



# CITY OF SEBASTOPOL 2020 - 2021 BUDGET



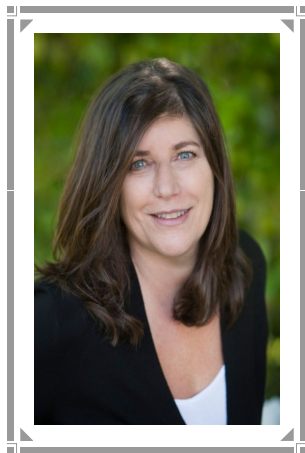
# MEET THE CITY COUNCIL



Patrick Slayter, Mayor  
Term Expires—November 2022



Una Glass  
Vice Mayor  
Term Expires  
November 2022



Neysa Hinton  
Council Member  
Term Expires  
November 2020



Sarah Glade Gurney  
Council Member  
Term Expires  
November 2022



Michael Carnacchi  
Council Member  
Term Expires  
November 2020

# CITY OFFICIALS

## City Council:

Patrick Slayter, Mayor  
Una Glass, Vice Mayor  
Michael Carnacchi  
Sarah Glade Gurney  
Neysa Hinton

## City Staff:

City Manager | City Attorney.....Lawrence McLaughlin  
Assistant City Manager | City Clerk .....Mary Gourley  
Administrative Services Director .....Ana Kwong  
Building Official .....Vacant  
Engineering Manager.....Henry Mikus  
Fire Chief ..... William Braga  
Planning Director ..... Kari Svanstrom  
Interim Police Chief.....Donald Mort  
Public Works Superintendent ..... Dante Del Prete

## Advisory Commissions or Committees:

Planning Commission  
Design Review Board  
Public Arts Committee



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sebastopol**

For the Fiscal Year Beginning

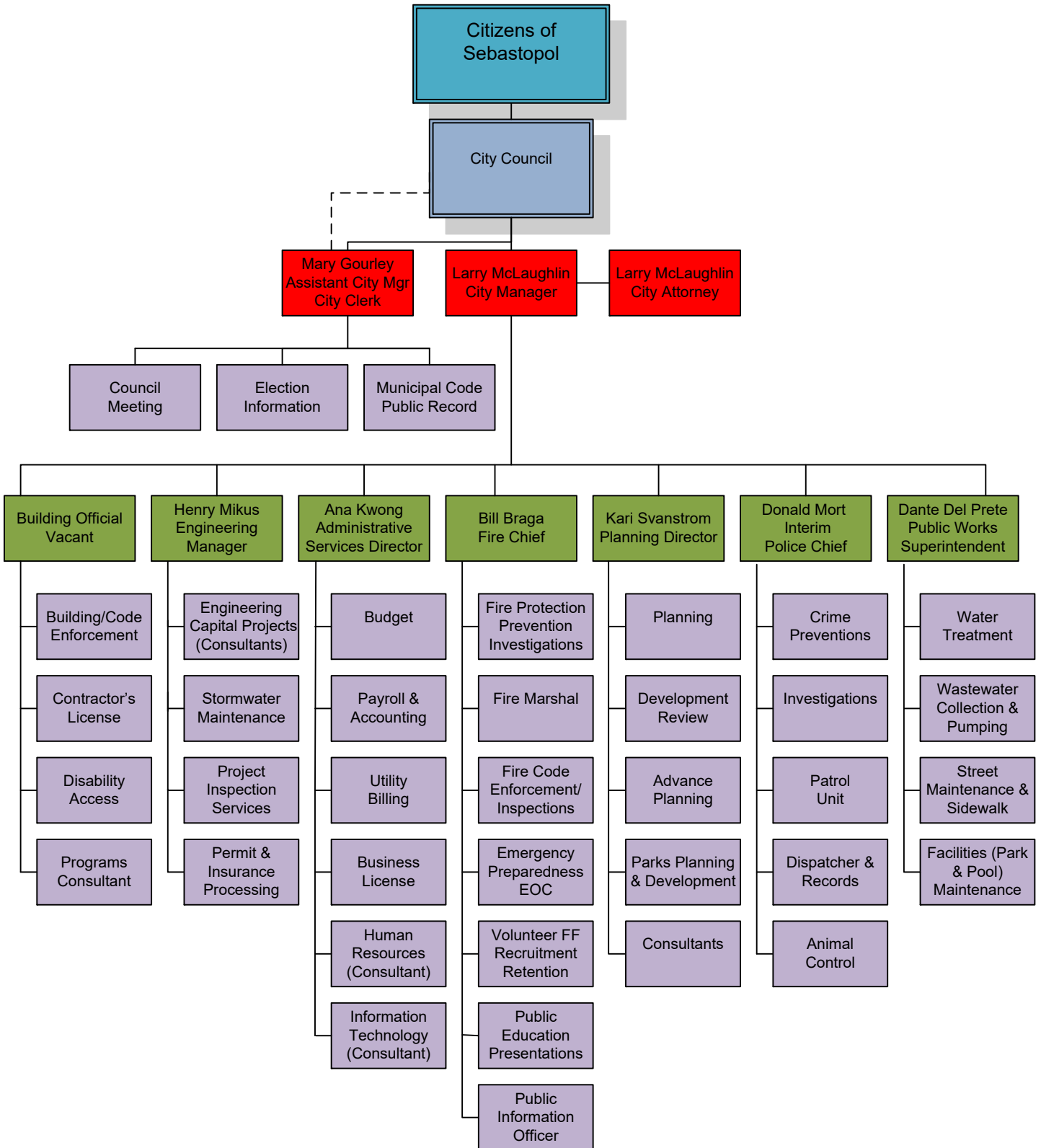
**July 1, 2019**

*Christopher P. Morill*

Executive Director



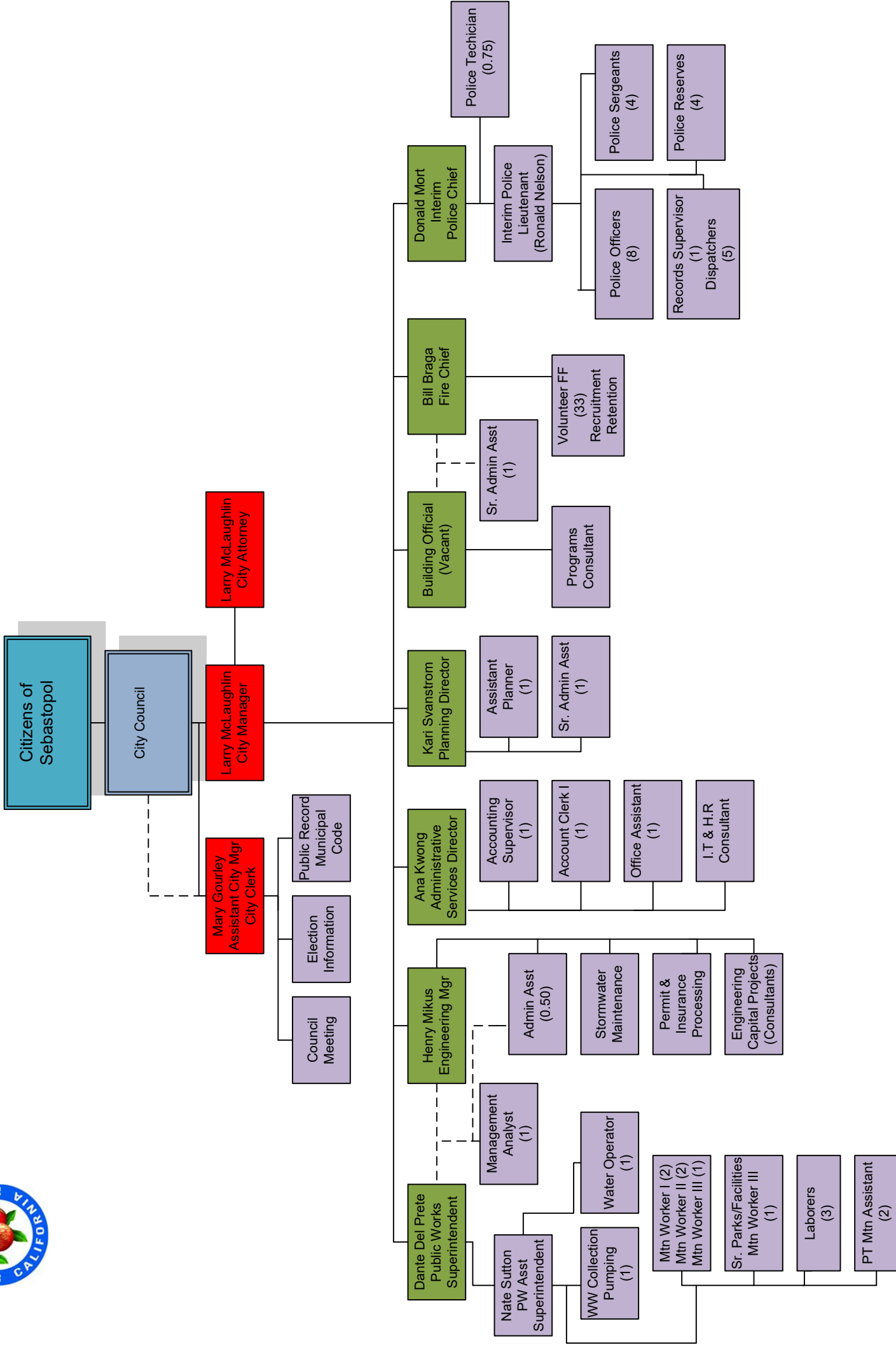
City Wide Organization Chart by Function







# City Wide Organization Chart by FTE





# STATISTICS

<b>Date of Incorporation</b>	1902
<b>Form of Government</b>	Council/City Manager
<b>Estimated Population as of January 1, 2019</b>	7,826
<b>Area in Square Miles</b>	1.853
<b>Fire Protection</b>	
Number of Full Time Equivalents	2.50
Number of Volunteers	32
Calls for Service (2019 Calendar Year)	1,306
Fire Inspections (2019 Calendar Year)	400
<b>Police Protection</b>	
Sworn Police Officers	14
Civilian Employees	6.75
Calls for Service (2019 Calendar Year)	16,662
Adult Arrests (2019 Calendar Year)	612
<b>Water and Sewer Utility</b>	
Active Residential Accounts	2,701
Active Commerical Accounts	465
Average Daily Water Consumption (2019)	789,589
Ground Storage Capacity (gallons)	7.5 million
Elevated Storage Capacity (gallons)	0 - no elevated tanks
Ground Water Production Capacity (gallons per day)	3,230,000
Pump Capacity (gallons per minute)	2,300
Waste Water Treatment Capacity (gallons per day)	840,000
<b>Building Permits</b>	
Residential Building Permits (2019 Calendar Year)	321
Residential Assessed Valuation	6,863,055
Commerical Building Permits	90
Commercial Assessed Valuation	7,501,241

# City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<b>Goal 1 - Maintain the long term financial stability and sustainability of the City of Sebastopol and Operate City government in a fiscally responsible and responsive manner</b>			
<b>Economic Vitality (EV)</b>			
Goal EV 7: Maintain a Stable and Self-Sustaining Fiscal Base in Order to Generate the Resources Necessary to Provide Desired City Services and Support New Growth that is Consistent with the City's Values and Goals [Pg.9-8]			
<b>1.1 Develop and Implement Sound Financial Management Policies and Procedures</b>		Finance Department	Ongoing
1.1.1 Review the City Council Financial Policies to ensure they meet the needs of the City		Finance Department	Ongoing
1.1.2 Create City Policy to Maintain Operating Reserves and Create Emergency Reserves which complies with the City's Strategic Plan, provides for optimal staffing levels, minimizes service level reductions, and develops a plan for the General Fund to obtain long-term financial stability		Finance Department	Review methods during City Budget Process-- Look at revenue such as TOT, single coffee cup use, recreational marijuana revenues
1.1.3 Evaluate methods to increase City revenues		City Budget Subcommittee	Budget Review Process-- Look at adding new
1.1.4 Create a multi-year City liability and revenue chart showing when tax expire and when debt service items are paid in full showing total and installment payment amounts.		Finance Department	schedule to the budget
<b>1.2 Develop Private / Public Partnerships</b>			
1.2.1 Work with CHTA slow to encourage community services to enhance the economic vitality of the City.		City Manager / Assistant City Manager / City Clerk *Council Liaison	To be reviewed during budget review process for upcoming year
1.2.2 Work with local government, agencies and private entities on funding revenue sources for expanded operations and improved facilities for the Sebastopol Library.		Council Liaison / Engineering and Public Works Departments	
1.2.3 Continue & Conduct efforts to pre-plan opportunity sites and maintain awareness of sites as identified in the General Plan		Planning Department	
<b>1.3 Develop Appropriate Expenditures of Water and Sewer Funds</b>			
1.3.1 Develop programs (such as CARE) and incentives for conservation and coordinate with/promote ongoing community efforts.		Finance Department / Council Budget Subcommittee	
1.3.2 Continue to inform and educate the community on water conservation efforts and programs.		Council Subcommittee / Public Works	Ongoing
<b>1.4 Develop potential uses for Village Mobile Home Park</b>			
1.4.1 Develop plan in partnership with outside resources for transition of Village Mobile Home Park to supply affordable housing, low income housing, and community programs and services such as homelessness.		City Subcommittee / Engineering and Public Works Departments	Work in progress. Comprehensive inspection completed. Cost estimate presented to Council Subcommittee.
1.4.2 Annexation of Property		Planning Department	Annexation and pre-zoning of Railroad Forest Property approved by Council. Planning Department processing application with LAFCO.



# City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<b>Goal 2 - Maintain, Improve and Invest in the City's Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).</b>			
<p>Community Services and Facilities (CSF)                      ~Goal CSF 1: Provide High Quality Community Services, Facilities, and Infrastructure to All Residents, Businesses, and Visitors in Sebastopol [Pg.4-2]                      ~Goal CSF 3: Provide an Adequate, Clean, Safe, and Environmentally Sound Water Supply to All Existing and Future Water Users in Sebastopol [Pg.4-8]                      ~Goal CSF 4: Provide Adequate Sewer Service Capacity to Serve Existing and Future Demands [Pg.4-9] Conservation and Open Space (COS)                      ~Goal COS 5: Protect, Manage, and Enhance Groundwater as a Valuable and Limited Shared Resource [Pg.5-8]</p>			
<b>2.1</b>	<b>Develop Priorities for Improvement or Construction of Infrastructure</b>		
2.1.1	Maintain and update the five-year rolling capital improvement program list with prioritized projects.		
2.1.2	Pursue other financial participation from Federal, State and Local agencies such as grants or matching programs.	All Departments	
2.1.3	Review the City's Pavement Management Plan and develop long term rehabilitation plans based on expected funded levels.	Engineering Department	
2.1.4	Develop building maintenance plans for each City Building.	Public Works Department	
2.1.5	Explore the possibility of installing solar on public facilities.	Public Works Department	
2.1.6	Continue to beautify and enhance the Library and City Hall buildings with the completion of the Library/City Hall Landscape Project.	City Council Subcommittee/Public Works Department	
2.1.7	Explore the concept for a new City Hall and/or new Civic Center Building.		
2.1.8	Analyze as appropriate, review and remove street signage within the City—sign litter.		
<b>2.2</b>	<b>Work to improve traffic circulation and enhance trail, bicycle and pedestrian facilities.</b>		
2.2.1	Revise sidewalk repair program—optimize current maintenance techniques and reduce administrative/legal costs		
2.2.2	Evaluate and create list of potential sidewalks to be established to provide connectivity to the entire community and maintain efforts to eliminate gaps in sidewalks to improve pedestrian amenities	Engineering Department/Public Works Department	
2.2.3	Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City	Engineering Department	
2.2.4	Identify initial funding sources to enable a phase implementation of the bike/pedestrian plan.	Engineering Department	
2.2.5	Continue the City of Sebastopol's commitment to the reduction of Greenhouse Gas Emissions	Planning Department/City Council Subcommittee	
<b>2.3</b>	<b>Work to improve traffic circulation and enhance trail, bicycle, bus and pedestrian facilities.</b>		
2.3.1	Work with Caltrans to improve traffic synchronization within the City of Sebastopol.	Engineering Department	
2.3.2	Work with interested Groups and Citizens in efforts dedicated to Class I Bicycle Routes in the City.	Engineering Department	
2.3.3	Work with the citizens and Sonoma County Transit to increase the number of bus stops in town and encourage usage by the entire community and address services for the elderly and improvements to bus service and number of bus stops.	Engineering Department	

# City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<b>Goal 3 - Maintain, Enhance and Increase Park-land in the City of Sebastopol</b>			
<p><b>Community Services and Facilities (CSF)</b></p> <p>~Goal CSF 2: Provide a Diversified and High Quality Public Park and Trail System that Provides Active and Passive Recreational Opportunities for All Segments of the Community and Provides Enhanced Connectivity between Key Residential, Commercial, and Recreational Areas of the City [Pg.4-4]</p> <p>Conservation and Open Space (COS)</p> <p>~Goal COS 12: Ensure the Provision and Preservation of Diverse and Accessible Open Spaces throughout the Sebastopol Planning Area [Pg.5-18]</p>			
<b>3.1</b>	<b>Investigate the Potential for Purchase of Land for Park Amenities Priority:</b>		
3.1.1	Research and identify possibilities for access and/or purchase of the former concrete plant on Morris Street for connection to the Laguna de Santa Rosa	Planning Department	
3.1.2	Research establishment of permanent parklets and pocket parks and grabbing the opportunity when it arises	Planning Department	
<b>3.2</b>	<b>Work to Enhance the Laguna Preserve</b>		
3.2.1	Implement Laguna Preserve Master Plan	Public Works Department/Planning Department	
<b>3.3</b>	<b>Increase Accessibility to the Laguna and Open Space Areas</b>		
3.3.1	Provide, develop and preserve clean, well-maintained and accessible streets and sidewalks, facilities, amenities, parks/recreational facilities that are accessible to all		
3.3.2	Establish permanent parklets and pocket parks and seize opportunity when it arises.	Public Works Department/Planning Department	

# City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<b>Goal 4 - Maintain and Enhance the City of Sebastopol as a Walkable/Bike-able Community and Enhance the City's Commitment to Promotion of our public's health by Creating and Participating in City and Community Programs, Services and Policies.</b>			
Circulation (CIR)			
~Goal CIR 2: Maintain and Expand a Safe and Efficient Pedestrian, Bicycle, and Transit Network that Connects Neighborhoods with Key Destinations to Encourage Travel by Non-Automobile Modes while also Improving Public Health [Pg.3-9]			
Community Health and Wellness (CHW)			
Chapter 10: Goals CHW 1 thru CHW 6 [Pg.10-1 thru 10-8]			
<b>4.1</b>	<b>Create a Safe, Healthy and Attractive Environment for Residents and Visitors</b>		
4.1.1	Improve and beautify the downtown plaza to create a people centric space for community events and gatherings	Public Works/Engineering and Planning Departments	
4.1.2	Park	Public Works/Engineering and Planning Departments	
4.1.3	Implementation of the Ives Park Master Plan	Public Works/Engineering and Planning Departments	
4.1.4	Evaluate public commons and land and identify opportunities to enhance benefits to the community	Public Works/Engineering and Planning Departments	
4.1.5	Establishment of a Parks and Public Space Foundation	Planning Department	
4.1.6	Explore funding sources for implementation of the Way-Finding Sign-Program		
4.1.7	Completion of the Freedom of Speech area in the downtown plaza		
<b>4.2</b>	<b>Create Economic, Cultural and Recreational Opportunities to Maintain the Small Town Character of Sebastopol</b>		
4.2.1	Incorporate the priorities of Citruslow Sebastopol wherever appropriate, and build a cohesive and collaborative community, identified as Peace-town USA	All Departments	
4.2.2	Foster a Sense of Community by Providing and Encouraging Participation in Community Events, Volunteering, and working with Non Profits to Support Local Events	All Departments	
4.2.3	Create a walkable downtown that improves connectivity, with emphasis on Main Street to Morris Street for unification	Engineering and Public Works Departments	



# City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<b>Goal 5 - Provide Open and Responsive Municipal Government Leadership</b>			
<p>Expand and Encourage Community Involvement in the Government Process by Increasing the Public's Understanding of Local Government Operations and Increasing Interaction with Elected Officials</p> <p>~Community Services and Facilities (CSF) ~Goal CSF 6, Policy CSF 6-1: Continue to maximize public participation in local government actions and maintain excellent levels of City government service. [Pg.4-12]</p>			
<p><b>5.1</b></p> <p>Enhance the City Website that encourages communication with the City in a user-friendly format, easy calendar event scheduling and include potential additional on-line 5-1-1 services</p>			
<p>5.1.1 Create easy to read documents that educate the public and community on City Finances.</p>		All Departments	
<p>5.1.2 Conduct Town Hall Meetings on Matters of Interest to the Community as needed.</p>		City Council	
<p>5.1.3 Enhance the use of the City of Sebastopol Committees, Commission and Board.</p>		City Council and Relevant Departments	
<p>5.1.4 Engage in outreach to underserved communities to include in community processes."</p>			
<b>5.2 Develop and Encourage a Volunteer Service Program Priority</b>			
<p>5.2.1 Promote and enhance utilization of community energy and skills by creating opportunities for volunteer service.</p>		Public, Works and Planning Departments	
<b>5.3 Develop and Implement a Program to evaluate delivery of City Services to Community</b>			
<p>5.3.1 Develop community service delivery process and analyze results to evaluate community satisfaction</p>			
<p>5.3.2 Maintain Community Outreach Coordinator position to provide professional educational and publicity material promoting the values of Sebastopol, why Sebastopol is the unique and special place that it is, what it is about Sebastopol and who we are that attracts residents, visitors and businesses who enjoy Sebastopol's small town character and charm and what the City is doing and why. Review community outreach policies, methodology and messaging.</p>			
<p>5.3.3 Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.</p>		All Departments	

# City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<p><b>Goal 6 - Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community.</b></p>			
<p>Enhance the Mayor, City Council, and manager-employee communication by the continuation of clear communications and direction and enhance positive relations between the City Council, Staff and Public so that all groups. Work together to provide stability and consistency.</p>			
6.1	Safety (SA) Chapter 8, Goals SA.1 thru SA.6 [Pg.8-1 thru 8-12]		
6.1.1	To analyze the adequacy of fire services and to budget for analysis in order to determine best long term plan for the fire department	Fire Department	
6.1.2	Implement a City-wide Standard Performance Evaluation System for Employees		

# City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<b>Goal 7 - Provide and Develop a Plan for the Future for the City of Sebastopol with the Implementation of the new General Plan</b>			
<del>Complete the General Plan Update by December 2016.</del>			
<del>7.1</del>			
7.1.1 Work with the community to update the City's General Plan			
7.1.2 Establish a sub-committee for the General Plan, incorporating local experts			
<del>Review and establish updated downtown plan, including updating the downtown plan and developing a street scape scheme in conjunction with implementation of the new General Plan</del>			
<b>7.2</b>			
7.2.1 Incorporate the Small Town Character values into the City's land use policies		All Departments	
7.2.2 Review, evaluate and update the Design Review Guidelines		Planning Department	
7.2.3 Review of enforcement of City policies and ordinances such as the Telecommunications Ordinance		Planning Department	



# City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<b>Goal 8 - Enhance and Maintain the Economic Vitality of the City</b>			
<p><b>Economic Vitality (E-V)</b></p> <p>-Goal EV 1: Encourage Economic Development that Broadens the City's Employment Base, Attracts High-Quality Jobs, Provides Services and Goods that Reflect the City's Values, and Increases the City's Tax Base [Pg.9-2]</p> <p>-Goal EV 3: Protect and Increase the Economic Vitality of the City's Main Economic Sectors: Downtown and the Northern and Southern Gateways [Pg.9-5]</p>			
<b>8.1</b>	<b>Promote the City of Sebastopol as the destination for slow travel, eco-tourism and supporting of bike activities:</b>		
8.1.1	Develop Programs & Policies to Promote, Attract and Retain Local Businesses.	Planning Department	
8.1.2	Support a Vibrant, Attractive and Accessible Downtown That Attracts Residents and Visitors thereby creating a Viable Sales Tax Base	Planning Department	
8.1.3	Promotion of Experience Sebastopol.com to increase visitors to the City	All Departments	
8.1.4	Identify Businesses wanted in Sebastopol - (Use of City Committees to conduct survey of the community)	Planning Department	
8.1.5	Encourage new and existing businesses to offer living wage to employees	City Council	
8.1.6	Review of the Downtown Association District	City Council Subcommittee	
8.1.7	Research—consulting services for inventory, assessment, and management practices of City parking		
8.1.8	Provide adequate parking facilities at key locations in the City and ensure ADA-compliant parking is distributed in these key locations		
8.1.9	Review the City's policies on parking		
8.1.10	Review existing parking lots for potential alternate re-use of those properties	Planning Department	
8.1.11	Create a list of potential uses that will optimize the use of City Parking Lots	Planning Department	
8.1.12	Encourage beautification of all parking areas	Public Works Department	
<b>8.2</b>	<b>Encourage Participation in Regional Events and other County-wide Programs to Capture the Economic Vitality beyond the City Limits</b>		
8.2.1	Research possibility of partnerships with various organizations to promote participation in regional events to increase economic vitality	Planning Department	

# City of Sebastopol

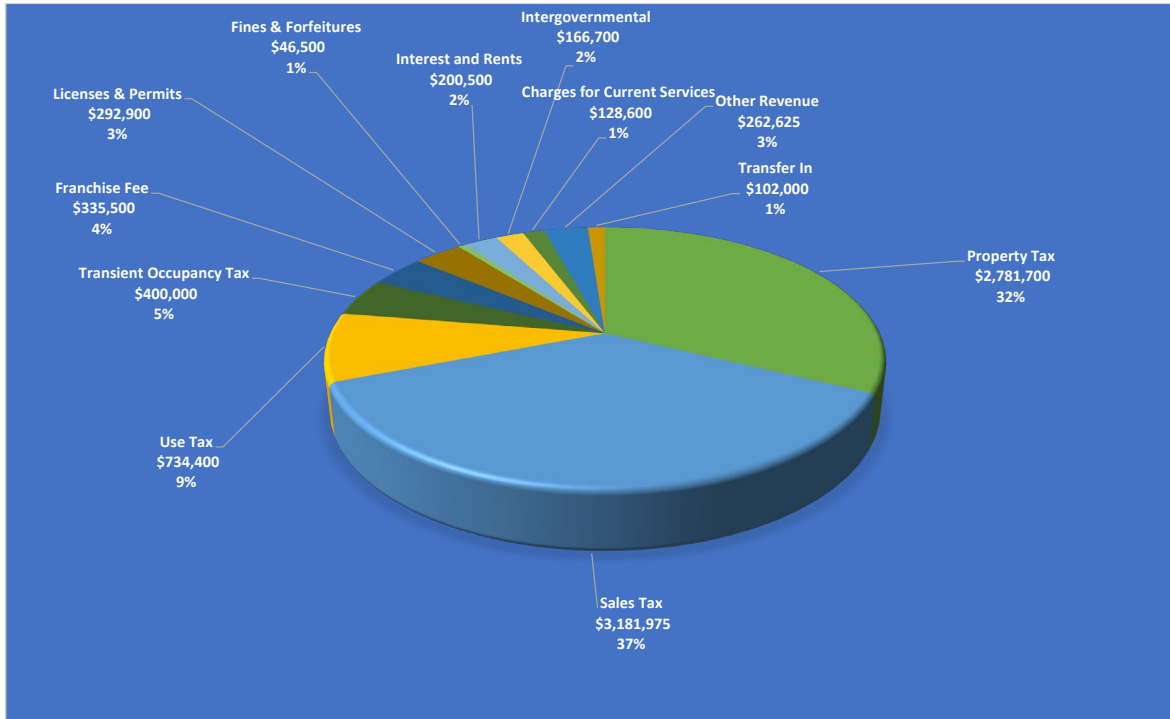
Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<b>Goal 9 - Enhance housing opportunities in Sebastopol and, when possible, provide assistance to housing projects.</b>			
Housing Chapter 11: All Goals established under sections A thru I. [Pg.11-1 thru 11-18]			
<b>9.1 Encouragement of Jobs and Housing in Sebastopol</b>			
9.1.1 Encourage Employment Opportunities as well as Housing Opportunities (Need for Assisted living facilities or graduated living facilities)		Planning Department	
9.1.2 Encourage housing in the downtown core and commercial district to include all stages of life cycles		Planning Department	
9.1.3 Engage with community on housing issues and suggested review of City policies to facilitate a positive jobs/housing balance		Planning Department	
9.1.4 Review potential policies to increase requirements for housing in the downtown core		Planning Department	

## ALL FUND REVENUE | EXPENDITURE

Department	General Fund	Water Fund	Sewer Fund	Special Revenue Fund	Assessment District	ISF + Other Funds	Total
<b>Projected Revenue</b>	<b>8,633,400</b>	<b>2,345,840</b>	<b>3,268,750</b>	<b>1,852,343</b>	<b>156,331</b>	<b>1,093,825</b>	<b>17,350,489</b>
City Council	257,729	34,254	39,962				331,945
City Manager	304,758	48,586	48,586				401,930
City Attorney	142,623	7,751	4,651				155,025
City Clerk	306,978	28,374	24,828				360,180
Administrative Services (Finance)	268,756	401,670	391,099				1,061,525
Planning Department	536,505	27,975	16,785				581,265
Building Inspection	228,457	39,432	39,432				307,321
Engineering Department	171,951	151,077	124,417				447,445
Storm Water Management	109,500						109,500
Fire Services	1,130,680	80,914					1,211,594
Emergency Preparedness	5,500						5,500
Police Services	4,951,215						4,951,215
Animal Control	20,200						20,200
Police SLESF Funding	-			100,000			100,000
Public Works - Corporation Yard	98,219	241,860	176,356				516,435
Public Works - General Fund Streets	486,550						486,550
Public Works - Parking Lots	127,805						127,805
Public Works - Parks & Landscaping	480,250						480,250
Public Works - Government Buildings	155,950	40,475	40,475				236,900
Public Works - Gas Tax Streets				154,100			154,100
Senior Center	73,145						73,145
Community & Cultural Center	226,425						226,425
Ives Pool	146,985						146,985
Non-Departmental	206,394	22,653	22,653	1,399,897	-	1,084,450	2,736,047
Debt Service - General Government	204,790						204,790
Transfer Out	190,000						190,000
Water Operations		1,362,709					1,362,709
Water - Debt Service		176,075					176,075
Water - Capital Debt Service		157,350					157,350
Wastewater Operations			806,860				806,860
Wastewater - Subregional Treatment			1,650,400				1,650,400
Wastewater - Debt Service			91,107				91,107
Transfer to Capital Projects	-		18,000				18,000
Debt Service - Park In Lieu				31,470			31,470
Woodstone Assessment					41,030		41,030
Street Lighting Assessment District					130,000		130,000
<b>Total Expenditures</b>	<b>10,831,365</b>	<b>2,821,155</b>	<b>3,495,611</b>	<b>1,685,467</b>	<b>171,030</b>	<b>1,084,450</b>	<b>20,089,078</b>
Net Budget Result	(2,197,965)	(475,315)	(226,861)	166,876	(14,699)	9,375	(2,738,589)
Addition/(Uses) of Reserves	(2,197,965)	(475,315)	(226,861)	166,876	(14,699)	9,375	(2,738,589)
<b>Ending Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 2020-21 Adopted General Fund Revenue Budget at a Glance Where does the City's Money Come From?

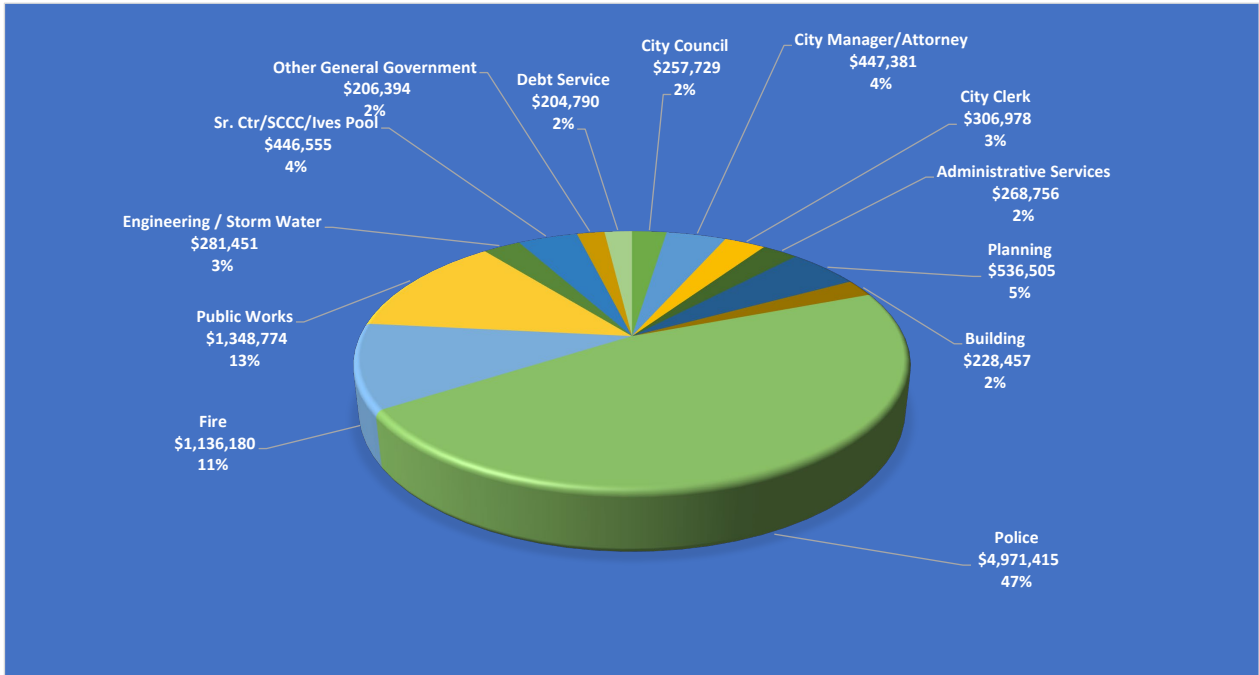
Revenue Summary	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	Increase (Decrease)	% Change
Property Tax	\$ 2,714,491	\$ 2,700,205	\$ 2,700,200	\$ 2,722,600	\$ 2,781,700	\$ 59,100	2.2%
Sales Tax	\$ 4,041,764	\$ 4,024,000	\$ 3,700,100	\$ 3,181,975	\$ 3,181,975	\$ -	0.0%
Use Tax	\$ 794,944	\$ 774,200	\$ 741,500	\$ 734,400	\$ 734,400	\$ -	0.0%
Transient Occupancy Tax	\$ 631,742	\$ 650,000	\$ 550,000	\$ 550,000	\$ 400,000	\$ (150,000)	-27.3%
Franchise Fee	\$ 358,299	\$ 353,000	\$ 353,000	\$ 353,000	\$ 335,500	\$ (17,500)	-5.0%
Licenses & Permits	\$ 317,955	\$ 269,500	\$ 394,500	\$ 294,500	\$ 292,900	\$ (1,600)	-0.5%
Fines & Forfeitures	\$ 55,502	\$ 56,000	\$ 48,000	\$ 48,000	\$ 46,500	\$ (1,500)	-3.1%
Interest and Rents	\$ 228,552	\$ 210,400	\$ 210,400	\$ 211,600	\$ 200,500	\$ (11,100)	-5.2%
Intergovernmental	\$ 42,272	\$ 1,527,000	\$ 1,589,900	\$ 69,900	\$ 166,700	\$ 96,800	138.5%
Charges for Current Services	\$ 229,252	\$ 158,100	\$ 151,100	\$ 151,100	\$ 128,600	\$ (22,500)	-14.9%
Other Revenue	\$ 529,980	\$ 413,300	\$ 402,500	\$ 344,625	\$ 262,625	\$ (82,000)	-23.8%
Transfer In	\$ 74	\$ -	\$ -	\$ 100,000	\$ 102,000	\$ 2,000	2.0%
<b>TOTAL REVENUES</b>	<b>\$ 9,944,827</b>	<b>\$ 11,135,705</b>	<b>\$ 10,841,200</b>	<b>\$ 8,761,700</b>	<b>\$ 8,633,400</b>	<b>\$ (128,300)</b>	<b>-1.5%</b>



## 2020-21 Adopted General Fund Expenditures Budget at a Glance

### How does the City Spend the Money It Receives?

Expenditures by Department	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	Increase (Decrease)	% Change
City Council	\$ 214,052	\$ 256,085	\$ 243,690	\$ 254,908	\$ 257,729	\$ 2,821	1.1%
City Manager/Attorney	\$ 265,792	\$ 362,579	\$ 343,835	\$ 353,756	\$ 447,381	\$ 93,625	26.5%
City Clerk	\$ 251,909	\$ 290,676	\$ 285,472	\$ 296,280	\$ 306,978	\$ 10,698	3.6%
Administrative Services	\$ 220,223	\$ 275,110	\$ 252,995	\$ 264,763	\$ 268,756	\$ 3,994	1.5%
Planning	\$ 409,837	\$ 584,196	\$ 566,522	\$ 622,297	\$ 536,505	\$ (85,792)	-13.8%
Building	\$ 191,021	\$ 292,411	\$ 197,469	\$ 202,949	\$ 228,457	\$ 25,508	12.6%
Police	\$ 3,880,735	\$ 4,317,076	\$ 4,302,000	\$ 4,758,950	\$ 4,971,415	\$ 212,465	4.5%
Fire	\$ 853,283	\$ 1,081,595	\$ 936,811	\$ 1,050,764	\$ 1,136,180	\$ 85,416	8.1%
Public Works	\$ 1,009,693	\$ 1,286,936	\$ 1,122,091	\$ 1,249,038	\$ 1,348,774	\$ 99,736	8.0%
Engineering / Storm Water	\$ 240,628	\$ 236,572	\$ 202,183	\$ 212,931	\$ 281,451	\$ 68,520	32.2%
Sr. Ctr./SCCC/Ives Pool	\$ 471,056	\$ 643,960	\$ 626,080	\$ 508,925	\$ 446,555	\$ (62,370)	-12.3%
Other General Government	\$ 274,596	\$ 225,205	\$ 322,260	\$ 322,260	\$ 206,394	\$ (115,866)	-36.0%
Debt Service	\$ 204,671	\$ 203,713	\$ 203,713	\$ 203,713	\$ 204,790	\$ 1,077	0.5%
Transfer Out	\$ 2,857,719	\$ 1,654,000	\$ 1,654,000	\$ -	\$ 190,000	\$ 190,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,345,215</b>	<b>\$ 11,710,114</b>	<b>\$ 11,259,121</b>	<b>\$ 10,301,534</b>	<b>\$ 10,831,365</b>	<b>\$ 529,831</b>	<b>5.1%</b>
<b>Chargeback Services *</b>							
Insurance	\$ 588,645	\$ 1,006,700	\$ 1,006,700	\$ 1,057,350	\$ 1,076,450	\$ 19,100	1.9%
Employee Benefits	\$ 940,143	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
* Allocated across departments							





## CONSOLIDATED GENERAL FUND FINANCIAL SCHEDULE

Description	FY 17-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 "Carryover" Budget	2020-21 Adopted Budget	\$ Inc/(Dec)	% Change
<b>OPERATING REVENUE</b>								
Property Taxes	\$2,433,417	\$2,660,677	\$2,661,205	\$2,661,200	\$2,683,600	\$2,742,700	\$ 59,100	2.22%
Real Property Transfer	39,372	53,814	39,000	39,000	39,000	39,000	-	0.00%
Sales Tax	3,860,857	4,041,764	4,024,000	3,700,100	3,181,975	3,181,975	-	0.00%
Use Tax	774,093	794,944	774,200	741,500	734,400	734,400	-	0.00%
Transient Occupancy Tax	529,810	631,742	650,000	550,000	550,000	400,000	(150,000)	-27.27%
Franchise Fees	323,496	358,299	353,000	353,000	353,000	335,500	(17,500)	-4.96%
Licenses and Permits	306,920	317,955	269,500	394,500	294,500	292,900	(1,600)	-0.41%
Fines & Forfeitures	71,005	55,502	56,000	48,000	48,000	46,500	(1,500)	-3.13%
Intergovernmental	150,177	42,272	1,527,000	1,589,900	69,900	166,700	96,800	6.09%
Interest and Rents	89,643	228,552	210,400	210,400	211,600	200,500	(11,100)	-5.28%
Charges for Current Services	206,574	229,252	158,100	151,100	151,100	128,600	(22,500)	-14.89%
Miscellaneous/Other Income	355,859	529,980	413,300	402,500	344,625	262,625	(82,000)	-20.37%
<b>TOTAL</b>	<b>9,141,223</b>	<b>9,944,753</b>	<b>11,135,705</b>	<b>10,841,200</b>	<b>8,661,700</b>	<b>8,531,400</b>	<b>(130,300)</b>	<b>-1.20%</b>
<b>OPERATING EXPENDITURE</b>								
City Council	\$206,493	\$214,052	\$256,085	\$243,690	\$254,908	\$257,729	\$ 2,821	1.16%
City Manager	183,576	165,112	225,232	229,332	234,381	304,758	70,377	30.69%
City Attorney	125,149	100,680	137,347	114,503	119,375	142,623	23,248	20.30%
City Clerk	229,093	251,909	290,676	285,472	296,280	306,978	10,698	3.75%
Administrative Services (Finance)	192,381	220,223	275,110	252,995	264,763	268,756	3,994	1.58%
Planning	489,475	409,837	584,196	566,522	622,297	536,505	(85,792)	-15.14%
Building	175,196	191,021	292,411	197,469	202,949	228,457	25,508	12.92%
Police Protection	3,749,027	3,880,735	4,317,076	4,302,000	4,758,950	4,971,415	212,465	4.94%
Fire Protection	981,004	853,283	1,081,595	936,811	1,050,764	1,136,180	85,416	9.12%
Public Works	957,534	1,009,693	1,286,936	1,122,091	1,249,038	1,348,774	99,736	8.89%
Engineering / Storm Water	167,924	240,628	236,572	202,183	212,931	281,451	68,520	33.89%
Sr. Cntr/SCCC / Ives Pool	298,529	471,056	643,960	626,080	508,925	446,555	(62,370)	-9.96%
Non Departmental	197,867	274,596	225,205	322,260	322,260	206,394	(115,866)	-35.95%
<b>TOTAL</b>	<b>7,953,248</b>	<b>8,282,825</b>	<b>9,852,401</b>	<b>9,401,408</b>	<b>10,097,821</b>	<b>10,436,575</b>	<b>338,754</b>	<b>3.60%</b>
<b>OTHER SOURCES/(USES)</b>								
Debt Service	204,672	204,671	203,713	203,713	203,713	204,790	-	0.00%
Other Uses	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>204,672</b>	<b>204,671</b>	<b>203,713</b>	<b>203,713</b>	<b>203,713</b>	<b>204,790</b>	<b>-</b>	<b>0.00%</b>
<b>TRANSFERS IN/(OUT)</b>								
Transfers In	16,182	74	-	-	100,000	102,000	2,000	2.00%
Transfers Out	(784,009)	(2,857,719)	(1,654,000)	(1,654,000)	-	(190,000)	-	0.00%
<b>TOTAL</b>	<b>(767,827)</b>	<b>(2,857,645)</b>	<b>(1,654,000)</b>	<b>(1,654,000)</b>	<b>100,000</b>	<b>(88,000)</b>	<b>(188,000)</b>	<b>11.37%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>8,941,929</b>	<b>11,345,215</b>	<b>11,710,114</b>	<b>11,259,121</b>	<b>10,201,534</b>	<b>10,831,365</b>	<b>629,831</b>	<b>6.17%</b>
Net General Fund Surplus/(Deficit)	<b>215,476</b>	<b>(1,400,388)</b>	<b>(574,409)</b>	<b>(417,921)</b>	<b>(1,539,834)</b>	<b>(2,197,965)</b>		
Beginning Unassigned Fund Balance	<b>3,681,820</b>	<b>6,393,822</b>	<b>4,993,434</b>	<b>4,993,434</b>	<b>4,575,513</b>	<b>4,575,513</b>		
Ending Unassigned Fund Balance	<b>3,897,296</b>	<b>4,993,434</b>	<b>4,419,025</b>	<b>4,575,513</b>	<b>3,035,679</b>	<b>2,377,548</b>		
<b>RESERVE</b>								
Policy Reserve Level (15%-20%)	<b>1,788,386</b>	<b>2,269,043</b>	<b>2,342,023</b>	<b>2,251,824</b>	<b>2,060,307</b>	<b>2,166,273</b>		
Actual Reserve Level	<b>43.6%</b>	<b>44.0%</b>	<b>37.7%</b>	<b>40.6%</b>	<b>29.8%</b>	<b>22.0%</b>		





## GENERAL FUND REVENUES DETAILED

Revenue Categories	Account No.	FY 17-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Inc/(Dec)	% Change
<b>Taxes</b>									
Property Taxes	100-3000	1,335,887	1,466,823	1,442,746	1,442,700	1,457,100	1,500,000	42,900	2.9%
Property Taxes (RPTTF)	100-3001	364,887	420,612	410,000	410,000	410,000	410,000	-	0.0%
Transfer Tax	100-3002	39,372	53,814	39,000	39,000	39,000	39,000	-	0.0%
Property Tax In-Lieu of VLF	100-3004	732,643	773,242	808,459	808,500	816,500	832,700	16,200	2.0%
Sales Tax - Bradley Burn	100-3010	1,900,003	2,041,973	2,024,000	1,836,500	1,607,500	1,607,500	-	0.0%
Sales Tax - 1/4 cent	124-3011	689,711	663,346	663,000	617,300	520,800	520,800	-	0.0%
Sales Tax - 1/2 cent	124-3012	1,271,143	1,336,445	1,337,000	1,246,300	1,053,675	1,053,675	-	0.0%
Sales Tax - Prop 172 pass thru	100-3014	82,773	88,612	89,000	90,300	79,200	79,200	-	0.0%
Utility Users Tax	100-3015	683,511	700,901	680,000	646,000	650,000	650,000	-	0.0%
Utility Users Tax - AB1717 (Wireless)	100-3016	3,820	1,694	1,700	1,700	1,700	1,700	-	0.0%
Vehicle In-Lieu Tax	100-3017	3,989	3,737	3,500	3,500	3,500	3,500	-	0.0%
Transient Occupancy Tax	100-3020	529,810	631,742	650,000	550,000	550,000	400,000	(150,000)	-27.3%
Garbage Franchise	100-3050	172,718	180,554	180,000	180,000	180,000	177,000	(3,000)	-1.7%
PG&E Franchise	100-3051	83,552	88,492	88,000	88,000	88,000	82,000	(6,000)	-6.8%
Cable/Video TV Franchise	100-3052	67,226	89,253	85,000	85,000	85,000	76,500	(8,500)	-10.0%
<b>Total Taxes</b>		<b>7,961,045</b>	<b>8,541,240</b>	<b>8,501,405</b>	<b>8,044,800</b>	<b>7,541,975</b>	<b>7,433,575</b>	<b>(108,400)</b>	<b>-1.4%</b>
<b>Licenses and Permits</b>									
Business Licenses	100-3101	141,864	106,892	105,000	130,000	130,000	130,000	-	0.0%
Building Permits	100-3103	151,875	196,877	150,000	250,000	150,000	150,000	-	0.0%
Dog License Fees	100-3104	1,581	1,786	1,500	1,500	1,500	1,500	-	0.0%
RBS Training Fees	100-3107	11,600	12,400	13,000	13,000	13,000	11,400	(1,600)	-12.3%
<b>Total Licenses &amp; Permits</b>		<b>306,920</b>	<b>317,955</b>	<b>269,500</b>	<b>394,500</b>	<b>294,500</b>	<b>292,900</b>	<b>(1,600)</b>	<b>-0.5%</b>
<b>Fines, Forfeits &amp; Penalties</b>									
Vehicle / Criminal Code Fines	100-3105	48,734	34,549	35,000	27,000	27,000	27,000	-	0.0%
Parking Violations	100-3106	22,271	20,953	21,000	21,000	21,000	19,500	(1,500)	-7.1%
<b>Total Fines, Forfeits &amp; Penalties</b>		<b>71,005</b>	<b>55,502</b>	<b>56,000</b>	<b>48,000</b>	<b>48,000</b>	<b>46,500</b>	<b>(1,500)</b>	<b>-3.1%</b>
<b>Intergovernmental &amp; Grants</b>									
State Mandated Cost Reimb.	100-3202	10,846	189	11,000	2,500	2,500	3,700	1,200	48.0%
P.O.S.T Reimbursements	100-3203	4,273	7,843	1,000	2,400	2,400	2,400	-	0.0%
Casino Mitigation Reimbursements	100-3204	16,231	21,043	15,000	15,000	15,000	15,000	-	0.0%
County Grant	100-3206	122	1,845	-	20,000	-	-	-	-
State Grant	100-3207	96,321	11,352	1,500,000	1,500,000	-	95,600	95,600	-
Federal Grant	100-3209	22,384	-	-	50,000	50,000	50,000	-	0.0%
<b>Total Intergovernmental &amp; Grants</b>		<b>150,177</b>	<b>42,272</b>	<b>1,527,000</b>	<b>1,589,900</b>	<b>69,900</b>	<b>166,700</b>	<b>96,800</b>	<b>138.5%</b>
<b>Interest &amp; Rents</b>									
Interest Income	100-3300	33,751	138,784	130,000	130,000	130,000	130,000	-	0.0%
Interest Income	124-3301	7,350	39,174	35,000	35,000	35,000	25,000	(10,000)	-28.6%
Cell Tower Lease Rental	100-3301	42,221	44,353	39,900	39,900	41,100	40,000	(1,100)	-2.7%
City Property Rental - Little League	100-3302	1,543	2,671	2,000	2,000	2,000	2,000	-	0.0%
City Property Rental - Parking Space	100-3304	700	570	500	500	500	500	-	0.0%
City Property Rental - Palm Ave	100-3305	4,078	3,000	3,000	3,000	3,000	3,000	-	0.0%
<b>Total Interest &amp; Rents</b>		<b>89,643</b>	<b>228,552</b>	<b>210,400</b>	<b>210,400</b>	<b>211,600</b>	<b>200,500</b>	<b>(11,100)</b>	<b>-5.2%</b>
<b>Charges for Current Services</b>									
Park and Plaza Rental Fees	100-3401	3,702	3,250	3,300	3,300	3,300	3,300	-	0.0%
Finance Staff Time	100-3405	7,639	8,724	7,000	-	-	-	-	-
Pet Shelter Release Fees	100-3406	3,710	4,105	3,500	3,500	3,500	3,500	-	0.0%
Building Inspector Fees	100-3421	-	13,644	1,000	1,000	1,000	-	(1,000)	-100.0%
Fire Department Fees	100-3425	27,116	60,385	30,000	30,000	30,000	30,000	-	0.0%
Planning Fees	100-3426	74,439	48,348	40,000	40,000	40,000	30,000	(10,000)	-25.0%
Sale of Plans & Specifications	100-3427	877	278	300	300	300	300	-	0.0%
City Clerk Scholarships	-----	-	-	-	-	-	-	-	-
Encroachment Permits	100-3441	27,401	35,012	30,000	30,000	30,000	30,000	-	0.0%
Grading Permits	100-3442	-	1,500	1,000	1,000	1,000	1,000	-	0.0%
Engineering Fees	100-3443	-	-	-	-	-	-	-	-
Public Works Services	100-3445	5,911	8,900	6,000	6,000	6,000	1,500	(4,500)	-75.0%
Police Services	100-3502	45,808	31,756	31,000	31,000	31,000	25,500	(5,500)	-17.7%
Police D.U.I. Recovery	100-3503	1,097	228	-	-	-	-	-	-
Vehicle Releases	100-3504	5,995	3,712	3,500	3,500	3,500	3,500	-	0.0%
Police Overtime Reimbursement	100-3507	2,879	9,410	1,500	1,500	1,500	-	(1,500)	-100.0%
<b>Total Charges for Current Services</b>		<b>206,574</b>	<b>229,252</b>	<b>158,100</b>	<b>151,100</b>	<b>151,100</b>	<b>128,600</b>	<b>(22,500)</b>	<b>-14.9%</b>



## GENERAL FUND REVENUES DETAILED

Revenue Categories	Account No.	FY 17-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Inc/(Dec)	% Change
<u>Miscellaneous/Other Income</u>									
Planning Publication Sales	100-3800	389	407	300	-	-	-	-	-
Sale of Surplus Property	100-3801	6,799	-	1,500	-	-	-	-	-
Sale of Publications	100-3803	-	-	-	-	-	-	-	-
Insurance Reimbursement	100-3804	-	165,647	107,000	107,000	85,000	-	(85,000)	-100.0%
Miscellaneous Income	100-3805	34,741	66,767	2,500	500	500	500	-	0.0%
Ives Pool Reimbursement	100-3810	63,930	47,159	52,000	45,000	49,000	52,000	3,000	6.1%
Successor Agency Administration	100-3999	250,000	250,000	250,000	250,000	210,125	210,125	-	0.0%
<b>Total Miscellaneous/Other Income</b>		<b>355,859</b>	<b>529,980</b>	<b>413,300</b>	<b>402,500</b>	<b>344,625</b>	<b>262,625</b>	<b>(82,000)</b>	<b>-23.8%</b>
<b>Subtotal General Fund Revenue</b>		<b>9,141,223</b>	<b>9,944,753</b>	<b>11,135,705</b>	<b>10,841,200</b>	<b>8,661,700</b>	<b>8,531,400</b>	<b>(130,300)</b>	<b>-1.5%</b>
Transfer In	3999	16,182	74	-	-	100,000	102,000	2,000	2.0%
<b>Total General Fund Revenue</b>		<b>9,157,405</b>	<b>9,944,827</b>	<b>11,135,705</b>	<b>10,841,200</b>	<b>8,761,700</b>	<b>8,633,400</b>	<b>(128,300)</b>	<b>-1.5%</b>



## GENERAL FUND - TRANSFERS

Description	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Inc/(Dec)
<b>OTHER SOURCES (USES):</b>						
<b>Transfer in</b>						
From Police Grant	74	-	-	100,000	100,000	100,000
From Vehicle Abatement	-	-	-	-	-	-
From General Plan Update	-	-	-	-	-	-
From Building Permit Incremental Fund	-	-	-	-	2,000	2,000
From Committed Reserve	-	-	-	-	-	-
From Committed Reserve	-	-	-	-	-	-
<b>Subtotal Transfer in</b>	<b>74</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>102,000</b>	<b>102,000</b>
<b>Transfer out</b>						
To Woodstone Assessment District Fund	-	-	-	-	-	-
To SLESF	(30,989)	-	-	-	-	-
To Retirement Fund	(700,000)	(1,000,000)	(1,000,000)	-	-	1,000,000
To Bldg   Facilities   Infrass Fund	(845,000)	(466,000)	(466,000)	-	(110,000)	356,000
To Vehicle Replacement Fund	(1,100,000)	-	-	-	-	-
To Capital Project Fund	(25,000)	(188,000)	(188,000)	-	-	188,000
To Police Grant Fund	(930)	-	-	-	-	-
To Sewer Fund	-	-	-	-	(80,000)	(80,000)
To Gas Tax	(5,800)	-	-	-	-	-
To Street Pavement Reserves	(150,000)	-	-	-	-	-
<b>Subtotal Transfer out</b>	<b>(2,857,719)</b>	<b>(1,654,000)</b>	<b>(1,654,000)</b>	<b>-</b>	<b>(190,000)</b>	<b>1,464,000</b>
<b>TOTAL TRANSFERS</b>	<b>(2,857,645)</b>	<b>(1,654,000)</b>	<b>(1,654,000)</b>	<b>100,000</b>	<b>(88,000)</b>	<b>1,566,000</b>

# GENERAL FUND RESERVES CATEGORIES

	City Unassigned Reserves				2020-21 Adopted Budget	City Assigned Reserves @ 6/30/19 (Audited)		
	FY19-20 Adopted	FY19-20 Mid-Year	FY19-20 Estimated Year End	2020-21 Adopted "Carryover" Budget		Buildings, Facilities & Infrastructure Reserve 103-00-00-2900	Equipment, Technology & Vehicle Replacement Reserve 104-00-00-2900	CalPERS Retirement & OPEB Reserves 105-00-00-2900
Beginning Balance @ 7/1/19	4,993,434	4,993,434	4,993,434	4,575,513	845,000	994,734	1,739,801	
Proposed Assignment to CalPERS Reserve	(1,000,000)	(1,000,000)	(1,000,000)	-			1,000,000	
Proposed Assignment to BFI Reserve	-	(466,000)	(466,000)	-	466,000			
Proposed Transfer out to Capital Projects	(100,000)	(188,000)	(188,000)	-				
Adopted FY19-20 Budget Addition/(Uses)	(238,945)			-	(435,100)			
Mid-Year FY19-20 Budget Addition/(Uses)	-	1,079,591		-				
Estimated FY19-20 Budget Addition/(Uses)	-		1,236,079					
FY20-21 Adopted Budget Addition/(Uses)				(1,539,834)				
FY20-21 Proposed Budget Addition/(Uses)				(2,197,965)				
<b>Total Anticipated Reserve @ 6/30/21</b>	<b>3,654,489</b>	<b>4,419,025</b>	<b>4,575,513</b>	<b>3,035,679</b>	<b>875,900</b>	<b>994,734</b>	<b>2,739,801</b>	
<b>Actual Reserve Level</b>	<b>34.4%</b>	<b>37.7%</b>	<b>40.6%</b>	<b>29.8%</b>	<b>8.2%</b>	<b>9.3%</b>	<b>25.7%</b>	

## CITY COUNCIL

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The City Council is the five-member policy and legislative authority body of the City. The City of Sebastopol City Council operates under the Council-Manager form of government, with five Council members elected at-large for staggered four year terms. The City Council, through the administrative authority of the City Manager, is responsible for the operation of the City, by setting policies and adopting City-wide goals and priorities. The City Council formulates policies in the form of motions, resolutions, and ordinances which reflect the best interests, needs and priorities for the citizens and businesses of Sebastopol as well as the visitors to the City of Sebastopol. The City Council budget reflects the costs associated with supporting the Council's activities and providing for the operations of the City. The City Council appoints the City Manager, the City Attorney, and the City Clerk, who report directly to the City Council. The City Council also appoints the members of the City's advisory commissions and committees. The City Council meets twice a month in regular session, conducts special meetings and study sessions as needed, and attends regional coordination meetings with other local government agencies. The City Council also conducts Town Hall Meetings on matters of interest to the citizens of Sebastopol.

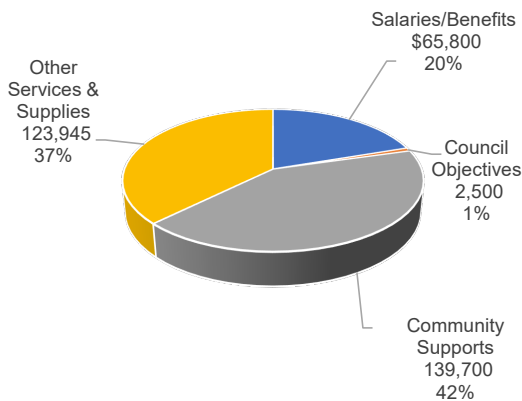
## SUMMARY - CITY COUNCIL

FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Water Fund	\$ 30,046	\$ 28,036	\$ 29,855	\$ 34,253
Sewer Fund	35,054	32,709	34,831	39,962
General Fund	256,085	243,690	254,908	257,729
<b>TOTAL REVENUE</b>	<b>321,185</b>	<b>304,435</b>	<b>319,595</b>	<b>331,945</b>

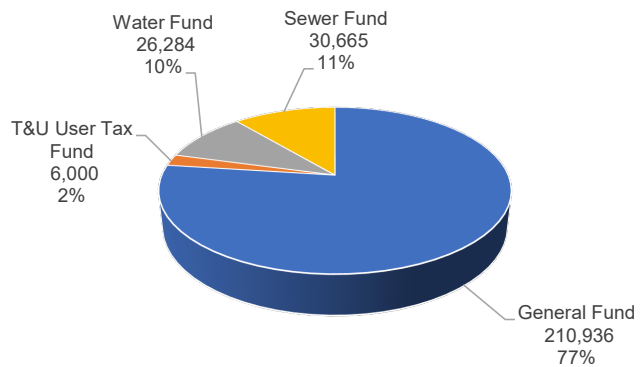
EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits <sup>a</sup></b>	71,552	67,800	58,320	73,150	65,800	(7,350)	-10.0%
<b>Contracted Services</b>	6,434	10,000	10,000	10,000	37,700	27,700	277.0%
<b>Advertising/Legal Publications</b>	10,820	10,000	7,000	7,000	10,000	3,000	42.9%
<b>Services &amp; Supplies</b>	6,978	8,000	6,500	6,500	8,000	1,500	23.1%
<b>Equipment Rental</b>	5,521	6,000	6,000	6,000	4,500	(1,500)	-25.0%
<b>Telecommunications</b>	4,262	4,700	7,500	7,500	10,200	2,700	36.0%
<b>Training / Meetings / Travels</b>	14,093	23,500	17,000	17,000	11,000	(6,000)	-35.3%
<b>Dues &amp; Subscriptions</b>	24,001	22,750	26,000	26,000	27,345	1,345	5.2%
<b>Allocated Insurance</b>	8,677	14,370	14,370	14,700	15,200	500	3.4%
<b>Council Objectives</b>	3,500	2,500	2,500	2,500	2,500	-	0.0%
<b>Community Benefit Grant Supports</b>	68,260	86,765	84,445	84,445	97,700	13,255	15.7%
<b>Other Community Supports</b>	46,904	64,800	64,800	64,800	42,000	(22,800)	-35.2%
<b>TOTAL EXPENSE</b>	<b>\$ 271,002</b>	<b>\$ 321,185</b>	<b>\$ 304,435</b>	<b>\$ 319,595</b>	<b>\$ 331,945</b>	<b>\$ 12,350</b>	<b>3.9%</b>

<sup>a</sup> Salaries: Includes stipend pay, Benefits: Includes health, dental, vision, medicare, life insurance

City Council Expenditures



Cost Allocation



**Detail - City Council  
Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-1001-4010	Salaries - Full Time <sup>1</sup>	19,684	18,712	18,000	18,000	18,000	18,000
100-1001-4011	Salaries - Part Time <sup>1</sup>	176	180	-	-	-	-
100-1001-4100	Benefits <sup>2</sup>	41,953	46,081	39,480	30,000	46,750	36,300
100-1001-4101	Health in lieu	2,415	6,579	10,320	10,320	8,400	11,500
100-1001-4210	Contract Services	3,902	4,550	6,000	6,000	6,000	32,500
100-1001-4212	Technology Maintenance	718	1,884	4,000	4,000	4,000	5,200
100-1001-4250	Advertising/Legal Publications	10,617	10,820	10,000	7,000	7,000	10,000
100-1001-4310	Office Supplies	3,858	4,202	5,000	2,500	2,500	5,000
100-1001-4330	Misc. Supplies & Services	4,112	2,776	3,000	4,000	4,000	3,000
100-1001-4345	Dues / Subscriptions	23,575	24,001	22,750	26,000	26,000	27,345
100-1001-4510	Conference & Training	3,806	7,165	12,000	10,000	10,000	5,000
100-1001-4515	Meetings & Travel	3,579	6,928	11,500	7,000	7,000	6,000
100-1001-4750	Telecommunications	3,735	4,262	4,700	7,500	7,500	10,200
100-1001-4800	Council Approved Initiatives	2,000	3,500	2,500	2,500	2,500	2,500
100-1001-4820	Community Benefit Grants Support	76,275	68,260	86,765	84,445	84,445	97,700
100-1001-4996	Allocated Liability Insurance	3,584	7,308	12,670	12,670	13,000	13,500
100-1001-4997	Allocated Workers' Comp Insurance	1,057	1,369	1,700	1,700	1,700	1,700
<b>Total Operation</b>		<b>205,046</b>	<b>218,577</b>	<b>250,385</b>	<b>233,635</b>	<b>248,795</b>	<b>285,445</b>
100-1001-4210	Community Outreach <sup>3</sup>	4,028	2,549	5,000	5,000	5,000	5,000
100-1001-4210	Library/City Hall Landscaping	3,485	4,622	6,000	6,000	6,000	6,000
100-1001-4840	Cittaslow Community Support	24,585	17,563	-	-	-	-
100-1001-4890	Other Community Support	15,000	22,170	53,800	53,800	53,800	31,000
<b>Total Council Objectives</b>		<b>47,098</b>	<b>46,904</b>	<b>64,800</b>	<b>64,800</b>	<b>64,800</b>	<b>42,000</b>
124-1001-4375	Equipment Rental (Photocopier Lease)	5,462	5,521	6,000	6,000	6,000	4,500
<b>TOTAL DEPARTMENT</b>		<b>257,606</b>	<b>271,002</b>	<b>321,185</b>	<b>304,435</b>	<b>319,595</b>	<b>331,945</b>
100-1001-3998	G&A - Water Fund Allocation - 12%	(23,590)	(26,284)	(30,046)	(28,036)	(29,855)	(34,253)
100-1001-3998	G&A - Sewer Fund Allocation - 14%	(27,522)	(30,664)	(35,054)	(32,709)	(34,831)	(39,962)
<b>General Fund Cost Allocation - 74%</b>		<b>201,032</b>	<b>208,533</b>	<b>250,085</b>	<b>237,690</b>	<b>248,908</b>	<b>253,229</b>

<sup>1</sup> Salaries: Includes stipend pay

<sup>2</sup> Benefits: Includes health, dental, vision, medicare, life insurance

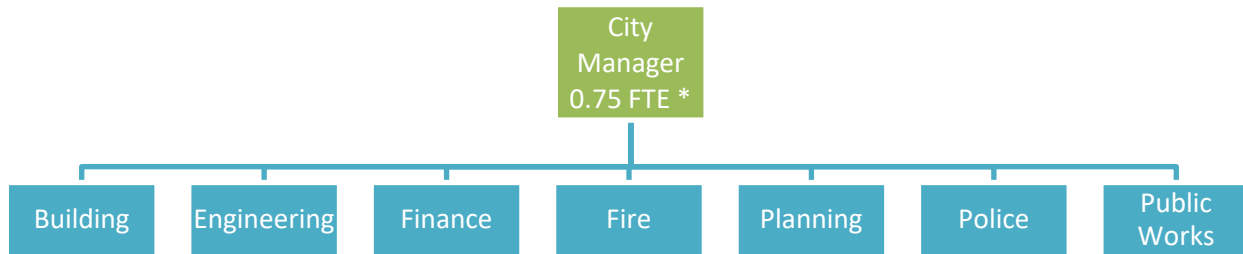
<sup>3</sup> Cost for this item is to fund the monthly newsletter

<b>General Fund FTE</b>	5.00	5.00	5.00	5.00	5.00	5.00
<b>Total FTE</b>	5.00	5.00	5.00	5.00	5.00	5.00



## CITY MANAGER

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\*Designated City Manager holding two positions as City Attorney.

The City Manager is the chief administrator of the City. The City Manager and his immediate staff are responsible for the general management of all City operations, personnel and develops the City's annual budget and oversees preparation of the City's capital improvement programs, plans and financing strategy. The City Manager develops and manages programs to assure economic development and financial vitality of the City and is responsible for implementing Council policies, ordinances, budgetary decisions and directives of the City Council. The City Manager's Office will continue to support the City Council's setting of priorities among ordinances and other initiatives, as well as monitor and report progress on the development and implementation of these priorities. The City Manager will continue to provide strategic leadership that supports the Mayor and City Council and challenges the organization to deliver high quality, cost-effective services that meet the needs of the community.

This responsibility includes the enforcement of City Ordinances; the administration of City contracts and agreements for goods and services, including franchise agreements, and ensures that all franchises, contracts, permits and privileges granted by the City Council are observed. The City Manager also advises the City Council of legislative and administrative concerns; responsibility for intergovernmental relations; and providing overall fiscal management.

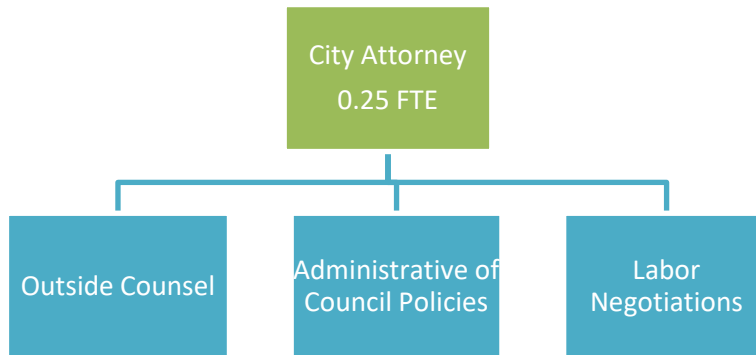
The City Manager is also responsible for administration of personnel rules, policies and employee Memorandums of Understanding serving as the Chief Negotiator with the City's two formally recognized bargaining units and the unrepresented employees of the city. The City Manager appoints and oversees all executive management positions.

The City Manager also represents the City on regional boards and committees as appropriate and liaisons with other governmental entities on priority issues identified by the City Council. Significant collaboration occurs with nonprofit agencies when services and events are provided to benefit the City

With the City acting as the Successor Agency to the former Redevelopment Agency, the City Manager's Office with the Finance Department will continue to manage the transition and the winding down of the Successor Agency activities ensuring compliance with the applicable laws and timelines set forth by the legislation.

## CITY ATTORNEY

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The City Attorney is responsible for legal advice and representation of the City Council and all city departments. The City Attorney coordinates all legal representation of the City, including outside counsel, if needed. At the direction of the City Council, the City Attorney prepares all ordinances and other legal documents for Council consideration.

### **Duties include:**

- Attending all City Council meetings and Planning Commission meetings as needed.
- Advice and support to all City departments.
- Response to public inquiries.
- Continuing education on public law, land use law, conflict of interest laws, etc.
- Review development plans.
- Review insurance requirements of city contractors.

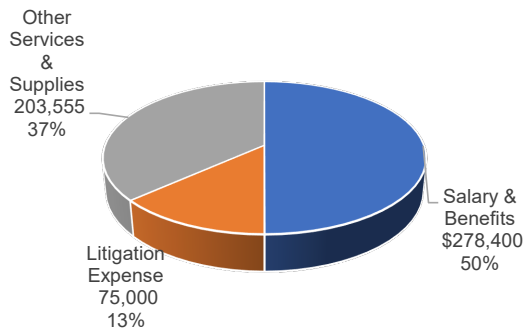
## SUMMARY - CITY MANAGER / ATTORNEY

FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Water Fund	\$ 52,335	\$ 53,667	\$ 55,615	\$ 56,337
Sewer Fund	49,385	51,178	53,020	53,237
General Fund	325,290	303,835	353,756	447,381
<b>TOTAL REVENUE</b>	<b>427,010</b>	<b>408,680</b>	<b>462,390</b>	<b>556,955</b>

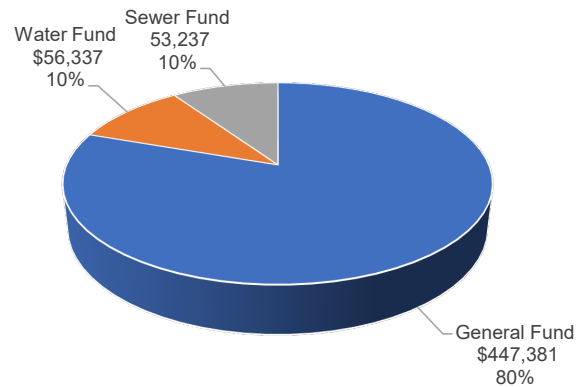
EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits <sup>a</sup></b>	238,627	258,100	267,800	278,400	278,400	-	0.0%
<b>Contracted Services</b>	39,850	46,000	46,000	86,000	153,000	67,000	77.9%
<b>Litigation Expense</b>	42,146	75,000	50,000	50,000	75,000	25,000	50.0%
<b>Services &amp; Supplies</b>	1,282	3,300	2,350	2,350	4,500	2,150	91.5%
<b>Equipment Rental</b>	5,448	6,000	6,000	6,000	4,500	(1,500)	-25.0%
<b>Telecommunications</b>	2,152	2,850	2,200	2,200	3,000	800	36.4%
<b>Training / Meetings / Travels</b>	1,719	2,000	1,500	1,500	1,750	250	16.7%
<b>Dues &amp; Subscriptions</b>	996	300	1,000	1,000	1,000	-	0.0%
<b>Allocated Insurance</b>	23,436	33,460	31,830	34,940	35,805	865	2.5%
<b>TOTAL EXPENSE</b>	<b>\$ 355,656</b>	<b>\$ 427,010</b>	<b>\$ 408,680</b>	<b>\$ 462,390</b>	<b>\$ 556,955</b>	<b>\$ 94,565</b>	<b>20.5%</b>

<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay  
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

City Manager/Attorney  
Expenditures



Cost Allocation



**Detail - City Manager  
Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-1101-4010	Salaries <sup>1</sup>	118,879	130,983	132,300	140,200	144,400	144,400
100-1101-4100	Benefits <sup>2</sup>	42,269	45,188	58,400	58,400	61,500	61,500
100-1101-4140	Retiree Health Insurance (OPEB)	3,733	3,733	3,800	3,800	3,800	3,800
100-1101-4210	Contract Services	4,439	1,848	6,000	6,000	6,000	1,000
100-1101-4310	Office Supplies	848	460	1,700	500	500	1,150
100-1101-4330	Misc. Supplies & Services	349	246	500	250	250	250
100-1101-4345	Dues / Subscriptions	-	996	300	1,000	1,000	1,000
100-1101-4510	Conference & Training	74	-	500	250	250	250
100-1101-4515	Meetings & Travel	796	432	750	500	500	750
100-1101-4750	Telecommunications	2,430	2,152	2,850	2,200	2,200	3,000
100-1101-4996	Allocated Liability Insurance	3,397	8,308	11,570	11,570	11,835	12,230
100-1101-4997	Allocated Workers' Comp Insurance	6,486	8,428	12,550	12,550	13,400	13,600
<b>Total Operation</b>		<b>183,700</b>	<b>202,774</b>	<b>231,220</b>	<b>237,220</b>	<b>245,635</b>	<b>242,930</b>
124-1101-4210	Contract Services - Pine Grove	29,882	-	-	-	-	-
124-1101-4210	Contract Services - Economic Vitality	-	-	40,000	40,000	40,000	100,000
124-1101-4210	Contract Services - Community Outreach <sup>3</sup>	38,042	38,002	40,000	40,000	40,000	52,000
124-1101-4351	Computer Equipment Expenses	-	-	500	1,000	1,000	2,500
124-1101-4375	Equipment Rental (Photocopier Lease)	5,433	5,448	6,000	6,000	6,000	4,500
<b>Total Capital Outlay &amp; Other</b>		<b>73,357</b>	<b>43,450</b>	<b>86,500</b>	<b>87,000</b>	<b>87,000</b>	<b>159,000</b>
<b>TOTAL DEPARTMENT</b>		<b>257,057</b>	<b>246,224</b>	<b>317,720</b>	<b>324,220</b>	<b>332,635</b>	<b>401,930</b>
100-1101-3998	G&A - Water Fund Allocation - 20%	(36,740)	(40,555)	(46,244)	(47,444)	(49,127)	(48,586)
100-1101-3998	G&A - Sewer Fund Allocation - 20%	(36,740)	(40,555)	(46,244)	(47,444)	(49,127)	(48,586)
<b>General Fund Cost Allocation - 60%</b>		<b>110,220</b>	<b>121,664</b>	<b>138,732</b>	<b>142,332</b>	<b>147,381</b>	<b>145,758</b>
<b>General Fund FTE</b>		0.75	0.75	0.75	0.75	0.75	0.75
<b>Total FTE</b>		0.75	0.75	0.75	0.75	0.75	0.75

<sup>1</sup> Salaries: Includes base pay (a portion is allocated to City Attorney budget), and longevity pay

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

<sup>3</sup> Community Outreach Coordinator Contract

**Detail - City Attorney  
Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-1201-4010	Salaries <sup>1</sup>	45,713	43,661	44,100	46,800	48,200	48,200
100-1201-4100	Benefits <sup>2</sup>	14,159	15,062	19,500	18,600	20,500	20,500
100-1201-4214	Legal Expense	71,470	42,146	75,000	50,000	50,000	75,000
100-1201-4330	Misc. Supplies & Services	555	576	600	600	600	600
100-1201-4515	Meetings & Travel	-	1,287	750	750	750	750
100-1201-4996	Allocation Liability Insurance	1,963	3,856	5,140	5,010	5,255	5,435
100-1201-4997	Allocated Workers' Comp Insurance	2,171	2,844	4,200	2,700	4,450	4,540
<b>TOTAL DEPARTMENT</b>		<b>136,031</b>	<b>109,432</b>	<b>149,290</b>	<b>124,460</b>	<b>129,755</b>	<b>155,025</b>

100-1201-3998	G&A - Water Fund Allocation - 5%	(6,802)	(5,472)	(7,465)	(6,223)	(6,488)	(7,751)
100-1201-3998	G&A - Sewer Fund Allocation - 3%	(4,081)	(3,282)	(4,479)	(3,734)	(3,893)	(4,651)
<b>General Fund Cost Allocation - 92%</b>		<b>125,148</b>	<b>100,678</b>	<b>137,347</b>	<b>114,503</b>	<b>119,375</b>	<b>142,623</b>

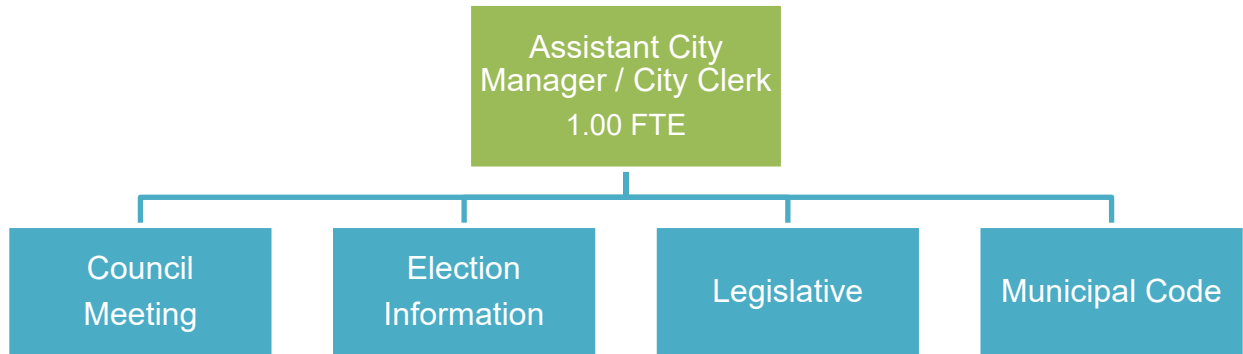
<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

<b>General Fund FTE</b>	0.25	0.25	0.25	0.25	0.25	0.25	0.25
<b>Total FTE</b>	0.25	0.25	0.25	0.25	0.25	0.25	0.25

## ASSISTANT CITY MANAGER / CITY CLERK

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The Assistant City Manager/City Clerk Department consists of the one employee, the Assistant City Manager/City Clerk. The Assistant City Manager/City Clerk serves as Clerk of the City Council and as Secretary to the Successor Agency as well as the Oversight Board and provides confidential staff support to the Mayor, City Council, City Manager and City Departments. The Assistant City Manager/City Clerk is responsible for coordination of local ballot measures and City Council elections with the County Registrar of Voters; compliance with state campaign reporting and conflict of interest laws in compliance with the Fair Political Practices Commission (FPPC); and maintenance of overall record-keeping of the City, with each department being responsible for their individual departmental records. The mission of the City Clerk is to be a steward and protector of democratic processes and supports the City Council's goal of transparency and fairness, while advocating for community participation and involvement and maximizes public access to the City's legislative processes.

This office provides for the efficient and effective administration of the affairs and delivery of services for the City of Sebastopol; maintains all official City records; administers Fair Political Practice Commission and Conflict of Interest legislation in accordance with State laws; maintains official City seal; administers municipal elections; and provides the City Manager and City Council with accurate and timely information to support decision-making and policy direction; and assists in the overall daily administration, decision-making and policy direction guidance with the City Manager and Council.

The principal function of this position is to oversee, guide and assist the activities of various Departments and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council; provide administrative guidance and make recommendations to departments to ensure the City's goals and objectives are achieved in a timely and professional manner.

The City Clerk provides coordination for the Goals and Priority Setting sessions for the City Council; accepts and processes subpoenas, summons and Public Record Act requests, appeals and claims; monitors and processes all appointments, resignations and terminations for Boards and Commissions and City Committees; administers oaths of office; ensures the City of Sebastopol complies with Redwood Empire Municipal Insurance Fund (REMIF) requirements; responsible for compliance with ethics training; coordinates and sets up City meetings and events; reserves

meeting rooms and issues special event permits; reports Diversified Risk Assessments; prepares City Council agendas and agenda packets; prepares legal notices for publication; maintains Municipal Code and Official Seal; notarizes city documents; and provides prompt and courteous service to citizens' requests for assistance.

This position provides effective, professional leadership, positioning the City to meet the community's current and future needs through appropriate technologies and services.

The Assistant City Manager/City Clerk's Office represents the "front door" of City Hall and is here to help demystify the government process. The City Clerk's office encourages community members to have a voice in local government.



Statute	Why?	
<p><b>The Brown Act</b> Government Code (Access to information law regarding open meetings &amp; open deliberations)</p> <p><u>Government Code §§ 54950 et seq.</u></p>	<p>The people, in delegating authority, do not give their public servants the right to decide <u>what is</u> good for the people <u>to know</u> and <u>what is not</u> good for them <u>to know</u>. The people insist on remaining informed so they may retain control over the instruments they have created.</p>	
<p><b>The California Public Records Act</b> Government Code (Access to information law regarding government business records)</p> <p><u>Government Code §§ 6250 et seq.</u></p>	<p>The public must have access to information that enables them to monitor the functioning of their government.</p>	
<p><b>Political Reform Act</b> Government Code (Access to information law regarding financial interests of officials)</p> <p><u>Government Code § 81000 et seq.</u> <u>CCR § 18109 et seq.</u></p>	<p>Government should serve citizens equally without regard to wealth; contributors shall not gain disproportionate influence over others. The theory is that an informed electorate will vote against a candidate having financial alliances adverse to the public interest.</p>	
<p><b>Fair Political Practices Commission</b> An agency established under the Political Reform Act (Access to information law regarding financial interests of officials)</p> <p><u>Government Code § 81000 et seq.</u> <u>CCR § 18109 et seq.</u></p>	<p>The FPPC is an agency established under the Political Reform Act (Government Code) The FPPC has responsibility for the impartial, effective administration and implementation of the Political Reform Act. The FPPC creates regulations, manuals, and forms to implement the Act.</p>	
<p><b>Conflicts of Interest</b> Government Code (Safeguard law - protects against personal financial gain for officials)</p> <p><u>Government Code § 1090</u> <u>Government Code §§ 87100 – 87505</u></p>	<p>Public officials, whether elected or appointed, should perform their duties in an impartial manner, free from bias caused by their own financial interests.</p> <p>No public official shall participate in or attempt to use his official position to influence a governmental decision for which the official has a personal financial interest.</p>	
<p><b>The Maddy Act – Local Appointments List</b> Government Code (Access to information law regarding board and commission vacancies)</p> <p><u>Government Code § 54972</u></p>	<p>A vast and largely untapped reservoir of talent exists among the citizenry, and rich and varied segments of this great human resource are, all too frequently, not aware of the many opportunities which exist to participate in and serve on local regulatory and advisory boards, commissions, and committees</p>	

Statute	Why?	How?
<p><b>Election Law</b> Elections Code <b>(Safeguard law – protects individual rights to a participatory government)</b></p> <p>Government Code §§ <a href="#">34050</a> &amp; <a href="#">36503</a> Elections Code §§ <a href="#">1301</a>, <a href="#">9200</a> et seq. and <a href="#">10100</a> et. seq.</p>	<p>US Constitution: The right of citizens of the United States to vote shall not be denied or abridged.</p>	
<p><b>Ethics Law (AB 1234)</b> Government Code <b>(Safeguard law – protects against inappropriate use of tax dollars)</b></p> <p>Government Code § <a href="#">53234</a></p>	<p>Response to reports of inappropriate use of local tax dollars, increased misuse of public resources, and failure to follow conflict of interest laws.</p>	
<p><b>Tort Claims Act (Claims Against Public Entities)</b> Government Code <b>(Safeguard law- protects against significant attorneys fees and narrows a plaintiff's lawsuit)</b></p> <p>Government Code §§ <a href="#">900</a> et seq.</p>	<p>Allows governments to investigate and negotiate on meritorious claims.</p>	
<p><b>California Voter Participation Rights Act</b> Election Code <b>(Safeguard law - protects against low voter turnout due to the timing of elections)</b></p> <p>Elections Code § <a href="#">14050</a></p>	<p>One of the greatest barometers for waning civic engagement in American politics is declining voter turnout. Synchronizing with statewide elections can boost turnout 21-36 percent.</p>	
<p><b>California Voting Rights Act</b> Election Code <b>(Safeguard law - protects against voter dilution and discrimination)</b></p> <p>Elections Code § <a href="#">14025</a></p>	<p>At-large election systems are suspect because they invariably dilute the vote of a minority.</p>	

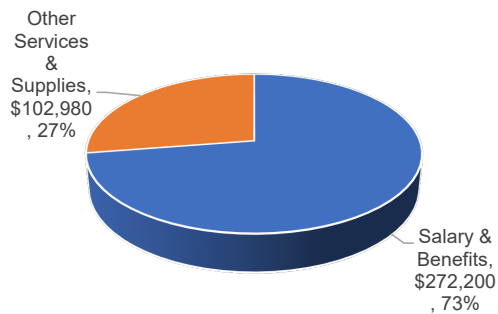
## SUMMARY - ASSISTANT CITY MANAGER / CITY CLERK

FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Notary Fees	\$ -	\$ -	\$ -	\$ -
Plaza Rental Fees	3,300	3,300	3,300	3,300
Water Fund	26,605	26,247	27,264	28,374
Sewer Fund	23,279	22,966	23,856	24,828
General Fund	287,376	282,172	292,980	318,678
<b>TOTAL REVENUE</b>	<b>340,560</b>	<b>334,685</b>	<b>347,400</b>	<b>375,180</b>

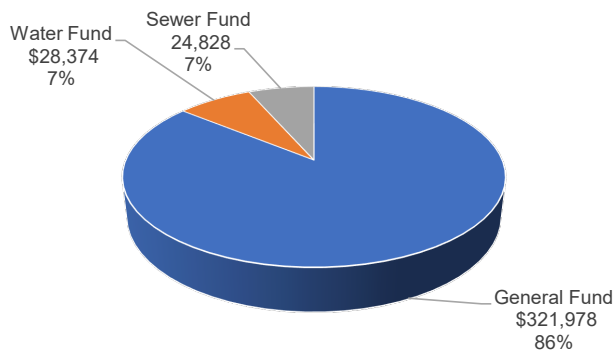
EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits<sup>a</sup></b>	227,121	263,300	268,000	279,200	272,200	(7,000)	-2.5%
<b>Contracted Services</b>	10,804	20,500	11,800	11,800	33,750	21,950	186.0%
<b>Services &amp; Supplies</b>	3,216	7,000	7,500	7,500	7,650	150	2.0%
<b>Equipment Rental</b>	5,521	7,000	5,600	5,600	4,500	(1,100)	-19.6%
<b>Election Expense</b>	16,888	-	-	-	15,000	15,000	100.0%
<b>Telecommunications</b>	2,608	2,850	2,850	2,850	3,450	600	21.1%
<b>Training/Meetings</b>	6,018	7,500	6,000	6,000	2,500	(3,500)	-58.3%
<b>Dues &amp; Subscriptions</b>	1,923	1,475	2,000	2,000	2,880	880	44.0%
<b>Allocated Insurance</b>	18,312	30,935	30,935	32,450	33,250	800	2.5%
<b>TOTAL EXPENSE</b>	<b>\$ 292,411</b>	<b>\$ 340,560</b>	<b>\$ 334,685</b>	<b>\$ 347,400</b>	<b>\$ 375,180</b>	<b>\$ 27,780</b>	<b>8.0%</b>

a Salaries: Includes Base pay, longevity pay, education incentive pay  
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**City Clerk Expenditures**



**Cost Allocation**



**Detail - Assistant City Manager / City Clerk**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-1301-4010	Salaries <sup>1</sup>	158,245	167,949	181,050	193,000	198,800	198,800
100-1301-4100	Benefits <sup>2</sup>	51,692	48,432	68,050	64,300	69,700	69,700
100-1301-4104	Accrual In-Lieu	8,483	7,008	10,500	7,000	7,000	-
100-1301-4140	Retiree Health Insurance (OPEB)	3,732	3,732	3,700	3,700	3,700	3,700
100-1301-4210	Contracted Services <sup>3</sup>	9,783	9,870	17,000	10,000	10,000	29,250
100-1301-4212	Technology Maintenance	99	707	1,500	1,800	1,800	2,500
100-1301-4270	Election Costs	-	227	2,000	-	-	2,000
100-1301-4310	Office Supplies	4,671	2,209	5,000	5,000	5,000	5,000
100-1301-4330	Misc. Supplies & Services	1,140	1,007	1,000	1,500	1,500	1,650
100-1301-4345	Dues / Subscriptions	1,575	1,923	1,475	2,000	2,000	2,880
100-1301-4510	Conference & Training	4,682	4,301	6,000	4,500	4,500	2,000
100-1301-4515	Meetings & Travel	1,950	1,717	1,500	1,500	1,500	500
100-1301-4750	Telecommunications	2,884	2,608	2,850	2,850	2,850	3,450
100-1301-4996	Allocated Liability Insurance	3,904	7,462	13,735	13,735	14,050	14,525
100-1301-4997	Allocated Workers' Comp Insurance	8,345	10,850	17,200	17,200	18,400	18,725
<b>Total Operation</b>		<b>261,185</b>	<b>270,002</b>	<b>332,560</b>	<b>328,085</b>	<b>340,800</b>	<b>354,680</b>
124-1301-4270	Election Expense - Ballot Measures	1,801	16,888	-	-	-	15,000
124-1301-4351	Computer Equipment Expenses	-	-	1,000	1,000	1,000	1,000
124-1301-4375	Equipment Rental (Photocopier Lease)	7,087	5,521	7,000	5,600	5,600	4,500
<b>Total Capital Outlay</b>		<b>8,888</b>	<b>22,409</b>	<b>8,000</b>	<b>6,600</b>	<b>6,600</b>	<b>20,500</b>
<b>TOTAL DEPARTMENT</b>		<b>270,073</b>	<b>292,411</b>	<b>340,560</b>	<b>334,685</b>	<b>347,400</b>	<b>375,180</b>
100-1301-3998	G&A - Water Fund Allocation - 8%	(20,895)	(21,602)	(26,605)	(26,247)	(27,264)	(28,374)
100-1301-3998	G&A - Sewer Fund Allocation - 7%	(18,283)	(18,901)	(23,279)	(22,966)	(23,856)	(24,828)
<b>General Fund Cost Allocation - 85%</b>		<b>222,007</b>	<b>229,499</b>	<b>282,676</b>	<b>278,872</b>	<b>289,680</b>	<b>301,478</b>
<b>General Fund FTE</b>		1.00	1.00	1.00	1.00	1.00	1.00
<b>Total FTE</b>		1.00	1.00	1.00	1.00	1.00	1.00

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

<sup>3</sup> Includes municode update annual contract maintainance

# City of Sebastopol COUNCIL POLICY



<b>SUBJECT</b> <b>FUNDING OF COMMUNITY BENEFIT GRANTS</b>	<b>POLICY NO</b> 88	<b>EFFECTIVE DATE</b> October 18, 2016	<b>PAGE</b> 1 of 4
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## **BACKGROUND**

The Community Benefit Grant Program provides an excellent opportunity for the City of Sebastopol to support critical neighborhood projects and helps fulfill the community's vision. It has been the practice of the City Council to consider the contribution funding of community-based programs conducted by non-profit 501 (3) (c) organizations that actively enhance the quality of life for Sebastopol residents.

The Community Grants program is developed with a philosophy of partnership whereby Council recognizes the vital role that individuals, community groups and organizations play in contributing to the creation of a vibrant and sustainable City. In return, Council provides a range of grants to encourage and support individuals and groups in the community to engage in activities that advance the quality of life in the City of Sebastopol.

## **PURPOSE**

The purpose of this policy is to provide a basis for Council to allocate funds in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

Council will apply appropriate management practices to ensure that there is a balance between responsibility for administering public funds, and supporting the community in a practical and effective manner.

The Community Benefit Grant Fund is intended to provide funding to local non-profit organizations for specified community benefits programs and/or projects that will:

1. Address an unmet/under-met and ongoing community need;
2. Demonstrate long-term impact and quality outcome;
3. Benefit a large cross section of community residents and/or businesses;
4. Leverage additional funding to support the program;

The Community Grants policy is strongly related to Council's Goals and Objectives as well as its vision and mission statements. The goal is to operate the Community Benefit Grant Program following related Council policies, plans and activities such as:

1. Social Plans including Youth Plan, Cultural Arts, and Positive Aging/Elders;
2. Community Participation;
3. Festivals and Public Events;
4. Economic Development; and
5. Marketing Strategy, Tourism, Community Outreach



# City of Sebastopol

## COUNCIL POLICY



<b>SUBJECT</b> <b>FUNDING OF COMMUNITY BENEFIT GRANTS</b>	<b>POLICY NO</b> 88	<b>EFFECTIVE DATE</b> October 18, 2016	<b>PAGE</b> 2 of 4
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### **POLICY**

1. Non-profit organizations must file an application for the Community Benefit Grants Program. Applications must be submitted by March 31 of each year for funding the following fiscal year. Applications must be submitted to the Finance Department prior to each deadline. Application forms may be obtained from the Finance Department, 7:00 A.M to 5:30 P.M., Monday through Thursday, or off the City website page ([www.cityofsebastopol.org](http://www.cityofsebastopol.org)).
2. Public funds shall be made available only when the funds are to be expended for a community program that will contribute to the quality of life for Sebastopol residents.
3. The City Council shall strive to appropriate one percent of General Fund revenues.
4. No organization may apply for funding if it failed to meet any of the post application requirements from the prior year (see paragraph 11, 12 & 13).
5. Funds will not be allocated to:
  - a. Political action committees, political candidates, or political campaigns;
  - b. Any organization conducting a religious activity;
  - c. Organizations conducting a fund-raising event or activity;
  - d. For the rental of the City owned facilities.
6. Funding requested from membership based adult organizations will not be considered if the funds requested are to be used to directly benefit its members and not the community at large.
7. Funding requested from youth sports group will be considered only if the request is to support the youth sports group in a regional, state or national competition, but not for travel out of the country, and provided that the requesting group is predominately composed of Sebastopol residents and greater Sebastopol community.
8. Requests for funding will be considered by the City Council only during the periods determined in this Council Policy and submitted on the appropriate application form.
9. Funding of a program will not constitute a precedent for contributions in subsequent years.
10. All applications will be submitted to the Finance Department for analysis and recommendation to the Budget Subcommittee and ultimately to the City Council. In its evaluation, the Budget Subcommittee shall consider and evaluate the following criteria:
  - a. The non-profit status of the organization.
  - b. The number of citizens within the community that will benefit directly by the expenditure as well as the ratio of Sebastopol residents served to the total number of individuals served.
  - c. Adherence to the stated policies of the City of Sebastopol.
  - d. Whether or not a public need will go unmet without the contribution
  - e. The degree to which the goodwill of the City of Sebastopol will be promoted.
  - f. The degree to which the cause has been recognized as a contribution to the community

# City of Sebastopol

## COUNCIL POLICY



<b>SUBJECT</b> <b>FUNDING OF COMMUNITY BENEFIT GRANTS</b>	<b>POLICY NO</b> 88	<b>EFFECTIVE DATE</b> October 18, 2016	<b>PAGE</b> 3 of 4
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- g. Whether or not the contribution could expose the City to civil liability
  - h. The amount of the request.
  - i. Whether the ratio of administrative costs to program costs exceeds 25% of the program budget.
  - j. The degree to which the members of the organization have engaged in fund-raising activities.
  - k. Whether or not the organization has applied for funding from other Sonoma County cities.
  - l. Whether or not the organization has received CDBG (Community Development Block Grant Funding).
11. After review, the Budget Subcommittee shall make a recommendation to approve, deny, or modify the funding request and approve as modified.
12. Post Application Requirements:
- a. Not discriminate in employment or in clients served because of race, religion, national origin, or sex or sexual orientation.
  - b. Be accountable for revenue and expenditures through standard bookkeeping procedures. An annual audit or review at the applicant's expense may be required, with the results available to the City of Sebastopol upon request.
  - c. Provide access to periodic reviews by City staff and City Council for purposes of monitoring the program.
  - d. Provide the City with an interim end of the year full financial accounting and narrative report by the close of May 31.
  - e. The year-end report shall be submitted in writing, and may be brief but should include a financial summary indicating how funds have been expended during the period and a narrative commenting on development of the program. The end of the year shall be within 30 days after May 31. This report must include a complete financial statement detailing all expenditures of the City monies for the program(s) covered under the grant and a narrative report on the project and its significance. The financial and narrative report should compare actual expenditures and accomplishments with the budget and objectives cited in the original proposal.
13. Funded applicants must return to the City any unexpended funds at the end of the one-year funding period, or whenever, the City determines that the applicant has not performed in accordance with the approved program proposal.
14. Any funds returned in accordance with the policy shall be returned to the City General Fund, to be allocated in accordance with the policy.
15. City moneys shall be used only for the purpose and program(s) duly authorized and in accordance with the approved budget. Any deviation from the approved program proposal may be made only with the City's prior written approval. If not, funds must be returned immediately to the City.



# City of Sebastopol

## COUNCIL POLICY



<b>SUBJECT</b> <b>FUNDING OF COMMUNITY BENEFIT GRANTS</b>	<b>POLICY NO</b> 88	<b>EFFECTIVE DATE</b> October 18, 2016	<b>PAGE</b> 4 of 4
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16. The organization shall provide a report to the City of its use of the funds provided no later than 30 days after the close of the third quarter (March 31) of the fiscal year.
17. Each year, and in accordance with the established time line, the City Council will develop its funding allocations within the following categories for Community Benefit Grands Funding:
  - a. Parks and Recreation, including but not limited to:
    - i. Outdoor Recreation
    - ii. Youth services and athletics, such as dance classes, life skilled programs
    - iii. Hospitality Program
  - b. Arts and Cultural, including but not limited to:
    - i. Event and Tourism Resources
    - ii. History and Culture Education
    - iii. Music, Theater & Art Events
  - c. Environmental Quality and Sustainability, including but not limited to:
    - i. Clean air quality / pollution control
    - ii. Climate action initiative
    - iii. Sustainability education
  - d. Health & Community/Human Services, including but not limited to:
    - i. Health and Safety, Food / Nutrition, Youth and mental health services
    - ii. Crisis Intervention Facilities
    - iii. Senior & Low Income Resources
  - e. Economic Vitality, including but not limited to:
    - i. Workforce training such as internship
    - ii. Business development, incubation or acceleration
    - iii. Business attraction, retention / expansion program



**Detail - Community Support  
Budget Expenditures**

Account Number	Name of Organization	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-1001-4820	Library Assoc New Techno-Current Regional Entity (LANTERN)	10,000	9,860	7,200	4,880	-	-
100-1001-4820	Rebuilding Together Sebastopol	3,500	3,500	3,500	3,500	-	2,800
100-1001-4820	Mr. Music Foundation	8,000	10,000	12,500	12,500	25,000	10,000
100-1001-4820	Chamber of Commerce - Apple Blossom Festival & Parade	10,000	10,000	15,000	15,000	15,000	12,000
100-1001-4820	Chamber of Commerce - Visitor Center	-	-	-	-	5,000	3,000
100-1001-4820	Sebastopol World Friends - Sister City Exchanges	4,075	5,000	5,000	5,000	6,000	4,000
100-1001-4820	Western SoCo Historical Society	5,000	7,500	a) 6,000	a) 6,000	-	4,800
100-1001-4820	Sebastopol Downtown Association	-	5,000	5,000	5,000	10,000	5,000
100-1001-4820	SUSD Rainbow House	4,000	4,000	4,000	4,000	-	-
100-1001-4820	Sebastopol Farmers Market	2,000	2,000	2,000	2,000	2,000	4,000
100-1001-4820	Redwood Rainbows Square Dance Club, Inc	7,800	-	b) -	b) -	-	-
100-1001-4820	Sebastopol Center for the Arts - Art Trails	15,000	-	10,000	10,000	2,000	2,000
100-1001-4820	Sebastopol Center for the Arts - Documentary Film Festival	-	-	-	-	5,000	5,000
100-1001-4820	Sebastopol Center for the Arts - Climate Change	-	-	-	-	5,000	2,500
100-1001-4820	Sebastopol Entrepreneurs Project	-	2,500	2,500	2,500	2,500	1,500
100-1001-4820	Analy High School	-	-	6,600	6,600	3,579	1,500
100-1001-4820	Sebastopol Regional Library	-	-	2,965	2,965	-	-
100-1001-4820	Slow Food Russian River	4,500	4,500	4,500	4,500	4,500	3,600
100-1001-4820	Main Stage West	-	4,000	-	-	3,900	3,000
100-1001-4820	Sebastopol Area Time Bank	-	-	-	-	10,500	-
100-1001-4820	Guild of St. George	-	-	-	-	20,000	-
100-1001-4820	School Garden Network Foundation	-	-	-	-	4,000	2,000
100-1001-4820	Food For Thought	-	-	-	-	10,000	-
100-1001-4820	SCCC TeensWork Program	2,400	400	-	-	-	-
100-1001-4820	Ceres Community Project	-	-	-	-	-	8,000
100-1001-4820	Gravenstein Health Action Coalition	-	-	-	-	-	8,000
100-1001-4820	Flatbed Music Festival	-	-	-	-	-	4,000
100-1001-4820	Sebastopol Sea Serpents	-	-	-	-	-	11,000
	Adjustment					(49,534)	-
<b>Total</b>		<b>\$ 76,275</b>	<b>\$ 68,260</b>	<b>\$ 86,765</b>	<b>\$ 84,445</b>	<b>\$ 84,445</b>	<b>\$ 97,700</b>

a) \$1,500 requested for roof and gutter contribution will be funded by Building Reserve Fund

b) \$9,000 requested for roof contribution will be funded by Building Reserve Fund

	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
<b>TOTAL CBG Actual Funding</b>	<b>\$ 76,275</b>	<b>\$ 68,260</b>	<b>\$ 86,765</b>	<b>\$ 84,445</b>	<b>\$ 84,445</b>	<b>\$ 97,700</b>
<b>% Contribution in relation to annual revenues (per policy)</b>	0.83%	0.75%	0.91%	0.91%	0.97%	1.15%
<b>General Fund Revenues</b>	9,141,223	9,141,224	9,528,705	9,234,200	8,661,700	8,531,400

## ADMINISTRATIVE SERVICES (FINANCE) DEPARTMENT

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The Administrative Services (Finance) Department provides support in three distinct areas: Finance & Accounting, Payroll/Human Resources, and Risk Management. This department is responsible for the control of the City's financial records; City payroll functions; Employee Benefit and Personnel administration; and Risk Management Insurance administration.

### MANDATED

#### Finance

- Prepare Annual City Budget
- Prepare Audited Financial Reports
- Respond to Public Records Requests
- Prepare Federal, State & County Reports
- Prepare semi-monthly Payroll
- Administer Bond Requirements
- Administer Business Licensing

#### Human Resources/Risk Management

- Ensure compliance with federal and state-mandated requirements
- Administer City's labor and employee relations program
- Administer employee medical leaves
- Administer compensation and benefits
- Administer hiring processes
- Serves as one of two City-assigned REMIF Board Members

### CORE

#### Finance

- Administer Utility Billing Operation
- Process Accounts Payable/Receivable
- Process Cash Receipts
- Perform Treasury Management
- Perform Financial Analysis

- Administer and Maintenance ongoing of the City's User Fee Schedule
- Administers the Street Lighting Assessment District, and the Woodstone Assessment District
- Maintains the Fixed Asset inventory

### **Human Resources/Risk Management**

- Provide notice to employees of medical leave and benefits rights under law
- Resolve return to work, risk management, and safety issues with supervisors and managers
- Coordinate with oversight and benefit administration organizations
- Design and maintain classification and compensation structures
- Provide direction to payroll staff for legal compliance for 100 employees
- Compile and maintain official personnel records for all employees
- Maintains and manages the City's Payroll, Personnel, Medical, and Worker's Compensation records
- Creates and implements various employee benefit / insurance programs and policies as needed
- Updates job descriptions for all departments
- Administration of required AB1825 Anti-Harassment training for City staff
- Serves as the insurance and benefit administrator for City staff
- Manages Public Employee Retirement System program
- Administration of the Health, Life, Short Term and Long Term Disability insurance programs
- Administration of the City's self-funded Dental and Vision insurance programs
- Administers the City's Child Care benefit program
- Administers City's 457 Deferred Compensation programs
- Administers FMLA Family Medical Leave Act leave of absences for employees
- Administers the City's Medical After Retirement programs
- Administers the COBRA program for former employees and their dependents
- Administration of HIPAA privacy act
- Assists employees with all of the City's benefit programs
- Responsible for managing REMIF's Risk Management programs including City insurances for Property Insurance, Liability Insurance, Vehicle Insurance, Earthquake & Flood Insurance, and Boiler Insurance
- Responsible for managing REMIF's Employee Insurance programs including Health Insurance, Life Insurance, Short Term and Long Term Disability Insurance, and Voluntary Life Insurances
- Responsible for management of REMIF's Workers Compensation Insurance coverage
- Responsible for maintaining REMIF's list of all property insured for the City including City buildings, City property and the City's vehicle and equipment fleet

### **Major Accomplishments in 2019-20:**

- ✓ Received the Distinguished Budget Presentation Award (4<sup>th</sup> time recipient)
- ✓ Received the Certificate of Achievement for Excellence in Financial Reporting (3<sup>rd</sup>)

time recipient)

- ✓ Responded to and provided information for numerous Public Records Requests.
- ✓ Fully Operational Business License online application web-portal
- ✓ Fully Operational Fixed Asset Module, Purchasing Order
- ✓ Fully Operational Employee Self Service for Citywide
- ✓ Implemented new water rate structure
- ✓ Fully implemented personnel resolution updates
- ✓ Fully implemented capital improvement program web-portal
- ✓ Continue to streamline for efficiency with year-end close processes and departmental overall

**Goals and Objectives for 2020-21:**

- To fill the two vacancies in the Administrative Services Department
- Transition Police Department's email addresses to be the same as citywide
- Put in place the new phone system per Kari's 911 law compliance
- Issue RFP/RFQ for Informational Technology support
- Continue to be the recipient of the Distinguished Budget Presentation Award
- Continue to be recipient of Certificate of Achievement for Excellence in Financial Reporting
- Continue to streamline for efficiency with year-end close processes and the department overall

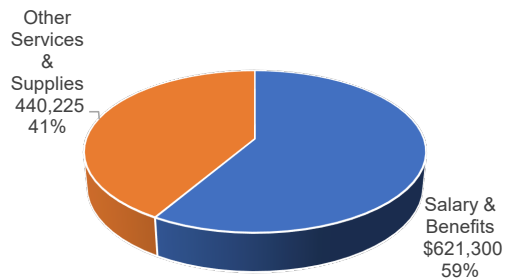
## SUMMARY - ADMINISTRATIVE SERVICES (FINANCE)

FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Business Licenses	\$ 105,000	\$ 130,000	\$ 130,000	\$ 130,000
Staff Time Reimbursement	7,000	-	-	-
Water Fund	409,046	375,432	393,319	401,670
Sewer Fund	398,282	365,552	382,969	391,099
General Fund	163,110	122,995	134,763	138,756
<b>TOTAL REVENUE</b>	<b>\$ 1,082,438</b>	<b>\$ 993,978</b>	<b>\$ 1,041,050</b>	<b>1,061,525</b>

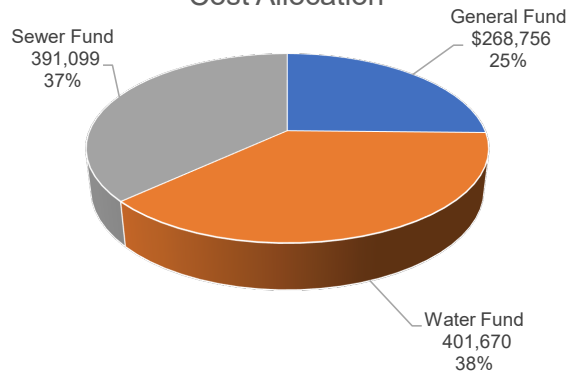
EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits<sup>a</sup></b>	371,214	586,775	390,428	434,600	621,300	186,700	43.0%
<b>Contract Services</b>	425,137	384,713	494,950	494,950	324,100	(170,850)	-34.5%
<b>Services &amp; Supplies</b>	10,366	5,500	10,500	10,500	10,500	-	0.0%
<b>Equipment Rental</b>	7,307	12,500	8,500	8,500	8,000	(500)	-5.9%
<b>Telecommunications</b>	2,308	2,850	3,000	3,000	6,735	3,735	124.5%
<b>Training/Meetings</b>	4,267	8,000	4,500	4,500	3,000	(1,500)	-33.3%
<b>Dues &amp; Subscriptions</b>	2,540	3,000	3,000	3,000	4,435	1,435	47.8%
<b>Allocated Insurance</b>	41,169	79,100	79,100	82,000	83,455	1,455	1.8%
<b>TOTAL EXPENSE</b>	<b>\$ 864,308</b>	<b>\$ 1,082,438</b>	<b>\$ 993,978</b>	<b>\$ 1,041,050</b>	<b>\$ 1,061,525</b>	<b>\$ 20,475</b>	<b>2.0%</b>

<sup>a</sup> Salaries: base pay, and education incentive pay  
Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Finance Expenditures



Cost Allocation



## Detail - Administrative Services (Finance)

### Budget Expenditures

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-1401-4010	Salaries <sup>1</sup>	225,233	239,796	395,850	238,828	281,600	373,700
100-1401-4012	Overtime	-	1,963	1,500	-	-	-
100-1401-4100	Benefits <sup>2</sup>	102,842	118,253	177,125	144,000	145,400	240,000
100-1401-4101	Health in lieu	1,134	4,450	4,700	-	-	-
100-1401-4140	Retiree Health Insurance OPEB	7,360	6,752	7,600	7,600	7,600	7,600
100-1401-4210	Contracted Services	223,627	219,687	115,000	240,300	240,300	69,000
100-1401-4211	Banking Fees	12,957	17,605	20,400	20,000	20,000	21,600
100-1401-4212	Technology Maintenance	3,913	13,052	14,000	14,000	14,000	12,000
100-1401-4220	Contract Services - Accounting Services	25,818	30,920	37,650	37,650	37,650	41,000
100-1401-4222	Contract Services - Sales Tax Audit	4,025	2,650	8,600	8,000	8,000	5,000
100-1401-4223	Contract Services - UUT Audit	15,000	15,000	15,000	15,000	15,000	15,000
100-1401-4230	Recruitment	-	1,068	24,000	27,000	27,000	20,000
100-1410-4210	Contract Services - Information Tech	55,891	43,058	53,000	53,000	53,000	53,000
100-1411-4210	Contract Services - Human Resources	24,824	82,097	97,063	80,000	80,000	87,500
100-1401-4310	Office Supplies	5,808	5,636	5,500	5,500	5,500	4,800
100-1401-4330	Misc. Supplies & Services	5,136	4,730	-	5,000	5,000	5,700
100-1401-4345	Dues / Subscriptions	1,259	2,540	3,000	3,000	3,000	4,435
100-1401-4375	Equipment Rental	4,129	1,773	6,500	2,500	2,500	3,500
100-1401-4510	Conference & Training	744	3,308	7,500	4,000	4,000	2,500
100-1401-4515	Meetings & Travel	483	959	500	500	500	500
100-1401-4750	Telecommunication	2,432	2,308	2,850	3,000	3,000	6,735
100-1401-4996	Allocated Liability Insurance	7,285	16,940	40,600	40,600	42,000	43,455
100-1401-4997	Allocated Workers' Comp Insurance	17,154	24,229	38,500	38,500	40,000	40,000
<b>Total Operation</b>		<b>747,054</b>	<b>858,774</b>	<b>1,076,438</b>	<b>987,978</b>	<b>1,035,050</b>	<b>1,057,025</b>
124-1401-4375	Equipment Rental (Photocopier Lease)	5,618	5,534	6,000	6,000	6,000	4,500
<b>Total Capital Outlay</b>		<b>5,618</b>	<b>5,534</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>4,500</b>
<b>TOTAL DEPARTMENT</b>		<b>752,672</b>	<b>864,308</b>	<b>1,082,438</b>	<b>993,978</b>	<b>1,041,050</b>	<b>1,061,525</b>

100-1401-3998	G&A - Water Fund Allocation - 38%	(285,748)	(326,335)	(409,046)	(375,432)	(393,319)	(401,670)
100-1401-3998	G&A - Sewer Fund Allocation - 37%	(274,542)	(317,747)	(398,282)	(365,552)	(382,969)	(391,099)
<b>General Fund Cost Allocation - 25%</b>		<b>186,764</b>	<b>214,692</b>	<b>269,110</b>	<b>246,995</b>	<b>258,763</b>	<b>264,256</b>

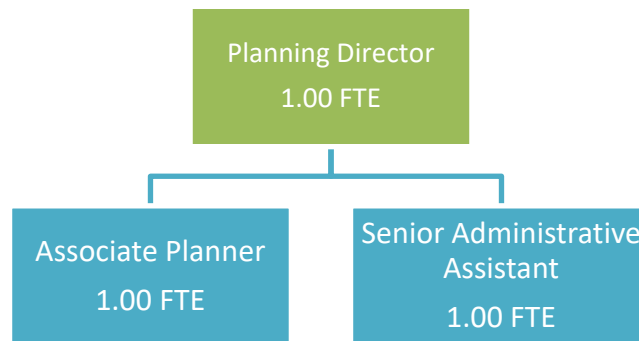
<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

<b>General Fund FTE</b>	4.00	4.00	4.00	4.00	4.00	4.00	4.00
<b>Total FTE</b>	4.00	4.00	4.00	4.00	4.00	4.00	4.00

# PLANNING DEPARTMENT

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The Planning Department provides planning and environmental review assistance to the City Council, and has responsibility for staffing the Planning Commission, Design Review Board, Tree Board, and Public Arts Committee, as well as ad-hoc committees, and providing service to residents and the real estate, development and construction industries.

The Planning Department's activities are divided into two primary functions, current and advance planning. In addition to traditional planning and land use related functions, the Department also takes a lead role in formulation of park policy; park planning projects; and, applies for and administers park-related grants. The Planning Commission also serves as the City's 'Parks Commission.'

The Planning Department manages public arts, including the public art in-lieu fund, which allows the City to sponsor public art projects, the Public Art Committee and implementation of public art projects. With a small staff (a Director, an Associate Planner, and a Senior Administrative Assistant), the Department has a challenging but exciting workload.

Current planning includes staffing a public counter, responding to questions from potential applicants and members of the public, assisting the Building Department in enforcement efforts, receiving and processing applications for land use permits, subdivision and other development permits, preparing staff reports for the Council and City boards and commissions, preparing agenda packets and minutes for assigned committees, and performing inspections to assure compliance with zoning, environmental, and other planning regulations.

Advance planning includes preparation of long-range planning documents, including the General Plan and its implementation, Specific Plans, grant preparation, park and community facility planning, special studies, and new policy documents and ordinances.

## Major Accomplishments in 2019-20

- ✓ Completed updates to the City's Accessory Dwelling Unit Ordinance.
- ✓ Completed RFP and selection of consultant for the Local Hazard Mitigation Plan update; commenced Plan update.
- ✓ Processed approximately 118 planning applications (numbers for 2019 calendar year), a 12% increase over 2018.

- ✓ Moratorium on new full-time non-hosted vacation rentals put in place.
- ✓ Enforcement of unregistered Vacation Rentals commenced, with 13 rentals legalized or ceasing operations.
- ✓ Managed User Fee Study and Development Impact Fee Study and update.
- ✓ Awarded \$165,000 in State SB2 (Senate Bill 2) planning grant funding to support online permitting, design standards updates, and vacation rental policy updates.
- ✓ Submitted for \$65,000 Grant for State LEAP (Local Early Action Planning) Grant
- ✓ Continued implementing GIS (geographic information systems) updates and improvements.
- ✓ Support for Covid-19 response and coordination with County-wide agencies related to: Economic Development, Homelessness, Parks operations; and food security.

### **Goals and Objectives for 2020-21**

The budget includes continuation of the current and advance planning functions detailed above as well as the following special projects listed below.

- Complete implementation of Laguna Preserve Management Plan and implementation of AmeriCorps Trail improvements project.
- Complete Homeless Emergency Aid Program (HEAP) Grant for Park Village to develop two new RV sites for homeless families.
- Complete implementation of the two public art projects.
- Complete, through adoption by City Council, Development Impact Fee updates.
- Oversee development of Sculpture Garden at Ives Park.
- Oversee Public Art Committee’s work on Mobile Art mapping app.
- Lead implementation of permit tracking system, partnering with Building Department.
- Monitor funding opportunities for Ives Park Renovation Master Plan, the Laguna de Santa Rosa, and other park improvements.
- Manage development and adoption of Local Hazard Mitigation Plan with Building Department.
- Participate in Sonoma County’s Multi-Jurisdiction Hazard Plan.
- Coordinate transition to “Vehicle Miles Traveled (VMT)” and set VMT thresholds as a metric for analysis of impacts of development projects on traffic and greenhouse gas emissions.
- Develop Objective Design Guidelines for mixed use and multi-family development.
- Review funding options for additional phases of Wayfinding Sign Program.
- Initiate and staff Climate Action Sub-Committee



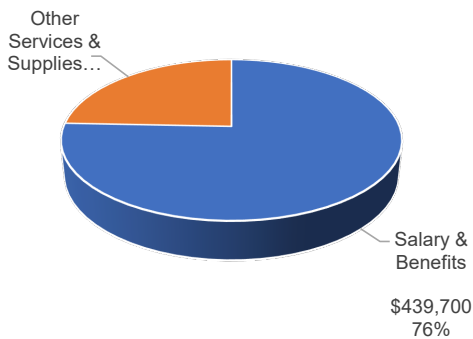
## SUMMARY - PLANNING

FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Planning Fees	\$ 40,000	\$ 40,000	\$ 40,000	\$ 30,000
Planning Publications	300	-	-	-
Intergovernmental Grant	-	20,000	-	-
Water Fund	27,690	25,643	28,674	27,975
Sewer Fund	16,614	15,386	17,204	16,785
General Fund	543,896	506,522	582,297	506,505
<b>TOTAL REVENUE</b>	<b>628,500</b>	<b>607,550</b>	<b>668,175</b>	<b>581,265</b>

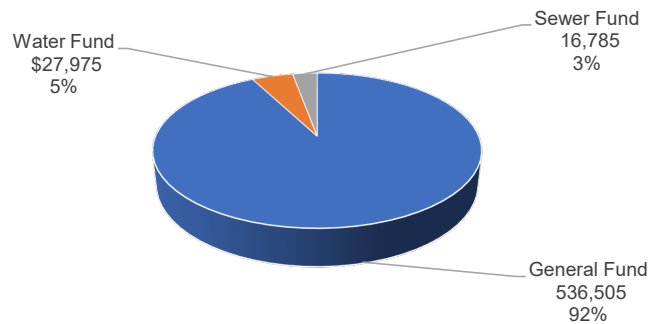
EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits <sup>a</sup></b>	373,839	434,800	385,300	444,850	439,700	(5,150)	-1.2%
<b>Contract Services</b>	19,736	124,350	154,350	154,350	72,765	(81,585)	-52.9%
<b>Services &amp; Supplies</b>	5,374	7,000	7,200	7,200	7,200	-	0.0%
<b>Equipment Rental</b>	5,469	5,700	5,700	5,700	3,500	(2,200)	-38.6%
<b>Telcommunications</b>	2,193	2,400	2,600	2,600	3,600	1,000	38.5%
<b>Training/Meetings</b>	4,834	3,500	1,500	1,500	1,500	-	0.0%
<b>Dues &amp; Subscriptions</b>	700	750	900	900	1,100	200	22.2%
<b>Allocated Insurance</b>	32,877	50,000	50,000	51,075	51,900	825	1.6%
<b>TOTAL EXPENSE</b>	<b>\$ 445,022</b>	<b>\$ 628,500</b>	<b>\$ 607,550</b>	<b>\$ 668,175</b>	<b>\$ 581,265</b>	<b>\$ (86,910)</b>	<b>-13.0%</b>

<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay  
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Planning Expenditures



Cost Allocation



**Detail - Planning**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-2102-4010	Salaries <sup>1</sup>	260,492	244,909	306,900	276,000	320,550	315,900
100-2102-4012	Overtime	-	108	-	-	-	-
100-2102-4100	Benefits <sup>2</sup>	101,439	122,283	124,600	106,000	121,000	120,500
100-2102-4101	Health In-Lieu	1,419	-	-	-	-	-
100-2102-4104	Accrual In-Lieu	23,362	4,237	-	-	-	-
100-2102-4140	Retiree Health Insurance OPEB	-	2,302	3,300	3,300	3,300	3,300
100-2102-4210	Contract Services	16,664	15,202	33,850	53,350	53,350	33,000
100-2102-4212	Technology Maintenance	718	2,774	1,500	1,500	1,500	1,500
100-2102-4226	Façade Improvement Program	8,623	1,663	20,000	6,000	6,000	20,000
100-2102-4230	Recruitment	-	-	-	4,500	4,500	-
100-2102-4250	Advertising/Legal Publications	2,895	1,321	2,000	2,200	2,200	2,200
100-2102-4310	Office Supplies	4,241	4,053	5,000	5,000	5,000	5,000
100-2102-4345	Dues / Subscriptions	515	700	750	900	900	1,100
100-2102-4378	Equipment Maintenance	-	95	-	-	-	-
100-2102-4510	Conference & Training	659	1,452	1,500	1,000	1,000	1,000
100-2102-4515	Meetings & Travel	723	3,382	2,000	500	500	500
100-2102-4750	Telecommunications	2,330	2,193	2,400	2,600	2,600	3,600
100-2102-4996	Allocated Liability Insurance	6,639	13,810	20,900	20,900	21,375	22,100
100-2102-4997	Allocated Workers' Comp Insurance	14,859	19,067	29,100	29,100	29,700	29,800
<b>Total Operation</b>		<b>445,578</b>	<b>439,551</b>	<b>553,800</b>	<b>512,850</b>	<b>573,475</b>	<b>559,500</b>
124-2102-4210	Contract Services	73,855	97	69,000	89,000	89,000	18,265
124-2102-4375	Equipment Rental (Photocopier Lease)	5,661	5,374	5,700	5,700	5,700	3,500
<b>TOTAL DEPARTMENT</b>		<b>525,094</b>	<b>445,022</b>	<b>628,500</b>	<b>607,550</b>	<b>668,175</b>	<b>581,265</b>

100-2102-3998	G&A - Water Fund Allocation - 5%	(22,280)	(21,998)	(27,690)	(25,643)	(28,674)	(27,975)
100-2102-3998	G&A - Sewer Fund Allocation - 3%	(13,368)	(13,187)	(16,614)	(15,386)	(17,204)	(16,785)
<b>General Fund Cost Allocation - 92%</b>		<b>409,930</b>	<b>404,366</b>	<b>509,496</b>	<b>471,822</b>	<b>527,597</b>	<b>514,740</b>

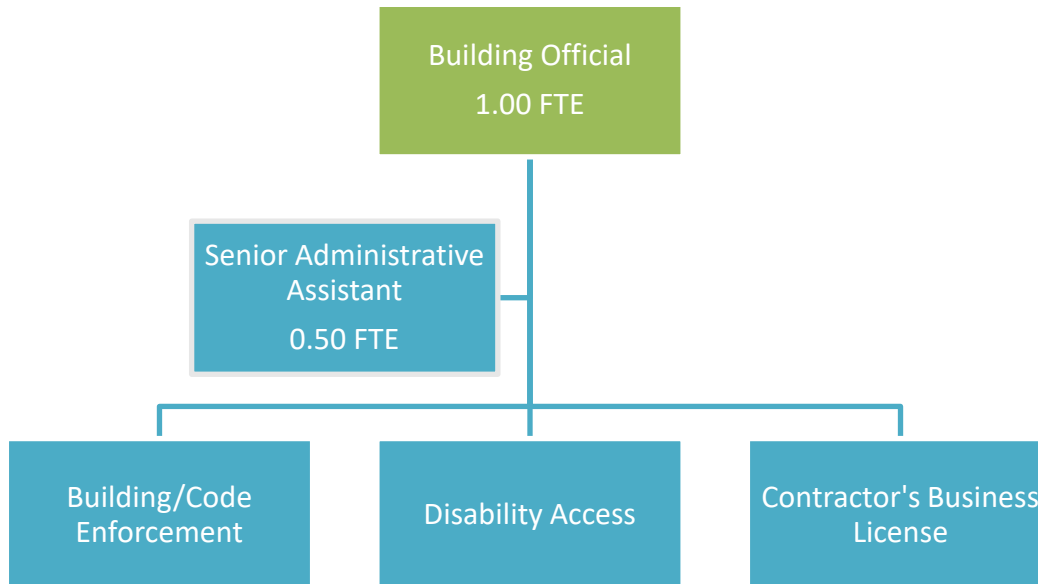
<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

<b>General Fund FTE</b>	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total FTE</b>	3.00	3.00	3.00	3.00	3.00	3.00	3.00

## **BUILDING INSPECTION**

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The Building and Safety Department is responsible for the administration and enforcement of the City of Sebastopol construction codes relative to new and existing development and alteration or repair to residential, commercial, and industrial buildings and properties. The department plans, coordinates and manages all city activities related to building and construction inspections, including review of construction plans, drawings, and specifications for compliance with state and local regulations.

The department is responsible for the administrative Flood Plain Management Program. In conjunction with FEMA and the State Water Resource Board regulations, the department maintains records, reviews projects, and provides inspections and enforcement of the regulations.

The Building and Safety Department also investigates complaints regarding possible Housing Code and Municipal Code violations, gathers evidence with regard to said violations, and issues correction notices. The department also investigates complaints regarding ADA handicap access violations.

The Department is responsible for consultation with architects, engineers, contractors, and property owners concerning building construction and land development.

### **Major Budget Changes for 2020-21**

Permit and Plan Review activity is expected to be similar to previous years and is anticipated to remain steady during fiscal year 2020-21. The permit activity is steady. We anticipate income to the Department to be similar to the prior year end totals. Permit monthly totals are tracking similar to previous years.

The Building and Safety Department will augment staff with contract help on an as needed basis for both plan review and inspection services. The City of Sebastopol will contract out the position of Building Official until such time a replacement has been hired. Phillips Seabrook Associates

has been hired to fill the temporary needs for our Building Official and Flood Plain Manager. Daily inspections will also be provided by Phillips Seabrook Associates.

The City's Local Hazard Mitigation Plan has expired. The City has selected Wood Environment & Infrastructure Solutions to prepare and submit our new plan to FEMA. The Fire Chief and Planning Director will work closely with Wood Environment to assist through the entire process.

### **Major Accomplishments in 2019-2020**

- ✓ Adoption of 2019 Amendments California Building Codes
- ✓ Enhance expedited permitting process for Electrical Vehicle Charging Systems Permit
- ✓ Update all the forms available on Department Website

### **Goals and Objectives for 2020-2021**

- Augment coordination with other Departments in project permitting process
- Enhance City's Emergency Disaster Response
- Adopt and implement our new Local Hazard Mitigation Plan
- Interview and Hire our new Building Official

### **Incremental Fee**

- Is used to provide funding for training for certified staff to maintain current certifications status.

### **Permit Electronic Systems Fee**

- Implement City wide Permitting system. Make available to public an on-line permitting system for "over the counter permits". Land use type permits including use permits, special events, grading, building and fire permits will be available to staff and public to track process and issuance. Fee will be used to maintain the permitting system, property information and homeowner data website and other associated costs.

## SUMMARY - BUILDING

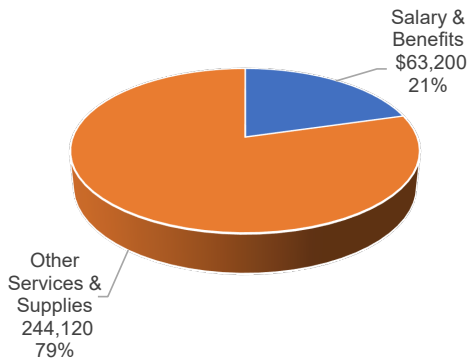
FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Building Permits	\$ 150,000	\$ 250,000	\$ 150,000	\$ 150,000
Water Fund	41,132	50,667	34,951	39,432
Sewer Fund	41,132	50,667	34,951	39,432
General Fund	161,481	164,111	52,949	78,457
<b>TOTAL REVENUE</b>	<b>393,745</b>	<b>515,445</b>	<b>272,850</b>	<b>307,320</b>

EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits <sup>a</sup></b>	214,489	232,100	162,200	169,150	63,200	(105,950)	-62.6%
<b>Contract Services</b>	6,945	115,500	56,200	56,200	215,000	158,800	282.6%
<b>Services &amp; Supplies</b>	4,598	7,000	5,500	5,500	4,250	(1,250)	-22.7%
<b>Equipment Rental</b>	3,424	4,000	4,000	4,000	4,000	-	0.0%
<b>Vehicle Maintenance</b>	1,164	2,000	4,200	4,200	-	(4,200)	-100.0%
<b>Meetings &amp; Travels</b>	1,300	-	-	-	2,000	2,000	0.0%
<b>Telcommunications</b>	3,600	3,000	3,200	3,200	1,620	(1,580)	-49.4%
<b>Dues &amp; Subscriptions</b>	2,057	2,000	2,000	2,000	450	(1,550)	-77.5%
<b>Allocated Insurance</b>	17,696	28,145	28,145	28,600	16,800	(11,800)	-41.3%
<b>Capital Outlay</b>	-	-	-	-	-	-	0.0%
<b>TOTAL EXPENSE</b>	<b>\$ 255,273</b>	<b>\$ 393,745</b>	<b>\$ 265,445</b>	<b>\$ 272,850</b>	<b>\$ 307,320</b>	<b>\$ 34,470</b>	<b>12.6%</b>

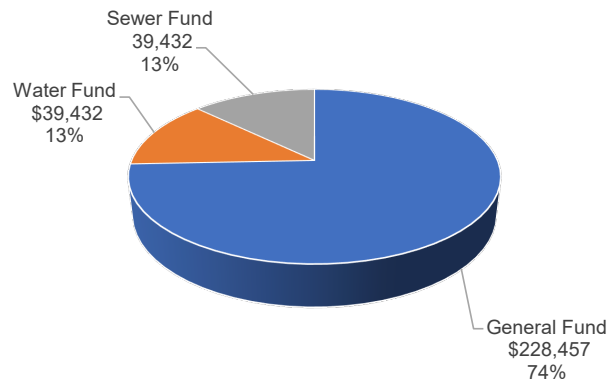
<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay

Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Building Expenditures



Cost Allocation



**Detail - Building**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-2202-4010	Salaries <sup>1</sup>	158,855	169,103	170,200	106,700	107,750	41,300
100-2202-4100	Benefits <sup>2</sup>	43,398	41,012	57,525	53,300	59,000	19,500
100-2202-4101	Health In-Lieu	1,833	4,374	4,375	2,200	2,400	2,400
100-2202-4210	Contract Services	7,351	6,945	100,500	52,000	52,000	215,000
100-2202-4230	Recruitment	-	-	15,000	4,200	4,200	-
100-2202-4310	Office Supplies	1,521	2,369	2,000	1,500	1,500	1,500
100-2202-4330	Misc Supplies & Services	2,196	2,229	5,000	4,000	4,000	2,750
100-2202-4345	Dues / Subscriptions	857	2,057	2,000	2,000	2,000	450
100-2202-4380	Vehicle Maintenance	86	1,164	2,000	4,200	4,200	-
100-2202-4510	Conference & Training	769	152	a) -	-	-	2,000
100-2202-4515	Meetings & Travel	232	1,148	a) -	-	-	-
100-2202-4750	Telecommunications	3,170	3,600	3,000	3,200	3,200	1,620
100-2202-4996	Allocated Liability Insurance	3,627	6,846	11,995	11,995	12,500	12,900
100-2202-4997	Allocated Wrkrs Comp Insurance	8,345	10,850	16,150	16,150	16,100	3,900
<b>Total Operation</b>		<b>232,240</b>	<b>251,849</b>	<b>389,745</b>	<b>261,445</b>	<b>268,850</b>	<b>303,320</b>
124-2202-4375	Equipment Rental (Copier Lease)	3,335	3,424	4,000	4,000	4,000	4,000
124-2202-5100	Capital Outlay	-	-	-	-	-	-

<b>TOTAL DEPARTMENT</b>	<b>235,575</b>	<b>255,273</b>	<b>393,745</b>	<b>265,445</b>	<b>272,850</b>	<b>307,320</b>
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100-2202-3998	G&A - Water Fund Allocation - 13%	(30,192)	(32,740)	(50,667)	(33,988)	(34,951)	(39,432)
100-2202-3998	G&A - Sewer Fund Allocation - 13%	(39,726)	(32,740)	(50,667)	(33,988)	(34,951)	(39,432)
<b>General Fund Cost Allocation - 74%</b>		<b>162,322</b>	<b>186,369</b>	<b>288,411</b>	<b>193,469</b>	<b>198,949</b>	<b>224,457</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

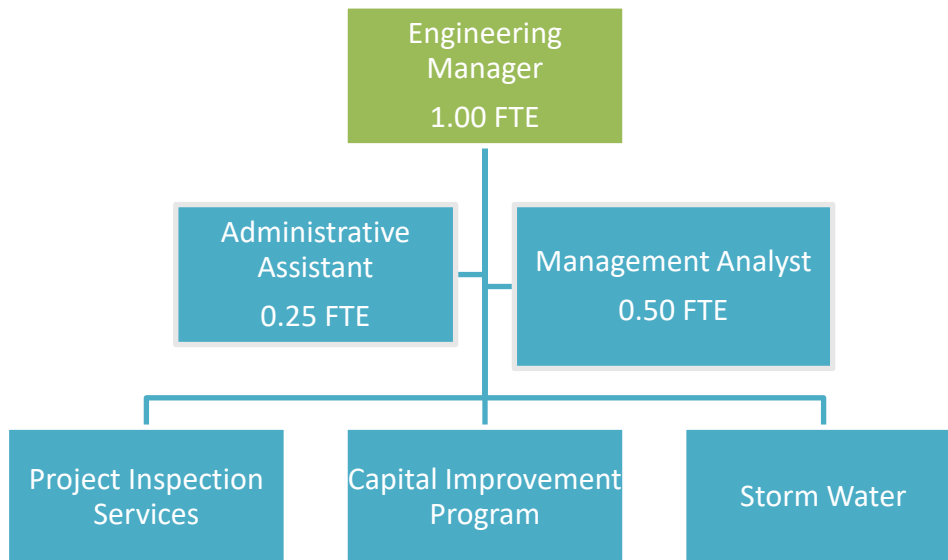
<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

a) Training expenses are being funded by Incremental and Technology Fees Fund (see pages 124 & 142)

<b>General Fund FTE</b>	1.50	1.50	1.50	1.50	1.50	0.50
<b>Total FTE</b>	1.50	1.50	1.50	1.50	1.50	0.50

# ENGINEERING DEPARTMENT

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The Engineering Department is responsible for maintenance and improvements to the City's infrastructure mainly via administration of the City Capital Improvement Plan (CIP), providing project management and contract management for City construction projects, assists the Public Works Department with technical assistance on City infrastructure such as water and sewer, pavements and streets, bicycles and pedestrians access, ADA, and City buildings, and provides a City presence with private and commercial development projects via plan reviews and site inspections. Engineering Department staff also play a large role acting as the City liaison to many external agencies and activities, serving on several Boards, Technical Advisory Committees, and Working Groups. Several regulatory compliance efforts, chiefly the NPDES Storm-water Discharge Permit with its several annual submittals, are handled by the Engineering Department.

## Major Accomplishments in FY 2019-20

- ✓ Park Village: City staff have applied for and been informed the applications were successful for several grants from the Community Development Commission (CDC). Two are for renovating the existing building with two apartments, at \$135,000 and \$45,000 respectively. Another grant, for \$142,000, is for constructing two additional RV pads to accommodate two more families in transition. However, for numerous reasons issuance of formal approvals and contracts have been indefinitely delayed by CDC. However, to expedite matters and save on costs, Engineering staff prepared design drawings, specifications, and bid packages in-house for the two new pads; Council has approved going to bid as soon as the grant money is available.
- ✓ Traffic Corridor Safety Studies were approved to be done by Council for the following route segments of SR 116:
  - Gravenstein highway North
  - Healdsburg Avenue
  - N Main Street
  - S Main Street
  - Petaluma Avenue
  - Gravenstein Highway South

➤ McKinley Street

Phase 1 is done and will be reported to Council March 3, 2020.

- ✓ The project to upgrade crosswalk curb ramps along SR 116 to current ADA standards was finally approved by Caltrans. The project was put out for bid, and is due for Council discussion of bid results March 17, 2020.
- ✓ In 2017 the City applied for and was awarded a regional grant through SCTA/MCT/CTC for an ambitious project: upgrade the Bodega Corridor with some new crosswalks, repaving, several sidewalk “gap” closures, and some shoulder enhancement work. The total project estimate is over \$5 M while the grant award was \$1.2 M. *Most of the outstanding balance must be made up over time using future funding available for paving or traffic impact.* Because this is a grant used to reimburse expenses, cash flow is also quite a challenge. However, other grant opportunities were being pursued, including an application for design work funding via CDBG and the Community Development Commission. The grant application was successful and an “RFP” process was conducted to select a consulting engineer.
- ✓ A County tourism grant application was successful, the \$20,000 award was used to upgrade two more flashing light protected crosswalks from the maintenance-challenging in-pavement lights to rapid flashing beacons. Locations were Healdsburg/Florence and Healdsburg/Murphy.
- ✓ Storm Water Permit Compliance: Work has progressed via the “MS4 Co-Permittees Group” on addressing new regulatory requirements via the new (October 2015) state and federal regional NPDES storm water discharge permit. The permit has several testing, sampling, assessing, monitoring, reporting and inspection requirements. It is a dynamic situation: as items are addressed then submitted for regulatory review by the regional Water Board they are subject to comment and modification which require further action by the City and Co-Permittees. Thus as the year progressed compliance related tasks have had to be added or revised per Water Board directives. This year an added complication is the 5-year permit term is up, and the renewal process (which is never simple) has begun.
- ✓ The Sewer and Water Pipelines mapping project has been released for an RFP.
- ✓ Funding was provided via the CIP for retaining consulting services to determine and then apply for all requisite permits. This RFP process is ongoing.
- ✓ Groundwater Sustainability Agency (GSA): Because of changes to the risk assessment ranking of the Wilson Grove Formation, the groundwater basin that underlays most of Sebastopol, the City applied for a “Basin Boundary Adjustment” to join the Santa Rosa Plain, as that is the most cost-effective path to compliance. The CA Dept. of Water Resources (DWR) has approved the adjustment, and Sebastopol is now part of the GSA.

**Goals and Objectives for 2020-21:**

- ✓ Bodega Avenue Corridor:
  - Apply for additional grants
  - Begin design work for Bodega Avenue paving, sidewalk gap fill-ins, and roadway improvements (such as the shoulder along cemetery frontage)
  - Prepare bid packages for discrete segments of the planned work, go to bid if approval is granted by Council
- ✓ Construct ADA curb ramps along SR 116 upon Council contractor approval
- ✓ Continue support of the Santa Rosa Plain Groundwater Sustainability Agency (GSA) via participating in the GSA TAC, and the GSA Board.
- ✓ Participate in the MS4 stormwater permit renewal process.
- ✓ Participate with Zero Waste Sonoma (formerly Sonoma County Waste Management Agency) in developing and implementing a regional cooperative CRV beverage container recycling stations program utilizing a CalRecycle grant.



- ✓ Complete the Phase 2 portion of the Traffic Corridor Safety Study for SR 116, which includes developing concept designs and cost estimates. Program these projects into the CIP.

**Future Issues to Consider:**

- ✓ Revisit Traffic Engineer (a consultant) selection.
- ✓ Identify ways to streamline the process for taking projects from CIP approval through completion.
- ✓ Refine the sequence and financial management factors for the Bodega Avenue Corridor work plan as part of the planning for the project as the design work is done. Keep seeking for additional grants.
- ✓ Explore funding options to deal with storm water infrastructure needs. These expenses and necessary projects will only increase over time, and are driven by mandatory regulatory changes. Storm water infrastructure is not considered a “utility” thus is subject to voter approval per Prop 218 for any proposed fees. SB 231 was put forth as an effort to address this problem but that still is not a certainty. Even if storm water needs no longer need voter approval, the City would still have to deal with imposing a new fee.
- ✓ Develop a plan for systematic upgrades to the City Water and Sewer systems. Use this plan to update the CIP.

## SUMMARY - ENGINEERING / STORM WATER

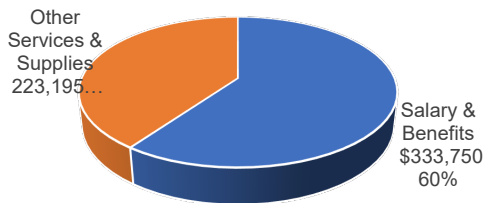
FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Encroachment Permits	30,000	30,000	30,000	30,000
Grading Permits	1,000	1,000	1,000	1,000
Sale of Plans & Specifications	300	300	300	300
Water Fund	112,676	108,069	117,686	151,077
Sewer Fund	92,792	88,998	96,918	124,417
General Fund	205,082	170,883	181,631	250,151
<b>TOTAL REVENUE</b>	<b>441,850</b>	<b>399,250</b>	<b>427,535</b>	<b>556,945</b>

EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits<sup>a</sup> (1.75 FTE)</b>	236,897	247,850	233,775	261,250	333,750	99,975	42.8%
<b>Contract Services</b>	115,110	103,950	79,300	79,300	130,450	51,150	64.5%
<b>Services &amp; Supplies</b>	1,070	2,500	750	750	750	-	0.0%
<b>Telecommunications</b>	2,285	2,300	2,400	2,400	3,060	660	27.5%
<b>Training/Meetings</b>	887	2,500	1,000	1,000	1,000	-	0.0%
<b>Dues &amp; Subscriptions</b>	37,356	43,250	43,025	43,025	47,620	4,595	10.7%
<b>Allocated Insurance</b>	18,441	35,500	35,500	36,310	37,215	1,715	4.8%
<b>Capital Outlay</b>	5,126	4,000	3,500	3,500	3,100	(400)	-11.4%
<b>TOTAL EXPENSE</b>	<b>\$ 417,172</b>	<b>\$ 441,850</b>	<b>\$ 399,250</b>	<b>\$ 427,535</b>	<b>\$ 556,945</b>	<b>\$ 157,695</b>	<b>39.5%</b>

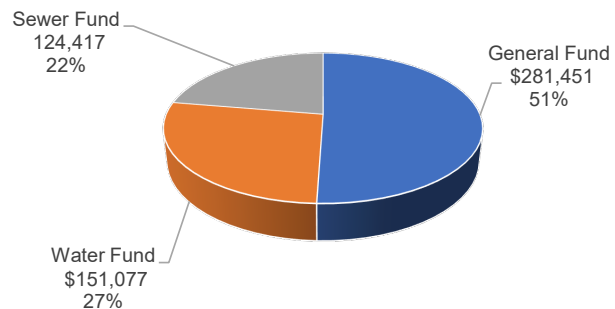
<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay

Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Engineering / Storm Water  
Expenditures



Cost Allocation



**Detail - Engineering**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-2302-4010	Salaries <sup>1</sup> (1.75 FTE)	144,035	152,174	168,000	153,925	175,150	177,950
100-2302-4011	Salaries Part-time	5,997	13,199	-	-	-	-
100-2302-4012	Overtime	-	286	-	-	-	-
100-2302-4100	Benefits <sup>2</sup>	57,236	67,505	76,150	76,150	80,000	149,700
100-2302-4101	Health In Lieu	-	-	-	-	2,400	2,400
100-2302-4140	Retiree Health Insurance (OPEB)	3,733	3,733	3,700	3,700	3,700	3,700
100-2302-4210	Contract Services	48,286	57,910	34,200	39,000	39,000	51,500
100-2302-4230	Recruitment	-	-	-	300	300	10,000
100-2302-4212	Technology Maintenance	-	204	3,300	-	-	-
100-2302-4330	Misc Supplies & Services	1,578	1,070	1,500	750	750	750
100-2302-4345	Dues & Subscription	8,659	-	5,250	5,125	5,125	7,070
100-2302-4750	Telecommunications	2,430	2,285	2,300	2,400	2,400	3,060
100-2302-4515	Meetings & Travel	804	887	1,500	1,000	1,000	1,000
100-2302-4996	Allocated Liability Insurance	4,709	8,539	19,600	19,600	20,110	20,715
100-2302-4997	Allocated Workers' Comp Insurance	7,583	9,902	15,900	15,900	16,200	16,500
<b>Total Operation</b>		<b>285,050</b>	<b>317,694</b>	<b>331,400</b>	<b>317,850</b>	<b>346,135</b>	<b>444,345</b>
124-2302-4375	Equipment Rental (Photocopier Lease)	3,824	5,126	4,000	3,500	3,500	3,100
<b>TOTAL DEPARTMENT</b>		<b>288,874</b>	<b>322,820</b>	<b>335,400</b>	<b>321,350</b>	<b>349,635</b>	<b>447,445</b>

100-2302-3998	G&A - Water Fund Allocation - 34%	(96,917)	(96,816)	(112,676)	(108,069)	(117,686)	(151,077)
100-2302-3998	G&A - Sewer Fund Allocation - 28%	(79,814)	(79,732)	(92,792)	(88,998)	(96,918)	(124,417)
<b>General Fund Cost Allocation - 38%</b>		<b>108,319</b>	<b>141,146</b>	<b>125,932</b>	<b>120,783</b>	<b>131,531</b>	<b>168,851</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

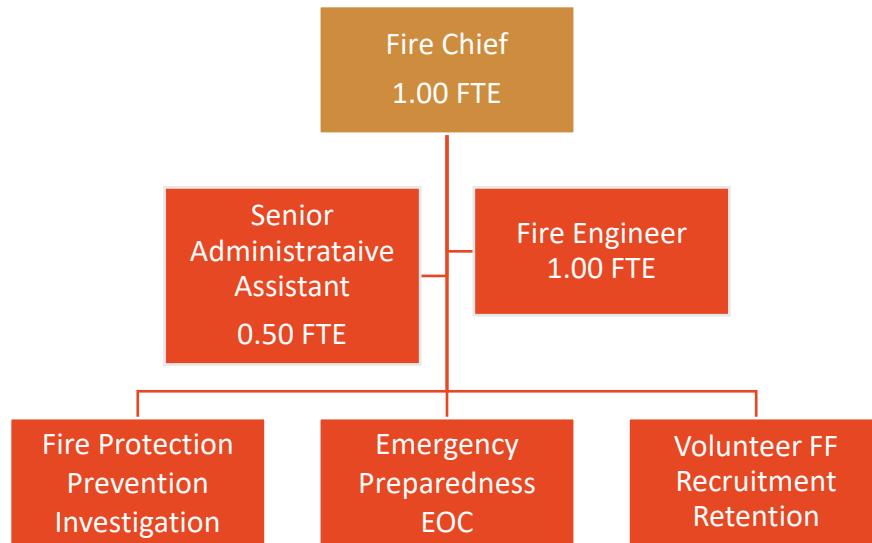
<b>General Fund FTE</b>	1.75	1.75	1.75	1.75	1.75	1.75	1.75
<b>Total FTE</b>	1.75	1.75	1.75	1.75	1.75	1.75	1.75

**Detail - Storm Water Management**  
**Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Adjusted Budget</b>	<b>2019-20 Estimated Actual</b>	<b>2020-21 Adopted "Carryover" Budget</b>	<b>2020-21 Adopted Budget</b>
124-2307-4210	Contract Services	26,476	56,996	66,450	40,000	40,000	68,950
124-2307-4330	Misc Supplies & Services	-	-	1,000	-	-	-
124-2307-4345	Dues / Subscriptions	30,305	37,356	38,000	37,900	37,900	40,550
124-2307-4515	Meetings & Travel	-	-	1,000	-	-	-
<b>TOTAL DEPARTMENT</b>		<b>56,781</b>	<b>94,352</b>	<b>106,450</b>	<b>77,900</b>	<b>77,900</b>	<b>109,500</b>

# FIRE DEPARTMENT

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The Fire Department is responsible for traditional fire safety programs and emergency response. The Fire Department is operated by one full-time Fire Chief, one full-time Senior Administrative Assistant shared with the Building and Safety Department, and 32 dedicated Volunteer Firefighters.

The Fire Department provides emergency response to fires, vehicle accidents, medical emergencies, rescues, and hazardous conditions. It provides non-emergency response to public assists, invalid assists, water cleanup, smoke removal, and the rescue of trapped animals. One of its major services is its public education and fire inspection programs, designed to reduce the likelihood and severity of fires.

## Major Accomplishments in 2019-20:

- Responded to 1306 Emergency Calls for Service in 2019
- Active Fire Dept in the February 2019 Sonoma County Floods
- 5 Days, 3 Fire Engines, 1 Rescue Boat, 22 Firefighters, 1000 Hours!
- Active Fire Dept in the October 2019 Kincade Fire & Evacuations
- 11 Days, 3 Fire Engines, 20 Sebastopol Firefighters, 2000 Hours!
- Managed Emergency Operations Center (EOC) during Major Events
- Assigned Public Information Officer (PIO) during Major Events
- Provided In-County Upstaffing & Task Force Fire Protection
- Managed Strike Teams and County Upstaffing Fire Coverage
- Weekly Sonoma County Operational Situational Briefings
- After Action Report (AAR) on Kincade Fire Incident & Evacuations
- After Action Report (AAR) on PGE Power Shutoffs (PSPS)
- Staff Reports on Local Emergency Proclamations
- FEMA & Cal OES Liaison for Meetings & Claims during Local Floods

- FEMA & Cal OES Liaison for Meetings & Claims during Local Fires
- Prepared Fire Management Assistance Grant (FMAG) on Kincadee Fire
- Conducted 52 Training Drills, including Swiftwater Training & Rope Rescue
- Recruited 2 New Volunteer Firefighters
- Received Kiwanis & Rotary Community Grants
- Conducted SFM Fire & Life Safety Building Inspections
- Successful Weed Abatement Program
- Successful Safe & Sane Fireworks Program
- Red Cross Shelter Management Training
- Disaster Preparedness & Emergency Planning Presentations
- Held 6 Blood Drives for Blood Centers of the Pacific
- Burbank Heights & Orchards Vehicle Evacuation Route Analysis

**Goals and Objectives for 2020-21:**

- On schedule for 1300 Emergency Calls for Service
- Conduct 52 Required Training Drills, including Swiftwater Training
- Conduct EOC Training Exercises with City Staff & City Council
- Apply for Cal Fire VFA Grant and other Local Community Grants
- Recruit new Volunteer Firefighters (3)
- Use the “I Am Responding” Response Program
- Use the “Active 911” Response Program
- Hold 6 Blood Drives for Blood Centers of the Pacific
- Manage Weed Abatement Program
- Manage Safe & Sane Fireworks Program
- Burbank Heights & Orchards Vehicle Evacuation Route
- Provide In-County Upstaffing & Task Force Fire Protection
- Review Long-Range Planning for Fire Service
- Replace aging 26 year old Rescue Fire Engine

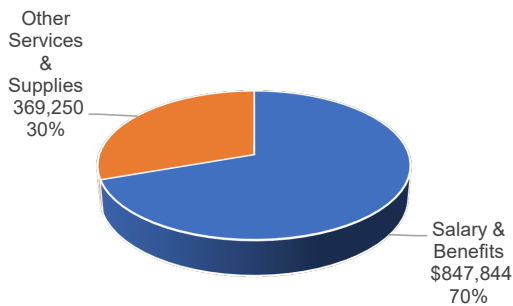
## SUMMARY - FIRE

FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Fire Department Fees	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Water Fund	78,475	68,059	76,636	80,914
General Fund	1,051,595	906,811	1,020,764	1,106,180
<b>TOTAL REVENUE</b>	<b>\$ 1,160,070</b>	<b>\$ 1,004,870</b>	<b>\$ 1,127,400</b>	<b>1,217,094</b>

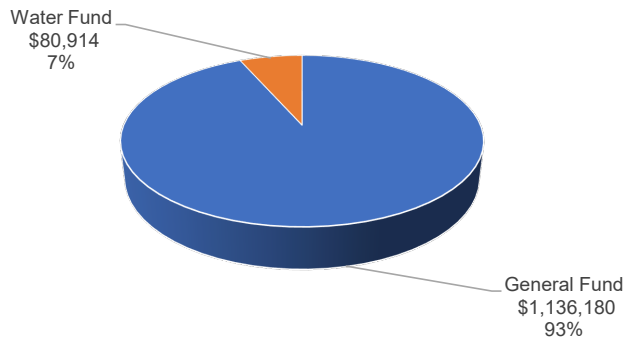
EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits <sup>a</sup></b>	648,416	845,150	710,150	833,000	847,844	14,844	1.8%
<b>Contract Services</b>	39,694	53,000	48,000	48,000	61,000	13,000	27.1%
<b>Services &amp; Supplies</b>	39,598	36,100	42,000	37,600	39,100	1,500	4.0%
<b>Equipment Rental / Maintenance</b>	73,481	57,000	52,000	52,000	64,000	12,000	23.1%
<b>Telcommunications</b>	7,696	9,000	8,900	8,300	8,500	200	2.4%
<b>Training/Meetings</b>	7,663	8,000	5,000	5,000	9,000	4,000	80.0%
<b>Dues &amp; Subscriptions</b>	10,427	13,000	11,000	11,000	15,000	4,000	36.4%
<b>Utilities</b>	9,274	8,000	8,000	8,000	8,000	-	0.0%
<b>Allocated Insurance</b>	62,160	101,320	101,320	101,000	112,975	11,975	11.9%
<b>Other Community Supports</b>	6,212	8,500	8,500	8,500	30,675	22,175	260.9%
<b>Capital Outlay</b>	10,113	21,000	10,000	15,000	21,000	6,000	40.0%
<b>TOTAL EXPENSE</b>	<b>\$ 914,734</b>	<b>\$ 1,160,070</b>	<b>\$ 1,004,870</b>	<b>\$ 1,127,400</b>	<b>\$ 1,217,094</b>	<b>\$ 89,694</b>	<b>8.0%</b>

<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)  
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Fire Expenditures



Cost Allocation



**Detail - Fire**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-3102-4010	Salaries <sup>1</sup>	282,848	160,672	265,050	195,050	271,400	275,275
100-3102-4012	Overtime	-	-	15,000	-	-	5,000
100-3102-4013	Salaries - Part Time (Shift)	122,237	83,593	81,600	81,600	81,600	77,600
100-3102-4014	Salaries - Part Time (Calls/Drills)	101,380	155,221	140,200	140,200	140,200	160,000
100-3102-4015	Salaries - Part Time (Captain Weekends)	1,200	13,800	28,400	28,400	28,400	28,400
100-3102-4016	Salaries - Part Time (Retention)	100,000	100,000	100,000	100,000	100,000	80,000
100-3102-4100	Benefits <sup>2</sup>	127,248	92,311	179,300	129,300	173,700	175,200
100-3102-4101	Health In-Lieu	2,268	2,322	2,300	2,300	2,400	2,400
100-3102-4102	Uniform Allowance	-	-	-	-	2,000	-
100-3102-4105	Medicare + FICA	62,415	28,710	21,800	21,800	21,800	30,469
100-3102-4140	Retiree Health Insurance (OPEB)	4,002	4,195	4,000	4,000	4,000	4,000
100-3102-4170	Fire Service CSFA Award	1,500	4,628	4,500	4,500	4,500	6,300
100-3102-4180	Fire Disability Insurance	2,954	2,964	3,000	3,000	3,000	3,200
100-3102-4210	Contract Services	40,691	39,694	53,000	48,000	48,000	61,000
100-3102-4310	Office Supplies	1,547	1,889	1,600	1,300	1,300	2,000
100-3102-4330	Misc Supplies & Services	46,062	33,754	30,500	32,000	32,600	33,100
100-3102-4345	Dues / Subscriptions	7,651	10,427	13,000	11,000	11,000	15,000
100-3102-4378	Equipment Maintenance	48,922	35,644	21,000	18,000	18,000	23,000
100-3102-4380	Vehicle Maintenance	20,400	34,487	32,000	30,000	30,000	37,000
100-3102-4515	Meetings & Travel	4,744	7,663	8,000	5,000	5,000	9,000
100-3102-4710	Utilities - Gas & Electric	6,243	6,839	5,000	5,000	5,000	5,000
100-3102-4711	Utilities - City Use	2,824	2,435	3,000	3,000	3,000	3,000
100-3102-4750	Telecommunications	7,339	6,403	7,500	7,500	6,900	7,000
100-3102-4996	Allocated Liability Insurance	11,039	22,656	42,970	42,970	43,400	44,925
100-3102-4997	Allocated Workers' Comp Insurance	31,309	39,504	58,350	58,350	57,600	68,050
100-3102-5100	Capital Outlay	-	-	-	-	-	-
<b>Total Operation</b>		<b>1,036,823</b>	<b>889,811</b>	<b>1,121,070</b>	<b>972,270</b>	<b>1,094,800</b>	<b>1,155,919</b>
124-3102-4330	Misc Supplies & Services	36	-	-	-	-	-
124-3102-4375	Equipment Rental (Photocopier Lease)	3,048	3,350	4,000	4,000	4,000	4,000
124-3102-4890	Other Community Support	-	6,212	8,500	8,500	8,500	30,675
124-3102-5100	Capital Outlay	8,396	10,113	21,000	10,000	15,000	21,000
<b>Total Capital Outlay</b>		<b>11,480</b>	<b>19,675</b>	<b>33,500</b>	<b>22,500</b>	<b>27,500</b>	<b>55,675</b>
<b>TOTAL DEPARTMENT</b>		<b>1,048,303</b>	<b>909,486</b>	<b>1,154,570</b>	<b>994,770</b>	<b>1,122,300</b>	<b>1,211,594</b>
100-3102-3998	G&A - Water Fund Allocation - 7%	(67,300)	(61,452)	(78,475)	(68,059)	(76,636)	(80,914)
<b>General Fund Cost Allocation</b>		<b>969,523</b>	<b>828,359</b>	<b>1,042,595</b>	<b>904,211</b>	<b>1,018,164</b>	<b>1,075,005</b>
<b>General Fund FTE</b>		1.50	1.50	1.50	1.50	2.50	2.50
<b>General Fund FTE - Volunteers</b>		34.00	34.00	33.00	33.00	33.00	32.00
<b>Total FTE</b>		35.50	35.50	34.50	34.50	35.50	34.50

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

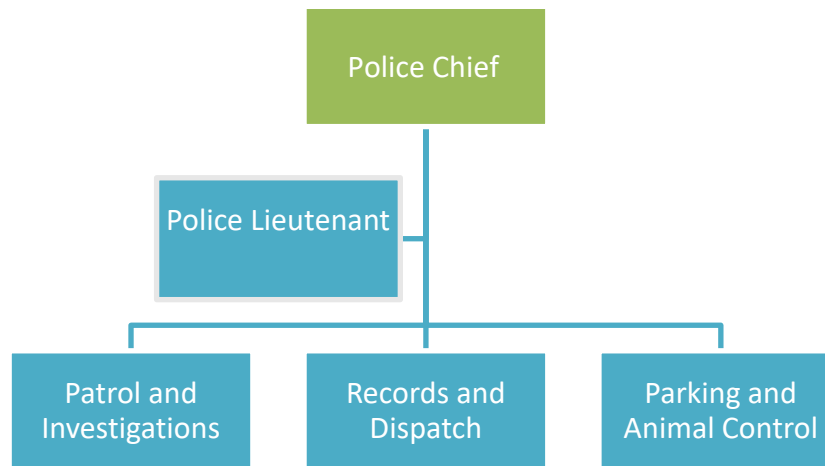


**Detail - Fire Emergency Preparedness**  
**Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Adjusted Budget</b>	<b>2019-20 Estimated Actual</b>	<b>2020-21 Adopted "Carryover" Budget</b>	<b>2020-21 Adopted Budget</b>
100-3114-4310	Office Supplies	-	198	500	200	200	500
100-3114-4330	Misc. Supplies & Services	2,493	3,757	3,500	8,500	3,500	3,500
100-3114-4750	Telecommunications	1,374	1,293	1,500	1,400	1,400	1,500
<b>TOTAL DEPARTMENT</b>		<b>3,867</b>	<b>5,248</b>	<b>5,500</b>	<b>10,100</b>	<b>5,100</b>	<b>5,500</b>

# POLICE DEPARTMENT

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The Police Department has an important role in helping to improve the quality of life in Sebastopol through the prevention and detection of crime, the investigation of criminal acts, and the delivery of a variety of public safety services. Our primary goal is to provide a safe and secure environment for all city residents and those working or visiting within Sebastopol.

We are committed to providing our community with a high level of service, delivered in a fair and transparent and impartial manner. Our motto is, “Exemplary Service, Vigilant Protection.”

The Sebastopol Police Department is a full-service law enforcement agency composed of 14 sworn peace officers and 7 non-sworn support staff. The department is managed by the Chief of Police, assisted by the Police Lieutenant. Day-to-day law enforcement field supervision is provided by 4 Police Sergeants, overseeing 8 generalist Police Officers. The Sebastopol Police Department’s volunteer bureau augments the paid staff with an authorized strength of 10 Reserve Police Officers, 10 Community Service Volunteers, and 8 Police Explorers (not all positions are currently filled.)

The department is organized into three divisions; Administration, Operations, and Technical and Support Services.

## **Administration:**

The Administration component is performed by Department management, who ensure that operations are efficient, professional, and directed toward organizational goals and objectives. Administration is also responsible for establishing sound and lawful policies and procedures; ensuring that fiscal and personnel matters are handled properly to ensure that the agency continues to maintain its exemplary standards of performance and community service.

## **Operations:**

The Operations Division consists of 12 uniformed peace officers who respond to calls for service and crisis intervention twenty-four hours a day, seven days a week. Also included in this division are the members of the Volunteer Bureau. Operations Division personnel are responsible for the field training of newly-hired officers and volunteers, on-going training of existing officers and volunteers, investigation of all criminal activity in Sebastopol, traffic enforcement, providing general patrol and service delivery around the clock, and booking and processing of arrestees.

## **Technical and Support Service:**

The maintenance, processing, and distribution of records are combined with emergency dispatching services, both of which constitute Technical and Support Services. The dispatch center is responsible for accepting all emergency and non-emergency telephone calls for public safety

services, both from the public and other agencies. The dispatchers are responsible for directing available resources to address identified community needs. The Records / Dispatch Supervisor and 5 full-time Communications Dispatchers are also responsible for staffing the reception counter, providing a variety of requested services and information. The division is responsible for the handling and storage of property and evidence, and assists with the maintenance of the Police Services building. Our Parking Enforcement and Animal Control services are provided by the Police Technician, as part of the division.

### **Major Accomplishments in 2019-20**

- ✓ SPD handled 16,662 incidents in 2019 – an average of 47.3 per day, of which 1,095 were categorized as Priority 1 (emergencies) – an average of 3 per day. The average response for all Priority 1 calls in 2019 was 2:35 minutes, from Time of Dispatch to the Time of Arrival of officers at the scene of emergency. The average time for the Communications Dispatcher to answer an emergency call for service, gather required information from the caller, and dispatch necessary resources to the scene was 47 seconds.
- ✓ During 2019, SPD officers documented 1,235 cases that required either a Crime Report, Arrest Report, or Information Report (an average of 3.4 investigative reports each day of the year.) In addition to those reports, Officers issued 953 Traffic Citations, 216 Criminal Citations (for non-bookable misdemeanors or Municipal Code violations), and 1192 Parking Citations.
- ✓ Officers made 88 felony arrests (24-Property Crimes, 24-Crimes Against Persons, 40-Warrant/Probation Violation/Parole Violation/Felony Evading), 459 misdemeanor arrests and 65 arrests for people Driving Under the Influence of alcohol and/or drugs in 2019.
- ✓ On average, the police department handled 46 incidents per day – ranging from law enforcement activity like criminal investigations, arrests, parking and traffic enforcement, to quality of life issues like neighborhood complaints and interacting with the middle school students during “Lunch with the Law.”
- ✓ During 2019, SPD dealt with three major incidents affecting the community. In the last week of February, the city was devastated by a flood. SPD assisted with evacuations and provided security for the affected areas. In the last week of October, the city was again affected by the nearby Kinkadee fire. Due to the fire, PG&E performed a Public Safety Power Shut-off (PSPS) of the entire city and with hours of the power shut-off the Sheriff ordered the evacuation of the entire city. SPD, with the assistance of Public Works personnel, notified the public and performed the evacuation. During the period of the evacuation and power shut-off the police department was responsible for the security of the city.

### **Goals and objectives for 2020-21**

- Contribute to a superior quality of life for Sebastopol residents and visitors, by delivering effective and practical response to current or anticipated events, while seeking opportunities to address issues proactively.
- Focus traffic enforcement efforts through best-practice enforcement strategies, education, and collaborating in the City’s Traffic Calming Program to address concerns.
- Provide safe, effective and efficient parking control and management, and animal control services.

## SUMMARY - POLICE

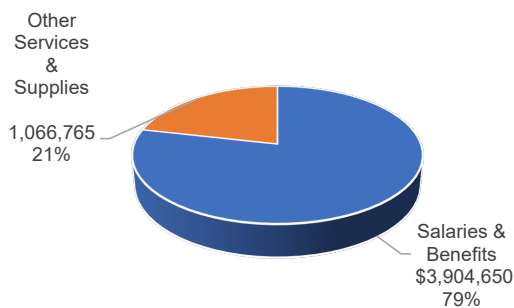
FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Public Safety Augmentation Fund	\$ 89,000	\$ 90,300	\$ 79,200	\$ 79,200
Fines & Forfeitures	56,000	48,000	48,000	46,500
P.O.S.T Reimbursement	1,000	2,400	2,400	2,400
Other Public Safety Services	52,500	44,000	44,000	38,200
Casino Mitigation Program	15,000	15,000	15,000	15,000
Responsible Beverage Program	13,000	13,000	13,000	11,400
Transfer In	-	-	100,000	102,000
General Fund	4,090,575	4,089,300	4,457,350	4,676,715
<b>TOTAL REVENUE</b>	<b>\$ 4,317,075</b>	<b>\$4,302,000</b>	<b>\$ 4,758,950</b>	<b>4,971,415</b>

EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits <sup>a</sup>	3,281,316	3,473,450	3,488,750	3,944,500	3,904,650	(39,850)	-1.0%
Services & Supplies	22,821	23,100	20,500	20,500	43,700	23,200	113.2%
Contract Services	182,305	249,325	227,600	227,600	311,000	83,400	36.6%
Equipment Rental / Maintenance	76,603	81,200	78,000	78,000	88,500	10,500	13.5%
Telcommunications	12,787	20,500	20,500	20,500	20,600	100	0.5%
Training/Meetings	38,804	32,500	28,000	28,000	32,000	4,000	14.3%
Dues & Subscriptions	5,438	3,350	5,000	5,000	3,400	(1,600)	-32.0%
Utilities	27,377	28,500	28,500	28,500	28,500	-	0.0%
Allocated Insurance	221,308	372,150	372,150	406,350	413,965	7,615	1.9%
Transfer Out - SLESF	31,918	33,000	33,000	-	-	-	0.0%
Capital Outlay	11,975	-	-	-	125,100	125,100	100.0%
<b>TOTAL EXPENSE</b>	<b>\$ 3,912,652</b>	<b>\$ 4,317,075</b>	<b>\$4,302,000</b>	<b>\$ 4,758,950</b>	<b>\$ 4,971,415</b>	<b>\$ 212,465</b>	<b>4.5%</b>

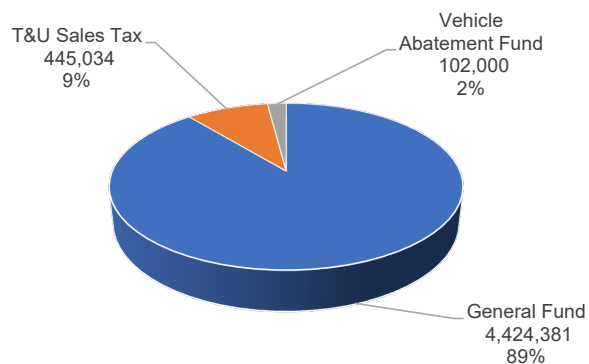
<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)

Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long term disability

Police Expenditures



Cost Allocation



**Detail - Police**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-3202-4010	Salaries <sup>1</sup>	1,707,653	1,857,786	1,796,650	1,820,000	2,002,400	2,033,650
100-3202-4011	Salaries - Part Time (Reserves)	10,116	13,470	15,000	10,000	10,100	6,000
100-3202-4012	Overtime	156,116	180,284	175,000	140,000	150,000	130,000
100-3202-4100	Benefits <sup>2</sup>	974,179	966,346	1,190,400	1,169,000	1,430,650	1,434,755
100-3202-4101	Health In-Lieu	11,115	9,733	6,200	13,100	13,050	8,300
100-3202-4102	Uniform Allowance	34,925	22,050	27,100	25,000	20,600	20,600
100-3202-4103	Holiday Pay	107,811	51,334	128,500	168,050	173,800	175,850
100-3202-4104	Accrual In-Lieu	66,408	91,782	60,000	45,000	45,000	-
100-3202-4105	Medicare + FICA	-	34,244	31,000	31,000	31,300	32,795
100-3202-4121	RHS - Deferred Compensation	21,841	720	-	13,000	13,000	13,000
100-3202-4140	Retiree Medical Insurance	35,546	42,408	30,000	42,500	42,500	43,000
100-3202-4145	Safety Disability Insurance	9,728	6,315	6,100	6,100	6,100	6,700
100-3202-4210	Contract Services	142,556	152,988	164,000	164,000	164,000	224,675
100-3202-4212	Internet   Network  Technology Maintenance	-	467	12,725	9,000	9,000	16,125
100-3202-4215	Casino Mitigation Program	14,499	9,000	14,500	3,500	3,500	15,000
100-3202-4216	Responsible Beverage Service Compliance	-	-	12,000	5,000	5,000	5,100
100-3202-4230	Recruitment	-	-	26,000	26,000	26,000	30,000
100-3202-4300	Petty Cash Over/(Under)	68	(1)	-	-	-	-
100-3202-4310	Office Supplies	8,836	7,840	8,000	8,400	8,400	6,000
100-3202-4330	Misc Supplies & Services	14,517	14,676	15,000	12,000	12,000	37,600
100-3202-4345	Dues / Subscriptions	3,236	5,438	3,350	5,000	5,000	3,400
100-3202-4375	Equipment Expense	21,281	20,075	14,500	19,000	19,000	14,800
100-3202-4380	Vehicle Maintenance	50,781	56,528	56,500	56,500	56,500	63,500
100-3202-4510	Conference & Training	15,526	38,374	32,500	25,000	25,000	7,000
100-3202-4515	Meetings & Travel	9,375	430	-	3,000	3,000	25,000
100-3202-4710	Utilities - Gas & Electric	17,634	19,847	20,000	20,000	20,000	20,000
100-3202-4711	Utilities - City Use	8,403	7,530	8,500	8,500	8,500	8,500
100-3202-4750	Telecommunications	18,891	12,787	20,500	20,500	20,500	20,600
100-3202-4996	Allocated Liability Insurance	56,243	103,849	191,850	191,850	215,000	222,365
100-3202-4997	Allocated Workers' Comp Insurance	96,099	117,459	180,300	180,300	191,350	191,600
124-3202-4999	Transfer Out - SLESF	21,607	31,918	33,000	33,000	-	-
<b>Total Operation</b>		<b>3,634,990</b>	<b>3,875,677</b>	<b>4,279,175</b>	<b>4,273,300</b>	<b>4,730,250</b>	<b>4,815,915</b>
124-3202-4012	Other Community Support - SRO OT	9,609	4,844	7,500	6,000	6,000	-
124-3202-4375	Equipment Expense	-	-	10,200	2,500	2,500	10,200
124-3202-5100	Capital Outlay	82,530	11,975	-	-	-	125,100
<b>Total Capital Outlay &amp; Other</b>		<b>92,139</b>	<b>16,819</b>	<b>17,700</b>	<b>8,500</b>	<b>8,500</b>	<b>135,300</b>

<b>TOTAL DEPARTMENT</b>	<b>3,727,129</b>	<b>3,892,496</b>	<b>4,296,875</b>	<b>4,281,800</b>	<b>4,738,750</b>	<b>4,951,215</b>
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100-3202-3998	G & A Cost Allocation - 10.4%	(379,376)	(403,070)	(445,034)	(444,423)	(491,946)	(500,855)
<b>General Fund Cost Allocation</b>		<b>3,255,614</b>	<b>3,472,607</b>	<b>3,834,141</b>	<b>3,828,877</b>	<b>4,238,304</b>	<b>4,315,060</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

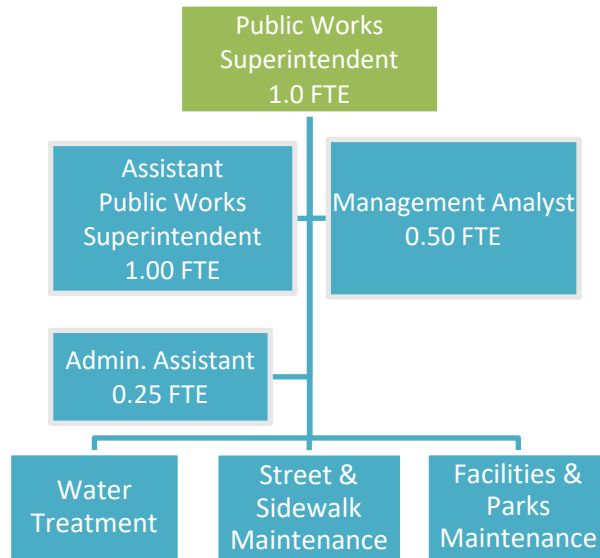
<b>General Fund FTE</b>	23.75	23.75	23.75	23.75	20.75	20.75
<b>General Fund FTE - Reserves</b>	11.00	11.00	11.00	5.00	4.00	4.00
<b>Total FTE</b>	<b>34.75</b>	<b>34.75</b>	<b>34.75</b>	<b>28.75</b>	<b>24.75</b>	<b>24.75</b>

***Detail - Animal Control***  
**Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Adjusted Budget</b>	<b>2019-20 Estimated Actual</b>	<b>2020-21 Adopted "Carryover" Budget</b>	<b>2020-21 Adopted Budget</b>
100-3213-4210	Contract Services	21,646	19,850	20,100	20,100	20,100	20,100
100-3213-4330	Other Supplies & Materials	252	306	100	100	100	100
<b>TOTAL DEPARTMENT</b>		<b>21,898</b>	<b>20,156</b>	<b>20,200</b>	<b>20,200</b>	<b>20,200</b>	<b>20,200</b>

# PUBLIC WORKS DEPARTMENT

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The Public Works Department is responsible for the operation and maintenance of the City infrastructure, including government buildings, parks, pool, streets, sidewalks, and water and wastewater systems. In addition, the Public Works Department provides inspection support and services for private and public construction in the public right-of-way and works closely on projects with the City's Engineering Division and contract engineers. In addition to operations and maintenance, the Public Works Department is involved in other projects, such as the City well projects involving water treatment.

Water, sewer, storm water, air quality, and ADA standards have become more stringent regarding regulatory compliance. These standards require diligence to stay abreast of changing regulations, and the Public Works Department collaborates with state agencies and the Engineering Division in all fields to remain in compliance.

Public Works maintains all City parks and landscape areas. The City has four major parks with play structures, including three with public restrooms and the skate garden park. The Plaza is at the center of the City and includes public restrooms, a pavilion and landscaping. The Laguna Preserve is a natural habitat area at the edge of the City that contains native plantings, walking trails, an outdoor classroom and seasonal floating bridge. The City contracts with Becoming Independent to perform litter abatement in the downtown areas.

Public Works maintains and monitors the municipal pool's filters, heater, chemical system, bathhouse, landscaping and pool deck apparatus. The West Sonoma County Swimmers (WSCS) operate the pool functions, such as public swim, lap swimming, and swim meets.

Department staff consists of fifteen full-time employees, which includes eleven who work primarily in the field, a full-time Management Analyst, and a part-time Administrative Assistant, both of whom are shared with the Engineering Division.

The Public Works Department is the controlling department for activities occurring in the following divisions:

- Corporation Yard
- Government Buildings (City Hall, Police and Fire Stations, Public Works facilities)
- Park Village Mobile Home Community
- Streets
- Parking Lots
- Parks
- Ives Pool
- Recreation
- Community Support
- Sewer Operations
- Water Operations

### **Major Accomplishments in 2019-20**

- Replaced failing traffic signal sensors at Pleasant Hill Avenue and Bodega Avenue
- Replaced the Community Cultural Center roof with an insulating system
- Repainted the Police Department exterior
- Repainted the Corporation Yard building's exterior
- Repainted the Senior Center exterior
- Repaved the entrance to the Laguna Preserve parking lot
- Replaced the Willard Libby playground equipment
- Contracted for tree trimming and tree removal at Downtown plaza
- Replaced the filter media and plumbing at Ives Pool
- Purchased new phone systems for government buildings
- Purchased additional Fall Protection safety equipment
- Purchased a replacement walk behind asphalt and concrete saw
- Continued Main Street tree replacement

### **Goals and Objectives for 2020-21**

- Maintain regulatory compliance with water, sewer, storm water, air quality, and ADA standards.
- Maintain City facilities per long term maintenance plan.
- Maintain Cal/OSHA regulatory compliance safety and training policies program.
- Replace damaged flooring at the Corporation Yard



- Install Main Street flower baskets
- Replace damaged sections of the Laguna Preserve floating bridge
- Replace damaged par restroom doors
- Install portable generator connection equipment at the Community Cultural Center
- Paint metal fencing at Police Department parking lot
- Install additional Electric Vehicle Charging stations

## SUMMARY - PUBLIC WORKS

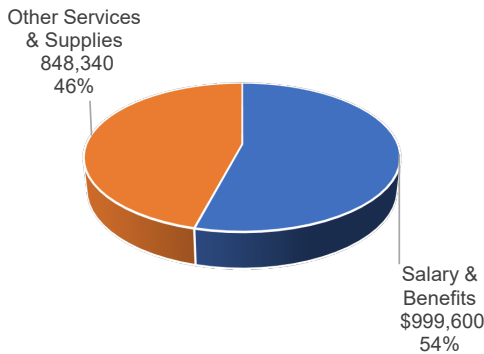
FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Little League Park Use Reimb	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Public Works Services	6,000	6,000	6,000	1,500
Water Fund	262,326	252,405	274,450	282,335
Sewer Fund	199,646	192,715	209,203	216,831
General Fund	1,278,935	1,114,073	1,241,038	1,345,274
<b>TOTAL REVENUE</b>	<b>1,748,907</b>	<b>1,567,192</b>	<b>1,732,690</b>	<b>1,847,940</b>

EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits <sup>a</sup> (7.17 FTE)</b>	783,609	909,555	845,430	1,000,930	999,600	(1,330)	-0.1%
<b>Contract Services</b>	118,067	142,082	141,932	141,950	145,600	3,650	2.6%
<b>Services &amp; Supplies</b>	171,000	265,010	221,110	221,110	262,500	41,390	18.7%
<b>Equipment Rental</b>	5,126	4,550	5,200	5,200	3,060	(2,140)	-41.2%
<b>Facility Maintenance</b>	59,566	98,800	70,000	70,000	129,000	59,000	84.3%
<b>Telecommunications</b>	7,772	9,300	9,300	9,300	12,160	2,860	30.8%
<b>Training/Meetings</b>	119	600	300	300	300	-	0.0%
<b>Utilities</b>	104,533	127,550	114,300	114,300	131,600	17,300	15.1%
<b>Allocated Insurance</b>	67,951	120,220	120,220	130,200	132,620	2,420	1.9%
<b>Capital Outlay</b>	34,792	71,240	39,400	39,400	31,500	(7,900)	-20.1%
<b>TOTAL EXPENSE</b>	<b>\$ 1,352,535</b>	<b>\$ 1,748,907</b>	<b>\$ 1,567,192</b>	<b>\$ 1,732,690</b>	<b>\$ 1,847,940</b>	<b>\$ 115,250</b>	<b>6.7%</b>

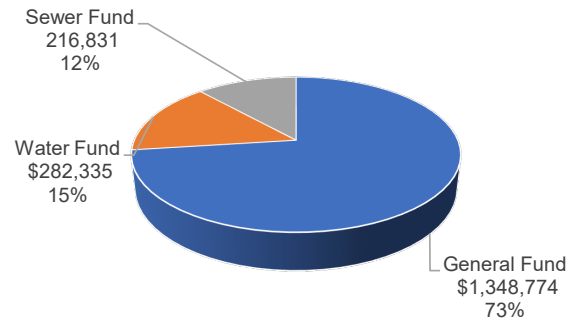
<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay

Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Public Works Expenditures



Cost Allocation



**Detail Public Works - Corporate Yard  
Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-4102-4010	Salaries <sup>1</sup> (2.07 FTE)	217,373	199,491	224,600	212,000	237,400	237,400
100-4102-4011	Salaries Part-Time	5,997	13,485	-	-	-	-
100-4102-4100	Benefits <sup>2</sup>	71,844	82,689	96,625	90,000	103,600	103,600
100-4102-4102	Uniform Allowance	5,300	-	2,675	-	-	-
100-4102-4101	Health In-Lieu	14,280	-	-	-	2,400	2,400
100-4102-4040	Retiree Medical Insurance	13,263	11,540	10,700	11,550	11,550	11,550
100-4102-4210	Contracted Services	4,440	4,233	8,850	8,850	8,850	8,000
100-4102-4212	Technology Maintenance	2,239	727	1,500	4,000	4,000	1,500
100-4102-4230	Recruitment	-	-	9,000	9,500	9,500	-
100-4102-4310	Office Supplies	1,727	776	2,000	1,500	1,500	1,500
100-4102-4330	Misc Supplies & Services	6,673	7,091	12,200	8,500	8,500	16,000
100-4102-4380	Vehicle Operating Expense	46,979	45,832	54,400	50,000	50,000	54,000
100-4102-4510	Conference & Training	-	119	600	300	300	300
100-4102-4710	Utilities - Gas & Electric	3,725	2,564	4,250	6,800	6,800	7,000
100-4102-4711	Utilities - City Use	3,689	4,905	3,800	5,200	5,200	5,400
100-4102-4750	Telecommunications	8,164	7,772	9,300	9,300	9,300	12,160
100-4102-4996	Allocated Liability Insurance	6,694	13,308	19,550	19,550	20,000	20,665
100-4102-4997	Allocated Workers' Comp Insurance	12,392	16,455	22,100	22,100	23,000	22,400
<b>Total Operation</b>		<b>424,779</b>	<b>410,987</b>	<b>482,150</b>	<b>459,150</b>	<b>501,900</b>	<b>503,875</b>
124-4102-5100	Capital Outlay	28,923	-	8,200	8,200	8,200	9,500
124-4102-4375	Photocopier	3,824	5,126	4,550	5,200	5,200	3,060
<b>Total Capital Outlay</b>		<b>32,747</b>	<b>5,126</b>	<b>12,750</b>	<b>13,400</b>	<b>13,400</b>	<b>12,560</b>
<b>TOTAL DEPARMENT</b>		<b>457,526</b>	<b>416,113</b>	<b>494,900</b>	<b>472,550</b>	<b>515,300</b>	<b>516,435</b>
124-4102-3998	G&A Allocation - 17%	(104,959)	(74,991)	(94,716)	(91,456)	(98,723)	(98,219)
100-4102-3998	G&A - Water Fund Allocation - 48%	(203,894)	(197,274)	(231,432)	(220,392)	(240,912)	(241,860)
100-4102-3998	G&A - Sewer Fund Allocation - 35%	(148,673)	(143,848)	(168,753)	(160,703)	(175,665)	(176,356)
<b>General Fund Cost Allocation - 0%</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail Public Works - General Fund Streets  
Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
124-4103-4010	Salaries <sup>1</sup> (1.25 FTE)	72,853	77,225	118,950	80,000	127,100	125,850
124-4103-4012	Overtime	8,761	4,367	15,000	7,000	7,000	15,000
124-4103-4013	Standby	-	2,948	-	2,500	2,500	2,500
124-4103-4100	Benefits <sup>2</sup>	39,226	44,063	63,425	63,400	70,150	69,300
124-4103-4102	Uniform Allowance	-	-	-	650	650	650
124-4103-4210	Contracted Services	44,096	56,193	48,832	48,832	48,850	34,200
124-4103-4330	Misc Supplies & Services	113,963	122,150	178,300	140,000	140,000	176,000
124-4103-4710	Utilities - Gas & Electric	9,780	9,082	15,600	13,000	13,000	15,600
124-4103-4711	Utilities - City Use	6,850	8,445	9,000	9,000	9,000	9,000
124-4103-4996	Allocated Liability Insurance	4,300	7,846	17,600	17,600	18,000	18,600
124-4103-4997	Allocated Workers' Comp Insurance	3,762	7,505	11,300	11,300	11,800	11,850
124-4103-5100	Capital Outlay	46,505	34,792	40,000	31,200	31,200	8,000
<b>Total Operation</b>		<b>350,096</b>	<b>374,616</b>	<b>518,007</b>	<b>424,482</b>	<b>479,250</b>	<b>486,550</b>
<b>TOTAL DEPARTMENT</b>		<b>350,096</b>	<b>374,616</b>	<b>518,007</b>	<b>424,482</b>	<b>479,250</b>	<b>486,550</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail Public Works - Parks & Landscapes**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-4104-4010	Salaries <sup>1</sup> (3.0 FTE)	131,064	151,021	173,450	167,000	181,600	179,250
100-4104-4012	Overtime	-	5,474	-	8,500	8,500	6,000
100-4104-4013	Standby	6,392	2,706	6,000	3,200	3,500	3,500
100-4104-4100	Benefits <sup>2</sup>	87,847	85,390	90,830	87,000	118,000	113,100
100-4104-4101	Health In Lieu	-	-	-	-	-	2,900
100-4104-4102	Uniform Allowance	-	-	-	1,680	1,680	1,750
100-4104-4210	Contracted Services	29,778	16,067	10,500	10,500	10,500	10,500
100-4104-4330	Misc Supplies & Services	13,532	17,358	43,110	43,110	43,110	39,500
100-4104-4710	Utilities - Gas & Electric	9,092	4,608	9,900	5,800	5,800	9,900
100-4104-4711	Utilities - City Use	52,650	54,675	58,000	55,000	55,000	58,000
100-4104-4996	Allocated Liability Insurance	4,588	8,431	16,710	16,710	24,150	25,000
100-4104-4997	Allocated Workers' Comp Insurance	6,457	10,008	16,450	16,450	16,600	16,850
<b>Total Operation</b>		<b>341,400</b>	<b>355,738</b>	<b>424,950</b>	<b>414,950</b>	<b>468,440</b>	<b>466,250</b>
124-4104-5100	Capital Outlay	49,792	-	-	-	-	14,000
<b>Total Capital Outlay</b>		<b>49,792</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,000</b>

<b>TOTAL DEPARTMENT</b>		<b>391,192</b>	<b>355,738</b>	<b>424,950</b>	<b>414,950</b>	<b>468,440</b>	<b>480,250</b>
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124-4104-3998	G & A Allocation - 41.5%	(191,473)	(147,632)	(176,354)	(172,204)	(194,403)	(207,494)
	General Fund Cost Allocation - 58.5%	199,719	208,106	248,596	242,746	274,037	272,756

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail Public Works - Parking Lots**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-4105-4010	Salaries <sup>1</sup> (0.80 FTE)	23,520	41,854	47,700	46,750	49,200	49,200
100-4105-4012	Overtime	1,026	1,723	-	1,600	1,600	1,800
100-4105-4013	Standby	-	902		1,000	1,000	1,200
100-4105-4100	Benefits <sup>2</sup>	16,188	21,491	20,925	20,000	25,900	24,800
100-4105-4101	Health In Lieu	-	-	-	-	-	500
100-4105-4102	Uniform Allowance	-	-	-	500	500	500
100-4105-4210	Contracted Services	4,440	423	3,250	3,250	3,250	6,400
100-4105-4330	Misc Supplies & Services	555	17,212	17,100	10,000	10,000	12,250
100-4105-4710	Utilities - Gas & Electric	6,094	7,434	6,600	8,000	8,000	8,000
100-4105-4711	Utilities - City Use	6,072	6,041	9,200	7,000	7,000	7,500
100-4105-4712	Utilities - Electric Vehicle Charging Station	554	-	6,200	-	-	6,200
100-4105-4996	Allocated Liability Insurance	-	-	4,560	4,560	4,600	4,820
100-4105-4997	Allocated Workers' Comp Insurance	-	-	4,500	4,500	4,500	4,635
<b>Total Operation</b>		<b>58,449</b>	<b>97,080</b>	<b>120,035</b>	<b>107,160</b>	<b>115,550</b>	<b>127,805</b>
100-4105-5100	Capital Outlay	-	-	-	-	-	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DEPARTMENT</b>		<b>58,449</b>	<b>97,080</b>	<b>120,035</b>	<b>107,160</b>	<b>115,550</b>	<b>127,805</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail Public Works - Government Building \***  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-4106-4010	Salaries <sup>1</sup> (.30 FTE)	22,008	22,831	25,150	24,700	26,800	26,250
100-4106-4012	Overtime	-	833	-	1,000	1,000	1,200
100-4106-4213	Standby	-	451	-	3,200	3,200	3,500
100-4106-4100	Benefits <sup>2</sup>	9,542	11,402	13,525	12,000	15,900	15,700
100-4106-4102	Uniform Allowance				200	200	200
100-4106-4210	Contracted Services	30,448	40,424	60,150	57,000	57,000	85,000
100-4106-4330	Misc Supplies & Services	22,457	6,413	12,300	18,000	18,000	17,250
100-4106-4710	Utilities - Gas & Electric	277	4,059	2,000	3,000	3,000	2,000
100-4106-4711	Utilities - City Use	2,312	2,720	3,000	1,500	1,500	3,000
100-4106-4996	Allocated Liability Insurance	1,677	2,923	5,050	5,050	5,150	5,325
100-4106-4997	Allocated Workers' Comp Insurance	944	1,475	2,400	2,400	2,400	2,475
<b>Total Operation</b>		<b>89,665</b>	<b>93,531</b>	<b>123,575</b>	<b>128,050</b>	<b>134,150</b>	<b>161,900</b>
124-4106-4213	Facilities/Grounds Maintenance	10,996	13,734	44,400	20,000	20,000	75,000
124-4106-5100	Capital Outlay	-		23,040	-	-	-
<b>Total Capital Outlay</b>		<b>10,996</b>	<b>13,734</b>	<b>67,440</b>	<b>20,000</b>	<b>20,000</b>	<b>75,000</b>
<b>TOTAL DEPARTMENT</b>		<b>100,661</b>	<b>107,265</b>	<b>191,015</b>	<b>148,050</b>	<b>154,150</b>	<b>236,900</b>

100-4106-3900	Water Fund Allocation - 25%	(23,910)	(23,385)	(30,894)	(32,013)	(33,538)	(40,475)
100-4106-3900	Sewer Fund Allocation - 25%	(23,910)	(23,385)	(30,894)	(32,013)	(33,538)	(40,475)
<b>General Fund Cost Allocation- 50%</b>		<b>41,845</b>	<b>46,761</b>	<b>61,788</b>	<b>64,025</b>	<b>67,075</b>	<b>80,950</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

\* Includes City Hall, Police Department, Fire Department, Library, Museum, Burbank Farm

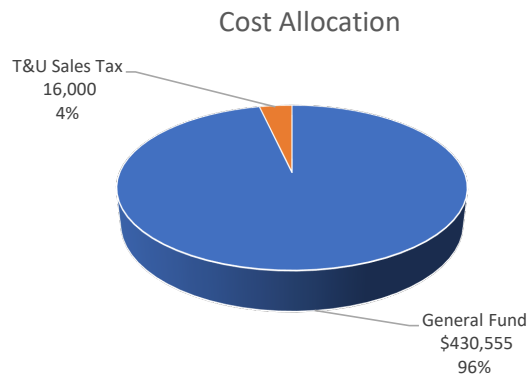
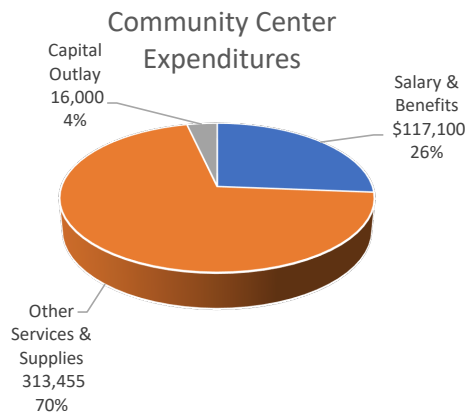
## SUMMARY - RECREATION & COMMUNITY SERVICES

FUNDING SOURCES	Adjusted Funding 2019-20	Estimated Funding 2019-20	Adopted "Carryover" Funding 2020-21	Adopted Funding 2020-21
Ives Pool Reimbursement	\$ 52,000	\$ 45,000	\$ 49,000	\$ 52,000
General Fund	591,960	581,080	459,925	394,555
<b>TOTAL REVENUE</b>	<b>\$ 643,960</b>	<b>\$ 626,080</b>	<b>\$ 508,925</b>	<b>446,555</b>

EXPENSE	2018-19 Actual	2019-2020 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>Salaries &amp; Benefits<sup>a</sup> (.75 FTE)</b>	96,876	105,550	110,250	118,525	117,100	(1,425)	-1.2%
<b>Contract Services</b>	21,890	59,300	48,000	48,000	35,950	(12,050)	-25.1%
<b>Services &amp; Supplies</b>	95,072	42,640	21,000	21,000	35,000	14,000	66.7%
<b>Utilities</b>	64,713	70,040	65,400	65,400	71,700	6,300	9.6%
<b>Allocated Insurance</b>	5,238	32,630	32,630	30,400	31,405	1,005	3.3%
<b>Community Support</b>	187,265	333,800	333,800	210,600	139,400	(71,200)	-33.8%
<b>Capital Outlay</b>	85,126	-	15,000	15,000	16,000	1,000	6.7%
<b>TOTAL EXPENSE</b>	<b>\$ 556,180</b>	<b>\$ 643,960</b>	<b>\$ 626,080</b>	<b>\$ 508,925</b>	<b>\$ 446,555</b>	<b>\$ (62,370)</b>	<b>-12.3%</b>

<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay

Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability





**Detail - Senior Center  
Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-4002-4010	Salaries <sup>1</sup> (.10 FTE)	-	5,850	6,375	6,450	6,900	6,900
100-4002-4012	Overtime	-	588	-	250	300	300
100-4002-4013	Standby	-	451	-	200	300	300
100-4002-4100	Benefits <sup>2</sup>	-	3,407	3,500	3,500	3,600	3,600
100-4002-4210	Contracted Services	-	1,343	9,450	3,000	3,000	8,700
100-4002-4330	Misc. Supplies & Services	-	-	5,500	3,000	3,000	10,500
100-4002-4880	Contribution to Operations	-	42,800	43,000	43,000	43,000	36,000
100-4002-4996	Allocated Liability Insurance	-	-	3,560	3,560	2,100	2,195
100-4002-4997	Allocated Workers' Comp Insurance	-	421	600	600	650	650
<b>Total Operation</b>		-	54,860	71,985	63,560	62,850	69,145
124-4002-5100	Capital Outlay	-	20,770	-	15,000	15,000	4,000
<b>Total Capital Outlay</b>		-	20,770	-	15,000	15,000	4,000
<b>TOTAL DEPARTMENT</b>		-	<b>75,630</b>	<b>71,985</b>	<b>78,560</b>	<b>77,850</b>	<b>73,145</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail - SCCC \***  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-4202-4010	Salaries <sup>1</sup> (.60 FTE)	23,258	32,702	38,075	37,000	39,475	39,475
100-4202-4012	Overtime	-	975	-	1,100	1,300	1,300
100-4202-4013	Standby	-	451	-	500	700	700
100-4202-4100	Benefits <sup>2</sup>	12,489	15,450	16,950	16,950	20,150	20,125
100-4202-4210	Contracted Services	919	3,946	29,400	26,000	26,000	7,400
100-4202-4330	Misc. Supplies & Services	5,583	84,219	26,640	9,000	9,000	13,500
100-4202-4710	Utilities - Gas & Electric	9,423	9,517	11,350	10,000	10,000	13,000
100-4202-4711	Utilities - City Use	7,437	7,770	8,300	8,000	8,000	8,300
100-4202-4880	Contribution to Project Programs	120,800	103,800	65,000	65,000	65,000	32,500
100-4202-4881	Contribution to General Operations	11,300	11,300	70,000	70,000	70,000	35,000
100-4202-4882	SCCC Time Bank	-	1,700	3,000	3,000	3,000	4,000
100-4202-4883	Sebastopol Teen Club	-	7,665	-	-	-	14,900
100-4202-4884	Cittaslow/Community Support	-	-	9,600	9,600	9,600	17,000
100-4202-4885	Concert Series	20,000	20,000	20,000	20,000	20,000	-
100-4202-4886	Contribuiton to Flood Support	-	-	123,200	123,200	-	-
100-4202-4996	Allocated Liability Insurance	-	-	14,170	14,170	15,000	15,500
100-4202-4997	Allocated Workers' Comp Insurance	1,057	2,162	3,600	3,600	3,650	3,725
<b>Total Operation</b>		<b>212,266</b>	<b>301,657</b>	<b>439,285</b>	<b>417,120</b>	<b>300,875</b>	<b>226,425</b>
124-4202-5100	Capital Outlay	-	-	-	-	-	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DEPARTMENT</b>		<b>212,266</b>	<b>301,657</b>	<b>439,285</b>	<b>417,120</b>	<b>300,875</b>	<b>226,425</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

\* Includes Community Center, Youth Annex, Garzot Building

**Detail - Cittaslow**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-1001-4840	Other Community Support - Cittaslow <sup>1</sup>	24,585	17,563	-	-	-	-
100-4202-4884	Cittaslow Community Support			9,600	9,600	9,600	17,000

<sup>1</sup> Funds supporting Cittaslow will be spent on as follows:

<b>Economic Initiatives</b>	<b>5,067</b>	<b>8,140</b>	<b>8,140</b>	<b>8,140</b>	<b>17,000</b>
Calendar Administrator	3,600	3,250	3,250	3,250	12,000
Programmer time for embedding and updates	930	4,030	4,030	4,030	4,000
Web hosting, SSL certificate and software renewal	537	860	860	860	1,000
<b>Traffic Calming</b>	<b>2,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
"Ride the Bus" campaign production expenses	1,000	-	-	-	-
Advertising for survey	250	-	-	-	-
Prize Drawing	50	-	-	-	-
Production expenses	1,000	-	-	-	-
<b>Community Resilience</b>	<b>4,350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Annual license of Fundly Connect software	-	-	-	-	-
Technical support	-	-	-	-	-
Advertising to the public	-	-	-	-	-
Venue for non-profit orientaiton and training meetings	-	-	-	-	-
Map Your Neighborhood Activities	850	-	-	-	-
Website for sebteens.org	3,500	-	-	-	-
Supplies	-	-	-	-	-
<b>Administrative Expenses</b>	<b>4,157</b>	<b>1,460</b>	<b>1,460</b>	<b>1,460</b>	<b>-</b>
Surveys & Event Registration computer service	430	-	-	-	-
Technical support	1,600	900	900	900	-
Book-keeping services	960	560	560	560	-
Venue for non-profit orientaiton and training meetings	1,167	-	-	-	-
FY16/17 Carry-over (Ped Line Project Design)	2,461	-	-	-	-
<b>Total</b>	<b>18,335</b>	<b>9,600</b>	<b>9,600</b>	<b>9,600</b>	<b>17,000</b>

**Detail - Ives Pool  
Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-4302-4010	Salaries <sup>1</sup> (.30 FTE)	2,868	20,710	24,400	28,200	26,400	25,150
100-4302-4012	Overtime	-	1,915		1,100	-	
100-4302-4100	Benefits <sup>2</sup>	7,475	14,377	16,250	15,000	19,400	19,250
100-4302-4210	Contract Services	13,359	4,512	10,450	9,000	9,000	9,850
100-4302-4330	Misc Supplies & Services	3,760	5,446	5,000	3,500	3,500	5,500
100-4302-4331	Chlorine & Chemicals Reimb	6,869	5,407	5,500	5,500	5,500	5,500
100-4302-4378	Equipment Maintenance	-	12,089	10,000	10,000	10,000	10,000
100-4302-4710	Utilities - Gas & Electric	46,392	44,193	46,500	43,500	43,500	46,500
100-4302-4711	Utilities - City Use	2,836	3,233	3,890	3,900	3,900	3,900
100-4302-4996	Allocated Liability Insurance	1,434	1,231	8,400	8,400	6,700	6,935
100-4302-4997	Allocated Workers' Comp Insurance	1,269	1,424	2,300	2,300	2,300	2,400
<b>Total Operation</b>		<b>86,262</b>	<b>114,537</b>	<b>132,690</b>	<b>130,400</b>	<b>130,200</b>	<b>134,985</b>
124-4302-5100	Capital Outlay	-	64,356	-	-	-	12,000
<b>Total Capital Outlay</b>		<b>-</b>	<b>64,356</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>
<b>TOTAL DEPARTMENT</b>		<b>86,262</b>	<b>178,893</b>	<b>132,690</b>	<b>130,400</b>	<b>130,200</b>	<b>146,985</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail - Non Departmental  
Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
100-0000-4104	Accrual In Lieu	83,788	114,301	140,000	270,000	270,000	120,000
100-0000-4170	Service Awards	2,854	4,061	4,000	4,000	4,000	5,000
100-0000-4210	Contract Services	133,591	119,983	99,000	99,000	99,000	96,000
100-0000-4221	Property Tax Services	16,222	-	17,500	-	-	17,500
100-0000-4330	Misc Supplies & Services	4,848	76,889	14,140	20,000	20,000	13,200
100-0000-4805	Beverage Container Program	-	-	-	-	-	-
<b>TOTAL</b>		<b>241,303</b>	<b>315,234</b>	<b>274,640</b>	<b>393,000</b>	<b>393,000</b>	<b>251,700</b>
100-0000-3998	G&A - Water Fund Cost Allocation - 9%	(21,718)	(20,280)	(24,718)	(35,370)	(35,370)	(22,653)
100-0000-3998	G&A - Sewer Fund Cost Allocation - 9%	(21,718)	(20,280)	(24,718)	(35,370)	(35,370)	(22,653)
<b>General Fund Cost Allocation - 82%</b>		<b>197,868</b>	<b>274,674</b>	<b>225,205</b>	<b>322,260</b>	<b>322,260</b>	<b>206,394</b>

**NON DEPARTMENTAL GUIDELINE**

The purpose of the Non-Departmental account/program is to record expenditures for those items that are not directly associated with any one department or operating budget, but to the City as a whole. Non-Departmental operating expenses include, website maintenance, VMHP (Park Village) contract, employee service award, personnel cost (MOUs provisions)

## **DEBT SERVICE**

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The City record and disbursement of monies used to repay of annual principal and interest, fees, anticipated new debt, and administrative fees on city issued debt. Transaction Sales Tax Fund accounts for the payment of debt service on the City's General Obligation. The Utility Fund accounts for all debt associated with the Water utilities activity. These debts account for the accumulation of resources and payment of general long-term debt principal.

### Infrastructure Lease (99-71)

On May 16, 2006 the City adopted a resolution authorizing the lease financing in the amount of \$2,880,000 for various public improvements. The lease cost of issuance was \$20,000, with an interest rate of 4.85% for 20 years. The semi-annual payments are \$113,284 and the lease will be paid in full on June 8, 2026. The projects included replacing the sewer force main; construction of the Skate Park; installation of a Water Booster Pump which will interconnect the low and high water zones; drilling a new Well No. 2 on the existing site of the old well; Street improvements; and install solar ponds on the roof of the Sewer pump station, City Hall and Library, and the Police Station.

### Village Mobile Home Park (99-72)

On September 18, 2007 the City entered into a purchase agreement in the amount of \$1,611,594 for the Village Mobile Home Park purchase. The lease financing was in the amount of \$817,500 with an interest rate of 4.90% per annum for 20 years, and a \$17,500 cost of issuance. The semi-annual payments are \$32,293 and the debt will be paid in full on July 1, 2027.

### Clean Renewable Energy Bond (CREBS of 2006) (99-73)

The City entered into a capital lease arrangement with Municipal Finance Corporation pursuant to approval from the Internal Revenue Service for the issuance of Clean Renewable Energy Bonds in the amount of \$2,074,000 and the annual debt service payment is \$122,000 with no interest accruing on the principal. In 2011 the City refinanced the debt, and reduced the remaining payment for the life of the lease to \$97,590 annually. The lease will be paid in full on April 1, 2024. The projects include solar panels to generate electricity at the City Hall/Library complex, the Police station and at the sewer lift station, and funds to implement projects for pedestrian safety contained in the Street Smart Study. Funding for the repayment of this debt is charged proportionately to each fund based upon funds allocated to each project.

### Vacuum Truck Lease (99-74)

With the lease payment ending paid in full on June 30, 2016 for the 2013 Vector truck purchased through a lease option in 2008, and to ensure efficiency, greater flexibility for staff and reduce the wear and tear of utilizing one vehicle; the City purchased a second Vector truck in as the Public Works Department has determined that it's necessary to serve as a backup and rotating usage between the two vehicles. The City's adopted budget assumes the purchase of the second Vector vehicle in the form of a lease payment. The lease term is 60 months with the annual payment of \$56,300. The lease will be paid in full in approximately June 30, 2021.

### Well 6 Arsenic Treatment Planning Loan (99-76)

The City of Sebastopol needs to lower the arsenic level in Well 6. The City applied for a 5 year loan from the California Department of Public Health to conduct a pilot study test to determine the method in which to treat the arsenic, engineering to design plans and specifications for the treatment system once the method of treatment is determined, and a work plan for operating the

treatment system. The \$411,000 loan at 2.085% from the California Safe Drinking Water State Revolving Fund was approved to implement this first phase of planning.

Well 7 Arsenic Treatment System Construction Loan (99-77)

The City of Sebastopol needs to lower the arsenic level in Well 7, and construction plans and specifications for the Well 7 Water Treatment System has been completed by the consultant, and approved by the City Engineer. The City entered into 20 year loan from Muni Financing for the arsenic treatment system construction. The \$1,235,000 loan at 4.10% is for 20 years.

## Debt Service Budget Expenditures

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
<i>Infrastructure Lease Financing of 2006 (PIF 6/8/2026) Due June &amp; December</i>							
124-9971-6100	Streets Prin 27.08%	40,344	40,344	44,402	44,402	44,402	30,677
124-9971-6200	Streets Int 27.08%	21,010	21,011	15,876	15,876	15,876	30,677
510-9971-6100	Sewer Principal 27.78%	41,386	41,386	45,549	45,549	45,549	31,470
510-9971-6200	Sewer Interest 27.78%	21,554	21,554	16,287	16,287	16,287	31,470
500-9971-6100	Water Principal 31.25%	46,556	46,556	51,239	51,239	51,239	35,401
500-9971-6200	Water Interest 31.25%	24,246	24,247	18,321	18,321	18,321	35,401
212-9971-6100	Park in Lieu Prin 13.89%	20,692	20,693	22,775	22,775	22,775	15,735
212-9971-6100	Park in Lieu Int 13.89%	10,776	10,777	8,143	8,143	8,143	15,735
<b>Total Infrastructure Lease</b>		<b>226,564</b>	<b>226,568</b>	<b>222,592</b>	<b>222,592</b>	<b>222,592</b>	<b>226,566</b>
<i>Village Mobile Home Park (PIF 7/1/2027) Due January and July</i>							
124-9972-6100	Lease Principal	37,467	36,085	37,467	37,467	43,323	43,323
124-9972-6200	Lease Interest	27,118	28,500	27,118	27,118	21,262	21,262
<b>Total Village MHP Lease Purchase</b>		<b>64,585</b>	<b>64,585</b>	<b>64,585</b>	<b>64,585</b>	<b>64,585</b>	<b>64,585</b>
<i>CREBS Solar Panel Lease (PIF 12/16/2023) Due December</i>							
124-9973-6100	Lease Principal 47.41%	46,267	46,267	46,267	46,267	46,267	46,267
402-9973-6100	Lease Principal 20.80%	20,298	20,298	20,299	20,299	20,299	20,299
500-9973-6100	Lease Principal 31.79%	31,024	31,024	31,023	31,023	31,024	31,024
<b>Total CREBS Lease</b>		<b>97,589</b>	<b>97,589</b>	<b>97,589</b>	<b>97,589</b>	<b>97,590</b>	<b>97,589</b>
<i>Vacuum Truck Lease (PIF 10/12/2021) Due October &amp; June</i>							
124-9974-6100	Sales Tax Principal 25%	12,596	12,846	13,392	13,392	31,892	31,892
124-9974-6200	Sales Tax Interest 25%	1,490	1,239	691	691	691	691
510-9974-6100	Sewer Principal 50%	25,186	25,689	26,785	26,785	26,785	26,785
510-9974-6200	Sewer Interest 50%	2,976	1,488	1,382	1,382	1,382	1,382
500-9974-6100	Water Principal 25%	12,596	12,846	13,392	13,392	13,392	13,392
500-9974-6200	Water Interest 25%	1,490	2,226	691	691	691	691
<b>Total Vacuum Truck Lease</b>		<b>56,334</b>	<b>56,334</b>	<b>56,334</b>	<b>56,334</b>	<b>74,833</b>	<b>74,834</b>
<i>911 System (PIF 10/12/2021) Due October</i>							
124-9979-6100	Sales Tax Principal	16,438	-	17,000	17,000	-	-
124-9979-6200	Sales Tax Interest	1,941	-	1,500	1,500	-	-
<b>Total 911 System Loan</b>		<b>18,379</b>	<b>-</b>	<b>18,500</b>	<b>18,500</b>	<b>-</b>	<b>-</b>
<i>Well 6 Arsenic Treatment State Revolving Loan (5 Year Loan beginning Sept. 2014)</i>							
500-9976-6100	Water CIP Principal	71,578	-	80,478	80,478	52,867	80,478
500-9976-6200	Water CIP Interest	2,286	1,573	6,509	6,509	4,822	6,515
<b>Total Water System Loan</b>		<b>73,864</b>	<b>1,573</b>	<b>86,987</b>	<b>86,987</b>	<b>57,689</b>	<b>86,993</b>



**Debt Service**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
<i>Well 7 Arsenic Treatment Muni Services Loan (20 Year Loan beginning Sept. 2014)</i>							
500-9977-6100	Water CIP Principal	43,219	44,991	41,517	41,517	44,991	50,755
500-9977-6200	Water CIP Interest	45,863	44,091	47,565	47,565	44,091	38,327
<b>Total Water System Loan</b>		<b>89,082</b>	<b>89,082</b>	<b>89,082</b>	<b>89,082</b>	<b>89,082</b>	<b>89,082</b>
<b>TOTAL DEBT SERVICE</b>		<b>626,397</b>	<b>535,731</b>	<b>635,669</b>	<b>635,669</b>	<b>606,371</b>	<b>639,650</b>
<b>Total General Fund</b>		<b>204,671</b>	<b>186,292</b>	<b>203,713</b>	<b>203,713</b>	<b>203,713</b>	<b>204,790</b>

CITY OF SEBASTOPOOL  
Maturity Schedule  
July 1, 2020

**GENERAL LONG-TERM DEBT:**

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	Total
2006 CREBS Solar Panel Lease	97,589	97,589	97,589	97,589	97,589	-	-	-	-	-	-	-	-	-	-	487,946

Issuance of Clean Renewable Energy Bonds to fund solar panels at City Hall/Library, Police & sewer lift station

<b>TOTAL</b>	97,589	97,589	97,589	97,589	97,589	-	-	-	-	-	-	-	-	-	-	487,946
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2007 Village Mobile Home Park Lease Financing	45,472	47,727	50,094	52,322	55,187	57,924	60,797	31,520								444,366
<b>Fund 124</b>	19,113	16,858	14,491	12,006	9,398	6,661	3,788	772								104,349
<b>TOTAL</b>	64,585	64,585	64,585	64,328	64,585	64,585	64,585	32,292								548,715

2006 Infrastructure Improvement Lease	172,013	180,457	189,315	198,608	208,357	218,585										1,331,299
<b>Fund 124/500/510/212</b>	54,555	46,111	37,253	27,960	18,211	7,983										254,677

Series of municipal improvement projects such as replacement of sewer force main, skate park project, installation of Water Booster Pump, Streets improvements

<b>TOTAL</b>	226,568	226,568	226,568	226,568	226,568	226,568										1,585,976
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2016 Vacuum Truck Lease	54,782	27,854														136,205
<b>Fund 124/500/501</b>	1,553	313														4,631
<b>TOTAL</b>	56,334	28,167														140,836

TOTAL GENERAL GOVERNMENT	369,855	353,627	336,998	348,519	263,544	276,509	60,797	31,520								2,399,816
<b>TOTAL</b>	445,076	416,909	388,742	388,485	291,153	291,153	64,585	32,292								2,763,473

**ASSESSMENT DISTRICTS**

1997 Assessment Bond	25,000	30,000	35,000													115,000
<b>Fund 401</b>	5,192	3,349	1,172													16,581

Issuance of bond to finance street improvements, drainage, streets lights and signalization to the Fairfield Inn

<b>TOTAL</b>	30,192	33,349	36,172													131,581
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CITY OF SEBASTOPOL  
Maturity Schedule  
July 1, 2020

**ENTERPRISE LONG-TERM DEBT**

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	Total
P Well 6 Arsenic Treatment	80,478	82,165	83,887	85,645												411,000
I Fund 500	6,515	4,822	3,100	1,342												23,938
	86,992	86,986	86,986	86,986												434,938
P Well 7 Arsenic Treatment	50,755	52,836	55,002	57,257	59,605	62,049	64,593	67,241	69,998	72,868	75,855	78,965	82,203	85,573		983,556
I Fund 500	38,327	36,246	34,080	31,824	29,477	27,033	24,489	21,841	19,084	16,214	13,226	10,116	6,879	3,508		352,671
	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	1,336,226
<b>TOTAL ENTERPRISE</b>	131,233	135,001	138,889	142,902	146,902	150,902	154,902	158,902	162,902	166,902	170,902	174,902	178,902	182,902	186,902	1,394,555
I	44,841	41,068	37,179	33,166	29,477	27,033	24,489	21,841	19,084	16,214	13,226	10,116	6,879	3,508		376,609
	176,074	176,068	176,068	176,068	176,068	176,068	176,068	176,068	176,068	176,068	176,068	176,068	176,068	176,068	176,068	1,771,164
<b>TOTAL CITYWIDE DEBT</b>	526,088	518,627	510,887	491,421	473,149	455,558	438,277	421,096	403,915	386,734	369,553	352,372	335,191	317,910	300,729	3,909,371
I	125,255	107,699	90,095	73,132	57,086	41,677	28,277	22,613	19,084	16,214	13,226	10,116	6,879	3,508		756,847
	651,343	626,326	600,982	564,553	530,235	497,235	466,667	438,374	414,834	392,918	372,326	352,288	333,069	314,418	296,229	4,666,218

REVENUE EXPIRATION

Utility User Tax

Redevelopment Agency Administrative Cost

(600,000)

(211,000)

# TREE REPLACEMENT FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	-	440	-	-	-	-	-	
Interest Earnings	-	89	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 529</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>OPERATING EXPENSES</b>								
General Government	-	-	-	-	-	8,000	8,000	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ 529</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (8,000)</b>	<b>\$ (8,000)</b>	
Addition/(Use) of Reserves	\$ -	\$ 529	\$ -	\$ -	\$ -	\$ (8,000)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 11,831	\$ 11,831		\$ 12,360	\$ 12,360	\$ 12,360		
Ending Fund Balance (Estimated)	\$ 11,831	\$ 12,360		\$ 12,360	\$ 12,360	\$ 4,360		

# TECHNOLOGY FEE FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	6,838	8,811	6,000	11,928	11,200	11,200	-	0.0%
Interest Earnings	211	978	350	625	825	825	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 7,049</b>	<b>\$ 9,789</b>	<b>\$ 6,350</b>	<b>\$ 12,553</b>	<b>\$ 12,025</b>	<b>\$ 12,025</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	2,853	4,651	5,000	4,490	4,200	-	a) (4,200)	-100.0%
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 2,853</b>	<b>\$ 4,651</b>	<b>\$ 5,000</b>	<b>\$ 4,490</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ (4,200)</b>	<b>-100.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 4,196</b>	<b>\$ 5,138</b>	<b>\$ 1,350</b>	<b>\$ 8,063</b>	<b>\$ 7,825</b>	<b>\$ 12,025</b>	<b>\$ 4,200</b>	<b>53.7%</b>
Addition/(Use) of Reserves	\$ 4,196	\$ 5,138	\$ 1,350	\$ 8,063	\$ 7,825	\$ 12,025		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 35,126	\$ 39,322		\$ 44,460	\$ 52,523	\$ 52,523		
Ending Fund Balance (Estimated)	\$ 39,322	\$ 44,460		\$ 52,523	\$ 60,348	\$ 64,548		

a) Training Expenses for Building Department has been moved back to the Building Department budget



# STREET PAVEMENT RESERVE FUND

DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-		-	18,474	-	-	-	
Charges for services	-		-	-	-	-	-	
Interest Earnings	788	5,370	1,500	5,294	5,300	5,300	-	0.0%
Miscellaneous	-		-	-	-	-	-	
Transfer in	125,000	150,000	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 125,788</b>	<b>\$ 155,370</b>	<b>\$ 1,500</b>	<b>\$ 23,768</b>	<b>\$ 5,300</b>	<b>\$ 5,300</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Capital Projects	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ 125,788</b>	<b>\$ 155,370</b>	<b>\$ 1,500</b>	<b>\$ 23,768</b>	<b>\$ 5,300</b>	<b>\$ 5,300</b>	<b>\$ -</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ 125,788	\$ 155,370	\$ 1,500	\$ 23,768	\$ 5,300	\$ 5,300		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>			<b>\$ -</b>		<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 131,355	\$ 257,143		\$ 412,513	\$ 436,281	\$ 436,281		
Ending Fund Balance (Estimated)	\$ 257,143	\$ 412,513		\$ 436,281	\$ 441,581	\$ 441,581		

# POLICE VEHICLE ABATEMENT FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-		-	-	-	-	-	
Charges for services	2,083	2,033	1,000	41	50	50	-	0.0%
Interest Earnings	57	83	-	-	-	-	-	
Miscellaneous	-		-	-	-	-	-	
Transfer in	-		-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 2,140</b>	<b>\$ 2,116</b>	<b>\$ 1,000</b>	<b>\$ 41</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-					-	-	
Community Development	-			-	-	-	-	
Police Service	-			-	-	-	-	
Non Departmental	-			-	-	-	-	
Debt Service	-			-	-	-	-	
Transfer out	10,000			-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ (7,860)</b>	<b>\$ 2,116</b>	<b>\$ 1,000</b>	<b>\$ 41</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ (7,860)	\$ 2,116	\$ 1,000	\$ 41	\$ 50	\$ 50		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 10,620	\$ 2,760		\$ 4,876	\$ 4,917	\$ 4,917		
Ending Fund Balance (Estimated)	\$ 2,760	\$ 4,876		\$ 4,917	\$ 4,967	\$ 4,967		

## **SPECIAL REVENUE FUNDS**

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Special Revenue Funds are used to account for revenues derived from specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. These funds are required by statute, law provisions or ordinance to finance particular functions or activities of government. The various funds and sources are:

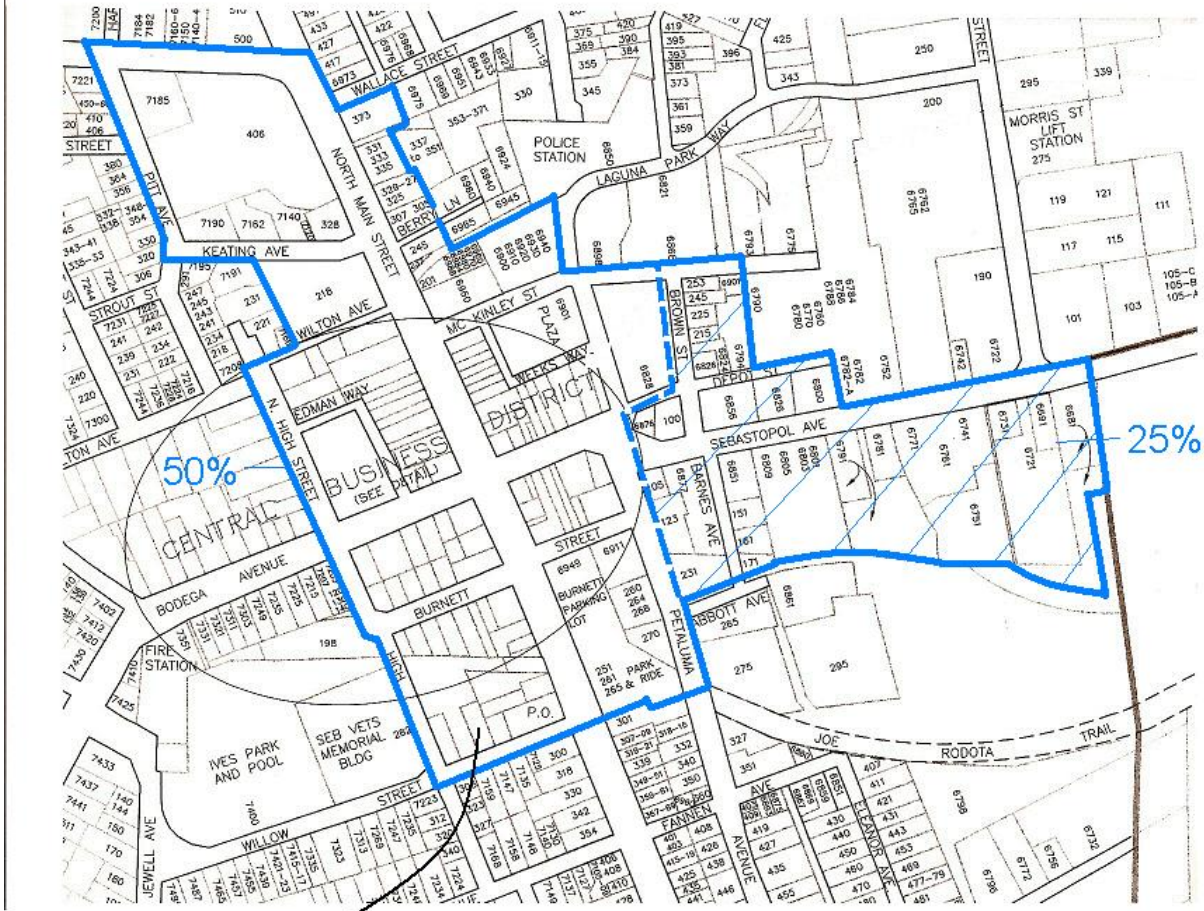
- a) Gas Tax Fund (200) accounts for funds from the State of California under the Street and Highway Code Sections 2103, 2105, 2106, 2107 and 2107.5. The use of funds is restricted to street related projects, which can include related public facilities for non-motorized traffic, e.g. bike and pedestrian paths.
- b) Road Maintenance & Rehabilitation SB1 (217) accounts for funds from the State of California under Road Repair and Accountability Act of 2017. The use of funds is similar but, not identical, to Gas Tax use rules and must be used for projects related to road maintenance and rehabilitation, safety projects, and traffic control devices.
- c) Measure M Transportation Fund (201) receives funding from the County for construction of eligible transportation projects that improve the quality of roads, sidewalks and bike lanes.
- d) Measure M Parks Improvement Fund (202) receives funding from the County from the November 6, 2018 voters approved measure of the one-eight cent sales tax that will support city parks, trails, signs, buildings, playgrounds, sports field, restrooms, picnic area and visitor centers.
- e) Community Development Block Grant (216) funds communities with resources to address a wide range of unique community development needs such as affordable housing, anti-poverty programs and infrastructure development.
- f) Human Services & Community Fund (233) accounts for revenue obtained by the solicitation of voluntary contributions from residents and property owners through water and sewer bills and other means of collection or fundraising activities to fund programs or activities which address the welfare of the City's residents regardless of all age, social status or income.
- g) Art In-Lieu Fund (203) accounts for developer contributions in lieu of installation of public art on project sites and income received from art programs and events to fund public artwork, cultural programs, maintenance/conservation, and administrative costs relating to the Art in Public Places Program.
- h) Housing Linkage Fee Fund (204) is used to mitigate the housing impacts caused by new, changed and expanded nonresidential development in the City and provide a source of revenue for housing affordable to person of very low and low income.
- i) Inclusionary Housing Fund (205) accounts for revenue received from fee payment to be used for the exclusive purpose of providing housing affordable to low and moderate income households in the City for construction of three or more new dwelling units, or for the division or subdivision of land into three or more lots for residential use.



- j) Building Permit Incremental Fee Fund (206) accounts for revenue received from construction inspection and plan checks to fund training, certification exams and courses.
- k) Business Improvement District (207) was established via ordinance 666 and shall include all businesses located within the area described in Exhibit A. The revenues derived from taxes imposed upon all the businesses in the area shall be utilized for acquisition, construction or maintenance of parking facilities, decoration of any public place, promotion of public events which are to take place, furnishing of music in any public place and general promotion of retail trade activities for the benefit of the area.
- l) General Plan Update Fee Fund (208) is assessed on Building Permits and is designed to help recover the significant long-term costs of periodically updating the General Plan and Zoning Ordinance. The Fund is typically used for consultant and other costs related to updates.
- m) Supplemental Law Enforcement Services Fund (209) receives funds from the State of California to supplement local law enforcement activities.
- n) Asset Forfeiture Fund (210 | 211) is used for specified police activities (excluding regular salary) from confiscated assets of convicted drug felons.
- o) Park In-Lieu Fee Fund (212) receives revenue from new residential and hotel development to mitigate the impact of such new development on City park and recreational facilities. The use of revenues from the Fund is restricted to park and recreational capital improvements.
- p) Traffic Impact Fee Fund (213) was established to reduce the traffic impacts caused by new development within the City limits and certain public improvements (transportation system infrastructure) and revenue collected from these fees shall be used solely to pay for the City's future construction of facilities or services or reimburse the City for facilities constructed by the City with funds advanced by the City from other sources.
- q) Underground Utilities Fee Fund (214) is an in-lieu fee paid by development projects where the City Engineer has determined physical undergrounding of overhead utilities is not practical. The Fund is used for general City utility undergrounding projects.

## EXHIBIT A

Beginning at the intersection of the Westerly line of Pitt Avenue extended, and the Northerly line of Healdsburg Avenue; thence from said point of beginning in an Easterly direction along the Northerly line of Healdsburg Avenue a distance of 500 feet, more or less, to the intersection of the Northerly line of Healdsburg Avenue with the Westerly line of North Main Street; thence in a Southerly direction along the Westerly line of Main Street extended and the Westerly line of Main Street a distance of 200 feet, more or less, to the intersection with the Southerly line of Wallace Street extended; thence along the Southerly line of Wallace Street extended and the South line of Wallace Street running in an Easterly direction a distance of 250 feet, more or less; thence leaving said South line of Wallace Street in a Southerly direction and parallel to the Easterly line of Main Street a distance of 500 feet, more or less, to the Southerly line of Petaluma and Santa Rosa Railroad Right of Way; thence in an Easterly direction along the South line of the Petaluma and Santa Rosa Railroad Right of way a distance of 300 feet, more or less to the Easterly line of Petaluma Avenue extended; thence in a Southerly direction along the Easterly line of Petaluma Avenue extended, a distance of 200 feet, more or less to the Northerly line of McKinley Street; thence along said Northerly line of McKinley Street in an Easterly direction 400 feet, more or less to the Easterly line of Johnson Street; thence Southerly along the Easterly line of Johnson Street extended, a distance of 300 feet, more or less, to the Northerly line of Depot Street; thence Easterly along the Northerly line of Depot Street, a distance of 150 feet, more or less, thence leaving said Northerly line of Depot Street and in a Southerly direction 160 feet, more or less to the Northerly line of Sebastopol Avenue; thence Easterly along the Northerly line of Sebastopol Avenue, a distance of 450 feet; thence leaving the Northerly line of Sebastopol Avenue Southerly a distance of 550 feet to the Petaluma and Santa Rosa Railroad Right of Way; thence Westerly in an arc along the Northerly line of the Petaluma and Santa Rosa Railroad Right of Way a distance of 1000 feet more or less, to the Easterly line of Petaluma Avenue; thence along the Easterly line of Petaluma Avenue in a Southerly direction 200 feet, more or less to the South line of Willow Street extended; thence in a Westerly direction along the South line of Willow Street extended and the South line of Willow street, a distance of 750 feet, more or less, to the West line of High Street: thence in a Northerly direction along the Westerly line of High Street and North High Street, a distance of 1250 feet, more or less to the North line of Wilton Avenue extended; thence and in an Easterly direction along the North line of Wilton Avenue extended and Wilton Avenue, a distance of 150 feet, more or less; thence leaving the North line of Wilton Avenue in a Northerly direction and parallel to Main Street, a distance of 250 feet, more or less, to the South line of Keating Avenue; thence along the South line of Keating Avenue in a Westerly direction a distance of 250 feet, more or less, to the Westerly line of Pitt Avenue; thence in a Northerly direction along the Westerly line of Pitt Avenue and the Westerly line of Pitt Avenue extended, a distance of 650 feet, more or less, to the Northerly line of Healdsburg Avenue, the point of beginning of the area herein described.



City of Sebastopol  
**BUSINESS  
 IMPROVEMENT  
 AREA**

Area Boundary

**SUMMARY - SPECIAL REVENUE FUNDS  
2020-21 ADOPTED BUDGET**

	Gas Tax Fund	Road Maintenance & Rehabilitation (SBI)	Measure M Transportation Tax	Measure M Parks Improvement Tax	Community Development Block Grant (CDBG)	Human Services & Community Fund	Art In-Lieu	Housing Linkage Fee	Inclusionary Housing Fund	Building Permit Incremental Fee	Business Improvement District	General Plan Update Fee	Special Enforcement Supplemental Fund	Supplemental Planning Grant Fund	Asset Forfeiture Fund	Park In Lieu Fee	Traffic Impact Fee	Utility Underground Fee	Total	
<b>REVENUES</b>																				
Taxes/Assessments			\$ 51,000	\$ 74,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,160
Intergovernmental	192,150	135,500	-	-	355,100	-	-	-	143,700	-	-	-	100,000	160,000	-	331,943	-	-	-	1,418,393
Interest and rentals	-	-	500	500	-	120	-	500	-	-	-	1,500	-	-	-	500	3,000	4,000	-	10,620
Licenses, permits and fees	-	-	-	-	-	-	10,000	9,500	-	11,900	8,760	12,000	-	-	-	88,200	24,000	-	-	164,360
Donations	-	-	-	-	135,000	810	-	-	-	-	-	-	-	-	-	-	-	-	-	135,810
Total revenues	192,150	135,500	51,500	74,660	490,100	930	10,000	9,500	144,200	11,900	8,760	13,500	100,000	160,000	-	420,643	27,000	4,000	-	1,854,343
<b>EXPENDITURES</b>																				
Department:																				
General government	-	-	-	-	-	-	95,000	-	143,700	-	-	-	-	-	-	-	-	-	-	238,700
Police Services	-	-	-	-	-	-	-	-	-	-	-	-	-	160,000	-	-	-	-	-	160,000
Fire Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works	154,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	154,100
Capital Projects	-	-	-	111,000	490,100	-	-	-	-	-	8,700	-	-	-	-	324,897	66,500	-	-	992,497
Community Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,700
Debt Service	154,100	-	-	111,000	490,100	-	95,000	-	143,700	-	8,700	-	-	160,000	-	31,470	-	-	-	31,470
Total Expenditures	38,050	135,500	51,500	(36,340)	-	930	(85,000)	9,500	500	11,900	60	13,500	100,000	-	-	64,276	(39,500)	4,000	-	268,876
EXCESS OF REVENUES																				
OVER EXPENDITURES																				
<b>OTHER FINANCING SOURCES (USES)</b>																				
Transfers in	-	-	-	11,000	-	-	-	-	-	(2,000)	-	-	-	-	-	(11,000)	-	-	-	11,000
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	(100,000)	-	-	-	-	-	-	(113,000)
Total other financing sources (uses)	-	-	-	11,000	-	-	-	-	-	(2,000)	-	-	(100,000)	-	-	(11,000)	-	-	-	(102,000)
<b>NET CHANGE IN FUND BALANCES</b>	38,050	135,500	51,500	(25,340)	-	930	(85,000)	9,500	500	9,900	60	13,500	-	-	-	53,276	(39,500)	4,000	-	166,876
<b>FUND BALANCE ESTIMATED BEGINNING OF THE YEAR</b>	(5,265)	296,716	170,518	72,600	-	7,747	142,151	93,606	38,304	34,874	65	90,031	2,771	-	2,154	111	365,097	241,712	-	1,553,192
<b>FUND BALANCE ESTIMATED END OF YEAR</b>	\$ 32,785	\$ 432,216	\$ 222,018	\$ 47,260	\$ -	\$ 8,677	\$ 57,151	\$ 103,106	\$ 38,804	\$ 44,774	\$ 125	\$ 103,531	\$ 2,771	\$ -	\$ 2,154	\$ 53,387	\$ 325,597	\$ 245,712	\$ -	\$ 1,720,068

# GAS TAX FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>								
Intergovernmental	\$ 157,941	\$ 156,839	\$ 200,800	\$ 192,150	\$ 192,150	\$ 192,150	\$ -	0.0%
Other Income	-	-	-	-	-	-	-	0.0%
Interest Earnings	-	-	-	-	-	-	-	0.0%
Transfer In	33,772	5,800	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 191,713</b>	<b>\$ 162,639</b>	<b>\$ 200,800</b>	<b>\$ 192,150</b>	<b>\$ 192,150</b>	<b>\$ 192,150</b>	<b>\$ -</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>								
Salaries & Benefits <sup>a</sup>	\$ 137,586	\$ 150,563	\$ 162,200	\$ 177,217	\$ 170,800	\$ 143,700	\$ (27,100)	-15.9%
Contract Services	-	-	-	-	-	-	-	0.0%
Services & Supplies	-	-	3,000	3,000	-	3,000	3,000	0.0%
Vehicle Maintenance	3,000	-	-	-	-	-	-	0.0%
Utilities	5,610	6,027	6,600	6,600	5,000	5,000	-	0.0%
Allocated Insurance	6,344	6,005	10,400	10,400	10,400	10,400	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 152,540</b>	<b>\$ 162,595</b>	<b>\$ 182,200</b>	<b>\$ 197,217</b>	<b>\$ 186,200</b>	<b>\$ 162,100</b>	<b>\$ (24,100)</b>	<b>-12.9%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 39,173</b>	<b>\$ 44</b>	<b>\$ 18,600</b>	<b>\$ (5,067)</b>	<b>\$ 5,950</b>	<b>\$ 30,050</b>	<b>\$ 24,100</b>	<b>405.0%</b>
Addition/(Use) of Reserves	\$ 39,173	\$ 44	\$ 18,600	\$ (5,067)	\$ 5,950	\$ 30,050		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ (39,415)	\$ (242)	\$ (198)	\$ (198)	\$ (5,265)	\$ (5,265)		
Ending Fund Balance (Estimated)	\$ (242)	\$ (198)	\$ 18,402	\$ (5,265)	\$ 685	\$ 24,785		

<sup>a</sup> Salaries: Base pay, longevity pay, education incentive pay

Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Gas Tax Fund**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Year-End	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
200-4103-4010	Salaries <sup>1</sup> (1.6 FTE)	84,093	102,057	109,700	114,426	113,000	87,000
200-4103-4100	Benefits <sup>2</sup>	53,493	48,506	52,500	62,791	57,800	56,700
200-4103-4210	Contract Services	-	-	-	-	-	-
200-4103-4330	Misc. Supplies & Services	-	-	3,000	3,000	-	3,000
200-4103-4380	Vehicle Maintenance	3,000	-	-	-	-	-
200-4103-4710	Utilites	5,610	6,027	6,600	6,600	5,000	5,000
200-4103-4997	Allocated Workers' Comp Insurance	6,344	6,005	10,400	10,400	10,400	10,400
<b>TOTAL DEPARTMENT</b>		<b>152,540</b>	<b>162,595</b>	<b>182,200</b>	<b>197,217</b>	<b>186,200</b>	<b>162,100</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

# ROAD MAINTENANCE & REHABILITATION (SB1)



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>								
Intergovernmental	\$ 43,553	\$ 148,938	\$ 137,500	\$ 146,474	\$ 141,218	\$ 135,500	\$ (5,718)	-4.0%
Other Income	-	-	-	-	-	-	-	0.0%
Interest Earnings	(45)	1,349	-	-	-	-	-	0.0%
Transfer In	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 43,508</b>	<b>\$ 150,287</b>	<b>\$ 137,500</b>	<b>\$ 146,474</b>	<b>\$ 141,218</b>	<b>\$ 135,500</b>	<b>\$ (5,718)</b>	<b>-4.0%</b>
<b>OPERATING EXPENSES</b>								
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Capital Projects	43,553	-	250,000	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 43,553</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (45)</b>	<b>\$ 150,287</b>	<b>\$ (112,500)</b>	<b>\$ 146,474</b>	<b>\$ 141,218</b>	<b>\$ 135,500</b>	<b>\$ (5,718)</b>	<b>-4.0%</b>
Addition/(Use) of Reserves	\$ (45)	\$ 150,287	\$ (112,500)	\$ 146,474	\$ 141,218	\$ 135,500		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ -	\$ (45)	\$ 150,242	\$ 150,242	\$ 296,716	\$ 296,716		
Ending Fund Balance (Estimated)	\$ (45)	\$ 150,242	\$ 37,742	\$ 296,716	\$ 437,934	\$ 432,216		



# MEASURE M TRANSPORTATION TAX FUND

DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ 55,791	\$ 71,922	\$ 55,000	\$ 51,327	\$ 67,200	\$ 51,000	\$ (16,200)	-24.1%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges for services	-	-	-	-	-	-	-	0.0%
Interest Earnings	1,292	2,973	1,500	486	-	500	500	0.0%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 57,083</b>	<b>\$ 74,895</b>	<b>\$ 56,500</b>	<b>\$ 51,813</b>	<b>\$ 67,200</b>	<b>\$ 51,500</b>	<b>\$ (15,700)</b>	<b>-23.4%</b>
<b>OPERATING EXPENSES</b>								
General Government	-	-	-	-	-	-	\$ -	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Capital Projects	128,065	112,196	210,000	-	110,000	-	(110,000)	-100.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 128,065</b>	<b>\$ 112,196</b>	<b>\$ 210,000</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ (110,000)</b>	<b>-100.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (70,982)</b>	<b>\$ (37,301)</b>	<b>\$ (153,500)</b>	<b>\$ 51,813</b>	<b>\$ (42,800)</b>	<b>\$ 51,500</b>	<b>\$ 94,300</b>	<b>-220.3%</b>
Addition/(Use) of Reserves	\$ (70,982)	\$ (37,301)	\$ (153,500)	\$ 51,813	\$ (42,800)	\$ 51,500		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 226,988	\$ 156,006	\$ 118,705	\$ 118,705	\$ 170,518	\$ 170,518		
Ending Fund Balance (Estimated)	\$ 156,006	\$ 118,705	\$ (34,795)	\$ 170,518	\$ 127,718	\$ 222,018		



# MEASURE M PARKS IMPROVEMENT FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ 80,000	\$ 92,700	\$ 95,500	\$ 74,160	\$ (21,340)	-22.3%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges for services	-	-	-	-	-	-	-	0.0%
Interest Earnings	-	-	500	-	500	500	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	11,000	11,000	0.0%
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,500</b>	<b>\$ 92,700</b>	<b>\$ 96,000</b>	<b>\$ 85,660</b>	<b>\$ (10,340)</b>	<b>-10.8%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	\$ -	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Capital Projects	-	-	105,000	9,100	105,000	111,000	6,000	5.7%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	11,000	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,000</b>	<b>\$ 20,100</b>	<b>\$ 105,000</b>	<b>\$ 111,000</b>	<b>\$ 6,000</b>	<b>5.7%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (24,500)</b>	<b>\$ 72,600</b>	<b>\$ (9,000)</b>	<b>\$ (25,340)</b>	<b>\$ (16,340)</b>	
Addition/(Use) of Reserves	\$ -	\$ -	\$ (24,500)	\$ 72,600	\$ (9,000)	\$ (25,340)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ -		\$ -	\$ -	\$ 72,600	\$ 72,600		
Ending Fund Balance (Estimated)	\$ -		\$ (24,500)	\$ 72,600	\$ 63,600	\$ 47,260		

# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ -						\$ -	0.0%
Intergovernmental	215,767	-	191,500	-	191,500	355,100	163,600	85.4%
Charges for services	-	-	-	-	-	-	-	0.0%
Interest Earnings	102	-	-	-	-	-	-	0.0%
Miscellaneous		-	135,000	-	135,000	135,000	-	0.0%
Transfer in	67,450	112,956	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 283,319</b>	<b>\$ 112,956</b>	<b>\$ 326,500</b>	<b>\$ -</b>	<b>\$ 326,500</b>	<b>\$ 490,100</b>	<b>\$ 163,600</b>	<b>50.1%</b>
<b>OPERATING EXPENSES</b>								
General Government	-	64	-	-	-	-	\$ -	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Capital Projects	284,597	-	281,500	-	281,500	490,100	208,600	74.1%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	112,892	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 284,597</b>	<b>\$ 112,956</b>	<b>\$ 281,500</b>	<b>\$ -</b>	<b>\$ 281,500</b>	<b>\$ 490,100</b>	<b>\$ 208,600</b>	<b>74.1%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (1,278)</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ (45,000)</b>	<b>-100.0%</b>
Addition/(Use) of Reserves	\$ (1,278)	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ -		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 1,278	\$ -	\$ -	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ -		



# HUMAN SERVICES & COMMUNITY FUND

DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-		-	-	-	0.0%
Charges for services	-	-	-		-	-	-	0.0%
Interest Earnings	29	147	-	118	-	120	120	0.0%
Miscellaneous	855	825	855	810	810	810	-	0.0%
Transfer in	-	-	-		-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 884</b>	<b>\$ 972</b>	<b>\$ 855</b>	<b>\$ 928</b>	<b>\$ 810</b>	<b>\$ 930</b>	<b>\$ 120</b>	<b>14.8%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	\$ -	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 884</b>	<b>\$ 972</b>	<b>\$ 855</b>	<b>\$ 928</b>	<b>\$ 810</b>	<b>\$ 930</b>	<b>\$ 120</b>	<b>14.8%</b>
Addition/(Use) of Reserves	\$ 884	\$ 972	\$ 855	\$ 928	\$ 810	\$ 930		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 4,963	\$ 5,847	\$ 6,819	\$ 6,819	\$ 7,747	\$ 7,747		
Ending Fund Balance (Estimated)	\$ 5,847	\$ 6,819	\$ 7,674	\$ 7,747	\$ 8,557	\$ 8,677		

# ART IN LIEU FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges for services	740	3,684	5,000	15,545	15,540	10,000	(5,540)	-35.6%
Interest Earnings	4,635	3,086	-	2,410	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 5,375</b>	<b>\$ 6,770</b>	<b>\$ 5,000</b>	<b>\$ 17,955</b>	<b>\$ 15,540</b>	<b>\$ 10,000</b>	<b>\$ (5,540)</b>	<b>-35.6%</b>
<b>OPERATING EXPENSES</b>								
General Government	-	2,000	93,000	7,000	93,000	93,000	-	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	2,000	2,000	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 93,000</b>	<b>\$ 7,000</b>	<b>\$ 93,000</b>	<b>\$ 95,000</b>	<b>\$ 2,000</b>	<b>2.2%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 5,375</b>	<b>\$ 4,770</b>	<b>\$ (88,000)</b>	<b>\$ 10,955</b>	<b>\$ (77,460)</b>	<b>\$ (85,000)</b>	<b>\$ (7,540)</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ 5,375	\$ 4,770	\$ (88,000)	\$ 10,955	\$ (77,460)	\$ (85,000)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 121,051	\$ 126,426	\$ 131,196	\$ 131,196	\$ 142,151	\$ 142,151		
Ending Fund Balance (Estimated)	\$ 126,426	\$ 131,196	\$ 43,196	\$ 142,151	\$ 64,691	\$ 57,151		

**a) FY2019-20 Budget "Carry over" items include:**

1) City Council authorized \$50,000 from the Art-In-Lieu fund for the Ned Kahn "Sebastopol Portals" artwork on April 3, 2018 (minute order 2018-072), which includes \$45,000 for the Ned Kahn "Sebastopol Portals" art piece and \$5,000 for the incidental (permitting and other ancillary) costs.

2) City Council authorized \$35,000 for the Library art installation by Michael McGinnis (Gray Matters) on February 5, 2019 (minute order 2019-027). Budget request for this art installation is \$38,000: \$35,000 for the contracted art piece, and \$3,000 for ancillary costs (adjustments to site if needed, outreach, etc.)

**b) FY 20/21 Proposed Budget Items:**

- 1) City Council authorized \$1,000 for Black Lives Matter Mural Project at Plaza.
- 2) Potential additional \$10,000 for revised Ned Kahn sculpture (if recommended/approved by Council after final PAC review).
- 3) \$5,000 for potential new projects; these could include: new public art commission (current year would fund honorariums for artists) at a city gateway; relief for artists grants during Covid-19.



# HOUSING LINKAGE FUND

DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges for services	5,008	9,568	8,000	10,500	8,000	9,500	1,500	18.8%
Interest Earnings	576	2,072	-	1,545	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 5,584</b>	<b>\$ 11,640</b>	<b>\$ 8,000</b>	<b>\$ 12,045</b>	<b>\$ 8,000</b>	<b>\$ 9,500</b>	<b>\$ 1,500</b>	<b>18.8%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	15,019	2,022	-	12,065	8,000	-	(8,000)	-100.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 15,019</b>	<b>\$ 2,022</b>	<b>\$ -</b>	<b>\$ 12,065</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (9,435)</b>	<b>\$ 9,618</b>	<b>\$ 8,000</b>	<b>\$ (20)</b>	<b>\$ -</b>	<b>\$ 9,500</b>	<b>\$ 1,500</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ (9,435)	\$ 9,618	\$ 8,000	\$ (20)	\$ -	\$ 9,500		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 93,443	\$ 84,008	\$ 93,626	\$ 93,626	\$ 93,606	\$ 93,606		
Ending Fund Balance (Estimated)	\$ 84,008	\$ 93,626	\$ 101,626	\$ 93,606	\$ 93,606	\$ 103,106		

# INCLUSIONARY HOUSING FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -			\$ -	\$ -	0.0%
Intergovernmental	-	-	142,700	-	142,700	143,700	1,000	0.7%
Charges for services	-	-	8,000	-	8,000	-	(8,000)	-100.0%
Interest Earnings	1,624	2,680	1,500	627	1,500	500	(1,000)	-66.7%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 1,624</b>	<b>\$ 2,680</b>	<b>\$ 152,200</b>	<b>\$ 627</b>	<b>\$ 152,200</b>	<b>\$ 144,200</b>	<b>\$ (8,000)</b>	<b>-5.3%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	142,700	-	142,700	143,700	1,000	0.7%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	83,126	145,684	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 83,126</b>	<b>\$ 145,684</b>	<b>\$ 142,700</b>	<b>\$ -</b>	<b>\$ 142,700</b>	<b>\$ 143,700</b>	<b>\$ 1,000</b>	<b>0.7%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (81,502)</b>	<b>\$ (143,004)</b>	<b>\$ 9,500</b>	<b>\$ 627</b>	<b>\$ 9,500</b>	<b>\$ 500</b>	<b>\$ (9,000)</b>	<b>-94.7%</b>
Addition/(Use) of Reserves	\$ (81,502)	\$ (143,004)	\$ 9,500	\$ 627	\$ 9,500	\$ 500		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 262,183	\$ 180,681	\$ 37,677	\$ 37,677	\$ 38,304	\$ 38,304		
Ending Fund Balance (Estimated)	\$ 180,681	\$ 37,677	\$ 47,177	\$ 38,304	\$ 47,804	\$ 38,804		



# BUILDING PERMIT INCREMENTAL FEE FUND

DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges for services	6,773	8,761	6,000	11,910	9,930	11,900	1,970	19.8%
Interest Earnings	124	552	-	500	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 6,897</b>	<b>\$ 9,313</b>	<b>\$ 6,000</b>	<b>\$ 12,410</b>	<b>\$ 9,930</b>	<b>\$ 11,900</b>	<b>\$ 1,970</b>	<b>19.8%</b>
<u>OPERATING EXPENSES</u>								
General Government	7,807	7,435	6,500	1,500	6,500	-	\$ (6,500)	-100.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	2,000	2,000	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 7,807</b>	<b>\$ 7,435</b>	<b>\$ 6,500</b>	<b>\$ 1,500</b>	<b>\$ 6,500</b>	<b>\$ 2,000</b>	<b>\$ (4,500)</b>	<b>-69.2%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (910)</b>	<b>\$ 1,878</b>	<b>\$ (500)</b>	<b>\$ 10,910</b>	<b>\$ 3,430</b>	<b>\$ 9,900</b>	<b>\$ 6,470</b>	<b>188.6%</b>
Addition/(Use) of Reserves	\$ (910)	\$ 1,878	\$ (500)	\$ 10,910	\$ 3,430	\$ 9,900		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 22,996	\$ 22,086	\$ 23,964	\$ 23,964	\$ 34,874	\$ 34,874		
Ending Fund Balance (Estimated)	\$ 22,086	\$ 23,964	\$ 23,464	\$ 34,874	\$ 38,304	\$ 44,774		

# BUSINESS IMPROVEMENT DISTRICT



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges for services	8,949	6,973	8,000	8,765	8,760	8,760	-	0.0%
Interest Earnings	(2)	55	-	37	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 8,947</b>	<b>\$ 7,028</b>	<b>\$ 8,000</b>	<b>\$ 8,802</b>	<b>\$ 8,760</b>	<b>\$ 8,760</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	0.0%
Community Development	7,000	16,040	8,000	-	8,000	8,700	700	8.8%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	8,766	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 7,000</b>	<b>\$ 16,040</b>	<b>\$ 8,000</b>	<b>\$ 8,766</b>	<b>\$ 8,000</b>	<b>\$ 8,700</b>	<b>\$ 700</b>	<b>8.8%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 1,947</b>	<b>\$ (9,012)</b>	<b>\$ -</b>	<b>\$ 36</b>	<b>\$ 760</b>	<b>\$ 60</b>	<b>\$ (700)</b>	
Addition/(Use) of Reserves	\$ 1,947	\$ (9,012)	\$ -	\$ 36		\$ 60		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 7,094	\$ 9,041	\$ 29	\$ 29	\$ 65	\$ 65		
Ending Fund Balance (Estimated)	\$ 9,041	\$ 29	\$ 29	\$ 65	\$ 825	\$ 125		





# ASSET FORFEITURE FUND

DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	88	-	-	-	-	-	-	0.0%
Charges for services	-	-	-	-	-	-	-	0.0%
Interest Earnings	-	193	-	30	-	-	-	0.0%
Miscellaneous	100	-	-	358	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 188</b>	<b>\$ 193</b>	<b>\$ -</b>	<b>\$ 388</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Police Services	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 188</b>	<b>\$ 193</b>	<b>\$ -</b>	<b>\$ 388</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Addition/(Use) of Reserves	188	193	-	388	-	-	-	
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Beginning Fund Balance (Estimated)	\$ 1,385	\$ 1,573	\$ 1,766	\$ 1,766	\$ 2,154	\$ 2,154		
Ending Fund Balance (Estimated)	\$ 1,573	\$ 1,766	\$ 1,766	\$ 2,154	\$ 2,154	\$ 2,154		

# GENERAL PLAN UPDATE FEE FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges for services	8,465	5,742	5,000	12,248	11,050	12,000	950	8.6%
Interest Earnings	367	1,698	500	1,424	500	1,500	1,000	200.0%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 8,832</b>	<b>\$ 7,440</b>	<b>\$ 5,500</b>	<b>\$ 13,672</b>	<b>\$ 11,550</b>	<b>\$ 13,500</b>	<b>\$ 1,950</b>	<b>16.9%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 8,832</b>	<b>\$ 7,440</b>	<b>\$ 5,500</b>	<b>\$ 13,672</b>	<b>\$ -</b>	<b>\$ 13,500</b>	<b>\$ 1,950</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ 8,832	\$ 7,440	\$ 5,500	\$ 13,672	\$ -	\$ 13,500		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 60,087	\$ 68,919	\$ 76,359	\$ 76,359	\$ 90,031	\$ 90,031		
Ending Fund Balance (Estimated)	\$ 68,919	\$ 76,359	\$ 81,859	\$ 90,031	\$ 101,581	\$ 103,531		

# SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.0%
Intergovernmental	111,887	113,974	110,000	115,547	100,000	100,000	-	0.0%
Charges for services	-	-	-	-		-	-	0.0%
Interest Earnings	-	147	-	-		-	-	0.0%
Miscellaneous	-	825	-	-		-	-	0.0%
Transfer in	-	31,918	8,300	33,000	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 111,887</b>	<b>\$ 146,864</b>	<b>\$ 118,300</b>	<b>\$ 148,547</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>								
General Government		-					-	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Police Service	112,819	171,360	118,300	148,710	-	-	(118,300)	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	74	-	-	100,000	100,000	100,000	100.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 112,819</b>	<b>\$ 171,434</b>	<b>\$ 118,300</b>	<b>\$ 148,710</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (932)</b>	<b>\$ (24,570)</b>	<b>\$ -</b>	<b>\$ (163)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ (932)	\$ (24,570)	\$ -	\$ (163)	\$ -	\$ -		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 23,442	\$ 27,504	\$ 2,934	\$ 2,934	\$ 2,771	\$ 2,771		
Ending Fund Balance (Estimated)	\$ 22,510	\$ 2,934	\$ 2,934	\$ 2,771	\$ 2,771	\$ 2,771		

# SUPPLEMENTAL PLANNING GRANT FUND (SB2 & LEAP)



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	225,000	160,000	(65,000)	-28.9%
Charges for services	-	-	-	-		-	-	0.0%
Interest Earnings	-	-	-	-		-	-	0.0%
Miscellaneous	-	-	-	-		-	-	0.0%
Transfer in	-	-	-	-		-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ 160,000</b>	<b>\$ (65,000)</b>	<b>-28.9%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-		-	-	0.0%
Community Development	-	-	-	-	225,000	160,000	(65,000)	-28.9%
Police Service	-	-	-	-		-	-	0.0%
Public Works	-	-	-	-		-	-	0.0%
Non Departmental	-	-	-	-		-	-	0.0%
Debt Service	-	-	-	-		-	-	0.0%
Transfer out	-	-	-	-		-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ 160,000</b>	<b>\$ (65,000)</b>	<b>-28.9%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

# PARK IN LIEU FEE FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>								
Charges for services	\$ 35,910	\$ 19,654	\$ 33,000	\$ 18,885	\$ 25,000	\$ 88,200	\$ 63,200	252.8%
Intergovernmental	-	-	200,000	-	200,000	177,000	(23,000)	-11.5%
Interest Earnings	1,696	4,100	1,500	2,068	1,500	500	(1,000)	-66.7%
Intergovernmental Grant - Open Space	-	-	126,943	-	126,943	126,943	-	0.0%
Miscellaneous Contributions	-	-	58,000	30,000	58,000	28,000	(30,000)	-51.7%
Transfer in	-	-	-	11,000	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 37,606</b>	<b>\$ 23,754</b>	<b>\$ 419,443</b>	<b>\$ 61,953</b>	<b>\$ 411,443</b>	<b>\$ 420,643</b>	<b>\$ 9,200</b>	<b>2.2%</b>
<b>OPERATING EXPENSES</b>								
Public Works	-	-	-	-	-	-	-	0.0%
Capital Projects	-	23,515	540,397	171,677	540,397	324,897	(215,500)	-39.9%
Debt Service	31,470	34,870	31,470	31,470	31,470	31,470	-	0.0%
Transfer out	94,683	-	-	-	-	11,000	11,000	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 126,153</b>	<b>\$ 58,385</b>	<b>\$ 571,867</b>	<b>\$ 203,147</b>	<b>\$ 571,867</b>	<b>\$ 367,367</b>	<b>\$ (204,500)</b>	<b>-35.8%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (88,547)</b>	<b>\$ (34,631)</b>	<b>\$ (152,424)</b>	<b>\$ (141,194)</b>	<b>\$ (160,424)</b>	<b>\$ 53,276</b>	<b>\$ 213,700</b>	<b>-133.2%</b>
Addition/(Use) of Reserves	\$ (88,547)	\$ (34,631)	\$ (152,424)	\$ (141,194)	\$ (160,424)	\$ 53,276		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 264,483	\$ 175,936	\$ 141,305	\$ 141,305	\$ 111	\$ 111		
Ending Fund Balance (Estimated)	\$ 175,936	\$ 141,305	\$ (11,119)	\$ 111	\$ (160,313)	\$ 53,387		

# TRAFFIC IMPACT FEE FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	75,000	-	20,000	-	-	-	0.0%
Charges for services	36,556	21,572	24,000	25,082	24,000	24,000	-	0.0%
Interest Earnings	5,764	11,279	3,700	6,338	3,700	3,000	(700)	-18.9%
Miscellaneous	-	23,598	-	-	-	-	-	0.0%
Transfer in	1,235	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 43,555</b>	<b>\$ 131,449</b>	<b>\$ 27,700</b>	<b>\$ 51,420</b>	<b>\$ 27,700</b>	<b>\$ 27,000</b>	<b>\$ (700)</b>	<b>-2.5%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	\$ -	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Capital Projects	450,901	259,671	227,335	52,890	227,335	66,500	(160,835)	-70.7%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 450,901</b>	<b>\$ 259,671</b>	<b>\$ 227,335</b>	<b>\$ 52,890</b>	<b>\$ 227,335</b>	<b>\$ 66,500</b>	<b>\$ (160,835)</b>	<b>-70.7%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (407,346)</b>	<b>\$ (128,222)</b>	<b>\$ (199,635)</b>	<b>\$ (1,470)</b>	<b>\$ (199,635)</b>	<b>\$ (39,500)</b>	<b>\$ (228,035)</b>	<b>114.2%</b>
Addition/(Use) of Reserves	\$ (407,346)	\$ (128,222)	\$ (199,635)	\$ (1,470)	\$ (199,635)	\$ (39,500)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 902,135	\$ 494,789	\$ 366,567	\$ 366,567	\$ 365,097	\$ 365,097		
Ending Fund Balance (Estimated)	\$ 494,789	\$ 366,567	\$ 166,932	\$ 365,097	\$ 165,462	\$ 325,597		



# UTILITY UNDERGROUND FEE FUND

DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	-	0.0%
Charges for services	-	-	-	-	-	-	-	0.0%
Interest Earnings	1,354	5,582	1,000	3,958	1,000	4,000	3,000	300.0%
Miscellaneous	-	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 1,354</b>	<b>\$ 5,582</b>	<b>\$ 1,000</b>	<b>\$ 3,958</b>	<b>\$ 1,000</b>	<b>\$ 4,000</b>	<b>\$ 3,000</b>	<b>300.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Non Departmental	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 1,354</b>	<b>\$ 5,582</b>	<b>\$ 1,000</b>	<b>\$ 3,958</b>	<b>\$ 1,000</b>	<b>\$ 4,000</b>	<b>\$ 3,000</b>	<b>300.0%</b>
Addition/(Use) of Reserves	\$ 1,354	\$ 5,582	\$ 1,000	\$ 3,958	\$ 1,000	\$ 4,000		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 230,818	\$ 232,172	\$ 237,754	\$ 237,754	\$ 241,712	\$ 241,712		
Ending Fund Balance (Estimated)	\$ 232,172	\$ 237,754	\$ 238,754	\$ 241,712	\$ 242,712	\$ 245,712		



# INSURANCE FUND

DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>OPERATING REVENUE</b>								
Charges for Services - Liability Insurance	\$ 137,945	\$ 345,129	\$ 520,800	\$ 520,800	\$ 555,850	\$ 574,950	\$ 19,100	3.4%
Charges for Services - W/C Insurance	248,483	321,563	\$ 485,900	\$ 485,900	\$ 501,500	\$ 501,500	-	0.0%
Charges for Services - Benefits	1,495,121	862,096	-	-	-	-	-	0.0%
Other Income	-	-	-	-	-	-	-	0.0%
Interest Earnings	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 1,881,549</b>	<b>\$ 1,528,788</b>	<b>\$ 1,006,700</b>	<b>\$ 1,006,700</b>	<b>\$ 1,057,350</b>	<b>\$ 1,076,450</b>	<b>\$ 19,100</b>	<b>1.8%</b>
<b>OPERATING EXPENSES</b>								
REMIF - Liability Insurance	\$ 137,941	\$ 345,129	\$ 520,800	\$ 520,800	\$ 555,850	\$ 574,950	\$ 19,100	3.4%
REMIF - Workers' Comp Insurance	248,461	321,563	485,900	485,900	501,500	501,500	-	0.0%
Health Insurance	354,844	(100,910)	-	-	-	-	-	0.0%
Dental Insurance	73,296	85,700	-	-	-	-	-	0.0%
Vision Insurance	14,390	16,882	-	-	-	-	-	0.0%
Retirement Benefits	974,444	858,994	-	-	-	-	-	0.0%
Other Benefits	78,173	1,430	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 1,881,549</b>	<b>\$ 1,528,788</b>	<b>\$ 1,006,700</b>	<b>\$ 1,006,700</b>	<b>\$ 1,057,350</b>	<b>\$ 1,076,450</b>	<b>\$ 19,100</b>	<b>1.8%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Addition/(Use) of Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGETARY BALANCE</b>			\$ -	\$ -				
Beginning Fund Balance (Estimated)	\$ 1,049	\$ 1,049	\$ 1,049	\$ 1,049	\$ 1,049	\$ 1,049		
Ending Fund Balance (Estimated)	\$ 1,049	\$ 1,049	\$ 1,049	\$ 1,049	\$ 1,049	\$ 1,049		



**Detail - Workers' Compensation Insurance**  
**Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Adjusted Budget</b>	<b>2019-20 Estimated Actual</b>	<b>2020-21 Adopted "Carryover" Budget</b>	<b>2020-21 Adopted Budget</b>
601-0000-4997	Allocated Workers' Comp Insurance	(248,461)	(321,563)	(485,900)	(485,900)	(501,500)	(501,500)
601-0000-4190	Worker's Compensation Premium	191,456	295,669	390,000	390,000	405,600	405,600
601-0000-4190	Worker's Compensation Assessment	-	-	65,900	65,900	65,900	65,900
601-0000-4191	Worker's Comp Deductible	57,005	25,894	30,000	30,000	30,000	30,000
<b>TOTAL</b>		-	-	-	-	-	-

**Detail - Liability Insurance  
Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Adjusted Budget</b>	<b>2019-20 Estimated Actual</b>	<b>2020-21 Adopted "Carryover" Budget</b>	<b>2020-21 Adopted Budget</b>
601-0000-4996	Allocated Liability Insurance	(205,408)	(345,129)	(520,800)	(520,800)	(555,850)	(574,950)
601-0000-4192	Liability Premium	131,089	240,911	330,400	330,400	363,450	350,000
601-0000-4192	Liability Assessment	-	-	25,600	25,600	25,600	25,600
601-0000-4193	Liability Deductible	6,852	26,173	25,600	25,600	25,600	25,600
601-0000-4194	Environmental Pollution Ins.	623	-	-	-	-	-
601-0000-4195	Cyber Risk & Safety Services	6,764	-	3,000	3,000	3,000	3,000
601-0000-4196	Property Premium	14,855	15,333	28,000	28,000	30,000	44,725
601-0000-4197	Vehicle Insurance	12,470	15,294	13,000	13,000	13,000	13,000
601-0000-4198	Earthquake & Flood	32,755	47,418	95,200	95,200	95,200	113,025
601-0000-4199	Boiler & Machinery Insurance	-	-	-	-	-	-
<b>TOTAL</b>		-	-	-	-	-	-

# SUCCESSOR AGENCY

	2017-18 Actual	2018-19 Actual	2019-20 Amended Budget	2019-20 Estimated Year-End	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<u>OPERATING REVENUE</u>								
Property Tax - RPTTF	\$ 577,985	\$ 493,087	\$ 425,525	\$ 425,525	\$ 429,525	\$ 429,525	\$ -	0.0%
Administrative Revenue	250,000	250,000	250,000	250,000	210,124	210,124	-	0.0%
Interest Earning	3,031	11,859	-	-	-	-	-	-
TOTAL REVENUE	<u>\$ 831,016</u>	<u>\$ 754,946</u>	<u>\$ 675,525</u>	<u>\$ 675,525</u>	<u>\$ 639,649</u>	<u>\$ 639,649</u>	<u>\$ -</u>	<u>0.0%</u>
<u>OPERATING EXPENSES</u>								
Administrative Expenses - City	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 210,124	\$ 210,124	\$ -	0.0%
Administrative Expenses - Housing	150,000	75,000	-	-	-	-	-	0.0%
Debt Service - Principal	365,000	380,000	395,000	395,000	415,000	415,000	-	0.0%
Debt Service - Interest	57,580	43,610	70,764	70,764	12,500	12,500	-	0.0%
Contract Services	1,975	1,925	2,025	2,025	2,025	2,025	-	0.0%
TOTAL OPERATING EXPENSE	<u>\$ 824,555</u>	<u>\$ 750,535</u>	<u>\$ 717,789</u>	<u>\$ 717,789</u>	<u>\$ 639,649</u>	<u>\$ 639,649</u>	<u>\$ -</u>	<u>0.0%</u>
NET BUDGET RESULT	<u>\$ 6,461</u>	<u>\$ 4,411</u>	<u>\$ (42,264)</u>	<u>\$ (42,264)</u>	<u>\$ -</u>	<u>\$ -</u>		

**Successor Agency  
Budget Analysis**

<b>Account Number</b>	<b>Description</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Adjusted Budget</b>	<b>2019-20 Estimated Year End</b>	<b>2020-21 Adopted "Carryover" Budget</b>	<b>2020-21 Adopted Budget</b>
350-00-00-3001	RPTTF Distribution	577,985	493,087	425,525	425,525	429,525	429,525
350-00-00-3811	Administrative Revenue	250,000	250,000	250,000	250,000	210,124	210,124
<b>Total</b>		<b>827,985</b>	<b>743,087</b>	<b>675,525</b>	<b>675,525</b>	<b>639,649</b>	<b>639,649</b>
350-6560-6100	Debt Service - Principal	365,000	380,000	395,000	395,000	415,000	415,000
350-6560-6200	Debt Service - Interest	57,580	43,610	28,500	28,500	12,500	12,500
350-0000-6810	Trustee Fees	1,975	1,925	2,025	2,025	2,025	2,025
350-0000-6850	S.A Housing Entity	150,000	75,000	-	-	-	-
350-0000-4999	Transfer Out - S.A Administrative	250,000	250,000	250,000	250,000	210,124	210,124
<b>Total</b>		<b>824,555</b>	<b>750,535</b>	<b>675,525</b>	<b>675,525</b>	<b>639,649</b>	<b>639,649</b>

## **WATER/WASTEWATER ENTERPRISE FUNDS**

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These funds account for operations that are financed in a manner similar to a private business enterprise, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered through user fees.

### **Water Goals**

- Provide a continuous adequate supply of water that is free of health hazards and of acceptable quality to meet demands.
- Protect the health and welfare of the community by ensuring the continuous operation of the City's water pumping and distribution systems.
- Assure maximum fair collection of water revenue by maintaining all City water meters within AWWA tolerances and by providing accurate recordation of all water meters.
- Fund the cost of pumping, transmission and debt service of the water system.

### **Wastewater Goals**

- Protect the health and welfare of the community by ensuring the continuous uninterrupted operation of the wastewater collection and transmission system.
- Provide appropriate economical maintenance and repair of the wastewater collection and transmission system and appurtenances.

### **Major Accomplishments in 2019-20**

- Contracted for GIS mapping for water and wastewater utility systems
- Replaced two pickup trucks per vehicle replacement schedule
- Purchased water/sewer street valve exerciser
- Replaced the reservoir cathodic rectifiers in Pleasant Hill Reservoir tank 2
- Performed leak detection survey on First Street water main
- Completed utility rate study
- Purchased meter reading management software and new reading equipment

### **Goals and Objectives for Water and Wastewater in 2020-21**

- Update Sewer System Management Plan
- Replace security doors at water well buildings
- Perform sewer pump station pump replacement study
- Replace reservoir cathodic rectifiers First Street reservoir
- Facilitate engineering grade audit for water meter/facilities efficiency improvements
- Install portable generator connection at production well
- Install Solar Array system production monitoring equipment

# WATER FUND - COMBINED FINANCIAL REPORTING



DESCRIPTION	2018-19 Actuals	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Inc(Dec)	% Change
<b>OPERATING REVENUE</b>							
Charges for Services							
Residential	1,721,940	\$ 1,760,000	\$ 1,760,000	\$ 1,812,800	\$ 1,812,800	\$ -	0.00%
Commercial	469,000	468,000	468,000	482,040	482,040	-	0.00%
Other Income	51,618	37,000	37,000	37,000	37,000	-	0.00%
Interest Earnings	34,457	14,000	14,000	14,000	14,000	-	0.00%
<b>TOTAL</b>	<b>\$ 2,277,015</b>	<b>\$ 2,279,000</b>	<b>\$ 2,279,000</b>	<b>\$ 2,345,840</b>	<b>\$ 2,345,840</b>	<b>\$ -</b>	<b>0.00%</b>
<b>OPERATING EXPENDITURES</b>							
Salaries & Benefits	\$ 408,111	\$ 404,400	\$ 418,600	\$ 403,800	\$ 396,750	\$ (7,050)	-1.68%
Contracted Services	92,365	160,000	160,000	160,000	136,850	(23,150)	-14.47%
Services & Supplies	149,920	191,350	172,600	172,600	198,125	25,525	14.79%
Training / Meetings / Travels	7,537	9,500	9,500	9,500	9,500	-	0.00%
Telecommunicatons	5,184	6,750	8,400	8,400	8,900	500	5.95%
Utilites	156,785	196,000	184,000	184,000	254,300	70,300	38.21%
Allocated Insurance	36,289	62,620	62,620	63,850	65,375	1,525	2.44%
Capital Outlay	174,213	90,360	90,360	90,360	177,000	86,640	95.88%
Debt Service	182,950	261,438	261,438	261,438	291,984	30,546	11.68%
<b>TOTAL</b>	<b>1,213,354</b>	<b>1,382,418</b>	<b>1,367,518</b>	<b>1,353,948</b>	<b>1,538,784</b>	<b>184,836</b>	<b>12.01%</b>
<b>OTHER SOURCES/(USES)</b>							
G & A Allocation - City Council	\$ 26,284	\$ 30,046	\$ 28,036	\$ 29,855	\$ 34,253	\$ 4,398	14.73%
G & A Allocation - City Manager	40,555	46,244	47,444	49,127	48,586	(541)	-1.10%
G & A Allocation - City Attorney	5,472	7,465	6,223	6,488	7,751	1,264	19.48%
G & A Allocation - City Clerk	21,602	26,605	26,247	27,264	28,374	1,110	4.07%
G & A Allocation - Finance	334,974	409,046	375,432	393,319	401,670	8,351	2.12%
G & A Allocation - Planning	21,998	27,690	25,643	28,674	27,975	(699)	-2.44%
G & A Allocation - Building	32,740	50,667	33,988	34,951	39,432	4,481	12.82%
G & A Allocation - Engineering	96,816	112,846	108,069	117,686	151,077	33,391	28.37%
G & A Allocation - Fire	61,452	78,475	68,059	76,636	80,914	4,278	5.58%
G & A Allocation - PW Corp Yard	197,274	231,432	220,392	240,912	241,860	948	0.39%
G & A Allocation - PW Govt Bldg	23,385	30,894	32,013	33,538	40,475	6,938	20.69%
G & A Allocation - Non Departmental	20,280	24,718	35,370	35,370	22,653	(12,717)	-35.95%
<b>TOTAL</b>	<b>882,832</b>	<b>1,076,128</b>	<b>1,006,914</b>	<b>1,073,819</b>	<b>1,125,021</b>	<b>51,202</b>	<b>4.77%</b>
<b>TRANSFERS IN/(OUT)</b>							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Transfers Out	(119,266)	(55,000)	(55,000)	(159,350)	(157,350)	\$ 2,000	-3.64%
<b>TOTAL</b>	<b>\$ (119,266)</b>	<b>\$ (55,000)</b>	<b>\$ (55,000)</b>	<b>\$ (159,350)</b>	<b>\$ (157,350)</b>	<b>\$ 2,000</b>	<b>-3.64%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,215,452</b>	<b>2,513,546</b>	<b>2,429,432</b>	<b>2,587,117</b>	<b>2,821,155</b>	<b>\$ 234,038</b>	<b>10.07%</b>
Net Surplus/(Deficit)	61,563	(234,546)	(150,432)	(241,277)	(475,315)		
Beginning Unrestricted Net Position	2,177,846	2,177,846	2,239,409	2,088,977	2,088,977		
Ending Unrestricted Net Position	<b>\$ 2,239,409</b>	<b>\$ 1,943,300</b>	<b>\$ 2,088,977</b>	<b>\$ 1,847,700</b>	<b>\$ 1,613,662</b>		
<b>RESERVE</b>							
Policy Reserve Level (25%)	553,863	628,387	607,358	646,779	705,289		
Actual Reserve Level	101%	77%	86%	71%	57%		

**Detail - Water Fund  
Budget Expenditures**



Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
500-4402-4010	Salaries <sup>1</sup> (2.43 FTE)	194,336	271,894	236,300	258,400	246,100	241,000
500-4402-4011	Salaries - Part Time	-	7,525	25,000	20,000	-	-
500-4402-4012	Overtime	7,864	11,289	10,000	11,200	10,500	10,500
500-4402-4013	Standby	7,781	7,891	10,000	7,600	10,000	10,000
500-4402-4100	Benefits <sup>2</sup>	125,721	109,512	123,100	120,000	135,800	133,850
500-4402-4102	Uniform Allowance	-	-	-	1,400	1,400	1,400
500-4402-4210	Contract Services	164,870	92,365	160,000	160,000	160,000	136,850
500-4402-4330	Misc. Supplies / Services	116,132	116,731	150,100	150,100	150,100	161,625
500-4402-4361	Meter Replacement Program	14,756	15,211	21,000	15,000	15,000	21,000
500-4402-4365	Fire Hydrant Replacement Program	12,647	14,094	15,750	3,000	3,000	11,000
500-4402-4366	Backflow Prevention Program	2,707	3,884	4,500	4,500	4,500	4,500
500-4402-4510	Conference & Training	210	3,261	3,500	3,500	3,500	3,500
500-4402-4515	Meetings & Travel	4,343	4,276	6,000	6,000	6,000	6,000
500-4402-4750	Telecommunications	4,957	5,184	6,750	8,400	8,400	8,900
500-4402-4710	Utilities - Gas & Electric	144,236	156,785	196,000	184,000	184,000	254,300
500-4402-4996	Allocated Liability Insurance	11,053	20,487	40,220	40,220	41,250	42,675
500-4402-4997	Allocated Wrkrs Comp Insurance	13,222	15,802	22,400	22,400	22,600	22,700
500-4402-5100	Capital Outlay	4,375	174,213	90,360	90,360	90,360	177,000
500-9971-6100	Infrastructure Lease - Principal	46,556	46,556	51,239	51,239	51,239	35,401
500-9971-6200	Infrastructure Lease - Interest	24,247	24,247	18,321	18,321	18,321	35,401
500-9973-6100	CREBS Solar Panel Lease - Principal	31,024	31,024	31,024	31,024	31,024	31,024
500-9974-6100	Vacuum Truck Lease - Principal	12,596	12,846	13,392	13,392	13,392	13,392
500-9974-6200	Vacuum Truck Lease - Interest	1,490	2,226	691	691	691	691
500-0000-4999	Debt Service - Water Capital	283,817	66,051	146,771	146,771	146,771	176,075
500-0000-4999	Transfer to Capital Project	31,844	119,266	55,000	55,000	159,350	157,350
Total Operation		1,260,784	1,332,620	1,437,418	1,422,518	1,513,298	1,696,134
500-1001-4998	G & A Allocation - City Council	23,590	26,284	30,046	28,036	29,855	34,253
500-1101-4998	G & A Allocation - City Manager	36,740	40,555	46,244	47,444	49,127	48,586
500-1201-4998	G & A Allocation - City Attorney	6,802	5,472	7,465	6,223	6,488	7,751
500-1301-4998	G & A Allocation - City Clerk	20,895	21,602	26,605	26,247	27,264	28,374
500-1401-4998	G & A Allocation - Finance	296,901	334,974	409,046	375,432	393,319	401,670
500-2102-4998	G & A Allocation - Planning	22,280	21,998	27,690	25,643	28,674	27,975
500-2202-4998	G & A Allocation - Building	30,192	32,740	50,667	33,988	34,951	39,432
500-2302-4998	G & A Allocation - Engineering	96,917	96,816	112,846	108,069	117,686	151,077
500-3102-4998	G & A Allocation - Fire	67,300	61,452	78,475	68,059	76,636	80,914
500-4102-4998	G & A Allocation - PW Corp Yard	203,894	197,274	231,432	220,392	240,912	241,860
500-4106-4998	G & A Allocation - PW Govt Bldg	23,910	23,385	30,894	32,013	33,538	40,475
500-0000-4998	G & A Allocation - Non Departmental	21,717	20,280	24,718	35,370	35,370	22,653
Total Department Cost Allocation		851,138	882,832	1,076,128	1,006,914	1,073,819	1,125,021
<b>TOTAL DEPARTMENT</b>		<b>2,111,922</b>	<b>2,215,452</b>	<b>2,513,546</b>	<b>2,429,432</b>	<b>2,587,117</b>	<b>2,821,155</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

# WASTEWATER FUND - COMBINED FINANCIAL REPORTING



DESCRIPTION	2018-19 Actuals	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Inc/(Dec)	% Change
<b>OPERATING REVENUE</b>							
Charges for Services	\$ 3,072,439	\$ 3,015,000	\$ 3,015,000	\$ 3,165,750	\$ 3,165,750	\$ -	0.0%
Other Income	12,518	13,000	13,000	13,000	13,000	-	0.0%
Interest Earnings	55,640	10,000	10,000	10,000	10,000	-	0.0%
<b>TOTAL</b>	<b>\$ 3,140,597</b>	<b>\$ 3,038,000</b>	<b>\$ 3,038,000</b>	<b>\$ 3,188,750</b>	<b>\$ 3,188,750</b>	<b>-</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>							
Salaries & Benefits	\$ 238,287	\$ 272,200	\$ 249,145	\$ 301,400	\$ 296,700	\$ (4,700)	-1.6%
Contracted Services	63,370	135,000	135,000	135,000	195,700	60,700	45.0%
Subregional Expense	1,674,414	1,621,200	1,621,200	1,650,400	1,650,400	-	0.0%
Services & Supplies	50,010	92,000	87,000	87,000	132,475	45,475	52.3%
Training / Meetings / Travels	8,389	11,500	11,500	11,500	12,000	500	4.3%
Telecommunicatons	1,769	3,750	3,800	3,800	4,000	200	5.3%
Utilites	39,146	57,200	57,200	57,200	59,700	2,500	4.4%
Allocated Insurance	23,608	35,850	35,850	37,385	38,285	900	2.4%
Capital Outlay	28,974	72,400	72,400	72,400	68,000	(4,400)	-6.1%
Debt Service	90,117	91,110	91,110	90,003	91,107	1,104	1.2%
<b>TOTAL</b>	<b>2,218,084</b>	<b>2,392,210</b>	<b>2,364,205</b>	<b>2,446,088</b>	<b>2,548,367</b>	<b>102,279</b>	<b>4.2%</b>
<b>OTHER SOURCES/(USES)</b>							
G & A Allocation - City Council	\$ 30,664	\$ 35,054	\$ 32,709	\$ 34,831	\$ 39,962	\$ 7,253	20.8%
G & A Allocation - City Manager	40,555	46,244	47,444	49,127	48,586	1,142	2.3%
G & A Allocation - City Attorney	3,282	4,479	3,734	3,893	4,651	917	23.6%
G & A Allocation - City Clerk	18,901	23,279	22,966	23,856	24,828	1,862	7.8%
G & A Allocation - Finance	325,976	398,282	365,552	382,969	391,099	25,547	6.7%
G & A Allocation - Planning	13,187	16,614	15,386	17,204	16,785	1,400	8.1%
G & A Allocation - Building	32,740	50,667	33,988	34,951	39,432	5,444	15.6%
G & A Allocation - Engineering	79,732	92,932	88,998	96,918	124,417	35,419	36.5%
G & A Allocation - PW Corp Yard	143,848	168,753	160,703	175,665	176,356	15,654	8.9%
G & A Allocation - PW Govt Bldg	23,385	30,894	32,013	33,538	40,475	8,463	25.2%
G & A Allocation - Non Departmental	20,280	24,718	35,370	35,370	22,653	(12,717)	-36.0%
<b>TOTAL</b>	<b>\$ 732,550</b>	<b>\$ 891,916</b>	<b>\$ 838,861</b>	<b>\$ 888,321</b>	<b>\$ 929,243</b>	<b>\$ 40,923</b>	<b>4.6%</b>
<b>TRANSFERS IN/(OUT)</b>							
Transfers In		\$ -	\$ -		\$ 80,000	\$ 80,000	0.0%
Transfers Out	(206,995)	(45,000)	(45,000)	-	(18,000)	(18,000)	40.0%
<b>TOTAL</b>	<b>\$ (206,995)</b>	<b>\$ (45,000)</b>	<b>\$ (45,000)</b>	<b>\$ -</b>	<b>\$ 62,000</b>	<b>107,000</b>	<b>-237.8%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 3,157,629</b>	<b>\$ 3,329,126</b>	<b>\$ 3,248,066</b>	<b>\$ 3,334,409</b>	<b>\$ 3,415,611</b>	<b>\$ 167,545</b>	
Net Surplus/(Deficit)	(17,032)	(291,126)	(210,066)	(145,659)	(226,861)		
Beginning Unrestricted Net Position	1,908,496	1,891,464	1,891,464	1,681,398	1,681,398		
Ending Unrestricted Net Position	<b>1,891,464</b>	<b>1,600,338</b>	<b>1,681,398</b>	<b>1,535,740</b>	<b>1,454,538</b>		
<b>RESERVE</b>							
Policy Reserve Level (25%)	\$ 789,407	\$ 832,282	\$ 812,016	\$ 833,602	\$ 853,903		
Actual Reserve Level	60%	48%	52%	46%	43%		



**Detail - Wastewater Fund**  
**Budget Expenditures**

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget
510-4402-4010	Salaries <sup>1</sup> (1.85 FTE)	132,688	161,435	167,700	153,345	185,500	182,100
510-4402-4012	Overtime	5,214	6,521	10,000	10,000	10,000	10,000
510-4402-4013	Standby	5,775	5,121	10,000	4,800	5,000	5,000
510-4402-4100	Benefits <sup>2</sup>	140,300	65,210	84,500	80,000	99,900	98,600
510-4402-4102	Uniform Allowance	-	-	-	1,000	1,000	1,000
510-4402-4210	Contract Services	25,965	63,370	135,000	135,000	135,000	195,700
510-4502-4210	Subregional - Operation/Maintenance	1,024,400	1,070,514	1,026,700	1,026,700	1,031,160	1,031,160
510-4502-4210	Subregional - Debt Service	570,280	603,900	594,500	594,500	619,240	619,240
510-4402-4330	Misc. Supplies / Services	34,717	49,560	87,000	87,000	87,000	127,475
510-4402-4360	Conservation Rebate Program	959	450	5,000	-	-	5,000
510-4402-4510	Conference & Training	168	5,967	3,000	3,000	3,000	3,500
510-4402-4515	Meetings & Travel	3,795	2,422	8,500	8,500	8,500	8,500
510-4402-4710	Utilities - Gas & Electric	36,294	30,952	50,000	50,000	50,000	52,500
510-4402-4711	Utilities - City	6,064	8,194	7,200	7,200	7,200	7,200
510-4402-4750	Telccommunications	2,158	1,769	3,750	3,800	3,800	4,000
510-4402-4996	Allocated Liability Insurance	5,810	13,284	19,950	19,950	20,385	21,085
510-4402-4997	Allocated Wrkrs Comp Insurance	9,628	10,324	15,900	15,900	17,000	17,200
510-4402-5100	Capital Outlay	21,849	28,974	72,400	72,400	72,400	68,000
510-9971-6100	Infrastrutture Lease - Principal	41,386	41,386	43,418	43,418	45,549	31,470
510-9971-6200	Infrastrutture Lease - Interest	21,554	21,554	19,523	19,523	16,287	31,470
510-9974-6100	Vacuum Truck Lease - Principal	25,186	25,689	26,193	26,193	26,785	26,785
510-9974-6200	Vacuum Truck Lease - Interest	2,976	1,488	1,976	1,976	1,382	1,382
510-0000-4999	Transfer to Sewer CIP	-	206,995	45,000	45,000	-	18,000
Total Operation		2,117,166	2,425,079	2,437,210	2,409,205	2,446,088	2,566,367
510-1001-4998	G & A Allocation - City Council	27,522	30,664	35,054	32,709	34,831	39,962
510-1101-4998	G & A Allocation - City Manager	36,740	40,555	46,244	47,444	49,127	48,586
510-1201-4998	G & A Allocation - City Attorney	4,081	3,282	4,479	3,734	3,893	4,651
510-1301-4998	G & A Allocation - City Clerk	18,283	18,901	23,279	22,966	23,856	24,828
510-1401-4998	G & A Allocation - Finance	291,658	325,976	398,282	365,552	382,969	391,099
510-2102-4998	G & A Allocation - Planning	13,368	13,187	16,614	15,386	17,204	16,785
510-2202-4998	G & A Allocation - Building	30,192	32,740	50,667	33,988	34,951	39,432
510-2302-4998	G & A Allocation - Engineering	79,814	79,732	92,932	88,998	96,918	124,417
510-4102-4998	G & A Allocation - PW Corp Yard	148,673	143,848	168,753	160,703	175,665	176,356
510-4106-4998	G & A Allocation - PW Govt Bldg	23,910	23,385	30,894	32,013	33,538	40,475
510-0000-4998	G & A Allocation - Non Departmental	21,717	20,280	24,718	35,370	35,370	22,653
Total G & A Cost Allocation		695,958	732,550	891,916	838,861	888,321	929,243
<b>TOTAL DEPARTMENT</b>		<b>2,813,124</b>	<b>3,157,629</b>	<b>3,329,126</b>	<b>3,248,066</b>	<b>3,334,409</b>	<b>3,495,611</b>

<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

# STREET LIGHTING ASSESSMENT DISTRICT FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>OPERATING REVENUE</b>								
Special Assessments	\$ 113,780	\$ 143,416	\$ 131,317	\$ 131,317	\$ 122,931	\$ 122,931	\$ -	0%
Other Income	-	-	-	-	-	-	-	0%
Interest Earnings	99	100	100	100	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>\$ 113,879</b>	<b>\$ 143,516</b>	<b>\$ 131,417</b>	<b>\$ 131,417</b>	<b>\$ 122,931</b>	<b>\$ 122,931</b>	<b>\$ -</b>	<b>0%</b>
<b>OPERATING EXPENSES</b>								
Public Works <sup>a</sup>	12,549	13,461	14,750	14,750	15,450	15,450	-	0%
Finance <sup>b</sup>	10,179	11,150	12,000	12,000	12,550	12,550	-	0%
Utilities	96,023	93,095	101,440	101,440	98,000	98,000	-	0%
Non Departmental	1,378	3,800	1,250	4,000	4,000	4,000	-	0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 120,129</b>	<b>\$ 121,506</b>	<b>\$ 129,440</b>	<b>\$ 132,190</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (6,250)</b>	<b>\$ 22,010</b>	<b>\$ 1,977</b>	<b>\$ (773)</b>	<b>\$ (7,070)</b>	<b>\$ (7,070)</b>	<b>\$ -</b>	
Addition/(Use) of Reserves	\$ (6,250)	\$ 22,010	\$ 1,977	\$ (773)	\$ (7,070)	\$ (7,070)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance	(5,896)	(12,146)	9,864	9,864	9,091	9,091		
Estimated Ending Fund Balance	(12,146)	9,864	11,841	9,091	2,022	2,022		

<sup>a</sup> Allocate .10 FTE

<sup>b</sup> Allocate .05 FTE

The Sebastopol Lighting Special Assessment District was formed on May 18, 1981 by the City to cover the costs associated with the operation and maintenance of the citywide streetlight system. This action included adopting Resolution Number 3316 proposing the formation of the Assessment District pursuant to the Landscaping and Lighting Act of 1972. Assessments were levied for Fiscal Years 1981/82; but the Council elected not to collect annual assessment from 1983-1996. Since 1996/97 assessments have been collected on an annual basis. Funds are received from the County via property tax rolls for the exclusive use of paying the operating costs of street lighting within the City of Sebastopol. The assessment is the subject of an annual hearing to review projected costs and setting of the tax levy.

**FY 2020-21**  
**ANNUAL ENGINEER'S REPORT**  
**SEBASTOPOL LIGHTING**  
**SPECIAL ASSESSMENT DISTRICT**

**CITY OF SEBASTOPOL**  
**COUNTY OF SONOMA**  
**STATE OF CALIFORNIA**

**FINAL**

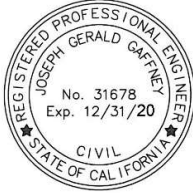
**JUNE 2, 2020**

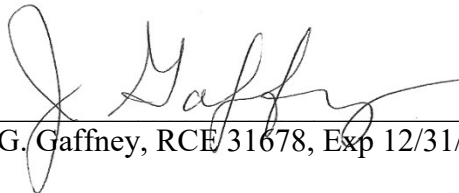
**Prepared By:**

**Joseph G. Gaffney**  
**City Engineer**

**FY 2020-21**  
**SEBASTOPOL LIGHTING SPECIAL ASSESSMENT DISTRICT**  
(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits, as directed by the City Council of the City of Sebastopol on March 17, 2020, the enclosed Engineer's Report on the 21st day of April, 2020.



By:   
Joseph G. Gaffney, RCE 31678, Exp 12/31/20

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was filed with me on the 2nd day of June, 2020.

Lawrence McLaughlin, City Manager, City of Sebastopol, Sonoma County, California

By: 

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Sebastopol California, on the 2nd day of June, 2020.

Lawrence McLaughlin, City Manager, City of Sebastopol, Sonoma County, California

By: 

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Sonoma on the 2nd day of June, 2020.

Lawrence McLaughlin, City Manager, City of Sebastopol, Sonoma County, California

By: 

## **FY 2020-21 ANNUAL ENGINEER'S REPORT**

### **SEBASTOPOL LIGHTING SPECIAL ASSESSMENT DISTRICT**

(Pursuant to the Landscaping & Lighting Act of 1972)

#### **Annual Assessment**

Joseph G. Gaffney, City Engineer, Engineer of Work for the Sebastopol Lighting Special Assessment District, City of Sebastopol, Sonoma County, California, makes this annual Engineer's Report, as directed on March 17, 2020 by the City Council of the City of Sebastopol, pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Sebastopol Lighting Special Assessment District for Fiscal Year 2020-21.

#### **Background**

The Sebastopol Lighting Special Assessment District was formed on May 18, 1981 by the City Council of the City of Sebastopol to cover the costs associated with the operation and maintenance of the citywide streetlight system. This action included adopting Resolution No. 3316 proposing the formation of the Assessment District pursuant to the Landscaping and Lighting Act of 1972. Subsequently, on June 29, 1981, the City Council adopted Resolution No. 3332 approving the formation of the Assessment District and authorizing the levy and collection of assessments. Assessments were levied for FY 1981-82 and FY 1982-83. From FY 1983-84 through FY 1995-96, the City Council elected not to levy and collect annual assessments. Since FY 1996-97 and through FY 2020-21, the assessments have been levied and collected on an annual basis.

Pursuant to the Landscaping and Lighting Act of 1972, an Engineer's Report must be annually prepared and filed for the Assessment District in order to levy and collect assessments on any following fiscal year. For this FY 2020-21 Engineer's Report, new cost estimates for the operation and maintenance of the citywide streetlight system have been developed. No annexations into the Assessment District are proposed for FY 2020-21. The total number of units for FY 2020-21 has decreased from 3,966.5 ESD's to 3,965.5 ESD's.

For FY 2020-21, the proposed annual assessment is \$31.00 per ESD, a reduction from the FY 2019-20 assessment of \$33.14 per ESD. The proposed total FY 2020-21 expenditure of \$130,000.00 will be funded with a combination of the annual assessments and a contribution from the General Fund.

Effects of Proposition 218 (Right to Vote on Taxes Act) - The Sebastopol Lighting Special Assessment District is exempt from the procedural requirements of Article XIID of the California Constitution by virtue of Section 5(a) within Proposition 218. Section 5(a) exempts assessments for the maintenance expenses of streets. Maintenance expenses are defined to include the cost of electrical current. In as much as lights are an integral part of the street, the cost of maintenance of the lights is exempt. Therefore, Proposition 218 procedural requirements do not affect the Sebastopol Lighting Special Assessment District.

## **FY 2020-21 Engineer's Report Format**

This FY 2020-21 Engineer's Report consists of six (6) Parts as follows:

- PART A - Plans** - This portion of the Engineer's Report describes any plans and specifications that may be needed for the installation of streetlight improvements. If plans and specifications exist, they are filed with the City Clerk. Although separately bound, the plans and specifications are part of this Engineer's Report and are included in it by reference.
- PART B - Budget Cost Estimate (Page 6)** – Budget cost estimates associated with the operations and maintenance of the described citywide streetlight improvements. In addition to an overall budget summary, a detailed FY 2020-21 Budget sheet and a FY 2020-21 Summary of Fund Balance sheet are provided.
- PART C - Assessment Roll (Page 9)** – A spreadsheet listing of FY 2020-21 assessments on each benefited parcel of land within the Assessment District. The FY 2020-21 assessment amount is the estimated cost each parcel will contribute towards the operation and maintenance of the citywide streetlight system within the Assessment District for FY 2020-21.
- PART D - Method of Apportionment of Assessment (Page 50)** - A statement of the method used by the Engineer of Work to determine the proposed amount to be assessed against each parcel within the Assessment District.
- PART E - Property Owner's List (Page 52)** - A list of the names and addresses of the owners of real property within this Assessment District, as shown on the last equalized assessment roll for taxes. The Assessor Parcel Number (A.P.N.) for each parcel keys the list to the Assessment Roll shown in Part C.
- PART F - Assessment Diagram (Page 53)** – The Assessment Diagram (map) showing all of the parcels of real property within the Assessment District. The Assessor Parcel Number (A.P.N.) for each parcel keys the property to the Assessment Roll shown in Part C. The A.P.N.'s are shown in the Assessor's Maps available at the County of Sonoma Assessor's Office.

## **PART A**

### **FY 2020-21 PLANS AND SPECIFICATIONS**

The Assessment District is proposing to operate and maintain the citywide streetlight system located in the public rights-of-way. Maintenance may include replacement of damaged facilities and other allowable items per Section 22531 of the California Streets and Highways Code for the life of the Assessment District. Since the Assessment District proposes to operate and maintain street lighting facilities (not to construct new lights), no plans and specifications are associated with FY 2020-21 Engineer's Report.

## PART B

### FY 2020-21 BUDGET COST ESTIMATE SUMMARY

Part B includes the detailed budget expenditures for FY 2020-21 for all the costs associated with the operation and maintenance of the streetlight system and a summary of the fund balance for the Assessment District. The total budget summary for FY 2020-21 for the Sebastopol Lighting Special Assessment District is as follows:

<u>As Filed With City</u>	<u>As Preliminarily Approved April 17, 2020</u>	<u>As Finally Approved At 2020 Public Hearing</u>
\$130,000.00	\$130,000.00	\$130,000.00

The total proposed FY 2020-21 expenditure is \$130,000.00. The total estimated revenue generated from the proposed FY 2020-21 assessments is \$122,931.00. The proposed FY 2020-21 assessment to levy and collect is \$31.00 per ESD.



**SEBASTOPOL LIGHTING  
SPECIAL ASSESSMENT DISTRICT  
2020-21 Lighting Budget**

	<u>2019-20 BUDGET</u>	<u>2019-20 ESTIMATED</u>	<u>2020-21 BUDGET</u>
<b><u>EXPENSES</u></b>			
<b>Utilities</b>	<b>\$101,440</b>	<b>\$101,440</b>	<b>\$98,000</b>
<b>Personnel</b>			
Administration Costs			
City of Sebastopol	\$12,000	\$12,000	\$12,550
Engineering	\$1,000	\$3,750	\$3,750
Public Works	\$14,750	\$14,750	\$15,450
Auditor	\$250	\$250	\$250
<b>TOTAL EXPENSES</b>	<b>\$129,440</b>	<b>\$132,190</b>	<b>\$130,000</b>
<b><u>REVENUES</u></b>			
Contribution from General Fund	\$0	\$0	\$0
Contribution from Reserve Fund	\$0	\$0	\$0
Total Assessments	\$113,780	<b>\$144,066</b>	<b>\$122,931</b>
<b>TOTAL REVENUES</b>	<b>\$131,417</b>	<b>\$144,066</b>	<b>\$122,931</b>
Total Equivalent Single Family Dwelling Units (ESD)	3,965.5	3,966.5	3,965.5
<b>Total Assessment per ESD</b>	<b>\$33.14</b>	<b>\$33.14</b>	<b>\$31.00</b>

**SEBASTOPOL LIGHTING  
SPECIAL ASSESSMENT DISTRICT  
2019-20 Summary of Fund Balance**

	<b>Fiscal Year <u>2020-21</u></b>
<b>Estimated Reserve Fund as of June 30, 2020</b>	<b>\$9,091</b>
<b>Estimated Revenue</b>	<b>\$122,931</b>
<b>General Fund Contribution</b>	<b>\$0</b>
<b>Total Estimated Funds Available</b>	<b>\$132,022</b>
<b>Total Estimated Expenditures</b>	<b>\$130,000</b>
<b>Estimated Reserve Fund Balance at end of Fiscal Year, June 30, 2021</b>	<b>\$2,022</b>

## PART D

### METHOD OF APPORTIONMENT OF ASSESSMENT FOR FY 2020-21

The following is a brief description of the manner that the annual assessment has been apportioned (spread) to each parcel in the Assessment District:

The method of spread utilized equates all parcels within the City of Sebastopol Area to an Equivalent Single Family Dwelling (ESD) unit use, or portion thereof. Each and every property receives a special benefit from the street lights being maintained and energized nightly; by increased driving safety within the City limits, by increased pedestrian safety when traveling at night and by increased personal property safety from the presence of lit areas. The following basic ESD units reflect the relative benefit accruing to parcels of land within the Sebastopol Lighting Special Assessment District:

1.	Vacant parcel	½ unit
2.	Single dwelling parcel	1 unit
3.	Multiple dwelling units parcels	1 unit per dwelling
4.	Commercial parcel with no dwelling units	1 unit
5.	Commercial parcels with dwelling units per dwelling unit	1 unit + 1 unit
6.	Industrial parcel with no dwelling units	1 unit
7.	Industrial parcel with dwelling unit per dwelling unit	1 unit + 1 unit

Once the total number of ESD units is determined for the entire Assessment District, the total number of use units shall be divided into the City's street lighting maintenance budget for FY 2020-21 (see Part B). This will result in the proposed annual assessment per ESD unit for the upcoming fiscal year. The annual assessment per use unit shall be multiplied by the total ESD units established for each parcel, or portion thereof, to determine the proposed total annual assessment for each parcel within the Assessment District (see Part C).

No charges shall be imposed upon a federal, state or local government agency property that does not receive a benefit from street lights, upon a parcel without a dwelling used exclusively for greenbelt or open space, or upon the common area of any planned unit development. By virtue of the fact that this existing Lighting District is exempt from the operation of Proposition 218, Article XIID, Section 5(a), public agency property that was not assessed in previous years shall not require any action to be included in the Assessment District as long as the assessment is not increased. Future increases of assessments would be cause to assess the public properties that would be included in a re-spread of the District. In addition, whenever a railroad, gas, water, or electric utility right-of-way or electric line right-of-way is included within the assessment district, the railroad, gas, water, or electric utility right-of-way or electric line right-of-way shall be subject to charges within the assessment district only if, and to the extent that, it is found that it will benefit from the provision of street lights, and the railroad, gas, water, or electric utility right-of-way or electric line right-of-way shall be subject to the same penalties, and the same procedures and sale, in case of delinquency as other properties within the Assessment District.

In assessing vacant, commercial and industrial properties, the typical method of assessing these parcels within other assessment districts is to assess the land for its highest and best use. Because no dwelling units or industrial commercial developments exist on vacant land, it was felt that the assessment should be reduced to  $\frac{1}{2}$  a unit (see "Vacant Parcels" mentioned above).

## **PART E**

### **FY 2020-21 PROPERTY OWNER'S LIST**

The names and addresses of each of the property owners as shown on the County of Sonoma Assessor's Tax Assessment Roll have been keyed to the special assessment number (Assessor Parcel Number) as shown in Part C, FY 2020-21 Assessment Roll of this Engineer's Report.

## **PART F**

### **FY 2020-21 ASSESSMENT DIAGRAM**

Attached is the Assessment Diagram (Map) for the Assessment District. Please note that the lines and dimensions of each parcel, as well as the distinctive assessment number, are shown on the Assessor's Maps for the City of Sebastopol available at the County of Sonoma Assessor's Office.

# SEBASTOPOL

## LIGHTING SPECIAL ASSESSMENT DISTRICT

### DISTRICT BOUNDARY

— DISTRICT BOUNDARY LINE

#### NOTE:

FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSOR'S PARCEL MAPS FOR THE CITY OF SEBASTOPOL, AVAILABLE AT THE COUNTY OF SONOMA, ASSESSOR'S OFFICE.

**CITY OF SEBASTOPOL**  
**SEBASTOPOL**      **CALIFORNIA**

2020-21 FISCAL YEAR



**RESOLUTION NO. 6296-2020**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING THE ANNUAL ENGINEER'S REPORT, THE ASSESSMENT DIAGRAM AND ANNUAL ASSESSMENTS AND LEVYING THE ASSESSMENT FOR FISCAL YEAR 2020-21  
SEBASTOPOL LIGHTING SPECIAL ASSESSMENT DISTRICT  
(PURSUANT TO THE LIGHTING AND LANDSCAPING ACT OF 1972)**

**WHEREAS**, the City Council ordered the formation of the Assessment District on May 18, 1981 to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

**WHEREAS**, the City Council intends to levy and collect annual assessments for the operation and maintenance of street lights along public rights-of-way within the Sebastopol Lighting Special Assessment District during fiscal year 2020-21. The area of land to be assessed is located in the City of Sebastopol, County of Sonoma; and

**WHEREAS**, the City Council must appoint an Engineer of Work and direct the preparation and filing of an Engineer's Report outlining the proposed budgets, the proposed improvements and/or changes to the Assessment District in order to levy and collect assessments in any following fiscal year; and

**WHEREAS**, pursuant to Section 22622 of the Streets and Highways Code, the City Council on March 17, 2020 appointed Joseph G. Gaffney, City Engineer as the Engineer of Work for the Sebastopol Lighting Special Assessment District, directed the preparation and filing of the annual Engineer's Report describing the potential changes to the Assessment District for fiscal year 2020-21; and

**WHEREAS**, the Engineer of Work subsequently prepared and filed with the City Clerk the annual Engineer's Report for fiscal year 2020-21 as required by the Landscaping and Lighting Act of 1972 on April 21, 2020; and

**WHEREAS**, the annual assessment of \$31.00 per Equivalent Single-Family Dwelling Unit (ESD) is proposed to levy and collect for fiscal year 2020-21; and

**WHEREAS**, notice of the public protest hearing was given by publication according to the Landscaping and Lighting Act of 1972; and

**WHEREAS**, on June 2, 2020, the City Council conducted a public hearing and gave every interested person an opportunity to make a protest to the annual Engineer's Report, either in writing or orally, and the City Council considered each protest; and

**WHEREAS**, the Sebastopol Lighting District is exempt from the procedural requirements of Proposition 218, and per Article XIIID, Section 5(a), the public agency property that was not assessed in previous years does not need to be included in this Assessment District as long as the assessment is not increased.



**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Sebastopol hereby approves and adopts the annual Engineer's Report as prepared and filed, confirms the assessment diagram and annual assessments as set forth in the annual fiscal year 2020-21 Engineer's Report and any amendments incorporated at the City Council's direction and hereby authorizes the levy and collection of the annual assessments set forth in such report for fiscal year 2020-21 and that this resolution is adopted pursuant to Section 22631 of the Streets and Highways Code.

The above and foregoing Resolution was duly passed, approved and adopted at a meeting by the City Council on the 2nd day of June, 2020, by the following vote:

**VOTE:**

- AYES: Councilmembers Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter
- NOES: None
- ABSTAIN: None
- ABSENT: None



APPROVED: \_\_\_\_\_  
Mayor Patrick Slayter



ATTEST: \_\_\_\_\_  
Mary Gourley, Assistant City Manager/City Clerk, MMC



APPROVED AS TO FORM: \_\_\_\_\_  
Larry McLaughlin, City Manager/Attorney

# WOODSTONE ASSESSMENT DISTRICT FUND



DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Adjusted Budget	2019-20 Estimated Actual	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	\$ Incr / (Decr)	% Incr / (Decr)
<b>OPERATING REVENUE</b>								
Special Assessments	\$ 32,344	\$ 33,315	\$ 33,400	\$ 33,400	\$ 33,400	\$ 33,400	\$ -	0.0%
Interest Earnings	212	-	-	-	-	-	-	0.0%
Transfer In	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 32,556</b>	<b>\$ 33,315</b>	<b>\$ 33,400</b>	<b>\$ 33,400</b>	<b>\$ 33,400</b>	<b>\$ 33,400</b>	<b>\$ -</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>								
Principal	20,000	25,000	25,000	25,000	30,000	30,000	-	0.0%
Interest	10,429	8,149	6,868	6,868	6,030	6,030	-	0.0%
Trustee Fees	2,463	3,056	5,000	5,000	5,000	5,000	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 32,892</b>	<b>\$ 36,205</b>	<b>\$ 36,868</b>	<b>\$ 36,868</b>	<b>\$ 41,030</b>	<b>\$ 41,030</b>	<b>\$ -</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (336)</b>	<b>\$ (2,890)</b>	<b>\$ (3,468)</b>	<b>\$ (3,468)</b>	<b>\$ (7,630)</b>	<b>\$ (7,630)</b>	<b>\$ -</b>	
Addition/(Use) of Reserves	\$ (336)	\$ (2,890)	\$ (3,468)	\$ (3,468)	\$ (7,630)	\$ (7,630)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		
Estimated Beginning Fund Balance	\$ 29,143	\$ 28,807		\$ 25,917	\$ 25,675	\$ 25,675		
Estimated Ending Fund Balance	\$ 28,807	\$ 25,917		\$ 25,675	\$ 21,177	\$ 21,177		

The Woodstone Center Assessment District was formed on December 3, 1997 pursuant to the Municipal Improvement Act of 1915, Division 12 of the Streets and Highways Code of the State of California. The bonds were issued to finance construction including street improvements, drainage, streets lights and signalization to the Fairfield Inn (formerly Holiday Inn), and acquisition of certain public improvements specifically benefiting properties located within the boundaries of City Assesment District 1992-1 (Woodstone Center). Assessments to pay debt service are collected on the property tax rolls of parcels located within that district and may not be used for any purpose not specified in the assessment district documentation. The Limited Obligation Improvement Bonds will be paid in full on September 2, 2022.

**5-Year Capital Improvement Program  
City of Sebastopol  
FY 2020-21 to FY 2024-25**



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# Global Summary Report

## City of Sebastopol      FY 2020-21 to FY 2024-25

	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT CATEGORY EXPENDITURES</b>							
1 Bikes, Pedestrians & Safety Projects	15,000	16,500		8,369,875	235,100	501,275	9,122,750
2 CDBG/ADA Projects	300,000	110,000	180,000	120,000			410,000
3 Housing Projects	477,700	486,300					486,300
4 Parks Projects	273,797	443,897	248,000	85,500	12,000	14,000	803,397
5 Paving Projects	146,500	196,500	894,335	344,632	1,283,000		2,718,467
6 Sewer/Wastewater Projects	18,000	18,000	398,500	549,000	762,659	683,400	2,411,559
7 Stormwater Projects			100,000	90,000	65,000	65,000	320,000
8 Water Projects	18,000	157,350		323,300	229,500		710,150
9 Arts Projects	93,000						
<b>TOTALS</b>	<b>1,341,997</b>	<b>1,428,547</b>	<b>1,820,835</b>	<b>9,882,307</b>	<b>2,587,259</b>	<b>1,263,675</b>	<b>16,982,623</b>
<b>PROJECT FUNDING SOURCES</b>							
217 EXTRA Road Maintenance & Rehab (SB1)				77,632	18,457		96,089
120 Tree Replacement Fund		8,000					8,000
002 Grant Other			150,000	8,300,000	42,000	92,000	8,584,000
100 General Fund			100,000	90,000	65,000	65,000	320,000
100 General Fund - Building Facility Reserve	300,000	110,000					110,000
123 Pavement Reserve Fund (OBAG2 Grant)			597,750		597,750		1,195,500
123 Pavement Reserve Fund			52,250	61,000	65,000		178,250
201 Measure M Road Maintenance				57,000	200,000	60,000	317,000
202 Measure M Park Maintenance	19,900	111,000	40,000	42,400			193,400
203 Art-In-Lieu Fund	93,000						
212 Park In-Lieu Fund	98,954	169,954	12,000	12,000	12,000	14,000	219,954
212 Park In-Lieu Fund (Laguna Foundation)	28,000	28,000					28,000
212 Park In-Lieu Fund (Sonoma Co. Open Space Grant)	126,943	126,943					126,943
212 Park-in-Lieu Fund (State Prop 68 Grant)			46,000	31,100			77,100
213 Traffic Impact Fee Fund (TIF)	15,000	66,500	30,000	78,875	127,100	184,275	486,750
216 CDC/CDBG (Grant FY18-19)	135,000	142,600					142,600
216 Community Develop. Block Grant (CDBG)			180,000	120,000			300,000
216 CDC/CDBG (Grants FY19-20)	146,500	146,500					146,500
216 CDC/CDBG (CA state HEAP)	142,700	143,700					143,700
216 CDC/CDBG (Grant Partnership Health-CA)	200,000	200,000					200,000
217 Road Maintenance & Rehab (SB1)			214,335	140,000	467,793	165,000	987,128
501 Water Capital Fund	18,000	157,350		323,300	229,500		710,150
511 Sewer Capital Fund	18,000	18,000	398,500	549,000	762,659	683,400	2,411,559
<b>TOTALS</b>	<b>1,341,997</b>	<b>1,428,547</b>	<b>1,820,835</b>	<b>9,882,307</b>	<b>2,587,259</b>	<b>1,263,675</b>	<b>16,982,623</b>

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### Bikes, Pedestrians & Safety Projects

		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0102-3.30	Bike Lanes Striping & Signs on Bodega				69,875			69,875
0113-16.00	Bike Paths Bodega/Ragle City Line						409,275	409,275
0117-74.04	Bodega/Florence Crosswalk & Safety Improvements					100,300		100,300
0119-74.06	Bodega/Robinson Crosswalk & Safety Improvements					42,800		42,800
0124-93.00	Traffic Corridor Safety Study Phase-2: SR 116 Throughout City	15,000	16,500					16,500
0125-20.01	Ragle Road west side bicycles and pedestrian access				8,300,000			8,300,000
0128-20.11	S Main St & Burnett St flashing Lights Crosswalk					92,000		92,000
0129-20.12	Gravenstein Hwy S & Fellers Ln Flashing Lights Protected Crosswalk						92,000	92,000
		15,000	16,500		8,369,875	235,100	501,275	9,122,750
<b>PROJECT FUNDING SOURCES</b>								
002	Grant Other				8,300,000	42,000	92,000	8,434,000
201	Measure M Road Maintenance						60,000	60,000
213	Traffic Impact Fee Fund (TIF)	15,000	16,500		69,875	118,100	184,275	388,750
217	Road Maintenance & Rehab (SB1)					75,000	165,000	240,000
		15,000	16,500	0	8,369,875	235,100	501,275	9,122,750

# Bike Lanes Striping & Signs on Bodega

**Project No:** 0102-3.30

**Category:** Bikes, Pedestrians & Safety Projects

**Project Location:** Bodega Avenue



**DESCRIPTION:** Local Bike Lanes: (Eng Bikes) Bicycle lanes striping & signs Bodega Avenue

**JUSTIFICATION:** Bodega Avenue is the last City street to get striping and markings for Bicycle Lanes. This is part of the greater "Bodega Corridor Project" and will be done once repaving is complete.

**COUNCIL GOALS AND PRIORITIES:** Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction				65,000			65,000
9002 - Project Management				1,625			1,625
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering				3,250			3,250
<b>EXPENDITURE TOTALS</b>				69,875			69,875
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)		0	0	69,875	0		69,875
<b>FUNDING TOTALS</b>		0	0	69,875	0		69,875





# Bike Paths Bodega/Ragle City Line

**Project No:** 0113-16.00

**Category:** Bikes, Pedestrians & Safety Projects

**Project Location:** Bodega/Ragle



**DESCRIPTION:** Class 1 Bike Paths: (Eng Bikes) Bodega/Ragle City Line

**JUSTIFICATION:** Listed in the General Plan

**COUNCIL GOALS AND PRIORITIES:** Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction						382,500	382,500
9002 - Project Management						3,825	3,825
9003 - Professional Services						19,125	19,125
9004 - Property Purchases						0	0
9005 - Design/Inspection/Engineering						3,825	3,825
<b>EXPENDITURE TOTALS</b>						409,275	409,275
FUNDING SOURCES							
002-Grant Other						50,000	50,000
201-Measure M Road Maintenance						60,000	60,000
213-Traffic Impact Fee Fund (TIF)		0				159,275	159,275
217-Road Maintenance & Rehab (SB1)						140,000	140,000
<b>FUNDING TOTALS</b>		0				409,275	409,275

# Bodega/Florence Crosswalk & Safety Improvements

**Project No:** 0117-74.04

**Category:** Bikes, Pedestrians & Safety Projects

**Project Location:** Florence Avenue Intersection



**DESCRIPTION:** Bodega Safety Project: (Eng CI&G) Bodega/Florence Crosswalk and Safety Improvements

**JUSTIFICATION:** The City had a Safety Corridor Study done for the portion of Bodega Avenue owned by the City (Junction with South Main Street to the western City boundary at the Atascadero Creek bridge). The study identified improvements that could be put in place at five intersections along Bodega Avenue. This item is for the Florence Avenue intersection.

**COUNCIL GOALS AND PRIORITIES:** Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction					98,300		98,300
9002 - Project Management					1,000		1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering					1,000		1,000
<b>EXPENDITURE TOTALS</b>					100,300		100,300
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)					75,300		75,300
217-Road Maintenance & Rehab (SB1)					25,000		25,000
<b>FUNDING TOTALS</b>					100,300		100,300

# Bodega/Robinson Crosswalk & Safety Improvements

**Project No:** 0119-74.06

**Category:** Bikes, Pedestrians & Safety Projects

**Project Location:** Robinson Road



**DESCRIPTION:** Bodega Safety: (Eng CI&G) Bodega/Robinson Crosswalk and Safety Improvements

**JUSTIFICATION:** The City had a Safety Corridor Study done for the portion of Bodega Avenue owned by the City (Junction with South Main Street to the western City boundary at the Atascadero Creek bridge). The study identified improvements that could be put in place at five intersections along Bodega Avenue. This item is for the Robinson Road intersection.

**COUNCIL GOALS AND PRIORITIES:** Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction					41,800		41,800
9002 - Project Management					500		500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering					500		500
<b>EXPENDITURE TOTALS</b>					42,800		42,800
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)					17,800		17,800
217-Road Maintenance & Rehab (SB1)					25,000		25,000
<b>FUNDING TOTALS</b>					42,800		42,800

# Traffic Corridor Safety Study Phase-2: SR 116 Throughout City

**Project No:** 0124-93.00

**Category:** Bikes, Pedestrians & Safety Projects

**Project Location:** Citywide



**DESCRIPTION:** Traffic Corridor Safety Study Phase-2: SR 116 throughout city

**JUSTIFICATION:** Council directed staff to have a Corridor Safety Study done for SR 116 through the length of the City. Phase 2 is design and cost estimates; the scope and final cost will depend on how much effort is needed based on the Phase 1 conclusions.

**COUNCIL GOALS AND PRIORITIES:** Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City.

EXPENDITURES						PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	
9001 - Construction						0
9002 - Project Management						0
9003 - Professional Services	15,000	16,500				16,500
9004 - Property Purchases						0
9005 - Design/Inspection/Engineering						0
<b>EXPENDITURE TOTALS</b>	15,000	16,500				16,500
<b>FUNDING SOURCES</b>						
213-Traffic Impact Fee Fund (TIF)	15,000	16,500				16,500
<b>FUNDING TOTALS</b>	15,000	16,500				16,500

# Ragle Road west side bicycles and pedestrian access

**Project No:** 0125-20.01

**Category:** Bikes, Pedestrians & Safety Projects

**Project Location:** Ragle Road



*Working on it!*

**DESCRIPTION:** Provide bicycle lanes and sidewalks/pedestrian paths on Ragle Road between Mill Station Road and Bodega Avenue. Joint City/County endeavor!

**JUSTIFICATION:** Listed as a regional project with SCTA/Measure M Plan, MTC, and CTC

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction				8,300,000			8,300,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>				8,300,000			8,300,000
<b>FUNDING SOURCES</b>							
002-Grant Other				8,300,000			8,300,000
<b>FUNDING TOTALS</b>				8,300,000			8,300,000

# S Main St & Burnett St flashing Lights Crosswalk

**Project No:** 0128-20.11

**Category:** Bikes, Pedestrians & Safety Projects

**Project Location:** S Main & Burnett Streets



*Working on it!*

**DESCRIPTION:** Install a flashing light protected crosswalk at the intersection of S Main & Burnett Streets

**JUSTIFICATION:** SR 116 Traffic Corridor Safety Study; intersection meets warrant threshold for RRFB

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction					85,000		85,000
9002 - Project Management					1,000		1,000
9003 - Professional Services					5,000		5,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering					1,000		1,000
<b>EXPENDITURE TOTALS</b>					92,000		92,000
FUNDING SOURCES							
002-Grant Other					42,000		42,000
213-Traffic Impact Fee Fund (TIF)					25,000		25,000
217-Road Maintenance & Rehab (SB1)					25,000		25,000
<b>FUNDING TOTALS</b>					92,000		92,000

# Gravenstein Hwy S & Fellers Ln Flashing Lights Protected Crosswalk

**Project No:** 0129-20.12

**Category:** Bikes, Pedestrians & Safety Projects

**Project Location:** Gravenstein S & Fellers Ln



*Working on it!*

**DESCRIPTION:** Install flashing lights protected crosswalk at Gravenstein S and Fellers Lane

**JUSTIFICATION:** SR 116 Traffic Corridor Safety Study; exceeds warrant threshold for RRFB

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction						85,000	85,000
9002 - Project Management						1,000	1,000
9003 - Professional Services						5,000	5,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering						1,000	1,000
<b>EXPENDITURE TOTALS</b>						92,000	92,000
FUNDING SOURCES							
002-Grant Other					0	42,000	42,000
213-Traffic Impact Fee Fund (TIF)						25,000	25,000
217-Road Maintenance & Rehab (SB1)						25,000	25,000
<b>FUNDING TOTALS</b>					0	92,000	92,000

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### CDBG/ADA Projects

		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0212-97.00	Upgrade/Rehab: Community Center	300,000	110,000					110,000
0213-20.05	Youth Annex ADA upgrades			180,000				180,000
0214-20.07	City Hall ADA upgrades				120,000			120,000
		300,000	110,000	180,000	120,000			410,000
<b>PROJECT FUNDING SOURCES</b>								
100	General Fund - Building Facility Reserve	300,000	110,000					110,000
216	Community Develop. Block Grant (CDBG)			180,000	120,000			300,000
		300,000	110,000	180,000	120,000			410,000



# Upgrade/Rehab: Community Center

**Project No:** 0212-97.00

**Category:** CDBG/ADA Projects

**Project Location:** Community Center



**DESCRIPTION:** Sebastopol Cultural & Community Center (SCCC) Renovations & Upgrade

**JUSTIFICATION:** SCCC was damaged in the 2019 flooding and requires numerous repairs.

**COUNCIL GOALS AND PRIORITIES:** Develop a maintenance plan for each city building.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction	300,000	104,000					104,000
9002 - Project Management		3,000					3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering		3,000					3,000
<b>EXPENDITURE TOTALS</b>	<b>300,000</b>	<b>110,000</b>					<b>110,000</b>
<b>FUNDING SOURCES</b>							
100-General Fund - Building Facility Reserve	300,000	110,000					110,000
<b>FUNDING TOTALS</b>	<b>300,000</b>	<b>110,000</b>					<b>110,000</b>

# Youth Annex ADA upgrades

**Project No:** 0213-20.05

**Category:** CDBG/ADA Projects

**Project** Youth Annex ADA upgrades

**Location:**



**DESCRIPTION:** ADA upgrades to the Youth Annex Building

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			162,600				162,600
9002 - Project Management			3,600				3,600
9003 - Professional Services			12,000				12,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			1,800				1,800
<b>EXPENDITURE TOTALS</b>			180,000				180,000
<b>FUNDING SOURCES</b>							
216-Community Develop. Block Grant (CDBG)			180,000				180,000
<b>FUNDING TOTALS</b>			180,000				180,000

# City Hall ADA upgrades

**Project No:** 0214-20.07

**Category:** CDBG/ADA Projects

**Project Location:** City Hall

**Location:**



**DESCRIPTION:** ADA Upgrades to City Hall

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction				108,400			108,400
9002 - Project Management				2,400			2,400
9003 - Professional Services				8,000			8,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering				1,200			1,200
<b>EXPENDITURE TOTALS</b>				120,000			120,000
FUNDING SOURCES							
216-Community Develop. Block Grant (CDBG)				120,000			120,000
<b>FUNDING TOTALS</b>				120,000			120,000

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### Housing Projects

		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0302-47.00	Park Village: Building Renovations 2 Apartments	335,000	342,600					342,600
0303-98.00	Park Village: Two New RV Pads	142,700	143,700					143,700
		477,700	486,300					486,300
<b>PROJECT FUNDING SOURCES</b>								
216	CDC/CDBG (Grant FY18-19)	135,000	142,600					142,600
216	CDC/CDBG (CA state HEAP)	142,700	143,700					143,700
216	CDC/CDBG (Grant Partnership Health-CA)	200,000	200,000					200,000
		477,700	486,300					486,300

## Park Village: Building Renovations 2 Apartments

**Project No:** 0302-47.00

**Category:** Housing Projects

**Project Location:** Park Village



**DESCRIPTION:** Park Village: Building renovation to two apartments

**JUSTIFICATION:** The City has solicited, and is nearly certain of approval, of a grant from CDBG for renovating two Park Village apartments.

**COUNCIL GOALS AND PRIORITIES:** Engage in outreach to under-served communities to include in community processes.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction	335,000	335,000					335,000
9002 - Project Management		3,800					3,800
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering		3,800					3,800
<b>EXPENDITURE TOTALS</b>	335,000	342,600					342,600
<b>FUNDING SOURCES</b>							
216-CDC/CDBG (Grant FY18-19)	135,000	142,600					142,600
216-CDC/CDBG (Grant Partnership Health-CA)	200,000	200,000					200,000
<b>FUNDING TOTALS</b>	335,000	342,600					342,600

# Park Village: Two New RV Pads

**Project No:** 0303-98.00  
**Category:** Housing Projects  
**Project Location:** Park Village



**DESCRIPTION:** Park Village: Build two new pads with utilities for RV housing.

**JUSTIFICATION:** The city has solicited, and is nearly certain of approval, of grant funds for this work.

**COUNCIL GOALS AND PRIORITIES:** Engage in outreach to under-served communities to include in community processes.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction	142,700	142,700					142,700
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering		1,000					1,000
<b>EXPENDITURE TOTALS</b>	142,700	143,700					143,700
<b>FUNDING SOURCES</b>							
216-CDC/CDBG (CA state HEAP)	142,700	143,700					143,700
<b>FUNDING TOTALS</b>	142,700	143,700					143,700

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### Parks Projects

		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0407-59.00	Ives & Libby Parks: Remove & Replace Trees		8,000					8,000
0409-61.00	All Parks: Tree Substitution (Streets)		10,000	12,000	12,000	12,000	14,000	60,000
0411-73.00	Laguna Preserve: AmeriCorps Trail Extension Project	253,897	253,897					253,897
0413-78.00	Burbank Farm: Public Restroom Facility			40,000	35,000			75,000
0416-95.00	Ives Park: Pathway Replacement and ADA Upgrade	19,900	100,000	150,000				250,000
0417-96.00	ADA: Ives Pool Exterior Shower			46,000	38,500			84,500
0418-20.06	Brookhaven Tennis Courts Repairs		31,500					31,500
0420-20.08	Calder Creek stream bed naturalization through Ives Park		30,000					30,000
0421-20.16	Ives Park Sculpture Garden		5,500					5,500
0423-20.10	Trail connection from Tomodachi Park to the west property line		5,000					5,000
		273,797	443,897	248,000	85,500	12,000	14,000	803,397
<b>PROJECT FUNDING SOURCES</b>								
120	Tree Replacement Fund		8,000					8,000
002	Grant Other			150,000				150,000
202	Measure M Park Maintenance	19,900	111,000	40,000	42,400			193,400
212	Park In-Lieu Fund	98,954	169,954	12,000	12,000	12,000	14,000	219,954
212	Park In-Lieu Fund (Laguna Foundation)	28,000	28,000					28,000
212	Park In-Lieu Fund (Sonoma Co. Open Space Grant)	126,943	126,943					126,943
212	Park-in-Lieu Fund (State Prop 68 Grant)			46,000	31,100			77,100
		273,797	443,897	248,000	85,500	12,000	14,000	803,397



# Ives & Libby Parks: Remove & Replace Trees

**Project No:** 0407-59.00

**Category:** Parks Projects

**Project Location:** Ives & Libby Parks



**DESCRIPTION:** Remove and replace trees

Estimated Cost: \$24,000

Previous Expenditures: \$12,000

Carryover: \$12,000 to be spent in FY 2019-20

**JUSTIFICATION:** City trees require periodic rejuvenation/replacement.

**COUNCIL GOALS AND PRIORITIES:** Support a vibrant, attractive and accessible Downtown that attracts residents and visitors, thereby creating a visible sales tax base.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction		8,000					8,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		8,000					8,000
<b>FUNDING SOURCES</b>							
120-Tree Replacement Fund		8,000					8,000
<b>FUNDING TOTALS</b>		8,000					8,000



# All Parks: Tree Substitution (Streets)

**Project No:** 0409-61.00

**Category:** Parks Projects

**Project Location:** Citywide Parks



**DESCRIPTION:** Tree substitution:

Estimated Cost: \$140,000

Previous Expenditures: \$15,000

Carryover: \$125,000

**JUSTIFICATION:** Numerous trees scattered along City streets and parks have become much less attractive in appearance over time, particularly many pear trees. Those trees identified by the staff (with concurrence by the City Arborist) will be replaced.

**COUNCIL GOALS AND PRIORITIES:** Support a vibrant, attractive and accessible Downtown that attracts residents and visitors, thereby creating a visible sales tax base.

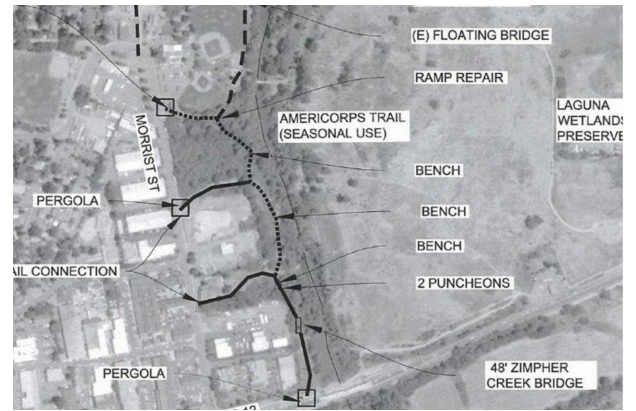
EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction		10,000	12,000	12,000	12,000	14,000	60,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		10,000	12,000	12,000	12,000	14,000	60,000
FUNDING SOURCES							
212-Park In-Lieu Fund		10,000	12,000	12,000	12,000	14,000	60,000
<b>FUNDING TOTALS</b>		10,000	12,000	12,000	12,000	14,000	60,000

# Laguna Preserve: AmeriCorps Trail Extension Project

**Project No:** 0411-73.00

**Category:** Parks Projects

**Project Location:** Laguna Wetlands Preserve from the Sebastopol Lift



**DESCRIPTION:** AmeriCorps Trail Extension Project

**JUSTIFICATION:** Design, permitting, bidding, and construction of the AmeriCorps Trail in the Laguna Wetlands Preserve from the Sebastopol Lift Station to Sebastopol Avenue closes the "critical" missing link in the Laguna Preserve trails system. Tasks include extending the trail, a pedestrian bridge at Zimpher Creek, improvements to the current trail segments, addition of some benches, addition of trail signs, and an entry arbor behind the lift station. This project would implement several components of the Laguna Preserve Management Plan. A Grant application is in preparation to solicit funding for this project.

**COUNCIL GOALS AND PRIORITIES:** Provide, develop and preserve clean, well-maintained and accessible streets and sidewalks, facilities, amenities, parks recreational facilities that are accessible to all.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction	253,897	253,897					253,897
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	<b>253,897</b>	<b>253,897</b>					<b>253,897</b>
FUNDING SOURCES							
212-Park In-Lieu Fund	98,954	98,954					98,954
212-Park In-Lieu Fund (Laguna Foundation)	28,000	28,000					28,000
212-Park In-Lieu Fund (Sonoma Co. Open Space Grant)	126,943	126,943					126,943
<b>FUNDING TOTALS</b>	<b>253,897</b>	<b>253,897</b>					<b>253,897</b>

# Burbank Farm: Public Restroom Facility

**Project No:** 0413-78.00

**Category:** Parks Projects

**Project Location:** Burbank Farm



**DESCRIPTION:** Public Restroom facility at Burbank Farm

**JUSTIFICATION:** The Burbank Farm group of volunteers has asked the City to fund a new bathroom at the park. The City would pay for materials and the group would volunteer the labor. Given that the actual work is going to be done by volunteers, the project is spread over two years.

**COUNCIL GOALS AND PRIORITIES:** Provide, develop and preserve clean, well-maintained and accessible streets and sidewalks, facilities, amenities, parks recreational facilities that are accessible to all.

EXPENDITURES						PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	
9001 - Construction			40,000	35,000		75,000
9002 - Project Management						0
9003 - Professional Services						0
9004 - Property Purchases						0
9005 - Design/Inspection/Engineering						0
<b>EXPENDITURE TOTALS</b>			40,000	35,000		75,000
<b>FUNDING SOURCES</b>						
202-Measure M Park Maintenance			40,000	35,000		75,000
<b>FUNDING TOTALS</b>			40,000	35,000		75,000

# Ives Park: Pathway Replacement and ADA Upgrade

**Project No:** 0416-95.00

**Category:** Parks Projects

**Project Location:** Ives Park



**DESCRIPTION:** Ives Park paved access pathways

**JUSTIFICATION:** Several paved sections used for access particularly for music events are in need of replacement.

**COUNCIL GOALS AND PRIORITIES:** Provide, develop, and preserve clean well-maintained and accessible streets and sidewalks, facilities, amenities, parks recreational facilities that are accessible to all.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction		98,000	150,000				248,000
9002 - Project Management		1,000					1,000
9003 - Professional Services	19,900						0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering		1,000					1,000
<b>EXPENDITURE TOTALS</b>	19,900	100,000	150,000				250,000
FUNDING SOURCES							
002-Grant Other			150,000				150,000
202-Measure M Park Maintenance	19,900	79,500	0				79,500
212-Park In-Lieu Fund		20,500					20,500
<b>FUNDING TOTALS</b>	19,900	100,000	150,000				250,000

# ADA: Ives Pool Exterior Shower

**Project No:** 0417-96.00

**Category:** Parks Projects

**Project** Ives Pool

**Location:**



**DESCRIPTION:** Ives Pool exterior shower

**JUSTIFICATION:** During the recent bath house ADA renovation, and expansion, in order to help with reduced facilities a temporary exterior shower was put in. That version has proved so popular there has been a huge demand for a permanent version.

**COUNCIL GOALS AND PRIORITIES:** Provide, develop, and preserve clean, well-maintained and accessible streets and sidewalks, facilities, amenities, parks recreational facilities that are accessible to all.

EXPENDITURES						PROJECT TOTAL	
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24		2024-25
9001 - Construction			40,000	35,000			75,000
9002 - Project Management			500	500			1,000
9003 - Professional Services			5,000	2,500			7,500
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			500	500			1,000
<b>EXPENDITURE TOTALS</b>			46,000	38,500			84,500
<b>FUNDING SOURCES</b>							
202-Measure M Park Maintenance	0	0		7,400			7,400
212-Park-in-Lieu Fund (State Prop 68 Grant)			46,000	31,100			77,100
<b>FUNDING TOTALS</b>	0	0	46,000	38,500			84,500

# Brookhaven Tennis Courts Repairs

**Project No:** 0418-20.06

**Category:** Parks Projects

**Project Location:** Brookhaven Park



*Working on it!*

**DESCRIPTION:** Resurface three tennis courts at Brookhaven Park

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction		30,000					30,000
9002 - Project Management		750					750
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering		750					750
<b>EXPENDITURE TOTALS</b>		<b>31,500</b>					<b>31,500</b>
<b>FUNDING SOURCES</b>							
202-Measure M Park Maintenance		31,500					31,500
<b>FUNDING TOTALS</b>		<b>31,500</b>					<b>31,500</b>



# Calder Creek stream bed naturalization through Ives Park

**Project No:** 0420-20.08  
**Category:** Parks Projects  
**Project Location:** Ives Park



*Working on it!*

**DESCRIPTION:** Through Ives Park, Calder Creek currently is a stormwater drainage ditch. The desired goal is to naturalize the Calder Creek stream bed as it traverses Ives Park

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services		30,000					30,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		30,000					30,000
<b>FUNDING SOURCES</b>							
212-Park In-Lieu Fund		30,000					30,000
<b>FUNDING TOTALS</b>		30,000					30,000

# Ives Park Sculpture Garden

**Project No:** 0421-20.16

**Category:** Parks Projects

**Project Location:** Ives Park



*Working on it!*

**DESCRIPTION:** Construct infrastructure to host a sculpture garden within Ives Park

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction		5,500					5,500
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		5,500					5,500
<b>FUNDING SOURCES</b>							
212-Park In-Lieu Fund		5,500					5,500
<b>FUNDING TOTALS</b>		5,500					5,500



# Trail connection from Tomodachi Park to the west property line

**Project No:** 0423-20.10  
**Category:** Parks Projects  
**Project Location:** Tomodachi Park next to Park Village



*Working on it!*

**DESCRIPTION:** Provide a trail connecting Tomodachi Park to the Rodota Trail extension to the Laguna Preserve which runs along the property west border

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services		5,000					5,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		5,000					5,000
<b>FUNDING SOURCES</b>							
212-Park In-Lieu Fund		5,000					5,000
<b>FUNDING TOTALS</b>		5,000					5,000

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### Paving Projects

		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0502-14.00	Huntly Square: Possible City Portion Sidewalk Gap Closure			158,000				158,000
0503-15.00	Golden Ridge to Pleasant Hill Sidewalk Balance			258,000				258,000
0507-62.00	2024 Allocation Pavement Repairs					209,000		209,000
0510-74.01	Sidewalk Nelson to Robinson			153,000				153,000
0511-74.02	Bodega Road Widening North Side			119,335				119,335
0512-74.08	Repave Bodega High to Jewell				268,632			268,632
0513-74.09	Repave Bodega Jewell to Pleasant Hill					1,074,000		1,074,000
0514-74.10	Bodega Avenue Shoulder at the Cemetery			206,000	76,000			282,000
0516-85.00	Bodega Corridor Preliminary Plan & Design	146,500	196,500					196,500
		146,500	196,500	894,335	344,632	1,283,000		2,718,467
<b>PROJECT FUNDING SOURCES</b>								
217	EXTRA Road Maintenance & Rehab (SB1)				77,632	18,457		96,089
123	Pavement Reserve Fund (OBAG2 Grant)			597,750		597,750		1,195,500
123	Pavement Reserve Fund			52,250	61,000	65,000		178,250
201	Measure M Road Maintenance				57,000	200,000		257,000
213	Traffic Impact Fee Fund (TIF)		50,000	30,000	9,000	9,000		98,000
216	CDC/CDBG (Grants FY19-20)	146,500	146,500					146,500
217	Road Maintenance & Rehab (SB1)			214,335	140,000	392,793		747,128
		146,500	196,500	894,335	344,632	1,283,000		2,718,467

# Huntly Square: Possible City Portion Sidewalk Gap Closure

**Project No:** 0502-14.00  
**Category:** Paving Projects  
**Project Location:** Bodega Corridor



**DESCRIPTION:** Bodega Avenue Sidewalk Gap Closure near Virginia Avenue

**JUSTIFICATION:** There are several "sidewalk gaps" along Bodega Avenue which prohibit safe pedestrian access along the highway.

**COUNCIL GOALS AND PRIORITIES:** To be established to provide connectability to the entire community and maintain efforts to eliminate gaps in sidewalks to improve pedestrian amenities.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			150,000				150,000
9002 - Project Management			2,000				2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			6,000				6,000
<b>EXPENDITURE TOTALS</b>			158,000				158,000
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)			8,000				8,000
217-Road Maintenance & Rehab (SB1)			150,000				150,000
<b>FUNDING TOTALS</b>			158,000				158,000

# Golden Ridge to Pleasant Hill Sidewalk Balance

**Project No:** 0503-15.00  
**Category:** Paving Projects  
**Project Location:** Bodega Corridor



**DESCRIPTION:** Bodega Avenue Sidewalk Gap closure between Golden Ridge and Pleasant Hill

**JUSTIFICATION:** There are several "sidewalk gaps" along Bodega Avenue which prohibit safe pedestrian access along the highway.

**COUNCIL GOALS AND PRIORITIES:** To be established to provide connectability to the entire community and maintain efforts to eliminate gaps in sidewalks to improve pedestrian amenities.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			250,000				250,000
9002 - Project Management			3,000				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			5,000				5,000
<b>EXPENDITURE TOTALS</b>			258,000				258,000
FUNDING SOURCES							
123-Pavement Reserve Fund			52,250				52,250
123-Pavement Reserve Fund (OBAG2 Grant)			197,750				197,750
213-Traffic Impact Fee Fund (TIF)			8,000				8,000
<b>FUNDING TOTALS</b>			258,000				258,000

# 2024 Allocation Pavement Repairs

**Project No:** 0507-62.00

**Category:** Paving Projects

**Project Location:** Citywide



**DESCRIPTION:** Pavement Repair 2024: 2021 allocation pavement repairs

**JUSTIFICATION:** The city periodically performs pavement repair and pavement preservation for a section of streets

**COUNCIL GOALS AND PRIORITIES:** Review the City's Pavement Management Plan and develop long-term rehabilitation plans based on expected funded levels.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction					200,000		200,000
9002 - Project Management					3,000		3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering					6,000		6,000
<b>EXPENDITURE TOTALS</b>					209,000		209,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund					65,000		65,000
201-Measure M Road Maintenance					60,000		60,000
213-Traffic Impact Fee Fund (TIF)					9,000		9,000
217-Road Maintenance & Rehab (SB1)					75,000		75,000
<b>FUNDING TOTALS</b>					209,000		209,000

# Sidewalk Nelson to Robinson

**Project No:** 0510-74.01

**Category:** Paving Projects

**Project Location:** Bodega Corridor



**DESCRIPTION:** Bodega Avenue Sidewalk Gap closure between Nelson and Robinson

**JUSTIFICATION:** There are several "sidewalk gaps" along Bodega Avenue which prohibit safe pedestrian access along the highway.

**COUNCIL GOALS AND PRIORITIES:** To be established to provide connectability to the entire community and maintain efforts to eliminate gaps in sidewalks to improve pedestrian amenities.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			150,000				150,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			3,000				3,000
<b>EXPENDITURE TOTALS</b>			153,000				153,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund (OBAG2 Grant)			100,000				100,000
213-Traffic Impact Fee Fund (TIF)			3,000				3,000
217-Road Maintenance & Rehab (SB1)			50,000				50,000
<b>FUNDING TOTALS</b>			153,000				153,000

# Bodega Road Widening North Side

**Project No:** 0511-74.02

**Category:** Paving Projects

**Project Location:** Bodega Corridor



**DESCRIPTION:** Bodega Safety: Bodega Road widening north side

**JUSTIFICATION:** Bodega Avenue requires widening to current standards prior to repaving.

**COUNCIL GOALS AND PRIORITIES:** Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			114,335				114,335
9002 - Project Management			2,000				2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			3,000				3,000
<b>EXPENDITURE TOTALS</b>			119,335				119,335
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund (OBAG2 Grant)			100,000				100,000
213-Traffic Impact Fee Fund (TIF)			5,000				5,000
217-Road Maintenance & Rehab (SB1)			14,335				14,335
<b>FUNDING TOTALS</b>			119,335				119,335



# Repave Bodega High to Jewell

**Project No:** 0512-74.08

**Category:** Paving Projects

**Project Location:** Bodega Corridor



**DESCRIPTION:** Bodega Safety: Repave Bodega High to Jewell

**JUSTIFICATION:** Bodega Avenue paving is deteriorated and needs replacement.

**COUNCIL GOALS AND PRIORITIES:** Review the City's Pavement Management Plan and develop long-term rehabilitation plans based on expected funded levels.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction				259,632			259,632
9002 - Project Management				3,000			3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering				6,000			6,000
<b>EXPENDITURE TOTALS</b>				268,632			268,632
FUNDING SOURCES							
201-Measure M Road Maintenance		0		57,000			57,000
213-Traffic Impact Fee Fund (TIF)				9,000			9,000
217-EXTRA Road Maintenance & Rehab (SB1)				77,632			77,632
217-Road Maintenance & Rehab (SB1)		0		125,000			125,000
<b>FUNDING TOTALS</b>		0		268,632			268,632



# Repave Bodega Jewell to Pleasant Hill

**Project No:** 0513-74.09

**Category:** Paving Projects

**Project Location:** Bodega Corridor



**DESCRIPTION:** Bodega Safety: Repave Bodega Jewell to Pleasant Hill

**JUSTIFICATION:** Bodega Avenue paving is deteriorated and needs replacement.

**COUNCIL GOALS AND PRIORITIES:** Review the City's Pavement Management Plan and develop long-term rehabilitation plans based on expected funded levels.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction					1,050,000		1,050,000
9002 - Project Management					8,000		8,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering					16,000		16,000
<b>EXPENDITURE TOTALS</b>					1,074,000		1,074,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund (OBAG2 Grant)					597,750		597,750
201-Measure M Road Maintenance		0	0		140,000		140,000
217-EXTRA Road Maintenance & Rehab (SB1)					18,457		18,457
217-Road Maintenance & Rehab (SB1)					177,793		177,793
217-Road Maintenance & Rehab (SB1)		0			140,000		140,000
<b>FUNDING TOTALS</b>		0	0		1,074,000		1,074,000

# Bodega Avenue Shoulder at the Cemetery

**Project No:** 0514-74.10

**Category:** Paving Projects

**Project Location:** Bodega Corridor



**DESCRIPTION:** Bodega Safety: Bodega Avenue Shoulder at the Cemetery

**JUSTIFICATION:** The Bodega Avenue shoulder along the south side near the cemetery is sub-standard and requires upgrade to current standards.

**COUNCIL GOALS AND PRIORITIES:** Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City.

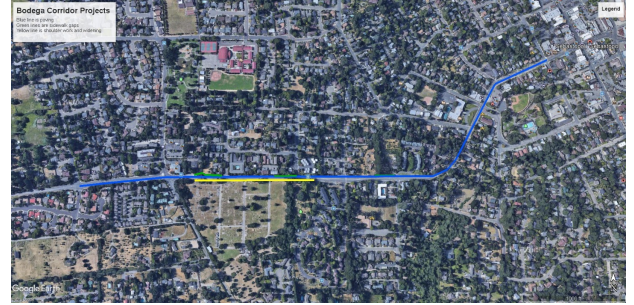
EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			200,000	76,000			276,000
9002 - Project Management			2,000				2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			4,000				4,000
<b>EXPENDITURE TOTALS</b>			206,000	76,000			282,000
FUNDING SOURCES							
123-Pavement Reserve Fund		0		61,000			61,000
123-Pavement Reserve Fund (OBAG2 Grant)			200,000				200,000
213-Traffic Impact Fee Fund (TIF)			6,000				6,000
217-Road Maintenance & Rehab (SB1)				15,000			15,000
<b>FUNDING TOTALS</b>		0	206,000	76,000			282,000

# Bodega Corridor Preliminary Plan & Design

**Project No:** 0516-85.00

**Category:** Paving Projects

**Project Location:** Bodega Corridor



**DESCRIPTION:** Bodega Safety: (Eng Pave) Bodega Corridor Preliminary Plan and Design

**JUSTIFICATION:** This work is the planning and beginning design for the Bodega corridor group of projects.

**COUNCIL GOALS AND PRIORITIES:** Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services	146,500	196,500					196,500
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	<b>146,500</b>	<b>196,500</b>					<b>196,500</b>
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)		50,000					50,000
216-CDC/CDBG (Grants FY19-20)	146,500	146,500					146,500
<b>FUNDING TOTALS</b>	<b>146,500</b>	<b>196,500</b>					<b>196,500</b>

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### Sewer/Wastewater Projects

		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0604-37.00	Zimpher Creek: Construction: Sewer Relocation Part 1 Covert			267,000				267,000
0605-38.00	Murphy Avenue: Sewer Rehabilitation					81,159		81,159
0610-70.00	Zimpher Creek: Construction: Sewer Relocation West End per Study				370,500	312,000		682,500
0611-80.00	Zimpher Creek: Construction: Sewer Repair East			131,500	178,500			310,000
0612-81.00	Florence: Sewer Repair South					240,000	453,900	693,900
0613-82.00	Florence: Sewer Repair North					129,500	229,500	359,000
0614-90.00	Maps: Update Sewer Line Maps	18,000	18,000					18,000
		18,000	18,000	398,500	549,000	762,659	683,400	2,411,559
<b>PROJECT FUNDING SOURCES</b>								
511	Sewer Capital Fund	18,000	18,000	398,500	549,000	762,659	683,400	2,411,559
		18,000	18,000	398,500	549,000	762,659	683,400	2,411,559

# Zimpher Creek: Construction: Sewer Relocation Part 1 Covert

**Project No:** 0604-37.00

**Category:** Sewer/Wastewater Projects

**Project Location:** Zimpher Creek Sewer Line



**DESCRIPTION:** Zimpher Creek sewer line relocation, Covert connection

**JUSTIFICATION:** The Zimpher Creek sewer line is due for replacement and should be relocated away from the Creek bed.

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			250,000				250,000
9002 - Project Management			2,500				2,500
9003 - Professional Services			12,000				12,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			2,500				2,500
<b>EXPENDITURE TOTALS</b>			267,000				267,000
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund		0	267,000				267,000
<b>FUNDING TOTALS</b>		0	267,000				267,000

# Murphy Avenue: Sewer Rehabilitation

**Project No:** 0605-38.00

**Category:** Sewer/Wastewater Projects

**Project Location:** Murphy Avenue



**DESCRIPTION:** Sewer Rehabilitation

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan Projects to be Accomplished using Water and Sewer Funds from Recent Fee Increases

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction					74,159		74,159
9002 - Project Management					1,000		1,000
9003 - Professional Services					5,000		5,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering					1,000		1,000
<b>EXPENDITURE TOTALS</b>					81,159		81,159
FUNDING SOURCES							
511-Sewer Capital Fund					81,159		81,159
<b>FUNDING TOTALS</b>					81,159		81,159



# Zimpher Creek: Construction: Sewer Relocation West End per Study

**Project No:** 0610-70.00

**Category:** Sewer/Wastewater Projects

**Project Location:** Zimpher Creek Sewer Line



**DESCRIPTION:** Zimpher Creek sewer line relocation, West end

**JUSTIFICATION:** The Zimpher Creek sewer line is due for replacement and should be relocated away from the Creek bed.

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction				325,000	300,000		625,000
9002 - Project Management				6,500	6,000		12,500
9003 - Professional Services				32,500			32,500
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering				6,500	6,000		12,500
<b>EXPENDITURE TOTALS</b>				370,500	312,000		682,500
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund			0	370,500	312,000		682,500
<b>FUNDING TOTALS</b>			0	370,500	312,000		682,500

# Zimpher Creek: Construction: Sewer Repair East

**Project No:** 0611-80.00

**Category:** Sewer/Wastewater Projects

**Project Location:** Zimpher Street Sewer Line



**DESCRIPTION:** Zimpher Creek sewer line relocation, East end

**JUSTIFICATION:** The Zimpher Creek sewer line is due for replacement and should be relocated away from the Creek bed.

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			100,000	175,000			275,000
9002 - Project Management			2,000	1,750			3,750
9003 - Professional Services			27,500				27,500
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering			2,000	1,750			3,750
<b>EXPENDITURE TOTALS</b>			131,500	178,500			310,000
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund		0	131,500	178,500			310,000
<b>FUNDING TOTALS</b>		0	131,500	178,500			310,000



# Florence: Sewer Repair South

**Project No:** 0612-81.00

**Category:** Sewer/Wastewater Projects

**Project Location:** Florence Avenue (South)



**DESCRIPTION:** Sewer repair, Florence Avenue South end

**JUSTIFICATION:** The Florence Avenue sewer line is due for replacement.

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction					200,000	445,000	645,000
9002 - Project Management					2,000	4,450	6,450
9003 - Professional Services					36,000		36,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering					2,000	4,450	6,450
<b>EXPENDITURE TOTALS</b>					240,000	453,900	693,900
FUNDING SOURCES							
511-Sewer Capital Fund				0	240,000	453,900	693,900
<b>FUNDING TOTALS</b>				0	240,000	453,900	693,900

# Florence: Sewer Repair North

**Project No:** 0613-82.00

**Category:** Sewer/Wastewater Projects

**Project Location:** Florence (North)

**Location:**



**DESCRIPTION:** Sewer repair, Florence Avenue North end

**JUSTIFICATION:** The Florence Avenue sewer line is due for replacement.

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction					100,000	225,000	325,000
9002 - Project Management					1,000	2,250	3,250
9003 - Professional Services					27,500		27,500
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering					1,000	2,250	3,250
<b>EXPENDITURE TOTALS</b>					129,500	229,500	359,000
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund				0	129,500	229,500	359,000
<b>FUNDING TOTALS</b>				0	129,500	229,500	359,000

# Maps: Update Sewer Line Maps

**Project No:** 0614-90.00

**Category:** Sewer/Wastewater Projects

**Project Location:** Citywide



**DESCRIPTION:** Update city sewer line mapping

**JUSTIFICATION:** Required by regulations

**COUNCIL GOALS AND PRIORITIES:** Develop list of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services	18,000	18,000					18,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	18,000	18,000					18,000
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund	18,000	18,000					18,000
<b>FUNDING TOTALS</b>	18,000	18,000					18,000

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### Stormwater Projects

		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0701-34.00	Stream Permits to Clean Calder Creek Waterway Near the Laguna			35,000	25,000			60,000
0702-51.00	Valentine Avenue: Storm Drain Repair - Brookhaven/Zimpher			40,000	40,000	40,000	40,000	160,000
0710-64.00	Outfalls: Clean and Rehab 3 Outfalls			25,000	25,000	25,000	25,000	100,000
				100,000	90,000	65,000	65,000	320,000
<b>PROJECT FUNDING SOURCES</b>								
100	General Fund			100,000	90,000	65,000	65,000	320,000
		0		100,000	90,000	65,000	65,000	320,000

# Stream Permits to Clean Calder Creek Waterway Near the Laguna

**Project No:** 0701-34.00

**Category:** Stormwater Projects

**Project Location:** Calder Creek Waterway



**DESCRIPTION:** Permits to clean the Calder Creek waterway near the Laguna

**JUSTIFICATION:** Calder Creek handles City stormwater to the Laguna and is nearly silted up. Multiple permits are required in order to do any work in the waterway because some of the obstructions extend quite some distance away from the City.

**COUNCIL GOALS AND PRIORITIES:** Maintain and update the five-year rolling Capital Improvement Program list with prioritized projects.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services			35,000	25,000			60,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			35,000	25,000			60,000
<b>FUNDING SOURCES</b>							
100-General Fund			35,000	25,000			60,000
<b>FUNDING TOTALS</b>			35,000	25,000			60,000

# Valentine Avenue: Storm Drain Repair - Brookhaven/Zimpher

**Project No:** 0702-51.00

**Category:** Stormwater Projects

**Project Location:** Brookhaven/Zimpher



**DESCRIPTION:** Stormdrain repair: Brookhaven/Zimpher

**JUSTIFICATION:** The section of stormwater pipe near Brookhaven and Zimpher needs replacement.

**COUNCIL GOALS AND PRIORITIES:** Maintain and update the five-year rolling Capital Improvement Program list with prioritized projects.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			40,000	40,000	40,000	40,000	160,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			40,000	40,000	40,000	40,000	160,000
<b>FUNDING SOURCES</b>							
100-General Fund	0		40,000	40,000	40,000	40,000	160,000
<b>FUNDING TOTALS</b>	0		40,000	40,000	40,000	40,000	160,000

## Outfalls: Clean and Rehab 3 Outfalls

**Project No:** 0710-64.00

**Category:** Stormwater Projects

**Project Outfalls**  
**Location:**



**DESCRIPTION:** Clean and Rehab 3 outfalls

**JUSTIFICATION:** City stormwater is conveyed via three eastern outfalls that are obstructed by silt and vegetation which require cleaning.

**COUNCIL GOALS AND PRIORITIES:** Maintain and update the five-year rolling Capital Improvement Program list with prioritized projects.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction			25,000	25,000	25,000	25,000	100,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			25,000	25,000	25,000	25,000	100,000
<b>FUNDING SOURCES</b>							
100-General Fund			25,000	25,000	25,000	25,000	100,000
<b>FUNDING TOTALS</b>			25,000	25,000	25,000	25,000	100,000

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### Water Projects

		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0814-72.00	Well 6 Fence: Security Fence Surrounding Well 6				18,000			18,000
0815-83.00	Florence: Water Line Replace South				178,300			178,300
0816-84.00	Florence: Water Line Replace North				127,000	229,500		356,500
0817-86.00	Maps: Update Water Line Maps	18,000	18,000					18,000
0818-20.09	1st Street Water Main Replacemenmt		139,350					139,350
		18,000	157,350		323,300	229,500		710,150
<b>PROJECT FUNDING SOURCES</b>								
501	Water Capital Fund	18,000	157,350		323,300	229,500		710,150
		18,000	157,350	0	323,300	229,500		710,150



# Well 6 Fence: Security Fence Surrounding Well 6

**Project No:** 0814-72.00

**Category:** Water Projects

**Project Location:** Well 6



**DESCRIPTION:** Security fence surrounding Well 6

**JUSTIFICATION:** Protecting infrastructure is a prudent strategy.

**COUNCIL GOALS AND PRIORITIES:** Develop building maintenance plans for each City Building

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction				17,500			17,500
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering				500			500
<b>EXPENDITURE TOTALS</b>				18,000			18,000
FUNDING SOURCES							
501-Water Capital Fund				18,000			18,000
<b>FUNDING TOTALS</b>				18,000			18,000

# Florence: Water Line Replace South

**Project No:** 0815-83.00

**Category:** Water Projects

**Project Location:** Florence (South)



**DESCRIPTION:** Water line repair: Florence Avenue South end

**JUSTIFICATION:** The Florence Avenue water line is due for replacement.

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction				165,000			165,000
9002 - Project Management				1,650			1,650
9003 - Professional Services				10,000			10,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering				1,650			1,650
<b>EXPENDITURE TOTALS</b>				178,300			178,300
<b>FUNDING SOURCES</b>							
501-Water Capital Fund				178,300			178,300
<b>FUNDING TOTALS</b>				178,300			178,300

# Florence: Water Line Replace North

**Project No:** 0816-84.00

**Category:** Water Projects

**Project Location:** Florence Avenue



**DESCRIPTION:** Water line repair: Florence Avenue North end

**JUSTIFICATION:** The Florence Avenue water line is due for replacement.

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction				100,000	225,000		325,000
9002 - Project Management				1,000	2,250		3,250
9003 - Professional Services				25,000			25,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering				1,000	2,250		3,250
<b>EXPENDITURE TOTALS</b>				127,000	229,500		356,500
<b>FUNDING SOURCES</b>							
501-Water Capital Fund				127,000	229,500		356,500
<b>FUNDING TOTALS</b>				127,000	229,500		356,500

# Maps: Update Water Line Maps

**Project No:** 0817-86.00

**Category:** Water Projects

**Project Location:** Citywide



**DESCRIPTION:** Update city water line mapping.

**JUSTIFICATION:** Required by regulations.

**COUNCIL GOALS AND PRIORITIES:** Develop List of Capital Improvement Plan projects to be accomplished using Water and Sewer enterprise funds.

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services	18,000	18,000					18,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	18,000	18,000					18,000
<b>FUNDING SOURCES</b>							
501-Water Capital Fund	18,000	18,000					18,000
<b>FUNDING TOTALS</b>	18,000	18,000					18,000

# 1st Street Water Main Replacement

**Project No:** 0818-20.09

**Category:** Water Projects

**Project Location:** 1st Street Water Main



*Working on it!*

**DESCRIPTION:** Reroute/replace 1st Street Water Main

**JUSTIFICATION:** Move from ROW across private property to along the City-owned street

2nd second continuation of an emergency repair on a leaking first section

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction		124,350					124,350
9002 - Project Management		1,250					1,250
9003 - Professional Services		12,500					12,500
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering		1,250					1,250
<b>EXPENDITURE TOTALS</b>		139,350					139,350
FUNDING SOURCES							
501-Water Capital Fund		139,350	0				139,350
<b>FUNDING TOTALS</b>		139,350	0				139,350

# Category Summary Report

## City of Sebastopol FY 2020-21 to 2024-25

### Arts Projects

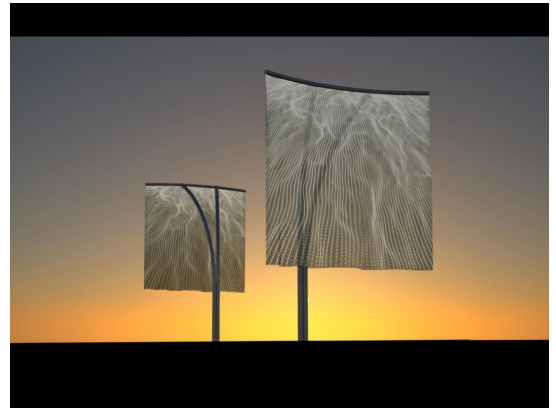
		FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
<b>PROJECT TITLE</b>								
0901	Ned Kahn: "Sebastopol Portals"	50,000						
0902	Michael McGinnis: "Gray Matters"	38,000						
0903	City Sponsorship of New Art Project	5,000						
		93,000						
<b>PROJECT FUNDING SOURCES</b>								
203	Art-In-Lieu Fund	93,000						
		93,000						

# Ned Kahn: "Sebastopol Portals"

**Project No:** 0901

**Category:** Arts Projects

**Project Location:**



**DESCRIPTION:** City Council authorized \$50,000 from the Art-In-Lieu fund to for the Ned Kahn "Sebastopol Portals" artwork on April 3, 2018 (minute order 2018-072), which includes \$45,000 for the Ned Kahn "Sebastopol Portals" art piece and \$5,000 for the incidental (permitting and other ancillary) costs.

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases	50,000						0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	<b>50,000</b>						<b>0</b>
<b>FUNDING SOURCES</b>							
203-Art-In-Lieu Fund	50,000						0
<b>FUNDING TOTALS</b>	<b>50,000</b>						<b>0</b>

# Michael McGinnis: "Gray Matters"

**Project No:** 0902

**Category:** Arts Projects

**Project Location:** Library



**DESCRIPTION:** City Council authorized \$35,000 for the Library art installation by Michael McGinnis (Gray Matters) on February 5, 2019 (minute order 2019-027). Budget request for this art installation is \$38,000: \$35,000 for the contracted art piece, and \$3000 for ancillary costs (adjustments to site if needed, outreach, etc.)

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases	38,000						0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	<b>38,000</b>						<b>0</b>
<b>FUNDING SOURCES</b>							
203-Art-In-Lieu Fund	38,000						0
<b>FUNDING TOTALS</b>	<b>38,000</b>						<b>0</b>

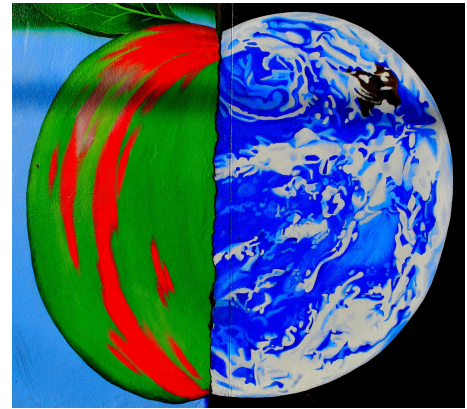


# City Sponsorship of New Art Project

**Project No:** 0903

**Category:** Arts Projects

**Project Location:** To be determined



**DESCRIPTION:** City Council authorized \$5,000 for potential sponsorship of a new art project by the City.

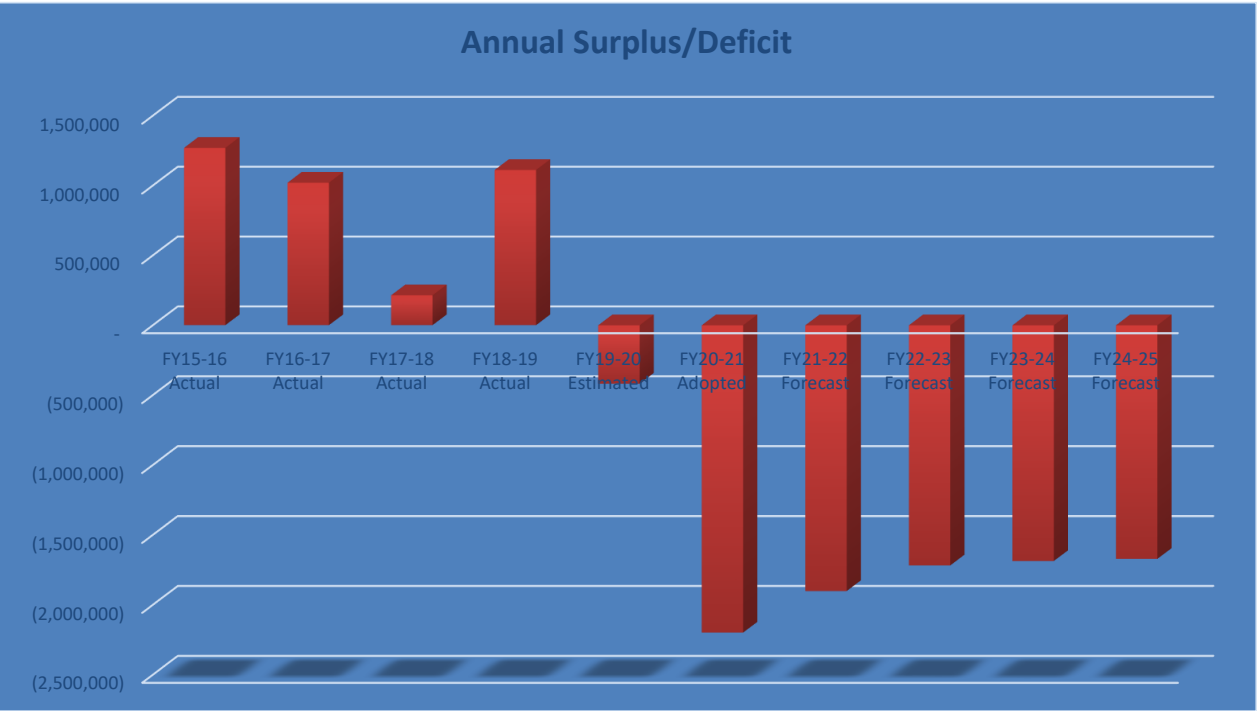
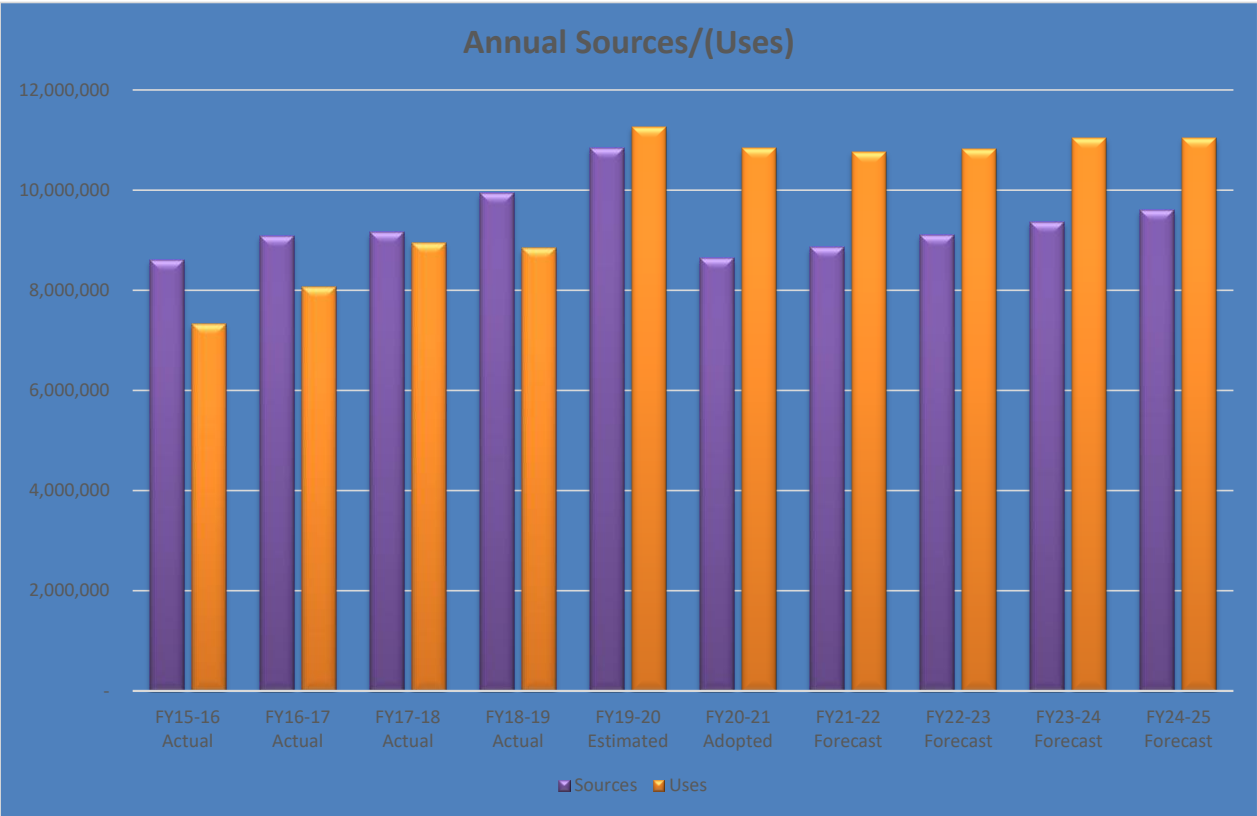
Ives Park sculpture garden

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES							PROJECT TOTAL
	FY19-20 Carryover	2020-21	2021-22	2022-23	2023-24	2024-25	
9001 - Construction	5,000						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	5,000						0
FUNDING SOURCES							
203-Art-In-Lieu Fund	5,000						0
<b>FUNDING TOTALS</b>	5,000						0

# FINANCIAL FORECAST GRAPH



**City of Sebastopol, CA  
General Fund/Transaction & Use Tax Fund History and Forecast  
FY 2011/12 Through 2025-26**

	Actual FY10/11	Actual FY11-12	Actual FY12-13	Actual FY13-14	Actual FY14-15	Actual FY15-16	Actual FY16-17	Actual FY17-18	Actual FY18-19	Estimated Actual FY19-20	Adopted Budget FY20-21	Forecast FY21-22	Forecast FY22-23	Forecast FY23-24	Forecast FY24-25	Forecast FY25-26
<b>Revenues:</b>																
Property Taxes	\$ 2,022,028	\$ 1,988,299	\$ 2,530,270	\$ 2,476,889	\$ 2,467,376	\$ 2,426,295	\$ 2,570,590	\$ 2,472,789	\$ 2,714,491	\$ 2,700,200	\$ 2,781,700	\$ 2,837,334	\$ 2,894,081	\$ 2,923,022	\$ 2,952,252	\$ 2,981,775
Sales & Use Tax	1,061,867	1,071,560	1,349,116	1,264,929	1,327,560	1,532,637	1,795,019	1,986,765	2,134,322	1,930,300	1,690,200	1,745,977	1,815,816	1,930,212	2,030,593	2,085,409
Measure T - 1/4 cent	466,684	520,394	610,069	556,276	608,379	607,886	625,623	689,711	663,346	617,300	520,800	539,028	557,355	575,190	593,596	612,591
Measure Y - 1/2 cent	-	-	536,987	884,869	1,233,105	1,199,872	1,280,240	1,271,143	1,336,445	1,246,300	1,053,675	1,090,554	1,127,633	1,163,717	1,200,956	1,239,387
Utility User Tax	359,510	304,796	334,739	354,011	459,202	616,276	695,633	687,331	702,595	647,700	651,700	667,993	684,893	701,810	719,355	737,339
Transient Occupancy Tax	269,985	300,937	329,577	359,892	482,164	483,738	514,225	529,810	631,742	550,000	400,000	420,000	441,000	463,050	486,203	510,513
Franchise Fees	303,180	294,232	308,977	315,587	320,082	371,567	359,468	323,496	356,299	353,000	335,500	340,533	345,641	350,826	356,088	361,429
Licenses & Permits	364,971	319,979	362,644	286,627	310,833	485,499	406,529	306,920	317,955	394,500	292,900	297,294	301,753	306,279	310,873	315,536
Fines & Forfeitures	94,596	174,613	124,942	117,357	158,380	122,234	88,747	71,005	55,502	48,000	46,500	46,965	47,435	47,909	48,388	48,872
Interest & Rents	49,029	49,179	89,775	44,675	62,104	69,259	84,984	89,643	228,552	210,400	200,500	202,505	204,530	206,575	208,641	210,727
Intergovernmental	30,830	42,793	30,770	22,296	69,805	33,140	30,809	150,177	42,272	1,589,900	166,700	168,367	170,051	171,752	173,470	175,205
Charges for Current Services	335,032	266,152	275,655	287,948	329,325	228,308	286,513	206,963	229,659	151,100	128,600	131,172	133,795	136,471	139,200	141,984
Community Center Fees	46,398	34,080	37,466	54,572	39,837	37,479	51,053	63,930	47,159	45,000	52,000	53,040	54,101	55,183	56,287	57,413
Miscellaneous/Other Income	6,067	270,295	520,289	270,265	305,454	380,863	294,213	291,540	482,414	357,500	210,625	214,838	219,135	223,518	227,988	232,548
<b>Total Revenues</b>	<b>\$ 5,410,177</b>	<b>\$ 5,637,309</b>	<b>\$ 7,441,276</b>	<b>\$ 7,296,193</b>	<b>\$ 8,173,606</b>	<b>\$ 8,595,053</b>	<b>\$ 9,083,644</b>	<b>\$ 9,141,223</b>	<b>\$ 9,944,753</b>	<b>\$ 10,841,200</b>	<b>\$ 8,531,400</b>	<b>\$ 8,755,600</b>	<b>\$ 8,997,019</b>	<b>\$ 9,255,514</b>	<b>\$ 9,503,880</b>	<b>\$ 9,710,728</b>
<b>Transfers In:</b>																
Transfers In:	244,658	30,158	32,591	26,186	16,127	8,695	670	16,182	74	-	102,000	102,000	102,000	102,000	102,000	102,000
<b>Total Transfers In</b>	<b>\$ 244,658</b>	<b>\$ 30,158</b>	<b>\$ 32,591</b>	<b>\$ 26,186</b>	<b>\$ 16,127</b>	<b>\$ 8,695</b>	<b>\$ 670</b>	<b>\$ 16,182</b>	<b>\$ 74</b>	<b>\$ -</b>	<b>\$ 102,000</b>	<b>\$ 102,000</b>	<b>\$ 102,000</b>	<b>\$ 102,000</b>	<b>\$ 102,000</b>	<b>\$ 102,000</b>
<b>Total Resources Available: (Revenues &amp; Transfers In)</b>	<b>\$ 5,654,835</b>	<b>\$ 5,667,467</b>	<b>\$ 7,473,867</b>	<b>\$ 7,322,379</b>	<b>\$ 8,189,733</b>	<b>\$ 8,603,748</b>	<b>\$ 9,084,314</b>	<b>\$ 9,157,405</b>	<b>\$ 9,944,827</b>	<b>\$ 10,841,200</b>	<b>\$ 8,633,400</b>	<b>\$ 8,857,600</b>	<b>\$ 9,099,019</b>	<b>\$ 9,357,514</b>	<b>\$ 9,605,880</b>	<b>\$ 9,812,728</b>
<b>Growth %:</b>	6.12%	0.22%	31.87%	-2.03%	11.85%	5.06%	5.59%	0.80%	8.60%	9.01%	-20.36%	2.60%	2.73%	2.84%	2.65%	2.15%

Continued on next Page

**City of Sebastopol, CA  
General Fund/Transaction & Use Tax Fund History and Forecast  
FY 2011/12 Through 2025-26**

	Actual FY 10/11	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Estimated Actual FY 19-20	Adopted Budget FY 20-21	Forecast FY 21-22	Forecast FY 22-23	Forecast FY 23-24	Forecast FY 24-25	Forecast FY 25-26
<b>Department Expenditures:</b>																
City Council	60,966	89,060	107,319	224,582	183,488	177,174	206,294	206,493	214,054	243,690	257,729	271,478	285,655	299,198	313,419	328,349
City Manager	184,750	127,269	69,748	117,405	101,568	151,145	231,646	183,577	165,118	229,332	304,758	318,155	323,529	334,050	345,098	356,697
City Attorney	158,862	143,309	229,079	370,426	142,329	124,574	129,453	125,149	100,678	114,503	142,623	146,602	144,655	145,319	146,017	146,749
City Clerk	-	109,355	146,499	163,131	188,523	216,138	238,969	230,894	251,910	285,472	306,978	295,647	291,585	295,934	300,500	305,295
Finance	65,883	65,633	120,675	125,182	107,830	116,057	174,737	192,381	220,223	252,995	268,756	295,407	310,374	319,776	329,649	340,015
Planning	116,996	186,605	269,322	274,104	535,423	538,787	454,346	489,476	409,837	566,521	536,505	565,193	563,005	572,522	582,517	593,010
Building	157,479	155,308	154,581	158,756	169,503	170,766	184,699	175,196	194,445	197,469	228,457	258,487	253,723	257,195	260,839	264,668
Engineering / Storm Water	-	-	-	-	-	101,783	149,917	167,924	240,628	202,183	281,451	287,751	294,308	304,743	315,700	327,206
Fire	581,350	592,213	574,657	545,700	690,609	673,887	772,636	981,004	883,463	936,812	1,136,180	1,180,099	1,333,211	1,347,575	1,360,737	1,377,515
Police	2,981,474	2,896,453	2,947,930	3,025,970	3,222,751	3,380,118	3,568,289	3,749,027	3,942,139	4,302,000	4,971,415	4,833,202	4,650,942	4,717,250	4,784,235	4,854,570
Public Works	562,007	530,081	432,326	993,406	890,204	745,669	1,061,902	957,534	987,874	1,122,091	1,348,774	1,422,344	1,444,943	1,496,384	1,550,688	1,607,943
Community Center	184,553	110,871	108,734	130,438	265,747	302,461	316,046	298,530	471,207	626,080	446,555	469,824	488,574	510,138	532,781	556,556
Non Departmental	110,907	121,038	55,843	32,199	116,726	215,225	221,260	197,867	335,170	322,260	206,394	216,714	227,550	238,928	250,874	263,418
Debt Service	165,413	298,535	298,544	298,544	285,247	267,047	197,626	204,672	204,671	203,713	204,790	197,626	204,672	204,671	203,713	204,790
<b>Total Department Expenditures</b>	<b>5,330,640</b>	<b>5,425,730</b>	<b>5,515,257</b>	<b>6,459,843</b>	<b>6,899,948</b>	<b>7,180,631</b>	<b>7,897,820</b>	<b>8,159,724</b>	<b>8,621,417</b>	<b>9,605,121</b>	<b>10,641,365</b>	<b>10,758,509</b>	<b>10,816,726</b>	<b>11,043,683</b>	<b>11,276,747</b>	<b>11,526,781</b>
<b>Other Expenditures:</b>																
City Vehicles/Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers Out:</b>																
Others - Overage of AD & GT	185,352	85,139	51,531	49,215	67,394	4,205	-	4,305	-	-	-	-	-	-	-	-
Others - Streets Pavement Reserve	100,000	-	150,000	150,000	150,000	150,000	150,000	125,000	150,000	1,466,000	-	-	-	-	-	-
Others - Internal Svs Fund (Pension)	-	-	-	-	-	-	17,048	-	30,718	-	-	-	-	-	-	-
Others - SLESF	-	-	-	-	-	-	-	49,325	-	188,000	190,000	-	-	-	-	-
Others - Capital Projects	-	-	-	-	-	-	-	33,772	32,000	-	-	-	-	-	-	-
Others - Gas Tax	-	-	-	-	-	-	-	21,607	-	-	-	-	-	-	-	-
Others - PD Grant Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Transfers Out</b>	<b>285,352</b>	<b>85,139</b>	<b>201,531</b>	<b>199,215</b>	<b>217,394</b>	<b>154,205</b>	<b>167,048</b>	<b>784,009</b>	<b>212,718</b>	<b>1,654,000</b>	<b>190,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Resources Used:</b>																
(Departmental, Other Expenditures & Transfers Out)	\$ 5,615,992	\$ 5,510,869	\$ 5,716,788	\$ 6,659,058	\$ 7,117,342	\$ 7,334,836	\$ 8,064,868	\$ 8,943,733	\$ 8,834,135	\$ 11,259,121	\$ 10,831,365	\$ 10,758,509	\$ 10,816,726	\$ 11,043,683	\$ 11,276,747	\$ 11,526,781
<b>Net Results of Operations:</b>																
(Total Resources Available less Total Resources Used)	\$ 38,843	\$ 156,598	\$ 1,757,079	\$ 663,321	\$ 1,072,391	\$ 1,268,912	\$ 1,019,446	\$ 213,672	\$ 1,110,692	\$ (417,921)	\$ (2,197,965)	\$ (1,900,909)	\$ (1,717,707)	\$ (1,686,169)	\$ (1,670,867)	\$ (1,714,053)
<b>Contribution/(Uses) of Reserves:</b>																
(Total Annual Surplus/(Deficit): Net Results of Operations & Contribution to Reserves)	\$ -38,843	\$ -156,598	\$ -1,757,079	\$ -663,321	\$ -1,072,391	\$ -1,268,912	\$ -1,019,446	\$ 213,672	\$ 1,110,692	\$ (417,921)	\$ (2,197,965)	\$ (1,900,909)	\$ (1,717,707)	\$ (1,686,169)	\$ (1,670,867)	\$ (1,714,053)
<b>Policy Reserve Level (15% to 20%)</b>	\$ 817,587	\$ 781,850	\$ 812,737	\$ 954,077	\$ 1,423,468	\$ 1,466,967	\$ 1,612,974	\$ 1,788,747	\$ 1,766,827	\$ 2,251,824	\$ 2,166,273	\$ 2,151,702	\$ 2,163,345	\$ 2,208,737	\$ 2,255,349	\$ 2,305,356
<b>Unsigned Reserves Balance</b>	\$ 288,426	\$ 712,454	\$ 1,517,762	\$ 2,133,031	\$ 2,907,524	\$ 4,095,624	\$ 3,557,451	\$ 3,882,742	\$ 4,993,434	\$ 4,575,513	\$ 2,377,548	\$ 476,639	\$ (1,241,068)	\$ (2,927,237)	\$ (4,598,104)	\$ (6,312,157)
<b>Actual Reserve Level</b>	5.1%	12.9%	26.5%	32.0%	40.9%	55.8%	44.1%	43.4%	56.5%	40.6%	22.0%	4.4%	-11.5%	-26.5%	-40.8%	-54.8%

**Capital Improvement Plan**  
CITY VEHICLES

Asset Inventory					State of My Assets?				Which Are Most "Critical"?				Renewal / Replacement Strategy			
Asset Register and Hierarchy					Original Cost	Effective Life	Original Planned Replacement Year	Condition Rating	Backup Reduction (Redundancy)	Probability of Failure	Consequence of Failure	BRE Rating	Renewal / Replacement Strategy	Cost of Renewal / Replacement Option	Recommended Renewal / Replacement Year	Future Value of Renewal / Replacement Cost
1	2	3	4	5	\$	Years	Calculated	%	Rel. to col. J	Best=1 And Worst=10	Calculated		Current Value		Inflation Rate	
							Best = 5 to Worst=1		Calculated		$=(1-K)^{T*Y}$		Estimate		0.00%	
0010 - 2017 Ford C-Max Hybrid				2017	\$35,000	15	2032	3	50%	3	7	10.5 Status Quo	\$47,806	2032	\$47,806	
0011 - 2019 Ford F250 W/Scelzi Utility Body				2019	\$36,000	15	2034	3	50%	3	7	10.5 Status Quo	\$40,322	2034	\$40,322	
0012 - 2016 Ford 350 4x4 Pickup				2016	\$36,203	15	2031	3	50%	3	7	10.5 Status Quo	\$53,591	2031	\$53,591	
0013 - 2002 Ford 350 Flat Bed Dump Truck				2002	\$34,328	20	2022	3	50%	3	7	10.5 Status Quo	\$67,700	2022	\$67,700	
0014 - 2014 Ford F-350 w/ lift				2014	\$74,114	15	2029	3	50%	3	7	10.5 Status Quo	\$109,731	2029	\$109,731	
0015 - 2014 Ford 250 w/Scelzi Utility Body				2014	\$32,700	15	2029	3	50%	3	7	10.5 Status Quo	\$42,500	2029	\$42,500	
0016 - 2002 Ford Ranger Pickup				2002	\$13,046	15	2017	3	50%	3	7	10.5 Status Quo	\$24,000	2017	\$24,000	
0017 - 2014 Ford 250 w/Scelzi Utility Body				2014	\$32,692	15	2029	3	50%	3	7	10.5 Status Quo	\$44,400	2029	\$44,400	
0018 - 2017 Ford F250 w/Scelzi Utility Body				2017	\$34,000	15	2032	3	50%	3	7	10.5 Status Quo	\$39,400	2032	\$39,400	
0019 - 2014 Ford F350 w/Dump Body				2014	\$37,499	15	2029	3	50%	3	7	10.5 Status Quo	\$50,000	2029	\$50,000	
0020 - 2019 Ford F650 5 Yard Dump (#23 Removed)				2019	\$77,000	20	2039	3	50%	3	7	10.5 Status Quo	\$81,650	2039	\$81,650	
0021 - 2006 Chevrolet Pickup				2006	\$14,000	15	2021	3	50%	3	7	10.5 Status Quo	\$38,500	2021	\$38,500	
0022 - 2010 Ford F650 5 Yard Dump				2010	\$74,184	20	2030	3	50%	3	7	10.5 Status Quo	\$119,000	2030	\$119,000	
0023 - 2019 Ford F250 W/Scelzi Utility Body				2020	\$0	15	2035	3	50%	3	7	10.5 Status Quo	\$40,322	2035	\$40,322	
0024 - 2006 Ford Ranger Pickup				2006	\$12,000	15	2021	3	50%	3	7	10.5 Status Quo	\$24,500	2021	\$24,500	
0025 - 2017 Ford F250 w/Scelzi Utility Body				2017	\$34,000	15	2032	3	50%	3	7	10.5 Status Quo	\$39,400	2032	\$39,400	
0026 - 2002 Ford Ranger Pickup				2002	\$13,046	15	2017	3	50%	3	7	10.5 Status Quo	\$24,500	2017	\$24,500	
0029 - 2006 Chevrolet Pickup				2006	\$14,000	15	2021	3	50%	3	7	10.5 Status Quo	\$38,500	2021	\$38,500	
0033 - 2005 Harley Davidson Motorcycle				2005	\$20,000	20	2025	3	50%	3	7	10.5 Status Quo	\$36,000	2025	\$36,000	
0034 - 2005 Harley Davidson Motorcycle				2005	\$20,000	20	2025	3	50%	3	7	10.5 Status Quo	\$36,000	2025	\$36,000	
0037 - 2017 Ford Fusion				2017	\$40,000	10	2027	3	50%	3	7	10.5 Status Quo	\$55,000	2027	\$55,000	
0038 - 2018 Ford Fusion				2018	\$40,000	10	2028	3	50%	3	7	10.5 Status Quo	\$55,000	2028	\$55,000	
0041 - 2017 Ford Explorer				2017	\$47,000	10	2027	3	50%	3	7	10.5 Status Quo	\$53,400	2027	\$53,400	
0042 - 2015 Ford Explorer Interceptor				2015	\$46,750	10	2025	3	50%	3	7	10.5 Status Quo	\$50,400	2025	\$50,400	
0043 - 2017 Ford Explorer				2017	\$47,000	10	2027	3	50%	3	7	10.5 Status Quo	\$53,400	2027	\$53,400	
0044 - 2016 Ford Explorer				2016	\$46,750	10	2026	3	50%	3	7	10.5 Status Quo	\$51,500	2026	\$51,500	
0048 - 1998 Harley Mower DUI Trailer				1998	\$15,000	40	2038	3	50%	3	7	10.5 Status Quo	\$30,000	2038	\$30,000	
0049 - 2014 Ford Explorer				2014	\$28,100	10	2024	3	50%	3	7	10.5 Status Quo	\$50,500	2024	\$50,500	
0050 - 2014 Ford Explorer				2014	\$28,100	10	2024	3	50%	3	7	10.5 Status Quo	\$50,500	2024	\$50,500	
0052 - 2005 Ford Escape/Hybrid				2005	\$27,100	14	2019	3	50%	3	7	10.5 Status Quo	\$42,500	2019	\$42,500	
0060 - 1999 Honda ATV				1999	\$5,000	20	2019	3	50%	3	7	10.5 Status Quo	\$7,500	2019	\$7,500	
0070 - 2001 Featherlite Trailer				2001	\$2,500	20	2021	3	50%	3	7	10.5 Status Quo	\$4,500	2021	\$4,500	
0071 - 2009 Featherlite Trailer				2009	\$3,343	20	2029	3	50%	3	7	10.5 Status Quo	\$4,500	2029	\$4,500	
0072 - 2016 IP Manufacturing Roll Off Trailer				2016	\$2,500	20	2036	3	50%	3	7	10.5 Status Quo	\$3,000	2036	\$3,000	
0073 - 2009 Cart Away Water Trailer				2009	\$5,000	20	2029	3	50%	3	7	10.5 Status Quo	\$6,500	2029	\$6,500	
0080 CATXQ60BM Standby Generator				2019	\$60,000	20	2039	3	50%	3	7	10.5 Status Quo	\$0	2039	\$0	
0083 - 1996 Airman Air Compressor Trailer				1996	\$9,500	20	2016	3	50%	3	7	10.5 Status Quo	\$16,500	2016	\$16,500	
0087 - 2002 John Deere 310E Backhoe				2002	\$39,900	20	2022	3	50%	3	7	10.5 Status Quo	\$85,000	2022	\$85,000	
0088 - 2002 Case 570 XLT Loader/Grader				2002	\$36,980	20	2022	3	50%	3	7	10.5 Status Quo	\$0	2022	\$0	
0089 - 2015 John Deere 310L Backhoe				2015	\$93,477	20	2035	3	50%	3	7	10.5 Status Quo	\$160,000	2035	\$160,000	
0095 - 2009 International Vector Truck Model 2103				2009	\$167,761	15	2024	3	50%	3	7	10.5 Status Quo	\$347,000	2024	\$347,000	
0097 - 2017 International Vector Truck Model 2013				2017	\$287,000	15	2032	3	50%	3	7	10.5 Status Quo	\$347,000	2032	\$347,000	
0088 - 2015 Chevrolet Tahoe				2015	\$40,000	10	2025	3	50%	3	7	10.5 Status Quo	\$69,605	2025	\$69,605	
8330 - 1994 International Emergency Response				1994	\$100,000	23	2017	3	50%	3	7	10.5 Status Quo	\$0	2017	\$0	
8340 - 2008 Dodge Ram 2500 Pickup				2008	\$33,500	20	2028	3	50%	3	7	10.5 Status Quo	\$0	2028	\$0	
8343 - 2014 Klamath 13' Rescue Boat				2014	\$3,800	10	2024	3	50%	3	7	10.5 Status Quo	\$0	2024	\$0	
8350 - 2003 Pierce Dash Fire Ladder Truck				2003	\$596,000	20	2023	3	50%	3	7	10.5 Status Quo	\$0	2023	\$0	
8361 - 1996 International Fire Engine Type 3				1996	\$12,000	25	2021	3	50%	3	7	10.5 Status Quo	\$0	2021	\$0	
8380 - 2011 Pierce Velocity Fire Engine				2011	\$695,500	30	2031	3	50%	3	7	10.5 Status Quo	\$0	2031	\$0	
8381 - 1990 Pierce Lance Fire Engine				1990	\$200,000	30	2020	3	50%	3	7	10.5 Status Quo	\$0	2020	\$0	
BLDG - 2008 Ford Escape				2008	\$27,000	10	2018	3	50%	3	7	10.5 Status Quo	\$0	2018	\$0	
Grand Total:					\$3,430,373								\$2,540,927		\$2,540,927	

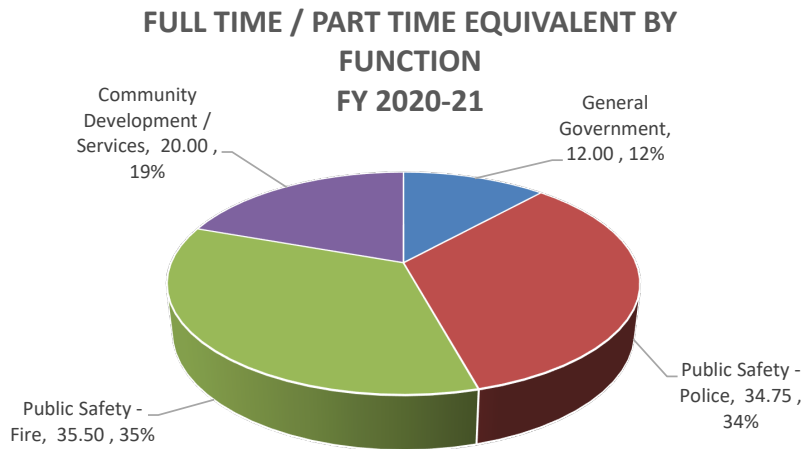
**Capital Improvement Plan**  
**CITY VEHICLES FORECAST**

Asset	Renewal Program Funding Strategy																					
	2021		2022		2023		2024		2025		2026		2027		2028		2029		2030			
	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount		
Totals:	\$	106,000	\$	152,700	\$	-	\$	448,000	\$	192,005	\$	51,500	\$	161,800	\$	55,000	\$	257,631	\$	119,000		
0016 - 2002 Ford Ranger Pickup																						
0026 - 2002 Ford Ranger Pickup																						
0052 - 2005 Ford Escape/Hybrid																						
0060 - 1999 Honda ATV																						
0083 - 1996 Airman Air Compressor Trailer																						
8330 - 1994 International Emergency Response																						
8381 - 1990 Pierce Lance Fire Engine																						
BLDG - 2008 Ford Escape																						
0021 - 2006 Chevrolet Pickup	10.5	\$38,500																				
0024 - 2006 Ford Ranger Pickup	10.5	\$24,500																				
0029 - 2006 Chevrolet Pickup	10.5	\$38,500																				
0070 - 2001 Featherlite Trailer	10.5	\$4,500																				
8361 - 1996 International Fire Engine Type 3	10.5	\$0																				
0013 - 2002 Ford 350 Flat Bed Dump Truck			10.5	\$67,700																		
0087 - 2002 John Deere 310E Backhoe			10.5	\$85,000																		
0088 - 2002 Case 570 XLT Loader/Grader			10.5	\$0																		
8350 - 2003 Pierce Dash Fire Ladder Truck					10.5	\$0																
0049 - 2014 Ford Explorer							10.5	\$50,500														
0050 - 2014 Ford Explorer							10.5	\$50,500														
0095 - 2009 International Vactor Truck Model 2103							10.5	\$347,000														
8343 - 2014 Klamath 13 Rescue Boat							10.5	\$0														
0033 - 2005 Harley Davidson Motorcycle									10.5	\$36,000												
0034 - 2005 Harley Davidson Motorcycle									10.5	\$50,400												
0042 - 2015 Ford Explorer Interceptor									10.5	\$69,605												
0883 - 2015 Chevrolet Tahoe											10.5	\$51,500										
0044 - 2016 Ford Explorer													10.5	\$55,000								
0037 - 2017 Ford Fusion																						
0041 - 2017 Ford Explorer																						
0043 - 2017 Ford Explorer																						
0038 - 2018 Ford Fusion																						
8340 - 2008 Dodge Ram 2500 Pickup																						
0014 - 2014 Ford F-350 w/ lift																						
0015 - 2014 Ford 250 w/Scelzi Utility Body																						
0017 - 2014 Ford 250 w/Scelzi Utility Body																						
0019 - 2014 Ford F350 w/Dump Body																						
0071 - 2009 Featherlite Trailer																						
0073 - 2009 Cart Away Water Trailer																						
0022 - 2010 Ford F650 5 Yard Dump																						
0012 - 2016 Ford 350 4x4 Pickup																						
8380 - 2011 Pierce Velocity Fire Engine																						
0010 - 2017 Ford C-Max Hybrid																						
0018 - 2017 Ford F250 w/Scelzi Utility Body																						
0025 - 2017 Ford F250 w/Scelzi Utility Body																						
0097 - 2017 International Vactor Truck Model 2013																						
0011 - 2019 Ford F250 W/Scelzi Utility Body																						
0023 - 2019 Ford F250 W/Scelzi Utility Body																						
0089 - 2015 John Deere 310L Backhoe																						
0072 - 2016 IP Manufacturing Roll Off Trailer																						
0048 - 1998 Mighty Mover DUI Trailer																						
0020 - 2019 Ford F650 5 Yard Dump (#23 Removed)																						
0080 CAT XQ608M Standby Generator																						
																					10.5	\$119,000

**CITY OF SEBASTOPOL  
 FULL-TIME / PART-TIME EQUIVALENT BY FUNCTION  
 LAST FIVE FISCAL YEARS**

Function	As of June 30,				
	2017	2018	2019	2020	2021
<b>General Government</b>					
City Council	6.00	6.00	6.00	6.00	6.00
Administrative <sup>1</sup>	1.75	2.00	2.00	2.00	2.00
Administrative Services (Finance)	4.00	4.00	4.00	4.00	4.00
<b>Public Safety</b>					
Police Protection	23.75	23.75	23.75	23.75	21.75
Police Protection - Reserves	11.00	11.00	11.00	11.00	4.00
Fire Protection	1.50	1.50	1.50	2.50	2.50
Fire Protection - Volunteers	32.00	33.00	34.00	33.00	33.00
<b>Community Development / Services</b>					
Planning	3.00	3.00	3.00	3.00	3.00
Building Inspection	1.50	1.50	1.50	1.50	1.50
Engineering	1.75	1.75	1.75	1.75	1.75
Public Works	13.00	14.75	14.75	13.75	13.75
<b>Total</b>	<b>99.25</b>	<b>102.25</b>	<b>103.25</b>	<b>102.25</b>	<b>93.25</b>

<sup>1</sup> Designates one employee holding two positions



## ADOPTED FTE STAFFING SUMMARY

Budgeted Staffing	FY 2019-20 Adjusted	Add	Delete	Adjustment	FY 2020-21 Adopted
<b><u>City Council</u></b>					
Council Members	5				5
Video Recorder	1				1
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b><u>City Manager   Assistant City Manager   City Clerk</u></b>					
City Manager <sup>1</sup>	0.75				0.75
Assistant City Manager   City Clerk	1				1
<b>Total</b>	<b>1.75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1.75</b>
<b><u>City Attorney</u></b>					
City Attorney <sup>1</sup>	0.25				0.25
<b><u>Administrative Services (Finance)</u></b>					
Administrative Services Director				1	1
Finance Director	1			-1	0
Accounting Supervisor	1				1
Account Clerk 1	1				1
Office Assistant	1				1
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b><u>Building Inspection</u></b>					
Building Official	1				1
Senior Administrative Assistant <sup>2</sup>	0.5				0.5
<b>Total</b>	<b>1.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1.5</b>
<b><u>Planning</u></b>					
Planning Director	1				1
Associate Planner	1				1
Senior Administrative Assistant	1				1
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b><u>Fire Services</u></b>					
Fire Chief	1				1
Fire Engineer	0	1			1
Senior Administrative Assistant <sup>2</sup>	0.5				0.5
Volunteers	33				33
<b>Total</b>	<b>34.5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>35.5</b>



## ADOPTED FTE STAFFING SUMMARY

Budgeted Staffing	FY 2019-20 Adjusted	Add	Delete	Adjustment	FY 2020-21 Adopted
<b><u>Police Services</u></b>					
Police Chief	1				1
Lieutenant	1				1
Sergeants	4				4
Officers	10			-2	8
Records Dispatcher Supervisor	0	1			1
Lead Communication Dispatcher	1		1		0
Dispatchers	5				5
Technician	0.75				0.75
Aide	1				1
Reseves	11			-7	4
<b>Total</b>	<b>34.75</b>	<b>1</b>	<b>1</b>	<b>-9</b>	<b>25.75</b>
<b><u>Public Works</u></b>					
Superintendent	1				1
Assistant Superintendent	1				1
Management Analyst <sup>2</sup>	0	0.5			0.5
Senior Administrative Assistant / Department Technician <sup>2</sup>	0.5		0.5		0
Administrative Assistant	0.25				0.25
Water Treatment Operator	1				1
Senior Maintenance Worker	1				1
Senior Parks & Facilities/Maintenance Worker III	0	1			1
Maintenance Worker III	1				1
Maintenance Worker II	2				2
Maintenance Worker I	2				2
Laborer	4		1		3
<b>Total</b>	<b>14.75</b>	<b>1.5</b>	<b>2.5</b>	<b>0</b>	<b>13.75</b>
<b><u>Engineering</u></b>					
Engineering Manager	1				1
Management Analyst <sup>2</sup>	0.5				0.5
Administrative Assistant	0.25				0.25
<b>Total</b>	<b>1.75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1.75</b>
<b>Grand Total</b>	<b>102.25</b>	<b>3.5</b>	<b>3.5</b>	<b>-9</b>	<b>93.25</b>

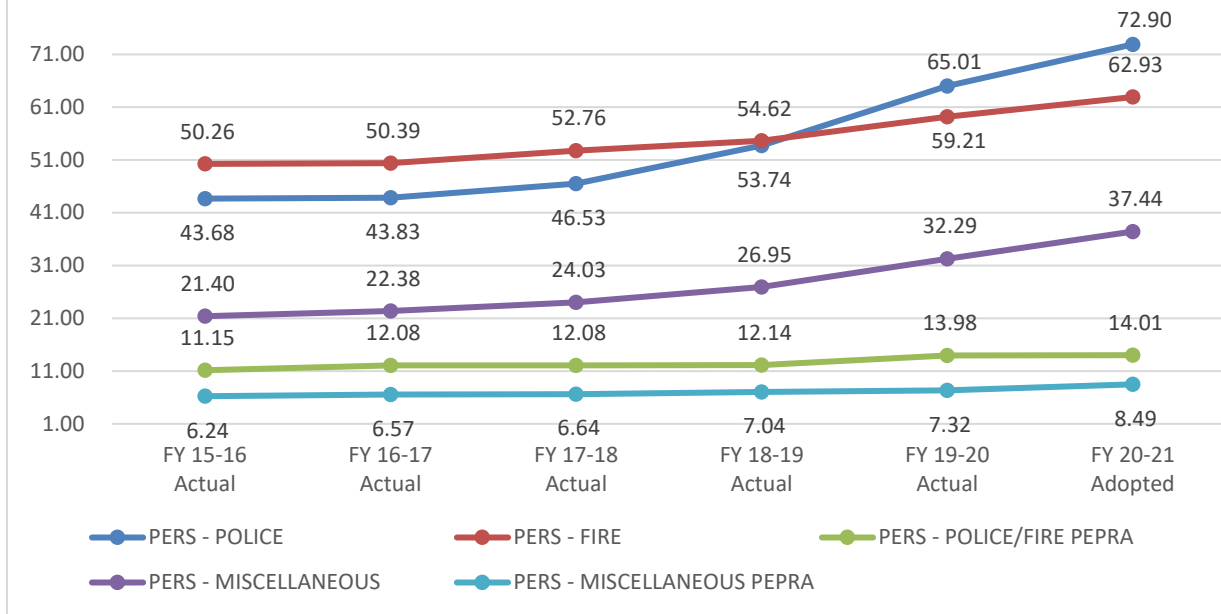
<sup>1</sup> Designates one employee holding two positions

<sup>2</sup> Designates employee sharing between department

## ADOPTED OVERHEAD ALLOCATION

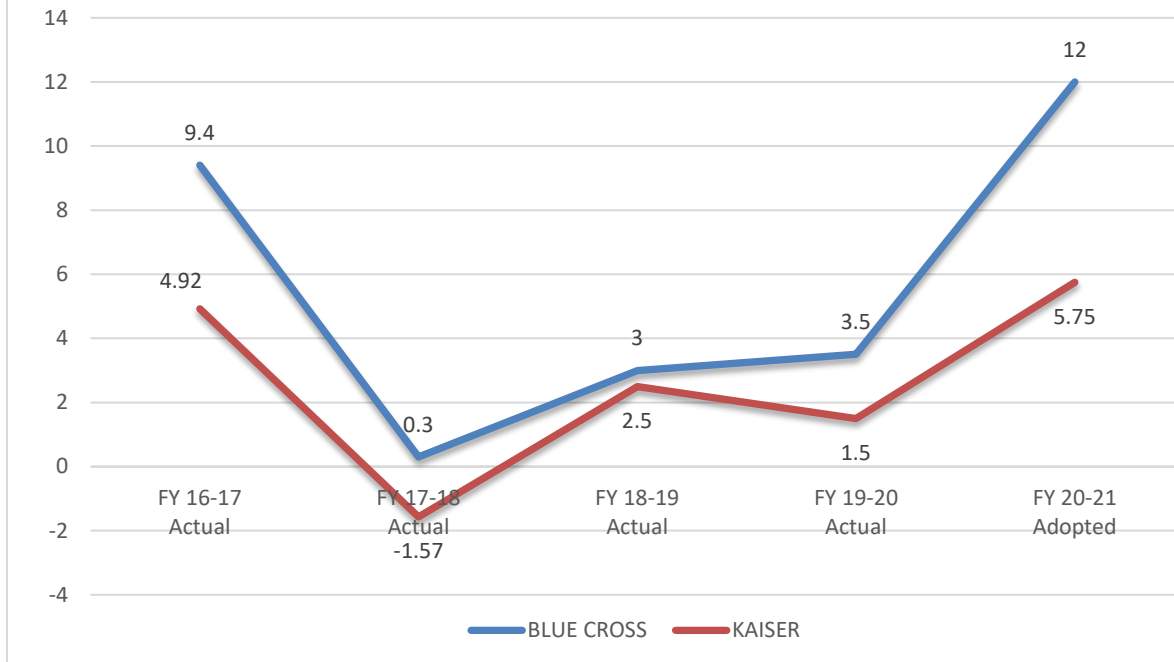
Department	***** Percentage of Overhead Allocated by Fund *****				Total
	General Fund	T&U Fund	Water Fund	Sewer Fund	
City Council	74.0%		12.0%	14.0%	100.0%
City Manager	60.0%		20.0%	20.0%	100.0%
City Attorney	92.0%		5.0%	3.0%	100.0%
Assistant City Manager/City Clerk	85.0%		8.0%	7.0%	100.0%
Finance	25.0%		38.0%	37.0%	100.0%
Building	74.0%		13.0%	13.0%	100.0%
Planning	92.0%		5.0%	3.0%	100.0%
Engineering	38.0%		34.0%	28.0%	100.0%
Fire Services	93.0%		7.0%		100.0%
Police Services	89.6%	10.4%			100.0%
Public Works					
Corporation Yard		17.0%	48.0%	35.0%	100.0%
Government Building	50.0%		25.0%	25.0%	100.0%
Streets		100.0%			100.0%
Parking Lots	100.0%				100.0%
Parks & Landscaping	58.5%	41.5%			100.0%
Storm Water		100.0%			100.0%
Non Departmental	82.0%		9.0%	9.0%	100.0%

## 5 YEAR - PERS RATE HISTORY



Sources: PERS Actuarial Report

## 5 Year - Medical Rate History



City of Sebastopol  
Membership Listing

	Agency Description	Controlling Department	FY 17-18 Dues Amount	FY 18-19 Dues Amount	FY 19-20 Dues Amount
1	Local Agency Formation Commission (LAFCO)	Council	5,468.00	5,690.00	6,927.00
2	Sister Cities International	Council	150.00	155.00	155.00
3	League of California Cities	Council	4,841.00	4,962.00	5,111.00
4	Association of Bay Area Government (ABAG)	Council	2,301.00	2,397.00	2,529.21
5	Sonoma County Go Local Cooperative	Council	150.00	150.00	200.00
6	Cittaslow International	Council	892.50	892.50	1,380.00
7	SoCo Transportation Authority Technical Advisory Committee (SCTA)	Council	4,659.00	4,659.00	4,879.00
8	Regional Climate Protection Authority (RCPA)	Council	7,587.00	7,589.00	7,669.00
9	Sebastopol Chamber of Commerce	Council	-	-	220.00
10	International Institute fo Municipal Clerks	City Clerk	185.00	185.00	195.00
11	City Clerks Association of California	City Clerk	115.00	115.00	-
12	Society for Human Resources Management	City Clerk	100.00	189.00	209.00
13	ICMA	City Clerk	-	220.00	-
14	California Public Employers Labor Relations Association (CALPELRA)	City Clerk	700.00	350.00	370.00
15	California Society of Municipal Finance Officers	Finance	155.00	155.00	220.00
16	Government Finance Officers Association	Finance	170.00	170.00	170.00
17	Municipal Management Association of Northern California	Finance	95.00	95.00	75.00
18	California Public Employers Labor Relations Association (CALPELRA)	Finance	-	189.00	-
19	California Muncipal Treasurers Assocation	Finance	110.00	110.00	95.00
20	California Architects Board	Planning	-	-	300.00
21	American Planning Association	Planning	515.00	700.00	727.00
22	International Association of Plumbing & Mechanical Officials	Building	150.00	150.00	200.00
23	Sacramento Valley Association of Building Officials	Building	65.00	65.00	-
24	Yosemite Chapter of ICC	Building	135.00	135.00	-
25	California Building Officials	Building	75.00	155.00	165.00
26	County Building Officials Association of California	Building	85.00	85.00	-
27	International Association of Electrical Inspectors	Building	120.00	120.00	-
28	Rusian River Watershed Association Technical Work Group	Engineering	29,305.00	31,664.00	32,000.00
29	State Water Control Board	Engineering	5,700.00	5,700.00	-
30	MS4 Storm Water Permit Collaborative Effort	Engineering	12,650.00	12,650.00	-
31	Groundwater Management - GSA	Engineering	-	-	52,977.00
32	Clears, Inc	Police	-	50.00	-
33	California Police Chief Association	Police	290.00	290.00	-
34	National Emergency Number Association	Police	137.00	137.00	142.00
35	Sonoma County Law Enforcement Chief Association	Police	200.00	200.00	200.00
36	Sonoma County Fire Chief Association	Fire	400.00	400.00	400.00
37	California State Firefighter Association	Fire	2,325.00	2,600.00	2,681.00
38	Emergency Services Marketing Corp	Fire	650.00	650.00	660.00
39	REDCOM (9-1-1 Dispatcher Services)	Fire	39,000.00	39,000.00	42,317.00
40	SoCo Operational Area Emergency Services (County EOC)	Fire	2,000.00	2,000.00	2,399.00
41	Bay Area Air Quality Management District	Fire	1,800.00	1,800.00	-
	<b>Total</b>		<b>123,280.50</b>	<b>126,823.50</b>	<b>165,572.21</b>

# APPROPRIATIONS LIMIT



## What is it?

Proposition 4, approved by the voters in November 1979, added California Constitution, Article XIII B. Article XIII B limits the level of most appropriations from tax sources that the state and most local government entities are permitted to make in any given year. The limit for each year is equal to the limit for the prior year, adjusted for changes in the cost of living and population plus other various adjustments as required. The first year in which appropriations limits applied to state and local governments in California was fiscal year (FY) 1980 81.

## Calculation for City of Sebastopol

Per Capita Personal Income	
Fiscal Year	Percentage Change over Prior
2020-21	3.73%

Population Change County of Sonoma	
Fiscal Year	Percentage Change over Prior
2020-21	-0.80%

<b>Per Capita Cost of Living Converted to Ratio:</b>	$\frac{3.735 + 100}{100}$	<b>1.0373</b>
<b>Population Converted to Ratio</b>	$\frac{-1.04 + 100}{100}$	<b>0.9896</b>
<b>Calculation Factor for FY 2020-21</b>	$1.0385 \times 0.9896$	<b>1.0265</b>
<b>Fiscal Year 2019-20 Appropriations Limit</b>	\$ 16,317,147	
<b>Fiscal Year 2020-21 Factor</b>	1.0265	
<b>Fiscal Year 2020-21 Appropriations Limit</b>	<b>\$ 16,749,748</b>	

It should be noted that Appropriations Limit applies only to proceeds of taxes, as defined by the law and statewide reporting guidelines.

## Tax Appropriations Subject to the Tax Appropriations Limit

<u>Tax Appropriations</u>	<u>Total Budget for 2020-21</u>
Property Tax	\$ 2,781,700
Sales Tax	3,181,975
Other Tax	1,134,400
<b>Total Appropriations Subject to Limit</b>	<b>\$ 7,098,075</b>
Appropriations Subject to Limit	\$ 7,098,075
Fiscal Year 2020-21 Appropriations Limit	16,749,748
<b>Over/(Under) Appropriations Limit</b>	<b>\$ (9,651,673)</b>
<b>Percentage Over/(Under) Limit</b>	<b>-58%</b>

State Law requires the annual calculation of the City's Appropriations (Gann) Limit, and the City's practice is to include the annual calculation and adoption as part of the annual reviews and approves of the Operating Budget. The City's appropriations subject to the Gann Limit totals \$7,098,075, which is well below the authorized spending limit of \$16,749,748

Department of Finance Budgeting Resource Price and Population Factors Used For Appropriations Limit at: <http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulation2020.pdf>

**CITY OF SEBASTOPOL**  
**Financial Policy #69**



## **OVERVIEW**

This document establishes policies of overall financial management, budget development, and fiscal administration for the City of Sebastopol. Included herein are statements and principles designed to guide the City in maintaining its financial stability and delivering high-quality services to the public.

Formally adopted financial policies assist elected officials and city staff in the development of fiscal management practices, save time and provide structure for financial decisions, promote public confidence, enhance transparency and provide continuity over time. These policies will be updated periodically, but are designed with a long-term perspective and provide the basic framework and road map for addressing a wide variety of financial and economic conditions that the City will encounter. A fiscal policy supports long-term planning and enhances the City's effectiveness in implementing long-term strategies to deliver efficient services to the public.

This document provides a structured, central repository for a variety of fiscal policies which are organized into the following categories

- General Financial Principles
- Annual Operating Budget Policy
- Capital Improvement Program
- Revenues
- Expenditures
- Cash Management
- Debt Management
- Fund Balances
- Financial Reporting
- Review and Update

## **GENERAL FINANCIAL PRINCIPAL**

It is the overall policy of the City of Sebastopol to build upon a sound conceptual framework to:

- Manage its financial resources in a responsible and prudent manner.
- Provide financial information in a relevant, thorough and timely manner, and in a format that effectively communicates financial status to the Council, citizens and City employees.
- Establish and maintain prudent fund balance levels.
- Maintain financial reporting in compliance with current governmental accounting standards.
- Promote and implement a relevant and strong system of internal financial controls to manage significant risks and monitor the reliability and integrity of financial and operating reporting.
- Promote constructive and proactive financial decision making that includes, and is responsive to, citizens input and guidance.
- Integrate long-term operating and capital resources planning into the annual budget process.
- Allow for uncertainties and maintain a posture of financial flexibility.
- Develop programs in a manner that supports the City's long-term ability to cover costs and provide the level and quality of service required by its citizens.
- Manage debt responsibly.
- Establish and implement investment policies in accordance with the City code and State law.

## **ANNUAL OPERATING BUDGET POLICY**

- An annual operating budget will be adopted by the City Council no later than June 30th of each fiscal year. The budget will include appropriations that provide expenditure authority to public officials responsible for operating their respective departments to fulfill obligations to provide public services as delegated by the City Council.
- Funds may not be expended for a new fiscal year until the budget for that fiscal year has been adopted by the City Council.
- The City Council appointed Budget Subcommittee will develop and present a draft operating budget for consideration by the full City Council and Public. The operating budget will be presented to the City Council for review and adoption.
- Total projected expenditures shall not exceed total estimated revenues. Should this occur, City Council may approve a planned use of accumulated fund balances in prior years for inclusion in the budget.
- The City should maintain a multi-year financial forecast that is updated as part of the annual budget development process.
- One-time revenue sources are not to be relied upon to fund on-going operations.

### **Controlling and Adjusting the Annual Budget:**

- The City structures and controls its budget by use of the following funds:
  - The general fund is the primary operating fund of the City. It accounts for the receipt of property tax, general sales tax, and other general revenues available to finance city operations. The general fund accounts for revenues and expenditures that do not fit the criteria to be accounted for in other funds with external restrictions imposed by their respective financing sources.
  - Special funds account for resources externally restricted for use by their respective funding sources, such as grant programs financed by the State and Federal governments.
  - Enterprise funds account for water and wastewater systems, may be used for fee-based programs if the intention is to recoup almost all City costs through fees or other user charges.
  - Internal Service funds account for centralized service costs (such as technology and vehicle services made available to all operating departments). Charges from the internal service funds appear as an expenditures in the user department, and as revenue in the central service department.
- The City's budget is controlled at the fund level by the City Council.
  - The City Council, as representatives of the public, is the sole authority for creating or increasing expenditure appropriations within a fund. The City Council is also the exclusive authority for approving changes in revenue estimates with funds.
- Department Heads will be held directly responsible and accountable for their budgets as originally adopted by the City Council or as thereafter revised in accordance with this policy. The level of expenditure control for departments is the department level.
- Departments that operate programs among different funds are limited to the appropriation levels within any one fund. This policy also describes the level of authority needed to amend the adopted budget.

### **Transfers and revisions to the adopted budget:**

The City Council approves:

1. All increases in appropriations within a department or fund.
2. All transfers of appropriations between funds.
3. All decreases in appropriations, with the exception that the City Manager may direct Department Heads to suspend expenditures pending Council consideration of decreases

in appropriations needed to respond to fiscal emergency.

The City Manager approves:

1. Transfers of appropriations between expenditure line items within departments, projects and program budgets, up to \$100,000.
2. Transfers between operating divisions and program budgets within departments.
3. The City Manager may make budget transfers between departments or programs as long as those changes do not increase overall appropriations within any one given fund. Transfers between funds, overall increases in fund appropriations, and overall increases in project budgets can only be made through City Council action. Transfers between departments should be reported to the City Council as part of the budget amendment process, either at mid-year or at the proposal of a new budget term.

Finance Department:

1. The Finance Department is responsible for providing forms and instructions for requesting appropriation adjustments, and for analyzing and recommending adjustments to the City Manager. The Finance Department will record approved budgets and adjustments into the City's budget system.
  2. The Finance Department will ensure that the City's Comprehensive Annual Financial Report (CAFR) includes a comparison of actual expenditures against the final budget, as amended and adjusted under the authorities of this policy.
- Operating expenditure appropriations not spent during the fiscal year lapse at year-end, except for:
    - Encumbrances or commitments, as in the form of finalized purchase orders made during the fiscal year that have not been completed at year-end.
    - Appropriations for capital improvement projects and ongoing grants with a life-cycle beyond one year.
  - Governmental funds use the modified accrual basis of accounting while proprietary and fiduciary fund types are budgeted on a full accrual basis of accounting. The Comprehensive Annual Financial Report (CAFR) presents City's finances on a Generally Accepted Accounting Principles (GAAP) basis and the City's budget is prepared in conformance with these standards.
  - City budget must comply with the annual determination of the City's appropriations limit calculated in accordance with Article XIIB of the Constitution of the State of California and adopt an annual resolution to this effect.

## **CAPITAL IMPROVEMENT PROGRAM**

- The City will develop and maintain a five-year capital improvement program (CIP) to be updated annually in conjunction with the operating budget. The CIP should reflect the current and changing needs of the community as well as enhance of the community's quality of life.
- All projects within the CIP are to be tracked systematically and reported on a quarterly basis. CIP tracking reports should clearly display budget-to-actual performance by project, fund category and project status.
- Capital improvements that specifically benefit a select group of users and/or are fee-for-service based are to be financed through user fees, service charges, special assessments and taxes, or development impact fees.
- Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Water/Sewer) are to be financed through the service fees generated within that operation and fund. Such fees should be supported by periodic updates to the related utility master plan.
- Transfers of resources into the CIP fund will be evaluated on an annual basis dependent upon the existence of available surplus dollars.
- The City should strive to maximize the use of capital grants and State assistance in funding capital improvements before tapping general revenue sources.



## **REVENUES**

- The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.
- The City will seek out, apply for, and effectively administer Federal, State, and other grants that address the City's current operating and capital priorities.
- The City will pursue revenue collection and auditing to assure that funds due to the City are accurately received in a timely manner.
- The City will seek reimbursements for State mandated costs whenever possible.
- The City will adopt user fees with appropriate levels of cost recovery.
- User fee studies should be performed and updated annually to ensure the proper balance of costs and service charges. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.
- Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council as fees are annually updated to ensure they reflect all direct and reasonable indirect costs of providing such services.
- Enterprise operations will be self-supporting and shall reimburse the General Fund for any and all materials and services provided on their behalf.

## **EXPENDITURES**

- Expenditures are to be budgeted and controlled so as to not exceed estimated revenues plus the approved and planned use of fund balances accumulated in prior years.
- The City will conduct a mid-year financial status review to determine if projected revenues and expenditures meet target levels. If an operating deficit is projected at year-end, the City should evaluate the need for immediate corrective and/or mitigating actions, including operating or capital expenditure reductions and/or activate the use of established contingency balances. The deferral of essential and scheduled operational expenditures into the following fiscal year or the use of short-term loans and transfers to balance the budget should be avoided.
- The City implements a formal purchasing system, principles, and guidelines to ensure that expenditure levels are kept in check in the course of any fiscal year.

## **CASH MANAGEMENT**

- The Budget Subcommittee will review the City's investment policy periodically and make recommendations to the City Council when appropriate.
- The responsibility of investing City funds rests with the Finance Director who is to exercise due diligence to adhere to the investment policy. The Finance Director will present to the City Council quarterly investment reports presenting a summary of the portfolio status and compliance with the conditions set forth in the investment policy.

## **DEBT MANAGEMENT**

- The City should plan the use of debt in a manner that sustains financing payments at manageable levels.
- The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.

- The City will make every effort to use pay-as-you-go financing for capital improvement projects. Debt financing for a project can be used if the overall project cost exceeds anticipated available resources and/or if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.
- The City will monitor all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to City Council. The City will diligently monitor its compliance with bond covenants.
- The City will not issue long-term debt to finance current operations. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt.
- The City will use a lease-purchase method of financing for equipment if the lease rates are more favorable than the City's expected overall investment rate of return.
- The City will not incur general obligation indebtedness for public improvements which exceed in aggregate 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.

## **FUND BALANCES**

### **Governmental Fund Type Definitions**

Governmental fund types include the general fund, special revenue funds, capital projects funds, debt service funds and permanent funds. GASB has clarified the definitions of these funds as follows:

#### **General Fund**

The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund.

#### **Special Revenue Funds**

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.

#### **Capital Projects Funds**

Capital projects funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations or other governments.

#### **Debt Service Funds**

Debt service funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt service funds should be used to report resources if legally mandated.

## **Permanent Funds**

Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

## **Fund Balance Classifications**

Fund balance is defined as the difference between assets and liabilities. Governmental Accounting Standards Board Statement (GASB) No. 54 classified fund balances into the following categories:

**Non-spendable:** This is a portion of fund balance not available for appropriations by its nature or external restriction. Examples are inventories and donations that require intact principal values.

**Spendable:** Restricted: The restricted portion of fund balance is subject to externally enforceable legal restrictions. Examples are Gas Tax revenues and grant proceeds.

**Committed:** The committed portion of fund balance is constrained by the limitations imposed through formal City Council action. Only formal City Council action can remove or modify a previously committed amount.

**Assigned:** The Assigned portion of fund balance is established for intended use by either the City Council or its designee, such as the City Manager. No formal City Council action is needed to remove the intended use. GAAP required reserves, such as the Other Post-Employment Benefits (OPEB) reserve, belong to this category. The Fiscal Policy and State Revenue Stabilization policy balances belong to this category.

**Unassigned:** The Unassigned portion of fund balance is that remaining after the non-spendable, the restricted, the committed, and the assigned fund balances are identified and recorded.

The City of Sebastopol will use GASB's definitions of fund balance for the annual financial reports (audits) and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. Portions of the fund balance not available for appropriation will be identified as follows.

The City shall strive to use the most restricted fund balances prior to utilizing those that are less restricted. The following order of use reflects this guideline:

- a. Non-spendable (if funds become spendable)
- b. Restricted
- c. Committed
- d. Assigned
- e. Unassigned

## **Fund Balance Policy Levels**

### **Purpose**

The City of Sebastopol (City) has enacted the Fund Balance policies in an effort to ensure financial security through the maintenance of a healthy fund contingency balance that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

## **General Fund**

The City's fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The Council's directed target is to maintain an unassigned fund balance within the range of not less than 15% of annual operating expenditures for the fiscal year with a multi-year goal of achieving a 20% unassigned fund balance level for the reasons noted below. This level of coverage includes General Fund balance amounts specifically assigned for a specific purpose as discussed and defined further below:

- To provide funding to cover approximately two (2) months of operating expenses with the goal of achieving three months coverage in the long term.
- To provide the liquidity to respond to contingent liabilities.
- To adhere to Government Finance Officers Association (GFOA) recommendation that a minimum General Fund unassigned fund balance to be maintained of no less than either two (2) months of regular operating revenues or expenditures.

## **Buildings, Facilities & Infrastructure Reserve**

Building, facilities and infrastructure replacement reserve should be established and maintained to provide for the timely replacement of City's owned fixed assets. The balance is hereby defined as assigned by the City Council to allow the City to maintain an infrastructure reserve with a target balance equivalent to the projected annual cost of the first year Capital Improvement Plan funding expenditures.

## **Equipment, Technology and Vehicle Replacement Reserve**

The balance is hereby defined as assigned by the City Council to allow the City to set aside an appropriate amount of money to properly fund equipment, technology and vehicle replacement. The City shall set aside funding annually in this reserve based on the vehicle and equipment replacement schedule.

## **CalPERS Retirement & Other Post-Employment Benefits Reserve**

The City conducted an actuarial study to comply with GASB Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits and to determine the City's obligation for the other post-employment benefits (OPEB). The study concluded that the City should set aside annual funding for this obligation and the City should maintain internal funding of OPEB obligations for this purpose. Additionally, the City will conduct an actuarial update every two to three years to maintain the current status of this valuation.

## **Unassigned Operating Reserve**

These balances are hereby defined as unassigned by the City Council to allow the City to weather unpredicted cyclical and rapid downturns in the economy. These funds would be available for use in such conditions to mitigate negative economic fiscal impacts or State takeaways and can be activated within any one budget cycle through Council action. An economic downturn would entail a projected and/or sudden drop in core revenues (major tax and service revenue loss) of equal to or greater than 10% (including the impact of inflation) and/or a change in economic parameters (such as interest rates, debt service rates, pension and health rates) that cause a material change in expenditures of 10% or more, or the occurrence of a local natural disaster or unexpected financial claim requiring the immediate use of cash balances.

## **Water and Sewer Fund Balances**

The City should maintain the balances in the Water Sewer Fund at a level sufficient to accommodate operating and capital needs. This reserve is recommended at 25% of annual expenditures, including estimated capital improvements. Multi-year fee studies for this fund should be updated periodically as a basis for defining the revenue sources necessary to maintain system infrastructure and required services levels. As a result of the periodic fee or master plan studies, adjustments to user charges may be necessary to maintain recommended fund balance levels.

### **Workers' Compensation and Liability Insurance Funding**

Periodic actuarial studies of self-insured workers' compensation and general liabilities will be conducted to ensure that proper levels of liabilities are accrued for claims and that rates charged to operating departments are appropriate.

### **FINANCIAL REPORTING**

- The City's accounting and financial reports are to be maintained in conformance with GAAP.
- An annual financial audit will be performed by an independent public accounting firm familiar with municipal government activities. The independent auditor will issue an audit opinion to be included in the City's Comprehensive Annual Financial Report (CAFR). Additionally, the auditor will present the CAFR and discuss audit findings to the City Council. The City encourages the rotation of audit service providers every 5 years cycle.
- The City is encouraged to submit the Annual CAFR to State and/or National Government Finance Professional organizations (Government Finance Officers' Association's Certification of Achievement for Excellence in Financial Reporting - California Society of Municipal Finance Officers CAFR Award) for independent review and evaluation.
- Internal financial status reports are to be issued on a periodic and timely basis – no less than quarterly and be made readily available on the City website.

### **REVIEW AND UPDATE**

This financial policy will be reviewed periodically and updated, if necessary, to reflect any changing requirements.



**CITY OF SEBASTOPOL**  
**Purchasing Policy**  
**Council Policy #89**

**OVERVIEW**

This policy is written to document the policies and procedures that shall be followed when purchasing goods or services. All purchases of materials, supplies, equipment, vehicle and services required by the City shall be made in accordance with the following, and pursuant to applicable provisions of the Government Code. This policy will be reviewed with new members of the City Council and new Department Heads/Managers as soon as possible after they assume office/responsibility. This policy shall also be reviewed as part of the annual budgeting process.

**ETHICS AND RESPONSIBILITY**

The City Manager (or designee) serves as the Purchasing Agent, and is charged with the responsibility and authority for coordinating and controlling the City's purchasing function in accordance with Purchasing Policies.

The Purchasing Agent and all departments shall adhere to the Purchasing Policy when procuring materials, supplies, equipment, vehicles and services. All purchases shall be limited to the approved budget or as otherwise authorized by the City Manager. Purchasing dollar limits specified in the Purchasing Policy is "per order" unless otherwise indicated.

Applicable competitive bidding categories, authorization limits or contract award procedures will be based on unit cost, total purchase cost for consolidated bid items, or fiscal year aggregates in the case of standing purchase orders or similar ongoing purchasing arrangements. Staging of purchases to avoid competitive bidding procedures or authorization limits is prohibited.

All personnel engaged in the purchasing function shall exercise good judgment in the use and stewardship of City resources, and all purchasing functions shall be conducted with absolute integrity and objectivity. Purchases are subject to public scrutiny; employees shall follow a strict rule of personal conduct that will not compromise the City in the conduct of its business. Any employee intentionally and/or repeatedly making purchases in a manner that circumvents, ignores or fails to comply with Purchasing Policies will be subject to disciplinary action, in accordance with City Personnel procedures.

**PURCHASING AGENT RESPONSIBILITIES**

The City Manager or his/her designee shall act as the City's Purchasing Agent. The Purchasing Agent is responsible for procurement of materials, supplies, equipment, vehicles and services; administration of purchasing policies and procedures; and management of surplus City property. To perform these functions efficiently and assist departments, the Purchasing Agent shall:

- a. Coordinate and manage procurement of the City's materials, supplies, equipment, vehicles and services from the lowest responsive and responsible bidder when required by the Purchasing Policies.

- b. Ensure full and open competition on all purchases as required by the Purchasing Policies, and make purchase award recommendations to the appropriate authority.
- c. Identify, evaluate and utilize purchasing methods that best meet the needs of the City (cooperative purchases, standing purchase orders, contractual agreements, etc.)
- d. Recommend revisions to purchasing policies and procedures when necessary, and keep informed of current developments in the field of Public Purchasing.
- e. Act as the City's agent in the transfer and disposal of surplus equipment, vehicle and materials.

## **DEPARTMENT RESPONSIBILITIES**

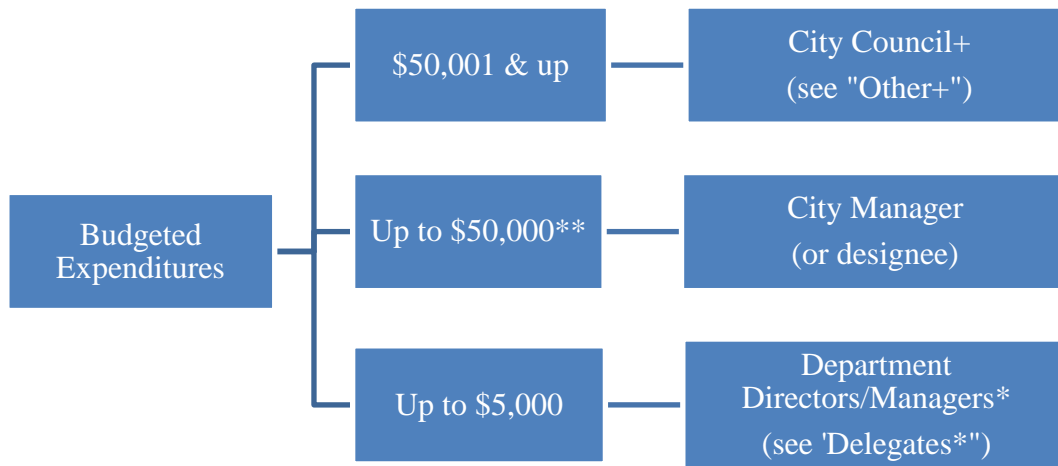
Each Department is responsible for facilitating prudent, efficient and cost-effective purchases. To meet these responsibilities, Departments shall:

- a. Ensure staff is trained on the terminology and requirements set forth in the Purchasing Policies.
- b. Minimize urgent and sole source purchases, and provide written findings and documentation when such purchases may be necessary.
- c. Refrain from "splitting" orders or projects for the purpose of avoiding procurement requirements or authorization limits.
- d. Anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with best purchasing practices.
- e. Maximize coordination of purchases into a lesser number of large transactions to take advantage of cost savings for bulk purchases of commonly used goods and services.

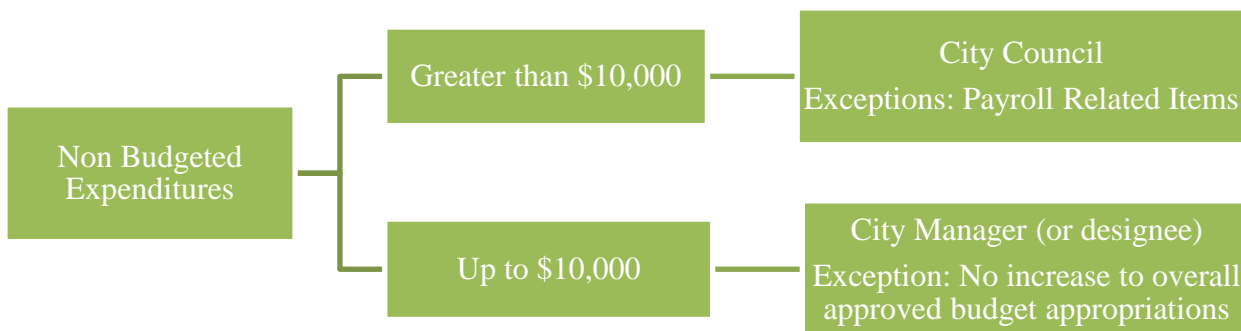
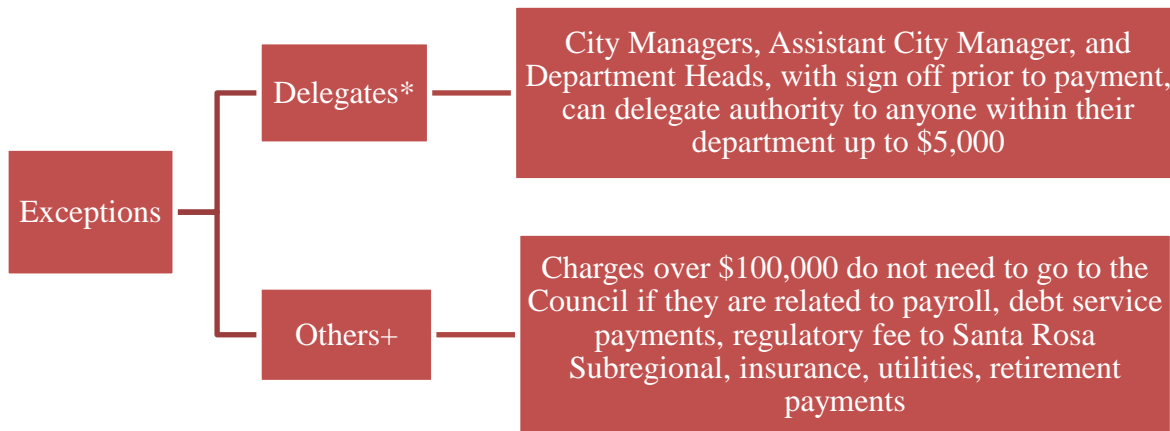
## **PURCHASING AUTHORITY**

The City Council adopts an annual budget, which includes detail of all capital items, professional fees for services and all other expenditures. Items referred to hereafter as "budgeted" refer to expenditures that have been appropriated in the adopted budget or approved for expenditure by the Council after the budget is adopted for the current fiscal year.

Authority to approve expenditures shall be determined as shown in the diagrams below. Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the guidelines.

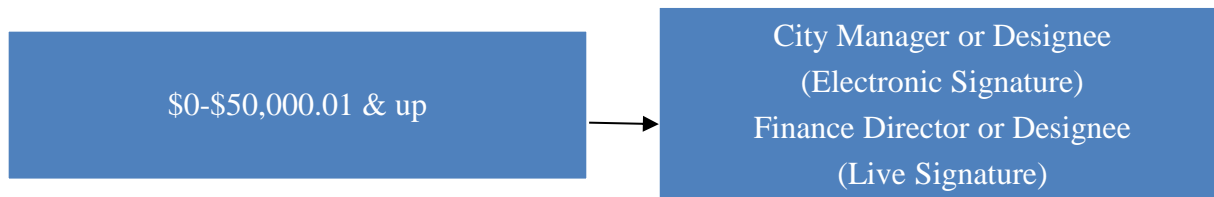


\*\* Subject to competitive bidding if requirement herein



**CHECK SIGNING AUTHORITY**

The City Manager and Finance Director may designate their signature authority in their absence.





## **CONTRACTS FOR GOODS, SERVICES AND EQUIPMENT; PROFESSIONAL SERVICES; SOLE SOURCE, LOCAL BUSINESSES, PUBLIC PROJECTS**

The City shall invite bid proposals or quotations for goods, services and equipment as required by applicable provisions of California Law. Invitations to bid shall include all information required by law and grant requirements. City personnel shall always use their best judgment in receiving either oral or written quotations. For expenditures over \$30,000, the City shall solicit, if available, three (3) written quotations or bids. Generally, the purchase will be made from the lowest responsible bidder. The City in its sole discretion reserves the right to reject all bids or quotations. In the event bids or quotations are not received or, in the City's sole discretion are unacceptable, the City reserves the right to have the work done by its own forces. City Manager may require a contract in lieu of a purchase order.

### **PROFESSIONAL SERVICES**

The City may in its discretion, but is not required to, utilize a request for proposal process or other formal process for the selection of consultants to provide professional services. Selection of professional services consultants shall be made in the City's sole discretion based on demonstrated competence, professional qualifications and other criteria which the City deems relevant. Professional services include engineers, architects, scientific researchers, surveyors, financial experts, auditors and legal services. This category is to include consultants of a technical nature where the City is hiring them based upon their technical expertise. The method for obtaining professional services is as follows:

- a.** The Request for Qualifications (RFQ) - A RFQ is a solicitation to a wide variety of consultants requesting their qualifications to perform the project. A RFQ does not require the consultants to prepare a proposal for the service. The RFQ is used to determine consultants who will be issued a RFP for the project. The RFQ is used when there are a wide variety of consultants that are qualified to perform the work.
- b.** Requests for Proposals (RFP) –A RFP is sent to a smaller group of consultants than a RFQ. A RFP requests their qualifications, a proposal to perform the work and schedule of their rates. An RFP can be the second stage of an RFQ/RFP process or a single step when only a small number of consultants are qualified to perform the project.
- c.** The City Manager or his/her designee will determine which process for procurement of services is selected.
- d.** Once the most qualified consultant is identified, staff negotiates an agreement that includes cost considerations. If an agreement cannot be reached with the most qualified consultant, the second most qualified consultant is negotiated with and the process continues. If none of the qualified consultants can come to an agreement with the City, sole source procurement is authorized.

Material Supplies and Equipment are items that are not construction or professional/non-professional service related. Non-Professional Services includes service contracts that are not professional services. Examples of these are material suppliers, janitorial services, landscapers

and painters. For non-professional service contracts more than \$30,000 the City Council must approve all contracts.

Sole source procurement is authorized if one of the following conditions are met:

- a. The work is specialized, or requires specific knowledge that only one consultant has that leads to project efficiencies.
- b. Is a continuing project that the consultant has worked on before that leads to efficiencies.
- c. An emergency
- d. Less than \$30,000

#### LOCAL VENDOR PREFERENCE:

Whenever possible, the City wishes to support, promote the use of local businesses, suppliers and services providers to help create a sustainable economy, preserve local businesses, and make a commitment to circulate tax dollars within city limits.

Environmentally Preferable Purchasing (EPP) Policy.

#### Purpose:

- Conserve natural resources, such as water, fuels, fiber, and minerals.
- Encourage waste stream diversions and reduced land filling of waste.
- Minimize environmental impacts, such as pollution and habitat destruction.
- Eliminate or reduce toxics that create hazards to workers, our community, and the environment.
- Support strong recycling markets, reduce City operating costs where possible, and reduce materials that are landfilled.
- Identify and increase the use of environmentally preferable products.
- Consider life cycle cost analysis when making purchasing decisions

#### Policy:

- Select environmentally preferable products and services that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free, and reduce greenhouse gas emissions, when feasible.
- Promote product efficiency and effectiveness.
- Purchase products and services that minimize environmental impacts, toxics, pollution, waste, and hazards to worker and community safety to the greatest extent practicable.
- Encourage and support standardization and consider life cycle costs when making purchases for the City, such as vehicles, computers, etc.
- Encourages diversion to the waste stream through beneficial reuse.

#### Procedure:

- The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.
- Nothing contained in this policy shall be construed as requiring a department, purchaser, or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.
- Nothing contained in this policy shall be construed as requiring the City, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

Specifications:

*I. Source Reduction*

- a. The City shall purchase remanufactured and recycled products.
- b. The City shall require equipment purchased to be compatible with City source reduction targets, when practicable.
- c. The City shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs, and expected lifetime compared to other alternatives.
- d. Products that are durable, long lasting, reusable, or refillable are preferred whenever feasible.
- e. Suppliers of electronic equipment, including but not limited to, cell phones, computers, monitors, printers, and copiers shall be encouraged to take back equipment for reuse or environmentally safe recycling when the City has completed its use of that equipment or discards or replaces it, whenever possible. The City shall encourage the purchase of rechargeable batteries whenever possible.

*II. Recycled Content Products*

- a. All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, shall contain the highest post-consumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines, whenever practical. The EPA has developed the Comprehensive Procurement Guidelines (CPG) for the designation of products.
- b. Copiers and printers bought or leased shall be designed for use with recycled content products.
- c. The City shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
- d. When specifying asphalt, concrete, aggregate base, or Portland cement concrete for road and other construction projects, the City shall use recycled, reusable, or reground materials, when practicable.
- e. The City shall encourage the use of fly ash and other recyclable material content in any concrete foundation projects.

- f. The City shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades, whenever practical.
- g. All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is comprised of recycled content.
- h. Allow, as a general rule, the procurement of a product with a recycled or recyclable content over a virgin product if the price is within 2.5% of the virgin product, when products are equivalent (See 2.1 EPA Guidelines).
- i. The City shall make previously used and/or left over office supplies available for
- j. office reuse, located in each City office building. Examples of these supplies are binders, folders, organizers, etc.

*III. Energy Savings:*

- a. Where applicable, energy-efficient equipment shall be purchased with the most up-to-date, economically feasible, and proven energy efficiency functions. This includes but is not limited to, high efficiency space heating systems and cooling systems.
- b. When practicable, the City shall replace inefficient lighting with energy-efficient equipment.
- c. All products purchased by the City and for which the U.S. EPA Energy Star certification is available shall meet the Energy Star certification and possess the Energy Star label, when practicable. When products with Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

*IV. Green Building – Construction and Renovations:*

- a. The City will comply with the adopted Green Building Code guidelines and green points system for the construction of all permanent municipal building and renovation projects which exceed 2,000 sq. ft. in area.

*V. Water Savings:*

- a. The City shall purchase water-saving products, whenever practicable.

*VI. Landscaping:*

- a. All landscape renovations, construction, and maintenance by the City, including workers and contractors providing landscaping services for the City, shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible, including but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
- b. Plants should be selected to minimize water waste and increase survivability by choosing species that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred. Invasive species shall be avoided.
- c. Hardscapes and landscape structures constructed of recycled content materials are

encouraged. The City shall limit the amount of impervious surfaces in the landscape, where practicable and where life cycle costs are considered. Permeable substitutes such as permeable asphalt or pavers are encouraged for walkways, patios, and driveways, when practical and considering the Americans with Disabilities Act (ADA), and other code or compliant issues.

*VII. Toxics and Pollution:*

- a. To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) shall contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.
- b. The use of chlorofluorocarbon (CFC) containing refrigerants, solvents, and other products shall be phased out, and new purchases shall not contain them.
- c. All surfactants and detergents shall be biodegradable, where practicable, and shall not contain phosphates.
- d. When maintaining buildings and landscapes, the City shall manage pest problems through prevention and physical, mechanical, and biological controls. The City has adopted Resolution No. 5108 and practices using the least toxic methods practicable.
- e. When maintaining buildings, the City shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or formaldehyde free when purchasing materials such as paint, carpeting, adhesives, furniture, and casework where practicable.
- f. The City shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes but is not limited to purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever practicable, and prohibiting purchase of products that use polyvinyl chloride (PVC) such as but not limited to, office binders furniture, flooring, and medical supplies, whenever practicable.
- g. The City shall purchase products and equipment with no lead or mercury, whenever possible.
- h. When purchasing or replacing vehicles, the City shall consider fuel efficient and decreased emission alternatives, such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available, and as they meet the City's work needs.
- i. Vehicle fuels made from renewable energy sources, such as non-wood, plant-based contents (e.g. vegetable oils), are encouraged whenever practicable and
- j. where approved by State air pollution control bodies and the Original Equipment Manufacturer (OEM)

*VIII. Forest Conservation:*

- a. To the greatest extent practicable, the City shall not procure wood products such as lumber that originates from forests harvested in an environmentally unsustainable manner. When possible, the City shall give preference to wood products that are certified to be sustainably harvested by a comprehensive,

performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to those of the Forest Stewardship Council (FSC) certification.

*IX. Agricultural Bio – Based Product*

- a. Paper, paper products, and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged, whenever practicable.

Implementation:

- The City Manager or their designee shall implement this policy in coordination with other appropriate City personnel.
- Successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
- Upon request, City employees making the selection from competitive bids shall be able to provide justification for product choices that do not meet the Environmentally Preferable Purchasing criteria in this policy.
- Purchasers are encouraged to include businesses certified by the Bay Area Green Business Program in requests for products and services.
- Vendors, contractors, and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the City, where practicable.

PUBLIC PROJECTS

The City reserves the right in its discretion to determine whether it will seek competitive bids for public works projects. Public Projects are subject to definitions, terms and conditions specified in the California Public Contract Code and/or the Uniform Construction Cost Accounting Procedures (“UCCAP”) set forth in the Uniform Public Construction Cost Account Act (“The Act”), as they may be amended from time to time. When Public Contract Code (PCC) requirements contradict City requirements, the PCC will apply. PCC §22002(c), as may be amended, defines a Public Project for formal bidding purposes as:

(c) "Public project" means any of the following:

- 1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
- 2) Painting or repainting of any publicly owned, leased, or operated facility.
- 3) In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, power-plants, and electrical transmission lines of 230,000 volts and higher.

(d) "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:

- 1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- 2) Minor repainting.
- 3) Resurfacing of streets and highways at less than one inch.
- 4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
- 5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power-plants, and electrical transmission lines of 230,000 volts and higher.

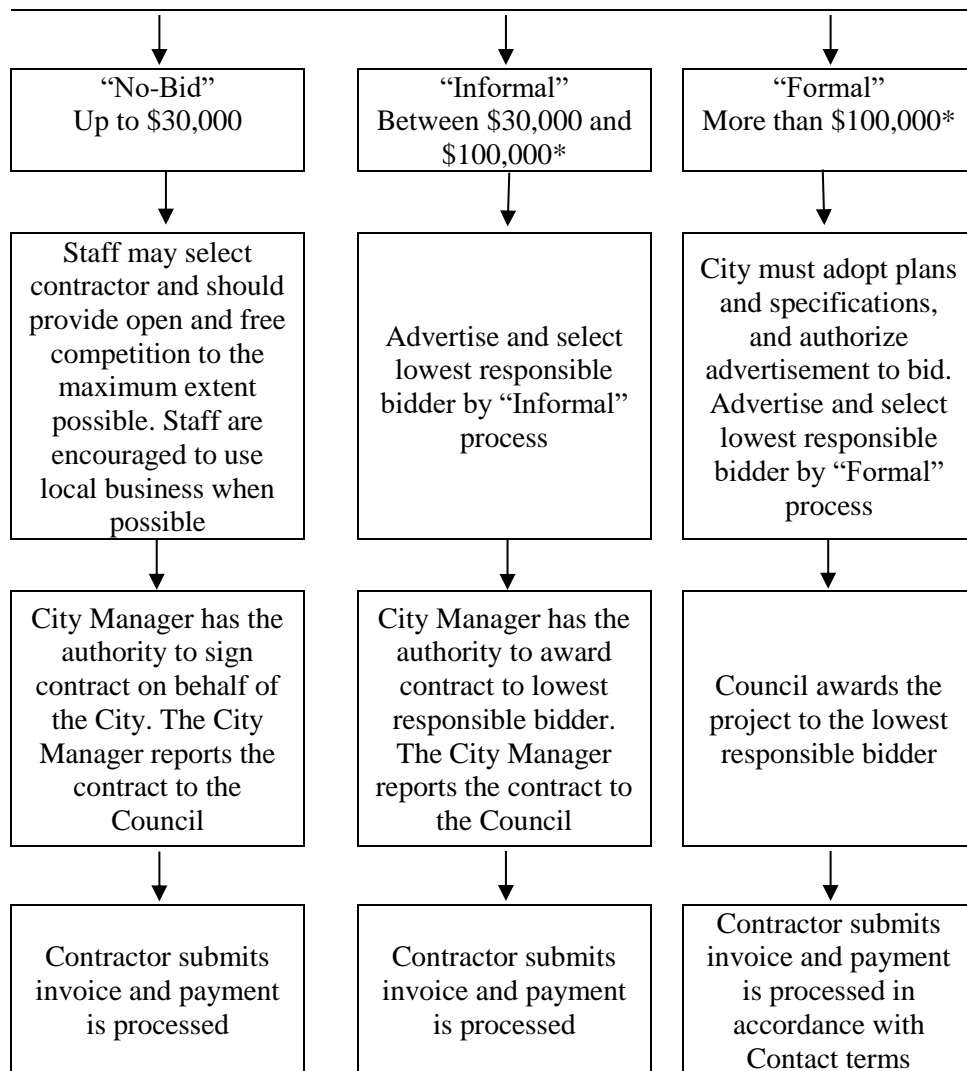
(e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.

(f) Every November of each year, Department of Public Works send out a written notice to all constructions trade journals designated for the City under PCC §22036(c), inviting all licensed contractors to register on the City's Bidders List for Notification of Informal Bids for the following calendar year. A qualified bidders' list can be obtained at the Public Works Department.

(g) Projects valued at less than \$100,000 may be let to informal bidding, in accordance with the informal bidding procedures of the Uniform Public Construction Cost Accounting Act. When a project is to be awarded via informal bidding, contractors that have been registered on the informal bidders list will be notified with a general project description, location of where to obtain more detailed information, and the time and place of bid submission at least 10 days in advance of the submission deadline and bid opening.

The following diagram illustrates the steps to follow for construction contracts:

## Construction Contracts for Public Projects



### EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding may be waived in the case of an emergency as defined above or when:

- ▶ The items or services to be furnished are in such short supply that there is no competition.
- ▶ Where the specifications or other restrictions limit the number of prospective suppliers.
- ▶ Where the skill or knowledge of a particular individual is sought.
- ▶ “Piggy-backing” or consolidating its procurement with that of another agency or entity constituted for governmental purposes; provided that the commodities or contractual



services to be procured have been subjected to competitive bidding by said other agency or entity and documentation of such competitive bidding exists.

### **CHANGE ORDERS, TASK ORDERS, AND CONTRACT AMENDMENTS**

A substantial change to a Purchase Order or Contract (i.e., pricing, terms and conditions, specifications and/or scope of work) shall be documented as a Change Order, Task Order, or Contract Amendment.

- a. Department Heads or their designees may sign Change Orders, Task Orders, and Contract Amendments for purchases and contracts up to \$5,000.
- b. When the initial purchase or contract exceeds \$5,000, the signature authority for that purchase shall be the City Manager or his/her designee.
- c. Change Orders, Task Orders, and Contract Amendments generally should not exceed 10% of the original contract amount, unless authorized by the City Manager or his/her designee. A new scope of work and/or a new contract may be required when the change exceeds 10% of the original amount. The signature authority for this purchase shall be the City Manager or his/her designee
- d. A Change Order, Task Order or Contract Amendment is not required when taxes, shipping and/or handling cause a purchase to exceed the authorized (Purchase Order) amount; the signatory limit may also be exceeded in that circumstance.

This section replaces and rescinds Council Policy #27 (Change Orders), Administrative Policy # 2 (Work Order Procedures), #3 (Small Purchase Order Procedures) and #17 (Processing Invoices)

### **URGENT AND EMERGENCY PURCHASES**

Sound judgment shall be used in keeping urgent and emergency purchases to an absolute minimum. Specific procedures for managing these purchases shall apply, as determined by the Purchasing Agent.

- a. **Urgent Purchases** – Immediate purchases of material, supplies, equipment, vehicle and services may be made when an urgent circumstance (as defined in the Purchasing Policies) exists, and procurement should not be delayed by use of normal competitive and financial procedures. Urgent purchases of up to \$5,000 shall be authorized by the Department Head or designee; the City Manager may authorize urgent purchases up to \$50,000. Urgent purchases shall be followed, as soon as practical, with submission of a written justification for the purchase having been made outside normal procedures.
- b. **Emergency Purchases** – In an emergency (as defined in the Purchasing Policy), the City Manager or designee may authorize the immediate purchase of material, supplies, equipment, and services, including those in excess of his/her City Council-approved signature threshold. Such purchases shall be followed, as soon as practical, with submission of a written justification for the purchase having been made outside normal

procedures. City Council shall be notified, at its next regular meeting, of any emergency purchases in excess of \$50,000.

- a. Poor and/or lack of planning does not constitute justification for an urgent and emergency condition. An urgent and/or emergency condition is defined as “a situation that creates a threat to public health, welfare, safety, or public property such as floods, epidemics, riots, fire, unexpected equipment failures, or such other reasons as may be determined by the City Manager or his/her designee.” An urgent and emergency purchase may be made when the existence of an urgent and/or emergency condition creates an immediate and serious need for goods or services that cannot be met through normal procurement methods.
- c. In the case of a disaster or for civil defense, nothing contained in this document shall limit the authority of the City Manager to make purchases and take such other emergency steps as are, or may be, authorized by the City Council, including opening a line or lines of credit to accommodate necessary purchases.
- d. Emergency purchases related to Public Projects are authorized under jurisdiction of the Public Contract Code/UCCAP, and are subject to definitions, regulations and processes that vary from City policy. Emergency purchases to repair or replace public facilities may proceed prior to adoption of the working details, drawing, plans and specifications, only when in accordance with the UCAAP definition and requirements. Staff responsible for Public Projects shall be held accountable for compliance with these requirements.
- e. Should any urgent or emergency purchase cause any budget line item to exceed the approved budget, the Department shall request City Manager approval to exceed and amend the budget, subject to subsequent City Council approval of an additional budget appropriation or budget amendment to cover the purchase. This section runs concurrent with the Amended City Council Policy #69 (Financial Policies).

## **DISPOSAL OF SURPLUS PROPERTY**

The City Manager or designee is authorized to exchange, trade-in, sell and dispose of surplus property having salvage value in the open market, by public auction, by competitive sealed bids or by exchange or trade in for new goods. The sale or lease of surplus property to a governmental, public or quasi-public agency may be without advertisement for or receipt of bids. Employees are not eligible to receive or purchase surplus property, however, employees may receive personalized items, and receive or purchase at market value items considered to be memorial or commemorative in nature, subject to City Manager approval. This section replaces and rescinds Council Policy #3 (Disposal of Surplus City Property to Qualified Charitable Organizations)

## **PROPERTY WITH NO SALVAGE VALUE**

Surplus property with no salvage value, as determined by the Department and recommended by the Finance Director to the City Manager or designee, shall be disposed of in a manner that salvages recyclable components, if practical.

## **UNCLAIMED, SEIZED OR ABANDONED PROPERTY**

The Department is hereby authorized to make recommendation to the City Manager to sell or dispose of all goods in the possession or custody of the Police Department which are unclaimed, seized and/or abandoned and may be legally disposed of by the City.

## **DONATIONS OF SURPLUS PROPERTY**

Upon approval in advance in writing by the Finance Director with the City Manager approval, surplus property may be donated to governmental, public or quasi-public agencies, charitable or non-profit organizations on a first-come first-served basis to be utilized for non-profit purposes.

## **REPORTING**

The Department shall provide regular reports to the City Manager indicating surplus property disposed of, the method of disposal, and the amounts received from disposal, and shall maintain records for public inspection relative to the disposal of surplus property for a period of time in compliance with State law and the City's records retention schedule. Annual reports shall be provided to City Council accordingly.

## **CAPITAL EQUIPMENT**

Purchase of equipment or furniture at a unit cost of \$10,000 or greater with a useful life greater than 3 years shall be capitalized. At the time of receipt, an asset number shall be issued and affixed to the asset.

## **INFORMATION TECHNOLOGY-RELATED PURCHASES**

To keep costs under control and assure implemented technologies work together harmoniously and meet staff needs, the City shall work with our I.T consultant to standardize and control all purchases of equipment, including but not limited to desktops, laptops, and other electronic devices.

- a. With limited exceptions, the department shall include in its annual budget funding to support technology purchases. While the Information Technology consultant may provide support for specific departmental technology needs, those needs shall be funded through department budgets.
- b. The list of those authorized by the City Manager to request technology purchases shall be maintained by the Finance Department.

## **CREDIT CARDS**

The City Manager or designee may acquire credit cards in the name of the City for use by designated City Department Heads. The City shall maintain a written log of credit cards. Department Heads assigned credit cards will sign an acknowledgement form (Exhibit A) agreeing to the limitations of the card use as described below.

- ▶ May be used to charge necessary supplies and equipment, authorized travel, food and lodging for the person in possession of the credit card and any other City employee.

- ▶ May be used for the purchase of gas, oil, supplies, and repairs for City vehicles.
- ▶ May be used to purchase conference/seminar registration, airline, hotel, meals, car rental costs for the City Council, City Manager, or other City employee.
- ▶ May be acquired for vendors (i.e. Office Depot, Sebastopol Hardware, etc.)
- ▶ May not be used for personal benefit or personal use.
- ▶ May not be issued to members of the City Council. They will be reimbursed according to the City's established Reimbursement Policy.
- ▶ Must be returned to the City upon termination or resignation prior to receiving their last paycheck.

Misuse of the credit card privilege can result in disciplinary action, including termination.

Receipts for all credit card expenditures must be promptly turned into the Finance Department along with appropriate documentation stating the purpose of the expenditure.

Credit card limits are as follows:

City Manager	\$10,000
Assistant City Manager/City Clerk	\$10,000
Finance Director	\$10,000
Planning Director	\$5,000
Building Official	\$5,000
Engineering Manager	\$5,000
Police Chief	\$5,000
Police Lieutenant	\$5,000
Fire Chief	\$5,000
Public Works Superintendent	\$5,000
Assistant Public Works Superintendent	\$5,000

This section replaces and rescinds Council Policy #71 (Credit Card Use Policy)

## **PURCHASE ORDERS**

A signed purchase order will be made for all expenditures in excess of \$5,000 and a copy will be given to the Finance Department. Purchase orders should be approved (signed by the City Manager or his/her designee) prior to making the actual purchase or commitment of funds. It is the responsibility of each department directors/managers to verify that the funding amount of the requested purchase is available before authorizing the purchase order.

## **PETTY CASH FUND**

A Petty Cash fund of \$200 will be established for each City department. Expenditures up to \$20 may be made for postage, freight, permit fees, licenses and similar charges, and employee

expenses. In each instance a written receipt for payment is required. The Finance Director or designee will be responsible for the Petty Cash Fund.

### **PREVAILING WAGES**

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the City will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

### **GRANT COMPLIANCE**

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. City contracts will provide language required to be in all subcontracts and disclosure of an audit requirement.

**EXHIBIT A**

**CITY OF SEBASTOPOL CREDIT CARD HOLDER AGREEMENT**

Employee: \_\_\_\_\_ Department: \_\_\_\_\_  
(Cardholder)

The Cardholder has been issued a City credit card and hereby agrees to comply with all terms and conditions set forth in the City’s Purchasing policy, including but not limited to:

1. **Official Use Only.** Charging personal expenses on City cards is a misuse of public funds even if the intent is to reimburse the City at a later time and may result in disciplinary action, including termination, at the City Manager’s discretion.
2. **Timely, Accurate and Supported Payments.** Credit card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained for all charges and submitted to the Finance Department.
3. **Disputed Charges.** It is the responsibility of the cardholder to immediately notify the vendor and issuing bank of any disputed charges.
4. **Lost or Stolen Cards.** The issuing bank and the Finance Department will be notified immediately of a lost or stolen card. Failure to do so could make the Cardholder responsible for any fraudulent use of the card.
5. **Surrender Upon Request or Separation.** The credit card will be immediately surrendered upon separation from the City or upon request of the City Manager or designee. Use of the credit card for any purpose after its surrender is prohibited. The bottom section of this form will be signed upon return of the credit card.
6. **Credit Card Limit.** The credit limit of this card is \$\_\_\_\_\_.

\_\_\_\_\_  
Cardholder Signature Date

**RETURN OF CREDIT CARD UPON SEPARATION FROM CITY EMPLOYMENT**

I HEREBY SURRENDER the credit card issued to me by the City of Sebastopol to the Finance Director. I declare that all outstanding charges on the credit card are for official City business and will be paid through established procedures.

\_\_\_\_\_  
Cardholder Signature Date Finance Director Date

**CITY OF SEBASTOPOL**  
**Investment Policy #90**



**I. Policy**

It is the policy of the City of Sebastopol to invest public funds in accordance with the relevant governing statutes and in such a manner as to obtain the highest investment return possible consistent with the safety and liquidity objective outlined in this policy.

**II. Scope**

This investment policy applies to all financial assets of the City of Sebastopol. These funds are accounted for in City of Sebastopol's Comprehensive Annual Financial Report and include:

- General Fund.
- Special Revenue Funds.
- Capital Project Funds.
- Enterprise Funds.
- Trust and Agency Funds.
- Any new fund created by the legislative body, unless specifically exempted.

**III. Prudence**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio under prevailing economic conditions at the moment of investment commitments. Investment officers 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.

In determining whether an Investment official has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the official had responsibility rather than a consideration as to the prudence of a single investment, and, whether the investment decision was consistent with the written investment policy of the entity.

**IV. Objectives**

The City's investments will be in accordance with all state statutes governing the investment of public funds. The City shall invest its cash with three objectives, listed in order of priority:

1. Safety. Safety of the principal invested is the primary objective to insure against loss. In order to obtain this objective, the portfolio will be diversified to guard against losses in any one security class.

2. Liquidity. The City's portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated. Investment maturities shall be matched to anticipated cash flow requirements whenever possible. At a minimum, the City will "ladder" investment maturities to coincide with cash outflow needs and to ensure a consistent minimum balance in the liquid portion of the portfolio.
3. Return on Investment. The City's investment portfolio shall attain a market-average rate of return throughout budgetary and economic cycles, taking into account the cash flow characteristics of the City and shall be in keeping with accepted financial management practices and procedures.

## **V. Investment Authority and Delegation**

Authority to manage the investment program is granted to the Finance Director hereinafter referred to as Investment Officer.

Responsibility for the operation of the investment program is hereby delegated to the Investment Officer who shall act in accordance with this Investment Policy. Officers will prepare quarterly investment reports and other special reports as may be deemed necessary.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

## **VI. Ethics and Conflicts of Interest**

Employees involved in the investment process shall refrain from any personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Investment Officer shall disclose any material financial interest in financial institutions that conduct business with the City, and they shall further disclose any personal financial/investment positions that could be related to the performance of the City's portfolio.

## **VII. Authorized Investments**

The City's authorized investments shall be consistent with the relevant California Government Codes and include:

- Certificates, notes, bonds, or other obligations of the United States or its agencies, instrumentalities, or of any corporation wholly owned by the government of the United States, or of any other government-sponsored corporation such as:
  - Treasury bills, Treasury bonds, Government National Mortgage Association bonds
  - Federal Home Loan Bank notes and bonds, Federal National Mortgage Association, Federal Farm Credit Banks consolidated system-wide bonds and discount notes, Federal Home Loan Mortgage Corporation bonds and discount notes.
- Negotiable Certificates of Deposit (maximum 30% of the portfolio).
- Non-negotiable Certificates of Deposit
- Local Agency Investment Fund (LAIF)
- Sonoma County Investment Pool



## **VIII. Safekeeping and Custody**

Securities shall be held in a Safekeeping/Investment account at a major national bank (e.g. Bank of New York Mellon).

## **IX. Maximum Maturities**

The City's objective is to hold investments to maturity. The securities in the portfolio will be "laddered" and will attempt to match investments with anticipated cash flow requirements.

No single security will be purchased with a maturity date more than five years from the date of purchase.

### **Internal Controls**

The City shall have internal controls established with policies, procedures, and prudent investment practices as outlined above.

The City Council will meet on a quarterly basis for review of the investment portfolio and performance. The Finance Director will provide a report summarizing investment activity and current portfolio status.

## **X. Performance Standards**

The investment portfolio will be designed to obtain an average rate of return during budgetary and economic cycles consistent with the investment objectives and cash flow needs.

The investment strategy is passive (the City will be a buy and hold investor, not actively buying/selling securities). Given this strategy, the benchmark used by the Treasurer to determine performance levels will be the average return on the LAIF (Local Agency Investment Fund). Yield considerations are secondary, however, to legality, safety, and liquidity.

## **XI. Reporting**

The Investment Officer shall provide the City Council with a quarterly report for review. This report will summarize the current performance of the portfolio for City as measured against the benchmark, including the following:

- A listing of individual securities held at the end of the reporting period.
- Final maturity of all investments listed and weighted average maturity of the portfolio.
- Earnings rates for each security and weighted average yield on the portfolio.

## **XII. Investment Policy Adoption**

The City of Sebastopol Investment Policy shall be adopted by the City Council and reviewed on an annual basis. Any significant revisions thereto shall be approved by the Council.



## CITY OF SEBASTOPOL Capitalization and Depreciation Policy #91

The City of Sebastopol has a Capital (Fixed) Asset Accounting System to safeguard a sizeable investment, fix responsibility for the custody of equipment, assist in the formulation of acquisition and retirement policies through accumulation of data regarding prices, sources of supply and useful life, to provide data for financial reporting, to provide record support and to account for reimbursement of depreciation under grants and proprietary service programs, and to provide information for insurance purposes.

Fixed assets are capitalized because they are used in the production of the goods or services provided and sold. Depreciation must be recorded to determine total expenses, user charges, net income, and changes in fund equity. Capital assets also may serve as a basis for debt issued to establish, acquire, or improve a public enterprise.

Capital assets are reported in the applicable proprietary funds or in the general fixed assets account group.

### **Definitions:**

Capital assets are assets of a relatively permanent nature and of significant value, and are broadly classified as property, plant, equipment, and infrastructure (e.g. roads, bridges, sidewalks, and similar items) assets.

Land includes the investment in real estate other than:

- a. Structures, pipeline, pump stations, reservoirs and other improvements, and
- b. Land acquired for pipeline and road purposes.

All land, as above defined, shall be capitalized without regard for significance of cost.

Buildings and improvements are physical property of a permanent nature, examples of which are buildings, structural attachments, storage tanks, reservoirs, pump stations, wells, and parking areas. Sidewalks, trees and drives in connection with other structures should also be capitalized. Fixtures are permanent attachments to structures which are not intended to be removed and which function as part of the structure, such as boilers, pumps, lighting fixtures or plumbing.

Pipelines include mains, services, valves, hydrants, manholes, and other appurtenances. Paving of ditch lines is also included in plant values.

Equipment includes moveable personal property of a relatively permanent nature and of significant value, such as machines, tools, and vehicles, computer equipment and software.

Relatively permanent is defined as a useful life in excess of one year.

Significant value is defined as a minimum initial cost of more than \$10,000 (\$25,000 for infrastructure type assets).

### Treatment of Costs Subsequent to Acquisition

*Expenditures* on fixed assets which are incurred after their original acquisition are defined and recorded as follows:

*Maintenance* is defined as expenditures, which neither materially add to the value of property nor appreciably prolong its life, but merely keep it in an ordinary efficient operating condition. Maintenance costs shall not be capitalized.

*Capitalized Expenditures* are defined as expenditures, which materially add to the value of property or appreciably extend its life. The cost of capitalized expenditures should be added to the book value of the asset where the original cost of a component being improved can be specifically identified. This amount should be written off and the new cost capitalized. Capitalized expenditures are on occasion referred to as betterments. The decision as to whether an expenditure should be capitalized shall be made by an evaluation of engineering, physical, or other relevant factors apart from cost.

*Additions* are new and separate units, or extensions of existing units, and are considered to be fixed assets. As with betterments the test of significance should be applied.

*Alterations* are changes in the physical structure or arrangement of fixed assets, the cost of which does not qualify as an increase in fixed assets under the foregoing definitions of betterments and additions. Alterations shall not be capitalized.

### **Valuation**

#### Reasons for Assigning Value

A dollar-value should be assigned to each fixed asset item for the following reasons:

- a. Dollar amounts serve as a control device; they are an important aspect of identification of a particular item or group of items.
- b. Dollar amounts make it possible to present to the public the City's investment in fixed assets.
- c. Dollar amounts provide a check on the adequacy of the City's insurance coverage.
- d. Dollar amounts on individual items provide information for cost accounting.

#### Valuation Basis

Fixed assets should be accounted for at historical cost, or estimated historical cost if purchased or constructed. Donated fixed assets should be recorded at their estimated fair market value at the date of donation. Surplus property purchases at nominal prices far below actual value are in part donations and should be so valued.

#### Land Cost

The cost of land includes all expenditures in connection with its acquisition, such as: purchase price; appraisal and negotiation fees; title search fees; surveying fees; cost of consents; relocation costs; condemnation costs; clearing land for use; demolishing or removing structures; and filing costs. Receipts from the sales of salvage should be credited against the land cost.

### Buildings and Improvements Cost

The cost of structures and improvements includes all expenditures in connection with their acquisitions, such as: purchase price or construction cost; fixtures attached to the structure; architects' fees; accident or injury costs; payment of damages; insurance during construction; cost of permits and licenses; and net interest cost during construction.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

The cost should be reduced for: sale of salvage from materials charged against the construction; discounts, allowance and rebates secured; and amounts recovered through surrender of liability and casualty insurance. Rentals of property during the construction period should be credited to revenue unless otherwise restricted.

### Equipment Cost

The cost of equipment includes: purchase price or construction cost less discounts; freight or other carriage charges; sale, use, or transportation taxes; and installation costs.

### Construction by Force Account

Fixed assets constructed by the City are recorded in the same manner as those acquired by purchase or construction contract. Costs are initially charged to the accounts of the cost center performing the construction and are then transferred to the project. These costs include direct labor, materials, equipment usage and overhead. Overhead is limited to those items, such as worker's compensation and employee group insurance premiums, retirement, sick leave and vacation allowances, which can be distributed on the basis of direct labor. Administrative overhead outside the cost center may be capitalized when clearly related to the construction.

### Assets Acquired Under Lease Purchase Agreements

Lease contracts convey property to another for a specific period of time for a specified rent. Lease contracts are accounted for either by the operating method under which periodic payments are charged as expenditures, or by the financing method under which the payments are treated as debt service.

### Sources of Information

Information regarding fixed asset additions is best taken from purchase invoices and contracts, even though there is sometimes an undue lag between physical possession of the property and the receipt of these documents. The individual department head controls the purchase, movement, and disposition of assets.

### **Disposition of Fixed Assets**

With City Manager approval, capital assets may be sold, abandoned or traded in on new assets. Regardless of the manner of disposition or the amount of the proceeds, the asset must be removed from the fixed asset account at its recorded value along with the asset's accumulated depreciation. The resulting gain or loss is recorded in the revenue and expense accounts.

## **Recordkeeping**

### Individual Records

An individual record of each unit of accountability should be maintained. Information recorded should include:

- a. Date acquired.
- b. Classification, such as: Buildings, Vehicles, Machinery & Equipment, etc.
- c. The vehicle unit number assigned.
- d. An abbreviated word description.
- e. Cost or other basis.
- f. Method by which acquired, such as: lease, grant, donation, purchase.
- g. Grant from which purchased, if applicable.
- h. Vendors name, if purchased.
- i. Date and method of retirement.
- j. Posting reference.

Optional data might include value for insurance purposes, estimated life, and equipment class code.

### Subsidiary Records

For control purposes it is convenient to group detailed records by classification, department, or by location. Such records constitute a subsidiary ledger to the fixed asset control accounts.

## **Depreciation**

Depreciation, depletion, or amortization of capital assets must be recorded to determine the total expenses, net income, and changes in fund equity. In addition, as an option, depreciation on fixed assets acquired by contributed capital can be closed to the contributed capital account. This method should be considered when there is no obligation and the policy is not to replace the fixed assets with future contributed capital. In such circumstances, the contributed capital rather than the retained earnings account is decreased by the related depreciation expense.

Depreciation is computed using the straight-line method over the estimated years of useful life at the time the asset is placed in service. Useful life shall be determined by the Public Works Superintendent, Finance Director or City Manager or his/her designee, as appropriate, using the following guidelines:

<u>Assets</u>	<u>Years</u>
Buildings	30
Building improvements	15-20
Public Domain Infrastructure	50
System Infrastructure	50-100
Vehicles	7
Office Equipment	3-7
Computer Equipment	3-5

Once established, the useful life may be modified as necessary to account for betterments or impairments of an asset.

**CITY OF SEBASTOPOL**  
**Vehicle, Travel & Reimbursement Policy # 92**



## **Overview**

To establish the policy, procedures and guidelines for the use of City and personal vehicles for the efficient and effective delivery of City services, while minimizing City expenditures and maximizing current resources, and to establish policy for City travel and reimbursements. This procedure applies to all City employees and officials, and supersedes all other administrative directives previously issued pertaining to the use of City owned or personal vehicle use while conducting City business, or City travel and reimbursement procedures. This policy is written to document the policies and procedures that shall be followed when traveling on City business, attending City related meeting expense for reimbursement, use and care of City vehicles and property by all employees and officials. Transportation required for employees to conduct official City business will be available by the use of a City provided vehicle or the use of an authorized personal vehicle at the City's sole discretion. Everyone who travels for City related business and/or attends meetings for City business purposes (or supervises someone who does) is responsible for reading and understanding guidelines.

## **Vehicle Policy**

The City Council is responsible for adopting the City's vehicle and meeting guidelines, and for approving any significant policy revisions to them. The City Manager or his/her designee has the responsibility for administration of the provisions of this policy, and is responsible for making decisions regarding certain specific vehicle uses as described in this policy. The Finance Director is responsible for developing administrative procedures as needed to implement the guidelines. In this role, the Finance Director is authorized to make minor administrative changes in the guidelines as long as they are intended to carry out the purpose of these guidelines and will not have any significant policy impacts.

This policy assumes a mutual trust between the City of Sebastopol and its employees and City Officials. The City expects to reimburse its employees and officials for all reasonable costs incurred on behalf of the City. Employees and officials are expected to use good judgment in the expenditure of public funds. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of City travel; however, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources. Many of these guidelines simply reaffirm values in judgments that are already practiced.

This policy is to assure that City employees and officials adhere to procedures when arranging for travel, lodging, meals and other expenses and that they are paid for reasonable expenses incurred for travel, conferences, meetings, and meals as a result of conducting authorized City business. The policy assures that payments made by the City are for actual and necessary expenses incurred for City business as well as ensuring that City employees and officials will received advances/reimbursements in a timely manner.

### **VEHICLE POLICY:**

City provided vehicles shall be used only for official City business.

#### **I. Transportation Types:**

The following transportation options listed below are potentially available for conducting City business.

##### **A. City Vehicles**

Use of City-Owned Vehicles - REMIF's liability coverage extends to include use of all city-owned vehicles when an employee or volunteer is driving the vehicle on city business. The employee or volunteer must not use city vehicles for unauthorized purposes. The coverage agreement states that coverage extends to "any person while using a city-owned automobile – provided the actual use of the automobile is by or with the permission of the named "covered party." Although "permission" is usually broadly interpreted by courts, if city employees or volunteers are made aware of this limitation, it should provide them with additional incentive to obey regulations concerning use of vehicles. In any case, the city always has the full protection of the coverage agreement.

1. Special Purpose Vehicles: Vehicles whose primary use requires special equipment designed to perform job functions, or whose primary use is in a restricted area where non-City vehicles are prohibited.
2. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by the Police or Fire Departments.
3. Take-Home Vehicles: Take-home vehicles are to enable after-hours emergency response by authorized City employees who are on standby duty assignments that require Special Purpose vehicles. Authorization for a take-home vehicle is granted to a classification meeting the requirements as described below, and in no event does authority for a take-home vehicle belong to any specific City employee who is not in a classification that meets the requirements. This means that an individual employee previously granted authorization for a take-home vehicle whose assignments are updated and no longer require Special Purpose vehicles is no longer authorized for a take-home vehicle. Non-City employees shall not be permitted to take City vehicles home under any circumstances.
  - a. The employee is required to be on standby duty and must respond to after hour emergencies; and
  - b. The standby duty job function requires a Special Purpose vehicle; and
  - c. The employee responding to the call-back will be able to respond to the first call-back instance and be onsite within a maximum of 30 minutes of the call; and
  - d. The one-way commute miles of the employee assigned to call-back duty do not exceed 30 miles; and
  - e. The Department Director has received authorization from the City Manager's Office for take-home use of the vehicle.

**B. Employee-Owned Vehicles**

Use of privately-owned vehicles on City business. If employees or volunteers receive a mileage allowance for use of personally-owned vehicles on city business, such persons should be advised that:

1. The mileage allowance is intended to cover the city's share of the employee or volunteer's personal auto insurance premium.
2. Each employee or volunteer is expected to maintain an automobile insurance policy whether or not they receive a mileage allowance.
3. Each such policy should be maintained with liability limits of no less than:

- a) \$100,000 per person Bodily Injury; \$300,000 per accident Bodily Injury; \$100,000 per accident Property Damage; or
  - b) \$300,000 Combined (Bodily Injury and Property damage) single limit.
4. Each such policy is primary coverage in the event of a loss or claim, with REMIF coverage applying in excess.

The form Authorization to Use Privately-Owned Automobiles on city business should be completed and filed with the appropriate office designated by the City Manager or his/her designee. A diary system should be maintained to assure that policies are in force (Exhibit A)

In order to protect the city's interests no employee or volunteer should be allowed to drive a vehicle on city business until the city has verified that the employee or volunteer has a valid driver's license. Verification is the responsibility of the employee's supervisor.

Once authorized by the Department Director (or designee) to use an employee-owned vehicle, employees will be eligible for mileage reimbursement subject to the provisions of the Mileage Reimbursement as follows:

- a. Authorized employees will be compensated for the use of their automobiles on City business at the prevailing mileage reimbursement rate for employee business use of private automobiles as established and used the Internal Revenue Service (IRS) standard mileage rate. For miles driven on or after January 14, 2018, the City's mileage reimbursement rate shall be \$.545 per mile and will be re-evaluated when the IRS issues a new rate. Any changes to this rate will be updated on the Mileage Reimbursement Form.
- b. Mileage from the employee's home to the first point of duty, and from the last point of duty to home will not be considered as City business, unless the employee's first or last point of duty is outside of City of Sebastopol limits. Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.
- c. Employees requesting mileage reimbursement shall complete the Mileage Reimbursement Claim Form. Claims must be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred. Claims outside the 30 days shall be paid only by approval of the City Manager or his/her designee.
- d. Report only travel on authorized City business. If the continuity of a day's travel is interrupted by a personal trip, deduct this trip from the mileage claim.
- e. Odometer readings or a printed copy of an online map for each business trip must be specified on the form and are subject to audit verifications at any time.
- f. Report only beginning and ending mileage during working hours, related to official City business.



- g. In instances when an employee's first and/or last point of duty is outside City of Sebastopol limits, an employee shall be reimbursed for the number of miles driven between the employee's home and the first and/or last point of duty, minus the number of miles the employee normally commutes from home to and/or from the employee's regular work location.
- h. Adequate explanation of locations covered must be shown. Where applicable or required by the supervisor, indicate assigned area and number of trips.
- i. Employees shall sign all mileage reimbursement claim forms and submit the claim to the supervisor or department director or designee for approval. Employees who submit false claims for mileage reimbursement are subject to disciplinary action, up to and including termination.
- j. The employee's supervisor or designee is responsible for conducting periodic odometer checks or other checks as deemed necessary to assure propriety of trips and to certify that only necessary mileage has been included for reimbursement and that the amount claimed is correct and proper.

## II. Qualifications for Employees Operating Vehicles

- a. The City recognizes the benefit of the assignment of City-owned vehicle to specific employees, officials, or volunteers for City related business. City vehicle, property, materials, supplies, tools, and equipment are intended for the maintenance and operations of the City and shall be readily available for use of authorized City staff. Authorization for use of such vehicles must be controlled and limited to business use only. Personal items or information shall not be stored in City vehicles. Any loss, damage or misuse of personal items stored in City vehicles shall not be the responsibility of the City. No personal or political use of any City property, materials, supplies, tools, equipment is permitted, except for de minimus vehicle use by authorized staff for benefit of the City.
- b. City employees who drive a vehicle in the course of conducting City business must possess a valid California State Driver License appropriate to the type of vehicle being driven. Employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as defined by any relevant rules and regulations, and/or the California Department of Motor Vehicles, and/or the employee's job classification minimum qualifications.
- c. Employees authorized to drive a vehicle on City business shall notify their supervisor in writing of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle. Notification must be made as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle.
- d. If an employee is notified that an action MAY be taken which could affect the employee's license, including the possible suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their

driver license or their authority to drive a vehicle, the employee shall notify their supervisor as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the potential action. The employee shall continue to keep their supervisor informed of any further changes or updates regarding their driving status.

- e. Employees cannot drive their vehicles on City business unless all of these requirements are met. Employees are specifically required to immediately contact their supervisor if, at any time, there is a change to these requirements or they do not meet all of the requirements.
- f. Employees who are unable to comply with these requirements shall not be permitted to drive any vehicle (City or personal) to conduct City business and may not drive onto any City property or City facility.

### **III. Conditions of Vehicle Use**

City and employee owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements. Vehicles authorized for use based on this Policy shall only be used to conduct official City business.

#### **A. Transportation of Passengers and Goods**

Vehicles driven to conduct official City business should not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

City owned vehicles should not be used to transport any items or goods that are not the property of the City, unless such transportation is directly related to official business being conducted by the City.

#### **B. Vehicle Idling**

In order to reduce emissions that are a result of idling diesel and gasoline engines, no City-owned diesel or gasoline powered vehicles/equipment or stationary engines may idle for more than five (5) consecutive minutes, with the following exceptions:

- Idling when queuing;
- Idling to verify that the vehicle is in safe operating condition;
- Idling for testing, servicing, repairing or diagnostic purposes;
- Idling when it is necessary to accomplish work for which the vehicle was designed (such as operating a crane or when emergency vehicles used by Police and Fire are at the scene of an incident);
- Idling to bring the machine system to operating temperature; and
- Idling to ensure safe operation of the vehicle.

For the purpose of this section, queuing shall mean the intermittent starting and stopping of a vehicle while the driver, in the normal course of doing business, is waiting to perform work or a service, and when shutting the vehicle engine off would impede the progress of the queue and is impracticable. Queuing does not include the time a driver may wait

motionless in line in anticipation of the start of a workday or a location where work or a service will be performed.

### C. Cellular Telephone Safety While Driving

#### 1. Wireless Telephones

Employees shall not use their wireless telephone (either City issued phones or personal phones) while driving on City business or while conducting City business unless the telephone is designed and configured to allow hands free listening and talking, and is used in that manner while driving. Even when using a hands-free wireless telephone, conducting City business on a cellular telephone while driving should be kept to a minimum and only done when necessary. This section does not apply to an employee or non-City employee using a wireless telephone for emergency purposes (such as calling 911) while driving on City business.

#### 2. Electronic Wireless Communication Devices

Employees shall not use an electronic wireless communication device to write, send, or read a text-based communication while driving on City business. "Write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

#### 3. Sworn Police and Fire Personnel

Sworn police and fire personnel using wireless telephones and electronic wireless communication devices in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to the use of wireless telephones and electronic wireless communication devices.

## IV. **Collision/Accident Reporting**

- A. Non-sworn Employees - Reporting of vehicle collisions or accidents by City employees driving a City-owned vehicle or their authorized personal vehicle on City business is required. Reporting must be prompt, accurate and complete. These reports shall be made within no less than 24 hours (or 48 hours if the accident occurs on a weekend) to the employee's immediate supervisor. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

Incidental damage to a vehicle or equipment, defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock must also be reported to the employee's immediate supervisor. In all cases, incidental damage to city-owned equipment shall be reported to the City Manager's Office.

The reporting procedure to be followed by City employees and non-City employees who are involved in a vehicle accident while driving a City-owned or authorized personal vehicle on City business shall be as follows:

- a) Stop immediately and render aid if such is necessary.
- b) Call the police. Tell the police this is an accident involving a City owned vehicle or authorized private vehicle on City business.

- c) Do not make or sign statements for anyone except the police.
- d) Obtain the Accident Report and give it to the supervisor, who is responsible for the services being provided by the City or non-City employee. The Department Director will route one copy of the accident report to the City Manager's Office.

B. Sworn Police and Fire Personnel - Reporting of vehicle collisions or accidents by sworn Police and Fire personnel driving a City-owned vehicle or their authorized personal vehicle while in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to vehicle collisions or accidents. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

## V. **Traffic and Parking Citations**

Traffic and/or parking citations issued to a City employee while using a City or authorized personal vehicle on City business are the sole responsibility of the employee receiving the citation.

## **Travel & Reimbursement Policy**

The purpose of The Employee Travel Policy is to provide guidelines for authorization of travel; and reimbursement and payment of travel expenses. This policy is not intended to cover short trips during work hours made by employees in the course of their regularly assigned work duties. In all areas, not just in economy pricing, officials and employees are responsible for exercising good judgement in requesting, arranging, and making a trip. Trips should be planned in advance if possible. Personal business should not be mixed with official business if it will cost the City anything in dollars or lost time, or if it will harm the City's interest in any way.

- I. **Traveler Accountability** - The Travel Policy is in place to provide accountability to employees traveling for the purpose of benefiting the City. Travelers are responsible for ensuring compliance with this Policy, as may be amended from time to time.

*How will you travel?*

To drive a privately-owned vehicle on City business you must:

- Possess a valid California driver's license.
- Carry liability insurance limits required by the City's Redwood Empire Municipal Insurance Fund.
- Realize that any damage to your car, needed service or repair occurring on the trip will be your responsibility, as these costs are included in the City's per mile cost reimbursement.

If a car rental is required, you may use a City credit card or request reimbursement when you return. Car rentals must have prior approval from the City Manager or his/her designee.

*When will you travel?*

You should schedule your trip so that you depart at the latest reasonable hour and still arrive at your destination on time. You should also return promptly when your business is finished, thereby minimizing the time away from work and ensuring full reimbursement of all related expenses.

*Where will I stay?*

The city will pay for a single room (including taxes and parking) for as many nights as necessary. The accommodations used should be economical but practical. For example, it is preferable to stay at the hotel where a conference is held, even if that hotel may be slightly more expensive than others in the area. Location is also important; a hotel close to where you will be conducting business may be slightly more expensive than outlying hotels, but it may be easier to achieve the City's travel goal by staying at closer location. In general, you should stay at the most reasonably priced accommodations available consistent with the purpose and goals of your travel. If you have a question about using a particular hotel, obtain concurrence or direction from your Department Head before making a reservation.

*Should you make reservation?*

Whenever possible, you should make reservations. They are often required for large conferences. You can use a City credit card to confirm reservations. Be sure to cancel any reservations you will not use. If the City is charged for an unused reservation, you will be billed for that charge unless circumstances requiring cancellation were reasonably beyond your control.

**II. Travel Authorizations**

Travel authorizations (TA's) are required approval of Department Heads, and out of state travel requires the further approval of City Manager or his/her designee. Department Heads approving travel authorizations are responsible for determining that the cost is reasonable and justified by the trip's purpose. They should be certain that:

- a. The purpose cannot be accomplished by mail or telephone.
- b. The seminar, meeting or conference is necessary to accomplish key City goals and objectives and is unavailable locally if overnight accommodations are required.
- c. The minimum number of City staff members are going.
- d. The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.
- e. The traveler understands and follows these guidelines.
- f. There is adequate funding in the appropriate travel budget to cover the costs.

Ultimately, the responsibility for following these guidelines and exercising good judgment in the use and stewardship of the City's resources rest with each City employee traveling on City business.

***Requests for Payments to Vendors***

The City will pay all legitimate expenses of your trip. These include transportation, lodging, registration fees, meals and any other related expenses if they are for official business and fit within these guidelines.

In advance booking payment for transportation, e.g. airfare, City authorized credit card shall be utilized for the transaction. Each department director has been issued a credit card. Credit cards are issued pursuant to the City Purchasing Policy#89.

Direct vendor payments are made by the City to an organization to pay for specific costs related to a trip (usually registration fees) through Accounts Payable.

To obtain either direct vendor payments you must complete the appropriate sections of the TA (Exhibit B) and attach payment requests for all payments.

### **III. Making The Trip**

There are two key “golden rules” to remember about making an official trip:

- a. Keep it official.
- b. Keep records for all expenses.

#### *Keeping It Official*

If you take time away from official business for personal matters, or if you delay your return after completing your business, you will not be reimbursed for expenses incurred during that time. When combining business and personal travel in this manner, Department Head approval is required. If this extended period occurs during your regular scheduled work hours, the time will be counted as vacation, comp time (if available) or leave without pay.

#### *Keeping Records for All Expenses*

As discussed below under Accounting for Expenses, you must maintain a detailed record of all expenses incurred during your travel: meals, transportation, lodging, baggage handling, parking fees, registration fees, telephone and any other reasonable and necessary expenses. It is important to save receipts to be able to claim for reimbursement. Unless otherwise approved by the City Manager or his/her designee, payments will not be issued for reimbursement requests without receipts.

#### **Meal Allowances:**

The allowable maximum amount, unless otherwise approved by the City Manager or his/her designee, is \$60.00\* per day (including beverages, taxes and gratuities) for meals, which reimbursement is available on presentation of supporting receipts and conference agenda to document amounts spent while travelling and completion of an expense report upon returning from your travel.

\*The following break-down applies to partial day of meal allowance.

- If your conference is between 7:00 a.m. to 11:00 a.m. – breakfast only allowance \$10.00
- If your conference is between 11:00 a.m. to 4:00 p.m. – lunch only allowance \$20.00
- If your conference is beyond 4:00 p.m. – dinner only allowance \$30.00

Breakfast	\$10.00
Lunch	\$20.00
Dinner	<u>\$30.00</u>
Total Per Diem	<u>\$60.00</u>

- If the event is scheduled to take place all day from 7:00 a.m. to 5:00 p.m., you are entitled to the full \$60.00 meal allowance.

### **Alcoholic Beverages**

City funds should not be used to purchase alcohol or reimburse employees for alcohol related costs. The Council or City Manager or his/her designee may approve exceptions to this policy on a case-by-case basis for special receptions or other unique circumstances. This discretion applies primarily to non-travel related expenditures such as special receptions, and not to routine travel or meetings by City employees.

### **Spouses and Guests**

Spouses and guests may accompany you on City travel and at conferences, seminars and meetings. However, any additional costs associated with the participation of your spouse or guests are your responsibility.

## **IV. Accounting for Expenses**

When you return from your trip or official function, a final accounting of all expenses must be approved by your Department Head and submitted to Finance within ten working days. An expense report is always required.

The final accounting is made by completing the Expense Report (Exhibit B). After completing the expense report, you should attach required receipts, sign the report attesting to its accuracy and submit it to your Department Head for review and approval.

Department Heads approving expense reports are responsible for ensuring that:

- All expenses are reasonable, necessary and consistent with these guidelines.
- Any required receipts are attached.
- The final disposition is correct.
- Final accounting of all expenses is submitted to Finance.

Upon approval by the Department Head, the expense report should be forwarded to Finance along with a claim for payment to you; the reimbursement will be processed in accordance with the Accounts Payable calendar.



**Exhibit A**

**AUTHORIZATION TO USE PRIVATELY OWNED AUTOMOBILES  
ON CITY OF SEBASTOPOL BUSINESS**

**I. CERTIFICATION**

In accordance with City policy, approval is requested to use a privately-owned automobile on official City business.

I hereby certify that, whenever I drive a privately-owned vehicle on City business, the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by the city: \$100,000 per person Bodily Injury; \$300,000 per accident Bodily Injury; \$100,000 per accident Property Damage or \$300,000 Combined (Bodily Injury and Property damage) single limit.
2. Adequate for the work to be performed.
3. Equipped with seat belts.
4. To the best of my knowledge, in safe mechanical condition.

I further certify that while using a privately-owned vehicle on official City business, I will follow all federal, state, and local laws, including distracted driving. I will certify that I will not engage in any activity that diverts my attention from driving, including talking or texting on my phone, eating and drinking, talking to people in my vehicle, adjusting my stereo, entertainment or navigation system or anything that takes my attention away from the task of safe driving. I understand that I will be subject to disciplinary action, up to and including dismissal, if this not followed. I certify all accidents will be reported to my supervisor and law enforcement within twenty-four (24) hours.

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

I possess a valid California driver's license. Driver's License No. \_\_\_\_\_

I understand that permission to drive a privately-owned vehicle on City business is a privilege which may be suspended or revoked at any time.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name - Please Print or Type

**II. APPROVAL**

Use of a privately-owned automobile on City business is recommended.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date





# City of Sebastopol

## TRAVEL AUTHORIZATION/EXPENSE REPORT

(Due within two weeks after travel)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Purpose: \_\_\_\_\_

Destination: \_\_\_\_\_

**Please attach all corresponding backup/proof of payment to support reimbursement requested**

Check where applicable:

- Airfare  
(receipt must be attached for reimbursement)
- Personal Auto  
\_\_\_\_\_ Miles @ 0.545 per miles  
(attach map with destination for)
- Car Rental  
\_\_\_\_\_ Days @ \$\_\_\_\_\_ Per Day  
(receipt must be attached for reimbursement)
- Lodging  
\_\_\_\_\_ Nights @ \$\_\_\_\_\_ Per Night  
(receipt must be attached for reimbursement)
- Registration Fees  
(receipt must be attached for reimbursement)
- Per Diem \_\_\_\_\_ Days  
(receipt must be attached for reimbursement)
- Other \_\_\_\_\_  
(receipt must be attached for reimbursement)

	Paid by City	Paid by Employee	Account # (General Ledger)
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
<b>Total Difference owed:</b>	\$ -	\$ -	XXX-XX-XX-XXXX

to City \$

to employee: \$

<b>EMPLOYEE SIGNATURE:</b>	<b>Date:</b>
<b>DEPT HEAD APPROVAL:</b>	<b>Date:</b>
<b>CITY MANAGER OR DESIGNEE APPROVAL:</b> (OUT OF STATE TRAVEL ONLY)	<b>Date:</b>

RESOLUTION NO 6220-2019

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL  
APPROVING AND ADOPTING VEHICLE, TRAVEL & REIMBURSEMENT POLICY

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WHEREAS, the City has a responsibility to ensure it handles public funds appropriately; and

WHEREAS, the Vehicle, Travel & Reimbursement Policy describes conditions governing the required procedures when utilizing City and/or privately-owned vehicles, and overall travel reimbursements; and


WHEREAS, the auditing firm for the City has recommended that the City Council adopt a Vehicle, Travel & Reimbursement policy that promote sound financial management practices designed to meet Council's goals and objectives of being financial prudent; and


WHEREAS, the primary objective of the Vehicle, Travel and Reimbursement Policy is to set forth the current practices and to ensure guidance on the use and care of City and/or privately owned vehicles and to set limits for all travel and reimbursements.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Sebastopol hereby approves the Vehicle, Travel & Reimbursement Policy #92 as submitted and attached.

IN COUNCIL DULY ADOPTED this 15<sup>th</sup> day of January, 2019.

Ayes: Councilmembers Carnacchi, Glass, Gurney, Vice Mayor Slayter and Mayor Hinton  
Noes: None  
Absent: None  
Abstain: None

APPROVED:   
Mayor Neysa Hinton

ATTEST:   
Mary Gourley, MMC, Assistant City Manager / City Clerk

Approved as to Form:   
Larry McLaughlin, City Attorney

## **DESCRIPTION OF FUNDS**

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**General Fund:** Accounts for all financial resources traditionally associated with governments, which are not required to be accounted for in another fund. The General Fund has no legal restrictions. Revenues generated are used to support city services such as police, fire, streets, parks and recreation.

**Internal Service Fund:** is used in governmental accounting to track goods and services shifted between departments on a cost reimbursement basis such as building facilities and vehicle maintenance services.

**Enterprise Funds:** Consist of Water, and Sewer Funds:

- The Water Fund accounts for water production to City residents, including, but not limited to operations, maintenance, financing and related debt service, billing and collections.
- The Wastewater Fund accounts for sewage disposal to City residents, including, but not limited to, operations, maintenance, financing and related debt service, and billing and collections.

**Capital Projects Funds:** Accounts for resources used for the acquisition or construction of capital facilities and infrastructure.

**Special Revenue Funds:** Accounts for revenues derived from specific revenue sources. These funds are required by statute or ordinance to finance particular functions or activities of government.

**Debt Service Funds:** Accumulates monies for payment of Tax Allocation Bonds, Certificates of Participation and other indebtedness. Financing is provided by a specific annual property tax increment, as well as lease revenues received from the City.

## **FUND STRUCTURE AND BASIS OF BUDGETING**

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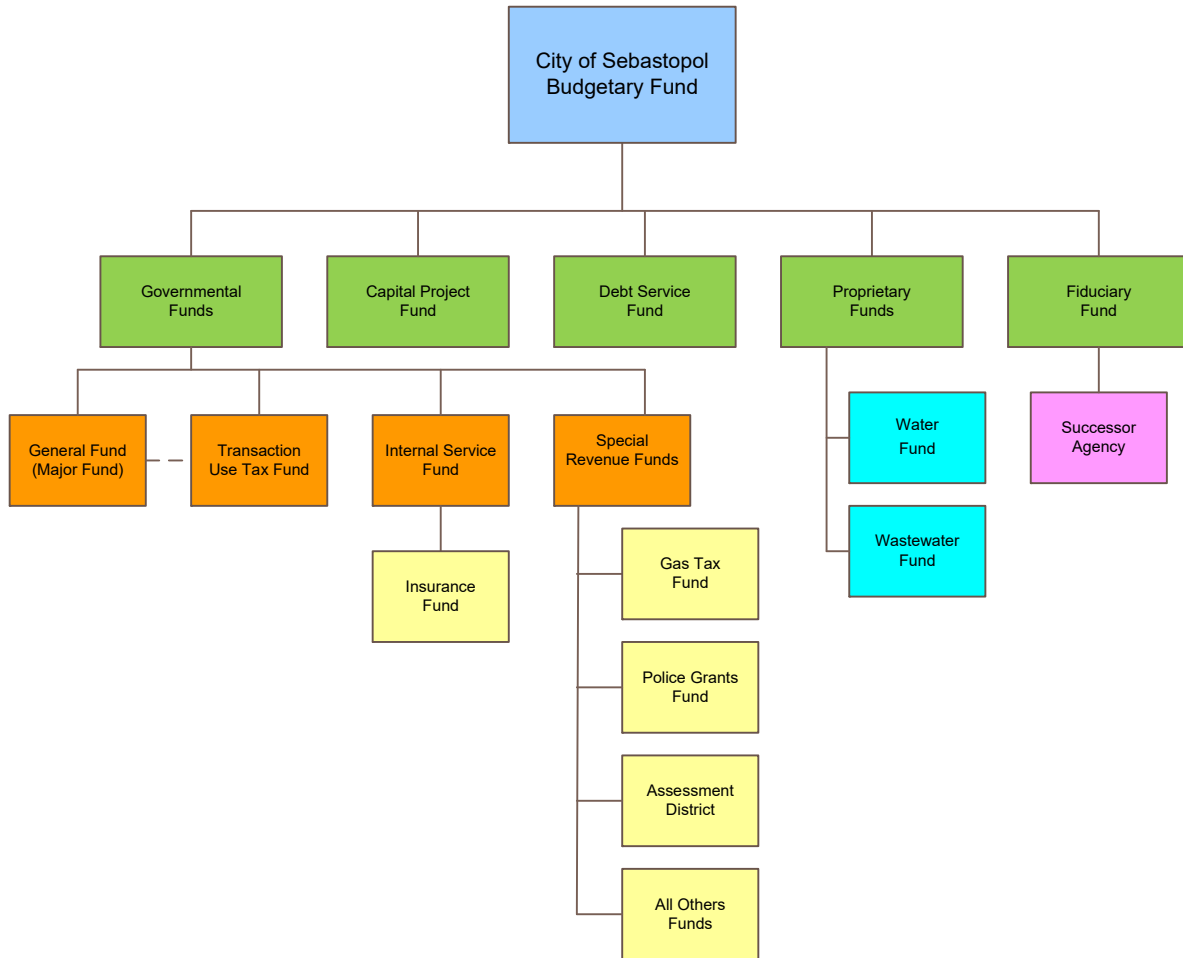
In accordance with generally accepted principles, the City's financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary. The City's various funds are structured to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

The basis of accounting used for purposes of financial reporting is in accordance with generally accepted accounting principles (GAAP). The bases for each of the funds are not necessarily the same as the basis used in preparing the budget document. The City of Sebastopol used the modified accrual basis for budgeting. This basis is the method under which revenues and other financial resources are recognized when they become both "measurable" and available to finance expenditures of the current period. However, reconciling items are presented to convert the respective funds to the accounting basis used for financial reporting.

Budgets are prepared for each fund except the capital projects fund which adopt project-length projects and is effectively controlled at the project level.



# FY 2020-21 Fund Structure Chart



## **FINANCIAL AND BUDGET TERMS**

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**Adopted Budget** - appropriations adopted by the City Council.

**Adoption** - formal action by the City Council, which sets the spending path for the fiscal year.

**Appropriation** - legal authorization given by the City Council to make expenditures and incur obligations using City funds.

**Assessed Value** - the valuation of real property established by the Property Appraiser as a basis for levying taxes.

**Bond** - a special type of “loan” that provides funding for capital projects. Local governments are prohibited from borrowing funds to cover standard operating expenses.

**Debt Service Budget** - the debt service budget is money used to repay bond issues.

**Enterprise Fund** – the funding source for city agencies that are self-supporting, such as resource recovery facilities and water and wastewater facilities.

**Fiscal Year** - the 12-month financial period in which funds are appropriated and accounted for by the City, which begins July 1 and ends June 30 of the following year. A fiscal year is identified by the year in which it ends.

**Fund** - monies set aside and accounted for separately in order to ensure that the monies are spent for a specific purpose.

**Fund Balance** - the balance remaining after accounting for all liabilities and revenue incurred during that year, plus the previous year’s fund balance. It is calculated at the end of each fiscal year.

**Mandated Service** - required by State, Federal, County law, health and safety code of California, contractual obligations, legal and tort liabilities.

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

**Operating Budget** - a plan of financial operations that provides a basis for the planning, controlling, and evaluating the operational portion of governmental activities. The operating budget supports ongoing services and programs.

**Property Tax base** – total value of land and property upon which a taxing authority can levy taxes. The tax base is often different from the total property value in any area because some types of property, like schools and government facilities, are exempted from property taxes.

RESOLUTION NO. 6302-2020

RESOLUTION ADOPTING THE EXPENDITURE PLAN FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDING (SLESF) OR CITIZENS OPTIONS FOR PUBLIC SAFETY (COPS) FOR THE CITY OF SEBASTOPOL FISCAL YEAR BUDGET OF 2020-21

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WHEREAS, AB1584, originally enacted as part of the state budget in Fiscal Year 1996-97, established the Citizens' Options for Public Safety (COPS) Program, which is anticipated to be funded by the State for Fiscal Year 2020-21; and

WHEREAS, the Council conducted a public hearing to consider recommendations for use of these funds as required by law; and

WHEREAS, estimated funds available under this program total \$100,000 and are required to be placed in a special revenue fund; and shall be allocated for expenditures listed in the 2020-21 budget; and

WHEREAS, the 2020-21 budget is included the anticipation of using the COPS funds as part of the Police Department's budget.

NOW, THEREFORE, BE IT RESOLVED that the Council approves the recommendation of the Chief of Police for use of the Supplemental Law Enforcement Services Funding or Citizens' Options for Public Safety Funds to continue to supplement one sworn officer position.

IN COUNCIL DULY PASSED this 16<sup>th</sup> day of June, 2020.

The above and foregoing Resolution was duly passed, approved and adopted at a meeting by the City Council on the 16<sup>th</sup> day of June 2020, by the following vote:

**VOTE:**

AYES: Councilmembers Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter  
NOES: None  
ABSTAIN: None  
ABSENT: None



Approved: \_\_\_\_\_  
Mayor Patrick Slayter



Attest: \_\_\_\_\_  
Mary Gourley, MMC, Assistant City Manager / City Clerk

RESOLUTION NO 6318-2020

RESOLUTION OF THE COUNCIL OF THE CITY OF SEBASTOPOL APPROVING AND ADOPTING THE  
OPERATING BUDGET FOR THE CITY OF SEBASTOPOL  
FOR FISCAL YEAR 2020-21

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WHEREAS, the Budget Subcommittee has heretofore prepared and submitted to the City Council a proposed budget for the City of Sebastopol for the fiscal year 2020-21; and

WHEREAS, on October 14, 2020, the City Council held a public hearing and has extensively considered the proposed operating budget submitted by the Budget Subcommittee.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Sebastopol that the proposed operating budget for Fiscal Year 2020-21, is hereby approved and adopted as the operating budget for the City of Sebastopol for fiscal year 2020-21

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 20th day of October, 2020, by the following vote:

**VOTE:**

AYES: Councilmembers Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter  
NOES: None  
ABSTAIN: None  
ABSENT: None



APPROVED: \_\_\_\_\_  
Mayor Patrick Slayter



ATTEST: \_\_\_\_\_  
Mary Gourley, Assistant City Manager/City Clerk, MMC



APPROVED AS TO FORM: \_\_\_\_\_  
Larry McLaughlin, City Manager/Attorney

RESOLUTION NO 6319-2020

RESOLUTION OF THE COUNCIL OF THE CITY OF SEBASTOPOL  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE  
CITY OF SEBASTOPOL FOR THE 2020-21 FISCAL YEAR  
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

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WHEREAS, Article XIII B of the California Constitution (Proposition 4) provides for an annual appropriations limit for state and local governments beginning with the 1980-81 fiscal year, based on the 1978-79 appropriations, as adjusted for the changes in the cost of living or per capita personal income, population, and other specified factors; and

WHEREAS, implementing legislation, which became effective January 1, 1981, provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the year pursuant to Article III B at a regularly scheduled meeting or noticed special meeting; and

WHEREAS, local jurisdictions may select either the percentage change in California per capita personal income as reported by the California Department of Finance or the percentage change in the local assessment roll due to the addition of local nonresidential new construction.

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

1. For fiscal year 2020-21, the City of Sebastopol hereby (a) elects the change in the California Per Capita Personal Income for calculating the inflation factor, and (b) elects the change in the County's population for calculating the population factor, necessary to determine the City's appropriation limit.
2. For the fiscal year 2020-21, the total annual appropriations subject to limitation as specified by Article XIII B of the Constitution of the State of California for the City of Sebastopol Budget shall be: \$16,749,748.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 20th day of October, 2020, by the following vote:

**VOTE:**

AYES: Councilmembers Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter

NOES: None

ABSTAIN: None

ABSENT: None



APPROVED: \_\_\_\_\_

Mayor Patrick Slayter



*Mary C Gourley*

ATTEST:

\_\_\_\_\_  
Mary Gourley, Assistant City Manager/City Clerk, MMC

*Larry McLaughlin*

APPROVED AS TO FORM:

\_\_\_\_\_  
Larry McLaughlin, City Manager/Attorney