CITY OF SEBASTOPOL

FISCAL YEAR 2025 - 2026 BUDGET





Stephen Zollman, Mayor
Term Expires - November 2026





Jill McLewis, Vice Mayor
Term Expires - November 2026





Phill Carter
Term Expires - November 2028



Neysa Hinton
Term Expires - November 2028



Sandra Maurer
Term Expires - November 2026

CITY OFFICIALS

City Council:

Stephen Zollman, Mayor
Jill McLewis, Vice Mayor
Phill Carter, Councilmember
Neysa Hinton, Councilmember
Sandra Maurer, Councilmember

City Staff (Support):

Interim City Manager ……..……..Mary Gourley

City Attorney …… Alex Mog (Contract)

Assistant City Manager | City Clerk ..... Mary Gourley

Administrative Services Director .....…… Ana Kwong

Building Official .....…… Steve Brown (Contract)

Community Development Director...…… Emi Theriault

Director of Public Works/City Engineer..... Mark Rincon-Ibarra

Police Chief .....…… Sean McDonagh

Advisory Commissions or Committees:

Planning Commission
Design Review Board
Public Arts Committee
Climate Action Committee

TABLE OF CONTENTS

A - INTRODUCTION	
City Manager Budget Message	1-13
Goals and Priorities	14-32
Budget Timeline	33
Citywide - All Fund Revenue | Expenditure	34
Citywide - Transfers In | Out	35
GFOA Budget Presentation Award	36
Organizational Charts	37-38
Statistics	39
B - GENERAL FUND	
General Fund Financial Schedule	40
General Fund Revenues Detailed	41-42
General Fund Transfers	43
C- DEPARTMENT SUMMARIES	
Departmental Budgets	
City Council	44-47
City Manager	48-51
City Attorney	52-54
Assistant City Manager | City Clerk	55-61
Administrative Services (Finance)	62-66
Community Development	67-71
Building	72-75
Fire	76-80
Police	81-86
Public Works | Engineering	87-106
Senior Center	107-109
Community Cultural Center	110-112
Ives Pool	113-115
D - NON DEPARTMENTAL	
Non Departmental Budget	116-118
Debt Service Narrative	119
Debt Service Schedules	120-122
E - OTHER NON-MAJOR FUNDS	
Buildings, Facilities & Infrastructure Reserve Fund	123-124
Vehicle, Equipment & Technology Reserve Fund	125-126
Pension and OPEB Fund	127
Non Major Fund Narrative	128
Tree Replacement Fund	129
Permit Technology Fund	130
Street Pavement Reserve Fund	131
Vehicle Abatement Fund	132
Flood Mitigation Fund	133-134
Police Endowment Fund	135
F - SPECIAL REVENUE FUND	
Special Revenue Fund Narrative	136-138
Special Revenue Fund Summary	139
Gas Tax Fund	140-141
Measure M Transportation Tax Fund	142-143
Measure M Parks Tax Fund	144-145
Art in Lieu Fund	146
Housing Linkage Fund	147
Inclusionary Housing Fund	148
Building Incremental Fund	149-150
Downtown Improvement District Fund	151
General Plan Update Fund	152-153

TABLE OF CONTENTS

F - SPECIAL REVENUE FUND	
Supplemental Law Enforcement Service Fund	154
Asset Forfeitures Fund	155
Transportation Grant Fund	156-157
Park In Lieu Fund	158-159
Traffic Impact Fee Fund	160-161
Underground Utilities Fee Fund	162
Community Development Block Grant Fund	163-164
Road Maintenance & Rehabilitation Fund	165-166
General Governmental Facilities Fee Fund	167
Fire Facilities Fee Fund	168
Stormwater Facilities Fee Fund	169
Human Services & Community Fund	170
Wellness/Mental Health Fund	171
Go Sonoma Roads Fund	172-173
Selective Traffic Enforcement Program (STEP) Fund	174
Measure H - Fire Services Fund	175
G - INTERNAL SERVICE FUND	
Insurance Fund	176-177
H - ENTERPRISE FUND	
Water/Wastewater Narrative	178
Water Fund	179-184
Wastewater Fund	185-191
I - ASSESSMENT DISTRICT FUND	
Streets Lighting District Budget	192
J - CAPITAL IMPROVEMENT PLAN	
Table of Contents	1-3
Global Summary Report	4
CIP Detail	5-59
K - FINANCIAL FORECAST & OTHERS	
Financial Forecast Model	193
Vehicle Replacement List	194-195
Authorized Position -Full Time Equivalent (FTE) Staffing List	196-198
City Membership/JPA Listing	199
Appropriations Limit Worksheet	200
L - CITY COUNCIL POLICIES	
Financial Policy	201-208
Purchasing Policy	209-263
Investment Policy	264-270
Capitalization Policy	271-274
Vehicle, Travel & Reimbursement Policy	275-286
Budget Committee Policy	287-288
City Council Conferences/Training	289-290
M - GLOSSARY	
Financial and Budget Terms Glossary	291-292
Fund Structure Chart	294
Description of Funds	295-298
Resolution - Operating Budget	299
Resolution - Capital Improvement Plan	300
Resolution - Appropriations Limit	301
Resolution - Supplemental Law Enforcement Services Funding (SLESF)	302

City Council
Mayor Stephen Zollman
Vice Mayor Jill McLewis
Phill Carter
Neysa Hinton
Sandra Maurer

Interim City Manager
Assistant City Manager/
City Clerk, MMC
Mary Gourley
mgourley@cityofsebastopol.gov

City of Sebastopol

July 1, 2025

Honorable Mayor, Councilmembers, and members of the Sebastopol Community,

I am pleased to present the budget for Fiscal Year (FY) 25-26, which has been developed based on the thorough recommendations of the budget committee. Both the staff and the committee have meticulously reviewed the financial implications of this budget. After careful consideration, they have determined that this approach aligns with our fiscal goals and constraints. This collaborative effort ensures that our financial planning is robust and prudently sound, setting us on a path to achieve our objectives efficiently and effectively.

As we continue that journey, this budget reflects a commitment to spending the public's dollars thoughtfully and strategically. I have done my best to bring forward a budget to the committee that reflects the full council priorities. It serves as a financial plan, a communications tool, and a primer on the City's operations. This budget reflects significant progress in addressing our financial challenges. Yet the challenges remain notable – we remain vigilant and working toward achieving true financial sustainability.

On April 1, 2025, the City Council conducted a goal-setting workshop to establish objectives that are fundamental to effective governance. This workshop was a collaborative effort, incorporating input from the public, City Councilmembers, and staff. The final report and next steps were presented at the City Council meeting on April 15, 2025. During the workshop, the Council identified goals for staff to review and determine their feasibility for completion by the June 2026 deadline.

The Council established six key goals:

1. Community Vitality
2. Public Safety
3. Infrastructure
4. High Performance Organization
5. Long Term Financial Stability
6. Economic Development

The City Council plays a crucial role in setting the overarching vision for the City by adopting guiding principles and goals that reflect community values and priorities. These goals provide a framework for decision-making across all levels of City government, ensuring alignment in policies and initiatives. Through the structured goal-setting process in April 2025, the Council established a unified direction for the City's future, building consensus around key projects and policy priorities that impact residents, businesses, and the broader community.

City management is instrumental in implementing this vision. Guided by the Council's established goals and principles, City management sets operational priorities, directs departmental work activities, and proposes allocations for both staffing and financial resources to support the City's strategic objectives. This collaborative approach ensures that the City's initiatives are well-coordinated and effectively address the needs and aspirations of the community.

Types of Funds: This budget includes four types of operating funds:

a. General Fund: This is the City's primary operating fund. It funds most core City services, and the City Council has great flexibility in its use. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community. It accounts for all general revenues of the City not specifically levied or collected for other City funds, and the related expenditures. The major revenue sources for this fund are sales taxes (including the voter-approved tax increase from Measure U), property taxes, franchise fees, business license fees, unrestricted revenues from the state, fines and forfeitures, and interest income. Expenditures are made for community development, parks, public safety (including police and fire), public works, and other services.

b. Enterprise Funds: These funds include activities that typically operate as independent enterprises, or businesses. They have their own sources of funding, which must be used to support those activities. Enterprise funds are used to account for self-supporting activities that provide services on a user-charge basis. For example, many cities provide water treatment and distribution services to their residents. Users of these services pay utility fees, which the city deposits in a water enterprise fund. Expenditures for water services are charged to this fund. Wastewater is another example. The Water and Wastewater funds are Sebastopol's enterprise funds.

c. Special Revenue Funds: These are funds to account for particular sources of revenue and related expenses. Unlike enterprise funds, the users of the funded services are not typically charged for the full cost of services. Special revenue funds are used to account for activities paid for by taxes or other designated revenue sources that have specific limitations on use according to law. For example, the state levies gas taxes and distributes some of these funds to cities and counties. A local government deposits gas tax revenue in a special fund and spends the money for street and road-related programs, according to law.

d. Debt Service Funds: These funds accumulate assets, or funds, usually from operating funds for repayment of long-term debt. Debt service for a city government is the money needed to pay back the principal and interest on debt over a specific time period. Example of Debt payments include the Energy Project Lease Payment of $375,000.

Budgetary Highlights: We are submitting a balanced budget, as directed by the Council at their April 1 goal setting session. Overall, the budget reflects a small surplus of $3,945. While this amount may seem insignificant, it is noteworthy because it represents a significant improvement from the $698,000 adopted budgeted deficit of FY 24-25. Closing such a substantial gap in just one year is a challenging feat. This budget demonstrates that we have made considerable progress in addressing the deficit, but it also highlights the need for continued efforts to ensure Sebastopol's long-term sustainability, especially since we are again relying on one-time, non-recurring revenue sources such as building fees.

Budget Projections: Preparing the budget includes projecting revenues and expenses. We make these projections based on the best available information on prior revenues and expenses, and assumptions about economic projections and their consequences. As with any document looking ahead up to a year, there is inherent uncertainty in our estimates. If needed, the City Council can revisit the budget during FY25-26 and make adjustments.

We now provide quarterly financial status reports on the General Fund and Enterprise Funds, enabling the City Council and the public to regularly review the status of these budgets and understand the reasons behind any significant changes. This initiative is part of our ongoing efforts to enhance financial transparency and strengthen financial management. Additionally, it empowers the Council to make timely adjustments and

course corrections throughout the Fiscal Year. Starting in 2024 the City hired the consulting firm Baker Tilly to develop a long-range forecasting model to help identify financial trends and assist with the development of sustainable budgets over time. This valuable financial planning tool will be updated annually to help guide the budget process.

The FY 25-26 Budget continues to reflect a comprehensive and collaborative effort to understand financial forecasts, assess community needs, balance competing priorities, and make difficult decisions. Sebastopol is fortunate in that it has a dedicated workforce and an informed and engaged community providing worthy ideas and thoughtful discussion toward improving the work that we do and the services we offer. Choosing how best to allocate the City's limited funding is a daunting task.

General Fund - Fiscal Outlook: We are projecting General Fund revenues of $15,690,000, which represents an increase of $1,548,000 from the adjusted FY 24-25 budget. While agencies typically estimate revenues conservatively to mitigate the risk of shortfalls, our projections are balanced and based on our best estimates from key sources such as property taxes and sales taxes. These projections are designed to be realistic, avoiding both undue optimism and excessive pessimism.

Key factors in the projected increase in revenue shown in the following chart:

OPERATING REVENUE	FY24-25 Adjusted Budget	FY25-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
Property Tax	3,660,000	3,689,105	29,105	0.8%
Sales Taxes	4,563,925	6,130,700	1,566,775	34.3%
Transient Occupancy Tax	519,000	534,500	15,500	3.0%
Licenses & Permits	1,442,500	1,244,000	(198,500)	-13.8%
All Others [1]	3,955,987	4,091,413	135,426	3.4%
Total Projected Revenue	**14,141,412**	**15,689,718**	**1,548,306**	**10.9%**

[1] Utility User Tax, Franchise Fees, Fines & Special Assessment, Intergovernmental, Interest & Rents, Charges for Services, Miscellaneous, Transfers

While there has been discussion in the media surrounding tariffs and how they can lead to higher sales tax revenues due to increased prices of imported goods, the overall impact on sales tax revenues depends on various factors. These factors include consumer behavior, business adjustments, and broader economic conditions. Since we do not have enough data to analyze such impacts comprehensively, it is challenging to draw definitive conclusions at this time. As more information becomes available and further research and data collection provide a clearer picture of these dynamics, staff will provide updated analyses and recommendations to ensure informed decision-making.

Measure U

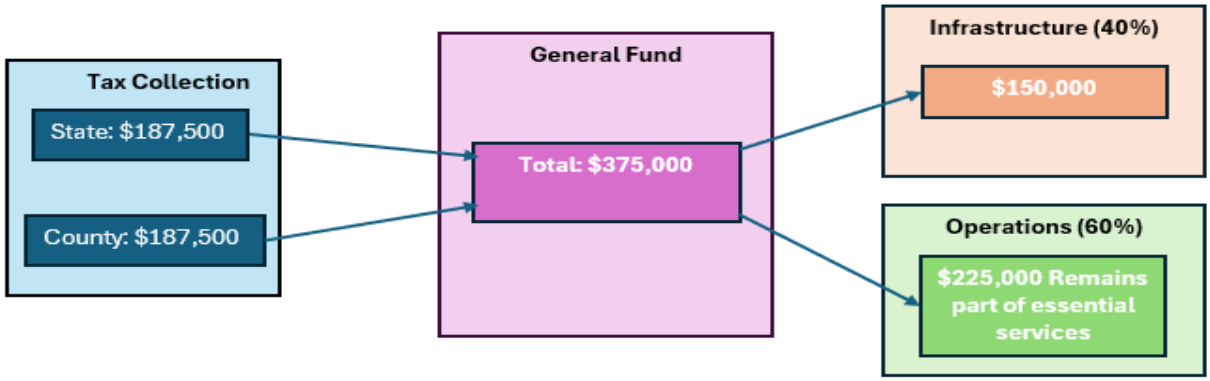
Sebastopol voters approved Measure U in November 2024, a ½ cent sales tax to maintain services funded by the General Fund. Enactment of SB 132 enables the Measure U's full ½ cent to apply over the entire 12-year period the tax is in effect. The Council adopted a policy in the use of Measure U funds, which included the following:

1. 40% of the revenue shall be allocated for maintaining and repairing City roads, streets, drainage, and parks.
2. Sufficient revenue shall be allocated for maintaining public safety, including retaining existing Police Department staffing levels and providing sufficient funding for fire services after the reorganization of such services with the Gold Ridge Fire Protection District.

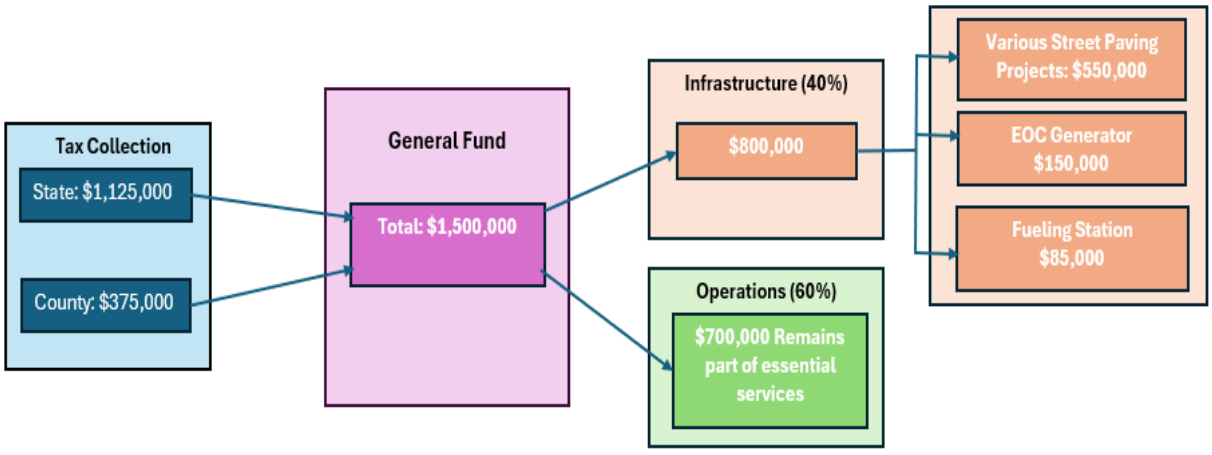
3. If there is sufficient revenue allocated for items 1 and 2 above, the remaining revenue will be allocated to maintain Sebastopol's City services such as 911 emergency medical/police/fire response, wildfire/emergency preparedness, maintenance of streets/roads, parks/trails, library, youth and senior services, retaining/attracting local businesses, and for general government use.

The Measure U breakdown by fiscal year as follows:

1. April–June 2025 (Last Quarter of FY24-25)
    a. Projected Revenue: $375,000
    b. 40% policy put in to Building, Facilities and Infrastructure: ($150,000)
    c. Remaining funds to be used for operation: $225,000



2. FY25-26 (July 2025 – June 2026)
    a. Projected revenue: $1,500,000
    b. 40% policy of projected revenue allocated to Building, Facilities & Infrastructure: $600,000. Additionally, the City Council has approved an extra $200,000 for street paving projects.
    c. The fund is earmarked for the following projects:
        i. $550,000 – Street pavement projects
        ii. $150,000 – Emergency Operations Center (EOC)
        iii. $85,000 – Fueling Station
        iv. $15,000 - unallocated
    d. The remaining funds of $700,000 is to be used for essential city services.



While a balanced budget is a significant milestone, it comes with substantial reductions. These include:

a. Not filling a vacant Laborer position in Public Works. This position helps to maintain City parks, streets, sidewalks, and buildings. The Public Works staffing is already below ideal levels. Not funding this

position will exacerbate that situation by reducing the department's ability to perform landscape beautification which in turn will affect the appearance of the City. Leaving it vacant saves ($104,645).

b. Not fully funding the maintenance and replacement of City assets, such as streets, parks, buildings, and drainage systems. It takes about $1 million/year to maintain what we currently have. We are allocating $800,000 and above the 40% of the anticipated revenue from Measure U for these purposes, per the Council policy discussed (above).

Salary Savings: Salary savings are an important aspect of financial planning and budgeting, allowing organizations to account for vacancies, turnover, and temporary assignments. Based on history, the City has realized vacancy savings well in excess of 4%. The FY 25-26 budget assumes 3% salary savings to account for positions in the process of being filled and such savings spread proportionately across all departments.

Unfunded Accrual Liability (UAL) represents the portion of a pension plan's liabilities that are not covered by plan assets. Essentially, it is the difference between the total projected benefits owed to employees and the assets currently available to fund those benefits. Changes in the UAL occur as the age and number of plan members changes and when the pension plan gains less or more from its investments than it has projected. The UAL is considered an employer's debt and is used to assess the funded status of a pension plan. The annual amount of the UAL is determined by an actuarial study that the City receives from CalPERS. There are two separate pools, the safety plan (Police and Fire) and the miscellaneous plan (all other employees). The safety plan is directly charged to Police and Fire as it is based on local safety employees only and is incurred as their UAL. Miscellaneous plan UAL is allocated among non-safety employees based on the percentage of salary cost in each department.

Insurance: The City is part of a joint powers authority (JPA) risk pool. Each year, the California Intergovernmental Risk Authority (CIRA) determines the premiums for various types of insurance, and the City of Sebastopol budgets accordingly. These premiums cover claims such as workers' compensation, personal liability, and property insurance. Each department is allocated a portion of these premiums to cover costs, regardless of whether they have filed any claims. The allocation method is as follows: workers' compensation is based on the total salary of the department, and liability is based on the department's expenses from the previous year. This process, known as allocated insurance, is noted in the budget line items to ensure that each department contributes its fair share to the insurance expenses based on an established method. It's a structured approach to managing insurance costs, ensuring that each department pays proportionately to the city's overall insurance expenses. The following table shows the increase in various types of insurance that the City must pay:

- Medical insurance: 14%
- Dental insurance: 7%
- Workers' Compensation: 8%
- General* Liability: 21%

*General Liability insurance includes property and vehicle, cyber and safety risk, and environmental pollution.

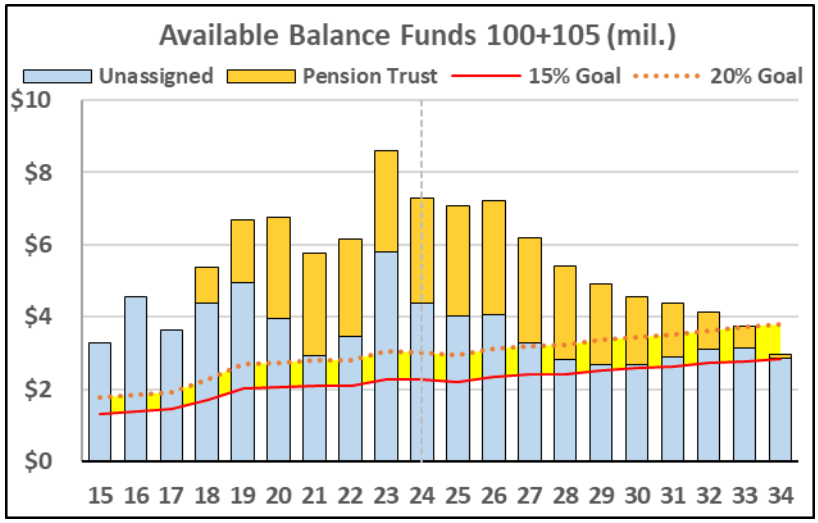
Cost Allocation Plan (CAP): During FY 23-24, a professional consultant prepared a comprehensive Citywide Indirect Cost Allocation Plan (CAP) for the City of Sebastopol. This plan developed interfund charges for central services, which have been applied in the budget for FY 24-25. These charges are cost-based transfers from Enterprise Fund to reimburse the General Fund for centralized oversight, management, administrative, and support services that benefit departments and funds across the City's organization. The CAP identified allocable support departments within the City's accounting structure, analyzed expenditures, and assigned costs to create an allocable cost pool. This pool was then distributed Citywide, resulting in each department's proportionate share of the allocated costs. The outcomes of this plan informed the interfund charges budgeted within certain non-General funds to reimburse the General Fund for appropriate costs of service.

The CAP is now updated annually as part of the budget development process. Based on factual data analyzed from the FY 24-25 CAP, in the FY 25-26 budget, the CAP allocation transfers $34,000 more from Fund 500 Water and Fund 510 Wastewater to the General Fund to cover central management and support services.

City Fleet: The City's fleet of vehicles is aging, and this situation necessitates a significant financial investment to renew the fleet over the next three years. To better manage the fleet, staff are recommending issuing a request for proposal for fleet management services. This would provide a means to acquire vehicles and retire them at their peak residual value. This type of fleet management provides an optimal financial method of keeping the City's fleet operational without an undue financial burden in any one year.

General Fund Balance and Reserves: The budget will increase the unassigned General Fund balance to $4,047,000 , which represents 25.8% at the 15% reserve level. The City's policy is to maintain a minimum of 15% of annual expenditures in the available, or unassigned, General Fund balance, with a goal of reaching 20%. These funds are crucial for emergencies, such as natural disasters, and for addressing unanticipated shortfalls in revenues or unexpected increases in expenses.

The following chart shows the projected General Fund balance (including pension trust balance) over the next ten years. Key assumptions include no additional staffing, 3% average annual wage increase, 2.5% inflation, a 6.2% average CalPERS investment return (more conservative that their 6.8% assumed return), and capital expenditures equal to 40% of Measure U revenue or $600,000, whichever is less.



Our current financial stability has been largely maintained through reliance on non-sustainable funding sources, such as the temporary increase in building fees or one-time federal pandemic-related revenues. This strategy has allowed us to keep the General Fund balance at an acceptable level without the need for drastic budget cuts. Presently, the balance stands at 25.8%, which is above the City's policy levels.

However, it is important to note that the one-time revenue from building fees is not expected to continue at the current level, resulting in a projected $700,000 revenue reduction starting in FY26-27. Consequently, we are anticipating a return to a $1.2 million revenue shortfall in the next fiscal year.

From FY26-27 through FY33-34, expenditures are expected to exceed revenues by an average of $800,000 annually, as reflected in the fund balance chart. This annual shortfall is partially offset by the repayment of a $1.1 million loan to the Wastewater Fund over five years beginning in FY27-28, and by a total of $3.9 million in transfers to the General Fund from the Pension Trust between FY26-27 and FY34-35.

These transfers would reimburse 20% of annual General Fund pension expenditures, effectively moving funds from the Pension Trust to the General Fund's unassigned balance. This mechanism allows the unassigned balance to meet the 15% reserve goal each year through FY33-34, despite an overall reduction in reserves.

To reduce or eliminate this decline in reserves, the City will need to either reduce projected expenditures or increase revenues. It is important to note that this is a baseline forecast and does not yet account for potential revenue from the Barlow Hotel, which could provide a significant new revenue stream and enhance the City's future fiscal capacity to improve services or increase capital expenditures.

Retaining Positions: This budget illustrates the City's commitment to valuing our staff and community through retaining many of the existing positions, along with the related wages and benefits. However, to achieve a balanced budget, certain adjustments are necessary. As a result, two positions will remain frozen. This budget does not include funding for one Police Officer and one Laborer.

Changes in Department Budgets: The section below summarizes the most significant changes in the budgets for each Department.

City Council: (detailed budget can be found on pages 44-47)
The City Council Budget has experienced a decrease of $17,000, or 8.5%. This reduction is attributed to a variety of factors, including fluctuations in health benefits costs and adjustments in contracted services for video editing. These adjustments are part of security measures implemented to prevent unwanted interruptions during Zoom meetings. Additionally, there has been an increase in ongoing community support initiatives, such as shuttle fare subsidies and allocated insurance costs, which are beyond the City's control.

The Budget Committee had recommended that the City Council establish clear guidelines for the allocation and management of travel funds for Council members. In response, the City Council has adopted Policy No. 95 through Resolution No. 6684-2025, effective July 1, 2025. This policy sets forth comprehensive guidelines to ensure a fair, transparent, and accountable approach to travel-related expenses. It provides each Council member with an equal annual travel budget for in-state conferences, meetings, and training, while requiring prior Council approval for out-of-state travel. Covered expenses include mileage, airfare, lodging, registration fees, and meals. The policy also outlines procedures for exceeding the budget and allows for voluntary fund transfers between members with Council approval. This framework promotes responsible financial management and supports the Council's ongoing professional development and civic engagement.

City Manager: (detailed budget can be found on pages 48-51)
The City Manager Budget has seen a reduction of $193,000, or 24.9%. This decrease is due to several factors, including adjustments in health benefits costs and an increase in recruitment services. Additionally, funds have been allocated for attendance at the International City/County Management Association (ICMA) conference, which offers local government leaders a valuable opportunity to network, share knowledge, and discuss best practices in local government management. The most notable reduction, however, is in the contracted services line item, as the support for the new garbage hauler has been completed.

In October 1, 2024, the City launched a pilot initiative in partnership with Analy High School and Santa Rosa Junior College to support the Early College Capstone Internship Program. This program proved to be a meaningful success, offering students—particularly those still exploring potential career paths—an opportunity to gain firsthand exposure to professional environments. To continue fostering these early career development opportunities, the City has allocated $5,000 in the upcoming budget to sustain and grow this effort.

City Attorney: (detailed budget can be found on pages 52-54)
This budget reflects a modest decrease of $4,150, or 0.6%, with no notable changes aside from CPI-based adjustments to the City Attorney contract.

Assistant City Manager | City Clerk: (detailed budget can be found on pages 55-61)
The overall budget has decreased by $7,000, representing a 1.4% reduction. This change is primarily attributed to a $30,000 decrease in election-related expenses. However, this reduction was partially offset by a $4,600 increase in spending on conferences and training initiatives, reflecting a continued investment in professional development. Other budget categories remained relatively stable, with no additional notable changes observed.

Administrative Services: (detailed budget can be found on pages 62-66)
The overall budget for the upcoming fiscal year reflects a modest increase of $19,000, or 1.3%. While most line items remain consistent with the prior year, the most notable change is a $51,000 (12.2%) reduction in contracted services. This decrease is primarily attributed to the completion of previously budgeted compensation and staffing studies, which are no longer recurring expenses. At the same time, benefit costs have risen, largely due to increased insurance premiums

To improve cost efficiency, the Budget Committee recommends transitioning from an annual $6,000 cost allocation plan update to a bi-annual schedule. In off years, the same amount—adjusted for CPI as determined during the user fee update.

Community Development: (detailed budget can be found on pages 67-71)
The proposed budget reflects an increase of $61,000, or 9.6%, primarily due to staffing changes and benefit coverage category changed. The hiring of a Community Development Director and bargaining group cost of living adjustment accounts for a net salary increase of $41,860 compared to the prior year. Additionally, staffing reimbursements totaling $87,000 are projected to offset staffing costs associated with grant-funded projects. Work Plan prioritization and full use of reimbursable funds would be equivalent to 400 hours staff time based on an average split of work between the Director and Associate Planner hourly rates for FY26 with full focus on these reimbursement-based projects (Remaining STG, PDA, and Barlow Hotel Developer Deposit funds).

The budget also proposed training budget of $5,400 ensuring two members of department staff and two members of Planning Commission receive leadership training. This is key to ensuring the City is compliant with ever-changing land use laws and State mandates related to Housing and Environmental review (CEQA and NEPA where appropriate) and will help the City maintain its local control over land use review matters and related legal costs where possible.

To support and explore the potential of economic gardening as a tool for fostering sustainable, locally driven economic development, the budget also includes a $3,000 allocation to support an economic gardening initiative, which will fund a single workshop aimed at helping local small businesses grow and thrive. This workshop will focus on providing targeted resources, strategic guidance, and peer networking opportunities for entrepreneurs looking to scale their operations.

An additional $700 was allocated for public art signage helping to highlight the meaning and cultural value and appreciation.

Building: (detailed budget can be found on pages 72-75)
The proposed budget reflects a $133,000 increase (43.6%), primarily due to staffing changes following the Fire Department's reorganization. Previously, the Building Department shared an administrative support position with the Fire Department, splitting costs 50/50. With the Fire Department's consolidation into the Gold Ridge Fire District, the full cost of that position has shifted to the Building Department. Contracted services decreased by $10,000 due to the discontinuation of the US Geological flood gauge contract.

In the upcoming fiscal year, the City intends to issue a Request for Proposals (RFP) to conduct a comprehensive impact fees study. A budget allocation of $70,000 has been designated to support this effort. Conducting such studies every five years is considered a best practice, ensuring that impact fees remain fair, data-driven, and aligned with current development trends and infrastructure demands. The most recent study was completed in 2021, making this an ideal time to revisit the analysis and update the fee structure based on the latest growth projections, cost assumptions, and community priorities.

On the revenue side, the Building Department continues to collect building permit fees, with FY 2025–26 projections boosted by the second phase of the Canopy project. This is in addition to the City's typical $400,000 in annual permit revenue.

While the City has averaged fewer than one new home per year over the past decade, over 40 new homes are expected in the upcoming fiscal year-driven largely by the Canopy development. This surge is anticipated to taper off by year three, returning to normal residential construction levels.

Fire Services: (detailed budget can be found on pages 76-80)
The fire budget reflects a net decrease of $291,000 or 18.9% compared to the previous year. This reduction is primarily due to the budget's design, which maintains the annual payment to Gold Ridge as part of the fire consolidation agreement. This approach ensures that our fire services remain integrated and efficient. Additionally, the fire budget includes expenses for paying past service obligations, which are essential for honoring previous commitments.

Key changes in the budget include:

- A $320,000 decrease in salary and benefits due to consolidation.
- A $347,000 increase in contracted services, attributed to the annual payment to Gold Ridge per the agreement.
- A $328,000 decrease in other expenses, such as vehicle maintenance, utility costs, allocated insurance shares, minor capital outlay, and equipment purchases.
- The City pays Gold Ridge $1,100,000 plus the pass-through of an estimated $40,000 in fire inspection fees.
- An additional $10,000 has been allocated in recognition of the many years of dedicated service provided by the City's volunteers' firefighters. This funding, designated for picnic tables, honors their longstanding contributions especially in light of the recent fire services consolidation and serves as a meaningful gesture of appreciation for their enduring commitment and support to the community.

Police: (detailed budget can be found on pages 81-86)
The budget has increased by $237,000 or 4.4%. The most significant changes are:

- $118,000 increase in salaries and benefits for full-time employees in the FY 25-26, which is currently offset by a $112,000 in salary savings from vacancies in the department.
- An increase of 182% in Sonoma County Jail booking fees has necessitated an increase of $10,000 to be allocated to the respective police department booking fees budget.
- $5,000 decrease to a total of $15,000 with the removal of cooling center operations from within our budget, focusing on only providing warming centers when weather conditions call for it.
- $12,000 increase to fund vital police officer recruitment costs to address staffing shortages that are impacting overtime costs.
- $6,500 increase in training costs essential to equip recent hires with necessary skills.
- The original $20,000 budgeted in FY 2024–25 for the EOC assessment was not used and is now being combined with an additional $20,000 allocated for FY 2025-26—bringing the total to $40,000—to support the assessment and initial improvements of the City's Emergency Operations Center (EOC) and enhance overall emergency response capabilities.

- $12,000 originally budgeted in FY 2024–25 for towing recreational vehicles (RVs) under the RV ordinance was not used and is being re-budgeted for FY 2025–26.
- $40,000 allocated for homeless outreach services in FY 2025–26.
- To ensure continued and effective animal control services for the City, additional funds of $5,000 has been allocated to provide flexibility in the event the City considers entering into a new contract for animal services. It will help ensure uninterrupted coverage for the care, sheltering, and management of animals originating from Sebastopol. The additional funds are also intended to accommodate potential increases in service costs, uphold compliance with animal welfare regulations, and support the humane treatment and safe handling of animals within city limits.

Public Works | Engineering: (detailed budget can be found on pages 87-106)
The overall budget reflects an increase of $300,000 or 12.8% as the biggest change in the budget is the reorganization of the Public Works and Engineering Departments. The two departments were combined and are now called the Public Works Department.

The Police Chief will take the lead as the Traffic Engineer as provided in the City's Municipal Code. The reductions in consultant costs will result in slower response time to the public and other City departments, more reliance on the Public Works Department Director/City Engineer for questions pertaining to infrastructure within public right of way, attendance at fewer meetings, reliance on current staff for questions pertaining to engineering records and not providing engineering consultation to the public for private property matters.

Budget items of note include:

- To support efforts in balancing the City's budget, the Public Works Department will not fill a currently vacant Laborer position. While this decision results in a cost savings of $104,645 comprising $57,000 in salary and $48,400 in benefits—it will also lead to a reduction in capacity for routine maintenance and upkeep, particularly in city parks. The majority of these savings (95%) will benefit the General Fund (Fund 100), with the remaining 5% allocated to the Gas Tax Fund (Fund 200). In parallel, the City Council has approved the allocation of $75,300 toward contracted landscaping services. This approach is intended to help offset the operational impact of the unfilled position by ensuring that essential landscaping and maintenance tasks continue to be addressed through outsourcing. This strategy strives to maintain service levels while managing staffing costs more effectively.
- Segments 1 and 2 of the Ives Park fencing project involve the removal and/or replacement of existing fencing as part of broader park improvements. Estimated costs are approximately $44,004 for fencing has been added to the budget.
- The Department requests that the budget for conferences/training be increased from $550 to $5,300 for FY 25-26. The purpose is to provide training/conference attendance needed (credit hours) for state certification, safety training, and to provide specific training for the newly hired Engineering Technician.
- The City Arborist recommends removal of mature trees that are showing signs of advance deterioration. The location of these trees is in Libby Park, Ives Park and Burbank Farm Park. The cost for this tree removal service is $65,000. Trees in urban areas need to be periodically evaluated and managed to address safety issues. The City Arborist recommends the removal of these trees for these safety concerns.
- The budget includes a $5,000 allocation to support festive activities during the holiday events held in the plaza. These funds will help enhance the seasonal atmosphere through decorations, entertainment, and community engagement efforts, contributing to a vibrant and welcoming experience for residents and visitors alike. This funding helps support community-centered holiday programming in the plaza, creating a welcoming and festive atmosphere for people of all ages to enjoy.
- An additional $15,000 has been allocated in the budget to support downtown beautification, lighting and to strenghthen the physical and visual connection between Barlow to downtown.

- The budget also included the additional allocation of $20,000 for installation or replacement of public trash receptacles, landscaping enhancements, and other aesthetic upgrades. The goal is to create a more welcoming and well-maintained environment for residents, businesses, and visitors, while also encouraging civic pride and supporting local economic vitality.

For the Senior Center, the Community Center, and Ives Pool, freezing one laborer position, reallocating the time of another Public Works Laborer position as noted above to focus on the water and sewer systems, and reduced funding for maintenance contracts, may reduce support for the facility.

Senior Center: (detailed budget can be found on pages 107-109)
This budget reflects an increase of $6,000 or 15.3%, primarily due to the carryover of the rain gutter replacement project originally scheduled for FY 2024–25, which will now be completed in the upcoming fiscal year.

Community Cultural Center: (detailed budget can be found on pages 110-112)
The proposed budget reflects a reduction of $7,000 or 3.9%, primarily due to the removal of annual support services that were previously included. Despite this decrease, the budget continues to support key capital improvements, including the replacement of two HVAC units and the carpeting in the youth annex—both of which have experienced considerable wear and are due for renewal. Additionally, the budget allocates $6,000 for repairs to the Labyrinth Teen Memorial, ensuring its preservation and continued use.

Ives Pool: (detailed budget can be found on pages 113-115)
The proposed budget shows a significant decrease of $73,000, or 24.5%, primarily due to a downward adjustment in PG&E utility costs, as the previous budget had overestimated these expenses. Although the upcoming fiscal year includes planned building repairs and rain gutter replacements, the overall budget still reflects a reduction because these projects are less costly than the prior year's pool heater replacement.

Non Departmental: (detailed budget can be found on pages 116-118)
The Non-Departmental budget plays a vital role in the City's financial management by recording expenditures that benefit the City as a whole, rather than specific departments. This program accurately tracks and manages costs that span multiple departments or are city-wide in nature. Key operating expenses include personnel payout costs governed by Memoranda of Understanding (MOUs) and the City's information technology replacement plan, ensuring our technology infrastructure remains up-to-date and functional.

- $47,000 decrease for computer and server replacement compared to the prior year because prior year figures involved purchasing the replacement equipment rather than leasing it as we do now under the current plan.
- $75,000 increase in transfers for maintaining and repairing City roads, streets, drainage, and parks to building facilities and infrastructure reserve from Measure U per the Council policy discussed (above).

Water and Wastewater Funds: (detailed budget can be found on pages 178-191)
As discussed, the City's water and wastewater systems are in poor shape. We continue to maintain vital components to avoid major problems which could leave residents without water or sewer services for days. The planned Water Master Plan will identify capital improvements and will plan out these improvements to match funding availability.

Past revenue from rates has been insufficient to cover operating costs, make necessary significant capital investments, and maintain a sufficient level of reserves. The budget surplus reflected in this report is part of the strategy to rebuild both Enterprise Funds from the under investment in the past. As discussed in the rate study, over the next three years, we will need additional revenue of over $9 million, with an approximate breakdown to cover operating deficits ($7.7 million), fund essential capital projects ($0.7 million), and build

reserves to a sufficient level ($0.8 million). Furthermore, the Wastewater Fund needs to reimburse the General Fund for the money that was borrowed, which was in excess of one million dollars.

The rate increase goal was to bring fiscal health back to the Enterprise Funds, and to reestablish a prudent fiscal management of our utilities. These increases were the minimum required to balance the operating budget, to begin addressing the backlog of infrastructure renewal and replacement costs, and to replenish reserves.

The rate increases reflect action we need to put our systems and finances in good shape. They are an example of forging a new path and becoming more fiscally responsible. It took years of low rates and deferred maintenance to create the challenges our systems now face, and it will take time to make up for both maintenance and financial challenges.

We are taking proactive steps to avoid future steep rate increases and ensure the sustainability of our water and wastewater systems. These measures include:

- Creating master plans: These plans will guide us in making the most cost-effective investments in our systems, ensuring long-term efficiency and reliability.
- Ensuring revenue and expenses are tracking well with the existing water rate study: We are committed to managing the water and wastewater funds appropriately and conducting water rate studies or necessary updates more frequently to maintain financial stability.
- Better tracking of revenues and expenses: By closely monitoring our financials, we can make timely adjustments as needed to prevent unexpected rate hikes.
- Assigning dedicated Public Works staff for maintenance: Increasing the frequency of maintenance will help lower costs and reduce the need for higher rates.

With these actions, we can improve the reliability of the water and wastewater systems, enhance their financial conditions, and increase public confidence in our financial management practices.

A Final Note

As Interim City Manager, I assumed leadership of the budget midway through the process and had to quickly familiarize myself with its details to ensure completion. I will continue to assess this budget as our financial situation evolves, considering its impact on our responsibilities to both staff and the community. While many factors are beyond the City's control, we will maintain a firm grasp on those within our influence, committing to prudent and conscientious financial management. We will ensure transparent and regular reporting to the Council and the public.

By engaging in robust community outreach, we will ensure that diverse perspectives are heard and respected. While we have made significant strides in managing our resources and services, there is still much work to be done. I want to extend my heartfelt thanks to the City Council for your leadership, as well as to our Executive Team and the entire staff of the City for their outstanding service to our community. Despite the challenges we have been through and those that lie ahead, your unwavering commitment and strong leadership continues to pave the way for a bright and promising future.

I want to express my deepest appreciation for the exceptional efforts of the Budget Committee – Councilmember Sandi Maurer and Councilmember Phill Carter. Their dedication and commitment to reviewing the budget and making improvements have been truly remarkable. They have invested extensive time and energy into this process, demonstrating a serious commitment to ensuring the budget's accuracy and effectiveness. Their deep engagement has significantly enhanced the quality of the budget, and their hard work has not gone unnoticed.

Additionally, producing a budget requires countless hours of teamwork, collaboration, and a whole lot of patience. I recognize that this year's budget was particularly challenging to develop and greatly appreciate the professionalism, dedication and input from all the department directors.

I would like to extend my heartfelt thanks to Ana Kwong, the Administrative Services Director, whose extensive support and countless hours of dedication were instrumental in completing this budget. Without Ana's exceptional efforts, this budget would not have been possible. I also want to acknowledge Miko Lim of her team for his invaluable behind-the-scenes hard work.

Most importantly, thank you to the residents and businesses of Sebastopol. While not everyone will agree with every aspect of this budget, it is an honor to serve this community of thoughtful, engaged, and often passionate residents. I am both excited and optimistic about the future as we continue on this next chapter together.



Mary Gourley
Interim City Manager

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 1	**COMMUNITY VITALITY** Enhance Sebastopol as a great place to live that values community health and well-being. Preserve Sebastopol's unique character.					
	Title	**Number of Votes**				
Strategy/Project						
UNANIMOUS SUPPORT						
1	Restore or repair labyrinth teen memorial ($5000) (since the goals meeting, discussions with PW indicates a figure of $6000/not $5000 as previously stated)	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
The work will consist of volunteers re-establishing the labyrinth and public works staff relocating benches and the sign, and public works ordering and paying for the large rocks/bolders.			Not started	Fall 2025	Public Works/Engineering	Public Works staff will assist in moving benches and the sign. Volunteers will set the labyrinth.
2	Support community events with city sponsorship and reduction of fees	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Staff to continue to review and process requests for waivers of fees; staff time; materials as the requests come in.			Ongoing	Ongoing	Public Works/Engineering	Waivers are reviewed by Council on a case by case basis at a City Council Meeting.
3	Pomo and public art and updating city web site/land acknowledgement	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Collaboration with Pomo representatives.City staff to meet with Graton Rancheria tribal secretary Melissa Elgin (707) 566-2288, ext 115 and Marianne Rebullida, Executive Assistant for FIGR. 707-566-2288, ext. 111, mrebullida@gratonrancheria.com ; and Greg Sarris, Tribal Council Chairman: GSarris@gratonrancheria.com and Angela Hardin, Tribal Council Executive Assistant: ahardin@gratonrancheria.com			Ongoing - Agenda Report in DRAFT	Aug-25	City Administration/City Attorney/ CDD to Monitor Future projects	Once completed, recommend that Public Arts Committee be involved in any art work/projected related . Email sent to Tribe with language ; once comments received agenda item will return to Council. Once languge is adopted; CDD to Monitor as projects come to the City consistent with state law.

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 1	**COMMUNITY VITALITY** Enhance Sebastopol as a great place to live that values community health and well-being. Preserve Sebastopol's unique character.					
4	Clean up of Graffiti	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Clean up of Downtown			On going	N/A	Public Works/Engineering	Downtown maintenance is a routine task for Public Work. Providing additional services, as needed, will be scheduled. The Community Development Director and the Public Work Director will work with downtown businesses and the Chamber to discuss what is needed to beautify the downtown. Graffiti removal on private property is done by owner. For public spaces, Public Works currently spends 200 hours annually and $550 for materials.
5	Festive Activities/Holiday Events	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
CDD and PW to work with downtown businesses/Chamber of Commerce to review/discuss plans for potential holiday events.			TBD	Dec-25	Public Works and Community Development	Public Works for set up/permitting as needed. Community Development involved as supportive of Economic Development (where a Econ. Dev. Strategy allows for participation). CDD and PW will work with the Chamber of Commerce, the Downtown Association, and schools to see how they can participate. Options for decorations will be reviewed.
6	Grant Writer	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
City staff to work with Sonoma State to ascertain if one or more students would be able to help research/write grants; otherwise staff would prepare Request for Proposals to determine costs for grant writer			Calls have been placed to Sonoma State	As soon as possible	City Administration	Staff continues to apply for grants.

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 2	**PUBLIC SAFETY** Strengthen the public's safety and improve the quality of life. Includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.					
	Title	**Number of Votes**				
Strategy/Project						
UNANIMOUS SUPPORT						
1	Explore Ways to Address Homelessness	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Pursue New County-wide Lead Agency for Homelessness			Not started	Unknown	City Manager/Council Liaison	The Board of the Homelessness Coalition has the authority to replace the County as the Lead Agency for homelessness; the City has a seat on that Board. The Sonoma County Mayors and Councilmembers Board will be considering funding for homeless as a priority regionally wide. Homeless Board also to consider agenda from Council representative for review of HUD Funding and distribution to cities; to include review of Homeless Coalition role. An agenda item has been requested to at contracting out HMIS and doing an RFP for a new lead agency.
2	Pursue no additional costs and or low cost solutions to homelessness	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Homelessness: Ordinance to restrict sleeping or sitting that blocks public access to buildings and on sidewalks			Not started	Unknown	Police/City Attorney	Priority issue for police department.
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 2	**PUBLIC SAFETY** Strengthen the public's safety and improve the quality of life. Includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.					
County-wide allocation of Homelessness Resources			Not started	Unknown	City Manager/Council Liaison/Police	Council rep to Homelessness Coalition could pursue information on allocation of resources/ County-wideHomeless Board also to consider agenda from Council representative for review of HUD Funding and distribution to cities; to include review of Homeless Coalition role. An agenda item has been requested to at contracting out HMIS and doing an RFP for a new lead agency/Police to work with WCCS Outreach Coordinator to work with County on grant funding
3	Revisit Infrastructure for back up of City emergency systems	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
The feasibility study will explore both short-term and long-term solutions, ensuring that the EOC remains operational during power outages or emergencies. The final report will include analysis, recommendations, and cost estimates.			Not started	Complete in FY 25/26	Public Works/Police	The feasibility study will include a site assessment, evaluation of short-term and long-term power solution, regulatory review, cost analysis, and a feasibility study report. The short term solution would look at running the dispatch operations and setting up the EOC in one room and determining additional portable generator that might be needed to supplement the existing 40kW generator. The long term solution would consider cost of replacing the existing 40 KW generator with the needed amount that would support the EOC operations.
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Add CIP project when Feasibility Study is complete for long term power. This will require a new generator at the Police Station to support the EOC.			Not started	Unknown at this time - will depend on option selected	Public Works/Police	The existing generator at the Police Station is a 40kW size generator that can only supply power to the dispatch center. A vendor quote of $400k was obtained for a new 400kW generator that can support the entire building. This does not include electrical upgrades needed to support the larger generator. A feasibility study will identify the optimum size of the generator needed. Staff is also looking at immediate temporary generator of $105,000 - more details to come
4	Emergency Preparedness/Management	5				

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 2	**PUBLIC SAFETY** Strengthen the public's safety and improve the quality of life. Includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.					
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Improve Emergncy Preparedness; Update Emergency Operations Plan			In progress	Will be on-going	Police	The timeline is dependent on the availability of time. We will need consultant assistance to make significant progress. Scope to include community preparedness and internal City preparedness, including updating the Emergency Operations Plan. Staff is also looking at the option of hiring part time professional services recruitment to complete Plan.
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Update Hazard Mitigation Plan			In FY25/26	End of 2026	Building	State Mandate; Deadline for next update is: December 2026
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
SAFE Program			In process	Ongoing	Council liaison/Police	To monitor County activity
5	Community Emergency Response Team – County free offerings	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 2	**PUBLIC SAFETY** Strengthen the public's safety and improve the quality of life. Includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.					
Communciate with Chief Helfin and Dr. Nancy Brown on Free Trainings Offered for CERT			Not started	Unknown	City Manager/Council Liaison/Police	Dr Nancy Brown is leading our county's emergency response department. Her department received a grant and started running CERT trainings, the first being in Petaluma last Fall. Her thoughts are that all cities could encourage folks to become CERTS so that they could be deployed throughout the county when needs arise. This way no one city has to spend time on trainings, managing certifications and incurring perceived liabilities.Sebastopol Neighborhood Communications Unit (SNCU)/For training purposes and emergency response: Purchasing and installing two 50-watt GMRS base stations inside the Sebastopol police station, one for use of the police department and the other to allow SNCU net control volunteers to communicate with radios throughout the City.Budget: Two 50-watt GMRS base stations $210 x 2 $420 Two AC/DC regulated power supplies $140 x 2 $280 Two external mast-mounted antennas, plus cable and fittings, estimated $2,000 Total $2,700 We will also ask for a working space within the Police Department, perhaps some counter space in the room now used for forensics.
6	Coalition of Housing/Keep County or review non-profit/change lead agencies	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
This action plan is similar to goal above/consider combining this goal with goal above. Pursue New County-wide Lead Agency for Homelessness			Not started	Unknown	City Manager/Council Liaison/Police	The Board of the Homelessness Coalition has the authority to replace the County as the Lead Agency for homelessness; the City has a seat on that Board.
7	Keeping drugs out of town /drug enforcement/needle exchange	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

ONE YEAR GOALS THROUGH JUNE 30, 2026					
GOAL 2	**PUBLIC SAFETY** Strengthen the public's safety and improve the quality of life. Includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.				
Increased foot presence of police officers downtown/ TheCity also reviewed a request for a harm reduction vending machine (also known as wellness supply vending machine) that woudld be dispensing naloxone (used to rescue people overdosing from opioids), fentanyl test strips, pregnancy & COVID tests, condoms, feminine hygiene products, dental hygiene kits, personal hygiene kits (soap, shampoo, tissues, etc.), and socks. Council has not reviewed this item as a whole.		Underway	Ongoing	Police	Direction issued to PD staff to perform foot patrols where possible and this has been occurring. 166 foot patrols by patrol officers in March and April, 2025. Police chief is also making regular foot patrols of downtown, the Barlow district, local businesses and stopping to engage with children and community members. In addition, Public Works Director met with West County Health for possible placement of harm reduction vending machine targeting youth. There was no suitable site in Sebastopol; West County Health is looking at other options.

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 3	**INFRASTRUCTURE** Maintaining High Quality Infrastructure, Facilities and Services includes repairing/replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure.					
	Title	**Number of Votes**				
Strategy/Project						
UNANIMOUS SUPPORT						
1	Caltrans grant – Sustainable transportation	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Staff to create with consultant a proposed project and funding list.			In Progress	Dec., 2025	Community Development	No additional costs; part of STA grant; In Kind staff support costs = $24,444
2	Potholes/Street Resurfacing	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Continue annual pavement repairs and repaving program where needed, as identified in the City's approved Pavement Management Program Budget Report. Resurfacing projects are limited by budget. The first year of the program will focus on digouts and repairs of severely impacted streets. Staff to create a list of areas for limited area digout and resurface (spot repairs).			On going	Monthly Reporting through the Departmental Reports to Council	Public Works	Staff will come back to City Council for pavement prioritization.
3	Wastewater Pipes/Infrastructure/Sewer master plan	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Flood Resiliency Master Plan			Approved in FY 2024-25 and will continue to 2025-26	2026	Public Works	This project was approved in Fiscal Year 2024-25. RFP for engineering consultant will be issued in May/June 2025. Updates to be provided by PW department.
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 3	**INFRASTRUCTURE** Maintaining High Quality Infrastructure, Facilities and Services includes repairing/replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure.					
Sewer Master Plan			In the FY 25/26 CIP	2027	Public Works	The RFP process will start August 2025 after CIP budget is approved. Updates to be provided by PW Department
4	Storm Drain Plan – Removal of silt from Calder Creek Pipeline	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
	This project will be addressed in the Flood Resiliency Plan that is currently underway. The work is for removal of silt in the Calder Creek pipeline and the first order of work is to prepare plans, specification, estimate, and permitting. The cost of the silt dredging is very high and staff will need to pursue grants, if any.		In the 5-year CIP and proposed to start with design and permitting in FY 26/27	2026 - begin preconstruc. Work	Public Works	Contractor quote was obtained nearly 10 years ago with a cost of $1.2M. This did not include engineering and permitting. Escalated cost is $2M but will be refined in the upcoming Flood Resiliency Master Plan.
5	CUSP Grant Application for Phase I of Naturalization of Calder Creek and Ives Park	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Staff to work cooperatively with CUSP pending granting agencies' responses to Council approved grant applications. Staff to create a list of projects that can be done that follows the master plan and not nterfere with the grant.			Ongoing	TBD	Community Development and Public Works	Two reciprocal matching grant application resolutions approved by Council on 4.15.25. Next steps depend on status of grant award.
6	Implementation of Rotary Centennial Plan (with revisioning of ives park) Council review first	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Staff to work with Rotary on Plan Review/Item to be returned to Council for consideration			Unknown		Community Development/ Public Works	Construction work is by Rotary. Public Work will request plans and review them.
7	Well 4 (updates/funding)	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Issue RFP for engineering services to develop standard plans & specifications.			In FY 25/26	FY 25/26	Public Works/Engineering	Working with attorney. Status update for Council in Q1 of FY 25/26

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 3	**INFRASTRUCTURE** Maintaining High Quality Infrastructure, Facilities and Services includes repairing/replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure.					
8	SCTCA Funding Plan Cycle/Bodega Ave Bike Lanes. SCTCA Funding Plan Cycle 2	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Continue to engage with SCTA TAC and represent the City's interests in pursuit of Go Sonoma grant funding. Staff has provided a list of transportation projects as part of the "Move Sonoma 2050" plan. Next Call for Projects is estimated to occur in June 2025.			In progess	Summer 2025	Public Works/Engineering	This is an ongoing task as part of the SCTA TAC that public works staff attends. Staff can provide as needed updates as part of the monthly department reports.Next round of call for projects expected June 2025.
9	EIFD	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Item on hold until June 2025; when we hope to know more about the likelihood of our obtaining the full ½ cent from Measure U.			In process	TBD	City Manager	The EIFD Ad Hoc and staff met with the County and Kosmont in early April. Kosmont has completed initial work on the impact of an EIFD on the General Fund. With our projections showing years of deficits unless other significant revenues materialize, we agreed to put this on hold until June, when we hope to know more about the likelihood of our obtaining the full ½ cent from Measure U. We are now on pause until that all shakes out. In the meanwhile, Kosmont is coordinating with Supervisor Hopkin's office on some additional analysis in unincorporated area and a potential briefing to the full board on this work this summer.
10	ADA walk way in Ives Park	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Finalize plans for Ives Park Segment 2 ADA path from restroom to parking lot and prepare specifications and updated costs. This project is in the CIP.			Ongoing	Fall 2025	Community Development and Public Works	The plans are 80% complete and would need to be finalized, specs prepared and then bid. Cost is estimated at $180,000 for final design and construction. Funded with Measure M Parks.
11	Items below added from September 2024 Approved Goals list: Water / Sewer Master Plan. City buildings	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

ONE YEAR GOALS THROUGH JUNE 30, 2026					
GOAL 3	**INFRASTRUCTURE** Maintaining High Quality Infrastructure, Facilities and Services includes repairing/replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure.				
Water Master Plan		Underway	Early 2026	Public Works	This project was approved in FY 2024-25 and is already underway . Council can be provided project updates in the monthly Department updates.
ACTION PLAN		**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Pursue Trench Cut ordinance so contractors working on City streets pay for repairs		Not started	FY 25/26	Public Works	Develop ordiance using existing neighboring cities as an example. Prepare City Council agenda item.
ACTION PLAN		**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Develop schedule for replacing major components of buildings, and determine amount of funding needed and to be set aside each year.		Not started	FY 25/26	Public Works	This is a best practice in financial management, typically prepared by consultant w/input from City staff.
ACTION PLAN		**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Fleet: Develop Replacement Plan & Electrification of City Fleet and State Air Board compliance		Some funding in FY 25/26 PW Ops budget		Public Works	There will be two applications for both city sites, which include the Police Department and the Corporation Yard. We can likely lease instead of purchase some vehicles which may be more cost-effective. State electrification mandate likely infeasible. Implementation costs are about $150,000 to $200,000 for each site. Staff will reach out to Sonoma Clean Power to see if they can participate through a grant.

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 4	**HIGH PERFORMANCE ORGANIZATION**					
	Title	**Number of Votes**				
Strategy/Project						
UNANIMOUS SUPPORT						
1	Achieving staffing/ Program targets that match best standards and efficiency/operational staffing efficiencies/baseline budgets/performance management	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Review staffing assessment study and work to match staffing levels with service demand and seasonal trends.			Ongoing	Some items completed; others in recruitment	Human Resources/Administrative Services/City Manager	The classification study job specifications will be presented to the Council by July 1, 2025, for those without fiscal impacts. Meanwhile, work will continue with the HR Advisor and City Manager to address additional classification changes and equity adjustments during the FY25-26 budget process. The HR Advisor and City staff are also working on implementing staffing recommendations from the recently amended staffing assessment study, aligning them with business needs. The City will return to the Council as opportunities arise.
2	City Council Protocols and Procedures					
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
			In Process	Ongoing	City Management/Ad Hoc Committee	City Council review policies on an ongoing basis during City Council Meetings.
3	RFP for HR Management					
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
					Administrative Services/City Manager	
4	Avoid builder remedy	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

ONE YEAR GOALS THROUGH JUNE 30, 2026					
GOAL 4	**HIGH PERFORMANCE ORGANIZATION**				
Staff is actively processing Housing element updates		Ongoing	Varies; to be completed in Housing Element cycle period	Community Development	This potential issue is much less of an issue for Sebastopol than other County jurisdictions but we are being proactive about remaining in compliance with our Housing Element program.
5	Housing Element Implementation/Association of Bay Area Government (ABAG) Priority Development Grant				
ACTION PLAN		**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Staff is actively processing Housing element updates; Planning Commission appointed a subcommittee to review required HE updated on 4.22.25; Emi solicited Napa/Sonoma Collaborative staff to offer free staff assistance to move project forward.		Ongoing	Varies; to be completed in Housing Element cycle period	Community Development	This potential issue is much less of an issue for Sebastopol than other County jurisdictions but we are being proactive about remaining in compliance with our Housing Element program. City Attorney Mog has provided a memo for information on the Builder's Remedy /Partially Implements Housing Element Program; ABAG hiring consultant to start in September.
6	Evaluate Replacement of SMART Gov permitting system				
ACTION PLAN		**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
				Community Development/Building/Admin Services/Public Works	Our current system is difficult to work with, contributes to inefficient processes, slows the review of projects.
7	Replace CIP Software				
ACTION PLAN		**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
				Public Works/Admin Services	CIP budget uses two software packages (Breeze and Springbrook) that do not communicate with each other. Identify a single CIP budget preparation and project budget tracking software so that the communication process is mechanized and not performed manually.

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 4	**HIGH PERFORMANCE ORGANIZATION**					
8	Restoring public trust	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Acknowledge and Address Past Issues/openly share decisions, data, and reasoning/Use plain language in communication/Set measurable goals and report progress/create independent oversight/respond to feedback visibly and respectfully/include goals in agenda items and demonstrate them in decisions.			Ongoing	Ongoing	All Departments	Ongoing
9	IT Audit (approved during earlier Council Meeting)	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Conducting an IT audit to assess the city's IT needs before going out to a Request for Proposal (RFP) for IT support services. The audit would focus on various aspects such as system hardware, software, security, internal and external IT standards, and the efficiency and effectiveness of the IT system.The goal is to ensure that the IT infrastructure is robust, secure, and aligned with the city's objectives.			DRAFT RFP has been created; will be distributed to determine proposed costs.	Dec-25	Administrative Services/Acting City Manager	Working on a cost/proposal for City wide IT audit first (then RFP for IT Services). Should include determining replacement schedule and funding for IT equipment, and assessment of current software and systems. This could include CIP, Permitting, Records Management System, and/or Finance software listed elsewhere.
10	Improve Public Communications	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Staff to work on creating a communications plan to help develop a bond of trust between the City and our community/Align messages with organizational values and public interests/Set goals for awareness, understanding, trust, and participation/use plain language—avoid jargon, acronyms, and bureaucratic tone/focus on transparency, empathy, and honesty. Communicate benefits and impacts, not just procedures or policies.			Ongoing	Ongoing	All Departments	Ongoing
11	Shared Services	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 4	**HIGH PERFORMANCE ORGANIZATION**					
Communicate with other governmental agencies to determine if there are opporunities for shared services			Ongoing		All Departments	Staff has reached out to other cities and as of the writing of this report, there were no known opportunities for shared services.
12	Cross Training of Administrative Staff/Actions from Class and Comp Study and Staffing Assessment	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
First step is on-going in the we anticipate Building moving to City hall in the next thirty days. That will allow another admin staff (1 FTE) to move to City Hall and cross train into other areas/Retitling of Positions; Reclassification/recruitment for positions			on-going	30 days	Building/ACM	This is the first step of streamlining City government and create cross training for city employees

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 5	**LONG TERM FINANCIAL SUSTAINABILITY** Achieving Greater Fiscal Resilience and Long Term Fiscal Sustainability					
	Title	**Number of Votes**				
Strategy/Project						
UNANIMOUS SUPPORT						
1	Balanced Budget	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
To achieve a balanced budget, review the current financial status and set clear goals. Explore new revenue sources and reduce non-essential spending. Regularly monitor and adjust the budget, plan long-term, and update financial policies. This ensures financial stability and sustainability.			On-Going	Annually	Lead: City Administration/Administrative Services Contributing: ALL DEPARTMENT	Treating public funds with the same care and responsibility as one would theirs own personal money. This means not spending more than what is incoming and making thoughtful, prudent decisions to ensure financial stability. By regularly monitoring expenditures and making necessary adjustments.This approach ensures that public resources are used efficiently and effectively, benefiting the entire community.
2	Quarterly Financial report/annual long term budget reductions	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
General Fund: A quarterly update is an essential tool for monitoring and managing the financial health of an organization. It provides a snapshot of the financial performance over the past three months, allowing City Council to assess progress, identify trends, and make informed decisions.			On-Going	Quarterly	Lead: Administrative Services Contributing: ALL DEPARTMENT	Routine reports
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Enterprise Fund: A quarterly update is an essential tool for monitoring and managing the financial health of an organization. It provides a snapshot of the financial performance over the past three months comparing with the water rate study model, allowing City Council to assess progress, identify trends, and make informed decisions.			On-Going	Quarterly	Lead: Administrative Services Contributing: Public Works/Engineering	Routine reports
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 5	**LONG TERM FINANCIAL SUSTAINABILITY** Achieving Greater Fiscal Resilience and Long Term Fiscal Sustainability					
TRUST FUND - 115			On-Going	Yearly	Administratie Services	Yearly Update on Pension trust
3	Measure U Priority Resolution reviewed during Budget Process	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
This process is already incorporated in the FY25-26 budget discussion			On-Going	TBD	Lead: Adminsitrative Services	Resolution utiized for review of use of Measure U funds/City staff keeping track of expenditures from Measure U fund; will provide information as part of quarterly reports
4	Publish Reports on Budget Illustrating Budget (Budget at a Glance)	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
A "Budget at a Glance" provides a concise overview of the financial plan. It highlights key financial metrics and summaries, making it easier for the public to understand the budget's main components without delving into detailed documents.			On-Going	FY26-27	Adminstrative Services	Creating a professional and polished "Budget at a Glance" is challenging due to the lack of resources and specialized skills required for producing graphic visual summaries. Our team does not have the expertise needed to design and implement these visual elements effectively. Staff could review current practices to create clear graphs (such as pie charts) for easier read and transparency
5	Diversify City Revenue base	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Support small business growth and entrepreneurship through grants, and regulatory streamlining.			In process	On-Going	Community Development	Staff to reconsider reinstituting the façade improvement program
6	Update Financial Policies/Ensure meets CIRA	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Staff would need to consult with CIRA Team and provide them with the City current financial policy and request a review			On-Going	TBD	Administrative Services	
7	Increasing Revenue Base	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**

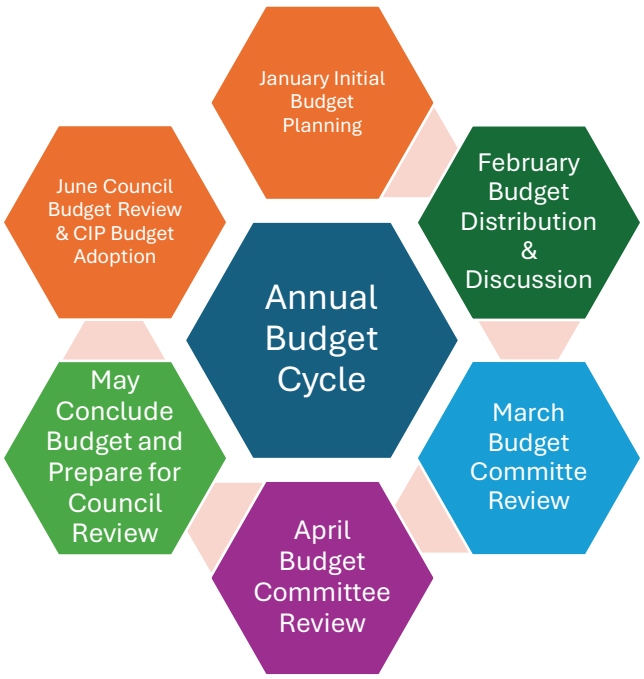
ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 5	**LONG TERM FINANCIAL SUSTAINABILITY** Achieving Greater Fiscal Resilience and Long Term Fiscal Sustainability					
To increase the city's revenue base, consider implementing fee increases for services, introducing new fees or taxes, and applying for grants. Encouraging new construction and development projects can boost property tax revenues. Engaging in public-private partnerships and optimizing operational efficiency are also effective strategies.			On-Going	TDB	Community Development	We have adopted Resolution 6592-2024 which raised permit fees for construction by about 18-20 percen. We also passed through Council in November 2024, a resolution to raise building valuations, which in-directly raises permit fees.
8	Update of Impact Fees and More Information	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
The staff will undertake a comprehensive review of the 2021 impact fee study to determine whether the fee requires an update or if a complete new study should be conducted.			on-going	**Still to be determined**	Building / Community Development	The cost range for an update is between $50K to $70K, depending on various impact fees and growth factors. Conducting a full fee study will likely cost more, and the timeline for completing such a study—from issuing an RFP to selecting a new consultant and initiating the study—ranges from 9 months to a year. Last Study conducted 2019
9	Grants from Regional Bodies	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Identify Relevant Regional Funding Sources/Partner with neighboring municipalities, nonprofits, on joint proposals/Engage external grant consultants if resources are limited.			On-going	on-going	All Departments	City staff represenatives and alterates to regional bodies will provide monthly updates to council of upcoming grant opportunities from regional boards.
10	Review of Zoning Codes for streamlining of permitting	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
In process; Planning Commission has appointed a subcommittee to evaluate Housing related Zoning Code updates			In process	TBD	Community Development	None.

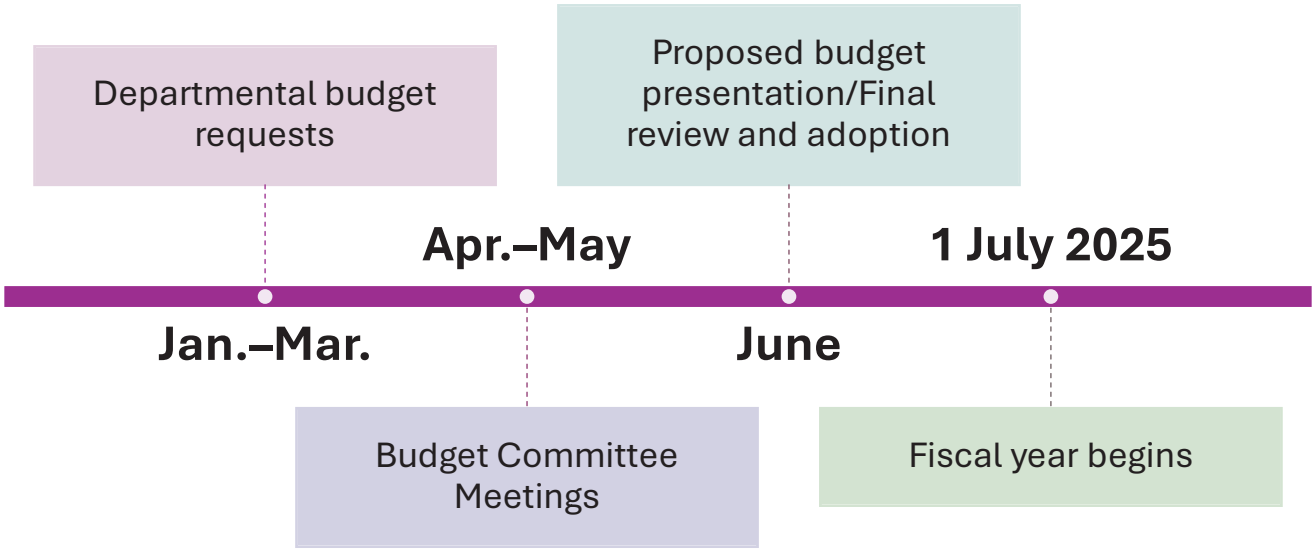
ONE YEAR GOALS THROUGH JUNE 30, 2026						
GOAL 6	**ECONOMIC DEVELOPMENT**					
	Title	**Number of Votes**				
Strategy/Project						
UNANIMOUS SUPPORT						
1	Growing Businesses Together /"Requested to be Retitled to: Economic Gardening Program"	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
City staff to work withto create a town hall or business event.Launch an Economic Gardening program that grows home-grown businesses—especially artisan food, farm-to-table, and boutique manufacturers—by boosting retention, expansion, and high-value job creation while using minimal City staff time and cost.			TBD	TBD	Community Development	This includes an event and on-going support to promote local businesses using an approach tried in other communities. Business 2 Business Support program could be a potential initiative if/when an Economic Development Strategy project is developed.•Higher local sales, more visitors stopping, stronger brand as a "foodie/artisan hub." •Job and wage growth with low public cost (far cheaper than recruitment incentives). •Durable public-private communication channel, reducing friction on permits and policy.
2	Presentation from new CDD on economic development/plans/strategy/ responsibility of who (what department) is keeping track of businesses?/ How we are working as part of economic development /working with brokers who are working with people who are seeking spaces/how develop relationships	5				
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
Develop Economic Development Strategy			TBD	TBD	Community Development	
3	Finalize Completion of Permitting for Barlow Hotel					
ACTION PLAN			**Status**	**Timeline**	**Department Responsible**	**Additional Notes**
			Ongoing	Dec., 2025	Community Development/City Manager/Building/Public Works	Current focus of economic development efforts. (Development Agreement Ordinance 2nd reading to go to City Council Tentatively scheduled for May 6, 2025).

Budget Timeline

The Sebastopol budget serves as the City's strategic blueprint for delivering efficient services and managing the revenues that sustain them. It is a pivotal element in the City's framework for financial planning, management, and oversight. As a financial roadmap, the budget outlines the anticipated revenue and expenditures for the fiscal year, aiming to provide a transparent, coherent, and comprehensive financial strategy to achieve the City's aspirations and objectives.

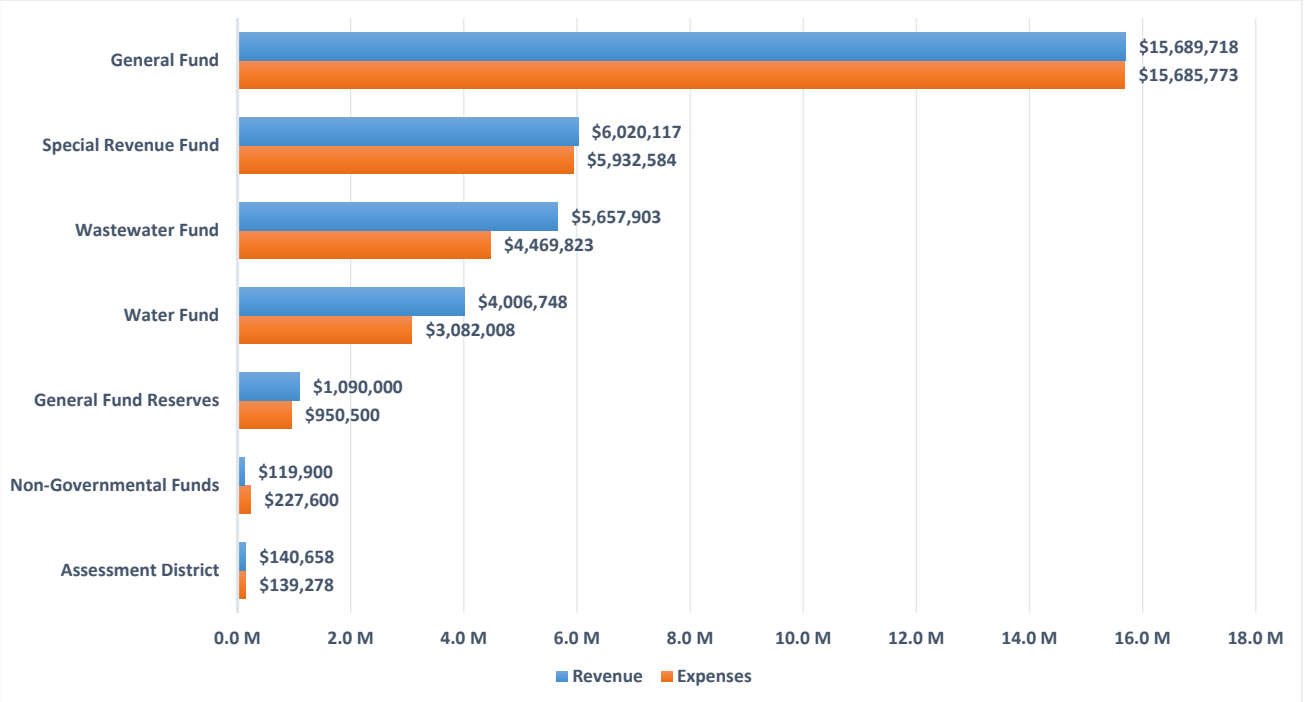
The schedule below is the summary of the public planning and reporting meetings for the current budget cycle.The outline below details Sebastopol annual budget cycle. All dates are subject to change by the City Council.



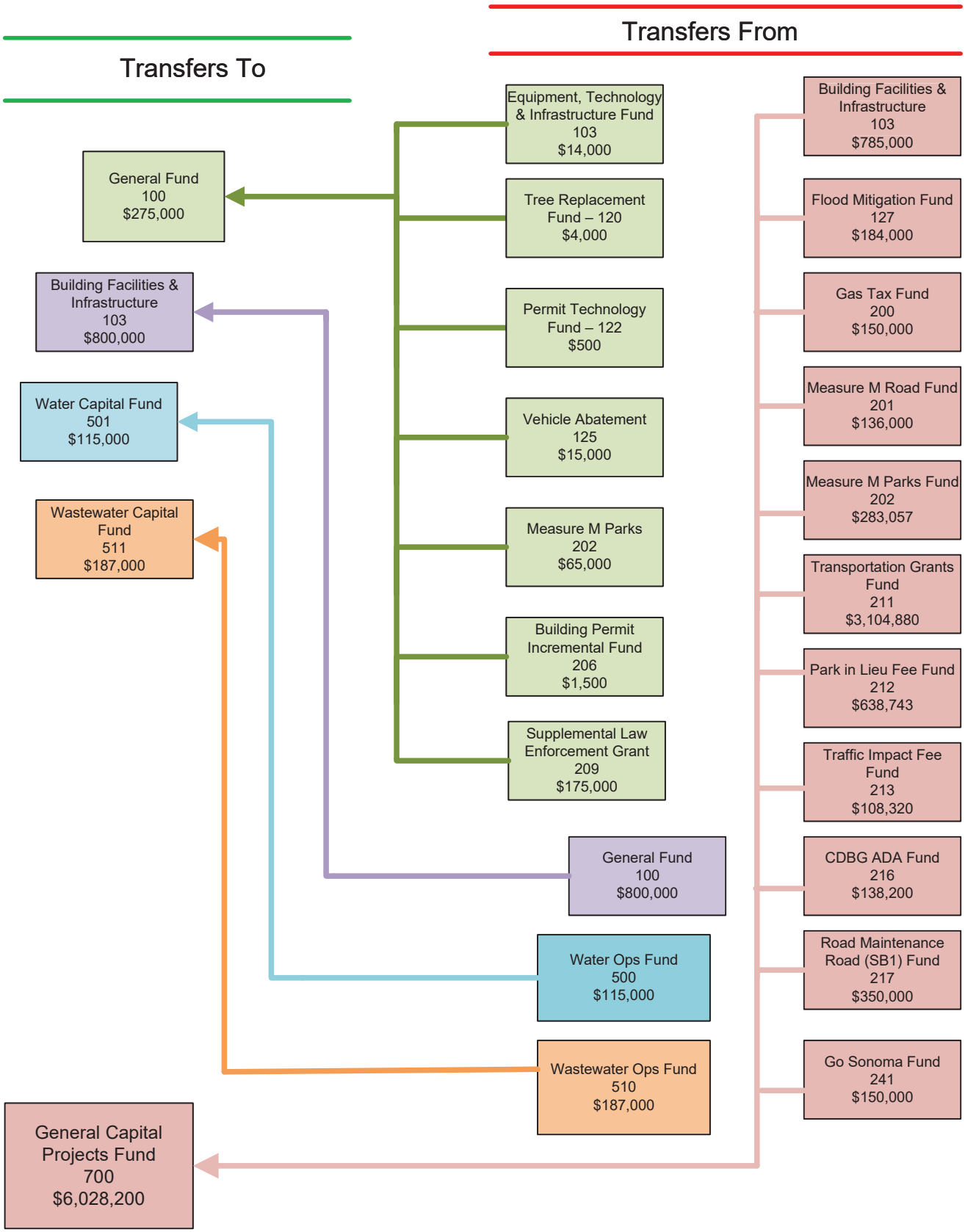


ADOPTED FY25-26
CITYWIDE - ALL FUND REVENUE | EXPENDITURE

Categories	General Fund	General Fund Reserves	Non Governmental Funds	Water Fund	Wastewater Fund	Special Revenue Funds	Assessment District	Total
Estimated Beginning Balance	**4,043,528**	**5,121,034**	**1,527,246**	**1,297,067**	**909,001**	**2,294,164**	**22,964**	**15,215,004**
Total Adopted Revenue	15,689,718	1,090,000	119,900	4,006,748	5,657,903	6,020,117	140,658	32,725,044
Total Adopted Expenditures	15,685,773	950,500	227,600	3,082,008	4,469,823	5,932,584	139,278	30,487,566
Net Budgetary Surplus/(Deficit)	3,945	139,500	(107,700)	924,740	1,188,080	87,533	1,380	2,237,478
Addition/(Uses) of Reserves	3,945	139,500	(107,700)	924,740	1,188,080	87,533	1,380	2,237,478
Estimated Ending Balance	**4,047,473**	**5,260,534**	**1,419,546**	**2,221,807**	**2,097,081**	**2,381,697**	**24,344**	**17,452,482**



Adopted FY25-26
Citywide Transfers To | From



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Sebastopol
California

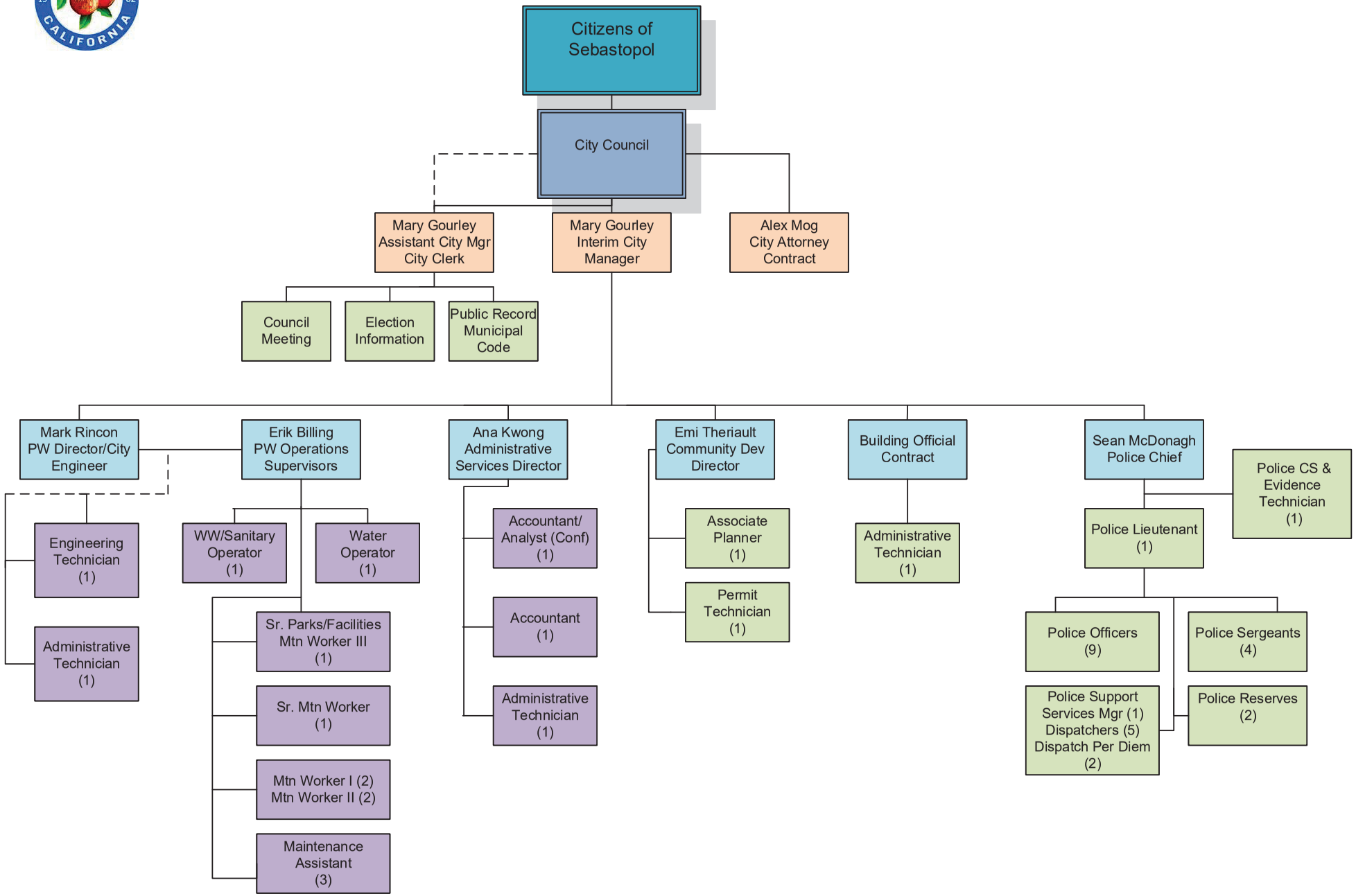
For the Fiscal Year Beginning

July 01, 2024

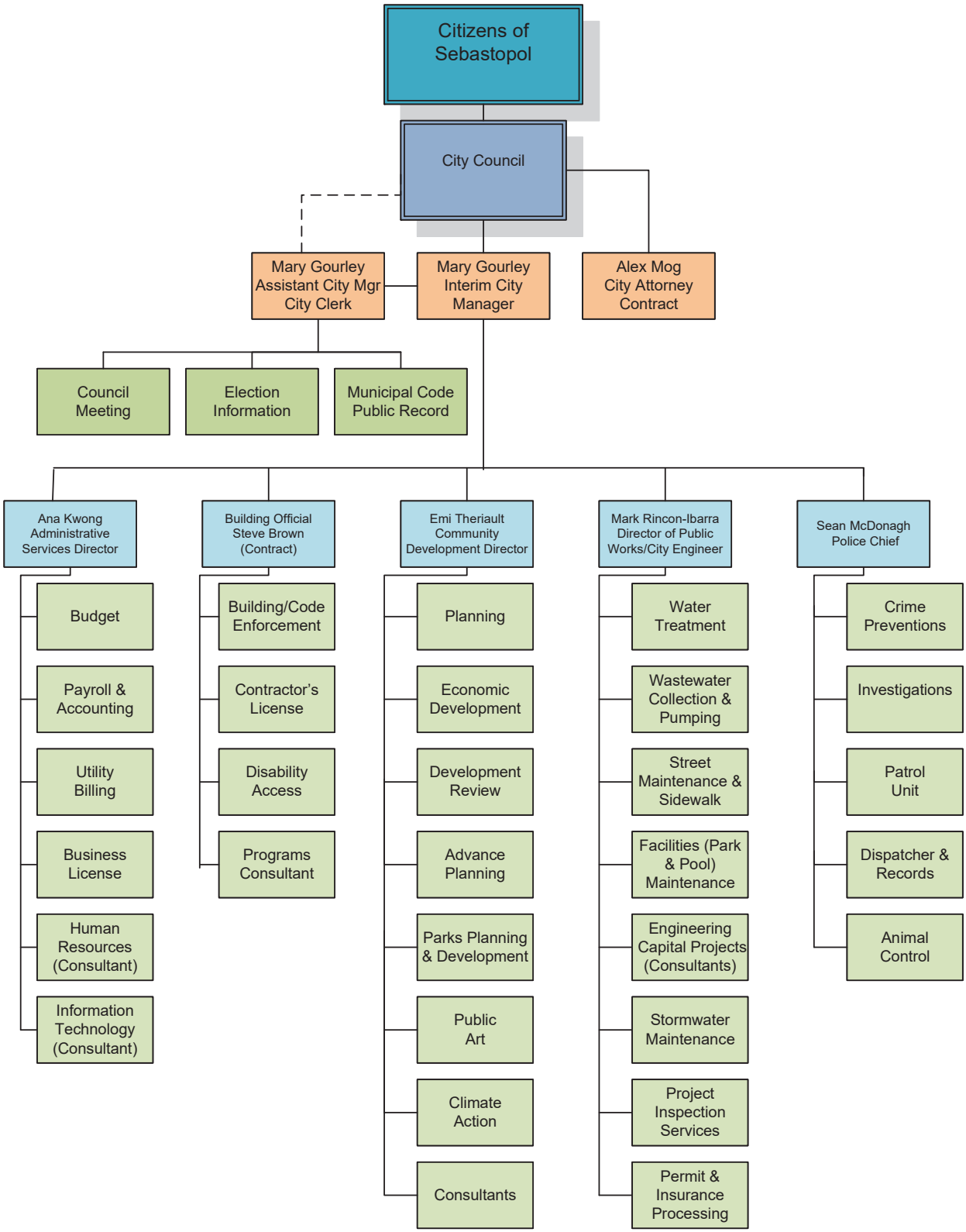
Christopher P. Morrill

Executive Director

City Wide Organization Chart by Allocated Position



City Wide Organization Chart by Function



STATISTICS

Date of Incorporation	1902
Form of Government	Council/City Manager
Estimated Population as of July 1, 2024 (most recent available data)	**7,388**
Area in Square Miles	**1.853**
Police Protection	
Sworn Police Officers	15
Civilian Employees	7
Calls for Service/Incidents (2024 Calendar Year)	20,946
Arrests (2024 Calendar Year)	339
Water and Sewer Utility	
Active Residential Accounts	2,509
Active Commerical Accounts	451
Average Daily Water Consumption (2024)	797,595
Ground Storage Capacity (gallons)	0- no elevated tanks
Elevated Storage Capactiy (gallons)	7.5
Ground Water Production Capacity (gallons per day)	3,230,000
Pump Capacity (gallons per minute)	2,300
Waste Water Treatment Capacity (gallons per day)	840,000
Building Permits	
Residential Building Permits (2024 Calendar Year)	365
Residential Assessed Valuation	9,324,804
Commerical Building Permits	44
Commercial Assessed Valuation	2,303,274

GENERAL FUND
FY25-26 ADOPTED BUDGET

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
OPERATING REVENUE							
Property Tax	3,443,916	3,620,000	3,620,000	3,587,502	3,639,105	19,105	0.5%
Real Property Transfer Tax	36,506	40,000	40,000	52,000	50,000	10,000	25.0%
Sales Taxes	4,626,788	4,563,925	4,563,925	4,994,600	6,130,700	1,566,775	34.3%
User Taxes	872,471	887,175	887,175	887,975	962,050	74,875	8.4%
Transient Occupancy Tax	519,452	519,000	519,000	519,000	534,500	15,500	3.0%
Franchise Fees	489,591	502,250	502,250	500,225	530,000	27,750	5.5%
Licenses & Permits	498,057	1,442,500	1,442,500	1,089,500	1,244,000	(198,500)	-13.8%
Fines & Special Assessments	70,560	66,700	66,700	73,485	77,300	10,600	15.9%
Intergovernmental Revenues	438,560	22,890	22,890	27,690	20,200	(2,690)	-11.8%
Interest & Rents	141,883	132,250	132,250	132,150	157,450	25,200	19.1%
Charges for Services	158,110	136,800	136,800	164,300	162,300	25,500	18.6%
Miscellaneous Revenue	89,505	183,225	258,225	409,640	110,790	(147,435)	-57.1%
Cost Allocation Plan	2,302,956	1,761,797	1,761,797	1,761,797	1,796,323	34,526	2.0%
Transfers In	102,000	425,951	187,900	163,614	275,000	87,100	46.4%
TOTAL REVENUES	**13,790,356**	**14,304,463**	**14,141,412**	**14,363,478**	**15,689,718**	**1,548,306**	**10.9%**
OPERATING EXPENDITURE - By Department							
10 - City Council	202,385	198,625	200,125	191,689	183,214	(16,911)	-8.5%
11 - City Manager	518,664	698,885	773,885	949,680	581,282	(192,603)	-24.9%
12 - City Attorney	759,058	647,900	647,900	647,900	643,750	(4,150)	-0.6%
13 - City Clerk	366,405	430,771	477,471	459,251	470,818	(6,653)	-1.4%
14 - Administrative Services (Finance)	1,314,441	1,436,923	1,447,765	1,408,677	1,466,539	18,774	1.3%
21 - Community Development	532,564	616,426	640,301	640,630	701,666	61,365	9.6%
22 - Building	214,977	302,220	305,036	297,001	437,909	132,873	43.6%
31 - Fire & Prevention	1,230,393	1,535,910	1,538,726	1,393,410	1,247,640	(291,086)	-18.9%
32 - Police	4,995,733	5,366,488	5,530,162	5,274,987	5,767,329	237,167	4.3%
41 - Public Works | Engineering	2,154,659	2,322,099	2,349,901	2,353,716	2,650,318	300,417	12.8%
40 - Senior Center	72,703	41,038	41,314	26,788	47,650	6,336	15.3%
42 - PW-Community Center	279,473	169,724	170,834	159,496	164,202	(6,632)	-3.9%
43 - PW-Ives Pool	249,957	297,301	298,829	228,707	225,761	(73,068)	-24.5%
00 - Non Departmental	210,838	191,645	191,645	116,200	146,940	(44,705)	-23.3%
Debt Service Payments	300,407	446,094	264,743	264,575	150,755	(113,988)	-43.1%
Transfers Out	864,763	300,000	300,000	300,000	800,000	500,000	166.7%
TOTAL EXPENDITURES	**14,267,418**	**15,002,049**	**15,178,637**	**14,712,707**	**15,685,773**	**507,136**	**3.3%**
Net General Fund Surplus/(Deficit)	**(477,063)**	**(697,586)**	**(1,037,225)**	**(349,229)**	**3,945**		
Beginning Unassigned Fund Balance	5,808,703	4,392,757	4,392,757	4,392,757	4,043,528		
Ending Unassigned Fund Balance	4,392,757	3,695,171	3,355,532	4,043,528	4,047,473		
RESERVE							
Policy Reserve Level (Minimum-15%)	**2,140,113**	**2,250,307**	**2,276,796**	**2,206,906**	**2,352,866**		
Policy Reserve Level (Goal-20%)	**2,853,484**	**3,000,410**	**3,035,727**	**2,942,541**	**3,137,155**		
Actual Reserve Level	**30.8%**	**24.6%**	**22.1%**	**27.5%**	**25.8%**		

GENERAL FUND REVENUES DETAILED
FY25-26 ADOPTED BUDGET

Revenue Categories	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
3000 - Property Tax Secured / Unsecured	2,487,900	2,595,000	2,595,000	2,595,000	2,626,755	31,755	1.2%
3002 - Real Property Transfer Tax	36,506	40,000	40,000	52,000	50,000	10,000	25.0%
3004 - Property Tax in Lieu of VLF	956,016	1,025,000	1,025,000	992,502	1,012,350	-12,650	-1.2%
Property Tax	**3,480,422**	**3,660,000**	**3,660,000**	**3,639,502**	**3,689,105**	**29,105**	**0.8%**
3010 - Sales Tax-Bradley Burn	2,199,730	2,173,000	2,173,000	2,233,000	2,212,000	39,000	1.8%
3011 - Sales Tax-1/4 cent (T)	770,928	760,000	760,000	761,000	772,000	12,000	1.6%
3012 - Sales Tax-1/2 cent (Q)	1,550,631	1,520,125	1,520,125	1,522,000	1,544,000	23,875	1.6%
3018 - Sales Tax-1/2 cent (U)	-0	-0	-0	375,000	1,500,000	1,500,000	0.0%
3014 - Sales Tax-Prop 172	105,500	110,800	110,800	103,600	102,700	-8,100	-7.3%
Sales Taxes	**4,626,788**	**4,563,925**	**4,563,925**	**4,994,600**	**6,130,700**	**1,566,775**	**34.3%**
3020 - Transient Occupancy Tax	**519,452**	**519,000**	**519,000**	**519,000**	**534,500**	15,500	3.0%
						-0	0.0%
3050 - Garbage Franchise	296,817	301,350	301,350	301,350	330,000	28,650	9.5%
3051 - PG&E Franchise	121,383	124,025	124,025	122,000	125,000	975	0.8%
3052 - Cable TV Franchise	71,390	76,875	76,875	76,875	75,000	-1,875	-2.4%
Franchise Fees	**489,591**	**502,250**	**502,250**	**500,225**	**530,000**	**27,750**	**5.5%**
3055 - Vehicle in lieu Tax	9,291	10,000	10,000	11,800	12,500	2,500	25.0%
3056 - UUT PG&E	429,651	428,600	428,600	428,600	494,100	65,500	15.3%
3057 - UUT Sonoma Clean Power	128,152	135,300	135,300	135,300	129,150	-6,150	-4.5%
3058 - UUT Garbage	96,555	98,400	98,400	98,400	108,200	9,800	10.0%
3059 - UUT Cable	72,492	76,875	76,875	76,875	77,000	125	0.2%
3060 - UUT Misc	135,059	136,500	136,500	136,500	140,600	4,100	3.0%
3061 - UUT (AB-1717)	1,271	1,500	1,500	500	500	-1,000	-66.7%
User Taxes	**872,471**	**887,175**	**887,175**	**887,975**	**962,050**	**74,875**	**8.4%**
3101 - Business License	142,770	140,000	140,000	140,000	140,000	-0	0.0%
3102 - Business License-Late Fees	6,388	2,500	2,500	4,500	4,000	1,500	60.0%
3103 - Building Permits	348,900	1,300,000	1,300,000	945,000	1,100,000	-200,000	-15.4%
Licenses & Permits	**498,057**	**1,442,500**	**1,442,500**	**1,089,500**	**1,244,000**	**-198,500**	**-13.8%**
3105 - Vehicle/ Criminal Code Fines	13,906	13,700	13,700	13,700	12,500	-1,200	-8.8%
3106 - Parking Fines	20,760	18,000	18,000	18,000	18,000	-0	0.0%
3107 - RBS Training Fees	11,600	12,000	12,000	14,200	14,800	2,800	23.3%
3110 - Business License - DSA 70% $1	5,415	5,000	5,000	5,000	5,500	500	10.0%
3202 - State Mandated Cost Reimb	18,880	18,000	18,000	22,585	26,500	8,500	47.2%
Fines & Special Assessments	**70,560**	**66,700**	**66,700**	**73,485**	**77,300**	**10,600**	**15.9%**
3203 - POST Reimb	2,703	2,700	2,700	-0	-0	-2,700	-100.0%
3204 - Casino Mitigation	24,224	20,190	20,190	20,190	20,200	10	0.0%
3206 - County Grant	60,000	-0	-0	-0	-0	-0	0.0%
3207 - State Grant	351,632	-0	-0	7,500	-0	-0	0.0%
3209 - Federal Grant	-0	-0	-0	-0	-0	-0	0.0%
Intergovernmental Revenues	**438,560**	**22,890**	**22,890**	**27,690**	**20,200**	**-2,690**	**-11.8%**

GENERAL FUND REVENUES DETAILED
FY25-26 ADOPTED BUDGET

Revenue Categories	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
3300 - Interest Income	77,712	77,000	77,000	75,000	100,000	23,000	29.9%
3301 - Cell Tower Lease Rental	45,594	43,000	43,000	43,000	44,300	1,300	3.0%
3302 - City Property Rental - Little League	2,683	2,300	2,300	3,700	3,150	850	37.0%
3304 - City Property Rental - Parking Space	420	500	500	500	500	-0	0.0%
3305 - City Property Rental - Palm Ave	2,500	2,250	2,250	2,750	2,500	250	11.1%
3401 - Plaza and Special Event Fees	12,975	7,200	7,200	7,200	7,000	-200	-2.8%
Interest & Rents	**141,883**	**132,250**	**132,250**	**132,150**	**157,450**	**25,200**	**19.1%**
3404 - Credit Card Transaction Fee	1,991	1,000	1,000	2,000	2,000	1,000	100.0%
3405 - Finance Fee	6,902	5,000	5,000	6,000	7,000	2,000	40.0%
3425 - Fire Dept Fees	45,248	40,000	40,000	47,000	40,000	-0	0.0%
3426 - Planning Fees	26,457	21,000	21,000	35,000	38,000	17,000	81.0%
3441 - Encroachment Permits Fee	38,128	30,000	30,000	30,000	30,000	-0	0.0%
3442 - Grading Permit Fee	2,122	1,000	1,000	1,000	2,000	1,000	100.0%
3445 - Public Works Services	9,965	7,500	7,500	2,000	7,500	-0	0.0%
3502 - Police Services	17,154	18,000	18,000	20,000	18,000	-0	0.0%
3504 - Impounded Vehicle Release Fee	2,070	1,800	1,800	1,800	1,800	-0	0.0%
3505 - Police Reports Copy Fee	5,405	4,000	4,000	4,000	2,000	-2,000	-50.0%
3507 - Police OT Reimbursement	2,668	7,500	7,500	7,500	6,000	-1,500	-20.0%
3615 - Solar Payback	-0	-0	-0	8,000	8,000	8,000	0.0%
Charges for Services	**158,110**	**136,800**	**136,800**	**164,300**	**162,300**	**25,500**	**18.6%**
3801 - Sales of Surplus Equipment	-0	10,000	10,000	1,000	-0	-10,000	-100.0%
3804 - Insurance Claims	450	500	500	9,240	500	-0	0.0%
3805 - Miscellaneous Income	9,151	100	100	1,000	500	400	400.0%
3806 - Donations & Contributions	500	500	75,500	300,500	500	-75,000	-99.3%
3807 - Rebates	15,393	14,000	14,000	15,000	15,300	1,300	9.3%
3810 - Pool Expense Reimbursement	64,011	158,125	158,125	82,900	93,990	-64,135	-40.6%
Miscellaneous Revenue	**89,505**	**183,225**	**258,225**	**409,640**	**110,790**	**-147,435**	**-57.1%**
3998 - Cost Allocation Plan	2,302,956	1,761,797	1,761,797	1,761,797	1,796,323	34,526	2.0%
3999 - Transfers In	102,000	425,951	187,900	163,614	275,000	87,100	46.4%
Total Revenue	**13,790,356**	**14,304,463**	**14,141,412**	**14,363,478**	**15,689,718**	**1,548,306**	**10.9%**

GENERAL FUND
FY25-26 ADOPTED TRANSFERS SCHEDULE

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
TRANSFERS IN/(OUT)							
Transfer in							
From Building, Facilities & Infra Reserve (Fund 103)	-	41,400	41,400	39,114	-	(41,400)	-100.0%
From Equipment, Technology & Vehicle Reserve (Fund 104)	-	-	-	-	14,000	14,000	0.0%
From Tree Replacement (Fund 120)	-	-	-	-	4,000	4,000	0.0%
From Permit Technology Fund (Fund 122)	-	-	-	-	500	500	0.0%
From Vehicle Abatement (Fund 125)	2,000	4,500	4,500	4,500	15,000	10,500	233.3%
From Measure M Parks (Fund 202)	-	-	-	-	65,000	65,000	0.0%
From Inclusionary Housing (Fund 205)	-	22,000	22,000	-	-	(22,000)	-100.0%
From Police Grant (Fund 209)	100,000	120,000	120,000	120,000	175,000	55,000	45.8%
From CDBG (Fund 206)	-	-	-	-	1,500	1,500	0.0%
From Measure H (Fund 248)	-	238,051	-	-	-	-	0.0%
3999 - Transfers In	**102,000**	**425,951**	**187,900**	**163,614**	**275,000**	**87,100**	**46.4%**
Transfer out							
To Retirement Fund		-	-	-	-	-	0.0%
To Police Endowment Fund	(226,982)	-	-	-	-	-	0.0%
To Sewer Fund		-	-	-	-	-	0.0%
To Capital Project Fund	(637,781)	-	-	-	-	-	0.0%
To Building, Facilities & Infra Reserve (Fund 103)		(150,000)	(150,000)	(150,000)	(800,000)	(650,000)	433.3%
To Equipment, Technology & Vehicle (Fund 104)		(150,000)	(150,000)	(150,000)	-	150,000	-100.0%
4999 - Transfers Out	**(864,763)**	**(300,000)**	**(300,000)**	**(300,000)**	**(800,000)**	**(500,000)**	**166.7%**
TOTAL NET TRANSFERS	**(762,763)**	**125,951**	**(112,100)**	**(136,387)**	**(525,000)**		

CITY COUNCIL



Incorporated in 1902, the City of Sebastopol operates under California's general law and is governed by a five-member City Council. The city follows a Council-Manager system, where the Council, elected at-large for four-year terms, is responsible for setting city-wide policies, goals, and overseeing the city's operations through the City Manager.

The City Council has the authority to appoint key city officials, including the City Manager, City Attorney, and City Clerk. Regular Council meetings are held on the first and third Tuesday of each month, with special meetings called as needed. The Council also appoints a Mayor and Vice Mayor annually to lead the meetings and represent the city.

SUMMARY - CITY COUNCIL

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	18,000	18,000	18,000	18,300	18,000	-	0.0%
Benefits	34,131	49,270	49,270	37,215	31,884	(17,386)	-35.3%
Contracted Services	46,783	71,200	71,200	71,200	57,900	(13,300)	-18.7%
Services & Supplies	12,320	11,910	11,910	13,067	12,280	370	3.1%
Equipment Rental/Maintenance	2,831	3,050	3,050	3,035	2,460	(590)	-19.3%
Conference & Training Expense	1,060	11,525	13,025	12,875	12,700	(325)	-2.5%
Telecommunications	4,466	4,460	4,460	3,225	2,760	(1,700)	-38.1%
Council Objectives	60,418	6,500	6,500	10,060	14,400	7,900	121.5%
Allocated Insurance	22,375	22,710	22,710	22,712	30,830	8,120	35.8%
Total Expense	**202,383**	**198,625**	**200,125**	**191,689**	**183,214**	**(16,911)**	**-8.5%**

City Council
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	18,000	18,000	18,000	18,300	18,000	-	0.0%
Total Salaries & Wages	**18,000**	**18,000**	**18,000**	**18,300**	**18,000**	-	**0.0%**
Benefits							
4101 - Health in Lieu	9,241	7,280	7,280	3,200	-	(7,280)	-100.0%
4105 - Medicare & Fica	1,377	2,493	2,493	1,500	1,377	(1,116)	-44.8%
4130 - Health Insurance	19,993	33,605	33,605	27,900	24,279	(9,326)	-27.8%
4150 - Dental Insurance	2,884	4,806	4,806	3,840	5,142	336	7.0%
4151 - Vision Insurance	303	506	506	435	506	-	0.0%
4183 - EAP (Employee Asst Prog)	170	175	175	175	175	0	0.0%
4184 - Life Insurance	162	405	405	165	405	-	0.0%
Total Benefits	**34,131**	**49,270**	**49,270**	**37,215**	**31,884**	**(17,386)**	**-35.3%**
Contracted Services							
4210 - Professional Contract Services	41,950	67,700	67,700	67,700	54,400	(13,300)	-19.6%
4212 - Internet & Network /Technology Maint	2,792	-	-	-	-	-	0.0%
4250 - Publications/Legal Notices	2,041	3,500	3,500	3,500	3,500	-	0.0%
Total Contracted Services	**46,783**	**71,200**	**71,200**	**71,200**	**57,900**	(13,300)	**-18.7%**
Services & Supplies							
4310 - Office Supplies	1,169	1,500	1,500	1,562	1,500	-	0.0%
4330 - Misc Supplies & Services	1,582	1,000	1,000	1,000	1,000	-	0.0%
4340 - Postage & Printing	7	100	100	183	50	(50)	-50.0%
4345 - Dues & Subscriptions	9,562	9,310	9,310	10,322	9,730	420	4.5%
Total Services & Supplies	**12,320**	**11,910**	**11,910**	**13,067**	**12,280**	370	**3.1%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	2,831	3,050	3,050	3,035	2,460	(590)	-19.3%
Total Equipment Rental/Maintenance	**2,831**	**3,050**	**3,050**	**3,035**	**2,460**	(590)	**-19.3%**
Conference & Training Expense							
4510 - Conference & Training	-	1,975	5,625	4,075	3,250	(2,375)	-42.2%
4515 - Meetings & Travel	1,060	9,550	7,400	8,800	9,450	2,050	27.7%
Total Conference & Training Expense	**1,060**	**11,525**	**13,025**	**12,875**	**12,700**	(325)	**-2.5%**
Telecommunications							
4750 - Telecommunications	4,466	4,460	4,460	3,225	2,760	(1,700)	-38.1%
Total Telecommunications	**4,466**	**4,460**	**4,460**	**3,225**	**2,760**	(1,700)	**-38.1%**
Council Objectives							
4800 - Council Approved Intiatives	2,888	-	-	-	-	-	0.0%
4820 - Community Grants Program	-	-	-	-	-	-	0.0%
4890 - Other Community Support	57,530	6,500	6,500	10,060	14,400	7,900	121.5%
Total Council Objectives	**60,418**	**6,500**	**6,500**	**10,060**	**14,400**	7,900	**121.5%**
Allocated Insurance							
4996 - Allocated Liability Insurance	20,451	21,000	21,000	21,000	28,945	7,945	37.8%
4997 - Allocated Wrkrs Comp Insurance	1,924	1,710	1,710	1,712	1,885	175	10.2%
Total Allocated Insurance	**22,375**	**22,710**	**22,710**	**22,712**	**30,830**	8,120	**35.8%**
Total Operation	**202,383**	**198,625**	**200,125**	**191,689**	**183,214**	**(16,911)**	**-8.5%**

City Council				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**90,255**	**50**	**99,990**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Closed Captioning (Average $1,800 per month)	21,600	1	21,600
4210 - Professional Contract Services	Videographer - PCA (Average 6 hours for 1 tech x 28 meetings @85/hour)	14,300	1	14,300
4210 - Professional Contract Services	Videographer - Cody (Average 8 hours for 1 tech x 28 meetings @ $75/hour)	16,800	1	16,800
4210 - Professional Contract Services	Videographer (Video Editing for Zoom Bombing @85/hour)	1,700	1	1,700
			1	-
Total 4210 - Professional Contract Services		**54,400**	**5**	**54,400**
4250 - Publications/Legal Notices				
4250 - Publications/Legal Notices	Legal Ads & Public Hearing Notices	3,500	1	3,500
Total 4250 - Publications/Legal Notices		**3,500**	**1**	**3,500**
4310 - Office Supplies				
4310 - Office Supplies	Misc Routine Supplies (Plagues, Record Retention Boxes, Tapes for label)	1,000	1	1,000
4310 - Office Supplies	Paper Allocation	500	1	500
Total 4310 - Office Supplies		**1,500**	**2**	**1,500**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Plaque & CC Business Cards	1,000	1	1,000
Total 4330 - Misc Supplies & Services		**1,000**	**1**	**1,000**
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Association of Bay Area Govt (ABAG)	3,000	1	3,000
4345 - Dues & Subscriptions	Chamber of Commerce	250	1	250
4345 - Dues & Subscriptions	League of California Cities	5,200	1	5,200
4345 - Dues & Subscriptions	Sister Cities International	155	1	155
4345 - Dues & Subscriptions	Annual Dropbox	125	1	125
4345 - Dues & Subscriptions	Zoom Large Meeting (1 Seat + Large Meeting)	700	1	700
4345 - Dues & Subscriptions	Adobe Programs	300	1	300
Total 4345 - Dues & Subscriptions		**9,730**	**7**	**9,730**
4510 - Conference & Training				
4510 - Conference & Training	League of California Cities Conferences Registration (Any Oct/Jan)	650	5	3,250
Total 4510 - Conference & Training		**650**	**5**	**3,250**
4515 - Meetings & Travel				
	League of California Cities Conferences Air/Hotel/Transportation (Mileage Reimbursement)	1,350	5	6,750
4515 - Meetings & Travel	M&C Bi-Monthly Meeting ($65 x 5 x 6)	325	6	1,950
4515 - Meetings & Travel	M&C Meeting Supplies	750	1	750
Total 4515 - Meetings & Travel		**2,425**	**12**	**9,450**
4750 - Telecommunications				
4750 - Telecommunications	Internet Service (Shared)	1,860	1	1,860
4750 - Telecommunications	Vimeo Annual Fee	780	1	780
4750 - Telecommunications	Main Fax Line (Shared)	10	12	120
Total 4750 - Telecommunications		**2,650**	**14**	**2,760**
4890 - Other Community Support				
4890 - Other Community Support	M&C Clerk Position Share Cost	2,700	1	2,700
4890 - Other Community Support	Shuttle Fare	10,000	1	10,000
4890 - Other Community Support	Community First Credit Union Covid Loan Default	1,700	1	1,700
Total 4890 - Other Community Support		**14,400**	**3**	**14,400**

CITY MANAGER

Mission Statement

The City Manager is responsible for implementing the City Council's goals and directives. This includes overseeing the implementation of policies related to city operations, budget management, personnel, and public communications. The City Manager also advises the City Council on all matters related to the city's operations and ensures the smooth functioning of the city's day-to-day activities.



Major Accomplishments in 2024-25

- ✓ Completed procurement of new solid waste agreement through a competitive process
- ✓ Completed Merger of Fire Department with Gold Ridge Fire Protection District
- ✓ Led negotiations for new agreements with employee unions
- ✓ Hired three new Department Heads
- ✓ Improved financial tracking and reporting
- ✓ Led first Council goal-setting effort since 2019

Goals and Objectives for 2025-26

Support City Council in achieving its goals by focusing on priority projects and initiatives. The goals include:

- ❖ Community Vitality
- ❖ Public Safety and Responding to Homelessness
- ❖ Infrastructure
- ❖ High Performance Organization
- ❖ Long-term Financial Sustainability
- ❖ Economic Development

SUMMARY - CITY MANAGER

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	206,637	245,000	245,000	416,250	240,630	(4,370)	-1.8%
Benefits	91,728	125,974	125,974	162,085	147,952	21,978	17.4%
Contracted Services	152,721	258,700	333,700	300,000	110,500	(223,200)	-66.9%
Services & Supplies	17,113	20,605	20,605	20,855	21,735	1,130	5.5%
Equipment Rental/Maintenance	3,749	3,200	3,200	6,585	3,360	160	5.0%
Conference & Training Expense	55	2,300	2,300	800	4,700	2,400	104.3%
Telecommunications	3,141	3,420	3,420	3,420	3,420	-	0.0%
Allocated Insurance	43,521	39,685	39,685	39,685	48,985	9,300	23.4%
Total Expense	**518,664**	**698,884**	**773,884**	**949,680**	**581,282**	**(192,602)**	**-24.9%**

City Manager

Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	206,637	245,000	245,000	196,000	245,000	-	0.0%
4011 - Salaries - Part-Time	-	-	-	36,500	5,000	5,000	0.0%
4023 - One Time Payment	-	-	-	183,750	-	-	0.0%
4090 - Vacancy Savings	-	-	-	-	(9,370)	(9,370)	0.0%
Total Salaries & Wages	**206,637**	**245,000**	**245,000**	**416,250**	**240,630**	**(4,370)**	**-1.8%**
Benefits							
4104 - Accrual in Lieu	-	-	-	46,000	-	-	0.0%
4105 - Medicare & Fica	3,044	3,552	3,552	6,800	3,553	1	0.0%
4106 - Vehicle Allowance	1,750	4,200	4,200	3,500	4,200	-	0.0%
4107 - Electronic Allowance	900	-	-	-	-	-	0.0%
4110 - CalPERS Employer Rate	58,897	30,674	30,674	24,500	30,821	147	0.5%
4111 - CalPERS UAL Cost	-	49,995	49,995	49,995	56,750	6,755	13.5%
4121 - Deferred Compensation	3,898	4,200	4,200	3,400	4,200	-	0.0%
4130 - Health Insurance	16,781	22,443	22,443	17,730	35,733	13,290	59.2%
4140 - Retiree Health Insurance OPEB	3,733	7,500	7,500	7,500	7,500	-	0.0%
4150 - Dental Insurance	1,553	1,839	1,839	1,500	3,487	1,648	89.6%
4151 - Vision Insurance	176	208	208	165	345	137	65.9%
4181 - Long Term Disability Insurance	654	795	795	650	795	(0)	0.0%
4182 - Short Term Disability Insurance	263	452	452	250	452	-	0.0%
4183 - EAP (Employee Asst Prog)	32	35	35	30	35	(0)	-0.1%
4184 - Life Insurance	46	81	81	65	81	-	0.0%
Total Benefits	**91,728**	**125,974**	**125,974**	**162,085**	**147,952**	**21,978**	**17.4%**
Contracted Services							
4210 - Professional Contract Services	127,514	258,700	333,700	300,000	75,500	(258,200)	-77.4%
4212 - Internet & Network /Technology Maint	-	-	-	-	-	-	0.0%
4230 - Recruitment Services	25,208	-	-	-	35,000	35,000	0.0%
Total Contracted Services	**152,721**	**258,700**	**333,700**	**300,000**	**110,500**	(223,200)	**-66.9%**
Services & Supplies							
4310 - Office Supplies	472	250	250	500	250	-	0.0%
4330 - Misc Supplies & Services	3,380	10,830	10,830	10,830	10,050	(780)	-7.2%
4345 - Dues & Subscriptions	8,359	9,525	9,525	9,525	11,435	1,910	20.1%
4351 - Computer Equip (under $10 K)	4,902	-	-	-		-	0.0%
Total Services & Supplies	**17,113**	**20,605**	**20,605**	**20,855**	**21,735**	1,130	**5.5%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,749	3,200	3,200	6,585	3,360	160	5.0%
Total Equipment Rental/Maintenance	**3,749**	**3,200**	**3,200**	**6,585**	**3,360**	160	**5.0%**
						-	
Conference & Training Expense						-	
4510 - Conference & Training	-	500	500	100	1,375	875	175.0%
4515 - Meetings & Travel	55	1,800	1,800	700	3,325	1,525	84.7%
Total Conference & Training Expense	**55**	**2,300**	**2,300**	**800**	**4,700**	2,400	**104.3%**
						-	
Telecommunications						-	
4750 - Telecommunications	3,141	3,420	3,420	3,420	3,420	-	0.0%
Total Telecommunications	**3,141**	**3,420**	**3,420**	**3,420**	**3,420**	-	**0.0%**
						-	
Allocated Insurance						-	
4996 - Allocated Liability Insurance	17,877	16,885	16,885	16,885	23,290	6,405	37.9%
4997 - Allocated Wrkrs Comp Insurance	25,644	22,800	22,800	22,800	25,695	2,895	12.7%
Total Allocated Insurance	**43,521**	**39,685**	**39,685**	**39,685**	**48,985**	9,300	**23.4%**
Total Operation	**518,664**	**698,885**	**773,885**	**949,680**	**581,282**	**(192,603)**	**-24.9%**

City Manager				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**135,740**	**109**	**143,715**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Holly Hanson Contract - Routine	40,000	1	40,000
4210 - Professional Contract Services	Holly Hanson Contract - Special Project	10,000	1	10,000
4210 - Professional Contract Services	Homeless Count	500	1	500
4210 - Professional Contract Services	Baker Tilly Contract (Financial Forecast Support)	25,000	1	25,000
Total 4210 - Professional Contract Services		**75,500**	**6**	**75,500**
4230 - Recruitment				
4230 - Recruitment	City Manager Recruitment	35,000	1	35,000
Total 4230 - Recruitment		**35,000**	**1**	**35,000**
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies (Paper/Calendar/Business Cards)	250	1	250
Total 4310 - Office Supplies		**250**	**1**	**250**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Canon Desktop Printer Lease	-	12	-
4330 - Misc Supplies & Services	Newsletter Distribution Service	4,050	1	4,050
4330 - Misc Supplies & Services	Newsletter Content Creation Service	6,000	1	6,000
4330 - Misc Supplies & Services	One time fees			-
Total 4330 - Misc Supplies & Services		**10,050**	**14**	**10,050**
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	RCPA Contribution	8,500	1	8,500
4345 - Dues & Subscriptions	ERC (Employment Relation Consortium) LCW Membership	900	1	900
4345 - Dues & Subscriptions	ICMA (International City/County Mgmt Assoc	1,200	1	1,200
4345 - Dues & Subscriptions	CCMF (California City Mgmt Foundation)	400	1	400
4345 - Dues & Subscriptions	Adobe Subscription	300	1	300
4345 - Dues & Subscriptions	Annual Zoom Account	135	1	135
Total 4345 - Dues & Subscriptions		**11,435**	**6**	**11,435**
4375-Equipment Rental/Maintenance				
4375 - Equipment Rental/Maintenance	Canon Desktop Printer Lease	75	12	900
4375 - Equipment Rental/Maintenance	Canon Shared Copier Lease Cost	205	12	2,460
Total 4375-Equipment Rental/Maintenance		**280**	**24**	**3,360**
4510 - Conference & Training				
4510 - Conference & Training	ICMA Conference	775	1	775
4510 - Conference & Training	California City Manager Conference	600	1	600
Total 4510 - Conference & Training		**1,375**	**2**	**1,375**
4515 - Meetings & Travel				
4515 - Meetings & Travel	City Manager Conferences (Hotel/Airfare)	1,500	2	3,000
4515 - Meetings & Travel	M&C Meetings Dinner	65	5	325
Total 4515 - Meetings & Travel		**1,565**	**7**	**3,325**
4750 - Telecommunications				
4750 - Telecommunications	Cell Phone Service	50	12	600
4750 - Telecommunications	Fax Line Shared	5	12	60
4750 - Telecommunications	Land Line Lease	30	12	360
4750 - Telecommunications	Sonic Shared	200	12	2,400
Total 4750 - Telecommunications		**285**	**48**	**3,420**

CITY ATTORNEY

Mission Statement

The Office of the City Attorney provides timely, efficient and high-quality legal services, advice and support to the City Council, Board and Committees, and City staff related to the establishment, implementation, and enforcement of City policies. The City Attorney also evaluates and addresses legal issues arising out of the City's decisions and activities to minimize the risk of liability.

SUMMARY - CITY ATTORNEY

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	141,237	-	-	-	-	-	0.0%
Benefits	146,274	-	-	-	-	-	0.0%
Contracted Services	451,357	625,000	625,000	625,000	643,750	18,750	3.0%
Services & Supplies	549	-	-	-	-	-	0.0%
Allocated Insurance	19,641	22,900	22,900	22,900	-	(22,900)	-100.0%
Total Expense	**759,058**	**647,900**	**647,900**	**647,900**	**643,750**	**(4,150)**	**-0.6%**

City Attorney							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Year-End**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
Salaries & Wages							
4010 - Salaries - Full Time	138,737	-	-	-		-	0.0%
4017 - Salaries - COVID-19	-	-	-	-		-	0.0%
4023 - One Time Payment	2,500	-	-	-		-	0.0%
Total Salaries & Wages	**141,237**	**-**	**-**	**-**	**-**	-	**0.0%**
Benefits							
4105 - Accrual in Lieu	107,978	**-**	**-**	-		-	0.0%
4105 - Medicare & Fica	3,633	-	-	-		-	0.0%
4107 - Electronic Allowance	900	-	-	-		-	0.0%
4110 - CalPERS Employer Rate	17,319	-	-	-		-	0.0%
4121 - Deferred Compensation	2,402	-	-	-		-	0.0%
4130 - Health Insurance	12,202	-	-	-		-	0.0%
4150 - Dental Insurance	1,052	-	-	-		-	0.0%
4151 - Vision Insurance	119	-	-	-		-	0.0%
4181 - Long Term Disability Insurance	458	-	-	-		-	0.0%
4182 - Short Term Disability Insurance	178	-	-	-		-	0.0%
4183 - EAP (Employee Asst Prog)	19	-	-	-		-	0.0%
4184 - Life Insurance	14	-	-	-		-	0.0%
Total Benefits	**146,274**	**-**	**-**	**-**	**-**	-	**0.0%**
Contracted Services							
4214 - Litigation Expense (General)	451,357	625,000	350,000	165,000	180,250	(169,750)	-48.5%
4217 - Litigation Expense (Special)		-	275,000	460,000	463,500	188,500	68.5%
Total Contracted Services	**451,357**	**625,000**	**625,000**	**625,000**	**643,750**	18,750	**3.0%**
Services & Supplies							
4330 - Misc Supplies & Services	549	-	-	-	-	-	0.0%
Total Services & Supplies	**549**	**-**	**-**	**-**	**-**	-	**0.0%**
Allocated Insurance							
4996 - Allocated Liability Insurance	19,641	22,900	22,900	22,900	-	(22,900)	-100.0%
4997 - Allocated Wrkrs Comp Insurance		-	-	-		-	0.0%
Total Allocated Insurance	**19,641**	**22,900**	**22,900**	**22,900**	**-**	(22,900)	**-100.0%**
Total Operation	**759,058**	**647,900**	**647,900**	**647,900**	**643,750**	**(4,150)**	**-0.6%**

ASSISTANT CITY MANAGER / CITY CLERK

Mission Statement

The mission of the City Clerk Department is to provide efficient, quality services in a courteous, knowledgeable and professional manner. The 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. The City Clerk's multi-faceted office functions have evolved in response to the needs of legislative bodies and their constituents. As Clerk to the City Council, this Office records and preserves Council proceedings and provides procedural and technical support where needed. As official record keeper, the City Clerk maintains custody of City records



*Designated Assistant City Manager holding two positions: Assistant City Manager and City Clerk.

Major Accomplishments in 2024-2025:

- ✓ Completion of Award of Contract for Sebastopol's Solid Waste Collection Agreement (Transition Completion Date: June 30, 2025)
  - Awarded a contract for solid waste collection and ensured a transition plan was developed to meet the set deadline; led the bidding process, reviewed vendor proposals, negotiated terms, and created a clear transition timeline; Oversee the transition to the new service provider by June 2025.
- ✓ Completion of Labor Negotiations with Two Bargaining Units (SPOA – Sebastopol Police Officer Association and SEIU – Service Employee International Union)
  - Successfully completed labor negotiations with the police officers' union (SPOA) and the public works/admin staff union (SEIU); Facilitated negotiations, addressed union concerns, and reached agreements beneficial to both the city and bargaining units.
- ✓ Assisted with Sebastopol Volunteer Fire Department Merger/Reorganization with Gold Ridge Fire Protection District.
  - Played a key role on the ad hoc committee in assisting the merger and reorganization of the Sebastopol Volunteer Fire Department with the Gold Ridge Fire Protection District; The merger will enhance fire services, optimize resources, and improve emergency response capabilities; will finalize media communications and provide full transparency to the community, expected by June 2025.
- ✓ Provided City Staff with Clarification of Current State Record Retention Requirements
  - Delivered essential guidance to city staff on how to comply with state record retention laws; This will ensure that the city remains compliant with state laws and that records are retained appropriately; Continue to monitor compliance and provide updates as needed.
- ✓ Conducted Initial Research and Cost Estimate for Records Retention Program for Storage of Documents Electronically
  - Initiated research into the costs and feasibility of implementing an electronic records retention system; Researched best practices, identified potential software and vendors, and estimated costs.

- ✓ Utilized Current Technology to Aid in Transparency of City Meetings
    - Utilized software tools to streamline the creation and distribution of meeting agendas, minutes, and other related documents; Continue to enhance digital accessibility for all city meetings.
- ✓ Commitment to Providing City Employees with a Stable Work Environment and Growth Opportunities
    - Completed the staffing assessment, developed a plan for updating and creating new job descriptions, and outlined further actions to meet staffing needs; created first part of the work plan, including updating job descriptions and aligning them with current staffing needs and consolidation of building department to City Hall
- ✓ Conducted Public Records Act Requests and Improved Records Management System
    - Handled numerous public records act requests and began building a more extensive database to make future retrieval easier and more efficient. Retrieved, reviewed, and redacted thousands of documents; digitized documents for easier access; and began developing a digital filing system. Continue to build the database, scan more documents, and streamline the public records request process.
- ✓ Completed First Set of Policies for City Council Procedures and Protocols
    - Completed the first set of policies regarding City Council procedures and protocols. This ensures that the City Council operates in an efficient, transparent, and orderly manner, helping streamline meetings and decision-making.
- ✓ Finalization of Electronic Policy
    - Completed the finalization of the city's electronic policy, ensuring proper use of technology and electronic records. This policy helps maintain security, consistency, and accountability in how electronic documents and technology are used across the city.

Goals and Objectives for 2025-2026:

- ❖ Review of ACM/City Clerk Staffing
    - Objective: Assess staffing needs, roles, and efficiency of the Assistant City Manager (ACM) and City Clerk positions.
        - One person currently fills both positions, but the current model is unsustainable.
            - Assess staffing needs: Based on the recent staffing recommendations, conduct a review of workload distribution, responsibilities, and the need for two separate positions.
            - Cross-Training and Mentoring: Continue efforts to hire additional positions that allow for cross-training and mentoring, enhancing team capacity and continuity. city staff are well-trained, supported, and able to grow in their roles.
            - Explore Shared Services: Begin discussions with neighboring cities to explore shared services for administrative functions, which may reduce costs and improve service efficiency.
    - Establish a sustainable staffing model for the ACM and City Clerk roles, ensuring effective city operations and capacity for long-term growth.

- ❖ Labor Negotiations
    - Objective: Prepare for upcoming negotiations for Memorandums of Understanding (MOUs) with bargaining units.

        - MOUs with two bargaining units (e.g., police officers and public works/admin staff) will expire in December 2025.
            - Start Negotiations in 2025: Begin negotiations with bargaining units in August/September 2025, well in advance of contract expiration, to ensure a smooth renewal process.
            - Plan for Employee Needs: Work with the City Manager and Human Resource to develop strategies that will help meet employee expectations for compensation benefits, and working conditions.

        - Ensure that labor negotiations are timely and lead to agreements that support the city's operational needs and employee satisfaction.

- Leadership and Staff Development
    - Objective: Build strong, cohesive teams within city departments and improve employee satisfaction and retention.
        - Work with City Manager and HR Consultant: Collaborate to build leadership capacity within city departments and create development programs for staff.
        - Provide Professional Development Opportunities: Implement initiatives that ensure employees have access to the resources, training, and mentorship to succeed in their roles.
        - Improve Workplace Culture: Address employee satisfaction issues, improving morale and retention through initiatives focused on team-building, and recognition.
    - Create a high-performing, engaged workforce capable of meeting the city's needs.

- Continued Collaboration with IT on Technology Upgrades
    - Objective: Enhance the city's technology infrastructure to improve operations and service delivery.
        - IT System Review: Work with an IT auditor to assess the city's current IT infrastructure. This will include reviewing system hardware, software, and security, as well as internal and external standards.
        - Conduct RFP for IT Support Services: Based on the IT audit findings, help create an RFP for selecting an IT support service provider.
        - Security Policies: Review and upgrade security protocols, including firewalls, encryption, intrusion detection, access management, and data backups.
        - Ensure proper data backup and recovery systems, including both cloud and local storage solutions, to minimize data loss risks and system downtime.
        - Create a more secure, efficient, and reliable IT infrastructure that supports the city's operations and improves public service delivery. Streamlining city operations, improving cross-departmental collaboration, and modernizing technology infrastructure.

- Creation of Policies for City Council and City Manager
    - Objective: Develop and finalize key policies for the City Council and City Manager's office to ensure transparent governance and efficient operations.
        - Track Legal and Regulatory Changes: Continuously monitor changes in state or federal regulations in partnership with the City Attorney to ensure policies are up-to-date and compliant.
        - Policy Development: Continue developing and refining policies for City Council procedures and City Manager office operations.

        - Clear, up-to-date policies that guide operations and ensure compliance with legal standards, improving the efficiency of city governance.

- Review of City Blog / Substack for Enhanced Communications
    - Objective: Explore new communication channels to improve transparency and community engagement.
        - Evaluate New Platforms: Review the feasibility of using a City Blog or Substack for more frequent, transparent updates from the City Council and City Manager.
        - Video Communication: Integrate video content from Council or City Management to enhance communication with residents, making city updates more accessible and engaging.
        - A more transparent and accessible communication strategy that strengthens the connection between city leadership and the community.
        - Transparency and Communication: Improving how the city communicates with its residents, making it easier for them to access information and engage in the decision-making process.

SUMMARY - ASSISTANT CITY MANAGER | CITY CLERK

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	225,784	233,465	274,465	272,000	264,587	(9,878)	-3.6%
Benefits	83,317	102,891	108,591	108,116	125,077	16,486	15.2%
Contracted Services	3,191	36,960	36,960	22,260	5,125	(31,835)	-86.1%
Services & Supplies	4,171	5,540	5,540	6,824	5,690	150	2.7%
Equipment Rental/Maintenance	3,162	3,500	3,500	2,046	3,480	(20)	-0.6%
Conference & Training Expense	308	2,225	2,225	2,225	6,860	4,635	208.3%
Telecommunications	2,332	2,910	2,910	2,500	2,190	(720)	-24.7%
Allocated Insurance	44,139	43,280	43,280	43,280	57,810	14,530	33.6%
Total Expense	**366,404**	**430,771**	**477,471**	**459,251**	**470,819**	**(6,652)**	**-1.4%**

Assistant City Manager | City Clerk							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Year-End**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
Salaries & Wages							
4010 - Salaries - Full Time	225,784	233,465	274,465	272,000	274,250	(215)	-0.1%
4011 - Salaries - Part Time	-	-	-	-	-	-	0.0%
4023 - One Time Payment	-	-	-	-		-	0.0%
4090 - Vacancy Savings	-		-	-	(9,663)	(9,663)	0.0%
Total Salaries & Wages	**225,784**	**233,465**	**274,465**	**272,000**	**264,587**	**(9,878)**	**-3.6%**
Benefits							
4105 - Medicare & Fica	3,296	3,385	3,385	3,945	3,977	592	17.5%
4106 - Vehicle Allowance	-	-	-	-	-	-	0.0%
4107 - Electronic Allowance	750	-	-	-	-	-	0.0%
4110 - CalPERS Employer Rate	60,907	29,230	34,930	34,500	34,501	(429)	-1.2%
4111 - CalPERS UAL Cost	-	48,750	48,750	48,750	63,525	14,775	30.3%
4121 - Deferred Compensation	2,104	4,200	4,200	4,200	4,200	-	0.0%
4130 - Health Insurance	10,250	11,221	11,221	10,800	12,627	1,406	12.5%
4140 - Retiree Health Insurance OPEB	3,733	3,700	3,700	3,700	3,700	-	0.0%
4150 - Dental Insurance	962	961	961	925	1,029	68	7.1%
4151 - Vision Insurance	101	101	101	96	101	(0)	-0.2%
4181 - Long Term Disability Insurance	785	795	795	785	795	(0)	0.0%
4182 - Short Term Disability Insurance	313	431	431	300	506	75	17.4%
4183 - EAP (Employee Asst Prog)	34	35	35	35	35	(0)	-0.1%
4184 - Life Insurance	81	81	81	80	81	-	0.0%
Total Benefits	**83,317**	**102,891**	**108,591**	**108,116**	**125,077**	**16,486**	**15.2%**
Contracted Services							
4210 - Professional Contract Services	2,576	6,960	6,960	6,960	5,125	(1,835)	-26.4%
4212 - Internet & Network /Technology Maint	-	-	-	-	-	-	0.0%
4270 - Elections	615	30,000	30,000	15,300	-	(30,000)	-100.0%
Total Contracted Services	**3,191**	**36,960**	**36,960**	**22,260**	**5,125**	(31,835)	**-86.1%**
Services & Supplies							
4310 - Office Supplies	1,623	1,900	1,900	1,900	1,480	(420)	-22.1%
4330 - Misc Supplies & Services	66	1,280	1,280	1,654	500	(780)	-60.9%
4340 - Postage & Printing	-	-	-	50	50	50	0.0%
4345 - Dues & Subscriptions	2,482	2,360	2,360	3,220	3,660	1,300	55.1%
Total Services & Supplies	**4,171**	**5,540**	**5,540**	**6,824**	**5,690**	150	**2.7%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,162	3,500	3,500	2,046	3,480	(20)	-0.6%
Total Equipment Rental/Maintenance	**3,162**	**3,500**	**3,500**	**2,046**	**3,480**	(20)	**-0.6%**
Conference & Training Expense							
4510 - Conference & Training	-	800	800	800	2,100	1,300	162.5%
4515 - Meetings & Travel	308	1,425	1,425	1,425	4,760	3,335	234.0%
Total Conference & Training Expense	**308**	**2,225**	**2,225**	**2,225**	**6,860**	4,635	**208.3%**
Telecommunications							
4750 - Telecommunications	2,332	2,910	2,910	2,500	2,190	(720)	-24.7%
Total Telecommunications	**2,332**	**2,910**	**2,910**	**2,500**	**2,190**	(720)	**-24.7%**
Allocated Insurance							
4996 - Allocated Liability Insurance	19,131	21,055	21,055	21,055	29,045	7,990	37.9%
4997 - Allocated Wrkrs Comp Insurance	25,008	22,225	22,225	22,225	28,765	6,540	29.4%
Total Allocated Insurance	**44,139**	**43,280**	**43,280**	**43,280**	**57,810**	**14,530**	**33.6%**
Total Operation	**366,404**	**430,771**	**477,471**	**459,251**	**470,819**	**(6,652)**	**-1.4%**

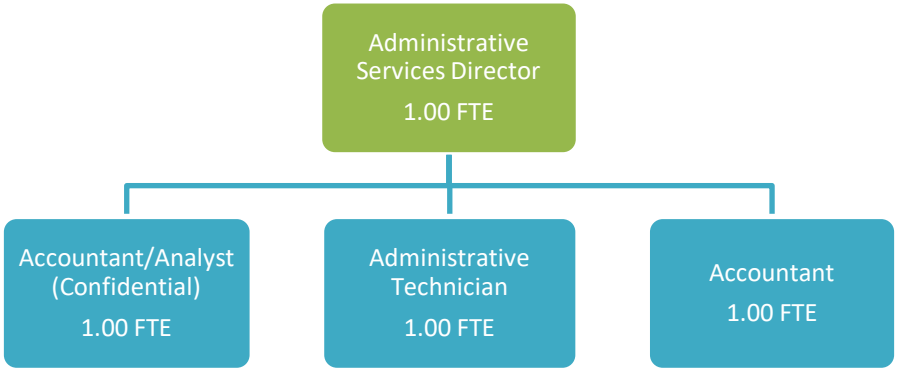
Assistant City Manager | City Clerk				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**18,370**	**64**	**23,295**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual Muni-Code Updates	5,000	1	5,000
4210 - Professional Contract Services	Annual Zoom Contract	125	1	125
4210 - Professional Contract Services	Granicus Contract	-	1	-
Total 4210 - Professional Contract Services		**5,125**	**3**	**5,125**
4270 - Elections				
4270 - Elections	1 Ballot Measure	-	0	-
4270 - Elections	2 Council Seats	-	0	-
4270 - Elections	Election Materials	-	0	-
Total 4270 - Elections		**-**	**0**	**-**
4310 - Office Supplies				
4310 - Office Supplies	Shared Paper Cost Allocation	480	1	480
4310 - Office Supplies	Misc Routine Supplies (tapes/labels/folders/paper allocation)	1,000	1	1,000
Total 4310 - Office Supplies		**1,480**	**2**	**1,480**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Canon Copier Lease	-	0	-
4330 - Misc Supplies & Services	Clerk/Notary Supplies	500	1	500
Total 4330 - Misc Supplies & Services		**500**	**1**	**500**
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	IIMC (International Institute of Municipal Clerks)	215	1	215
4345 - Dues & Subscriptions	ICMA (International City/County Management Association)	240	1	240
4345 - Dues & Subscriptions	MMANC (Municipal Management Association of Northern California)	-	0	-
4345 - Dues & Subscriptions	CCAC (City Clerks Association of California)	250	1	250
4345 - Dues & Subscriptions	Society of HR Management	200	1	200
4345 - Dues & Subscriptions	CalPERLA	400	1	400
4345 - Dues & Subscriptions	Annual Code Publishing	1,835	1	1,835
4345 - Dues & Subscriptions	Doodle Subscription	85	1	85
4345 - Dues & Subscriptions	Adobe	300	1	300
4345 - Dues & Subscriptions	Zoom Account	135	1	135
Total 4345 - Dues & Subscriptions		**3,660**	**9**	**3,660**
4375-Equipment Rental/Maintenance				
4375 - Equipment Rental/Maintenance	Canon Desktop Printer Lease	85	12	1,020
4375 - Equipment Rental/Maintenance	Canon Shared Copier Lease Cost	205	12	2,460
Total 4375-Equipment Rental/Maintenance		**290**	**24**	**3,480**
4510 - Conference & Training				
4510 - Conference & Training	City Clerk Annual Conference (League of California)	600	1	600
4510 - Conference & Training	City Clerk Annual Conference (League of California-New Law)	600	1	600
4510 - Conference & Training	City Clerk Annual Conference (City Clerk Association)	600	1	600
4510 - Conference & Training	Other Various Webinar	300	1	300
Total 4510 - Conference & Training		**2,100**	**4**	**2,100**
4515 - Meetings & Travel				
4515 - Meetings & Travel	City Clerk Annual Conference (League of California) Air/Hotel/Transporation	1,500	1	1,500
4515 - Meetings & Travel	City Clerk Annual Conference (League of California-New Law) Air/Hotel/Transporation	1,500	1	1,500
4515 - Meetings & Travel	City Clerk Annual Conference (City Clerk Association) Air/Hotel/Transportation	1,500	1	1,500
4515 - Meetings & Travel	M&C Meeting Dinner ($65 x 4)	65	4	260
Total 4515 - Meetings & Travel		**4,565**	**7**	**4,760**
4750 - Telecommunications				
4750 - Telecommunications	Sonic Shared	140	12	1,680
4750 - Telecommunications	Land Line Phone Allocation	360	1	360
4750 - Telecommunications	Fax Line Shared	150	1	150
Total 4750 - Telecommunications		**650**	**14**	**2,190**

ADMINISTRATIVE SERVICES (FINANCE) DEPARTMENT

Mission Statement

The Department of Administrative Services is responsible for the divisions of Finance & Accounting, Budgeting, Human Resources and Information Technology.

1. Finance & Accounting – Performing the accounting for all of the City's financial transactions and coordinating preparation of the annual audit.
2. Budgeting - Coordinating the annual operating and capital budget process, including the development of the fee schedule, assist departments with reports and analysis to ensure expenditures are within budgeted appropriations. Track and report on budget status to City Council.
3. Human Resources - Process bi-weekly payroll for all City employees, reporting and paying tax obligations, and completing all reporting requirements.
4. Information Technology - Work collaboratively with all City departments to deliver the IT services and infrastructure.



Major Accomplishments in 2024-25:

- ✓ Filled the Accountant position
- ✓ Retained New Audit Firm – Chavan & Associates, LLP
- ✓ Completed administrative support of Measure U (1/2 cents sales tax)
- ✓ Enhanced budget tracking and quarterly reporting to the City Council
- ✓ Completed citywide classification and compensation study
- ✓ Completed citywide staffing assessment study
- ✓ Completed phase 1 deployment of new computer lease program

Goals and Objectives for 2025-26:

- ❖ Implementation the result of classification/compensation and staffing studies
- ❖ Continue managing and tracking the technology replacement lease program
- ❖ Maintain quarterly financial updates
- ❖ Provide support for the IT assessment study

SUMMARY - ADMINISTRATIVE SERVICES

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	425,664	493,652	503,997	412,051	507,017	3,020	0.6%
Benefits	216,104	313,692	314,189	262,157	352,048	37,859	12.0%
Contracted Services	503,457	418,884	418,884	525,870	367,834	(51,050)	-12.2%
Technology Maintenance		60,100	60,100	60,100	61,150	1,050	1.7%
Services & Supplies	36,246	22,715	22,715	23,070	23,565	850	3.7%
Equipment Rental/Maintenance	7,763	8,140	8,140	8,140	7,420	(720)	-8.8%
Conference & Training Expense	2,385	5,450	5,450	3,000	3,150	(2,300)	-42.2%
Telecommunications	5,573	6,740	6,740	6,740	6,140	(600)	-8.9%
Allocated Insurance	117,250	107,550	107,550	107,550	138,215	30,665	28.5%
Total Expense	**1,314,441**	**1,436,923**	**1,447,765**	**1,408,678**	**1,466,539**	**18,774**	**1.3%**

Administrative Services
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	407,644	493,652	498,497	407,051	530,012	31,515	6.3%
4011 - Salaries - Part Time	11,656	-	2,500	2,500	-	(2,500)	-100.0%
4012 - Overtime	124	-	-		-	-	0.0%
4017 - Salaries - COVID-19	7,375	-	-		-	-	0.0%
4023 - One Time Payment	-	-	3,000	3,000	-	(3,000)	-100.0%
4090 - Vacancy Savings	-	-	-	-	(22,495)	(22,495)	0.0%
4990 - Contra-Salaries/Projects	(1,135)	-	-	(500)	(500)	(500)	0.0%
Total Salaries & Wages	**425,664**	**493,652**	**503,997**	**412,051**	**507,017**	**3,020**	**0.6%**
						-	
Benefits						-	
4104 - Accrual in Lieu	1,004	-	-	1,300	-	-	0.0%
4105 - Medicare & Fica	6,223	7,158	7,158	6,820	7,685	527	7.4%
4110 - CalPERS Employer Rate	101,151	52,438	52,935	41,800	56,364	3,429	6.5%
4111 - CalPERS UAL Cost	-	103,756	103,756	103,935	120,985	17,229	16.6%
4130 - Health Insurance	90,247	125,440	125,440	91,900	141,146	15,706	12.5%
4140 - Retiree Health Insurance OPEB	3,733	7,600	7,600	3,740	7,600	-	0.0%
4150 - Dental Insurance	10,366	12,872	12,872	9,400	13,773	901	7.0%
4151 - Vision Insurance	1,080	1,363	1,363	995	1,363	-	0.0%
4181 - Long Term Disability Insurance	1,383	1,690	1,690	1,377	1,690	-	0.0%
4182 - Short Term Disability Insurance	556	911	911	535	978	67	7.4%
4183 - EAP (Employee Asst Prog)	108	140	140	115	140	(0)	0.0%
4184 - Life Insurance	253	324	324	240	324	-	0.0%
Total Benefits	**216,104**	**313,692**	**314,189**	**262,157**	**352,048**	**37,859**	**12.0%**
						-	
Contracted Services						-	
4210 - Professional Contract Services	381,392	306,884	306,884	405,370	253,834	(53,050)	-17.3%
4211 - Banking Fees	23,095	22,000	22,000	24,000	24,000	2,000	9.1%
4212 - Internet & Network /Technology Maint	43,396	60,100	60,100	60,100	61,150	1,050	1.7%
4220 - Audit & Accounting Services	29,765	46,000	46,000	46,000	43,000	(3,000)	-6.5%
4221 - Property Tax Services	-	25,000	25,000	25,000	25,000	-	0.0%
4222 - Sales Tax Audit	4,215	4,000	4,000	7,000	7,000	3,000	75.0%
4223 - UUT Audit	15,000	15,000	15,000	15,000	15,000	-	0.0%
4230 - Recruitment Services	6,594	-	-	3,500	-	-	0.0%
Total Contracted Services	**503,457**	**478,984**	**478,984**	**585,970**	**428,984**	**(50,000)**	**-10.4%**
						-	
Services & Supplies						-	
4300 - Short/Over	150	-	-	-	-	-	0.0%
4310 - Office Supplies	3,284	3,850	3,850	3,850	3,850	-	0.0%
4330 - Misc Supplies & Services	6,029	5,900	5,900	8,600	5,900	-	0.0%
4340 - Postage & Printing	2,802	6,600	6,600	3,500	6,600	-	0.0%
4345 - Dues & Subscriptions	12,444	6,365	6,365	7,120	7,215	850	13.4%
4351 - Computer Equip (under $10 K)	11,536	-	-	-	-	-	0.0%
Total Services & Supplies	**36,246**	**22,715**	**22,715**	**23,070**	**23,565**	**850**	**3.7%**
						-	
Equipment Rental/Maintenance						-	
4375 - Equipment Rental/Expenses	7,763	8,140	8,140	8,140	7,420	(720)	-8.8%
Total Equipment Rental/Maintenance	**7,763**	**8,140**	**8,140**	**8,140**	**7,420**	**(720)**	**-8.8%**
						-	
Conference & Training Expense						-	
4510 - Conference & Training	715	3,650	3,650	800	1,250	(2,400)	-65.8%
4515 - Meetings & Travel	1,670	1,800	1,800	2,200	1,900	100	5.6%
Total Conference & Training Expense	**2,385**	**5,450**	**5,450**	**3,000**	**3,150**	**(2,300)**	**-42.2%**
						-	
Telecommunications						-	
4750 - Telecommunications	5,573	6,740	6,740	6,740	6,140	(600)	-8.9%
Total Telecommunications	**5,573**	**6,740**	**6,740**	**6,740**	**6,140**	**(600)**	**-8.9%**
						-	
Allocated Insurance						-	
4996 - Allocated Liability Insurance	64,032	60,265	60,265	60,265	83,350	23,085	38.3%
4997 - Allocated Wrkrs Comp Insurance	53,218	47,285	47,285	47,285	54,865	7,580	16.0%
Total Allocated Insurance	**117,250**	**107,550**	**107,550**	**107,550**	**138,215**	**30,665**	**28.5%**
Total Operation	**1,314,441**	**1,436,923**	**1,447,765**	**1,408,678**	**1,466,539**	**18,774**	**1.3%**

Administrative Services				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**467,979**	**160**	**494,259**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Springbrook Annual Maintenance	35,000	1	35,000
4210 - Professional Contract Services	Springbrook Budget Module Maintenance	10,000	1	10,000
4210 - Professional Contract Services	Business License Annual Maintenance	10,000	1	10,000
4210 - Professional Contract Services	Cost Allocation Plan Annual Refresh	6,000	1	6,000
4210 - Professional Contract Services	User Fee Schedule Annual Update	6,300	1	6,300
4210 - Professional Contract Services	IT Contract	64,084	1	64,084
4210 - Professional Contract Services	Human Resource Contract	85,000	1	85,000
4210 - Professional Contract Services	Labor Negotiation Contract	30,000	1	30,000
4210 - Professional Contract Services	CalOPPS Recruitment Annual Contract	4,100	1	4,100
4210 - Professional Contract Services	Express Evaluation	2,500	1	2,500
4210 - Professional Contract Services	Government Job Posting Annual Contract	850	1	850
4210 - Professional Contract Services	Compensation Study	-	1	-
4210 - Professional Contract Services	Staffing Assessement Refresh	-	1	-
4210 - Professional Contract Services	Ballot Measure/Poll/Strategist	-	1	-
Total 4210 - Professional Contract Services		**253,834**	**14**	**253,834**
4211 - Banking Fees				
4211 - Banking Fees	Annual Banking Fee for merchant credit cards and cash/check	24,000	1	24,000
Total 4211 - Banking Fees		**24,000**	**1**	**24,000**
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	Connect-wise 24/7 Monitoring Alerts	23,500	1	23,500
4212 - Internet & Network /Technology Maint	Licensing Renewal	3,500	1	3,500
4212 - Internet & Network /Technology Maint	O365 Service	12,000	1	12,000
4212 - Internet & Network /Technology Maint	Offsite Hosting Backup Support (Barracuda)	4,000	1	4,000
4212 - Internet & Network /Technology Maint	Website Hosting & Maintenance	250	12	3,000
4212 - Internet & Network /Technology Maint	Website AI Search/Chat	800	12	9,600
4212 - Internet & Network /Technology Maint	Website Notification Features (Text/Email Messages)	500	1	500
4212 - Internet & Network /Technology Maint	Domain Renewal	50	1	50
4212 - Internet & Network /Technology Maint	Website Accessiblility (ADA)	5,000	1	5,000
Total 4212 - Internet & Network /Technology Maint		**49,600**	**31**	**61,150**
4220 - Audit & Accounting Services				
4220 - Audit & Accounting Services	Annual Audit	29,000	1	29,000
4220 - Audit & Accounting Services	Annual OPEB Calculations (GASB75)	5,000	1	5,000
4220 - Audit & Accounting Services	Annual Stats Section Tables	4,000	1	4,000
4220 - Audit & Accounting Services	Annual Pension Calculations (GASB-68)	5,000	1	5,000
4220 - Audit & Accounting Services	Annual Debt Calculation (GASB-96)	-	1	-
Total 4220 - Audit & Accounting Services		**43,000**	**5**	**43,000**
4221 - Property Tax Services				
4221 - Property Tax Services	Property Tax Services	25,000	1	25,000
Total 4221 - Property Tax Services		**25,000**	**1**	**25,000**
4222 - Sales Tax Audit				
4222 - Sales Tax Audit	Annual Sales Tax Audit	7,000	1	7,000
Total 4222 - Sales Tax Audit		**7,000**	**1**	**7,000**
4223 - UUT Audit				
4223 - UUT Audit	Annual UUT Audit	15,000	1	15,000
Total 4223 - UUT Audit		**15,000**	**1**	**15,000**
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies (Paper, Toners, Calendars, Banker Boxes	2,500	1	2,500
4310 - Office Supplies	Secured Envelops	1,000	1	1,000
4310 - Office Supplies	Various Annual Tax Forms (W2 & 1099)	350	1	350
Total 4310 - Office Supplies		**3,850**	**3**	**3,850**

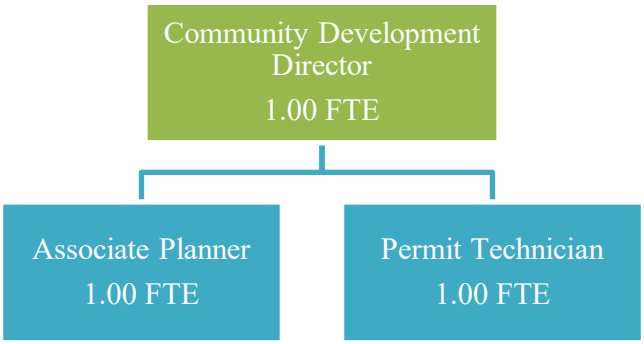
Administrative Services				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Annual Budget Book Printing	2,000	1	2,000
4330 - Misc Supplies & Services	GFOA Awards Submission Fees	1,000	1	1,000
4330 - Misc Supplies & Services	PO Box Renewal	500	1	500
4330 - Misc Supplies & Services	Shredding Services	2,400	1	2,400
Total 4330 - Misc Supplies & Services		**5,900**	**4**	**5,900**
4340 - Postage & Printing				
4340 - Postage & Printing	Annual BL Mailing	2,200	1	2,200
4340 - Postage & Printing	Bi-weekly AP Checks Mailing	2,200	1	2,200
4340 - Postage & Printing	Late Notices Mailing	2,200	1	2,200
Total 4340 - Postage & Printing		**6,600**	**3**	**6,600**
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe Annual Subscription (5)	300	5	1,500
4345 - Dues & Subscriptions	Annual DocuSign Subscription (5 seats)	670	5	3,350
4345 - Dues & Subscriptions	CalGovHR Annual Membership (1)	65	1	65
4345 - Dues & Subscriptions	COBRA Annual Subscription	850	1	850
4345 - Dues & Subscriptions	CSMFO Annual Membership (2)	150	2	300
4345 - Dues & Subscriptions	GFOA Annual Membership (1)	200	1	200
4345 - Dues & Subscriptions	MMANC Membership	100	1	100
4345 - Dues & Subscriptions	PARM Membership	300	1	300
4345 - Dues & Subscriptions	Amazon Prime	550	1	550
Total 4345 - Dues & Subscriptions		**3,185**	**18**	**7,215**
4351 - Computer Equip (under $10 K)				
4351 - Computer Equip (under $10 K)	DC1/DC1/DC4	-	0	-
Total 4351 - Computer Equip (under $10 K)		**-**	**0**	**-**
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Insert Machine Lease	400	4	1,600
4375 - Equipment Rental/Expenses	Postage Machine Lease	600	4	2,400
4375 - Equipment Rental/Expenses	Copier Lease Shared	205	12	2,460
4375 - Equipment Rental/Expenses	Printer Lease	960	1	960
Total 4375 - Equipment Rental/Expenses		**2,165**	**21**	**7,420**
4510 - Conference & Training				
4510 - Conference & Training	CSMFO Conference	750	1	750
4510 - Conference & Training	Various online/webinar training + chapter meetings	500	1	500
4510 - Conference & Training	CIRA Certificate Training (Risk Management)	-	1	-
Total 4510 - Conference & Training		**1,250**	**3**	**1,250**
4515 - Meetings & Travel				
4515 - Meetings & Travel	Airfare	350	1	350
4515 - Meetings & Travel	CSMFO Hotel	1,300	1	1,300
4515 - Meetings & Travel	Meals	100	1	100
4515 - Meetings & Travel	Mileage Reimbursement	150	1	150
Total 4515 - Meetings & Travel		**1,900**	**4**	**1,900**
4750 - Telecommunications				
4750 - Telecommunications	Annual Cell Phone Service	60	12	720
4750 - Telecommunications	Annual Desk Phone Contract	265	12	3,180
4750 - Telecommunications	eFax Secured Fax Line Service for HR Confidential Matters	20	12	240
4750 - Telecommunications	Sonic Internet (Shared Allocation)	150	12	1,800
4750 - Telecommunications	Zoom Conference Service	200	1	200
Total 4750 - Telecommunications		**695**	**49**	**6,140**

COMMUNITY DEVELOPMENT DEPARTMENT

Mission Statement

The Community Development Department is currently responsible for the divisions of Planning & Economic Development. The Department provides assistance to the City Council and staffs the following City Boards: Planning Commission, Design Review Board/Tree Board, Climate Action Committee, and Public Arts Committee as well as the staff committees-Environmental Review Committee and Development Review Team.

Community Development staff are also involved in inter-jurisdictional outreach and regional/state programs and serve as the City's staff liaison to agencies such as the Regional Climate Protection Authority, the Sonoma County Transportation Authority, the Sonoma Land Trust and the Sonoma County Community Development Commission, Association of Bay Area Governments/Metropolitan Transportation Commission, as well as other regional, state and federal agencies on an as-needed basis to support City initiatives and State or federally-mandated programs involving land use and environmental laws.



Major Accomplishments in 2024-25:

- ✓ Completed and Adopted Bicycle and Pedestrian Master Plan Update (Active Transportation Plan)
- ✓ Art in lieu fund two projects installed within City limits. The first being the Ned Khan "Spire" within Meadowlark field along the eastern entrance to Sebastopol on Highway 12. The second being the Bruce Johnson piece "Koan" at the trailhead of Joe Rodota on Petaluma Ave.
- ✓ Worked with Caltrans on Downtown Study supported by their Sustainable Transportation Grant (Sustainable Transportation Plan); Study will evaluate traffic patterns and safety improvements along a section of the Main Street corridor.
- ✓ Worked with ABAG/MTC to implement ABAG Priority Development Area (PDA) grant supportive Housing Element implementation; includes review of zoning requirements along Highway 116 and revitalization planning for Redwood Marketplace
- ✓ Entitled two housing development projects as in-fill development. 1009-1011 Gravenstein Highway North and 7621 Healdsburg Ave
- ✓ Approved 100% Affordable Housing project at 845 Gravenstein Highway North (Gravenstein Commons)
- ✓ Reviewed all development proposals for effects on City-adopted Level of Service standards pursuant to SB743, which tracks Vehicle Miles Travelled (VMT). This General Plan implementation item was adopted by the City Council in March of 2024.
- ✓ Completed review and assisted with development of Development Agreement for of the Barlow Hotel application

Goals and Objectives for 2025-26:

- Continue work on updates to Subdivision Ordinance that addresses new State Law "SB9" to provide standards for single family zoning lot splits
- Housing Element implementation
- Work with ABAG on Priority Development Area (PDA) grant funded Housing implementation initiatives and including review zoning requirements along Highway 116 and revitalization planning for Redwood Marketplace
- Continued work on Caltrans Sustainable Transportation Grant
- Improve coordination and efficiency in process by bringing Building Division into the Community Development Department resulting in a department with three divisions: Planning, Building, and Economic Development.

SUMMARY - COMMUNITY DEVELOPMENT

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Actual	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	291,217	252,384	260,903	213,800	302,763	41,860	16.0%
Benefits	106,819	177,302	177,658	142,435	247,108	69,450	39.1%
Contracted Services	49,850	104,270	119,270	204,300	43,280	(75,990)	-63.7%
Services & Supplies	11,220	11,750	11,750	11,200	14,900	3,150	26.8%
Equipment Rental/Maintenance	2,831	3,050	3,050	2,100	3,050	-	0.0%
Conference & Training Expense	-	1,075	1,075	350	5,800	4,725	439.5%
Telecommunications	3,074	3,200	3,200	3,050	3,200	-	0.0%
Allocated Insurance	67,554	63,395	63,395	63,395	81,565	18,170	28.7%
Total Expense	**532,564**	**616,426**	**640,301**	**640,630**	**701,666**	**61,365**	**9.6%**

Community Development
Budget Expenditures

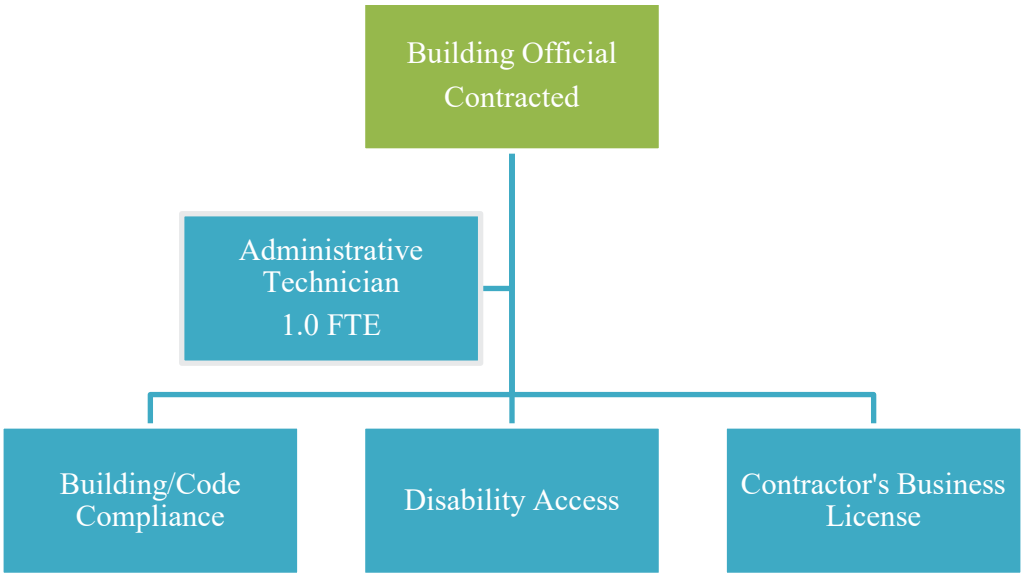
Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	331,734	340,184	344,703	220,000	398,819	54,116	15.7%
4011 - Salaries - Part Time	-	-	-	19,500		-	0.0%
4012 - Overtime	5,773	4,000	4,000	3,300	5,500	1,500	37.5%
4023 - One Time Payment	2,500	-	4,000	5,000		(4,000)	-100.0%
4090 - Vacancy Savings	-	-	-	-	(14,800)	(14,800)	0.0%
4990 - Staff Time Projects Reimbursement	(48,791)	(91,800)	(91,800)	(34,000)	(86,756)	5,044	-5.5%
Total Salaries & Wages	**291,217**	**252,384**	**260,903**	**213,800**	**302,763**	**41,860**	**16.0%**
Benefits							
4104 - Accrual in Lieu	-	-	-	11,800	-	-	0.0%
4105 - Medicare & Fica	4,948	4,933	4,933	3,800	5,783	850	17.2%
4110 - CalPERS Employer Rate	58,300	34,427	34,783	20,000	41,369	6,586	18.9%
4111 - CalPERS UAL Cost	-	74,235	74,235	74,235	90,130	15,895	21.4%
4130 - Health Insurance	36,271	54,141	54,141	27,000	95,910	41,769	77.1%
4140 - Retiree Health Insurance OPEB	1,579	1,600	1,600	1,600	1,600	-	0.0%
4150 - Dental Insurance	3,343	5,181	5,181	2,300	8,942	3,761	72.6%
4151 - Vision Insurance	363	418	418	250	898	480	114.8%
4181 - Long Term Disability Insurance	1,218	1,392	1,392	880	1,392	-	0.0%
4182 - Short Term Disability Insurance	479	627	627	350	736	109	17.4%
4183 - EAP (Employee Asst Prog)	94	105	105	65	105	-	0.0%
4184 - Life Insurance	223	243	243	155	243	-	0.0%
Total Benefits	**106,819**	**177,302**	**177,658**	**142,435**	**247,108**	**69,450**	**39.1%**
Contracted Services							
4210 - Professional Contract Services	45,515	97,470	112,470	185,000	39,680	(72,790)	-64.7%
4211 - Banking Fees	31	-	-	-	-	-	0.0%
4214 - Litigation Expense	943	-	-	-	-	-	0.0%
4230 - Recruitment Services	1,043	5,000	5,000	17,000	-	(5,000)	-100.0%
4250 - Publications/Legal Notices	2,319	1,800	1,800	2,300	3,600	1,800	100.0%
Total Contracted Services	**49,850**	**104,270**	**119,270**	**204,300**	**43,280**	**(75,990)**	**-63.7%**
Services & Supplies							
4310 - Office Supplies	2,626	1,200	1,200	750	1,200	-	0.0%
4330 - Misc Supplies & Services	569	250	250	750	3,400	3,150	1260.0%
4340 - Postage & Printing	1,516	1,600	1,600	1,000	1,600	-	0.0%
4345 - Dues & Subscriptions	6,508	8,700	8,700	8,700	8,700		0.0%
Total Services & Supplies	**11,220**	**11,750**	**11,750**	**11,200**	**14,900**	**3,150**	**26.8%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	2,831	3,050	3,050	2,100	3,050	-	0.0%
Total Equipment Rental/Maintenance	**2,831**	**3,050**	**3,050**	**2,100**	**3,050**	**-**	**0.0%**
Conference & Training Expense							
4510 - Conference & Training		975	975	250	5,400	4,425	453.8%
4515 - Meetings & Travel		100	100	100	400	300	300.0%
Total Conference & Training Expense	**-**	**1,075**	**1,075**	**350**	**5,800**	**4,725**	**439.5%**
Telecommunications							
4750 - Telecommunications	3,074	3,200	3,200	3,050	3,200	-	0.0%
Total Telecommunications	**3,074**	**3,200**	**3,200**	**3,050**	**3,200**	**-**	**0.0%**
Allocated Insurance							
4996 - Allocated Liability Insurance	29,475	29,550	29,550	29,550	40,765	11,215	38.0%
4997 - Allocated Wrkrs Comp Insurance	38,079	33,845	33,845	33,845	40,800	6,955	20.5%
Total Allocated Insurance	**67,554**	**63,395**	**63,395**	**63,395**	**81,565**	**18,170**	**28.7%**
Total Operation	**532,564**	**616,426**	**640,301**	**640,630**	**701,666**	**61,365**	**9.6%**

Community Development				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**(115,532)**	**35**	**(111,932)**
4990 - Staff Time Project Reimbursement				
4990 - Staff Time Project Reimb	Main Street STG Planning Grant Local Match for staff time of $27,622 to be paid from Traffic Impact Fee Fund. FY24-25, local match estimated expenses of $3,178 which leaves $24,444 in FY25-26	(24,444)	1	(24,444)
4990 - Staff Time Project Reimb	PDA Land Use Housing Project Staff Time; est F26 staff time only comes from $190k grant awarded by ABAG/retained by ABAG as in lieu work with exception of this requested carve out for City staff time FY26.	(40,000)	1	(40,000)
4990 - Staff Time Project Reimb	Various Developer Deposit Accounts; Estimate-50% closure of open accounts and staff portion of Barlow.	(22,312)	1	(22,312)
Total 4990 - Staff Time Project Reimb		**(86,756)**	**3**	**(86,756)**
4210 - Professional Contract Services				
4210 - Professional Contract Services	City Arborist	2,400	1	2,400
4210 - Professional Contract Services	Audio/Video Tech Support - PC Meetings	18,000	1	18,000
4210 - Professional Contract Services	Vacation rental compliance contract	3,500	1	3,500
4210 - Professional Contract Services	EIFD Contract Carryover	15,780	1	15,780
Total 4210 - Professional Contract Services		**39,680**	**4**	**39,680**
4250 - Publications/Legal Notices				
4250 - Publications/Legal Notices	Routine Project Permit Public Notices	1,800	1	1,800
4250 - Publications/Legal Notices	Zoning Code Updates (76 collective content pages)	1,800	1	1,800
Total 4510 - Publications/Legal Notices		**3,600**	**2**	**3,600**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Business cards	50	2	100
4330 - Misc Supplies & Services	Name plaques for new board/commission members	50	6	300
4330 - Misc Supplies & Services	Growing Business Together Workshop	3,000	1	3,000
Total 4330 - Misc Supplies & Services		**3,100**	**9**	**3,400**
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	American Planning Association, AEP, etc.	1,500	1	1,500
4345 - Dues & Subscriptions	LAFCO	7,200	1	7,200
Total 4345 - Dues & Subscriptions		**8,700**	**2**	**8,700**
4510 - Conference & Training				
4510 - Conference & Training	Planning Commissioner Training	1,350	2	2,700
4510 - Conference & Training	Staff Training	1,350	2	2,700
Total 4510 - Conference & Training		**2,700**	**4**	**5,400**
4515 - Meetings & Travel				
4515 - Meetings & Travel	Travel for mtgs - to/from Santa rosa, etc	100	4	400
Total 4515 - Meetings & Travel		**100**	**4**	**400**

BUILDING INSPECTION DEPARTMENT

Mission Statement

The Building Department of City of Sebastopol strives to implement State and City codes in a fair and equitable manner, in an expedient manner. Permit issuance for most projects in days not weeks or months.



Major Accomplishments in 2024-25:

- ✓ Made drastic improvement with other Departments in project permitting/inspection process
- ✓ Issued first 17 permits April 2025
- ✓ Enhance City's Emergency Disaster Response Plan
- ✓ Purchased and implemented Permit Issuance and Tracking Software
- ✓ Permitted and inspected 44-unit affordable housing project including dealing with neighbor complaints
- ✓ Brought many of our plan checks in house to speed the process and make us more customer friendly and saving the City costs.
- ✓ Issued and inspected about 500 permits-many larger projects.

Goals and Objectives for 2025-26:

- ❖ Work with developer in the entitlement process for two downtown hotels.
- ❖ Permit and inspect 80 new homes at the north end of town, being responsive to neighbors as much as possible through the process.
- ❖ Continue to refine our new computer based permitting software.
- ❖ Minimize number of days between code compliance complaints and initial action.
- ❖ Reduce permitting time for all small projects so that permits are issued in from one to three days from receipt.
- ❖ Facilitate ADU permitting process so that at least 80% of applications are processed and ready to issue within 5 working days.

SUMMARY - BUILDING

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	48,032	46,781	49,451	47,951	85,076	35,625	72.0%
Benefits	26,204	28,993	29,139	28,855	64,337	35,198	120.8%
Contracted Services	114,705	197,900	197,900	192,900	257,400	59,500	30.1%
Services & Supplies	2,554	5,200	5,200	4,550	4,850	(350)	-6.7%
Equipment Rental/Maintenance	3,442	4,600	4,600	4,000	3,500	(1,100)	-23.9%
Conference & Training Expense	-	-	-	-	500	500	0.0%
Telecommunications	1,927	2,000	2,000	2,000	-	(2,000)	-100.0%
Allocated Insurance	18,113	16,745	16,745	16,745	22,245	5,500	32.8%
Total Expense	**214,977**	**302,219**	**305,035**	**297,001**	**437,908**	**132,873**	**43.6%**

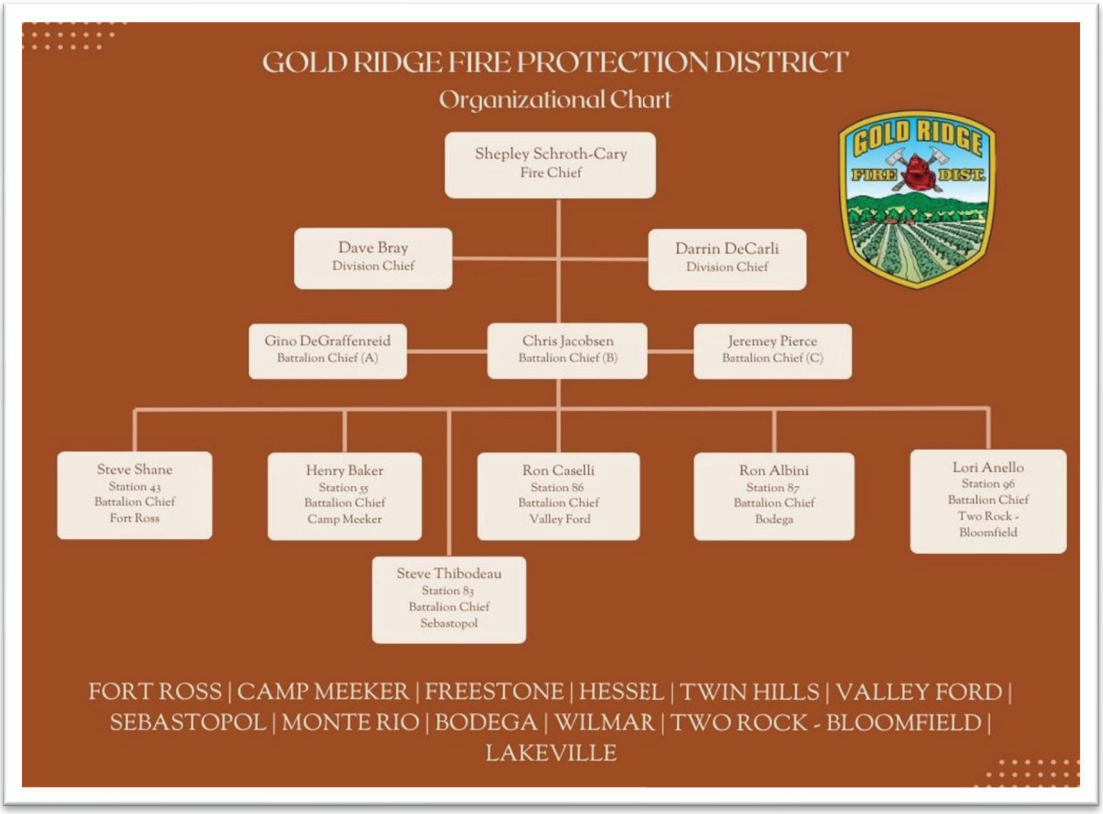
Building							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Year-End**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
Salaries & Wages							
4010 - Salaries - Full Time	46,782	46,781	47,951	47,951	89,336	41,385	86.3%
4012 - Overtime	-	-	-	-	-	-	0.0%
4017 - Salaries - COVID-19	-	-	-	-	-	-	0.0%
4023 - One Time Payment	1,250	-	1,500	-	-	(1,500)	-100.0%
4090 - Vacancy Savings					(4,260)	(4,260)	0.0%
Total Salaries & Wages	**48,032**	**46,781**	**49,451**	**47,951**	**85,076**	**35,625**	**72.0%**
Benefits							
4101 - Health in Lieu	1,232	-	-	-	-	-	0.0%
4105 - Medicare & Fica	716	678	678	678	1,295	617	91.0%
4110 - CalPERS Employer Rate	17,232	5,857	6,003	6,003	11,238	5,235	87.2%
4111 - CalPERS UAL Cost	0	9,745	9,745	9,745	11,660	1,915	19.7%
4130 - Health Insurance	5,563	11,222	11,222	11,222	35,733	24,511	218.4%
4150 - Dental Insurance	1,077	919	919	919	3,487	2,568	279.4%
4151 - Vision Insurance	119	104	104	104	345	241	231.7%
4181 - Long Term Disability Insurance	147	298	298	-	298	-	0.0%
4182 - Short Term Disability Insurance	60	54	54	68	165	111	205.6%
4183 - EAP (Employee Asst Prog)	17	35	35	35	35	-	0.0%
4184 - Life Insurance	41	81	81	81	81	-	0.0%
Total Benefits	**26,204**	**28,993**	**29,139**	**28,855**	**64,337**	**35,198**	**120.8%**
Contracted Services							
4210 - Professional Contract Services	114,705	197,900	197,900	192,900	257,400	59,500	30.1%
4230 - Recruitment Services	-	-	-	-	-	-	0.0%
Total Contracted Services	**114,705**	**197,900**	**197,900**	**192,900**	**257,400**	**59,500**	**30.1%**
Services & Supplies							
4310 - Office Supplies	936	1,500	1,500	1,200	1,200	(300)	-20.0%
4330 - Misc Supplies & Services	1,430	3,200	3,200	2,900	3,200	-	0.0%
4340 - Postage & Printing	28	-	-	50	50	50	0.0%
4345 - Dues & Subscriptions	160	500	500	400	400	(100)	-20.0%
Total Services & Supplies	**2,554**	**5,200**	**5,200**	**4,550**	**4,850**	**(350)**	**-6.7%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,442	4,600	4,600	4,000	3,500	(1,100)	-23.9%
Total Equipment Rental/Maintenance	**3,442**	**4,600**	**4,600**	**4,000**	**3,500**	**(1,100)**	**-23.9%**
Conference & Training Expense							
4510 - Conference & Training		-	-	-	500	500	0.0%
Total Conference & Training Expense		**-**	**-**	**-**	**500**	**500**	**0.0%**
Telecommunications							
4750 - Telecommunications	1,927	2,000	2,000	2,000	-	(2,000)	-100.0%
Total Telecommunications	**1,927**	**2,000**	**2,000**	**2,000**	**-**	**(2,000)**	**-100.0%**
Allocated Insurance							
4996 - Allocated Liability Insurance	13,116	12,300	12,300	12,300	16,965	4,665	37.9%
4997 - Allocated Wrkrs Comp Insurance	4,997	4,445	4,445	4,445	5,280	835	18.8%
Total Allocated Insurance	**18,113**	**16,745**	**16,745**	**16,745**	**22,245**	**5,500**	**32.8%**
Total Operation	**214,977**	**302,219**	**305,035**	**297,001**	**437,908**	**132,873**	**43.6%**

Building				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**264,100**	**7**	**264,100**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Corelogic Information Solutions - Property Data Information	2,400	1	2,400
4210 - Professional Contract Services	Local Hazard Mitigation Plan (LHMP) Contract	10,000	1	10,000
4210 - Professional Contract Services	Phillips & Seabrook Contract	175,000	1	175,000
4210 - Professional Contract Services	Impact Fees Study	70,000	1	70,000
Total 4210 - Professional Contract Services		**257,400**	**4**	**257,400**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	ADT Security Monitoring	700	1	700
4330 - Misc Supplies & Services	Routine Department	2,500	1	2,500
Total 4330 - Misc Supplies & Services		**3,200**	**2**	**3,200**
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Canon Lease	3,500	1	3,500
Total 4375 - Equipment Rental/Expenses		**3,500**	**1**	**3,500**

FIRE DEPARTMENT

Mission Statement

Effective July 1, 2025, the City of Sebastopol Volunteer Fire Department has merged with the Goldridge Fire Protection District. Our mission is to safeguard our communities through emergency response, public education, and community engagement. We envision striving for excellence and continuous improvement through innovation, education, training, and teamwork, while upholding the values of honesty, professionalism, respect, and service.



Major Accomplishments in 2024-25:

- ✓ Completed the fire department reorganization process with the Gold Ridge Fire Protection District through the Local Agency Formation Commission.
- ✓ Implemented volunteer stipend program providing 24-hour emergency volunteer response.
- ✓ Hired two Fire Captains on a 24-hour shift schedule.
- ✓ Provided emergency response across California as part of Upstaffing and Wildland Strike Teams.
- ✓ Completed overdue fleet maintenance and addressed numerous safety concerns to support emergency response.
- ✓ Hosted and participated in numerous public education outreach events.

Goals and Objectives for 2025-26:

1. **Staffing Enhancements**: Maintain full-time, three-person staffing 24/7, supplemented by volunteer support to ensure continuous emergency readiness.

2. **Emergency Response Efficiency**: Use National Fire Protection Association (NFPA) standards as a benchmark to enhance emergency response protocols, training, and equipment. The goal is to reduce response times and improve the effectiveness of life and property protection efforts.

3. **Training Programs**: Invest in ongoing training for firefighters to enhance their skills and adapt to evolving firefighting and emergency medical techniques and technologies.

4. **Maintenance**: Ensure all firefighting apparatus, equipment, and personal protective gear are properly maintained to support effective emergency response while minimizing responder risk and avoiding costly repairs.

5. **Community Outreach**: Implement cost-effective public education campaigns to promote fire/life safety and prevention, reducing the occurrence of emergencies.

SUMMARY - FIRE

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	247,332	233,856	236,526	236,526	-	(236,526)	-100.0%
Benefits	159,902	181,460	181,606	178,790	97,640	(83,966)	-46.2%
Contracted Services	468,774	752,849	752,849	597,849	1,100,000	347,151	46.1%
Services & Supplies	92,360	90,200	90,200	80,200	50,000	(40,200)	-44.6%
Special Programs	9,300	-	-	-	-	-	0.0%
Equipment (under $10K)	1,427	20,000	20,000	10,000	-	(20,000)	-100.0%
Equipment Rental/Maintenance	11,176	39,600	39,600	39,600	-	(39,600)	-100.0%
Vehicle Expense	42,032	66,500	66,500	89,000	-	(66,500)	-100.0%
Conference & Training Expense	7,136	13,000	13,000	13,000	-	(13,000)	-100.0%
Utilities	19,675	16,345	16,345	26,345	-	(16,345)	-100.0%
Telecommunications	9,919	9,200	9,200	9,200	-	(9,200)	-100.0%
Allocated Insurance	121,362	100,900	100,900	100,900	-	(100,900)	-100.0%
Capital Outlay	40,000	12,000	12,000	12,000	-	(12,000)	-100.0%
Total Expense	**1,230,395**	**1,535,910**	**1,538,726**	**1,393,410**	**1,247,640**	**(291,086)**	**-18.9%**

Fire
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	233,520	218,856	220,026	220,026	-	(220,026)	-100.0%
4011 - Salaries - Part Time	-	-	-	-	-	-	0.0%
4012 - Overtime	10,062	15,000	15,000	15,000	-	(15,000)	-100.0%
4013 - VFF Duty Shift	-	-	-	-	-	-	0.0%
4014 - Part Time (Calls/Drills)	-	-	-	-	-	-	0.0%
4015 - Part Time (Captain Weekends)	-	-	-	-	-	-	0.0%
4016 - Part-Time (Retention)	-	-	-	-	-	-	0.0%
4017 - Salaries - COVID-19	-	-	-	-	-	-	0.0%
4023 - One Time Payment	3,750	-	1,500	1,500	-	(1,500)	-100.0%
Total Salaries & Wages	**247,332**	**233,856**	**236,526**	**236,526**	**-**	**(236,526)**	**-100.0%**
Benefits							
4100 - Employee Benefits	5	-	-	-	-	-	0.0%
4101 - Health in Lieu	1,713	6,046	6,046	6,046	-	(6,046)	-100.0%
4104 - Accrual in Lieu	-	-	-	-	-	-	0.0%
4105 - Medicare & Fica	6,679	3,173	3,173	357	-	(3,173)	-100.0%
4110 - CalPERS Employer Rate	116,527	41,353	41,499	41,499	-	(41,499)	-100.0%
4111 - CalPERS UAL Cost	-	88,591	88,591	88,591	94,325	5,734	6.5%
4130 - Health Insurance	15,363	22,443	22,443	22,443	-	(22,443)	-100.0%
4140 - Retiree Health Insurance OPEB	3,949	4,000	4,000	4,000	3,315	(685)	-17.1%
4150 - Dental Insurance	2,418	5,139	5,139	5,139	-	(5,139)	-100.0%
4151 - Vision Insurance	261	550	550	550	-	(550)	-100.0%
4170 - Fire Service CSFA Award	8,750	5,350	5,350	5,350	-	(5,350)	-100.0%
4180 - Fire LTD Disability Insurance	3,036	3,200	3,200	3,200	-	(3,200)	-100.0%
4181 - Long Term Disability Insurance	417	895	895	895	-	(895)	-100.0%
4182 - Short Term Disability Insurance	177	372	372	372	-	(372)	-100.0%
4183 - EAP (Employee Asst Prog)	492	105	105	105	-	(105)	-100.0%
4184 - Life Insurance	115	243	243	243	-	(243)	-100.0%
Total Benefits	**159,902**	**181,460**	**181,606**	**178,790**	**97,640**	**(83,966)**	**-46.2%**
Contracted Services							
4210 - Professional Contract Services	131,579	402,799	402,799	312,799	1,100,000	697,201	173.1%
4230 - Recruitment Services	27,281	6,250	6,250	6,250	-	(6,250)	-100.0%
4413 - VFF Duty Shift	100,933	85,000	85,000	85,000	-	(85,000)	-100.0%
4414 - VFF Calls/Drills	140,581	150,000	150,000	125,000	-	(150,000)	-100.0%
4415 - VFF Captain Weekends	28,400	28,800	28,800	28,800	-	(28,800)	-100.0%
4416 - VFF Expanded Coverage	40,000	80,000	80,000	40,000	-	(80,000)	-100.0%
Total Contracted Services	**468,774**	**752,849**	**752,849**	**597,849**	**1,100,000**	**347,151**	**46.1%**
Services & Supplies							
4310 - Office Supplies	32,465	3,000	3,000	3,000	-	(3,000)	-100.0%
4330 - Misc Supplies & Services	45,710	71,700	71,700	61,700	50,000	(21,700)	-30.3%
4340 - Postage & Printing	67	-	-	-	-	-	0.0%
4345 - Dues & Subscriptions	14,117	15,500	15,500	15,500	-	(15,500)	-100.0%
Total Services & Supplies	**92,360**	**90,200**	**90,200**	**80,200**	**50,000**	**(40,200)**	**-44.6%**
Special Programs							
4890 - Other Community Support	9,300	-	-	-	-	-	0.0%
Total Special Programs	**9,300**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Equipment (under $10K)							
4370 - Equipment(under $10K)	1,427	20,000	20,000	10,000	-	(20,000)	-100.0%
Total Equipment (under $10K)	**1,427**	**20,000**	**20,000**	**10,000**	**-**	**(20,000)**	**-100.0%**

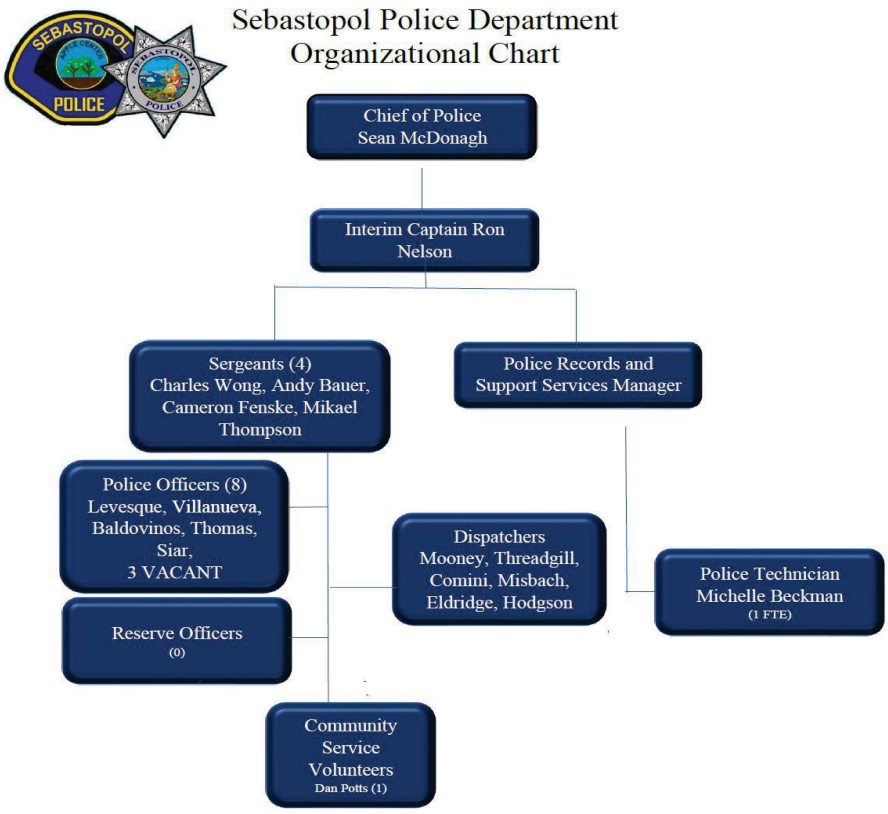
Fire
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,442	4,600	4,600	4,600	-	(4,600)	-100.0%
4378 - Equipment Maintenance	7,734	35,000	35,000	35,000	-	(35,000)	-100.0%
Total Equipment Rental/Maintenance	**11,176**	**39,600**	**39,600**	**39,600**	**-**	**(39,600)**	**-100.0%**
Vehicle Expense							
4380 - Vehicle Maintenance	27,942	33,500	33,500	65,000	-	(33,500)	-100.0%
4390 - City Vehicle Fuel Expense	14,090	33,000	33,000	24,000	-	(33,000)	-100.0%
Total Vehicle Expense	**42,032**	**66,500**	**66,500**	**89,000**	**-**	**(66,500)**	**-100.0%**
Conference & Training Expense							
4510 - Conference & Training	7,112	13,000	13,000	13,000	-	(13,000)	-100.0%
4515 - Meetings & Travel	24	-	-	-	-	-	0.0%
Total Conference & Training Expense	**7,136**	**13,000**	**13,000**	**13,000**	**-**	**(13,000)**	**-100.0%**
Utilities							
4710 - Utilities - Gas & Electric	17,069	8,000	8,000	18,000	-	(8,000)	-100.0%
4711 - Utilities - City Bill	2,606	8,345	8,345	8,345	-	(8,345)	-100.0%
Total Utilities	**19,675**	**16,345**	**16,345**	**26,345**	**-**	**(16,345)**	**-100.0%**
Telecommunications							
4750 - Telecommunications	9,919	9,200	9,200	9,200	-	(9,200)	-100.0%
Total Telecommunications	**9,919**	**9,200**	**9,200**	**9,200**	**-**	**(9,200)**	**-100.0%**
Allocated Insurance							
4996 - Allocated Liability Insurance	60,459	64,600	64,600	64,600	-	(64,600)	-100.0%
4997 - Allocated Wrkrs Comp Insurance	60,903	36,300	36,300	36,300	-	(36,300)	-100.0%
Total Allocated Insurance	**121,362**	**100,900**	**100,900**	**100,900**	**-**	**(100,900)**	**-100.0%**
Capital Outlay							
5100 - Capital Outlay	40,000	12,000	12,000	12,000	-	(12,000)	-100.0%
Total Capital Outlay	**40,000**	**12,000**	**12,000**	**12,000**	**-**	**(12,000)**	**-100.0%**
Total Operation	**1,230,395**	**1,535,910**	**1,538,726**	**1,393,410**	**1,247,640**	**(291,086)**	**-18.9%**

POLICE DEPARTMENT

Mission Statement

The Sebastopol Police Department is committed to preserving life, peace, and property by providing policing that embodies integrity, professionalism, humanity, and service to the community.



Major Accomplishments in 2024-25:

- ✓ Delivered effective, collaborative policing services to the Sebastopol community.
- ✓ Improved visibility with proactive foot and vehicle patrols, and community engagement and outreach in the Sebastopol business and downtown areas. Focused enforcement on traffic, unhoused issues, and community policing.
- ✓ Major progress in meeting best practice standards outlined in our Training Program Manual.
- ✓ Initiated a wellness program.

Goals and Objectives for 2025-26:

- ❖ Increased foot, vehicular and volunteer patrols with a focus on further community engagement in the downtown and business districts.
- ❖ Further collaboration with our community stakeholders to provide improved public safety services.
- ❖ Revitalize the Citizen Volunteer Program with a focus on expansion of the program.
- ❖ Recruitment efforts to target filling vacant officer positions.
- ❖ Continue to advance public safety services that complement the goals of the city.

SUMMARY - POLICE

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	2,306,165	2,398,398	2,542,118	2,427,050	2,443,313	(98,805)	-3.9%
Benefits	1,671,275	1,995,311	2,015,265	1,840,405	2,202,754	187,489	9.3%
Contracted Services	206,118	271,565	271,565	306,217	323,545	51,980	19.1%
Services & Supplies	36,614	35,952	35,952	40,050	36,172	220	0.6%
Equipment (under $10K)	1,195	-	-	-	-	-	0.0%
Equipment Rental/Maintenance	11,101	10,540	10,540	10,540	14,260	3,720	35.3%
Vehicle Expense	42,131	37,000	37,000	37,000	38,000	1,000	2.7%
Conference & Training Expense	28,579	32,745	32,745	22,745	36,800	4,055	12.4%
Utilities	35,249	37,650	37,650	43,650	47,150	9,500	25.2%
Telecommunications	33,158	31,700	31,700	31,700	31,700	-	0.0%
Allocated Insurance	504,822	465,630	465,630	465,630	593,635	128,005	27.5%
Capital Outlay	119,327	50,000	50,000	50,000	-	(50,000)	-100.0%
Total Expense	**4,995,733**	**5,366,491**	**5,530,165**	**5,274,987**	**5,767,329**	**237,164**	**4.4%**

Police
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	1,973,614	2,188,398	2,262,218	2,116,800	2,380,503	118,285	5.2%
4011 - Salaries - Part Time	45,845	35,000	37,500	36,250	20,000	(17,500)	-46.7%
4012 - Overtime	213,762	175,000	175,000	210,000	10,000	(165,000)	-94.3%
4020 - ADPP	7,944	-	-		-	-	0.0%
4022 - Overtime - Guarantee	-	-	-		67,000	67,000	0.0%
4024 - Overtime - Open Shifts	-	-	-		43,000	43,000	0.0%
4025 - Overtime - Dispatchers	-	-	-	-	30,000	30,000	0.0%
4023 - One Time Payment	65,000	-	67,400	64,000	4,500	(62,900)	-93.3%
4090 - Vacancy Savings	-	-	-	-	(111,690)	(111,690)	0.0%
Total Salaries & Wages	**2,306,165**	**2,398,398**	**2,542,118**	**2,427,050**	**2,443,313**	**(98,805)**	**-3.9%**
Benefits							
4100 - Employee Benefits	3,150	20,000	20,000	5,000	-	(20,000)	-100.0%
4101 - Health in Lieu	9,855	6,046	6,046	9,515	7,440	1,394	23.1%
4102 - Uniform Allowance	16,800	19,000	19,000	19,000	18,600	(400)	-2.1%
4103 - Holiday Pay	177,521	232,109	232,109	216,854	252,810	20,701	8.9%
4104 - Accrual in Lieu	29,974	77,300	77,300	50,000	40,000	(37,300)	-48.3%
4105 - Medicare & Fica	39,880	31,732	31,732	27,732	34,517	2,785	8.8%
4110 - CalPERS Employer Rate	868,749	337,576	357,530	330,000	395,630	38,100	10.7%
4111 - CalPERS UAL Cost	-	627,273	627,273	627,273	708,600	81,327	13.0%
4122 - Reitrement Health Savings Plan	31,324	40,000	40,000	15,000	16,000	(24,000)	-60.0%
4130 - Health Insurance	375,533	473,827	473,827	417,217	589,821	115,994	24.5%
4140 - Retiree Health Insurance OPEB	55,691	59,500	59,500	59,500	59,600	100	0.2%
4145 - PORAC LTD Insurance	2,888	6,280	6,280	6,280	6,865	585	9.3%
4150 - Dental Insurance	48,059	54,498	54,498	47,623	62,128	7,630	14.0%
4151 - Vision Insurance	5,065	5,759	5,759	5,000	6,117	358	6.2%
4181 - Long Term Disability Insurance	4,111	1,460	1,460	1,460	1,565	105	7.2%
4182 - Short Term Disability Insurance	438	561	561	561	625	64	11.4%
4183 - EAP (Employee Asst Prog)	671	770	770	770	735	(35)	-4.5%
4184 - Life Insurance	1,567	1,620	1,620	1,620	1,701	81	5.0%
Total Benefits	**1,671,275**	**1,995,311**	**2,015,265**	**1,840,405**	**2,202,754**	**187,489**	**9.3%**
Contracted Services							
4210 - Professional Contract Services	122,097	201,315	201,315	235,967	257,295	55,980	27.8%
4212 - Internet & Network /Technology Maint	29,381	30,250	30,250	30,250	30,250	-	0.0%
4214 - Litigation Expense	47,640	-	-	-	-	-	0.0%
4216 - RBS Compliance	-	-	-	-	14,000	14,000	0.0%
4230 - Recruitment Services	7,000	40,000	40,000	40,000	22,000	(18,000)	-45.0%
Total Contracted Services	**206,118**	**271,565**	**271,565**	**306,217**	**323,545**	**51,980**	**19.1%**
Services & Supplies							
4310 - Office Supplies	3,085	6,000	6,000	6,000	6,000	-	0.0%
4330 - Misc Supplies & Services	23,331	26,300	26,300	26,300	26,300	-	0.0%
4340 - Postage & Printing	356	750	750	750	750	-	0.0%
4345 - Dues & Subscriptions	9,843	2,902	2,902	7,000	3,122	220	7.6%
Total Services & Supplies	**36,614**	**35,952**	**35,952**	**40,050**	**36,172**	**220**	**0.6%**
Equipment (under $10K)							
4370 - Equipment(under $10K)	1,195	-	-	-	-	-	0.0%
Total Equipment (under $10K)	**1,195**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	11,101	10,540	10,540	10,540	14,260	**3,720**	35.3%
Total Equipment Rental/Maintenance	**11,101**	**10,540**	**10,540**	**10,540**	**14,260**	**3,720**	**35.3%**
Vehicle Expense							
4380 - Vehicle Maintenance	20,373	18,000	18,000	18,000	18,000	-	0.0%
4390 - City Vehicle Fuel Expense	21,758	19,000	19,000	19,000	20,000	1,000	5.3%
Total Vehicle Expense	**42,131**	**37,000**	**37,000**	**37,000**	**38,000**	**1,000**	**2.7%**

Police
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Conference & Training Expense							
4510 - Conference & Training	17,153	13,745	13,745	8,745	14,800	1,055	7.7%
4515 - Meetings & Travel	11,425	19,000	19,000	14,000	22,000	3,000	15.8%
Total Conference & Training Expense	**28,579**	**32,745**	**32,745**	**22,745**	**36,800**	**4,055**	**12.4%**
Utilities							
4710 - Utilities - Gas & Electric	29,054	22,000	22,000	28,000	31,500	9,500	43.2%
4711 - Utilities - City Bill	6,194	15,650	15,650	15,650	15,650	-	0.0%
Total Utilities	**35,249**	**37,650**	**37,650**	**43,650**	**47,150**	**9,500**	**25.2%**
Telecommunications							
4750 - Telecommunications	33,158	31,700	31,700	31,700	31,700	-	0.0%
Total Telecommunications	**33,158**	**31,700**	**31,700**	**31,700**	**31,700**	**-**	**0.0%**
Allocated Insurance							
4996 - Allocated Liability Insurance	259,983	248,010	248,010	248,010	342,120	94,110	37.9%
4997 - Allocated Wrkrs Comp Insurance	244,839	217,620	217,620	217,620	251,515	33,895	15.6%
Total Allocated Insurance	**504,822**	**465,630**	**465,630**	**465,630**	**593,635**	**128,005**	**27.5%**
Capital Outlay							
5100 - Capital Outlay	119,327	50,000	50,000	50,000	-	(50,000)	-100.0%
Total Capital Outlay	**119,327**	**50,000**	**50,000**	**50,000**	**-**	**(50,000)**	**-100.0%**
Total Operation	**4,995,733**	**5,366,491**	**5,530,165**	**5,274,987**	**5,767,329**	**237,164**	**4.4%**

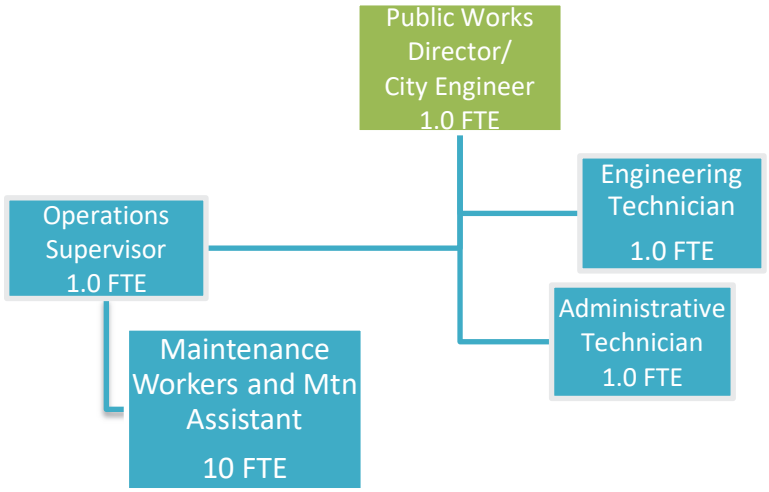
Police				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**415,140**	**127**	**459,092**
4011 - Part Time				
4011 - Part Time	Per Diem Dispatchers	10,000	1	10,000
4011 - Part Time	Reserve Officers	10,000	1	10,000
Total 4100 - Part Time		**20,000**	**2**	**20,000**
4023 - One Time Payment				
4023 - Wellness Program	75% Participation	4,500	1	4,500
Total 4023 - One Time Payment		**4,500**	**1**	**4,500**
4145 - PORAC LTD Insurance				
4145 - PORAC LTD Insurance	Police Dispatchers	1,925	1	1,925
4145 - PORAC LTD Insurance	Police Officers/Sergeant	4,940	1	4,940
Total 4145 - PORAC LTD Insurance		**6,865**	**2**	**6,865**
4210 - Professional Contract Services				
4210 - Professional Contract Services	KW Cleaning	13,000	1	13,000
4210 - Professional Contract Services	Chief Coaching (carryover)	3,000	1	3,000
4210 - Professional Contract Services	Language Line	750	1	750
4210 - Professional Contract Services	Psych Evals	775	3	2,325
4210 - Professional Contract Services	Scheduling Software	775	1	775
4210 - Professional Contract Services	Lexis Nexis	2,400	1	2,400
4210 - Professional Contract Services	Lexipol Academy	4,585	1	4,585
4210 - Professional Contract Services	Background Investigations	2,500	3	7,500
4210 - Professional Contract Services	Sonoma County Sheriff's Bomb Squad Annual Fee	4,500	1	4,500
4210 - Professional Contract Services	AMR Blood Draws	5,000	1	5,000
4210 - Professional Contract Services	RV Tows	12,000	1	12,000
4210 - Professional Contract Services	SoCo ISD IJS Access and line	8,500	1	8,500
4210 - Professional Contract Services	Traffic Engineer Support	11,500	1	11,500
4210 - Professional Contract Services	DOJ Fingerprints	14,600	1	14,600
4210 - Professional Contract Services	Axon Taser 7 Annual Maintenance (Equipment,cloud)	15,000	1	15,000
4210 - Professional Contract Services	Axon Body Cams Annual Maintenance (Equip, cloud)	16,000	1	16,000
4210 - Professional Contract Services	Animal Control Contract Support (North Bay Animal Svs)	20,000	1	20,000
4210 - Professional Contract Services	Animal Control Contract (Additional Fund)	5,000	1	5,000
4210 - Professional Contract Services	Homeless Outreach Support	40,000	1	40,000
4210 - Professional Contract Services	Warming Center Ops	15,000	1	15,000
4210 - Professional Contract Services	EOC Assesments Study	40,000	1	40,000
4210 - Professional Contract Services	County Op Area Emergency Services Contract	2,000	1	2,000
4210 - Professional Contract Services	Website Updates Support (Holly Hanson)	2,500	1	2,500
4210 - Professional Contract Services	Sonoma County Sheriff Booking Fees	1,136	10	11,360
Total 4210 - Professional Contract Services		**240,521**	**37**	**257,295**
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	Carousel - Storage Battery	400	1	400
4212 - Internet & Network /Technology Maint	Marin IT - PD Server Maintenance Only	1,250	1	1,250
4212 - Internet & Network /Technology Maint	Marin IT - Network Maintenance Equipment Replacement	2,500	1	2,500
4212 - Internet & Network /Technology Maint	Vertiv Battery Backup	2,500	1	2,500
4212 - Internet & Network /Technology Maint	CLETS Line Fee	3,100	1	3,100
4212 - Internet & Network /Technology Maint	Sun Ridge Systems- Annual Support Services CAD/RMS	20,500	1	20,500
Total 4212 - Internet & Network /Technology Maint		**30,250**	**6**	**30,250**
4230 - Recruitment Services				
4230 - Recruitment Services	Police Captain Recruitment	4,000	1	4,000
4230 - Recruitment Services	Police Officer or Civilian Staff Recruitment	6,000	3	18,000
Total 4230 - Recruitment Services		**10,000**	**4**	**22,000**
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies	6,000	1	6,000
Total 4310 - Office Supplies		**6,000**	**1**	**6,000**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Ammunition	12,000	1	12,000
4330 - Misc Supplies & Services	Citations	1,300	1	1,300
4330 - Misc Supplies & Services	Evidence/Crime Scene Supplies	2,000	1	2,000
4330 - Misc Supplies & Services	eWaste, Records & Haz Mat Destruction	5,000	1	5,000
4330 - Misc Supplies & Services	Firearms, Holsters, Duty Equipment	5,000	1	5,000
4330 - Misc Supplies & Services	Radio Battteries	1,000	1	1,000
Total 4330 - Misc Supplies & Services		**26,300**	**6**	**26,300**

Police				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe Subscriptions	288	2	576
4345 - Dues & Subscriptions	IACP	220	1	220
4345 - Dues & Subscriptions	CA Association for Property and Evidence Technicians	50	1	50
4345 - Dues & Subscriptions	California Police Chief's Association	375	1	375
4345 - Dues & Subscriptions	CLEAR (CA Law Enforcement Assn. of Records Supervisors)	100	1	100
4345 - Dues & Subscriptions	Copware - Legal Sourcebook	705	1	705
4345 - Dues & Subscriptions	Critical Reach APD Net Annual Subscription	250	1	250
4345 - Dues & Subscriptions	National Emergency Network Association Fee	147	1	147
4345 - Dues & Subscriptions	NBLETMA (North Bay Law Enforcement Training Managers Assn.)	250	1	250
4345 - Dues & Subscriptions	Sonoma County Law Enforcement Chiefs Association	200	1	200
4345 - Dues & Subscriptions	Zoom Subscriptions for Chief and Captain	124	2	249
Total 4345 - Dues & Subscriptions		**2,709**	**13**	**3,122**
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Badges and Cases	250	4	1,000
4375 - Equipment Rental/Expenses	Ballsitic Vests	1,575	4	6,300
4375 - Equipment Rental/Expenses	Canon Copier Lease	255	12	3,060
4375 - Equipment Rental/Expenses	Florence Avenue Closure Equipment	3,900	1	3,900
Total 4375 - Equipment Rental/Expenses		**5,980**	**21**	**14,260**
4510 - Conference & Training				
4510 - Conference & Training	Cal Chiefs- Annual Chief's Conference, 4 Days, Out of town	975	1	975
4510 - Conference & Training	Collision Investigation- 3 Officers, 5 days	200	3	600
4510 - Conference & Training	Crisis Intervention Training- 2 Officers, 5 days local	125	2	250
4510 - Conference & Training	CSI School- 3 Officers, 5 days likely out of town	1,135	3	3,405
4510 - Conference & Training	First Aid/CPR Instructor- 1 Officer, 5 days, Out of town	430	1	430
4510 - Conference & Training	FTO Program Coordinator- 1 Sergeant, 3 day course out of town	80	1	80
4510 - Conference & Training	Internal Affairs Investigations - 3 Sergeants. 3 day course out of town	300	1	300
4510 - Conference & Training	Interview and Interrogation- 5 officers, 5 days out of town	575	3	1,725
4510 - Conference & Training	Officer Involved Shooting Investigations - 3 Sergeants. 2 day course out of town	250	2	500
4510 - Conference & Training	Radar and Lidar- 3 Officers, 4 days possibly local	320	3	960
4510 - Conference & Training	RIMS Conference- Dispatch System Conference Annually, Out of town	1,350	1	1,350
4510 - Conference & Training	Women Law Enforcement Leadership Symposioum	575	3	1,725
4510 - Conference & Training	Records Supervisor School	750	1	750
4510 - Conference & Training	Firarms Instructor School	750	1	750
4510 - Conference & Training	IACP Conference	500	2	1,000
Total 4510 - Conference & Training		**8,315**	**28**	**14,800**
4515 - Meetings & Travel				
4515 - Meetings & Travel	Estimated Lodging for identified Courses	15,000	1	15,000
4515 - Meetings & Travel	Estimated Per Diem Costs	7,000	1	7,000
Total 4515 - Meetings & Travel		**22,000**	**2**	**22,000**
4750 - Telecommunications				
4750 - Telecommunications	Police Department Land Lines (AT&T)	14,000	1	14,000
4750 - Telecommunications	Police Department Cell Phone & MDT (AT&T Mobility)	12,800	1	12,800
4750 - Telecommunications	EOC Cable Service (Comcast)	3,200	1	3,200
4750 - Telecommunications	EOC Fax Line & Router (AT&T)	1,700	1	1,700
4750 - Telecommunications		**31,700**	**4**	**31,700**

PUBLIC WORKS/ENGINEERING DEPARTMENT

Mission Statement

The Department of Public Works has been merged with the Engineering Department to provide efficient operational and engineering support to the City. The Department is dedicated to serving our community by providing exceptional service. Operational responsibility lies in the economic, efficient planning, design, construction, operation, and maintenance of our city's essential infrastructure. Engineering provides core services for mandated permit compliance, engineering support for the City's public infrastructure system, and private development review that affects the public right of way.



Major Accomplishments in 2024-25:

- ✓ Completed the reorganization of the Public Works Department and Engineering Department and hired a new Public Works Director/City Engineer.
- ✓ Bodega Avenue Bike Lanes and Pavement Rehabilitation project:
  - ➢ Completed construction of Phase 1 from High Street to Robinson Road/Nelson Way
  - ➢ Completed environmental and design of Phase 2
  - ➢ Secured grant funding for Phase 2 work from Robinson Road to Pleasant Hill Road
- ✓ Continued grant funding pursuits for: ATP (Active Transportation Program) grant for Ragle Road/West Side bicycle trail, Citywide pavement resurfacing, additional grant funding for the Burbank Farm restroom facility, and Calder Creek re-naturalization.
- ✓ Completed construction of ADA curb ramps along SR 116 and intersection improvements at Bodega/Robinson and Bodega/Florence primarily with "Quick Strike" federal transportation grant funding.
- ✓ Continued support of the Santa Rosa Plain Groundwater Sustainability Agency GSA) via participating in the GSA TAC, and the GSA Board and monitor/review potential rate increases.
- ✓ Continued to participate in the MS4 stormwater permit renewal process and implemented a stormwater work plan with the Russian River Watershed Association.
- ✓ Continued to search for grant and funding opportunities to continue moving forward with the Citywide Pavement and Repairs Program to improve and maintain the city's street and road network.
- ✓ Continued to search for grants for implementation of bike and pedestrian safety improvements.
- ✓ In coordination with the Community Development Department, developed a parklets

framework for permanent parklets on Caltrans right of way and local streets with Council adoption of the *Permanent Parklet Program Interim Guidelines*, and Council direction on future parklets.

- ✓ Continued to coordinate with Caltrans on Caltrans-initiated pedestrian signal projects in the city: pedestrian crossing beacons at SR 116/McKinley and at SR 116/Danmar.
- ✓ Continued to coordinate with Caltrans on the replacement of the pedestrian crossing improvements at SR 116 at four (4) intersections at Burnett, Keating, Hutchins, and Walker.
- ✓ Completed the grant application and awarded a grant for pedestrian improvements at Covert Lane and Zimpher Drive.
- ✓ Completed the construction of pedestrian crossing enhancements at Sunset and Taft Avenue.
- ✓ Completed the design of the pedestrian crossing enhancements at Sunset and Johnson Street.
- ✓ Continued to support and develop prioritized sewer service improvements to areas within the city that pose a threat to public health and the environment as a result of deficiencies in existing sewer systems, including Zimpher Creek Sewer replacement / relocation and others list in FY 2024-25 CIP.
- ✓ Maintained regulatory compliance with water, sewer, storm water, air quality, and ADA standards.
- ✓ Completed the 2025 Pavement Management Program budget options report that identifies citywide pavement condition and deferred maintenance costs.
- ✓ Maintained Cal/OSHA regulatory compliance safety and training policies program.
- ✓ Prepared work plan for ADA improvements at City Hall and commenced construction by Public Works staff.
- ✓ Completed ADA improvements at the Youth Annex site.
- ✓ Completed the design and environmental documentation of the Burbank Farm ADA Path and Restroom Facility project which will allow construction to occur in the next fiscal year.
- ✓ Constructed fire-related building improvements at the Community Cultural Center due to damages from the 2019 Flood Event.
- ✓ Worked with the Community Cultural Center ad-hoc to develop a master plan memorandum for a "roadmap" for future work at the center.
- ✓ Initiated the Water Master Plan and will continue work in the next fiscal year.
- ✓ In partnership with the West County Community Swimmers, replaced the Ives Pool heater to maintain uninterrupted access to therapeutic exercise and pool safety programs provided by the facility
- ✓ Near completion of the environmental work for the Americorps Trail Extension project which will allow construction to commence in the next fiscal year.
- ✓ Implemented the replacement of the filter media at Well #7.

Goals and Objectives for 2025-26:

- ❖ Continue the transition of relying less on consultants to perform day-to-day routine activities and services by hiring in-house staff to allow for better response times to the public and City departments, at less cost for engineering support services.
- ❖ Continue to invest in the training of in-house staff to provide for technical expertise needed to support the reorganization.
- ❖ Begin construction of the Bodega Avenue Phase 2 project from Nelson Way to Pleasant Hill Road.
- ❖ Continue to search for grant opportunities and funding sources to implement the 2025 Pavement Management Program budget options
- ❖ Provide engineering responses and support for core services only to avoid expending City costs on non-core and discretionary services.
- ❖ Oversee the Capital Improvement Program (CIP) and continue to invest in early-on

design to develop a robust estimate of costs thereby reducing budget amendment requests.

- ❖ Continue pursuit of grant applications and financing for Well #4 replacement, inflow and infiltration reduction, ATP and other pedestrian safety enhancement grants, HSIP (highway safety improvement program) grants, and parks..
- ❖ Maintain clean, safe and accessible outdoor recreation spaces that encourage healthy community activities
- ❖ Enhance and respect natural habitat areas and wildlife spaces through well maintained and defined public corridors
- ❖ Implement water conservation measures and utilize native tree and plant species replacement whenever applicable
- ❖ Address vandalism repairs and debris removal promptly discourage compounding associated issues related to these activities

PUBLIC WORKS - STAFFING ALLOCATION (FULL-TIME EQUIVALENT POSITIONS)

	FISCAL YEAR - 2025-26 [1]													
Budgeted Staffing	**Corp Yard 41-02**	**Gas Tax Streets 200-41-03**	**General Fund Streets 41-03**	**LAD 215-41-03**	**Parks & Landscaping 41-04**	**Parking Lots 41-05**	**Government Building 41-06**	**Engineering 41-07**	**Senior Center 40-02**	**Community Center 42-02**	**Ives Pool 43-02**	**Water Fund 500-44-02**	**Sewer Fund 510-44-02**	**FTE - Total**
Public Works/Engineering														
Director of Public Works/City Engineer				3%				97%						1.00
Public Works Operations Supervisor	5%		15%		10%							45%	25%	1.00
Administrative Technician	25%							75%						1.00
Engineering Technician	50%							50%						1.00
Water System Treatment Operator			20%									60%	20%	1.00
Sanitary Sewer System Operator		20%										20%	60%	1.00
Senior Maintenance Worker		20%										40%	40%	1.00
Senior Parks & Facilities/Maintenance Worker III		20%		5%	25%	5%	10%			5%	20%	5%	5%	1.00
Maintenance Worker II		5%	20%		5%	10%	10%					25%	25%	1.00
Maintenance Worker II			5%		5%	10%	5%		5%			35%	35%	1.00
Maintenance Worker I					10%	10%	5%			5%		35%	35%	1.00
Maintenance Worker I		5%			15%	10%	5%			5%		35%	25%	1.00
Maintenance Assistant					10%							50%	40%	1.00
Maintenance Assistant		5%			85%	5%				5%				1.00
Maintenance Assistant							FROZEN							0.00
Total	**0.80**	**0.75**	**0.60**	**0.08**	**1.65**	**0.50**	**0.35**	**2.22**	**0.05**	**0.20**	**0.20**	**3.50**	**3.10**	**14.00**

[1] The above staffing allocation is based on organizational structure, assigned duties, and schedules last reviewed by Department management in January 2025.

	FISCAL YEAR - 2024-25 [2]													
Public Works/Engineering														
Director of Public Works/City Engineer	49%			2%				49%						1.00
Assistant PW Superintendent	5%		15%		10%							45%	25%	1.00
Management Analyst	25%							75%						1.00
Permit Technician	50%							50%						1.00
Water System Treatment Operator			20%									60%	20%	1.00
Sanitary Sewer System Operator		20%										20%	60%	1.00
Senior Maintenance Worker		20%										40%	40%	1.00
Senior Parks & Facilities/Maintenance Worker III		20%		5%	25%	5%	10%			5%	20%	5%	5%	1.00
Maintenance Worker II			25%		25%	25%	25%							1.00
Maintenance Worker II			5%		5%	5%			5%			40%	40%	1.00
Maintenance Worker I					5%	10%				5%		40%	40%	1.00
Maintenance Worker I		10%			5%	5%				5%		50%	25%	1.00
Laborer												50%	50%	1.00
Laborer		5%			85%	5%				5%				1.00
Laborer		5%			85%	5%				5%				1.00
Total	**1.29**	**0.80**	**0.65**	**0.07**	**2.45**	**0.60**	**0.35**	**1.74**	**0.05**	**0.25**	**0.20**	**3.50**	**3.05**	**15.00**

[2] The above staffing allocation is based on organizational structure, assigned duties, and schedules last reviewed by Department management in January 2024.

Difference in Allocation FY25-26 vs. FY24-25	**-0.49**	**-0.05**	**-0.05**	**0.01**	**-0.80**	**-0.10**	**0.00**	**0.48**	**0.00**	**-0.05**	**0.00**	**0.00**	**0.05**	**-1.00**

SUMMARY - PUBLIC WORKS/ENGINEERING

EXPENSES	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	710,474	647,980	674,619	643,610	677,202	2,583	0.4%
Benefits	397,599	504,507	505,670	451,844	487,185	(18,485)	-3.7%
Contracted Services	418,327	372,223	372,223	420,683	527,112	154,889	41.6%
Services & Supplies	184,556	283,505	283,505	268,525	317,925	34,420	12.1%
Equipment Rental/Maintenance	11,596	12,250	12,250	11,704	12,450	200	1.6%
Vehicle Expense	77,063	70,525	70,525	61,000	70,525	-	0.0%
Conference & Training Expense	307	550	550	550	5,300	4,750	863.6%
Utilities-PG&E	61,211	64,412	64,412	78,475	80,950	16,538	25.7%
Utilities-City	73,046	170,475	170,475	223,000	200,034	29,559	17.3%
Telecommunications	14,467	17,250	17,250	15,900	17,550	300	1.7%
Allocated Insurance	197,621	178,425	178,425	178,425	230,085	51,660	29.0%
Capital Outlay	9,013	-	-	-	24,000	24,000	0.0%
Total Expense	**2,155,278**	**2,322,101**	**2,349,903**	**2,353,716**	**2,650,318**	**300,415**	**12.8%**

Public Works/Engineering Consolidated							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Year-End**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
Salaries & Wages							
4010 - Salaries - Full Time	668,261	686,790	698,134	582,410	663,192	(34,942)	-5.0%
4011 - Salaries - Part Time	944	-	-	55,000	20,000	20,000	0.0%
4012 - Overtime	20,762	19,340	19,340	15,650	20,500	1,160	6.0%
4013 - Standby/Shift	6,208	7,850	9,185	5,300	8,250	(935)	-10.2%
4023 - One Time Payment	14,300	-	13,960	750	-	(13,960)	-100.0%
4090 - Vacancy Savings	-	-	-	-	(34,740)	(34,740)	0.0%
4990 - Staff Time Project Reimbursement	-	(66,000)	(66,000)	(15,500)	-	66,000	-100.0%
Total Salaries & Wages	**710,474**	**647,980**	**674,619**	**643,610**	**677,202**	**2,583**	**0.4%**
Benefits							
4100 - Employee Benefits	9,668	-	-	-	-	-	0.0%
4101 - Health in Lieu	-	-	-	-	-	-	0.0%
4102 - Uniform Allowance	3,650	5,235	5,235	4,050	4,250	(985)	-18.8%
4104 - Accrual in Lieu	-	67,680	67,680	63,000	-	(67,680)	-100.0%
4105 - Medicare & Fica	10,392	9,959	9,959	9,070	9,617	(342)	-3.4%
4110 - CalPERS Employer Rate	191,782	70,342	71,505	66,960	65,712	(5,793)	-8.1%
4111 - CalPERS UAL Cost	-	150,705	150,705	150,710	177,559	26,854	17.8%
4130 - Health Insurance	148,484	155,395	155,395	127,700	180,603	25,208	16.2%
4140 - Retiree Health Insurance OPEB	12,101	16,350	16,350	10,450	16,470	120	0.7%
4150 - Dental Insurance	15,509	14,824	14,824	13,150	16,745	1,921	13.0%
4151 - Vision Insurance	1,632	1,572	1,572	1,504	1,663	91	5.8%
4181 - Long Term Disability Insurance	2,547	8,217	8,217	3,100	10,040	1,823	22.2%
4182 - Short Term Disability Insurance	1,026	979	979	975	954	(25)	-2.6%
4183 - EAP (Employee Asst Prog)	244	980	980	415	980	-	0.0%
4184 - Life Insurance	563	2,268	2,268	760	2,592	324	14.3%
Total Benefits	**397,599**	**504,507**	**505,670**	**451,844**	**487,185**	**(18,485)**	**-3.7%**
Contracted Services							
4210 - Professional Contract Services	380,976	330,090	330,090	362,650	501,894	171,804	52.0%
4212 - Internet & Network /Technology Maint	142	3,333	3,333	3,333	3,353	20	0.6%
4213 - Building/Grounds Maintenance	34,099	31,300	31,300	31,300	11,865	(19,435)	-62.1%
4230 - Recruitment Services	3,110	7,500	7,500	23,400	10,000	2,500	33.3%
Total Contracted Services	**418,327**	**372,223**	**372,223**	**420,683**	**527,112**	**154,889**	**41.6%**
Services & Supplies							
4310 - Office Supplies	388	630	630	500	630	-	0.0%
4330 - Misc Supplies & Services	132,579	213,700	213,700	214,200	246,015	32,315	15.1%
4332 - Janitorial & Safety Supplies	5,254	13,675	13,675	13,050	13,780	105	0.8%
4340 - Postage & Printing	167	300	300	404	400	100	33.3%
4345 - Dues & Subscriptions	46,168	55,200	55,200	40,371	57,100	1,900	3.4%
Total Services & Supplies	**184,556**	**283,505**	**283,505**	**268,525**	**317,925**	**34,420**	**12.1%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	11,596	12,250	12,250	11,704	12,450	200	1.6%
Total Equipment Rental/Maintenance	**11,596**	**12,250**	**12,250**	**11,704**	**12,450**	**200**	**1.6%**
Vehicle Expense							
4380 - Vehicle Maintenance	39,977	31,885	31,885	26,000	31,885	-	0.0%
4390 - City Vehicle Fuel Expense	37,086	38,640	38,640	35,000	38,640	-	0.0%
Total Vehicle Expense	**77,063**	**70,525**	**70,525**	**61,000**	**70,525**	**-**	**0.0%**
Conference & Training Expense							
4510 - Conference & Training	-	200	200	200	4,700	4,500	2250.0%
4515 - Meetings & Travel	307	350	350	350	600	250	71.4%
Total Conference & Training Expense	**307**	**550**	**550**	**550**	**5,300**	**4,750**	**863.6%**

Public Works/Engineering Consolidated							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Year-End**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
Utilities							
4710 - Utilities - Gas & Electric	47,270	51,359	51,359	59,475	61,000	9,641	18.8%
4711 - Utilities - City Bill	73,046	170,475	170,475	223,000	200,034	29,559	17.3%
4712 - Utilities(Elec Vehicle Charging Stations)	12,134	10,408	10,408	15,000	15,750	5,342	51.3%
4721 - Utilities-Little League Elec	1,808	2,645	2,645	4,000	4,200	1,555	58.8%
Total Utilities	**134,257**	**234,887**	**234,887**	**301,475**	**280,984**	**46,097**	**19.6%**
Telecommunications							
4750 - Telecommunications	14,467	17,250	17,250	15,900	17,550	300	1.7%
Total Telecommunications	**14,467**	**17,250**	**17,250**	**15,900**	**17,550**	**300**	**1.7%**
Allocated Insurance							
4996 - Allocated Liability Insurance	119,013	108,560	108,560	108,560	149,685	41,125	37.9%
4997 - Allocated Wrkrs Comp Insurance	78,608	69,865	69,865	69,865	80,400	10,535	15.1%
Total Allocated Insurance	**197,621**	**178,425**	**178,425**	**178,425**	**230,085**	**51,660**	**29.0%**
Capital Outlay							
5100 - Capital Outlay	9,013	-	-	-	24,000	24,000	0.0%
Total Capital Outlay	**9,013**	**-**	**-**	**-**	**24,000**	**24,000**	**0.0%**
Total Operation	**2,155,278**	**2,322,101**	**2,349,903**	**2,353,716**	**2,650,318**	**300,415**	**12.8%**

Corporation Yard Division
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	263,261	165,494	167,101	138,220	79,841	(87,260)	-52.2%
4011 - Salaries - Part Time	472	-	-	9,000	-	-	0.0%
4012 - Overtime	-	240	240	350	400	160	66.7%
4023 - One Time Payment	4,550	-	3,580	-	-	(3,580)	-100.0%
4090 - Vacancy Savings	-	-	-	-	(34,740)	(34,740)	0.0%
4990 - Staff Time Project Reimbursement	-	(66,000)	(66,000)	(15,500)	-	66,000	-100.0%
Total Salaries & Wages	**268,283**	**99,734**	**104,921**	**132,070**	**45,501**	**(59,420)**	**-56.6%**
Benefits							
4100 - Employee Benefits	9,668	-	-		-	-	0.0%
4101 - Health in Lieu		-	-	-	-	-	0.0%
4102 - Uniform Allowance		1,285	1,285	-	-	(1,285)	-100.0%
4104 - Accrual in Lieu		67,680	67,680	63,000	-	(67,680)	-100.0%
4105 - Medicare & Fica	3,906	2,400	2,400	2,200	1,158	(1,242)	-51.8%
4110 - CalPERS Employer Rate	71,938	17,422	17,593	22,070	9,721	(7,872)	-44.7%
4111 - CalPERS UAL Cost	-	56,825	56,825	56,825	18,840	(37,985)	-66.8%
4130 - Health Insurance	43,915	31,485	31,485	20,500	28,586	(2,899)	-9.2%
4140 - Retiree Health Insurance OPEB	8,368	12,600	12,600	6,700	12,720	120	1.0%
4150 - Dental Insurance	4,651	2,903	2,903	2,500	2,790	(113)	-3.9%
4151 - Vision Insurance	499	314	314	354	276	(38)	-12.1%
4181 - Long Term Disability Insurance	1,045	1,099	1,099	600	895	(204)	-18.6%
4182 - Short Term Disability Insurance	417	256	256	250	92	(164)	-64.1%
4183 - EAP (Employee Asst Prog)	62	140	140	50	105	(35)	-25.0%
4184 - Life Insurance	147	324	324	150	243	(81)	-25.0%
Total Benefits	**144,616**	**194,733**	**194,904**	**175,199**	**75,426**	**(119,478)**	**-61.3%**
Contracted Services							
4210 - Professional Contract Services	4,501	10,740	10,740	40,000	11,445	705	6.6%
4212 - Internet & Network /Technology Maint	142	1,653	1,653	1,653	1,653	-	0.0%
4230 - Recruitment Services	3,110	2,500	2,500	16,900	5,000	2,500	100.0%
Total Contracted Services	**7,753**	**14,893**	**14,893**	**58,553**	**18,098**	**3,205**	**21.5%**
Services & Supplies							
4310 - Office Supplies	388	630	630	500	630	-	0.0%
4330 - Misc Supplies & Services	4,659	12,700	12,700	12,000	13,335	635	5.0%
4332 - Janitorial & Safety Supplies	1,155	2,625	2,625	2,000	2,625	-	0.0%
4340 - Postage & Printing	144	300	300	329	300	-	0.0%
4345 - Dues & Subscriptions	120	-	-	262	-	-	0.0%
Total Services & Supplies	**6,466**	**16,255**	**16,255**	**15,091**	**16,890**	**635**	**3.9%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	5,726	5,200	5,200	4,654	5,200	-	0.0%
Total Equipment Rental/Maintenance	**5,726**	**5,200**	**5,200**	**4,654**	**5,200**	**-**	**0.0%**
Vehicle Expense							
4380 - Vehicle Maintenance	39,180	30,135	30,135	25,000	30,135	-	0.0%
4390 - City Vehicle Fuel Expense	37,086	38,640	38,640	35,000	38,640	-	0.0%
Total Vehicle Expense	**76,266**	**68,775**	**68,775**	**60,000**	**68,775**	**-**	**0.0%**
Conference & Training Expense							
4510 - Conference & Training	-	200	200	200	200	-	0.0%
4515 - Meetings & Travel	153	100	100	100	100	-	0.0%
Total Conference & Training Expense	**153**	**300**	**300**	**300**	**300**	**-**	**0.0%**
Utilities							
4710 - Utilities - Gas & Electric	3,188	6,900	6,900	5,200	6,000	(900)	-13.0%
4711 - Utilities - City Bill	6,340	10,645	10,645	10,500	11,801	1,156	10.9%
Total Utilities	**9,528**	**17,545**	**17,545**	**15,700**	**17,801**	**256**	**1.5%**

Corporation Yard Division							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Year-End**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
Telecommunications							
4750 - Telecommunications	11,998	13,650	13,650	12,000	13,650	-	0.0%
Total Telecommunications	**11,998**	**13,650**	**13,650**	**12,000**	**13,650**	**-**	**0.0%**
Allocated Insurance							
4996 - Allocated Liability Insurance	30,876	27,860	27,860	27,860	38,430	10,570	37.9%
4997 - Allocated Wrkrs Comp Insurance	30,453	27,060	27,060	27,060	9,830	(17,230)	-63.7%
Total Allocated Insurance	**61,329**	**54,920**	**54,920**	**54,920**	**48,260**	**(6,660)**	**-12.1%**
Capital Outlay							
5100 - Capital Outlay	-	-	-	-	-	-	0.0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Total Operation	**592,118**	**486,005**	**491,363**	**528,487**	**309,901**	**(181,462)**	**-36.9%**

Corporation Yard Division				
Object Details				
Object - Category	Line Item Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		**29,780**	**11**	**29,780**
4990 - Staff Time Project Reimbursement				
4990 - Staff Time Project Reimb	0903 Joe Rodota Trail third art commission - staff time for implementation	-	-	$ -
4990 - Staff Time Project Reimb	0214-20.07 City Hall ADA Upgrades Staff Time (CDBG)	-	-	$ -
4990 - Staff Time Project Reimb	0214-20.07 City Hall ADA Upgrades (Building Reserve Fund)	-	-	$ -
Total 4990 - Staff Time Project Reimb		**-**	**-**	**$ -**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Generator Air Quality Permitting	840	1	$ 840
4210 - Professional Contract Services	Generator Service and Repairs	5,040	1	$ 5,040
4210 - Professional Contract Services	HVAC Service and Repairs	1,575	1	$ 1,575
4210 - Professional Contract Services	Security Monitoring	3,990	1	$ 3,990
4210 - Professional Contract Services	CARB Compliance & EV Charging System Upgrade Analysis	-	1	$ -
Total 4210 - Professional Contract Services		**11,445**	**5**	**$ 11,445**
4230 - Recruitment Services				
4230 - Recruitment Services	Admin Tech	2,500	1	2,500
4230 - Recruitment Services	Maintenance Assistant	2,500	1	2,500
Total 4230 - Recruitment Services		**5,000**	**2**	**5,000**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Above Ground Fuel Tanks Inspections and Maintenance	3,360	1	$ 3,360
4330 - Misc Supplies & Services	Aerial Utility Equipment Safety Certification	2,100	1	$ 2,100
4330 - Misc Supplies & Services	Building Repairs and Upgrades	4,200	1	$ 4,200
4330 - Misc Supplies & Services	Safety Supplies	3,675	1	$ 3,675
Total 4330 - Misc Supplies & Services		**13,335**	**4**	**$ 13,335**

Streets Maintenance
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	67,390	71,217	72,497	54,400	68,419	(4,078)	-5.6%
4012 - Overtime	13,926	9,450	9,450	8,400	9,450	-	0.0%
4013 - Standby/Shift	1,827	2,300	2,550	2,300	2,550	-	0.0%
4023 - One Time Payment	1,375	-	1,660	-	-	(1,660)	-100.0%
Total Salaries & Wages	**84,519**	**82,967**	**86,157**	**65,100**	**80,419**	**(5,738)**	**-6.7%**
Benefits							
4102 - Uniform Allowance	300	650	650	600	600	(50)	-7.7%
4105 - Medicare & Fica	1,233	1,033	1,033	1,000	992	(41)	-4.0%
4110 - CalPERS Employer Rate	13,209	7,787	7,942	5,500	6,702	(1,240)	-15.6%
4111 - CalPERS UAL Cost	-	13,795	13,795	13,800	12,204	(1,591)	
4130 - Health Insurance	19,056	20,642	20,642	13,000	21,440	798	3.9%
4150 - Dental Insurance	2,111	2,118	2,118	1,500	2,092	(26)	-1.2%
4151 - Vision Insurance	223	224	224	175	207	(17)	-7.6%
4181 - Long Term Disability Insurance	245	1,193	1,193	250	1,193	-	0.0%
4182 - Short Term Disability Insurance	113	82	82	80	79	(3)	-3.7%
4183 - EAP (Employee Asst Prog)	23	140	140	100	105	(35)	-25.0%
4184 - Life Insurance	55	324	324	100	324	-	0.0%
Total Benefits	**36,569**	**47,988**	**48,143**	**36,105**	**45,938**	**(2,205)**	**-4.6%**
Contracted Services							
4210 - Professional Contract Services	55,629	48,150	48,150	48,150	77,550	29,400	61.1%
Total Contracted Services	**55,629**	**48,150**	**48,150**	**48,150**	**77,550**	**29,400**	**61.1%**
Services & Supplies							
4330 - Misc Supplies & Services	62,699	106,000	106,000	106,000	150,000	44,000	41.5%
4332 - Janitorial & Safety Supplies	29	1,500	1,500	1,500	1,500	-	0.0%
Total Services & Supplies	**62,728**	**107,500**	**107,500**	**107,500**	**151,500**	**44,000**	**40.9%**
Utilities							
4710 - Utilities - Gas & Electric	17,695	16,775	16,775	16,775	20,000	3,225	19.2%
4711 - Utilities - City Bill	9,895	18,475	18,475	20,000	22,820	4,345	23.5%
Total Utilities	**27,589**	**35,250**	**35,250**	**36,775**	**42,820**	**7,570**	**21.5%**
Allocated Insurance							
4996 - Allocated Liability Insurance	25,419	19,700	19,700	19,700	27,190	7,490	38.0%
4997 - Allocated Wrkrs Comp Insurance	7,076	6,300	6,300	6,300	5,530	(770)	-12.2%
Total Allocated Insurance	**32,495**	**26,000**	**26,000**	**26,000**	**32,720**	**6,720**	**25.8%**
Capital Outlay							
5100 - Capital Outlay	3,918	-	-	-	14,000	14,000	0.0%
Total Capital Outlay	**3,918**	**-**	**-**	**-**	**14,000**	**14,000**	**0.0%**
Total Operation	**303,445**	**347,855**	**351,200**	**319,630**	**444,947**	**93,747**	**26.7%**

Streets Maintenance				
Object Details				
Object - Category	Line Item Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		**241,550**	**22**	**$ 241,550**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Asset Management Software Maintenance Contract	3,050	1	$ 3,050
4210 - Professional Contract Services	Pedestrian Crosswalk Lighting Safety Inspection	15,500	1	$ 15,500
4210 - Professional Contract Services	Street Light Pole Repairs and Replacement	7,000	1	$ 7,000
4210 - Professional Contract Services	Traffic Signal Inspections and Maintenance (CALTRANS)	16,500	1	$ 16,500
4210 - Professional Contract Services	Vegetation management along ROW shoulders	12,000	1	$ 12,000
4210 - Professional Contract Services	Storm drain spot repairs	15,000	1	$ 15,000
4210 - Professional Contract Services	Traffic Signal Lighting Safety Inspections (Bodega at Jewell and Bodega at Pleasent Hill	8,500	1	$ 8,500
Total 4210 - Professional Contract Services		**77,550**	**7**	**$ 77,550**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Street Tree Replacement materials	4,000	1	$ 4,000
4330 - Misc Supplies & Services	Holiday Events Decoration	5,000	1	$ 5,000
4330 - Misc Supplies & Services	Downtown Beautification	15,000	1	$ 15,000
4330 - Misc Supplies & Services	Flood Sand and Sandbags	5,500	1	$ 5,500
4330 - Misc Supplies & Services	Hazardous Materials Disposal	3,000	1	$ 3,000
4330 - Misc Supplies & Services	OSHA Compliance Safety Equipment	2,500	1	$ 2,500
4330 - Misc Supplies & Services	Pedestrian Crosswalk and Traffic Signal Lighting and Controls Repairs	16,500	1	$ 16,500
4330 - Misc Supplies & Services	Storm Water Systems Repair materials	7,500	1	$ 7,500
4330 - Misc Supplies & Services	Street and Sidewalk Repair Materials	39,500	1	$ 39,500
4330 - Misc Supplies & Services	Street Landscaping Materials- Compost Plants and Irrigation	10,500	1	$ 10,500
4330 - Misc Supplies & Services	Street Marking Maintenance Materials	5,500	1	$ 5,500
4330 - Misc Supplies & Services	Street Sign Pole Reflective Safety Enhancements	5,000	1	$ 5,000
4330 - Misc Supplies & Services	Street Sign Maintenance and Replacement Materials	10,500	1	$ 10,500
4330 - Misc Supplies & Services	Trash Receptable Improvement	20,000	1	$ 20,000
Total 4330 - Misc Supplies & Services		**150,000**	**14**	**$ 150,000**
5100 - Capital Outlay				
5100 - Capital Outlay	1/4 Ton Pickup truck-(split-3ways Str/Water/Sewer)	14,000	1	$ 14,000
Total 5100 - Capital Outlay		**14,000**	**1**	**$ 14,000**

Parks & Landscape Maintenance
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	150,489	157,771	161,386	180,090	119,909	(41,477)	-25.7%
4012 - Overtime	3,120	6,000	6,000	4,000	4,500	(1,500)	-25.0%
4013 - Standby/Shift	1,969	3,000	3,705	1,500	3,000	(705)	-19.0%
4017 - Salaries - COVID-19	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	-	-	-	-	-	-	0.0%
4023 - One Time Payment	3,250	-	4,685	-	-	(4,685)	-100.0%
Total Salaries & Wages	**158,827**	**166,771**	**175,776**	**185,590**	**127,409**	**(48,367)**	**-27.5%**
Benefits							
4101 - Health in Lieu	-	-	-	-	-	-	0.0%
4102 - Uniform Allowance	2,350	2,350	2,350	2,700	2,700	350	14.9%
4105 - Medicare & Fica	2,346	2,288	2,288	2,700	1,739	(549)	-24.0%
4110 - CalPERS Employer Rate	58,985	14,754	15,097	16,800	11,240	(3,857)	-25.5%
4111 - CalPERS UAL Cost	-	36,545	36,545	36,545	55,160	18,615	50.9%
4130 - Health Insurance	45,269	40,565	40,565	53,000	34,079	(6,486)	-16.0%
4150 - Dental Insurance	4,724	3,821	3,821	5,000	3,050	(771)	-20.2%
4151 - Vision Insurance	485	398	398	515	296	(102)	-25.6%
4181 - Long Term Disability Insurance	625	2,154	2,154	750	2,684	530	24.6%
4182 - Short Term Disability Insurance	247	182	182	275	138	(44)	-24.2%
4183 - EAP (Employee Asst Prog)	82	280	280	100	315	35	12.5%
4184 - Life Insurance	183	648	648	250	729	81	12.5%
Total Benefits	**115,296**	**103,985**	**104,328**	**118,635**	**112,130**	**7,802**	**7.5%**
Contracted Services							
4210 - Professional Contract Services	3,005	5,500	5,500	5,500	190,804	185,304	3369.2%
Total Contracted Services	**3,005**	**5,500**	**5,500**	**5,500**	**190,804**	**185,304**	**3369.2%**
Services & Supplies							
4330 - Misc Supplies & Services	44,114	67,800	67,800	69,000	54,100	(13,700)	-20.2%
4332 - Janitorial & Safety Supplies	36	7,500	7,500	7,500	7,500	-	0.0%
Total Services & Supplies	**44,150**	**75,300**	**75,300**	**76,500**	**61,600**	**(13,700)**	**-18.2%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	144	250	250	250	250	-	0.0%
Total Equipment Rental/Maintenance	**144**	**250**	**250**	**250**	**250**	**-**	**0.0%**
Vehicle Expense							
4380 - Vehicle Maintenance	797	1,750	1,750	1,000	1,750	-	0.0%
Total Vehicle Expense	**797**	**1,750**	**1,750**	**1,000**	**1,750**	**-**	**0.0%**
Utilities							
4710 - Utilities - Gas & Electric	5,527	7,360	7,360	7,500	8,000	640	8.7%
4711 - Utilities - City Bill	48,706	122,610	122,610	172,000	149,680	27,070	22.1%
4721 - Utilities-Little League Elec	1,808	2,645	2,645	4,000	4,200	1,555	58.8%
Total Utilities	**56,040**	**132,615**	**132,615**	**183,500**	**161,880**	**29,265**	**22.1%**
Allocated Insurance							
4996 - Allocated Liability Insurance	18,123	19,500	19,500	19,500	26,890	7,390	37.9%
4997 - Allocated Wrkrs Comp Insurance	18,746	16,660	16,660	16,660	24,975	8,315	49.9%
Total Allocated Insurance	**36,869**	**36,160**	**36,160**	**36,160**	**51,865**	**15,705**	**43.4%**
Capital Outlay							
5100 - Capital Outlay	5,095	-	-	-	-	-	0.0%
Total Capital Outlay	**5,095**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Total Operation	**420,224**	**522,331**	**531,679**	**607,135**	**707,688**	**176,009**	**33.1%**

Parks & Landscape Maintenance				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**244,904**	13	**$ 435,708**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual Biological Surveys	2,500	1	$ 2,500
4210 - Professional Contract Services	Burbank Farm Tree Safety Survey Maintenance	4,000	1	$ 4,000
4210 - Professional Contract Services	Tree removals per arborist study-Ives Park	15,000	1	$ 15,000
4210 - Professional Contract Services	Tree removals per arborist study-Libby Park	25,000	1	$ 25,000
4210 - Professional Contract Services	Tree removals/pruning per arborist study-Burbank Farm Park	25,000	1	$ 25,000
4210 - Professional Contract Services	Landscape Maintenance Contract	75,300	1	$ 75,300
4210 - Professional Contract Services	Ives Park Fence Improvement (Reach 1 & 2)	44,004	1	$ 44,004
Total 4210 - Professional Contract Services		**190,804**	**7**	**$ 190,804**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Irrigation Supplies	4,100	1	4,100
4330 - Misc Supplies & Services	Landscaping Supplies-Compost, Mulch, Plants	23,500	1	23,500
4330 - Misc Supplies & Services	Park Restroom Facility Repairs	6,500	1	6,500
4330 - Misc Supplies & Services	Park Site Furnishings Repair and Replacement	10,000	1	10,000
4330 - Misc Supplies & Services	Pet Waste Bags and Dispensers	3,000	1	3,000
4330 - Misc Supplies & Services	Playground Fall Zone Safety Fiber	7,000	1	7,000
Total 4330 - Misc Supplies & Services		**54,100**	**6**	**54,100**
5100 - Capital Outlay				
5100 - Capital Outlay		-	0	$ -
Total 5100 - Capital Outlay		**-**	**0**	**$ -**

Parking Lot Maintenance
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	52,128	45,114	46,254	33,900	39,462	(6,792)	-14.7%
4012 - Overtime	1,992	1,750	1,750	1,500	1,750	-	0.0%
4013 - Standby/Shift	1,664	1,400	1,620	1,200	1,400	(220)	-13.6%
4023 - One Time Payment	1,500	-	1,475	-	-	(1,475)	-100.0%
Total Salaries & Wages	**57,285**	**48,264**	**51,099**	**36,600**	**42,612**	**(8,487)**	**-16.6%**
Benefits							
4101 - Health in Lieu	-	-	-	-	-	-	0.0%
4102 - Uniform Allowance	800	600	600	500	600	-	0.0%
4105 - Medicare & Fica	845	654	654	600	572	(82)	-12.5%
4110 - CalPERS Employer Rate	14,620	4,800	4,920	3,400	3,425	(1,495)	-30.4%
4111 - CalPERS UAL Cost	-	12,080	12,080	12,080	8,440	(3,640)	-30.1%
4130 - Health Insurance	17,807	16,535	16,535	12,000	15,139	(1,396)	-8.4%
4150 - Dental Insurance	1,898	1,674	1,674	1,300	1,413	(261)	-15.6%
4151 - Vision Insurance	198	176	176	150	140	(36)	-20.5%
4181 - Long Term Disability Insurance	205	2,087	2,087	600	2,087	-	0.0%
4182 - Short Term Disability Insurance	79	52	52	50	45	(7)	-13.5%
4183 - EAP (Employee Asst Prog)	27	245	245	50	245	-	0.0%
4184 - Life Insurance	61	567	567	50	567	-	0.0%
Total Benefits	**36,539**	**39,470**	**39,590**	**30,780**	**32,673**	**(6,917)**	**-17.5%**
Contracted Services							
4210 - Professional Contract Services	4,563	7,700	7,700	7,700	8,100	400	5.2%
Total Contracted Services	**4,563**	**7,700**	**7,700**	**7,700**	**8,100**	**400**	**5.2%**
Services & Supplies							
4330 - Misc Supplies & Services	3,521	6,500	6,500	6,500	6,500	-	0.0%
Total Services & Supplies	**3,521**	**6,500**	**6,500**	**6,500**	**6,500**	**-**	**0.0%**
Utilities							
4710 - Utilities - Gas & Electric	13,263	9,545	9,545	25,000	20,000	10,455	109.5%
4711 - Utilities - City Bill	5,377	12,000	12,000	14,000	12,119	119	1.0%
4712 - Utilities(Elec Vehicle Charging Stations)	12,134	10,408	10,408	15,000	15,750	5,342	51.3%
Total Utilities	**30,774**	**31,953**	**31,953**	**54,000**	**47,869**	**15,916**	**49.8%**
Allocated Insurance							
4996 - Allocated Liability Insurance	5,631	6,600	6,600	6,600	9,130	2,530	38.3%
4997 - Allocated Wrkrs Comp Insurance	6,196	5,500	5,500	5,500	3,820	(1,680)	-30.5%
Total Allocated Insurance	**11,827**	**12,100**	**12,100**	**12,100**	**12,950**	**850**	**7.0%**
Total Operation	**144,509**	**145,987**	**148,942**	**147,680**	**150,704**	**1,762**	**1.2%**

Parking Lot Maintenance				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**14,600**	**4**	**$ 14,600**
4210 - Professional Contract Services				
4210 - Professional Contract Services	EV Charging Station Maintenance Contract (City Owned)	8,100	1	$ 8,100
Total 4210 - Professional Contract Services		**8,100**	1	**$ 8,100**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Landscape Maintenance Supplies	3,500	1	$ 3,500
4330 - Misc Supplies & Services	Street Markings- Paint and Thermoplastic	500	1	$ 500
4330 - Misc Supplies & Services	Tree Maintenance and Replacement	2,500	1	$ 2,500
Total 4330 - Misc Supplies & Services		**6,500**	3	**$ 6,500**

Government Building
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	22,883	32,722	33,537	15,800	34,623	1,086	3.2%
4012 - Overtime	1,723	1,900	1,900	1,400	1,900	-	0.0%
4013 - Standby/Shift	748	1,150	1,310	300	1,300	(10)	-0.8%
4017 - Salaries - COVID-19	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	-	-	-	-	-	-	0.0%
4023 - One Time Payment	500	-	1,060	-	-	(1,060)	-100.0%
Total Salaries & Wages	**25,855**	**35,772**	**37,807**	**17,500**	**37,823**	**16**	**0.0%**
Benefits							
4102 - Uniform Allowance	200	350	350	250	350	-	0.0%
4105 - Medicare & Fica	379	474	474	250	502	28	5.9%
4110 - CalPERS Employer Rate	9,792	4,097	4,199	2,000	3,323	(876)	-20.9%
4111 - CalPERS UAL Cost	-	6,140	6,140	6,140	4,300	(1,840)	-30.0%
4130 - Health Insurance	4,429	10,184	10,184	3,500	12,197	2,013	19.8%
4150 - Dental Insurance	484	1,038	1,038	400	1,133	95	9.2%
4151 - Vision Insurance	47	108	108	50	111	3	2.8%
4181 - Long Term Disability Insurance	59	596	596	100	1,789	1,193	200.2%
4182 - Short Term Disability Insurance	23	38	38	35	40	2	5.3%
4183 - EAP (Employee Asst Prog)	7	70	70	10	105	35	50.0%
4184 - Life Insurance	16	162	162	50	486	324	200.0%
Total Benefits	**15,436**	**23,257**	**23,359**	**12,785**	**24,336**	**977**	**4.2%**
Contracted Services							
4210 - Professional Contract Services	32,605	125,300	125,300	125,300	131,995	6,695	5.3%
4213 - Building/Grounds Maintenance	34,099	31,300	31,300	31,300	11,865	(19,435)	-62.1%
Total Contracted Services	**66,704**	**156,600**	**156,600**	**156,600**	**143,860**	**(12,740)**	**-8.1%**
Services & Supplies							
4330 - Misc Supplies & Services	17,068	19,600	19,600	19,600	20,580	980	5.0%
4332 - Janitorial & Safety Supplies	4,034	2,050	2,050	2,050	2,155	105	5.1%
Total Services & Supplies	**21,102**	**21,650**	**21,650**	**21,650**	**22,735**	**1,085**	**5.0%**
Utilities							
4710 - Utilities - Gas & Electric	7,598	10,779	10,779	5,000	7,000	(3,779)	-35.1%
4711 - Utilities - City Bill	2,728	6,745	6,745	6,500	3,614	(3,131)	-46.4%
Total Utilities	**10,325**	**17,524**	**17,524**	**11,500**	**10,614**	**(6,910)**	**-39.4%**
Allocated Insurance							
4996 - Allocated Liability Insurance	8,400	9,300	9,300	9,300	12,770	3,470	37.3%
4997 - Allocated Wrkrs Comp Insurance	3,149	2,800	2,800	2,800	1,945	(855)	-30.5%
Total Allocated Insurance	**11,549**	**12,100**	**12,100**	**12,100**	**14,715**	**2,615**	**21.6%**
Capital Outlay							
5100 - Capital Outlay		-	-	-	10,000	10,000	0.0%
Total Capital Outlay	**-**	**-**	**-**		**10,000**	**10,000**	**0.0%**
Total Operation	**150,971**	**266,903**	**269,040**	**232,135**	**264,083**	**(4,957)**	**-1.8%**

Government Building				
Object Details				
Object - Category	Line Item Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		**164,440**	**19**	**$ 164,440**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Generator Air Quality Permitting	1,365	1	$ 1,365
4210 - Professional Contract Services	HVAC Maintenance Service and Repairs	18,060	1	$ 18,060
4210 - Professional Contract Services	Janitorial Cleaning Services (CH & PW)	18,700	1	$ 18,700
4211 - Professional Contract Services	Janitorial Cleaning Services (Police)	13,650	1	$ 13,650
4210 - Professional Contract Services	Pest Control and Exclusion	7,140	1	$ 7,140
4210 - Professional Contract Services	Police Dept. and Fire Dept. Generator Maintenance Testing and Repairs	9,975	1	$ 9,975
4210 - Professional Contract Services	Security System Monitoring and Maintenance - Public Works	1,575	1	$ 1,575
4210 - Professional Contract Services	Security System Monitoring and Maintenance - City Hall	4,305	1	$ 4,305
4210 - Professional Contract Services	Solar PV Maintenance Agreement	2,625	1	$ 2,625
4210 - Professional Contract Services	Park Village Management Contract	54,600	1	$ 54,600
Total 4210 - Professional Contract Services		**131,995**	**10**	**$ 131,995**
4213 - Building/Grounds Maintenance				
4213 - Building/Grounds Maintenance	Facility Improvements and Grounds Maintenance	4,725	1	$ 4,725
4213 - Building/Grounds Maintenance	Park Village Maintenance and Repairs	4,725	1	$ 4,725
4213 - Building/Grounds Maintenance	Library Maintenance and Repairs	1,050	1	$ 1,050
4213 - Building/Grounds Maintenance	Museum Maintenance and Repairs	840	1	$ 840
4213 - Building/Grounds Maintenance	Burbank Cottage Maintenance and Repairs	525	1	$ 525
Total 4213 - Building/Grounds Maintenance		**11,865**	**5**	**$ 11,865**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Electrical and Lighting Repairs	3,675	1	$ 3,675
4330 - Misc Supplies & Services	General Building Maintenance- Paint, Plumbing, Roof Repairs	11,025	1	$ 11,025
4330 - Misc Supplies & Services	Work Space Improvements	4,305	1	$ 4,305
4330 - Misc Supplies & Services	Landscape Maintenance Supplies- Compost, Mulch, Plants	1,575	1	$ 1,575
Total 4330 - Misc Supplies & Services		**20,580**	**4**	**$ 20,580**
5100 - Capital Outlay				
5100 - Capital Outlay	Upgrade PD generator to run the EOC	150,000	-	$ -
5100 - Capital Outlay	Police Dept Gate and security fence	10,000	1	$ 10,000
Total 5100 - Capital Outlay		**160,000**	**1**	**$ 10,000**

Engineering
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	112,109	214,472	217,359	160,000	320,938	103,579	47.7%
4011 - Salaries - Part Time	472	-	-	46,000	20,000	20,000	0.0%
4012 - Overtime	-	-	-	-	2,500	2,500	0.0%
4013 - Standby/Shift	-	-	-	-	-	-	0.0%
4017 - Salaries - COVID-19	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	-	-	-	-	-	-	0.0%
4023 - One Time Payment	3,125	-	1,500	750	-	(1,500)	-100.0%
Total Salaries & Wages	**115,706**	**214,472**	**218,859**	**206,750**	**343,438**	**124,579**	**56.9%**
Benefits							
4105 - Medicare & Fica	1,683	3,110	3,110	2,320	4,654	1,544	49.7%
4110 - CalPERS Employer Rate	23,238	21,482	21,754	17,190	31,301	9,547	43.9%
4111 - CalPERS UAL Cost	-	25,320	25,320	25,320	78,615	53,295	210.5%
4130 - Health Insurance	18,007	35,984	35,984	25,700	69,162	33,178	92.2%
4140 - Retiree Health Insurance OPEB	3,733	3,750	3,750	3,750	3,750	-	0.0%
4150 - Dental Insurance	1,642	3,270	3,270	2,450	6,267	2,997	91.7%
4151 - Vision Insurance	180	352	352	260	633	281	79.7%
4181 - Long Term Disability Insurance	368	1,088	1,088	800	1,392	304	27.9%
4182 - Short Term Disability Insurance	148	369	369	285	560	191	51.7%
4183 - EAP (Employee Asst Prog)	43	105	105	105	105	-	0.0%
4184 - Life Insurance	101	243	243	160	243	-	0.0%
Total Benefits	**49,143**	**95,074**	**95,346**	**78,340**	**196,682**	**101,336**	**106.3%**
Contracted Services							
4210 - Professional Contract Services	280,674	132,700	132,700	136,000	82,000	(50,700)	-38.2%
4212 - Internet & Network /Technology Maint	-	1,680	1,680	1,680	1,700	20	1.2%
4230 - Recruitment Services	-	5,000	5,000	6,500	5,000	-	0.0%
Total Contracted Services	**280,674**	**139,380**	**139,380**	**144,180**	**83,700**	**(50,680)**	**-36.4%**
Services & Supplies							
4330 - Misc Supplies & Services	517	1,100	1,100	1,100	1,500	400	36.4%
4340 - Postage & Printing	23	-	-	75	100	100	0.0%
4345 - Dues & Subscriptions	46,048	55,200	55,200	40,109	57,100	1,900	3.4%
Total Services & Supplies	**46,588**	**56,300**	**56,300**	**41,284**	**1,600**	**2,400**	**4.3%**
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	5,726	6,800	6,800	6,800	7,000	200	2.9%
Total Equipment Rental/Maintenance	**5,726**	**6,800**	**6,800**	**6,800**	**7,000**	**200**	**2.9%**
Conference & Training Expense							
4510 - Conference & Training	-	-	-	-	4,500	4,500	0.0%
4515 - Meetings & Travel	153	250	250	250	500	250	100.0%
Total Conference & Training Expense	**153**	**250**	**250**	**250**	**5,000**	**4,750**	**1900.0%**
Telecommunications							
4750 - Telecommunications	2,468	3,600	3,600	3,900	3,900	300	8.3%
Total Telecommunications	**2,468**	**3,600**	**3,600**	**3,900**	**3,900**	**300**	**8.3%**
Allocated Insurance							
4996 - Allocated Liability Insurance	30,564	25,600	25,600	25,600	35,275	9,675	37.8%
4997 - Allocated Wrkrs Comp Insurance	12,988	11,545	11,545	11,545	34,300	22,755	197.1%
Total Allocated Insurance	**43,552**	**37,145**	**37,145**	**37,145**	**69,575**	**32,430**	**87.3%**
Total Operation	**544,010**	**553,020**	**557,679**	**518,649**	**772,995**	**215,316**	**38.6%**

Engineering				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
4210 - Professional Contract Services				
4210 - Professional Contract Services	As-needed Engineering services support for PW maint: pavement, parks, and facilities	50,000	1	50,000
4210 - Professional Contract Services	As-needed Land survenying services for minor land development projects	10,000	1	10,000
4210 - Professional Contract Services	~~Apple Blossom Trail feasibility study~~	-	-	-
4210 - Professional Contract Services	Public outreach services for engineering activities	1,500	1	1,500
4210 - Professional Contract Services	Annual storm water report assistance, trash capture program; permit renewal (minimal amt); may need contract amendment if State Board has more mandates in new permit	20,000	1	20,000
4210 - Professional Contract Services	Mandate storm water creek sampling-RWQCB suspended September 2022/Est. update Sep 2024	500	1	500
4210 - Professional Contract Services	RRWA technical support and MS4 co-permittee support	-		
Total 4210 - Professional Contract Services		**82,000**	**5**	**82,000**
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	Breeze Software (CIP)	1,700	1	1,700
Total 4212 - Internet & Network /Technology Maint		**1,700**	**1**	**1,700**
4230 - Recruitment Services				
4230 - Recruitment Services	Admin Technician	5,000	1	5,000
Total 4230 - Recruitment Services		**5,000**	**1**	**5,000**
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe Acrobat Pro (for 2 Techs)	400	1	400
4345 - Dues & Subscriptions	SCTA Annual Fee (note RCPA annual fee approx $9k included in Planning ops budget)	6,000	1	6,000
4345 - Dues & Subscriptions	5-year MS4 permit renewal fee	5,000	1	5,000
4345 - Dues & Subscriptions	Russian River Water Shed work plan	36,000	1	36,000
4345 - Dues & Subscriptions	SWRCB annual stormwater permit fee	8,000	1	8,000
4345 - Dues & Subscriptions	Professional Engineer certification (biannual renewal-due FY 26/27)	-	-	-
4345 - Dues & Subscriptions	APWA membership annual dues	400	1	400
4345 - Dues & Subscriptions	League of Cities-Public Works Institute annual dues	700	1	700
4345 - Dues & Subscriptions	LID certification fees	600	1	600
Total 4345 - Dues & Subscriptions		**57,100**	**7**	**57,100**
4510 - Conference & Training				
4510 - Conference & Training	APWA conference (Public Works Director/City Engineer)	1,500	1	1,500
4510 - Conference & Training	Public Works Institute conference	1,500	1	1,500
4510 - Conference & Training	LID/CASQA (Eng. Tech) - needed to obtain LID certification	1,500	1	1,500
Total 4510 - Conference & Training		**4,500**	**3**	**4,500**
4515 - Meetings & Travel				
4515 - Meetings & Travel	Misc. Local Technical Meetings & Training Sessions	500	1	500
Total 4515 - Meetings & Travel		**500**	**1**	**500**

SUMMARY - SENIOR CENTER

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	10,635	5,325	5,593	6,090	5,768	175	3.1%
Benefits	4,585	4,363	4,372	4,098	4,042	(330)	-7.5%
Contracted Services	15,164	6,100	6,100	6,100	6,405	305	5.0%
Services & Supplies	210	6,250	6,250	6,500	6,500	250	4.0%
Special Programs	38,250	-	-	-	-	-	0.0%
Allocated Insurance	3,859	4,000	4,000	4,000	4,935	935	23.4%
Capital Outlay	-	15,000	15,000	-	20,000	5,000	33.3%
Total Expense	**72,703**	**41,038**	**41,315**	**26,788**	**47,650**	**6,335**	**15.3%**

Senior Center
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	8,731	4,305	4,413	5,100	4,983	570	12.9%
4012 - Overtime	1,075	570	570	500	570	-	0.0%
4013 - Standby/Shift	579	450	470	350	450	(20)	-4.3%
4090 - Vacancy Savings	-	-	-	-	(235)	(235)	0.0%
4023 - One Time Payment	250	-	140	140	-	(140)	-100.0%
Total Salaries & Wages	**10,635**	**5,325**	**5,593**	**6,090**	**5,768**	**175**	**3.1%**
Benefits							
4102 - Uniform Allowance	100	50	50	50	50	(0)	-0.1%
4105 - Medicare & Fica	156	62	62	100	72	10	15.4%
4110 - CalPERS Employer Rate	1,033	339	347	380	397	50	14.4%
4111 - CalPERS UAL Cost	-	1,725	1,725	1,725	1,125	(600)	-34.8%
4130 - Health Insurance	2,904	1,588	1,588	1,580	1,787	199	12.5%
4150 - Dental Insurance	305	163	163	175	174	11	6.8%
4151 - Vision Insurance	33	17	17	17	17	(0)	-1.6%
4181 - Long Term Disability Insurance	29	298	298	50	298	(0)	-0.1%
4182 - Short Term Disability Insurance	12	5	5	6	6	1	22.0%
4183 - EAP (Employee Asst Prog)	4	35	35	5	35	(0)	-0.1%
4184 - Life Insurance	9	81	81	10	81	-	0.0%
Total Benefits	**4,585**	**4,363**	**4,372**	**4,098**	**4,042**	**(330)**	**-7.5%**
Contracted Services							
4210 - Professional Contract Services	15,164	6,100	6,100	6,100	6,405	305	5.0%
Total Contracted Services	**15,164**	**6,100**	**6,100**	**6,100**	**6,405**	**305**	**5.0%**
Services & Supplies							
4330 - Misc Supplies & Services	210	6,250	6,250	6,500	6,500	250	4.0%
Total Services & Supplies	**210**	**6,250**	**6,250**	**6,500**	**6,500**	**250**	**4.0%**
Special Programs							
4880 - Contr to Ops	38,250	-	-	-	-	-	0.0%
Total Special Programs	**38,250**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Allocated Insurance							
4996 - Allocated Liability Insurance	2,976	3,200	3,200	3,200	4,425	1,225	38.3%
4997 - Allocated Wrkrs Comp Insurance	883	800	800	800	510	(290)	-36.3%
Total Allocated Insurance	**3,859**	**4,000**	**4,000**	**4,000**	**4,935**	**935**	**23.4%**
Capital Outlay							
5100 - Capital Outlay	-	15,000	15,000	-	20,000	5,000	33.3%
Total Capital Outlay	**-**	**15,000**	**15,000**	**-**	**20,000**	**5,000**	**33.3%**
Total Operation	**72,703**	**41,038**	**41,315**	**26,788**	**47,650**	**6,335**	**15.3%**

Senior Center				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**32,905**	**7**	**32,905**
4210 - Professional Contract Services				
4210 - Professional Contract Services	HVAC, Electrical, Service and Repairs	2,730	1	2,730
4210 - Professional Contract Services	HVAV Service	1,785	1	1,785
4210 - Professional Contract Services	Pest Control and Exclusion	1,890	1	1,890
Total 4210 - Professional Contract Services		**6,405**	**3**	**6,405**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services		-	-	-
4330 - Misc Supplies & Services	General Building Maintenance	6,000	1	6,000
4330 - Misc Supplies & Services	Lighting and Electrical	500	1	500
Total 4330 - Misc Supplies & Services		**6,500**	**2**	**6,500**
4880 - Contr to Living Wages Ops				
4880 - Contr to Living Wages Ops		-	-	-
4880 - Contr to Living Wages Ops		-	1	-
Total 4880 - Contr to Living Wages Ops		**-**	**1**	-
5100- Capital Outlay	Rain Gutter Replacement	20,000	1	20,000

SUMMARY - COMMUNITY CENTER

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	41,087	19,534	20,604	20,000	16,946	(3,658)	-17.8%
Benefits	25,864	18,031	18,071	19,005	13,961	(4,110)	-22.7%
Contracted Services	21,606	5,885	5,885	8,000	6,180	295	5.0%
Services & Supplies	3,143	11,586	11,586	5,000	23,728	12,142	104.8%
Special Programs	148,572	58,300	58,300	58,300	-	(58,300)	-100.0%
Utilities	20,162	30,820	30,820	23,621	30,786	(34)	-0.1%
Allocated Insurance	19,040	25,570	25,570	25,570	32,600	7,030	27.5%
Capital Outlay	-	-	-	-	40,000	40,000	0.0%
Total Expense	**279,473**	**169,726**	**170,836**	**159,496**	**164,201**	**(6,635)**	**-3.9%**

Community Center							
Budget Expenditures							
Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	37,966	16,934	17,364	17,400	15,518	(1,846)	-10.6%
4012 - Overtime	1,177	1,600	1,600	1,100	1,600	-	0.0%
4013 - Standby/Shift	943	1,000	1,085	600	900	(185)	-17.1%
4090 - Vacancy Savings	-	-	-	-	(1,072)	(1,072)	0.0%
4023 - One Time Payment	1,000	-	555	900	-	(555)	-100.0%
Total Salaries & Wages	**41,087**	**19,534**	**20,604**	**20,000**	**16,946**	**(3,658)**	**-17.8%**
Benefits							
4101 - Health in Lieu	-	-	-	-	-	-	0.0%
4102 - Uniform Allowance	600	250	250	300	300	50	20.0%
4105 - Medicare & Fica	607	246	246	350	225	(21)	-8.5%
4110 - CalPERS Employer Rate	10,871	1,605	1,645	2,270	1,519	(126)	-7.7%
4111 - CalPERS UAL Cost	-	7,830	7,830	7,830	5,150	(2,680)	-34.2%
4130 - Health Insurance	12,096	5,420	5,420	7,250	4,943	(477)	-8.8%
4150 - Dental Insurance	1,281	534	534	720	443	(91)	-17.0%
4151 - Vision Insurance	132	55	55	75	43	(12)	-21.8%
4181 - Long Term Disability Insurance	153	1,491	1,491	100	895	(596)	-40.0%
4182 - Short Term Disability Insurance	59	20	20	35	14	(6)	-30.0%
4183 - EAP (Employee Asst Prog)	20	175	175	25	105	(70)	-40.0%
4184 - Life Insurance	46	405	405	50	324	(81)	-20.0%
Total Benefits	**25,864**	**18,031**	**18,071**	**19,005**	**13,961**	**(4,110)**	**-22.7%**
Contracted Services							
4210 - Professional Contract Services	21,606	5,885	5,885	8,000	6,180	295	5.0%
Total Contracted Services	**21,606**	**5,885**	**5,885**	**8,000**	**6,180**	**295**	**5.0%**
Services & Supplies							
4330 - Misc Supplies & Services	3,143	11,586	11,586	5,000	23,728	12,142	104.8%
Total Services & Supplies	**3,143**	**11,586**	**11,586**	**5,000**	**23,728**	**12,142**	**104.8%**
Special Programs							
4880 - Contr to Living Wages Ops	50,000	-	-	-	-	-	0.0%
4881 - Contr to General Ops	50,000	58,300	58,300	58,300	-	(58,300)	-100.0%
4883 - Contr to Teen Club	14,000	-	-	-	-	-	0.0%
4885 - Concert Series	17,000	-	-	-	-	-	0.0%
4886 - SCCC-Flood Reimbursement	17,572	-	-	-	-	-	0.0%
Total Special Programs	**148,572**	**58,300**	**58,300**	**58,300**	**-**	**(58,300)**	**-100.0%**
Utilities							
4710 - Utilities - Gas & Electric	12,304	14,260	14,260	9,849	13,000	(1,260)	-8.8%
4711 - Utilities - City Bill	7,858	16,560	16,560	13,772	17,786	1,226	7.4%
Total Utilities	**20,162**	**30,820**	**30,820**	**23,621**	**30,786**	**(34)**	**-0.1%**
Allocated Insurance							
4996 - Allocated Liability Insurance	15,021	22,000	22,000	22,000	30,265	8,265	37.6%
4997 - Allocated Wrkrs Comp Insurance	4,019	3,570	3,570	3,570	2,335	(1,235)	-34.6%
Total Allocated Insurance	**19,040**	**25,570**	**25,570**	**25,570**	**32,600**	**7,030**	**27.5%**
Capital Outlay							
5100 - Capital Outlay	-	-	-	-	40,000	40,000	0.0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**40,000**	**40,000**	**0.0%**
Total Operation	**279,473**	**169,726**	**170,836**	**159,496**	**164,201**	**(6,635)**	**-3.9%**

Community Center				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**29,908**	**10**	**29,908**
4210 - Professional Contract Services				
4210 - Professional Contract Services	HVAC Inspections and Maintenance Garzot Building	499	1	499
4210 - Professional Contract Services	HVAC Inspections and Maintenance SCCC	1,654	1	1,654
4210 - Professional Contract Services	HVAC Inspections and Maintenance Youth Annex	609	1	609
4210 - Professional Contract Services	Pest Control and Exclusion	3,418	1	3,418
Total 4210 - Professional Contract Services		**6,180**	**4**	**6,180**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Building Maintenance-Paint, Plumbing, Roof Repairs	6,500	1	6,500
4330 - Misc Supplies & Services	Landscape Maintenance Supplies	1,575	1	1,575
4330 - Misc Supplies & Services	Lighting and Electrical Repairs	2,625	1	2,625
4330 - Misc Supplies & Services	Security System Monitoring and Maintenance	4,028	1	4,028
4330 - Misc Supplies & Services	Folding Chairs (100)	3,000	1	3,000
4330 - Misc Supplies & Services	Repair Labyrinth Teen Memorial	6,000	1	6,000
Total 4330 - Misc Supplies & Services		**23,728**	**6**	**23,728**
5100- Capital Outlay				
5100 - Capital Outlay	HVAC units (2) @ $15K each	15,000	2	30,000
5100 - Capital Outlay	Youth Annex Carpet Replacement	10,000	1	10,000
Total 5100 - Capital Outlay		**25,000**	**3**	**40,000**

SUMMARY - IVES POOL

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages	33,365	26,226	27,566	27,440	26,534	(1,032)	-3.7%
Benefits	17,666	16,476	16,664	16,147	15,998	(666)	-4.0%
Contracted Services	1,892	8,000	8,000	8,000	8,820	820	10.3%
Services & Supplies	71,322	14,700	14,700	18,800	16,695	1,995	13.6%
Equipment Rental/Maintenance	4,585	2,300	2,300	2,000	2,415	115	5.0%
Utilities	66,914	136,680	136,680	90,000	102,834	(33,846)	-24.8%
Allocated Insurance	13,426	10,120	10,120	10,120	12,465	2,345	23.2%
Capital Outlay	40,786	82,800	82,800	56,200	40,000	(42,800)	-51.7%
Total Expense	**249,957**	**297,302**	**298,830**	**228,707**	**225,761**	**(73,069)**	**-24.5%**

Ives Pool
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	28,605	23,386	23,971	24,600	24,554	583	2.4%
4012 - Overtime	4,135	2,840	2,840	2,840	3,000	160	5.6%
4090 - Vacancy Savings	-	-	-	-	(1,020)	(1,020)	0.0%
4023 - One Time Payment	625	-	755	-	-	(755)	-100.0%
Total Salaries & Wages	**33,365**	**26,226**	**27,566**	**27,440**	**26,534**	**(1,032)**	**-3.7%**
Benefits							
4013 - Standby/Shift	935	1,400	1,515	700	1,000	(515)	-34.0%
4102 - Uniform Allowance	250	200	200	200	200	(0)	0.0%
4105 - Medicare & Fica	502	339	339	400	356	17	5.0%
4110 - CalPERS Employer Rate	9,715	2,928	3,001	2,930	3,089	88	2.9%
4111 - CalPERS UAL Cost	-	6,190	6,190	6,215	5,340	(850)	-13.7%
4130 - Health Insurance	5,475	4,489	4,489	5,000	5,051	562	12.5%
4150 - Dental Insurance	596	446	446	500	477	31	7.0%
4151 - Vision Insurance	58	43	43	50	43	-	0.0%
4181 - Long Term Disability Insurance	74	298	298	75	298	-	0.0%
4182 - Short Term Disability Insurance	31	27	27	22	28	1	3.7%
4183 - EAP (Employee Asst Prog)	9	35	35	30	35	-	0.0%
4184 - Life Insurance	21	81	81	25	81	-	0.0%
Total Benefits	**17,666**	**16,476**	**16,664**	**16,147**	**15,998**	**(666)**	**-4.0%**
Contracted Services							
4210 - Professional Contract Services	1,892	8,000	8,000	8,000	8,820	820	10.3%
Total Contracted Services	**1,892**	**8,000**	**8,000**	**8,000**	**8,820**	**820**	**10.3%**
Services & Supplies							
4330 - Misc Supplies & Services	66,633	10,900	10,900	10,900	12,705	1,805	16.6%
4331 - Chlorination & Chemicals Reimb	4,690	3,800	3,800	7,900	3,990	190	5.0%
Total Services & Supplies	**71,322**	**14,700**	**14,700**	**18,800**	**16,695**	**1,995**	**13.6%**
Equipment Rental/Maintenance							
4378 - Equipment Maintenance	4,585	2,300	2,300	2,000	2,415	115	5.0%
Total Equipment Rental/Maintenance	**4,585**	**2,300**	**2,300**	**2,000**	**2,415**	**115**	**5.0%**
Utilities							
4710 - Utilities - Gas & Electric	63,332	116,725	116,725	75,000	90,000	(26,725)	-22.9%
4711 - Utilities - City Bill	3,582	19,955	19,955	15,000	12,834	(7,121)	-35.7%
Total Utilities	**66,914**	**136,680**	**136,680**	**90,000**	**102,834**	**(33,846)**	**-24.8%**
Allocated Insurance							
4996 - Allocated Liability Insurance	10,251	7,300	7,300	7,300	10,045	2,745	37.6%
4997 - Allocated Wrkrs Comp Insurance	3,175	2,820	2,820	2,820	2,420	(400)	-14.2%
Total Allocated Insurance	**13,426**	**10,120**	**10,120**	**10,120**	**12,465**	**2,345**	**23.2%**
Capital Outlay							
5100 - Capital Outlay	40,786	82,800	82,800	56,200	40,000	(42,800)	-51.7%
Total Capital Outlay	**40,786**	**82,800**	**82,800**	**56,200**	**40,000**	**(42,800)**	**-51.7%**
Total Operation	**249,957**	**297,302**	**298,830**	**228,707**	**225,761**	**(73,069)**	**-24.5%**

Ives Pool				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**63,940**	**14**	**63,940**
4210 - Professional Contract Services				
4210 - Professional Contract Services	California Environmental Reporting System (CERS) Fees	840	1	840
4210 - Professional Contract Services	Certified Unified Program Agencies (CUPA) Reporting Fees	840	1	840
4210 - Professional Contract Services	HVAC Pool Building Inspections and Maintenance Service	1,470	1	1,470
4210 - Professional Contract Services	Pool Heater and Pool Building Shower Heater Inspections and Maintenance Service	5,040	1	5,040
4210 - Professional Contract Services	Solar Array Inspections, Monitoring and Maintenance Repairs	630	1	630
Total 4210 - Professional Contract Services		**8,820**	**5**	**8,820**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Facility Maintenance Repairs- Paint, Plumbing, Roof Repairs	6,090	1	6,090
4330 - Misc Supplies & Services	Landscape Maintenance Supplies	1,260	1	1,260
4330 - Misc Supplies & Services	Lighting and Electrical Repairs and Maintenance	1,365	1	1,365
4330 - Misc Supplies & Services	Monitoring system for chlorinator	1,260	1	1,260
4330 - Misc Supplies & Services	Security Fencing Maintenance and Repairs	2,730	1	2,730
Total 4330 - Misc Supplies & Services		**12,705**	**5**	**12,705**
4378 - Equipment Maintenance				
4378 - Equipment Maintenance	Chlorine Generator Maintenance and Supplies	1,890	1	1,890
4378 - Equipment Maintenance	Direct Current Cell Maintenance and Servicing	525	1	525
Total 4378 - Equipment Maintenance		**2,415**	**2**	**2,415**
5100 - Capital Outlay				
5100 - Capital Outlay	Building repair work (rotten beam and siding)	25,000	1	25,000
5100 - Capital Outlay	Rain gutters	15,000	1	15,000
Total 5100 - Capital Outlay		**40,000**	**2**	**40,000**

SUMMARY - NON DEPARTMENTAL

EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Benefits	57,825	74,520	74,520	69,220	76,840	2,320	3.1%
Contracted Services	147,292	-	-	-	-	-	0.0%
Services & Supplies	5,720	117,125	117,125	47,000	70,100	(47,025)	-40.1%
Transfers Out	864,763	300,000	300,000	300,000	800,000	500,000	166.7%
Total Expense	**1,075,600**	**491,645**	**491,645**	**416,220**	**946,940**	**455,295**	**92.6%**

Non Departmental
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
Benefits							
4104 - Accrual in Lieu	56,999	68,220	68,220	68,220	75,740	7,520	11.0%
4105 - Medicare & Fica	826	6,300	6,300	1,000	1,100	(5,200)	-82.5%
4170 - Fire Service CSFA Award	-	-	-	-	-	-	0.0%
Total Benefits	**57,825**	**74,520**	**74,520**	**69,220**	**76,840**	**2,320**	**3.1%**
Contracted Services							
4210 - Professional Contract Services	122,912	-	-	-	-	-	0.0%
4221 - Property Tax Services	24,380	-	-	-	-	-	0.0%
Total Contracted Services	**147,292**	**-**	**-**	**-**	**-**	-	**0.0%**
Services & Supplies							
4330 - Misc Supplies & Services	5,720	117,125	117,125	47,000	70,100	(47,025)	-40.1%
Total Services & Supplies	**5,720**	**117,125**	**117,125**	**47,000**	**70,100**	**(47,025)**	**-40.1%**
Transfers Out							
4999 -Transfers Out	-	300,000	300,000	300,000	800,000	-	0.0%
4999b -Transfers Out - Library Project - Phase 1	265,758	-	-	-	-	-	0.0%
4999c -Transfers Out - Library Project - Phase 2	371,168	-	-	-	-	-	0.0%
4999d -Transfer Out - Police Donation	227,837	-	-	-	-	-	0.0%
Total Transfers Out	**864,763**	**300,000**	**300,000**	**300,000**	**800,000**	**500,000**	**166.7%**
Total Operation	**1,075,600**	**491,645**	**491,645**	**416,220**	**946,940**	**455,295**	**92.6%**

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, personnel payout cost (per MOUs provisions), informational technology replacement plan

Non Departmental				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		**$ 70,100**	**$ 4**	**$ 70,100**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Laptops/Desktops Replacement	$ 28,000	1	$ 28,000
4330 - Misc Supplies & Services	Cyber Security	$ 12,100	1	$ 12,100
4330 - Misc Supplies & Services	Servers Lease Program	$ 20,000	1	$ 20,000
4330 - Misc Supplies & Services	Network and Wireless Refresh	$ 10,000	1	$ 10,000
Total 4330 - Misc Supplies & Services		**$ 70,100**	**$ 4**	**$ 70,100**
4999 - Transfers Out				
4999 -Transfers Out	1001-25.03 NEW: Corp Yard Fuel Filling Station Upgrade	85,000	1	85,000
4999 -Transfers Out	1002-25.04 NEW: Police Station Emergency Generator and Electrical Improvements - Measure U	150,000	1	150,000
4999 -Transfers Out	0520-22.09 Various Streets Pavement Projects - Measure U	200,000	1	200,000
4999 -Transfers Out	0521-25.05 Various Streets Pavement Projects - Measure U	350,000	1	350,000
4999 -Transfers Out	Unallocated	15,000	1	15,000
Total 4999 - Transfers Out		**$ 800,000**	**$ 5**	**$ 800,000**

DEBT SERVICE

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.

Village Mobile Home Park (99-72)

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

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

The City of Sebastopol needs to lower the arsenic level in Well 7, and construction plans and specifications for the Well 7 Water Treatment System has been completed by the consultant, and approved by the City Engineer. The City entered into 20 year loan from Muni Financing for the arsenic treatment system construction. The $1,235,000 loan at 4.10% is for 20 years ending on June 30,2035.

On May 18, 2021 the City adopted a resolution authorizing the refinancing of Well 7 Loan in the amount of $1,177,000. The lease cost of issuance was $30,000, with an interest rate of 2.09%, with annual payment of $84,065 and the lease will be paid in full on June 30, 2033.

Energy Conservation Measure Tax Exempt Lease Purchase (99-80)

The City of Sebastopol selected Syserco Energy Solution, Inc. to develop and implement a "Comprehensive Energy Efficiency, Water Conservation, and Solar PV Project" at City-owned facilities and water meter connections. The Project received unanimous approval from the City Council on October 19, 2021, and approval of the Tax-Exempt Lease Financing. The City entered into 15 year Equipment Lease Purchase Agreement with Signature Public Funding Corporation. The $4,938,891 tax exempt lease purchase at 1.77% is for 15 years ending on July 1, 2036.

Debt Service
Budget Expenditures

Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Actual	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
71 - Infrastructure Lease							
6100 - Principal							
100 - General Fund	55,422	56,199	112,899	112,684	-	(112,899)	-100.0%
212 - Park Development Fund	26,684	26,979	54,279	54,255	-	(54,279)	-100.0%
500 - Water Enterprise Fund	63,632	64,853	132,053	129,378	-	(132,053)	-100.0%
510 - WasteWater Enterprise Fund	59,527	57,652	116,452	121,031	-	(116,452)	-100.0%
Total 6100 - Principal	**205,265**	**205,683**	**415,683**	**417,348**	**-**	**(415,683)**	**-100.0%**
6200 - Interest							
100 - General Fund	1,697	1,089	1,089	1,136	-	(1,089)	-100.0%
212 - Park Development Fund	817	558	558	547	-	(558)	-100.0%
500 - Water Enterprise Fund	1,948	1,256	1,256	1,304	-	(1,256)	-100.0%
510 - WasteWater Enterprise Fund	1,822	1,117	1,117	1,220	-	(1,117)	-100.0%
Total 6200 - Interest	**6,284**	**4,020**	**4,020**	**4,207**	**-**	**(4,020)**	**-100.0%**
Total 71 - Infrastructure Lease	**211,549**	**209,703**	**419,703**	**421,555**	**-**	**(419,703)**	**-100.0%**
72 - VMHP (Park Village) Lease							
6100 - Principal							
100 - General Fund	52,579	**55,187**	55,187	52,610	57,924	2,737	5.0%
Total 6100 - Principal	**52,579**	**55,187**	**55,187**	**52,610**	**57,924**	**2,737**	**5.0%**
6200 - Interest							
100 - General Fund	12,006	**9,398**	9,398	11,975	6,661	(2,737)	-29.1%
Total 6200 - Interest	**12,006**	**9,398**	**9,398**	**11,975**	**6,661**	**(2,737)**	**-29.1%**
Total 72 - VMHP (Park Village) Lease	**64,585**	**64,585**	**64,585**	**64,585**	**64,585**	**-**	**0.0%**
73 - CREBS Lease							
6100 - Principal							
100 - General Fund	92,534	-	-	-	-	-	0.0%
402 - CREBS DS Fund	40,596	-	-	-	-	-	0.0%
500 - Water Enterprise Fund	62,048	-	-	-	-	-	0.0%
Total 6100 - Principal	**195,178**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Total 73 - CREBS Lease	**195,178**	**-**	**-**	**-**	**-**	**-**	**0.0%**
74 - Fire Truck Lease							
6100 - Principal							
100 - General Fund	-	201,042	-	-	-	-	0.0%
248 - Measure H Fund	-	-	413,732	413,732	-	(413,732)	-100.0%
Total 6100 - Principal	**-**	**201,042**	**413,732**	**413,732**	**-**	**(413,732)**	**-100.0%**
6200 - Interest							
100 - General Fund	-	37,009	-	-	-	-	0.0%
248 - Measure H Fund	-	-	55,655	55,655	-	(55,655)	-100.0%
Total 6200 - Interest	**-**	**37,009**	**55,655**	**55,655**	**-**	**(55,655)**	**-100.0%**
Total 74 - Fire Truck Lease	**-**	**238,051**	**469,387**	**469,387**	**-**	**(469,387)**	**-100.0%**
77 - Well 7 Loan							
6100 - Principal							
500 - Water Enterprise Fund	66,021	67,415	67,415	67,415	62,049	(5,366)	-8.0%
Total 6100 - Principal	**66,021**	**67,415**	**67,415**	**67,415**	**62,049**	**(5,366)**	**-8.0%**
6200 - Interest							
500 - Water Enterprise Fund	17,934	16,539	16,539	16,539	22,016	5,477	33.1%
Total 6200 - Interest	**17,934**	**16,539**	**16,539**	**16,539**	**22,016**	**5,477**	**33.1%**
Total 77 - Well 7 Loan	**83,955**	**83,954**	**83,954**	**83,954**	**84,065**	**111**	**0.1%**

Debt Service							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Actual**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs Adjusted Budget**	**% Change Adopted vs Adjusted Budget**
80 - Signature DS-Energy Project							
6100 - Principal							
100 - General Fund	67,402	68,596	68,596	68,596	69,810	1,214	1.8%
500 - Water Enterprise Fund	131,875	134,209	134,209	134,209	136,584	2,375	1.8%
510 - WasteWater Enterprise Fund	93,778	95,437	95,437	95,437	97,127	1,690	1.8%
Total 6100 - Principal	**293,055**	**298,242**	**298,242**	**298,242**	**303,521**	**5,279**	**1.8%**
6200 - Interest							
100 - General Fund	18,767	17,574	17,574	17,574	16,360	(1,214)	-6.9%
500 - Water Enterprise Fund	36,717	34,384	34,384	34,384	32,008	(2,376)	-6.9%
510 - WasteWater Enterprise Fund	26,110	24,450	24,450	24,451	22,761	(1,689)	-6.9%
Total 6200 - Interest	**81,594**	**76,408**	**76,408**	**76,408**	**71,129**	**(5,279)**	**-6.9%**
Total 80 - Signature DS-Energy Project	**374,649**	**374,650**	**374,650**	**374,650**	**374,650**	**0**	**0.0%**
Total Debt Service	**929,916**	**970,943**	**1,412,279**	**1,414,130**	**523,300**	**(888,979)**	**-62.9%**
DEBT SERVICE SUMMARY							
100 - General Fund	300,407	446,094	264,743	264,575	150,755	(113,989)	-43.1%
500 - Water Fund	380,175	318,656	385,856	383,228	252,658	(133,199)	-34.5%
510 - Sewer Fund	181,237	178,656	237,456	242,139	119,888	(117,568)	-49.5%
212 - Park Development Fund	27,501	27,537	54,837	54,802	-	(54,837)	-100.0%
248 - Measure H Fund	-	-	469,387	469,387	-	(117,569)	-25.0%
402 - CREBS Fund	40,596	-	-	-	-	-	0.0%
Total	**929,916**	**970,943**	**1,412,279**	**1,414,130**	**523,300**	**(888,979)**	**-62.9%**

CITY OF SEBASTOPOL
MATURITY SCHEDULE
JULY 1,2025

		FY 2025 2026	FY 2026 2027	FY 2027 2028	FY 2028 2029	FY 2029 2030	FY 2030 2031	FY 2031 2032	FY 2032 2033	FY 2033 2034	FY 2034 2035	FY 2035 2036	FY 2036 2037	Total
2021 Comprehensive Energy Efficiency Project	P	303,521	308,893	314,360	319,924	325,587	331,350	337,215	343,184	349,258	355,440	361,731	368,134	**4,018,597**
Fund 100/500/510	I	71,129	65,757	60,289	54,725	49,063	43,300	37,435	31,466	25,392	19,210	12,919	6,516	**477,200**
23% | 45% | 32%														
TOTAL		374,650	374,650	374,650	374,650	374,650	374,650	374,650	374,650	374,650	374,650	374,650	374,650	**4,495,797**
2007 Village Mobile Home Park Lease Financing	P	57,924	60,797	31,520										**150,242**
Fund 100	I	6,661	3,788	772										**11,221**
TOTAL		64,585	64,585	32,292										**161,462**
Well 7 Arsenic Treatment	P	62,049	64,593	67,241	69,998	72,868	75,855	76,457	79,695					**568,755**
Fund 500	I	22,016	19,472	16,824	14,067	11,197	8,209	7,608	4,171					**103,565**
TOTAL		84,065	84,065	84,065	84,065	84,065	84,065	84,066	83,866					**672,320**
	P	**423,493**	**434,283**	**413,122**	**389,922**	**398,455**	**407,205**	**413,672**	**422,879**	**349,258**	**355,440**	**361,731**	**368,134**	4,737,594
	I	**99,806**	**89,017**	**77,885**	**68,792**	**60,260**	**51,509**	**45,043**	**35,637**	**25,392**	**19,210**	**12,919**	**6,516**	**591,986**
TOTAL CITYWIDE DEBT		**523,299**	**523,299**	**491,007**	**458,714**	**458,714**	**458,714**	**458,715**	**458,515**	**374,650**	**374,650**	**374,650**	**374,650**	**4,205,630**

BUILDINGS, FACILITIES & INFRASTRUCTURE RESERVE FUND 103

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	33,032	50,000	50,000	55,000	50,000	-0	0.0%
Donations/Contributions	20,000	-0	-0	-0	-0	-0	0.0%
Transfers In		150,000	150,000	150,000	800,000	650,000	433.3%
TOTAL REVENUE	**53,032**	**200,000**	**200,000**	**205,000**	**850,000**	**650,000**	**325.0%**
OPERATING EXPENSES							
Contracted Services	-	41,400	41,400	39,114	-	41,400	-100.0%
Council Objectives	-	-	-	-	-	-0	0.0%
Transfers Out - Staff Support		30,000	30,000	20,820	-	-30,000	100.0%
Transfers Out - Capital Fund		-	-	-	785,000	785,000	0.0%
Capital Outlay	96,002	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	**96,002**	**71,400**	**71,400**	**59,934**	**785,000**	**796,400**	**1115.4%**
NET BUDGETARY RESULT	(42,969)	128,600	128,600	145,067	65,000		
Addition/(Use) of Reserves	(42,969)	128,600	128,600	145,067	65,000		
Beginning Fund Balance (Estimated)	903,420	860,451	860,451	860,451	1,005,517		
Ending Fund Balance (Estimated)	860,451	989,051	989,051	1,005,517	1,070,517		

Detail-Buidling, Facilities & Infrastructure 103							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Year End**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
4210 - Contracted Services	-	-	-	39,114	-	-	0.0%
4999 - Transfers Out	96,002	30,000	30,000	20,820	785,000	755,000	2516.7%
5100 - Capital Outlay		-	-	-	-	-	0.0%
TOTAL	**96,002**	**30,000**	**30,000**	**59,934**	**785,000**	**755,000**	**2516.7%**
Pool Heater		41,400	41,400	39,114	-		
0133-23.10 Sunset Ave at Taft, Analy HS	51,617	-	-	-	-		
0133-23.10 Sunset Ave at Taft, Analy HS - Donation		-	-	-	-		
0213-20.05 Youth Annex ADA Upgrades	10,238	5,000	5,000	15,000	-		
0214-20.07 City Hall ADA Upgrades	12,273	20,000	20,000	5,820	-		
0215-22.04 ADA Transition Plan Building Improvements Environmental Assessment	2,249	5,000	5,000	-	-		
0424-22.01 South Main St. Parklet	215						
0426-23.08 Burbank Farm: ADA Parking stall and path	19,410	-	-	-	-		
1001-25.03 NEW: Corp Yard Fuel Filling Station Upgrade					85,000		
1002-25.04 NEW: Police Station Emergency Generator and Electrical Improvements - Measure U					150,000		
0520-22.09 Various Streets Pavement Projects - Measure U					200,000		
0521-25.05 Various Streets Pavement Projects - Measure U					350,000		
	96,002	**71,400**	**71,400**	**59,934**	**785,000**		

EQUIPMENT, TECHNOLOGY & VEHICLES RESERVE FUND 104

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	32,216	-0	-0		-0	-0	0%
Interest & Rents	34,065	10,000	10,000	45,000	40,000	30,000	300%
Miscellaneous Revenue	-0	-0	-0	42,700	-0	-0	0%
Transfer in	-0	150,000	150,000	150,000	-0	-150,000	-100%
TOTAL REVENUE	**66,281**	**160,000**	**160,000**	**237,700**	**40,000**	**-120,000**	**-75%**
OPERATING EXPENSES							
Contracted Services	-	20,000	20,000	-	-	-20,000	-100%
Capital Outlay	340,000	-	-	-	144,000	144,000	0%
Transfers out	-	-	-	-	14,000	14,000	0%
TOTAL OPERATING EXPENSE	**340,000**	**20,000**	**20,000**	**-**	**158,000**	**138,000**	**690%**
NET BUDGETARY RESULT	(273,720)	140,000	140,000	237,700	(118,000)		
Addition/(Use) of Reserves	(273,720)	140,000	140,000	237,700	(118,000)		
Beginning Fund Balance (Estimated)	916,936	643,217	643,217	643,217	880,917		
Ending Fund Balance (Estimated)	643,217	783,217	783,217	880,917	762,917		

Detail-Equipment, Technology & Vehicles 104							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Year End**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
4210 - Professional Contract Services							
00 - Non Departmental		20,000	20,000	-	-	(20,000)	-100.0%
Total 4210 - Professional Contract Services		**20,000**	**20,000**	**-**	**-**	**(20,000)**	**-100.0%**
5100 - Capital Out							
00 - Non Departmental		-	-	-	-	-	0.0%
31 - Fire Department	340,000	-	-	-	-	-	0.0%
32 - Police [1]		-	-	-	90,000	90,000	0.0%
41 - Public Works [2]					54,000	54,000	0.0%
Total 5100 - Capital Outlay		**-**	**-**	**-**	**144,000**	**-**	**0.0%**
4999 - Transfer Out							
00 - Debt service Principal (Tractor)	-	-	-	-	-	-	0.0%
00 - Debt service Interest (Tractor)	-	-	-	-	-	-	0.0%
1/4 Ton Pickup (shared)	-	-	-	-	14,000	14,000	0.0%
Total 4999 - Transfer Out	**-**	**-**	**-**	**-**	**14,000**	**14,000**	**0.0%**
TOTAL	**340,000**	**20,000**	**20,000**	**-**	**172,000**	**152,000**	**760.0%**
[1] Proposed to purchase one patrol SUV							
[2] Proposed to purchase 1 backhoe tractor (shared cost)							

PENSION AND OPEB FUND 105

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	281,263	300,000	300,000	180,000	200,000	-100,000	-33.3%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	281,263	300,000	300,000	180,000	200,000	-100,000	-33.3%
OPERATING EXPENSES							
Misc Services/Supplies	432	-	-	7,000	7,500	-7,500	0.00%
TOTAL OPERATING EXPENSE	432	-	-	7,000	7,500	-7,500	0.00%
NET BUDGETARY RESULT	280,831	300,000	300,000	173,000	192,500		
Addition/(Use) of Reserves	280,831	300,000	300,000	173,000	192,500		
Beginning Fund Balance (Estimated)	2,780,769	3,061,600	3,061,600	3,061,600	3,234,600		
Ending Fund Balance (Estimated)	3,061,600	3,361,600	3,361,600	3,234,600	3,427,100		

OTHER NON-MAJOR GOVERNMENTAL FUNDS

Non-major governmental funds are essential components of a city's financial structure, supporting specific activities and projects that fall outside the general fund's scope. It's important to note that while these funds are 'non-major' in the context of the city's overall budget, they play a significant role in maintaining the city's infrastructure and services to ensure transparency and accountability in their usage. The various funds and their sources include:

a) Tree Replacement Fund (120) This fund is used for the removal and replacement of trees along City streets and City-owned properties (excluding City parks). Tree removal and replacement in City parks is paid from Measure M-Parks fund.

b) Permit Technology Fund (122) is an integral part of the city's infrastructure, aimed at streamlining the permit process through the implementation of advanced technological solutions. This fund supports the development and maintenance of a digital platform that facilitates efficient permit issuance, tracking, and management, ensuring that the city's building and development standards are upheld while providing a user-friendly experience for residents and contractors.

c) Street Pavement Reserve Fund (123) This fund is used for paving streets including associated improvements (such as curb and gutter). The fund is primarily used for CIP street paving project and not intended for general street maintenance activities.

d) Vehicle Abatement Fund (125) was established to address the issue of abandoned vehicles within the city limits. It provides Sebastopol's share of a county pool of funds provided by the state based on city size and population to remove, store, and dispose of these vehicles in an environmentally responsible manner. The fund is a testament to the city's proactive approach to maintaining public safety and aesthetics. It ensures that abandoned vehicles, which can be eyesores and potential hazards, are promptly dealt with, thereby preserving the integrity of the city's streets and neighborhoods.

e) Flood Mitigation Fund (127) is a financial reserve established to manage and mitigate the impacts of flooding within the city. This fund is a component of the city's emergency preparedness and response strategy, ensuring that resources are available to address the immediate and long-term effects of flood events and focus on its role in safeguarding the community against flood risks, detailing the measures and projects it supports, such as the construction of levees, improvement of drainage systems, and restoration of floodplains.

f) Police Endowment Fund (128) is a fund that was established from an endowment donation from a donor who passed away but wanted a portion of their estate to go to the Sebastopol Police Department. The intention of the funds was for improvements and support for the police department that the employees would benefit from.

TREE REPLACEMENT FUND 120

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	1,028	1,700	1,700	2,500	1,700	-0	0.0%
Miscellaneous Revenue	9,935	1,200	1,200	-0	1,200	-0	0.0%
TOTAL REVENUE	10,963	2,900	2,900	2,500	2,900	-0	0.0%
OPERATING EXPENSES							
Contracted Services	-	-	-	-		-0	0.0%
Services & Supplies	-	8,000	8,000	-	-	-8,000	-100.0%
Transfers Out	-	-	-	-	4,000	4,000	0.0%
TOTAL OPERATING EXPENSE	-	8,000	8,000	-	4,000	-4,000	-50.0%
NET BUDGETARY RESULT	10,963	(5,100)	(5,100)	2,500	(1,100)		
Addition/(Use) of Reserves	10,963	(5,100)	(5,100)	2,500	(1,100)		
Beginning Fund Balance (Estimated)	9,462	20,425	20,425	20,425	22,925		
Ending Fund Balance (Estimated)	20,425	15,325	15,325	22,925	21,825		

PERMIT TECHNOLOGY FUND 122

DESCRIPTION	Footnote	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE								
Interest & Rents		3,917	6,500	6,500	8,200	6,500	-0	0.0%
Charges for Services		19,556	64,000	64,000	22,000	22,000	-42,000	-65.6%
TOTAL REVENUE		23,474	70,500	70,500	30,200	28,500	-42,000	-59.6%
OPERATING EXPENSES								
Contracted Services	1,2,3	19,065	19,100	19,100	23,475	23,600	4,500	23.6%
Services & Supplies	4	391	500	500	500	500	-0	0.0%
Transfers out	5	-	-	-	-	500	500	0.0%
TOTAL OPERATING EXPENSE		19,456	19,600	19,600	23,975	24,600	5,000	-25.5%
NET BUDGETARY RESULT		4,018	50,900	50,900	6,225	3,900		
Addition/(Use) of Reserves		4,018	50,900	50,900	6,225	3,900		
Beginning Fund Balance (Estimated)		128,574	132,592	132,592	132,592	138,817		
Ending Fund Balance (Estimated)		132,592	183,492	183,492	138,817	142,717		
[1] Subscription Fee for e-permiting		2,100	2,100	2,100	2,100	2,100		
[2] Annual ePermit Software Cost		12,965	13,000	13,000	16,375	16,500		
[3] Santa Rosa GIS Maintenance Cost		4,000	4,000	4,000	5,000	5,000		
[4] Banking Fees		391	500	500	500	500		
[5] Transfer to General Fund (training)		-	-	-	-	500		
Total		19,456	19,600	19,600	23,975	24,600		

STREET PAVEMENT RESERVE FUND 123

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	16,836	10,000	10,000	20,000	20,000	10,000	100.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	**16,836**	**10,000**	**10,000**	**20,000**	**20,000**	**10,000**	**100.0%**
OPERATING EXPENSES							
Transfers Out	157,470	55,000	55,000	8,000	-	-55,000	-100.0%
TOTAL OPERATING EXPENSE	**157,470**	**55,000**	**55,000**	**8,000**	**-**	**-55,000**	**-100.0%**
NET BUDGETARY RESULT	(140,633)	(45,000)	(45,000)	12,000	20,000		
Addition/(Use) of Reserves	(140,633)	(45,000)	(45,000)	12,000	20,000		
Beginning Fund Balance (Estimated)	431,086	290,453	290,453	290,453	302,453		
Ending Fund Balance (Estimated)	290,453	245,453	245,453	302,453	322,453		

VEHICLE ABATEMENT FUND 125

DESCRIPTION	Footnote	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE								
Interest & Rents		103	100	100	750	1,000	900	900.0%
Charges for Services		10,319	4,000	4,000	13,025	15,000	11,000	275.0%
TOTAL REVENUE		10,422	4,100	4,100	13,775	16,000	11,900	290.2%
OPERATING EXPENSES								
Transfers Out	[1]	2,000	4,500	4,500	4,500	15,000	10,500	-233.3%
TOTAL OPERATING EXPENSE		2,000	4,500	4,500	4,500	15,000	10,500	-233.3%
NET BUDGETARY RESULT		8,422	(400)	(400)	9,275	1,000		
Addition/(Use) of Reserves		8,422	(400)	(400)	9,275	1,000		
Beginning Fund Balance (Estimated)		2,589	11,011	11,011	11,011	20,286		
Ending Fund Balance (Estimated)		11,011	10,611	10,611	20,286	21,286		

[1] Transfer to General Fund to offset expense for RV Tows

FLOOD MITIGATION FUND 127

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	-16,559	2,500	2,500	60,000	50,000	47,500	1900.0%
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	-16,559	2,500	2,500	60,000	50,000	47,500	1900.0%
OPERATING EXPENSES							
Contracted Services	-	70,000	70,000	70,000	-	-70,000	-100.0%
Transfers Out	-	255,000	255,000	16,000	184,000	-71,000	-27.8%
TOTAL OPERATING EXPENSE	-	325,000	325,000	86,000	184,000	-141,000	-43.4%
NET BUDGETARY RESULT	(16,559)	(322,500)	(322,500)	(26,000)	(134,000)		
Addition/(Use) of Reserves	(16,559)	(322,500)	(322,500)	(26,000)	(134,000)		
Beginning Fund Balance (Estimated)	1,039,142	1,022,583	1,022,583	1,022,583	996,583		
Ending Fund Balance (Estimated)	1,022,583	700,083	700,083	996,583	862,583		
0711.23.05 - Flood Resilient Master Plan		170,000	170,000	1,000	169,000		
0712.23.06 - Communiry Center Master Plan		85,000	85,000	15,000	15,000		
0713.24.09 - Communiry Services & Facilities		70,000	70,000	70,000	-		
Total		**325,000**	**325,000**	**86,000**	**184,000**		

Flood Mitigation Fund 127				
Object Details				
Object	**Worksheet Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**184,000**	**2**	**184,000**
4210 - Contract Services	0713-24.09 Fire-related Building Improvements at Community Cultural Center	-	-	-
4999 - Transfers Out				
	0711-23.05 Flood Resiliency Master Plan	169,000	1	169,000
	0712-23.06 Community Cultural Center Master Plan	15,000	1	15,000
Total 4999 - Transfers Out		**184,000**	**2**	**184,000**

POLICE ENDOWMENT FUND 128

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents		-0	-0	6,300	2,500	2,500	0.0%
Charges for Services		-0	-0	-0	-0	-0	0.0%
Transfer in	226,982	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	226,982	-0	-0	6,300	2,500	2,500	0.0%
OPERATING EXPENSES							
Capital Outlay	-	80,000	216,008	187,100	-	-216,008	100.0%
TOTAL OPERATING EXPENSE	-	80,000	216,008	187,100	-	-216,008	100.0%
NET BUDGETARY RESULT	226,982	(80,000)	(216,008)	(180,800)	2,500		
Addition/(Use) of Reserves	226,982	(80,000)	(216,008)	(180,800)	2,500		
Beginning Fund Balance (Estimated)	-0	226,982	226,982	226,982	46,182		
Ending Fund Balance (Estimated)	226,982	146,982	10,974	46,182	48,682		

SPECIAL REVENUE FUNDS

Special Revenue Funds are designated for income obtained from particular sources which are limited or committed to spending for specific objectives. These funds are mandated by legal statutes, provisions, or ordinances to support certain government functions or activities. The various funds and their sources include:

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) 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. This allocation ends in March 2025 and being replaced with Go Sonoma (Fund 241)

c) Measure M Parks Fund (202) receives funding from the County from the November 6, 2018 voters approved measure of the one-eight cent sales tax that will support city parks, trails, signs, buildings, playgrounds, sports field, restrooms, picnic area and visitor centers.

d) 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.

e) 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.

f) 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 five or more new dwelling units, or for the division or subdivision of land into five or more lots for residential use.

g) Building Permit Incremental Fee Fund (206) accounts for revenue received from construction inspection and plan checks to fund training, certification exams and courses.

h) Downtown Improvement District (207) was established via ordinance 666 and shall include all businesses located within the area described in Exhibit A. The revenues derived from taxes imposed upon all the businesses in the area shall be utilized for acquisition, construction or maintenance of parking facilities, decoration of any public place, promotion of public events which are to take place, furnishing of music in any public place and general promotion of retail trade activities for the benefit of the area.

i) 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.

j) Supplemental Law Enforcement Services Fund (209) receives funds from the State of California to supplement local law enforcement activities.

k) Asset Forfeiture Fund (210) is used for specified police activities (excluding regular salary) from confiscated assets of convicted drug felons.

l) Transporation Grant Fund (211) funds is a financial resource aimed at enhancing the city's transportation infrastructure. It supports a variety of projects, including road maintenance, bicycle and pedestrian access improvements, and safety enhancements receiving transporation grant funding from regional, State and Federal agencies. The fund is managed to ensure that it addresses the city's needs while promoting sustainable transportation practices. It reflects the city's commitment to improving the quality of life for its residents through thoughtful and effective use of transporation grant resources.

m) Park in Lieu Fund (212) receives revenue from new residential and hotel development to mitigate the impact of such new development on City park and recreational facilities. The use of revenues from the Fund is restricted to park and recreational capital improvements.

n) Traffic Impact Fee Fund (213) was established to reduce the traffic impacts caused by new development within the City limits. 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.

o) 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.

p) Lighting Assessment District (215) was formed on May 18, 1981 by the City to cover the costs associated with the operation and maintenance of the citywide streetlight system. This action included adopting Resolution Number 3316 proposing the formation of the Assessment District pursuant to the Landscaping and Lighting Act of 1972. Assessments were levied for Fiscal Years 1981/82; but the Council elected not to collect annual assessment from 1983-1996. Since 1996/97 assessments have been collected on an annual basis. Funds are received from the County via property tax rolls for the exclusive use of paying the operating costs of street lighting within the City of Sebastopol. The assessment is the subject of an annual hearing to review projected costs and setting of the tax levy.

q) 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.

r) Road Maintenance & Rehabilitation SB1 (217) accounts for funds from the State of California under Road Repair and Accountability Act of 2017. The use of funds is similar but, not identical, to Gas Tax use rules and must be used for projects related to road maintenance and rehabilitation, safety projects, and traffic control devices.

s) General Government Facilities Fee Fund (219) collected from development projects. This fund is used to fund government facilities to maintain the existing level of service the City provides. As new development occurs, the City will be required to expand general facilities to maintain the existing standard.

t) Fire Facilities Fee (220) collected from development projects. This fund is used to fund expansion of Fire facilities to maintain the existing level of service the City provides. As new development occurs, the City will be required to expand Fire facilities to maintain the existing standard.

u) Stormwater Facilities Fee (221) collected from development projects. This fund is used to fund expansion of the City's Stormwater management facilities to maintain the existing level of service the City provides. As new development occurs, the City will be required to expand the capacity of stormwater facilities to service new development.

v) Human Services & Community Fund (233) accounts for revenue obtained by the solicitation of voluntary contributions from residents and property owners through water and sewer bills and other means of collection or fundraising activities to fund programs or activities which address the welfare of the City's residents regardless of all age, social status or income.

w) Wellness/Mental Health Fund (240) Program, established in the 2022 Budget Act (Assembly Bill 178, Chapter 45, Statutes of 2022), provides $50 million for city and county law enforcement agencies for the purpose of improving officer wellness and expanding mental health sources. The funding may be used for any of the purposes such as establishing or expanding officer wellness units, establishing or expanding peer support units, services provided by a licensed mental health professional, counselor or other professional that works with law enforcement, expanding multiagency mutual aid programs focused on officer wellness and mental health, other programs and services that are evidence-based or have a successful track record of enhancing officer wellness.

x) Go Sonoma Fund (241) is voters passed a measure in 2020 to extend Measure M (Roads) sales tax funding for an additional 20 years. Similar to Measure M (Roads), this fund is used for traffic and safety improvements, maintain roads, and build bikeways and pathways..

y) Measure H Fire Services Fund (248) is a dedicated resources for fire services, ensuring to provide essential fire protection and related services to its residents and visitors. The fund supports a wide range of services, including the maintenance and operation of fire department facilities, the purchase of necessary equipment, and the payment of personnel cost.

FY25-26 ADOPTED BUDGET
SPECIAL REVENUE FUND - SUMMARY

Fund Number	Fund Description	Estimated Beginning Balance	Adopted Revenue	Adopted Expenditures	Estimated Ending Balance	CIP Projects Reference	Budget Book Reference
200	Gas Tax	134,501	223,235	342,816	**14,920**	Page 33	Pages 140-141
201	Measure M - Road Maintenance	156,092	-	136,000	**20,092**	Page 32	Pages 142-143
202	Measure M - Parks	382,453	134,185	348,057	**168,581**	Page 25-26 Page 29	Pages 144-145
203	Art in Lieu	31,385	1,000	7,000	**25,385**		Page 146
204	Housing Linkage Fund	94,216	5,500	-	**99,716**		Page 147
205	Inclusionary Housing Fund	41,796	2,500	-	**44,296**		Page 148
206	Building Permit Incremental Fee Fund	143,062	25,200	1,500	**166,762**		Pages 149-150
207	Downtown Improvement District Fund	7,844	8,350	16,000	**194**		Page 151
208	General Plan Update Fee	113,080	4,500	30,025	**87,555**		Pages 152-153
209	Supplemental Law Enforcement Services Fund	68,540	125,000	175,000	**18,540**		Page 154
210	Asset Forfeiture Fund	3,097	800	-	**3,897**		Page 155
211	Transportation Grant Fund	(142,371)	3,335,058	3,172,594	**20,093**	Page 8 Page 9 Page 11 Page 32	Pages 156-157
212	Park in Lieu Fee Fund	97,691	777,251	638,743	**236,199**	Page 25 Page 26	Pages 158-159
213	Traffic Impact Fee Fund	99,836	458,728	132,764	**425,800**	Page 9 Page 11	Pages 160-161
214	Underground Utilities Fee Fund	264,231	15,000	-	**279,231**		Page 162
216	Community Development Block Grant	24,338	140,200	138,200	**26,338**	Page 26	Pages 163-164
217	Road Maintenance & Rehabilitation (SB1)	443,056	235,537	350,000	**328,593**	Page 32	Pages 165-166
219	General Government Facilities Fee	6,563	137,272	-	**143,835**		Page 167
220	Fire Facilites Fee	3,246	139,082	-	**142,328**		Page 168
221	Stormwater Facilities Fee	23,888	60,940	-	**84,828**		Page 169
233	Human Services & Community Fund	13,034	1,900	-	**14,934**		Page 170
240	Wellness/Mental Health Fund	18,921	-	18,900	**21**		Page 171
241	Go Sonoma Roads (GSR)	37,385	142,174	150,000	**29,559**	Page 33	Pages 172-173
245	Selective Traffic Enforcement Program (STEP)	-	46,705	46,705	**-**		Page 174
248	Measure H Fire Services	228,280	-	228,280	**-**		Page 175
Grand Total		**2,294,164**	**6,020,117**	**5,932,584**	**2,381,697**		

GAS TAX FUND 200

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Actual	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
User Taxes	211,450	219,735	219,735	218,560	219,735	-0	0.0%
Interest & Rents	702	700	700	4,000	3,500	2,800	400.0%
Transfers In		-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	**212,152**	**220,435**	**220,435**	**222,560**	**223,235**	**2,800**	**1.3%**
OPERATING EXPENSES							
Salaries & Wages	98,659	90,465	90,465	90,790	100,531	10,066	11.1%
Benefits	62,893	58,525	58,525	57,120	70,645	12,120	20.7%
Services & Supplies	-	3,000	3,000	-	3,000	-0	0.0%
Utilities	6,955	6,900	6,900	6,900	8,000	1,100	15.9%
Allocated Insurance	10,989	9,765	9,765	9,765	10,640	875	9.0%
Transfer Out	-	-	-	-	150,000	150,000	0.0%
TOTAL OPERATING EXPENSE	**179,495**	**168,655**	**168,655**	**164,575**	**342,816**	**174,161**	**103.3%**
NET BUDGETARY RESULT	32,657	51,780	51,780	57,985	(119,581)		
Addition/(Use) of Reserves	32,657	51,780	51,780	57,985	(119,581)		
Beginning Fund Balance (Estimated)	43,859	76,516	76,516	76,516	134,501		
Ending Fund Balance (Estimated)	76,516	128,296	128,296	134,501	14,920		

Gas Tax Fund 200							
Budget Expenditures							
Account Number	**2023-24 Actual**	**2024-25 Adopted Budget**	**2024-25 Adjusted Budget**	**2024-25 Estimated Actual**	**2025-26 Adopted Budget**	**$ Inc/(Dec) Adopted vs. Adjusted Budget**	**% Change Adopted vs. Adjusted Budget**
Salaries & Wages							
4010 - Salaries - Full Time	92,064	81,490	81,490	81,400	94,031	12,541	15.4%
4012 - Overtime	2,444	3,500	3,500	3,500	3,500	-	0.0%
4013 - Standby	2,402	2,890	2,890	2,890	3,000	110	3.8%
4017 - Salaries - COVID-19	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	-	-	-	-	-	-	0.0%
4023 - One Time Payment	1,750	2,585	2,585	3,000	-	(2,585)	-100.0%
Total Salaries & Wages	**98,659**	**90,465**	**90,465**	**90,790**	**100,531**	**10,066**	**11.1%**
Benefits							
4101 - Health in Lieu	1,059	-	-	-	-	-	0.0%
4102 - Uniform Allowance	1,300	800	800	1,000	1,000	200	25.0%
4105 - Medicare & Fica	1,470	1,154	1,154	1,200	1,363	209	18.1%
4110 - CalPERS Employer Rate	32,221	8,684	8,684	8,700	10,355	1,671	19.2%
4111 - CalPERS UAL Cost	-	21,425	21,425	21,425	23,500	2,075	9.7%
4130 - Health Insurance	22,887	21,490	21,490	21,500	28,075	6,585	30.6%
4150 - Dental Insurance	3,059	2,171	2,171	2,170	2,673	502	23.1%
4151 - Vision Insurance	320	225	225	225	257	32	14.2%
4181 - Long Term Disability Insurance	317	1,789	1,789	500	2,386	597	33.4%
4182 - Short Term Disability Insurance	125	91	91	250	108	17	18.7%
4183 - EAP (Employee Asst Prog)	42	210	210	50	280	70	33.3%
4184 - Life Insurance	95	486	486	100	648	162	33.3%
Total Benefits	**62,893**	**58,525**	**58,525**	**57,120**	**70,645**	**12,120**	**20.7%**
Services & Supplies							
4330 - Misc Supplies & Services	-	3,000	3,000	-	3,000	-	0.0%
Total Services & Supplies	**-**	**3,000**	**3,000**	**-**	**3,000**	**-**	**0.0%**
Utilities							
4710 - Utilities - Gas & Electric	6,955	6,900	6,900	6,900	8,000	1,100	15.9%
Total Utilities	**6,955**	**6,900**	**6,900**	**6,900**	**8,000**	**1,100**	**15.9%**
Allocated Insurance							
4997 - Allocated Wrkrs Comp Insurance	10,989	9,765	9,765	9,765	10,640	875	9.0%
Total Allocated Insurance	**10,989**	**9,765**	**9,765**	**9,765**	**10,640**	**875**	**9.0%**
Transfer Out							
4999 - Transfer Out	-	-	-	-	150,000	150,000	0.0%
Total Transfer Out	**-**	**-**	**-**	**-**	**150,000**	**150,000**	**0.0%**
TOTAL	**179,495**	**168,655**	**168,655**	**164,575**	**342,816**	**174,161**	**103.3%**

MEASURE M ROAD MAINTENANCE FUND 201

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Sales Tax	81,446	84,545	84,545	57,747	-0	-84,545	-100.0%
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	9,221	1,500	1,500	5,000	-0	-1,500	-100.0%
TOTAL REVENUE	**90,667**	**86,045**	**86,045**	**62,747**	**-0**	**-86,045**	**-100.0%**
OPERATING EXPENSES							
Transfers Out	223,775	-	-	-	136,000	136,000	0.0%
TOTAL OPERATING EXPENSE	**223,775**	**-**	**-**	**-**	**136,000**	**-136,000**	**0.0%**
NET BUDGETARY RESULT	(133,109)	86,045	86,045	62,747	(136,000)		
Addition/(Use) of Reserves	(133,109)	86,045	86,045	62,747	(136,000)		
Beginning Fund Balance (Estimated)	226,454	93,345	93,345	93,345	156,092		
Ending Fund Balance (Estimated)	93,345	179,390	179,390	156,092	20,092		

Measure M Road Maintenance 201				
Object Details				
Object	**Worksheet Description**	**Worksheet Quantity**	**Worksheet Unit Price**	**Worksheet Total**
Grand Total		**1**	**136,000**	**136,000**
4999 - Transfers Out				
	0514-22.06 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 2	1	136,000	136,000
Total 4999 - Transfers Out		**1**	**136,000**	**136,000**

MEASURE M PARKS FUND 202

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Sales Tax	110,936	113,000	113,000	113,000	119,185	6,185	5.5%
Interest & Rents	8,249	1,500	1,500	17,000	15,000	13,500	900.0%
Transfers In	-0	5,000	5,000	-0	-0	-5,000	-100.0%
TOTAL REVENUE	**119,185**	**119,500**	**119,500**	**130,000**	**134,185**	**14,685**	**12.3%**
OPERATING EXPENSES							
Transfers Out	68,643	90,000	90,000	72,000	348,057	258,057	286.7%
Transfers Out (to Fund 212)	-	-	-			-0	0.0%
TOTAL OPERATING EXPENSE	**68,643**	**90,000**	**90,000**	**72,000**	**348,057**	**258,057**	**286.7%**
NET BUDGETARY RESULT	50,542	29,500	29,500	58,000	(213,872)		
Addition/(Use) of Reserves	50,542	29,500	29,500	58,000	(213,872)		
Beginning Fund Balance (Estimated)	273,911	324,453	324,453	324,453	382,453		
Ending Fund Balance (Estimated)	324,453	353,953	353,953	382,453	168,581		

Measure M Parks Fund 202				
Object Details				
Object	**Worksheet Description**	**Worksheet Quantity**	**Worksheet Unit Price**	**Worksheet Total**
Grand Total		**2**	**103,057**	**103,057**
4999 - Transfers Out				
	Tree removals per arborist safety report-Ives Park	1	15,000	**15,000**
	Tree removals and pruning per arborist safety report-Burbank Farm Park	1	25,000	**25,000**
	Tree removals per arborist safety report-Libby Park	1	25,000	**25,000**
	0411-73.00 Americorp Trail Extension Project	1	73,057	**73,057**
	0413-78.00 Burbank Farm: Public Restroom Facility	1	30,000	**30,000**
	0425-23.07 Ives Park Pathway Replacement & ADA Upgrade (Segment 2)	1	180,000	**180,000**
Total 4999 - Transfers Out		**6**	**348,057**	**348,057**

ART IN LIEU FUND 203

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	3,918	500	500	3,650	500	-0	0.0%
Charges for Services	605	-0	-0	500	500	500	0.0%
Miscellaneous Revenue	-0	-0	-0		-0	-0	0.0%
TOTAL REVENUE	**4,523**	**500**	**500**	**4,150**	**1,000**	**500**	**0.0%**
OPERATING EXPENSES							
Contracted Services	44,266	28,500	28,500	28,000	6,300	-22,200	-77.9%
Services & Supplies		-	-	-	700	700	0.0%
Transfers Out - Staff Time	618	6,000	6,000	3,000	-	-6,000	-100.0%
TOTAL OPERATING EXPENSE	**44,884**	**34,500**	**34,500**	**31,000**	**7,000**	**-27,500**	**-79.7%**
NET BUDGETARY RESULT	(40,361)	(34,000)	(34,000)	(26,850)	(6,000)		
Addition/(Use) of Reserves	(40,361)	(34,000)	(34,000)	(26,850)	(6,000)		
Beginning Fund Balance (Estimated)	98,596	58,235	58,235	58,235	31,385		
Ending Fund Balance (Estimated)	58,235	24,235	24,235	31,385	25,385		

HOUSING LINKAGE FUND 204

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	3,011	1,000	1,000	5,000	5,500	4,500	450.0%
Capital Contributions	-0	-0	-0			-0	0.0%
TOTAL REVENUE	**3,011**	**1,000**	**1,000**	**5,000**	**5,500**	**4,500**	**450.0%**
OPERATING EXPENSES							
Transfers Out	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**-**	**-0**	**0.0%**
NET BUDGETARY RESULT	3,011	1,000	1,000	5,000	5,500		
Addition/(Use) of Reserves	3,011	1,000	1,000	5,000	5,500		
Beginning Fund Balance (Estimated)	86,205	89,216	89,216	89,216	94,216		
Ending Fund Balance (Estimated)	89,216	90,216	90,216	94,216	99,716		

INCLUSIONARY HOUSING FUND 205

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	1,336	1,000	1,000	2,230	2,500	1,500	150.0%
Capital Contributions	-0	-0	-0			-0	0.0%
Transfers In	-0	-0	-0			-0	0.0%
TOTAL REVENUE	**1,336**	**1,000**	**1,000**	**2,230**	**2,500**	**1,500**	**150.0%**
OPERATING EXPENSES							
Transfers Out	-	22,000	22,000	-	-	(22,000)	-100.0%
TOTAL OPERATING EXPENSE	**-**	**22,000**	**22,000**	**-**	**-**	**(22,000)**	**-100.0%**
NET BUDGETARY RESULT	1,336	(21,000)	(21,000)	2,230	2,500		
Addition/(Use) of Reserves	1,336	(21,000)	(21,000)	2,230	2,500		
Beginning Fund Balance (Estimated)	38,230	39,566	39,566	39,566	41,796		
Ending Fund Balance (Estimated)	39,566	18,566	18,566	41,796	44,296		

BUILDING PERMIT INCREMENTAL FUND 206

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	3,342	500	500	7,200	7,200	6,700	1340.0%
Charges for Services	15,489	10,000	10,000	9,000	18,000	8,000	80.0%
TOTAL REVENUE	**18,831**	**10,500**	**10,500**	**16,200**	**25,200**	**14,700**	**140.0%**
OPERATING EXPENSES							
Conference & Training Expense	-	-	-	-	-	-0	0.0%
Transfers Out	-	-	-	-	1,500	1,500	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**1,500**	**1,500**	**0.0%**
NET BUDGETARY RESULT	18,831	10,500	10,500	16,200	23,700		
Addition/(Use) of Reserves	18,831	10,500	10,500	16,200	23,700		
Beginning Fund Balance (Estimated)	108,031	126,862	126,862	126,862	143,062		
Ending Fund Balance (Estimated)	126,862	137,362	137,362	143,062	166,762		

BUILDING PERMIT INCREMENTAL FUND 206				
Object Details				
Object	**Worksheet Description**	**Worksheet Quantity**	**Worksheet Unit Price**	**Worksheet Total**
Grand Total		**1**	**-**	**-**
Conference & Training Expense	LID conference and training for Engineering Tech II	1	1,500	1,500
4999 - Transfers Out				
4999 - Transfers Out		1	.	.
Total 4999 - Transfers Out		**1**	**-**	**-**

DOWNTOWN IMPROVEMENT DISTRICT FUND 207

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Licenses & Permits	7,300	8,700	8,700	7,500	8,000	-700	-8.0%
Interest & Rents	9	-0	-0	400	350	350	0.0%
TOTAL REVENUE	7,309	8,700	8,700	7,900	8,350	-350	-4.0%
OPERATING EXPENSES							
Contracted Services	-	-	-	-		-0	0.0%
Services & Supplies	-	16,000	16,000	7,300	16,000	-0	0.0%
TOTAL OPERATING EXPENSE	-	16,000	16,000	7,300	16,000	-0	0.0%
NET BUDGETARY RESULT	7,309	(7,300)	(7,300)	600	(7,650)		
Addition/(Use) of Reserves	7,309	(7,300)	(7,300)	600	(7,650)		
Beginning Fund Balance (Estimated)	-65	7,244	7,244	7,244	7,844		
Ending Fund Balance (Estimated)	7,244	(56)	(56)	7,844	194		

GENERAL PLAN UPDATE FUND 208

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	6,830	-0	-0	29,085	-0	-0	0.0%
Interest & Rents	2,718	4,000	4,000	4,500	4,500	500	12.5%
Charges for Services	-0	110,000	110,000	-0	-0	-110,000	-100.0%
Transfers In	-0	-0	-0		-0	-0	0.0%
TOTAL REVENUE	**9,548**	**114,000**	**114,000**	**33,585**	**4,500**	**-109,500**	**-96.1%**
OPERATING EXPENSES							
Contracted Services	44,665	30,025	30,025	-	30,025	-0	0.0%
Transfers Out		-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	**44,665**	**30,025**	**30,025**	**-**	**30,025**	**-0**	**0.0%**
NET BUDGETARY RESULT	(35,117)	83,975	83,975	33,585	(25,525)		
Addition/(Use) of Reserves	(35,117)	83,975	83,975	33,585	(25,525)		
Beginning Fund Balance (Estimated)	114,612	79,495	79,495	79,495	113,080		
Ending Fund Balance (Estimated)	79,495	163,470	163,470	113,080	87,555		

General Plan Update Fund 208				
Object Details				
Object	**Worksheet Description**	**Worksheet Quantity**	**Worksheet Unit Price**	**Worksheet Total**
Grand Total		**2**	**30,025**	**30,025**
4210 - Professional Contract Services				
	Opticos contract - carryover	1	20,025	20,025
	Safety Element update	1	10,000	10,000
Total 4210 - Professional Contract Services		**2**	**30,025**	**30,025**

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND 209

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	121,288	120,000	120,000	120,000	120,000	-0	0.0%
Interest & Rents	1,344	1,000	1,000	5,000	5,000	4,000	400.0%
Transfers In	-0	-0	-0			-0	0.0%
TOTAL REVENUE	**122,632**	**121,000**	**121,000**	**125,000**	**125,000**	**4,000**	**3.3%**
OPERATING EXPENSES							
Transfers Out	100,000	120,000	120,000	120,000	175,000	55,000	-45.8%
TOTAL OPERATING EXPENSE	**100,000**	**120,000**	**120,000**	**120,000**	**175,000**	**55,000**	**-45.8%**
NET BUDGETARY RESULT	22,632	1,000	1,000	5,000	(50,000)		
Addition/(Use) of Reserves	22,632	1,000	1,000	5,000	(50,000)		
Beginning Fund Balance (Estimated)	40,908	63,540	63,540	63,540	68,540		
Ending Fund Balance (Estimated)	63,540	64,540	64,540	68,540	18,540		

ASSET FORFEITURES FUND 210

DESCRIPTION	2023- 24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	354	-0	-0	700	800	800	0.00%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0.00%
TOTAL REVENUE	**354**	**-0**	**-0**	**700**	**800**	**800**	**0.00%**
OPERATING EXPENSES							
Miscellaneous Supplies/Services	-	-	-	-	-	-0	0.00%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**-**	**-0**	**0.00%**
NET BUDGETARY RESULT	354	-	-	700	800		
Addition/(Use) of Reserves	354	-	-	700	800		
Beginning Fund Balance (Estimated)	2,043	2,397	2,397	2,397	3,097		
Ending Fund Balance (Estimated)	2,397	2,397	2,397	3,097	3,897		

TRANSPORTATION GRANT FUND 211

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	-0	-0	-0	-0	-0	-0	0.00%
Intergovernmental Revenues - OBAG	-0	-0	-0	188,674	-0	-0	0.00%
Intergovernmental Revenues - TDA3	-0	-0	-0	-0	-0	-0	0.00%
Intergovernmental Revenues - Quick Strike	386,773	-0	-0	148,418	-0	-0	0.00%
Intergovernmental Revenues - HSIP1	-0	312,300	312,300	-0	299,500	-12,800	-4.10%
Intergovernmental Revenues - HSIP2	-0	215,820	215,820	-0	215,820	-0	0.00%
Intergovernmental Revenues - HSIP3	-0	-0	-0	-0	349,560	349,560	0.00%
Intergovernmental Revenues - OBAG2	889,679	-0	-0	-0	-0	-0	0.00%
Intergovernmental Revenues - STG	-0	150,000	150,000	-0	230,178	80,178	53.45%
Intergovernmental Revenues - Dist5	-0	102,960	102,960	164,904	-0	-102,960	-100.00%
Intergovernmental Revenues - Go Sonoma	-0	-0	-0	-0	2,240,000	2,240,000	0.00%
Miscellaneous Revenue	-0	-0	-0		-0	-0	0.00%
Transfer In	-0	-0	-0		-0	-0	0.00%
TOTAL REVENUE	**1,276,452**	**781,080**	**781,080**	**501,996**	**3,335,058**	**2,553,978**	**326.98%**
OPERATING EXPENSES							
4210 Contracted Services		146,822	146,822	162,464	67,714	-79,108	53.88%
4990 Transfers Out - Staff Support	894	3,178	3,178	-	-	-3,178	100.00%
Transfers Out - Projects	1,644,810	631,080	631,080	82,500	3,104,880	2,473,800	-391.99%
TOTAL OPERATING EXPENSE	**1,645,704**	**781,080**	**781,080**	**244,964**	**3,172,594**	**2,473,800**	**-316.72%**
NET BUDGETARY RESULT	(369,251)	-	-	257,032	162,464		
Addition/(Use) of Reserves	(369,251)	-	-	257,032	162,464		
Beginning Fund Balance (Estimated)	-0	-399,404	-399,404	-399,404	-142,371		
Ending Fund Balance (Estimated)	(399,404)	(399,404)	(399,404)	(142,371)	20,093		

Transporation Grant Fund 211				
Object Details				
Object	**Worksheet Description**	**Worksheet Quantity**	**Worksheet Unit Price**	**Worksheet Total**
Grand Total		**5**	**3,104,880**	**3,104,880**
Contracted Services	Main Street STG Planning and Redesign Project (note: total grant $230,178) local match in TIF	1	67,714	67,714
Total 4210 - Contracted Services		**1**	**67,714**	**67,714**
4999 - Transfers Out				
211 OBAG2	0513-74.09 Bodega Ave Bike Lanes & Pavement Rehab - Phase 1	-	-	-
211 Go Sonoma (SCTA grant)	0514-22.06 Bodega Ave Bike Lanes & Pavement Rehab - Phase 2 (FY 25/26)	1	2,240,000	2,240,000
211 Quick Strike	1000-19.01 SR 116 Curb Ramps and Crosswalk Impr at Bodega/Florence and Robinson	-	-	-
211 TDA 3	1000-19.01 SR 116 Curb Ramps and Crosswalk Impr at Bodega/Florence and Robinson	-	-	-
211 HSIP1	0131-23.01 Bodega Ave Guardrails at city limits HSIP1 (Cycle 11)	1	299,500	299,500
211 HSIP2	0132-23.02 SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker	1	215,820	215,820
211 District 5 Infrastructure	0133-23.10 Sunset Ave/Taft St Pedestrian Crossing Enhancements	1	-	-
	0134-24.01 Covert Lane/Zimpher Drive Crossing Improve HSIP3 (Cycle 12)	1	349,560	349,560
			-	-
Total 4999 - Transfers Out		**5**	**3,104,880**	**3,104,880**

PARK IN-LIEU FEES FUND 212

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	82,771	-0	-0	-0	-0	-0	0.0%
Intergovernmental Revenues	-0	126,943	126,943	-0	126,943	-0	0.0%
Interest & Rents	1,336	-0	-0	3,200	3,500	3,500	0.0%
Charges for Services	6,500	563,969	563,969	157,104	646,808	82,839	14.7%
Other Financing Sources	-0	-0	-0	-0	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	**90,607**	**690,912**	**690,912**	**160,304**	**777,251**	**86,339**	**12.5%**
OPERATING EXPENSES							
Contracted Services		-	-	-	-	-0	0.0%
Transfers Out	87,047	339,455	339,455	248	638,743	299,288	88.2%
Debt Service Payments	27,501	27,537	27,537	54,802	-	-27,537	100.0%
TOTAL OPERATING EXPENSE	**114,548**	**366,992**	**366,992**	**55,050**	**638,743**	**271,751**	**74.0%**
NET BUDGETARY RESULT	(23,942)	323,920	323,920	105,254	138,508		
Addition/(Use) of Reserves	(23,942)	323,920	323,920	105,254	138,508		
Beginning Fund Balance (Estimated)	16,379	-7,563	-7,563	-7,563	97,691		
Ending Fund Balance (Estimated)	(7,563)	316,357	316,357	97,691	236,199		

Park In-Lieu Fees Fund 212				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		**4**	**638,743**	**638,743**
4999 - Transfers Out				
from Park in-lieu fees	0411-73.00 AmeriCorps Trail Extension - Park Improvement Fund	1	200,000	200,000
Sonoma County Ag&Open Space grant	0411-73.00 AmeriCorps Trail Extension - Park Improvement Fund (Sonoma Co.)	1	126,943	126,943
Prop 68	0416-95.00 Ives Park Pathway Replacement and ADA Upgrade (Segment 1)			-
	0423.20.10 Trail Connection -Tomodachi Park to west property line -Park Imp Fund	1	-	-
	Burbank Farm ADA Path and Restroom facility	1	311,800	311,800
	Pay back Measure M borrowed in FY 23/24		-	-
Total 4999 - Transfers Out		**4**	**638,743**	**638,743**

TRAFFIC IMPACT FEE FUND 213

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Charges for Services	12,214	389,109	389,109	117,500	454,728	65,619	16.9%
Interest & Rents	7,424	1,800	1,800	8,000	4,000	2,200	122.2%
Transfer in		-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	**19,638**	**390,909**	**390,909**	**125,500**	**458,728**	**67,819**	**17.3%**
OPERATING EXPENSES							
Contract Services		-	-	-		-0	0.0%
Transfers Out	112,816	209,830	209,830	105,350	108,320	-101,510	48.4%
Staff Support Reimbursement (Local Match)	-	27,622	27,622	3,178	24,444	-3,178	11.5%
TOTAL OPERATING EXPENSE	**112,816**	**237,452**	**237,452**	**108,528**	**132,764**	**-104,688**	**44.1%**
NET BUDGETARY RESULT	(93,178)	153,457	153,457	16,972	325,964		
Addition/(Use) of Reserves	(93,178)	153,457	153,457	16,972	325,964		
Beginning Fund Balance (Estimated)	176,042	82,864	82,864	82,864	99,836		
Ending Fund Balance (Estimated)	82,864	236,321	236,321	99,836	425,800		

Traffic Impact Fund 213				
Object Details				
Object	**Worksheet Description**	**Worksheet Quantity**	**Worksheet Unit Price**	**Worksheet Total**
Grand Total		**7**	**132,764**	**157,208**
4999 - Transfers Out				
4999 - Transfers Out for Planning staff reimbursement	Main Street Planning and Redesign Project (note: this is not a CIP but in Planning project budget-11.47% local match $27,622 staff in-kind) for Sustainable Transportation Planning grant	1	24,444	24,444
Total -staff reimbursement				24,444
4999 Transfers Out	Active Transportation Plan Update (Planning project budget-part of local match $7,800)	1	-	-
	0131-23.01 Bodega Ave. Guardrails HSIP 1	1	-	-
	0132-23.02 SR116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker-HSIP local match	1	67,880	67,880
	0134-24 Covert Lane/Zimpher Dr Crossing Improvements local match for design-HSIP3	1	40,440	40,440
	0135-4.02 Sunset/Johnson St Pedestrian Crossing Enhancements	1	-	-
4999 - Transfers Out	0113-16.00 Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek	1	-	-
Total 4999 - Transfers Out			**108,320**	**108,320**

UNDERGROUND UTILITIES FEE FUND 214

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	8,413	4,500	4,500	15,000	15,000	10,500	233.3%
Utility Undergrounding Fees		-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	**8,413**	**4,500**	**4,500**	**15,000**	**15,000**	**10,500**	**233.3%**
OPERATING EXPENSES							
Transfer Out	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**-**	**-0**	**0.0%**
NET BUDGETARY RESULT	8,413	4,500	4,500	15,000	15,000		
Addition/(Use) of Reserves	8,413	4,500	4,500	15,000	15,000		
Beginning Fund Balance (Estimated)	240,818	249,231	249,231	249,231	264,231		
Ending Fund Balance (Estimated)	249,231	253,731	253,731	264,231	279,231		

COMMUNITY DEVELOPMENT BLOCK GRANT - ADA FUND 216

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	39,811	45,000	45,000	76,000	138,200	93,200	207.1%
Interest & Rents	3,566	-0	-0	2,000	2,000	2,000	0.0%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	**43,378**	**45,000**	**45,000**	**78,000**	**140,200**	**95,200**	**211.6%**
OPERATING EXPENSES							
Transfers Out	-	5,000	-	68,000	138,200	138,200	0.0%
Transfers Out - Staff Support	95,882	40,000	45,000	8,000	-	-45,000	100.0%
TOTAL OPERATING EXPENSE	**95,882**	**45,000**	**45,000**	**76,000**	**138,200**	**93,200**	**-207.1%**
NET BUDGETARY RESULT	(52,504)	-	-	2,000	2,000		
Addition/(Use) of Reserves	(52,504)	-	-	2,000	2,000		
Beginning Fund Balance (Estimated)	74,842	22,338	22,338	22,338	24,338		
Ending Fund Balance (Estimated)	22,338	22,338	22,338	24,338	26,338		

Community Development Block Grant - ADA Fund 216				
Object Details				
Object	**Worksheet Description**	**Worksheet Quantity**	**Worksheet Unit Price**	**Worksheet Total**
Grand Total		**2**	**-**	**-**
4999 - Transfers Out				
	0213-20.05 Youth Annex ADA Upgrades	1	-	-
	0214-20.07 City Hall ADA Upgrades	1	-	-
	0214-20.07 City Hall ADA Upgrades Public Works staff support (reimbursed)			
	0413-78.00 Burbank Farm ADA Path and Restroom Facility	1	138,200	138,200
Total 4999 - Transfers Out		**3**	**138,200**	**138,200**

ROAD MAINTENANCE & REHAB (SB1) FUND 217

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Sales Tax	175,941	194,800	194,800	189,950	218,537	23,737	12.2%
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	5,631	5,000	5,000	20,000	17,000	12,000	240.0%
TOTAL REVENUE	**181,572**	**199,800**	**199,800**	**209,950**	**235,537**	**35,737**	**17.9%**
OPERATING EXPENSES							
Contracted Services		-	-	-		-0	0.0%
Transfers Out	22,100	61,700	61,700	80,200	350,000	288,300	-467.3%
TOTAL OPERATING EXPENSE	**22,100**	**61,700**	**61,700**	**80,200**	**350,000**	**288,300**	**-467.3%**
NET BUDGETARY RESULT	159,472	138,100	138,100	129,750	(114,463)		
Addition/(Use) of Reserves	159,472	138,100	138,100	129,750	(114,463)		
Beginning Fund Balance (Estimated)	153,834	313,306	313,306	313,306	443,056		
Ending Fund Balance (Estimated)	313,306	451,406	451,406	443,056	328,593		

Road Maintenance SB1 Fund 217				
Object Details				
Object	**Worksheet Description**	**Worksheet Quantity**	**Worksheet Unit Price**	**Worksheet Total**
Grand Total		**3**	**-**	**-**
4999 - Transfers Out				
	0131-23.01 NEW: Bodega Ave. Guardrails at City Limits	1	-	-
	0132-23.02 NEW: SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, and Walker	1	-	-
	1000-19.01 SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence & Bodega/Robinson	1	-	-
	0514-22.06 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 2	1	200,000	200,000
	0521-25.05 Various Streets Pavement Projects	1	150,000	150,000
Total 4999 - Transfers Out		**6**	**350,000**	**350,000**

GENERAL GOVERNMENTAL FACILITIES FEE FUND 219

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	74	-0	-0	500	1,000	1,000	0.0%
Charges for Services	3,017	150,850	150,850	-0	136,272	-14,578	-9.7%
TOTAL REVENUE	**3,091**	**150,850**	**150,850**	**500**	**137,272**	**-13,578**	**-9.0%**
OPERATING EXPENSES							
Transfer Out	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
NET BUDGETARY RESULT	3,091	150,850	150,850	500	137,272	(13,578)	-9.0%
Addition/(Use) of Reserves	3,091	150,850	150,850	500	137,272		
Beginning Fund Balance (Estimated)	2,972	6,063	6,063	6,063	6,563		
Ending Fund Balance (Estimated)	6,063	156,913	156,913	6,563	143,835		

FIRE FACILITIES FEE FUND 220

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	11	100	100	250	1,000	900	900.0%
Charges for Services	2,000	40,000	40,000	-0	138,082	98,082	245.2%
TOTAL REVENUE	**2,011**	**40,100**	**40,100**	**250**	**139,082**	**98,982**	**246.8%**
OPERATING EXPENSES							
Transfer Out	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
NET BUDGETARY RESULT	2,011	40,100	40,100	250	139,082	98,982	246.8%
Addition/(Use) of Reserves	2,011	40,100	40,100	250	139,082		
Beginning Fund Balance (Estimated)	985	2,996	2,996	2,996	3,246		
Ending Fund Balance (Estimated)	2,996	43,096	43,096	3,246	142,328		

STORMWATER FACILITIES FEE FUND 221

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	125	1,000	1,000	1,000	1,000	-0	0.0%
Charges for Services	9,428	144,000	144,000	7,000	59,940	-84,060	-58.4%
TOTAL REVENUE	**9,553**	**145,000**	**145,000**	**8,000**	**60,940**	**-84,060**	**-58.0%**
OPERATING EXPENSES							
Transfer Out	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
NET BUDGETARY RESULT	9,553	145,000	145,000	8,000	60,940	(84,060)	-58.0%
Addition/(Use) of Reserves	9,553	145,000	145,000	8,000	60,940		
Beginning Fund Balance (Estimated)	6,335	15,888	15,888	15,888	23,888		
Ending Fund Balance (Estimated)	15,888	160,888	160,888	23,888	84,828		

HUMAN SERVICES & COMMUNITY FUND 233

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	335	200	200	1,200	1,200	1,000	500.0%
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
Miscellaneous Revenue	750	800	800	700	700	-100	-12.5%
TOTAL REVENUE	**1,085**	**1,000**	**1,000**	**1,900**	**1,900**	**900**	**90.0%**
OPERATING EXPENSES							
Contracted Services	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
NET BUDGETARY RESULT	1,085	1,000	1,000	1,900	1,900		
Addition/(Use) of Reserves	1,085	1,000	1,000	1,900	1,900		
Beginning Fund Balance (Estimated)	10,049	11,134	11,134	11,134	13,034		
Ending Fund Balance (Estimated)	11,134	12,134	12,134	13,034	14,934		

WELLNESS/MENTAL HEALTH FUND 240

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	2,849	-0	-0	-0		-0	0.0%
Interest Income	346	-0	-0	1,200	-0	-0	0.0%
TOTAL REVENUE	**3,195**	**-0**	**-0**	**1,200**	**-0**	**-0**	**0.0%**
OPERATING EXPENSES							
Contracted Services	-	-	-			-0	0.0%
Services & Supplies	-	-	-		18,900	18,900	0.0%
Conference & Training Expense	-	-	-			-0	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**18,900**	**18,900**	**0.0%**
NET BUDGETARY RESULT	3,195	-	-	1,200	(18,900)	-18,900	0.0%
Addition/(Use) of Reserves	3,195	-	-	1,200	(18,900)		
Beginning Fund Balance (Estimated)	14,526	-17,721	17,721	17,721	18,921		
Ending Fund Balance (Estimated)	17,721	(17,721)	17,721	18,921	21		

GO SONOMA ROADS FUND 241

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Actual	2025-26 Proposed Budget	$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Sales Tax	-0	-0	-0	37,385	142,174	142,174	0.0%
Intergovernmental Revenues	-0	-0	-0		-0	-0	0.0%
Interest & Rents	-0	-0	-0		-0	-0	0.0%
TOTAL REVENUE	**-0**	**-0**	**-0**	**37,385**	**142,174**	**142,174**	**0.0%**
OPERATING EXPENSES							
Transfers Out	-0	-0	-0	-	150,000	150,000	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**-**	**150,000**	**-0**	**0.0%**
NET BUDGETARY RESULT	-	-	-	37,385	(7,826)		
Addition/(Use) of Reserves	-	-	-	37,385	(7,826)		
Beginning Fund Balance (Estimated)	0	-0	-0	-0	37,385		
Ending Fund Balance (Estimated)	-	-	-	37,385	29,559		

Go Sonoma Road Fund 241				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		**1**	**150,000**	**150,000**
4999 - Transfers Out				
	0514-22.06 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 2	-	-	-
	0520-22.09 Various Streets Pavement Projects	1	150,000	150,000
Total 4999 - Transfers Out		**1**	**150,000**	**150,000**

SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) 245

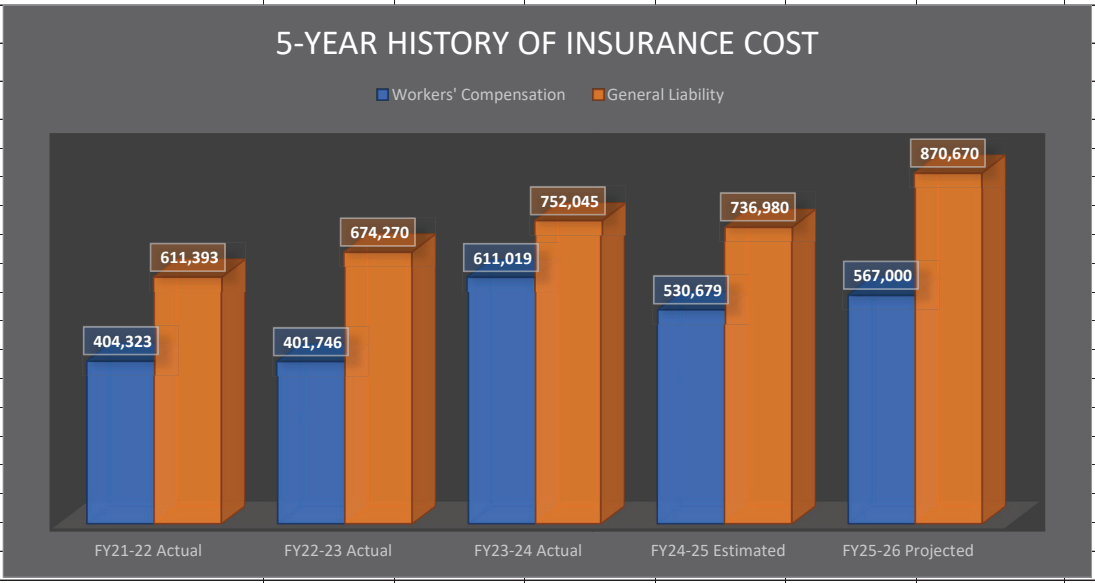
DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Actual	2025-26 Proposed Budget	$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Sales Tax	-0	-0	-0	-0	-0	-0	0.0%
Intergovernmental Revenues	-0	-0	-0	13,295	46,705	46,705	0.0%
Interest & Rents	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	**-0**	**-0**	**-0**	**13,295**	**46,705**	**46,705**	**0.0%**
OPERATING EXPENSES							
Transfers Out	-0	-0	-0	-	-	-0	0.0%
Staff Time Reimbursement	-0	-0	-0	295	46,705	46,705	0.0%
Capital Outlay	-0	-0	-0	13,000	-	-0	0.0%
TOTAL OPERATING EXPENSE	**-**	**-**	**-**	**13,295**	**46,705**	**-13,295**	**0.0%**
NET BUDGETARY RESULT	-	-	-	-	-		
Addition/(Use) of Reserves	-	-	-	-	-		
Beginning Fund Balance (Estimated)	0	-0	-0	-0	-0		
Ending Fund Balance (Estimated)	-	-	-	-	-		

MEASURE H - FIRE SERVICES FUND 248

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Sales Tax	-0	600,000	600,000	782,000	-0	-600,000	-100.0%
Transfers In	-0	-0	-0			-0	0.0%
TOTAL REVENUE	**-0**	**600,000**	**600,000**	**782,000**	**-0**	**-600,000**	**-100.0%**
OPERATING EXPENSES							
Salaries	-	-	80,781	18,000	-	-80,781	100.0%
Benefits	-	-	36,436	2,760	-	-36,436	100.0%
Contracted Services	-	60,000	70,000	63,573	228,280	158,280	-226.1%
Debt Service	-	238,051	469,387	469,387	-	-469,387	100.0%
TOTAL OPERATING EXPENSE	**-**	**298,051**	**656,604**	**553,720**	**228,280**	**428,324**	**-65.2%**
NET BUDGETARY RESULT	-	301,949	(56,604)	228,280	(228,280)		
Addition/(Use) of Reserves	-	301,949	(56,604)	228,280	(228,280)		
Beginning Fund Balance (Estimated)	-0	-0	-0	-0	228,280		
Ending Fund Balance (Estimated)	-	301,949	(56,604)	228,280	-		

INSURANCE FUND - FUND 601

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
G & A Allocation	1,363,064	1,243,750	1,243,750	1,267,659	1,437,670	193,920	15.6%
TOTAL REVENUE	1,363,064	1,243,750	1,243,750	1,267,659	1,437,670	193,920	15.6%
OPERATING EXPENSES							
Insurance Premium	1,363,064	1,243,750	1,243,750	1,267,659	1,437,670	193,920	15.6%
Contracted Services	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	1,363,064	1,243,750	1,243,750	1,267,659	1,437,670	193,920	15.6%
NET BUDGETARY RESULT	-	-	-	-	-		
Addition/(Use) of Reserves	-	-	-	-	-		
Beginning Fund Balance (Estimated)	1,051	1,051	1,051	1,051	1,051		
Ending Fund Balance (Estimated)	1,051	1,051	1,051	1,051	1,051		



Insurance Fund
Budget Expenditures

Detail - Workers' Compensation Insurance

Account Number		2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
3997 - Allocated Wrkrs Comp Insurance	[1]	611,019	525,100	525,100	530,679	567,000	41,900	8.0%
4190 - Worker's Compensation Premium	[2]	589,912	503,000	503,000	525,679	552,000	49,000	9.7%
4191 - Worker's Compensation Deductible	[2]	21,107	22,100	22,100	5,000	15,000	(7,100)	-32.1%
TOTAL		-	-	-	-	-	-	**0.0%**

Detail - Liability Insurance

3996 - Allocated Liability Insurance	[1]	752,045	718,650	718,650	736,980	870,670	152,020	21.2%
4192 - Liability Premium	[2]	528,020	467,000	467,000	460,468	552,560	85,560	18.3%
4193 - Liability Deductible	[2]	27,039	23,500	23,500	23,500	28,200	4,700	20.0%
4194 - Environmental Pollution Ins	[2]	1,650	1,900	1,900	2,069	2,275	375	19.7%
4195 - Cyber Risk & Safety Services	[2]	10,360	12,000	12,000	19,125	21,035	9,035	75.3%
4196 - Property Premium	[2]	124,972	143,750	143,750	161,811	186,100	42,350	29.5%
4198 - Earthquake & Flood	[2]	60,004	70,500	70,500	70,007	80,500	10,000	14.2%
TOTAL		-	-	-	-	-	-	**0.0%**

[1.] The allocated funds will be distributed across all departments

[2.] Insurance premium cost

WATER/WASTEWATER ENTERPRISE FUNDS

Mission Statement

The Public Works/Engineering Department is committed to safeguarding the health and well-being of our community by delivering exceptionally safe and sustainable water and wastewater services. Providing clean, reliable drinking water and efficient wastewater management is our top priority while implementing innovative economic solutions and environmentally responsible practices.

Major Accomplishments in 2024-25:

- ✓ Maintained regulatory compliance with water, sewer, storm water, and air quality standards
- ✓ Maintained City facilities, generators, and mechanical equipment per long term maintenance plan
- ✓ Maintained Cal/OSHA regulatory compliance safety and training policies program
- ✓ Implemented sewer system televising inspection and maintenance plan
- ✓ Continued to improve the physical and financial condition of the water and sewer systems
- ✓ Initiated the Water System Master Plan Update

Goals and Objectives for 2025-26:

- ❖ Protect the health and welfare of the community by ensuring continuous uninterrupted operation of the water and wastewater distribution systems
- ❖ Provide economic maintenance, repair, and replacement of the water and wastewater transmission systems and infrastructure
- ❖ Continue regulatory compliance with water, sewer, storm water, and air quality standards
- ❖ Finalize the Water System Master Plan Update
- ❖ Initiate the analysis for replacing municipal Well #4
- ❖ Initiate the Sewer System Master Plan Update

WATER OPERATING FUND - 500
FINANCIAL REPORTING

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
OPERATING REVENUE							
Usage Charges - Single Family	1,343,048	3,189,700	1,690,541	1,690,500	1,764,321	73,780	4.4%
Usage Charges - Commerical	895,366	-0	1,447,159	1,446,700	1,510,087	62,928	4.3%
Usage Charges - Water Tower	-0	-0	52,000	52,000	54,500	2,500	4.8%
Interest Income	82,780	75,000	75,000	75,000	75,000	-	0.0%
Construction Hydrant	500	2,160	2,160	-0	-0	(2,160)	-100.0%
Backflow Inspections		650	650	-0	-0	(650)	-100.0%
New Service Fee	8,700	36,600	36,600	10,000	10,000	(26,600)	-72.7%
Water Meter Sales	190	8,600	8,600	-0	-0	(8,600)	-100.0%
Penalties	21,591	15,000	15,000	20,000	20,000	5,000	33.3%
Other Charges	279	2,145	2,145	-0	-0	(2,145)	-100.0%
Insurance Claims	515	-0	-0	-0	-0	-	0.0%
Miscellaneous Income	155,392	43,000	43,000	44,000	44,000	1,000	2.3%
TOTAL REVENUE	**2,508,361**	**3,372,855**	**3,372,855**	**3,338,200**	**3,477,908**	**105,053**	**3.1%**
OPERATING EXPENDITURE							
Salaries & Wages	319,666	357,977	374,777	354,870	370,268	(4,509)	-1.2%
Benefits	158,712	223,277	223,967	200,870	244,830	20,863	9.3%
Contracted Services	338,990	255,820	255,820	261,320	328,800	72,980	28.5%
Services & Supplies	161,691	225,550	225,550	228,050	222,490	(3,060)	-1.4%
Conference & Training Expense	2,865	5,000	5,000	5,000	5,000	-	0.0%
Utilities	203,566	254,600	254,600	312,000	317,350	62,750	24.6%
Allocated Insurance	90,730	79,530	79,530	79,530	104,755	25,225	31.7%
Capital Outlay	-	27,750	27,750	27,750	160,500	132,750	478.4%
Debt Service Payments	380,175	318,656	385,856	383,228	252,657	(133,199)	-34.5%
Cost Allocation Plan	1,261,493	852,863	852,863	852,863	845,358	(7,505)	-0.9%
Transfers Out	940,341	120,000	120,000	21,530	115,000	(5,000)	-4.2%
TOTAL EXPENDITURES	**3,858,228**	**2,721,023**	**2,805,713**	**2,727,011**	**2,967,008**	**161,295**	**5.7%**
Net Surplus/(Deficit)	**(1,349,867)**	**651,832**	**567,142**	**611,189**	**510,900**		
Beginning Cash Balance	1,880,487	533,941	533,941	533,941	1,145,130		
Ending Cash Balance	**533,941**	**1,185,773**	**1,101,083**	**1,145,130**	**1,656,030**		
RESERVE							
Policy Reserve Level (25%)	**964,557**	**680,256**	**701,428**	**681,753**	**741,752**		
Actual Reserve Level	**13.8%**	**43.6%**	**39.2%**	**42.0%**	**55.8%**		

Detail - Water Operation Fund - 500
Budget Expenditures

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	280,059	327,277	334,022	310,380	345,813	11,791	3.5%
4012 - Overtime	21,691	21,000	21,000	23,340	24,500	3,500	16.7%
4013 - Standby/Shift	11,165	9,700	11,015	13,500	14,200	3,185	28.9%
4090 - Vacancy Savings	-	-	-	-	(14,245)	(14,245)	0.0%
4023 - One Time Payment	6,750	-	8,740	7,650	-	(8,740)	-100.0%
Total Salaries & Wages	**319,666**	**357,977**	**374,777**	**354,870**	**370,268**	**(4,509)**	**-1.2%**
Benefits							
4101 - Health in Lieu	1,588	-	-	-	-	-	0.0%
4102 - Uniform Allowance	2,750	3,500	3,500	2,550		(3,500)	-100.0%
4105 - Medicare & Fica	4,724	4,746	4,746	5,280	5,014	268	5.6%
4110 - CalPERS Employer Rate	62,681	32,099	32,789	29,000	33,983	1,194	3.6%
4111 - CalPERS UAL Cost	-	60,770	60,770	60,825	73,475	12,705	20.9%
4130 - Health Insurance	75,118	106,027	106,027	91,000	115,634	9,607	9.1%
4150 - Dental Insurance	9,258	10,840	10,840	9,375	11,067	227	2.1%
4151 - Vision Insurance	980	1,136	1,136	1,050	1,088	(48)	-4.2%
4181 - Long Term Disability Insurance	918	2,684	2,684	1,025	2,982	298	11.1%
4182 - Short Term Disability Insurance	364	431	431	395	497	66	15.3%
4183 - EAP (Employee Asst Prog)	98	315	315	110	280	(35)	-11.1%
4184 - Life Insurance	233	729	729	260	810	81	11.1%
Total Benefits	**158,712**	**223,277**	**223,967**	**200,870**	**244,830**	**20,863**	**9.3%**
Contracted Services							
4210 - Professional Contract Services	326,001	243,320	243,320	243,320	310,800	67,480	27.7%
4211 - Banking Fees	12,989	12,500	12,500	18,000	18,000	5,500	44.0%
Total Contracted Services	**338,990**	**255,820**	**255,820**	**261,320**	**328,800**	**72,980**	**28.5%**
Services & Supplies							
4301 - Bad Debt Expense	13,205	10,000	10,000	2,500	5,000	(5,000)	-50.0%
4310 - Office Supplies	-	1,500	1,500	1,500	1,500	-	0.0%
4330 - Misc Supplies & Services	135,827	180,650	180,650	190,650	182,090	1,440	0.8%
4332 - Janitorial & Safety Supplies	15	1,200	1,200	1,200	1,200	-	0.0%
4361 - Meter Replacement Program	2,516	7,500	7,500	7,500	7,500	-	0.0%
4365 - Fire Hydrant Replacement Program	9,445	9,500	9,500	9,500	10,000	500	5.3%
4366 - Backflow Prevention Program	634	5,200	5,200	5,200	5,200	-	0.0%
4380 - Vehicle Maintenance	48	10,000	10,000	10,000	10,000	-	0.0%
Total Services & Supplies	**161,691**	**225,550**	**225,550**	**228,050**	**222,490**	**(3,060)**	**-1.4%**
Conference & Training Expense							
4510 - Conference & Training	1,327	3,000	3,000	3,000	3,000	-	0.0%
4515 - Meetings & Travel	1,538	2,000	2,000	2,000	2,000	-	0.0%
Total Conference & Training Expense	**2,865**	**5,000**	**5,000**	**5,000**	**5,000**	**-**	**0.0%**
Utilities							
4710 - Utilities - Gas & Electric	197,837	247,250	247,250	305,000	310,000	62,750	25.4%
4750 - Telecommunications	5,729	7,350	7,350	7,000	7,350	-	0.0%
Total Utilities	**203,566**	**254,600**	**254,600**	**312,000**	**317,350**	**62,750**	**24.6%**
Allocated Insurance | Others							
4996 - Allocated Liability Insurance	59,559	51,825	51,825	51,825	71,485	19,660	37.9%
4997 - Allocated Wrkrs Comp Insurance	31,171	27,705	27,705	27,705	33,270	5,565	20.1%
4998 - Cost Allocation Plan (CAP)	1,261,493	852,863	852,863	852,863	845,358	(7,505)	-0.9%
4999 - Transfers Out	940,341	120,000	120,000	21,530	115,000	(5,000)	-4.2%
5100 - Capital Outlay		27,750	27,750	27,750	160,500	132,750	478.4%
Total Allocated Insurance | Others	**2,292,564**	**1,080,143**	**1,080,143**	**981,673**	**1,225,613**	**145,470**	**13.5%**
Debt Service							
6100 - Principal	323,576	266,477	333,677	331,001	198,633	(135,044)	-40.5%
6200 - Interest	56,599	52,179	52,179	52,227	54,024	1,845	3.5%
Total Debt Service	**380,175**	**318,656**	**385,856**	**383,228**	**252,657**	**(133,199)**	**-34.5%**
TOTAL	**3,858,228**	**2,721,023**	**2,805,713**	**2,727,011**	**2,967,008**	**161,295**	**5.7%**

Water Fund - 500				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**768,390**	**30**	**768,390**
4210 - Professional Contract Services				
4210 - Professional Contract Services	Asset Management Softwear Maintenance Contract	3,050	1	3,050
4210 - Professional Contract Services	Groundwater Sustainability Agency Participation Annual Fees (GSA)	57,330	1	57,330
4210 - Professional Contract Services	LSL Field Inventory Audit Compliance Reporting	35,000	1	35,000
4210 - Professional Contract Services	Portable Generator Service and Testing	2,520	1	2,520
4210 - Professional Contract Services	Reservoir Cathotic Protection Inspections	5,600	1	5,600
4210 - Professional Contract Services	Reservoir Cathotic Protection Repairs	4,500	1	4,500
4210 - Professional Contract Services	Reservoir Tree Maintenance and Replacement	8,000	1	8,000
4210 - Professional Contract Services	Well 4 Tree Removals per arborist safety report	50,000	1	50,000
4210 - Professional Contract Services	Solar Array Inspections, Maintenance and Replacement	3,500	1	3,500
4210 - Professional Contract Services	Water Facilities Repairs and Maintenance	15,500	1	15,500
4210 - Professional Contract Services	Water System Engineering Services	10,000	1	10,000
4210 - Professional Contract Services	Water System Leak Detection Surveys	4,500	1	4,500
4210 - Professional Contract Services	Well 7 Media Replacement (carryover)	102,000	1	102,000
4210 - Professional Contract Services	Water Well Level Monitoring	9,300	1	9,300
Total 4210 - Professional Contract Services		**310,800**	**14**	**310,800**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	California Environmental Reporting System (CERS) Fees	1,350	1	1,350
4330 - Misc Supplies & Services	Certified Unified Program Agencies (CUPS) Reporting Fees	1,350	1	1,350
4330 - Misc Supplies & Services	Consumer Confidence Annual Report Printing	750	1	750
4330 - Misc Supplies & Services	OSHA Safety Compliance Supplies	4,200	1	4,200
4330 - Misc Supplies & Services	State Water Resources Control Board Regulation Oversight	19,900	1	19,900
4330 - Misc Supplies & Services	Water System Infrastructure Maintenance and Repairs	42,900	1	42,900
4330 - Misc Supplies & Services	Water System Regulatory Water Quality Testing	101,640	1	101,640
4330 - Misc Supplies & Services	Utility Billing Mailout	10,000	1	10,000
Total 4330 - Misc Supplies & Services		**182,090**	**8**	**182,090**
4999 - Transfers out				
4999 - Transfers Out	0819-21.01 Parquet Street Water Line Repl Project	-	1	-
4999 - Transfers Out	0821-23.09 Water System Master Plan Update	**115,000**	1	115,000
4999 - Transfers Out	0822-24.06 Well 4 Replacement Project	-	**1**	-
Total 4999 - Transfers Out		**115,000**	**3**	**115,000**
5100 - Capital Outlay				
5100 - Capital Outlay	Well 4 Pump Motor Variable Speed Drive Replacement	25,500	1	25,500
5100 - Capital Outlay	Well 6 Pump Motor Variable Speed Drive Replacement (2)	25,000	1	25,000
5100 - Capital Outlay	1/4 Ton Pickup truck-(split-3ways Str/Water/Sewer)	14,000	1	14,000
5100 - Capital Outlay	Well 6 & 8 Roof Repairs/ Replacement	42,000	1	42,000
5100 - Capital Outlay	Backhoe Tractor-(split-3ways Str/Water/Sewer)	54,000	1	54,000
Total 5100 - Capital Outlay		**160,500**	**5**	**160,500**
Debt Service				
Debt service - Principal	Infrastructure Lease	65,059	-	-
Debt service - Interest	Infrastructure Lease	2,555	-	-
Debt service - Principal	Well#7	62,049	1	62,049
Debt service - Interest	Well#7	22,016	1	22,016
Debt service - Principal	Energy Project Lease	136,584	1	136,584
Debt service - Interest	Energy Project Lease	32,008	1	32,008
Total xxxx - Debt Service		**320,271**	**4**	**252,657**

WATER CAPITAL FUND - 501
FINANCIAL REPORTING

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
OPERATING REVENUE							
Interest Income	-0	-0	-0	-0	-0	-	0.00%
Transfers In	937,849	120,000	120,000	21,530	115,000	(5,000)	-4.17%
TOTAL REVENUE	**937,849**	**120,000**	**120,000**	**21,530**	**115,000**	**(5,000)**	**-4.17%**
OPERATING EXPENDITURE							
Capital Projects	933,555	120,000	120,000	21,530	115,000	(5,000)	4.17%
						-	0.00%
TOTAL EXPENDITURES	**933,555**	**120,000**	**120,000**	**21,530**	**115,000**	**(5,000)**	**4.17%**
Net Surplus/(Deficit)	**4,294**	-	-	-	-		
Beginning Cash Balance	131,927	184,801	184,801	184,801	0		
Transfer To Water Connection Fund	-	(44,787)	(44,787)	(44,787)	-		
Ending Cash Balance	**184,801**	**0**	**0**	**0**	**0**		

Water Capital Fund - 501				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**515,000**	**2**	**115,000**
Capital Projects				
CIP Project	0819-21.01 Parquet Street Water Line Repl Project	-	1	-
CIP Project	0821-23.09 Water System Master Plan Update	115,000	1	115,000
CIP Project	0822-24.06 Well 4 Replacement Project (Placehoder)	400,000	0	-
				-
Total - Capital Projects		**515,000**	**2**	**$ 115,000**
Water Replacement Fund set-aside	Per Water Model scenario	**357,315**	1	**$ 357,315**

WATER CONNECTION FEE FUND - 502
FINANCIAL REPORTING

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
OPERATING REVENUE							
Connection Fee	7,956	-0	-0	107,150	413,840	413,840	0.00%
Transfers In	-0	-0	-0	-0	-0	-	0.00%
TOTAL REVENUE	**7,956**	**-0**	**-0**	**107,150**	**413,840**	**413,840**	**-**
OPERATING EXPENDITURE							
Capital Projects	-	-	-	-	-	-	0.00%
Transfer out	7,956	-	-	-	-		
						-	0.00%
TOTAL EXPENDITURES	**7,956**	**-**	**-**	**-**	**-**	**-**	**-**
Net Surplus/(Deficit)	-	-	-	**107,150**	**413,840**		
Beginning Working Capital Balance	-0	44,787	44,787	44,787	151,937		
Ending Working Capital Balance	**-**	**44,787**	**44,787**	**151,937**	**565,777**		

WASTEWATER FUND - 510
FINANCIAL REPORTING

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
OPERATING REVENUE							
Usage Charges - Single Family	2,813,939	4,647,523	2,277,286	2,277,286	2,535,849	258,563	11.4%
Usage Charges - Commerical	-0	-0	2,370,237	2,370,237	2,639,354	269,117	11.4%
Interest Income	20,194	-0	-0	20,000	20,000	20,000	0.0%
Penalties	15,153	2,500	2,500	20,000	20,000	17,500	700.0%
Insurance Claims	-0	8,729	8,729	-0	-0	(8,729)	-100.0%
Miscellaneous Income	32,552	1,000	1,000	-0	-0	(1,000)	-100.0%
Transfers In	-0	-0	-0	-0	-0	-	0.0%
TOTAL REVENUE	**2,881,838**	**4,659,752**	**4,659,752**	**4,687,523**	**5,215,203**	**555,451**	**11.9%**
OPERATING EXPENDITURE							
Salaries & Wages	282,963	306,893	322,383	293,650	325,142	2,759	0.9%
Benefits	139,103	194,999	195,644	175,140	219,286	23,642	12.1%
Contracted Services	84,665	118,050	118,050	123,925	129,550	11,500	9.7%
Subregional O&M	1,952,842	2,118,435	2,118,435	2,118,435	1,953,889	(164,546)	-7.8%
Services & Supplies	60,826	105,700	105,700	106,700	107,000	1,300	1.2%
Conference & Training Expense	8,458	8,000	8,000	8,000	8,000	-	0.0%
Utilities	63,567	81,352	81,352	59,400	65,198	(16,154)	-19.9%
Allocated Insurance	68,625	55,735	55,735	55,735	68,905	13,170	23.6%
Capital Outlay	-	-	-	-	148,000	148,000	0.0%
Debt Service Payments	181,237	178,656	237,456	242,139	119,888	(117,568)	-49.5%
Cost Allocation Plan	1,041,462	908,934	908,934	908,934	950,965	42,031	4.6%
4999 - Transfers Out	800,532	32,000	32,000	32,606	187,000	155,000	484.4%
TOTAL EXPENDITURES	**4,684,280**	**4,108,755**	**4,183,690**	**4,124,664**	**4,282,823**	**99,133**	**2.4%**
Net Surplus/(Deficit)	**(1,802,442)**	**550,997**	**476,062**	**562,859**	**932,380**		
Beginning Cash Balance	436,610	(160,210)	(160,210)	(160,210)	402,649		
Ending Cash Balance	**(160,210)**	**390,788**	**315,853**	**402,649**	**1,335,029**		
RESERVE							
Policy Reserve Level (25%)	**702,642**	**616,313**	**627,553**	**618,700**	**642,423**		
Actual Reserve Level	**-3.4%**	**9.5%**	**7.5%**	**9.8%**	**31.2%**		

Detail - Wastewater Fund 510
Budget Expenditures

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
OPERATING EXPENDITURE							
Salaries & Wages							
4010 - Salaries - Full Time	253,366	280,793	286,993	264,000	306,282	19,289	6.7%
4012 - Overtime	15,476	16,300	16,300	18,700	19,600	3,300	20.2%
4013 - Standby/Shift	8,871	9,800	11,015	10,950	11,500	485	4.4%
4090 - Vacancy Savings	-	-	-	-	(12,240)	(12,240)	0.0%
4023 - One Time Payment	5,250	-	8,075	-	-	(8,075)	-100.0%
Total Salaries & Wages	**282,963**	**306,893**	**322,383**	**293,650**	**325,142**	**2,759**	**0.9%**
Benefits							
4101 - Health in Lieu	2,276	-	-	-	-	-	0.0%
4102 - Uniform Allowance	2,280	3,050	3,050	2,500	2,300	(750)	-24.6%
4105 - Medicare & Fica	4,180	4,071	4,071	4,820	4,441	370	9.1%
4110 - CalPERS Employer Rate	61,670	28,289	28,934	25,620	30,519	1,585	5.5%
4111 - CalPERS Employer Rate-Unfunded	-	53,400	53,400	54,000	63,200	9,800	18.4%
4130 - Health Insurance	58,703	91,736	91,736	78,000	103,436	11,700	12.8%
4150 - Dental Insurance	7,772	9,373	9,373	7,900	9,934	561	6.0%
4151 - Vision Insurance	823	977	977	875	977	(0)	0.0%
4181 - Long Term Disability Insurance	800	2,684	2,684	875	2,982	298	11.1%
4182 - Short Term Disability Insurance	318	374	374	350	407	33	8.7%
4183 - EAP (Employee Asst Prog)	83	315	315	100	280	(35)	-11.1%
4184 - Life Insurance	197	729	729	100	810	81	11.1%
Total Benefits	**139,103**	**194,999**	**195,644**	**175,140**	**219,286**	**23,642**	**12.1%**
Contracted Services							
4210 - Professional Contract Services	71,676	105,550	105,550	105,550	110,250	4,700	4.5%
4210 - Subregional O&M	1,952,842	2,118,435	2,118,435	2,118,435	1,953,889	(164,546)	-7.8%
4211 - Banking Fees	12,989	12,500	12,500	18,375	19,300	6,800	54.4%
Total Contracted Services	**2,037,507**	**2,236,485**	**2,236,485**	**2,242,360**	**2,083,439**	**(153,046)**	**-6.8%**
Bad Debt Expense							
4301 - Bad Debt Expense	19,020	10,000	10,000	4,000	5,000	(5,000)	-50.0%
Total Bad Debt Expense	**19,020**	**10,000**	**10,000**	**4,000**	**5,000**	**(5,000)**	**-50.0%**
Services & Supplies							
4330 - Misc Supplies & Services	29,942	83,200	83,200	91,200	89,500	6,300	7.6%
4332 - Janitorial & Safety Supplies	29	1,500	1,500	1,500	1,500	-	0.0%
Total Services & Supplies	**29,971**	**84,700**	**84,700**	**92,700**	**91,000**	**6,300**	**7.4%**
Special Programs							
4360 - Conservation Rebate Program	-	1,000	1,000	-	1,000	-	0.0%
Total Special Programs	**-**	**1,000**	**1,000**	**-**	1,000	**-**	**0.0%**
Vehicle Expense							
4380 - Vehicle Maintenance	11,834	10,000	10,000	10,000	10,000	-	0.0%
Total Vehicle Expense	**11,834**	**10,000**	**10,000**	**10,000**	**10,000**	**-**	**0.0%**
Conference & Training Expense							
4510 - Conference & Training	5,628	5,000	5,000	5,000	5,000	-	0.0%
4515 - Meetings & Travel	2,830	3,000	3,000	3,000	3,000	-	0.0%
Total Conference & Training Expense	**8,458**	**8,000**	**8,000**	**8,000**	**8,000**	**-**	**0.0%**
Utilities							
4710 - Utilities - Gas & Electric	56,498	66,412	66,412	55,000	60,000	(6,412)	-9.7%
4711 - Utilities - City Bill	5,377	12,440	12,440	3,200	3,198	(9,242)	-74.3%
Total Utilities	**61,875**	**78,852**	**78,852**	**58,200**	**63,198**	**(15,654)**	**-19.9%**
Telecommunications							
4750 - Telecommunications	1,692	2,500	2,500	1,200	2,000	(500)	-20.0%
Total Telecommunications	**1,692**	**2,500**	**2,500**	**1,200**	**2,000**	**(500)**	**-20.0%**

Detail - Wastewater Fund 510
Budget Expenditures

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
Allocated Insurance							
4996 - Allocated Liability Insurance	41,232	29,200	29,200	29,200	40,285	11,085	38.0%
4997 - Allocated Wrkrs Comp Insurance	27,393	26,535	26,535	26,535	28,620	2,085	7.9%
Total Allocated Insurance	**68,625**	**55,735**	**55,735**	**55,735**	**68,905**	**13,170**	**23.6%**
G & A Allocation							
4998 - G & A Allocation	1,041,462	908,934	908,934	908,934	950,965	42,031	4.6%
Total G & A Allocation	**1,041,462**	**908,934**	**908,934**	**908,934**	**950,965**	**42,031**	**4.6%**
Transfers Out							
4999 - Transfers Out	800,532	32,000	32,000	32,606	187,000	155,000	484.4%
Total Transfers Out	**800,532**	**32,000**	**32,000**	**32,606**	**187,000**	**155,000**	**484.4%**
Capital Outlay							
5100 - Capital Outlay	-	-	-	-	148,000	148,000	0.0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**148,000**	**148,000**	**0.0%**
Debt Service Payments							
6100 - Principal	153,305	153,089	211,889	216,468	97,127	(114,762)	-54.2%
6200 - Interest	27,932	25,567	25,567	25,671	22,761	(2,806)	-11.0%
Total Debt Service Payments	**181,237**	**178,656**	**237,456**	**242,139**	**119,888**	**(117,568)**	**-49.5%**
TOTAL	**4,684,280**	**4,108,755**	**4,183,690**	**4,124,664**	**4,282,823**	**99,133**	**2.4%**

Sewer Fund - 510				
Object Details				
Object - Category	**Line Item Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**534,750**	**28**	**534,750**
4210 - Professional Contract Services				
4210 - Professional Contract Services		-	-	-
4210 - Professional Contract Services	Asset Management Software Maintenance Contract	3,050	1	3,050
4210 - Professional Contract Services	Electrical Performance Annual Testing	9,100	1	9,100
4210 - Professional Contract Services	Emergency Generator Maintenance and Repairs	5,900	1	5,900
4210 - Professional Contract Services	Emergency Generator Service and Testing Contract	11,000	1	11,000
4210 - Professional Contract Services	Sanitary Sewer System Engineering Services	10,000	1	10,000
4210 - Professional Contract Services	Sewer Facility Repairs and Maintenance	12,800	1	12,800
4210 - Professional Contract Services	Sewer Pump Annual Performance Testing	3,900	1	3,900
4210 - Professional Contract Services	Sewer Pump Maintenance and Repairs	10,500	1	10,500
4210 - Professional Contract Services	Sewer Pump station Inlet Gate Service and Repairs	6,000	1	6,000
4210 - Professional Contract Services	Sewer Solids Grinder Service and Repairs	6,000	1	6,000
4210 - Professional Contract Services	Sewer System Infrastructure Repairs	20,000	1	20,000
4210 - Professional Contract Services	Solar Array Maintenance Repairs and Testing	4,800	1	4,800
4210 - Professional Contract Services	Supervisory Control and Data Acquisition Annual Alarm Testing	7,200	1	7,200
Total 4210 - Professional Contract Services		**110,250**	**13**	**110,250**
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Bay Area Air Quality Facility Permitting	3,700	1	3,700
4330 - Misc Supplies & Services	California Environmental Reporting System (CERS) Fees	1,500	1	1,500
4330 - Misc Supplies & Services	Certified Unified Program Agencies (CUPS) Reporting Fees	1,500	1	1,500
4330 - Misc Supplies & Services	Clean and Televise Sewer System	35,000	1	35,000
4330 - Misc Supplies & Services	OSHA Safety Compliance Equpment	4,100	1	4,100
4330 - Misc Supplies & Services	Sewer Main Infrastructure Replacement and Repairs	15,500	1	15,500
4330 - Misc Supplies & Services	Sewer Pump Station Maintenance and Repairs	15,500	1	15,500
4330 - Misc Supplies & Services	Sewer Utility Maintenance Hole Remote Alarm monitoring	4,700	1	4,700
4330 - Misc Supplies & Services	Utility Billing Mailout	8,000	1	8,000
Total 4330 - Misc Supplies & Services		**89,500**	**9**	**89,500**
4999 - Transfers Out				
4999 - Transfers Out (CIP)	0604-37.00 Zimpher Creek Sewer Relocation Part 1 - Covert Ln Rerouting	5,000	1	5,000
4999 - Transfers Out (CIP)	0615-23.04 Sewer System Master Plan Update	157,000	1	157,000
4999 - Transfers Out (CIP)	1001-25.03 NEW: Morris Street Pump Station Repairs	25,000	1	25,000
Total 4999 - Transfers Out		**187,000**	**3**	**187,000**
5100 - Capital Outlay				
5100 - Capital Outlay	Variable Frequency Drive (VFD's)	80,000	1	80,000
5100 - Capital Outlay	1/4 Ton Pickup truck-(split-3ways Str/Water/Sewer)	14,000	1	14,000
5100 - Capital Outlay	Backhoe Tractor-(split-3ways Str/Water/Sewer)	54,000	1	54,000
Total 5100 - Capital Outlay		**148,000**	**3**	**148,000**
Debt Service				
Debt service - Principal	Infrastructure Lease	56,927	-	-
Debt service - Interest	Infrastructure Lease	2,235	-	-
Debt service - Principal	Energy Project Lease	97,127	1	97,127
Debt service - Interest	Energy Project Lease	22,761	1	22,761
Total xxxx - Debt Service		**179,050**	**2**	**119,888**

SEWER CAPITAL FUND 511
FINANCIAL REPORTING

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
OPERATING REVENUE							
3999 - Transfers In	795,096	32,000	32,000	32,606	187,000	155,000	484.4%
TOTAL REVENUE	**795,096**	**32,000**	**32,000**	**32,606**	**187,000**	**155,000**	**484.4%**
OPERATING EXPENDITURE							
Capital Projects	790,802	32,000	32,000	2,030	187,000	155,000	-484.4%
Capital Projects	-	-	-	30,576	-	-	0.0%
TOTAL EXPENDITURES	**790,802**	**32,000**	**32,000**	**32,606**	**187,000**	**155,000**	**-484.4%**
Net Surplus/(Deficit)	**4,294**	**-**	**-**	**(0)**	**-**		
Beginning Cash Balance	194,941	223,812	223,812	223,812	223,811		
Ending Fund Balance	**223,812**	**223,812**	**223,812**	**223,811**	**223,811**		

Sewer Capital Fund 511				
Object Details				
Object	**Worksheet Description**	**Worksheet Unit Price**	**Worksheet Quantity**	**Worksheet Total**
Grand Total		**187,000**	**3**	**187,000**
Description				
Capital Projects	0604-37.00 Zimpher Creek Part 1-Covert Lane Rerouting	5,000	1	5,000
Capital Projects	0615-21.01 Parquet Street Sewer Line Replacement Project	-	-	-
Capital Projects	0615-23.04 Sewer System Master Plan Update	157,000	1	157,000
Capital Projects	1001-25.03 NEW: Morris Street Pump Station Repairs	25,000	1	25,000
Total - Capital Projects		**187,000**	**3**	**187,000**

SEWER CONNECTION FEE FUND 512
FINANCIAL REPORTING

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs Adjusted Budget	% Change Adopted vs Adjusted Budget
OPERATING REVENUE							
3300 - Interest Income	-12425	0	0	9,000	10,000	10,000	0.0%
3730 - Connection Fee	2,040	227,500	227,500	36,000	245,700	18,200	8.0%
3999 - Transfers In	-0	-0	-0	-0	-0	-	0.0%
TOTAL REVENUE	**14,465**	**227,500**	**227,500**	**45,000**	**255,700**	**18,200**	**8.0%**
OPERATING EXPENDITURE							
4999 - Transfer Out	-	-	-		-	-	0.0%
TOTAL EXPENDITURES	**-**	**-**	**-**	**-**	**-**	**-**	**0.0%**
Net Surplus/(Deficit)	**14,465**	**227,500**	**227,500**	**45,000**	**255,700**		
Beginning Cash Balance	222,147	237,541	237,541	237,541	282,541		
Balance Sheet Adjustment	929	-					
Ending Fund Balance	**237,541**	**465,041**	**465,041**	**282,541**	**538,241**		

LIGHTING ASSESSMENT DISTRICT
FINANCIAL REPORT

DESCRIPTION	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year End	2025-26 Adopted Budget	$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Property Tax	127,807	128,144	128,144	128,144	140,158	12,014	9.4%
Interest & Rents	783	350	350	1,000	500	150	42.9%
TOTAL REVENUE	128,590	128,494	128,494	129,144	140,658	12,164	9.5%
OPERATING EXPENSES							
Salaries & Wages	21,722	22,150	22,150	14,815	22,530	380	1.7%
Benefits	10,376	14,830	14,830	14,492	7,848	-6,982	-47.1%
Contracted Services	7,778	8,000	8,000	8,000	8,000	-0	0.0%
Utilities	91,324	96,100	96,100	96,100	100,900	4,800	5.0%
TOTAL OPERATING EXPENSE	131,199	141,080	141,080	133,407	139,278	-1,802	-1.3%
NET BUDGETARY RESULT	(2,609)	(12,586)	(12,586)	(4,263)	1,380		
Addition/(Use) of Reserves	(2,609)	(12,586)	(12,586)	(4,263)	1,380		
Beginning Fund Balance (Estimated)	29,836	27,227	27,227	27,227	22,964		
Ending Fund Balance (Estimated)	27,227	14,641	14,641	22,964	24,344		
Actual Reserve Level	**20.8%**	**10.4%**	**10.4%**	**17.2%**	**17.5%**		

Table of Contents

Table Of Contents 1
Global Summary: Total Category Expenditures / Total Funding Sources 4

1 - Bikes, Pedestrians & Safety 5

Project #	Project	Page #
0113-16.00	Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek	6
0125-20.01	Ragle Road West Side Bicycles and Pedestrian Access	7
0131-23.01	Bodega Avenue Guardrails at City Limits	8
0132-23.02	SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker	9
0133-23.10	Sunset Ave./Taft St. Pedestrian Crossing Enhancements	10
0134-24.01	Covert Lane/Zimpher Drive Crossing Improvements	11
0135-24.02	Sunset/Johnson Street Pedestrian Crossing Enhancements	12
0136-24.03	Johnson, Morris, Eddie Lane Crosswalk and Sidewalk Improvements	13
0137-24.04	Signal at Ragle Rd and Bodega Ave	14
0138-24.05	Covert Ln & Norlee St Crosswalk ADA Ramps & Pedestr. Crossing Improvements	15
0139-25.01	**NEW: Sebastopol ATP Various Improvements**	**16**
1000-19.01	SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence and Bodega/Robinson	17

2 - Transition Plan ADA Projects 18

Project #	Project	Page #
0213-20.05	Youth Annex ADA Upgrades	19
0214-20.07	City Hall ADA Upgrades	20
0215-22.04	ADA Transition Plan Building Improvemts Environmmental Assessmt	21

3 - Housing Projects 22

Project #	Project	Page #
0300-22.07	Purchase of Market Rate Units	23

4 - Parks Projects 24

Project #	Project	Page #
0411-73.00	AmeriCorps Trail Extension Project	25
0413-78.00	Burbank Farm: ADA path and Public Restroom Facility	26
0420-22.05	**NEW: Calder Creek Naturalization Plan Phase 1 Implementation**	**27**
0423-20.10	Trail connection from Tomodachi Park to the west property line	28
0425-23.07	**NEW: Ives Park Pathway Replacement and ADA Upgrade (Segment 2)**	**29**

5 - Paving Projects 30

Project #	Project	Page #
0513-74.09	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1	31
0514-22.06	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2	32
0520-22.09	**NEW: Citywide Pavement Repairs and Repaving Program: Digouts and Repairs**	**33**
0521-25.05	**NEW: Citywide Pavement Repairs and Repaving Program: Pavement Improvements**	**34**

6 - Sewer/Wastewater Projects 35

Project #	Project	Page #
0604-37.00	Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting	36
0610-70.00	Zimpher Creek Sewer Relocation Part 2 - West End	37
0611-80.00	Zimpher Creek Sewer Relocation Part 3 - Repairs at East End	38
0615-21.01	Parquet St Sewer Line Replacemt (combined City project #1000-19.01)	39
0615-23.04	Sewer System Master Plan Update	40
0616-24.08	Wastewater System Replacement Program	41
0617-25.02	**NEW: Morris Street Sewer Pump Station Repairs**	**42**

7 - Stormwater and Flood Mitigation Projects 43

Project #	Project	Page #
0701-34.00	Calder Creek Storm Drain and Outfall Maintenance	44
0702-51.00	Zimpher Creek Storm Drain and Outfall Maintenance	45
0710-64.00	Morris Street Outfall Maintenance	46
0711-23.05	Flood Resiliency Master Plan	47
0712-23.06	Community Cultural Center Master Plan	48
0713-24.09	Fire-related Building Improvements at Community Cultural Center	49

8 - Water Projects 50

Project #	Project	Page #
0819-21.01	Parquet Street Water Line Replacement (combined City project #1000-21.01)	51
0821-23.09	Water System Master Plan Update	52
0822-24.06	**NEW: Well 4 Replacement**	**53**
0823-24.07	Water System Replacement Program	54

9 - Arts Projects 55

Project #	Project	Page #
0901-	Ned Kahn: "Sebastopol Spire"	56
0903-	City Sponsorship of New Art Project (Koan Art Piece)	57

10 - City-owned Buildings & Site Projects 58

Project #	Project	Page #
1001-25.03	**NEW: Corporation Yard Fuel Filling Station Upgrade**	**59**

1002-25.04	**NEW: Police Station Emergency Generator and Electrical Improvements**	**60**

Global Summary Report
Funding Sources for CIP Projects Only

		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT CATEGORY EXPENDITURES								
1	Bikes, Pedestrians & Safety	210,250	1,273,200	380,000	1,895,000	660,000	2,000,000	6,208,200
2	Transition Plan ADA Projects	96,820						
3	Housing Projects			410,500				410,500
4	Parks Projects	72,000	4,660,000	28,000	65,000			4,753,000
5	Paving Projects	8,000	3,576,000	500,000	500,000	500,000	500,000	5,576,000
6	Sewer/Wastewater Projects	2,030	187,000	785,000	446,775	1,242,495	627,014	3,288,284
7	Stormwater and Flood Mitigation Projects	91,000	184,000	435,000	2,420,000			3,039,000
8	Water Projects	21,530	515,000	2,900,000	300,000	300,000	600,000	4,615,000
9	Arts Projects	56,000						
10	City-owned Buildings & Site Projects		235,000					235,000
TOTALS		557,630	10,630,200	5,438,500	5,626,775	2,702,495	3,727,014	28,124,984
PROJECT FUNDING SOURCES								
000	Unfunded			943,500	3,045,000	350,000	2,000,000	6,338,500
000	Contributions		400,000					400,000
000	Loans and other Financing			2,600,000				2,600,000
001	Grant - Unsecured		3,900,000		1,275,000	260,000		5,435,000
100	General Fund		350,000					350,000
103	Bldg./Fac./Infr. Reserve	20,820	435,000	200,000	200,000	200,000	200,000	1,235,000
123	Pavement Reserve Fund	8,000						
127	2019 Flood Mitig Earmark	91,000	184,000					184,000
200	Gas Tax		150,000					150,000
201	Measure M Transportation		136,000					136,000
202	Measure M Parks	72,000	283,057					283,057
203	Art-In-Lieu Fund	56,000						
211	Transp Grant - HSIP	12,800	864,880					864,880
211	Transp Grant - District 5 Infra Funding	69,700						
211	Transp Grant - TDA3			40,000				40,000
211	Transp Grant - Go Sonoma (SCTA)		2,240,000			50,000		2,290,000
212	Park in-lieu Fees		511,800					511,800
212	Park Improvement Fund (Ag-Open Space Grant)		126,943					126,943
213	Traffic Impact Fee Fund (TIF)	47,550	108,320	270,000	60,000			438,320
216	Community Dev. Grant (CDBG)	76,000	138,200					138,200
217	SB 1 Road Maintenance & Rehab	80,200	350,000	150,000	150,000	150,000	150,000	950,000
241	Go Sonoma Roads - GSR		150,000	150,000	150,000	150,000	150,000	750,000
501	Water Capital Fund	21,530	115,000	300,000	300,000	300,000	600,000	1,615,000
511	Sewer Capital Fund	2,030	187,000	785,000	446,775	1,242,495	627,014	3,288,284
TOTALS		557,630	10,630,200	5,438,500	5,626,775	2,702,495	3,727,014	28,124,984

Category Summary Report

1 - Bikes, Pedestrians & Safety

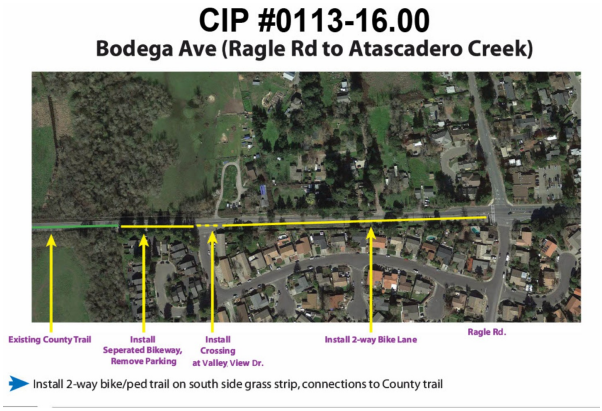
		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0113-16.00	Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek			55,000	375,000			430,000
0125-20.01	Ragle Road West Side Bicycles and Pedestrian Access			15,000		400,000	2,000,000	2,415,000
0131-23.01	Bodega Avenue Guardrails at City Limits	69,500	299,500					299,500
0132-23.02	SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker	25,000	283,700					283,700
0133-23.10	Sunset Ave./Taft St. Pedestrian Crossing Enhancements	69,700						
0134-24.01	Covert Lane/Zimpher Drive Crossing Improvements	10,250	390,000					390,000
0135-24.02	Sunset/Johnson Street Pedestrian Crossing Enhancements	31,000	300,000					300,000
0136-24.03	Johnson, Morris, Eddie Lane Crosswalk and Sidewalk Improvements			70,000	560,000			630,000
0137-24.04	Signal at Ragle Rd and Bodega Ave			200,000	900,000			1,100,000
0138-24.05	Covert Ln & Norlee St Crosswalk ADA Ramps & Pedestr. Crossing Improvements				60,000	260,000		320,000
0139-25.01	NEW: Sebastopol ATP Various Improvements			40,000				40,000
1000-19.01	SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence and Bodega/Robinson	4,800						
		210,250	1,273,200	380,000	1,895,000	660,000	2,000,000	6,208,200
PROJECT FUNDING SOURCES								
000	Unfunded			70,000	560,000	350,000	2,000,000	2,980,000
001	Grant - Unsecured		300,000		1,275,000	260,000		1,835,000
211	Transp Grant - District 5 Infra Funding	69,700						
211	Transp Grant - HSIP	12,800	864,880					864,880
211	Transp Grant - TDA3			40,000				40,000
211	Transp Grant - Go Sonoma (SCTA)					50,000		50,000
213	Traffic Impact Fee Fund (TIF)	47,550	108,320	270,000	60,000			438,320
217	SB 1 Road Maintenance & Rehab	80,200						
		210,250	1,273,200	380,000	1,895,000	660,000	2,000,000	6,208,200

Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek

Project No: 0113-16.00

Category Bikes, Pedestrians & Safety

Project Location: Bodega Ave. from Ragle to Atascadero Creek



DESCRIPTION: Bodega Avenue Class I Multi-Use Trail (from Ragle Road to Valley View Drive on existing City planter strip right-of-way), marked two-way bike/ped crossing at intersection with Valley View Drive, and Class IV striped two-way bike facility on south shoulder of Bodega Avenue with raised separator (between Valley View Drive and existing terminus of County trail). The City will be applying for transportation grant funding in year 1. A concept plan will be prepared and presented to Council for approval before moving forward with grant application and final design. This project is being pushed out one year to better coordinate with the Apple Blossom Trail feasilibity study.

JUSTIFICATION: Provides bicycle path connection on Bodega Avenue from Ragle Road to the County bike trail. This bike path is identified in the City's bicycle and pedestrian master plan. Note: Segment between Pleasant Hill Road and Ragle Road will only require new striping and will be done as part of street maintenance striping.

GENERAL PLAN Goals and Policies: Circulation 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.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			55,000				55,000
9200 - Construction				375,000			375,000
EXPENDITURE TOTALS			55,000	375,000			430,000
FUNDING SOURCES							
001-Grant - Unsecured				375,000			375,000
213-Traffic Impact Fee Fund (TIF)			55,000				55,000
FUNDING TOTALS			55,000	375,000			430,000

Ragle Road West Side Bicycles and Pedestrian Access

Project No: 0125-20.01

Category Bikes, Pedestrians & Safety

Project Location: Bodega Ave., Ragle Road, Mill Station Rd.



DESCRIPTION:
Provide bicycle lanes and sidewalks/pedestrian paths on Ragle Rd - from Bodega Ave to Mill Station Rd; Mill Station Rd - from Ragle Rd to SR 116. This is a joint City/County endeavor. City applied for ATP grant in 2018 and again in 2022 but was not awarded. This project is updated to exclude the bike lanes on Bodega Ave since the City has already completed the segment from High Street to Nelson Way and has secured a grant for the section up to Pleasant Hill Rd. This project is mostly on County right of way (approximately 75%) and the County will take the lead on applying for a grant for this project. The first task is to apply for another ATP grant due in Sept. 2026.

JUSTIFICATION: Listed as a regional project with SCTA/Measure M Plan, MTC, and CTC. Sonoma County BPAC has programmed $50,000 in their FY 2024-25 TDA Article 3 grant funding towards this project.

GENERAL PLAN Goals and Policies: Circulation 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

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			15,000		400,000		415,000
9200 - Construction						2,000,000	2,000,000
EXPENDITURE TOTALS			15,000		400,000	2,000,000	2,415,000
FUNDING SOURCES							
000-Unfunded					350,000	2,000,000	2,350,000
211-Transp Grant - Go Sonoma (SCTA)					50,000		50,000
213-Traffic Impact Fee Fund (TIF)			15,000				15,000
FUNDING TOTALS			15,000		400,000	2,000,000	2,415,000

Bodega Avenue Guardrails at City Limits

Project No: 0131-23.01

Category Bikes, Pedestrians & Safety

Project Location: Bodega Avenue from West End City Limits to Valley View Dr.



DESCRIPTION: Remove existing bridge guardrail and replace approximately 765 lineal feet of guard rail. Work includes replacing signage and related appurtenances. This project is primarily funded with a Highway Safety Improvement Program (HSIP Cycle 11) grant from the State.

JUSTIFICATION: This segment of guardrail was identified as deficient (e.g. railing too low, outdated guardrail and end treatment systems) and in need of upgrades. This location was identified in the City's Local Road Safety Plan as an area with an increased number of lane departure collisions due to the narrow shoulder. Many vehicles drop off into the creek bed as the existing conditions do not provide adequate conditions for vehicles to recover. There is a significant drop off (around 1 foot) from the pavement to existing grade and unrecoverable side slopes of 2:1.

GENERAL PLAN Goals and Policies: Circulation CIR 1-9: Consider all transportation improvements as opportunities to improve safety, access, and mobility for all roadway users and avoid dead-end streets and cul-de-sacs.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	69,500						0
9200 - Construction		299,500					299,500
EXPENDITURE TOTALS	69,500	299,500					299,500
FUNDING SOURCES							
211-Transp Grant - HSIP	12,800	299,500					299,500
217-SB 1 Road Maintenance & Rehab	56,700						0
FUNDING TOTALS	69,500	299,500					299,500

SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker

Project No: 0132-23.02

Category Bikes, Pedestrians & Safety

Project Location: S Main/Burnett St; N Main/Keating Ave; Gravenstein Hwy/Hutchins Ave; Petaluma Ave/Walker Ave



DESCRIPTION: Install pedestrian-activated circular LED rapid flashing beacons replacing existing standard flashing beacons; install perimeter lighted pedestrian crossing signs; install pedestrian push buttons; remove existing in-roadway warning lights. This project is primarily funded with a Highway Safety Improvement Program (HSIP Cycle 11) grant from the State.

JUSTIFICATION: SR 116 Traffic Corridor Safety Study shows these intersections meet warrant threshold for RRFBs.

GENERAL PLAN Goals and Policies: Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	25,000						0
9200 - Construction		283,700					283,700
EXPENDITURE TOTALS	25,000	283,700					283,700
FUNDING SOURCES							
211-Transp Grant - HSIP		215,820					215,820
213-Traffic Impact Fee Fund (TIF)	6,300	67,880					67,880
217-SB 1 Road Maintenance & Rehab	18,700						0
FUNDING TOTALS	25,000	283,700					283,700

Sunset Ave./Taft St. Pedestrian Crossing Enhancements

Project No: 0133-23.10

Category Bikes, Pedestrians & Safety

Project Location: Sunset Avenue at Taft Street, Analy High School



DESCRIPTION: Taft Street/Sunset Avenue – upgrade crosswalk markings including advanced yield markings and install double-sided flashing pedestrian crossing signs with circular LED beacons in similar style to other Sebastopol crossings. Install advanced pedestrian crossing signage. Upgrade curb ramps to comply with current ADA standards. Install edge line striping for traffic calming on Sunset Avenue between Taft Street and Johnson Street.

THIS PROJECT IS COMPLETE.

JUSTIFICATION: The school district requested pedestrian crossing improvements at the two locations to make the crossing safer for students and other pedestrians. The City received infrastructure grant funding from County Supervisor Lynda Hopkins District 5 and the School District made a $20,000 contribution towards this project.

GENERAL PLAN Goals and Policies: Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)							0
9200 - Construction	69,700						0
EXPENDITURE TOTALS	69,700						0
FUNDING SOURCES							
103-B/F/IR - Donations							0
103-Bldg./Fac./Infr. Reserve							0
211-Transp Grant - District 5 Infra Funding	69,700						0
FUNDING TOTALS	69,700						0

Covert Lane/Zimpher Drive Crossing Improvements

Project No: 0134-24.01

Category Bikes, Pedestrians & Safety

Project Location: Covert Lane/Zimpher Drive



DESCRIPTION: Install Rapid rectangular flashing beacons (RRFB) at this intersection including minor lane configuration. The City applied for an HSIP cycle 12 grant from the State in September 2024 and the application included a concept plan and preliminary estimate. The next step is the design and environmental review with construction following.

JUSTIFICATION: This is needed for pedestrian safety.

GENERAL PLAN Goals and Policies: Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	10,250	60,000					60,000
9200 - Construction		330,000					330,000
EXPENDITURE TOTALS	10,250	390,000					390,000
FUNDING SOURCES							
211-Transp Grant - HSIP		349,560					349,560
213-Traffic Impact Fee Fund (TIF)	10,250	40,440					40,440
FUNDING TOTALS	10,250	390,000					390,000

Sunset/Johnson Street Pedestrian Crossing Enhancements

Project No: 0135-24.02

Category Bikes, Pedestrians & Safety

Project Location: Sunset Avenue/Johnson Street



DESCRIPTION: Install a new crosswalk on the west leg of Sunset Drive at the intersection with Johnson Street including ADA curb ramps which may require modification of the sidewalk on the southwest corner due to slope issues. Pedestrian yield markings approaching the crosswalk should also be added.

JUSTIFICATION: This project is needed for pedestrian safety and will make the crossing safer for Analy HS students and other pedestrians. Staff is researching grant opportunities for this project.

GENERAL PLAN Goals and Policies: Circulation CIR: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	31,000						0
9200 - Construction		300,000					300,000
EXPENDITURE TOTALS	31,000	300,000					300,000
FUNDING SOURCES							
001-Grant - Unsecured		300,000					300,000
213-Traffic Impact Fee Fund (TIF)	31,000						0
241-Go Sonoma Roads - GSR							0
FUNDING TOTALS	31,000	300,000					300,000

Johnson, Morris, Eddie Lane Crosswalk and Sidewalk Improvements

Project No: 0136-24.03

Category Bikes, Pedestrians & Safety

Project Location: Johnson St/Morris St/Edie Ln



DESCRIPTION: Install a new crosswalk on the Johnson St leg of intersection, southwest of Eddie Ln including pedestrian crossing signs, ADA curb ramps, and pedestrian yield markings, new curb extension on the western corner for placement of the ramps and for potentially serving as an entry/exit point for cyclists separate from vehicle traffic; new sidewalks on west side of Johnson St between the intersection with Eddie Ln to the southerly point where concrete sidewalk begin near the intersection with Sunset Ave.

JUSTIFICATION: This project is needed for pedestrian safety and to make the intersection safer for students at Analy HS and other pedestrians.

GENERAL PLAN Goals and Policies: Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			70,000				70,000
9200 - Construction				560,000			560,000
EXPENDITURE TOTALS			70,000	560,000			630,000
FUNDING SOURCES							
000-Unfunded			70,000	560,000			630,000
241-Go Sonoma Roads - GSR							0
FUNDING TOTALS			70,000	560,000			630,000

Signal at Ragle Rd and Bodega Ave

Project No: 0137-24.04

Category Bikes, Pedestrians & Safety

Project Location: Ragle Rd/Bodega Ave



DESCRIPTION: New traffic signal at Ragle Road and Bodega Avenue. Staff will be researching HSIP and other grant opportunities to fund this project.

JUSTIFICATION: This intersection meets traffic warrants for a traffic signal.

GENERAL PLAN Goals and Policies: Circulation CIR 1-1: Ensure that the City's circulation network is maintained and improved over time to support buildout of the General Plan in a manner that is consistent with the General Plan Circulation Map

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			200,000				200,000
9200 - Construction				900,000			900,000
EXPENDITURE TOTALS			200,000	900,000			1,100,000
FUNDING SOURCES							
001-Grant - Unsecured				900,000			900,000
213-Traffic Impact Fee Fund (TIF)			200,000				200,000
241-Go Sonoma Roads - GSR							0
FUNDING TOTALS			200,000	900,000			1,100,000

Covert Ln & Norlee St Crosswalk ADA Ramps & Pedestr. Crossing Improvements

Project No: 0138-24.05

Category Bikes, Pedestrians & Safety

Project Location: Covert Ln/Norlee St



DESCRIPTION: Install pedestrian crossing signs with Rapid Rectangular Flashing Beacons (RRFB), ADA curb ramps and pedestrian yield markings approaching the crosswalk. Staff will be reasearching grant opportunities for this project.

JUSTIFICATION: This is a pedestrian safety project.

GENERAL PLAN Goals and Policies: Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

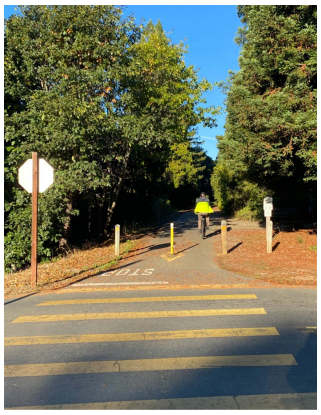
EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)				60,000			60,000
9200 - Construction					260,000		260,000
EXPENDITURE TOTALS				60,000	260,000		320,000
FUNDING SOURCES							
001-Grant - Unsecured					260,000		260,000
213-Traffic Impact Fee Fund (TIF)				60,000			60,000
FUNDING TOTALS				60,000	260,000		320,000

NEW: Sebastopol ATP Various Improvements

Project No: 0139-25.01

Category Bikes, Pedestrians & Safety

Project Location: Various locations



DESCRIPTION: Bicycle and pedestrian improvements identified in the Sebastopol Active Transportation Plan (ATP) adopted in 2025. Improvements will be identified after collaboration with the Bicycle and Pedestrian Advisory Committee (BPAC).

JUSTIFICATION: This project is the implementation of the recently adopted ATP.

GENERAL PLAN Goals and Policies: Circulation 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.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			5,000				5,000
9200 - Construction			35,000				35,000
EXPENDITURE TOTALS			40,000				40,000
FUNDING SOURCES							
211-Transp Grant - TDA3			40,000				40,000
FUNDING TOTALS			40,000				40,000

SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence and Bodega/Robinson

Project No: 1000-19.01

Category Bikes, Pedestrians & Safety

Project Location: SR 116, Bodega/Florence, Bodega/Robinson



DESCRIPTION: This project was previously listed as 3 separate projects in prior years but has been combined into one project. The work is for ADA-compliant ramps at seven (7) intersections along SR 116 (old CIP#0105-4.00), crosswalk and safety improvements at Bodega Ave/Florence Ave (old CIP#0117-74.04), and at Bodega Ave/Robinson Rd (old CIP#0119-74.06). Crosswalk and safety improvements include pedestrian-activated beacons, signage, markings and modifications to the crosswalks.

THE PROJECT IS COMPLETE.

JUSTIFICATION: Provide ADA ramps along SR 1116 in accordance with Americans with Disabilities Act (ADA) guidelines. As part of the "Pedestrian Crossing Safety Study for Bodega Avenue" completed in 2017, pedestrian safety improvements were recommended at the intersections on Bodega Avenue at Florence Ave and Robinson Rd.

GENERAL PLAN Goals and Policies: Circulation CIR 2-7: Create an accessible circulation network that is consistent with guidelines established by ADA, allowing mobility-impaire users such as the disabled and elderly to safely and effectively travel with and beyond the city.
Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9001 - Construction/Inspection	4,800						0
EXPENDITURE TOTALS	4,800						0
FUNDING SOURCES							
201-Measure M Transportation							0
211-Transp Grant - Quick Strike (MTC)							0
211-Transp Grant - TDA3							0
213-Traffic Impact Fee Fund (TIF)							0
217-SB 1 Road Maintenance & Rehab	4,800						0
FUNDING TOTALS	4,800						0

Category Summary Report

2 - Transition Plan ADA Projects

		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0213-20.05	Youth Annex ADA Upgrades	75,000						
0214-20.07	City Hall ADA Upgrades	16,000						
0215-22.04	ADA Transition Plan Building Improvemts Environmmental Assessmt	5,820						
		96,820						
PROJECT FUNDING SOURCES								
103	Bldg./Fac./Infr. Reserve	20,820						
216	Community Dev. Grant (CDBG)	76,000						
		96,820						

Youth Annex ADA Upgrades

Project No: 0213-20.05

Category Transition Plan ADA Projects

Project Location: Youth Annex ADA Upgrades



DESCRIPTION: ADA upgrades to the Youth Annex Building. The original work was to include signing, striping, interior door modifications, public fountain upgrade, and bathroom upgrades. Due to the high cost of the project, the work was down scoped to match available funding and the priority of work that will be completed are the exterior ADA site work, signing, striping, and accessibilty to the front door.

THE PROJECT IS COMPLETE.

JUSTIFICATION: Continue to construct improvements in accordance with the City's ADA Transition Plan. The City was awarded a CDBG grant in FY 2020-21. The NEPA review has been completed by the Sonoma County CDC and design and construction will occur in FY 2022-23.

GENERAL PLAN Goals and Policies: Circulation CIR 2-7: Create an accessible circulation network that is consistent with guidelines established by the Americans with Disabilities Act (ADA), allowing mobility-impaired users such as the disabled and elderly to safely and effectively travel within and beyond the City.

Community Services and Facilities CSF 6-19: Recognize and appreciate the value that teens and the local youth provide to the character and vibrancy of the community, and strive to improve services, facilities, and activities available to serve teens and local youth.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9001 - Construction/Inspection	75,000						0
EXPENDITURE TOTALS	75,000						0
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	15,000						0
216-Community Dev. Grant (CDBG)	60,000						0
FUNDING TOTALS	75,000						0

City Hall ADA Upgrades

Project No: 0214-20.07

Category Transition Plan ADA Projects

Project Location: City Hall



DESCRIPTION: ADA Upgrades to interior of City Hall. Exterior ADA site improvements have been completed by Public Works and this project will include additional signage. To save costs, Public Works staff will perform the accessibility improvements to the interior of City Hall which includes replacing existing doors, hardware, information board; remove/replace and/or relocate existing wall-hung information stand, existing electrical switches and receptacles, bathroom plumbing modifications, and post access and path of travel signs. This project is estimated to be completed in FY 2024-25.

JUSTIFICATION: Continue to construct improvements in accordance with the City's ADA transition plan.

GENERAL PLAN Goals and Policies: Circulation CIR 2-7: Create an accessible circulation network that is consistent with guidelines established by the Americans with Disabilities Act (ADA), allowing mobility-impaired users such as the disabled and elderly to safely and effectively travel within and beyond the city.

Community Services and Facilities CSF 1: Provide High Quality Community Services, Facilities, and Infrastructure to All Residents, Businesses, and Visitors in Sebastopol.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)							0
9200 - Construction	16,000						0
EXPENDITURE TOTALS	16,000						0
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve							0
216-Community Dev. Grant (CDBG)	16,000						0
FUNDING TOTALS	16,000						0

ADA Transition Plan Building Improvemts Environmmental Assessmt

Project No: **0215-22.04**

Category **Transition Plan ADA Projects**

Project Location: **Various City Facilities**



DESCRIPTION: Implementation of the balance of the 2014 ADA Transition Plan. This Environmental Assessment (EA) has since expired and is in need of an update. This first order of work is needed before future CDBG funding agreement is executed for ADA improvements to City Hall and Burbank Farm Restroom Facility. The environmental work is nearly complete awaiting approval from SHPO which will extend this project completion to August/September 2024.

THIS PROJECT IS COMPLETE.

JUSTIFICATION: Continued implementation of the 2014 ADA Transition Plan.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1: Provide high quality community services, facilities, and infrastructure to all residents, businesses, and visitors in Sebastopol.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	5,820						0
EXPENDITURE TOTALS	5,820						0
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	5,820						0
FUNDING TOTALS	5,820						0

Category Summary Report

3 - Housing Projects

		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0300-22.07	Purchase of Market Rate Units			410,500				410,500
				410,500				410,500
PROJECT FUNDING SOURCES								
000	Unfunded			410,500				410,500
				410,500				410,500

Purchase of Market Rate Units

Project No: 0300-22.07

Category Housing Projects

Project Location: Various locations in the city



DESCRIPTION: This program is a joint venture with the Sonoma County Housing Land Trust (HLT) to buy market rate units for sale on open market, deed restricting them through the HLT model to ensure affordability at a certain income level in perpetuity, and reselling to a qualifying household. The program would be funded through a Community Development Block Grant program application for a grant award.

JUSTIFICATION: This will support the City's Sixth Cycle Housing Element as well as the current Element's policy of preserving existing housing stock.

GENERAL PLAN Goals and Policies: Housing Element Goal B-2 Preserve Housing Resources -Sebastopol will strive to maintain and preserve existing housing resources, including both affordable and market rate units.
HE Goal B-3 Expand Affordability Housing Opportunities Through the Use of Existing Housing– Sebastopol will consider the feasibility of converting market rate housing units to affordable housing.
HE Policy B-5 Work with nonprofits to determine whether there are opportunities to expand the affordable housing supply by using formerly market rate properties.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9002 - Project Management			10,500				10,500
9004 - Property Purchases			400,000				400,000
EXPENDITURE TOTALS			410,500				410,500
FUNDING SOURCES							
000-Unfunded			410,500				410,500
001-Grant - Unsecured							0
204-Housing Linkage Fee							0
FUNDING TOTALS			410,500				410,500

Category Summary Report

4 - Parks Projects

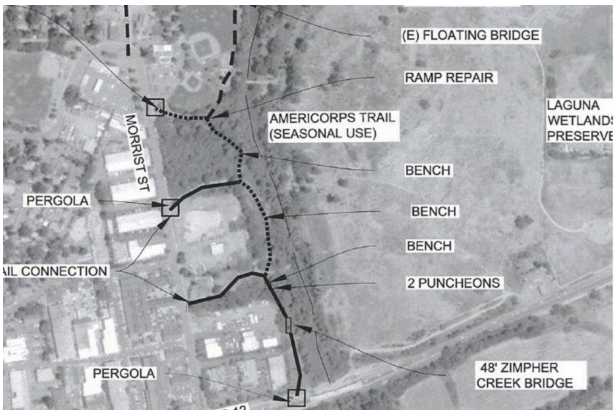
		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0411-73.00	AmeriCorps Trail Extension Project	67,000	400,000					400,000
0413-78.00	Burbank Farm: ADA path and Public Restroom Facility	5,000	480,000					480,000
0420-22.05	NEW: Calder Creek Naturalization Plan Phase 1 Implementation		3,600,000					3,600,000
0423-20.10	Trail connection from Tomodachi Park to the west property line			28,000	65,000			93,000
0425-23.07	NEW: Ives Park Pathway Replacement and ADA Upgrade (Segment 2)		180,000					180,000
		72,000	4,660,000	28,000	65,000			4,753,000
PROJECT FUNDING SOURCES								
000	Unfunded			28,000	65,000			93,000
001	Grant - Unsecured		3,600,000					3,600,000
202	Measure M Parks	72,000	283,057					283,057
212	Park in-lieu Fees		511,800					511,800
212	Park Improvement Fund (Ag-Open Space Grant)		126,943					126,943
216	Community Dev. Grant (CDBG)		138,200					138,200
		72,000	4,660,000	28,000	65,000			4,753,000

AmeriCorps Trail Extension Project

Project No: 0411-73.00

Category Parks Projects

Project Location: Laguna Wetlands Preserve



DESCRIPTION: This trail extension project located in the Laguna Wetlands Preserve from the Sebastopol Lift Station to Sebastopol Avenue. Design and CEQA review are complete and the construction bid documents are being prepared. The project consists of constructing a trail extension, a pedestrian bridge at Zimpher Creek, improvements to the current trail segments, addition of some benches, addition of trail signs, and a rail entry south of the Community Center parking lot. The work must be completed by November 2025 as required by the Open Space grant.

JUSTIFICATION: The project closes a "critical" missing link in the Laguna Preserve trails system. This project would implement several components of the Laguna Preserve Management Plan. A Grant application from the Sonoma County Open Space District was submitted and awarded in late 2019 for this project, and there is a matching grant from the Laguna Foundation as part of the City's required match. The remaining funding will come from the City's parks budget. Note that if Park in-lieu funds do not materialize, funds Fund 103 (Bldgs/Facilities/Infra) may be used.

GENERAL PLAN Goals and Policies: Circulation 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.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9000 - Estimated Actual	67,000						0
9200 - Construction		400,000					400,000
EXPENDITURE TOTALS	67,000	400,000					400,000
FUNDING SOURCES							
202-Measure M Parks	67,000	73,057					73,057
212-Park Improvement Fund (Ag-Open Space Grant)		126,943					126,943
212-Park in-lieu Fees		200,000					200,000
FUNDING TOTALS	67,000	400,000					400,000

Burbank Farm: ADA path and Public Restroom Facility

Project No: 0413-78.00

Category Parks Projects

Project Location: Burbank Farm



DESCRIPTION: This project consists of a new ADA-compliant public restroom facility at the Luther Burbank Experiment Farm and ADA path to the restroom facility from the existing parking lot. The work includes installation of a new sewer, water and electrical services to support the restroom facility. The City was awarded a FY 2022-23 CDBG grant for construction of the new restroom but is not sufficient to cover all the construction costs. Staff applied for a T-mobile community grant for $50k and was not awarded.

JUSTIFICATION: The existing bathroom in Burbank Farm does not comply with ADA accessibility and needs to be replaced with an ADA-compliant bathroom.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 6-17: Continue to support the West County Museum and the Luther Burbank Experiment Farm.

Community Services and Facilities CSF 2-21: Continue to provide support to local non-profits providing community recreational services on City-owned land operated by the non-profits, including Ives Pool, the Sebastopol Community Cultural Center, and the Burbank Experiment Farm.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	5,000						0
9200 - Construction		480,000					480,000
EXPENDITURE TOTALS	5,000	480,000					480,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve							0
202-Measure M Parks	5,000	30,000					30,000
212-Park in-lieu Fees		311,800					311,800
216-Community Dev. Grant (CDBG)		138,200					138,200
FUNDING TOTALS	5,000	480,000					480,000

NEW: Calder Creek Naturalization Plan Phase 1 Implementation

Project No: 0420-22.05

Category Parks Projects

Project Location: Ives Park



DESCRIPTION: This project (also known as "Bringing Back Calder Creek") is an implementation of parts of the 2013 Ives Park Master Plan. In 2022, Council approved the Calder Creek Vision Plan which included a. This project is the implementation of the plan which will restore the creek from the 6-inch concrete storm drain at the upstream end of the park nearest Jewell Avenue to the weir below the Joe Rodota Trail footbridge. The City is applying for two grants ($1.8M each): one from the Sonoma County Ag and Open Space District and one from the Department of Water Resources.

JUSTIFICATION: A hydrologic study of the Calder Creek Streambed Re-naturalization at Ives Park was previously conducted (CIP #0420-20.08) and completed in FY 2021-22. Concept plan options were completed and Council selected Ives Park Plan (Option B) and included realignment of Calder Creek. CDD staff is working on the acquisition of a water and streams grant with a non-profit group.

GENERAL PLAN Goals and Policies: Conservation and Open Space COS 3-3: Support rehabilitation of any culverted or open existing channelized waterways, as feasible, to remove concrete linings and allow for a connection between the stream channel and the natural water table. Avoid creating additional culverted or open channelized waterways, unless no other alternative is available to protect human health, safety, and welfare.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)							0
9200 - Construction		3,600,000					3,600,000
EXPENDITURE TOTALS		3,600,000					3,600,000
FUNDING SOURCES							
001-Grant - Unsecured		3,600,000					3,600,000
FUNDING TOTALS		3,600,000					3,600,000

Trail connection from Tomodachi Park to the west property line

Project No: 0423-20.10

Category Parks Projects

Project Location: Tomodachi Park next to Park Village



DESCRIPTION:

Provide a trail connecting Tomodachi Park and the Laguna Preserve to the Rodota Trail extension and downtown areas. This first phase is to prepare a concept design to seek future funding for this project. A new sidewalk has been constructed by the Barlow Townhomes developer that runs from the connector trail across the new 6736 Sebastopol Ave townhome development to the western edge of Park Village. This extension would continue from that point northeast to Tomadachi Park.

JUSTIFICATION: This trail connection will provide an pedestrian and bicycle access alternative to the sidewalk along Highway 12 from downtown to Tomodachi Park and Park Village. This trail is identified in the Sebastopol ATP and the MTC Regional ATP.

GENERAL PLAN Goals and Policies: Circulation CIR 1-2: Ensure that the City's circulation network is a well-connected system of streets, roads, sidewalks, multi-use trails, routes, and paths that effectively accommodates vehicular and non-vehicular traffic in a manner that considers the context of surrounding land uses and the needs of all roadway users.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			28,000				28,000
9200 - Construction				65,000			65,000
EXPENDITURE TOTALS			28,000	65,000			93,000
FUNDING SOURCES							
000-Unfunded			28,000	65,000			93,000
FUNDING TOTALS			28,000	65,000			93,000

NEW: Ives Park Pathway Replacement and ADA Upgrade (Segment 2)

Project No: 0425-23.07

Category Parks Projects

Project Location: Ives Park



DESCRIPTION: This project consists of removing and/or replacing the pathway that runs from the restroom facility along Calder Creek to the parking lot. Staff will be researching grant opportunities to implement this project. The path will follow the identified new path that will run along the re-aligned Calder Creek identified in the Ives Park master plan.

THIS PROJECT IS COMPLETE.

JUSTIFICATION: This work will continue the pathway replacement that was completed under the Segment 1 work which runs from the southwest picnic area to the restroom facility.

GENERAL PLAN Goals and Policies: Community Services and facilities CSF 2-2: Ensure park and trail facilities are accessible to various segments of the population including: specific age groups, persons with special physical requirements, and groups interested in particular activities.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)		5,000					5,000
9200 - Construction		175,000					175,000
EXPENDITURE TOTALS		180,000					180,000
FUNDING SOURCES							
202-Measure M Parks		180,000					180,000
FUNDING TOTALS		180,000					180,000

Category Summary Report

5 - Paving Projects

		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0513-74.09	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1	5,500						
0514-22.06	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2	2,500	2,576,000					2,576,000
0520-22.09	NEW: Citywide Pavement Repairs and Repaving Program: Digouts and Repairs		500,000	500,000	500,000	500,000	500,000	2,500,000
0521-25.05	NEW: Citywide Pavement Repairs and Repaving Program: Pavement Improvements		500,000					500,000
		8,000	3,576,000	500,000	500,000	500,000	500,000	5,576,000
PROJECT FUNDING SOURCES								
100	General Fund		350,000					350,000
103	Bldg./Fac./Infr. Reserve		200,000	200,000	200,000	200,000	200,000	1,000,000
123	Pavement Reserve Fund	8,000						
200	Gas Tax		150,000					150,000
201	Measure M Transportation		136,000					136,000
211	Transp Grant - Go Sonoma (SCTA)		2,240,000					2,240,000
217	SB 1 Road Maintenance & Rehab		350,000	150,000	150,000	150,000	150,000	950,000
241	Go Sonoma Roads - GSR		150,000	150,000	150,000	150,000	150,000	750,000
		8,000	3,576,000	500,000	500,000	500,000	500,000	5,576,000

Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1

Project No: 0513-74.09

Category Paving Projects

Project Location: Bodega Avenue from High Street to Robinson Rd/Nelson Way



DESCRIPTION: Phase1 is for adding bicycle lanes and repaving Bodega Avenue from High Street to Robinson Road/Nelson Way. Due to funding constraints, this project was split into two phases (High Street to Nelson; Nelson Way to Pleasant Hill). This Phase 1 project includes the installation of bike lanes and pavement resurfacing.

THIS PROJECT IS COMPLETE.

JUSTIFICATION: Bodega Avenue paving is deteriorated and needs resurfacing. The City was awarded an OBAG2 grant of up to $1,195,000 for construction with a 11.47% match.

GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9001 - Construction/Inspection	5,500						0
EXPENDITURE TOTALS	5,500						0
FUNDING SOURCES							
123-Pavement Reserve Fund	5,500						0
201-Measure M Transportation							0
211-Transp Grant - OBAG2							0
FUNDING TOTALS	5,500						0

Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2

Project No: **0514-22.06**

Category **Paving Projects**

Project Location: **Bodega Ave. Nelson/Robinson Rd. to Pleasant Hill Rd.**



DESCRIPTION: Phase 2 is for installing bike lanes and repaving Bodega Avenue from Robinson Rd./Nelson Way to Pleasant Hill Road. Due to funding constraints, this project was split into two phases with Phase 1 being High Street to Robinson/Nelson and Phase 2 continuing on to Pleasant Hill Road. Due to the extremely poor condition of the road in this Phase 2 section, the roadbed will need to be reconstructed rather than overlayed.

JUSTIFICATION: Bodega Avenue paving is deteriorated and needs resurfacing. The work also includes addition of bicycle lanes along Bodega Avenue. Due to environmental constraints, there may be a short section in front of Burbank Experimental Farm where bicycle sharrows will be painted in lieu of a bike lane. City applied for and awarded a Go Sonoma transportation grant for a maximum amount of $2.24 million for the construction and inspection. The City's minimum local match is 15% of the grant.

GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	2,500						0
9200 - Construction		2,576,000					2,576,000
EXPENDITURE TOTALS	2,500	2,576,000					2,576,000
FUNDING SOURCES							
000-Unfunded							0
123-Pavement Reserve Fund	2,500						0
201-Measure M Transportation		136,000					136,000
211-Transp Grant - Go Sonoma (SCTA)		2,240,000					2,240,000
213-Traffic Impact Fee Fund (TIF)							0
217-SB 1 Road Maintenance & Rehab		200,000					200,000
FUNDING TOTALS	2,500	2,576,000					2,576,000

NEW: Citywide Pavement Repairs and Repaving Program: Digouts and Repairs

Project No: 0520-22.09

Category Paving Projects

Project Location: Various city streets



DESCRIPTION: This is an annual street repair and repaving program in accordance with the City's current Pavement Management Program (PMP) budget options report. The FY 2025-26 project will focus on digouts and repairs of severely impacted streets identified in the PMP report.

JUSTIFICATION: The streets in this program will be based on the City's 2025 Pavement Management Program and focuses on streets with a very low pavement condition index. The goal of the PMP budget option is to maintain the City's PCI at the existing level of 55. For Year 1, the focus will be on digouts and repairs rather than slurry seals and overlays due to the severity of disrepair of many streets. Also in Year 1, the City will be constructing Bodega Ave. Phase 2 and with these two projects, the City can stay on its target budget of $5M of paving improvements over 5 years if Years 2-5 have a set aside of $500k/year (in 2025 dollars).

GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

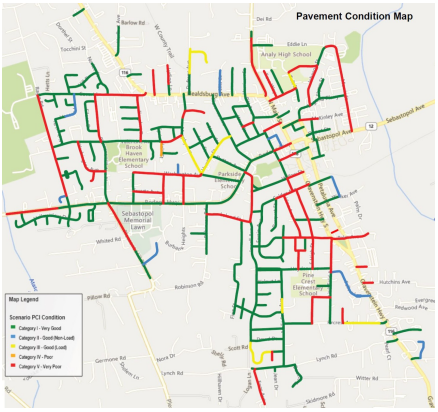
EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)		50,000	50,000	50,000	50,000	50,000	250,000
9200 - Construction		450,000	450,000	450,000	450,000	450,000	2,250,000
EXPENDITURE TOTALS		500,000	500,000	500,000	500,000	500,000	2,500,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve		200,000	200,000	200,000	200,000	200,000	1,000,000
200-Gas Tax		150,000					150,000
217-SB 1 Road Maintenance & Rehab			150,000	150,000	150,000	150,000	600,000
241-Go Sonoma Roads - GSR		150,000	150,000	150,000	150,000	150,000	750,000
FUNDING TOTALS		500,000	500,000	500,000	500,000	500,000	2,500,000

NEW: Citywide Pavement Repairs and Repaving Program: Pavement Improvements

Project No: 0521-25.05

Category Paving Projects

Project Location: Various locations in the city



DESCRIPTION: This is for pavement treatments and improvements throughout the City consistent with the City's Pavement Management Program. The paving work includes but not limited to slurry seals, micro-seals, AC overlay, geofabric, and sub-base repairs. The street locations are identified in the City's current Pavement Management Program report (2025 or later). The final list of streets will depend on funding availability and may be modified by the Public Works Director and/or City Council prior to bid.

JUSTIFICATION: The City's current Pavement Condition Index (PCI) is 55 which is in the "Fair" category and many of the streets throughout the city are in disrepair.

GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalk, and paths.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)		50,000					50,000
9200 - Construction		450,000					450,000
EXPENDITURE TOTALS		500,000					500,000
FUNDING SOURCES							
100-General Fund		350,000					350,000
217-SB 1 Road Maintenance & Rehab		150,000					150,000
FUNDING TOTALS		500,000					500,000

Category Summary Report

6 - Sewer/Wastewater Projects

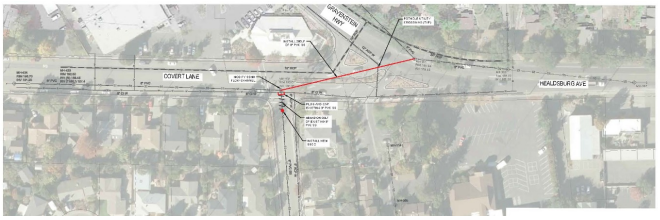
		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0604-37.00	Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting	500	5,000	235,000				240,000
0610-70.00	Zimpher Creek Sewer Relocation Part 2 - West End				146,775	857,495		1,004,270
0611-80.00	Zimpher Creek Sewer Relocation Part 3 - Repairs at East End					85,000	627,014	712,014
0615-21.01	Parquet St Sewer Line Replacemt (combined City project #1000-19.01)	1,530						
0615-23.04	Sewer System Master Plan Update		157,000					157,000
0616-24.08	Wastewater System Replacement Program			300,000	300,000	300,000		900,000
0617-25.02	NEW: Morris Street Sewer Pump Station Repairs		25,000	250,000				275,000
		2,030	187,000	785,000	446,775	1,242,495	627,014	3,288,284
PROJECT FUNDING SOURCES								
511	Sewer Capital Fund	2,030	187,000	785,000	446,775	1,242,495	627,014	3,288,284
		2,030	187,000	785,000	446,775	1,242,495	627,014	3,288,284

Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting

Project No: 0604-37.00

Category Sewer/Wastewater Projects

Project Location: Zimpher Creek Sewer Line, Covert Lane to Healdsburg Ave



DESCRIPTION: Reduce flows to the Zimpher Creek sewer main by rerouting the flows from Covert Lane to Healdsburg Avenue. The project consists of a new 8-inch sewer, approximately 250 LF, which allows for gravity flow. The next step is to update the cost estimate for the following year's construction.

JUSTIFICATION: The Zimpher Creek sewer line is due for replacement and should be relocated away from the Creek bed. The rerouting to Covert Lane sewer utility will allow for reduced flows to the Zimpher Creek sewer main.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	500	5,000					5,000
9200 - Construction			235,000				235,000
EXPENDITURE TOTALS	500	5,000	235,000				240,000
FUNDING SOURCES							
511-Sewer Capital Fund	500	5,000	235,000				240,000
FUNDING TOTALS	500	5,000	235,000				240,000

Zimpher Creek Sewer Relocation Part 2 - West End

Project No: 0610-70.00

Category Sewer/Wastewater Projects

Project Location: Zimpher Creek from Zimpher Road to Murphy Avenue



DESCRIPTION: This project consists of the Zimpher Creek sewer main relocation and/or replacement. Year 1 is to finalize the pre-design and select a project alternative such as cast-in-place (CIPP) or open-cut trenching. Year 1 budget also includes CCTV reconnaissance. Once an alternative is selected, the design can be performed, with construction commencing in Year 2 and continuing in Year 3. For purposes of this estimate, it is assumed that the CIPP alternative is selected.

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

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)				146,775			146,775
9200 - Construction					857,495		857,495
EXPENDITURE TOTALS				146,775	857,495		1,004,270
FUNDING SOURCES							
511-Sewer Capital Fund				146,775	857,495		1,004,270
FUNDING TOTALS				146,775	857,495		1,004,270

Zimpher Creek Sewer Relocation Part 3 - Repairs at East End

Project No: 0611-80.00

Category Sewer/Wastewater Projects

Project Location: Zimpher Creek Sewer from Murphy Avenue to Huntly Street



DESCRIPTION: This project consists of repairs to the sewer system along Zimpher Creek east of Murphy Avenue. Repairs include waterproofing of manholes and sewer mains, and replacement of sewer sections of pipe. The first phase is for the pre-design to determine level of repairs and develop preliminary cost estimate.

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

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

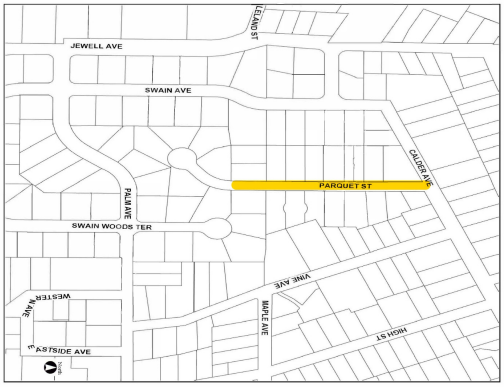
EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)					85,000	627,014	712,014
9200 - Construction							0
EXPENDITURE TOTALS					85,000	627,014	712,014
FUNDING SOURCES							
511-Sewer Capital Fund					85,000	627,014	712,014
FUNDING TOTALS					85,000	627,014	712,014

Parquet St Sewer Line Replacemt (combined City project #1000-19.01)

Project No: **0615-21.01**

Category **Sewer/Wastewater Projects**

Project Location: **Parquet Street**



DESCRIPTION: Replacement of approximately 850 lineal feet of 6-inch sewer main on Parquet Street. This work includes slurry seal of Parquet Street that is affected by the sewer line replacement work. The work was constructed with the Parquet Street Water Main Replacement project #0818-20.09.

THIS PROJECT IS COMPLETE.

JUSTIFICATION: Replacement of leaking and aged sewer line.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

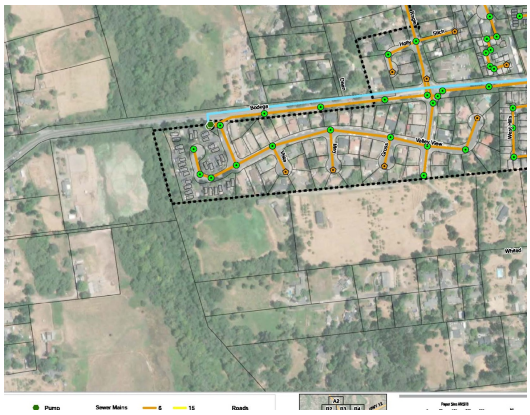
EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9000 - Estimated Actual	1,530						0
EXPENDITURE TOTALS	1,530						0
FUNDING SOURCES							
511-Sewer Capital Fund	1,530						0
FUNDING TOTALS	1,530						0

Sewer System Master Plan Update

Project No: **0615-23.04**

Category **Sewer/Wastewater Projects**

Project Location: **Citywide**



DESCRIPTION: This project will update the 2005 Sewer System Master Plan. The plan will include system capacity analysis and identify deficiencies in sewer system that could result in sewer overflows. The master plan will identify a Capital Improvement Program to upgrade system deficiencies and will include maintenance repair and replacement projects identified in Public Works' ongoing CCTV investigations. The study will largely use on the City's GIS system and the CCTV data to develop the City's 5 and 10 year Capital Improvement Program.

JUSTIFICATION: Master plans should be updated every 5 years and the sewer master plan was last updated in 2005.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sabtary Sewer System Utility Master Plan, Stormwater Management Plan and the Capital Improvement Program.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)		157,000					157,000
EXPENDITURE TOTALS		157,000					157,000
FUNDING SOURCES							
511-Sewer Capital Fund		157,000					157,000
FUNDING TOTALS		157,000					157,000

Wastewater System Replacement Program

Project No: 0616-24.08

Category Sewer/Wastewater Projects

Project Location: Citywide

DESCRIPTION: This program is the ongoing replacement of sewer lines and related appurtenances.

JUSTIFICATION: The City's wastewater system is severely aged and needs to be systematically replaced in order to minimize leaks, ruptures and emergency repairs of failing lines.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management Plan, and the Capital Improvement Program.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			45,000	45,000	45,000		135,000
9200 - Construction			255,000	255,000	255,000		765,000
EXPENDITURE TOTALS			300,000	300,000	300,000		900,000
FUNDING SOURCES							
511-Sewer Capital Fund			300,000	300,000	300,000		900,000
FUNDING TOTALS			300,000	300,000	300,000		900,000

NEW: Morris Street Sewer Pump Station Repairs

Project No: 0617-25.02

Category Sewer/Wastewater Projects

Project Location: 275 Morris Street



DESCRIPTION: Install a liner or protective coating to the wet well. An initial assessment of the wet well concluded that the epoxy filler in the wet well is failing and is leaking. Making the repair will extend the lifespan of the wet well to keep it in operation.

JUSTIFICATION: The Morris Street Sewer Pump Station conveys all of Sebastopol's raw wastewater to the Llano trunk sewer main where it flows by gravity to the Llano Road Wastewater Treatment Plant, which is operated by the City of Santa Rosa. Public Works staff have observed cracks and leaks forming in a wall of the wet well at the Pump Station and a preliminary assessment of the damage showed visible cracks and leakage through the wet well walls. These repairs are needed to keep the station in operation.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)		25,000					25,000
9200 - Construction			250,000				250,000
EXPENDITURE TOTALS		25,000	250,000				275,000
FUNDING SOURCES							
511-Sewer Capital Fund		25,000	250,000				275,000
FUNDING TOTALS		25,000	250,000				275,000

Category Summary Report

7 - Stormwater and Flood Mitigation Projects

		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0701-34.00	Calder Creek Storm Drain and Outfall Maintenance			260,000	2,000,000			2,260,000
0702-51.00	Zimpher Creek Storm Drain and Outfall Maintenance			80,000	420,000			500,000
0710-64.00	Morris Street Outfall Maintenance			95,000				95,000
0711-23.05	Flood Resiliency Master Plan	1,000	169,000					169,000
0712-23.06	Community Cultural Center Master Plan	15,000	15,000					15,000
0713-24.09	Fire-related Building Improvements at Community Cultural Center	75,000						
		91,000	184,000	435,000	2,420,000			3,039,000
PROJECT FUNDING SOURCES								
000	Unfunded			435,000	2,420,000			2,855,000
127	2019 Flood Mitig Earmark	91,000	184,000					184,000
		91,000	184,000	435,000	2,420,000			3,039,000

Calder Creek Storm Drain and Outfall Maintenance

Project No: 0701-34.00

Category Stormwater and Flood Mitigation Projects

Project Location: Calder Creek Storm Drain - Ives Park to Joe Rodota trail



DESCRIPTION: This project is a multi-year effort including a Maintenance Study to identify the maintenance activities for the storm drain and outfall, priorities, and estimated costs. This segment of Calder Creek pipeline is filled with silt and debris and needs to be "dredged" out to maintain hydraulic capacity.

JUSTIFICATION: The City maintains a storm drain system on Calder Creek between Ives Memorial Park and a storm drain outfall just past Petaluma Avenue near the Joe Rodota Trail. The Calder Creek drainage system conveys stormwater to the Laguna and is nearly silted up. Multiple permits are required in order to do any work in the waterway. The City has stormwater outfalls and Calder Creek is the highest priority for maintenance.

GENERAL PLAN Goals and Policies: Safety SA 2-6: Maintain unobstructed water flow in the storm drainage system.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			260,000				260,000
9200 - Construction				2,000,000			2,000,000
EXPENDITURE TOTALS			260,000	2,000,000			2,260,000
FUNDING SOURCES							
000-Unfunded			260,000	2,000,000			2,260,000
100-General Fund							0
127-2019 Flood Mitig Earmark							0
FUNDING TOTALS			260,000	2,000,000			2,260,000

Zimpher Creek Storm Drain and Outfall Maintenance

Project No: 0702-51.00

Category Stormwater and Flood Mitigation Projects

Project Location: Brookhaven and Zimpher Creek



DESCRIPTION: This project is a multi-year effort including a Maintenance Study to identify the maintenance activities for the storm drain and outfall, priorities, and estimated costs. A "desktop" environmental analysis is being conducted in FY 22/23 to help inform the environmental constraints. FY 23/24 is the commencement of the CEQA documentation. The preparation of the cost estimate that will be needed to research grant funding will be conducted in FY 24/25. The permitting and construction will be started in FY 25/26, assuming the grant funding is secured.

JUSTIFICATION: Zimpher Creek outfall is silted in and needs maintenance. Upstream of the outfall is the Valentine Avenue storm drain and that section of pipe is also silted in and some sections may need repair or replacement.

GENERAL PLAN Goals and Policies: Safety SA 2-6: Maintain unobstructed water flow in the storm drainage system.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			80,000	80,000			160,000
9200 - Construction				340,000			340,000
EXPENDITURE TOTALS			80,000	420,000			500,000
FUNDING SOURCES							
000-Unfunded			80,000	420,000			500,000
100-General Fund							0
127-2019 Flood Mitig Earmark							0
FUNDING TOTALS			80,000	420,000			500,000

Morris Street Outfall Maintenance

Project No: 0710-64.00

Category Stormwater and Flood Mitigation Projects

Project Location: Morris Street near the Laguna



DESCRIPTION: This project is a multi-year effort starting with a Maintenance Study to identify the maintenance for the storm drain and outfall, priorities, and estimated costs. Future permit and maintenance costs will be identified when the Maintenance Study is completed.

JUSTIFICATION: The Morris Street outfall is obstructed by silt and vegetation which require cleaning and possible rehabilitation.

GENERAL PLAN Goals and Policies: Safety SA 2-6: Maintain unobstructed water flow in the storm drainage system.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			95,000				95,000
9200 - Construction							0
EXPENDITURE TOTALS			95,000				95,000
FUNDING SOURCES							
000-Unfunded			95,000				95,000
100-General Fund							0
127-2019 Flood Mitig Earmark							0
FUNDING TOTALS			95,000				95,000

Flood Resiliency Master Plan

Project No: 0711-23.05

Category Stormwater and Flood Mitigation Projects

Project Location: Citywide



DESCRIPTION: This master plan document is a flood control management plan that will identify flood areas and develop a Capital Improvement Program (CIP) for managing and mitigating flooding that occurs in the Calder Creek and the Laguna area. This plan would expand the 2D hydraulic and hydroloy model developed for Calder Creek to other parts of the City using the existing storm drain mapping. The plan would need to apply the new Sonoma Water Hydrology standards.

JUSTIFICATION: Various areas routinely flood, particularly along Calder Creek and the Laguna area. This work will help support future grant funding applications for flood control and mitigation projects.

GENERAL PLAN Goals and Policies: Safety SA-2: Reduce risks to human life, property and public services associated with flood hazards.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	1,000	169,000					169,000
EXPENDITURE TOTALS	1,000	169,000					169,000
FUNDING SOURCES							
127-2019 Flood Mitig Earmark	1,000	169,000					169,000
FUNDING TOTALS	1,000	169,000					169,000

Community Cultural Center Master Plan

Project No: 0712-23.06

Category Stormwater and Flood Mitigation Projects

Project Location: 390 Morris St.



DESCRIPTION: The master plan will consider flood mitigation and flood proofing alternatives and costs for long range flood mitigation projects. The plan will also include a list of short term flood repairs from previous flood damages to continue to keep the existing building operational. This project has been down-scoped to be a master plan memo with recommendations.

JUSTIFICATION: The Sebastopol Community Cultural Center Master Plan (SCCC) is located in a floodplain and routinely floods. The plan will serve as a long range master plan to determine alternatives such as long term flood mitigation improvements or relocating to a different location not in a floodplain.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 6-16: Support improvements to, expansion of, or replacement of the Sebastopol Community Cultural Center to address flood issues, and to improve services and facilities available to the community in order to enhance the quality of life for all City residents through the provision of quality community services and facilities.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	15,000	15,000					15,000
EXPENDITURE TOTALS	15,000	15,000					15,000
FUNDING SOURCES							
127-2019 Flood Mitig Earmark	15,000	15,000					15,000
FUNDING TOTALS	15,000	15,000					15,000

Fire-related Building Improvements at Community Cultural Center

Project No: 0713-24.09

Category Stormwater and Flood Mitigation Projects

Project Location: 390 Morris Street



DESCRIPTION: Replacement of flood-damaged dry walls and acoustical ceiling panels, insulation, thermal and moisture protection, and related work. This project is estimated to be complete by the end of Fiscal Year 2024-25.

JUSTIFICATION: The walls and ceiling panels were damaged during the 2019 Flood event and are no longer fire-rated. The walls and ceiling panels will need to be repaired/replaced in order to continue operational use of the building.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 6-16: Support improvements to, expansion of, or replacement of the Sebastopol Community Cultural Center to address flood issues, and to improve services and facilities available to the community in order to enhance the quality of life for all City residents through the provision of quality community services and facilities.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9200 - Construction	75,000						0
EXPENDITURE TOTALS	75,000						0
FUNDING SOURCES							
127-2019 Flood Mitig Earmark	75,000						0
FUNDING TOTALS	75,000						0

Category Summary Report

8 - Water Projects

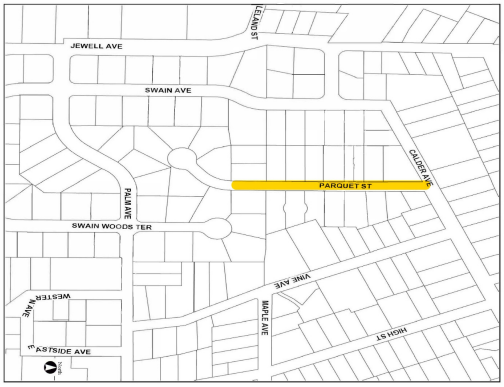
		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0819-21.01	Parquet Street Water Line Replacement (combined City project #1000-21.01)	1,530						
0821-23.09	Water System Master Plan Update	20,000	115,000					115,000
0822-24.06	NEW: Well 4 Replacement		400,000	2,600,000				3,000,000
0823-24.07	Water System Replacement Program			300,000	300,000	300,000	600,000	1,500,000
		21,530	515,000	2,900,000	300,000	300,000	600,000	4,615,000
PROJECT FUNDING SOURCES								
000	Contributions		400,000					400,000
000	Loans and other Financing			2,600,000				2,600,000
501	Water Capital Fund	21,530	115,000	300,000	300,000	300,000	600,000	1,615,000
		21,530	515,000	2,900,000	300,000	300,000	600,000	4,615,000

Parquet Street Water Line Replacement (combined City project #1000-21.01)

Project No: 0819-21.01

Category Water Projects

Project Location: Parquet Street



DESCRIPTION: Replace approximately 800 lineal feet of 6-inch water line on Parquet Street. This work includes slurry seal of Parquet Street that is affected by the water line replacement work. The work was constructed with the Parquet Street Sewer Line Replacement project #0615-21.01.

THIS PROJECT IS COMPLETE.

JUSTIFICATION: Replace leaking water lines and lead services.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management Plan, and the Capital Improvement Program.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9000 - Estimated Actual	1,530						0
EXPENDITURE TOTALS	1,530						0
FUNDING SOURCES							
501-Water Capital Fund	1,530						0
FUNDING TOTALS	1,530						0

Water System Master Plan Update

Project No: 0821-23.09

Category Water Projects

Project Location: Citywide



DESCRIPTION: This project includes using the City's water system GIS and the data it contains to identify aging infrastructure, noting type of pipe material and age. The project will also use fire flow test data to identify deficiencies in the system for fire protection purposes. The master plan report will develop a 5 to 10 year Capital Improvement Program. A hydraulic model and calibration will be included in year 2, budget depending.

JUSTIFICATION: Master plans should be updated every 5 years and the water master plan was last conducted in 2005.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management Plan and the Capital Improvement Program.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)	20,000	115,000					115,000
EXPENDITURE TOTALS	20,000	115,000					115,000
FUNDING SOURCES							
501-Water Capital Fund	20,000	115,000					115,000
FUNDING TOTALS	20,000	115,000					115,000

NEW: Well 4 Replacement

Project No: 0822-24.06

Category Water Projects

Project Location: Petaluma Avenue at Palm Avenue



DESCRIPTION: Replacement of the City's municipal Well #4 that has groundwater that has been contaminated and is required to be replaced. The City will be looking for outside financing (such as a revenue bond) for this project.

JUSTIFICATION: The well is currently being treated using a carbon filter system but this is only a temporary solution and the well will need to be replaced. The well currently provide drinking water to approximately half the city's population.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, and the Capital Improvement Program.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)		400,000					400,000
9200 - Construction			2,600,000				2,600,000
EXPENDITURE TOTALS		400,000	2,600,000				3,000,000
FUNDING SOURCES							
000-Contributions		400,000					400,000
000-Loans and other Financing			2,600,000				2,600,000
501-Water Capital Fund							0
FUNDING TOTALS		400,000	2,600,000				3,000,000

Water System Replacement Program

Project No: 0823-24.07

Category Water Projects

Project Location: Citywide

DESCRIPTION: This program is the ongoing replacement of water lines and related appurtenances.

JUSTIFICATION: The City's water system is severely aged and needs to be systematically replaced in order to minimize leaks, ruptures and emergency repairs of failing lines.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management Plan, and the Capital Improvement Program.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)			40,000	40,000	40,000	90,000	210,000
9200 - Construction			260,000	260,000	260,000	510,000	1,290,000
EXPENDITURE TOTALS			300,000	300,000	300,000	600,000	1,500,000
FUNDING SOURCES							
501-Water Capital Fund			300,000	300,000	300,000	600,000	1,500,000
FUNDING TOTALS			300,000	300,000	300,000	600,000	1,500,000

Category Summary Report

9 - Arts Projects

		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
0901-	Ned Kahn: "Sebastopol Spire"	28,000						
0903-	City Sponsorship of New Art Project (Koan Art Piece)	28,000						
		56,000						
PROJECT FUNDING SOURCES								
203	Art-In-Lieu Fund	56,000						
		56,000						

Ned Kahn: "Sebastopol Spire"

Project No: 0901-

Category Arts Projects

Project Location: Laguna Preserve



DESCRIPTION: The Ned Kahn artwork "Sebastopol Spire" is located along the Americorp Trail extension north of Sebastopol Avenue at the eastern entry to the City.

THIS PROJECT IS COMPLETE.

JUSTIFICATION: The funding for this project comes from the City's dedicated Art In-Lieu Fund, his public art piece will be paid for through dedicated Art In-Lieu Fund, and implements the City's Art in the community program.

GENERAL PLAN Goals and Policies: Community Design CD 4-6: Increase the presence of art in public spaces throughout the city.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9200 - Construction	28,000						0
EXPENDITURE TOTALS	28,000						0
FUNDING SOURCES							
203-Art-In-Lieu Fund	28,000						0
FUNDING TOTALS	28,000						0

City Sponsorship of New Art Project (Koan Art Piece)

Project No: 0903-

Category Arts Projects

Project Location: Joe Rodota Trailhead at Petaluma Avenue



DESCRIPTION: The project completed in late 2024 is the Koan art piece located at the south entrance to the City near Highway 12 and the Laguna Preserve. The Arts Projects program envisions an art piece located at each entry point (N, S, E, W) of the city. The Koan art piece was completed in early 2024. Future call for projects will be based on available funds in the Art-in-Lieu development fees fund for the north entrance near Healdsburg Ave/Covert Lane, and the east entrance near the Library.

THE KOAN ART PIECE PROJECT IS COMPLETE.

JUSTIFICATION: The funding for this project comes from the City's dedicated Art In-Lieu Fund and public art pieces will be paid for through dedicated Art In-Lieu Fund, and implements the City's Art in the community program.

GENERAL PLAN Goals and Policies: Community Design CD 4-6: Increase the presence of art in public spaces throughout the city.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9200 - Construction	28,000						0
EXPENDITURE TOTALS	28,000						0
FUNDING SOURCES							
000-Unfunded							0
203-Art-In-Lieu Fund	28,000						0
FUNDING TOTALS	28,000						0

Category Summary Report

10 - City-owned Buildings & Site Projects

		FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE								
1001-25.03	NEW: Corporation Yard Fuel Filling Station Upgrade		85,000					85,000
1002-25.04	NEW: Police Station Emergency Generator and Electrical Improvements		150,000					150,000
			235,000					235,000
PROJECT FUNDING SOURCES								
103	Bldg./Fac./Infr. Reserve		235,000					235,000
			235,000					235,000

NEW: Corporation Yard Fuel Filling Station Upgrade

Project No: 1001-25.03

Category City-owned Buildings & Site Projects

Project Location: Corporation Yard, 714 Johnson Street



DESCRIPTION: Upgrade the filling station to meet new Air Resources Board (CARB) requirements. The project includes replacement of pumps with vapor capture system, monitoring system, and site lighting.

JUSTIFICATION: The existing pumps are past their useful life with parts and labor to repair becoming non-existent. The filling station is out of compliance with CARB requirements.

GENERAL PLAN Goals and Policies: City is out of compliance with State CARB regulations for fuel filling stations.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)		85,000					85,000
EXPENDITURE TOTALS		85,000					85,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve		85,000					85,000
FUNDING TOTALS		85,000					85,000

NEW: Police Station Emergency Generator and Electrical Improvements

Project No: 1002-25.04

Category City-owned Buildings & Site Projects

Project Location: 6850 Laguna Parkway



DESCRIPTION: Replacement and upgrade of existing 40kW emergency generator to a new generator that will support the EOC, dispatch room, and other essential emergency support services at the Police Station.

JUSTIFICATION: The existing 40kW generator has been operating since the building was first constructed over 25 years ago and is in need of replacement. Also, the existing generator is sized to only power the dispatch office and is not sufficient in size to support the EOC (which will be stationed in the conference room), or any of the other offices that are deemed essential during an emergency outage.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 5-6: Ensure that the PD has adequate staffing and equipment to accommodate existing and future population growth; and

Safety SA 3-4: Identify critical facilities and ensure that they will function in the event of a disaster.

EXPENDITURES	FY24-25 Estimated	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
9100 - Pre-construction (design, ROW, Environ)		25,000					25,000
9200 - Construction		125,000					125,000
EXPENDITURE TOTALS		150,000					150,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve		150,000					150,000
FUNDING TOTALS		150,000					150,000

City of Sebastopol General Fund Forecast

($ in 000)	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36
Property Tax	3,293	$3,444	$3,588	$3,639	$3,787	$3,864	$3,981	$4,181	$4,391	$4,611	$4,796	$4,987	$5,086	$5,237
Sales Tax	2,365	2,305	2,337	2,315	2,271	2,259	2,467	2,591	2,720	2,791	2,864	2,801	2,807	2,948
Measure T/Q Sales Tax	2,353	2,322	2,283	2,316	2,277	2,263	2,480	2,609	2,744	2,818	2,894	2,827	2,833	2,980
Measure U Sales Tax	-	-	375	1,500	1,458	1,523	1,717	1,684	1,722	1,718	1,756	1,707	1,789	1,920
Utility Users Tax	851	863	888	950	949	975	1,002	1,030	1,058	1,087	1,117	1,148	1,179	1,212
Transient Occup Tax	544	519	519	535	537	565	610	627	644	646	664	649	684	737
Other Taxes	688	692	717	744	757	763	775	796	818	839	856	871	877	892
Intergovernmental	1,726	115	28	59	59	59	59	59	59	59	59	59	59	59
Building Permits	558	349	925	1,100	400	408	416	424	433	442	450	459	469	478
Fees & Charges	190	171	164	161	156	156	163	170	178	181	185	179	178	186
Interest	(31)	(3)	82	100	31	24	22	22	24	26	28	25	21	15
Other Revenues	1,228	608	533	200	202	204	207	209	212	214	216	219	222	224
Transfers In	103	102	164	275	126	127	128	130	131	132	133	135	136	138
Cost Allocation*	2,190	2,303	1,762	1,796	1,837	1,878	1,920	1,964	2,008	2,053	2,099	2,146	2,195	2,244
Total Revenue	16,058	13,790	14,363	15,690	14,847	15,068	15,948	16,496	17,141	17,617	18,118	18,214	18,535	19,271
Salaries	3,987	4,433	4,387	4,650	4,668	4,819	4,976	5,138	5,305	5,477	5,655	5,839	6,029	6,225
Part-time	415	67	157	55	56	57	58	59	60	62	63	64	65	67
Overtime	431	257	248	108	111	115	118	122	125	129	133	137	141	145
Pension	1,574	1,512	1,740	1,976	2,091	2,160	2,328	2,363	2,395	2,483	2,501	2,522	2,527	2,527
Health/OPEB	870	966	968	1,371	1,216	1,252	1,290	1,328	1,367	1,408	1,450	1,493	1,538	1,583
Other Personnel	888	1,051	1,024	927	951	976	1,002	1,028	1,056	1,083	1,112	1,141	1,172	1,202
Vacancy Savings	-	-	-	(209)	(364)	(375)	(391)	(402)	(412)	(426)	(437)	(448)	(459)	(470)
Subtotal Personnel	8,164	8,286	8,524	8,876	8,729	9,004	9,381	9,637	9,896	10,217	10,477	10,749	11,012	11,279
Services & Supplies	3,384	3,345	4,237	4,433	4,544	4,657	4,774	4,893	5,015	5,141	5,269	5,401	5,536	5,674
Liability Insurance	571	651	638	759	778	797	817	838	859	880	902	925	948	971
Utilities	341	354	563	529	542	555	569	584	598	613	628	644	660	677
Contributions	580	257	68	14	15	15	16	16	16	17	17	18	18	18
Debt Service	254	300	265	151	389	111	86	86	86	86	86	86	86	86
Capital/Other Tfrs Out	1,176	1,074	418	924	727	739	820	811	829	831	850	834	870	927
Asset Preservation Adds	-	-	-	-	300	308	315	323	331	339	348	357	366	375
Budget Reductions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expense	14,470	14,267	14,713	15,686	16,023	16,188	16,778	17,187	17,631	18,124	18,578	19,013	19,497	20,008
Net Annual	1,587	(477)	(349)	4	(1,176)	(1,120)	(830)	(691)	(489)	(506)	(459)	(799)	(961)	(737)
Pension Trust Contribs	-	-	-	-	418	432	466	473	479	497	500	504	127	-
Wastewater Loan	-	(1,100)	-	-	-	220	220	220	220	220	-	-	-	-
Beginning Fund Balance	5,644	7,231	4,615	4,266	4,270	3,512	3,044	2,900	2,901	3,111	3,321	3,362	3,067	2,233
Ending Fund Balance	7,231	4,615	4,266	4,270	3,512	3,044	2,900	2,901	3,111	3,321	3,362	3,067	2,233	1,496
less: Commit/Assign	1,423	222	222	222	222	222	222	222	222	222	222	222	222	222
Unassigned Balance	5,809	4,393	4,044	4,048	3,290	2,822	2,678	2,679	2,889	3,099	3,140	2,845	2,011	1,274
Pension Trust (105)	2,781	2,906	3,037	3,173	2,898	2,596	2,248	1,876	1,482	1,052	599	121	-	-
Total Avail Balance	8,589	7,299	7,080	7,221	6,187	5,418	4,925	4,555	4,371	4,151	3,739	2,966	2,011	1,274
Unassign as % of Tot Exp	40.1%	30.8%	27.5%	25.8%	20.5%	17.4%	16.0%	15.6%	16.4%	17.1%	16.9%	15.0%	10.3%	6.4%

CITY OF SEBASTOPOL
VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE

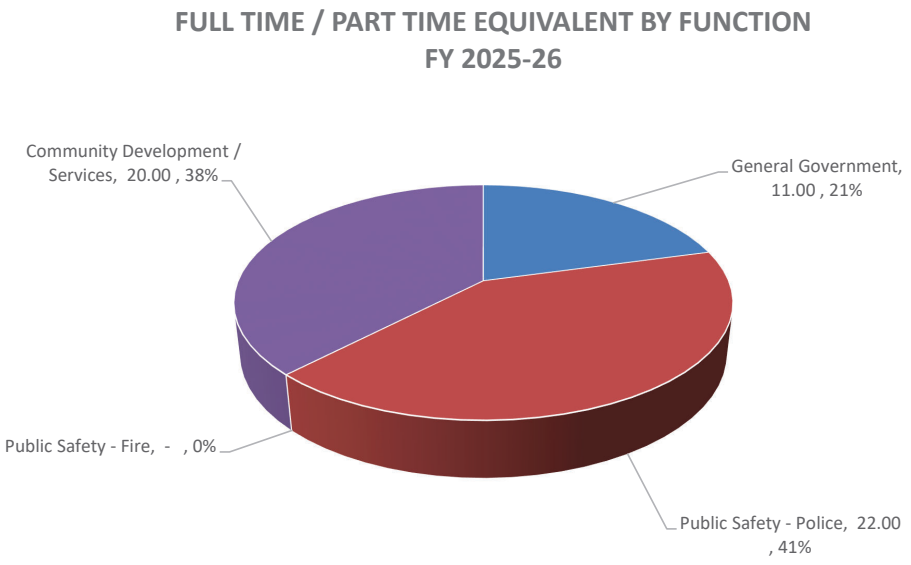
VEH NO	VEHICLE REPLACEMENT SCHEDULE VEHICLE DESCRIPTION	YEAR OF VEHICLE	DEPT	YRS. EXPT LIFE	CURRENT AGE	PURCHASE PRICE	PURCHASE PRICE W/ ADD EQUIPMENT	Inflation Rate CURRENT MARKET VALUE	2.76% FV REPL COST	PER YEAR RPL COST	YEARS TO REPLACE	REPLACE FY	2025 INITIAL REPL FUND AMOUNT	2026 YEARS TO REPL.	2027 YEARS TO REPL.	2028 YEARS TO REPL.	2029 YEARS TO REPL.	2030 YEARS TO REPL.
10	Ford C-Max Hybrid (Escape)	2017	PW	15	8	35,000	35,000	39,500	47,793	3,186	7	2032	25,490	6	5	4	3	2
11	Ford F250 w/Scelzi Utility Body	2019	PW	15	6	36,000	36,000	62,250	79,535	5,302	9	2034	31,814	8	7	6	5	4
12	Ford 350 4x4 Pickup	2016	PW	15	9	36,203	36,203	85,250	100,378	6,692	6	2031	60,227	5	4	3	2	1
14	Ford F-350 w/ lift	2014	PW	15	11	74,114	74,114	110,000	122,656	8,177	4	2029	89,948	3	2	1	0	
15	Ford 250 w/Scelzi Utility Body	2014	PW	15	11	32,700	32,700	62,250	69,412	4,627	4	2029	50,902	3	2	1	0	
16	Ford F150 Pickup	2022	PW	15	3	36,048	36,048	47,500	65,854	4,390	12	2037	13,171	11	10	9	8	7
17	Ford 250 w/Scelzi Utility Body	2014	PW	15	11	32,692	32,692	62,250	69,412	4,627	4	2029	50,902	3	2	1	0	
18	Ford F250 w/Scelzi Utility Body	2017	PW	15	8	34,000	34,000	62,250	75,320	5,021	7	2032	40,170	6	5	4	3	2
19	Ford F350 w/Dump Body	2014	PW	15	11	37,499	37,499	92,250	102,864	6,858	4	2029	75,433	3	2	1	0	
20	Ford F650 5 Yard Dump	2019	PW	20	6	77,000	77,000	118,750	173,849	8,692	14	2039	52,155	13	12	11	10	9
21	Chevrolet Silverado Pickup	2006	PW	15	19	14,000	14,000	43,000	43,000	2,867	-	2021	43,000					
22	Ford F650 5 Yard Dump	2010	PW	20	15	74,184	74,184	118,750	136,067	6,803	5	2030	102,051	4	3	2	1	0
23	Ford F250 w/Scelzi Utility Body	2020	PW	15	5	36,000	36,000	62,250	81,730	5,449	10	2035	27,243	9	8	7	6	5
24	Chevrolet Colorado Pickup	2022	PW	15	3	28,363	28,363	37,500	51,990	3,466	12	2037	10,398	11	10	9	8	7
25	Ford F250 w/Scelzi Utility Body	2017	PW	15	8	34,000	34,000	62,250	75,320	5,021	7	2032	40,170	6	5	4	3	2
27	Ford F150 Pickup	2021	PW	15	4	31,169	31,169	47,500	64,085	4,272	11	2036	17,089	10	9	8	7	6
28	Ford F150 Pickup	2021	PW	15	4	29,694	29,694	47,500	64,085	4,272	11	2036	17,089	10	9	8	7	6
60	Honda ATV	1999	PW	20	26	5,000	5,000	10,250	10,250	513	-	2019	10,250					
70	Featherlite Trailer	2001	PW	20	24	2,500	2,500	5,500	5,500	275	-	2021	5,500					
71	Featherlite Trailer	2009	PW	20	16	3,343	3,343	5,500	6,133	307	4	2029	4,906	3	2	1	0	
72	IP Manufacturing Roll Off Trailer	2016	PW	20	9	2,500	2,500	3,500	4,722	236	11	2036	2,125	10	9	8	7	6
73	Cart Away Water Trailer	2009	PW	20	16	5,000	5,000	9,000	10,035	502	4	2029	8,028	3	2	1	0	
74	Legend Mower Trailer	2024	PW	20	1	5,095	5,095	5,500	9,226	461	19	2044	461	18	17	16	15	14
75	PacWest Paint Trailer	2024	PW	20	1	4,000	4,000	4,200	7,045	352	19	2044	352	18	17	16	15	14
80	CAT XQ60BM Standby Generator	2020	PW	20	5	60,000	60,000	74,000	111,325	5,566	15	2040	27,831	14	13	12	11	10
83	Airman Air Compressor Trailer	1996	PW	20	29	9,500	9,500	25,500	25,500	1,275	-	2016	25,500					
87	John Deere 310E Backhoe	2002	PW	20	23	39,900	39,900	165,000	165,000	8,250	-	2022	165,000					
88	Case 570 XLT Loader/Grader	2002	PW	20	23	36,980	36,980	110,000	110,000	5,500	-	2022	110,000					
89	John Deere 310L Backhoe	2015	PW	20	10	93,477	93,477	165,000	216,633	10,832	10	2035	108,317	9	8	7	6	5
95	Vactor 2103 Truck	2009	PW	15	16	167,761	167,761	535,560	535,560	35,704	-	2024	535,560					
97	Internation Vactor 2013	2017	PW	15	8	287,000	287,000	535,560	648,003	43,200	7	2032	345,601	6	5	4	3	2
	Recommended Amount for Replacement Cost												2,096,686	148,314	148,314	148,314	123,216	116,413
	Total											5860	2,096,686	148,314	148,314	148,314	123,216	116,413

CITY OF SEBASTOPOL
VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE

VEH NO	VEHICLE REPLACEMENT SCHEDULE VEHICLE DESCRIPTION	YEAR OF VEHICLE	DEPT	YRS. EXPT LIFE	CURRENT AGE	PURCHASE PRICE	PURCHASE PRICE W/ ADD EQUIPMENT	Inflation Rate CURRENT MARKET VALUE	2.76% FV REPL COST	PER YEAR RPL COST	YEARS TO REPLACE	REPLACE FY	2025 INITIAL REPL FUND AMOUNT	2026 YEARS TO REPL.	2027 YEARS TO REPL.	2028 YEARS TO REPL.	2029 YEARS TO REPL.	2030 YEARS TO REPL.
30	Ford Explorer/Interceptor	2019	PD	20	6	49,000	74,000	85,000	124,439	6,222	14	2039	37,332	13	12	11	10	9
33	Harley Davidson Motorcycle	2005	PD	20	20	20,000	30,000	40,000	40,000	2,000	-	2025	40,000					
34	Harley Davidson Motorcycle	2005	PD	20	20	20,000	30,000	40,000	40,000	2,000	-	2025	40,000					
35	Ford Escape	2019	PD	10	6	27,000	42,000	51,000	56,868	5,687	4	2029	34,121	3	2	1	0	
37	Ford Fusion	2017	PD	10	8	40,000	41,000	85,000	89,757	8,976	2	2027	71,805	1	0			
38	Ford Fusion	2018	PD	10	7	40,000	41,000	85,000	92,234	9,223	3	2028	64,564	2	1	0		
39	Ford (Escape)	2008	PD	10	17	29,500	29,500	51,000	51,000	5,100	-	2018	51,000					
41	Ford Explorer	2017	PD	10	8	47,000	47,000	85,000	89,757	8,976	2	2027	71,805	1	0			
42	Ford Explorer Interceptor	2015	PD	10	10	46,750	46,750	85,000	85,000	8,500	-	2025	85,000					
43	Ford Explorer	2017	PD	10	8	47,000	47,000	85,000	89,757	8,976	2	2027	71,805	1	0			
44	Ford Explorer	2016	PD	10	9	46,750	46,750	85,000	87,346	8,735	1	2026	78,611	0				
48	Mighty Mover DUI Trailer	1998	PD	40	27	15,000	15,000	30,000	42,740	1,068	13	2038	28,849	12	11	10	9	8
50	Ford Explorer	2014	PD	10	11	28,100	28,100	85,000	85,000	8,500	-	2024	85,000					
51	Ford Escape/Hybrid	2025	PD	10	0	85,000	85,000	85,000	111,599	11,160	10	2035	-	9	8	7	6	5
52	Ford Escape/Hybrid	2005	PD	15	20	27,100	37,100	85,000	85,000	5,667	-	2020	85,000					
	Cost of Vehicles to be Replaced Now																	
	Recommended Amount for Replacement Cost												844,893	86,985	80,651	80,415	70,262	70,262
	Total												844,893	86,985	80,651	80,415	70,262	70,262
	GRAND TOTAL ANNUAL REPLACEMENT COST					**1,897,922**		**3,877,070**	**4,331,451**	**294,998**			**2,941,579**	**235,299**	**228,965**	**228,729**	**193,478**	**186,674**

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

Function | Department	As of June 30, 2022	2023	2024	2025	2026
General Government					
City Council	6.00	6.00	6.00	5.00	5.00
Administrative	1.75	2.00	2.00	2.00	2.00
Administrative Services (Finance)	4.00	4.00	4.00	4.00	4.00
Public Safety					
Police Protection	21.00	22.00	21.00	22.00	22.00
Police Protection - Reserves	3.00	3.00	2.00	-	-
Fire Protection	2.50	3.50	3.50	3.50	-
Fire Protection - Volunteers	32.00	30.00	31.00	30.00	-
Municipal Development & Infrastructure Services					
Community Development	3.00	3.00	3.00	3.00	3.00
Building Inspection	1.50	1.50	1.50	1.50	2.00
Public Works |Engineering	13.00	14.00	13.75	16.00	15.00
Total	**87.75**	**89.00**	**87.75**	**87.00**	**53.00**



FULL TIME (FTE) STAFFING SUMMARY (AUTHORIZED)

Department | Position	FY 2024-25 Adopted	Add	Delete	Adjustment	FY 2025-26 Adopted
City Council					
Council Members	5				5
Video Recorder	0				0
Total	5	0	0	0	5
City Manager|Assistant City Manager|City Clerk					
City Manager	1				1
Assistant City Manager |City Clerk	1				1
Total	2	0	0	0	2
City Attorney					
City Attorney (Contracted)	0				0
Administrative Services (Finance)					
Administrative Services Director	1				1
Accountant/Analyst (Conf)	1				1
Accountant	1				1
Administrative Technician	1				1
Total	4	0	0	0	4
Building Inspection					
Building Official	1				1
Administrative Technician	0.5			0.5	1
Total	1.5	0	0	0.5	2
Community Development					
Community Development Director	1				1
Associate Planner	1				1
Permit Technician	1				1
Total	3	0	0	0	3
Public Works |Engineering					
Public Works Director | City Engineer	0			1	1
Engineering Manager	1			-1	0
Superintendent	1			-1	0
Public Works Operations Supervisor	1				1
Administrative Technician	1				1
Engineer Technician 2	1				1
Water System Treatment Operator	1				1
Sanitary Sewer System Operator	1				1
Senior Maintenance Worker	1				1
Senior Parks & Facilities/Maintenance Worker III	1				1
Maintenance Worker II	2				2
Maintenance Worker I	2				2
Maintenance Assistant	3				3
Total	16	0	0	-1	15

FULL TIME (FTE) STAFFING SUMMARY (AUTHORIZED)

Department | Position	FY 2024-25 Adopted	Add	Delete	Adjustment	FY 2025-26 Adopted
Fire Services					
Fire Chief	1			-1	0
Fire Captain	0	2		-2	0
Fire Engineer	2			-2	0
Senior Administrative Assistant	0.5			-0.5	0
Volunteers	30			-30	0
Total	33.5	2	0	-35.5	0
Police Services					
Police Chief	1				1
Lieutenant	1				1
Sergeants	4				4
Officers	9				9
Support Services Manager	1				1
Dispatchers	5				5
Technician	1				1
Reserves	0				0
Total	22	0	0	0	22
Grand Total	**87**	**2**	**0**	**-36**	**53**

City of Sebastopol
Membership Listing

	Agency Description	Controlling Department	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
1	Local Agency Formation Commission (LAFCO)	Council	6,291	5,995	6,448	5,888	6,577
2	Sister Cities International	Council	155	155	310	155	155
3	League of California Cities	Council	5,111	5,614	5,049	5,190	5,385
4	Association of Bay Area Government (ABAG)	Council	2,586	2,577	2,729	3,002	3,302
5	Sonoma County Go Local Cooperative	Council	200	200	200	-	-
6	Cittaslow International	Council	1,815	1,718	-	-	-
7	SoCo Transportation Authority Technical Advisory Committee (SCTA)	Council	4,931	5,162	5,402	5,600	5,709
8	Regional Climate Protection Authority (RCPA)	Council	7,717	13,047	13,463	8,190	8,260
9	Sebastopol Chamber of Commerce	Council	242	242	242	242	242
10	International Institute fo Municipal Clerks	ACM/City Clerk	195	215	200	215	215
11	City Clerks Association of California	ACM/City Clerk	219	125	200	250	250
12	ICMA	ACM/City Clerk	200	200	200	200	
13	California Public Employers Labor Relations Association (CALPELRA)	ACM/City Clerk	370	370	370	370	
14	National Association Government Archives & Records Admin (NAGARA)	ACM/City Clerk	225	-	-	-	
15	CA City Management Foundation (CCMF)	ACM/City Clerk	400	400	400	-	
16	California Society of Municipal Finance Officers	Finance	110	220	250	270	210
17	Government Finance Officers Association	Finance	170	170	170	170	170
18	Municipal Management Association of Northern California (MMANC)	Finance	150	75	75	95	95
19	California Public Employers Labor Relations Association (CALPELRA)	Finance	-	-	-	-	-
20	California Muncipal Treasurers Assocation	Finance	-	-	-	-	-
21	Public Agency Risk Management Association	Finance	-	-	-	-	300
22	California Architects Board	Planning	-	300	-	400	-
23	American Planning Association	Planning	727	-	788	-	-
24	International Association of Plumbing & Mechanical Officials	Building	-	-	-	-	-
25	Sacramento Valley Association of Building Officials	Building	-	-	-	-	-
26	Yosemite Chapter of ICC	Building	-	-	-	-	-
27	California Building Officials	Building	-	-	-	-	-
28	County Building Officials Association of California	Building	-	-	-	-	-
29	International Association of Electrical Inspectors	Building	-	-	-	-	-
30	International Code Council	Building	145	145	145	160	160
31	Rusian River Watershed Association Technical Work Group	Engineering	34,000	34,286	26,365	31,760	20,909
32	State Water Control Board	Engineering	5,994	7,067	7,067	7,067	7,279
33	MS4 Storm Water Permit Collaborative Effort	Engineering	-	-	-	-	-
34	Groundwater Management - GSA	Engineering	39,177	-	-	-	-
35	Clears, Inc	Police	-	-	-	-	75
36	California Police Chief Association	Police	348	348	190	875	365
37	National Emergency Number Association	Police	142	142	147	147	152
38	Sonoma County Law Enforcement Chief Association	Police	200	200	200	200	200
39	CA Association for Property & Evidence	Police	-	-	-	50	50
40	Sonoma County Fire Chief Association	Fire	400	400	5,400	5,400	
41	California State Firefighter Association	Fire	2,763	2,550	2,338	2,847	
42	Emergency Services Marketing Corp	Fire	660	660	660	-	-
43	REDCOM (9-1-1 Dispatcher Services)	Fire	44,339	52,223	58,838	65,131	44,786
44	SoCo Operational Area Emergency Services (County EOC)	Fire	2,000	2,000	2,000	2,000	2,000
45	Bay Area Air Quality Management District	Fire	-	-	-	-	
46	International Association of Fire Chiefs	Fire	285	285	285	290	290
47	California Fire Chiefs Association (CFCA)	Fire	412	412	285	400	
	Total		**161,982**	**136,806**	**139,846**	**145,874**	**106,846**

APPROPRIATIONS LIMIT

What is it?

Proposition 4, approved by the voters in November 1979, added California Constitution, Article XIIIB. Article XIIIB 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
2025-26	6.44%

Population Change County of Sonoma	
Fiscal Year	Percentage Change over Prior
2025-26	0.40%

Per Capita Cost of Living Converted to Ratio:	$\frac{6.44 + 100}{100}$	**1.0644**
Population Converted to Ratio	$\frac{.40 + 100}{100}$	**1.004**
Calculation Factor for FY 2025-26	1.0644 x 1.004	**1.0687**

Fiscal Year 2024-25 Appropriations Limit	$ 20,198,619
Fiscal Year 2025-26 Factor	1.0687
Fiscal Year 2025-26 Appropriations Limit	**$ 21,585,408**

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

Tax Appropriations	Total Budget for 2025-26
Property Tax	$ 3,689,105
Sales Tax	6,130,700
Other Tax	2,026,550
Total Appropriations Subject to Limit	$ 11,846,355
Appropriations Subject to Limit	$ 11,846,355
Fiscal Year 2025-26 Appropriations Limit	21,585,408
Over/(Under) Appropriations Limit	$ (9,739,053)
Percentage Over/(Under) Limit	-45%

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 $11,319,355 which is well below the authorized spending limit of $21,585,408

Department of Finance Budgeting Resource Price and Population Factors Used For Appropriations Limit at:
https://dof.ca.gov/Forecasting/Demographics/Estimates/

FINANCIAL POLICY
Revised May 2, 2017
Council 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 year 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.
- The City is to record the depreciation of equipment, buildings and facilities, and infrastructure as follows and in line with internally established capitalization guidelines:

Capitalization Thresholds

Land purchases at any value
Equipment - $5,000
Buildings and facility improvements - $25,000
Infrastructure - $100,000

Depreciation

Depreciation will be recorded on a straight-line basis over the following estimated useful lives:

Equipment	3 - 10 years
Site Improvements other than buildings	30 - 50 years
Buildings	50 years
Infrastructure	30 - 100 years

REVIEW AND UPDATE

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

PURCHASING POLICY

Effective September 5, 2017
Revised: March 15, 2022
Council Policy # _89_____

I. 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.

II. 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.

Code Of Conduct – Employees are responsible for providing access to City procurement opportunities in a fair and impartial manner to all responsible suppliers, vendors, and contractors. In addition, all employees shall behave in a manner that avoids improprieties or the appearance of improprieties to maintain the public's confidence in the integrity of the City's purchasing system.

Conflict Of Interest - If a city officer or employee has a real or apparent conflict of interest, said individual may not participate in the selection, award, or administration of any contract, including those supported by a federal award or funding, that implicates that conflict of interest. If a city

officer or employee participates in making a contract where said individual has a real or apparent conflict of interest, such conflict may nullify or void a contract. As nullification or voiding of a contract is a serious matter with potentially significant consequences for the City, every officer or employee is responsible for recognizing and reporting a potential conflict of interest in timely manner.

A conflict of interest may arise when the city officer or employee has a direct financial interest in, or would receive a direct or material benefit arising from a contract. City officers and employees shall not be financially interested in any contract made by them in their official capacity, as such terms are defined in California Government Code Sections 1090 et seq. and 87100 et seq., and relevant case law. Prohibited interests include interests of immediate family members, domestic partners, and their respective employers or prospective employers.

City officers and employees shall report any potential or actual conflict of interest to their respective Department Head or to the City Attorney as soon as a conflict is suspected or discovered. If city officers or employees are uncertain about whether they have a conflict of interest regarding a particular contract, the individual shall consult the City Attorney's Office as soon as practicable.

It is important to note that consultants of a public entity are considered public officials under Government Code section 1090 and are subject to the requirements therein. City officers and employees should consult the City Attorney on potential conflict of interest issues with respect to the City's third-party consultants and contractors.

III. 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.

IV. 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.

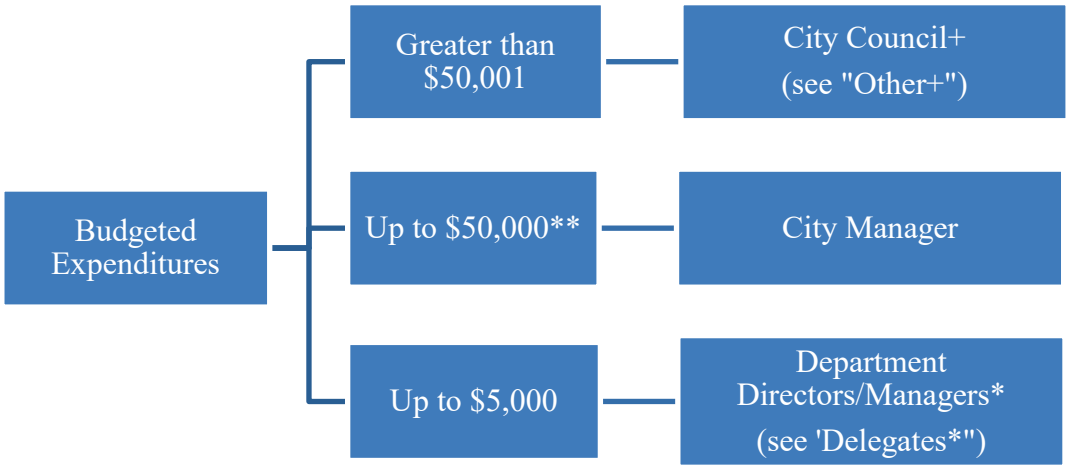
d. Anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with best purchasing practices.

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.

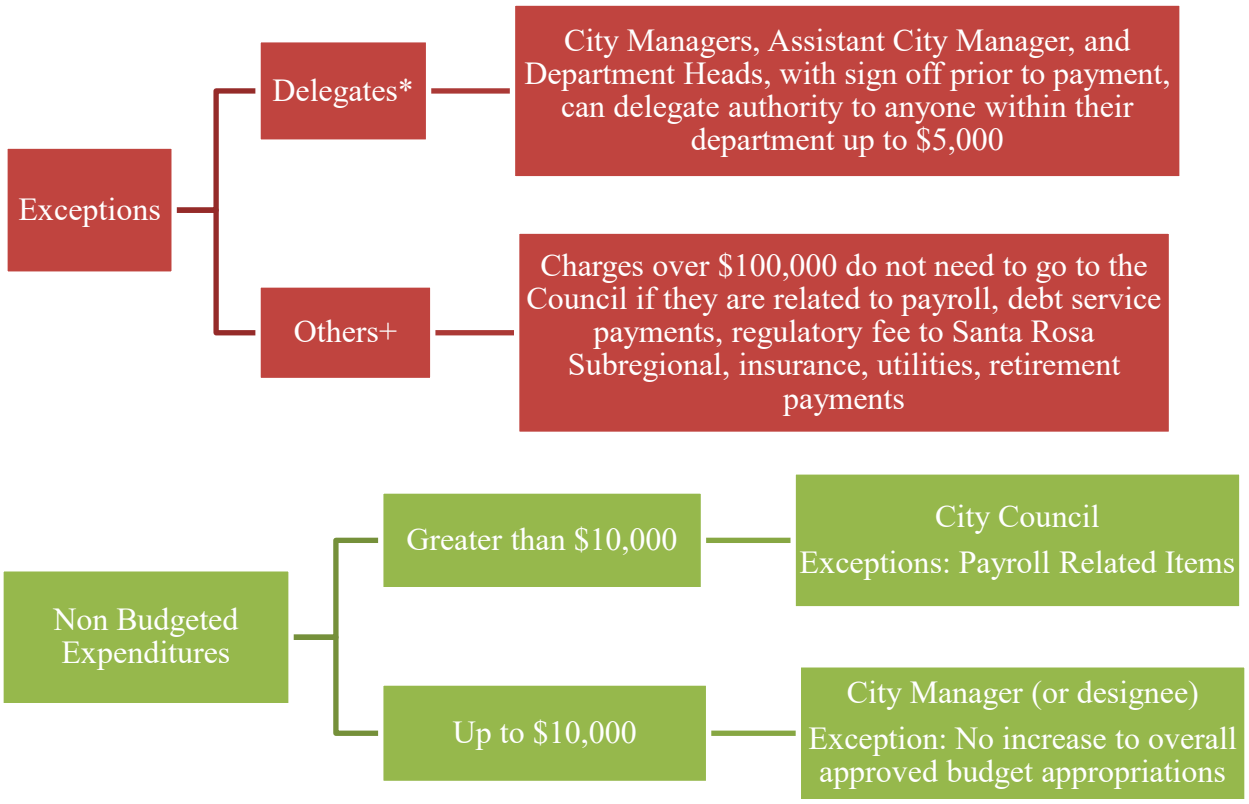
V. PURCHASING AUTHORITY

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.

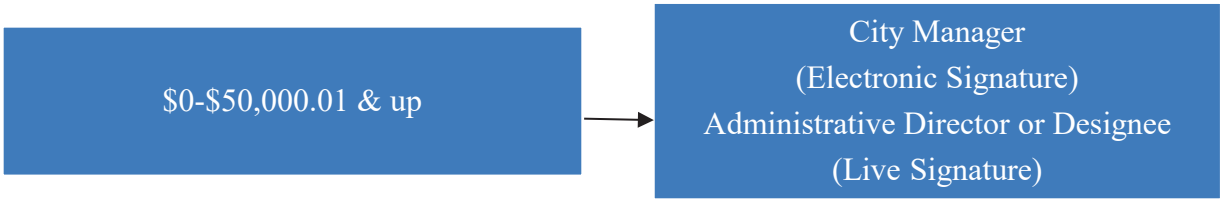


** Subject to competitive process herein.



CONTRACT or CHECK SIGNING AUTHORITY

The City Manager and Administrative Services may designate their signature authority in their absence.



In the course of conducting City business, the City is required to make a variety of different types of purchases. The type of purchase dictates the policies and procedures for procuring and formalizing the purchase. Before employees make a purchase, they should identify the type of purchase and the proper method for completing that purchase. This category of purchases includes the purchase of tangible durable and non-durable goods by the City. Examples of these types of purchases include fuel, tools, office supplies, chemicals, machinery, food, and furniture. These types of purchases are distinct from the purchase of nontangible services.

Competitive Process – This policy is designed to promote full and open competition among potential vendors. Through full and open competition, the City is able to realize better pricing and more favorable terms. In interpreting this policy, staff should rely on interpretations that favor greater and more robust competition among vendors.

Best Overall Value – This policy is designed to ensure that the City is getting the best value for its money when making purchaes. When not required by law to select the lowest bidder, the principle permits the City to consider factors other than just price in determining what constitues the best overall value to the City.

Fairness And Transparency – This policy is designed to promote fairness and transparency in the City's purchasing system. Complying with this policy fosters equal opportunities for vendors wishing to do business with the City and ensures that public expenditures are made in an open and consistent manner.

Compliance With Law And Best Practices – This policy is informed by and incorporates applicable laws, regulations, and best practices applicable to public procurements. Compliance with this policy ensures that purchases are conducted in accordance with the City's legal and ethical obligations and responsibilities.

Conduct With Vendors All employee interactions with vendors shall be conducted in a fair, open, and transparent manner. Employees shall:

i. Refrain from showing favoritism to vendors or being unduly influenced by external factors outside the criteria outlined in this policy.
ii. Select all vendors on the basis of meeting appropriate and fair criteria in accordance with the requirements of this policy.

No Gratuities - No City employee shall solicit, demand, accept, or agree to accept, and shall avoid the appearance of accepting, a gift of goods or services, payment, loan, advance, deposit of money, or employment offer presented, promised in return for, or in anticipation of favorable consideration in a City procurement.

VI. METHODS OF PROCUREMENT

The type of purchase and the amount of a purchase dictates the method of procurement. Smaller and less complex purchases involve less stringent competitive requirements. Conversely, more valuable and more complex purchases require stricter, more formalized competitive processes.

Informal Procurement

Micro purchases need not be awarded competitively, but the price must be determined to be fair and reasonable and should be distributed equitably among qualified suppliers. Micro Purchases do not require advertising or solicitation of quotes/bids. However, seeking multiple quotes/bids, even when not required, is a best practice and helps to ensure that the City receives better pricing for its purchases. Micro purchasing is defined as for purchases valued under $5,000.

Informal Solicitation

Informal solicitation involves seeking three (3) written quotes from potential vendors. These written quotes may be informally documented, such as through emails between City employees and potential vendors. Informal solicitation may be used for purchases of goods, non-public works construction projects, and consultant/professional services valued at $50,000 or less.

Formal Competitive Proposals (RFP)

In a formal competitive proposal process, the City must: (i) prepare a request for proposal document identifying the project requirements, vendor qualifications, and evaluation factors; (ii) send the RFP to an adequate number of qualified sources as determined by the relevant department head or the City Manager; (iii) post the RFP on the City's website at least ten (10) days prior to the deadline for receipt of proposals; and (iv) establish and implement procedures for evaluation of proposals. Formal competitive proposals shall be used for purchases valued at more than $50,000.

Cooperative Procurement

Cooperative purchasing allows the City to buy goods or services based on a competitively bid contract prepared by another public agency, when that other agency and the vendor(s) agreed in advance to a cooperative process. Use of purchasing cooperatives is encouraged as a way to obtain goods and services by aggregating volume, securing value pricing, and reducing administrative overhead. Measured use of purchasing cooperatives can significantly reduce the time and resources needed to competitively purchase goods and services.

Sole Source Procurement

Regardless of the estimated cost of a purchase, the City is not required to engage in a competitive procurement process, either formal or informal when a competitive procurement is infeasible for the reasons articulated in this section. In all cases, the City must verify and document that a particular procurement meets the criteria for a sole source identified below, and the use of sole source must be approved by the City Manager. Sole source procurement is authorized if one of the following conditions are met:

a. Unique or Innovative Concept - The vendor demonstrates a unique or innovative concept or capability not available from another source. "Unique or Innovative Concept" means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the City only from one source and has not in the past been available to the City from another source;
b. Patents or Restricted Data Rights – Patent or data rights restrictions preclude competition;
c. Substantial Duplication Costs – In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition;
d. Unacceptable Delay – In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the City's needs.

Emergency Procurement

Emergency procurements are those purchases necessary to avoid or mitigate a clear and imminent threat or danger where delay could result in loss of life or danger to health, welfare, or property or threaten the continued operation of the City or the provision of essential City services. (See Section XI Urgent and Emergency Purchases for more details)

Exempt Procurement

This Section outlines types of procurements that are exempt from the standard competitive requirements outlined in this policy and also includes special considerations related to those exempt procurements. Despite the fact that a procurement may be exempt, the City may still conduct negotiations as to price, delivery and terms in connection with the award of a contract that does not require a competitive process. Nothing in this section shall preclude the solicitation of competitive bids or proposals when possible. The following is a list of procurements that are exempt from the competitive requirements outlined in this Policy.

1. Emergency procurements as defined above;
2. Specified materials or equipment that can be obtained from only one source and there is no adequate substitute in accordance with the criteria outlined in sole source section above;
3. Legal or professional services that are highly specialized;
4. Procurements funded by grants, donations or gifts when any special conditions require the purchase of particular materials and/or services;
5. Purchase of surplus property owned by another public entity, or payment to other public entities or utilities;
6. Membership dues, conventions, training, travel arrangements, or advertisements in magazines, newspapers, or other media;
7. Works of art, entertainment or performance; and
8. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such situations the City Manager may proceed to have the goods procured or services performed without further competitive bidding.

VII. LOCAL VENDOR PREFERENCE:

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

VIII. ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) POLICY

1. STATEMENT OF POLICY

The Environmentally Preferable Purchasing Policy will commit the City to:

1.1. Protect and conserve natural resources, water, and energy

1.2. Minimize the contribution to climate change, pollution, and solid waste disposal;

1.3. Institute practices that reduce waste by increasing product efficiency and effectiveness;

1.4. Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;

1.5. Purchase products 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 use wood from sustainably harvested forests; and

1.6. Comply with State requirements as contained in the SB 1383 procurement regulations to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials.*

2. PURPOSE

The purpose of the policy is to incorporate considerations that include the following:

2.1. Conserve natural resources;

2.2. Minimize environmental impacts such as pollution and use of water and energy;

2.3. Eliminate or reduce toxics that create hazards to workers and our community;

2.4. Support a strong recycling market and circular economy;

2.5. Incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement;

2.6. Reduce materials that are landfilled;

2.7. Increase the use and availability of environmentally preferable products that protect the environment;

2.8. Identify environmentally preferable products and distribution systems;

2.9. Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services;

2.10. Align with the Zero Waste Sonoma's goal of Zero Waste by 2030 as adopted in the Zero Waste Resolution; and

2.11. Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices, and that encourages other purchasers in our community to adopt similar goals.

3. DEFINITIONS

3.1. “Annual Recovered Organic Waste Product Procurement Target” means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the Jurisdiction is required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times

the Jurisdiction's residential population using the most recent annual data reported by the California Department of Finance. Annually, CalRecycle will provide notice to each Jurisdiction of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle's website and providing written notice directly to the Jurisdiction

3.2. "American Society for Testing and Materials" means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

3.3. "Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.

3.4. "Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials

3.5. "Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or 06868, based on testing in an approved laboratory.

3.6. "Buyer'' means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions

3.7. "The Carpet and Rug Institute" (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The "Green Label Plus" testing program incorporates additional requirements to meet California's Collaborative for High Performance Schools low-emitting materials criteria

3.8. "Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

3.9. Compost eligible for meeting the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements.

3.10. "Compostable plastic" means a polymer that is made from plants such as corn or

soybeans, and breaks downduring composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues

3.11. "Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract or serves in a subcontracting capacity with an entity having a contract for the provision of goods or services.

3.12. Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to Jurisdiction pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

3.13. "Ecologo" is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988 and part of UL Environment since 2010. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the Ecologo to those that are environmentally preferable throughout their entire lifecycle.

3.14. "Electronic Product Environmental Assessment Tool" (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select personal computers, displays, imaging equipment and televisions based on their environmental attributes.

3.15. "Electricity Procured from Biomass Conversion" means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and prunings from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the Jurisdiction's Annual Recovered Organic Waste Product Procurement Target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).

3.16. "Energy Star" means the U.S. EPA's energy efficiency product labeling program.

3.17. "Energy-Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

3.18. "Environmentally Preferable Purchasing" means EPP is the procurement of goods and services that have a reduced impact on human health and the environment compared to competing products serving the same purpose. It is an essential part of our search for high quality products and services at competitive prices.

3.19. "Federal Energy Management Program" is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.

3.20. "Forest Stewardship Council" is a global organization that certifies responsible,

on-the- ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

3.21. "Green Seal" is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

3.22. "Integrated Pest Management" is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

3.23. "Jurisdiction" means a city, county, a combined city and county, or a regional agency with the responsibility for meeting Integrated Waste Management Act requirements. Jurisdictions may utilize a Joint Powers Authority (JPA) to comply with the requirements of SB 1383, however, the jurisdiction shall remain ultimately responsible for compliance. For this EPP Policy, Jurisdiction is the City of Sebastopol.

3.24. "LEED Rating System" means the most recent version of the Leadership in Energy and Environmental Design (LEED) Rating System, approved by the U.S. Green Building Council, and designed for rating new and existing commercial, institutional, and residential buildings.

3.25. "NSF/ANSI" means NSF International follows the American National Standards Institute (ANSI) standards development process. Standards are developed by joint committees (balanced stakeholder groups of public health, industry and user representatives).

3.26. "Organic Pest Management" prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Farmers (CCOF).

3.27. "Organic Waste" means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing And Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.

3.28. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling;

3.29. "Post-consumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

3.30. "Pre-consumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre- consumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

3.31. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications;

3.32. "Postconsumer Content" means any product which has served its intended use by a business or a consumer, which has been disposed and subsequently separated from solid waste for use as a constituent in a new product.

3.33. "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the Jurisdiction or others. The Jurisdiction's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the Jurisdiction or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the Jurisdiction's behest.

3.34. "Post-manufacture Content" means, waste that is created by a manufacturing process, and that is subsequently only used as a constituent in another manufacturing process.

3.35. "Recovered Material" means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.

3.36. "Recovered Organic Waste Products" means products made from California, landfill- diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity

Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

3.37. "Recordkeeping Designee" means the public employee appointed by the Jurisdiction Manager or their designee to track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the Jurisdiction and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13. In Sonoma County, Zero Waste Sonoma will be considered the Recordkeeping Designee.

3.38. "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).

3.39. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

3.40. Recycled Content Standard" means the minimum level of recovered material and/or post- consumer material necessary for products to qualify as "recycled products."

3.41. "Recycling" means using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material.

3.42. "Renewable Gas" means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste.

3.43. "Reuse" means using an object or material again, either for its original purpose or for a similar purpose, without significantly altering the physical or chemical form of the object or material.

3.44. "Remanufactured Product" means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

3.45. "Reused Product" means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

3.46. "Russian River Friendly Landscaping" means working with the natural ecosystems of the Russian River region to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources. The Russian River- Friendly Landscape Guidelines are a revision of the

Bay-Friendly Landscape Guidelines by the Russian River Watershed Association (RRWA), originally published by StopWaste.Org.

3.47. "Source Reduction" Section 40196 of the California Public Resources Code defines source reduction as any action which causes a net reduction in the generation of solid waste. "Source Reduction" includes, but is not limited to, reducing the use of nonrecyclable materials, replacing disposable materials and products with reusable materials and products, reducing packaging, reducing the amount of yard wastes generated, establishing garbage rate structures with incentives to reduce the amount of wastes that generators produce, and increasing the efficiency of the use of paper, cardboard, glass, metal, plastic, and other materials.

3.48. "SB 1383" means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

3.49. "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

3.50. "State" means the State of California.

3.51. "Water-Saving Products" are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

3.52. "WaterSense" means a partnership program by the U.S. Environmental Protection Agency. Independent, third-party licensed certifying bodies certify that products meet EPA criteria for water efficiency and performance by following testing and certification protocols specific to each product category. Products that are certified to meet EPA specifications are allowed to bear the WaterSense label.

4. STRATEGIES FOR IMPLEMENTATION

4.1. Source Reduction

4.1.1. Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.

4.1.2. Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.

4.1.3. Consider short-term and long-term costs in comparing product alternatives. 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 and replacement parts, disposal costs and expected lifetime compared to other alternatives.

4.1.4. Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.

4.1.5. Request vendors eliminate packaging or use the minimum amount necessary for product protection. Vendors shall be encouraged to take back packaging for reuse. A vendor's willingness to take back packaging will be used as part of the consideration in the procurement process.

4.1.6. Specify a preference for packaging that is reusable, recyclable, or compostable, when suitable uses and programs exist.

4.1.7. Encourage vendors to take back and reuse pallets and other shipping materials.

4.1.8. Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when discarding or replacing such equipment, whenever possible. Suppliers will be required to state their take-back, reuse or recycling programs during the procurement process.

4.1.9. Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when discarding or displacing such equipment, whenever possible.

4.1.10. Suppliers will be required to state their take back, reuse or recycling programs during the procurement process.

4.1.11. Promote electronic distribution of documents rather than printing or copying.

4.1.12. When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex.

4.1.13. Ensure all imaging equipment is installed with energy and resource-efficient settings set as default.

4.1.14. Reduce the number and type of equipment needed to perform office functions to save energy and reduce purchasing and maintenance costs. Eliminate desktop printers, redundant network printers and reduce the number of fax machines leased or owned. Consider lease or purchase of

multi-function devices.

4.2. Recycled Content Products (SB 1383 Model Language for City Compliance)

4.2.1. Requirements for City Departments

4.2.1.1. Option 1: Comparable or more favorable pricing: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items.

4.2.1.2. Option 2: Price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever the total cost is the same or a lesser total cost than non-recycled items.

4.2.1.3. Option 3: No price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper (rather than non-recycled items) that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.

4.2.1.4. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined.

4.2.1.5. Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchases within thirty (30) days of the purchase (both recycled- content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications, vendor name, purchaser name, quantity purchased, date purchased, and recycled content (including

products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

4.3. Requirements for Vendors

4.3.1. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to Jurisdiction shall:

4.3.1.1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item.

4.3.1.2. Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

4.3.1.3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.

4.3.1.4. Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction is eligible to be labeled with an unqualified recyclable label as defined

4.3.1.5. Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non- Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

4.3.2. All vendors providing printing services to the Jurisdiction via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber.

4.4. Recovered Organic Waste Product Procurement (SB 1383 Model Language for Jurisdiction Compliance)

4.4.1. Procurement Target

4.4.1.1. Jurisdiction will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target.

4.4.1.2. To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following SB 1383 eligible Compost, SB 1383 eligible Mulch, Renewable Gas (in the form of transportation fuel, electricity, or heat), and Electricity Procured from Biomass Conversion.

4.4.2. Requirements for City Departments

4.4.2.1. Compost and SB 1383 Eligible Mulch procurement. Divisions and departments responsible for landscaping maintenance, renovation, or construction shall:

4.4.2.1.1. Use Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in Section 2.8 and 2.R of this Policy, for landscaping maintenance, renovation, or construction, as practicable, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).

4.4.2.1.2. When the City uses Compost and SB 1383 Eligible Mulch and the applications are subject to the City's Water Efficient Landscaping

4.4.2.1.3. Ordinance (WELO), pursuant to Sebastopol Municipal Code Section 15.36.010, the City will comply with one of the following, whichever is more stringent, (i) the City’s WELO, Code Section

15.36.010, if more stringent than the State's Model Water Efficient Landscape Ordinance (MWELO), or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section."

4.4.2.1.4. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

4.4.2.1.5. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

4.4.2.1.6. Procure mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.

4.4.2.1.7. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications. The mulch must also be produced at a permitted composting facility, transfer station, or landfill. The procured mulch cannot be from a chipping and grinding operation, as specified in 12 CCR Section 18993.1 (f)(4).

4.4.2.1.8. Keep records, including invoices or proof of Recovered Organic Waste Product procurement

(either through purchase or acquisition), and submit records to Zero Waste Sonoma, upon completion of project. Records shall include general procurement records, including:

4.4.2.1.9. General description of how and where the product was used and applied, if applicable;

4.4.2.1.10. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;

4.4.2.1.11. Type of product;

4.4.2.1.12. Quantity of each product; and,

4.4.2.1.13. Invoice or other record demonstrating purchase or procurement.

4.4.2.2. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to Zero Waste Sonoma in accordance with the requirements specified in Section 3.2.A.3.

4.4.2.3. For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the ordinance or enforceable mechanism(s) requiring that the mulch procured by the City or Direct Service Provider meets the land application standards specified, as it may be amended from time to time, as currently reflected in Municipal Code Section

4.4.2.4. When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.

4.4.2.5. Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications). For Renewable Gas procurement, Jurisdiction shall:

4.4.2.5.1. Procure Renewable Gas made from recovered

Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the Jurisdiction and to help meet the Annual Recovered Organic Waste Product Procurement Target.

4.4.2.5.2. Keep records in the same manner for the amount of Renewable Gas procured and used by the Jurisdiction, including the general procurement record information specified in Section 3.2.A.3.a, and submit records to Zero Waste Sonoma on a quarterly schedule. The quarterly schedule shall be as follows: Renewable Gas records are to be provided to Zero Waste Sonoma by April 15 for January 1 through March 31, July 15 for April 1 through June 30, October 15 for July 1 through September 30, and January 15 for October 1 through December 31. Jurisdiction shall additionally obtain the documentation and submit records specified.

4.4.3. Requirements for Direct Service Providers

4.4.3.1. Direct Service Providers of landscaping maintenance, renovation, and construction shall:

4.4.3.1.1. Use Compost and SB 1383 Eligible Mulch, as practicable, produced from recovered Organic Waste, as defined in Section 2.8 and 2.R of this Policy, for all landscaping renovations, construction, or maintenance performed for the Jurisdiction, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application shall comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).If Direct Service Provider is subject to the City's WELO

4.4.3.1.2. pursuant to Jurisdiction Code Section 15.36.010 and Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's MWELO, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section."

4.4.3.1.3. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

4.4.3.1.4. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

4.4.3.1.5. Procure organic mulch materials made from recycled or post- consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.

4.4.3.1.6. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified.

4.4.3.1.7. Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, upon completion of projects. Information to be provided shall include general description of how and where the product was used and if applicable, applied; source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products wereprocured, type of product, quantity of each product; and invoice or other record demonstrating purchase or procurement.

4.4.3.2. Direct Service Provider of Organic Waste collection services

shall:

4.4.3.2.1. Provide a specified quantity of Compost or SB 1383 Eligible Mulch to Jurisdiction and its customers via periodic "giveaways" as specified in a franchise agreement or other agreement.

4.4.3.2.2. Keep and provide records to the City including the following dates provided, source of product including name, physical location and contact information for each entity, operation or facility from whom the Recovered Organic Waste Products were procured, type of product, quantity provided; and invoice or other record or documentation demonstrating purchase, procurement, or transfer of material to giveaway location.

4.5. Energy Efficient and Water Saving Products

4.5.1. Purchase energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

4.5.2. Replace inefficient interior lighting with energy-efficient equipment. Replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

4.5.3. Purchase U.S. EPA Energy Star certified products when available. When 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.

4.5.4. Purchase U.S. EPA WaterSense labeled water-saving products when available and practicable. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

4.6. Green Building Products and Practices

4.6.1. 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 square feet in area.

4.6.2. In accordance with California Public Contract Code, Sec. 10409, 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. This section does not preclude the purchase of virgin-oil products for exclusive use in vehicles whose warranties expressly prohibit the use of products containing recycled oil.

4.6.3. When specifying asphalt, concrete, aggregate base or portland cement concrete for construction projects, use recycled, reusable or reground materials.

4.6.4. Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades.

4.7. Landscaping Products and Practices

4.7.1. Employ Russian River Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance, including workers and contractors providing landscaping services, including, but not limited to, integrated pest management, grasscycling, drip irrigation, computerized central irrigation linked with the local weather station, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food scrap programs.

4.7.2. Choose a Russian River-Friendly Qualified Landscape Professional for landscape design and maintenance services. Training and qualifications shall include landscaping locally, landscaping for less to the landfill, nurturing the soil, conserving water, conserving energy, protecting water and air quality, and creating wildlife habitat.

4.7.3. Select plants to minimize waste by choosing species for purchase 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.

4.7.4. Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

4.8. Household Hazardous Waste and Pollution Prevention Products and Practices

4.8.1. Manage pest problems through prevention and physical, mechanical and biological controls when contractors maintain buildings and landscapes. Either adopt and implement an Organic Pest Management (OPM) policy and practices or adopt andimplement an Integrated Pest Management (1PM) policy and practices using the least toxic pest control as a last

resort. Anticoagulant rodenticides shall never be used.

4.8.2. Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled or reused content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint,. carpeting, adhesives, furniture and casework.

4.8.3. Purchase or require janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal, EPA Safer Choice, or UL/Ecologo certification standards for environmental preferability and performance.

4.8.4. Purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute Green Label/Seal of Approval Program for soil removal, dust containment and carpet fiber retention for indoor air quality protection and performance cleaning standards. Other janitorial cleaning equipment should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high- efficiency, low-emissions engines.

4.8.5. Purchase paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.

4.8.6. Prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, furniture and flooring.

4.8.7. Prohibit the purchase of food service ware containing per- and polyfluoroalkyl substances (PFAS).

4.8.8. Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, products will be disposed in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.

4.8.9. Purchase or specify personal computers, displays, imaging equipment and televisions that meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 family of Environmental Assessment Standards.

4.8.10. Purchase or specify office furniture that meets the California Bureau of Household Goods and Services (BHGS) standard Technical Bulletin 117-2013 for testing upholstered furniture flammability without the use of

flame retardant chemicals.

4.8.11. Purchase or specify commercial carpeting that meets NSF/ANSI 140 Standard for Sustainable Carpet Assessment and require old carpet that is removed be recycled.

4.8.12. Purchase or specify non-carpet floor coverings that meet NSF/ANSI 332 Standard for Resilient Flooring including vinyl, linoleum and rubber flooring.In conjunction with California State agency requirements, at least 50 percent of the quantity of paint used for architectural projects should contain reused or recycled paint with a recycled content consisting of at least 50 percent post-consumer paint. Reused paint can be acquired from the Sonoma HHW Facility by either visiting the reuse lockers or by pre-arranging remixed paint in 5-gallon containers in off-white, tan, light grey, or light green.

4.8.13. When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

4.9. Fiber-only Products

4.9.1. Use paper, paper products and construction products made from non-wood, plant- based contents such as agricultural crops and residues.

4.9.2. Priority should be given to reusable food service ware, however, if single-use food service ware is purchased, it is to be fiber only and BPI certified

4.9.3. Ask vendors to provide proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products upon request. One acceptable proof of compliance for compostable plastic products will be certification by the Biodegradable Products Institute (BPI).

4.10. Forest Conservation Products

4.10.1. To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, 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, or stricter than, those of the Forest Stewardship Council certification.

4.10.2. Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable

5. RECORDKEEPING RESPONSIBILITIES

5.1. The department will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for organizing records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee shall communicate frequently with Zero Waste Sonoma to transfer all the required documentation for reporting to CalRecycle.

5.2. The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:

5.2.1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Jurisdiction's documentation.

5.2.2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the Jurisdiction to develop evidence of Jurisdiction meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the Jurisdiction's documentation.

5.2.3. Collect, collate, and maintain documentation submitted by the Jurisdiction, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.

5.2.4. Compile an annual report on the Jurisdiction's direct procurement, and vendor/other procurement on behalf of the Jurisdiction, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled- Content Printing and Writing Paper procurement. This report shall be made available to the Jurisdiction's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements). The procurement report shall also be shared with Council, JPA or other regulating body annually as evidence of implementing this

Policy.

6. RESPONSIBILITIES

6.1. The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, the duty to act in a fiscally responsible as well as a timely manner is recognized.

6.2. 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, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time

6.3. Nothing contained in this policy shall be construed as requiring the jurisdiction, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

6.4. The jurisdiction has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuingviability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio- based.

7. IMPLEMENTATION

7.1. The City Manager shall implement this policy in coordination with other appropriate personnel.

7.2. Require successful vendors to certify in writing that the environmental attributes claimed in competitive proposals 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.

7.3. Upon request, buyers making the selection from competitive procurement process shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

7.4. Include businesses certified by the Bay Area Green Business Program in purchasing requests for products and services.

7.5. Encourage vendors, contractors and grantees to comply with applicable sections of this policy for products and services provided.

8. PROGRAM EVALUATION

8.1. The City Manager shall periodically evaluate the success of this policy's implementation

9. EXCEPTIONS

Every effort will be made to adhere to the Environmentally Preferable Purchasing Policy to the extent possible, recognizing that certain procurement decisions such as for cleaning products, janitorial equipment, and electronics may be outside of the City's authority.

IX. PUBLIC PROJECTS

Accounting procedures were established by the California Uniform Public Construction Cost Accounting Commission, and are detailed in the Commission's Accounting Policies and Procedures Manual. Public Contract Code (PCC) §22000-22050 describe both the informal and formal bidding procedures, project dollar thresholds, bidding and noticing requirements, rejection of bids, the definition and procedure for emergency Public Projects, and other mandates related to California Uniform Public Construction Cost Accounting Act (CUPCCAA).

Rather than the City's Purchasing Policy, Public Projects are subject to definitions, terms and conditions specified in the CUPCCAA, PCC Section 2200, et seq., as may be amended from time to time. When PCC requirements contradict City requirements, the PCC will apply. PCC § 22002(c), as may be amended, defines a "Public Project" as:

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

1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.

2) Painting or repainting of any publicly owned, leased, or operated facility.

3) In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, power-plants, and electrical transmission lines of 230,000 volts and higher.

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

1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
2) Minor repainting.
3) Resurfacing of streets and highways at less than one inch.
4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power-plants, and electrical transmission lines of 230,000 volts and higher.

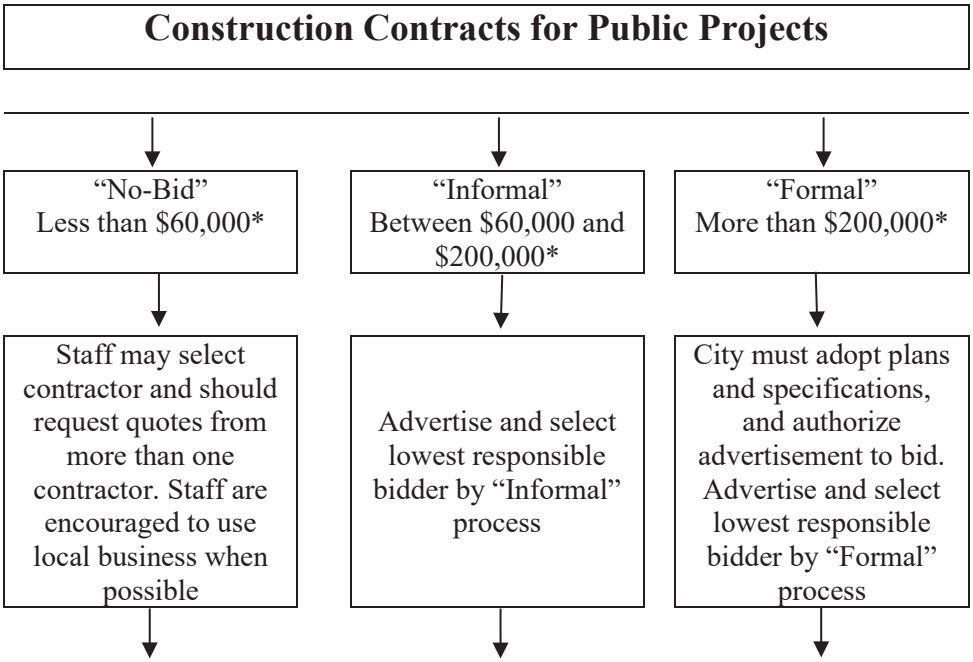
(e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.

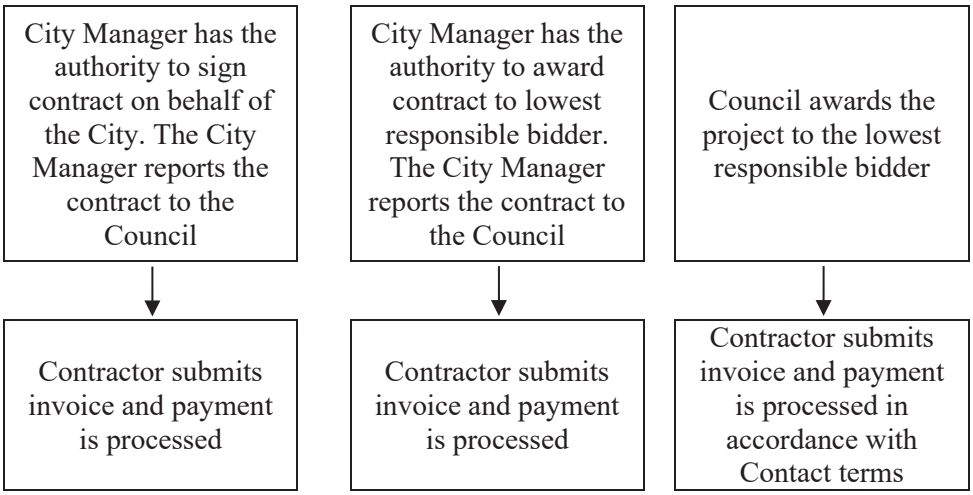
(f) Every November of each year, Department of Public Works will send out a written notice to all constructions trade journals designated for the City under PCC §22036(c), inviting all licensed contractors to register on the City's Bidders List for Notification of Informal Bids for the following calendar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

(g) City Council adopted Resolution No. 5763 electing that the City be subject to the CUPPCCAA.

(g) Projects valued at less than $200,000, or as may be revised from time to time by the State of California, may be let by informal bidding, in accordance with the informal bidding procedures of the Uniform Public Construction Cost Accounting Act. Projects valued at less than $60,000, or as may be revised from time to time by the State of California, may be performed by City forces or be let by informal quotes and negotiated price.

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





* Dollar limits as may be revised, from time to time by the State of California, shall apply.

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)

X. 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).

XI. 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)

XII. PROPERTY WITH NO SALVAGE VALUE

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

XIII. 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.

XIV. DONATIONS OF SURPLUS PROPERTY

Upon approval in advance in writing by the Administrative Services 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.

XV. 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.

XVI. CAPITAL EQUIPMENT

Purchase of equipment or furniture at a unit cost of $10,000 or greater with a useful life greater than 5 years shall be capitalized. At the time of receipt, an asset number shall be issued and affixed to the asset.

XVII. 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 Administrative Services (Finance) Department.

XVIII. 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 Administrative Services (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
Administrative Services Director	$10,000
Planning Director	$5,000
Building Official	$5,000
Engineering Manager	$5,000
Police Chief	$5,000
Fire Chief	$5,000
Public Works Superintendent	$5,000

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

XIX. 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 Administrative Services (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.

XX. 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 Administrative Services Director or designee will be responsible for the Petty Cash Fund.

XXI. 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".

XXII. 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 Administrative Services (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 Administrative Services (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 Administrative Services 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 Administrative Services Director Date

Zero Waste Sonoma
Environmentally Preferable Purchasing (EPP) Model Policy

1. STATEMENT OF POLICY

The Environmentally Preferable Purchasing Policy will commit the Agency to:

1.1 Protect and conserve natural resources, water, and energy;
1.2 Minimize the contribution to climate change, pollution, and solid waste disposal;
1.3 Institute practices that reduce waste by increasing product efficiency and effectiveness;
1.4 Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
1.5 Purchase products 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 use wood from sustainably harvested forests; and
1.6 Comply with State requirements as contained in the SB 1383 procurement regulations to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials.*

2. PURPOSE

The purpose of the policy is to incorporate considerations that include the following:

2.1 Conserve natural resources;
2.2 Minimize environmental impacts such as pollution and use of water and energy;
2.3 Eliminate or reduce toxics that create hazards to workers and our community;
2.4 Support a strong recycling market and circular economy;
2.5 Incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement;
2.6 Reduce materials that are landfilled;
2.7 Increase the use and availability of environmentally preferable products that protect the environment;
2.8 Identify environmentally preferable products and distribution systems;
2.9 Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services;
2.10 Align with the Agency's goal of Zero Waste by 2030 as adopted in the Zero Waste Resolution; and
2.11 Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices, and that encourages other purchasers in our community to adopt similar goals.

3 DEFINITIONS

3.1 "Annual Recovered Organic Waste Product Procurement Target" means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the Jurisdiction is required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times the Jurisdiction's residential population using the most recent annual data reported by the California Department of Finance. Annually, CalRecycle will provide notice to each Jurisdiction of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle's website and providing written notice directly to the Jurisdiction

3.2 "American Society for Testing and Materials" means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

3.3 "Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.

3.4 "Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials

3.5 "Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or 06868, based on testing in an approved laboratory.

3.6 "Buyer" means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions

3.7 "The Carpet and Rug Institute" (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The "Green Label Plus" testing program incorporates additional requirements to meet California's Collaborative for High Performance Schools low-emitting materials criteria

3.8 "Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

3.9 Compost eligible for meeting the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements

3.10 "Compostable plastic" means a polymer that is made from plants such as corn or

soybeans, and breaks downduring composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues

3.11 "Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract or serves in a subcontracting capacity with an entity having a contract for the provision of goods or services.

3.12 Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to Jurisdiction pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

3.13 "Ecologo" is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988 and part of UL Environment since 2010. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the Ecologo to those that are environmentally preferable throughout their entire lifecycle.

3.14 "Electronic Product Environmental Assessment Tool" (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select personal computers, displays, imaging equipment and televisions based on their environmental attributes.

3.15 "Electricity Procured from Biomass Conversion" means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and prunings from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the Jurisdiction's Annual Recovered Organic Waste Product Procurement Target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).

3.16 "Energy Star" means the U.S. EPA's energy efficiency product labeling program.

3.17 "Energy-Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

3.18 "Environmentally Preferable Purchasing" means EPP is the procurement of goods and services that have a reduced impact on human health and the environment compared to competing products serving the same purpose. It is an essential part of our search for high quality products and services at competitive prices.

3.19 "Federal Energy Management Program" is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.

3.20 "Forest Stewardship Council" is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

3.21 "Green Seal" is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on

certified products.

3.22 "Integrated Pest Management" is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

3.23 "Jurisdiction" means a city, county, a combined city and county, or a regional agency with the responsibility for meeting Integrated Waste Management Act requirements. Jurisdictions may utilize a Joint Powers Authority (JPA) to comply with the requirements of SB 1383, however, the jurisdiction shall remain ultimately responsible for compliance. For this EPP Policy, Jurisdiction means the City of Sebastopol.

3.24 "LEED Rating System" means the most recent version of the Leadership in Energy and Environmental Design (LEED) Rating System, approved by the U.S. Green Building Council, and designed for rating new and existing commercial, institutional, and residential buildings.

3.25 "NSF/ANSI" means NSF International follows the American National Standards Institute (ANSI) standards development process. Standards are developed by joint committees (balanced stakeholder groups of public health, industry and user representatives).

3.26 "Organic Pest Management" prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Farmers (CCOF).

3.27 "Organic Waste" means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing And Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.

3.28 "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling;

3.29 "Post-consumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

3.30 "Pre-consumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is

generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

3.31 "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications;

3.32 "Postconsumer Content" means any product which has served its intended use by a business or a consumer, which has been disposed and subsequently separated from solid waste for use as a constituent in a new product.

3.33 "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the Jurisdiction or others. The Jurisdiction's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the Jurisdiction or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the Jurisdiction's behest.

3.34 "Post-manufacture Content" means, waste that is created by a manufacturing process, and that is subsequently only used as a constituent in another manufacturing process.

3.35 "Recovered Material" means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.

3.36 "Recovered Organic Waste Products" means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

3.37 "Recordkeeping Designee" means the public employee appointed by the Jurisdiction Manager or their designee to track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the Jurisdiction and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13. In Sonoma County, Zero Waste Sonoma will be considered the Recordkeeping Designee.

3.38 "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).

3.39 "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

3.40 Recycled Content Standard" means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as "recycled products."

3.41 "Recycling" means using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material.

3.42 "Renewable Gas" means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste.

3.43 "Reuse" means using an object or material again, either for its original purpose or for a similar purpose, without significantly altering the physical or chemical form of the object or material.

3.44 "Remanufactured Product" means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

3.45 "Reused Product" means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

3.46 "Russian River Friendly Landscaping" means working with the natural ecosystems of the Russian River region to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources. The Russian River-Friendly Landscape Guidelines are a revision of the Bay-Friendly Landscape Guidelines by the Russian River Watershed Association (RRWA), originally published by StopWaste.Org.

3.47 "Source Reduction" Section 40196 of the California Public Resources Code defines source reduction as any action which causes a net reduction in the generation of solid waste. "Source Reduction" includes, but is not limited to, reducing the use of nonrecyclable materials, replacing disposable materials and products with reusable materials and products, reducing packaging, reducing the amount of yard wastes generated, establishing garbage rate structures with incentives to reduce the amount of wastes that generators produce, and increasing the efficiency of the use of paper, cardboard, glass, metal, plastic, and other materials.

3.48 "SB 1383" means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

3.49 "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

3.50 "State" means the State of California.

3.51 "Water-Saving Products" are those that are in the upper 25% of water conservation for all

similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

3.52 "WaterSense" means a partnership program by the U.S. Environmental Protection Agency. Independent, third-party licensed certifying bodies certify that products meet EPA criteria for water efficiency and performance by following testing and certification protocols specific to each product category. Products that are certified to meet EPA specifications are allowed to bear the WaterSense label.

4 STRATEGIES FOR IMPLEMENTATION

4.1 Source Reduction

4.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.

4.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.

4.1.3 Consider short-term and long-term costs in comparing product alternatives. 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 and replacement parts, disposal costs and expected lifetime compared to other alternatives.

4.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.

4.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection. Vendors shall be encouraged to take back packaging for reuse. A vendor's willingness to take back packaging will be used as part of the consideration in the procurement process.

4.1.6 Specify a preference for packaging that is reusable, recyclable, or compostable, when suitable uses and programs exist.

4.1.7 Encourage vendors to take back and reuse pallets and other shipping materials.

4.1.8 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when discarding or replacing such equipment, whenever possible. Suppliers will be required to state their take-back, reuse or recycling programs during the procurement process.

4.1.9 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when discarding or displacing such equipment, whenever possible.

Suppliers will be required to state their take back, reuse or recycling programs during the procurement process.

4.1.10 Promote electronic distribution of documents rather than printing or copying.

4.1.11 When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex.

4.1.12 Ensure all imaging equipment is installed with energy and resource-efficient settings set as default.

4.1.13 Reduce the number and type of equipment needed to perform office functions to save energy and reduce purchasing and maintenance costs. Eliminate desktop printers, redundant network printers and reduce the number of fax machines leased or owned. Consider lease or purchase of multi-function devices.

4.2 **Recycled Content Products (SB 1383 Model Language for Jurisdiction Compliance)**

4.2.1 Requirements for Agency and Jurisdiction Departments

4.2.1.1 Option 1: Comparable or more favorable pricing: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items.

4.2.1.2 Option 2: Price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever the total cost is the same or a lesser total cost than non-recycled items or whenever the total cost is no more than _ percent (_%) of the total cost for the non-recycled items.

4.2.1.3 Option 3: No price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper (rather than non-recycled items) that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.

4.2.2 All Paper Products and Printing and Writing Paper shall be eligible to be labeledwith an unqualified recyclable label as defined.Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchases within thirty (30) days of the purchase (both recycled- content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction.

Records shall include a copy of the invoice or other documentation of purchase, written certifications, vendor name, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

4.3 **Requirements for Vendors**

4.3.1 All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to Jurisdiction shall:

4.3.1.1 Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item.

4.3.1.2 Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

4.3.1.3 Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.

4.3.1.4 Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction is eligible to be labeled with an unqualified recyclable label as defined

4.3.1.5 Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

4.3.2 All vendors providing printing services to the Jurisdiction via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber.

4.4 Recovered Organic Waste Product Procurement

4.4.1 Procurement Target

4.4.1.1 City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered OrganicWaste Product Procurement Target.

4.4.1.2 To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following SB 1383 eligible Compost, SB 1383 eligible Mulch, Renewable Gas (in the form of transportation fuel, electricity, or heat), and Electricity Procured from Biomass Conversion.

4.4.2 Requirements for City Departments

4.4.2.1 Compost and SB 1383 Eligible Mulch procurement. Divisions and departments responsible for landscaping maintenance, renovation, or construction shall:

4.4.2.1.1 Use Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in Section 2.8 and 2.R of this Policy, for landscaping maintenance, renovation, or construction, as practicable, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).

4.4.2.1.2 When Jurisdiction uses Compost and SB 1383 Eligible Mulch and the applications are subject to the Jurisdiction's Water Efficient Landscaping Ordinance (WELO), pursuant to Jurisdiction Code Section___ , comply with one of the following, whichever is more stringent, (i) the Jurisdiction's WELO, Jurisdiction Code Section_, if more stringent than the State's Model Water Efficient Landscape Ordinance (MWELO), or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following: Guidance: Jurisdictions may, at their option, choose to establish and enforce water efficient landscaping requirements that are more stringent than required by SB 1383 regulations, including enforcement of updates to the MWELO provided that any updated MWELO requirements are more stringent than the September 15, 2015 MWELO requirements identified in the MWELO sections listed above.

4.4.2.1.3 For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

4.4.2.1.4 Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

4.4.2.1.5 Procure mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.

4.4.2.1.6 For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications. The mulch must also be produced at a permitted composting facility, transfer station, or landfill. The procured mulch cannot be from a chipping and grinding operation, as specified in 12 CCR Section 18993.1 (f)(4).

4.4.2.1.7 Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to Zero Waste Sonoma, upon completion of project. Records shall include general procurement records, including:

4.4.2.1.8 General description of how and where the product was used and applied, if applicable;

4.4.2.1.9 Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;

4.4.2.1.10 Type of product;

4.4.2.1.11 Quantity of each product; and,

4.4.2.1.12 Invoice or other record demonstrating purchase or procurement.

4.4.2.2 For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to Zero Waste Sonoma in accordance with the requirements specified in Section 3.2.A.3.

4.4.2.3 For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the ordinance or enforceable mechanism(s) requiring that the mulch procured by the Jurisdiction or Direct Service Provider meets the land application standards specified, as it may be amended from time to time, as currently reflected in Municipal Code Section 13.16.022.

4.4.2.4 When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and

specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.

4.4.3 Requirements for Direct Service Providers

4.4.3.1 Direct Service Providers of landscaping maintenance, renovation, and construction shall:

4.4.3.1.1 Use Compost and SB 1383 Eligible Mulch, as practicable, produced from recovered Organic Waste, as defined in Section 2.8 and 2.R of this Policy, for all landscaping renovations, construction, or maintenance performed for the Jurisdiction, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application shall comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).

4.4.3.1.2 If Direct Service Provide is subject to the City's WELO, comply with the State's MWELO as required under Municipal Code Section 15.26.010

4.4.3.1.3 For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

4.4.3.1.4 Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

4.4.3.1.5 Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by applicable local ordinances.

4.4.3.1.6 For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified.

4.4.3.1.7 Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, upon completion of projects. Information to be provided shall include general description of how and where the product was used and if applicable, applied; source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were

procured, type of product, quantity of each product; and invoice or other record demonstrating purchase or procurement.

4.4.3.2 Direct Service Provider of Organic Waste collection services shall:

4.4.3.2.1 Provide a specified quantity of Compost or SB 1383 Eligible Mulch to City and its customers via periodic "giveaways" as specified in a franchise agreement or other agreement.

4.4.3.2.2 Keep and provide records to the City including the following dates provided, source of product including name, physical location and contact information for each entity, operation or facility from whom the Recovered Organic Waste Products were procured, type of product, quantity provided; and invoice or other record or documentation demonstrating purchase, procurement, or transfer of material to giveaway location.

4.5 Energy Efficient and Water Saving Products

4.5.1 Purchase energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

4.5.2 Replace inefficient interior lighting with energy-efficient equipment.

4.5.3 Replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

4.5.4 Purchase U.S. EPA Energy Star certified products when available. When 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.

4.5.5 Purchase U.S. EPA WaterSense labeled water-saving products when available. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

4.6 Green Building Products and Practices

4.6.1 Consider Green Building practices for design, construction, and operation as described in the CalGreen, LEED, local requirements and other current Green Building best practices for all building and renovations undertaken.

4.6.2 In accordance with California Public Contract Code, Sec. 10409, 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. This section does not preclude the purchase of virgin-oil products for exclusive use in vehicles whose warranties expressly prohibit the use of products containing recycled oil.

4.6.3 When specifying asphalt, concrete, aggregate base or portland cement concrete for

construction projects, use recycled, reusable or reground materials.

4.6.4 Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades.

4.7 **Landscaping Products and Practices**

4.7.1 Employ Russian River Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance, including workers and contractors providing landscaping services, including, but not limited to, integrated pest management, grasscycling, drip irrigation, computerized central irrigation linked with the local weather station, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food scrap programs.

4.7.2 Choose a Russian River-Friendly Qualified Landscape Professional for landscape design and maintenance services. Training and qualifications shall include landscaping locally, landscaping for less to the landfill, nurturing the soil, conserving water, conserving energy, protecting water and air quality, and creating wildlife habitat.

4.7.3 Select plants to minimize waste by choosing species for purchase 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.

4.7.4 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

4.8 **Household Hazardous Waste and Pollution Prevention Products and Practices**

4.8.1 Manage pest problems through prevention and physical, mechanical and biological controls when contractors maintain buildings and landscapes. Either adopt and implement an Organic Pest Management (OPM) policy and practices or adopt andimplement an Integrated Pest Management (1PM) policy and practices using the least toxic pest control as a last resort. Anticoagulant rodenticides shall never be used.

4.8.2 Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled or reused content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.

4.8.3 Purchase or require janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal, EPA Safer Choice, or UL/Ecologo certification standards for environmental preferability and performance.

4.8.4 Purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute Green Label/Seal of Approval Program for soil removal, dust containment and carpet fiber retention for indoor air quality

protection and performance cleaning standards. Other janitorial cleaning equipment should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.

4.8.5 Purchase paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.

4.8.6 Prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, furniture and flooring.

4.8.7 Prohibit the purchase of food service ware containing per- and polyfluoroalkyl substances (PFAS).

4.8.8 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, products will be disposed in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.

4.8.9 Purchase or specify personal computers, displays, imaging equipment and televisions that meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 family of Environmental Assessment Standards.

4.8.10 Purchase or specify office furniture that meets the California Bureau of Household Goods and Services (BHGS) standard Technical Bulletin 117-2013 for testing upholstered furniture flammability without the use of flame retardant chemicals.

4.8.11 Purchase or specify commercial carpeting that meets NSF/ANSI 140 Standard for Sustainable Carpet Assessment and require old carpet that is removed be recycled.

4.8.12 Purchase or specify non-carpet floor coverings that meet NSF/ANSI 332 Standard for Resilient Flooring including vinyl, linoleum and rubber flooring.In conjunction with California State agency requirements, at least 50 percent of thequantity of paint used for architectural projects should contain reused or recycled paint with a recycled content consisting of at least 50 percent post-consumer paint.Reused paint can be acquired from the Sonoma HHW Facility by either visiting the reuse lockers or by pre-arranging remixed paint in 5-gallon containers in off-white, tan, light grey, or light green.

4.8.13 When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

4.9 Fiber-only Products

4.9.1 Use paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues.

4.9.2 Priority should be given to reusable food service ware, however, if single-use food service ware is purchased, it is to be fiber only and BPI certified

4.9.3 Ask vendors to provide proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products upon request. One acceptable proof of compliance for compostable plastic products will be certification by the Biodegradable Products Institute (BPI).

4.10 **Forest Conservation Products**

4.10.1 To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, 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, or stricter than, those of the Forest Stewardship Council certification.

4.10.2 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable

5 RECORDKEEPING RESPONSIBILITIES

5.1 The department will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for organizing records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee shall communicate frequently with Zero Waste Sonoma to transfer all the required documentation for reporting to CalRecycle.

5.1.1 The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:Collect and collate copies of invoices or receipts (paper or electronic) or other proofof purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Jurisdiction's documentation.

5.1.2 Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the Jurisdiction to develop evidence of Jurisdiction meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the Jurisdiction's documentation.

5.1.3 Collect, collate, and maintain documentation submitted by the Jurisdiction, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.

5.1.4 Compile an annual report on the Jurisdiction's direct procurement, and vendor/other procurement on behalf of the Jurisdiction, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section

18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the Jurisdiction's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements). The procurement report shall also be shared with Council, JPA or other regulating body annually as evidence of implementing this Policy.

6 RESPONSIBILITIES

6.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, the duty to act in a fiscally responsible as well as a timely manner is recognized.

6.2 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, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time

6.3 Nothing contained in this policy shall be construed as requiring the jurisdiction, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

6.4 The jurisdiction has made significant investments in developing a successful recyclingsystem and recognizes that recycled content products are essential to the continuingviability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall beincluded in products that also meet other specifications, such as chlorine free or bio- based.

7 IMPLEMENTATION

7.1 The Administrative Services Director shall implement this policy in coordination with other appropriate personnel.

7.2 Require successful vendors to certify in writing that the environmental attributes claimed in competitive proposals 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.

7.3 Upon request, buyers making the selection from competitive procurement process shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

7.4 Include businesses certified by the Bay Area Green Business Program in purchasing requests for products and services.

7.5 Encourage vendors, contractors and grantees to comply with applicable sections of this policy for products and services provided.

8 PROGRAM EVALUATION

8.1 The Administrative Services Director shall periodically evaluate the success of this policy'simplementation

9 EXCEPTIONS

9.1 Every effort will be made to adhere to the Environmentally Preferable Purchasing Policy to the extent possible, recognizing that certain procurement decisions such as for cleaning products, janitorial equipment, and electronics may be outside of the City's authority.

10 EFFECTIVE DATES

10.1 This EPP policy shall take effect on July 1, 2022.

INVESTMENT POLICY

Effective September 1, 2017

OVERVIEW

This policy describes the parameters for investing government funds and identifies the investment objectives, preferences or tolerance for risk, constraints on the investment portfolio, and how the investment program will be managed and monitored. The document serves as a communication tool for staff, elected officials, the public, rating agencies, bondholders, and any other stakeholders on investment guidelines and priorities. An investment policy enhances the quality of decision making and demonstrates a commitment to the fiduciary care of public funds, making it the most important element in a public funds investment program.

I. Governing Authority

The investment program shall be operated in conformance with governing legislation and other legal requirements.

II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds if applicable.

a. Pooling of Funds - Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives of investment activities shall be safety, liquidity, and return:

- **SAFETY** - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk - The City will minimize credit risk, which is the risk of loss of all or part of the investment due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy.
- Pre-qualifying and conducting ongoing due diligence of the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk - The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that security maturities match cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting individual security maturity as well as the average maturity of the portfolio in accordance with this policy (see section VIII).

- **LIQUIDITY** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

- **RETURN** - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

  - A security with declining credit may be sold early to minimize loss of principal;
  - Selling a security and reinvesting the proceeds that would improve the quality, yield, or target duration in the portfolio may be undertaken;
  - Unanticipated liquidity needs of the portfolio require that the security be sold.

IV. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "uniform prudent investor act" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this 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 the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees

and investment officials shall disclose any material interests in financial institutions with which they conduct business, in accordance with applicable laws. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director. Responsibility for the operation of the investment program is hereby delegated to the Finance Director, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. *Authorized Financial Institutions, Depositories, and Broker/Dealers*

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness and/or other factors, such as FINRA broker check.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with the City's investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the Finance Director.

VI. Safekeeping and Custody

1. *Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible custody account prior to the release of funds.

2. Safekeeping

Securities will be held by an independent third-party custodian selected by the entity as with all securities held in the City's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

3. *Internal Controls*
The Finance Director shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed annually by the Budget Subcommittee, where present, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, mis-representation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

VII. Suitable and Authorized Investments

1. *Investment Types* – The following investments will be permitted by this policy:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
- Certificates of deposit and other evidences of deposit at financial institutions,
- Bankers' acceptances;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Corporate Bonds;
- Obligations of state, provincial and local governments and public authorities rated A or better;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation;
- Other investment types or asset classes as approved by the City Council.

Investment in derivatives of the above instruments shall require authorization by the City Council.

VIII. Investment Diversification & Constraints

1. *Diversification*
It is the policy of the City to diversify its investment portfolios. To eliminate risk of loss resulting from the overconcentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in all City's funds shall be diversified by maturity, issuer, and security type. Diversification strategies shall be determined and revised periodically by the Finance Director for all funds except for the employee retirement fund.

In establishing specific diversification strategies, the following general policies and constraints shall apply: Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.

- Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury bills.
- Positions in securities having potential default risk (e.g., commercial paper) shall be limited in size so that in case of default, the portfolio's annual investment income will exceed a loss on a single issuer's securities.
- Risks of market price volatility shall be controlled through maturity diversification and duration management.
- The investment committee/investment officer shall establish strategies and guidelines for the percentage of the total portfolio that may be invested in securities other than repurchase agreements, Treasury bills or collateralized certificates of deposit. The committee shall conduct a quarterly review of these guidelines and evaluate the probability of market and default risk in various investment sectors as part of its considerations.

The following diversification limitations shall be imposed on the portfolio:

- **Maturity:** No more than xx percent of the portfolio may be invested beyond xx months, and the weighted average maturity of the portfolio shall never exceed xx years.
- **Default risk:** No more than xx percent of the overall portfolio may be invested in the securities of a single issuer, except for securities of the U.S. Treasury. No more than xx percent of the portfolio may be invested in each of the following categories of securities:
  a) Commercial paper,
  b) Negotiable certificates of deposit,
  c) Bankers' acceptances,
  d) Any other obligation that does not bear the full faith and credit of the United States government or which is not fully collateralized or insured and
- **Liquidity risk:** Based on liquidity needs, at least xx percent of the overall portfolio shall be invested in overnight instruments or in marketable securities which can be converted to cash within one day.

2. *Maximum Maturities*

To the extent possible, the [entity] shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the [entity] will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with governing legislation. The [entity] shall adopt weighted average maturity limitations consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be segregated into a long-term "core" investment portfolio and invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities

shall be disclosed in writing to the legislative body. (See the GFOA Recommended Practice on "Maturities of Investments in a Portfolio" in Appendix.)

3. Competitive Bids

The investment officer shall obtain competitive bids from at least three brokers or financial institutions on all purchases and sales of investment instruments transacted on the secondary market.

IX. Reporting

1. *Methods*

The investment officer shall prepare an investment report at least quarterly *[or monthly]*, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter *[or month]*. This management summary will be prepared in a manner which will allow the [entity] to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the entity's chief administrative officer, the legislative body, the investment committee and any pool participants. The report will include the following:

- Listing of individual securities held at the end of the reporting period including type, acquisition cost, book cost, and market value.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board (GASB) requirements).
- Average weighted return on investments as compared to applicable benchmarks.
- Percentage of the total portfolio which each type of investment represents.
- A statement that the investment portfolio is in compliance with the investment policy and is meeting the investment policy objectives

2. *Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken, and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. *Marking to Market*

The market value of the portfolio shall be calculated at least quarterly *[or monthly]* and a statement of the market value of the portfolio shall be issued at least quarterly *[or monthly]*. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools." (See GFOA Recommended Practices in Appendix.) In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

X. Policy Considerations

1. *Amendments*
This policy shall be reviewed on an annual basis. Any changes must be submitted by the investment officer and approved by the investment oversight committee or authoritative body acting in such capacity.

XI. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the governing body of the [entity] and reviewed annually.

XII. List of Attachments

The following documents, as applicable, are attached to this policy:

- Listing of authorized personnel;
- Relevant investment statutes and ordinances;
- Listing of authorized broker/dealers and financial institutions;
- Detailed listing of authorized investment classes, sectors, and types;
- Internal Controls;
- Glossary

XIII. Other Documentation

- Master Repurchase Agreement, other repurchase agreements and tri-party agreements,
- Broker/Dealer Questionnaire,
- Credit studies for securities purchased and financial institutions used,
- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports,
- Methodology for calculating rate of return,

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:

Assets	Years
Buildings	30
Building improvements	15-20
Public Domain Infrastructure	50
System Infrastructure	50-100
Vehicles	7
Office Equipment	3-7
Computer Equipment	3-5

Once established, the useful life may be modified as necessary to account for betterments or impairments of an asset.

CITY OF SEBASTOPOL
Vehicle, Travel & Reimbursement Policy # 92

Overview

To establish the policy, procedures and guidelines for the use of City and personal vehicles for the efficient and effective delivery of City services, while minimizing City expenditures and maximizing current resources, and to establish policy for City travel and reimbursements. This procedure applies to all City employees and officials, and supersedes all other administrative directives previously issued pertaining to the use of City owned or personal vehicle use while conducting City business, or City travel and reimbursement procedures. This policy is written to document the policies and procedures that shall be followed when traveling on City business, attending City related meeting expense for reimbursement, use and care of City vehicles and property by all employees and officials. Transportation required for employees to conduct official City business will be available by the use of a City provided vehicle or the use of an authorized personal vehicle at the City's sole discretion. Everyone who travels for City related business and/or attends meetings for City business purposes (or supervises someone who does) is responsible for reading and understanding guidelines.

Vehicle Policy

The City Council is responsible for adopting the City's vehicle and meeting guidelines, and for approving any significant policy revisions to them. The City Manager or his/her designee has the responsibility for administration of the provisions of this policy, and is responsible for making decisions regarding certain specific vehicle uses as described in this policy. The Finance Director is responsible for developing administrative procedures as needed to implement the guidelines. In this role, the Finance Director is authorized to make minor administrative changes in the guidelines as long as they are intended to carry out the purpose of these guidelines and will not have any significant policy impacts.

This policy assumes a mutual trust between the City of Sebastopol and its employees and City Officials. The City expects to reimburse its employees and officials for all reasonable costs incurred on behalf of the City. Employees and officials are expected to use good judgment in the expenditure of public funds. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of City travel; however, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources. Many of these guidelines simply reaffirm values in judgments that are already practiced.

This policy is to assure that City employees and officials adhere to procedures when arranging for travel, lodging, meals and other expenses and that they are paid for reasonable expenses incurred for travel, conferences, meetings, and meals as a result of conducting authorized City business. The policy assures that payments made by the City are for actual and necessary expenses incurred for City business as well as ensuring that City employees and officials will received advances/reimbursements in a timely manner.

VEHICLE POLICY:

City provided vehicles shall be used only for official City business.

I. **Transportation Types**:
The following transportation options listed below are potentially available for conducting City business.

A. City Vehicles

Use of City-Owned Vehicles - REMIF's liability coverage extends to include use of all city-owned vehicles when an employee or volunteer is driving the vehicle on city business. The employee or volunteer must not use city vehicles for unauthorized purposes. The coverage agreement states that coverage extends to "any person while using a city-owned automobile – provided the actual use of the automobile is by or with the permission of the named "covered party." Although "permission" is usually broadly interpreted by courts, if city employees or volunteers are made aware of this limitation, it should provide them with additional incentive to obey regulations concerning use of vehicles. In any case, the city always has the full protection of the coverage agreement.

1. Special Purpose Vehicles: Vehicles whose primary use requires special equipment designed to perform job functions, or whose primary use is in a restricted area where non-City vehicles are prohibited.

2. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by the Police or Fire Departments.

3. Take-Home Vehicles: Take-home vehicles are to enable after-hours emergency response by authorized City employees who are on standby duty assignments that require Special Purpose vehicles. Authorization for a take-home vehicle is granted to a classification meeting the requirements as described below, and in no event does authority for a take-home vehicle belong to any specific City employee who is not in a classification that meets the requirements. This means that an individual employee previously granted authorization for a take-home vehicle whose assignments are updated and no longer require Special Purpose vehicles is no longer authorized for a take-home vehicle. Non-City employees shall not be permitted to take City vehicles home under any circumstances.

    a. The employee is required to be on standby duty and must respond to after hour emergencies; and
    b. The standby duty job function requires a Special Purpose vehicle; and
    c. The employee responding to the call-back will be able to respond to the first call-back instance and be onsite within a maximum of 30 minutes of the call; and
    d. The one-way commute miles of the employee assigned to call-back duty do not exceed 30 miles; and
    e. The Department Director has received authorization from the City Manager's Office for take-home use of the vehicle.

B. **Employee-Owned Vehicles**

Use of privately-owned vehicles on City business. If employees or volunteers receive a mileage allowance for use of personally-owned vehicles on city business, such persons should be advised that:

1. The mileage allowance is intended to cover the city's share of the employee or volunteer's personal auto insurance premium.
2. Each employee or volunteer is expected to maintain an automobile insurance policy whether or not they receive a mileage allowance.

3. Each such policy should be maintained with liability limits of no less than:

a) $100,000 per person Bodily Injury; $300,000 per accident Bodily Injury; $100,000 per accident Property Damage; or

b) $300,000 Combined (Bodily Injury and Property damage) single limit.

4. Each such policy is primary coverage in the event of a loss or claim, with REMIF coverage applying in excess.

The form Authorization to Use Privately-Owned Automobiles on city business should be completed and filed with the appropriate office designated by the City Manager or his/her designee. A diary system should be maintained to assure that policies are in force (Exhibit A)

In order to protect the city's interests no employee or volunteer should be allowed to drive a vehicle on city business until the city has verified that the employee or volunteer has a valid driver's license. Verification is the responsibility of the employee's supervisor.

Once authorized by the Department Director (or designee) to use an employee-owned vehicle, employees will be eligible for mileage reimbursement subject to the provisions of the Mileage Reimbursement as follows:

a. Authorized employees will be compensated for the use of their automobiles on City business at the prevailing mileage reimbursement rate for employee business use of private automobiles as established and used the Internal Revenue Service (IRS) standard mileage rate. For miles driven on or after January 14, 2018, the City's mileage reimbursement rate shall be $.545 per mile and will be re-evaluated when the IRS issues a new rate. Any changes to this rate will be updated on the Mileage Reimbursement Form.

b. Mileage from the employee's home to the first point of duty, and from the last point of duty to home will not be considered as City business, unless the employee's first or last point of duty is outside of City of Sebastopol limits. Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.

c. Employees requesting mileage reimbursement shall complete the Mileage Reimbursement Claim Form. Claims must be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred. Claims outside the 30 days shall be paid only by approval of the City Manager or his/her designee.

d. Report only travel on authorized City business. If the continuity of a day's travel is interrupted by a personal trip, deduct this trip from the mileage claim.

e. Odometer readings or a printed copy of an online map for each business trip must be specified on the form and are subject to audit verifications at any time.

f. Report only beginning and ending mileage during working hours, related to official City business.

g. In instances when an employee's first and/or last point of duty is outside City of Sebastopol limits, an employee shall be reimbursed for the number of miles driven between the employee's home and the first and/or last point of duty, minus the number of miles the employee normally commutes from home to and/or from the employee's regular work location.

h. Adequate explanation of locations covered must be shown. Where applicable or required by the supervisor, indicate assigned area and number of trips.

i. Employees shall sign all mileage reimbursement claim forms and submit the claim to the supervisor or department director or designee for approval. Employees who submit false claims for mileage reimbursement are subject to disciplinary action, up to and including termination.

j. The employee's supervisor or designee is responsible for conducting periodic odometer checks or other checks as deemed necessary to assure propriety of trips and to certify that only necessary mileage has been included for reimbursement and that the amount claimed is correct and proper.

II. Qualifications for Employees Operating Vehicles

a. The City recognizes the benefit of the assignment of City-owned vehicle to specific employees, officials, or volunteers for City related business. City vehicle, property, materials, supplies, tools, and equipment are intended for the maintenance and operations of the City and shall be readily available for use of authorized City staff. Authorization for use of such vehicles must be controlled and limited to business use only. Personal items or information shall not be stored in City vehicles. Any loss, damage or misuse of personal items stored in City vehicles shall not be the responsibility of the City. No personal or political use of any City property, materials, supplies, tools, equipment is permitted, except for de minimums vehicle use by authorized staff for benefit of the City.

b. City employees who drive a vehicle in the course of conducting City business must possess a valid California State Driver License appropriate to the type of vehicle being driven. Employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as defined by any relevant rules and regulations, and/or the California Department of Motor Vehicles, and/or the employee's job classification minimum qualifications.

c. Employees authorized to drive a vehicle on City business shall notify their supervisor in writing of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle. Notification must be made as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle.

d. If an employee is notified that an action MAY be taken which could affect the employee's license, including the possible suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their

driver license or their authority to drive a vehicle, the employee shall notify their supervisor as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the potential action. The employee shall continue to keep their supervisor informed of any further changes or updates regarding their driving status.

e. Employees cannot drive their vehicles on City business unless all of these requirements are met. Employees are specifically required to immediately contact their supervisor if, at any time, there is a change to these requirements or they do not meet all of the requirements.

f. Employees who are unable to comply with these requirements shall not be permitted to drive any vehicle (City or personal) to conduct City business and may not drive onto any City property or City facility.

III. Conditions of Vehicle Use

City and employee owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements. Vehicles authorized for use based on this Policy shall only be used to conduct official City business.

A. Transportation of Passengers and Goods

Vehicles driven to conduct official City business should not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

City owned vehicles should not be used to transport any items or goods that are not the property of the City, unless such transportation is directly related to official business being conducted by the City.

B. Vehicle Idling

In order to reduce emissions that are a result of idling diesel and gasoline engines, no City-owned diesel or gasoline powered vehicles/equipment or stationary engines may idle for more than five (5) consecutive minutes, with the following exceptions:

- Idling when queuing;
- Idling to verify that the vehicle is in safe operating condition;
- Idling for testing, servicing, repairing or diagnostic purposes;
- Idling when it is necessary to accomplish work for which the vehicle was designed (such as operating a crane or when emergency vehicles used by Police and Fire are at the scene of an incident);
- Idling to bring the machine system to operating temperature; and
- Idling to ensure safe operation of the vehicle.

For the purpose of this section, queuing shall mean the intermittent starting and stopping of a vehicle while the driver, in the normal course of doing business, is waiting to perform work or a service, and when shutting the vehicle engine off would impede the progress of the queue and is impracticable. Queuing does not include the time a driver may wait

motionless in line in anticipation of the start of a workday or a location where work or a service will be performed.

C. Cellular Telephone Safety While Driving

1. Wireless Telephones
Employees shall not use their wireless telephone (either City issued phones or personal phones) while driving on City business or while conducting City business unless the telephone is designed and configured to allow hands free listening and talking, and is used in that manner while driving. Even when using a hands-free wireless telephone, conducting City business on a cellular telephone while driving should be kept to a minimum and only done when necessary. This section does not apply to an employee or non-City employee using a wireless telephone for emergency purposes (such as calling 911) while driving on City business.

2. Electronic Wireless Communication Devices
Employees shall not use an electronic wireless communication device to write, send, or read a text-based communication while driving on City business. "Write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

3. Sworn Police and Fire Personnel
Sworn police and fire personnel using wireless telephones and electronic wireless communication devices in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to the use of wireless telephones and electronic wireless communication devices.

IV. Collision/Accident Reporting

A. Non-sworn Employees - Reporting of vehicle collisions or accidents by City employees driving a City-owned vehicle or their authorized personal vehicle on City business is required. Reporting must be prompt, accurate and complete. These reports shall be made within no less than 24 hours (or 48 hours if the accident occurs on a weekend) to the employee's immediate supervisor. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

Incidental damage to a vehicle or equipment, defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock must also be reported to the employee's immediate supervisor. In all cases, incidental damage to city-owned equipment shall be reported to the City Manager's Office.

The reporting procedure to be followed by City employees and non-City employees who are involved in a vehicle accident while driving a City-owned or authorized personal vehicle on City business shall be as follows:

a) Stop immediately and render aid if such is necessary.
b) Call the police. Tell the police this is an accident involving a City owned vehicle or authorized private vehicle on City business.

c) Do not make or sign statements for anyone except the police.
d) Obtain the Accident Report and give it to the supervisor, who is responsible for the services being provided by the City or non-City employee. The Department Director will route one copy of the accident report to the City Manager's Office.

B. Sworn Police and Fire Personnel - Reporting of vehicle collisions or accidents by sworn Police and Fire personnel driving a City-owned vehicle or their authorized personal vehicle while in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to vehicle collisions or accidents. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

V. Traffic and Parking Citations

Traffic and/or parking citations issued to a City employee while using a City or authorized personal vehicle on City business are the sole responsibility of the employee receiving the citation.

Travel & Reimbursement Policy

The purpose of The Employee Travel Policy is to provide guidelines for authorization of travel; and reimbursement and payment of travel expenses. This policy is not intended to cover short trips during work hours made by employees in the course of their regularly assigned work duties. In all areas, not just in economy pricing, officials and employees are responsible for exercising good judgement in requesting, arranging, and making a trip. Trips should be planned in advance if possible. Personal business should not be mixed with official business if it will cost the City anything in dollars or lost time, or if it will harm the City's interest in any way.

I. **Traveler Accountability** - The Travel Policy is in place to provide accountability to employees traveling for the purpose of benefiting the City. Travelers are responsible for ensuring compliance with this Policy, as may be amended from time to time.

How will you travel?

To drive a privately-owned vehicle on City business you must:

- Possess a valid California driver's license.
- Carry liability insurance limits required by the City's Redwood Empire Municipal Insurance Fund.
- Realize that any damage to your car, needed service or repair occurring on the trip will be your responsibility, as these costs are included in the City's per mile cost reimbursement.

If a car rental is required, you may use a City credit card or request reimbursement when you return. Car rentals must have prior approval from the City Manager or his/her designee.

When will you travel?

You should schedule your trip so that you depart at the latest reasonable hour and still arrive at your destination on time. You should also return promptly when your business is finished, thereby minimizing the time away from work and ensuring full reimbursement of all related expenses.

Where will I stay?

The city will pay for a single room (including taxes and parking) for as many nights as necessary. The accommodations used should be economical but practical. For example, it is preferable to stay at the hotel where a conference is held, even if that hotel may be slightly more expensive than others in the area. Location is also important; a hotel close to where you will be conducting business may be slightly more expensive than outlying hotels, but it may be easier to achieve the City's travel goal by staying at closer location. In general, you should stay at the most reasonably priced accommodations available consistent with the purpose and goals of your travel. If you have a question about using a particular hotel, obtain concurrence or direction from your Department Head before making a reservation.

Should you make reservation?

Whenever possible, you should make reservations. They are often required for large conferences. You can use a City credit card to confirm reservations. Be sure to cancel any reservations you will not use. If the City is charged for an unused reservation, you will be billed for that charge unless circumstances requiring cancellation were reasonably beyond your control.

II. Travel Authorizations

Travel authorizations (TA's) are required approval of Department Heads, and out of state travel requires the further approval of City Manager or his/her designee. Department Heads approving travel authorizations are responsible for determining that the cost is reasonable and justified by the trip's purpose. They should be certain that:

a. The purpose cannot be accomplished by mail or telephone.

b. The seminar, meeting or conference is necessary to accomplish key City goals and objectives and is unavailable locally if overnight accommodations are required.

c. The minimum number of City staff members are going.

d. The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.

e. The traveler understands and follows these guidelines.

f. There is adequate funding in the appropriate travel budget to cover the costs.

Ultimately, the responsibility for following these guidelines and exercising good judgment in the use and stewardship of the City's resources rest with each City employee traveling on City business.

Requests for Payments to Vendors

The City will pay all legitimate expenses of your trip. These include transportation, lodging, registration fees, meals and any other related expenses if they are for official business and fit within these guidelines.

In advance booking payment for transportation, e.g. airfare, City authorized credit card shall be utilized for the transaction. Each department director has been issued a credit card. Credit cards are issued pursuant to the City Purchasing Policy#89.

Direct vendor payments are made by the City to an organization to pay for specific costs related to a trip (usually registration fees) through Accounts Payable.

To obtain either direct vendor payments you must complete the appropriate sections of the TA (Exhibit B) and attach payment requests for all payments.

III. Making The Trip

There are two key "golden rules" to remember about making an official trip:

a. Keep it official.
b. Keep records for all expenses.

Keeping It Official

If you take time away from official business for personal matters, or if you delay your return after completing your business, you will not be reimbursed for expenses incurred during that time. When combining business and personal travel in this manner, Department Head approval is required. If this extended period occurs during your regular scheduled work hours, the time will be counted as vacation, comp time (if available) or leave without pay.

Keeping Records for All Expenses

As discussed below under Accounting for Expenses, you must maintain a detailed record of all expenses incurred during your travel: meals, transportation, lodging, baggage handling, parking fees, registration fees, telephone and any other reasonable and necessary expenses. It is important to save receipts to be able to claim for reimbursement. Unless otherwise approved by the City Manager or his/her designee, payments will not be issued for reimbursement requests without receipts.

Meal Allowances:

The allowable maximum amount, unless otherwise approved by the City Manager or his/her designee, is $60.00* per day (including beverages, taxes and gratuities) for meals, which reimbursement is available on presentation of supporting receipts and conference agenda to document amounts spent while travelling and completion of an expense report upon returning from your travel.

*The following break-down applies to partial day of meal allowance.

- If your conference is between 7:00 a.m. to 11:00 a.m. – breakfast only allowance $10.00
- If your conference is between 11:00 a.m. to 4:00 p.m. – lunch only allowance $20.00
- If your conference is beyond 4:00 p.m. – dinner only allowance $30.00

Breakfast	$10.00
Lunch	$20.00
Dinner	$30.00
Total Per Diem	$60.00

- 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 $300,0000 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

EXHIBIT B

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
☐ Airfare (receipt must be attached for reimbursement)	$ -	$ -	xxx-xx-xx-xxxx
☐ Personal Auto _____ Miles @ 0.545 per miles (attach map with destination for	$ -	$ -	xxx-xx-xx-xxxx
☐ Car Rental _____Days @ $_____Per Day (receipt must be attached for reimbursement)	$ -	$ -	xxx-xx-xx-xxxx
☐ Lodging _____Nights @ $_____Per Night (receipt must be attached for reimbursement)	$ -	$ -	xxx-xx-xx-xxxx
☐ Registration Fees (receipt must be attached for reimbursement)	$	$ -	xxx-xx-xx-xxxx
☐ Per Diem _____ Days (receipt must be attached for reimbursement)	$ -	$ -	xxx-xx-xx-xxxx
☐ Other _____ (receipt must be attached for reimbursement)	$ -	$ -	xxx-xx-xx-xxxx
Total Difference owed:	$ -	$ -	xxx-xx-xx-xxxx
	to City $	to employee: $	

EMPLOYEE SIGNATURE: **Date:**

DEPT HEAD APPROVAL: **Date:**

CITY MANAGER OR DESIGNEE APPROVAL:
(OUT OF STATE TRAVEL ONLY) **Date:**

City Council Policy

CITY BUDGET COMMITTEE (STANDING COMMITTEE)
Budget Process

PURPOSE:
Once a year, the City Council approves a budget that outlines the policies and fiscal actions to be taken by the City. The Budget Committee is a standing committee that reviews the proposed operating and capital budget each fiscal year and makes a recommendation on the budget to the City Council for final enactment. The budget process is structured each year to achieve the fiscal and policy goals for the upcoming fiscal year as well as periodically review and provide policy guidance to staff related to budgetary analysis and fiscal action plans and provide reports to the City Council for review and or action.

This committee shall consider and make recommendations to the Council on matters relating to:

- Revenues
- Expenditures
- Capital Improvement projects
- Fiscal Planning and Policies;
- Taxes and Fees;
- Investment Policy;
- Debt; and
- Such related fiscal issues as may be referred to it by the Council.

COMMITTEE MAKE UP:
The Budget Committee shall consist of the following:

- Two Councilmembers appointed by the City Council through Council Committee Assignments
- City Manager
- Assistant City Manager/City Clerk
- Administrative Services Director

POSTING OF AGENDAS:
Whether or not a regular meeting schedule is adopted, an agenda shall be posted for each standing committee meeting not later than 72 hours before any meeting.

PUBLIC INVOLVEMENT:
Public involvement shall be encouraged in the annual budget decision-making process through Standing Committee meetings, public hearings, public outreach, and the dissemination of accessible information. Public participation efforts will allow the City to improve performance by identifying public needs, priorities and service delivery expectations. Increased public involvement will allow the City to be more responsive to community needs, thereby increasing the value that the public receives from City government.

ATTENDANCE BY COUNCILMEMBERS NOT ON THE COMMITTEE:
Members of the Council who are not members of a standing committee may attend any open and noticed meeting of a standing committee provided that they act only as observers. It is suggested that Members do not make any comments.

REQUESTS OF STAFF:

Standing Committee Councilmembers may request research from staff on new ideas to allow them to report back to the standing committee and if the standing committee supports the idea, the idea will be presented to City Council for direction or a vote.

BUDGET PROCESS:
The budgeting process has four parts. The budget is: 1) prepared, 2) approved, 3) adopted, and 4) executed.

A fiscal year begins July 1 and ends June 30. From February to June, every year, City staff, the Mayor and City Council work together to create a balanced budget by June 30, as required by law.

PROPOSED BUDGET COMMITTEE PROCESS:

1. The City administrative team will be responsible for producing an initial recommended draft Budget to submit to the Budget Committee. The administrative team will consist of the City Manager, Assistant City Manager/City Clerk, and Administrative Services Director.
2. Department Directors will submit departmental budgets each year to the Administrative Services Director upon established timelines.
3. Upon receipt of the departmental budget requests, the Administrative Services Director will prepare a draft budget document to be used for review by the City administrative team.
4. This team will meet with Department Heads as needed, consider departmental budgetary requests as appropriate, and complete any other steps needed to provide the Budget Committee with an initial recommended draft Budget. The initial recommended draft Budget will be accompanied by a written report to the Budget Committee, providing an overview of the budget, summarizing any specific challenges presented by that year's budget, summarizing changes made by the Team to Departmental budgets; and identifying any unresolved issues to be addressed by the Budget Committee. The information submitted to the Budget Committee will include any background information the City administrative team believes will be relevant to the Budget Committee's decision-making regarding unresolved issues to be addressed by the Budget Committee. This initial draft Budget submitted to the Budget Committee will include draft versions of all portions of the final Budget for the year. This step will be an internal City staff process to be completed before Budget Committee meetings begin.

The Budget Committee will receive the initial recommended draft Budget produced by the administrative team, and will meet to discuss the recommendations of the administrative team. The Budget Committee will not hold individual meetings with Department Directors unless specifically requested by the Budget Committee. The Budget Committee will rely on the internal City staff process to do the necessary research and analysis to support the recommendations in the initial recommended draft Budget, and will focus on reviewing that document as well as any other materials provided by the administrative team, and addressing any unresolved issues. The Budget Committee will review and revise the initial recommended draft Budget as needed, and will produce a final draft Budget to be presented to the City Council at a duly noticed public hearing for discussion, review, and approval.

In addition to the process above, the Administrative Services Director shall be responsible for:

1. Prepare a Budget Calendar for Fiscal Year Budget and take to City Council for approval
2. Request budget input from all Department Directors
3. Request budget input from Community Benefit Grant Applicants
4. Prepare a draft budget as listed above
5. Shall be responsible for publishing all the notices required by Government Statue.
6. Shall be responsible for monitoring budget expenditures during the budget year and notifying the Council of the need to make any budget changes required after adoption.

Docusign Envelope ID: E560F391-CBEF-4508-B13C-066FC589A480

City of Sebastopol
COUNCIL POLICY

SUBJECT	RESO NO	POLICY NO 95	EFF DATE	PAGE
CITY COUNCIL CONFERENCES/TRAINING	6684-2025		July 1, 2025	1 of 2

I. Purpose

The purpose of this policy is to establish clear and comprehensive guidelines for the allocation and management of travel funds for City Council members. This policy aims to ensure a fair and equitable approach to addressing the travel needs and expenses of all council members, promoting transparency and accountability in the use of public funds. By setting these guidelines, we strive to facilitate effective and efficient travel arrangements that support the council's work and responsibilities, while maintaining fiscal responsibility and integrity.

II. Annual Travel Budget

Each Council member will receive an annual budget as approved by the City Council and divided equally among all City Councilmembers to cover costs related to attending conferences, meetings, and training sessions. This budget will apply to travel within California and is designed to ensure that Council members can participate in essential events without financial barriers.

III. Out-of-State Travel

Any out-of-state travel or training requires prior approval from the City Council. This ensures that such travel is necessary and aligns with the Council's goals and priorities.

IV. Covered Expenses:

The annual budget will cover the following expenses:

- Mileage for attending meetings where the Council member serves as a city-appointed representative.
- Travel expenses including airfare, hotels, and transportation related to attending conferences or training.
- Other associated costs, such as registration fees or meals, where applicable. The total budget for each Council member will be inclusive of all these costs, ensuring comprehensive coverage of travel-related expenses.

V. Exceeding the Budget:

- If a Council member exceeds their allocated funding from the approved budget they must either cover the excess expenses themselves or formally request additional funding from the City Council.
- In rare cases, a Council member may voluntarily transfer their unused funds to another member, subject to approval by the Council at a publicly noticed meeting. This allows for flexibility and mutual support among Council members.

IN COUNCIL DULY PASSED this 1st day of July, 2025.

VOTE:

Ayes:	Councilmembers Hinton, Maurer, Vice Mayor McLewis and Mayor Zollman
Noes:	None
Absent:	Councilmember Carter
Abstain:	None

Docusign Envelope ID: E560F391-CBEF-4508-B13C-066FC589A480

APPROVED:_____ Signed by: Stephen Zollman AA58527C58C4493... _

Mayor Stephen Zollman

ATTEST: _____ DocuSigned by: Mary C Gourley 44C0774260FE430... _____

Mary Gourley, MMC, Interim City Manager

Approved as to Form: _____ Signed by: Alex Mog 66BDB79D572A4EB... _____

Alex Mog, City Attorney

FINANCIAL AND BUDGET TERMS GLOSSARY

Accrual in lieu – An arrangement where employees accumulate a certain benefit, such as leave or time off, but instead of taking the time off, they receive a payment for it. This often happens when an employee has earned more leave than they can use or carry over to the next period, and the employer compensates them financially for the unused time. It's like having a savings account for time off; if you don't use it, you get paid for it instead.

Adoption - formal action by the City Council, which sets the spending path for the fiscal year.

Adopted Budget - appropriations adopted by the City Council.

Adjusted Budget – appropriations to the adopted budget that have been modified to reflect changes in financial circumstances or priorities.

Allocation – designation of how much money to spend on a specific program or purpose and distributing the funding accordingly. Please note that this term is often used interchangeably with earmark and can have a different meanings for different people.

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.

CAD/RMS – Computer Aided Dispatch/Records Management System. These are the systems that capture all data and information for calls that come into the police dispatch center. Additionally, all police reports and incidents are produced utilizing this system. It provides for tracking and archival retrieval and statistical analysis as well.

California Intergovernmental Risk Authority (CIRA) – Annually, the Redwood Empire Municipal Insurance Fund (REMIF) and the California Intergovernmental Risk Agency (CIRA), which are the City's self-insured joint powers authorities, manage the insurance claims, benefit programs, and risk management for member cities. The REMIF/CIRA Board Members, including Vice Mayor Zollman and Councilmember Hinton, establish a budget for insurance premiums for the participating cities in this collective.

Capital Improvement Program (CIP) – This refers to a 5-year program for capital expenditures to replace, maintain, and expand the City's infrastructure. This includes projects such as road improvements, water and sewer system upgrades, and building renovations. The program outlines the anticipated costs and the proposed funding sources for these projects. It's a critical component of the city's financial planning and budgeting process, ensuring that the necessary capital assets are in place to support city services and functions. Year 1 of the CIP is referred to as the "Capital Improvement Plan."

Cost Allocation Plan - The enterprise funds (water and sewer) contribute to a portion of the City's administrative costs, which are supported by the General Fund. These administrative costs encompass departments such as Finance, City Manager, City Clerk, HR, among others. The City has recently revised the methodology used to calculate these payments.

Debt Service Budget - the debt service budget is money used to repay bond issues.

Direct Cost – These are expenses that can be directly attributed to a specific product or service which may include costs like raw materials, and labor expenses that are directly involved in supporting an operation. In the context of the City's budget, direct costs would refer to specific expenses that are directly associated with a particular department or service, rather than general administrative costs which are spread across multiple departments. For example, the cost of materials used by the Public Works Department for road maintenance would be a direct cost. However, the City's recent Cost Allocation Plan focuses on the recovery of central support costs, commonly referred to as overhead, and does not include the direct allocation of certain shared expenses.

Earmark – refers to funds within a budget for a specific purpose, project, or program. This process involves designating money to be spent on particular items or activities. Earmarks are typically used to ensure that certain projects receive funding for the intended purposes.

EOC – Emergency Operations Center. During an emergency, an activation occurs and assigned staff report to the Police Department which is the official location of the center. Assigned personnel are assigned to different functions to allow for organized tracking, management, resource allocation and planning for the event. Sections include Logistics, Planning, Finance, Operations, and sub-branches such as law, fire, EMS.

EMS – Emergency Medical Services. This term covers services provided by first responders including police and fire, paramedic and ambulance services. It is used broadly to specifically refer to paramedic, ambulance, and medical providers such as clinics and hospitals as part of the EMS system.

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.

Health in lieu - Employees who opt out of the city-provided health plan are entitled to a "cash in lieu" benefit, which is a monetary amount provided to the employee instead of health insurance coverage.

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.

Non-Departmental Budget - 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, personnel payout cost (per MOUs provisions), unfunded accrual liability, retiree medical contributions, and transfer out to assigned reserve.

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.

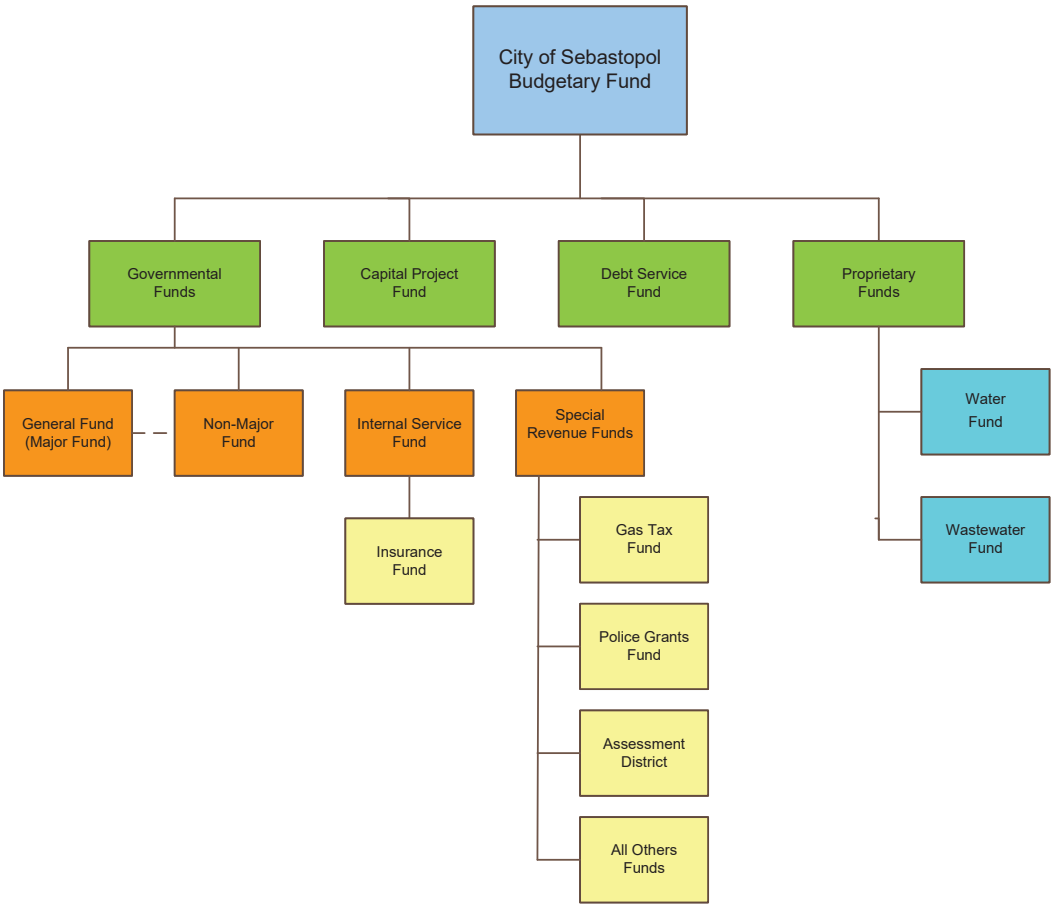
Revision - changes to an existing budget typically to better reflect current financial realities and priorities. This can involve in adjusting revenue and expense projections, or incorporating new financial information. Please refer to Financial Policy.

SoCo ISD IJS – **Sonoma County Information Systems Integrated Justice Systems.** This is a countywide enterprise case and records management system that supports county justice partners, law enforcement, state and federal agencies through a centralized data repository on a 24/7 basis. The system allows for real time information sharing with the district attorney, courts, and law enforcement agencies regarding criminal case status, warrant entries, wanted persons and criminal history.

Unfunded Accrued Liability (UAL) – It is the gap between the future money needed for employee benefits, like pensions, and the funds currently saved for them. It's the difference between the total amount that should be paid to employees after retirement and the actual savings available. The difference between the estimated cost of future benefits and the assets that have been set aside to pay for those benefits.

Transfer - moving funds from one budget category or line item to another within the same budget. This can be done to address changes in priorities, unexpected expenses, or to better align resources with current needs. Transfers are typically subject to certain limitations and may require approval from relevant authorities such as City Council. Please refer to Financial Policy.

Fund Structure Chart



City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description	Responsible Department
General	100	Unrestricted	General	The General Fund is the primary operating fund of the City and is used to account for most day-to-day activities. Revenue sources include (but are not limited to) property tax, current fees for services and business registration.	**ALL DEPARTMENTS**
	103	Assigned	Building, Facilities & Infrastructure	This fund should be established and maintained in a manner similar to an Internal Service Fund, which accounts for centralized service costs. Charges from this fund will appear as an expenditure in the user department and as revenue in the central service department. This will facilitate the timely replacement of the City's owned fixed assets.	Lead Department: Administrative Services Contributing Department: Police/Fire/Public Works/Engineering
	104	Assigned	Equipment Technology & Vehicle	This fund should be established in a manner similar to an Internal Service Fund, which accounts for centralized service costs. Charges from this fund will appear as an expenditure in the user department and as revenue in the central service department. These funds should be set aside for the proper funding of equipment, technology, and vehicle replacement.	Lead Department: Administrative Services Contributing Department: Police/Public Works/Engineering
	105	Assigned	Pension & OPEB	A Section 115 Trust was established to prefund pension or other post-employment benefits (OPEB) liabilities. The trust is designed to help the City set aside funds to meet its future pension or OPEB obligations. The funds in the trust are invested, and the earnings on those investments can be used to help pay for the entity's pension or OPEB liabilities.	Lead Department: Administrative Services
	120	Restricted	Tree Replacement Fund	This fund is used to remove and replace trees along City streets and City-owned properties (excluding Parks). It is primarily funded by tree deposits that have been forfeited.	Lead Department: Community Development (Planning) Contributing Deparment: Public Works/Engineering
	122	Restricted	Building Permit Technology Fund	Land use type permits including use permits, special events, grading, building and fire permits are collect at the issuance. Fee will be used to maintain the permitting system, property information and homeowner data website and other associated costs	Lead Department: Building Contributing Deparment: Community Development (Planning)
	123	Restricted	Street Pavement Reserve	An annual transfer of residual balance from the Special Sales Tax Fund 124 to the Street Pavement Reserve Fund 123 for maintenance of a range of services including public safety, street and road maintenance and repairs, flood maintenance, park and open space maintenance, and other general community services	Lead Department: Administrative Services Contributing Deparment: Public Works/Engineering
	125	Restricted	Vehicle Abatement	Funds collected per County Resolution 94-1207, the funds are collected by the DMV and distributed to participating cities. The funds are to be used for the removal and dispopsal of abandoned vehicles.	Lead Department: Police
	126	Restricted	Tobacco Management Program Fund	Funds receives on a reimbursement basis through a grant from the Department of Justice (DOJ) as a result of the passage of California Healthcare, Research & Prevention Tobacco Tax Act of 2016 (Prop.56)	Lead Department: Police
	127	Restricted	Flood Mitigation Fund	Assemblymember Mark Levine has awarded the City with $1.5M in Flood Relief Funds to assist with repairs for flood-related damages.	Lead Department: Administrative Services Contributing Deparment: Public Works/Engineering
	128	Restricted	Police Endowment Fund	Upon Joanne Marion passing, a local citizen has generously donated her retirement fund, estimated at around $423,000, to support the police department's various needs. This generous donation provides a significant financial boost, allowing the department to allocate resources where they are most needed.	Lead Department: Police

City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description	Responsible Department
Enterprise	500	Restricted	Water Operating	The Water Fund accounts for the provision of water services to residents and businesses of the City. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, financing, billing and collections.	Lead Department: Public Works/Engineering Contributing Deparment: Administrative Services
	501	Restricted	Water Capital	The Capital Improvements Fund accounts for City-wide construction and improvements specifically paid for through the proprietary funds	Lead Department: Public Works/Engineering
	502	Restricted	Water Connection Fee	The fee is meant to offset the financial impact a new development places on public infrastructure.	Lead Department: Public Works/Engineering/Building Contributing Deparment: Building
	510	Restricted	Sewer Operating	The Sewer Fund accounts for the provision of sewer services to residents and businesses of the City. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, financing, billing and collections. Treatment services are provided by Santa Rosa Subregional Partner	Lead Department: Public Works/Engineering Contributing Deparment: Administrative Services
	511	Restricted	Sewer Capital	The Capital Improvements Fund accounts for City-wide construction and improvements specifically paid for through the proprietary funds	Lead Department: Public Works/Engineering
	512	Restricted	Sewer Connection Fee	The fee is meant to offset the financial impact a new development places on public infrastructure.	Lead Department: Public Works/Engineering/Building Contributing Deparment: Building
Special Revenue	200	Restricted	Gas Tax	The Gas Tax Fund accounts for the construction and maintenance of the street system in Sebastopol. Financing is provided by the City's share of state gasoline taxes allocated to cities from the State in accordance with the Streets and Highways Code	Lead Department: Public Works/Engineering Contributing Deparment: Administrative Services
	201	Restricted	Measure M - Road Maintenance	The County Measure M Fund accounts for the half-cent County sales tax revenue restricted for local transportation improvement projects. This allocation ends in March 2025 and being replaced with Go Sonoma (Fund 241)	Lead Department: Public Works/Engineering
	202	Restricted	Measure M - Parks	The County Measure M Fund accounts for the half-cent County sales tax revenue restricted for local park improvement projects	Lead Department: Community Development (Planning)
	203	Restricted	Art in Lieu	The Art in Lieu fund 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.	Lead Department: Community Development (Planning)
	204	Restricted	Housing Linkage Fund	The Housing Linkage Fee Fund 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.	Lead Department: Community Development (Planning)
	205	Restricted	Inclusionary Housing Fund	The Inclusionary Housing Fund 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 five or more new dwelling units, or for the division or subdivision of land into five or more lots for residential use.	Lead Department: Community Development (Planning)
	206	Restricted	Building Permit Incremental Fee Fund	The Building Permit Incremental Fee Fund accounts for revenue received from construction inspection and plan checks to fund training, certification exams and courses.	Lead Department: Building
	207	Restricted	Business Improvement District	Business Improvement District was established via ordinance 666 and shall include all businesses located within the area described in Exhibit A. The revenues derived from taxes imposed upon all the businesses in the area shall be utilized for acquisition, construction or maintenance of parking facilities, decoration of any public place, promotion of public events which are to take place, furnishing of music in any public place and general promotion of retail trade activities for the benefit of the area.	Lead Department: Community Development (Planning) Contributing Department: Administrative Services
	208	Restricted	General Plan Update Fee	General Plan Update Fee Fund 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.	Lead Department: Community Development (Planning)

City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description	Responsible Department
	209	Restricted	Supplemental Law Enforcement Services Fund	The Supplemental Law Enforcement Services Fund receives funds from the State of California to supplement local law enforcement activities	Lead Department: Police
Special Revenue	210	Restricted	Asset Forfeiture Fund	The Police Seized Assets Fund accounts for properties seized by the Police Department during the normal course of police operation	Lead Department: Police
	211	Restricted	Transportation Grant Fund	The Transportation Grant Fund is a financial resource allocated to support transportation-related projects and initiatives. This fund is typically used to finance the development, improvement, and maintenance of transportation infrastructure, such as roads, bridges, public transit systems, and pedestrian pathways. The goal of the fund is to enhance the overall transportation network, improve safety, and promote sustainable and efficient transportation options.	Lead Department: Public Works/Engineering
	212	Restricted	Park in Lieu Fee Fund	The Park Improvement Fund receives revenue from new residential and hotel development to mitigate the impact of such new development on City park and recreational facilities. The use of revenues from the Fund is restricted to park and recreational capital improvements.	Lead Department: Community Development (Planning)
	213	Restricted	Traffic Impact Fee Fund	The Traffic Impact Fee Fund 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.	Lead Department: Community Development (Planning)
	214	Restricted	Underground Utilities Fee Fund	The Underground Utilities Fee Fund 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.	Lead Department: Community Development (Planning)
	215	Restricted	Street Lighting Assesment District	Funds collected per CA act 1972, funds are collected through annual parcel assesments and used for the operation and maintenance of the Citywide street light system.	Lead Department: Public Works/Engineering Contributing Deparment: Administrative Services
	216	Restricted	Community Development Block Grant	Community Development Block Grant funds communities with resources to address a wide range of unique community development needs such as affordable housing, anti-poverty programs and infrastructure development.	Lead Department: Public Works/Engineering
	217	Restricted	Road Maintenance & Rehabilitation (SB1)	The Road Maintenance & Rehabilitation fund accounts for funds from the State of California under Road Repair and Accountability Act of 2017. The use of funds is similar but, not identical, to Gas Tax use rules and must be used for projects related to road maintenance and rehabilitation, safety projects, and traffic control devices.	Lead Department: Public Works/Engineering Contributing Department: Administrative Services
	218	Restricted	Park Land & Development Fee	Fees collected from development projects. This fund is used for the acquisition of land and development of new park facilities and/or to add additional amenities at the City's existing parks that increase the capacity of the park.	Lead Department: Community Development (Planning)
	219	Restricted	Gen Government Facilities Fee	Fees collected from development projects. This fund is used to fund government facilites to maintain the existing level of service the City provides. As new development occurs, the City will be required to expand general facilities to maintain the existing standard.	Lead Department: Community Development (Planning)
	220	Restricted	Fire Facilites Fee	Fees collected from development projects.Fees collected from development projects. This fund is used to fund new fire facilities that are necessary to maintain the existing level of service the City provides.	Lead Department: Building
	221	Restricted	Stormwater Facilities Fee	Fees collected from development projects. This fund is used to fund new development's fair share of stomrwater facilities that are necessary to mitigate the impacts of new development in the City.	Lead Department: Public Works/Engineering
	233	Restricted	Human Services & Community Fund	Human Services & Community Fund accounts for revenue obtained by the solicitation of voluntary contributions from residents and property owners through water and sewer bills and other means of collection or fundraising activities to fund programs or activities which address the welfare of the City's residents regardless of all age, social status or income.	Lead Department: Administrative Services

City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description	Responsible Department
	240	Restricted	Police Grant Fund	Officer Wellness and Mental Health Grant Program established in the 2022 Budget Act (AB178, Chapter 45, Statutes of 2022 provides $50 million for city and county law enforcement agencies for the purpose of improving officer wellness and expanding mental health sources. The funding may be used for any of the following purposes: Establishing or expanding officer wellness units. Establishing or expanding peer support units. Services provided by a licensed mental health professional, counselor or other professional that works with law enforcement. Expanding multiagency mutual aid programs focused on officer wellness and mental health. Other programs and services that are evidence-based or have a successful track record of enhancing officer wellness.	Lead Department: Police Department
	241	Restricted	Go Sonoma Roads (GSR)	Voters passed a measure in 2020 to extend Measure M (Roads) sales tax funding for an additional 20 years. Similar to Measure M (Roads), this fund is used for traffic and safety improvements, maintain roads, and build bikeways and pathways.	Lead Department: Public Works Director/City Engineer
	242-246	Restricted	Police Grants Funds	The Police Grants Fund accounts for grant activities and services paid and reimbursed by grant funding from Federal, State, County and local government agencies. These funds are designed for specific police services, activities and capital equipment. The current source of revenues is the Citizens Option for Public Safety or COPS grant used to augment public safety expenditures	Lead Department: Police
	248	Restricted	Measure H Fire Services	The passage of Measure H which sought to add a quarter-cent to the existing sales tax will benefit Sebastopol in responding to emergencies and addressing aging infrastructure needs.	Lead Department: City Manager
Internal Service	601	Unrestricted	Workers Compensation General Liablity	The General Liability Fund covers the cost of the City's insurance policies and payments liability claims against the City. Revenue for this fund is derived from internal service charges to City departments	Lead Department: Administrative Services

Docusign Envelope ID: E560F391-CBEF-4508-B13C-066FC589A480

RESOLUTION NUMBER 6681-2025

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING AND ADOPTING THE OPERATING BUDGET FOR THE CITY OF SEBASTOPOL FOR FISCAL YEAR 2025-26

WHEREAS, the Budget Committee has reviewed and the Interim City Manager has recommended and submitted to the City Council a proposed operating budget for the City of Sebastopol for the fiscal year 2025-26; and

WHEREAS, the City Council held a public hearing to consider the operating budget on June 3, 2025, June 17, 2025, which was continued to July 1, 2025; and

WHEREAS, the Council has extensively considered the expenditures provided in the proposed Budget, together with any revisions;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Sebastopol that the proposed operating budget for Fiscal Year 2025-26, is hereby approved and adopted as the operating budget for the City of Sebastopol for fiscal year 2025-26.

IN COUNCIL DULY ADOPTED this 1st day of July, 2025.

VOTE

Ayes:	Councilmembers Hinton, Maurer, Vice Mayor McLewis and Mayor Zollman
Noes:	None
Absent:	Councilmember Carter
Abstain:	None

APPROVED: Signed by: Stephen Zollman AA58527C58C4493...
Mayor Stephen Zollman

ATTEST: DocuSigned by: Mary C. Gourley 44C0774260FE430...
Mary Gourley, MMC, Interim City Manager

Approved as to Form: Signed by: Alex Mog 66BDB79D572A4EB...
Alex Mog, City Attorney

Docusign Envelope ID: E560F391-CBEF-4508-B13C-066FC589A480

RESOLUTION NUMBER 6685-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
APPROVING THE FISCAL YEAR 2025-26 CAPITAL IMPROVEMENT PLAN

WHEREAS, the City Council conducted a Public Hearing on June 3, 2025 to consider the five-year Capital Improvement Program (CIP) for Fiscal Years 2025-26 to 2029-30 and Year 1 of the CIP, herein referred to as the Fiscal Year 2025-26 Capital Improvement Plan (Plan); and

WHEREAS, the Fiscal Year 2025-26 Plan is a proposed list of priorities of capital projects; and

WHEREAS, the State of California Government Code Section 65401 requires the City's Planning Commission review the Fiscal Year 2024-25 Plan for consistency with the City's adopted General Plan prior to final adoption by the City Council and said finding was made and approved by the Planning Commission on May 13, 2025.

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby approves and adopts the final Capital Improvement Plan for Fiscal Year 2025-2026 (Plan) and appropriates budget for said Plan, subject to the changes made by City Council and recorded by the City Clerk, during the public hearing on June 3, 2025 which was continued on June 17, 2025, and July 1, 2025, with changes to the Plan as specifically noted below:

1. Increase the budget for the Corporation Yard Fuel Filling Station CIP #1001-25.03 from $60,000.00 to $85,000.00. The funding source is Building/Facilities/Infrastructure Fund 103.
2. Add a new project for "Citywide Pavement Repairs and Repaving Program: Pavement Improvements" in the amount of $500,000 with funding sources of $350,000 from the General Fund and $150,000 from SB1 Fund 217.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 1st day of July 2025.

IN COUNCIL DULY PASSED this 1st day of July, 2025 by the following vote:

VOTE:

Ayes:	Councilmembers Hinton, Maurer, Vice Mayor McLewis and Mayor Zollman
Noes:	None
Absent:	Councilmember Carter
Abstain:	None

APPROVED: Signed by: Stephen Zollman AA58527C58C4493...
Mayor Stephen Zollman

ATTEST: DocuSigned by: Mary C Gourley 44C0774260FE430... _____
Mary Courley, Interim City Manager

Approved as to Form: Signed by: Alex Mog 66BDB79D572A4EB... _____
Alex Mog, City Attorney

Docusign Envelope ID: E560F391-CBEF-4508-B13C-066FC589A480

RESOLUTION NUMBER 6683-2025

RESOLUTION OF THE COUNCIL OF THE CITY OF SEBASTOPOL ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE CITY OF SEBASTOPOL FOR THE 2025-26 FISCAL YEAR PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

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 2025-26, 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 2025-26, the total annual appropriations subject to limitation as specified by Article XIIIB of the Constitution of the State of California for the City of Sebastopol Budget shall be: $21,585,408.

IN COUNCIL DULY PASSED this 1st day of July, 2025.

VOTE:

Ayes:	Councilmembers Hinton, Maurer, Vice Mayor McLewis and Mayor Zollman
Noes:	None
Absent:	Councilmember Carter
Abstain:	None

APPROVED:_____ Signed by: Stephen Zollman AA58527C58C4493...
Mayor Stephen Zollman

ATTEST: _____ DocuSigned by: Mary C. Gourley 44C0774260FE430... _____
Mary Gourley, MMC, Interim City Manager

Approved as to Form: _____ Signed by: Alex Mog 66BDB79D572A4EB... _____
Alex Mog, City Attorney

Docusign Envelope ID: E560F391-CBEF-4508-B13C-066FC589A480

RESOLUTION NUMBER 6682-2025

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 2025-26

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 2025-26; 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 2025-26 budget; and

WHEREAS, the 2025-26 budget is included the anticipation of using the COPS funds as part of the Police Department's budget.

NOW, THEREFORE, BE IT RESOLVED that the Council approves the recommendation of the Chief of Police for use of the Supplemental Law Enforcement Services Funding or Citizens' Options for Public Safety Funds to continue to supplement one sworn officer position.

IN COUNCIL DULY APPROVED AND ADOPTED this 1st day of July, 2025.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by City of Sebastopol City Council following a roll call vote:

VOTE:

Ayes:	Councilmembers Hinton, Maurer, Vice Mayor McLewis and Mayor Zollman
Noes:	None
Absent:	Councilmember Carter
Abstain:	None

APPROVED:_____ Signed by: Stephen Zollman AA58527C58C4493... _
Mayor Stephen Zollman

ATTEST: _____ DocuSigned by: Mary C Gourley 44C0774260FE430... _____
Mary Gourley, MMC, Interim City Manager

Approved as to Form: ____ Signed by: Alex Mog 66BDB79D572A4EB... _____
Alex Mog, City Attorney