

# City of Healdsburg

*California*



## Biennial Budget



Fiscal Years 2018-19 & 2019-20

# Table of Contents

Page  
Number

<b>Table of Contents</b> .....	<b>i</b>
--------------------------------	----------

## **Introduction**

City Council Strategic Plan and Goals .....	A2
City Organizational Chart .....	A4
About the City of Healdsburg .....	A5
Budget Calendar for 2018-19 and 2019-20 .....	A6
Basis of Budgeting .....	A7

## **General Fund**

Fund Summary .....	B2
Department Detail:	
City Administration Narrative .....	B3
City Council .....	B5
Legal .....	B6
City Manager's Office .....	B7
Finance .....	B8
Planning and Building .....	B10
Police .....	B14
Fire Budget .....	B17
Non Departmental .....	B21

## **Public Works**

Public Works Narrative .....	C2
Gas Tax Fund .....	C4
Streets Fund .....	C5
Streets Capital Projects Fund .....	C6
Drainage Fund .....	C7
Airport Fund .....	C8
Airport Capital Projects Fund .....	C9

## **Utilities**

Utilities Narrative .....	D2
Water Fund .....	D5
Water Capital Projects Fund .....	D6
Wastewater Fund .....	D7
Wastewater and Drainage Capital Projects Fund .....	D8
Electric Fund .....	D9
Electric Capital Projects Fund .....	D10
Electric Public Benefit Fund .....	D11

# Table of Contents

Page  
Number

## Community Services

Community Services Narrative .....	E2
Parks/Fields/Facilities Listing .....	E6
Community Services Fund .....	E7
Community Services Capital Projects Fund .....	E8
Lighting and Landscaping Assessment Districts .....	E9

## Special Revenue Funds

Transaction and Use Tax Fund .....	F2
Transient Occupancy Tax – Affordable Housing .....	F3
Other Special Revenue Fund .....	F4
Media Center Fund .....	F5
General Debt Service Fund .....	F6

## Successor Agency Funds

Post RDA Successor Agency Fund .....	G2
Post RDA Housing Successor Agency Fund .....	G3
Post RDA Debt Retirement Fund .....	G4

## Internal Service Funds

Internal Service Funds Narrative .....	H2
Vehicle Services Internal Services Fund .....	H3
Information Systems Internal Services Fund .....	H5
Building Maintenance Internal Services Fund .....	H9

## Trust Funds

Community Benefit Expendable Trust Fund .....	I2
Plaza Flowers Veterans Trust Fund .....	I3

## Development Fee Funds

Streets Capacity Fund .....	J2
Water Capacity Fund .....	J3
Sewer Capacity Fund .....	J4
Drainage Capacity Fund .....	J5
Electric Capacity Fund .....	J6
Park Impact Fee Fund .....	J7
Fire Facilities Impact Fund .....	J8

## Capital Improvement Program

2018-23 Five-year Capital Improvements Program Summary .....	K2
--	----

# Table of Contents

	Page Number
City Wide Projects .....	K3
Street Projects .....	K7
Water Projects .....	K14
Wastewater Projects .....	K27
Electric Projects .....	K40
Community Services Projects .....	K50
 <b>Budget Reference Information</b>	
Glossary of Financial and Budget Terms.....	L2
Resolution No. 47-2018 Adopting the FY 2018-19 Budget.....	L10
Resolution No. 48-2018 Adopting the FY 2019-20 Budget.....	L13
Resolution No. 49-2018 Adopting the 2018-23 Five-Year Capital Improvement Program...L16	L16
Resolution No. 50-2018 Reestablishing the List of Authorized Positions .....	L19

# INTRODUCTION

# City of Healdsburg 2014-2019 Strategic Plan: Pathway to Sustainability

**Vision:** Affirm and enhance our community as an attractive, healthy and prosperous place by valuing our diverse heritage and embracing thoughtful change.

**Mission:** In Healdsburg our mission is to create an atmosphere of innovation and diversity that enhances the values of the community which support the following: young and multigenerational families, our rich and broad agricultural roots, innovative and sustainable businesses and healthy quality of life.

**Values:** ACCOUNTABILITY | COMMUNICATION | HONESTY | INNOVATION | EXCELLENCE | VITALITY | EFFICIENCY

## City Council Goals Fiscal Year 2018-2019

### Community Development

To enhance the quality of life of residents and business owners and align development with our community values, draft and implement planning and Land Use policies that address development of hotels and their impacts on workforce housing, parking and retail space availability.

Initiate the process to prepare a South Entry Plan for the Old Redwood Highway Study Area that includes a workforce housing component; a circulation plan of the industrial zone, mixed use and public land located south of Memorial Bridge; and desired zoning designations. Any plan that is implemented will need to address Land Use and Business Ordinances to balance quality of life and encourage development that more closely aligns with our community values.

### Community Housing

Explore opportunities that allow for the development of rental and workforce housing. With Council consensus, this may be accomplished by developing language for a Growth Management Ordinance Amendment to be placed on the November 2018 ballot.

Adopt Land Use Code regulations that require a workforce/affordable housing component as part of any new hotel development. In addition, explore/develop opportunities which allow the City to develop the desired housing types and supplement funding for affordable housing, to increase access to housing for residents and local workers.

# City Council Goals Fiscal Year 2018-2019 (continued)

## Community Housing (continued)

Work with regional partners to develop a strategic plan to better address homelessness. Any plan would include our current local partners, the County and neighboring cities. The strategic plan will include action items that can be implemented by the City and its regional partners.

Implement policies to improve overall community health and limit the effects of second hand smoke.

## Community Services

Embark on a community based arts and culture plan that would gather widespread input about the role of arts and culture in the life of the community, assess the socio economic impact of the arts, provide data on how the City compares to other cities in terms of supporting the arts, explore opportunities for collaboration among organizations and businesses, and identify ways to foster and enhance the arts. Use the information gathered to enhance the City's participation in expanding art in the City.

Explore/develop opportunities to enhance river access and increase connectivity between City parks, the river and open spaces. Assess opportunities to enhance/increase access to bathrooms and improve City parks and open spaces.

## Connectivity / Transportation

Develop and implement policies that increase non-vehicular modes of transportation that enhances the City's ability to secure grant funding, to increase bike and pedestrian access

## Fiscal Responsibility

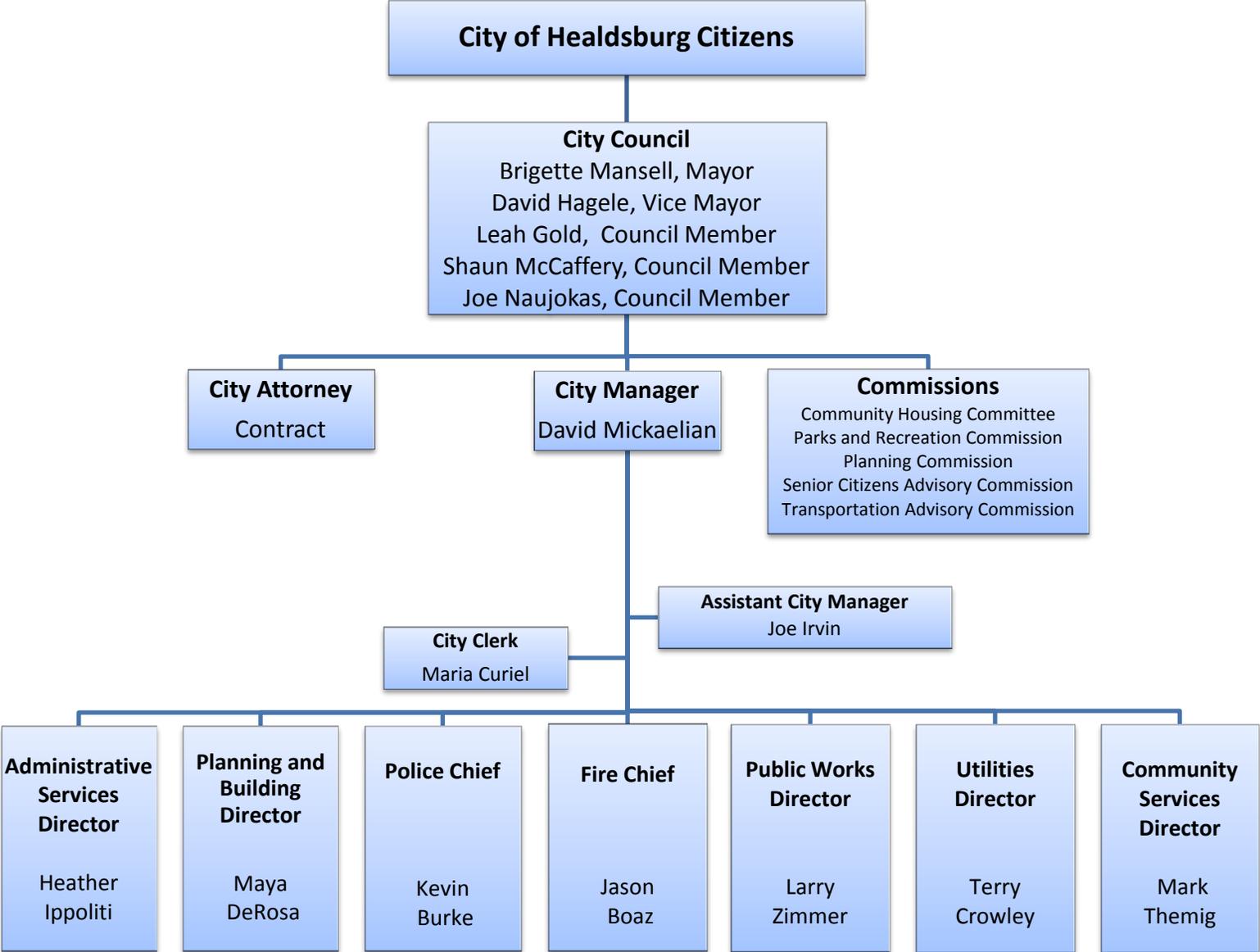
Adopt a sound financial strategy that addresses the City's short and long-term pension costs.

Begin planning for the sunset of Measure V.

## Infrastructure / City Facilities

Ensure significant capital improvement projects are completed efficiently and effectively to improve circulation and quality of life of our residents.

# CITY ORGANIZATIONAL CHART



# About the City of Healdsburg

## History

When you long for small town charm, come to Healdsburg. Envision a town with the best qualities of turn-of-the century America, yet with the ambiance of a European countryside. Tucked between three lush valleys and surrounded by over 60 wineries, Healdsburg is nestled in the heart of the wine country. We're only 65 miles north of San Francisco on Highway 101.

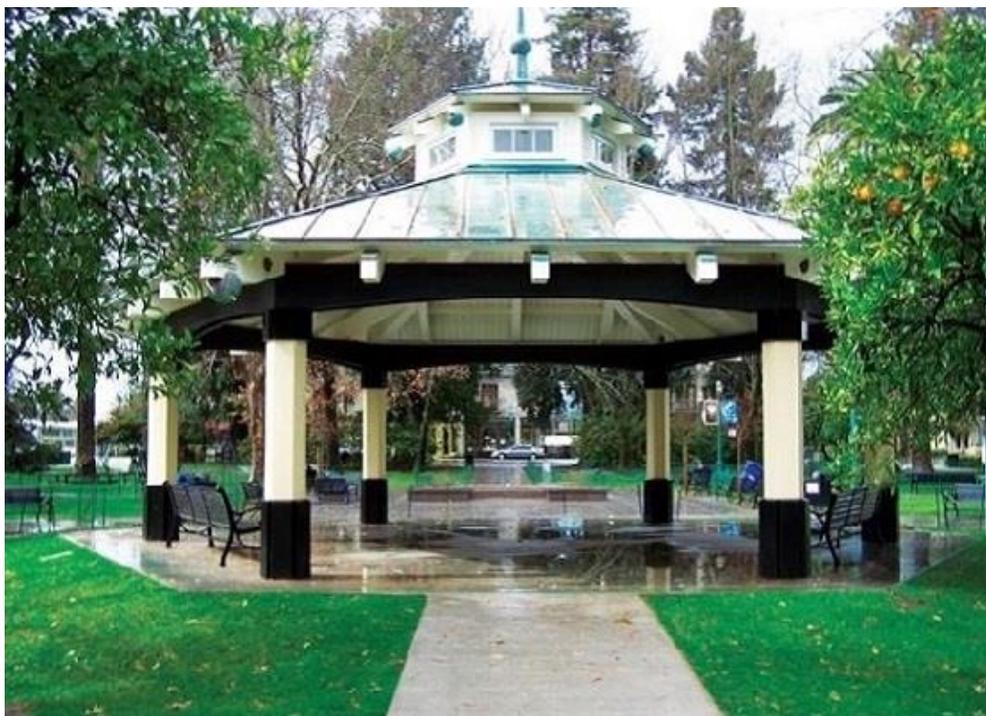
## Settling the Area

Our early residents, the Pomo Indians, built their villages in these open fertile valleys along the Russian River. The wild 1800s and California Gold Rush brought new settlers to the generous farming land here. One early entrepreneur, Harmon Heald, envisioned a grand plan for the village that would be his namesake. In 1857, he constructed a store and post office, sold lots downtown, and plotted a town complete with a Spanish-style Plaza. Healdsburg was officially incorporated 10 years later. The extension of the Northwestern Pacific Railroad in 1871 brought visitors and increased commerce to our booming town.

## Modern Healdsburg

The City of Healdsburg continues to flourish. We are a full-service city, providing electrical, water, and sewer services to residents. Healdsburg's safety is ensured by modern and well-equipped police and fire departments.

Healdsburg has evolved from unpretentious farm town to Wine Country destination with its Plaza, many fine restaurants, wine tasting rooms, art galleries and boutiques, drawing both residents and visitors. Despite its growth in population (11,800 estimated in 2017) and popularity, Healdsburg cherishes its small town character, community spirit, architectural charm and vibrant history.



Read more about Healdsburg's rich history on the [Healdsburg Museum and Historical Society page](#).

# Budget Calendar for 2018-19 and 2019-20

## **January**

**Measure V Survey Questions reviewed**

## **February**

**Measure V Survey posted & mailed**

## **March**

**Measure V Survey results revealed**

**Goal Setting**

## **April**

**Community Input – Budget 101**

## **May**

**Study Sessions**

## **June**

**Budget Adoption (June 4)**

# Basis of Budgeting

The City's budget is developed on a modified accrual basis for governmental fund types (e.g. general fund, special revenue funds, debt service funds, and capital project funds), adjusted for encumbrance accounting. Appropriations for encumbrances are included; however, appropriations for expenditures against prior year encumbrances are excluded.

Accrual: is an accounting method that records revenues and expenses when they are incurred, regardless of when cash is exchanged.

Encumbrance: in government accounting, are commitments related to unfilled contracts for goods and services including purchase orders. The purpose of encumbrance accounting is to prevent further expenditure of funds in light of commitments already made. At year-end, encumbrances still open are not accounted for as expenditures and liabilities but, rather, as reservations of fund balance.

Modified accrual: is when revenues are recognized when they become available and measurable and with a few exceptions, expenditures are recognized when they are incurred.

Proprietary fund types (e.g. enterprise funds such as Airports, and internal service funds such as Vehicle Services and Building Maintenance) are budgeted on the full accrual basis where not only are expenses recognized when incurred but revenues are also recognized when they are incurred or owed to the City.

For business-type activities, such as internal service funds and enterprise funds, the City follows GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Property Fund Accounting, to apply applicable GASB pronouncements as well as any applicable pronouncements of the Financial Accounting Standards Board, the Accounting Principles Board or any Accounting Research Bulletins issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

The City's audited Governmental Fund financial statements are reported using the current financial resources measurement focus and depending on the type of financial statement, either modified or full accrual basis of accounting. Government wide financial statements are reported at full accrual while government funds financial statements are reported on the modified accrual basis.

# GENERAL FUND

**GENERAL FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 8,897,332	\$ 8,148,416	\$ 8,148,416	\$ 8,308,960	\$ 8,861,976
<b><u>REVENUES</u></b>					
Sales Tax	\$ 4,571,596	\$ 4,734,644	\$ 4,748,499	\$ 4,738,444	\$ 4,818,012
Property Tax	3,117,930	2,877,613	3,405,709	3,514,309	3,564,595
Charges for Services	912,723	991,643	1,138,891	916,587	924,709
Development Related Permits & Fees	893,057	714,635	1,125,286	1,689,720	1,117,500
Transient Occupancy Tax	567,317	546,012	623,554	852,852	931,223
Franchise Fees	505,822	502,000	531,113	557,669	585,552
Business License Tax	270,145	250,000	265,000	265,000	265,000
Intergovernmental	245,098	169,508	201,316	150,065	144,065
Transfer Tax	128,236	100,000	136,702	140,000	145,000
Fines & Collections	138,397	87,000	180,868	187,500	187,500
Interest Earned & Rents Received	110,107	68,001	86,450	86,450	86,450
Transfers in	461,569	541,573	476,447	533,617	581,388
Miscellaneous	168,923	23,200	83,200	83,200	83,200
Total Revenues	\$ 12,090,920	\$ 11,605,829	\$ 13,003,035	\$ 13,715,413	\$ 13,434,194
<b><u>EXPENDITURES BY DEPARTMENT</u></b>					
City Council	\$ 165,437	\$ 158,357	\$ 211,906	\$ 187,418	\$ 184,619
Legal	304,601	282,150	347,456	310,000	310,000
City Manager's Office	2,040,531	2,591,206	2,112,866	2,029,367	2,080,082
Finance	1,412,579	1,341,004	1,485,710	1,738,405	1,847,501
Planning and Building	1,718,094	1,691,720	1,713,569	1,957,227	2,021,598
Police	5,128,744	5,329,847	5,627,433	5,573,876	5,852,093
Fire	3,138,627	3,061,407	3,540,459	3,165,922	3,344,378
Non-Departmental	(1,068,777)	(2,196,907)	(2,196,907)	(1,799,818)	(1,768,898)
Total Expenditures	\$ 12,839,836	\$ 12,258,784	\$ 12,842,492	\$ 13,162,397	\$ 13,871,373
Ending Fund Balance	\$ 8,148,416	\$ 7,495,461	\$ 8,308,960	\$ 8,861,976	\$ 8,424,796
Change in Fund Balance	\$ (748,916)	\$ (652,955)	\$ 160,544	\$ 553,016	\$ (437,179)
<b><u>Components of Ending Fund Balance</u></b>					
Reserve - 30% of annual expenditures	\$ 3,851,951	\$ 3,677,635	\$ 3,852,747	\$ 3,948,719	\$ 4,161,412
Pension Stabilization Contribution	3,020,068	3,403,068	3,462,361	3,845,361	3,845,361
Unrestricted, Unreserved	1,276,397	414,757	993,851	1,067,896	418,023
Total	\$ 8,148,416	\$ 7,495,461	\$ 8,308,960	\$ 8,861,976	\$ 8,424,796

# **CITY ADMINISTRATION**

---

The legislative and administrative functions of the City are coordinated by the City Manager's Office, which includes the City Council, City Manager, City Attorney, Assistant City Manager, City Clerk and Human Resources.

## **City Council**

The City Council is the governing body of the City. There are five Council members, elected at large by the voters of Healdsburg to serve four-year terms. Each year the Mayor is elected by a majority vote of the City Council. It is the responsibility of the City Council to set policy for the City and to adopt an annual budget. The City Council also makes appointments to the positions of City Manager, City Attorney and City Clerk.

## **City Manager**

The City Manager is responsible for the overall management of City operations and implementation of City Council policies. This includes direct coordination with the City Council, supervision of City departments, intergovernmental relations, strategic planning, community development and public information.

## **City Attorney**

The City Attorney is the primary legal advisor to the City Council, its Commissions and City departments. Major activities include providing accurate legal advice and direction to ensure that the City's operations conform to all federal, state, and City laws, as well as representing the City in legal proceedings. These services are provided on a contract basis by an outside legal firm.

## **Assistant City Manager**

In the absence of the City Manager, the Assistant City Manager assumes the management of the City operations. The Assistant City Manager is also responsible for providing services related to housing, economic development, and serves as the ADA Coordinator.

## **City Clerk**

The primary function of the City Clerk's office is the maintenance and management of all official City records. This includes: legislative history, preparation of City Council agendas, noticing public hearings for the City Council and the coordination of City elections.

# **CITY ADMINISTRATION**

---

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18**

- ☑ Implemented a web-based payroll, timesheet capture and attendance system
- ☑ Implemented MSDS online
- ☑ Contracted for architectural and engineering services to prepare the construction documents, more specifically plans and technical specifications which will accompany the City's front end construction project template, and bid documents for the proposed City Hall Expansion project
- ☑ Awarded bid for the construction of the City Hall Expansion project
- ☑ Completed the audit of the City's safety program
- ☑ Created and executed coordinated public outreach campaigns, which inform, educate and engage our citizens on current city projects

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 and 2019-20**

- ◆ Update the Healdsburg Municipal Code as required to streamline operations
- ◆ Update the Personnel Rules and Regulations
- ◆ Establish and implement an electronic records retention policy
- ◆ Maintain a strong public outreach process, which includes distributing information regarding the City finances in a printed brochure, by email, electronically via the Financial Data Transparency Portal on the City's website and using other social media
- ◆ Amend the Growth Management Ordinance
- ◆ Consider issuance of a Housing Bond
- ◆ Hire new Assistant City Manager

**General Fund  
City Council**

	FY 17-18			FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
	FY 16-17 Actual	Amended Budget	Estimated Year End		
<b><u>EXPENDITURES</u></b>					
Wages	\$ 9,104	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Fringe Benefits	106,224	96,314	105,871	101,830	108,847
Support of Outside Organizations	17,000	17,000	42,000	17,000	17,000
Contracted Services	3,829	-	24,500	20,000	10,000
Government Fees	2,886	10,658	9,047	9,228	9,412
Telecommunication & Data Services	240	3,240	360	360	360
Advertising and Publication	211	-	-	-	-
Printing and Binding	-	-	2,050	-	-
Supplies	1,560	1,650	700	1,000	1,000
Meetings, Travel, & Training	15,346	9,000	9,000	19,000	19,000
Membership and Dues	9,038	11,495	9,378	10,000	10,000
Total Expenditures	\$ 165,437	\$ 158,357	\$ 211,906	\$ 187,418	\$ 184,619

**General Fund  
Legal**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
<b><u>EXPENDITURES</u></b>					
Contracted Services	\$ 304,601	\$ 282,150	\$ 347,456	\$ 310,000	\$ 310,000
Total Expenditures	\$ 304,601	\$ 282,150	\$ 347,456	\$ 310,000	\$ 310,000

**General Fund  
City Manager's Office**

	FY 17-18			FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
	FY 16-17 Actual	Amended Budget	Estimated Year End		
<b><u>EXPENDITURES</u></b>					
Wages	\$ 810,619	\$ 1,150,764	\$ 885,638	\$ 968,482	\$ 1,006,297
Overtime	2,903	5,017	2,200	300	300
Fringe Benefits	576,983	456,269	511,702	500,503	545,532
Other Employee Related Expenses	59,314	100,000	60,000	65,000	65,000
Contracted Services	277,581	557,632	342,731	150,250	150,073
Utility Services	12,761	14,000	11,746	11,090	11,090
Election Expense	12,628	-	19,197	30,000	-
Government Fees	12,761	18,053	14,983	34,767	18,035
Internal Service & Replacement Fees	190,986	193,436	193,436	204,943	217,107
Telecommunication & Data Services	5,977	11,000	8,224	7,317	7,433
Noticing	10,564	5,000	9,000	10,000	10,000
Printing	13,031	18,250	5,154	5,000	7,500
Maintenance & Supplies	16,104	17,100	5,100	5,500	5,500
Other Operating Expense	3,593	1,925	16,339	13,000	13,000
Meetings, Travel, & Training	32,176	40,350	25,381	21,300	21,300
Membership and Dues	2,552	2,410	2,035	1,915	1,915
Total Expenditures	\$ 2,040,531	\$ 2,591,206	\$ 2,112,866	\$ 2,029,367	\$ 2,080,082

# **FINANCE**

---

The Finance Department is responsible for the following:

## **Finance**

The Finance division provides the following services:

- City wide accounts payable processing
- Revenue and collections, including the collection of revenues such as business license fees, transient occupancy taxes, and miscellaneous receivables
- Treasury management, including investment of funds, cash management and debt management
- Budget and capital improvement program preparation and administration
- Financial reporting, coordination of annual audits, and filing of required statutory report
- Providing operational information to the City Council and City Residents

## **Utility Billing**

The Utility Billing division is responsible for utility billing services for water, wastewater, drainage and electric utilities; and the management of 6,314 resident and business utility customer accounts. The Department bills customers monthly, collects payments and provides customer service.

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18**

- Completed the implementation of the new City-wide financial software system
- Completed the implementation of the Business License software system
- Updated the cost allocation plan

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 and 2019-20**

- ◆ Update the master fee schedule
- ◆ Establish a long-term fiscal stability policy
- ◆ Research a possible new utility billing software
- ◆ Issue an RFP for a new independent auditing firm
- ◆ Review and consider updating the City wide impact fees

**General Fund  
Finance Department**

FY 17-18

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
<b><u>EXPENDITURES</u></b>					
Wages	\$ 541,073	\$ 648,410	\$ 598,077	\$ 845,983	\$ 881,713
Fringe Benefits	355,730	239,401	323,886	388,823	429,824
Overtime	1,200	700	1,558	1,700	1,700
Contracted Services	235,507	161,022	281,204	210,092	227,342
Government Fees	4,210	-	-	-	-
Property Services	21,875	24,146	17,217	17,803	18,408
Equipment Rental	-	232	-	-	-
Service Fees	222,021	225,884	225,884	237,090	251,501
Telecommunication & Data Services	4,548	5,000	4,500	4,900	5,000
Advertising and Publication	114	-	-	-	-
Printing and Binding	-	8,000	-	-	-
Supplies	20,240	20,250	20,359	19,300	19,300
Meetings, Travel, & Training	4,467	7,000	11,600	11,000	11,000
Memberships and Dues	1,595	959	1,425	1,714	1,714
Total Expenditures	\$ 1,412,579	\$ 1,341,004	\$ 1,485,710	\$ 1,738,405	\$ 1,847,501

# **PLANNING AND BUILDING**

---

The Planning and Building Department is responsible for providing services related to planning, land use, development standards, building safety, and protection of the City's natural and cultural resources in accordance with City regulations and state and federal laws. Primary services and activities include the following:

## **Development Standards and Review**

The Department provides information and assistance related to land use, subdivision, design, and environmental review. The Department coordinates and facilitates review of development applications, prepares and delivers reports on land use, design review, conditional use permit, variance and subdivision applications to the Planning Commission and City Council.

## **Advance Planning**

The Department prepares and amends the City's General Plan, Land Use Code, and area plans that establish the goals, policies, and regulations that guide future development activities and protect the City's natural and cultural resources. Advance planning work helps the City identify existing needs and anticipate future service needs for the community.

## **Regional Planning**

The Department works with state, regional, and county agencies regarding issues of city, county and region-wide importance, on topics such as, land use, housing, transportation, climate change and other issues. The Department participates in county and region-wide technical and planning advisory committees, evaluates and provides comments regarding projects proposed outside the city limits regarding their potential effects on the City.

## **Plan Check and Building Inspection Services**

The Department is responsible for protecting public safety by conducting plan review and inspection services related to buildings and structures in the City. Services include providing building safety and code information to assist the public in project development, facilitating the development and construction permit process, reviewing building permit applications to ensure compliance with state and local building and fire codes, energy efficient standards, and reviewing projects for compliance with the Americans with Disabilities Act. Additionally, the Department investigates and works with the City's code enforcement officer to facilitate compliance with requirements.

## **Environmental Review**

The Department conducts environmental review for proposed public and private projects in accordance with the requirements of the California Environmental Quality Act guidelines (CEQA) and the City's environmental procedures; and, when applicable, the National Environmental Protection Act (NEPA). The Department reviews and prepares required environmental documents and provides oversight for professional environmental consulting service contracts for specific projects.

# **PLANNING AND BUILDING**

---

## **Code Enforcement**

The Department works with the City's Code Enforcement Officer to maintain compliance with the City's Municipal Code and Building Code. Code compliance supports the City's goal of maintaining a safe and attractive community. The Department investigates alleged code violations and works with residents, property and business owners to facilitate compliance with code requirements.

## **MAJOR DEPARTMENT TASKS COMPLETED FY 2016-17 and 2017-18**

- ☑ Facilitated Planning and Building Department review, plan check, and inspection services for development projects including residential subdivisions, new commercial and residential projects and expansions of existing local businesses.
- ☑ Adopted the Citywide Design Guidelines and conducted Planning Commission and staff training session with urban design consultant
- ☑ Adopted an Urgency Ordinance to allow for temporary housing and allow for Additional Dwelling Unit (ADU) garage conversions
- ☑ Adopted Alcohol Ordinance to limit tasting rooms to one per block face in Downtown
- ☑ Completed a comprehensive parking management plan in support of the City's economic development goals
- ☑ Initiated North Area Plan process
- ☑ Completed required annual report regarding General Plan Housing Element compliance
- ☑ Completed required annual development agreement report for the Saggio Hills project
- ☑ Identified in first six months of 2018, 147 residential building permits issued (3 were new homes, 10 were ADUs)
- ☑ Participated in county and region-wide technical and planning advisory committees

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 and 2019-2020**

- ◆ Implement online permit tracking
- ◆ Complete a review and update of citywide municipal parking requirements.
- ◆ Create a Guide to Development Review to assist property owners and developers with the land entitlement process
- ◆ Participate with the Sonoma County Transportation Authority/Regional Climate Protection Agency and other Sonoma County jurisdictions on Regional coordination

## **FUTURE OBJECTIVES**

- Continue to facilitate implementation of the Central Healdsburg Special Study Area Plan
- Complete special study area plans as identified in the General Plan such as the South Entry Plan
- Undertake a comprehensive General Plan update

# PLANNING AND BUILDING

---

## STATISTICS

Process	2015	2016	2017
Annexation	0	0	0
Appeal	0	0	1
Building Envelope Modification	3	7	2
Conditional Use Permit	12	15	12
Design Review	18	22	19
Heritage Tree	3	1	4
Lot Line Adjustment	6	5	4
Land Use Code Amendment	1	3	5
Miscellaneous	2	2	1
Sign Permit	26	27	26
Tentative Map	7	3	5
Variance	2	3	1
Total	80	88	80

### Permits

Year	Total Number of Permits	Valuation	Inspections
2010	392	9,781,294	993
2011	436	13,424,864	1,064
2012	432	16,184,678	1,100
2013	631	28,743,094	1,518
2014	541	21,094,504	1,425
2015	623	41,013,785	1,515
2016	646	45,453,360	1,905
2017	640	57,392,251	2,242

### Housing Units

Year	Additional Dwelling Units	Multi Family	Single Family
2010	1	0	3
2011	2	0	1
2012	2	0	9
2013	0	2	27
2014	1	1	7
2015	6	0	46
2016	4	0	23
2017	12	62	3

**General Fund  
Planning & Building Department**

	FY 17-18			FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
	FY 16-17 Actual	Amended Budget	Estimated Year End		
<b><u>EXPENDITURES</u></b>					
Wages	\$ 722,589	\$ 991,933	\$ 929,228	\$ 1,070,968	\$ 1,122,504
Fringe Benefits	460,653	318,240	421,462	490,636	538,532
Overtime	3,316	1,200	3,500	3,700	3,700
Contracted Services	360,659	220,000	190,956	199,000	154,000
Property Services	3,353	2,500	2,983	2,990	2,990
Personal Protective Equipment	322	450	277	1,200	550
Service Fees	111,522	113,301	113,301	128,512	136,692
Replacement Fees	4,547	4,547	4,547	4,500	4,500
Telecommunication & Data Services	9,623	7,525	8,624	9,460	9,460
Advertising and Publication	4,296	5,263	7,300	10,500	10,500
Printing and Binding	2,133	5,329	3,800	5,000	5,000
Supplies	19,620	11,592	17,932	9,550	12,870
Meetings, Travel, & Training	13,677	7,330	8,359	18,590	17,680
Memberships and Dues	1,785	2,510	1,300	2,620	2,620
Total Expenditures	\$ 1,718,094	\$ 1,691,720	\$ 1,713,569	\$ 1,957,227	\$ 2,021,598

# **POLICE**

---

The Healdsburg Police Department is responsible for the protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of motor vehicle laws and regulations. Activities related to these responsibilities include law enforcement; criminal investigations; apprehension of criminals; and the use of problem solving strategies involving all stakeholders in the community to enhance the quality of life for residents and visitors.

## **Patrol Services**

The Patrol Division provides public safety services 24-hours a day, seven days a week. Patrol responds to calls for service, provides general law enforcement activities, including traffic enforcement, crime scene investigation, disaster assessment, community policing strategies and preventive patrol. Patrol officers also participate in a number of community outreach efforts such as Adopt A Cop, Challenge Day, Alive at 25, Every 15 Minutes, and community events.

## **Investigations**

The responsibilities of Investigations are to investigate major crime scenes and collect evidence. They analyze fingerprints and other physical evidence, maintain court evidence, process and destroy contraband evidence; monitor activities of individuals on probation and parole, and conduct major investigations with crimes requiring out-of-town follow-up. Additionally, this division maintains gang tracking and intelligence gathering.

## **Communications**

The responsibilities of this division are to maintain/operate a full 911 dispatch center for Police. All 911 calls from land line and wireless phone providers are answered in the 911 center. This includes requests for fire and medical services. Dispatchers receive and process all calls for service, maintain communications with officers in the field and monitor the status of police units and field personnel. Dispatchers conduct inquiries for police officers such as warrant checks, criminal histories and vehicle registration information. Dispatchers are the critical link between citizens in need of service and law enforcement officers. They also process records and work with the Records Officer in obtaining important data and the dissemination of information.

## **Administration**

This division manages the administrative functions of the department and prepares the operational budget, monitors employee recruitments and promotions, applies for and manages grant programs, reviews all employee evaluations, and maintains professional standards through training and policy review. All citizen complaints are reviewed and assigned for investigation through this office. The office also analyzes crime statistics and staffing needs.

## **Community Services**

The Police Technician performs relief dispatch duties, parking enforcement, vehicle abatement duties, and manages the property and evidence room. Property and evidence is monitored to ensure compliance with State and Federal laws. Additional duties include public presentations, child seat installations, city licensing and support tasks for operations.

# POLICE

---

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18**

- ☑ Obtained grant funding and started a youth diversion program
- ☑ Implemented web based parking fine payments and citation review
- ☑ Increased parking enforcement through the use of part-time employees
- ☑ Completed 911 upgrade
- ☑ Completed telephone system upgrade
- ☑ Recruited and hired two full-time police officers
- ☑ Recruited and hired a full-time dispatcher
- ☑ Completed 55 community engagement events during the two fiscal years
- ☑ Upgraded police department physical fitness equipment

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 & FY 2019-20**

- ◆ Implement an ALPR system for parking enforcement
- ◆ Replace radio infrastructure
- ◆ Implement a dedicated traffic officer position
- ◆ Retain and enhance the youth diversion program
- ◆ Increase attendance at annual Spanish and English police department town hall meetings
- ◆ Expand in-house training program
- ◆ Continue to explore technology as a means to increase department effectiveness

## **FUTURE OBJECTIVES**

The Healdsburg Police Department will continue to build on a solid foundation of public trust and engage the community in public safety efforts. The Department is dedicated to providing the highest level of customer service through partnerships and problem solving in a professional, ethical, and timely manner.

## **STATISTICS**

	<u>2016-17</u>	<u>2017-18</u>
Employees (full time)		
Sworn	18	18
Civilian	9	9
Employees (part time)	3	4
Total Calls for Service	19,469	19,931
Total Arrests	706	648
Traffic Citation	259	247
Traffic Collisions	145	126
Response Time (Priority 1 calls)	4:15	3:43

**General Fund  
Police Department**

FY 17-18

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
<b><u>EXPENDITURES</u></b>					
Wages	\$ 2,033,661	\$ 2,578,578	\$ 2,282,969	\$ 2,452,368	\$ 2,529,629
Fringe Benefits	1,501,713	1,293,792	1,791,338	1,688,779	1,858,932
Overtime	329,418	285,000	285,000	285,000	285,000
Contracted Services	414,766	359,000	439,000	414,700	415,700
Property Services	45,335	39,000	39,000	40,170	41,375
Personal Protective Equipment	43,807	44,150	42,000	50,625	48,600
Service Fees	522,005	532,621	532,621	496,269	526,315
Replacement Fees	113,006	81,006	81,006	25,000	25,000
Telecommunication & Data Services	16,559	13,000	32,000	13,390	13,792
Printing	4,375	1,300	500	2,000	1,800
Supplies	54,290	59,700	59,300	62,325	62,550
Meetings, Travel, & Training	47,415	41,200	41,000	41,500	41,600
Memberships and Dues	2,393	1,500	1,700	1,750	1,800
Total Expenditures	\$ 5,128,744	\$ 5,329,847	\$ 5,627,433	\$ 5,573,876	\$ 5,852,093

# **FIRE**

---

The Fire Department is responsible for protecting life, environment, and property of the citizens of Healdsburg and surrounding community from the dangers of fire, hazardous materials incidents, and for providing emergency first aid response to medical emergencies and public service requests.

The department provides a variety of programs including fire code enforcement, community education, weed abatement, CPR classes and Certified Unified Program Agency (CUPA). The Fire Department also provides direct services to the community by attending City and community events and assisting with development of disaster preparedness programs with various community groups. The Fire Department has five primary functions as outlined below.

## **Fire Suppression**

The basic organization and orientation of the Department is directed to fire suppression, rescue, and emergency service delivery. While the Fire Department places an emphasis on fire prevention, public education, risk reduction and hazard abatement programs, the ability to respond and control fires is an overriding operational priority. In addition to serving the City, the Department also provides contracted emergency services to 65 square miles of the unincorporated Sonoma County including Fitch Mountain, the lower Dry Creek Valley and the Westside Road and Mill Creek area.

## **Fire Prevention**

The Fire Prevention division is administered by the Division Chief/Fire Marshal and promotes a safer community through hazard mitigation, fire code enforcement, fire investigation, community education and management of hazardous materials regulations, and the management of fire risk, especially in the wildland/urban interface. Major activities include project reviews, conducting plan checks and inspection of new construction and fire protection systems, conducting Fire Safety Education programs and inspection of target hazards.

## **Emergency Medical Services**

The Department performs rescue work and provides emergency medical services to ill and injured persons. Staff is dispatched to all life threatening emergencies and maintains certification as Emergency Medical Technician I. Enhanced services include Early Defibrillators on all apparatus and Pulse Oximeters.

## **Hazardous Materials/CUPA**

The department has been authorized as a Certified Unified Program Agency by the State Secretary for Environmental Protection to regulate six hazardous materials and waste programs within the Cities of Healdsburg and Sebastopol through a Joint Powers Agreement. These programs are administered by the Division Chief/Fire Marshal.

## **Disaster Planning**

The Fire Department is responsible for developing comprehensive disaster response plans for the City and for providing coordination of all public and private services responding to emergency situations. The Fire Department is also working with numerous community groups to assist in developing Citizens Organized to Prepare for Emergencies (COPE) and other community preparedness programs.

# FIRE

---

## **MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2016-17 and 2017-18**

- ☑ Responded to 1,657 incidents; 31 structure fires, 10 vehicle fires, 41 vegetation fires, three debris fires, 75 vehicle accidents, 793 medical aids, 96 hazardous materials, 184 public assists, seven illegal burns, 134 fire alarms, 52 hazardous conditions and 363 good intent calls.
- ☑ Provided mutual aid to the State of California with Healdsburg resources on 10 major wildland fires.
- ☑ Provided 169 mutual aid responses to neighboring agencies
- ☑ Responded to 237 overlapping incidents
- ☑ Responded to 243 calls for service to Sotoyome and Fitch Mountain fire services contract area
- ☑ Updated the City of Healdsburg Hazard Mitigation Plan
- ☑ Conducted thousands of hours of reserve and full-time staff training
- ☑ Performed over 2,870 Fire Code and hazardous materials inspections
- ☑ Performed over 250 hours of public education activities, including 23 CPR Classes
- ☑ Hosted seven blood drives at the Fire Station for the Blood Bank of the Redwoods
- ☑ Recruited and trained nine new Reserve Firefighters
- ☑ Staff continued to be very active in supporting economic development and played a major role in the pre-application process at CDC
- ☑ Promoted two Reserve Firefighters to Fire Engineer
- ☑ Updated contracts for Fire Protection Services provided to Sotoyome/Dry Creek and Fitch Mountain Zones within the unincorporated areas surrounding Healdsburg
- ☑ Implemented Lexipol policies and procedures manual
- ☑ Held annual Toy Drive providing toys to over 1,300 children
- ☑ Worked with Landpaths and CalFire to clear Fitch Mountain access roads
- ☑ Began background investigation on two new Firefighters
- ☑ Ordered new Type-6 wildland firefighting apparatus

## **MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2018-19 and 2019-20**

- ◆ With the addition of one firefighter, secure three on the engine 24/7
- ◆ Promote for vacant Fire Engineer position
- ◆ Hire two new Firefighters to fill vacancies
- ◆ Continue shared Battalion 6 coverage with Geyserville and Cloverdale
- ◆ Continue integration of Region 6 agencies: Training, Ops and Prevention
- ◆ Develop a department exercise and fitness program/peer support development
- ◆ Train more Hazardous Material Technicians, prevention specialists and rescue technicians
- ◆ Continue to evaluate future equipment needs
- ◆ Develop personal protective equipment replacement schedule for gear about to pass its service life
- ◆ Develop a written succession plan for staff
- ◆ Explore grant writing options
- ◆ Begin specifications for replacement ladder truck
- ◆ Outfit and place in service new Type-6 engine

# FIRE

---

## MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2018-19 and 2019-20 (continued)

- ◆ Increase overall training hours for reserve and full time fire suppression personnel with an emphasis on personnel safety and operational readiness
- ◆ Continue to work closely with northern Sonoma County fire agencies to pursue shared service opportunities
- ◆ Continue to work with Santa Rosa Junior College (SRJC) Fire Technology internship program

## FUTURE OBJECTIVES

With the promotion of a Fire Engineer and two new Firefighters, the department will transition to a place of stability and opportunity, but with a less experienced workforce. This year the focus will be on training and staff development. This year will see the department go from two firefighters on the engine at night to three. While continuing to strive to be a progressive fire department utilizing industry best practice Healdsburg Fire will complete the implementation of a comprehensive new policies and procedures manual. Fiscal year 2018-19 will also see the continued progress of the fire sub-station at the Montage Healdsburg development. Healdsburg Fire Department will also continue to recruit and train qualified Reserve Firefighters and partner with SRJC Fire Technology internship program, as well as the Healdsburg High School internship program.

## STATISTICS

	<u>2016-17</u>	<u>2017-18</u>
Stations	1	1
Employees (full-time)	12	12
Employees (reserves)	15	21
Fire Calls	85	85
EMS Calls	821	797
Other Calls	788	784
Contract Area Calls	265	244
Fire Inspections	404	699

**General Fund  
Fire Department**

	FY 17-18			FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
	FY 16-17 Actual	Amended Budget	Estimated Year End		
<b><u>EXPENDITURES</u></b>					
Wages	\$ 1,223,995	\$ 1,305,618	\$ 1,439,070	\$ 1,342,089	\$ 1,406,972
Fringe Benefits	869,072	743,839	1,017,732	911,177	1,004,154
Reserves	129,519	111,000	108,000	111,000	111,000
Overtime	136,223	150,000	220,000	150,000	150,000
Contracted Services	89,669	84,917	85,237	87,246	89,935
Property Services	18,030	18,500	18,500	18,500	18,500
Personal Protective Equipment	39,998	37,000	37,000	38,000	38,000
Equipment Rental	-	800	60	800	800
Government Fees	-	-	26	-	-
Service Fees	281,253	320,602	320,602	333,565	351,472
Replacement Fees	164,732	164,732	164,732	50,000	50,000
Telecommunication & Data Services	14,687	14,000	14,000	14,000	14,000
Printing and Binding	377	1,000	400	1,000	1,000
Supplies	119,951	72,499	78,200	70,920	70,920
Meetings, Travel, & Training	43,286	30,500	30,500	30,500	30,500
Memberships and Dues	7,835	6,400	6,400	7,125	7,125
Total Expenditures	\$ 3,138,627	\$ 3,061,407	\$ 3,540,459	\$ 3,165,922	\$ 3,344,378

**General Fund  
Non-departmental**

	FY 17-18			FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
	FY 16-17 Actual	Amended Budget	Estimated Year End		
<b><u>EXPENDITURES</u></b>					
Transfers out - General Capital Replacement Fund	\$ 1,219,155	\$ -	\$ -	\$ -	\$ -
Transfers out - General Debt Service Fund	601,547	625,941	625,941	731,227	753,145
Transfers out - Streets Fund	-	136,697	136,697	130,917	130,917
Insurance	264,000	264,000	264,000	276,084	285,086
Overhead Allocation	(3,153,479)	(3,223,545)	(3,223,545)	(2,938,046)	(2,938,046)
Total Expenditures	\$ (1,068,777)	\$ (2,196,907)	\$ (2,196,907)	\$ (1,799,818)	\$ (1,768,898)

# PUBLIC WORKS

# **PUBLIC WORKS**

---

The City's Public Works Department is comprised of engineering services and maintenance services. Engineering services reviews entitlements and plans for new development projects, develops and manages capital improvement and replacement infrastructure projects, provides inspection services for private and public construction projects, oversees consultant contracts, and provides engineering guidance to maintenance services and other City departments. Engineering is also responsible for the oversight of municipal airport and the garbage franchise agreement.

Maintenance services performs the maintenance of the City's water distribution system, wastewater collection system, storm drainage system, traffic signals, traffic striping, sidewalks and streets with in-house forces and third-party contracts.

The operational budget for each of the funds, Streets, Water, Wastewater, Drainage and Airport, support the basic day-to-day business functions as well as provide for near and long-term capital reconstruction and replacement projects.

## **DISTRIBUTION AND COLLECTION**

Public Works maintains approximately 60 miles of water pipelines and approximately 54 miles of sewer pipelines. The average age of these systems is in excess of 60 years.

Staff inspects and maintains the sewer collection system on a frequent basis as a preventative measure. This includes routine flushing of sewer lines, non-intrusive inspection through use of the City's camera van, minor repairs, and emergency response to overflows.

Water system maintenance includes replacement of aging water meters, repair and/or replacement of water services and emergency response and repair of water leaks and breaks.

## **STREETS**

The City's approximate 47 miles of street are swept at least weekly by Recology through the City's garbage collection franchise agreement.

Major maintenance of street pavements is done annually. Prior to Measure V approximately 5% of the overall system was treated each year. With Measure V funding, this amount has increased which resulted in a gradual improvement of the City's pavement system. Minor pavement repairs are accomplished through an annual maintenance contract. Repairs to sidewalks are done through an annual maintenance contract and ADA ramp improvements are done annually through the capital improvement program.

## **STORM DRAINS AND FLOOD CONTROL**

The City's storm drain and flood control system consists of approximately 32 miles of pipelines and 15 miles of creeks and open ditches. The Municipal Separate Storm Sewer System (MS4) permit requires Public Works to maintain catch basins, storm drain inlets, as well as open channels, detention basins, and other conveyance structures on a regular basis to remove larger pollutants such as trash, debris and sediment on a regular basis. The City's storm drain inlets are labeled/stenciled with a "No Dumping" message, and damaged labels/stencils are replaced.

# **PUBLIC WORKS**

---

## **MAJOR DEPARTMENT TASKS COMPLETED FOR FY 2016-17 and 2017-18**

- ☑ Completed the Christmas Lot parking lot and the West Plaza Expansion lot.
- ☑ Commenced Design of Foss Creek Pathway Phase 7
- ☑ Completed pavement rehabilitation of approximately 8% of the street system
- ☑ Completed the Foss Creek Flood Control Study
- ☑ Completed the ADA Ramp and South Fitch Mountain Road Sidewalk Project
- ☑ Commenced Healdsburg Avenue road diet study and gain public and City Council approval of conceptual design
- ☑ Completed design and commenced construction of the Tayman Park/Pordon Lane Drainage Improvements Project
- ☑ Completed the Moore Lane Sewer Project

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 and 2019-20**

- ◆ Continue annual pavement maintenance
- ◆ Continue to make ADA compliant pedestrian improvements
- ◆ Complete the update of the Public Works Standard Specifications and Details
- ◆ Continued implementation the MS4 permit requirements
- ◆ Complete the 5-way Round-about Project
- ◆ Complete construction of Foss Creek Pathway Phase 7 (Segments 7 and 8)
- ◆ Complete construction of the Tayman Park/Pordon Lane drainage improvements
- ◆ Replace failing street cross drains
- ◆ Replace miscellaneous deteriorated and undersized sewer mains

## **FUTURE OBJECTIVES**

- Continue to provide high quality customer service
- Develop a solution to alleviate Foss Creek flooding
- Continue to facilitate approval of economic development projects

**GAS TAX FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 1,447,826	\$ 1,397,973	\$ 1,397,973	\$ 914,118	\$ 887,367
<b>REVENUES</b>					
Gas Tax	\$ 230,289	\$ 252,863	\$ 250,530	\$ 293,344	\$ 293,344
St SB1 Road Maintenance and Repairs	-	-	13,415	13,415	13,415
Interest Income	13,127	5,000	5,000	5,000	5,000
Total Revenues	\$ 243,416	\$ 257,863	\$ 268,945	\$ 311,759	\$ 311,759
<b>EXPENDITURES</b>					
Professional Services	\$ 41,206	\$ 1,500	\$ 3,800	\$ 1,500	\$ 1,500
Transfers out	252,063	1,374,000	749,000	337,010	-
Total Expenditures	\$ 293,269	\$ 1,375,500	\$ 752,800	\$ 338,510	\$ 1,500
Ending Fund Balance	\$ 1,397,973	\$ 280,336	\$ 914,118	\$ 887,367	\$ 1,197,626
Change in Fund Balance	\$ (49,853)	\$ (1,117,637)	\$ (483,855)	\$ (26,751)	\$ 310,259

**STREETS FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

FY 17-18

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ (138,578)	\$ 224,171	\$ 224,171	\$ 1,501,691	\$ 804,370
<b>REVENUES</b>					
Measure M	\$ 97,937	\$ 2,000,000	\$ 114,255	\$ 120,000	\$ 120,000
Grant Proceeds	1,295,492	160,000	41,209	-	-
Interest Income	(1,084)	500	-	-	-
Other Revenues	156,374	82,000	49,333	50,000	50,000
Engineering & Inspection Fees	142,167	-	310,000	250,000	250,000
Transfers in - Wastewater	249,153	2,375,070	2,375,070	-	-
Transfers in - Water	291,002	1,400,000	1,400,000	-	-
Transfers in - Streets Impact	-	691,320	691,320	-	-
Transfers in - Drainage Impact	69,876	2,145,124	2,130,124	-	-
Transfers in - Gas Tax	252,063	1,374,000	749,000	-	-
Transfers in - Electric	110,566	40,000	-	-	-
Transfers in - Measure V	1,687,798	1,322,857	514,662	-	-
Transfers in - Bond Proceeds	4,374,778	2,112,968	2,229,145	-	-
Transfers in - General Fund	-	136,697	136,697	130,917	130,917
Total Revenues	\$ 8,726,123	\$ 13,840,536	\$ 10,740,815	\$ 550,917	\$ 550,917
<b>EXPENDITURES</b>					
Wages	\$ 412,989	\$ 409,006	\$ 446,471	\$ 330,348	\$ 345,014
Overtime & Standby Pay	10,207	13,500	7,500	9,000	9,200
Fringe Benefits	261,012	154,568	231,059	164,878	182,987
Personal Protective Equipment	4,124	3,600	3,600	3,710	3,784
Information Services Service Fee	45,560	46,491	46,491	63,816	77,994
Building Maintenance Service Fee	31,007	31,007	31,007	31,007	32,557
Vehicle Service Fee	51,663	53,516	53,516	56,192	60,125
Vehicle Replacement Fee	54,360	54,360	54,360	50,000	50,000
Insurance	40,000	40,000	40,000	41,831	43,195
Telecommunication & Data Services	6,604	5,000	7,000	7,000	7,000
Utility Services	18,363	15,000	15,600	15,000	15,000
Contracted Services	3,080,541	450,000	50,000	50,000	50,000
Legal	17,667	-	105,000	-	-
Meeting, Travel, and Training	4,922	2,400	2,000	3,300	3,500
Repairs and Maintenance	127,825	25,000	110,000	113,000	115,000
License, Dues & Memberships	2,490	2,700	2,800	2,850	2,900
Rentals and Leases	8,355	-	15,700	13,000	13,400
Construction Services	3,960,139	13,467,720	8,054,339	-	-
Office Supplies	2,930	900	1,000	1,100	1,200
Noticing	1,823	1,200	1,200	1,200	1,200
Government Fees	15,290	4,500	7,890	8,500	9,000
Operational Expense	84,283	5,100	50,000	70,000	71,000
Overhead Allocation	81,454	87,000	87,000	177,317	177,317
Transfers out	39,763	39,762	39,762	35,189	36,433
Total Expenditures	\$ 8,363,373	\$ 14,912,330	\$ 9,463,296	\$ 1,248,238	\$ 1,307,806
Change in Fund Balance	\$ 362,749	\$ (1,071,794)	\$ 1,277,519	\$ (697,321)	\$ (756,889)
Ending Fund Balance	\$ 224,171	\$ (847,623)	\$ 1,501,691	\$ 804,370	\$ 47,481

**STREETS CAPITAL PROJECTS FUND  
FY 18-19 & FY 19-20 Biennial Budget**

FY 17-18

	FY 16-17 Actual	Amended Budget	Estimated Year End	FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>REVENUES</u></b>					
Sales Tax-Measure M	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 500,000
Transfers in	\$ -	\$ -	\$ -	2,249,765	195,951
Total Revenues	\$ -	\$ -	\$ -	\$ 3,749,765	\$ 695,951
<b><u>EXPENDITURES</u></b>					
Construction Services	\$ -	\$ -	\$ -	\$ 3,749,765	\$ 695,951
Total Expenditures	\$ -	\$ -	\$ -	\$ 3,749,765	\$ 695,951
Change in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

**DRAINAGE FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ (1,078,390)	\$ (1,043,152)	\$ (1,043,152)	\$ (1,001,325)	\$ (1,076,449)
<b>REVENUES</b>					
Utility Service Charges	\$ 702,039	\$ 675,000	\$ 700,000	\$ 700,000	\$ 700,000
Other Revenues	3,135	1,750	15,000	1,000	1,000
Total Revenues	\$ 705,174	\$ 676,750	\$ 715,000	\$ 701,000	\$ 701,000
<b>EXPENSES</b>					
Wages	\$ 177,124	\$ 284,367	\$ 231,232	\$ 287,413	\$ 308,543
Part-time wages	-	30,000	-	-	-
Overtime & Standby Pay	8,765	5,500	6,400	7,700	7,900
Fringe Benefits	126,522	99,065	128,814	140,641	156,050
Personal Protective Equip	8,567	2,300	4,000	6,000	4,000
Information Services Service Fee	34,196	34,886	34,886	36,630	38,828
Insurance	6,300	6,300	6,300	6,588	6,803
Telecommunication & Data Services	990	1,700	1,000	1,000	1,000
Utility Services	915	850	930	950	950
Contracted Services	130,198	55,500	100,000	60,000	65,000
Meetings, Travel, & Training	1,627	-	500	1,500	1,600
Repairs and Maintenance	5,249	10,000	8,000	40,800	40,800
License, Dues & Memberships	23,272	17,500	15,000	17,500	18,000
Rentals and Leases	9,676	20,000	10,000	20,000	20,000
Office Supplies	518	100	350	400	400
Government Fees	13,490	10,000	14,000	14,000	14,500
Operational Expense	24,436	5,650	13,000	20,000	20,000
Debt Service	80,730	81,400	81,400	90,535	90,535
Overhead Allocation	17,361	17,361	17,361	24,466	25,331
Total Expenses	\$ 669,936	\$ 682,479	\$ 673,173	\$ 776,124	\$ 820,240
Change in Working Capital	\$ 35,238	\$ (5,729)	\$ 41,827	\$ (75,124)	\$ (119,240)
Ending Working Capital	\$ (1,043,152)	\$ (1,048,881)	\$ (1,001,325)	\$ (1,076,449)	\$ (1,195,689)

**AIRPORT FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 274,238	\$ 267,634	\$ 267,634	\$ 137,470	\$ 69,211
<b>REVENUES</b>					
Federal Grant - FAA	\$ 35,237	\$ 568,800	\$ 447,300	\$ -	\$ -
Fuel Sales	140,108	149,000	140,000	140,000	140,000
Airport Hanger Leases	79,301	75,370	86,042	88,967	91,992
Aircraft Tiedowns	1,807	4,279	641	663	685
Airport Bldg Concessions	44,376	43,884	44,400	45,910	47,471
Airport Ground Leases	36,122	42,209	39,683	41,032	42,427
Interest Income	2,758	1,300	2,050	2,000	2,000
Other Revenues	1,709	3,000	9,100	1,000	1,000
Total Revenues	\$ 341,418	\$ 887,842	\$ 769,216	\$ 319,572	\$ 325,576
<b>EXPENSES</b>					
Wages	\$ 17,949	\$ 28,888	\$ 40,583	\$ 12,827	\$ 13,276
Fringe Benefits	11,232	10,425	15,476	8,244	8,891
Building Maintenance Service Fee	3,574	3,500	3,500	3,675	3,859
Insurance	4,204	5,607	4,204	5,607	5,607
Telecommunication & Data Services	2,148	3,000	2,000	3,000	3,000
Utility Services	7,878	6,100	11,000	8,000	8,000
Contracted Services	45,663	162,500	61,023	61,023	61,023
Repairs and Maintenance	16,770	13,800	12,000	12,500	12,500
Rentals and Leases	2,779	5,500	1,000	3,500	3,500
Construction Services	1,513	632,000	497,000	-	-
Office Supplies	403	550	550	500	500
Government Fees	4,953	5,000	4,250	4,500	4,500
Operational Expense	161,242	175,500	178,770	170,000	170,000
Overhead Allocation	65,114	65,424	65,424	68,969	68,969
Transfers out	2,600	2,600	2,600	25,485	2,573
Total Expenses	\$ 348,022	\$ 1,120,394	\$ 899,380	\$ 387,830	\$ 366,198
Change in Working Capital	\$ (6,604)	\$ (232,552)	\$ (130,164)	\$ (68,258)	\$ (40,623)
Ending Working Capital	\$ 267,634	\$ 35,082	\$ 137,470	\$ 69,211	\$ 28,589

**AIRPORT CAPITAL PROJECTS FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>REVENUES</u></b>					
Federal Grant - FAA	\$ -	\$ -	\$ -	\$ 207,000	\$ -
Transfers In	-	-	-	23,000	-
Total Revenues	\$ -	\$ -	\$ -	\$ 230,000	\$ -
<b><u>EXPENSES</u></b>					
Airport Fencing Design and Installation	\$ -	\$ -	\$ -	\$ 180,000	\$ -
Airport Taxi and Apron Pavement Rehabilitation	-	-	-	50,000	-
Total Expenses	\$ -	\$ -	\$ -	\$ 230,000	\$ -
Change in Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -

# UTILITIES

# UTILITY DEPARTMENT

---

The City's Municipal Utility Department oversees the maintenance and operation of the City's Electric, Water and Wastewater systems. This oversight includes the design, construction, and maintenance of the electric distribution system; drinking water production and treatment; wastewater treatment, discharge, and recycled water reuse; review of new developments and entitlements, planning of capital and replacement projects. Utility Department staff additionally support the City's water and energy conservation programs, as well as all regulatory programs that include; compliance with the State's Water Resources Control Board regulations related to the production, distribution, collection, and treatment of water, wastewater, and recycled water; the State's Cap & Trade program; State's Renewable Energy Standards, and other regulatory requirements.

The operational budget for each of the funds, Water, Wastewater, and Electric, support the basic day-to-day business functions, as well as provide for near and long term capital reconstruction projects. Present focus is on regulatory compliance and continual re-investment and planning for the reconstruction of infrastructure. The City's Utility Department finds itself sound, reliable, and focused on the current and future service needs of the Healdsburg community.

## **WATER**

The water division produces, treats, and delivers potable water throughout the City and to residents of Fitch Mountain. To do so, utility staff maintain three well sites, a filtration plant, storage tanks, and booster pumps move the water to the customers. For FY2019 and 2020, the water department is planning to start implementation of projects identified within the Water System Master Plan. The Water System Master Plan aids in the development of long-term capital replacement projects as well as the ongoing system operations. Staff will continue to promote the incorporation of water conservation to build drought resilience.

## **WASTEWATER**

The wastewater division is responsible for the water reclamation (treatment), discharge of the City's wastewater, and promoting reuse of the City's recycled water. City staff inspects and maintains the sewer system on a frequent basis as a preventative measure. The City continues to plan and construct expansions of the recycled water distribution system as well as the planned reconstruction of the twin force mains leading to the wastewater treatment plant.

# UTILITY DEPARTMENT

---

## **ELECTRIC**

The City's electric division provides electric services to the City through a network of high voltage lines. To keep these lines in working order requires routine inspections, reconstruction of deteriorated facilities, and system upgrades to meet the City's increasing usage. For FY 2019 and 2020, the focus will continue to be on routine maintenance inspection and planned facility replacements and the further leveraging of data provided by the advanced metering system. Additionally the Electric division will focus on completing the Underground Utility District along Healdsburg Avenue and building of new electric service connections for developing properties.

## **MAJOR DEPARTMENT TASKS COMPLETED FOR FY 2016-17 and 2017-18**

- ☑ Completed the expansion of the recycled water system allowing the City to provide a larger area with recycled water
- ☑ Completed several capital projects including rehabilitation of water production wells, replacement of the wastewater outfall, and several improvements to the Magnolia lift station
- ☑ Finalized amendments and changes to the City water rights improving the City's water supply
- ☑ Replacement of power factor correction capacitors improving the efficiency of the City's electric system
- ☑ Completed a direct install energy efficiency and water conservation program for low-income customers
- ☑ Completed or made substantial progress on the design of several planned capital replacement projects including the replacement of the sunset tanks, Gauntlett roof replacement, and the replacement of the Magnolia twin force mains

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 and 2019-20**

- ◆ Complete the recycled water implementation plan and associated studies
- ◆ Build drought resilience through the ongoing support of water conservation programs
- ◆ Complete the Underground Utility District along Healdsburg Ave and Mill Street
- ◆ Complete the replacement of the Magnolia twin force mains
- ◆ Complete the replacement of several capital improvement projects including the sunset tank replacement, gauntlet roof repair and rehabilitation of several ponds at the water reclamation facility
- ◆ Review and update the City's Sewer System Management Plans (SSMP)
- ◆ Continue the review, development and implement of City design and construction standards

# UTILITY DEPARTMENT

---

## **MAJOR DEPARTMENTAL GOALS FOR FY 2019 and 2020 (continued)**

- ◆ Facilitate the construction of a floating solar array at the water reclamation facility to mitigate algae growth and provide a clean energy source for the facility

## **FUTURE OBJECTIVES**

- Continue to demonstrate leadership in the area of regulatory compliance and meeting of community service expectation
- Continue to identify and complete viable and economic capital improvement projects
- Continue promotion economical recycled water reuse to minimize the need for source and ground water pumping
- Continue to leverage the City's energy efficiency and water conservation programs to reduce the community's greenhouse gas emissions
- Expand and promote water and energy conservation programs consistent with the goals of reducing the City's greenhouse gas production

## **STATISTICS**

### **Water Department**

	<b>FY2017</b>	<b>FY2018</b>
Service Connections	4,459	4,503
Water Sold (MG)	530	569

### **Wastewater Department**

	<b>FY2017</b>	<b>FY2018</b>
Service Connections	4,774	4,796
Wastewater Collected (MG)	268	271

### **Electric Department**

	<b>FY2017</b>	<b>FY2018</b>
Service Connections	5,859	5,903
Energy Sold (MWh)	76,428	76,168

**WATER FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

FY 17-18

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 3,405,289	\$ 2,715,478	\$ 2,715,478	\$ 2,317,211	\$ 1,493,163
<b>REVENUES</b>					
Utility Usage	\$ 4,748,118	\$ 5,034,300	\$ 5,034,300	\$ 5,433,300	\$ 5,773,300
Miscellaneous	22,752	12,300	14,000	11,400	11,300
Bond Proceeds	48,192	15,600	34,000	34,000	34,000
Interest Income	150,000	-	-	-	-
Late Fees	2,416	-	-	-	-
Transfers in	1,349	-	4,200	-	-
Total Revenues	\$ 4,972,826	\$ 5,062,200	\$ 5,086,500	\$ 5,478,700	\$ 5,818,600
<b>EXPENSES</b>					
Wages	\$ 872,397	\$ 1,058,505	\$ 1,071,381	\$ 1,262,823	\$ 1,340,070
Overtime & Standby Pay	58,369	60,000	63,000	63,000	63,500
Fringe Benefits	727,984	457,793	648,696	663,825	742,673
Personal Protective Equip	13,945	12,763	12,684	13,100	13,410
Information Services Service Fee	133,217	136,057	136,057	157,860	167,331
Building Maintenance Service Fee	41,175	41,175	41,175	50,060	52,175
Vehicle Service Fee	67,429	69,847	69,847	73,339	78,473
Vehicle Replacement Fee	108,720	108,720	108,720	100,000	100,000
Insurance	59,000	59,000	59,000	61,701	63,712
Telecommunication & Data Services	18,567	13,300	16,046	16,000	16,000
Utility Services	210,416	228,000	215,000	230,000	242,000
Property Tax	910	-	977	1,000	1,100
Contracted Services	152,645	246,290	109,290	124,000	127,500
Legal	184,921	15,000	8,000	6,000	6,180
Meeting, Travel, & Training	11,861	19,200	5,000	6,100	6,260
Printing	1,233	-	5,000	5,000	5,150
Repairs and Maintenance	93,869	198,170	167,000	170,000	171,740
License, Dues & Memberships	6,166	11,400	6,958	6,871	7,063
Rentals and Leases	4,103	8,000	4,434	5,100	5,200
Equipment Purchases	6,517	-	18,448	10,000	10,000
Office Supplies	6,747	7,250	4,600	5,300	5,496
Government Fees	31,764	43,000	32,600	34,650	35,720
Operational Expense	327,868	89,450	310,000	340,000	350,700
Conservation & Energy Rebates	48,952	103,350	53,165	50,000	50,000
Debt Service	1,068,542	1,081,548	1,081,548	1,041,113	1,035,723
Overhead Allocation	614,319	636,142	636,142	405,906	405,906
Transfers out to Capital	791,002	600,000	600,000	1,400,000	100,000
Total Expenses	\$ 5,662,638	\$ 5,303,960	\$ 5,484,767	\$ 6,302,747	\$ 5,203,082
Change in Working Capital	\$ (689,811)	\$ (241,760)	\$ (398,267)	\$ (824,047)	\$ 615,518
Ending Working Capital	\$ 2,715,478	\$ 2,473,718	\$ 2,317,211	\$ 1,493,163	\$ 2,108,681
Reserve Policy	1,187,029	1,258,575	1,258,575	1,358,325	1,443,325
Remaining Working Capital	\$ 1,528,448	\$ 1,215,143	\$ 1,058,636	\$ 134,838	\$ 665,356

Reserve Policy:  
Resolution 139-2000  
25% of rate revenues – Contingency Reserve

**WATER CAPITAL PROJECTS FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 1,004,660	\$ 1,478,100	\$ 1,478,100	\$ 1,837,500	\$ 87,600
<b>REVENUES</b>					
Interest Income	\$ 13,099	\$ 3,000	\$ 13,000	\$ 2,400	\$ 3,000
Transfers in from Development	2,118	500,000	-	83,500	-
Transfers in from Operations	500,000	600,000	600,000	1,400,000	100,000
Total Revenues	\$ 515,217	\$ 1,103,000	\$ 613,000	\$ 1,485,900	\$ 103,000
<b>EXPENDITURES</b>					
Gauntlett/Iverson Reservoir Roof Repair/Replacement	\$ -	\$ -	\$ 82,100	\$ 845,000	\$ -
Redwood Tank Replacements	-	1,347,883	78,500	805,000	-
College Street Water Main Replacement	-	100,000	13,000	715,800	-
Water Meter Replacements	5,400	-	-	390,000	-
Scenic Lane Water Main Replacement	-	250,000	-	300,000	-
Old Dry Creek Well Abandonment	-	-	-	100,000	-
Well Rehabilitation	18,644	-	80,000	80,000	85,000
Gauntlett Well No. 2	17,733	70,326	-	-	-
Dry Creek Water Treatment Plant Well Leak Repair	-	-	-	-	52,000
Fitch St Sewer and Water Replacement	-	-	-	-	47,000
Total Expenditures	\$ 41,777	\$ 1,768,209	\$ 253,600	\$ 3,235,800	\$ 184,000
Change in Fund Balance	\$ 473,440	\$ (665,209)	\$ 359,400	\$ (1,749,900)	\$ (81,000)
Ending Fund Balance	\$ 1,478,100	\$ 812,891	\$ 1,837,500	\$ 87,600	\$ 6,600

**WASTEWATER FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 11,504,182	\$ 10,480,679	\$ 10,480,679	\$ 9,757,544	\$ 6,167,302
<b>REVENUES</b>					
Utility Usage	\$ 6,619,899	\$ 6,549,000	\$ 6,549,000	\$ 6,699,000	\$ 6,854,000
Interest Income	55,282	40,100	88,592	80,000	80,000
Other Revenue	21,121	20,800	20,800	21,200	22,000
Transfers-in	17,361	17,361	17,361	24,466	25,331
Sales of Materials	1,349	-	4,200	-	-
Total Revenues	\$ 6,715,011	\$ 6,627,261	\$ 6,679,953	\$ 6,824,666	\$ 6,981,331
<b>EXPENSES</b>					
Wages	\$ 904,751	\$ 1,206,297	\$ 1,115,498	\$ 1,492,687	\$ 1,579,390
Overtime & Standby Pay	77,941	98,704	73,424	76,000	78,090
Fringe Benefits	807,660	520,532	686,965	765,002	849,571
Personal Protective Equip	31,707	13,975	13,475	14,600	15,140
Information Services Service Fee	151,003	154,159	154,159	209,950	255,697
Building Maintenance Service Fee	38,580	38,580	38,580	48,580	51,009
Vehicle Service Fee	101,618	105,262	105,262	110,525	118,262
Vehicle Replacement Fee	108,720	108,720	108,720	100,000	100,000
Insurance	50,000	50,000	50,000	52,289	53,994
Telecommunication & Data Services	17,343	14,800	18,800	18,200	18,236
Utility Services	440,263	389,000	389,453	389,000	260,000
Bank Fees	3,770	-	3,000	3,000	3,000
Contracted Services	173,586	669,355	116,000	192,000	197,900
Legal	38,974	10,000	16,000	32,000	32,960
Meeting, Travel, & Training	7,982	17,950	12,800	9,000	9,120
Repairs and Maintenance	105,999	193,902	85,000	110,000	114,100
License, Dues & Memberships	33,530	28,000	10,000	15,100	15,560
Rentals and Leases	12,068	40,000	14,000	18,000	18,540
Construction Services	172,617	-	-	-	-
Equipment	6,517	-	18,448	10,000	10,000
Office Supplies	5,869	10,600	7,992	6,700	6,900
Noticing	374	6,000	500	500	550
Government Fees	17,378	22,000	25,000	25,000	25,760
Operational Expense	327,509	139,050	229,132	235,000	416,000
Debt Service	1,936,292	1,921,761	1,921,761	1,921,516	1,927,429
Overhead Allocation	666,463	689,118	689,118	460,259	460,259
Transfers out	1,500,000	1,500,000	1,500,000	4,100,000	1,500,000
Total Expenses	\$ 7,738,514	\$ 7,947,765	\$ 7,403,088	\$ 10,414,908	\$ 8,117,468
Change in Working Capital	\$ (1,023,503)	\$ (1,320,504)	\$ (723,135)	\$ (3,590,242)	\$ (1,136,137)
Ending Working Capital	\$ 10,480,679	\$ 9,160,175	\$ 9,757,544	\$ 6,167,302	\$ 5,031,166
Contingency Reserve	1,654,975	1,637,250	1,637,250	1,674,750	1,713,500
Remaining Working Capital	8,825,705	7,522,925	8,120,294	4,492,552	3,317,666

Reserve Policy:  
Resolution 139-2000  
25% of rate revenues – Contingency Reserve

**WASTEWATER AND DRAINAGE CAPITAL PROJECTS FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 6,035,326	\$ 5,991,690	\$ 5,991,690	\$ 1,814,105	\$ 3,689,305
<b>REVENUES</b>					
Interest Income	\$ 15,352	\$ 20,000	\$ 58,340	\$ 40,000	\$ 40,000
Transfers in from Bond Proceeds	60,167	60,167	-	-	-
Transfers in from Development	270,000	775,000	-	-	-
Transfers in from Operations	1,500,000	1,500,000	1,500,000	4,100,000	1,500,000
Total Revenues	\$ 1,845,519	\$ 2,355,167	\$ 1,558,340	\$ 4,140,000	\$ 1,540,000
<b>EXPENDITURES</b>					
Rebuild Twin Force Mains from Magnolia Lift Station	\$ 72,222	\$ 2,783,263	\$ 5,485,725	\$ -	\$ -
Recycled Water System Expansion	1,250,218	-	170,000	840,000	1,550,000
Healdsburg Ave Sewer Replacement	-	-	55,200	719,800	-
Blower #1 Replacement	-	-	-	295,000	-
Tank 5 Membrane Replacement	-	-	-	250,000	-
WR Facility Pond Lining	-	233,361	25,000	120,000	1,568,000
Reroof Pump Shop	-	-	-	40,000	-
Fitch Street Sewer and Water Replacement	-	-	-	-	47,000
Coarse Screen Replacement	-	-	-	-	21,000
Healdsburg Bridge	249,153	-	-	-	-
Grove Street Sewer Main Replacement	115,646	-	-	-	-
University Sewer Main Replacement	-	725,000	-	-	-
Moore Lane	201,916	-	-	-	-
College Street Sewer and Water Replacement	-	50,000	-	-	989,254
Healdsburg Ave Storm Drain Outfall at Dry Creek Rd	-	89,735	-	-	-
Total Expenditures	\$ 1,889,155	\$ 3,881,359	\$ 5,735,925	\$ 2,264,800	\$ 4,175,254
Change in Fund Balance	\$ (43,636)	\$ (1,526,192)	\$ (4,177,585)	\$ 1,875,200	\$ (2,635,254)
Ending Fund Balance	\$ 5,991,690	\$ 4,465,498	\$ 1,814,105	\$ 3,689,305	\$ 1,054,051

**ELECTRIC FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 11,853,161	\$ 13,209,927	\$ 13,209,927	\$ 12,001,220	\$ 12,538,166
<b>REVENUES</b>					
Utility Service Charges	\$ 11,639,713	\$ 11,722,567	\$ 11,722,567	\$ 11,957,018	\$ 12,076,589
Pole Contacts	92,988	89,145	91,503	92,000	92,000
Utility Service Discounts	55,456	30,000	63,000	65,000	69,000
Interest Income	79,673	50,000	175,000	175,000	175,000
Other Revenues	253,766	32,000	118,980	63,000	63,000
Transfers in	3,445	3,445	3,445	3,225	3,339
Total Revenues	\$ 12,125,040	\$ 11,927,157	\$ 12,174,495	\$ 12,355,243	\$ 12,478,928
<b>EXPENSES</b>					
Wages	\$ 1,100,044	\$ 1,470,249	\$ 1,320,980	\$ 1,530,203	\$ 1,537,376
Overtime & Standby Pay	67,898	123,624	185,154	146,800	146,800
Fringe Benefits	1,001,064	680,643	895,013	802,139	863,900
Electric Power Purchase	6,307,502	6,946,813	6,226,000	6,642,000	6,848,470
Debt Service	289,312	294,740	294,740	252,638	257,223
Underground General Capital	71,065	159,600	206,069	165,000	165,000
Contracted Services	174,597	262,660	169,125	265,000	210,000
Information Services Service Fee	153,254	156,470	156,470	222,423	277,168
Vehicle Replacement Fee	150,776	150,776	150,776	150,000	150,000
Repairs and Maintenance	203,754	107,500	144,432	149,000	151,000
Overhead General Capital	148,828	130,500	130,500	184,000	184,000
Operational Expense	89,277	63,200	103,880	72,200	72,200
Meters	44,167	100,000	100,000	60,000	60,000
Meeting, Travel, & Training	37,507	99,450	92,922	36,600	36,600
Vehicle Service Fee	68,378	70,831	70,831	72,873	77,974
Insurance	40,869	40,869	40,869	42,740	44,133
Personal Protective Equipment	16,585	30,500	31,300	18,000	18,000
Building Maintenance Service Fee	29,962	29,962	29,962	39,962	41,960
Utility Services	13,310	13,055	25,523	22,800	23,800
Solar Rebates	14,039	-	22,205	32,000	32,960
License, Dues & Memberships	13,122	14,000	19,576	15,000	15,000
Rentals and Leases	7,744	8,200	16,612	8,200	8,400
Telecommunication & Data Services	15,514	12,900	13,615	20,000	21,800
Office Supplies	3,627	6,000	3,159	5,200	3,200
Government Fees	1,583	1,550	2,242	2,500	2,500
Payment In-lieu of Taxes	136,697	136,697	136,697	130,917	130,917
Overhead Allocation	787,691	794,552	794,552	680,103	680,103
Transfers out	930,000	2,040,000	2,000,000	50,000	53,000
Total Expenses	\$ 11,918,167	\$ 13,945,341	\$ 13,383,202	\$ 11,818,297	\$ 12,113,485
Change in Working Capital	\$ 206,873	\$ (2,018,184)	\$ (1,208,707)	\$ 536,947	\$ 365,443
Ending Working Capital	\$ 13,209,927	\$ 11,191,743	\$ 12,001,220	\$ 12,538,166	\$ 12,903,609
Reserve Policy	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000
Remaining Working Capital	\$ 6,209,927	\$ 4,191,743	\$ 5,001,220	\$ 5,538,166	\$ 5,903,609

Reserve Policy:  
Resolution 97-2008  
\$3 Million – 90-Day Operating Reserve  
\$2 Million – Capital Reserve  
\$2 Million – Rate Stabilization Reserve

**ELECTRIC CAPITAL PROJECT FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 841,097	\$ 1,725,102	\$ 1,725,102	\$ 3,625,433	\$ 2,516,433
<b>REVENUES</b>					
Interest Income	\$ 930	\$ 4,200	\$ 1,000	\$ 1,000	\$ 1,000
Other Revenues	-	-	19,331	-	-
Developer Proceeds	-	-	-	750,000	250,000
Transfers in from Development	218,360	-	-	-	-
Transfers in from Electric Benefit Fund	-	1,426,640	625,000	50,000	53,000
Transfers in from Operations	930,000	2,000,000	2,000,000	320,000	180,000
Total Revenues	\$ 1,149,290	\$ 3,430,840	\$ 2,645,331	\$ 1,121,000	\$ 484,000
<b>EXPENDITURES</b>					
Montage Healdsburg Development	\$ -	\$ -	\$ -	\$ 750,000	\$ 250,000
Underground Utility District	17,674	2,202,317	550,000	600,000	-
Badger Substation	68,360	226,640	75,000	370,000	-
Public Electric Vehicle Charging Stations	-	-	-	240,000	180,000
Replace #6 Copper - Wildfire Mitigation	-	-	-	80,000	-
Reconductor Grove Street North of Dry Creek	-	-	-	80,000	-
Install Backtie for South Healdsburg	-	-	-	60,000	250,000
Annual Pole Replacements	-	140,000	120,000	50,000	53,000
Healdsburg Bridge	110,566	-	-	-	-
Meter Replacements	68,685	-	-	-	-
Total Expenditures	\$ 265,285	\$ 2,568,957	\$ 745,000	\$ 2,230,000	\$ 733,000
Change in Fund Balance	\$ 884,005	\$ 861,883	\$ 1,900,331	\$ (1,109,000)	\$ (249,000)
Ending Fund Balance	\$ 1,725,102	\$ 2,586,985	\$ 3,625,433	\$ 2,516,433	\$ 2,267,433

**ELECTRIC PUBLIC BENEFIT FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 1,006,518	\$ 1,239,564	\$ 1,239,564	\$ 1,691,305	\$ 1,312,143
<b>REVENUES</b>					
2% Public Benefit (AB1890)	\$ 328,702	\$ 332,547	\$ 334,093	\$ 340,775	\$ 344,183
Interest Income	12,126	5,300	6,843	5,300	5,300
Other Revenues	3,258	-	-	-	-
Cap & Trade Proceeds	382,524	350,000	476,031	350,000	350,000
Total Revenues	\$ 726,610	\$ 687,847	\$ 816,967	\$ 696,075	\$ 699,483
<b>EXPENDITURES</b>					
Wages	\$ 34,168	\$ 37,481	\$ 11,307	\$ 64,936	\$ 67,209
Overtime & Standby Pay	-	150	-	-	-
Fringe Benefits	21,532	12,287	12,405	41,576	45,963
Utility Services	1,724	9,000	9,000	20,000	32,000
Low Income Assistance	55,456	50,000	50,000	52,500	55,000
Contracted Services	9,369	29,870	10,000	8,000	5,000
Meeting, Travel, & Training	760	2,500	-	5,000	5,000
Operational Expense	158,534	255,000	42,000	320,000	180,000
Conservation Rebates	138,616	225,000	155,000	160,000	160,000
GHG Reduction Measures	40,777	12,000	72,070	80,000	100,000
Transfers out	32,628	3,445	3,445	323,225	183,339
Total Expenditures	\$ 493,564	\$ 636,733	\$ 365,226	\$ 1,075,237	\$ 833,511
Change in Fund Balance	\$ 233,046	\$ 51,114	\$ 451,741	\$ (379,162)	\$ (134,029)
Ending Fund Balance	\$ 1,239,564	\$ 1,290,678	\$ 1,691,305	\$ 1,312,143	\$ 1,178,115

# COMMUNITY SERVICES

# **COMMUNITY SERVICES**

---

The Community Services Department is responsible for providing the following services:

## **Administration**

Support the work of the department, City leadership, City Council, Parks and Recreation Commission, Senior Advisory Commission, and other special committees and local organizations.

## **Recreation Programming**

Plan and provide recreation comprehensive programming for City residents of all ages, including youth and adult sports, collaboration with our communities' sports organizations, early child care programs, summer camps and activities, and leisure/educational programs. Programs are provided by the City directly and in partnership with contracted instructors and other community-based organizations.

## **After School Education and Safety Program**

In collaboration with Healdsburg Unified School District, plan and deliver after school child care through the State of California's After School Education and Safety (ASES) grant program along with a fee-based program. After school programming includes homework help, activities, snacks, and general child care.

## **Healdsburg Community Center**

Operate the Healdsburg Community Center including recreation classes, after school programs, rental space to community groups and businesses, a demonstration garden, leased facility space, and general maintenance and upkeep.

## **Active Adult and Senior Services**

Provide lifelong learning, recreational activities, special events, social programs, and referral and nutritional services for active adults and seniors in the community. Operate the Healdsburg Senior Center as a gathering place for older adults as well as providing a central location to coordinate activities. Plan, develop, and deliver a volunteer program including a volunteer driver program.

## **Parks and Trails**

Maintain and operate the City's parks, the Plaza and downtown streetscapes, landscape and lighting districts, and open space and public facilities. Maintenance levels and services are based on providing safe and healthy areas at the best possible level to make them enjoyable to the community and safe to use. Schedule and plan park facilities for city programs, sports associations, other user groups, and the general public.

## **Open Space**

In collaboration with LandPaths, develop, operate, and manage Healdsburg Ridge Open Space Preserve and Fitch Mountain Park and Open Space Preserve including trail maintenance, administering a volunteer program, and monitoring use.

# **COMMUNITY SERVICES**

---

## **School Facility Maintenance**

Under a facility agreement with Healdsburg Unified School District, oversee the maintenance and care of School District athletic facilities and select landscaping areas performed by a landscaping contractor and specific staff work.

## **Healdsburg Swim Center**

In partnership with Healdsburg Unified School District, operate the Swim Center including swim lessons, recreational and lap swimming, youth swim team, lifeguard training, and facility rentals.

## **Arts and Culture**

Plan and deliver arts and culture programs, services, and events including the Tuesdays in the Plaza concert series, Art After Dark and Arts Festival events, public art displays, temporary art installations, arts education, etc. Conduct a community-based effort to develop an arts and culture plan.

## **Contracted Facility Maintenance**

Provide maintenance funding for facilities that are operated under contracts for the City, including the Villa Chanticleer and Villa Chanticleer Annex, the Museum, and the Library.

## **Special Events**

Work with external organizations and agencies to schedule, plan, and permit special events that are held in or pass through Healdsburg. Types of events include festivals, runs, bike rides, displays/demonstrations, etc.

## **Park Planning and Capital Improvements**

Develop the capital improvement program and the coordinate each project including public input, design, bidding, construction and operational use.

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18**

- ☑ Completed the Fitch Mountain Park and Open Space Preserve management plan process and took ownership of the property
- ☑ Completed the concept and schematic design process for the 3 North Street (Cerri) project and prepared materials for design review submittal
- ☑ Completed Community Center exterior renovations including tree removal, concrete repair and replacement, and exterior facility painting
- ☑ Completed Senior Center renovations including skylight replacement, kitchen and dining room remodel, flooring, and painting.
- ☑ Completed the ADA assessment of park and recreation facilities and established a transition plan for making improvements

# COMMUNITY SERVICES

---

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18 (continued)**

- ☑ Implemented work on enhancing the City's role in arts and culture including a community conversation about the arts, developing the temporary art installation pilot program, and coordinating the installation of new public art on the Foss Creek Pathway, Sorrento Square Park, and the Community Center.
- ☑ Launched new programs and services including the Junior Giants, Senior Center Excursions, Art After Dark, Dia de Los Muertos, and Teen Adventure Days
- ☑ Partnered with external organizations and agencies including Corazon for outreach to the City's Latino population, Rotary with the Rotary Cares program, Healdsburg Center for the Arts for Art After Dark and art instruction, Kiwanis for the Safety Fair, Community Health Foundation for the Health Fair, the Voigt Family Sculpture Foundation for art installations and The Grind teen event, Council on Aging for the restructure senior dining "Bistro" program, and the Area Agency on Aging for the Age-Friendly City initiative.
- ☑ Completed the assessment process for evaluating transportation options for older adults.
- ☑ Implemented the Summer Sundays in the Plaza concert series and brought back the Movies in the Plaza.
- ☑ Coordinated the operation of the Evacuation Center for the October 2017 Fires

## **STATISTICS**

- Managed and maintained 11 parks and four School District athletic fields
- Managed and maintained 328 acres of open space
- Served 300 participants in the ASES program
- Recruited 85 participants in to the Junior Giants program
- Registered 992 participants in summer camps
- Registered 566 participants in youth soccer
- Registered 1,212 in swim lessons
- Permitted 102 Special Events
- Rented 1,198 hours of space at the Community Center (not including City functions)
- Served 22,442 participants at the Senior Center
- Offered nine Senior Center off-site trips
- Registered 425 Senior Center members
- Served 600 older adults at the annual Senior Appreciation Dinner
- Served 3,675 meals in the Council on Aging Bistro dining program

## **MAJOR DEPARTMENT GOALS FOR FY 2018-19 and 2019-20**

- ◆ Launch and complete the facilities assessment and use the data to build a long-term funding and financing plan for maintaining and improving the parks and facility system.
- ◆ Launch and complete the arts and cultural planning process to help develop a vision for arts and culture in the community and determine the City's future role in arts and culture.
- ◆ Launch and complete the Badger Park and River Access master planning process and move the project into design and construction.

# COMMUNITY SERVICES

---

## **MAJOR DEPARTMENT GOALS FOR FY 2018-19 and 2019-20 (continued)**

- ◆ Launch and complete the Montage Park master planning process and move the project into design stage
- ◆ Develop a funding strategy for the 3 North Street project
- ◆ Migrate the Public, Education, and Government (PEG) operations to Healdsburg Unified School District to become a student-run channel
- ◆ Develop and launch the volunteer program including the volunteer driver program
- ◆ Complete the Fitch Mountain Open Space Preserve public access design and construct the access improvements
- ◆ Finalize the transfer of Healdsburg Ridge to the City
- ◆ Develop and implement a branding, communications, and outreach plan
- ◆ Review and revise park and field use fees and use policies and work with the School District to update and execute the Shared Facility Use and Swim Center agreements
- ◆ Update the park land development/in lieu fee and park impact fee programs
- ◆ Implement an open space management and enforcement program for the open space areas
- ◆ Enhance the downtown holiday décor program
- ◆ Enhance special needs programming through the SNAP program and other initiatives
- ◆ Move the ASES program to school sites and implement a fee for service component
- ◆ Develop a cost recovery model for programs and services
- ◆ Implement a maintenance program for the roundabout and City Hall landscaping
- ◆ Add 155 acres of open space to the City's ownership (Healdsburg Ridge)
- ◆ Serve 400 ASES after school participants
- ◆ Serve 230 Junior Giants participants
- ◆ Register 1,000 participants in Summer Camps
- ◆ Register 600 participants in Youth Soccer
- ◆ Expand number of swim lesson offerings by 20% by offering spring/fall lessons
- ◆ Add four new community-focused events
- ◆ Serve 26,300 participants at the Senior Center
- ◆ Offer 32 older adult off-site trips
- ◆ Register 500 Senior Center members
- ◆ Serve 725 older adults at the annual Senior Appreciation Dinner
- ◆ Serve 4,300 meals in the Council on Aging Bistro dining program

# COMMUNITY SERVICES

---

## Parks

Barbieri Brothers Park  
Badger Park  
Byron Gibbs Park  
Carson Warner Skate Park  
Giorgi Park  
Plaza Park  
Railroad Park  
Recreation Park  
Tilly Grove Open Space  
Villa Chanticleer Playground  
West Plaza Park

325 Bridle Path  
750 Heron Drive  
1529 Prentice Drive  
1100 Grove Street  
600 University Street  
105 Matheson Street  
22 Front Street  
525 Piper Street  
547 Tucker Street  
902 Chanticleer Way  
10 North Street

## Fields

Fitch Mountain School  
Healdsburg Community Center  
Healdsburg Elementary School  
Healdsburg High School  
Healdsburg Junior High School  
Recreation Park

520 Monte Vista Avenue  
1557 Healdsburg Avenue  
400 First Street  
1024 Prince Street  
315 Grant Street  
525 Piper Street

## Facilities

Badger Dog Park  
Foss Creek Pathway  
Giorgi Park Tennis  
Healdsburg Community Center  
Healdsburg High School  
Healdsburg Swim Center  
Healdsburg Senior Center  
Tayman Park Golf Course  
Villa Chanticleer  
Villa Chanticleer Annex  
Villa Dog Park

750 Heron Drive  
Healdsburg Avenue to Grove Street  
600 University Street  
1557 Healdsburg Avenue  
1024 Prince Street  
360 Monte Vista Avenue  
133 Matheson Street  
927 S. Fitch Mountain Road  
900 Chanticleer Way  
860 Chanticleer Way  
902 Chanticleer Way

## Open Space and Regional Park Facilities

Fitch Mountain Park and Open Space Preserve  
Healdsburg Ridge Open Space Preserve  
Veterans Memorial Beach

902 Chanticleer Way  
Bridle Path & Arabian Way  
13839 Old Redwood Highway

**COMMUNITY SERVICES FUND  
FY 18-19 & FY 19-20 Biennial Budget**

FY 17-18

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 2,460,512	\$ 2,214,418	\$ 2,214,418	\$ 2,156,241	\$ 2,336,868
<b>REVENUES</b>					
Transient Occupancy Tax	\$ 2,836,586	\$ 2,683,654	\$ 3,117,769	\$ 4,264,261	\$ 4,656,115
Program Revenue	343,331	409,600	357,696	438,000	438,000
Grant Proceeds	190,092	134,066	193,420	166,000	166,000
Facility and Field Rents	221,257	136,852	213,787	194,515	197,775
School District Field Maintenance	95,898	109,220	95,000	100,000	100,000
Special Events	8,646	27,100	25,000	29,450	32,440
Programs Sponsorships	40,502	50,000	45,000	80,000	80,000
Admission and Passes	44,985	38,000	34,000	37,000	37,000
Miscellaneous	6,196	13,700	7,750	8,000	8,000
Interest Income	19,066	12,000	27,000	25,000	25,000
Donations	25,113	-	5,000	5,000	5,000
<b>Total Revenues</b>	<b>\$ 3,831,673</b>	<b>\$ 3,614,192</b>	<b>\$ 4,121,422</b>	<b>\$ 5,347,226</b>	<b>\$ 5,745,330</b>
<b>EXPENDITURES</b>					
Wages	\$ 1,083,285	\$ 1,308,646	\$ 1,317,214	\$ 1,724,669	\$ 1,792,523
Overtime & Standby Pay	5,199	3,500	17,429	19,257	19,812
Fringe Benefits	465,958	316,007	440,712	588,064	657,433
Personal Protective Equipment	4,956	10,300	10,200	16,000	16,000
Information Services Service Fee	195,751	186,081	186,081	295,394	321,399
Building Maintenance Service Fee	34,009	34,009	34,009	79,254	91,714
Vehicle Service Fee	21,843	22,627	22,627	19,006	20,337
Vehicle Replacement Fee	44,530	44,530	44,530	26,258	84,454
Insurance	52,000	52,000	52,000	54,380	56,153
Telecommunication & Data Services	18,056	18,970	18,535	19,350	19,850
Utility Services	159,471	158,310	176,299	177,959	183,358
Property Tax	1,554	190	1,610	-	-
Support of Local Organizations	766	1,000	400	40,000	40,000
Contracted Services	436,651	530,000	534,601	809,000	749,720
Meeting, Travel, & Training	9,129	16,200	21,343	29,600	29,100
Printing	23,412	25,000	22,968	33,950	27,325
Repairs and Maintenance	41,177	50,500	41,000	49,000	49,500
License, Dues, Memberships	1,150	3,150	2,300	2,650	2,650
Rentals and Leases	801	2,000	400	400	400
Office Supplies	11,435	25,800	10,075	15,900	16,500
Government Fees	-	1,000	380	262	265
Operational Expense	163,839	150,580	187,580	285,655	291,713
Debt Service	316,743	319,353	319,353	335,795	341,115
Overhead Allocation	443,602	464,952	464,952	544,796	544,796
Transfers out to Other Funds	26,425	-	-	-	-
Transfers out to Capital	516,025	253,000	253,000	-	250,000
<b>Total Expenditures</b>	<b>\$ 4,077,767</b>	<b>\$ 3,997,705</b>	<b>\$ 4,179,599</b>	<b>\$ 5,166,599</b>	<b>\$ 5,606,117</b>
Change in Fund Balance	\$ (246,094)	\$ (383,513)	\$ (58,177)	\$ 180,627	\$ 139,213
Ending Fund Balance	\$ 2,214,418	\$ 1,830,905	\$ 2,156,241	\$ 2,336,868	\$ 2,476,080
Reserve per policy	1,060,595	1,123,412	1,177,980	1,549,980	1,606,835
Ending Fund Balance	<u>\$ 1,153,823</u>	<u>\$ 707,493</u>	<u>\$ 978,262</u>	<u>\$ 786,888</u>	<u>\$ 869,245</u>

Reserve Policy:  
Resolution No. 55-2016  
30% of operating expenditure

**COMMUNITY SERVICES CAPITAL PROJECTS FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ -	\$ 404,214	\$ 404,214	\$ 603,773	\$ 200,473
<b>REVENUES</b>					
Grant Proceeds	\$ 117,858	\$ -	\$ 73,259	\$ -	\$ 300,000
Developer Funding	-	700,000	-	-	50,000
Bond Proceeds	63,584	1,235,914	77,405	-	1,158,500
Transfers-in	516,025	294,328	253,000	-	650,000
Total Revenues	\$ 697,467	\$ 2,230,242	\$ 403,664	\$ -	\$ 2,158,500
<b>EXPENDITURES</b>					
Administration	\$ 37,214	\$ -	\$ -	\$ -	\$ -
ADA Improvements	-	25,000	25,000	25,000	25,000
Badger Park Redevelopment	-	-	-	50,000	1,558,500
Community Center Synthetic Turf	-	274,840	-	-	-
Community Center Upgrades	-	-	-	50,000	-
Fitch Mtn Park/Open Space Preserve	167,110	87,000	76,700	88,300	630,000
Montage Park Development	-	700,000	-	-	50,000
Park Maintenance Equipment	-	-	-	45,000	-
Parks & Recreation Facilities Assessment	-	-	25,000	95,000	-
Pavilion at 3 North Street	88,929	1,363,821	77,405	-	-
Recreation Park Outfield Turf Replacement	-	195,000	-	-	-
Villa Chanticleer Maintenance	-	-	-	50,000	-
Total Expenditures	\$ 293,253	\$ 2,645,661	\$ 204,105	\$ 403,300	\$ 2,263,500
Change in Fund Balance	\$ 293,253	\$ 2,241,447	\$ (200,109)	\$ (200,473)	\$ 2,063,027
Ending Fund Balance	\$ 404,214	\$ (11,205)	\$ 603,773	\$ 200,473	\$ 95,473

**LIGHTING AND LANDSCAPING ASSESSMENT DISTRICTS**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 274,728	\$ 256,142	\$ 256,142	\$ 250,639	\$ 266,837
<b><u>REVENUES</u></b>					
Special Assessment	\$ 187,458	\$ 188,817	\$ 201,405	\$ 211,287	\$ 217,626
Interest Income	2,532	274	1,345	1,195	1,195
Total Revenues	\$ 189,989	\$ 189,091	\$ 202,750	\$ 212,482	\$ 218,821
<b><u>EXPENDITURES</u></b>					
Wages	\$ 42,004	\$ 71,386	\$ 46,388	\$ 16,840	\$ 17,886
Overtime	175	-	301	316	331
Fringe Benefits	52,240	21,948	41,777	12,314	13,583
Contracted Services	53,014	48,738	52,526	76,914	79,602
Utility Services	28,470	32,725	35,597	39,663	41,309
Insurance	14,308	15,671	15,671	16,388	16,923
Repairs & Maintenance	5,831	3,250	3,250	3,500	3,500
Rentals & Leases	-	3,960	-	-	-
Supplies	1,694	-	1,759	1,770	1,780
Government Fees	-	-	20	20	20
Overhead Allocation	5,224	5,348	5,348	22,478	22,478
Transfers out	5,616	5,616	5,616	6,082	6,298
Total Expenditures	\$ 208,576	\$ 208,642	\$ 208,252	\$ 196,285	\$ 203,710
Ending Fund Balance	\$ 256,142	\$ 236,591	\$ 250,639	\$ 266,837	\$ 281,948
Change in Fund Balance	\$ (18,587)	\$ (19,551)	\$ (5,502)	\$ 16,198	\$ 15,111

# SPECIAL REVENUE FUNDS

**TRANSACTION AND USE TAX FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 1,754,522	\$ 382,211	\$ 382,211	\$ 988,193	\$ 282,187
<b>REVENUES</b>					
Transaction Tax Revenue	\$ 1,955,622	\$ 2,007,000	\$ 2,073,000	\$ 2,023,949	\$ 2,074,971
Interest Income	10,676	-	3,000	3,000	3,000
Total Revenues	\$ 1,966,298	\$ 2,007,000	\$ 2,076,000	\$ 2,026,949	\$ 2,077,971
<b>EXPENDITURES</b>					
Pavement Preventative Maintenance	\$ -	\$ -	\$ -	\$ 812,755	\$ -
Overlay-neighborhood streets	-	484,200	-	600,000	-
Curb gutter sidewalk	-	250,000	-	500,000	-
Firefighter Funding	105,000	105,000	105,000	197,700	222,088
Police Officer Funding	97,100	97,100	97,100	110,500	136,665
Police Radio Replacement Set Aside	-	-	-	100,000	100,000
Chamber of Commerce Agreement	100,000	100,000	100,000	100,000	-
Security & Keyless Access Systems	-	-	-	100,000	-
Dispatcher Funding	72,500	72,500	72,500	84,500	91,717
Automated License Plate Reader	-	-	-	70,000	-
Low Income Utility Discounts	39,097	47,500	55,403	47,500	-
Latino Outreach and Support	-	50,000	40,000	10,000	-
Other Prior Year Projects	2,924,912	836,510	1,000,015	-	-
Total Expenditures	\$3,338,609	\$2,042,810	\$1,470,018	\$2,732,955	\$550,471
Change in Fund Balance	\$ (1,372,311)	\$ (35,810)	\$ 605,982	\$ (706,006)	\$ 1,527,500
Ending Fund Balance	\$ 382,211	\$ 346,401	\$ 988,193	\$ 282,187	\$ 1,809,687

**TRANSIENT OCCUPANCY TAX - AFFORDABLE HOUSING  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ -	\$ 106,255	\$ 106,255	\$ 474,716	\$ 896,744
<b>REVENUES</b>					
Transient Occupancy Tax	\$ 253,682	\$ 546,012	\$ 623,554	\$ 852,852	\$ 931,223
Other Revenues	-	-	500	500	500
Transfer-in from Measure V	-	-	-	15,000	15,000
Interest	27	-	30	30	30
<b>Total Revenues</b>	<b>\$ 253,709</b>	<b>\$ 546,012</b>	<b>\$ 624,084</b>	<b>\$ 868,382</b>	<b>\$ 946,753</b>
<b>EXPENDITURES</b>					
Wages	\$84,887	\$106,607	\$106,607	\$175,587	\$181,732
Benefits	17,180	48,016	48,016	62,751	67,631
Reach for Home	24,887	95,000	60,000	70,000	70,000
Housing Land Trust	20,500	41,000	41,000	41,000	41,000
Housing Support Programs	-	5,650	-	-	-
Operational Expense	-	19,000	-	5,800	3,300
Strategic Plan	-	-	-	1,000	1,000
Rent Unit Rehabilitation	-	53,000	-	15,000	15,000
Additional Housing Programs	-	157,099	-	-	-
Overhead Allocation	-	-	-	75,216.00	75,216.00
<b>Total Expenditures</b>	<b>\$147,454</b>	<b>\$525,372</b>	<b>\$255,623</b>	<b>\$446,354</b>	<b>\$454,879</b>
Change in Fund Balance	\$ 106,255	\$ 20,640	\$ 368,461	\$ 422,028	\$ 491,874
Ending Fund Balance	<u>\$ 106,255</u>	<u>\$ 126,895</u>	<u>\$ 474,716</u>	<u>\$ 896,744</u>	<u>\$ 1,388,618</u>

**OTHER SPECIAL REVENUE FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 9,552,607	\$ 3,440,245	\$ 3,440,245	\$ 1,195,695	\$ 1,195,695
<b><u>REVENUES</u></b>					
Interest Income	\$ (946)	\$ -	\$ 62,000	\$ -	\$ -
Total Revenues	\$ (946)	\$ -	\$ 62,000	\$ -	\$ -
<b><u>EXPENDITURES</u></b>					
Transfers out	\$ 6,111,415	\$ 3,175,537	\$ 2,306,550	\$ -	\$ 1,158,500
Total Expenditures	\$ 6,111,415	\$ 3,175,537	\$ 2,306,550	\$ -	\$ 1,158,500
Ending Fund Balance	\$ 3,440,245	\$ 264,708	\$ 1,195,695	\$ 1,195,695	\$ 37,195
Change in Fund Balance	\$ (6,112,361)	\$ (3,175,537)	\$ (2,244,550)	\$ -	\$ (1,158,500)

**MEDIA CENTER FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

FY 17-18

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REVENUES</b>					
PEG Access Fees	\$ 40,521	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Total Revenues	\$ 40,521	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
<b>EXPENDITURES</b>					
Professional Services	\$ 40,521	\$ 40,000	\$ 40,000	\$ -	\$ -
Transfers out	-	-	-	40,000	40,000
Total Expenditures	\$ 40,521	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Change in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

**GENERAL DEBT SERVICE FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 143,094	\$ 171,683	\$ 171,683	\$ 173,665	\$ 172,164
<b>REVENUES</b>					
Property Tax	\$ 25,511	\$ -	\$ 382	\$ -	\$ -
Interest Income	3,105	-	1,500	-	-
Transfers in	1,009,044	1,036,045	1,036,045	1,159,727	1,190,244
Total Revenues	\$ 1,037,660	\$ 1,036,045	\$ 1,037,927	\$ 1,159,727	\$ 1,190,244
<b>EXPENDITURES</b>					
Principal	\$ 791,857	\$ 846,817	\$ 846,817	\$ 985,756	\$ 1,051,219
Interest	215,915	187,928	187,928	173,972	139,024
Bank Fees	1,300	2,000	1,200	1,500	1,500
Total Expenditures	\$ 1,009,071	\$ 1,036,745	\$ 1,035,945	\$ 1,161,228	\$ 1,191,743
Ending Fund Balance	\$ 171,683	\$ 170,983	\$ 173,665	\$ 172,164	\$ 170,666
Change in Fund Balance	\$ 28,589	\$ (700)	\$ 1,982	\$ (1,501)	\$ (1,499)

# SUCCESSOR AGENCY

**POST RDA SUCCESSOR AGENCY FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 275,090	\$ 158,768	\$ 158,768	\$ 1,547,518	\$ 1,563,020
<b>REVENUES</b>					
Property Tax	\$ 3,987,226	\$ 3,908,983	\$ 3,021,750	\$ 3,904,064	\$ 3,904,064
Interest Income	24,125	10,139	12,000	-	-
Lease Revenue	10,736	-	-	-	-
Total Revenues	\$ 4,022,088	\$ 3,919,122	\$ 3,033,750	\$ 3,904,064	\$ 3,904,064
<b>EXPENSES</b>					
Depreciation and Amortization Expense	\$ 20,696	\$ -	\$ -	\$ -	\$ -
Bond Costs	35,947	-	-	-	-
Contracted Services	239,110	245,000	245,000	245,000	245,000
Bank Fees	17,075	5,000	-	-	-
Bad Debt Expense	55,440	-	-	-	-
Professional Services	338	5,000	-	-	-
Transfers out	3,769,805	3,814,914	1,400,000	3,643,562	3,681,131
Total Expenses	\$ 4,138,410	\$ 4,069,914	\$ 1,645,000	\$ 3,888,562	\$ 3,926,131
Estimated Ending Working Capital	\$ 158,768	\$ 7,976	\$ 1,547,518	\$ 1,563,020	\$ 1,540,953
Change in Working Capital	\$ (116,322)	\$ (150,792)	\$ 1,388,750	\$ 15,502	\$ (22,067)

**POST RDA HOUSING SUCCESSOR AGENCY FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 273,083	\$ 1,720,790	\$ 1,720,790	\$ 1,739,378	\$ 1,760,226
<b>REVENUES</b>					
Interest	\$ 2,586	\$ 800	\$ -	\$ -	\$ -
Other Revenue	1,000	393,335	51,588	-	-
Sale of Land	1,777,724	-	-	-	-
Excess Cash Distribution	37,652	31,567	32,000	32,000	32,000
Transfers in	1,612,887	131,665	-	-	-
Total Revenues	\$ 3,431,849	\$ 557,367	\$ 83,588	\$ 32,000	\$ 32,000
<b>EXPENSES</b>					
Professional Services	\$ 92,144	\$ 5,000	\$ 65,000	\$ 10,000	\$ 10,000
Contracted Services	2,700	3,000	-	-	-
Land, Bldg, Vehicles and Equipment	1,839,204	525,000	-	-	-
Overhead Allocation	-	-	-	1,152	1,152
Transfers out	50,094	17,866	-	-	-
Total Expenses	\$ 1,984,142	\$ 550,866	\$ 65,000	\$ 11,152	\$ 11,152
Ending Working Capital	\$ 1,720,790	\$ 1,727,291	\$ 1,739,378	\$ 1,760,226	\$ 1,781,074
Change in Working Capital	\$ 1,447,707	\$ 6,501	\$ 18,588	\$ 20,848	\$ 20,848

**POST RDA DEBT RETIREMENT FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 1,837,736	\$ 3,650,290	\$ 3,650,290	\$ 1,753,099	\$ 1,872,439
<b><u>REVENUES</u></b>					
Interest Income	\$ 3,456	\$ -	\$ 14,000	\$ -	\$ -
Lease Revenue	119,340	118,425	119,340	119,340	119,340
Transfers in	3,769,805	3,814,914	1,400,000	3,643,562	3,681,131
Total Revenues	\$ 3,892,601	\$ 3,933,339	\$ 1,533,340	\$ 3,762,902	\$ 3,800,471
<b><u>EXPENSES</u></b>					
Principal	\$ -	\$ 1,772,900	\$ 1,772,900	\$ 1,900,200	\$ 2,006,300
Interest	2,080,047	2,042,015	1,657,631	1,743,362	1,674,831
Total Expenses	\$ 2,080,047	\$ 3,814,915	\$ 3,430,531	\$ 3,643,562	\$ 3,681,131
Ending Working Capital	\$ 3,650,290	\$ 3,768,714	\$ 1,753,099	\$ 1,872,439	\$ 1,991,779
Change in Working Capital	\$ 1,812,553	\$ 118,424	\$ (1,897,191)	\$ 119,340	\$ 119,340

# INTERNAL SERVICE FUNDS

## **INTERNAL SERVICE FUNDS**

---

Internal service funds predominantly provide services to other City departments. They operate as cost-reimbursement mechanisms and as such are expected to recover the full cost of providing a given service over time.

Schedules for the Vehicle Services Internal Service Fund, Information Services Internal Service Fund and Building Maintenance Internal Service Fund outline the operating plan of the internal service funds, including anticipated income, expenses and net change in working capital.

Internal service funds receive their revenue from the other departments based on the service provided to the other department. The revenue for the internal service fund is in Charges for Services. The internal service funds also owe the other funds for expenses incurred on the fund's behalf, such as payroll processing costs, these expenses are shown in Overhead Allocation.

# **VEHICLE SERVICES INTERNAL SERVICES FUND**

---

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18**

- Purchased a bucket truck, wildland fire truck, undercover vehicle, all-terrain vehicle (mule), a forklift, a sewer truck, a bucket truck and a parks service truck.
- Surplused eight pieces equipment and/or vehicles for a total of \$60,000 in revenue to the vehicle fund.
- Completed over 200 vehicle repairs and/or maintenance tickets
- Established a Community Development Center Pooled Vehicle program

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 and 2019-20**

- ◆ Develop City-wide vehicle use policy with replacement schedule
- ◆ Install a charging station at the City Corporation Yard
- ◆ Research grants available for the purchase of green vehicles
- ◆ Hire a Fleet Mechanic
- ◆ Execute vehicle purchases and surpluses as warranted per approved budget plan

**VEHICLE SERVICES INTERNAL SERVICES FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 1,871,173	\$ 1,900,751	\$ 1,900,751	\$ 1,611,515	\$ 1,465,686
<b>REVENUES</b>					
Charges for Services	\$ 1,285,590	\$ 1,259,215	\$ 1,317,821	\$ 1,115,195	\$ 1,213,532
Miscellaneous Revenues	7,248	-	5,500	-	-
Interest income	520	-	13,500	10,000	10,000
Sales of Surplus Property	31,251	-	16,334	-	-
Transfers in	104,758	57,883	50,000	11,437	-
Total Revenues	\$ 1,429,367	\$ 1,317,098	\$ 1,403,155	\$ 1,136,632	\$ 1,223,532
<b>EXPENSES</b>					
Wages	\$ 119,328	\$ 154,718	\$ 155,191	\$ 253,367	\$ 262,235
Fringe Benefits	91,995	70,493	96,348	121,713	133,789
Contracted Services	122,672	91,622	76,300	84,776	86,477
Government Fees	2,361	5,130	2,463	2,542	2,623
Utility Services	8,484	5,540	10,000	10,320	10,650
Personal Protective Equipment	1,206	513	1,680	3,360	3,437
Telecommunication & Data Services	975	1,100	1,000	1,500	1,548
Land, Bldg, Vehicles and Equipment	662,011	835,538	1,026,216	508,258	363,174
Supplies	207,918	212,446	162,016	160,595	161,430
Meeting, Travel, & Training	540	2,052	1,000	4,000	4,000
Repairs & Maintenance	28,523	7,182	7,716	-	-
Short/Over	1,799	-	-	-	-
Overhead Allocation	140,014	140,497	140,497	118,719	118,719
Transfers out	11,964	11,964	11,964	13,311	13,782
Total Expenses	\$ 1,399,789	\$ 1,538,795	\$ 1,692,391	\$ 1,282,461	\$ 1,161,864
Ending Working Capital	\$ 1,900,751	\$ 1,679,054	\$ 1,611,515	\$ 1,465,686	\$ 1,527,354
Change in Working Capital	\$ 29,578	\$ (221,697)	\$ (289,236)	\$ (145,829)	\$ 61,668

# **INFORMATION SERVICES INTERNAL SERVICES FUND**

---

The information technology (IT) department is responsible for ensuring that all city technology, internet and phone connections, software, audio video systems, and geographic information system (GIS) data can be utilized affectively by City staff and where applicable by the general public. Additionally, the IT department is responsible for technology policy guidance, city wide technology project and infrastructure management, securing the City's technology systems and data, ensuring connectivity between City facilities, data backup and disaster recovery, and 24/7/365 end user helpdesk and support.

## **Critical IT Department Functions**

- IT Functional, Vendor, and Project Management
- Network and Communications Systems
- Server and Storage Systems
- Application Management (Server)
- Application Management (Client)
- Device Management and Inventory (Client)
- GIS Data Management and Support
- End User Support and Training

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18**

- Implemented Webroot as replacement anti-virus product
- Utilized new GPS unit and implemented high accuracy utility mapping program
- Enhancements to the City's Web Mapping capability, including:
  - a. Updated the addressing search tool to use our highly accurate in-house data
  - b. Improved the Elevation Profile tool using highly accurate in-house elevation data. This will greatly improve fire hydrant water pressure calculations
  - c. Fixed and Updated the public notice tool
  - d. Implemented a new base map using our in-house data. This will make it much easier for us to update boundaries, streets, buildings, addresses instead of relying on a vendor
  - e. Added historical aerial photos layers
- Implemented GIS mapping integration with the City's Sewer Inspection software – allowing sewer inspectors to select sewer assets via the GIS map and have the assets automatically populated into the inspection software
- Added four point to point network on demand circuits to connect Police Department, Healdsburg Community Center, Corporation Yard, Senior Center to City Hall backbone
- Added session initiated protocol (SIP) trunk to City Hall to accommodate new voice over internet protocol (VoIP) phone system
- Implemented VoIP phone System at City Hall (approximately 40 phones)
- Implemented VoIP capability at remote sites
- Analyzed City's existing Network Environment
- Analyzed City's existing Server and Storage Environment
- Designed comprehensive plans for both network and server and storage environments
- Designed comprehensive plans for city's network security
- Implemented Cisco Meraki Network Upgrade at City Hall
- Implemented Cisco Meraki Wireless Network Upgrade at City Hall

# **INFORMATION SERVICES INTERNAL SERVICES FUND**

---

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18 (continued)**

- Implemented Cisco Meraki Network Upgrade at Police Station
- Created redundant internet connection and failover between two internet connections at City Hall and one connection at Police Department
- Implemented more user-friendly, manageable, and secure, staff Virtual Private Network (VPN)
- Implemented Cisco Cloud Lock Office 365 security platform
- Implemented Cisco Umbrella Domain Name Service (DNS) security platform
- Reduced dependency on day to day outside vendor support by 90%

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 and 2019-20**

- ◆ Establish a Disaster recovery plan
- ◆ Implement Mobile Device Management (MDM) software
- ◆ Implement Bring Your Own Device (BYOD) program and policy
- ◆ Implement Office 2016
- ◆ Implement new network monitoring and security tools
- ◆ Update Cellular Phone Policy
- ◆ Implement Cisco Meraki Network Upgrade at five additional sites
- ◆ Implement Cisco Meraki Wireless Network Upgrade at six additional sites
- ◆ Implement new Server, Storage and Backup environment at City Hall
- ◆ Implement new Server, Storage and Backup environment at Police Department
- ◆ Implement new Server and Backup failover between City Hall and Police Department
- ◆ Install satellite internet connection at Police Department
- ◆ Upgrade 1/5<sup>th</sup> of staff computers per year
- ◆ Implement additional network security systems
- ◆ Implement City Wide Asset Management Platform
- ◆ Integrate Asset Management Platform with GIS data
- ◆ Implement City Wide Document Management platform
- ◆ Implement new Virtual Systems and Server monitoring platforms
- ◆ Implement FirstNet Cell Service to key first responders
- ◆ Migrate cellphones to iPhone platform
- ◆ Upgrade network cabling at city facilities
- ◆ Optimize expenses for copiers
- ◆ Optimize expenses for phone and internet connections
- ◆ Implement separate GIS SQL server
- ◆ Optimize Emergency Operation Center (EOC) technology equipment and implementation
- ◆ Upgrade public usage and city point to point wireless systems
- ◆ Optimize citywide battery backup management
- ◆ Continue cleanup, upgrades and enhancements to City GIS Database
- ◆ Produce high resolution aerial photos of the City
- ◆ Consider website refresh
- ◆ Complete Audio Visual (AV) setup for live cable broadcast via Comcast

# INFORMATION SERVICES INTERNAL SERVICES FUND

<b>IT Statistics 2018</b>			
<b>Major IT Statistics</b>			
Total City Devices Managed	1,978	GIS Maps Managed	600
Ratio Devices/IT Staff (3)	662 to 1	Unique Weekly Client Devices	4,496
Applications Managed	117	Monitored Security Events per Weel	9,985
<b>IT Staff</b>		<b>Applications Managed</b>	
Manager	1	Server Applications	36
Technical Staff	2	Client Applications	60
GIS	1	Cloud Applications	15
		GIS Applications	6
<b>City</b>		<b>Support</b>	
Accounts Managed	183	Solved Tickets Per Year	1,304
Desktops	107	Ratio Devices/IT Staff (3)	662 to 1
Laptops	60		
Printers, Monitors, Accessories	442	<b>Servers Managed</b>	
Phone Systems	2	Virtual Servers	45
Total City Devices Managed	1,978	Physical Servers	9
		Data Storage	35TB
<b>Networks and Network Devices Managed</b>		<b>GIS Data Managed</b>	
Internet Connections	4	Maps Managed	600
Network on Demand Circuits	5	Total Map Layers Managed	417
Network Switches and Routers	40	Addresses Managed	5,497
Wireless Access Points	50	Sewer Mains Monitored (miles)	53
Network Switch Ports	1,316	Water Mains Monitored (miles)	71
Unique Weekly Client Devices	4,496	Migrated/Consolidated Layers	30
Avg Usage Per Client per Week	13.4 GB	Audited Map Layers	26
Daily Passers by Average	4,580	GIS Data point updates (17/18)	4,496

**INFORMATION SERVICES INTERNAL SERVICES FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 1,076,197	\$ 1,061,688	\$ 1,061,688	\$ 792,669	\$ 514,693
<b>REVENUES</b>					
Charges for Services	\$ 1,603,862	\$ 1,626,161	\$ 1,623,164	\$ 1,960,544	\$ 2,171,357
Miscellaneous Revenues	1,149	-	-	-	-
Interest Income	(882)	-	15,000	8,000	8,000
Total Revenues	\$ 1,604,129	\$ 1,626,161	\$ 1,638,164	\$ 1,968,544	\$ 2,179,357
<b>EXPENSES</b>					
Wages	\$ 154,596	\$ 281,254	\$ 260,000	\$ 390,397	\$ 414,990
Overtime & Standby Pay	24,158	21,000	27,500	19,500	19,500
Fringe Benefits	102,281	92,885	122,954	177,655	197,776
Contracted Services	782,555	871,655	525,547	627,615	630,223
Rentals & Leases	107,892	185,567	103,649	116,630	116,630
Telecommunication & Data Services	51,182	85,082	120,841	179,300	176,300
Supplies	242,825	449,056	443,500	345,100	297,975
Memberships & Dues	744	1,500	1,000	1,500	1,500
Meeting, Travel, & Training	8,016	5,500	7,000	10,000	10,000
Land, Bldg, Vehicles and Equipment	-	-	161,049	185,049	220,732
Overhead Allocation	123,935	113,688	113,688	158,139	158,139
Transfers out	20,455	20,455	20,455	35,635	25,054
Total Expenses	\$ 1,618,638	\$ 2,127,642	\$ 1,907,183	\$ 2,246,520	\$ 2,268,819
Ending Working Capital	\$ 1,061,688	\$ 560,207	\$ 792,669	\$ 514,693	\$ 425,231
Change in Working Capital	\$ (14,509)	\$ (501,481)	\$ (269,019)	\$ (277,976)	\$ (89,462)

# **BUILDING MAINTENANCE INTERNAL SERVICES FUND**

---

## **MAJOR DEPARTMENTAL TASKS COMPLETED FY 2016-17 and 2017-18**

- ☑ Completed the Healdsburg Police Department HVAC Project. The project was for an entire HVAC replacement & upgrade and bathroom upgrades. During construction the roof was found to be in complete failure, as a result a new roof was installed.

## **MAJOR DEPARTMENTAL GOALS FOR FY 2018-19 and 2019-20**

- ◆ Establish a facilities master plan to address ongoing maintenance and capital replacement needs
- ◆ Decommission the Community Development Center
- ◆ Implement Corporation Yard Facility Improvement Project
- ◆ Complete proposed maintenance projects at the Public Works Operations and Maintenance building, Healdsburg Community Center, Senior Center, Police Station, and Fire Station
- ◆ Complete the City Hall additions and alterations project

**BUILDING MAINTENANCE INTERNAL SERVICES FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Working Capital	\$ 705,075	\$ 639,347	\$ 639,347	\$ 542,936	\$ 240,800
<b>REVENUES</b>					
Charges for Services	\$ 916,348	\$ 925,186	\$ 925,186	\$ 988,944	\$ 1,035,014
Interest Income	(640)	-	5,000	5,000	5,000
Rental Income	257,029	235,000	260,000	260,000	260,000
Miscellaneous Revenues	41,044	-	-	-	-
Transfers in	869,059	394,153	394,153	100,000	-
Total Revenues	\$ 2,082,840	\$ 1,554,339	\$ 1,584,339	\$ 1,353,944	\$ 1,300,014
<b>EXPENSES</b>					
Wages	\$ 105,704	\$ 132,964	\$ 132,964	\$ 143,145	\$ 148,155
Overtime & Standby Pay	157	500	2,000	1,000	1,000
Fringe Benefits	95,211	73,020	90,385	97,673	110,179
Contracted Services	147,051	118,086	144,651	142,700	134,194
Insurance	374,715	395,517	405,000	552,000	570,000
Utility Services	8,757	8,069	11,300	11,352	11,715
Personal Protective Equipment	1,215	1,000	1,200	1,238	1,278
Property Rents	72,693	85,065	85,065	125,388	103,388
Telecommunication & Data Services	7,178	9,213	8,714	8,919	9,103
Government Fees	6,166	2,284	2,497	2,185	2,221
Noticing	639	1,539	-	-	-
Land, Bldg, Vehicles and Equipment	828,273	453,232	481,831	396,500	245,000
Supplies	66,180	11,160	69,171	38,828	33,776
Meeting, Travel, & Training	2	3,000	700	1,000	1,000
Repairs and Maintenance	70,583	82,824	84,494	-	-
Overhead Allocation	144,933	145,424	145,424	122,711	122,711
Recycling Fluorescent Lamps	-	3,000	-	-	-
Over/Short	135	-	-	-	-
Transfers out	218,974	222,854	15,354	11,440	11,844
Total Expenses	\$ 2,148,567	\$ 1,748,751	\$ 1,680,750	\$ 1,656,079	\$ 1,505,564
Ending Working Capital	\$ 639,347	\$ 444,935	\$ 542,936	\$ 240,800	\$ 35,250
Change in Working Capital	\$ (65,728)	\$ (194,412)	\$ (96,411)	\$ (302,135)	\$ (205,550)

# TRUST FUNDS

**COMMUNITY BENEFIT EXPENDABLE TRUST FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 181,587	\$ 171,124	\$ 171,124	\$ 116,874	\$ 61,874
<b>REVENUES</b>					
Interest Income	\$ 987	\$ -	\$ 750	\$ -	\$ -
Total Revenues	\$ 987	\$ -	\$ 750	\$ -	\$ -
<b>EXPENDITURES</b>					
Support of Local Organizations	\$ 11,450	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Total Expenditures	\$ 11,450	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Ending Fund Balance	\$ 171,124	\$ 116,124	\$ 116,874	\$ 61,874	\$ 6,874
Change in Fund Balance	\$ (10,463)	\$ (55,000)	\$ (54,250)	\$ (55,000)	\$ (55,000)

**PLAZA FLOWERS VETERANS TRUST FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 3,327	\$ 2,956	\$ 2,956	\$ 2,591	\$ 2,216
<b>REVENUES</b>					
Interest Income	\$ 1	\$ -	\$ 10	\$ -	\$ -
Total Revenues	\$ 1	\$ -	\$ 10	\$ -	\$ -
<b>EXPENDITURES</b>					
Repairs and Maintenance	\$ 372	\$ 300	\$ 375	\$ 375	\$ 375
Total Expenditures	\$ 372	\$ 300	\$ 375	\$ 375	\$ 375
Ending Fund Balance	\$ 2,956	\$ 2,656	\$ 2,591	\$ 2,216	\$ 1,841
Change in Fund Balance	(371)	(300)	(365)	(375)	(375)

# DEVELOPMENT FEE FUNDS

**STREETS CAPACITY FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 572,775	\$ 752,889	\$ 752,889	\$ 172,608	\$ 152,608
<b><u>REVENUES</u></b>					
Development Fees	\$ 177,602	\$ -	\$ 107,598	\$ -	\$ -
Interest Income	2,511	-	5,000	-	-
Total Revenues	\$ 180,114	\$ -	\$ 112,598	\$ -	\$ -
<b><u>EXPENDITURES</u></b>					
Supplies	\$ -	\$ -	\$ 1,559	\$ 20,000	\$ -
Transfers out	-	691,320	691,320	-	-
Total Expenditures	\$ -	\$ 691,320	\$ 692,879	\$ 20,000	\$ -
Ending Fund Balance	\$ 752,889	\$ 61,569	\$ 172,608	\$ 152,608	\$ 152,608
Change in Fund Balance	\$ 180,114	\$ (691,320)	\$ (580,281)	\$ (20,000)	\$ -

**WATER CAPACITY FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 2,166,675	\$ 2,137,960	\$ 2,137,960	\$ 864,301	\$ 780,801
<b>REVENUES</b>					
Development Fees	\$ 184,881	\$ 145,000	\$ 106,841	\$ -	\$ -
Interest Income	(1,479)	7,300	30,000	-	-
Total Revenues	\$ 183,402	\$ 152,300	\$ 136,841	\$ -	\$ -
<b>EXPENDITURES</b>					
Supplies	\$ 212,118	\$ 1,947,883	\$ 1,400,000	\$ 83,500	\$ -
Transfers out	-	-	10,500	-	-
Total Expenditures	\$ 212,118	\$ 1,947,883	\$ 1,410,500	\$ 83,500	\$ -
Ending Fund Balance	\$ 2,137,960	\$ 342,377	\$ 864,301	\$ 780,801	\$ 780,801
Change in Fund Balance	\$ (28,715)	\$ (1,795,583)	\$ (1,273,659)	\$ (83,500)	\$ -

**SEWER CAPACITY FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 3,855,835	\$ 4,154,230	\$ 4,154,230	\$ 2,126,606	\$ 2,126,606
<b>REVENUES</b>					
Development Fees	\$ 566,867	\$ 224,000	\$ 297,446	\$ -	\$ -
Interest Income	1,528	8,600	50,000	-	-
Total Revenues	\$ 568,395	\$ 232,600	\$ 347,446	\$ -	\$ -
<b>EXPENDITURES</b>					
Transfers-out	\$ 270,000	\$ 3,150,070	\$ 2,375,070	\$ -	\$ -
Total Expenditures	\$ 270,000	\$ 3,150,070	\$ 2,375,070	\$ -	\$ -
Ending Fund Balance	\$ 4,154,230	\$ 1,236,760	\$ 2,126,606	\$ 2,126,606	\$ 2,126,606
Change in Fund Balance	\$ 298,395	\$ (2,917,470)	\$ (2,027,624)	\$ -	\$ -

**DRAINAGE CAPACITY FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 2,643,455	\$ 2,674,425	\$ 2,674,425	\$ 844,330	\$ 824,330
<b>REVENUES</b>					
Development Fees	\$ 101,063	\$ -	\$ 272,222	\$ -	\$ -
Interest Income	(217)	-	32,000	-	-
Total Revenues	\$ 100,847	\$ -	\$ 304,222	\$ -	\$ -
<b>EXPENDITURES</b>					
Operational Expense	\$ -	\$ -	\$ 4,193	\$ -	\$ -
Contracted Services	-	-	-	20,000	-
Transfers-out	69,876	2,145,124	2,130,124	-	-
Total Expenditures	\$ 69,876	\$ 2,145,124	\$ 2,134,317	\$ 20,000	\$ -
Ending Fund Balance	\$ 2,674,425	\$ 529,301	\$ 844,330	\$ 824,330	\$ 824,330
Change in Fund Balance	\$ 30,970	\$ (2,145,124)	\$ (1,830,095)	\$ (20,000)	\$ -

**ELECTRIC CAPACITY FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 1,898,693	\$ 1,784,416	\$ 1,784,416	\$ 1,279,416	\$ 1,259,416
<b>REVENUES</b>					
Development Fees	\$ 57,317	\$ -	\$ 90,000	\$ -	\$ -
Interest Income	(13,234)	-	30,000	-	-
Total Revenues	\$ 44,083	\$ -	\$ 120,000	\$ -	\$ -
<b>EXPENDITURES</b>					
Contracted Services	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Transfers out	158,360	1,426,640	625,000	-	-
Total Expenditures	\$ 158,360	\$ 1,426,640	\$ 625,000	\$ 20,000	-
Ending Fund Balance	\$ 1,784,416	\$ 357,776	\$ 1,279,416	\$ 1,259,416	\$ 1,259,416
Change in Fund Balance	\$ (114,277)	\$ (1,426,640)	\$ (505,000)	\$ (20,000)	\$ -

**PARK IMPACT FEE FUND**  
**FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 325,112	\$ 432,338	\$ 432,338	\$ 459,265	\$ 439,265
<b><u>REVENUES</u></b>					
Development Fees	\$ 102,960	\$ -	\$ 25,000	\$ -	\$ -
Rent	160	-	-	-	-
Miscellaneous Revenue	39	-	-	-	-
Interest Income	4,067	-	3,000	-	-
Total Revenues	\$ 107,226	\$ -	\$ 28,000	\$ -	\$ -
<b><u>EXPENDITURES</u></b>					
Operational Expense	\$ -	\$ -	\$ 1,073	\$ -	\$ -
Contracted Services	-	-	-	20,000	-
Transfers-out	-	274,840	-	-	400,000
Total Expenditures	\$ -	\$ 274,840	\$ 1,073	\$ 20,000	\$ 400,000
Ending Fund Balance	\$ 432,338	\$ 157,498	\$ 459,265	\$ 439,265	\$ 39,265
Change in Fund Balance	\$ 107,226	\$ (274,840)	\$ 26,927	\$ (20,000)	\$ (400,000)

**FIRE FACILITIES IMPACT FEE FUND  
FY 18-19 & FY 19-20 Biennial Budget**

	FY 16-17 Actual	FY 17-18		FY 18-19 Adopted Budget	FY 19-20 Adopted Budget
		Amended Budget	Estimated Year End		
Beginning Fund Balance	\$ 166,155	\$ 185,607	\$ 185,607	\$ 211,807	\$ 198,007
<b><u>REVENUES</u></b>					
Development Fees	\$ 13,533	\$ -	\$ 20,000	\$ -	\$ -
Misc Fire Service Charge	10,829	-	-	-	-
Interest Income	(4,909)	-	6,200	6,200	6,200
Total Revenues	\$ 19,452	\$ -	\$ 26,200	\$ 6,200	\$ 6,200
<b><u>EXPENDITURES</u></b>					
Contracted Services	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Ending Fund Balance	\$ 185,607	\$ 185,607	\$ 211,807	\$ 198,007	\$ 204,207
Change in Fund Balance	\$ 19,452	\$ -	\$ 26,200	\$ (13,800)	\$ 6,200

# CAPITAL IMPROVEMENT PROGRAM

## 2018-23 Five-year Capital Improvement Program

PROJECT	2018-19	2019-20	2020-21	2021-22	2022-23	Total
<b>Citywide Projects</b>						
Airport Fencing Design and Installation	180,000	-	-	-	-	180,000
Airport Taxi and Apron Pavement Rehabilitation	50,000	-	-	620,300	-	670,300
Airport Runway Pavement Rehabilitation	-	-	-	200,000	1,500,000	1,700,000
<b>Total</b>	<b>230,000</b>	<b>-</b>	<b>-</b>	<b>820,300</b>	<b>1,500,000</b>	<b>2,550,300</b>
<b>Community Services Projects</b>						
Fitch Mountain Park and Open Space Preserve	88,300	630,000	-	-	-	718,300
Parks & Recreation Facilities Assessment	95,000	-	-	-	-	95,000
Pavilion at 3 North Street	-	-	-	-	6,500,000	6,500,000
Community Center Upgrades	50,000	-	-	-	-	50,000
Montage Healdsburg Park Development	-	50,000	300,000	4,617,100	-	4,967,100
Parks Maintenance Equipment	45,000	-	-	-	-	45,000
ADA - Age Friendly Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Villa Chanticleer Maintenance	50,000	-	-	-	-	50,000
Badger Park Redevelopment	50,000	1,558,500	-	-	-	1,608,500
<b>Total</b>	<b>403,300</b>	<b>2,263,500</b>	<b>325,000</b>	<b>4,642,100</b>	<b>6,525,000</b>	<b>14,158,900</b>
<b>Electric Projects</b>						
Utility Pole Replacements	50,000	53,000	56,000	59,000	62,000	280,000
Badger Substation 60kV & 12k V Bus Reconstruction	370,000	-	-	-	-	370,000
Healdsburg & Mill Underground Utility District	600,000	-	-	-	-	600,000
Public Electric Vehicle Charging Stations	240,000	180,000	-	-	-	420,000
Replace #6 Copper & Wildfire Mitigation	80,000	-	-	-	-	80,000
Montage Healdsburg Development	750,000	250,000	-	-	-	1,000,000
Reconductor Grove Street North of Dry Creek	80,000	-	-	-	-	80,000
Install Backtie for South Healdsburg	60,000	250,000	-	-	-	310,000
Badger Substation Bank Replacement	-	-	-	-	200,000	200,000
<b>Total</b>	<b>2,230,000</b>	<b>733,000</b>	<b>56,000</b>	<b>59,000</b>	<b>262,000</b>	<b>3,340,000</b>
<b>Wastewater Projects</b>						
Recycled Water System Expansion	840,000	1,550,000	-	-	-	2,390,000
Water Reclamation Facility Pond Lining	120,000	1,568,000	-	-	-	1,688,000
Water Reclamation Facility Membranes & Accessories	-	-	-	75,000	400,000	475,000
Tank 5 Membrane Replacement	250,000	-	-	-	-	250,000
Blower #1 Replacement	295,000	-	-	-	-	295,000
Reroof Pump Shop	40,000	-	-	-	-	40,000
Coarse Screen No. Replacement	-	21,000	189,000	-	-	210,000
Corporation Yard Vactor Station and Pump Station	-	-	-	125,000	1,250,000	1,375,000
Corporati	-	-	-	-	125,000	125,000
Heron Lift Station Relocation	-	-	130,000	850,000	-	980,000
Fitch Street Sewer and Water Replacement	-	47,000	868,392	-	-	915,392
Piper Street Sewer and Water Replacement	-	-	25,000	-	408,154	433,154
Orchard Lift Station Reconstruction	-	-	-	350,000	-	350,000
Healdsburg Avenue Sewer Replacement	719,800	-	-	-	-	719,800
College Street Sewer and Water Main Replacement	-	989,254	-	-	-	989,254
<b>Total</b>	<b>2,264,800</b>	<b>4,175,254</b>	<b>1,212,392</b>	<b>1,400,000</b>	<b>2,183,154</b>	<b>11,235,600</b>
<b>Street Projects</b>						
Sidewalk Repair and Gap Closure	500,000	-	-	-	-	500,000
Pavement Overlay	600,000	-	-	-	-	600,000
Pavement Preventative Maintenance	812,755	195,951	-	-	-	1,008,706
North Fitch Mtn Road Slide Repair	-	-	625,000	-	-	625,000
Foss Creek Pathway Phase 7	1,600,000	500,000	-	-	-	2,100,000
Healdsburg Avenue Improvement Study	237,010	-	1,000,000	-	-	1,237,010
<b>Total</b>	<b>3,749,765</b>	<b>695,951</b>	<b>1,625,000</b>	<b>-</b>	<b>-</b>	<b>6,070,716</b>
<b>Water Projects</b>						
Planned Water Meter Replacements	390,000	-	-	-	-	390,000
Scenic Lane Water Main Replacement	300,000	-	-	-	-	300,000
Gauntlett/Iverson Roof Repair & Replacement	845,000	-	-	-	-	845,000
Well Rehabilitation Project	80,000	85,000	90,000	95,000	100,000	450,000
Redwood Tank Replacements	805,000	-	-	-	-	805,000
Dry Creek Water Treatment Plan Well Leak Repair	-	52,000	352,000	-	-	404,000
Abandonment and Sale of Old Dry Creek Well Field	100,000	-	-	-	-	100,000
Fitch Water Treatment Building Modernization	-	-	23,625	237,000	-	260,625
Fitch Street Sewer and Water Replacement	-	47,000	1,650,000	-	-	1,697,000
Piper Street Sewer and Water Replacement	-	-	25,000	-	620,000	645,000
McDonough Water Transmission Main Replacement	-	-	-	188,000	1,000,000	1,188,000
College Street Sewer and Water Main Replacement	715,800	-	-	-	-	715,800
<b>Total</b>	<b>3,235,800</b>	<b>184,000</b>	<b>2,140,625</b>	<b>520,000</b>	<b>1,720,000</b>	<b>7,800,425</b>
<b>Grand Totals</b>	<b>12,113,665</b>	<b>8,051,705</b>	<b>5,359,017</b>	<b>7,441,400</b>	<b>12,190,154</b>	<b>45,155,941</b>

# CITY WIDE PROJECTS







# STREET PROJECTS

City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail

**Project Name:**  
Foss Creek Pathway Phase 7

**Project Number:** PWT909

**Project Description:**

This project covers Foss Creek Pathway from the City Detention Basin berm adjacent to Carson Memorial Skate Park then along railroad right of way to the intersection of Grove Street and Healdsburg Avenue just north of the Community Center. It will provide a Class 1 paved pathway for pedestrian and bicycle use.

**Department:** Public Works

**General Plan Consistency:**

Policy Goal T-D-2. The City shall develop a citywide system of safe and convenient designated bikeways that serves both experienced and casual bicyclists, and which maximizes bicycle use for commuting, recreation and local transportation.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )



Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19					2020-21					2022-23					Projected Five Year Total
			2018-19	2019-20	2020-21	2021-22	2022-23	2018-19	2019-20	2020-21	2021-22	2022-23	2018-19	2019-20	2020-21	2021-22	2022-23	
<b>Project Costs:</b>	\$ 2,299,000	\$ 199,000	\$ 1,600,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000
<b>Funding Sources:</b>																		
Fund 510 Streets Fund (Measure M)	\$ 2,000,000	\$ -	\$ 1,500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Fund 201 Streets Fund (Gas Tax)	299,000	199,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000
	\$ 2,299,000	\$ 199,000	\$ 1,600,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000

**Project Name:**  
Sidewalk Repair and Gap Closure

**Project Number:** PWT113

**Project Description:**  
This project will perform sidewalk repairs throughout the City and install new sidewalk at select locations.



**Department:** Public Works

**General Plan Consistency:**

- Goal T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods, and services within and through Healdsburg.
- Policy H-46 Continue street, sidewalk, and other infrastructure improvements and maintenance in low and moderate income neighborhoods.
- Policy T-7 Seek new funding sources for repair and maintenance of existing streets.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)

Capital Improvement Program Detail	Budget	Est. Expend	2018-19					2020-21					2022-23					Projected Five	
	FY17-18	FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Year Total	Year Total			
<b>Project Costs:</b>	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000			
<b>Funding Sources:</b> Fund 510 Streets Fund (Measure V)	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000			



**Project Name:**

Pavement Preventative Maintenance

**Project Number:** PWT115

**Project Description:**

Pavement preservation of existing City streets including, but not limited to, crack sealing, pavement repairs, micro surfacing, slurry seals, and cape seals. This project may also include upgrade of pedestrian ramps.



**Department:** Public Works

**General Plan Consistency:**

Goal T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods, and services within and through Healdsburg.  
 Policy H-46 Continue street, sidewalk, and other infrastructure improvements and maintenance in low and moderate income neighborhoods.  
 Policy T-7 Seek new funding sources for repair and maintenance of existing streets.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ -	\$ -	\$ 983,706	\$ -	\$ -	\$ -	\$ -	\$ 983,706
<b>Funding Sources:</b>									
	Fund 510 Streets Fund (Measure V)	\$ -	\$ -	\$ 787,755	\$ -	\$ -	\$ -	\$ -	\$ 787,755
	Road Repair and Accountability Act (SB1)	\$ -	\$ -	\$ 195,951	\$ -	\$ -	\$ -	\$ -	\$ 195,951
	<b>Total</b>	\$ -	\$ -	\$ 983,706	\$ -	\$ -	\$ -	\$ -	\$ 983,706



**Project Name:**  
 Healdsburg Avenue Improvement Study

**Project Number:** PWT928

**Project Description:**

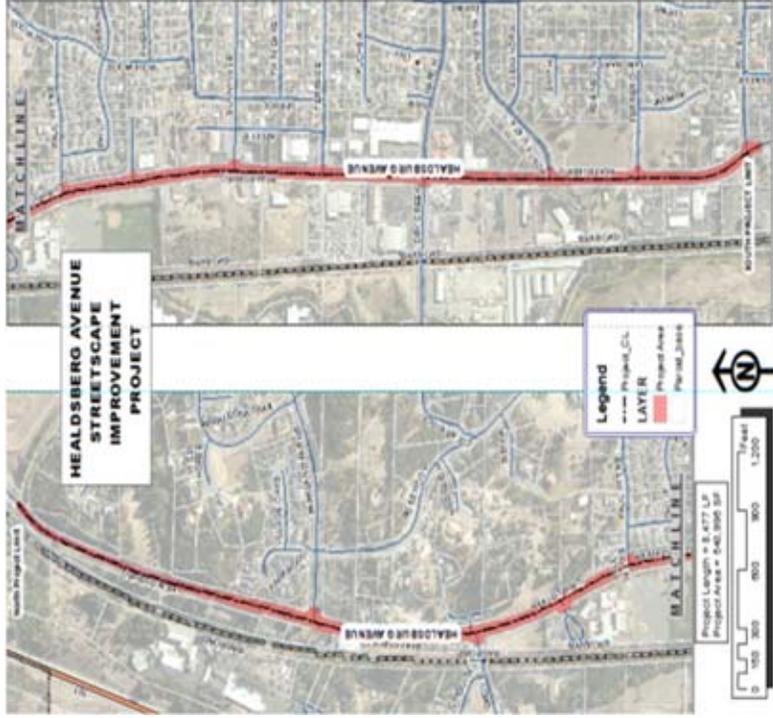
This project includes soliciting and hiring a consultant to provide design alternatives and preliminary plans for the improvement of Healdsburg Avenue between Powell Ave and the Foss Creek Bridge near the City's north detention basin. In future, the final design and construction will be completed for a portion of the study area to coincide with the One Bay Area Grant allocation in FY 2020-21.

**Department:** Public Works

**General Plan Consistency:**

T-A A circulation system that is correlated with existing and proposed land use and provides for the efficient movement of people, goods and services within and through Healdsburg.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)



Capital Improvement Program Detail	Budget		2018-19					2020-21					2022-23					Projected Five Year Total	
	FY17-18	FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	
<b>Project Costs:</b>	\$ 437,010	\$ 200,000	\$ 237,010	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,237,010
<b>Funding Sources:</b>																			
Fund 201 Gas Tax Fund	\$ 437,010	\$ 200,000	\$ 237,010	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 637,010
Fund 510 Streets (OBAG Grant)	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
	\$ 437,010	\$ 200,000	\$ 237,010	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,237,010

# WATER PROJECTS

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**

Planned Water Meter Replacements

**Project Number:** PWW121

**Project Description:**

This project will replace roughly 1,300 aging water meters currently without the capability to be read remotely. The City is in the process of a multi-year project to automate the meter reading functions of the Water and Electric Departments. Replacing these meters will allow the remote reading of the meters and provide improved customers service such as early leak detection or early warnings of high water usage. Replacing these older meters will also improve the accuracy of the City's utility bills.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19					2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	\$ -	\$ -	\$ -	\$ 390,000	-	-	-	\$ -	-	-	\$ -	\$ 390,000
<b>Funding Sources:</b>												
Fund 522 Water Fund	\$ -	\$ -	\$ -	\$ 390,000	-	-	-	\$ -	-	-	\$ -	\$ 390,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ 390,000	-	-	-	\$ -	-	-	\$ -	\$ 390,000

**Project Name:**

McDonough Water Transmission Main Replacement

**Project Number:** PWW125

**Project Description:**

The McDonough Pump Station and transmission main serve the Sunset pressure zone and the connection of County Service Area 41, to which the City sells treated water. The transmission main, constructed of asbestos cement pipe, has been subject to rupture having joints displace. This will become more frequent as the pipe ages because the pipe is on a slope and in an easement. This project will replace the transmission main preventing subsequent ruptures and will investigate locating the pipeline in public rights of way.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X )

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,000	\$ 1,000,000	\$ 1,188,000
<b>Funding Sources:</b>									
Fund 522 Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,000	\$ 1,000,000	\$ 1,188,000
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,000	\$ 1,000,000	\$ 1,188,000

**Project Name:**  
 Fitch Water Treatment Building Modernization

**Project Number:** PWW126

**Project Description:**

The treatment building at the Fitch well field houses electrical gear, controls and treatment equipment. The building was originally constructed in the 1970s has had increases in the equipment and chemicals it needs to store. Additionally, the service life of the building is nearly exhausted. Under this project the building will be rehabilitated and expanded, or replaced with a larger building appropriate for the service required.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (x)

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18						Projected Five Year Total
Project Costs:		\$	\$	2018-19	2019-20	2020-21	2021-22	2022-23	\$
Funding Sources:									
Fund 522 Water Fund		\$ -	\$ -	\$ -	\$ -	\$ 23,625	\$ 237,000	\$ -	\$ 260,625
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,625</b>	<b>\$ 237,000</b>	<b>\$ -</b>	<b>\$ 260,625</b>

**Project Name:**  
 Abandonment and Sale of Old Dry Creek Well Field

**Project Number:** PWW127

**Project Description:**

The Dry Creek Water rights diversion point has been moved downstream from the well field located on West North Street to the City's Corporation Yard. The wells at West North Street are no longer needed by the City. The wells could be abandoned/destroyed or remain in place as part of the property as best serves the interests of the City. This project will identify and implement requirements necessary to prepare the property for sale.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (x )

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18						Projected Five Year Total
Project Costs:		\$	\$	2018-19	2019-20	2020-21	2021-22	2022-23	
<b>Funding Sources:</b>									
	Fund 522 Water Fund	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	<b>Total</b>	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

**Project Name:**  
 Dry Creek Water Treatment Plant Clear Well Leak Repair

**Project Number:** PWW128

**Project Description:**

The clear well at Dry Creek water treatment plant provides storage and contact time for disinfection. The tank, originally constructed in the 1960s had developed leaks that allow some of the treated water to escape. This project would repair the leaks and improve the storage efficiency of the water distribution system.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (x)

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ -	\$ -	\$ -	\$ 52,000	\$ 352,000	\$ -	\$ -	\$ 404,000
<b>Funding Sources:</b>									
Fund 522 Water Fund		\$ -	\$ -	\$ -	\$ 52,000	\$ 352,000	\$ -	\$ -	\$ 404,000
<b>Total</b>		\$ -	\$ -	\$ -	\$ 52,000	\$ 352,000	\$ -	\$ -	\$ 404,000

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**  
Scenic Water Main Replacement

**Project Number:** PWW904

**Project Description:**

Currently Scenic Drive is served by two undersized, steel water mains. Both of the mains have had numerous repairs and are too deteriorated to remain in service. This project would relocate the water mains to Boral Road, in a new utility easement, and install 4" plastic pipe. This project will also reduce water waste due to the condition of the existing pipeline.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19					2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
<b>Funding Sources:</b>												
	Fund 522 Water Fund	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
	<b>Total</b>	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**  
College Street Sewer and Water Main Replacement

**Project Number:** PWW905

**Project Description:**

This project will replace approximately 1800 feet of severely deterioration, 1930 era cast iron water main installed along College Street between Sherman Street and Piper Street. The existing pipe will be replaced with 8 inch plastic pipe, as well as replace associated aging water services, water meters and sewer laterals. Additional capacity and reliability will be achieved. Additionally the project will replace the sewer in Fitch Street from North Street to Piper Street and in Piper Street from Fitch Street to College Street.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail	Budget	Est. Expend	2018-19					2020-21					2022-23					Projected Five
	FY17-18	FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Year Total			
<b>Project Costs:</b>	\$ 600,000	\$ 30,000	\$ 1,705,054	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,705,054			
<b>Funding Sources:</b>																		
Fund 522 Water Fund	\$ 600,000	\$ 30,000	\$ 715,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 715,800			
Fund 532 Wastewater Fund	-	-	989,254	-	-	-	-	-	-	-	-	-	-	-	989,254			
<b>Total</b>	<b>\$ 600,000</b>	<b>\$ 30,000</b>	<b>\$ 1,705,054</b>	<b>\$ -</b>	<b>\$ 1,705,054</b>													

**Project Name:**  
 Gauntlett/Iverson Roof Repair & Replacement

**Project Number:** PWW906

**Project Description:**

Both the Gauntlett and Iverson Reservoirs are in need of replacement or repair. The Gauntlett reservoir roof is supported by wood beams that are now rotting and have begun to fail. This project will replace the wood truss structure with a steel truss structure, and replace the corrugated metal roofing with a standing seam metal roof.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail		2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	Budget FY17-18	\$ 845,000	\$ -	\$ -	\$ -	\$ -	\$ 845,000
	Est. Expend FY17-18	\$ 82,100					
<b>Funding Sources:</b>							
Fund 522 Water Fund		\$ 845,000	\$ -	\$ -	\$ -	\$ -	\$ 845,000
<b>Total</b>		\$ 845,000	\$ -	\$ -	\$ -	\$ -	\$ 845,000

**Project Name:**

Redwood Tank Replacements

**Project Number:** PWW907

**Project Description:**

Currently the City owns and operates a redwood stave tank for the Sunset Pressure Zone. This tank, originally constructed in the 1970s has reached the end of its useful life. A number of leaks in the walls have formed which reduces the water storage capacity for this area. Additionally active leaks accelerate condition deterioration. This tank should be replaced. Replacing the redwood stave tank with a glass lined bolted steel tank, similar to the other storage tanks in the City, will reduce water losses, reduce annual operating costs, and replace the tank before a possible failure occurs.

**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)



Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19					2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ 1,300,000	\$ 78,500	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 805,000
<b>Funding Sources:</b>													
	Fund 522 Water Fund	\$ 800,000	\$ 78,500	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 721,500
	Fund 920 Water Capacity Fund	500,000	-	83,500	-	-	-	-	-	-	-	-	83,500
	<b>Total</b>	\$ 1,300,000	\$ 78,500	\$ 805,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 805,000





**Project Name:**  
 Well Rehabilitation Program

**Project Number:** PWW923

**Project Description:**

The City owns and operates 13 wells, 10 of which are equipped for water production. The wells and equipment are inspected on a regular interval to identify and correct deficiencies in order to maintain efficient operation and consistent water supply for the City.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-A An adequate level of service in the City's water system to meet the needs of existing and projected development.  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes (X) No ( )

Capital Improvement Program Detail		Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	Budget FY17-18	\$ 80,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 450,000
<b>Funding Sources:</b>								
Fund 522 Water Fund		\$ 80,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 450,000
<b>Total</b>		\$ 80,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 450,000

# WASTEWATER PROJECTS

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**

Healdsburg Avenue Sewer Replacement

**Project Number:** PWS924

**Project Description:**

This project will replace approximately 2300 feet of aged and failing sewer main along Healdsburg Avenue between Powell Avenue and Grant Street. This section of sewer main has been prone to failures and requires ongoing maintenance. Replacement of this pipe will reduce annual maintenance and the risk of sanitary sewer overflows.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	\$ 775,000	\$ 55,200	\$ 719,800	\$ -	\$ -	\$ -	\$ -	\$ 719,800
<b>Funding Sources:</b>								
Fund 532 Wastewater Fund	\$ 775,000	\$ 55,200	\$ 719,800	\$ -	\$ -	\$ -	\$ -	\$ 719,800
<b>Total</b>	<b>\$ 725,000</b>	<b>\$ 55,200</b>	<b>\$ 719,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 719,800</b>

**Project Name:**  
 Orchard Lift Station Reconstruction

**Project Number:** PWS929

**Project Description:**

The Orchard Lift Station has structurally reached the end of its useful life. The top of the structure has deteriorated significantly and guiderails for the pumps have become detached. The lift station and valve vault should be replaced to serve the community into the future.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
<b>Funding Sources:</b>								
Fund 532 Wastewater Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000

**Project Name:**  
 Heron Lift Station Relocation

**Project Number:** PWS930

**Project Description:**

The Heron Lift Station is located in a roadside planter area in front of a townhouse community. The lift station has a history of operation problems because the inlet pipe enter the station very low, allowing grease to build up on the inlet line. The maintenance to keep the inlet line clear is significant. Additionally, because of its location in a greenbelt area, road have found their way into the station. the lift station should be moved to a more suitable location further down slope in the Badger Park area.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X )

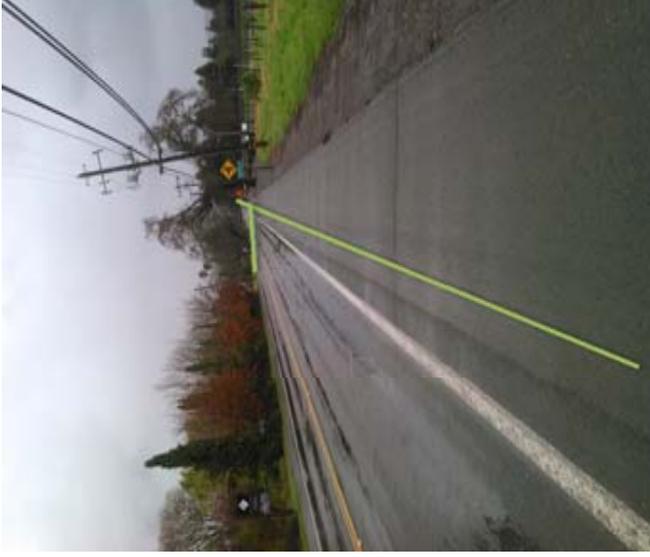
Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 850,000	\$ -	\$ 980,000
<b>Funding Sources:</b>									
Fund 532 Wastewater Fund		\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 850,000	\$ -	\$ 980,000
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 850,000	\$ -	\$ 980,000

**Project Name: Corp Yard Force Main- Westside Rd Gravity Sewer -Hendricks LS Abandoning**

Corp Yard Force Main - Westside Rd Gravity Sewer - Hendricks Lift Station  
**Project Number:** PWS931

**Project Description:**

The force main from the corporation yard extends to Kinley Lift Station requiring a pump station at Hendricks Road for that area to enter the system. Replacing the force main with a gravity sewer would increase reliability, reduce pumping costs, and allow for the abandonment of the Hendricks Lift Station, which is on private property and is a difficult to maintain facility.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (x)

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000
<b>Funding Sources:</b>								
Fund 532 Wastewater Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>

**Project Name:**  
 Corporation Yard Vector Station and Pump Station

**Project Number:** PWS932

**Project Description:**

The vector station at the wastewater plant is small and distant from the City. A larger vector station at the corporation yard would save staff time and vehicle wear. It would also provide a location for vector truck excavation unloading and transfer for soil disposal. Because the vector station will need to be handle wastewater as a component of the vector truck loads, the pumping systems at the corporation yard will need to be upgraded as well.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X )

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 1,250,000	\$ 1,375,000
<b>Funding Sources:</b>									
	Fund 532 Wastewater Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 1,250,000	\$ 1,375,000
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 1,250,000	\$ 1,375,000

**Project Name:**  
 Coarse Screen No. 2 Replacement

**Project Number:** PWS933

**Project Description:**

The treatment process at the City's wastewater plant requires large solids be removed prior to the flow reaching the biological process. This removal is done mechanically by two screens. Screen No. 1 is a perforated plate screen and screen No. 2 is a wedge wire screen. Screen No. 2 allows solids to pass or get hung up in the screen requiring additional maintenance to clear. This project would replace the wedge wire screen with a perforated plate screen, enhancing screen performance and reducing operator and maintenance attention.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18						Projected Five Year Total
Project Costs:		\$ -	\$ -	2018-19	2019-20	2020-21	2021-22	2022-23	\$ 210,000
<b>Funding Sources:</b>									
Fund 532 Wastewater Fund		\$ -	\$ -	\$ -	\$ 21,000	\$ 189,000	\$ -	\$ -	\$ 210,000
<b>Total</b>		\$ -	\$ -	\$ -	\$ 21,000	\$ 189,000	\$ -	\$ -	\$ 210,000

**Project Name:**

Reroof Pump Shop

**Project Number:** PWS934

**Project Description:**

The pump shop was originally constructed as a chlorine storage and process building. It has been repurposed to serve as the pump workshop. The roof on the building has reached the end of its useful life and leaks significantly. The roof should be replaced or damage to the structure may require extensive repairs. This project would replace the existing shingle roof with a composite shingle roof.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X )

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
<b>Funding Sources:</b>								
Fund 532 Wastewater Fund	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
<b>Total</b>	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

**Project Name: Blower 1 Replacement**

Blower #1 Replacement

**Project Number:** PWS935

**Project Description:**

The Water Reclamation Facility (WRF) was commissioned in 2008. The facilities are in use 24 hours per day 7 days per week and major components are reaching the end of their useful lives. Blowers add oxygen to the biological process so that it can remove contaminants from the wastewater. Blower 1 has started to exhibit vibrations in excess of normal parameters indicating it has reached the end of its useful life and should be replaced.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X )

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18						Projected Five Year Total
Project Costs:		\$ -	\$ -	2018-19	2019-20	2020-21	2021-22	2022-23	\$ -
Funding Sources:		\$ -	\$ -	\$ 295,000	\$ -	\$ -	\$ -	\$ -	\$ 295,000
Fund 532 Wastewater Fund		\$ -	\$ -	\$ 295,000	\$ -	\$ -	\$ -	\$ -	\$ 295,000
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 295,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 295,000</b>



**Project Name:**  
 Water Reclamation Facility Pond Lining

**Project Number:** PWS937

**Project Description:**

As part of the recycled water management program, increased storage capacity will allow the City to better manage the recycled water and achieve discharge prohibition compliance. To fully rehabilitate these ponds will require clearing the pond bottoms, fine grading, relocating/rerouting piping to allow water to flow in and out of the ponds. Additionally, the City is working with NCPA on constructing floating photo voltaic arrays. The ponds must be relined to facilitate both purposes.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X )

Capital Improvement Program Detail		Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	Budget FY17-18	\$ -	\$ 120,000	\$ 1,568,000	\$ -	\$ -	\$ -	\$ 1,688,000
<b>Funding Sources:</b>	Est. Expend FY17-18	\$ 25,000	\$	\$	\$	\$	\$	\$
Fund 532 Wastewater Fund		\$ 25,000	\$ 120,000	\$ 1,568,000	\$ -	\$ -	\$ -	\$ 1,688,000
<b>Total</b>		\$ -	\$ 120,000	\$ 1,568,000	\$ -	\$ -	\$ -	\$ 1,688,000

**Project Name:**  
 Water Reclamation Facility Membranes and Accessories

**Project Number:** PWS938

**Project Description:**

The Water Reclamation Facility (WRF) was commissioned in 2008. The facilities are in use 24 hours per day 7 days per week. This project allocates budget for improvements, not currently defined, to replace capital items that are reaching the end of their useful lives. Items to be included consist of membranes, membrane control valves and membrane feed pumps for one tank.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (x )

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 400,000	\$ 475,000
<b>Funding Sources:</b>								
Fund 532 Wastewater Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 400,000	\$ 475,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 400,000	\$ 475,000

**Project Name:**  
 Tank 5 Membrane Replacement

**Project Number:** PWS939

**Project Description:**

The Water Reclamation Facility (WRF) was commissioned in 2008. The facilities are in use 24 hours per day 7 days per week and major components are reaching the end of their useful lives. One of the major components is the membrane filters that are final treatment process, clarifying the treated wastewater. This project would replace the first bank of membranes that went on line and allow the City to produce effluent quality complying to the requirements of its wastewater permit.



**Department:** Utility Department

**General Plan Consistency:**

GOAL PS-B An adequate level of service in the City's sewage collection and disposal system that meets the needs of existing and projected development.  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X )

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19					2022-23	Projected Five Year Total
			2019-20	2020-21	2021-22	2022-23	2022-23		
<b>Project Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>Funding Sources:</b>									
Fund 532 Wastewater Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000

# ELECTRIC PROJECTS

**City of Healdsburg**  
**Five Year Capital Improvement Program**  
**Project Detail**

**Project Name:**  
 Utility Pole Replacements

**Project Number:** ELM005

**Project Description:**

On an annual basis the City tests, treats, and replaces wood utility poles that have reached the end of their useful life. Planned pole replacements are part of the City's proactive capital replacements that help to ensure a high level of system reliability.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-C An adequate level of service in the City's electrical system that meets the needs of the existing and projected development  
 Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( X ) No ( )

Capital Improvement Program Detail		2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	<b>Budget FY17-18</b>	\$ 50,000	\$ 53,000	\$ 56,000	\$ 59,000	\$ 62,000	\$ 280,000
<b>Funding Sources:</b>	<b>Est. Expend FY17-18</b>	\$ 50,000	\$ 53,000	\$ 56,000	\$ 59,000	\$ 62,000	\$ 280,000
Fund 540 Electric	\$ 140,000	\$ 50,000	\$ 53,000	\$ 56,000	\$ 59,000	\$ 62,000	\$ 280,000
<b>Total</b>	<b>\$ 140,000</b>	<b>\$ 50,000</b>	<b>\$ 53,000</b>	<b>\$ 56,000</b>	<b>\$ 59,000</b>	<b>\$ 62,000</b>	<b>\$ 280,000</b>

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**

Badger Substation 60kV & 12kV Bus Reconstruction

**Project Number:** EL1008

**Project Description:**

As exists, Badger Substation's 60kV bussing is a single permanent feed with a temporary second feed. To finalize construction of the second feed, requires the installation of one steel dead-end structure capable of 60kV metering. The second 60kV feed minimizes the need for Citywide outages due to maintenance. Additionally, the 12kV breakers are 40 years old and beyond their useful life. Replacing these breakers requires the reconstruction of the 12kV bus to meet current industry standards. This project will also correct liquefaction concerns.

**Department:** Utility Department

**General Plan Consistency:**

Goal PS-C An adequate level of service in the City's electrical system that meets the needs of the existing and projected development  
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )



Capital Improvement Program Detail	Budget	Est. Expend	2018-19					2020-21					2022-23					Projected Five
	FY17-18	FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Year Total			
<b>Project Costs:</b>	\$ 145,000	\$ 75,000	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,000			
<b>Funding Sources:</b>																		
Fund 542 Electric Fund	\$ 145,000	\$ 75,000	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,000			
<b>Total</b>	<b>\$ 145,000</b>	<b>\$ 75,000</b>	<b>\$ 370,000</b>	<b>\$ -</b>	<b>\$ 370,000</b>													

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**  
Healdsburg & Mill Underground Utility District

**Project Number:** EL1010

**Project Description:**

This project will relocate all overhead utilities into underground substructures in conjunction with the 5-way. The project runs the length of Mills street from HWY 101 to Center Street and Healdsburg Ave from the 5-way to Exchange Ave. This project requires financial participation of Comcast and AT&T.

**Department:** Utility Department

**General Plan Consistency:**

Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development  
CD-14 Develop a plan for undergrounding utilities in Healdsburg to enhance the aesthetic character of its downtown and other commercial areas, neighborhoods and entryways.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)



Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19					2019-20					2020-21					2021-22					2022-23					Projected Five Year Total
			\$	2,202,317	\$	550,000	\$	600,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600,000		
<b>Project Costs:</b>	\$	2,202,317	\$	550,000	\$	600,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600,000		
<b>Funding Sources:</b>																												
Fund 542 Electric Fund	\$	2,202,317	\$	550,000	\$	600,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600,000		
<b>Total</b>	\$	2,202,317	\$	550,000	\$	600,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600,000		

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

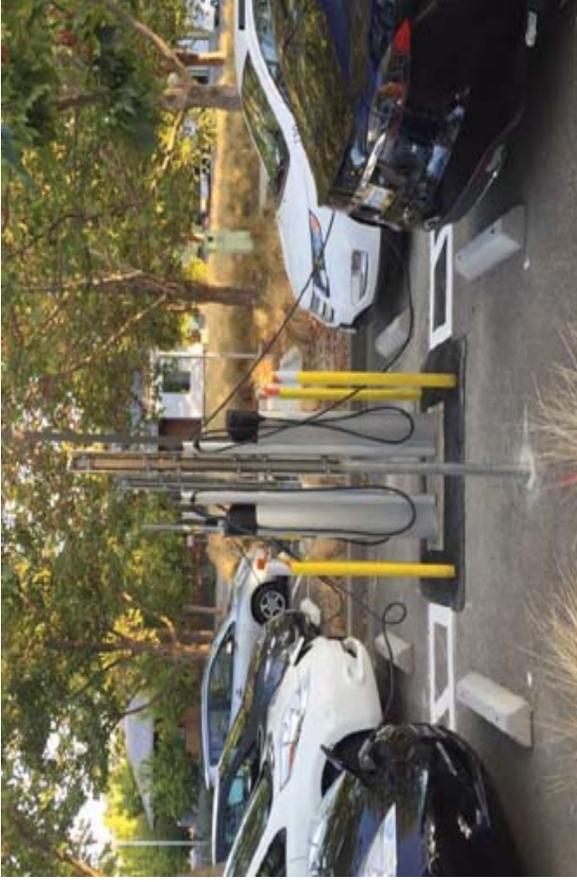
**Project Name:**

Construct Public Electric Vehicle Charging Stations

**Project Number:** EL1011

**Project Description:**

In support of Healdsburg's goals of reducing GHG emission this project would install several public electric vehicle charging stations throughout Healdsburg. Pending a feasibility study the project would install charging stations at the following locations; Healdsburg Ave Public Parking (Maher Lot), Senior Center, Healdsburg Memorial Hospital, Giorgi Park, Community Center, Badger Park, Villa Chanticleer.



**Department:** Utility Department

**General Plan Consistency:**

NR-E-1 The City will reduce greenhouse gas emissions produced communitywide.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19					2020-21					2022-23					Projected Five Year Total
			2018-19	2019-20	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23	2023-24	2024-25	2022-23	2023-24	2024-25			
<b>Project Costs:</b>	\$ -	\$ -	\$ 240,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000
<b>Funding Sources:</b>																		
Fund 546 GHG Reduction Funds	\$ -	\$ -	\$ 240,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000
<b>Total</b>	\$ -	\$ -	\$ 240,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**

Replace #6 Copper and Wildfire Mitigation

**Project Number:** EL1012

**Project Description:**

This project would replace roughly 6,000 feet of #6 copper wire along North Fitch Mountain, Sunset Drive, and Benjamin Way. The #6 copper wire will be replaced with a stronger steel reinforced aluminum wire. In conjunction with the wire replacement, transformers and fuse cutouts will be replaced with equipment designed to mitigate the risk of wildfires.

**Department:** Utility Department

**General Plan Consistency:**

Goal PS-C An adequate level of service in the City's electrical system that meets the needs of the existing and projected development  
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )



Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19					2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
Project Costs:		\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Funding Sources:		\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Fund 546 GHG Reduction Fund		\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>							

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**

Install Backtie for South Healdsburg

**Project Number:** EL1013

**Project Description:**

Currently the southern portions of Healdsburg are feed by a single overhead river crossing. During planned maintenance of unplanned outages the southern portion of Healdsburg is without power until the repairs can be made. This project would extend an underground high-voltage mainline feed a distance of 1,800 feet between Memorial bridge and Bailhache Road to construct a redundant looped feed improving system reliability.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-C An adequate level of service in the City's electrical system that meets the needs of the existing and projected development  
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail		2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	Budget FY17-18	\$ 60,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 310,000
<b>Funding Sources:</b>	Est. Expend FY17-18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 542 - Electric Fund		\$ 60,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 310,000
<b>Total</b>		\$ 60,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 310,000

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**

Reconductor Grove Street North of Dry Creek

**Project Number:** EL1014

**Project Description:**

This project would replace roughly 3,000 feet of 1/0 Aluminum wire with 397MCM Aluminum wire to improve system reliability and the City's ability maintain the electric system without power outages. The improvements allow maintenance on the main feeder serving the northern portions of Healdsburg by providing a strong backtie or looped feed. The work would also replace several deteriorated poles.



**Department:** Utility Department

**General Plan Consistency:**

Goal PS-C An adequate level of service in the City's electrical system that meets the needs of the existing and projected development  
Policy PS-C-1 The City will plan, construct, and maintain facilities to provide adequate service to existing and planned development

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19					2020-21	2021-22	2022-23	Projected Five Year Total
			2018-19	2019-20	2020-21	2021-22	2022-23				
<b>Project Costs:</b>	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
<b>Funding Sources:</b> Fund 542 - Electric Fund	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**  
Badger Substation Bank Replacement

**Project Number:** EL1015

**Project Description:**

The existing power transformers of Badger Substation were manufactured and installed in the late 1970's. Expected life for this style of transformer is 50 years. While the end of life for these transformers does not fall within the current 5-year CIP window, engineering and advanced material purchases will be required well ahead of the actual replacement date.



**Department:** Utility Department

**General Plan Consistency:**

Appropriations beyond the 5 year program period are needed to complete the project: Yes ( X ) No ( )

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
<b>Funding Sources:</b> Fund 542 Electric (Capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000



# COMMUNITY SERVICES PROJECTS



**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**  
Fitch Mountain Park and Open Space Preserve

**Project Number:** CS1011

**Project Description:**

Project would establish public access to Fitch Mountain, including trail access and improvements and natural resource restoration work as guided by the Fitch Mountain management plan, fire management plan, and other sources. Design would occur in FY17-18 and 18-19 with construction to follow during the dry season in two phases, with phase 1 in FY19-20. 2nd phase to be determined.



**Department:** Community Services

**General Plan Consistency:**

6. B. Maximize opportunities for active and passive recreation.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No ( X )

Capital Improvement Program Detail	Budget FY17-18	Est. Expend FY17-18	2018-19					2020-21					2022-23					Projected Five Year Total
	\$	\$	\$	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	\$		
<b>Project Costs:</b>	\$ 165,000	\$ 76,700	\$ 88,300	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 718,300		
<b>Funding Sources:</b>																		
Fund 582 Community Services Fund	165,000	76,700	88,300	330,000	-	-	-	-	-	-	-	-	-	-	-	418,300		
Coastal Conservancy Grant	-	-	-	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000		
Wildlife Conservation Grant	-	-	-	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000		
<b>Total</b>	<b>\$ 165,000</b>	<b>\$ 76,700</b>	<b>\$ 88,300</b>	<b>\$ 630,000</b>	<b>\$ -</b>	<b>\$ 718,300</b>												



**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**  
Villa Chanticleer Maintenance

**Project Number:** CS1013

**Project Description:**  
FY18-19: Replaces exterior doors to facility that have or are near failure.



**Department:** Community Services

**General Plan Consistency:**  
6. B. Maximize opportunities for active and passive recreation.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)

<b>Capital Improvement Program Detail</b>		<b>Budget FY17-18</b>	<b>Est. Expend FY17-18</b>						<b>Projected Five Year Total</b>
<b>Project Costs:</b>	\$	-	\$	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	\$
<b>Funding Sources:</b>									
Fund 582 Community Services Fund	\$	-	\$	50,000	-	-	-	-	50,000
<b>Total</b>	\$	-	\$	50,000	-	-	-	-	50,000

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**

Badger Park Redevelopment

**Project Number: CS1014**

**Project Description:**

Project would redevelop Badger Park:

FY18-19: Conduct community process to develop master plan and determine river access opportunities.

FY19-20: Design and construction including restrooms, layground replacement + shade structure, trail work, river access, dog park improvements, and other site work.

**Department:** Community Services

**General Plan Consistency:**

6.B. Maximize opportunities for active and passive recreation.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)



<b>Capital Improvement Program Detail</b>		<b>Budget FY17-18</b>	<b>Est. Expend FY17-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Projected Five Year Total</b>
<b>Project Costs:</b>	\$ -	\$ -	\$ -	\$ 50,000	\$ 1,558,500	\$ -	\$ -	\$ -	\$ 1,608,500
<b>Funding Sources:</b>									
Fund 582 Community Services Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Park Impact Fund	-	-	-	-	400,000	-	-	-	400,000
Bond Proceeds	-	-	-	-	1,158,500	-	-	-	1,158,500
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 1,558,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,608,500</b>

**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**  
Community Center Upgrades

**Project Number:** CS1015

**Project Description:**  
FY18-19: Retrofit locks and handles on doors, install PA system.



**Department:** Community Services

**General Plan Consistency:**

6. B. Maximize opportunities for active and passive recreation.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Funding Sources:</b>									
Fund 582 Community Services Fund		\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Total</b>		\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000





**City of Healdsburg  
Five Year Capital Improvement Program  
Project Detail**

**Project Name:**  
Pavilion at 3 North Street

**Project Number:** CW1019

**Project Description:**  
FY 2022-23: Design review, CEQA, construction plans, and construction of redevelopment of the former Purity building. Site has been identified for home of the Farmers Market, community event facility, and parking facilities.



**Department:** Community Services

**General Plan Consistency:**  
1. F. Protect and enhance the downtown and its plaza.

**Appropriations beyond the 5 year program period are needed to complete the project:** Yes ( ) No (X)

Capital Improvement Program Detail		Budget FY17-18	Est. Expend FY17-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected Five Year Total
<b>Project Costs:</b>		\$ 1,235,914	\$ 77,405	\$ -	\$ -	\$ -	\$ -	\$ 6,500,000	\$ 6,500,000
<b>Funding Sources:</b>									
582 Bond Proceeds		1,235,914	77,405	-	-	-	-	-	-
Other Proceeds		-	-	-	-	-	-	6,500,000	6,500,000
<b>Total</b>		<b>\$ 1,235,914</b>	<b>\$ 77,405</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500,000</b>	<b>\$ 6,500,000</b>

# BUDGET REFERENCE INFORMATION

# GLOSSARY OF FINANCIAL AND BUDGET TERMS

## **Accrual**

Accrual is an accounting method that records revenues and expenses when they are incurred, regardless of when cash is exchanged.

## **Adopted Budget**

Appropriations adopted by the City Council.

## **Adoption**

Formal action by the City Council, which sets the spending path for the fiscal year.

## **Appropriation**

An authorization made by the Council, which permits the City to incur obligations and to make expenditures of resources.

## **Appropriation Limitation**

Imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal year, and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit; only those which are referred to as “proceeds of taxes.” Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

## **Assessed Valuation**

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, the County for the secured and unsecured property tax rolls establishes assessed value; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal year 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

## **Audit**

Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City’s financial statements present fairly the City’s financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City’s internal controls as well as recommending improvements to the City’s financial management practices.

**Balance Sheet**

A statement presenting the financial position of an entity by disclosing its assets, liabilities and fund equities as of a specific date.

**Bonds**

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

**Budget**

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives. The City of Healdsburg uses a financial plan covering a fiscal year, with actual budget appropriations made annually.

**Budget Amendment**

The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are to transfer appropriations from one line item to another within a departmental/activity budget.

**Budget Calendar**

The schedule of budget preparations, hearings and adoption of annual budget.

**Budget Policies**

General and specific guidelines that govern financial plan preparation and administration.

**California Environmental Quality Act (CEQA)**

A state law mandating environmental review of most public and private projects.

**Capital Assets**

Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and have useful lives extending beyond a single reporting period. Capital assets are not physically consumed by their use, though their economic usefulness typically declines over time.

**Capital Expenditures**

Expenditures resulting in the acquisition of or addition to the government's general capital assets.

**Capital Improvement Plan (CIP)**

A five-year plan providing for maintaining or replacing existing public facilities and assets and for building or acquiring new ones.

**Capital Projects Fund**

A fund created to account for the capital improvement projects planned by the City of Healdsburg.

**Certificates of Participation**

Form of lease-purchasing financing used to construct or acquire capital facilities and equipment.

**Certified Unified Program Agency (CUPA)**

A state designation of a local agency certified to provide certain hazardous material management programs and enforce State laws with respect to same.

**Contingency**

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contracted/Professional Services**

Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, maintenance agreements, and professional consulting services.

**Cost Accounting**

A method of accounting which provides for assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

**Debt Financing**

Borrowing funds as needed and pledging future revenues to make current expenditures. The City of Healdsburg uses debt financing for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

**Debt Instrument**

Methods of borrowing funds, including general obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation, and assessment district bonds.

**Debt Service**

Payments of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

**Debt Service Fund**

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest. (See Fund)

**Deficit**

Either the excess of entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department**

A major organizational unit of the City, which has been assigned overall management responsibility for an operation, or a group of related operations within a functional area.

**Depreciation**

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**Downtown Business District (DBD)**

A special district and subordinate City agency created under State's Downtown Parking and Improvement Law which provides shopping center type promotional programs on behalf of downtown business.

**Encumbrances**

Obligations in the form of purchase orders or contract commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is recorded.

**Enterprise Funds**

The fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs of providing goods or services to the general public be financed or recovered primarily through user charges. The City accounts for the Wastewater, Water, Electric and Airport operations as Enterprise Funds. (See Fund)

**Environmental Impact Report (EIR)**

A report pursuant to CEQA analyzing the environmental impacts of a project.

**Expenditure**

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

**Fiscal Year**

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

**Fixed Assets**

Assets of long-term nature such as land, buildings, machinery, furniture and other equipment, with an expected life in excess of three years and an acquisition cost in excess of \$5,000.

**Fringe Benefits**

These include employee retirement, social security, health, dental, life insurance, workers' compensation, uniforms, and deferred compensation plans.

**Full-Time Equivalent (FTE)**

The ratio of time expended in a position. The ratio is derived by dividing the amount of (FTE): employed time required in a position by the amount of employed time required in a corresponding full-time position. 2080 hours per year equates to 1.0 FTE.

**Fund**

An accounting entity that records all of the financial transactions for specific activities or government functions. The seven generic fund types used by the City are: Governmental Fund, Capital Improvement, Debt Service, Enterprise, Internal Service, Special Revenue, and Trust & Agency Funds.

**Fund Balance**

Also known as financial position, fund balance for governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

**General Fund**

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose. (See Fund)

**Generally Accepted Accounting Principles (GAAP)**

Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

**Governmental Funds**

Governmental Funds are used to account for most of the City's general government activities.

**Line Item Budget**

A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line item detail to maintain and record for financial reporting and control purposes.

**Interfund Transfers**

The movement of monies between funds of the same governmental entity.

**Intergovernmental Grant**

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from State and Federal governments. Grants are usually made for specified purposes.

**Internal Service Fund**

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

**Investment Revenue**

Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

**Memorandum of Understanding (MOU)**

A labor contract pursuant to state law, the Meyers, Millias and Brown Act, between the City and a labor union or organized group of employees under which all conditions of employment are negotiated.

**Northern California Power Agency (NCPA)**

A joint action agency providing collective electric power generation, transmission, purchasing and dispatch services to its members, including the City of Healdsburg.

**Object of Expenditure**

An expenditure classification, referred to the lowest and most detailed level of classification, such as utilities, office supplies and contract services.

**Operating Budget**

The portion of the budget that pertains to daily operations providing basic governmental services.

**Other Financing Sources**

Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in.

**Other Financing Uses**

Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent.

**Public Employees Retirement System (PERS)**

An independent state agency that administers retirement benefits for state and contracted local agency employees.

**Program**

An activity, or division, within a department that furthers the objectives of the City Council, by providing services or a product.

**Proposed Budget**

Appropriations requested after review by the City Manager.

**Rating**

The credit worthiness of a City as evaluated by independent agencies.

**Redevelopment Successor Agency of the City of Healdsburg (RSA)**

A separate local agency providing for governance and transfer of properties and assets previously held by the Redevelopment Agency of the City of Healdsburg. The City Council serves as the Board of Directors of the RSA; the City Manager as its Executive Director.

**Redwood Empire Municipal Insurance Fund (REMIF)**

A joint action agency providing pooling insurance, purchasing and self-insurance to its member cities, including Healdsburg.

**Reserve**

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by Council and is, therefore, not available for general appropriation.

**Resolution**

A special or temporary order of a legislative body: an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources (sources)**

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Retained Earnings**

The proprietary fund equivalent of accumulated equity. Working capital (current assets less current liabilities) can be used to finance budgetary expenditures for proprietary funds (Internal Service and Enterprise Funds).

**Revenue Bonds**

Bonds sold to construct a project that will produce revenues pledged for the payment of related principal and interest.

**Revenues**

Increases in the net current assets of a governmental fund type from other than expenditure refunds, debt issue proceeds and inter-fund transfers.

**Risk Management**

All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

**Special Assessment**

A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Special Assessment Bonds**

Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as special assessment bonds. If, in addition to the assessments, the full faith and credit of the government are pledged, they are known as general obligation special assessment bonds.

**Special Revenue Funds**

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or capital funds) that are legally restricted to expenditures for specific purposes.

**Subventions**

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City of Healdsburg from the State of California include motor vehicle in-lieu and gasoline taxes.

**Tax Allocation Bonds**

Bonds sold to fund capital projects, whereby tax increment revenues secure principal and interest payments.

**Taxes**

Compulsory charges levied by government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does this term include charges for services rendered only to those paying such charges.

**Trust and Agency Funds**

Also known as Fiduciary Fund types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

**Use Tax**

A tax on goods purchased outside the state to prevent revenue loss from avoidance of sales taxes by means of out-of-state purchases. A Use Tax is also levied in order to remove inequities between purchases made within and outside the state.

**Working Capital**

Current assets less current liabilities.

CITY OF HEALDSBURG

RESOLUTION NO. 47-2018

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF HEALDSBURG ADOPTING THE 2018-19  
BUDGET

WHEREAS, on June 4, 2018, the proposed budget was presented for fiscal year 2018-19, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on April 9, May 14 and May 17, 2018, the City Council held duly noticed special meetings to review, and provide opportunity for and receive public comments, regarding the proposed fiscal year 2018-19 budget, including appropriations for authorized positions by department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Approves the Proposed Budget for fiscal year 2018-19 (Exhibit A).
2. Authorizes the City Manager to take all necessary and proper steps to implement this budget, including making expenditures which require prior approval of the City Council as set forth in the Healdsburg Municipal Code and State law.
3. Directs the City Manager to notify the City Council on a timely basis and prepare a budget adjustment when it appears a budget will be exceeded.

PASSED, APPROVED and ADOPTED this 4<sup>th</sup> day of June, 2018, by the following vote:

AYES: Councilmembers: (5) Gold, Hagele, McCaffery, Naujokas and Mayor Mansell

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:

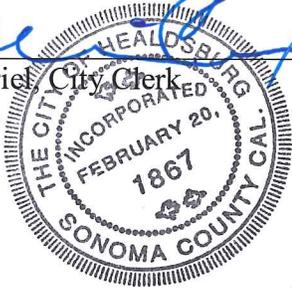
  
Brigitte A. Mansell, Mayor

  
Maria Curiel, City Clerk

Resolution No. 47-2018  
Page 2

I, MARIA CUIREL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 47-2018 adopted by the City Council of the City of Healdsburg on the 4<sup>th</sup> day of June, 2018.

  
Maria Curiel, City Clerk



**2018-2019**

101 - General Fund	13,162,397
105 - Trans & Use Tax Fund - Measure V	2,732,955
106 - Affordable Housing - Measure S	446,354
201 - Gas Tax Fund	338,510
221 - Lighting & Landscape Asmnt District 1	75,156
222 - Lighting & Landscape Asmnt District 2	7,557
223 - Lighting & Landscape Asmnt District 3	75,911
224 - Lighting & Landscape Asmnt District 4	4,780
225 - Lighting & Landscape Asmnt District 5	16,515
226 - Lighting & Landscape Asmnt District 6	16,366
280 - Media Center Fund	40,000
301 - General Debt Service Fund	1,161,228
403 - Post RDA Successor Agency Fund	3,888,562
404 - Post RDA Housing Successor Fund	11,152
405 - Post RDA Debt Retirement Fund	3,643,562
510 - Streets Fund	1,248,238
512 - Streets Capital Projects Fund	3,749,765
520 - Water Fund	6,302,747
522 - Water Capital Projects Fund	3,235,800
530 - Wastewater Fund	10,414,908
531 - Drainage Fund	776,124
532 - Wastewater & Drainage Capital Projects Fund	2,264,800
540 - Electric Fund	11,818,297
542 - Electric Capital Projects Fund	2,230,000
546 - Electric Public Benefit Fund	1,075,237
570 - Airport Fund	387,830
572 - Airport Capital Projects Fund	230,000
582 - Community Services Capital Projects Fund	403,300
585 - Community Services Fund	5,166,599
602 - Vehicle Services Fund	1,282,461
603 - Information Services Fund	2,246,520
604 - Building Maintenance Fund	1,656,079
704 - Community Benefit Grant Trust Fund	55,000
706 - Plaza Veterans Trust Fund	375
901 - Fire Facilities Impact Fee	20,000
910 - Street Capacity Fee	20,000
920 - Water Capacity Fee	83,500
931 - Drainage Capacity Fee	20,000
940 - Electric Capacity Fee	20,000
985 - Park Development Fees	20,000
<b>Total Appropriations</b>	<b>80,348,586</b>

CITY OF HEALDSBURG

RESOLUTION NO. 48-2018

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF HEALDSBURG ADOPTING THE 2019-20  
BUDGET

WHEREAS, on June 4, 2018, the proposed budget was presented for fiscal year 2019-20, including estimated revenues and recommended appropriations for operations and capital; and

WHEREAS, on April 9, May 14 and May 17, 2018, the City Council held duly noticed special meetings to review and provide opportunity for and receive public comments regarding the proposed fiscal year 2019-20 budget, including appropriations for authorized positions by department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Approves the Proposed Budget for fiscal year 2019-20 (Exhibit A).
2. Authorizes the City Manager to take all necessary and proper steps to implement this budget, including making expenditures which require prior approval of the City Council as set forth in the Healdsburg Municipal Code and State law.
3. Directs the City Manager to notify the City Council on a timely basis and prepare a budget adjustment when it appears a budget will be exceeded.

PASSED, APPROVED and ADOPTED this 4<sup>th</sup> day of June, 2018, by the following vote:

AYES: Councilmembers: (5) Gold, Hagele, McCaffery, Naujokas and Mayor Mansell

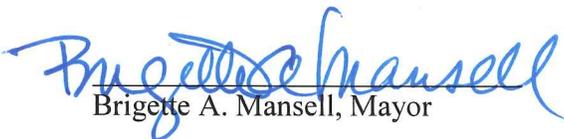
NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:

  
Brigette A. Mansell, Mayor

  
Maria Curiel, City Clerk

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 48-2018 adopted by the City Council of the City of Healdsburg on the 4<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
Maria Curiel, City Clerk 1867

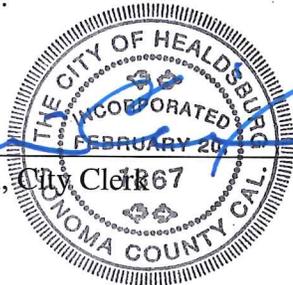


Exhibit A - FY 2019-20

	<b>2019-2020</b>
101 - General Fund	13,871,373
105 - Trans & Use Tax Fund - Measure V	550,471
106 - Affordable Housing - Measure S	454,879
201 - Gas Tax Fund	1,500
202 - Road Repair and Accountability (RMRA)	195,951
212 - Other Special Revenue Fund	1,158,500
221 - Lighting & Landscape Asmnt District 1	77,860
222 - Lighting & Landscape Asmnt District 2	7,868
223 - Lighting & Landscape Asmnt District 3	78,659
224 - Lighting & Landscape Asmnt District 4	4,933
225 - Lighting & Landscape Asmnt District 5	17,386
226 - Lighting & Landscape Asmnt District 6	17,004
280 - Media Center Fund	40,000
301 - General Debt Service Fund	1,191,743
403 - Post RDA Successor Agency Fund	3,926,131
404 - Post RDA Housing Successor Fund	11,152
405 - Post RDA Debt Retirement Fund	3,681,131
510 - Streets Fund	1,307,806
512 - Streets Capital Projects Fund	695,951
520 - Water Fund	5,203,083
522 - Water Capital Projects Fund	184,000
530 - Wastewater Fund	8,117,468
531 - Drainage Fund	820,240
532 - Wastewater & Drainage Capital Projects Fund	4,175,254
540 - Electric Fund	12,113,485
542 - Electric Capital Projects Fund	733,000
546 - Electric Public Benefit Fund	833,511
570 - Airport Fund	366,198
582 - Community Services Capital Projects Fund	2,263,500
585 - Community Services Fund	5,606,117
602 - Vehicle Services Fund	1,161,864
603 - Information Services Fund	2,268,819
604 - Building Maintenance Fund	1,505,564
704 - Community Benefit Grant Trust Fund	55,000
706 - Plaza Veterans Trust Fund	375
985 - Park Development Fees	<u>400,000</u>
<b>Total Appropriations</b>	<b>73,097,778</b>

CITY OF HEALDSBURG

RESOLUTION NO. 49-2018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HEALDSBURG ADOPTING THE 2018-23 FIVE-YEAR  
CAPITAL IMPROVEMENT PROGRAM

WHEREAS, City staff has prepared a Capital Improvement Program, designed to serve as both a financial and project planning document; and

WHEREAS, on May 14, 2018 and May 17, 2018, the City Council held duly noticed special meetings to review and provide opportunity for and receive public comments regarding the proposed five-year Capital Improvement Program to Council and Council's direction has been incorporated into the figures presented in the proposed program; and

WHEREAS, on May 22, 2018, pursuant to Government Code sections 65103 and 65400, the Planning Commission reviewed the proposed Capital Improvement Program and determined that all of the projects contained in said program are consistent with the City of Healdsburg General Plan as to location, purpose and extent; and

WHEREAS, City staff reviewed the proposed Capital Improvement Program under the California Environmental Quality Act ("CEQA") and determined that adoption of the program is not a project for CEQA purposes, therefore no environmental review is required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Based on the Planning Commission determination, finds the proposed 2018-23 Five-year Capital Improvement Program consistent with the City of Healdsburg General Plan; and
2. Finds and determines that adoption of the Capital Improvement Program is not subject to CEQA review; and
3. Adopts the City of Healdsburg 2018-23 Five-year Capital Improvement Program as summarized in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 4<sup>th</sup> day of June 2018, by the following vote:

AYES: Councilmembers: (5) Gold, Hagele, McCaffery, Naujokas and Mayor Mansell

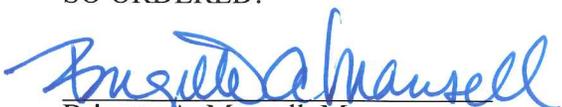
NOES: Councilmembers: (0) None

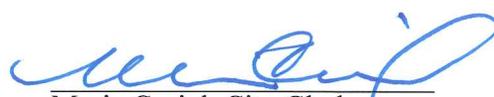
ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:

  
Brigette A. Mansell, Mayor

  
Maria Curiel, City Clerk

I, MARIA CUIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No.49-2018 adopted by the City Council of the City of Healdsburg on the 4<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
Maria Curiel, City Clerk

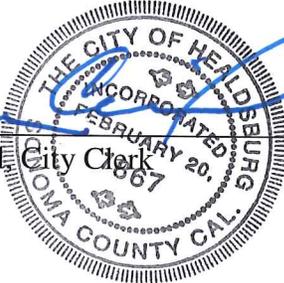


Exhibit A - Capital Improvement Program Summary

	2018-19	2019-20	2020-21	2021-22	2022-23	Total
<b>Citywide Projects</b>						
Airport Fencing Design and Installation	180,000	-	-	-	-	180,000
Airport Taxi and Apron Pavement Rehabilitation	50,000	-	-	620,300	-	670,300
Airport Runway Pavement Rehabilitation	-	-	-	200,000	1,500,000	1,700,000
<b>Total</b>	<b>230,000</b>	<b>-</b>	<b>-</b>	<b>820,300</b>	<b>1,500,000</b>	<b>2,550,300</b>
<b>Community Services Projects</b>						
Fitch Mountain Park and Open Space Preserve	88,300	630,000	-	-	-	718,300
Parks & Recreation Facilities Assessment	95,000	-	-	-	-	95,000
Pavilion at 3 North Street	-	-	-	-	6,500,000	6,500,000
Community Center Upgrades	50,000	-	-	-	-	50,000
Montage Healdsburg Park Development	-	50,000	300,000	4,617,100	-	4,967,100
Parks Maintenance Equipment	45,000	-	-	-	-	45,000
ADA - Age Friendly Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Villa Chanticleer Maintenance	50,000	-	-	-	-	50,000
Badger Park Redevelopment	50,000	1,558,500	-	-	-	1,608,500
<b>Total</b>	<b>403,300</b>	<b>2,263,500</b>	<b>325,000</b>	<b>4,642,100</b>	<b>6,525,000</b>	<b>14,158,900</b>
<b>Electric Projects</b>						
Utility Pole Replacements	50,000	53,000	56,000	59,000	62,000	280,000
Badger Substation 60kV & 12k V Bus Reconstruction	370,000	-	-	-	-	370,000
Healdsburg & Mill Underground Utility District	600,000	-	-	-	-	600,000
Public Electric Vehicle Charging Stations	240,000	180,000	-	-	-	420,000
Replace #6 Copper & Wildfire Mitigation	80,000	-	-	-	-	80,000
Montage Healdsburg Development	750,000	250,000	-	-	-	1,000,000
Reconductor Grove Street North of Dry Creek	80,000	-	-	-	-	80,000
Install Backtie for South Healdsburg	60,000	250,000	-	-	-	310,000
Badger Substation Bank Replacement	-	-	-	-	200,000	200,000
<b>Total</b>	<b>2,230,000</b>	<b>733,000</b>	<b>56,000</b>	<b>59,000</b>	<b>262,000</b>	<b>3,340,000</b>
<b>Wastewater Projects</b>						
Recycled Water System Expansion	840,000	1,550,000	-	-	-	2,390,000
Water Reclamation Facility Pond Lining	120,000	1,568,000	-	-	-	1,688,000
Water Reclamation Facility Membranes & Accessories	-	-	-	75,000	400,000	475,000
Tank 5 Membrane Replacement	250,000	-	-	-	-	250,000
Blower #1 Replacement	295,000	-	-	-	-	295,000
Reroof Pump Shop	40,000	-	-	-	-	40,000
Coarse Screen No. Replacement	-	21,000	189,000	-	-	210,000
Corporation Yard Vactor Station and Pump Station	-	-	-	125,000	1,250,000	1,375,000
Corporation Yard Force Main	-	-	-	-	125,000	125,000
Heron Lift Station Relocation	-	-	130,000	850,000	-	980,000
Fitch Street Sewer and Water Replacement	-	47,000	868,392	-	-	915,392
Piper Street Sewer and Water Replacement	-	-	25,000	-	408,154	433,154
Orchard Lift Station Reconstruction	-	-	-	350,000	-	350,000
Healdsburg Avenue Sewer Replacement	719,800	-	-	-	-	719,800
College Street Sewer and Water Main Replacement	-	989,254	-	-	-	989,254
<b>Total</b>	<b>2,264,800</b>	<b>4,175,254</b>	<b>1,212,392</b>	<b>1,400,000</b>	<b>2,183,154</b>	<b>11,235,600</b>
<b>Street Projects</b>						
Sidewalk Repair and Gap Closure	500,000	-	-	-	-	500,000
Pavement Overlay	600,000	-	-	-	-	600,000
Pavement Preventative Maintenance	812,755	195,951	-	-	-	1,008,706
North Fitch Mountain Road Slide Repair	-	-	625,000	-	-	625,000
Foss Creek Pathway Phase 7	1,600,000	500,000	-	-	-	2,100,000
Healdsburg Avenue Improvement Study	237,010	-	1,000,000	-	-	1,237,010
<b>Total</b>	<b>3,749,765</b>	<b>695,951</b>	<b>1,625,000</b>	<b>-</b>	<b>-</b>	<b>6,070,716</b>
<b>Water Projects</b>						
Planned Water Meter Replacements	390,000	-	-	-	-	390,000
Scenic Lane Water Main Replacement	300,000	-	-	-	-	300,000
Gauntlett/Iverson Roof Repair & Replacement	845,000	-	-	-	-	845,000
Well Rehabilitation Project	80,000	85,000	90,000	95,000	100,000	450,000
Redwood Tank Replacements	805,000	-	-	-	-	805,000
Dry Creek Water Treatment Plan Well Leak Repair	-	52,000	352,000	-	-	404,000
Abandonment and Sale of Old Dry Creek Well Field	100,000	-	-	-	-	100,000
Fitch Water Treatment Building Modernization	-	-	23,625	237,000	-	260,625
Fitch Street Sewer and Water Replacement	-	47,000	1,650,000	-	-	1,697,000
Piper Street Sewer and Water Replacement	-	-	25,000	-	620,000	645,000
McDonough Water Transmission Main Replacement	-	-	-	188,000	1,000,000	1,188,000
College Street Sewer and Water Main Replacement	715,800	-	-	-	-	715,800
<b>Total</b>	<b>3,235,800</b>	<b>184,000</b>	<b>2,140,625</b>	<b>520,000</b>	<b>1,720,000</b>	<b>7,800,425</b>
<b>Grand Total</b>	<b>12,113,665</b>	<b>8,051,705</b>	<b>5,359,017</b>	<b>7,441,400</b>	<b>12,190,154</b>	<b>45,155,941</b>

CITY OF HEALDSBURG

RESOLUTION NO. 50-2018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HEALDSBURG RESCINDING RESOLUTION NO. 12-2018  
AND REESTABLISHING THE LIST OF AUTHORIZED  
POSITIONS

WHEREAS, on April 9, May 14 and May 17, 2018, the City Council held duly noticed special meetings to review, and provide opportunity for and receive public comments regarding the proposed fiscal years 2018-19 and 2019-20 budgets, including appropriations for authorized positions by department; and

WHEREAS, the City Council held duly noticed public meeting to review, and provide opportunity for and receive public comments, regarding the proposed changes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby:

1. Rescind Resolution No. 12-2018; and
2. Ratify the authorized positions as depicted in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 4<sup>th</sup> day of June, 2018, by the following vote:

AYES: Councilmembers: (5) Gold, Hagele, McCaffery, Naujokas and Mayor Mansell

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:

  
Brigitte A. Mansell, Mayor

  
Maria Curiel, City Clerk

Resolution No. 50-2018

Page 2

I, MARIA CUIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 50-2018 adopted by the City Council of the City of Healdsburg on the 4<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
Maria Cuiel, City Clerk



Exhibit A - Authorized Positions

**City Manager's Office**

City Manager	1	Executive Management	\$15,332	-	\$18,635
Assistant City Manager	1	Executive Management	\$12,818	-	\$15,581
Housing Administrator	1	Mid-Management	\$8,783	-	\$10,714
City Clerk	1	Mid-Management	\$7,716	-	\$9,415
Public Communication and Community Outreach Coordin	1	Mid-Management	\$6,239	-	\$7,605
Administrative Specialist	1	IBEW	\$5,725	-	\$6,985

**Administrative Services**

Administrative Services Director	1	Executive Management	\$12,818	-	\$15,581
IT Manager	1	Mid-Management	\$8,781	-	\$10,714
Administrative Services Manager	1	Mid-Management	\$7,949	-	\$9,700
Accounting Supervisor	1	Mid-Management	\$6,985	-	\$8,522
Finance Manager	1	Mid-Management	\$8,781	-	\$10,714
Human Resources Manager	1	Mid-Management	\$8,781	-	\$10,714
Personnel Specialist	1	Mid-Management	\$7,126	-	\$8,694
Accountant	1	Mid-Management	\$6,645	-	\$8,109
IT Systems Engineering Specialist	2	IBEW	\$6,323	-	\$7,686
Accounting Assistant	1	IBEW	\$5,182	-	\$6,324
Senior Accounting Clerk	1	IBEW	\$4,930	-	\$6,016
Accounting Clerk II	3	IBEW	\$4,464	-	\$5,446
Equipment Service Writer/Mechanic	1	IBEW	\$7,196	-	\$8,781
Payroll Specialist	1	IBEW	\$5,725	-	\$6,985
Building Maintenance Worker II	1	IBEW	\$4,980	-	\$6,077
Fleet Mechanic	1	IBEW	\$6,261	-	\$7,638
Administrative Specialist	1	IBEW	\$5,725	-	\$6,985
GIS Specialist	1	IBEW	\$6,419	-	\$7,803

**Planning & Building**

Planning & Building Director	1	Executive Management	\$11,839	-	\$14,391
Senior Planner	2	Mid-Management	\$8,783	-	\$10,714
Building Official	1	Mid-Management	\$8,783	-	\$10,714
Assistant Planner	1	IBEW	\$5,234	-	\$6,387
Senior Building Inspector	1	IBEW	\$7,870	-	\$9,604
Building Inspector II	1	IBEW	\$6,780	-	\$8,273
Community Development Technician	2	IBEW	\$5,725	-	\$6,985
Administrative Specialist	1	IBEW	\$5,725	-	\$6,985

**Community Services**

Community Services Director	1	Executive Management	\$12,076	-	\$14,679
Recreation Supervisor	3	Mid-Management	\$6,077	-	\$7,415
Parks Superintendent	1	Mid-Management	\$7,870	-	\$9,604
Recreation Manager	1	Mid-Management	\$7,196	-	\$8,781
Recreation Coordinator II	2	IBEW	\$4,122	-	\$5,030
Facilities Worker	1	IBEW	\$4,082	-	\$4,980
Parks Foreman	1	IBEW	\$5,501	-	\$6,712
Parks Caretaker II	3	IBEW	\$4,882	-	\$5,957
Office Assistant II	1	IBEW	\$4,332	-	\$5,288

Exhibit A - Authorized Positions

**Police**

Police Chief	1	Executive Management	\$13,470	-	\$16,373
Police Lieutenant	1	Mid-Management	\$9,315	-	\$11,366
Administrative Analyst	1	Mid-Management	\$6,646	-	\$8,109
Police Dispatcher	6	HPOA	\$4,715	-	\$6,041
Police Officer	11	HPOA	\$6,073	-	\$7,780
Police Records Officer	1	HPOA	\$4,687	-	\$6,004
Police Sergeant	5	HPOA	\$7,192	-	\$9,215
Police Technician	1	HPOA	\$4,119	-	\$5,275

**Fire**

Fire Chief	1	Executive Management	\$12,945	-	\$15,735
Fire Marshall	1	Mid-Management	\$9,502	-	\$11,594
Fire Captain	3	IAFF	\$7,635	-	\$9,315
Fire Inspector	1	IAFF	\$6,911	-	\$8,433
Fire Engineer	3	IAFF	\$6,576	-	\$8,023
Firefighter	3	IAFF	\$6,256	-	\$7,635
Office Assistant II	1	IBEW	\$4,332	-	\$5,288

**Public Works**

Public Works Director	1	Executive Management	\$12,565	-	\$15,275
Streets & Storm Drains Superintendent	1	Mid-Management	\$8,522	-	\$10,399
Principal Civil Engineer	1	Mid-Management	\$10,020	-	\$12,181
Senior Civil Engineer	1	Mid-Management	\$8,868	-	\$10,821
Associate Civil Engineer	1	Mid-Management	\$7,564	-	\$9,229
Public Works Field Technician	1	IBEW	\$6,387	-	\$7,793
Utility Maintenance Foreman	2	IBEW	\$5,501	-	\$6,712
Utility Technician	1	IBEW	\$5,501	-	\$6,712
Utility Worker I	8	IBEW	\$4,463	-	\$4,410
Utility Worker II		IBEW	\$4,980	-	\$6,077
Engineering Technician	1	IBEW	\$5,725	-	\$6,985
Public Works Inspector	1	IBEW	\$6,387	-	\$7,793
Sr. Public Works Inspector	1	IBEW	\$7,870	-	\$9,604
Administrative Specialist	1	IBEW	\$5,725	-	\$6,985

**Utilities**

Utilities Director	1	Executive Management	\$13,878	-	\$16,871
Principal Engineer (Water/Wastewater)	1	Mid-Management	\$10,020	-	\$12,181
Water and Wastewater Operations Superintendent	1	Mid-Management	\$8,522	-	\$10,399
Electric Operations Superintendent	1	Mid-Management	\$9,414	-	\$11,487
Utility Safety Compliance Coordinator	1	Mid-Management	\$6,712	-	\$8,191
Industrial Electrician	1	IBEW	\$7,055	-	\$8,608
Utility Conservation Analyst	1	IBEW	\$6,712	-	\$8,191
Industrial Mechanic	1	IBEW	\$6,292	-	\$7,648
Instrumentation Technician	2	IBEW	\$7,055	-	\$8,608
Laboratory Technician III	1	IBEW	\$6,387	-	\$7,793
Records Technician/Storekeeper	1	IBEW	\$5,287	-	\$6,451
Utility Operator	4	IBEW	\$7,055	-	\$8,608
Wastewater Foreman	1	IBEW	\$7,793	-	\$9,509

Exhibit A - Authorized Positions

Water Foreman	1	IBEW	\$7,793	-	\$9,509
Electric Line Foreman	2	IBEW	\$8,191	-	\$9,993
Apprentice Lineman	2	IBEW	\$5,725	-	\$6,985
Electric Lineman	2	IBEW	\$7,453	-	\$9,060
Electric Materials Technician	1	IBEW	\$5,725	-	\$6,985
Electric Engineering Technician I	1	IBEW	\$6,745	-	\$8,200
Sr. Electric Engineering Technician	1	IBEW	\$7,445	-	\$9,049
Meter Technician	1	IBEW	\$7,453	-	\$9,060
Electric Field Coordinator	1	IBEW	\$6,745	-	\$8,200
Apprentice Meter Technician	1	IBEW	\$5,725	-	\$6,985
<b>Total Full-time Employees</b>	<b>142</b>				