

City of Healdsburg

California



Villa Chanticleer Wedding Garden

Operating Budget

Fiscal Year 2010-2011



CITY OF HEALDSBURG

Adopted Budget Fiscal Year 2010-11

City Council:

James D. Wood, Mayor

Thomas Chambers, Vice-Mayor

Lisa W. Schaffner, Interim Councilmember

Gary Plass, Councilmember

Eric Ziedrich, Councilmember

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
Interim Director of Planning & Building. . .	Ron Bendorff
Police Chief	Vacant
Fire Chief.	Steve Adams
Director of Public Works	Mike Kirn
Electric Utility Director	Terry 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 an organizational chart, a brief explanation of the areas of responsibility, accomplishments of the past year and goals for the future.

Redevelopment Agency

This section presents the budgets by fund for the Redevelopment Agency.

Glossary

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

Phone: (707) 431-3317
Fax: (707) 431-3321

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



November 13, 2010

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

SUBJECT: 2010-11 Adopted Budget Message

Honorable Mayor and Councilmembers:

We are pleased to present this Adopted Budget for the fiscal year ending June 30, 2011. This budget was adopted on September 7, 2010.

The past year has been one of the most fiscally difficult years facing not only the City of Healdsburg, but the Nation and the State. We have faced a severe national recession that many have equated with the Great Depression. The State's unemployment rate has remained over 12% for a year now, and Sonoma County's rate has leveled off at 10%. Any growth is expected to be slow.

Due to declining sales and transient occupancy tax revenues, increasing costs of medical and retirement benefits, major capital projects planned and the State once again looking at ways to redirect funds from local jurisdictions, it was anticipated that the 2010-11 budget process would be challenging. In order to enhance the budget process by obtaining citizen support, the Council created a budget task force.

In April, staff met with the Budget Task Force to review the proposed budgets. The Budget Task Force's recommendations were presented to Council with the presentation of the FY 2010-11 Proposed Operating Budget at the May 10, 2010 Special Budget Workshop. The review continued at three additional Special Budget Workshops held on May 12th, May 19th, and May 24, 2010.

On June 28th, instead of adopting the fiscal year 2010-11 Budget, the Council adopted a resolution continuing the spending authority from the fiscal year 2009-10 Operating Budget until the proposed budget was adopted. This resolution provided the authority necessary to make certain routine expenditures continuing day-to-day operations of City government.

The Council was looking for concessions from the negotiations with the employee groups. On September 7, 2010 the Council adopted the fiscal year 2010-11 Proposed Operating Budget with the expectation that staff would return soon with a budget amendment incorporating those

changes. A budget amendment incorporating employee concessions was adopted on October 18, 2010.

BUDGET REDUCTION STRATEGY

There are two key components to department operating budget reductions:

Employee Staffing Cost Reductions All employee groups including upper management agreed to no cost of living salary adjustments (“zero year”) in 2010-11. The concessions adopted in October included savings in pension and health care costs. These employee concessions provided almost \$700 thousand in annual savings.

A total of 5 full-time equivalent positions were eliminated through removal of vacant positions, organizational restructuring and lay-offs.

Net Changes in Regular Staffing Positions

<u>Department</u>	<u>Staffing FTE*</u>
Community Services	(1)
Fire	(1)
Planning & Building	(1)
Police	(1)
Public Works	(1)
Total	(5)

* Full-time Equivalents

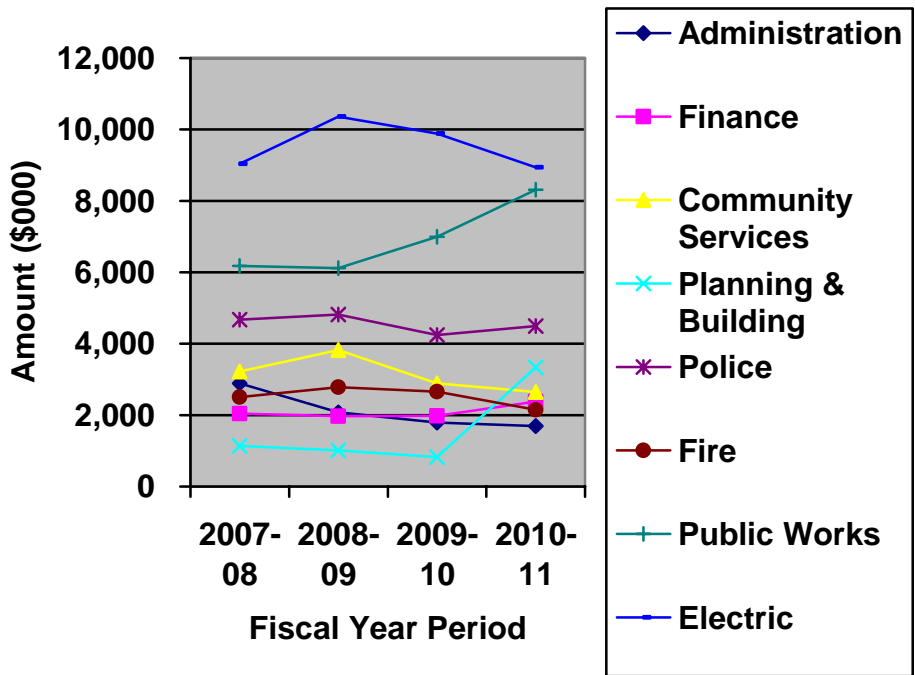
Department Operating Reductions In preparing the department operating budgets, all departments took an extensive look at their operations searching for ways to make reductions. Wherever possible, departments reduced their budget, with a focus on areas where goods and services were no longer required or there were savings from renegotiated contracts.

The utility funds – water, wastewater, streets, and electric – account for about 35% of the City’s financial operations. While the fiscal problems facing the City are largely in the General Fund, Community Services, and Planning & Building, the utility funds have also participated in the budget reduction process. The budget reductions in the utility funds were done in an attempt to mitigate possible rate increases.

FINANCIAL OVERVIEW

Overall, the 2010-11 Adopted Budget has a total of \$105.1 million in appropriations made up of a \$47.5 million operating budget, a \$9.9 million service & debt budget, a \$23.1 million redevelopment budget, and a \$24.3 million capital improvement budget.

Expenditures by Department



General Fund

The final adopted General Fund budget is balanced with the use of one-time monies. 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 \$7.0 million or less than a percent more than 2009-10. Police expenditures account for 63% of the General Fund budget, and fire expenditures account for 30.2%.

Utility Funds

The operating utility fund budget is \$37.6 million or about 39.1% more than 2009-10. The major contributor making up this increase is \$13.1 million appropriated for the Recycled Water System capital project in the Wastewater budget.

2010-11 Adopted Budget Message
September 7, 2010

Community Services Fund

The Community Services Fund budget is \$1.9 million, or about 9.8% less than 2009-10. This fund is \$281,854 short of meeting the Council approved reserve policy of 25% of Transient Occupancy Tax (TOT) revenue as a recession reserve and a \$200 thousand recession reserve.

Planning and Building Fund

The Planning & Building Fund budget is about \$345 thousand, or about 37% less than 2009-10. As adopted, the approved appropriations exceed the revenues by over \$77 thousand.

REVENUE HIGHLIGHTS

The 2010-11 revenue projections reflect the staff's best estimate about how the economy will perform over the next year, and how it will affect our revenues. Sales and property tax account for 71% of the General Fund revenue.

Sales Tax Sales tax is the City's number one General Fund revenue, making up 46% of the General Fund revenue. Following a 16% decrease in 2008-09, we expect a 2% decrease in 2009-10, followed by a 1% decrease in 2010-11.

Property Tax Property tax amounts for 25% of General Fund revenue. We have seen property tax revenues flat over the last couple of years, and are expecting the same in 2010-11.

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. Following an 8% decrease in 2009-10, we are expecting a 19% increase in 2010-11.

REDEVELOPMENT AGENCY

Commercial & Industrial Fund

The Redevelopment Agency (RDA) Commercial & Industrial Fund budget is \$11.8 million or about 23% less than 2009-10. \$5 million is appropriated for capital projects in fiscal year 2010-11. Included in appropriations is \$400 thousand for economic development contracts.

Low and Moderate Income Housing Fund

The RDA Low & Moderate Housing Fund budget is \$4.1 million or about 25% less than 2009-10. In fiscal year 2009-10, \$3.4 million was loaned to a housing developer. .

CONCLUSION

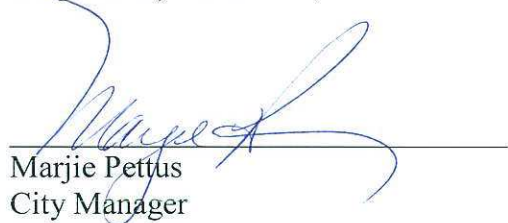
This budget has been developed without the knowledge of how the State’s budget process will affect us. No significant State budget cuts are reflected in the adopted figures. Any state takeaway of General Fund revenues will be major. In dealing with this uncertainty, we need to strive to keep our reserves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

Developing this budget is a team effort involving the time and talents of many City employees. This year the extended budget development was interwoven with the ongoing demands of day-to-day operations. Without the dedication of these 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


Heather Ippoliti
Finance Director

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.



CITY COUNCIL GOALS – 2010

Adopted March 16, 2010

1. **Budget – Long Term Sustainability**

Develop a long term fiscal stabilization plan for all Funds.

2. **General Plan Update**

Adopt the General Plan and Housing Element Updates in 2009, including an Implementation Plan and timeline for completion of the special study areas, after completing the environmental review and soliciting and considering input from the public. Begin implementation of the General Plan with amendments to the Zoning Ordinance.

3. **Wastewater Reclamation Project**

Secure funding from state and federal sources for the Wastewater reclamation program and develop a timeline for the project.

4. **Green City Programs**

Develop a community vision that will provide for a flexible, multiyear plan to promote sustainable living and advance the objectives of the Green City Committee.

5. **Affordable Housing**

Develop a long range Affordable Housing plan that will meet the needs of lower- and moderate-income families and tie into the economic development program.

6. **Memorial Bridge**

Develop funding sources and a timeline to rehabilitate or replace the Memorial Beach Bridge.

7. **Purity/Cerri Site**

Complete the Purity/Cerri site master plan and environmental review for the development.

8. **Parks and Recreation**

Develop a plan for the prioritization and implementation of parks and recreation projects and programs.

CITY COUNCIL GOALS – 2010

9. Infrastructure

Develop a strategy that will provide adequate funding for the City's deteriorating infrastructure, including: roads, streets, pipelines and electric.

10. Community/Government Affairs

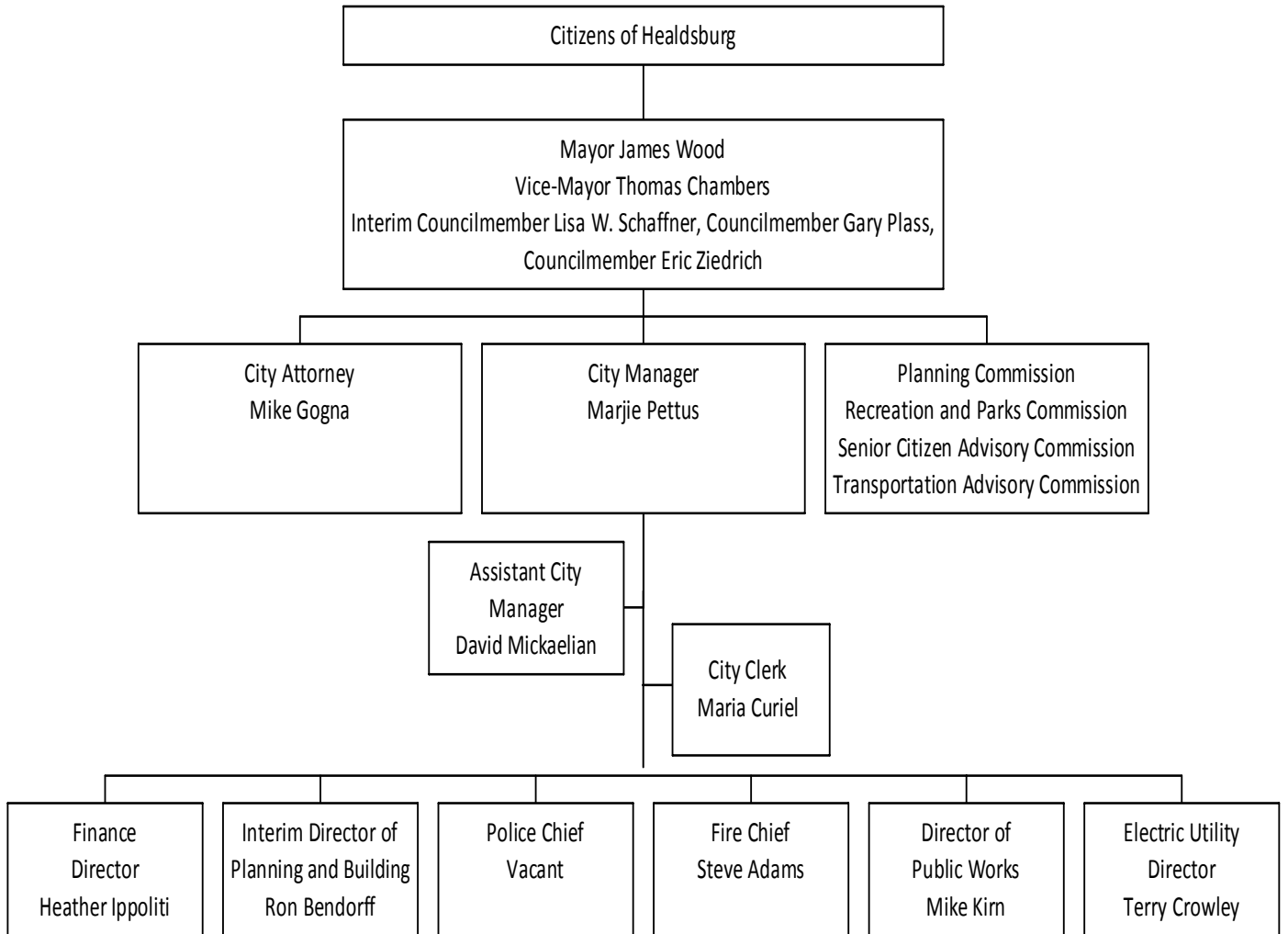
Identify and implement programs designed to enhance government and community relations through transparency, education, and participation.

11. Public Safety

Maintain current police and fire service levels. Develop funding sources sufficient to add additional necessary positions and services.

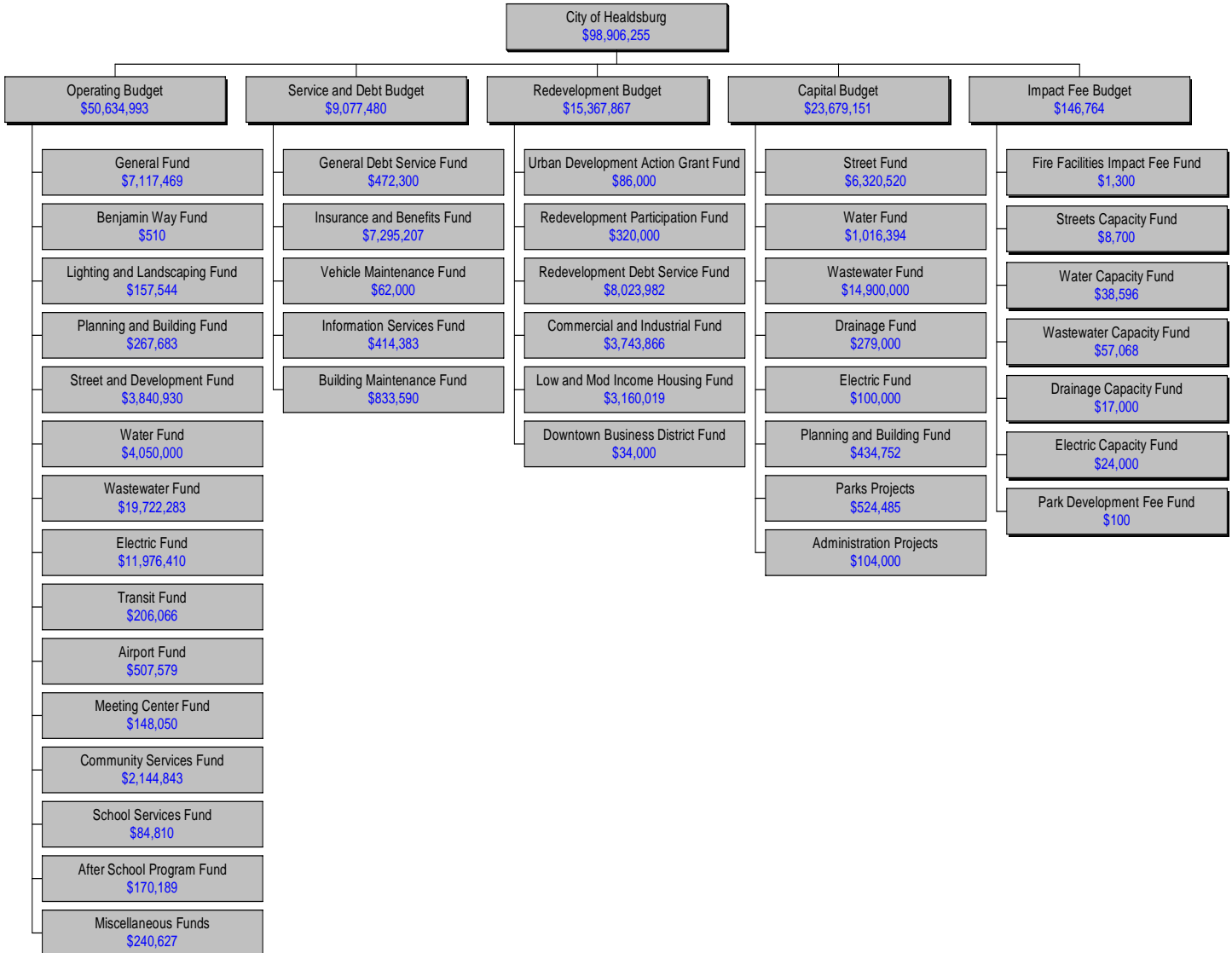
CITY OF HEALDSBURG

Organizational Chart



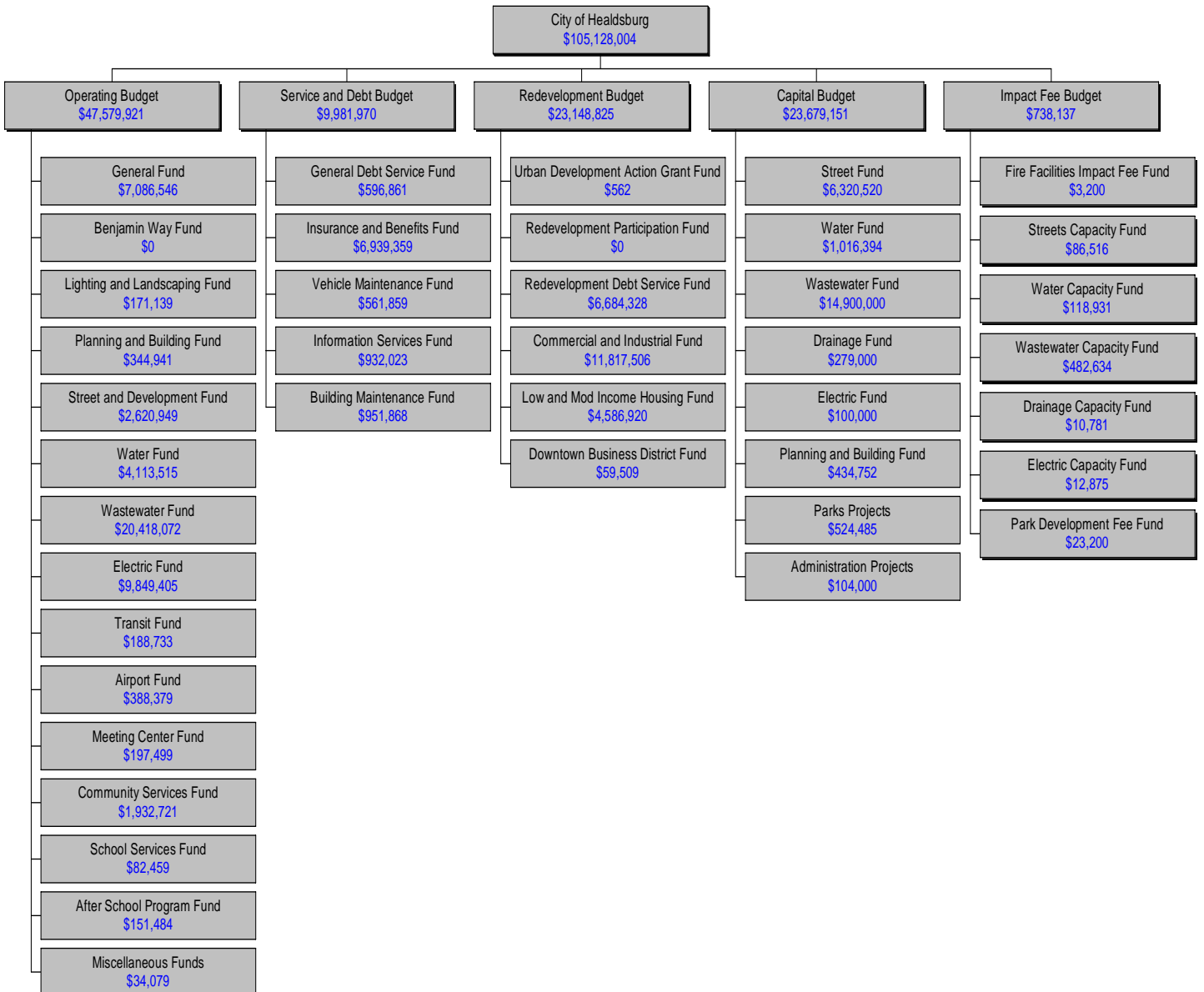
TOTAL CITY REVENUE

Budget for Fiscal Year 2010-11



TOTAL CITY EXPENSE

Budget for Fiscal Year 2010-11



City of Healdsburg

Capital Improvement Program FY 2010-11

FY 2010-11
Funding

Water Projects	
Water Service Replacements	88,994
Well and Pump Rehabilitation	121,900
Cadoul Reservoir Rehabilitation/Replacement	245,500
2010 Urban Water Management Plan Update	50,000
Dry Creek Clearwell Liner	60,000
Water System Upgrades	450,000
Total	1,016,394

Wastewater Projects	
Heron Drive Force Main Replacement	235,000
Recycled Water System ROW Acquisition	200,000
Recycled Water System - TPGC Improvements	620,000
Recycled Water System - Project & Construction Mgmt	450,000
Recycled Water System - Construction	13,375,000
WWTP Record drawings	20,000
Total	14,900,000

Drainage Projects	
Front Street Storm Drain	279,000
Total	279,000

Streets Projects	
101 and Dry Creek Interchange	351,038
101 and Westside Road Interchange	300,000
At Grade Crossings	177,641
5-way Improvements	2,275,000
Foss Creek Pathway Depot to Front Street	252,000
Healdsburg Avenue Bridge	1,668,881
Grant Street Sidewalk	1,060,960
March Avenue/Dry Creek Road Class 2 Bike Lanes	16,000
Grove Street Neighborhood Study	30,000
Foss Creek Pathway Phase 6	169,000
Class 2 Bike Lane Re-Striping	20,000
Total	6,320,520

Electric Projects	
Electric System Master Plan	100,000
Total	100,000

City of Healdsburg

Capital Improvement Program FY 2010-11

	FY 2010-11 Funding
Parks Projects	
Barbieri Brothers Park Phase II	42,248
LLAD Zone 1 Landscape and Irrigation Improvements	52,530
Barbieri Brothers Parking Lot Expansion	73,000
Foss Creek Rehabilitation Project	46,707
Neighborhood Revitalization Program	20,000
Giorgi Park Rehabilitation Project Phase II	290,000
Total	524,485
Planning Projects	
Downtown Directional Sign Program	5,000
Central Healdsburg Avenue Area Plan	411,500
306 East Street	18,252
Total	434,752
Administration Projects	
Local Economic Assessment and Implementation Plan	104,000
Total	104,000
Total Capital Improvement Program	23,679,151

City of Healdsburg Summary of Full-Time Positions

Department	Adopted 2010-11	Explanation
<i>Administration</i>	5	Added Assistant City Manager and Administrative Specialist positions. Eliminated Administrative Assistant position. Upgraded Personnel Assistant to Personnel Specialist.
<i>Finance</i>	17	Added part-time Equipment Mechanic I and part-time Building Maintenance Worker.
<i>Community Services</i>	6	Eliminated Community Services Director and Office Assistant II positions. Upgraded Parks & Facilities Superintendent to Parks Manager. Upgraded Recreation Supervisor to Recreation Manager.
<i>Planning & Building</i>	3	Eliminated Redevelopment Coordinator and Office Assistant positions.
<i>Police</i>	24	Added Lieutenant, Corporal, Police Technician and K-9 Police Officer positions. Eliminated Administrative Assistant, Community Resource Officer (2), School Police Officer, Administrative Sergeant and Foot Patrol Officer positions.
<i>Fire</i>	9	Eliminated Training Officer and Administrative Assistant positions. Added part-time Administrative Specialist.
<i>Public Works</i>	29	Eliminated Administrative Assistant and Public Works Supervisor positions. Added Administrative Specialist position.
<i>Electric Utility</i>	12	No changes.

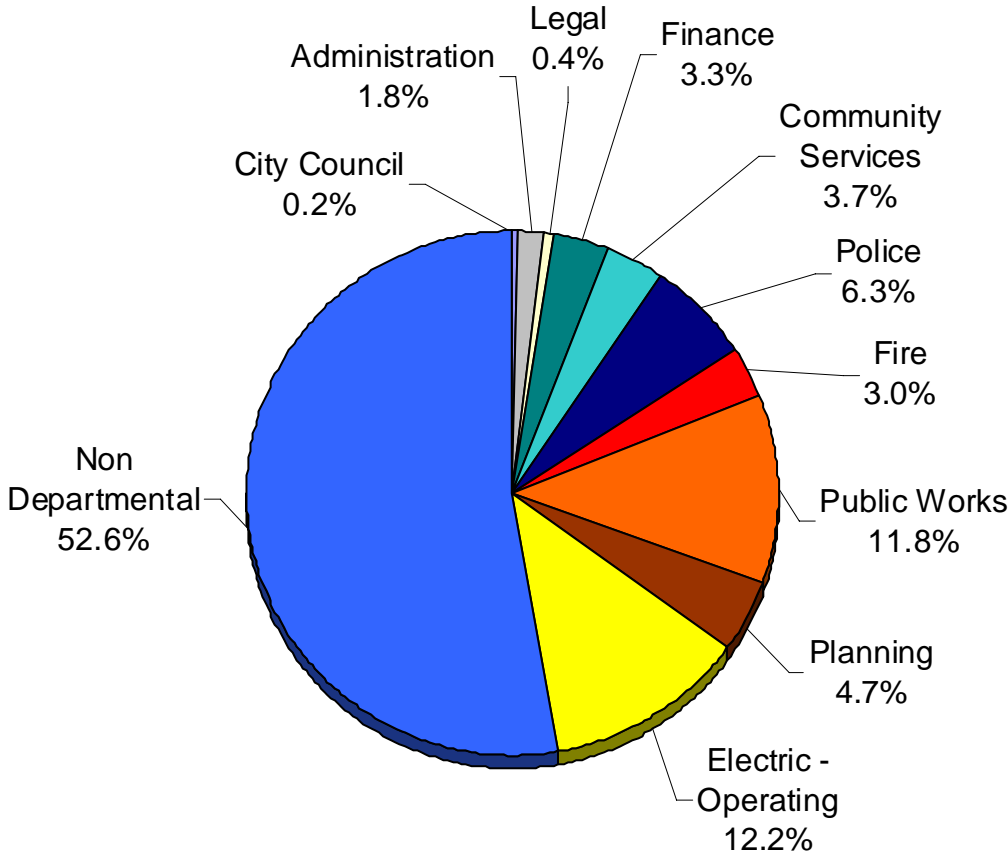
**Total Full-Time
Positions**

105

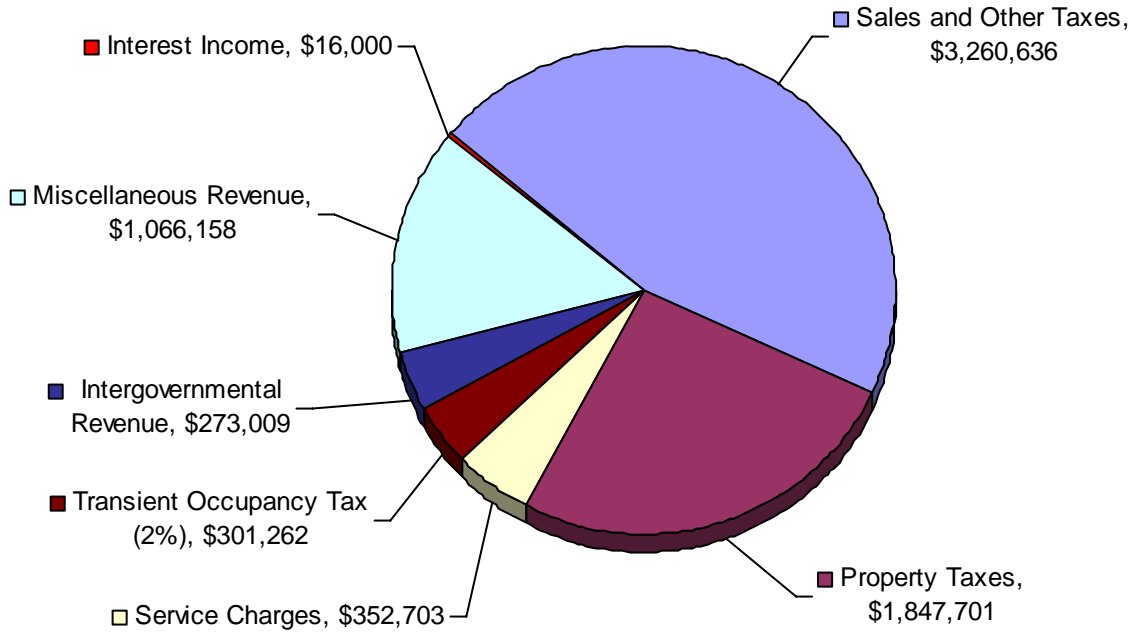
CITY OF HEALDSBURG
FINANCIAL STATUS OVERVIEW
Operating, RDA and Debt Service Budgets

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE & OTHER SOURCES</u>				
Charges for Service	\$ 21,002,012	\$ 22,044,763	\$ 22,127,305	\$ 22,558,723
RDA Tax Increment	8,982,454	9,126,569	9,131,004	9,011,467
Intergovernmental Revenue	2,610,937	6,570,594	2,647,967	3,943,541
Transfers	19,974,369	5,372,520	11,230,571	7,024,061
Sales and Other Taxes	4,576,491	4,099,288	4,124,358	4,083,337
Property Tax - General Fund	1,342,663	1,307,027	1,326,758	1,331,900
Transient Occupancy Tax	1,680,401	1,500,000	1,518,410	1,807,572
Miscellaneous Fees & Charges	1,457,972	2,409,371	2,361,093	1,994,271
Interest Income	1,301,259	827,470	457,587	363,950
Rents	789,436	790,540	691,113	679,187
Property Transfer Tax	48,688	35,000	36,156	37,000
Property Tax - Bond Debt	12,160	21,900	21,743	21,900
Business License Tax	315,638	140,000	140,000	100,000
Special Assessments	359,521	354,652	364,201	154,901
Fees and Permits	883,334	150,000	189,038	179,350
Loan Proceeds	-	-	-	13,150,000
Total Revenue	\$ 65,337,335	\$ 54,749,694	\$ 56,367,304	\$ 66,441,160
<u>EXPENSE BY DEPARTMENT</u>				
City Council	\$ 107,664	\$ 116,548	\$ 98,038	\$ 116,685
Legal	325,342	355,300	282,944	308,724
Administration	1,644,488	1,475,358	1,409,014	1,265,759
Finance	1,966,070	2,204,566	1,980,331	2,386,183
Community Services	3,827,448	3,477,734	2,890,142	2,649,948
Police	4,815,969	4,394,762	4,242,308	4,497,905
Fire	2,782,010	2,869,856	2,659,984	2,148,705
Electric - Operating	10,159,374	10,355,244	9,887,638	8,722,422
Public Works	6,115,453	8,301,029	6,997,028	8,313,299
Planning	1,015,753	958,313	824,432	3,342,761
Non Departmental	37,763,526	31,473,710	30,446,235	37,513,707
Total Expense	\$ 70,523,097	\$ 65,982,420	\$ 61,718,094	\$ 71,266,098
<u>EXCESS EXPENSE OVER REVENUE</u>	\$ (5,185,762)	\$ (11,232,726)	\$ (5,350,790)	\$ (4,824,938)

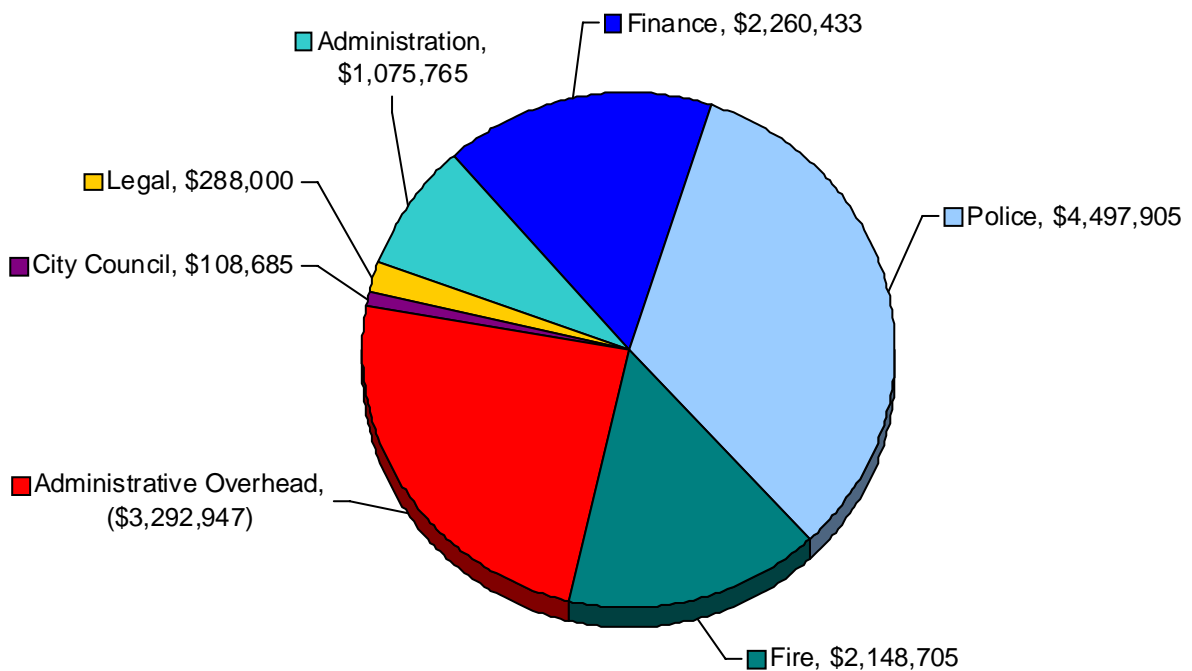
**Operating, RDA and Debt Service Budgets
Fiscal Year 2010-11
\$71,266,098**



Revenue By Source - General Fund \$7,117,469



Expenditure By Department - General Fund \$7,086,546



GENERAL FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Sales and Other Taxes	\$ 3,969,172	\$ 3,300,888	\$ 3,326,042	\$ 3,260,636
Property Taxes	1,870,402	1,832,850	1,862,155	1,847,701
Service Charges	542,775	336,276	420,114	352,703
Transient Occupancy Tax (2%)	275,109	250,000	253,068	301,262
Intergovernmental Revenue	353,124	376,017	279,193	273,009
Other Revenue	111,167	1,304,244	1,316,367	1,066,158
Interest Income	90,899	65,000	12,150	16,000
	<u>7,212,648</u>	<u>7,465,275</u>	<u>7,469,089</u>	<u>7,117,469</u>
Total Revenue	\$	\$	\$	\$
<u>EXPENDITURE BY DEPARTMENT</u>				
City Council	\$ 107,664	\$ 116,548	\$ 98,038	\$ 108,685
Legal	325,342	355,300	282,944	288,000
Administration	1,709,030	1,480,228	1,423,674	1,075,765
Finance	2,099,214	2,238,286	2,017,438	2,260,433
Police	4,808,816	4,376,762	4,221,183	4,497,905
Fire	2,507,807	2,528,754	2,322,957	2,148,705
Non Departmental	48,204	58,650	51,323	-
Administrative Overhead	(3,992,947)	(3,717,916)	(3,387,482)	(3,292,947)
Operating Transfers Out	575,253	-	12,871	-
	<u>8,188,383</u>	<u>7,436,612</u>	<u>7,042,946</u>	<u>7,086,546</u>
Total Expenditure	\$	\$	\$	\$
Change in Fund Balance	(975,735)	28,663	426,143	30,923
Estimated Beginning Fund Balance	4,763,066	3,787,331	3,787,331	4,213,474
Estimated Ending Fund Balance	<u>\$ 3,787,331</u>	<u>\$ 3,815,994</u>	<u>\$ 4,213,474</u>	<u>\$ 4,244,397</u>
<u>EXPLANATION OF RESERVES</u>				
Contingency Reserve	\$ 1,803,162	\$ 1,866,319	\$ 1,867,272	\$ 1,779,367
Recession Reserve	1,250,000	1,250,000	1,250,000	1,250,000
Unrestricted	734,169	699,675	1,096,202	1,215,030
	<u>3,787,331</u>	<u>3,815,994</u>	<u>4,213,474</u>	<u>4,244,397</u>
Estimated Fund Balance	\$	\$	\$	\$

BENJAMIN WAY MAINTENANCE DISTRICT FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Maintenance Fees	\$ 440	\$ 440	\$ 440	\$ 440
Interest Income	166	100	79	70
Total Revenue	<u>\$ 606</u>	<u>\$ 540</u>	<u>\$ 519</u>	<u>\$ 510</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Finance	\$ -	\$ 440	\$ -	\$ -
Non Departmental	11	-	-	-
Total Expenditure	<u>\$ 11</u>	<u>\$ 440</u>	<u>\$ -</u>	<u>\$ -</u>
Change in Fund Balance	595	100	519	510
Estimated Beginning Fund Balance	<u>5,959</u>	<u>6,554</u>	<u>6,554</u>	<u>7,073</u>
Estimated Ending Fund Balance	<u><u>\$ 6,554</u></u>	<u><u>\$ 6,654</u></u>	<u><u>\$ 7,073</u></u>	<u><u>\$ 7,583</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 6,554</u>	<u>\$ 6,654</u>	<u>\$ 7,073</u>	<u>\$ 7,583</u>
Estimated Fund Balance	<u><u>\$ 6,554</u></u>	<u><u>\$ 6,654</u></u>	<u><u>\$ 7,073</u></u>	<u><u>\$ 7,583</u></u>

LIGHTING AND LANDSCAPING DISTRICT AREA A FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Special Assessments	\$ 151,958	\$ 154,759	\$ 154,901	\$ 154,901
Interest Income	6,906	4,570	2,853	2,643
Total Revenue	<u>\$ 158,864</u>	<u>\$ 159,329</u>	<u>\$ 157,754</u>	<u>\$ 157,544</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administrative Overhead	\$ 5,004	\$ 1,204	\$ 88	\$ -
Community Services	93,582	146,439	133,929	160,265
Non Departmental	7,005	7,800	7,800	10,874
Total Expenditure	<u>\$ 105,591</u>	<u>\$ 155,443</u>	<u>\$ 141,817</u>	<u>\$ 171,139</u>
Change in Fund Balance	53,273	3,886	15,937	(13,595)
Estimated Beginning Fund Balance	<u>231,255</u>	<u>284,528</u>	<u>284,528</u>	<u>300,465</u>
Estimated Ending Fund Balance	<u><u>\$ 284,528</u></u>	<u><u>\$ 288,414</u></u>	<u><u>\$ 300,465</u></u>	<u><u>\$ 286,870</u></u>
<u>EXPLANATION OF RESERVES</u>				
Reserved for Area A	<u>\$ 284,528</u>	<u>\$ 288,414</u>	<u>\$ 300,465</u>	<u>\$ 286,870</u>
Estimated Fund Balance	<u><u>\$ 284,528</u></u>	<u><u>\$ 288,414</u></u>	<u><u>\$ 300,465</u></u>	<u><u>\$ 286,870</u></u>

GENERAL DEBT SERVICE FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax	\$ 663,629	\$ 669,370	\$ 670,118	\$ 465,800
Interest Income	24,711	15,500	9,397	6,500
Total Revenue	<u>\$ 688,340</u>	<u>\$ 684,870</u>	<u>\$ 679,515</u>	<u>\$ 472,300</u>
<u>EXPENSE BY DEPARTMENT</u>				
Non Departmental:				
Interest	\$ 196,059	\$ 176,678	\$ 186,724	\$ 131,566
Principal	545,000	585,000	590,000	5,295
Administrative Overhead	1,265	1,550	1,550	460,000
Total Expense	<u>\$ 742,324</u>	<u>\$ 763,228</u>	<u>\$ 778,274</u>	<u>\$ 596,861</u>
Change in Fund Balance	(53,984)	(78,358)	(98,759)	(124,561)
Estimated Beginning Fund Balance	<u>1,218,752</u>	<u>1,164,768</u>	<u>1,164,768</u>	<u>1,066,009</u>
Estimated Ending Fund Balance	<u><u>\$ 1,164,768</u></u>	<u><u>\$ 1,086,410</u></u>	<u><u>\$ 1,066,009</u></u>	<u><u>\$ 941,448</u></u>
<u>EXPLANATION OF RESERVES</u>				
Debt Service	<u>\$ 1,164,768</u>	<u>\$ 1,086,410</u>	<u>\$ 1,066,009</u>	<u>\$ 941,448</u>
Estimated Fund Balance	<u><u>\$ 1,164,768</u></u>	<u><u>\$ 1,086,410</u></u>	<u><u>\$ 1,066,009</u></u>	<u><u>\$ 941,448</u></u>

PLANNING AND BUILDING FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Building Permits/Fees	\$ 459,098	\$ 150,000	\$ 178,661	\$ 179,350
Planning Permits/Fees	156,011	31,250	55,411	55,000
Interest Income	37,107	12,000	14,498	14,000
Miscellaneous Revenue	55,195	100,000	-	19,333
Transfer in from CIP	-	-	17,702	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Revenue	\$ 707,411	\$ 293,250	\$ 266,272	\$ 267,683
<u>EXPENSE BY DEPARTMENT</u>				
Planning and Building	\$ 474,904	\$ 375,182	\$ 356,610	\$ 283,740
Public Works	3,531	1,625	6,501	7,452
Non Departmental	17,824	2,800	4,117	-
Administrative Overhead	59,938	87,541	67,794	53,749
Affordable Housing Assistance	54,941	-	119,991	-
Capital Projects	10,000	100,000	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Expense	\$ 621,138	\$ 567,148	\$ 555,013	\$ 344,941
Change in Working Capital	86,273	(273,898)	(288,741)	(77,258)
Estimated Beginning Working Capital	<u>1,355,388</u>	<u>1,441,661</u>	<u>1,441,661</u>	<u>1,152,920</u>
Estimated Ending Working Capital	<u>\$ 1,441,661</u>	<u>\$ 1,167,763</u>	<u>\$ 1,152,920</u>	<u>\$ 1,075,662</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,441,661</u>	<u>\$ 1,167,763</u>	<u>\$ 1,152,920</u>	<u>\$ 1,075,662</u>
Estimated Working Capital	<u>\$ 1,441,661</u>	<u>\$ 1,167,763</u>	<u>\$ 1,152,920</u>	<u>\$ 1,075,662</u>

STREETS AND DEVELOPMENT FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 667,876	\$ 5,106,026	\$ 1,247,170	\$ 2,692,930
Fees	681,877	575,000	591,849	555,000
Interest Income	110,547	100,000	18,818	18,000
Miscellaneous Revenue	3,150	1,000	15,235	-
Transfer in from Other Funds	217,500	25,000	393,449	575,000
	<u>217,500</u>	<u>25,000</u>	<u>393,449</u>	<u>575,000</u>
Total Revenue	<u>\$ 1,680,950</u>	<u>\$ 5,807,026</u>	<u>\$ 2,266,521</u>	<u>\$ 3,840,930</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ -	\$ -	\$ 620	\$ -
Planning and Building	11,006	2,312	12,512	-
Public Works	866,765	953,920	753,066	1,171,479
Non Departmental	8,285	4,600	4,600	-
Administrative Overhead	62,985	97,718	80,623	296,844
Capital Projects	956,702	4,988,026	2,578,282	1,152,626
	<u>956,702</u>	<u>4,988,026</u>	<u>2,578,282</u>	<u>1,152,626</u>
Total Expense	<u>\$ 1,905,743</u>	<u>\$ 6,046,576</u>	<u>\$ 3,429,703</u>	<u>\$ 2,620,949</u>
Change in Working Capital	(224,793)	(239,550)	(1,163,182)	1,219,981
Estimated Beginning Working Capital	<u>1,371,896</u>	<u>1,147,103</u>	<u>1,147,103</u>	<u>(16,079)</u>
Estimated Ending Working Capital	<u>\$ 1,147,103</u>	<u>\$ 907,553</u>	<u>\$ (16,079)</u>	<u>\$ 1,203,902</u>
<u>EXPLANATION OF RESERVES</u>				
Invested in Capital Assets	\$ -	\$ -	\$ -	\$ -
Unrestricted	<u>1,147,103</u>	<u>907,553</u>	<u>(16,079)</u>	<u>1,203,902</u>
Estimated Working Capital	<u>\$ 1,147,103</u>	<u>\$ 907,553</u>	<u>\$ (16,079)</u>	<u>\$ 1,203,902</u>

WATER FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 3,944,166	\$ 3,872,500	\$ 4,227,297	\$ 3,950,000
Interest Income	72,973	52,000	27,927	25,000
Miscellaneous Revenue	23,984	20,500	691	-
Transfer from Other Funds	479,870	583,421	597,438	75,000
	<u>479,870</u>	<u>583,421</u>	<u>597,438</u>	<u>75,000</u>
Total Revenue	<u>\$ 4,520,993</u>	<u>\$ 4,528,421</u>	<u>\$ 4,853,353</u>	<u>\$ 4,050,000</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ -	\$ -	\$ -	\$ 39,000
Planning and Building	25,931	14,072	14,896	-
Fire	36,086	22,746	28,206	-
Public Works	2,237,723	2,614,596	2,376,675	2,385,742
Electric	-	-	8,665	-
Non Departmental	21,869	7,000	20,050	13,050
Administrative Overhead	612,936	684,097	603,561	413,559
Debt Service	1,061,646	1,054,156	1,054,156	1,052,164
Amortization Expense	42,715	3,500	-	-
Capital Projects	1,329,905	425,500	439,517	210,000
	<u>1,329,905</u>	<u>425,500</u>	<u>439,517</u>	<u>210,000</u>
Total Expense	<u>\$ 5,368,811</u>	<u>\$ 4,825,667</u>	<u>\$ 4,545,726</u>	<u>\$ 4,113,515</u>
Change in Working Capital	(847,818)	(297,246)	307,627	(63,515)
Estimated Beginning Working Capital	<u>2,608,166</u>	<u>1,760,348</u>	<u>1,760,348</u>	<u>2,067,975</u>
Estimated Ending Working Capital	<u>\$ 1,760,348</u>	<u>\$ 1,463,102</u>	<u>\$ 2,067,975</u>	<u>\$ 2,004,460</u>
<u>EXPLANATION OF RESERVES</u>				
Contingency Reserve	\$ 1,010,281	\$ 986,250	\$ 1,063,979	\$ 993,750
Unrestricted	<u>750,067</u>	<u>476,852</u>	<u>1,003,996</u>	<u>1,010,710</u>
Estimated Working Capital	<u>\$ 1,760,348</u>	<u>\$ 1,463,102</u>	<u>\$ 2,067,975</u>	<u>\$ 2,004,460</u>

WASTEWATER FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 6,284,447	\$ 5,890,000	\$ 6,262,546	\$ 5,991,000
Grant/Bond Proceeds	-	-	-	13,150,000
Interest Income	153,784	120,000	88,481	87,500
Miscellaneous Revenue	1,161	20,000	77,580	1,340
Transfer from Other Funds	1,412,708	371,745	423,747	492,443
Total Revenue	<u>\$ 7,852,100</u>	<u>\$ 6,401,745</u>	<u>\$ 6,852,354</u>	<u>\$ 19,722,283</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ -	\$ -	\$ -	\$ 39,000
Planning and Building	25,843	14,072	14,896	-
Fire	85,047	115,579	109,849	-
Public Works	2,959,191	4,729,263	4,220,054	4,625,010
Non Departmental	24,112	4,500	11,250	6,750
Administrative Overhead	732,668	686,201	636,263	624,213
Amortization Expense	23,787	15,000	-	-
Debt Service	1,450,836	1,446,161	1,446,161	1,958,099
Capital Projects	716,092	572,000	1,112,342	13,165,000
Total Expense	<u>\$ 6,017,576</u>	<u>\$ 7,582,776</u>	<u>\$ 7,550,815</u>	<u>\$ 20,418,072</u>
Change in Working Capital	1,834,524	(1,181,031)	(698,461)	(695,789)
Estimated Beginning Working Capital	(1,809,178)	25,346	25,346	(673,115)
Estimated Ending Working Capital	<u>\$ 25,346</u>	<u>\$ (1,155,685)</u>	<u>\$ (673,115)</u>	<u>\$ (1,368,904)</u>
<u>EXPLANATION OF RESERVES</u>				
Contingency Reserve	\$ 1,609,848	\$ 1,507,500	\$ 1,607,152	\$ 1,519,960
Unrestricted	(1,584,502)	(2,663,185)	(2,280,267)	(2,888,864)
Estimated Working Capital	<u>\$ 25,346</u>	<u>\$ (1,155,685)</u>	<u>\$ (673,115)</u>	<u>\$ (1,368,904)</u>

ELECTRIC FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Service Charges	\$ 9,912,726	\$ 11,559,087	\$ 10,898,148	\$ 11,941,910
Interest Income	53,264	30,000	32,035	30,000
Miscellaneous Revenue	70,830	4,500	11,395	4,500
Capital Improvement	427,599	-	10,377	-
Transfer from Capital Projects	1,594,198	-	534,473	-
	<u>\$ 12,058,617</u>	<u>\$ 11,593,587</u>	<u>\$ 11,486,428</u>	<u>\$ 11,976,410</u>
Total Revenue				
<u>EXPENSE BY DEPARTMENT</u>				
City Council	\$ 6,938	\$ 4,000	\$ 4,000	\$ 4,000
Administration	-	-	-	30,800
Finance	-	-	-	38,000
Planning and Building	41,276	24,140	19,660	-
Fire	28,393	35,444	34,916	-
Public Works	42,136	1,625	3,116	106,228
Electric Utility	2,859,987	3,536,067	3,097,582	2,580,810
NCPA Power Costs	7,263,987	6,388,777	6,331,256	5,530,709
Public Benefit Program	208,597	456,120	481,575	630,903
Administrative Overhead	1,038,546	902,982	805,192	527,955
Capital Projects	2,823,218	140,000	500,000	400,000
	<u>\$ 14,313,078</u>	<u>\$ 11,489,155</u>	<u>\$ 11,277,297</u>	<u>\$ 9,849,405</u>
Total Expense				
Change in Working Capital	(2,254,461)	104,432	209,131	2,127,005
Estimated Beginning Working Capital	<u>3,831,365</u>	<u>1,576,904</u>	<u>1,576,904</u>	<u>1,786,035</u>
Estimated Ending Working Capital	<u>\$ 1,576,904</u>	<u>\$ 1,681,336</u>	<u>\$ 1,786,035</u>	<u>\$ 3,913,040</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
Invested in Capital Assets	7,127,793	7,127,793	7,127,793	7,127,793
Unrestricted	<u>(12,550,889)</u>	<u>(12,446,457)</u>	<u>(12,341,758)</u>	<u>(10,214,753)</u>
Estimated Working Capital	<u>\$ 1,576,904</u>	<u>\$ 1,681,336</u>	<u>\$ 1,786,035</u>	<u>\$ 3,913,040</u>

TRANSIT FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Grants	\$ 277,247	\$ 165,471	\$ 127,806	\$ 187,966
Bus Fare Income	19,211	24,000	18,000	18,000
Miscellaneous Revenue	-	9,500	9,500	-
Interest Income	554	1,000	246	100
Total Revenue	<u>\$ 297,012</u>	<u>\$ 199,971</u>	<u>\$ 155,552</u>	<u>\$ 206,066</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 271,658	\$ 232,454	\$ 199,943	\$ 182,260
Administrative Overhead	11,616	-	-	6,473
Total Expense	<u>\$ 283,274</u>	<u>\$ 232,454</u>	<u>\$ 199,943</u>	<u>\$ 188,733</u>
Change in Working Capital	13,738	(32,483)	(44,391)	17,333
Estimated Beginning Working Capital	<u>107,288</u>	<u>121,026</u>	<u>121,026</u>	<u>76,635</u>
Estimated Ending Working Capital	<u><u>\$ 121,026</u></u>	<u><u>\$ 88,543</u></u>	<u><u>\$ 76,635</u></u>	<u><u>\$ 93,968</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 121,026</u>	<u>\$ 88,543</u>	<u>\$ 76,635</u>	<u>\$ 93,968</u>
Estimated Working Capital	<u><u>\$ 121,026</u></u>	<u><u>\$ 88,543</u></u>	<u><u>\$ 76,635</u></u>	<u><u>\$ 93,968</u></u>

AIRPORT FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Rental Income	\$ 126,014	\$ 122,448	\$ 141,599	\$ 133,379
Fuel Sales	229,111	260,000	220,000	220,000
FAA Grant	930,098	150,000	150,000	150,000
Miscellaneous Revenue	1,403	2,200	2,060	2,200
Interest Income	11,153	11,500	2,171	2,000
Transfer from Other Funds	-	-	126,212	-
Total Revenue	<u>\$ 1,297,779</u>	<u>\$ 546,148</u>	<u>\$ 642,042</u>	<u>\$ 507,579</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 354,213	\$ 375,691	\$ 343,169	\$ 359,610
Planning and Building	52	-	165	-
Fire	2,511	-	-	-
Non Departmental	803	100	100	-
Administrative Overhead	10,896	15,081	10,966	28,769
Capital Projects	<u>1,524,285</u>	<u>150,000</u>	<u>150,000</u>	<u>-</u>
Total Expense	<u>\$ 1,892,760</u>	<u>\$ 540,872</u>	<u>\$ 504,400</u>	<u>\$ 388,379</u>
Change in Working Capital	(594,981)	5,276	137,642	119,200
Estimated Beginning Working Capital	<u>324,604</u>	<u>(270,377)</u>	<u>(270,377)</u>	<u>(132,735)</u>
Estimated Ending Working Capital	<u>\$ (270,377)</u>	<u>\$ (265,101)</u>	<u>\$ (132,735)</u>	<u>\$ (13,535)</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ (270,377)</u>	<u>\$ (265,101)</u>	<u>\$ (132,735)</u>	<u>\$ (13,535)</u>
Estimated Working Capital	<u>\$ (270,377)</u>	<u>\$ (265,101)</u>	<u>\$ (132,735)</u>	<u>\$ (13,535)</u>

MEETING CENTER FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Rental Income	\$ 159,599	\$ 156,878	\$ 118,700	\$ 126,700
Service Charges	20,523	25,350	18,240	21,350
Transfer from Community Services	-	34,138	34,138	-
Total Revenue	<u>\$ 180,122</u>	<u>\$ 216,366</u>	<u>\$ 171,078</u>	<u>\$ 148,050</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 243,153	\$ 203,219	\$ 218,103	\$ 187,386
Fire	6,767	-	1,300	-
Depreciation	62,291	-	-	-
Administrative Overhead	-	-	-	10,113
Total Expense	<u>\$ 312,211</u>	<u>\$ 203,219</u>	<u>\$ 219,403</u>	<u>\$ 197,499</u>
Change in Working Capital	(132,089)	13,147	(48,325)	(49,449)
Estimated Beginning Working Capital	<u>(108,678)</u>	<u>(240,767)</u>	<u>(240,767)</u>	<u>(289,092)</u>
Estimated Ending Working Capital	<u>\$ (240,767)</u>	<u>\$ (227,620)</u>	<u>\$ (289,092)</u>	<u>\$ (338,541)</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ (240,767)</u>	<u>\$ (227,620)</u>	<u>\$ (289,092)</u>	<u>\$ (338,541)</u>
Estimated Working Capital	<u>\$ (240,767)</u>	<u>\$ (227,620)</u>	<u>\$ (289,092)</u>	<u>\$ (338,541)</u>

COMMUNITY SERVICES FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Transient Occupancy Tax (10%)	\$ 1,405,292	\$ 1,250,000	\$ 1,265,342	\$ 1,506,310
Intergovernmental Revenue	4,316	500,000	500,000	270,000
Service Charges	373,005	430,414	357,560	363,533
Interest Income	23,620	17,000	-	-
Miscellaneous Revenue	7,735	31,375	5,000	5,000
Transfers from Capital Projects	185,223	-	-	-
Total Revenue	<u>\$ 1,999,191</u>	<u>\$ 2,228,789</u>	<u>\$ 2,127,902</u>	<u>\$ 2,144,843</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 2,132,964	\$ 1,838,956	\$ 1,335,650	\$ 1,388,551
Fire	34,452	43,407	39,496	-
Public Works	5,214	-	1,109	-
Electric Utility	456	-	-	-
Administrative Overhead	203,353	197,006	205,464	274,170
Transfer to Other Funds	55,000	44,803	44,803	-
Capital Projects	179,000	500,000	518,167	270,000
Total Expense	<u>\$ 2,610,439</u>	<u>\$ 2,624,172</u>	<u>\$ 2,144,689</u>	<u>\$ 1,932,721</u>
Change in Working Capital	(611,248)	(395,383)	(16,787)	212,122
Estimated Beginning Working Capital	710,637	99,389	99,389	82,602
Estimated Ending Working Capital	<u>\$ 99,389</u>	<u>\$ (295,994)</u>	<u>\$ 82,602</u>	<u>\$ 294,724</u>
<u>EXPLANATION OF RESERVES</u>				
Recession Reserve	\$ 351,323	\$ 312,500	\$ 316,336	\$ 376,578
Contingency Reserve	200,000	200,000	200,000	200,000
Unrestricted	(451,934)	(808,494)	(433,734)	(281,854)
Estimated Working Capital	<u>\$ 99,389</u>	<u>\$ (295,994)</u>	<u>\$ 82,602</u>	<u>\$ 294,724</u>

SCHOOL SERVICES FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Field Maintenance Cost Recovery	\$ 70,340	\$ 80,000	\$ 64,410	\$ 64,410
Field Use Fees	18,722	20,000	20,250	20,000
Interest Income	606	-	403	400
Transfer from Community Services	25,000	10,665	10,665	-
Total Revenue	<u>\$ 114,668</u>	<u>\$ 110,665</u>	<u>\$ 95,728</u>	<u>\$ 84,810</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 110,175	\$ 99,921	\$ 101,930	\$ 81,007
Administrative Overhead	43	-	-	1,452
Total Expense	<u>\$ 110,218</u>	<u>\$ 99,921</u>	<u>\$ 101,930</u>	<u>\$ 82,459</u>
Change in Working Capital	4,450	10,744	(6,202)	2,351
Estimated Beginning Working Capital	<u>27,718</u>	<u>32,168</u>	<u>32,168</u>	<u>25,966</u>
Estimated Ending Working Capital	<u>\$ 32,168</u>	<u>\$ 42,912</u>	<u>\$ 25,966</u>	<u>\$ 28,317</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 32,168</u>	<u>\$ 42,912</u>	<u>\$ 25,966</u>	<u>\$ 28,317</u>
Estimated Working Capital	<u>\$ 32,168</u>	<u>\$ 42,912</u>	<u>\$ 25,966</u>	<u>\$ 28,317</u>

AFTER SCHOOL PROGRAM FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Intergovernmental Revenue	\$ 110,188	\$ 163,080	\$ 140,000	\$ 167,889
Program Fees	1,305	15,660	580	2,300
Transfer from Community Services	30,000	-	-	-
Total Revenue	<u>\$ 141,493</u>	<u>\$ 178,740</u>	<u>\$ 140,580</u>	<u>\$ 170,189</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 129,317	\$ 146,655	\$ 166,337	\$ 151,484
Police	7,153	18,000	21,125	-
Fire	2,101	-	-	-
Total Expense	<u>\$ 138,571</u>	<u>\$ 164,655</u>	<u>\$ 187,462</u>	<u>\$ 151,484</u>
Change in Working Capital	2,922	14,085	(46,882)	18,705
Estimated Beginning Working Capital	(639)	2,283	2,283	(44,599)
Estimated Ending Working Capital	<u>\$ 2,283</u>	<u>\$ 16,368</u>	<u>\$ (44,599)</u>	<u>\$ (25,894)</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 2,283</u>	<u>\$ 16,368</u>	<u>\$ (44,599)</u>	<u>\$ (25,894)</u>
Estimated Working Capital	<u>\$ 2,283</u>	<u>\$ 16,368</u>	<u>\$ (44,599)</u>	<u>\$ (25,894)</u>

MISCELLANEOUS FUNDS

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Other Revenue	\$ 295,318	\$ 135,000	\$ 226,749	\$ 224,672
Transfers from Other Funds	1,961,686	-	54,010	-
Interest Income	26,951	13,800	19,921	15,955
Total Revenue	<u>\$ 2,283,955</u>	<u>\$ 148,800</u>	<u>\$ 300,680</u>	<u>\$ 240,627</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administration	\$ 60,782	\$ 60,000	\$ 22,896	22,900
Finance	7,000	45,000	45,000	1,200
Fire	7,192	-	-	-
Administrative Overhead	11,858	5,650	5,150	2,979
Transfer to Other Funds	303,249	74,963	53,294	5,000
Capital Projects	838,820	291,500	232,639	2,000
Total Expenditure	<u>\$ 1,228,901</u>	<u>\$ 477,113</u>	<u>\$ 358,979</u>	<u>\$ 34,079</u>
Change in Fund Balance	1,055,054	(328,313)	(58,299)	206,548
Estimated Beginning Fund Balance	<u>529,766</u>	<u>1,584,820</u>	<u>1,584,820</u>	<u>1,526,521</u>
Estimated Ending Fund Balance	<u><u>\$ 1,584,820</u></u>	<u><u>\$ 1,256,507</u></u>	<u><u>\$ 1,526,521</u></u>	<u><u>\$ 1,733,069</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,584,820</u>	<u>\$ 1,256,507</u>	<u>\$ 1,526,521</u>	<u>\$ 1,733,069</u>
Estimated Fund Balance	<u><u>\$ 1,584,820</u></u>	<u><u>\$ 1,256,507</u></u>	<u><u>\$ 1,526,521</u></u>	<u><u>\$ 1,733,069</u></u>

INSURANCE AND BENEFITS FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 7,599,736	\$ 7,600,444	\$ 7,139,588	\$ 7,270,207
Other Revenue	91	-	-	-
Interest Income	71,252	60,000	26,531	25,000
	<u>71,252</u>	<u>60,000</u>	<u>26,531</u>	<u>25,000</u>
Total Revenue	<u>\$ 7,671,079</u>	<u>\$ 7,660,444</u>	<u>\$ 7,166,119</u>	<u>\$ 7,295,207</u>
<u>EXPENSE BY DEPARTMENT</u>				
Non Departmental:				
Public Employee Retirement	\$ 3,072,663	\$ 2,997,694	\$ 2,997,694	\$ 2,740,247
Health and Life Insurance	1,867,323	2,146,054	2,146,054	1,796,347
Medicare	156,242	145,676	145,676	130,914
Long Term Disability	50,349	59,630	59,630	41,641
State Unemployment Insurance	12,683	88,963	88,963	78,729
Workers' Compensation Leave	-	86,054	86,054	72,992
Workers' Compensation	425,205	344,950	346,959	314,599
Compensation Time (OT)	90,407	-	69,892	90,000
Public Safety Leave	1,079	40,776	40,776	37,843
Holiday Leave	517,578	544,190	474,298	483,426
Vacation Leave	745,403	802,822	802,822	711,993
Management Leave	121,014	139,478	139,478	128,694
Sick Leave	667,158	347,753	347,753	308,434
Administrative Overhead	13,440	8,000	8,000	3,500
	<u>13,440</u>	<u>8,000</u>	<u>8,000</u>	<u>3,500</u>
Total Expense	<u>\$ 7,740,544</u>	<u>\$ 7,752,040</u>	<u>\$ 7,754,049</u>	<u>\$ 6,939,359</u>
Change in Net Assets	(69,465)	(91,596)	(587,930)	355,848
Estimated Beginning Net Assets	<u>877,261</u>	<u>807,796</u>	<u>807,796</u>	<u>219,866</u>
Estimated Ending Net Assets	<u>\$ 807,796</u>	<u>\$ 716,200</u>	<u>\$ 219,866</u>	<u>\$ 575,714</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 807,796</u>	<u>\$ 716,200</u>	<u>\$ 219,866</u>	<u>\$ 575,714</u>
Estimated Net Assets	<u>\$ 807,796</u>	<u>\$ 716,200</u>	<u>\$ 219,866</u>	<u>\$ 575,714</u>

VEHICLE MAINTENANCE FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 631,114	\$ 593,210	\$ 580,764	\$ -
Replacement Fees	560,650	507,948	507,948	-
Interest Income	93,930	50,000	36,869	35,000
Transfers and Other Revenue	38,989	23,000	102,400	27,000
Total Revenue	<u>\$ 1,324,683</u>	<u>\$ 1,174,158</u>	<u>\$ 1,227,981</u>	<u>\$ 62,000</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ 18,266	\$ 12,021	\$ 10,986	\$ 188,944
Community Services	66,744	35,500	58,352	31,067
Planning and Building	1,920	2,100	1,153	1,200
Police	70,657	118,500	116,070	91,300
Fire	219,719	93,603	78,133	41,100
Public Works	237,530	341,391	268,519	93,140
Electric Utility	159,957	63,800	48,953	49,400
Central Services	294,717	56,500	32,835	65,708
Total Expense	<u>\$ 1,069,510</u>	<u>\$ 723,415</u>	<u>\$ 615,001</u>	<u>\$ 561,859</u>
Change in Net Assets	255,173	450,743	612,980	(499,859)
Estimated Beginning Net Assets	<u>5,584,255</u>	<u>5,839,428</u>	<u>5,839,428</u>	<u>6,452,408</u>
Estimated Ending Net Assets	<u>\$ 5,839,428</u>	<u>\$ 6,290,171</u>	<u>\$ 6,452,408</u>	<u>\$ 5,952,549</u>
<u>EXPLANATION OF RESERVES</u>				
Invested in Capital Assets	\$ 2,004,025	\$ 2,004,025	\$ 2,004,025	\$ 2,004,025
Unrestricted	<u>3,835,403</u>	<u>4,286,146</u>	<u>4,448,383</u>	<u>3,948,524</u>
Estimated Net Assets	<u>\$ 5,839,428</u>	<u>\$ 6,290,171</u>	<u>\$ 6,452,408</u>	<u>\$ 5,952,549</u>

INFORMATION SERVICES FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 778,000	\$ 808,027	\$ 711,589	\$ 394,581
Replacement Fees	199,190	223,280	140,397	10,302
Interest Income	18,417	10,000	9,952	9,500
Transfer from Other Funds	147,551	5,720	5,720	-
Other	344	-	-	-
Total Revenue	<u>\$ 1,143,502</u>	<u>\$ 1,047,027</u>	<u>\$ 867,658</u>	<u>\$ 414,383</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administration	\$ 1,632	\$ 4,880	\$ 4,660	\$ 4,410
Finance	407,132	421,089	402,040	413,407
Community Services	30,793	14,520	16,840	18,660
Planning and Building	4,524	3,230	2,580	3,180
Police	22,790	42,775	36,835	41,175
Fire	7,326	12,320	12,120	7,840
Public Works	43,244	51,600	49,031	32,280
Electric Utility	17,624	10,470	10,200	6,950
Central Services	447,627	335,540	373,787	404,121
Capital Projects	11,295	-	-	-
Total Expense	<u>\$ 993,987</u>	<u>\$ 896,424</u>	<u>\$ 908,093</u>	<u>\$ 932,023</u>
Change in Net Assets	149,515	150,603	(40,435)	(517,640)
Estimated Beginning Net Assets	<u>1,330,927</u>	<u>1,480,442</u>	<u>1,480,442</u>	<u>1,440,007</u>
Estimated Ending Net Assets	<u><u>\$ 1,480,442</u></u>	<u><u>\$ 1,631,045</u></u>	<u><u>\$ 1,440,007</u></u>	<u><u>\$ 922,367</u></u>
<u>EXPLANATION OF RESERVES</u>				
Invested in Capital Assets	\$ 702,406	\$ 702,406	\$ 702,406	\$ 702,406
Unrestricted	778,036	928,639	737,601	219,961
Estimated Net Assets	<u><u>\$ 1,480,442</u></u>	<u><u>\$ 1,631,045</u></u>	<u><u>\$ 1,440,007</u></u>	<u><u>\$ 922,367</u></u>

BUILDING MAINTENANCE FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Service Fees	\$ 1,106,316	\$ 1,105,092	\$ 1,082,400	\$ 829,590
Interest Income	8,868	5,000	4,384	4,000
Total Revenue	<u>\$ 1,115,184</u>	<u>\$ 1,110,092</u>	<u>\$ 1,086,784</u>	<u>\$ 833,590</u>
<u>EXPENSE BY DEPARTMENT</u>				
Finance	\$ 6,263	\$ 55,026	\$ 9,524	\$ 30,981
Community Services	8,445	32,027	27,379	56,645
Planning	-	113,505	-	-
Fire	177	33,948	28,661	-
Public Works	28,640	2,700	16,031	-
Central Services	780,000	1,049,800	772,574	864,242
Transfer to Other Funds	45,000	-	-	-
Total Expense	<u>\$ 868,525</u>	<u>\$ 1,287,006</u>	<u>\$ 854,169</u>	<u>\$ 951,868</u>
Change in Net Assets	246,659	(176,914)	232,615	(118,278)
Estimated Beginning Net Assets	<u>338,869</u>	<u>585,528</u>	<u>585,528</u>	<u>818,143</u>
Estimated Ending Net Assets	<u><u>\$ 585,528</u></u>	<u><u>\$ 408,614</u></u>	<u><u>\$ 818,143</u></u>	<u><u>\$ 699,865</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 585,528</u>	<u>\$ 408,614</u>	<u>\$ 818,143</u>	<u>\$ 699,865</u>
Estimated Net Assets	<u><u>\$ 585,528</u></u>	<u><u>\$ 408,614</u></u>	<u><u>\$ 818,143</u></u>	<u><u>\$ 699,865</u></u>

FIRE FACILITIES IMPACT FEE FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 22,475	\$ -	\$ 3,708	\$ -
Interest Income	1,884	-	1,345	1,300
Transfer from Other Funds	77,842	-	-	-
Total Revenue	<u>\$ 102,201</u>	<u>\$ -</u>	<u>\$ 5,053</u>	<u>\$ 1,300</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ -	\$ -	\$ 3,200
Administrative Overhead	135	-	-	-
Total Expenditure	<u>\$ 135</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,200</u>
Change in Fund Balance	102,066	-	5,053	(1,900)
Estimated Beginning Fund Balance	-	102,066	102,066	107,119
Estimated Ending Fund Balance	<u>\$ 102,066</u>	<u>\$ 102,066</u>	<u>\$ 107,119</u>	<u>\$ 105,219</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 102,066</u>	<u>\$ 102,066</u>	<u>\$ 107,119</u>	<u>\$ 105,219</u>
Estimated Fund Balance	<u>\$ 102,066</u>	<u>\$ 102,066</u>	<u>\$ 107,119</u>	<u>\$ 105,219</u>

STREETS CAPACITY FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 279,685	\$ -	\$ 29,025	\$ -
Interest Income	15,353	2,500	8,728	8,700
Transfer from Other Funds	1,447,086	-	-	-
Total Revenue	<u>\$ 1,742,124</u>	<u>\$ 2,500</u>	<u>\$ 37,753</u>	<u>\$ 8,700</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ -	\$ -	\$ 3,200
Administrative Overhead	1,103	-	-	5,316
Transfer to Other Funds	-	-	25,000	25,000
Capital Projects	418,198	1,043,000	1,043,000	53,000
Total Expenditure	<u>\$ 419,301</u>	<u>\$ 1,043,000</u>	<u>\$ 1,068,000</u>	<u>\$ 86,516</u>
Change in Fund Balance	1,322,823	(1,040,500)	(1,030,247)	(77,816)
Estimated Beginning Fund Balance	<u>1,745,323</u>	<u>3,068,146</u>	<u>3,068,146</u>	<u>2,037,899</u>
Estimated Ending Fund Balance	<u><u>\$ 3,068,146</u></u>	<u><u>\$ 2,027,646</u></u>	<u><u>\$ 2,037,899</u></u>	<u><u>\$ 1,960,083</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 3,068,146</u>	<u>\$ 2,027,646</u>	<u>\$ 2,037,899</u>	<u>\$ 1,960,083</u>
Estimated Fund Balance	<u><u>\$ 3,068,146</u></u>	<u><u>\$ 2,027,646</u></u>	<u><u>\$ 2,037,899</u></u>	<u><u>\$ 1,960,083</u></u>

WATER CAPACITY FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 766,215	\$ -	\$ 108,592	\$ 17,596
Interest Income	20,012	5,000	21,749	21,000
Transfer from Other Funds	838,068	-	22,390	-
Total Revenue	<u>\$ 1,624,295</u>	<u>\$ 5,000</u>	<u>\$ 152,731</u>	<u>\$ 38,596</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ -	\$ -	\$ 12,875
Administrative Overhead	1,438	-	-	6,056
Construction Services	-	-	21,319	-
Transfer to Other Funds	-	583,421	583,421	75,000
Capital Projects	348,000	71,648	71,648	25,000
Total Expenditure	<u>\$ 349,438</u>	<u>\$ 655,069</u>	<u>\$ 676,388</u>	<u>\$ 118,931</u>
Change in Fund Balance	1,274,857	(650,069)	(523,657)	(80,335)
Estimated Beginning Fund Balance	<u>1,659,409</u>	<u>2,934,266</u>	<u>2,934,266</u>	<u>2,410,609</u>
Estimated Ending Fund Balance	<u><u>\$ 2,934,266</u></u>	<u><u>\$ 2,284,197</u></u>	<u><u>\$ 2,410,609</u></u>	<u><u>\$ 2,330,274</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 2,934,266</u>	<u>\$ 2,284,197</u>	<u>\$ 2,410,609</u>	<u>\$ 2,330,274</u>
Estimated Fund Balance	<u><u>\$ 2,934,266</u></u>	<u><u>\$ 2,284,197</u></u>	<u><u>\$ 2,410,609</u></u>	<u><u>\$ 2,330,274</u></u>

WASTEWATER CAPACITY FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 2,013,830	\$ -	\$ 432,039	\$ 19,068
Interest Income	49,568	25,000	38,772	38,000
Transfer from Other Funds	461,623	-	22,390	-
Total Revenue	<u>\$ 2,525,021</u>	<u>\$ 25,000</u>	<u>\$ 493,201</u>	<u>\$ 57,068</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ -	\$ -	\$ 12,875
Administrative Overhead	3,561	-	-	4,316
Construction Services	-	-	31,241	-
Transfer to Other Funds	-	371,745	371,745	460,443
Capital Projects	429,875	95,000	95,000	5,000
Total Expenditure	<u>\$ 433,436</u>	<u>\$ 466,745</u>	<u>\$ 497,986</u>	<u>\$ 482,634</u>
Change in Fund Balance	2,091,585	(441,745)	(4,785)	(425,566)
Estimated Beginning Fund Balance	<u>2,857,638</u>	<u>4,949,223</u>	<u>4,949,223</u>	<u>4,944,438</u>
Estimated Ending Fund Balance	<u>\$ 4,949,223</u>	<u>\$ 4,507,478</u>	<u>\$ 4,944,438</u>	<u>\$ 4,518,872</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 4,949,223</u>	<u>\$ 4,507,478</u>	<u>\$ 4,944,438</u>	<u>\$ 4,518,872</u>
Estimated Fund Balance	<u>\$ 4,949,223</u>	<u>\$ 4,507,478</u>	<u>\$ 4,944,438</u>	<u>\$ 4,518,872</u>

DRAINAGE CAPACITY FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 170,630	\$ -	\$ 33,462	\$ -
Interest Income	37,538	22,000	17,709	17,000
Transfer from Other Funds	1,125,850	-	-	-
Total Revenue	<u>\$ 1,334,018</u>	<u>\$ 22,000</u>	<u>\$ 51,171</u>	<u>\$ 17,000</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ -	\$ -	\$ 3,200
Administrative Overhead	2,697	-	-	7,581
Construction Services	5,496	-	19,655	-
Capital Projects	341,664	820,000	820,000	-
Total Expenditure	<u>\$ 349,857</u>	<u>\$ 820,000</u>	<u>\$ 839,655</u>	<u>\$ 10,781</u>
Change in Fund Balance	984,161	(798,000)	(788,484)	6,219
Estimated Beginning Fund Balance	<u>2,342,531</u>	<u>3,326,692</u>	<u>3,326,692</u>	<u>2,538,208</u>
Estimated Ending Fund Balance	<u><u>\$ 3,326,692</u></u>	<u><u>\$ 2,528,692</u></u>	<u><u>\$ 2,538,208</u></u>	<u><u>\$ 2,544,427</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 3,326,692</u>	<u>\$ 2,528,692</u>	<u>\$ 2,538,208</u>	<u>\$ 2,544,427</u>
Estimated Fund Balance	<u><u>\$ 3,326,692</u></u>	<u><u>\$ 2,528,692</u></u>	<u><u>\$ 2,538,208</u></u>	<u><u>\$ 2,544,427</u></u>

ELECTRIC CAPACITY FUND

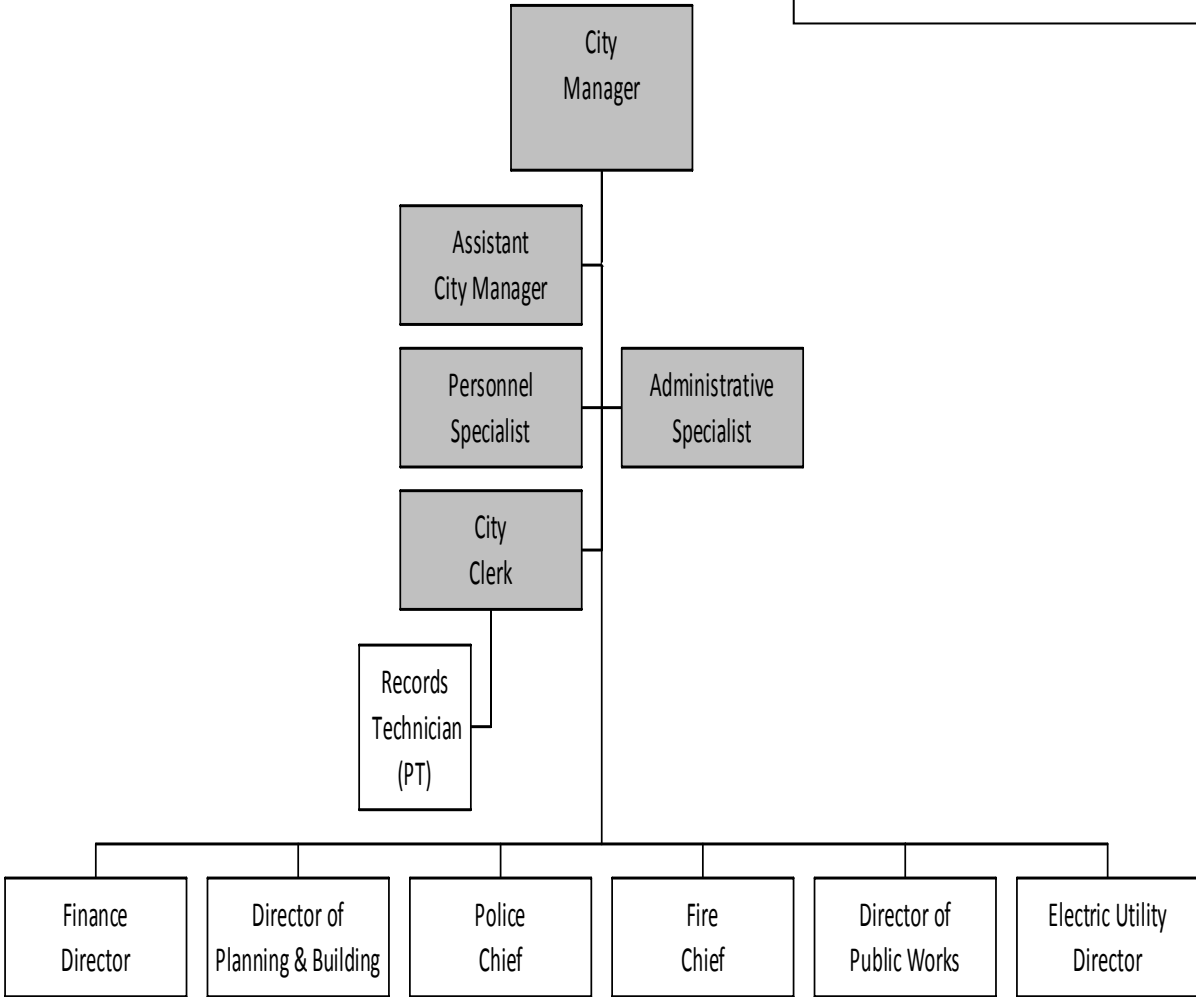
	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 102,545	\$ -	\$ 16,161	\$ -
Interest Income	24,072	-	24,713	24,000
Transfer from Other Funds	2,064,258	-	20,246	-
Total Revenue	<u>\$ 2,190,875</u>	<u>\$ -</u>	<u>\$ 61,120</u>	<u>\$ 24,000</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ -	\$ -	\$ 12,875
Administrative Overhead	1,729	-	-	-
Capital Projects	318,725	-	-	-
Total Expenditure	<u>\$ 320,454</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,875</u>
Change in Fund Balance	1,870,421	-	61,120	11,125
Estimated Beginning Fund Balance	<u>1,854,866</u>	<u>3,725,287</u>	<u>3,725,287</u>	<u>3,786,407</u>
Estimated Ending Fund Balance	<u><u>\$ 3,725,287</u></u>	<u><u>\$ 3,725,287</u></u>	<u><u>\$ 3,786,407</u></u>	<u><u>\$ 3,797,532</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 3,725,287</u>	<u>\$ 3,725,287</u>	<u>\$ 3,786,407</u>	<u>\$ 3,797,532</u>
Estimated Fund Balance	<u><u>\$ 3,725,287</u></u>	<u><u>\$ 3,725,287</u></u>	<u><u>\$ 3,786,407</u></u>	<u><u>\$ 3,797,532</u></u>

PARK DEVELOPMENT FEE FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Development Fees	\$ 190,866	\$ 65,000	\$ 22,102	\$ -
Interest Income	4,064	2,000	100	100
Other Income	248	-	125	-
Transfer from Other Funds	13,943	-	-	-
Total Revenue	<u>\$ 209,121</u>	<u>\$ 67,000</u>	<u>\$ 22,327</u>	<u>\$ 100</u>
<u>EXPENDITURE</u>				
Finance	\$ -	\$ -	\$ -	\$ 3,200
Administrative Overhead	292	-	-	-
Capital Projects	420,688	-	15,000	20,000
Total Expenditure	<u>\$ 420,980</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ 23,200</u>
Change in Fund Balance	(211,859)	67,000	7,327	(23,100)
Estimated Beginning Fund Balance	<u>241,441</u>	<u>29,582</u>	<u>29,582</u>	<u>36,909</u>
Estimated Ending Fund Balance	<u><u>\$ 29,582</u></u>	<u><u>\$ 96,582</u></u>	<u><u>\$ 36,909</u></u>	<u><u>\$ 13,809</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 29,582</u>	<u>\$ 96,582</u>	<u>\$ 36,909</u>	<u>\$ 13,809</u>
Estimated Fund Balance	<u><u>\$ 29,582</u></u>	<u><u>\$ 96,582</u></u>	<u><u>\$ 36,909</u></u>	<u><u>\$ 13,809</u></u>

ADMINISTRATION

Full Time - 5
Part Time - 1
Total - 6



ADMINISTRATION

The legislative and administration functions of the City are coordinated by the Administration Department, which includes the City Council, City Manager, City Attorney, 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. This includes direct coordination with the City Council, supervision of City departments, intergovernmental relations, economic development, franchise management 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 2009-10

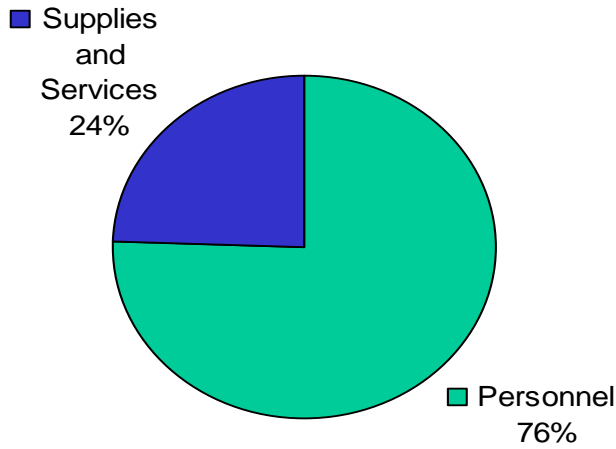
- ☑ Updated and implemented administrative policies
- ☑ Completed the General Plan update
- ☑ Completed negotiations to extend the solid waste franchise agreement with Redwood Empire Disposal
- ☑ Implemented a community outreach program, including a monthly feature in the Healdsburg Tribune
- ☑ Distributed \$60,000 in Community Benefit Grants to local community based and nonprofit organizations

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2010-11

- ◆ Secure additional revenue sources to enhance fiscal stability
- ◆ Continue efforts to secure Federal and State funding for the water reclamation facility, bridge reconstruction and freeway interchange projects
- ◆ Develop and implement a Supervisor Training Academy for employees to promote succession planning and enhance interdepartmental relationships
- ◆ Compile a City policy manual
- ◆ Complete recruitments and hire a new Police Chief, Electric Utility Director and Planning & Building Director
- ◆ Complete the Local Economic Assessment
- ◆ Implement the Economic Development Program

ADMINISTRATION - City Council

<u>EXPENSE</u>	<u>2008-09 ACTUAL</u>	<u>2009-10 ADJUSTED BUDGET</u>	<u>2009-10 ESTIMATE TO CLOSE</u>	<u>2010-11 ADOPTED BUDGET</u>
Wages and Fringe Benefits	\$ 71,062	\$ 88,834	\$ 72,705	\$ 88,110
Contracted Services	17,199	12,500	12,000	10,500
Service Fees	3,650	2,514	2,508	-
Telecommunication Service	881	800	800	800
Advertising and Publication	618	-	-	-
Supplies	1,076	600	600	600
Meetings	11,654	10,550	9,000	13,425
Membership and Dues	400	150	150	250
Training	1,124	600	275	3,000
TOTAL EXPENSE	\$ 107,664	\$ 116,548	\$ 98,038	\$ 116,685

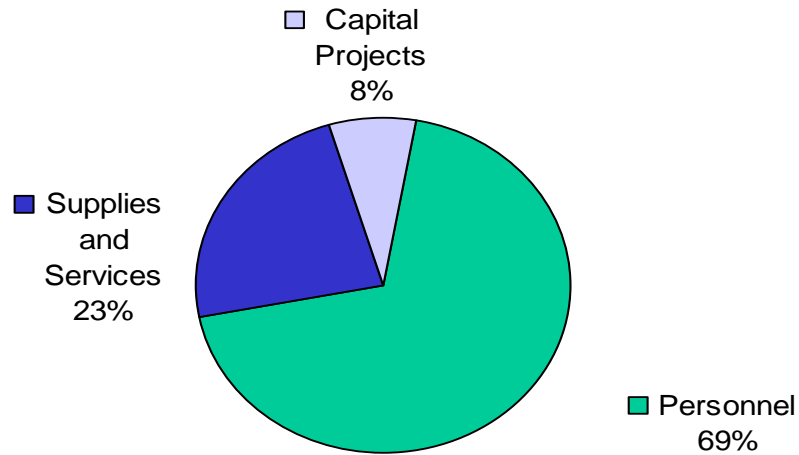


ADMINISTRATION - Legal

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Contracted Services	\$ 325,342	\$ 355,300	\$ 282,944	\$ 308,724
TOTAL EXPENSE	\$ 325,342	\$ 355,300	\$ 282,944	\$ 308,724

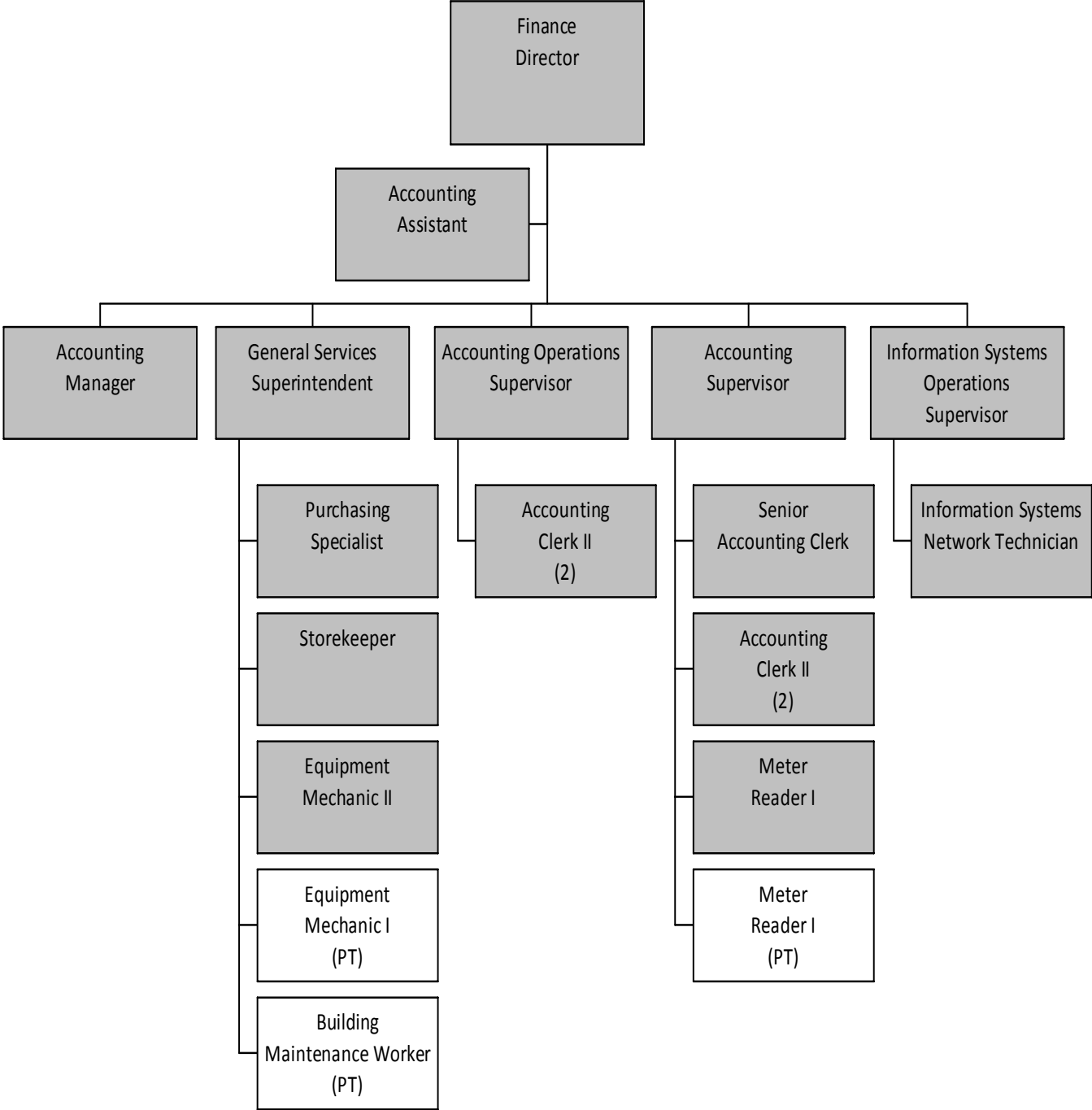
ADMINISTRATION - City Manager's Office

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,022,989	\$ 759,498	\$ 751,178	\$ 946,729
Overtime	637	-	-	-
Support to Outside Organizations	13,172	166,300	152,125	20,000
Contracted Services	275,371	307,600	241,125	45,532
Insurance	-	5,500	-	-
Government Fees	857	-	185	-
Election Expense	7,007	-	-	13,680
Project Participation	55,314	60,000	22,896	22,900
Service Fees	70,700	88,757	88,757	115,297
Replacement Fees	4,100	3,853	3,855	-
Lease Rentals	9,691	7,400	-	-
Telecommunication Service	3,809	3,220	4,048	2,900
Advertising and Publication	44,536	36,100	35,100	60,600
Supplies	10,616	8,650	7,198	11,930
Meetings	7,452	11,420	4,000	3,030
Membership and Dues	15,553	10,700	14,698	12,791
Training	4,933	6,360	3,848	10,370
Capital Items	97,751	-	80,001	-
TOTAL EXPENSE	\$ 1,644,488	\$ 1,475,358	\$ 1,409,014	\$ 1,265,759
Capital Projects				104,000
TOTAL EXPENSE				\$ 1,369,759



FINANCE

Full Time - 17
 Part Time - 3
 Total - 20



FINANCE

The Finance Department is responsible for 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 the Redevelopment Agency, as well as 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, Redevelopment Agency and Trust Funds. Revenue and collections includes collection of all general government revenues such as business and transient occupancy taxes, and collection of all enterprise fund revenues such as water, wastewater, electric and transit. Treasury management includes investment of funds, cash management and debt management. Grant administration consists of preparation of and billing for transit, infrastructure and disaster relief funds from other government agencies. Budget development involves coordination of departmental budget preparation and the publication of the operating and capital improvement budgets. Financial reporting consists of preparation of the Comprehensive Annual Financial Report, 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 utilities: water, wastewater and electric; 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 also responsible for preparing rate studies to identify appropriate billing rates. The Department is currently utilizing a lock-box service to process mail payments.

Information Services

Information Services Division is responsible for planning, deployment and maintenance of 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. We support 150 desktop systems, three dozen laptop units, forty network servers, an interconnecting wide area network, with Fiber, T1s and Wireless communications covering 13 locations and over 100 custom application configurations.

FINANCE

Other Central Services

Other central services provided by the Department include communications, office equipment services, purchasing, risk management, 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 coordinates with the Redwood Empire Municipal Insurance Fund to provide risk management services for 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.

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2009-10

- ☑ Contracted with a new auditor for fiscal year 2009-10
- ☑ Entered into an agreement with Sonic.net to provide a citywide WiFi
- ☑ Completed a Cost Allocation Plan
- ☑ Implemented new fleet management software enabling us to better track vehicle maintenance service costs and related inventory
- ☑ Completed modifications to technology contracts/services to further reduce technology costs
- ☑ Reduced unnecessary technology assets thereby reducing operating costs
- ☑ Implemented upgrades to main data storage system
- ☑ Evaluated technology use and operations policies
- ☑ Implemented new Building Maintenance Help-Desk software to assist with managing building maintenance requests
- ☑ Contracted with a new sales tax consultant

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2010-11

- ◆ Complete a citywide miscellaneous fee study
- ◆ Evaluate the possibility of contracting the printing and mailing of the utility bills
- ◆ Implement a new purchasing policy
- ◆ Complete water, wastewater and electric rate studies
- ◆ Complete a Tax Allocation Bond Issue which will refund the existing 1995 Tax Allocation Bonds and provide additional capital for infrastructure improvements
- ◆ Issue an RFP and hire a new Janitorial Company
- ◆ Complete the Council Chambers Audit Visual Upgrade
- ◆ Complete modifications to technology contracts/services to further reduce technology costs
- ◆ Upgrade main backup system to keep up with the storage utilization and ensure timely system recovery
- ◆ Upgrade power distribution in server cabinets to provide additional power redundancy for system uptime
- ◆ Add additional network storage for increased demand on file archiving and operational storage requirements
- ◆ GIS migration; Implement ESRI Enterprise licensing agreement and migrate current data sets to SDE
- ◆ Phase 2 of network security and monitoring improvements

FINANCE

- ◆ Update technology use and operation policies to meet necessary compliance regulations
- ◆ Evaluate security camera infrastructure and access control upgrades
- ◆ Evaluate server virtualization to reduce costs and power consumption as well as improve system management
- ◆ Evaluate voice over IP phone system for long term savings
- ◆ Purchase and implement software to manage contractual insurance submissions

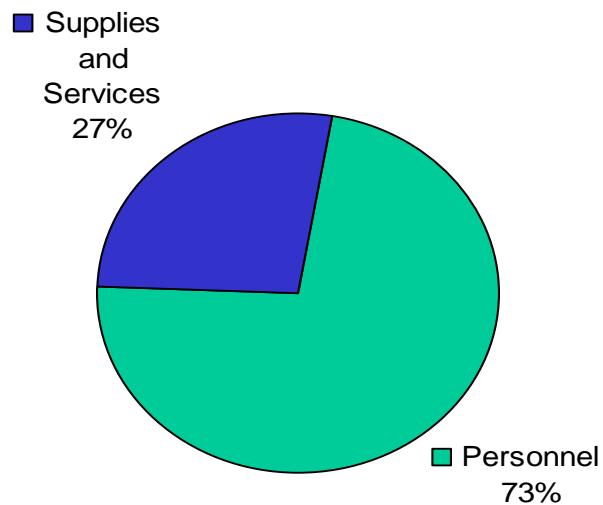
FUTURE OBJECTIVES

The Finance Department will continue to promote staff training in areas such as systems, software, accounting, and customer service. The Department will also continue cross training of existing staff to allow for professional growth and efficient use of resources. The Department is also working to develop protocol for network file management and shared files.

The Department is continually faced with the challenge of looking for additional ways to automate processes and to use technology to provide services to the community's citizens, as well as other departments, as efficiently as possible. The Department will continue to re-evaluate priorities and methods of service delivery emphasizing a cost benefit approach for best practices. The Department will continue to respond to the financial challenges facing the City.

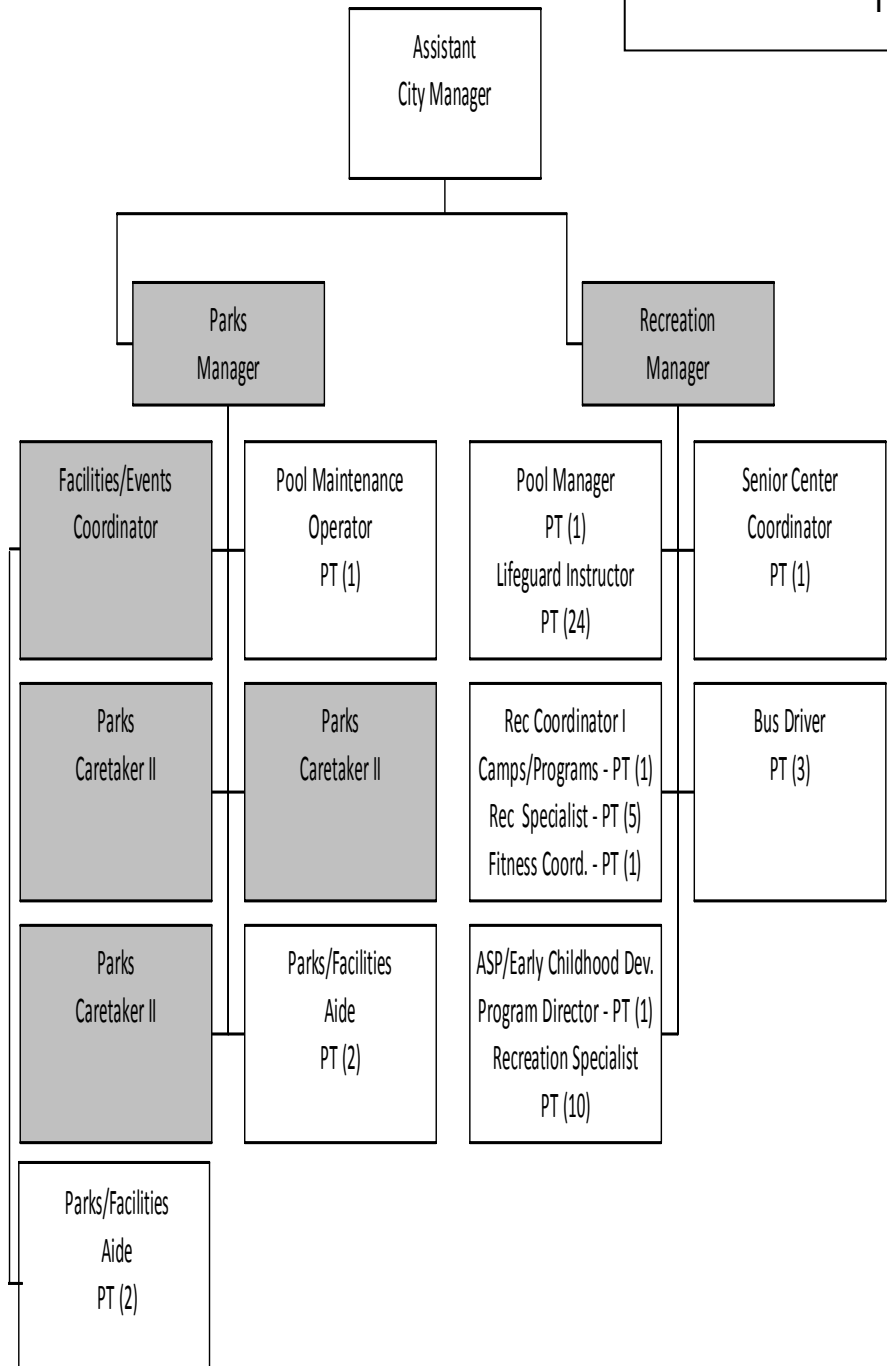
FINANCE

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,359,252	\$ 1,639,284	\$ 1,406,010	\$ 1,738,321
Overtime	5,979	5,300	104	-
Contracted Services	22,060	63,540	64,075	342,564
Government Fees	100	100	100	100
Rentals	-	150	-	35
Service Fees	389,850	376,175	376,170	211,249
Replacement Fees	94,700	35,567	35,568	-
Telecommunication Service	8,257	7,750	5,511	7,100
Advertising	-	-	130	130
Printing and Binding	114	600	300	-
Supplies	60,544	63,000	52,011	62,084
Meetings	406	1,500	172	300
Memberships and Dues	697	2,100	900	1,300
Training	4,929	5,500	1,666	3,000
Bad Debt Expense	19,182	4,000	37,614	20,000
TOTAL EXPENSE	\$ 1,966,070	\$ 2,204,566	\$ 1,980,331	\$ 2,386,183



COMMUNITY SERVICES

Full Time - 6
 Part Time - 52
 Total - 58



COMMUNITY SERVICES

The Community Services Department is responsible for the management and operation of parks and recreation facilities, Healdsburg Ridge Open Space Preserve, senior services, community gardens, transit services, Senior Center, the Villa Chanticleer conference center, Airport management, recreation programming, the Healdsburg Community Center, management of the Healdsburg Municipal Pool, as well as Neighborhood Improvement Programs, Lighting and Landscaping District, special event coordination and film permits. Contract administration includes, Tayman Park Golf Course, Healdsburg Unified School District (HUSD) landscaping, facility scheduling for the HUSD, Healdsburg Museum, and facility caretaker contracts.

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 contracted service providers at the museum, 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, 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, lap swimming, aquatic camps, water exercise classes and lifeguard training. In addition, the pool provides a place for the high school swim team and local private swim team to practice and hold meets.

Healdsburg Ridge Open Space Preserve: Manage the 150 acre Healdsburg Ridge Open Space Preserve. Responsibilities include trail maintenance, administering a volunteer program and various other tasks that keep the 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. Trees and landscaping services are provided by participating in the planning and environmental review processes.

Park Planning and Capital Improvements: Plan, design, engineer and perform environmental review for all projects. Park planning process includes the coordination of

COMMUNITY SERVICES

each project from conceptual design, financial considerations, plans and specifications, 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. The Department coordinates and staffs the after school program offered at the Healdsburg Community Center.

Scheduling and Event Coordination: Schedule and coordinate outdoor area usage at local schools, parks, and community facilities. Permits and scheduling also include 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 2009-10

- Completed Phase I of the Giorgi Park Rehabilitation Project
- Received \$270,000 grant for Phase II of the Giorgi Park Rehabilitation Project from the Open Space District
- Opened City's second community garden
- Moved the Community Services administrative offices to the Healdsburg Community Center
- Carducci and Associates completed mass grading plan for the Community Park at Saggio Hills
- Created and implemented the City's first Transportation Advisory Commission
- Introduced the Mobile Recreation Unit
- The Junior High School after school program relocated from the Community Center to the Junior High School

COMMUNITY SERVICES

MAJOR DEPARTMENT GOALS FOR FISCAL YEAR 2010-11

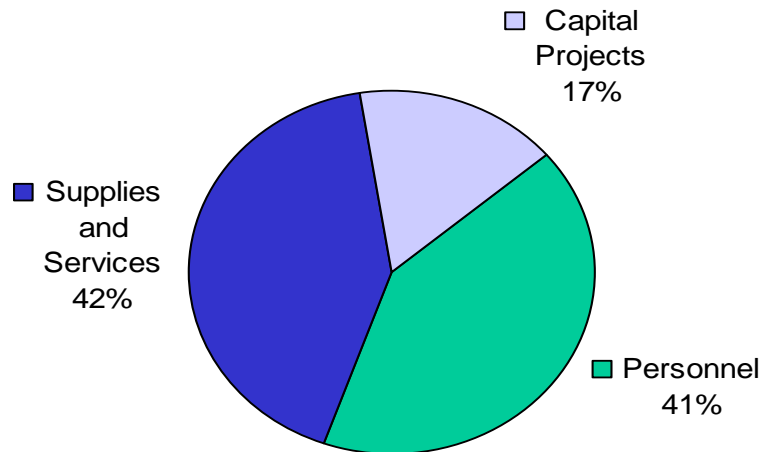
- ◆ Begin construction for phase II of Giorgi Park Rehabilitation Project
- ◆ Help facilitate the completion of the Recreation Park Grandstand Project
- ◆ Complete grading plans for the Community Park at Saggio Hills
- ◆ Continue working toward a cost recovery plan of 75% for the Healdsburg Community Center
- ◆ Continue developing recreation programs that reach more residents of Healdsburg

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. 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	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,697,608	\$ 1,463,284	\$ 1,319,791	\$ 1,311,106
Overtime	6,583	2,750	6,109	-
Support to Outside Organizations	23,304	26,100	14,000	11,500
Contracted Services	523,844	451,297	482,567	436,806
Insurance	11,801	4,300	4,300	4,300
Government Fees	5,037	3,750	3,745	3,650
Project Participation	97,816	103,500	98,461	44,000
Property Services	148,086	210,949	186,360	174,450
Rentals	526,406	428,000	28,723	57,523
Service Fees	299,950	293,270	293,272	176,178
Replacement Fees	29,900	31,484	31,483	-
Loan Repayment - General Fund	1,700	1,700	1,700	1,700
Telecommunication Service	25,895	21,815	19,020	19,250
Advertising and Publication	35,633	31,400	32,469	30,250
Printing and Binding	2,060	900	456	1,600
Travel Expense	1,224	500	-	-
Supplies	379,837	391,985	353,898	367,235
Meetings	4,918	1,700	2,100	1,600
Membership and Dues	1,821	2,650	4,524	2,375
Training	4,025	3,400	4,164	4,425
Capital Items	-	3,000	3,000	2,000
TOTAL OPERATING EXPENSE	\$ 3,827,448	\$ 3,477,734	\$ 2,890,142	\$ 2,649,948
Capital Projects				524,485
TOTAL EXPENSE				\$ 3,174,433



COMMUNITY SERVICES

Park Name

Barbieri Brothers Park
Badger Park
Carson Warner Skate Park
Gibbs Park
Giorgi Park
Grove Street Detention Basin
Healdsburg Ridge Open Space Preserve
Plaza Park
Railroad Park
Recreation Park
Tilly Grove Open Space
Villa Chanticleer Playground
West Plaza Park

Location

325 Bridle Path
780 Heron Drive
15070 Grove Street
1529 Prentice Drive
600 University Street
Grove Street (Adjacent to Skate Park)
Eastern end of Parkland Farms Blvd.
100 Matheson Street
22 Front Street
525 Piper Street
543 Tucker Street
1248 N. Fitch Mountain Road
21 West Matheson Street

Field Name

Fitch Mountain School - Multi Use Fields
Healdsburg Community Center at Foss Creek –
Multi Use Fields, Basketball Courts
Giorgi Park - 2 Tennis Courts
Healdsburg Elementary School - Multi Use Fields
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
Healdsburg Junior High School-Multi Use Fields,
Walking Track
Recreation Park Field-Multi Use Fields – Football,
Baseball, Soccer, Special Events

Location

565 Sanns Lane
1557 Healdsburg Avenue
600 University Street
400 First Street
1024 Prince Street (Off Monte Vista Ave.)
315 Grant Street
525 Piper Street

Facility

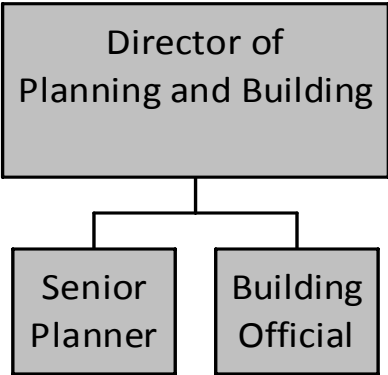
Administration & Reservations
Badger Dog Park
Healdsburg Community Center
Healdsburg Municipal Airport
Healdsburg Museum (Healdsburg Museum and
Historical Society)
Healdsburg Municipal Pool
Senior Center and Transit Services
Tayman Park Golf Course (Tayman Park Golf
Group, Inc.)
Villa Chanticleer
Villa Dog Park
Visitor Information Center (Chamber of Commerce)

Location

1557 Healdsburg Avenue
780 Heron Drive
1557 Healdsburg Avenue
1580 Lytton Springs Road
221 Matheson Street
360 Monte Vista Avenue
133 Matheson Street
927 S. Fitch Mountain Road
1248 N. Fitch Mountain Road
1248 N. Fitch Mountain Road
217 Healdsburg Avenue

PLANNING AND BUILDING

Full Time - 3
Total - 3



PLANNING AND BUILDING

The Planning and Building Department is responsible for overseeing and guiding private development projects in accordance with state law and the City's General Plan, Zoning Ordinance and other local land use standards. Major tasks include administering planning and building regulations, assisting public and private developers with permit applications, conducting environmental reviews, reviewing business licenses, providing staff assistance to the Planning Commission, City Council, and other committees and working groups as necessary, and preparing and enforcing the City's codes and permit conditions of approval. The Department also provides advance planning services, participates in county-wide and regional planning efforts relating to land use, housing and transportation, and oversees the affordable housing and economic development functions as part of the City's Redevelopment Agency.

Ordinance Administration

The Department administers the Zoning, Subdivision, Environmental, Noise, Building Code adoption and Code Enforcement Ordinances and revises these as necessary to comply with changing local interests and state law. The Department also responds to public inquiries, coordinates interdepartmental review of development applications, processes development projects, and prepares reports on land use, design review, variance and subdivision projects for Planning Commission and City Council review.

Design Review

The Department is responsible for preserving and protecting Healdsburg's natural scenic beauty and its unique built environment by administering the City's Design Review Manual, and related processes and policies contained in the City's General Plan, area plans and Zoning Ordinance. The Department conducts design review for expansions of commercial, office and industrial buildings and for new signage and awnings. Staff also reviews substantial development projects, such as new commercial, industrial, office and residential projects and advises the Planning Commission and City Council of a project's compliance with adopted standards and guidelines.

Advance Planning

The Department prepares and amends documents that guide public and private development activities in Healdsburg, such as the City's General Plan, Zoning Ordinance and area plans. The Department also prepares and coordinates special planning documents, such as the Foss Creek Pathway Plan. The Department processes amendments to these long-range policy documents to be more responsive to the changing community. The Department also provides functional support to the Healdsburg Redevelopment Agency, including design and environmental review for new affordable housing, land use and economic development activities.

Regional Planning

The Department works with state, regional and county agencies on a regular basis pertaining to land use, housing, transportation and other similar issues of a county-wide and region-wide perspective. The Department reviews changes in regulations affecting local policy, analyzes land use and housing data used by the Association of Bay Area Governments, participates in county-wide technical and planning advisory committees, and regularly attends meetings conducted on issues associated with housing, redevelopment and transportation. The Department also reviews projects proposed

PLANNING AND BUILDING

outside the city limits for their potential effects on Healdsburg, such as development applications and subdivisions and their environmental documents.

Plan Check and Building Inspection Services

The Department is responsible for implementation of minimum building standards to safeguard the public. The Department reviews building plans and inspects all building-related activities in Healdsburg to ensure compliance with adopted state, local and model codes. Public assistance is also provided to facilitate complete plan submittals and to provide an understanding of the building permit review process. Services include implementing building and fire codes, energy efficient standards, and the Americans with Disabilities Act. All development permit applications are submitted to the Department for routing and collaboration with city departments and other agencies.

Community Outreach

The Building Official attends monthly contractor breakfast meetings and discusses current code issues with local builders. The building official also attends the Redwood Empire Remodelers Association annual "Inspector Forum." Planning staff makes presentations to community groups as needed and regularly attends meetings of the SCTA Policy Advisory Committee, the Sonoma County Planning Directors' working group, and other planning-related committees.

Environmental Review

The Department conducts environmental review for proposed public and private projects under the California Environmental Quality Act guidelines and the City's environmental procedures. This involves a determination of the required level of environmental review and preparing or coordinating the preparation and review of the necessary environmental documents, including environmental impact reports.

Code Enforcement

The Department enforces City regulations relating to land use, noise and construction. Areas of responsibility include investigating violations of the City's Zoning Ordinance, noise ordinance, building code and other regulations. The Department works closely with other City departments, particularly emergency services, and coordinates the review of complaints for potential public nuisances.

Redevelopment

The Department assists in the redevelopment of public and private properties and assists in preparing annual reports to the state and periodic updates to the Redevelopment Implementation Plan. The Department also administers the downtown directional signage program. The Building Division assists in monitoring and maintaining RDA buildings and properties.

MAJOR DEPARTMENT TASKS COMPLETED FISCAL YEAR 2009-10

- Completed adoption of the 2030 Healdsburg General Plan and Environmental Impact Report
- Completed and obtained state certification of the Housing Element of the General Plan

PLANNING AND BUILDING

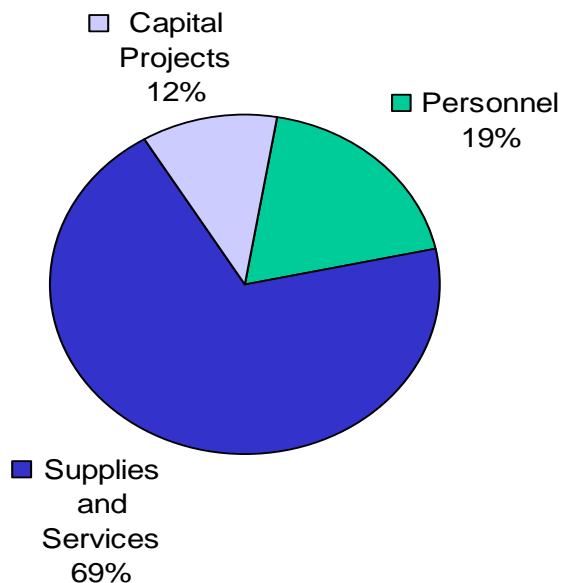
- ☑ Completed adoption of new zoning districts and property rezonings to implement the updated General Plan
- ☑ Initiated the Central Healdsburg Avenue Special Study Area Plan process
- ☑ Completed adoption of a water-efficient landscaping ordinance
- ☑ Completed the entitlement review process for the G3 office project for the rehabilitation of the historic winery building at 845 Healdsburg Avenue
- ☑ Completed the entitlement review process for the redevelopment of the former Solem's Appliances property at 25 North Street with a restaurant, retail and meeting space project
- ☑ Facilitated and inspected construction of the 64-unit Foss Creek Court affordable apartments project
- ☑ Completed construction of the 7-unit Victory Studios transitional housing project
- ☑ Facilitated and inspected construction of the H2 Hotel, which is a LEED Silver, three story infill development hotel, restaurant and bar
- ☑ Assisted Sonoma County Habitat for Humanity in its construction of two very low income homes
- ☑ Completed a comprehensive update of the Subdivision Ordinance
- ☑ Coordinated the consideration of adopting a community impact report requirement for large development projects

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2010-11

- ◆ Amend the Zoning Ordinance as required by the Housing Element update's implementation measures
- ◆ Amend the Zoning Ordinance to incorporate Downtown Parking Study recommendations
- ◆ Amend the Zoning Ordinance to clarify that heritage tree protection provisions may be extended to trees or groups of trees with historic significance
- ◆ Coordinate the Central Healdsburg Special Study Area Plan process
- ◆ Rescind the Ridgeline North Area Plan to reflect the property's purchase by the Sonoma County Agricultural Preservation and Open Space District for a natural open space preserve
- ◆ Complete the Saggio Hills project entitlement process and certification of its revised environmental document
- ◆ Expand the downtown directional signage program
- ◆ Update the City's environmental review guidelines
- ◆ Complete conversion of the G3 office project for the rehabilitation of the historic winery building at 845 Healdsburg Avenue
- ◆ Complete redevelopment of the former Solem's Appliances property at 25 North Street with a restaurant, retail and meeting space project

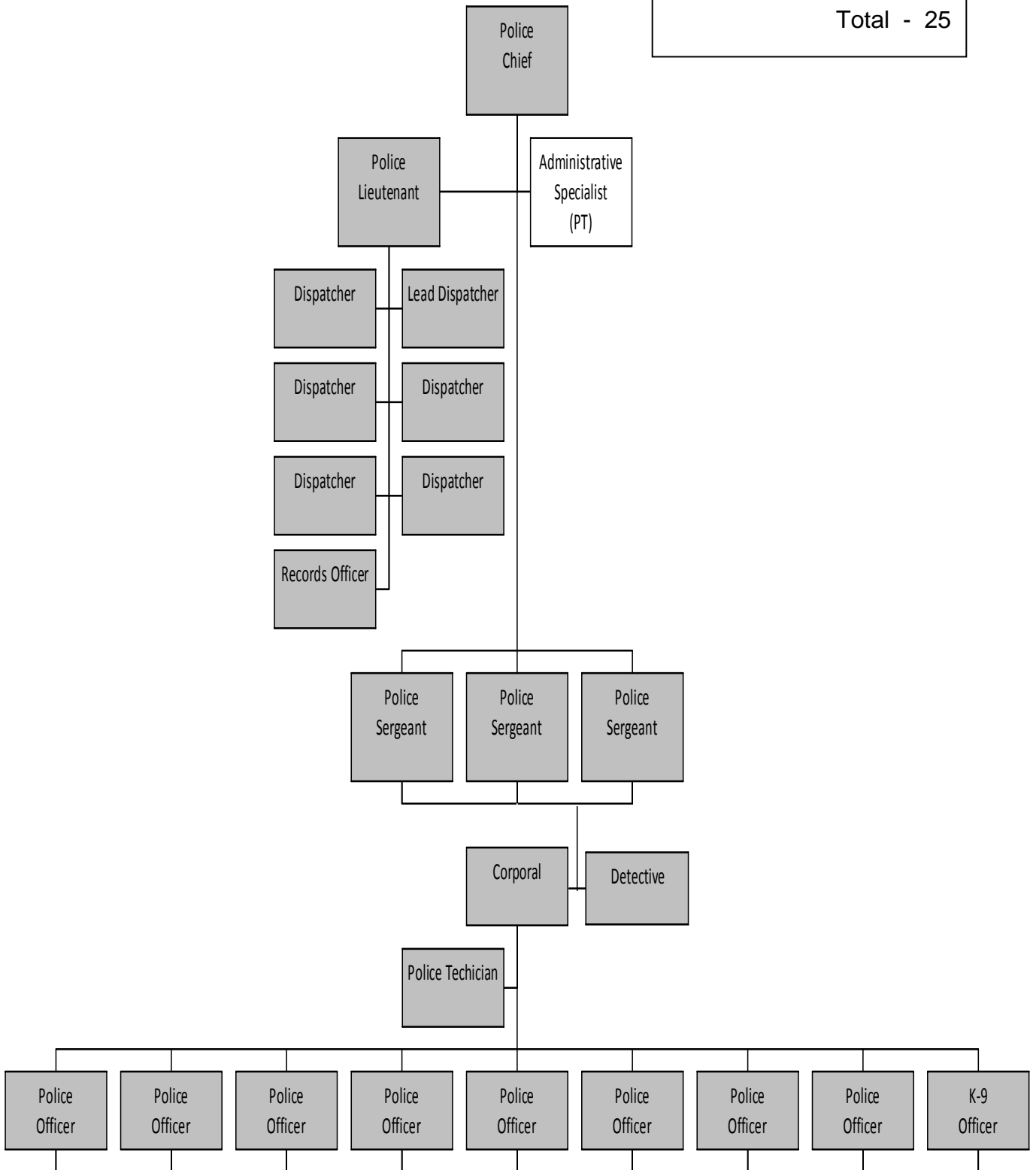
PLANNING AND BUILDING

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 728,533	\$ 802,199	\$ 690,372	\$ 713,226
Overtime	993	-	-	-
Contracted Services	99,969	45,000	24,397	374,730
Insurance	-	-	-	55,000
Government Fees	-	-	-	300
Property Services	-	-	1,000	300,000
Construction Services	-	-	-	525,000
Service Fees	138,950	88,567	88,566	44,460
Replacement Fees	22,000	3,863	3,864	-
Telecommunication Services	3,291	3,540	3,390	3,397
Advertising and Publication	9,164	6,494	6,494	9,744
Printing and Binding	-	-	-	-
Supplies	4,120	5,350	3,073	6,056
Meetings	3,057	1,000	345	-
Memberships and Dues	1,879	1,300	1,638	6,428
Training	3,797	1,000	1,293	4,420
Capital Items	-	-	-	1,300,000
TOTAL OPERATING EXPENSE	\$ 1,015,753	\$ 958,313	\$ 824,432	\$ 3,342,761
Capital Projects				434,752
TOTAL EXPENSE				\$ 3,777,513



POLICE

Full Time - 24
Part Time - 1
Total - 25



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 2009-10

- ☑ Department restructuring including the creation of a Lieutenant position
- ☑ Implemented a three year rotational supervisory assignment for patrol officers providing staff development
- ☑ Maintained the Adopt-A-Cop program for local school children
- ☑ Received recognition for the ability to answer 98.7% of emergency calls within 10 seconds
- ☑ Implemented a new protocol for police service delivery with the Healdsburg Unified School District
- ☑ Received approval from the Police Officer Standards and Training to offer accredited in house training for defensive tactics
- ☑ Applied for Federal Grant to fund a police officer position for a three year period

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2010-11

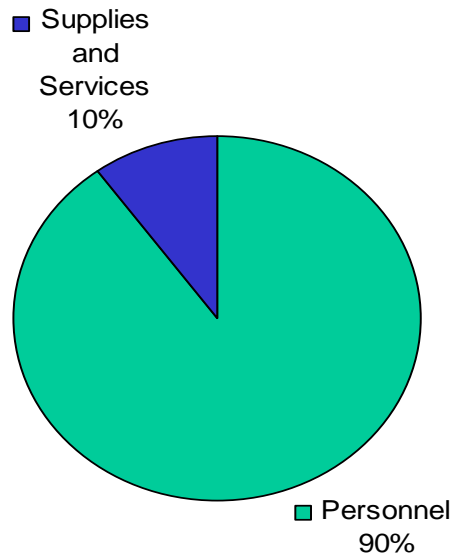
- ◆ Recruit and appoint a new Chief of Police
- ◆ Restructure and adopt a new contract for city animal control services
- ◆ Change protocols for administering the local Future Farmers Parade and Fair
- ◆ Implement a peer review process relating to criminal investigations
- ◆ Appoint a new police detective for a three year period
- ◆ Adopt a formal relationship with Sonoma State University to utilize student interns for department projects
- ◆ Continue to look for grant funding opportunities
- ◆ Invest in equipment and training to enhance the ability of the police department to investigate electronic crimes

FUTURE POLICE OBJECTIVES

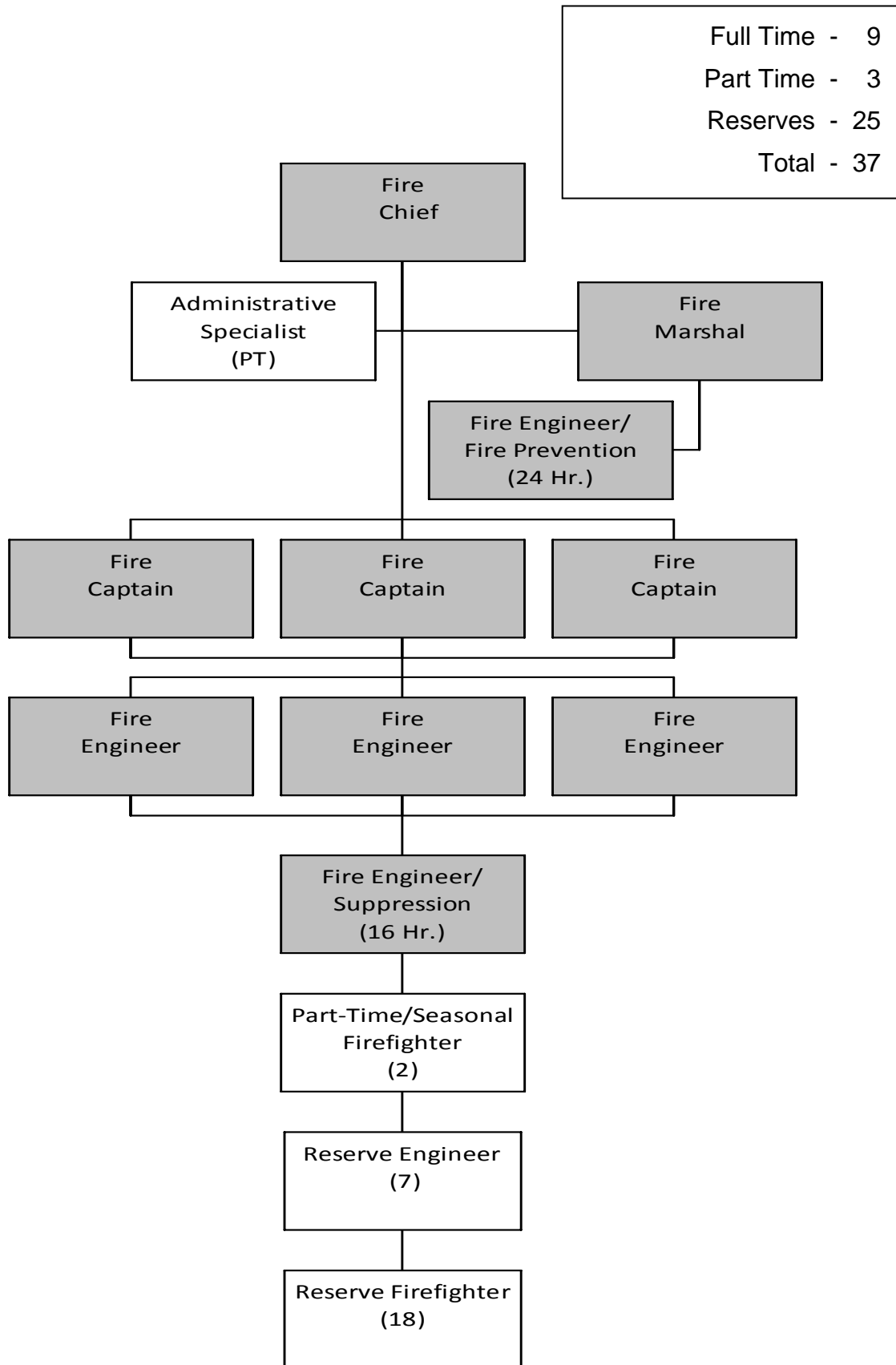
HPD will continue working with Sonoma County law enforcement agencies to better pool resources and work closely in cooperative ventures. In order to better address the rise in electronic crimes investigation, there will be focused resources allocated to enhanced staff training. The internal ongoing professional development of officers will be a high priority to meet the changing needs of the community.

POLICE

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 4,024,575	\$ 3,566,066	\$ 3,420,907	\$ 3,826,291
Overtime	204,098	195,000	165,701	225,000
Support to Outside Organizations	-	-	-	122,400
Contracted Services	72,477	82,250	107,920	69,530
Rentals	305	-	220	-
Service Fees	418,920	425,904	425,904	194,084
Replacement Fees	-	66,792	66,792	-
Communication Services	18,677	14,650	13,750	12,650
Advertising and Publication	90	600	-	-
Printing and Binding	1,142	1,250	500	500
Supplies	35,365	28,350	26,784	34,550
Meetings	3,480	2,300	2,250	1,150
Memberships and Dues	1,867	1,600	1,300	750
Training	34,973	10,000	10,280	11,000
TOTAL EXPENSE	\$ 4,815,969	\$ 4,394,762	\$ 4,242,308	\$ 4,497,905



FIRE



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 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.

FIRE

MAJOR DEPARTMENTAL TASKS COMPLETED FISCAL YEAR 2009-10

- ☑ Responded to 1,314 incidents
- ☑ Conducted over 3,549 hours of Reserve and 1,682 hours of Full Time staff training for a total of 5,231 hours
- ☑ Performed over 2,111 Fire code and hazardous materials inspections
- ☑ Provided over 100 hours of Injury and Illness Prevention Program / Safety Training to all City Staff
- ☑ Participated in a 5 Strike Team and mutual aid assignments throughout California during the 2009 Fire Season
- ☑ Participated in the 2010 California Fire Explorer Academy in Downey, CA
- ☑ Conducted 14 community CPR Classes
- ☑ Performed over 385 hours of public education activities
- ☑ Participated in Multi Agency *Multi-Casualty/Tour Bus Extrication Training* funded by Sonoma County Indian Gaming Grant
- ☑ Installed over 20 car seats as a certified "*Child Car Seat Installation*" agency by the *Safe Kid's Program*
- ☑ Hosted 6 blood drives at the Fire Station for the Blood Bank of the Redwoods
- ☑ Inspector was awarded the Harry Quinlan Award at the Sonoma County Fire Chiefs annual meeting for Fire Prevention Officer of the Year
- ☑ Standardized 2011 Fire Code Adoption with liaisons from Sonoma County Fire Prevention Officers, Chiefs, and Building Officials
- ☑ Enforced New State mandate requiring all CUPA businesses to report electronically using the California Environmental Reporting System (CERS)
- ☑ The CUPA was awarded grant money to purchase software for CERS. HFD currently working with other City Departments to incorporate the permitting and inspection process into the same software. HFD hosting vendor meetings with other City staff for input
- ☑ Received Aboveground Petroleum Storage Act (APSA) grant of approximately \$43,000 to purchase two 4-gas meters for flammable and toxic gas detection and a Mobile Data Computer (MDC) for Fire Apparatus
- ☑ New utility vehicle was purchased using Indian Gaming Grant Funds
- ☑ CUPA fee schedule was adopted in January by City Council to meet State requirements for collecting APSA and CERS state surcharge fees
- ☑ CUPA was successful in completing an Administrative Enforcement Order for an illegal hazardous waste disposal case. Approximately \$14,000 in penalties and recovery costs were collected
- ☑ Fire Marshal participated in State workgroup developing Best Management Practices (BMP's) for storm water discharge of fire sprinkler systems
- ☑ Placed in-service a reverse 911 phone system for the Fitch Mountain Fire Severity Zone
- ☑ Received \$158,965 FEMA Grant for the purchase of Turn-out personal protective equipment and NFPA compliant self-contained breathing apparatus
- ☑ Updated the 5-year Disaster Mitigation Plan
- ☑ Obtained a \$293,000 Safer Grant to fund the 40 hour Engineer for 2 years
- ☑ Completed the Seghesio Winery and Drew Building Fire Sprinkler retrofit

FIRE

- ☑ Completed city wide ISO Public Protection Classification
- ☑ Obtained approval to create and fill Part Time / Seasonal Firefighter position
- ☑ Annual Toy Drive providing over 1,300 children with toys
- ☑ Provided a Chipper Program in conjunction with Fire Free Fitch
- ☑ Sold two surplus fire engines

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2010-11

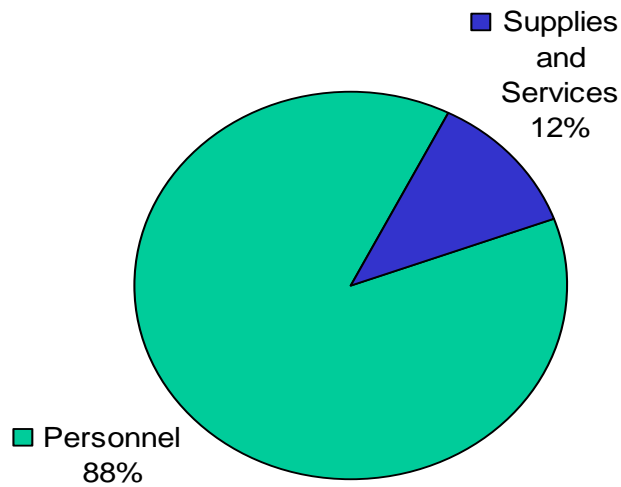
- ◆ Establish Fire Department Strategic Plan to identify short term and long term goals and objectives
- ◆ Prepare a detailed pre-fire plan to deal with wildfires in the Healdsburg Area Mutual Threat Zone and conduct exercise with all surrounding fire agencies implementing Healdsburg Area Mutual Threat Zone Pre Fire Plan
- ◆ Train and promote two Reserve Firefighters to Fire Engineer status
- ◆ Seek grant funding opportunities
- ◆ Make all permit applications, forms and other important department documents available on-line and be capable of being submitted electronically
- ◆ Complete the City's disaster planning process and conduct a table-top and functional exercise of our Emergency Plan
- ◆ Provide NIMS training as required to the remainder of untrained City Staff assigned to the EOC
- ◆ Continue to work with the Reserve Firefighters Association to provide necessary coverage during weekends and periods of peak fire call activity

FUTURE OBJECTIVES

Given the recent changes in the organization and current and projected fiscal challenges, collectively work with fire department staff to identify means to increase efficiency and effectiveness of department operations. 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. Continue discussions with the Redevelopment Agency to provide firefighter housing on the parcel adjacent to the main station.

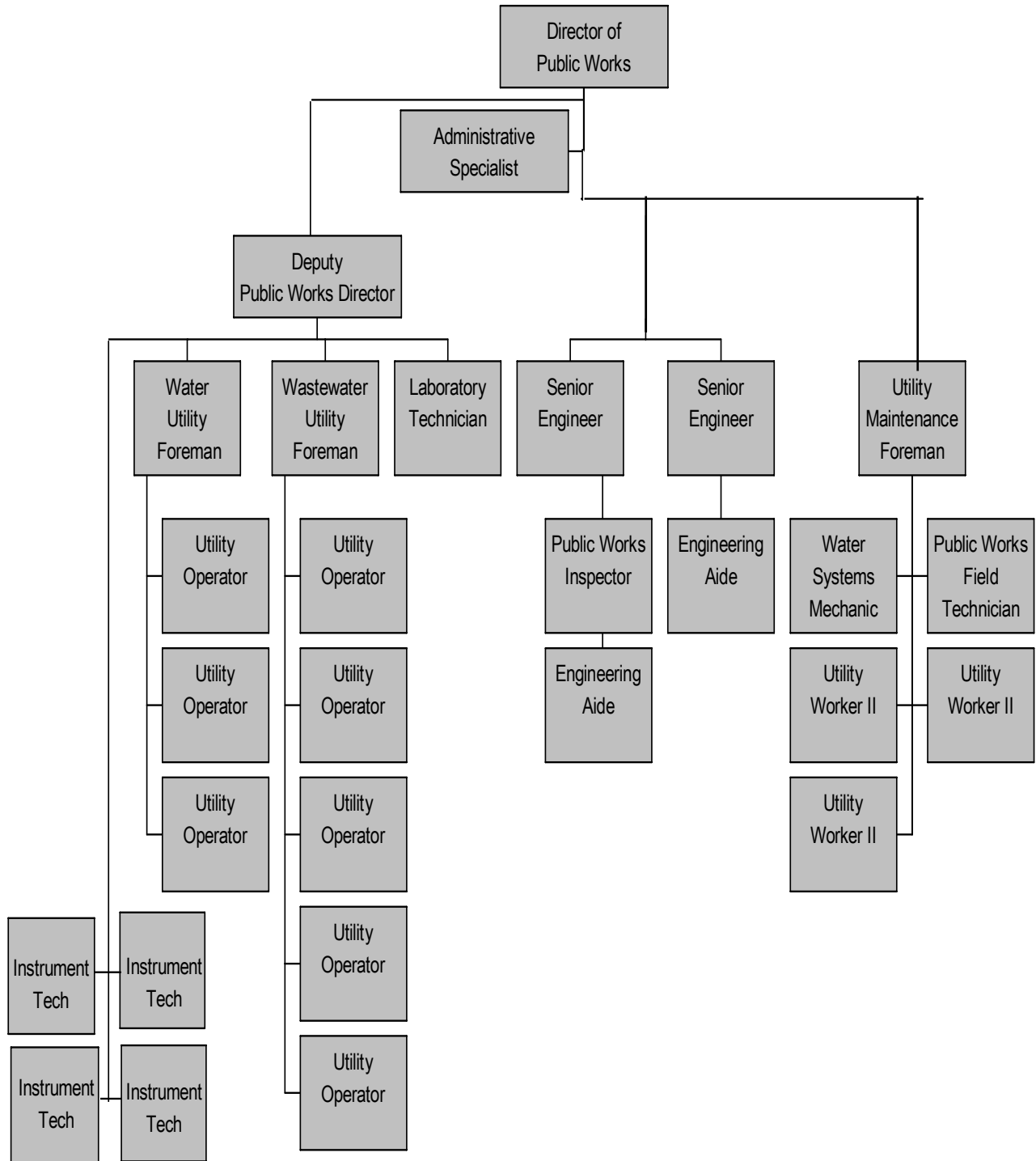
FIRE

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,827,154	\$ 1,780,453	\$ 1,861,022	\$ 1,646,246
Volunteers	151,377	139,650	-	124,000
Overtime	155,207	128,500	149,400	124,500
Contracted Services	148,985	205,269	182,259	96,920
Property Services	1,380	3,000	1,188	3,000
Rentals	1,170	1,500	1,300	-
Service Fees	228,500	229,254	229,254	100,144
Replacement Fees	110,450	166,365	171,368	-
Telecommunication Service	10,526	10,700	8,389	8,440
Advertising and Publication	139	300	723	500
Printing and Binding	581	750	-	1,500
Supplies	100,144	189,165	34,242	35,350
Meetings	4,726	800	800	1,530
Memberships and Dues	3,656	4,850	4,800	3,925
Training	19,875	9,300	9,725	2,650
Bad Debt Expense	-	-	5,514	-
Capital Items	18,140	-	-	-
TOTAL EXPENSE	\$ 2,782,010	\$ 2,869,856	\$ 2,659,984	\$ 2,148,705



PUBLIC WORKS

Full Time - 29
Total - 29



PUBLIC WORKS

The Public Works Department is responsible for construction, operation and maintenance 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.

Engineering Staff

The Engineering staff consists of the Director, a Deputy Director, two registered engineers, one inspector, two engineering aides, and an administrative specialist. Responsibilities include the Capital Improvement Program, solid waste management, reviewing land development projects and support services to other departments. We are also responsible for: (1) maintaining and updating the City's standard specifications and details; (2) construction management and inspections; (3) issuance, inspection and administration of permits, licenses and agreements; (4) flood plain administration; (5) GIS management and aerial photography; and (6) traffic engineering; surveying and customer service related to public utilities, property development, and public right-of-way issues.

Operation and Maintenance Staff

The Operations and Maintenance (O&M) Division consists of 21 full-time employees. The three primary sections within the O&M Division are 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 125 broken water services are replaced each year. The implementation of replacing failed water services by "pulling" water service replacements has proven to increase production and efficiencies.

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 2009-10

- ☑ Construction oversight on completion of Segment 5 for the Foss Creek Pathway from Norton Slough to Grant Street
- ☑ Completed community outreach and public participation in the selection of rehabilitation of the Russian River Bridge as the locally preferred alternative for environmental review purposes
- ☑ Completed rubberized chip seal of various streets utilizing \$500,000 of Federal Stimulus Funds
- ☑ Revised the environmental documents to allow for an aerial crossing of Dry Creek and elevated storage tanks at Tayman Park for the recycled water project
- ☑ Began construction of the Safe Routes to School project on Grant Street (railroad west to Grove Street) using grant funds
- ☑ Obtained approval to construct at-grade railroad improvements at Grant Street utilizing Safe Routes to School Grant funds
- ☑ Completed detailed design of the recycled water distribution system
- ☑ Completed construction of ADA ramps at 18 locations utilizing Community Development Block Grant funds and Federal Stimulus Funds
- ☑ Obtained final approval from FEMA for flood plain revision along Foss Creek thereby eliminating the need for, or reducing flood insurance premiums
- ☑ Performed significant channel clearing on major drainages in the City
- ☑ Continued implementation of policies and procedures to comply with the new Phase II Stormwater NPDES permit
- ☑ Installed new water meters at various locations to insure accurate readings
- ☑ Successfully negotiated a settlement for mandatory fines and penalties with RWQCB to the best possible favor of the City
- ☑ Installed new water main valves at 11 locations in the downtown business area improving water distribution efficiency and improved customer service
- ☑ Expanded wireless traffic signal transmitter system at 3 high-volume intersections
- ☑ Completed conversion of private to public railroad crossing to facilitate redevelopment of the Quaker Hill property

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2010-11

- ◆ Work with State Transportation and Federal Highway officials to complete preparation of the environmental documents for the Healdsburg Avenue-Russian River Bridge project
- ◆ Record master final map and approve public improvement plans for the Saggio Hills Development
- ◆ Complete construction of segments 3, 4 of the Foss Creek Pathway (Front to Mill Street) and complete design of segment 6 (West Grant to Skate Park)
- ◆ Complete the West Grant Street Safe Routes to School project
- ◆ Complete the at-grade railroad crossing improvements at West Grant Street
- ◆ Complete the in-pavement crosswalk lighting on Healdsburg Avenue at Plaza Street and Mitchell Lane
- ◆ Assist in development and construction of RDA projects to enhance business retention and development

PUBLIC WORKS

- ◆ Implement development review and processing procedures to streamline permitting process

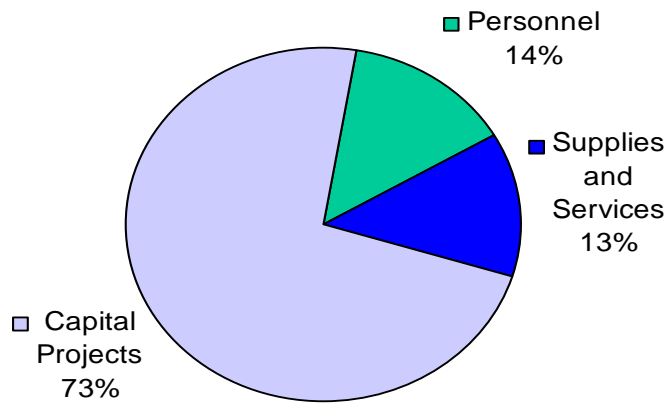
FUTURE OBJECTIVES

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

- Continue securing grant funding for infrastructure improvements
- Pursue opportunities to fund and construct CIP projects
- Continue to pursue construction of additional segments of the Foss Creek Pathway
- Explore options and opportunities to expand urban and agricultural use of the City's reclaimed water

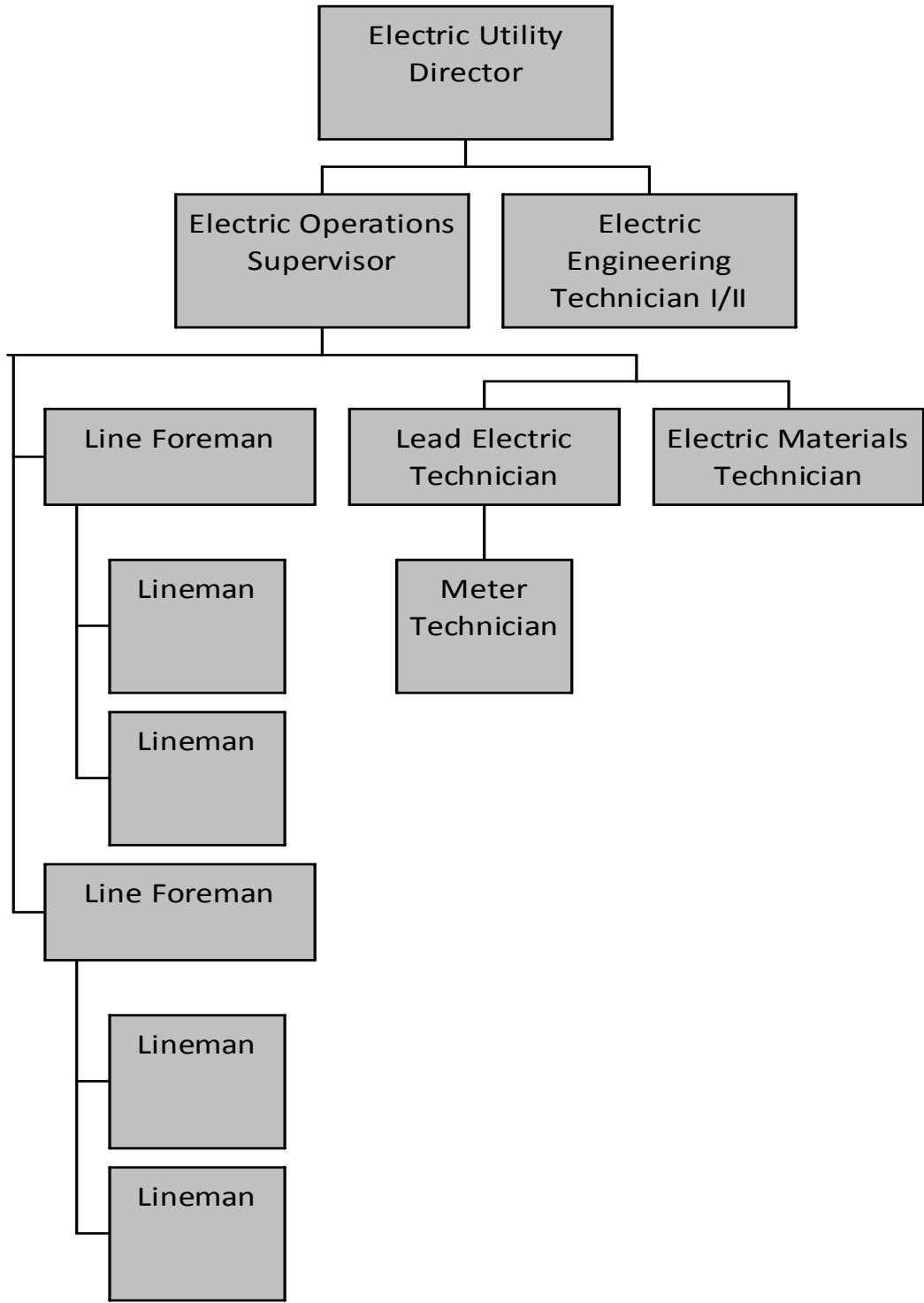
PUBLIC WORKS

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 3,128,600	\$ 4,052,263	\$ 3,190,424	\$ 4,175,469
Overtime and Standby	179,948	175,000	134,232	121,000
Contracted Services	296,930	357,216	265,632	968,000
Government Fees	40,152	60,000	15,550	28,400
Property Services	511,979	643,500	517,500	562,500
Rentals	5,514	17,000	3,600	2,000
Construction Services	25,896	35,000	10,000	165,000
Service Fees	687,350	623,191	623,190	273,340
Replacement Fees	266,890	208,682	208,685	10,302
Use Fees	375,000	375,000	375,000	375,000
Trench Cut Fees	25,000	25,000	25,000	25,000
Loan Repayment - General Fund	55,060	1,094,318	1,094,318	1,039,258
Telecommunication Service	39,055	41,175	27,150	38,800
Advertising and Publication	2,372	7,750	5,200	2,950
Printing and Binding	824	2,600	1,050	300
Travel Expense	-	250	250	-
Supplies	420,961	503,600	439,458	450,300
Meetings	827	1,775	400	-
Membership and Dues	32,569	32,525	32,459	44,680
Training	13,541	12,184	7,154	6,000
Capital Items	6,930	33,000	20,776	25,000
Short/Over	55	-	-	-
TOTAL OPERATING EXPENSE	\$ 6,115,453	\$ 8,301,029	\$ 6,997,028	\$ 8,313,299
Capital Projects				22,515,914
TOTAL EXPENSE				\$ 30,829,213



ELECTRIC UTILITY

Full Time - 12
Total - 12



ELECTRIC UTILITY

The City's Electric Utility 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; engineers and constructs electric and street light facilities for new residential and commercial development; and maintains and operates the City's street lighting system. Excluding power procurement, the Electric Utility Department's Operational Budget is structured around the basic day-to-day business functions of operating an electric utility. Present focus is on energy efficiency, continual investment in reliable and economical renewable energy resources, planned system replacements, and capacity expansion, which is augmented through the Department's Capital Improvement Program Budget. The City's electric utility finds itself solvent, reliable, and focused on the current and future service needs of Healdsburg's residents and customers.

Power Procurement

The Electric Utility Department is responsible for procuring the City's power, which represents approximately 70% of the Department's Operating Budget. This includes management of the City's share of debt, generation assets and power resources as part of the Northern California Power Agency (NCPA), a Federal Central Valley Project allocation through the Western Area Power Administration (Western), and other various long and short-term power contracts. Approximately 65% of the City's electric generation assets are from renewable resources.

Distribution System

The Electric Utility Department is responsible for the operation, maintenance and construction associated with the distribution of electricity from the City's 60kV interconnection with Pacific Gas and Electric Company (PG&E) at Badger Electric Substation, located on Heron Drive, to electrical distribution facilities located within the city limits of Healdsburg. The Electric Utility Department's construction, inspection and preventive maintenance criteria are designed to follow the 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). In addition, the City's Electric Utility is required to meet all of the North American Electric Reliability Corporation (NERC) standards as a Load Serving Entity (LSE) and a Distribution Service Provider (DSP).

ELECTRIC UTILITY

MAJOR DEPARTMENTAL TASKS COMPLETED FOR FISCAL YEAR 2009-10

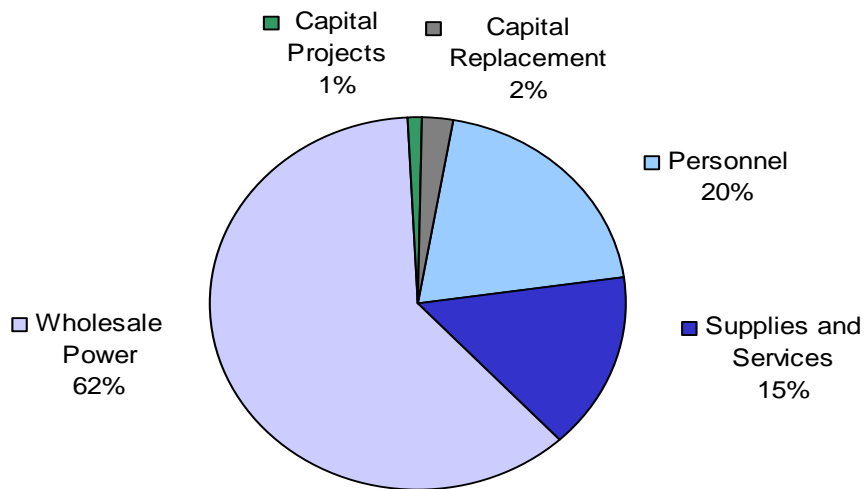
- ☑ Approved the following NCPA agreements:
 - Amended and Restated Pooling Agreement
 - Replacement Electric Service Resource Adequacy Program
 - Lodi Energy Center Phase 2 Agreements
 - Amended and Restated Metered Subsystem Aggregator Agreement
- ☑ Achieved compliance with all WECC and NERC requirements as LSE and DSP
- ☑ Participated in various NCPA Green Power Projects
- ☑ Participated in regional programs for energy efficiency and renewable resources
- ☑ Filed AB2021 energy saving and peak reduction gains
- ☑ Submitted SB 1 Solar Energy Program Status Report to the CEC

MAJOR DEPARTMENTAL GOALS FOR FISCAL YEAR 2010-11

- ◆ Complete comprehensive cost of service study developing future rates
- ◆ Develop a general capacity plan for the Electric Utility
- ◆ Develop a long-term capital improvement program
- ◆ Complete system power factor study and install required upgrades
- ◆ Complete the replacement of Badger Substation's fence
- ◆ Continue the departments efforts to follow General Orders 95, 128, 165 and the NESC
- ◆ Install low energy LED street lights in designated test areas
- ◆ Continue participation in the construction of the Lodi Energy Center
- ◆ Finalize contracts for the Guadalupe Landfill Gas project
- ◆ Review and update the Electric Utility Ordinance and Service Policy
- ◆ Interview and select a top candidate for the vacant Electric Operations Supervisor

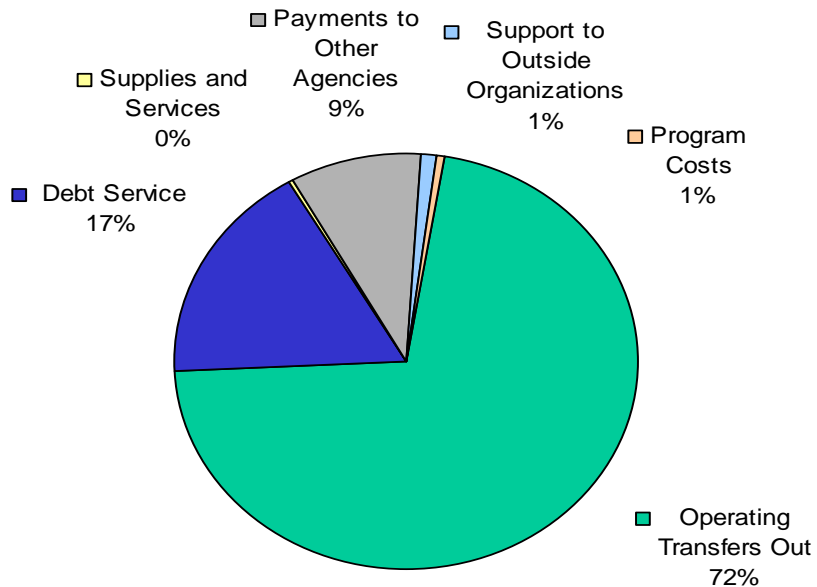
ELECTRIC UTILITY

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Wages and Fringe Benefits	\$ 1,758,222	\$ 1,893,681	\$ 1,689,172	\$ 1,746,579
Overtime and Standby	67,051	72,591	52,349	52,000
Contracted Services	265,982	780,950	777,405	825,620
Government Fees	1,114	-	-	-
Property Services	48,505	40,300	40,300	40,300
Public Benefit Services	-	-	-	-
Rentals	1,526	2,000	2,000	2,000
Service Fees	276,150	282,502	282,502	108,919
Replacement Fees	231,800	148,150	148,151	-
Use Fees	150,000	150,000	150,000	150,000
Trench Cut Fees	5,000	5,000	5,000	5,000
Loan Repayment - General Fund	9,300	173,723	173,723	-
Overhead Railroad Lease	-	5,000	5,148	5,200
Telecommunication Service	11,149	12,730	11,310	12,550
Advertising and Publication	2,127	4,000	4,000	4,000
Printing and Binding	570	-	-	-
Supplies	218,315	134,000	71,350	193,000
NCPA Power Costs	7,263,987	6,388,777	6,331,256	5,530,709
Meetings	8,996	16,100	12,142	9,600
Memberships and Dues	8,609	9,590	5,695	5,895
Training	5,738	35,150	18,470	16,050
Capital Items	1,690	201,000	99,000	15,000
Short/Over	(3,697)	-	8,665	-
Administrative Overhead	29,922	-	-	-
TOTAL OPERATING EXPENSE	\$ 10,362,056	\$ 10,355,244	\$ 9,887,638	\$ 8,722,422
Capital Projects				100,000
Capital Replacement				216,000
TOTAL EXPENSE				\$ 9,038,422



NON DEPARTMENTAL

EXPENSE	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
Debt Service Principal	1,515,000	2,175,000	2,180,000	2,620,000
Interest and Fees	4,227,070	4,127,859	4,155,455	4,037,372
Operating Transfers Out	24,359,613	17,984,647	16,365,243	27,350,669
H&S 33401 & AB 1290 Pass Thrus	2,784,727	2,923,964	2,865,749	2,924,548
SERAF Payment to State	-	2,752,090	2,752,090	566,100
Tax Collection Fees	159,740	190,300	171,659	138,000
Contracted Services	187,618	244,350	265,175	22,200
Property Services	318,996	300,000	300,000	-
Support to Outside Organizations	189,129	382,000	414,696	400,000
Impact Fee Buydown Program	-	300,000	230,000	253,000
Depreciation Expense	389,605	-	-	-
Bond Amortization and Other Costs	66,502	18,500	-	-
Affordable Housing Assistance	3,529,941	75,000	194,991	-
Rentals	20,292	-	860	-
Capital Items	-	-	549,000	-
Miscellaneous Expense	15,293	-	1,317	-
TOTAL OPERATING EXPENSE	\$ 37,763,526	\$ 31,473,710	\$ 30,446,235	\$ 38,311,889

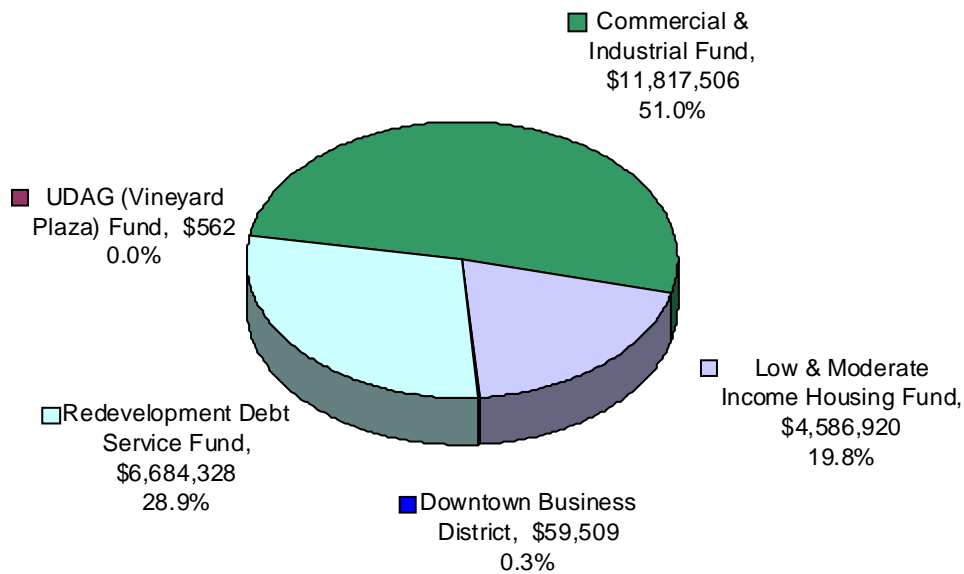


REDEVELOPMENT AGENCY WORK PROGRAM AND BUDGET SUMMARY

The Redevelopment Agency (Agency) 2010-11 Work Plan and Adopted Budget is outlined in the following section of this document. The 2010-11 budget for the Agency is \$23,148,825. The work program is consistent with the Five-Year Implementation Plan that was adopted in December, 2009.

The budget consists of funding for the Low and Moderate Income Housing Fund, Commercial and Industrial Fund, Debt Service Fund, Urban Development Action Grant Fund (UDAG), Project Participation Fund and Downtown Business District Fund. The graph below shows how the budget is allocated amongst the funds.

2010-11 Budget \$23,148,825



COMMERCIAL AND INDUSTRIAL FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax Increment	\$ 7,185,963	\$ 7,301,255	\$ 7,304,673	\$ -
Interest Income	373,319	185,000	67,649	10,693
Bond Proceeds	812,943	1,293,739	3,908,721	3,733,173
Transfer from Other Funds	5,044,167	-	202,322	-
	<u>5,044,167</u>	<u>-</u>	<u>202,322</u>	<u>-</u>
Total Revenue	<u>\$ 13,416,392</u>	<u>\$ 8,779,994</u>	<u>\$ 11,483,365</u>	<u>\$ 3,743,866</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
City Council	\$ -	\$ -	\$ -	\$ 4,000
Legal	-	-	-	20,724
Administration	-	-	-	2,200
Finance	-	-	-	8,550
Community Services	415,813	349,532	316,469	170,424
Planning and Building	206,741	273,619	185,321	1,015,407
Fire	73,755	123,926	123,260	-
Public Works	-	-	-	8,694
Non Departmental	670,771	1,236,500	1,188,193	653,000
Administrative Overhead	697,911	648,456	668,454	618,161
Low Income Assistance	75,000	75,000	75,000	-
H&S 33401 & AB 1290 Pass Thru	2,784,727	2,923,964	2,865,749	-
Transfer to Other Funds	3,055,948	3,214,043	6,173,999	4,283,173
SERAF Payment to State	-	2,752,090	2,752,090	-
Capital Projects	6,130,074	3,870,849	917,483	5,033,173
	<u>6,130,074</u>	<u>3,870,849</u>	<u>917,483</u>	<u>5,033,173</u>
Total Expenditure	<u>\$ 14,110,740</u>	<u>\$ 15,467,979</u>	<u>\$ 15,266,018</u>	<u>\$ 11,817,506</u>
Change in Fund Balance	(694,348)	(6,687,985)	(3,782,653)	(8,073,640)
Estimated Beginning Fund Balance	<u>15,106,908</u>	<u>14,412,560</u>	<u>14,412,560</u>	<u>10,629,907</u>
Estimated Ending Fund Balance	<u>\$ 14,412,560</u>	<u>\$ 7,724,575</u>	<u>\$ 10,629,907</u>	<u>\$ 2,556,267</u>
<u>EXPLANATION OF RESERVES</u>				
Community and Economic Dev.	<u>\$ 14,412,560</u>	<u>\$ 7,724,575</u>	<u>\$ 10,629,907</u>	<u>\$ 2,556,267</u>
Estimated Fund Balance	<u>\$ 14,412,560</u>	<u>\$ 7,724,575</u>	<u>\$ 10,629,907</u>	<u>\$ 2,556,267</u>

LOW AND MODERATE INCOME HOUSING FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Property Tax Increment	\$ 1,796,491	\$ 1,825,314	\$ 1,826,331	\$ 1,829,770
Interest Income	117,621	55,000	47,286	11,997
Miscellaneous Revenue	2,100	-	65,511	-
Bond Proceeds	549,980	-	1,445,627	1,318,252
Transfer from Other Funds	4,270,011	-	354,801	-
Total Revenue	<u>\$ 6,736,203</u>	<u>\$ 1,880,314</u>	<u>\$ 3,739,556</u>	<u>\$ 3,160,019</u>
<u>EXPENSE BY DEPARTMENT</u>				
Community Services	\$ 76,743	\$ 84,867	\$ 73,992	\$ 83,055
Planning and Building	230,000	254,916	220,372	2,043,614
Public Works	-	-	-	8,694
Non Departmental	41,487	47,900	49,474	28,000
Administrative Overhead	257,324	253,257	184,101	209,860
Transfer to Other Funds	827,930	820,560	852,718	857,193
Low Income Housing Assistance	3,400,000	-	-	-
Capital Items	-	-	549,000	-
Capital Projects	4,874,809	2,520,183	2,165,719	1,356,504
Total Expense	<u>\$ 9,708,293</u>	<u>\$ 3,981,683</u>	<u>\$ 4,095,376</u>	<u>\$ 4,586,920</u>
Change in Fund Balance	(2,972,090)	(2,101,369)	(355,820)	(1,426,901)
Estimated Beginning Fund Balance	<u>8,872,493</u>	<u>5,900,403</u>	<u>5,900,403</u>	<u>5,544,583</u>
Estimated Ending Fund Balance	<u><u>\$ 5,900,403</u></u>	<u><u>\$ 3,799,034</u></u>	<u><u>\$ 5,544,583</u></u>	<u><u>\$ 4,117,682</u></u>
<u>EXPLANATION OF RESERVES</u>				
Low and Moderate Income Housing	<u>\$ 5,900,403</u>	<u>\$ 3,799,034</u>	<u>\$ 5,544,583</u>	<u>\$ 4,117,682</u>
Estimated Fund Balance	<u><u>\$ 5,900,403</u></u>	<u><u>\$ 3,799,034</u></u>	<u><u>\$ 5,544,583</u></u>	<u><u>\$ 4,117,682</u></u>

REDEVELOPMENT DEBT SERVICE FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Transfers from:				
Commercial/Industrial Fund	\$ 2,243,005	\$ 2,220,304	\$ 2,222,854	\$ -
Low/Mod Housing Fund	827,930	820,560	821,360	825,193
Property Tax Increment	-	-	-	7,181,697
Interest Income	11,191	10,000	3,220	17,092
	<u>3,082,126</u>	<u>3,050,864</u>	<u>3,047,434</u>	<u>8,023,982</u>
Total Revenue	<u>\$ 3,082,126</u>	<u>\$ 3,050,864</u>	<u>\$ 3,047,434</u>	<u>\$ 8,023,982</u>
<u>EXPENDITURE</u>				
Tax Collection Fee	\$ -	\$ -	\$ -	\$ 110,000
SERAF Payment to State	-	-	-	566,100
H&S 33401 & AB 1290 Pass Thru	-	-	-	2,924,548
Principal	-	-	-	-
1995 TAB	95,000	100,000	100,000	105,000
2002 TAB A	300,000	315,000	315,000	325,000
2002 TAB B	40,000	40,000	40,000	45,000
2002 TAB C	120,000	125,000	125,000	130,000
2003 TAB A	285,000	285,000	285,000	295,000
2003 TAB B	130,000	135,000	135,000	140,000
Interest Paid	2,075,469	2,035,536	2,035,536	1,992,255
Fiscal Agent Fees	23,060	5,328	22,878	23,288
Administrative Overhead	2,406	2,500	2,500	28,137
	<u>3,070,935</u>	<u>3,043,364</u>	<u>3,060,914</u>	<u>6,684,328</u>
Total Expenditure	<u>\$ 3,070,935</u>	<u>\$ 3,043,364</u>	<u>\$ 3,060,914</u>	<u>\$ 6,684,328</u>
Change in Fund Balance	11,191	7,500	(13,480)	1,339,654
Estimated Beginning Fund Balance	<u>3,398,779</u>	<u>3,409,970</u>	<u>3,409,970</u>	<u>3,396,490</u>
Estimated Ending Fund Balance	<u><u>\$ 3,409,970</u></u>	<u><u>\$ 3,417,470</u></u>	<u><u>\$ 3,396,490</u></u>	<u><u>\$ 4,736,144</u></u>
<u>EXPLANATION OF RESERVES</u>				
Debt Service	<u>\$ 3,409,970</u>	<u>\$ 3,417,470</u>	<u>\$ 3,396,490</u>	<u>\$ 4,736,144</u>
Estimated Fund Balance	<u><u>\$ 3,409,970</u></u>	<u><u>\$ 3,417,470</u></u>	<u><u>\$ 3,396,490</u></u>	<u><u>\$ 4,736,144</u></u>

URBAN DEVELOPMENT ACTION GRANT (UDAG) FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Developer Loan Interest Payments	\$ 44,515	\$ 20,000	\$ 30,992	\$ 29,000
Interest Income	119,256	85,000	57,580	57,000
Transfer from Other Funds	300,000	-	-	-
Total Revenue	<u>\$ 463,771</u>	<u>\$ 105,000</u>	<u>\$ 88,572</u>	<u>\$ 86,000</u>
<u>EXPENDITURE BY DEPARTMENT</u>				
Administrative Overhead	<u>\$ 11,696</u>	<u>\$ 10,943</u>	<u>\$ 10,693</u>	<u>\$ 562</u>
Total Expenditure	<u>\$ 11,696</u>	<u>\$ 10,943</u>	<u>\$ 10,693</u>	<u>\$ 562</u>
Change in Fund Balance	452,075	94,057	77,879	85,438
Estimated Beginning Fund Balance	<u>5,220,374</u>	<u>5,672,449</u>	<u>5,672,449</u>	<u>5,750,328</u>
Estimated Ending Fund Balance	<u><u>\$ 5,672,449</u></u>	<u><u>\$ 5,766,506</u></u>	<u><u>\$ 5,750,328</u></u>	<u><u>\$ 5,835,766</u></u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 5,672,449</u>	<u>\$ 5,766,506</u>	<u>\$ 5,750,328</u>	<u>\$ 5,835,766</u>
Estimated Fund Balance	<u><u>\$ 5,672,449</u></u>	<u><u>\$ 5,766,506</u></u>	<u><u>\$ 5,750,328</u></u>	<u><u>\$ 5,835,766</u></u>

PROJECT PARTICIPATION FUND

	2008-09 ACTUAL	2009-10 ADJUSTED BUDGET	2009-10 ESTIMATE TO CLOSE	2010-11 ADOPTED BUDGET
<u>REVENUE</u>				
Rental Income	\$ 402,361	\$ 340,000	\$ 321,128	\$ 300,000
Interest Income	41,733	30,000	21,882	20,000
Total Revenue	<u>\$ 444,094</u>	<u>\$ 370,000</u>	<u>\$ 343,010</u>	<u>\$ 320,000</u>
<u>EXPENSE BY DEPARTMENT</u>				
Administrative Overhead	\$ 2,998	\$ 2,500	\$ 2,500	\$ -
Transfer to Other Funds	50,000	50,000	-	-
Total Expense	<u>\$ 52,998</u>	<u>\$ 52,500</u>	<u>\$ 2,500</u>	<u>\$ -</u>
Change in Fund Balance	391,096	317,500	340,510	320,000
Estimated Beginning Fund Balance	<u>1,413,209</u>	<u>1,804,305</u>	<u>1,804,305</u>	<u>2,144,815</u>
Estimated Ending Fund Balance	<u>\$ 1,804,305</u>	<u>\$ 2,121,805</u>	<u>\$ 2,144,815</u>	<u>\$ 2,464,815</u>
<u>EXPLANATION OF RESERVES</u>				
Unrestricted	<u>\$ 1,804,305</u>	<u>\$ 2,121,805</u>	<u>\$ 2,144,815</u>	<u>\$ 2,464,815</u>
Estimated Fund Balance	<u>\$ 1,804,305</u>	<u>\$ 2,121,805</u>	<u>\$ 2,144,815</u>	<u>\$ 2,464,815</u>

DOWNTOWN BUSINESS DISTRICT FUND

	<u>2008-09 ACTUAL</u>	<u>2009-10 ADJUSTED BUDGET</u>	<u>2009-10 ESTIMATE TO CLOSE</u>	<u>2010-11 ADOPTED BUDGET</u>
<u>ADDITIONS</u>				
Contributions	\$ 59,000	\$ 59,000	\$ 59,000	\$ -
Business Assessments	33,508	34,000	34,000	34,000
Sponsorships	7,700	-	-	-
Total Additions	<u>\$ 100,208</u>	<u>\$ 93,000</u>	<u>\$ 93,000</u>	<u>\$ 34,000</u>
<u>DEDUCTIONS</u>				
Concert Series	\$ 24,101	\$ 25,000	\$ 25,000	\$ 25,000
Marketing and Promotion	30,000	30,000	34,000	34,000
Administrative Overhead	10,700	-	-	509
Total Deductions	<u>\$ 64,801</u>	<u>\$ 55,000</u>	<u>\$ 59,000</u>	<u>\$ 59,509</u>
Change in Net Assets	35,407	38,000	34,000	(25,509)
Estimated Beginning Net Assets	<u>718</u>	<u>36,125</u>	<u>36,125</u>	<u>70,125</u>
Estimated Ending Net Assets	<u>\$ 36,125</u>	<u>\$ 74,125</u>	<u>\$ 70,125</u>	<u>\$ 44,616</u>
<u>EXPLANATION OF RESERVES</u>				
Held in Trust	<u>\$ 36,125</u>	<u>\$ 74,125</u>	<u>\$ 70,125</u>	<u>\$ 44,616</u>
Estimated Net Assets	<u>\$ 36,125</u>	<u>\$ 74,125</u>	<u>\$ 70,125</u>	<u>\$ 44,616</u>

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 \$1,500.

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

RDA

Redevelopment Agency – A separate local agency providing housing and economic development funding and programs within portions of the City known as the project area. The City Council serves as the Board of Directors of the RDA; the City Manager as its Executive Director.

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.

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 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 ¼ 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 ¼ 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.

REDEVELOPMENT AGENCY OF THE CITY OF HEALDSBURG

RESOLUTION NO. RDA12-2010

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REDEVELOPMENT AGENCY OF THE CITY OF
HEALDSBURG ADOPTING THE BUDGET AND WORK
PLAN FOR FISCAL YEAR 2010-11

WHEREAS, the proposed budget of the Redevelopment Agency of the City of Healdsburg (the "Agency") for Fiscal Year 2010-11 has been reviewed by the Board of Directors; and

WHEREAS, an Annual Work Plan has been prepared which identifies the Agency's accomplishments for Fiscal Year 2009-10 and describes the redevelopment activities to be undertaken by the Agency in the Sotoyome Redevelopment Project Area (the "Project Area") for Fiscal Year 2010-11; and

WHEREAS, both the Budget and the Work Plan are consistent with the Healdsburg Redevelopment and Implementation Plans heretofore adopted by the City Council; and

WHEREAS, Section 33445 of the California Health and Safety Code provides, in pertinent part, that an Agency may, with the consent of the City Council, pay all or part of the cost of the installation and construction of any building, facility, structure or other improvement which is publicly owned, either within or without the Project Area, upon a determination by the City Council that (i) such buildings, facilities, structures, or other improvements are of benefit to the Project Area or the immediate neighborhood in which the Project Area is located, (ii) no other reasonable means of financing such buildings, facilities, structures or other improvements are available to the community, and (iii) the payment of funds for the cost of such buildings, facilities, structures, or other improvements will assist in the elimination of one or more blighting conditions inside the project area or provide housing for low-or moderate-income persons; and

WHEREAS, the redevelopment activities to be undertaken by the Agency, as described in the Work Plan, will benefit the Project Area because the improvements will eliminate blighted conditions within the Project Area and improve the overall public health, safety and welfare of the community.

NOW, THEREFORE, BE IT HEREBY RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE CITY OF HEALDSBURG REDEVELOPMENT AGENCY AS FOLLOWS:

Section 1. That the Budget is hereby adopted with appropriations as follows:

Fund	Appropriation FY 2010-11
UDAG Fund	562
Debt Service Fund	6,684,328
Commercial & Industrial Fund	8,084,333
Low & Moderate Income Housing Fund	3,268,668
Bond Proceeds 2002 A	1,095,473
Bond Proceeds 2002 C	18,252
Bond Proceeds 2003 A	2,637,700
Bond Proceeds 2003 B	1,300,000
DBD Expend Trust Fund	59,509
Total	23,148,825

Section 2. The Executive Director is hereby authorized and directed to take all necessary and proper steps to implement the Budget, including making expenditures in accordance with the Budget, with the exception of those expenditures which require prior approval of the Board of Directors or the City Council or both as set forth in the Redevelopment State Law.

The Executive Director shall notify the Board of Directors on a timely basis and prepare a budget adjustment when it appears a budget will be exceeded.

The Executive Director may authorize administrative budget adjustments to transfer appropriations from one line item to another within a departmental/activity budget.

PASS, APPROVED AND ADOPTED, this 7th day of September, 2010, by the following vote:

AYES: Directors: (5) Chambers, Plass, Schaffner, Ziedrich and Chairperson Wood

NOES: Directors: (0) None

ABSENT: Directors: (0) None

ABSTAINING: Directors: (0) None

SO ORDERED:

ATTEST:

/S/ JAMES D. WOOD
James D. Wood, Chairperson

/S/ MARIA CURIEL
Maria Curiel, Agency Secretary

I, MARIA CUIEL, Agency Secretary of the Redevelopment Agency of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Redevelopment Agency of the City of Healdsburg on the 7th day of September, 2010.



Maria Curie, Agency Secretary



REDEVELOPMENT AGENCY OF THE CITY OF HEALDSBURG
INCORPORATED
1980
CALIFORNIA

CITY OF HEALDSBURG

RESOLUTION NO. 77-2010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADJUSTING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2010-11

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 (1.0124) and CPI (0.9746) factors for fiscal year 2010-11 to determine an appropriations limit of \$21,027,580 for fiscal year 2010-11.

PASSED, APPROVED AND ADOPTED, this 21st day of June, 2010, by the following vote:

AYES: Councilmembers: (4) Chambers, McGuire, Ziedrich and Mayor Wood

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Plass

ABSTAINING: Councilmembers: (0) None


SO ORDERED:

ATTEST:

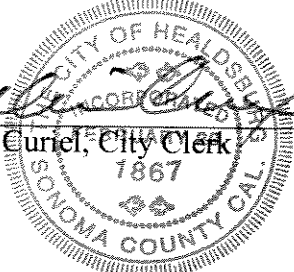
/S/ JAMES D. WOOD
James D. Wood, Mayor

/S/ MARIA CURIEL
Maria Curiel, City Clerk

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the City Council of the City of Healdsburg on the 21st day of June, 2010.



Maria Curiel, City Clerk



CITY OF HEALDSBURG

RESOLUTION NO. 84-2010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ACTING FOR THE CITY OF HEALDSBURG AND ALSO ON BEHALF OF THE REDEVELOPMENT AGENCY ADOPTING THE 2010-15 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

WHEREAS, the City of Healdsburg prepared a Capital Improvement Program, designed to serve as both a financial and project planning document; and

WHEREAS, on June 8, 2010, pursuant to Government Code section 65402, 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 proposal is not a project for CEQA purposes, therefore no environmental review is required; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg finds as follows:

1. The Preliminary 2010-15 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 of the City of Healdsburg, also acting on behalf of the Redevelopment Agency, hereby adopts the City of Healdsburg 2010-15 Five-year Capital Improvement Program as summarized in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED this 28th day of June 2010, by the following vote:

AYES: Councilmembers: (5) Chambers, McGuire, Plass, Ziedrich and Mayor Wood

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None


SO ORDERED:

ATTEST:

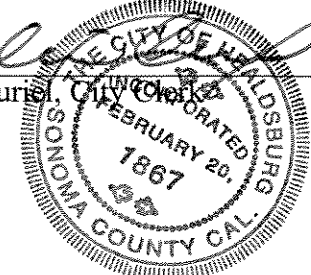
/S/ JAMES D. WOOD
James D. Wood, Mayor

/S/ MARIA CURIEL
Maria Curiel, City Clerk

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the City Council of the City of Healdsburg on the 28th day of June, 2010.



Maria Curiel, City Clerk



Resolution No. 84-2010
Exhibit A

Projects by Project Type
2010 - 2015

PROJECT	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	TOTAL
Administration Projects						
Local Economic Assessment and Implementation Plan	104,000	-	-	-	-	104,000
Total	104,000	-	-	-	-	104,000
Community Services Projects						
Barbieri Brothers Park Phase II	42,248	-	-	-	-	42,248
LLAD Zone 1 Landscape and Irrigation Improvements	52,530	-	-	-	-	52,530
Barbieri Brothers Parking Lot Expansion	73,000	-	-	-	-	73,000
Foss Creek Rehabilitation Project	46,707	-	-	-	-	46,707
Neighborhood Revitalization Program	20,000	-	-	-	-	20,000
Giorgi Park Rehabilitation Project Phase II	290,000	-	-	-	-	290,000
Total	524,485	-	-	-	-	524,485
Electric Projects						
North Area Express Feeder	1,060,000	460,000	-	-	-	1,520,000
Badger Substation Upgrade & Modernization	9,526,355	300,000	-	-	-	9,826,355
Electric Master Plan	100,000	-	-	-	-	100,000
Grant Street URD	140,000	-	-	-	-	140,000
Total	10,826,355	760,000	-	-	-	11,586,355
Planning Projects						
Downtown Directional Sign Program	5,000	-	-	-	-	5,000
Central Healdsburg Avenue Area Plan	411,500	-	-	-	-	411,500
308 East Street	18,252	-	-	-	-	18,252
Total	434,752	-	-	-	-	434,752
Sewer Projects						
Heron Drive Force Main Replacement	235,000	-	-	-	-	235,000
Recycled Water System ROW Acquisition	200,000	150,000	-	-	-	350,000
Recycled Water System - TPGC Improvements	620,000	-	-	-	-	620,000
Recycled Water System - Project & Construction Mgmt	450,000	450,000	-	-	-	900,000
Recycled Water System - Construction	13,375,000	125,000	-	-	-	13,500,000
WWTP Record drawings	20,000	-	-	-	-	20,000
Total	14,900,000	725,000	-	-	-	15,625,000
Drainage Projects						
Front Street Storm Drain	279,000	-	-	-	-	279,000
Total	279,000	-	-	-	-	279,000
Street Projects						
101 and Dry Creek Interchange	351,038	6,505,000	-	-	-	6,856,038
101 and Westside Road Interchange	300,000	5,527,500	-	-	-	5,827,500
At Grade Crossings	177,641	-	-	-	-	177,641
5-way Improvements	2,275,000	-	-	-	-	2,275,000
Foss Creek Pathway Depot to Front Street	252,000	2,200,000	-	-	-	2,452,000
Healdsburg Avenue Bridge	1,668,881	893,315	17,000,000	-	-	19,562,196
Grant Street Sidewalk	1,060,960	-	-	-	-	1,060,960
March Avenue/Dry Creek Road Class 2 Bike Lanes	16,000	-	-	-	-	16,000
Grove Street Neighborhood Study	30,000	-	-	-	-	30,000
Foss Creek Pathway Phase 6	169,000	-	-	-	-	169,000
Class 2 Bike Lane Re-Striping	20,000	-	-	-	-	20,000
Total	6,320,520	15,125,815	17,000,000	-	-	38,446,335
Water Projects						
Water Service Replacements	88,994	200,000	-	-	-	288,994
Well and Pump Rehabilitation	121,900	100,000	-	-	-	221,900
Cadoul Reservoir Rehabilitation/Replacement	245,500	-	-	-	-	245,500
2010 Urban Water Management Plan Update	50,000	-	-	-	-	50,000
Dry Creek Clearwell Liner	60,000	-	-	-	-	60,000
Water System Upgrades	450,000	-	-	-	-	450,000
Total	1,016,394	300,000	-	-	-	1,316,394
Grand Totals	\$ 34,405,506	\$ 16,910,815	\$ 17,000,000	\$ -	\$ -	\$ 68,316,321

CITY OF HEALDSBURG

RESOLUTION NO. 109-2010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING THE BUDGET FOR FISCAL
YEAR 2010-11

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

1. The Budget for fiscal year 2010-11 is hereby adopted with appropriations as follows:

Fund	Appropriation FY 2010-11
General Fund	7,086,546
Gas Tax Fund	5,207
North Area Fund	1
Other Special Revenue	5,971
Lighting & Landscaping AD1	72,679
Lighting & Landscaping AD2	7,986
Lighting & Landscaping AD3	86,374
Lighting & Landscaping AD4	3,995
Lighting & Landscaping AD5	105
Media Center Fund	22,900
General Debt Service Fund	596,861
Planning & Building Fund	344,941
Streets Fund	2,620,949
Water Fund	4,213,515
Wastewater Fund	20,129,865
Drainage Fund	588,207
Electric Fund	9,030,724
Electric Public Benefit Fund	1,034,681
Transit Enterprise Fund	188,733
Airport Enterprise Fund	388,379
Meeting Ctr Enterprise Fund	197,499
Community Services Fund	1,932,721
School Svc Enterprise Fund	82,459
After School Program Fund	151,484
Insurance & Benefits Fund	6,939,359
Vehicle Service Fund	561,859
Information Systems Fund	932,023
Building Maintenance Fund	951,868

Sr Ctr Endowment Exp Trust Fund	2,500
Community Ben Exp Tr Fund	128
Plaza Veterans Flowers Trust Fund	400
Col.LA Norton Trust Fund	11,123
General Capital Project Fund	538,752
Streets Capital Project Fund	5,984,560
Water Capital Project Fund	1,016,394
WW Capital Project Fund	14,900,000
Drainage Capital Project Fund	279,000
Electric Capital Project Fund	100,000
Community Svcs Capital Project Fund	524,485
Fire Facilities Impact Fee	3,200
Streets Capacity Fund	86,516
Water Capacity Fund	118,931
WW Capacity Fund	482,634
Drainage Capacity Fund	10,781
Electric Capacity Fund	12,875
Park Development Fee Fund	23,200
Total	82,273,370

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 7th day of September 2010, by the following vote:

AYES: Councilmembers: (5) Chambers, Plass, Schaffner, Ziedrich and Mayor Wood

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:


/S/ JAMES D. WOOD

James D. Wood, Mayor

/S/ MARIA CURIEL

Maria Curiel, City Clerk

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the City Council of the City of Healdsburg on the 7th day of September, 2010.



Maria Curiel, City Clerk

