



PETALUMA

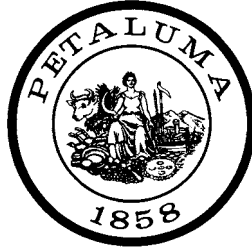
SONOMA COUNTY
CALIFORNIA-USA

ADOPTED OPERATING & CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2020-2021



CITY OF PETALUMA CALIFORNIA



FISCAL YEAR 2020-2021 Adopted Operating Budget and Capital Improvement Program

City Council

Teresa Barrett, *Mayor*
D'Lynda Fischer, *Vice Mayor*
Mike Healy, *Council Member*
Gabe Kearney, *Council Member*
Dave King, *Council Member*
Kevin McDonnell, *Council Member*
Kathy Miller, *Council Member*

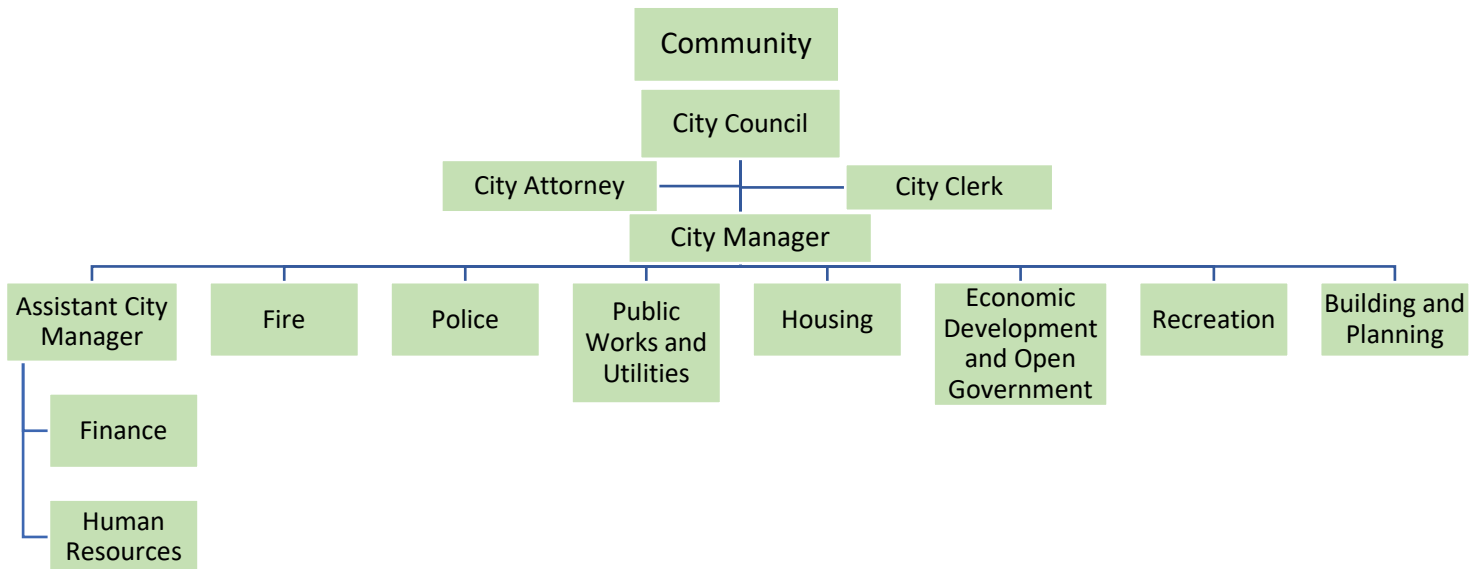
City Staff

Peggy Flynn, *City Manager*
Brian Cochran, *Assistant City Manager*
Eric Danly, *City Attorney*
Claire Cooper, *City Clerk*
Corey Garberolio, *Finance Director*
Charles Castillo, *Human Resources Director*
Ingrid Alverde, *Economic Development & Open Government*
Jason Beatty, *Public Works & Utilities Director*
Ken Savano, *Police Chief*
Len Thompson, *Fire Chief*

Budget Acknowledgments

Finance Department Management and Staff: Finance Director-Corey Garberolio, Accountant Analyst-Isabel Craft, Finance Manager -Janine Tedrow and the entire Finance team who spent untold hours pulling this document together. All Department Directors and other department representatives who provided data and assisted throughout the creation of this annual budget document- thank you for your teamwork and dedication.

CITY ORGANIZATION STRUCTURE



CITY MANAGER

PEGGY FLYNN

City Manager

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

FINANCE

COREY GARBEROLIO

Finance Director

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

POLICE

KEN SAVANO

Police Chief

Provides public safety through crime prevention, community policing, and code enforcement services.

CITY CLERK

CLAIRE COOPER

City Clerk

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

FIRE

LEONARD THOMPSON

Fire Chief

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

PUBLIC WORKS

JASON BEATTY

Public Works Director

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

CITY ATTORNEY

ERIC DANLY

City Attorney

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

HUMAN RESOURCES

CHARLES CASTILLO

Human Resources Director

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

Economic Development and Open Government

INGRID ALVERDE

Economic Development and Open Government Director

Oversees the economic development and information technology divisions and is the liaison for public information.

May 4, 2020

Honorable Mayor and City Councilmembers
& Petaluma Community

I am pleased to submit to you the adopted budget for the City of Petaluma for Fiscal Year 2020/21.

This is a very different budget message than I would have written had I sat down to compose it only a few short months ago. As our entire community is experiencing, we are currently in the midst of one of the most challenging situations in recent memory – the COVID-19 pandemic. While we are focused on our immediate response, keeping our community safe and continuing our essential municipal services during this time; we are also focused on the future with this budget, looking toward a robust recovery plan for our City and continuing to move forward on City Council priorities. At the same time, the pandemic will negatively impact our revenue sources and we need to stay cognizant of those trends, remain nimble, and make pragmatic decisions accordingly.

Our City is committed to strong fiscal stewardship, transparency and accountability with taxpayer dollars. Working together, the City Council and City staff ensure our budget and financial policies reflect spending consistent with the community's priorities. In February, the City Council conducted a goals and priorities update workshop to hear about progress made toward its 2019-2021 objectives (157 items in total), with over 100 community members attending. That workshop showed that 71% of the Council's objectives are either completed, nearly completed or in progress. We also received substantial community feedback about their most important goals moving forward. Core essential services such as public safety, roads maintenance and emergency resiliency remain top priorities. With the City's new website that was rolled out this past December, the community has additional opportunities to provide feedback about their priorities for maintaining fiscal stability and our exceptional quality of life, both during the current COVID-19 crisis and beyond.

Until this point, we have greatly benefitted from a healthy and strong-performing economy. We have seen increases in our revenues, specifically sales and property taxes, impact fees on new development, and permit fees for new construction. New hotels and high occupancy rates are generating more lodging tax revenue and putting more feet on the street to support our local businesses. However, in only a few weeks' time, the COVID-19 pandemic has shown us how dramatically and quickly those positive trends can shift. Hotels have been virtually shut down, many "non-essential" sales tax-generating businesses are temporarily closed, and the Governor announced sales tax deferment for our small businesses. This will mean immediate impacts to our TOT and sales tax collections, and if we are thrust into a longer-term recession, will continue to put negative pressure on our revenues for years. As masters of our own destiny,

there is no indication of, nor can we rely upon, assistance from the State or the federal government, as we navigate our road to recovery.

Although the City's General Fund budget is balanced for fiscal year 2020/21 given our current revenue estimates, I very much view this as a "stop-gap" year; in addition to asking departments to hold their General Fund budgets flat, it is balanced with a series of one-time measures and draw-downs of operating reserves. This is not a sustainable model in the long run, but it does allow us to take the next 6-12 months to more comprehensively chart a resilient and sustainable path forward. Our Fiscal and Organizational Sustainability planning process that was well underway has been thrown off course – both by the operational realities of the shelter-in-place order as well as the revenue impacts that I mentioned earlier. Staff will be retooling and reimagining that process to reflect the new COVID-19 reality and the larger forecasted deficits.

We have succeeded in many ways over the last few years in our efforts to "right the ship" while maintaining core services our community expects and deserves. This has been accomplished with budget cuts, layoffs, furloughs, service reductions across the board including to public safety and roads, focused spending, and strategic investments. Those efforts along with the passage of two ballot measures--SB1 and Measure M Parks (2018)—have resulted in a modest restoration of essential City services, that bring us closer to pre-2010 investment levels. Rising retirement costs continue to threaten the financial viability of our city and every city in the state. And our pension situation is better than most. Currently, we are funded at 75% for our miscellaneous (non-public safety) employees and 64% for our public safety employees. To reduce our pension obligations and lessen the impact of rising retirement costs we adopted the lowest tier of retirement benefits for new employees, our employees continued to assume their share of PERS costs, miscellaneous and fire employees have also assumed a portion of the employer's share of PERS costs, and we have bought down nearly \$8 million in PERS obligations. These changes have resulted in significant ongoing savings.

Despite all of the above efforts, with the looming impacts of COVID-19 upon us, budget years beyond this one will be extremely challenging. As stark as this may sound, without a new local revenue source dedicated to preserving high quality local municipal services that Petalumans expect and deserve, future budget years beyond 2020/21 will face substantial General Fund budget cuts. Indeed, the current forecast (including preliminary estimates of COVID-19 impacts) shows a budget deficit of more than \$5 million in fiscal year 2021/22 and growing each year thereafter – see page 57 of this document for more details. Furthermore, we may need to rethink how to address many of our long-term obligations including earned retirement benefits and maintenance of all infrastructure types - roads, parks, playgrounds, sports fields, recreation centers, pools, fire stations, and police headquarters.

Additionally, we are a people business and there are people behind the services we provide. The quality of those services rely solely upon our ability to attract and retain qualified staff. While our population continues to grow, our staffing levels are at 2010-2011 levels and have

not recovered. Currently, we have 35 positions in Police and Public Works, which includes parks maintenance, that remain vacant and unfunded. These frozen positions translate into mandatory overtime, increased occupational injuries, deferred maintenance of City-owned parks and facilities, and perennial recruiting.

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

Our Community's Priorities

In April 2019, the City Council held a goal-setting workshop to listen to the community and get feedback regarding their priorities, and the final list of goals and priorities was adopted by the City Council on July 1, 2019. The five broad, aspirational goals and their associated objectives and workplan items have guided the City's work over the past year and will continue to guide our work during the upcoming fiscal year 2020/21. The goals, which encompass all the feedback we have received, both at the in-person workshops as well as via multiple web surveys, are (in no particular order):

- A City that Works for Everyone
- Our Environmental Legacy
- A Safe Community that Thrives
- An Economy that Prospers
- Spaces and Places that Inspire

More detailed information about the goals, the goal-setting process and progress made on all the workplan items can be found at cityofpetaluma.org/goals.

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

- Maintaining emergency preparedness and rapid 911 emergency response times
- Ensuring 24-hour police and fire staffing
- Improving the conditions of local roads and highways
- Repairing potholes
- Maintaining essential fire protection equipment, including fire engines
- Attracting and retaining qualified police officers
- Providing safe routes to school for children
- Maintaining Petaluma's public safety services, including police protection and response services
- Maintaining the number of police and emergency vehicles
- Improving roads safety for driver, cyclists, and pedestrians

- Providing affordable housing
- Maintaining youth programs at City parks and recreation centers
- Preventing cuts to city parks, streets medians, and open space maintenance

In this budget, we continue to address many of these priorities where we can. However, the uncertainty and the unknown economic impacts of the COVID-19 crisis make it challenging to forecast what we will be able to accomplish. Some initiatives that are budgeted and are expected to proceed include:

- Attract and retain qualified public safety officers and enhance citywide employee retention by implementing one-time incentives to attract new police officers and to start to bring our public safety employee compensation closer to market, while keeping pace with inflation
- Ensure adequate staffing levels with continued funding of the six additional firefighter/paramedics that were approved last year. Growing emergency response times, threat of wildfires, and ongoing fire protection equipment needs are all challenges that these additional personnel will help us proactively address.
- Sustain a higher level of investment in road maintenance to ensure that key road reconstruction projects continue to move forward, including Maria Drive, Petaluma Blvd. South Road Diet, and North McDowell Blvd., all critical infrastructure investments for our community.
- Respond to Climate Action as a top priority for the City and work with the City's Climate Action Commission to complete a Climate Emergency Action and Engagement Plan that outlines what immediate, intermediate, and long-term actions the City can implement to be carbon neutral by 2045.
- Continue strategic usage of Parks Measure M funding – including pedestrian, bike, and pathway and sports facilities improvements, and enhanced parks maintenance.
- Increase our investment in emergency preparedness training for our staff and improvements to our Emergency Operations Center.
- Continue to invest in and partner with our homeless services provider, COTS, and other supporting programs including the Downtown Streets Team to house and assist our unsheltered population. Work with the other local jurisdictions to develop a long-term, regional approach to end homelessness countywide.

- Continue progress on technology infrastructure to help us improve our service and response to community requests, improve the City Council agenda process, and continue to build upon our remote work capabilities.
- Prepare for and support the Army Corps of Engineers’ Petaluma River dredging project and continue design and preparation for the City’s future project to dredge the Marina.
- Continue the entitlement process for multiple, key housing and development projects to support a thriving Petaluma, and provide diverse and affordable housing options to our community.

Fiscal Sustainability

As noted above, this year’s budget is balanced through a series of one-time budget balancing strategies and the exhaustion of the General Fund unassigned fund balance / working capital.

Despite the current COVID-19 crisis, our Fiscal and Organizational Sustainability (FOS) process to develop a plan for long-term fiscal health and service sustainability continues. The data and takeaways presented in each FOS workshop we held this year—on pensions, revenues, infrastructure—continues to be accurate. While the reality of the economic impacts of this current crisis will not be fully realized for months, what we knew before, during, and once we emerge from this pandemic, is that the City’s essential quality-of-life services cannot be sustained without a significant new source of locally-controlled, ongoing revenue for Petaluma.

The FOS effort will provide the Council and community a comprehensive and analytical review of the City’s expenditures and revenues and a plan with long-term solutions for a fiscally and organizationally sustainable City, based upon our community’s priorities.

Acknowledgment

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

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

- City Manager’s Office—Brian Cochran, Ingrid Alverde, Patrick Carter
- City Attorney—Eric Danly

- Public Works & Utility—Jason Beatty, Leah Walker, Kent Carothers, Aaron Zavala
- Police—Ken Savano, Tara Salizzoni
- Fire—Len Thompson, Jeff Schach
- Building—Doug Hughes
- Planning—Heather Hines
- Parks & Recreation—Drew Halter, Cindy Chong
- Transit—Jared Hall, Emily Betts

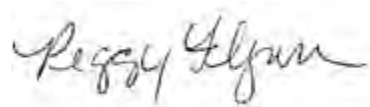
A special thanks to our Mayor and City Council for your time and effort in reviewing this policy document and for being good financial stewards of our community.

Embracing Our Future

Understanding our challenges is a critical first step to finding the right solutions. Petaluma's tradition of sound fiscal management has served us well through recessions and the financial pressures that have followed. This upcoming year will be pivotal for our City. We will be both charting our financial future and working to respond to the continually shifting COVID-19 pandemic. We also have already begun preparing a robust recovery plan so we can hit the ground running once we begin to emerge from this crisis.

Although we face tremendous uncertainty, Petaluma continues to show its ability to rise to the occasion in the face of challenges and its supportive community spirit. I look forward to collaborating with the Council, City staff and community on a sustainable and resilient future together!

In service,



Peggy Flynn
City Manager

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CITYWIDE BUDGET OVERVIEW & HIGHLIGHTS

The City of Petaluma's Fiscal Year 2020-2021 Adopted Budget is comprised of the following operating fund types and the Capital Improvement Program (CIP):

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

The majority of the appropriations adopted support the General Fund, Utilities Funds and Capital Improvement Program. Citywide utilities funded by the City's Utility user rates bring water to residents and businesses and collect and/or treat wastewater. The second largest source of expenditures is the General Fund which primarily funds police, fire, public works, parks and recreation, economic development, public engagement as well as internal support, management and administration. In Fiscal Year 2021, Capital Improvement Funds provided by impact fees, user rates, grants and other sources will be used to rehabilitate roads, enhance and replace aging utility infrastructure and implement park projects.

The City's Fiscal Year 2020-2021 Adopted Budget recommends expenditures totaling \$229.6 million. This year's budget includes an increase of \$38 million over the Fiscal Year 2019-20 Revised Budget. Adjusted to remove Transfers In and Transfers Out¹, which are \$51.8 million each, appropriations for 2020-2021 are \$177.8 million and estimated revenues are \$149.7 million. Table 1 on the following page shows the change in Citywide appropriations from Fiscal 2019-20 Revised Budget to FY 2020-21 Adopted Budget. Also shown is a chart illustrating the total FY 2021 Adopted Budget allocated by percentage to each fund type. Any difference between appropriations and sources is offset from available fund balance(reserves).

The Fiscal Year 2020-21 budget recommends 327.90 total funded positions. A total of 373.80 positions are authorized (available to fill), leaving 46 positions unfunded. In comparison, pre-2008 levels, the City was at 350 total funded positions. While the vacancies are necessary to keep expenditures in line with available revenues, several City departments are affected by the reduced staffing levels and programs operating at a reduced service level. Table 2 summarizes staffing Citywide.

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

Appropriations are supported by total Citywide estimated revenues of \$201.5 million. The following table, Table 3, presents the changes in revenues from Fiscal Year 2019-20 Revised Budget to Fiscal Year 2020-21 Adopted Budget by fund type.

Table 1 – Citywide Appropriations and Changes

Fund Type	FY 2020 Revised Budget	FY 2021 Adopted Budget	FY 20 Revised- FY 21 Adopted Change	Percent Change
General Fund	\$ 51,895,087	\$ 54,302,101	\$ 2,407,014	4.64%
Special Revenue Funds	25,118,909	35,421,812	10,302,903	41.02%
Trust Funds	-	-	-	0.00%
Enterprise Funds	8,619,771	8,876,764	256,993	2.98%
Utility Funds	58,141,367	64,079,140	5,937,773	10.21%
Internal Service Funds	8,123,271	9,446,164	1,322,893	16.29%
Capital Project Funds	34,329,396	52,022,894	17,693,498	51.54%
Successor Agency Funds	5,395,026	5,412,736	17,710	0.33%
Total	\$ 191,622,827	\$ 229,561,611	\$ 37,938,784	19.80%

FY 2021 Proposed Expenditure Budget by Fund/Program

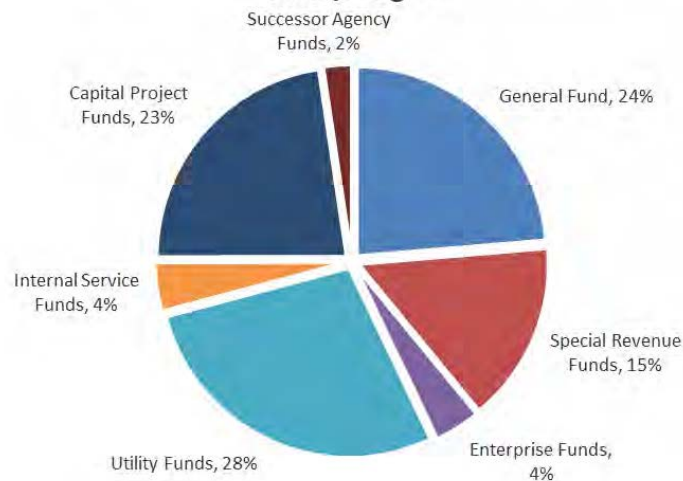


Table 2 – Citywide Positions by Function

FY 2020-21 Full Time Positions Authorized and Funded by Function		
Function	Authorized	Funded
Police	111.00	96.10
Fire	65.00	64.00
Public Works & Utilities	131.00	111.00
Recreation	7.00	7.00
Building	7.00	7.00
Housing	2.00	1.00
Support Staff(Clerk, Legal, Finance, Human Resources, IT, etc.)	50.80	41.80
Total Citywide Staff	373.80	327.90

* More details on funded positions can be found in the Appendix section of this document

FY 2021 Full Time Positions Funded by Function

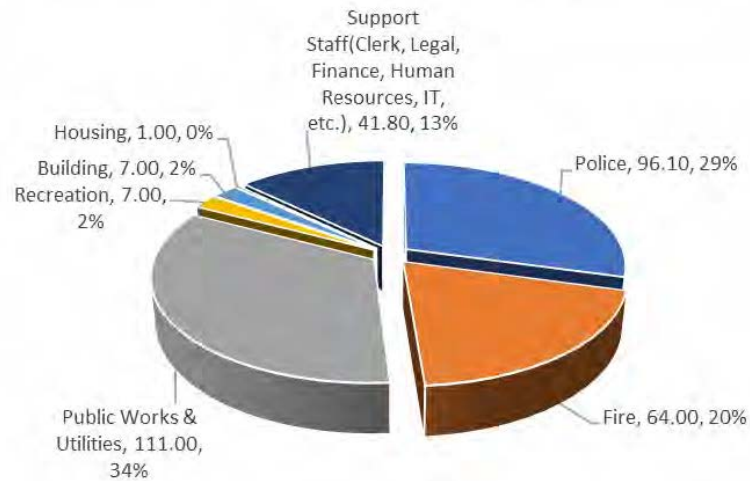


Table 3 – Citywide Revenues and Changes

Fund Type	FY 2020 Revised Budget	FY 2021 Adopted Budget	FY 20 Revised- FY 21 Adopted Change	Percent Change
General Fund	\$ 49,467,525	\$ 49,203,028	\$ (264,497)	-0.53%
Special Revenue Funds	26,883,456	24,448,885	(2,434,571)	-9.06%
Trust Funds	2,252	2,252	-	0.00%
Enterprise Funds	8,753,137	7,620,035	(1,133,102)	-12.95%
Utility Funds	49,352,793	53,774,856	4,422,063	8.96%
Internal Service Funds	8,246,031	7,515,868	(730,163)	-8.85%
Capital Project Funds	30,216,699	53,522,262	23,305,563	77.13%
Successor Agency Funds	5,455,736	5,449,140	(6,596)	-0.12%
Total	\$ 178,377,629	\$ 201,536,326	\$ 23,158,697	12.98%

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

Citywide Revenues by Category	FY 2021
Taxes Revenue	\$ 41,048,601
Permits and Fees	7,641,857
Use of Property Revenue	3,397,193
Intergovernmental	26,244,905
Charges for Services/Sales	14,965,898
Utility Revenue	51,012,960
Sales Revenue	1,162,800
Other Revenue	4,260,999
Total Revenues	\$ 149,735,213

Note: Excluding Transfers In

OVERVIEW BY FUND TYPE/PROGRAM

General Fund

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

As we draft this document, the entire world is experiencing the worst pandemic in recent history. As a result of COVID-19 or Coronavirus pandemic, the community remains sheltered in place to reduce the spread of this infectious disease. While it's difficult to know at this time, it is expected that the financial impacts resulting from this pandemic could be significant. The duration of the event will determine the outcome. The longer the community is "closed for business" the more difficult it will be for the community, business industry and the City to recover. Based on information provided by the City's sales tax consultant and local economist as well as historical revenue patterns, it is estimated that the impact to City General Fund revenues will be approximately \$2m in FY 21. While this estimate is based on detailed information that takes into consideration all revenue sectors, actual losses could differ as time passes and more information becomes available. Staff will continue to monitor the monthly and quarterly financial results and will revise and request adjustments as appropriate.

The City continues to focus on providing core essential services and balancing those service levels, community needs and desires with existing resources while staying committed to producing a fiscally responsible balanced budget. The City's financial situation remains challenged – by the existing lack of revenues needed to sufficiently cover the cost of delivering services which are further strained by the impacts resulting from the world-wide COVID-19 pandemic. These challenges are not new, and with every year that passes the steps needed to create a balanced budget become more unsustainable. Historically, due to the lack of revenue, the City has only minimally maintained City facilities, invested very little in technology and vehicle replacement and only recently provided for cost of living adjustments to its employees. The City is a people-business and we depend upon our qualified staff to deliver the services to the community. It's important to recognize the need to retain and recruit qualified and talented staff to deliver high-quality services that our community deserves. The City has embarked on a Fiscal and Organizational Sustainability Study to provide a plan for long-term fiscal health for

our City. Our community's feedback is essential in the process to guide the City forward and will inform decisions into the future.

Over the last decade, department budgets have been reduced nearly every year, a step necessary to produce a balanced budget and to manage the looming deficit. This year's budget cycle is more challenging than the last but less dire than what the future holds. If a new revenue source is not identified by Fiscal Year 2022, gap closing strategies in the future will require significant service reductions necessary to balance. The most recent general fund financial forecast (including impacts resulting from the COVID-19 pandemic) reported in April 2020 projected a budget deficit, of approximately \$4.2 million in Fiscal Year 2021, if left uncorrected. Revenues are expected to be down due to less sales tax, property transfer tax, business license, fees and permits. Expenditures have continued to show a growth rate nearly double that of revenues. Given the immediate need to produce a balanced budget and address the significant projected deficits into the out years of the forecast, general fund departments were required to maintain a flat budget. Most departments have continually reduced over the years and with the exception of having one-time additional purchases approved, have little remaining to cut without affecting services and staffing. Further budget balancing strategies were explored and those with minimal impact to service levels were implemented.

Of the \$4.2 million of budget balancing strategies considered, the Fiscal Year 2021 Adopted Budget includes \$1.85 million of budget balancing adjustments. These adjustments include an elimination, or rate holiday, in intragovernmental charges to fund Risk Management services; elimination to fund other post-employment benefits and vehicle replacements; and, increased use of Designated Reserves for compensation. The \$2.35m of the remaining deficit is covered by the existing operating reserve or working capital. Budget balancing strategies implemented in the FY 2021 budget are short-term and are unsustainable in the long term, they are intended to provide partial relief for one final year while a budget reduction plan is developed and/or while a new source of revenue is identified. Further budget and service reductions will be necessary into the immediate future to allow ongoing expenditures to be funded by ongoing revenues, ensuring the City maintains a structurally balanced budget.

General Fund Appropriations

The City's Fiscal Year 2020-21 Adopted Budget includes General Fund total appropriations of \$54,302,101, an increase of \$2.4m or 4.6% over Fiscal Year 2019-20 Revised Budget.

Expenditures	FY 2019/20 Revised	FY 2020/21 Adopted	Amount of Change	Percent Change
Salaries	\$ 25,961,391	\$ 26,806,080	\$ 844,689	3.3%
Benefits	16,240,599	17,330,473	\$ 1,089,874	6.7%
Services/Supplies	7,043,542	7,696,999	\$ 653,457	9.3%
Intra-governmental	1,564,270	1,224,042	\$ (340,228)	-21.7%
Capital	79,010	-	\$ (79,010)	-100.0%
Transfers Out	1,006,276	1,244,507	\$ 238,231	23.7%
Total Expenditures	\$ 51,895,088	\$ 54,302,101	\$ 2,407,013	4.6%

This increase is primarily due to the following:

- \$.15m for salary and benefit cost due to previously negotiated contract
- \$.3m in Workers Compensation costs due to increased claims and staff shortages
- \$.6m for increased retirement costs due to PERS mandatory discount rate reduction from 7.5% to 7.0%, phased in over a period of five years
- \$.2m salary and benefit cost of routine step advancements
- \$.3m for expected increased costs resulting from ongoing negotiations
- \$.15m for increased and previously approved position allocations in Parks and in Recreation
- \$1.0m included in Services and Supplies for General Plan Update funded by designated reserves
- \$.5m included in Transfers Out for artificial turf replacement program funded by designated reserves

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

- -\$.3m reduced risk management charges due to rate holiday resulting in less funding for the risk management operation and reduced charges out
- -\$.1m reduced Capital Purchases budgeted in 2020-21 than prior year
- -\$.3m less transfers out to fund one-time Capital Projects budgeted in 2019-20 for generators at the Police Department and City Hall

General Fund Revenues

General Fund Expenditures are supported by revenues of \$49,203,028 million (excluding sources from designated reserves) in Fiscal Year 2020-21, a decrease of approximately \$.3m from the FY 2019-20 Revised Revenue Budget. The majority of this difference is focused to 5 categories- Taxes (-\$419,771), Permits and Fees (-\$195,746), Inter governmental (\$253,926),

Charges for Services (\$139,294) and Transfers In (-\$50,000). The table below shows general fund revenues by type:

General Fund Revenues	FY 2019/20 Revised	FY 2020/21 Adopted	Amount of Change	Percent Change
Taxes	\$ 30,296,742	\$ 29,876,971	\$ (419,771)	-1.4%
Permits and Fees	1,124,000	928,254	(195,746)	-17.4%
Fines and Penalties	690,000	690,000	-	0.0%
Investment Earnings and Rent	460,969	468,769	7,800	1.7%
Intergovernmental	6,547,589	6,801,515	253,926	3.9%
Charges for Services	7,760,725	7,900,019	139,294	1.8%
Other	14,000	14,000	-	0.0%
Transfers-In	2,573,500	2,523,500	(50,000)	-1.9%
From Designated Reserves	1,953,914	2,750,000	796,086	40.7%
Total General Fund Revenues	\$ 51,421,439	\$ 51,953,028	\$ 531,589	1.0%

Taxes are decreased \$419,771 from the Revised 2019-20 budget due to revised projections and impacts resulting from COVID-19 Pandemic. Property Tax adjustments of approximately 5% are included which consider projected assessed valuation growth and new development. Sales Tax is expected to decrease due to the losses resulting from the impacts of the pandemic. Current estimated losses are included at approximately \$1.3m for FY 2020-21. This estimated loss calculation takes into consideration an analysis of the different sectors of sales tax including but not limited to auto sales, food products, construction, transportation and hospitality. Other losses in categories such as property transfer tax, business license, fees and permits, and charges for services have also been analyzed and combined reductions included of \$.6m in FY 2020-21. The reductions presented assume a partial recovery from the onset of the pandemic, but expectations are that the partial recovery could extend through all 12 months of FY 21 and into FY 22 resulting in lasting financial impacts in the out years of the forecast, much like a recession. Intergovernmental revenues of \$6,801,515 are \$253,926 greater than in 2019-20. This change primarily reflects an increase in Motor Vehicle License Fees and increased revenue from the Federal Intergovernmental Transfer Program related to medical transport reimbursements. Charges for Services are increased \$.1m and reflect increased ambulance transport fees resulting from an increase in transports. Transfers-In of \$2.5m are mainly from the Transient Occupancy Tax Fund and are \$50,000 less than 2019-20 and reflect the elimination of a non-recurring transfer to fund a capital project. Transient Occupancy Tax proceeds are needed to offset the rising costs of salary and benefits and to assist in producing a balanced budget.

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

General Fund Balance and Reserves

The General fund beginning operating reserve at July 1, 2020 prior to COVID-19 was expected to be \$2.699 million. With COVID-19 impacts and year end estimates, the beginning operating reserve is expected to decrease to \$2.349m. Fiscal Year 2020-21 Estimated Revenues of \$51.953 million and Expenditures of \$54.302 million result in a difference between the two of (-\$2.349 million), a decrease in the available operating reserve. The balance at June 30, 2021 is estimated at \$477.

A designated reserve of \$8.4 million is maintained separate from the operating reserve and currently amounts to 16.5% of the General Fund budget. Approximately \$7.2 million of this balance is reserved for emergencies which is 15% of the General Fund budget. The reserve for emergencies will be maintained at Council's 15% target or until City Council policy changes. An additional \$1.2 million of the designated reserves have been committed for designated purposes such as previous salary increases and General Plan updates.

Special Revenue Funds

Special Revenue Funds account for revenues that are received for specifically identified purposes and cover the cost corresponding appropriations. The special revenue funds that typically account for the larger share of revenues and corresponding appropriations in this fund grouping are Impact Fees, Street Maintenance and Transient Occupancy Tax. The Fiscal Year 2020-21 Adopted Budget recommends Special Revenue Funds appropriations of \$35.4 million, representing an increase of \$10.3 million over the Fiscal Year 2019-2020 Revised Budget. This increase is primarily due to the following:

- \$2.2 million increase in Street Maintenance to fund street related CIP projects at a higher level than the prior year
- \$2.8 million increase in Traffic Mitigation Impact Fees for increased activity related to CIP projects
- \$.4 million decrease in City Facilities Impact Fees costs due to the elimination of non-recurring capital purchases
- \$1.4 million increase in Parkland Impact Fees for increased activity relate to CIP projects
- \$1.0 million increase in Developer Contributions and Donations to support CIP Projects- Caufield Bridge and Extension and the Community Baseball Field
- \$ 3.2 million increase in Public Works Grants Fund to support CIP Projects

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

Enterprise Funds

Enterprise Funds account for specific services that are funded directly through user fees. This fund grouping includes the Airport, Building, Marina, and Transit funds. These funds are intended to be fully self-supporting and are not subsidized by the General Fund or any other fund. The Fiscal Year 2020-21 Adopted Budget includes appropriations of \$8.8 million for Enterprise Funds. This represents an increase of \$.2 million, or 3% over the Fiscal Year 2019-20 Revised Budget. This increase is primarily due to the following:

- \$.6 million of increased spending in the Building fund for a recently approved Permitting system which will be implemented during FY 2020-21
- \$.4 million of decreased spending in the Transit fund due to a one-time non-recurring capital purchase for fixed route and paratransit vehicles

Utility Funds

Utility Funds are Enterprise Funds by definition, as they are supported directly by user fees. This grouping includes Waste Water and Water Utilities. These funds are intended to be fully self-supporting and do not depend on or are supported by the General Fund or any other fund. The Fiscal Year 2020-21 Adopted Budget includes Utility Fund appropriations of \$64 million, representing an increase of \$6 million or 10% over the FY 2019-20 Revised Budget. This increase is primarily due to the following:

- \$4.5 million of increased spending in the Waste Water Operations to fund increased CIP activity
- \$.4 million of increased spending in the Water Operations to fund increased CIP activity
- \$1.0 million of increased spending on capital needs and additional staffing

Internal Service Funds

The Internal Service Funds support the City's internal operations on a cost reimbursable basis. This includes Employee Benefits, General Services, Information Technology, Risk Management, Vehicle Replacement and Workers Compensation. The Fiscal Year 2020-21 Adopted budget for Internal Service Funds totals \$9.5 million, an increase of \$1.3 million or 10% over the Fiscal Year 2019-20 Revised Budget. This increase is primarily due to the following:

- \$.5 million of increased spending in the Risk Management Fund due to the rise in insurance costs and expected payment of claims

- \$.8 million of decreased spending in the Vehicle and Equipment Replacement Fund due to a reduced amount of capital purchases occurring in FY 2020-21 compared to the prior year
- \$1.5 million of increased spending in the Workers Compensation Fund for increased costs due to the result of increased claims

Capital Improvement Program (CIP)

The CIP budget allocates available revenue to rehabilitate, restore, improve, enhance and increase the City's capital facilities. This fiscal year's budget is comprised of various funding sources, such as development impact fees, waste water and water rate fees, state and federal grants, gas tax and other City enterprise funds. The Fiscal Year 2020-21 Adopted budget totals \$52m, an increase of \$17 million over the Fiscal Year 2019-20 Revised Budget. This increase is primarily due to the following:

- \$6.2 million increased activity in Public Works CIP projects. This includes a variety of road, bridge, intersection and streetlight projects.
- \$6.3 million increased activity in Waste Water CIP projects
- \$4.7 million increased activity in Parks and Recreation CIP projects

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

REVENUES OF INTEREST

Sonoma County Measure M Parks Funding

On November 6, 2018 Sonoma County voters approved Measure M Parks, a Countywide 1/8 cent sales tax that will support Sonoma County's regional park system. A portion of the funds are also allocated to the Cities, and Petaluma is expected to receive approximately \$575,000 in fiscal year 2020-21. A FY 20-21 budget of \$578,902 is recommended to be spent on a variety of areas. Funding will be utilized to continue to support a staffing allocation for park maintenance, a function that has been dramatically reduced since 2009. As well, funding is included to address ongoing maintenance, and to provide improvements in parks, playgrounds, tennis courts, trails and pathways. Included in the funding recommendations are the following:

- Park Maintenance Staff - \$175,000 for continuation of the maintenance of parks and additional seasonal help through the seasonal worker program to support weed abatement and turf maintenance.

- Park, Trail and Pathway Improvements - \$267,000 for pedestrian and bike pathway improvements at heavily used locations such as Lynch Creek Trail and paths critical for park access with a primary focus on providing safe non-motorized travel to schools, senior housing, medical offices, community centers, parks and other facilities important for the City residents; upgrade and replacement of artificial turf and other improvements at Lucchesi Park; funding support for replacement of playground equipment and improvements to existing fall protection surfaces
- Enhanced Maintenance Efforts - \$132,750 for enhanced maintenance services that include turf renovation and maintenance, water conservation improvements, and an increase in frequency of mulch replacement in support of weed abatement

The Recreation, Music and Parks Commission has reviewed the initial general spending categories and priorities, is continuing work to provide more specificity to the out-years of the plan and to determine how best Measure M can be leveraged in support of Capital Improvement Projects. The plan will continue to be reviewed by the Commission and will be made available for community review and input. It is important to note that the funding recommendations for FY 20-21 are consistent with initial priorities that have been identified and discussed.

Streets Fund

A Streets Fund budget of \$8.3 million is recommend for fiscal year 2020-21. This is an increase of \$2.2m over the revised budget for 2019-20. Estimated revenues are \$5.6 million and are \$.1 million less than revised estimates for 2019-20. The difference between the two is offset by operating reserve carryover. Over the last few years with the adoption of the increased Highway Users Tax (SB 1), additional resources have been allocated to addressing the cost of deferred street maintenance. Years of inadequate funding have resulted in poor road conditions with a repair cost that cannot be met even after factoring in the new SB1 funding. The COVID-19 pandemic will likely impact gas tax revenues received due to less fuel purchased resulting from stay at home orders but to what extent is unknown at this time. While this influx of revenues greatly assists with immediate needs, the ongoing need is much greater than the current revenue structure can solve. The 2020/21 budget includes increased funds allocated to the pavement maintenance and management program in addition to funding for bridge, intersection and road design. We will continue to monitor the revenues and request adjustments as appropriate.

Housing Funds

The Housing funds adopted fiscal year 2020-21 budget includes appropriations of \$4.1 million and is \$.4 million more than the revised budget for fiscal year 2019-20. The majority of this

increase are funds provided for affordable housing projects in Petaluma. The City's needs for affordable housing are great. As funds become available from residual and excess payments from the City's housing partners in the community, they continue to be utilized to fund the building of desperately needed affordable housing units.

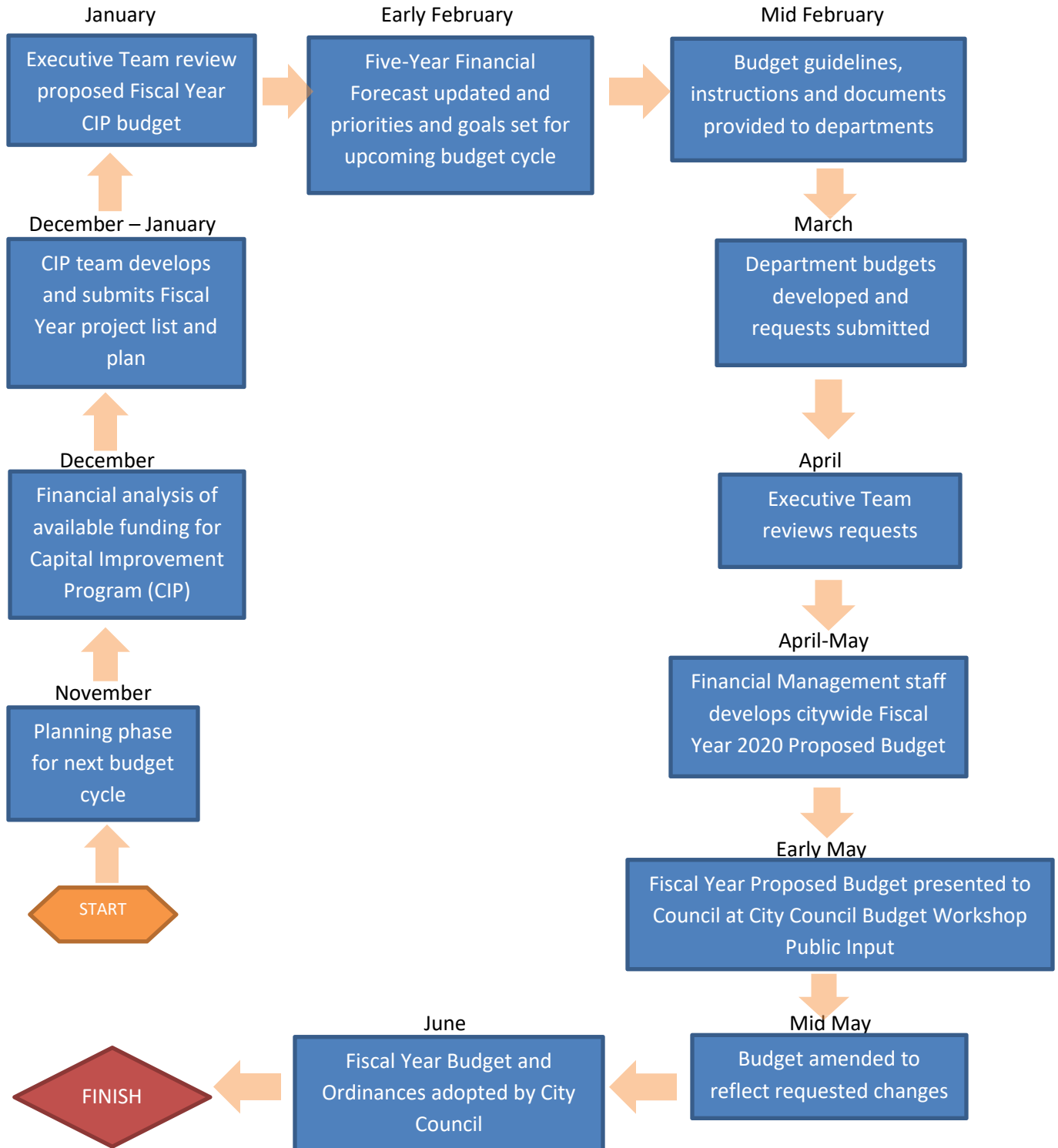
Housing Funds Budget					
	Estimated Beginning Fund Balance 7/1/2020	FY 21 Budgeted Revenues	FY 21 Adopted Budgeted Expenditures	Ending Fund Balance 6/30/2021	Explanation
Commercial Linkage Fees					
Affordable Housing					
Program Services			100,000		Housing Land Trust
Administrative Costs			72,183		
Total Commercial Linkage	\$ 932,094	\$ 156,900	\$ 172,183	\$ 916,811	
Housing-in Lieu Fees					
Affordable Housing			2,300,000		PEP Housing, Mid Pen Housing
Program Services			135,000		Petaluma People Services, COTS and Veterans Res Ctr
Administrative Costs			25,640		
Total Housing in Lieu	\$ 5,013,154	\$ 407,842	\$ 2,460,640	\$ 2,960,356	
Community Development Block Grant (CDBG)					
Program Services			271,000		Rebuilding Together and Petaluma People Services
Administrative Costs			104,251		
Total CDBG	\$ 92,776	\$ 351,440	\$ 375,251	\$ 68,965	
HOME/Begin Grants					
Affordable Housing			900,000		Mid Pen Housing
Total HOME/Begin	\$ 1,098,505	\$ 163,982	\$ 900,000	\$ 362,487	
Successor Agency Housing					
Affordable Housing					
Administrative Costs			165,899		
Total Successor Agency Housing	\$ 28,167	\$ 193,399	\$ 165,899	\$ 55,667	
Mobile Home Rent Stabilization					
Program Services					
Administrative Costs			24,000		
Total Mobile Home Rent Stabilization	\$ 95,479	\$ 24,775	\$ 24,000	\$ 96,254	
Grand Total All Housing Funds	\$ 7,260,175	\$ 1,298,338	\$ 4,097,973	\$ 4,460,540	

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

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

BUDGET DEVELOPMENT PROCESS

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



City of Petaluma

Fiscal Year 2020-21

City Background and Fiscal Overview

HISTORY AND GOVERNMENT

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

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

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

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

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

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

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

BUDGETARY POLICY AND CONTROL

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

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

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

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

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

BUDGET SCHEDULE

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

LONG TERM FINANCIAL PLANNING

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

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

Every two years, the City Council sets goals for the City that help staff prioritize work and estimate what costs would be necessary to meet those goals. Most recently, on February 22, 2020, the City Council held a workshop to discuss the status of goals with the community.

Long term goals can be found on the City’s website at cityofpetaluma.org/goals.

ACCOUNTING SYSTEM AND INTERNAL CONTROL

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

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

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

Glossary of Terms

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

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

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

Fund Structure

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

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

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

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

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

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

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

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

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

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

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

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

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

Other Information

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

Award – The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Financial Report for fiscal year ended June 30, 2019, marking the 23rd year Petaluma has received the GFOA certificate.

2020-21 ALL FUNDS BUDGET SUMMARY

Budgeted appropriations for fiscal year 2020-21 total \$229,561,611. This amount represents all funds of the City and their major components, operations, capital improvements, debt service, and transfers.

The City of Petaluma's budget is grouped into various fund categories. The categories include the following fund types and appropriations:

General Fund appropriations are \$54,302,101. The General Fund is used to account for resources traditionally associated with government. These include City Administration, Finance, Public Safety, Building Services, Public Works, Parks and Recreation.

Special Revenue Funds appropriations are \$35,421,812. This includes Street Maintenance, Housing, Landscape Assessment Districts, Developer Impact Fees, Grants, and Transient Occupancy funds. These funds are used for various projects and programs throughout the City which include the acquisition, development, and enhancement of neighborhood and community parks as well as housing assistance to people with low and moderate incomes.

Enterprise Funds appropriations are \$8,876,764. The Enterprise Funds account for the daily operation and maintenance of the Petaluma Airport, Development and Building Services, Petaluma Marina and Petaluma Transit Services.

Utility Funds appropriations are \$64,079,140. The Utilities provide for the comprehensive and integrated management of Petaluma's water resources, storm water and the collection and treatment of wastewater.

Internal Service Funds appropriations are \$9,446,164. Funds include Employee Benefits, General Services, Information Technology, Risk Management, Vehicle and Equipment Replacement, and Workers' Compensation. All Internal Service Fund costs are charged back to user departments in the City.

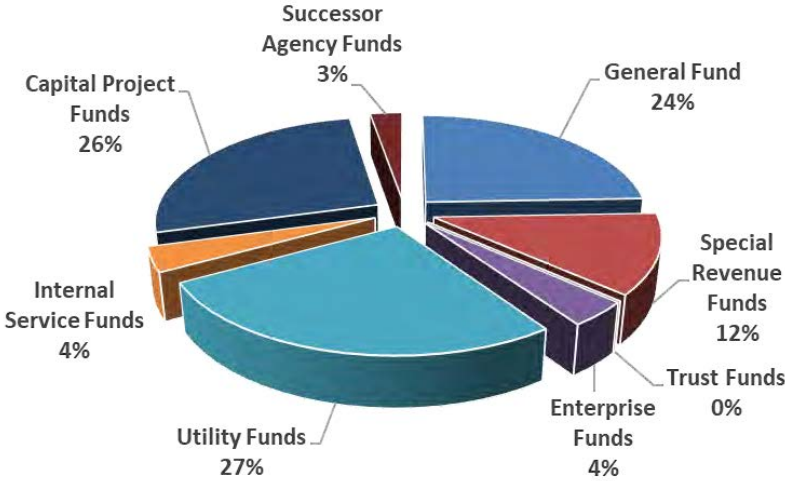
Capital Project Funds appropriations are \$52,022,894. These funds account for the collection of resources and the related expenditure on acquisition and construction of major capital improvement projects in the City. These funds include Airport, Facilities, Parks, Public Works, Surface Water, Transit, Water, Recycled Water and Wastewater.

Successor Agency Funds appropriations are \$5,412,736. These funds provide for debt service, program expenditures, and intergovernmental charges through the transfer of tax increment revenue received.

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

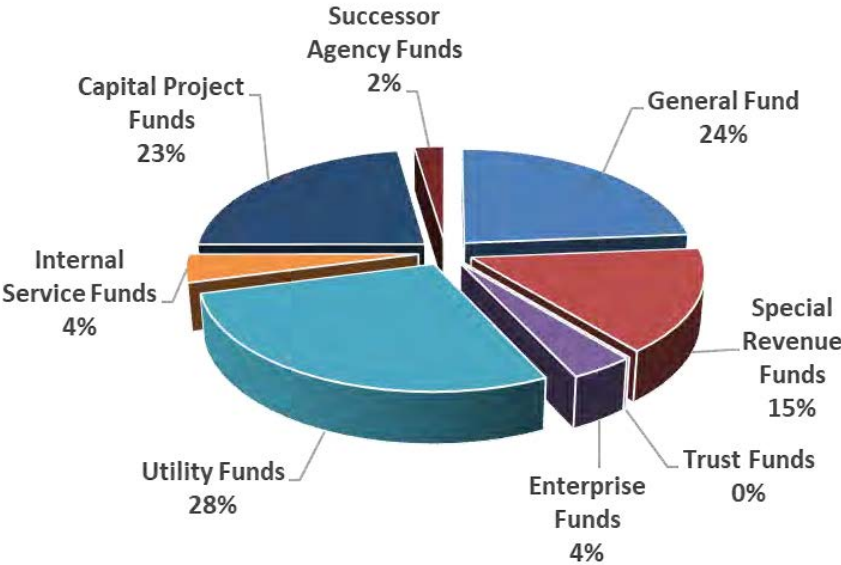
WHERE THE MONEY COMES FROM...

**2020-2021
ESTIMATED REVENUES - \$201,536,326**



WHERE THE MONEY GOES...

**2020-2021
ESTIMATED APPROPRIATIONS - \$229,561,611**



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

ALL FUNDS -- FUND SUMMARY

FUND SUMMARY
FISCAL YEAR 2019-20 Estimate

Fund Description	Beg. Bal. 7/1/2019	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	Adjustments/Reserve	Est. Fund Bal. 6/30/2020
GENERAL FUND OPERATING	\$ 3,173,198	\$ 46,894,025	\$ 2,573,500	\$ (49,484,897)	\$ (756,276)	\$ (50,000)	2,349,550
General Fund Designated Reserves	12,372,064	-	-	(1,403,914)	(250,000)	-	10,718,150
TOTAL GENERAL FUND	\$ 15,545,262	\$ 46,894,025	\$ 2,573,500	\$ (50,888,811)	\$ (1,006,276)	\$ (50,000)	\$ 13,067,700
Community Development Block Grant	90,900	340,333		(312,857)	(25,600)		92,776
Home/Begin Grants	934,523	163,982		(906,000)		906,000	1,098,505
Housing Successor Agency	26,711	59,899	228,600	(287,043)			28,167
Mobile Home Rent Program	89,784	24,695		(3,000)	(16,000)		95,479
Commercial Linkage Fees	1,369,834	276,980		(666,720)	(48,000)	600,000	932,094
Housing In-Lieu Fees	5,319,053	542,275		(1,309,174)	(139,000)		5,013,154
Parkland Acquisition Impact Fees-08	1,561,446	242,204		(4,614)			1,799,036
Parkland Development Impact Fees-08	2,439,368	1,776,630		(35,260)	(1,857,000)	800,000	3,123,738
Open Space Acquisition Impact Fees - 08	356,161	127,278		(2,503)			480,936
Quimby Act Dedication and In-Lieu-08	626	304,297		(6,086)			298,837
City Facilities Development Impact Fee	6,190,711	1,828,855		(35,626)	(1,248,500)		6,735,440
Storm Drainage Impact Fees	2,301,238	23,557		(488)	(20,000)		2,304,795
Storm Drainage Impact Fees - 08	466,854	28,055					494,421
Traffic Mitigation Impact Fees	3,453,788	34,522		(99,835)	(1,334,000)		2,154,310
Traffic Mitigation Impact Fees-08	23,494,920	5,217,020		(446,081)		120,000	28,612,105
Public Art Fees	320,680	229,292		(937)			223,891
3% Admin Impact Fees	550,551	197,935				56,920	747,549
General Government Grants	652					0	652
Fire Department Grants	(56,920)						-
Parks and Rec Grants							
Police Grants	(25,806)	216,524	52,175	(271,041)	(523,500)		(28,148)
Public Works Grants	900,737	1,119,500		(40,631)	(2,603,195)		1,496,737
Gas Tax	598,995	2,694,011		(622,953)			649,180
Landscape Assessment Districts	485,271	421,350		(108,577)			283,668
Abandoned Vehicle Abatement	259,681	82,093		(112,581)	(82,175)		233,197
Asset Seizures	221,975	2,721		(3,324,355)	(2,794,121)		29,940
Street Maintenance Gas Tax	3,318,737	2,347,687	3,406,195	(613,809)	(3,669,048)	(300,000)	2,954,143
Transient Occupancy Tax	1,034,693	3,562,550	41,561	(175,000)			55,947
Tourism Improvement District	37,386	112,200		(10,258)			(25,414)
HazMat Fines	54,008	413					44,163
Fire in-Lieu Fees	-						-
SLESF	213,656	101,575		(59,500)	(100,000)		155,731
Donations	321,729	550,000		(35,991)	(550,000)		285,738
Prince Park Trust	611,691	7,492		-	(56,500)		562,683
Tamae Baugh Trust	85,727	-		(42,350)	-	42,350	85,727
Measure M Parks	(1,900)	519,000		(314,000)	(205,000)	25,000	23,100
TOTAL SPECIAL REVENUE FUNDS	\$ 57,027,459	\$ 23,154,925	\$ 3,728,531	\$ (9,847,270)	\$ (15,271,639)	\$ 2,250,270	\$ 61,042,276

FUND SUMMARY
FISCAL YEAR 2019-20 Estimate

Fund Description	Beg. Bal. 7/1/2019	Estimated Revenues	Transfers In	Estimated Expenditures	Transfers Out	YE Adjustments/R eserve	Est. Fund Bal. 6/30/2020
PRIVATE & PERMANENT TRUST FUNDS							
Wickersham Park Trust	24,821	256					25,077
Child Care Trust	170,234	1,757					171,991
Thomas Lee Charity Trust	25,036	239					25,275
PRIVATE & PERMANENT TRUST FUNDS	220,090	2,252					222,342
ENTERPRISE FUNDS							
Airport Operations	1,593,428	2,591,184		(1,967,196)	(792,000)		1,425,416
Development Services	1,534,215	1,579,532		(1,692,355)			1,421,392
Marina	(345,243)	222,800	100,000	(359,149)			(381,592)
Transit	323,115	4,259,621		(3,809,071)			773,665
TOTAL ENTERPRISE FUNDS	3,105,515	8,653,137	100,000	(7,827,771)	(792,000)		3,238,881
UTILITIES							
Waste Water Utility	27,599,045	28,623,684	548,874	(22,439,130)	(13,171,000)		21,161,473
Waste Water Rate Stabilization	3,727,033	35,000					3,762,033
Water Utility	13,410,791	19,390,658	31,335	(16,142,365)	(5,705,369)		10,985,050
Storm Utility	351,329	224,769	498,473	(633,503)	(50,000)		391,068
TOTAL UTILITIES	45,088,198	48,274,111	1,078,682	(39,214,998)	(18,926,369)		36,299,624
INTERNAL SERVICE FUNDS							
Employee Benefits	1,569,900	1,244,021	50,000	(936,645)			1,927,276
General Services	251,999	228,838		(227,218)			253,619
Information Technology	(76,061)	1,844,375	66,000	(2,046,375)			(212,061)
Risk Management (Liability)	4,820,815	1,061,331		(1,344,836)			4,537,310
Vehicle and Equipment Replacement	697,355	14,745	1,569,500	(1,648,276)			633,324
Workers' Compensation	3,523,983	2,167,221		(1,919,921)			3,771,283
TOTAL INTERNAL SERVICE FUNDS	10,787,991	6,560,531	1,685,500	(8,123,271)			10,910,751
CAPITAL PROJECT FUNDS							
Facilities CIP	543,531		734,057	(964,000)	(41,561)		272,027
Community Development CIP							
Fire CIP	485,311		13,947				499,258
Parks and Recreation CIP	53,567	396,000	2,843,000	(3,238,759)			53,808
Police CIP							
Public Works/Surface Water CIP	2,103,753	782,438	4,986,075	(9,174,024)			(1,301,758)
FEMA Permanent CIP	(1,014,328)						(1,014,328)
TDACIP							
Airport CIP	(4,950)		792,000	(791,659)		(490,000)	(494,609)
Marina CIP	13,263						13,263
Transit CIP	192	230,000		(230,260)			(68)
Waste Water/Recycled Water CIP	(1,231,325)	1,500,000	12,834,000	(14,312,802)	(455,294)		(1,665,421)
Water CIP	(739,805)		5,105,182	(5,089,702)	(31,335)		(755,660)
TOTAL CAPITAL PROJECT FUNDS	209,209	2,908,438	27,308,261	(33,801,206)	(528,190)	(490,000)	(4,393,488)
SUCCESSOR AGENCY FUNDS							
Successor Agency Debt	3,673,266	5,175,283		(5,158,074)			3,690,475
Successor Agency Admin	(479,413)	280,453		(236,952)			(435,912)
TOTAL SUCCESSOR AGENCY FUNDS	3,193,853	5,455,736		(5,395,026)			3,254,563
TOTAL ALL FUNDS	\$ 135,177,578	\$ 141,903,155	\$ 36,474,474	\$ (155,098,353)	\$ (36,524,474)	\$ 1,710,270	\$ 123,642,650

ALL FUNDS -- FUND SUMMARY

FUND SUMMARY
FISCAL YEAR 2020-2021

Fund Description	Est. Fund Bal. 7/01/2020	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	YE Adjustments/R eserve	Proj. Fund Bal. 6/30/2021
GENERAL FUND OPERATING	\$ 2,349,550	\$ 46,679,528	\$ 2,523,500	\$ (50,727,594)	\$ (1,244,507)	\$ 420,000	\$ 477
General Fund Designated Reserves	10,718,150	-	-	(2,330,000)	-	-	8,388,150
TOTAL GENERAL FUND	\$ 13,067,700	\$ 46,679,528	\$ 2,523,500	\$ (53,057,594)	\$ (1,244,507)	\$ 420,000	\$ 8,388,627
Community Development Block Grant	92,776	351,440	(305,251)	(70,000)			68,965
Home/Begin Grants	1,098,505	163,982	(900,000)				362,487
Housing Successor Agency	28,167	35,899	157,500				55,667
Mobile Home Rent Program	95,479	24,775	(3,000)	(21,000)			96,254
Commercial Linkage Fees	932,094	156,900	(105,683)	(66,500)			916,811
Housing In-Lieu Fees	5,013,154	407,842	(2,460,640)				2,960,356
Parkland Acquisition Impact Fees-08	1,799,036	153,335	(2,837)	(3,287,000)			1,949,534
Parkland Development Impact Fees-08	3,123,738	480,583	(9,339)				307,982
Open Space Acquisition Impact Fees - 08	480,936	60,908	(1,176)				540,668
Quimby Act Dedication and In-Lieu-08	298,837	7					298,844
City Facilities Development Impact Fee	6,735,440	653,211	(12,113)	(846,000)			6,530,538
Storm Drainage Impact Fees	2,304,795	72,030	(632,000)				1,744,825
Storm Drainage Impact Fees - 08	494,421	13,482	(196)				507,707
Traffic Mitigation Impact Fees	2,154,310	34,522	(46,341)	(2,188,832)			-
Traffic Mitigation Impact Fees-08	28,612,105	2,542,294	(455,000)	(2,071,168)			29,036,890
Public Art Fees	223,891	254,542	(45,507)				23,433
3% Admin Impact Fees	747,549	90,969					793,011
General Government Grants	652						652
Fire Department Grants	0						0
Parks and Rec Grants	-						-
Police Grants	(28,148)	265,732	58,577	(331,499)			(35,338)
Public Works Grants	1,496,737	3,784,000		(3,784,000)			1,496,737
Gas Tax	649,180	2,753,999	(38,000)	(2,661,383)			703,796
Landscape Assessment Districts	283,668	419,190	(481,480)				221,378
Abandoned Vehicle Abatement	233,197	82,093	(125,521)				189,769
Asset Seizures	29,940	2,721	(640)	(32,021)			-
Street Maintenance Gas Tax	2,954,143	2,093,283	3,492,383	(4,994,370)			223,362
Tourism Occupancy Tax	55,947	3,319,206	(325,799)	(3,042,276)			7,078
Tourism Improvement District	(25,414)	130,000	(100,000)				4,586
HazMat Fines	44,163	12,413	(6,800)				49,776
Fire in-Lieu Fees	-						-
SLESF	155,731	151,575		(156,556)			150,750
Donations	285,738	1,647,000	(506)	(1,617,000)			315,232
Prince Park Trust	562,683	7,492	-	(56,500)			513,675
Tamae Baugh Trust	85,727		(71,000)				14,727
Measure M Parks	23,100	575,000	(355,902)	(223,000)			19,198
TOTAL SPECIAL REVENUE FUNDS	61,042,276	20,740,425	3,708,460	(9,672,206)	(25,749,606)	-	50,069,349

FUND SUMMARY
FISCAL YEAR 2020-2021

Fund Description	Est. Fund Bal. 7/01/2020	Budgeted Revenues	Budgeted Transfers In	Budgeted Expenditures	Budgeted Transfers Out	YE Adjustments/R eserve	Proj. Fund Bal. 6/30/2021
PRIVATE & PERMANENT TRUST FUNDS							
Wickersham Park Trust	25,077	256	-	-	-	-	25,333
Child Care Trust	171,991	1,757	-	-	-	-	173,748
Thomas Lee Charity Trust	25,275	239	-	-	-	-	25,514
TOTAL PRIVATE & PERMANENT TRUST FUNDS	222,342	2,252	-	-	-	-	224,594
ENTERPRISE FUNDS							
Airport Operations	1,425,416	2,482,809	-	(1,846,483)	(1,023,000)	-	1,038,742
Development Services	1,421,392	1,649,832	-	(2,474,148)	-	-	597,076
Marina	(381,592)	196,000	-	(237,813)	-	-	(423,405)
Transit	773,665	3,291,394	-	(3,295,320)	-	-	769,739
TOTAL ENTERPRISE FUNDS	3,238,881	7,620,035	-	(7,853,764)	(1,023,000)	-	1,982,152
UTILITIES							
Waste Water Utility	21,161,473	31,324,285	93,580	(22,162,255)	(17,728,000)	-	12,669,083
Waste Water Rate Stabilization	3,762,033	35,000	-	-	-	-	3,797,033
Water Utility	10,985,050	21,573,518	498,473	(17,477,181)	(6,056,000)	-	9,025,387
Storm Utility	391,068	250,000	-	(655,704)	-	-	483,837
TOTAL UTILITIES	36,299,624	53,182,803	592,053	(40,295,140)	(23,784,000)	-	25,995,340
INTERNAL SERVICE FUNDS							
Employee Benefits	1,927,276	1,284,234	-	(911,527)	-	-	2,299,983
General Services	253,619	277,663	-	(276,417)	-	-	254,865
Information Technology	(212,061)	2,307,422	-	(2,095,361)	-	-	-
Risk Management (Liability)	4,537,310	166,488	-	(1,806,473)	-	-	2,897,325
Vehicle and Equipment Replacement	633,324	14,745	874,276	(934,276)	-	-	588,069
Workers' Compensation	3,771,283	2,591,040	-	(3,422,110)	-	-	2,940,213
TOTAL INTERNAL SERVICE FUNDS	10,910,751	6,641,592	874,276	(9,446,164)	-	-	8,980,455
CAPITAL PROJECT FUNDS							
Facilities CIP	272,027	-	1,527,000	(1,893,000)	-	-	(93,973)
Community/Development CIP	-	-	-	-	-	-	-
Fire CIP	499,258	-	-	-	-	-	499,258
Parks and Recreation CIP	53,808	1,458,000	5,318,000	(8,030,034)	-	-	(1,200,226)
Police CIP	-	-	-	-	-	-	-
Public Works/Surface Water CIP	(1,301,758)	1,288,438	13,739,824	(15,377,407)	-	-	(1,650,903)
FEIMA Permanent CIP	(1,014,328)	-	-	-	-	-	(1,014,328)
TDA CIP	-	-	-	-	-	-	-
Airport CIP	(494,609)	-	1,023,000	(529,000)	-	-	(609)
Marina CIP	13,263	-	-	-	-	-	13,263
Transit CIP	(68)	73,000	-	(73,000)	-	-	(68)
Waste Water/Recycled Water CIP	(1,665,421)	6,600,000	17,514,000	(21,135,507)	-	-	1,313,072
Water CIP	(755,660)	-	4,981,000	(4,984,946)	-	-	(759,606)
TOTAL CAPITAL PROJECT FUNDS	(4,393,488)	9,419,438	44,102,824	(52,022,894)	-	-	(2,894,120)
Successor Agency Debt	3,690,475	5,168,687	-	(5,144,688)	-	-	3,714,474
Successor Agency Admin	(435,912)	280,453	-	(268,048)	-	-	(423,507)
TOTAL SUCCESSOR AGENCY FUNDS	3,254,563	5,449,140	-	(5,412,736)	-	-	3,290,967
TOTAL ALL FUNDS	\$ 123,642,650	\$ 149,735,213	\$ 51,801,113	\$ (177,760,498)	\$ (51,801,113)	\$ 420,000	\$ 96,037,365

Sources and Uses of Funds Fiscal Year 20/21

Revenue	General Fund	Special Revenue & Trust Funds incl. LMH	Enterprise Funds	Utilities	Internal Service Funds	Capital Project Funds	Successor Agency Funds	All Funds
Taxes Revenue	29,876,971	5,417,943	85,000	250,000	-	-	5,418,687	41,048,601
Permits and Fees	1,618,254	4,500,403	1,517,600	5,600	-	-	-	7,641,857
Use of Property Revenue	468,769	700,814	1,432,278	610,332	154,109	438	30,453	3,397,193
Intergovernmental	6,801,515	7,874,533	3,622,857	-	-	7,946,000	-	26,244,905
Charges for Sales	-	-	-	-	-	-	-	-
Charges for Services/Sales	7,900,019	541,511	125,000	-	6,384,368	15,000	-	14,965,898
Utility Revenue	6,000	-	180,000	50,832,960	-	-	-	51,012,960
Sales Revenue	8,000	-	655,800	501,000	-	-	-	1,162,800
Other Revenue	-	1,707,473	1,500	982,911	103,115	1,458,000	-	4,260,999
Total Revenues	\$ 46,679,528	\$ 20,742,677	\$ 7,620,035	\$ 53,182,803	\$ 6,641,592	\$ 9,419,438	\$ 5,449,140	\$ 149,735,213
Other Sources:								
Transfers In	2,523,500	3,708,460	-	592,053	874,276	44,102,824	-	51,801,113
Total Revenue and Other Sources	\$ 49,203,028	\$ 24,451,137	\$ 7,620,035	\$ 53,774,856	\$ 7,515,868	\$ 53,522,262	\$ 5,449,140	\$ 201,536,326
Expenditures and Expenses								
Salaries and Benefits	44,136,553	2,673,456	1,877,725	9,189,741	1,651,517	1,278,383	97,227	60,904,602
Supplies	1,136,509	685,310	1,100,182	10,351,200	108,040	-	500	13,381,741
Professional Services, Maint, Repair	5,005,553	4,962,076	2,597,249	4,883,157	838,194	48,474,303	32,600	66,793,132
Intragovernmental Charges	1,224,042	668,206	683,722	2,542,805	201,632	195,208	131,121	5,646,736
Utilities, Rent, Training	1,530,872	462,658	305,416	2,581,300	4,972,579	-	6,600	9,859,425
Advertising, Promotion, Debt	24,065	190,500	539,470	9,535,437	930,202	-	5,144,688	16,364,362
Capital Expenditures	-	30,000	750,000	1,211,500	744,000	2,075,000	-	4,810,500
Total Expenditures and Expenses	\$ 53,057,594	\$ 9,672,206	\$ 7,853,764	\$ 40,295,140	\$ 9,446,164	\$ 52,022,894	\$ 5,412,736	\$ 177,760,498
Other Uses:								
Transfers Out	1,244,507	25,749,606	1,023,000	23,784,000	-	-	-	51,801,113
Total Expenditures, Expenses and Other Uses	\$ 54,302,101	\$ 35,421,812	\$ 8,876,764	\$ 64,079,140	\$ 9,446,164	\$ 52,022,894	\$ 5,412,736	\$ 229,561,611



2021 Budget
General Fund Revenue by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
TAXES REVENUE	29,134,837	30,739,747	30,296,741	29,876,971
FEES/PERMITS AND FINES REVENUE	1,772,667	1,937,038	1,814,000	1,618,254
USE OF PROPERTY REVENUE	563,053	895,679	460,969	468,769
INTERGOVERNMENTAL REVENUE	6,356,327	7,027,798	6,547,589	6,801,515
CHARGES FOR SERVICE REVENUE	7,934,241	7,633,709	7,760,725	7,900,019
SALES REVENUE	17,594	22,240	6,000	6,000
MISCELLANEOUS	29,745	123,581	8,000	8,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,693,212	1,984,012	2,573,500	2,523,500
GENERAL FUND REVENUE	47,501,676	50,363,804	49,467,524	49,203,028

2021 Budget
General Fund Revenue by Function

Function	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
GENERAL GOVERNMENT	39,563,156	42,160,885	41,965,324	41,792,874
PLANNING	878,664	1,061,966	642,000	645,700
FIRE	4,408,402	4,384,034	4,317,500	4,484,100
RECREATION	1,004,775	1,052,438	865,000	884,200
POLICE	1,194,509	1,312,905	1,371,500	1,202,200
PUBLIC WORKS	452,170	391,576	306,200	193,954
GENERAL FUND REVENUE	47,501,676	50,363,804	49,467,524	49,203,028

2021 Budget
General Fund Revenue by Cost Center

Cost Center	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
GENERAL FUND COST CENTER	39,515,570	42,113,074	41,919,324	41,792,874
ANIMAL SERVICES ADMIN/OPERATIONS	800	1,400	-	-
FINANCE ADMIN	790	415	-	-
NON DEPARTMENTAL	45,996	45,996	46,000	-
PLANNING ADMIN	170,480	298,921	242,000	245,700
PLANNING COST RECOVERY	708,184	763,045	400,000	400,000
FIRE ADMIN	1,476,208	1,127,524	632,500	636,100
FIRE PREVENTION	123,606	87,627	115,000	80,000
AMBULANCE	2,808,588	3,168,883	3,570,000	3,768,000
RECREATION ADMIN	10,161	202	10,000	10,000
RECREATION COMMUNITY CENTER	337,151	331,976	260,000	267,800
RECREATION YOUTH/TEENS PROGRAMS	372,866	344,619	340,000	346,800
RECREATION CONTRACT CLASSES	127,176	119,153	115,000	117,300
RECREATION SPORTS PROGRAMS	52,221	79,143	45,000	45,900
RECREATION SPORTS FIELD LIGHTS	88,370	162,508	70,000	71,400
RECREATION SENIOR PROGRAMS	16,830	14,156	20,000	20,000
RECREATION SPECIAL EVENTS	-	681	5,000	5,000
POLICE ADMIN	1,194,509	1,312,905	1,371,500	1,202,200
PUB WORKS ADMIN	449,210	390,742	305,200	192,954
TURNING BASIN/D ST BRIDGE	2,960	834	1,000	1,000
GENERAL FUND REVENUE	47,501,676	50,363,804	49,467,524	49,203,028

2021 Budget
General Fund Appropriations by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
SALARY	22,971,891	23,704,350	25,961,393	26,806,080
BENEFITS	11,974,525	13,212,472	16,240,596	17,330,473
SUPPLIES	1,206,497	1,291,509	1,133,666	1,136,509
PROF SERVICES, MAINT, REPAIR	4,558,408	4,777,082	4,348,553	5,005,553
INTRAGOVERNMENTAL SERVICES	1,839,433	1,876,842	1,564,270	1,224,042
UTILITIES, RENT, TRAINING	1,711,382	1,810,081	1,514,218	1,530,872
ADVERTISING, PROMOTION, DEBT	35,335	36,302	29,605	24,065
CAPITAL EXPENDITURES	163,351	94,003	96,510	-
TRANSFERS	1,380,053	1,175,053	1,006,276	1,244,507
GENERAL FUND APPROPRIATIONS	45,840,875	47,977,694	51,895,087	54,302,101
LESS INTRAGOVERNMENTAL OFFSET	(2,635,700)	(2,743,619)	(2,857,625)	(2,976,171)
GENERAL FUND NET COST	43,205,175	45,234,075	49,037,462	51,325,930

2021 Budget
General Fund Appropriations by Function

Function	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
GENERAL GOVERNMENT	7,170,697	6,820,322	8,145,635	9,851,021
PLANNING	879,733	989,395	682,577	576,719
FIRE	14,880,711	15,418,449	16,696,523	17,074,863
RECREATION	1,639,186	1,613,763	1,778,910	1,915,335
POLICE	17,309,417	19,225,092	20,744,079	20,994,795
PUBLIC WORKS	3,961,131	3,910,673	3,847,363	3,889,368
GENERAL FUND APPROPRIATIONS	45,840,875	47,977,694	51,895,087	54,302,101
LESS INTRAGOVERNMENTAL OFFSET	(2,635,700)	(2,743,619)	(2,857,625)	(2,976,171)
GENERAL FUND NET COST	43,205,175	45,234,075	49,037,462	51,325,930

2021 Budget
General Fund Appropriations by Cost Center

Cost Center	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
GENERAL FUND COST CENTER	1,381,520	1,176,606	1,007,685	1,246,245
CITY COUNCIL ADMIN/OPERATIONS	105,972	100,604	102,876	101,112
CITY ATTORNEY ADMIN/OPERATIONS	1,250,992	1,093,122	1,010,701	1,074,194
CITY CLERK ADMIN/OPERATIONS	255,700	239,187	255,860	266,121
CITY CLERK ELECTIONS	17,794	73,914	148,682	152,272
CITY MANAGER ADMIN/OPERATIONS	823,119	842,781	987,063	1,024,267
ECONOMIC DEVELOPMENT	317,942	334,387	505,520	392,440
FINANCE ADMIN	646,849	549,428	544,247	584,372
FINANCE ACCOUNTING SERVICE	698,306	747,562	887,927	916,491
FINANCE COMMERCIAL SERVICE	541,313	510,147	700,677	703,372
GENERAL PLAN ADMIN/OPERATIONS	-	480	44,000	1,000,000
HUMAN RESOURCES ADMIN/OPERATIONS	537,725	555,842	680,197	775,135
NON DEPARTMENTAL	593,465	596,262	1,270,200	1,615,000
PLANNING ADMIN	171,200	222,511	138,577	172,719
PLANNING COST RECOVERY	708,533	766,844	544,000	404,000
FIRE ADMIN	1,303,945	1,411,612	1,308,575	1,524,641
FIRE DISASTER PREPAREDNESS	2,350	2,970	25,000	50,000
FIRE HAZARDOUS MATERIALS	155,531	166,015	176,082	186,379
FIRE PREVENTION	298,796	370,340	349,697	348,413
FIRE SUPPRESSION	12,425,902	12,588,430	14,228,400	10,196,073
FIRE SUPPRESSION-APPARATUS	151,079	192,355	103,600	72,080
FIRE SUPPRESSION-BUILDING/GROUNDS	52,676	33,081	19,500	19,500
FIRE SUPPRESSION-COMMUNICATIONS	4,643	33,249	21,400	21,400
FIRE SUPPRESSION-SUPPLIES	41,831	50,405	53,500	53,500
FIRE SUPPRESSION-TRAINING	19,291	28,465	17,800	17,800
AMBULANCE	424,667	541,527	392,969	4,585,077
RECREATION ADMIN	673,442	651,926	787,278	909,979
RECREATION CAVANAGH CENTER	17,375	19,475	12,850	12,850
RECREATION COMMUNITY CENTER	112,432	116,590	201,331	272,473

2021 Budget
General Fund Appropriations by Cost Center

Cost Center	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
RECREATION LIBRARY/MUSEUM	33,595	34,279	35,372	36,365
RECREATION YOUTH/TEENS PROGRAMS	356,689	322,662	355,955	294,658
RECREATION CONTRACT CLASSES	70,166	78,366	72,500	72,500
RECREATION SPORTS PROGRAMS	44,809	42,934	57,016	57,558
RECREATION AQUATIC PROGRAMS	199,981	243,440	156,850	156,850
RECREATION SENIOR PROGRAMS	108,637	63,593	57,758	60,102
RECREATION SPECIAL EVENTS	22,060	40,498	42,000	42,000
POLICE ADMIN	3,079,875	3,361,784	3,570,648	3,247,677
POLICE COMMUNICATION	1,499,878	1,671,290	1,694,073	1,743,107
POLICE CAD/RMS	373,184	412,613	423,847	428,647
POLICE INVESTIGATION	1,111,630	1,176,959	1,485,958	1,437,983
POLICE PATROL	8,990,025	10,101,328	10,963,838	11,596,745
POLICE AUTO THEFT	197,570	215,165	-	-
POLICE TRAFFIC SAFETY	1,109,405	1,324,273	1,533,455	1,434,593
POLICE RECORDS	655,657	664,594	731,987	756,888
PARKING ENFORCEMENT	292,193	297,086	340,273	349,155
PUB WORKS ADMIN	459,923	464,355	371,232	272,291
PUB WORKS ENGINEERING DEVELOPMENT	318,283	367,868	364,747	373,500
PUB WORKS ENGINEERING CIP	102,639	78,813	118,573	180,545
PUB WORKS ENGINEERING TRAFFIC	51,834	44,508	65,757	66,572
PUB WORKS BLDG/FACILITY MAINTENANCE	771,407	726,132	705,463	688,983
PUB WORKS AUTO/EQUIP MAINT SHOP	209,899	230,148	222,065	230,035
PUB WORKS STREET LIGHTS	226,857	127,593	175,000	175,000
PUB WORKS PARKS MAINTENANCE	1,695,444	1,748,850	1,675,448	1,747,724
DOWNTOWN STREETS/SIDEWALKS MAINT	71,195	94,351	118,810	120,000
PUB WORKS TURNING BASIN/D ST BRIDGE	53,650	28,055	30,268	34,718
GENERAL FUND APPROPRIATIONS	45,840,875	47,977,654	51,895,087	54,302,101
LESS INTRAGOVERNMENTAL OFFSET	(2,635,700)	(2,743,619)	(2,857,625)	(2,976,171)
GENERAL FUND NET COST	43,205,175	45,234,035	49,037,462	51,325,930

**2021 Budget
Special Revenue & Trust Funds
Revenue by Account Type**

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
TAXES REVENUE	4,716,923	4,944,518	5,808,015	5,417,943
FEES/PERMITS AND FINES REVENUE	5,989,740	4,039,300	9,706,690	4,500,403
USE OF PROPERTY REVENUE	1,801,308	2,623,856	1,225,693	700,814
INTERGOVERNMENTAL REVENUE	3,528,434	4,201,610	5,079,222	7,874,533
CHARGES FOR SERVICE REVENUE	591,075	576,032	775,557	541,511
SALES REVENUE				
MISCELLANEOUS	227,345	30,919	562,000	1,707,473
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,853,172	3,603,816	3,728,531	3,708,460
SPECIAL REVENUE FUNDS	18,707,997	20,020,051	26,885,708	24,451,137

2021 Budget
Special Revenue & Trust Funds
Revenue by Fund

Fund	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
COMMERCIAL LINKAGE FEES	175,561	44,322	276,980	156,900
HOUSING IN-LIEU IMPACT FEES	1,167,821	385,305	542,275	407,842
PARK LAND ACQUISITION IMPACT FEES-08	255,514	273,967	242,204	153,335
PARK LAND DEVELOPMENT IMPACT FEES-08	807,886	758,154	1,776,630	480,583
OPEN SPACE ACQUISITION IMPACT FEES-08	66,654	176,175	127,278	60,908
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	609	(111)	304,297	7
CITY FACILITIES DEVELOPMENT IMPACT FEE	926,163	933,090	1,828,855	653,211
STORM DRAINAGE IMPACT FEES	25,506	64,103	23,557	72,030
STORM DRAINAGE IMPACT FEES - 08	117,316	54,952	28,055	13,482
TRAFFIC IMPACT FEES	31,590	92,060	34,522	34,522
TRAFFIC IMPACT FEES - 08	2,821,788	2,536,016	5,217,020	2,542,294
PUBLIC ART FEES	102,162	7,804	229,292	254,542
3% ADMIN FEE - 08	120,993	88,414	197,935	90,969
CDBG	487,282	370,784	340,333	351,440
HOME/BEGIN	557,512	570,233	163,982	163,982
PARKS AND REC GRANTS	-	103,125	-	-
POLICE GRANTS	580,410	441,626	268,699	324,309
PUBLIC WORKS GRANTS	224,935	201,559	1,119,500	3,784,000
DONATIONS/DEVELOPER CONTRIB	39,318	3,663	550,000	1,647,000
ABANDONED VEHICLE ABATEMENT	122,400	141,867	82,093	82,093
ASSET SEIZURES	159,553	21,987	2,721	2,721
HAZ MAT FINES-FIRE	6,884	23,253	413	12,413
SLESF	197,701	215,950	101,575	151,575
GAS TAX	1,589,741	2,443,710	2,694,011	2,753,999
STREET MAINTENANCE (HUT)	3,887,470	5,314,079	5,490,471	5,536,666
SOLID WASTE CONTRACT MANAGEMENT	45,371	47,286	263,411	49,000
LANDSCAPE ASSESSMENT DISTRICTS	421,493	429,252	421,350	419,190
TRANSIENT OCCUPANCY TAX	3,132,569	3,398,447	3,604,111	3,319,206
PETALUMA TOURISM IMPROVEMENT DISTRICT	-	37,386	112,200	130,000
PRINCE PARK TRUST	8,595	12,976	7,492	7,492
TAMAE M BAUGH TRUST	141,195	1,975	-	-
MEASURE M PARKS	-	27,456	519,000	575,000
WICKERSHAM PARK TRUST	297	487	256	256
SUCCESSOR AGENCY HOUSING	459,336	769,386	288,499	193,399
MOBILE HOME RENT PROGRAM	24,053	25,764	24,695	24,775
CHILD CARE TRUST	2,040	3,344	1,757	1,757
THOMAS LEE CHARITY TRUST	279	205	239	239
SPECIAL REVENUE FUNDS	18,707,997	20,020,051	26,885,708	24,451,137

2021 Budget
Special Revenue & Trust Funds
Appropriations by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
SALARY	1,565,009	1,509,092	1,634,341	1,798,312
BENEFITS	739,150	645,570	799,367	875,144
SUPPLIES	544,811	318,619	801,320	685,310
PROF SERVICES, MAINT, REPAIR	1,726,875	1,669,351	5,048,539	4,962,076
INTRAGOVERNMENTAL SERVICES	696,490	685,797	808,317	668,206
UTILITIES, RENT, TRAINING	466,729	334,973	502,193	462,658
ADVERTISING, PROMOTION, DEBT	358,612	363,127	203,193	190,500
CAPITAL EXPENDITURES	4,736	339,125	50,000	30,000
TRANSFERS	14,069,324	8,890,120	15,271,639	25,749,606
SPECIAL REVENUE FUNDS	20,171,736	14,755,774	25,118,909	35,421,812

2021 Budget
Special Revenue & Trust Funds
Appropriations by Fund

Fund	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
COMMERCIAL LINKAGE FEES	96,080	185,810	714,720	172,183
COMMUNITY FACILITIES IMPACT FEES	277	1,116,220	-	-
FIRE SUPPRESSION FACILITIES IMPACT FEES	195	300,488	-	-
HOUSING IN-LIEU IMPACT FEES	410,549	430,554	1,448,174	2,460,640
PARK LAND ACQUISITION IMPACT FEES-08	4,822	4,941	4,614	2,837
PARK LAND DEVELOPMENT IMPACT FEES-08	115,896	151,994	1,892,260	3,296,339
OPEN SPACE ACQUISITION IMPACT FEES-08	69,177	7,438	2,503	1,176
QUIMBY ACT DEDICATION AND IN-LIEU FEE-08	12	-	6,086	-
PUBLIC FACILITIES IMPACT FEES	304	219,096	-	-
CITY FACILITIES DEVELOPMENT IMPACT FEE	16,615	16,484	1,284,126	858,113
STORM DRAINAGE IMPACT FEES	81,706	15,500	20,000	632,000
STORM DRAINAGE IMPACT FEES - 08	2,256	929	488	196
TRAFFIC IMPACT FEES	34,000	2,400	1,334,000	2,188,832
TRAFFIC IMPACT FEES - 08	7,051,934	38,917	99,835	2,117,509
PUBLIC ART FEES	54,994	133,388	446,081	455,000
3% ADMIN FEE - 08	26,834	14,410	937	45,507
GENERAL GOVERNMENT GRANTS	-	-	-	-
CDBG	332,791	568,203	338,457	375,251
HOME/BEGIN	-	-	906,000	900,000
FIRE GRANTS	-	56,920	-	-
PARKS AND REC GRANTS	-	103,125	-	-
POLICE GRANTS	617,862	375,250	271,041	331,499
PUBLIC WORKS GRANTS	333,781	92,714	523,500	3,784,000
DONATIONS/DEVELOPER CONTRIB	36,249	7,458	585,991	1,617,506
ABANDONED VEHICLE ABATEMENT	105,605	118,442	108,577	125,521
ASSET SEIZURES	104,998	115,174	194,756	32,661
HAZ MAT FINES-FIRE	20,007	726	10,258	6,800
SLESF	217,700	100,000	159,500	156,556
GAS TAX	1,675,366	2,529,569	2,643,826	2,699,383
STREET MAINTENANCE (HUT)	2,668,637	2,749,941	4,601,458	6,916,120
STREET SIGNS AND MARKINGS	573,331	530,425	555,557	598,412
STREET SIGNALS AND LIGHTS	696,890	682,395	720,633	731,366
SOLID WASTE CONTRACT MGMT	(16,186)	38,119	240,828	70,549
LANDSCAPE ASSESSMENT DISTRICTS	406,733	373,382	622,953	481,480
TRANSIENT OCCUPANCY TAX	3,884,911	3,319,568	4,282,857	3,368,075
PETALUMA TOURISM IMPROVEMENT DISTRICT	-	-	175,000	100,000
PRINCE PARK TRUST	56,500	56,500	56,500	56,500
TAMAE M BAUGH TRUST	35,313	12,747	42,350	71,000
MEASURE M PARKS	-	28,597	519,000	578,902
SUCCESSOR AGENCY HOUSING	436,317	244,450	287,043	165,899
MOBILE HOME RENT PROGRAM	19,280	13,500	19,000	24,000
SPECIAL REVENUE FUNDS	20,171,736	14,755,774	25,118,909	35,421,812

2021 Budget
Enterprise Funds Revenue by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
TAXES REVENUE	88,411	72,846	73,000	85,000
FEES/PERMITS AND FINES REVENUE	1,702,680	1,913,508	1,445,800	1,517,600
USE OF PROPERTY REVENUE	1,335,389	1,489,931	1,408,280	1,432,278
INTERGOVERNMENTAL REVENUE	2,768,131	2,744,423	4,557,257	3,622,857
CHARGES FOR SERVICE REVENUE	199,953	90,065	125,000	125,000
UTILITY REVENUE	261,031	252,516	185,000	180,000
SALES REVENUE	814,336	676,361	858,300	655,800
MISCELLANEOUS	17,887	61,150	500	1,500
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	977,816	177,697	100,000	-
ENTERPRISE FUNDS REVENUE	8,165,634	7,478,497	8,753,137	7,620,035

2021 Budget
Enterprise Funds Revenue by Fund

Fund	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
AIRPORT	2,114,999	1,921,286	2,591,184	2,482,809
BUILDING SERVICES	1,874,849	2,043,021	1,579,532	1,649,832
MARINA	242,768	255,935	322,800	196,000
TRANSIT	3,933,018	3,258,255	4,259,621	3,291,394
ENTERPRISE FUNDS REVENUE	8,165,634	7,478,497	8,753,137	7,620,035

2021 Budget
Enterprise Funds Revenue by Cost Center

Cost Center	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
AIRPORT ADMIN/OPERATIONS	2,114,999	1,921,286	2,591,184	2,482,809
BUILDING ADMIN	61,988	93,370	42,932	42,932
BUILDING SERVICES	1,694,761	1,902,932	1,436,600	1,506,900
BUILDING SVC COST RECOVERY	118,100	46,719	100,000	100,000
MARINA ADMIN/OPERATIONS	242,768	255,935	322,800	196,000
TRANSIT ADMIN	2,061,208	1,324,391	1,976,408	1,610,155
TRANSIT CITY ROUTES	1,775,848	1,664,959	1,691,808	1,355,683
PARATRANSIT	95,962	268,905	591,405	325,556
ENTERPRISE FUNDS REVENUE	8,165,634	7,478,497	8,753,137	7,620,035

2021 Budget
Enterprise Funds Appropriations by Account Type

Account Type	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
SALARY	1,020,093	1,022,297	1,225,421	1,364,097
BENEFITS	398,290	407,400	488,444	513,628
SUPPLIES	1,012,014	921,661	1,140,830	1,100,182
PROF SERVICES, MAINT, REPAIR	2,413,965	2,621,556	2,653,466	2,597,249
INTRAGOVERNMENTAL SERVICES	585,627	589,407	590,130	683,722
UTILITIES, RENT, TRAINING	345,770	354,300	292,156	305,416
ADVERTISING, PROMOTION, DEBT	1,377,312	1,357,948	540,985	539,470
CAPITAL EXPENDITURES	-		896,340	750,000
TRANSFERS	279,820	327,359	792,000	1,023,000
ENTERPRISE FUNDS APPROPRIATIONS	7,432,891	7,601,928	8,619,772	8,876,764

2021 Budget
Enterprise Funds Appropriations by Fund

Fund	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
AIRPORT	1,764,976	1,852,892	2,759,196	2,869,483
BUILDING SERVICES	1,723,418	1,792,675	1,692,355	2,474,148
MARINA	366,972	331,667	359,150	237,813
TRANSIT	3,577,525	3,624,704	3,809,071	3,295,320
ENTERPRISE FUNDS APPROPRIATIONS	7,432,891	7,601,938	8,619,772	8,876,764

2021 Budget
Enterprise Funds Appropriations by Cost Center

Cost Center	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
AIRPORT ADMIN/OPERATIONS	1,073,297	1,245,071	1,993,296	2,135,933
AIRPORT FUELING	641,646	518,674	668,700	621,450
AIRPORT HANGARS	50,033	89,147	97,200	112,100
BUILDING SERVICES	1,599,730	1,739,624	1,533,355	2,315,148
BUILDING SVC COST RECOVERY	123,688	53,051	159,000	159,000
MARINA ADMIN/OPERATIONS	366,972	331,657	359,150	237,813
TRANSIT ADMIN	598,943	603,891	622,424	795,053
TRANSIT CITY ROUTES	2,289,942	2,264,837	2,042,658	1,758,687
PARATRANSIT	688,640	755,976	1,143,989	741,580
ENTERPRISE FUNDS APPROPRIATIONS	7,432,891	7,601,928	8,619,772	8,876,764

2021 Budget
Utilities Revenue by Account Type

Account Type	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
TAXES REVENUE	-	178,991	224,769	250,000
FEES/PERMITS AND FINES REVENUE	4,511	8,000	5,000	5,600
USE OF PROPERTY REVENUE	606,460	1,454,269	607,332	610,332
INTERGOVERNMENTAL REVENUE	58,502	53,754	-	-
CHARGES FOR SERVICE REVENUE	-	5,454	-	-
UTILITY REVENUE	44,039,445	45,706,808	46,913,800	50,832,960
SALES REVENUE	14,847	53,365	91,399	501,000
MISCELLANEOUS	66,595	17,476	431,811	982,911
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBTN	6,474,270	6,981,136	1,078,682	592,053
UTILITIES REVENUE	51,264,630	54,459,253	49,352,793	53,774,856

2021 Budget
Utilities Revenue by Fund

Fund	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
WASTE WATER	33,198,051	34,887,677	29,172,558	31,417,865
WASTE WATER RATE STABILIZATION	34,540	99,289	35,000	35,000
WATER	17,534,456	18,785,777	19,421,993	21,573,518
STORM WATER	497,583	686,510	723,242	748,473
UTILITIES REVENUE	51,264,630	54,459,253	49,352,793	53,774,856

2021 Budget
Utilities Revenue by Cost Center

Cost Center	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
WASTE WATER ADMIN	31,746,898	34,871,887	28,672,558	30,546,565
WASTE WATER CAPACITY FEES	1,451,153	15,790	500,000	871,300
WASTE WATER RATE STABILIZATION	34,540	99,289	35,000	35,000
WASTE WATER ELLIS CREEK	-	-	-	-
WATER ADMIN	17,334,922	17,908,454	19,286,993	21,147,118
WATER CAPACITY FEES	141,032	847,239	135,000	426,400
WATER CONSERVATION	58,502	30,084	-	-
STORM DRAINAGE UTILITY ADMIN	497,583	686,510	723,242	748,473
UTILITIES REVENUE	51,264,630	54,459,253	49,352,793	53,774,856

2021 Budget
Utilities Appropriations by Account Type

Account Type	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
SALARY	4,847,856	4,956,269	5,965,440	6,449,926
BENEFITS	1,914,626	2,040,172	2,661,770	2,739,815
SUPPLIES	8,494,224	8,325,332	9,914,700	10,351,200
PROF SERVICES, MAINT, REPAIR	2,508,984	2,771,308	4,681,859	4,883,157
INTRAGOVERNMENTAL SERVICES	2,385,447	2,460,508	2,446,757	2,542,805
UTILITIES, RENT, TRAINING	2,080,608	2,096,135	2,421,400	2,581,300
ADVERTISING, PROMOTION, DEBT	9,719,194	9,912,184	10,105,516	9,535,437
CAPITAL EXPENDITURES	-	-	1,017,556	1,211,500
TRANSFERS	12,561,688	13,059,181	18,926,369	23,784,000
UTILITIES APPROPRIATIONS	44,512,627	45,621,089	58,141,367	64,079,140

2021 Budget
Utilities Appropriations by Fund

Fund	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
WASTE WATER	27,334,212	28,275,482	35,610,130	39,890,255
WATER	16,836,928	16,942,442	21,847,734	23,533,181
STORM DRAINAGE UTILITY	341,487	403,165	683,503	655,704
UTILITIES APPROPRIATIONS	44,512,627	45,621,089	58,141,367	64,079,140

2021 Budget
Utilities Appropriations by Cost Center

Cost Center	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
WASTE WATER ADMIN	19,809,497	20,172,270	24,700,007	28,498,960
WASTE WATER COLLECT SYSTEM	956,290	857,361	1,153,356	1,363,635
WASTE WATER SEWAGE PUMP STATIONS	426,380	469,148	725,760	644,760
WASTE WATER CUSTOMER SVC	88,162	93,208	113,300	112,200
WASTE WATER INDUSTRIAL	464,417	486,715	626,605	760,627
WASTE WATER RECLAMATION	674,250	845,971	1,248,322	1,234,925
WASTE WATER STORM DRAIN	156,704	161,527	205,446	232,520
WASTE WATER ELLIS CREEK OPERATIONS	4,758,512	5,189,282	6,837,334	7,042,628
WATER ADMIN	5,766,482	6,155,705	8,606,120	8,936,038
WATER CONSERVATION	654,297	523,446	723,985	739,824
WATER CUSTOMER SERVICES	597,420	596,347	639,089	664,556
WATER LEAK DETECT/CROSS CONNECT	125,729	122,756	129,884	133,274
WATER PUMPING	412,967	276,523	534,338	535,200
WATER SOURCE OF SUPPLY	6,998,333	6,895,201	7,708,250	8,076,750
WATER TRANSMISSION & DISTRIBUTION	2,281,700	2,372,464	3,506,068	4,447,539
STORM DRAINAGE UTILITY ADMIN	341,487	403,165	683,503	655,704
UTILITIES APPROPRIATIONS	44,512,627	45,621,089	58,141,367	64,079,140

2021 Budget
Internal Service Funds Revenue by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
USE OF PROPERTY REVENUE	135,894	356,128	154,109	154,109
CHARGES FOR SERVICE REVENUE	5,806,935	6,653,401	6,303,307	6,384,368
SALES REVENUE	4,368	3,823	-	-
MISCELLANEOUS	40,473	371,366	103,115	103,115
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	1,155,000	1,035,000	1,685,500	874,276
INTERNAL SERVICE FUNDS REVENUE	7,142,670	8,419,718	8,246,031	7,515,868

2021 Budget
Internal Service Funds Revenue by Fund

Fund	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
EE BENEFITS	1,022,487	1,397,050	1,294,021	1,284,234
GENERAL SERVICES	231,902	255,974	228,838	277,663
INFORMATION TECHNOLOGY	1,781,285	1,847,210	1,910,375	2,307,422
RISK MANAGEMENT	1,461,582	1,576,539	1,061,331	166,488
VEH/EQUIPMENT REPLACE	969,446	851,967	1,584,245	889,021
WORKERS COMP	1,675,968	2,490,978	2,167,221	2,591,040
INTERNAL SERVICE FUNDS REVENUE	7,142,670	8,419,718	8,246,031	7,515,868

2021 Budget
Internal Service Funds Appropriations by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
SALARY	990,033	1,050,104	1,076,000	1,088,461
BENEFITS	436,476	415,469	496,642	563,056
SUPPLIES	99,051	104,872	128,650	108,040
PROF SERVICES, MAINT, REPAIR	987,294	787,277	903,902	838,194
INTRAGOVERNMENTAL SERVICES	323,938	312,523	192,712	201,632
UTILITIES, RENT, TRAINING	2,417,255	7,215,868	3,057,008	4,972,579
ADVERTISING, PROMOTION, DEBT	557,809	674,784	930,282	930,202
CAPITAL EXPENDITURES	-		1,338,075	744,000
TRANSFERS	100,000	90,000	-	-
INTERNAL SERVICE FUNDS APPROPRIATIONS	5,911,856	10,650,897	8,123,271	9,446,164

2021 Budget
Internal Service Funds Appropriations by Fund

Fund	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
EE BENEFITS	440,408	460,202	936,645	911,527
GENERAL SERVICES	221,018	212,424	227,218	276,417
INFORMATION TECHNOLOGY	1,822,098	1,855,441	2,046,375	2,095,361
RISK MANAGEMENT	713,024	1,264,928	1,344,836	1,806,473
VEH/EQUIPMENT REPLACE	514,049	642,373	1,648,276	934,276
WORKERS COMP	2,201,259	6,215,529	1,919,921	3,422,110
INTERNAL SERVICE FUNDS APPROPRIATIONS	5,911,856	10,650,897	8,123,271	9,446,164

2021 Budget
Capital Projects Revenue by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
FEES/PERMITS AND FINES REVENUE	-	-		
USE OF PROPERTY REVENUE	20,036	45,881	438	438
INTERGOVERNMENTAL REVENUE	4,048,854	667,716	2,465,000	7,946,000
CHARGES FOR SERVICE REVENUE	60,887	16,488	47,000	15,000
MISCELLANEOUS	5,071	339,287	396,000	1,458,000
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	23,127,918	14,703,304	27,308,261	44,102,824
CAPITAL PROJECTS REVENUE	27,262,766	15,772,676	30,216,699	53,522,262

2021 Budget
Capital Projects Revenue by Fund

Fund	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
FACILITIES CIP	1,160,152	228,835	734,057	1,527,000
FIRE CIP	150,000	150,000	13,947	-
PARK AND REC CIP	244,315	460,530	3,239,000	6,776,000
PUBLIC WORKS CIP	12,970,992	2,697,269	5,768,513	15,028,262
FEMA CIP	-	-	-	-
AIRPORT CIP	110,400	245,855	792,000	1,023,000
MARINA CIP	-	-	-	-
TRANSIT CIP	203,420	25,934	230,000	73,000
WASTE WATER CIP	11,994,622	9,955,992	14,334,000	24,114,000
WATER CIP	428,865	2,008,261	5,105,182	4,981,000
CAPITAL PROJECTS REVENUE	27,262,766	15,772,676	30,216,699	53,522,262

2021 Budget
Capital Projects Appropriations by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
SALARY	342,238	234,791	1,122,145	949,889
BENEFITS	126,400	86,616	363,838	328,494
SUPPLIES	1,706	61,400	-	-
PROF SERVICES, MAINT, REPAIR	10,049,479	4,002,505	28,778,251	48,474,303
INTRAGOVERNMENTAL SERVICES	82,628	58,428	286,972	195,208
UTILITIES, RENT, TRAINING	19,971	3,173	-	-
ADVERTISING, PROMOTION, DEBT	8,979	28,459	-	-
CAPITAL EXPENDITURES	1,003,918	-	3,250,000	2,075,000
TRANSFERS	6,890,502	6,579,056	528,190	-
CAPITAL PROJECTS APPROPRIATIONS	18,525,821	11,054,428	34,329,396	52,022,894

2021 Budget
Capital Projects Appropriations by Fund

Fund	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
FACILITIES CIP	546,078	347,251	1,005,561	1,893,000
FIRE CIP	37,600	277,023	-	-
PARK AND REC CIP	450,167	236,103	3,238,759	8,030,034
PUBLIC WORKS CIP	11,335,552	3,610,968	9,174,024	15,377,407
FEMA/OES CIP	-	-	-	-
AIRPORT CIP	99,413	-	791,659	529,000
MARINA CIP	-	-	-	-
TRANSIT CIP	977,816	177,697	230,260	73,000
WASTE WATER CIP	5,002,620	6,393,011	14,768,096	21,135,507
WATER CIP	76,575	12,375	5,121,037	4,984,946
CAPITAL PROJECTS APPROPRIATIONS	18,525,821	11,054,428	34,329,396	52,022,894

2021 Budget
Successor Agency Revenue by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
TAXES REVENUE	5,724,493	5,418,489	5,425,283	5,418,687
USE OF PROPERTY REVENUE	13,817	27,681	30,453	30,453
INTERGOVERNMENTAL REVENUE	-	-	-	-
TRANSFERS, DEBT PROCEEDS, CITY CONTRIBUTN	-	-	-	-
SUCCESSOR AGENCY REVENUE	5,738,310	5,446,170	5,455,736	5,449,140

2021 Budget
Successor Agency Revenue by Fund

Fund	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
SUCCESSOR AGENCY DEBT SERVICE	5,462,559	5,194,638	5,175,283	5,168,687
SUCCESSOR AGENCY ADMIN	275,751	251,532	280,453	280,453
SUCCESSOR AGENCY REVENUE	5,738,310	5,446,170	5,455,736	5,449,140

2021 Budget
Successor Agency Appropriations by Account Type

Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
SALARY	47,747	48,288	49,064	66,558
BENEFITS	17,880	17,748	19,218	30,669
SUPPLIES	171	1,116	500	500
PROF SERVICES, MAINT, REPAIR	60,374	41,160	32,600	32,600
INTRAGOVERNMENTAL SERVICES	122,648	125,571	128,970	131,121
UTILITIES, RENT, TRAINING	5,294	5,190	6,600	6,600
ADVERTISING, PROMOTION, DEBT	2,238,755	2,264,685	5,158,074	5,144,688
TRANSFERS	4,736,219	-	-	-
SUCCESSOR AGENCY APPROPRIATIONS	7,229,088	2,503,758	5,395,026	5,412,736

2021 Budget
Successor Agency Appropriations by Fund

Fund	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
SUCCESSOR AGENCY DEBT SERVICE	6,974,974	2,264,685	5,158,074	5,144,688
SUCCESSOR AGENCY ADMIN	254,114	239,073	236,952	268,048
SUCCESSOR AGENCY APPROPRIATIONS	7,229,088	2,503,758	5,395,026	5,412,736



General Fund Operating Budget Overview

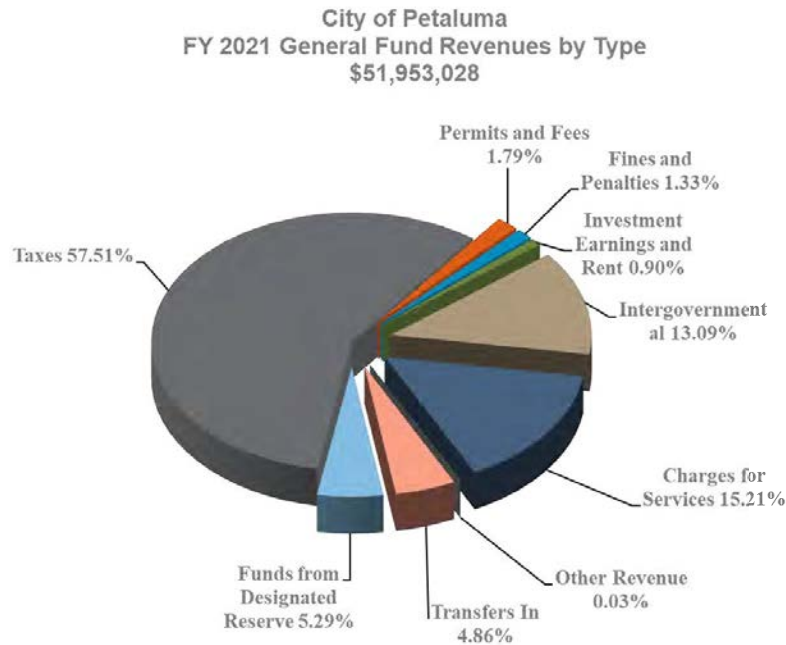
FY 20-21 Budget

	FY 2018 Actual	FY 2019 Actual	FY 2020 Revised Budget	FY 2020 Est. Fiscal Year End (w/COVID-19 Impacts)	FY 2021 Adopted Budget
Revenues					
Taxes	\$ 29,134,837	\$ 30,739,746	\$ 30,296,741	\$ 29,151,742	\$ 29,876,971
Permits and Fees	1,118,832	1,302,860	1,124,000	1,124,000	928,254
Fines and Penalties	653,834	634,177	690,000	690,000	690,000
Investment Earnings and Rent	563,735	895,678	460,969	460,969	468,769
Intergovernmental	6,356,327	7,027,800	6,547,589	6,807,589	6,801,515
Charges for Services	7,934,241	7,700,722	7,760,725	7,980,725	7,900,019
Other Revenue	47,339	145,820	14,000	14,000	14,000
Transfers In	<u>1,693,212</u>	<u>1,984,011</u>	<u>2,573,500</u>	<u>2,573,500</u>	<u>2,523,500</u>
Total Revenues	<u>\$ 47,502,357</u>	<u>\$ 50,430,814</u>	<u>\$ 49,467,524</u>	<u>\$ 48,802,525</u>	<u>\$ 49,203,028</u>
Funds from Designated Reserve			<u>\$ 1,953,914</u>	<u>\$ 2,268,914</u>	<u>\$ 2,750,000</u>
Total Sources			<u>\$ 51,421,438</u>	<u>\$ 51,071,439</u>	<u>\$ 51,953,028</u>
Expenditures/Appropriations					
Salaries	\$ 22,971,648	\$ 23,704,350	\$ 25,961,393	\$ 25,961,393	\$ 26,806,080
Benefits	11,974,525	13,212,472	16,240,596	16,240,596	17,330,473
Services and Supplies	7,510,192	7,948,688	7,026,042	7,026,042	7,696,999
Capital	163,351	94,003	96,510	96,510	-
Transfers Out	1,380,053	1,175,053	1,006,276	1,006,276	1,244,507
Intragovernmental	<u>1,839,433</u>	<u>1,876,842</u>	<u>1,564,270</u>	<u>1,564,270</u>	<u>1,224,042</u>
Total Expenditures/Appropriations	<u>\$ 45,839,202</u>	<u>\$ 48,011,408</u>	<u>\$ 51,895,087</u>	<u>\$ 51,895,087</u>	<u>\$ 54,302,101</u>
Difference	<u>\$ 1,663,155</u>	<u>\$ 2,419,406</u>	<u>\$ (473,649)</u>	<u>\$ (823,648)</u>	<u>\$ (2,349,073)</u>
Beginning Working Capital Balance	\$ 2,040,912	\$ 3,162,821	\$ 3,173,198	\$ 3,173,198	\$ 2,349,550
Ending Working Capital Balance *	<u>\$ 3,162,821</u>	<u>\$ 3,173,198</u>	<u>\$ 2,699,549</u>	<u>\$ 2,349,550</u>	<u>\$ 477</u>

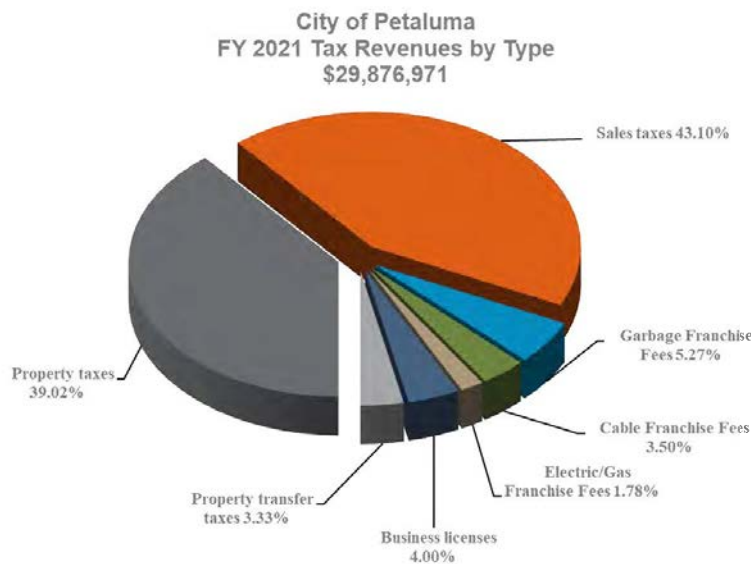
* Note: Does not include designated reserves

Revenues

Total General Fund revenues in FY 21 are projected to be \$51,953,028. This represents a 1.0% increase over FY 20 revised revenues. The chart below shows total General Fund revenues by type.



Tax revenues make up 57.51% of total General Fund revenues. The chart below shows tax revenues by type as a percentage of total tax revenue.



Sales Tax revenue is the largest revenue source in the General Fund. Sales Tax represents 43% of General Fund tax revenues and is projected to approximate \$12.9 million during FY 21. Due to the financial impacts expected to occur as a result of the COVID-19 Pandemic, sales tax revenues have been adjusted to reflect the most recent updated forecasted amount provided by the City's sales tax consultant and adjusted down by \$1.3m. The overall change from the prior year shows a decrease of \$.8 million or about a 5% decrease from FY 20 revised revenue. This estimated reduction is based on information provided by the City's sales tax consultant as well as from local economist and analysis of past recession era revenue patterns. The reductions presented assume a partial recovery from the onset of the pandemic, but expectations are that the partial recovery could extend through all 12 months of FY 21 and into FY 22 resulting in lasting financial impacts in the out years of the forecast, much like a recession. Due to the uncertainty, sales tax revenues in the out years of the forecast have been reduced to reflect an overall reduction to the projections. This reduction will reset the base and beginning in FY 22 moderate recovery is assumed to occur and is included at an average growth rate of 3% per year. Due to the rarity of such a situation, the complexity of estimating such impacts has been challenging. We will continue to work closely with the City's sales tax consultant and County, State and Federal agencies as we all navigate our way through this pandemic. Any further adjustments will be brought forward in conjunction with quarterly budget adjustments as the year progresses. Moderate growth in the General Retail, Construction, and Food products categories continue to result in steady growth in the out years of the forecast. We continue to work closely with the sales tax consultants to refine the forecast and provide updates as results are provided.

Property Tax revenue is the second largest individual source of revenue in the General Fund and makes up 39.02% of General Fund tax revenues. FY 21 overall property tax revenues are projected to be \$11.6 million. This amount is up \$.6 million from FY 20 and represents an overall increase of 5%. This estimate was developed in conjunction with the Sonoma County Auditor/Controller's office. The County considers economic factors, Proposition 8 reassessments, median home prices, and the number of property resales in estimating a growth factor for the upcoming year. This also accounts for the growth recognized from the residual payment related to the dissolution of redevelopment that has grown over the last several years. At this time, we are not including any reductions to property tax resulting from the pandemic and growth is expected at about 2% in the out years of the forecast.

Franchise Fee revenues make up \$3.15 million or 10.5% of General Fund tax revenues. Franchise Fees overall are expected to remain relatively flat going into the next year. This revenue category is continuing a pattern of slow overall growth over time.

Business License revenues make up approximately 4.0% of General Fund tax revenues. Revenues in this category are estimated to be \$1.2 million in FY 21, a reduction of about \$.2m or 15%. Due to the significant impact the pandemic will likely have on local businesses, this category has been reduced to reflect the loss of businesses. We are hopeful this is not the case but have factored a loss of revenue into the scenario in the event it becomes reality. Beginning in FY 22 and with a lower base as a result of the reduced FY 21 budgeted revenues, this revenue category is continuing a pattern of slow overall growth over time.

Property Transfer Taxes is another revenue category expected to be affected by the COVID-19 Pandemic. Revenues are projected to be \$1.0m during FY 21. This amount is down by \$.25m from FY 20. Beginning in FY 22 and with a lower base as a result of the reduced FY 21 budgeted revenues, this revenue category is continuing a pattern of slow overall growth over time.

Permits and Fees revenue is also expected to be lower due to less activity resulting in the collection of permits and fees and is projected to be \$.9m during FY 21. This is a reduction of approximately \$.2m from FY 20. This category also shows moderate growth beginning in FY 22 and through the remaining years of the forecast.

Fines and Penalties revenue is expected to be \$.69m, no change from the prior year. Minimal growth is expected and included at 2.0% year over year.

Investment Earnings & Rent are also expected to be virtually flat year over year. Historical interest earnings in recent years have exceeded expectations due to rising short term interest rates however this is not the case currently and is not expected to continue therefore out of caution revenues for this category are remaining flat.

Intergovernmental revenues are projected to be up \$.3 million next fiscal year due mainly to higher anticipated Motor Vehicle License Fees and increased revenues from the Federal Intergovernmental Transfer Program related to medical transportation reimbursements.

Charges for Services revenues are projected to be \$7.9 million next fiscal year. This revenue category is down approximately \$.1 million and is the result of some losses associated with COVID-19 offset by an expected increase in ambulance fee revenues associated with increased medical transports.

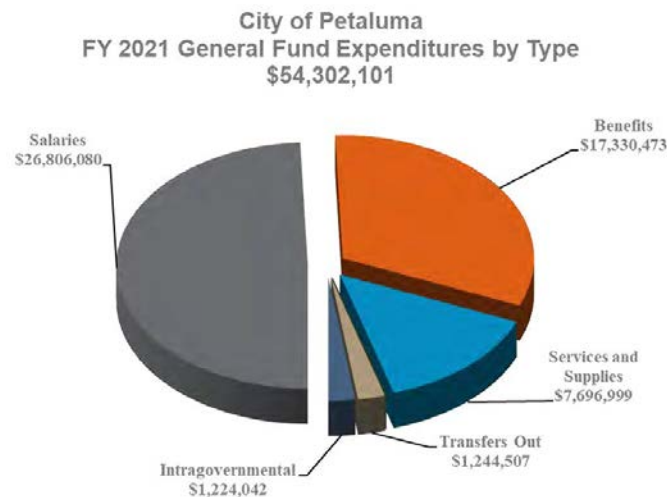
Transfers into the General Fund during the upcoming fiscal year will be approximately \$2.5 million, virtually flat compared to the prior year. The transfer in from the Transient Occupancy Tax Fund remains unchanged however we will continue to monitor the ability of the fund to continue to transfer funds and its ability to cover the cost of many other programs and projects. It is expected that the Transient Occupancy Tax Fund has

sufficient fund balance to continue funding the ongoing transfer to the General Fund but given the losses expected to occur at approximately \$.5m in FY 2021 due to COVID-19, we will continue to monitor the revenues closely.

Funds transferred in from designated reserves will be \$2.75 million, an increase of \$.8 million from revised FY 20. The majority of this increase is due to funds designated in the amount of \$1m coming into fund the General Plan costs and \$.53m for artificial turf replacement costs budgeted in FY 21. General Plan reserves are generated by fees collected on development activity which is set aside to cover the cost of a future General Plan update. Also coming in to assist the budget deficit are increased designated reserves for compensation.

Expenditures

Overall General Fund expenditures are projected to increase approximately \$2.4 million next year over FY 20 revised budget. The chart below shows expenditures by type.



Salaries are expected to be higher by about \$.8 million. This increase is the result of costs associated with previous negotiations, cost of living adjustments and expected increases resulting from ongoing negotiations and the recently approved position allocations in the Parks and Recreation departments.

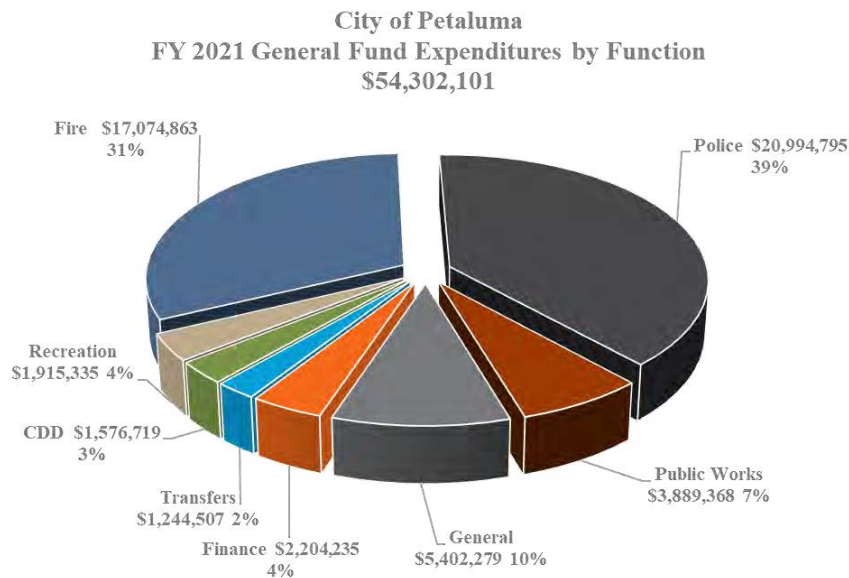
Benefits are expected to increase next fiscal year by approximately \$1.1 million. This increase is largely related to increased retirement costs as well as benefits associated with the new position allocations. Also adding to the costs are increases associated with

previous negotiations, cost of living adjustments, anticipated ongoing negotiation impacts, and an increase in Workers Compensation due to a rise in injury claims.

Services and supplies are increasing by approximately \$.7 million due mainly to a budget increase for updating the General Plan which is funded by designated reserves collected by fees on development activity. Capital expenditures are decreasing by \$.1 million due to a one-time non-recurring capital purchases in 2019/20 for safety vehicles.

Transfers out are increasing by \$.2 million due to the elimination of a one-time transfer out related to generators offset by increased transfers out to fund artificial turf replacement directly offset and funded by designated reserves. Continued budget balancing strategies implemented include the elimination of transfers to the Employee Benefits fund of \$200k to pay down the OPEB liability and \$300k for Vehicle Replacement. Transfers that continue to be included are transfers to cover storm water costs, the planned payback of the inter-fund loan to the storm drainage impact fee fund and the payment related to the litigation settlement. The chart below shows General Fund expenditures by function.

Intragovernmental charges are down by about \$.3 million due to an ongoing rate holiday initiated as part of the budget balancing strategy necessary to produce a balanced budget. It is estimated that FY 2021 will be the final year of the rate holiday and out years will include the full cost of all intragovernmental charges.



Five-Year Forecast Update

The revised long-term General Fund forecast is located below. Revenue and expenditure assumptions have been updated. Property Tax growth is expected to be nominal over the next several years at about 2%. Sales Tax revenues have decreased with the expected reduction resulting from COVID-19 Pandemic and growth is anticipated to be in the 3% range annually over the next several years. Expenditures have been updated and will be increasing significantly over the duration of the forecast due mainly to continued benefit related cost increases.

General Fund Long Term Operating Forecast

Revenue Categories	Estimated Fiscal							
	Revised 2020	Year End 2020	Budget 2021	Forecast 2022	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026
Property Taxes	10,995,990	11,365,990	11,659,464	11,950,951	12,189,970	12,433,769	12,682,444	12,936,093
Sales and Use Taxes	13,602,400	12,202,400	12,876,100	13,547,800	14,023,900	14,499,100	14,973,600	15,547,200
Business License Tax	1,366,831	1,366,831	1,194,168	1,229,993	1,266,893	1,304,900	1,344,047	1,384,368
Property Transfer Tax	1,219,920	1,104,920	994,318	1,054,204	1,125,288	1,147,794	1,170,750	1,194,165
Franchise Fees	3,111,601	3,111,601	3,152,921	3,247,509	3,344,934	3,445,282	3,548,640	3,655,100
Permits and Fees	1,124,000	1,124,000	928,254	956,102	984,785	1,014,328	1,044,758	1,076,101
Fines and Penalties	690,000	690,000	690,000	703,800	717,876	732,234	746,878	761,816
Investment Earnings and Rent	460,969	460,969	468,769	482,832	497,317	512,237	527,604	543,432
Intergovernmental Revenues	6,547,589	6,807,589	6,801,515	7,005,560	7,215,727	7,432,199	7,655,165	7,884,820
Charges for Services	7,760,725	7,980,725	7,900,019	8,058,019	8,219,180	8,383,563	8,551,235	8,722,259
Other Revenues	14,000	14,000	14,000	14,280	14,566	14,857	15,154	15,457
Transfers from Transient Occupancy Tax	2,387,000	2,387,000	2,337,000	2,337,000	2,337,000	2,337,000	2,337,000	2,337,000
Other Transfers and Sources	2,140,414	2,455,414	2,936,500	676,500	486,500	486,500	486,500	486,500
Total Revenues	\$ 51,421,439	\$ 51,071,439	\$ 51,953,028	\$ 51,264,550	\$ 52,423,935	\$ 53,743,762	\$ 55,083,775	\$ 56,544,311
Expenditure Categories	Estimated Fiscal							
	Revised 2020	Year End 2020	Budget 2021	Forecast 2022	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026
Salaries and Wages	25,961,391	25,961,391	26,806,080	27,654,220	28,273,065	28,905,834	29,552,840	30,214,404
Benefits	16,240,599	16,240,599	17,330,473	18,798,738	20,069,538	21,158,923	22,305,779	23,572,420
Services & Supplies	7,043,542	7,043,542	7,696,999	6,754,439	6,889,528	7,027,318	7,167,865	7,311,222
Intragovernmental	1,564,270	1,564,270	1,224,042	1,894,042	1,894,042	1,894,042	1,894,042	1,894,042
Fixed Assets & Cap. Outlay	79,010	79,010	-	-	-	-	-	-
Storm water transfer	592,053	592,053	592,053	592,053	592,053	592,053	592,053	592,053
Transfers Out	414,223	414,223	652,454	622,454	622,454	622,454	622,454	622,454
Total Expenditures	\$ 51,895,087	\$ 51,895,087	\$ 54,302,101	\$ 56,315,946	\$ 58,340,680	\$ 60,200,624	\$ 62,135,033	\$ 64,206,595
Rev. Over (Under) Exp.	\$ (473,648)	\$ (823,648)	\$ (2,349,073)	\$ (5,051,396)	\$ (5,916,745)	\$ (6,456,862)	\$ (7,051,258)	\$ (7,662,284)
Unassigned Bal. Beg. of Yr	\$ 3,173,198	\$ 3,173,198	\$ 2,349,550	\$ 477	\$ (5,050,919)	\$ (10,967,663)	\$ (17,424,525)	\$ (24,475,783)
Unassigned Bal. End of Yr	\$ 2,699,550	\$ 2,349,550	\$ 477	\$ (5,050,919)	\$ (10,967,663)	\$ (17,424,525)	\$ (24,475,783)	\$ (32,138,067)

The unassigned fund balance is projected to be nearly exhausted at \$477 by the end of FY 2020-21. Without further service reductions or a newly identified revenue source, the unassigned fund balance (operating reserve) is projected to rapidly decline resulting in a projected deficit of (\$5,050,919) by FY 21-22 and (\$32,138,067) by the end of the forecasting period FY 25-26. Due to the ongoing uncertainty about the financial impacts

resulting from the COVID-19 Pandemic, staff will continue to monitor financial results in the coming months and bring forward any adjustments deemed necessary in conjunction with the first quarter, mid year and year end budget adjustments. While the financial forecasting model shows increases for both revenue and spending, expenditures continue to show a growth rate much larger than revenues illustrating that the current revenue structure is not sufficient to sustain the level of services provided. Given that the services provided require employees, the increase in expenditures are mainly attributed to the rising costs of staffing – including both salaries and associated benefits.

Assigned reserves are excluded from the Unassigned Fund Balance above as they have been committed or reserved by either Council Policy or Council Action. A balance of \$8.4 million is maintained separate from the Unassigned (operating) reserve and currently amounts to 16.5% of the General Fund budget. Approximately \$7.2 million of this balance is reserved for emergencies and is approximately 15% of the General Fund budget. The reserve for emergencies will continue to be maintained at the Council's 15% target or until City Council policy changes. An additional \$1.2 million of the designated reserves have been formally committed by council action and are assigned for previous salary increases and General Plan updates.

It is critical to maintain existing reserves. Reserves provide agencies flexibility when responding to emergencies or natural disasters as well as economic factors such as a downturn in the economy or fluctuations or volatility in revenues or expenditures; or during a pandemic like the one we are experiencing currently. City Council policy states when possible, to continue building reserves with both one-time revenues as well as any unanticipated savings. As you might recall, the City relied on reserves during the 2008 financial crisis. It allowed the City to adjust accordingly while still maintaining an acceptable level of service to the Community. It's taken over a decade to rebuild reserves to the level which existed prior to the great recession. While options are limited to produce a balanced budget, the use of operating reserves to balance budgets, like what is occurring in the FY 2021 budget, is not ideal or preferred. We must address this budget deficit in the coming year to preserve the existing emergency reserves.

The City continues the struggle to maintain current service levels with the current revenues which have been for years, inadequate. There is much work that needs to be done to resolve the structural deficit. Looking into the future, and specifically over the next 12 months, it is critical for the City to identify a new revenue source to maintain current service levels and to avoid the need for further budget reductions.

It is important to note that the amounts contained in the forecast are estimates. While a "most likely" estimate has been presented, the amounts will change based on new updated information. Revenue generation options will continue to be evaluated

including a robust recovery strategy that will preserve economic development opportunities. The forecast presented here, along with future updates, will provide financial perspective as we progress into the future.



Special Revenue Funds Overview

Special Revenue Funds have revenues with either restrictions on their use or special reporting requirements, such as development impact fees for parks, city facilities, public facilities, and transportation; gas tax revenues from the state; housing fees assessed on commercial and industrial projects; in-lieu fees for the City's Below Market Rate (BMR) housing program; Community Development Block Grants (CDBG) from the federal government; Grant funds awarded for specific projects or programs; Transient Occupancy Tax collected from visitors staying at local hotels; Trust funds designated for a specific purpose and other special revenues intended to cover a designated cost.

Revenues

The total budgeted revenues of the Special Revenue Funds for FY 2021 is \$ 24.4 million which is \$2.4 million or 10 percent, lower than FY 2020. This overall decrease is largely due to a decrease in impact fees estimated to be received during FY 2021 and paid by developers. Partially offsetting the decrease is an increase in grants and donations resulting from increased grant revenues anticipated to fund a variety of capital projects such as the Washington St. Bridget Rehabilitation, Petaluma Blvd South Road Diet, Guardrail & Pedestrian Safety Improvements, Citywide bridge repair and Community Center Emergency Generator Purchase.

Expenses

The total budgeted expenditures of the Special Revenue funds for FY 2021 is \$35.4 million, which is a \$10.3 million increase, or 29 percent higher than FY 2020. The primary drivers of this increase are increased transfers of Impact Fee, Streets, grants and donation funds to Capital projects funds.

Reserves

The financial revenue and expense forecasts are estimates at a single point in time. Any remaining reserves in this category are held in the fund until used for the specific capital project or specified program.

Note- Available reserves for the Special Revenue funds can be found on the Fund Summary located in the Summary Schedules section of this document.

Special Revenue Funds

Development Impact Fee Funds

Revenues in this category come from new development activity that generates development impact fees and is used to fund City infrastructure such as parks, city facilities and transportation improvements. The projected revenue in the Development Impact Fee funds is \$4.4 million for FY 2021, less than the prior year but primarily reflecting anticipated receipts in the Traffic Mitigation Impact Fees. Impact Fees are largely used to fund capital projects and therefore FY 2021 Capital Improvement Plan includes a transfer of \$4.2 million from the Traffic Mitigation Impact Fee Fund. Fees collected in the current year and not used are reserved for future capital improvements, as can be seen in the FY 2021-

2025 Capital Improvement Plan which includes future transfers of \$ 5.6 million from the Parkland Impact Fees Fund and \$.7 million from the City Facilities Impact Fees Fund as well as an additional \$2 million from Traffic Mitigation Impact Fees to fund future project costs.

Annually, the Finance Department issues a report of the activities in these funds including the remaining balances within them. The 2019 annual report ending June 30, 2019, is available on the City's website at CityofPetaluma.org under the Financial Documents section of the Finance Page.

Street Funds

The Street Funds consist of the HUT (Gas Tax) Fund and the Street Maintenance Fund. Revenue in this category comes from the state gas tax including estimated receipts from the recently approved S.B.1 transportation funds and from federal and state funds earmarked for street improvements as well as vehicle impact fees. These funds are used for transportation and traffic-related capital projects.

Based on preliminary estimates from the State Department of Finance, the projected Gas Tax revenues are estimated to be \$2.7 million for FY 2021. This is comprised of \$1.5 million from gas tax and \$1.2 million from Road Maintenance and Rehabilitation Account (S.B.1). This level of receipts remains relatively constant to the prior year and includes adjustments to Highway Users Tax Account (HUTA) allocations and the S.B. 1. COVID -19 impacts are unknown at this time therefore due to the likelihood revenues will be impacted, staff will continue to monitor financial results and bring forward any adjustments deemed necessary as the year progresses. In FY 2021, \$2.6 million is programmed to be transferred to the Capital Improvement Fund for various citywide transportation projects that include projects for street maintenance and safe routes to school. The Gas Tax revenues are required to be tracked in a separate fund and are transferred to the Street maintenance Fund to fund allowable projects.

Transient Occupancy Tax Fund

This fund is used to account for the tax collected from travelers who stay in temporary lodging facilities within the City. This tax was established by ordinance and funds collected are to be used according to the guidelines within the ordinance. It is estimated that \$3m will be collected during FY 2021 of which \$2m is transferred to the General Fund for support of city services and the remainder will be used for capital projects, purchases and programs. Due to the impacts resulting from the COVID-19 pandemic that is expected to affect local tourism and hotels' cash flow, the City has initiated a Transient Occupancy Tax deferral program meant to assist hotel operators during this challenging time. The program does not forgive amounts owed but does extend the due date to July 31st, 2020 for tax collected for the months of March, April, May and June. While revenues are expected to be down in general due to the pandemic, the deferral program will only affect cash payment and will not have an impact on revenues. This program, in addition to the revenues estimated for the year, will continue to be closely monitored and as more financial results are recognized, any adjustments deemed necessary will be requested.

Housing Funds

This category of funds includes revenues received from development activity such as Housing-in-Lieu and Commercial Linkage fees which are required of commercial, industrial, and residential developers. These fees are used to provide housing for the City's Housing Program. This fund category also includes funding from the Federal government for the Community Development Block Grant (CDBG) program which provides funds to expand and maintain affordable housing supply, promote housing opportunities, improve and maintain community facilities, and increase economic opportunities for persons of low and moderate income. Also included in this category are revenues and activity from the Federal HOME Grant program, mobile home rent program and housing successor activity. Total FY 2021 revenues are estimated at \$1.3 million of which \$4.1 million (including prior reserves) will be provided as financial assistance in the development of various active housing projects.

Measure M Parks Fund

This fund is used to account for the voter approved 1/8 cent sales tax that supports the Sonoma County regional park system. The funding is allocated among all Sonoma County cities and Petaluma is expected to receive \$575,000 in FY 2021. Community Outreach has been an integral part of the process and public input has been robust and is represented in the various priority categories of spending. The FY 21 investments include funding for park maintenance, parks, playgrounds, tennis court and sports complex improvements, pathway improvements and turf replacement. Community input will continue to guide the spending plan into the future.

Grant Funds

This fund accounts for all Governmental Grant funds for various purposes.

Public Safety Special Revenue Funds

These funds are used to account for grant, fines and fees associated with public safety programs. Many of these programs are mandated by either the State or Federal Government.

Trust Funds

This fund grouping is used to account for funds donated to the City. Funds included in this category are generally restricted for those uses specified within the Trust.

Tourism Improvement District

This fund reports the receipts from the Petaluma Downtown Tourism Improvement District Tax and disbursements from the funds. The Petaluma Downtown Tourism District collects tax from hotels and lodging establishments in the district and pays a portion of this to the City to benefit the district.

Landscape Assessment District

This fund is used to account for activity in the landscape assessment districts maintained by the City. These districts collect funds from the property owners and use the funds to maintain common landscape areas within the boundaries of the district.

Donations

This fund is used to account for miscellaneous donations provided to the City.

Special Revenue Fund Revenues – Changes from Prior Year to Current Year

Special Revenue Funds	FY 2020	FY 2021		% Change
	Revenues	Revenues	\$ Change	
Development Impact Fee	\$ 10,009,645	\$ 4,355,883	\$ (5,653,762)	-130%
Streets	8,447,893	8,339,665	(108,228)	-1%
Transient Occupancy Tax	3,604,111	3,319,206	(284,905)	-9%
Housing	1,636,764	1,298,338	(338,426)	-26%
Measure M Parks Tax	519,000	575,000	56,000	10%
Grants	1,388,199	4,108,309	2,720,110	66%
Pubic Safety Special Revenue	186,792	248,802	62,010	25%
Trust	7,492	7,492	-	0%
Tourism Improvement District	112,200	130,000	17,800	14%
Landscape Assessment District	421,350	419,190	(2,160)	-1%
Donations	550,000	1,647,000	1,097,000	67%
Total Special Revenue Funds	\$26,883,446	\$24,448,885	(\$2,434,561)	-10%

Special Revenue Fund Expenditures – Changes from Prior Year to Current Year

Special Revenue Funds	FY 2020 Revised	FY 2021 Adopted		% Change
	Budget	Budget	\$ Change	
Development Impact Fee	\$5,090,930	\$9,597,509	\$4,506,579	47%
Streets	8,762,302	11,015,830	2,253,528	20%
Transient Occupancy Tax	4,282,857	3,368,075	(914,782)	-27%
Housing	3,713,394	4,097,973	384,579	9%
Measure M Parks Tax	519,000	578,902	59,902	10%
Grants	794,541	4,115,499	3,320,958	81%
Pubic Safety Special Revenue	473,091	321,538	(151,553)	-47%
Trust	98,850	127,500	28,650	22%
Tourism Improvement District	175,000	100,000	(75,000)	-75%
Landscape Assessment District	622,953	481,480	(141,473)	-29%
Donations	585,991	1,617,506	1,031,515	64%
Total Special Revenue Funds	\$25,118,909	\$35,421,812	\$10,302,903	29%

Special Revenue Fund Revenues – FY 2021 Revenues by Fund and Account Type

Special Revenue Funds	Taxes	Licenses, permits and fees	Intergovernmental grants	Investment earnings and rent	Donations/ Other	Transfers In	Total
Impact Fee Funds		\$3,937,268		\$370,142	\$48,473		\$4,355,883
Street Funds	3,243,694	1,549,000		27,588	27,000	3,492,383	8,339,665
Transient Occupancy Tax	3,293,943			25,263			3,319,206
Housing Funds		508,303	351,107	257,428	24,000	157,500	1,298,338
Measure M Parks Tax	575,000						575,000
Grant Funds			4,049,732			58,577	4,108,309
Public Safety Special Revenue Funds		12,000	230,000	6,802			248,802
Trust Funds				7,492			7,492
Other Special Revenue Funds		130,000		3,847	2,062,343		2,196,190
Total Special Revenue Funds	\$7,112,637	\$6,136,571	\$4,630,839	\$698,562	\$2,161,816	\$3,708,460	\$24,448,885

Special Revenue Fund Expenditures – FY 2021 Expenditures by Fund and Account Type

Special Revenue Funds	Salaries and Benefits	Services and Supplies	Intergovernmental	Capital	Transfers Out	Total
Impact Fee Funds		\$276,500	\$296,009		\$9,025,000	\$9,597,509
Street Funds	1,922,838	1,407,239		30,000	7,655,753	11,015,830
Transient Occupancy Tax		37,007	288,792		3,042,276	3,368,075
Housing Funds	81,334	3,859,139			157,500	4,097,973
Measure M Parks Tax	175,378	176,750	3,774		223,000	578,902
Grant Funds	331,499				3,784,000	4,115,499
Public Safety Special Revenue Funds	115,483	16,800	678		188,577	321,538
Trust Funds		71,000			56,500	127,500
Other Special Revenue Funds	46,924	510,776	24,286		1,617,000	2,198,986
Total Special Revenue Funds	\$2,673,456	\$6,355,211	\$613,539	\$30,000	\$25,749,606	\$35,421,812



Enterprise Funds Overview

Enterprise Funds are used to account for City operations financed and operated in a manner similar to a private business enterprise. The intent of the City is that the cost of providing goods and services be financed primarily through user fees and charges. Each enterprise covers its cost of providing service and generates reserves for various contingences. Enterprise fund revenues cannot be used for any city purpose not benefiting the enterprise.

The City of Petaluma is a full-service city and includes operations that are comprised of overseeing and managing a Municipal Airport, Marina and Transit operation. This City also operates a Development Services enterprise which oversees all local building safety and code requirements as well as coordinates all inspections and issues building permits.

Revenues

The total budgeted revenues of the Enterprise Funds for FY 2021 are \$7.6 million, which is \$ 1.1 million or 13 percent, lower than FY 2020. This overall decrease is largely due to FY 2021 revenues in the Airport, Marina and Transit Funds. The Airport fund is expecting less funding in FY 2021 due to less funding from the Federal Aviation Administration for the runway project expected to be complete during FY 2020. Marina revenues are slightly less due to less rental revenue from the Harbor Master office recognized in prior years not expected to occur in FY 2021 as well as less funds transferring in to fund dredging as that has now been assigned a project number and is tracked in the Parks CIP (capital improvement project) budget. The Transit fund revenues are also expected to be less mainly driven by less capital asset purchases that were funding by Transit Development Act (TDA) funding not expected to reoccur in FY 2021.

Expenditures

The total budgeted expenditures of the Enterprise funds for FY 2021 is \$8.9 million, which is \$.3 million or 3 percent higher than FY 2020. The change is comprised of an increase in expenditures in the Airport and Development Services budgets partially offset by decreases in the Marina and Transit expenditures. Airport expenditures are up due to increased transfers out to fund capital improvement projects funded by airport operating funds. Development Services expenditures are up and is associated with a new permit system expected to be installed during FY 2021 that was recently approved by City Council. Marina expenditures are lower than FY 20 due to less costs related to dredging which is directly offset by less revenues as this project has now been assigned a project number and is tracked in the Parks CIP (capital improvement project) budget. Finally Transit expenditures are less due to less capital asset purchases budgeted in FY 2021.

Fees

User Fees are updated annually on July 1st. Fees are set by resolution and require Council approval. In general, fees are adjusted annually by the Consumer Price Index (CPI). Approximately every 5 years, a fee study is conducted to ensure the fee is representative of the cost of providing the service.

Reserves

The financial revenue and expense forecasts are estimates at a single point in time. Reserves serve as balancing accounts which mitigate the risk of fee swings from year to year. Reserves are used to provide cash for replacement costs during an emergency infrastructure failure or serve as temporary parking for planned capital and operating expenditures.

Note- Available reserves for the Enterprise funds can be found on the Fund Summary located in the Summary Schedules section of this document.

Enterprise Funds

Municipal Airport

This fund accounts for the daily operation and maintenance of the Petaluma Airport. The fund manages 167 City owned aircraft storage hangers, 2 commercial business hangers, 4 executive hangers, 22 private hangers and 118 tie-down spaces for a total capacity of 240 aircraft. The airport also supports an automated weather observation system and a ground communication outlet as well as provides self-service fueling 24/7. It is estimated that \$2.5m will be generated mainly by fees collected from the rental of hangers and property of which \$1.9m will be used to support operations and \$1m (including prior reserves) will be used for Airport capital improvement projects.

Development Services

This fund accounts for cost recovery services, including building services, development services and planning services provided to developers, where fees charged are required to cover costs of providing services. FY 2021 revenues are estimated at \$1.7m of which \$2.5m (including prior reserves) will be used to support the cost of operations and for a capital purchase of a new permitting system.

Marina

This fund accounts for the daily operation and maintenance of the Petaluma Marina, structural and equipment improvements, and planning and implementing promotional campaigns. The Petaluma Marina has 167 berths and offers gasoline and diesel fuel sales for maritime vessels. The Marina fund is expecting to receive \$.2m of revenues of which \$.2m will be used to support the cost of operations.

Transit

This fund is used to account for the operation of City's transit services. The Transit division consists of City staff and a contracted transit operator that manage a fleet of buses operating 7 days a week on various routes.

Charts – Revenue and Expenditure Summary, by fund, change from prior year budget to current year budget and current year revenues and expenditures by fund type and by account type, are shown below for reference.

Enterprise Fund Revenues – Changes from Prior Year to Current Year

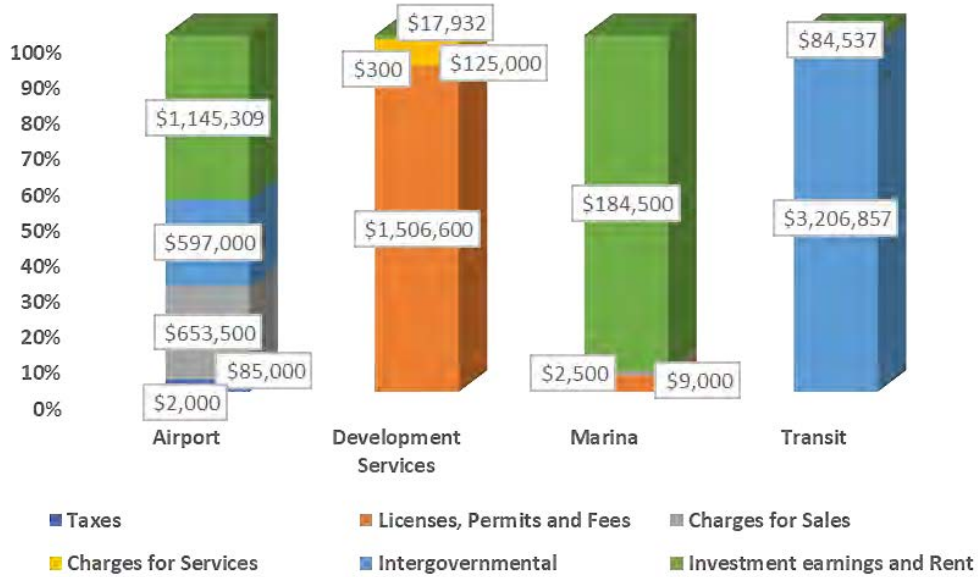
Enterprise Funds	FY 2020 Revenues	FY 2021 Revenues	\$ Change	% Change
Airport	\$ 2,591,184	\$ 2,482,809	\$ (108,375)	-4%
Development Services	1,579,532	1,649,832	70,300	4%
Marina	322,800	196,000	(126,800)	-65%
Transit	4,259,621	3,291,394	(968,227)	-29%
Total Enterprise Funds	\$ 8,753,137	\$ 7,620,035	\$ (1,133,102)	-15%

Enterprise Fund Expenditures – Changes from Prior Year to Current Year

Enterprise Funds	FY 2020 Revised Budget	FY 2021 Adopted Budget	\$ Change	% Change
Airport	\$ 2,759,196	\$ 2,869,483	\$ 110,287	4%
Development Services	1,692,355	2,474,148	781,793	32%
Marina	359,149	237,813	(121,336)	-51%
Transit	3,809,071	3,295,320	(513,751)	-16%
Total Enterprise Funds	\$ 8,619,771	\$ 8,876,764	\$ 256,993	3%

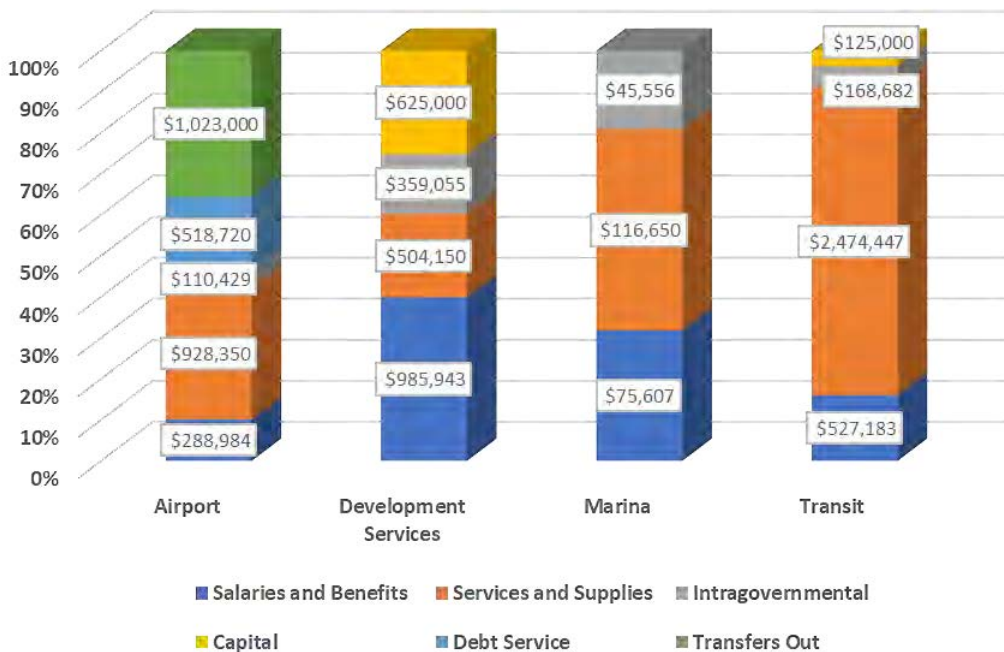
Enterprise Fund Revenues – FY 2021 Revenues by Fund and Account Type

FY 2021 Enterprise Fund Revenues



Enterprise Fund Expenditures – FY 2021 Expenditures by Fund and Account Type

FY 2021 Enterprise Fund Expenditures



Utility Funds Overview

Utility Funds are classified as Enterprise Funds and are used to account for City operations financed and operated in a manner similar to a private business enterprise. The intent of the City is that the cost of providing goods and services be financed primarily through user fees and charges. Each Utility covers its cost of providing service and generates reserves for capital replacement and emergency repairs. Utility fund revenues cannot be used for any city purpose not benefiting the Utility enterprise.

The City of Petaluma Utility operates a state-of-the-art Wastewater Treatment Facility and Water Delivery System as well as manages a Stormwater system.

Revenues

The total budgeted revenues of the Utility Funds for FY 2021 is \$53.8 million, which is \$4.4 million or 8 percent, higher than FY 2020. This overall increase is largely due to FY 2021 revenues resulting from the annual fee increase applied to user rates.

Expenses

The total budgeted expenditures of the Utility funds for FY 2021 is \$64.1 million, which is a \$6.0 million, or a 9 percent increase over FY 2020. Expenditures are expected to increase in both Wastewater and Water funds slightly offset by a decrease in the Storm Water fund. Wastewater expenditures are expected to increase by \$4.3m and are being driven by increased transfers out to fund capital projects that include a variety of lift station and system upgrades, sewer replacements and outfall and force main replacements and increased salary costs for additional staffing needs that support these enterprises. Water expenditures are increasing by \$1.7m and is mainly comprised of increased capital purchases for equipment and additional staffing as well as increased transfers out to fund a variety of capital projects. Finally, Stormwater shows a slight decrease in expenditures resulting from reduced transfers out and less salary and benefit costs resulting from lower step and different benefit selections.

Fees

Utility Rates are updated annually on July 1st. Rates are set by resolution and require Council approval. In general, the size and timing of rate adjustments consider the cost of providing the service, current and future revenue requirements, capital projects and reserve levels.

Reserves

The financial revenue and expense forecasts are estimates at a single point in time. Reserves serve as balancing accounts which mitigate the risk of rate swings from year to year. Reserves are used to provide cash for replacement costs during an emergency infrastructure failure or serve as temporary parking for planned capital and operating expenditures.

Available reserves for the Utility funds can be found on the Fund Summary located in the Summary Schedules section of this document.

Utility Funds

Wastewater

This fund accounts for the daily operation and maintenance of the Ellis Creek Water Recycling Facility. This fund accounts for the management of the entire facility including but not limited collecting, treating and re-using Wastewater. FY 2021 revenues generated by user fees are estimated at \$31.3m of which \$22.2m will be used to support the cost of operations and \$17.7m (including prior reserves) will be used for the Wastewater capital improvement program.

Water

This fund accounts for the daily operation and maintenance of the Water delivery to residents. It accounts for the management of the water system and citywide water conservation programs. FY 2021 revenues generated by user fees are estimated at \$21.6m of which \$17.5m will be used to support the cost of operations and \$6.1m (including prior reserves) will be used for the Water capital improvement program.

Storm Water

This fund is used to account for costs associated with managing storm drain maintenance and operations such as regulatory compliance including maintenance of City drainage waterways, drainage inlets, manholes and culverts. The majority of costs in this fund are paid by the General Fund through a transfer of funds to cover the ongoing cost of operations.

Charts – Revenue and Expenditure Summary, by fund, change from prior year budget to current year budget and current year revenues and expenditures by fund type and by account type, are shown below for reference.

Utility Fund Revenues – Changes from Prior Year to Current Year

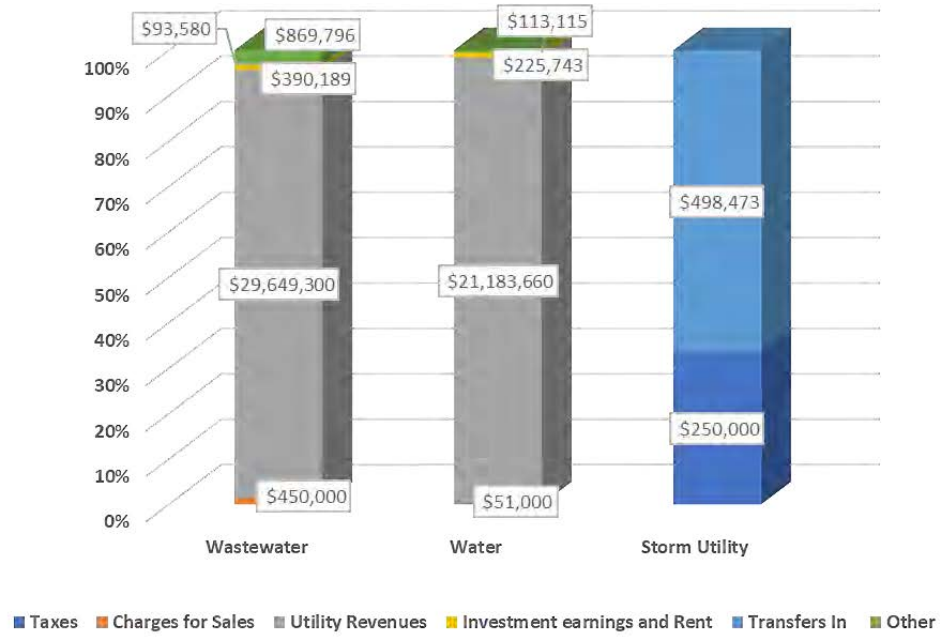
Utility Funds	FY 2020 Revenues	FY 2021 Revenues	\$ Change	% Change
Waste Water	\$ 29,207,558	\$ 31,452,865	\$ 2,245,307	7%
Water	19,421,993	21,573,518	2,151,525	10%
Storm Utility	723,242	748,473	25,231	3%
Total Utility Funds	\$ 49,352,793	\$ 53,774,856	\$ 4,422,063	8%

Utility Fund Expenditures – Changes from Prior Year to Current Year

Utility Funds	FY 2020 Revised Budget	FY 2021 Adopted Budget	\$ Change	% Change
Waste Water	\$ 35,610,130	\$ 39,890,255	\$ 4,280,125	11%
Water	21,847,734	23,533,181	1,685,447	7%
Storm Utility	683,503	655,704	(27,799)	-4%
Total Utility Funds	\$ 58,141,367	\$ 64,079,140	\$ 5,937,773	9%

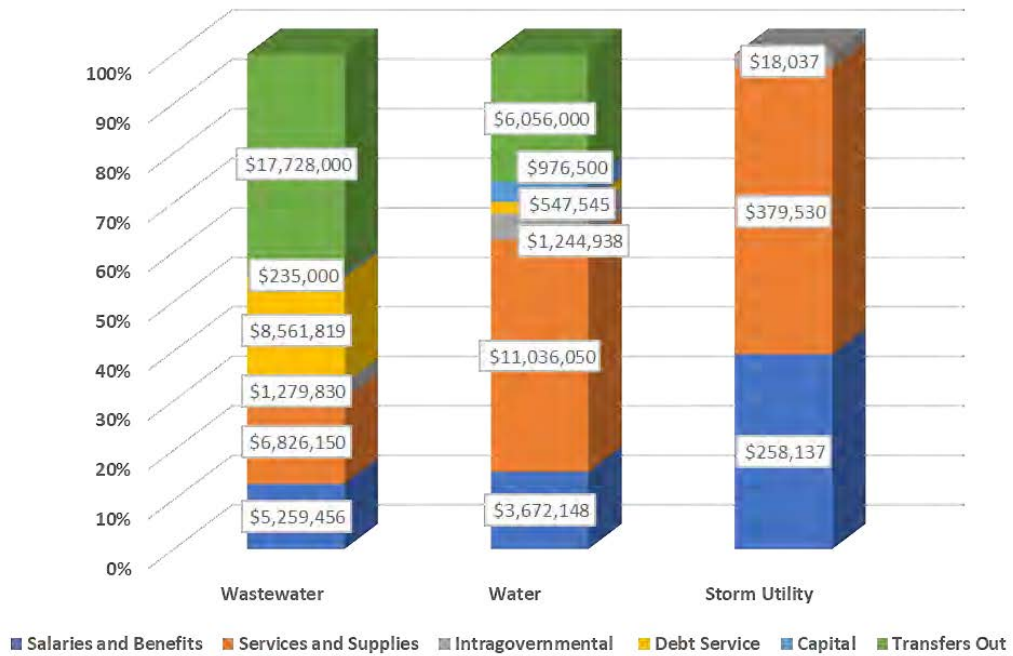
Utility Fund Revenues – FY 2021 Revenues by Fund and Account Type

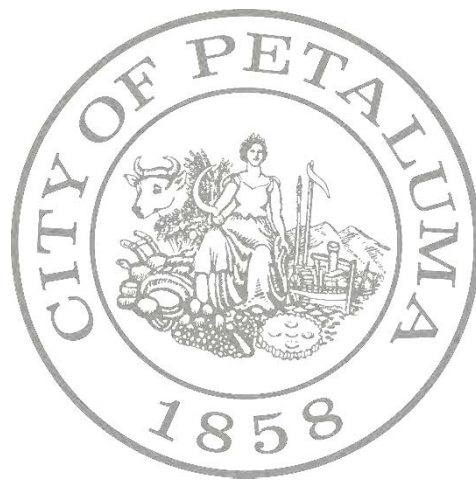
FY 2021 Utility Fund Revenues



Utility Fund Expenditures – FY 2021 Expenditures by Fund and Account Type

FY 2021 Utility Fund Expenditures





Internal Service Funds Overview

Internal Service Funds are classified as Fiduciary Funds and are used to report the activities that provide goods and services to other funds, departments or component units of the City programs and activities. The intent of the City is that the cost of providing the service is recovered by allocating costs, known as intragovernmental charges, to operating funds based on a variety of factors. Allocations are updated annually and are based on the annual budget of each Internal Service Fund providing the service.

Revenues

The total budgeted revenues of the Internal Service Funds for FY 2021 are \$7.5 million, which is \$.7 million or a 9 percent, decrease from FY 2020. This overall decrease is largely due to FY 2021 increased revenues in the Information Technology and Workers Compensation Funds fully offset by decreased revenues in the Risk Management and Vehicle & Equipment Replacement Funds. Due to the ongoing lack of funds for technological investments, certain programs and processes are out of date and are in need of updating. The IT revenues are increasing as a result of an increased budget to address these needs, charged out to operating funds resulting in increased recovery through intragovernmental charges. The Workers Compensation program has experienced increases in claims due to increased overtime due to staffing shortages in recent years driving up the cost of the program. To recover the cost of the program, charges to operating funds are increasing resulting in increased revenues from increased intragovernmental charges. Due to the continuous General Fund budget challenges, the City has initiated a full Risk Management rate holiday in FY 2021, utilizing the existing fund balance to absorb the annual cost. Given this is the second year of a rate holiday for the Risk Management Fund, it's anticipated that FY 2021 will be the final year that a rate holiday can be used as the fund balance cannot absorb any further costs without charging operating funds for the service. Finally, the Vehicle & Equipment Replacement Fund has less transfers in to fund capital purchases in FY 2021.

Expenditures

The total budgeted expenditures of the Internal Service funds for FY 2021 is \$9.5 million, which is a \$1.3 million, or 16 percent increase over FY 2020. The primary factors for the increase are due to increased expenditures in the Risk Management and Workers Compensation funds partially offset by decreased expenditures in the Vehicle & Equipment Replacement Fund. The Risk Management Fund is expecting increased costs resulting from ongoing and active claims as well as rising costs related to increased insurance premiums across all sectors resulting from the recent California wildfires. Workers Compensation is also experiencing increased costs resulting from rising claims over the last several years. Finally, the Vehicle & Equipment Replacement Fund has decreased costs due to the elimination of one-time capital asset purchased not expected in FY 2021.

Internal Service Funds

Employee Benefits

The fund accounts for City employees' dental, unemployment and vision benefits, and retiree benefits.

General Services

The fund accounts for citywide printing and mail services. The intent of the General Services fund is to fully recover the cost of providing the service through intragovernmental charges to operating funds.

Information Technology

The fund accounts for the cost of purchasing, operating and maintaining the City's voice, data and computer systems. The intent of the Information Technology fund is to fully recover the cost of providing the service through intragovernmental charges to operating funds.

Risk Management

The fund accounts for the accumulation of the resources and expenses related to the City's risk management activities and general insurance programs. The City is self-insured up to a maximum of \$500,000 for each general liability claim. The City carries additional liability coverage and is a member of the public entity risk pool. The intent of the Risk Management fund is to fully recover the cost of providing the program through intragovernmental charges to operating funds.

Workers Compensation

The fund accounts for the accumulation of resources, and expenses related to funding workers' compensation benefits for City employees. The City is self-insured up to a maximum of \$1,000,000 for each workers' compensation claim. The City carries excess insurance which provides liability coverage up to the statutory limit. The cost of offering workers compensation to employees is charged through payroll allocation where rates are set based on the type of each employee.

Vehicle Replacement

The fund accounts for the accumulation of resources, and related expenses incurred for the replacement of major equipment and vehicles in the City.

Charts – Revenue and Expenditure Summary, by fund, change from prior year budget to current year budget and current year revenues and expenditures by fund type and by account type, are shown below for reference.

Internal Service Fund Revenues – Changes from Prior Year to Current Year

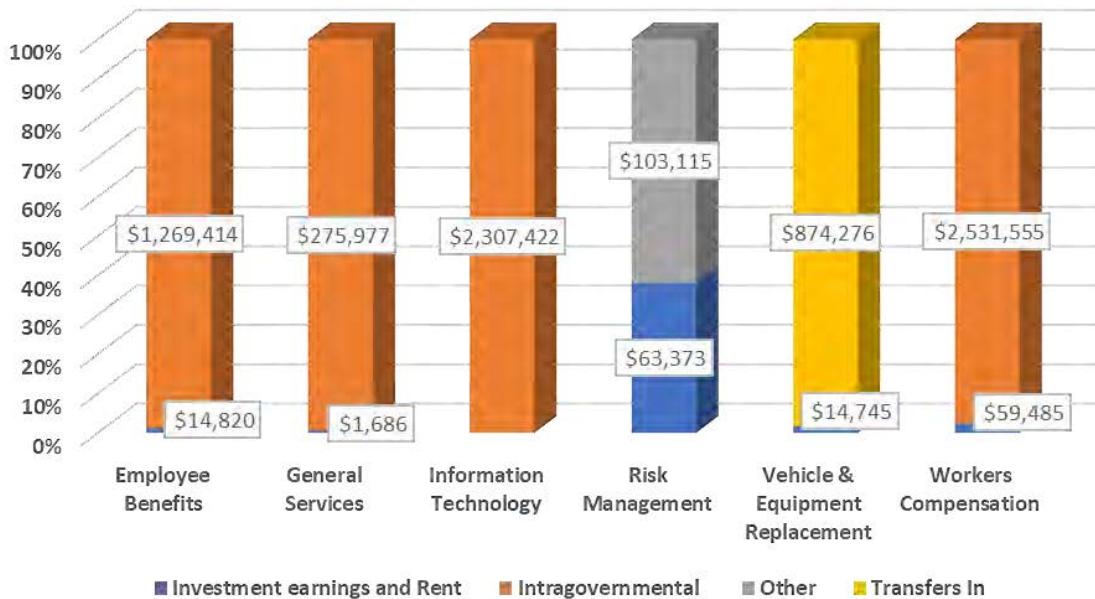
Internal Service Funds	FY 2020 Revenues	FY 2021 Revenues	\$ Change	% Change
Employee Benefits	\$ 1,294,021	\$ 1,284,234	\$ (9,787)	-1%
General Services	228,838	277,663	48,825	18%
Information Technology	1,910,375	2,307,422	397,047	17%
Risk Management	1,061,331	166,488	(894,843)	-537%
Vehicle & Equipment Replacement	1,584,245	889,021	(695,224)	-78%
Workers Compensation	2,167,221	2,591,040	423,819	16%
Total Internal Service Funds	\$ 8,246,031	\$ 7,515,868	\$ (730,163)	-10%

Internal Service Fund Expenditures – Changes from Prior Year to Current Year

Internal Service Funds	FY 2020 Revised Budget	FY 2021 Adopted Budget	\$ Change	% Change
Employee Benefits	\$ 936,645	\$ 911,527	\$ (25,118)	-3%
General Services	227,218	276,417	49,199	18%
Information Technology	2,046,375	2,095,361	48,986	2%
Risk Management	1,344,836	1,806,473	461,637	26%
Vehicle & Equipment Replacement	1,648,276	934,276	(714,000)	-76%
Workers Compensation	1,919,921	3,422,110	1,502,189	44%
Total Internal Service Funds	\$ 8,123,271	\$ 9,446,164	\$ 1,322,893	10%

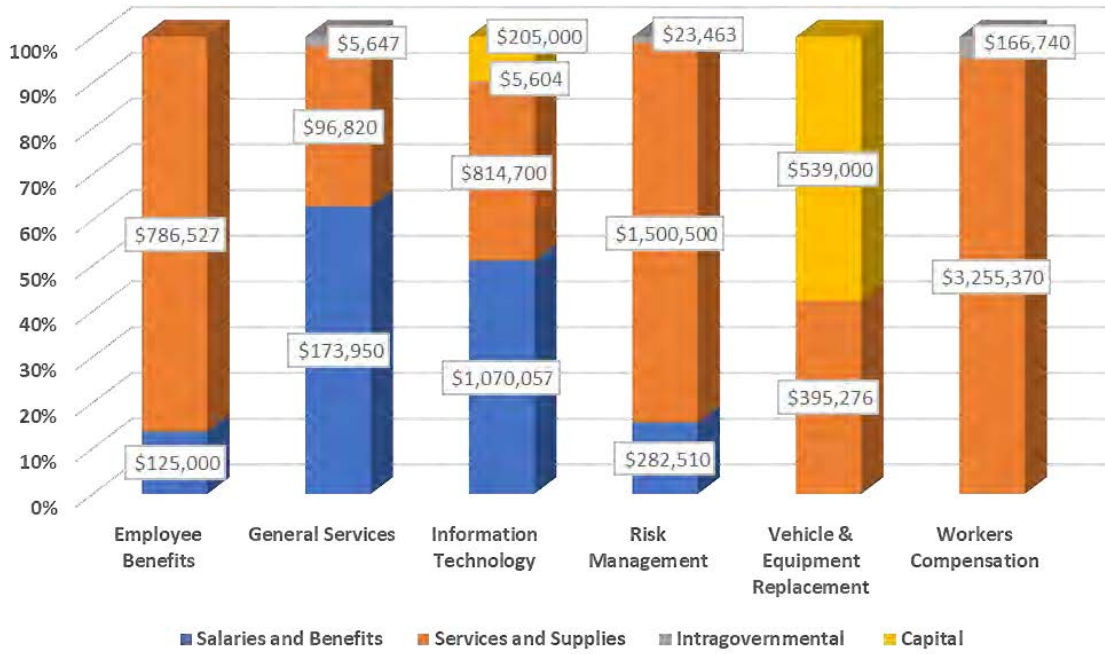
Internal Service Fund Revenues – FY 2021 Revenues by Fund and Account Type

FY 2021 Internal Service Fund Revenues




Internal Service Fund Expenditures – FY 2021 Expenditures by Fund and Account Type

FY 2021 Internal Service Fund Expenditures



City Council



Mayor
Teresa Barrett



Vice Mayor
D'Lynda Fischer



Council Member
Mike Healy



Council Member
Gabe Kearney



Council Member
Dave King



Council Member
Kevin McDonnell



Council Member
Kathy Miller

Departmental Budget Overview

11300 CITY COUNCIL ADMIN/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	51,184	47,101	46,286	45,975
Benefits	36,635	35,996	43,415	44,094
Services & Supplies	18,153	17,507	13,175	11,043
City Council Admin/operations	105,972	100,604	102,876	101,112
Less Intragovernmental Offset	(39,844)	(43,163)	(39,214)	(57,682)
General Fund City Council Admin/operations Net Cost	66,128	57,441	63,662	43,430

Description

The City of Petaluma was incorporated in 1858. Voters approved the City Charter in 1947, which, along with State and Federal laws, governs how City business is conducted. The City operates under the Council/Manager form of government, with legislative and policy authority vested in the City Council, and administrative authority vested in the City Manager. The City Council adopts citywide goals, priorities, and plans, and provides policy direction for City staff. The City Council appoints the City Manager, the City Attorney, and the City Clerk. The City Council also appoints the members of the City's advisory boards, commissions and committees. The City Council typically meets twice a month in regular session and conducts special meetings and study sessions as needed. Council members also attend regional coordination meetings, are assigned as liaisons to certain of the City's citizen's advisory bodies and participate as members of regional boards and agencies.

Major Accomplishments and Highlights

Annually, the City Council establishes their Goals and Priorities which cover a rolling two-year fiscal period. In FY19, the Council established five overall goals: A City that Works for Everyone, Our Environmental Legacy, A Safe Community that Thrives, An Economy that Prospers, and Spaces and Places that Inspire. There were 157 workplan items associated with those goals. From June 2019 when the Goals and Priorities were approved by Council until February 2020, the City had either completed or had in progress 71% of the workplan items. A full listing of the Council Goals and Priorities can be found at www.cityofpetaluma.org/goals.

Administration Budget

11300 CITY COUNCIL ADMIN/OPERATIONS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	51,184	47,101	46,286	45,975
Benefits	36,635	35,996	43,415	44,094
Services & Supplies	18,153	17,507	13,175	11,043
City Council Admin/operations	105,972	100,604	102,876	101,112
Less Intragovernmental Offset	(39,844)	(43,163)	(39,214)	(57,682)
General Fund City Council Admin/operations Net Cost	66,128	57,441	63,662	43,430

A total City Council budget of \$101,112 is recommended for 2020/21. This is a decrease of \$1,764 from 2019/20 and reflects the net effect of services and supplies reductions and decreases in salary and benefit costs.

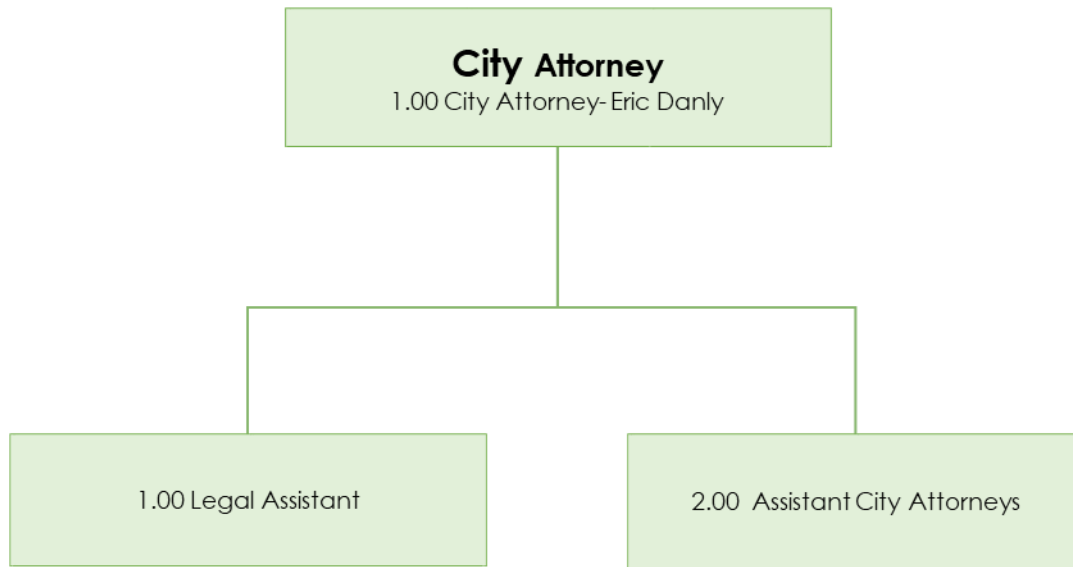
Salaries of \$45,975 are recommended for 2020/21, a slight decrease of \$311 from 2019/20.

Benefits of \$44,094 are recommended for 2020/21, an increase of \$679 over 2019/2020. These changes represent the estimated cost in 2020/21 of the present City Council, including the current benefit choices selected by each member.

Services and Supplies are budgeted at \$11,043, a decrease of \$2,132 from 2019/20. This is mainly attributed to a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget slightly offset by an increase in intragovernmental charges for Information Technology.



City Attorney Department



FY 2021 Position Totals
4.00 Full-Time

This organizational chart represents citywide Full-Time Equivalents (FTEs) for this department. The Department Summary tables summarize FTEs by position allocation

Departmental Budget Overview

11310 CITY ATTORNEY ADMIN/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	541,589	572,918	573,697	630,081
Benefits	193,158	203,533	209,720	213,982
Services & Supplies	516,245	316,671	227,284	230,131
City Attorney Admin/operations	1,250,992	1,093,122	1,010,701	1,074,194
Less Intragovernmental Offset	(263,850)	(335,369)	(406,800)	(397,266)
General Fund Attorney Admin/operations Net Cost	987,142	757,753	603,901	676,928

Description

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

Major Accomplishments and Highlights

During 2019-2020, the City Attorney's Office:

- prepared a polystyrene ordinance for City Council adoption;
- prepared a single-use ordinance for City Council consideration and adoption (not yet presented to the City Council);
- prepared enabling legislation for creation of a Climate Action Commission for City Council adoption;
- helped provide staff support for the Climate Action Commission;
- worked with the City Manager, City Council, and SMART on arrangements for delivery of a second SMART station at Corona;
- worked with the Planning Department to prepare amendments to the City's accessory dwelling unit regulations to ensure compliance with state law changes intended to encourage development of accessory units;
- worked with the Planning and Public Works Departments regarding Council development of the Spanos/North Water Street Apartments project and related Water Street improvements;
- worked with the Housing Division and the Planning Department regarding development of the PEP Senior Housing project at 951 Petaluma Blvd South;
- resolved 4 pending litigation matters, and is currently managing 13 pending litigation matters.

Goals and Priorities

The departmental Goals and Priorities for FY 20/21 include:

- assisting the City Council, City Manager and staff with consideration and implementation of fiscal and organizational sustainability goals to provide for the City's future;
- examining potential changes and updates to the City Charter;
- assisting with arrangements for completion of a second SMART station at Corona;
- assisting with research, review and consideration of energy codes that exceed current requirements;
- assisting with updating the IZO to ensure applicability of environmental review to all discretionary projects;
- examining the Urban Growth Boundary expiration date beyond 2025 and developing a white paper;
- supporting City programs that provide affordable rental and ownership housing and City partnerships with organizations that help the housing insecure and unsheltered people;

In addition to the priorities identified above, the City Attorney's Office will continue its ongoing Council agenda and agreement review duties and support City departments responsible for completing other Council priorities, especially those involving new legislation, legal opinions and new agreements and policies.

Department Budget Summary

11310 CITY ATTORNEY ADMIN/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	541,589	572,918	573,697	630,081
Benefits	193,158	203,533	209,720	213,982
Services & Supplies	516,245	316,671	227,284	230,131
City Attorney Admin/operations	1,250,992	1,093,122	1,010,701	1,074,194
Less Intragovernmental Offset	(263,850)	(335,369)	(406,800)	(397,266)
General Fund Attorney Admin/operations Net Cost	987,142	757,753	603,901	676,928

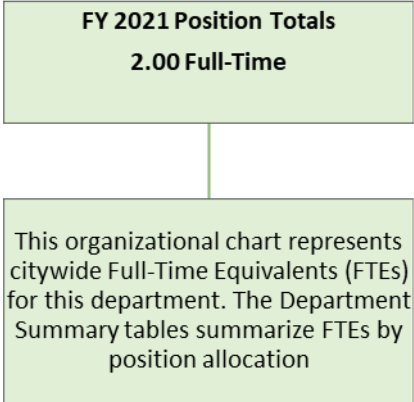
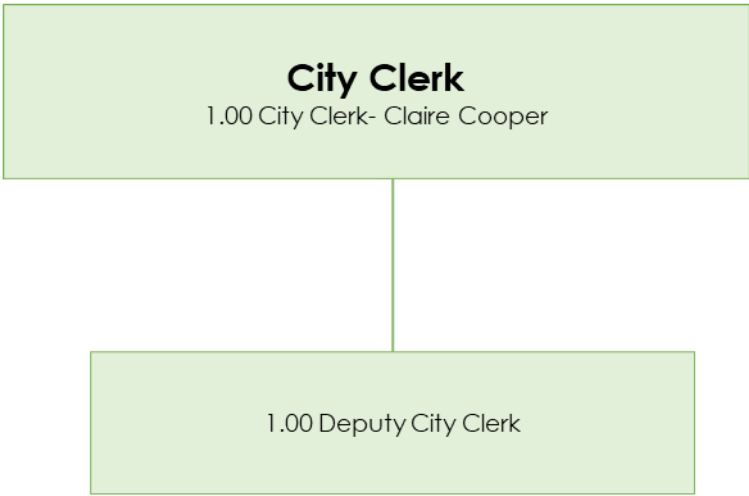
A City Attorney department budget of \$1,074,194 is recommended for 2020/21. This is an increase of \$63,493 over 2019/20. The overall budget increase is driven by an increase in salaries, benefits and services and supplies, each of which are addressed below.

Salaries are recommended at \$630,081 representing an increase of \$56,384 over 2019/20. This increase is mainly due resulting from previously negotiated cost of living adjustments, position step advancements and an increase of a 80% FTE position transitioning to 100%.

Benefits are recommended at \$213,982 representing an increase of \$4,262 over 2019/20. This change is attributed to increased retirement costs slightly offset by employee benefit selections.

Services and Supplies are recommended at \$230,131, an increase of \$2,847 over 2019/20. This increase is due to an increase in intragovernmental charges for Information Technology slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

City Clerk



Departmental Budget Overview

City Clerk	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	155,750	164,365	172,453	177,256
Benefits	48,325	65,460	70,959	85,618
Services & Supplies	69,419	83,276	161,130	155,519
General Fund City Clerk	273,494	313,101	404,542	418,393
Less Intragovernmental Offset	(89,713)	(106,798)	(110,613)	(119,711)
General Fund City Clerk Net Cost	183,781	206,303	293,929	298,682

Description

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

City Council Support:

- Maintaining accurate records and a legislative history of City Council actions.
- Administers the preparation of City Council agendas and staff reports; attends City Council Meetings and prepares minutes.

Legislative:

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

Elections:

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

Public Relations and Information:

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

Records and Information Management:

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

Major Accomplishments and Highlights

- Procured paperless electronic agenda and staff report review software, customized infrastructure specifically for the City of Petaluma, and established training schedule for all users.
- Continued work toward completion of an updated Records Retention Schedule.
- Continued to enhance and expand the Records and Document Search Program, which makes public documents available to the public through a link on the City's website, including user friendly improvements to the search interface as well as increasing the number and type of documents available.

Goals and Priorities

- Complete training schedule for paperless electronic agenda and staff report review software and move forward with implementation, first with City Council meetings, to be followed by Planning Commission and other City boards, commissions, and committees.
- Implement public records request software solution to streamline process of responding to requests.
- Complete revision of Records Retention Schedules and present for approval by end of fiscal year.
- Implement Records Retention Schedules by encouraging departments to retrieve and inventory records stored offsite for which there is no inventory and working with departments to identify records eligible for destruction.
- Arrange for more departmental training in use of the City's Electronic Document Management System (EDMS) and encourage departments to store scanned records in the EDMS, making these records searchable and freeing up space on City network drives.
- Complete digitization of records from microfilm/microfiche.

Department Budget Summary

City Clerk	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	155,750	164,365	172,453	177,256
Benefits	48,325	65,460	70,959	85,618
Services & Supplies	69,419	83,276	161,130	155,519
General Fund City Clerk	273,494	313,101	404,542	418,393
Less Intragovernmental Offset	(89,713)	(106,798)	(110,613)	(119,711)
General Fund City Clerk Net Cost	183,781	206,303	293,929	298,682

A City Clerk department budget of \$418,393 is recommended for 2020/21. This is an increase of \$13,851 from 2019/20.

Salaries are recommended at \$177,256, an increase of \$4,803 over 2019/20. This is attributed position step advances.

Benefits are recommended at \$85,618 representing an increase of \$14,659 over 2019/20. This is mainly due to employee benefit selections and increased retirement costs.

Services and Supplies are recommended at \$155,519, a decrease of \$5,611 from 2019/20. This decrease represents mainly the elimination of a non-recurring cost of the Granicus Agenda Management Software purchase, a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget slightly offset by increased intragovernmental charges for Information Technology.

Administration

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

Administration Budget

11320 CITY CLERK ADMIN/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	142,532	133,585	137,962	141,805
Benefits	43,749	53,606	56,768	68,797
Services & Supplies	69,419	51,996	61,130	55,519
City Clerk Admin/operations	255,700	239,187	255,860	266,121
Less Intragovernmental Offset	(80,310)	(92,031)	(107,852)	(108,706)
General Fund City Clerk Admin/operations Net Cost	175,390	147,156	148,008	157,415

A City Clerk Admin/Operations budget of \$266,121 is recommended for 2020/21. This is an increase of \$10,261 from 2019/20.

Salaries are recommended at \$141,805, an increase of \$3,843 from 2019/20. This increase reflects position step advances.

Benefits are recommended at \$68,797, an increase of \$12,029 over 2019/20. This is mainly due to employee benefit selections and increased retirement costs.

Services and Supplies are recommended at \$55,519, a decrease of \$5,611 from 2019/20 due the elimination of a non-recurring cost of the Granicus Agenda Management Software purchase, a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget slightly offset by increased intragovernmental charges for Information Technology.

Policy Options

None

Elections

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

Elections Budget

11321 CITY CLERK ELECTIONS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	13,218	30,780	34,491	35,451
Benefits	4,576	11,854	14,191	16,821
Services & Supplies	-	31,280	100,000	100,000
City Clerk Elections	17,794	73,914	148,682	152,272
Less Intragovernmental Offset	(9,403)	(14,767)	(2,761)	(11,005)
General Fund City Clerk Elections Net Cost	8,391	59,147	145,921	141,267

A City Clerk Elections budget of \$152,272 is recommended for 2020/21, an increase of \$3,590 over 2019/20.

Salaries recommended at \$35,451, an increase of \$960 over 2019/20. This increase reflects position step advances.

Benefits are recommended at \$16,821, an increase of \$2,630 over 2019/20. This is mainly due to employee benefit selections and increased retirement costs.

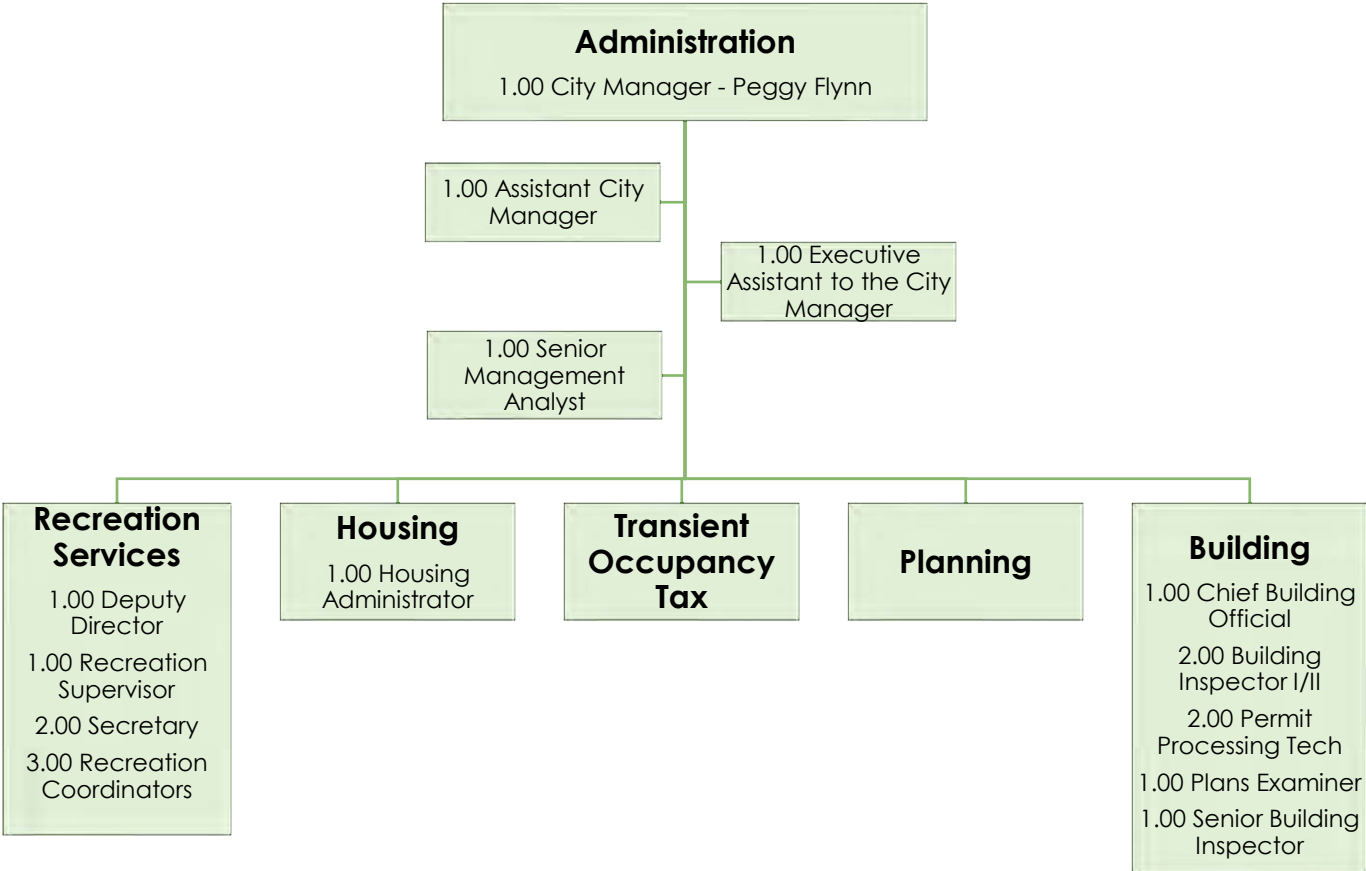
Services and Supplies of \$100,000 are recommended, same as 2019/20

Policy Options

None.



City Manager



FY 2021 Position Totals
19.00 Full-time

This organizational chart represents citywide Full-Time Equivalents (FTEs) for this department. The Department Summary tables summarize FTEs by position allocation

Departmental Budget Overview

by Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	2,029,378	2,001,231	2,375,395	2,743,787
Benefits	720,885	660,285	1,262,067	1,490,170
Services & Supplies	4,951,526	5,240,803	7,496,807	8,382,570
Capital Expenditures	-	-	-	625,000
Transfers	4,771,646	4,109,981	4,903,924	4,444,283
City Manager	12,473,435	12,012,300	16,038,193	17,685,810
Less Intragovernmental Offset	(258,710)	(271,116)	(272,149)	(376,389)
City Manager Net Cost	12,214,725	11,741,184	15,766,044	17,309,421

by Cost Center	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
City Manager Admin/operations	823,119	842,781	987,063	1,024,267
General Cost Center	1,381,420	1,176,556	1,007,685	1,246,245
General Plan	-	480	44,000	1,000,000
Non Departmental	593,465	596,262	1,270,200	1,615,000
Planning Admin	171,200	222,551	138,577	172,719
Planning Cost Recovery	707,585	766,074	544,000	404,000
Recreation Admin	673,442	651,926	787,278	909,979
Recreation Cavanagh Center	17,375	19,475	12,850	12,850
Recreation Community Center	112,432	116,590	201,331	272,473
Recreation Library/museum	33,595	34,279	35,372	36,365
Recreation Youth/teens Programs	356,689	322,662	355,955	294,658
Recreation Contract Classes	70,166	78,366	72,500	72,500
Recreation Sports Programs	44,809	42,934	57,016	57,558
Recreation Aquatic Programs	199,981	243,440	156,850	156,850
Recreation Senior Programs	108,637	63,593	57,758	60,102
Recreation Special Events	22,060	40,498	42,000	42,000
General Fund City Manager	5,315,975	5,218,467	5,770,435	7,377,566
Commercial Linkage Fees	96,080	185,810	714,720	172,183
Housing In-lieu Impact Fees	410,549	430,554	1,448,174	2,460,640
Cdbg	332,791	568,203	338,457	375,251
Home	-	-	906,000	900,000
Successor Agency Housing	436,317	244,450	287,043	165,899
Mobile Home Rental Stabilization	19,280	13,500	19,000	24,000
Successor Agency Housing	254,114	239,073	236,952	268,048
Transient Occupancy Tax	3,884,911	3,319,568	4,282,857	3,368,075
Petaluma Tourism Improvement District	-	-	342,200	100,000
Building Services	1,599,730	1,739,624	1,533,355	2,315,148
Building Svc Cost Recovery	123,688	53,051	159,000	159,000
Non General Fund City Manager	7,157,460	6,793,833	10,267,758	10,308,244
City Manager	12,473,435	12,012,300	16,038,193	17,685,810
Less Intragovernmental Offset	(258,710)	(271,116)	(272,149)	(376,389)
City Manager Net Cost	12,214,725	11,741,184	15,766,044	17,309,421

Description

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

Major Accomplishments and Highlights

- Adopted a City minimum wage ordinance
- Developed a citywide IT Masterplan
- Completed a fully revamped, interactive City website
- Adopted an ordinance creating and empowering a Climate Action Commission
- Funded and supporting a Downtown Streets Team to assist in citywide clean-ups and outreach to Petaluma's unsheltered population
- Leverage technology to allow remote participation in meetings, including Council, Commission, and Committee meetings
- Entered into an agreement with LandPaths to facilitate hikes and stewardship activities on the City-owned Lafferty Ranch
- Established a Fiscal and Organization Sustainability process with the goal of aligning the City's revenues and expenditures

Goals and Priorities

- Complete and implement the Fiscal and Organizational Sustainability Plan
- Implement a more efficient agenda management system
- Identify funding options to complete Petaluma's planned cross-town connectors
- Secure the second SMART station at Corona
- Install solar panels on city-owned properties where appropriate and work with Sonoma Clean Power on a solar program for potential revenue generation.
- Continue the transition of the fleet from fossil fuels to electric- and renewable natural gas fuels
- Promote emergency preparedness and resiliency strategies to our residents and businesses

- Work with service providers and countywide agencies to coordinate response and solutions to the City's unsheltered population including transitioning homeless Petalumans into shelter and housing
- Incentivize, support, and incubate small, start-up businesses
- Engage the community to envision and adopt a master plan for the fairgrounds property
- Develop a robust recovery plan to address impacts due to COVID-19 pandemic

Department Budget Summary

by Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	2,029,378	2,001,231	2,375,395	2,743,787
Benefits	720,885	660,285	1,262,067	1,490,170
Services & Supplies	4,951,526	5,240,803	7,496,807	8,382,570
Capital Expenditures	-	-	-	625,000
Transfers	4,771,646	4,109,981	4,903,924	4,444,283
City Manager	12,473,435	12,012,300	16,038,193	17,685,810
Less Intragovernmental Offset	(258,710)	(271,116)	(272,149)	(376,389)
City Manager Net Cost	12,214,725	11,741,184	15,766,044	17,309,421

A total budget of \$17,685,810 is recommended for 2020/21. This represents an increase of \$1,647,617 over the revised budget for 2019/20.

Salaries are recommended at \$2,743,787, an increase of \$368,392 over 2019/20. This increase reflects previously anticipated impacts resulting from ongoing negotiations, increases from previously approved position allocation in recreation and routine step advancements.

Benefits totaling \$1,490,170 are recommended for 2020/21, an increase of \$228,103 over 2019/20. The increase is attributed to anticipated impacts resulting from ongoing negotiations and routine step advancements, increased retirement costs, employee benefit selections and workers compensation costs.

Services and supplies of \$8,382,570 are recommended for 2020/21, an increase of \$885,763 over 2019/20. This increase is largely due to increased costs budgeted for the General Plan update expected to begin in FY 2020/2021.

Capital expenditures of \$625,000 represent an increase of \$625,000 over the revised budget for 2019/20. This increase is due to a recently approved project funding the replacement and upgrade of the existing permitting system in the building department. This system is expected to be installed and rolled out during FY 2020/2021.

Transfers Out of \$4,444,283 are recommended for 2020/21, a decrease of \$459,641 from 2019/20. This change reflects the elimination of one-time non-recurring transfers out of the Transient Occupancy Tax fund to fund capital and program costs slightly offset by increased transfer out the General Cost Center for artificial turf replacement funded by designated reserves.

Administration

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

Administration Budget

11330 CITY MANAGER ADMIN/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	562,109	573,943	578,030	614,337
Benefits	212,987	153,304	206,764	199,891
Services & Supplies	48,023	115,534	202,269	210,039
City Manager Admin/operations	823,119	842,781	987,063	1,024,267
Less Intragovernmental Offset	(258,710)	(271,116)	(272,149)	(376,389)
General Fund City Manager Admin/operations Net Cost	564,409	571,665	714,914	647,878

A total City Manager Operations budget of \$1,024,267 is recommended for 2020/21, which is a \$37,204 increase over the revised budget for 2019/20.

Salaries are recommended at \$614,337, an increase of \$36,307 from 2019/20. This reflects the budget reallocation of the Senior Management Analyst position, recently negotiated cost of living adjustments and employee benefit selections.

Benefits are recommended at \$199,891, a decrease of \$6,873 from the revised budget for 2019/2020. The decrease mainly reflects employee benefit selections.

Services and supplies are budgeted at \$210,039 which is an increase of \$7,770 over 2019/20. This mainly represents a decrease in one-time professional services costs and reduced intragovernmental charges for Risk Management due to a rate holiday initiated in the budget development process and necessary to produce a balanced budget slightly offset by an increase in intragovernmental charges for Information Technology.

Transient Occupancy Tax- Community Promotion

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

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

Transient Occupancy Tax Budget

2520 Transient Occupancy Tax	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	605,818	624,931	613,809	325,799
Transfers	3,279,093	2,694,637	3,669,048	3,042,276
Transient Occupancy Tax	3,884,911	3,319,568	4,282,857	3,368,075

A Transient Occupancy Tax budget of \$3,368,075 is recommended for 2020/21. This represents a decrease of \$914,782 from the revised budget for 2019/20. One-time uses recommended for 2020/21 are itemized in the Policy Options portion of this narrative budget and include Trestle Rehabilitation Efforts and the Petaluma Library ADA Improvements. Transfers to the General Fund are also recommended at the same level as the prior year as well as additional transfers for a loan payback related to an interfund loan initiated to fund the purchase of safety vehicles.

Policy Options

It is recommended that annual revenues accruing to this fund continue to fund the ongoing efforts noted in the narrative, as a means of helping to offset escalating salary and benefit costs in the General Fund. Due to the COVID-19 Pandemic, revenues will likely be impacted so a reduction of \$400,000 has been factored into FY 2020/2021. Staff will continue to monitor the fund as the year progresses. Also recommended as ongoing is funding for a loan payback for an interfund loan initiated in FY 2017 to fund the purchase of safety vehicles in the amount of \$395,000 annually through FY 2024 at which time the loan will be fully paid off. Budgeting for these projects will leave an estimated balance in the fund of approximately \$7,078 at June 30, 2021.

Projects	Recommended
Trestle Rehabilitation Efforts	\$123,000
Petaluma Library ADA Improvements	\$187,000

Petaluma Tourism Improvement District

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

Petaluma Tourism Improvement District Budget

<u>2525 Petaluma Tourism Improvement District</u>	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Services & Supplies	-	-	342,200	100,000
Transfers	-	-	-	-
Petaluma Tourism Improvement District	-	-	342,200	100,000

A Petaluma Tourism Improvement District budget of \$100,000 is recommended for 2020/21, which is a \$75,000 decrease from 2019/20. This cost is directly offset by revenue from the Petaluma Tourism Improvement District. City staff will work closely with the District over the next year to develop a list of approved programs and/or projects.

Planning Division

The Planning Division oversees all physical development and use of private property, including residential, industrial, and commercial projects. The Planning Division leads the effort to implement the City's General Plan and enforce the regulations in the Implementing Zoning Ordinance, Smart Code, and other adopted regulations.

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

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

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

Planning Division Budget Summary

Planning	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	879,733	684,202	682,577	576,719
General Fund Planning	879,733	684,202	682,577	576,719

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

A total Planning budget of \$576,719 is recommended for 2020/21, a decrease of \$105,858 from 2019/20. The decrease is attributed to decreased cost recovery expenses and a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget. slightly offset by an increase in intragovernmental charges for Information Technology.

Planning Division Administration

In addition to professional planners, planning staff includes a full time administrative position. This position provides the following support to planners, other city departments and staff, and boards and commissions:

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

Planning Division Administration Budget

12100	PLANNING ADMINISTRATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
	Services & Supplies	171,200	222,551	138,577	172,719
	Planning Administration	171,200	222,551	138,577	172,719

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

A Planning Administration budget of \$172,719 is recommended for 2020/21. This represents an increase of \$34,142 from 2019/20. The increase is mainly attributed to increase cost for managing counter services and an increase in intragovernmental charges for Information Technology slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Planning Cost Recovery

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

Planning Cost Recovery Budget

<i>12700 Planning Cost Recovery</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	707,585	766,074	544,000	404,000
Planning Cost Recovery	707,585	766,074	544,000	404,000

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

A Planning Cost Recovery budget of \$404,000 is recommended for 2020/21. This represents a decrease of \$140,000 from 2019/20. These expenses are offset by corresponding revenues.

General Cost Plan

The Petaluma General Plan serves the following purposes: Its adoption, by the City Council, reflects a commitment on the part of the City Council and their appointed representatives and staff to carry out the Plan; Outlines a vision for Petaluma's long-range physical and economic development and resource conservation; enhances the true quality of life for all citizens; recognizes that all human activity takes place within the limits of the natural environment; and reflects the aspirations of the community; Provides strategies and specific implementing policies and programs that will allow this vision to be accomplished; Establishes a basis for judging whether specific development proposals and public projects are in harmony with Plan policies and standards; Allows City departments, other public agencies, and private developers to design projects that will enhance the character of the community, preserve and enhance critical environmental resources, and minimize impacts and hazards; and Provides the basis for establishing and setting priorities for detailed plans and implementing programs, such as the Development Codes, the Capital Improvement Program (CIP), facilities and master plans, and redevelopment projects. The General Plan is funded by designated revenues collected from fees generated on building and development activity.

General Cost Plan Budget

11500 GENERAL PLAN	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	-	480	44,000	1,000,000
Transfers				
General Fund General Plan	-	480	44,000	1,000,000

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

A Planning Cost Recovery budget of \$1,000,000 is recommended for 2020/21. This will be for the outreach and kick off of the City's General Plan Update Process.

Building Division

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

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

Division staff maintains a presence at the front counter so the general public and the construction community can talk to the Chief Building Official, Plan Checkers, or Field Inspectors and ask questions about the requirements and regulations that apply to specific projects. The Building Division also answers questions by email, fax, and phone. The Building Division also investigates complaints about unpermitted construction and substandard housing through the Code Enforcement Officer and Field Inspectors.

Building Division Budget Summary

Building	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	622,159	606,155	660,419	673,373
Benefits	280,324	297,637	304,315	312,570
Services & Supplies	820,935	888,883	727,621	863,205
Capital Expenditures	-	-	-	625,000
Building	1,723,418	1,792,675	1,692,355	2,474,148

A total Building budget of \$2,474,148 is recommended for 2020/21, this represents an increase of \$781,793 over 2019/20.

Salaries are recommended at \$673,373 an increase of \$12,954 over 2019/20. This reflects position step advancements and a vacant position budgeted at midrange step.

Benefits are recommended at \$312,570 an increase of \$8,255 over 2019/20. This is attributed to employee benefit selections and increases in retirement costs.

Services and Supplies are recommended at \$863,205 an increase of \$135,584 over 2019/20. The increase is mainly attributed to increased permit system costs, an increase in intragovernmental charges for Information Technology slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Capital Expenditures are recommended at \$625,000 an increase of \$625,000 from 2019/20. The increase is attributed to the purchase a new land use/ permitting system.

Building Services

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

Building Services Budget

63200 BUILDING SERVICES	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	622,159	606,155	660,419	673,373
Benefits	280,324	297,637	304,315	312,570
Services & Supplies	697,247	835,832	568,621	704,205
Capital Expenditures	-	-	-	625,000
Building Services	1,599,730	1,739,624	1,533,355	2,315,148

A Building Services budget of \$2,315,148 is recommended for 2020/21. This represents an increase of \$781,793 over 2019/20.

Salaries are recommended at \$673,373 an increase of \$12,954 over 2019/20. This reflects position step advancements and a vacant position budgeted at midrange step.

Benefits are recommended at \$312,570 an increase of \$8,255 over 2019/20. This is attributed to employee benefit selections and increases in retirement costs.

Services and Supplies are recommended at \$704,205 an increase of \$135,584 over 2019/20. The increase is mainly attributed to increased permit system costs, an increase in intragovernmental charges for Information Technology slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Capital Expenditures are recommended at \$625,000 an increase of \$625,000 from 2019/20. The increase is attributed to the purchase a previously approved new land use/permitting system.

Building Cost Recovery

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

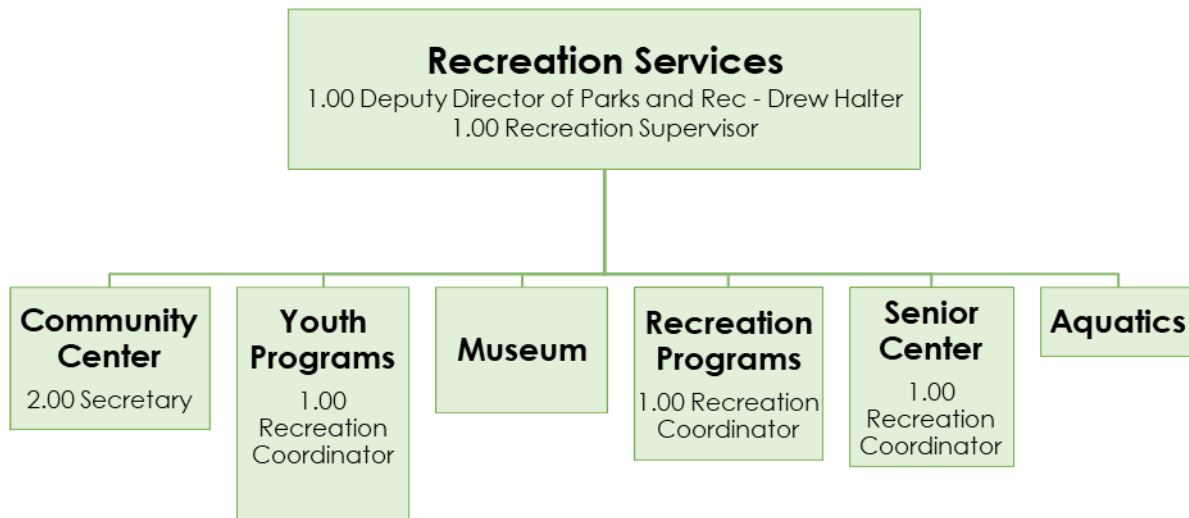
Building Cost Recovery Budget

63500 Building Service Cost Recovery	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	123,688	53,051	159,000	159,000
Building Service Cost Recovery	123,688	53,051	159,000	159,000

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

A Cost Recovery budget of \$159,000 is recommended for 2020/21. This represents no change from 2019/20.

Recreation Services Division



FY 2021 Position Totals
7.00 Full-Time

This organizational chart represents citywide Full-Time Equivalents (FTEs) for this department. The Department Summary tables summarize FTEs by position allocation

Recreation Services Division Description

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

Major Accomplishments and Highlights

- The North Bay Miracle League's inaugural season took place in the Spring of 2019. The adaptive baseball field and inclusive playground within Lucchesi Park was completed in the Fall of 2018 with construction of the restroom and concession area finalized in April of 2019. The League is designed for and dedicated to providing individuals with disabilities the opportunity to participate in an organized baseball league in a non-competitive atmosphere.
- The Movies in the Park event series included three events hosted at Lucchesi Park with food vendors, family entertainment, kid's activities, and an outdoor screening of a family friendly film.
- Increased the number of Contract Instructors providing recreation classes or programming from 10 in the Winter of 2019 to 28 in the Spring of 2020.
- Design for the baseball facility at the Petaluma Community Sports Fields reached 90% completion and the project is expected to be brought to bid in the late Summer or Fall of 2020.
- Expanded Adult Sports League participation in several seasons. Slow-pitch Softball registrations in the 2019 Spring/Summer season increased to 45 teams; up 5 teams from the year prior. Doubled the number of registered teams in the Winter 2019-20 Adult Basketball League, with 12 teams; up 6 teams from the year prior.
- Facilitated and supported ten full-weekend tournaments throughout the year at the Petaluma Community Sports Fields, and Prince and Lucchesi Park; averaging 500 participants per tournament. Events varied by sport but included, soccer, lacrosse, rugby, softball, and baseball.

- Implemented a new Recreation software system, CivicRec, during the Summer of 2019. CivicRec will enable improved customer interfacing, increased financial reporting abilities and customer support.
- Significantly increased division's online marketing, social media, and website presence resulting in 350 page likes on Facebook and over 600 new followers on Instagram. Recreation staff participated in ProudCity website orientation in the Fall of 2019; and implemented a complete re-design of the Parks and Recreation Department webpage and subsequent landing pages.
- The Division continued to engage with park users, volunteers, and non-profit organizations on park and recreation initiatives including; Miracle League of North Bay for programming coordination; Petaluma Wetlands Alliance and the Point Blue Conservation Science Group on wetlands operations and habitat restoration.
- Special events included presentation of the annual July 4th Fireworks program in partnership with the Sonoma Marin Fairgrounds; the Petaluma Turkey Trot fun-run held on Thanksgiving morning; Week of the Young Child; A free, Swim America 'Make A Splash' special event program with swim instruction, water safety orientation, recreation swimming and a BBQ; Three installments of the Movies in the Park program at Lucchesi Park, and launched a new special event-"Live on the Lawn"- in October of 2019; featured family friendly live music, kid's activities, food vendors, located on the City Hall Lawn.
- The swim center remained open throughout winter in large part due to the limited public availability offered by the Petaluma High School location. Keeping the pool open accommodated local high school swim teams, community swim clubs and other off season aquatic users.

Goals and Priorities

- Assemble project specifications and solicit bids for interior and exterior facility improvements at the Community Center which includes but is not limited to; repairing sections of roof, carpet throughout, repairing gutters over lobby, resealing windows and replacing damaged walls.
- Support Miracle League of North Bay by developing alternate programming options during the off season, consistent with the intended use of site.
- Complete final design for baseball field at Petaluma Community Sports Fields, assemble project specifications, solicit and award bid for construction.
- Design, solicit feedback, and complete a playground replacement project at Bond Park. Initiate design work for playground replacement projects at Grant Park and Anna's Meadows.
- Create and implement a Summer Camp scholarship program for youth and families with financial need.
- Expand special event series to include an additional Live on the Lawn family concert.
- Design, solicit feedback, and complete a Tennis and Pickleball Court rehabilitation project at Lucchesi Park and McNear Park.

- Partner with Sonoma Media group to execute a publishing contract that prioritizes investing in digital media and expanded outreach to minority members of the community.
- Work closely with the Recreation, Music, and Parks Commission to develop a balanced approach to the Fiscal Year 2020-2021 investment of Measure M funds.
- Increase and diversify social media engagement through Facebook and Instagram to improve and expand outreach to the Petaluma community by increasing posts, followers, and targeted activity.

Recreation Division Budget Summary

RECREATION	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	725,742	700,413	889,285	1,014,683
Benefits	182,871	164,972	202,942	265,542
Services & Supplies	730,573	748,378	686,683	635,110
General Fund Recreation	1,639,186	1,613,763	1,778,910	1,915,335

A Division budget of \$1,915,335 is recommended for 2020/21. This is an increase of \$136,425 over 2019/20.

Salaries are recommended at \$1,014,683, an increase of \$125,398 over 2019/20. This increase is mainly attributed to increased and previously approved position allocation in the Recreation Department.

Benefits are recommended at \$265,542, an increase of \$62,600 over 2019/20. The increase is attributed to increased position allocation, employee benefit selections, offset by increased retirement costs.

Services and supplies are recommended at \$635,110 a decrease of \$51,573 from 2019/20. The decrease is mainly attributed to an increase in intragovernmental charges for Information Technology slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Recreation Services Administration

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

Recreation Services Administration Budget

14100 PARK/REC ADMIN	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	282,587	307,590	436,695	562,839
Benefits	127,499	122,144	151,600	199,730
Services & Supplies	263,356	222,192	198,983	147,410
Park/rec Admin	673,442	651,926	787,278	909,979

An Administration budget of \$909,979 is recommended for 2020/21. This is an increase of \$122,701 over 2019/20.

Full-time salaries are recommended at \$562,839 an increase of \$126,144 over 2019/20. This increase is mainly attributed to increased and previously approved position allocation and step advancements.

Full-time employee benefits are recommended at \$199,730, an increase of \$48,130 over 2019/20. The increase is attributed to increased position allocations, employee benefit selections and increased retirement and workers costs.

Services and Supplies of \$147,410 are recommended, a decrease of \$51,573 from 2019/20 levels. The decrease is mainly attributed to an increase in intragovernmental charges for Information Technology offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Cavanagh Recreation Center

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

Cavanagh Recreation Center Budget

14200 PR CAVANAGH CENTER	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	17,375	19,475	12,850	12,850
Pr Cavanagh Center	17,375	19,475	12,850	12,850

A Cavanagh Recreation Center budget of \$12,850 is recommended for 2020/21. This is the same amount that was budgeted for 2019/20.

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

Petaluma Community Center

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

Petaluma Community Center Budget

14210 PR COMMUNITY CENTER	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	77,066	90,338	110,306	179,515
Benefits	10,079	9,549	17,525	19,458
Services & Supplies	25,287	16,703	73,500	73,500
Pr Community Center	112,432	116,590	201,331	272,473

A Community Center budget of \$272,473 is recommended for 2020/21. This represents an increase of \$71,142 over 2019/20.

Part-time salaries are recommended at \$179,515 an increase of \$69,209 over 2019/20. The increase is mainly the result of reallocating positions from other cost centers.

Part-time benefits are recommended at \$19,458 an increase of \$1,933 over 2019/20. The increase is mainly the result of reallocating positions from other cost centers.

Services and Supplies of \$73,500 are recommended, which represents the same level of funding as 2019/20.

Carnegie Library/ Museum

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

Carnegie Library/ Museum Budget

14220 PR LIBRARY/MUSEUM	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	18,108	18,408	19,188	20,051
Benefits	1,086	1,136	1,184	1,314
Services & Supplies	14,401	14,735	15,000	15,000
Pr Library/museum	33,595	34,279	35,372	36,365

A Carnegie Library/Museum budget of \$36,365 is recommended for 2020/21. This is an increase of \$993 over 2019/20.

Part-time salaries are recommended at \$20,051, an increase of \$863 over 2019/20. The increase is a result of increased part time hours.

Benefits are recommended at \$1,314 an increase of \$130 over 2019/20. This reflects the benefits associated with the increase in wages.

Services and Supplies of \$15,000 are recommended, which represents the same level of funding as 2019/20.

Youth Program

The Tiny Tots (ages 3-5) and KinderReady (ages 4-5) pre-school programs offer children a positive first learning experience while promoting physical, social, emotional, cognitive and creative development. Children are assessed several times during the school year as they progress toward achieving developmental milestones. Summer camps include Camp Sunshine (ages 3-5), Kids Klub (grades 1-3), Camp K2 (grades 4-6) which are offered for 9-10 weeks each summer.

Youth Program Budget

14420 PR YOUTH/TEENS PROGRAMS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	274,834	255,416	283,445	213,485
Benefits	36,542	26,573	29,510	38,173
Services & Supplies	45,313	40,673	43,000	43,000
Pr Youth/teens Programs	356,689	322,662	355,955	294,658

A Youth Program budget of \$294,658 is recommended for 2020/21. This is a decrease of \$61,297 from 2019/20.

Part-time salaries are recommended at \$213,485, a decrease of \$69,960 from 2019/20. The decrease is mainly attributed to reallocating the department budget to other cost centers.

Benefits are recommended at \$38,173, an increase of \$8,663 over 2019/20. This reflects the benefits associated with the decreased salaries due to department budget reallocation offset by increased retirement and workers compensation costs.

Services and Supplies of \$43,000 are recommended, which represents the same level of funding as 2019/20.

Contract Classes

Classes are held at the Petaluma Community Center as well as at offsite locations. Classes are advertised in the Activity Guide and are distributed by the Argus Courier and Press Democrat to Petaluma residents with newspaper subscriptions. The Activity Guide is also distributed to various locations within the community including the Visitors Center, City Hall, Library, Cavanagh Recreation Center, Swim Center, Senior Center and Museum. The guide is also available on-line at the city's website and promoted on Facebook and Instagram. All classes are taught by instructors under contract with the City of Petaluma and whom have been vetted by Recreation staff. The City receives all income from registration, pays the contractor, and retains 30% to 70% of the proceeds.

Contract Classes Budget

14500 PR CONTRACT CLASSES	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	70,166	78,366	72,500	72,500
Pr Contract Classes	70,166	78,366	72,500	72,500

A Contract Class budget of \$72,500 is recommended for 2020/21. This represents the same level of funding as 2019/20.

There are no salaries or benefits included in this budget.

The Contract Classes budget in 2020/21 reflects the current program offerings.

Sports Program

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

Sports Program Budget

14600 PR SPORTS PROGRAMS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	5,553	5,132	11,722	12,249
Benefits	140	129	294	309
Services & Supplies	39,116	37,673	45,000	45,000
Pr Sports Programs	44,809	42,934	57,016	57,558

A Sports Program budget of \$57,558 is recommended for 2020/21. This represents an increase of \$542 over 2019/20.

Part-time salaries are recommended at \$12,249, an increase of \$527 over 2019/20. The increase is a result of increased part time hours.

Benefits are recommended at \$309 an increase of \$15 over 2019/20. This reflects the benefits associated with the increase in wages.

Services and Supplies of \$45,000 are recommended, which represents the same level of funding as 2019/20.

Aquatics

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

In 2019/20 the Petaluma Swim Center and Cavanagh Pool operated throughout winter. Keeping the pools open accommodated local high school swim teams, community swim clubs, aqua fitness groups, and other off season aquatic users.

Aquatics Budget

14700 PR AQUATIC PROGRAMS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	199,981	243,440	156,850	156,850
Pr Aquatic Programs	199,981	243,440	156,850	156,850

An Aquatics budget of \$156,850 is recommended for 2020/21. This represents the same level of funding as 2019/20.

There are no salaries or benefits included in this budget.

The 2020/21 Aquatics budget recommendation reflects the current program offerings and hours of operation.

Senior Program

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

Senior Program Budget

14800 PR SENIOR PROGRAMS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	67,594	23,529	27,929	26,544
Benefits	7,525	5,441	2,829	6,558
Services & Supplies	33,518	34,623	27,000	27,000
Pr Senior Programs	108,637	63,593	57,758	60,102

A Senior Program budget of \$60,102 is recommended for 2019/20. This is an increase of \$2,344 over 2019/20

Part-time salaries are recommended at \$26,544, a decrease of \$1,385 from 2019/20. The budget decrease is attributed to reallocating the department budget to other cost centers.

Benefits are recommended at \$6,558, an increase of \$3,729 over 2019/20. This increase is due to higher retirement costs.

Services and Supplies of \$27,000 are recommended, which represents the same level of funding as 2019/20.

Special Events

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

Special Events Budget

14900 PR SPECIAL EVENTS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	22,060	40,498	42,000	42,000
Pr Special Events	22,060	40,498	42,000	42,000

A Special Events budget of \$42,000 is recommended for 2020/21, which represents the same level of funding as 2019/20.

There are no salaries or benefits included in this budget.

Services and Supplies of \$42,000 are recommended, which represents the same level of funding as 2019/20.

Housing Division

The Housing Division is responsible for addressing our City Council's goals to: enhance the quality of life for our low-income community through its programs; facilitate the provision of programs, projects and shelter for residents with special needs; provide affordable rental housing; promote housing choices and opportunities; and to promote principles of sustainability. The Division also ensures compliance with federal, state, and local affordability and program compliance; coordinates community nonprofit efforts; nurtures relationships with local agencies (Sonoma County & Santa Rosa), regional Association of Bay Area Governments (ABAG), state Housing Community Development (HCD), and federal Housing and Urban Development (HUD) housing partners.

Major Accomplishments and Highlights

- Secured and allocated federal CDBG funds to address the impacts of the COVID-19 and funded Petaluma People Services Center to provide temporary rental assistance to low income renters and Sonoma Community Land Trust to fund temporary mortgage payment assistance to low-income homebuyers.
- The Housing Division completed the Year Five funding and goals of the Five-Year Community Development Block Grant (CDBG) Consolidated Plan.
- Completed the Refinancing for the Rehabilitation of the Old Elm Village Low Income Affordable Rental Apartments with the Issuance of New Bond Funds.
- Completed the Approval of the Allocation of \$1,500,000 of City Housing In-Lieu Funds for the Development of the PEP River City Affordable Low-Income Veterans and Homeless Apartments at 951 Petaluma Blvd South.
- Provided CDBG and City In-Lieu Funding Support to non-profit local organizations, including Petaluma People Services Center, Sonoma Community Land Trust, Rebuilding Together, Committee for the Shelter less (COTS), and Sonoma and Marin Boys and Girls Club
- Provided support to MidPen Housing to secure funding for the proposed 44-unit Low-Income rental housing apartments at 414 Petaluma Blvd.

Goals and Priorities

- Continue to support and secure resources to build new and rehabilitated housing affordable to moderate, low and very-low income families, individuals, seniors, and persons with physical and mental disabilities.
- Continue to collaborate with County and local organizations to provide permanent housing and support services for Shelter less persons.
- Provide funding and support to local non-profit organizations to address the needs of citizens needing services regarding fair housing, youth services, and a range of public services.
- Identify and access federal, state and private funding to address the community development needs of the city's citizens.
- Manage all local, state and federal grant and funding programs effectively with financially sound practices.

Housing Budget Summary

HOUSING FUNDS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	71,621	72,432	73,597	49,836
Benefits	26,823	26,624	28,828	31,498
Services & Supplies	1,084,073	1,103,170	3,382,369	3,859,139
Transfers	112,500	240,291	228,600	157,500
Total Housing Funds	1,295,017	1,442,517	3,713,394	4,097,973

A Housing budget of \$4,097,973 is recommended for 2020/21. This represents an increase of \$384,579 over the revised 2019/20 budget. The majority of the increase is due to allocating funds to one new affordable housing property – MidPen Housing’s proposed 44-unit low income rental housing apartments at 414 Petaluma Blvd.

Salaries are recommended at \$49,836 representing a decrease of \$23,761 from 2019/20. This decrease is due to savings recognized from a vacant position budgeted at a lower step and a lesser staffing allocation budgeted directly to the funds. The allocation of housing administrative costs (salary, benefits, & intragovernmental charges) were allocated across all housing funds based on a percentage of staff time spent managing the program.

Benefits are recommended at \$31,498 representing an increase of \$2,670 over 2019/20 due to changes to position allocation and increased benefit selection budgeted for vacant position which also includes increased retirement costs.

Services and supplies of \$3,859,139 are recommended which represents an increase of \$476,770 over 2019/20. The majority of the increase is due to allocating funds to one new affordable housing property – MidPen Housing’s proposed 44-unit low income rental housing apartments at 414 Petaluma Blvd.

Commercial Linkage

Commercial Linkage Budget

21150 COMMERCIAL LINKAGE FEES	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	71,080	137,810	666,720	105,683
Transfers	25,000	48,000	48,000	66,500
Commercial Linkage Fees	96,080	185,810	714,720	172,183

A Commercial Linkage Fee budget of \$172,183 is recommended for 2020/21. This is a decrease of \$542,537 from 2019/20.

There are no salaries or benefits included in this budget.

Services and Supplies of \$105,683 are recommended, which represents a decrease of \$561,037 from 2019/20. The change represents decreased program funding for

affordable housing budgeted in FY 2020/21. As projects become known, staff will bring forth spending options.

Transfers are budgeted at \$66,500, which is up \$18,500 from 2019/20. The transfer is calculated at 25% of the housing administrative costs allocated as a percentage of staff time.

Housing in Lieu

Housing In-Lieu Budget

21300 HOUSING IN-LIEU IMPACT FEES	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	360,549	342,054	1,309,174	2,460,640
Transfers	50,000	88,500	139,000	-
Housing In-lieu Impact Fees	410,549	430,554	1,448,174	2,460,640

A Housing In-Lieu Impact Fee budget of \$2,460,640 is recommended for 2020/21. This is an increase of \$1,012,466 over 2019/20.

There are no salaries or benefits included in this budget.

A budget for Services and Supplies of \$2,460,640 is recommended, which represents an increase of \$1,151,466 over the revised 2019/20 budget. The majority of this change is due to timing of payments related to previously approved PEP housing development expected to occur in 2020/21 that were previously budgeted in 2019/20. Also increasing the total services budget is funding for an additional housing development- MidPen Housing's proposed 44-unit low income rental housing apartments at 414 Petaluma Blvd.

Policy Options

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

- \$800,000 – MidPen Housing for a 42-unit affordable low income affordable rental development.
- \$95,000 – Petaluma People Services Center for administration of rental assistance and fair housing programs
- \$20,000 – Committee on the Shelterless for administration of Mary Isaak homeless shelter
- \$20,000 – Veterans Resource Center for supportive housing at 3 Rocca Drive

Community Development Block Grant (CDBG)

CDBG Budget

22210 CDBG	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	307,791	477,912	312,857	305,251
Transfers	25,000	90,291	25,600	70,000
CDBG	332,791	568,203	338,457	375,251

A CDBG budget of \$375,251 is recommended for 2020/21 and is an increase of \$36,794 over 2019/20. (Represents the HUD CDBG allocation for 2019/20 and 2020/21.)

Services and Supplies of \$305,251 are recommended. This is a decrease of \$7,606 from 2019/20 due to a slight reduction in program costs.

Transfers are recommended at \$70,000, an increase of \$44,400 over 2019/20 due to increased staff time spent on managing the program and the reporting requirements of the program. Total transfers for 2019/20 are calculated at 27% of the housing administrative costs allocated as a percentage of staff time.

Policy Options

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

- \$221,000– Rebuilding Together Petaluma for the home modification and repair program
- \$50,000 – Petaluma People Services Center for Meals on Wheels

Home/Begin

Home/Begin Budget

22220 HOME/BEGIN	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	-	-	906,000	900,000
Home/Begin	-	-	906,000	900,000

A Home/Begin budget of \$900,000 is recommended for 2020/21; a decrease of \$6,000 from 2019/20.

Services and Supplies of \$900,000 are recommended, a decrease of \$6,000 from 2019/20 due to a slightly lower allocation of funds for the construction of an affordable housing development.

Policy Options

Recommended are the funds for the following project:

- \$900,000 – MidPen Housing for a 42-unit affordable low income affordable rental development.

Housing Successor Agency

Housing Successor Agency Budget

51150 SUCCESSOR AGENCY HOUSING	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	71,621	72,432	73,597	49,836
Benefits	26,823	26,624	28,828	31,498
Services & Supplies	337,873	145,394	184,618	84,565
Successor Agency Housing	436,317	244,450	287,043	165,899

A Successor Agency Housing budget of \$165,899 is recommended for 2020/21. This is a decrease of \$121,144 from 2019/20.

Salaries are recommended at \$49,836, a decrease of \$23,761 from 2019/20. This decrease is due to savings recognized from a vacant position budgeted at a lower step and a lesser staffing allocation budgeted to this fund.

Benefits are recommended at \$31,498 an increase of \$2,670 over 2019/20 due to changes to position allocation and increased benefit selection budgeted for vacant position which also includes increased retirement costs.

Services and Supplies of \$84,565 are recommended, which represents a decrease of \$100,053 from 2019/20 due to the elimination of a one-time increase in 2019/20 to fund advanced housing services as well as the removal of rental costs that are directly offset by reduced revenue. Less Intragovernmental charges also contribute to the decrease.

Mobile Home Rent Stabilization

Mobile Home Rent Stabilization Budget

51160 Mobile Home Rental Stabilization	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	6,780	-	3,000	3,000
Transfers	12,500	13,500	16,000	21,000
Mobile Home Rental Stabilization	19,280	13,500	19,000	24,000

A Mobile Home Rent Stabilization Budget of \$24,000 is recommended for 2020/21. This is a \$5,000 increase over 2019/20.

Services and Supplies budget of \$3,000 is recommended for 2020/21. This represents the same cost as 2019/20.

Transfers are recommended at \$21,000 for 2020/21, an increase of \$5,000 over 2019/20 and incorporates charges for city staff time spent administering the ordinance calculated at 8% of the housing administrative costs allocated as a percentage of staff time, coordinating with the County of Sonoma, and responding to resident and owner inquires and requests.

General Fund Cost Center

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

General Fund Cost Center Budget

11100 GENERAL FUND COST CENTER	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Benefits	-		-	-
Services & Supplies	1,367	1,503	1,409	1,738
Transfers	1,380,053	1,175,053	1,006,276	1,244,507
General Fund Cost Center	1,381,420	1,176,556	1,007,685	1,246,245

A General Fund budget of \$1,246,245 is recommended for 2020/21. This represents an increase of \$238,560 from 2019/20.

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

Services and supplies are budgeted at \$1,738, a decrease of \$329 from 2019/20.

Transfers Out is budgeted at \$1,244,507 for 2020/21, an increase of \$238,231 over 2019/20. This increase is due to increased transfers out to fund the artificial turf replacement partially offset by a decrease due to the elimination of a one-time transfer out for generators not expected to reoccur in FY 2020/21. Previous transfers out to fund OPEB in the amount of \$200,000 and \$300,000 to fund Vehicle Replacement have been eliminated, a budget balancing step necessary during the budget development process to produce a balanced budget.

Policy Options

None

Non-Departmental Description

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

Non-Departmental Budget

11800 NON DEPARTMENTAL	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	-	-	125,000	325,000
Benefits	-	-	500,000	650,000
Services & Supplies	593,465	596,262	645,200	640,000
General Fund Non Departmental	593,465	596,262	1,270,200	1,615,000

A Non-Departmental budget of \$1,615,000 is recommended for 2020/21. This is an increase of \$344,800 over 2019/20.

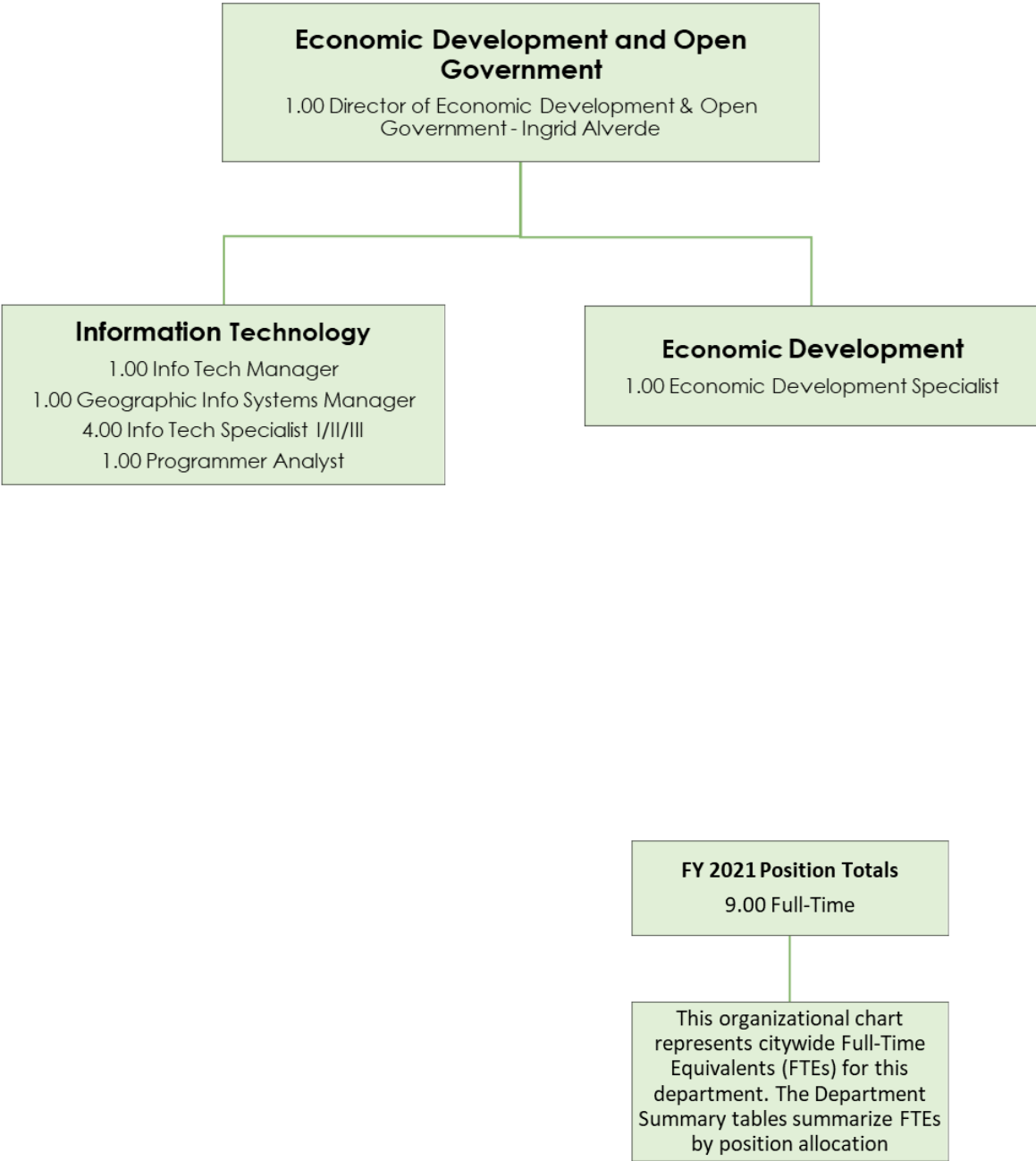
Salaries and benefits are recommended at \$975,000, an increase of \$350,000 over 2019/20. This increase represents funding for costs incurred when an employee discontinues employment and funding to support anticipated employee salary adjustments due to ongoing negotiations.

Services and Supplies of \$640,000 are recommended, which is a decrease of \$5,200 from 2019/20, and reflects costs for the animal control services that is currently contracted out as well as dues and membership costs.

Policy Options

None

Economic Development and Open Government



Departmental Budget Overview

by Account Type	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	899,821	936,140	960,273	1,021,025
Benefits	298,021	263,537	319,700	367,471
Services & Supplies	942,198	990,151	1,186,847	894,305
Capital Expenditures	-	-	85,075	205,000
Economic Development and Open Government	2,140,040	2,189,828	2,551,895	2,487,801
Less Intragovernmental Offset	(330,799)	(340,865)	(355,878)	(370,232)
Economic Development and Open Government Net Cost	1,809,241	1,848,963	2,196,017	2,117,569
by Cost Center	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
ECONOMIC DEVELOPMENT	317,942	334,387	505,520	392,440
Less Intragovernmental Offset	(330,799)	(340,865)	(355,878)	(370,232)
Economic Development Net Cost	(12,857)	(6,478)	149,642	22,208
INFORMATION TECHNOLOGY	1,822,098	1,855,441	2,046,375	2,095,361
Economic Development and Open Government Net Cost	1,809,241	1,848,963	2,196,017	2,117,569

Description

Department goal is to leverage technology and human ingenuity to solve problems and support a positive relationship between the City and its constituents.

The City created the Economic Development and Open Government (EDOG) Department in 2019. This Department joins three important functions – Economic Development, Communications/Public Information, and Information Technology (IT) – in order to support a healthy local economy; meet the public’s need for transparency; allow for greater engagement from community members; and ensure continuity of government during a disaster or emergency.

The Department leverages technology and human ingenuity to achieve these goals. Across the Department, the focus is on process improvement, information management, and customer service.

Major Accomplishments and Highlights

- Introduced and/or implemented the following new technologies:
 - Converted most of the City’s standalone servers to a new Virtual Machine based server system to make servers more efficient and easier to back up to cloud-based systems.
 - Completed redundant backup of city data and software to cloud based, secure systems that can be accessed remotely.
 - During emergency response, implemented technology that allowed most staff to move from in-office to telecommuting.
 - Introduced Microsoft Teams and Zoom to provide broader use of video conferencing technology
 - Improved internet access to City networks and facilities
 - Updated key network equipment to assure long term viability of city servers and databases
 - Procured needed equipment for in person emergency operations center
- Provided Information Technology and GIS services to staff across the organization
- Participated in recruitment and onboarding of two new staff members
- Managed contracts with vendors to meet the City’s needs in the following areas:
 - Graphic design and writing, server maintenance, geographical information systems and emergency response (Police and Fire)
- Improved communications and engaged community dialogue about City goals and policies
 - Implemented a Petaluma Minimum Wage and companion “Fair Wage” campaign

- Developed and completed a new annual report format for the City of Petaluma
- Held various citywide workshops related to parks, bikes, pedestrians and city goals.
- Increase and coordinated social media presence and launched the Petaluma Proud campaign
- Launched citywide website and trained subject matter experts to maintain key website content
- Supported City and businesses during emergencies
 - Ongoing support provided to businesses during Coronavirus crisis
 - Served in Planning, Logistics, and Public Information functions of Emergency Operations Center (EOC) during disasters

Goals and Priorities

Information Technology-

- Implement new software systems to improve staff and customer efficiency
 - Entergov Permitting System
 - Docusign
 - Agenda Management
 - Paperless Council Meetings
 - Laserfiche
- Complete transition to cloud-based servers
- Develop a data warehouse that is accessible and transparent
- Improve audio visual capabilities in the City Council Chambers
- Leverage in-house technology resources with private sector and cloud-based resources
- Upgrade video surveillance systems to improve quality and accessibility of video footage for law enforcement

Communications-

- Implement GovDelivery communications platform to compliment new website and coordinate all external messaging
- Develop and deliver information about City services, budgets and community engagement opportunities
- Improve social media engagement through videos, stories, and regular content

Economic Development-

- Implement robust recovery program to help existing businesses get up and running after COVID-19 emergency
- Continue attracting new businesses to the City of Petaluma

Department Budget Summary

by Account Type	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	899,821	936,140	960,273	1,021,025
Benefits	298,021	263,537	319,700	367,471
Services & Supplies	942,198	990,151	1,186,847	894,305
Capital Expenditures	-	-	85,075	205,000
Economic Development and Open Government	2,140,040	2,189,828	2,551,895	2,487,801
Less Intragovernmental Offset	(330,799)	(340,865)	(355,878)	(370,232)
Economic Development and Open Government Net Cost	1,809,241	1,848,963	2,196,017	2,117,569

An Economic Development and Open Government Department budget of \$2,487,801 is recommended for 2020/21. This represents a slight decrease of \$64,094 from the revised budget for 2019/20.

Salaries are recommended at \$1,021,025, representing an increase of \$60,752 over 2019/20. This reflects increases for the transition of a part time employee to full time that was approved during FY 2019/20, position step advancements and previously negotiated cost of living adjustments.

Benefits are recommended at \$367,471 representing an increase of \$47,771 over 2019/20. This is attributed to the transition of a part time employee to full time that was approved during FY 2019/20, employee benefit selections, increased retirement and workers compensation costs.

Services and supplies are recommended at \$894,305, a decrease of \$292,542 overall from FY 2019/20. This decrease is due to the elimination of one-time costs not expected to reoccur in FY 2020/2021.

Capital costs are recommended at \$205,000, an increase of \$119,925 due to increased Information Technology capital needs for internet high speed connection and cloud backup, software upgrades and paperless agenda system and access.

Economic Development

The ED Division supports a healthy, diversified local economy by helping businesses start, thrive, and grow in Petaluma. The ED Division has developed award-winning tools and programs to assist businesses in areas such as:

- Navigating City requirements.
- Recruiting/retaining a quality workforce.
- Finding and/or modifying commercial real estate to meet space and infrastructure needs.
- Accessing incentives and other services offered by state and regional economic development programs.
- Staying informed about and engaged in the larger Petaluma community.

The Division offers customized assistance to established businesses as well as to startups and those interested in starting a business. It also supports a strong mass communications program through its website (petalumastar.com); social media; quarterly newsletter; and through its participation in stories published in local newspapers and magazines. The Division's communications are designed for existing Petaluma businesses; prospective businesses; and top talent who are being recruited by Petaluma businesses.

The ED Division develops and maintains relationships with County agencies, business groups and local business leaders to identify and address business concerns early. Strong relationships allow the ED Division to offer resources and support to local businesses from throughout the region and state. The ED Division works with regional programs and resources to help maintain and develop a strong workforce in Petaluma.

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

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

Economic Development Budget

11340 ECONOMIC DEVELOPMENT	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	172,789	174,132	184,169	248,348
Benefits	55,425	55,051	59,382	70,091
Services & Supplies	89,728	105,204	261,969	74,001
Economic Development	317,942	334,387	505,520	392,440
Less Intragovernmental Offset	(330,799)	(340,865)	(355,878)	(370,232)
General Fund Economic Development Net Cost	(12,857)	(6,478)	149,642	22,208

An Economic Development Budget of \$392,440 is recommended for 2020/21. This represents a decrease of \$113,080 from 2019/20.

Salaries are recommended at \$248,348 representing an increase of \$64,179 over 2019/20. This increase is due to the transition of a part time employee to full time that was approved during FY 2019/20, position step advancements and previously negotiated cost of living adjustments.

Benefits are recommended at \$70,091 representing an increase of \$10,709 over 2019/20. This increase is due to the transition of a part time employee to full time that was approved during FY 2019/20, position step advancements, and increased retirement workers compensation costs.

Services and supplies are recommended at \$74,001, a decrease of \$187,968 from 2019/20. This decrease is primarily due to the elimination of a non-recurring cost as well as reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 21 balanced budget.

Policy Options

None

Information Technology

Information Technology is charged with responsibility for the City's diverse technology assets. Technology solutions are conceived jointly by IT and the departments, and then are planned and deployed appropriately and efficiently.

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

Information Technology provides data management, network security, purchasing, and environmentally friendly equipment disposal. IT provides general project assistance to

all departments and on all levels. The division serves as the staff liaison to the Technology Committee, is the City representative to Petaluma Community Access (PCA), and coordinates and monitors video/cable TV franchise issues for the City.

Information Technology Budget

73100 INFORMATION TECH ADMINISTRATION AND OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	727,032	762,008	776,104	772,677
Benefits	242,596	208,486	260,318	297,380
Services & Supplies	852,470	884,947	924,878	820,304
Capital Expenditures	-		85,075	205,000
Information Tech Administration and Operations	1,822,098	1,855,441	2,046,375	2,095,361

An Information Technology Budget of \$2,095,361 is recommended for 2020/21. This represents an increase of \$48,986 over 2019/20.

Salaries are recommended at \$772,677 representing a decrease of \$3,427 from 2019/20. This decrease is due to a vacant position budgeted at lower step partially offset by position step advancements.

Benefits are recommended at \$297,380 representing an increase of \$37,062 over 2019/20. This increase is due to a vacant position budgeted at a lower step offset by increased retirement and workers compensation costs.

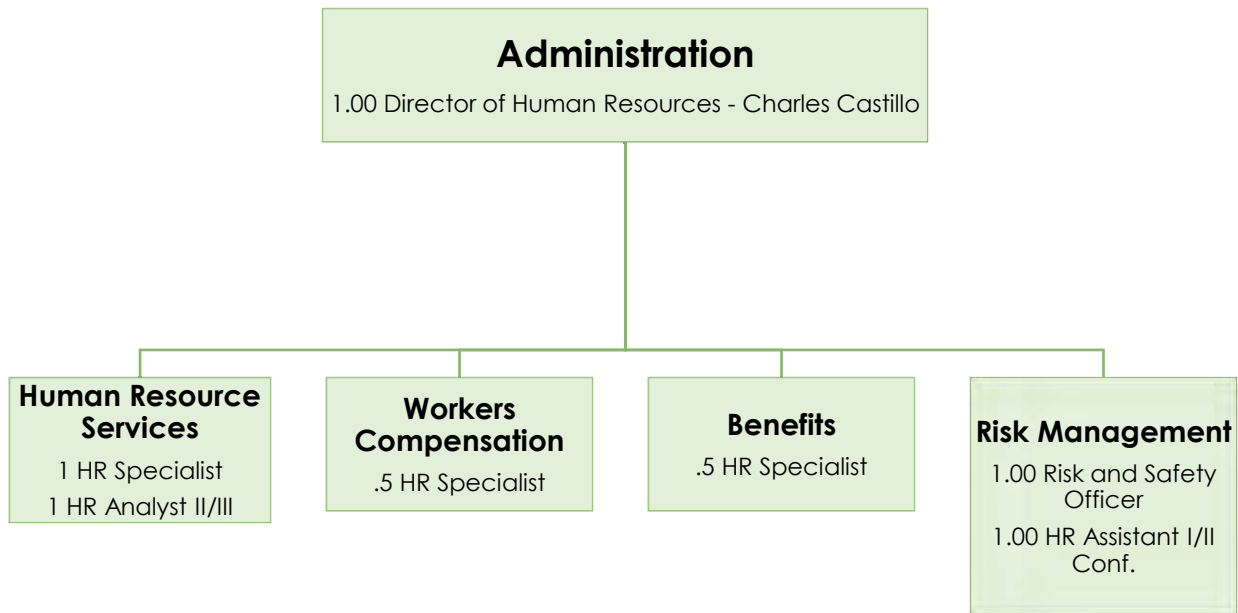
Services and supplies are recommended at \$820,304, a decrease of \$104,574 from 2019/20. This decrease is primarily due to the elimination of a non-recurring cost as well as reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a FY 21 balanced budget.

Capital costs are recommended at \$205,000, an increase of \$119,925 over 2019/20. This increase is for internet cloud storage, software upgrades and paperless agenda system and access.

Policy Options

Internet high speed connections and cloud backup, Laserfiche upgrade, iPads for new paperless agenda system

Human Resources Department



FY 2021 Position Totals
6.00 FTE

This organizational chart represents citywide Full-Time Equivalent (FTEs) for this department. The Department Summary tables summarize FTEs by position allocation

Departmental Budget Overview

	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	516,488	546,523	579,650	699,230
Benefits	281,313	290,506	351,406	350,792
Services & Supplies	2,994,615	7,659,472	3,950,543	5,865,223
Transfers	100,000	-	-	-
Human Resources Department	3,892,416	8,496,501	4,881,599	6,915,245
Less Intragovernmental Offset	(389,446)	(400,966)	(388,134)	(395,430)
Human Resources Department Net Cost	3,502,970	8,095,535	4,493,465	6,519,815
By Cost Center	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Human Resources Administration and Operations	537,725	555,842	680,197	775,135
Less Intragovernmental Offset	(389,446)	(400,966)	(388,134)	(395,430)
General Fund Human Resources Admin/operations Net Cost	148,279	154,876	292,063	379,705
Employee Benefit-admin/other	145,146	156,484	58,296	33,178
Employee Benefit-dental Program	2,705	-	-	-
Employee Benefit-retirEmployee Benefits	283,179	297,309	313,423	313,423
Employee Benefit-unemployment Program	9,378	6,409	30,000	30,000
Employee Benefit-vision Program	-	-	-	-
Employee Benefit	-	-	534,926	534,926
Workers Comp	2,201,259	6,215,529	1,919,921	3,422,110
Employee Benefits	2,641,667	6,675,731	2,856,566	4,333,637
Risk Mgmt Admin/operations	713,024	1,264,928	1,344,836	1,806,473
Risk Mgmt Admin/operations	713,024	1,264,928	1,344,836	1,806,473
Human Resources Department Net Cost	3,502,970	8,095,535	4,493,465	6,519,815

Description

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

Major Accomplishments and Highlights

- Completed a Supervisory/Management Training Academy through the SRJC Petaluma campus for current and future leaders. The program was geared toward providing City staff with leadership and professional development opportunities and encouraged creativity and innovation. (City Council Objective 1, workplan items #10-11).
- In line with City Council Objective 1, workplan item #8, HR will have conducted roughly fifty (50) full-time and part-time recruitments and will have screened approximately 1,600 applications by the end of the fiscal year. Ensuring that City staffing needs are met in a timely manner remains a top priority for Human Resources.
- Worked with bargaining Units 7 and 10, to negotiate multi-year successor contracts.
- Hosted a variety of citywide trainings and initiatives, including workplace security and awareness and prevention, de-escalation techniques, hands-only Cardio Pulmonary Resuscitation and demonstration to City employees how to properly use a portable fire extinguisher, contract management, and risk transfer/additional insured requirements.

Goals and Priorities

- Work with bargaining Units 1-3, 4, 9 and 11 to negotiate successor contracts.
- Update City of Petaluma Personnel Rules and Regulations and Administrative Policies.
- Host a variety of trainings in compliance with federal/state regulations as well as trainings on harassment prevention, wellness initiatives, hands-only CPR and automated external defibrillator demonstration, safety, de-escalation and workplace security, and various trainings through the LCW Consortium. (City Council Objective 1, workplan items #10 and 12)
- Participate in the annual The Great California ShakeOut drill in October 2020
- Review and evaluate the City's overall insurance programs to maintain fiscal sustainability through limiting and reducing expenditures.

Department Budget Summary

	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	516,488	546,523	579,650	699,230
Benefits	281,313	290,506	351,406	350,792
Services & Supplies	2,994,615	7,659,472	3,950,543	5,865,223
Transfers	100,000	-	-	-
Human Resources Department	3,892,416	8,496,501	4,881,599	6,915,245
Less Intragovernmental Offset	(389,446)	(400,966)	(388,134)	(395,430)
Human Resources Department Net Cost	3,502,970	8,095,535	4,493,465	6,519,815

A Human Resources Department budget of \$6,915,245 is recommended for 2020/21. This represents an increase of \$2,033,646 over 2019/20.

Salaries are recommended at \$699,230 for 2020/21 representing an increase of \$119,580 over 2019/20. This increase is mainly due to additional funding for increased staffing needs, the additional cost of the newly approved Risk Manager position, positions being hired at a higher step than budgeted, previously negotiated cost of living adjustments and position step advancements.

Benefits are recommended at \$350,792 for 2020/21 representing a decrease of \$614 from 2019/20. This is attributed to employee benefit selections slightly offset by increased retirement costs.

Services and supplies are recommended at \$5,865,223 for 2020/21, an increase of \$1,914,680 over 2019/20. This increase is mainly due to anticipated increased insurance premium costs, settlements and claims partially offset by to the elimination of non-recurring costs and reduced professional services.

Transfers are recommended at \$0.

Policy Options

None

Administration

Human Resources Administration provides a full range of human resources services and support to departments within the City.

Administration Budget

11600 HUMAN RESOURCES ADMIN/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	361,034	360,049	386,282	489,882
Benefits	130,525	121,356	159,918	152,630
Services & Supplies	46,166	74,437	133,997	132,623
Human Resources Admin/operations	537,725	555,842	680,197	775,135
Less Intragovernmental Offset	(389,446)	(400,966)	(388,134)	(388,134)
General Fund Human Resources Admin/operations Net Cost	148,279	154,876	292,063	387,001

A Human Resources Administration General Fund budget of \$775,135 is recommended for 2020/21. This represents an increase of \$94,938 over 2019/20.

Salaries are recommended at \$489,882 for 2020/21 representing an increase of \$103,600 over 2019/20. This increase is mainly due to additional funding for increased staffing needs, a position being hired at a higher step than budgeted, previously negotiated cost of living adjustments and position step advancements.

Benefits are recommended at \$152,630 for 2020/21 representing a decrease of \$7,288 from 2019/20. This is attributed to employee benefit selections.

Services and supplies are recommended at \$132,623 a decrease of \$1,374 from 2019/20. This decrease is mainly due to the elimination of a non-recurring cost, a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget slightly offset by intragovernmental charges for Information Technology.

Policy Options

None

Employee Benefits

The Human Resources Department administers employee and retiree health benefits.

Employee Benefits Budget

Employee Benefits	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	-	-	-	-
Benefits	105,271	111,563	125,000	125,000
Services & Supplies	335,137	348,639	811,645	786,527
Employee Benefits	440,408	460,202	936,645	911,527

Employee Benefits budget of \$911,527 is recommended for 2020/21. This is a decrease of \$25,118 from 2019/20.

Benefits are recommended at \$125,000 for 2020/21. This is unchanged from 2019/20.

Services and Supplies are recommended at \$786,527 for 2020/21. This is a decrease of \$25,118 from 2019/20. This decrease is mainly due to the elimination of the Management Training Program non-recurring cost slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget

Workers' Compensation

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

Workers' Compensation Budget

76100 Workers Comp	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	2,201,259	6,215,529	1,919,921	3,422,110
Workers Comp	2,201,259	6,215,529	1,919,921	3,422,110

The Workers Compensation budget of \$3,422,110 is recommended for 2020/21. This represents an increase of \$1,502,189 over 2019/20. This increase is mainly based on anticipated increased settlements and claims from the current actuarial report.

Policy Options

None

Risk Management

Risk Management is responsible for the management and administration of the City's self-insurance and purchased insurance programs. It also provides a multitude of risk management services and guidance to the City Council, City Management, City staff, and the citizens.

Risk Management is a division of the Human Resources Department. Its primary objectives are the City of Petaluma's safety program, risk mitigation, and implementation of various risk transfer programs and activities that minimize the City's exposure to litigation. Risk Management strives to manage, control, minimize or eliminate risk, to the extent that citizens and personnel can be reasonably protected from hazards, while ensuring that the financial solvency of the City will not be jeopardized so that City resources can be conserved for other uses. This function also assumes the primary responsibility for the administration and processing of all property and casualty claims and for risk identification, risk transfer, risk analysis and insurance coverage procurement.

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

Risk Management Budget

74100 Risk Mgmt Administration and Operations	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	155,454	186,474	193,368	209,348
Benefits	45,517	57,587	66,488	73,162
Services & Supplies	412,053	1,020,867	1,084,980	1,523,963
Transfers	100,000		-	-
Risk Mgmt Admin/operations	713,024	1,264,928	1,344,836	1,806,473

A Risk Management budget of \$1,806,473 is recommended for 2020/21. This represents an increase of \$461,637 over 2019/20.

Salaries are recommended at \$209,348 an increase of \$15,980 over 2019/20 due to newly approved Risk Manager classification and employees advancing in the salary step range.

Benefits are recommended at \$73,162 an increase of \$6,674 over 2019/20. This change is mainly attributed to increased retirement costs.

Services and Supplies are recommended at \$1,523,963 an increase of \$438,983 over 2019/20. This increase is mainly due to anticipated higher insurance premium costs and increased settlements and claims.

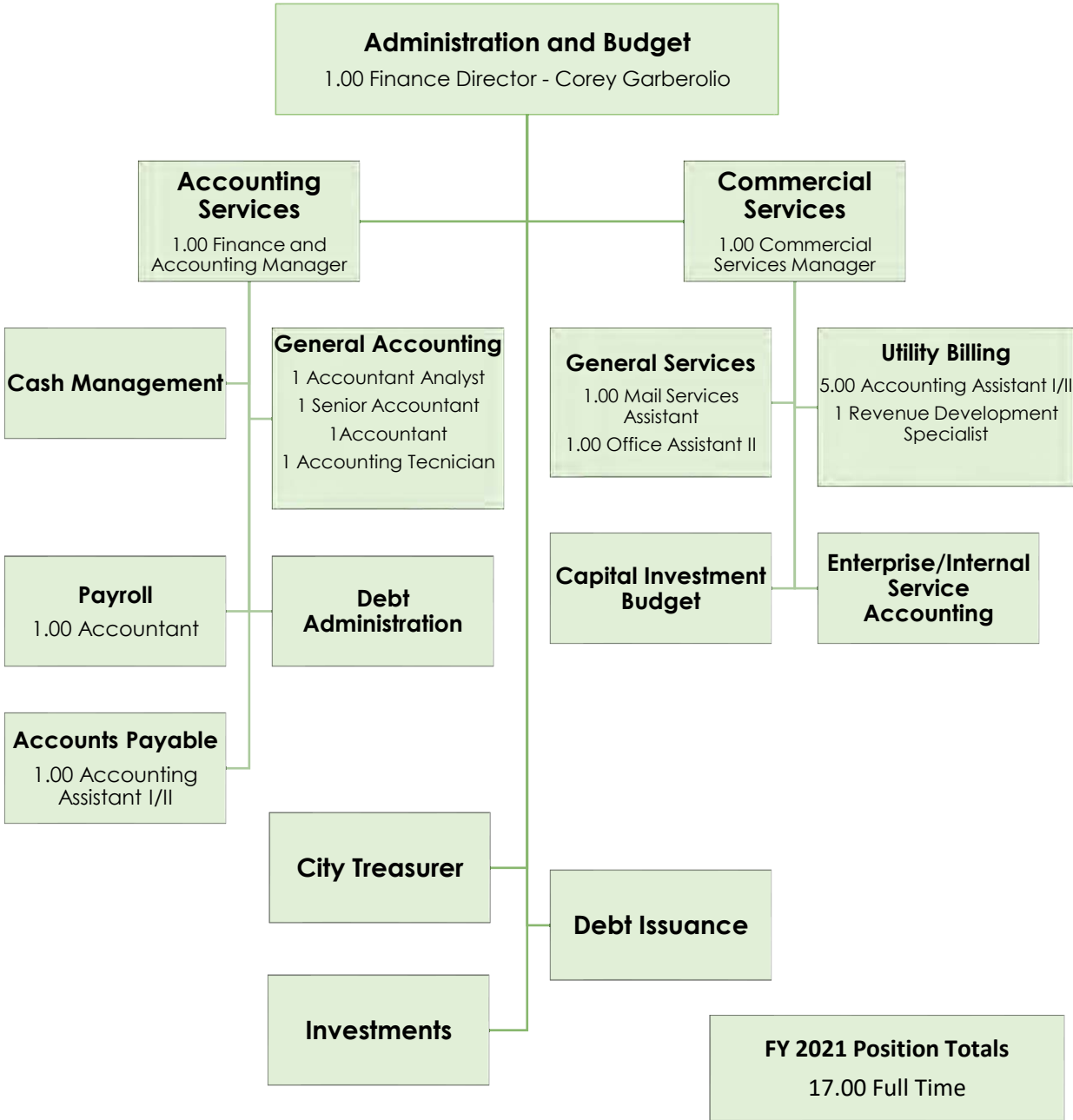
Transfers are recommended at \$0. This remains unchanged from 2019/20.

Policy Options

None



Finance Department



This organizational chart represents citywide Full-Time Equivalents (FTEs) for this department. The Department Summary tables summarize FTEs by position allocation

Departmental Budget Overview

by Account Type	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	1,190,803	1,112,052	1,340,445	1,384,329
Benefits	425,826	399,416	561,620	595,697
Services & Supplies	490,857	508,093	458,004	500,626
Finance Dept	2,107,486	2,019,561	2,360,069	2,480,652
Less Intragovernmental Offset	(1,263,338)	(1,245,343)	(1,284,837)	(1,259,461)
Finance Dept Net Cost	844,148	774,218	1,075,232	1,221,191
By Cost Center	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Finance Admin	646,849	549,428	544,247	584,372
Finance Accounting Service	698,306	747,562	887,927	916,491
Finance Commercial Service	541,313	510,147	700,677	703,372
Finance	1,886,468	1,807,137	2,132,851	2,204,235
Less Intragovernmental Offset	(1,263,338)	(1,245,343)	(1,284,837)	(1,259,461)
General Fund Finance Net Cost	623,130	561,794	848,014	944,774
General Svc-admin	7,508	7,038	6,754	5,647
General Svc-mail Services	102,390	93,267	101,016	140,656
General Svc-printing Services	111,120	112,119	119,448	130,114
General Services	221,018	212,424	227,218	276,417
Finance Dept Net Cost	844,148	774,218	1,075,232	1,221,191

Description

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

Major Accomplishments and Highlights

- Received the Government Finance Officers Association Award for Excellence in Financial Reporting for prior fiscal year.
- Received the Government Finance Officers Association Distinguished Budget Presentation Award for Fiscal Year 2019-2020.
- Significant focus and effort on developing strategies for Fiscal and Organizational Sustainability
- Continue implementation of strategies to reduce costs when and wherever possible
- Refinanced Waste Water Debt resulting in significant ongoing savings
- Continued efficiencies made to online City payment systems to improve functionality while streamlining processes

Goals and Priorities

- Complete review of all City fees and prepare for initiate fee study
- Update the City's Cost Allocation Plan
- Improve an automated online form entry and submission.
- Implement systems to facilitate efficiency during a natural disaster including offsite payment processing and electronic deposit, additional online electronic bill presentment and payment options, and inhouse electronic check scanning and deposit

Department Budget Summary

by Account Type	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	1,190,803	1,112,052	1,340,445	1,384,329
Benefits	425,826	399,416	561,620	595,697
Services & Supplies	490,857	508,093	458,004	500,626
Finance Dept	2,107,486	2,019,561	2,360,069	2,480,652
Less Intragovernmental Offset	(1,263,338)	(1,245,343)	(1,284,837)	(1,259,461)
Finance Dept Net Cost	844,148	774,218	1,075,232	1,221,191

A Finance Department budget of \$2,480,652 is recommended for 2020/21. This represents an increase of \$120,583 over the revised budget for 2019/20.

Salaries are recommended at \$1,384,329, representing an increase of \$43,884 over 2019/20. This reflects increases for position step advancements.

Benefits are recommended at \$595,697 representing an increase of \$34,077 over 2019/20. This is attributed to employee benefit selections, increased retirement and workers compensation costs.

Services and supplies are recommended at \$500,626, an increase of \$42,622 over 2019/20. This increase is primarily due to an increase in the Brinks and Bank Lockbox service charges and intragovernmental charges for Information Technology slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Administration

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

Administration Budget

11410 FINANCE ACCOUNTING SERVICE	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	485,091	497,060	596,972	607,545
Benefits	190,461	194,595	262,165	280,156
Services & Supplies	22,754	55,907	28,790	28,790
Finance Accounting Service	698,306	747,562	887,927	916,491
Less Intragovernmental Offset	(338,228)	(385,890)	(397,450)	(421,749)
General Fund Finance Accounting Service Net Cost	360,078	361,672	490,477	494,742

A Finance Administration budget of \$584,372 is recommended for 2020/21. This represents an increase of \$40,125 from 2019/20.

Salaries are recommended at \$180,798, representing an increase of \$16,571 over 2019/20. This increase is resulting from previously negotiated cost of living adjustments.

Benefits are recommended at \$45,245 and represents an increase of \$7,545 over 2019/20. This increase is mainly attributed to increased retirement and workers compensation costs.

Services and supplies are recommended at \$358,329, an increase of \$16,009 over 2019/20. This is mainly attributed to an increase in intragovernmental charges for Information Technology slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Policy Options

None

Accounting Services

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

Accounting Services Budget

11410 FINANCE ACCOUNTING SERVICE	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	485,091	497,060	596,972	607,545
Benefits	190,461	194,595	262,165	280,156
Services & Supplies	22,754	55,907	28,790	28,790
Finance Accounting Service	698,306	747,562	887,927	916,491
Less Intragovernmental Offset	(338,228)	(385,890)	(397,450)	(421,749)
General Fund Finance Accounting Service Net Cost	360,078	361,672	490,477	494,742

An Accounting Services budget of \$916,491 is recommended for 2020/21. This represents an increase of \$28,564 over 2019/20.

Salaries are recommended at \$607,545, an increase of \$10,573 over the prior year. This reflects increases for position step advancements and overtime costs.

Benefits are recommended at \$280,156, representing an increase of \$17,991 over 2019/20. This is attributed to employee benefit selections and increases in retirement and workers compensation costs.

Services and supplies are recommended at \$28,790, same as 2019/20.

Policy Options

None

Commercial Services

In the Finance Department, the Commercial Service division is responsible for revenue generating billing, cashiering, receivable and collection and customer service activities. Staff is split between cashiering and deposit operations and billing and collection functions. The department handles over 240,000 billing transactions per year and processes over 600 receipts per day. The City has approximately 5,200 business licenses generating approximately \$1,200,000 in annual revenues to the General Fund. A primary goal for the department will be the development of more online payment options for customers.

Commercial Services Budget

11420 FINANCE COMMERCIAL SERVICE	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	382,527	364,255	472,718	489,550
Benefits	144,227	135,002	216,919	202,782
Services & Supplies	14,559	10,890	11,040	11,040
Finance Commercial Service	541,313	510,147	700,677	703,372
Less Intragovernmental Offset	(487,316)	(422,804)	(477,501)	(451,599)
General Fund Finance Commercial Service Net Cost	53,997	87,343	223,176	251,773

A Commercial Services budget of \$703,372 is recommended for 2020/21. This represents an increase of \$2,695 over 2019/20.

Salaries are recommended at \$489,550, an increase of \$16,832 from 2019/20. This reflects increases for position step changes.

Benefits are recommended at \$202,782, a decrease of \$14,137. This is attributed to employee benefit selections slightly offset by increases in retirement and workers compensation costs.

Services and supplies are recommended at \$11,040, same as 2019/20.

Policy Options

None

General Services

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

General Services Budget

General Services	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	107,547	101,622	106,528	106,436
Benefits	43,092	37,833	44,836	67,514
Services & Supplies	70,379	72,969	75,854	102,467
General Services Total	221,018	212,424	227,218	276,417

A General Services Division budget of \$276,417 is recommended for 2020/21. This represents an increase of \$49,199 over the revised budget for 2019/20.

Salaries are recommended at \$106,436, representing a minor decrease of \$92 resulting from a vacant position budgeted at a lower step in the salary range.

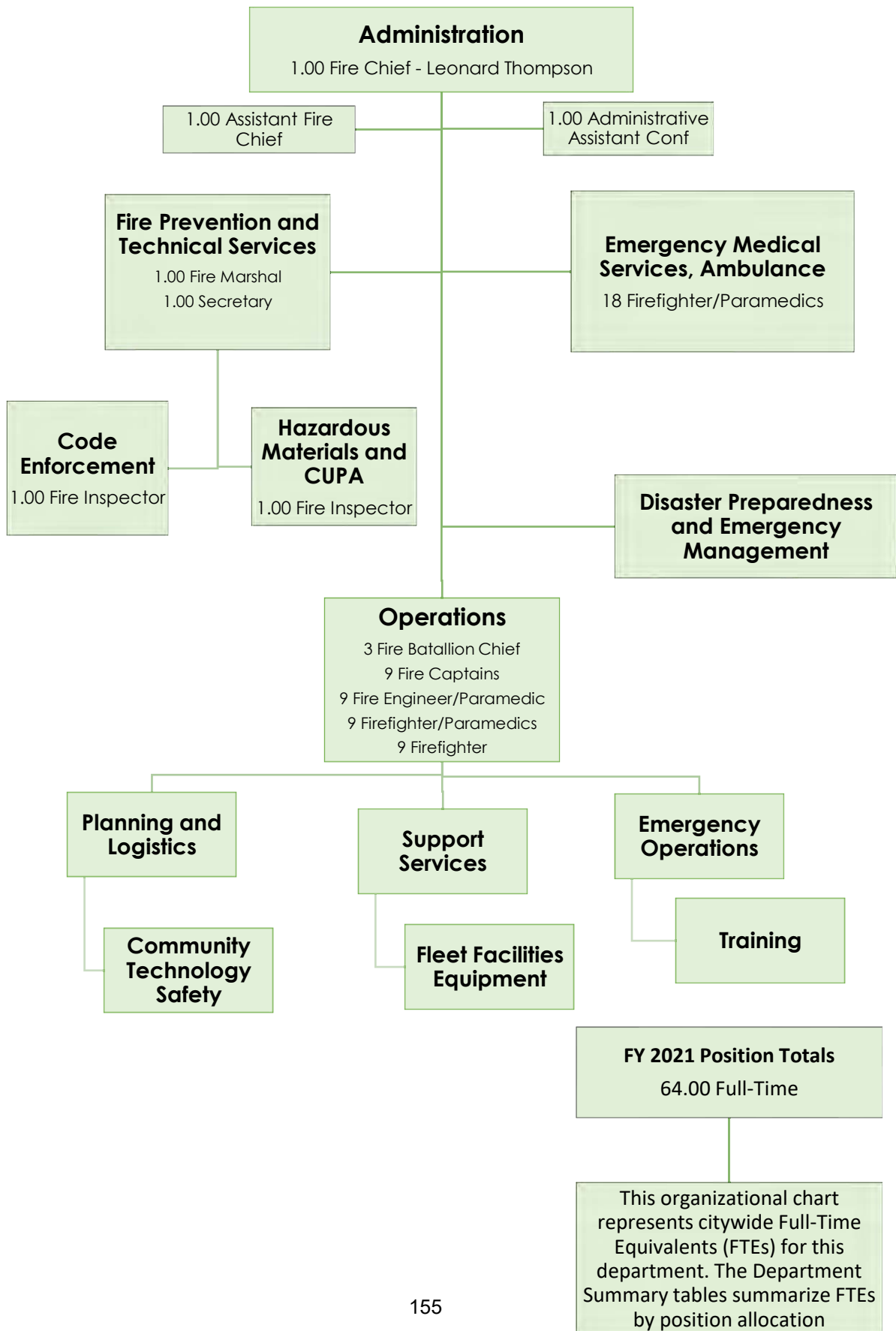
Benefits are recommended at \$67,514, a \$22,678 increase over the previous year due to changes in employee benefit selections and increased retirement and workers compensation costs.

Services and supplies are recommended at \$102,467, an increase of \$26,613 over 2019/20. This reflects an increase in Brinks and Bank Lockbox service charges.

Policy Options

None

Fire Department



Departmental Budget Overview

	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	8,400,685	8,301,566	8,996,162	9,066,833
Benefits	5,059,138	5,422,393	6,381,575	6,905,759
Services & Supplies	1,388,767	1,694,490	1,222,276	1,102,271
Capital Expenditures	32,121		96,510	
General Fund Fire Department	14,880,711	15,418,449	16,696,523	17,074,863

By Cost Center	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Fire Admin	1,303,945	1,411,612	1,308,575	1,524,641
Fire Disaster Preparedness	2,350	2,970	25,000	50,000
Fire Hazardous Materials	155,531	166,015	176,082	186,379
Fire Prevention	298,796	370,340	349,697	348,413
Fire Suppressions	12,425,902	12,588,430	14,228,400	10,196,073
Fire Suppression-apparatus	151,079	192,355	103,600	72,080
Fire Suppression-building/grounds	52,676	33,081	19,500	19,500
Fire Suppression-communications	4,643	33,249	21,400	21,400
Fire Suppression-supplies	41,831	50,405	53,500	53,500
Fire Suppression-training	19,291	28,465	17,800	17,800
Ambulance	424,667	541,527	392,969	4,585,077
General Fund Fire Department	14,880,711	15,418,449	16,696,523	17,074,863

Description

The Petaluma Fire Department is an all risk department responsible for the prevention and extinguishment of fires. Additionally, the Department provides medical treatment and transport of the sick and traumatically injured, extrication and rescue of victims, the overall management of emergency-related events impacting the health, welfare and safety of citizens and visitors to the Petaluma area. Founded in 1857, the Department has delivered emergency services 24-hours a day, every day for over 163 years. Petaluma's population has grown to over 62,000, and the call volume for emergency service has increased proportionately. During FY 2019/20, crews responded to over 7000 emergency events; averaging roughly 19+ active calls for service each day. Emergency calls for service are projected to increase 5% during FY 2020/2021.

Major Accomplishments and Highlights

- Contributed over 30 personnel to assist in the Kincadee fire that threatened several Sonoma County communities.
- Coordinated the City PG&E De-Energization Continuity of Operations plan and assisted at all levels in the Emergency Operations Center (EOC) during Public Safety Power Shutoffs (PSPS) events and the Kincadee Fire activations.
- Implemented a third Firefighter/Paramedic staffed ambulance as well as replaced our 1980's brush truck with a new Type 6 pick-up mounted wildland pumper.
- Participated in the re-write of the Counties EMS Ambulance Ordinance to include recognition and inclusion of exiting public emergency medical providers, their response areas, and the local control of response standards.
- Provided public education of Hands-Only CPR and the use of Automated External Defibrillators (AEDs) to all Petaluma seventh graders; disaster preparation public education was provided to the community through multiple community group presentations, including the annual Boy Scout Disaster Preparation fair and by public safety messages shared via social media.
- Continued the Citizens Organized to Prepare for Emergencies (COPE) program and delivered quarterly presentations to the community along with Rancho Adobe Fire.

Goals and Priorities

- Continue to upgrade, modernize, or replace Fire Department facilities to increase member privacy and accommodation of a more diverse work force.
- Continuously re-evaluate response plans and service demands to determine proper staffing levels and deployments.
- In response to the continuous rise in call volume and increasing response times, add two firefighters per day to staff an additional first-response vehicle.

- In collaboration with other South County fire agencies, continue to explore and implement consolidations of some administrative and operational services.
- Continue the COPE program to further prepare community members for major emergencies or unexpected natural events and maintain a quarterly class schedule.
- Implement Lexipol, a cloud-based Policies & Procedures program to modernize current standards and ensure they remain up to date with all laws and industry standards. Update the Fire Prevention Bureau's fleet and the Fire Chief's sedan.

Department Budget Summary

	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	8,400,685	8,301,566	8,996,162	9,066,833
Benefits	5,059,138	5,422,393	6,381,575	6,905,759
Services & Supplies	1,388,767	1,694,490	1,222,276	1,102,271
Capital Expenditures	32,121		96,510	
General Fund Fire Department	14,880,711	15,418,449	16,696,523	17,074,863

A Fire Department budget of \$17,074,863 is recommended for 2020/2021. This is an increase of \$378,340 over 2019/2020.

Salaries are recommended at \$9,066,833 an increase of \$70,671 over 2019/2020. This increase is mainly attributed to previously negotiated cost of living adjustments, position step advancements, and an increase in special pays for qualifying employees.

Benefits are recommended at \$6,905,759, an increase of \$524,184 over 2019/2020. This increase is attributed to previously negotiated cost of living adjustments, position step advancements, and an increase in retirement and workers compensation costs.

Services and supplies are budgeted at \$1,102,271 a decrease of \$120,005 from 2019/2020. This is mainly attributed to a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget slightly offset by an increase in intragovernmental charges for Information Technology.

No capital purchases are recommended in 2020/2021.

Administration

Fire Administration provides comprehensive administrative oversight and support to the Fire Department with an emphasis on strategic planning, personnel management, recruitment, budget preparation, expenditure control, implementation of new revenue-producing programs and it is responsible for the leadership, management and support of the Fire Department. This work is accomplished through cooperation from the Department's five divisions: Operations/Disaster Preparedness, Fire Prevention/Inspections, Communication/Technology, Training/Logistics, Support Services (Safety/Wellness, Fleet, and Facilities), and Emergency Medical Services. Fire Administration is responsible for ensuring that the Mission, Goals, Policies and Priorities of the Petaluma Fire Department and of the City of Petaluma are accomplished.

Administration Budget

13100 FIRE ADMINISTRATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	451,723	464,083	502,788	680,201
Benefits	219,454	259,897	293,431	417,589
Services & Supplies	632,768	687,632	512,356	426,851
General Fund Fire Administration	1,303,945	1,411,612	1,308,575	1,524,641

A Fire Administration budget of \$1,524,641 is recommended for 2020/2021. This is an increase of \$216,066 from 2019/2020.

Salaries are recommended at \$680,201 representing an increase of \$177,413 over 2019/2020. This increase is attributed to previously negotiated cost of living adjustments, position step advancements, and an increase in special pays for qualifying employees.

Benefits are recommended at \$417,589 representing an increase of \$124,158 over 2019/2020. This is mainly due to increased retirement and workers' compensation costs and employee benefit selections.

Services and supplies are budgeted at \$426,851, a decrease of \$85,505 from 2019/2020. This is mainly attributed to a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget slightly offset by an increase in intragovernmental charges for Information Technology.

Policy Options

None.

Disaster Preparedness Program

The Fire Department is responsible for Emergency Management (EM) coordination and preparation in Petaluma. It provides EM information, training and support to all City departments on FEMA-required training associated with the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS) and Incident Command System (ICS). Annual training on managing the Emergency Operations Center (EOC) is provided to City personnel. The Fire Department hosts a quarterly community presentation on Disaster Preparedness entitled COPE (Citizens Organized to be Prepared for Emergencies). Through the COPE program, the Department offers disaster preparation advice and materials for participants to help organize their own neighborhoods. The Department is the point of contact for EM information to Sonoma County and various State agencies and it is the representative agency for the California Region 2 Area to the State Office of Emergency Services.

Disaster Preparedness Program Budget

13200 FIRE DISASTER PREPAREDNESS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	2,350	2,970	25,000	50,000
General Fund Fire Disaster Preparedness	2,350	2,970	25,000	50,000

There are no salaries or benefits in this budget section.

A Disaster Preparedness program budget for services and supplies of \$50,000 is recommended for 2020/21 and represents a \$25,000 increase over the 2019/2020 budget.

Services and supplies are recommended at \$50,000, to adequately address emergency preparedness needs.

Policy Options

None.

Hazardous Materials (Hazmat CUPA program)

The Fire Prevention Bureau (FPB) regulates the use of hazardous materials in Petaluma and is certified by CalEPA as a Certified Unified Program Agency (CUPA). Through the CUPA inspection program FPB staff assists our community in maintaining compliance. The FPB employs hazardous materials specialists who respond to releases of hazardous materials in the community and provide technical support and oversight for cleanups. The FPB strives to assist businesses in Petaluma by providing training and education to help them understand the regulations to prevent accidents and releases of hazardous materials that could pose a significant health hazard and threat to life, property and the environment, if such a release occurred. FPB personnel work cooperatively with Fire Operations staff to maintain hazardous materials response readiness.

Hazardous Materials Budget

13300 FIRE HAZARDOUS MATERIALS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	96,673	101,354	105,150	110,881
Benefits	56,036	61,322	69,082	73,648
Services & Supplies	2,822	3,339	1,850	1,850
General Fund Fire Hazardous Materials	155,531	166,015	176,082	186,379

A Hazardous Materials budget of \$186,379 is recommended for 2020/2021 and represents an increase of \$10,297 over 2019/2020.

Salaries are recommended at \$110,881 for 2020/2021. This is an increase of \$5,731 over 2019/2020 and is attributed to previously negotiated cost of living adjustments and position step advancements.

Benefits are recommended at \$73,648 for 2020/2021. This is an increase of \$4,566 over 2019/2020 and is mainly due to increased retirement and workers' compensation costs.

Services and supplies of \$1,850 are recommended for 2020/2021 and represents no change from 2019/2020.

Policy Options

None.

Fire Prevention & Technical Services

The Fire Prevention Bureau's (FPB) primary mission is to provide fire and life safety public education to all age groups of the community, as well as to enforce local and State laws that promote safety and protect life and the environment, as well as personal and public property. The FPB provides detailed, pre-development plan reviews to ensure compliance with the law, and it coordinates efforts with other City departments, such as Building, Planning, and Public Works to ensure fire and life safety protection is present in all new, expanded and/or remodeled buildings. FPB personnel deliver fire prevention and life safety messages to multiple facets within the community throughout each year.

Fire Prevention & Technical Budget

13400 FIRE PREVENTION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	145,456	159,970	197,658	195,492
Benefits	91,771	102,564	126,639	127,521
Services & Supplies	61,569	107,806	25,400	25,400
General Fund Fire Prevention	298,796	370,340	349,697	348,413

A Fire Prevention & Technical Services budget of \$348,413 is recommended for 2020/21 and represents a decrease of \$1,284 from 2019/2020.

Salaries are recommended at \$195,492 for 2020/2021, a decrease of \$2,166 from 2019/2020. This decrease is attributed to employee benefit selections slightly offset by previously negotiated cost of living adjustments and position step advancements.

Benefits are recommended at \$127,521 for 2020/2021, an increase of \$882 over 2019/2020. This is mainly due to increased retirement and workers' compensation costs.

Services and supplies of \$25,400 are recommended for 2020/2021 and represents no change from 2019/2020.

Policy Options

None.

Emergency Response Division- Suppression/Operations

The Emergency Response Division is responsible for all services related to emergency operations including fire suppression, emergency medical treatment and transport, extrication and rescue, communications and the health, safety and protection of all Fire Department members. This Division is responsible for the delivery of essential emergency services to all residents, businesses and visitors in Petaluma and parts of the surrounding area through automatic and mutual aid agreements with surrounding fire agencies. The Department daily staffs one Battalion Chief, two engines, a cross-staffed engine/ladder truck, and three ALS ambulances with Firefighter/Paramedics that are also a part of most suppression/operation responses including fires, rescues and vehicle accidents. Over 80% of the time, Petaluma Fire Department apparatus are staffed with at least one paramedic and are able to deliver first-response medical care at the Advanced Life Support (ALS) level of care. The Department successfully maintains an Insurance Services Office (ISO) rating of 2.

Suppression/Operations Budget

Fire Suppression	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	7,664,269	7,533,671	8,150,309	5,684,374
Benefits	4,687,737	4,995,140	5,890,081	4,454,699
Services & Supplies	343,416	397,174	324,800	241,280
Capital Expenditures	-	-	79,010	-
General Fund Fire Suppression	12,695,422	12,925,985	14,444,200	10,380,353

A Suppression/Operations budget of \$10,380,353 is recommended for 2020/2021. This represents a decrease of \$4,063,847 from 2019/2020.

Salaries are recommended at \$5,684,374, a decrease of \$2,465,935 from 2019/2020. This decrease is mainly attributed to the reallocation of personnel costs to the Ambulance Emergency Response cost center in order to reflect the costs to operate the City's ambulance division. The decrease is slightly offset by an increase in overtime costs, wage increases for step advancements and previously negotiated cost of living adjustments.

Benefits are recommended at \$4,454,699, a decrease of \$1,435,382 from 2019/2020. This decrease is attributed to the associated benefits related to reallocation of personnel wages to the Ambulance Emergency Response cost center mentioned above. The decrease is slightly offset by increased retirement and workers' compensation costs.

Services and supplies are recommended at \$241,280 for 2020/2021. This is a decrease of \$83,520 from 2019/2020. This decrease is due to non-recurring one time supplies cost and reallocation of costs to the Ambulance Emergency Response budget.

Capital Expenditures are recommended at \$0, a decrease \$79,010 from 2019/2020. No capital purchases are recommended in 2020/2021.

Emergency Response Division- Ambulance Emergency Response

The Ambulance Response Division consists of three ALS paramedic ambulances and one part-time Basic Life support (BLS) ambulance. In addition to providing service to the 62,000 residents and visitors to the City, these ambulances also provide care and transport to persons in much of the South County area and parts of Marin County. This division is managed by the Operations Division but much of this service requires contract support services including a quality improvement coordinator/educator, a medical director, and an ambulance service billing contractor.

Personnel staffing the ALS ambulances are also a vital part of fire, rescue, and other responses. A large portion of the cost of this program is off-set through ambulance billing and both state and federal reimbursement.

Ambulance Budget

13600 AMBULANCE	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	42,564	42,488	40,257	2,395,885
Benefits	4,140	3,470	2,342	1,832,302
Services & Supplies	345,842	495,569	332,870	356,890
Capital Expenditures	32,121	-	17,500	-
Ambulance	424,667	541,527	392,969	4,585,077

An Ambulance Emergency Response budget of \$4,585,077 is recommended for 2020/2021. This represents an increase of \$4,192,108 over 2019/2020.

Salaries are recommended at \$2,395,885, an increase of \$2,355,628 over 2019/2020. This increase is mainly attributed to the reallocation of personnel costs from the Suppression/Operations cost center to reflect true costs to operate the City's ambulance division. The increase also accounts for an increase in part time wages, wage increases for step advancements and previously negotiated cost of living adjustments

Benefits are recommended at \$1,832,302, an increase of \$1,829,960 over 2019/2020. This increase is mainly attributed to the associated benefits related to reallocation of personnel wages from the Suppression/Operations budget as mentioned above. The increase also accounts for increased retirement and workers' compensation costs.

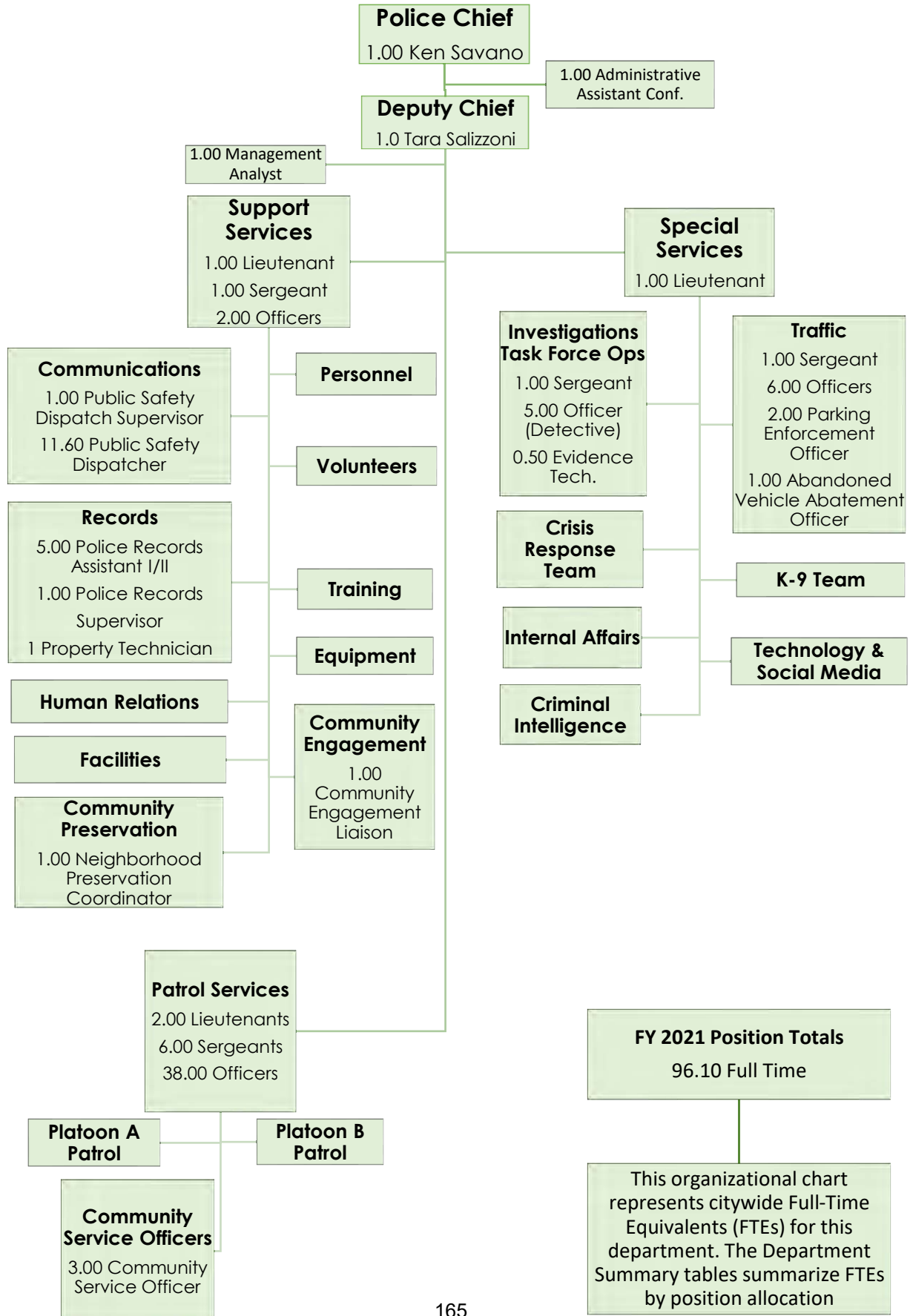
Services and supplies are recommended at \$356,890 for 2020/2021. This is an increase of \$24,020 over 2019/2020. This increase is mainly due to reallocation of costs from the Suppression/Operations budget.

Capital Expenditures are recommended at \$0, a decrease of 17,500. No capital purchases are recommended in 2020/2021.

Policy Options

None.

Police Department



Departmental Budget Overview

By Account Type	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	9,995,111	10,685,576	11,564,921	11,622,163
Benefits	5,431,573	6,250,168	7,451,355	7,781,916
Services & Supplies	2,484,442	6,066,287	2,107,421	2,047,736
Capital Expenditures	121,758	94,003	-	-
Total Police Department	18,032,884	23,096,034	21,123,697	21,451,815

By Cost Center	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Police Admin	3,079,875	3,361,784	3,570,648	3,247,677
Police Communication	1,499,878	1,671,290	1,694,073	1,743,107
Police Cad/rms	373,184	412,613	423,847	428,647
Police Investigation	1,111,630	1,176,959	1,485,958	1,437,983
Police Patrol	8,990,025	10,101,328	10,963,838	11,596,745
Police Auto Theft	197,570	215,165	0	0
Police Traffic Safety	1,109,405	1,324,273	1,533,455	1,434,593
Police Records	655,657	664,594	731,987	756,888
Parking Enforcement	292,193	297,086	340,273	349,155
General Fund Police Department	17,309,417	19,225,092	20,744,079	20,994,795
Police Grants	617,862	3,752,500	271,041	331,499
Abandoned Vehicle Abatement	105,605	118,442	108,577	125,521
Non General Fund Police Department	723,467	3,870,942	379,618	457,020
Total Police Department	18,032,884	23,096,034	21,123,697	21,451,815

Description

The mission of the Police Department is ***Working with our community to provide professional police services since 1858***. The Police Department provides a full range of law enforcement services to the community. The department is divided into three service divisions; **Patrol, Special, and Support**. Within these divisions employees are assigned to specific functions including uniformed patrol, traffic enforcement, parking enforcement, code enforcement, investigations, records, communications and administration. The FY 20-21 Police Department budget reflects this structure.

Major Accomplishments and Highlights

- Continued Implementation of best practices in policing from the President's Task Force report on 21st Century Policing.
 - Building Public Trust and Legitimacy
 - Policy and Oversight
 - Technology and Social Media
 - Community Policing and Crime Reduction
 - Training and Education
 - Officer Safety and Wellness
- Crime reduction and improved quality of life for everyone in our community.
- Increased traffic safety by re-establishing a partially staffed traffic team.

Goals and Priorities

- Continue community policing and engagement to build trust and partnerships.
- Continue to collaborate with community-based organizations and service providers to proactively address mental health, substance abuse, and homelessness.
- Continue proactive recruitment and retention to restore/provide essential services to the community.

Department Budget Summary

By Account Type	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	9,995,111	10,685,576	11,564,921	11,622,163
Benefits	5,431,573	6,250,168	7,451,355	7,781,916
Services & Supplies	2,484,442	6,066,287	2,107,421	2,047,736
Capital Expenditures	121,758	94,003	-	-
Total Police Department	18,032,884	23,096,034	21,123,697	21,451,815

A Police Department budget of \$21,451,815 is recommended for 2020/21. This represents an increase of \$328,118 over 2019/20.

Salaries are recommended at \$11,622,163 representing an increase of \$57,242 over 2019/20. This change is mainly due to funding 2 additional Community Service Officers annual step increases, employee benefit selection, and negotiated salary and benefit adjustment, slightly offset by the elimination of 2 grant funded police officers.

Benefits are recommended at \$7,781,916 representing an increase of \$330,561 over 2019/20. This change is due to increased retirement costs, workers compensation costs, negotiated salary adjustments impacting benefit costs and full-time staffing positions as listed above.

Services and supplies are recommended at \$2,047,736 a decrease of \$59,685 from 2019/20. This change is mainly attributed to a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Capital expenditures are recommended at \$0, same as 2019/20.

Administration

Police Department Administration oversees the department's three police divisions and coordinates with department staff to promote accountability, collaboration and sound fiscal oversight among the entire Police Department.

Administration Budget

15100 POLICE ADMINISTRATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	1,229,168	1,263,227	1,601,657	1,428,581
Benefits	709,310	792,390	1,018,599	942,054
Services & Supplies	1,141,397	1,268,000	950,392	877,042
Capital Expenditures	-	38,167	-	
General Fund Police Administration	3,079,875	3,361,784	3,570,648	3,247,677

An Administration budget of \$3,247,677 is recommended for 2020/21. This represents a decrease of \$322,971 from 2019/20.

Salaries are recommended at \$1,428,581 representing a decrease of \$173,076 from 2019/20. This decrease is mainly due to reallocation of a budgeted position and associated salary costs to patrol slightly offset by increases resulting from previously negotiated cost of living adjustments.

Benefits are recommended at \$942,054 representing a decrease of \$76,545 from 2019/20. This change is mainly due to moving a budgeted positions and associated salary costs to Patrol slightly offset by an increase in employee benefit selection.

Services and Supplies are recommended at \$877,042 a decrease of \$73,350 from 2019/20. The decrease is mainly due to a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget, offset by a one-time replacement of ballistic Vests, a 2 Year Body Worn Camera (BWC) Cloud Service and an increase in intragovernmental charges for Information Technology.

Policy Options

There is a recommended increase of \$52,271 to replace 16 ballistic Vests that are approaching expiration and needed to protect safety personnel. Included is a 2 Year Body Worn Camera (BWC) Cloud Service to store audio and video used for evidence.

Communications

As the primary public safety answering point (PSAP) for Petaluma, all emergency and non-emergency calls come into the Communications Center. The calls for service range from general questions regarding City services, civil disputes, and reporting emergency calls like fire, injury traffic collisions, violence, and medical emergencies. In addition to answering phone calls and dispatching field personnel, public safety dispatchers process field requests and registration checks on individuals and vehicles; request towing services and enter vehicles and property into state and federal computer systems. As the PSAP, the team continues to receive all 911 and emergency calls for fire, ambulance and police services. However, once the initial call is determined to be of a fire or medical nature only, the call is transferred to REDCOM for the dispatching of the appropriate Fire and Emergency Medical Service (EMS) resources.

Communication Budget

15200 POLICE COMMUNICATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	1,026,236	1,240,943	1,245,845	1,223,572
Benefits	335,226	360,684	435,728	507,035
Services & Supplies	16,658	13,827	12,500	12,500
Capital Expenditures	121,758	55,836	-	-
General Fund Police Communication	1,499,878	1,671,290	1,694,073	1,743,107

A Communication budget of \$1,743,107 is recommended for 2020/21. This represents an increase of \$49,034 over 2019/20.

Salaries are recommended at \$1,223,572 representing a decrease of \$22,273 from 2019/20. This decrease is mainly due to one less part time position slightly offset by a recently bargained salary and benefit adjustment, as well as step increases.

Benefits are recommended at \$507,035 representing an increase of \$71,307 over 2019/20. This is mainly attributed to increased retirement costs slightly offset by employee benefit selection.

Services and Supplies are recommended at \$12,500 the same as 2019/20.

There are no capital expenditures in this budget

Policy Options

None

CAD/RMS

The Computer Aided Dispatch (CAD) and Records Management System (RMS) provide electronic systems to assist in the tracking calls for police services and vital records keeping functions.

CAD/RMS Budget

15210 POLICE CAD/RMS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	373,184	412,613	423,847	428,647
General Fund Police Cad/rms	373,184	412,613	423,847	428,647

A CAD/RMS budget of \$428,647 is recommended for 2020/21. This is an increase of \$4,800 over 2019/20. The is due to an increase in shared operating costs from the county-wide consortium and is covered by reallocating the department budget from other cost centers.

There are no salaries or benefits in this budget.

Policy Options

None

Investigations

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

Investigations Budget

15500 POLICE INVESTIGATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	655,904	728,636	898,461	858,052
Benefits	386,916	379,160	546,497	538,931
Services & Supplies	68,810	69,163	41,000	41,000
General Fund Police Investigation	1,111,630	1,176,959	1,485,958	1,437,983

An Investigation budget of \$1,437,983 is recommended for 2020/21. This represents a decrease of \$47,975 from 2019/20.

Salaries are recommended at \$858,052 representing a decrease of \$40,409 from 2019/20. This is mainly due to a vacant position budgeted at a lower step and reallocation of personnel slightly offset by a recently bargained salary and benefit adjustment, as well as step increases.

Benefits are recommended at \$538,931 representing a decrease of \$7,566 from 2019/20. This change is mainly due to the associated benefits related to the decreased salaries mentioned above slightly offset by increased retirement costs and employee benefit selections.

Services and Supplies are recommended at \$41,000 representing no change from the 2019/20 budget.

Policy Options

None

Patrol

The Patrol Division is comprised of the six (6) uniformed patrol teams that provide 24 hour a day general and emergency response to calls for service. The six patrol teams are divided into two platoons with opposite days off. Also included are the Code Enforcement, K-9 Unit, Gang Team, Field Training Officer program, Jail management, alcohol licenses, Planning Design Review, Alcohol Related Nuisance Ordinance and RBS compliance. The division is managed by two (2) Lieutenants, one in charge of each platoon.

Patrol Budget

15600 POLICE PATROL	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	5,356,293	5,710,023	6,038,946	6,394,279
Benefits	3,011,177	3,746,618	4,394,583	4,672,157
Services & Supplies	622,555	644,687	530,309	530,309
General Fund Police Patrol	8,990,025	10,101,328	10,963,838	11,596,745

A Patrol budget of \$11,596,745 is recommended for 2020/21. This represents an increase of \$632,907 over 2019/20.

Salaries are recommended at \$6,394,279 representing an increase of \$355,333 over 2019/20. This increase is mainly due to moving a budgeted position and associated salary costs from patrol, funding 2 Community Service Officers funded by anticipated ongoing vacancies, increased overtime costs, a recently negotiated salary and benefit adjustment, as well as step increases, slightly offset by the elimination of 2 grant funded police officer positions.

Benefits are recommended at \$4,672,157 representing an increase of \$277,574 over 2019/20. This change is mainly due to benefits associated with the salary increases mentioned above, increased retirement, workers compensation costs, and employee benefit selection.

Services and supplies are recommended at \$530,309, same as 2019/20.

Policy Options

None

Auto Theft

Officer assigned to the local Auto Theft Task Force has been reassigned to patrol.

Auto Theft Budget

15610 POLICE AUTO THEFT	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	115,621	121,898	-	-
Benefits	81,949	93,267	-	-
General Fund Police Auto Theft	197,570	215,165	-	-

No salaries and benefits budgeted for FY 2020/21, same as FY 2019/20.

Policy Options

None

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Traffic Safety

Traffic Safety provides enforcement of traffic regulations throughout the community. The Traffic Team recognizes the impact fatal, injury, and property damage collisions have in the community. Preventing death, injury, and property damage on City streets remains the highest public safety priority. To further reduce injury and death, impaired and distracted driving, occupant protection/safety belt use, bicycle and pedestrian safety, and motorcycle safety are also high enforcement priorities.

Traffic Safety Budget

15620 POLICE TRAFFIC SAFETY	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	643,191	774,108	870,008	792,548
Benefits	428,429	507,352	639,947	618,545
Services & Supplies	37,785	42,813	23,500	23,500
General Fund Police Traffic Safety	1,109,405	1,324,273	1,533,455	1,434,593

A Traffic Safety budget of \$1,434,593 is recommended for 2020/21. This represents a decrease of \$98,862 from 2019/20.

Salaries are recommended at \$792,548 representing a decrease of \$77,460 from 2019/20. This decrease is attributed to reallocation of personnel and slightly offset by a recently negotiated salary and benefit adjustment, as well as step increases and an increase in special pays for qualifying employees.

Benefits are recommended at \$618,545 representing a decrease of \$21,402 from 2019/20. This decrease is attributed to reallocation of personnel, slightly offset by increased retirement and workers compensation costs.

Services and Supplies are recommended at \$23,500, same as 2019/20.

Policy Options

None

Records

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

Records Budget

15700 POLICE RECORDS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	437,869	439,532	485,815	471,501
Benefits	194,312	200,603	228,172	267,387
Services & Supplies	23,476	24,459	18,000	18,000
General Fund Police Records	655,657	664,594	731,987	756,888

A Records budget of \$756,888 is recommended for 2020/21. This represents an increase of \$24,901 over 2019/20.

Salaries are recommended at \$471,501 representing a decrease of \$14,314 from 2019/20. This decrease is mainly attributed to a vacant position budgeted at a lower step, slightly offset by a recently negotiated salary and benefit adjustment.

Benefits are recommended at \$267,387 representing an increase of \$39,215 over 2019/20. This increase is attributed to increased retirement and by employee benefit selections.

Services and Supplies are recommended at \$18,000, same as 2019/20.

Policy Options

None

Parking Enforcement

The Parking Enforcement Team is staffed by two full-time Parking Enforcement Officers, (PEO) and one part-time PEO. The PEO's are responsible for enforcement of the City's Municipal Code regarding parking regulations, and a majority of their time is spent in the downtown business district.

Parking Enforcement Budget

15800 PARKING ENFORCEMENT	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	129,047	147,014	181,081	174,600
Benefits	40,229	41,422	52,492	67,855
Services & Supplies	122,917	108,650	106,700	106,700
General Fund Parking Enforcement	292,193	297,086	340,273	349,155

A Parking Enforcement budget of \$349,155 is recommended for 2020/21. This represents an increase of \$8,882 over 2019/20.

Salaries are recommended at \$174,600 representing a decrease of \$6,481 from 2019/20. This decrease is attributed to reduced part time hours, slightly offset by a recently negotiated salary and benefit adjustment.

Benefits are recommended at \$67,855 representing an increase of \$15,363 over 2019/20. This increase is mainly attributed to increased retirement costs and employee benefit selections.

Services and Supplies are recommended at \$106,700, same as 2019/20.

Policy Options

None

Grants

The Police Department continuously looks for grant opportunities to offset the cost of new police services, technology acquisitions, and specialized programs.

Grants Budget

<i>22500 Police Grants</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	327,467	179,803	163,804	199,013
Benefits	221,227	104,545	107,237	132,486
Services & Supplies	69,168	3,468,152	-	-
Police Grants	617,862	3,752,500	271,041	331,499

A Grants budget of \$331,499 is recommended for 2020/21. This represents an increase of \$60,458 over 2019/20.

Salaries are recommended at \$199,013 representing an increase of \$35,209 over 2019/20. This is due to an increase in reimbursable costs funded by police grants in 2020/21, slightly offset by a recently negotiated salary and benefit adjustments.

Benefits are recommended at \$132,486 representing an increase of \$25,249 over 2019/20. This is due to an increase in reimbursable costs funded by police grants in 2020/21 and increased retirement costs.

No services and supplies are recommended in 2020/21.

Policy Options

None

Abandoned Vehicle Abatement

Abandoned Vehicle Abatement (AVA) consists of one full-time civilian officer. The AVA officer targets abandoned vehicles and vehicles left parked on City streets for more than 72 hours. The Department receives approximately 97 calls for service a month regarding abandoned vehicles and the goal is to reduce the number of calls for service and increase enforcement of abandoned vehicles left on City streets and private property.

Abandoned Vehicle Abatement Budget

23100 Abandoned Vehicle Abatement	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	74,315	80,392	79,304	80,017
Benefits	22,798	24,127	28,100	35,466
Services & Supplies	8,492	13,923	1,173	10,038
Capital Expenditures	-	-	-	-
Abandoned Vehicle Abatement	105,605	118,442	108,577	125,521

An Abandoned Vehicle Abatement budget of \$125,521 is recommended for 2020/21. This represents an increase of \$16,944 over 2019/20.

Salaries are recommended at \$80,017 representing an increase of \$713 over 2019/20. This increase is due to a recently negotiated salary and benefit adjustments.

Benefits are recommended at \$35,466 representing an increase of \$7,366 over 2019/20. This increase is due to increased retirement costs.

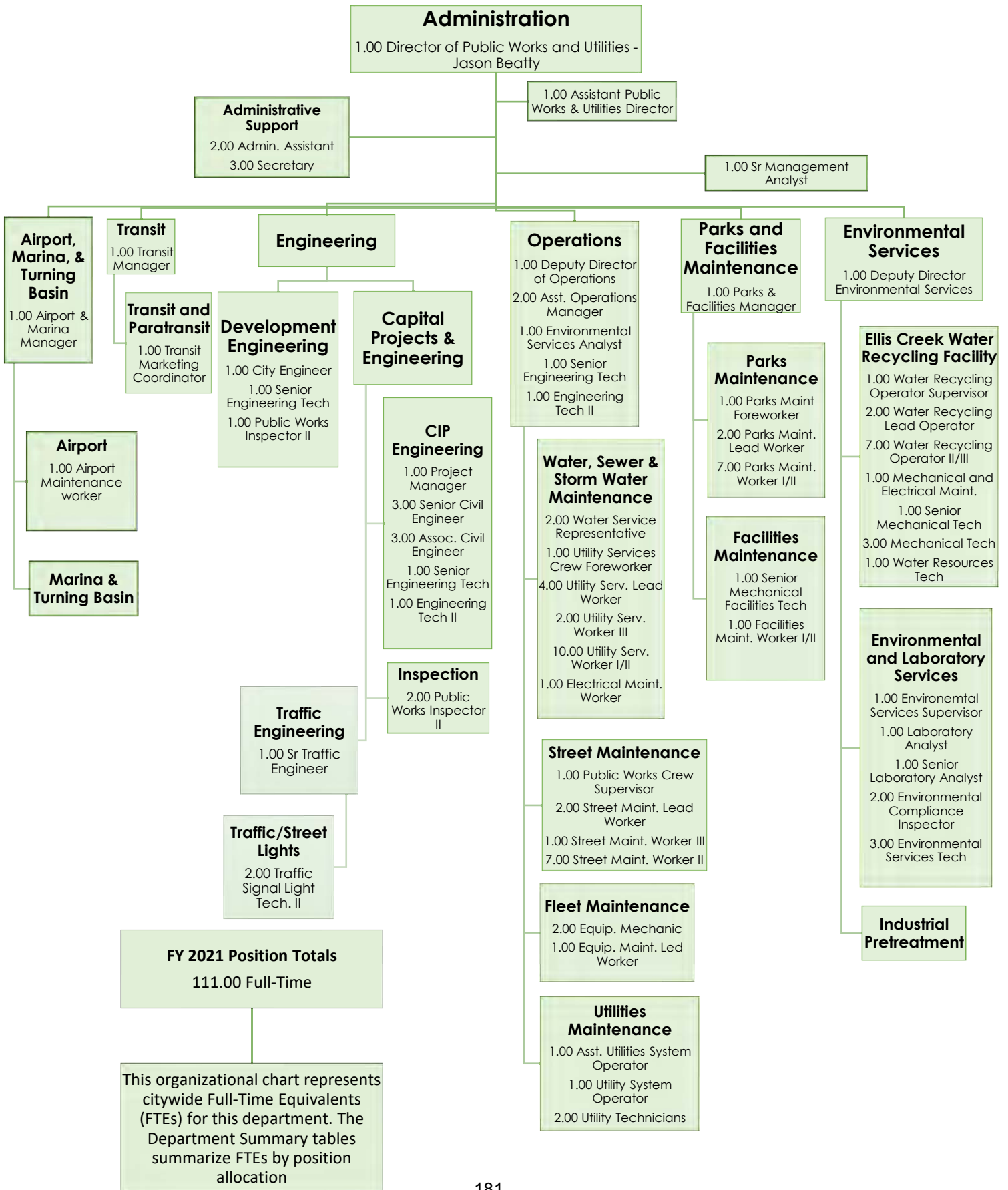
Services and supplies are recommended at \$10,038 an increase of \$8,865 over 2019/20. This is mainly to reflect historical increased program costs, slightly offset by a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Policy Options

None



Public Works and Utilities



Departmental Budget Overview

By Account Type	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	8,781,668	7,840,672	9,302,377	10,182,755
Benefits	3,672,373	3,138,215	4,054,220	4,217,286
Services & Supplies	25,226,692	49,356,651	38,179,224	37,995,042
Capital Expenditures	1,785,027	220,008	1,963,896	1,366,500
Transfers	20,722,236	1,717,897	25,320,685	32,685,753
Public Works And Utilities	60,187,996	62,273,443	78,820,402	86,447,336

By Cost Center	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Pub Works Admin	459,923	464,355	371,232	272,291
Pub Works Engineering Development	318,283	367,868	364,747	373,500
Pub Works Engineering Cip	102,639	78,813	118,573	180,545
Pub Works Engineering Traffic	51,834	44,508	65,757	66,572
Pub Works Bldg/facility Maintenance	771,407	726,132	705,463	688,983
Pub Works Auto/equip Maint Shop	209,899	230,148	222,065	230,035
Pub Works Parks Maintenance	1,695,444	1,748,850	1,675,448	1,747,724
Pub Works Street Lights	226,857	127,593	175,000	175,000
Downtown Streets/sidewalks Maintenance	71,195	94,351	118,810	120,000
Pub Works Turning Basin/d St Bridge	53,650	28,055	30,268	34,718
General Fund Public Works and Utilities	3,961,131	3,910,673	3,847,363	3,889,368
Gas Tax	1,675,366	2,529,569	2,643,826	2,699,383
Street Maintenance (HUT)	2,668,637	2,749,941	4,601,458	6,916,120
Street Signs And Markings	573,331	530,425	555,557	598,412
Street Signals And Lights	696,890	682,395	720,633	731,366
Solid Waste Contract Mgt	(16,186)	38,119	240,828	70,549
LAD Admin/operations	406,733	373,382	622,953	481,480
Measure M Parks	-	28,597	519,000	578,902
Airport Admin/operations	1,073,294	1,245,071	1,993,296	2,135,933
Airport Fueling	641,646	518,674	668,700	621,450
Airport Hangars	50,033	89,147	97,200	112,100
Marina Admin/operations	366,972	331,657	359,150	237,813
Transit Admin	598,943	603,891	622,424	795,053
City Routes	2,289,942	2,264,837	2,042,658	1,758,687
Paratransit	688,640	755,976	1,143,989	741,580
Waste Water Admin	19,809,497	20,172,270	24,700,007	28,498,960
Waste Water Collect System	956,290	857,361	1,153,356	1,363,635
Waste Water Sewage Pump Stations	426,380	469,148	725,760	644,760
Waste Water Customer Svc	88,162	93,208	113,300	112,200
Waste Water Industrial	464,417	486,715	626,605	760,627
Waste Water Reclamation	674,250	845,971	1,248,322	1,234,925
Waste Water Storm Drain	156,704	161,527	205,446	232,520
Waste Water Ellis Creek Operations	4,758,512	5,189,282	6,837,334	7,042,628
Water Admin	5,766,482	6,155,705	8,606,120	8,936,038
Water Conservation	654,297	523,446	723,985	739,824
Water Customer Services	597,420	596,347	639,089	664,556
Water Leak Detect/cross Connect	125,729	122,756	129,884	133,274
Water Pumping	412,967	276,523	534,338	535,200
Water Source Of Supply	6,998,333	6,895,201	7,708,250	8,076,750
Water Transmission & Distribution	2,281,700	2,372,464	3,506,068	4,447,539
Storm Drainage Utility Admin	341,487	403,165	683,503	655,704
Non General Fund Public Works and Utilities	56,226,868	58,362,770	74,973,039	82,557,968
Total Public Works And Utilities	60,187,999	62,273,443	78,820,402	86,447,336

Description

The organization is comprised of the following operating units: Administration, Engineering, Environmental Services, Operations, Transit, Airport, Marina, Parks and Facilities Maintenance. Capital Projects, and Development Engineering cost centers are part of the Engineering unit. The Public Works and Utilities Department operates and maintains the City's public facilities, including parks; transportation systems; streets; streetlights and traffic control devices; marina and airport, water, wastewater and stormwater infrastructure; fleet; and Environmental Services. Comprehensive engineering services addresses new development and utility service permits, right-of-way management, design, construction management and inspections, and traffic engineering. The organizational mission is, "Working cooperatively with the public, the Public Works and Utilities Department provides innovative, responsible and sustainable management of the City's infrastructure and water resources." Success relies on the sharing of equipment, resources, expertise across divisions and workgroups, and cross-training of personnel to maximize efficiencies to provide optimum public service within existing fiscal constraints.

Major Accomplishments and Highlights

- **Environmental:** Began start-up of the Biogas-to-Biofuel (B2B) project at Ellis Creek WRF to beneficially use bio-methane produced as a byproduct of municipal wastewater solids to produce Compressed Natural Gas (CNG) to fuel the City's refuse disposal vehicle fleet. Continued expansion of the recycled water system to serve additional customers. Constructed a bridge across Ellis Creek to allow staff to access the oxidation ponds site from the Ellis Creek WRF site without having to travel on Lakeville Highway. Implemented Biosolids Strategy aimed at meeting new regulations limiting previous beneficial uses.
- **Operations:** Increased pavement restoration efforts with an increase of funding derived from SB-1. Continued with 5-year master planning for increased resiliency of the major export force main and the City's well field. Continue with the replacement of undersized water mains and inferior services. Updated Supervisory Control and Data Acquisition (SCADA) system for water operations. Oversaw the Corp yard Phase 1 demolition project which is near completion and included in the master plan for City Corp Yard to meet future needs.
- **Engineering:** Initiated land acquisition process for Rainier Crosstown Connector, and finalized concept plans, updated engineering estimate and initiated permitting process and environmental studies for Caulfield "Southern Crossing" Bridge. Improved Airport safety through hangar repairs and runway lighting upgrades. Improved community facilities and parks, partially completing Community Center repairs, initiating Cavanaugh Center roof replacement, and beginning deferred maintenance work on multi-use paths, sports courts, and turf fields. Sustainably reconstructed a significant portion of Sonoma Mountain Parkway using an innovative full-depth asphalt reclamation method. Increased vehicle, pedestrian, and bicycle safety through sidewalk, crosswalk, and bicycle facility upgrades throughout the City. Began to implement traffic signal upgrade program. Completed phase IV of the Denman Reach flood mitigation project and

ensured U.S. Army Corps activities to dredge the Petaluma River, and Turning Basin were supported, including ensuring the Shollenberger Dredge disposal site is ready for dredging. Continued replacement of aging water service and waste water collection infrastructure, including the completion of the B Street Sewer and water main replacement project Completed Facilities Assessment of Public Works buildings as part of fiscal sustainability assessment.

- Transit: Finalized fleet & facility electrification study, renewed paratransit evaluation contract, implement a new contact management system, updated modems and camera systems on fixed-route bus fleet, award contract for transit facility (555. N McDowell) ADA accessibility improvements. Completed Transit Integration Efficiency Study in conjunction with Santa Rosa City Bus and Sonoma County Transit.

Goals and Priorities

- Environmental: Complete and successfully start up the High Strength Waste portion of the Biomass to Biofuel (B2B) project, re-using waste locally to produce fuel for the City's refuse truck fleet. Begin optimization study of Ellis Creek Water Recycling Facility to provide investment and optimization strategy to plan for future demand and increasing of regulatory requirements. Continue and complete the biosolids management strategy adapting to upcoming regulatory requirements. Begin tertiary recycled water expansion project.
- Operations: Complete water delivery and waste water collection master planning effort to provide five and ten-year investment plans to increase resiliency and reliability. Complete Master planning effort for Corp Yard to increase Operational efficiency and long-term effectiveness for Water, Wastewater, Streets, Parks, Facilities, and City service partners.
- Engineering: Complete reconstruction of Maria Drive from Sonoma Mountain Parkway to Rainier, including ADA improvements and recycled waterline installation along the section of roadway. Complete planning and design of Petaluma Boulevard South roadway reconstruction and road diet, improving safety for vehicles, bicycles, transit, and pedestrians along this gateway corridor. Manage planning, design, and construction of the solar power projects at the Police Department, Community Center, Airport, and Swim Center. Complete upgrades at several uncontrolled crosswalks and improve pedestrian safety.
- Airport & Marina: Complete Runway lighting electrical upgrade project. Obtain FAA Approval of the Airport Layout Plan. Continue City Planning process for updating airport zoning. Continue needed repairs to hangars.
- Transit: Complete Transit facility ADA improvements. Continue expansion of real-time display infrastructure. Continue efforts of electrification of the fleet.
- Parks & Facilities: Complete update to the Integrated Pest Management Plan. Complete Tennis Court resurfacing project. Begin construction of the Petaluma Community Baseball Field. Continue improvements to multi-use paths with a focus on safety, wayfinding signage, and the Lynch Creek Trail.

Department Budget Summary

By Account Type	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Revised</u>	<u>2021 Adopted</u>
Salary	8,781,668	7,840,672	9,302,377	10,182,755
Benefits	3,672,373	3,138,215	4,054,220	4,217,286
Services & Supplies	25,226,692	49,356,651	38,179,224	37,995,042
Capital Expenditures	1,785,027	220,008	1,963,896	1,366,500
Transfers	20,722,236	1,717,897	25,320,685	32,685,753
Public Works And Utilities	60,187,996	62,273,443	78,820,402	86,447,336

A Public Works and Utilities Department budget of \$86,447,336 is recommended for 2020/21. This represents an increase of \$7,626,934 over 2019/20 and includes budgets in Utilities, Enterprise, and Special Revenue funds as well as costs supported by the General Fund.

Total salaries are recommended at \$10,182,755 representing an increase of \$880,378 over 2019/20. The budget reflects anticipated step increases, employee benefit selections, and includes funding for two additional Utility Service Workers for water and three additional Utility Service Workers for waste water.

Total Benefits are budgeted at \$4,217,286 and represent an increase of \$163,066 over 2019/20. The increase in benefits costs is attributed to funding for additional positions, increased retirement and workers compensation costs.

Total services and supplies are budgeted at \$37,995,042 a decrease of \$184,182 from 2019/20. This is reflective of increases in utility costs, professional services, wholesale water and other supplies required to operate. This is offset by reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Capital expenditures are budgeted at \$1,366,500 reflecting a decrease of \$597,396 from 2019/20. This is due to fewer capital purchases recommended in 2020/21.

Transfers out are budgeted at \$32,685,753 representing an increase of \$7,365,068 due primarily to increased activity related to CIP projects and corresponding transfers out.

Policy Options

Further explanations of budget changes can be found in the individual division narratives.

Administration

Administration staff promotes accountability, fiscal control, collaboration, and sound fiscal oversight while coordinating customer service requests and supporting the asset management and work order systems. Administration staff assist in the preparation and coordinate Council agenda reports, and budget and annual report documents; prepare annual fiscal projections; perform grant and contract administration; oversee asset management and customer service requests; manage utility rates, and provide clerical support of department and division managers and Council-appointed committees and commissions.

Administration Budget

16100 PUB WORKS ADMIN	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	56,993	61,637	40,983	48,415
Benefits	22,199	23,852	13,670	19,442
Services & Supplies	380,731	378,866	316,579	204,434
General Fund Pub Works Admin	459,923	464,355	371,232	272,291

A Public Works Administrative budget of \$272,291 is recommended for 2020/21. This is a decrease of \$98,941 from 2019/20.

Salaries are recommended at \$48,415, an increase of \$7,432 over 2019/20. This increase is related to funding included for increased staffing of which a portion is budgeted to this cost center.

Benefits are recommended at \$19,442, an increase of \$5,772 over 2019/20. The increase is mainly due to increased retirement and workers compensation costs.

Services and Supplies of \$204,434 are recommended which represents a decrease of \$112,145 from 2019/20 due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Policy Options

None

Engineering Division

The Engineering Division provides engineering services for the City capital projects and development reviews, permitting and inspections, and traffic engineering. Combining these functions in a single division allows for the sharing of engineering resources. It creates a broader knowledge base of engineering-related activities and services, which fosters collaboration and adds value to the City.

Engineering Division Budget

16200 PUB WORKS ENGINEERING DIVISION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	226,232	265,654	252,636	255,856
Benefits	82,855	91,904	99,436	104,969
Services & Supplies	9,196	10,310	12,675	12,675
General Fund Pub Works Engineering Division	318,283	367,868	364,747	373,500

A Public Works and Utilities Engineering Division budget of \$373,500 is recommended for 2020/21, an increase of \$8,753 over 2019/20.

Salaries are recommended at 255,856, an increase of \$3,220 over 2019/20 due to step advancements through the salary ranges.

Benefits are recommended at \$104,969, an increase of \$5,533 over 2019/20, due to changes in benefit selections by employees partially offset by increased retirement and workers compensation costs.

Services and Supplies are recommended at \$12,675, unchanged from the previous fiscal year.

Policy Options

None

Capital Projects

Capital Projects, which is part of Engineering, is responsible for managing the City's Capital Improvement Program (CIP) and providing project management of the individual projects and grants related to the CIP. Tasks include preliminary and final design services, permitting, inspections and construction management, grants administration, and setting annual water, sewer, and pavement improvement priorities. Capital improvements include streets rehabilitation and upgrades; new signage, street lights, and traffic controls; bridge evaluations and repairs; upgrades to water and wastewater facilities; improvements to trails and parks; maintenance of public buildings; drainage and flood control systems; and upgrades to airport, marina and transit facilities. The CIP team, consisting of the project managers, engineers, inspectors, and technical staff, drives projects from conception to completion by effectively managing project budgets, design and permitting activities, and construction contractors while collaborating with other City departments, and funding and regulatory agencies.

Capital Projects Budget

16210 PUB WORKS ENGINEERING CIP	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	74,188	58,057	82,154	129,482
Benefits	27,995	19,946	34,343	48,987
Services & Supplies	456	810	2,076	2,076
General Fund Pub Works Engineering CIP	102,639	78,813	118,573	180,545

A Public Works Capital Projects budget of \$180,545 is recommended for 2020/21, an increase of \$61,972 over 2019/20.

Salaries are recommended at \$129,482 an increase of \$47,328 over 2019/20 due to the reallocation of staffing for upcoming CIP projects.

Benefits are recommended at \$48,987, an increase of \$14,644 over 2019/20, resulting from changes in employee benefit selections and reallocations.

Services and Supplies are recommended at \$2,076, unchanged from the previous fiscal year.

Policy Options

None

Traffic Engineering

Managed by Engineering, traffic engineering provides funding to manage signal and streetlight maintenance and controls; review traffic infrastructure improvements; assess traffic impacts caused by private development and transportation permits; and reviews and prepares traffic and parking control plans. Staff serves as liaison to the Pedestrian and Bicycle Advisory Committee and participates in the Countywide Pedestrian and Bicycle, and the Sonoma-Marín Area Rail Transit (SMART) advisory committees.

Traffic Engineering Budget

16220 PUB WORKS ENGINEERING TRAFFIC	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	39,067	35,129	49,667	51,630
Benefits	10,986	8,741	14,190	13,042
Services & Supplies	1,781	638	1,900	1,900
General Fund Pub Works Engineering Traffic	51,834	44,508	65,757	66,572

A Public Works Engineering Traffic budget of \$66,572 is recommended for 2020/21, an increase of \$815 over 2019/2020.

Salaries are recommended at \$51,630, an increase of \$1,963 over 2019/20 for step advancements.

Benefits are recommended at \$13,042, a decrease from \$1,148 from 2019/20 due to changes in benefit selections by employees.

Services and Supplies are recommended at \$1,900, no change compared to 2019/20.

Policy Options

None

Building and Facilities Maintenance

Public Works Building and Facility Maintenance is the part of Operations that maintains and repairs City facilities, including Heating Ventilation and Air Conditioning equipment (HVAC), electrical and plumbing systems, minor remodeling and interior improvements, roofing, moisture exclusion systems, energy and water conservation upgrades, two pool mechanical systems and marina docks. Tasks include repairs due to vandalism, graffiti eradication, cleaning and repairing structures and responding to requests from City staff and the public. Contracted janitorial services for City Hall, Community Center, Senior Center, Kenilworth Center, Transit Building, Police station, Museum, and Parks/Depot Restrooms are accounted for in this cost center.

Building and Facilities Maintenance

16300 PUB WORKS BLDG/FACILITY MAINTENANCE	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	171,777	169,899	170,147	164,219
Benefits	75,194	79,054	82,836	72,284
Services & Supplies	524,436	477,179	452,480	452,480
General Fund Pub Works Bldg/facility Maintenance	771,407	726,132	705,463	688,983

A Public Works Building/Facility Maintenance budget of \$688,983 is recommended for 2020/21. This is a decrease of \$16,480 from 2019/20.

Salaries are recommended at \$164,219, a decrease of \$5,928 from 2019/20 mainly due to staffing reallocations.

Benefits are recommended at \$72,284, a decrease of \$10,552 from 2019/20 mainly due to staffing reallocations.

Services and Supplies of \$452,480 are recommended, no change compared to 2019/20.

Policy Options

None

Auto/Equipment Maintenance Shop

The Automotive/Equipment Maintenance Shop, managed by Operations, maintains and repairs the City's fleet, ensuring the safe and reliable operation of nearly one hundred vehicles and pieces of mobile equipment.

Auto/Equipment Maintenance Shop Budget

16400 PUB WORKS AUTO/EQUIP MAINT SHOP	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	139,952	143,021	140,961	145,245
Benefits	58,245	58,642	63,704	64,390
Services & Supplies	11,702	28,485	17,400	20,400
General Fund Pub Works Auto/equip Maint Shop	209,899	230,148	222,065	230,035

An Auto/Equip Maintenance Shop budget of \$230,035 is recommended for 2020/21. This is an increase of \$7,970 over 2019/20.

Salaries are recommended at \$145,245, an increase of \$4,284 over 2019/20 mainly due to staffing reallocations.

Benefits are recommended at \$64,390, an increase of \$686 over 2019/20 mainly due to staffing reallocations.

Services and Supplies of \$20,400 are recommended, an increase of \$3,000 over 2019/20 due to an increase in the cost of hazmat disposal.

Policy Options

None

Street Lights

Street Lights, managed by Engineering, provides for the proper operation of streetlights which comprises nearly 6,000 City-owned street lights .

Street Lights Budget

16530 Pub Works Street Lights	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	226,857	127,593	175,000	175,000
General Fund Pub Works Street Lights	226,857	127,593	175,000	175,000

Services and Supplies are recommended at \$175,000 for 2020/21, no change from 2019/20. This budget is allocated to utility services provided by PG&E and Sonoma Clean Power.

Policy Options

None

Parks Maintenance

Public Works Parks Maintenance, overseen by Operations, supports the maintenance of nearly 100 sites, including 47 developed parks, 27 playgrounds, pedestrian and bike paths, public landscaping, and open space. This includes maintenance for over 450 acres, 175 of which are turf. Staff supports the Tree Committee and Recreation, Music and Parks Commission, provides professional oversight of City trees, including enforcement of related ordinances, and administers the City's integrated pest management plan. Responsibilities include debris removal, playground safety inspections, and repairs, restroom cleaning, irrigation maintenance and repair, mowing, turf and ball field maintenance, pruning, fertilization, weed control, repairs due to vandalism, graffiti eradication, cleaning and repairing structures, tree maintenance, mulching, minor plumbing and construction work, and responding to requests from the public.

Parks Maintenance Budget

16540 PUB WORKS PARKS MAINTENANCE	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	604,687	634,627	709,401	768,423
Benefits	194,338	223,313	260,422	273,676
Services & Supplies	886,947	890,910	705,625	705,625
Capital Expenditures	9,472	-	-	-
General Fund Pub Works Parks Maintenance	1,695,444	1,748,850	1,675,448	1,747,724

A Public Works Parks Maintenance budget of \$1,747,724 is recommended for 2020/21. This is an increase of \$72,276 over 2019/20.

Salaries are recommended at \$768,423, an increase of \$59,022 over 2019/20 due to previously approved Park Maintenance Worker I/II and step advancements through the salary ranges.

Benefits are recommended at \$273,676, an increase of \$13,254 over 2019/20 due to previously approved Park Maintenance Worker I/II and increased retirement and workers compensation costs.

Services and Supplies of \$705,625 are recommended for 2020/21, no change compared to 2019/20.

Policy Options

None

Downtown Streets/ Sidewalks Maintenance

Downtown Streets/Sidewalks Maintenance, overseen by Parks, Facilities, and Operations, funds street and sidewalk maintenance in the downtown area, regular sidewalk and parking garage cleaning, and inspections to ensure that ADA standards are being met.

Downtown Streets/ Sidewalks Maintenance Budget

16550 DOWNTOWN STREETS/SIDEWALKS MAINTENANCE	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	71,195	94,351	118,810	120,000
General Fund Downtown Streets/sidewalks Maintenance	71,195	94,351	118,810	120,000

A Downtown Street and Sidewalks Maintenance budget of \$120,000 is recommended for 2020/21. This is an increase of \$1,190 from 2019/20.

Services and Supplies of \$120,000 are recommended, an increase of \$1,190 over 2019/20 to support an increased level of service for Keller Street Garage and sidewalk cleaning.

Policy Options

None

Turning Basin/ D Street Bridge

Public Works Turning Basin and D Street Bridge, managed by the Operations Division, funds the operation and maintenance of the D Street Bridge, and Marina Administration oversees repairs to the City docks in the Turning Basin.

Turning Basin/ D Street Bridge Budget

16600 PUB WORKS TURNING BASIN/D ST BRIDGE	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	11,528	6,028	8,350	9,389
Benefits	3,367	1,876	4,518	3,929
Services & Supplies	38,755	20,151	17,400	21,400
General Fund Pub Works Turning Basin/d St Bridge	53,650	28,055	30,268	34,718

A Public Works Turning Basin and D St Bridge budget of \$34,718 is recommended for 2020/21. This represents an increase of \$4,450 over 2019/20.

Salaries are recommended at \$9,389, an increase of \$1,039 over 2019/20.

Benefits are recommended at \$3,929, a decrease of \$589 from 2019/20 .

Services and Supplies of \$21,400 are recommended, an increase of \$4,000 over 2019/20 due to an anticipated increase in drawbridge openings.

Policy Options

None

Gas Tax

The Gas Tax fund receives gas tax revenues. These are transferred to the Street Operations fund and used to maintain City streets, signs, signals, and streetlights.

Gas Tax Budget

24100 GAS TAX	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Services & Supplies	38,516	38,512	40,631	38,000
Transfers	1,636,850	2,491,057	2,603,195	2,661,383
Gas Tax	1,675,366	2,529,569	2,643,826	2,699,383

A Gas Tax budget of \$2,699,383 is recommended for 2020/21. This is an increase of \$55,557 over 2019/20.

Services and Supplies of \$38,000 are recommended, a decrease of \$2,631 from 2019/20.

Transfers Out is recommended at \$2,661,383, an increase of \$58,188 over 2019/20. This represents an increased transfer to the Street Maintenance Fund to fund operating and capital expenditures. This increase in transfers out is funded by additional SB 1 revenue expected during fiscal year 2020/21 and Pavement Management Fees from Water and Wastewater rates.

Policy Options

None

Street Maintenance- Highway Users Tax (HUT)

Street Maintenance, a part of Operations, funds pavement and right-of-way rehabilitation and repairs, includes pothole patching, overlays, trench repair, dig-outs of broken pavement, crack sealing, weed abatement, debris removal, trail surface maintenance, and tree trimming. The street crews also provide emergency response during floods and natural disasters and temporary mitigation in support of the sidewalk repair program, while Engineering staff manages the sidewalk repair program.

Street Maintenance (HUT) Budget

24110 STREET MAINTENANCE (HUT)	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	487,182	548,388	648,661	760,557
Benefits	238,201	254,526	343,735	380,771
Services & Supplies	716,802	538,380	814,941	780,422
Capital Expenditures	4,736	111,347	-	-
Transfers	1,221,716	1,297,300	2,794,121	4,994,370
Street Maintenance (hut)	2,668,637	2,749,941	4,601,458	6,916,120

A Street Maintenance budget of \$6,916,120 is recommended for 2020/21. This is an increase of \$2,314,662 over 2019/20.

Salaries are recommended at \$760,557, an increase of \$111,896 over 2019/20. This is due to staffing reallocations and step advancements through the salary ranges.

Benefits are recommended at \$380,771, an increase of \$37,036 over 2019/20 due to increased retirement costs.

Services and supplies budget of \$780,422 is recommended for 2020/21. This represents a decrease of \$34,519 from 2019/20 mainly due to reduced intragovernmental charges resulting from a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Capital expenditures are recommended at \$0, unchanged from 2019/20.

Transfers Out are recommended at \$4,994,370, an increase of \$2,200,249 over 2019/20. This represents an increase in street related capital project activity and corresponding transfers out.

Policy Options

None

Street Signs and Markings

Street Signals and Markings, part of the Operations Division, installs and maintains street markings and signage, including regulatory, directional, street, and special signs; and applies traffic markings such as crosswalks, fog lines, bike lanes, reflectors, painted curbs, and yellow traffic buttons.

Street Signs and Markings Budget

24111 STREET SIGNS AND MARKINGS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	326,298	252,113	258,002	267,564
Benefits	146,747	110,551	129,067	143,217
Services & Supplies	100,286	99,174	168,488	157,631
Capital Expenditures	-	68,587	-	30,000
Street Signs And Markings	573,331	530,425	555,557	598,412

A Street Signs and Markings budget of \$598,412 is recommended for 2020/21. This is an increase of \$42,855 over 2019/20.

Salaries are recommended at \$267,564, an increase of \$9,562 over 2019/20 due to staffing reallocation.

Benefits are recommended at \$143,217, an increase of 14,150 over 2019/20 due to staffing reallocation and increased retirement and workers compensation costs.

Services and Supplies of \$157,631 are recommended, a decrease of \$10,857 from 2019/20 due to a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Capital expenditures of \$30,000 are recommended, an increase of \$30,000 over 2019/20 due to funding for light towers.

Policy Options

None

Street Signals

Street Signals and Lights, managed by Engineering, provides for the proper operation of streetlights and traffic signals, which comprises nearly 6,000 City-owned street lights and 50 traffic-signal-controllers. Traffic signal technicians perform preventative maintenance and respond to nearly 3,000 annual requests for underground service alerts.

Street Signals Budget

24112 STREET SIGNALS AND LIGHTS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	192,064	223,540	220,349	234,270
Benefits	71,113	83,028	90,313	92,743
Services & Supplies	433,713	335,753	409,971	404,353
Capital Expenditures	-	40,074	-	-
Street Signals And Lights	696,890	682,395	720,633	731,366

A Street Signals and Lights budget of \$731,366 is recommended for 2020/21, an increase of \$10,733 over 2019/20.

Salaries are recommended at \$234,270, an increase of \$13,921 over 2019/20 due to step advancements.

Benefits are recommended at \$92,743, an increase of \$2,430 over 2019/20 due to increased retirement costs.

Services and Supplies are recommended at \$404,353, a decrease of \$5,618 from 2019/20 due to realigning electricity costs with expected costs, based on actual usage.

Capital expenditures are recommended at \$0 for 2020/21, unchanged from 2019/20.

Policy Options

None

Solid Waste Contract Management

Solid Waste Contract Management provides oversight and contract administration resources for the responsible management of the City's Refuse and Recycle Franchise Agreement and for the franchise agreements for several Construction and Debris Hauler contractors. Primary responsibilities include holding the contractors accountable to the franchise agreements, including performing critical reviews of the annual reports and refuse rate index calculations; providing City representation to the Sonoma County Waste Management Agency; and responding to customer service requests.

Solid Waste Contract Management Budget

24113 SOLID WASTE CONTRACT MGT	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	25,888	22,260	28,028	33,979
Benefits	8,097	8,143	11,307	9,737
Services & Supplies	(50,171)	7,716	201,493	26,833
Solid Waste Contract Mgt	(16,186)	38,119	240,828	70,549

A Solid Waste Contract Management budget of \$70,549 is recommended for 2020/21. This is a decrease of \$170,279 from 2019/20.

Salaries are recommended at \$33,979, an increase of \$5,951 over 2019/20 due to step advancements.

Benefits are recommended at 9,737, a decrease of \$1,570 from 2019/20 due to changes in employee benefit selections.

Services and Supplies of \$26,833 are recommended, a decrease of \$174,660 from 2019/20 due to a detailed rate review request from Recology budgeted in the prior fiscal year.

Policy Options

None

LAD Administration/ Operations

Public Works Landscape Assessment Districts, managed by Operations, supports maintenance contracts, utilities, and supplies for 45 lighting and Landscape Assessment Districts (LLAD) city-wide. Management responsibilities include developing and budgeting for an annual work plan to maintain and improve each of the LLADs, inspecting planting installations, testing irrigation systems and eliminating leaks, working with citizen groups and resolving complaints, and inspecting work performed by outside contractors and holding them accountable. Annually, staff develops individual assessment district work plans and prepares the annual LLAD budgets and engineering reports for each assessment district before recommending annual assessments. The City Council conducts a public meeting for any changes to the assessments.

LAD Administration/ Operations Budget

25100 LAD ADMINISTRATION/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	13,752	30,160	31,852	35,904
Benefits	4,094	13,855	15,209	11,020
Services & Supplies	388,887	329,367	575,892	434,556
Lad Administration/operations	406,733	373,382	622,953	481,480

A Public Works LAD Admin/operations budget of \$481,480 is recommended for 2020/21. This is a decrease of \$141,473 from 2019/20.

Salaries are recommended at \$35,904, an increase of \$4,052 over 2019/20 due to step advancements through the salary ranges.

Benefits are recommended at \$11,020, a decrease of \$4,189 from 2019/20 due to employee benefit selections.

Services and Supplies of \$434,556 are recommended for 2020/21, a decrease of \$141,336 from 2019/20 due to reduced costs for maintenance.

Policy Options

None

Measure M Parks

Measure M is a Countywide ballot initiative approved by Sonoma County voters in November 2018, which uses a 1/8 cent sales tax to distribute 2/3 of funds collected to support Sonoma County Regional Parks, and the remaining 1/3 distributed to the nine major cities in the County based on population. Allowed uses of the funding include supporting park improvement projects, trail and pathway restoration, enhanced maintenance for city parks, waterways, natural areas, recreation facilities, and expanding community programming. Approximately \$578,902 is estimated to be available for City use in FY 2020/21. A comprehensive public outreach effort undertaken during the FY2019/20 year included a city-wide survey, a facilitated community workshop, and several public meetings, which resulted in identifying seven prioritized categories of investment, which was supported by the Recreation, Music, and Parks Commission. The prioritized categories include; A) Walking Paths, Bike Trails, Park Connections, and Access, B) Playgrounds, Sports Courts, Active Recreation Spaces, C) Natural Areas and River Enhancements, D) Enhanced Maintenance Activities, E) Recreation/Aquatics Facilities and Park Amenities, F) Creating New Park Spaces or Expanding Recreational Opportunities, G) Special Events and Community Programming. In addition to the seven investment categories, staff is recommending that all park improvement projects consider impacts to safety, maintenance, and the environment.

Measure M Parks Budget

27100 Measure M Parks	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	-	17,748	130,744	137,172
Benefits	-	10,849	45,571	38,206
Services & Supplies	-	-	87,685	180,524
Capital Expenditures	-	-	50,000	-
Transfers	-	-	205,000	223,000
Measure M Parks	-	28,597	519,000	578,902

A Measure M Parks budget of \$578,902 is recommended for 2020/21. This is an increase of \$59,902 over 2019/20.

Salaries are recommended at \$137,172, an increase of \$6,428 over 2019/20 due to increased staffing costs and needs.

Benefits are recommended at \$38,206 a decrease of \$7,365 from 2019/20 due to employee benefit selections.

Services and Supplies of \$180,524 are recommended for 2020/21, an increase of \$92,839 over 2019/20. This represents an increase in upgrading park amenities, water conservation improvements, turf repair and hard court surface improvements.

Capital expenditures are recommended at \$0, a decrease of \$50,000 from prior year.

Transfers out are recommended at \$223,000, an increase of \$18,000 due to an increase in capital project activity and corresponding transfers out.

Policy Options

None

Airport Administration/ Operations

The Airport, managed by Administration, experiences approximately 60,000 take-offs and landings each year. The cost center supports the management of 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. In addition, an automated weather observation system and a ground communication outlet are supported because they are safety features important to charter aircraft business. A self-serve fueling island provides 24/7 Avgas and jet fuel is available on-call. These are accounted for in a related cost center.

Airport Administration/ Operations Budget

61100 AIRPORT ADMINISTRATION/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	140,193	149,224	232,112	236,240
Benefits	43,106	17,816	77,316	52,744
Services & Supplies	779,595	776,606	891,868	823,949
Transfers	110,400	301,425	792,000	1,023,000
Airport Administration/operations	1,073,294	1,245,071	1,993,296	2,135,933

An Airport Admin/Operations budget of \$2,135,933 is recommended for 2020/21. This is an increase of \$142,637 over 2019/20.

Salaries are recommended at \$236,240, an increase of \$4,128 over 2019/20 due to changes in staffing allocations and step advancements through the salary ranges.

Benefits are recommended at \$52,744, a decrease of \$24,572 from 2019/20. The decrease is due to employee benefit selection and staffing allocations.

Services and Supplies of \$823,949 are recommended, a decrease of \$67,919 from 2019/20 mainly due to reduced repairs and maintenance costs budgeted in 2020/21.

Transfers Out is budgeted at \$1,023,000, an increase of \$231,000 over 2019/20. This represents an increase in capital project activity and corresponding transfers out.

Policy Options

None

Airport Fueling

The Airport offers Avgas service via a self-serve fueling island 24/7 and jet fuel service available on-call during normal working hours. Net income from this cost center covers fuel costs and funds airport operations.

Airport Fueling Budget

61200 AIRPORT FUELING	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	641,646	518,674	668,700	621,450
Airport Fueling	641,646	518,674	668,700	621,450

An Airport Fueling budget of \$621,450 is recommended for 2020/21, a decrease of \$47,250 due to a reduction in the cost of fuel purchases.

Services and Supplies of \$621,450 are recommended, a decrease of \$47,250 due to a reduction in the budgeted cost of fuel purchases.

Policy Options

None

Airport Hangers

The Airport has 167 City-owned aircraft storage hangars, 2 commercial business hangars, 4 executive hangars, 22 private hangars on City ground leases, and 118 tie-down spaces for a total capacity of 240 aircraft. Hanger management is overseen by the Administration Division. Net income from the cost center funds airport operations and maintenance.

Airport Hangers Budget

61300 AIRPORT HANGARS	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	50,033	89,147	97,200	112,100
Airport Hangars	50,033	89,147	97,200	112,100

An Airport Hangers budget of \$112,100 is recommended for 2020/21. This is an increase of \$14,900 over 2019/20.

Services and Supplies of \$112,100 are recommended, a \$14,900 increase over 2019/20 due to increased maintenance costs.

Policy Options

None

Marina Administration/ Operations

Overseen by the Administration Division, the Airport and Marina Manager manages the Petaluma Marina with 167 berths varying from 22' – 40' with a current occupancy rate at 39%. The Marina offers gasoline and diesel fuel sales for maritime vessels.

Marina Administration/ Operations Budget

64100 MARINA ADMINISTRATION/OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	27,940	30,572	67,171	64,884
Benefits	4,726	8,735	13,477	10,723
Services & Supplies	334,306	292,350	278,502	162,206
Marina Administration/operations	366,972	331,657	359,150	237,813

A Marina budget of \$237,813 is recommended for 2020/21. This is a decrease of \$121,337 from 2019/20.

Salaries are recommended at \$64,884, a decrease of \$2,287 from 2019/20 due to changes in staffing allocations.

Benefits are recommended at \$10,723 a decrease of \$2,754 from 2019/20 due to employee benefit selections.

Services and Supplies of \$162,206 are recommended, a decrease of \$116,296 from 2019/20 due mainly to one-time costs in the prior year as well as a one-time Risk Management rate holiday initiated in the budget development process and necessary to produce a balanced budget.

Policy Options

Staff recommends proceeding with the design and permitting the dredging of the Marina so that the City may coordinate with the US Army Corps of Engineers when they hire a contractor to dredge the Petaluma River. Not having the prerequisites completed when the Corps dredges the Petaluma River would mean the City would forego any synergistic benefits (mobilization/demobilization cost reductions) that may be available if the City considered dredging the Marina in coordination with the Corps dredging contractor. The anticipated cost of dredging is incorporated and tracked in the CIP project e14502024 which can be found in the CIP Parks section of this document.

Transit Administration

Petaluma Transit and Petaluma Paratransit are managed by the Transit Division, which consists of City staff and a contracted transit operator. This cost center accounts for the Transit administrative functions, including staffing, financial and operational oversight of the contract operations, and support of City Council and Transit Advisory Committee activities. The operation and maintenance contract, currently with MV Transportation, Inc., is accounted for in a related cost center.

Transit Administration Budget

65100 TRANSIT ADMINISTRATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	229,743	236,275	265,719	389,600
Benefits	70,122	83,198	93,336	137,583
Services & Supplies	288,800	273,840	263,369	267,870
Transfers	10,278	10,578	-	-
Transit Administration	598,943	603,891	622,424	795,053

A Transit Administration budget of \$795,053 is recommended for 2020/2021, an increase of \$172,629 over 2019/20.

Salaries are recommended at \$389,600, an increase of \$123,881 over 2019/20 due to funding for an Associate Transportation Planner and increasing a part time Sr. Transportation Specialist to full time.

Benefits are recommended at \$137,583, an increase of \$44,247 over 2019/20. The increase is due to increased retirement costs.

Services and Supplies of \$267,870 is recommended for 2020/21, an increase of \$4,501 over 2019/20. This is mainly attributed to an increase in intragovernmental charges for Information Technology

Policy Options

None

Transit - Fixed Routes

This cost center accounts for the contract services related to the fixed route system using a modern fleet of 14 buses operating 7 days per week on 6 distinct routes. The system provides 320,000 trips annually. Overall system productivity averages 16 passengers per revenue hour, although much higher productivity occurs during school bell times. Expanded capacity is provided at school bell times to accommodate high volumes of student riders at the local middle and high schools. Routes operate on 30- and 60-minute headways on weekdays from 6:15 am to 8:25 pm, Saturdays from 7:30 am to 8:25 pm, and Sundays from 8:30 am to 5:25 pm with limited holiday service. The Eastside Transit Center (ETC) is located next to the Washington Square Shopping Center; the Copeland Street Transit Mall is between Washington and D Street. Buses feature a low-floor, are fully accessible, and are equipped with Wi-Fi and a state-of-the-art automatic vehicle location/real-time bus information system.

City Routes Budget

65200 CITY ROUTES	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	55	71	-	-
Benefits	12	14	-	-
Services & Supplies	2,130,733	2,249,396	1,581,318	1,633,687
Capital Expenditures	-	-	461,340	125,000
Transfers	159,142	15,356	-	-
City Routes	2,289,942	2,264,837	2,042,658	1,758,687

A City Routes budget of \$1,758,687 is recommended for 2020/21. This is a decrease of \$283,971 from 2019/20.

Services and Supplies of \$1,633,687 is recommended for 2020/21, an increase of \$52,369 over 2019/20. This is mainly due to an increase in contract operation costs.

Capital expenditures are recommended at \$125,000 for 2020/21, a decrease of \$336,340 from 2019/20. The expenditures include the installation of real time bus information signage using the Automated Vehicle Location (AVL) system.

Transfers Out are budgeted at \$0 for 2020/21.

Policy Options

\$125,000 in capital expenditures is recommended for 2020/21 for the installation of real time bus information signage using the Automated Vehicle Location (AVL) system.

Paratransit

This cost center accounts for the contract services related to the “on-call” paratransit that has the same operating schedule as Petaluma Transit and provides approximately 20,000 door-to-door trips annually for people whose disabilities prevent them from utilizing fixed-route buses. All vehicles feature on board computers that communicate with Paratransit dispatch in real-time.

Paratransit Budget

65300 PARATRANSIT	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	688,640	755,976	708,989	741,580
Capital Expenditures	-	-	435,000	-
Paratransit	688,640	755,976	1,143,989	741,580

A Paratransit budget of \$741,580 is recommended for 2020/21. This is a decrease of \$402,409 from 2019/20.

Services and Supplies budget of \$741,580 is recommended for 2020/21, an increase of \$32,591 over 2019/20. This is mainly due to an increase in contract operation costs.

Capital expenditures are budgeted at \$0 for 2020/21, a reduction of \$435,000 due to less capital purchased budgeted in FY 2020/2021.

Policy Options

None

Waste Water Administration

Wastewater Administration serves the Wastewater Enterprise operations, located at the Ellis Creek Water Recycling Facility (WRF) and the Field Office, and works collaboratively with operational staff to promote efficiency, accountability, fiscal and asset management, and provide customer service. Primary responsibilities include preparation of Council agenda reports and other correspondence, budget analysis and coordination, fiscal projections and analysis, grant and contract administration, coordination of asset management and customer service request programs, and management of utility rates. The cost center includes transfers to CIP accounts, intergovernmental charges, and membership costs to key wastewater and recycled water agencies, including Bay Area Clean Water Agencies (BACWA), and California Association of Sanitation Agencies (CASA).

Waste Water Administration Budget

66100 WASTE WATER ADMINISTRATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	325,847	310,442	426,339	446,153
Benefits	102,402	113,339	140,955	158,876
Services & Supplies	9,269,836	9,426,279	10,834,713	10,165,931
Transfers	10,111,412	10,322,210	13,171,000	17,728,000
Capital Expenditures	-	-	127,000	-
Waste Water Administration	19,809,497	20,172,270	24,700,007	28,498,960

A Waste Water Administrative budget of \$28,498,960 is recommended for 2020/21. This is an increase of \$3,798,953 over 2019/20.

Salaries are recommended at \$446,153 an increase of \$19,814 due to increased costs for advancements through the salary ranges.

Benefits are recommended at \$158,876, an increase of \$17,921 over 2019/20 due to increased retirement and workers compensation costs.

Services and Supplies of \$10,165,931 are recommended which represent a decrease of \$668,782 from 2019/20 mainly due to a reduction in debt service payments and savings related to bond refinancing.

Transfers Out of \$17,728,000 are recommended which represents an increase of \$4,557,000 over 2019/20. This represents an increase in capital project activity and corresponding transfers out.

Capital expenditures are recommended at \$0, a decrease of \$127,000 from 2019/20.

Policy Options

None

Waste Water Collect System

Wastewater Collection System, under Operations, provides 24/7 collection and conveyance of domestic, commercial, and industrial wastewater generated within Petaluma and Penngrove to the ECWRF. The system connects sewer lateral piping from sewer mains and trunks that convey business and residential sewer through more than 195 miles of sewer collection pipes. Operation and maintenance of the nine sewer pump stations are funded from a related cost center. A continuous inspection program identifies problem areas when (3) remote control TV cameras are inserted through the main pipelines. Preventative repairs and cleaning, done with the use of a high-pressure water jet vacuum truck, are initiated based on inspection results.

Waste Water Collect System Budget

66200 WASTE WATER COLLECT SYSTEM	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	548,946	426,165	532,246	680,218
Benefits	237,517	215,057	243,110	290,417
Services & Supplies	169,827	216,139	378,000	393,000
Waste Water Collect System	956,290	857,361	1,153,356	1,363,635

A Waste Water Collect System budget of \$1,363,635 is recommended for 2020/21. This is an increase of \$210,279 over 2019/20.

Salaries are recommended at \$680,218, an increase of \$147,972 over 2019/20 due to funding for two additional Utility Service workers.

Benefits are recommended at \$290,417, an increase of \$47,307 over 2019/20 due to the changes described in the salary section.

Services and Supplies of \$393,000 are recommended, an increase of \$15,000 over 2019/20 mainly due to computer upgrades.

Policy Options

Increase in staffing with two additional Utility Service Workers to perform inspection and cleaning to meet the requirements of the City's Sewer System Management Plan.

Waste Water Pump Stations

Waste Water Pump Stations, managed by Environmental Services, funds the reliable operations and management of the City's nine sewer pump stations that deliver 6.7 million gallons per day (mgd) average dry weather flow, and up to 36 mgd wet weather flow of wastewater to the Ellis Creek Water Recycling Facility (ECWRF).

Waste Water Pump Stations Budget

66250 WASTE WATER SEWAGE PUMP STATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	140,049	145,213	177,149	183,814
Benefits	53,085	57,934	78,911	73,946
Services & Supplies	233,246	266,001	389,700	387,000
Capital Expenditures			80,000	-
Waste Water Sewage Pump Stations	426,380	469,148	725,760	644,760

A Waste Water Pump Station budget of \$644,760 is recommended for 2020/21. This is an increase of \$81,000 over 2019/20.

Salaries are recommended at \$183,814, an increase of \$6,665 over 2019/20 due to step advancements through the salary ranges.

Benefits are recommended at \$73,946, a decrease of \$4,965 from 2019/20 due to changes in employee benefit selections.

Services and Supplies of \$387,000 are recommended, a decrease of \$2,700 from 2019/20.

Capital expenditures are recommended at \$0.

Policy Options

None

Waste Water Customer Services

Customer Service is part of the Operations Division that works closely with the Finance Department to investigate and resolve customer-billing issues by addressing customer billing inquiries, respond to service orders, and requests for utility billing system support.

Waste Water Customer Services Budget

66300 WASTE WATER CUSTOMER SVC	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	88,162	93,208	113,300	112,200
Waste Water Customer Svc	88,162	93,208	113,300	112,200

A Waste Water Customer Service budget of \$112,200 is recommended for 2020/21. This is essentially flat from 2019/20.

Services and Supplies of \$112,200 are recommended, a decrease of \$1,100 from 2019/20.

Policy Options

None

Waste Water Industrial

Waste Water Industrial, within Environmental Services, funds environmental compliance for wastewater treatment and disposal, industrial wastewater pretreatment, laboratory analysis, pollution prevention, and other permit requirements. Treated wastewater is analyzed for over 100 chemical constituents, and results are submitted monthly to the State environmental regulators.

Waste Water Industrial Budget

66400 WASTE WATER INDUSTRIAL	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	147,231	145,951	202,368	233,540
Benefits	73,864	47,255	104,437	105,587
Services & Supplies	243,322	293,509	319,800	421,500
Waste Water Industrial	464,417	486,715	626,605	760,627

A Waste Water Industrial budget of \$760,627 is recommended for 2020/21. This is an increase of \$134,022 over 2019/20.

Salaries are recommended at \$233,540, an increase of \$31,172 over 2019/20 due to employees advancing in the salary step range as well as changes to salary allocations.

Benefits are recommended at \$105,587, an increase of \$1,150 over 2019/20 due to increased retirement costs.

Services and Supplies of \$421,500 are recommended, an increase of \$101,700 over 2019/20 for consulting services and laboratory testing to prepare for renewal of the wastewater facility's permit.

Policy Options

Funding for consultant assistance and laboratory testing of \$130,000 needed to comply with state and federal requirements is being recommended in the FY 2020/21 budget.

Waste Water Reclamation

Waste Water Reclamation within Environmental Services funds tertiary wastewater treatment, pumping, storage, and distribution of recycled water to urban and agricultural customers. Wastewater treated effluent is further treated by filtration and ultraviolet light disinfection prior to delivery to ranches, golf courses, vineyards, city parks, schools, greenbelts, the airport, and ECWRF buildings and grounds.

Waste Water Reclamation Budget

66500 WASTE WATER RECLAMATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	291,329	319,110	398,342	404,972
Benefits	101,041	133,942	179,480	159,453
Services & Supplies	281,880	392,919	670,500	670,500
Waste Water Reclamation	674,250	845,971	1,248,322	1,234,925

A Waste Water Reclamation budget of \$1,234,925 is recommended for 2020/21. This is a decrease of \$13,397 from 2019/20.

Salaries are recommended at \$404,972, an increase of \$6,630 over 2019/20. Increase is due to employees advancing in the salary step range as well as changes to salary allocations.

Benefits are recommended at \$159,453, a decrease of \$20,027 from 2019/20 due to changes in employee benefit selection.

Services and Supplies of \$670,500 are recommended, no change from 2019/20.

Policy Options

None

Waste Water Storm Drain

Waste Water Storm Drain, managed by Operations, funds the portion of storm drain maintenance program that is directly related to the operation of the Sewer Utility. Storm water crews clear, clean, and maintain approximately 4,645 storm drain catch basins, miles of culverts and open ditches, and the storm water pump stations located at Payran, Vallejo, and Wilson Streets to reduce inflow of stormwater into the City's sewer collection system.

Waste Water Storm Drain Budget

66600 WASTE WATER STORM DRAIN	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	80,124	108,365	121,046	103,571
Benefits	36,143	44,164	45,000	39,399
Services & Supplies	40,437	8,998	39,400	39,550
Capital Expenditures	-	-	-	50,000
Waste Water Storm Drain	156,704	161,527	205,446	232,520

A Waste Water Storm Drain budget of \$232,520 is recommended for 2020/21. This is an increase of \$27,074 over 2019/20.

Salaries are recommended at \$103,571, a decrease of \$17,475 from 2019/20 due to position allocation changes.

Benefits are recommended at \$39,399, a decrease of \$5,601 from 2019/20 due to employee benefit selections.

Services and Supplies of \$39,550 are recommended, essentially flat from 2019/20.

Capital Expenditures of \$50,000 are recommended, a \$50,000 increase over 2019/20 due to funding for a Vehicle in support of Waste Water.

Policy Options

Funding for Vehicle purchase for a Compressed Natural Gas Pool Vehicle.

Waste Water Ellis Creek Operations

Waste Water Ellis Creek Operations within Environmental Services accounts for operations and maintenance of the liquids and solids wastewater treatment facilities and management of the polishing wetland areas. Ellis Creek Waste Water Recycling Facility (ECWRF) has an average dry and wet weather design capacity of 6.7 million gallons per day (mgd) and 36 mgd, respectively, and treats domestic, commercial, and industrial wastewater generated within the City's service area including Pengrove

Waste Water Ellis Creek Operations Budget

66700 WASTE WATER ELLIS CREEK OPERATIONS	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	1,253,026	1,308,200	1,632,255	1,667,519
Benefits	454,214	561,632	760,086	711,991
Services & Supplies	3,051,272	3,319,450	4,230,993	4,478,118
Capital Expenditures	-	-	214,000	185,000
Waste Water Ellis Creek Operations	4,758,512	5,189,282	6,837,334	7,042,628

A Waste Water Ellis Creek operations budget of \$7,042,628 is recommended for 2020/21. This is an increase of \$205,294 over 2019/20.

Salaries are recommended at \$1,667,519, an increase of \$35,264 over 2019/20 due mainly to changes in position allocations.

Benefits are recommended at \$711,991, a decrease of \$48,095 from 2019/20 due to changes in position allocations.

Services and Supplies of \$4,478,118 are recommended, an increase of \$247,125 over 2019/20 due to increased costs for biosolids hauling and management, chemicals, and utilities (gas and electricity).

Capital expenditures are recommended at \$185,000 for 2020/21, a decrease of \$29,000 from 2019/20 due to a reduction in capital expenditures from 2019/20.

Policy Options

Funding for an automatic gate at the facility, Compressed Natural Gas vehicle as well as replacing pumps, flow meters, compressors, and gear boxes is being recommended in the FY 2020/21 budget.

Water Administration

Water Administration serves the Water Enterprise operations, located primarily at the Field Office, and works collaboratively with operational staff to promote efficiency, accountability, fiscal and asset management, and customer service. Primary responsibilities include preparation of Council agenda reports and other correspondence, budget analysis and coordination, fiscal projections and analysis, grant and contract administration, coordination of asset management and customer service request programs, and management of utility rates. The cost center includes transfers to CIP accounts and intergovernmental charges.

Water Administration Budget

67100 WATER ADMINISTRATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	354,554	342,196	508,451	475,841
Benefits	115,690	128,451	182,557	175,591
Services & Supplies	2,845,962	2,948,087	2,209,743	2,228,606
Transfers	2,450,276	2,736,971	5,705,369	6,056,000
Water Administration	5,766,482	6,155,705	8,606,120	8,936,038

A Water Administrative budget of \$8,936,038 is recommended for 2020/21. This is an increase of \$329,918 over 2019/20.

Salaries are recommended at \$475,841, a decrease of \$32,610 from 2019/20 due to staffing reallocations.

Benefits are recommended at \$175,591 a decrease of \$6,996 due to staffing reallocations.

Services and Supplies of \$2,228,606 are recommended which represents an increase of \$18,863 over 2019/20 mainly due to the performance studies needed for identifying operational efficiencies and for increased usage of the water service refund program.

Transfers Out of \$6,056,000 are recommended, which represents an increase of \$350,361 over 2019/20. This represents an increase in capital project activity and corresponding transfers out.

Policy Options

None

Water Conservation

Water Conservation within Water Operations funds water conservation outreach programs, including WaterWise house calls, drought response, and water supply planning. Water Conservation programs include Mulch Madness for turf replacement, rebates for toilets and washing machines, demonstration garden conversions, and public outreach at special events and on the internet.

Water Conservation Budget

67200 WATER CONSERVATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	163,085	149,684	165,851	155,685
Benefits	80,407	67,838	87,559	74,825
Services & Supplies	410,805	305,924	470,575	472,814
Capital Expenditures	-	-	-	36,500
Water Conservation	654,297	523,446	723,985	739,824

A Water Conservation budget of \$739,824 is recommended for 2020/21. This is an increase of \$15,839 over 2019/20.

Salaries are recommended at \$155,685, a decrease of \$10,166 from 2019/20 due to changes in staffing allocations.

Benefits are recommended at \$74,825, a decrease of \$12,734 from 2019/20 due to changes in staffing allocations.

Services and Supplies of \$472,814 are recommended, an increase of \$2,239 over 2019/20.

Capital Expenditures are recommended at \$36,500 for purchase of an Electric Pool Vehicle.

Policy Options

Purchase of an electric pool vehicle to assist staff in the water conservation team and those at the field office.

Water Customer Services

Water Customer Service is part of the Operations Division and works closely with the Finance Department to investigate and resolve customer-billing issues by addressing customer billing inquiries related to high water use or leaks, responds to service orders for meter turn-ons/off and read checks, and requests for utility billing system support.

Water Customer Services Budget

67300 WATER CUSTOMER SERVICES	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	166,913	171,068	167,776	167,963
Benefits	90,726	91,856	97,747	102,330
Services & Supplies	339,781	333,423	373,566	394,263
Water Customer Services	597,420	596,347	639,089	664,556

A Water Customer Services budget of \$664,556 is recommended for 2020/21. This is an increase of \$25,467 over 2019/20.

Salaries are recommended at \$167,963 This is essentially flat from 2019/20.

Benefits are recommended at \$102,330 an increase of \$4,583 over 2019/20 mainly due to increased retirement and workers compensation costs.

Services and Supplies of \$394,263 are recommended, an increase of \$20,697 over 2019/20. This is mainly attributed to an increase in intragovernmental charges for Information Technology.

Policy Options

None

Water Leak Detect/Cross Connect

Water Leak Detect/Cross Connect, under Operations, utilizes leak detection equipment to identify water leaks, and manages the California Department of Health Services mandated cross-connection control program.

Water Leak Detect/Cross Connect Budget

67400 WATER LEAK DETECT/CROSS CONNECT	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	78,854	80,221	79,539	80,758
Benefits	39,402	41,358	41,245	43,416
Services & Supplies	7,473	1,177	9,100	9,100
Water Leak Detect/cross Connect	125,729	122,756	129,884	133,274

A Water Leak Detect/Cross Connect budget of \$133,274 is recommended for 2020/21. This is an increase of \$3,390 over 2019/20.

Salaries are recommended at \$80,758, an increase of \$1,219 over 2019/20.

Benefits are recommended at \$43,416, an increase of \$2,171 over 2019/20 due to increased retirement costs.

Services and Supplies of \$9,100 are recommended, no change from 2019/20,

Policy Options

None

Water Pumping

Potable water from the wholesale supplier and twenty-one City wells is distributed to customers through nine water pump stations (WPS), ten storage reservoirs with 10.1 million gallons of combined capacity, five pressure zones, and over 270 miles of water mains. Managed by Operations, this cost center funds the operations and maintenance of these WPS, reservoirs, and wells. The wholesale purchase of the City water supply from the Sonoma County Water Agency is accounted for by a related cost center.

Water Pumping Budget

67500 WATER PUMPING	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	54,781	51,381	46,286	45,759
Benefits	23,362	25,449	24,052	25,441
Services & Supplies	334,824	199,693	464,000	464,000
Water Pumping	412,967	276,523	534,338	535,200

A Water Pumping budget of \$535,200 is recommended for 2020/21. This is an increase of \$862 over 2019/20.

Salaries are recommended at \$45,759, a decrease of \$527 from 2019/20.

Benefits are recommended at \$25,441, an increase of \$1,389 over 2019/20 due to increased retirement costs.

Services and Supplies of \$464,000 are recommended, no change from the prior year.

Policy Options

None

Water Source of Supply

Overseen by the Operations Division, this cost center funds the purchase of the City's water supply from the Sonoma County Water Agency under the terms of the wholesale water purchase agreement.

Water Source of Supply Budget

67600 WATER SOURCE OF SUPPLY	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Services & Supplies	6,998,333	6,895,201	7,708,250	8,076,750
Water Source Of Supply	6,998,333	6,895,201	7,708,250	8,076,750

A Water Source of Supply budget of \$8,076,750 is recommended for 2020/21. This is an increase of \$368,500 over 2019/20.

Services and Supplies of \$8,076,750 are recommended, an increase of \$368,500 over 2019/20. This represents an increase in wholesale water costs.

Policy Options

None

Water Transmission and Distribution

Managed by the Operations Division, potable water is transmitted and distributed to City customers through nine water pump stations, ten active storage reservoirs with 10.1 million gallons of capacity, five pressure zones, and over 270 miles of transmission and distribution pipelines serving 19,996 metered customers with over 7,636 valves and appurtenances. This cost center funds the maintenance and repair of the pipelines, including a California State certified Water System Operator, to assure water quality and reliability of service of the distribution system by overseeing continuous testing for pathogens and chlorine levels; and continuous monitoring of deliveries, leaks, and system pressures.

Water Transmission and Distribution Budget

67700 WATER TRANSMISSION & DISTRIBUTION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	1,079,616	1,118,450	1,276,288	1,618,688
Benefits	439,570	443,566	583,224	705,851
Services & Supplies	762,514	810,448	1,083,000	1,183,000
Capital Expenditures	-		563,556	940,000
Water Transmission & Distribution	2,281,700	2,372,464	3,506,068	4,447,539

A Water Transmission and Distribution budget of \$4,447,539 is recommended for 2020/21. This is an increase of \$941,471 over 2019/20.

Salaries are recommended at \$1,618,688, an increase of \$342,400 over 2019/20 due to funding for additional Lead worker and 3 Utility Service workers as well as step advancements through the salary ranges.

Benefits are recommended at \$705,851 an increase of \$122,627 over 2019/20 due to additional staffing and increase retirement and workers compensation costs.

Services and Supplies of \$1,183,000 are recommended, an increase of \$100,000 over 2019/20 due mainly to increased costs of meter replacements and paving contracts.

Capital expenditures are recommended at \$940,000 for 2020/21, an increase of \$376,444 over 2019/20. This recommendation reflects the recommended purchase of a vacon truck and water main flushing equipment.

Policy Options

An increase in staffing including the addition of three utility service workers and a lead worker to complete State required preventative maintenance on the water distribution system. The recommended budget includes funds to replace a vacon truck due to the age and condition of the existing equipment and to meet new air quality regulations, water main flushing equipment to meet preventative maintenance requirements and comply with the City's storm water discharge permit, and 242 upgraded fire hydrants to meet State requirements.



Storm Drainage Utility Administration

Storm Drain Utility Administration, managed jointly by the Operations and Environmental Divisions, encompasses the City's non-wastewater related stormwater maintenance and operations activities and regulatory compliance functions, including maintenance of City drainage waterways, drainage inlets, manholes, and culverts. The City's National Pollutant Discharge Elimination System (NPDES) Storm Water Program and Municipal Separate Storm Sewer System (MS4) permit activities and flood alert system are funded by this cost center.

Storm Drainage Utility Administration Budget

68100 STORM DRAINAGE UTILITY ADMINISTRATION	2018 Actuals	2019 Actuals	2020 Revised	2021 Adopted
Salary	163,501	179,823	231,504	185,445
Benefits	67,203	68,331	93,407	72,692
Services & Supplies	110,783	155,011	308,592	397,567
Transfers	-	-	50,000	-
Storm Drainage Utility Administration	341,487	403,165	683,503	655,704

A Storm Drainage Utility Administrative budget of \$655,704 is recommended for 2020/21. This is a decrease of \$27,799 from 2019/20.

Salaries are recommended at \$185,445, a decrease of 46,059 from 2019/20 due to staffing reallocations.

Benefits are recommended at \$72,692, a decrease of \$20,715 from 2019/20 due to staffing reallocations.

Services and Supplies of \$397,567 are recommended which represents an increase of \$88,975 over 2019/20 due to increased costs to continue vegetation establishment services for the constructed, mitigation riparian and wetland habitat of the Denman and Capri projects.

Transfers Out are budgeted at \$0, a decrease of \$50,000 from the prior year.

Policy Options

None



Successor Agency to the former PCDC

On February 1, 2012, in response to the passage of AB x1 26 & 27, all California Redevelopment Agencies, including the Petaluma Community Development Commission (PCDC) were eliminated. The Petaluma City Council elected to become the Housing Successor Agency to the PCDC and established a new Successor Agency to unwind the affairs of the former PCDC. State law allows the Petaluma Community Development Successor Agency (PCDSA) to establish a list of and pay for enforceable obligations of the former PCDC. That list, called the Recognized Obligation Payment Schedule (ROPS), is the basis for all future funds paid to the Successor Agency from property tax funds formerly allocated to PCDC.

On July 1, 2018, Petaluma's Oversight Board was dissolved and there is now only one Oversight Board for the County of Sonoma.

The Department of Finance (DOF) denied many of the enforceable obligations of the former PCDC despite vigorous disputes from the PCDSA. The Successor Agency is still working toward completing their Last and Final ROPS.

The loss of \$14,000,000 annually to the former Petaluma Community Development Commission severely limits the City's ability to fund existing and future infrastructure and building projects, to collaborate in economic development projects, and to support nonprofits who utilized \$3 million annually from redevelopment funds to serve the low-income citizens in Petaluma.

Major Accomplishments and Highlights

- The property on Industrial Drive was listed for sale and an offer was received on the property in the amount of \$1,000,000 and escrow was opened. The proposed sale is still going through its due diligence period.

Goals and Priorities

- Complete all conditions to qualify for a "Last & Final ROPS". We are not able to qualify for a "Last & Final ROPS" if we have any outstanding /unresolved litigation except as specified in HSC section 34191.6 (a)(3). If and when all litigation is complete, the process will be started to qualify for Last & Final.

Budget Summary

54150 SUCCESSOR AGENCY ADMINISTRATION	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Revised</i>	<i>2021 Adopted</i>
Salary	47,747	48,288	49,064	66,558
Benefits	17,880	17,748	19,218	30,669
Services & Supplies	188,487	173,037	168,670	170,821
Successor Agency Administration	254,114	239,073	236,952	268,048

The Successor Agency receives \$250,000 annually for administrative expenses from tax increment. The administrative expense is listed on the Recognized Obligation Payment Schedule and approved by the Department of Finance.

A Successor Agency budget of \$268,048 is recommended. This represents an increase of \$31,096 from 2019/20.

Salaries are recommended at \$66,558 an increase of \$17,494. This represents an increased allocation of staff time to Successor Agency necessary to monitor program and increased benefit costs.

Benefits are recommended at \$30,669 an increase of \$11,451. This represents and increased allocation of staff time to Successor Agency necessary to monitor program.

Services and Supplies of \$170,821 are recommended which is a \$2,154 increase mainly due to increased intragovernmental charges.

The Successor Agency received tax increment to pay for the former Petaluma Community Development Commission's debt. This amount is listed on the Recognized Obligation Payment Schedule and approved by the Department of Finance. The total debt expenses for FY 2020-2021 will be \$5,144,688.

Policy Options

None

PETALUMA COMMUNITY DEVELOPMENT SUCCESSOR AGENCY
 RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 July 1, 2020 through June 30, 2021

Item #	Project Name/Debt Obligation	Total Outstanding Debt	Funding Source				Total Due During Fiscal Year 2020-2021
			Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	
		56,555,000			250,000	5,168,687	\$ 5,418,687
2	TAB-2003A Tax Allocation Bonds - REFINANCED	0					0
3	TAB-2005A Tax Allocation Bonds - REFINANCED	0	0	0	0	0	0
4	TAB-2007A Tax Allocation Bonds - REFINANCED		0	0	0	0	-
5	TAB-2011 Tax Allocation Bonds - REFINANCED		0	0	0	0	-
6	PM-Regulatory Agreement Compliance	0	0	0	0	0	0
7	PM-Financial Administration	0	0	0	0	0	0
8	PM-Constr. Project Management	0	0	0	0	0	0
9	HSG-COTS-HUD Grand Agreement	0	0	0	0	0	0
10	HSG-COTS-HUD Loan	0	0	0	0	0	0
11	HSG-COTS- HCD Loan-Restrictive Cov.	0	0	0	0	0	0
12	HSG-Mobile Home Rent Control Ord.		0	0	0	0	0
13	HSG-Rental Assistance	0	0	0	0	0	0
14	HSG-Transitional Housing	0	0	0	0	0	0
15	HSG-Transitional Housing	0	0	0	0	0	0
16	HSG-Rehab single family homes	0	0	0	0	0	0
17	CIP-Old Redwood Hwy Interchange	0	0	0	0	0	0
18	CIP-Old Redwood Hwy Interchange	0	0	0	0	0	0
19	CIP-Rainier Ave Cross-Town Connector	0	0	0	0	0	0
20	CIP-Rainier Ave Cross-Town Connector	0	0	0	0	0	0
21	CIP-Rainier Ave Cross-Town Connector	0	0	0	0	0	0
22	CIP-Petaluma River Trail	0	0	0	0	0	0
23	CIP-Petaluma River Trail	0	0	0	0	0	0
24	CIP-Petaluma River Trail	0	0	0	0	0	0
25	CIP-East Washington Interchange	0	0	0	0	0	0
26	CIP-East Washington Interchange	0	0	0	0	0	0
27	CIP-East Washington Interchange	0	0	0	0	0	0
29	CIP-Underground Tank Remediation	0	0	0	0	0	0
30	CIP-Brownfields Program	0	0	0	0	0	0
31	MISC-Office Equipment Lease	0	0	0	0	0	0
32	MISC-Legal Services	0	0	0	0	0	0

Item #	Project Name/Debt Obligation	Total Outstanding Debt	Funding Source					Total Due During Fiscal Year 2020-2021
			Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF		
35	MISC-Legal Services-Oversight Board	0	0	0	0	0	0	0
36	MISC-DOF Due Diligence Review	0	0	0	0	0	0	0
37	MISC-Petaluma Marina	0	0	0	0	0	0	0
38	MISC-Econ. Dev./Site Development	0	0	0	0	0	0	0
39	ADM - Administrative Payments	250,000	0	0	250,000	-	0	250,000
40	LITIGATION - Old Redwood & Rainier	0	0	0	0	0	0	0
41	LITIGATION - Old Redwood, Rainier, Co-Op Agreement	0	0	0	0	0	0	0
42	Cash Flow Loan from City	0	0	0	0	0	0	0
43	CIP-East Washington Interchange	0	0	0	0	0	0	0
44	CIP-East Washington Interchange	0	0	0	0	0	0	0
45	Bond Expenditure Agreement	0	0	0	0	0	0	0
36	TAB-2015A Tax Allocation Bonds	15,655,000	0	0	0	0	1,277,768	1,277,768
47	TAB-2015B Tax Allocation Bonds	10,410,000	0	0	0	0	1,403,675	1,403,675
232 48	Cooperative Agreements - Exhibit A/Section 8 - Economic Dev. Programs; Exhibit B/Section 3 - Affordable Hsg programs as reinstated by Resolution #2012-03 of the OB		0	0	0	0	0	0
49	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma, as to Item 1 on Exhibit A, the "Old Redwood Highway Interchange Project."		0	0	0	0	0	0
50	January 31, 2011 Cooperative Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 3 on Exhibit A, the "101/East Washington Interchange Project."		0	0	0	0	0	0
51	January 31, 2011 Coop Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 5 on Ex. A, "Rainer Avenue Cross-town Connector/Interchange Proj."		0	0	0	0	0	0
52	January 31, 2011 Coop Agreement by and between the Petaluma Community Development Commission and the City of Petaluma as to Item 1 on Ex. C, "Staffing and Administrative Expenses"	0	0	0	0	0	0	0
53	TAB - 2017 Tax Allocation Bonds	30,240,000	0	0	0	0	2,487,244	2,487,244

CITY OF PETALUMA
CALIFORNIA



Capital Improvement Program

Five Year Plan

Fiscal Years 2021-2025



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FY 2020-21 Adopted CIP Budget

USES AND SOURCES

(dollars in \$000)

USES (dollars in \$000)/FUND	Airport CIP 6190	Facilities CIP 3110	Parks CIP 3140	Public Works 3160	Surface Water 3160	Transit CIP 6590	Water CIP 6790	Recycled Water 6690	Waste Water CIP 6690	Budget FY 20-21 TOTAL
Planning/Environmental	20	8	50	705	43	1	60	186	250	1,323
Land & Easements	-	-	5	2,000	-	-	5	14	75	2,099
Design	75	300	75	3,433	167	6	454	186	1,401	6,097
Legal Services	-	-	-	14	-	-	6	-	11	31
Administration	-	17	3	10	-	1	13	11	19	74
Construction Contracts	398	1,312	7,131	7,160	694	50	3,550	7,647	8,170	36,112
Construction Management	16	102	241	386	44	6	402	391	640	2,228
Contingency	20	117	500	540	112	7	460	340	1,578	3,674
CIP Overheads	-	37	25	54	7	2	31	53	157	366
TOTAL USES	\$ 529	\$ 1,893	\$ 8,030	\$ 14,302	\$ 1,067	\$ 73	\$ 4,981	\$ 8,828	\$ 12,301	\$ 52,004
SOURCES (dollars in \$000)										
Airport Operating	426									426
Bay Area Air Quality Management District										-
Bureau of Reclamation										-
California Energy Commission Grant									3,000	3,000
Caltrans Co-op Agreement										-
Charges for Services				15						15
City Facilities Impact Fee		367								367
Dept of Water Resources Grant					53			3,600		3,653
Developer Contributions/Donations		22	1,030	595						1,647
Federal Aviation Administration	568									568
FTA 5307 TCP						47				47
General Fund		17	564							581
Green Building Grant										-
Housing Related Parks Program										-
Interfund Loan			1,428							1,428
Marina Capital										-
Measure M										-
Measure M Parks			223							223
Park Land Development Impact Fees			3,287							3,287
Public Works Grants		504	194	3,086						3,784
Road Maint and Rhab Acct (RMRA)				1,176						1,176
SCWA Zone 2A Funds					1,220					1,220
State Grant	29									29
Storm Drainage Impact Fees					632					632
Storm Water Operating										-
Street Maintenance				3,722	22					3,744
TDA Transit Capital						26				26
Traffic Mitigation Impact Fees			50	4,210						4,260
Transient Occupancy Tax		187		123						310
Waste Water Capital		215						5,228	11,936	17,379
Water Capital		215		28			4,981		350	5,574
Undetermined										-
Prior-year funds & timing of reimbursements	(494)	366	1,254	1,347	(860)	-	-	-	(2,985)	(1,372)
TOTAL SOURCES	\$ 529	\$ 1,893	\$ 8,030	\$ 14,302	\$ 1,067	\$ 73	\$ 4,981	\$ 8,828	\$ 12,301	\$ 52,004

FY 2020-21 CIP Budget by Project

			<u>\$000</u>
Airport CIP	C61501604	Runway Electrical Improvements	\$ 103
	C61202014	Hangar and Apron Repairs	115
	C61502115	Windsock Paving	51
	C61202116	Bathroom Hangers 6-9	190
	C61502117	Safety Zone Improvements by Drainage Channel	70
			<hr/> 529
Facilities CIP	C16201304	Community Center Interior Repairs	241
	C11502015	Electric Vehicle Chargers	54
	C11501911	Reserve Apparatus Storage	50
	C11202017	City Hall West Wing Space Remodel	200
	C11202116	Community Center Emergency Generator Purchase and Building Modifications	489
	C11202018	Emergency Generators City Hall and Police Headquarters	125
	C11202019	Council Chambers Audio and Video Improvements	50
	C11202019	Water Field Office Upgrades	430
	C11202121	Petaluma Library ADA Improvements	187
	c11502122	Police Department Parking Lot Paving	67
			<hr/> 1,893
Parks CIP	C00400205	Playground Replacements	90
	C14501607	Petaluma Community Sports Fields Baseball Diamond	5,287
	C14502008	Lucchesi Turf Field Replacement	257
	C14502009	Multi-Use Path & Park Pathways Restoration	75
	e14502024	Marina & River Dredging	1,700
	C14502011	Tennis Court Resurfacing	85
	C14502012	Shollenberger Improvements	213
	c14502113	Multi-Use Synthetic Field #2 Turf Repair	180
	c14502114	Lynch Creek Trail	143
			<hr/> 8,030
Public Works	C16101201	Washington St Bridge Seismic Rehabilitation	546
	C00501204	Rainier Ave Cross-town Connector	4,475
	C16101601	Road Diet Extension Petaluma Blvd South	1,867
	C16101519	Rivertrail - 101/Crossing	17
	C16501602	Downtown ADA Improvements	215
	C16102037	Pavement Restoration FY 19/20 Maria Dr	722
	c16102139	Pavement Restoration FY 20/21	2,577
	C16401925	Citywide Bridge Repair	354
	C16102032	Intersection, Sidewalk Curb Returns and ADA Improvements	365
	C16501933	D St. Bridge Improvements	115
	C16101936	Guardrail & Pedestrian Safety Improvements	595
	c16102140	Traffic Signal Timing Improvements FY20-21	150
	e16082012	Payran UST	70
	e16101718	Sidewalk Repair Revolving Loan	5
	e16502022	Trestle Rehabilitation	123
	C16401824	Caulfield Bridge and Extension	673
	c16402141	1st and F St Bridge Replacement	655
	C16502143	Sunnyslope & Ravenswood Slope Repair	46
	c16501412	LED Streetlight and Facility Lighting Retrofit	732
			<hr/> 14,302
Recycled Water	C66401416	Tertiary Filtration System Expansion	7,360
	C66401302	Recycled Water Turnout and Meter Replacements	388
	C66501936	Recycled Water System Expansion for Agriculture	1,005
	C66501834	Recycled Water System Extension- Phase 1/Maria Loop	75
			<hr/> 8,828

FY 2020-21 CIP Budget by Project

			<u>\$000</u>
Surface Water	C16301518	Old Corona Road Water Quality Mitigation	257
	C16301417	Washington Creek Repair & Enhancement	171
	C16301722	Petaluma River Flood Management Denman Reach Phase 4	20
	C16501931	Trash Capture Device Pilot	509
	C16302144	Edith Court Drainage Improvements	110
			<u>1,067</u>
Transit	C65202110	Transit Admin Building Roof Overlay	73
			<u>73</u>
Waste Water CIP	C66501003	Manhole Rehabilitation	356
	C66501518	CNG Fueling Station Ellis Creek	200
	C66501840	Chemical System Upgrade at Ellis Creek Phase 1	1,215
	C66401728	Ellis Creek High Strength Waste Facilities	100
	C66501308	Chemical System Upgrade at Ellis Creek Phase 2	2,689
	C66501519	Payran Lift Station Upgrade	1,018
	C66402143	McNear Park Sewer Replacement	2,500
	C66501930	Replace PIPS High Capacity Pumps	20
	C66502032	PIPS Forcemain Replacement	471
	C66501838	Ellis Creek Outfall Replacement	1,915
	C66502042	C Street Pump Station and Collection Area Upgrade	50
	e66502027	Corp Yard Tank Demo-Phase 2	1,067
	C66402144	Corp yard Master Plan	700
			<u>12,301</u>
Water CIP	C67501611	Well Construction	800
	C67401918	Petaluma Bl. South 4-in Water Main Replacement	368
	C67502020	McNear Park Water Main Replacements	1,508
	C67502121	Water Service Replacement FY20/21	1,900
	C67402122	La Cresta Tank Project	405
			<u>4,981</u>
TOTAL CIP BUDGET			\$ 52,004



AIRPORT PROJECTS FY 2020-2021

AIRPORT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21

PROJECT SUMMARY

Fund 6190.61999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C61501604 Runway Electrical Improvements - AIP	45	614	659	103	-	-	-	-	762
C61202014 Hangar & Apron Repairs	-	144	144	115	-	-	-	-	259
C61502009 Taxiway A Rehabilitation - AIP	-	-	-	-	120	-	1,203	-	1,323
C61502110 Aircraft Parking Apron Rehabilitation - AIP	-	-	-	-	2,057	-	-	-	2,057
C61502115 Windsock Paving	-	5	5	51	-	-	-	-	56
C61202116 Bathroom Hangers 6 - 9	-	5	5	190	-	-	-	-	195
C61502117 Safety Zone Improvements by Drainage Channel	-	20	20	70	160	-	-	-	250
TOTAL	\$ 45	\$ 788	\$ 833	\$ 529	\$ 2,337	\$ -	\$ 1,203	\$ -	\$ 4,902

SOURCES (dollars in \$000)

Airport Operating Fund	\$ -	\$ 302	\$ 302	\$ 426	\$ 386	\$ -	\$ 260	\$ -	\$ 1,374
State AIP Grant	-	-	-	29	85	-	45	-	159
FAA Grant	37	-	37	568	1,706	-	898	-	3,209
Undetermined	-	-	-	-	160	-	-	-	160.00
TOTAL	\$ 37	\$ 302	\$ 339	\$ 1,023	\$ 2,337	\$ -	\$ 1,203	\$ -	\$ 4,902

Runway Electrical Improvements

C61501604

Purpose and Description

The Runway Electrical Improvements project involves replacing the runway edge lights and airfield guidance signs. The current edge lights were installed in 1985 and are becoming obsolete due to their deterioration, large energy consumption, and limited effectiveness. The electrical improvements will replace the current edge lights with a modern LED system; the system will not only reduce the electrical usage but also provide better runway visibility. Replacing the existing non-illuminated airfield guidance signs is required by the Federal Aviation Administration (FAA), for safety reasons. The project, primarily funded through an FAA grant with match funding coming from a combination of State of California grant and Airport Operating Funds, will be completed in FY 20/21.

Financial Overview

C61501604

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental Land & Easements		1	1						1
Design	39	50	89						89
Legal Services		1	1						1
Administration		1	1						1
Construction Contracts		500	500	98					598
Construction Mgmt	5	40	45	5					50
Contingency		15	15						15
CIP Overheads	1	6	7						7
TOTAL USES	45	614	659	103	-	-	-	-	762

SOURCES (dollars in \$000)

Airport Operating Fund		128	128						128
State AIP Grant			-	29					29
FAA Grant	37		37	568					605
TOTAL FUNDS	37	128	165	597	-	-	-	-	762

Hangar and Apron Repairs

C61202014

Purpose and Description

The Hangar and Apron Repairs project will provide a coordinated effort to address numerous deficiencies identified during a 2017 inspection of the airport hangars. The airport hangars require repairs throughout the inventory, including hangar doors, electrical systems, roofing, siding, drainage, and structural components. Additionally, minor apron pavement repairs in the hangars are a part of the project. This project is anticipated to begin in FY 20/21 and is funded entirely through Airport Operating Funds.

Financial Overview

C61202014

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		20	20						20
Legal Services			-						-
Administration			-						-
Construction Contracts		90	90	100					190
Construction Mgmt		15	15	10					25
Contingency		15	15	5					20
CIP Overheads		4	4						4
TOTAL USES	-	144	144	115	-		-	-	259
SOURCES (dollars in \$000)									
Airport Operating Fund		144	144	115					259
TOTAL FUNDS	-	144	144	115	-		-	-	259

Taxiway "A" Rehabilitation

C61502009

Purpose and Description

In 2017, as part of the Airport Pavement Management System Report, the assessment rated the condition of Inner Taxiway "A" as Medium to High Severity. Due to the declining pavement conditions, cracks are forming, and the pavement needs repairs in the next two to three years. The Taxiway "A" Rehabilitation project involves the rehabilitation of the Inner Taxiway "A"; the work will consist of dig outs, edge repairs, crack seal, and overlay. The project is reimbursable from the Federal Aviation Administration (FAA) and Caltrans Division of Aeronautics and will be funded through an FAA grant with matching funding through a combination of State grant and Airport Operating Funds. Design is scheduled for completion in FY 21/22 with construction slated for FY 23/24..

Financial Overview

C61502009

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		120				120
Legal Services			-						-
Administration			-						-
Construction Contracts			-				998		998
Construction Mgmt			-				100		100
Contingency			-				100		100
CIP Overheads			-				5		5
TOTAL USES	-	-	-	-	120	-	1,203	-	1,323

SOURCES (dollars in \$000)

Airport Operating Fund			-		7		260		267
State AIP Grant			-		5		45		50
FAA Grant			-		108		898		1,006
TOTAL FUNDS	-	-	-	-	120	-	1,203	-	1,323

Aircraft Parking Apron Rehabilitation

C61502110

Purpose and Description

The Aircraft Parking Apron Rehabilitation project involves rehabilitating the eastern half of the Aircraft Parking Apron, including drainage upgrades. The pavement condition was rated as Medium to High in Severity in the Airport Pavement Management System Report of 2017. Current drainage is inadequate and water pools during heavy rains accelerating deterioration of the pavement and necessitating rehabilitation. The Federal Aviation Administration (FAA) has already paid for design. Construction of this project is reimbursable from the FAA and Caltrans Division of Aeronautics. Construction is anticipated to occur in FY 21/22. The project is funded primarily through an FAA grant with match funding through a combination of State grant and Airport Operating Funds.

Financial Overview

C61502110

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-		2				2
Administration			-		5				5
Construction Contracts			-		1,775				1,775
Construction Mgmt			-		120				120
Contingency			-		120				120
CIP Overheads			-		35				35
TOTAL USES	-	-	-	-	2,057	-	-	-	2,057
SOURCES (dollars in \$000)									
Airport Operating Fund			-		379				379
State AIP Grant			-		80				80
FAA Grant			-		1,598				1,598
TOTAL FUNDS	-	-	-	-	2,057	-	-	-	2,057

Windsock Paving

C61502115

Purpose and Description

The Windsock Paving project, funded through Airport Operating Funds, will address the need of surfacing the Federal Aviation Administration (FAA) registered windsock area. Currently, ongoing weeding and stenciling efforts require Airport resources to resolve; new paving and stenciling will reduce staffing needs and increase overall safety.

Financial Overview

C61502115

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-						-
Design		5	5						5
Legal Services			-						-
Administration			-						-
Construction Contracts			-	50					50
Construction Mgmt			-	1					1
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	5	5	51	-	-	-	-	56
SOURCES (dollars in \$000)									
Airport Operating Fund		5	5	51					56
TOTAL FUNDS	-	5	5	51	-	-	-	-	56

Bathroom Hangers 6 – 9

C61202116

Purpose and Description

The Bathroom Hangers 6 – 9 project addresses the need of a bathroom facility serving the hangers at the south end of the airfield. This project, funded through Airport Operating Funds, will install a single American with Disabilities Act (ADA) compliant restroom facility near Hangers 6-9.

Financial Overview

C61202116

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		5	5	25					30
Legal Services			-						-
Administration			-						-
Construction Contracts			-	150					150
Construction Mgmt			-						-
Contingency			-	15					15
CIP Overheads			-						-
TOTAL USES	-	5	5	190	-	-	-	-	195
SOURCES (dollars in \$000)									
Airport Operating Fund		5	5	190					195
TOTAL FUNDS	-	5	5	190	-	-	-	-	195

Safety Zone Improvements by Drainage Channel

C61502117

Purpose and Description

The airport's sideline safety zone has a drainage channel that crosses the runway. The Safety Zone Improvements by Drainage Channel project is to address significant erosion and slope repair needed to bring the area around the drainage channel into compliance with the Federal Aviation Administration (FAA) as a sideline safety zone.

Financial Overview

C61502117

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		10	10	20					30
Land & Easements			-						-
Design		10	10	50					60
Legal Services			-						-
Administration			-						-
Construction Contracts			-		160				160
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	20	20	70	160	-	-	-	250
SOURCES (dollars in \$000)									
Airport Operating Fund		20	20	70					90
Undetermined			-		160				160
TOTAL FUNDS	-	20	20	70	160	-	-	-	250

FACILITIES PROJECTS FY 2020-2021

FACILITIES CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21

PROJECT SUMMARY

Fund 3110.31100

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C16201304 Community Center Repairs	175	103	278	241	315	-	-	-	834
C11201501 Petaluma Library & Museum Seismic Retrofit	53	-	53	-	159	3,486	-	-	3,698
C11502015 Electric Vehicle Chargers	-	12	12	54	6	6	6	6	90
C11501911 Reserve Apparatus Storage	-	-	-	50	-	-	-	-	50
C11202017 City Hall West Wing Space Remodel	-	44	44	200	221	-	-	-	465
C11202116 Community Center Emergency Generator Purchase and Building Modifications	-	-	-	489	-	-	-	-	489
C11202018 Emergency Generators City Hall and Police Headquarters	-	125	125	125	-	-	-	-	250
C11202019 Council Chambers Audio and Video Improvements	-	75	75	50	-	-	-	-	125
C11202019 Water Field Office Upgrades	-	-	-	430	-	-	-	-	430
C11202121 Petaluma Library ADA Improvements	-	-	-	187	281	185	-	-	653
c11502122 Police Department Parking Lot Paving	-	-	-	67	-	-	-	-	67
TOTAL	\$ 228	\$ 359	\$ 587	\$ 1,893	\$ 982	\$ 3,677	\$ 6	\$ 6	\$ 7,151

SOURCES (dollars in \$000)

City Facilities Impact Fees	-	119	119	367	221	-	-	-	707
General Fund	-	250	250	17	-	-	-	-	267
Transient Occupancy Tax	571	-	571	187	-	-	-	-	758
PW Grants	-	12	12	504	-	-	-	-	516
Water Capital	-	-	-	215	-	-	-	-	215
Waste Water Capital	-	-	-	215	-	-	-	-	215
PG&E- Rebates	3	-	3	-	-	-	-	-	3
Developer Contributions/ Donations	-	-	-	22	-	-	-	-	22
Undetermined	-	-	-	-	761	3,675	6	6	4,448
TOTAL	\$ 574	\$ 381	\$ 955	\$ 1,527	\$ 982	\$ 3,675	\$ 6	\$ 6	\$ 7,151

Community Center Repairs

C16201304

Purpose and Description

The Community Center Repairs project will make repairs to the building’s exterior to prevent water intrusion and protect the interior, which has been damaged by leaks in the roof and windows. Work addressing the water intrusion and damage will include repairs to gutters and flat roofing, windows, walls, floors, and ceilings. As the funding allows, interior doors, aging heating and ventilation equipment, and lighting will be repaired or replaced. These repairs are necessary to maintain the well-used community center. The project started in FY 18/19, with over 4,500 square feet of vinyl flooring being replaced. In FY 19/20, the large roof and gutters are being replaced along with select window replacements. In FY 20/21, additional improvements will be made such as Heating, Ventilation, and Air Conditioning (HVAC) and carpet replacement, as well as lighting retrofits. The project is funded by the Transient Occupancy Tax. Funding for future years has not yet been identified.



Financial Overview

C16201304

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	52		52						52
Land & Easements			-						-
Design	32	3	35	15					50
Legal Services			-						-
Administration			-						-
Construction Contracts	87	90	177	180	315				672
Construction Mgmt	2	8	10	20					30
Contingency			-	20					20
CIP Overheads	2	2	4	6					10
TOTAL USES	175	103	278	241	315	-	-	-	834

SOURCES (dollars in \$000)

Transient Occupancy Tax	516		516	-					516
PG&E- Rebates	3		3						3
Undetermined			-		315				315
TOTAL FUNDS	519	-	519	-	315	-	-	-	834

Petaluma Library & Museum Seismic Retrofit

C11201501

Purpose and Description

The Petaluma Library and Museum, housed in the 1906 Carnegie Library building and listed on the National Register of Historic Places, needs seismic retrofitting and rehabilitation. The funds allocated in FY 15/16 were used to analyze and document the existing conditions and provide a summary report of recommended improvements and engineer estimates which can be used to seek grants and other funding. Future year's project costs encompass the seismic retrofit for historical renovation and replacement or improvement of various building systems. Funding for future years has not yet been identified.



Financial Overview

C11201501

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-		25				25
Land & Easements			-						-
Design	52		52		100				152
Legal Services			-		25				25
Administration			-		5				5
Construction Contracts			-			3,000			3,000
Construction Mgmt			-			100			100
Contingency			-			300			300
CIP Overheads	1		1		4	86			91
TOTAL USES	53	-	53	-	159	3,486	-	-	3,698

SOURCES (dollars in \$000)

Transient Occupancy Tax	55		55						55
Undetermined			-		159	3,484			3,643
TOTAL FUNDS	55	-	55	-	159	3,484	-	-	3,698

Electric Vehicle Chargers

C11502015

Purpose and Description

The Bay Area Air Quality Management District (BAAQMD) should award a grant for the purchase and installation of four electric vehicle chargers. The City is funding the project from the collected electric vehicle charging stations fees and the Green Building donation. Future funding will support additional planning, investigation and design documentation of existing building electrical capacity to prioritize Electric Vehicle Charger installation at city facilities. Funding for future years has not yet been identified.



Financial Overview

C11502015

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		5	5						5
Land & Easements									-
Design		4	4						4
Legal Services									-
Administration	-	2	2	3	6	6	6	6	29
Construction Contracts		-	-	47					47
Construction Mgmt				1					1
Contingency				2					2
CIP Overheads		1	1	1					2
TOTAL USES	-	12	12	54	6	6	6	6	90
SOURCES (dollars in \$000)									
General Fund				17					17
BayAreaAirQualityMgtDistrict Grant		12	12	15					27
Donation- Green Building				22					22
Undetermined					6	6	6	6	24
TOTAL FUNDS	-	12	12	54	6	6	6	6	90

Reserve Apparatus Storage

C11501911

Purpose and Description

The Fire Department is upgrading its frontline apparatus to include a new ladder truck, an engine, and two ambulances. The replacement of these vehicles will provide a surplus of equipment, some of which will still be utilized in various ways. Most of the former front-line apparatus will be stored as reserve vehicles and used as relief when the newer front-line vehicles need maintenance or repair. The remainder of the older vehicles will be sold at surplus. Due to the lack of indoor vehicle storage at the three fire station locations, and no other storage facility options in the City, it will become necessary to shelter the reserve fleet in newly created outdoor protective housing. The housing will consist of permanent, lightweight structures designed for easy assembly and installation by the manufacturer and sized to accommodate the fleet of reserve apparatus. These structures can be installed at various locations in the City to accommodate the reserve fleet.



Financial Overview

C11501911

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	-		-						-
Legal Services			-						-
Administration			-						-
Construction Contracts		-	-	50					50
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	-	-	50	-	-	-	-	50
SOURCES (dollars in \$000)									
City Facilities Impact Fee		-	-	50					50
TOTAL FUNDS	-	-	-	50	-	-	-	-	50

City Hall West Wing Space Remodel

C11202017

Purpose and Description

Programming the west wing of City Hall, recently vacated by County of Sonoma services, for use by City of Petaluma departments, including the development of a consolidated area for all City Permits. The second task will include space planning the same area to define individual office sizes and location, identifying building improvements to meet code, and providing a cost estimate to complete the defined changes.



Financial Overview

C11202017

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		44	44	200					244
Legal Services			-						-
Administration			-		1				1
Construction Contracts			-		200				200
Construction Mgmt			-		20				20
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	44	44	200	221	-	-	-	465
SOURCES (dollars in \$000)									
City Facilities Impact Fee		44	44	200	221				465
TOTAL FUNDS	-	44	44	200	221	-	-	-	465

Community Center Emergency Generator Purchase and Building Modifications

C11202116

Purpose and Description

The Community Center is the City’s primary temporary shelter and evacuation center. This project will modify the building electrical system to allow quick connection of an emergency generator. Grant funds from the Federal Emergency Management Agency (FEMA) or the California Governor’s Office of Emergency Services (CalOES) will be sought following an update of the City’s Local Hazard Mitigation Plan.



Financial Overview

C11202116

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-	6					6
Land & Easements			-						-
Design			-	13					13
Legal Services			-						-
Administration			-	2					2
Construction Contracts			-	400					400
Construction Mgmt			-	15					15
Contingency			-	40					40
CIP Overheads			-	13					13
TOTAL USES	-	-	-	489	-	-	-	-	489

SOURCES (dollars in \$000)

Local Hazard Mitigation Grant			-	489					489
TOTAL FUNDS	-	-	-	489	-	-	-	-	489

Emergency Generators City Hall & PD Headquarters

C11202018

Purpose and Description

The Petaluma Police Department is the City's Emergency Operations Center and currently has a generator that is past its service life. The generator needs to be replaced to ensure uninterrupted operations. City Hall does not have a generator for general operations and so City services cannot continue during a PG&E Public Safety Power Shutdown or other emergency event. This project will design the correct size generator for each facility and connect to the facility including the proper disposal of existing equipment.



Financial Overview

C11202018

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		5	5						5
Legal Services			-						-
Administration			-						-
Construction Contracts		120	120	120					240
Construction Mgmt			-	5					5
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	125	125	125	-	-	-	-	250

SOURCES (dollars in \$000)

General Fund		250	250	-					250
TOTAL FUNDS	-	250	250	-	-	-	-	-	250

Council Chambers Audio and Video Improvements

C11202019

Purpose and Description

The Council Chambers Audio and Video Improvements project is a project that addresses technology needs and improvements in the Council Chambers. The Council Chambers, almost fifty years old, hosts all Council, Committee, Commission meetings, effectively servicing as the City’s primary location for Legislative business. As technology has evolved, current technology was adapted to the location and incrementally expanded as modern uses become more digital and internet-based. This project will improve audio and video capability and add several video displays for the members on the dais and the audience.



Financial Overview

C11202019

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-						-
Design		75	75	50					125
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	75	75	50	-	-	-	-	125
SOURCES (dollars in \$000)									
City Facilities Impact Fee		75	75	50					125
TOTAL FUNDS	-	75	75	50	-	-	-	-	125

Water Field Office Upgrades

C11202120

Purpose and Description

Upgrades to the City’s Water Field office are required to improve safety and security for City infrastructure, equipment, vehicles, and staff. The security improvements to address recent vandalism and theft include new gates and wall extensions to the field office’s perimeter wall. This will also benefit City operations with an expansion of the parking lot for increased staff and storage expansion. Additional improvements to address utility operations are included to satisfy requirements of America’s Water infrastructure Act of 2018.

Financial Overview

c11202120

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	5					5
Legal Services			-						-
Administration			-	10					10
Construction Contracts			-	320					320
Construction Mgmt			-	50					50
Contingency			-	35					35
CIP Overheads			-	10					10
TOTAL USES	-	-	-	430	-	-	-	-	430
SOURCES (dollars in \$000)									
Water Capital				215					215
Waste Water Capital				215					215
TOTAL FUNDS	-	-	-	430	-	-	-	-	430

Petaluma Library ADA Improvements

C11202121

Purpose and Description
 Sonoma County Library is making improvements to the interior of the building. California Building Code requires that a portion of the project focus on accessibility improvements to the path of travel. The City owns the building and is required by the lease agreement to make improvements to the building exterior. The path of travel improvements include adjusting the slope of the front entry walk, adding curb cuts at the crosswalks, repaving and restriping the parking lot, replacing the ADA parking stall surface, and adding ramps to the remaining building doors. In FY20/21 this project will be funded with Transient Occupancy Tax. Funding for future years has not been identified.



Financial Overview

C11202121

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-	1	1	1			3
Land & Easements			-						-
Design			-	10	5	8			23
Legal Services			-						-
Administration			-	1	1	1			3
Construction Contracts			-	150	250	150			550
Construction Mgmt			-	5	5	5			15
Contingency			-	15	15	15			45
CIP Overheads			-	5	4	5			14
TOTAL USES	-	-	-	187	281	185	-	-	653

SOURCES (dollars in \$000)

Transient Occupancy Tax			-	187					187
Undetermined			-		281	185			466
TOTAL FUNDS	-	-	-	187	281	185	-	-	653

Police Department Parking Lot Paving

C11502122

Purpose and Description

The public parking lot in front of the Police Department is in poor condition and needs to be repaved.. The rear private parking lot for the Police Department vehicles has localized pavement repairs that need to be made. This project will be funded from City Facilities Impact Fees.



Financial Overview

c11502122

USES (dollars in \$000)	Expenses and Funds Received					BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	FY20 Budget (including BAs)	Actual Jul-Nov 2019	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
							FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental					-	1					1
Land & Easements					-						-
Design					-	7					7
Legal Services					-						-
Administration					-	1					1
Construction Contracts					-	45					45
Construction Mgmt					-	6					6
Contingency					-	5					5
CIP Overheads					-	2					2
TOTAL USES	-	-	-	-	-	67	-	-	-	-	67
SOURCES (dollars in \$000)											
City Facilities Impact Fee					-	67					67
TOTAL FUNDS	-	-	-	-	-	67	-	-	-	-	67

PARKS PROJECTS FY 2020-2021

PARKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21

PROJECT SUMMARY

Fund 3140.31400

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C00400205 Playground Replacements	\$ 402	\$ 90	\$ 492	\$ 90	\$ 90	\$ 90	\$ 90	\$ -	\$ 852
C14501607 Petaluma Community Baseball Field	266	940	1,206	5,287	746	-	-	-	7,239
C14502008 Lucchesi Turf Field Replacement	-	215	215	257	373	-	-	-	845
C14502009 Multi-Use Path & Park Pathways Restoration	-	100	100	75	99	75	75	75	499
e14502024 Marina & River Dredging	-	473	473	1,700	-	-	-	-	2,173
C14502011 Tennis Court Resurfacing	-	355	355	85	-	-	-	-	440
C14502012 Shollenberger Improvements	-	12	12	213	-	-	-	-	225
c14502113 Multi-Use Synthetic Field #2 Turf Repl	-	20	20	180	-	-	-	-	200
c14502114 Lynch Creek Trail	-	-	-	143	515	1,530	-	-	2,188
TOTAL	\$ 668	\$ 2,205	\$ 2,873	\$ 8,030	\$ 1,823	\$ 1,695	\$ 165	\$ 75	\$ 14,661

SOURCES (dollars in \$000)

Parkland Impact Fees	\$ 369	\$ 954	\$ 1,323	\$ 3,287	\$ 1,000	\$ -	\$ -	\$ -	\$ 5,610
Bonds - Savings from Refinancing	-	34	34	34	34	34	34	-	170
Donations/Developer Contributions	61	-	61	1,030	-	-	-	-	1,091
Measure M - Parks	-	205	205	223	56	131	111	-	726
Public Works Grants	168	25	193	194	63	213	-	-	663
Interfund Loan	-	311	311	1,428	-	-	-	-	1,739
General Fund - Turf Replacement	68	20	88	530	-	-	-	-	618
Transient Occupancy Tax (TOT)	-	473	473	-	-	-	-	-	473
Traffic Impact Fees	-	-	-	50	-	-	-	-	50
Undetermined	-	-	-	-	1,991	1,530	-	-	3,521
TOTAL	\$ 666	\$ 2,022	\$ 2,688	\$ 6,776	\$ 3,144	\$ 1,908	\$ 145	\$ -	\$ 14,661

Playground Replacements

C00400205

Purpose and Description

Playgrounds are required to meet Federal standards including the Americans with Disability Act. The City’s playground replacement program was suspended in 2008 as funding levels were exhausted and severe austerity measures were used to re-allocate funding to support critical services. In 2014, the City refinanced Redevelopment Bonds and savings from that effort are distributed to the various taxing entities, including the City of Petaluma and the County of Sonoma. Petaluma’s share of these savings is estimated at an average of \$34,000 per year. Since 2014, playgrounds have been replaced at Meadowview, Miwok, and Arroyo Parks. Several playgrounds remain in poor condition and are identified as in critical need of replacement. These playgrounds include: Bond Park, Anna’s Meadow, and Grant Park. In addition, several playgrounds require new ground cover and pathway re-construction that will provide for increased safety and accessibility. These playgrounds include those located at Kenilworth, Westridge, La Tercera and Wiseman Park. Leveraging funds from Redevelopment Bonds, Parkland Impact Fees, and revenue from the recently approved Parks Measure M tax initiative will allow for accelerated playground replacement program than was budgeted in previous years.

Financial Overview

C00400205

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	5		5						5
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts	389	90	479	90	90	90	90		839
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads	8		8						8
TOTAL USES	402	90	492	90	90	90	90	-	852
SOURCES (dollars in \$000)									
Parkland Impact Fees	105		105						105
Bonds - Savings from Refinancing		34	34	34	34	34	34		170
Donations/Developer Contributions	61		61						61
Measure M - Parks		56	56	56	56	56	56		280
Public Works Grants*	168		168						168
General Fund - Turf Replacement	68		68						68
TOTAL FUNDS	402	90	492	90	90	90	90	-	852

Petaluma Community Baseball Field

C14501607

Purpose and Description

This project will construct a regulation-sized baseball field, with spectator bleachers, lighting, and increase parking capacity. The site will be relocating an existing impacted wetlands area requiring Federal and State permitting. The project will address the expansive adobe soils present throughout the area which is critical to maintaining the exacting surface slopes required for the ballfield. The project design is well underway with completion expected in FY19/20. The project will be funded in majority by Parkland Impact Fees with significant contributions from donors expected. Adequate funds have not yet accumulated for full construction. Construction of the ballpark is expected to begin in late FY19/20 or early FY 20/21 and continue into FY 21/22. The restroom and concession building adjacent to the ballpark is expected to be completed in FY 21/22. Future construction phases will include a softball field, a baseball field, and a multi-use field and additional amenities.

Financial Overview

C14501607

USES (dollars in \$000)

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	25	30	55					55	
Land & Easements			-					-	
Design	232	190	422					422	
Legal Services			-					-	
Administration			-					-	
Construction Contracts		400	400	4,805	700			5,905	
Construction Mgmt	2	10	12	122	23			157	
Contingency		300	300	350	20			670	
CIP Overheads	7	10	17	10	3			30	
TOTAL USES	266	940	1,206	5,287	746	-	-	7,239	

SOURCES (dollars in \$000)

Parkland Impact Fees	264	942	1,206	2,930	1,000				5,136
Donations/Developer Contributions	-		-	1,000					1,000
Undetermined			-		1,103				1,103
TOTAL FUNDS	264	942	1,206	3,930	2,103	-	-	-	7,239

Lucchesi Turf Field Replacement

C14502008

Purpose and Description

This project will replace the synthetic turf and other issues at the Lucchesi Park field. The soccer field is nearing the end of its expected service life. Fees charged for the use of the field will provide the majority of the funds for the project.

Financial Overview

C14502008

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design		75	75						75
Legal Services			-						-
Administration			-						-
Construction Contracts		100	100	177	373				650
Construction Mgmt		20	20	40					60
Contingency		20	20	40					60
CIP Overheads			-						-
TOTAL USES	-	215	215	257	373	-	-	-	845

SOURCES (dollars in \$000)

Measure M - Parks		30	30	92					122
General Fund - Turf Replacement			-	350					350
Undetermined			-		373				373
TOTAL FUNDS	-	30	30	442	373	-	-	-	845

Multi-Use and Park Pathways Restoration

C14502009

Purpose and Description

This project will address deferred maintenance issues on several of the City’s multi-use and park pathways. Focus will be on safety and access issues on heavily used pathways, such as the Lynch Creek Trail, and paths critical for park access. A primary objective is to provide for the safe non-motorized travel to schools, senior housing, medical offices, community centers, parks, shopping centers and other facilities important for the City’s residents.

Financial Overview

C14502009

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design		6	6						6
Legal Services			-						-
Administration			-						-
Construction Contracts		75	75	73	99	75	75	75	472
Construction Mgmt		6	6	2					8
Contingency		10	10						10
CIP Overheads		3	3						3
TOTAL USES	-	100	100	75	99	75	75	75	499
SOURCES (dollars in \$000)									
Measure M - Parks		75	75	75	-	75	55		280
SCTA TDA 3		25	25	131	63				219
TOTAL FUNDS	-	100	100	206	63	75	55	-	499

Marina & River Dredging

e14502024

Purpose and Description

This project involves dredging the marina to its design depth, making repairs to the floating docks and gangways at both the marina and the turning basin, ensuring dredging occurs under the docks in the turning basin, and carrying out the responsibilities of being the non-Federal sponsor supporting the dredging of the Federal Channel and Turning Basin by the U.S. Army Corps of Engineers. This project is expected to be completed in the summer/fall of 2020.

Financial Overview

e14502024

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		90	90						90
Land & Easements			-						-
Design		83	83						83
Legal Services			-						-
Administration			-						-
Construction Contracts		300	300	1,550					1,850
Construction Mgmt			-	50					50
Contingency			-	100					100
CIP Overheads			-						-
TOTAL USES	-	473	473	1,700	-	-	-	-	2,173
SOURCES (dollars in \$000)									
Parkland Impact Fees			-	357					357
Interfund Loan			-	1,343					1,343
Transient Occupancy Tax (TOT)		473	473						473
TOTAL FUNDS	-	473	473	1,700	-	-	-	-	2,173

Tennis and Pickleball Court Reconstruction

C14502011

Purpose and Description

This project will rehabilitate tennis and pickleball court surfaces and appurtenances (fence, benches, netting, etc.) located at four active community park sites including Lucchesi, McNear, Leghorn and Del Oro Parks. The project will involve planning/design with the objective of establishing effective rehabilitation techniques for resurfacing each of the seven public tennis courts maintained by the City. Recognizing the number of deteriorating court surfaces prevalent in City parks, it is critical that staff identify alternative surfacing options, opportunities to leverage funds, and estimates on long term maintenance requirements to preserve quality play surfacing. The work will be prioritized for safety and funded through Measure M Parks and an interfund loan that will be paid back by Measure M funds.

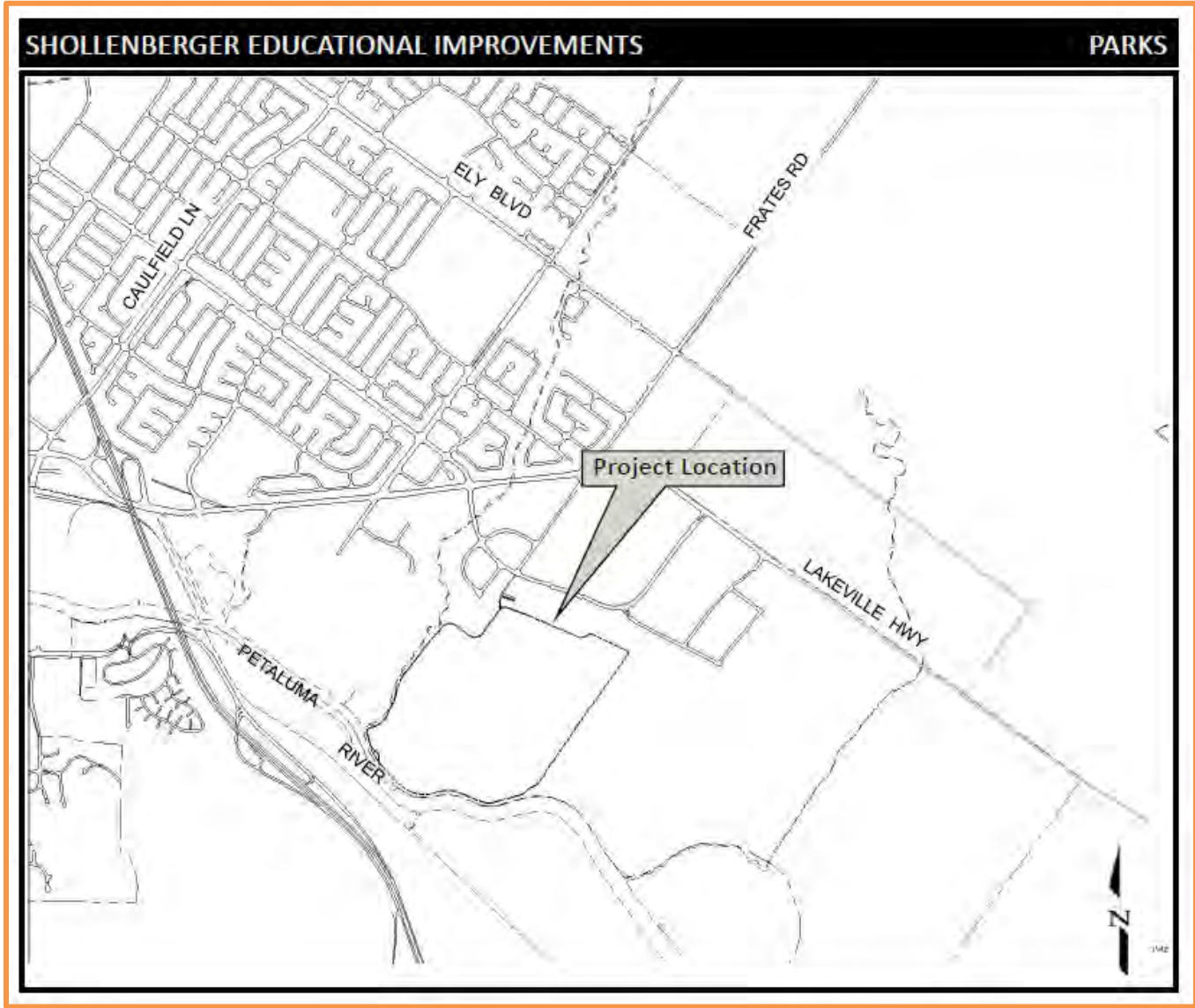
Financial Overview

C14502011

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		30	30		-				30
Land & Easements			-						-
Design		55	55						55
Legal Services			-						-
Administration			-						-
Construction Contracts		260	260	75					335
Construction Mgmt		10	10	10					20
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	355	355	85	-	-	-	-	440
SOURCES (dollars in \$000)									
Measure M - Parks		44	44						44
Interfund Loan		311	311	85					396
TOTAL FUNDS	-	355	355	85	-	-	-	-	440

Shollenberger Improvements

C14502012



Shollenberger Improvements

C14502012

Purpose and Description

This project will construct an environmental educational kiosk and an outdoor amphitheater for elementary school classes and public environmental education lectures and demonstrations at Shollenberger Park. This project is primarily funded by a grant for Outdoor Environmental Education Facilities Programs offered by the California State Parks. The grant application was coordinated with the Petaluma Wetlands Alliance.

Financial Overview

C14502012

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design		12	12						12
Legal Services			-						-
Administration			-						-
Construction Contracts			-	201					201
Construction Mgmt			-	12					12
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	12	12	213	-	-	-	-	225
SOURCES (dollars in \$000)									
Parkland Impact Fees		12	12						12
Public Works Grants		-	-			213			213
TOTAL FUNDS	-	12	12	-	-	213	-	-	225

Multi-Use Synthetic Field #2 Turf Repair

C14502113

Purpose and Description

After five years of use, the expansive soils present through-out the Petaluma Valley have impacted the soccer fields at the Petaluma Community Sports Facility. There is heaving present in Soccer Field #2 (with some also shown in Field #1). Mitigation will require cutting, laying back the field turf and then releveling the base course. Investigation into origin of the heaving will be undertaken to confirm the precise nature of the surface deformity.

Financial Overview

c14502113

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-		-				-
Land & Easements			-						-
Design		20	20						20
Legal Services			-						-
Administration			-						-
Construction Contracts			-	160					160
Construction Mgmt			-	5					5
Contingency			-						-
CIP Overheads			-	15					15
TOTAL USES	-	20	20	180	-	-	-	-	200
SOURCES (dollars in \$000)									
General Fund - Turf Replacement		20	20	180					200
TOTAL FUNDS	-	20	20	180	-	-	-	-	200

Lynch Creek Trail

C14502114

Purpose and Description

The Lynch Creek multi-use trail is 2.3 miles long going from Prince Park west to downtown Petaluma. It provides a critical non-motorized east-west connection in the heart of Petaluma. It serves schools, senior housing, medical facilities, shopping centers, community centers, parks and recreational centers that are connected for walkers and bikers. There are needed improvements to the trail surface and drainage systems. Safety and hazard mitigation are viewed as the critical work elements. The focus of the work is to improve safety throughout the trail. The project will be initially funded out of Traffic Impact Fees.

Financial Overview

c14502114

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-	50	-				50
Land & Easements			-	5					5
Design			-	75					75
Legal Services			-						-
Administration			-	3					3
Construction Contracts			-		500	1,500			2,000
Construction Mgmt			-		5	10			15
Contingency			-	10	10	20			40
CIP Overheads			-						-
TOTAL USES	-	-	-	143	515	1,530	-	-	2,188
SOURCES (dollars in \$000)									
Donations/Developer Contributions	-		-	30					30
SCTA TDA 3			-	63					63
Traffic Impact Fees			-	50					50
Undetermined			-		515	1,530			2,045
TOTAL FUNDS	-	-	-	143	515	1,530	-	-	2,188



PUBLIC WORKS PROJECTS FY 2020-2021

**PUBLIC WORKS CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21
PROJECT SUMMARY
Fund 3160.31600**

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C16101201 Washington Street Bridge Seismic Rehabilitation	273	80	353	546	1,680	-	-	-	2,579
C00501204 Rainier Avenue Cross-Town Connector	10,218	1,750	11,968	4,475	-	-	-	-	16,443
Rainier - Future	-	-	-	-	11,800	41,800	11,800	-	65,400
C16101601 Road Diet Ext Petaluma Blvd S	33	228	261	1,867	1,185	-	-	-	3,313
C16101519 Rivertrail - 101/Crossing	32	1	33	17	1,668	1,482	-	-	3,200
C16501602 Downtown ADA Improvements	556	190	746	215	245	245	94	-	1,545
C16102037 Pavement Restoration FY 19/20 Maria Dr	-	1,119	1,119	722	-	-	-	-	1,841
c16102139 Pavement Restoration FY 20-21	-	-	-	2,577	-	-	-	-	2,577
Pavement Restoration - Future	-	-	-	-	3,264	2,831	2,952	-	9,047
C16401925 Citywide Bridge Repair	-	-	-	354	-	-	-	-	354
C16102032 Intersection, Sidewalk Curb Returns and ADA Improvements	-	-	-	365	90	90	355	90	990
C16501933 D St Bridge Improvements	2	278	280	115	-	-	-	-	395
C16101936 Guardrail & Pedestrian Safety Improvements	1	29	30	595	-	-	-	-	625
c16102140 Traffic Signal Timing Improvements FY20-21	-	-	-	150	-	-	-	-	150
Traffic Signal Timing Improvements Future	-	-	-	-	150	150	150	-	450
e16082012 Payran UST	1,273	185	1,458	70	-	-	-	-	1,528
e16101718 Sidewalk Repair Revolving Loan	130	2	132	5	5	5	5	5	157
e16502022 Trestle Rehabilitation	-	50	50	123	5,250	-	-	-	5,423
C16401824 Caulfield Bridge and Extension	72	105	177	673	-	-	-	-	850
Caulfield Bridge and Extension - Future	-	-	-	-	1,825	1,200	12,000	14,000	29,025
c16402141 1st and F St Bridge Replacement	-	25	25	655	-	-	-	-	680
C16502143 Sunnyslope & Ravenswood Slope Repair	-	4	4	46	-	-	-	-	50
c16501412 LED Streetlight and Facility Lighting Retrofit	910	2	912	732	-	-	-	-	1,644
TOTAL	\$ 13,500	\$ 4,048	\$ 17,548	\$ 14,302	\$ 27,162	\$ 47,803	\$ 27,356	\$ 14,095	\$ 148,266

SOURCES (dollars in \$000)

Traffic Mitigation Impact Fees	\$ 670	\$ 1,334	\$ 2,004	\$ 4,210	\$ -	\$ -	\$ -	\$ -	\$ 6,214
Street Maintenance	143	724	867	3,722	1,447	1,153	1,454	90	8,733
Transient Occupancy Tax	775	300	1,075	123	250	-	250	-	1,698
Road Maint & Rehab Acct (RMRA)	-	729	729	1,176	1,836	1,918	2,003	-	7,662
General Fund	173	-	173	-	-	-	-	-	173
Public Works Grants	917	325	1,242	3,086	3,086	-	-	-	7,414
SCTA Measure M	-	-	-	-	-	-	-	-	-
Successor Agency - PCDC	10,274	-	10,274	-	-	-	-	-	10,274
Developer Contributions	206	100	306	595	453	-	-	-	1,354
Interfund Loan	1,490	-	1,490	-	-	-	-	-	1,490
Charges for Services	86	6	92	15	15	15	10	10	157
GASB 31	15	-	15	-	-	3,150	-	-	3,165
Water	365	155	520	28	-	-	-	-	548
Waste Water	20	-	20	-	-	-	-	-	20
Undetermined	-	-	-	-	18,422	43,000	23,800	14,000	99,222
TOTAL	\$ 15,276	\$ 3,673	\$ 18,949	\$ 12,955	\$ 25,509	\$ 49,236	\$ 27,517	\$ 14,100	\$ 148,266

Washington Street Bridge Seismic Rehabilitation

C16101201

Purpose and Description

The Washington Street Bridge over the Petaluma River was designed in 1968 prior to current seismic design standards. The seismic retrofit of the existing structure is eligible for Highway Bridge Program (HBP) funds with an 11.5% local match. The design work involves two distinct phases. Engineering staff first completed a field investigation with soil samples and submitted a proposed rehabilitation plan to Caltrans. This was followed by an environmental clearance document prepared in 19/20 and a complete set of construction drawings prepared in 20/21. It is expected that the same HBP funding source will be available for construction. The funding for the required match will be from the Street Maintenance Fund.

Financial Overview

C16101201

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design	264	80	344	546					890
Legal Services			-						-
Administration	3		3						3
Construction Contracts			-		1,425				1,425
Construction Mgmt			-		85				85
Contingency			-		142				142
CIP Overheads	6		6		28				34
TOTAL USES	\$ 273	\$ 80	\$ 353	\$ 546	\$ 1,680	\$ -	\$ -	\$ -	\$ 2,579
SOURCES (dollars in \$000)									
Traffic Mitigation Impact Fees	11		11						11
Street Maintenance	72	9	81	63	193				337
Fed Hwy Bridge Program (HBP) Grant	190	71	261	483	1,487				2,231
TOTAL FUNDS	\$ 273	\$ 80	\$ 353	\$ 546	\$ 1,680	\$ -	\$ -	\$ -	\$ 2,579

Rainier Undercrossing Structure & Right-of-Way Acquisition

C00501204

Purpose and Description

An environmental impact report (EIR) has been completed for this cross-town connector project. The design of the Highway 101 undercrossing structure was completed by Caltrans and funded by the City. The structure will be constructed by Caltrans as part of the Highway 101 MSN-C2 widening project. Funding for the undercrossing is bond funding along with Traffic Mitigation Impact Fee funds. Future phases will extend Rainier Avenue under Highway 101 to create a cross-town connector. The FY 20/21 funding will be used towards final design of the roadway, real property acquisition and easements needed for the project.



Financial Overview

C00501204

	Expenses and Funds Received			BUDGET					
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	2,027	350	2,377						2,377
Land & Easements	9	1,000	1,009	2,000					3,009
Design	998	400	1,398	2,450					3,848
Legal Services	8	-	8	10					18
Administration	31	-	31	5					36
Construction Contracts	7,000	-	7,000	-					7,000
Construction Mgmt	1	-	1	-					1
Contingency		-	-	-					-
CIP Overheads	144	-	144	10					154
TOTAL USES	\$ 10,218	\$ 1,750	\$ 11,968	\$ 4,475	\$ -				\$ 16,443

SOURCES (dollars in \$000)

Traffic Mitigation Impact Fees	659	1,334	1,993	4,210					6,203
Successor Agency - PCDC	10,224		10,224						10,224
Developer Contributions	1		1						1
GASB 31	15		15						15
TOTAL FUNDS	\$ 10,899	\$ 1,334	\$ 12,233	\$ 4,210	\$ -	\$ -	\$ -	\$ -	\$ 16,443

Rainier Cross-Town Connector Future Phases

Purpose and Description

Future phases of this project will extend Rainier Avenue under Highway 101 to create a cross-town connector. Currently there is insufficient funding to execute this project. Sources of possible funding will continue to be explored.

Financial Overview

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts			-		10,000	40,000	10,000		60,000
Construction Mgmt			-		700	700	700		2,100
Contingency			-		1,000	1,000	1,000		3,000
CIP Overheads			-		100	100	100		300
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 11,800	\$ 41,800	\$ 11,800	\$ -	\$ 65,400
SOURCES (dollars in \$000)									
Undetermined			-		11,800	41,800	11,800		65,400
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 11,800	\$ 41,800	\$ 11,800	\$ -	\$ 65,400

Petaluma Blvd. South Road Diet Extension

C16101601

Purpose and Description

The purpose of this project is to reconfigure the current 4-through lanes to 2-through lanes and bike lanes and one 2-way left turn lane on Petaluma Blvd. South from E street to Crystal Lane (Roundabout) to provide adequately sized driving lanes. This will improve safety for all modes of transportation and encourage more bicycle and pedestrian use. The project will include reconstruction of the roadway, adding bicycle lanes, improving sidewalks and making ADA improvements. Funding for this project is from the Cycle 2 One Bay Area Grant (OBAG 2) program which regionally distributes Federal Surface Transportation Program (STP) funds. The grant does require an 11.5% local match that will come from the Street Maintenance Fund.



Financial Overview

C16101601

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	1		1						1
Land & Easements			-						-
Design	30	228	258	80					338
Legal Services			-						-
Administration			-						-
Construction Contracts			-	1,515	1,005				2,520
Construction Mgmt			-	91	60				151
Contingency			-	151	100				251
CIP Overheads	2		2	30	20				52
TOTAL USES	\$ 33	\$ 228	\$ 261	\$ 1,867	\$ 1,185	\$ -	\$ -	\$ -	\$ 3,313

SOURCES (dollars in \$000)

Street Maintenance	57	33	90	190	136				416
OBAG 2 Grant		195	195	1,653	1,049				2,897
TOTAL FUNDS	\$ 57	\$ 228	\$ 285	\$ 1,843	\$ 1,185	\$ -	\$ -	\$ -	\$ 3,313

Rivertrail – 101/Crossing

C16101519

Purpose and Description

The purpose of this project is to design and construct a significant portion of the Rivertrail crossing under Hwy 101 and across the SMART tracks connecting the Riverfront development to the Marina. This segment, when complete, will connect the trail from Alman Marsh through the Marina to Hopper Street which ultimately leads to downtown. The path will allow cyclists and pedestrians an alternative route to traveling along Lakeville Highway. The preliminary engineering is funded through a contribution from the Riverfront development. Future phases are currently unfunded. There is currently a grant being pursued from the Recreational Trails and Greenways Grant Program funded through Proposition 68.

Financial Overview

C16101519

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	20		20						20
Land & Easements			-						-
Design	11	1	12	17	204				233
Legal Services			-						-
Administration			-		1	1			2
Construction Contracts			-		1,400	1,400			2,800
Construction Mgmt			-		11	30			41
Contingency			-		50	50			100
CIP Overheads	1		1		2	1			4
TOTAL USES	\$ 32	\$ 1	\$ 33	\$ 17	\$ 1,668	\$ 1,482	\$ -	\$ -	\$ 3,200
SOURCES (dollars in \$000)									
Developer Contributions	50		50						50
PW Grants			-			3,150			3,150
TOTAL FUNDS	\$ 50	\$ -	\$ 50	\$ -	\$ -	\$ 3,150	\$ -	\$ -	\$ 3,200

Downtown Pedestrian ADA Improvements

C16501602

Purpose and Description

The City will be upgrading curb ramps, sidewalks, and other facilities in the downtown area to meet current Americans with Disabilities Act standards. The work will be ongoing over many years as funding allows and is recommended for funding using Transient Occupancy Tax funds. Waste Water funds were approved in FY 18/19 to cover impacts of unanticipated sewer system repairs.

Financial Overview

C16501602

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-						-
Design	6	90	96		55	55	20		226
Legal Services			-						-
Administration			-						-
Construction Contracts	486	100	586	200	175	175	66		1,202
Construction Mgmt	57		57	10	10	10	5		92
Contingency			-	5	5	5	3		18
CIP Overheads	7		7						7
TOTAL USES	\$ 556	\$ 190	\$ 746	\$ 215	\$ 245	\$ 245	\$ 94	\$ -	\$ 1,545
SOURCES (dollars in \$000)									
Transient Occupancy Tax	775	250	1,025	-	250		250		1,525
Waste Water	20		20						20
TOTAL FUNDS	\$ 795	\$ 250	\$ 1,045	\$ -	\$ 250	\$ -	\$ 250	\$ -	\$ 1,545

Pavement Restoration 19/20 – Maria Dr

C16102037

Purpose and Description

The FY 19/20 pavement restoration project will complete reconstruction of a significant portion of Maria Drive from Sonoma Mountain Parkway to Rainier Avenue. The American with Disabilities Act requires improvements to sidewalk and curb ramps when a roadway is reconstructed or altered. Several new curb ramps will be installed in conjunction with the project. Funding for this work is a combination of SB1 and Street Maintenance Funds. This project is planned to be completed in conjunction with the Recycled Water System Extension Phase 1/Maria Loop - C66501834. Construction is planned for summer of 2020.



Financial Overview

C16102037

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		2	2	-					2
Land & Easements		-	-	-					-
Design		30	30	-					30
Legal Services		1	1	-					1
Administration		1	1	-					1
Construction Contracts		1,000	1,000	642					1,642
Construction Mgmt		41	41	40					81
Contingency		41	41	40					81
CIP Overheads		3	3	-					3
TOTAL USES	\$ -	\$ 1,119	\$ 1,119	\$ 722	\$ -	\$ -	\$ -	\$ -	\$ 1,841

SOURCES (dollars in \$000)

Street Maintenance		390	390	722					1,112
Road Maint & Rehab Acct (RMRA)		729	729						729
TOTAL FUNDS	\$ -	\$ 1,119	\$ 1,119	\$ 722	\$ -	\$ -	\$ -	\$ -	\$ 1,841

Pavement Restoration 20/21 – Various Streets

C16102139

Purpose and Description

This annual project will reduce the continued degradation of the City’s street system by implementing pavement maintenance measures as much as funding allows. Paving treatments will consist primarily of seal coats and overlays with associated dig-outs of failed areas and crack sealing. The Americans with Disabilities Act improvements to sidewalks and curb ramps will be included either as part of the paving project or as a separate project whenever possible. Funding for this work is a combination of the Road Maintenance and Recovery Act (RMRA), also known as Senate Bill 1 (SB1), Street Maintenance Funds along with Utility Fees to compensate for damage done to the streets due to placement and maintenance of sewer and water facilities. This year the project will focus on preventative maintenance on a higher number of streets and not the full reconstruction of a single street. This approach addresses the need to keep more of streets from degrading to the point of needing a full and more expensive reconstruction. An initial list of proposed streets is attached but is subject to change as more detailed planning and design of the project is completed.



Financial Overview

c16102139

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-	1					1
Land & Easements			-	-					-
Design			-	68					68
Legal Services			-	1					1
Administration			-	2					2
Construction Contracts			-	2,274					2,274
Construction Mgmt			-	114					114
Contingency			-	114					114
CIP Overheads			-	3					3
TOTAL USES	\$ -	\$ -	\$ -	\$ 2,577	\$ -	\$ -	\$ -	\$ -	\$ 2,577
SOURCES (dollars in \$000)									
Street Maintenance			-	1,401					1,401
Road Maint & Rehab Acct (RMRA)			-	1,176					1,176
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 2,577	\$ -	\$ -	\$ -	\$ -	\$ 2,577

Pavement Restoration – Future Projects

Purpose and Description

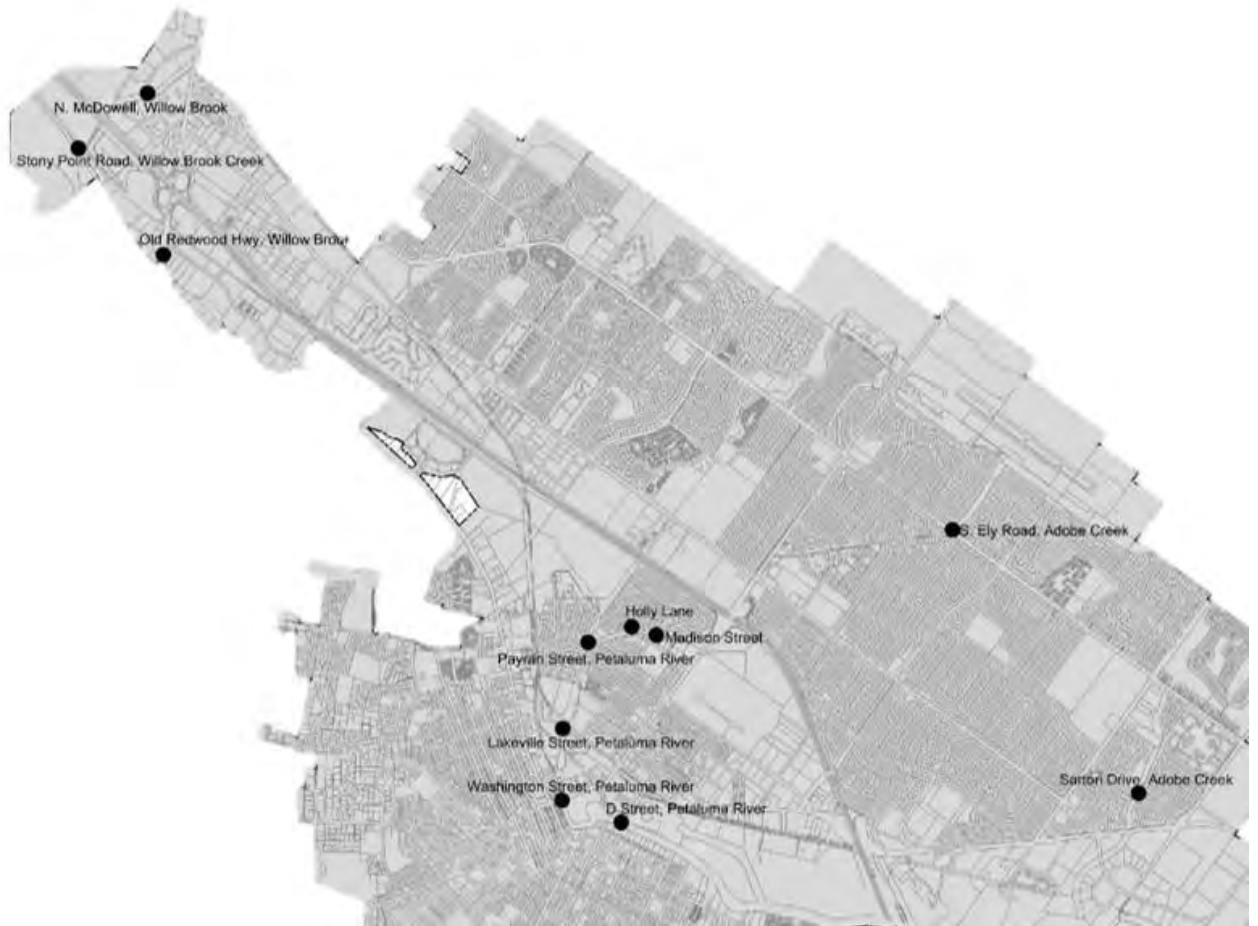
This annual project will reduce the continued degradation of the City’s street system by implementing pavement maintenance measures as much as funding allows. Projects will consist primarily of seal coats and overlays with associated dig-outs of failed areas and crack sealing. The Americans with Disabilities Act improvements to sidewalks and curb ramps will be included either as part of the paving project or as a separate project whenever possible. Funding for this work is a combination of Street Maintenance Funds along with Utility Fees to compensate for damage done to the streets due to placement and maintenance of sewer and water facilities. It is anticipated that there will be one project per year. The program will look to balance pavement preservation projects, i.e. keeping good roads in good condition where limited funding has more impact and reconstructing failed roads which is more costly and where the limited funding does not go as far. The current proposed program includes reconstruction of North McDowell Blvd in FY21/22 followed by a mix of pavement preservation projects and reconstruction project.



Financial Overview

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-		1	1	1		3
Land & Easements			-						-
Design			-		86	75	78		239
Legal Services			-		1	1	1		3
Administration			-		2	2	2		6
Construction Contracts			-		2,882	2,499	2,606		7,987
Construction Mgmt			-		144	125	131		400
Contingency			-		144	125	130		399
CIP Overheads			-		4	3	3		10
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 3,264	\$ 2,831	\$ 2,952	\$ -	\$ 9,047
SOURCES (dollars in \$000)									
Street Maintenance			-		878	913	949		2,740
Road Maint & Rehab Acct (RMRA)			-		1,836	1,918	2,003		5,757
SB-1 Formulaic (PW Grant)			-		550				550
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 3,264	\$ 2,831	\$ 2,952	\$ -	\$ 9,047

Citywide Bridge Repair Map



Citywide Bridge Repair

C16401925

Purpose and Description

Caltrans inspects most of the bridges within the City limits bi-annually. The inspections result in a report with recommendations for repairs and maintenance. This grant is funded thru Caltran’s Highway Bridge Program (HBP) with a 11.5% local match. This project is a combination of all pending work to be completed primarily sealing concrete with methacrylate and polyester concrete overlay bridge decks with methacrylate.



Financial Overview

C16401925

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-	20					20
Land & Easements			-						-
Design			-	25					25
Legal Services			-	3					3
Administration			-	3					3
Construction Contracts			-	260					260
Construction Mgmt			-	15					15
Contingency			-	25					25
CIP Overheads			-	3					3
TOTAL USES	\$ -	\$ -	\$ -	\$ 354	\$ -	\$ -	\$ -	\$ -	\$ 354

SOURCES (dollars in \$000)

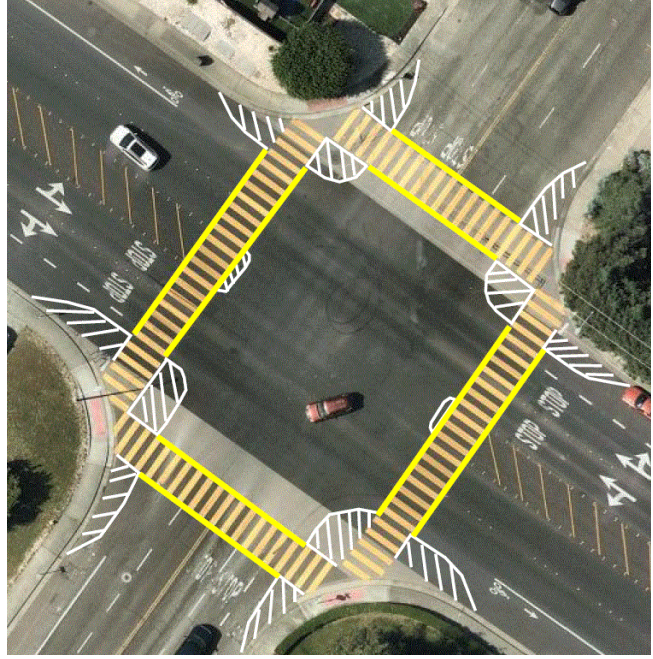
Highway Bridge Program (PW Grant)			-	354					354
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 354	\$ -	\$ -	\$ -	\$ -	\$ 354

Intersection, Sidewalk Curb Returns and ADA Improvements

C16102032

Purpose and Description

The project will undertake ADA and paving improvements at various intersections. to allow thermoplastic striping and installation of ADA ramps. FY 20/21 projects will include some pavement replacement for accessible routes to the City's multi-use paths. The City also seeks to construct new ADA compliant curb returns, where possible. If tangential sidewalk sections are being mitigated, the City strives to address ADA sidewalk and crossing improvements in the area at the same time.



Financial Overview

C16102032

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	20	10	10	10	10	60
Legal Services			-						-
Administration			-						-
Construction Contracts			-	345	80	80	345	80	930
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	-	-	365	90	90	355	90	990

SOURCES (dollars in \$000)

Street Maintenance			-	365	90	90	355	90	990
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 365	\$ 90	\$ 90	\$ 355	\$ 90	\$ 990

D Street Bridge Improvements

C16101933

Purpose and Description

In response to recent electrical failures of outdated equipment on the D St. Bridge and an electrical assessment completed in 2018; the D Street bridge requires the replacement and programming of electrical equipment for continual bridge operation. The funding source is Street Maintenance.



Financial Overview

c16101933

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-						-
Design	2	63	65						65
Legal Services			-						-
Administration			-						-
Construction Contracts		200	200	50					250
Construction Mgmt		15	15	15					30
Contingency			-	50					50
CIP Overheads			-						-
TOTAL USES	2	278	280	115	-	-	-	-	395
SOURCES (dollars in \$000)									
Street Maintenance	2	263	265	130					395
TOTAL FUNDS	\$ 2	\$ 263	\$ 265	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ 395

Guardrail & Pedestrian Safety Improvements

C16101936

Purpose and Description

This project will improve vehicular, bicycle, and pedestrian safety at various locations throughout the City. The improvements will include installing flashing beacons at various uncontrolled marked crosswalks, upgrades to traffic signal hardware at various intersections, and approximately 150 lineal feet of guard railing on the east side of Petaluma Blvd. North adjacent to the Petaluma River between Corona Road and Gossage Avenue. Construction will be completed in the summer of 2020.



Financial Overview

C16101936

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental		2	2						2
Land & Easements			-						-
Design	1	27	28	8					36
Legal Services			-						-
Administration			-						-
Construction Contracts			-	547					547
Construction Mgmt			-	40					40
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	1	29	30	595	-	-	-	-	\$ 625

SOURCES (dollars in \$000)

Highway Safety Improvmt Grant		29	29	596					625
TOTAL FUNDS	\$ -	\$ 29	\$ 29	\$ 596	\$ -	\$ -	\$ -	\$ -	\$ 625

Traffic Signal Timing Improvements FY20/21

C16102140

Purpose and Description

This program is focused on improving the traffic signal infrastructure, with improvements to the traffic management system, installation of battery back-up systems, controller and cabinet upgrades, signal head replacements, and video detection replacements. The Funding source is Street Maintenance Funds.

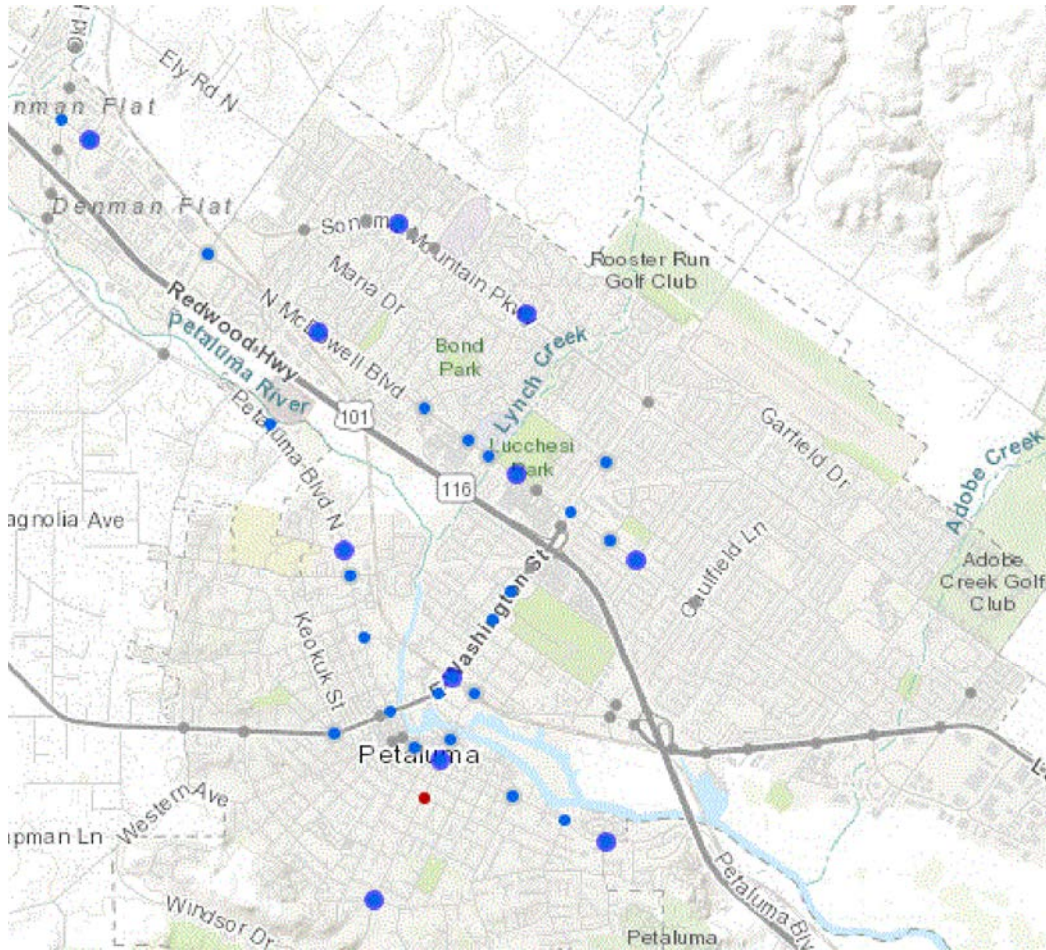


Financial Overview

c16102140

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	10					10
Legal Services			-						-
Administration			-						-
Construction Contracts			-	140					140
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	-	-	150	-	-	-	-	\$ 150
SOURCES (dollars in \$000)									
Street Maintenance			-	150					150
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 150

Traffic Signal Improvements



Traffic Signal Improvements Future

Purpose and Description

This annual project is focused on improving traffic signal infrastructure citywide, with improvements to the traffic management system to better manage signal timing, installation of battery back-up systems, controller and cabinet upgrades, signal head replacements, and video detection replacement



Financial Overview

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design			-		10	10	10		30
Legal Services			-						-
Administration			-						-
Construction Contracts			-		140	140	140		420
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	-	-	-		150	150	150	-	\$ 450
SOURCES (dollars in \$000)									
Street Maintenance			-		150	150	150		450
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ -	\$ 450

Payran UST

e16082012

Purpose and Description

301 Payran Street is the former site of a City fire station and an underground storage tank (UST). The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation and monitoring of the site until it is allowed to be closed by the regulating agencies. The majority of City costs to date have been reimbursed by the State UST Clean-up Fund. That fund, however, was fully expended by the end of FY 17/18. Water Capital will be used to complete this remediation work to protect the City's ground water.

Financial Overview

e16082012

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	437	160	597	50					647
Land & Easements			-						-
Design	405		405						405
Legal Services			-						-
Administration	10		10						10
Construction Contracts	400		400						400
Construction Mgmt	21	15	36	10					46
Contingency		10	10	10					20
CIP Overheads			-						\$ -
TOTAL USES	\$ 1,273	\$ 185	\$ 1,458	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ 1,528
SOURCES (dollars in \$000)									
General Fund	173		173						173
State UST Clean-Up Fund	727	30	757						757
Successor Agency - PCDC	50		50						50
Water	365	155	520	28					548
TOTAL FUNDS	\$ 1,315	\$ 185	\$ 1,500	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ 1,528

Sidewalk Repair Revolving Loan

e16101718

Purpose and Description

The City of Petaluma’s infrastructure system includes the public walkways. Aging concrete, root intrusion, expansive soils, and a variety of other causes create potential tripping hazards throughout the City. The goal of this program is to create safe public access and abate trip hazards. Per the California Streets and Highways Code and the City of Petaluma Municipal Code Chapter 13.10, property owners are responsible and liable for any damaged sidewalk areas adjacent to their homes or businesses. When the City of Petaluma performs the repair work and the cost of the repair is more than an owner can afford to pay in a single payment, the City will provide financing to property owners at a low interest rate. Monthly administrative fees may apply. The financing agreement is on a case by case basis for those that may wish to use it, with a maximum term of 3 years and a minimum monthly payment of \$100.

Financial Overview

e16101718

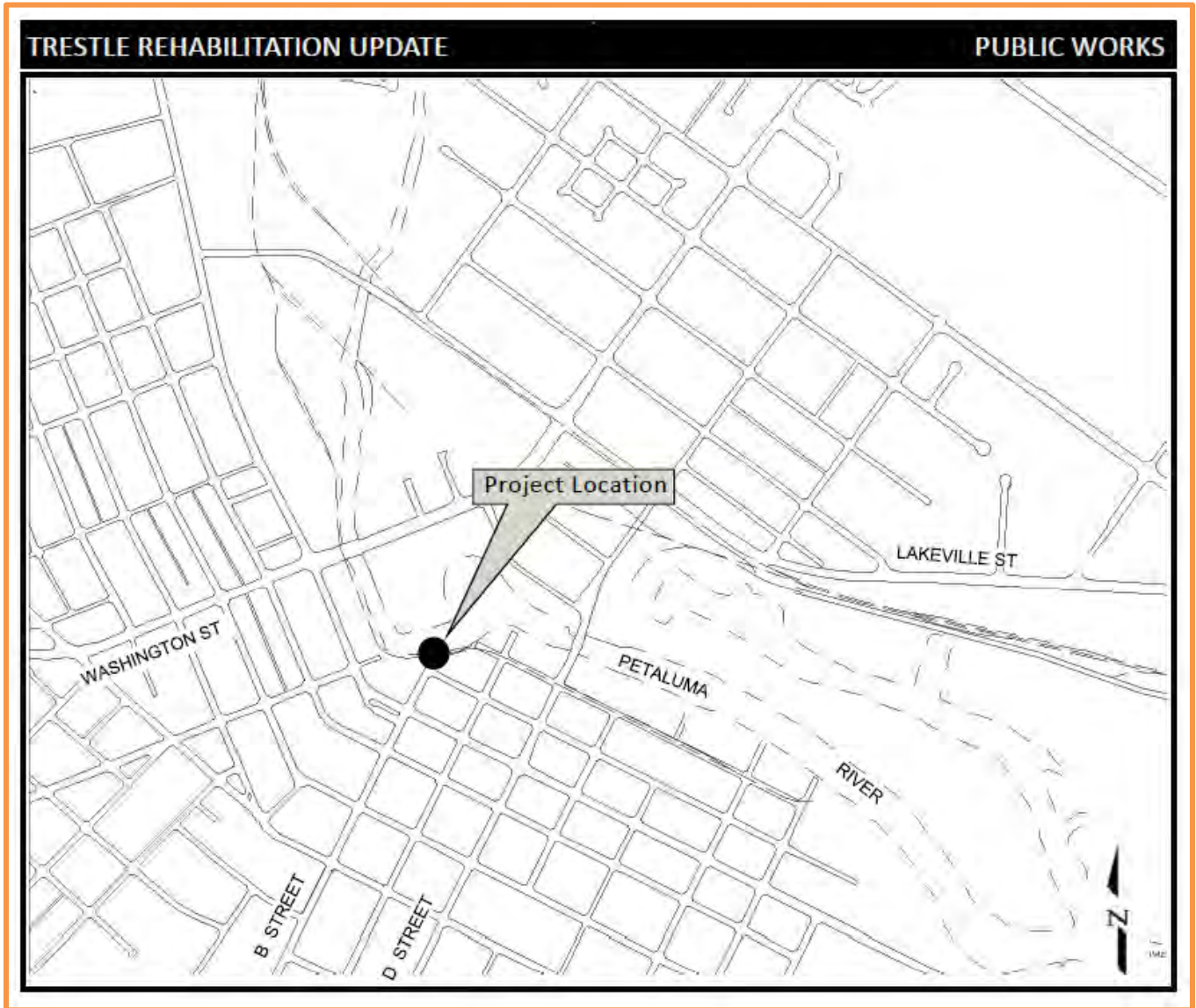
USES (dollars in \$000)	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-						-
Design			-						-
Legal Services			-						-
Administration			-						-
Construction Contracts	130		130						130
Construction Mgmt		2	2	5	5	5	5	5	27
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ 130	\$ 2	\$ 132	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 157

SOURCES (dollars in \$000)

Charges for Services	86	6	92	15	15	15	10	10	157
TOTAL FUNDS	\$ 86	\$ 6	\$ 92	\$ 15	\$ 15	\$ 15	\$ 10	\$ 10	\$ 157

Trestle Rehabilitation

e16502022



Trestle Rehabilitation

e16502022

Purpose and Description

This project will develop a cost estimate and funding plan to proceed with the rehabilitation of the wooden railroad trestle on the southwest bank of the Petaluma River Turning Basin. The City developed rehabilitation plans in 2013 funded by a grant from the California Coastal Commission. The construction cost estimate for the designed project exceeded the funding capacity of the City.

This project meets City Council Goal 151 which states: Develop a plan to rehabilitate the trestle which will include funding options.

Financial Overview

e16502022

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		50	50	20					70
Land & Easements			-						-
Design			-	100					100
Legal Services			-						-
Administration			-						-
Construction Contracts			-		5,000				5,000
Construction Mgmt			-		250				250
Contingency			-						-
CIP Overheads			-	3					3
TOTAL USES	-	50	50	123	5,250	-	-	-	\$ 5,423
SOURCES (dollars in \$000)									
Transient Occupancy Tax		50	50	123					173
Undetermined			-	-	5,250				5,250
TOTAL FUNDS	\$ -	\$ 50	\$ 50	\$ 123	\$ 5,250	\$ -	\$ -	\$ -	\$ 5,423

Caulfield Bridge and Extension

C16401824

Purpose and Description

Initial project efforts have been to determine bridge type, bridge layout, and estimated construction costs for a bridge over the Petaluma River extending Caulfield Lane to Petaluma Blvd. South. Initial consultant work has received Coast Guard approval for the vertical and horizontal clearances, as well as general bridge openings. The conceptual design and layout have been developed and now the project can proceed into the environmental permitting phase. The planning and permitting effort will identify the permits needed, studies required (i.e. traffic, cultural, biological, etc.), execution of said studies and detailed costing.

Financial Overview

C16401824

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	9	60	69	603					672
Land & Easements			-						-
Design	60	40	100	60					160
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt	2		2						2
Contingency		5	5	10					15
CIP Overheads	1		1						1
TOTAL USES	\$ 72	\$ 105	\$ 177	\$ 673	\$ -	\$ -	\$ -	\$ -	\$ 850

SOURCES (dollars in \$000)

Developer Contributions	155	100	255	595					850
TOTAL FUNDS	\$ 155	\$ 100	\$ 255	\$ 595	\$ -	\$ -	\$ -	\$ -	\$ 850

Caulfield Bridge and Extension- Future



Project Area - Location Map

Caulfield Bridge and Extension
City Project No. C16401824

Caulfield Bridge and Extension- Future

Purpose and Description

The Caulfield Bridge and Extension – Future will address the future work yet to be conducted for the crossing. The intent is to seek developer and other undetermined grant sources for funding. The cost for the bridge and approaches is based on the consultant’s study done in FY19-20.

Financial Overview

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-		200	200			400
Land & Easements			-		125				125
Design			-		1,500	1,000			2,500
Legal Services			-						-
Administration			-						-
Construction Contracts			-				10,000	13,000	23,000
Construction Mgmt			-				2,000	1,000	3,000
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 1,825	\$ 1,200	\$ 12,000	\$ 14,000	\$ 29,025
SOURCES (dollars in \$000)									
Developer Contributions			-		453	-	-	-	453
Undetermined			-		1,372	1,200	12,000	14,000	28,572
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 1,825	\$ 1,200	\$ 12,000	\$ 14,000	\$ 29,025

1st and F St Bridge Replacement

C16402141

Purpose and Description

The timber framed bridge at 1st and F Streets in Petaluma covers the outfall of a historic creek and storm sewer draining into the Petaluma River. This structure was initially a railroad bridge first then has been incorporated into the street and carries pedestrian, bicycle, automobile, and truck traffic. The age of this bridge has elements dating back to the early 1900 's. Portions of the bridge are showing signs of rot and overstress of some of the primary load carrying components is a subsequent concern. The funding of this bridge replacement project is Street Maintenance funds.

Financial Overview

c16402141

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental		10	10	10					20
Land & Easements			-						-
Design		15	15	10					25
Legal Services			-						-
Administration			-						-
Construction Contracts			-	600					600
Construction Mgmt			-	5					5
Contingency			-	30					30
CIP Overheads			-	-					-
TOTAL USES	\$ -	\$ 25	\$ 25	\$ 655	\$ -	\$ -	\$ -	\$ -	\$ 680

SOURCES (dollars in \$000)

Street Maintenance		25	25	655					680
TOTAL FUNDS	\$ -	\$ 25	\$ 25	\$ 655	\$ -	\$ -	\$ -	\$ -	\$ 680

Sunnyslope & Ravenswood Slope Repair

c16502143

Purpose and Description

An existing timber retaining wall is failing and impacting the adjacent sidewalk and street. The mitigation work involves possible removal of a tree, regrading the slope within the public right of way.

Financial Overview

C16502143

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		4	4						4
Legal Services			-						-
Administration			-						-
Construction Contracts			-	40					40
Construction Mgmt			-	1					1
Contingency			-	5					5
CIP Overheads			-	-					-
TOTAL USES	\$ -	\$ 4	\$ 4	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ 50

SOURCES (dollars in \$000)

Street Maintenance		4	4	46					50
TOTAL FUNDS	\$ -	\$ 4	\$ 4	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ 50

LED Streetlight and Facility Lighting Retrofit

C16501412

Purpose and Description

The City previously completed two projects retrofitting street lights with more energy-efficient LED lamps. The project replaced over 4,000 streets. The remaining interfund waste water loan will be used to further reduce the City's energy use and maintenance cost by replacing older lights at some of the City's sports fields, courts, parking lots and pathways where the existing lighting is nearing the end of its service life.

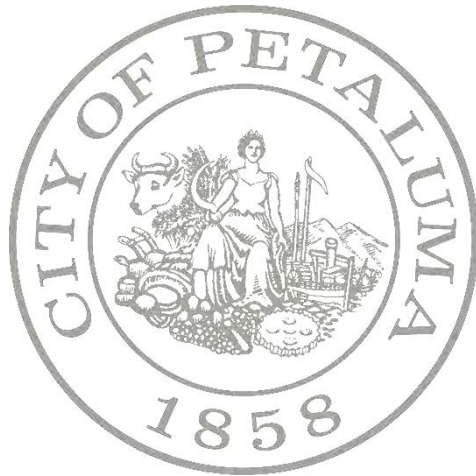
Financial Overview

c16501412

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental Land & Easements	4		4	1					5
Design	66	2	68	39					107
Legal Services			-						-
Administration	19		19						19
Construction Contracts	790		790	547					1,337
Construction Mgmt	22		22	40					62
Contingency			-	100					100
CIP Overheads	9		9	5					14
TOTAL USES	\$ 910	\$ 2	\$ 912	\$ 732	\$ -	\$ -	\$ -	\$ -	\$ 1,644

SOURCES (dollars in \$000)

Street Maintenance	12		12						12
Interfund Loan	1,490		1,490						1,490
Other Revenue	142		142						142
Undetermined			-						-
TOTAL FUNDS	\$ 1,644	\$ -	\$ 1,644	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,644



RECYCLED WATER PROJECTS FY 2020-2021

RECYCLED WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21

PROJECT SUMMARY

Fund 6690.66999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C66401416 Tertiary Filtration System Expansion	324	828	1,152	7,360	2,110	-	-	-	10,622
C66401302 Recycled Water Turnout And Meter Replacements	-	-	-	388	350	-	-	-	738
C66501936 Recycled Water System Expansion for Agriculture	-	1,150	1,150	1,005	1,700	1,700	-	-	5,555
C66501834 Recycled Water System Extension- Phase 1/Maria Loop	-	1,750	1,750	75	750	-	-	-	2,575
TOTAL	\$ 324	\$ 3,728	\$ 4,052	\$ 8,828	\$ 4,910	\$ 1,700	\$ -	\$ -	\$ 19,490

SOURCES (dollars in \$000)

Waste Water Capital Funds	\$ 315	\$ 3,737	\$ 4,052	\$ 5,228	\$ 4,910	\$ 1,700	\$ -	\$ -	\$ 15,890
Dept. of Water Resources grant	-	\$ -	-	3,600	-	-	-	-	3,600
TOTAL	\$ 315	\$ 3,737	\$ 4,052	\$ 8,828	\$ 4,910	\$ 1,700	\$ -	\$ -	\$ 19,490

Tertiary Filtration System Expansion

C66401416

Purpose and Description

The existing tertiary treatment system at the Ellis Creek Water Recycling Facility can process up to 5.0 MGD of tertiary level recycled water, of which 0.5 MGD is used in-plant. Currently, the increased demand on the recycled water system for agricultural irrigation, the tertiary system exceeds its capacity during high demand periods. This project will expand the filtration and disinfection capacity of the system used to treat wastewater effluent to produce up to 6.8 MGD of tertiary recycled water. To provide additional recycled water treatment capacity, the City will add pumping capacity, two cloth media filters and add a third ultraviolet (UV) light system in an existing channel constructed for this purpose. While the majority of the project funding is Waste Water Capital, the City has secured a \$3.6M through a partnership with the North Bay Water Reuse Authority. Construction will begin in the summer of 2020.

Financial Overview

C66401416

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	2	15	17	161					178
Land & Easements			-						-
Design	319	759	1,078	102					1,180
Legal Services			-						-
Administration			-						-
Construction Contracts		-	-	6,615	2,035				8,650
Construction Mgmt			-	275	75				350
Contingency		35	35	165					200
CIP Overheads	3	19	22	42					64
TOTAL USES	\$ 324	\$ 828	\$ 1,152	\$ 7,360	\$ 2,110	\$ -	\$ -	\$ -	\$ 10,622

SOURCES (dollars in \$000)

Waste Water Capital Funds	315	837	1,152	3,760	2,110				7,022
DWR Grant via NBWRA			-	3,600					3,600
TOTAL FUNDS	\$ 315	\$ 837	\$ 1,152	\$ 7,360	\$ 2,110	\$ -	\$ -	\$ -	\$ 10,622

Recycled Water Turnout and Meter Replacements

C66401302

Purpose and Description

Construction of the City of Petaluma’s recycled water system began in 1981 and expanded over time. Recycled water is conveyed from the oxidation ponds at Lakeville Highway and currently serve 871 acres of agricultural land and 339 acres of golf courses, parks and greenbelts. During the dry-weather season the City distributes water to recycled irrigation customers. The existing turnouts are at the end of their useful life having been in service for 30+ years. Maintenance is becoming difficult as parts are no longer available. This project will remove and replace recycled water irrigation turnouts, meter assemblies and their laterals. This project is funded by Waste Water Capital.

Financial Overview

C66401302

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-	14					14
Design			-	34					34
Legal Services			-						-
Administration			-	11					11
Construction Contracts			-	232	350				582
Construction Mgmt			-	36					36
Contingency			-	55					55
CIP Overheads			-	6					6
TOTAL USES	\$ -	\$ -	\$ -	\$ 388	\$ 350	\$ -	\$ -	\$ -	\$ 738

SOURCES (dollars in \$000)

Waste Water Capital Funds			-	388	350				738
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 388	\$ 350	\$ -	\$ -	\$ -	\$ 738

Recycled Water System Expansion for Agriculture

C66501936

Purpose and Description

This project is part of the City's plan to expand the recycled water system to additional high demand agricultural irrigation accounts. Agricultural customers consume the largest portion of the recycled water produced by the Ellis Creek Water Recycling Facility (ECWRF). There are several potential high demand agricultural customers along the Lakeville Highway corridor which are in close proximity to the ECWRF. This project is phase 1 of a 3-phase expansion project that will deliver recycled water to several parcels on the southwest side of Lakeville Highway. The City is seeking funding from federal and state sources through a partnership with the North Bay Water Reuse Authority (NBWRA). The construction of the project is dependent on the partnership with NBWRA and the efforts to receive grant funding from Federal and State sources.



Financial Overview

C66501936

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-						-
Land & Easements			-						-
Design		145	145						145
Legal Services			-						-
Administration			-						-
Construction Contracts		800	800	800	1,700	1,700			5,000
Construction Mgmt		80	80	80					160
Contingency		120	120	120					240
CIP Overheads		5	5	5					10
TOTAL USES	\$ -	\$ 1,150	\$ 1,150	\$ 1,005	\$ 1,700	\$ 1,700	\$ -	\$ -	\$ 5,555

SOURCES (dollars in \$000)

Waste Water Capital Funds		1,150	1,150	1,005	1,700	1,700			5,555
TOTAL FUNDS	\$ -	\$ 1,150	\$ 1,150	\$ 1,005	\$ 1,700	\$ 1,700	\$ -	\$ -	\$ 5,555

Recycled Water System Expansion- Phase 1/Maria Loop C66501834

Purpose and Description

This project will extend the recycled water to offset potable water to schools, greenbelts, and parks. The new pipeline will connect to the Prop 1A/Sonoma Mountain pipeline and create a looped system to increase reliability and efficiency of the system. The pipeline will loop the recycled water system via Maria Drive, and connect to Meadow Elementary and Loma Vista Elementary Schools, as well as various city parks. This phase of the project funds installation of approximately 6,000 feet of pipeline under Maria Drive as it is reconstructed. In FY21/22 work will be done to extend the system to Maria Drive.



Financial Overview

C66501834

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		75	75	25					100
Land & Easements			-						-
Design		100	100	50					150
Legal Services		2	2						2
Administration		2	2						2
Construction Contracts		1,425	1,425		750				2,175
Construction Mgmt		70	70						70
Contingency		70	70						70
CIP Overheads		6	6						6
TOTAL USES	\$ -	\$ 1,750	\$ 1,750	\$ 75	\$ 750		\$ -	\$ -	\$ 2,575

SOURCES (dollars in \$000)

Waste Water Capital Funds		1,750	1,750	75	750				2,575
TOTAL FUNDS	\$ -	\$ 1,750	\$ 1,750	\$ 75	\$ 750		\$ -	\$ -	\$ 2,575



SURFACE WATER PROJECTS FY 2020-2021

**SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21
PROJECT SUMMARY**
Fund 3160.31600

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C16301518 Old Corona Road Water Quality Mitigation	76	1,075	1,151	257	-	-	-	-	1,408
C16301417 Washington Creek Repair & Enhancement	3	1	4	171	-	-	-	-	175
C16301722 Petaluma River Flood Management Denman Reach Phase 4	1,308	1,448	2,756	20	-	-	-	-	2,776
C16501931 Trash Capture Device Pilot	1	50	51	509	-	-	-	-	560
C16302144 Edith St. Drainage Improvements	-	2	2	110	-	-	-	-	112
TOTAL	\$ 1,388	\$ 2,576	\$ 3,964	\$ 1,067	\$ -	\$ -	\$ -	\$ -	\$ 5,031

SOURCES (dollars in \$000)

Storm Drainage Impact Fees	\$ 59	\$ 22	\$ 81	\$ 632	\$ -	\$ -	\$ -	\$ -	\$ 713
SCWA Zone 2A Funds	2,620	403	3,023	1,220	-	-	-	-	4,243
Street Maintenance	-	-	-	22	-	-	-	-	22
Dept. of Water Resources grant	-	-	-	53	-	-	-	-	53
TOTAL	\$ 2,679	\$ 425	\$ 3,104	\$ 1,927	\$ -	\$ -	\$ -	\$ -	\$ 5,031

Old Corona Road Water Quality Mitigation

C16301518

Purpose and Description

This project will improve the water filtration and carrying capacity of an existing roadside open ditch adjacent to Old Corona Road. The ditch receives surface water flows from Highway 101 for a distance of 550 linear feet and approximately 25-30' in width. At the downstream end of the roadside open ditch the low flow will be diverted to two bio-retention basins for further water quality improvement prior to discharge to the Petaluma River. This project is fully funded by Caltrans as a mitigation measure to upstream impacts caused by the 101-widening project. Design began in the summer of 2017; construction to follow dependent on execution of a cooperative agreement and permitting. Caltrans funding will be set aside to pay for maintenance activities for 20 years post construction.

Financial Overview

C16301518

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	52		52						52
Land & Easements			-						-
Design	21	154	175						175
Legal Services			-						-
Administration			-						-
Construction Contracts		756	756	214					970
Construction Mgmt	1	65	66	4					70
Contingency		80	80	32					112
CIP Overheads	2	20	22	7					29
TOTAL USES	76	\$ 1,075	\$ 1,151	\$ 257	\$ -	\$ -	\$ -	\$ -	\$ 1,408
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees	29		29						29
SCWA Zone 2A Funds	1,379		1,379						1,379
TOTAL FUNDS	1,408	\$ -	\$ 1,408	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,408

Washington Creek Repair & Enhancement

C16301417

Purpose and Description

The project includes a feasibility study of bank repairs, native riparian plantings, and other enhancements on Washington Creek starting at N. McDowell Blvd. upstream through subdivisions to Prince Park. This includes preliminary design and permitting. This project will be paid for through SCWA Zone 2A funds. No funding has yet been identified for construction.

Financial Overview

C16301417

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	1		1	34					35
Land & Easements			-						-
Design	2	1	3	137					140
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	3	\$ 1	\$ 4	\$ 171	\$ -	\$ -	\$ -	\$ -	\$ 175

SOURCES (dollars in \$000)

Storm Drainage Impact Fees			-	5					5
SCWA Zone 2A Funds		3	3	167					170
TOTAL FUNDS	-	\$ 3	\$ 3	\$ 172	\$ -	\$ -	\$ -	\$ -	\$ 175

Petaluma River Flood Management Denman Reach 4 C16301722

Purpose and Description

An existing Department of Water Resources grant was awarded to another agency that was unable to complete their project. The City of Petaluma offered to fulfill the grant requirements through this project on Denman Reach. The project includes the purchase of an undeveloped parcel adjacent to the recently completed phase 3 project to prevent future development in or adjacent to the floodplain and to provide additional flood water storage on the property, as well as remove sediment at Corona Road to reduce localized flooding. Construction is expected to be completed in FY 20/21.

Financial Overview

C16301722

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	232		232						232
Land & Easements	1,004		1,004						1,004
Design	47		47						47
Legal Services			-						-
Administration		15	15						15
Construction Contracts		1,339	1,339						1,339
Construction Mgmt	12	18	30	10					40
Contingency		69	69	10					79
CIP Overheads	13	7	20						20
TOTAL USES	1,308	\$ 1,448	\$ 2,756	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ 2,776

SOURCES (dollars in \$000)

Storm Drainage Impact Fees	29		29						29
SCWA Zone 2A Funds	1,241	400	1,641	1,053					2,694
Dept. of Water Resources grant			-	53					53
TOTAL FUNDS	1,270	\$ 400	\$ 1,670	\$ 1,106	\$ -	\$ -	\$ -	\$ -	\$ 2,776

Storm Drain Trash Capture Device Pilot

C16501931

Purpose and Description

To meet new State Water Resource Control Board trash reduction requirements for storm drainage, the City is developing and implementing a compliance plan. This plan will include installation of trash capture devices in certain locations in the City’s storm drainage system. The installation of a trash capture device is one of the first steps in compliance and a pilot test for future installations.

Financial Overview

C16501931

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	1	10	11	9					20
Land & Easements			-						-
Design		40	40	20					60
Legal Services			-						-
Administration			-						-
Construction Contracts			-	380					380
Construction Mgmt			-	30					30
Contingency			-	70					70
CIP Overheads			-						-
TOTAL USES	1	\$ 50	\$ 51	\$ 509	\$ -	\$ -	\$ -	\$ -	\$ 560
SOURCES (dollars in \$000)									
Storm Drainage Impact Fees	1	20	21	539					560
TOTAL FUNDS	1	\$ 20	\$ 21	\$ 539	\$ -	\$ -	\$ -	\$ -	\$ 560

Edith St. Drainage Improvements

C16302144

Purpose and Description

Localized ponding of water is occurring in the unpaved City alleyway that runs between Edith and Wilson Streets. The ponding water is threatening to flood some properties along Edith St. There is no drain inlet and insufficient slope to provide for surface drainage of rain water to either Jefferson or D St. This project is to alleviate the issue by installing a drain inlet and new storm drainage piping and regrading the alleyway.

Financial Overview

C16302144

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-						-
Design		2	2	10					12
Legal Services			-						-
Administration			-						-
Construction Contracts			-	100					100
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-	-					-
TOTAL USES	\$ -	\$ 2	\$ 2	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ 112

SOURCES (dollars in \$000)

Storm Drainage Impact Fees		2	2	88					90
Street Maintenance				22					22
TOTAL FUNDS	\$ -	\$ 2	\$ 2	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ 112

TRANSIT PROJECTS FY 2020-2021

TRANSIT CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21

PROJECT SUMMARY

Fund 6590.65999

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C65202110 Transit Admin Building Roof Overlay	-	-	-	73	-	-	-	-	73
TOTAL	\$ -	\$ -	\$ -	\$ 73	\$ -	\$ -	\$ -	\$ -	\$ 73

SOURCES (dollars in \$000)

TDA Transit Capital funds	\$ -	\$ -	-	\$ 26	\$ -	\$ -	\$ -	\$ -	\$ 26
Federal Transit Administration	\$ -	\$ -	-	47	-	-	-	-	47
TOTAL	\$ -	\$ -	\$ -	\$ 73	\$ -	\$ -	\$ -	\$ -	\$ 73

Transit Admin Building Roof Overlay

C65202110

Purpose and Description

The Transit Administration building roof is beyond its useful life and requires replacement. The cost estimate is based on the recent work of overlay of the existing roof with TPO. The project is fully funded through FTA 5307 grant funding and TDA sales tax enterprise funds.



Financial Overview

C65202110

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-	1					1
Land & Easements			-						-
Design			-	6					6
Legal Services			-						-
Administration			-	1					1
Construction Contracts			-	50					50
Construction Mgmt			-	6					6
Contingency			-	7					7
CIP Overheads			-	2					2
TOTAL USES	-	-	-	73	-	-	-	-	73
SOURCES (dollars in \$000)									
TDA Transit Capital funds			-	26					26
FTA 5307 TCP			-	47					47
TOTAL FUNDS	-	-	-	73	-	-	-	-	73

WASTEWATER UTILITY PROJECTS FY 2020-2021

**WASTEWATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21
PROJECT SUMMARY
Fund 6690.66999**

PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C66501003 Manhole Rehabilitation	482	-	482	356	-	356	-	356	1,550
C66501518 CNG Fueling Station Ellis Creek	5,182	2,073	7,255	200	-	-	-	-	7,455
C66501840 Chemical System Upgrade at Ellis Creek Phase 1	8	440	448	1,215	-	-	-	-	1,663
C66401728 Ellis Creek High Strength Waste Facilities	5,734	652	6,386	100	-	-	-	-	6,486
C66501308 Chemical System Upgrade at Ellis Creek Phase 2	-	280	280	2,689	975	-	-	-	3,944
C66501519 Payran Lift Station Upgrade	152	1,097	1,249	1,018	-	-	-	-	2,267
C66402143 McNear Park Sewer Replacement	-	-	-	2,500	-	-	-	-	2,500
Sewer Main Replacement Future	-	-	-	-	2,500	-	2,500	3,094	8,094
C66501923 Oakmead, Redwood, and Outlet Mall Lift Station Upgrades	-	-	-	-	-	955	1,808	-	2,763
C66501930 Replace PIPS High Capacity Pumps	-	-	-	20	-	240	2,600	-	2,860
C66502032 PIPS Forcemain Replacement	11	160	171	471	6,095	6,095	-	-	12,832
C66501838 Ellis Creek Outfall Replacement	115	340	455	1,915	1,930	-	-	-	4,300
C66502042 C Street Pump Station and Collection Area Upgrades	-	260	260	50	2,889	-	-	1,000	4,199
e66502027 Corp Yard Tank Demo-Phase 2	-	-	-	1,067	-	-	-	-	1,067
c66402144 Corp yard Master Plan	-	-	-	700	-	-	-	-	700
TOTAL	\$ 11,684	\$ 5,302	\$ 16,986	\$ 12,301	\$ 14,389	\$ 7,646	\$ 6,908	\$ 4,450	\$ 62,680

SOURCES (dollars in \$000)

California Energy Comm Grant	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Waste Water	10,100	3,901	14,001	11,936	14,389	7,646	6,908	4,450	59,330
Water Capital	-	-	-	350	-	-	-	-	350
TOTAL	\$ 10,100	\$ 3,901	\$ 14,001	\$ 15,286	\$ 14,389	\$ 7,646	\$ 6,908	\$ 4,450	\$ 62,680

Manhole Rehabilitation

C66501003

Purpose and Description

Many of the City’s older manholes were constructed with brick and mortar. These brick manholes are a significant cause of high infiltration and inflows (I&I), in part due to the interior surfaces having deteriorated and the mortar eroding which allows ground water to enter the system. The system currently has approximately 80 brick manholes in need of replacement. The first construction project to rehabilitate the manholes is completed. The next phase will occur in FY 20/21 and will be funded by Waste Water Capital.

Financial Overview

C66501003

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-						-
Design	28		28	15		15		15	73
Legal Services			-	2		2		2	6
Administration	2		2	1					3
Construction Contracts	411		411	250		250		250	1,161
Construction Mgmt	33		33	29		30		30	122
Contingency			-	50		50		50	150
CIP Overheads	8		8	9		9		9	35
TOTAL USES	\$ 482	\$ -	\$ 482	\$ 356	\$ -	\$ 356	\$ -	\$ 356	\$ 1,550

SOURCES (dollars in \$000)

Waste Water	482		482	356		356		356	1,550
TOTAL FUNDS	\$ 482	\$ -	\$ 482	\$ 356	\$ -	\$ 356	\$ -	\$ 356	\$ 1,550

CNG Fueling Station Ellis Creek

C66501518

Purpose and Description

This project includes the design and construction of a gas scrubbing facility, a Compressed Natural Gas (CNG) fueling station and related site improvements at the Ellis Creek Water Recycling Facility (ECWRF) and Recology Sonoma Marin’s facility in Petaluma. The anaerobic digester at ECWRF produces methane gas that is currently used to fuel a boiler to heat sludge. The excess methane gas is flared off. With the construction of another digester and the addition of high strength waste to the treatment process, the plant will produce nearly double the amount of methane gas. The gas will be scrubbed, compressed, and used to fuel City and Recology vehicles. The City obtained grant funds from the California Energy Commission for the construction of the CNG facilities, with the remainder of the funding coming from Waste Water Capital. Construction is expected to be substantially complete in FY 19/20.

Financial Overview

C66501518

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	199	77	276						276
Land & Easements			-						-
Design	677	20	697						697
Legal Services			-						-
Administration			-						-
Construction Contracts	4,123	1,201	5,324	200					5,524
Construction Mgmt	131	222	353						353
Contingency		553	553						553
CIP Overheads	52		52						52
TOTAL USES	\$ 5,182	\$ 2,073	\$ 7,255	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 7,455

SOURCES (dollars in \$000)

California Energy Comm Grant			-	3,000					3,000
Waste Water	3,609	646	4,255	200					4,455
TOTAL FUNDS	\$ 3,609	\$ 646	\$ 4,255	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ 7,455

Chemical System Upgrade at Ellis Creek Phase 1

66501840

Purpose and Description

This project addresses replacement of 2,200 feet of deteriorated and failing double-walled sodium hypochlorite piping that runs from the Outfall building to the Wetlands Effluent Pump Station. The planning phase will analyze whether replacement of the piping or installation of additional sodium hypochlorite equipment will provide the best lifecycle cost. Design and construction will be completed on the best alternative.

Financial Overview

C66501840

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru	Estimate	Estimate Life to Date thru	Adopted Budget	PROJECTED				
	FY 19	FY 19-20	FY 20		FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		10	10	20					30
Land & Easements			-						-
Design	7	400	407	110					517
Legal Services			-						-
Administration			-						-
Construction Contracts			-	900					900
Construction Mgmt			-	50					50
Contingency		30	30	135					165
CIP Overheads	1		1						1
TOTAL USES	\$ 8	\$ 440	\$ 448	\$ 1,215	\$ -	\$ -	\$ -	\$ -	\$ 1,663

SOURCES (dollars in \$000)

Waste Water	8	440	448	1,215					1,663
TOTAL FUNDS	\$ 8	\$ 440	\$ 448	\$ 1,215	\$ -	\$ -	\$ -	\$ -	\$ 1,663

Ellis Creek High Strength Waste Facilities

C66401728

Purpose and Description

Repurpose existing acid-phase digesters at the Ellis Creek Water Recycling Facility to receive and blend high strength waste from local industries with wastewater solids for anaerobic digestion. The project includes the addition of screw press sludge dewatering capacity. Design of this project began in FY 16/17 and construction for this Waste Water Capital funded project is expected to be substantially complete in FY 19/20, in conjunction with the CNG fueling project.

Financial Overview

C66401728

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	8		8						8
Land & Easements			-						-
Design	979	22	1,001						1,001
Legal Services			-						-
Administration			-						-
Construction Contracts	4,538	590	5,128	100					5,228
Construction Mgmt	153	40	193						193
Contingency			-						-
CIP Overheads	56		56						56
TOTAL USES	\$ 5,734	\$ 652	\$ 6,386	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 6,486

SOURCES (dollars in \$000)

Waste Water	5,691	695	6,386	100					6,486
TOTAL FUNDS	\$ 5,691	\$ 695	\$ 6,386	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 6,486

Chemical System Upgrade at Ellis Creek Phase 2

C66501308

Purpose and Description

This project will upgrade chemical, mechanical, electrical and instrumentation equipment located at the oxidation pond and used for the disinfection and dichlorination of effluent. The facilities are over 20 years old and need to be upgraded to comply with current codes, regulations and safety standards and to improve chemical efficiency and lower maintenance and operation costs. The facility disinfects effluent at the wetlands pump station and/or at the chlorine contact chamber. The project will evaluate the benefits of consolidating the two separate chemical dosing systems into an integrated configuration where pumps can dose to either location or relocating the wetlands effluent disinfection system closer to the point of disinfection. The project will replace and relocate pumps for disinfection and dichlorination chemicals. The work will also upgrade structural, mechanical and electrical deficiencies at the bulk chemical storage facilities, emergency standby generator and switchgear, motor control center. Additionally, a new 7000 linear feet paved roadway for system access may be included in the construction. Construction for this Waste Water capital funded project is expected to begin in the summer of 2021.

Financial Overview

C66501308

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	-	5	5	10					15
Land & Easements	-		-						-
Design	-	250	250	150					400
Legal Services	-		-						-
Administration	-		-						-
Construction Contracts	-		-	1,945	975				2,920
Construction Mgmt	-		-	146					146
Contingency	-	25	25	438					463
CIP Overheads	-		-						-
TOTAL USES	\$ -	\$ 280	\$ 280	\$ 2,689	\$ 975	\$ -	\$ -	\$ -	\$ 3,944

SOURCES (dollars in \$000)

Waste Water	-	280	280	2,689	975				3,944
TOTAL FUNDS	\$ -	\$ 280	\$ 280	\$ 2,689	\$ 975	\$ -	\$ -	\$ -	\$ 3,944

Payran Lift Station Upgrade

C66501519

Purpose and Description

This project upgrades pumps and controls of the lift station that serves the north central portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately with a portable generator. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift station into cohesive operation with the Ellis Creek Water Recycling Facility. This project is funded through Waste Water Capital. Construction to start in FY 19/20.



Financial Overview

C66501519

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental		5	5	-					5
Land & Easements			-						-
Design	140	25	165						165
Legal Services		1	1						1
Administration		4	4						4
Construction Contracts		725	725	725					1,450
Construction Mgmt	8	127	135	115					250
Contingency		180	180	160					340
CIP Overheads	4	30	34	18					52
TOTAL USES	\$ 152	\$ 1,097	\$ 1,249	\$ 1,018	\$ -	\$ -	\$ -	\$ -	\$ 2,267

SOURCES (dollars in \$000)

Waste Water	150	1,099	1,249	1,018					2,267
TOTAL FUNDS	\$ 150	\$ 1,099	\$ 1,249	\$ 1,018	\$ -	\$ -	\$ -	\$ -	\$ 2,267

McNear Park Sewer Replacement

C66402143

Purpose and Description

This project is for replacement of aging and at capacity sewer mains along F and G Streets between 8th Street and 12th Streets near McNear Park. The existing sewer lines have been rated poorly and are in need of replacement. New sewer mains and laterals will be installed to assist in eliminating groundwater intrusion and ensure the integrity of the distribution system. Wastewater Capital funds will be used for this project. This project will be completed in conjunction with McNear Park Water Main Replacements, C67502020

Financial Overview

C66402143

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-	10					10
Land & Easements			-	5					5
Design			-	180					180
Legal Services			-	5					5
Administration			-	5					5
Construction Contracts			-	1,700					1,700
Construction Mgmt			-	150					150
Contingency			-	395					395
CIP Overheads			-	50					50
TOTAL USES	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500
SOURCES (dollars in \$000)									
Waste Water			-	2,500					2,500
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500

Sewer Main Replacement Future

Purpose and Description

This is the projected future program for needed sewer main replacements of the City’s aging Waste Water collection system. New sewer mains and laterals will be installed to assist in eliminating groundwater intrusion and ensure the integrity of the distribution system. Wastewater Capital funds will used for this project.

Financial Overview

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-		10		10	15	35
Land & Easements			-		5		5	5	15
Design			-		180		180	200	560
Legal Services			-		5		5	7	17
Administration			-		5		5	7	17
Construction Contracts			-		1,700		1,700	2,200	5,600
Construction Mgmt			-		150		150	180	480
Contingency			-		395		395	420	1,210
CIP Overheads			-		50		50	60	160
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 3,094	\$ 8,094

SOURCES (dollars in \$000)

Waste Water			-		2,500		2,500	3,094	8,094
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 3,094	\$ 8,094

Oakmead, Redwood, and Outlet Mall Lift Station Upgrades

C66501923

Purpose and Description

This project upgrades pumps and controls of several lift stations that serve various portions of the City. These lift stations were constructed around the same period and upgrades will be similar. Currently, operations must respond to these stations immediately due to small storage capacities. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. This Waste Water Capital funded project will bring the lift stations into cohesive operation with the Ellis Creek Water Recycling Facility. Design is scheduled for 2023 and construction for 2024.

Financial Overview

C66501923

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-			5	5		10
Land & Easements			-			10			10
Design			-		140		70		210
Legal Services			-		1		1		2
Administration			-		2		2		4
Construction Contracts			-		500		1,300		1,800
Construction Mgmt			-		120		180		300
Contingency			-		150		210		360
CIP Overheads			-		27		40		67
TOTAL USES	\$ -	\$ -	\$ -	\$ -		\$ 955	\$ 1,808	\$ -	\$ 2,763

SOURCES (dollars in \$000)

Waste Water			-			955	1,808		2,763
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955	\$ 1,808	\$ -	\$ 2,763

Replace PIPS High Capacity Pumps

C66501930

Purpose and Description

This Waste Water Capital funded project will replace four high capacity 450 horse-power pumps and variable frequency drive units (VFD) at the Primary Influent Pump Stations (PIPS). Existing pumps were installed in 1999 and have required significant maintenance. Preliminary work is expected to begin late in FY 20/21 with design to follow in FY 22/23 and construction to occur the following year.



Financial Overview

C66501930

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-	20					20
Land & Easements			-	-					-
Design			-	-		240			240
Legal Services			-	-					-
Administration			-	-					-
Construction Contracts			-	-			2,600		2,600
Construction Mgmt			-	-					-
Contingency			-	-					-
CIP Overheads			-	-					-
TOTAL USES	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ 240	\$ 2,600	\$ -	\$ 2,860

SOURCES (dollars in \$000)

Waste Water			-	20		240	2,600		2,860
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ 240	\$ 2,600	\$ -	\$ 2,860

PIPS Forcemain Replacement

C66502032

Purpose and Description

All the wastewater generated in the City is pumped through a single 2.5-mile-long 36 inch diameter forcemain from Hopper Street to Ellis Creek. The forcemain is roughly 40 years old and is nearing the end of its service life. This project involves installing a parallel forcemain adjacent to the existing forcemain. This project will include the assessment of the existing forcemain and rehabilitation to provide redundant service of this critical conveyance pipeline. Cost shown below is for the first of several phases of work.

Financial Overview

C66502032

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental		40	40	40					80
Land & Easements			-	20					20
Design	11	100	111	389					500
Legal Services		5	5	4	3	3			15
Administration			-	3	2	2			7
Construction Contracts			-	-	5,500	5,500			11,000
Construction Mgmt			-	-	155	155			310
Contingency			-	-	420	420			840
CIP Overheads		15	15	15	15	15			60
TOTAL USES	\$ 11	\$ 160	\$ 171	\$ 471	\$ 6,095	\$ 6,095	\$ -	\$ -	\$ 12,832

SOURCES (dollars in \$000)

Waste Water	30	141	171	471	6,095	6,095			12,832
TOTAL FUNDS	\$ 30	\$ 141	\$ 171	\$ 471	\$ 6,095	\$ 6,095	\$ -	\$ -	\$ 12,832

Ellis Creek Outfall Replacement

C66501838

Purpose and Description

This project will replace approximately 3,200 linear feet of 48 inch diameter outfall piping that was found to have significant loss in structural integrity. The 43 year-old pipe is constructed out of a composite material called Techite, a pipe material used in the 1970s. Techite is brittle and has been the cause of many catastrophic pipeline failures nationwide. This pipeline is used to discharge treated water from the Ellis Creek Water Recycling facility to the Petaluma River during the winter months. A temporary pipe was constructed in FY 16/17 under a separate contract. This project will include permitting, design, and construction of a new outfall pipe. This project will also evaluate the possibility of relocating the facility's discharge location, which could alleviate the need for costly construction in sensitive wetland habitat. It will be funded by Waste Water capital.

Financial Overview

C66501838

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	112	128	240						240
Land & Easements			-						-
Design		200	200						200
Legal Services			-						-
Administration			-						-
Construction Contracts			-	1,500	1,500				3,000
Construction Mgmt	1		1	100	100				201
Contingency			-	300	300				600
CIP Overheads	2	12	14	15	30				59
TOTAL USES	\$ 115	\$ 340	\$ 455	\$ 1,915	\$ 1,930	\$ -	\$ -	\$ -	\$ 4,300

SOURCES (dollars in \$000)

Waste Water	130	340	470	1,900	1,930				4,300
TOTAL FUNDS	\$ 130	\$ 340	\$ 470	\$ 1,900	\$ 1,930	\$ -	\$ -	\$ -	\$ 4,300

C Street Pump Station and Collection Area Upgrades

C66502042

Purpose and Description

The C Street Pump Station and the associated collection system runs at and above design capacity during large storm events. This project will assess the performance and condition of the collection system, pump station, and pump station force main and fund the needed upgrades. The project will be funded by Waste Water funds.



Financial Overview

C66502042

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	-	60	60						60
Land & Easements	-		-						-
Design	-	200	200	50	50			150	450
Legal Services	-		-						-
Administration	-		-						-
Construction Contracts	-		-		2,600			850	3,450
Construction Mgmt	-		-		100				100
Contingency	-		-		100				100
CIP Overheads	-		-		39				39
TOTAL USES	\$ -	\$ 260	\$ 260	\$ 50	\$ 2,889	\$ -	\$ -	\$ 1,000	\$ 4,199

SOURCES (dollars in \$000)

Waste Water	-	260	260	50	2,889			1,000	4,199
TOTAL FUNDS	\$ -	\$ 260	\$ 260	\$ 50	\$ 2,889	\$ -	\$ -	\$ 1,000	\$ 4,199

Corp Yard Tank Demo-Phase 2

e66502027

Purpose and Description

The Phase 1 demolition project at the corporation yard is nearing completion. The second Phase of this demolition work will involve further demolition of tanks. This will help to increase the usable work area at the corporation yard.



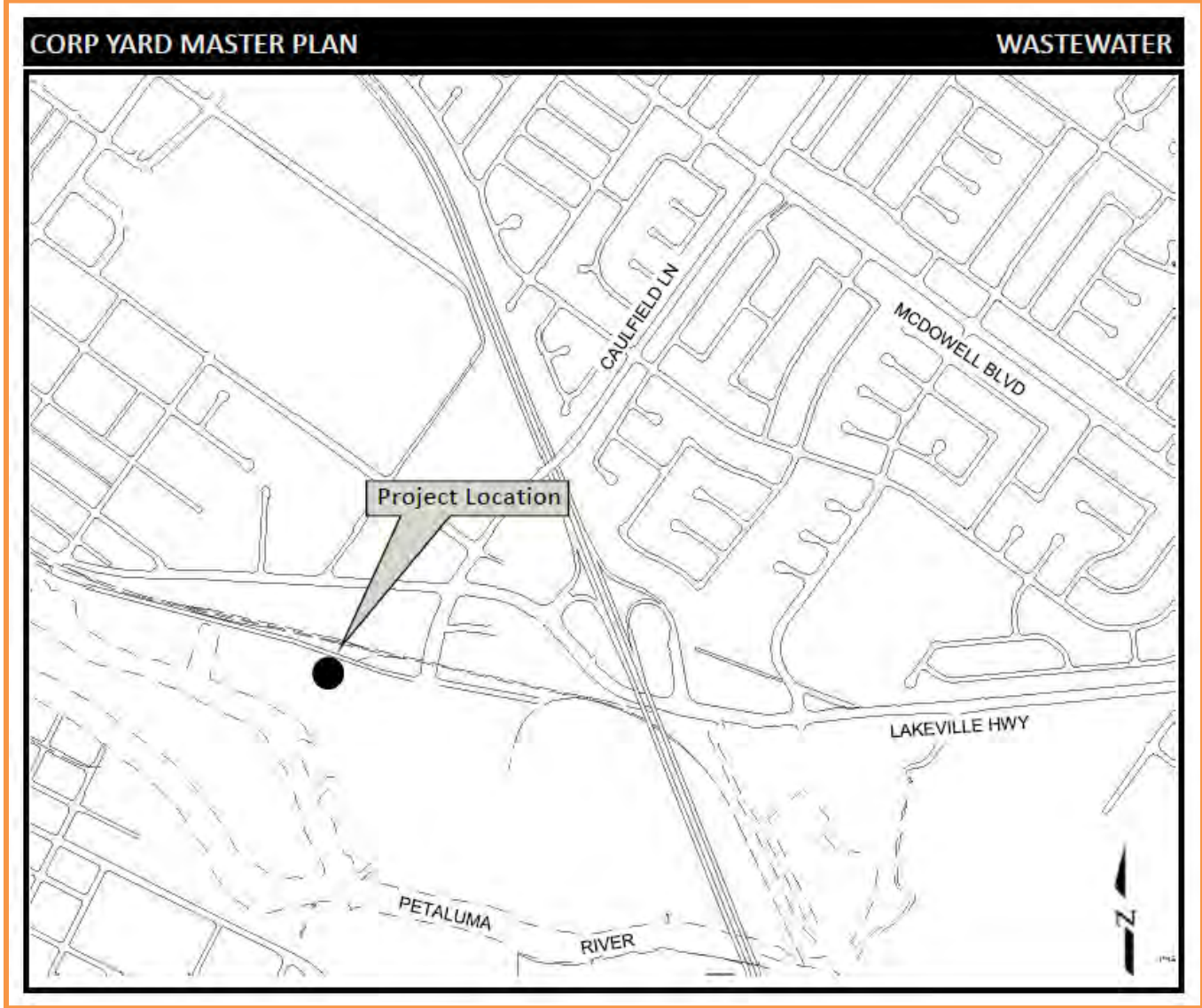
Financial Overview

e66502027

USES (dollars in \$000)	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-						-
Land & Easements			-						-
Design			-	7					7
Legal Services			-						-
Administration			-	10					10
Construction Contracts			-	850					850
Construction Mgmt			-	50					50
Contingency			-	100					100
CIP Overheads			-	50					50
TOTAL USES	-	-	-	1,067	-	-	-	-	1,067

SOURCES (dollars in \$000)

Waste Water			-	1,067					1,067
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 1,067	\$ -	\$ -	\$ -	\$ -	\$ 1,067



Corp Yard Master Plan

C66402144

Purpose and Description

The City's Corporation Yard has several disparate functions that are collocated. The current Water and Wastewater Operations are inefficiently split between two locations. The City is looking to consolidate the Water and Wastewater Operations at the Hopper Street location. Two phases of demolition of the former waste water treatment plant will be opening additional useable space, making it an appropriate time for the City to carefully plan for future well-informed use of the site.

Financial Overview

c66402144

	Expenses and Funds Received			BUDGET					Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-	150					150
Land & Easements			-	50					50
Design			-	500					500
Legal Services			-						-
Administration			-						-
Construction Contracts			-						-
Construction Mgmt			-						-
Contingency			-						-
CIP Overheads			-						-
TOTAL USES	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ 700
SOURCES (dollars in \$000)									
Waste Water			-	350					350
Water Capital			-	350					350
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ 700



WATER UTILITY PROJECTS FY 2020-2021

WATER CAPITAL IMPROVEMENT PROGRAM BUDGET FY 20-21

PROJECT SUMMARY

Fund 6790.67999

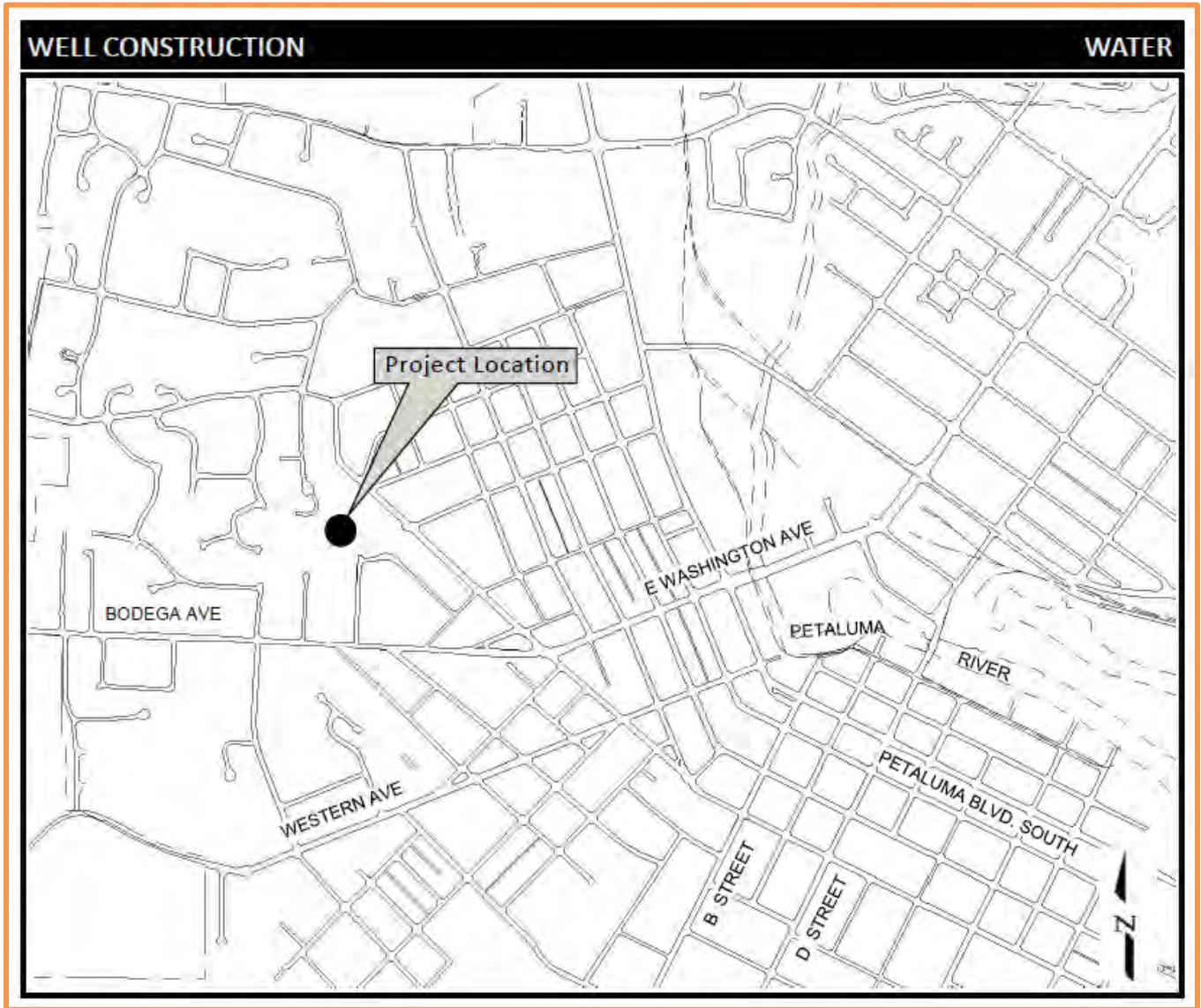
PROJECTS (dollars in \$000)	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
C67501611 Well Construction	2	32	34	800	-	677	777	-	2,288
C67502012 Bodega and Webster Water Main Replacement	-	-	-	-	-	-	-	1,688	1,688
C67501007 Hardin & Manor Tank Exterior Recoating	-	-	-	-	-	-	-	2,600	2,600
C67402215 Copeland St. Water Main Replacement	-	-	-	-	-	-	-	1,470	1,470
C67401918 Petaluma Blvd. South Water Main Replacement	25	1,147	1,172	368	-	-	-	-	1,540
C67502020 McNear Park Water Main Replacements	-	52	52	1,508	-	-	-	-	1,560
C67502121 Water Service Replacement FY20/21	-	-	-	1,900	-	-	-	-	1,900
Projected Water Service Replacement Program	-	-	-	-	1,900	1,700	1,900	1,700	7,200
C67402122 La Cresta Tank Project	-	-	-	405	2,595	-	-	-	3,000
Oak Hill Tank Replacement	-	-	-	-	-	2,890	2,475	-	5,365
12-inch Santa Rosa Junior College Water Main	-	-	-	-	864	-	-	-	864
Water Main Replacement Program	-	-	-	-	1,650	1,650	1,650	1,650	6,600
TOTAL	\$ 27	\$ 1,231	\$ 1,258	\$ 4,981	\$ 7,009	\$ 6,917	\$ 6,802	\$ 9,108	\$ 36,075

SOURCES (dollars in \$000)

Water Capital	\$ 52	\$ 1,206	\$ 1,258	\$ 4,981	\$ 7,009	\$ 6,917	\$ 6,802	\$ 9,108	\$ 36,075
TOTAL	\$ 52	\$ 1,206	\$ 1,258	\$ 4,981	\$ 7,009	\$ 6,917	\$ 6,802	\$ 9,108	\$ 36,075

Well Construction

C67501611



Well Construction

C67501611

Purpose and Description

This project will continue the efforts to expand the City's local water supply and meet the Sonoma County Water Agency capacity goal that local agencies increase emergency and drought delivery to 40% of the average day of the maximum month demand. The project will explore new possible well sites, determine which sites are most feasible, and ultimately drill a new well to add to the City's existing local water supply. Detailed investigation and some design to occur in FY 20/21 after completion of the USGS groundwater model. Projects also include well head treatment to meet changes in water quality requirements. Water Capital will fund all phases of this work.



Financial Overview

C67501611

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental		30	30						30
Land & Easements			-						-
Design	1	1	2	24		50	50		126
Legal Services			-	1		1	1		3
Administration			-	1		1	1		3
Construction Contracts	1	1	2	650		500	600		1,752
Construction Mgmt			-	59		60	60		179
Contingency			-	60		60	60		180
CIP Overheads			-	5		5	5		15
TOTAL USES	\$ 2	\$ 32	\$ 34	800	\$ -	\$ 677	\$ 777	\$ -	\$ 2,288

SOURCES (dollars in \$000)

Water Capital	-	34	34	800		677	777		2,288
TOTAL FUNDS	\$ -	\$ 34	\$ 34	\$ 800	\$ -	\$ 677	\$ 777	\$ -	\$ 2,288

Bodega and Webster Water Main Replacement

C67502012

Purpose and Description

This project involves the replacement of aged water mains to reduce maintenance costs and improve service. The replacement of the older 8-inch water main in Webster with a 12-inch water main will allow for better hydraulic performance with Paula Lane and Mountain View tanks in Zone 2. The current pipe sizes are restricting flow. The new water main will increase water service levels and increase fire protection.



Financial Overview

C67502012

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	-		-					5	5
Land & Easements			-						-
Design			-					70	70
Legal Services	-		-					2	2
Administration			-					6	6
Construction Contracts			-					1,200	1,200
Construction Mgmt	-		-					180	180
Contingency			-					210	210
CIP Overheads			-					15	15
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,688	\$ 1,688

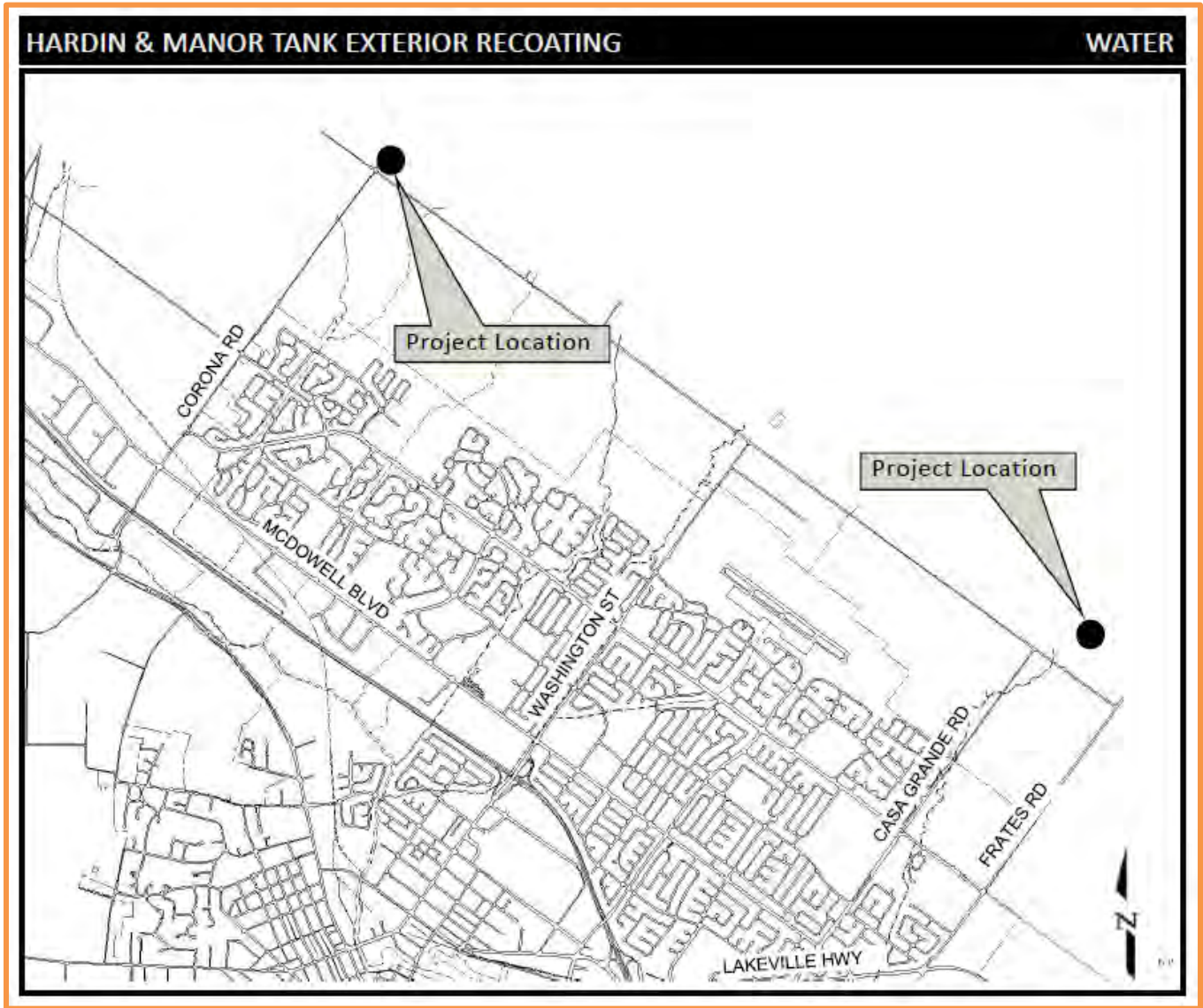
SOURCES (dollars in \$000)

Water Capital			-					1,688	1,688
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,688	\$ 1,688



Hardin and Manor Tank Recoating

C67501007



Hardin and Manor Tank Recoating

C67501007

Purpose and Description

This project involves applying a new coating surface to the existing water tanks and removing old and deteriorated paint. The Water Capital funded project is scheduled to begin in FY 24/25 and will extend the life of the tanks and include a seismic assessment and cathodic protection.



Financial Overview

C67501007

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-					5	5
Land & Easements			-						-
Design			-					300	300
Legal Services			-					1	1
Administration			-					1	1
Construction Contracts			-					1,800	1,800
Construction Mgmt			-					250	250
Contingency			-					225	225
CIP Overheads			-					18	18
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600	\$ 2,600
SOURCES (dollars in \$000)									
Water Capital			-					2,600	2,600
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600	\$ 2,600

Copeland St. Water Main Replacement

C67402215

Purpose and Description

This project will use Water Capital funds to replace aged water mains to reduce maintenance costs and improve service in FY 24/25. The project is dependent on development activities in the area.



Financial Overview

C67402215

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	-		-						-
Land & Easements	-		-						-
Design	-		-					20	20
Legal Services	-		-						-
Administration	-		-					10	10
Construction Contracts	-		-					1,250	1,250
Construction Mgmt	-		-					75	75
Contingency	-		-					110	110
CIP Overheads	-		-					5	5
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,470	\$ 1,470
SOURCES (dollars in \$000)									
Water Capital			-					1,470	1,470
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,470	\$ 1,470

Petaluma Blvd. South Water Main Replacement

C67401918

Purpose and Description

This project will replace an existing 4-inch cast iron pipe along Petaluma Boulevard South with an 8-inch C900 pipe meeting current standards. The project will address an aging pipeline and provide fire service protection capacity for future development. This Water Capital funded project is scheduled to start in FY19/20 for completion in FY 20/21 ahead of the Road Diet Extension on Petaluma Blvd. South.



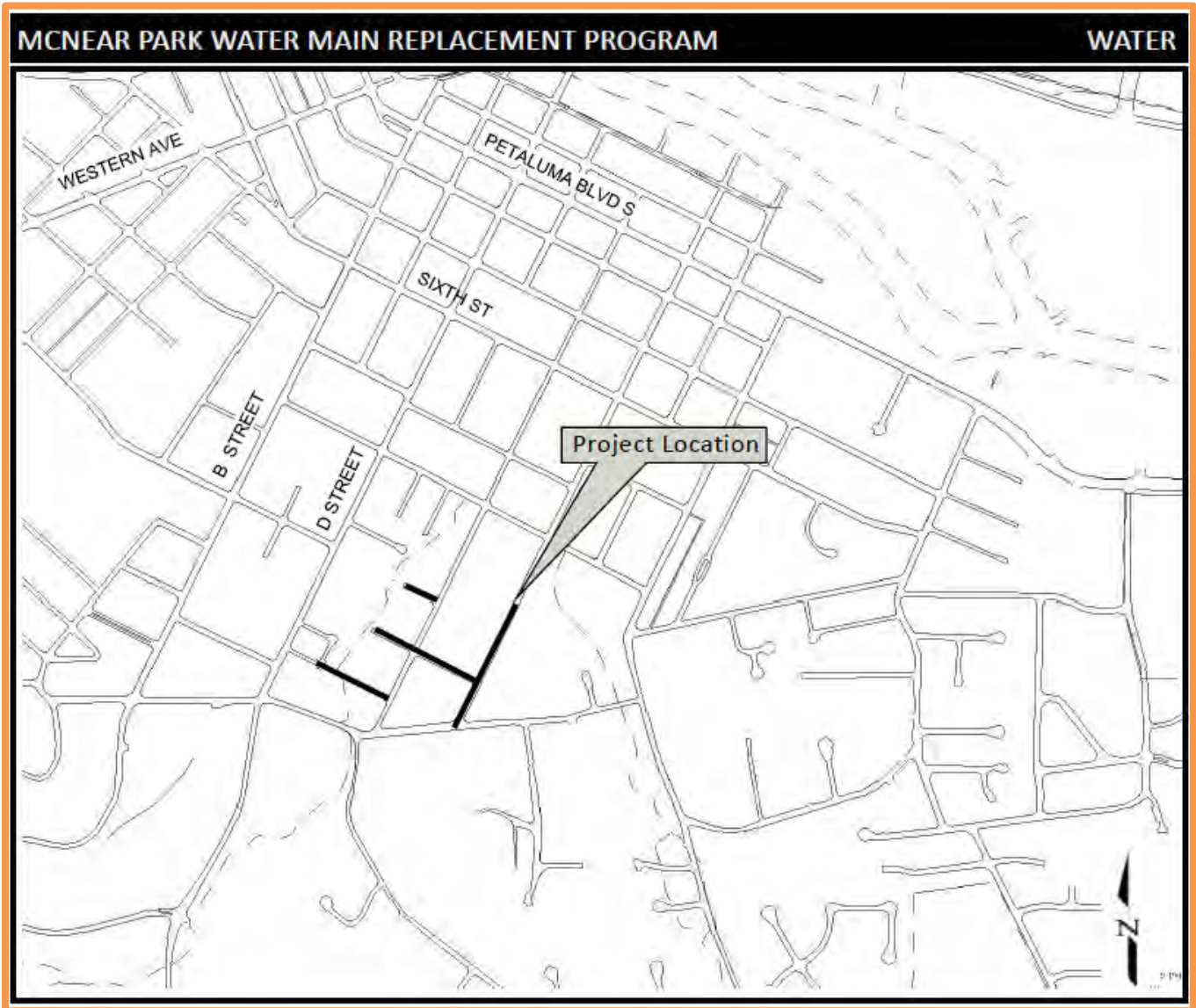
Financial Overview

C67401918

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	-		-						-
Land & Easements	-		-						-
Design	23	27	50						50
Legal Services	-	1	1						1
Administration	-	2	2						2
Construction Contracts	-	800	800	300					1,100
Construction Mgmt	2	100	102	18					120
Contingency	-	212	212	50					262
CIP Overheads		5	5						5
TOTAL USES	\$ 25	\$ 1,147	\$ 1,172	\$ 368		\$ -	\$ -	\$ -	\$ 1,540
SOURCES (dollars in \$000)									
Water Capital	52	1,120	1,172	368					1,540
TOTAL FUNDS	\$ 52	\$ 1,120	\$ 1,172	\$ 368	\$ -	\$ -	\$ -	\$ -	\$ 1,540

McNear Park Water Main Replacements

C67502020



McNear Park Water Main Replacements

C67502020

Purpose and Description

This project will replace existing 2-inch steel water mains along F and G Streets between 8th and 12th Streets near McNear Park. The steel pipes are over 50 years old and prone to failures. Water Capital Funds will fund the installation of larger capacity pipelines meeting current standards for this project. This project will be completed in conjunction with the McNear Park Sewer Replacement project, C66402143.

Financial Overview

C67502020

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental	-	2	2						2
Land & Easements			-						-
Design		50	50						50
Legal Services	-		-	1					1
Administration			-	2					2
Construction Contracts			-	1,200					1,200
Construction Mgmt	-		-	150					150
Contingency			-	150					150
CIP Overheads			-	5					5
TOTAL USES	\$ -	\$ 52	\$ 52	\$ 1,508	\$ -	\$ -	\$ -	\$ -	\$ 1,560

SOURCES (dollars in \$000)

Water Capital		52	52	1,508					1,560
TOTAL FUNDS	\$ -	\$ 52	\$ 52	\$ 1,508	\$ -	\$ -	\$ -	\$ -	\$ 1,560

Water Service Replacement FY 20/21

C67502121

Purpose and Description

The Water Service Replacement FY 20/21 is the projected future program needed to replace polybutylene water services. The water services installed throughout the 1970's and early 1980's included polybutylene "blue-tube" piping from the main to the water meter. Polybutylene is a form of plastic resin pipe with fittings that scale and flake and become brittle, causing micro-fractures that result in pipe failure. Maintenance personnel are continuously replacing these old pipes as the service and saddles fail. The program will upgrade the deteriorated water services and saddles to current standards to reduce maintenance costs.



Financial Overview

C67502121

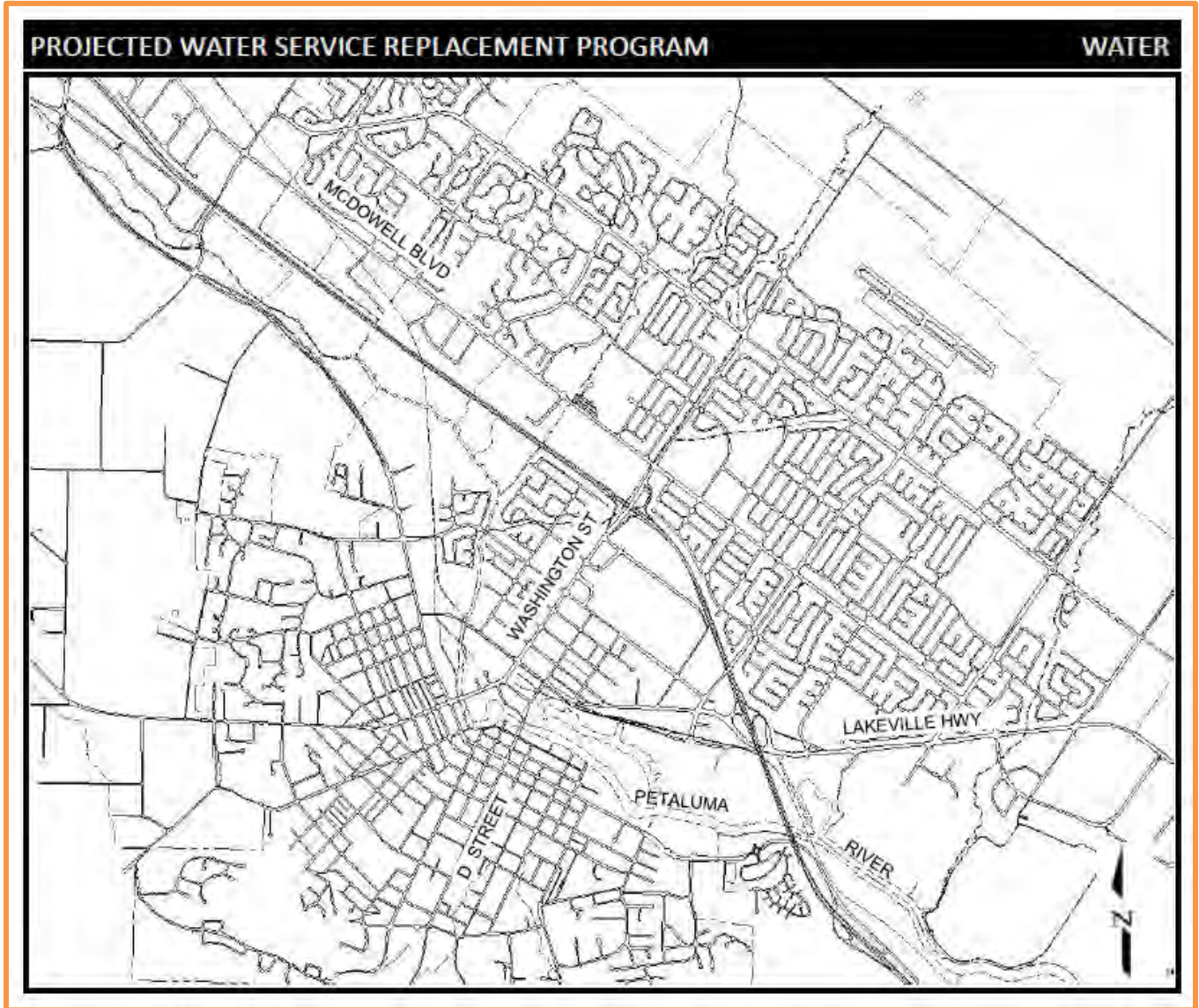
	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental	-		-	10					10
Land & Easements			-						-
Design			-	80					80
Legal Services	-		-	4					4
Administration			-	10					10
Construction Contracts			-	1,400					1,400
Construction Mgmt	-		-	175					175
Contingency			-	200					200
CIP Overheads			-	21					21
TOTAL USES	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ 1,900

SOURCES (dollars in \$000)

Water Capital			-	1,900					1,900
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ -	\$ -	\$ 1,900



Projected Water Service Replacement Program



Projected Water Service Replacement Program

Purpose and Description

The Projected Water Service Replacement Program is the projected future program needed to replace polybutylene water services. The water services installed throughout the 1970's and early 1980's included polybutylene "blue-tube" piping from the main to the water meter. Polybutylene is a form of plastic resin pipe with fittings that scale and flake and become brittle, causing micro-fractures that result in pipe failure. Maintenance personnel are continuously replacing these old pipes as the service and saddles fail. The program will upgrade the deteriorated water services and saddles to current standards to reduce maintenance costs. Funding for this program is from Water Capital..

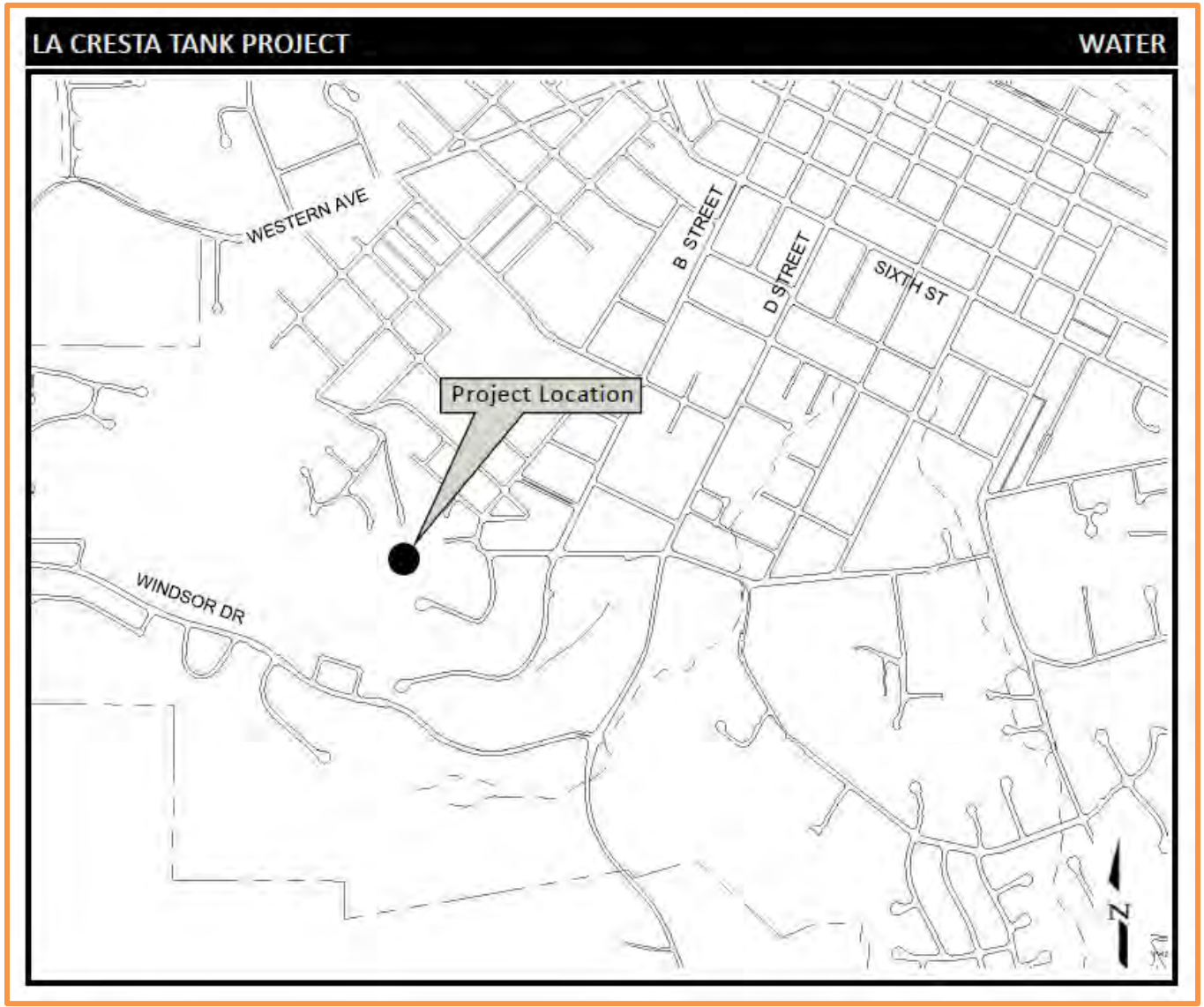


Financial Overview

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-		10	10	10	10	40
Land & Easements			-						-
Design			-		80	80	80	80	320
Legal Services			-		4	4	4	4	16
Administration			-		10	10	10	10	40
Construction Contracts			-		1,400	1,200	1,400	1,200	5,200
Construction Mgmt			-		175	175	175	175	700
Contingency			-		200	200	200	200	800
CIP Overheads			-		21	21	21	21	84
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 1,700	\$ 1,900	\$ 1,700	\$ 7,200
SOURCES (dollars in \$000)									
Water Capital	-		-		1,900	1,700	1,900	1,700	7,200
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 1,700	\$ 1,900	\$ 1,700	\$ 7,200

La Cresta Tank Replacement

C67402122



La Cresta Tank Replacement

C67402122

Purpose and Description

The La Cresta Tank Replacement project is for the construction of a new 1.0 MG potable water tank at the La Cresta Tank Site. This project is to replace the existing two steel tanks at the site, which are undersized, require substantial rehabilitation, and not seismically compliant. The project will use Water Capital Funds.

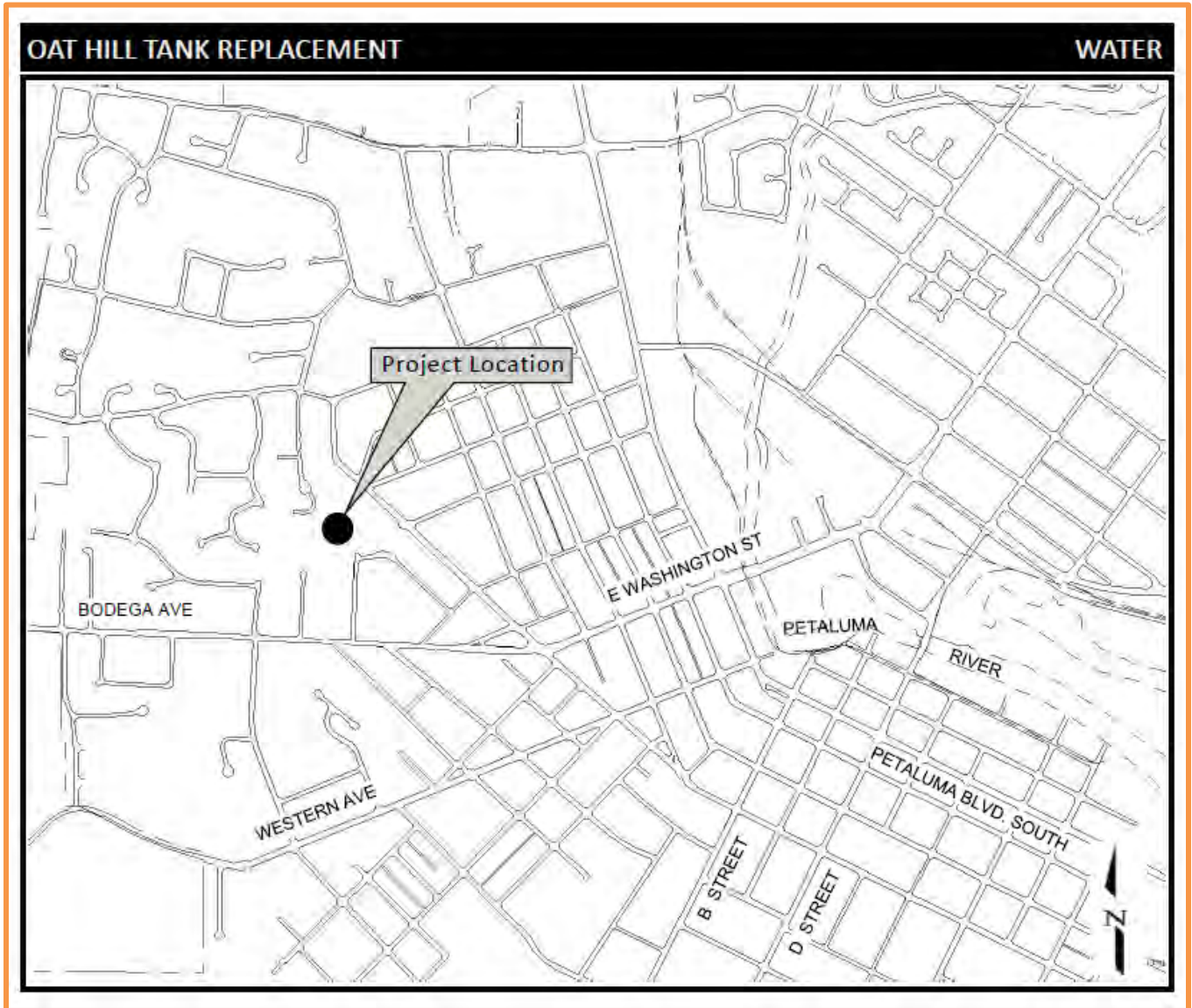


Financial Overview

C67402122

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-	50					50
Land & Easements			-	5					5
Design			-	350					350
Legal Services			-		5				5
Administration			-		5				5
Construction Contracts			-		2,000				2,000
Construction Mgmt			-		250				250
Contingency			-		300				300
CIP Overheads			-		35				35
TOTAL USES	\$ -	\$ -	\$ -	\$ 405	\$ 2,595	\$ -	\$ -	\$ -	\$ 3,000
SOURCES (dollars in \$000)									
Water Capital			-	405	2,595				3,000
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 405	\$ 2,595	\$ -	\$ -	\$ -	\$ 3,000

Oak Hill Tank Replacement



Oak Hill Tank Replacement

Purpose and Description

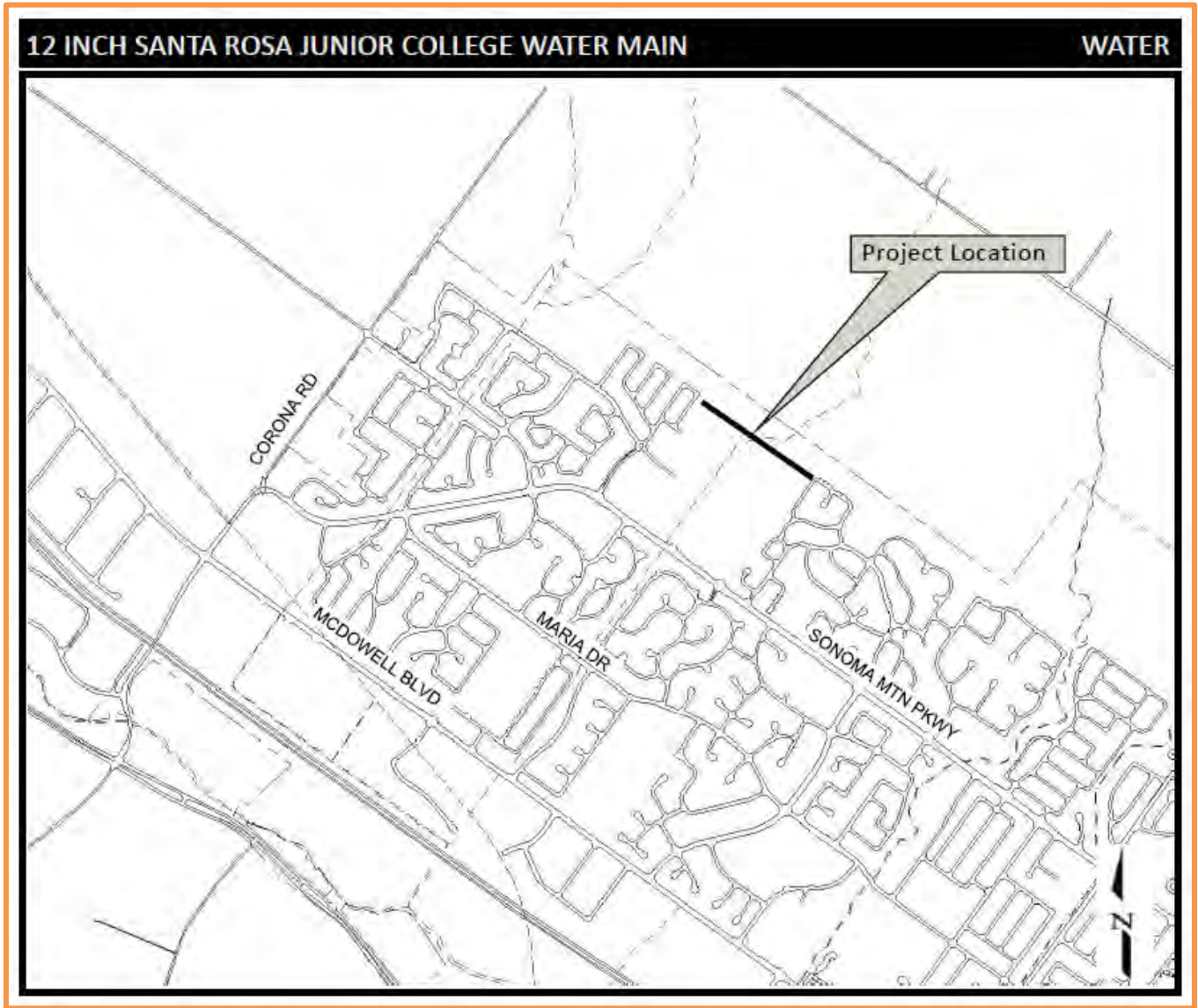
The Oak Hill Tank Replace project is for the removal and replacement of a 2.0 MG tank at the Oak Hill Tank Site. This project is to replace the existing Oak Hill Tank, which has been out of service for a number of years. Water Capital funds will fund the tank replacement, offering equalization and fire storage on the western part of the City's Zone 1 pressure zone, the largest and critical zone encompassing the City's downtown and commercial areas.



Financial Overview

USES (dollars in \$000)	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Planning/Environmental			-			50			50
Land & Easements			-			5			5
Design			-			350			350
Legal Services			-			5			5
Administration			-			5			5
Construction Contracts			-			2,000	2,000		4,000
Construction Mgmt			-			200	200		400
Contingency			-			250	250		500
CIP Overheads			-			25	25		50
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,890	\$ 2,475	\$ -	\$ 5,365
SOURCES (dollars in \$000)									
Water Operating			-						-
Water Capital			-			2,890	2,475		5,365
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,890	\$ 2,475	\$ -	\$ 5,365

12-inch Santa Rosa Junior College Water Main



12-inch Santa Rosa Junior College Water Main

Purpose and Description

This project is for the installation of a 12-inch water main across an easement located on the Santa Rosa Junior College (SRJC), Petaluma Campus. This water main will connect the distribution system on both sides of the SRJC campus and create a looped distribution system for, providing reliability and redundancy in the event of a water main failure. Water Capital funds will be used for this project.



Financial Overview

USES (dollars in \$000)

Planning/Environmental
 Land & Easements
 Design
 Legal Services
 Administration
 Construction Contracts
 Construction Mgmt
 Contingency
 CIP Overheads

	Expenses and Funds Received				BUDGET				
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				Total Project Estimate
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
					5				5
					5				5
					50				50
					2				2
					2				2
					600				600
					100				100
					100				100
									-
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 864	\$ -	\$ -	\$ -	\$ 864

SOURCES (dollars in \$000)

Water Capital

					864				864
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 864	\$ -	\$ -	\$ -	\$ 864

Water Main Replacement Program

Purpose and Description

This program will replace smaller, aging water mains that are prone to failure and in need of replacement.. This program is funded by the Water Capital Fund.

Financial Overview

	Expenses and Funds Received				BUDGET				Total Project Estimate
	Actual Life to Date thru FY 19	Estimate FY 19-20	Estimate Life to Date thru FY 20	Adopted Budget FY 20-21	PROJECTED				
					FY 21-22	FY 22-23	FY 23-24	FY 24-25	
USES (dollars in \$000)									
Planning/Environmental			-		5	5	5	5	20
Land & Easements			-		5	5	5	5	20
Design			-		50	50	50	50	200
Legal Services			-		2	2	2	2	8
Administration			-		5	5	5	5	20
Construction Contracts			-		1,300	1,300	1,300	1,300	5,200
Construction Mgmt			-		130	130	130	130	520
Contingency			-		130	130	130	130	520
CIP Overheads			-		23	23	23	23	92
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	\$ 6,600
SOURCES (dollars in \$000)									
Water Capital			-		1,650	1,650	1,650	1,650	6,600
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	\$ 6,600

Resolution No. 2020-066 N.C.S.
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2020-2021
GENERAL FUND BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2020 through June 30, 2021, as required by Section 59 of the City Charter; and




WHEREAS, the preliminary budget for fiscal year 2020-2021 does not exceed the estimated revenues, other sources and available fund balances; and

WHEREAS, the City Council has reviewed the budget during its scheduled public budget workshop,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Petaluma that:

1. The FY 2020-2021 Preliminary Budget is hereby adopted as the FY 2020-2021 General Fund Adopted Budget.
2. The FY 2020-2021 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE:	I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 18 th day of May 2020, by the following vote:	Approved as to form  _____ City Attorney
AYES:	Mayor Barrett; Vice Mayor Fischer; Healy; Kearney; King; McDonnell; Miller	
NOES:	None	
ABSENT:	None	
ABSTAIN:	None	
ATTEST:	 _____ City Clerk	 _____ Mayor

Resolution No. 2020-067 N.C.S.
of the City of Petaluma, California

**ADOPTING THE FISCAL YEAR 2020-2021
ENTERPRISE FUNDS BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2020 through June 30, 2021, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2020-2021 does not exceed the estimated revenues, other sources and available fund balances; and

WHEREAS, the City Council has reviewed the budget during its scheduled public budget workshop,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Petaluma that:

1. The FY 2020-2021 Preliminary Budget is hereby adopted as the FY 2020-2021 Adopted Budget for the following funds:

Airport
Building Services
Marina
Transit

2. The FY 2020-2021 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 18th day of May 2020, by the following vote:

Approved as to form



City Attorney

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

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk


Mayor

Resolution No. 2020-068 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2020-2021
UTILITIES FUNDS BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2020 through June 30, 2021, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2020-2021 does not exceed the estimated revenues, other sources and available fund balances; and

WHEREAS, the City Council has reviewed the budget during its scheduled public budget workshop,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Petaluma that:

1. The FY 2020-2021 Preliminary Budget is hereby adopted as the FY 2020-2021 Adopted Budget for the following funds:

 Storm Water Utility
 Waste Water
 Waste Water Stabilization
 Water
2. The FY 2020-2021 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 18th day of May 2020, by the following vote:

Approved as to form

City Attorney

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

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:

Clare Cogger
City Clerk

Teusa Barrett
Mayor

Resolution No. 2020-069 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2020-2021
INTERNAL SERVICE FUNDS BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2020 through June 30, 2021, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2020-2021 does not exceed the estimated revenues, other sources and available fund balances; and

WHEREAS, the City Council has reviewed the budget during its scheduled public budget workshop,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Petaluma that:

1. The FY 2020-2021 Preliminary Budget is hereby adopted as the FY 2020-2021 Adopted Budget for the following funds:

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

2. The FY 2020-2021 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 18th day of May 2020, by the following vote:

Approved as to form:

City Attorney

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

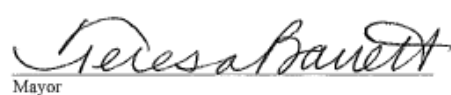
NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk


Mayor

Resolution No. 2020-070 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2020-2021
SPECIAL REVENUES AND TRUST FUNDS BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2020 through June 30, 2021, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2020-2021 does not exceed the estimated revenues, other sources and available fund balances; and

WHEREAS, the City Council has reviewed the budget during its scheduled public budget workshop,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Petaluma that:

1. The FY 2020-2021 Preliminary Budget is hereby adopted as the FY 2020-2021 Adopted Budget for the following funds:

Special Revenues
Trust Funds

2. The FY 2020-2021 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 18th day of May 2020, by the following vote:

Approved as to form:


City Attorney

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

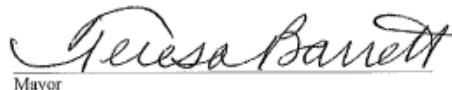
NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk


Mayor

Resolution No. 2020-071 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE FISCAL YEAR 2020-2021
CAPITAL PROJECTS AND DEBT FUND BUDGET**

WHEREAS, the City Manager has prepared and submitted to the City Council a preliminary budget for the period from July 1, 2020 through June 30, 2021, as required by Section 59 of the City Charter; and

WHEREAS, the preliminary budget for fiscal year 2020-2021 does not exceed the estimated revenues, other sources and available fund balances; and

WHEREAS, the City Council has reviewed the budget during its scheduled public budget workshop,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Petaluma that:

1. The FY 2020-2021 Preliminary Budget is hereby adopted as the FY 2020-2021 Adopted Budget for the following funds:

Capital Projects
Debt Fund
2. The FY 2020-2021 Appropriations, referred to as Exhibit A, which lists Appropriations by Department and by Fund is to be filed with the City Clerk.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 18th day of May 2020, by the following vote:

Approved as to form:



City Attorney

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

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


City Clerk

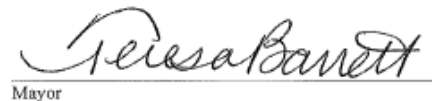

Mayor

Exhibit A

CITY OF PETALUMA, CA			
PRELIMINARY FY 2020-21 BUDGET			
APPROPRIATIONS BY DEPARTMENT AND FUND			
	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
GENERAL FUND			
General Fund Cost Center	1,738	1,244,507	1,246,245
City Council	101,112	-	101,112
City Attorney	1,074,194	-	1,074,194
City Clerk	418,393	-	418,393
City Manager	1,024,267	-	1,024,267
Economic Development	392,440	-	392,440
Finance	2,204,235	-	2,204,235
Human Resources	775,135	-	775,135
Non Departmental	1,615,000	-	1,615,000
General Plan	1,000,000	-	1,000,000
Planning	576,719	-	576,719
Fire	17,074,863	-	17,074,863
Recreation	1,915,335	-	1,915,335
Police	20,994,795	-	20,994,795
Public Works	3,889,368	-	3,889,368
TOTAL GENERAL FUND	53,057,594	1,244,507	54,302,101
SPECIAL REVENUE & TRUST FUNDS			
Community Development Block Grant	305,251	70,000	375,251
Home/ Begin Grants	900,000	-	900,000
Housing Successor Agency	165,899	-	165,899
Mobile Home Rent Program	3,000	21,000	24,000
Commercial Linkage Fees	105,683	66,500	172,183
Housing In-Lieu Fees	2,460,640	-	2,460,640
Parkland Acquisition Impact Fees-08	2,837	-	2,837
Parkland Development Impact Fees-08	9,339	3,287,000	3,296,339
Open Space Acquisition Impact Fees - 08	1,176	-	1,176
Quimby Act Dedication and In-Lieu-08	-	-	-
City Facilities Development Impact Fee	12,113	846,000	858,113
Storm Drainage Impact Fees	196	632,000	632,196
Traffic Mitigation Impact Fees	-	2,188,832	2,188,832
Traffic Mitigation Impact Fees-08	46,341	2,071,168	2,117,509
Public Art Fees	455,000	-	455,000

CITY OF PETALUMA, CA			
PRELIMINARY FY 2020-21 BUDGET			
APPROPRIATIONS BY DEPARTMENT AND FUND			
	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
3% Admin Impact Fees	45,507	-	45,507
Police Grants	331,499	-	331,499
Public Works Grants	-	3,784,000	3,784,000
Gas Tax	38,000	2,661,383	2,699,383
Landscape Assessment Districts	481,480	-	481,480
Abandoned Vehicle Abatement	125,521	-	125,521
Asset Seizures	640	32,021	32,661
Street Maintenance Gas Tax	3,322,077	4,994,370	8,316,447
Transient Occupancy Tax	325,799	3,042,276	3,368,075
Petaluma Tourism Improvement District	100,000	-	100,000
Haz Mat Fines	6,800	-	6,800
SLESF	-	156,556	156,556
Donations	506	1,617,000	1,617,506
Prince Park Trust	-	56,500	56,500
Tamae M Baugh Trust	71,000	-	71,000
Measure M Parks Sales Tax	355,902	223,000	578,902
TOTAL SPECIAL REVENUE & TRUST FUNDS	9,572,206	25,749,606	35,321,812
ENTERPRISE FUNDS			
Airport Operations	1,846,483	1,023,000	2,869,483
Building Services	2,474,148	-	2,474,148
Marina	237,813	-	237,813
Public Transportation	3,295,320	-	3,295,320
TOTAL ENTERPRISE FUNDS	7,853,764	1,023,000	8,876,764
UTILITIES			
Waste Water Utility	22,162,255	17,728,000	39,890,255
Water Utility	17,477,181	6,056,000	23,533,181
Storm Utility	655,704	-	655,704
TOTAL UTILITY FUNDS	40,295,140	23,784,000	64,079,140
INTERNAL SERVICE FUNDS			
Employee Benefits	911,527	-	911,527
General Services	276,417	-	276,417
Information Technology	2,095,361	-	2,095,361
Risk Management (Liability)	1,806,473	-	1,806,473
Vehicle and Equipment Replacement	934,276	-	934,276
Workers' Compensation	3,422,110	-	3,422,110
TOTAL INTERNAL SERVICE FUNDS	9,446,164	-	9,446,164

CITY OF PETALUMA, CA			
PRELIMINARY FY 2020-21 BUDGET			
APPROPRIATIONS BY DEPARTMENT AND FUND			
	Budgeted Appropriations	Budgeted Transfers Out	Total Budget
CAPITAL PROJECT FUNDS			
Facilities CIP	1,893,000	-	1,893,000
Parks and Recreation CIP	8,030,034	-	8,030,034
Public Works/Surface Water CIP	15,377,407	-	15,377,407
Airport CIP	529,000	-	529,000
Marina CIP	-	-	-
Transit CIP	73,000	-	73,000
Waste Water/Recycled Water CIP	21,135,507	-	21,135,507
Water CIP	4,984,946	-	4,984,946
TOTAL CAPITAL PROJECT FUNDS	52,022,894	-	52,022,894
Successor Agency Debt	5,144,688	-	5,144,688
Successor Agency Admin	268,048	-	268,048
TOTAL SUCCESSOR AGENCY FUNDS	5,412,736	-	5,412,736
GRAND TOTAL	<u>\$ 177,760,498</u>	<u>\$ 51,801,113</u>	<u>\$ 229,561,611</u>

Resolution No. 2020-072 N.C.S.
of the City of Petaluma, California

**RESOLUTION ADOPTING THE UPDATED
AUTHORIZED AND FUNDED POSITION SCHEDULE**

WHEREAS, the City Manager has prepared and submitted to the City Council a recommended budget for the period from July 1, 2020 through June 30, 2021, as required by Section 59 of the City Charter; and

WHEREAS, the recommended budget includes authorized and funded positions; and,

WHEREAS, the schedule has been updated to include positions recommended in the FY 2020-21 Budget; and,

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

NOW, THEREFORE, BE IT RESOLVED that:

The City Council of the City of Petaluma hereby adopts the Updated Authorized and Funded Position Schedule, referred to as Exhibit A.

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

REFERENCE: I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 18th day of May 2020, by the following vote:

Approved as to form:



City Attorney

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

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:



City Clerk



Mayor

Exhibit A

FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2020-21 ALLOCATION BY HOME DEPARTMENT
 Full Time Positions - Authorized and Funded - Allocation by Home Department

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY 20-21		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
CITY CLERK									
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary Confidential	1.00	0.00	1.00	0.00	1.00	0.00			
Total City Clerk	3.00	2.00	3.00	2.00	3.00	2.00	2.00	0.00	0.00
CITY ATTORNEY									
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total City Attorney	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
CITY MANAGER									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Planner	1.00	1.00	1.00	0.00	1.00	0.00			
Senior Management Analyst	0.00	0.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total City Manager	6.00	4.00	6.00	4.00	6.00	4.00	3.05	0.80	0.15
ECONOMIC DEV./REDEVELOPMENT									
Director of Economic Develop & Open Gov			1.00	1.00	1.00	1.00	1.00		
Economic Development Manager	1.00	1.00	1.00	0.00	1.00	0.00	0.00		
Economic Development Specialist	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Total Econ. Dev./Redev.	1.00	1.00	3.00	2.00	3.00	2.00	2.00	0.00	0.00
HUMAN RESOURCES									
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	1.00	1.00	0.00	1.00	0.00	0.00		
Human Resources Specialist Conf	1.00	1.00	1.80	1.80	1.80	1.80	1.80		
Total Human Resources	4.00	4.00	4.80	3.80	4.80	3.80	3.80	0.00	0.00
RECREATION									
Administrative Technician	0.00	0.00	0.00	0.00	0.00	0.00			
Office Assistant II	0.00	0.00	0.00	0.00	0.00	0.00			
Deputy Director of Parks and Recreation	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Total Recreation	6.00	6.00	7.00	7.00	7.00	7.00	7.00	0.00	0.00

FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2020-21 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY20-21		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
INFORMATION TECHNOLOGY									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Information Technology	7.00	7.00	7.00	7.00	7.00	7.00	0.00	0.00	7.00
FINANCE DEPARTMENT									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	0.00	1.00	0.00	1.00	0.00			
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant/Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant/III	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Finance	19.00	17.00	19.00	17.00	19.00	17.00	15.00	0.00	2.00
FIRE									
Administrative Assistant Conf	1.00	1.00	1.00	0.00	1.00	0.00	0.00		
Administrative Technician Conf			1.00	1.00	1.00	1.00	1.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Battalion Chief- EMS Mgr	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Captain	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Engineer	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Fire Engineer/Fire Eng Paramedic	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Firefighter	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Firefighter/Paramedic	21.00	21.00	27.00	27.00	27.00	27.00	27.00		
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total Fire	58.00	56.00	65.00	64.00	65.00	64.00	64.00	0.00	0.00

FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2020-21 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY 20-21		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
POLICE									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	1.00	5.00	3.00	3.00		
Evidence Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Management Analyst III	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Property Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	49.00	60.00	49.00	60.00	49.00	48.00		1.00
Police Officer for SRO (exp 6/2020)		2.00		2.00		2.00	2.00		
School Resource Officer (exp 6/2020)		2.00		2.00		0.00			
Police Records Assistant III	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	10.60	12.00	11.00	12.00	11.60	11.60		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Res. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Community Engagement Liaison	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total Police	110.00	94.10	111.00	96.10	111.00	96.10	93.65	0.45	2.00
HOUSING									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
Total Housing Division	2.00	1.00	2.00	1.00	2.00	1.00	0.00	0.00	1.00
BUILDING SERVICES									
Building Inspector III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Total Building Services	7.00	7.00	7.00	7.00	7.00	7.00	0.00	7.00	0.00
RISK MANAGEMENT									
Risk and Safety Officer	1.00	1.00	1.00	0.00	1.00	0.00			
Risk Manager	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
HR Assistant III Conf	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Risk Management	4.00	2.00	4.00	2.00	4.00	2.00	0.00	0.00	2.00

FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2020-21 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	Allocation								
	FY 18-19		FY 19-20		FY 20-21		General	Enterprise	Other
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Fund	Funds	Funds
PUBLIC WORKS & UTILITIES									
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport & Marine Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Airport Manager	0.00	0.00	0.00	0.00	0.00	0.00			
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Assistant, PW & Utilities Director	1.00	1.00	1.00	1.00	1.00	1.00	0.06	0.20	0.72
Deputy Director DP&U	0.00	0.00	0.00	0.00	0.00	0.00			
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Deputy Director of Environmental Services	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Deputy Director of Operations	0.00	0.00	1.00	1.00	1.00	1.00		0.80	0.20
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	2.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspector	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Environmental Services Manager	1.00	1.00	1.00	0.00	1.00	0.00			
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	3.00	3.00	3.00	3.00	3.00	3.00		3.00	
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00	0.70	1.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	1.00	0.90	0.10	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Management Analyst II	1.00	1.00	0.00	0.00	0.00	0.00			
Mechanical and Electrical Maint Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Mechanical Technician	3.00	3.00	3.00	3.00	3.00	3.00		3.00	
Office Assistant II	3.00	0.00	3.00	0.00	3.00	0.00		0.00	
Operations Manager	1.00	1.00	1.00	0.00	1.00	0.00			
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Parks Maintenance Lead Worker	3.00	1.00	3.00	2.00	3.00	2.00	2.00		
Parks Maintenance Worker III	10.00	7.00	10.00	7.00	10.00	7.00	6.00		1.00
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	3.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.30	2.40
Senior Engineering Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Management Analyst	0.00	0.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	

FULL TIME POSITIONS - AUTHORIZED AND FUNDED
 FY 2020-21 ALLOCATION BY HOME DEPARTMENT

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY 20-21		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
Senior Mechanical Facilities Technician	1.00	1.00	1.00	1.00	1.00	1.00	0.95	0.05	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	8.00	7.00	8.00	7.00	8.00	7.00			7.00
Street Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Traffic Signal Light Technician I	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Traffic Engineer	0.00	0.00	1.00	1.00	1.00	1.00	0.30	0.30	0.40
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Utility Service Worker III	11.00	10.00	11.00	10.00	11.00	10.00			10.00
Utility Service Worker II	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Water Recycling Operator III	7.00	7.00	7.00	7.00	7.00	7.00			7.00
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Water Service Rep Lead Worker	1.00	0.00	1.00	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Total Public Works & Utilities	128.00	109.00	131.00	111.00	131.00	111.00	17.75	67.23	29.02
Total Position Summary	358.00	316.10	373.80	327.90	373.80	327.90	212.25	75.48	40.17

**EFFECTIVE DATE
OF ORDINANCE**

July 1, 2020

ORDINANCE NO. 2730 N.C.S.

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Introduced by

Seconded by

Gabe Kearney

Kevin McDonnell

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE
CITY OF PETALUMA GENERAL FUND FROM JULY 1, 2020 THROUGH JUNE 30, 2021**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2020 through June 30, 2021, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2021.

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

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

INTRODUCED and ordered posted this 18th day of May 2020.

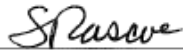
ADOPTED this 1st day of June 2020 by the following vote:

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


 Teresa Barrett, Mayor

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ATTEST:


Samantha Pascoe, CMC, Deputy City Clerk

APPROVED AS TO FORM:


Eric Danly, City Attorney

**EFFECTIVE DATE
OF ORDINANCE**

July 1, 2020

ORDINANCE NO. 2731 N.C.S.

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Introduced by
Gabe Kearney

Seconded by
Kevin McDonnell

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE
CITY OF PETALUMA ENTERPRISE FUNDS FROM JULY 1, 2020 THROUGH JUNE 30, 2021**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2020 through June 30, 2021, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2021.

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

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

INTRODUCED and ordered posted this 18th day of May 2020.

ADOPTED this 1st day of June 2020 by the following vote:

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



Teresa Barrett, Mayor

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ATTEST:

S Pascoe
Samantha Pascoe, CMC, Deputy City Clerk

APPROVED AS TO FORM:

ER
Eric Danly, City Attorney

**EFFECTIVE DATE
OF ORDINANCE**

July 1, 2020

ORDINANCE NO. 2732 N.C.S.

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Introduced by

Gabe Kearney

Seconded by

Kevin McDonnell

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE
CITY OF PETALUMA UTILITIES FUNDS FROM JULY 1, 2020 THROUGH JUNE 30, 2021**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2020 through June 30, 2021, the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2021.

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

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

INTRODUCED and ordered posted this 18th day of May 2020.

ADOPTED this 1st day of June 2020 by the following vote:

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


Teresa Barrett, Mayor

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ATTEST:

APPROVED AS TO FORM:

S Pascoe
Samantha Pascoe, CMC, Deputy City Clerk

ER
Eric Danly, City Attorney

**EFFECTIVE DATE
OF ORDINANCE**

July 1, 2020

ORDINANCE NO. 2733 N.C.S.

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Introduced by
Gabe Kearney

Seconded by
Kevin McDonnell

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE
CITY OF PETALUMA INTERNAL SERVICE FUNDS FROM JULY 1, 2020 THROUGH JUNE 30, 2021**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2020 through June 30, 2021 , the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2021.

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

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

INTRODUCED and ordered posted this 18th day of May 2020.

ADOPTED this 1st day of June 2020 by the following vote:

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


Teresa Barrett, Mayor

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ATTEST:

APPROVED AS TO FORM:

S Pascoe
Samantha Pascoe, CMC, Deputy City Clerk

ER
Eric Danly, City Attorney

**EFFECTIVE DATE
OF ORDINANCE**

July 1, 2020

ORDINANCE NO. 2734 N.C.S.

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Introduced by
Gabe Kearney

Seconded by
Kevin McDonnell

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE
CITY OF PETALUMA SPECIAL REVENUES AND TRUST FUNDS FROM JULY 1, 2020 THROUGH JUNE 30, 2021**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2020 through June 30, 2021 , the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2021.

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

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

INTRODUCED and ordered posted this 18th day of May 2020.

ADOPTED this 1st day of June 2020 by the following vote:

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


 Teresa Barrett, Mayor

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ATTEST:

APPROVED AS TO FORM:

S Pascoe
Samantha Pascoe, CMC, Deputy City Clerk

ER
Eric Danly, City Attorney

**EFFECTIVE DATE
OF ORDINANCE**

July 1, 2020

ORDINANCE NO. 2735 N.C.S.

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Introduced by
Gabe Kearney

Seconded by
Kevin McDonnell

**AN ORDINANCE APPROPRIATING FUNDS FOR THE OPERATION OF THE
CITY OF PETALUMA CAPITAL PROJECTS AND DEBT FUNDS FROM JULY 1, 2020 THROUGH JUNE 30, 2021**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. There is hereby appropriated for the usual and ordinary expenses of the City of Petaluma for the period of July 1, 2020 through June 30, 2021 , the amounts set in the attached Exhibit A, incorporated by herein reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. Changes with relation to the above appropriations between each respective department or fund may be made by resolution adopted by the City Council. The City Manager may administratively make changes within the departmental appropriations as approved, so long as the total amounts do not exceed, as a result of the change, the amounts set forth in the approved appropriation.

Section 3. The City Council hereby finds and determines the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances in the amounts set in Exhibit A, which will be on file with the City Clerk for the fiscal year ending June 30, 2021.

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

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

INTRODUCED and ordered posted this 18th day of May 2020.

ADOPTED this 1st day of June 2020 by the following vote:

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


Teresa Barrett, Mayor

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ATTEST:

APPROVED AS TO FORM:



Samantha Pascoe, CMC, Deputy City Clerk



Eric Danly, City Attorney



FISCAL YEAR 2021

Allocation of Internal Service Funds and Administrative Overhead Charges

Department/Division	Information Technology FY 2021	General Service FY 2021	Risk FY 2021	Administrative Charges FY 2021	Total Allocation FY 2021
General		1,738			1,738
City Council	4,900	343			5,243
City Attorney	46,766	10,970			57,736
City Clerk	36,143	2,484			38,627
City Manager	31,801	1,963			33,764
Economic Development	29,403	1,450			30,853
Finance	144,499	10,530			155,029
Human Resources	22,858	1,746			24,604
Community Development	25,203	2,066			27,269
Fire	132,539	16,072			148,611
Recreation	37,192	23,855			61,047
Police	437,585	47,986			485,571
Public Works	147,659	6,291	-	-	153,950
General Fund	1,096,548	127,494	-	-	1,224,042
Housing In-Lieu	8,977	40		7,282	16,299
Impact fees				51,365	51,365
CDBG	1,410	30		9,711	11,151
General Government Donations		34		472	506
Special Revenue		73		4,379	4,452
Street Maintenance	12,811	2,154		114,723	129,688
Landscape Assessment Districts	1,310	826		21,644	23,780
TOT		-		288,792	288,792
Governmental CIP	-	441	-	124,489	124,930
Special Revenue Funds	24,508	3,598	-	622,857	650,963
Airport Operation	18,066	1,716		90,647	110,429
Airport CIP				919	919
Building Services	158,947	3,597		196,511	359,055
Marina	7,763	1,311		36,482	45,556
Marina CIP				-	-
Transit Operations	73,682	5,346		89,654	168,682
Transit CIP				1,302	1,302
Wastewater Administration	407,268	60,043		812,519	1,279,830
Wastewater CIP		257		46,033	46,290
Water Administration	492,152	62,178		690,608	1,244,938
Water CIP		196		21,571	21,767
Storm Utility	-	1,365	-	16,672	18,037
Enterprise Funds	1,157,878	136,009	-	2,002,918	3,296,805

FISCAL YEAR 2021

Allocation of Internal Service Funds and Administrative Overhead Charges

Department/Division	Information Technology FY 2021	General Service FY 2021	Risk FY 2021	Administrative Charges FY 2021	Total Allocation FY 2021
Information Technology		5,604			5,604
Employee Benefits		178			178
Workers Compensation	1,917			164,823	166,740
General Services	5,647				5,647
Risk Management	<u>20,924</u>	<u>2,539</u>	<u>-</u>	<u>-</u>	<u>23,463</u>
Internal Service Funds	<u>28,488</u>	<u>8,321</u>	<u>-</u>	<u>164,823</u>	<u>201,632</u>
Successor Agency Housing		188		54,817	55,005
Successor Agency	<u>-</u>	<u>367</u>	<u>-</u>	<u>130,754</u>	<u>131,121</u>
Successor Agency Funds	<u>-</u>	<u>555</u>	<u>-</u>	<u>185,571</u>	<u>186,126</u>
TOTAL ALLOCATIONS	<u>\$ 2,307,422</u>	<u>\$ 275,977</u>	<u>\$ -</u>	<u>\$ 2,976,169</u>	<u>\$ 5,559,568</u>

TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
General Fund	Waste Water	93,580	Waste Water Settlement
General Fund	Storm Utility	37,383	loan repayment
General Fund	Storm Utility	11,090	legal costs Waste Water settlement
General Fund	Storm Utility	450,000	operating costs
General Fund	Parks CIP	34,000	C00400205
General Fund	PW CIP	71,454	C16501412(LED Streetlight)
General Fund	Facilities CIP	17,000	Electric vehicle chargers
General Fund	Parks CIP	350,000	Lucchesi Turf Field Replacement
General Fund	Parks CIP	180,000	Multi-Use Synthnic Field #2 Turf Repair
		<u>1,244,507</u>	
Commercial Linkage Fees	Housing Successor Ag	66,500	Successor Agency Housing
		<u>66,500</u>	
Parkland Impact Fees	Parks CIP	2,930,000	Petaluma Comm Sports Fields Baseball <>
Parkland Impact Fees	Parks CIP	357,000	Marina & River Dredging
		<u>3,287,000</u>	
Storm Drainage Impact Fees	Surface Water CIP	5,000	Washington Creek Repair & Enhancement
Storm Drainage Impact Fees	Surface Water CIP	539,000	Trash Capture Device Pilot
Storm Drainage Impact Fees	Surface Water CIP	88,000	Edith St. Drainage Improvements
		<u>632,000</u>	
City Facilities Impact Fee	Facilities CIP	50,000	Reserve Apparatus Storage
City Facilities Impact Fee	Facilities CIP	200,000	City Hall West Wing Space Remodel
City Facilities Impact Fee	Facilities CIP	50,000	Council Chambers Audio and Video Improvements
City Facilities Impact Fee	Facilities CIP	67,000	Police Department Parking Lot Paving
City Facilities Impact Fee	Vehicle & Equip Replacement	67,000	2 PWU Electric Vehicles
City Facilities Impact Fee	Vehicle & Equip Replacement	90,000	2 Utility Trucks
City Facilities Impact Fee	Vehicle & Equip Replacement	112,000	Backhoe
City Facilities Impact Fee	Vehicle & Equip Replacement	80,000	Skidsteer
City Facilities Impact Fee	Vehicle & Equip Replacement	130,000	2 Patrol Vehicles
		<u>846,000</u>	
Traffic Mitigation Impact Fees	Parks CIP	50,000	Lynch Creek Trail
Traffic Mitigation Impact Fees	PW CIP	2,138,832	
Traffic Mitigation Impact Fees	PW CIP	2,071,168	
		<u>4,260,000</u>	
CDBG	Housing Successor Ag	70,000	Successor Agency Housing
		<u>70,000</u>	
Public Works Grants	Parks CIP	131,000	Multi-Use and Park Pathways Restoration
Public Works Grants	Parks CIP	63,000	Lynch Creek Trail
Public Works Grants	Public Works CIP	483,000	Washington St. Bridge Rehabilitation
Public Works Grants	Public Works CIP	1,653,000	Petaluma Blvd. South Road Diet Extension
Public Works Grants	Public Works CIP	354,000	Citywide Bridge Repair
Public Works Grants	Public Works CIP	596,000	Guardrail & Pedestrian Safety Improvements
		<u>3,280,000</u>	

TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
Public Works Grants	Facilities CIP	15,000	Electric Vehicle Chargers
Public Works Grants	Facilities CIP	489,000	Community Center Emergency Generator Purchase and Building Modifications
		504,000	
Donations/Developer Contributions	Facilities CIP	22,000	Electric Vehicle Chargers
Donations/Developer Contributions	Parks CIP	1,000,000	Petaluma Community Baseball Field
Donations/Developer Contributions	PW CIP	595,000	Caulfield Bridge and Extension
		1,617,000	
Asset Seizure	General Fund	30,000	general support
Asset Seizure	Police Grants	2,021	NC3TF
		32,021	
SLESF	General Fund	100,000	CAD/RMS system
SLESF	Police Grants	56,556	NC3TF
		156,556	
Gas Tax	Street Maintenance	2,661,383	97% of HUT revenue
		2,661,383	
Street Maintenance	PW CIP	190,000	Road Diet Extension Petaluma Bl. South
Street Maintenance	PW CIP	722,000	Pavement Restoration FY 19/20
Street Maintenance	PW CIP	1,401,000	Pavement Restoration FY 20/21
Street Maintenance	PW CIP	1,176,000	Pavement Restoration FY 20/21(RMRA)
Street Maintenance	PW CIP	365,000	Intersection, Sidewalk Curb Returns and ADA Improvements
Street Maintenance	PW CIP	130,000	D St Bridge Improvements
Street Maintenance	PW CIP	150,000	Traffic Signal Timing Improvements FY20/21
Street Maintenance	PW CIP	655,000	1st and F St Bridge Replacement
Street Maintenance	PW CIP	46,000	Sunnyslope & Ravenswood Slope Repair
Street Maintenance	PW CIP	74,370	Interfund loan debt payment
Street Maintenance	Surface Water CIP	22,000	Edith St. Drainage Improvements
Street Maintenance	PW CIP	63,000	Washington Street Bridge Seismic Rehabilitation
		4,994,370	
Transient Occupancy Tax	General Fund	2,123,000	general support
Transient Occupancy Tax	PW CIP	123,000	Trestle Rehabilitation
Transient Occupancy Tax	Facilities CIP	187,000	Petaluma Library ADA Improvements
Transient Occupancy Tax	General Fund	214,000	DT Beautification and Park Maintenance
Transient Occupancy Tax	Vehicle Replacement	395,276	Interfund loan debt payment
		3,042,276	
Prince Park	General Fund	56,500	general support
		56,500	
Measure M Parks Sales Tax	Parks CIP	56,000	Playground Replacements
Measure M Parks Sales Tax	Parks CIP	92,000	Lucchesi Turf Field Replacement
Measure M Parks Sales Tax	Parks CIP	75,000	Multi-Use and Park Pathways Restoration
		223,000	
Mobile Home Rent Program	Housing Successor Ag	21,000	Successor Agency Housing
		21,000	
Airport State AIP Grant	Airport CIP	29,000	Runway Electrical Improvements
Federal AIP Grant	Airport CIP	568,000	Runway Electrical Improvements
		597,000	
Airport Operating	Airport CIP	115,000	Hangar & Apron Repairs
Airport Operating	Airport CIP	51,000	Windsock Paving
Airport Operating	Airport CIP	190,000	Bathroom Hangers 6-9
Airport Operating	Airport CIP	70,000	Safety Zone Improvements by Drainage Channel
		426,000	

TRANSFERS OUT

FROM	TO	AMOUNT	PURPOSE
Waste Water Capital	Streets	349,000	pavement mgmt program
Waste Water Capital	Facilities CIP	215,000	Water Field Office Upgrades
Waste Water Capital	WW CIP	356,000	Manhole Rehabilitation
Waste Water Capital	WW CIP	2,689,000	Chemical System Upgrade - Ellis Creek Ph 1
Waste Water Capital	WW CIP	200,000	CNG Fueling Station Ellis Creek
Waste Water Capital	WW CIP	1,215,000	Chemical System Upgrade - Ellis Creek Ph 2
Waste Water Capital	WW CIP	100,000	Ellis Creek Hi Strength Waste Facilities
Waste Water Capital	WW CIP	1,018,000	Payran Lift Station Upgrade
Waste Water Capital	WW CIP	2,500,000	McNear Park Sewer Replacement
Waste Water Capital	WW CIP	20,000	Replace PIPS High Capacity Pumps
Waste Water Capital	WW CIP	50,000	C Street Pump Station and Collection Area Upgrades
Waste Water Capital	WW CIP	1,067,000	Corp Yard Tank Demo-Phase 2
Waste Water Capital	WW CIP	350,000	Corp yard Master Plan
Waste Water Capital	WW CIP	471,000	PIPS Forcemain Replacement
Waste Water Capital	WW CIP	1,900,000	Ellis Creek Outfall Replacement
Waste Water Capital	Recycled Water CIP	3,760,000	Tertiary Filtration System Expansion
Waste Water Capital	Recycled Water CIP	388,000	Recycled Water Turnout and Meter Replacements
Waste Water Capital	Recycled Water CIP	1,005,000	Recycled Water System Expansion for Agriculture
Waste Water Capital	Recycled Water CIP	75,000	Recycled Water System Expansion- Phase 1/Maria Loop
		<u>17,728,000</u>	
Water Capital	Streets	482,000	pavement mgmt program
Water Capital	Facilities CIP	215,000	Water Field Office Upgrades
Water Capital	WW CIP	350,000	Corp yard Master Plan
Water Capital	Water CIP	800,000	Well Construction
Water Capital	Water CIP	368,000	Petaluma Blvd South Water Main Replacement
Water Capital	Water CIP	1,508,000	McNear Park Water Main Replacements
Water Capital	Water CIP	1,900,000	Water Service Replacements 20/21
Water Capital	Water CIP	405,000	La Cresta Tank Project
Water Capital	PW CIP	28,000	Payran UST
		<u>6,056,000</u>	
	GRAND TOTAL	\$ 51,801,113	

TRANSFERS IN

TO	FROM	AMOUNT	Project	PURPOSE
General Fund	Asset Seizure	30,000		general support
General Fund	SLESF	100,000		CAD/RMS system
General Fund	Transient Occupancy Tax	2,123,000		general support
General Fund	Transient Occupancy Tax	214,000		DT Beautification and Park Maintenance
General Fund	Prince Park	56,500		general support
		<u>2,523,500</u>		
Police Grants	Asset Seizure	2,021		NC3TF
Police Grants	SLESF	56,556		NC3TF
		<u>58,577</u>		
Street Maintenance	Gas Tax	2,661,383		97% of HUT revenue
		<u>2,661,383</u>		
Streets	Waste Water Capital	349,000		pavement mgmt program
Streets	Water Capital	482,000		pavement mgmt program
		<u>831,000</u>		
Facilities CIP	General Fund	17,000	c11502015	Electric vehicle chargers
Facilities CIP	City Facilities Impact Fee	50,000	C11501911	Reserve Apparatus Storage
Facilities CIP	City Facilities Impact Fee	200,000	c11202017	City Hall West Wing Space Remodel
Facilities CIP	Donations/Developer Contributions	22,000	c11502015	Electric Vehicle Chargers
Facilities CIP	Transient Occupancy Tax	187,000	c11202121	Petaluma Library ADA Improvements
Facilities CIP	Waste Water Capital	215,000	c11202120	Water Field Office Upgrades
Facilities CIP	Water Capital	215,000	c11202120	Water Field Office Upgrades
Facilities CIP	Public Works Grants	15,000	C11502015	Electric Vehicle Chargers
Facilities CIP	Public Works Grants	489,000	c11202116	Community Center Emergency Generator Purchase and Building Modifications
Facilities CIP	City Facilities Impact Fee	50,000	c11202019	Council Chambers Audio and Video Improvements
Facilities CIP	City Facilities Impact Fee	67,000	c11502122	Police Department Parking Lot Paving
		<u>1,527,000</u>		
Parks CIP	General Fund	34,000	C00400205	Playground Equip Funded by TAB refinance savings
Parks CIP	General Fund	350,000	c14502008	Lucchesi Turf Field Replacement
Parks CIP	General Fund	180,000	c14502113	Multi-Use Synthic Field #2 Turf Repair
Parks CIP	Parkland Impact Fees	2,930,000	c14501607	Petaluma Comm Sports Fields Baseball <>
Parks CIP	Parkland Impact Fees	357,000	e14502024	Marina & River Dredging
Parks CIP	Traffic Mitigation Impact Fees	50,000	c14502114	Lynch Creek Trail
Parks CIP	Donations/Developer Contributions	1,000,000	c14501607	Petaluma Community Baseball Field
Parks CIP	Measure M Parks Sales Tax	56,000	C00400205	Playground Replacements
Parks CIP	Measure M Parks Sales Tax	92,000	C14502008	Lucchesi Turf Field Replacement
Parks CIP	Measure M Parks Sales Tax	75,000	C14502009	Multi-Use and Park Pathways Restoration
Parks CIP	Public Works Grants	131,000	C14502009	Multi-Use and Park Pathways Restoration
Parks CIP	Public Works Grants	63,000	c14502114	Lynch Creek Trail
		<u>5,318,000</u>		

TRANSFERS IN

TO	FROM	AMOUNT	Project	PURPOSE
PW CIP	General Fund	71,454	C16501412	C16501412(LED Streetlight)
Surface Water CIP	Storm Drainage Impact Fees	5,000	c16301417	Washington Creek Repair & Enhancement
Surface Water CIP	Storm Drainage Impact Fees	539,000	c16501931	Trash Capture Device Pilot
Surface Water CIP	Storm Drainage Impact Fees	88,000	c16302144	Edith St. Drainage Improvements
PW CIP	Traffic Mitigation Impact Fees	2,138,832	c00501204	
PW CIP	Traffic Mitigation Impact Fees	2,071,168	c00501204	
PW CIP	Donations/Developer Contributions	595,000	C16401824	
PW CIP	Street Maintenance	190,000	C16101601	Road Diet Extension Petaluma Bl. South
PW CIP	Street Maintenance	722,000	C16102037	Pavement Restoration FY 19/20
PW CIP	Street Maintenance	1,401,000	c16102139	Pavement Restoration FY 20/21
PW CIP	Street Maintenance	1,176,000	c16102139	Pavement Restoration FY 20/21(RMRA)
PW CIP	Street Maintenance	365,000	C16102032	Intersection, Sidewalk Curb Returns and ADA Improvements
PW CIP	Street Maintenance	130,000	c16501933	D St Bridge Improvements
PW CIP	Street Maintenance	150,000	c16102140	Traffic Signal Timing Improvements FY20/21
PW CIP	Street Maintenance	655,000	c16402141	1st and F St Bridge Replacement
PW CIP	Street Maintenance	46,000	C16502143	Sunnyslope & Ravenswood Slope Repair
PW CIP	Street Maintenance	74,370	C16501412	Interfund loan debt payment (LED Streetlight)
Surface Water CIP	Street Maintenance	22,000	C16302144	Edith St. Drainage Improvements
PW CIP	Street Maintenance	63,000	C16101201	Washington Street Bridge Seismic Rehabilitation
PW CIP	Transient Occupancy Tax	123,000	e16502022	Trestle Rehabilitation
PW CIP	Water Capital	28,000	e16082012	Payran UST
Public Works CIP	Public Works Grants	483,000	C16101201	Washington St. Bridge Rehabilitation
Public Works CIP	Public Works Grants	1,653,000	C16101601	Petaluma Blvd. South Road Diet Extension
Public Works CIP	Public Works Grants	354,000	C16401925	Citywide Bridge Repair
Public Works CIP	Public Works Grants	596,000	C16101936	Guardrail & Pedestrian Safety Improvements
		<u>13,739,824</u>		
Housing Successor Ag	Commercial Linkage Fees	66,500	sar051150	Successor Agency Housing
Housing Successor Ag	CDBG	70,000	sar051150	Successor Agency Housing
Housing Successor Ag	Mobile Home Rent Program	21,000	sar051150	Successor Agency Housing
		<u>157,500</u>		
Airport CIP	Airport Operating	115,000	C61202014	Hangar & Apron Repairs
Airport CIP	Airport Operating	51,000	c61502115	Windssock Paving
Airport CIP	Airport Operating	190,000	c61202116	Bathroom Hangers 6-9
Airport CIP	Airport Operating	70,000	c61502117	Safety Zone Improvements by Drainage Channel
Airport CIP	Airport State AIP Grant	29,000	C61501604	Runway Electrical Improvements
Airport CIP	Federal AIP Grant	568,000	C61501604	Runway Electrical Improvements
		<u>1,023,000</u>		
Waste Water	General Fund	93,580		Waste Water Settlement
		<u>93,580</u>		

TRANSFERS IN

WW CIP	Waste Water Capital	356,000	C66501003	Manhole Rehabilitation
WW CIP	Waste Water Capital	2,689,000	C66501840	Chemical System Upgrade - Ellis Creek Ph 1
WW CIP	Waste Water Capital	200,000	C66501518	CNG Fueling Station Ellis Creek
WW CIP	Waste Water Capital	1,215,000	C66501308	Chemical System Upgrade - Ellis Creek Ph 2
WW CIP	Waste Water Capital	100,000	C66401728	Ellis Creek Hi Strength Waste Facilities
WW CIP	Waste Water Capital	1,018,000	C66501519	Payran Lift Station Upgrade
WW CIP	Waste Water Capital	2,500,000	c66402143	McNear Park Sewer Replacement
WW CIP	Waste Water Capital	20,000	c66501930	Replace PIPS High Capacity Pumps
WW CIP	Waste Water Capital	50,000	C66401822	C Street Pump Station and Collection Area Upgrades
WW CIP	Waste Water Capital	1,067,000	e66502027	Corp Yard Tank Demo-Phase 2
WW CIP	Waste Water Capital	350,000	c66402144	Corp yard Master Plan
WW CIP	Waste Water Capital	471,000	C66502032	PIPS Forcemain Replacement
WW CIP	Waste Water Capital	1,900,000	C66501838	Ellis Creek Outfall Replacement
Recycled Water CIP	Waste Water Capital	3,760,000	C66401416	Tertiary Filtration System Expansion
Recycled Water CIP	Waste Water Capital	388,000	C66401302	Recycled Water Turnout and Meter Replacements
Recycled Water CIP	Waste Water Capital	1,005,000	C66501936	Recycled Water System Expansion for Agriculture
Recycled Water CIP	Waste Water Capital	75,000	C66501834	Recycled Water System Expansion- Phase 1/Maria Loop
WW CIP	Water Capital	350,000	c66402144	Corp yard Master Plan
		<u>17,514,000</u>		
Water CIP	Water Capital	800,000	c67501611	Well Construction
Water CIP	Water Capital	368,000	C67401918	Petaluma Blvd South Water Main Replacement
Water CIP	Water Capital	1,508,000	C67502020	McNear Park Water Main Replacements
Water CIP	Water Capital	1,900,000	C67502121	Water Service Replacements 20/21
Water CIP	Water Capital	405,000	C67402122	La Cresta Tank Project
		<u>4,981,000</u>		
Storm Utility	General Fund	37,383		loan repayment
Storm Utility	General Fund	11,090		legal costs Waste Water settlement
Storm Utility	General Fund	450,000		operating costs
		<u>498,473</u>		
Vehicle & Equip Replacement	City Facilities Impact Fee	67,000		2 PWU Electric Vehicles
Vehicle & Equip Replacement	City Facilities Impact Fee	90,000		2 Utility Trucks
Vehicle & Equip Replacement	City Facilities Impact Fee	112,000		Backhoe
Vehicle & Equip Replacement	City Facilities Impact Fee	80,000		Skidsteer
Vehicle & Equip Replacement	City Facilities Impact Fee	130,000		2 Patrol Vehicles
Vehicle Replacement	Transient Occupancy Tax	395,276		Interfund loan debt payment
		<u>605,276</u>		
GRAND TOTAL		\$ 51,801,113		

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2020-21 ALLOCATION BY HOME DEPARTMENT**
Full Time Positions - Authorized and Funded - Allocation by Home Department

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY 20-21		Allocation		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>CITY CLERK</u>									
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary Confidential	1.00	0.00	1.00	0.00	1.00	0.00			
Total City Clerk	3.00	2.00	3.00	2.00	3.00	2.00	2.00	0.00	0.00
<u>CITY ATTORNEY</u>									
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant City Attorney	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Legal Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Total City Attorney	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
<u>CITY MANAGER</u>									
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Asst. City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Senior Planner	1.00	1.00	1.00	0.00	1.00	0.00			
Senior Management Analyst	0.00	0.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total City Manager	5.00	4.00	6.00	4.00	6.00	4.00	3.05	0.80	0.15
<u>ECONOMIC DEV./REDEVELOPMENT</u>									
Director of Economic Develop & Open Gov			1.00	1.00	1.00	1.00	1.00		
Economic Development Manager	1.00	1.00	1.00	0.00	1.00	0.00	0.00		
Economic Development Specialist	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Total Econ. Dev./Redev.	1.00	1.00	3.00	2.00	3.00	2.00	2.00	0.00	0.00
<u>HUMAN RESOURCES</u>									
Director Human Resources	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Analyst II/III	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Human Resources Asst. II Conf	1.00	1.00	1.00	0.00	1.00	0.00	0.00		
Human Resources Specialist Conf	1.00	1.00	1.80	1.80	1.80	1.80	1.80		
Total Human Resources	4.00	4.00	4.80	3.80	4.80	3.80	3.80	0.00	0.00
<u>RECREATION</u>									
Administrative Technician	0.00	0.00	0.00	0.00	0.00	0.00			
Office Assistant II	0.00	0.00	0.00	0.00	0.00	0.00			
Deputy Director of Parks and Recreation	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Secretary	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Total Recreation	6.00	6.00	7.00	7.00	7.00	7.00	7.00	0.00	0.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2020-21 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY 20-21		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>INFORMATION TECHNOLOGY</u>									
Info Tech Specialist 1/2/3	4.00	4.00	4.00	4.00	4.00	4.00			4.00
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Geographic Info Systems Mgr.	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Programmer Analyst	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Information Technology	7.00	7.00	7.00	7.00	7.00	7.00	0.00	0.00	7.00
<u>FINANCE DEPARTMENT</u>									
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Financial Analyst	1.00	0.00	1.00	0.00	1.00	0.00			
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accountant	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Accountant Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Accounting Assistant III	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Revenue Development Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Commercial Services Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Finance and Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Mail Service Assistant	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Office Assistant II	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Finance	19.00	17.00	19.00	17.00	19.00	17.00	15.00	0.00	2.00
<u>FIRE</u>									
Administrative Assistant Conf	1.00	1.00	1.00	0.00	1.00	0.00	0.00		
Administrative Technician Conf			1.00	1.00	1.00	1.00	1.00		
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Assistant Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Fire Battalion Chief - EMS Mgr	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Fire Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00	3.00		
Fire Captain	9.00	9.00	9.00	9.00	9.00	9.00	9.00		
Fire Engineer	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Fire Engineer/Fire Eng Paramedic	9.00	9.00	9.00	9.00	9.00	9.00	9.00		9.00
Fire Inspector	2.00	2.00	2.00	2.00	2.00	2.00	2.00		2.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00
Firefighter	9.00	9.00	9.00	9.00	9.00	9.00	9.00		9.00
Firefighter/Paramedic	21.00	21.00	27.00	27.00	27.00	27.00	27.00		27.00
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00
Total Fire	58.00	58.00	65.00	64.00	65.00	64.00	64.00	0.00	0.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2020-21 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY 20-21		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>POLICE</u>									
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Administrative Assistant Conf	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Abandoned Vehicle Abatement Officer	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Community Service Officer	5.00	1.00	5.00	1.00	5.00	3.00	3.00		
Evidence Technician	0.50	0.50	0.50	0.50	0.50	0.50	0.50		
Management Analyst II	0.00	0.00	1.00	1.00	1.00	1.00	1.00		
Property Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00	4.00		
Police Officer	60.00	49.00	60.00	49.00	60.00	49.00	48.00		1.00
Police Officer for SRO (exp 6/2020)		2.00		2.00		2.00	2.00		
School Resource Officer (exp 6/2020)		2.00		2.00		0.00			
Police Records Assistant III	5.50	5.00	5.50	5.00	5.50	5.00	5.00		
Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00		
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Police Sergeant	10.00	9.00	10.00	9.00	10.00	9.00	9.00		
Public Safety Dispatcher	12.00	10.60	12.00	11.60	12.00	11.60	11.60		
Public Safety Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Neighbor. Pres. Coord.	1.00	1.00	1.00	1.00	1.00	1.00	0.55	0.45	
Community Engagement Liaison	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Public Safety Comm Mgr	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
Total Police	110.00	94.10	111.00	96.10	111.00	96.10	93.65	0.45	2.00
<u>HOUSING</u>									
Housing Administrator	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Housing Program Specialist	1.00	0.00	1.00	0.00	1.00	0.00			
Total Housing Division	2.00	1.00	2.00	1.00	2.00	1.00	0.00	0.00	1.00
<u>BUILDING SERVICES</u>									
Building Inspector III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Permit Processing Tech	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Chief Bldg Official	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Plans Examiner	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Total Building Services	7.00	7.00	7.00	7.00	7.00	7.00	0.00	7.00	0.00
<u>RISK MANAGEMENT</u>									
Risk and Safety Officer	1.00	1.00	1.00	0.00	1.00	0.00			
Risk Manager	1.00	0.00	1.00	1.00	1.00	1.00			1.00
Secretary	1.00	0.00	1.00	0.00	1.00	0.00			
HR Assistant III Conf	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Total Risk Management	4.00	2.00	4.00	2.00	4.00	2.00	0.00	0.00	2.00

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2020-21 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY 20-21		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
<u>PUBLIC WORKS & UTILITIES</u>									
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00	0.10	0.80	0.10
Administrative Technician	1.00	0.00	1.00	0.00	1.00	0.00			
Airport & Marina Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Airport Manager	0.00	0.00	0.00	0.00	0.00	0.00			
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00		1.05	1.95
Asst. Operations Manager	2.00	2.00	2.00	2.00	2.00	2.00	0.20	1.00	0.80
Asst. Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Dir. Public Works & Utilities	1.00	1.00	1.00	1.00	1.00	1.00	0.07	0.83	0.10
Assistant. PW & Utilities Director	1.00	1.00	1.00	1.00	1.00	1.00	0.08	0.20	0.72
Deputy Director DP&U	0.00	0.00	0.00	0.00	0.00	0.00			
Budget Grants/Project Manager	1.00	0.00	1.00	0.00	1.00	0.00			
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Deputy Director of Environmental Services	0.00	0.00	1.00	1.00	1.00	1.00		1.00	
Deputy Director of Operations	0.00	0.00	1.00	1.00	1.00	1.00		0.80	0.20
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Engineering Tech II	3.00	2.00	3.00	2.00	3.00	2.00	0.10	1.05	0.85
Environmental Compliance Inspector	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Environmental Services Manager	1.00	1.00	1.00	0.00	1.00	0.00			
Environmental Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Environmental Services Tech	3.00	3.00	3.00	3.00	3.00	3.00		3.00	
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00	0.70	1.20	0.10
Equipment Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00	0.70	0.20	0.10
Facilities Maintenance Worker I/II	1.00	1.00	1.00	1.00	1.00	1.00	0.90	0.10	
Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Management Analyst II	1.00	1.00	0.00	0.00	0.00	0.00			
Mechanical and Electrical Maint Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Mechanical Technician	3.00	3.00	3.00	3.00	3.00	3.00		3.00	
Office Assistant II	3.00	0.00	3.00	0.00	3.00	0.00		0.00	
Operations Manager	1.00	1.00	1.00	0.00	1.00	0.00			
Parks & Facilities Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.70		0.30
Parks Maintenance Foreworker	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Parks Maintenance Lead Worker	3.00	1.00	3.00	2.00	3.00	2.00	2.00		
Parks Maintenance Worker I/II	10.00	7.00	10.00	7.00	10.00	7.00	6.00		1.00
Project Manager	1.00	1.00	1.00	1.00	1.00	1.00	0.20		0.80
Public Works Crew Supervisor	2.00	1.00	2.00	1.00	2.00	1.00	0.10		0.90
Public Works Inspector I	1.00	0.00	1.00	0.00	1.00	0.00			
Public Works Inspector II	3.00	3.00	3.00	3.00	3.00	3.00	1.30		1.70
Public Works Supervisor	1.00	0.00	1.00	0.00	1.00	0.00			
Secretary	3.00	3.00	3.00	3.00	3.00	3.00	0.55	3.15	0.30
Senior Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00	0.30	0.30	2.40
Senior Engineering Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.75	1.20	1.05
Senior Laboratory Analyst	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Senior Management Analyst	0.00	0.00	1.00	1.00	1.00	1.00	0.05	0.80	0.15
Senior Mechanical Technician	1.00	1.00	1.00	1.00	1.00	1.00		1.00	

**FULL TIME POSITIONS - AUTHORIZED AND FUNDED
FY 2020-21 ALLOCATION BY HOME DEPARTMENT**

DEPARTMENT POSITION	FY 18-19		FY 19-20		FY 20-21		----- Allocation -----		
	Authorized	Funded	Authorized	Funded	Authorized	Funded	General Fund	Enterprise Funds	Other Funds
Senior Mechanical Facilities Technician	1.00	1.00	1.00	1.00	1.00	1.00	0.95	0.05	
Street Maintenance Lead Wkr	2.00	2.00	2.00	2.00	2.00	2.00			2.00
Street Maintenance Worker II	8.00	7.00	8.00	7.00	8.00	7.00			7.00
Street Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	1.00			1.00
Traffic Signal Light Technician II	3.00	2.00	3.00	2.00	3.00	2.00			2.00
Senior Traffic Engineer	0.00	0.00	1.00	1.00	1.00	1.00	0.30	0.30	0.40
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Transit Manager	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Manager	1.00	0.00	1.00	0.00	1.00	0.00			
Utility Services Crew Foreworker	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Service Lead Worker	4.00	4.00	4.00	4.00	4.00	4.00		4.00	
Utility Service Worker I/II	11.00	10.00	11.00	10.00	11.00	10.00		10.00	
Utility Service Worker III	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Utility System Operator	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Utility Technician	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Lead Operator	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Water Recycling Operator II/III	7.00	7.00	7.00	7.00	7.00	7.00		7.00	
Water Recycling Operator Supervisor	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Resources Tech	1.00	1.00	1.00	1.00	1.00	1.00		1.00	
Water Service Rep Lead Worker	1.00	0.00	1.00	0.00	1.00	0.00			
Water Service Representative	2.00	2.00	2.00	2.00	2.00	2.00		2.00	
Total Public Works & Utilities	128.00	109.00	131.00	111.00	131.00	111.00	17.75	67.23	26.02
Total Position Summary	358.00	316.10	373.80	327.90	373.80	327.90	212.25	75.48	40.17





PETALUMA
SONOMA COUNTY
CALIFORNIA-USA

