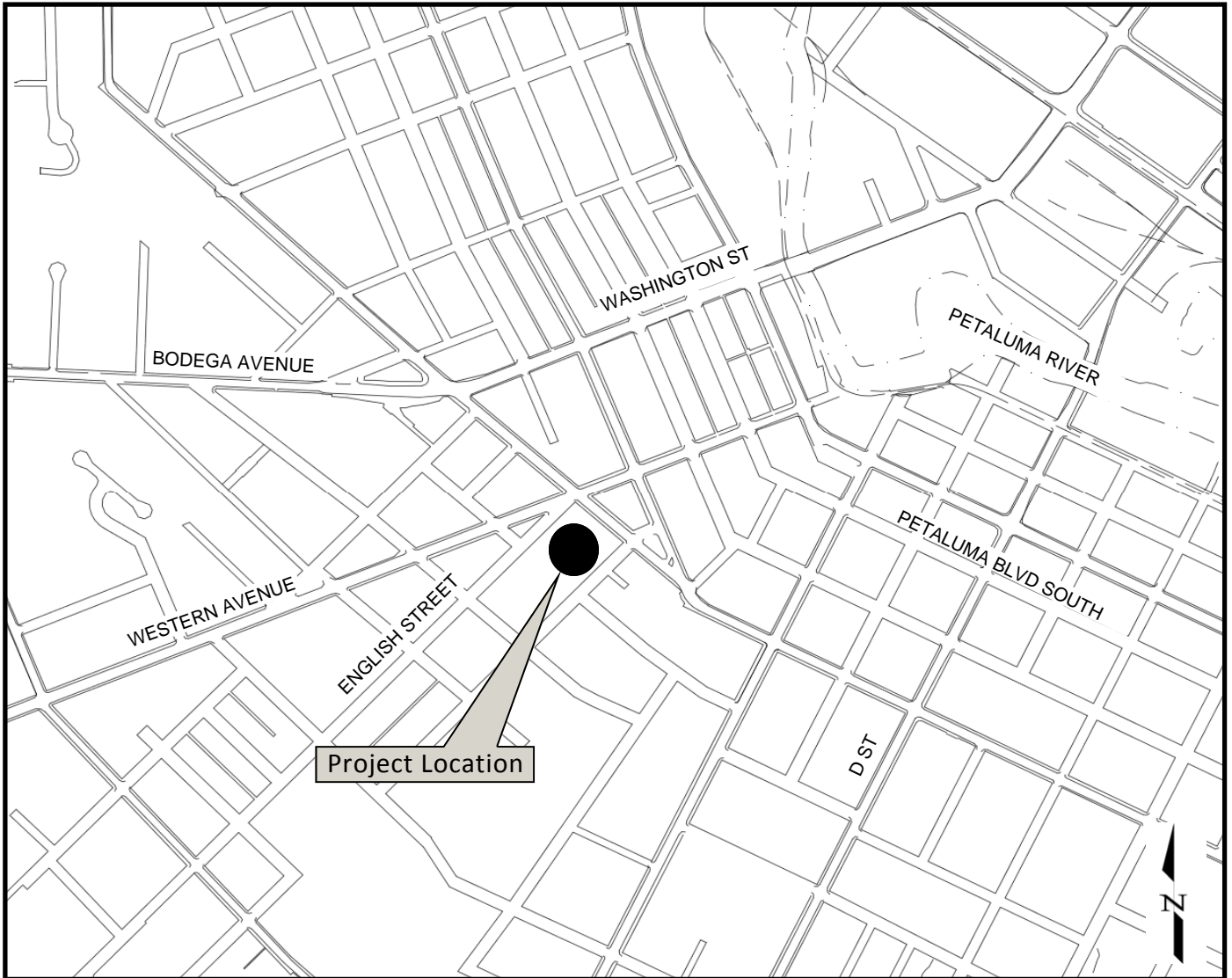
The project will make repairs to the building's interior primarily caused by roof leaks. Repairs are expected to include replacement of ceiling tiles and dry wall. These repairs are necessary to maintain the well-used community center.

**FINANCIAL OVERVIEW**

C16201304	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design				-	25					25
Legal Services				-						-
Administration				-						-
Construction Contracts				-	424					424
Construction Mgmt				-	15					15
Contingency				-	40					40
CIP Overheads				-	10					10
<b>TOTAL USES</b>				-	514	-	-	-	-	514
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax				-	514					514
<b>TOTAL FUNDS</b>				-	514	-	-	-	-	514

CITY HALL ROOF (WEST WING)

FACILITIES





**Project Title: City Hall Roof (west wing)**

**C11201704**

**PROJECT PURPOSE AND DESCRIPTION**

The City Hall roof is beyond its expected life and needs to be replaced. Facilities Maintenance staff repair the intermittent leaks which have been paid for from the annual Facilities Operating budget.

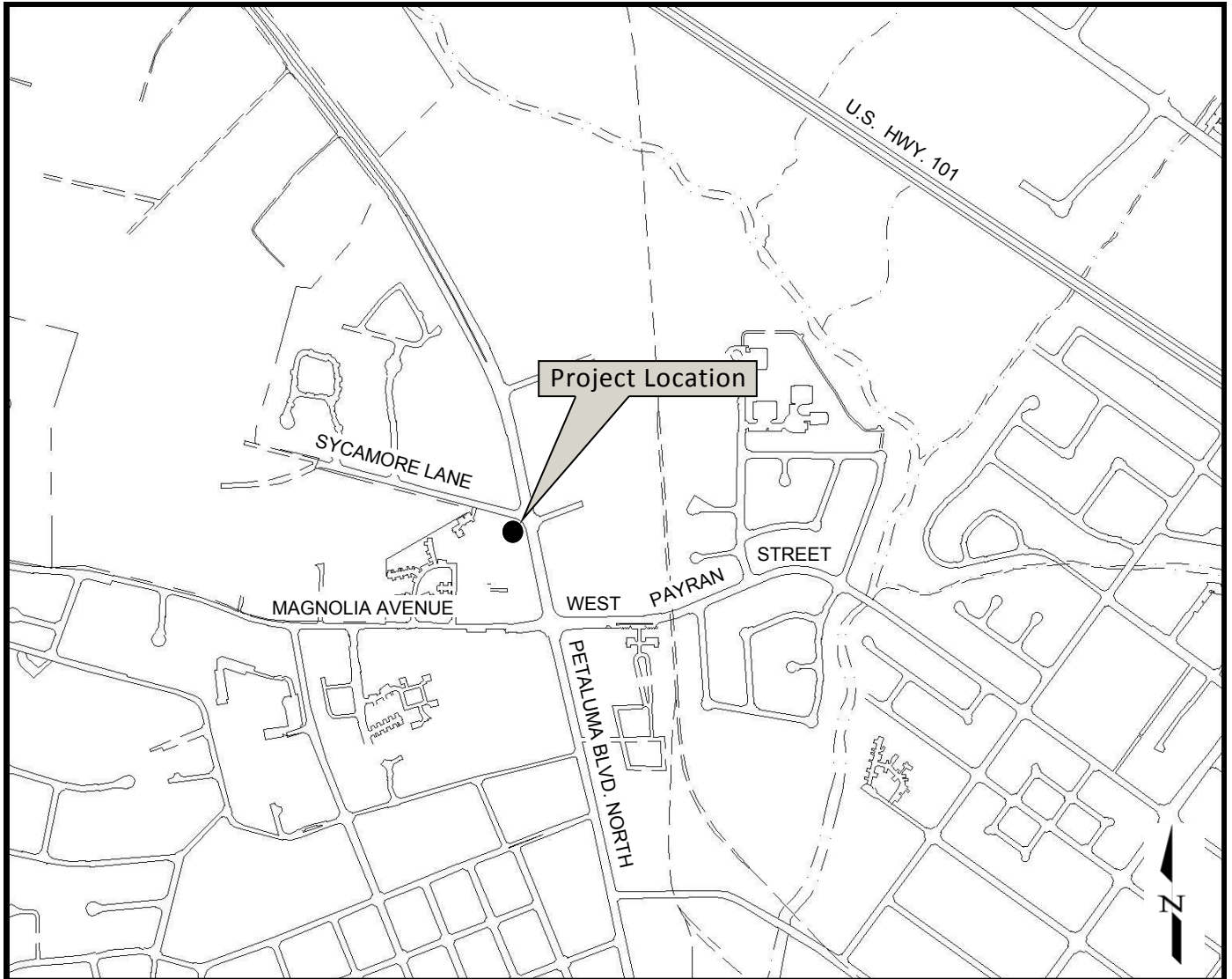
**FINANCIAL OVERVIEW**

C11201704

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design				-	6					6
Legal Services				-						-
Administration				-						-
Construction Contracts				-	70					70
Construction Mgmt				-	6					6
Contingency				-	10					10
CIP Overheads				-	2					2
<b>TOTAL USES</b>		-	-	-	94	-	-	-	-	94
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax				-	94					94
<b>TOTAL FUNDS</b>	-	-	-	-	94	-	-	-	-	94

POLICE STATION

FACILITIES



**Project Title: Police Department HVAC Replacement**

**C11201705**

**PROJECT PURPOSE AND DESCRIPTION**

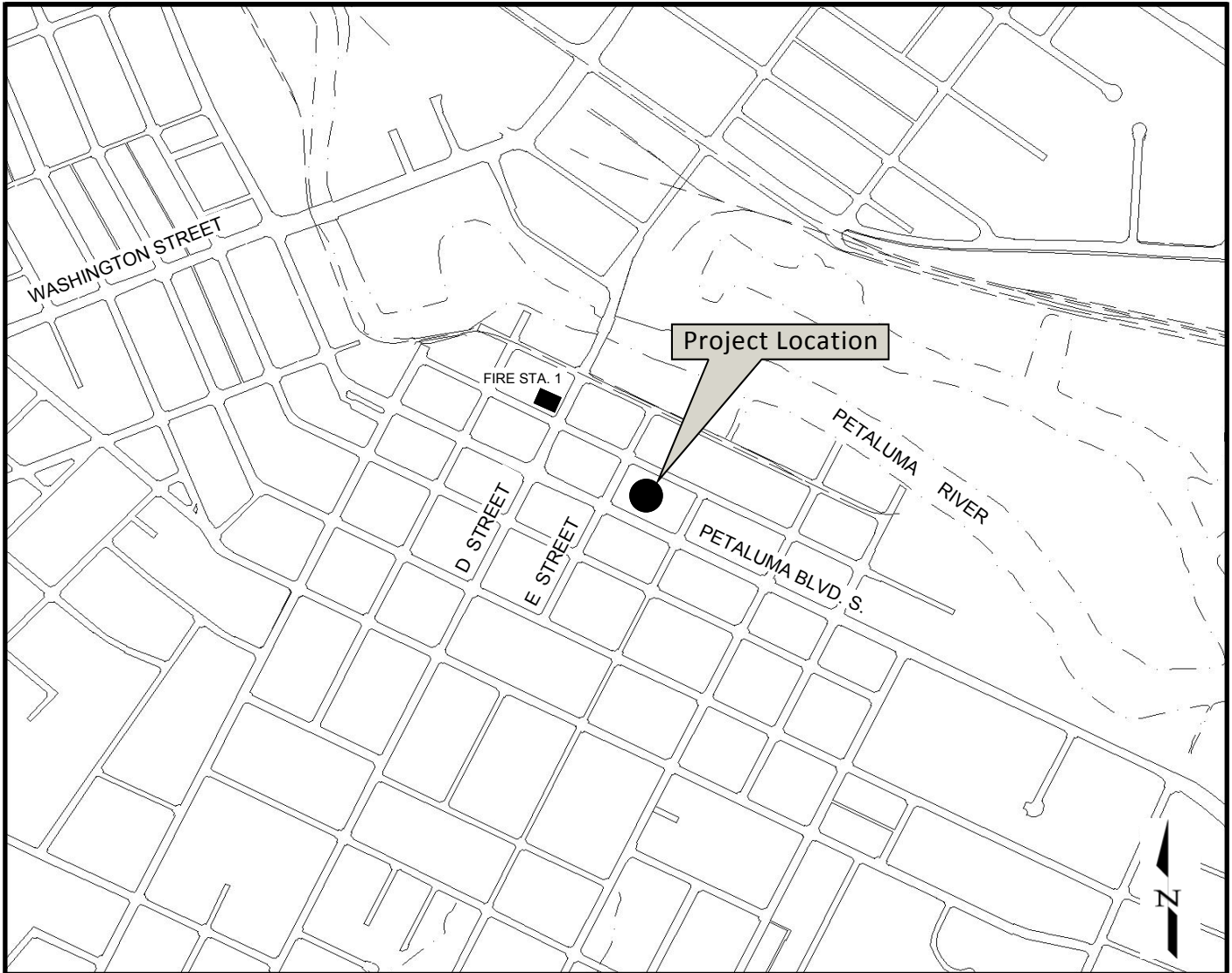
Selected HVAC units were replaced in 2011. The remaining HVAC units are beyond their expected life and need to be replaced. The new HVAC units will be more energy efficient.

**FINANCIAL OVERVIEW**

C11201705	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	1					1
Land & Easements				-						-
Design				-	5					5
Legal Services				-						-
Administration				-	1					1
Construction Contracts				-	80					80
Construction Mgmt				-	5					5
Contingency				-	8					8
CIP Overheads				-	2					2
<b>TOTAL USES</b>		-	-	-	102	-	-	-	-	102
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax				-	102					102
<b>TOTAL FUNDS</b>		-	-	-	102	-	-	-	-	102

FIRE STATION #1

FIRE



**Project Title: Fire Station 1 Roof Replacement**

**C11201706**

**PROJECT PURPOSE AND DESCRIPTION**

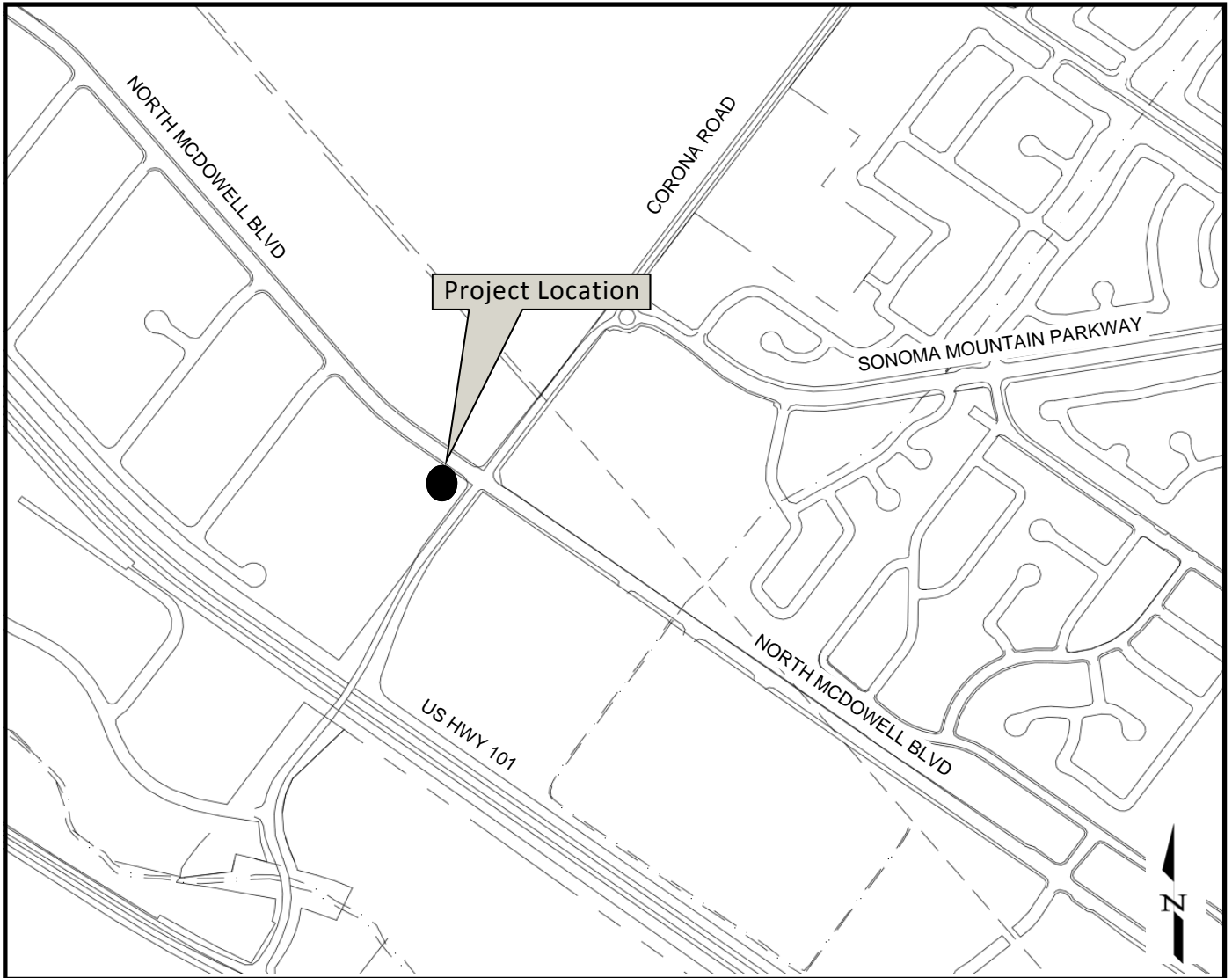
The Fire Station Headquarters' roof is beyond its expected life and needs to be replaced. A new roof will reduce required yearly repairs to the remainder of the building.

**FINANCIAL OVERVIEW**

C11201706	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	1					1
Land & Easements				-						-
Design				-	6					6
Legal Services				-						-
Administration				-						-
Construction Contracts				-	60					60
Construction Mgmt				-	6					6
Contingency				-	6					6
CIP Overheads				-	2					2
<b>TOTAL USES</b>		-	-	-	81	-	-	-	-	81
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax				-	81					81
<b>TOTAL FUNDS</b>		-	-	-	81	-	-	-	-	81

**FIRE STATION 2 ROOF REPLACEMENT**

**FACILITIES**



**Project Title: Fire Station 2 Roof Replacement**

**C11201707**

**PROJECT PURPOSE AND DESCRIPTION**

The Fire Station roof is beyond its expected life and needs to be replaced. A new roof will reduce required yearly repairs to the remainder of the building.

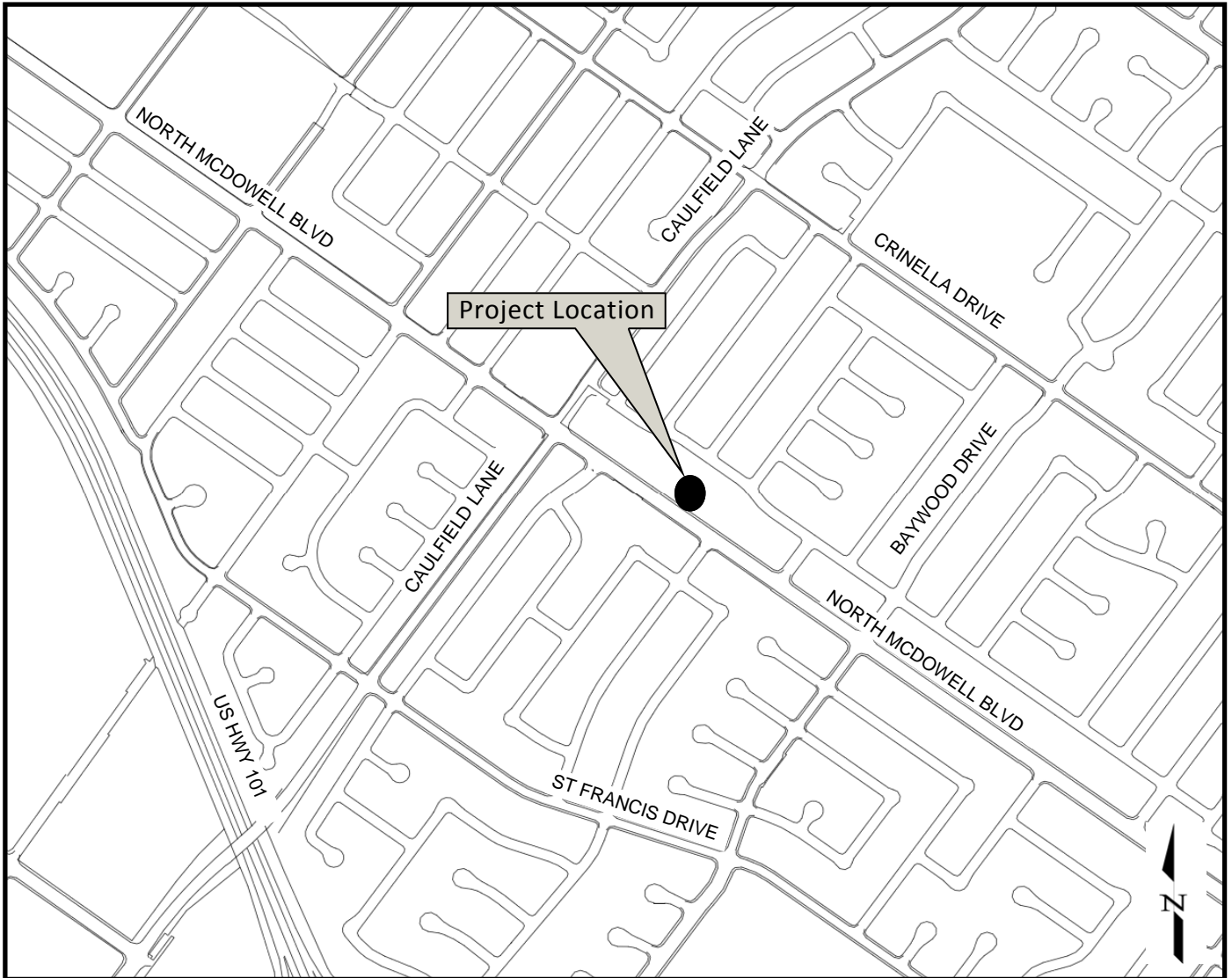
**FINANCIAL OVERVIEW**

C11201707

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	1					1
Land & Easements				-						-
Design				-	6					6
Legal Services				-						-
Administration				-						-
Construction Contracts				-	50					50
Construction Mgmt				-	6					6
Contingency				-	5					5
CIP Overheads				-	2					2
<b>TOTAL USES</b>		-	-	-	70	-	-	-	-	70
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax				-	70					70
<b>TOTAL FUNDS</b>		-	-	-	70	-	-	-	-	70

FIRE STATION 3 ROOF REPLACEMENT

FACILITIES





**Project Title: Fire Station 3 Roof Replacement**

**C11201708**

**PROJECT PURPOSE AND DESCRIPTION**

The Fire Station roof is beyond its expected life and needs to be replaced. A new roof will reduce required yearly repairs to the remainder of the building.

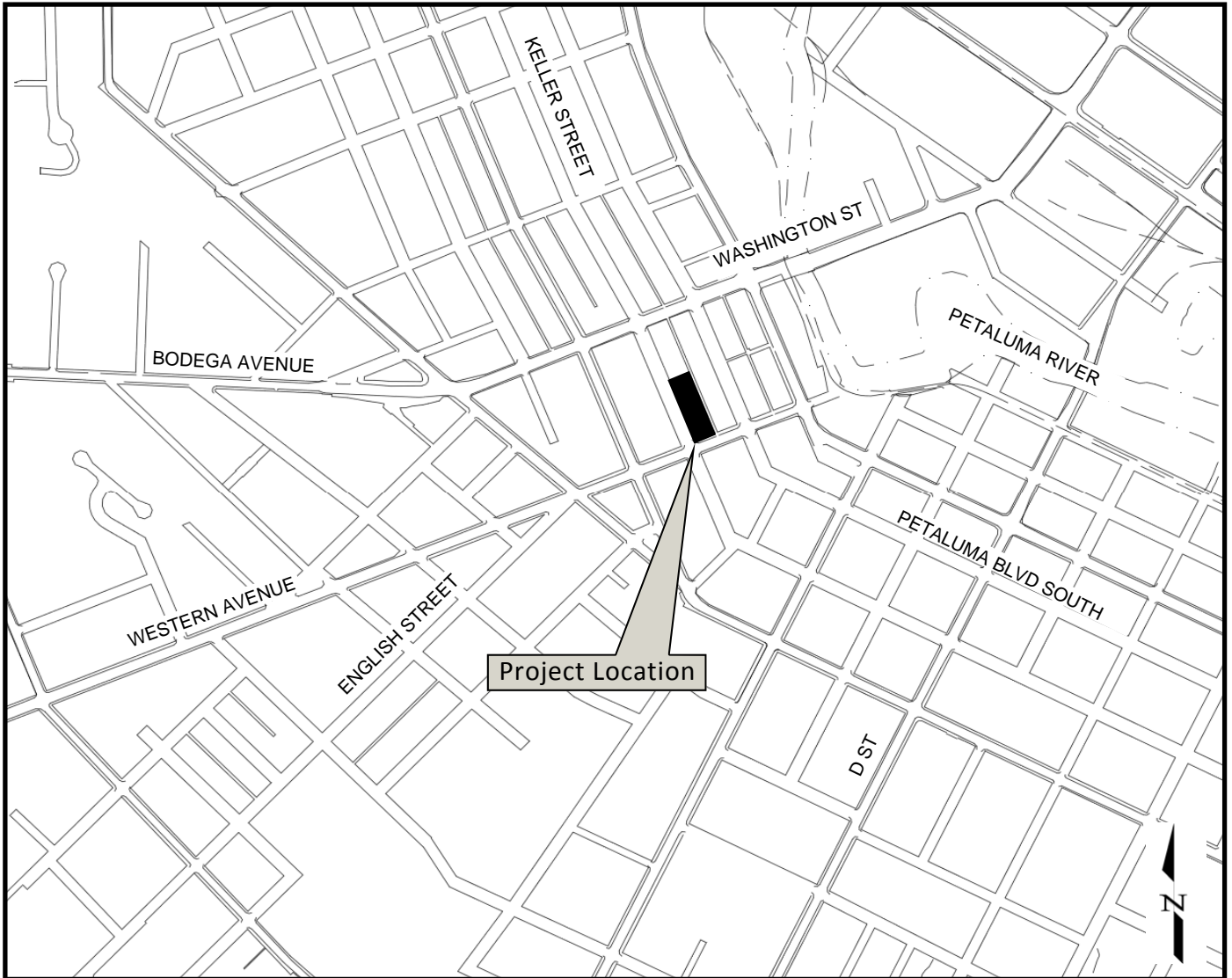
**FINANCIAL OVERVIEW**

C11201708

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	1					1
Land & Easements				-						-
Design				-	6					6
Legal Services				-						-
Administration				-						-
Construction Contracts				-	40					40
Construction Mgmt				-	6					6
Contingency				-	4					4
CIP Overheads				-	2					2
<b>TOTAL USES</b>		-	-	-	59	-	-	-	-	59
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax				-	59					59
<b>TOTAL FUNDS</b>		-	-	-	59	-	-	-	-	59

**KELLER STREET GARAGE**

**FACILITIES**



**Project Title: Keller Street Garage LED Retrofit**

**C11201709**

**PROJECT PURPOSE AND DESCRIPTION**

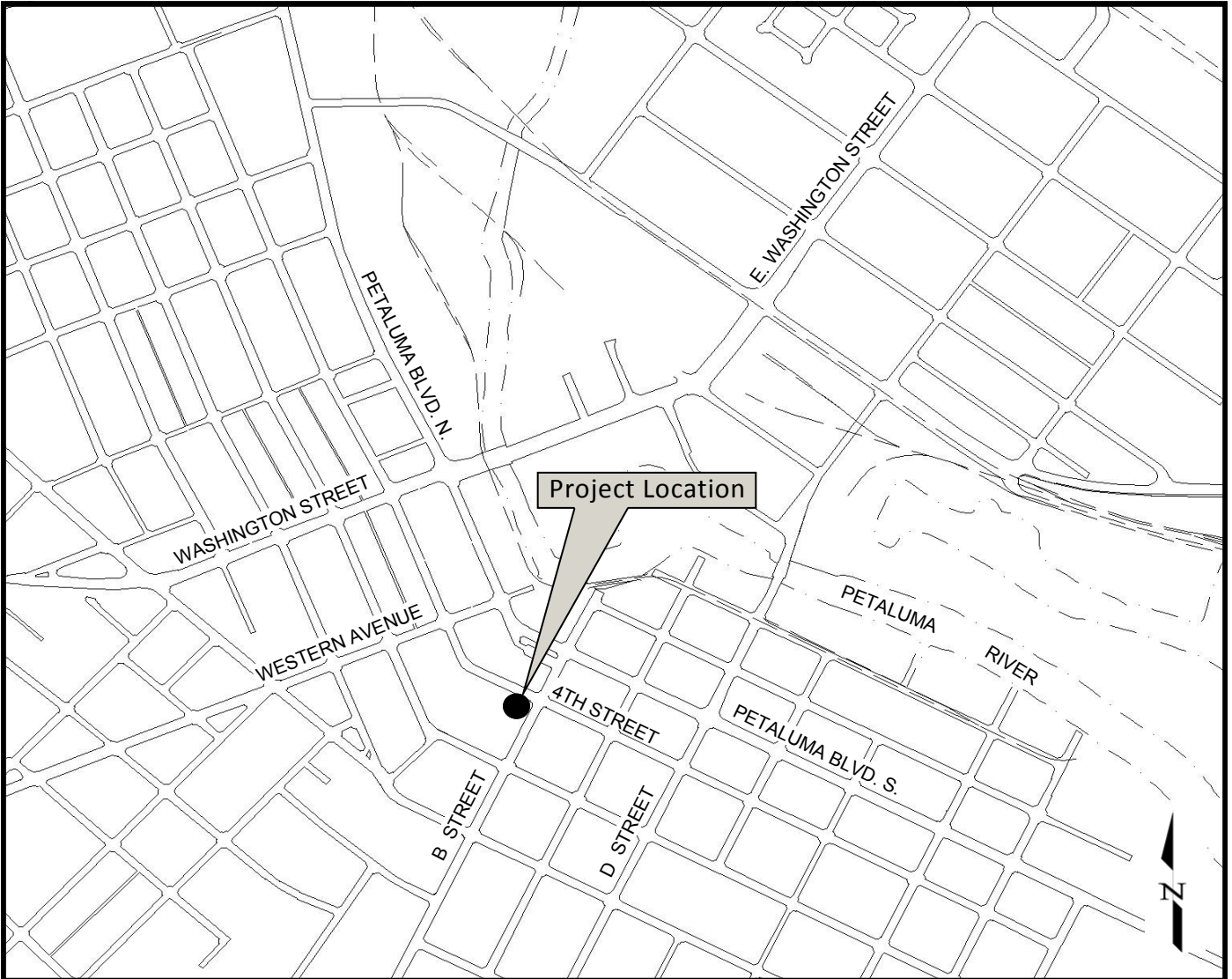
The annual cost to light the Keller Street Parking Garage could be cut in half by replacing the current fluorescent lightbulbs with more efficient LED fixtures and by using motion sensors to reduce energy used at the parking structure. It is estimated that the cost of the retrofit will be recouped in energy savings in less than seven years.

**FINANCIAL OVERVIEW**

C11201709	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	1					1
Land & Easements				-						-
Design				-	5					5
Legal Services				-						-
Administration				-	2					2
Construction Contracts				-	30					30
Construction Mgmt				-	5					5
Contingency				-	4					4
CIP Overheads				-	1					1
<b>TOTAL USES</b>		-	-	-	48	-	-	-	-	48
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax				-	48					48
<b>TOTAL FUNDS</b>		-	-	-	48	-	-	-	-	48

PETALUMA LIBRARY & MUSEUM SEISMIC RETROFIT

FACILITIES



**Project Title: Petaluma Library & Museum Seismic Retrofit**

**C11201501**

**PROJECT PURPOSE AND DESCRIPTION**

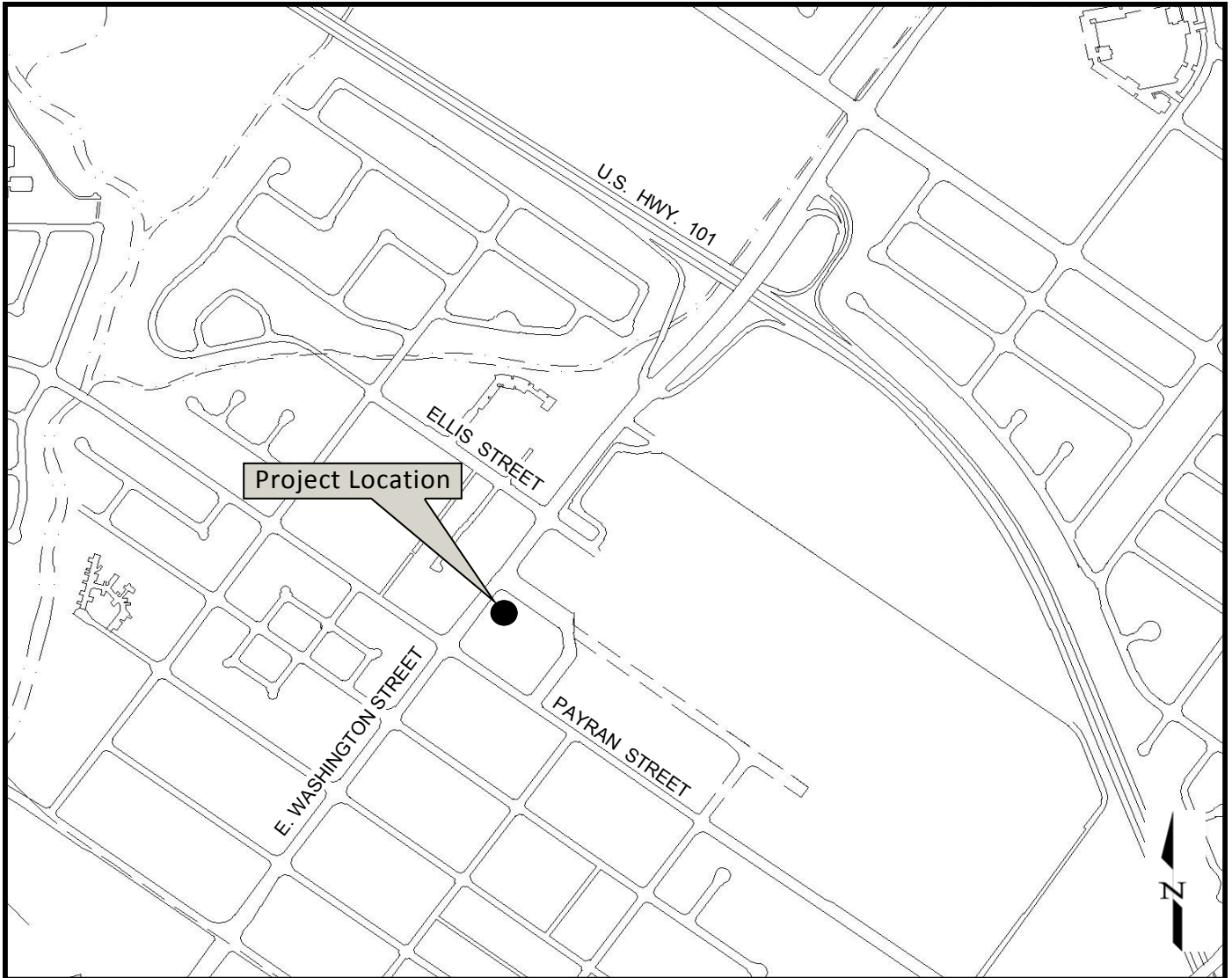
The Petaluma Library and Museum housed in the 1906 Carnegie Library building and listed on the National Register of Historic Places is in need of seismic retrofitting. The funds allocated in FY15/16 will be used to analyze and document the existing conditions and provide a report of recommended improvements with updated engineer estimates of construction which can be used to seek grant and other funding. Future years project costs encompass the seismic retrofit for historical renovation and replacement or improvement of various building systems.

**FINANCIAL OVERVIEW**

C11201501	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-		130				130
Land & Easements				-						-
Design			55	55		150				205
Legal Services				-		5				5
Administration				-		5				5
Construction Contracts				-			2,500			2,500
Construction Mgmt				-			250			250
Contingency				-			375			375
CIP Overheads				-		10	75			85
<b>TOTAL USES</b>	-	-	55	55	-	300	3,200	-	-	3,555
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax	10		45	55						55
Undetermined				-		300	3,200			3,500
<b>TOTAL FUNDS</b>	10	-	45	55	-	300	3,200	-	-	3,555

**LIBRARY ROOF REPLACEMENT**

**FACILITIES**



**PROJECT TITLE: Library Roof Replacement**

**C11201603**

**PROJECT PURPOSE AND DESCRIPTION**

The library roof is beyond its expected life and needs to be replaced. Facilities Maintenance staff repair the intermittent leaks annually which is paid for from the Facilities Operating budget. The City and County have an operating agreement which requires the City to repair or replace certain building features.

**FINANCIAL OVERVIEW**

		Expenses and Funds Received				BUDGET					
		Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
							FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>											
	Planning/Environmental									-	
	Land & Easements									-	
	Design					5				5	
	Legal Services									-	
	Administration									-	
	Construction Contracts					35				35	
	Construction Mgmt					5				5	
	Contingency									-	
	CIP Overheads									-	
	<b>TOTAL USES</b>		-	-	-	45	-	-	-	45	
<b>SOURCES (dollars in \$000)</b>											
	General Fund					45				45	
	<b>TOTAL FUNDS</b>		-	-	-	45	-	-	-	45	





## FIRE DEPARTMENT PROJECTS FY 2016-2017

**FIRE CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17  
 PROJECT SUMMARY  
 Fund 3130.31300**

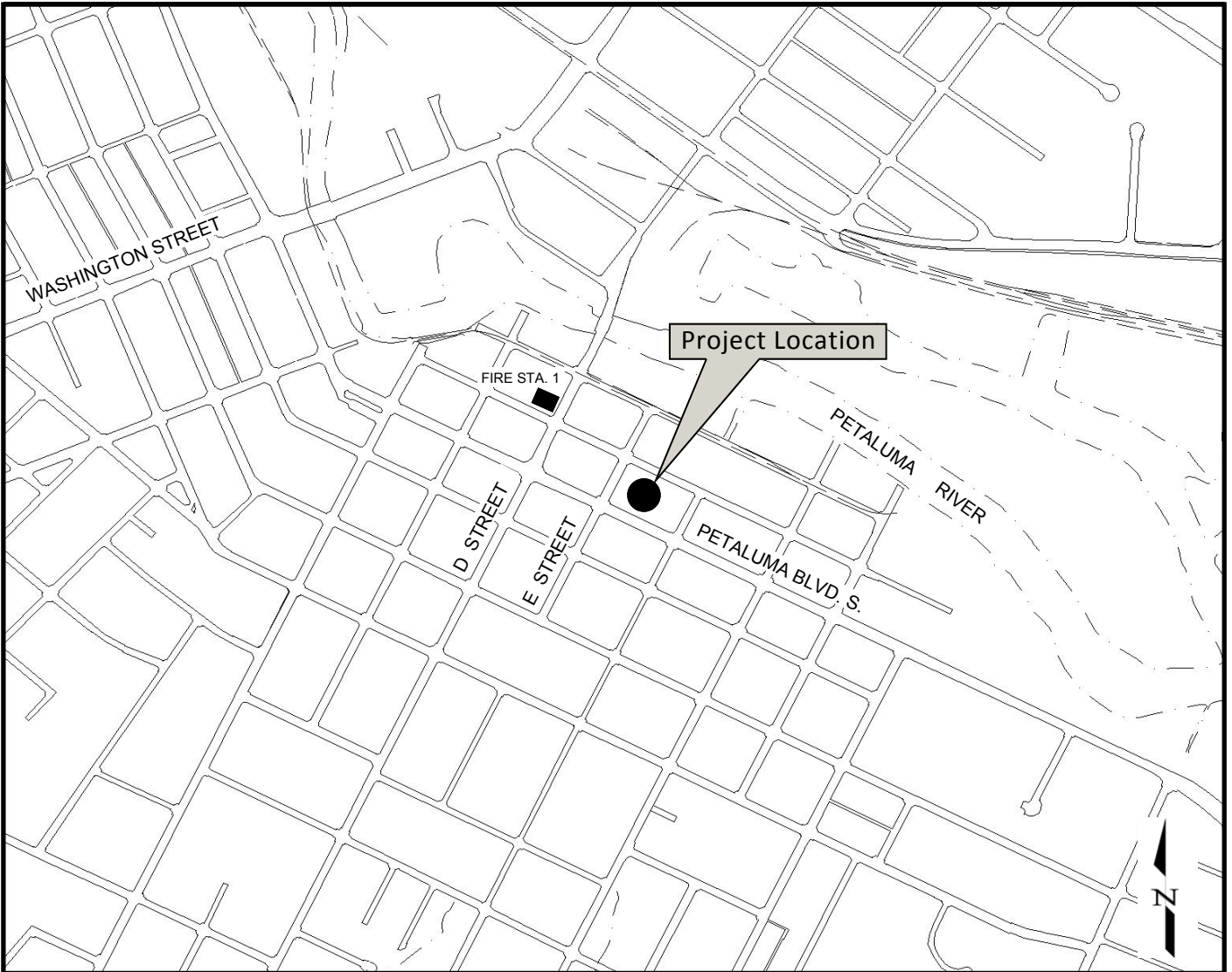
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C00300305 Relocation of Fire Station #1	\$ 2,428	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,343	\$ 16,771
C00300405 Expansion of Fire Stations #2 & #3	77	18	-	7,125	-	-	-	7,220
C14101406 Fire Station #2 Corona Rd. Secondary Access	-	9	-	649	-	-	-	658
<b>TOTAL</b>	\$ 2,505	\$ 27	\$ -	\$ 7,774	\$ -	\$ -	\$ 14,343	\$ 24,649

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

Fire Suppression Impact Fees	\$ 156	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183
PCDC	594	-	-	-	-	-	-	594
Grants & Stimulus Aid	-	-	-	-	-	-	4,847	4,847
Donations/Developer Contributions	2,255	-	-	-	-	-	-	2,255
Undetermined	-	-	-	7,774	-	-	8,996	16,770
<b>TOTAL</b>	\$ 3,005	\$ 27	\$ -	\$ 7,774	\$ -	\$ -	\$ 13,843	\$ 24,649

RELOCATE FIRE STATION #1

FIRE



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

**C00300305**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace Fire Station #1. The new station is expected to be a three-story facility equipped with four drive-through apparatus bays and ample parking for on-duty, Administrative and Fire Prevention staff members. It will have space to house additional apparatus and reserve vehicles and have a staging area for large events. The second floor will include living quarters, a training classroom and office workstations for eleven firefighters. The third floor will house all administrative offices, as well as Fire Prevention staff, and will be equipped with a combination Training, EOC and Community-use room.

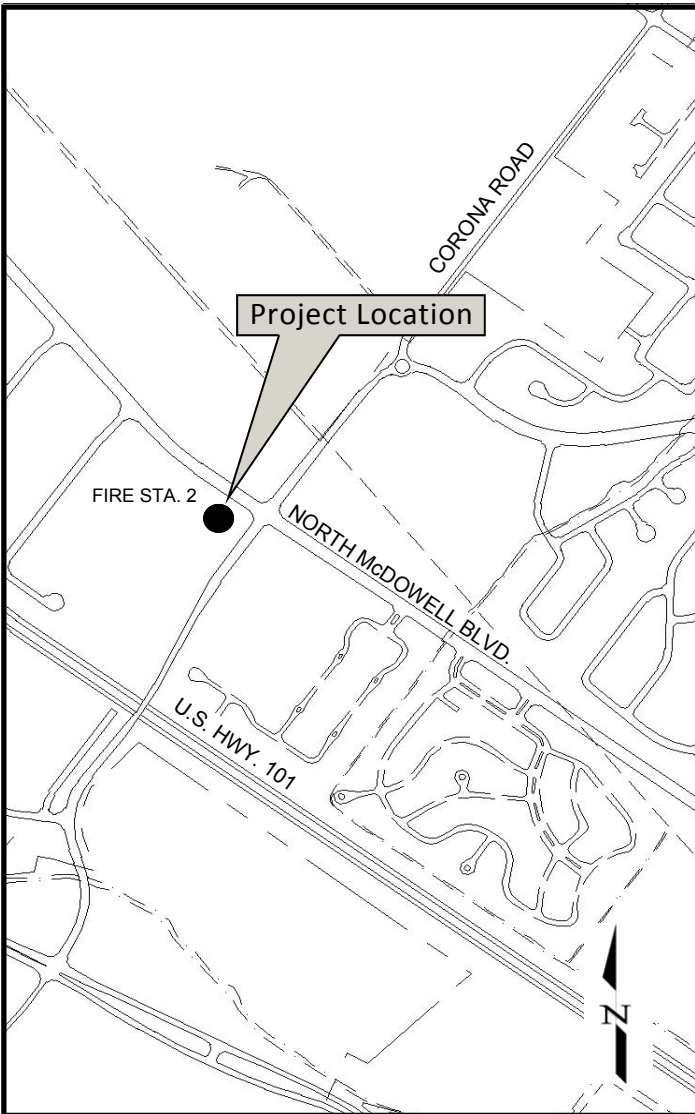
**FINANCIAL OVERVIEW**

C00300305

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	555	-		555					41	596
Land & Easements	1,755	-		1,755						1,755
Design	73	-		73					432	505
Legal Services	7	-		7						7
Administration	3	-		3						3
Construction Contracts	3	-		3					11,624	11,627
Construction Mgmt				-					715	715
Salaries and Benefits				-						-
Contingency				-					1,194	1,194
CIP Overheads	32	-		32					337	369
<b>TOTAL USES</b>	<b>2,428</b>	<b>-</b>	<b>-</b>	<b>2,428</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,343</b>	<b>16,771</b>
<b>SOURCES (dollars in \$000)</b>										
Fire Suppression Impact Fees	79	-		79						79
PCDC	594	-		594						594
Grants & Stimulus Aid				-					4,847	4,847
Donations/Developer Contributions	2,255	-		2,255						2,255
Undetermined				-					8,996	8,996
<b>TOTAL FUNDS</b>	<b>2,928</b>	<b>-</b>	<b>-</b>	<b>2,928</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,843</b>	<b>16,771</b>

EXPANSION OF FIRE STATIONS #2 & #3

FIRE



**Project Title: Expansion of Fire Stations #2 & #3**

**C00300405**

**PROJECT PURPOSE AND DESCRIPTION**

Fire Stations 2 and 3 (FS2 & FS3) will be reconfigured and expanded to accommodate a growing and diverse workforce as well as extend the facilities' useful life. These stations are ideally located to provide maximum emergency response coverage. A "Standards of Coverage" optimization study was completed in conjunction with the Office of the California State Fire Marshal and the State Fire Training Academy which confirmed this geographic analysis. While these facilities need to remain in their current locations, they are in need of modernization and expansion to provide adequate cover for fire apparatus, tools, and equipment, and to provide state and federal safety requirements. The reconfiguration and expansion work will extend the life of these facilities 50+ years at less cost than new fire stations. The new facilities will improve operational efficiency while reducing heating, maintenance and piecemeal capital improvements costs. FS2 is 34 years old and FS3 is 44 year old. Both fire stations are currently undergoing schematic design, space programming, and site analysis by a local architect.

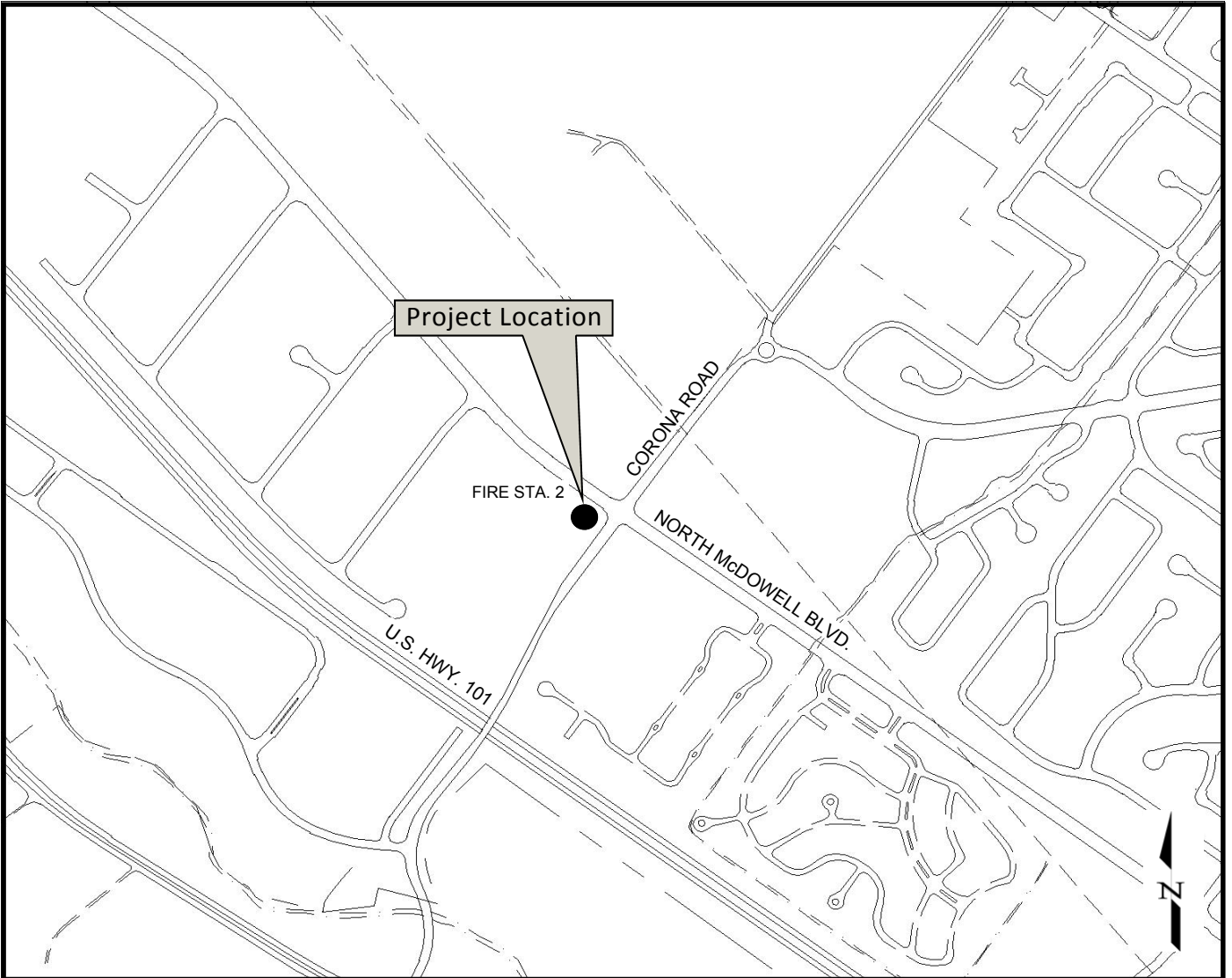
**FINANCIAL OVERVIEW**

C00300405

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-	-	-	-						-
Land & Easements	-	-	-	-						-
Design	76	11	7	94		495				589
Legal Services	-	-	-	-						-
Administration	-	-	-	-		149				149
Construction Contracts	-	-	-	-		6,241				6,241
Construction Mgmt	-	-	-	-		119				119
Salaries and Benefits	-	-	-	-						-
Contingency	-	-	-	-		121				121
CIP Overheads	1	-	-	1						1
<b>TOTAL USES</b>	<b>77</b>	<b>11</b>	<b>7</b>	<b>95</b>	<b>-</b>	<b>7,125</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,220</b>
<b>SOURCES (dollars in \$000)</b>										
Fire Suppression Impact Fees	77	11	7	95						95
Undetermined				-		7,125				7,125
<b>TOTAL FUNDS</b>	<b>77</b>	<b>11</b>	<b>7</b>	<b>95</b>	<b>-</b>	<b>7,125</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,220</b>

FIRE STATION #2 SECONDARY ACCESS

FIRE



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

**C14101406**

**PROJECT PURPOSE AND DESCRIPTION**

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

**FINANCIAL OVERVIEW**

C14101406

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-	-	-	-	-	27				27
Land & Easements	-	-	-	-	-	-				-
Design	-	-	9	9	-	91				100
Legal Services	-	-	-	-	-	-				-
Administration	-	-	-	-	-	12				12
Construction Contracts	-	-	-	-	-	494				494
Construction Mgmt	-	-	-	-	-	10				10
Salaries and Benefits	-	-	-	-	-	-				-
Contingency	-	-	-	-	-	15				15
CIP Overheads	-	-	-	-	-	-				-
<b>TOTAL USES</b>	-	-	9	9	-	649	-	-	-	658
<b>SOURCES (dollars in \$000)</b>										
Fire Suppression Impact Fees			9	9						9
Undetermined						649				649
<b>TOTAL FUNDS</b>	-	-	9	9	-	649	-	-	-	658





# PARKS PROJECTS FY 2016-2017

**PARKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17**  
**PROJECT SUMMARY**  
 Fund 3140.31400

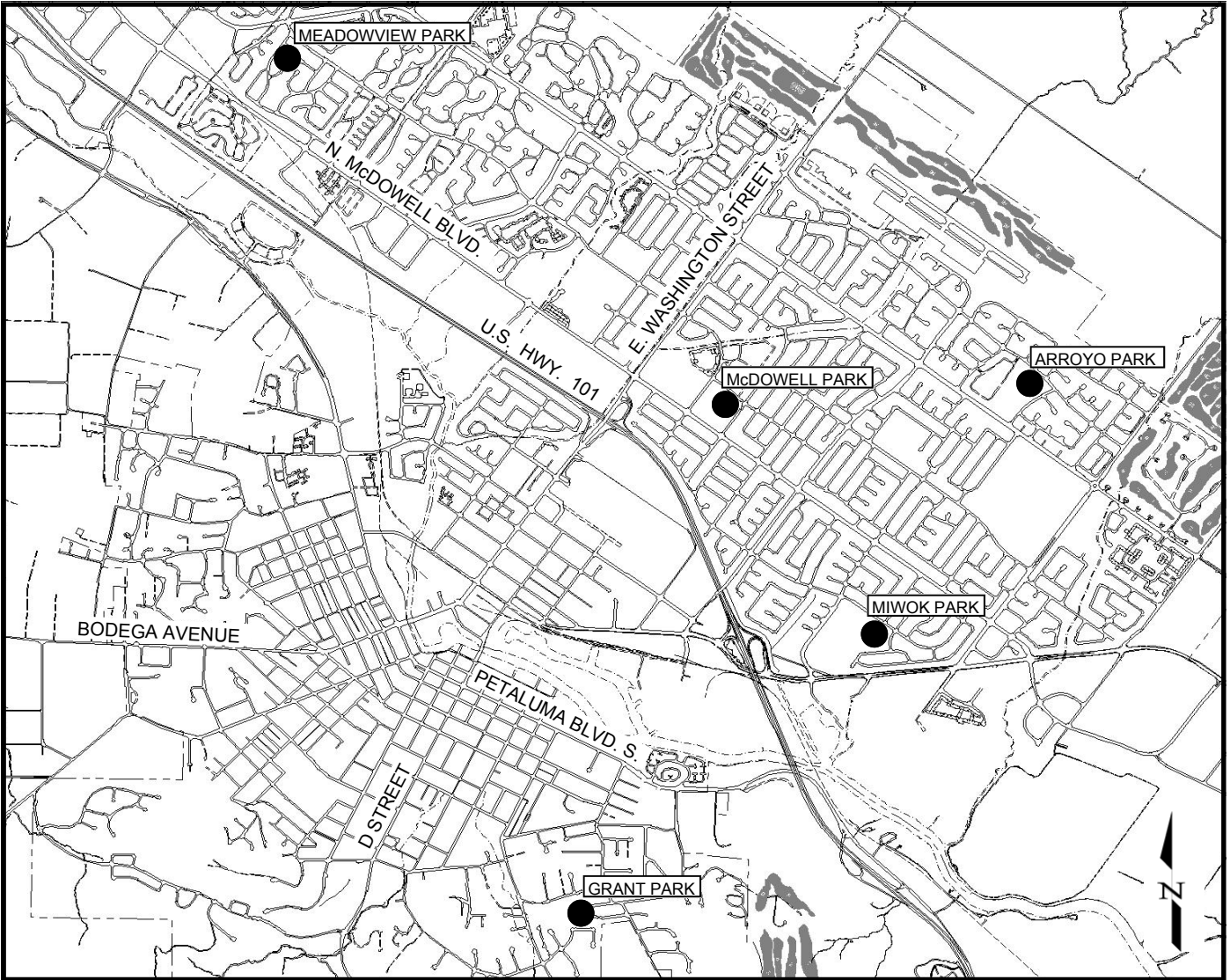
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C00400205 Playground Replacements	\$ 168	\$ 54	\$ 100	\$ 68	\$ -	\$ 68	\$ -	\$ 458
C14501604 Petaluma Community Sports Fields Restroom	8	250	374	-	-	-	-	632
C14501607 Petaluma Community Sports Fields Baseball Diamond	-	48	251	261	-	-	-	560
<b>TOTAL</b>	<b>\$ 176</b>	<b>\$ 352</b>	<b>\$ 725</b>	<b>\$ 329</b>	<b>\$ -</b>	<b>\$ 68</b>	<b>\$ -</b>	<b>\$ 1,650</b>

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

Parkland Impact Fees	\$ 67	\$ 175	\$ 464	\$ 261	\$ -	\$ -	\$ -	\$ 967
Housing Related Parks Prog Grant	50	50	211	-	-	-	-	311
Bonds - Savings from Refinancing	-	-	50	68	-	68	-	186
Donations/Developer Contributions	61	125	-	-	-	-	-	186
<b>TOTAL</b>	<b>\$ 178</b>	<b>\$ 350</b>	<b>\$ 725</b>	<b>\$ 329</b>	<b>\$ -</b>	<b>\$ 68</b>	<b>\$ -</b>	<b>\$ 1,650</b>

PLAYGROUND REPLACEMENT

PARKS AND RECREATION



● Project Locations

**PROJECT TITLE: Playground Replacements**

**C00400205**

**PROJECT PURPOSE AND DESCRIPTION**

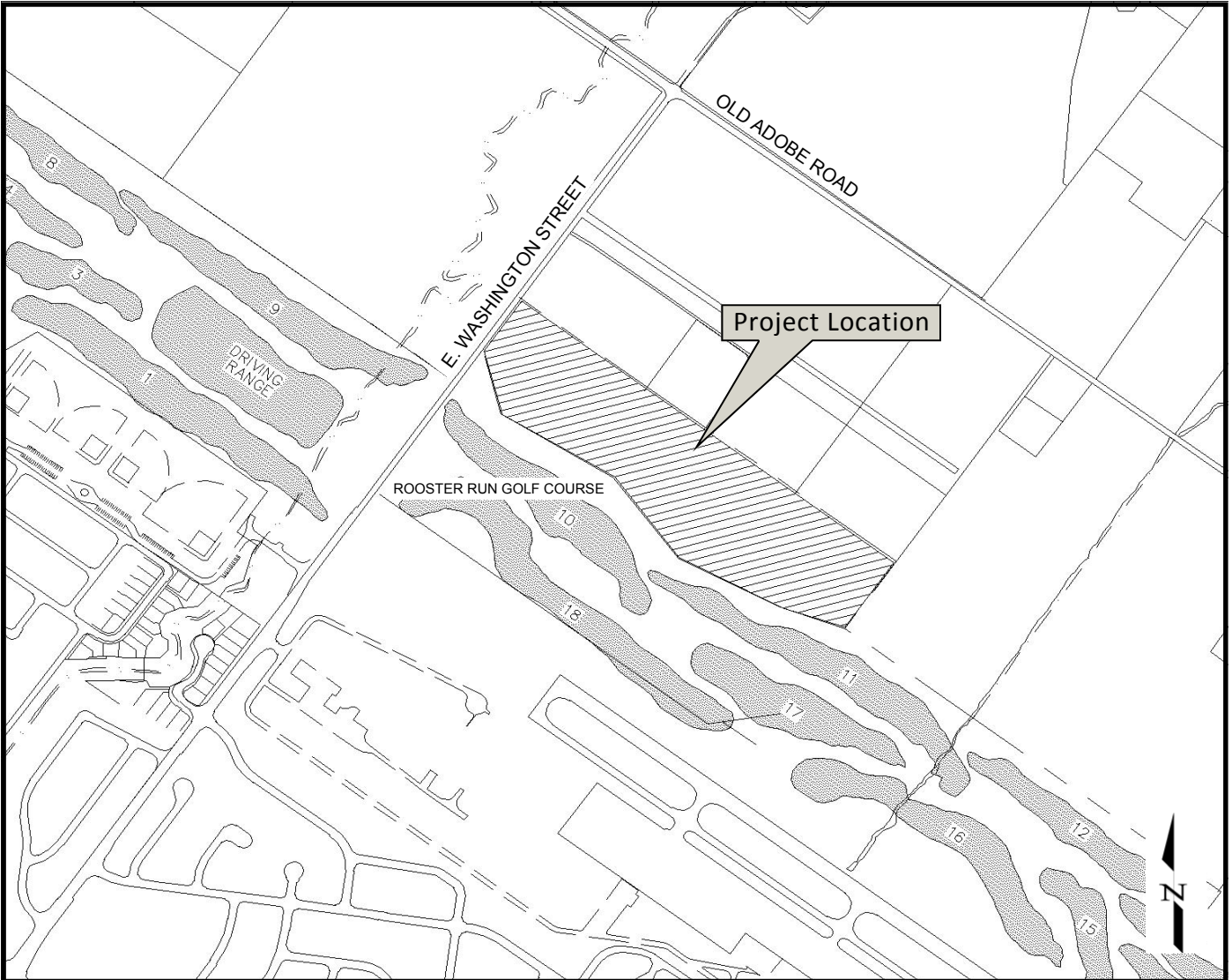
Playgrounds must meet Federal standards including the Americans with Disability Act. Playgrounds are replaced as funding becomes available. The City has replaced twelve playgrounds to date including the recently replaced equipment at Meadowview Park. Several playgrounds are left to replace, and include: Grant, Miwok and McDowell. Additionally, several playgrounds require new ground cover that will provide for increased safety and accessibility. These parks include: Bond, Wiseman, Kenilworth, and Westridge. In FY 16/17 it is expected that Arroyo Park playground equipment will be replaced. In 2014 the City refinanced Redevelopments Bonds. Savings from that effort are distributed to the various taxing entities, including the City of Petaluma and the County of Sonoma. Petaluma's share of these savings is estimated at an average of \$34,000 per year, and is assigned for use in funding one playground replacement project every other year.

**FINANCIAL OVERVIEW**

C00400205

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	5		2	7						7
Land & Easements				-						-
Design				-						-
Legal Services				-						-
Administration				-						-
Construction Contracts	157		50	207	100	68		68		443
Construction Mgmt				-						-
Contingency				-						-
CIP Overheads	6		2	8						8
<b>TOTAL USES</b>	<b>168</b>	<b>-</b>	<b>54</b>	<b>222</b>	<b>100</b>	<b>68</b>	<b>-</b>	<b>68</b>	<b>-</b>	<b>458</b>
<b>SOURCES (dollars in \$000)</b>										
Parkland Impact Fees	59		2	61						61
Housing Related Parks Prog Grant	50		50	100	50					150
Bonds - Savings from Refinancing					50	68		68		186
Donations/Developer Contributions	61			61						61
<b>TOTAL FUNDS</b>	<b>170</b>	<b>-</b>	<b>52</b>	<b>222</b>	<b>100</b>	<b>68</b>	<b>-</b>	<b>68</b>	<b>-</b>	<b>458</b>

h-u° QyU ° #\UUyV@' 'oh\kuo7@Q o ..... h° kMø° V) RECREATION



**PROJECT TITLE: Petaluma Community Sports Fields Restroom**

**C14501604**

**PROJECT PURPOSE AND DESCRIPTION**

This phase of work on the Sports Fields project will construct a cinder block restroom, concession, and storage combination building and connect to the utilities installed in phase one. In addition to the restroom, a maintenance building to store park equipment onsite will be designed and added as a bid alternate item to the construction bid.

**FINANCIAL OVERVIEW**

C14501604

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-		-				-
Land & Easements				-						-
Design	8	13	9	30						30
Legal Services				-						-
Administration				-						-
Construction Contracts		4	200	204	291					495
Construction Mgmt			20	20	40					60
Contingency				-	33					33
CIP Overheads			4	4	10					14
<b>TOTAL USES</b>	<b>8</b>	<b>17</b>	<b>233</b>	<b>258</b>	<b>374</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>632</b>
<b>SOURCES (dollars in \$000)</b>										
Parkland Impact Fees	8	7	118	133	213					346
Housing Related Parks Prog Grant				-	161					161
Donations/Developer Contributions	-		125	125						125
<b>TOTAL FUNDS</b>	<b>8</b>	<b>7</b>	<b>243</b>	<b>258</b>	<b>374</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>632</b>

**PROJECT TITLE: Petaluma Community Sports Fields Baseball Diamond C14501607**

**PROJECT PURPOSE AND DESCRIPTION**

In addition to the baseball diamond design, this project includes the filling of the existing wetland area, provided permitting can be obtained for either on-site or off-site mitigation. The estimate for wetland mitigation is subject to change pending the ratio (i.e. 1:1, 2:1, and 3:1) requirements set by the regulatory agencies. The construction of new wetlands and filling the existing is anticipated in FY 16-17. Design of the baseball diamond will occur concurrently. Wetland mitigation is the first step to allow construction of the baseball diamonds which is expected to start in FY 17-18. Construction costs and schedule for the baseball diamond is unknown at this time and therefore not shown.

**FINANCIAL OVERVIEW**

C14501607	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-		37	37		-				37
Land & Easements				-						-
Design				-	50					50
Legal Services				-						-
Administration				-						-
Construction Contracts				-	150	200				350
Construction Mgmt			10	10	30	35				75
Contingency				-	15	20				35
CIP Overheads			1	1	6	6				13
<b>TOTAL USES</b>	-	-	48	48	251	261	-	-	-	560
<b>SOURCES (dollars in \$000)</b>										
Parkland Impact Fees			48	48	251	261				560
<b>TOTAL FUNDS</b>	-	-	48	48	251	261	-	-	-	560

# PUBLIC WORKS PROJECTS FY 2016-2017

**PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17  
PROJECT SUMMARY  
Fund 3160.31600**

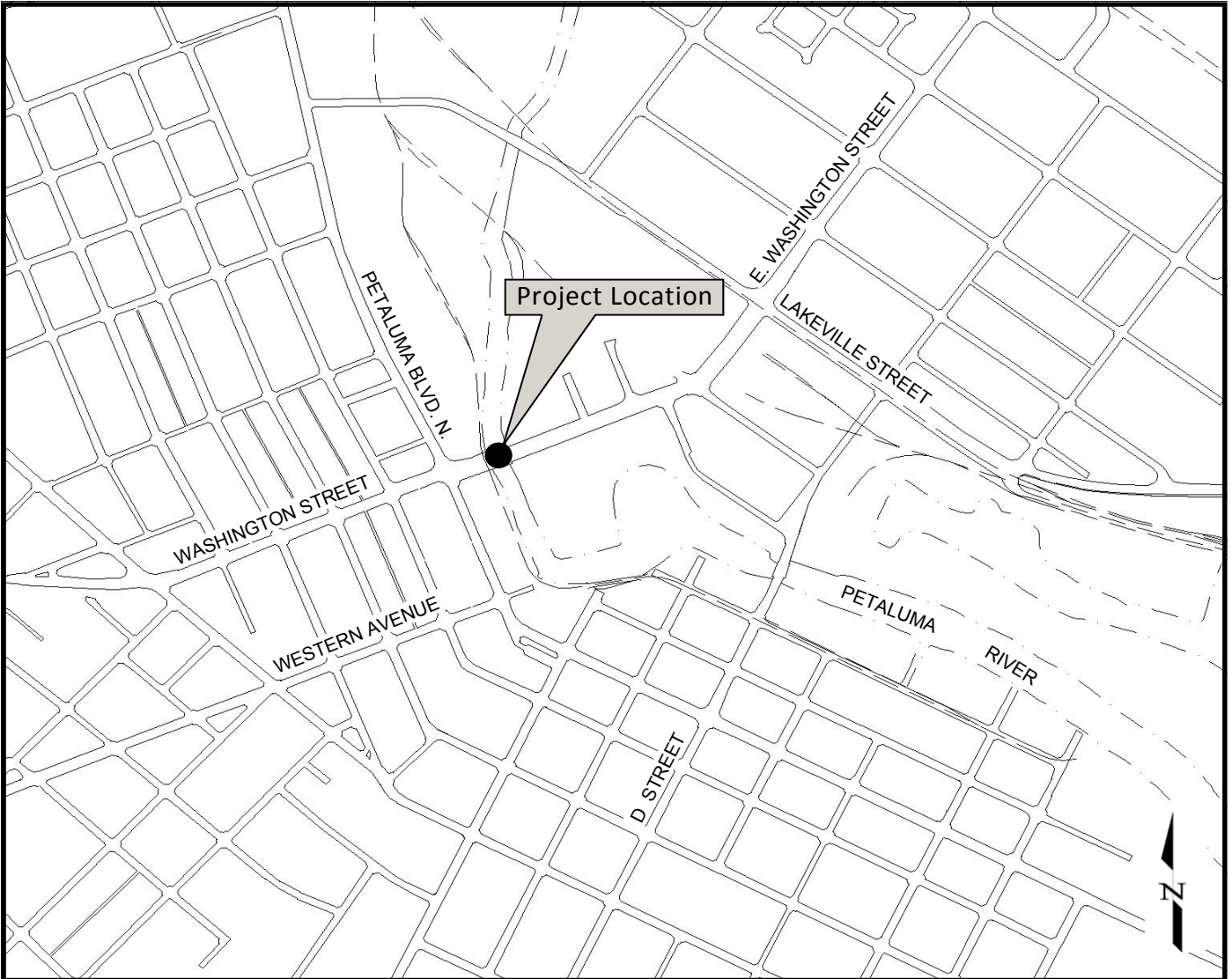
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C16101201 Washington Street Bridge Seismic Rehabilitation	252	12	21	737	3,269	-	-	4,291
C03500104 Rule20A Bodega Phase II	50	-	-	-	79	296	-	425
C00501204 Rainier Avenue Cross-Town Connector	2,902	106	25	-	-	8,594	-	11,627
C16101303 Various Maintenance and Overlays	585	-	500	-	-	-	-	1,085
C03200503 River Trail - Washington to Lakeville	1,735	-	32	-	-	-	-	1,767
C16101309 Channelization Lakeville & Pine View Way	54	15	351	-	-	-	-	420
C16101416 Petaluma Complete Streets	218	862	1,058	-	-	-	-	2,138
C16101301 Traffic Signal Infrastructure Capital Replacement Program	-	200	-	100	-	100	-	400
C16501412 Led Streetlight Retrofit	1	261	-	1,902	-	-	-	2,164
C16101519 Rivertrail - 101/Crossing	-	10	40	-	264	2,550	-	2,864
C16101601 Road Diet Ext Petaluma Blvd S	-	-	11	301	2,898	-	-	3,210
C16101721 Deer Creek Improvements (Rushmore & Rainier crosswalk/Ada)	-	-	80	-	-	-	-	80
C16501602 Downtown ADA Improvements	-	275	125	-	250	-	250	900
e16082012 Payran UST	800	21	38	300	-	-	-	1,159
e16101718 Sidewalk Repair Revolving Loan	-	-	30	-	-	-	-	30
<b>TOTAL</b>	<b>\$ 6,597</b>	<b>\$ 1,762</b>	<b>\$ 2,311</b>	<b>\$ 3,340</b>	<b>\$ 6,760</b>	<b>\$ 11,540</b>	<b>\$ 250</b>	<b>\$ 32,560</b>

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

Traffic Mitigation Impact Fees	\$ 826	\$ 114	\$ 229	\$ -	\$ -	\$ 8,594	\$ -	\$ 9,763
Street Maintenance 2411	726	344	676	242	393	100	-	2,481
Transient Occupancy Tax	-	-	125	-	250	-	250	625
General Fund	-	275	-	-	-	-	-	275
Public Works Grants	1,125	772	1,054	896	4,964	-	-	8,811
Measure M	1,164	-	-	-	-	-	-	1,164
Successor Agency - PCDC	2,724	-	-	-	-	-	-	2,724
Developer Contributions	2	90	40	-	-	-	-	132
Interfund Loan	9	14	77	1,902	-	-	-	2,002
PG&E Loan	-	250	-	-	-	-	-	250
Sales - Taxable Revenue	4	-	-	-	-	-	-	4
Charges for Services - 45610	-	-	30	-	-	-	-	30
Undetermined	-	-	-	300	1,153	2,846	-	4,299
<b>TOTAL</b>	<b>\$ 6,580</b>	<b>\$ 1,859</b>	<b>\$ 2,231</b>	<b>\$ 3,340</b>	<b>\$ 6,760</b>	<b>\$ 11,540</b>	<b>\$ 250</b>	<b>\$ 32,560</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. The design work involves two distinct phases. Engineering staff first completed a field investigation with soil samples and submitted a proposed rehabilitation plan to Caltrans for approval in FY 15/16. Upon approval, a complete set of construction drawings will be prepared during FY 16/17 or as late as FY 17/18. It is expected that the same HBP funding source will be available for construction.

**FINANCIAL OVERVIEW**

C16101201

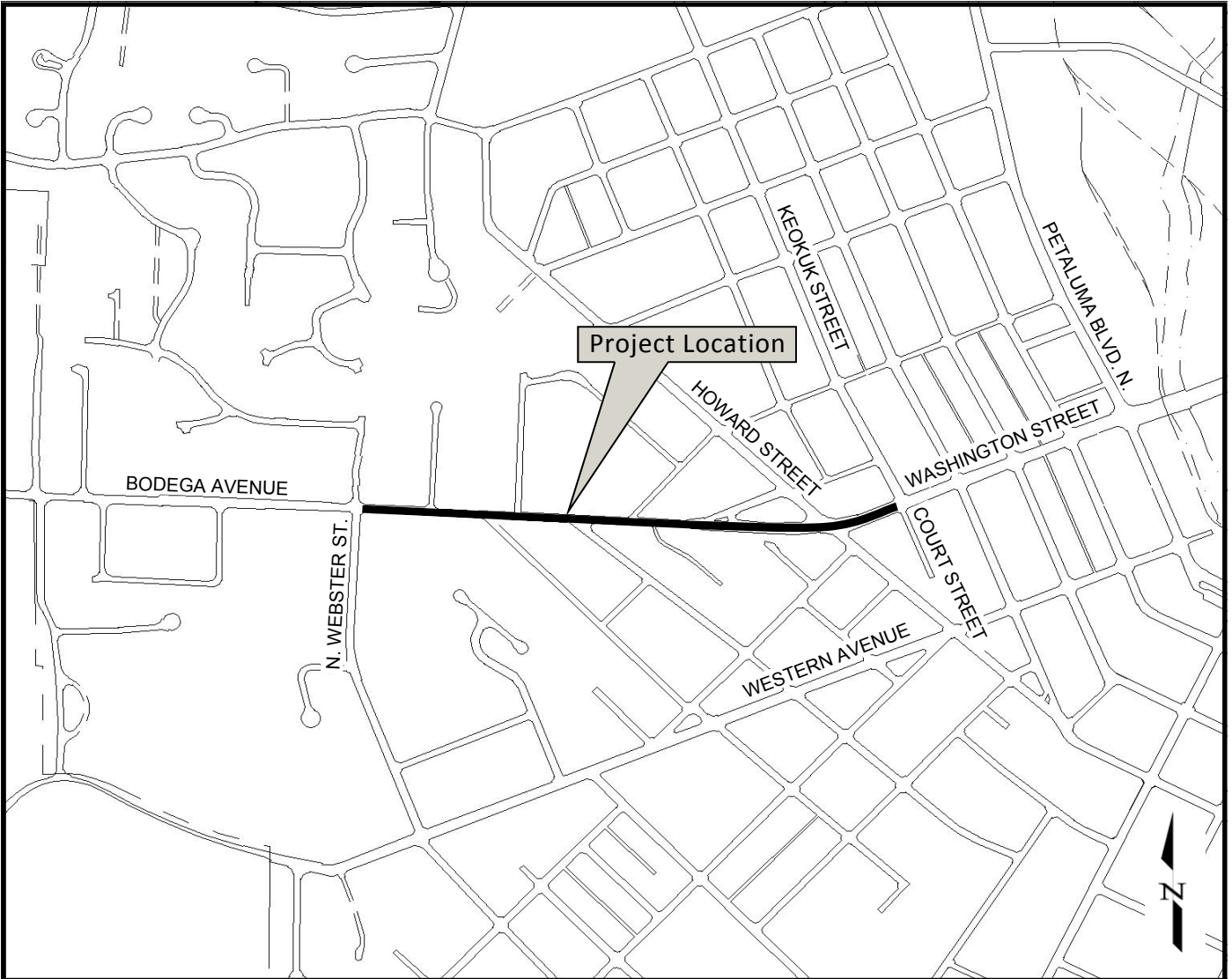
	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental			8	8		195				203
Land & Easements			-	-	-					-
Design	243	3	-	246	20	521				787
Legal Services			-	-	-					-
Administration	3		-	3	-					3
Construction Contracts			-	-	-		2,500			2,500
Construction Mgmt	1		-	1	-		283			284
Contingency			-	-	-		386			386
CIP Overheads	5		1	6	1	21	100			128
<b>TOTAL USES</b>	<b>\$ 252</b>	<b>\$ 3</b>	<b>\$ 9</b>	<b>\$ 264</b>	<b>\$ 21</b>	<b>\$ 737</b>	<b>\$ 3,269</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,291</b>

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

Traffic Mitigation Impact Fees			9	9						9
Street Maintenance	46			46	21	101				168
Fed Hwy Bridge Program (HBP) Grant	188		21	209		636	2,459			3,304
Undetermined				-			810			810
<b>TOTAL FUNDS</b>	<b>\$ 234</b>	<b>\$ -</b>	<b>\$ 30</b>	<b>\$ 264</b>	<b>\$ 21</b>	<b>\$ 737</b>	<b>\$ 3,269</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,291</b>

RULE 20A BODEGA PHASE II

PUBLIC WORKS



**Project Title: Rule 20A Bodega Phase II**

**C03500104**

**PROJECT PURPOSE AND DESCRIPTION**

Underground district (Rule 20A) projects are safety and aesthetic improvements involving removal of overhead wires, their supporting poles, and the overhead service drops to individual properties. PG&E, under the Public Utility Commission Rule 20A, is required to allocate funds to communities to underground existing overhead wires. The limits for the Bodega Phase II project are from North Webster Street to Court St.

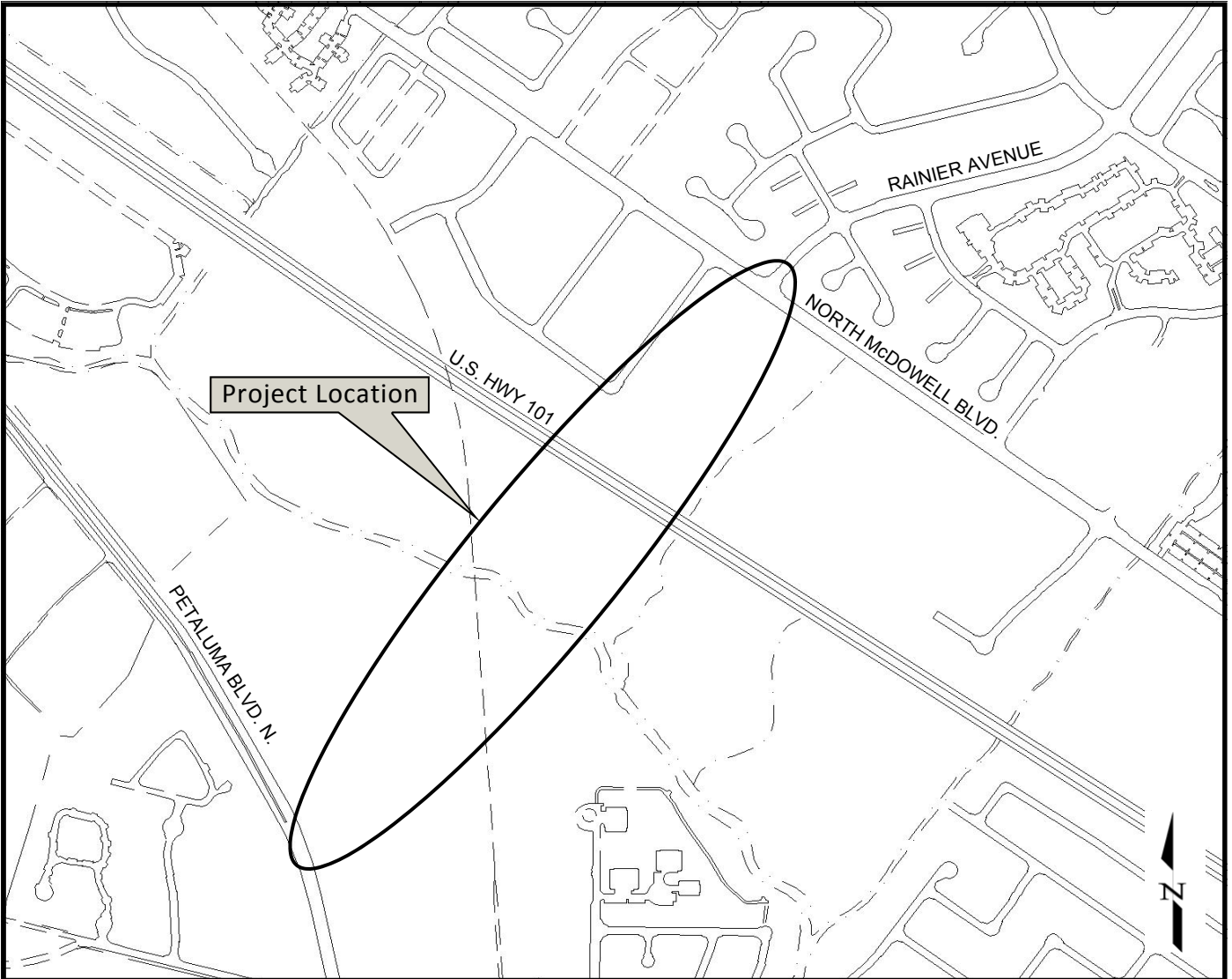
**FINANCIAL OVERVIEW**

C03500104

USES (dollars in \$000)	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Planning/Environmental	1			1						1
Land & Easements				-			25			25
Design	43			43		50				93
Legal Services	1			1		2				3
Administration	2			2						2
Construction Contracts				-				222		222
Construction Mgmt	1			1				45		46
Contingency				-				22		22
CIP Overheads	2			2			2	7		11
<b>TOTAL USES</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79</b>	<b>\$ 296</b>	<b>\$ -</b>	<b>\$ 425</b>
<b>SOURCES (dollars in \$000)</b>										
Street Maintenance	49		1	50						50
Undetermined				-		79	296			375
<b>TOTAL FUNDS</b>	<b>\$ 49</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79</b>	<b>\$ 296</b>	<b>\$ -</b>	<b>\$ 425</b>

**RAINIER AVENUE CROSS-TOWN CONNECTOR / INTERCHANGE**

**PUBLIC WORKS**



**Project Title: Rainier Cross-town Connector  
 Phase 1 – Undercrossing Structure**

**C00501204**

**PROJECT PURPOSE AND DESCRIPTION**

An environmental impact report (EIR) has been completed for this cross-town connector project. The design of the undercrossing structure of existing Highway 101 has been completed by Caltrans. The structure will be constructed by Caltrans as part of the future Highway 101 MSN-C2 widening project which is currently underfunded. Future City projects will extend Rainier Ave. under the future 101 undercrossing to create a cross town connector and a full 101 interchange.

**FINANCIAL OVERVIEW**

C00501204	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	1,971	31		2,002						2,002
Land & Easements	4			4						4
Design	788	50	25	863	25			35		923
Legal Services	8			8						8
Administration	31			31						31
Construction Contracts				-				7,000		7,000
Construction Mgmt	1			1				700		701
Contingency				-				650		650
CIP Overheads	99			99				209		308
<b>TOTAL USES</b>	<b>\$ 2,902</b>	<b>\$ 81</b>	<b>\$ 25</b>	<b>\$ 3,008</b>	<b>\$ 25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,594</b>	<b>\$ -</b>	<b>\$ 11,627</b>
<b>SOURCES (dollars in \$000)</b>										
Traffic Mitigation Impact Fees	638		105	743	25			8,594		9,362
Successor Agency - PCDC	2,263			2,263						2,263
Developer Contributions	2			2						2
<b>TOTAL FUNDS</b>	<b>\$ 2,903</b>		<b>\$ 105</b>	<b>\$ 3,008</b>	<b>\$ 25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,594</b>	<b>\$ -</b>	<b>\$ 11,627</b>



**Project Title: Various Street Maintenance & Overlays**

**C16101303**

**PROJECT PURPOSE AND DESCRIPTION**

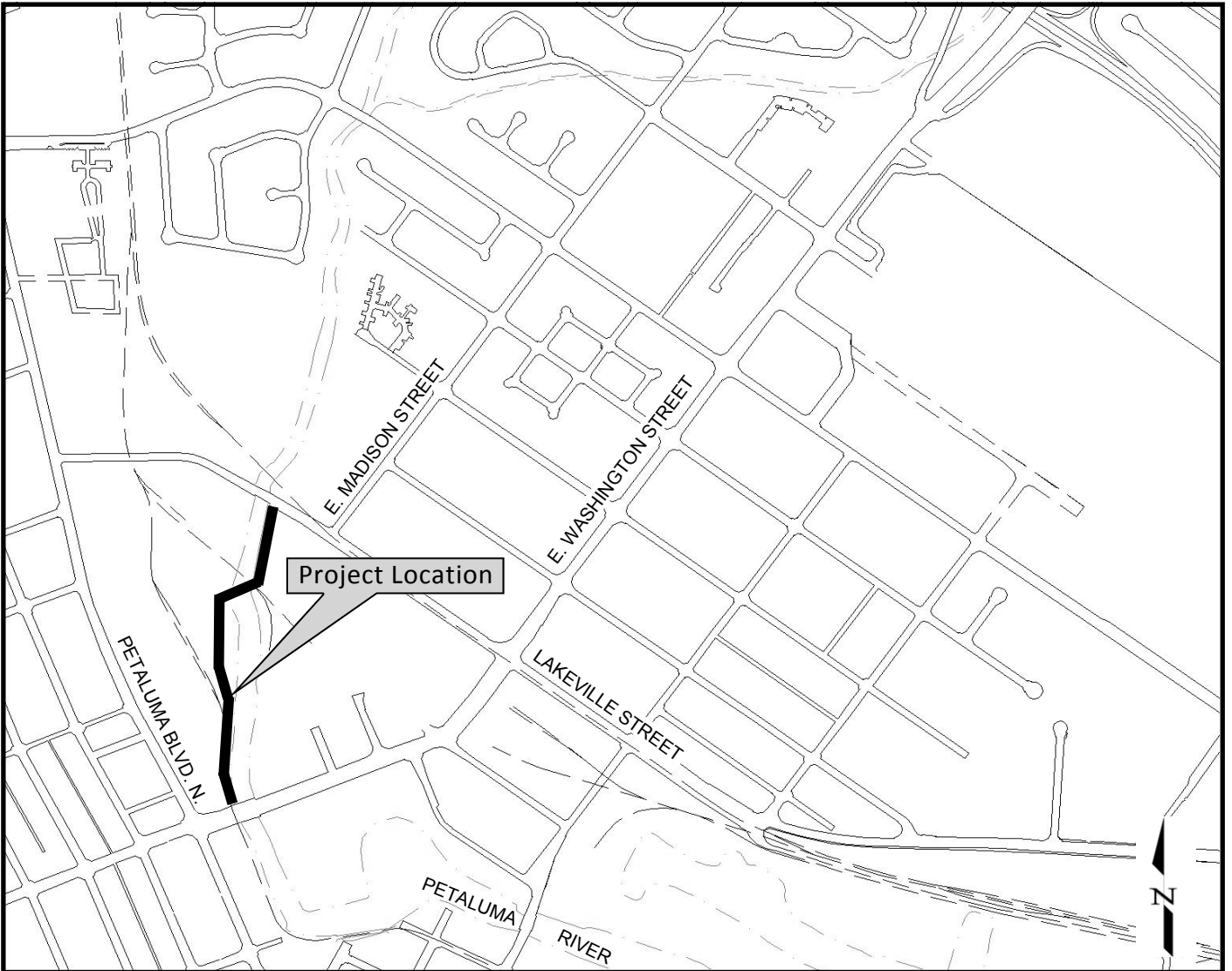
This project will reduce the continued degradation of the City’s street system by implementing pavement maintenance measures. It is anticipated that this will include an annual crack sealing project and an annual seal coat project, along with pavement overlay projects when funding is available. Projects will be selected to provide the most cost effective improvements for the entire pavement system and the most benefit for the travelling public. Americans with Disabilities Act (ADA) improvements to sidewalks and curb ramps will be included either as part of a paving project, or as a separate project, whenever possible.

**FINANCIAL OVERVIEW**

C16101303	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	1		-	1						1
Land & Easements			-	-						-
Design	52		-	52	50					102
Legal Services			-	-						-
Administration	2		-	2						2
Construction Contracts	502		-	502	350					852
Construction Mgmt	20		-	20	50					70
Contingency			-	-	50					50
CIP Overheads	8		-	8						8
<b>TOTAL USES</b>	<b>\$ 585</b>		<b>\$ -</b>	<b>\$ 585</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,085</b>
<b>SOURCES (dollars in \$000)</b>										
Street Maintenance	573		12	585	500					1,085
<b>TOTAL FUNDS</b>	<b>\$ 573</b>		<b>\$ 12</b>	<b>\$ 585</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,085</b>

RIVER TRAIL - WASHINGTON TO LAKEVILLE

PUBLIC WORKS





**Project Title: River Trail - Washington to Lakeville**

**C03200503**

**PROJECT PURPOSE AND DESCRIPTION**

The project implements the Petaluma River Trail Access and Enhancement Plan from Lakeville Street to Washington Street, primarily developing ADA-compliant pedestrian/bike paths along the river. A partial construction project is expected to be completed, with two small portions excluded until additional property rights are acquired along Water Street. It is hoped that the remaining property rights will be acquired and the remaining segment of path will be constructed on North Water Street in the near future through development. The remaining funds are being held to assist as necessary to complete this project.

**FINANCIAL OVERVIEW**

C03200503

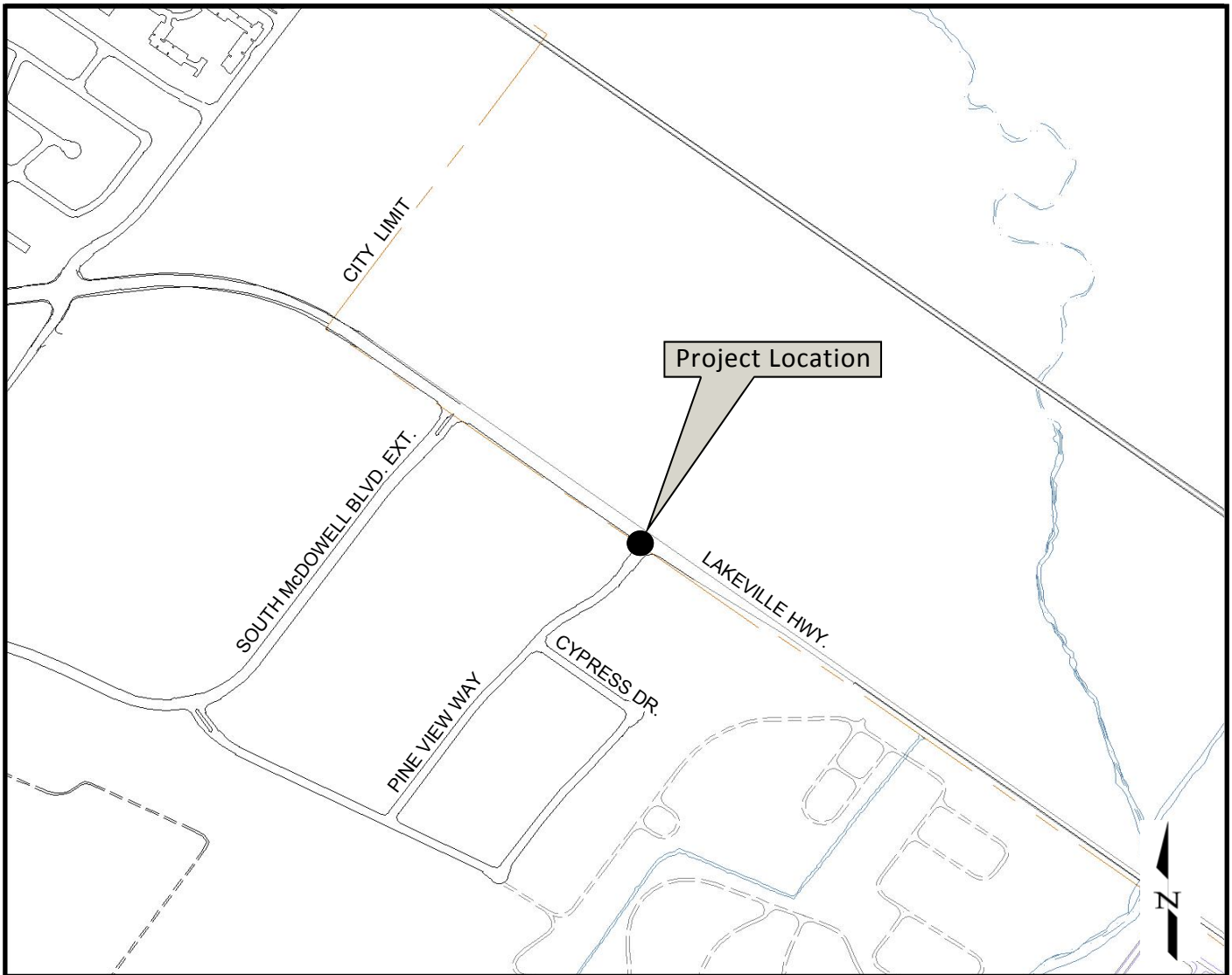
USES (dollars in \$000)	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Planning/Environmental	20			20						20
Land & Easements	62			62	28					90
Design	198			198						198
Legal Services	21			21						21
Administration	17			17						17
Construction Contracts	1,036			1,036						1,036
Construction Mgmt	295			295						295
Contingency				-						-
CIP Overheads	86			86	4					90
<b>TOTAL USES</b>	<b>\$ 1,735</b>		<b>\$ -</b>	<b>\$ 1,735</b>	<b>\$ 32</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,767</b>

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

Traffic Mitigation Impact Fees	188			188						188
Measure M	1,164			1,164						1,164
Successor Agency - PCDC	411			411						411
Sales - Taxable Revenue	4			4						4
<b>TOTAL FUNDS</b>	<b>\$ 1,767</b>		<b>\$ -</b>	<b>\$ 1,767</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,767</b>

CHANNELIZATION LAKEVILLE & PINE VIEW WAY

PUBLIC WORKS



**Project Title: Channelization Lakeville & Pine View Way**

**C16101309**

**PROJECT PURPOSE AND DESCRIPTION**

The project will improve safety for vehicular traffic and bicyclists. The project will upgrade the intersection of Lakeville Highway at Pine View Way with raised concrete medians, signage, pavement markings and striping to delineate the turning movements. The through travel lanes will be channelized by the use of raised medians at the right turn onto Pine View and the right turn and subsequent merge from Pine View onto Lakeville Highway. This project is scheduled for construction in summer 2016.

**FINANCIAL OVERVIEW**

C16101309

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design	41	1	3	45	4					49
Legal Services				-						-
Administration		5		5						5
Construction Contracts				-	300					300
Construction Mgmt	12		5	17	15					32
Contingency				-	30					30
CIP Overheads	1		1	2	2					4
<b>TOTAL USES</b>	<b>\$ 54</b>	<b>\$ 6</b>	<b>\$ 9</b>	<b>\$ 69</b>	<b>\$ 351</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420</b>

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

Traffic Mitigation Impact Fees				-	204					204
Street Maintenance	25		2	27	4					31
Highway Safety Improvement Program	42		7	49	136					185
<b>TOTAL FUNDS</b>	<b>\$ 67</b>		<b>\$ 9</b>	<b>\$ 76</b>	<b>\$ 344</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420</b>

**Project Title: Petaluma Complete Streets**

**C16101416**

**PROJECT PURPOSE AND DESCRIPTION**

The project will rehabilitate roadway surfaces on Lakeville Street from East Washington Street to Caulfield Lane and East D Street from the D Street Bridge to Lakeville Street. Additionally it will add Class II bicycle lanes on Lakeville Street, provide sidewalk gap closures on both streets, and include ADA ramp improvements. Design is complete and construction is scheduled for spring 2016.

**FINANCIAL OVERVIEW**

C16101416	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design	212	3	2	217	8					225
Legal Services				-						-
Administration	1			1						1
Construction Contracts			800	800	871					1,671
Construction Mgmt	1		15	16	33					49
Contingency			25	25	125					150
CIP Overheads	4		17	21	21					42
<b>TOTAL USES</b>	<b>\$ 218</b>	<b>\$ 3</b>	<b>\$ 859</b>	<b>\$ 1,080</b>	<b>\$ 1,058</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,138</b>
<b>SOURCES (dollars in \$000)</b>										
Street Maintenance	32	1	117	150	140					290
One Bay Area Grant (OBAG)	186	2	742	930	918					1,848
<b>TOTAL FUNDS</b>	<b>\$ 218</b>	<b>\$ 3</b>	<b>\$ 859</b>	<b>\$ 1,080</b>	<b>\$ 1,058</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,138</b>

**Project Title: Traffic Signal Infrastructure Capital Replacement Program C16101301**

**PROJECT PURPOSE AND DESCRIPTION**

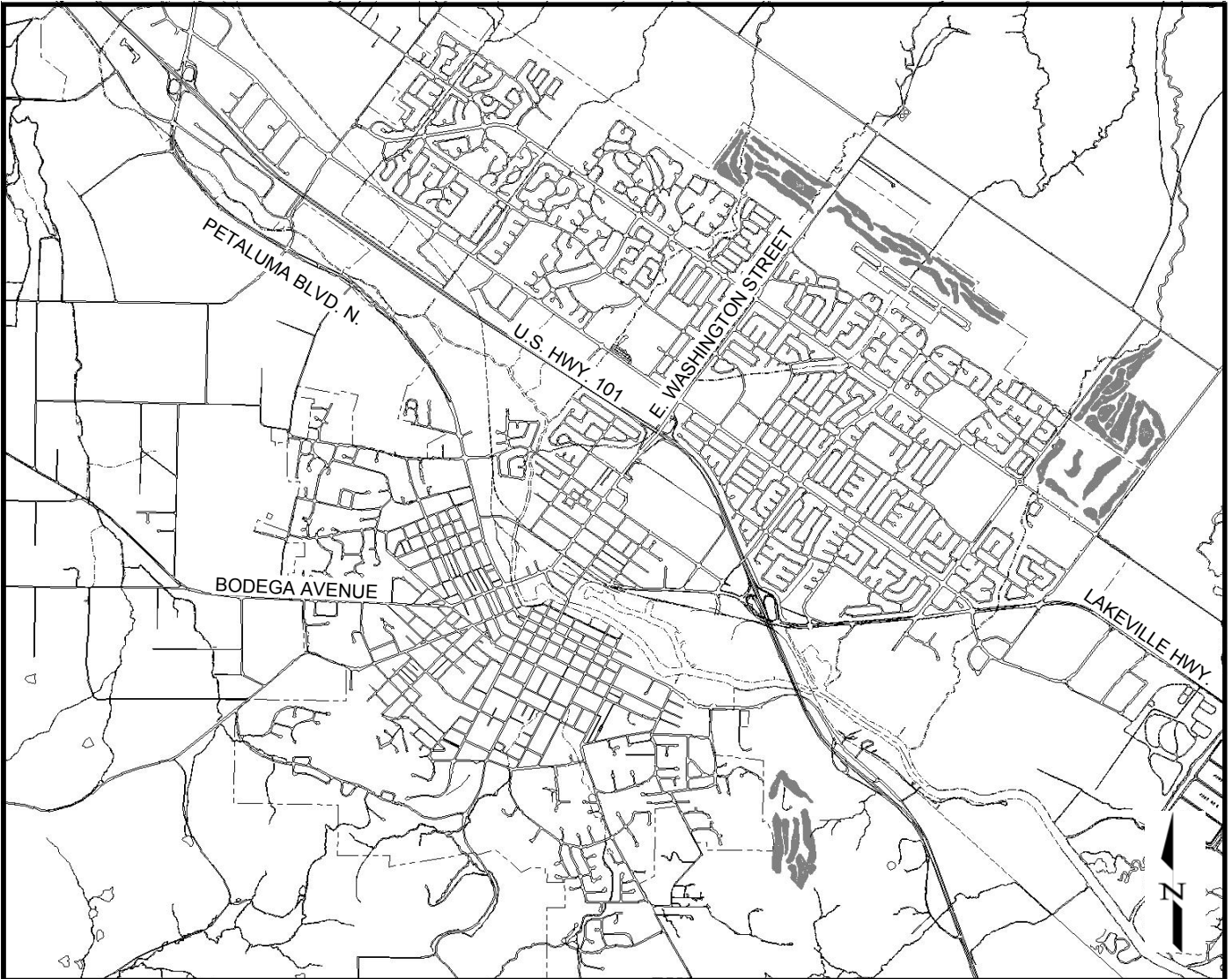
The project will repair and replace traffic signal infrastructure such as poles, lights, loops, controllers, push buttons, pedestrian audible heads, in-ground pavement light systems, etc. on an as-needed basis.

**FINANCIAL OVERVIEW**

C16101301	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design			25	25						25
Legal Services				-						-
Administration				-						-
Construction Contracts			175	175		100		100		375
Construction Mgmt				-						-
Contingency				-						-
CIP Overheads				-						-
<b>TOTAL USES</b>	\$ -		\$ 200	\$ 200	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 400
<b>SOURCES (dollars in \$000)</b>										
Street Maintenance			200	200		100		100		400
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 200	\$ 200	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 400

LED STREETLIGHT RETROFIT—VARIOUS LOCATIONS

PUBLIC WORKS



**Project Title: LED Streetlight Retrofit**

**C16501412**

**PROJECT PURPOSE AND DESCRIPTION**

The City recently retrofitted many of our street lights with more energy efficient LED lamps. This project will continue the retrofit program by replacing the street lights at the City’s intersections. Funding for FY 15/16 is through PG&E’s “on-bill financing”, a loan to be repaid through the energy savings and will replace approximately 740 additional streetlights. Staff is planning a second phase in FY 17/18 to complete the remaining city-wide retrofits.

**FINANCIAL OVERVIEW**

C16501412

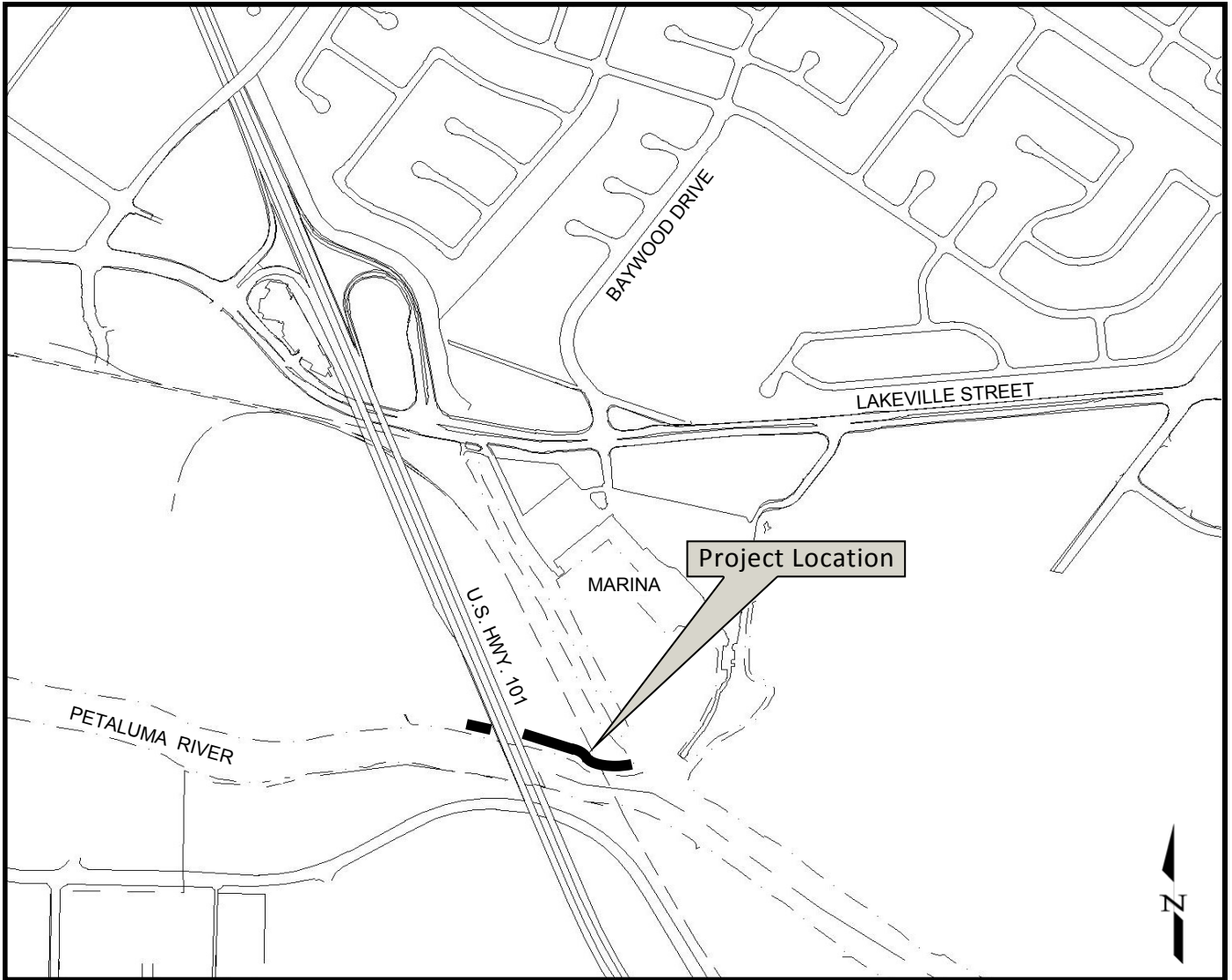
	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental		1		1		2				3
Land & Easements				-						-
Design	1	3	1	5		50				55
Legal Services				-						-
Administration				-						-
Construction Contracts			249	249		1,500				1,749
Construction Mgmt		1	5	6		150				156
Contingency				-		150				150
CIP Overheads			1	1		50				51
<b>TOTAL USES</b>	<b>\$ 1</b>	<b>\$ 5</b>	<b>\$ 256</b>	<b>\$ 262</b>	<b>\$ -</b>	<b>\$ 1,902</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,164</b>

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

Street Maintenance	1	5	6	12						12
Interfund Loan				-		1,902				1,902
PG&E Loan			250	250						250
<b>TOTAL FUNDS</b>	<b>\$ 1</b>	<b>\$ 5</b>	<b>\$ 256</b>	<b>\$ 262</b>	<b>\$ -</b>	<b>\$ 1,902</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,164</b>

RIVERTRAIL—101 /CROSSING

PUBLIC WORKS





**Project Title: Rivertrail – 101/Crossing**

**C16101519**

**PROJECT PURPOSE AND DESCRIPTION**

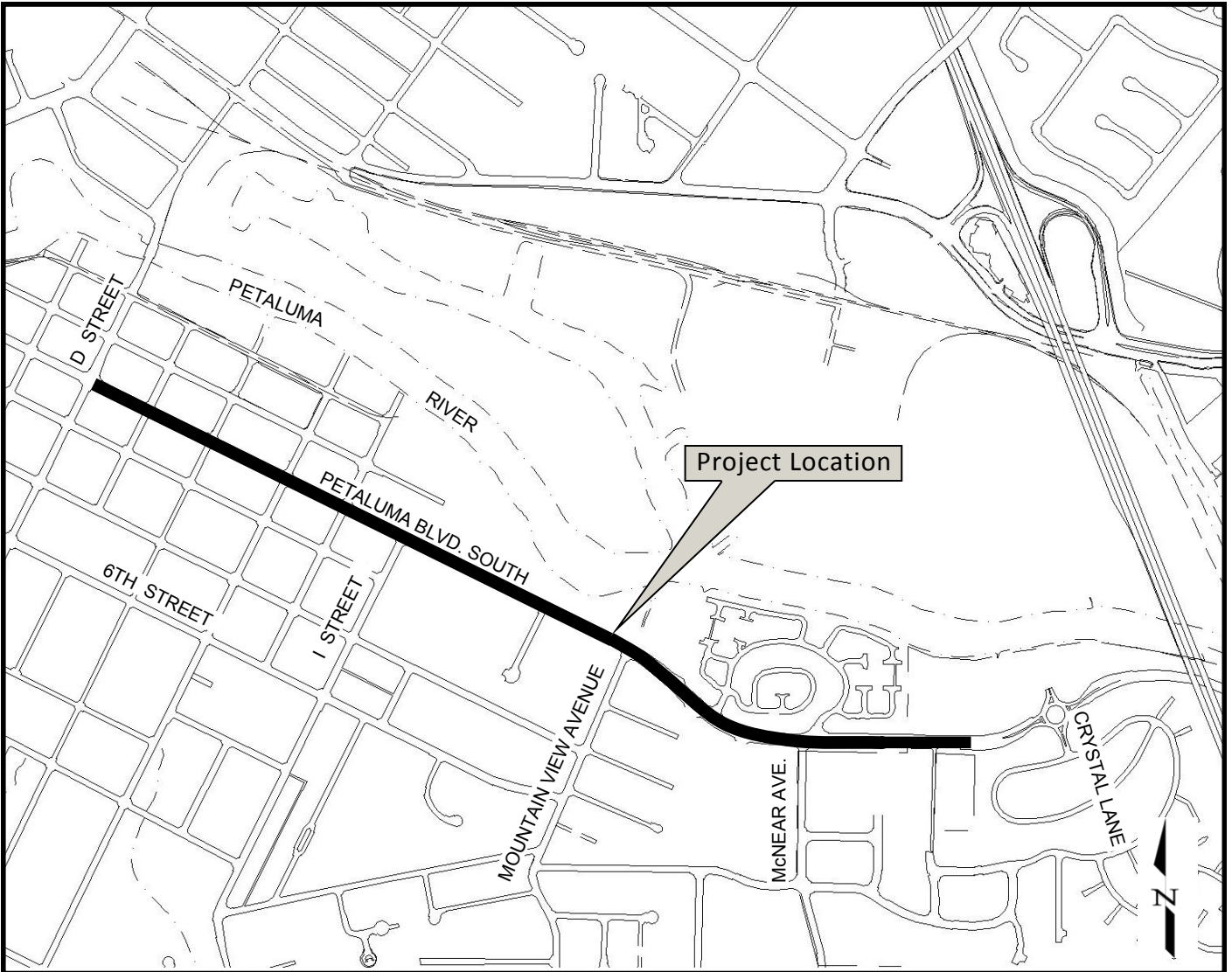
The purpose of this project is to design and construct a critical piece of the Rivertrail crossing under Hwy 101 and across the SMART tracks. This segment, when complete, will connect the trail to Alman Marsh through the Marina to Hopper Street which ultimately leads to downtown. The path will allow cyclists and pedestrians an alternative to traveling along Lakeville Highway.

**FINANCIAL OVERVIEW**

C16101519	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-		10	10	39		70			119
Land & Easements			-	-			10			10
Design			-	-			150			150
Legal Services			-	-	-		10			10
Administration			-	-	-					-
Construction Contracts			-	-	-			2,200		2,200
Construction Mgmt			-	-	-			100		100
Contingency			-	-	-			200		200
CIP Overheads			-	-	1		24	50		75
<b>TOTAL USES</b>	<b>\$ -</b>		<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 40</b>	<b>\$ -</b>	<b>\$ 264</b>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>\$ 2,864</b>
<b>SOURCES (dollars in \$000)</b>										
Developer Contributions			10	10	40					50
Undetermined				-			264	2,550		2,814
<b>TOTAL FUNDS</b>	<b>\$ -</b>		<b>\$ 10</b>	<b>\$ 10</b>	<b>\$ 40</b>	<b>\$ -</b>	<b>\$ 264</b>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>\$ 2,864</b>

ROAD DIET EXTENSION PETALUMA BLVD. S.

PUBLIC WORKS



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

**C16101601**

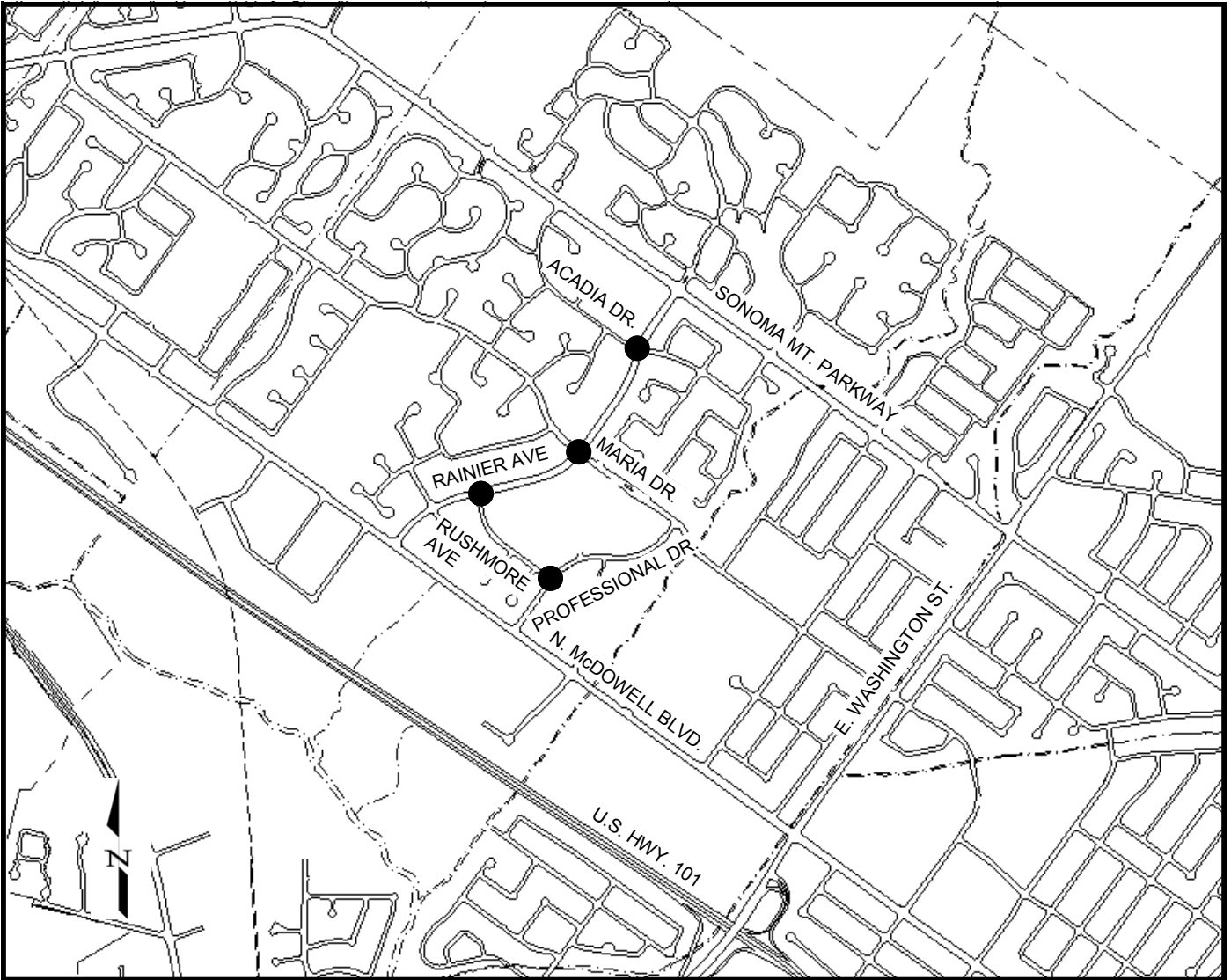
**PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is to reconfigure the current 4-through lanes to 2-through lanes and one 2-way left turn lane to Crystal Lane (Roundabout), in order to provide adequately sized driving and parking lanes. This will improve safety for all modes of transportation and encourage more bicycle and pedestrian use. The project will include reconstruction of the roadway, bicycle facilities, sidewalk and ADA improvements.

**FINANCIAL OVERVIEW**

C16101601	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-		60				60
Land & Easements				-						-
Design				-	10	235				245
Legal Services				-						-
Administration				-						-
Construction Contracts				-			2,460			2,460
Construction Mgmt				-			125			125
Contingency				-			245			245
CIP Overheads				-	1	6	68			75
<b>TOTAL USES</b>	\$ -		\$ -	\$ -	\$ 11	\$ 301	\$ 2,898	\$ -	\$ -	\$ 3,210
<b>SOURCES (dollars in \$000)</b>										
Street Maintenance				-	11	41	393			445
One Bay Area Grant (OBAG)				-		260	2,505			2,765
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ -	\$ 11	\$ 301	\$ 2,898	\$ -	\$ -	\$ 3,210

DEER CREEK IMPROVEMENTS RUSHMORE AND RAINIER AVE CROSSWALK/ADA PUBLIC WORKS



● PROJECT LOCATIONS

**Project Title: Deer Creek Improvements  
 Rushmore and Rainier Ave Crosswalk/ADA**

**C16101721**

**PROJECT PURPOSE AND DESCRIPTION**

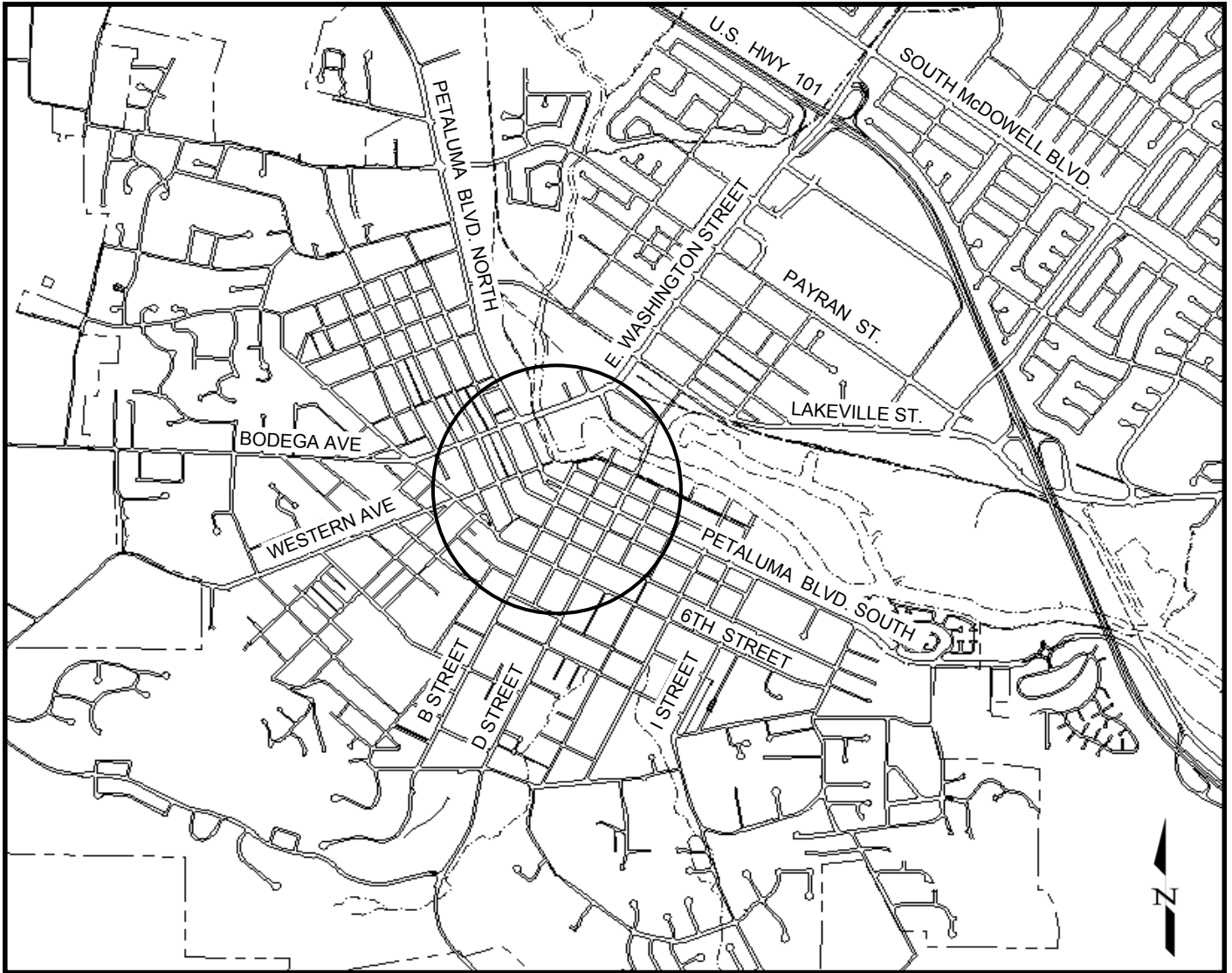
As per agreement with the City, the Deer Creek Village development will fund improvements to calm traffic and improve pedestrian crossings at several locations near the development.

**FINANCIAL OVERVIEW**

C16101721	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	1	-				1
Land & Easements				-						-
Design				-	2					2
Legal Services				-						-
Administration				-	1					1
Construction Contracts				-	71					71
Construction Mgmt				-	5					5
Contingency				-						-
CIP Overheads				-						-
<b>TOTAL USES</b>	\$ -		\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ 80
<b>SOURCES (dollars in \$000)</b>										
Developer Contributions			80	80						80
<b>TOTAL FUNDS</b>	\$ -		\$ 80	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80

**DOWNTOWN PEDESTRIAN ACCESS UPGRADES**

**PUBLIC WORKS**



○ PROJECT LOCATIONS

**Project Title: Downtown Pedestrian ADA Improvements**

**C16501602**

**PROJECT PURPOSE AND DESCRIPTION**

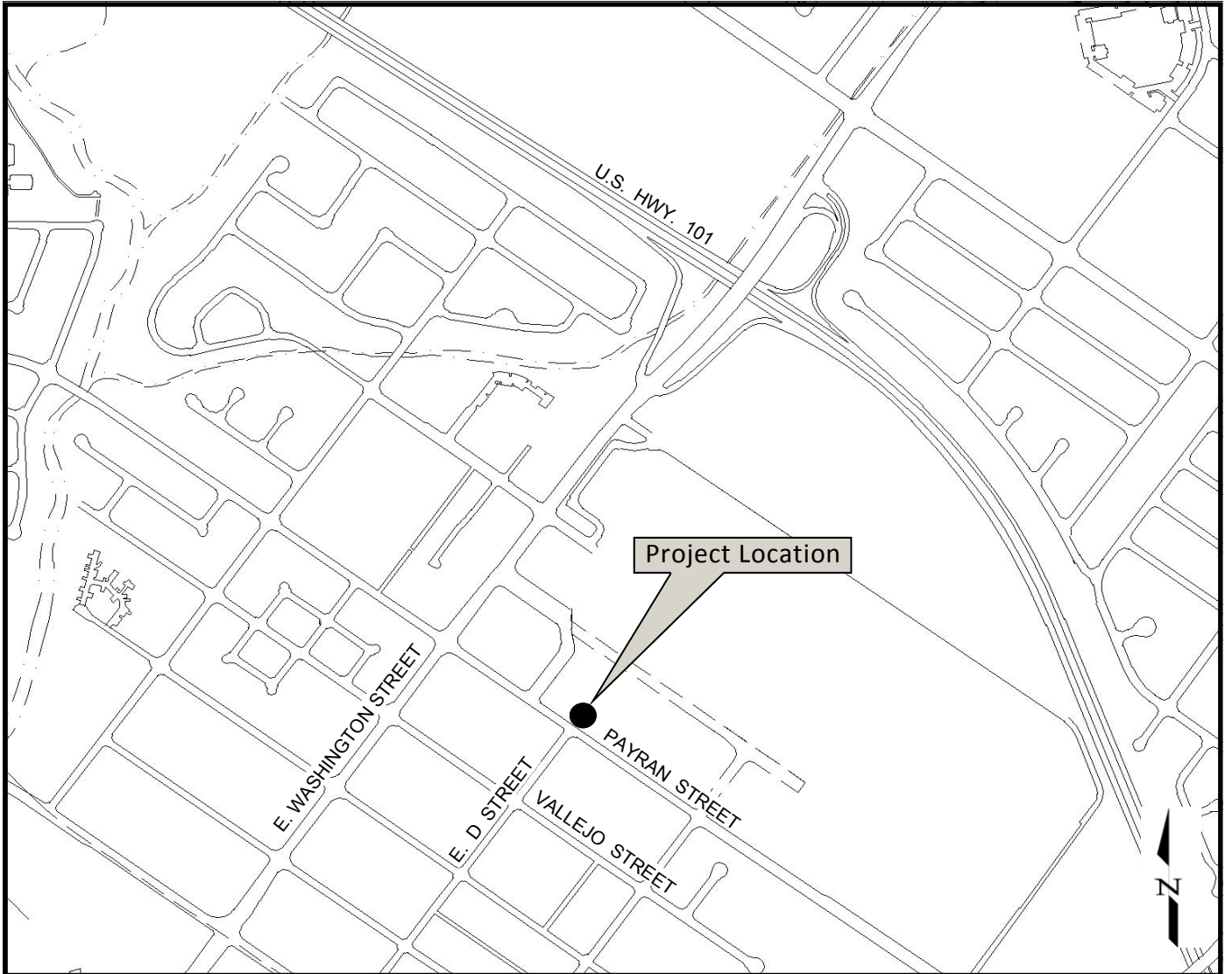
The City will be upgrading curb ramps, sidewalks, and other facilities in the downtown area to meet current American's with Disabilities Act standards. The work will be ongoing over many years as funding allows, and is recommended for funding during the current CIP period using TOT funds.

**FINANCIAL OVERVIEW**

C16501602	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-		-				-
Land & Easements				-						-
Design				-	20		20		20	60
Legal Services				-						-
Administration				-						-
Construction Contracts			250	250	75		200		200	725
Construction Mgmt				-	14		14		14	42
Contingency			25	25	14		14		14	67
CIP Overheads				-	2		2		2	6
<b>TOTAL USES</b>	\$ -		\$ 275	\$ 275	\$ 125	\$ -	\$ 250	\$ -	\$ 250	\$ 900
<b>SOURCES (dollars in \$000)</b>										
Transient Occupancy Tax				-	125		250		250	625
General Fund			275	275						275
<b>TOTAL FUNDS</b>	\$ -		\$ 275	\$ 275	\$ 125	\$ -	\$ 250	\$ -	\$ 250	\$ 900

PAYRAN U S T

PUBLIC WORKS





**Project Title: Payran UST**

**e16082012**

**PROJECT PURPOSE AND DESCRIPTION**

301 Payran Street is the former site of a City Fire station and an underground storage tank (UST). The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation and monitoring of the site until allowed to be closed by the County. The majority of City costs to date have been reimbursed by the State UST Clean-up Fund. However, the City will soon reach the maximum allowable reimbursement from the state and may not be allowed to close the site.

**FINANCIAL OVERVIEW**

e16082012

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	14			14						14
Land & Easements				-						-
Design	367	7	14	388	38					426
Legal Services	1			1						1
Administration	1			1						1
Construction Contracts	399			399		300				699
Construction Mgmt	18			18						18
Contingency				-						-
CIP Overheads				-						-
<b>TOTAL USES</b>	<b>\$ 800</b>	<b>\$ 7</b>	<b>\$ 14</b>	<b>\$ 821</b>	<b>\$ 38</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,159</b>

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

State UST Clean-up Fund	709			709						709
Successor Agency - PCDC	50			50						50
Interfund Loan	9		14	23	77					100
Undetermined				-		300				300
<b>TOTAL FUNDS</b>	<b>\$ 768</b>		<b>\$ 14</b>	<b>\$ 782</b>	<b>\$ 77</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,159</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 may 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. If the City of Petaluma performs the repair work and if 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 with a maximum term of 3 years and a minimum monthly payment of \$100. Seed money for this project is provided from Risk reserves.

**FINANCIAL OVERVIEW**

e16101718

	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design				-						-
Legal Services				-						-
Administration				-						-
Construction Contracts				-	30					30
Construction Mgmt				-						-
Contingency				-						-
CIP Overheads				-						-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 30
<b>SOURCES (dollars in \$000)</b>										
Charges for Services - 45610					30					30
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 30

# RECYCLED WATER PROJECTS FY 2016-2017

**RECYCLED WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17**

**PROJECT SUMMARY**

Fund 6690.66900

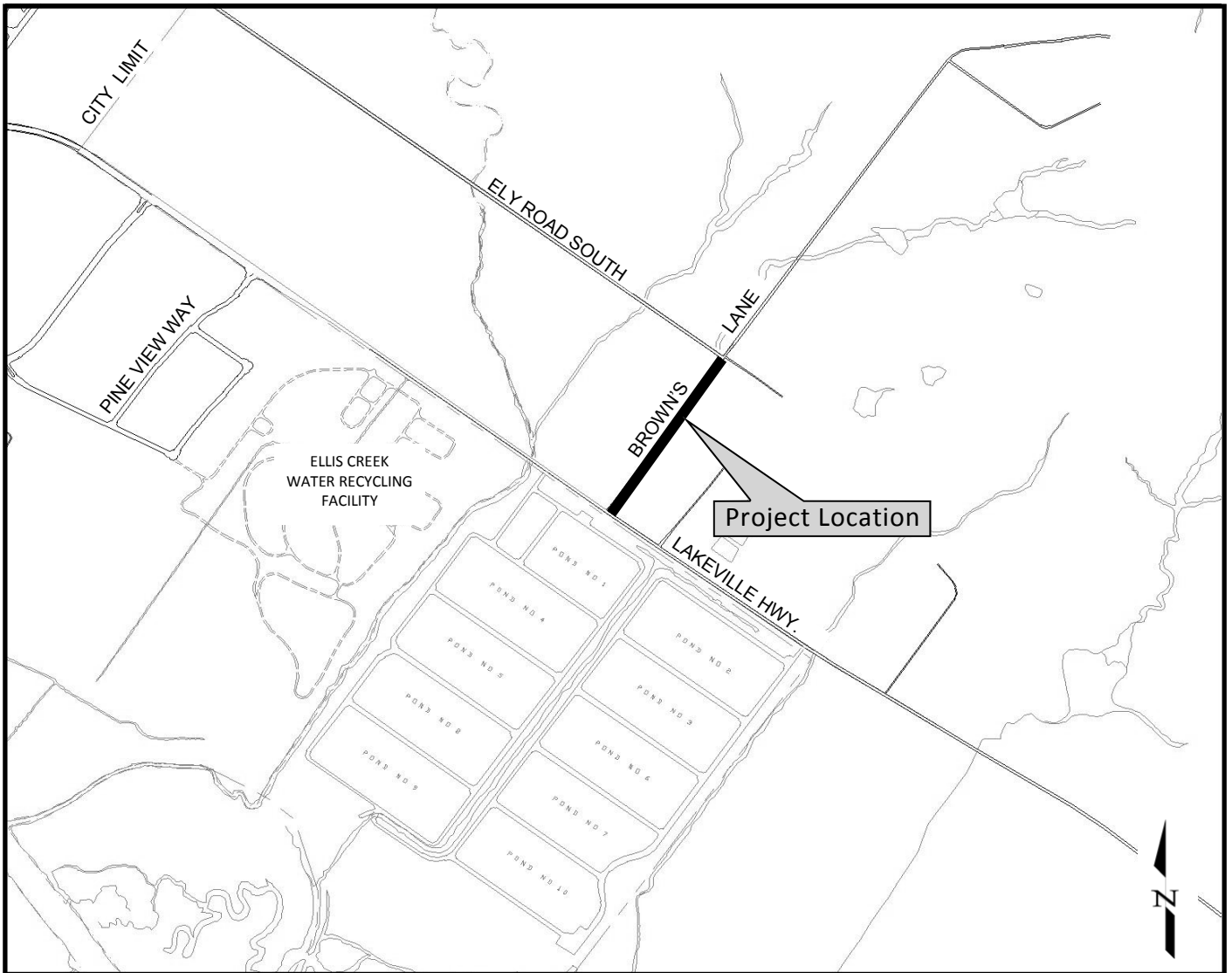
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C66401301 Brown's Lane Recycled Water Main Replacement	\$ 75	\$ 1,312	\$ 439	\$ -	\$ -	\$ -	\$ -	1,826
C66401415 Recycled Water System Extension-Prop 1A/Sonoma Mtn Pipeline	44	140	964	1,821	-	-	-	2,969
C66501633 Recycled Water System Extension - Oakmead Business Park Phase 1	-	315	405	-	-	-	-	720
C66401416 Tertiary Filtration System Expansion	-	-	718	6,956	-	-	-	7,674
C66501834 Recycled Water System Extension - Phase 1/Maria Loop	-	-	-	175	1,270	2,530	-	3,975
C66401302 Recycled Water Turnouts Replacement	-	-	-	-	-	388	-	388
<b>TOTAL</b>	\$ 119	\$ 1,767	\$ 2,526	\$ 8,952	\$ 1,270	\$ 2,918	\$ -	\$ 17,552

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

Waste Water Capital Funds	\$ 101	\$ 1,515	\$ 1,352	\$ 3,083	\$ 521	\$ 1,418	\$ -	\$ 7,990
Water Capital Funds	-	140	598	1,125	-	-	-	1,863
Bureau of Reclamation	-	-	-	1,684	312	625	-	2,621
State Prop 1 Grant	-	-	366	3,060	-	-	-	3,426
Private Funding Agreement	-	130	210	-	437	875	-	1,652
<b>TOTAL</b>	\$ 101	\$ 1,785	\$ 2,526	\$ 8,952	\$ 1,270	\$ 2,918	\$ -	\$ 17,552

**BROWN'S LANE RECYCLED WATER MAIN REPLACEMENT**

**RECYCLED WATER**



**Project Title: Brown's Lane Recycled Water Main Replacement**

**C66401301**

**PROJECT PURPOSE AND DESCRIPTION**

This recycled water transmission main was built in 1981 and conveys recycled water from Recycled Water Booster Pump No. 1 on Lakeville Hwy (State Route 116) to Booster Pump Station No. 2 on Brown's Lane. The existing asbestos concrete pipe is old and its joints are subject to acute failure. This project consists of replacing 2000 feet of a high pressure 20" recycled water main on Brown's Lane from Lakeville Hwy to Ely Rd.

**FINANCIAL OVERVIEW**

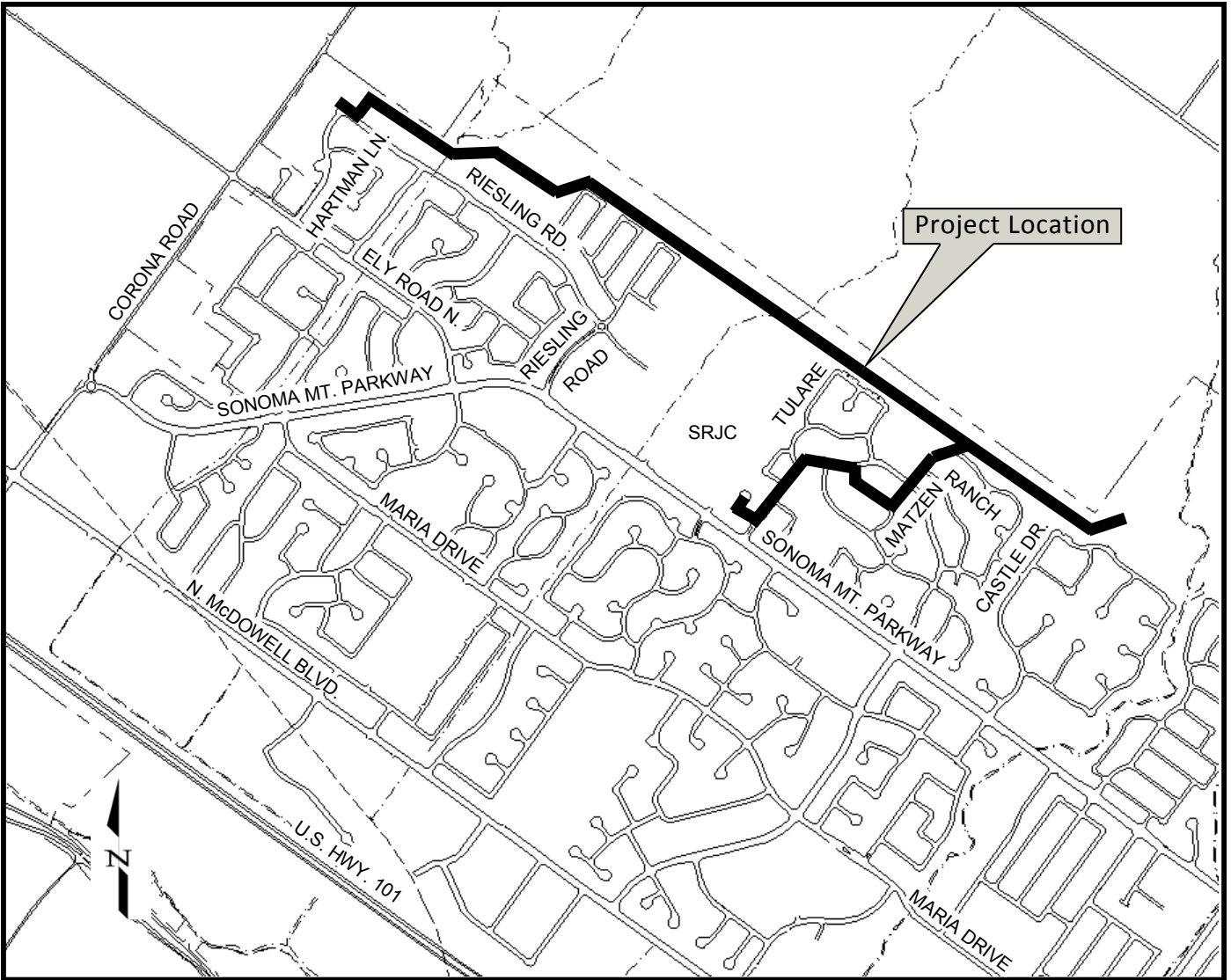
C66401301

USES (dollars in \$000)	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov FY 16	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Planning/Environmental	1		2	3	5					8
Land & Easements				-						-
Design	70	33	5	108	14					122
Legal Services			-	-	4					4
Administration			2	2	6					8
Construction Contracts			900	900	132					1,032
Construction Mgmt		4	76	80	58					138
Contingency			250	250	212					462
CIP Overheads	4		40	44	8					52
<b>TOTAL USES</b>	<b>\$ 75</b>	<b>\$ 37</b>	<b>\$ 1,275</b>	<b>\$ 1,387</b>	<b>\$ 439</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,826</b>

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

Waste Water Capital Funds	57	37	1,293	1,387	439					1,826
<b>TOTAL FUNDS</b>	<b>\$ 57</b>	<b>\$ 37</b>	<b>\$ 1,293</b>	<b>\$ 1,387</b>	<b>\$ 439</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,826</b>

RECYCLED WATER SYSTEM EXTENSION Prop 1A/Sonoma Mountain Pipeline RECYCLED WATER



**Project Title: Recycled Water System Extension  
 Prop 1A/Sonoma Mountain Pipeline**

**C66401415**

**PROJECT PURPOSE AND DESCRIPTION**

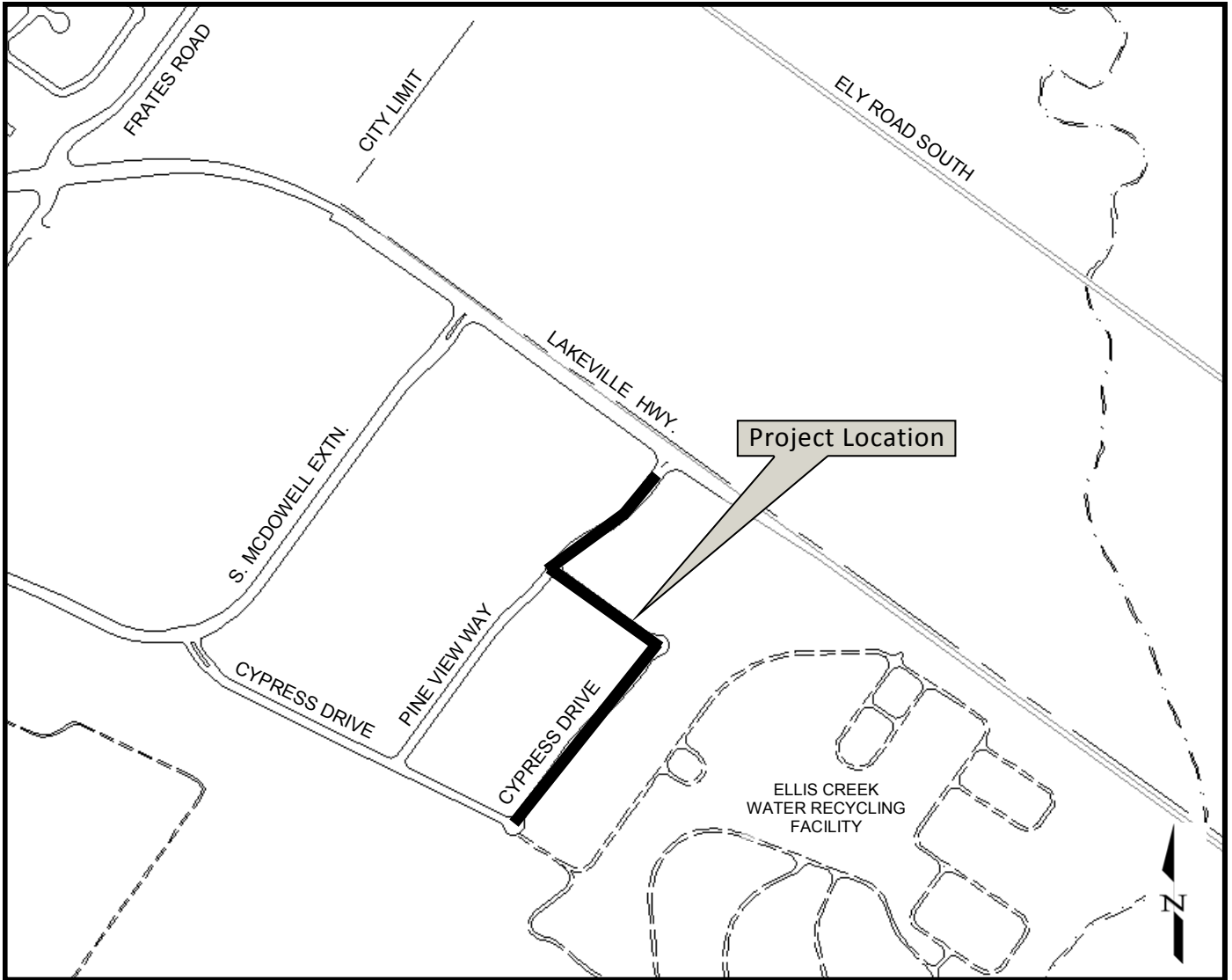
This project is identified in the General Plan as a key component of the City’s water supply plan and includes providing tertiary recycled water for irrigation of parks, golf courses, and open space areas. This project will extend the recycled water to offset potable water to schools, greenbelts, and parks. This phase of work includes extensions across SRJC to Kenilworth Jr. High and Corona Creek Elementary School starting in spring 2017. The construction timing on the extension is constrained by the school summer shutdown. The extensions traverse park fields used by Sonoma Mountain, Kenilworth, and Corona Creek schools.

**FINANCIAL OVERVIEW**

C66401415	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov FY 16	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	3		2	5						5
Land & Easements	1			1						1
Design	29	26	40	95	40					135
Legal Services			1	1	3					4
Administration	1		2	3	7					10
Construction Contracts	1	33	30	64	700	1,400				2,164
Construction Mgmt	6	1	5	12	56	105				173
Contingency				-	140	280				420
CIP Overheads	3			3	18	36				57
<b>TOTAL USES</b>	<b>\$ 44</b>	<b>\$ 60</b>	<b>\$ 80</b>	<b>\$ 184</b>	<b>\$ 964</b>	<b>\$ 1,821</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,969</b>

<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital Funds	44			44						44
Water Capital Funds			140	140	598	1,125				1,863
State Prop 1 Grant					366	696				1,062
<b>TOTAL FUNDS</b>	<b>\$ 44</b>	<b>\$ -</b>	<b>\$ 140</b>	<b>\$ 184</b>	<b>\$ 964</b>	<b>\$ 1,821</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,969</b>

RECYCLED WATER SYSTEM EXTENSION OAKMEAD BUSINESS PARK PHASE 1 RECYCLED WATER





**Project Title: Recycled Water System Extension  
Oakmead Business Park Phase 1**

**C66501633**

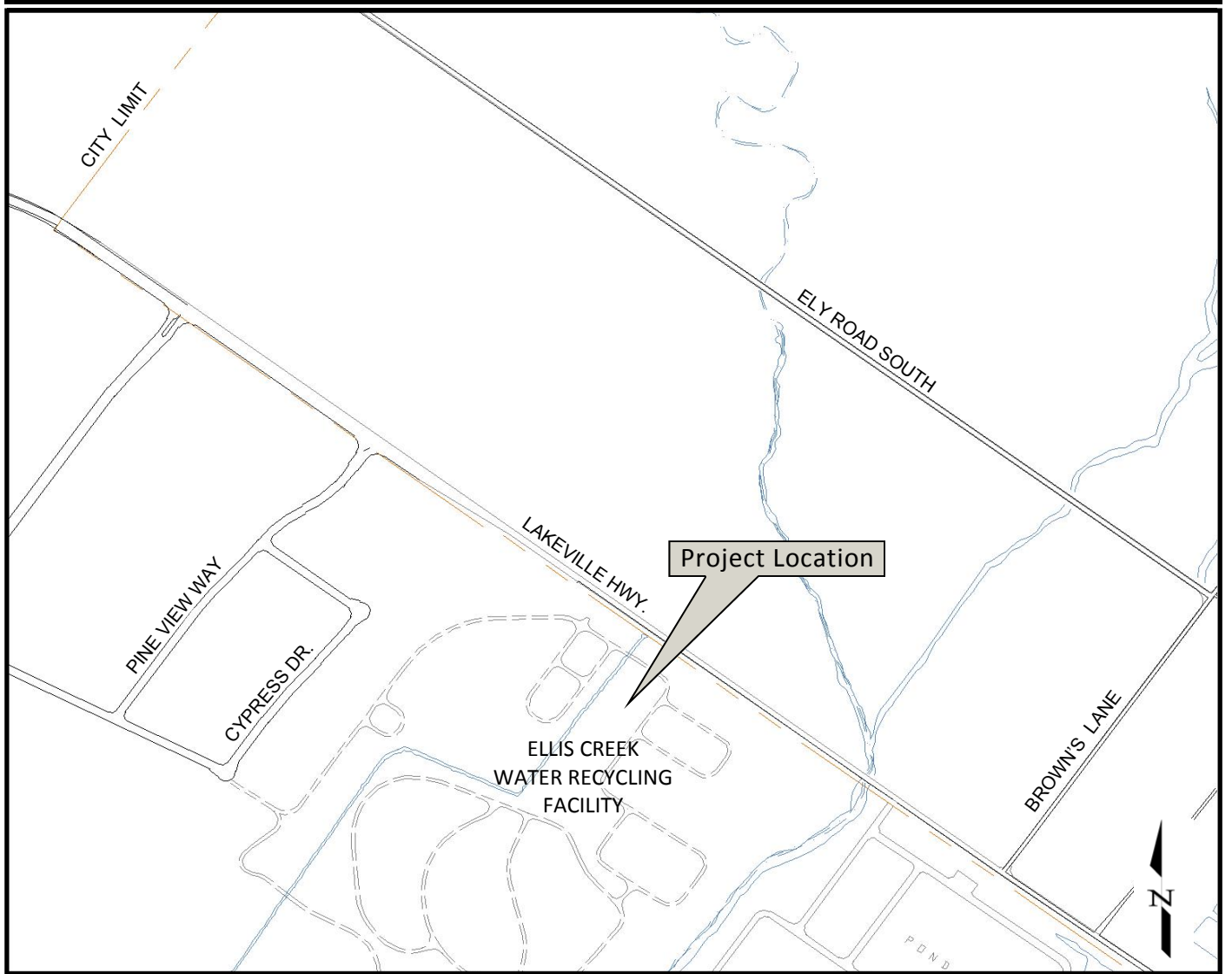
**PROJECT PURPOSE AND DESCRIPTION**

This project is part of the City’s plan to expand the recycled water system to commercial irrigation accounts. The Oakmead Business Park is in close proximity to the Ellis Creek Water Recycling Facility (ECWRF) and has a number of high user irrigation accounts, including Kaiser Permanente. An alignment for the pipeline was chosen to directly connect to Kaiser’s irrigation meters, while still providing access to other commercial irrigation meters within the business park. Kaiser and the City have verbally agreed that Kaiser will provide funding for 65% of the pipeline construction costs, which is the percentage Kaiser’s usage of the recycled water that the pipeline will deliver. The City has agreed to design and manage the construction project, which is scheduled for construction in the summer of 2016.

**FINANCIAL OVERVIEW**

C66501633	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov FY 16	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-		10	10		-				10
Land & Easements				-						-
Design			50	50						50
Legal Services				-						-
Administration				-						-
Construction Contracts			200	200	300					500
Construction Mgmt			25	25	50					75
Contingency			25	25	50					75
CIP Overheads			5	5	5					10
<b>TOTAL USES</b>	-		<b>315</b>	<b>315</b>	<b>405</b>	-	-	-	-	<b>720</b>
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital Funds			185	185	195					380
Private Funding Agreement			130	130	210					340
<b>TOTAL FUNDS</b>	-		<b>315</b>	<b>315</b>	<b>405</b>	-	-	-	-	<b>720</b>

TERTIARY FILTRATION SYSTEM EXPANSION RECYCLED WATER



**Project Title: Tertiary Filtration System Expansion**

**C66401416**

**PROJECT PURPOSE AND DESCRIPTION**

The existing tertiary treatment system at the Ellis Creek Water Recycling Facility can process up to 5.0 MGD of tertiary level recycled water, of which 0.5 MGD is used in-plant. This project will expand the filtration and disinfection capacity of the system used to treat wastewater effluent to produce tertiary recycled water. With the increased demand on the recycled water system for agricultural irrigation, the tertiary system exceeds its capacity during high demand periods. To provide additional recycled water treatment capacity, the City will add a second continuous backwash upflow tertiary filter and add a third ultraviolet (UV) light system in an existing channel constructed for this purpose. The City is seeking grant funding from federal and state sources through a partnership with the North Bay Water Reuse Authority.

**FINANCIAL OVERVIEW**

C66401416

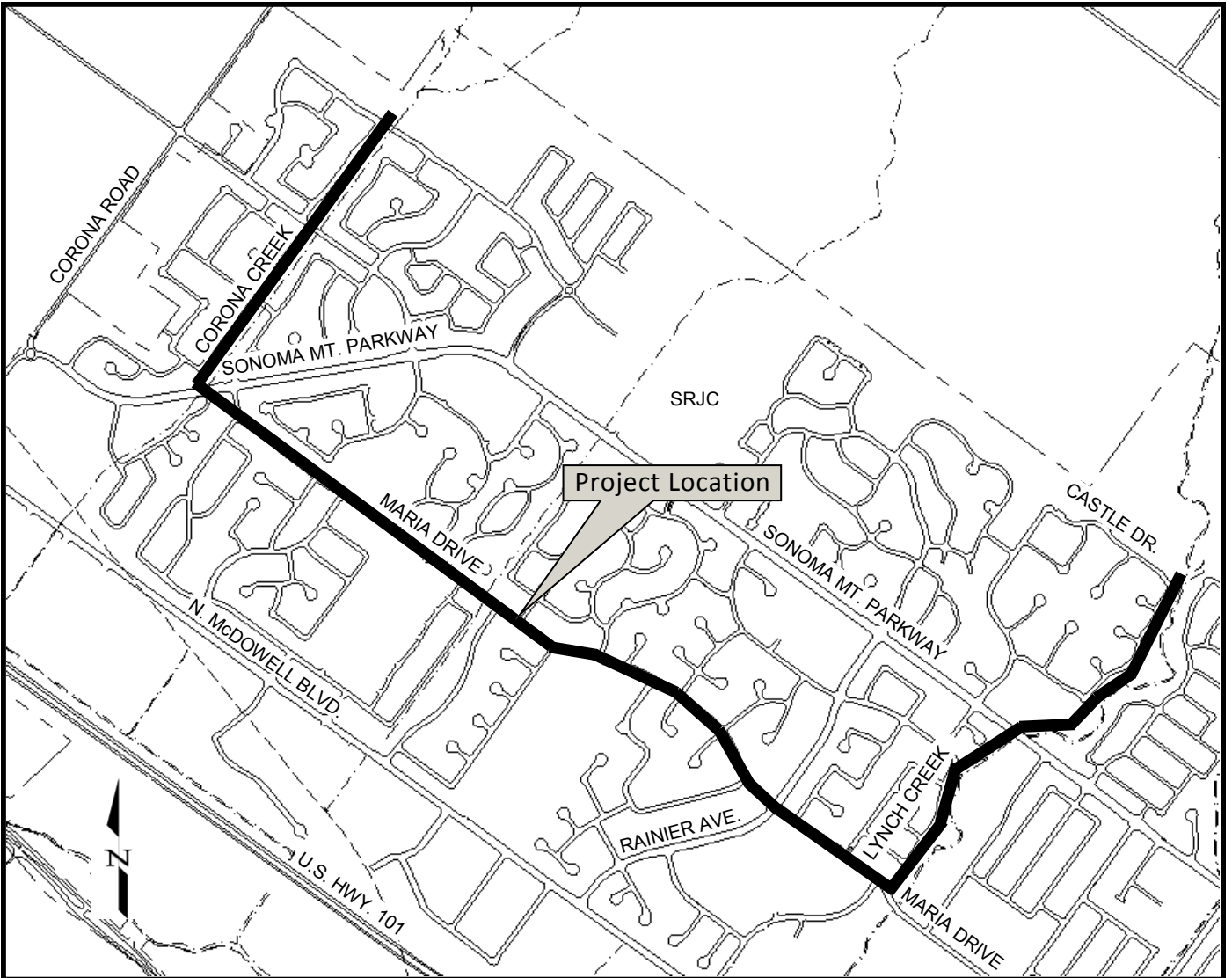
	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov FY 16	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	250					250
Land & Easements				-						-
Design				-	450	50				500
Legal Services				-						-
Administration				-						-
Construction Contracts				-		5,346				5,346
Construction Mgmt				-		590				590
Contingency				-		800				800
CIP Overheads				-	18	170				188
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ 718	\$ 6,956	\$ -	\$ -	\$ -	\$ 7,674

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

Waste Water Capital Funds				-	718	2,908				3,626
Bureau of Reclamation				-		1,684				1,684
State Prop 1 Grant				-		2,364				2,364
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 718	\$ 6,956	\$ -	\$ -	\$ -	\$ 7,674

RECYCLED WATER SYSTEM EXTENSION PHASE 1 / MARIA LOOP

RECYCLED WATER



**Project Title: Recycled Water System Extension  
 Phase 1 / Maria Loop**

**C66501834**

**PROJECT PURPOSE AND DESCRIPTION**

This project is identified as part of Phase 1 of the partnership with the North Bay Water Reuse Authority (NBWRA) to expand the City’s recycled water system. This project will extend the recycled water to offset potable water to schools, greenbelts, and parks. The new pipeline will connect to the Prop 1A/Sonoma Mountain pipeline and create a looped system to increase reliability and efficiency of the system. The pipeline will loop the recycled water system via Maria Drive, and connect to Meadow Elementary and Loma Vista Elementary Schools, as well as various city parks. The construction of the project is dependent on the partnership with NBWRA and the efforts to receive grant funding from Federal and State sources.

**FINANCIAL OVERVIEW**

C66501834

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov FY 16	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-		75				75
Land & Easements				-						-
Design				-		100				100
Legal Services				-			5	5		10
Administration				-			5	5		10
Construction Contracts				-			1,000	2,000		3,000
Construction Mgmt				-			100	200		300
Contingency				-			150	300		450
CIP Overheads				-			10	20		30
<b>TOTAL USES</b>	-		-	-	-	175	1,270	2,530	-	3,975
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital Funds				-		175	521	1,030		1,726
Bureau of Reclamation				-			312	625		937
Private Funding Agreement				-			437	875		1,312
<b>TOTAL FUNDS</b>	-		-	-	-	175	1,270	2,530	-	3,975

**Project Title: Recycled Water Turnouts Replacement**

**C66401302**

**PROJECT PURPOSE AND DESCRIPTION**

The City of Petaluma’s recycled water system was constructed in 1981. It conveys secondary recycled water from the oxidation ponds at Lakeville Highway for irrigation of vineyards, golf courses and other agricultural land, serving over 850 acres. During the dry-weather season the City distributes water to recycled irrigation customers. The existing turnouts are at the end of their useful life having been in service for 30+ years. Maintenance is becoming difficult as parts are no longer available. This project will remove and replace recycled water irrigation turnouts, meter assemblies and their laterals.

**FINANCIAL OVERVIEW**

C66401302

	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov FY 16	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-		-				-
Land & Easements				-				14		14
Design				-				34		34
Legal Services				-		-		-		-
Administration				-				11		11
Construction Contracts				-				232		232
Construction Mgmt				-				36		36
Contingency				-				55		55
CIP Overheads				-				6		6
<b>TOTAL USES</b>	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 388	\$ -	\$ 388

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

Waste Water Capital Funds				-				388		388
<b>TOTAL FUNDS</b>	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 388	\$ -	\$ 388

# SURFACE WATER PROJECTS FY 2016-2017

**SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17  
 PROJECT SUMMARY  
 Fund 3160.31600**

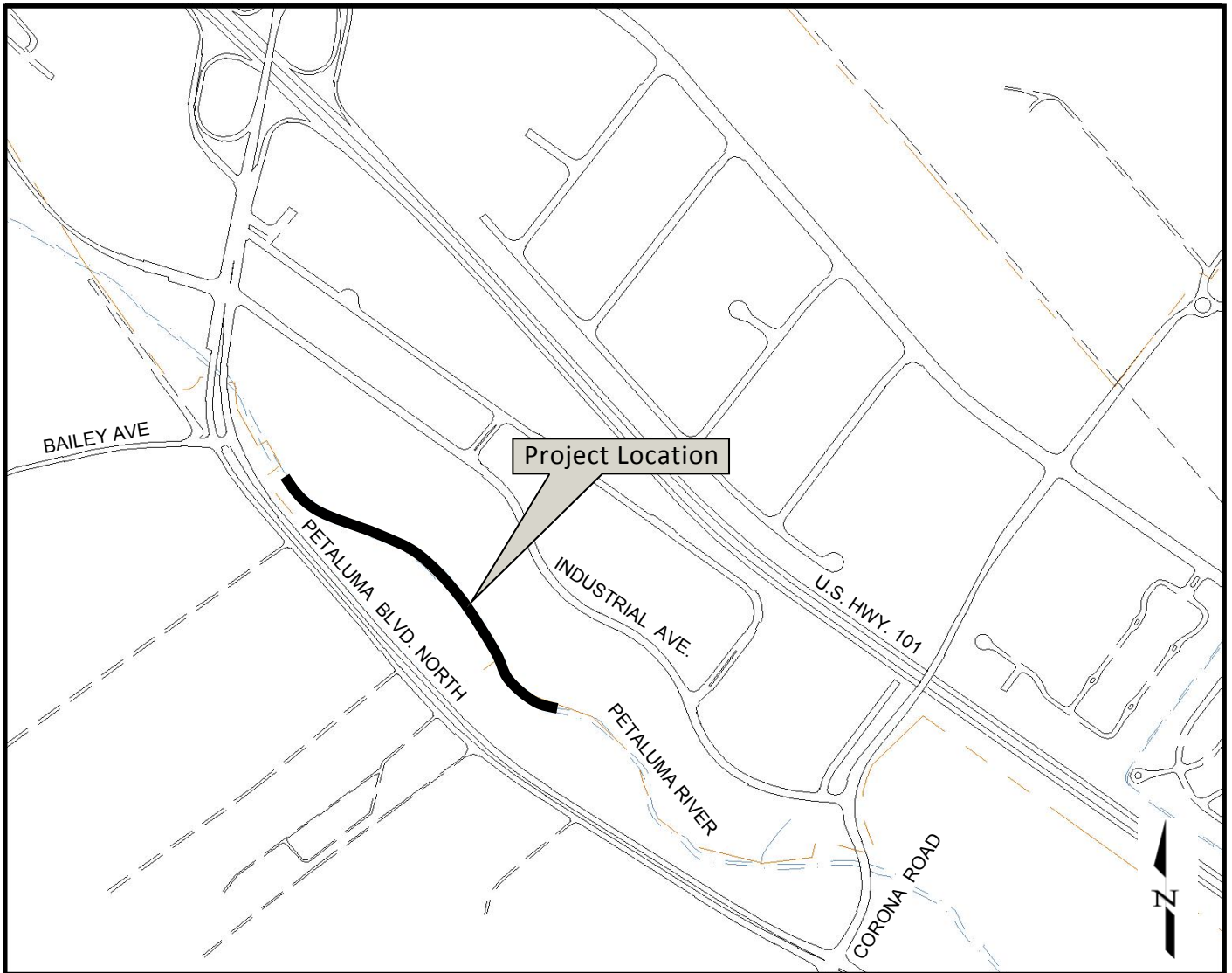
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C00500208 River Plan - Denman Reach Phase 3	\$ 1,207	\$ 113	\$ 1,620	\$ -	\$ -	\$ -	\$ -	\$ 2,940
C16301413 Capri Creek Re-Contouring & Terracing	17	150	973	-	-	-	-	1,140
C16301518 Old Corona Road Water Quality Mitigation Project	1	15	217	949	-	-	-	1,183
C16301417 Washington Creek Repair & Enhancement	-	20	50	105	-	-	-	175
C16301620 Alert2 Stream and Precipitation Gauge Upgrade	-	17	119	15	-	-	-	151
<b>TOTAL</b>	<b>\$ 1,225</b>	<b>\$ 315</b>	<b>\$ 2,979</b>	<b>\$ 1,069</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,589</b>

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

Storm Drainage Impact Fees	\$ 26	\$ 122	\$ 339	\$ 5	\$ -	\$ -	\$ -	\$ 492
State Grants	1,015	-	2,050	15	-	-	-	3,080
SCWA Zone 2A Assessments	145	37	665	100	-	-	-	947
Dept of Water Resources Grant	-	-	993	-	-	-	-	993
Open Space Grant	-	50	-	-	-	-	-	50
Undetermined	-	-	-	5	22	-	-	27
<b>TOTAL</b>	<b>\$ 1,186</b>	<b>\$ 209</b>	<b>\$ 4,047</b>	<b>\$ 125</b>	<b>\$ 22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,589</b>

RIVER PLAN—DENMAN REACH PHASE 3

SURFACE WATER





**Project Title: River Plan - Denman Reach Phase 3**

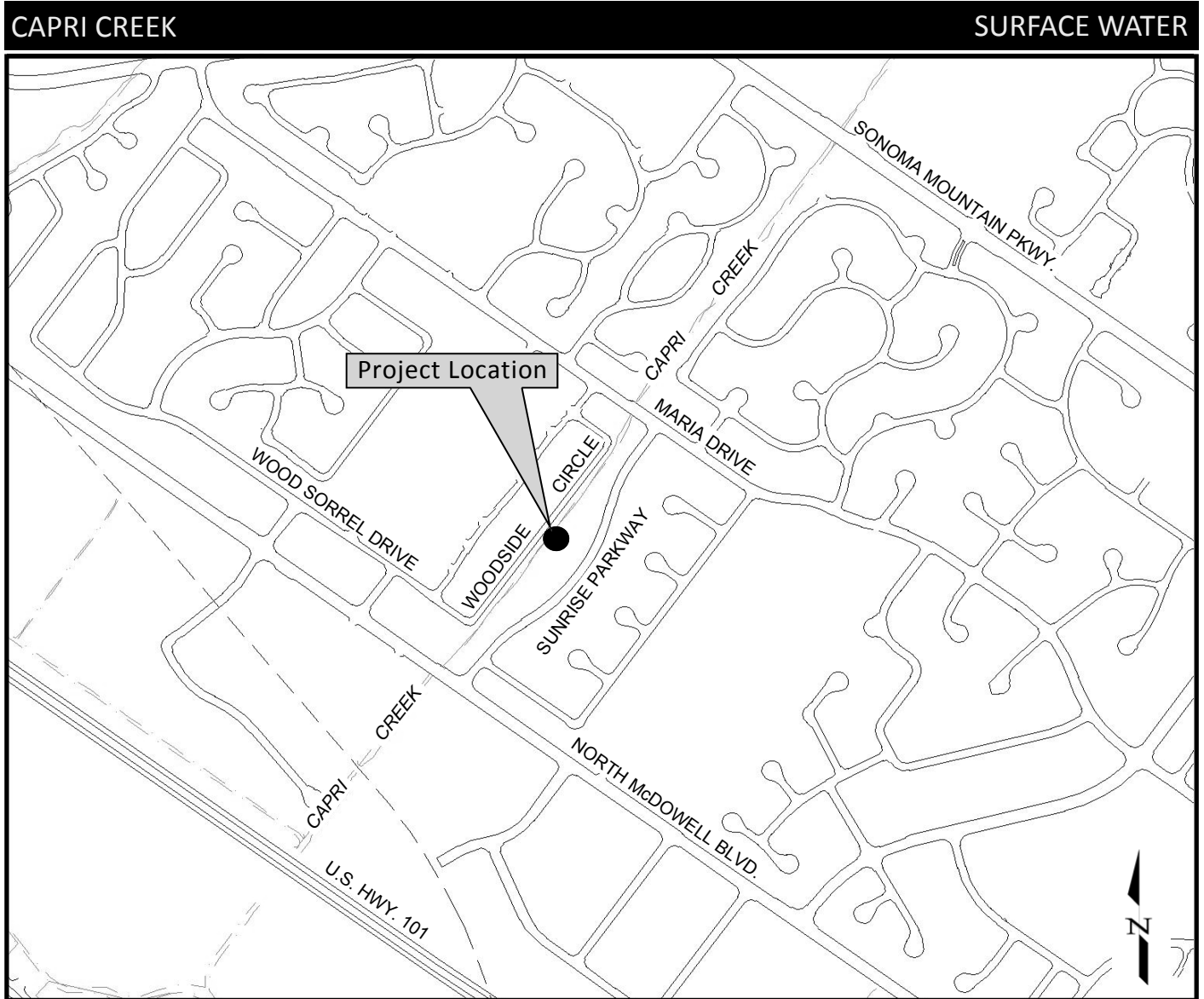
**C00500208**

**PROJECT PURPOSE AND DESCRIPTION**

This project is located along the Petaluma River, upstream of Corona Road within the Denman Reach. The project consists of acquiring properties and obtaining temporary construction and permanent trail easements to allow the excavation of a longitudinal bench along the low-flow channel of the river. The objective is to create a flood terrace and restore the wetland and upland habitat areas upstream of the previously constructed Phase 1 and 2 projects. This will stabilize the existing incised river channel and unstable bank areas, improve hydraulic function, and reduce localized flood levels currently impacting adjacent development in the City and unincorporated areas.

**FINANCIAL OVERVIEW**

C00500208	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	5			5						5
Land & Easements	1,045			1,045						1,045
Design	70	86	30	186						186
Legal Services	2			2	2					4
Administration	1			1						1
Construction Contracts				-	1,373					1,373
Construction Mgmt	78	(13)	10	75	70					145
Contingency				-	137					137
CIP Overheads	6			6	38					44
<b>TOTAL USES</b>	<b>\$ 1,207</b>	<b>\$ 73</b>	<b>\$ 40</b>	<b>\$ 1,320</b>	<b>\$ 1,620</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,940</b>
<b>SOURCES (dollars in \$000)</b>										
Storm Drainage Impact Fees	8		81	89	281					370
State Grants	1,015			1,015						1,015
SCWA Zone 2A Assessments	102			102	410					512
Dept of Water Resources Grant				-	993					993
Open Space Grant			50	50						50
<b>TOTAL FUNDS</b>	<b>\$ 1,125</b>	<b>\$ -</b>	<b>\$ 131</b>	<b>\$ 1,256</b>	<b>\$ 1,684</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,940</b>



**Project Title: Capri Creek Re-contouring and Terracing**

**C16301413**

**PROJECT PURPOSE AND DESCRIPTION**

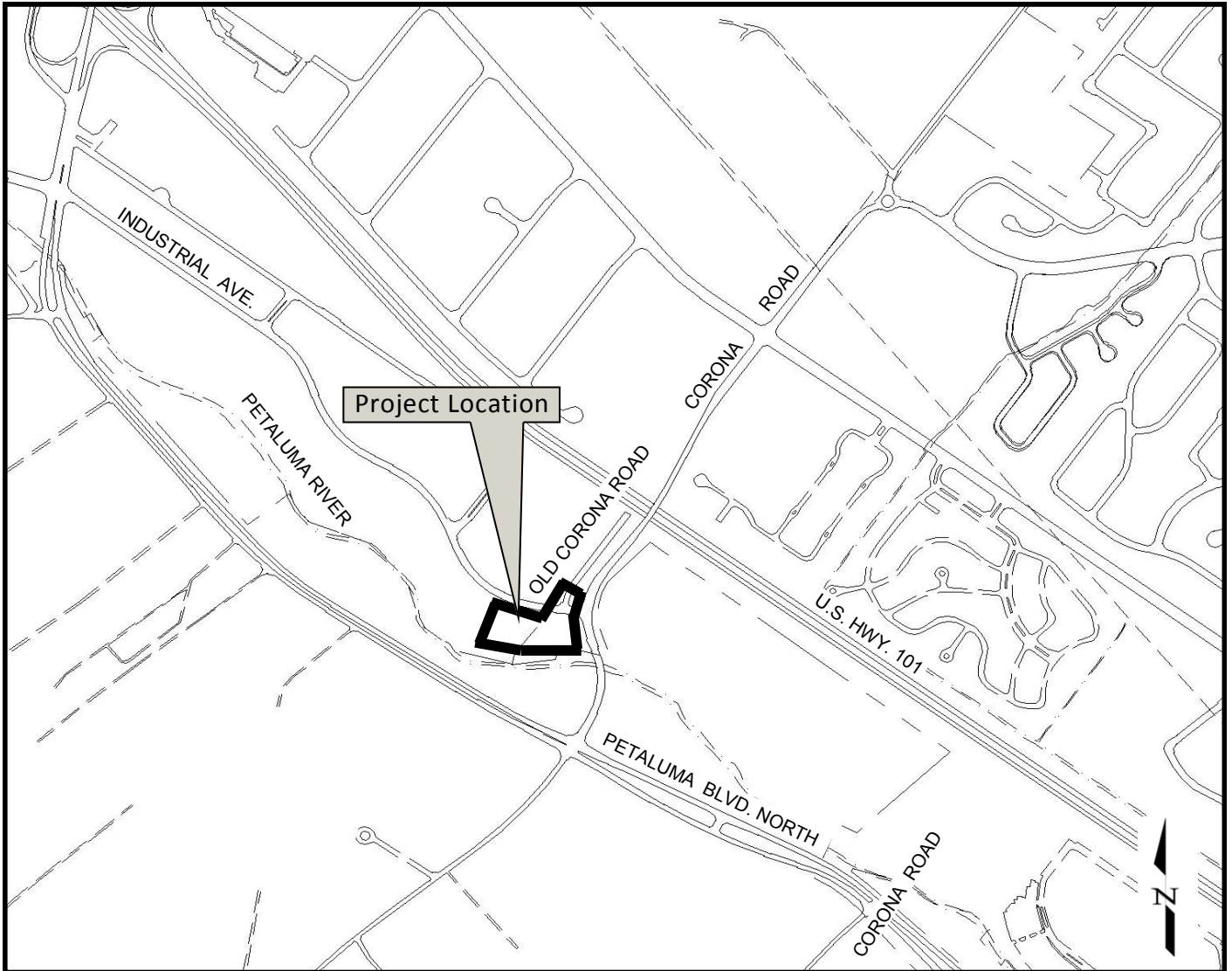
The project will improve channel hydraulic capacity to reduce out of bank flooding and ease of maintenance. The creek will be re-contoured west of Maria Drive to better define low flow channel, create a flood terrace and a sediment/debris removal basin at the downstream inlet. Additionally in-stream habitat structures and plantings of native trees and shrubs will be added along the newly defined riparian corridor. The project will be funded largely through a State grant and Zone 2A funding with additional supplemental funding from Storm Drainage Impact fees.

**FINANCIAL OVERVIEW**

C16301413	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design	16	22	95	133						133
Legal Services				-						-
Administration				-						-
Construction Contracts				-	765					765
Construction Mgmt		12	18	30	70					100
Contingency				-	110					110
CIP Overheads	1		3	4	28					32
<b>TOTAL USES</b>	<b>\$ 17</b>	<b>\$ 34</b>	<b>\$ 116</b>	<b>\$ 167</b>	<b>\$ 973</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,140</b>
<b>SOURCES (dollars in \$000)</b>										
Storm Drainage Impact Fees	17		41	58	40					98
State Grants				-	825					825
SCWA Zone 2A Assessments	43			43	174					217
<b>TOTAL FUNDS</b>	<b>\$ 60</b>	<b>\$ -</b>	<b>\$ 41</b>	<b>\$ 101</b>	<b>\$ 1,039</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,140</b>

OLD CORONA ROAD WATER QUALITY MITIGATION

SURFACE WATER



**Project Title: Old Corona Road Water Quality Mitigation**

**C16301518**

**PROJECT PURPOSE AND DESCRIPTION**

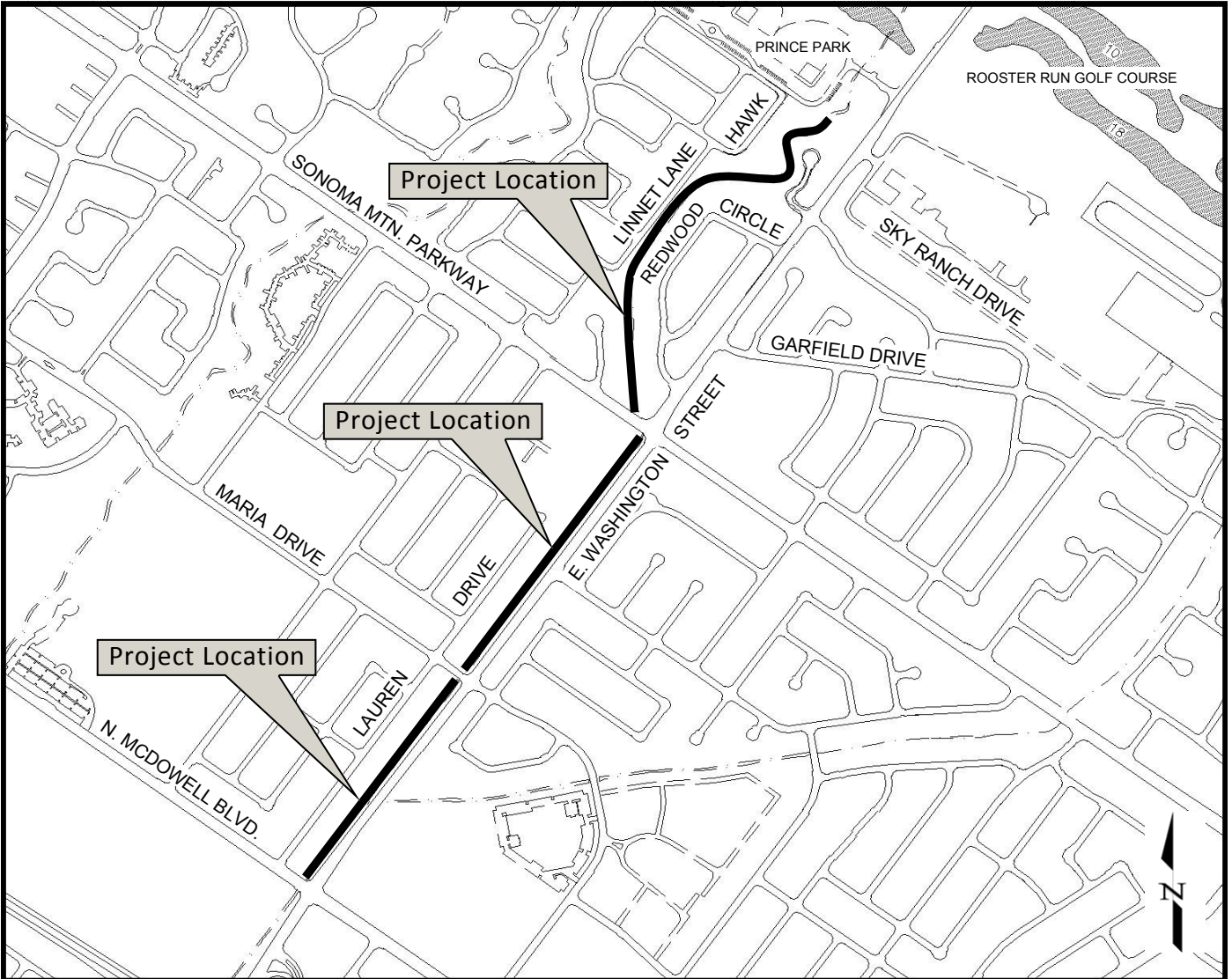
This project will improve the water filtration and carrying capacity of an existing roadside open ditch adjacent to Old Corona Road. The ditch receives surface water flows from Highway 101 for a distance of 550 linear feet and approximately 25-30' in width. At the downstream end of the roadside open ditch the low flow will be diverted to two bio-retention basins for further water quality improvement prior to discharge to the Petaluma River. This project is fully funded by Caltrans as a mitigation measure to upstream impacts caused by the 101 widening project.

**FINANCIAL OVERVIEW**

C16301518	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	1			1	40	-				41
Land & Easements				-						-
Design			15	15	172					187
Legal Services				-						-
Administration				-						-
Construction Contracts				-		745				745
Construction Mgmt				-		70				70
Contingency				-		112				112
CIP Overheads			0	0	5	22				28
<b>TOTAL USES</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 15</b>	<b>\$ 16</b>	<b>\$ 217</b>	<b>\$ 949</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,183</b>
<b>SOURCES (dollars in \$000)</b>										
Storm Drainage Impact Fees	1			1						1
Caltrans Co-op Agreement				-	1,155					1,155
Undetermined				-		5	22			27
<b>TOTAL FUNDS</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1,155</b>	<b>\$ 5</b>	<b>\$ 22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,183</b>

WASHINGTON CREEK REPAIR

SURFACE WATER



**Project Title: Washington Creek Repair & Enhancement**

**C16301417**

**PROJECT PURPOSE AND DESCRIPTION**

The project includes bank repair and native riparian plantings on Washington Creek starting at N. McDowell Blvd. meandering upstream through subdivisions to Prince Park. This includes environmental analysis, permitting, design and construction.

**FINANCIAL OVERVIEW**

C16301417

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental			20	20	15					35
Land & Easements				-						-
Design				-	35					35
Legal Services				-						-
Administration				-						-
Construction Contracts				-		100				100
Construction Mgmt				-		5				5
Contingency				-						-
CIP Overheads				-						-
<b>TOTAL USES</b>	\$ -	\$ -	\$ 20	\$ 20	\$ 50	\$ 105	\$ -	\$ -	\$ -	\$ 175
<b>SOURCES (dollars in \$000)</b>										
Storm Drainage Impact Fees				-	5	5				10
SCWA Zone 2A Assessments			20	20	45	100				165
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 20	\$ 20	\$ 50	\$ 105	\$ -	\$ -	\$ -	\$ 175

**Project Title: Alert2 Stream and Precipitation Gauge Upgrade**

**C16301620**

**PROJECT PURPOSE AND DESCRIPTION**

The project will update the City's flood alert system and enhance the City's ability to ensure the safety of the residents and protect public services and critical facilities. The City of Petaluma currently operates a very dated flood alert system, which depends on a good deal of field inspection and flood depth measurements during storm events. The ALERT2 system upgrade will include two base stations and an upgrade to all 25 existing gauges. The upgrade will bring a substantial increase in performance and reliability of the critical flood warning system to Petaluma and facilitate communication throughout the area. In addition to equipment upgrades, the City will update the Flood Safety Plan in accordance with Water Code 9650.

**FINANCIAL OVERVIEW**

C16301620

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-						-
Land & Easements				-						-
Design				-	6					6
Legal Services				-						-
Administration				-						-
Construction Contracts			17	17	95					112
Construction Mgmt				-	15	15				30
Contingency				-						-
CIP Overheads				-	3					3
<b>TOTAL USES</b>	\$ -	\$ -	\$ 17	\$ 17	\$ 119	\$ 15	\$ -	\$ -	\$ -	\$ 151
<b>SOURCES (dollars in \$000)</b>										
Storm Drainage Impact Fees				-	13					13
State Grants				-	70	15				85
SCWA Zone 2A Assessments			17	17	36					53
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 17	\$ 17	\$ 119	\$ 15	\$ -	\$ -	\$ -	\$ 151



# TRANSIT PROJECTS FY 2016-2017

**TRANSIT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17  
 PROJECT SUMMARY  
 Fund 6590.65999**

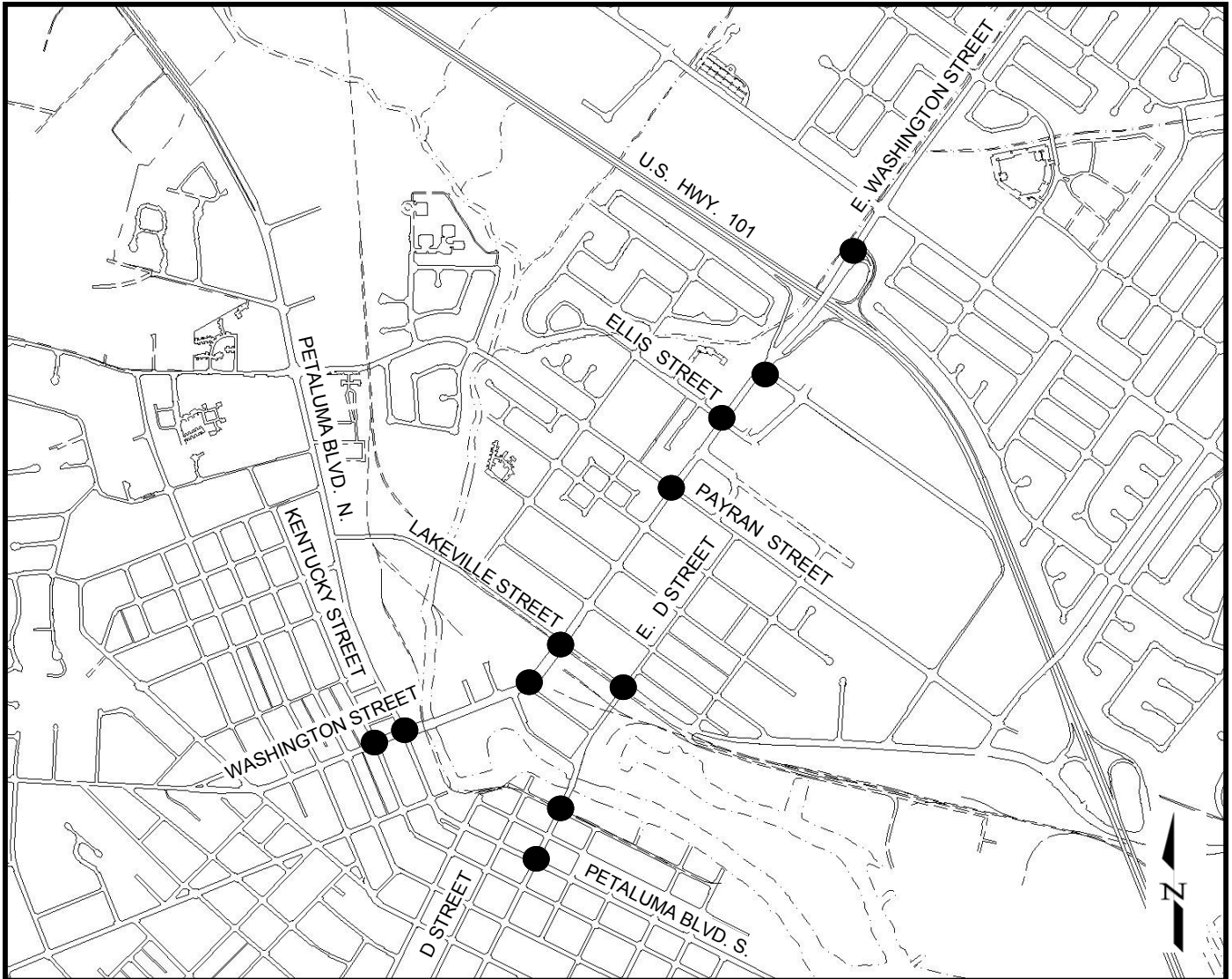
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C65501604 Transit Signal Priority - Phase II	-	-	168	-	-	-	-	168
C65201606 Transit Facility Rehab Phase II	-	10	175	-	93	-	-	278
C65101705 Bus Pullout East D St. and Lakeville	-	-	80	-	-	-	-	80
C65101807 Transit Signal Priority Phase III	-	-	-	108	-	-	-	108
C65202108 Transit Admin Bldg Roof	-	-	-	-	-	-	72	72
<b>TOTAL</b>	\$ -	\$ 10	\$ 423	\$ 108	\$ 93	\$ -	\$ 72	\$ 706

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

TDA Transit Capital funds	\$ -	\$ 10	\$ 180	\$ -	\$ 17	\$ -	\$ -	\$ 207
Federal Transit Administration	-	-	75	-	76	-	-	151
MTC Transit Performance Incentive	-	-	136	91	-	-	-	227
Traffic Mitigation Impact Fees	-	-	32	17	-	-	-	49
Undetermined	-	-	-	-	-	-	72	72
<b>TOTAL</b>	\$ -	\$ 10	\$ 423	\$ 108	\$ 93	\$ -	\$ 72	\$ 706

TRANSIT SIGNAL PRIORITY - E. WASHINGTON & LAKEVILLE CORRIDORS

TRANSIT



● PROJECT LOCATIONS

**Project Title: Transit Signal Priority – Phase II  
 E. Washington & Lakeville Corridors**

**C65501604**

**PROJECT PURPOSE AND DESCRIPTION**

The second phase of the Transit Signal Priority (TSP) project will involve replacing the City’s aging TSP detection equipment in the E. Washington and Lakeville corridors and controller equipment at each intersection. Because many of the controllers and detectors around the community are reaching the end of their useful lives, the project will provide great benefit by upgrading key equipment. The intersection detection equipment will interface with the Fire Department and Petaluma Transit fixed route buses. A central managerial monitoring and reporting software package has been obtained to evaluate the system’s performance. The first phase of this project replaced the TSP detection equipment on McDowell Blvd.

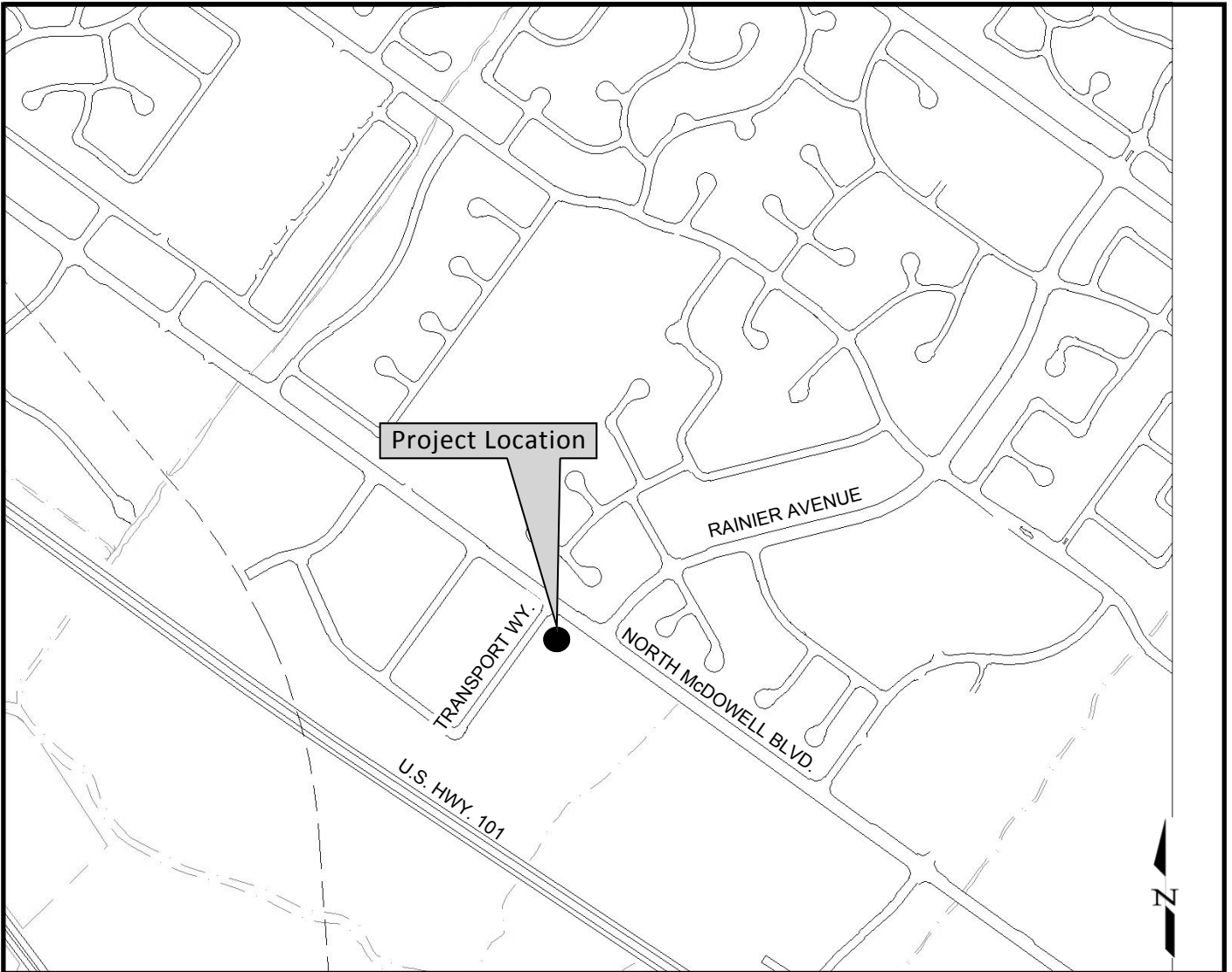
**FINANCIAL OVERVIEW**

C65501604

	BUDGET	Expenses and Funds Received					BUDGET				
	Life to Date Budget thru FY 16	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
							FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>											
Planning/Environmental	-				-						-
Land & Easements	-				-						-
Design	51				-	41					41
Legal Services	-				-						-
Administration	-				-						-
Construction Contracts	84				-	100					100
Construction Mgmt	-				-						-
Contingency	17				-	11					11
CIP Overheads	16				-	16					16
<b>TOTAL USES</b>	<b>168</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168</b>
<b>SOURCES (dollars in \$000)</b>											
MTC Transit Performance Incentive	136				-	136					136
Traffic Mitigation Impact Fees	32				-	32					32
<b>TOTAL FUNDS</b>	<b>168</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168</b>

TRANSIT FACILITY

TRANSIT



**Project Title: Transit Facility Rehabilitation Phase II**

**C65201606**

**PROJECT PURPOSE AND DESCRIPTION**

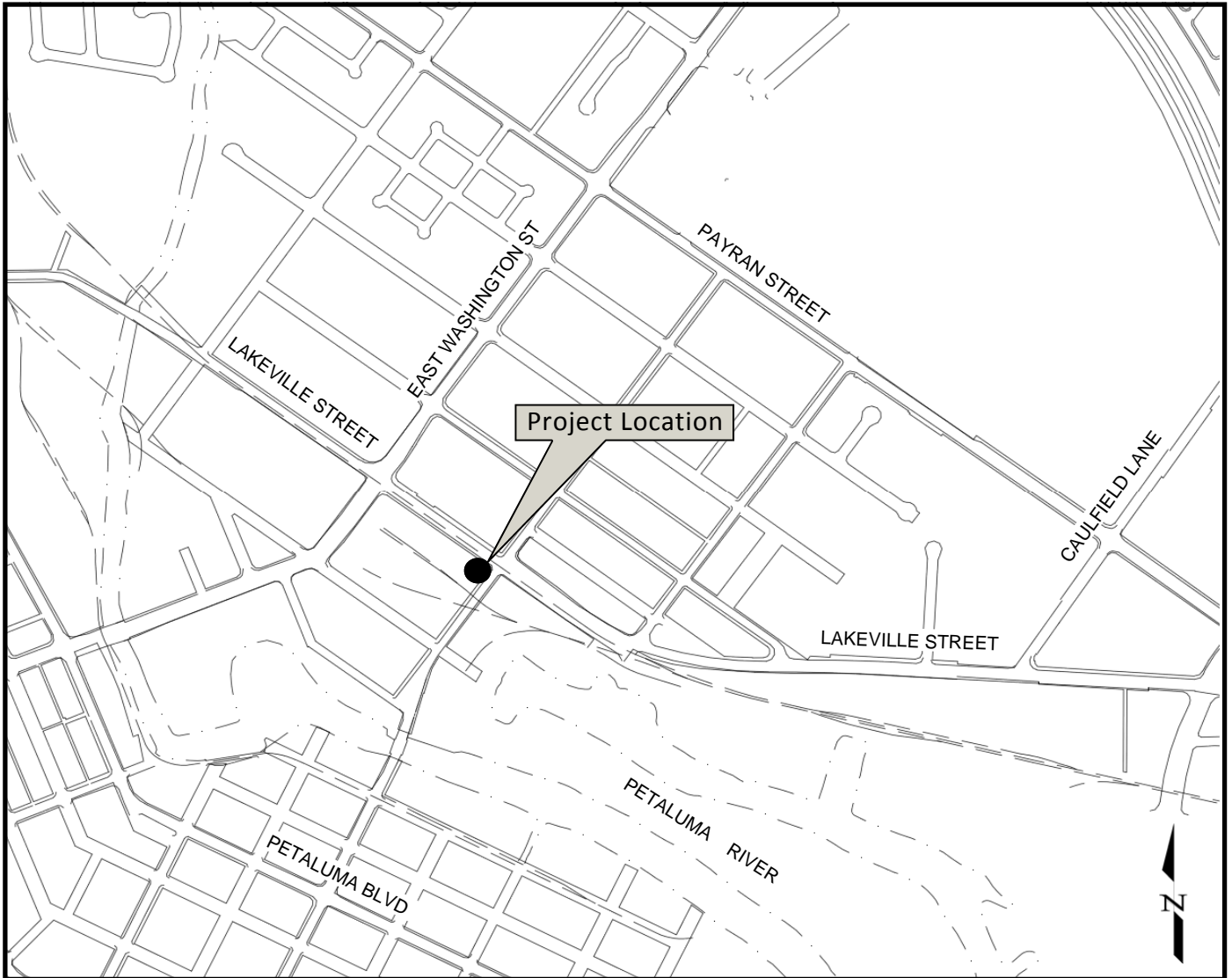
The City of Petaluma’s Transit Maintenance & Operations Facility on North McDowell Blvd. underwent a major investment in 2011-12. The focus of that federally funded project was to reconstruct the maintenance portion of the Operations Building to raise the height of the maintenance bays and install a drive-through bus wash. The overall building footprint was reduced to improve a shortage of bus parking and bus circulation. The Dispatch area was remodeled and modernized, and a new roof was installed on the entire Operations Building. Unfortunately, funding fell short of addressing the expansion and rehabilitation of the parking lot, as well as fencing, lighting and security upgrades. Phase II will, at a minimum, expand the bus parking lot, rehabilitate the parking surface, relocate fencing and vegetation, and improve lighting.

**FINANCIAL OVERVIEW**

C65201606	Expenses and Funds Received					BUDGET					Total Estimate
	BUDGET					Adopted Budget FY 16-17	PROJECTED				
	Life to Date Budget thru FY 16	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16		FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>											
Planning/Environmental					-						-
Land & Easements					-	-					-
Design				10	10	6		10			26
Legal Services					-						-
Administration					-						-
Construction Contracts					-	140		70			210
Construction Mgmt					-	10		6			16
Contingency					-	15		7			22
CIP Overheads					-	4					4
<b>TOTAL USES</b>	-	-	-	10	10	175	-	93	-	-	278
<b>SOURCES (dollars in \$000)</b>											
TDA Transit Capital funds				10	10	100		17			127
FTA 5307 TCP					-	75		76			151
<b>TOTAL FUNDS</b>	-	-	-	10	10	175	-	93	-	-	278

**BUS PULLOUT EAST D ST AND LAKEVILLE**

**TRANSIT**



**Project Title: Bus Pullout East D St. and Lakeville**

**C65101705**

**PROJECT PURPOSE AND DESCRIPTION**

This project will construct a temporary bus stop on D St. near the SMART Station Platform to minimize walking distance and time delays for buses serving primarily SMART (Routes 24 and 1/5). This is due to the projected walking time differential (not to mention exertion and inconvenience of riders) between the proposed bus turnout location near the SMART Station Platform on D St., versus the walking time required to reach the Petaluma Transit Bay at the Copeland Transit Mall.

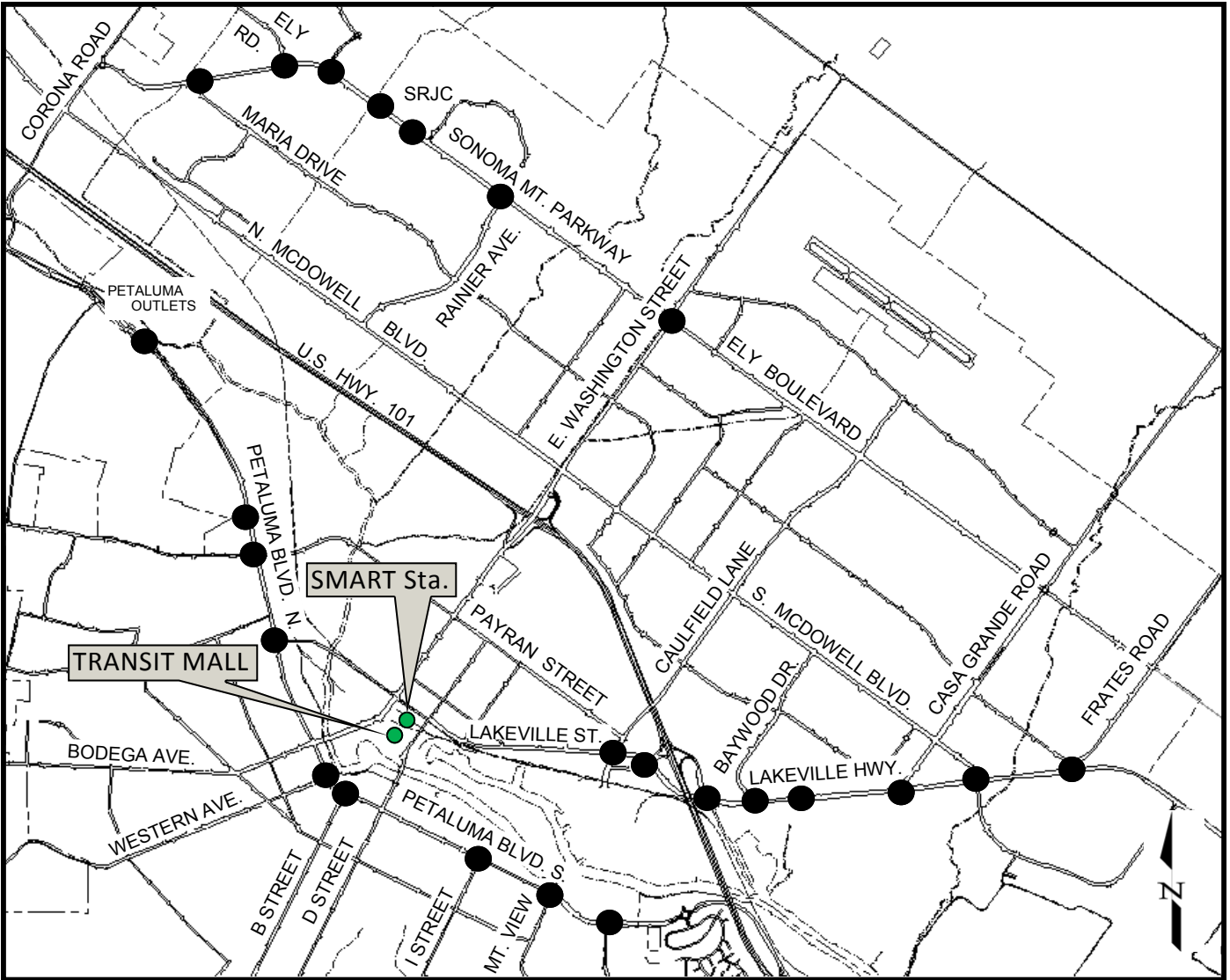
**FINANCIAL OVERVIEW**

C65101705

	Expenses and Funds Received					BUDGET					
	Life to Date Budget thru FY 16	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
							FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>											
Planning/Environmental					-						-
Land & Easements					-						-
Design					-						-
Legal Services					-						-
Administration					-						-
Construction Contracts					-	65					65
Construction Mgmt					-	4					4
Contingency					-	9					9
CIP Overheads					-	2					2
<b>TOTAL USES</b>	-	-	-	-	-	80	-	-	-	-	80
<b>SOURCES (dollars in \$000)</b>											
TDA Transit Capital funds					-	80					80
<b>TOTAL FUNDS</b>	-	-	-	-	-	80	-	-	-	-	80

TRANSIT SIGNAL PRIORITY PHASE III

TRANSIT



● PROJECT LOCATIONS



**Project Title: Transit Signal Priority Phase III**

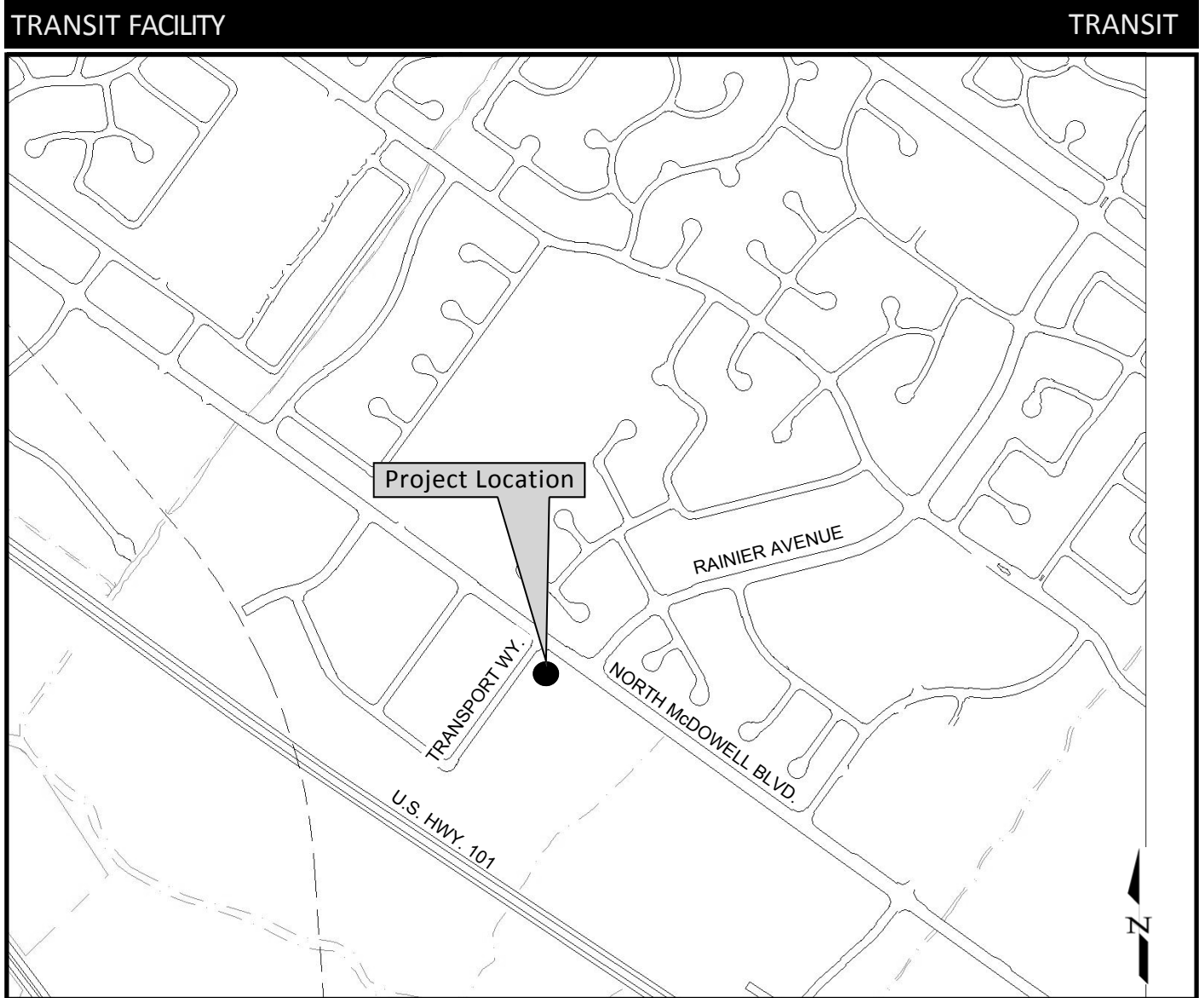
**C65101807**

**PROJECT PURPOSE AND DESCRIPTION**

The third phase of the Transit Signal Priority (TSP) project will involve replacing the City's aging TSP detection equipment in the remaining corridors left after phases I and II, which include intersections on Lakeville, Petaluma Blvd, and Sonoma Mountain Parkway. The project replaces and upgrades detector and controller equipment at each intersection. Because many of the controllers and detectors around the community are reaching the end of their useful lives, the project will provide great benefit by upgrading key equipment. The intersection detection equipment will interface with the Fire Department and Petaluma Transit fixed route buses. A central managerial monitoring and reporting software package has been obtained to evaluate the system's performance. The first two phases of this project replaced the TSP detection equipment on McDowell Blvd, E. Washington, and on D Street.

**FINANCIAL OVERVIEW**

C65101807	BUDGET	Expenses and Funds Received					BUDGET				
	Life to Date Budget thru FY 16	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
							FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>											
Planning/Environmental					-						-
Land & Easements					-						-
Design					-		18				18
Legal Services					-						-
Administration					-						-
Construction Contracts					-		70				70
Construction Mgmt					-						-
Contingency					-		10				10
CIP Overheads					-		10				10
<b>TOTAL USES</b>	-	-	-	-	-	-	108	-	-	-	108
<b>SOURCES (dollars in \$000)</b>											
MTC Transit Performance Incentive					-		91				91
Traffic Mitigation Impact Fees					-		17				17
<b>TOTAL FUNDS</b>	-	-	-	-	-	-	108	-	-	-	108



**Project Title: Transit Administration Building Roof**

**C65202108**

**PROJECT PURPOSE AND DESCRIPTION**

The Transit Administration building roof is beyond its expected life and needs to be replaced. Facilities Maintenance staff repair the intermittent leaks which is paid for from the annual Facilities Operating budget. A new roof will eliminate required yearly repairs.

**FINANCIAL OVERVIEW**

C65202108

	BUDGET	Expenses and Funds Received					BUDGET				
	Life to Date Budget thru FY 16	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
							FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>											
Planning/Environmental					-					1	1
Land & Easements					-						-
Design					-					6	6
Legal Services					-						-
Administration					-						-
Construction Contracts					-					50	50
Construction Mgmt					-					6	6
Contingency					-					7	7
CIP Overheads					-					2	2
<b>TOTAL USES</b>	-	-	-	-	-	-	-	-	-	72	72
<b>SOURCES (dollars in \$000)</b>											
Undetermined					-					72	72
<b>TOTAL FUNDS</b>	-	-	-	-	-	-	-	-	-	72	72



# WASTEWATER UTILITY PROJECTS FY 2016-2017

**WASTEWATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17  
PROJECT SUMMARY  
Fund 6690.66999**

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C66501003 Manhole Rehabilitation	456	1	28	-	356	-	-	841
C66501305 Ellis Creek Solids Handling Upgrades	534	677	12,374	-	-	-	-	13,585
C66401314 Petaluma Blvd So Sewer Trunk Main	46	157	2,910	-	-	-	-	3,113
C66501517 Primary Influent Pump Station Odor Control	-	53	480	-	-	-	-	533
C66501501 Copeland Lift Station Upgrade	13	695	1,342	-	-	-	-	2,050
C66501520 Hopper Street Emergency Pumping Storage	-	37	502	-	-	-	-	539
C66401626 Sewer Main Replacement 2016-2017	-	80	2,767	-	-	-	-	2,847
C66101627 Ellis Creek Bridge	-	61	369	-	-	-	-	430
C66501518 CNG Fueling Station at Ellis Creek	-	-	568	5,289	-	-	-	5,857
C66501308 Chemical System Upgrade at Ellis Creek	-	-	-	250	1,235	1,850	-	3,335
C66401728 Ellis Creek High Strength Waste Facilities	-	-	20	372	2,859	-	-	3,251
C66501519 Payran Lift Station Upgrade	-	-	-	570	1,697	-	-	2,267
C66401822 Sewer Main Replacement 2017-2018	-	-	-	3,247	-	-	-	3,247
C66501821 Ellis Creek Liquids Process Upgrade	-	-	-	500	800	6,700	-	8,000
C66501923 Oakmead, Redwood, and Outlet Mall Lift Station Upgrades	-	-	-	-	955	1,808	-	2,763
C66401929 Demolition of Wastewater Structures at Hopper Street	-	-	-	-	25	75	550	650
C66501930 Replace PIPS High Capacity Pumps	-	-	-	-	20	240	2,600	2,860
C66401931 Sewer Main Replacement 2018-2019	-	-	-	-	2,524	-	-	2,524
C66402024 PIPS Forcemain Replacement	-	-	-	-	-	122	2,720	2,842
C66402024 Sewer Main Replacement 2019-2020	-	-	-	-	-	3,535	-	3,535
<b>TOTAL</b>	<b>\$ 1,049</b>	<b>\$ 1,761</b>	<b>\$ 21,360</b>	<b>\$ 10,228</b>	<b>\$ 10,471</b>	<b>\$ 14,330</b>	<b>\$ 5,870</b>	<b>\$ 65,069</b>

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

California Energy Comm Grant	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
Developer Contribution	-	-	200	-	-	-	-	200
Waste Water Capital	941	1,869	21,160	7,228	10,471	14,330	5,870	61,869
<b>TOTAL</b>	<b>\$ 941</b>	<b>\$ 1,869</b>	<b>\$ 21,360</b>	<b>\$ 10,228</b>	<b>\$ 10,471</b>	<b>\$ 14,330</b>	<b>\$ 5,870</b>	<b>\$ 65,069</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 160 brick manholes in need of replacement. The first construction project to rehabilitate the manholes is completed. The next phase will occur in FY 18/19.

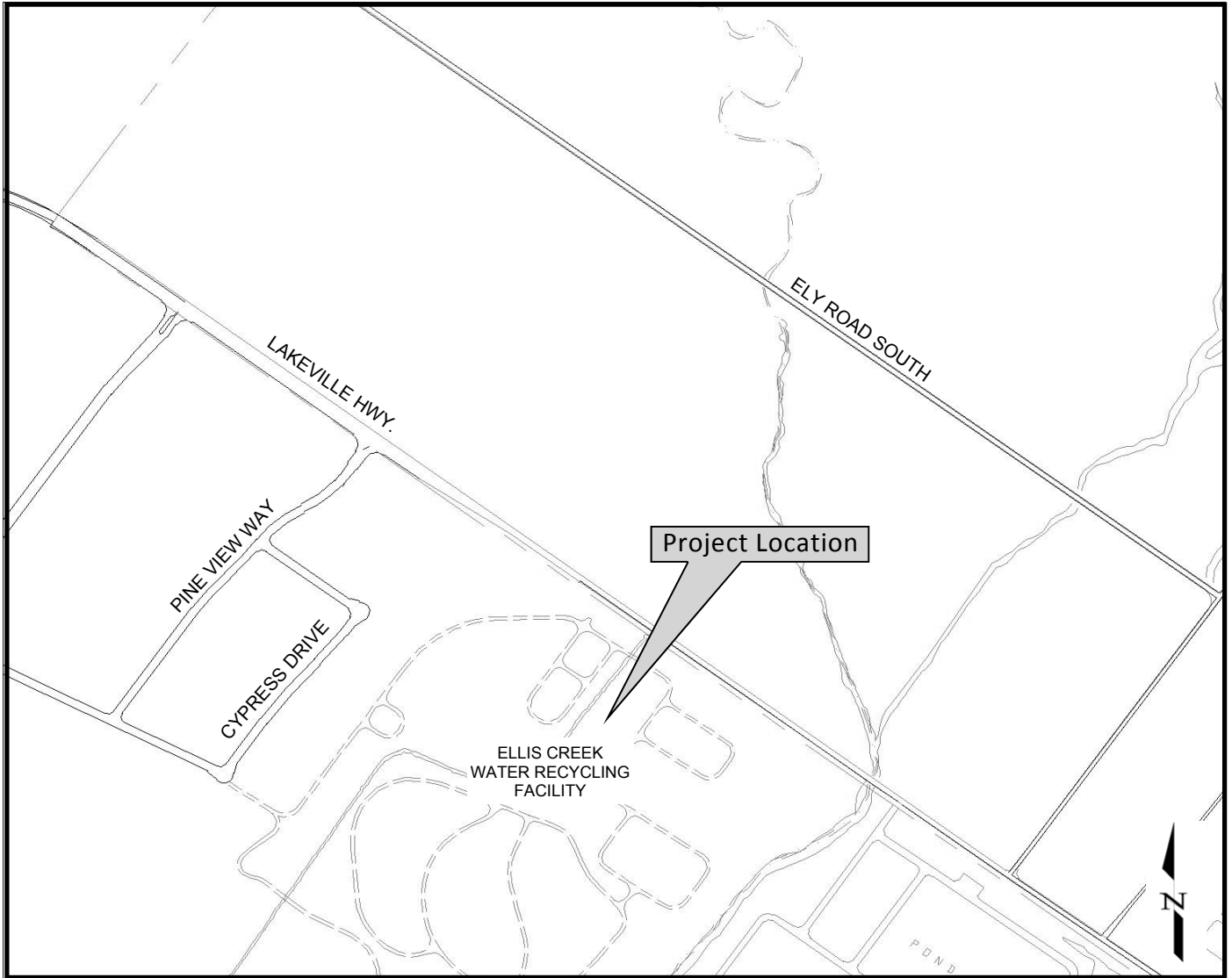
**FINANCIAL OVERVIEW**

C66501003

USES (dollars in \$000)	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Planning/Environmental				-						-
Land & Easements				-						-
Design	27			27			15			42
Legal Services				-			2			2
Administration	2			2						2
Construction Contracts	388			388	28		250			666
Construction Mgmt	31	1		32			30			62
Contingency				-			50			50
CIP Overheads	8			8			9			17
<b>TOTAL USES</b>	<b>\$ 456</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 457</b>	<b>\$ 28</b>	<b>\$ -</b>	<b>\$ 356</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 841</b>
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital	450		7	457	28		356			841
<b>TOTAL FUNDS</b>	<b>\$ 450</b>	<b>\$ -</b>	<b>\$ 7</b>	<b>\$ 457</b>	<b>\$ 28</b>	<b>\$ -</b>	<b>\$ 356</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 841</b>

ELLIS CREEK SOLIDS HANDLING UPGRADES

WASTEWATER UTILITY





**Project Title: Ellis Creek Solids Handling Upgrades**

**C66501305**

**PROJECT PURPOSE AND DESCRIPTION**

This project will assess the current solids waste treatment chain to optimize existing facilities and increase solids handling capacity to include additional digester feed sources, including high strength waste, fats, oils, grease, and food waste. This project will include the installation of an additional gravity belt thickener, construction of an additional anaerobic digester, and the conversion or re-purposing of the septage receiving station and acid phase digesters. The project will also optimize solids conveyance equipment by upgrading or replacing the biosolids pump which has experienced high maintenance and operational costs with a more efficient biosolids conveyance system.

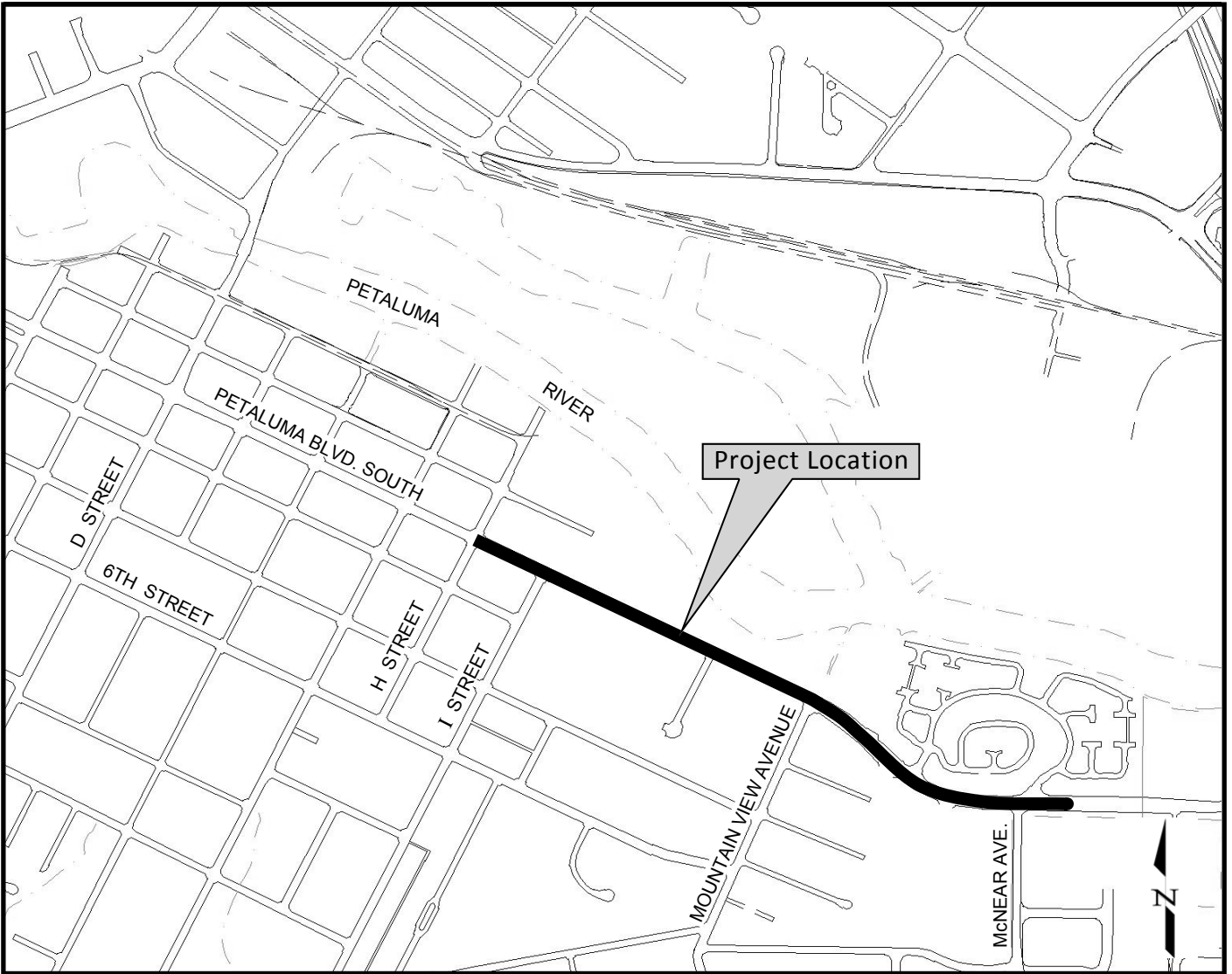
**FINANCIAL OVERVIEW**

C66501305	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	435	4		439						439
Land & Easements				-						-
Design	13	146	500	659						659
Legal Services				-						-
Administration	2			2						2
Construction Contracts				-	10,400					10,400
Construction Mgmt	78	27		105	354					459
Contingency				-	1,620					1,620
CIP Overheads	6			6						6
<b>TOTAL USES</b>	<b>\$ 534</b>	<b>\$ 177</b>	<b>\$ 500</b>	<b>\$ 1,211</b>	<b>\$ 12,374</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,585</b>

<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital	457	177	577	1,211	12,374					13,585
<b>TOTAL FUNDS</b>	<b>\$ 457</b>	<b>\$ 177</b>	<b>\$ 577</b>	<b>\$ 1,211</b>	<b>\$ 12,374</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,585</b>

PETALUMA BLVD. SO. SEWER TRUNK MAIN

WASTEWATER UTILITY



**Project Title: Petaluma Blvd. So. Sewer Trunk Main**

**C66401314**

**PROJECT PURPOSE AND DESCRIPTION**

The Petaluma Blvd South project is meant to address undersized multiple parallel sewer mains as well as severe infiltration and inflow (I&I) problems on this main trunk sewer line. The system in the southwest portion of the City is vitrified clay pipe (VCP) which, due to its age and fragility, is cracked and broken. This project will replace the existing pipes with an appropriately sized trunk main. It will reduce the possibility of future failures and infiltration and reduce maintenance costs.

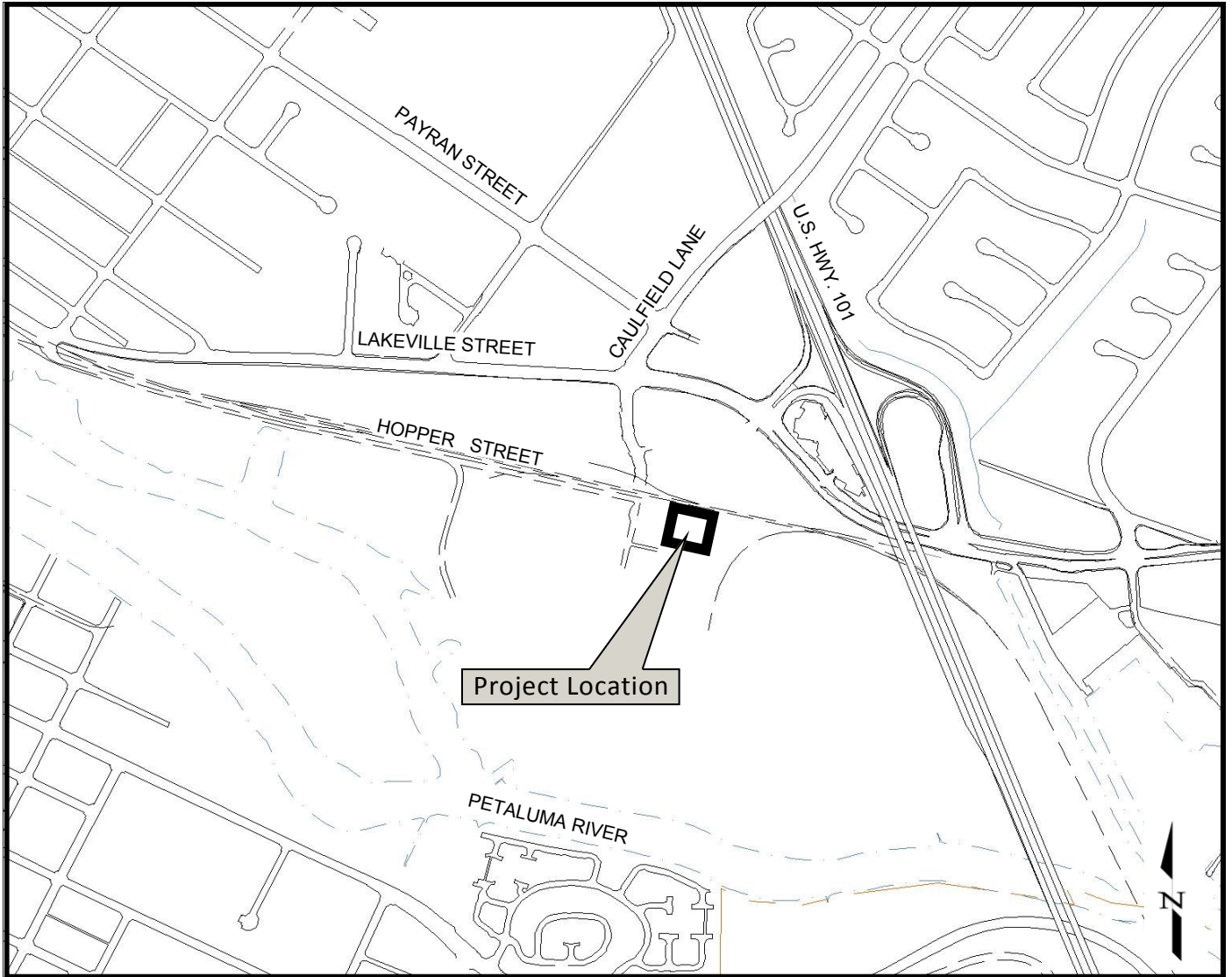
**FINANCIAL OVERVIEW**

C66401314

USES (dollars in \$000)	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Planning/Environmental			10	10						10
Land & Easements				-						-
Design	43	36	71	150	30					180
Legal Services			1	1	1					2
Administration			3	3	1					4
Construction Contracts			-	-	2,000					2,000
Construction Mgmt	1		13	14	240					254
Contingency				-	593					593
CIP Overheads	2		23	25	45					70
<b>TOTAL USES</b>	<b>\$ 46</b>	<b>\$ 36</b>	<b>\$ 121</b>	<b>\$ 203</b>	<b>\$ 2,910</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,113</b>
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital	20		183	203	2,910					3,113
<b>TOTAL FUNDS</b>	<b>\$ 20</b>	<b>\$ -</b>	<b>\$ 183</b>	<b>\$ 203</b>	<b>\$ 2,910</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,113</b>

POND INFLUENT PUMP STATION ODER CONTROL

WASTE WATER



**Project Title: Primary Influent Pump Station Odor Control**

**C66501517**

**PROJECT PURPOSE AND DESCRIPTION**

The project will upgrade odor control to the wastewater Primary Influent Pump Station's (PIPS) mechanical system. The pump station currently has a passive biofilter system for odor control. While this is sufficient for the current setting, the upcoming Riverfront development will be located in close proximity to PIPS and there is a likelihood that residents and visitors would object to the odors. The developer has agreed to pay for the cost of improvements as a condition of project approval, and the City has agreed to arrange for design and construction.

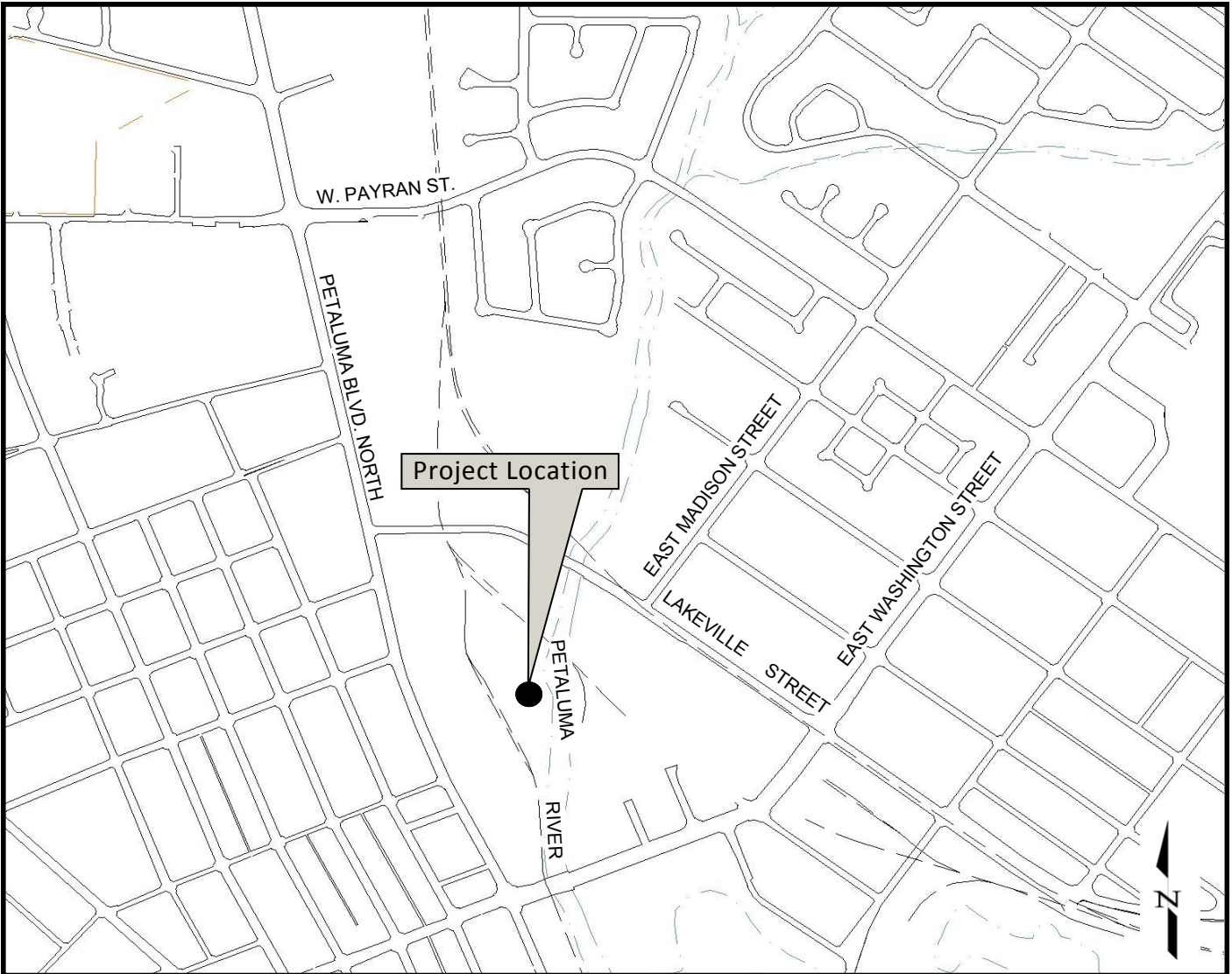
**FINANCIAL OVERVIEW**

C66501517

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-	6	16	22						22
Land & Easements				-						-
Design		1	29	30	10					40
Legal Services			1	1	1					2
Administration				-						-
Construction Contracts				-	330					330
Construction Mgmt				-	60					60
Contingency				-	66					66
CIP Overheads				-	13					13
<b>TOTAL USES</b>	\$ -	\$ 7	\$ 46	\$ 53	\$ 480	\$ -	\$ -	\$ -	\$ -	\$ 533
<b>SOURCES (dollars in \$000)</b>										
Developer Contribution				-	200					200
Waste Water Capital			53	53	280					333
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 53	\$ 53	\$ 480	\$ -	\$ -	\$ -	\$ -	\$ 533

COPELAND LIFT STATION UPGRADE

WASTE WATER



**Project Title: Copeland Lift Station Upgrade**

**C66501501**

**PROJECT PURPOSE AND DESCRIPTION**

This project upgrades pumps and controls of the lift station that serves the northeast portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift station into cohesive operation with the Ellis Creek WRF.

**FINANCIAL OVERVIEW**

C66501501

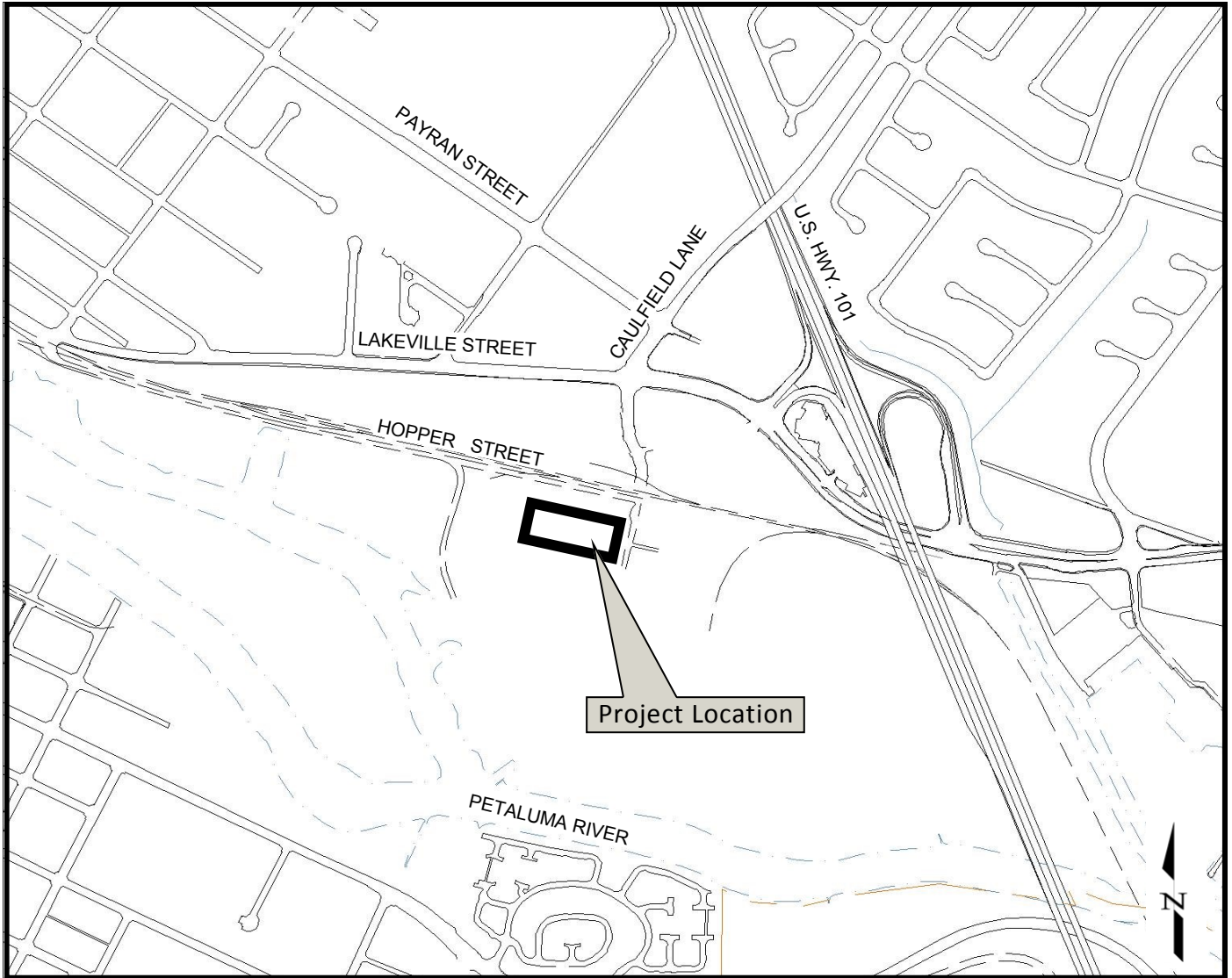
USES (dollars in \$000)	Actuals and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Planning/Environmental	-		5	5	5					10
Land & Easements				-						-
Design	13	21	190	224						224
Legal Services				-						-
Administration			3	3	2					5
Construction Contracts			300	300	1,100					1,400
Construction Mgmt			100	100	105					205
Contingency			60	60	100					160
CIP Overheads			16	16	30					46
<b>TOTAL USES</b>	<b>\$ 13</b>	<b>\$ 21</b>	<b>\$ 674</b>	<b>\$ 708</b>	<b>\$ 1,342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,050</b>

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

Waste Water Capital	14	20	674	708	1,342					2,050
<b>TOTAL FUNDS</b>	<b>\$ 14</b>	<b>\$ 20</b>	<b>\$ 674</b>	<b>\$ 708</b>	<b>\$ 1,342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,050</b>

HOPPER STREET EMERGENCY PUMPING STORAGE

WASTE WATER





**Project Title Hopper Street Emergency Pumping Storage**

**C66501520**

**PROJECT PURPOSE AND DESCRIPTION**

This project upgrades air valves and access along the PIPS force main to Ellis Creek to allow for by-pass pumping. The project includes modifications at PIPS for by-pass pumping and interconnections to Hopper Street Treatment storage facilities in case of a shutdown at PIPS.

**FINANCIAL OVERVIEW**

C66501520	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-		10	10						10
Land & Easements				-						-
Design			25	25	25					50
Legal Services				-						-
Administration			2	2	2					4
Construction Contracts				-	320					320
Construction Mgmt				-	60					60
Contingency				-	80					80
CIP Overheads				-	15					15
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37</b>	<b>\$ 37</b>	<b>\$ 502</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 539</b>
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital			37	37	502					539
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37</b>	<b>\$ 37</b>	<b>\$ 502</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 539</b>



**Project Title Sewer Main Replacement 2016-2017**

**C66401626**

**PROJECT PURPOSE AND DESCRIPTION**

This is the yearly ongoing project to upgrade existing sewer mains throughout the City, reduce infiltration and inflow, and reduce maintenance cost. This project will replace the deteriorating and cracked sewer mains, mostly vitrified clay pipe (VCP), which has exceeded its service life and is contributing to inflow and infiltration. This project includes sewer mains in street and backyards on Belle View, Orchard, Hill, Haven, Scenic, and some portions of the La Cresta area. The sewer replacement and rehabilitation projects are concurrent with planned water main replacement projects.

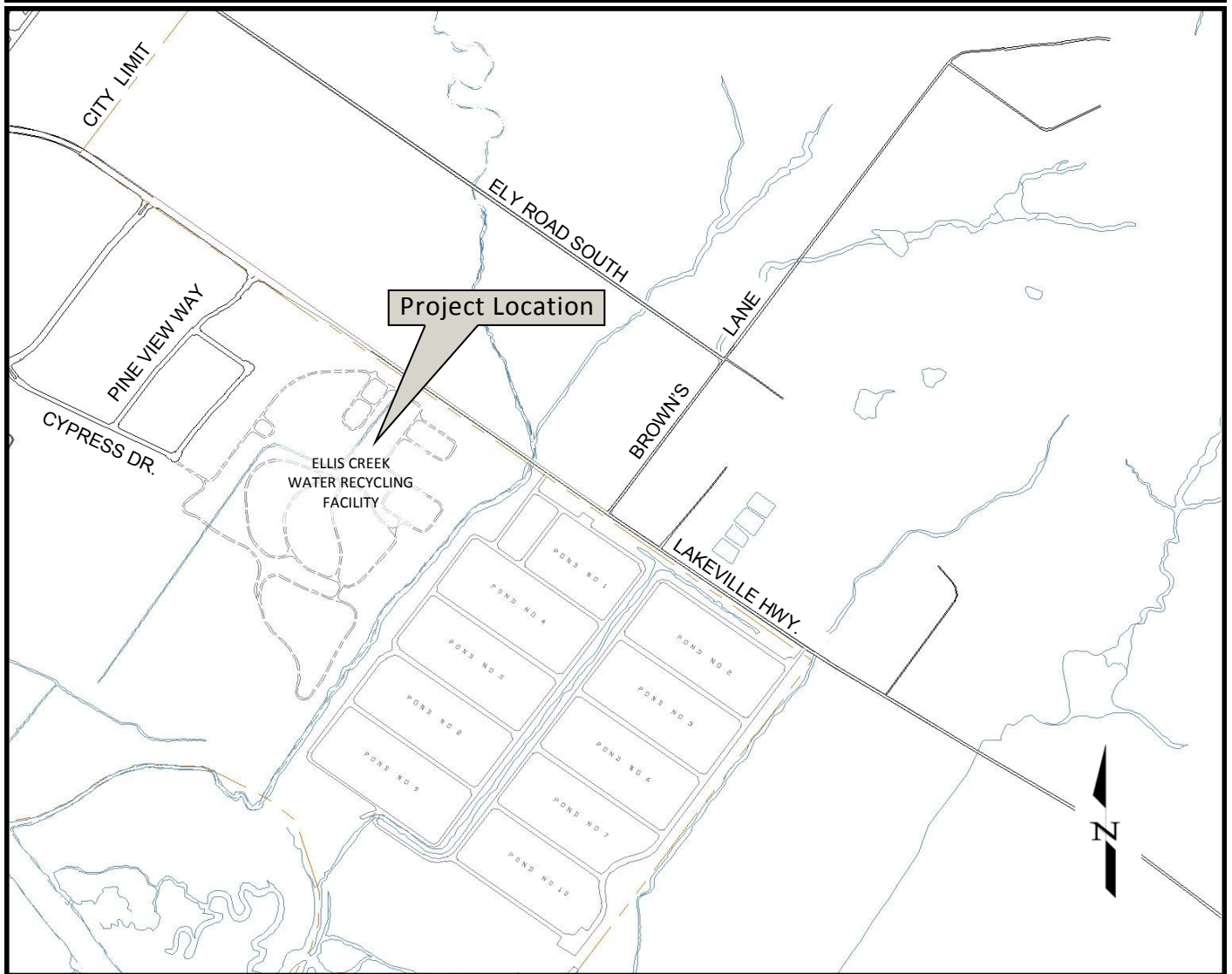
**FINANCIAL OVERVIEW**

C66401626

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-		20	20						20
Land & Easements			10	10						10
Design			50	50	25					75
Legal Services				-	5					5
Administration				-	15					15
Construction Contracts				-	2,100					2,100
Construction Mgmt				-	150					150
Contingency				-	420					420
CIP Overheads				-	52					52
<b>TOTAL USES</b>	\$ -	\$ -	\$ 80	\$ 80	\$ 2,767	\$ -	\$ -	\$ -	\$ -	\$ 2,847
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital			80	80	2,767					2,847
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 80	\$ 80	\$ 2,767	\$ -	\$ -	\$ -	\$ -	\$ 2,847

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.

**FINANCIAL OVERVIEW**

C66101627

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-						-
Land & Easements				-						-
Design			60	60						60
Legal Services				-						-
Administration				-						-
Construction Contracts				-	240					240
Construction Mgmt				-	60					60
Contingency				-	60					60
CIP Overheads			1	1	9					10
<b>TOTAL USES</b>	\$ -	\$ -	\$ 61	\$ 61	\$ 369	\$ -	\$ -	\$ -	\$ -	\$ 430
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital			61	61	369					430
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 61	\$ 61	\$ 369	\$ -	\$ -	\$ -	\$ -	\$ 430

**Project Title: CNG Fueling Station Ellis Creek**

**C66501518**

**PROJECT PURPOSE AND DESCRIPTION**

This project will include design and construction of a gas scrubbing facility, a Compressed Natural Gas (CNG) fueling station and related site improvements at the Ellis Creek Water Recycling Facility (ECWRF). The anaerobic digester at ECWRF produces methane gas that is currently used to fuel a boiler to heat sludge. The excess methane gas is flared off. With the construction of another digester and the addition of high strength waste, food waste and other high carbon wastes to the treatment process, the plant will produce at least double the amount of methane gas. The gas can be scrubbed, compressed, and used to fuel City vehicles. The City is seeking grant funds from the California Energy Commission for the construction of the CNG facilities.

**FINANCIAL OVERVIEW**

C66501518

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-	85					85
Land & Easements				-						-
Design				-	469					469
Legal Services				-						-
Administration				-						-
Construction Contracts				-		3,692				3,692
Construction Mgmt				-		369				369
Contingency				-		1,108				1,108
CIP Overheads				-	14	120				134
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 568</b>	<b>\$ 5,289</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,857</b>
<b>SOURCES (dollars in \$000)</b>										
California Energy Comm Grant				-		3,000				3,000
Waste Water Capital				-	568	2,289				2,857
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 568</b>	<b>\$ 5,289</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,857</b>

**Project Title: Chemical System Upgrade at Ellis Creek**

**C66501308**

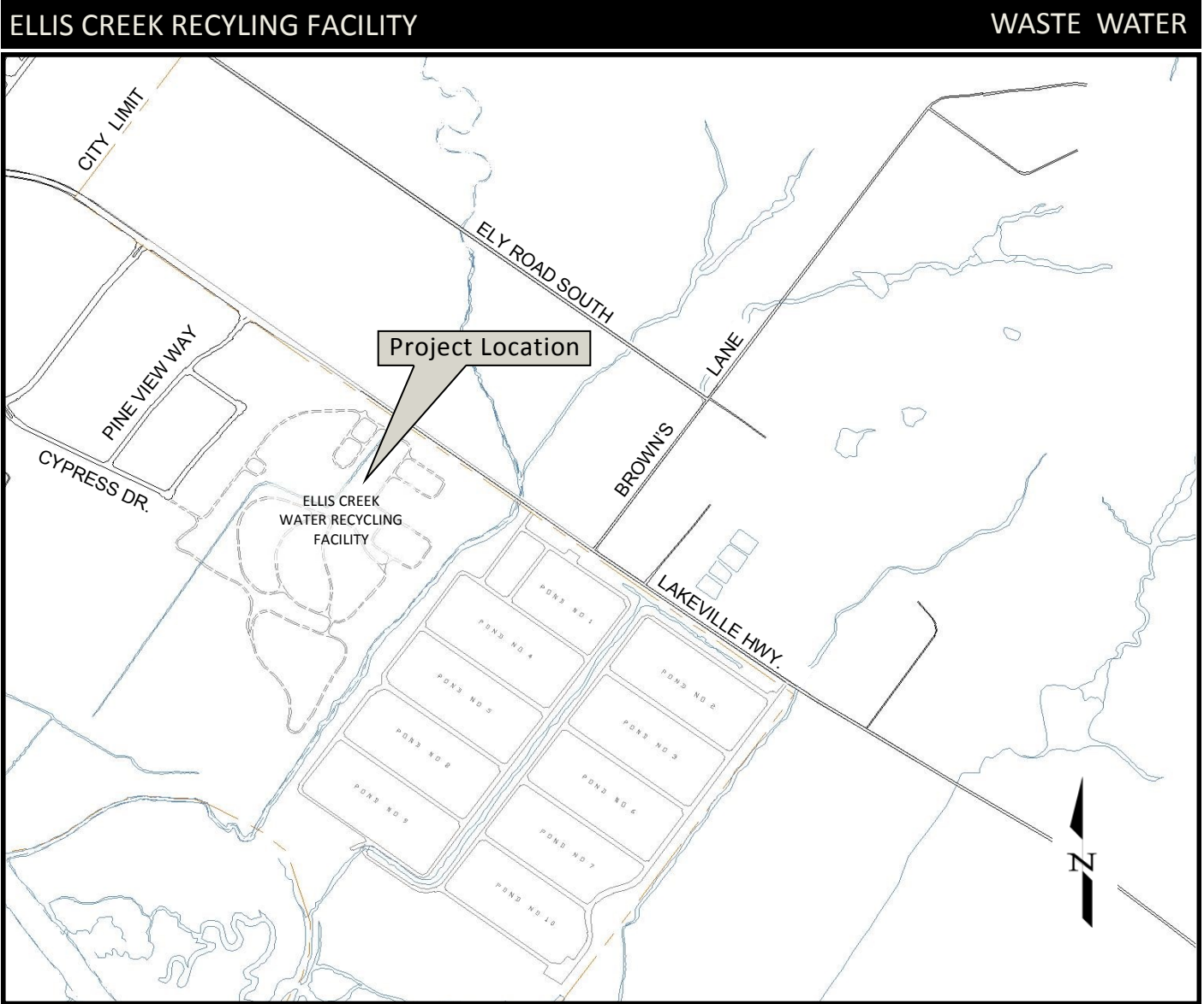
**PROJECT PURPOSE AND DESCRIPTION**

This project will upgrade chemical, mechanical, electrical and instrumentation equipment located at the oxidation pond and used for the disinfection and dechlorination of effluent. The facilities are over 20 years old and need to be upgraded to comply with current codes, regulations and safety standards and to improve chemical efficiency and lower maintenance and operation costs. The facility disinfects effluent at the wetlands pump station and/or at the chlorine contact chamber. The project will evaluate the benefits of consolidating the two separate chemical dosing systems into an integrated configuration where pumps can dose to either location, or relocating the wetlands effluent disinfection system closer to the point of disinfection. The project will replace and relocate pumps for disinfection and dechlorination chemicals. The work will also upgrade structural, mechanical and electrical deficiencies at the bulk chemical storage facilities, emergency standby generator and switchgear, motor control center.

**FINANCIAL OVERVIEW**

C66501308

USES (dollars in \$000)	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
Planning/Environmental				-		20				20
Land & Easements				-						-
Design				-		230				230
Legal Services				-						-
Administration				-			5	5		10
Construction Contracts				-			1,000	1,500		2,500
Construction Mgmt				-			100	150		250
Contingency				-			100	150		250
CIP Overheads				-			30	45		75
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 1,235	\$ 1,850	\$ -	\$ 3,335
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-		250	1,235	1,850		3,335
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 1,235	\$ 1,850	\$ -	\$ 3,335





**Project Title            Ellis Creek High Strength Waste Facilities**

**C66401728**

**PROJECT PURPOSE AND DESCRIPTION**

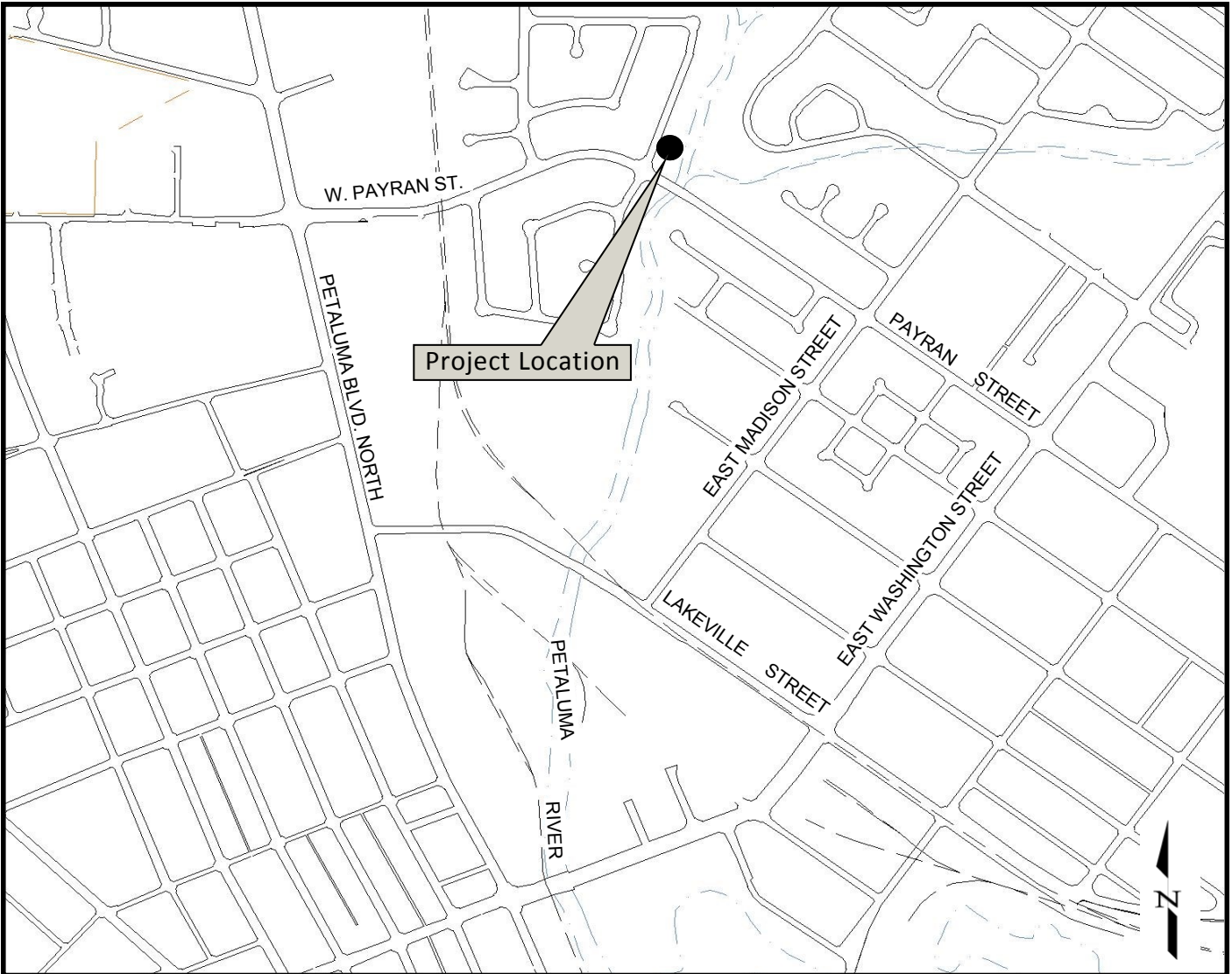
Repurpose existing acid-phase digesters at the Ellis Creek Water Recycling Facility to receive and blend high strength waste from local industries with wastewater solids for anaerobic digestion. A second sludge dewatering screw press will be housed in a new building.

**FINANCIAL OVERVIEW**

C66401728	Expenses or Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru 6/30/16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	20					20
Land & Easements				-	-					-
Design				-	-	248				248
Legal Services				-	-					-
Administration				-	-	124				124
Construction Contracts				-	-		2,163			2,163
Construction Mgmt				-	-		248			248
Contingency				-	-		448			448
CIP Overheads				-	-					-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 372	\$ 2,859	\$ -	\$ -	\$ 3,251
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-	20	372	2,859			3,251
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 372	\$ 2,859	\$ -	\$ -	\$ 3,251

PAYRAN LIFT STATION UPGRADE

WASTE WATER



**Project Title: Payran Lift Station Upgrade**

**C66501519**

**PROJECT PURPOSE AND DESCRIPTION**

This project upgrades pumps and controls of the lift station that serves the north central portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately with the portable generator. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift station into cohesive operation with the Ellis Creek WRF.

**FINANCIAL OVERVIEW**

C66501519

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-		5	5			10
Land & Easements				-						-
Design				-		100	210			310
Legal Services				-		1				1
Administration				-		2	2			4
Construction Contracts				-		300	1,150			1,450
Construction Mgmt				-		50	100			150
Contingency				-		90	200			290
CIP Overheads				-		22	30			52
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570	\$ 1,697	\$ -	\$ -	\$ 2,267

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

Waste Water Capital				-		570	1,697			2,267
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570	\$ 1,697	\$ -	\$ -	\$ 2,267

**Project Title Sewer Main Replacement 2017-2018**

**C66401822**

**PROJECT PURPOSE AND DESCRIPTION**

This is the yearly ongoing project to upgrade existing sewer mains throughout the City, reduce infiltration and inflow, and reduce maintenance cost. This project will replace the deteriorating and cracked sewer mains, mostly vitrified clay pipe (VCP), which has exceeded its service life and is contributing to inflow and infiltration. This project year will include rehabilitation or replacement in Coronado, Cortes, and Stuart backyards, and well as Joan Drive from Maria to Novak, Daniel Dr. from Elizabeth to Bungalow,, and Albert Way at Weaverly Drive. The sewer main replacements are concurrent with planned water main replacement projects.

**FINANCIAL OVERVIEW**

C66401822	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-		5				5
Land & Easements				-		10				10
Design				-		155				155
Legal Services				-		2				2
Administration				-		30				30
Construction Contracts				-		2,400				2,400
Construction Mgmt				-		120				120
Contingency				-		480				480
CIP Overheads				-		45				45
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,247</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,247</b>
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-		3,247				3,247
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,247</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,247</b>

**Project Title            Ellis Creek Liquids Process Upgrade**

**C66501821**

**PROJECT PURPOSE AND DESCRIPTION**

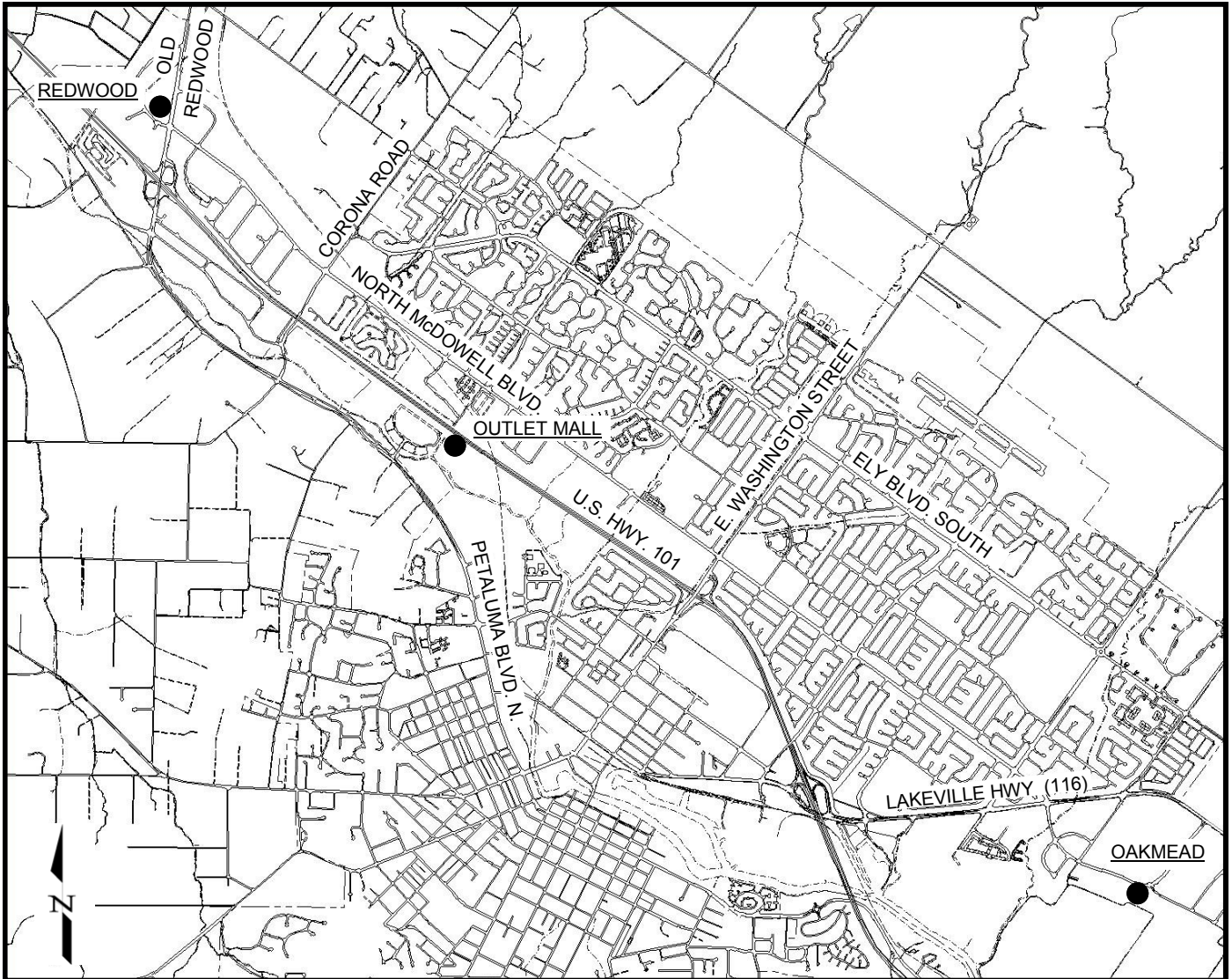
This project will upgrade the liquids treatment process at the Ellis Creek Water Recycling Facility to handle increased organic loading from food and beverage industries. The project may include the addition of primary clarification or a dissolved air flotation system to reduce the organic loading on the oxidation ditches, addition of a third oxidation ditch, and other modifications to the existing secondary treatment process. The planning and design process will consider adding additional aeration as a lower cost alternative.

**FINANCIAL OVERVIEW**

C66501821	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-		500				500
Land & Easements				-						-
Design				-			800			800
Legal Services				-						-
Administration				-						-
Construction Contracts				-				5,500		5,500
Construction Mgmt				-				500		500
Contingency				-				700		700
CIP Overheads				-						-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 800	\$ 6,700	\$ -	\$ 8,000
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-		500	800	6,700		8,000
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 800	\$ 6,700	\$ -	\$ 8,000

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 of time and upgrades will be similar. Currently, operations must respond to these stations immediately due to small storage capacities. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift stations into cohesive operation with the Ellis Creek WRF.

**FINANCIAL OVERVIEW**

C66501923

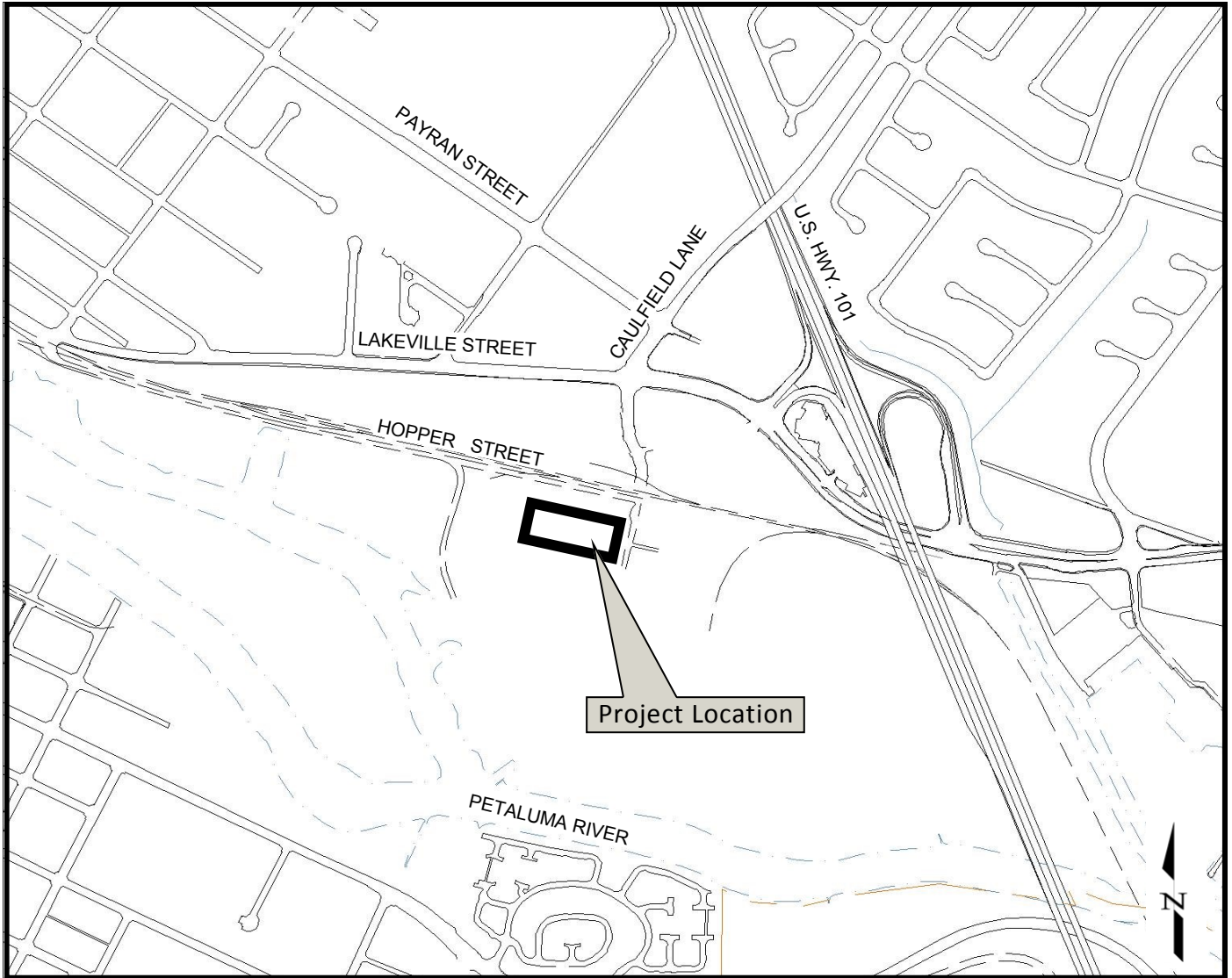
	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-			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 Capital				-			955	1,808		2,763
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955	\$ 1,808	\$ -	\$ 2,763

HOPPER STREET WASTEWATER STRUCTURES

WASTE WATER





**Project Title            Demolition of Wastewater Structures at Hopper Street    C66401929**

**PROJECT PURPOSE AND DESCRIPTION**

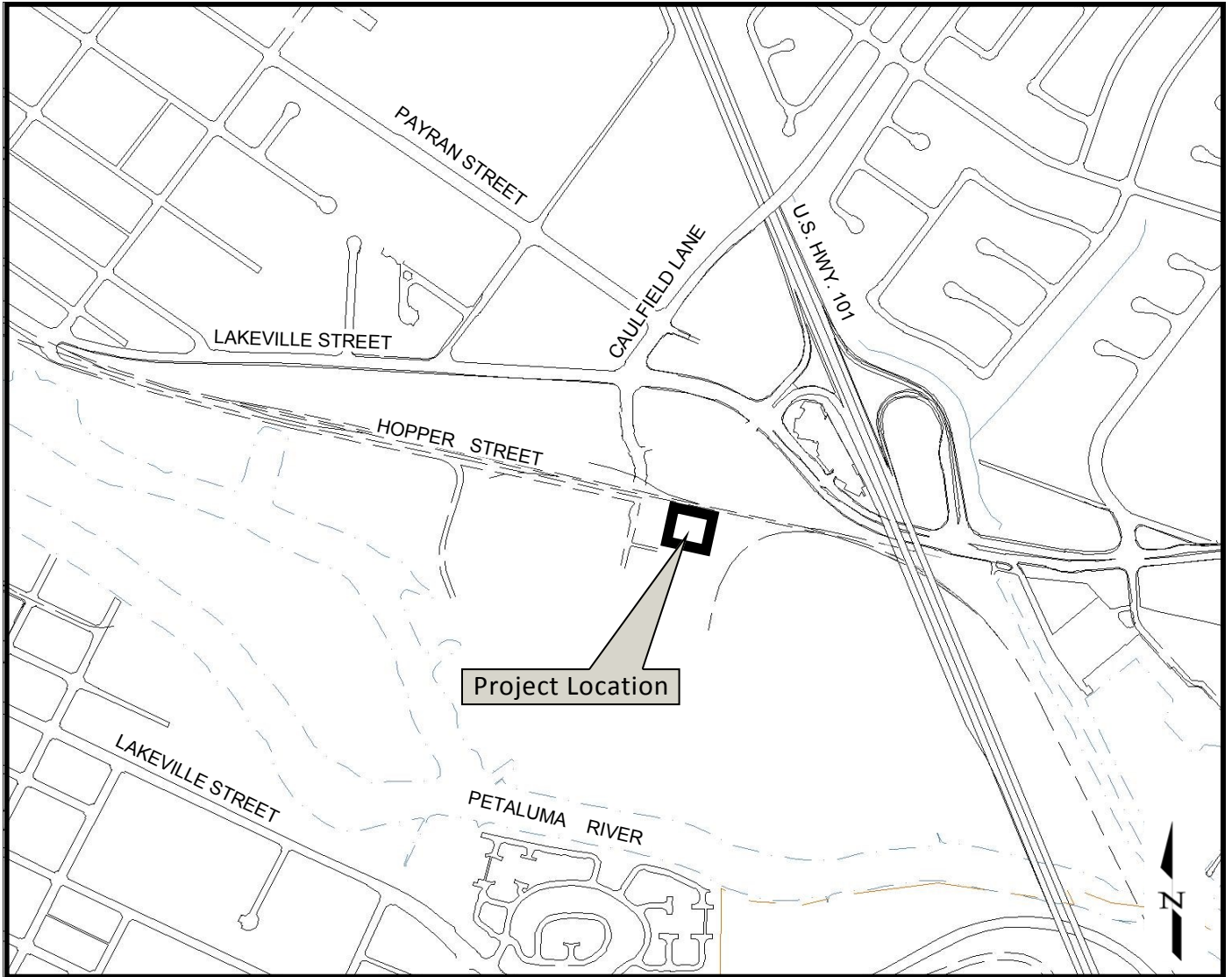
The project involves demolishing the remaining wastewater treatment structures and site work at the old Hopper Street pollution control plant to allow reuse of site. Includes demolition of the three trickling filters and centrifuge, demolish and backfill clarifiers and contact tank with crushed concrete; demolish and remove control structures and site grading.

**FINANCIAL OVERVIEW**

C66401929	Expenses or Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru 6/30/16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	-		25			25
Land & Easements				-	-					-
Design				-	-			50		50
Legal Services				-	-					-
Administration				-	-			25		25
Construction Contracts				-	-				500	500
Construction Mgmt				-	-				50	50
Contingency				-	-					-
CIP Overheads				-	-					-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 75	\$ 550	\$ 650
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-	-		25	75	550	650
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 75	\$ 550	\$ 650

REPLACE PIPS HIGH CAPACITY PUMPS

WASTE WATER



**Project Title            Replace PIPS High Capacity Pumps**

**C66501930**

**PROJECT PURPOSE AND DESCRIPTION**

Replace four high capacity 450 horse-power pumps and variable frequency drive units (VFD) at the Primary Influent Pump Stations (PIPS). Existing pumps are due for replacement at 20 years life.

**FINANCIAL OVERVIEW**

C66501930	Expenses or Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru 6/30/16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-	-		20			20
Land & Easements				-	-					-
Design				-	-			120		120
Legal Services				-	-					-
Administration				-	-			120		120
Construction Contracts				-	-				2,000	2,000
Construction Mgmt				-	-				200	200
Contingency				-	-				400	400
CIP Overheads				-	-					-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 240	\$ 2,600	\$ 2,860
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-	-		20	240	2,600	2,860
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 240	\$ 2,600	\$ 2,860



**Project Title Sewer Main Replacement 2018-2019**

**C66401931**

**PROJECT PURPOSE AND DESCRIPTION**

This is the yearly ongoing project to upgrade existing sewer mains throughout the City, reduce infiltration and inflow, and reduce maintenance cost. This project will replace the deteriorating and cracked sewer mains, mostly vitrified clay pipe (VCP), which has exceeded its service life and is contributing to inflow and infiltration. This project year will include rehabilitation or replacement in San Carlos, Avery, Marin, and Vallejo backyards, Arden Way, East D Street at Vallejo, Wilson at Jefferson, and Madison at San Carols. The sewer main replacements are concurrent with planned water main replacement projects.

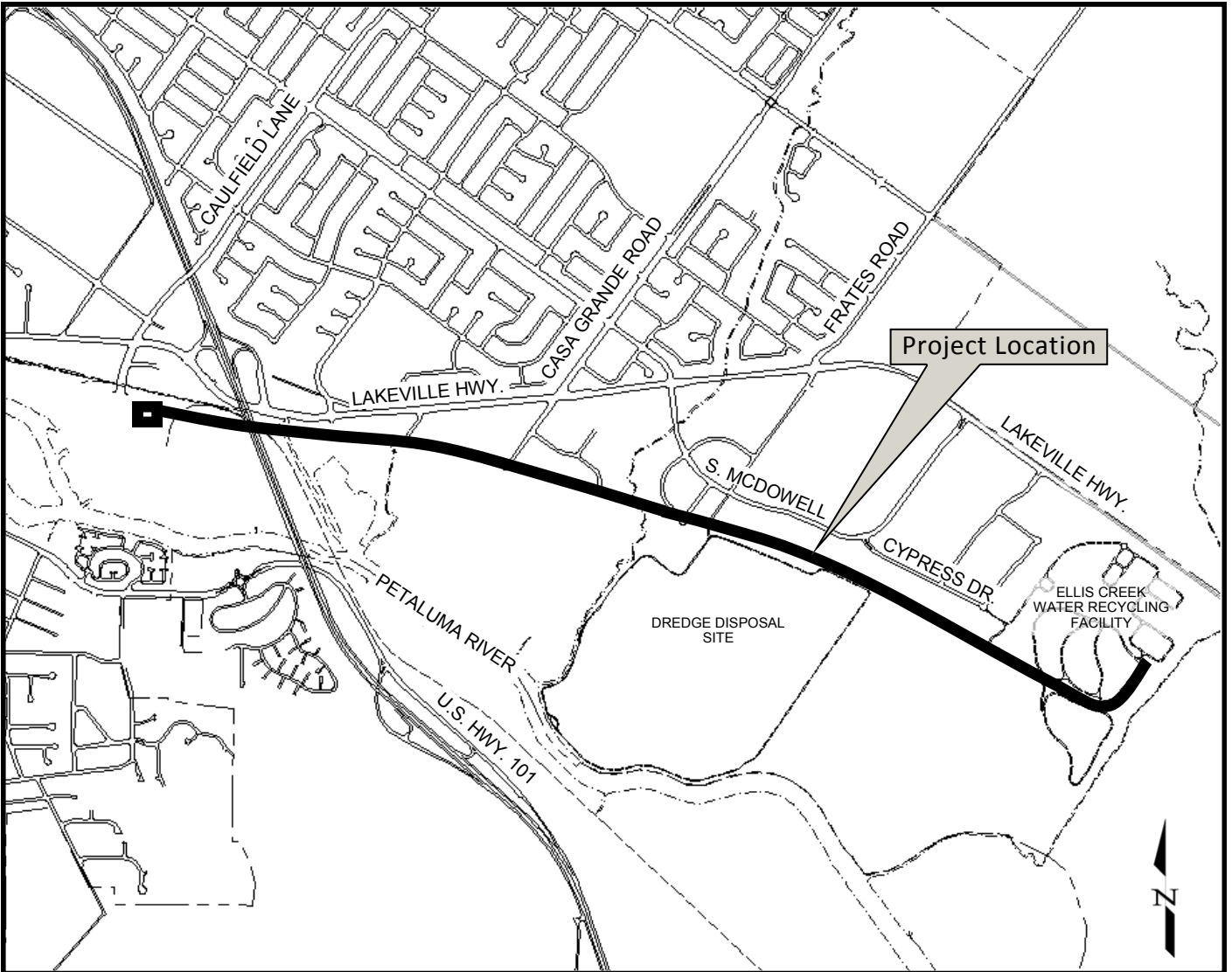
**FINANCIAL OVERVIEW**

C66401931

	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-						10			10
Land & Easements							5			5
Design							12			12
Legal Services				-			2			2
Administration				-			25			25
Construction Contracts				-			1,900			1,900
Construction Mgmt				-			110			110
Contingency				-			420			420
CIP Overheads				-			40			40
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,524	\$ -	\$ -	\$ 2,524
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-			2,524			2,524
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,524	\$ -	\$ -	\$ 2,524

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	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-				80		80
Land & Easements				-				20		20
Design				-				15	300	315
Legal Services				-				5	10	15
Administration				-				2	5	7
Construction Contracts				-					2,000	2,000
Construction Mgmt				-					150	150
Contingency				-					200	200
CIP Overheads				-					55	55
<b>TOTAL USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122</b>	<b>\$ 2,720</b>	<b>\$ 2,842</b>
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-				122	2,720	2,842
<b>TOTAL FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122</b>	<b>\$ 2,720</b>	<b>\$ 2,842</b>

**Project Title Sewer Main Replacement 2019-2020**

**C66402024**

**PROJECT PURPOSE AND DESCRIPTION**

This is the yearly ongoing project to upgrade existing sewer mains throughout the City, reduce infiltration and inflow, and reduce maintenance cost. This project will replace the deteriorating and cracked sewer mains, mostly vitrified clay pipe (VCP), which has exceeded its service life and is contributing to inflow and infiltration. This project year will include rehabilitation or replacement in the La Cresta area, Hill, Webster, H St. at Wickersham Park, Broadway from English to Dana, Sonoma Ave. to North Fair St. and Manor Way. The sewer main replacements are concurrent with planned water main replacement projects.

**FINANCIAL OVERVIEW**

C66402024	Expenses and Funds Received				BUDGET					Total Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-				10		10
Land & Easements				-				5		5
Design				-				230		230
Legal Services				-				5		5
Administration				-				5		5
Construction Contracts				-				2,500		2,500
Construction Mgmt				-				230		230
Contingency				-				500		500
CIP Overheads				-				50		50
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,535	\$ -	\$ 3,535
<b>SOURCES (dollars in \$000)</b>										
Waste Water Capital				-				3,535		3,535
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,535	\$ -	\$ 3,535



# WATER UTILITY PROJECTS FY 2016-2017

**WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 16-17**

**PROJECT SUMMARY**

Fund 6790.67999

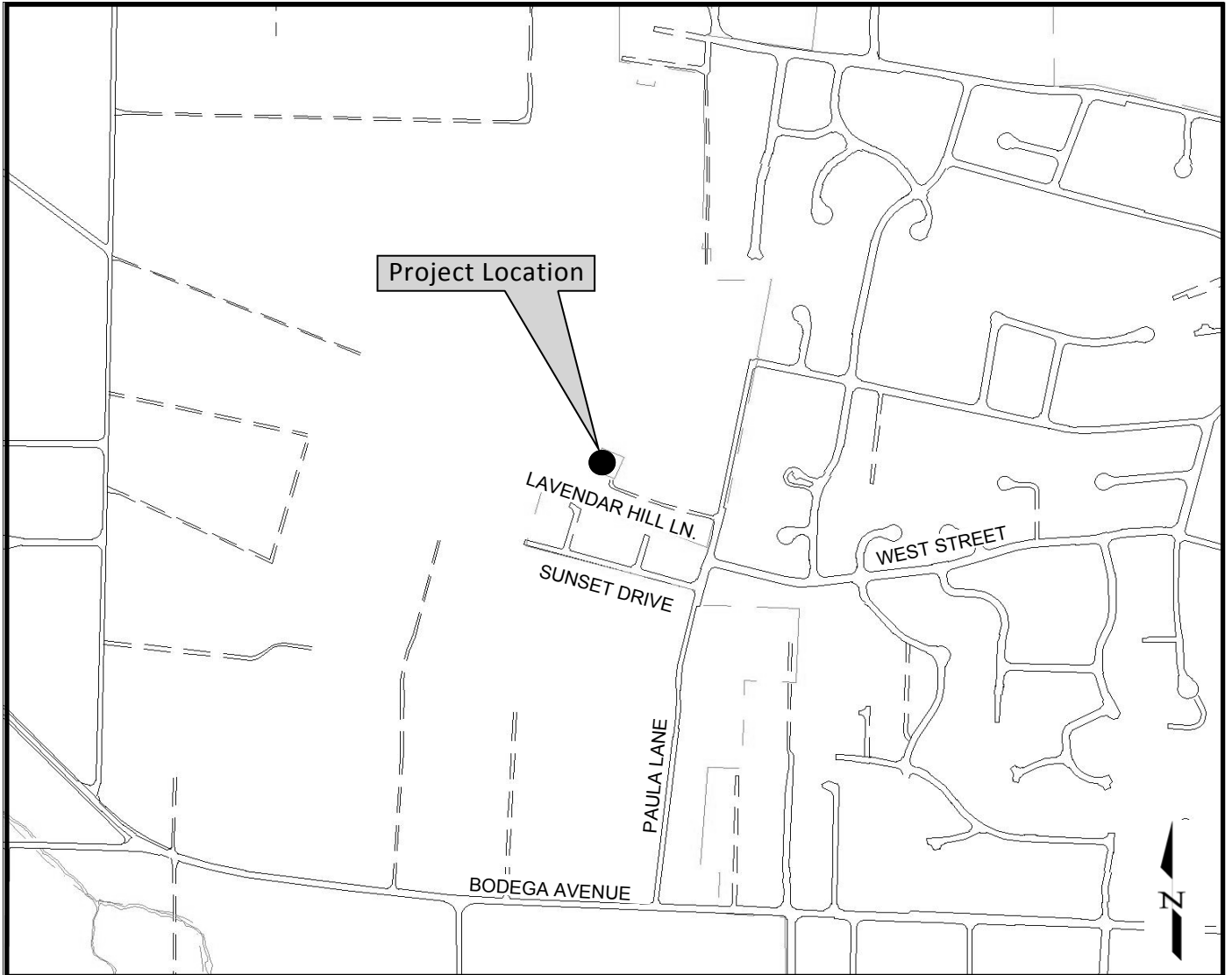
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 15	Estimate FY 16	Adopted Budget FY 16-17	PROJECTED				Total Estimate
				FY 17-18	FY 18-19	FY 19-20	FY 20-21	
C00500101 Paula Lane Reservoir	\$ 939	\$ 73	\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ 2,712
C67501405 Oak Hill Reservoir Roof Replacement	8	15	35	205	1,330	-	-	1,593
C67501302 SRJC 12" Water Main Extension	-	9	186	300	-	-	-	495
C67501304 Petaluma Blvd. 12" Water Main Replacement (B St To Lakeville St)	48	563	4,025	-	-	-	-	4,636
C67401006 Casa Grande Road 16" Water Main Extension	-	-	-	-	1,530	-	-	1,530
C67501007 Hardin & Manor Tank Exterior Recoating	-	45	112	1,220	-	-	-	1,377
C67401005 Petaluma Blvd. N 12" Water Main Extension	-	-	-	-	-	2,545	-	2,545
C67501611 Well Construction	-	34	411	345	-	-	-	790
C67502012 Bodega and Webster Water Main Replacement	-	-	-	-	-	33	1,655	1,688
C67501713 Water Service Replacements I	-	-	-	20	1,170	-	1,190	2,380
<b>TOTAL</b>	<b>\$ 995</b>	<b>\$ 739</b>	<b>\$ 6,469</b>	<b>\$ 2,090</b>	<b>\$ 4,030</b>	<b>\$ 2,578</b>	<b>\$ 2,845</b>	<b>\$ 19,746</b>

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

Water Operating	\$ 884	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 912
Water Capital	\$ 111	\$ 696	\$ 6,283	\$ 2,090	\$ 4,030	\$ 2,578	\$ 2,845	\$ 18,633
Waste Water Capital	-	-	201	-	-	-	-	201
<b>TOTAL</b>	<b>\$ 995</b>	<b>\$ 724</b>	<b>\$ 6,484</b>	<b>\$ 2,090</b>	<b>\$ 4,030</b>	<b>\$ 2,578</b>	<b>\$ 2,845</b>	<b>\$ 19,746</b>

PAULA LANE RESERVOIR #1 AND #2

WATER UTILITY



**Project Title: Paula Lane Reservoir**

**C00500101**

**PROJECT PURPOSE AND DESCRIPTION**

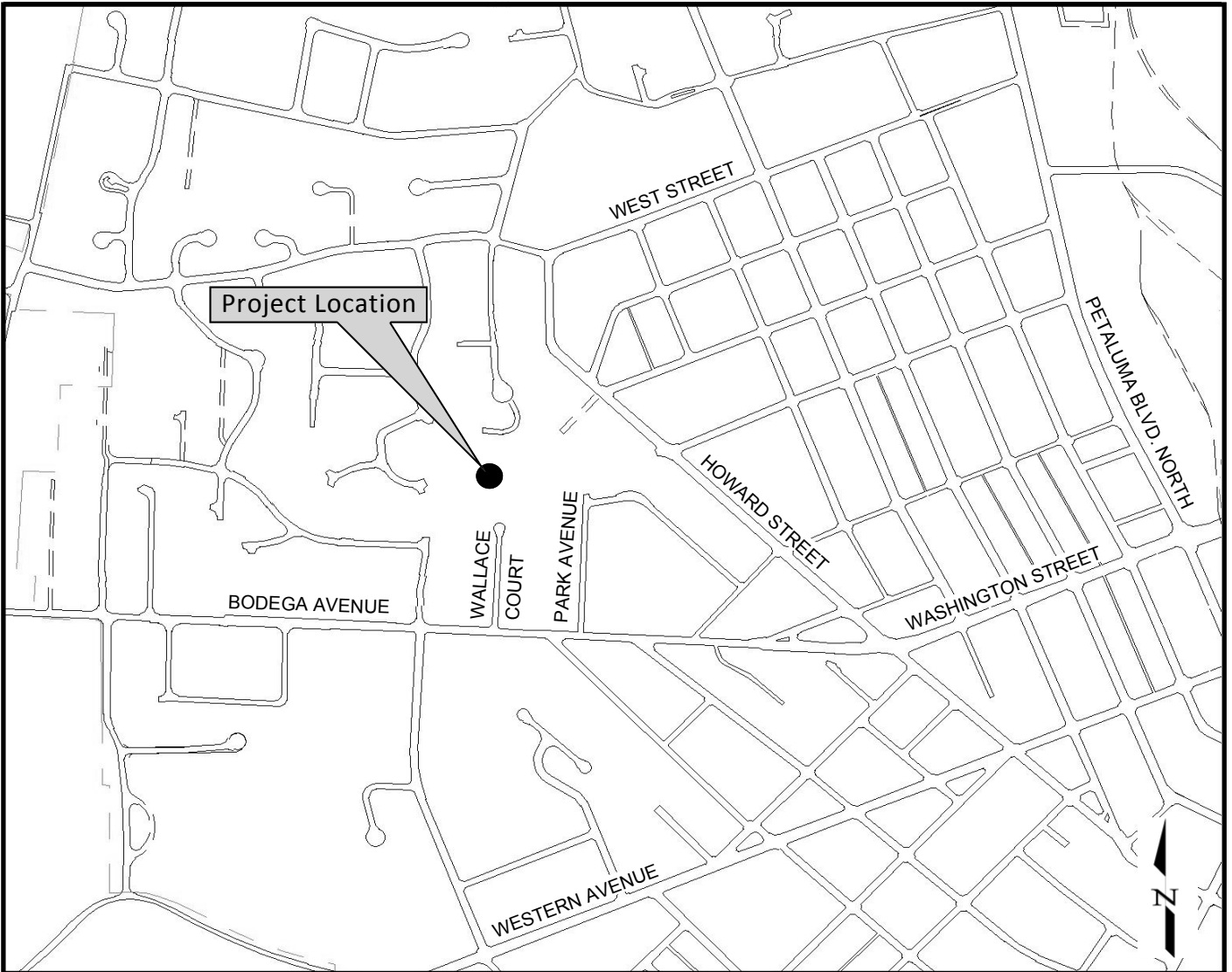
This project will provide needed maintenance at Reservoir No. 1, built in 1963, including sand blasting and recoating the interior, cathodic protection, seismic upgrades, replacement of the vents with screens, recoating of the exterior and implementing safety improvements. The maintenance work will begin in the Fall of 2016. During the design process, it was determined by city staff that rehabilitation of the existing Paula Lane Reservoir would extend its life significantly, thereby reducing the need for a second reservoir at the site at this time.

**FINANCIAL OVERVIEW**

C00500101	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	257			257						257
Land & Easements	414			414						414
Design	111	52	20	183	50					233
Legal Services	3			3	1					4
Administration	5		1	6	4					10
Construction Contracts	49			49	1,300					1,349
Construction Mgmt	1			1	130					131
Contingency				-	200					200
CIP Overheads	15			15	15					30
Capitalization Interst	84			84						84
<b>TOTAL USES</b>	<b>\$ 939</b>	<b>\$ 52</b>	<b>\$ 21</b>	<b>\$ 1,012</b>	<b>\$ 1,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,712</b>
<b>SOURCES (dollars in \$000)</b>										
Water Operating	882			882						882
Water Capital	57		73	130	1,700					1,830
<b>TOTAL FUNDS</b>	<b>\$ 939</b>	<b>\$ -</b>	<b>\$ 73</b>	<b>\$ 1,012</b>	<b>\$ 1,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,712</b>

OAK HILL RESERVOIR

WATER UTILITY



**Project Title: Oak Hill Reservoir Roof Replacement**

**C67501405**

**PROJECT PURPOSE AND DESCRIPTION**

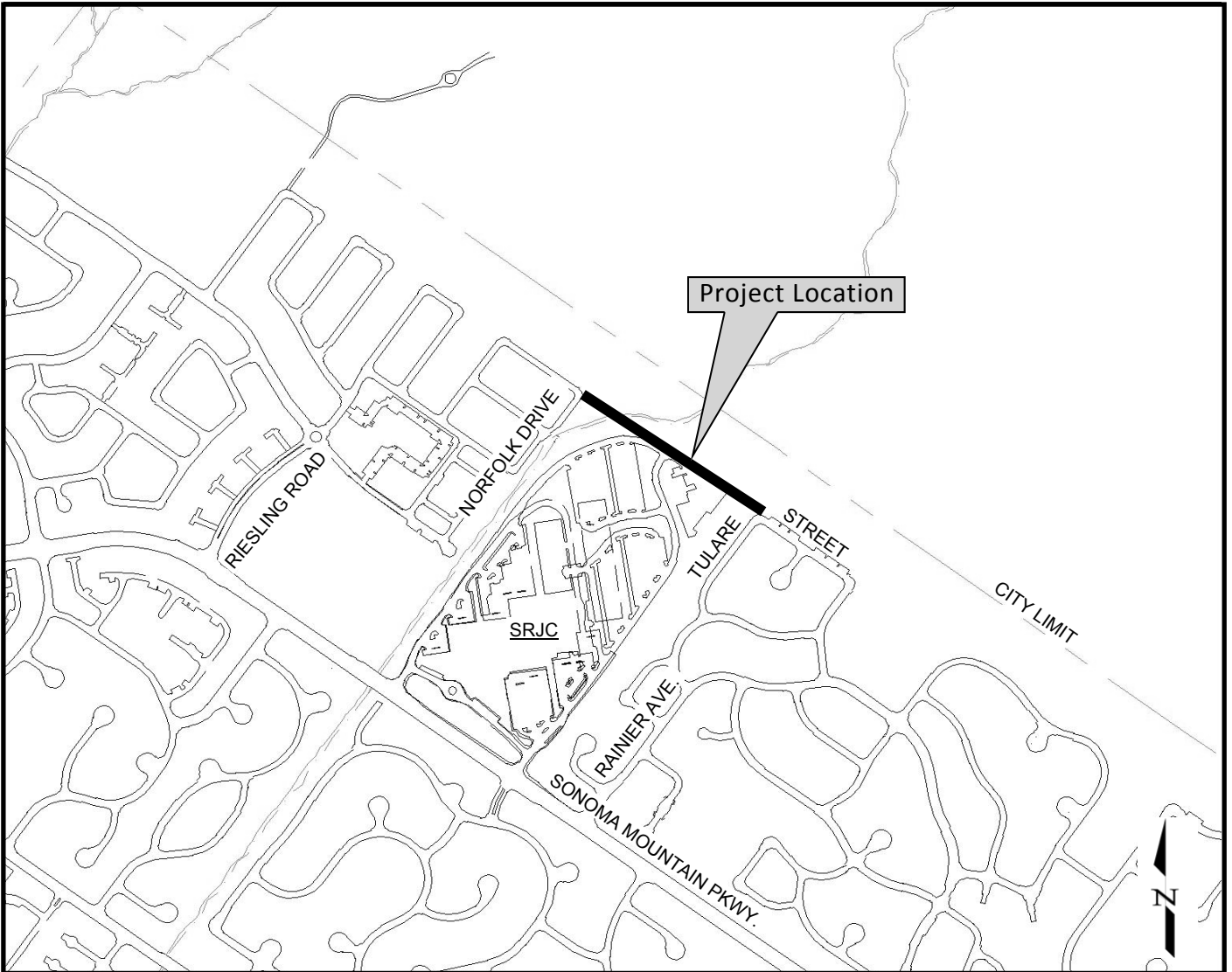
The existing Oak Hill Reservoir, circa 1885, is an underground brick-lined reservoir with a storage volume of 2.0 mg. The reservoir has been re-lined twice with cement grout and has a redwood roof. A condition assessment performed on the existing roof support structure found it to be in poor condition and in need of replacement. FY 16/17 includes investigation of roof replacement alternatives, with design of roof structure in FY 17/18 and construction in FY 18/19.

**FINANCIAL OVERVIEW**

C67501405	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental			15	15	35		10			60
Land & Easements				-						-
Design	8			8		200				208
Legal Services				-			5			5
Administration				-		5	5			10
Construction Contracts				-			1,000			1,000
Construction Mgmt				-			100			100
Contingency				-			200			200
CIP Overheads				-			10			10
Capitalization Interst				-						-
<b>TOTAL USES</b>	<b>\$ 8</b>	<b>\$ -</b>	<b>\$ 15</b>	<b>\$ 23</b>	<b>\$ 35</b>	<b>\$ 205</b>	<b>\$ 1,330</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,593</b>
<b>SOURCES (dollars in \$000)</b>										
Water Capital	8			8	50	205	1,330			1,593
<b>TOTAL FUNDS</b>	<b>\$ 8</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8</b>	<b>\$ 50</b>	<b>\$ 205</b>	<b>\$ 1,330</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,593</b>

W SRJC 12" WATER MAIN EXTENSION

WATER UTILITY



**Project Title: SRJC 12” Water Main Extension**

**C67501302**

**PROJECT PURPOSE AND DESCRIPTION**

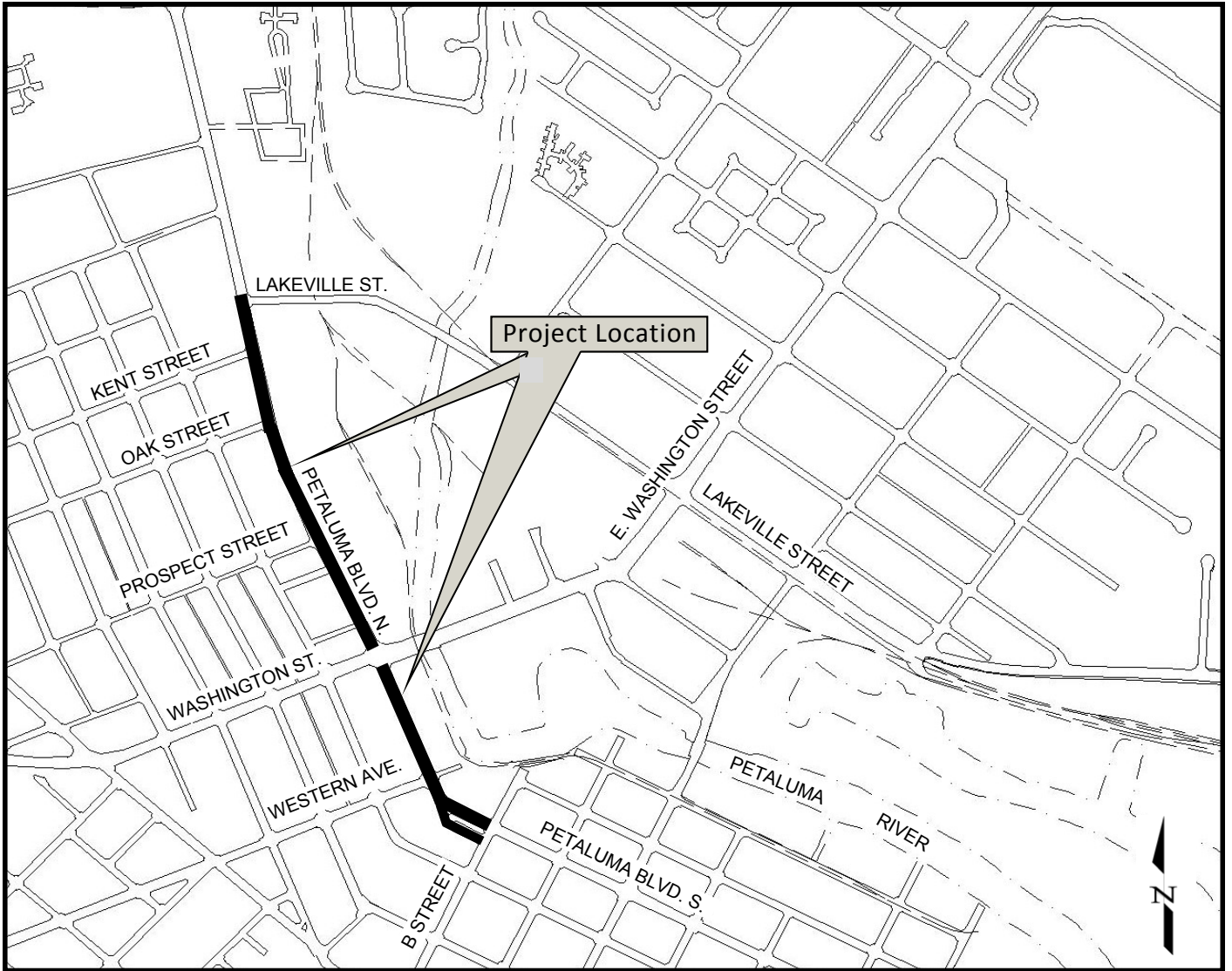
This project will install a new 12-inch water main between Norfolk Drive and Tulare Street across the eastern portion of the SRJC. This project will complete a gap in the existing water system. By providing this loop this project will provide a more consistent load on the system and reduce wear and tear on its components. It will improve utilization by providing an improved transmission main and reducing interference with pumping station operations. This project will reduce maintenance costs to the system in that area by reducing the pressure fluctuations. It will also increase water service levels by improving infrastructure and increasing fire protection. The project timing is linked to the recycled water extension project.

**FINANCIAL OVERVIEW**

C67501302

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-			-			-
Land & Easements				-	20					20
Design		4	4	8	7					15
Legal Services				-	2					2
Administration			1	1	5					6
Construction Contracts				-	100	200				300
Construction Mgmt				-	30	50				80
Contingency				-	20	40				60
CIP Overheads				-	2	10				12
Capitalization Interst				-						-
<b>TOTAL USES</b>	\$ -	\$ 4	\$ 5	\$ 9	\$ 186	\$ 300	\$ -	\$ -	\$ -	\$ 495
<b>SOURCES (dollars in \$000)</b>										
Water Capital			9	9	186	300	-			495
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 9	\$ 9	\$ 186	\$ 300	\$ -	\$ -	\$ -	\$ 495

**PETALUMA BOULEVARD 12" WATER MAIN REPLACEMENT (B ST. TO LAKEVILLE ST.)**      **WATER UTILITY**





**Project Title: Petaluma Blvd. 12" Water Main Replacement  
 (B Street to Lakeville Street)**

**C67501304**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace the existing 4-inch, cast iron and steel water mains in Petaluma Blvd. from B Street to Lakeville Street over two phases. This main is over 75 years old. This project will replace old, deteriorated, and undersized water mains with a new polyvinyl chloride (PVC) 12" water main, water services, fire services, and fire hydrants to reduce maintenance costs and improve fire flow. Additionally the project will allow pre-existing buildings in the downtown business district to install automatic fire sprinklers.

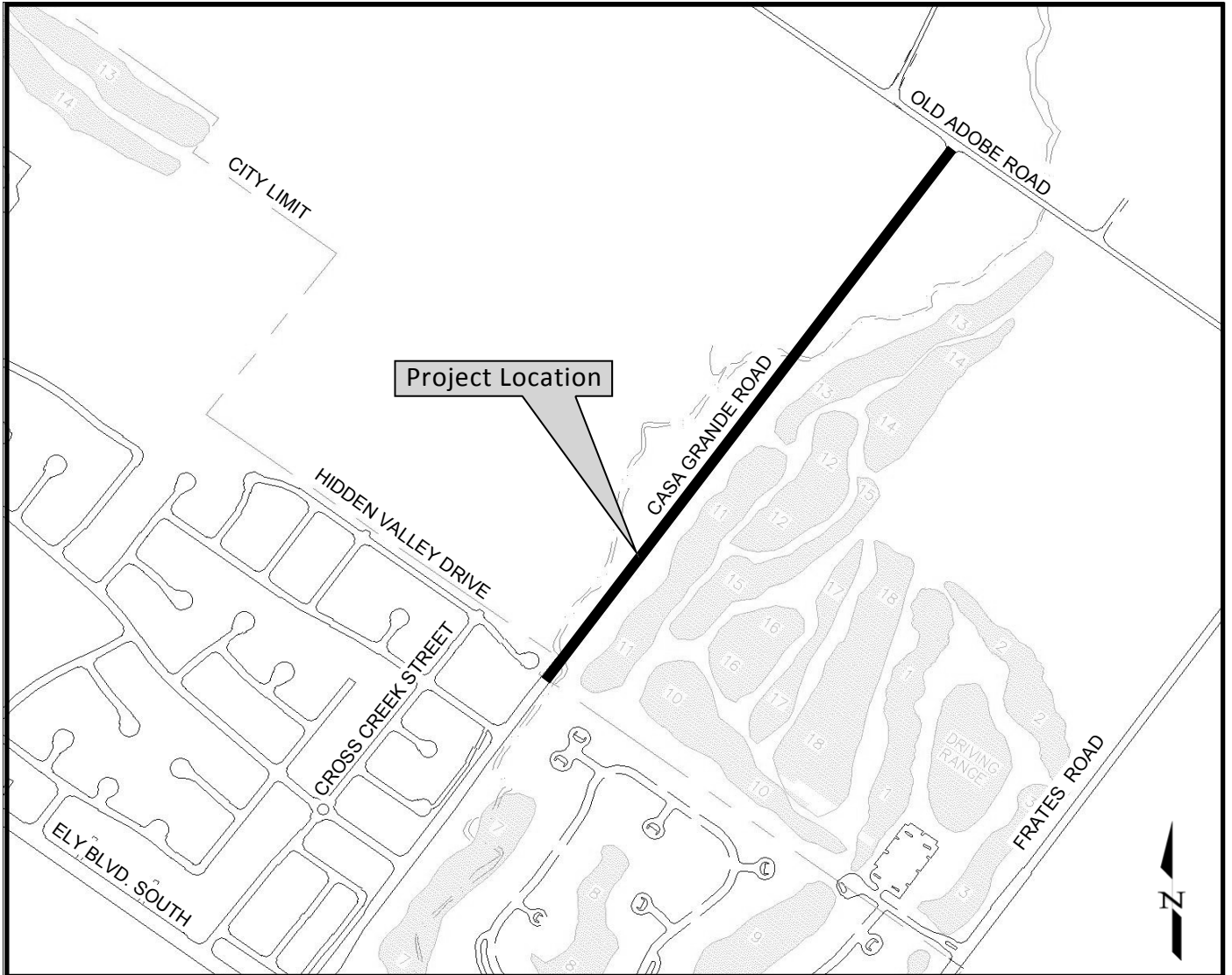
**FINANCIAL OVERVIEW**

C67501304	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-			-			-
Land & Easements				-			-			-
Design	43	99	90	232						232
Legal Services			4	4	8		-			12
Administration			5	5	17		-			22
Construction Contracts	2		300	302	3,000		-			3,302
Construction Mgmt			50	50	335		-			385
Contingency				-	575		-			575
CIP Overheads	3	4	11	18	90		-			108
Capitalization Interst				-			-			-
<b>TOTAL USES</b>	<b>\$ 48</b>	<b>\$ 103</b>	<b>\$ 460</b>	<b>\$ 611</b>	<b>\$ 4,025</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,636</b>

<b>SOURCES (dollars in \$000)</b>										
Water Operating	2	5	23	30						30
Water Capital	46	98	437	581	3,824		-			4,405
Waste Water Capital				-	201		-			201
<b>TOTAL FUNDS</b>	<b>\$ 48</b>	<b>\$ 103</b>	<b>\$ 460</b>	<b>\$ 611</b>	<b>\$ 4,025</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,636</b>

CASA GRANDE ROAD 16" WATER MAIN EXTENSION

WATER UTILITY



**Project Title: Casa Grande Road 16” Water Main Extension**

**C67401006**

**PROJECT PURPOSE AND DESCRIPTION**

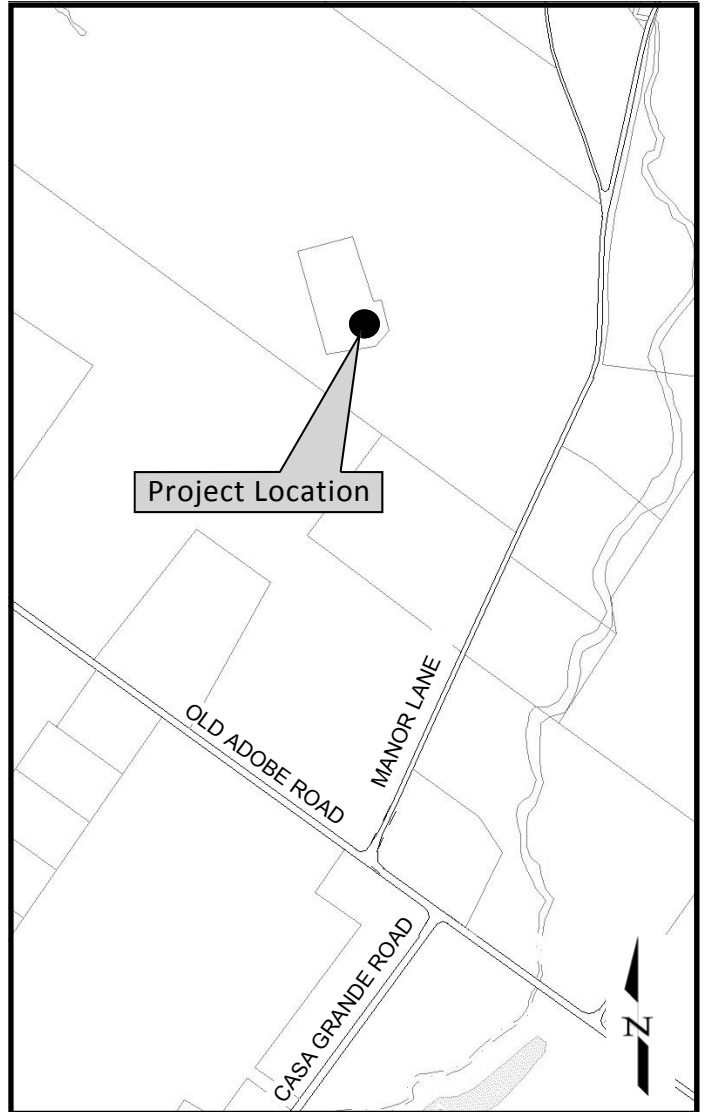
This project will install a new 16-inch water main in Casa Grande Road between Adobe Road and Cross Creek Street. This project will improve utilization of the Manor Lane reservoir by providing an improved transmission main and reducing interference with the Frates pumping station operations. It will also reduce maintenance costs to the system in that area by reducing the pressure fluctuations. By creating this loop the pressure from the Manor Lane tank will provide a more consistent load on the system and reduce wear and tear on its components.

**FINANCIAL OVERVIEW**

C67401006	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-		-				-
Land & Easements				-		-				-
Design				-			100			100
Legal Services				-			-			-
Administration				-			5			5
Construction Contracts				-			1,150			1,150
Construction Mgmt				-			100			100
Contingency				-			150			150
CIP Overheads				-			25			25
Capitalization Interst				-						-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,530	\$ -	\$ -	\$ 1,530
<b>SOURCES (dollars in \$000)</b>										
Water Capital				-		-	1,530		-	1,530
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,530	\$ -	\$ -	\$ 1,530

**HARDIN & MANOR TANKS EXTERIOR RECOATING**

**WATER UTILITY**



**Project Title: Hardin & Manor Tanks Exterior Recoating**

**C67501007**

**PROJECT PURPOSE AND DESCRIPTION**

This project involves applying a new coating surface to the existing water tanks and removing old and deteriorated paint. The project will also include a seismic assessment and cathodic protection. This project will improve the life of the tanks as well as improve the aesthetics. The interior of both tanks will be inspected in the spring of 2016.

**FINANCIAL OVERVIEW**

C67501007

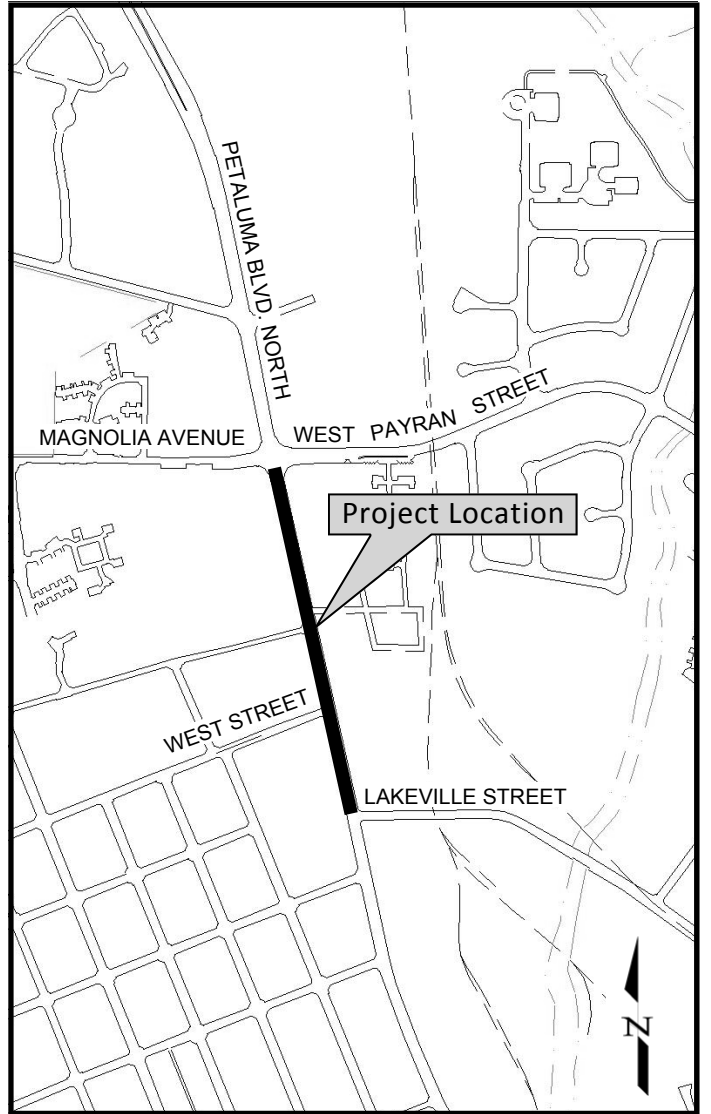
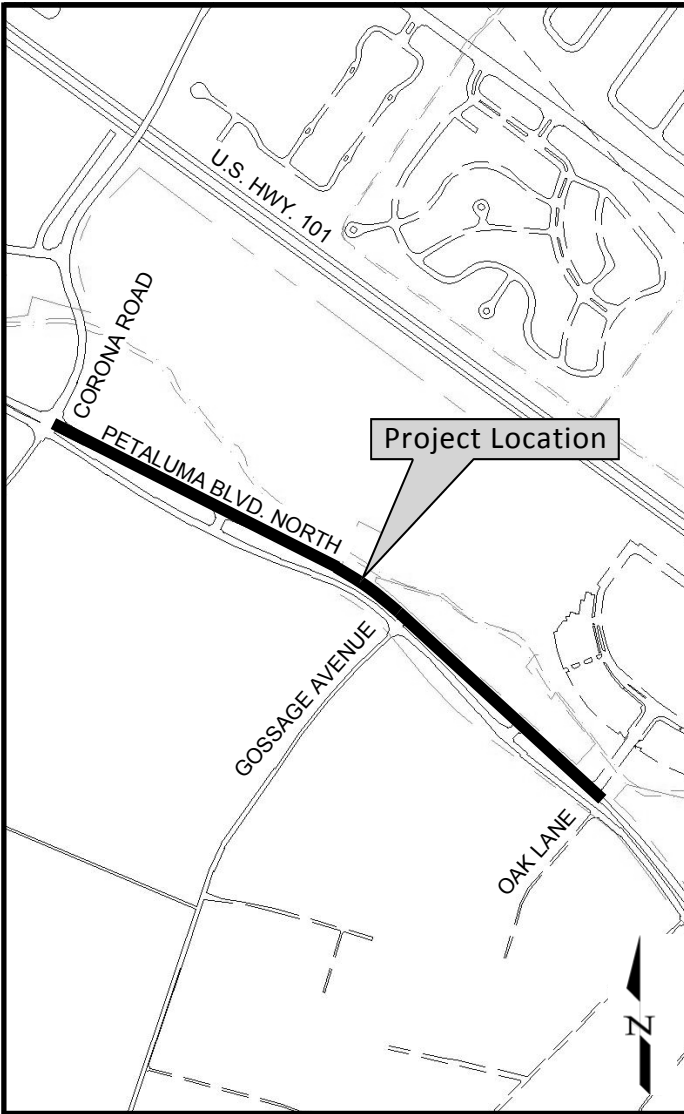
	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental			25	25						25
Land & Easements				-						-
Design			20	20	100					120
Legal Services				-						-
Administration				-						-
Construction Contracts				-		800				800
Construction Mgmt				-		240				240
Contingency				-		160				160
CIP Overheads				-	12	20				32
Capitalization Interst				-						-
<b>TOTAL USES</b>	\$ -	\$ -	\$ 45	\$ 45	\$ 112	\$ 1,220	\$ -	\$ -	\$ -	\$ 1,377

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

Water Capital			45	45	112	1,220				1,377
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ 45	\$ 45	\$ 112	\$ 1,220	\$ -	\$ -	\$ -	\$ 1,377

PETALUMA BLVD. NORTH 12" WATER MAIN EXTENSION

WATER UTILITY



**Project Title: Petaluma Blvd. North 12” Water Main Extension**

**C67401005**

**PROJECT PURPOSE AND DESCRIPTION**

This project will install a new 12-inch water main in Petaluma Blvd. North, between Corona Road and Oak Lane, thereby closing a gap in the existing water system. It will also install a 12-inch water main in Petaluma Blvd. North, between Magnolia Avenue and Lakeville Street, to provide a higher capacity main and improved service to central Petaluma. By improving the infrastructure, the project will increase water service levels and fire protection along Petaluma Blvd North. The main will also allow the utility to abandon an under-river water main which failed in 2009.

**FINANCIAL OVERVIEW**

C67401005

	Expenses and Funds Received				BUDGET					
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				Total Project Estimate
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental				-			-			-
Land & Easements				-			-			-
Design				-				200		200
Legal Services				-				15		15
Administration				-				5		5
Construction Contracts				-				1,650		1,650
Construction Mgmt				-				150		150
Contingency				-				300		300
CIP Overheads				-				225		225
Capitalization Interst				-						-
<b>TOTAL USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,545	\$ -	\$ 2,545
<b>SOURCES (dollars in \$000)</b>										
Water Capital				-				2,545		2,545
<b>TOTAL FUNDS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,545	\$ -	\$ 2,545





**Project Title: Well Construction**

**C67501611**

**PROJECT PURPOSE AND DESCRIPTION**

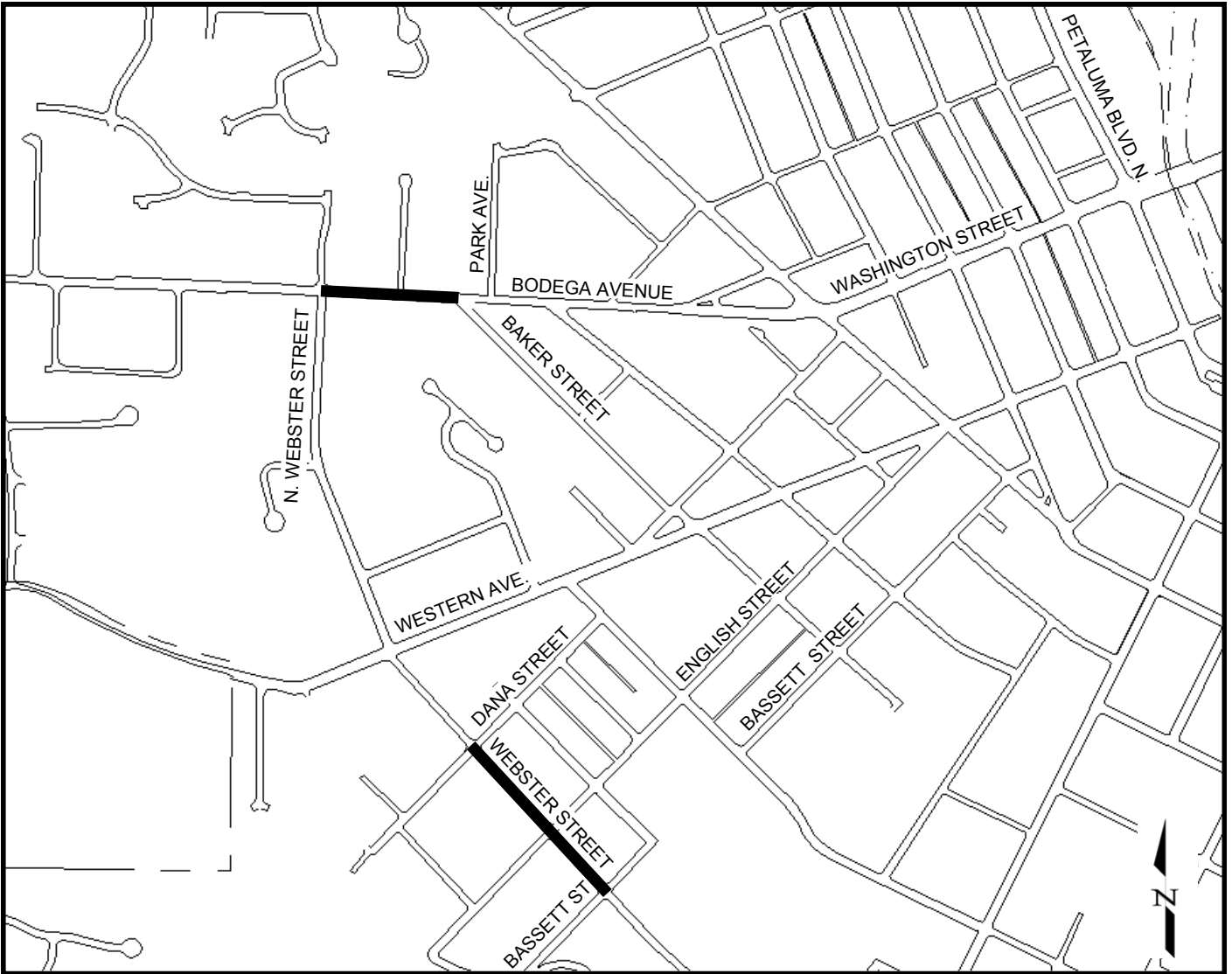
This project will continue the efforts to expand the City's local water supply and meet the Sonoma County Water Agency capacity goal that local agencies increase emergency and drought delivery to 40% of the average day of the maximum month demand. This project will explore new possible well sites, determine which sites are most feasible, and ultimately drill a new well to add to the City's existing local water supply.

**FINANCIAL OVERVIEW**

C67501611	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED			Total Project Estimate
						FY 17-18	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>									
Planning/Environmental	-		2	2	8				10
Land & Easements				-					-
Design			20	20	50				70
Legal Services			2	2	3				5
Administration			5	5	5				10
Construction Contracts				-	250	250			500
Construction Mgmt				-	40	40			80
Contingency				-	50	50			100
CIP Overheads			5	5	5	5			15
Capitalization Interst				-					-
<b>TOTAL USES</b>	-	-	34	34	411	345	-	-	790
<b>SOURCES (dollars in \$000)</b>									
Water Capital			34	34	411	345			790
<b>TOTAL FUNDS</b>	-	-	34	34	411	345	-	-	790

**BODEGA AND WEBSTER WATER MAIN REPLACEMENT**

**WATER UTILITY**



PROJECT LOCATIONS

**Project Title: Bodega and Webster Water Main Replacement**

**C67502012**

**PROJECT PURPOSE AND DESCRIPTION**

This project involves the replacement of aged water mains to reduce maintenance costs and improve service. The replacement of the older 8 inch water main in Webster with a 12 inch main will allow for better hydraulic performance with Paula Lane and Mountain View tanks in Zone 2. The current pipe sizes are restricting flow and the new water main will increase water service levels and increase fire protection.

**FINANCIAL OVERVIEW**

C67502012	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-				5	-	5
Land & Easements				-						-
Design				-				25	35	60
Legal Services				-				2		2
Administration				-				1	5	6
Construction Contracts				-					1,200	1,200
Construction Mgmt				-					180	180
Contingency				-					220	220
CIP Overheads				-					15	15
Capitalization Interst				-						-
<b>TOTAL USES</b>	-	-	-	-	-	-	-	33	1,655	1,688

<b>SOURCES (dollars in \$000)</b>										
Water Capital				-				33	1,655	1,688
<b>TOTAL FUNDS</b>	-	-	-	-	-	-	-	33	1,655	1,688

**Project Title: Water Service Replacements I**

**C67501713**

**PROJECT PURPOSE AND DESCRIPTION**

This project will replace polybutylene water services throughout the City. The water services installed throughout the 1970's and early 80's included polybutylene "blue-tube" piping from the main to the water meter. Polybutylene is a form of plastic resin pipe and fittings that scale and flake and become brittle causing micro-fractures that result in pipe failure. Maintenance personnel are continuously replacing these old services as the service and saddles fail. The project will upgrade the deteriorated water services and saddles to current standards to reduce maintenance costs. Increased failures in these service lines have elevated the priority of this project.

**FINANCIAL OVERVIEW**

C67501713

	Expenses and Funds Received				BUDGET					Total Project Estimate
	Actual Life to Date thru FY 15	Actual Jul-Nov 2015	Estimate Remainder FY 16	Estimate Life to Date thru FY 16	Adopted Budget FY 16-17	PROJECTED				
						FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>USES (dollars in \$000)</b>										
Planning/Environmental	-			-			5		5	10
Land & Easements				-						-
Design				-		20	60		80	160
Legal Services				-			2		2	4
Administration				-			5		5	10
Construction Contracts				-			850		850	1,700
Construction Mgmt				-			90		90	180
Contingency				-			130		130	260
CIP Overheads				-			28		28	56
Capitalization Interst				-						-
<b>TOTAL USES</b>	-	-	-	-	-	20	1,170	-	1,190	2,380
<b>SOURCES (dollars in \$000)</b>										
Water Capital						20	1,170		1,190	2,380
<b>TOTAL FUNDS</b>	-	-	-	-	-	20	1,170	-	1,190	2,380

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

On February 1, 2012, in response to the passage of AB x1 26 & 27, all California Redevelopment Agencies, including the Petaluma Community Development Commission (PCDC) were eliminated. The Petaluma City Council elected to become the Housing Successor Agency to the PCDC and established a new Successor Agency to unwind the affairs of the former PCDC. State law allows the Petaluma Community Development Successor Agency (PCDSA) to establish a list of and pay for enforceable obligations of the former PCDC. That list, called the Recognized Obligation Payment Schedule (ROPS), is the basis for all future funds paid to the Successor Agency from property tax funds formerly allocated to PCDC.

Beginning July 1, 2018, Petaluma's Oversight Board will be dissolved and there will be only one Oversight Board for the County of Sonoma.

The DOF denied many of the enforceable obligations of the former PCDC despite vigorous disputes from the PCDSA. The Successor Agency is working toward completing their Last and Final ROPS before Petaluma's Oversight Board is dissolved.

The loss of \$14,000,000 annually to the former Petaluma Community Development Commission severely limits the City's ability to fund existing and future infrastructure and building projects, to collaborate in economic development projects, and to support nonprofits who utilized \$3 million annually from redevelopment funds to serve the low-income citizens in Petaluma.

### **2015-2016 MAJOR ACCOMPLISHMENTS and HIGHLIGHTS**

- Adopted and filed ROPS 16-17 covering the 2016-2017 Fiscal Year.
- Continued litigation to dispute the Department of Finance's denial of the Co-Op Agreement.

### **2016-2017 DEPARTMENTAL GOALS and PRIORITIES**

- Complete all conditions to qualify for a "Last & Final ROPS".
- Liquidate the property on Industrial Drive as per the DOF approved Long Range Property Management Plan. Proceeds from the sale will be distributed as property taxes to the taxing entities.

**PROPOSED BUDGET**

54150 SUCCESSOR AGENCY ADMIN	<i>2014 Actuals</i>	<i>2015 Revised</i>	<i>2016 Budget</i>	<i>2017 Proposed</i>
SALARY	133,368	36,207	33,573	42,546
BENEFITS	50,839	15,919	17,034	17,349
SUPPLIES	245	105	200	200
PROF SERVICES, MAINT, REPAIR	179,787	217,638	113,150	54,150
INTRAGOVERNMENTAL SERVICES	-	171,118	420,954	420,954
UTILITIES, RENT, TRAINING	4,854	4,617	5,366	5,366
<b>SUCCESSOR AGENCY ADMIN</b>	<b>369,093</b>	<b>445,604</b>	<b>590,277</b>	<b>540,565</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. Part of the Administrative charges listed above are salaries and benefits in the amount of \$50,607 and intragovernmental charges of \$156,837. The intragovernmental charges will be the same as FY 2015-2016. The funds allocated for administrative costs from the DOF do not cover all of the intragovernmental charges and will leave the Successor Agency with a negative balance. It is the City’s intention to request reimbursement of these charges with future submissions of the Recognized Obligation Payment Schedule (ROPS) to the Department of Finance.

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 2016-2017 will be \$5,469,040.

**POLICY OPTIONS**

None

PETALUMA COMMUNITY DEVELOPMENT SUCCESSOR AGENCY  
RECOGNIZED OBLIGATION PAYMENT SCHEDULE  
July 1, 2016 through June 30, 2017

Item #	Project Name/Debt obligation	Total Outstanding		Funding Source				Total Due During Fiscal Year 2016-2017
		Debt	72,653,160	Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	
2	2003A/2015A Tax Allocation Bonds	0				250,000	5,448,495	11,582,854
3	2005A/2015B Tax Allocation Bonds	0						0
4	2007A Tax Allocation Bonds	29,840,000					1,582,012	1,582,012
5	2011 Tax Allocation Bonds	7,790,000					1,175,454	1,175,454
6	PM - Regulatory Agreement Compliance	0		0	0	0	0	0
7	PM - Financial Administration	0		0	0	0	0	0
8	PM - Constr. Project Management	0		0	0	0	0	0
9	HSG- COTS-HUD Grant Agreement	0		0	0	0	0	0
10	HSG- COTS - HUD Loan	0		0	0	0	0	0
11	HSG- COTS - HSC Loan -Restrictive Cov.	0		0	0	0	0	0
12	HSG-Mobile Home Rent Control Ord.	0		0	0	0	0	0
13	HSG-Rental Assistance	0		0	0	0	0	0
14	HSG-transitional Housing	0		0	0	0	0	0
15	HSG-transitional Housing	0		0	0	0	0	0
16	HSG-Rehab Single family homes	0		0	0	0	0	0
17	CIP-Old Redwood Hwy Interchange	0		0	0	0	0	0
18	CIP-Old Redwood Hwy Interchange	0		0	0	0	0	0
19	Finance	0		0	0	0	0	0
20	CIP-Rainier Ave Cross-Town Connector	0		0	0	0	0	0
21	CIP-Rainier Ave Cross-Town Connector	0		0	0	0	0	0
22	CIP-Petaluma River Trail	0		0	0	0	0	0
23	CIP-Petaluma River Trail	0		0	0	0	0	0
24	CIP-Petaluma River Trail	0		0	0	0	0	0
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	0		0	0	250,000	0	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
45	Bond Expenditure Agreement	203,160		0	0	0	0	0
46	TAB-2015A Tax Allocation Bonds	19,220,000		0	0	0	1,334,748	1,334,748

Item #	Project Name/Debt obligation	Total Outstanding Debt	Funding Source				Total Due During Fiscal Year 2016-2017
			Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	
47	TAB-2015B Tax Allocation Bonds Cooperative Agreements - Exhibit A/Section 8 - Economic Dev. Programs; Exhibit B/Section 3 - Affordable Hsg program as reinstated by Resolution #2012-03 of the OB	15,600,000	0	0	0	1,356,281	1,356,281
48	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"	8,626,200					0
49	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 3 on Exhibit A, the "101/East Washington Interchange Project"	4,585,455	4,585,455				4,585,455
50	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 5 on Exhibit A, the "Rainier Avenue Cross-town Connector/Interchange Project"	0	0				0
51	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 1 on Exhibit C, the "Staffing and Administrative Expenses"	5,568,573	640,117				640,117
52		1,808,787	658,787				658,787



**FISCAL YEAR 2017**  
**ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD CHARGES**

<b>Department/Division</b>	<b>Information Technology FY 2017</b>	<b>General Service FY 2017</b>	<b>Risk FY 2017</b>	<b>Administrative Charges FY 2017</b>	<b>Total Allocation FY 2017</b>
General		1,088	-		1,088
City Council		350	12,083		12,433
City Attorney	37,801	1,574	5,241		44,616
City Clerk	19,481	3,228	4,975		27,684
City Manager	18,273	3,539	13,293		35,105
Economic Development	23,526	-	1,782		25,308
Finance	104,612	26,115	34,995		165,722
Human Resources	19,267	1,171	8,946		29,384
Community Development	19,475	2,706	3,258		25,439
Fire	114,532	22,696	204,056		341,284
Recreation	29,259	27,213	118,359		174,831
Police	359,245	15,108	415,706		790,059
Public Works	117,346	5,912	162,427	-	285,685
<b>General Fund</b>	<b>862,817</b>	<b>110,700</b>	<b>985,121</b>	<b>-</b>	<b>1,958,638</b>
Housing In-Lieu	7,284	53	2,847	5,968	16,152
Impact fees	-	-	4,035	17,154	21,189
CDBG	1,410	26	1,679	4,251	7,366
General Government Donations	-	72	1,003	4,339	5,414
Special Revenue	-	36	862	8,637	9,535
Street Maintenance	11,356	2,497	154,024	118,707	286,584
Landscape Assessment Districts	1,031	713	1,983	16,060	19,787
TOT	-	-	2,002	163,108	165,110
Governmental CIP	-	288	21,659	183,418	205,365
<b>Special Revenue Funds</b>	<b>21,081</b>	<b>3,685</b>	<b>190,094</b>	<b>521,642</b>	<b>736,502</b>
Airport Operation	14,407	1,092	20,882	89,397	125,778
Airport CIP	-	-	313	630	943
Development Services	68,814	10,527	16,879	124,766	220,986
Marina	6,220	1,174	8,123	70,197	85,714
Marina CIP	-	-	47	101	148
Transit Operations	65,795	8,720	30,777	73,803	179,095
Transit CIP	-	-	222	524	746
Wastewater Administration	321,338	36,348	182,001	677,211	1,216,898
Wastewater CIP	-	137	13,746	15,661	29,544
Water Administration	415,758	48,009	170,457	636,921	1,271,145
Water CIP	-	127	5,244	13,233	18,604
Storm Utility	-	380	6,116	44,931	51,427
<b>Enterprise Funds</b>	<b>892,332</b>	<b>106,514</b>	<b>454,807</b>	<b>1,747,375</b>	<b>3,201,028</b>

**FISCAL YEAR 2017**  
**ALLOCATION OF INTERNAL SERVICE FUNDS AND ADMINISTRATIVE OVERHEAD CHARGES**

<b>Department/Division</b>	<b>Information Technology FY 2017</b>	<b>General Service FY 2017</b>	<b>Risk FY 2017</b>	<b>Administrative Charges FY 2017</b>	<b>Total Allocation FY 2017</b>
Information Technology	-	539	20,762	-	21,301
Employee Benefits	-	147	8,356	-	8,503
Workers Compensation	1,563	-	9,353	-	10,916
General Services	4,790	-	1,274	-	6,064
Risk Management	<u>19,578</u>	<u>201</u>	<u>-</u>	<u>-</u>	<u>19,779</u>
<b>Internal Service Funds</b>	<b><u>25,931</u></b>	<b><u>887</u></b>	<b><u>39,745</u></b>	<b><u>-</u></b>	<b><u>66,563</u></b>
Successor Agency Housing	-	1,260	5,730	71,193	78,183
Successor Agency	<u>-</u>	<u>960</u>	<u>1,656</u>	<u>418,338</u>	<u>420,954</u>
<b>Successor Agency Funds</b>	<b><u>-</u></b>	<b><u>2,220</u></b>	<b><u>7,386</u></b>	<b><u>489,531</u></b>	<b><u>499,137</u></b>
<b>TOTAL ALLOCATIONS</b>	<b><u>\$ 1,802,161</u></b>	<b><u>\$ 224,006</u></b>	<b><u>\$ 1,677,153</u></b>	<b><u>\$ 2,758,548</u></b>	<b><u>\$ 6,461,868</u></b>

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
General Fund	Storm Drainage Impact Fees	37,383	loan repayment
	Storm Drainage Impact Fees	11,090	legal Costs associated with Waste Water settlement
	Facilities CIP	100,000	C16201306
	Parks CIP	50,000	C00400205
	Waste Water	93,580	Waste Water settlement
	Storm Utility	450,000	
	Employee Benefits	200,000	
	Vehicle Replacement	300,000	
		1,242,053	
Commercial Linkage Fees	Housing Successor Agency	25,000	SAR051150
Community Facilities Impact Fees	Facilities CIP	25,000	C16201306
Housing In-Lieu Impact Fees	Housing Successor Agency	50,000	SAR051150
Parkland Development Impact Fees 08	Parks CIP	213,000	C14501604
	Parks CIP	251,000	C14501607
		464,000	
Storm Drainage Impact Fees	Public Works CIP	281,000	C00500208
	Public Works CIP	40,000	C16301413
	Public Works CIP	5,000	C16301417
	Public Works CIP	13,000	C16301620
		339,000	
Traffic Mitigation Fees	Public Works CIP	25,000	C00501204
	Public Works CIP	204,000	C16101309
	Transit CIP	32,000	C65501604
		261,000	
CDBG	Housing Successor Agency	32,781	SAR051150
Parks Grants	Parks CIP	50,000	C00400205
	Parks CIP	161,000	C14501604
		211,000	
Public Works Grants	Public Works CIP	136,000	C16101309
	Public Works CIP	918,000	C16101416
	Public Works CIP	993,000	C00500208
	Public Works CIP	825,000	C16301413
	Public Works CIP	1,155,000	C16301518
	Public Works CIP	70,000	C16301620
	4,097,000		
Donations / Developer Contributions	Public Works CIP	40,000	C16101519
	Waste Water CIP	210,000	C66501633
	Waste Water CIP	200,000	C66501517
		450,000	
Asset Seizure	General Fund	43,740	computer crimes investigation
	General Fund	30,000	general support
		73,740	

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
SLESF	General Fund	100,000	CAD/RMS system
Gas Tax	Street Maintenance	1,185,832	
Risk Management	General Fund	100,000	legal expenses
	Public Works CIP	77,000	e16082012 - interfund loan
		<u>177,000</u>	
Street Maintenance	Public Works CIP	21,000	C16101201
	Public Works CIP	500,000	C16101303
	Public Works CIP	4,000	C16101309
	Public Works CIP	140,000	C16101416
	Public Works CIP	11,000	C16101601
		<u>676,000</u>	
TOT	General Fund	1,404,012	general support
	Vehicle Replacement	200,000	
	Facilities CIP	514,000	C16201304
	Facilities CIP	94,000	C11201704
	Facilities CIP	102,000	C11201705
	Facilities CIP	81,000	C11201706
	Facilities CIP	70,000	C11201707
	Facilities CIP	59,000	C11201708
	Facilities CIP	48,000	C11201709
	Public Works CIP	125,000	C16501602
		<u>2,697,012</u>	
Prince Park	General Fund	56,500	general support
Mobile Home Rent Program	Housing Successor Agency	10,000	SAR051150
Airport Admin	Airport CIP	54,000	C61501705
	Airport CIP	8,500	e61501716
	Airport CIP	1,000	e61501717
		<u>63,500</u>	
Airport State AIP Grant	Airport CIP	7,500	e61501716
	Airport CIP	2,000	e61501717
		<u>9,500</u>	
Airport FAA Grant	Airport CIP	150,000	e61501716
	Airport CIP	33,000	e61501717
		<u>183,000</u>	
Transit - FTE 5307 TCP	Transit CIP	75,000	C65201606
Transit TDA Capital	Transit CIP	100,000	C65201606
	Transit CIP	80,000	C65101705
		<u>180,000</u>	

## TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
Waste Water Capital	Water CIP	201,000	C67501304
	Waste Water CIP	439,000	C66401301
	Waste Water CIP	195,000	C66501633
	Waste Water CIP	718,000	C66401416
	Waste Water CIP	28,000	C66501003
	Waste Water CIP	12,374,000	C66501305
	Waste Water CIP	2,910,000	C66401314
	Waste Water CIP	280,000	C66501517
	Waste Water CIP	1,342,000	C66501501
	Waste Water CIP	502,000	C66501520
	Waste Water CIP	2,767,000	C66401626
	Waste Water CIP	369,000	C66101627
	Waste Water CIP	568,000	C66501518
	Waste Water CIP	20,000	C66401728
		22,713,000	
Waste Water State Prop 1 Grant	Water CIP	366,000	C66401415
Water Capital	Water CIP	1,700,000	C00500101
	Water CIP	50,000	C67501405
	Water CIP	186,000	C67501302
	Water CIP	3,824,000	C67501304
	Water CIP	112,000	C67501007
	Water CIP	411,000	C67501611
	Waste Water CIP	598,000	C66401415
		6,881,000	
<b>GRAND TOTAL \$</b>		<b>42,643,918</b>	

TRANSFERS IN

TO	FROM	AMOUNT	PURPOSE
General Fund	Asset Seizure	43,740	computer crimes investigation
	Asset Seizure	30,000	general support
	SLESF	100,000	CAD/RMS system
	Risk Management	100,000	legal expenses
	TOT	1,404,012	general support
	Prince Park	<u>56,500</u>	general support
		1,734,252	
Storm Drainage Impact Fees	General Fund	37,383	loan repayment
	General Fund	<u>11,090</u>	legal Costs associated with Waste Water settlement
		48,473	
Street Maintenance	Gas Tax	1,185,832	
Facilities CIP	General Fund	100,000	C16201306
	Community Facilities Impact Fees	25,000	C16201306
	TOT	514,000	C16201304
	TOT	94,000	C11201704
	TOT	102,000	C11201705
	TOT	81,000	C11201706
	TOT	70,000	C11201707
	TOT	59,000	C11201708
	TOT	<u>48,000</u>	C11201709
		1,093,000	
Parks CIP	General Fund	50,000	C00400205
	Parkland Development Impact Fees	213,000	C14501604
	Parkland Development Impact Fees	251,000	C14501607
	Parks Grants	50,000	C00400205
	Parks Grants	<u>161,000</u>	C14501604
		725,000	
Public Works CIP	Storm Drainage Impact Fees	281,000	C00500208
	Storm Drainage Impact Fees	40,000	C16301413
	Storm Drainage Impact Fees	5,000	C16301417
	Storm Drainage Impact Fees	13,000	C16301620
	Traffic Mitigation	25,000	C00501204
	Traffic Mitigation	204,000	C16101309
	Public Works Grants	136,000	C16101309
	Public Works Grants	918,000	C16101416
	Public Works Grants	993,000	C00500208
	Public Works Grants	825,000	C16301413
	Public Works Grants	1,155,000	C16301518
	Public Works Grants	70,000	C16301620
	Donations/Developer Contributions	40,000	C16101519
	Street Maintenance	21,000	C16101201
	Street Maintenance	500,000	C16101303
	Street Maintenance	4,000	C16101309
	Street Maintenance	140,000	C16101416
	Street Maintenance	11,000	C16101601
	Risk (interfund loan)	77,000	e16082012
TOT	<u>125,000</u>	C16501602	
		5,583,000	
Housing Successor Agency	Commercial Linkage	25,000	SAR051150
	Housing In-Lieu Impact	50,000	SAR051150
	Mobile Rent Program	10,000	SAR051150
	CDBG	<u>32,781</u>	SAR051150
		117,781	

**TRANSFERS IN**

TO	FROM	AMOUNT	PURPOSE
Airport CIP	Airport Admin	54,000	C61501705
	Airport Admin	8,500	e61501716
	Airport Admin	1,000	e61501717
	Airport State AIP Grant	7,500	e61501716
	Airport State AIP Grant	2,000	e61501717
	Airport FAA Grant	150,000	e61501716
	Airport FAA Grant	33,000	e61501717
		<u>256,000</u>	
Transit CIP	Traffic Mitigation	32,000	C65501604
	Transit Operating - FTA 5307 TCP	75,000	C65201606
	Transit TDA Capital	100,000	C65201606
	Transit TDA Capital	80,000	C65101705
		<u>287,000</u>	
Waste Water	General Fund	93,580	Waste Water settlement
Waste Water CIP	Donations / Developer Contributions	210,000	C66501633
	Donations / Developer Contributions	200,000	C66501517
	Waste Water Capital	439,000	C66401301
	Waste Water Capital	195,000	C66501633
	Waste Water Capital	718,000	C66401416
	Waste Water Capital	28,000	C66501003
	Waste Water Capital	12,374,000	C66501305
	Waste Water Capital	2,910,000	C66401314
	Waste Water Capital	280,000	C66501517
	Waste Water Capital	1,342,000	C66501501
	Waste Water Capital	502,000	C66501520
	Waste Water Capital	2,767,000	C66401626
	Waste Water Capital	369,000	C66101627
	Waste Water Capital	568,000	C66501518
	Waste Water Capital	20,000	C66401728
	Water Capital	598,000	C66401415
		<u>23,520,000</u>	
Water CIP	Waste Water Capital	201,000	C67501304
	Waste Water State Prop 1 Grant	366,000	C66401415
	Water Capital	1,700,000	C00500101
	Water Capital	50,000	C67501405
	Water Capital	186,000	C67501302
	Water Capital	3,824,000	C67501304
	Water Capital	112,000	C67501007
	Water Capital	411,000	C67501611
		<u>6,850,000</u>	
Storm Utility	General Fund	450,000	
Employee Benefits	General Fund	200,000	
Vehicle Replacement	General Fund	300,000	
	TOT	200,000	
		<u>500,000</u>	
<b>GRAND TOTAL \$</b>		<b>42,643,918</b>	

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2016-17 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- 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	1.00	1.00	1.00	1.00	0.00			
Secretary Confidential	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
<b>Total City Clerk</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>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. 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><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./Redevelopment</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 II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	1.00	1.00	0.60	1.00	0.60	0.60		
Human Resources Specialist	1.00	0.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Human Resources</b>	<b>4.00</b>	<b>3.00</b>	<b>4.00</b>	<b>3.60</b>	<b>4.00</b>	<b>3.60</b>	<b>3.60</b>	<b>0.00</b>	<b>0.00</b>
<b><u>RECREATION</u></b>									
Administrative Technician	1.00	1.00	1.00	1.00	0.00	0.00			
Office Assistant II	2.00	1.00	2.00	1.00	0.00	0.00			
Museum Coordinator	0.00	0.00	0.00	0.00	0.50	0.50	0.50		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Specialist	0.00	0.00	0.00	0.00	1.25	1.25	1.25		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Tiny Tots Program Coordinator	0.00	0.00	0.00	0.00	0.60	0.60	0.60		
Tiny Tots Teacher	0.00	0.00	0.00	0.00	0.60	0.60	0.60		
Secretary	0.00	0.00	0.00	0.00	2.00	2.00	2.00		
<b>Total Recreation</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>8.95</b>	<b>8.95</b>	<b>8.95</b>	<b>0.00</b>	<b>0.00</b>



**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2016-17 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>INFORMATION TECHNOLOGY</u></b>									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
<b>Total Information Technology</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>
<b><u>FINANCE DEPARTMENT</u></b>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant I/II	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	0.00	1.00	0.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Acct Mgr.	1.00	0.00	1.00	0.00	1.00	0.00			
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Finance</b>	<b>18.00</b>	<b>15.00</b>	<b>18.00</b>	<b>15.00</b>	<b>18.00</b>	<b>16.00</b>	<b>14.00</b>	<b>0.00</b>	<b>2.00</b>
<b><u>FIRE</u></b>									
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Battalion Chief - EMS Mgr	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Captain	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Engineer	4.00	4.00	3.00	3.00	3.00	3.00	3.00		
Fire Engineer/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Fire Inspector	3.00	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	12.00	12.00	9.00	9.00	9.00	9.00	9.00		
Firefighter/Paramedic	17.00	17.00	21.00	21.00	21.00	21.00	21.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
<b>Total Fire</b>	<b>59.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>0.00</b>	<b>0.00</b>

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
 FY 2016-17 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- 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		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	1.00	5.00	3.00	3.00		
Evidence Technician	1.00	1.00	1.00	1.00	0.50	0.50	0.50		
Property Technician	0.00	0.00	0.00	0.00	1.00	1.00	1.00		
Police Lieutenant	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Police Officer	60.00	47.00	60.00	47.00	60.00	48.00	47.00		1.00
Police Records Assistant I/II	5.50	4.50	5.50	4.50	5.50	4.50	4.50		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	9.00	12.00	9.00	12.00	10.70	10.70		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
<b>Total Police</b>	<b>108.50</b>	<b>84.50</b>	<b>108.50</b>	<b>84.50</b>	<b>109.00</b>	<b>89.70</b>	<b>87.25</b>	<b>0.45</b>	<b>2.00</b>
<b><u>HOUSING</u></b>									
Housing Administrator	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	1.00	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	0.00	1.00	0.00	1.00	0.00			
<b>Total Building Services</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>	<b>0.00</b>	<b>6.00</b>	<b>0.00</b>
<b><u>RISK MANAGEMENT</u></b>									
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			
<b>Total Risk Management</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
FY 2016-17 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>PUBLIC WORKS</u></b>									
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00			
Airport Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	0.50	0.50	0.50	0.15	0.50	0.10			0.10
Deputy Director DP&U	1.00	1.00	1.00	1.00	1.00	1.00	0.10	0.20	0.70
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.60	0.20	0.20
Engineering Tech Sr	0.00	0.00	0.00	0.00	1.00	1.00	0.43		0.57
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker I/II	2.00	2.00	2.00	2.00	2.00	2.00	1.90	0.10	
Inspection Supervisor	1.00	1.00	0.00	0.00	0.00	0.00			
Management Analyst II	0.00	0.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Office Assistant II	2.00	1.00	2.00	1.00	2.00	1.00	0.10	0.80	0.10
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.75		0.25
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	0.00	3.00	0.00	3.00	0.00			
Parks Maintenance Worker I/II	10.00	6.00	10.00	6.00	10.00	7.00	7.00		
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	2.00	2.00	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	2.00	1.00	2.00	2.00	1.00	1.00	0.55	0.45	
Senior Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00	0.20	0.05	1.75
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	9.00	8.00	9.00	8.00	9.00	8.00			8.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Transit Analyst	0.00	0.00	0.00	0.00	0.50	0.50		0.50	
Transit Outreach and Marketing Coordinator	0.00	0.00	0.00	0.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
<b>Total Public Works</b>	<b>53.50</b>	<b>37.50</b>	<b>54.50</b>	<b>39.15</b>	<b>56.00</b>	<b>41.60</b>	<b>15.68</b>	<b>6.50</b>	<b>19.42</b>

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED  
FY 2016-17 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 14-15		FY 15-16		FY 16-17		----- Allocation-----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<b><u>WATER RESOURCES/CONSERVATION</u></b>									
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.10	0.80	0.10
Administrative Technician	1.00	1.00	1.00	0.00	1.00	0.00			
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00		0.80	1.20
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.25	1.00	0.75
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	0.50	0.50	0.50	0.85	0.50	0.90		0.90	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	3.00	3.00	3.00	3.00	3.00		1.40	1.60
Environmental Compliance Inspector	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	2.00	2.00	2.00	2.00	3.00	3.00		3.00	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Maintenance Supervisor	1.00	1.00	0.00	0.00	0.00	0.00			
Mechanical Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00		0.85	0.15
Secretary	1.00	1.00	1.00	1.00	2.00	2.00	0.10	1.60	0.30
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00		0.20	0.80
Senior Engineering Tech	2.00	2.00	2.00	2.00	2.00	2.00		1.40	0.60
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Mechanical Technician	1.00	0.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	0.00	0.00	0.00	0.00	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	4.00	4.00	5.00	5.00	5.00	5.00		5.00	
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	1.00	1.00	1.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
<b>Total Water Res./Conserv.</b>	<b>61.50</b>	<b>59.50</b>	<b>61.50</b>	<b>59.85</b>	<b>64.50</b>	<b>61.90</b>	<b>0.45</b>	<b>55.95</b>	<b>5.50</b>
<b>Total Position Summary</b>	<b>341.50</b>	<b>288.50</b>	<b>341.50</b>	<b>291.10</b>	<b>349.45</b>	<b>304.75</b>	<b>198.93</b>	<b>68.90</b>	<b>36.92</b>





# PETALUMA

SONOMA COUNTY  
CALIFORNIA-USA

