

City of Healdsburg

California



Operating Budget Fiscal Year 2012-2013

www.cityofhealdsburg.org

CITY OF HEALDSBURG

Adopted Budget Fiscal Year 2012-13

City Council:

Gary Plass, Mayor

Susan Jones, Vice-Mayor

James Wood, Council Member

Thomas L. Chambers, Council Member

Stephen Babb, Council Member

City Manager:

Marjie Pettus

CITY OF HEALDSBURG

Commissions and Staff

Advisory Commissions:

Planning Commission
Recreation and Parks Commission
Senior Citizen Advisory Commission
Transportation Advisory Commission

City Staff:

City Manager Marjie Pettus
City Attorney Mike Gogna
Assistant City Manager. David Mickaelian
City Clerk Maria Curiel
Finance Director Heather Ippoliti
Director of Planning and Building. Barbara Nelson
Police Chief Kevin Burke
Fire Chief. Steve Adams
Director of Public Works Mike Kirn
Electric DirectorTerry Crowley

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GUIDE TO THE BUDGET

This document is organized into the following sections:

Overview

This section contains the Adopted Budget Message, Statement of Budget Principles, Council Goals, City Organizational Chart and summarized budget information displaying revenues, appropriations, capital projects, and personnel assignments.

Summaries

This section presents the operating, service, debt and development budgets at the fund level.

Department Summaries

This section includes the budget for each City department. Also included is a brief explanation of the areas of responsibility, accomplishments of the past year and goals for the future.

Glossary

This section includes a glossary of terms used in this budget and the appropriations limit worksheet.

Resolutions

This section includes the resolutions approved by Council adopting this budget.

DESCRIPTION OF FUNDS

General Fund: The General Fund is the most versatile of all the City's funds because it has no specific legal restrictions as to its use. General Fund revenues are primarily used to support the public safety departments and a small portion of Administration and Finance.

Enterprise Funds: Revenues derived from the City's Water, Wastewater, Electric, Streets, Planning & Building and Community Services are restricted to certain purposes and can only be spent to provide these services.

Service Funds: The City has several service funds - Insurance & Benefits Service Fund, Information Systems Service Fund, Vehicle Service Fund, and the Building Maintenance Service Fund. These funds provide for the maintenance and periodic replacement of data processing hardware and software, telecommunications equipment, vehicles, mobile equipment and building maintenance. The Insurance and Benefit Service Fund covers retirement and medical premiums, Workers' Compensation, State Unemployment Insurance and paid leave.

Debt Funds: The Debt Service Funds are used to account for the accumulation of resources and the payment of principal and interest for the City's indebtedness.

Impact Fee Funds: Impact fees are charges on new development to cover some of the costs of public facilities and infrastructure needed to serve the future development. The City uses these funds to account for the receipts of impact fees for use on the projects designated with the fee adoption.

CITY OF HEALDSBURG ADMINISTRATION

401 Grove Street
Healdsburg, CA 95448-4723

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Visit us at www.ci.healdsburg.ca.us



July 15, 2012

Honorable Mayor and City Council Members
401 Grove Street
Healdsburg, CA 95448

SUBJECT: FY 2012-13 Adopted Budget Message

Honorable Mayor and Councilmembers:

We are pleased to present this Adopted Budget for the fiscal year ending June 30, 2013. This budget was adopted on June 18, 2012.

The City continues to experience challenges resulting from the nationwide recession, lack of consumer confidence and revenue takeaways from the State of California. While certain segments of the economy have begun to recover, other areas remain unpredictable. The City Council has responded to these challenges by implementing a number of cost savings measures intended to protect core services while maintaining vital reserves.

Unfortunately, these measures have not been sufficient to eliminate the structural deficit in the General Fund. Despite reductions in personnel, employee concessions, organizational restructuring and cuts to services and supplies, expenses continue to outpace revenue.

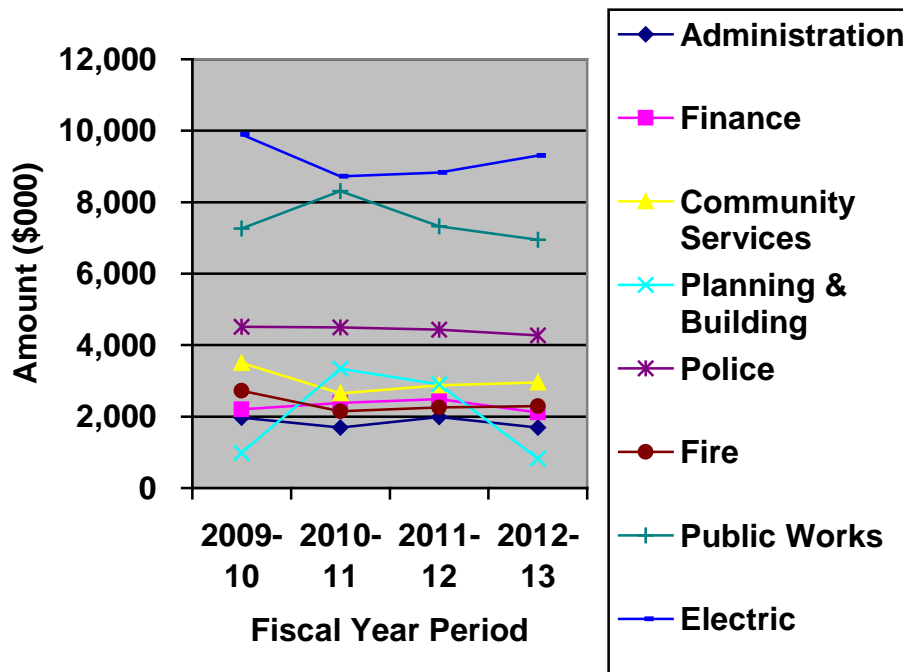
The General Fund budget is \$7.9 million. General Fund estimated revenues total \$7.1 million, \$807,666 less than the budget expenditures. If the deficit spending continues at this pace, it is estimated that reserves will be exhausted by FY 2015-16.

The City Council has recognized the need to increase revenue and has approved a November 6, 2012 ballot measure seeking a one-half cent sales tax increase. If approved, it is estimated the sales tax increase will generate an additional \$1 million in General Fund revenue. These funds would be available to fill the gap created by the structural deficit and eliminate the need for continued reliance on reserves to balance the General Fund budget. City Council could also utilize the additional revenue to restore programs and services or focus on capital needs such as street repair and maintenance. Passage of this measure is critical to the City's ongoing financial health.

FINANCIAL OVERVIEW

Overall, the FY 2012-13 Adopted Budget has a total of \$72.6 million in appropriations made up of a \$47.2 million operating budget, a \$8.7 million service & debt budget, a \$16.2 million capital improvement budget and a \$715 thousand development fee budget.

Expenditures by Department



General Fund

The final General Fund budget was adopted with a deficit in excess of \$807 thousand. The Council’s reserve policy of maintaining a fund balance of at least 25% of revenues as a contingency reserve and a \$1.25 million recession reserve has been met. Expenditures are budgeted to be about \$7.9 million or 2.6% more than the FY 2011-12 estimate to close. Police expenditures account for 54% of the General Fund budget, and fire expenditures account for 29%.

Utility Funds

The operating budget of the utility funds is \$24 million or about 7% more than the FY 2011-12 estimate to close. An additional \$11.3 million has been appropriated for utility related capital projects.

Community Services Fund

The Community Services Fund budget is \$2.2 million, less than one percent reduction compared to the FY 2011-12 estimate to close. The Council's reserve policy of maintaining a fund balance of at least 25% of Transient Occupancy Tax (TOT) as a recession reserve and a \$200 thousand contingency reserve has been met.

REVENUE HIGHLIGHTS

The FY 2012-13 revenue projections reflect the staff's best estimate of how the economy will perform over the next year, and how it will affect City revenues. Sales and property tax account for 70% of the General Fund revenue.

Sales Tax - Sales tax is the City's number one General Fund revenue, making up 44% of the General Fund revenue. Staff is expecting an estimated 3% decline in FY 2011-12 and then a 3% increase in in FY 2012-13.

Property Tax - Property tax amounts for 26% of General Fund revenue. We have seen property tax revenues flat over the last couple of years, and are expecting the same in FY 2012-13.

Transient Occupancy Tax (TOT) - The City's TOT rate is 12%, with 2% going to the General Fund and 10% going to the Community Services Fund, supporting recreation programming and parks maintenance. Staff is expecting an estimated 17% increase in FY 2011-12 and a 10% increase in FY 2012-13.

CONCLUSION

This budget has been developed without the knowledge of how the State's budget process will affect Healdsburg. No significant State budget cuts are reflected in the adopted figures. Any state takeaway of General Fund revenues will be major. In dealing with this uncertainty, we need to strive to keep our reserves at minimum policy levels. The reserves are our front line of defense in the event of another economic downturn and State budget takeaways.

Staff is fully aware of the uncertainty and the need to continue to look for ways to control spending and to closely monitor revenue projections, adjusting spending plans accordingly.

2012-13 Adopted Budget Message
July 15, 2012

Developing this budget is a team effort involving the time and talents of many City employees. Without the continued dedication of City staff members, this budget would not have been possible.

With Council's continued support of long-term planning and willingness to provide leadership in difficult circumstances, together we can develop a plan for long-term financial stability of our City.

Respectfully Submitted,



Marjie Pettus
City Manager

CITY OF HEALDSBURG

Statement of Budget Principles

- The budget is the City Council's primary decision and policy making tool.
- Budget information should be understandable to the public despite the complexities of accounting and legal requirements.
- The budget should reflect a bottom up multi-year look at all expenses and revenues.
- Labor costs must reflect productive labor costs and all associated fringe benefits from existing contracts, as well as management forecasts for the future for those individuals working on particular projects and programs.
- Expenses should reflect changes in operations, market conditions and forecast rate changes, not just a cost of living escalation.
- The difference between one time or non-recurring costs and on-going and recurring costs should be acknowledged.
- Revenues should reflect those projected to be generated from existing businesses, from plans for expansion under existing laws, not desired changes.
- Revenues should be conservatively estimated.
- Reserves should be maintained according to established policy.

By utilizing these principles we attempt to present a realistic forecast of both revenues and expenses that offer a relative picture of the coming fiscal year and future years regardless of whether a deficit or surplus is forecasted.

Neither optimistic assumptions as to new grants nor pessimistic forecasts of new revenue losses are reflected. Forecasted expenditures only identify authorized service expansions and consensus growth assumptions.

It is hoped that the budget offers a valid base to measure the performance of City departments against their best plans, as well as the various funds and enterprises against the policies and direction provided by the City Council.



2012 CITY COUNCIL GOALS

Adopted March 5, 2012

Budget Stability

Adopt a strategy that will promote and maintain long term fiscal stability in the general and enterprise funds through the continued application of sound budgetary policies and financial controls while respecting and maintaining reserve goals.

Central Healdsburg Special Study Area Plan

Complete preparation and adoption of the Central Healdsburg Avenue Special Study Area Plan and begin implementation.

Communication

Develop a comprehensive outreach plan that: fosters communication, informs and educates the public, increases the awareness of city programs and promotes community participation.

Economic Development

Redefine the economic development strategy to mitigate the loss of redevelopment; develop and implement economic programs that will facilitate business retention, recruitment and expansion of the economic base.

Electric Utility

Strengthen and promote the value of our city-owned electric utility and maintain Healdsburg as the County leader in renewable energy.

Infrastructure Maintenance and Capital Projects

Identify work priorities and designate funds for infrastructure maintenance and capital projects and complete projects as funding allows.

Memorial Bridge

Continue efforts to proceed with the rehabilitation of Memorial Bridge, including finalizing plans and environmental documents and establishing a funding source for construction and ongoing maintenance.

Public Safety

Support public safety programs and initiatives.

Redevelopment Agency

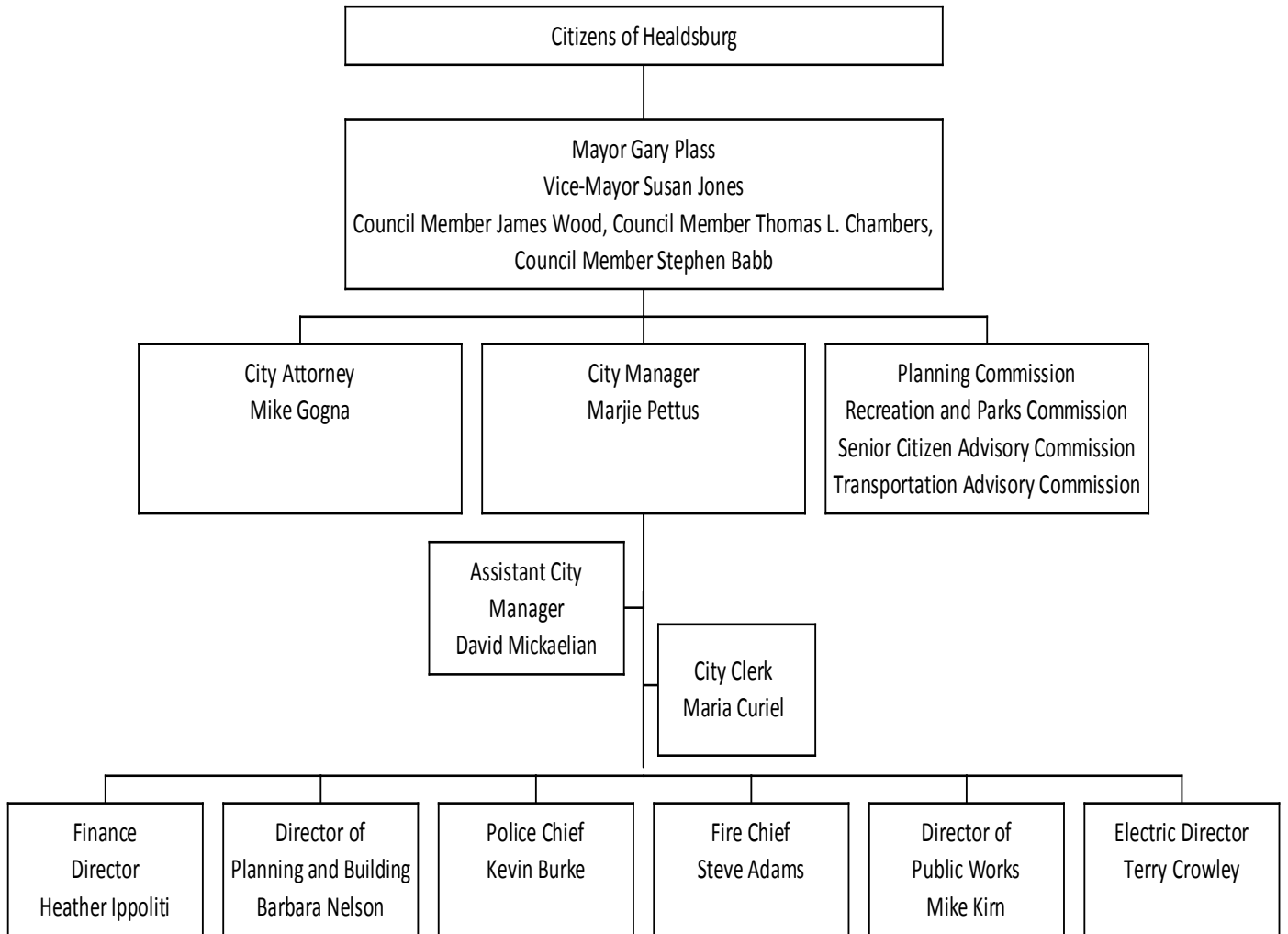
Proceed with the dissolution of redevelopment in accordance with state guidelines while preserving as many programs and projects possible under AB 26.

Wastewater Reclamation Project

Continue planning and development of the wastewater reclamation project and solicit federal and state funds to support the financial needs of the project.

CITY OF HEALDSBURG

Organizational Chart

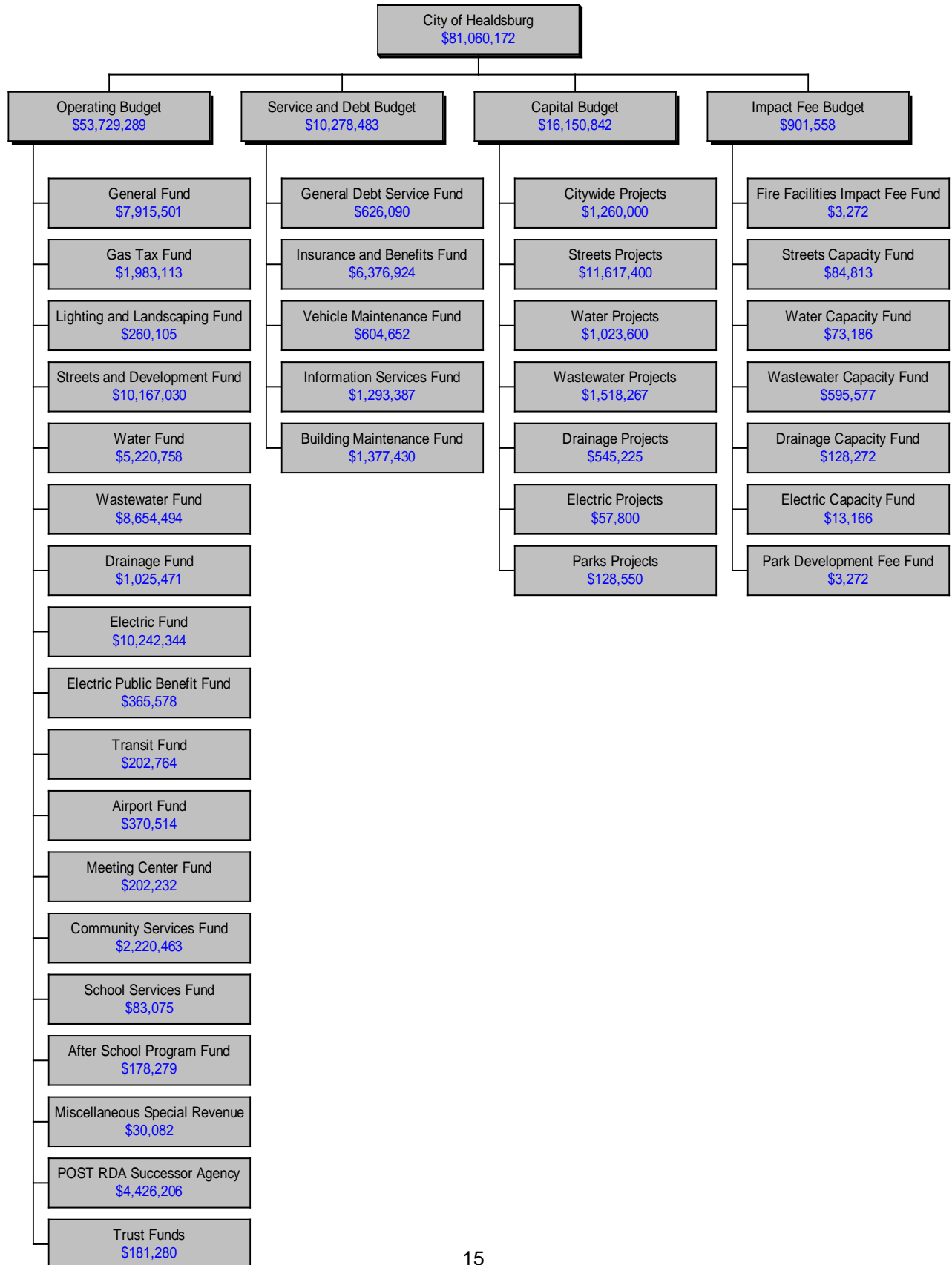


TOTAL CITY REVENUE Budget for Fiscal Year 2012-13



TOTAL CITY EXPENSE

Budget for Fiscal Year 2012-13



City of Healdsburg Capital Improvement Program FY 2012-13

FY 2012-13
Funding

Water Projects	
Water Service Replacements	150,000
Well and Pump Rehabilitation	125,000
2010 Urban Water Management Plan Update	50,000
Dry Creek Clearwell Liner	58,600
Water System Upgrades	200,000
Fitch Well Field Stormwater Improvements	200,000
Corp Yard MS4 Stormwater Compliance Improvements	200,000
Sunset Reservoir Roof Replacement	40,000
Total	1,023,600

Wastewater Projects	
Recycled Water System ROW Acquisition	200,000
Recycled Water System - Design	173,267
WWTP Record drawings	20,000
Syar Recycled Water System Connection	75,000
Recycled Water Site Technical Studies	50,000
Sewer Collection System Master Plan	150,000
Collection System Rehabilitation/Replacement	300,000
WWTP Solids Handling Improvements	550,000
Total	1,518,267

Drainage Projects	
McDonough Heights Stormdrain Improvements	210,225
Stormdrain Master Plan	150,000
Vintage Hills Stormdrain Replacement	185,000
Total	545,225

Streets Projects	
101 and Dry Creek Interchange	15,000
5-way Improvements	475,000
Healdsburg Avenue Bridge	8,463,900
Grant Street Safe Route to School	13,500
Grant Street Railroad Crossing Improvements	623,000
CDBG ADA Improvements	78,000
Grove Street Neighborhood Study	26,500
Foss Creek Pathway Phase 6	1,245,000
101 and Westside Road Interchange	25,000
Asphalt Rubber Chip Seal	250,000
Burgundy Slide Repair	402,500
Total	11,617,400

Electric Projects	
Grove Street Tie-Line	37,800
Badger Substation 60kV Bus	20,000
Total	57,800

City of Healdsburg Capital Improvement Program FY 2012-13

FY 2012-13
Funding

Parks Projects	
Lighting & Landscaping District 1	30,550
Barbieri Brothers Park Parking Lot	73,000
Rec Park Backstop Net	25,000
Total	128,550

City Wide Projects	
Streetscape Improvements	1,100,000
Central Healdsburg Avenue Special Study Area Plan	160,000
Total	1,260,000

Total Capital Improvement Program	16,150,842
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City of Healdsburg Summary of Full-Time Positions

Department	Adopted 2012-13	Explanation
<i>Administration</i>	5	Administrative Specialist moved to PT
<i>Finance</i>	17	No Changes
<i>Community Services</i>	6	No Changes
<i>Planning and Building</i>	4	No Changes
<i>Police</i>	23	One dispatcher - retiring
<i>Fire</i>	10	No Changes
<i>Public Works</i>	27	One retirement and PW Operations Supervisor filled from current staff
<i>Electric Utility</i>	12	Added one Electric Lineman

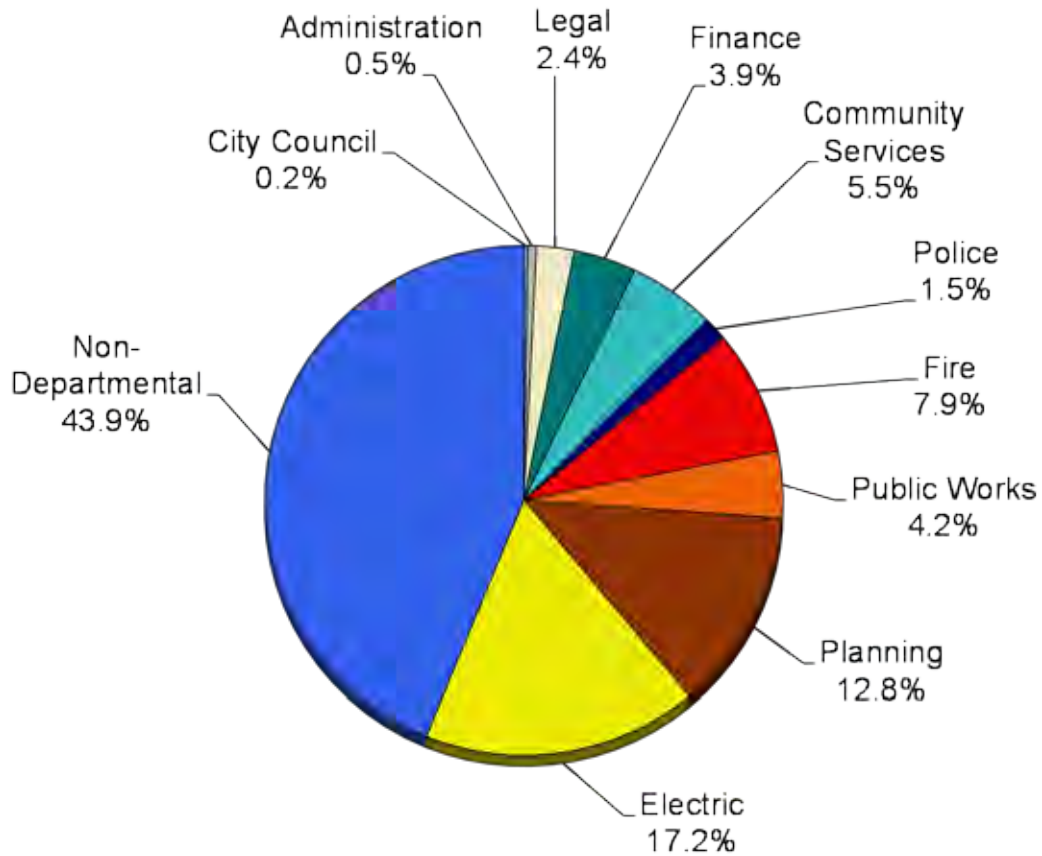
**Total Full-Time
Positions**

104

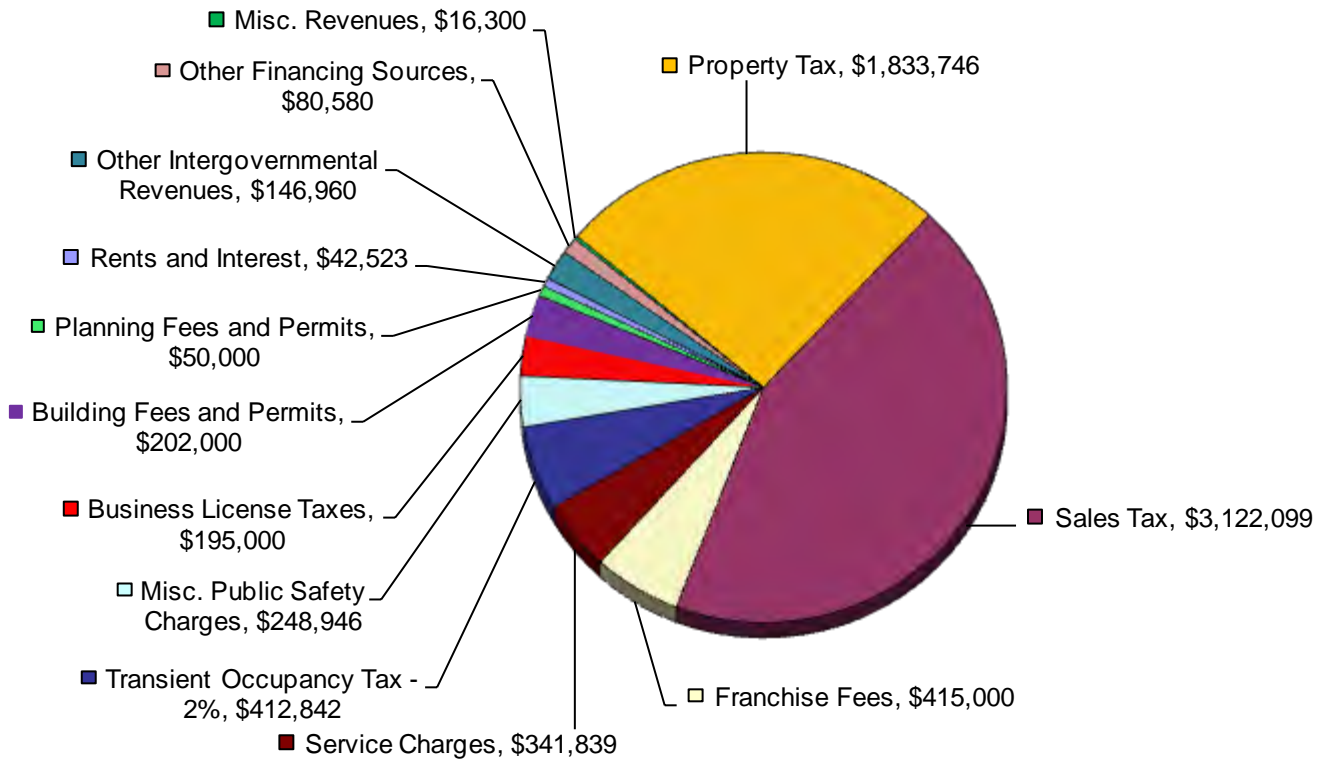
CITY OF HEALDSBURG
FINANCIAL STATUS OVERVIEW
Operating and Debt Service Budgets

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE & OTHER SOURCES</u>				
Charges for Service	\$ 22,090,228	\$ 22,317,744	\$ 22,030,728	\$ 22,592,909
Intergovernmental Revenue	3,403,100	7,245,211	2,197,036	10,839,719
Bus Fares	13,798	16,000	12,733	12,000
Sales and Other Taxes	3,217,010	2,831,500	3,110,026	3,197,099
Property Tax	2,375,446	2,403,049	2,460,848	2,463,930
Transient Occupancy Tax	1,927,993	1,920,000	2,251,768	2,477,054
Franchise Fees	562,219	390,000	417,715	415,000
Miscellaneous Fees & Charges	1,968,663	968,621	1,422,325	1,064,200
Building Fees & Permits	213,471	194,000	239,887	202,000
Planning Fees & Permits	41,920	50,000	102,100	50,000
Interest Income	257,246	365,065	238,181	144,050
Rents	442,712	416,701	420,332	434,122
Property Transfer Tax	68,331	55,808	55,000	58,749
Business License Tax	239,715	175,000	194,790	195,000
Transfers-in	4,920,413	4,643,434	7,120,790	3,449,330
Bond/Note Proceeds	-	-	-	-
Proceeds from Sale of Property	3,708	-	1,143	-
Other Financing Sources	44,751	-	4,522,272	-
Total Revenue	\$ 41,790,724	\$ 43,992,133	\$ 46,797,674	\$ 47,595,162
<u>EXPENSE BY DEPARTMENT</u>				
City Council	\$ 120,905	\$ 169,586	\$ 131,240	\$ 125,647
Legal	267,038	446,000	355,000	297,000
Administration	1,437,408	1,535,209	1,305,757	1,273,845
Finance	2,292,689	2,513,686	2,500,605	2,116,028
Community Services	2,747,436	3,049,601	2,901,844	2,954,426
Planning	833,812	3,075,555	947,206	824,135
Police	4,352,566	4,429,553	4,243,738	4,275,509
Fire	2,276,295	2,313,911	2,278,665	2,296,768
Public Works	5,614,249	7,129,439	6,078,097	6,949,863
Electric	7,535,201	8,812,326	8,533,358	9,304,137
Non Departmental	19,044,670	39,343,348	32,953,549	23,756,741
Total Expense	\$ 46,522,269	\$ 72,818,214	\$ 62,229,059	\$ 54,174,099
<u>EXCESS EXPENSE OVER REVENUE</u>				
	\$ (4,731,545)	\$ (28,826,081)	\$ (15,431,385)	\$ (6,578,937)

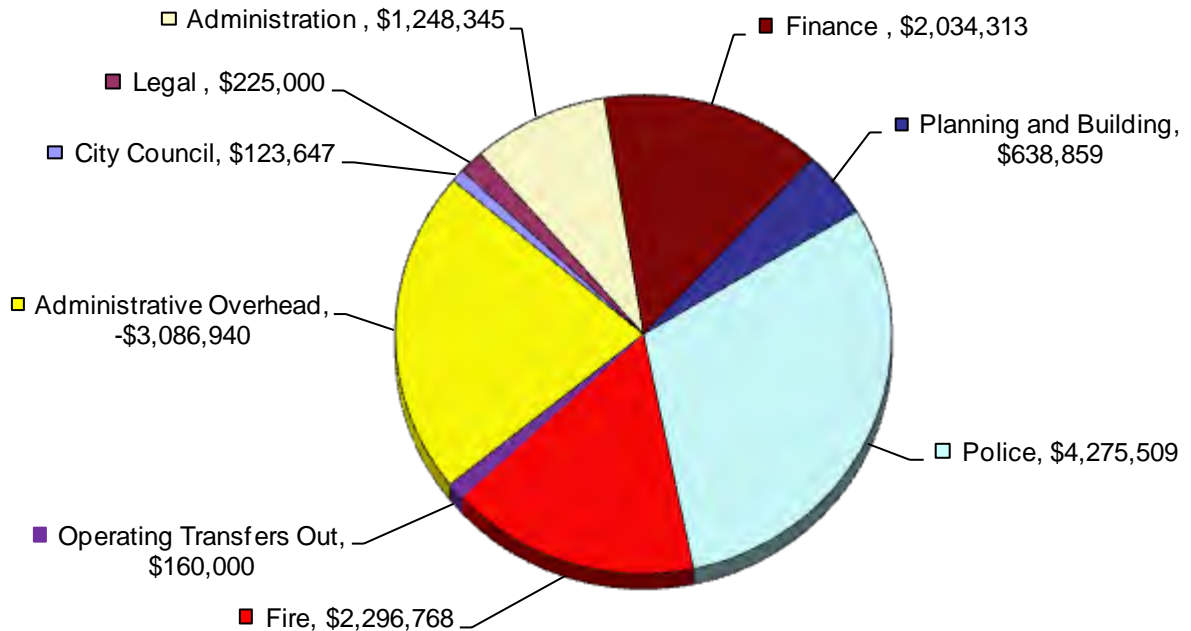
Operating and Debt Service Budgets Fiscal Year 2012-13 \$54,174,099



Revenue By Source - General Fund \$7,107,835



Expenditure By Department - General Fund \$7,915,501



GENERAL FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax	\$ 1,819,574	\$ 1,840,808	\$ 1,831,662	\$ 1,833,746
Sales Tax	3,148,950	2,763,500	3,035,078	3,122,099
Franchise Fees	562,219	390,000	417,715	415,000
Service Charges	350,726	325,544	352,725	341,839
Transient Occupancy Tax - 2%	321,332	320,000	375,211	412,842
Misc. Public Safety Charges	438,859	439,073	398,698	248,946
Business License Taxes	239,715	175,000	194,790	195,000
Building Fees and Permits	-	-	-	202,000
Planning Fees and Permits	-	-	-	50,000
Rents and Interest	64,817	53,600	46,080	42,523
Vehicle License In-Lieu Fees	60,216	-	-	-
Other Intergovernmental Revenues	-	28,817	-	146,960
Other Financing Sources	10,040	655,521	655,521	80,580
Misc. Revenues	47,681	26,300	19,925	16,300
	<u>7,064,129</u>	<u>7,018,163</u>	<u>7,327,405</u>	<u>7,107,835</u>
Total Revenue	\$	\$	\$	\$
<u>EXPENDITURE BY DEPARTMENT</u>				
City Council	\$ 117,456	\$ 164,586	\$ 127,240	\$ 123,647
Legal	171,913	250,000	250,000	225,000
Administration	1,108,690	1,104,853	1,123,567	1,248,345
Finance	2,086,231	2,376,358	2,363,185	2,034,313
Planning and Building	-	-	-	638,859
Police	4,352,566	4,429,553	4,243,738	4,275,509
Fire	2,276,295	2,313,911	2,278,665	2,296,768
Operating Transfers Out	-	618,161	618,161	160,000
Administrative Overhead	(3,292,947)	(3,292,947)	(3,292,947)	(3,086,940)
	<u>6,820,204</u>	<u>7,964,475</u>	<u>7,711,609</u>	<u>7,915,501</u>
Total Expenditure	\$	\$	\$	\$
Change in Fund Balance	243,925	(946,312)	(384,204)	(807,666)
Estimated Beginning Fund Balance	5,484,455	5,728,380	5,728,380	5,344,176
Estimated Ending Fund Balance	<u>\$ 5,728,380</u>	<u>\$ 4,782,068</u>	<u>\$ 5,344,176</u>	<u>\$ 4,536,510</u>
<u>EXPLANATION OF RESERVES</u>				
Contingency Reserve	\$ 1,766,032	\$ 1,754,541	\$ 1,831,851	\$ 1,776,959
Recession Reserve	1,250,000	1,250,000	1,250,000	1,250,000
Unrestricted	2,712,348	1,777,527	2,262,325	1,509,551
	<u>5,728,380</u>	<u>4,782,068</u>	<u>5,344,176</u>	<u>4,536,510</u>
Estimated Fund Balance	\$	\$	\$	\$

GENERAL CAPITAL REPLACEMENT FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Interest Income	\$ 4,770	\$ 8,194	\$ 2,100	\$ 2,270
Total Revenue	<u>\$ 4,770</u>	<u>\$ 8,194</u>	<u>\$ 2,100</u>	<u>\$ 2,270</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Operating Transfers Out	\$ -	\$ 90,000	\$ 90,000	\$ -
Total Expenditure	<u>\$ -</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ -</u>
Change in Fund Balance	4,770	(81,806)	(87,900)	2,270
Estimated Beginning Fund Balance	<u>538,202</u>	<u>542,972</u>	<u>542,972</u>	<u>455,072</u>
Estimated Ending Fund Balance	<u><u>\$ 542,972</u></u>	<u><u>\$ 461,166</u></u>	<u><u>\$ 455,072</u></u>	<u><u>\$ 457,342</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 542,972</u>	<u>\$ 461,166</u>	<u>\$ 455,072</u>	<u>\$ 457,342</u>
Estimated Fund Balance	<u><u>\$ 542,972</u></u>	<u><u>\$ 461,166</u></u>	<u><u>\$ 455,072</u></u>	<u><u>\$ 457,342</u></u>

GAS TAX FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 305,115	\$ 329,585	\$ 313,598	\$ 316,308
Interest Income	12,018	19,828	7,600	8,666
Other Financing Sources	1,991	-	-	-
Total Revenue	<u>\$ 319,124</u>	<u>\$ 349,413</u>	<u>\$ 321,198</u>	<u>\$ 324,974</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Finance	\$ 1,500	\$ 1,200	\$ 1,498	\$ 1,500
Administrative Overhead	2,007	2,007	2,007	27
Transfer to Streets Fund	-	600,000	-	-
Capital Projects	2,000	25,000	147,677	1,981,586
Total Expenditure	<u>\$ 5,507</u>	<u>\$ 628,207</u>	<u>\$ 151,182</u>	<u>\$ 1,983,113</u>
Change in Fund Balance	313,617	(278,794)	170,016	(1,658,139)
Estimated Beginning Fund Balance	<u>1,174,506</u>	<u>1,488,123</u>	<u>1,488,123</u>	<u>1,658,139</u>
Estimated Ending Fund Balance	<u><u>\$ 1,488,123</u></u>	<u><u>\$ 1,209,329</u></u>	<u><u>\$ 1,658,139</u></u>	<u><u>\$ -</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,488,123</u>	<u>\$ 1,209,329</u>	<u>\$ 1,658,139</u>	<u>\$ -</u>
Estimated Fund Balance	<u><u>\$ 1,488,123</u></u>	<u><u>\$ 1,209,329</u></u>	<u><u>\$ 1,658,139</u></u>	<u><u>\$ -</u></u>

PUBLIC SAFETY FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 38,255	\$ 5,500	\$ 3,272	\$ 5,000
Service Charges	20,597	-	8,352	-
Interest Income	11	-	-	-
Total Revenue	<u>\$ 58,863</u>	<u>\$ 5,500</u>	<u>\$ 11,624</u>	<u>\$ 5,000</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Transfer to Other Funds	\$ 13,791	\$ 37,360	\$ 37,360	\$ -
Total Expenditure	<u>\$ 13,791</u>	<u>\$ 37,360</u>	<u>\$ 37,360</u>	<u>\$ -</u>
Change in Fund Balance	45,072	(31,860)	(25,736)	5,000
Estimated Beginning Fund Balance	<u>56,336</u>	<u>101,408</u>	<u>101,408</u>	<u>75,672</u>
Estimated Ending Fund Balance	<u><u>\$ 101,408</u></u>	<u><u>\$ 69,548</u></u>	<u><u>\$ 75,672</u></u>	<u><u>\$ 80,672</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 101,408</u>	<u>\$ 69,548</u>	<u>\$ 75,672</u>	<u>\$ 80,672</u>
Estimated Fund Balance	<u><u>\$ 101,408</u></u>	<u><u>\$ 69,548</u></u>	<u><u>\$ 75,672</u></u>	<u><u>\$ 80,672</u></u>

SEISMIC EDUCATION FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Other Revenue	\$ 75	\$ 60	\$ 112	\$ 100
Interest Income	7	12	4	4
Total Revenue	<u>\$ 82</u>	<u>\$ 72</u>	<u>\$ 116</u>	<u>\$ 104</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administrative Overhead	\$ -	\$ -	\$ -	\$ -
Total Expenditure	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Fund Balance	82	72	116	104
Estimated Beginning Fund Balance	<u>690</u>	<u>772</u>	<u>772</u>	<u>888</u>
Estimated Ending Fund Balance	<u><u>\$ 772</u></u>	<u><u>\$ 844</u></u>	<u><u>\$ 888</u></u>	<u><u>\$ 992</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 772</u>	<u>\$ 844</u>	<u>\$ 888</u>	<u>\$ 992</u>
Estimated Fund Balance	<u><u>\$ 772</u></u>	<u><u>\$ 844</u></u>	<u><u>\$ 888</u></u>	<u><u>\$ 992</u></u>

LIGHTING AND LANDSCAPING DISTRICT AREA A FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Special Assessments	\$ 165,746	\$ 149,149	\$ 146,742	\$ 150,033
Interest Income	2,636	4,639	1,438	1,337
Total Revenue	<u>\$ 168,382</u>	<u>\$ 153,788</u>	<u>\$ 148,180</u>	<u>\$ 151,370</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Community Services	\$ 141,990	\$ 199,185	\$ 160,341	\$ 240,685
Non Departmental	1,273	1,277	1,277	-
Administrative Overhead	8,474	8,474	8,474	19,420
Total Expenditure	<u>\$ 151,737</u>	<u>\$ 208,936</u>	<u>\$ 170,092</u>	<u>\$ 260,105</u>
Change in Fund Balance	16,645	(55,148)	(21,912)	(108,735)
Estimated Beginning Fund Balance	<u>303,917</u>	<u>320,562</u>	<u>320,562</u>	<u>298,650</u>
Estimated Ending Fund Balance	<u><u>\$ 320,562</u></u>	<u><u>\$ 265,414</u></u>	<u><u>\$ 298,650</u></u>	<u><u>\$ 189,915</u></u>
<u>EXPLANATION OF RESERVES</u>				
Reserved for Area A	<u>\$ 320,562</u>	<u>\$ 265,414</u>	<u>\$ 298,650</u>	<u>\$ 189,915</u>
Estimated Fund Balance	<u><u>\$ 320,562</u></u>	<u><u>\$ 265,414</u></u>	<u><u>\$ 298,650</u></u>	<u><u>\$ 189,915</u></u>

GENERAL DEBT SERVICE FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax	\$ 458,457	\$ 468,900	\$ 537,444	\$ 538,900
Interest Income	4,825	3,100	670	1,000
Total Revenue	<u>\$ 463,282</u>	<u>\$ 472,000</u>	<u>\$ 538,114</u>	<u>\$ 539,900</u>
<u>EXPENSE BY DEPARTMENT</u>				
Non Departmental:				
Principal	\$ 460,000	\$ 480,000	\$ 480,000	\$ 530,000
Interest	126,811	109,957	109,957	91,430
Administrative Overhead	5,295	5,295	5,295	4,660
Total Expenditure	<u>\$ 592,106</u>	<u>\$ 595,252</u>	<u>\$ 595,252</u>	<u>\$ 626,090</u>
Change in Fund Balance	(128,824)	(123,252)	(57,138)	(86,190)
Estimated Beginning Fund Balance	<u>759,896</u>	<u>631,072</u>	<u>631,072</u>	<u>573,934</u>
Estimated Ending Fund Balance	<u><u>\$ 631,072</u></u>	<u><u>\$ 507,820</u></u>	<u><u>\$ 573,934</u></u>	<u><u>\$ 487,744</u></u>
<u>EXPLANATION OF RESERVES</u>				
Debt Service	<u>\$ 631,072</u>	<u>\$ 507,820</u>	<u>\$ 573,934</u>	<u>\$ 487,744</u>
Estimated Fund Balance	<u><u>\$ 631,072</u></u>	<u><u>\$ 507,820</u></u>	<u><u>\$ 573,934</u></u>	<u><u>\$ 487,744</u></u>

PLANNING AND BUILDING FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Building Permits/Fees	\$ 213,422	\$ 194,000	\$ 239,850	\$ -
Planning Permits/Fees	39,445	50,000	100,000	-
Intergovernmental Revenue	-	-	13,040	-
Interest Income	12,346	20,057	4,385	-
Miscellaneous Revenue	22,707	-	25,172	-
Total Revenue	<u>\$ 287,920</u>	<u>\$ 264,057</u>	<u>\$ 382,447</u>	<u>\$ -</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ 22,741	\$ 12,000	\$ 30,745	\$ -
Planning and Building	285,488	759,376	699,612	-
Public Works	7,166	-	2,170	-
Non Departmental	-	-	1,025	-
Administrative Overhead	53,749	53,749	53,749	-
Transfer to Other Funds	-	718,020	718,026	-
Total Expense	<u>\$ 369,144</u>	<u>\$ 1,543,145</u>	<u>\$ 1,505,327</u>	<u>\$ -</u>
Change in Working Capital	(81,224)	(1,279,088)	(1,122,880)	-
Estimated Beginning Working Capital	1,204,104	1,122,880	1,122,880	-
Estimated Ending Working Capital	<u>\$ 1,122,880</u>	<u>\$ (156,208)</u>	<u>\$ -</u>	<u>\$ -</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,122,880</u>	<u>\$ (156,208)</u>	<u>\$ -</u>	<u>\$ -</u>
Estimated Working Capital	<u>\$ 1,122,880</u>	<u>\$ (156,208)</u>	<u>\$ -</u>	<u>\$ -</u>

STREETS AND DEVELOPMENT FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 1,814,658	\$ 5,577,685	\$ 1,129,400	\$ 9,825,139
Trench Cut Fees	30,000	30,000	30,000	30,000
Right of Way Use Fees	525,000	525,000	525,000	525,000
Interest Income	25,919	26,473	9,175	9,000
Miscellaneous Fees	80,115	640,000	107,453	70,000
Transfer in from Other Funds	888,242	65,000	568,433	65,000
	<u>888,242</u>	<u>65,000</u>	<u>568,433</u>	<u>65,000</u>
Total Revenue	<u>\$ 3,363,934</u>	<u>\$ 6,864,158</u>	<u>\$ 2,369,461</u>	<u>\$ 10,524,139</u>
<u>EXPENSE BY DEPARTMENT</u>				
Public Works	\$ 547,761	\$ 958,661	\$ 867,319	\$ 926,735
Administrative Overhead	296,844	296,844	296,844	71,454
Transfer to Enterprise Fund	8,515	10,000	10,000	10,000
Transfer to Capital Projects	1,775,711	5,774,685	1,084,460	9,158,841
	<u>1,775,711</u>	<u>5,774,685</u>	<u>1,084,460</u>	<u>9,158,841</u>
Total Expense	<u>\$ 2,628,831</u>	<u>\$ 7,040,190</u>	<u>\$ 2,258,623</u>	<u>\$ 10,167,030</u>
Change in Working Capital	735,103	(176,032)	110,838	357,109
Estimated Beginning Working Capital	<u>(674,571)</u>	<u>60,532</u>	<u>60,532</u>	<u>171,370</u>
Estimated Ending Working Capital	<u>\$ 60,532</u>	<u>\$ (115,500)</u>	<u>\$ 171,370</u>	<u>\$ 528,479</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>60,532</u>	<u>(115,500)</u>	<u>171,370</u>	<u>528,479</u>
Estimated Working Capital	<u>\$ 60,532</u>	<u>\$ (115,500)</u>	<u>\$ 171,370</u>	<u>\$ 528,479</u>

WATER FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 3,760,031	\$ 3,814,000	\$ 3,815,254	\$ 4,160,500
Interest Income	38,890	46,291	16,000	13,371
Miscellaneous Revenue	26,632	26,500	26,755	17,000
Transfer from Other Funds	75,000	75,000	75,000	-
	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>-</u>
Total Revenue	<u>\$ 3,900,553</u>	<u>\$ 3,961,791</u>	<u>\$ 3,933,009</u>	<u>\$ 4,190,871</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ 11,542	\$ 33,959	\$ 33,959	\$ -
Planning and Building	-	30,524	25,056	-
Public Works	1,843,148	2,432,792	2,062,906	2,422,735
Non Departmental	5,899	3,800	6,823	6,900
Debt Service	1,050,360	1,053,780	1,053,780	1,049,204
Administrative Overhead	413,559	413,559	413,559	576,319
Transfer to Capital Replacement	108,515	260,000	260,000	410,000
Transfer to Capital Projects	210,000	421,050	406,043	755,600
	<u>210,000</u>	<u>421,050</u>	<u>406,043</u>	<u>755,600</u>
Total Expense	<u>\$ 3,643,023</u>	<u>\$ 4,649,464</u>	<u>\$ 4,262,126</u>	<u>\$ 5,220,758</u>
Change in Working Capital	257,530	(687,673)	(329,117)	(1,029,887)
Estimated Beginning Working Capital	<u>3,462,021</u>	<u>3,719,551</u>	<u>3,719,551</u>	<u>3,390,434</u>
Estimated Ending Working Capital	<u>\$ 3,719,551</u>	<u>\$ 3,031,878</u>	<u>\$ 3,390,434</u>	<u>\$ 2,360,547</u>
<u>EXPLANATION OF RESERVES</u>				
Bonding Covenants	\$ 1,260,432	\$ 1,264,536	\$ 1,264,536	\$ 1,259,045
Contingency Reserve	956,388	971,698	964,502	1,047,718
Unrestricted	1,502,731	795,644	1,161,396	53,784
	<u>1,502,731</u>	<u>795,644</u>	<u>1,161,396</u>	<u>53,784</u>
Estimated Working Capital	<u>\$ 3,719,551</u>	<u>\$ 3,031,878</u>	<u>\$ 3,390,434</u>	<u>\$ 2,360,547</u>

WATER CAPITAL REPLACEMENT FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Interest Income	\$ -	\$ 1,500	\$ 1,500	\$ 1,758
Transfer from Water Operations	100,000	250,000	250,000	400,000
Total Revenue	<u>\$ 100,000</u>	<u>\$ 251,500</u>	<u>\$ 251,500</u>	<u>\$ 401,758</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administrative Overhead	\$ -	\$ -	\$ -	\$ -
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Working Capital	100,000	251,500	251,500	401,758
Estimated Beginning Working Capital	-	100,000	100,000	351,500
Estimated Ending Working Capital	<u>\$ 100,000</u>	<u>\$ 351,500</u>	<u>\$ 351,500</u>	<u>\$ 753,258</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	-	351,500	351,500	753,258
Estimated Working Capital	<u>\$ -</u>	<u>\$ 351,500</u>	<u>\$ 351,500</u>	<u>\$ 753,258</u>

WASTEWATER FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Utility Service Charges	\$ 6,390,785	\$ 6,469,000	\$ 6,436,005	\$ 6,444,000
Interest Income	48,790	107,251	28,000	25,566
Miscellaneous Fees	44,292	33,869	32,904	30,000
Warranty Expense Reimbursement	684,000	-	-	-
Grant/Loan Proceeds	-	600,000	-	-
Transfer from Capacity Fund	460,443	478,800	478,800	498,750
Transfer from Project Fund	170,449	-	141,823	-
	<u>\$ 7,798,759</u>	<u>\$ 7,688,920</u>	<u>\$ 7,117,532</u>	<u>\$ 6,998,316</u>
Total Revenue				
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ 13,278	\$ 33,959	\$ 33,959	\$ -
Planning and Building	-	30,524	25,053	-
Public Works	2,676,868	3,061,472	2,594,141	2,917,663
Non Departmental	1,684	5,000	3,177	5,000
Debt Service	1,956,936	1,959,286	1,959,286	1,956,466
Administrative Overhead	500,449	500,449	500,449	625,098
Transfer to Development Fund	8,515	10,000	10,000	10,000
Transfer to Capital Replacement	300,000	250,000	250,000	2,000,000
Transfer to Capital Projects	-	1,238,750	670,947	1,140,267
	<u>\$ 5,457,730</u>	<u>\$ 7,089,440</u>	<u>\$ 6,047,012</u>	<u>\$ 8,654,494</u>
Total Expense				
Change in Working Capital	2,341,029	599,480	1,070,520	(1,656,178)
Estimated Beginning Working Capital	<u>4,528,340</u>	<u>6,869,369</u>	<u>6,869,369</u>	<u>7,939,889</u>
Estimated Ending Working Capital	<u>\$ 6,869,369</u>	<u>\$ 7,468,849</u>	<u>\$ 7,939,889</u>	<u>\$ 6,283,711</u>
<u>EXPLANATION OF RESERVES</u>				
Bonding Covenants	\$ 2,250,476	\$ 2,253,179	\$ 2,253,179	\$ 2,249,936
Contingency Reserve	1,712,807	1,886,950	1,728,701	1,735,688
Unrestricted	<u>2,906,086</u>	<u>3,328,720</u>	<u>3,958,009</u>	<u>2,298,088</u>
Estimated Working Capital	<u>\$ 6,869,369</u>	<u>\$ 7,468,849</u>	<u>\$ 7,939,889</u>	<u>\$ 6,283,711</u>

DRAINAGE FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 639,722	\$ 645,000	\$ 646,813	\$ 648,000
Interest Income	6,495	-	1,900	-
Miscellaneous Revenue	2,828	1,450	3,921	1,100
Transfer from Other Funds	109,701	90,231	90,231	-
	<u>\$ 758,746</u>	<u>\$ 736,681</u>	<u>\$ 742,865</u>	<u>\$ 649,100</u>
Total Revenue				
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ -	\$ -	\$ -	\$ 35,000
Public Works	431,440	676,514	548,957	682,730
Administrative Overhead	123,764	123,764	123,764	87,741
Transfer to Development Fund	8,515	10,000	10,000	10,000
Capital Projects	-	-	-	210,000
	<u>\$ 563,719</u>	<u>\$ 810,278</u>	<u>\$ 682,721</u>	<u>\$ 1,025,471</u>
Total Expense				
Change in Working Capital	195,027	(73,597)	60,144	(376,371)
Estimated Beginning Working Capital	<u>(1,415,866)</u>	<u>(1,220,839)</u>	<u>(1,220,839)</u>	<u>(1,160,695)</u>
Estimated Ending Working Capital	<u>\$ (1,220,839)</u>	<u>\$ (1,294,436)</u>	<u>\$ (1,160,695)</u>	<u>\$ (1,537,066)</u>
<u>EXPLANATION OF RESERVES</u>				
Contingency Reserve	\$ 162,261	\$ 161,613	\$ 163,159	\$ 162,275
Unrestricted	<u>(1,383,100)</u>	<u>(1,456,049)</u>	<u>(1,323,854)</u>	<u>(1,699,341)</u>
Estimated Working Capital	<u>\$ (1,220,839)</u>	<u>\$ (1,294,436)</u>	<u>\$ (1,160,695)</u>	<u>\$ (1,537,066)</u>

WASTEWATER CAPITAL REPLACEMENT FUND

	<u>2010-11 ACTUAL</u>	<u>2011-12 ADJUSTED BUDGET</u>	<u>2011-12 ESTIMATE TO CLOSE</u>	<u>2012-13 ADOPTED BUDGET</u>
<u>REVENUE</u>				
Interest Income	\$ 13,871	\$ 32,496	\$ 11,300	\$ 12,187
Transfer from Other Funds	<u>2,166,374</u>	<u>250,000</u>	<u>250,000</u>	<u>2,000,000</u>
Total Revenue	<u>\$ 2,180,245</u>	<u>\$ 282,496</u>	<u>\$ 261,300</u>	<u>\$ 2,012,187</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administrative Overhead	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Working Capital	2,180,245	282,496	261,300	2,012,187
Estimated Beginning Working Capital	<u>-</u>	<u>2,180,245</u>	<u>2,180,245</u>	<u>2,441,545</u>
Estimated Ending Working Capital	<u>\$ 2,180,245</u>	<u>\$ 2,462,741</u>	<u>\$ 2,441,545</u>	<u>\$ 4,453,732</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 2,180,245</u>	<u>\$ 2,462,741</u>	<u>\$ 2,441,545</u>	<u>\$ 4,453,732</u>
Estimated Working Capital	<u>\$ 2,180,245</u>	<u>\$ 2,462,741</u>	<u>\$ 2,441,545</u>	<u>\$ 4,453,732</u>

ELECTRIC FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Utility Service Charges	\$ 10,311,138	\$ 10,330,000	\$ 10,030,000	\$ 10,250,000
Miscellaneous Fees	120,140	108,092	257,543	108,600
Interest Income	21,587	35,613	21,800	21,110
Forgiveness of Loan	-	-	2,395,000	-
Contributed Capital - Reimb. Projects	44,751	-	27,272	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenue	<u>\$ 10,497,616</u>	<u>\$ 10,473,705</u>	<u>\$ 12,731,615</u>	<u>\$ 10,379,710</u>
<u>EXPENSE BY DEPARTMENT</u>				
City Council	\$ 3,449	\$ 4,000	\$ 4,000	\$ 2,000
Administration	16,402	500	500	500
Finance	5,087	56,000	55,794	-
Planning and Building	-	-	-	60,407
Public Works	93,044	-	2,604	-
Electric Utility	2,165,841	2,643,345	3,009,985	3,015,785
NCPA Power Costs	4,987,519	5,716,481	5,070,873	5,966,852
Debt Service	-	284,785	-	-
Administrative Overhead	466,792	524,177	524,177	739,000
Capital Replacement	105,000	105,000	2,500,000	400,000
Capital Projects	-	119,100	143,600	57,800
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expense	<u>\$ 7,843,134</u>	<u>\$ 9,453,388</u>	<u>\$ 11,311,533</u>	<u>\$ 10,242,344</u>
Change in Working Capital	2,654,482	1,020,317	1,420,082	137,366
Estimated Beginning Working Capital	<u>579,392</u>	<u>3,233,874</u>	<u>3,233,874</u>	<u>4,653,956</u>
Estimated Ending Working Capital	<u>\$ 3,233,874</u>	<u>\$ 4,254,191</u>	<u>\$ 4,653,956</u>	<u>\$ 4,791,322</u>
<u>EXPLANATION OF RESERVES</u>				
90-Day Operating Reserve	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Capital Reserve	2,000,000	2,000,000	2,000,000	2,000,000
Rate Stabilization Reserve	2,000,000	2,000,000	2,000,000	2,000,000
Unrestricted	<u>(3,766,126)</u>	<u>(2,745,809)</u>	<u>(2,346,044)</u>	<u>(2,208,678)</u>
Estimated Working Capital	<u>\$ 3,233,874</u>	<u>\$ 4,254,191</u>	<u>\$ 4,653,956</u>	<u>\$ 4,791,322</u>

ELECTRIC CAPITAL REPLACEMENT FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Interest Income	\$ 2,796	\$ 4,871	\$ 1,975	\$ 2,153
Transfer from Electric Operations	105,000	105,000	2,500,000	400,000
Total Revenue	\$ 107,796	\$ 109,871	\$ 2,501,975	\$ 402,153
<u>EXPENSE BY DEPARTMENT</u>				
Administrative Overhead	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ -	\$ -	\$ -	\$ -
Change in Working Capital	107,796	109,871	2,501,975	402,153
Estimated Beginning Working Capital	216,500	324,296	324,296	2,826,271
Estimated Ending Working Capital	\$ 324,296	\$ 434,167	\$ 2,826,271	\$ 3,228,424
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	324,296	434,167	2,826,271	3,228,424
Estimated Working Capital	\$ 324,296	\$ 434,167	\$ 2,826,271	\$ 3,228,424

ELECTRIC PUBLIC BENEFIT FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 293,665	\$ 290,000	\$ 290,000	\$ 290,700
Interest Income	7,638	7,468	7,468	2,972
Total Revenue	<u>\$ 301,303</u>	<u>\$ 297,468</u>	<u>\$ 297,468</u>	<u>\$ 293,672</u>
<u>EXPENSE BY DEPARTMENT</u>				
Planning and Building	\$ -	\$ -	\$ -	\$ 30,205
Electric Utility	382,201	452,500	452,500	321,500
Administrative Overhead	3,778	3,778	3,778	13,873
Transfer to Capital Projects	100,000	-	-	-
Total Expense	<u>\$ 485,979</u>	<u>\$ 456,278</u>	<u>\$ 456,278</u>	<u>\$ 365,578</u>
Change in Working Capital	(184,676)	(158,810)	(158,810)	(71,906)
Estimated Beginning Working Capital	<u>973,226</u>	<u>788,550</u>	<u>788,550</u>	<u>629,740</u>
Estimated Ending Working Capital	<u><u>\$ 788,550</u></u>	<u><u>\$ 629,740</u></u>	<u><u>\$ 629,740</u></u>	<u><u>\$ 557,834</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 788,550</u>	<u>\$ 629,740</u>	<u>\$ 629,740</u>	<u>\$ 557,834</u>
Estimated Working Capital	<u><u>\$ 788,550</u></u>	<u><u>\$ 629,740</u></u>	<u><u>\$ 629,740</u></u>	<u><u>\$ 557,834</u></u>

TRANSIT FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Grants	\$ 200,691	\$ 146,203	\$ 145,165	\$ 183,518
Bus Fare Income	13,798	16,000	12,733	12,000
Interest Income	247	537	123	-
Total Revenue	<u>\$ 214,736</u>	<u>\$ 162,740</u>	<u>\$ 158,021</u>	<u>\$ 195,518</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 141,405	\$ 155,347	\$ 151,425	\$ 183,405
Administrative Overhead	6,473	6,473	6,473	19,359
Transfer to Vehicle Service Fund	66,689	-	-	-
Total Expense	<u>\$ 214,567</u>	<u>\$ 161,820</u>	<u>\$ 157,898</u>	<u>\$ 202,764</u>
Change in Working Capital	169	920	123	(7,246)
Estimated Beginning Working Capital	<u>67,578</u>	<u>67,747</u>	<u>67,747</u>	<u>67,870</u>
Estimated Ending Working Capital	<u><u>\$ 67,747</u></u>	<u><u>\$ 68,667</u></u>	<u><u>\$ 67,870</u></u>	<u><u>\$ 60,624</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 67,747</u>	<u>\$ 68,667</u>	<u>\$ 67,870</u>	<u>\$ 60,624</u>
Estimated Working Capital	<u><u>\$ 67,747</u></u>	<u><u>\$ 68,667</u></u>	<u><u>\$ 67,870</u></u>	<u><u>\$ 60,624</u></u>

AIRPORT FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Rental Income	\$ 140,304	\$ 136,900	\$ 139,200	\$ 141,200
Fuel Sales	209,114	220,000	240,000	220,000
FAA Grant	136,800	-	-	-
CalTrans Grant	30,000	10,000	10,000	10,000
Miscellaneous Revenue	1,346	2,000	1,420	2,000
Interest Income	4,937	3,167	940	1,245
Transfer from Other Funds	166,575	-	-	-
Total Revenue	<u>\$ 689,076</u>	<u>\$ 372,067</u>	<u>\$ 391,560</u>	<u>\$ 374,445</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ 21,798.00	\$ 23,752	\$ 22,301	\$ -
Community Services	304,250	325,061	327,459	309,368
Non Departmental	7,965	-	-	-
Administrative Overhead	28,769	28,769	28,769	61,146
Total Expense	<u>\$ 362,782</u>	<u>\$ 377,582</u>	<u>\$ 378,529</u>	<u>\$ 370,514</u>
Change in Working Capital	326,294	(5,515)	13,031	3,931
Estimated Beginning Working Capital	<u>32,697</u>	<u>358,991</u>	<u>358,991</u>	<u>372,022</u>
Estimated Ending Working Capital	<u>\$ 358,991</u>	<u>\$ 353,476</u>	<u>\$ 372,022</u>	<u>\$ 375,953</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 358,991</u>	<u>\$ 353,476</u>	<u>\$ 372,022</u>	<u>\$ 375,953</u>
Estimated Working Capital	<u>\$ 358,991</u>	<u>\$ 353,476</u>	<u>\$ 372,022</u>	<u>\$ 375,953</u>

MEETING CENTER FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Rental Income	\$ 153,877	\$ 131,500	\$ 134,364	\$ 149,399
Service Charges	16,817	17,650	19,123	18,150
Total Revenue	<u>\$ 170,694</u>	<u>\$ 149,150</u>	<u>\$ 153,487</u>	<u>\$ 167,549</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 183,694	\$ 189,490	\$ 177,135	\$ 181,408
Non Departmental	195	-	-	-
Administrative Overhead	10,113	10,113	10,113	20,824
Total Expense	<u>\$ 194,002</u>	<u>\$ 199,603</u>	<u>\$ 187,248</u>	<u>\$ 202,232</u>
Change in Working Capital	(23,308)	(50,453)	(33,761)	(34,683)
Estimated Beginning Working Capital	<u>(224,014)</u>	<u>(247,322)</u>	<u>(247,322)</u>	<u>(281,083)</u>
Estimated Ending Working Capital	<u><u>\$ (247,322)</u></u>	<u><u>\$ (297,775)</u></u>	<u><u>\$ (281,083)</u></u>	<u><u>\$ (315,766)</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ (247,322)</u>	<u>\$ (297,775)</u>	<u>\$ (281,083)</u>	<u>\$ (315,766)</u>
Estimated Working Capital	<u><u>\$ (247,322)</u></u>	<u><u>\$ (297,775)</u></u>	<u><u>\$ (281,083)</u></u>	<u><u>\$ (315,766)</u></u>

COMMUNITY SERVICES FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Transient Occupancy Tax (10%)	\$ 1,606,661	\$ 1,600,000	\$ 1,876,557	\$ 2,064,212
Intergovernmental Revenue	270,000	-	100,235	-
Program Revenue	529,131	375,600	549,741	463,843
Interest Income	7,508	10,971	5,000	6,691
Miscellaneous Revenue	375	-	630	-
Transfer from Other Funds	95,723	5,000	5,000	5,000
Debt Forgiveness	-	-	2,100,000	-
Transfer from Capital Projects	270,000	7,283	7,283	-
	<u>2,779,398</u>	<u>1,998,854</u>	<u>4,644,446</u>	<u>2,539,746</u>
Total Revenue	<u>\$ 2,779,398</u>	<u>\$ 1,998,854</u>	<u>\$ 4,644,446</u>	<u>\$ 2,539,746</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ 75,812	\$ 97,104	\$ 93,894	\$ -
Community Services	1,478,788	1,723,744	1,687,256	1,778,212
Administrative Overhead	274,170	274,170	274,170	417,251
Transfer to Capital Projects	379,000	288,165	2,388,166	25,000
	<u>2,207,770</u>	<u>2,383,183</u>	<u>4,443,486</u>	<u>2,220,463</u>
Total Expense	<u>\$ 2,207,770</u>	<u>\$ 2,383,183</u>	<u>\$ 4,443,486</u>	<u>\$ 2,220,463</u>
Change in Working Capital	571,628	(384,329)	200,960	319,283
Estimated Beginning Working Capital	<u>(372,586)</u>	<u>199,042</u>	<u>199,042</u>	<u>400,002</u>
Estimated Ending Working Capital	<u>\$ 199,042</u>	<u>\$ (185,287)</u>	<u>\$ 400,002</u>	<u>\$ 719,285</u>
<u>EXPLANATION OF RESERVES</u>				
Recession Reserve	\$ 401,665	\$ 400,000	\$ 469,139	\$ 516,053
Contingency Reserve	200,000	200,000	200,000	200,000
Unrestricted	<u>(402,623)</u>	<u>(785,287)</u>	<u>(269,137)</u>	<u>3,232</u>
Estimated Working Capital	<u>\$ 199,042</u>	<u>\$ (185,287)</u>	<u>\$ 400,002</u>	<u>\$ 719,285</u>

SCHOOL SERVICES FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Field Maintenance Cost Recovery	\$ 64,235	\$ 117,000	\$ 70,000	\$ 100,000
Field Use Fees	10,920	15,000	15,000	15,000
Interest Income	199	440	98	132
Misc. Revenue	-	-	1,167	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenue	\$ 75,354	\$ 132,440	\$ 86,265	\$ 115,132
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 70,761	\$ 79,855	\$ 78,484	\$ 77,453
Administrative Overhead	1,452	1,452	1,452	5,622
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expense	\$ 72,213	\$ 81,307	\$ 79,936	\$ 83,075
Change in Working Capital	3,141	51,133	6,329	32,057
Estimated Beginning Working Capital	<u>22,048</u>	<u>25,189</u>	<u>25,189</u>	<u>31,518</u>
Estimated Ending Working Capital	<u>\$ 25,189</u>	<u>\$ 76,322</u>	<u>\$ 31,518</u>	<u>\$ 63,575</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 25,189</u>	<u>\$ 76,322</u>	<u>\$ 31,518</u>	<u>\$ 63,575</u>
Estimated Working Capital	<u>\$ 25,189</u>	<u>\$ 76,322</u>	<u>\$ 31,518</u>	<u>\$ 63,575</u>

AFTER SCHOOL PROGRAM FUND

	<u>2010-11 ACTUAL</u>	<u>2011-12 ADJUSTED BUDGET</u>	<u>2011-12 ESTIMATE TO CLOSE</u>	<u>2012-13 ADOPTED BUDGET</u>
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 184,657	\$ 182,348	\$ 182,348	\$ 182,348
Program Fees	-	-	4,048	-
Total Revenue	<u>\$ 184,657</u>	<u>\$ 182,348</u>	<u>\$ 186,396</u>	<u>\$ 182,348</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	<u>\$ 160,263</u>	<u>\$ 173,400</u>	<u>\$ 182,378</u>	<u>\$ 178,279</u>
Total Expense	<u>\$ 160,263</u>	<u>\$ 173,400</u>	<u>\$ 182,378</u>	<u>\$ 178,279</u>
Change in Working Capital	24,394	8,948	4,018	4,069
Estimated Beginning Working Capital	<u>(64,421)</u>	<u>(40,027)</u>	<u>(40,027)</u>	<u>(36,009)</u>
Estimated Ending Working Capital	<u><u>\$ (40,027)</u></u>	<u><u>\$ (31,079)</u></u>	<u><u>\$ (36,009)</u></u>	<u><u>\$ (31,940)</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ (40,027)</u>	<u>\$ (31,079)</u>	<u>\$ (36,009)</u>	<u>\$ (31,940)</u>
Estimated Working Capital	<u><u>\$ (40,027)</u></u>	<u><u>\$ (31,079)</u></u>	<u><u>\$ (36,009)</u></u>	<u><u>\$ (31,940)</u></u>

MISCELLANEOUS SPECIAL REVENUE

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Other Revenue	\$ 25,442	\$ 25,000	\$ 25,000	\$ 25,000
Interest Income	1,320	2,158	305	2,266
Other Financing Sources	-	617,248	617,248	-
Total Revenue	<u>\$ 26,762</u>	<u>\$ 644,406</u>	<u>\$ 642,553</u>	<u>\$ 27,266</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administration	\$ 25,442	\$ 25,000	\$ 25,000	\$ 25,000
Finance	54,387	-	-	-
Administrative Overhead	972	972	972	82
Transfer to Other Funds	5,000	84,000	84,000	5,000
Total Expenditure	<u>\$ 85,801</u>	<u>\$ 109,972</u>	<u>\$ 109,972</u>	<u>\$ 30,082</u>
Change in Fund Balance	(59,039)	534,434	532,581	(2,816)
Estimated Beginning Fund Balance	<u>147,103</u>	<u>88,064</u>	<u>88,064</u>	<u>620,645</u>
Estimated Ending Fund Balance	<u><u>\$ 88,064</u></u>	<u><u>\$ 622,498</u></u>	<u><u>\$ 620,645</u></u>	<u><u>\$ 617,829</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 88,064</u>	<u>\$ 622,498</u>	<u>\$ 620,645</u>	<u>\$ 617,829</u>
Estimated Fund Balance	<u><u>\$ 88,064</u></u>	<u><u>\$ 622,498</u></u>	<u><u>\$ 620,645</u></u>	<u><u>\$ 617,829</u></u>

POST RDA SUCCESSOR AGENCY

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Other Revenue	\$ -	\$ -	\$ 96,686	\$ -
Interest Income	-	-	88,000	9,799
Other Financing Sources	-	-	26,324,888	-
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,509,574</u>	<u>\$ 9,799</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administration	\$ -	\$ -	\$ 150,000	\$ 200,000
Legal	-	105,000	105,000	72,000
Finance	-	-	-	45,215
Community Services	-	6,295	47,087	5,616
Planning and Building	-	54,235	54,235	94,664
Non Departmental	-	1,577,310	1,427,310	4,008,711
Transfer to Other Funds	-	-	-	-
Total Expenditure	<u>\$ -</u>	<u>\$ 1,742,840</u>	<u>\$ 1,783,632</u>	<u>\$ 4,426,206</u>
Change in Fund Balance	-	(1,742,840)	24,725,942	(4,416,407)
Estimated Beginning Fund Balance	-	-	-	24,725,942
Estimated Ending Fund Balance	<u>\$ -</u>	<u>\$ (1,742,840)</u>	<u>\$ 24,725,942</u>	<u>\$ 20,309,535</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ -</u>	<u>\$ (1,742,840)</u>	<u>\$ 24,725,942</u>	<u>\$ 20,309,535</u>
Estimated Fund Balance	<u>\$ -</u>	<u>\$ (1,742,840)</u>	<u>\$ 24,725,942</u>	<u>\$ 20,309,535</u>

INSURANCE AND BENEFITS FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 6,259,879	\$ 6,460,252	\$ 7,023,286	\$ 5,997,839
Interest Income	21,910	20,000	13,441	13,850
Total Revenue	<u>\$ 6,281,789</u>	<u>\$ 6,480,252</u>	<u>\$ 7,036,727</u>	<u>\$ 6,011,689</u>
<u>EXPENSE BY DEPARTMENT</u>				
Non Departmental:				
Public Employee Retirement	\$ 2,484,442	\$ 2,779,345	\$ 2,751,135	\$ 2,551,257
Health and Life Insurance	2,007,948	2,031,467	1,975,469	1,515,724
Medicare	135,680	125,730	141,202	125,634
Long Term Disability	41,323	41,302	43,614	43,807
State Unemployment Insurance	74,537	74,873	24,489	73,752
Workers' Compensation Leave	14,883	71,159	53,269	69,394
Workers' Compensation	418,328	289,442	364,988	426,639
Compensation Time (OT)	78,563	-	99,824	426,639
Public Safety Leave	25,288	35,585	19,052	34,984
Holiday Leave	420,159	324,443	382,455	107,816
Vacation Leave	595,078	703,590	545,946	689,248
Management Leave	104,529	-	120,458	-
Sick Leave	377,930	304,794	220,188	298,391
Misc. Expense	15,034	-	2,543	-
Administrative Overhead	3,500	3,500	3,500	13,639
Total Expense	<u>\$ 6,797,222</u>	<u>\$ 6,785,230</u>	<u>\$ 6,748,132</u>	<u>\$ 6,376,924</u>
Change in Net Assets	(515,433)	(304,978)	288,595	(365,235)
Estimated Beginning Net Assets	<u>1,123,102</u>	<u>607,669</u>	<u>607,669</u>	<u>896,264</u>
Estimated Ending Net Assets	<u><u>\$ 607,669</u></u>	<u><u>\$ 302,691</u></u>	<u><u>\$ 896,264</u></u>	<u><u>\$ 531,029</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 607,669</u>	<u>\$ 302,691</u>	<u>\$ 896,264</u>	<u>\$ 531,029</u>
Estimated Net Assets	<u><u>\$ 607,669</u></u>	<u><u>\$ 302,691</u></u>	<u><u>\$ 896,264</u></u>	<u><u>\$ 531,029</u></u>

VEHICLE MAINTENANCE FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ -	\$ -	\$ -	\$ 271,000
Interest Income	34,356	61,030	15,000	15,726
Transfers and Other Revenue	<u>142,703</u>	<u>21,000</u>	<u>31,614</u>	<u>30,000</u>
Total Revenue	<u>\$ 177,059</u>	<u>\$ 82,030</u>	<u>\$ 46,614</u>	<u>\$ 316,726</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ 158,129	\$ 173,048	\$ 165,984	\$ 182,588
Community Services	117,010	37,255	41,819	33,550
Planning and Building	345	3,000	1,550	2,800
Police	102,220	49,500	49,009	47,600
Fire	80,487	60,500	74,533	60,000
Public Works	104,439	94,700	109,795	79,000
Electric Utility	37,161	34,700	34,006	34,000
Central Services	<u>410,816</u>	<u>62,838</u>	<u>70,754</u>	<u>165,114</u>
Total Expense	<u>\$ 1,010,607</u>	<u>\$ 515,541</u>	<u>\$ 547,450</u>	<u>\$ 604,652</u>
Change in Net Assets	(833,548)	(433,511)	(500,836)	(287,926)
Estimated Beginning Net Assets	<u>6,123,946</u>	<u>5,290,398</u>	<u>5,290,398</u>	<u>4,789,562</u>
Estimated Ending Net Assets	<u>\$ 5,290,398</u>	<u>\$ 4,856,887</u>	<u>\$ 4,789,562</u>	<u>\$ 4,501,636</u>
<u>EXPLANATION OF RESERVES</u>				
Invested in Capital Assets	\$ 1,377,309	\$ 1,377,309	\$ 1,377,309	\$ 1,377,309
Unrestricted	<u>3,913,089</u>	<u>3,479,578</u>	<u>3,412,253</u>	<u>3,124,327</u>
Estimated Net Assets	<u>\$ 5,290,398</u>	<u>\$ 4,856,887</u>	<u>\$ 4,789,562</u>	<u>\$ 4,501,636</u>

INFORMATION SERVICES FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 656,124	\$ 695,771	\$ 795,771	\$ 618,703
Replacement Fees	20,922	100,375	100,375	-
Interest Income	8,275	6,636	5,062	1,853
Transfer from Other Funds	271,456	79,000	79,402	150,000
Total Revenue	<u>\$ 956,777</u>	<u>\$ 881,782</u>	<u>\$ 980,610</u>	<u>\$ 770,556</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ 399	\$ 5,710	\$ 5,960	\$ 7,760
Finance	360,065	401,491	405,275	408,257
Community Services	18,208	18,760	17,900	23,440
Planning and Building	2,510	4,020	3,900	180
Police	24,746	47,775	39,575	94,525
Fire	5,462	12,860	12,200	11,950
Public Works	25,054	37,970	33,127	25,300
Electric Utility	6,563	29,350	22,420	23,190
Central Services	443,321	514,301	671,451	698,785
Total Expense	<u>\$ 886,328</u>	<u>\$ 1,072,237</u>	<u>\$ 1,211,808</u>	<u>\$ 1,293,387</u>
Change in Net Assets	70,449	(190,455)	(231,198)	(522,831)
Estimated Beginning Net Assets	<u>1,514,094</u>	<u>1,584,543</u>	<u>1,584,543</u>	<u>1,353,345</u>
Estimated Ending Net Assets	<u><u>\$ 1,584,543</u></u>	<u><u>\$ 1,394,088</u></u>	<u><u>\$ 1,353,345</u></u>	<u><u>\$ 830,514</u></u>
<u>EXPLANATION OF RESERVES</u>				
Invested in Capital Assets	\$ 508,426	\$ 508,426	\$ 508,426	\$ 508,426
Unrestricted	<u>1,076,117</u>	<u>885,662</u>	<u>844,919</u>	<u>322,088</u>
Estimated Net Assets	<u><u>\$ 1,584,543</u></u>	<u><u>\$ 1,394,088</u></u>	<u><u>\$ 1,353,345</u></u>	<u><u>\$ 830,514</u></u>

BUILDING MAINTENANCE FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 1,309,047	\$ 412,293	\$ 665,425	\$ 582,033
Other Revenue	-	450,000	572,380	465,210
Interest Income	7,360	8,344	2,745	1,820
Transfers from Other Funds	-	190,000	190,000	-
Total Revenue	<u>\$ 1,316,407</u>	<u>\$ 1,060,637</u>	<u>\$ 1,430,550</u>	<u>\$ 1,049,063</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ 24,102	\$ 179,502	\$ 162,622	\$ 188,641
Community Services	52,252	5,032	66,932	-
Planning	37,078	34,966	34,966	-
Central Services	938,039	1,166,280	1,221,793	1,188,789
Total Expense	<u>\$ 1,051,471</u>	<u>\$ 1,385,780</u>	<u>\$ 1,486,313</u>	<u>\$ 1,377,430</u>
Change in Net Assets	264,936	(325,143)	(55,763)	(328,367)
Estimated Beginning Net Assets	714,416	979,352	979,352	923,589
Estimated Ending Net Assets	<u>\$ 979,352</u>	<u>\$ 654,209</u>	<u>\$ 923,589</u>	<u>\$ 595,222</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 979,352</u>	<u>\$ 654,209</u>	<u>\$ 923,589</u>	<u>\$ 595,222</u>
Estimated Net Assets	<u>\$ 979,352</u>	<u>\$ 654,209</u>	<u>\$ 923,589</u>	<u>\$ 595,222</u>

FIRE FACILITIES IMPACT FEE FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 970	\$ -	\$ 3,000	\$ -
Interest Income	955	1,646	522	545
Total Revenue	<u>\$ 1,925</u>	<u>\$ 1,646</u>	<u>\$ 3,522</u>	<u>\$ 545</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 3,200	\$ -	\$ 3,200
Administration Overhead	-	-	-	72
Total Expenditure	<u>\$ -</u>	<u>\$ 3,200</u>	<u>\$ -</u>	<u>\$ 3,272</u>
Change in Fund Balance	1,925	(1,554)	3,522	(2,727)
Estimated Beginning Fund Balance	<u>107,119</u>	<u>109,044</u>	<u>109,044</u>	<u>112,566</u>
Estimated Ending Fund Balance	<u><u>\$ 109,044</u></u>	<u><u>\$ 107,490</u></u>	<u><u>\$ 112,566</u></u>	<u><u>\$ 109,839</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 109,044</u>	<u>\$ 107,490</u>	<u>\$ 112,566</u>	<u>\$ 109,839</u>
Estimated Fund Balance	<u><u>\$ 109,044</u></u>	<u><u>\$ 107,490</u></u>	<u><u>\$ 112,566</u></u>	<u><u>\$ 109,839</u></u>

STREETS CAPACITY FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 566	\$ -	\$ 300	\$ -
Interest Income	6,394	10,944	3,400	3,424
Other Revenue	13,182	-	18,500	-
Transfer from Other Funds	82,824	-	3,000	-
Total Revenue	<u>\$ 102,966</u>	<u>\$ 10,944</u>	<u>\$ 25,200</u>	<u>\$ 3,424</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 3,200	\$ -	\$ 3,200
Non Departmental	9,000	-	1,496	-
Transfer to Other Funds	25,000	25,000	25,000	25,000
Capital Projects	53,000	41,000	41,000	56,500
Administrative Overhead	5,316	5,316	5,316	113
Total Expenditure	<u>\$ 92,316</u>	<u>\$ 74,516</u>	<u>\$ 72,812</u>	<u>\$ 84,813</u>
Change in Fund Balance	10,650	(63,572)	(47,612)	(81,389)
Estimated Beginning Fund Balance	<u>718,324</u>	<u>728,974</u>	<u>728,974</u>	<u>681,362</u>
Estimated Ending Fund Balance	<u><u>\$ 728,974</u></u>	<u><u>\$ 665,402</u></u>	<u><u>\$ 681,362</u></u>	<u><u>\$ 599,973</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 728,974</u>	<u>\$ 665,402</u>	<u>\$ 681,362</u>	<u>\$ 599,973</u>
Estimated Fund Balance	<u><u>\$ 728,974</u></u>	<u><u>\$ 665,402</u></u>	<u><u>\$ 681,362</u></u>	<u><u>\$ 599,973</u></u>

WATER CAPACITY FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 150,511	\$ 105,800	\$ 130,191	\$ 109,400
Interest Income	10,736	17,770	6,300	6,525
Total Revenue	<u>\$ 161,247</u>	<u>\$ 123,570</u>	<u>\$ 136,491</u>	<u>\$ 115,925</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 12,875	\$ -	\$ 12,875
Administrative Overhead	6,056	6,056	6,056	911
Non Departmental	-	-	3,607	-
Transfer to Other Funds	75,000	75,000	75,000	-
Capital Projects	25,000	283,950	211,000	59,400
Total Expenditure	<u>\$ 106,056</u>	<u>\$ 377,881</u>	<u>\$ 295,663</u>	<u>\$ 73,186</u>
Change in Fund Balance	55,191	(254,311)	(159,172)	42,739
Estimated Beginning Fund Balance	<u>1,196,192</u>	<u>1,251,383</u>	<u>1,251,383</u>	<u>1,092,211</u>
Estimated Ending Fund Balance	<u><u>\$ 1,251,383</u></u>	<u><u>\$ 997,072</u></u>	<u><u>\$ 1,092,211</u></u>	<u><u>\$ 1,134,950</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,251,383</u>	<u>\$ 997,072</u>	<u>\$ 1,092,211</u>	<u>\$ 1,134,950</u>
Estimated Fund Balance	<u><u>\$ 1,251,383</u></u>	<u><u>\$ 997,072</u></u>	<u><u>\$ 1,092,211</u></u>	<u><u>\$ 1,134,950</u></u>

WASTEWATER CAPACITY FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 662,424	\$ 203,300	\$ 553,260	\$ 510,000
Interest Income	27,385	41,075	16,100	16,830
Transfer from Other Funds	-	-	50,000	-
Total Revenue	<u>\$ 689,809</u>	<u>\$ 244,375</u>	<u>\$ 619,360</u>	<u>\$ 526,830</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 12,875	\$ -	\$ 12,875
Administrative Overhead	4,316	4,316	4,316	952
Non Departmental	-	-	7,121	-
Transfer to Other Funds	460,443	478,800	478,800	498,750
Capital Projects	5,000	431,250	361,250	83,000
Total Expenditure	<u>\$ 469,759</u>	<u>\$ 927,241</u>	<u>\$ 851,487</u>	<u>\$ 595,577</u>
Change in Fund Balance	220,050	(682,866)	(232,127)	(68,747)
Estimated Beginning Fund Balance	<u>2,996,986</u>	<u>3,217,036</u>	<u>3,217,036</u>	<u>2,984,909</u>
Estimated Ending Fund Balance	<u><u>\$ 3,217,036</u></u>	<u><u>\$ 2,534,170</u></u>	<u><u>\$ 2,984,909</u></u>	<u><u>\$ 2,916,162</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 3,217,036</u>	<u>\$ 2,534,170</u>	<u>\$ 2,984,909</u>	<u>\$ 2,916,162</u>
Estimated Fund Balance	<u><u>\$ 3,217,036</u></u>	<u><u>\$ 2,534,170</u></u>	<u><u>\$ 2,984,909</u></u>	<u><u>\$ 2,916,162</u></u>

DRAINAGE CAPACITY FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Drainage Fees	\$ 54,276	\$ -	\$ 80,584	\$ 50,000
Interest Income	14,378	24,490	7,400	8,198
Transfer from Other Funds	-	125,000	125,000	-
Total Revenue	<u>\$ 68,654</u>	<u>\$ 149,490</u>	<u>\$ 212,984</u>	<u>\$ 58,198</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 3,200	\$ -	\$ 3,200
Administrative Overhead	7,581	7,581	7,581	72
Construction Services	-	-	41,451	-
Non Departmental	-	-	1,611	-
Transfer to Other Funds	109,701	-	-	-
Capital Projects	-	108,008	42,994	125,000
Total Expenditure	<u>\$ 117,282</u>	<u>\$ 118,789</u>	<u>\$ 93,637</u>	<u>\$ 128,272</u>
Change in Fund Balance	(48,628)	30,701	119,347	(70,074)
Estimated Beginning Fund Balance	<u>1,681,306</u>	<u>1,632,678</u>	<u>1,632,678</u>	<u>1,752,025</u>
Estimated Ending Fund Balance	<u><u>\$ 1,632,678</u></u>	<u><u>\$ 1,663,379</u></u>	<u><u>\$ 1,752,025</u></u>	<u><u>\$ 1,681,951</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,632,678</u>	<u>\$ 1,663,379</u>	<u>\$ 1,752,025</u>	<u>\$ 1,681,951</u>
Estimated Fund Balance	<u><u>\$ 1,632,678</u></u>	<u><u>\$ 1,663,379</u></u>	<u><u>\$ 1,752,025</u></u>	<u><u>\$ 1,681,951</u></u>

ELECTRIC CAPACITY FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 4,588	\$ -	\$ 4,803	\$ -
Interest Income	18,386	31,585	9,100	9,694
Transfer from Other Funds	-	-	138,296	-
Total Revenue	<u>\$ 22,974</u>	<u>\$ 31,585</u>	<u>\$ 152,199</u>	<u>\$ 9,694</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 12,875	\$ -	\$ 12,875
Administration Overhead	-	-	-	291
Capital Projects	-	150,000	150,000	-
Total Expenditure	<u>\$ -</u>	<u>\$ 162,875</u>	<u>\$ 150,000</u>	<u>\$ 13,166</u>
Change in Fund Balance	22,974	(131,290)	2,199	(3,472)
Estimated Beginning Fund Balance	<u>2,070,111</u>	<u>2,093,085</u>	<u>2,093,085</u>	<u>2,095,284</u>
Estimated Ending Fund Balance	<u><u>\$ 2,093,085</u></u>	<u><u>\$ 1,961,795</u></u>	<u><u>\$ 2,095,284</u></u>	<u><u>\$ 2,091,812</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 2,093,085</u>	<u>\$ 1,961,795</u>	<u>\$ 2,095,284</u>	<u>\$ 2,091,812</u>
Estimated Fund Balance	<u><u>\$ 2,093,085</u></u>	<u><u>\$ 1,961,795</u></u>	<u><u>\$ 2,095,284</u></u>	<u><u>\$ 2,091,812</u></u>

PARK DEVELOPMENT FEE FUND

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 8,209	\$ -	\$ 12,110	\$ -
Interest Income	248	388	166	167
Other Income	191	-	136	-
Total Revenue	<u>\$ 8,648</u>	<u>\$ 388</u>	<u>\$ 12,412</u>	<u>\$ 167</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ 3,200	\$ -	\$ 3,200
Administration Overhead	-	-	-	72
Non Departmental	-	-	1,029	-
Capital Projects	20,000	-	-	-
Total Expenditure	<u>\$ 20,000</u>	<u>\$ 3,200</u>	<u>\$ 1,029</u>	<u>\$ 3,272</u>
Change in Fund Balance	(11,352)	(2,812)	11,383	(3,105)
Estimated Beginning Fund Balance	<u>39,800</u>	<u>28,448</u>	<u>28,448</u>	<u>39,831</u>
Estimated Ending Fund Balance	<u>\$ 28,448</u>	<u>\$ 25,636</u>	<u>\$ 39,831</u>	<u>\$ 36,726</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 28,448</u>	<u>\$ 25,636</u>	<u>\$ 39,831</u>	<u>\$ 36,726</u>
Estimated Fund Balance	<u>\$ 28,448</u>	<u>\$ 25,636</u>	<u>\$ 39,831</u>	<u>\$ 36,726</u>

TRUST FUNDS

	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
<u>REVENUE</u>				
Contributions and Donations	\$ 10,183	\$ 9,000	\$ 13,339	\$ 9,000
Downtown Business Assessment	28,298	34,000	34,000	34,000
Interest Income	24,353	14,251	8,870	3,607
Total Revenue	<u>\$ 62,834</u>	<u>\$ 57,251</u>	<u>\$ 56,209</u>	<u>\$ 46,607</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administration	\$ 3,000	\$ 104,800	\$ 102,576	\$ 55,000
Col. LA Norton	9,986	13,338	13,339	9,000
Plaza Veterans Flowers	409	410	405	-
Downtown Benefit District	28,298	34,000	34,000	34,000
Non Departmental	2,654	4,680	4,680	2,700
Administrative Overhead	637	128	128	-
Transfer to Other Funds	90,723	-	-	80,580
Total Expenditure	<u>\$ 135,707</u>	<u>\$ 157,356</u>	<u>\$ 155,128</u>	<u>\$ 181,280</u>
Change in Fund Balance	(72,873)	(100,105)	(98,919)	(134,673)
Estimated Beginning Fund Balance	<u>1,102,318</u>	<u>1,029,445</u>	<u>1,029,445</u>	<u>930,526</u>
Estimated Ending Fund Balance	<u><u>\$ 1,029,445</u></u>	<u><u>\$ 929,340</u></u>	<u><u>\$ 930,526</u></u>	<u><u>\$ 795,853</u></u>
<u>EXPLANATION OF RESERVES</u>				

ADMINISTRATION

The legislative and administration functions of the City are coordinated by the Administration Department, which includes the City Council, City Manager, City Attorney, Assistant City Manager, City Clerk and Personnel Services.

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

The Assistant City Manager serves as director for the Community Services Department, oversees economic development and development services, and provides management support for personnel services. In the absence of the City Manager, the Assistant City Manager assumes the management of city operations.

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.

Personnel Services

Personnel Services is responsible for administering the City's human resources. This entails labor relations and negotiations, recruitment, benefits administration, policy and staff development. In addition, the division provides personnel support services to all City departments.

ADMINISTRATION

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2011-12

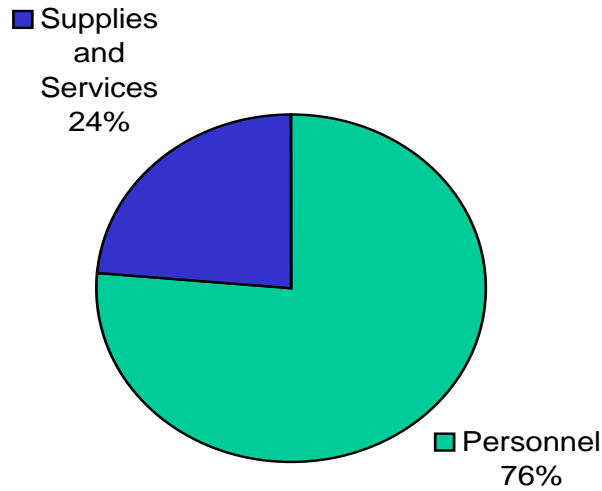
- ☑ Completed codification of the Healdsburg Municipal Code
- ☑ Entered into economic development contracts to facilitate new and expanded business opportunities
- ☑ Expanded community outreach program to include the monthly City Scape feature, e-notifications on the website and public bulletin boards in City Hall
- ☑ Implemented Core Services program to guide budget and service delivery
- ☑ Developed and conducted an internal supervisor training and mentoring program
- ☑ Coordinated with other Sonoma county agencies to develop and implement a regional Leadership Academy; seven Healdsburg employees graduated.
- ☑ Successfully recruited a new Planning and Building Director
- ☑ Negotiated concessions from bargaining units, including the addition of a second tier to reduce retirement benefits.
- ☑ Conducted a poll to ascertain community support for a revenue ballot measure

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13

- ◆ Redefine economic development programs in light of the dissolution of redevelopment
- ◆ Continue efforts to secure grant funds to support vital city services and capital improvement projects
- ◆ Continue with the Supervisor Training Academy for employees to promote succession planning and enhance interdepartmental relationships
- ◆ Develop a strategy to pass a half-cent sales tax initiative
- ◆ Complete recruitment and hire a new Finance Director
- ◆ Continue with the downtown streetscape and beautification program
- ◆ Complete a city-wide classification and compensation study
- ◆ Work with the Oversight Board to maintain bond funds for critical infrastructure and other projects
- ◆ Develop and implement a development impact fee deferral program

ADMINISTRATION - City Council

<u>EXPENSE</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 ADJUSTED BUDGET</u>	<u>2011-12 ESTIMATE TO CLOSE</u>	<u>2012-13 ADOPTED BUDGET</u>
Wages	\$ 8,950	\$ 9,000	\$ 9,000	\$ 9,000
Benefits and Insurance	80,250	91,204	91,698	86,997
American Legion	8,000	8,000	8,000	8,000
Support of Outside Organizations	-	30,000	-	-
Contracted Services	9,530	10,907	6,886	7,000
Construction Services	203	5,000	5,000	5,000
Telecommunication Service	884	800	850	900
Advertising and Publication	73	-	-	-
Supplies	2,072	1,000	1,556	1,000
Meetings	9,363	10,925	6,500	5,000
Membership and Dues	500	250	250	250
Training	1,080	2,500	1,500	2,500
TOTAL EXPENSE	\$ 120,905	\$ 169,586	\$ 131,240	\$ 125,647

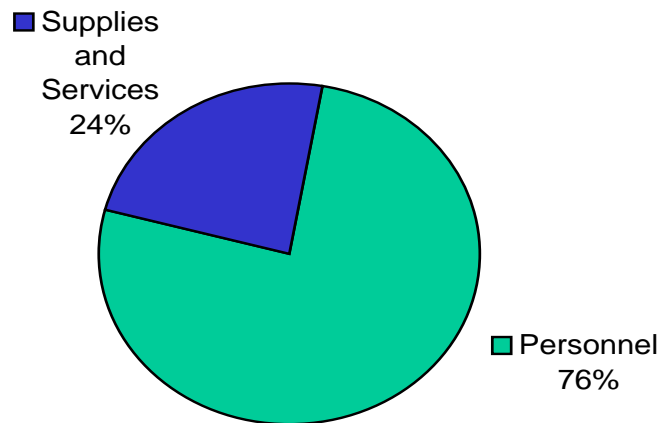


ADMINISTRATION - Legal

<u>EXPENSE</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 ADJUSTED BUDGET</u>	<u>2011-12 ESTIMATE TO CLOSE</u>	<u>2012-13 ADOPTED BUDGET</u>
Contracted Services	<u>\$ 267,038</u>	<u>\$ 446,000</u>	<u>\$ 355,000</u>	<u>\$ 297,000</u>
TOTAL EXPENSE	<u>\$ 267,038</u>	<u>\$ 446,000</u>	<u>\$ 355,000</u>	<u>\$ 297,000</u>

ADMINISTRATION - City Manager's Office

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Wages	\$ 529,510	\$ 603,137	\$ 583,968	\$ 627,829
Benefits and Insurance	368,620	368,397	405,388	345,555
Overtime	79	-	-	-
Support to Outside Organizations	11,066	-	1,000	-
Contracted Services	220,826	390,500	142,328	168,750
Election Expense	7,187	1,500	-	25,000
Project Participation	25,442	-	-	-
Service Fees	170,297	87,359	87,359	56,635
Replacement Fees	-	3,460	3,460	-
Lease Rentals	2,497	-	-	-
Telecommunication Service	3,772	3,500	3,500	3,500
Advertising and Publication	64,309	42,000	50,745	20,000
Printing and Binding	445	-	-	-
Supplies	7,833	11,250	7,213	7,400
Meetings	2,236	1,880	3,500	1,880
Membership and Dues	11,109	13,226	11,296	11,296
Training	6,257	9,000	6,000	6,000
Capital Items	5,923	-	-	-
TOTAL EXPENSE	\$ 1,437,408	\$ 1,535,209	\$ 1,305,757	\$ 1,273,845



FINANCE

The Finance Department is responsible for the financial management of all City funds and for providing central support services to other City departments. Services provided include: purchasing, risk management, payroll, accounts payable, utility billing, revenue collections, budget development, treasury management, grant administration, financial reporting, information services, and building and vehicle maintenance. Financial services are also provided for various Trust and Agency Funds.

General Fiscal Services

The general fiscal services provided include: payroll, accounts payable, revenue collection, treasury management, grants administration, budget development, and financial reporting. Payroll services include providing biweekly payments for the City workforce of permanent and temporary employees as well as filing all required reports with the federal and state governments and the retirement system. Accounts payable services consist of making all disbursements for the City and Trust Funds. Revenue and collections includes collection of all general government revenues such as business license fees and transient occupancy taxes, and collection of all enterprise fund revenues. Treasury management includes investment of funds, cash management and debt management. Budget development involves the budget preparation and publication of the operating and capital improvement budgets. Financial reporting consists of preparation of the annual financial statements, coordination of annual audits, filing of required statutory reports and providing operational information to departments throughout the year.

Utility Billing

The Department is responsible for utility billing services for: water, wastewater and electric utilities; and the management of 6,100 resident and business utility customer accounts. The Department reads meters and bills customers monthly, maintains a payment service counter and a drive-up payment drop box. The Department is currently utilizing a lock-box service to process mail payments.

Information Services

Information Services Division is responsible for planning, deploying and maintaining a variety of central and distributive technology systems, all for the purpose of enabling the City Staff to better serve the information needs of the public, Council and management. The Division supports the technology needs of all the departments via data management assistance, communications, applications support, systems maintenance, technical support services, network security, purchasing, project assistance and equipment disposal.

Other Central Services

Other central services provided by the Department include communications, office equipment services, purchasing, risk management, and building and vehicle maintenance. Communication and office equipment services include managing the contracts and replacement funds for telephone, voice mail, copy machines and other office equipment. Purchasing coordinates all procurement activities in the City. The Department is responsible for the maintenance of all City owned and leased properties, as well as, the City's 138 vehicles, equipment and emergency generators.

FINANCE

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2011-12

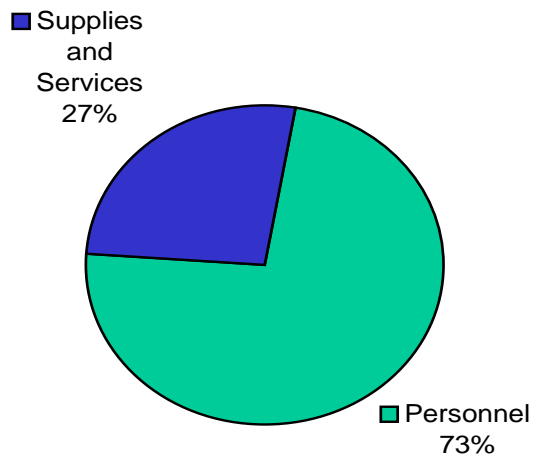
- ☑ Completed water, wastewater and electric rate studies
- ☑ Completed a Transient Occupancy Tax Audit
- ☑ Updated the Cost Allocation Plan
- ☑ Completed the Council Chambers Audio Visual Upgrade
- ☑ Installed a wireless mesh system to replace the system provided by Sonic.Net
- ☑ Completed the Emergency Operations Center Upgrade
- ☑ Hired a consultant to examine the City's water and wastewater capacity charges
- ☑ Completed a stormwater funding study
- ☑ Completed Proof of Concept of Office 365
- ☑ Completed Phase 3 of Power Distribution Project
- ☑ Completed Phase 2 of network security and monitoring

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13

- ◆ Implement a new purchasing policy
- ◆ Update existing master miscellaneous fee schedule
- ◆ Implement new financial accounting software
- ◆ Hire a consultant to examine the City's electric capacity charges
- ◆ Complete the refinancing of the City's pension side fund liability
- ◆ Issue an RFP to hire new financial auditor
- ◆ Issue an RFP for a stormwater fee study
- ◆ Migrate GIS, implement SDE and app development for improved service delivery
- ◆ Establish a wireless master plan integrating all City wireless assets improving value and service delivery
- ◆ Begin Phase 1 of Internal wireless access at City facilities and in the field for staff
- ◆ Complete the installation of the Backhaul link to the City's Electric Substation
- ◆ Implement server virtualization to improve service delivery and reduce costs
- ◆ Complete Phase 3 of network security and monitoring
- ◆ Complete replacement of core networks infrastructure that has exceeded useful life
- ◆ Implement improvements to backhaul links to City facilities
- ◆ Implement Office 365 for hosted email and collaboration services
- ◆ Complete website migration to current content management software version

FINANCE

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Wages	\$ 868,672	\$ 914,625	\$ 907,586	\$ 970,954
Benefits and Insurance	641,973	675,875	682,857	582,065
Overtime	355	-	12	-
Contracted Services	377,066	377,872	359,030	260,352
Government Fees	140	100	100	100
Rentals	160	160	186	190
Service Fees	305,249	449,031	449,031	219,087
Replacement Fees	-	14,993	14,993	-
Telecommunication Service	8,586	8,600	8,820	8,700
Advertising	244	880	880	880
Supplies	42,993	36,900	20,920	24,800
Meetings	62	300	300	150
Memberships and Dues	968	1,350	1,500	964
Training	2,496	3,000	4,390	3,225
Bad Debt Expense	43,725	30,000	50,000	44,561
TOTAL EXPENSE	\$ 2,292,689	\$ 2,513,686	\$ 2,500,605	\$ 2,116,028



COMMUNITY SERVICES

DEPARTMENT SERVICES AND ROLES:

Administration and Contract Coordination: Support the work of the Department and City Council, Parks and Recreation Commission, Senior Advisory Commission, Transportation Advisory Commission, and other special committees and local organizations. Contract administration includes the school-park program; landscape and maintenance operations; and open space management through Landpaths, and golf course.

Information, Referral and Department Coordination: Provide public information concerning community services and other informational requests. Based on a customer service approach, information is provided through phone and fax communications, a bi-annual recreation program guide, additional written and graphic materials, email communication with program participants, web site, and personal contact.

Healdsburg Community Center: Operate the Healdsburg Community Center. Operations include programming recreation classes, after school programs, provide rental space to community groups and business, operate a demonstration garden, after school and community garden, and provide additional services to the community as requested.

Healdsburg Municipal Pool: Plan, program, maintain and provide aquatic opportunities to the residents in and around Healdsburg. Programming includes swim lessons, public swim and lap swimming, aquatic camps, exercise classes and lifeguard training. The pool also provides a place for the high school swim team to practice and hold meets.

Healdsburg Ridge Open Space Preserve: Responsibilities include trail maintenance, administering a volunteer program and various other tasks that keep the 150 acre preserve open to the public.

Parks and Maintenance: Maintain and operate public parks, 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.

Park Planning and Capital Improvements: Plan, design, engineer and perform environmental review for all projects. Park planning process includes the coordination of each project from conceptual design, budget, plans, construction and operational use.

Recreation Programming: Plan, maintain, and provide recreation programming to City residents of all ages. Programming includes youth and adult sports; senior fitness programs; and leisure, educational, and cultural arts activities.

After School Program: Partner with Healdsburg Unified School District in offering an after school program for Healdsburg Unified District students.

Scheduling and Event Coordination: Schedule and coordinate outdoor area usage at local schools, parks, and community facilities. Permits and scheduling also include

COMMUNITY SERVICES

special event coordination, commercial film permits, and Villa Chanticleer reservations. The Villa Chanticleer is an event center for local and out of town residents and businesses. It provides a location for weddings, special events, and meetings.

Senior and Transit Services: The Senior Center provides recreational and social programs, as well as information, referral and nutritional services for seniors in the community. Transportation is available to seniors and the public at-large by the City's transit system via its deviated fixed route bus service; which provides door-to-door services, by appointment, for eligible riders with special needs of all ages. The service interacts with Sonoma County transportation systems.

Municipal Airport Services: Manage a 50-acre municipal airport with 46 hangars, 20 tie-downs, 5 businesses and a 24-hour avgas fuel service, which serves the greater Healdsburg area.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2011-12

- ☑ Completed Phase II construction of Giorgi Park
- ☑ Opened City's second community garden
- ☑ Hired replacement for retired Parks Manager
- ☑ Received recommendation from Villa Subcommittee
- ☑ Expanded sixth, seventh and eighth grade after school program to the Jr. High

MAJOR DEPARTMENT GOALS FOR FISCAL YEAR 2012-13

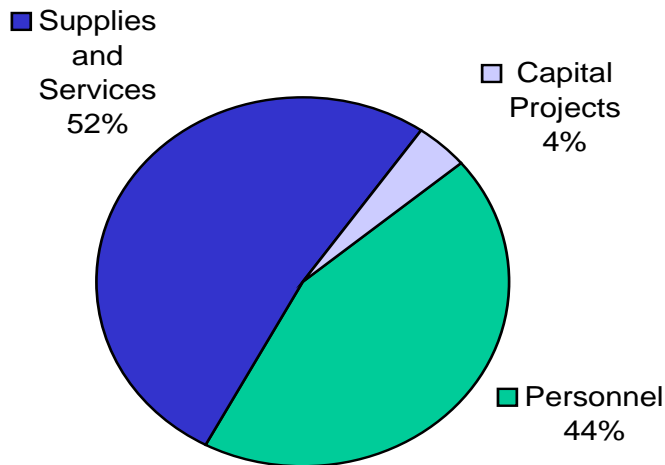
- ◆ Develop Master Plan for Foss Creek Community Center
- ◆ Complete purchase of Foss Creek School
- ◆ Secure computers for afterschool program (a requirement of the grants is that participants have access to technology)
- ◆ Initiate process of reapplying for 21st Century Community Learning Centers grant funding for continuation of before school program and funding for afterschool program.
- ◆ Continue to monitor the progress of Saggio Hills and the new park
- ◆ Develop transition plan for Healdsburg Unified School District to take over operation of the Healdsburg Pool in 2013

FUTURE OBJECTIVES

Continue to increase the level of recreation services that are available to the community. Continue to secure additional and dedicated funding to upgrade existing City parks and facilities and maintain basic service levels regardless of economic conditions. Prepare for the City to take ownership of the Ridge Open Space Preserve. Continue to re-evaluate the Department's priorities and methods of service delivery. Continue to use opportunities to reorganize the Department due to attrition, demand for services, state budget cuts, and part-time staff. Improve cost recovery in recreation programming and pool operations.

COMMUNITY SERVICES

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Wages	\$ 908,678	\$ 1,115,070	\$ 974,842	\$ 1,046,025
Benefits and Insurance	348,270	320,319	354,542	311,268
Overtime	812	-	1,655	-
Support to Outside Organizations	38,514	34,950	35,990	18,750
Contracted Services	485,609	504,228	503,593	546,634
Insurance	4,249	4,300	4,300	4,300
Government Fees	5,083	3,950	4,450	3,950
Project Participation	56,201	46,000	17,717	-
Property Services	150,351	198,135	191,585	194,766
Equipment Rentals	199,168	209,851	204,751	204,751
Service Fees	176,598	176,262	176,262	207,625
Replacement Fees	-	15,656	15,656	-
Telecommunication Service	14,613	17,840	16,875	16,875
Advertising and Publication	32,391	29,500	29,500	29,000
Printing and Binding	1,587	200	816	100
Supplies	319,253	362,832	359,040	360,377
Meetings	740	1,600	1,850	1,600
Membership and Dues	1,847	935	945	945
Training	1,798	2,973	2,475	2,460
Capital Items	1,674	5,000	5,000	5,000
TOTAL OPERATING EXPENSE	\$ 2,747,436	\$ 3,049,601	\$ 2,901,844	\$ 2,954,426
Capital Projects				\$ 128,550



COMMUNITY SERVICES

Park Name

Location

Barbieri Brothers Park	325 Bridle Path
Badger Park	780 Heron Drive
Carson Warner Skate Park	15070 Grove Street
Gibbs Park	1529 Prentice Drive
Giorgi Park	600 University Street
Grove Street Detention Basin	Grove Street (Adjacent to Skate Park)
Healdsburg Ridge Open Space Preserve	Eastern end of Parkland Farms Blvd.
Plaza Park	100 Matheson Street
Railroad Park	22 Front Street
Recreation Park	525 Piper Street
Tilly Grove Open Space	543 Tucker Street
Villa Chanticleer Playground	1248 N. Fitch Mountain Road
West Plaza Park	21 West Matheson Street

Field Name

Location

Fitch Mountain School - Multi Use Fields	565 Sanns Lane
Healdsburg Community Center at Foss Creek – Multi Use Fields, Basketball Courts	1557 Healdsburg Avenue
Giorgi Park - 2 Tennis Courts	600 University Street
Healdsburg Elementary School - Multi Use Fields	400 First Street
Healdsburg High School –Multi Use Fields, 4 Tennis Courts, All Weather Track, 2 Sport Courts, 1 Baseball Field, 2 Softball Fields, 1 Football /Soccer Field, Several Small Overlay Soccer Fields, Basketball Courts	1024 Prince Street (Off Monte Vista Ave.)
Healdsburg Junior High School-Multi Use Fields, Walking Track	315 Grant Street
Recreation Park Field-Multi Use Fields – Football, Baseball, Soccer, Special Events	525 Piper Street

Facility

Location

Administration & Reservations	1557 Healdsburg Avenue
Badger Dog Park	780 Heron Drive
Healdsburg Community Center	1557 Healdsburg Avenue
Healdsburg Municipal Airport	1580 Lytton Springs Road
Healdsburg Museum (Healdsburg Museum and Historical Society)	221 Matheson Street
Healdsburg Municipal Pool	360 Monte Vista Avenue
Senior Center and Transit Services	133 Matheson Street
Tayman Park Golf Course (Tayman Park Golf Group, Inc.)	927 S. Fitch Mountain Road
Villa Chanticleer	1248 N. Fitch Mountain Road
Villa Dog Park	1248 N. Fitch Mountain Road
Visitor Information Center (Chamber of Commerce)	217 Healdsburg Avenue

PLANNING AND BUILDING

The Planning and Building Department is responsible for providing services related to urban planning, land use, development project facilitation, 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 interdepartmental 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 anticipate and fulfill future service needs to the community.

Regional Planning - The Department works with state, regional, and county agencies regarding issues of city, county-wide, 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 facilitates reported code violations and works to facilitate compliance with building safety 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 and the City's environmental procedures. The Department determines the required level of environmental review and prepares and coordinates necessary environmental documents. Additionally, the Department provides oversight for environmental consulting services contracts for specific projects including Environmental Impact Reports (EIRs).

Code Enforcement - The Department works with the community 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.

PLANNING AND BUILDING

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2011-2012

- ☑ Facilitated Planning review, plan check, and inspection services for development projects
- ☑ Initiated consideration of Downtown Parking Exemption Area expansion in support of the City's economic development goals.
- ☑ Completed final draft of the Central Healdsburg Avenue Special Study Area Plan for the Committee to make a recommendation to the Planning Commission and City Council
- ☑ Completed Urban Growth Boundary time extension report for City Council consideration
- ☑ Provided staff support for the Growth Management Ordinance Committee
- ☑ Completed draft of the City's Climate Change Plan
- ☑ Completed required annual allocation report per the Growth Management Ordinance
- ☑ Completed required annual report regarding General Plan compliance
- ☑ Completed the Annual Development Agreement Report for the Saggio Hills project
- ☑ Participated in county and region-wide technical and planning advisory committees
- ☑ Participated in the One Stop Permit Center

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-2013

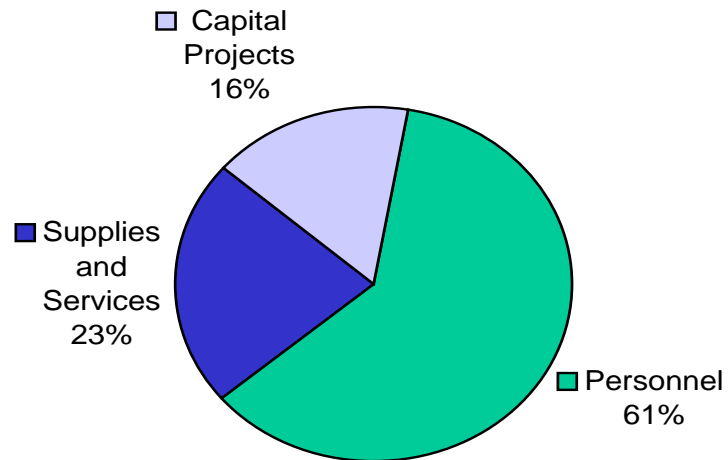
- ◆ Facilitate development project review and inspection services
- ◆ Complete the Central Healdsburg Special Study Area Plan and approve the Environmental Impact Report (EIR)
- ◆ Develop draft Downtown Parking Exemption Area and parking in-lieu fee information, identify potential public parking areas, and identify opportunities to improve existing public parking facilities
- ◆ Housing Element Update
- ◆ Process General Plan amendments related to approval of a time extension of the Urban Growth Boundary as may be required
- ◆ Process amendment of the Growth Management Ordinance as may be required
- ◆ Implement the downtown directional and wayfaring signage program
- ◆ Complete update of Bicycle & Pedestrian Master Plan
- ◆ Complete required annual report regarding noise ordinance
- ◆ Complete required annual report regarding General Plan compliance
- ◆ Complete required annual report regarding the Growth Management Ordinance
- ◆ Complete required annual Development Agreement report regarding Saggio Hills
- ◆ Complete approval of City's Climate Change Plan
- ◆ Streamline application submittal requirements

FUTURE OBJECTIVES

- ◆ Implement the Central Healdsburg Special Study Area Plan
- ◆ Update Design Review Manual and add design guidelines for infill development
- ◆ Coordinate update of Grove Street Neighborhood Plan
- ◆ Update the 1983 Cultural Resources Inventory with new photos and verification of property condition
- ◆ Prepare study evaluating the removal of Fitch Mountain and the surrounding area from the Healdsburg Urban Growth Boundary

PLANNING AND BUILDING

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Wages	\$ 246,472	\$ 500,759	\$ 345,762	\$ 370,830
Benefits and Insurance	151,073	310,720	226,977	229,459
Contracted Services	304,012	311,500	187,718	81,115
Government Fees	50	50	-	-
Property Services	2,587	2,290	930	-
Construction Services	-	525,000	1,700	-
Service Fees	44,460	102,149	171,341	132,846
Replacement Fees	-	2,632	2,632	-
Telecommunication Services	1,844	2,380	2,054	2,590
Advertising and Publication	10,529	6,500	2,542	3,000
Supplies	5,531	3,400	4,205	2,750
Meetings	-	-	50	100
Memberships and Dues	5,050	5,875	945	945
Training	1,712	2,300	350	500
Capital Items	60,492	1,300,000	-	-
TOTAL OPERATING EXPENSE	\$ 833,812	\$ 3,075,555	\$ 947,206	\$ 824,135
Capital Projects				\$ 160,000



POLICE

The Healdsburg Police Department (HPD) 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, initial 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 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

POLICE

presentations, child seat installations, city licensing, dispatch relief and support tasks for operations.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2011-12

- ☑ Implemented self-directed enhanced in-service training for officers
- ☑ Expanded Volunteer program to four volunteers
- ☑ Recruited and hired a reserve police officer
- ☑ Made crime data publicly available on the police webpage
- ☑ Fully implemented use of Nixle
- ☑ Obtained grant funding for Emergency Operations Center jointly with Fire Department
- ☑ Developed structured model for addressing traffic concerns
- ☑ Upgraded speed enforcement technology (LIDAR)
- ☑ Shared resources with local allied agency task force

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13

- ◆ Re-organize personnel to maintain dispatch service levels and core services
- ◆ Expand new volunteer program to six volunteers
- ◆ Recruit and hire a reserve police officer
- ◆ Continue to look for grant funding opportunities
- ◆ Propose and pursue sworn exchange program for the detective
- ◆ Begin pilot program for video recording of field encounters; evaluate effectiveness
- ◆ Explore options for mobile technology that will improve service delivery

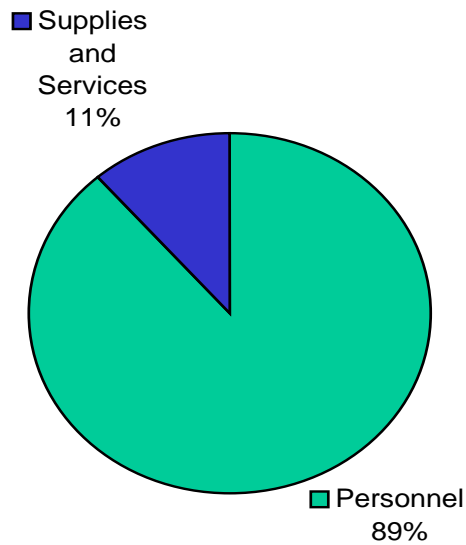
FUTURE OBJECTIVES

Training this fiscal year will emphasize mandatory minimum POST requirements. The Department will continue to explore ways in which we can use technology to maintain or improve our level of service given reductions in police officer and dispatcher staffing.

Collaboration with allied agencies and all other City departments will continue to be a top priority.

POLICE

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Wages	\$ 1,714,150	\$ 2,094,079	\$ 1,837,787	\$ 1,963,200
Benefits and Insurance	1,520,542	1,627,098	1,709,242	1,599,031
Overtime	180,366	225,000	225,000	225,000
Support to Outside Organizations	125,782	115,580	115,580	115,580
Contracted Services	74,342	72,417	70,000	67,297
Service Fees	681,084	210,395	210,395	254,151
Replacement Fees	-	17,184	17,184	-
Telecommunication Services	14,689	13,500	13,000	13,000
Printing and Binding	2,050	500	500	500
Supplies	21,761	31,950	28,150	30,850
Meetings	282	1,000	1,000	1,000
Memberships and Dues	1,120	750	900	900
Training	16,398	20,100	15,000	5,000
TOTAL EXPENSE	\$ 4,352,566	\$ 4,429,553	\$ 4,243,738	\$ 4,275,509



FIRE

The Fire Department is a combination fire agency that is responsible for protecting life, property and the environment from the dangers of fire, explosion and hazardous materials incidents, and responding to, and providing basic life support and first aid response to rescue, medical emergencies and vehicle accidents. The department also provides fire prevention, disaster preparedness, weed abatement and hazardous materials management programs for the City.

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 Fitch Mountain and the lower Dry Creek Valley.

Fire Prevention

The Fire Prevention division is administered by the Fire Marshal and is responsible for enforcing the Fire Code and portions of the State Health and Safety Code. 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. The division is also responsible for conducting fire investigations of all unknown fires.

Emergency Medical Services (EMS)

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 (EMT-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 (CUPA) by the State to regulate six hazardous materials and waste programs within the Cities of Healdsburg and Sebastopol through a Joint Powers Agreement (JPA). These programs are administered by the 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.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2011-12

- Responded to 1,393 incidents; 105 fire alarms, 224 smoke/odor investigations; 167 public service assists; 89 hazardous conditions; 727 rescue, emergency medical, and vehicle accident emergencies; 81 fires involving structures, vehicles, vegetation and other materials.
- Fire dollar loss value of \$3.3 million and dollar value saved was \$3.4 million.
- Conducted over 4,546 hours of Reserve and Full Time staff training

FIRE

- ☑ Performed over 2,600 Fire code and hazardous materials inspections
- ☑ Provided over 110 hours of IIPP / Safety Training to all City Staff
- ☑ Performed over 265 hours of public education activities, including 14 CPR Classes
- ☑ Hosted 7 blood drives at the Fire Station for the Blood Bank of the Redwoods
- ☑ Recruited and trained 5 new Reserve Firefighters
- ☑ CUPA completed Administrative Enforcement Order for an illegal hazardous waste disposal case and received over \$9,000 in penalties and recovery costs
- ☑ Staff continued to be very active in supporting economic development and played a major role in the One Stop Permit process at CDC
- ☑ Obtained a \$325,217 SAFER Grant to fund the 40 hour Engineer for 2 years
- ☑ Updated contracts for Fire Protection Services provided to Sotoyome/Dry Creek and Fitch Mountain Zones within the unincorporated areas surrounding Healdsburg
- ☑ Held Annual Toy Drive providing toys to over 1,300 children
- ☑ Provided a Chipper Program in conjunction with Fire Free Fitch
- ☑ Hosted Multi Agency Live Fire Training exercise for 7 area fire agencies utilizing SAFER Grant funds to acquire North Tree Mobile Live Fire Trainer for two days
- ☑ Completed update to City of Healdsburg Emergency Operations Plan and conducted staff training and table-top and functional exercise.

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13

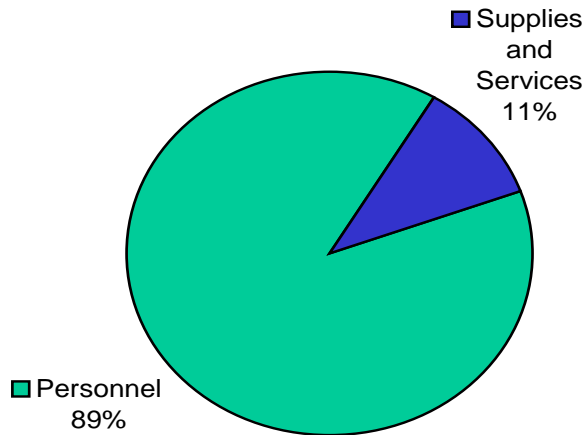
- ◆ Complete Fire Department Strategic Plan to identify short term and long term goals and objectives
- ◆ Complete Multi Agency Drill exercising the Healdsburg Area Mutual Threat Zone Pre Fire Plan
- ◆ Train and promote two Reserve Firefighters to Fire Engineer status
- ◆ Recruit and complete Training Academy for four new Reserve Firefighters
- ◆ Continue to work with the Reserve Firefighters Association to provide necessary coverage during weekends and periods of peak fire call activity
- ◆ Provide continuous support and remain active in City's One Stop Permit
- ◆ Increase overall training hours for reserve and full time fire suppression personnel, with an emphasis on personnel safety and operational readiness

FUTURE OBJECTIVES

As the department continues to adjust to changes in the organization and the current and projected fiscal challenges, continue to work with fire department staff collectively to identify means to increase efficiency and effectiveness of department operations. Additionally, maintain the highest level of safety and operational readiness, with a strong focus on training, while providing continuous direction, purpose and motivation to full time and reserve staff.

FIRE

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Wages	\$ 790,354	\$ 953,162	\$ 836,581	\$ 981,959
Benefits and Insurance	832,449	875,606	940,768	833,599
Volunteers	99,167	96,000	94,000	91,000
Overtime	117,595	113,500	162,000	140,000
Contracted Services	54,174	109,565	86,385	73,600
Property Services	782	1,200	1,000	1,000
Service Fees	205,219	79,485	79,485	127,850
Replacement Fees	-	7,971	7,971	-
Telecommunication Service	8,312	9,600	9,600	9,600
Advertising and Publication	260	500	-	-
Printing and Binding	1,721	300	600	300
Supplies	155,538	52,467	39,794	27,850
Meetings	855	1,830	500	1,210
Memberships and Dues	4,180	3,925	4,081	3,800
Training	5,624	8,800	15,900	5,000
Bad Debt Expense	65	-	-	-
TOTAL EXPENSE	\$ 2,276,295	\$ 2,313,911	\$ 2,278,665	\$ 2,296,768



PUBLIC WORKS

The focus in Public Works continues to be public safety and delivery of the following core services: customer service; development review process including the one stop permit center; water and wastewater delivery and treatment; and maintenance of infrastructure systems. The Public Works Department is responsible for all aspects of most of the City's infrastructure and public utilities including: design and maintenance of streets; water treatment and distribution; wastewater collection and treatment; storm drainage maintenance; and review of new developments and entitlements. The department continues to identify and secure grant funding for capital projects.

Engineering Staff

The Engineering staff consists of the Director, two registered engineers, one inspector, one engineering technician and an administrative specialist. Responsibilities include the Capital Improvement Program, solid waste management, reviewing land development projects and support services to other departments. We also are responsible for: maintaining and updating the City's standard specifications; construction management and inspection of public infrastructure; issuance, inspection and administration of encroachment permits, licenses and agreements; flood plain administration; GIS management and aerial photography; traffic engineering; surveying; and public right-of-way issues.

Operation and Maintenance Staff

The Operations and Maintenance (O&M) Division consists of three primary sections: the O&M Division of Street and Utility Maintenance, Water Operations, and Wastewater Operations and are responsible for the operation and maintenance of the majority of the City's utility and street infrastructure. Three foremen provide oversight for these divisions. The Lab Analyst and Instrument Technician positions are shared with both the Wastewater and Water divisions.

The Maintenance Section has six full-time employees who maintain streets, traffic signals, signing and striping, public utilities (storm drain, sanitary sewers, and water distribution). Maintenance focuses on proactive management through sewer system cleaning, water system flushing, abatement of sidewalk hazards and water system repairs. On average more than 100 broken water services are replaced each year.

The Water Section has four employees responsible for water production, treatment, storage and delivery. This group works seven days a week operating and maintaining the new Gauntlett/Fitch Treatment Facility, fifteen production wells, chemical treatment systems, seven storage reservoirs, the Supervisory Control and Data Acquisition (SCADA) computer monitoring system and the cross connection program.

The Wastewater Section, comprised of six employees, is responsible for O&M of the wastewater treatment plant and the future reclamation system, water sampling and analysis, inspection of restaurants for compliance with our Fats, Oils & Grease Program and public education. Along with the Maintenance Section, this section operates and maintains the sewer collection system and ten lift stations.

PUBLIC WORKS

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2011-12

- ☑ Implemented the One Stop Shop process to streamline development review
- ☑ Received funding commitment from USDA for Phase I of the Recycled Water Project
- ☑ Completed installation of downtown storm drain improvements at Center and Mill Streets
- ☑ Completed 'in-pavement' cross walk lights on Healdsburg Avenue using grant funds
- ☑ Restriped bike lanes on Grove and Rosewood Streets and Healdsburg Avenue
- ☑ Completed construction of the Foss Creek Pathway from the Depot to Front Street
- ☑ Complete replacement of the Heron Drive force main
- ☑ Abandoned leaking sewer line in Foss Creek at Mill Street and Healdsburg Avenue
- ☑ Obtained grant funding for construction of approximately 22 ADA ramps at locations near the Junior High and Elementary schools
- ☑ Received additional funding from Caltrans for completion of the preliminary engineering and environmental review for rehabilitation of the Bridge
- ☑ Began construction of Phase I of the Downtown Street Scape Underground Utility Improvements
- ☑ Performed significant channel clearing on major drainages in the City
- ☑ Installed new water meters at various locations to ensure accurate readings

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13

- ◆ Work with State Transportation and Federal Highway officials to complete preparation of the environmental documents for the Healdsburg Avenue-Russian River Bridge project and advertise project for construction
- ◆ Complete construction of segment 4 of the Foss Creek Pathway (Depot to Mill Street)
- ◆ Complete design and construction of segment 6 of the Foss Creek Pathway (West Grant to Skate Park)
- ◆ Complete Phase II of the West Grant Street Safe Routes to School project and the at-grade railroad crossing improvements at West Grant Street
- ◆ Begin construction of Phase I of the Recycled Water Project

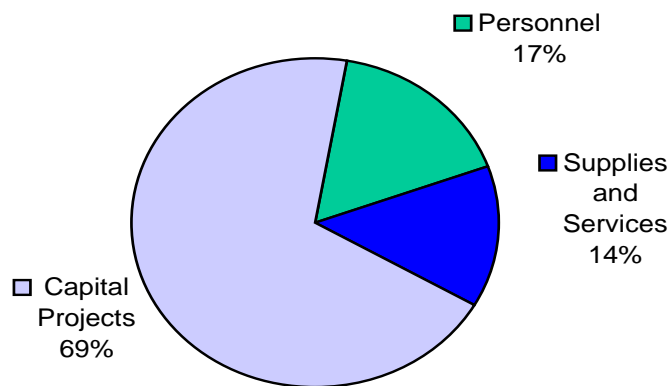
FUTURE OBJECTIVES

Over the next several years, major effort will be concentrated on the following projects:

- Facilitate approval of revenue generating developments
- Continue securing grant funding for infrastructure and CIP improvements
- Develop long term solutions for sustainable street maintenance activities
- Expansion of recycled water reuse program

PUBLIC WORKS

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Wages	\$ 1,768,845	\$ 2,395,589	\$ 1,626,484	\$ 2,285,730
Benefits and Insurance	1,353,419	1,531,983	1,355,049	1,402,090
Overtime and Standby	107,282	120,500	121,600	117,000
Contracted Services	367,759	973,092	935,092	934,455
Government Fees	40,174	50,400	46,200	45,150
Property Services	517,702	552,500	537,800	616,300
Rentals	1,047	2,000	1,000	1,250
Construction Services	159,848	260,000	260,000	210,000
Service Fees	273,340	209,306	209,306	328,342
Replacement Fees	10,302	29,206	29,206	-
Use Fees	375,000	375,000	375,000	375,000
Trench Cut Fees	25,000	25,000	25,000	25,000
Telecommunication Service	29,397	31,000	28,500	28,850
Advertising and Publication	6,067	2,850	2,109	2,850
Printing and Binding	29	3,700	1,150	3,700
Supplies	508,290	477,307	447,596	479,775
Meetings	958	300	150	100
Membership and Dues	34,281	40,856	38,783	42,471
Training	12,106	12,450	12,450	15,000
Capital Items	23,403	36,400	25,622	36,800
TOTAL OPERATING EXPENSE	\$ 5,614,249	\$ 7,129,439	\$ 6,078,097	\$ 6,949,863
Capital Projects				\$ 15,804,492



ELECTRIC DEPARTMENT

The City's Electric Department oversees the procurement of wholesale electric power, maintains and operates the City's electrical distribution system, plans, engineers, and constructs system capital replacement and capacity expansion projects, designs and constructs electric and street light facilities for residential and commercial developments, and maintains the City's entire street lighting system. Excluding power procurement, the Electric Department's Operational Budget supports the basic day-to-day business functions of operating an electric distribution system. Present focus is on energy efficiency, continual investment in reliable and economical renewable energy resources, funding of planned system replacements, and capacity expansions. The City's Electric Enterprise finds itself solvent, reliable, and focused on the current and future service needs of Healdsburg's electric customers.

Power Procurement

The Electric Department is responsible for procuring the City's power, which represents approximately 60% of the Department's Operating Budget. This includes management of the City's ownership share of generation plant assets, a Federal Central Valley Project allocation through the Western Area Power Administration (Western), and other various long and short-term power contracts. Approximately 70% of the City's electric energy is sourced from carbon free generation.

Distribution System

The Electric Department is responsible for the construction, operation, and maintenance of the City's electric distribution system. Badger substation is interconnected at 60kV with Pacific Gas and Electric Company (PG&E). The Electric Department's construction, inspection, and preventive maintenance criteria are designed to follow standards set forth by the California Public Utilities Commission (CPUC) General Orders 95, General Orders 128, General Orders 165, and the National Electric Safety Code (NESC).

Electric rates remain between 10 to 20% lower than those of the closest investor owned utility (PG&E). Coupled with the Electric Department's long-standing goal of being customer responsive and focused on the environment allows the residents of Healdsburg to promote environmental stewardship while keeping their money local.

ELECTRIC DEPARTMENT

MAJOR DEPARTMENTAL TASKS COMPLETED FOR FISCAL YEAR 2011-12

- Completed the Badger Substation's Fence Replacement Project
- Completed the North Street Undergrounding Project
- Reconstructed the Foss Creek Business Loop underground service improving reliability and adding additional capacity for the area
- Completed several planned replacements of aging overhead conductor and deteriorated wood poles.
- Completed the installation of high efficiency LED streetlights along Healdsburg Avenue
- Completed a comprehensive cost of service analysis and implemented new electric rates
- Completed a major update of the Electric Service Requirements and Design standards
- Approved a plan and enforcement policy maintaining the City's Renewable Energy Portfolio's compliance with the requirements of SBx1-2 through the year 2020
- Executed a contract with Sonoma County Energy Independence Program (SCEIP)

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2012-13

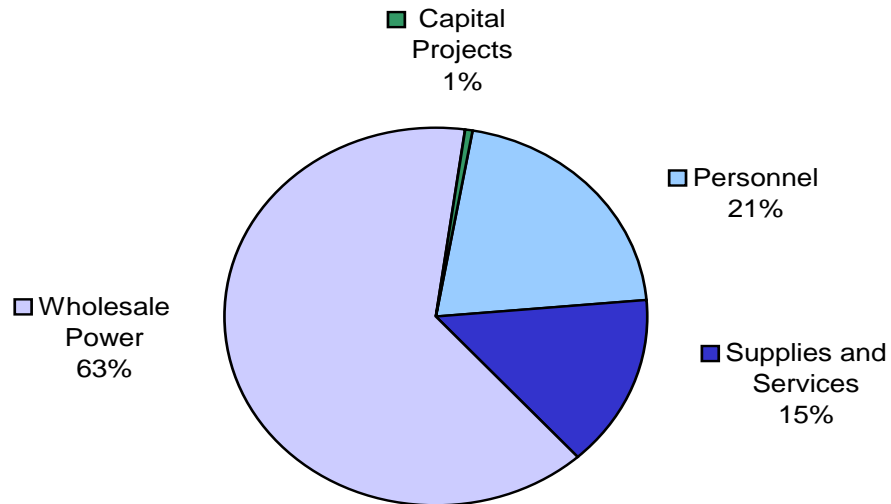
- Complete first year of a formalized distribution system inspection program
- Complete phase one of the Grove Street Tie-line, increasing area capacity and reliability
- Continue the department's efforts to apply industry best practices and follow General Orders 95, 128, 165 and the NESC
- Review and update the Municipal Ordinance and Service Policy
- Complete the first construction phase of the substation automation program
- Continue the planned replacement of aging underground and overhead conductors
- Rebuild and reconfigure the overhead pole-line on the Golf course's eastern boundary
- Continue the planned replacement of system line reclosers and capacitor banks.
- Complete a review and potential update of Electric Capacity Fees

FUTURE OBJECTIVES

- Complete the permanent construction of the second 60kV source into Badger Substation
- Complete the full automation of Badger Substation
- Complete the Grove Street tie-line
- Continue to develop and improve system inspection programs and development of planned replacement programs
- Rebuild Badger Substation's 12kV bus work and replace the existing aging breakers

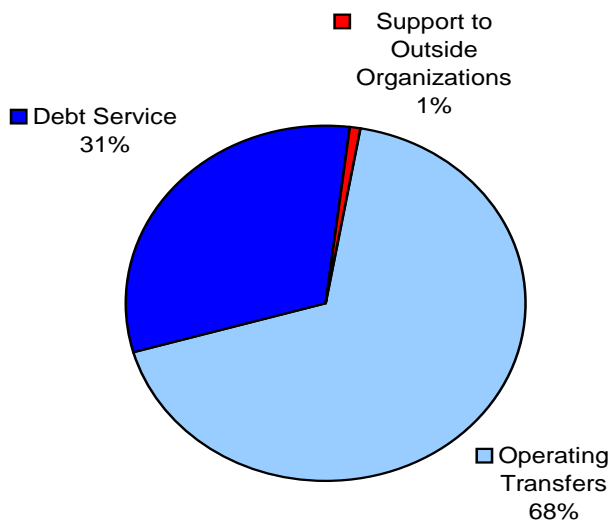
ELECTRIC UTILITY

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Wages	\$ 903,043	\$ 1,076,450	\$ 849,816	\$ 1,162,889
Benefits and Insurance	641,500	692,462	666,617	724,385
Overtime and Standby	53,486	61,360	68,868	56,520
Contracted Services	485,913	577,570	609,950	467,720
Government Fees	1,391	-	1,391	-
Property Services	45,710	50,900	50,900	67,500
Rentals	4,048	3,600	3,600	3,600
Service Fees	108,919	77,520	77,520	113,391
Replacement Fees	-	9,273	9,273	-
Use Fees	150,000	150,000	150,000	150,000
Trench Cut Fees	5,000	5,000	5,000	5,000
Lease Rentals	7,244	5,500	5,500	5,900
Telecommunication Service	9,471	12,950	12,950	12,950
Advertising and Publication	1,643	4,000	5,400	8,000
Supplies	175,429	280,670	364,110	464,840
NCPA Power Costs	4,987,519	5,716,481	5,070,873	5,966,852
Meetings	2,640	8,300	9,100	8,300
Memberships and Dues	4,233	5,720	8,420	13,720
Training	14,703	35,070	34,070	35,070
Capital Items	-	38,000	530,000	36,000
Short/Over	-	1,500	-	1,500
TOTAL OPERATING EXPENSE	\$ 7,601,892	\$ 8,812,326	\$ 8,533,358	\$ 9,304,137
Capital Projects				\$ 57,800



NON DEPARTMENTAL

EXPENSE	2010-11 ACTUAL	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-13 ADOPTED BUDGET
Debt Service Principal	5,410,000	2,860,186	2,760,000	2,895,000
Interest and Fees	4,093,713	6,013,862	4,811,882	4,690,811
Operating Transfers Out	5,059,111	15,168,369	13,019,006	16,334,094
H&S 33401 & AB 1290 Pass Thrus	2,849,950	2,850,000	2,879,981	-
SERAF Payment to State	566,607	-	-	-
Tax Collection Fees	145,507	133,537	143,145	-
Contracted Services	354,088	38,536	33,466	61,900
Support to Outside Organizations	440,000	450,000	300,000	200,000
Economic Development Programs	527,670	-	-	-
RDA Debt Forgiven	-	4,495,000	4,495,000	-
G&A Allocation	(239,567)	(182,182)	(182,182)	(425,064)
Miscellaneous Expense	8,197	-	1,025	-
TOTAL OPERATING EXPENSE	\$ 19,215,276	\$ 31,827,308	\$ 28,261,323	\$ 23,756,741



GLOSSARY OF FINANCIAL AND BUDGET TERMS

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.

Area A

A portion of the City encompassing approximately 236 acres in the northern portion most of which has been annexed.

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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.

Balance Sheet

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

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.

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. Capital Project Funds include: Traffic Mitigation, Park Development and Drainage Mitigation Funds.

CEQA

California Environmental Quality Act – A state law mandating environmental review of most public and private projects.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

CUPA

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

Certificates of Participation

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

Contingency

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

Contract/Professional Services

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

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Depreciation

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

DBD

Downtown Business District – 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.

EIR

Environmental Impact Report – A report pursuant to CEQA analyzing the environmental impacts of a project.

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 Water Reclamation and Water operations as Enterprise Funds. (See Fund)

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Fund

An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, Internal Service, 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. For the enterprise funds, this term is used interchangeably with “working capital”, a comparable (although not exact) financial position concept as fund balance. (See Working Capital)

GAAP

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

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)

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Investment Revenue

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

MOU

Memorandum of Understanding – 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.

NCPA

Northern California Power Agency – 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.

PERS

Public Employees Retirement System – 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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

REMIF

Redwood Empire Municipal Insurance Fund – 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.

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.

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).

Risk Management

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

RSA

Redevelopment Successor Agency of the City of Healdsburg – 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.

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.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

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.

Triple Flip

In March 2004, the voters passed Proposition 57 authorizing \$15 billion in deficit financing bonds. Prop 57 includes a mechanism called the "Triple Flip", which suspends $\frac{1}{4}$ cent of cities' sales tax revenue and replaces the lost revenue on a dollar-for-dollar basis with a supplemental property tax payment. The State's sales tax revenue is increased by $\frac{1}{4}$ cent to improve its cash flow requirement for repayment of the bond measure. This change took effect on July 1, 2004 and remains in effect until the bonds are repaid.

GLOSSARY OF FINANCIAL AND BUDGET TERMS

Working Capital

Also known as financial position in private sector accounting and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is used interchangeably with “fund balance”, a comparable (although not exact) financial position concept in the governmental fund types.

CITY OF HEALDSBURG

RESOLUTION NO. 58-2012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADJUSTING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2012-13

WHEREAS, the voters of the State of California in November 1979 approved Proposition 4, commonly know as the Gann Initiative; and

WHEREAS, the Proposition created Article XIII B of the California State Constitution placing limits on the amount of revenue which can be spent by all entities of government; and

WHEREAS, these limits require a municipality to determine an appropriations limit each year in accordance with a formula set forth by state law; and

WHEREAS, the appropriations limit established by this Resolution complies with the formula set by state law;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby adjust the City's provisional limit by the population (1.0041) and CPI (1.0377) factors for fiscal year 2012-13 to determine an appropriations limit of \$22,655,704 for fiscal year 2012-13.

PASSED, APPROVED AND ADOPTED this 18th day of June, 2012 by the following vote:

AYES: Councilmembers: (4) Babb, Chambers, Wood and Vice Mayor Jones

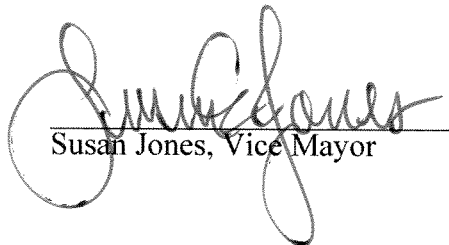
NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Mayor Plass

ABSTAINING: Councilmembers: (0) None


SO ORDERED:

ATTEST:

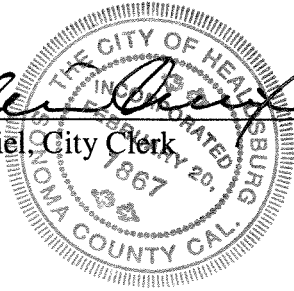

Susan Jones, Vice Mayor


Maria Curiel, City Clerk

I, MARIA CUIRIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 58-2012 adopted by the City Council of the City of Healdsburg on the 18th day of June, 2012.



Maria Curiel, City Clerk



CITY OF HEALDSBURG
RESOLUTION NO. 66-2012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE 2012-17 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 29, 2012, City staff presented the proposed Capital Improvement Program to Council and Council's direction has been incorporated into the figures presented in the proposed program; and

WHEREAS, on June 12, 2012, 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 finds as follows, based on information presented in the accompanying staff report:

1. The proposed 2012-17 Five-year Capital Improvement Program is consistent with the City of Healdsburg General Plan.
2. Adoption of the Capital Improvement Program is not subject to CEQA review.

BE IT FURTHER RESOLVED that the City Council hereby adopts the City of Healdsburg 2012-17 Five-year Capital Improvement Program as summarized in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 18th day of June, 2012 by the following vote:

AYES: Councilmembers: (4) Babb, Chambers, Wood and Vice Mayor Jones

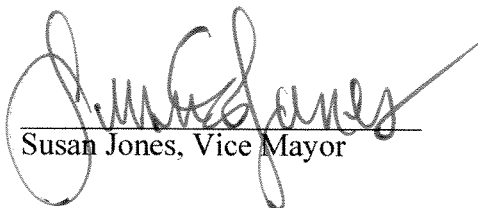
NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Mayor Plass

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:

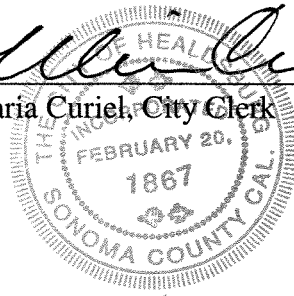

Susan Jones, Vice Mayor


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. 66-2012 adopted by the City Council of the City of Healdsburg on the 18th day of June, 2012.



Maria Cuiel, City Clerk



Resolution No. 66-2012

Exhibit A Project by Project Type 2013 - 2017

PROJECT		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	TOTAL
City Wide Projects							
Streetscape Improvements	CW0035	1,100,000	-	-	-	-	1,100,000
Central Healdsburg Avenue Special Study Area Plan	CW1004	160,000	-	-	-	-	160,000
Total		1,260,000	-	-	-	-	1,260,000
Community Services Projects							
Lighting & Landscaping District 1	PK0801	30,550	-	-	-	-	30,550
Barbieri Brothers Park Parking Lot	PK0805	73,000	-	-	-	-	73,000
Rec Park Backstop Net	PK1102	25,000	-	-	-	-	25,000
Total		128,550	-	-	-	-	128,550
Electric Projects							
Grove Street Tie-Line	EL1007	37,800	243,900	-	-	-	281,700
Badger Substation 60kV Bus	EL1008	20,000	96,000	-	-	-	116,000
Complete Downtown Commercial Loop	New	-	136,000	116,000	132,000	-	384,000
Badger 12kV Breaker Replacement	New	-	76,000	215,000	-	-	291,000
Total		57,800	551,900	331,000	132,000	-	1,072,700
Wastewater Projects							
Recycled Water System ROW Acquisition	PWS902	200,000	-	-	-	-	200,000
Recycled Water System - Design	PWS904	173,267	-	-	-	-	173,267
WWTP Record drawings	PWS906	20,000	-	-	-	-	20,000
South Sewer System Extension	PWS907	-	450,000	2,550,000	-	-	3,000,000
Syar Recycled Water System Connection	PWS910	75,000	-	-	-	-	75,000
Recycled Water Site Technical Studies	PWS912	50,000	25,000	25,000	25,000	25,000	150,000
Sewer Collection System Master Plan	PWS913	150,000	-	-	-	-	150,000
Collection System Rehabilitation/Replacement	PWS914	300,000	300,000	300,000	300,000	300,000	1,500,000
WWTP Solids Handling Improvements	PWS915	550,000	-	-	-	-	550,000
Recycled Water System-Phase 1 Construction	New	-	7,000,000	-	-	-	7,000,000
Total		1,518,267	7,775,000	2,875,000	325,000	325,000	12,818,267
Stormdrain Projects							
McDonough Heights Stormdrain Improvements	PWD102	210,225	-	-	-	-	210,225
Stormdrain Master Plan	PWD106	150,000	-	-	-	-	150,000
Vintage Hills Stormdrain Replacement	PWD107	185,000	260,000	-	-	-	445,000
Total		545,225	260,000	-	-	-	805,225
Street Projects							
101 and Dry Creek Interchange	PWT101	15,000	336,038	751,538	-	-	1,102,576
5-way Improvements	PWT108	475,000	2,225,000	-	-	-	2,700,000
Healdsburg Avenue Bridge	PWT110	8,463,900	11,484,925	858,010	-	-	20,806,835
Grant Street Safe Route to School	PWT902	13,500	-	-	-	-	13,500
Grant Street Railroad Crossing Improvements	PWT904	623,000	-	-	-	-	623,000
CDBG ADA Improvements	PWT905	78,000	78,000	78,000	78,000	78,000	390,000
Grove Street Neighborhood Study	PWT907	26,500	-	-	-	-	26,500
Foss Creek Pathway Phase 6	PWT908	1,245,000	-	-	-	-	1,245,000
101 and Westside Road Interchange	PWT910	25,000	125,000	300,000	2,075,000	-	2,525,000
Asphalt Rubber Chip Seal	PWT912	250,000	250,000	-	-	-	500,000
Burgundy Slide Repair	PWT913	402,500	-	-	-	-	402,500
Total		11,617,400	14,498,963	1,987,548	2,153,000	78,000	30,334,911
Water Projects							
Water Service Replacements	PWW115	150,000	150,000	150,000	150,000	150,000	750,000
Well and Pump Rehabilitation	PWW116	125,000	125,000	125,000	125,000	125,000	625,000
2010 Urban Water Management Plan Update	PWW118	50,000	-	-	-	-	50,000
Dry Creek Clearwell Liner	PWW119	58,600	-	-	-	-	58,600
Water System Upgrades	PWW120	200,000	200,000	200,000	200,000	200,000	1,000,000
South Water System Extension	PWW121	-	450,000	2,550,000	-	-	3,000,000
Fitch Well Field Stormwater Improvements	PWW122	200,000	-	-	-	-	200,000
Corp Yard MS4 Stormwater Compliance Improvement	PWW123	200,000	-	-	-	-	200,000
Sunset Reservoir Roof Replacement	PWW124	40,000	-	-	-	-	40,000
Gauntlett Reservoir Roof Replacement	New	-	500,000	-	-	-	500,000
Membrane Filter Replacements	New	-	-	-	100,000	-	100,000
Gauntlett/Fitch WTP - Phase 2 Expansion	New	-	-	-	-	3,000,000	3,000,000
Total		1,023,600	1,425,000	3,025,000	575,000	3,475,000	9,523,600
Grand Totals		\$16,150,842	\$24,510,863	\$8,218,548	\$3,185,000	\$3,878,000	\$55,943,253

CITY OF HEALDSBURG

RESOLUTION NO. 65-2012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE BUDGET FOR FISCAL
YEAR 2012-13

The City Council of the City of Healdsburg does hereby resolve as follows:

1. The Budget for fiscal year 2012-13 is hereby adopted with appropriations as follows:

Fund	Appropriations FY 2012-13
General Fund	\$ 7,915,501
Gas Tax Fund	1,983,113
Other Special Revenue	5,082
Lighting & Landscaping AD1	122,030
Lighting & Landscaping AD2	9,930
Lighting & Landscaping AD3	122,045
Lighting & Landscaping AD4	6,059
Lighting & Landscaping AD5	41
Media Center Fund	25,000
General Debt Service Fund	626,090
Post RDA Successor Agency	467,495
Post RDA Debt Fund	3,958,711
Streets Fund	10,167,030
Water Fund	5,220,758
Wastewater Fund	8,654,494
Drainage Fund	1,025,471
Electric Fund	10,242,344
Electric Public Benefit Fund	365,578
Transit Enterprise Fund	202,764
Airport Enterprise Fund	370,514
Meeting Center Enterprise Fund	202,232
Community Services Fund	2,220,463
School Services Enterprise Fund	83,075
After School Program Fund	178,279
Insurance & Benefits Fund	6,376,924
Vehicle Service Fund	604,652
Information Systems Fund	1,293,387
Building Maintenance Fund	1,377,430
DBD Expendable Trust	34,000

Sr Ctr Endowment Exp Trust Fund	2,700
Community Ben Exp Trust Fund	135,580
Col LA Norton Trust Fund	9,000
General Capital Projects	1,260,000
Streets Capital Projects	11,617,400
Water Capital Projects	1,023,600
WW Capital Projects	1,518,267
Drainage Capital Projects	545,225
Electric Capital Projects	57,800
Community Services Capital Projects	128,550
Fire Facilities Impact Fee Fund	3,272
Streets Capacity Fund	84,813
Water Capacity Fund	73,186
WW Capacity Fund	595,577
Drainage Capacity Fund	128,272
Electric Capacity Fund	13,166
Park Development Fees	3,272
Total	\$ 81,060,172

2. The City Manager is hereby authorized and directed 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 City Code and State law.

The City Manager shall notify the City Council on a timely basis and prepare a budget adjustment when it appears a budget will be exceeded.

The City Manager may authorize administrative budget adjustments to transfer appropriations from one line item to another within a fund/departmental budget.

PASSED, APPROVED AND ADOPTED this 18th day of June, 2012 by the following vote:

AYES: Councilmembers: (4) Babb, Chambers, Wood and Vice Mayor Jones

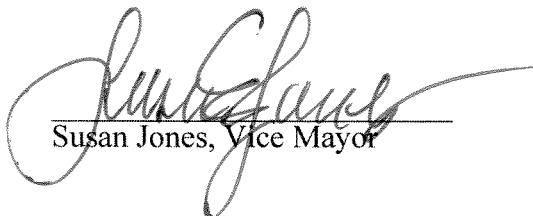
NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Mayor Plass

ABSTAINING: Councilmembers: (0) None


SO ORDERED:

ATTEST:


Susan Jones, Vice 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. 65-2012 adopted by the City Council of the City of Healdsburg on the 18th day of June, 2012.



Maria Curiel, City Clerk

