



# CITY OF SEBASTOPOL 2019-2020 BUDGET



7120 BODEGA AVENUE SEBASTOPOL, CA 95472



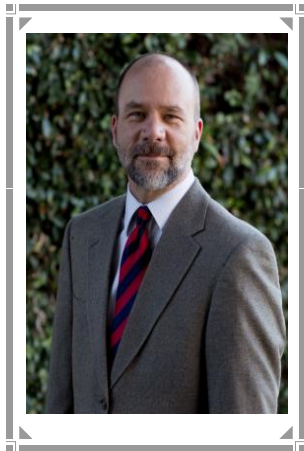
# MEET THE CITY COUNCIL



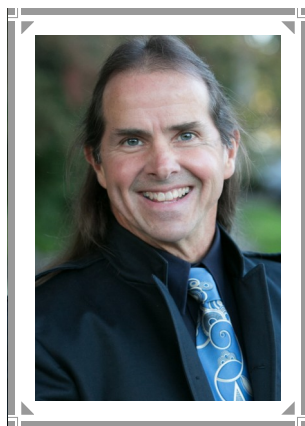
Neysa Hinton, Mayor  
Term Expires—November 2020



Una Glass  
Council Member  
Term Expires  
November 2022



Patrick Slayter  
Vice Mayor  
Term Expires  
November 2022



Michael Carnacchi  
Council Member  
Term Expires  
November 2020



Sarah Glade Gurney  
Council Member  
Term Expires  
November 2022

# CITY OFFICIALS

## City Council:

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

## City Staff:

City Manager / City Attorney .....Lawrence McLaughlin  
Assistant City Manager / City Clerk .....Mary Gourley  
Building Official .....Glenn Schainblatt  
Engineering Manager.....Henry Mikus  
Finance Director ..... Ana Kwong  
Fire Chief ..... William Braga  
Planning Director ..... Kari Svanstrom  
Police Chief .....James Conner  
Public Works Superintendent ..... Dante Del Prete

## Advisory Commissions or Committees:

Planning Commission  
Design Review Board  
Public Arts Committee  
Complete Streets Advisory Committee

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**City Council**  
Mayor Neysa Hinton  
Vice Mayor Patrick Slayter  
Michael Carnacchi  
Una Glass  
Sarah Glade Gurney



**City Manager**  
Larry McLaughlin  
lmclaughlin@cityofsebastopol.org  
**Assistant City Manager/City Clerk, MMC**  
Mary Gourley  
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## City of Sebastopol

June 25, 2019

Mayor, Councilmembers, Residents, Community Organizations and Business Owners,

Attached is the City of Sebastopol's Fiscal Year 2019-20 adopted budget, as prepared by staff and reviewed and presented to the City Council by the Budget Subcommittee. The budget is the primary policy document adopted by the City Council each year. This budget is developed in accordance with the City's financial management policies and guidelines and reflects the City Council's goals and objectives and how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operational guide and a communication tool. Although adjustments are expected as needs arise, the budget ultimately maps out the City's activities over the course of the next fiscal year. Overall guiding principles were utilized to develop this budget including ensuring the City operates within its means while allowing for the continuation of existing services, enhances service delivery, and fosters transparency.

The adopted Fiscal Year 2019-20 general fund budget was prepared using conservative estimates of available resources. The budget was developed with the cautious optimism that our local economy will continue at its current pace. Although revenue estimates show increases in resources, City staff continues to be cautious and responsible in developing a budget that maintains service levels, while continuing to fund new projects to maintain and improve the economic vitality of this City. In preparing departmental budgets for the new fiscal year, department directors were instructed to once again analyze their department expenditures for potential savings. Each department went through a detailed budget review with the Budget Subcommittee that focused on the Council's goals and priorities and evaluated departmental need assessments. This budget recognizes the need for a conservative approach toward managing expenditures while also providing for existing high-quality programs, services and infrastructure; and funding enhancements and new initiatives to best meet the goals and priorities of the City of Sebastopol's citizens.

### Highlights of the FY 2019-20 Budget follow:

✓ **The budget is balanced by the planned use of fund balance of \$272,000:**

The Fiscal Year 2019-20 adopted operating budget includes anticipated revenues and transfers in of \$9,294,000; and planned expenditures and transfers out totaling \$9,566,000. To balance anticipated resources with planned expenditures, the budget includes the use of unassigned fund balance of \$272,000.



Expenditure requests of departments were limited in order to meet the City Council’s policy directive to produce sustainable fiscal plans, and limit the reliance on the use of fund balance reserves as a funding source. The limited use of fund balance for FY 2019-20 provides necessary funding while also adhering to policy goals for fund balance, as noted below.

✓ **General Fund Reserve Policy Goals are Met:**

The projected Fiscal Year 2019-20 end-of-year general fund unassigned fund balance is \$2,649,000, which represents 25.1% of general fund operating expenditures. This balance is well within the City Council policy directive of 20%. The Fiscal Year 2019-20 projected end-of-year balance is based on a projected June 30, 2019 general fund unassigned balance of \$3,921,000, plus the Fiscal Year 19-20 adopted budget’s result.

- The City Council has “assigned” \$4,174,000 of the balance for future needs, including maintenance of buildings and infrastructure; replacement of vehicles and equipment; and funding pension obligations.

✓ **Core Services and Programs:**

The core services and programs are continued to be maintained by funding operating departments at the baseline level. “Baseline” funding provides the prior year’s appropriations, with adjustments for inflation and known cost changes in contractual services. Baseline budgets were limited in order to adhere to the City Council policy for sustainable financing.

**Future Challenges:**

The Fiscal Year 2019-20 budget was challenging to balance due to a combination of various contractual obligations; anticipated increases in pension contributions and insurance costs; as well as softening revenue projections in core areas, with flat property taxes and lower growth in sales taxes.

The City of Sebastopol as well as other portions of Sonoma County experienced flooding the of the Russian River and Laguna de Santa Rosa in February 2019. The flood event was a federally-declared disaster, and necessitated emergency responses by multiple agencies, including the City of Sebastopol’s Public Works, Police, Fire, Building and City Administration departments.

The City of Sebastopol’s retail hub known as “The Barlow” experienced severe flooding negatively impacting many retailers and manufacturers are significant contributors to the City’s revenue base. The City is very concerned that businesses who have the ability to restore operations and continue to operate in a sustainable economic environment that benefits the local community.

Due to the negative impacts of flooding, and some uncertainty with respect to the timing of full business recovery and to ensure the financial wellnes of this community, this budget proposes limited growth in sales tax and transient occupancy tax collections.

**Long-term financing vision impacting Fiscal Year 2019-20 adopted budget:**

The Sebastopol Budget Subcommittee presents a balanced budget in conformance with California State legislation that requires anticipated revenues plus any use of fund balance not exceed appropriations for expenditures. As an integral part of the annual budget development process, the

Budget Subcommittee and City Staff perform an annual assessment of long-term financing issues. The longer-term vision assists in providing year-to-year financial stability for the City's core programs.

The goals and priorities of the City of Sebastopol are listed in detail starting on page 22 of this budget document. A summary of the most financially-significant items that impacted this year's budget development is as follows:

- I. Maintain core services to the public as a top priority:
  - a. This budget provides for "baseline" funding in core areas, including police, fire, roadways, recreation and development services; and funds administrative efforts to make public communications and decision-making transparent and responsive.
  - b. By policy, funding requests that are above a baseline budget (prior years' minimum operating requirements, contractual obligation plus an inflation factor), will be incorporated in departmental operating budgets based on a cost-to-service benefit analysis.
  - c. Create and charge fair prices for services that are provided on an "as requested" basis, such as planning and development services which are regulated through the user fee schedule. A development impact fees study is underway.
  
- II. Create and maintain appropriate operating budgetary surpluses:
  - a. Anticipated revenues plus beginning fund balances (financing sources) should be higher than appropriations for expenditures plus ending fund balances (financing uses).
  - b. The City's goal of creating and maintaining fund balances while providing for core services is intended to provide a cushion against uncontrollable spikes in costs or unanticipated short-term drops in revenue.
  - c. Planned fund balance uses, besides providing stability when expenses spike or revenues drop, should be limited to taking care of deferred City infrastructure and equipment needs, funding one-time costs to create efficiencies in City programs, and providing pre-funding of longer-term liabilities that will save money in future years.
  - d. This adopted budget meets the City Council's fund balance policy and does not fund items above the policy level.
  - e. The planned use of fund balance detailed above is relatively minor, in relation to total revenues and other funding sources and is responsive to maintaining core services. Revenue projections are limited in Fiscal Year 2019-20, due to a federally-declared disaster caused by recent flooding of the Russian River and the direct impact on retail and other businesses in the City's Barlow Market area and overall softening of the market.
  
- III. Debt financing is limited to achieving operating efficiencies:
  - a. Consistent with the City Council's goal to provide stability for ongoing core service programs. This budget limits debt financing to fund operating and/or program budgets.
  - b. This budget provides for no additional debt financing.
  - c. Core programs that require significant infrastructure, like Water and Wastewater may use debt financing for significant capital costs due to the long-term nature of the assets and financing plans.



The goals, objectives, long-term planning and departmental needs have guided the Budget Subcommittee and City staff in their recommendations for the Fiscal Year 2019-20 budget. The discussion of significant revenues and expenditure items that informed this year’s plan follow:

**GENERAL FUND REVENUES:**

**PROPERTY TAX:**

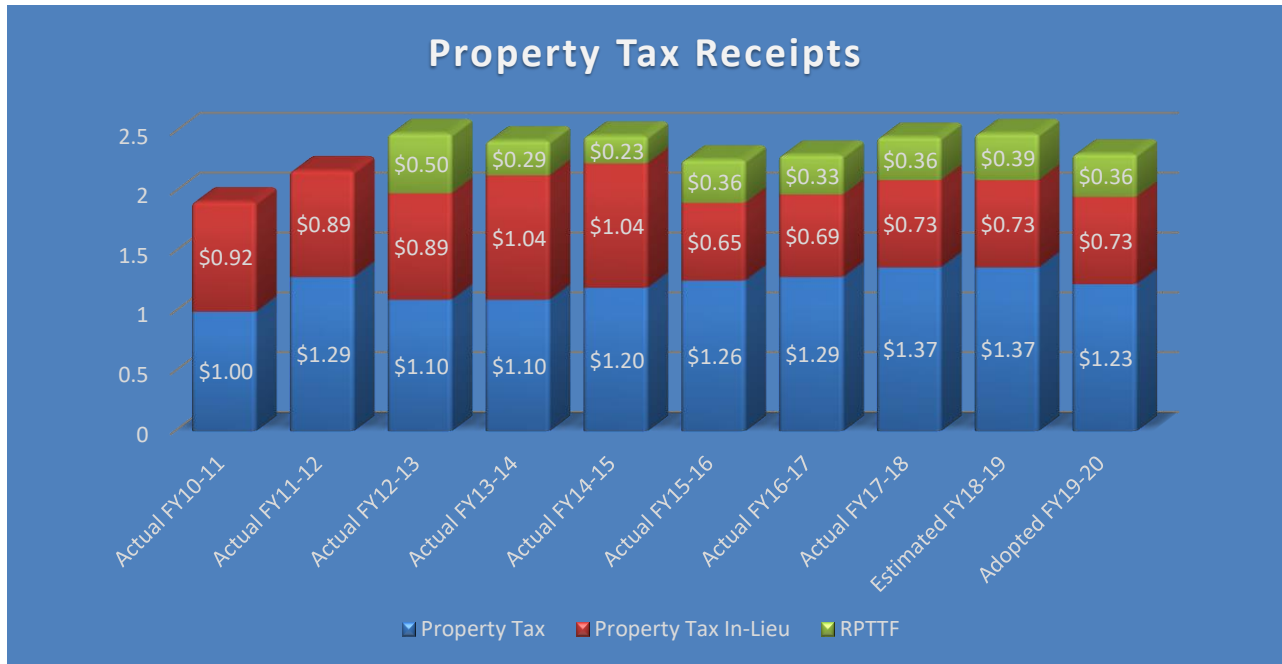
Property tax projections are limited due to recent Sonoma County disaster events such as the Sonoma County wildfires of 2017 and the Flooding of the Russian River of 2019:

- The February 2019 Flooding of the Russian River, discussed above, presented the need to be careful in projections of property tax revenue, as assessed values may be impacted due to damages suffered by local businesses and property owners.
- The Sonoma County region experienced the 2017 fires which caused tragic loss of life and property throughout various areas of the County. Approximately 5,300 parcels within Sonoma County sustained some element of fire damage, which had an adverse impact on property tax revenue that supports a variety services for our residents and the community at large. As a result, Sebastopol will experience a countywide reduction to assessed value, and this will impact the City’s property tax revenue.

In Fiscal Year 2019-20, the chart below reflects a small increase in property tax as a whole. The City anticipates this small increase related to October 2017 wildfires of rebuilding and related re-assessments.

<b>Revenue Description</b>	<b>2017-18 Actual</b>	<b>2018-19 Estimated Actual</b>	<b>2019-20 Adopted Budget</b>	<b>% Change from Adopted to Est. 18-19</b>
Property Tax	\$ 1,335,887	\$ 1,336,000	\$ 1,362,720	2.0%
Property Tax (RPTTF)	\$ 364,887	\$ 388,000	\$ 365,000	-5.9%
Transfer Tax	\$ 39,372	\$ 39,000	\$ 39,000	0.0%
Property Tax in Lieu of VLF	\$ 732,643	\$ 733,000	\$ 747,660	2.0%
<b>Total Property Tax</b>	<b>\$ 2,472,789</b>	<b>\$ 2,496,000</b>	<b>\$ 2,514,380</b>	<b>0.7%</b>

The following graph depicts the historical funds distributed to the City of Sebastopol.



**SALES TAX**

The City of Sebastopol receives both Bradley Burns sales tax and two additional voter-approved sales taxes of ¼ & ½ cent taxes known as “Measures “T” and “Q.” Combined, these sales taxes provide approximately 43.8% of all general fund resources.

**Measure T - 2004:**

On November 5, 2002, the voters of the City of Sebastopol adopted a retail Transactions and Use tax to be administered and collected by the State Board of Equalization in the amount of 1/8 cent per dollar. The tax was effective on April 1, 2003, and was increased on April 1, 2005 by a general election held on November 2, 2004 to ¼ cent per dollar. There is no expiration date. This tax is a general tax and legally could be used for any purpose, but the City Council has determined that the greatest need for the proceeds of the tax are for capital expenditures, public safety (including police and fire), and street maintenance.

**Measure Q - 2018 amended Measure Y - 2012:**

On November 6, 2018 a general municipal election was held in Sebastopol and the City voters passed Measure Q, an extension to continue support of the ½ cent per dollar Transaction and Use tax amended Measure Y adopted by voters in 2012. There is no expiration date. The tax is a general tax and can be used for a range of services and projects, including, without limitation, services such as police, fire, street and road maintenance and repairs, flood prevention, park and open space maintenance, and other general community services. With the continuation of Measure Q, it will help the City to maintain essential services and stay solvent. As a locally enacted measure, the sales tax created a funding stream that could not be taken by other entities such as the State of California.

**Sales Tax – Prop 172 Pass Thru**

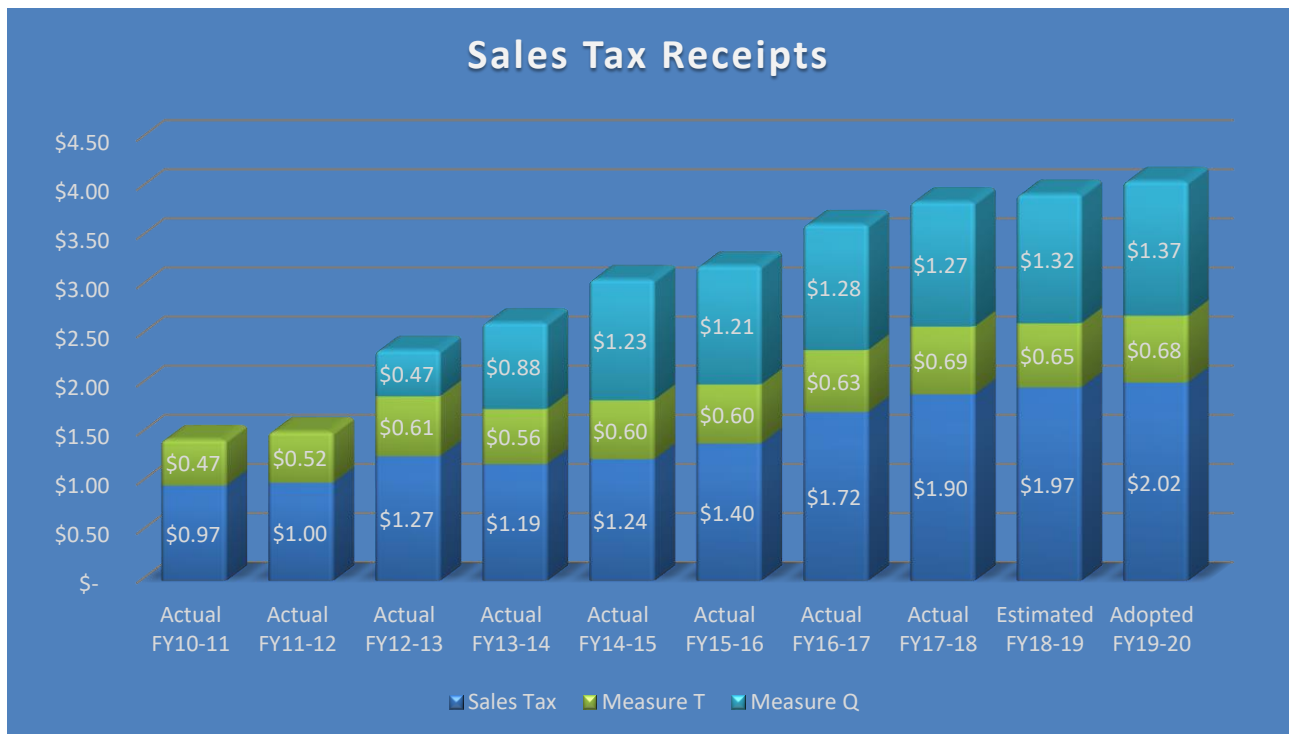
“Public Safety Augmentation Fund” – In 1992, facing serious budget deficits, the California Legislature and the then-Governor instructed county auditors to shift the allocation of local property



tax revenues from local government to an “educational revenue augmentation fund” (ERAF), directing that specified amounts of city property tax to be deposited into these funds to support schools. School funding from the state general fund was reduced by a commensurate amount. To cushion the impact of the ERAF shifts, the Legislature submitted to the voters a proposal for a new half-cent sales tax to be dedicated to local public safety.

Revenue Description	2017-18 Actual	2018-19 Estimated Actual	2019-20 Adopted Budget	% Change from Adopted to Est. 18-19
General Sales Tax	\$1,900,003	\$1,977,000	\$2,024,000	2.4%
Measure T - 1/4 cent	\$ 689,711	\$ 651,800	\$ 680,000	4.3%
Measure Q - 1/2 cent	\$1,271,143	\$1,315,800	\$1,370,000	4.1%
Sales Tax - Prop 172 pass thru	\$ 82,773	\$ 83,000	\$ 92,300	11.2%
<b>Total Sales Tax</b>	<b>\$3,943,630</b>	<b>\$4,027,600</b>	<b>\$4,166,300</b>	<b>3.4%</b>

Sales Tax overall is projected to see an increase of 3.4% in Fiscal Year 19-20 compared to estimated collection in Fiscal Year 18-19. The following chart depicts the history for sales tax revenues, with a separate color used to designate the additional sales taxes approved by Sebastopol citizens:



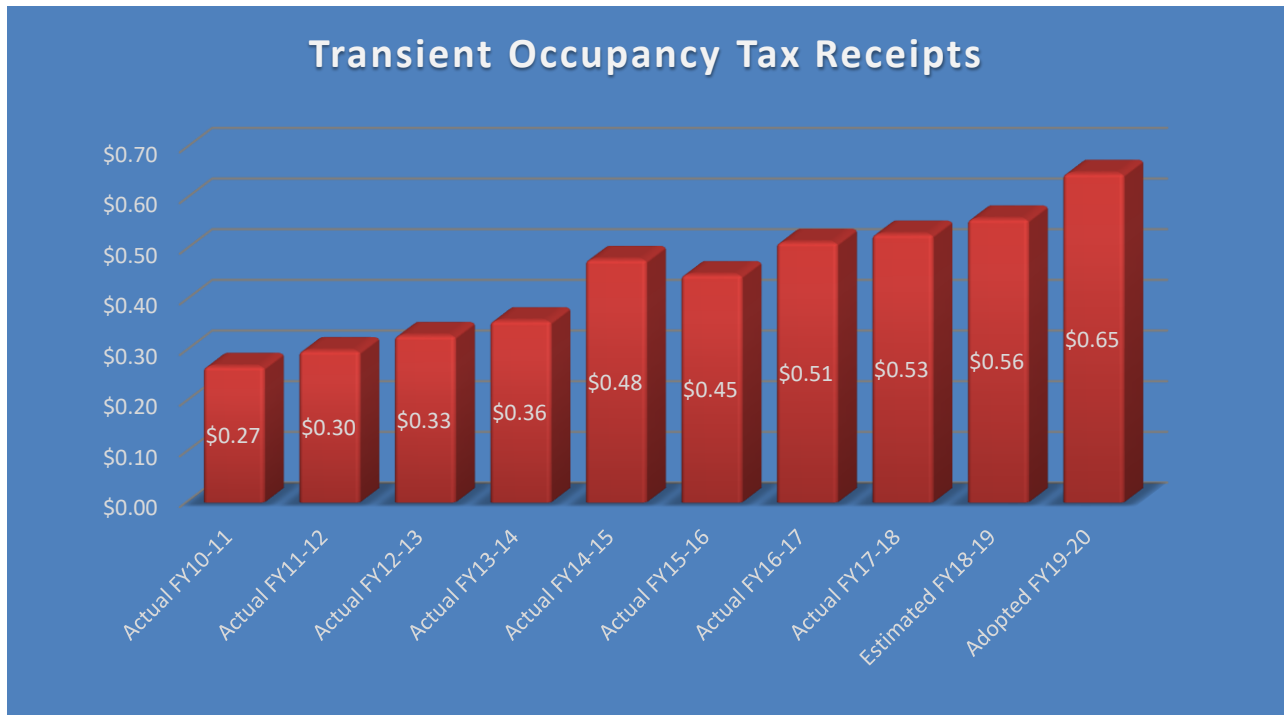
**TRANSIENT OCCUPANCY TAX**

Receipts from Transient Occupancy Tax (TOT) continue to be an important source of revenue for the City. The City receives a fixed percentage of hotel/motel and bed & breakfast inn room rentals in Sebastopol.

**Measure R:**

The City of Sebastopol received approval from voters to increase the transient occupancy tax (TOT) rate from 10% to 12% with the passage of “Measure R” in November 2018. This new Transient Occupancy Tax rate is expected to increase collections by 15% and generate approximately \$85,000 in new revenues.

The following chart depicts the projection of Transient Occupancy Tax (TOT) collections:

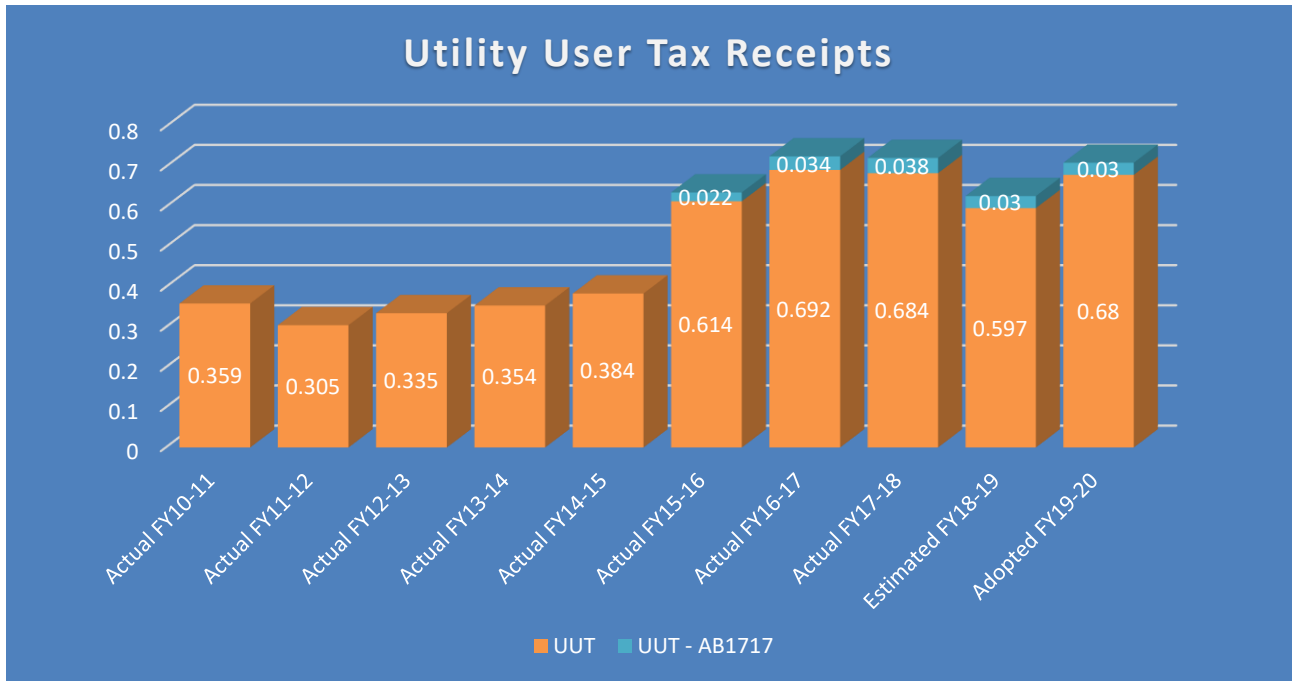


**UTILITY USER TAX**

The Utility User Tax (UUT) was approved by the voters in 2010, and was originally slated to expire on January 1, 2015. On November 6, 2014, voters approved amendments to the City’s UUT which modernized the definitions and broadened the base to include telephone, garbage, and cable providers and reduced the tax rate from 4% to 3.75%. The tax measure will remain in effect for 10 years through January 1, 2025. The City imposes a tax on the consumption of these utility services and this tax is collected by the utility service provider as part of their regular billing procedure and is then remitted to the City on a monthly basis. These funds are used to maintain the long term financial stability and sustainability of the City of Sebastopol and to operate City government in a fiscally responsible manner.

The following chart shows 10 years history for UUT revenues as well as recent AB1717 data:





### FRANCHISE FEES

In general, a municipal franchise fee is the “rent” that a utility company pays the City to use the right-of-ways for our lines, pipes, poles, streets, etc. Franchise fees are entirely different and are not a tax, but a fee negotiated by the Operators through an agreement with the City for the right to use the public rights-of-way. While the utility company collects this fee, it is turned over to the City based on a negotiated agreement between the City and the Operators.

Franchise fees are applied to garbage, cable television and electric utility operations, and have become an important part of the City’s revenue structure. Combined collections for all franchises are expected to be \$324,000 for Fiscal Year 2019-20.

- **Utility Franchise:** The estimated fee for Fiscal Year 2019-20 is \$84,000, which is relatively flat compared to Fiscal Year 2018-19 collections.
- **Video/Cable Television Franchise:** The combined franchise fee revenues are estimated to come in at \$67,000 based on the average of prior year collections.
- **Garbage Franchise:** The City has an exclusive franchise agreement with Recology for providing refuse hauling service. The current contract, which expires December 31, 2023, provides for a 10% franchise fee on refuse gross revenues. The budget estimate for Fiscal Year 2019-20 is \$173,000 based on current receipts.

### LICENSES & PERMITS

Business license fees are collected on retail, professional, semi-professional, general contractors, sub-contractors, wholesalers, and other classifications of businesses including residential property used for home occupations. Generally, business license fees in Sebastopol are based on a flat fee per the number of employees.

Building permit fees are also included in this revenue category. This service provides permit processing and quality control and inspection services. The adopted Fiscal Year 2019-20 revenue for this category is \$150,000 in line with average of prior year collections.

**INTEREST & RENTS**

Expected interest earnings accruing to the general fund are estimated at \$40,000. The investment policy can be found on page 188.

For this revenue category, the “rent” revenue is more significant than the investment earnings, and covers items such as residential parking permits, cell tower land leases, use of the little league park, and other miscellaneous rental items. Total anticipated revenue included in the FY 2019-20 budget for rents is \$50,000.

**INTERGOVERNMENTAL & GRANTS**

The most significant revenue account in this category continues to be the Casino Mitigation Reimbursement, with anticipated Fiscal Year 2019-20 revenue of \$15,000. The remaining revenue in this category remains stable. For Fiscal Year 2018-19, the total budgeted amount was \$21,500.

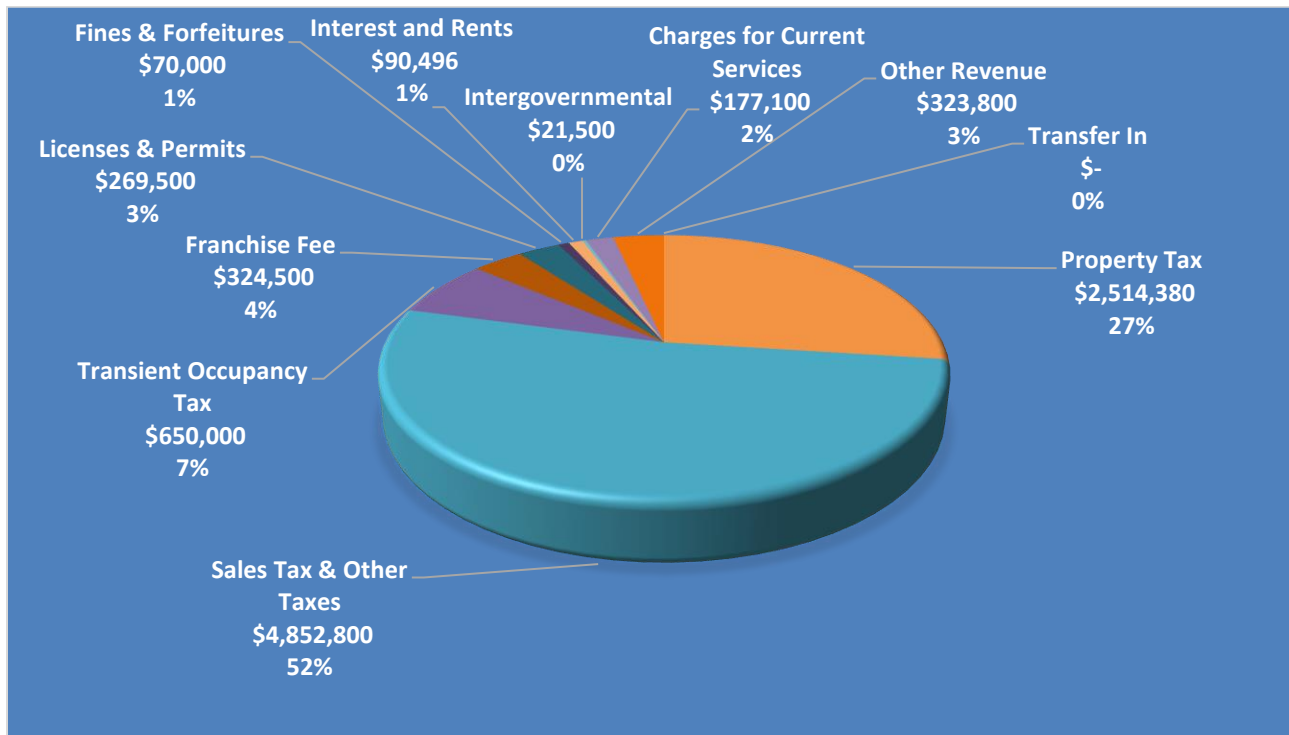
The Fiscal Year 2019-20 general fund financing sources are displayed in the following pie chart, to reflect the relative percentage of total general fund support supplied by each revenue category.

**Chart 1: Fiscal Year 2019-20 General Fund Sources**

**Revenues = \$9,294,076**

**Transfers in = \$0**

**Total sources = \$9,294,076**





**GENERAL FUND EXPENDITURES:**

This year, we once again made strides towards bringing ongoing revenues in line with recurring routine expenses. As stated, each department director was instructed to prepare operating budgets in a manner that would show moderate increase to the general fund net cost (department-specific revenue less expenditures). Expenditures that departments must incorporate into their budgets, but do not have control over, include increase in retirement system contributions (PERS), medical premiums, and workers’ compensation premiums.

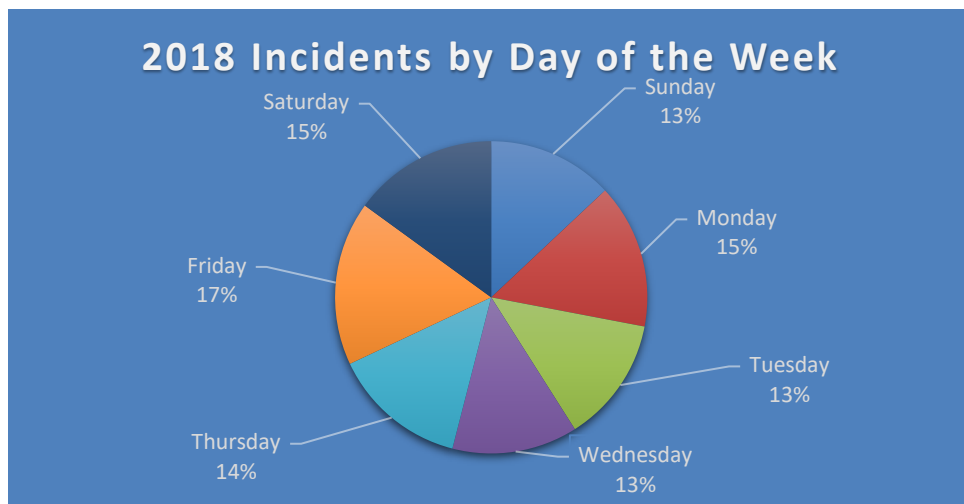
Looking to the near and long-term future, there is considerable cause for concern regarding escalating costs beyond the City’s control. Despite revenue growth, the cost of doing business continues to outpace that growth. Budget pressures include: the rising cost of materials to maintain City streets, rising health care costs for employees; increased demand for public services, and new initiatives important to the City of Sebastopol’s future, types of which were formerly funded through the former Community Development Agency such as the Wayfinding Sign Program, Façade Improvement Program, and enhancements to the downtown area.

Other expenditures the City must incorporate into the budget, but does not have control over, are rates set by the City’s insurance carrier, Redwood Empire Municipal Insurance Fund (REMIF). The City continues to work with our insurance carrier to ensure that the City is receiving the best rates possible. The following changes are included in FY 2019-20 budget:

- 1. Kaiser’s rates increased by 3.5%
- 2. REMIF Blue Cross increased by 1.5%
- 3. Increased in workers’ compensation premium and deductible by 15%
- 4. Property and other liability premiums project a 5% increase

**Staffing Levels**

The Fiscal Year 2019-20 adopted budget includes newly added a full-time firefighter position with benefits for an estimated funding cost of \$127,000. This cost assumes additional funding for overtime as well. According to the Fire Chief, 75% of emergency calls for services are during weekdays from 8 a.m. to 5 p.m. as illustrated in the graph below. The position is expected to enhance emergency reponse time goals; and forwards the City Council’s adopted strategy for a safe community.



The type of services based on 5 year history as follows totally 5,522:

- Medical/Vehicle – 3,063 (55%)
- Public Service – 475 (9%)
- Fire Alarms – 331 (6%)
- Hazmat/Spills – 349 (6%)
- Good Intent – 1,137 (21%)
- Fires/Misc – 167 (3%)

The City's agreements and MOU's with all bargaining groups expire on June 30, 2019. Labor negotiations are underway and pending as the writing of this budget message.

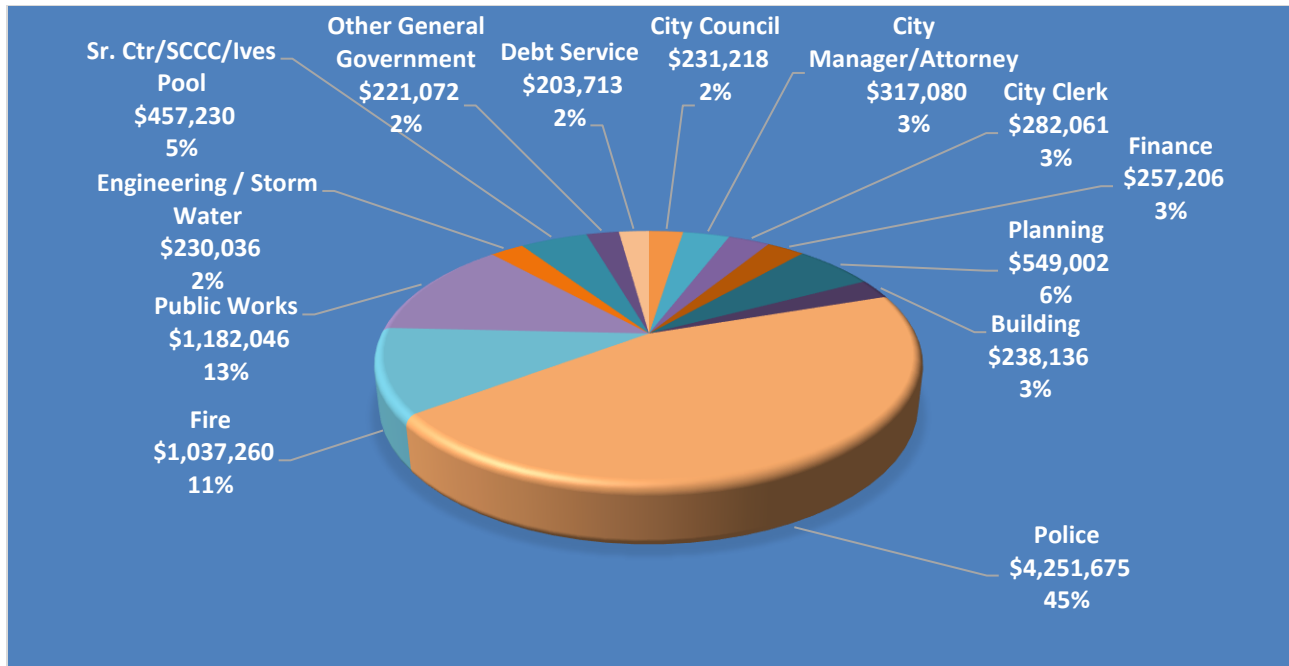
Other Services & Programs:

This budget also includes ongoing routine funding for an information technology provider to support infrastructure and maintenance. Vehicle purchases related to replacement of City vehicles that are beyond useful service life total to approximately \$34,500 falls within the Police Department budget for one motorcycle purchase. Other cost related to deferred maintenance approximately \$425,000. includes \$300,000 related to the replacement cost of the Ssebastopol Community & Cultural Center (SCCC) roof which is not insurance reimbursable, plus other needs to bring the building up to code.

The City continues funding for the SCCC of \$168,600 to support public art, music and other community benefit programs. In addition, the Fiscal Year 2019-20 adopted budget includes \$43,000 funding for the Senior Center' operation. The center provides a place to deliver services and conduct activities that enrich the lives of Sebastopol's seniors, including classes, field trips, and group activities. The Senior Center funding enhances the City Council's goals for a Healthy Community.

The Fiscal Year 2019-20 general fund financing uses are displayed in the following pie chart to reflect the relative percentage of general fund spending by department:

**Chart 2: Fiscal Year 2019-20 General Fund Uses**  
**Expenditures = \$9,457,735**  
**Transfers out = \$1,108,300**  
**Total uses = \$10,553,335**



The City of Sebastopol revenues and expenditures will be closely monitored throughout Fiscal Year 2019-20, and department budgets will continue to be reviewed and analyzed to better identify potential savings and improved efficiencies in how services are delivered. However, with a balanced operating budget and adequate reserves level, the City’s overall financial health is fairly stable at this time.

**WATER AND WASTEWATER FUND:**

The Water and Wastewater Fund is an enterprise fund that accounts for the water and wastewater services that are provided to City residents and customers. All activities to maintain these services are accounted for in this fund, including operations, maintenance, billing and collections, administration, financing, and related debt service. The Water & Wastewater Fund’s principle source of revenues are charges to customers for water consumption, and wastewater collection, and fees related to providing consumers with new water and wastewater services.

The City’s desire to maintain appropriate infrastructure investments and meet a sustainable water self-sufficiency goal is an integral element of the strategic plan. The City continues to evaluate the future operating revenues and expenses and the effect on the utility’s operation. The need to assess and develop a rate structure to fund the projected water and wastewater enterprise financial requirements, both at Local and State level.

In November 2018, the City awarded a contract for Water and Wastewater Cost of Service study to Willdan Financial Services. The big question inherent in a utility rate study is “What rates need to be charged to provide adequate services today and create balances necessary to fund plant future replacement, without causing a spike in rates?” The goal of the study is to ensure that the City’s water utility is adequately funded in the short run and financially sustainable in the long run. The study will encompass a five-year financial planning forecast. Based on the time table, a plan for implementation



of a potential rate increase estimated for January 2020. Until such time, the adopted utility revenue does not include any rate increases.

The total fund revenues for Fiscal Year 2019-20 are estimated at \$5,317,000, relatively flat based on the current collection trend. The total expenditures are budgeted at \$5,574,000.

## **RESERVES**

The City Council's General Fund Balance goal is to maintain an unassigned fund balance that represents 20% of annual general fund total expenditures. The adopted budget calls for a reserve level that exceeds the 20% minimum goal.

Although this budget meets the reserve policy, and reflects adequate reserves, the City still faces some significant challenges that must be addressed:

- The vehicle and infrastructure replacement funds are expected to decrease by \$35,400, the amount of uses and end the year with a balance of \$1,065,000, because no new contributions are funded. This level of funding is not sustainable in the long run. The vehicle replacement schedule and capitalization and depreciation policy can be found starting on page 174 & 213 respectively.
- CalPERS pension funding requirements continue to be of concern. The City has formed a CalPERS subcommittee to monitor pension costs and consider pension funding alternatives. The Budget Subcommittee recommended set asides in prior years' budgets and is recommending additional set-asides for Fiscal Year 2019-20.
  - Assigned for Pension funding was \$1,550,000 at June 30, 2018
  - Fiscal Year 2018-19 Mid-year budget actions increased the assignment by \$150,000
  - Additional assignment of \$1,000,000 of recommended by the Budget Subcommittee

The General Fund Reserve category is the primary category of fund balance. Reserves provide financial stability and demonstrate an ability to respond to changes in revenue projections, expenditure needs, and unforeseen fiscal threats and opportunities. The following section highlights recent activity and the recommended budget's planned changes for reserves through Fiscal Year 2019-20:

- a) **The City Council set a goal for the general fund reserve** of 20% of expenditures.<sup>1</sup> The 20% goal provides greater stability for core programs in recognition of fluctuations in difficult-to-measure expenditures (like pension liability payments to CalPERS) and protects against economic events that will impact revenues.
- b) **The Fiscal Year 2018-19 estimated year end budget result is expected to increase fund balance by \$13,000**, bringing the anticipated reserve total to \$3,896,000 at June 30, 2019.

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<sup>1</sup> For purposes of calculating the reserve percentage benchmark, expenditures include transfers of support to other funds. The City Council considers un-assigned fund balance as the "reserve" for the purposes of setting fund balance goals.

Any other adjustments to expenditure appropriations and anticipated revenues will change the anticipated end-of-year reserve level on a dollar-for-dollar basis.

- c) **\$4,175,000 of current reserves have been assigned at June 30, 2020** for future spending for buildings, facilities & infrastructure, equipment, technology & vehicle replacement and CalPERS Retirement & OPEB.
- d) **Planned use of reserves of \$272,000 at June 30, 2020** are based on the current adopted budget that is brought to the City Council and Citizenry for direction and action. The use of reserves for funding the Fiscal Year 2019-20 budget is limited, based on the need to confront future years' expenditure requirements and the need to continue to fund ongoing baseline services even if revenue drops due to the flooding of the Barlow retail complex.

The 20% goal, applied to recommended Fiscal Year 2019-20 expenditures of \$10,566,000, produces a minimum unassigned reserve of \$2,113,000. The Fiscal Year 2019-20 anticipated reserve balance of \$2,649,000 at June 30, 2020 exceeds the policy goal.

The following chart reflects current reserves and anticipated changes in reserves:

		City Assigned Reserves @ 6/30/18 (Audited)					a) Proposed Reduction of Committed Reserve
		City Committed Reserve @ 6/30/18 (Audited)	Unassigned Operating Reserves @ 6/30/18 (Audited)	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 @ 7/1/18		185,000	3,882,742	685,000	1,100,000	1,550,000	-
100-00-00-2905	City Building	125,000		125,000			(125,000)
100-00-00-2910	Fire Station Bay	25,000	25,000				(25,000)
100-00-00-2920	Wayfinding Signs	25,000		25,000			(25,000)
100-00-00-2925	Community Center	10,000		10,000			(10,000)
FY18/19 Adopted Assigned Reserve @ Mid-Year Budget Review						150,000	
Anticipated (Unassigned) Budget Savings @ 6/30/19			13,414				
<b>Total Anticipated Reserve @ 6/30/19</b>			<b>3,921,156</b>	<b>845,000</b>	<b>1,100,000</b>	<b>1,700,000</b>	
Proposed Assignment to CalPERS Reserve			(1,000,000)			1,000,000	
Proposed Transfer to Capital Projects			(100,000)				
Proposed FY19-20 Budget Addition/(Uses)			(171,959)	(435,100)	(35,400)		
<b>Grand Total Unassigned Reserves @ 6/30/20</b>			<b>\$ 2,649,197</b>	<b>\$ 409,900</b>	<b>\$ 1,064,600</b>	<b>\$ 2,700,000</b>	
<b>Actual Reserve Level</b>			<b>25.1%</b>	<b>3.9%</b>	<b>10.1%</b>	<b>25.6%</b>	

Audited
Unaudited

Adopted use of unassigned reserve approximately \$272,000. This amount presents \$100K for storm water projects (Page 43 under CIP tab). The balance of \$172,000 are adopted revenue minus adopted expenditures.

- a) Reduction in prior year historical committed fund balance reserve to be consistent with the current assigned reserve to make them available for current year budget consideration
- b) Funding for Stormwater projects (See CIP Tab Page 43 for more details)
- c) Funding for one time non-routine deferred maintenance (See Page 142 for more details)
- d) Purchase of one motorcycle in the Police Department

## **5-YEAR FORECAST**

City staff has also presented in the adopted budget the five year financial forecast on page 172. This document helps paint a picture of the financial status of the City and highlights some of the major challenges the City will need to address in future budgets, such as, the previously noted equipment vehicle replacement funding; increases in personnel costs; and a revenue base which is challenged by the recent flooding of the Russian River. This five-year financial forecast is a good starting point for the allocation of available resources to fund necessary future expenditures.

The forecast incorporates revenue and expenditure assumptions that staff considered the most likely to occur, based on information currently available. The total compensation is pending labor negotiaton with various bargaining units. Other factors that contribute to the increase in projected total compensation are rising contributions to the CalPERS retirement system and increases in health care costs. Managing a projected, ongoing gap between financial sources and needs will continue to challenge the City's ability to provide high-quality services for the public. However, with cooperative efforts from all stakeholders, and sound fiscal management practices, the City is expected to meet those challenges.

## **CAPITAL IMPROVEMENT PLAN (CIP)**

The new and improved CIP document is a five-year plan designed to improve the City's physical infrastructure, building, roadway and water and wastewater system. The adopted capital budget including carryover is recommended in the amount of approximately \$2.52 million. In reviewing the CIP budget, it is important to keep in mind that most projects are funded by restricted revenue sources or grants. Consequently, there will potentially be significant differences from year to year in the numbers of projects carryover, newly adopted projects and the total dollars spent. Primary funding sources for capital projects include Measure M (Road and Park), Gas Tax, Traffic Congestion Relief SB1, Community Development Block Grant (CDBG), Traffic Impact Fee, Housing Inclusionary, Park in lieu, Street Pavement Reserve. The entire capital improvement plan can be found in captial improvement section tab starting on page 162.

## **CONCLUSION**

The Fiscal Year 2019-20 budget is a responsible financial plan that will enable the City to continue to provide the community with a full scope of high quality municipal services, programs, and special events that enhance the quality of life of all residents. We are committed to finding creative and impactful solutions to improve services to our residents and businesses and encourage economic growth in the City. This adopted budget is a reflection of the City of Sebastopol's commitment to continue to meet our fiscal challenges, while maintaining appropriately responsive service levels.

The Budget Subcommittee would like to recognize all of the City's employees, both full-time and part-time, and our volunteers for their continued support and contributions to our City. Their efforts are visible and make our City a better place to work and live.

Last but not least, the City is proudly a recipient for the Distinguished Budget Presentation Award for Fiscal Year 2018-19 from the Government Finance Officers Association (GFOA) of the United States and Canada, North America's leading municipal government finance organization. This is the 3<sup>rd</sup> year the City has been honored by the GFOA. In order to receive the award, local government entities had to satisfy nationally recognized guidelines. Our City is committed to providing good



customer service, develop policies of fiscal responsibility, offer transparency and continue to improve on our budget.

Special thanks go to our Department Directors, listed below. Without exception, the City's senior management team continues to recognize the fiscal challenges the City faces, display incredible leadership and true sense of teamwork when navigating through challenging issues, and develop budgets which allow them to continue to deliver high quality services.

City of Sebastopol Department Directors/Manager

- City Hall Administration / City Attorney - City Manager – Larry McLaughlin
- City Hall Administration – Assistant City Manager / City Clerk – Mary Gourley
- Building Department – Building Official Glenn Schainblatt
- Engineering Department – Engineering Manager Henry Mikus
- Finance Department – Finance Director Ana Kwong
- Fire Department – Fire Chief Bill Braga
- Planning Department – Planning Director Kari Svanstrom
- Police Department – Police Chief James Conner
- Public Works – Public Works Superintendent Dante Del Prete

The City of Sebastopol is focused on what is truly important - the core functions of operating a City resulting in a healthy community for residents. To that end, the Budget Subcommittee presents a balanced budget for Fiscal Year 2019-20.

Respectfully submitted,

  
\_\_\_\_\_  
Neysa Hinton – Mayor

  
\_\_\_\_\_  
Una Glass – Councilmember

  
\_\_\_\_\_  
Larry McLaughlin  
City Manager/Attorney

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

  
\_\_\_\_\_  
Ana Kwong  
Finance Director

City of Sebastopol Budget Subcommittee Members:

- Neysa Hinton, Mayor
- Una Glass, Councilmember
- Larry McLaughlin, City Manager/Attorney
- Mary Gourley, Assistant City Manager / City Clerk
- Ana Kwong, Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sebastopol  
California**

For the Fiscal Year Beginning

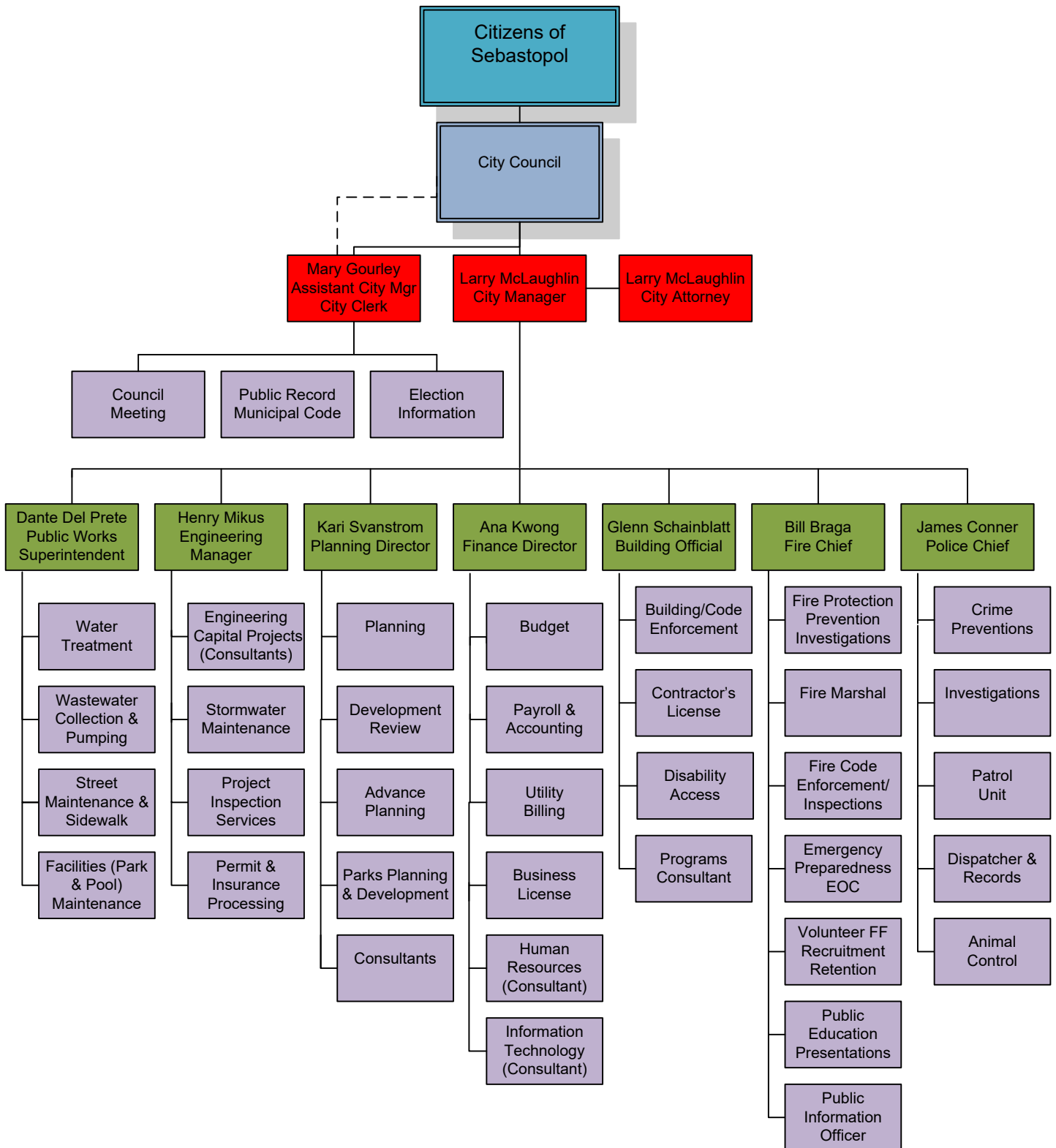
**July 1, 2018**

*Christopher P. Morrill*

Executive Director

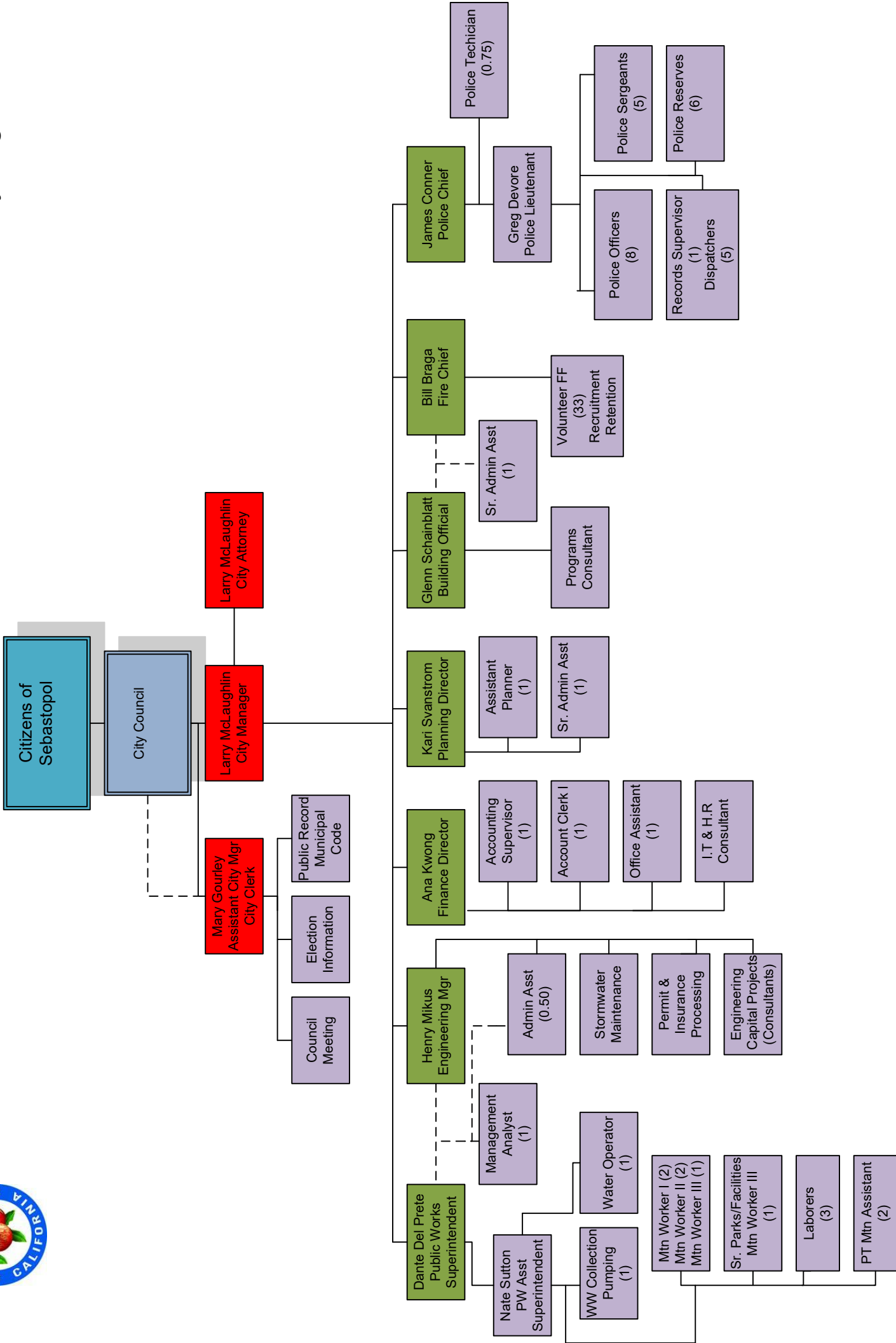


City Wide Organization Chart by Function





# City Wide Organization Chart by FTE







# STATISTICS

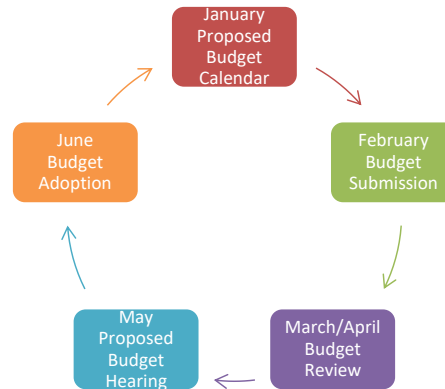
<b>Date of Incorporation</b>	1902
<b>Form of Government</b>	Council/City Manager
<b>Estimated Population as of January 1, 2018</b>	7,786
<b>Area in Square Miles</b>	1.853
<b>Fire Protection</b>	
Number of Full Time Equivalents	1.50
Number of Volunteers	32
Calls for Service (2018 Calendar Year)	1,190
Fire Inspections (2018 Calendar Year)	375
<b>Police Protection</b>	
Sworn Police Officers	14
Civilian Employees	6.75
Calls for Service (2018 Calendar Year)	15,202
Adult Arrests (2018 Calendar Year)	578
<b>Water and Sewer Utility</b>	
Active Residential Accounts	2,701
Active Commerical Accounts	465
Average Daily Water Consumption (2018)	806,575
Ground Storage Capacity (gallons)	7.5 million
Elevated Storage Capacity (gallons)	0 - no elevated tanks
Ground Water Production Capacity (gallons per day)	3,225,600
Pump Capacity (gallons per minute)	2,300
Waste Water Treatment Capacity (gallons per day)	840,000
<b>Building Permits</b>	
Residential Building Permits (2018 Calendar Year)	278
Residential Assessed Valuation	5,094,831
Commerical Building Permits	76
Commercial Assessed Valuation	3,224,081



# Budget Development/Calendar

## The Budget Development Process

The budget development process is the formal method through which the City establishes its program priorities, goals and service levels for the upcoming fiscal year. Through the budget development process, programs are established, service levels are expressed, performance measures are articulated, and resources are identified. The budget development process is summarized in this flowchart.



January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 - FY19/20 Budget Packet Distribution

31 - Solicit request Community Benefit Grant

28-31 Prepare revenue estimates

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

14 - Departments submit budgets to Finance

21-28 Prepare revenue estimates

28 - Community Benefit Grant Submittal

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 - Community Benefit Grant Extension due to Flood Disaster

11/20/21 - Budget Subcommittee discuss with Department Heads and CIP Budgets

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 - Budget Subcommittee review Community Benefit Grants

8 - Budget Subcommittee reconvene discussion with Fire Department and CIP Review

15/29 - Budget Subcommittee meet & review changes

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Preliminary budget distribution to a full City Council

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Budget Adoption

City Holidays are in RED

City Council Meetings are BLUE

Budget Subcommittee/Staff dates are in GRAY

Public Meetings are in GREEN

# 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 schedule to the budget
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	
<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 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 Create Economic, Cultural and Recreational Opportunities to Maintain the Small Town Character of Sebastopol</b>			
4.2.1	Incorporate the priorities of Citiaslow 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>			
~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]			
<b>5.1</b> 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 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			
5.1.1	Create easy to read documents that educate the public and community on City Finances.	All Departments	
5.1.2	Conduct Town Hall Meetings on Matters of Interest to the Community as needed.	City Council	
5.1.3	Enhance the use of the City of Sebastopol Committees, Commission and Board.	City Council and Relevant Departments	
5.1.4	Engage in outreach to underserved communities to include in community processes."		
<b>5.2</b>	<b>Develop and Encourage a Volunteer Service Program Priority</b>		
5.2.1	Promote and enhance utilization of community energy and skills by creating opportunities for volunteer service.	Public, Works and Planning Departments	
<b>5.3</b>	<b>Develop and Implement a Program to evaluate delivery of City Services to Community</b>		
5.3.1	Develop community service delivery process and analyze results to evaluate community satisfaction 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.		
5.3.2	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.	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>            ~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]            ~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	

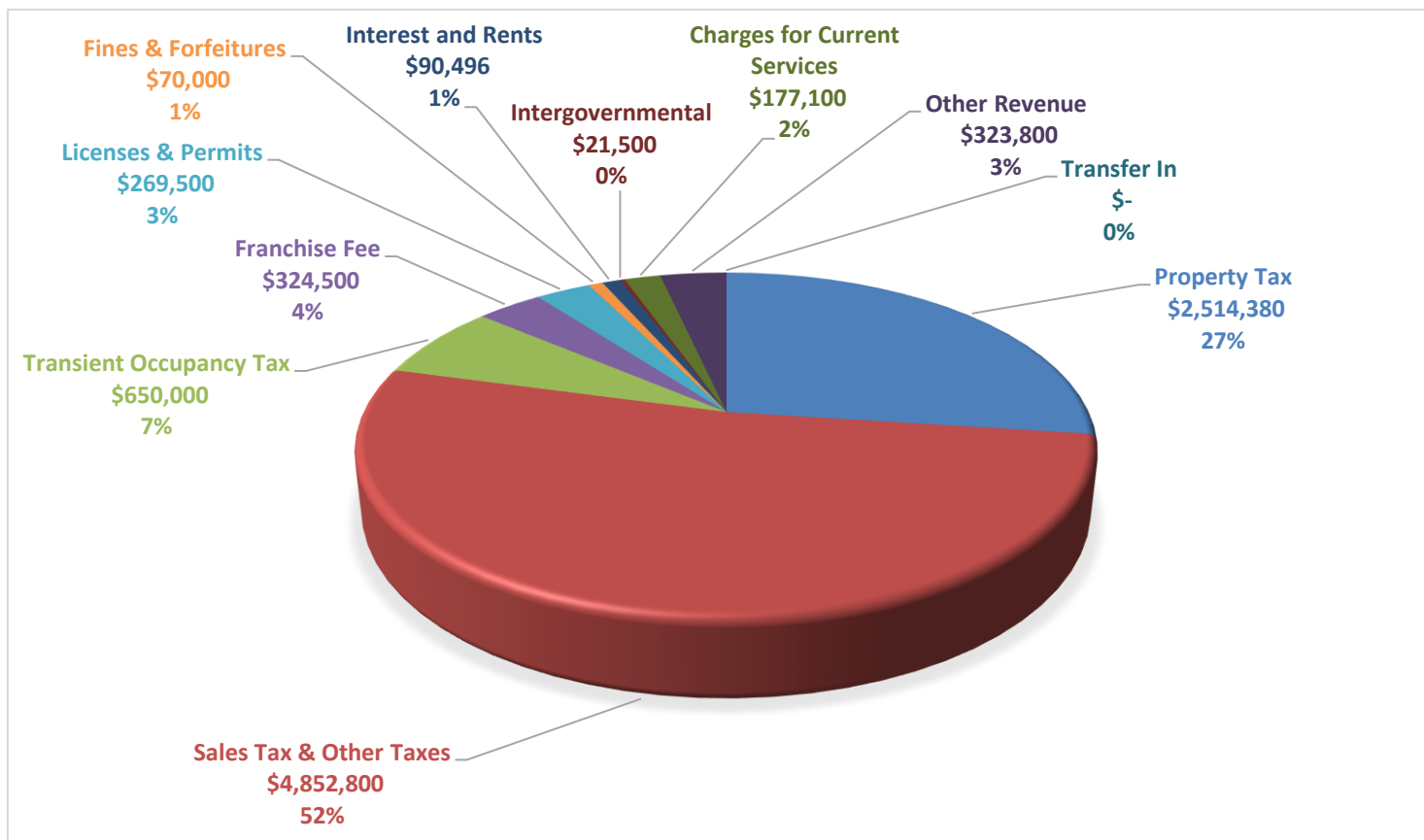
## ALL FUND REVENUE/EXPENDITURE

Department	General Fund	Water Fund	Sewer Fund	Special Revenue Fund	Assessment District	ISF + Other Funds	Total
Projected Revenue	9,294,076	2,279,000	3,038,000	1,218,798	164,817	1,187,600	17,182,291
City Council	231,218	29,468	34,379				295,065
City Manager	181,380	44,960	44,960				271,300
City Attorney	135,700	7,375	4,425				147,500
City Clerk	282,061	25,794	22,570				330,425
Finance	257,206	381,834	371,785				1,010,825
Planning Department	549,002	26,593	15,956				591,551
Building Inspection	238,136	41,132	41,132				320,400
Engineering Department	123,586	106,998	88,116				318,700
Storm Water Management	106,450						106,450
Fire Services	1,031,760	75,891					1,107,651
Emergency Preparedness	5,500						5,500
Police Services	4,231,475						4,231,475
Animal Control	20,200						20,200
Police SLESF Funding	-			118,300			118,300
Public Works - Corporation Yard	82,053	218,832	159,565				460,450
Public Works - General Fund Streets	500,075						500,075
Public Works - Parking Lots	110,975						110,975
Public Works - Parks & Landscaping	418,380						418,380
Public Works - Government Buildings	70,563	30,281	30,281				131,125
Public Works - Gas Tax Streets				177,500			177,500
Senior Center	65,325						65,325
Community & Cultural Center	265,515						265,515
Ives Pool	126,390						126,390
Non-Departmental	221,072	24,264	24,264			1,187,600	1,457,200
Debt Service - General Government	203,713						203,713
Transfer Out	8,300						8,300
Water Operations		1,004,400					1,004,400
Water - Debt Service		261,438					261,438
Water - Capital Debt Service		-		1,864,432			1,864,432
Wastewater Operations			564,700				564,700
Wastewater - Subregional Treatment			1,621,200				1,621,200
Wastewater - Debt Service			91,110				91,110
Transfer to Capital Projects	100,000	45,000	45,000				190,000
Debt Service - Park In Lieu				31,470			31,470
Woodstone Assessment					36,868		36,868
Street Lighting Assessment District					129,440		129,440
<b>Total Expenditures</b>	<b>9,566,035</b>	<b>2,324,260</b>	<b>3,159,443</b>	<b>2,191,702</b>	<b>166,308</b>	<b>1,187,600</b>	<b>18,595,348</b>
Net Budget Result	(271,959)	(45,260)	(121,443)	(972,904)	(1,491)	-	(1,413,057)
Addition/(Uses) of Reserves	(271,959)	(45,260)	(121,443)	(972,904)	(1,491)	-	(1,413,057)
<b>Ending Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 2019-20 Adopted General Fund Revenue Budget at a Glance

### Where does the City's Money Come From?

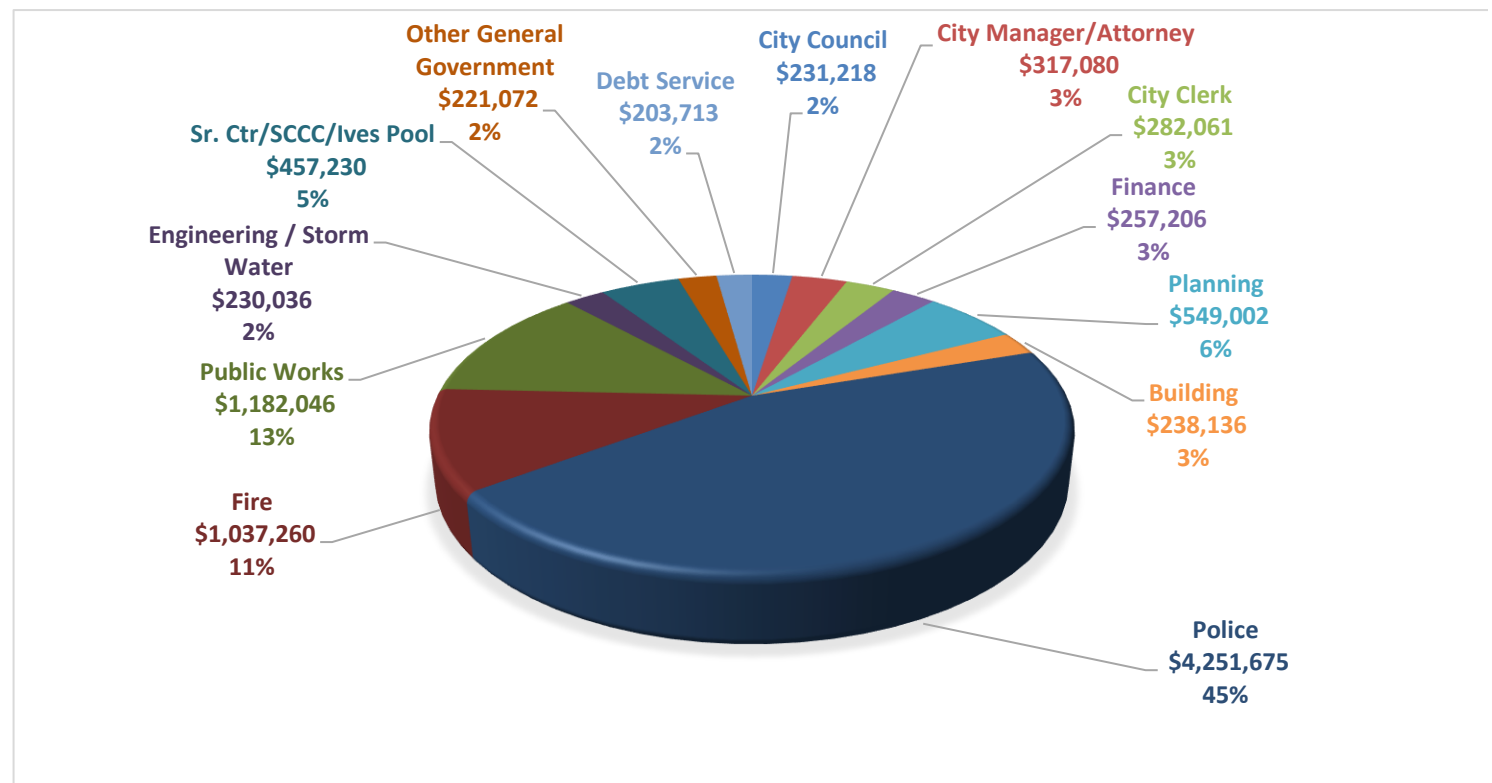
Revenue Summary	2018-19 Adopted Budget	2018-19 Adjusted Budget	2019-20 Adopted Budget	Increase (Decrease)	% Change
Property Tax	\$ 2,316,375	\$ 2,496,000	\$ 2,514,380	\$ 18,380	0.7%
Sales Tax & Other Taxes	4,629,800	\$ 4,638,500	\$ 4,852,800	\$ 214,300	4.6%
Transient Occupancy Tax	500,000	\$ 565,250	\$ 650,000	\$ 84,750	15.0%
Franchise Fee	350,200	\$ 324,500	\$ 324,500	\$ -	0.0%
Licenses & Permits	273,000	\$ 264,500	\$ 269,500	\$ 5,000	1.9%
Fines & Forfeitures	75,000	\$ 70,000	\$ 70,000	\$ -	0.0%
Interest and Rents	78,200	\$ 89,200	\$ 90,496	\$ 1,296	1.5%
Intergovernmental	25,500	\$ 21,500	\$ 21,500	\$ -	0.0%
Charges for Current Services	208,220	\$ 177,100	\$ 177,100	\$ -	0.0%
Other Revenue	326,300	\$ 335,800	\$ 323,800	\$ (12,000)	-3.6%
Transfer In	16,350	\$ 16,350	\$ -	\$ (16,350)	-100.0%
<b>TOTAL REVENUES</b>	<b>\$ 8,798,945</b>	<b>\$ 8,998,700</b>	<b>\$ 9,294,076</b>	<b>\$ 295,376</b>	<b>3.3%</b>



# 2019-20 Adopted General Fund Expenditures Budget at a Glance

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

Expenditures by Department	2018-19 Adopted Budget	2018-19 Adjusted Budget	2019-20 Adopted Budget	Increase (Decrease)	% Change
City Council	\$ 216,936	\$ 216,001	\$ 231,218	\$ 15,217	7.0%
City Manager/Attorney	\$ 309,311	\$ 309,311	\$ 317,080	\$ 7,769	2.5%
City Clerk	\$ 294,957	\$ 294,957	\$ 282,061	\$ (12,896)	-4.4%
Finance	\$ 228,608	\$ 236,108	\$ 257,206	\$ 21,098	8.9%
Planning	\$ 530,912	\$ 530,912	\$ 549,002	\$ 18,090	3.4%
Building	\$ 197,214	\$ 197,214	\$ 238,136	\$ 40,922	20.8%
Police	\$ 3,931,250	\$ 3,931,250	\$ 4,251,675	\$ 320,425	8.2%
Fire	\$ 842,524	\$ 842,524	\$ 1,037,260	\$ 194,736	23.1%
Public Works	\$ 1,100,073	\$ 1,100,073	\$ 1,182,046	\$ 81,973	7.5%
Engineering / Storm Water	\$ 232,640	\$ 245,640	\$ 230,036	\$ (15,604)	-6.4%
Sr. Ctr/SCCC/Ives Pool	\$ 417,300	\$ 508,665	\$ 457,230	\$ (51,435)	-10.1%
Other General Government	\$ 184,779	\$ 184,779	\$ 221,072	\$ 36,293	19.6%
Debt Service	\$ 204,670	\$ 204,670	\$ 203,713	\$ (957)	-0.5%
Transfer Out	\$ 32,500	\$ 182,500	\$ 1,108,300	\$ 925,800	507.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,723,674</b>	<b>\$ 8,984,604</b>	<b>\$ 10,566,035</b>	<b>\$ 1,581,431</b>	<b>17.6%</b>
Chargeback Services *					
Insurance	\$ 347,275	\$ 347,275	\$ 717,100	\$ 369,825	106.5%
Employee Benefits	\$ 2,654,550	\$ 2,654,550	\$ -	\$ (2,654,550)	-100.0%
* Allocated across departments					





**CONSOLIDATED GENERAL FUND  
FINANCIAL SCHEDULE**



Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Adopted Budget	FY 18-19 Adjusted Budget	FY 18-19 Estimates Actual	FY 19-20 Adopted Budget	\$Inc/(Dec)	% Change
<b>OPERATING REVENUE</b>								
Property Taxes	\$2,523,396	\$2,433,417	\$2,275,375	\$2,457,000	\$2,457,000	\$2,475,380	\$ 18,380	0.75%
Real Property Transfer	47,194	39,372	41,000	39,000	39,000	39,000	-	0.00%
Sales & Use Tax	4,396,515	4,634,950	4,629,800	4,638,500	4,631,100	4,852,800	214,300	4.62%
Transient Occupancy Tax	514,225	529,810	500,000	565,250	565,250	650,000	84,750	14.99%
Franchise Fees	359,466	323,496	350,200	324,500	324,500	324,500	-	0.00%
Licenses and Permits	406,529	306,920	273,000	264,500	274,500	269,500	5,000	1.89%
Fines & Forfeitures	88,747	71,005	75,000	70,000	70,000	70,000	-	0.00%
Intergovernmental	30,809	150,177	25,500	21,500	21,500	21,500	-	0.00%
Interest and Rents	84,769	89,643	78,200	89,200	89,200	90,496	1,296	1.45%
Charges for Current Services	289,782	206,574	208,220	177,100	177,100	177,100	-	0.00%
Miscellaneous/Other Income	342,212	355,859	326,300	335,800	318,800	323,800	(12,000)	-3.57%
<b>TOTAL</b>	<b>9,083,644</b>	<b>9,141,223</b>	<b>8,782,595</b>	<b>8,982,350</b>	<b>8,967,950</b>	<b>9,294,076</b>	<b>311,726</b>	<b>3.47%</b>
<b>OPERATING EXPENDITURE</b>								
City Council	\$206,294	\$206,493	\$216,936	\$216,001	\$215,403	\$231,218	\$ 15,217	7.04%
City Manager	231,646	183,576	177,420	177,420	173,300	181,380	3,960	2.23%
City Attorney	129,453	125,149	131,891	131,891	131,891	135,700	3,809	2.89%
City Clerk	238,969	230,894	294,957	294,957	263,957	282,061	(12,896)	-4.37%
Finance	174,737	192,381	228,608	236,108	236,108	257,206	21,098	8.94%
Planning	454,346	489,475	530,912	530,912	530,912	549,002	18,090	3.41%
Building	184,699	175,196	197,214	197,214	197,214	238,136	40,922	20.75%
Police Protection	3,558,289	3,749,027	3,931,250	3,931,250	3,931,250	4,251,675	320,425	8.15%
Fire Protection	772,636	981,004	842,524	842,524	842,524	1,037,260	194,736	23.11%
Public Works	1,061,902	957,534	1,100,073	1,100,073	1,100,073	1,182,046	81,973	7.45%
Engineering / Storm Water	149,918	167,924	232,640	245,640	245,640	230,036	(15,604)	-6.35%
Sr. Cntr/SCCC / Ives Pool	316,046	298,529	417,300	508,665	494,265	457,230	(51,435)	-10.11%
Non Departmental	221,260	197,867	184,779	184,779	221,679	221,072	36,293	19.64%
<b>TOTAL</b>	<b>7,700,195</b>	<b>7,955,049</b>	<b>8,486,504</b>	<b>8,597,434</b>	<b>8,584,216</b>	<b>9,254,022</b>	<b>656,588</b>	<b>7.64%</b>
<b>OTHER SOURCES/(USES)</b>								
Debt Service	197,626	204,672	204,670	204,670	204,670	203,713	(957)	-0.47%
Other Uses	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>197,626</b>	<b>204,672</b>	<b>204,670</b>	<b>204,670</b>	<b>204,670</b>	<b>203,713</b>	<b>(957)</b>	<b>-0.47%</b>
<b>TRANSFERS IN/(OUT)</b>								
Transfers In	670	16,182	16,350	16,350	16,350	-	(16,350)	-100.00%
Transfers Out	(167,048)	(784,009)	(32,500)	(182,500)	(182,000)	(1,108,300)	(925,800)	507.29%
<b>TOTAL</b>	<b>(166,378)</b>	<b>(767,827)</b>	<b>(16,150)</b>	<b>(166,150)</b>	<b>(165,650)</b>	<b>(1,108,300)</b>	<b>(942,150)</b>	<b>567.05%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>8,064,869</b>	<b>8,943,730</b>	<b>8,723,674</b>	<b>8,984,604</b>	<b>8,970,886</b>	<b>10,566,035</b>	<b>1,581,431</b>	<b>17.60%</b>
Net General Fund Surplus/(Deficit)	<b>1,019,445</b>	<b>213,675</b>	<b>75,271</b>	<b>14,096</b>	<b>13,414</b>	<b>(1,271,959)</b>		
Beginning Unassigned Fund Balance	<b>2,685,248</b>	<b>3,669,067</b>	<b>3,882,742</b>	<b>3,882,742</b>	<b>3,882,742</b>	<b>3,921,156</b>		
Ending Unassigned Fund Balance	<b>3,669,067</b>	<b>3,882,742</b>	<b>3,958,013</b>	<b>3,896,838</b>	<b>3,896,156</b>	<b>2,649,197</b>		
<b>RESERVE</b>								
Policy Reserve Level (15%-20%)	<b>1,612,974</b>	<b>1,788,746</b>	<b>1,744,735</b>	<b>1,796,921</b>	<b>1,794,177</b>	<b>2,113,207</b>		
Actual Reserve Level	<b>45.5%</b>	<b>43.4%</b>	<b>45.4%</b>	<b>43.4%</b>	<b>43.4%</b>	<b>25.1%</b>		

# GENERAL FUND FINANCIAL SCHEDULE



Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Adopted Budget	FY 18-19 Adjusted Budget	FY 18-19 Estimates Actual	FY 19-20 Adopted Budget
<b>OPERATING REVENUE</b>						
Property Taxes	\$2,523,396	\$2,433,417	\$2,275,375	\$2,457,000	\$2,457,000	\$2,475,380
Real Property Transfer	47,194	39,372	41,000	39,000	39,000	39,000
Sales & Use Tax	2,490,652	2,674,096	2,624,800	2,633,500	2,663,500	2,802,800
Transient Occupancy Tax	514,225	529,810	500,000	565,250	565,250	650,000
Franchise Fees	359,466	323,496	350,200	324,500	324,500	324,500
Licenses and Permits	406,529	306,920	273,000	264,500	274,500	269,500
Fines & Forfeitures	88,747	71,005	75,000	70,000	70,000	70,000
Intergovernmental	30,809	150,177	25,500	21,500	21,500	21,500
Interest and Rents	76,633	82,293	73,200	84,200	84,200	85,496
Charges for Current Services	289,782	206,574	208,220	177,100	177,100	177,100
Miscellaneous/Other Income	342,212	355,859	326,300	335,800	318,800	323,800
<b>TOTAL</b>	<b>7,169,645</b>	<b>7,173,019</b>	<b>6,772,595</b>	<b>6,972,350</b>	<b>6,995,350</b>	<b>7,239,076</b>
<b>OPERATING EXPENDITURE</b>						
City Council	\$200,612	\$201,031	\$210,936	\$210,001	\$209,403	\$225,218
City Manager	106,764	110,220	130,920	130,920	126,300	134,880
City Attorney	129,453	125,149	131,891	131,891	131,891	135,700
City Clerk	218,726	222,006	247,457	247,457	247,457	274,061
Finance	168,194	186,763	222,608	230,108	230,108	251,206
Planning	375,922	409,960	470,212	470,212	470,212	489,302
Building	181,586	171,861	193,214	193,214	193,214	234,136
Police Protection	3,109,110	3,277,512	3,504,966	3,504,966	3,504,966	3,794,879
Fire Protection	762,620	969,523	821,524	821,524	821,524	1,013,760
Public Works	397,576	305,987	375,598	375,598	375,598	416,290
Engineering / Storm Water	100,370	108,319	108,205	108,205	108,205	119,586
Sr. Cntr/SCCC / Ives Pool	316,046	298,529	398,450	418,315	403,915	457,230
Non Departmental	221,260	197,867	184,779	184,779	221,679	221,072
<b>TOTAL</b>	<b>6,288,239</b>	<b>6,584,727</b>	<b>7,000,760</b>	<b>7,027,190</b>	<b>7,044,472</b>	<b>7,767,320</b>
<b>TRANSFERS IN/(OUT)</b>						
Transfers In	670	16,182	16,350	16,350	16,350	-
Transfers Out	(17,048)	(625,237)	-	-	-	-
<b>TOTAL</b>	<b>(16,378)</b>	<b>(609,055)</b>		<b>16,350</b>	<b>16,350</b>	<b>-</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>6,304,617</b>	<b>7,193,782</b>	<b>7,000,760</b>	<b>7,010,840</b>	<b>7,028,122</b>	<b>7,767,320</b>
Net General Fund Surplus/(Deficit)	<b>865,028</b>	<b>(20,763)</b>	<b>(228,165)</b>	<b>(38,490)</b>	<b>(32,772)</b>	<b>(528,244)</b>
Beginning Unassigned Fund Balance	<b>1,391,658</b>	<b>2,256,686</b>	<b>2,235,923</b>	<b>2,235,923</b>	<b>2,235,923</b>	<b>2,228,151</b>
Ending Unassigned Fund Balance	<b>2,256,686</b>	<b>2,235,923</b>	<b>2,007,758</b>	<b>2,197,433</b>	<b>2,203,151</b>	<b>1,699,907</b>
<b>RESERVE</b>						
Policy Reserve Level (15%-20%)	<b>1,260,923</b>	<b>1,438,756</b>	<b>1,400,152</b>	<b>1,402,168</b>	<b>1,405,624</b>	<b>1,553,464</b>
Actual Reserve Level	<b>35.8%</b>	<b>31.1%</b>	<b>28.7%</b>	<b>31.3%</b>	<b>31.3%</b>	<b>21.9%</b>

# TRANSACTION & USE SALES TAX FUND FINANCIAL SCHEDULE



Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Adopted Budget	FY 18-19 Adjusted Budget	FY 18-19 Estimates Actual	FY 19-20 Adopted Budget
<b>OPERATING REVENUE</b>						
Sales Tax - Measure T	\$625,623	\$689,711	\$664,000	\$664,000	\$651,800	\$680,000
Sales Tax - Measure Q	1,280,240	1,271,143	1,341,000	1,341,000	1,315,800	1,370,000
Interest Income	8,136	7,350	5,000	5,000	5,000	5,000
<b>TOTAL</b>	<b>1,913,999</b>	<b>1,968,204</b>	<b>2,010,000</b>	<b>2,010,000</b>	<b>1,972,600</b>	<b>2,055,000</b>
<b>OPERATING EXPENDITURE</b>						
City Council	\$5,682	\$5,462	\$6,000	\$6,000	\$6,000	\$6,000
City Manager	124,882	73,356	46,500	46,500	47,000	46,500
City Clerk	20,243	8,888	47,500	47,500	16,500	8,000
Finance	6,543	5,618	6,000	6,000	6,000	6,000
Planning	78,424	79,515	60,700	60,700	60,700	59,700
Building	3,113	3,335	4,000	4,000	4,000	4,000
Police Protection	89,292	92,139	21,500	21,500	21,500	17,700
Police Protection - G&A Allocation	359,887	379,376	404,784	404,784	404,784	439,096
Fire Protection	10,016	11,481	21,000	21,000	21,000	23,500
Public Works	196,840	37,766	14,300	14,300	14,300	14,550
Public Works - G&A Allocation	467,486	613,781	710,175	710,175	710,175	751,206
Engineering / Storm Water	49,548	59,605	124,435	137,435	137,435	110,450
Sr. Cntr/SCCC / Ives Pool	35,626	-	18,850	90,350	90,350	-
<b>TOTAL</b>	<b>1,447,582</b>	<b>1,370,322</b>	<b>1,485,744</b>	<b>1,570,244</b>	<b>1,539,744</b>	<b>1,486,702</b>
<b>OTHER SOURCES/(USES)</b>						
Debt Service	197,626	204,672	204,670	204,670	204,670	203,713
Other Uses	-	-	-	-	-	-
<b>TOTAL</b>	<b>197,626</b>	<b>204,672</b>	<b>204,670</b>	<b>204,670</b>	<b>204,670</b>	<b>203,713</b>
<b>TRANSFERS IN/(OUT)</b>						
Transfers In	-	-	-	-	-	-
Transfers Out	(150,000)	(158,772)	(32,500)	(182,500)	(182,000)	(1,108,300)
<b>TOTAL</b>	<b>(150,000)</b>	<b>(158,772)</b>	<b>(32,500)</b>	<b>(182,500)</b>	<b>(182,000)</b>	<b>(1,108,300)</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,795,208</b>	<b>1,733,766</b>	<b>1,722,914</b>	<b>1,957,414</b>	<b>1,926,414</b>	<b>2,798,715</b>
Net T&U Fund Surplus/(Deficit)	<b>118,791</b>	<b>234,438</b>	<b>287,086</b>	<b>52,586</b>	<b>46,186</b>	<b>(743,715)</b>
Beginning Unassigned Fund Balance	<b>1,293,590</b>	<b>1,412,381</b>	<b>1,646,819</b>	<b>1,646,819</b>	<b>1,646,819</b>	<b>1,693,005</b>
Ending Unassigned Fund Balance	<b>1,412,381</b>	<b>1,646,819</b>	<b>1,933,905</b>	<b>1,699,405</b>	<b>1,693,005</b>	<b>949,290</b>
<b>RESERVE</b>						
<b>Policy Reserve Level (15%-20%)</b>	<b>359,042</b>	<b>346,753</b>	<b>344,583</b>	<b>391,483</b>	<b>385,283</b>	<b>559,743</b>
<b>Actual Reserve Level</b>	<b>78.7%</b>	<b>95.0%</b>	<b>112.2%</b>	<b>86.8%</b>	<b>87.9%</b>	<b>33.9%</b>

# Transaction & Use Sales Tax



## Budget Expenditures

Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
124-1001-4375	City Council   Equipment Rental	5,682	5,462	6,000	6,000	6,000	6,000
124-1101-4210	City Manager   Contract Services	80,256	29,881	-	-	-	-
124-1101-4210	City Manager   Community Outreach	39,028	38,042	40,000	40,000	40,000	40,000
124-1101-4212	City Manager   Technology Maintenance	65	-	500	500	1,000	500
124-1101-4375	City Manager   Equipment Rental	5,533	5,433	6,000	6,000	6,000	6,000
124-1301-4212	City Clerk   Technology Maintenance	995	-	1,000	1,000	1,000	1,000
124-1301-4270	City Clerk   Election Expense - Ballot Measurers	12,753	1,801	40,000	40,000	9,000	-
124-1301-4375	City Clerk   Equipment Rental	6,495	7,087	6,500	6,500	6,500	7,000
124-1401-4375	Finance   Equipment Rental	6,543	5,618	6,000	6,000	6,000	6,000
124-2102-4210	Planning   Contract Services	73,033	73,854	55,000	55,000	55,000	54,000
124-2102-4375	Planning   Equipment Rental	5,391	5,661	5,700	5,700	5,700	5,700
124-2202-4420	Building   Equipment Rental	3,113	3,335	4,000	4,000	4,000	4,000
124-2302-4375	Engineering   Equipment Rental	4,378	3,824	4,200	4,200	4,200	4,000
124-2307-4330	Storm Water   Misc Supplies & Services	22	-	1,000	1,000	1,000	1,000
124-2307-4210	Storm Water   Contract Services	18,202	26,476	81,900	94,900	94,900	66,450
124-2307-4515	Storm Water   Meetings & Training	-	-	2,000	2,000	2,000	1,000
124-2307-4345	Storm Water   Dues / Subscriptions	26,946	29,305	35,335	35,335	35,335	38,000
124-3202-4012	Police   Overtime (School Resources Officer)	7,784	9,609	7,500	7,500	7,500	7,500
124-3202-4375	Police   Equipment Rental	327	-	-	-	-	10,200
124-3202-5100	Police   Capital Outlay	81,181	82,530	14,000	14,000	14,000	-
124-3102-4330	Fire   Misc Supplies & Services	113	36	1,000	1,000	1,000	-
124-3102-4375	Fire   Equipment Rental	2,830	3,049	4,000	4,000	4,000	4,000
124-3102-4390	Fire   Other Community Support	-	-	6,000	6,000	6,000	8,500
124-3102-5100	Fire   Capital Outlay	7,073	8,396	10,000	10,000	10,000	11,000
124-4102-4375	PW Corp Yard   Equipment Rental	4,378	3,824	4,300	4,300	4,300	4,550
124-4102-5100	PW Corp Yard   Capital Outlay	-	28,923	-	-	-	-
124-4106-4213	PW Govt Bldg   Facilities/Grounds Maintenance	192,462	5,019	10,000	10,000	10,000	10,000
124-4002-5100	Senior Center   Capital Outlay	-	-	14,600	21,100	21,100	-
124-4202-5100	Community Center   Capital Outlay	35,626	-	4,250	4,250	4,250	-
124-4302-5100	Pool   Capital Outlay	-	-	-	65,000	65,000	-
124-9971-6100	Infrastructure Lease - Principal	36,656	40,344	42,324	42,324	42,324	44,402
124-9971-6200	Infrastructure Lease - Interest	24,698	21,011	19,031	19,031	19,031	15,876
124-9972-6100	Village Mobile Home Park - Principal	36,128	37,467	39,325	39,325	39,325	43,323
124-9972-6200	Village Mobile Home Park - Interest	28,457	27,118	25,260	25,260	25,260	21,262
124-9973-6100	CREBS Solar Panel Lease - Principal	46,267	46,267	46,267	46,267	46,267	46,267
124-9974-6100	Vacuum Truck Lease - Principal	6,296	12,596	13,096	13,096	13,096	13,392
124-9974-6200	Vacuum Truck Lease - Interest	745	1,490	988	988	988	691
124-9979-6100	911 Equipment Lease - Principal	15,838	16,438	17,061	17,061	17,061	17,100
124-9979-6200	911 Equipment Lease - Interest	2,541	1,941	1,318	1,318	1,318	1,400
124-0000-4999	Transfer Out	150,000	158,772	32,500	182,500	182,000	1,108,300
<b>Total Capital Outlay/Debt Services</b>		<b>967,835</b>	<b>740,609</b>	<b>607,955</b>	<b>842,455</b>	<b>811,455</b>	<b>1,608,413</b>

# Transaction & Use Sales Tax

## Budget Expenditures



Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
124-4102-4998	G & A Allocation - PW Corp Yard	60,351	72,212	75,625	75,625	75,625	77,503
124-4103-4998	G & A Allocation - PW Streets	276,997	350,096	474,875	474,875	474,875	500,075
124-4104-4998	G & A Allocation - PW Parks & Landscapes	130,138	191,473	159,675	159,675	159,675	173,628
124-3202-4998	G & A Allocation - Police Services	359,887	379,376	404,784	404,784	404,784	439,096
<b>Total G &amp; A Cost Allocation</b>		<b>827,373</b>	<b>993,157</b>	<b>1,114,959</b>	<b>1,114,959</b>	<b>1,114,959</b>	<b>1,190,302</b>
<b>TOTAL DEPARTMENT</b>		<b>1,795,208</b>	<b>1,733,766</b>	<b>1,722,914</b>	<b>1,957,414</b>	<b>1,926,414</b>	<b>2,798,715</b>





## GENERAL FUND REVENUES DETAILED

Revenue Categories	Account No.	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Adopted Budget	FY 18-19 Adjusted Budget	FY 18-19 Estimates Actual	2019-20 Adopted Budget	\$Inc/(Dec)	% Change
<b>Taxes</b>									
Property Taxes	100-3000	1,293,029	1,335,887	1,245,375	1,336,000	1,336,000	1,362,720	26,720	2.0%
Property Taxes (RPTTF)	100-3001	332,311	364,887	315,000	388,000	388,000	365,000	(23,000)	-5.9%
Transfer Tax	100-3002	47,194	39,372	41,000	39,000	39,000	39,000	-	0.0%
Property Tax In-Lieu of VLF	100-3004	695,973	732,643	715,000	733,000	733,000	747,660	14,660	2.0%
Property Tax In-Lieu of Sales Tax	100-3005	202,083	-	-	-	-	-	-	-
Sales Tax - Bradley Burn	100-3010	1,716,029	1,900,003	1,947,000	1,947,000	1,977,000	2,024,000	77,000	4.0%
Sales Tax - Measure T	124-3011	625,623	689,711	664,000	664,000	651,800	680,000	16,000	2.4%
Sales Tax - Measure Q	124-3012	1,280,240	1,271,143	1,341,000	1,341,000	1,315,800	1,370,000	29,000	2.2%
Sales Tax - Prop 172 pass thru	100-3014	78,990	82,773	85,800	83,000	83,000	92,300	9,300	11.2%
Utility Users Tax	100-3015	692,185	683,511	586,000	597,000	597,000	680,000	83,000	13.9%
Utility Users Tax - AB1717 (Wireless)	100-3016	3,448	3,820	2,500	3,000	3,000	3,000	-	0.0%
Vehicle In-Lieu Tax	100-3017	-	3,989	3,500	3,500	3,500	3,500	-	0.0%
Off Highway User Tax	100-3018	-	-	-	-	-	-	-	-
Transient Occupancy Tax	100-3020	514,225	529,810	500,000	565,250	565,250	650,000	84,750	15.0%
Garbage Franchise	100-3050	189,706	172,718	180,000	173,000	173,000	173,000	-	0.0%
PG&E Franchise	100-3051	79,489	83,552	80,000	84,000	84,000	84,000	-	0.0%
Cable/Video TV Franchise	100-3052	90,271	67,226	90,200	67,500	67,500	67,500	-	0.0%
<b>Total Taxes</b>		<b>7,840,796</b>	<b>7,961,045</b>	<b>7,796,375</b>	<b>8,024,250</b>	<b>8,016,850</b>	<b>8,341,680</b>	<b>317,430</b>	<b>4.0%</b>
<b>Licenses and Permits</b>									
Business Licenses	100-3101	116,455	141,864	116,000	100,000	110,000	105,000	5,000	5.0%
Building Permits	100-3103	288,069	151,875	150,000	150,000	150,000	150,000	-	0.0%
Dog License Fees	100-3104	2,005	1,581	2,000	1,500	1,500	1,500	-	0.0%
RBS Training Fees	100-3107	-	11,600	5,000	13,000	13,000	13,000	-	0.0%
<b>Total Licenses &amp; Permits</b>		<b>406,529</b>	<b>306,920</b>	<b>273,000</b>	<b>264,500</b>	<b>274,500</b>	<b>269,500</b>	<b>5,000</b>	<b>1.9%</b>
<b>Fines, Forfeits &amp; Penalties</b>									
Vehicle / Criminal Code Fines	100-3105	56,436	48,734	50,000	48,000	48,000	48,000	-	0.0%
Parking Violations	100-3106	32,311	22,271	25,000	22,000	22,000	22,000	-	0.0%
<b>Total Fines, Forfeits &amp; Penalties</b>		<b>88,747</b>	<b>71,005</b>	<b>75,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>	<b>0.0%</b>
<b>Intergovernmental &amp; Grants</b>									
State Mandated Cost Reimb.	100-3202	5,832	10,846	3,500	3,500	3,500	3,500	-	0.0%
P.O.S.T Reimbursements	100-3203	8,312	4,273	2,500	3,000	3,000	3,000	-	0.0%
Casino Mitigation Reimbursements	100-3204	16,665	16,231	14,500	15,000	15,000	15,000	-	0.0%
Beverage Container Pass Thru	100-3205	-	-	5,000	-	-	-	-	-
County Grant	100-3206	-	122	-	-	-	-	-	-
State Grant	100-3207	-	96,321	-	-	-	-	-	-
Federal Grant	100-3209	-	22,384	-	-	-	-	-	-
<b>Total Intergovernmental &amp; Grants</b>		<b>30,809</b>	<b>150,177</b>	<b>25,500</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>	<b>-</b>	<b>0.0%</b>
<b>Interest &amp; Rents</b>									
Interest Income	100-3300	31,297	33,751	25,000	35,000	35,000	35,000	-	0.0%
Interest Income	124-3301	8,136	7,350	5,000	5,000	5,000	5,000	-	0.0%
Cell Tower Lease Rental	100-3301	40,910	42,221	43,200	43,200	43,200	44,496	1,296	3.0%
City Property Rental - Little League	100-3302	887	1,543	1,500	1,500	1,500	1,500	-	0.0%
City Property Rental - Parking Space	100-3304	520	700	500	500	500	500	-	0.0%
City Property Rental - Palm Ave	100-3305	3,019	4,078	3,000	4,000	4,000	4,000	-	0.0%
<b>Total Interest &amp; Rents</b>		<b>84,769</b>	<b>89,643</b>	<b>78,200</b>	<b>89,200</b>	<b>89,200</b>	<b>90,496</b>	<b>1,296</b>	<b>1.5%</b>
<b>Charges for Current Services</b>									
Park and Plaza Rental Fees	100-3401	6,490	3,702	3,500	3,500	3,500	3,500	-	0.0%
Notary Fees	100-3403	20	-	20	-	-	-	-	-
Finance Staff Time	100-3405	9,126	7,639	6,000	6,000	6,000	6,000	-	0.0%
Pet Shelter Release Fees	100-3406	4,005	3,710	3,500	3,500	3,500	3,500	-	0.0%
Building Inspector Fees	100-3421	-	-	48,000	15,300	15,300	15,300	-	0.0%
Fire Department Fees	100-3425	33,765	27,116	30,000	27,000	27,000	27,000	-	0.0%
Planning Fees	100-3426	53,591	74,439	40,000	40,000	40,000	40,000	-	0.0%
Sale of Plans & Specifications	100-3427	1,220	877	1,000	800	800	800	-	0.0%
Encroachment Permits	100-3441	27,275	27,401	25,000	27,000	27,000	27,000	-	0.0%
Grading Permits	100-3442	1,200	-	1,200	-	-	-	-	0.0%



## GENERAL FUND REVENUES DETAILED

Revenue Categories	Account No.	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Adopted Budget	FY 18-19 Adjusted Budget	FY 18-19 Estimates Actual	2019-20 Adopted Budget	\$Inc/(Dec)	% Change
Engineering Fees	100-3443	44,535	-	-	-	-	-	-	0.0%
Public Works Services	100-3445	20,423	5,911	5,000	6,000	6,000	6,000	-	0.0%
Police Services	100-3502	64,988	45,808	35,500	40,000	40,000	40,000	-	0.0%
Police D.U.I. Recovery	100-3503	9,401	1,097	500	500	500	500	-	0.0%
Vehicle Releases	100-3504	7,200	5,995	7,500	6,000	6,000	6,000	-	0.0%
Police Overtime Reimbursement	100-3507	6,543	2,879	1,500	1,500	1,500	1,500	-	0.0%
<b>Total Charges for Current Services</b>		<b>289,782</b>	<b>206,574</b>	<b>208,220</b>	<b>177,100</b>	<b>177,100</b>	<b>177,100</b>	-	<b>0.0%</b>
<u>Miscellaneous/Other Income</u>									
Planning Publication Sales	100-3800	233	389	300	300	300	300	-	0.0%
Sale of Surplus Property	100-3801	798	6,799	1,500	1,500	1,500	1,500	-	0.0%
Sale of Publications	100-3803	503	-	500	-	-	-	-	-
Miscellaneous Income	100-3805	39,625	34,741	10,000	20,000	20,000	20,000	-	0.0%
Ives Pool Reimbursement	100-3810	51,053	63,930	64,000	64,000	47,000	52,000	(12,000)	-18.8%
Successor Agency Administration	100-3999	250,000	250,000	250,000	250,000	250,000	250,000	-	0.0%
<b>Total Miscellaneous/Other Income</b>		<b>342,212</b>	<b>355,859</b>	<b>326,300</b>	<b>335,800</b>	<b>318,800</b>	<b>323,800</b>	<b>(12,000)</b>	<b>-3.6%</b>
<b>Subtotal General Fund Revenue</b>		<b>9,083,644</b>	<b>9,141,223</b>	<b>8,782,595</b>	<b>8,982,350</b>	<b>8,967,950</b>	<b>9,294,076</b>	<b>311,726</b>	<b>3.5%</b>
Transfer In	3999	670	16,182	16,350	16,350	16,350	-	(16,350)	-
<b>Total General Fund Revenue</b>		<b>9,084,314</b>	<b>9,157,405</b>	<b>8,798,945</b>	<b>8,998,700</b>	<b>8,984,300</b>	<b>9,294,076</b>	<b>295,376</b>	<b>3.3%</b>



# GENERAL FUND - TRANSFERS

Description	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Adopted Budget	FY 18-19 Adjusted Budget	FY 18-19 Estimates Actual	FY 19-20 Adopted Budget	\$Inc/(Dec)
<b>OTHER SOURCES (USES):</b>							
<b>Transfer in</b>							
From Police Grant	670	6,182	-	-	-	-	-
From Vehicle Abatement	-	10,000	-	-	-	-	-
From General Plan Update	-	-	-	-	-	-	-
From Casino Mitigation Fund	-	-	16,350	16,350	16,350	-	(16,350)
From Committed Reserve	-	-	-	-	-	-	-
From Committed Reserve	-	-	-	-	-	-	-
<b>Subtotal Transfer in</b>	<b>670</b>	<b>16,182</b>	<b>16,350</b>	<b>16,350</b>	<b>16,350</b>	<b>-</b>	<b>(16,350)</b>
<b>Transfer out</b>							
To Woodstone Assessment District Fund	-	(4,305)	-	-	-	-	-
To SLESF	(17,048)	-	-	-	-	(8,300)	(8,300)
To Retirement Fund	-	(550,000)	-	(150,000)	(150,000)	(1,000,000)	(850,000)
To Bldg   Facilities   Infrass Fund	-	-	-	-	-	-	-
To Vehicle Replacement Fund	-	-	-	-	-	-	-
To Capital Project Fund	-	(49,325)	-	-	-	(100,000)	(100,000)
To Police Grant Fund	-	(21,607)	-	-	-	-	-
To Gas Tax	-	(33,772)	(32,500)	(32,500)	(32,000)	-	-
To Street Pavement Reserves	(150,000)	(125,000)	-	-	-	-	-
<b>Subtotal Transfer out</b>	<b>(167,048)</b>	<b>(784,009)</b>	<b>(32,500)</b>	<b>(182,500)</b>	<b>(182,000)</b>	<b>(1,108,300)</b>	<b>(925,800)</b>
<b>TOTAL TRANSFERS</b>	<b>(166,378)</b>	<b>(767,827)</b>	<b>(16,150)</b>	<b>(166,150)</b>	<b>(165,650)</b>	<b>(1,108,300)</b>	<b>(942,150)</b>



# GENERAL FUND RESERVES CATEGORIES

		City Assigned Reserves @ 6/30/18 (Audited)				a) Proposed Reduction of Committed Reserve	
	City Committed Reserve @ 6/30/18 (Audited)	Unassigned Operating Reserves @ 6/30/18 (Audited)	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 @ 7/1/18		185,000	3,882,742	685,000	1,100,000	1,550,000	-
100-00-00-2905	City Building	125,000		125,000			(125,000)
100-00-00-2910	Fire Station Bay	25,000	25,000				(25,000)
100-00-00-2920	Wayfinding Signs	25,000		25,000			(25,000)
100-00-00-2925	Community Center	10,000		10,000			(10,000)
FY18/19 Adopted Assigned Reserve @ Mid-Year Budget Review						150,000	
Anticipated (Unassigned) Budget Savings @ 6/30/19			13,414				
<b>Total Anticipated Reserve @ 6/30/19</b>			<b>3,921,156</b>	<b>845,000</b>	<b>1,100,000</b>	<b>1,700,000</b>	
Proposed Assignment to CalPERS Reserve			(1,000,000)			1,000,000	
Proposed Transfer to Capital Projects			(100,000) <sup>b)</sup>				
Proposed FY19-20 Budget Addition/(Uses)			(171,959)	(435,100) <sup>c)</sup>	(35,400) <sup>d)</sup>		
<b>Grand Total Unassigned Reserves @ 6/30/20</b>			<b>\$ 2,649,197</b>	<b>\$ 409,900</b>	<b>\$ 1,064,600</b>	<b>\$ 2,700,000</b>	
<b>Actual Reserve Level</b>			<b>25.1%</b>	<b>3.9%</b>	<b>10.1%</b>	<b>25.6%</b>	

Audited  
Unaudited

Adopted use of unassigned reserve approximately \$272,000. This amount presents \$100K for storm water projects (Page 46 under CIP tab). The balance of \$172,000 are adopted revenue minus adopted expenditures.

- a) Reduction in prior year historical committed fund balance reserve to be consistent with the current assigned reserve to make them available for current year budget consideration
- b) Funding for Stormwater projects (See CIP Tab Page 46 for more details)
- c) Funding for one time non-routine deferred maintenance (See Page 135 for more details)
- d) Purchase of one motorcycle in the Police Department

## 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.

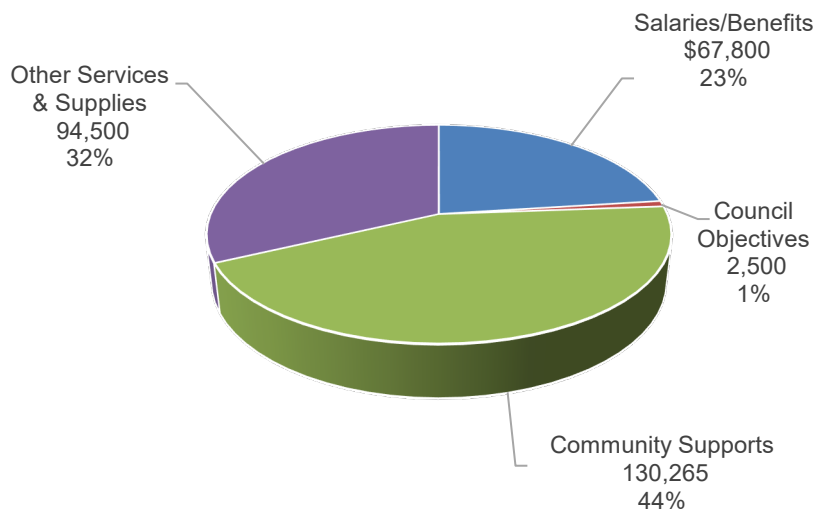
## SUMMARY - CITY COUNCIL

FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Water Fund	\$ 26,284	\$ 29,468
Sewer Fund	30,665	34,379
General Fund	216,001	231,218
<b>TOTAL REVENUE</b>	<b>272,950</b>	<b>295,065</b>

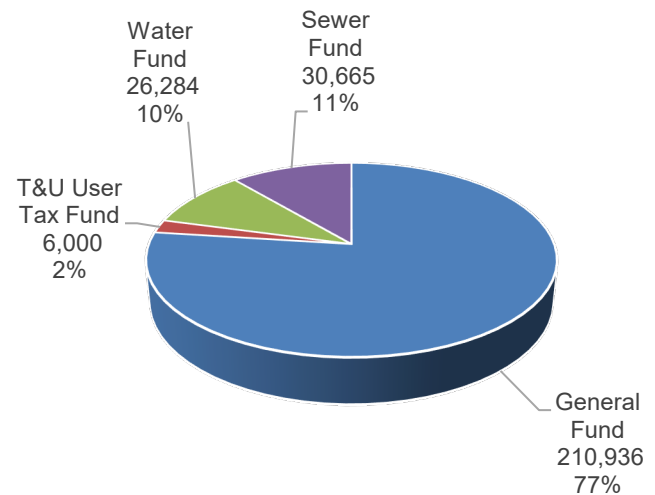
EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<b>Salaries &amp; Benefits <sup>a</sup></b>	64,228	63,525	63,525	67,800	4,275	6.7%
<b>Contracted Services</b>	12,133	2,500	2,500	10,000	7,500	300.0%
<b>Advertising/Legal Publications</b>	10,617	10,000	10,000	10,000	-	0.0%
<b>Services &amp; Supplies</b>	7,970	8,000	8,000	8,000	-	0.0%
<b>Equipment Rental</b>	5,462	6,000	6,000	6,000	-	0.0%
<b>Telecommunications</b>	3,735	4,700	4,700	4,700	-	0.0%
<b>Training / Meetings / Travels</b>	7,385	23,500	23,500	23,500	-	0.0%
<b>Dues &amp; Subscriptions</b>	23,575	22,750	22,750	22,750	-	0.0%
<b>Allocated Insurance</b>	4,641	10,800	10,800	9,550	(1,250)	-11.6%
<b>Council Objectives</b>	2,000	3,000	3,000	2,500	(500)	-16.7%
<b>Community Benefit Grant Supports</b>	76,275	70,260	70,260	86,765	16,505	23.5%
<b>Other Community Supports</b>	39,585	48,850	47,915	43,500	(4,415)	-9.2%
<b>TOTAL EXPENSE</b>	<b>\$ 257,606</b>	<b>\$ 273,885</b>	<b>\$ 272,950</b>	<b>\$ 295,065</b>	<b>\$ 22,115</b>	<b>8.1%</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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-1001-4010	Salaries - Full Time <sup>1</sup>	18,000	19,684	18,600	18,600	18,000	18,000
100-1001-4011	Salaries - Part Time <sup>1</sup>	3,088	176	2,600	2,600	892	-
100-1001-4100	Benefits <sup>2</sup>	44,877	44,368	42,325	42,325	42,325	49,800
100-1001-4210	Contract Services	-	11,415	-	-	3,000	6,000
100-1001-4212	Technology Maintenance	2,432	718	2,500	2,500	1,000	4,000
100-1001-4250	Advertising/Legal Publications	9,065	10,617	10,000	10,000	10,000	10,000
100-1001-4310	Office Supplies	4,170	3,858	5,000	5,000	4,000	5,000
100-1001-4330	Misc. Supplies & Services	3,025	4,112	3,000	3,000	4,000	3,000
100-1001-4345	Dues / Subscriptions	14,880	23,575	22,750	22,750	22,750	22,750
100-1001-4510	Conference & Training	9,311	3,806	12,000	12,000	12,000	12,000
100-1001-4515	Meetings & Travel	4,689	3,579	11,500	11,500	11,500	11,500
100-1001-4750	Telecommunications	3,363	3,735	4,700	4,700	4,700	4,700
100-1001-4800	Council Approved Initiatives	1,500	2,000	3,000	3,000	3,000	2,500
100-1001-4820	Community Benefit Grants Support	64,475	76,275	70,260	70,260	70,260	86,765
100-1001-4996	Allocated Liability Insurance	4,839	3,584	9,500	9,500	9,500	8,250
100-1001-4997	Allocated Workers' Comp Insurance	-	1,057	1,300	1,300	1,300	1,300
<b>Total Operation</b>		<b>187,714</b>	<b>212,559</b>	<b>219,035</b>	<b>219,035</b>	<b>218,227</b>	<b>245,565</b>
100-1001-4210	Community Outreach <sup>3</sup>	2,510	-	5,000	5,000	5,000	5,000
100-1001-4210	Library/City Hall Landscaping	4,428	-	5,000	5,000	5,000	5,000
100-1001-4840	Cittaslow Community Support	17,765	24,585	19,270	18,335	18,335	-
100-1001-4890	Other Community Support	50,000	15,000	19,580	19,580	19,580	33,500
<b>Total Council Objectives</b>		<b>74,703</b>	<b>39,585</b>	<b>48,850</b>	<b>47,915</b>	<b>47,915</b>	<b>43,500</b>
124-1001-4375	Equipment Rental (Photocopier Lease)	5,682	5,462	6,000	6,000	6,000	6,000
<b>TOTAL DEPARTMENT</b>		<b>268,099</b>	<b>257,606</b>	<b>273,885</b>	<b>272,950</b>	<b>272,142</b>	<b>295,065</b>
100-1001-3998	G&A - Water Fund Allocation - 12%	(29,989)	(23,590)	(26,284)	(26,284)	(26,187)	(29,468)
100-1001-3998	G&A - Sewer Fund Allocation - 14%	(31,817)	(27,522)	(30,665)	(30,665)	(30,552)	(34,379)
<b>General Fund Cost Allocation - 74%</b>		<b>200,611</b>	<b>201,032</b>	<b>210,936</b>	<b>210,001</b>	<b>209,403</b>	<b>225,218</b>
<b>General Fund FTE</b>		6.00	6.00	6.00	5.00	5.00	5.00
<b>Total FTE</b>		6.00	6.00	6.00	5.00	5.00	5.00

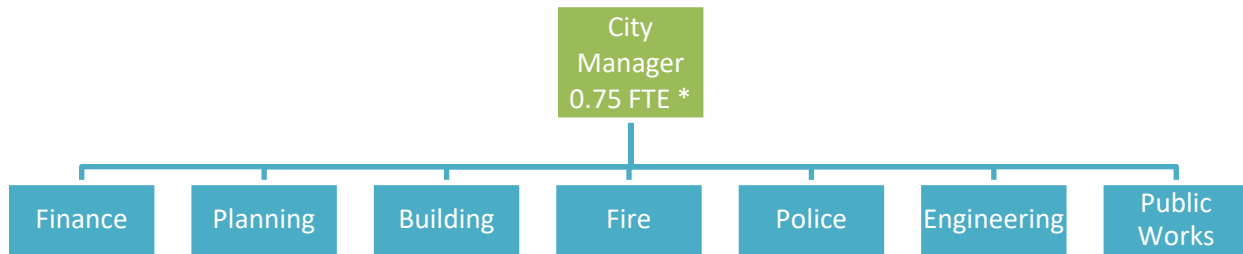
<sup>1</sup> Salaries: Includes stipend pay

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

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

## 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.

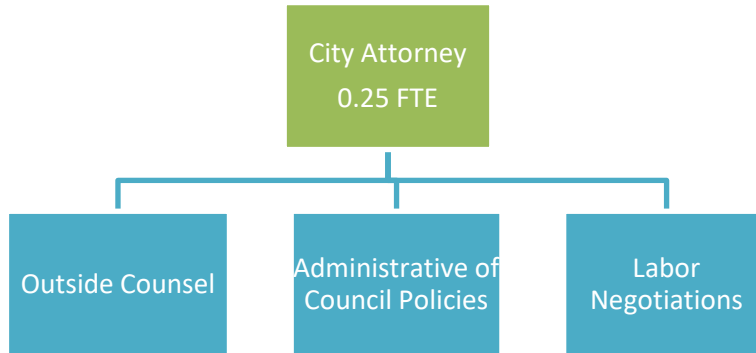
The City Manager is also responsible for administration of personnel rules, policies and employee Memorandums of Understanding serving as the Chief Negotiator with the City's two formally recognized bargaining units and the unrepresented employees of the city. The City Manager appoints and oversees all 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.
- Review matters of interest to the Sebastopol Successor Agency.

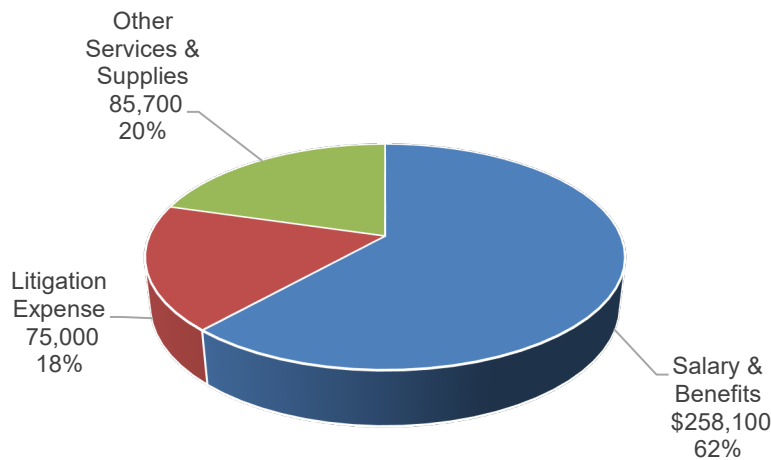
## SUMMARY - CITY MANAGER / ATTORNEY

FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Water Fund	\$ 50,808	\$ 52,335
Sewer Fund	47,941	49,385
General Fund	309,311	317,080
<b>TOTAL REVENUE</b>	<b>408,060</b>	<b>418,800</b>

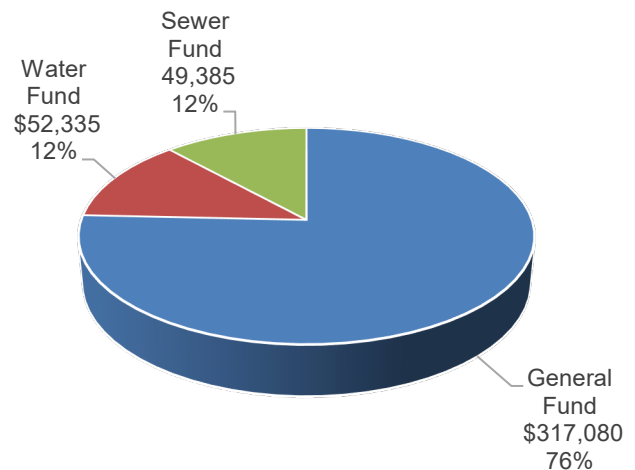
EXPENSE	2017-18 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<b>Salaries &amp; Benefits <sup>a</sup></b>	224,753	241,100	241,100	258,100	17,000	7.1%
<b>Contracted Services</b>	72,363	51,000	51,000	46,000	(5,000)	-9.8%
<b>Litigation Expense</b>	71,470	75,000	75,000	75,000	-	0.0%
<b>Services &amp; Supplies</b>	1,752	3,300	3,300	3,300	-	0.0%
<b>Equipment Rental</b>	5,433	6,000	6,000	6,000	-	0.0%
<b>Telecommunications</b>	2,430	2,850	2,850	2,850	-	0.0%
<b>Training / Meetings / Travels</b>	870	2,000	2,000	2,000	-	0.0%
<b>Dues &amp; Subscriptions</b>	-	300	300	300	-	0.0%
<b>Allocated Insurance</b>	14,017	26,510	26,510	25,250	(1,260)	-4.8%
<b>TOTAL EXPENSE</b>	<b>\$ 393,088</b>	<b>\$ 408,060</b>	<b>\$ 408,060</b>	<b>\$ 418,800</b>	<b>\$ 10,740</b>	<b>2.6%</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

City Manager/Attorney Expenditures



Cost Allocation



**Detail - City Manager  
Budget Expenditures**

Account Number	Description	2016-17 Actual	2017-18 Actual	2019-19 Adopted Budget	2018-19 Adjusted Budget	20118-19 Estimated Actual	2019-20 Adopted Budget
100-1101-4010	Salaries <sup>1</sup>	119,858	118,879	128,500	128,500	128,500	132,300
100-1101-4100	Benefits <sup>2</sup>	43,135	42,269	49,500	49,500	49,500	58,400
100-1101-4140	Retiree Health Insurance (OPEB)	3,188	3,733	3,800	3,800	3,800	3,800
100-1101-4210	Contract Services	1,687	4,439	11,000	11,000	5,000	6,000
100-1101-4212	Technology Maintenance	-	-	-	-	-	-
100-1101-4310	Office Supplies	2,319	848	1,700	1,700	1,000	1,700
100-1101-4330	Misc. Supplies & Services	462	349	500	500	500	500
100-1101-4345	Dues / Subscriptions	-	-	300	300	-	300
100-1101-4510	Conference & Training	251	74	500	500	100	500
100-1101-4515	Meetings & Travel	531	796	750	750	800	750
100-1101-4750	Telecommunications	1,843	2,430	2,850	2,850	2,500	2,850
100-1101-4996	Allocated Liability Insurance	4,665	3,397	10,800	10,800	10,800	8,400
100-1101-4997	Allocated Workers' Comp Insurance	-	6,486	8,000	8,000	8,000	9,300
<b>Total Operation</b>		<b>177,939</b>	<b>183,700</b>	<b>218,200</b>	<b>218,200</b>	<b>210,500</b>	<b>224,800</b>
124-1101-4210	Contract Services - Pine Grove	80,256	29,882	-	-	-	-
124-1101-4210	Contract Services - Community Outreach <sup>3</sup>	39,028	38,042	40,000	40,000	40,000	40,000
124-1101-4351	Computer Equipment Expenses	-	-	500	500	1,000	500
124-1101-4375	Equipment Rental (Photocopier Lease)	5,533	5,433	6,000	6,000	6,000	6,000
<b>Total Capital Outlay &amp; Other</b>		<b>124,817</b>	<b>73,357</b>	<b>46,500</b>	<b>46,500</b>	<b>47,000</b>	<b>46,500</b>
<b>TOTAL DEPARTMENT</b>		<b>302,756</b>	<b>257,057</b>	<b>264,700</b>	<b>264,700</b>	<b>257,500</b>	<b>271,300</b>
100-1101-3998	G&A - Water Fund Allocation - 20%	(35,588)	(36,740)	(43,640)	(43,640)	(42,100)	(44,960)
100-1101-3998	G&A - Sewer Fund Allocation - 20%	(35,588)	(36,740)	(43,640)	(43,640)	(42,100)	(44,960)
<b>General Fund Cost Allocation - 60%</b>		<b>106,763</b>	<b>110,220</b>	<b>130,920</b>	<b>130,920</b>	<b>126,300</b>	<b>134,880</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	2016-17 Actual	2017-18 Actual	2019-19 Adopted Budget	2018-19 Adjusted Budget	20118-19 Estimated Actual	2019-20 Adopted Budget
100-1201-4010	Salaries <sup>1</sup>	39,953	45,713	42,800	42,800	42,800	44,100
100-1201-4100	Benefits <sup>2</sup>	14,382	14,159	16,500	16,500	16,500	19,500
100-1201-4214	Litigation Expense	80,308	71,470	75,000	75,000	75,000	75,000
100-1201-4330	Misc. Supplies & Services	566	555	600	600	600	600
100-1201-4515	Meetings & Travel	768	-	750	750	750	750
100-1201-4996	Allocation Liability Insurance	4,438	1,963	5,010	5,010	5,010	4,450
100-1201-4997	Allocated Workers' Comp Insurance	-	2,171	2,700	2,700	2,700	3,100
<b>TOTAL DEPARTMENT</b>		<b>140,415</b>	<b>136,031</b>	<b>143,360</b>	<b>143,360</b>	<b>143,360</b>	<b>147,500</b>

100-1201-3998	G&A - Water Fund Allocation - 5%	(6,851)	(6,802)	(7,168)	(7,168)	(7,168)	(7,375)
100-1201-3998	G&A - Sewer Fund Allocation - 3%	(4,111)	(4,081)	(4,301)	(4,301)	(4,301)	(4,425)
<b>General Fund Cost Allocation - 92%</b>		<b>129,453</b>	<b>125,148</b>	<b>131,891</b>	<b>131,891</b>	<b>131,891</b>	<b>135,700</b>

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

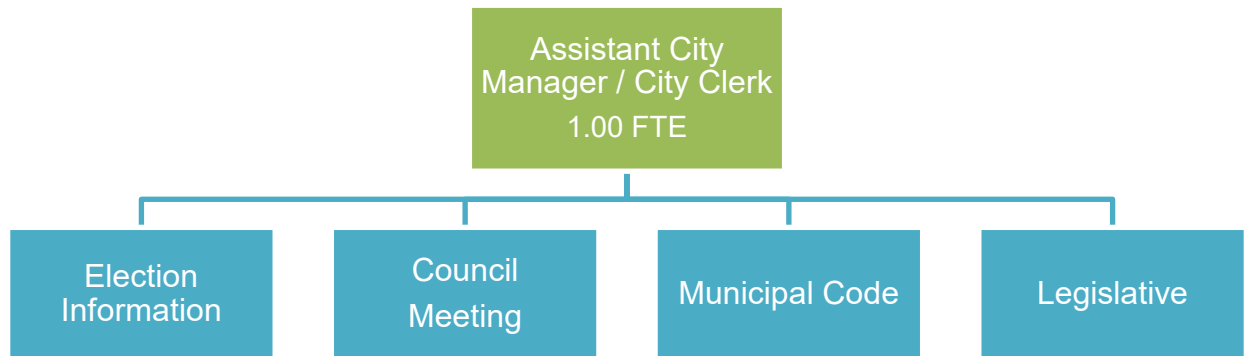
<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

<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

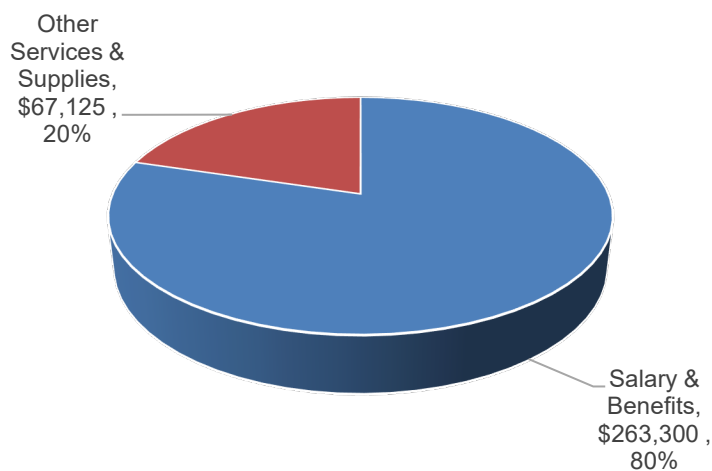
FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Notary Fees	\$ -	\$ -
Plaza Rental Fees	3,500	3,500
Water Fund	24,114	25,794
Sewer Fund	21,100	22,570
General Fund	302,812	282,061
<b>TOTAL REVENUE</b>	<b>351,525</b>	<b>333,925</b>

EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<b>Salaries &amp; Benefits <sup>a</sup></b>	222,152	243,100	243,100	263,300	20,200	8.3%
<b>Contracted Services</b>	9,882	20,500	18,500	18,500	-	0.0%
<b>Services &amp; Supplies</b>	5,811	7,000	7,000	7,000	-	0.0%
<b>Equipment Rental</b>	7,087	5,600	5,600	7,000	1,400	25.0%
<b>Election Expense</b>	1,801	40,000	42,000	2,000	(40,000)	-95.2%
<b>Telecommunications</b>	2,884	2,850	2,850	2,850	-	0.0%
<b>Training/Meetings</b>	6,632	7,500	7,500	7,500	-	0.0%
<b>Dues &amp; Subscriptions</b>	1,575	1,475	1,475	1,475	-	0.0%
<b>Allocated Insurance</b>	12,249	20,000	20,000	20,800	800	4.0%
<b>TOTAL EXPENSE</b>	<b>\$ 270,073</b>	<b>\$ 348,025</b>	<b>\$ 348,025</b>	<b>\$ 330,425</b>	<b>\$ (17,600)</b>	<b>-5.1%</b>

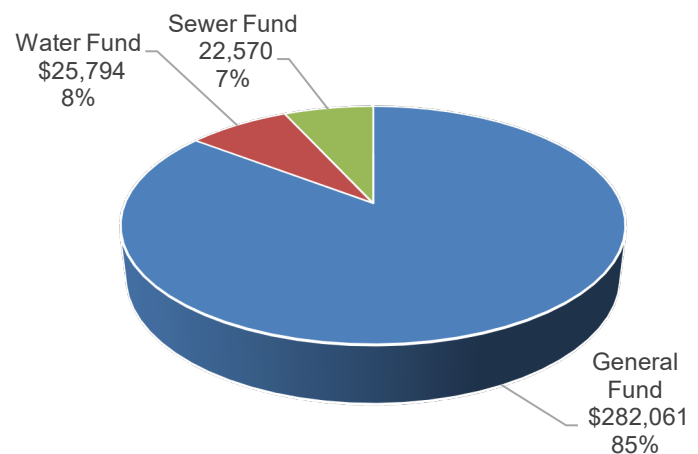
a Salaries: Includes Base pay, longevity pay, education incentive pay

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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-1301-4010	Salaries <sup>1</sup>	157,932	158,245	164,600	164,600	164,600	181,050
100-1301-4100	Benefits <sup>2</sup>	54,868	51,692	66,300	66,300	66,300	68,050
100-1301-4104	Accrual In-Lieu	8,863	8,483	8,500	8,500	8,500	10,500
100-1301-4140	Retiree Health Insurance (OPEB)	3,511	3,732	3,700	3,700	3,700	3,700
100-1301-4210	Contracted Services <sup>3</sup>	7,606	9,783	17,000	17,000	17,000	17,000
100-1301-4212	Technology Maintenance	1,500	99	1,500	1,500	1,500	1,500
100-1301-4270	Election Costs	1,730	-	2,000	2,000	2,000	2,000
100-1301-4310	Office Supplies	4,053	4,671	5,000	5,000	5,000	5,000
100-1301-4330	Misc. Supplies & Services	1,552	1,140	1,000	1,000	1,000	1,000
100-1301-4345	Dues / Subscriptions	1,142	1,575	1,475	1,475	1,475	1,475
100-1301-4510	Conference & Training	5,059	4,682	6,000	6,000	6,000	6,000
100-1301-4515	Meetings & Travel	1,058	1,950	1,500	1,500	1,500	1,500
100-1301-4750	Telecommunications	2,273	2,884	2,850	2,850	2,850	2,850
100-1301-4996	Allocated Liability Insurance	6,178	3,904	9,700	9,700	9,700	8,800
100-1301-4997	Allocated Workers' Comp Insurance	-	8,345	10,300	10,300	10,300	12,000
<b>Total Operation</b>		<b>257,325</b>	<b>261,185</b>	<b>301,425</b>	<b>301,425</b>	<b>301,425</b>	<b>322,425</b>
124-1301-4270	Election Expense - Ballot Measures	12,753	1,801	40,000	40,000	9,000	-
124-1301-4351	Computer Equipment Expenses	995	-	1,000	1,000	1,000	1,000
124-1301-4375	Equipment Rental (Photocopier Lease)	6,495	7,087	5,600	5,600	5,600	7,000
<b>Total Capital Outlay</b>		<b>20,243</b>	<b>8,888</b>	<b>46,600</b>	<b>46,600</b>	<b>15,600</b>	<b>8,000</b>
<b>TOTAL DEPARTMENT</b>		<b>277,568</b>	<b>270,073</b>	<b>348,025</b>	<b>348,025</b>	<b>317,025</b>	<b>330,425</b>
100-1301-3998	G&A - Water Fund Allocation - 8%	(20,586)	(20,895)	(24,114)	(24,114)	(24,114)	(25,794)
100-1301-3998	G&A - Sewer Fund Allocation - 7%	(18,013)	(18,283)	(21,100)	(21,100)	(21,100)	(22,570)
<b>General Fund Cost Allocation - 85%</b>		<b>218,726</b>	<b>222,007</b>	<b>256,212</b>	<b>256,212</b>	<b>256,212</b>	<b>274,061</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



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

## **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

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

### **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

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

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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-1001-4820	Library Assoc New Techno-Current Regional Entity (LANTERN)	-	10,000	9,860	9,860	9,860	7,200
100-1001-4820	Rebuilding Together Sebastopol	3,500	3,500	3,500	3,500	3,500	3,500
100-1001-4820	Mr. Music Foundation	5,000	8,000	10,000	10,000	10,000	12,500
100-1001-4820	Chamber of Commerce	5,000	10,000	10,000	10,000	10,000	15,000
100-1001-4820	Sebastopol World Friends - Sister City Exchanges	3,700	4,075	5,000	5,000	5,000	5,000
100-1001-4820	Western SoCo Historical Society	3,000	5,000	7,500	7,500	7,500	a) 6,000
100-1001-4820	Sebastopol Downtown Association	-	-	5,000	5,000	5,000	5,000
100-1001-4820	SUSD Rainbow House	4,000	4,000	4,000	4,000	4,000	4,000
100-1001-4820	Sebastopol Farmers Market	2,000	2,000	2,000	2,000	2,000	2,000
100-1001-4820	Redwood Rainbows Square Dance Club, Inc	5,000	7,800	-	-	-	b) -
100-1001-4820	Sebastopol Center for the Arts	10,000	15,000	-	-	-	10,000
100-1001-4820	Sebastopol Entrepreneurs Project	2,000	-	2,500	2,500	2,500	2,500
100-1001-4820	Analy High School	-	-	-	-	-	6,600
100-1001-4820	Sebastopol Regional Library	-	-	-	-	-	2,965
100-1001-4820	Slow Food Russian River	4,500	4,500	4,500	4,500	4,500	4,500
100-1001-4820	Main Stage West	2,500	-	4,000	4,000	4,000	-
100-1001-4820	Sebastopol Area (Burbank) Senior Center	5,000	-	-	-	-	-
100-1001-4820	Community and Family Service Agency	5,000	-	-	-	-	-
100-1001-4820	Law Chaplaincy of Sonoma County	375	-	-	-	-	-
100-1001-4820	SCCC TeensWork Program	2,400	2,400	2,400	2,400	2,400	-
100-1001-4820	UC Master Gardener Program of Sonoma County	1,500	-	-	-	-	-
<b>Total</b>		<b>\$ 64,475</b>	<b>\$ 76,275</b>	<b>\$ 70,260</b>	<b>\$ 70,260</b>	<b>\$ 70,260</b>	<b>\$ 86,765</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

	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
<b>TOTAL CBG Actual Funding</b>	<b>\$ 64,475</b>	<b>\$ 76,275</b>	<b>\$ 70,260</b>	<b>\$ 70,260</b>	<b>\$ 70,260</b>	<b>\$ 86,765</b>
<b>% Contribution in relation to annual revenues (per policy)</b>	0.71%	0.83%	0.85%	0.78%	0.78%	0.93%
<b>General Fund Revenues</b>	9,083,644	9,141,223	8,272,220	8,982,350	8,984,950	9,294,076

# FINANCE DEPARTMENT

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The 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 2018/2019:**

- ✓ Received the Distinguished Budget Presentation Award (3<sup>rd</sup> time recipient)
- ✓ Received the Certificate of Achievement for Excellence in Financial Reporting (1<sup>st</sup>)



time recipient)

- ✓ Responded to and provided information for numerous Public Records Requests.
- ✓ Implemented Business License web-portal
- ✓ Implemented Fixed Asset Module, Purchasing Order
- ✓ Implemented Employee Self Service
- ✓ Awarded water rate study contract
- ✓ Facilitated and implemented personnel resolution update for compliance
- ✓ Facilitated and implemented capital improvement program web-portal
- ✓ Continue to streamline for efficiency with year-end close processes and the department overall

**Goals and Objectives for 2019/2020:**

- Continue to improve the City's annual budget
- 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 - FINANCE

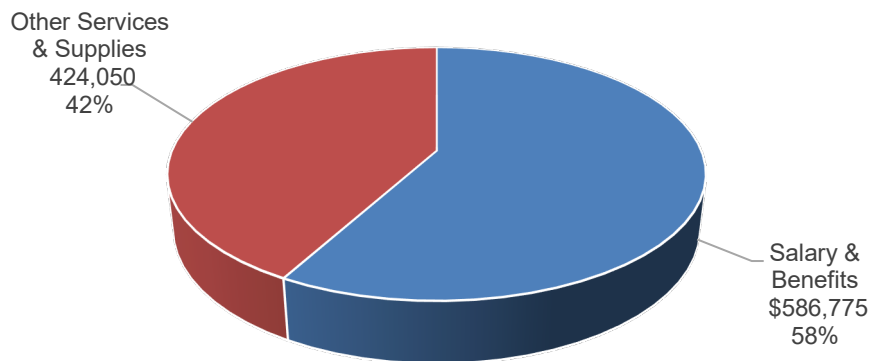
FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Business Licenses	\$ 100,000	\$ 110,000
Staff Time Reimbursement	6,000	6,000
Water Fund	349,763	381,834
Sewer Fund	340,559	371,785
General Fund	236,108	257,206
<b>TOTAL REVENUE</b>	<b>\$ 1,032,430</b>	<b>1,126,825</b>

EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<b>Salaries &amp; Benefits <sup>a</sup></b>	336,569	539,050	539,050	586,775	47,725	8.9%
<b>Contract Services</b>	366,055	281,000	311,000	340,150	29,150	9.4%
<b>Services &amp; Supplies</b>	10,944	5,500	5,500	5,500	-	0.0%
<b>Equipment Rental</b>	9,747	12,500	12,500	12,500	-	0.0%
<b>Telecommunications</b>	2,432	2,850	2,850	2,850	-	0.0%
<b>Training/Meetings</b>	1,227	8,000	8,000	8,000	-	0.0%
<b>Dues &amp; Subscriptions</b>	1,259	2,500	2,500	3,000	500	20.0%
<b>Allocated Insurance</b>	24,439	45,030	45,030	52,050	7,020	15.6%
<b>TOTAL EXPENSE</b>	<b>\$ 752,672</b>	<b>\$ 896,430</b>	<b>\$ 926,430</b>	<b>\$ 1,010,825</b>	<b>\$ 84,395</b>	<b>9.1%</b>

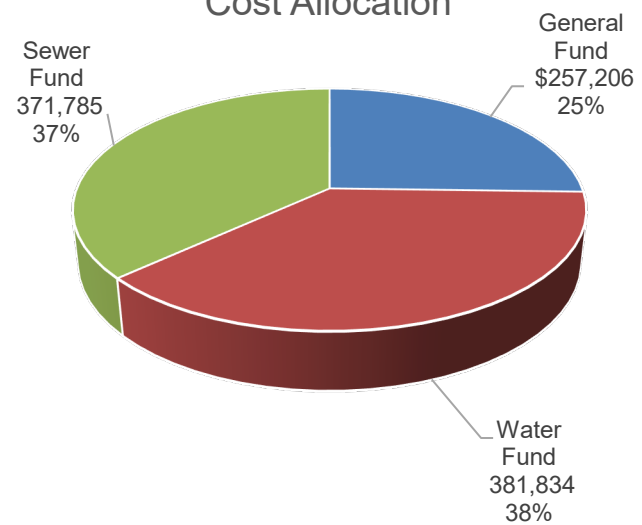
<sup>a</sup> Salaries: base pay, and education incentive pay

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

Finance Expenditures



Cost Allocation



**Detail - Finance**  
**Budget Expenditures**

Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Year-End	2019-20 Adopted Budget
100-1401-4010	Salaries <sup>1</sup>	256,020	225,233	367,600	367,600	367,600	395,850
100-1401-4012	Overtime	1,949	-	-	-	-	1,500
100-1401-4100	Benefits <sup>2</sup>	134,524	102,842	163,850	163,850	163,850	177,125
100-1401-4101	Health in lieu	-	1,134	-	-	-	4,700
100-1401-4140	Retiree Health Insurance OPEB	7,063	7,360	7,600	7,600	7,600	7,600
100-1401-4210	Contracted Services	90,686	223,627	90,000	65,000	65,000	110,000
100-1401-4211	Banking Fees	16,191	12,957	24,000	24,000	24,000	20,400
100-1401-4212	Technology Maintenance	1,229	3,913	8,900	8,900	8,900	10,500
100-1401-4220	Contract Services - Accounting Services	32,131	25,818	31,500	31,500	31,500	37,650
100-1401-4222	Contract Services - Sales Tax Audit	8,572	4,025	8,600	8,600	8,600	8,600
100-1401-4223	Contract Services - UUT Audit	13,125	15,000	15,000	15,000	15,000	15,000
100-1410-4210	Contract Services - Information Tech	-	55,891	53,000	53,000	53,000	53,000
100-1411-4210	Contract Services - Human Resources	-	24,824	50,000	105,000	105,000	85,000
100-1401-4310	Office Supplies	12,384	5,808	5,500	5,500	5,500	5,500
100-1401-4330	Misc. Supplies & Services	76	5,136	-	-	-	-
100-1401-4345	Dues / Subscriptions	2,502	1,259	2,500	2,500	2,500	3,000
100-1401-4375	Equipment Rental	5,410	4,129	6,500	6,500	6,500	6,500
100-1401-4510	Conference & Training	3,399	744	7,500	7,500	7,500	7,500
100-1401-4515	Meetings & Travel	321	483	500	500	500	500
100-1401-4750	Telecommunication	1,971	2,432	2,850	2,850	2,850	2,850
100-1401-4996	Allocated Liability Insurance	11,965	7,285	22,030	22,030	22,030	24,250
100-1401-4997	Allocated Workers' Comp Insurance	-	17,154	23,000	23,000	23,000	27,800
<b>Total Operation</b>		<b>599,518</b>	<b>747,054</b>	<b>890,430</b>	<b>920,430</b>	<b>920,430</b>	<b>1,004,825</b>
124-1401-4375	Equipment Rental (Photocopier Lease)	6,543	5,618	6,000	6,000	6,000	6,000
<b>Total Capital Outlay</b>		<b>6,543</b>	<b>5,618</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>

<b>TOTAL DEPARTMENT</b>	<b>606,061</b>	<b>752,672</b>	<b>896,430</b>	<b>926,430</b>	<b>926,430</b>	<b>1,010,825</b>
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100-1401-3998	G&A - Water Fund Allocation - 38%	(218,500)	(285,748)	(338,363)	(349,763)	(349,763)	(381,834)
100-1401-3998	G&A - Sewer Fund Allocation - 37%	(212,826)	(274,542)	(329,459)	(340,559)	(340,559)	(371,785)
<b>General Fund Cost Allocation - 25%</b>		<b>168,192</b>	<b>186,764</b>	<b>222,608</b>	<b>230,108</b>	<b>230,108</b>	<b>251,206</b>

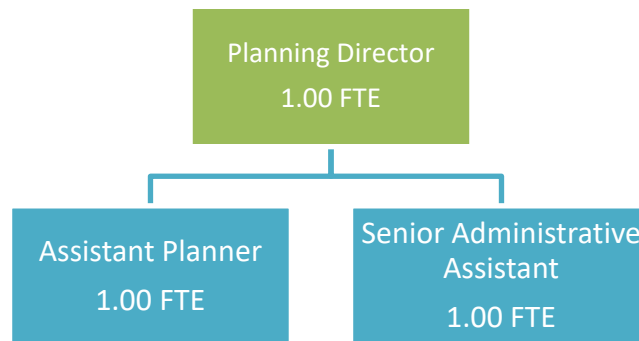
<sup>1</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

<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
<b>Total FTE</b>	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, applies for and administers park-related grants, and has managed park development projects. The Planning Commission also serves as the City's 'parks' board. The Planning Department also 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 Assistant 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 Official 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 during 2018/2019**

- ✓ Managed final review and adoption of comprehensive Zoning Ordinance and Zoning Map updates pursuant to adopted General Plan, including updates to zoning and inclusionary housing requirements.
- ✓ Prepared Telecommunications moratorium ordinance and urgency ordinance regulations.
- ✓ Managed update of the Telecommunications Ordinance.
- ✓ Coordinated continued review, including Caltrans approvals, of first public art project

funded by art in-lieu fee fund.

- ✓ Managed selection process for second public art project at the Sebastopol Library.
- ✓ Completed, and received award of, grant from Sonoma County Ag + Open Space district for the AmeriCorps Trail extension.
- ✓ Participated in City- and County-sponsored Housing Fair to educate community members on housing opportunities, including new guide for accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and new rules for vacation rentals.
- ✓ Prepared and submitted Homeless Emergency Aid Program (HEAP) Grant for Park Village to develop two RV sites for homeless families.
- ✓ Developed Planning Commission Workplan to prioritize and focus advanced planning activities for the Planning Department and Planning Commission.
- ✓ Established an on-call consulting list for Environmental and Telecommunications consultants to support efficient project review.
- ✓ Processed approximately 105 planning applications (numbers for 2018 calendar year).

### **Objectives for 2019/2020**

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

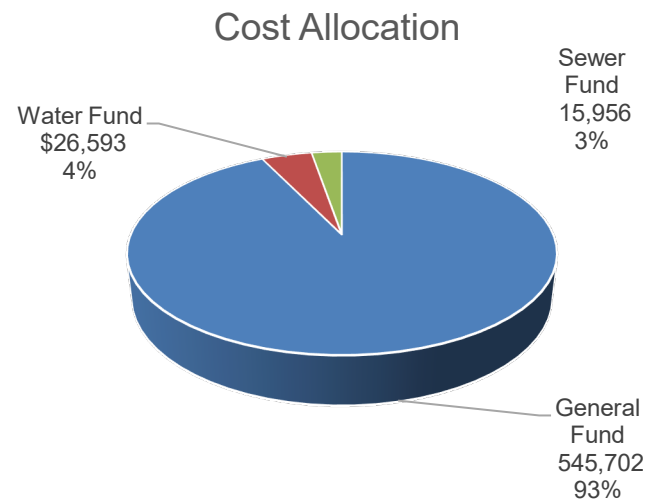
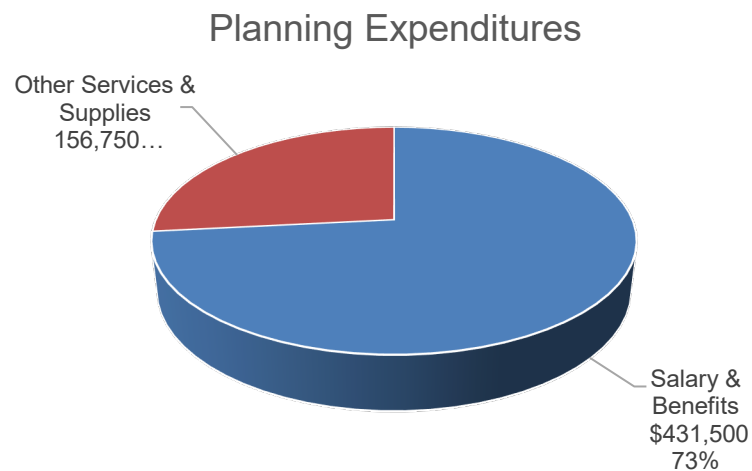
- Continue implementation of Laguna Preserve Management Plan and implementation of AmeriCorps Trail improvements project.
- Review funding options for additional phases of Wayfinding Sign Program.
- Complete implementation of the two public art projects.
- Complete update of Telecommunications Ordinance.
- Complete annexation of final portion of Railroad Forest property.
- Participate in implementation of permit tracking system.
- Monitor funding opportunities for Ives Park Renovation Master Plan and other park improvements.
- Complete Impact Fee Study and update.
- Implement GIS (geographic information systems) updates and improvements.
- 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.
- If funded by Council, support development and adoption of Local Hazard Mitigation Plan with Building Department.
- If funded by State Grant, develop Objective Design Guidelines for mixed use and multi-family development.

## SUMMARY - PLANNING

FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Planning Fees	\$ 40,000	\$ 40,000
Planning Publications	300	300
Intergovernmental Grant	-	-
Water Fund	25,555	26,593
Sewer Fund	15,333	15,956
General Fund	530,912	545,702
<b>TOTAL REVENUE</b>	<b>612,100</b>	<b>628,550</b>

EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INC/ (DEC)	% INC/ (DEC)
<b>Salaries &amp; Benefits <sup>a</sup></b>	386,712	419,800	419,800	431,500	11,700	2.8%
<b>Contract Services</b>	99,860	95,500	95,500	98,600	3,100	3.2%
<b>Services &amp; Supplies</b>	7,136	7,000	7,000	7,000	-	0.0%
<b>Equipment Rental</b>	5,661	6,200	6,200	5,700	(500)	-8.1%
<b>Telcommunications</b>	2,330	2,000	2,000	2,400	400	20.0%
<b>Training/Meetings</b>	1,382	4,600	4,600	3,500	(1,100)	-23.9%
<b>Dues &amp; Subscriptions</b>	515	650	650	750	100	15.4%
<b>Allocated Insurance</b>	21,498	36,050	36,050	38,800	2,750	7.6%
<b>TOTAL EXPENSE</b>	<b>\$ 525,094</b>	<b>\$ 571,800</b>	<b>\$ 571,800</b>	<b>\$ 588,250</b>	<b>\$ 16,450</b>	<b>2.9%</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 - Planning**  
**Budget Expenditures**

Account Number	Description	2016-17 Actual	20117-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-2102-4010	Salaries <sup>1</sup>	263,890	260,492	290,200	290,200	290,200	306,900
100-2102-4100	Benefits <sup>2</sup>	84,133	101,439	129,600	129,600	129,600	124,600
100-2102-4101	Health In-Lieu	5,530	1,419	-	-	-	-
100-2102-4104	Accrual In-Lieu	9,200	23,362	-	-	-	-
100-2102-4140	Retiree Health Insurance OPEB	-	-	-	-	3,300	3,300
100-2102-4210	Contract Services	25,425	16,664	15,500	15,500	15,500	23,100
100-2102-4212	Technology Maintenance	257	718	-	-	698	1,500
100-2102-4226	Façade Improvement Program	-	8,623	25,000	25,000	20,000	20,000
100-2102-4250	Advertising/Legal Publications	911	2,895	1,500	1,500	2,000	2,000
100-2102-4310	Office Supplies	4,536	4,241	5,500	5,500	4,750	5,000
100-2102-4345	Dues / Subscriptions	84	515	650	650	700	750
100-2102-4378	Equipment Maintenance	541		500	500	-	-
100-2102-4510	Conference & Training	1,145	659	1,300	1,300	1,300	1,500
100-2102-4515	Meetings & Travel	1,163	723	3,300	3,300	1,500	2,000
100-2102-4750	Telecommunications	1,878	2,330	2,000	2,000	2,400	2,400
100-2102-4996	Allocated Liability Insurance	9,915	6,639	17,950	17,950	17,950	17,200
100-2102-4997	Allocated Workers' Comp Insurance	-	14,859	18,100	18,100	18,100	21,600
<b>Total Operation</b>		<b>408,608</b>	<b>445,578</b>	<b>511,100</b>	<b>511,100</b>	<b>507,998</b>	<b>531,850</b>
124-2102-4210	Contract Services	73,033	73,855	55,000	55,000	55,000	54,000
124-2102-4375	Equipment Rental (Photocopier Lease)	5,391	5,661	5,700	5,700	5,700	5,700
<b>TOTAL DEPARTMENT</b>		<b>487,032</b>	<b>525,094</b>	<b>571,800</b>	<b>571,800</b>	<b>568,698</b>	<b>591,550</b>

100-2102-3998	G&A - Water Fund Allocation - 5%	(20,431)	(22,280)	(25,555)	(25,555)	(25,400)	(26,593)
100-2102-3998	G&A - Sewer Fund Allocation - 3%	(12,258)	(13,368)	(15,333)	(15,333)	(15,240)	(15,956)
<b>General Fund Cost Allocation - 92%</b>		<b>375,919</b>	<b>409,930</b>	<b>470,212</b>	<b>470,212</b>	<b>467,358</b>	<b>489,302</b>

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

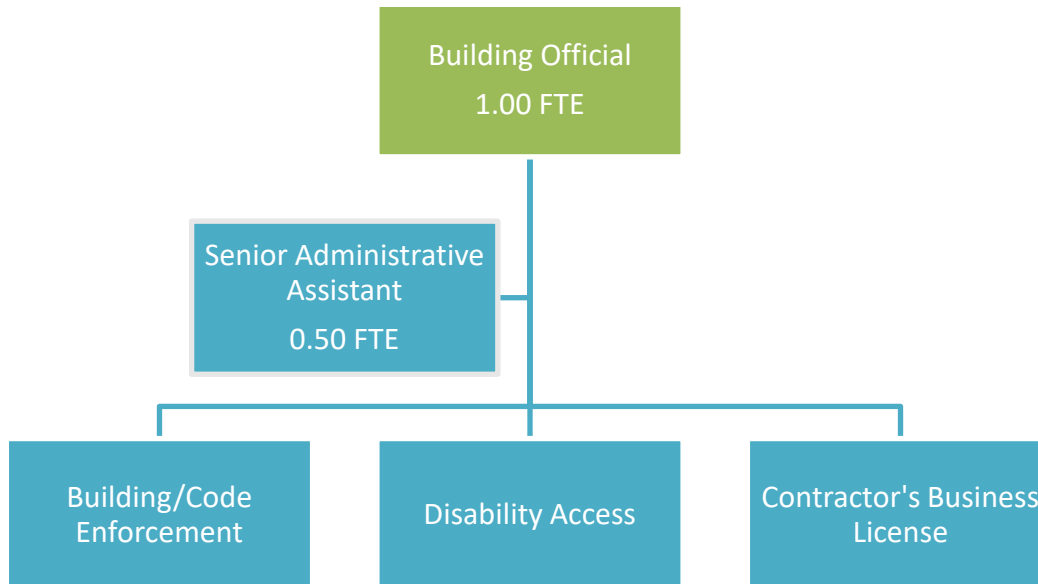
<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

<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 2019/20**

Permit and Plan Review activity is expected to be similar to previous years and is anticipated to remain steady during fiscal year 2019/20. The permit activity is steady, however the projects are smaller. 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 City of Sebastopol Building and Safety Department budget for 2019/20 reflects some changes in staffing needs. This is reflected in new codes being adopted, increased training needs,

and some additional duties. 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 continue operations with a full-time Building Official and Administrative Assistant (shared with Fire Department).

The State of California adopted amendments to the State Codes based on the State Agency proposed changes on July 1 of this year, mandatory adoption by the City will occur on January 1, 2020. The adoption of the new codes requires additional expenses for purchasing new code books and staff to attend additional training on the new codes on a more frequent basis.

The City's Local Hazard Mitigation Plan has expired. The Fire, Planning and Building Department heads are working with FEMA District IX on a new plan for the City. The Department's will be proposing an RFP for an outside contractor to help develop the plan. This is reflected in contract service section of the budget.

### **Major Accomplishments in 2018/2019**

- ✓ Adoption of 2016 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 2019/2020**

- Augment coordination with other Departments in project permitting process
- Enhance City's emergency disaster response.
- Adopt and implement Local Hazard Mitigation Plan.

### **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.

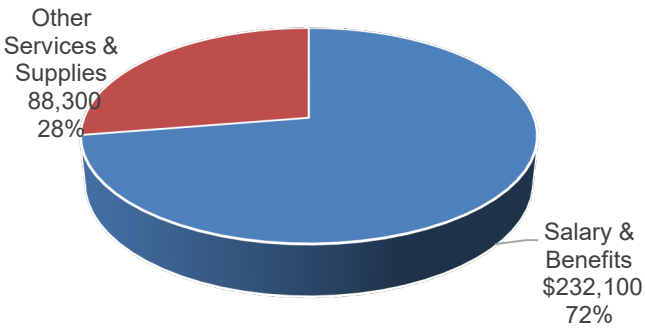
## SUMMARY - BUILDING

FUNDING SOURCES	FUNDING SOURCES	FUNDING SOURCES
	2018-19	2019-20
Building Permits	\$ 150,000	\$ 150,000
Water Fund	33,943	41,132
Sewer Fund	33,943	41,132
General Fund	197,214	238,136
<b>TOTAL REVENUE</b>	<b>415,100</b>	<b>470,400</b>

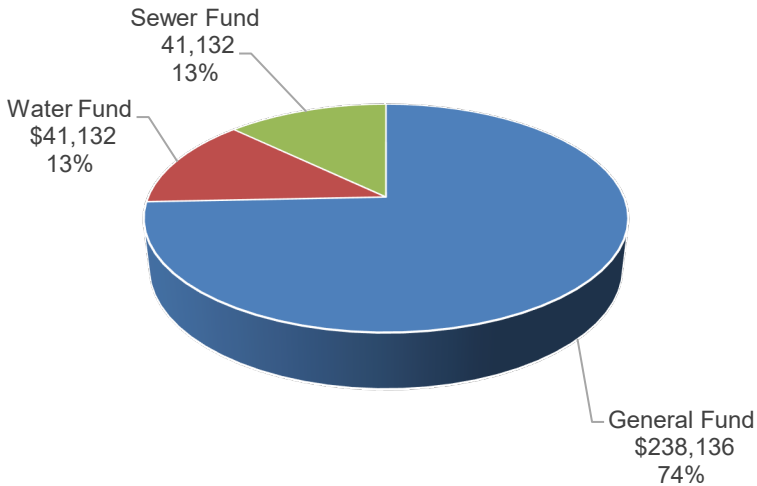
EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits <sup>a</sup>	204,086	220,900	220,900	232,100	11,200	5.1%
Contract Services	7,351	10,000	10,000	50,500	40,500	405.0%
Services & Supplies	3,717	4,000	4,000	7,000	3,000	75.0%
Equipment Rental	3,335	4,000	4,000	4,000	-	0.0%
Vehicle Maintenance	86	2,000	2,000	2,000	-	0.0%
Meetings & Travels	1,001	-	-	-	-	0.0%
Telcommunications	3,170	3,000	3,000	3,000	-	0.0%
Dues & Subscriptions	857	2,000	2,000	2,000	-	0.0%
Allocated Insurance	11,972	19,200	19,200	19,800	600	3.1%
Capital Outlay	-	-	-	-	-	100.0%
<b>TOTAL EXPENSE</b>	<b>\$ 235,575</b>	<b>\$ 265,100</b>	<b>\$ 265,100</b>	<b>\$ 320,400</b>	<b>\$ 55,300</b>	<b>20.9%</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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-2202-4010	Salaries <sup>1</sup>	158,963	158,855	165,200	165,200	165,200	170,200
100-2202-4100	Benefits <sup>2</sup>	43,692	43,398	51,100	51,100	51,100	57,525
100-2202-4101	Health In-Lieu - Salary/Deferred Comp.	4,344	1,833	4,600	4,600	4,600	4,375
100-2202-4210	Contract Services	10,090	7,351	10,000	10,000	10,000	50,500
100-2202-4310	Office Supplies	1,579	1,521	2,000	2,000	2,000	2,000
100-2202-4330	Misc Supplies & Services	7,577	2,196	2,000	2,000	2,000	5,000
100-2202-4345	Dues / Subscriptions	2,085	857	2,000	2,000	2,000	2,000
100-2202-4380	Vehicle Maintenance	-	86	2,000	2,000	2,000	2,000
100-2202-4510	Conference & Training	-	769	-	-	-	a) -
100-2202-4515	Meetings & Travel	1,193	232	-	-	-	a) -
100-2202-4750	Telecommunications	2,599	3,170	3,000	3,000	3,000	3,000
100-2202-4996	Allocated Liability Insurance	6,466	3,627	8,900	8,900	8,900	7,800
100-2202-4997	Allocated Wrkrs Comp Insurance	-	8,345	10,300	10,300	10,300	12,000
<b>Total Operation</b>		<b>238,588</b>	<b>232,240</b>	<b>261,100</b>	<b>261,100</b>	<b>261,100</b>	<b>316,400</b>
124-2202-4375	Equipment Rental (Photocopier)	3,113	3,335	4,000	4,000	4,000	4,000
124-2202-5100	Capital Outlay	-	-	-	-	-	-

<b>TOTAL DEPARTMENT</b>	<b>241,701</b>	<b>235,575</b>	<b>265,100</b>	<b>265,100</b>	<b>265,100</b>	<b>320,400</b>
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100-2202-3998	G&A - Water Fund Allocation - 13%	(31,016)	(30,192)	(33,943)	(33,943)	(33,943)	(41,132)
100-2202-3998	G&A - Sewer Fund Allocation - 13%	(31,016)	(39,726)	(33,943)	(33,943)	(33,943)	(41,132)
<b>General Fund Cost Allocation - 74%</b>		<b>176,556</b>	<b>162,322</b>	<b>193,214</b>	<b>193,214</b>	<b>193,214</b>	<b>234,136</b>

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

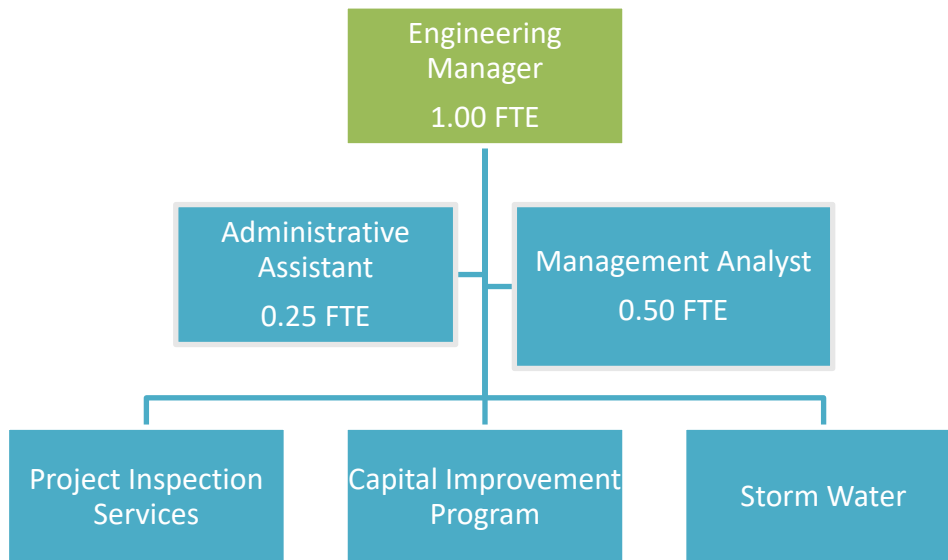
<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

<sup>a)</sup> Training expenses are being funded by Incremental and Technology Fees Fund (see pages 128 & 110)

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

## 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 2018-19

- ✓ SR 116 bicycle lanes: this was a cooperative program with Caltrans and included their repaving the entirety of SR 116 through Sebastopol. Roadway striping applied to the new pavement incorporated bicycle lanes. Other than some striping repairs and modifications, this work is complete.
- ✓ The Bodega-Nelson intersection HAWK pedestrian crosswalk warning system is complete and operating.
- ✓ The Bodega-Ragle intersection pedestrian crosswalk warning system, a "Round" RFB type, is complete and operating. A new traffic speed survey is planned, with the aim of determining if the crosswalk plus new median have had a traffic-calming effect on vehicular speeds.
- ✓ Proposed crosswalk improvements to three additional Bodega Corridor intersections, at Robinson, Florence, and Washington, were considered by Council. Limited available funds drove the decision to proceed with just the Washington intersection work but to program Robinson and Florence via the CIP until funds become available. The Washington intersection was complete spring 2019.
- ✓ 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

Work is to begin spring 2019.

- ✓ The ADA improvements at the Ives Pool facility: installing a path of travel, new doors, new gates & rails, Pool House renovations, and expansion of the Ladies restroom, are complete.
- ✓ 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 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 are being pursued, including an application for design work funding via CDBG and the Community Development Commission. Regardless of the success with the grant application, this design work must get started spring 2019.
- ✓ Work at Park Village has continued. After the manager’s building was finished, a new concrete slab was installed to provide a resting place for a new Community Building, which has been set up and is in service. As the work progressed much remedial work had to be done to the various utility lines on the property.
- ✓ 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. The added expenses for compliance were addressed via mid-year budget adjustments and subsequent inclusion in the FY 19-20 budget requests
- ✓ The Sewer and Water Pipelines replacement project is complete. Three water lines, and three sewer lines, were replaced as follows: Water pipelines: Edmon Way, Lillian Court, Hayden Way. Sewer pipelines: Johnson St., under the Skategarden Park, and under the Police Station property.
- ✓ 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.

### **Goals and Objectives for 2019-20:**

- ✓ 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 Caltrans approval
- ✓ Continue support of the Santa Rosa Plain Groundwater Sustainability Agency (GSA) via participating in the GSA TAC, and begin full membership in the GSA upon approval by the State, and resolution of the fees question with the GSA.

**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.



## SUMMARY - ENGINEERING / STORM WATER

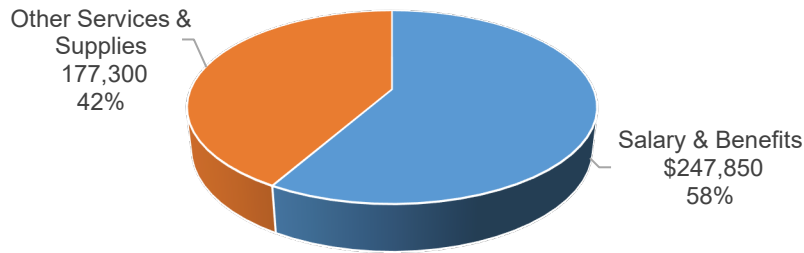
FUNDING SOURCES	FUNDING SOURCES	FUNDING SOURCES
	2018-19	2019-20
Encroachment Permits	27,000	27,000
Grading Permits	-	-
Sale of Plans & Specifications	1,000	1,000
Water Fund	96,815	106,998
Sewer Fund	79,730	88,116
General Fund	217,640	202,036
<b>TOTAL REVENUE</b>	<b>422,185</b>	<b>425,150</b>

EXPENSE	2017-18 ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 ADOPTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits <sup>a</sup> (1.65 FTE)	211,001	215,000	215,000	247,850	32,850	15.3%
Contract Services	74,762	120,900	133,900	105,700	(28,200)	-21.1%
Services & Supplies	1,578	4,000	4,000	2,500	(1,500)	-37.5%
Telecommunications	2,430	4,500	4,500	2,300	(2,200)	-48.9%
Training/Meetings	804	4,750	4,750	2,500	(2,250)	-47.4%
Dues & Subscriptions	38,964	35,335	35,335	38,000	2,665	7.5%
Allocated Insurance	12,292	20,500	20,500	22,300	1,800	8.8%
Capital Outlay	3,824	4,200	4,200	4,000	(200)	-4.8%
<b>TOTAL EXPENSE</b>	<b>\$ 345,655</b>	<b>\$ 409,185</b>	<b>\$ 422,185</b>	<b>\$ 425,150</b>	<b>\$ 2,965</b>	<b>0.7%</b>

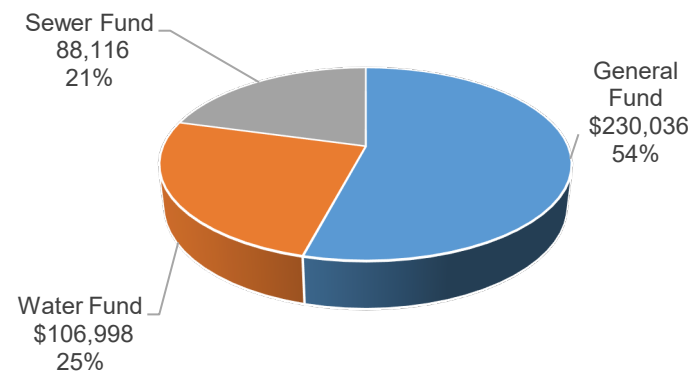
<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay

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

Engineering / Storm Water  
Expenditures



Cost Allocation



**Detail - Engineering  
Budget Expenditures**

Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-2302-4010	Salaries <sup>1</sup> (1.75 FTE)	127,225	144,035	150,400	150,400	150,400	168,000
100-2302-4011	Salaries Part-time	-	5,997	-	-	-	-
100-2302-4100	Benefits <sup>2</sup>	53,243	57,236	60,800	60,800	60,800	76,150
100-2302-4140	Retiree Health Insurance (OPEB)	3,733	3,733	3,800	3,800	3,800	3,700
100-2302-4210	Contract Services	63,751	48,286	35,000	35,000	44,000	35,950
100-2302-4212	Technology Maintenance	1,290	-	4,000	4,000	1,000	3,300
100-2302-4330	Misc Supplies & Services	1,930	1,578	3,000	3,000	1,300	1,500
100-2302-4345	Dues & Subscription	-	8,659	-	-	-	-
100-2302-4750	Telecommunications	3,973	2,430	4,500	4,500	3,500	2,300
100-2302-4515	Meetings & Travel	1,026	804	2,750	2,750	1,300	1,500
100-2302-4996	Allocated Liability Insurance	7,959	4,709	11,100	11,100	11,100	11,300
100-2302-4997	Allocated Workers' Comp Insurance	-	7,583	9,400	9,400	9,400	11,000
<b>Total Operation</b>		<b>264,130</b>	<b>285,050</b>	<b>284,750</b>	<b>284,750</b>	<b>286,600</b>	<b>314,700</b>
124-2302-4375	Equipment Rental (Photocopier Lease)	4,378	3,824	4,200	4,200	4,200	4,000

<b>TOTAL DEPARTMENT</b>		<b>268,508</b>	<b>288,874</b>	<b>288,950</b>	<b>288,950</b>	<b>290,800</b>	<b>318,700</b>
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100-2302-3998	G&A - Water Fund Allocation - 34%	(89,804)	(96,917)	(96,815)	(96,815)	(97,444)	(106,998)
100-2302-3998	G&A - Sewer Fund Allocation - 28%	(73,956)	(79,814)	(79,730)	(79,730)	(80,248)	(88,116)
<b>General Fund Cost Allocation - 38%</b>		<b>100,370</b>	<b>108,319</b>	<b>108,205</b>	<b>108,205</b>	<b>108,908</b>	<b>119,586</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

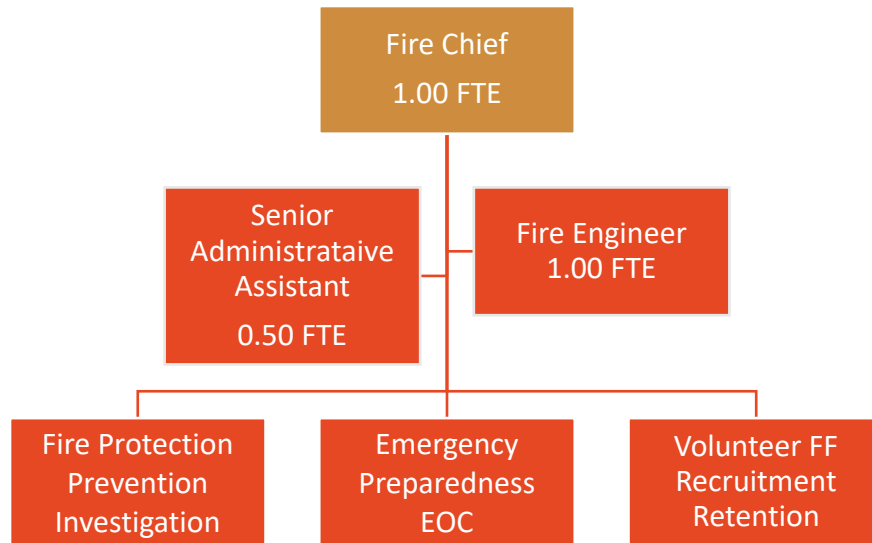
<b>General Fund FTE</b>	1.75	1.75	1.75	1.75	1.75	1.75	2.75
<b>Total FTE</b>	1.75	1.75	1.75	1.75	1.75	1.75	2.75

**Detail - Storm Water Management  
Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Estimated Actual</b>	<b>2019-20 Adopted Budget</b>
124-2307-4210	Contract Services	18,202	26,476	81,900	94,900	94,900	66,450
124-2307-4330	Misc Supplies & Services	22	-	1,000	1,000	250	1,000
124-2307-4345	Dues / Subscriptions	26,946	30,305	35,335	35,335	35,100	38,000
124-2307-4515	Meetings & Travel	-	-	2,000	2,000	1,200	1,000
<b>TOTAL DEPARTMENT</b>		<b>45,170</b>	<b>56,781</b>	<b>120,235</b>	<b>133,235</b>	<b>131,450</b>	<b>106,450</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 2018-19:

- Responded to 1190 Emergency Calls for Service in 2018
- Active Fire Dept in the November 2018 Firestorm in Paradise, Butte County
- 11 Days, 1 Fire Engine, 4 Sebastopol Firefighters, 275 Hours!
- Provided In-County Task Force with Fire Engine & Crew
- Conducted 52 Training Drills, including Swiftwater Training & Rope Rescue
- Recruited 3 New Volunteer Firefighters
- Received Cal Fire VFA Grant & Misc Local Grants
- Conducted SFM Fire & Life Safety Building Inspections
- Successful Weed Abatement Program
- Successful Safe & Sane Fireworks Program
- Held 6 Blood Drives for Blood Centers of the Pacific
- Burbank Heights & Orchards Vehicle Evacuation Route Analysis
- Developed Public Safety Outreach Coordinator Position
- Provided EOC Training & Table-Top Exercise with City Management Staff

## **Goals and Objectives for 2019-20:**

- On schedule for 1200 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 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 Analysis
- Provide In-County Task Force with Fire Engine & Crew

## SUMMARY - FIRE

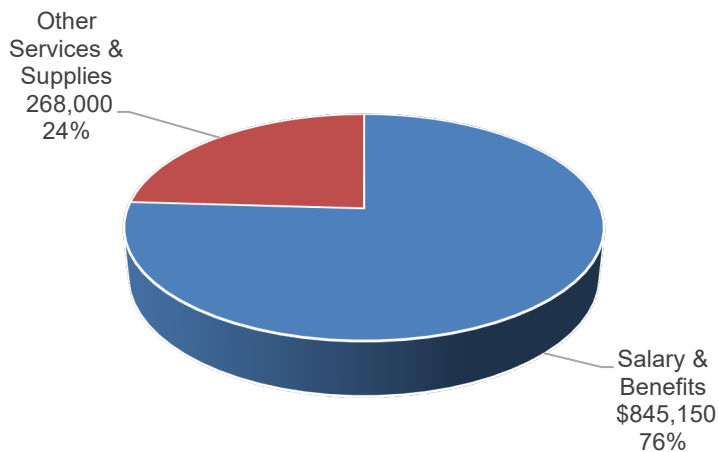
FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Fire Department Fees	\$ 32,000	\$ 32,000
Water Fund	61,451	75,891
General Fund	841,524	1,037,260
<b>TOTAL REVENUE</b>	<b>\$ 934,975</b>	<b>1,145,150</b>

EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<b>Salaries &amp; Benefits <sup>a</sup></b>	808,052	652,100	652,100	845,150	193,050	29.6%
<b>Contract Services</b>	40,691	42,000	42,000	43,000	1,000	2.4%
<b>Services &amp; Supplies</b>	50,138	36,000	36,000	36,100	100	0.3%
<b>Equipment Rental / Maintenance</b>	72,370	55,000	55,000	57,000	2,000	3.6%
<b>Telcommunications</b>	8,713	7,900	7,900	9,000	1,100	13.9%
<b>Training/Meetings</b>	4,744	7,500	7,500	8,000	500	6.7%
<b>Dues &amp; Subscriptions</b>	7,651	11,000	11,000	13,000	2,000	18.2%
<b>Utilities</b>	9,067	8,525	8,525	8,000	(525)	-6.2%
<b>Allocated Insurance</b>	42,348	66,950	66,950	74,400	7,450	11.1%
<b>Other Community Supports</b>	-	6,000	6,000	8,500	2,500	100.0%
<b>Capital Outlay</b>	8,396	10,000	10,000	11,000	1,000	10.0%
<b>TOTAL EXPENSE</b>	<b>\$ 1,052,170</b>	<b>\$ 902,975</b>	<b>\$ 902,975</b>	<b>\$ 1,113,150</b>	<b>\$ 210,175</b>	<b>23.3%</b>

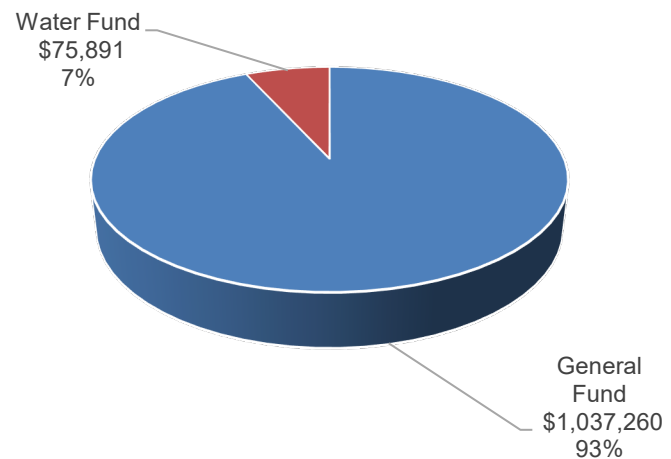
<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)

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

Fire Expenditures



Cost Allocation



**Detail - Fire  
Budget Expenditures**

Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-3102-4010	Salaries <sup>1</sup>	177,376	282,848	182,300	182,300	182,300	265,050
100-3102-4012	Overtime	-	-	-	-	-	15,000
100-3102-4013	Salaries - Part Time (Shift)	64,680	122,237	84,000	84,000	89,400	81,600
100-3102-4014	Salaries - Part Time (Calls/Drills)	138,682	101,380	107,000	107,000	96,800	140,200
100-3102-4015	Salaries - Part Time (Captain Weekends)	2,600	1,200	28,400	28,400	33,200	28,400
100-3102-4016	Salaries - Part Time (Retention)	100,000	100,000	100,000	100,000	100,000	100,000
100-3102-4100	Benefits <sup>2</sup>	132,288	127,248	110,100	110,100	110,100	179,300
100-3102-4101	Health In-Lieu	2,304	2,268	2,300	2,300	2,300	2,300
100-3102-4105	Social Security Tax	17,485	62,415	26,000	26,000	26,000	21,800
100-3102-4140	Retiree Health Insurance (OPEB)	3,127	4,002	4,000	4,000	4,000	4,000
100-3102-4170	Fire Service CSFA Award	8,750	1,500	4,900	4,900	4,900	4,500
100-3102-4180	Fire Disability Insurance	2,814	2,954	3,100	3,100	3,100	3,000
100-3102-4210	Contract Services	36,672	40,691	42,000	42,000	42,000	43,000
100-3102-4310	Office Supplies	1,478	1,547	1,800	1,800	1,800	1,600
100-3102-4330	Misc Supplies & Services	28,565	46,062	30,500	30,500	30,500	30,500
100-3102-4345	Dues / Subscriptions	9,853	7,651	11,000	11,000	11,000	13,000
100-3102-4378	Equipment Maintenance	9,684	48,922	20,000	20,000	20,000	21,000
100-3102-4380	Vehicle Maintenance	27,738	20,400	31,000	31,000	31,000	32,000
100-3102-4515	Meetings & Travel	6,235	4,744	7,500	7,500	7,500	8,000
100-3102-4710	Utilities - Gas & Electric	17,613	6,243	5,725	5,725	5,725	5,000
100-3102-4711	Utilities - City Use	-	2,824	2,800	2,800	2,800	3,000
100-3102-4750	Telecommunications	6,915	7,339	6,500	6,500	6,500	7,500
100-3102-4996	Allocated Liability Insurance	21,036	11,039	29,450	29,450	29,450	31,700
100-3102-4997	Allocated Workers' Comp Insurance	-	31,309	37,500	37,500	37,500	42,700
100-3102-5100	Capital Outlay	-	-	-	-	-	-
<b>Total Operation</b>		<b>815,895</b>	<b>1,036,823</b>	<b>877,875</b>	<b>877,875</b>	<b>877,875</b>	<b>1,084,150</b>
124-3102-4330	Misc Supplies & Services	113	36	-	-	-	-
124-3102-4375	Equipment Rental (Photocopier Lease)	2,830	3,048	4,000	4,000	4,000	4,000
124-3102-4890	Other Community Support	-	-	6,000	6,000	6,000	8,500
124-3102-5100	Capital Outlay	7,073	8,396	10,000	10,000	10,000	11,000
<b>Total Capital Outlay</b>		<b>10,016</b>	<b>11,480</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>23,500</b>
<b>TOTAL DEPARTMENT</b>		<b>825,911</b>	<b>1,048,303</b>	<b>897,875</b>	<b>897,875</b>	<b>897,875</b>	<b>1,107,650</b>
100-3102-3998	G&A - Water Fund Allocation - 7%	(57,113)	(67,300)	(61,451)	(61,451)	(61,451)	(75,891)
<b>General Fund Cost Allocation</b>		<b>758,782</b>	<b>969,523</b>	<b>816,424</b>	<b>816,424</b>	<b>816,424</b>	<b>1,008,260</b>
<b>General Fund FTE</b>		1.50	1.50	1.50	1.50	1.50	1.50
<b>General Fund FTE - Volunteers</b>		32.00	34.00	32.00	32.00	32.00	34.00
<b>Total FTE</b>		33.50	35.50	33.50	33.50	33.50	35.50

<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

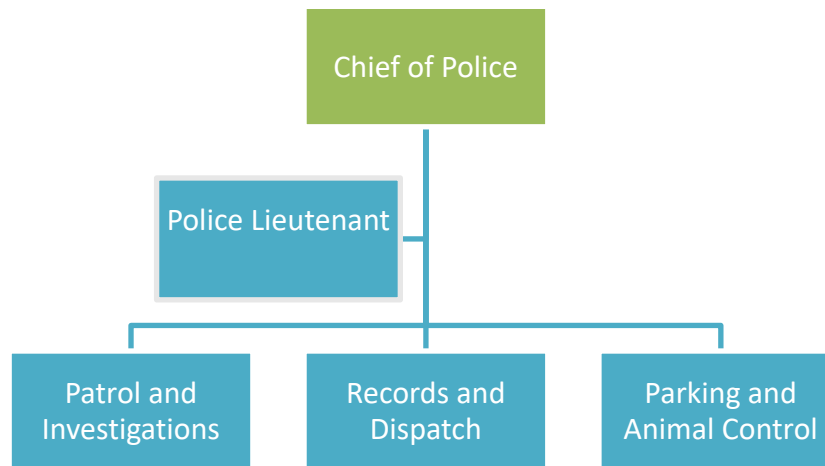


***Detail - Fire Emergency Preparedness***  
**Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Estimated Actual</b>	<b>2019-20 Adopted Budget</b>
100-3114-4310	Office Supplies	-	-	200	200	200	500
100-3114-4330	Misc. Supplies & Services	2,500	2,493	3,500	3,500	3,500	3,500
100-3114-4750	Telecommunications	1,339	1,374	1,400	1,400	1,400	1,500
<b>TOTAL DEPARTMENT</b>		<b>3,839</b>	<b>3,867</b>	<b>5,100</b>	<b>5,100</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 Aide, as part of the division.

### **Major Accomplishments in 2018-19**

- ✓ SPD handled 15,202 incidents in 2018, of which 959 were categorized as Priority 1 (emergencies) – an average of 2.63 per day. The average response for all Priority 1 calls in 2018 was 2:33 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 0:57 seconds.
- ✓ Our Communications Dispatch center received 2,316 calls to the 9-1-1 emergency reporting system (an average of 6 emergency calls per day.) Additionally, we received 20,125 business calls in 2018.
- ✓ During 2018, SPD officers documented 1242 cases that required either a Crime Report, Arrest Report, or Information Report (an average of 3.5 investigative reports each day of the year.) In addition to those reports, Officers issued 858 Traffic Citations, 224 Criminal Citations (for non-bookable misdemeanors or Municipal Code violations), and 1149 Parking Citations.
- ✓ Officers made 112 felony arrests and 466 misdemeanor arrests in 2018 – notably, we arrested 119 people for Driving Under the Influence of alcohol and/or drugs.
- ✓ On average, we resolved 42 total 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 middle school students during “Lunch with the Law.”

### **Goals and Objectives for 2019-20**

- 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.

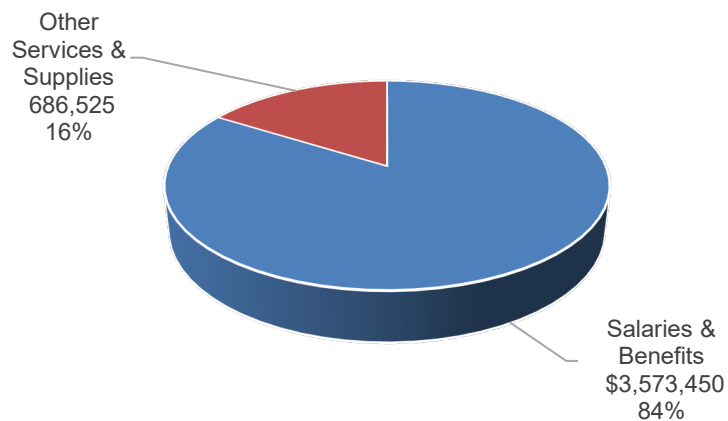
## SUMMARY - POLICE

FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Public Safety Augmentation Fund	\$ 83,000	\$ 92,300
Fines & Forfeitures	70,000	70,000
P.O.S.T Reimbursement	3,000	3,000
Other Public Safety Services	57,000	57,000
Casino Mitigation Program	15,000	15,000
Responsible Beverage Program	13,000	13,000
Transfer In	10,000	-
General Fund	<u>3,701,250</u>	<u>4,009,675</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 3,952,250</u></b>	<b><u>4,259,975</u></b>

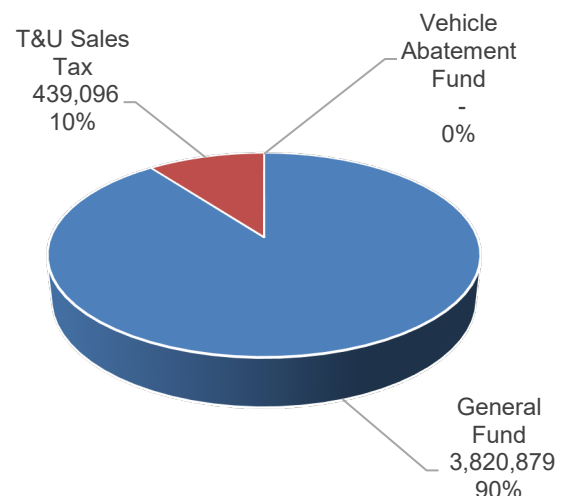
EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<b>Salaries &amp; Benefits <sup>a</sup></b>	3,145,047	3,356,950	3,356,950	3,573,450	216,500	6.4%
<b>Services &amp; Supplies</b>	23,673	26,100	26,100	23,100	(3,000)	-11.5%
<b>Contract Services</b>	178,701	149,500	149,500	223,325	73,825	49.4%
<b>Equipment Rental / Maintenance</b>	72,062	70,000	70,000	81,200	11,200	16.0%
<b>Telcommunications</b>	18,891	15,750	15,750	14,000	(1,750)	-11.1%
<b>Training/Meetings</b>	24,901	32,500	32,500	32,500	-	0.0%
<b>Dues &amp; Subscriptions</b>	3,236	2,450	2,450	3,350	900	36.7%
<b>Utilities</b>	26,037	28,500	28,500	28,500	-	0.0%
<b>Allocated Insurance</b>	152,342	246,500	246,500	272,250	25,750	10.4%
<b>Transfer Out - SLESF</b>	21,607	10,000	10,000	8,300	(1,700)	-17.0%
<b>Capital Outlay</b>	82,530	14,000	14,000	-	(14,000)	-100.0%
<b>TOTAL EXPENSE</b>	<b><u>\$ 3,749,027</u></b>	<b><u>\$ 3,952,250</u></b>	<b><u>\$ 3,952,250</u></b>	<b><u>\$ 4,259,975</u></b>	<b><u>\$ 307,725</u></b>	<b><u>7.8%</u></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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-3202-4010	Salaries <sup>1</sup>	1,697,189	1,707,653	1,758,100	1,758,100	1,788,100	1,796,650
100-3202-4011	Salaries - Part Time (Reserves)	9,754	10,116	30,000	30,000	13,500	15,000
100-3202-4012	Overtime	151,150	156,116	127,000	127,000	174,000	175,000
100-3202-4100	Benefits <sup>2</sup>	997,853	974,179	1,123,800	1,123,800	1,123,800	1,221,400
100-3202-4101	Health In-Lieu	8,738	11,115	10,950	10,950	9,000	6,200
100-3202-4102	Uniform Allowance	25,000	34,925	25,600	25,600	25,050	27,100
100-3202-4103	Holiday Pay	102,683	107,811	126,300	126,300	126,300	128,500
100-3202-4104	Accrual Time In-Lieu	38,724	66,408	67,500	67,500	90,000	160,000
100-3202-4121	RHS - Deferred Compensation	-	21,841	23,600	23,600	-	-
100-3202-4140	Retiree Medical Insurance	38,443	35,546	50,000	50,000	50,000	30,000
100-3202-4145	Safety Disability Insurance	3,410	9,728	6,600	6,600	7,100	6,100
100-3202-4210	Contract Services	93,832	142,556	102,000	102,000	109,000	143,000
100-3202-4215	Casino Mitigation Program	-	14,499	9,000	9,000	9,000	14,500
100-3202-4216	Responsible Beverage Service Compliance	-	-	-	-	-	12,000
100-3202-4212	Internet   Network  Technology Maintenance	16,161	-	21,000	21,000	21,000	33,725
100-3202-4300	Petty Cash Over/(Under)	-	68	-	-	452	-
100-3202-4310	Office Supplies	8,000	8,836	11,000	11,000	8,000	8,000
100-3202-4330	Other Supplies & Materials	17,023	14,517	15,000	15,000	15,000	15,000
100-3202-4345	Dues / Subscriptions	2,417	3,236	2,450	2,450	4,640	3,350
100-3202-4375	Equipment Expense	19,438	21,281	10,000	10,000	20,500	14,500
100-3202-4380	Vehicle Maintenance	61,393	50,781	60,000	60,000	59,000	56,500
100-3202-4510	Conference & Training	34,003	15,526	32,500	32,500	32,500	32,500
100-3202-4515	Meetings & Travel	-	9,375	-	-	-	-
100-3202-4710	Utilities - Gas & Electric	10,007	17,634	20,000	20,000	20,000	20,000
100-3202-4711	Utilities - City Use	-	8,403	8,500	8,500	8,500	8,500
100-3202-4750	Telecommunications	13,607	18,891	15,750	15,750	14,000	14,000
100-3202-4996	Allocated Liability Insurance	94,231	56,243	135,000	135,000	135,000	138,750
100-3202-4997	Allocated Workers' Comp Insurance	-	96,099	111,500	111,500	111,500	133,500
100-3202-4999	Transfer Out - SLESF	17,048	21,607	10,000	10,000	-	8,300
<b>Total Operation</b>		<b>3,460,104</b>	<b>3,634,990</b>	<b>3,913,150</b>	<b>3,913,150</b>	<b>3,974,942</b>	<b>4,222,075</b>
124-3202-4890	Other Community Support - PD OT	7,784	9,609	7,500	7,500	7,500	7,500
124-3202-4375	Equipment Expense	327	-	-	-	-	10,200
124-3202-5100	Capital Outlay	81,181	82,530	14,000	14,000	14,000	-
<b>Total Capital Outlay &amp; Other</b>		<b>89,292</b>	<b>92,139</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>	<b>17,700</b>
<b>TOTAL DEPARTMENT</b>		<b>3,549,396</b>	<b>3,727,129</b>	<b>3,934,650</b>	<b>3,934,650</b>	<b>3,996,442</b>	<b>4,239,775</b>
100-3202-3998	G & A Cost Allocation - 10.4%	(359,887)	(379,376)	(406,968)	(406,968)	(413,394)	(439,096)
<b>General Fund Cost Allocation</b>		<b>3,100,217</b>	<b>3,255,614</b>	<b>3,506,182</b>	<b>3,506,182</b>	<b>3,561,548</b>	<b>3,782,979</b>
<b>General Fund FTE</b>		23.75	23.75	23.75	23.75	23.75	23.75
<b>General Fund FTE - Reserves</b>		11.00	11.00	11.00	11.00	11.00	11.00
<b>Total FTE</b>		34.75	34.75	34.75	34.75	34.75	34.75

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

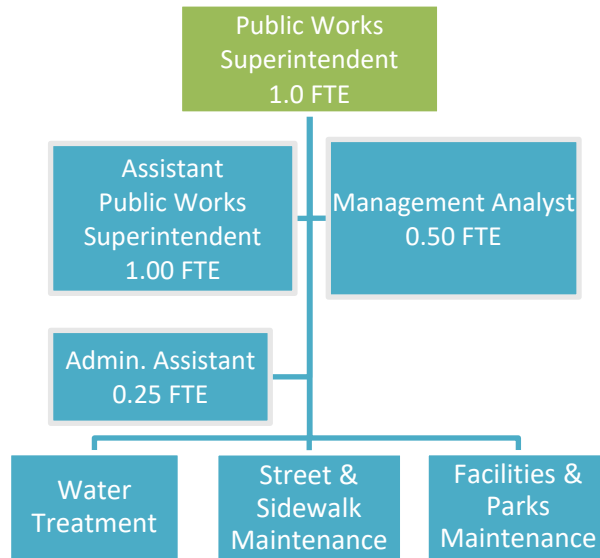
<sup>2</sup> Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

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

<b>Account Number</b>	<b>Description</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Estimated Actual</b>	<b>2019-20 Adopted Budget</b>
100-3213-4210	Contract Services	8,785	21,646	17,500	17,500	20,100	20,100
100-3213-4330	Other Supplies & Materials	109	252	100	100	306	100
<b>TOTAL DEPARTMENT</b>		<b>8,894</b>	<b>21,898</b>	<b>17,600</b>	<b>17,600</b>	<b>20,406</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 and pool, streets and sidewalks, and water and sewer. 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 in regard to regulatory compliance. These standards require diligence to stay abreast of changing regulations, and the Public Works Department works with state agencies in all these fields, as well as the Engineering Division, to remain in compliance.

Public Works maintains all City parks and landscape areas. The City has four major parks with play structures, including the skate garden park, three of which include restrooms. The Plaza is at the center of the City and includes a pavilion and landscaping. The Laguna Preserve is a natural habitat area at the edge of the City that contains plantings and trails and also includes an outdoor classroom. Becoming Independent performs litter abatement in the downtown areas and Ives Park.

Public Works maintains and monitors the municipal pool's filters, heater, chemical system, bathhouse, landscaping and apparatus around the deck of the pool. 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 Senior Administrative Assistant, 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 2018-2019**

- Contracted for preventative maintenance of the City's solar arrays
- Replaced Ives Pool heater
- Replaced chlorine generation cells on Ives Pool mechanical system
- Implemented flashing pedestrian sign improvements at two crosswalk locations
- Replaced traffic signal detectors at Bodega Avenue and Jewell Avenue
- Added playground fiber to the playground equipment at City parks
- Contracted for tree trimming and tree removal at City parks
- Installed replacement rain gutters on the Corporation Yard building
- Upgraded three electric vehicle charging stations on Laguna Park Way
- Purchased a replacement asphalt compactor
- Installed several native trees at Willard Libby Park
- Continued Main Street tree replacement

#### **Objectives for 2019-2020**

- 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.

## SUMMARY - PUBLIC WORKS

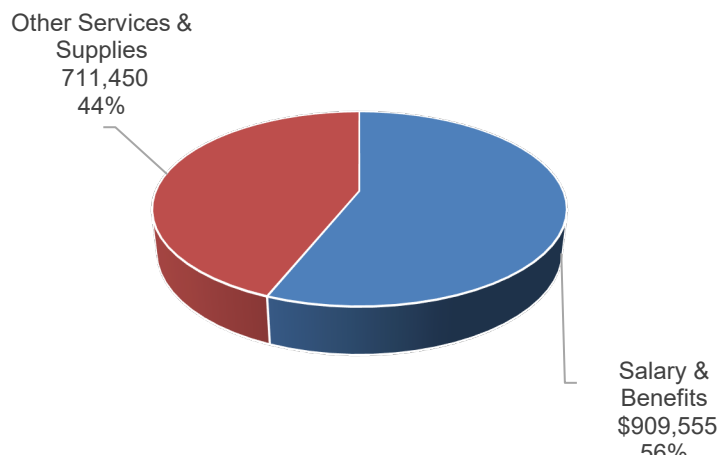
FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Little League Park Use Reimb	\$ 1,500	\$ 1,500
Public Works Services	6,000	6,000
Water Fund	237,534	249,113
Sewer Fund	179,704	189,846
General Fund	1,092,572	1,174,546
<b>TOTAL REVENUE</b>	<b>1,517,310</b>	<b>1,621,005</b>

EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<b>Salaries &amp; Benefits<sup>a</sup> (7.17 FTE)</b>	746,484	842,150	842,150	909,555	67,405	8.0%
<b>Contract Services</b>	113,202	108,800	108,800	118,450	9,650	8.9%
<b>Services &amp; Supplies</b>	158,907	255,350	255,350	260,500	5,150	2.0%
<b>Equipment Rental</b>	3,824	4,300	4,300	4,550	250	5.8%
<b>Facility Maintenance</b>	57,975	58,700	58,700	59,400	700	1.2%
<b>Telecommunications</b>	10,403	10,800	10,800	10,800	-	0.0%
<b>Training/Meetings</b>	-	-	-	600	600	100.0%
<b>Utilities</b>	101,095	114,075	114,075	127,550	13,475	11.8%
<b>Allocated Insurance</b>	40,814	73,435	73,435	89,600	16,165	22.0%
<b>Capital Outlay</b>	125,220	49,700	49,700	40,000	(9,700)	-19.5%
<b>TOTAL EXPENSE</b>	<b>\$ 1,357,924</b>	<b>\$ 1,517,310</b>	<b>\$ 1,517,310</b>	<b>\$ 1,621,005</b>	<b>\$ 103,695</b>	<b>6.8%</b>

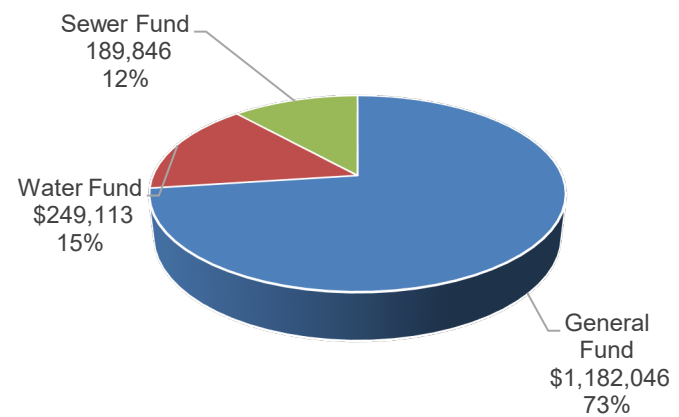
<sup>a</sup> Salaries: Includes base pay, longevity pay, education incentive pay

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	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-4102-4010	Salaries <sup>1</sup> (1.82 FTE)	231,553	156,661	217,373	210,700	210,700	210,700	224,600
100-4102-4011	Salaries Part-Time	-	-	5,997	-	-	-	-
100-4102-4100	Benefits <sup>2</sup>	65,294	75,036	71,844	82,150	82,150	82,150	96,625
100-4102-4102	Uniform Allowance	5,013	5,300	5,300	2,400	2,400	2,400	2,675
100-4102-4104	Accrual In-Lieu	-	19,596	14,280	10,000	10,000	10,000	-
100-4102-4122	Retirement Health Savings Plan	6,355	-	-	10,000	10,000	-	-
100-4102-4040	Retiree Medical Insurance	14,375	10,623	13,263	15,000	15,000	-	10,700
100-4102-4210	Contracted Services	-	6,420	4,440	5,800	5,800	5,800	4,550
100-4102-4212	Technology Maintenance	223	1,300	2,239	1,500	1,500	1,500	1,500
100-4102-4310	Office Supplies	2,254	1,891	1,727	2,000	2,000	2,000	2,000
100-4102-4330	Misc Supplies & Services	7,576	7,987	6,673	9,000	9,000	9,000	12,200
100-4102-4380	Vehicle Operating Expense	48,373	46,289	46,979	48,700	48,700	47,500	49,400
100-4102-4510	Conference & Training	-	-	-	-	-	-	600
100-4102-4710	Utilities - Gas & Electric	1,437	5,935	3,725	4,050	4,050	4,050	4,250
100-4102-4711	Utilities - City Use	3,209	-	3,689	3,800	3,800	3,800	3,800
100-4102-4750	Telecommunications	9,009	8,055	8,164	9,300	9,300	9,300	9,300
100-4102-4996	Allocated Liability Insurance	11,144	9,915	6,694	17,300	17,300	17,300	17,300
100-4102-4997	Allocated Workers' Comp Insurance	-	-	12,392	13,150	13,150	13,150	16,400
<b>Total Operation</b>		<b>405,815</b>	<b>355,008</b>	<b>424,779</b>	<b>444,850</b>	<b>444,850</b>	<b>418,650</b>	<b>455,900</b>
124-4102-5100	Capital Outlay	13,000	-	28,923	-	-	-	-
124-4102-4375	Photocopier	4,533	4,378	3,824	4,300	4,300	4,300	4,550
<b>Total Capital Outlay</b>		<b>17,533</b>	<b>4,378</b>	<b>32,747</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>	<b>4,550</b>

<b>TOTAL DEPARTMENT</b>	<b>423,348</b>	<b>359,386</b>	<b>457,526</b>	<b>449,150</b>	<b>449,150</b>	<b>422,950</b>	<b>460,450</b>
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124-4102-3998	G&A Allocation - 17%	(86,520)	(64,730)	(104,959)	(79,925)	(79,925)	(75,471)	(82,053)
100-4102-3998	G&A - Water Fund Allocation - 48%	(194,792)	(170,403)	(203,894)	(213,528)	(213,528)	(200,952)	(218,832)
100-4102-3998	G&A - Sewer Fund Allocation - 35%	(142,036)	(124,253)	(148,673)	(155,698)	(155,698)	(146,528)	(159,565)
<b>General Fund Cost Allocation - 0%</b>		<b>-</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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
124-4103-4010	Salaries <sup>1</sup> (0.85 FTE)	78,484	72,853	114,600	114,600	114,600	118,950
124-4103-4012	Overtime	8,443	8,761	15,000	15,000	15,000	15,000
124-4103-4100	Benefits <sup>2</sup>	33,506	39,226	54,000	54,000	54,000	63,425
124-4103-4210	Contracted Services	6,038	44,096	28,500	28,500	45,550	40,000
124-4103-4330	Misc Supplies & Services	134,667	113,963	180,850	180,850	18,800	178,300
124-4103-4710	Utilities - Gas & Electric	14,313	9,780	7,900	7,900	7,000	15,600
124-4103-4711	Utilities - City Use	-	6,850	7,000	7,000	9,000	9,000
124-4103-4996	Allocated Liability Insurance	2,811	4,300	10,200	10,200	10,200	11,500
124-4103-4997	Allocated Workers' Comp Insurance	-	3,762	7,125	7,125	7,125	8,300
124-4103-5100	Capital Outlay	-	46,505	49,700	49,700	49,700	40,000
<b>Total Operation</b>		<b>278,262</b>	<b>350,096</b>	<b>474,875</b>	<b>474,875</b>	<b>330,975</b>	<b>500,075</b>
<b>TOTAL DEPARTMENT</b>		<b>278,262</b>	<b>350,096</b>	<b>474,875</b>	<b>474,875</b>	<b>330,975</b>	<b>500,075</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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-4104-4010	Salaries <sup>1</sup> (2.6 FTE)	110,935	131,064	152,300	152,300	152,300	173,450
100-4104-4013	Standby	4,966	6,392	6,000	6,000	6,000	6,000
100-4104-4100	Benefits <sup>2</sup>	77,087	87,847	76,600	76,600	76,600	90,830
100-4104-4210	Contracted Services	5,163	29,778	21,500	21,500	21,500	10,500
100-4104-4330	Misc Supplies & Services	25,876	13,532	40,500	40,500	40,500	38,600
100-4104-4710	Utilities - Gas & Electric	55,036	9,092	9,400	9,400	9,400	9,900
100-4104-4711	Utilities - City Use	-	52,650	58,000	58,000	55,200	58,000
100-4104-4996	Allocated Liability Insurance	7,084	4,588	10,960	10,960	10,960	19,400
100-4104-4996	Allocated Workers' Comp Insurance	-	6,457	9,500	9,500	9,500	11,700
<b>Total Operation</b>		<b>286,147</b>	<b>341,400</b>	<b>384,760</b>	<b>384,760</b>	<b>381,960</b>	<b>418,380</b>
124-4104-5100	Capital Outlay	11,387	49,792	-	-	-	-
<b>Total Capital Outlay</b>		<b>11,387</b>	<b>49,792</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DEPARTMENT</b>		<b>297,534</b>	<b>391,192</b>	<b>384,760</b>	<b>384,760</b>	<b>381,960</b>	<b>418,380</b>

124-4104-3998	G & A Allocation - 41.5%	(130,138)	(191,473)	(159,675)	(159,675)	(158,513)	(173,628)
General Fund Cost Allocation - 58.5%		167,396	199,719	225,085	225,085	223,447	244,752

<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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-4105-4010	Salaries <sup>1</sup> (.50 FTE)	21,476	23,520	40,200	40,200	40,200	47,700
100-4105-4012	Overtime	-	1,026			-	-
100-4105-4100	Benefits <sup>2</sup>	14,260	16,188	19,700	19,700	19,700	20,925
100-4105-4210	Contracted Services	861	4,440	3,000	3,000	3,000	3,250
100-4105-4330	Misc Supplies & Services	-	555	18,500	18,500	18,500	17,100
100-4105-4710	Utilities - Gas & Electric	-	6,094	6,300	6,300	6,300	6,600
100-4105-4711	Utilities - City Use	-	6,072	8,900	8,900	8,900	9,200
100-4105-4712	Utilities - Electric Vehicle Charging Station	-	554	5,900	5,900	5,900	6,200
<b>Total Operation</b>		<b>36,597</b>	<b>58,449</b>	<b>102,500</b>	<b>102,500</b>	<b>102,500</b>	<b>110,975</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>36,597</b>	<b>58,449</b>	<b>102,500</b>	<b>102,500</b>	<b>102,500</b>	<b>110,975</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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-4106-4010	Salaries <sup>1</sup> (.30 FTE)	16,207	22,008	22,800	22,800	22,800	25,150
100-4106-4100	Benefits <sup>2</sup>	8,627	9,542	10,700	10,700	10,700	13,525
100-4106-4210	Contracted Services	44,447	30,448	50,000	50,000	50,000	60,150
100-4106-4330	Misc Supplies & Services	14,927	22,457	4,500	4,500	4,500	12,300
100-4106-4710	Utilities - Gas & Electric	17,170	277	325	325	1,200	2,000
100-4106-4711	Utilities - City Use	-	2,312	2,500	2,500	2,800	3,000
100-4106-4996	Allocated Liability Insurance	1,493	1,677	3,800	3,800	3,800	3,300
100-4106-4997	Allocated Workers' Comp Insurance	-	944	1,400	1,400	1,400	1,700
<b>Total Operation</b>		<b>102,871</b>	<b>89,665</b>	<b>96,025</b>	<b>96,025</b>	<b>97,200</b>	<b>121,125</b>
124-4106-4213	Facilities/Grounds Maintenance	-	10,996	10,000	10,000	10,000	10,000
124-4106-5100	Capital Outlay	192,462	-	-	-	-	-
<b>Total Capital Outlay</b>		<b>192,462</b>	<b>10,996</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

<b>TOTAL DEPARTMENT</b>		<b>295,333</b>	<b>100,661</b>	<b>106,025</b>	<b>106,025</b>	<b>107,200</b>	<b>131,125</b>
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100-4106-3900	Water Fund Allocation - 25%	(21,210)	(23,910)	(24,006)	(24,006)	(24,300)	(30,281)
100-4106-3900	Sewer Fund Allocation - 25%	(21,210)	(23,910)	(24,006)	(24,006)	(24,300)	(30,281)
<b>General Fund Cost Allocation- 50%</b>		<b>60,451</b>	<b>41,845</b>	<b>48,013</b>	<b>48,013</b>	<b>48,600</b>	<b>60,563</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



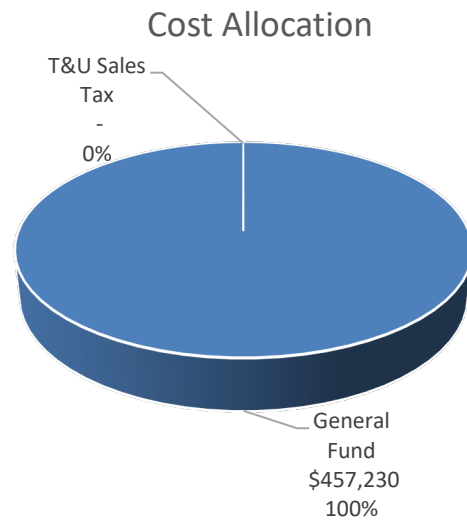
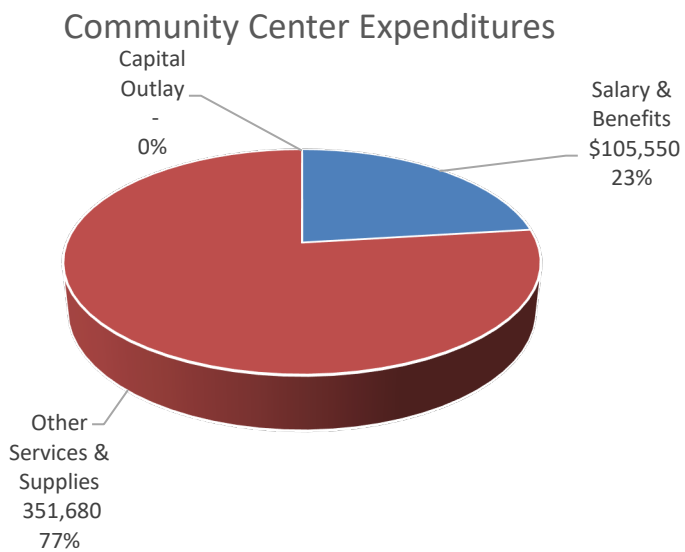
## SUMMARY - RECREATION & COMMUNITY SERVICES

FUNDING SOURCES	FUNDING SOURCES 2018-19	FUNDING SOURCES 2019-20
Ives Pool Reimbursement	\$ 64,000	\$ 52,000
General Fund	444,665	405,230
<b>TOTAL REVENUE</b>	<b>\$ 508,665</b>	<b>457,230</b>

EXPENSE	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<b>Salaries &amp; Benefits<sup>a</sup> (.75 FTE)</b>	46,090	89,500	90,350	105,550	15,200	16.8%
<b>Contract Services</b>	14,278	29,600	29,600	33,300	3,700	12.5%
<b>Services &amp; Supplies</b>	16,212	20,300	20,800	23,440	2,640	12.7%
<b>Utilities</b>	66,088	86,800	85,500	70,040	(15,460)	-18.1%
<b>Allocated Insurance</b>	3,760	6,500	5,400	14,300	8,900	0.0%
<b>Community Support</b>	152,100	166,800	186,665	210,600	23,935	0.0%
<b>Capital Outlay</b>	-	18,850	90,350	-	(90,350)	-100.0%
<b>TOTAL EXPENSE</b>	<b>\$ 298,528</b>	<b>\$ 418,350</b>	<b>\$ 508,665</b>	<b>\$ 457,230</b>	<b>\$ (51,435)</b>	<b>-10.1%</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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-4002-4010	Salaries <sup>1</sup> (.10 FTE)	-	-	5,950	5,950	5,950	6,375
100-4002-4100	Benefits <sup>2</sup>	-	-	2,650	2,650	2,650	3,500
100-4002-4210	Contracted Services	-	-	4,100	4,100	10,600	6,450
100-4002-4330	Misc. Supplies & Services	-	-	3,000	3,000	3,000	5,500
100-4002-4710	Utilities - Gas & Electric	-	-	4,500	4,500	-	-
100-4002-4711	Utilities - City Use	-	-	-	-	-	-
100-4002-4880	Contribution to Operations	-	-	30,000	42,800	42,800	43,000
100-4002-4997	Allocated Workers' Comp Insurance	-	-	400	400	400	500
<b>Total Operation</b>		-	-	50,600	63,400	65,400	65,325
124-4002-5100	Capital Outlay	-	-	14,600	21,100	21,100	-
<b>Total Capital Outlay</b>		-	-	14,600	21,100	21,100	-
<b>TOTAL DEPARTMENT</b>		-	-	<b>65,200</b>	<b>84,500</b>	<b>86,500</b>	<b>65,325</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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-4202-4010	Salaries <sup>1</sup> (.45 FTE)	17,036	23,258	32,700	32,700	32,700	38,075
100-4202-4100	Benefits <sup>2</sup>	11,589	12,489	14,050	14,050	14,050	16,950
100-4202-4210	Contracted Services	-	919	3,900	3,900	3,900	6,400
100-4202-4330	Misc. Supplies & Services	6,472	5,583	7,500	7,500	7,500	7,440
100-4202-4710	Utilities - Gas & Electric	14,247	9,423	10,800	10,800	10,900	11,350
100-4202-4711	Utilities - City Use	-	7,437	8,000	8,000	8,300	8,300
100-4202-4880	Contribution to Project Programs	115,700	120,800	103,800	103,800	103,800	65,000
100-4202-4881	Contribution to General Operations	11,300	11,300	11,300	11,300	11,300	70,000
100-4202-4882	SCCC Time Bank	-	-	1,700	1,700	1,700	3,000
100-4202-4883	Sebastopol Teen Club	-	-	-	7,065	7,065	-
100-4202-4884	Cittaslow Community Support	-	-	-	-	-	9,600
100-4202-4885	Concert Series	20,000	20,000	20,000	20,000	20,000	20,000
100-4202-4996	Allocated Liability Insurance	-	-	-	-	-	6,900
100-4202-4997	Allocated Workers' Comp Insurance	-	1,057	2,050	2,050	2,050	2,500
<b>Total Operation</b>		<b>196,344</b>	<b>212,266</b>	<b>215,800</b>	<b>222,865</b>	<b>223,265</b>	<b>265,515</b>
124-4202-5100	Capital Outlay	8,519	-	4,250	4,250	4,250	-
<b>Total Capital Outlay</b>		<b>8,519</b>	<b>-</b>	<b>4,250</b>	<b>4,250</b>	<b>4,250</b>	<b>-</b>
<b>TOTAL DEPARTMENT</b>		<b>204,863</b>	<b>212,266</b>	<b>220,050</b>	<b>227,115</b>	<b>227,515</b>	<b>265,515</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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-1001-4840	Other Community Support - Cittaslow <sup>1</sup>	17,765	24,585	19,270	18,335	18,335	9,600

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

<b>Economic Initiatives</b>				<b>5,067</b>	<b>5,067</b>		<b>8,140</b>
Calendar Administrator				3,600	3,600		3,250
Programmer time for embedding and updates				930	930		4,030
Web hosting, SSL certificate and software renewal				537	537		860
<b>Traffic Calming</b>				<b>2,300</b>	<b>2,300</b>		<b>-</b>
"Ride the Bus" campaign production expenses				1,000	1,000		-
Advertising for survey				250	250		-
Prize Drawing				50	50		-
Production expenses				1,000	1,000		-
<b>Community Resilience</b>				<b>5,285</b>	<b>4,350</b>		<b>-</b>
Annual license of Fundly Connect software				1,960	-		-
Technical support				1,200	-		-
Advertising to the public				800	-		-
Venue for non-profit orientaiton and training meetings				400	-		-
Map Your Neighborhood Activities				850	850		-
Website for sebteens.org				-	3,500		-
Supplies				75	-		-
<b>Administrative Expenses</b>				<b>4,157</b>	<b>4,157</b>		<b>1,460</b>
Surveys & Event Registration computer service				430	430		
Technical support				1,600	1,600		900
Book-keeping services				960	960		560
Venue for non-profit orientaiton and training meetings				1,167	1,167		
FY16/17 Carry-over (Ped Line Project Design)				2,461	2,461		-
<b>Total</b>				<b>19,270</b>	<b>18,335</b>		<b>9,600</b>

**Detail - Ives Pool  
Budget Expenditures**

Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
100-4302-4010	Salaries <sup>1</sup> (.30 FTE)	22,521	2,868	23,400	21,700	21,700	24,400
100-4302-4100	Benefits <sup>2</sup>	10,297	7,475	10,750	13,300	13,300	16,250
100-4302-4210	Contract Services	8,581	13,359	7,000	7,000	7,000	10,450
100-4302-4330	Misc Supplies & Services	5,590	3,760	4,800	4,800	5,000	5,000
100-4302-4331	Chlorine & Chemicals Reimb	902	6,869	5,000	5,500	5,000	5,500
100-4302-4378	Equipment Maintenance	14,075	-	14,600	14,600	14,600	10,000
100-4302-4710	Utilities - Gas & Electric	43,076	46,392	58,500	58,500	42,000	46,500
100-4302-4711	Utilities - City Use	3,700	2,836	5,000	3,700	3,700	3,890
100-4302-4996	Allocated Liability Insurance	2,440	1,434	3,000	1,600	1,600	2,800
100-4302-4997	Allocated Workers' Comp Insurance		1,269	1,050	1,350	1,350	1,600
<b>Total Operation</b>		<b>111,182</b>	<b>86,262</b>	<b>133,100</b>	<b>132,050</b>	<b>115,250</b>	<b>126,390</b>
124-4302-5100	Capital Outlay		-	-	65,000	65,000	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>65,000</b>	<b>65,000</b>	<b>-</b>
<b>TOTAL DEPARTMENT</b>		<b>111,182</b>	<b>86,262</b>	<b>133,100</b>	<b>197,050</b>	<b>180,250</b>	<b>126,390</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**

<b>Account Number</b>	<b>Description</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Estimated Year-End</b>	<b>2019-20 Adopted Budget</b>
100-0000-4104	Accrual In Lieu	69,643	83,788	94,000	94,000	94,000	140,000
100-0000-4170	Service Awards	2,256	2,854	2,500	2,500	2,500	4,000
100-0000-4210	Contract Services	188,267	133,591	106,340	106,340	156,340	99,000
100-0000-4221	Property Tax Services	15,798	16,222	17,500	17,500	17,500	17,500
100-0000-4330	Misc Supplies & Services	-	4,848	-	-	-	9,100
100-0000-4805	Beverage Container Program	-	-	5,000	5,000	-	-
<b>TOTAL</b>		<b>275,964</b>	<b>241,303</b>	<b>225,340</b>	<b>225,340</b>	<b>270,340</b>	<b>269,600</b>
100-0000-3998	G&A - Water Fund Cost Allocation - 9%	(27,352)	(21,718)	(20,281)	(20,281)	(24,331)	(24,264)
100-0000-3998	G&A - Sewer Fund Cost Allocation - 9%	(27,352)	(21,718)	(20,281)	(20,281)	(24,331)	(24,264)
<b>General Fund Cost Allocation - 82%</b>		<b>221,260</b>	<b>197,868</b>	<b>184,779</b>	<b>184,779</b>	<b>221,679</b>	<b>221,072</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.

### **Clean Renewable Energy Bond (CREBS of 2006)**

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.

### **Village Mobile Home Park**

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.

### **Vacuum Truck Lease**

With the lease payment ending paid in full on June 30, 2016 for the 2013 Vactor 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 Vactor 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 Vactor 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.

### 9-1-1 Radio System

The City entered into a capital lease arrangement with California Municipal Lease Purchase Agreement for the replacement of the Police Department 9-1-1 radio equipment on July 29, 2015. The lease amount was \$91,894 at the interest rate of 3.79% for 5 year term with an annual payment of \$18,379 be paid in full by July 29, 2019.

### Well 6 Arsenic Treatment Planning Loan

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

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	2016/17 Actual	2017/18 Actual	2018/19 Adopted Budget	2018/19 Adjusted Budget	2018/19 Estimated Actual	2019/20 Adopted Budget
<i>Infrastructure Lease Financing of 2006 (PIF 6/8/2026) Due June &amp; December</i>							
124-9971-6100	Streets Prin 27.08%	36,656	40,344	42,324	42,324	42,324	44,402
124-9971-6200	Streets Int 27.08%	24,698	21,010	19,031	19,031	19,031	15,876
510-9971-6100	Sewer Principal 27.78%	37,604	41,386	43,418	43,418	43,418	45,549
510-9971-6200	Sewer Interest 27.78%	25,338	21,554	19,523	19,523	19,523	16,287
500-9971-6100	Water Principal 31.25%	42,300	46,556	48,841	48,841	48,841	51,239
510-9971-6200	Water Interest 31.25%	28,500	24,246	21,961	21,961	21,961	18,321
212-9971-6100	Park in Lieu Prin 13.89%	18,802	20,692	21,709	21,709	21,709	22,775
212-9971-6100	Park in Lieu Int 13.89%	12,670	10,776	9,761	9,761	9,761	8,143
<b>Total Infrastructure Lease</b>		<b>226,568</b>	<b>226,564</b>	<b>226,568</b>	<b>226,568</b>	<b>226,568</b>	<b>222,592</b>
<i>Village Mobile Home Park (PIF 7/1/2027) Due January and July</i>							
124-9972-6100	Lease Principal	36,128	37,467	39,325	37,467	37,467	43,323
124-9972-6200	Lease Interest	28,457	27,118	25,260	27,118	27,118	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%	24,241	20,298	20,299	20,299	20,299	20,299
500-9973-6100	Lease Principal 31.79%	24,241	31,024	31,024	31,023	31,023	31,024
<b>Total CREBS Lease</b>		<b>94,749</b>	<b>97,589</b>	<b>97,589</b>	<b>97,589</b>	<b>97,589</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%	6,296	12,596	13,096	13,096	13,096	13,392
124-9974-6200	Sales Tax Interest 25%	745	1,490	988	988	988	691
510-9974-6100	Sewer Principal 50%	12,593	25,186	26,193	26,193	26,193	26,785
510-9974-6200	Sewer Interest 50%	1,492	2,976	1,976	1,976	1,976	1,382
500-9974-6100	Water Principal 25%	6,296	12,596	13,096	13,096	13,096	13,392
500-9974-6200	Water Interest 25%	745	1,490	988	988	988	691
<b>Total Vacuum Truck Lease</b>		<b>28,167</b>	<b>56,334</b>	<b>56,336</b>	<b>56,336</b>	<b>56,336</b>	<b>56,334</b>
<i>911 System (PIF 10/12/2021) Due October</i>							
124-9979-6100	Sales Tax Principal	15,838	16,438	17,000	17,000	17,000	17,000
124-9977-6200	Sales Tax Interest	2,541	1,941	1,500	1,500	1,500	1,500
<b>Total 911 System Loan</b>		<b>18,379</b>	<b>18,379</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>

**Debt Service  
Budget Expenditures**

Account Number	Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted Budget	2018/19 Adjusted Budget	2018/19 Estimated Actual	2019/20 Adopted Budget
<i>Well 6 Arsenic Treatment State Revolving Loan (5 Year Loan beginning Sept. 2014)</i>							
500-9975-6100	Water CIP Principal	-	71,578	82,164	80,478	80,478	52,867
500-9975-6200	Water CIP Interest	-	2,286	4,822	6,509	6,509	4,822
<b>Total Water System Loan</b>		<b>-</b>	<b>73,864</b>	<b>86,986</b>	<b>86,987</b>	<b>86,987</b>	<b>57,689</b>
<i>Well 7 Arsenic Treatment Muni Services Loan (20 Year Loan beginning Sept. 2014)</i>							
500-9976-6100	Water CIP Principal	-	43,219	44,991	41,517	41,517	44,991
500-9976-6200	Water CIP Interest	-	45,863	44,091	47,565	47,565	44,091
<b>Total Water System Loan</b>		<b>-</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>432,448</b>	<b>626,397</b>	<b>639,646</b>	<b>639,647</b>	<b>639,647</b>	<b>606,371</b>
<b>Total General Fund</b>		<b>197,626</b>	<b>204,671</b>	<b>204,791</b>	<b>204,791</b>	<b>204,791</b>	<b>203,713</b>

CITY OF SEBASTOPOL  
MATURITY SCHEDULE  
JULY 1,2019

**GENERAL LONG-TERM DEBT:**

	FY 2019	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
<b>Issuance of Clean Renewable Energy Bonds to fund solar panels at City Hall/Library, Police &amp; sewer lift station</b>																	
<b>TOTAL</b>	97,589	97,589	97,589	97,589	97,589												487,946
2007 Village Mobile Home Park Lease Financing	43,323	45,472	47,727	50,094	52,322	55,187	57,924	60,797	31,520								444,366
<b>Fund 124</b>	21,262	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	64,585	64,328	64,585	64,585	64,585	32,292								548,715
2006 Infrastructure Improvement Lease	163,964	172,013	180,457	189,315	198,608	208,357	218,585										1,331,299
<b>Fund 124/500/510/212</b>	62,604	54,555	46,111	37,253	27,960	18,211	7,983										254,677
<b>Series of municipal improvement projects such as replacement of sewer force main, skate park project, installation of Water Booster Pump, Streets improvements</b>																	
<b>TOTAL</b>	226,568	226,568	226,568	226,568	226,568	226,568	226,568										1,585,976
2016 Vacuum Truck Lease	53,569	54,782	27,854														136,205
<b>Fund 124/500/501</b>	2,765	1,553	313														4,631
<b>TOTAL</b>	56,334	56,334	28,167														140,836
<b>TOTAL GENERAL GOVERNMENT</b>	358,446	369,855	353,627	336,998	348,519	263,544	276,509	60,797	31,520								2,399,816
	86,631	75,221	63,283	51,744	39,966	27,609	14,644	3,788	772								363,657
<b>TOTAL</b>	445,076	445,076	416,909	388,742	388,485	291,153	291,153	64,585	32,292								2,763,473
<b>ASSESSMENT DISTRICTS</b>																	
1997 Assessment Bond	25,000																25,000
<b>Fund 401</b>	6,868																6,868
<b>Issuance of bond to finance street improvements, drainage, streets lights and signalization to the Fairfield Inn</b>																	
<b>TOTAL</b>	31,868																31,868
<b>ENTERPRISE LONG-TERM DEBT</b>																	
Well 6 Arsenic Treatment	78,826	80,478	82,165	83,887	85,645												411,000
<b>Fund 500</b>	8,161	6,515	4,822	3,100	1,342												23,938
	86,986	86,992	86,986	86,986	86,986												434,938
Well 7 Arsenic Treatment	48,756	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
<b>Fund 500</b>	40,326	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</b>	127,582	131,233	135,001	138,889	142,902	59,605	62,049	64,593	67,241	69,998	72,868	75,855	78,965	82,203	85,573		1,394,555
Well 8 Arsenic Treatment	48,486	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
	176,068	176,074	176,068	176,068	176,068	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082	89,082		1,771,164
<b>TOTAL</b>	511,027	501,088	488,627	475,887	491,421	323,149	338,558	125,390	98,761	69,998	72,868	75,855	78,965	82,203	85,573		3,819,371
<b>TOTAL CITYWIDE DEBT</b>	141,985	120,063	104,350	88,923	73,132	57,086	41,677	28,277	22,613	19,084	16,214	13,226	10,116	6,879	3,508		747,134
<b>TOTAL</b>	653,013	621,151	592,977	564,810	564,553	380,235	380,235	153,667	121,374	89,082	89,082	89,082	89,082	89,082	89,082		4,566,505

# BUILDING PERMIT TECHNOLOGY FEE FUND



DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2018-19 ESTIMATED ACTUAL	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR / (DECR)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	11,030	6,838	6,000	6,000	6,500	6,000	6,000	100.0%
Interest Earnings	215	211	-	-	350	350	350	
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 11,245</b>	<b>\$ 7,049</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,850</b>	<b>\$ 6,350</b>	<b>\$ 350</b>	<b>5.8%</b>
<b>OPERATING EXPENSES</b>								
General Government	3,207	2,853	-	-	4,000	5,000 <sup>a)</sup>	5,000	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 3,207</b>	<b>\$ 2,853</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ 8,038</b>	<b>\$ 4,196</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 2,850</b>	<b>\$ 1,350</b>	<b>\$ (4,650)</b>	<b>-77.5%</b>
Addition/(Use) of Reserves	\$ 8,038	\$ 4,196	\$ 6,000	\$ 6,000	\$ 2,850	\$ 1,350		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 27,088	\$ 35,126			\$ 39,322	\$ 42,172		
Ending Fund Balance (Estimated)	\$ 35,126	\$ 39,322			\$ 42,172	\$ 43,522		

<sup>a)</sup> Training Expenses for Building Department



# STREET PAVEMENT RESERVE FUND

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2018-19 ESTIMATED ACTUAL	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR / (DECR)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest Earnings	2,664	788	1,500	1,500	1,500	1,500	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	150,000	125,000	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 152,664</b>	<b>\$ 125,788</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>								
General Government	-	-	-	-	-	-	-	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Capital Projects	486,109	-	87,000	87,000	-	-	(87,000)	-100.0%
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 486,109</b>	<b>\$ -</b>	<b>\$ 87,000</b>	<b>\$ 87,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (87,000)</b>	<b>-100.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (333,445)</b>	<b>\$ 125,788</b>	<b>\$ (85,500)</b>	<b>\$ (85,500)</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 87,000</b>	<b>-101.8%</b>
Addition/(Use) of Reserves	\$ (333,445)	\$ 125,788	\$ (85,500)	\$ (85,500)	\$ 1,500	\$ 1,500		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 464,800	\$ 131,355			\$ 257,143	\$ 258,643		
Ending Fund Balance (Estimated)	\$ 131,355	\$ 257,143			\$ 258,643	\$ 260,143		

# POLICE VEHICLE ABATEMENT FUND



DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED BUDGET	2018-19 ADJUSTED BUDGET	2018-19 ESTIMATED ACTUAL	2019-20 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR / (DECR)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	4,035	2,083	1,200	1,200	1,000	1,000	(200)	-16.7%
Interest Earnings	-	57	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 4,035</b>	<b>\$ 2,140</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ (200)</b>	<b>-16.7%</b>
<b>OPERATING EXPENSES</b>								
General Government	-	-	-	-	-	-	-	
Community Development	-	-	-	-	-	-	-	
Police Service	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	10,000	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ 4,035</b>	<b>\$ (7,860)</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ (200)</b>	<b>-16.7%</b>
Addition/(Use) of Reserves	\$ 4,035	\$ (7,860)	\$ 1,200	\$ 1,200	\$ 1,000	\$ 1,000		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 6,585	\$ 10,620			\$ 2,760	\$ 3,760		
Ending Fund Balance (Estimated)	\$ 10,620	\$ 2,760			\$ 3,760	\$ 4,760		

## **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:

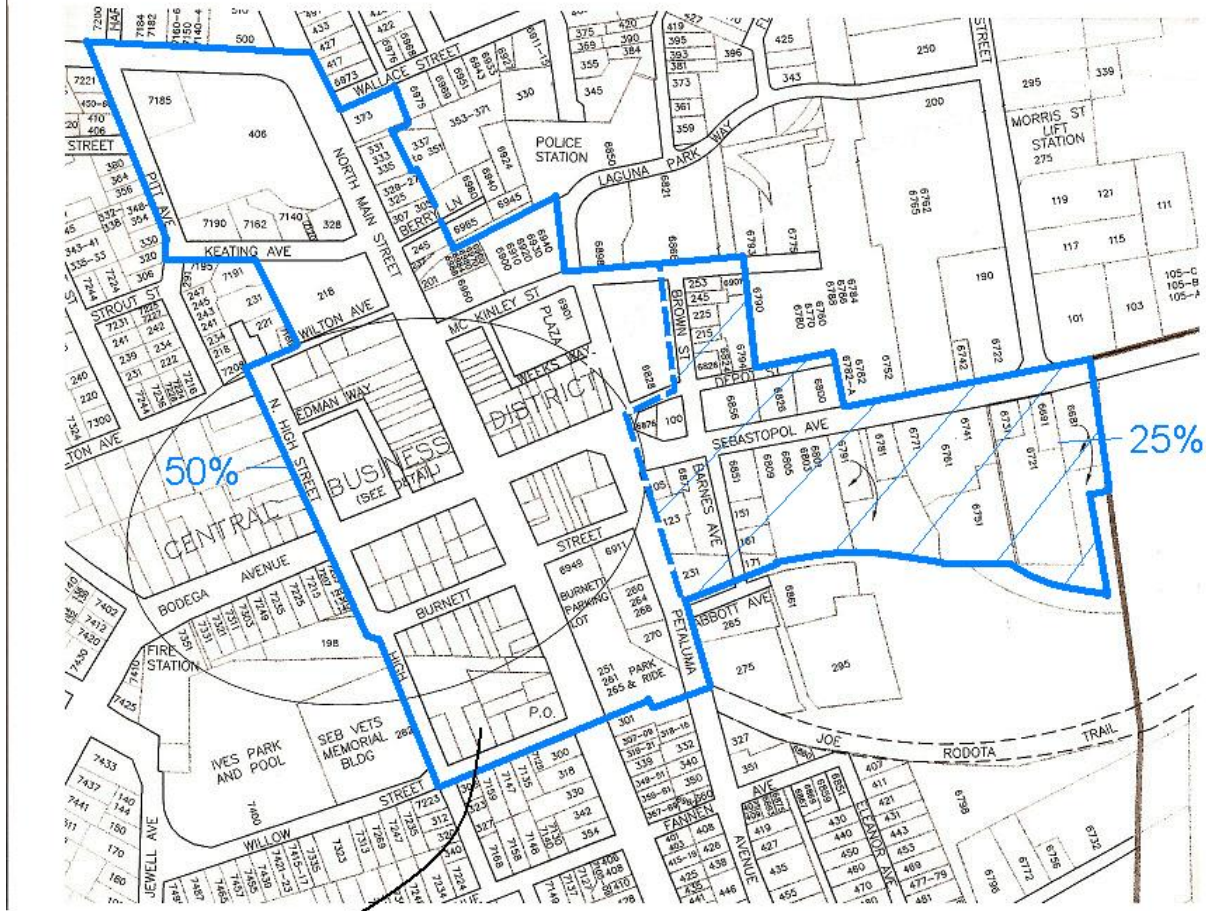
- a) Gas Tax Fund (200) accounts for funds from the State of California under the Street and Highway Code Sections 2103, 2105, 2106, 2107 and 2107.5. The use of funds is restricted to street related projects, which can include related public facilities for non-motorized traffic, e.g. bike and pedestrian 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, 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 November 6, 2018 of 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 mean 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 business 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 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 recreation facilities. The use of revenues from the Fund is restricted to park and recreation 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.

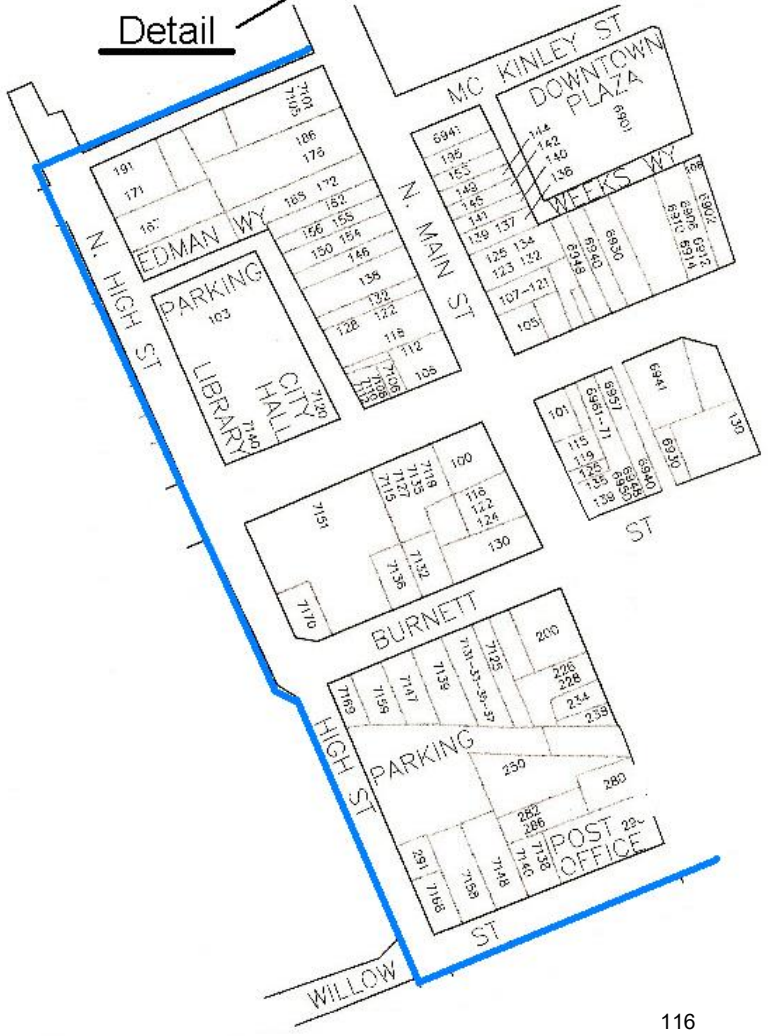


## EXHIBIT A

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.



Detail



City of Sebastopol  
**BUSINESS  
IMPROVEMENT  
AREA**

 Area Boundary

**SUMMARY - SPECIAL REVENUE FUNDS  
2019-20 ADOPTED BUDGET**

	Gas Tax Fund	Road Maintenance & Rehabilitation (SB1)	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	Asset Forfeiture Fund	Park In Lieu Fee	Traffic Impact Fee	Utility Underground Fee	Total	
<b>REVENUES</b>																			
Taxes/Assessments			\$ 55,000	\$ 80,500							\$ 8,000							\$ 143,500	
Intergovernmental	200,800	137,500			191,500				142,700				110,000		184,943			967,443	
Interest and rentals			1,500						1,500			500			1,500	3,700	1,000	9,700	
Licenses, permits and fees							5,000	8,000	8,000	6,000		5,000			33,000	24,000		89,000	
Donations						855												855	
Total revenues	200,800	137,500	56,500	80,500	191,500	855	5,000	8,000	152,200	6,000	8,000	5,500	110,000		219,443	27,700	1,000	1,210,498	
<b>EXPENDITURES</b>																			
Departments:																			
General government					281,500		93,000			6,500									381,000
Police Services													118,300					118,300	
Fire Services																			
Public Works	177,500	250,000																	427,500
Capital Projects			210,000	105,000												227,335		1,082,732	
Community Development																		150,700	
Debt Service																		31,470	
Total Expenditures	177,500	250,000	210,000	105,000	281,500		93,000		142,700	6,500	8,000		118,300		571,867	227,335		2,191,702	
EXCESS OF REVENUES																			
OVER EXPENDITURES	23,300	(112,500)	(153,500)	(24,500)	(90,000)	855	(88,000)	8,000	9,500	(500)		5,500	(8,300)		(352,424)	(199,635)	1,000	(981,204)	
<b>OTHER FINANCING SOURCES (USES)</b>																			
Transfers in																			8,300
Transfers out																			
Total other financing sources (uses)																			8,300
<b>NET CHANGE IN FUND BALANCES</b>	23,300	(112,500)	(153,500)	(24,500)	(90,000)	855	(88,000)	8,000	9,500	(500)		5,500	(8,300)		(352,424)	(199,635)	1,000	(972,904)	
<b>FUND BALANCE ESTIMATED BEGINNING OF THE YEAR</b>	6,958	132,055	212,506	25,000	9	6,702	129,426	92,008	150,781	21,086	941	74,619	10	1,573	168,876	335,742	233,172	1,591,464	
<b>FUND BALANCE ESTIMATED END OF YEAR</b>	\$ 30,258	\$ 19,555	\$ 59,006	\$ 500	\$ (89,991)	\$ 7,557	\$ 41,426	\$ 100,008	\$ 160,281	\$ 20,586	\$ 941	\$ 80,119	\$ 10	\$ 1,573	\$ (183,548)	\$ 136,107	\$ 234,172	\$ 618,560	

# GAS TAX FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/(DEC)	% CHANGE
<b>OPERATING REVENUE</b>								
Intergovernmental	\$ 149,947	\$ 157,941	\$ 171,700	\$ 171,700	\$ 162,800	\$ 200,800	\$ 29,100	16.9%
Other Income	-	-	-	-	-	-	-	
Interest Earnings	(2)	-	-	-	-	-	-	
Transfer In	-	33,772	32,500	32,500	-	-	(32,500)	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 149,945</b>	<b>\$ 191,713</b>	<b>\$ 204,200</b>	<b>\$ 204,200</b>	<b>\$ 162,800</b>	<b>\$ 200,800</b>	<b>\$ (3,400)</b>	<b>-1.7%</b>
<b>OPERATING EXPENSES</b>								
Salaries & Benefits <sup>a</sup>	\$ 174,026	\$ 137,586	\$ 138,350	\$ 138,350	\$ 140,300	\$ 162,200	\$ 23,850	17.2%
Services & Supplies	3,619	-	3,000	3,000	3,000	3,000	-	0.0%
Contract Services	-	-	-	-	-	-	-	0.0%
Vehicle Maintenance	-	3,000	-	-	-	-	-	0.0%
Utilities	12,890	5,610	6,600	6,600	6,600	6,600	-	0.0%
Allocated Insurance	-	6,344	-	-	5,700	5,700	5,700	#DIV/0!
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 190,535</b>	<b>\$ 152,540</b>	<b>\$ 147,950</b>	<b>\$ 147,950</b>	<b>\$ 155,600</b>	<b>\$ 177,500</b>	<b>\$ 29,550</b>	<b>20.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (40,590)</b>	<b>\$ 39,173</b>	<b>\$ 56,250</b>	<b>\$ 56,250</b>	<b>\$ 7,200</b>	<b>\$ 23,300</b>	<b>\$ (32,950)</b>	
Addition/(Use) of Reserves	\$ (40,590)	\$ 39,173	\$ 56,250	\$ 56,250	\$ 7,200	\$ 23,300		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 1,175	\$ (39,415)	\$ (242)	\$ (242)	\$ (242)	\$ 6,958		
Ending Fund Balance (Estimated)	\$ (39,415)	\$ (242)	\$ 56,008	\$ 56,008	\$ 6,958	\$ 30,258		

<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	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Year-End	2019-20 Adopted Budget
200-4103-4010	Salaries <sup>1</sup> (1.6 FTE)	116,509	84,093	90,050	90,050	95,600	109,700
200-4103-4100	Benefits <sup>2</sup>	57,517	53,493	42,600	42,600	42,000	52,500
200-4103-4210	Contract Services	-	-	-	-	-	-
200-4103-4330	Misc. Supplies & Services <sup>3</sup>	3,618	-	3,000	3,000	3,000	3,000
200-4103-4380	Vehicle Maintenance	-	3,000	-	-	-	-
200-4103-4710	Utilites	12,890	5,610	6,600	6,600	6,600	6,600
200-4103-4997	Allocated Workers' Comp Insurance	-	6,344	-	-	5,700	5,700
<b>TOTAL DEPARTMENT</b>		<b>190,534</b>	<b>152,540</b>	<b>142,250</b>	<b>142,250</b>	<b>152,900</b>	<b>177,500</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

<sup>3</sup> 200-4103-4120	Barricades, misc tools & equipment	3,500
	Sidewalk repairs (co-op program)	2,500
	Total	<u>6,000</u>

# ROAD MAINTENANCE & REHABILITATION (SB1)



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/(DEC)	% CHANGE
<u>OPERATING REVENUE</u>								
Intergovernmental	\$ -	\$ 43,553	\$ 100,000	\$ 100,000	\$ 132,100	\$ 137,500	\$ 37,500	37.5%
Other Income	-	-	-	-	-	-	-	100.0%
Interest Earnings	-	(45)	-	-	-	-	-	
Transfer In	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 43,508</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 132,100</b>	<b>\$ 137,500</b>	<b>\$ 37,500</b>	<b>37.5%</b>
<u>OPERATING EXPENSES</u>								
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Community Development	-	-	-	-	-	-	-	0.0%
Public Works	-	-	-	-	-	-	-	0.0%
Capital Projects	-	43,553	100,000	100,000	-	250,000	150,000	100.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ 43,553</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 150,000</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ (45)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 132,100</b>	<b>\$ (112,500)</b>	<b>\$ (112,500)</b>	
Addition/(Use) of Reserves	\$ -	\$ (45)	\$ -	\$ -	\$ 132,100	\$ (112,500)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ -	\$ -			\$ (45)	\$ 132,055		
Ending Fund Balance (Estimated)	\$ -	\$ (45)			\$ 132,055	\$ 19,555		

# MEASURE M TRANSPORTATION TAX FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ 57,935	\$ 55,791	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest Earnings	2,127	1,292	1,500	1,500	1,500	1,500	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 60,062</b>	<b>\$ 57,083</b>	<b>\$ 56,500</b>	<b>\$ 56,500</b>	<b>\$ 56,500</b>	<b>\$ 56,500</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Capital Projects	127,011	128,065	45,541	45,541	-	210,000	164,459	361.1%
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 127,011</b>	<b>\$ 128,065</b>	<b>\$ 45,541</b>	<b>\$ 45,541</b>	<b>\$ -</b>	<b>\$ 210,000</b>	<b>\$ 164,459</b>	<b>361.1%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (66,949)</b>	<b>\$ (70,982)</b>	<b>\$ 10,959</b>	<b>\$ 10,959</b>	<b>\$ 56,500</b>	<b>\$ (153,500)</b>	<b>\$ (164,459)</b>	<b>-1500.7%</b>
Addition/(Use) of Reserves	\$ (66,949)	\$ (70,982)	\$ 10,959	\$ 10,959	\$ 56,500	\$ (153,500)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 293,937	\$ 226,988			\$ 156,006	\$ 212,506		
Ending Fund Balance (Estimated)	\$ 226,988	\$ 156,006			\$ 212,506	\$ 59,006		



# MEASURE M PARKS IMPROVEMENT FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 80,000	\$ 80,000	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest Earnings	-	-	-	-	-	500	500	
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 80,500</b>	<b>\$ 80,500</b>	
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Capital Projects	-	-	-	-	-	105,000	105,000	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,000</b>	<b>\$ 105,000</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ (24,500)</b>	<b>\$ (24,500)</b>	
Addition/(Use) of Reserves	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ (24,500)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ -	\$ -			\$ -	\$ 25,000		
Ending Fund Balance (Estimated)	\$ -	\$ -			\$ 25,000	\$ 500		



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -					\$ -	
Intergovernmental	72,240	215,767	37,000	37,000	38,310	191,500	154,500	417.6%
Charges for services	-	-	-	-	-	-	-	
Interest Earnings	-	111	-	-	-	-	-	
Miscellaneous	-		135,600	135,600	-	135,000	(600)	-0.4%
Transfer in	-	67,450	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 72,240</b>	<b>\$ 283,328</b>	<b>\$ 172,600</b>	<b>\$ 172,600</b>	<b>\$ 38,310</b>	<b>\$ 326,500</b>	<b>\$ 153,900</b>	<b>89.2%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Capital Projects	72,746	284,597	11,130	11,130	38,310	281,500	270,370	2429.2%
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	135,600	135,600	-	-	(135,600)	-100.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 72,746</b>	<b>\$ 284,597</b>	<b>\$ 146,730</b>	<b>\$ 146,730</b>	<b>\$ 38,310</b>	<b>\$ 281,500</b>	<b>\$ 134,770</b>	<b>91.8%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (506)</b>	<b>\$ (1,269)</b>	<b>\$ 25,870</b>	<b>\$ 25,870</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 19,130</b>	<b>73.9%</b>
Addition/(Use) of Reserves	\$ (506)	\$ (1,269)	\$ 25,870	\$ 25,870	\$ -	\$ 45,000		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 1,784	\$ 1,278			\$ 9	\$ 9		
Ending Fund Balance (Estimated)	\$ 1,278	\$ 9			\$ 9	\$ 45,009		



# HUMAN SERVICES & COMMUNITY FUND

DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest Earnings	32	29	-	-	-	-	-	
Miscellaneous	840	855	800	800	855	855	55	6.9%
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 872</b>	<b>\$ 884</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 855</b>	<b>\$ 855</b>	<b>\$ 55</b>	<b>6.9%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
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>\$ -</b>	<b>\$ -</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ 872</b>	<b>\$ 884</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 855</b>	<b>\$ 855</b>	<b>\$ 55</b>	<b>6.9%</b>
Addition/(Use) of Reserves	\$ 872	\$ 884	\$ 800	\$ 800	\$ 855	\$ 855		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 4,090	\$ 4,963			\$ 5,847	\$ 6,702		
Ending Fund Balance (Estimated)	\$ 4,962	\$ 5,847			\$ 6,702	\$ 7,557		

# ART IN LIEU FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<b>OPERATING REVENUE</b>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Intergovernmental	-	-	-	-		-	-	
Charges for services	802	740	5,000	5,000	5,000	5,000	-	0.0%
Interest Earnings	18,539	4,635	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 19,341</b>	<b>\$ 5,375</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>								
General Government	\$ 221		-	-	2,000 <sup>a)</sup>	93,000 <sup>b)</sup>	93,000	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 221</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 93,000</b>	<b>\$ 93,000</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ 19,120</b>	<b>\$ 5,375</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 3,000</b>	<b>\$ (88,000)</b>	<b>\$ (93,000)</b>	<b>-1860.0%</b>
Addition/(Use) of Reserves	\$ 19,120	\$ 5,375	\$ 5,000	\$ 5,000	\$ 3,000	\$ (88,000)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 101,931	\$ 121,051			\$ 126,426	\$ 129,426		
Ending Fund Balance (Estimated)	\$ 121,051	\$ 126,426			\$ 129,426	\$ 41,426		

<sup>a)</sup> 2018-19 year end estimate includes \$2,000 for honorarium for Library art piece RFP Finalists

<sup>b)</sup> FY2019-20 Budget includes:

- 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.)
- 3) \$5,000 for potential sponsorship of a new art project by the City.

# HOUSING LINKAGE FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Intergovernmental	-	-	-	-		-	-	
Charges for services	15,755	5,008	8,000	8,000	8,000	8,000	-	0.0%
Interest Earnings	600	576	-	-		-	-	
Miscellaneous	-	-	-	-		-	-	
Transfer in	-	-	-	-		-	-	
<b>TOTAL REVENUE</b>	<b>\$ 16,355</b>	<b>\$ 5,584</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	15,019	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ 15,019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ 16,355</b>	<b>\$ (9,435)</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ 16,355	\$ (9,435)	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 77,088	\$ 93,443			\$ 84,008	\$ 92,008		
Ending Fund Balance (Estimated)	\$ 93,443	\$ 84,008			\$ 92,008	\$ 100,008		

# INCLUSIONARY HOUSING FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	142,700	142,700	
Charges for services	-	-	8,000	8,000	-	8,000	-	0.0%
Interest Earnings	2,131	1,624	1,500	1,500	1,500	1,500	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	135,600	135,600	135,600	-	(135,600)	-100.0%
<b>TOTAL REVENUE</b>	<b>\$ 2,131</b>	<b>\$ 1,624</b>	<b>\$ 145,100</b>	<b>\$ 145,100</b>	<b>\$ 137,100</b>	<b>\$ 152,200</b>	<b>\$ 7,100</b>	<b>4.9%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	142,700	142,700	
Community Development	26,141	-	138,000	138,000	167,000	-	(138,000)	-100.0%
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	83,126	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 26,141</b>	<b>\$ 83,126</b>	<b>\$ 138,000</b>	<b>\$ 138,000</b>	<b>\$ 167,000</b>	<b>\$ 142,700</b>	<b>\$ 4,700</b>	<b>3.4%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (24,010)</b>	<b>\$ (81,502)</b>	<b>\$ 7,100</b>	<b>\$ 7,100</b>	<b>\$ (29,900)</b>	<b>\$ 9,500</b>	<b>\$ 2,400</b>	<b>33.8%</b>
Addition/(Use) of Reserves	\$ (24,010)	\$ (81,502)	\$ 7,100	\$ 7,100	\$ (29,900)	\$ 9,500		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 286,193	\$ 262,183			\$ 180,681	\$ 150,781		
Ending Fund Balance (Estimated)	\$ 262,183	\$ 180,681			\$ 150,781	\$ 160,281		

# BUILDING PERMIT INCREMENTAL FEE FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	4,743	6,773	6,000	6,000	6,000	6,000	-	0.0%
Interest Earnings	158	124	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 4,901</b>	<b>\$ 6,897</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	5,367	7,807	7,000	7,000	7,000	6,500	(500)	-7.1%
Community Development	-	-	-	-	-	-	-	
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 5,367</b>	<b>\$ 7,807</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 6,500</b>	<b>\$ (500)</b>	<b>-7.1%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (466)</b>	<b>\$ (910)</b>	<b>\$ (1,000)</b>	<b>\$ (1,000)</b>	<b>\$ (1,000)</b>	<b>\$ (500)</b>	<b>\$ 500</b>	<b>-50.0%</b>
Addition/(Use) of Reserves	\$ (466)	\$ (910)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (500)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 23,462	\$ 22,996			\$ 22,086	\$ 21,086		
Ending Fund Balance (Estimated)	\$ 22,996	\$ 22,086			\$ 21,086	\$ 20,586		

# BUSINESS IMPROVEMENT DISTRICT



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes/Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	6,069	8,949	7,500	7,500	7,500	8,000	500	6.7%
Interest Earnings	59	(2)	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 6,128</b>	<b>\$ 8,947</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 8,000</b>	<b>\$ 500</b>	<b>6.7%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
Community Development	5,938	7,000	12,000	12,000	15,600	8,000	(4,000)	-33.3%
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 5,938</b>	<b>\$ 7,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 15,600</b>	<b>\$ 8,000</b>	<b>\$ (4,000)</b>	<b>-33.3%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 190</b>	<b>\$ 1,947</b>	<b>\$ (4,500)</b>	<b>\$ (4,500)</b>	<b>\$ (8,100)</b>	<b>\$ -</b>	<b>\$ 4,500</b>	<b>-100.0%</b>
Addition/(Use) of Reserves	\$ 190	\$ 1,947	\$ (4,500)	\$ (4,500)	\$ (8,100)	\$ -		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 6,904	\$ 7,094			\$ 9,041	\$ 941		
Ending Fund Balance (Estimated)	\$ 7,094	\$ 9,041			\$ 941	\$ 941		

# ASSET FORFEITURE FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental	-	88	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-	-
Miscellaneous	713	100	-	-	-	-	-	-
Transfer in	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 713</b>	<b>\$ 188</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	-
Community Development	-	-	-	-	-	-	-	-
Police Services	129	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-	-
Non Departmental	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 129</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 584</b>	<b>\$ 188</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Addition/(Use) of Reserves	\$ 584	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Beginning Fund Balance (Estimated)	\$ 801	\$ 1,385			\$ 1,573	\$ 1,573		
Ending Fund Balance (Estimated)	\$ 1,385	\$ 1,573			\$ 1,573	\$ 1,573		



# GENERAL PLAN UPDATE FEE FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Intergovernmental	-	-	-		-	-	-	
Charges for services	18,609	8,465	5,000	5,000	5,200	5,000	-	0.0%
Interest Earnings	302	367	200	200	500	500	300	150.0%
Miscellaneous	-	-	-		-	-	-	
Transfer in	-	-	-		-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 18,911</b>	<b>\$ 8,832</b>	<b>\$ 5,200</b>	<b>\$ 5,200</b>	<b>\$ 5,700</b>	<b>\$ 5,500</b>	<b>\$ 300</b>	<b>5.8%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
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>\$ -</b>	<b>\$ -</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ 18,911</b>	<b>\$ 8,832</b>	<b>\$ 5,200</b>	<b>\$ 5,200</b>	<b>\$ 5,700</b>	<b>\$ 5,500</b>	<b>\$ 300</b>	<b>5.8%</b>
Addition/(Use) of Reserves	\$ 18,911	\$ 8,832	\$ 5,200	\$ 5,200	\$ 5,700	\$ 5,500		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 41,176	\$ 60,087			\$ 68,919	\$ 74,619		
Ending Fund Balance (Estimated)	\$ 60,087	\$ 68,919			\$ 74,619	\$ 80,119		

# SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	114,380	111,887	100,000	100,000	110,000	110,000	10,000	10.0%
Charges for services	-	-	-	-	-	-	-	
Interest Earnings	3	-	100	100	-	-	(100)	-100.0%
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	17,048	-	10,000	10,000	12,500	8,300	(1,700)	-17.0%
<b>TOTAL REVENUE</b>	<b>\$ 131,431</b>	<b>\$ 111,887</b>	<b>\$ 110,100</b>	<b>\$ 110,100</b>	<b>\$ 122,500</b>	<b>\$ 118,300</b>	<b>\$ 8,200</b>	<b>7.4%</b>
<u>OPERATING EXPENSES</u>								
General Government							-	
Community Development	-	-	-	-	-	-	-	
Police Service	131,429	112,819	130,550	130,550	145,000	118,300	(12,250)	-9.4%
Public Works	-	-	-	-	-	-	-	
Non Departmental	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 131,429</b>	<b>\$ 112,819</b>	<b>\$ 130,550</b>	<b>\$ 130,550</b>	<b>\$ 145,000</b>	<b>\$ 118,300</b>	<b>\$ (12,250)</b>	<b>-9.4%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 2</b>	<b>\$ (932)</b>	<b>\$ (20,450)</b>	<b>\$ (20,450)</b>	<b>\$ (22,500)</b>	<b>\$ -</b>	<b>\$ 20,450</b>	<b>-100.0%</b>
Addition/(Use) of Reserves	\$ 2	\$ (932)	\$ (20,450)	\$ (20,450)	\$ (22,500)	\$ -		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 23,440	\$ 23,442			\$ 22,510	\$ 10		
Ending Fund Balance (Estimated)	\$ 23,442	\$ 22,510			\$ 10	\$ 10		

***Detail - Supplemental Law Enforcement Service Fund (SLESF)***  
**Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Estimated Actual</b>	<b>2019-20 Adopted Budget</b>
209-3202-4010	Salaries	75,614	61,528	76,100	76,100	76,100	89,600
209-3202-4102	Uniform Allowances	950	950	950	950	950	1,000
209-3202-4103	Holiday Pay	5,240	571	6,600	6,600	6,600	7,750
209-3202-4100	Benefits	49,625	49,770	50,900	50,900	50,900	19,950
<b>TOTAL DEPARTMENT</b>		<b>131,429</b>	<b>112,819</b>	<b>134,550</b>	<b>134,550</b>	<b>134,550</b>	<b>118,300</b>

# PARK IN LIEU FEE FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Charges for services	41,710	\$ 35,910	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ -	0.0%
Intergovernmental		-	121,500	121,500	-	200,000	78,500	64.6%
Interest Earnings	2,448	1,696	1,500	1,500	1,500	1,500	-	0.0%
Intergovernmental Grant - Open Space	-	-	-	-	-	126,943	126,943	
Miscellaneous Contributions	-	-	-	-	-	58,000	58,000	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 44,158</b>	<b>\$ 37,606</b>	<b>\$ 156,000</b>	<b>\$ 156,000</b>	<b>\$ 34,500</b>	<b>\$ 419,443</b>	<b>\$ 263,443</b>	<b>168.9%</b>
<u>OPERATING EXPENSES</u>								
Public Works	-	-	-	-	-	-	-	
Capital Projects	-	-	174,900	174,900	10,090	540,397	365,497	209.0%
Debt Service	31,490	31,470	31,470	31,470	31,470	31,470	-	0.0%
Transfer out	-	94,683	-	-	-	-	(94,683)	-100.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 31,490</b>	<b>\$ 126,153</b>	<b>\$ 206,370</b>	<b>\$ 206,370</b>	<b>\$ 41,560</b>	<b>\$ 571,867</b>	<b>\$ 365,497</b>	<b>177.1%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ 12,668</b>	<b>\$ (88,547)</b>	<b>\$ (50,370)</b>	<b>\$ (50,370)</b>	<b>\$ (7,060)</b>	<b>\$ (152,424)</b>	<b>\$ (102,054)</b>	<b>202.6%</b>
Addition/(Use) of Reserves	\$ 12,668	\$ (88,547)	\$ (50,370)	\$ (50,370)	\$ (7,060)	\$ (152,424)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 251,815	\$ 264,483			\$ 175,936	\$ 168,876		
Ending Fund Balance (Estimated)	\$ 264,483	\$ 175,936			\$ 168,876	\$ 16,452		

# TRAFFIC IMPACT FEE FUND



DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	50,000	-	-	
Charges for services	53,156	36,556	24,000	24,000	32,000	24,000	-	0.0%
Interest Earnings	7,954	5,764	3,700	3,700	3,700	3,700	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	1,235	58,842	58,842	8,842	-	(58,842)	-100.0%
<b>TOTAL REVENUE</b>	<b>\$ 61,110</b>	<b>\$ 43,555</b>	<b>\$ 86,542</b>	<b>\$ 86,542</b>	<b>\$ 94,542</b>	<b>\$ 27,700</b>	<b>\$ (58,842)</b>	<b>-68.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
Community Development	-	-	-	-	-	-	-	
Public Works	27,475	-	-	-	-	-	-	
Capital Projects	184,285	450,901	511,171	511,171	253,589	227,335	(283,836)	-55.5%
Debt Service	-	-	-	-	-	-	-	
Transfer out	-	-	-	-	-	-	-	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 211,760</b>	<b>\$ 450,901</b>	<b>\$ 511,171</b>	<b>\$ 511,171</b>	<b>\$ 253,589</b>	<b>\$ 227,335</b>	<b>\$ (283,836)</b>	<b>-55.5%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (150,650)</b>	<b>\$ (407,346)</b>	<b>\$ (424,629)</b>	<b>\$ (424,629)</b>	<b>\$ (159,047)</b>	<b>\$ (199,635)</b>	<b>\$ 224,994</b>	<b>-53.0%</b>
Addition/(Use) of Reserves	\$ (150,650)	\$ (407,346)	\$ (424,629)	\$ (424,629)	\$ (159,047)	\$ (199,635)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 1,052,785	\$ 902,135			\$ 494,789	\$ 335,742		
Ending Fund Balance (Estimated)	\$ 902,135	\$ 494,789			\$ 335,742	\$ 136,107		



# UTILITY UNDERGROUND FEE FUND

DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget	\$ INCR/ (DECR)	% INCR / (DECR)
<u>OPERATING REVENUE</u>								
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	-	-	-	
Charges for services	-	-	-	-	-	-	-	
Interest Earnings	1,751	1,354	1,000	1,000	1,000	1,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	-	
Transfer in	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 1,751</b>	<b>\$ 1,354</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
General Government	-	-	-	-	-	-	-	
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>\$ -</b>	<b>\$ -</b>	
<b>NET BUDGETARY RESULT</b>	<b>\$ 1,751</b>	<b>\$ 1,354</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0.0%</b>
Addition/(Use) of Reserves	\$ 1,751	\$ 1,354	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ 229,067	\$ 230,818			\$ 232,172	\$ 233,172		
Ending Fund Balance (Estimated)	\$ 230,818	\$ 232,172			\$ 233,172	\$ 234,172		

# INSURANCE FUND



DESCRIPTION	FY 16-17 ACTUALS	FY 17-18 ACTUALS	FY 18-19 ADOPTED	FY 18-19 ADJUSTED	FY 18-19 ESTIMATES	FY 19-20 ADOPTED	\$INC/(DEC)	% CHANGE
<b>OPERATING REVENUE</b>								
Charges for Services - Liability Insurance	\$ 374,045	\$ 137,945	\$ 347,275	\$ 347,275	\$ 347,275	\$ 364,600	\$ 17,325	5.0%
Charges for Services - W/C Insurance		248,483	305,250	305,250	305,250	\$ 352,500		
Charges for Services - Benefits	1,757,767	1,495,121	2,349,300	2,349,300	2,349,300	-	(2,349,300)	-100.0%
Other Income	-	-	-	-	-	-	-	0.0%
Interest Earnings	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 2,131,812</b>	<b>\$ 1,881,549</b>	<b>\$ 3,001,825</b>	<b>\$ 3,001,825</b>	<b>\$ 3,001,825</b>	<b>\$ 717,100</b>	<b>\$ (2,284,725)</b>	<b>-76.1%</b>
<b>OPERATING EXPENSES</b>								
REMIF - Liability Insurance	\$ 228,957	\$ 137,941	\$ 347,275	\$ 347,275	\$ 347,275	\$ 364,600	\$ 17,325	5.0%
REMIF - Workers' Comp Insurance	145,088	248,461	305,250	305,250	305,250	352,500	47,250	15.5%
Health Insurance	565,550	354,844	718,900	718,900	718,900	-	(718,900)	-100.0%
Dental Insurance	71,977	73,296	120,000	120,000	120,000	-	(120,000)	-100.0%
Vision Insurance	16,473	14,390	20,000	20,000	20,000	-	(20,000)	-100.0%
Retirement Benefits	1,007,894	974,444	1,393,000	1,393,000	1,393,000	-	(1,393,000)	-100.0%
Other Benefits	95,873	78,173	97,400	97,400	97,400	-	(97,400)	-100.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 2,131,812</b>	<b>\$ 1,881,549</b>	<b>\$ 3,001,825</b>	<b>\$ 3,001,825</b>	<b>\$ 3,001,825</b>	<b>\$ 717,100</b>	<b>\$ (2,284,725)</b>	<b>-76.1%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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)	\$ -	\$ 1,049			\$ 1,049	\$ 1,049		
Ending Fund Balance (Estimated)	\$ 1,049	\$ 1,049			\$ 1,049	\$ 1,049		

**Detail - Liability Insurance  
Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Estimated Actual</b>	<b>2019-20 Adopted Budget</b>
601-0000-4996	Allocated Liability Insurance	(238,802)	(205,408)	(347,275)	(347,275)	(347,275)	(364,600)
601-0000-4192	Liability Premium	148,966	131,089	210,025	210,025	210,025	262,000
601-0000-4193	Liability Deductible	29,046	6,852	33,000	33,000	33,000	25,600
601-0000-4194	Environmental Pollution Ins.	2,499	623	6,050	6,050	6,050	1,000
601-0000-4195	Cyber Risk & Safety Services	-	6,764	11,000	11,000	11,000	7,000
601-0000-4196	Property Premium	14,144	14,855	16,500	16,500	16,500	17,000
601-0000-4197	Vehicle Insurance	10,613	12,470	16,500	16,500	16,500	17,000
601-0000-4198	Earthquake & Flood	33,534	32,755	52,000	52,000	52,000	35,000
601-0000-4199	Boiler & Machinery Insurance	-	-	2,200	2,200	2,200	-
<b>TOTAL</b>		-	-	-	-	-	-



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

<b>Account Number</b>	<b>Description</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Estimated Actual</b>	<b>2019-20 Adopted Budget</b>
601-0000-4997	Allocated Workers' Comp Insurance	(232,382)	(248,461)	(305,250)	(305,250)	(305,250)	(352,500)
601-0000-4190	Worker's Compensation Premium	203,336	191,456	255,250	255,250	255,250	312,000
601-0000-4191	Worker's Comp Deductible	29,046	57,005	50,000	50,000	50,000	40,500
<b>TOTAL</b>		-	-	-	-	-	-



# VEHICLE REPLACEMENT FUND

DESCRIPTION	FY 16-17 ACTUALS	FY 17-18 ACTUALS	FY 18-19 ADOPTED	FY 18-19 ADJUSTED	FY 18-19 ESTIMATES	FY 19-20 ADOPTED	\$INC/(DEC)	% CHANGE
<u>OPERATING REVENUE</u>								
Charges for Services - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Other Income	-	-	14,800	14,800	15,790	-	(14,800)	100.0%
Interest Earnings	-	-	-	-	-	-	-	0.0%
Transfer In	-	-	135,300	135,300	135,300	35,400	(99,900)	0.0%
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,100</b>	<b>\$ 150,100</b>	<b>\$ 151,090</b>	<b>\$ 35,400</b>	<b>\$ (114,700)</b>	<b>-76.4%</b>
<u>OPERATING EXPENSES</u>								
Building- Vehicle Purchase		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Fire - Vehicle Purchase	\$ -	-	40,000	40,000	40,000	-	(40,000)	-100.0%
Police - Vehicle Purchase	-	-	77,400	77,400	77,400	35,400	(42,000)	-54.3%
Public Works - Vehicle Purchase	-	-	32,700	32,700	32,700	-	(32,700)	-100.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,100</b>	<b>\$ 150,100</b>	<b>\$ 150,100</b>	<b>\$ 35,400</b>	<b>\$ (114,700)</b>	<b>-76.4%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 990</b>	<b>\$ -</b>	<b>\$ -</b>	
Addition/(Use) of Reserves	\$ -	\$ -	\$ -	\$ -	\$ 990	\$ -		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ -	\$ -			\$ -	\$ 990		
Ending Fund Balance (Estimated)	\$ -	\$ -			\$ 990	\$ 990		

***Detail -Vehicle***  
**Budget Expenditures**

<b>Account Number</b>	<b>Description</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Adopted Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Estimated Actual</b>	<b>2019-20 Adopted Budget</b>
602-2202-5100	Building - Vehicle Purchase	-	-	-	-	-	-
602-3102-5100	Fire - Vehicle Purchase	-	-	40,000	40,000	40,000	-
602-3202-5100	Police - Vehicle Purchase	-	-	77,400	77,400	77,400	35,400
602-4202-5100	Public Works - Vehicle Purchase	-	-	32,700	32,700	32,700	-
<b>TOTAL</b>		-	-	<b>150,100</b>	<b>150,100</b>	<b>150,100</b>	<b>35,400</b>

# BUILDING INFRASTRUCTURE REPLACEMENT FUND



DESCRIPTION	FY 16-17 ACTUALS	FY 17-18 ACTUALS	FY 18-19 ADOPTED	FY 18-19 ADJUSTED	FY 18-19 ESTIMATES	FY 19-20 ADOPTED	\$INC/(DEC)	% CHANGE
<u>OPERATING REVENUE</u>								
Charges for Services - Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Other Income	-	-	-	-	-	-	-	0.0%
Interest Earnings	-	-	-	-	-	-	-	0.0%
Transfer In	-	-	-	-	-	435,100	435,100	0.0%
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 435,100</b>	<b>\$ 435,100</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
Police - Building Maintenance	-	-	-	-	-	10,100	10,100	100.0%
Public Works - Building Maintenance	-	-	-	-	-	44,000	44,000	100.0%
Government Building - Building Maintena	-	-	-	-	-	10,500	10,500	200.0%
Senior Cntr - Building Maintenance	-	-	-	-	-	21,500	21,500	100.0%
SCCC - Building Maintenance	-	-	-	-	-	300,000	300,000	100.0%
Pool- Building Maintenance	-	-	-	-	-	49,000	49,000	100.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 435,100</b>	<b>\$ 435,100</b>	<b>100.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Addition/(Use) of Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance (Estimated)	\$ -	\$ -			\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ -	\$ -			\$ -	\$ -		

**Detail-Building, Facilities & Infrastructure  
Budget Expenditures**

Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
603-3202-5100	Police - Building Maintenance	-	-	-	-	-	10,100 <sup>1</sup>
603-4202-5100	Public Works - Building Maintenance	-	-	-	-	-	44,000 <sup>2</sup>
603-4206-5100	Government Building - Building Maintenance						10,500 <sup>3</sup>
603-4002-5100	Senior Cntr - Building Maintenance	-	-	-	-	-	21,500 <sup>4</sup>
603-4202-5100	SCCC - Building Maintenance	-	-	-	-	-	300,000 <sup>5</sup>
603-4302-5100	Pool- Building Maintenance	-	-	-	-	-	49,000 <sup>6</sup>
<b>TOTAL</b>		-	-	-	-	-	<b>435,100</b>

Item	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
1	Police Department Exterior Painting						10,100
2	Corp Yard Exterior Painting						33,500
	Corp Yard Fence						10,500
3	Wischemann Hall Roof/Gutter Replacement Contribution						9,000
	Burbank Roof Signage Contribution						1,500
4	Senior Ctr Exterior Painting						15,000
	Senior Ctr Dry Rot Window Sills Repair						2,000
	Senior Ctr Security Gate Rear Stairs						4,500
5	SCCC Roof						200,000
	SCCC Roof Extra						100,000
6	Replacement of Internal Filter Media and Filter Plumbing						49,000
	<b>Total</b>						<b>435,100</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 Budget Accomplishments in 2018-2019**

- Replacement of one 5-yard dump truck
- Replacement of water leak locator/detection sounder
- Purchase and initial implementation of SEMS Asset Management and Work Order Software
- Funding of OSHA training and compliance updates
- Allocation of funding for additional certificate incentives for two water and sewer Public Works staff

### **Major Budget Changes for Water and Wastewater in 2019-2020**

- Replacement of two pickup trucks per vehicle replacement schedule
- Installation of solar array efficiency monitoring equipment
- Purchase of water/sewer valve exerciser
- replacement of reservoir cathodic rectifiers
- Engineering grade audit for water meter/facilities efficiency improvements
- Additional certificate incentives for three water and sewer Public Works staff

# WATER FUND - COMBINED FINANCIAL REPORTING



DESCRIPTION	FY 16-17 ACTUALS	FY 17-18 ACTUALS	FY 18-19 ADOPTED	FY 18-19 ADJUSTED	FY 18-19 ESTIMATES	FY 19-20 ADOPTED	\$ INC/(DEC)	% CHANGE
<b>OPERATING REVENUE</b>								
Charges for Services								
Residential	\$ 1,860,043	1,765,553	1,700,000	\$ 1,760,000	\$ 1,760,000	\$ 1,760,000	\$ -	0.00%
Commercial	524,767	467,637	510,000	468,000	468,000	468,000	-	0.00%
Other Income	49,983	37,034	45,000	37,000	37,000	37,000	-	0.00%
Interest Earnings	13,049	14,540	10,000	14,000	14,000	14,000	-	0.00%
<b>TOTAL</b>	<b>\$ 2,447,842</b>	<b>\$ 2,284,764</b>	<b>\$ 2,265,000</b>	<b>\$ 2,279,000</b>	<b>\$ 2,279,000</b>	<b>\$ 2,279,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Benefits	\$ 361,275	\$ 335,702	\$ 397,600	\$ 397,600	\$ 397,600	\$ 404,400	\$ 6,800	1.71%
Contracted Services	63,113	164,870	88,800	116,800	116,800	108,900	(7,900)	-6.76%
Services & Supplies	153,622	146,242	180,650	176,150	177,200	177,350	1,200	0.68%
Training / Meetings / Travels	8,064	4,553	9,000	9,000	9,000	9,000	-	0.00%
Telecommunicatons	5,324	4,957	6,550	6,550	6,550	6,750	200	3.05%
Utilites	131,352	144,236	162,000	162,000	164,000	196,000	34,000	20.99%
Allocated Insurance	19,079	24,275	39,350	39,350	39,350	46,200	6,850	17.41%
Capital Outlay	-	4,375	36,200	194,200	194,200	55,800	(138,400)	-71.27%
<b>TOTAL</b>	<b>741,829</b>	<b>829,210</b>	<b>920,150</b>	<b>1,101,650</b>	<b>1,104,700</b>	<b>1,004,400</b>	<b>(97,250)</b>	<b>-8.83%</b>
<b>OTHER SOURCES/(USES)</b>								
G & A Allocation - City Council	\$ 29,987	\$ 23,590	\$ 26,284	\$ 26,284	\$ 26,284	\$ 29,468	\$ 3,184	12.11%
G & A Allocation - City Manager	35,588	36,740	43,640	43,640	43,640	44,960	1,320	3.02%
G & A Allocation - City Attorney	6,851	6,802	7,168	7,168	7,168	7,375	207	2.89%
G & A Allocation - City Clerk	20,586	20,895	23,290	23,290	23,290	25,794	2,504	10.75%
G & A Allocation - Finance	218,500	296,901	338,363	349,763	349,763	381,834	32,071	9.17%
G & A Allocation - Planning	20,431	22,280	25,555	25,555	25,555	26,593	1,038	4.06%
G & A Allocation - Building	31,016	30,192	33,943	33,943	33,943	41,132	7,189	21.18%
G & A Allocation - Engineering	89,804	96,917	96,815	96,815	96,815	106,998	10,183	10.52%
G & A Allocation - Fire	57,113	67,300	61,451	61,451	61,451	75,891	14,440	23.50%
G & A Allocation - PW Corp Yard	170,404	203,894	213,528	213,528	213,528	218,832	5,304	2.48%
G & A Allocation - PW Govt Bldg	21,210	23,910	24,006	24,006	24,006	30,281	6,275	26.14%
G & A Allocation - Non Departmental	24,837	21,717	20,281	20,281	20,281	24,264	3,983	19.64%
Debt Service	108,864	399,730	291,978	291,978	291,978	261,438	(30,540)	-10.46%
<b>TOTAL</b>	<b>835,191</b>	<b>1,250,868</b>	<b>1,206,302</b>	<b>1,217,702</b>	<b>1,217,702</b>	<b>1,274,860</b>	<b>57,158</b>	<b>4.69%</b>
<b>TRANSFERS IN/(OUT)</b>								
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Transfers Out	-	(31,844)	-	-	-	(45,000)	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (31,844)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (45,000)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,577,020</b>	<b>2,111,922</b>	<b>2,126,452</b>	<b>2,319,352</b>	<b>2,322,402</b>	<b>2,324,260</b>	<b>\$ 4,908</b>	<b>0.21%</b>
Net Surplus/(Deficit)	870,822	172,842	138,548	(40,352)	(43,402)	(45,260)		
Beginning Unrestricted Net Position	625,588	1,496,410	1,669,252	1,669,252	1,669,252	1,625,850		
Ending Unrestricted Net Position	1,496,410	\$ 1,669,252	\$ 1,807,800	\$ 1,628,900	\$ 1,625,850	\$ 1,580,590		
<b>RESERVE</b>								
Policy Reserve Level (25%)	394,255	527,981	531,613	579,838	580,601	581,065		
Actual Reserve Level	95%	79%	85%	70%	70%	68%		

**Detail - Water Fund  
Budget Expenditures**



Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
500-4402-4010	Salaries <sup>1</sup> (2.58 FTE)	238,630	194,336	240,400	240,400	240,400	236,300
500-4402-4011	Salaries - Part Time	-	-	25,000	25,000	25,000	25,000
500-4402-4012	Overtime	7,759	7,864	10,000	10,000	10,000	10,000
500-4402-4013	Standby	9,488	7,781	10,000	10,000	10,000	10,000
500-4402-4100	Benefits <sup>2</sup>	105,398	125,721	112,200	112,200	112,200	123,100
500-4402-4210	Contract Services	63,113	164,870	88,800	116,800	116,800	108,900
500-4402-4330	Misc. Supplies / Services	118,088	116,132	140,750	136,250	136,250	136,100
500-4402-4361	Meter Replacement Program	18,458	14,756	21,000	21,000	21,000	21,000
500-4402-4365	Fire Hydrant Replacement Program	15,026	12,647	15,750	15,750	15,750	15,750
500-4402-4366	Backflow Prevention Program	2,050	2,707	3,150	3,150	4,200	4,500
500-4402-4510	Conference & Training	8,064	210	3,000	3,000	3,000	3,000
500-4402-4515	Meetings & Travel	-	4,343	6,000	6,000	6,000	6,000
500-4402-4750	Telecommunications	5,324	4,957	6,550	6,550	6,550	6,750
500-4402-4710	Utilites - Gas & Electric	131,352	144,236	162,000	162,000	164,000	196,000
500-4402-4996	Allocated Liability Insurance	19,079	11,053	24,350	24,350	24,350	28,500
500-4402-4997	Allocated Wrkrs Comp Insurance	-	13,222	15,000	15,000	15,000	17,700
500-4402-5100	Capital Outlay	-	4,375	36,200	194,200	194,200	55,800
500-9971-6100	Infrastrutur Lease - Principal	42,300	46,556	48,841	48,841	48,841	51,239
500-9971-6200	Infrastrutur Lease - Interest	28,500	24,247	21,961	21,961	21,961	18,321
500-9973-6100	CREBS Solar Panel Lease - Principal	31,023	31,024	31,024	31,024	31,024	31,024
500-9974-6100	Vacuum Truck Lease - Principal	6,296	12,596	13,096	13,096	13,096	13,392
500-9974-6200	Vacuum Truck Lease - Interest	745	1,490	988	988	988	691
500-0000-4999	Debt Service - Water Capital	-	283,817	176,068	176,068	176,068	146,771
500-0000-4999	Transfer to Capital Project	-	31,844	-	-	-	45,000
Total Operation		850,693	1,260,784	1,212,128	1,393,628	1,396,678	1,310,838
500-1001-4998	G & A Allocation - City Council	29,987	23,590	26,284	26,284	26,284	29,468
500-1101-4998	G & A Allocation - City Manager	35,588	36,740	43,640	43,640	43,640	44,960
500-1201-4998	G & A Allocation - City Attorney	6,851	6,802	7,168	7,168	7,168	7,375
500-1301-4998	G & A Allocation - City Clerk	20,586	20,895	23,290	23,290	23,290	25,794
500-1401-4998	G & A Allocation - Finance	218,500	296,901	338,363	349,763	349,763	381,834
500-2102-4998	G & A Allocation - Planning	20,431	22,280	25,555	25,555	25,555	26,593
500-2202-4998	G & A Allocation - Building	31,016	30,192	33,943	33,943	33,943	41,132
500-2302-4998	G & A Allocation - Engineering	89,804	96,917	96,815	96,815	96,815	106,998
500-3102-4998	G & A Allocation - Fire	57,113	67,300	61,451	61,451	61,451	75,891
500-4102-4998	G & A Allocation - PW Corp Yard	170,404	203,894	213,528	213,528	213,528	218,832
500-4106-4998	G & A Allocation - PW Govt Bldg	21,210	23,910	24,006	24,006	24,006	30,281
500-0000-4998	G & A Allocation - Non Departmental	24,837	21,717	20,281	20,281	20,281	24,264
Total Department Cost Allocation		726,327	851,138	914,324	925,724	925,724	1,013,422
<b>TOTAL DEPARTMENT</b>		<b>1,577,020</b>	<b>2,111,922</b>	<b>2,126,452</b>	<b>2,319,352</b>	<b>2,322,402</b>	<b>2,324,260</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	FY 16-17 ACTUALS	FY 17-18 ACTUALS	FY 18-19 ADOPTED	FY 18-19 ADJUSTED	FY 18-19 ESTIMATES	FY 19-20 ADOPTED	\$ INC/(DEC)	% CHANGE
<b>OPERATING REVENUE</b>								
Charges for Services	\$ 2,977,668	\$ 3,002,154	\$ 3,050,000	\$ 3,015,000	\$ 3,015,000	\$ 3,015,000	\$ -	0.0%
Other Income	66,585	26,176	25,000	13,000	13,000	13,000	-	0.0%
Interest Earnings	7,884	17,349	10,000	10,000	10,000	10,000	-	0.0%
<b>TOTAL</b>	<b>\$ 3,052,137</b>	<b>\$ 3,045,679</b>	<b>\$ 3,085,000</b>	<b>\$ 3,038,000</b>	<b>\$ 3,038,000</b>	<b>\$ 3,038,000</b>	<b>-</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>								
Salaries & Benefits	\$ 274,025	\$ 283,977	\$ 247,750	\$ 247,750	\$ 247,750	\$ 272,200	\$ 24,450	9.9%
Contracted Services	79,185	25,965	75,600	70,600	70,600	63,850	(6,750)	-9.6%
Subregional Expense	1,518,743	1,594,680	1,674,415	1,674,415	1,674,415	1,621,200	(53,215)	-3.2%
Services & Supplies	61,975	35,676	74,250	69,750	67,750	78,000	8,250	11.8%
Training / Meetings / Travels	7,472	3,963	11,500	11,500	11,500	11,500	-	0.0%
Telecommunications	1,932	2,158	3,550	3,550	3,550	3,750	200	5.6%
Utilities	46,911	42,358	41,100	41,100	41,100	57,200	16,100	39.2%
Allocated Insurance	12,026	15,438	25,700	25,700	25,700	31,800	6,100	23.7%
Capital Outlay	-	21,849	32,700	32,700	32,700	46,400	13,700	41.9%
<b>TOTAL</b>	<b>2,002,269</b>	<b>2,026,064</b>	<b>2,186,565</b>	<b>2,177,065</b>	<b>2,175,065</b>	<b>2,185,900</b>	<b>8,835</b>	<b>0.4%</b>
<b>OTHER SOURCES/(USES)</b>								
G & A Allocation - City Council	\$ 31,816	\$ 27,522	\$ 30,665	\$ 30,665	\$ 30,665	\$ 34,379	\$ 3,714	12.1%
G & A Allocation - City Manager	35,588	36,740	43,640	43,640	43,640	44,960	1,320	3.0%
G & A Allocation - City Attorney	4,111	4,081	4,301	4,301	4,301	4,425	124	2.9%
G & A Allocation - City Clerk	18,013	18,283	20,379	20,379	20,379	22,570	2,191	10.8%
G & A Allocation - Finance	212,826	291,658	329,459	340,559	340,559	371,785	31,226	9.2%
G & A Allocation - Planning	12,258	13,368	15,333	15,333	15,333	15,956	623	4.1%
G & A Allocation - Building	31,016	30,192	33,943	33,943	33,943	41,132	7,189	21.2%
G & A Allocation - Engineering	73,956	79,814	79,730	79,730	79,730	88,116	8,386	10.5%
G & A Allocation - PW Corp Yard	124,253	148,673	155,698	155,698	155,698	159,565	3,867	2.5%
G & A Allocation - PW Govt Bldg	21,210	23,910	24,006	24,006	24,006	30,281	6,275	26.1%
G & A Allocation - Non Departmental	24,838	21,717	20,281	20,281	20,281	24,264	3,983	19.6%
Debt Service	77,027	91,102	91,110	91,110	91,110	91,110	-	0.0%
<b>TOTAL</b>	<b>\$ 666,912</b>	<b>\$ 787,060</b>	<b>\$ 848,545</b>	<b>\$ 859,645</b>	<b>\$ 859,645</b>	<b>\$ 928,543</b>	<b>\$ 68,898</b>	<b>8.0%</b>
<b>TRANSFERS IN/(OUT)</b>								
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	(1,235)	-	-	-	(45,000)	(45,000)	0.0%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (1,235)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (45,000)</b>	<b>(45,000)</b>	<b>-</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 2,669,181</b>	<b>\$ 2,814,359</b>	<b>\$ 3,035,110</b>	<b>\$ 3,036,710</b>	<b>\$ 3,034,710</b>	<b>\$ 3,159,443</b>	<b>\$ 45,000</b>	
Net Surplus/(Deficit)	382,956	231,320	49,890	1,290	3,290	(121,443)		
Beginning Unrestricted Net Position	1,126,091	1,509,047	1,740,367	1,740,367	1,740,367	1,743,657		
Ending Unrestricted Net Position	<b>1,509,047</b>	<b>1,740,367</b>	<b>1,790,257</b>	<b>1,741,657</b>	<b>1,743,657</b>	<b>1,622,214</b>		
<b>RESERVE</b>								
Policy Reserve Level (25%)	\$ 667,295	\$ 703,590	\$ 758,778	\$ 759,178	\$ 758,678	\$ 789,861		
Actual Reserve Level	57%	62%	59%	57%	57%	51%		

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



Account Number	Description	2016-17 Actual	2017-18 Actual	2018-19 Adopted Budget	2018-19 Adjusted Budget	2018-19 Estimated Actual	2019-20 Adopted Budget
510-4402-4010	Salaries <sup>1</sup> (2.3 FTE)	173,901	132,688	157,950	157,950	157,950	167,700
510-4402-4012	Overtime	6,618	5,214	7,000	7,000	7,000	10,000
510-4402-4013	Standby	9,636	5,775	10,000	10,000	10,000	10,000
510-4402-4100	Benefits <sup>2</sup>	83,870	140,300	72,800	72,800	72,800	84,500
510-4402-4210	Contract Services	79,185	25,965	75,600	70,600	70,600	63,850
510-4502-4210	Subregional - Operation/Maintenance	1,006,065	1,024,400	1,070,515	1,070,515	1,070,515	1,026,700
510-4502-4210	Subregional - Debt Service	512,678	570,280	603,900	603,900	603,900	594,500
510-4402-4330	Misc. Supplies / Services	61,674	34,717	69,250	64,750	64,750	73,000
510-4402-4360	Conservation Rebate Program	301	959	5,000	5,000	3,000	5,000
510-4402-4510	Conference & Training	7,472	168	3,000	3,000	3,000	3,000
510-4402-4515	Meetings & Travel	-	3,795	8,500	8,500	8,500	8,500
510-4402-4710	Utilites - Gas & Electric	46,911	36,294	41,100	41,100	34,200	50,000
510-4402-4711	Utilites - City	-	6,064	-	-	6,900	7,200
510-4402-4750	Telcommunications	1,932	2,158	3,550	3,550	3,550	3,750
510-4402-4996	Allocated Liability Insurance	12,026	5,810	15,900	15,900	15,900	14,000
510-4402-4997	Allocated Wrkrs Comp Insurance	-	9,628	9,800	9,800	9,800	17,800
510-4402-5100	Capital Outlay	-	21,849	32,700	32,700	32,700	46,400
510-9971-6100	Infrastrutere Lease - Principal	37,604	41,386	43,418	43,418	43,418	43,418
510-9971-6200	Infrastrutere Lease - Interest	25,338	21,554	19,523	19,523	19,523	19,523
510-9974-6100	Vacuum Truck Lease - Principal	12,593	25,186	26,193	26,193	26,193	26,193
510-9974-6200	Vacuum Truck Lease - Interest	1,492	2,976	1,976	1,976	1,976	1,976
510-0000-4999	Transfer to Sewer CIP	-	-	-	-	-	45,000
<b>Total Operation</b>		<b>2,079,296</b>	<b>2,117,166</b>	<b>2,277,675</b>	<b>2,268,175</b>	<b>2,266,175</b>	<b>2,322,010</b>
510-1001-4998	G & A Allocation - City Council	31,816	27,522	30,665	30,665	30,665	34,379
510-1101-4998	G & A Allocation - City Manager	35,588	36,740	43,640	43,640	43,640	44,960
510-1201-4998	G & A Allocation - City Attorney	4,111	4,081	4,301	4,301	4,301	4,425
510-1301-4998	G & A Allocation - City Clerk	18,013	18,283	20,379	20,379	20,379	22,570
510-1401-4998	G & A Allocation - Finance	212,826	291,658	329,459	340,559	340,559	371,785
510-2102-4998	G & A Allocation - Planning	12,258	13,368	15,333	15,333	15,333	15,956
510-2202-4998	G & A Allocation - Building	31,016	30,192	33,943	33,943	33,943	41,132
510-2302-4998	G & A Allocation - Engineering	73,956	79,814	79,730	79,730	79,730	88,116
510-4102-4998	G & A Allocation - PW Corp Yard	124,253	148,673	155,698	155,698	155,698	159,565
510-4106-4998	G & A Allocation - PW Govt Bldg	21,210	23,910	24,006	24,006	24,006	30,281
510-0000-4998	G & A Allocation - Non Departmental	24,838	21,717	20,281	20,281	20,281	24,264
<b>Total G &amp; A Cost Allocation</b>		<b>589,885</b>	<b>695,958</b>	<b>757,435</b>	<b>768,535</b>	<b>768,535</b>	<b>837,433</b>
<b>TOTAL DEPARTMENT</b>		<b>2,669,181</b>	<b>2,813,124</b>	<b>3,035,110</b>	<b>3,036,710</b>	<b>3,034,710</b>	<b>3,159,443</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	FY 16-17 ACTUALS	FY 17-18 ACTUALS	FY 18-19 ADOPTED	FY 18-19 ADJUSTED	FY 18-19 ESTIMATES	FY 19-20 ADOPTED	\$INC/(DEC)	% CHANGE
<u>OPERATING REVENUE</u>								
Special Assessments	\$ 79,277	\$ 113,780	\$ 144,066	\$ 144,066	\$ 144,066	\$ 131,317	\$ (12,749)	-9%
Other Income	-	-	-	-	-	-	-	0%
Interest Earnings	325	99	-	-	-	100	100	0%
<b>TOTAL REVENUE</b>	<b>\$ 79,602</b>	<b>\$ 113,879</b>	<b>\$ 144,066</b>	<b>\$ 144,066</b>	<b>\$ 144,066</b>	<b>\$ 131,417</b>	<b>\$ (12,649)</b>	<b>-9%</b>
<u>OPERATING EXPENSES</u>								
Public Works <sup>a</sup>	16,326	12,549	15,090	12,500	12,500	14,750	2,250	18%
Finance <sup>b</sup>	10,408	10,179	11,100	10,600	10,600	12,000	1,400	13%
Utilities	88,537	96,023	102,000	102,000	102,000	101,440	(560)	-1%
Non Departmental	3,040	1,378	1,250	1,250	1,250	1,250	-	0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 118,311</b>	<b>\$ 120,129</b>	<b>\$ 129,440</b>	<b>\$ 126,350</b>	<b>\$ 126,350</b>	<b>\$ 129,440</b>	<b>\$ 3,090</b>	<b>2%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (38,709)</b>	<b>\$ (6,250)</b>	<b>\$ 14,626</b>	<b>\$ 17,716</b>	<b>\$ 17,716</b>	<b>\$ 1,977</b>	<b>\$ (15,739)</b>	
Addition/(Use) of Reserves	\$ (38,709)	\$ (6,250)	\$ 14,626	\$ 17,716	\$ 17,716	\$ 1,977		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Beginning Fund Balance	32,813	(5,896)	(12,146)	(12,146)	(12,146)	5,570		
Estimated Ending Fund Balance	(5,896)	(12,146)	2,480	5,570	5,570	7,547		

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

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

The Sebastopol Lighting Special Assesment 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 Assesment 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 2019-20**  
**ANNUAL ENGINEER'S REPORT**  
**SEBASTOPOL LIGHTING**  
**SPECIAL ASSESSMENT DISTRICT**

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

**FINAL**

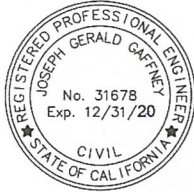
**JUNE 4, 2019**

**Prepared By:**

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

**FY 2019-20**  
**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 19, 2019, the enclosed Engineer's Report on the 16th day of April, 2019.



By:   
Joseph G. Gaffney, ROE 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 4th day of June, 2019.

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

By: 

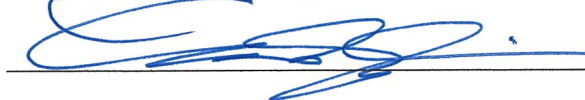
I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Sebastopol California, on the 4th day of June, 2019.

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 4th day of June, 2019.

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

By: 

## **FY 2019-20 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 19, 2019 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 2019-20.

#### **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 2018-19, 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 2019-20 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 2019-20. The total number of units for FY 2019-20 has decreased from 3,966.5 ESD's to 3,965.5 ESD's.

For FY 2019-20, the proposed annual assessment is \$33.14 per ESD, a decrease from the 2018-19 assessment of \$36.50. The proposed total FY 2019-20 expenditure of \$129,440.00 will be totally funded from the annual assessments.

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 2019-20 Engineer's Report Format**

This FY 2019-20 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** – 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 2019-20 Budget sheet and a FY 2019-20 Summary of Fund Balance sheet are provided.
- PART C - Assessment Roll** – A spreadsheet listing of FY 2019-20 assessments on each benefited parcel of land within the Assessment District. The FY 2019-20 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 2019-20.
- PART D - Method of Apportionment of Assessment** - 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** - 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. (Assessment roll listing is not available due to the confidential nature of each parcel)
- PART F - Assessment Diagram** – 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 2019-20 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 2019-20 Engineer's Report.



## PART B

### FY 2019-20 BUDGET COST ESTIMATE SUMMARY

Part B includes the detailed budget expenditures for FY 2019-20 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 2019-20 for the Sebastopol Lighting Special Assessment District is as follows:

<u>As Filed With City</u>	<u>As Preliminarily Approved April 16, 2019</u>	<u>As Finally Approved At June 4, 2019 Public Hearing</u>
\$129,440.00	\$129,440.00	\$129,440.00

The total proposed FY 2019-20 expenditure is \$129,440.00. The total estimated revenue generated from the proposed FY 2019-20 assessments is \$131,417.00. The proposed FY 2019-20 assessment to levy and collect is \$33.14 per ESD.

## PART D

### METHOD OF APPORTIONMENT OF ASSESSMENT FOR FY 2019-20

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 2019-20 (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 XIIIID, 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 ½ a unit (see "Vacant Parcels" mentioned above).

**PART E**

**FY 2019-20 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 2019-20 Assessment Roll of this Engineer's Report.



ASSESSMENT ROLL LISTING IS NOT INCLUDED DUE TO THE CONFIDENTIAL NATURE OF EACH PARCEL

## **PART F**

### **FY 2019-20 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**

2019-20 FISCAL YEAR



# WOODSTONE ASSESSMENT DISTRICT FUND



DESCRIPTION	FY 16-17 ACTUALS	FY 17-18 ACTUALS	FY 18-19 ADOPTED	FY 18-19 ADJUSTED	FY 18-19 ESTIMATES	FY 19-20 ADOPTED	\$INC/(DEC)	% CHANGE
<u>OPERATING REVENUE</u>								
Special Assessments	\$ 31,194	\$ 32,344	\$ 33,400	\$ 33,400	\$ 33,400	\$ 33,400	\$ -	0.0%
Interest Earnings	9	212	-	-	-	-	-	0.0%
Transfer In	-	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 31,203</b>	<b>\$ 32,556</b>	<b>\$ 33,400</b>	<b>\$ 33,400</b>	<b>\$ 33,400</b>	<b>\$ 33,400</b>	<b>\$ -</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>								
Principal	25,000	20,000	25,000	25,000	25,000	25,000	-	0.0%
Interest	11,455	10,429	8,530	8,530	8,530	6,868	(1,663)	-19.5%
Trustee Fees	2,950	2,463	5,000	5,000	5,000	5,000	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 39,405</b>	<b>\$ 32,892</b>	<b>\$ 38,530</b>	<b>\$ 38,530</b>	<b>\$ 38,530</b>	<b>\$ 36,868</b>	<b>\$ (1,663)</b>	<b>-4.3%</b>
<b>NET BUDGETARY RESULT</b>	<b>\$ (8,202)</b>	<b>\$ (336)</b>	<b>\$ (5,130)</b>	<b>\$ (5,130)</b>	<b>\$ (5,130)</b>	<b>\$ (3,468)</b>	<b>\$ 1,663</b>	
Addition/(Use) of Reserves	\$ (8,202)	\$ (336)	\$ (5,130)	\$ (5,130)	\$ (5,130)	\$ (3,468)		
<b>TOTAL BUDGETARY BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Estimated Beginning Fund Balance	\$ 37,345	\$ 29,143	\$ 29,143	\$ 29,143	\$ 29,143	\$ 24,013		
Estimated Ending Fund Balance	\$ 29,143	\$ 28,807	\$ 24,013	\$ 24,013	\$ 24,013	\$ 25,340		

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 Assessment 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.

**City Council**  
Mayor Neysa Hinton  
Vice Mayor Patrick Slayter  
Michael Carnacchi  
Una Glass  
Sarah Glade Gurney



**City Manager**  
Larry McLaughlin  
lmclaughlin@cityofsebastopol.org  
**Assistant City Manager/City Clerk, MMC**  
Mary Gourley  
mgourley@cityofsebastopol.org

## City of Sebastopol

### FY 19-20 Capital Improvement Plan

The Capital Improvement Program (CIP) identifies major public improvements to the City's infrastructure over the next five years and includes new projects and upgrades to existing facilities. Funding is proposed to be authorized for FY 19-20 with the adoption of the Fiscal Year 2019-2020 City budget. Future years include planned programs and are described more generally. The CIP is a comprehensive document that includes projects with proposed funding or unfunded projects.

The Sebastopol Capital Improvement Program (CIP) is an annually updated planning document for the City's variety of infrastructure construction projects. The FY 19-20 CIP is presented to the City Council for review and comment. Council approval is for a year at a time although the plan extends for 5 years ahead. A copy of the five-year Capital Improvement Program will be included in the City's budget document.

The CIP is developed to address elements in the City's General Plan, as well as City Council adopted Goals and Priorities such as Improving Infrastructure, long-term Financial Sustainability, and Economic Development.

The CIP is prepared with the annual budget. The Engineering Department requests projects from all City Departments and those projects are submitted to the Engineering Department. The Engineering staff compiles the document and prepares the draft program in collaboration and conjunction with City Administration to ensure accounts are reconciled in both budgets. The CIP is presented to the City Budget Sub-Committee for review. The final CIP is adopted by the City Council with the budget.

The list of planned projects is not lengthy, and other than Parks related projects there is little discretion open for decision-makers. However, as the Parks projects are planned for funding from grants and impact fees, changing or eliminating Parks projects will not affect the City's discretionary monies.

#### FUNDING SOURCES:

Funds for capital improvement projects are provided through a variety of sources. Two major sources for the CIP are Special Revenue Funds and Enterprise Funds. Both categories are restricted, with expenditures limited to certain types of projects.

A Special Revenue Fund is used to account for the proceeds of revenue sources that are restricted to expenditure for specific purposes. Special Revenue Funds include entitlement funds and developer fee funds. Examples of entitlement funds are Gas Tax, Measure M Road Maintenance, and Measure M Parks, whereby funds are distributed based on population.

Developer funds, such as Traffic Impact Fees and Park-in-Lieu Fees, must be used to mitigate demands on the infrastructure from new development.

Enterprise Funds are proprietary funds used to account for activities with an associated user charge. Enterprise



Funds are maintained by adopted rates and are not subsidized by the General Fund. User rates support the full cost of operations, maintenance, capital, and reserve requirements. Water and Sewer Service are the two enterprise funds most often used for CIP.

In Fiscal Year 2019-2020, new improvements totaling approximately \$1,754,727 are proposed. It is anticipated that approximately \$294,245 in continuing funding will be carried over and encumbered for projects approved last year and those projects will be brought forward into the new fiscal year. The carry-over projects are listed as follows:

<b><i>Parks</i></b>										
CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	Park-in-Lieu	Parks Measure M		Total Funding
61.00	Parks	Tree substitutions (streets)	\$140,000	\$15,000	\$12,000	\$60,000	\$12,000			\$12,000
78.00	Parks	Public Restroom at Burbank Farm	\$75,000	\$0	\$40,000	\$35,000		\$40,000		\$40,000

<b><i>Paving, Bicycles, Pedestrian, Traffic Safety Projects</i></b>										
CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	Traffic Impact Fund	SB1	Street Paving Measure M	Total Funding
4.00	Eng Bikes	Bike Lanes on state routes ADA curb ramps	\$451,920	\$0	\$225,960	\$225,960	\$45,960	\$125,000	\$55,000	\$225,960
92.00	Eng CI&G	Traffic corridor Safety Study Phase 1	\$70,415	\$30,000	\$40,415	\$0	\$40,415			\$40,415
93.00	Eng CI&G	Traffic Corridor Safety Study Phase 2	\$38,450	\$0	\$10,000	\$28,450	\$10,000			\$10,000

The primary funding sources for capital projects remain restricted revenue funds and enterprise funds such as water, sewer, street, park in lieu, housing, CDBG, and Housing Inclusionary funds.

General Fund:

The General Fund is requested to provide \$100,000 for infrastructure improvements in FY 2019-2020.

<b><i>General fund</i></b>						<b><i>Funding totals:</i></b>	<b><i>\$100,000</i></b>	<b><i>\$300,000</i></b>	<b><i>\$0</i></b>	<b><i>\$400,000</i></b>	
CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	Gen fund	Grant/Other		Total Funding	Remarks
51.00	Gen fund	Stormdrain repair: Brookhaven/Zimpher	\$280,000	\$0	\$40,000	\$240,000	\$40,000			\$40,000	
34.00	Gen fund	Permits to clean the Calder Creek waterway near the Laguna	\$35,000	\$0	\$35,000	\$0	\$35,000			\$35,000	Regul. Reqt.
64.00	Gen fund	Clean & rehab 3 outfalls	\$350,000	\$0	\$25,000	\$325,000	\$25,000			\$25,000	Regul. Reqt.
97.00	Buildings	Upgrade/Rehabilitate Community Center Flood damage	\$300,000	\$0	\$300,000	\$0		\$300,000		\$300,000	Building reserve?

FY 19-20 General Fund proposed projects involve repairs and upgrades to the storm water conveyance systems. Repairs to the Community Center are shown under "Grant/Other", but this project is expected to be paid for from the Building Reserve.

Enterprise Fund (Water/Sewer):

Projects for the Water and Sewer enterprises are projected \$90,000 and include:

<b><i>Sewer Capital fund</i></b>						<b><i>Funding totals:</i></b>	<b><i>\$45,000</i></b>			<b><i>\$45,000</i></b>	
CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	Sewer Capital Fund			Total Funding	Remarks
90.00	Waste water	Update Sewer Line Maps	\$45,000	\$0	\$45,000	\$0	\$45,000			\$45,000	Regul. Reqt.

<b><i>Water Capital fund</i></b>						<b><i>Funding totals:</i></b>	<b><i>\$45,000</i></b>			<b><i>\$45,000</i></b>	
CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	Water Capital Fund			Total Funding	Remarks
86.00	Water	Update Water Line Maps	\$45,000	\$0	\$45,000	\$0	\$45,000			\$45,000	Regul. Reqt.

FY 19-20 water and sewer projects include the development of updated water and sewer line maps.

Paving, Bicycles, Pedestrian, Traffic Safety Projects:

Funding for transportation-related work is a mix of several money sources:

- SB1 (new state gas tax)
- Measure M – Road Maintenance
- Street Pavement Reserve Fund
- Traffic Impact Fund

Measure M Road Maintenance and Gas Tax provide funds to be used to rehabilitate arterial highway and road segments consistent with the City’s Pavement Condition Index Assessment dated February 2019. Gas Tax provides funding for arterial street design work, median improvements, and local street rehabilitation.

Other transportation improvements, funded in part by grants, include paving, bicycle, pedestrian, and safety projects which are largely continuations of previous commitments such as the SR 116 Corridor Safety Study and the ADA curb ramps to complete the recent addition of bicycle lane striping along SR 116. The Bodega Corridor design must be started in order to meet the timeline for completion of FY 21-22 for use of \$1.2M in grant funds.

Proposed projects are:

<b><i>Paving, Bicycles, Pedestrian, Traffic Safety Projects</i></b>						<b><i>Funding totals:</i></b>	<b><i>\$96,375</i></b>	<b><i>\$125,000</i></b>	<b><i>\$55,000</i></b>	<b><i>\$276,375</i></b>	
CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	Traffic Impact Fund	SB1	Street Paving Measure M	Total Funding	Remarks
4.00	Eng Bikes	Bike Lanes on state routes ADA curb ramps	\$451,920	\$0	\$225,960	\$225,960	\$45,960	\$125,000	\$55,000	\$225,960	
92.00	Eng CI&G	Traffic corridor Safety Study Phase 1	\$70,415	\$30,000	\$40,415	\$0	\$40,415			\$40,415	

93.00	Eng CI&G	<b>Traffic Corridor Safety Study Phase 2</b>	\$38,450	\$0	<b>\$10,000</b>	\$28,450	\$10,000		\$10,000	
85.00	Eng Pave	<b>Bodega corridor Preliminary Plan and Design</b>	\$146,500	\$0	<b>\$146,500</b>				\$146,500	CDBG grant from CDC

The ADA Curb Ramps and the Traffic corridor Safety Study are previously-approved funding carry-over projects.

Park Projects: Measure M – Parks Fund & Park-In-Lieu Fund

<b><i>Parks</i></b>						<b><i>Funding totals:</i></b>	<b><i>\$306,444</i></b>	<b><i>\$80,000</i></b>	<b><i>\$0</i></b>	<b><i>\$386,444</i></b>	
CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	Park-in-Lieu	Parks Measure M	Grants/Other	Total Funding	Remarks
61.00	Parks	<b>Tree substitutions (streets)</b>	\$140,000	\$15,000	<b>\$12,000</b>	\$60,000	\$12,000			\$12,000	annually recurring
73.00	Parks	<b>AmeriCorps Trail extension</b>	\$253,887	\$0	<b>\$253,987</b>	\$0	\$98,944		\$154,953	\$98,944	County open space grant
2.00	Parks	<b>Libby Park: Replace playground equipment</b>	\$130,000	\$0	<b>\$130,000</b>	\$0			\$130,000	\$130,000	Rotary grant
78.00	Parks	<b>Public Restroom at Burbank Farm</b>	\$75,000	\$0	<b>\$40,000</b>	\$35,000		\$40,000		\$40,000	
59.00	Parks	<b>Remove &amp; replace trees (parks)</b>	\$9,000	\$12,000	<b>\$9,000</b>	\$0	\$4,000	\$5,000		\$9,000	
89.00	Parks	<b>Laguna Parking lot entry repaving &amp; repairs</b>	\$40,500	\$0	<b>\$40,500</b>	\$0	\$40,500			\$40,500	
95.00	Parks	<b>Ives Park Pathway Replacement &amp; ADA Upgrades</b>	\$110,000	\$0	<b>\$60,000</b>	\$50,000	\$50,000	\$10,000		\$60,000	
96.00	Parks	<b>Ives Pool exterior shower</b>	\$75,000	\$0	<b>\$75,000</b>	\$0	\$50,000	\$25,000		\$75,000	

Park Projects Include:

The AmeriCorps Trail project is funded largely by grant funds from the Sonoma County Open space fund, and the Burbank Restroom is a continuation of a commitment made to the Burbank Farm from the City.

The Libby Park playground replacement is being partially funded by a grant from both the Sebastopol Sunrise and Afternoon Rotary Clubs. The tree replacement projects are for putting healthy, new trees at both the city Parks and along City Streets; both have been annually recurring projects.

The Ives Shower project is a new project that was requested from Ives Pool and community members and is seen as an important addition to the Ives Pool Bath house project and will be a benefit to the members of the community who use Ives Pool.

There are also proposed two Park paving projects (one at Ives Park and the other at Laguna Park) to repair damaged access pathways and driveways.

Housing:

Housing includes several Park Village projects that are to be grant funded.

<i>Housing</i>						<i>Funding totals:</i>	<i>\$135,000</i>	<i>\$45,000</i>	<i>\$0</i>	<i>\$180,000</i>	
CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	CDBG #1	CDBG #2	Grant/Other	Total Funding	Remarks
98.00	Incl Housing	Park Village Two new RV pads	\$142,700	\$0	<b>\$142,700</b>	\$0				\$142,700	HEAP Grant
47.00	Incl Housing	Park Village renovations 2 apartments	\$380,000	\$0	<b>\$380,000</b>	\$0	\$135,000	\$45,000	\$200,000	\$380,000	WCCS grant

The Park projects include installing two new RV pads with utility hook-ups, and renovations of the apartment building into to fully ADA compliant residences that can house either single occupants or smaller families.

The CIP contains many projects that will further Sebastopol as an inviting, tourist destination, as well as, serve the local community. Residents and visitors will benefit from the infrastructure improvements that enhance our daily lives.

A two-page summary of the proposed CIP for just FY 19-20 is included with the CIP documents. This is intended to focus on the items requiring Council discussion and approval, which are the projects planned for FY 19-20 only. The list of planned projects is not lengthy, and other than Parks related projects there is little discretion open for decision-makers. However, as the Parks projects are planned for funding from grants and impact fees, changing or eliminating Parks projects will not affect the City’s discretionary monies. City staff has reviewed the proposed projects and have provided a priority listing of projects if the budget sub-committee determines re-prioritization of projects.

City staff is recommending that the budget sub-committee review the projects discussed above and in the attached documents and recommend that these projects be carried forward in the budget to the City Council budget hearing.

Attachments:

CIP Listing of completed projects (with FY 18-19 projects annotated)

CIP Listing of FY 19-20 proposed projects (summary)

Breeze CIP Summary and Project Sheets

Spreadsheet CIP as data source:

- A. The Spreadsheet CIP for FY 19-20 is organized into two main sections:
  - 1. CIP Data Sheets: Pages 1-6 of 18 are the listing of all planned/desired/active projects with appropriate cost data, the multiple fund sources, and planned FY for the work.
  - 2. Fund Sheets: Pages 7-18 of 18 are the individual fund pages that list projects by how they are to be paid for. In addition, each fund is shown with its projected fund balance year by year.
- B. The different fund tracking sheets are grouped as follows:
  - 1. Pavement/bicycles, pedestrian, transportation safety projects draw from these funds:
    - a. SB1 Fund page 7 of 18
    - b. “Streets Paving” Measure M Fund page 8 of 18
    - c. Street Pavement Reserve Fund page 9 of 18
    - d. Traffic Impact Fund page 10 of 18

2. Housing, ADA upgrades, HUD sourced grant monies are tracked in these funds:
  - a. CDBG Fund from the Community Development Commission (CDC) Fund page 11 of 18
  - b. Inclusionary Housing Funds page 12 of 18
3. Parks improvements are found in these funds:
  - a. Park In-Lieu Fee Fund pages 13 of 18
  - b. "Parks" Measure M Fund page 14 of 18
  - c. Art-In-Lieu Fee Fund page 15 of 18
4. Storm Water infrastructure are listed in:
  - a. General Fund page 16 of 18
5. City provided utilities are tracked by:
  - a. Water Capital Fund page 17 of 18
  - b. Sewer Capital Fund page 18 of 18

**City of Sebastopol  
 FY 2019-20 through FY 2023-24 Capital Improvements Plan  
 Projects: Information Listing**

**Date: 5/16/19  
 Version: V5.2**

**Parks & Art**

CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	\$255,444	\$80,000	\$0	\$284,943	\$0	\$620,387	Remarks
61.00	Parks	Tree substitutions (streets)	\$140,000	\$15,000	\$12,000	\$60,000	\$12,000					\$12,000	annually recurring
73.00	Parks	Americorps Trail extension	\$253,887	\$0	\$253,987	\$0	\$98,944			\$154,943		\$253,887	County open space grant
2.00	Parks	Libby Park: Replace playground equipment	\$130,000	\$0	\$130,000	\$0	\$0			\$130,000		\$130,000	Rotary grant, Prop 68
78.00	Parks	Public Restroom at Burbank Farm	\$75,000	\$0	\$40,000	\$35,000	\$0	\$40,000				\$40,000	
59.00	Parks	Remove & replace trees (parks)	\$9,000	\$12,000	\$9,000	\$0	\$4,000	\$5,000				\$9,000	
89.00	Parks	Laguna Parking lot entry repaving & repairs	\$40,500	\$0	\$40,500	\$0	\$40,500					\$40,500	
95.00	Parks	Ives Park Pathway Replacement & ADA Upgrades	\$110,000	\$0	\$60,000	\$50,000	\$50,000	\$10,000				\$60,000	
96.00	Parks	Ives Pool exterior shower	\$75,000	\$0	\$75,000	\$0	\$50,000	\$25,000				\$75,000	
<b>Funding totals:</b>						\$255,444	\$80,000	\$0	\$284,943	\$0	\$620,387		

**Paving, Bicycles, Pedestrian, Traffic Safety Projects**

CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	\$96,375	\$125,000	\$55,000	\$0	\$146,500	\$422,875	Remarks
4.00	Eng Bikes	Bike Lanes on state routes ADA curb ramps	\$451,920	\$0	\$225,960	\$225,960	\$45,960	\$125,000	\$55,000			\$225,960	
92.00	Eng Cl&G	Traffic corridor Safety Study Phase 1	\$70,415	\$30,000	\$40,415	\$0	\$40,415					\$40,415	
93.00	Eng Cl&G	Traffic Corridor Safety Study Phase 2	\$38,450	\$0	\$10,000	\$28,450	\$10,000					\$10,000	
85.00	Eng Pave	Bodega corridor Preliminary Plan and Design	\$146,500	\$0	\$146,500	\$0					\$146,500	\$146,500	CDBG grant from CDC
<b>Funding totals:</b>						\$96,375	\$125,000	\$55,000	\$0	\$146,500	\$422,875		

**General fund**

CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	\$100,000	\$300,000	\$0	\$0	\$0	\$400,000	Remarks
51.00	Gen fund	Stormdrain repair: Brookhaven/Zimpher	\$280,000	\$0	\$40,000	\$200,000	\$40,000					\$40,000	
34.00	Gen fund	Permits to clean the Calder Creek waterway near the Laguna	\$35,000	\$0	\$35,000	\$0	\$35,000					\$35,000	Regul. Reqt.
64.00	Gen fund	Clean & rehab 3 outfalls	\$350,000	\$0	\$25,000	\$325,000	\$25,000					\$25,000	Regul. Reqt.
97.00	Buildings	Upgrade/Rehabilitate Community Center Flood damage	\$300,000	\$0	\$300,000	\$0		\$300,000				\$300,000	Building reserve?
<b>Funding totals:</b>						\$100,000	\$300,000	\$0	\$0	\$0	\$0	\$400,000	

**Housing**

CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	\$135,000	CDBG #1	CDBG #2	Housing fund	Gen fund	Grant/Other	Total Funding	Remarks
98.00	Incl Housing	Park Village Two new RV pads	\$142,700	\$0	\$142,700	\$0						\$142,700	\$142,700	HEAP Grant
47.00	Incl Housing	Park Village renovations 2 apartments	\$380,000	\$0	\$380,000	\$0	\$135,000	\$45,000				\$200,000	\$380,000	WCCS grant
<b>Funding totals:</b>						Future Expenditures	\$135,000	\$45,000		\$0	\$0	\$342,700	\$522,700	

**Sewer Capital fund**

CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	\$45,000	Sewer Capital Fund	Total Funding	Remarks
90.00	Wastewater	Update Sewer Line Maps	\$45,000	\$0	\$45,000	\$0	\$45,000	\$45,000	\$45,000	Regul. Reqt.
<b>Funding totals:</b>						Future Expenditures	\$45,000		\$45,000	

**Water Capital fund**


CIP #	control	Project Description	Cost Estimate	Previous Expenditures	FY 19-20 Plan	Future Expenditures	\$45,000	Water Capital Fund	Total Funding	Remarks
86.00	Water	Update Water Line Maps	\$45,000	\$0	\$45,000	\$0	\$45,000	\$45,000	\$45,000	Regul. Reqt.
<b>Funding totals:</b>						Future Expenditures	\$45,000		\$45,000	

**City of Sebastopol**

**FY 2019-20 through FY 2023-24 Capital Improvements Plan**

**Completed Project Summaries**

Project #	Project Name	Completed	Cost Estimate	Bid	final
2015-02	Local streets repairs (overlay)	5/17/2016	\$210,467	\$239,507	\$251,778
2015-04	Keating Ave reconstruction	12/15/2015	\$200,000	\$165,960	\$184,736
2016-01	Skategarden Park Expansion	9/5/2016	\$535,000	\$613,298	\$613,298
2016-03	Local streets slurry seals	11/15/2016	\$110,000	\$110,691	\$98,795
2016-07	Ives ADA Path of Travel	6/6/2017	\$40,000	\$41,750	\$41,750
2016-11	Willow Street Reconstruction	6/6/2017	\$500,000	\$257,401	\$271,657
2016-12	Ives ADA doors & signs	9/19/2017	\$38,000	\$45,600	\$45,600
2016-13	Ives ADA Gates & Handrails	12/18/2018	\$30,000	\$26,684	\$26,684
2016-16	Bodega-High intersection reconstruction	7/18/2017	\$217,000	\$148,403	\$162,325
2017-01	Bicycle Facilities Signs & Markings Local Streets	12/19/2017	\$118,000	\$72,987	\$70,561
2017-02	Park Village Renovation Manager Building	3/6/2018	\$120,000	\$50,618	\$66,282
2017-05	Pipelines Replacement	9/18/2018	\$1,200,000	\$1,215,997	\$1,488,322
2017-06	Covert Lane bike Lanes & Median Removal	4/17/2018	\$86,000	\$114,674	\$112,790
2017-07	Bodega-Nelson HAWK Pedestrian signals	2/19/2019	\$271,876	\$245,143	\$284,636
2017-09	Ragel-Bodega RndRFB Pedestrian signals	12/18/2018	\$141,300	\$117,689	\$133,264
2018-01	Bodega-Washington RndRFB Pedestrian signals	12/18/2018	\$68,516	\$85,569	\$83,829
2018-02	Park Village concrete slab & Utilities	2/19/2019	\$96,100	\$119,870	\$131,528

 = completed FY 18-19



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# Global Summary Report

## City of Sebastopol      FY 2019-20 to FY 2023-24

	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
<b>PROJECT CATEGORY EXPENDITURES</b>							
1 Bikes, Pedestrians & Safety Projects	522,335		38,450		65,000	140,100	243,550
2 CDBG/ADA Projects		300,000					300,000
3 Housing Projects		522,700					522,700
4 Parks Projects	76,910	670,397	47,000	12,000	12,000	12,000	753,397
5 Paving Projects		146,500	940,335	259,632	1,050,000	200,000	2,596,467
6 Sewer/Wastewater Projects		45,000	350,000	500,000	600,000	670,000	2,165,000
7 Stormwater Projects		100,000	65,000	65,000	65,000	65,000	360,000
8 Water Projects		45,000		17,500	265,000	225,000	552,500
9 Arts Projects		93,000					93,000
<b>TOTALS</b>	<b>599,245</b>	<b>1,922,597</b>	<b>1,440,785</b>	<b>854,132</b>	<b>2,057,000</b>	<b>1,312,100</b>	<b>7,586,614</b>
<b>PROJECT FUNDING SOURCES</b>							
100 General Fund		100,000	65,000	65,000	65,000	65,000	360,000
100 General Fund - Building Facility Reserve		300,000					300,000
123 Pavement Reserve Fund (OBAG2 Grant)			597,750		597,750		1,195,500
123 Pavement Reserve Fund			287,585	77,632	267,250	65,000	697,467
201 Measure M Road Maintenance	55,000		55,000	57,000	60,000	60,000	232,000
202 Measure M Park Maintenance	25,000	130,000	35,000				165,000
203 Art-In-Lieu Fund		93,000					93,000
212 Park In-Lieu Fund	51,910	155,454	12,000	12,000	12,000	12,000	203,454
212 Park In-Lieu Fund (Laguna Foundation)		28,000					28,000
212 Park-in-Lieu Fund (Sebastopol Rotary Clubs)		30,000					30,000
212 Park In-Lieu Fund (Sonoma Co. Open Space Grant)		126,943					126,943
212 Park-in-Lieu Fund (State Prop 68 Grant)		200,000					200,000
213 Traffic Impact Fee Fund (TIF)	217,335		38,450		65,000	90,100	193,550
216 CDC/CDBG (Grant FY18-19)		135,000					135,000
216 CDC/CDBG (Grants FY19-20)		191,500					191,500
216 CDC/CDBG (CA state HEAP)		142,700					142,700
216 CDC/CDBG (Grant Partnership Health-CA)		200,000					200,000
217 Road Maintenance & Rehab (SB1)	250,000			125,000	125,000	125,000	375,000
501 Water Capital Fund		45,000		17,500	265,000	225,000	552,500
511 Sewer Capital Fund		45,000	350,000	500,000	600,000	670,000	2,165,000
<b>TOTALS</b>	<b>599,245</b>	<b>1,922,597</b>	<b>1,440,785</b>	<b>854,132</b>	<b>2,057,000</b>	<b>1,312,100</b>	<b>7,586,614</b>

# Category Summary Report

## City of Sebastopol FY 2019-20 to 2023-24 Bikes, Pedestrians & Safety Projects

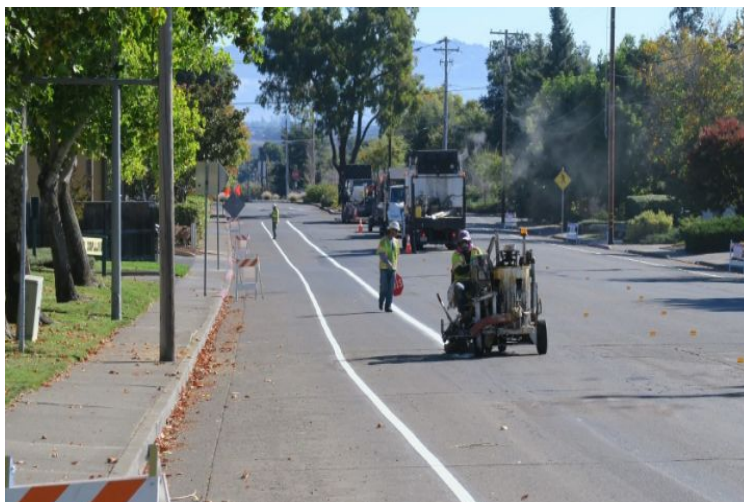
PROJECT TITLE	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0102-3.30 Bike Lanes Striping & Signs on Bodega					65,000		65,000
0105-4.00 Bike Lanes on State Routes ADA Curb Ramps	451,920						
0117-74.04 Bodega/Florence Crosswalk & Safety Improvements						98,300	98,300
0119-74.06 Bodega/Robinson Crosswalk & Safety Improvements						41,800	41,800
0123-92.00 Traffic Corridor Safety Study Phase-1: SR 116 Throughout City	70,415						
0124-93.00 Traffic Corridor Safety Study Phase-2: SR 116 Throughout City			38,450				38,450
	522,335		38,450		65,000	140,100	243,550
<b>PROJECT FUNDING SOURCES</b>							
201 Measure M Road Maintenance	55,000						
213 Traffic Impact Fee Fund (TIF)	217,335		38,450		65,000	90,100	193,550
217 Road Maintenance & Rehab (SB1)	250,000					50,000	50,000
	522,335	0	38,450	0	65,000	140,100	243,550

## 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction					65,000		65,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>					65,000		65,000
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)		0	0	0	65,000	0	65,000
<b>FUNDING TOTALS</b>		0	0	0	65,000	0	65,000

# Bike Lanes on State Routes ADA Curb Ramps

**Project No:** 0105-4.00

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

**Project Location:** State Routes



**DESCRIPTION:** State Routes Bike Lanes: Bike Lanes on State Routes ADA Curb Ramps

**JUSTIFICATION:** The City has a Bike and Pedestrian Plan that is part of a similar but County-wide Master Plan. One important focus in the Bike & Ped Plan is adding bike paths throughout the City to connect neighborhoods, promote green transportation practices, provide a link connecting the Joe Rodota and West County Bike Trails and include improved access to schools. The Plan has two components: bike lanes for SR 116 (which is owned by Caltrans), and the “local streets” owned by the City. This is the “SR 116” portion of these projects. Via negotiations with Caltrans for cooperation on paving and bikes projects, that paving and striping will be done by Caltrans, while the City completes ADA pedestrian ramp work. This is the construction of the ADA curb ramps along SR 116.

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

EXPENDITURES	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction	451,920						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	451,920						0
FUNDING SOURCES							
201-Measure M Road Maintenance	55,000	0					0
213-Traffic Impact Fee Fund (TIF)	146,920	0	0	0	0	0	0
217-Road Maintenance & Rehab (SB1)	250,000						0
<b>FUNDING TOTALS</b>	451,920	0	0	0	0	0	0

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction						98,300	98,300
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>						98,300	98,300
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)						73,300	73,300
217-Road Maintenance & Rehab (SB1)						25,000	25,000
<b>FUNDING TOTALS</b>						98,300	98,300



# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction						41,800	41,800
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>						41,800	41,800
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)						16,800	16,800
217-Road Maintenance & Rehab (SB1)						25,000	25,000
<b>FUNDING TOTALS</b>						41,800	41,800

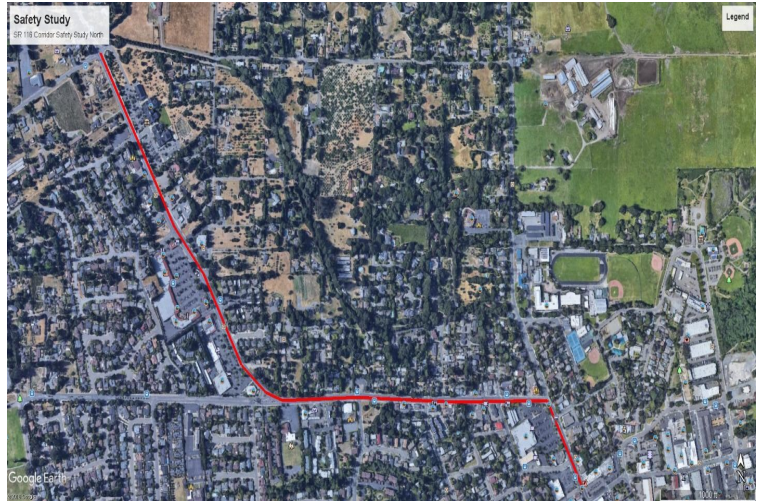


# Traffic Corridor Safety Study Phase-1: SR 116 Throughout City

**Project No:** 0123-92.00

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

**Project Location:** Citywide



**DESCRIPTION:** Traffic Corridor Safety Study Phase-1: SR 116 throughout city

Estimated Costs: \$70,415

Previous Expenditures: \$30,000

Carryover: \$40,415 is scheduled for 2019-20

**JUSTIFICATION:** Council directed staff to have a Corridor Safety Study done for SR 116 through the length of the City. Phase 1 is data gathering and initial assessment.

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

EXPENDITURES	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction	70,415						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	70,415						0
FUNDING SOURCES							
213-Traffic Impact Fee Fund (TIF)	70,415	0					0
<b>FUNDING TOTALS</b>	70,415	0					0

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction			38,450				38,450
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			38,450				38,450
<b>FUNDING SOURCES</b>							
213-Traffic Impact Fee Fund (TIF)	0	0	38,450				38,450
<b>FUNDING TOTALS</b>	0	0	38,450				38,450

**Category Summary Report**  
**City of Sebastopol FY 2019-20 to 2023-24 CDBG/ADA Projects**

PROJECT TITLE	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0212-97.00 Upgrade/Rehab: Community Center		300,000					300,000
		300,000					300,000

PROJECT FUNDING SOURCES							
100 General Fund - Building Facility Reserve		300,000					300,000
		300,000					300,000

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		300,000					300,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		300,000					300,000
<b>FUNDING SOURCES</b>							
100-General Fund - Building Facility Reserve		300,000					300,000
<b>FUNDING TOTALS</b>		300,000					300,000

# Category Summary Report

## City of Sebastopol FY 2019-20 to 2023-24 Housing Projects

PROJECT TITLE	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0302-47.00    Park Village: Building Renovations 2 Apartments		380,000					380,000
0303-98.00    Park Village: Two New RV Pads		142,700					142,700
		522,700					522,700

PROJECT FUNDING SOURCES				
216	CDC/CDBG (Grant FY18-19)	135,000		135,000
216	CDC/CDBG (Grants FY19-20)	45,000		45,000
216	CDC/CDBG (CA state HEAP)	142,700		142,700
216	CDC/CDBG (Grant Partnership Health-CA)	200,000		200,000
		522,700		522,700

# 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction		380,000					380,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		380,000					380,000
<b>FUNDING SOURCES</b>							
216-CDC/CDBG (Grant FY18-19)		135,000					135,000
216-CDC/CDBG (Grant Partnership Health-CA)		200,000					200,000
216-CDC/CDBG (Grants FY19-20)		45,000					45,000
<b>FUNDING TOTALS</b>		380,000					380,000



# 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction		142,700					142,700
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		142,700					142,700
<b>FUNDING SOURCES</b>							
216-CDC/CDBG (CA state HEAP)		142,700					142,700
<b>FUNDING TOTALS</b>		142,700					142,700

# Category Summary Report

## City of Sebastopol FY 2019-20 to 2023-24 Parks Projects

PROJECT TITLE		FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0402-2.00	Libby Park: Replace Site Furnishings		130,000					130,000
0407-59.00	Ives & Libby Parks: Remove & Replace Trees	12,000	9,000					9,000
0409-61.00	All Parks: Tree Substitution (Streets)	19,114	12,000	12,000	12,000	12,000	12,000	60,000
0410-66.00	Laguna Preserve: Improvements	20,796						
0411-73.00	Laguna Preserve: AmeriCorps Trail Extension Project		253,897					253,897
0413-78.00	Burbank Farm: Public Restroom Facility	25,000	40,000	35,000				75,000
0415-89.00	Laguna Parking Lot Entry Repaving & Repairs		40,500					40,500
0416-95.00	Ives Park: Pathway Replacement and ADA Upgrade		110,000					110,000
0417-96.00	ADA: Ives Pool Exterior Shower		75,000					75,000
		76,910	670,397	47,000	12,000	12,000	12,000	753,397
PROJECT FUNDING SOURCES								
202	Measure M Park Maintenance	25,000	130,000	35,000				165,000
212	Park In-Lieu Fund	51,910	155,454	12,000	12,000	12,000	12,000	203,454
212	Park In-Lieu Fund (Laguna Foundation)		28,000					28,000
212	Park-in-Lieu Fund (Sebastopol Rotary Clubs)		30,000					30,000
212	Park In-Lieu Fund (Sonoma Co. Open Space Grant)		126,943					126,943
212	Park-in-Lieu Fund (State Prop 68 Grant)		200,000					200,000
		76,910	670,397	47,000	12,000	12,000	12,000	753,397



# Libby Park: Replace Site Furnishings

**Project No:** 0402-2.00

**Category:** Parks Projects

**Project Location:** Libby Park



**DESCRIPTION:** Libby Park: Replace playground equipment

**JUSTIFICATION:** The current equipment has reached the end of its service life and needs replacing.

**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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		130,000					130,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		130,000					130,000
<b>FUNDING SOURCES</b>							
212-Park-in-Lieu Fund (Sebastopol Rotary Clubs)		30,000					30,000
212-Park-in-Lieu Fund (State Prop 68 Grant)		100,000					100,000
<b>FUNDING TOTALS</b>		130,000					130,000

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services	12,000	9,000					9,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	12,000	9,000					9,000
<b>FUNDING SOURCES</b>							
202-Measure M Park Maintenance		5,000					5,000
212-Park In-Lieu Fund	12,000	4,000					4,000
<b>FUNDING TOTALS</b>	12,000	9,000					9,000

## 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction	19,114	12,000	12,000	12,000	12,000	12,000	60,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	19,114	12,000	12,000	12,000	12,000	12,000	60,000
FUNDING SOURCES							
212-Park In-Lieu Fund	19,114	12,000	12,000	12,000	12,000	12,000	60,000
<b>FUNDING TOTALS</b>	19,114	12,000	12,000	12,000	12,000	12,000	60,000

# Laguna Preserve: Improvements

**Project No:** 0410-66.00

**Category:** Parks Projects

**Project Location:** Laguna Wetlands Preserve



**DESCRIPTION:** Laguna Preserve Improvements

**JUSTIFICATION:** Numerous improvements to the Laguna Wetlands Preserve have been planned but not implemented including work on the pathways, signs, benches, landscaping and drainage. These would be distinct from work done as part of the AmeriCorps Trail, a separately listed 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction	20,796						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>	20,796						0
<b>FUNDING SOURCES</b>							
212-Park In-Lieu Fund	20,796	0					0
<b>FUNDING TOTALS</b>	20,796	0					0

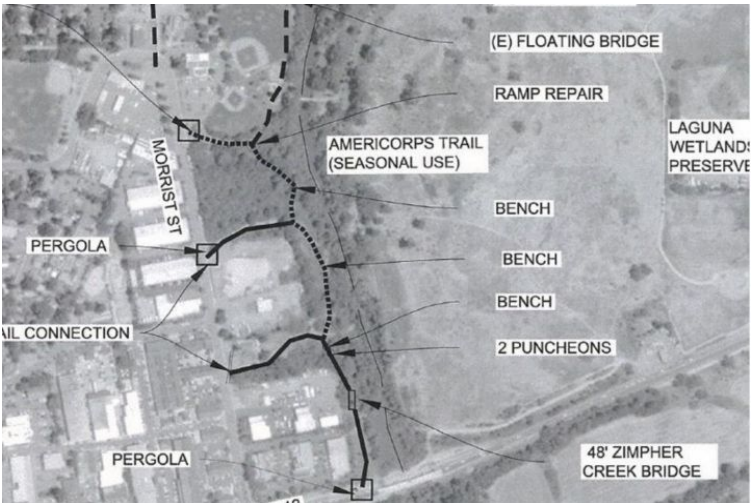


# Laguna Preserve: AmeriCorps Trail Extension Project

**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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		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>		253,897					253,897
<b>FUNDING SOURCES</b>							
212-Park In-Lieu Fund		98,954					98,954
212-Park In-Lieu Fund (Laguna Foundation)		28,000					28,000
212-Park In-Lieu Fund (Sonoma Co. Open Space Grant)		126,943					126,943
<b>FUNDING TOTALS</b>		253,897					253,897

# 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction	25,000	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>	25,000	40,000	35,000				75,000
<b>FUNDING SOURCES</b>							
202-Measure M Park Maintenance	25,000	40,000	35,000				75,000
<b>FUNDING TOTALS</b>	25,000	40,000	35,000				75,000

# Laguna Parking Lot Entry Repaving & Repairs

**Project No:** 0415-89.00

**Category:** Parks Projects

**Project Location:** Laguna Parking Lot



**DESCRIPTION:** Laguna Park paved pathways and parking

**JUSTIFICATION:** Several paved sections used for access and parking are in need of replacement.

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

EXPENDITURES	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		40,500					40,500
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		40,500					40,500
FUNDING SOURCES							
212-Park In-Lieu Fund		40,500	0				40,500
<b>FUNDING TOTALS</b>		40,500	0				40,500

# 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction		110,000					110,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		110,000					110,000
<b>FUNDING SOURCES</b>							
202-Measure M Park Maintenance		60,000					60,000
212-Park-in-Lieu Fund (State Prop 68 Grant)		50,000					50,000
<b>FUNDING TOTALS</b>		110,000					110,000



# ADA: Ives Pool Exterior Shower

**Project No:** 0417-96.00

**Category:** Parks Projects

**Project Location:** Ives Pool



**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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction		75,000					75,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		75,000					75,000
<b>FUNDING SOURCES</b>							
202-Measure M Park Maintenance		25,000					25,000
212-Park-in-Lieu Fund (State Prop 68 Grant)		50,000					50,000
<b>FUNDING TOTALS</b>		75,000					75,000

# Category Summary Report

## City of Sebastopol FY 2019-20 to 2023-24 Paving Projects

PROJECT TITLE		FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0502-14.00	Huntly Square: Possible City Portion Sidewalk Gap Closure			150,000				150,000
0503-15.00	Golden Ridge to Pleasant Hill Sidewalk Balance			250,000				250,000
0507-62.00	2024 Allocation Pavement Repairs						200,000	200,000
0510-74.01	Sidewalk Nelson to Robinson			150,000				150,000
0511-74.02	Bodega Road Widening North Side			114,335				114,335
0512-74.08	Repave Bodega High to Jewell				259,632			259,632
0513-74.09	Repave Bodega Jewell to Pleasant Hill					1,050,000		1,050,000
0514-74.10	Bodega Avenue Shoulder at the Cemetery			276,000				276,000
0516-85.00	Bodega Corridor Preliminary Plan & Design		146,500					146,500
			146,500	940,335	259,632	1,050,000	200,000	2,596,467

**PROJECT FUNDING SOURCES**

123	Pavement Reserve Fund (OBAG2 Grant)			597,750		597,750		1,195,500
123	Pavement Reserve Fund			287,585	77,632	267,250	65,000	697,467
201	Measure M Road Maintenance			55,000	57,000	60,000	60,000	232,000
216	CDC/CDBG (Grants FY19-20)		146,500					146,500
217	Road Maintenance & Rehab (SB1)				125,000	125,000	75,000	325,000
			146,500	940,335	259,632	1,050,000	200,000	2,596,467

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction			150,000				150,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			150,000				150,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund			150,000				150,000
<b>FUNDING TOTALS</b>			150,000				150,000

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction			250,000				250,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			250,000				250,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund			52,250				52,250
123-Pavement Reserve Fund (OBAG2 Grant)			197,750				197,750
<b>FUNDING TOTALS</b>			250,000				250,000

## 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction						200,000	200,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>						200,000	200,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund						65,000	65,000
201-Measure M Road Maintenance						60,000	60,000
217-Road Maintenance & Rehab (SB1)						75,000	75,000
<b>FUNDING TOTALS</b>						200,000	200,000



## 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction			150,000				150,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			150,000				150,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund			50,000				50,000
123-Pavement Reserve Fund (OBAG2 Grant)			100,000				100,000
<b>FUNDING TOTALS</b>			150,000				150,000

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction			114,335				114,335
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			114,335				114,335
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund			14,335				14,335
123-Pavement Reserve Fund (OBAG2 Grant)			100,000				100,000
<b>FUNDING TOTALS</b>			114,335				114,335

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction				259,632			259,632
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>				259,632			259,632
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund				77,632			77,632
201-Measure M Road Maintenance		0	0	57,000	0		57,000
217-Road Maintenance & Rehab (SB1)			0	125,000			125,000
<b>FUNDING TOTALS</b>		0	0	259,632	0		259,632



# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction					1,050,000		1,050,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>					1,050,000		1,050,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund					267,250		267,250
123-Pavement Reserve Fund (OBAG2 Grant)					597,750		597,750
201-Measure M Road Maintenance		0	0	0	60,000		60,000
217-Road Maintenance & Rehab (SB1)			0		125,000		125,000
<b>FUNDING TOTALS</b>		0	0	0	1,050,000		1,050,000

# 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.

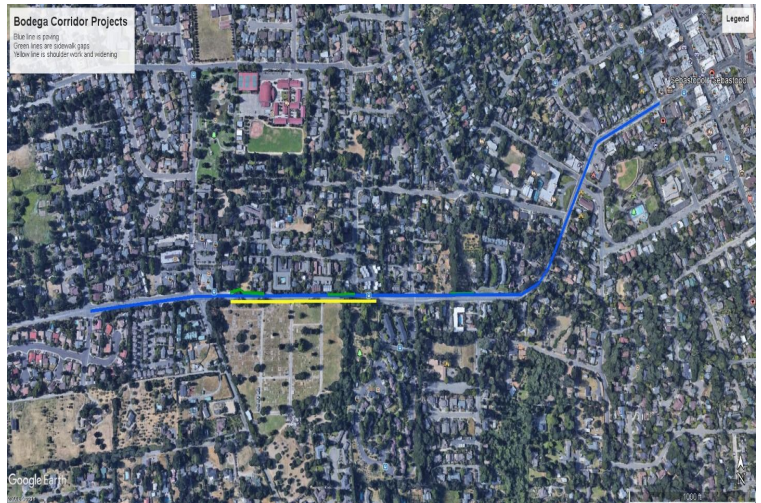
<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction			276,000				276,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			276,000				276,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund			21,000				21,000
123-Pavement Reserve Fund (OBAG2 Grant)			200,000				200,000
201-Measure M Road Maintenance			55,000				55,000
<b>FUNDING TOTALS</b>			276,000				276,000

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering		146,500					146,500
<b>EXPENDITURE TOTALS</b>		146,500					146,500
<b>FUNDING SOURCES</b>							
216-CDC/CDBG (Grants FY19-20)		146,500					146,500
<b>FUNDING TOTALS</b>		146,500					146,500

# Category Summary Report

## City of Sebastopol FY 2019-20 to 2023-24 Sewer/Wastewater Projects

PROJECT TITLE		FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0604-37.00	Zimpher Creek: Construction: Sewer Relocation Part 1 Covert			250,000				250,000
0610-70.00	Zimpher Creek: Construction: Sewer Relocation West End per Study				325,000	300,000		625,000
0611-80.00	Zimpher Creek: Construction: Sewer Repair East			100,000	175,000			275,000
0612-81.00	Florence: Sewer Repair South					200,000	445,000	645,000
0613-82.00	Florence: Sewer Repair North					100,000	225,000	325,000
0614-90.00	Maps: Update Sewer Line Maps		45,000					45,000
			45,000	350,000	500,000	600,000	670,000	2,165,000
<b>PROJECT FUNDING SOURCES</b>								
511	Sewer Capital Fund		45,000	350,000	500,000	600,000	670,000	2,165,000
			45,000	350,000	500,000	600,000	670,000	2,165,000

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services			250,000				250,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			250,000				250,000
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund			250,000				250,000
<b>FUNDING TOTALS</b>			250,000				250,000



# 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction				325,000	300,000		625,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>				325,000	300,000		625,000
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund				325,000	300,000		625,000
<b>FUNDING TOTALS</b>				325,000	300,000		625,000

# 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction			100,000	175,000			275,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>			100,000	175,000			275,000
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund			100,000	175,000			275,000
<b>FUNDING TOTALS</b>			100,000	175,000			275,000

## 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction					200,000	445,000	645,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>					200,000	445,000	645,000
FUNDING SOURCES							
511-Sewer Capital Fund					200,000	445,000	645,000
<b>FUNDING TOTALS</b>					200,000	445,000	645,000



## Florence: Sewer Repair North

**Project No:** 0613-82.00

**Category:** Sewer/Wastewater  
Projects

**Project Location:** Florence (North)



**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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services					100,000	225,000	325,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>					100,000	225,000	325,000
FUNDING SOURCES							
511-Sewer Capital Fund					100,000	225,000	325,000
<b>FUNDING TOTALS</b>					100,000	225,000	325,000

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction							0
9002 - Project Management							0
9003 - Professional Services		45,000					45,000
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		45,000					45,000
<b>FUNDING SOURCES</b>							
511-Sewer Capital Fund		45,000					45,000
<b>FUNDING TOTALS</b>		45,000					45,000

# Category Summary Report

## City of Sebastopol FY 2019-20 to 2023-24 Stormwater Projects

PROJECT TITLE		FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0701-34.00	Stream Permits to Clean Calder Creek Waterway Near the Laguna		35,000					35,000
0702-51.00	Valentine Avenue: Storm Drain Repair - Brookhaven/Zimpher		40,000	40,000	40,000	40,000	40,000	200,000
0710-64.00	Outfalls: Clean and Rehab 3 Outfalls		25,000	25,000	25,000	25,000	25,000	125,000
			100,000	65,000	65,000	65,000	65,000	360,000
PROJECT FUNDING SOURCES								
100	General Fund		100,000	65,000	65,000	65,000	65,000	360,000
			100,000	65,000	65,000	65,000	65,000	360,000

# 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction		35,000					35,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		35,000					35,000
<b>FUNDING SOURCES</b>							
100-General Fund		35,000					35,000
<b>FUNDING TOTALS</b>		35,000					35,000

# 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.

<b>EXPENDITURES</b>	<b>FY18-19 Carryover</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Five Year</b>
9001 - Construction		40,000	40,000	40,000	40,000	40,000	200,000
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	40,000	200,000
<b>FUNDING SOURCES</b>							
100-General Fund		40,000	40,000	40,000	40,000	40,000	200,000
<b>FUNDING TOTALS</b>		40,000	40,000	40,000	40,000	40,000	200,000



# Outfalls: Clean and Rehab 3 Outfalls

**Project No:** 0710-64.00  
**Category:** Stormwater Projects  
**Project Location:** Outfalls



**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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		25,000	25,000	25,000	25,000	25,000	125,000
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	25,000	125,000
<b>FUNDING SOURCES</b>							
100-General Fund		25,000	25,000	25,000	25,000	25,000	125,000
<b>FUNDING TOTALS</b>		25,000	25,000	25,000	25,000	25,000	125,000

# Category Summary Report

## City of Sebastopol FY 2019-20 to 2023-24 Water Projects

PROJECT TITLE		FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0814-72.00	Well 6 Fence: Security Fence Surrounding Well 6				17,500			17,500
0815-83.00	Florence: Water Line Replace South					165,000		165,000
0816-84.00	Florence: Water Line Replace North					100,000	225,000	325,000
0817-86.00	Maps: Update Water Line Maps		45,000					45,000
			45,000		17,500	265,000	225,000	552,500

PROJECT FUNDING SOURCES		FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
501	Water Capital Fund		45,000		17,500	265,000	225,000	552,500
			45,000		17,500	265,000	225,000	552,500

## 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction				17,500			17,500
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>				17,500			17,500
<b>FUNDING SOURCES</b>							
501-Water Capital Fund				17,500			17,500
<b>FUNDING TOTALS</b>				17,500			17,500



## 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction					165,000		165,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>					165,000		165,000
FUNDING SOURCES							
501-Water Capital Fund					165,000		165,000
<b>FUNDING TOTALS</b>					165,000		165,000

## 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction					100,000	225,000	325,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>					100,000	225,000	325,000
FUNDING SOURCES							
501-Water Capital Fund					100,000	225,000	325,000
<b>FUNDING TOTALS</b>					100,000	225,000	325,000

# 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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		45,000					45,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		45,000					45,000
<b>FUNDING SOURCES</b>							
501-Water Capital Fund		45,000					45,000
<b>FUNDING TOTALS</b>		45,000					45,000

# Category Summary Report

## City of Sebastopol FY 2019-20 to 2023-24 Arts Projects

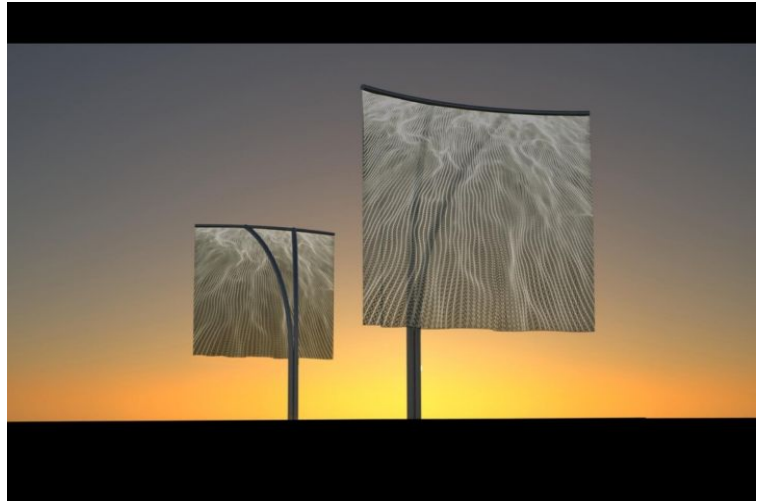
PROJECT TITLE		FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	TOTALS
0901	Ned Kahn: "Sebastopol Portals"		50,000					50,000
0902	Michael McGinnis: "Gray Matters"		38,000					38,000
0903	City Sponsorship of New Art Project		5,000					5,000
			93,000					93,000
<b>PROJECT FUNDING SOURCES</b>								
203	Art-In-Lieu Fund		93,000					93,000
			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	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		50,000					50,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		50,000					50,000
FUNDING SOURCES							
203-Art-In-Lieu Fund		50,000					50,000
<b>FUNDING TOTALS</b>		50,000					50,000

# Michael McGinnis: "Gray Matters"

<b>Project No:</b>	0902
<b>Category:</b>	Arts Projects
<b>Project Location:</b>	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:**

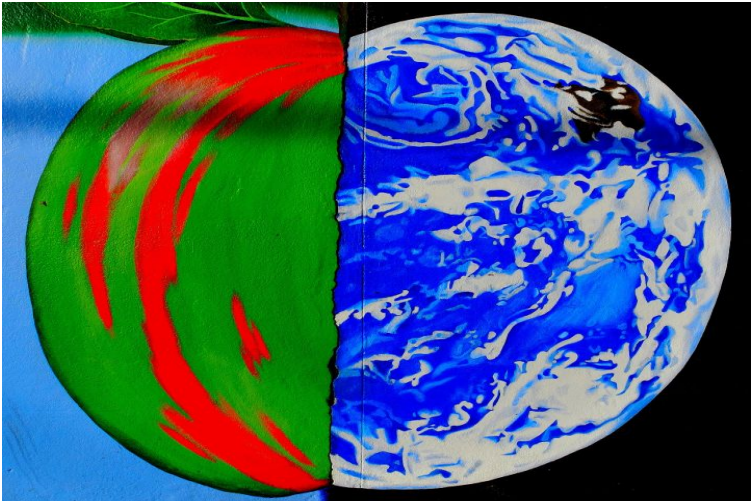
**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		38,000					38,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		38,000					38,000
FUNDING SOURCES							
203-Art-In-Lieu Fund		38,000					38,000
<b>FUNDING TOTALS</b>		38,000					38,000



# City Sponsorship of New Art Project

<b>Project No:</b>	0903
<b>Category:</b>	Arts Projects
<b>Project Location:</b>	To be determined



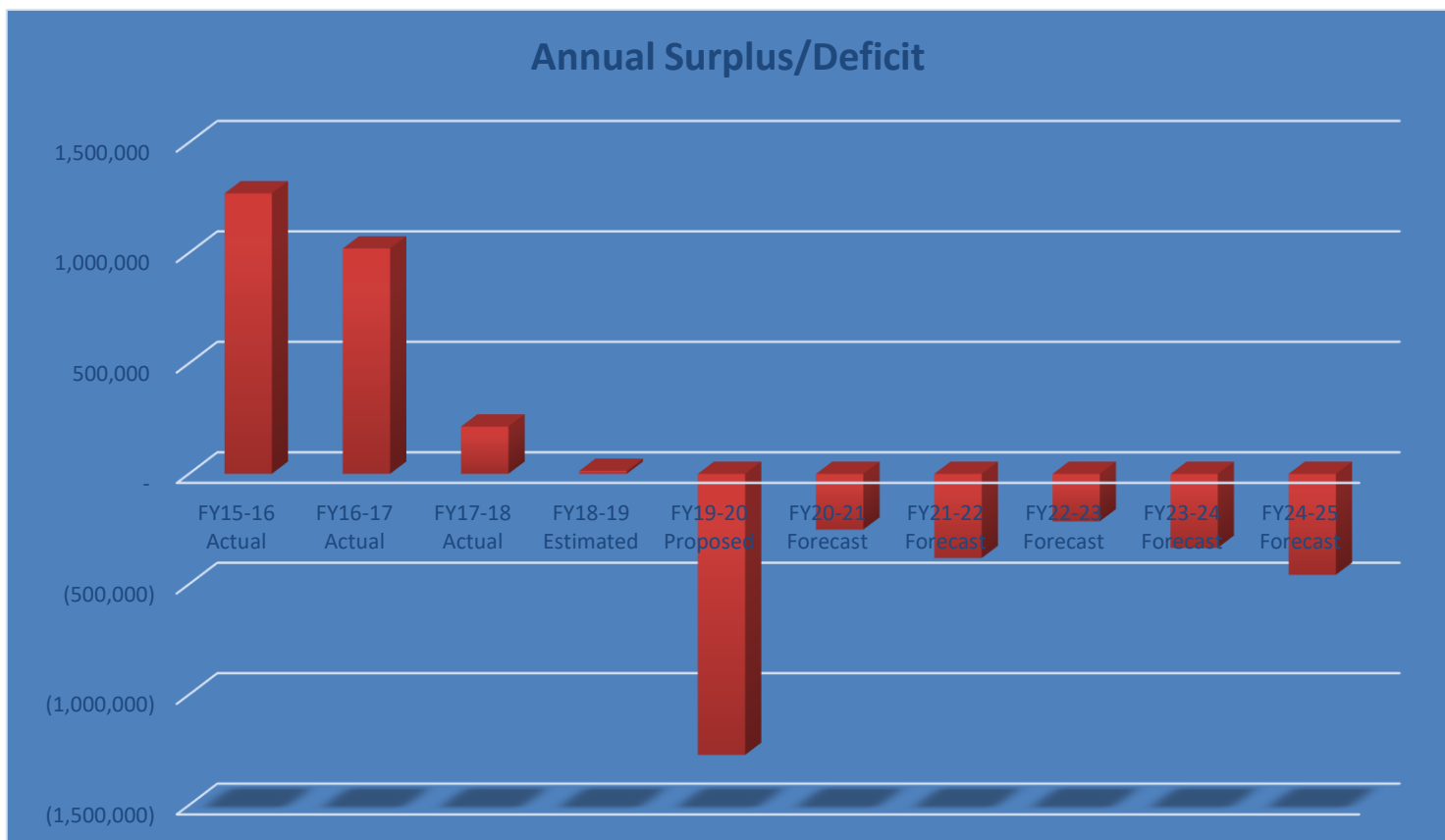
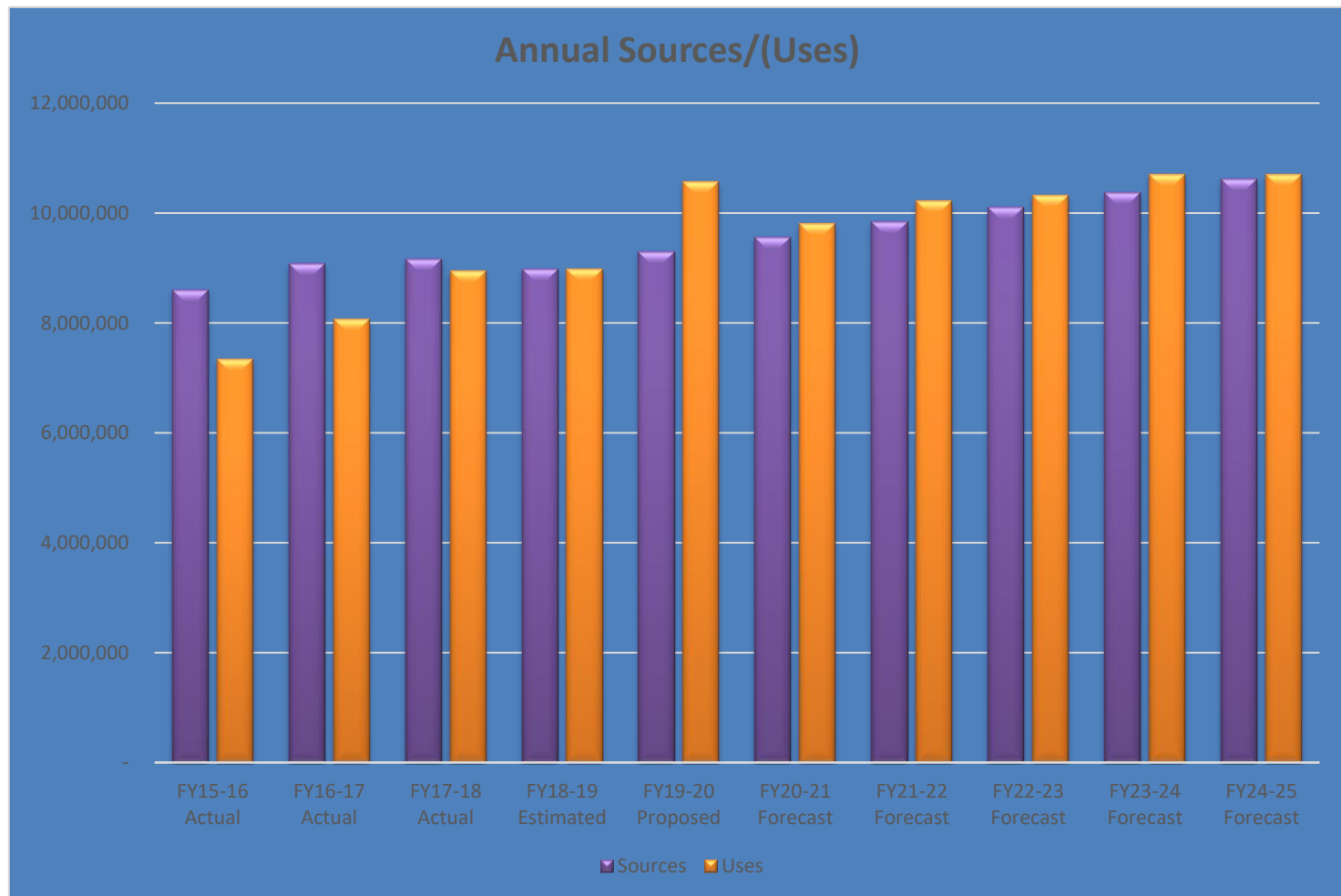
**DESCRIPTION:** City Council authorized \$5,000 for potential sponsorship of a new art project by the City.

**JUSTIFICATION:**

**COUNCIL GOALS AND PRIORITIES:**

EXPENDITURES	FY18-19 Carryover	2019-20	2020-21	2021-22	2022-23	2023-24	Five Year
9001 - Construction		5,000					5,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Design/Inspection/Engineering							0
<b>EXPENDITURE TOTALS</b>		5,000					5,000
<b>FUNDING SOURCES</b>							
203-Art-In-Lieu Fund		5,000					5,000
<b>FUNDING TOTALS</b>		5,000					5,000

# FINANCIAL FORECAST GRAPH





# City of Sebastopol, CA

## General Fund/Transaction & Use Tax Fund History and Forecast

### FY 2011/12 Through 2024/25

	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	Estimated Actual FY 18-19	Adopted Budget FY 19-20	Forecast FY 20-21	Forecast FY 21-22	Forecast FY 22-23	Forecast FY 23-24	Forecast FY 24-25
<b>Revenues:</b>														
Property Taxes	\$ 2,166,875	\$ 2,201,954	\$ 2,024,751	\$ 2,043,313	\$ 2,325,784	\$ 2,368,507	\$ 2,472,789	\$ 2,496,000	\$ 2,514,380	\$ 2,564,668	\$ 2,615,961	\$ 2,668,280	\$ 2,694,963	\$ 2,721,913
Sales & Use Tax	1,330,282	1,606,184	1,642,919	1,668,410	1,553,434	1,918,112	1,900,003	1,977,000	2,024,000	2,096,864	2,170,254	2,244,043	2,318,096	2,394,593
Measure T - 1/4 cent	520,394	610,069	556,276	608,379	607,886	625,623	689,711	651,800	680,000	704,480	729,137	753,928	778,054	802,952
Measure Y - 1/2 cent	-	536,987	884,869	1,233,105	1,199,872	1,280,240	1,271,143	1,315,800	1,370,000	1,419,320	1,468,996	1,518,942	1,567,548	1,617,710
Utility User Tax	304,796	334,739	354,011	459,202	616,276	695,633	687,331	600,000	683,000	700,075	717,577	735,516	753,904	772,752
Transient Occupancy Tax	300,937	329,577	359,892	482,164	483,738	514,225	529,810	565,250	650,000	682,500	716,625	752,456	790,079	829,583
Franchise Fees	139,318	146,119	141,507	155,165	371,567	359,466	323,496	324,500	324,500	329,368	334,309	339,324	344,414	349,580
Licenses & Permits	321,279	364,654	290,027	314,693	488,949	406,529	310,630	278,000	273,000	277,095	281,251	285,470	289,752	294,098
Fines & Forfeitures	174,613	124,942	117,357	158,380	122,234	88,747	71,005	70,000	70,000	70,700	71,407	72,121	72,842	73,570
Interest & Rents	49,179	89,775	44,675	62,104	69,259	84,984	89,643	89,200	90,496	91,401	92,315	93,238	94,170	95,112
Intergovernmental	109,357	102,018	96,444	153,018	112,854	109,799	236,939	108,000	117,300	118,473	119,658	120,855	122,064	123,285
Charges for Current Services	298,932	311,111	339,120	365,302	262,337	337,566	267,183	220,900	225,900	230,418	235,026	239,727	244,522	249,412
Community Center Fees	34,080	37,466	54,572	39,837	37,479	51,053	63,930	47,000	52,000	53,040	54,101	55,183	56,287	57,413
Miscellaneous/Other Income	236,215	482,823	215,693	265,617	343,384	243,160	227,610	224,500	219,500	223,890	228,368	232,935	237,594	242,346
<b>Total Revenues</b>	<b>\$ 5,986,257</b>	<b>\$ 7,278,418</b>	<b>\$ 7,122,113</b>	<b>\$ 8,008,689</b>	<b>\$ 8,595,053</b>	<b>\$ 9,083,644</b>	<b>\$ 9,141,223</b>	<b>\$ 8,967,950</b>	<b>\$ 9,294,076</b>	<b>\$ 9,562,292</b>	<b>\$ 9,834,985</b>	<b>\$ 10,112,018</b>	<b>\$ 10,364,289</b>	<b>\$ 10,624,319</b>
<b>Transfers In:</b>														
Transfers In:	30,158	32,591	26,186	16,127	8,695	670	16,182	16,350	-	-	-	-	-	-
<b>Total Transfers In</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>\$ 16,350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Resources Available: (Revenues &amp; Transfers In)</b>	<b>\$ 6,016,415</b>	<b>\$ 7,311,009</b>	<b>\$ 7,148,299</b>	<b>\$ 8,024,816</b>	<b>\$ 8,603,748</b>	<b>\$ 9,084,314</b>	<b>\$ 9,157,405</b>	<b>\$ 8,984,300</b>	<b>\$ 9,294,076</b>	<b>\$ 9,562,292</b>	<b>\$ 9,834,985</b>	<b>\$ 10,112,018</b>	<b>\$ 10,364,289</b>	<b>\$ 10,624,319</b>
<b>Growth %:</b>	9.42%	21.52%	-2.23%	12.26%	7.21%	5.59%	0.80%	-1.89%	3.45%	2.89%	2.85%	2.82%	2.49%	2.51%

Continued on next Page

# City of Sebastopol, CA

## General Fund/Transaction & Use Tax Fund History and Forecast

### FY 2011/12 Through 2024/25

	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	Estimated Actual FY 18-19	Adopted Budget FY 19-20	Forecast FY 20-21	Forecast FY 21-22	Forecast FY 22-23	Forecast FY 23-24	Forecast FY 24-25
<b>Department Expenditures:</b>														
City Council	89,060	107,319	224,582	183,488	177,174	206,294	206,493	215,403	231,218	242,778	256,436	268,466	281,098	294,363
City Manager	127,269	69,748	117,405	101,568	151,145	231,646	183,577	173,300	181,380	190,229	197,901	200,066	207,693	215,629
City Attorney	143,309	229,079	370,426	142,329	124,574	129,453	125,149	131,891	135,700	139,011	146,270	149,633	155,897	162,442
City Clerk	109,355	146,499	163,131	188,523	216,138	238,969	230,894	263,957	282,061	297,452	290,928	291,819	302,102	312,775
Finance	65,633	120,675	125,182	107,830	116,057	174,737	192,381	236,108	257,206	269,892	275,825	292,145	304,177	316,735
Planning	186,605	269,322	274,104	535,423	538,787	454,346	489,476	530,912	549,002	577,626	608,371	617,698	640,907	665,049
Building	155,308	154,581	158,756	169,503	170,766	184,699	175,196	197,214	238,136	252,546	263,587	262,593	269,915	277,492
Engineering / Storm Water	-	-	-	-	101,783	149,917	167,924	245,640	230,036	295,495	310,832	320,639	334,907	349,837
Fire	592,213	574,657	545,700	690,609	673,687	772,636	981,004	842,524	1,037,260	1,076,714	1,100,642	1,206,158	1,235,572	1,264,239
Police	2,896,453	2,947,930	3,025,970	3,222,751	3,380,118	3,558,289	3,749,027	3,931,250	4,251,675	4,484,676	4,687,489	4,577,445	4,731,113	4,887,913
Public Works	530,081	432,326	993,406	890,204	745,669	1,061,902	957,534	1,100,073	1,182,046	1,070,521	1,129,569	1,151,371	1,208,899	1,269,166
Community Center	110,871	108,734	130,438	265,747	302,461	316,046	298,530	494,265	457,230	481,337	506,345	527,824	553,035	579,473
Non Departmental	121,038	55,843	32,199	116,726	215,225	221,260	197,867	221,679	221,072	232,126	243,732	255,919	268,715	282,151
Debt Service	298,535	298,544	298,544	285,247	267,047	197,626	204,672	204,670	203,713	203,713	197,626	204,672	204,670	203,713
<b>Total Department Expenditures</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>8,788,886</b>	<b>9,457,735</b>	<b>9,814,116</b>	<b>10,215,553</b>	<b>10,326,448</b>	<b>10,698,700</b>	<b>11,080,977</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>Transfers Out:</b>														
Others - Overage of AD & GT	85,139	51,531	49,215	67,394	4,205	-	4,305	-	-	-	-	-	-	-
Others - Streets Pavement Reserve	-	150,000	150,000	150,000	150,000	150,000	125,000	-	-	-	-	-	-	-
Others - Internal Svs Fund (Pension)	-	-	-	-	-	-	550,000	150,000	1,000,000	-	-	-	-	-
Others - SLESF	-	-	-	-	-	17,048	-	-	8,300	-	-	-	-	-
Others - Capital Projects	-	-	-	-	-	-	49,325	-	100,000	-	-	-	-	-
Others - Gas Tax	-	-	-	-	-	-	33,772	32,000	-	-	-	-	-	-
Others - PD Grant Funds	-	-	-	-	-	-	21,607	-	-	-	-	-	-	-
<b>Total Transfers Out</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>182,000</b>	<b>1,108,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Resources Used:</b>														
(Departmental, Other Expenditures & Transfers Out)	\$ 5,510,869	\$ 5,716,788	\$ 6,659,058	\$ 7,117,342	\$ 7,334,836	\$ 8,064,868	\$ 8,943,733	\$ 8,970,886	\$ 10,566,035	\$ 9,814,116	\$ 10,215,553	\$ 10,326,448	\$ 10,698,700	\$ 11,080,977
<b>Net Results of Operations:</b>														
(Total Resources Available less Total Resources Used)	\$ 505,546	\$ 1,594,221	\$ 489,241	\$ 907,474	\$ 1,268,912	\$ 1,019,446	\$ 213,672	\$ 13,414	\$ (1,271,959)	\$ (251,824)	\$ (380,568)	\$ (214,430)	\$ (334,411)	\$ (456,658)
<b>Contribution/(Uses) of Reserves:</b>	<b>\$ 505,546</b>	<b>\$ 1,594,221</b>	<b>\$ 489,241</b>	<b>\$ 907,474</b>	<b>\$ 1,268,912</b>	<b>\$ 1,019,446</b>	<b>\$ 213,672</b>	<b>\$ 13,414</b>	<b>\$ (1,271,959)</b>	<b>\$ (251,824)</b>	<b>\$ (380,568)</b>	<b>\$ (214,430)</b>	<b>\$ (334,411)</b>	<b>\$ (456,658)</b>
<b>Total Annual Surplus/(Deficit):</b>														
<b>(Net Results of Operations &amp; Contribution to Reserves)</b>	<b>\$ 505,546</b>	<b>\$ 1,594,221</b>	<b>\$ 489,241</b>	<b>\$ 907,474</b>	<b>\$ 1,268,912</b>	<b>\$ 1,019,446</b>	<b>\$ 213,672</b>	<b>\$ 13,414</b>	<b>\$ (1,271,959)</b>	<b>\$ (251,824)</b>	<b>\$ (380,568)</b>	<b>\$ (214,430)</b>	<b>\$ (334,411)</b>	<b>\$ (456,658)</b>

Policy Reserve Level (15% to 20%) \$ 781,850 \$ 812,737 \$ 954,077 \$ 1,423,468 \$ 1,466,967 \$ 1,612,974 \$ 1,788,747 \$ 1,794,177 \$ 2,113,207 \$ 2,043,111 \$ 1,962,823 \$ 2,065,290 \$ 2,139,740 \$ 2,216,195

Unassigned Reserves Balance \$ 712,454 \$ 1,517,762 \$ 2,133,031 \$ 2,907,524 \$ 4,095,624 \$ 3,557,451 \$ 3,882,742 \$ 3,896,156 \$ 2,649,197 \$ 2,016,805 \$ 2,397,373 \$ 1,802,375 \$ 1,467,964 \$ 1,011,306

Actual Reserve Level 12.9% 26.5% 32.0% 40.9% 55.8% 44.1% 43.4% 43.4% 43.4% 25.1% 24.4% 17.5% 13.7% 9.1%

**CITY OF SEBASTOPOL  
VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE**

VEH NO	VEHICLE REPLACEMENT SCHEDULE DESCRIPTION	YEAR OF VEHICLE	DEPT	YRS. EXPT LIFE	PURCHASE PRICE	FV REPL COST	PER YEAR RPL COST	2020		2021		2022		2023		2024		2025	
								TO REPL.	YEARS	TO REPL.	YEARS	TO REPL.	YEARS	TO REPL.	YEARS	TO REPL.	YEARS	TO REPL.	
10	Ford C-Max Hybrid	2017	PW	15	35,000	63,033	4,202	12	11	10	9	8	0						
12	Ford 350 4x4 Pickup	2016	PW	20	36,203	79,325	3,966	16	15	14	13	12	11						
13	Ford 350 Flat Bed Dump Truck	2002	PW	20	34,328	75,217	3,761	2	1	0	0	0	0						
14	Ford F-350 w/ lift	2014	PW	20	74,114	162,393	8,120	14	13	12	11	10	9						
15	Ford 250 w/Scelzi Utility Body	2014	PW	20	32,700	71,650	3,582	14	13	12	11	10	9						
16	Ford Ranger Pickup	2002	PW	20	13,046	28,585	1,429	2	1	0	0	0	0						
17	Ford 250 w/Scelzi Utility Body	2014	PW	20	32,692	71,632	3,582	14	13	12	11	10	9						
18	Ford F250 w/Scelzi Utility Body	2017	PW	20	34,000	74,498	3,725	17	16	15	14	13	12						
19	Ford F350 w/Dump Body	2014	PW	20	37,499	82,165	4,108	14	13	12	11	10	9						
21	Chevrolet Pickup	2006	PW	20	14,000	30,676	1,534	6	5	4	3	2	1						
22	Ford F650 5 Yard Dump	2010	PW	20	74,184	162,546	8,127	10	9	8	7	6	5						
23	International 5 Yard Dump	1994	PW	30	32,445	105,232	3,508	4	3	2	1	0	0						
24	Ford Ranger Pickup	2006	PW	20	12,000	26,293	1,315	6	5	4	3	2	1						
25	Ford F250 w/Scelzi Utility Body	2017	PW	20	34,000	74,498	3,725	17	16	15	14	13	12						
26	Ford Ranger Pickup	2002	PW	20	13,046	28,585	1,429	2	1	0	0	0	0						
29	Chevrolet Pickup	2006	PW	20	14,000	30,676	1,534	6	5	4	3	2	1						
86	Featherlite Trailer	2001	PW	20	2,500	5,478	274	1	0	0	0	0	0						
87	John Deere 310E Backhoe	2002	PW	15	39,900	71,858	4,791	0	0	0	0	0	0						
88	Case 570 XLT Loader/Grader	2002	PW	20	36,980	81,028	4,051	2	1	0	0	0	0						
89	John Deere 310L Backhoe	2015	PW	15	93,477	168,347	11,223	10	9	8	7	6	5						
95	Vactor 2103 Truck	2009	PW	20	167,761	367,585	18,379	9	8	7	6	5	4						
96	Featherlite Mower Trailer	2009	PW	20	3,343	7,325	366	9	8	7	6	5	4						
97	Internation Vactor 2013	2017	PW	20	287,000	628,852	31,443	17	16	15	14	13	12						

**TOTAL ANNUAL REPLACEMENT COST**      71,858      77,335      262,165      290,751      395,983      459,016

**CITY OF SEBASTOPOL  
VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE**

VEH NO	VEHICLE REPLACEMENT SCHEDULE DESCRIPTION	YEAR OF VEHICLE	DEPT	YRS. EXPT LIFE	PURCHASE PRICE	FV REPL COST	PER YEAR RPL COST	2020 YEARS TO REPL.	2021 YEARS TO REPL.	2022 YEARS TO REPL.	2023 YEARS TO REPL.	2024 YEARS TO REPL.	2025 YEARS TO REPL.
30	Ford Explorer/Interceptor	2019	PD	15	50,000	90,047	6,003	14	13	12	11	10	9
31	Ford Crown Victoria	2018	PD	15	45,000	81,042	5,403	13	12	11	10	9	8
33	Harley Davidson Motorcycle	2005	PD	20	20,000	43,822	2,191	5	4	3	2	1	0
34	Harley Davidson Motorcycle	2005	PD	20	20,000	43,822	2,191	5	4	3	2	1	0
36	Toyota Prius	2005	PD	15	23,500	42,322	2,821	0	0	0	0	0	0
37	Ford Fusion	2017	PD	10	40,000	59,210	5,921	7	6	5	4	3	2
38	Ford Fusion	2018	PD	10	40,000	59,210	5,921	8	7	6	5	4	3
41	Ford Explorer	2017	PD	10	47,000	69,571	6,957	7	6	5	4	3	2
42	Ford Explorer Interceptor	2015	PD	10	46,750	69,201	6,920	5	4	3	2	1	0
43	Ford Explorer	2017	PD	10	47,000	69,571	6,957	7	6	5	4	3	2
44	Ford Explorer	2016	PD	10	46,750	69,201	6,920	6	5	4	3	2	1
45	Ford Crown Victoria	2008	PD	8	24,500	33,530	4,191	0	0	0	0	0	0
48	Mighty Mover DUI Trailer	1998	PD	40	15,000	72,015	1,800	18	17	16	15	14	13
49	Ford Interceptor	2014	PD	10	28,100	41,595	4,159	4	3	2	1	0	0
50	Ford Explorer	2014	PD	10	28,100	41,595	4,159	4	3	2	1	0	0
51	Ford Escape/Hybrid	2008	PD	15	32,800	59,071	3,938	3	2	1	0	0	0
52	Ford Escape/Hybrid	2005	PD	15	32,500	58,531	3,902	0	0	0	0	0	0
<b>TOTAL ANNUAL REPLACEMENT COST</b>								134,383	134,383	134,383	134,383	217,573	433,490

**CITY OF SEBASTOPOL  
VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE**

VEH NO	VEHICLE DESCRIPTION	SCHEDULE YEAR OF VEHICLE	DEPT	YRS. EXPT LIFE	PURCHASE PRICE	FV REPL COST	PER YEAR RPL COST	2020		2021		2022		2023		2024		2025		
								TO REPL.	YEARS TO REPL.	TO REPL.	YEARS TO REPL.	TO REPL.	YEARS TO REPL.	TO REPL.	YEARS TO REPL.	TO REPL.	YEARS TO REPL.			
8330	International Emergency Response	1994	FD	23	100,000	246,472	10,716	0	0	0	0	0	0	0	0	0	0	0	0	0
8300	Ford Escape	2008	FD	10	28,000	41,447	4,145	0	0	0	0	0	0	0	0	0	0	0	0	0
8361	International Fire Engine Type 3	1996	FD	25	12,000	31,990	1,280	1	0	0	0	0	0	0	0	0	0	0	0	0
8350	Pierce Dash Fire Ladder Truck	2003	FD	20	596,000	1,305,909	65,295	3	2	1	1	0	0	0	0	0	0	0	0	0
8343	Klamath 13' Rescue Boat	2014	FD	10	3,800	5,625	562	4	3	2	2	1	1	0	0	0	0	0	0	0
8340	Dodge Ram 2500 Pickup	2008	FD	20	33,500	73,403	3,670	8	7	6	6	5	5	4	4	3	3	3	3	3
8380	Pierce Velocity Fire Engine	2011	FD	20	695,500	1,523,926	76,196	11	10	9	9	8	8	7	6	6	6	6	6	6
8381	Pierce Lance Fire Engine	1990	FD	30	200,000	648,680	21,623	0	0	0	0	0	0	0	0	0	0	0	0	0
B83	Chevrolet Tahoe	2015	FD	10	40,000	59,210	5,921	5	4	3	3	2	2	1	1	0	0	0	0	0
BLDG	Ford Escape	2008	BLDG	10	27,000	39,967	3,997	0	0	0	0	0	0	0	0	0	0	0	0	0

**TOTAL ANNUAL REPLACEMENT COST** 976,564 1,008,555 1,008,555 2,314,464 2,320,089 2,379,299

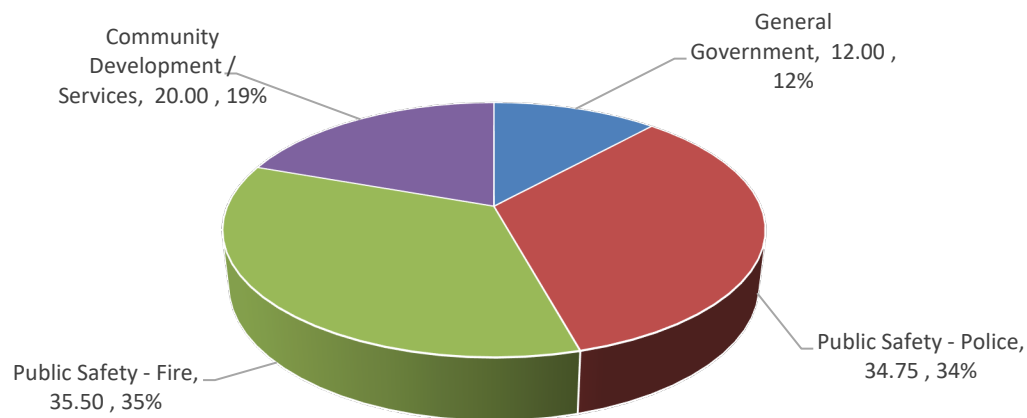
**GRAND TOTAL ANNUAL REPLACEMENT COST** 3,442,018 7,414,431 397,734 1,182,805 1,220,273 1,405,103 2,739,598 2,933,644 3,271,804

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

Function	As of June 30,				
	2016	2017	2018	2019	2020
<b>General Government</b>					
City Council	6.00	6.00	6.00	6.00	6.00
Administrative <sup>1</sup>	2.00	1.75	2.00	2.00	2.00
Finance & Accounting	4.00	4.00	4.00	4.00	4.00
<b>Public Safety</b>					
Police Protection	22.00	23.75	23.75	23.75	23.75
Police Protection - Reserves	11.00	11.00	11.00	11.00	11.00
Fire Protection	1.50	1.50	1.50	1.50	2.50
Fire Protection - Volunteers	32.00	32.00	34.00	34.00	33.00
<b>Community Development / Services</b>					
Planning	2.76	3.00	3.00	3.00	3.00
Building Inspection	1.50	1.50	1.50	1.50	1.50
Engineering	1.50	1.75	1.75	1.75	1.75
Public Works	12.50	13.00	14.75	14.75	13.75
<b>Total</b>	<b>96.76</b>	<b>99.25</b>	<b>103.25</b>	<b>103.25</b>	<b>102.25</b>

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

**FULL TIME / PART TIME EQUIVALENT BY FUNCTION  
 FY 2019-20**



## ADOPTED FTE STAFFING SUMMARY

Budgeted Staffing	FY 2018-19 Adjusted	Add	Delete	FY 2019-20 Adopted
<b><u>City Council</u></b>				
Council Members	5			5
Video Recorder	1			1
<b>Total</b>	<b>6</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>1.75</b>
<b><u>City Attorney</u></b>				
City Attorney <sup>1</sup>	0.25			0.25
<b><u>Finance</u></b>				
Finance Director	1			1
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>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>1.5</b>
<b><u>Planning</u></b>				
Planning Director	1			1
Assistant Planner	1			1
Senior Administrative Assistant	1			1
<b>Total</b>	<b>3</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	34		1	33
<b>Total</b>	<b>35.5</b>	<b>1</b>	<b>1</b>	<b>35.5</b>



## ADOPTED FTE STAFFING SUMMARY

Budgeted Staffing	FY 2018-19 Adjusted	Add	Delete	FY 2019-20 Adopted
<b><u>Police Services</u></b>				
Police Chief	1			1
Lieutenant	1			1
Sergeants	4			4
Officers	10			10
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			11
<b>Total</b>	<b>34.75</b>	<b>1</b>	<b>1</b>	<b>34.75</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>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>1.75</b>
<b>Grand Total</b>	<b>103.25</b>	<b>3.5</b>	<b>4.5</b>	<b>102.25</b>

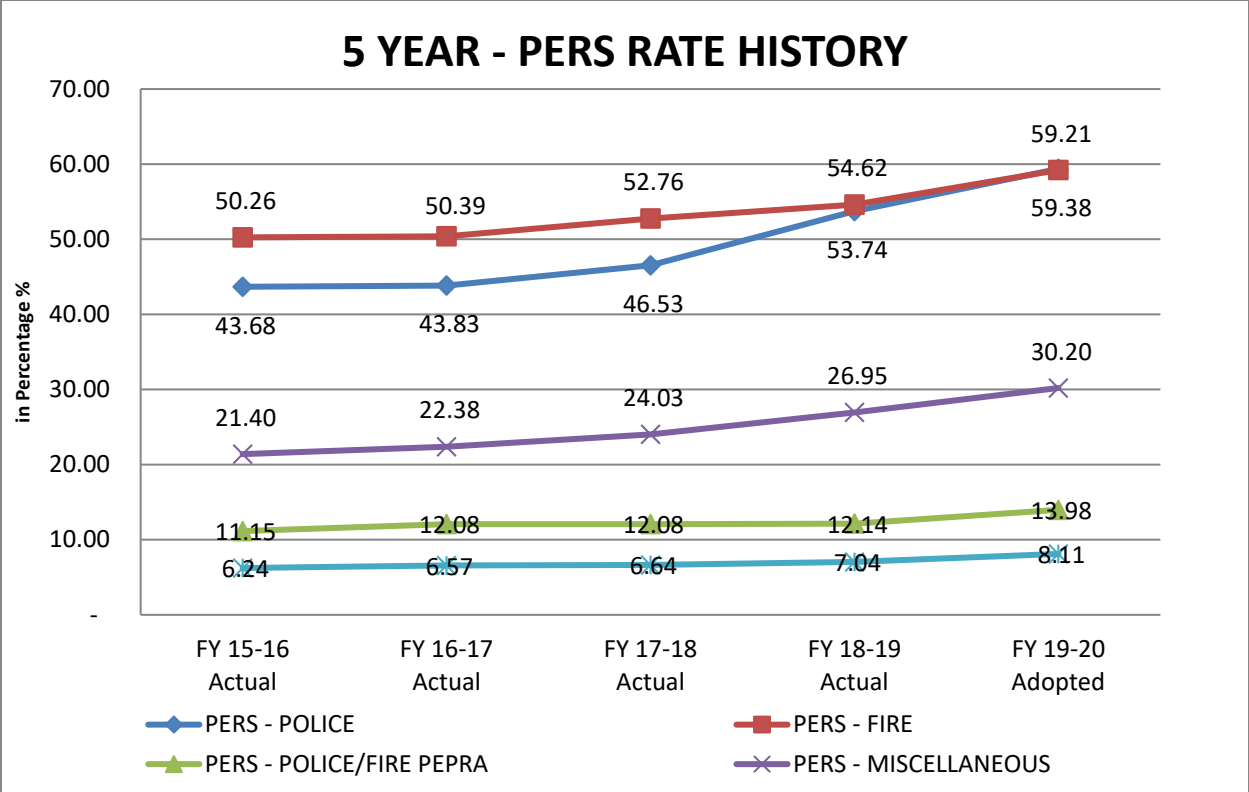
<sup>1</sup> Designates one employee holding two positions

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

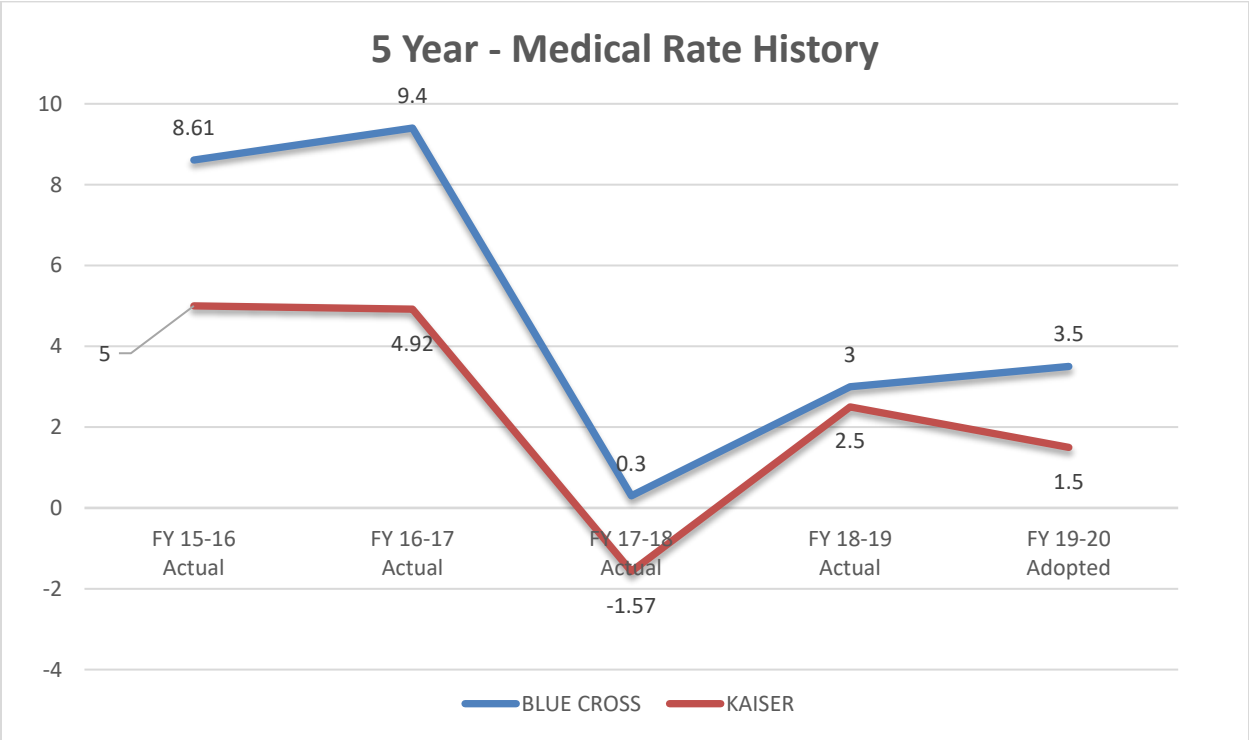


## ADOPTED OVERHEAD ALLOCATION

Department	***** Percentage of Overhead Allocated by Fund *****				
	General Fund	T&U Fund	Water Fund	Sewer Fund	Total
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%



Sources: PERS Actuarial Report



City of Sebastopol  
Membership Listing

	<b>Agency Description</b>	<b>Controlling Department</b>	<b>FY 17-18 Dues Amount</b>	<b>FY 18-19 Dues Amount</b>
1	Local Agency Formation Commission (LAFCO)	Council	5,468.00	5,690.00
2	Sister Cities International	Council	150.00	155.00
3	League of California Cities	Council	4,841.00	4,962.00
4	Association of Bay Area Government (ABAG)	Council	2,301.00	2,397.00
5	Sonoma County Go Local Cooperative	Council	150.00	150.00
6	Cittaslow International	Council	892.50	892.50
7	SoCo Transportation Authority Technical Advisory Committee (SCTA)	Council	4,659.00	4,659.00
8	Regional Climate Protection Authority (RCPA)	Council	7,587.00	7,589.00
9	Sonoma County Clean Power	Council	-	-
10	Sonoma County Mayors & CouncilMembers Association	Council	-	-
11	Sonoma Marin Mosquito Abatement	Council	-	-
12	Sonoma County Health Action	Council	-	-
13	Sonoma County Library JPA	Council	-	-
14	International Institute fo Municipal Clerks	City Clerk	185.00	185.00
15	City Clerks Association of California	City Clerk	115.00	115.00
16	Society for Human Resources Management	City Clerk	100.00	189.00
17	ICMA	City Clerk	-	220.00
18	California Public Employers Labor Relations Association (CALPELRA)	City Clerk	700.00	350.00
19	California Society of Municipal Finance Officers	Finance	155.00	155.00
20	Government Finance Officers Association	Finance	170.00	170.00
21	Municipal Management Association of Northern California	Finance	95.00	95.00
22	California Public Employers Labor Relations Association (CALPELRA)	Finance	-	189.00
23	California Muncipal Treasurers Assocation	Finance	110.00	110.00
24	Sonoma County Regional Climate Protection Authority	Planning	-	-
25	Sonoma County Bicycle and Pedestrian Advisory Committee	Planning	-	-
26	American Planning Association	Planning	515.00	700.00
27	International Association of Plumbing & Mechanical Officials	Building	150.00	150.00
28	Sacramento Valley Association of Building Officials	Building	65.00	65.00
29	Redwood Empire Association of Code Officials	Building	-	-
30	Yosemite Chapter of ICC	Building	135.00	135.00
31	California Association of Code Enforcement	Building	-	-
32	California Building Officials	Building	75.00	155.00
33	County Building Officials Association of California	Building	85.00	85.00
34	International Association of Electrical Inspectors	Building	120.00	120.00
35	Rusian River WaterShed Association Technical Work Group	Engineering	29,305.00	31,664.00
36	State Water Control Board	Engineering	5,700.00	5,700.00
37	Subregional Wastewater Technical Advisory Committee	Engineering	-	-

City of Sebastopol  
Membership Listing

	<b>Agency Description</b>	<b>Controlling Department</b>	<b>FY 17-18 Dues Amount</b>	<b>FY 18-19 Dues Amount</b>
38	SoCo Community Development Commission Technical Advisory Committee	Engineering	-	-
39	Sonoma County Waste Management Agency (JPA)	Engineering	-	-
40	MS4 Storm Water Permit Collaborative Effort	Engineering	12,650.00	12,650.00
41	Sustainable Groundwater Management Act	Engineering	-	-
42	Clears, Inc	Police	-	50.00
43	California Police Chief Association	Police	290.00	290.00
44	National Emergency Number Association	Police	137.00	137.00
45	Sonoma County Law Enforcement Chief Association	Police	200.00	200.00
46	Sonoma County Fire Chief Association	Fire	400.00	400.00
47	California State Firefighter Association	Fire	2,325.00	2,600.00
48	Emergency Services Marketing Corp	Fire	650.00	650.00
49	REDCOM (9-1-1 Dispatcher Services)	Fire	39,000.00	39,000.00
50	SoCo Operational Area Emergency Services (County EOC)	Fire	2,000.00	2,000.00
51	Bay Area Air Quality Management District	Fire	1,800.00	1,800.00
52	CUPA/CERS Hazmat Inspection (City of Healdsburg)	Fire	-	-
53	City of Santa Rosa Fire Department (Training Tower)	Fire	-	-
	<b>Total</b>		<b>123,280.50</b>	<b>126,823.50</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
2019-20	3.85%

Population Change - County of Sonoma	
Fiscal Year	Percentage Change over Prior
2019-20	-0.40%

<b><u>Per Capita Cost of Living Converted to Ratio:</u></b>	$\frac{3.85 + 100}{100}$	<b>1.0385</b>
<b><u>Population Converted to Ratio</u></b>	$\frac{0.47 + 100}{100}$	<b>1.0047</b>
<b><u>Calculation Factor for FY 2019-20</u></b>	1.0385 x 1.0047	<b>1.0434</b>
<b>Fiscal Year 2018-19 Appropriations Limit</b>	\$ 15,354,048	
<b>Fiscal Year 2019-20 Factor</b>	1.0434	
<b>Fiscal Year 2019-20 Appropriations Limit</b>	<b>\$ 16,020,121</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 2019-20</u>
Property Tax	\$ 2,467,400
Sales Tax	4,166,300
Other Tax	1,398,000
<b>Total Appropriations Subject to Limit</b>	<b>\$ 8,031,700</b>
Appropriations Subject to Limit	\$ 8,031,700
Fiscal Year 2019-20 Appropriations Limit	16,020,121
<b>Over/(Under) Appropriations Limit</b>	<b>\$ (7,988,421)</b>
<b>Percentage Over/(Under) Limit</b>	<b>-50%</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 \$8,031,700, which is well below the authorized spending limit of \$16,020,121

Department of Finance-Budgeting Resource Price and Population Factors Used For Appropriations Limit at:  
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulation2019.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**

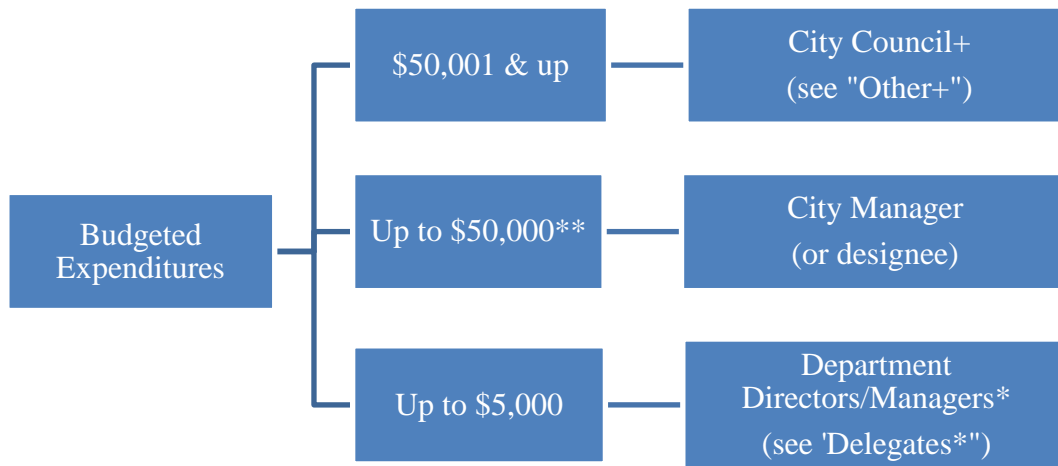
Each Department is responsible for facilitating prudent, efficient and cost-effective purchases. To meet these responsibilities, Departments shall:

- 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.

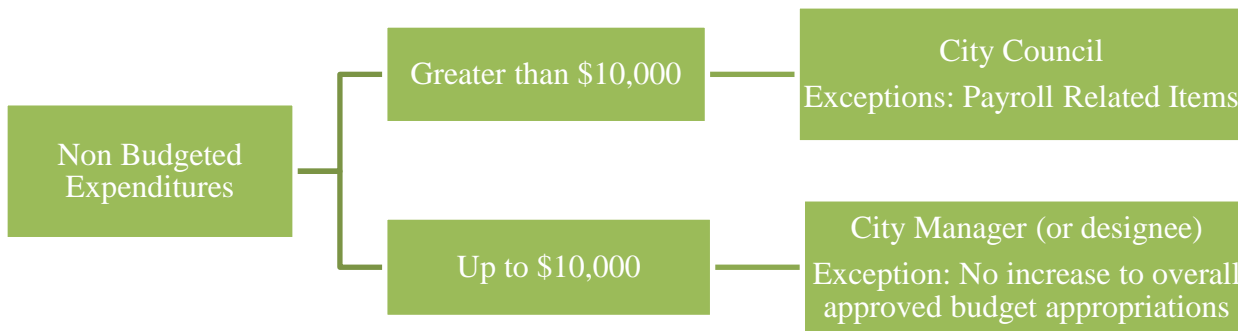
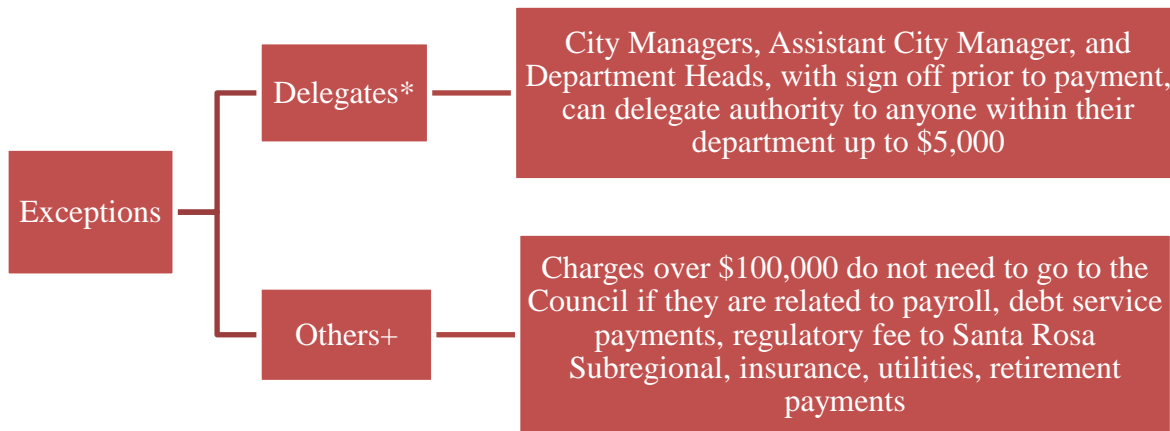
## **PURCHASING AUTHORITY**

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.

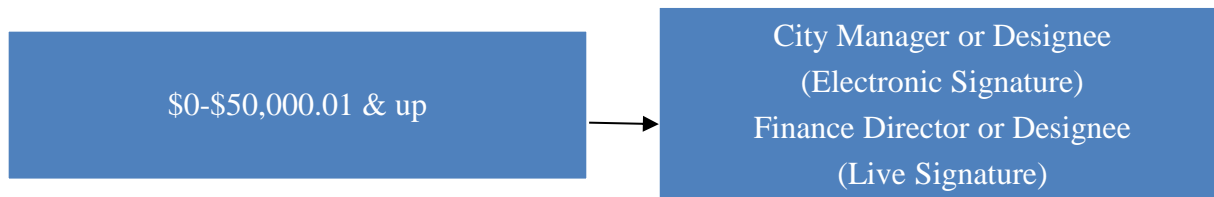


\*\* Subject to competitive bidding if requirement herein



**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:

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- 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:

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- 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.

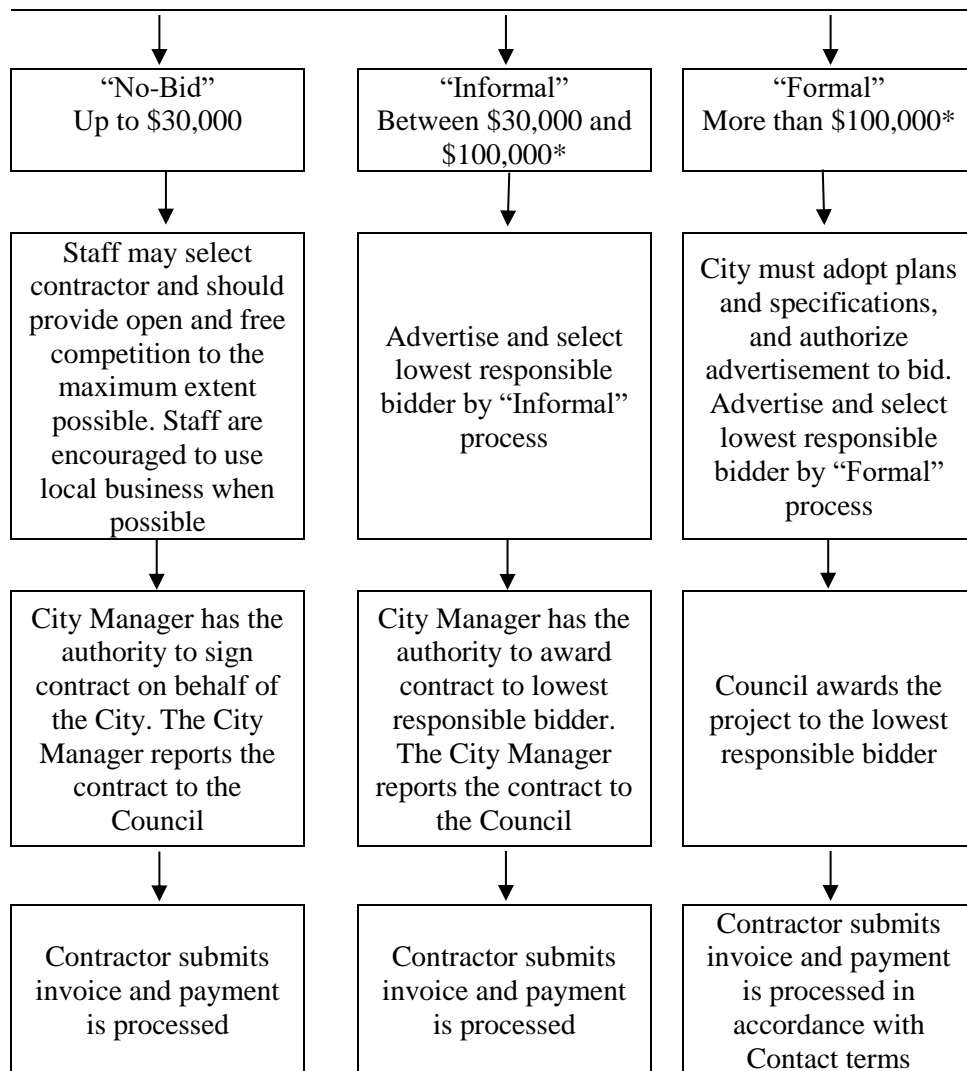
(e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.

(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 (such as additional forms, new account codes) as needed to implement the guidelines consistently and efficiently. City Manager or his/her designee 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.

\* In the event that the personal auto insurance policy does not align with these liability limits, use of a private vehicle to conduct City business is not authorized.
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. Examples of appropriate documentation include online map distance data; or trip beginning/ending odometer readings. Employees are encouraged to discuss documentation alternative with supervisors prior to traveling.
- c. 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.



- d. Employees requesting mileage reimbursement shall complete the Mileage Reimbursement Claim Form. Claims should typically be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred. However, routine (i.e. for short daily or weekly errands) mileage reimbursement can be submitted quarterly. At the end of a fiscal year end, employees shall submit all mileage reimbursement claimed through June 30<sup>th</sup> no later than July 31<sup>st</sup>. Claims outside the timeframes described shall be paid only by approval of the City Manager or his/her designee.
- e. 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.
- f. Report only beginning and ending mileage during working hours, related to official City business.
- g. Adequate explanation of locations covered must be shown. Where applicable or required by the supervisor, indicate assigned area and number of trips.
- h. 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.

## 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. Per employee's job classification to maintain and possess an appropriate operator's license issued by the State Department of Motor Vehicle, therefore, employees required 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. The effective date for notification must be made no later than the first workday 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) working 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 and/or of the occupants.

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 and Volunteers

Sworn police and fire personnel and volunteers 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 shall 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 clean, safe, economical ~~but~~ and 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 shall 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 General Services Administration (GSA) sets per diem rate on a monthly basis for each of the 59 counties in California. Per diems are broken down county-by-county. The average 59 counties in California for meals rate is \$59.81. 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:

	Paid by City	Paid by Employee	Account # (General Ledger)
<input type="checkbox"/> Airfare (receipt must be attached for reimbursement)	\$ -	\$ -	XXX-XX-XX-XXXX
<input type="checkbox"/> Personal Auto _____ Miles @ 0.58 per miles (attach map with destination for)	\$ -	\$ -	XXX-XX-XX-XXXX
<input type="checkbox"/> Car Rental _____ Days @ \$_____ Per Day (receipt must be attached for reimbursement)	\$ -	\$ -	XXX-XX-XX-XXXX
<input type="checkbox"/> Lodging _____ Nights @ \$_____ Per Night (receipt must be attached for reimbursement)	\$ -	\$ -	XXX-XX-XX-XXXX
<input type="checkbox"/> Registration Fees (receipt must be attached for reimbursement)	\$ -	\$ -	XXX-XX-XX-XXXX
<input type="checkbox"/> Per Diem _____ Days (receipt must be attached for reimbursement)	\$ -	\$ -	XXX-XX-XX-XXXX
<input type="checkbox"/> Other _____ (receipt must be attached for reimbursement)	\$ -	\$ -	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 government 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**

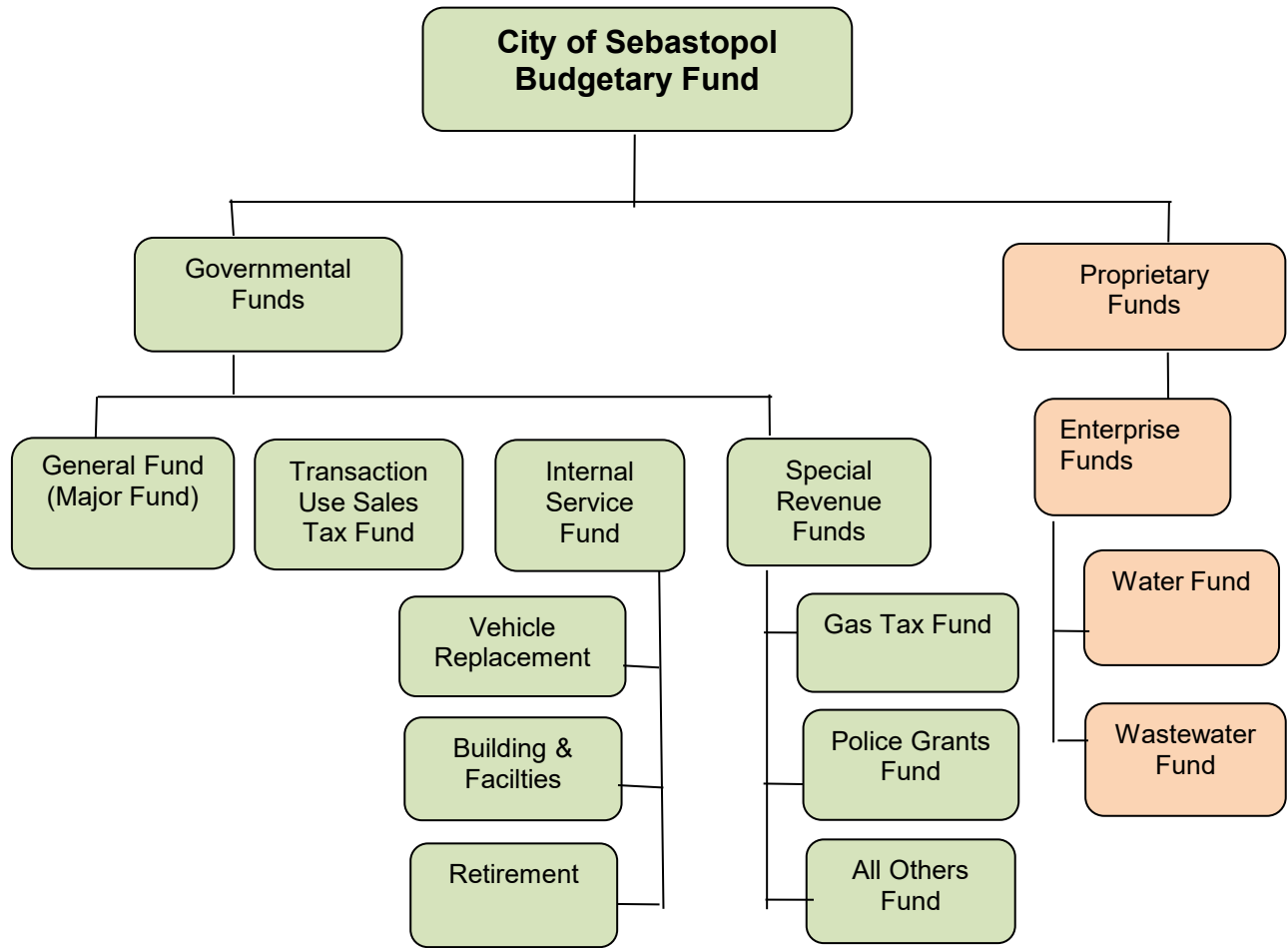
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In accordance with generally accepted principles, the City's financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary. The City's various funds are structured to segregate and identify those 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.

Following is a discussion and a graphic presentation of the City's fund structure for budgeting:



## **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 6245-2019

RESOLUTION OF THE COUNCIL OF THE CITY OF SEBASTOPOL APPROVING AND ADOPTING THE  
OPERATING BUDGET FOR THE CITY OF SEBASTOPOL  
FOR FISCAL YEAR 2019-20

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WHEREAS, the Budget Subcommittee has heretofore prepared and submitted to the City Council a proposed operating budget for the City of Sebastopol for the fiscal year 2019-20; and

WHEREAS, on June 4, 2019 and June 18, 2019, the City Council has extensively considered the 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 2019-20, is hereby approved and adopted as the operating budget for the City of Sebastopol for fiscal year 2019-20


PASSED, APPROVED AND ADOPTED this 25<sup>th</sup> day of June, 2019 by the following vote:

**VOTE:**

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

APPROVED:   
Neysa Hinton, Mayor

ATTEST:   
Mary Gourley, MMC, Assistant City Manager, City Clerk

APPROVED AS TO FORM:   
City Attorney Larry Mclaughlin

RESOLUTION NO 6246-2019

RESOLUTION OF THE COUNCIL OF THE CITY OF SEBASTOPOL  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE  
CITY OF SEBASTOPOL FOR THE 2019-20 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 2019-20, 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 2019-20, 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: \$16,020,121.

PASSED, APPROVED AND ADOPTED this 25th day of June, 2019 by the following vote:

**VOTE:**

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

ATTEST: Mary E. Gourley  
Mary Gourley, MMC, Assistant City Manager / City Clerk

APPROVED: Neysa Hinton  
Neysa Hinton, Mayor

APPROVED AS TO FORM: Larry Mclaughlin  
City Attorney Larry Mclaughlin



RESOLUTION NO. 6247-2019

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 2019-20

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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 2019-20; 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 2019-20 budget; and

WHEREAS, the 2019-20 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.

PASSED, APPROVED AND ADOPTED this 25th day of June, 2019 by the following vote:

VOTE:

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

APPROVED:

  
\_\_\_\_\_  
Neysa Hinton, Mayor

ATTEST:

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

APPROVED AS TO FORM:

City Attorney Larry McLaughlin

  
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