


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: June 20, 2023
To: Honorable Mayor and City Councilmembers
From: Budget Committee
Subject: Fiscal Year 2023-24 Proposed Preliminary Operating Budget
Recommendation: Review and Consider the Proposed Preliminary Budget for Fiscal Year 2023-24, conduct a public hearing, and provide comments and direction to staff on budget allocations for the upcoming fiscal year.
Funding: Currently Budgeted: _____ Yes No _____ N/A
Net General Fund Cost:
If Cost to Other Fund(s),

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request that the City Council Review and Consider the Preliminary Operating Budget for Fiscal Year 2023-24, conduct a public hearing, and provide comments and/or direction to staff on budget allocations for the upcoming fiscal year. It is anticipated that this might be a lengthy discussion item, and additional public meetings might be needed after tonight meeting. As of the writing of this report, a special City Council meeting for June 27th, 2023 at 6:00 pm is scheduled for continuation of the Budget Hearing. If the budget is not approved on the June 27th City Council meeting, the Council, if needed, has the authority per State Legislation to adopt a resolution prior to June 30, 2023 extending the current Fiscal Year Budget until the next regular City Council Meeting of July 18, 2023 at which time the Council would discuss final approval and adoption of the upcoming Fiscal Year 2023-24 budget.

BACKGROUND:

The budget is the primary policy document adopted by the City Council each year. It is developed in accordance with the City’s financial management policies and guidelines and reflects the City Council’s goals and objectives and how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operational guide and a communication tool. Although adjustments are expected as needs arise, the budget ultimately maps out the City’s activities over the course of the next fiscal year. The budget is monitored throughout the year to determine whether the city is spending more or less than its revenues. The City then makes adjustments to its spending in order to ensure that at the end of the year there are sufficient resources to cover the expenditures and the budget is in balance. This budget utilizes guiding principles to ensure the City operates within its means while allowing for the continuation of existing services, enhances service delivery, and fosters transparency.

The City is required by law to balance its budget each year. As the Legislative Branch of City government, the City Council is responsible for setting policy direction; enacting, reviewing, and modifying legislation as appropriate; and adopting the annual budget.

Budget Process:

The annual budget consists of appropriations based on estimated revenues and expenditures developed during the six month period preceding the start of each fiscal year. Those estimated revenues and expenditures rely on economic and financial assumptions that the City develops for budgetary purposes based on then-available information. The City updates its estimated revenues and expenditures during the course of a fiscal year as economic and financial conditions develop, which often differ from those estimated at the time the annual budget was originally established. At times, these differences are material. As such, the annual budget may be modified by the Mayor and City Council during the course of the fiscal year as recommended by City staff.

The annual operating budget is developed in conjunction with the Budget Committee (as appointed by the City Council), City Manager/Attorney, Assistant City Manager/City Clerk, and Administrative Services Director; input from the City Department Directors, as well as community input. The Budget Development Process consists of four main phases: Budget Development by City Department Directors, Publicly Noticed Budget Meetings Conducted by the Budget Committee and Department Directors, Recap/Recommendations by the Budget Committee to the City Council, and then Final Adoption of the Budget by the City Council.

DISCUSSION:

The Fiscal Year for the City of Sebastopol begins July 1st and ends June 30th. Each year, the City must forecast the revenues it will receive and the expenditures it will incur for the upcoming fiscal year. The resulting official document is known as the Municipal Budget and is a policy document that guides the operations of the City and is also a reflection of the community's priorities. The annual operating budget is the most significant expression of how City Council policies are translated into daily operations. The City Council sets the overall policy direction for Sebastopol and helps staff prioritize programs, projects and services to support that direction. Because the City is limited by the amount of resources available, the budget aids City officials in determining which objectives have the highest priority, will meet the greatest needs, and produce the greatest positive impact in the community. The annual budget document serves as a plan for how the monies that come into the City of Sebastopol will be spent to operate and maintain the City.

The presentation of the preliminary draft fiscal year 2023-24 Operating Budget is an opportunity for the City Council and the community to review the proposed budget. The Proposed Operating Budget for the City of Sebastopol represents the City's proposed financial plan for the upcoming year. The proposed budget responds to the departmental requests, Community Benefit Grant applications, and maintains core services at their current level. This year, the Budget Committee conducted fifteen (15) separate public meetings, dedicated a significant amount of hours reviewing the budget details of each department's proposed budget and conferred with the City Manager and other senior City staff to arrive at a preliminary proposed budget based on departmental information, upcoming plans and past departmental performance.

General Fund Reserve:

The City's General Fund reserve, which helps protect against emergencies and economic downturns, was proposed to maintain the City Council target of minimal 15% to a maximum of 20% of the annual operating budget until the Budget Committee addressed the staffing assessment where a proposed staffing reserve fund was established and it was recommended that \$300,000 be transferred into this reserve fund for future staffing needs, which then reduced the City Council Policy of Reserve to 12.2%.

General Fund Overview

Revenue Section:

The FY 2023-24 proposed budget's tax revenues, (property, sales, use, and occupancy), plus franchise fees, total \$9,904,500; and account for 92% of all general fund revenue, \$10,859,000.

For those core revenue accounts, the year over year growth from FY 2020-21 to FY 2021-22 was \$897,000, and 11%. For fiscal year 2022-23, the estimated growth is \$118,000, or 2%. For FY 2023-24 it is projected that the growth will be only \$115,000, or 2%. There is considerable slowdown in basic revenues that support core programs. The detailed

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analysis of revenues can be found on page ix of the transmittal letter. The table below displayed revenue by category.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)		
Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	Column 6 - 4 \$ Inc/(Dec)	Column 7 / 4 % Change	
OPERATING REVENUE									
Property Tax	2,770,982	3,142,858	3,093,610	3,178,200	3,178,200	3,241,600	63,400	2.0%	
Real Property Transfer Tax	79,547	59,493	60,000	45,000	45,000	50,000	5,000	11.1%	
Other Sales Taxes	4,454,671	4,816,172	5,073,300	4,907,900	4,907,900	4,794,560	(113,340)	-2.3%	
User Taxes	703,252	742,775	701,700	737,200	808,500	908,000	170,800	23.2%	
Transient Occupancy Tax	402,255	504,292	400,000	450,000	450,000	500,000	50,000	11.1%	
Franchise Fees	363,167	405,507	370,000	370,000	399,500	410,000	40,000	10.8%	
Licenses & Permits	482,100	427,814	335,000	640,100	645,100	439,500	(200,600)	-31.3%	
Fines & Special Assessments	50,607	50,044	27,900	34,100	43,900	47,500	13,400	39.3%	
Intergovernmental Revenues	499,549	307,668	934,650	933,650	970,850	16,700	(916,950)	-98.2%	
Interest & Rents	11,450	-28,460	71,800	73,800	115,500	94,800	21,000	28.5%	
Charges for Services	173,573	169,392	121,600	134,900	133,150	124,100	(10,800)	-8.0%	
Miscellaneous Revenue	321,004	725,010	77,000	525,000	791,225	130,500	(394,500)	-75.1%	
TOTAL	10,312,156	11,322,566	11,266,560	12,029,850	12,488,825	10,757,260	(1,272,590)	-11.8%	

Expenditures Discussion:

In FY 2023-24 general fund proposed budget expenditures of \$12,818,000 reflect a decrease of \$243,000 (1.9%), in comparison with the adjusted budget for FY 22-23. The table displayed below provides proposed expenditures by department, and “transfers out.”

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	(1)	(2)	(3)	(4)	(5)	(6)	(7)		
Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	Column 6 - 4 \$ Inc/(Dec)	Column 7 / 4 % Change	
OPERATING EXPENDITURE									
10 - City Council	213,156	323,555	482,479	502,479	466,134	164,710	(337,769)	-67.2%	
11 - City Manager	331,630	236,807	229,306	229,306	230,277	357,770	128,464	56.0%	
12 - City Attorney	152,926	354,650	222,479	300,679	432,759	593,621	292,942	97.4%	
13 - Assistant City Manager/City Clerk	285,487	311,507	392,055	399,492	381,643	369,323	(30,169)	-7.6%	
14 - Administrative Services (Finance)	219,681	309,429	339,720	345,345	317,218	397,952	52,607	15.2%	
21 - Planning	494,464	518,688	604,886	604,886	566,848	592,371	(12,515)	-2.1%	
22 - Building	206,486	188,060	182,792	182,792	182,793	185,494	2,702	1.5%	
23 - Engineering	255,089	324,245	318,134	335,134	329,016	288,104	(47,030)	-14.0%	
31 - Fire & Prevention	1,102,502	1,077,526	1,331,505	1,385,080	1,222,818	1,592,302	207,222	15.0%	
32 - Police	5,308,825	4,968,998	5,804,860	5,957,860	5,227,005	5,267,703	(690,157)	-11.6%	
40 - Senior Center	71,765	56,862	78,050	78,050	73,927	69,567	(8,483)	-10.9%	
41 - Public Works	1,159,487	1,179,759	1,395,881	1,468,856	1,285,552	1,286,209	(182,647)	-12.4%	
42 - Community Center	199,552	287,025	286,950	406,250	500,280	322,846	(83,404)	-20.5%	
43 - Ives Pool	128,566	195,947	148,425	153,925	176,714	275,364	121,439	78.9%	
00 - Non Departmental	247,537	207,170	282,162	289,542	254,159	236,980	(52,562)	-18.2%	
TOTAL	10,377,151	10,540,229	12,099,684	12,639,676	11,647,142	12,000,316	(639,360)	-5.1%	
OTHER SOURCES/(USES)									
Loss due to theft	819,039	-	-	-	-	-	-	0.0%	
Debt Service Payments	464,313	142,646	261,802	261,802	261,802	265,903	4,101	1.6%	
TOTAL	1,283,352	142,646	261,802	261,802	261,802	265,903	4,101	1.6%	
TRANSFERS IN/(OUT)									
3999 - Transfers In	107,373	116,000	102,500	102,500	102,500	102,000	500	0.5%	
4999 - Transfers Out	(98,247)	(386,427)	(160,000)	(160,000)	(212,000)	(552,000)	392,000	245.0%	
TOTAL	9,127	(270,427)	(57,500)	(57,500)	(109,500)	(450,000)	(392,500)	682.6%	
TOTAL OPERATING EXPENDITURES	11,758,750	11,069,301	12,521,486	13,061,478	12,120,944	12,818,219	(243,259)	-1.9%	

During the budget process, it became clear that the City was facing a structural deficit of \$2.63M. The Budget Committee directed each department to go back to their submitted budget to achieve a collective savings of at least \$1.5M. This \$1.5M budget reduction figure was the minimum amount needed to maintain the minimum policy level of 15%. The reductions requested were based on the percentage of the total budget that each department represented. For example, as depicted in the chart below, if a department's expenditure request for FY 2023-24 represented 10% of the total General Fund Expenditures, then the department was asked to absorb 10% of the \$1.5M in reductions needed.

Citywide Expenditure Reductions Requested			
Department	% Reduction	\$ Reduction	\$ Reduction Achieved
10 - City Council	2.23%	33,494	(120,967)
11 - City Manager	1.81%	27,096	126,665
12 - City Attorney	2.92%	43,819	219,873
13 - Assistant City Manager/City Clerk	2.69%	40,336	25,284
14 - Administrative Services (Finance)	2.94%	44,140	21,467
21 - Planning	5.22%	78,273	(75,241)
22 - Building	1.64%	24,533	(23,752)
23 - Engineering	2.40%	36,018	(19,105)
31 - Fire & Prevention	14.60%	218,939	(275,082)
32 - Police	45.71%	685,608	(600,030)
40 - Senior Center	93.00%	14,022	(50,032)
41 - Public Works	12.05%	180,699	(255,020)
42 - Community Center	2.90%	43,559	(48,676)
43 - Ives Pool	1.96%	29,464	24,057
Total Reductions		1,500,000	(1,050,559)

The majority of departments were able to achieve their reductions, with the exception of departments that had personnel costs representing 85% of their total budget. For these departments the asked-for reductions were quite challenging to achieve, without eliminating positions. Additionally, some departments were asked to include expenditures that were out of their control but necessary for addressing the structural deficit, such as tax measures and ballot/election costs that were included into the Assistant City Manager/City Clerk’s budget for Elections costs as well as included into the Administrative Services Department for costs associated with the writing of the ballot measures. Further justification/footnotes are provided with each respective department’s budget.

A summary of significant changes in departmental expenditures in identifying the expenses to eliminate or reduce by each department in order to meet the target \$1,500,000 total City-wide reduction in expenditures can be found in the transmittal letter starting on page xii through xviii.

Insurance Budget:

This general explanation is to help explain *why* the City is seeing increases.

The insurance market has been challenging in recent years, which can complicate renewals. A hard insurance market is when insurance companies face significant challenges in providing coverage due to various factors (see below), and we are in a hard market. Some factors that contribute to a hard insurance market include:

- Increased claims: A high volume of claims can pressure insurance companies' finances significantly, leading to higher premiums and more limited coverage.
- Natural disasters: Natural disasters such as hurricanes, earthquakes, and wildfires can cause significant losses for insurers.
- Economic factors: Economic factors such as inflation, social inflation, high jury verdicts, and litigation funding affect rates.
- Loss of capacity: Many insurers are leaving California, resulting in dwindling capacity.

California Intergovernmental Risk Authority (CIRA) members will face higher premiums and more limited coverage options in a hard insurance market. CIRA brokers play an essential role in helping all the agencies navigate this market by identifying coverage options, negotiating with insurers, and developing risk management strategies. The broker from Alliant for CIRA's fully insured programs and excess liability, recently presented the state of the insurance market to the Executive Committee, and a link to this presentation is shared below. In his presentation, he provides additional information on excess general liability, property, cyber, and workers' compensation.

Presentation:

<https://youtu.be/nDplzwx9vmY>

PowerPoint:

<http://www.cira-jpa.org/wp-content/uploads/2023/04/8.0-State-of-the-Market-Presentation.pdf>

Water and Wastewater Funds:

The Water and Wastewater Funds are enterprise funds that account for the water and wastewater services provided to City residents and customers. All activities to maintain these services are accounted for in these funds, including operations, maintenance, billing and collections, administration, financing, and related debt service. The Water & Wastewater Funds' principal sources of revenue are charges to customers for water consumption, and wastewater collection, and fees related to providing consumers with new water and wastewater services.

The City's desire to maintain appropriate infrastructure investments and meet sustainability goals is an integral element of the strategic plan. The City continues to evaluate the future operating revenues and expenses and the effect on the utility's operation.

At the beginning of the FY 2022-23 budget year, the operating cash reserve balances were tracking with the rate analysts' projections, and meeting the 25% of annual expenses coverage policy:

- The water fund's audited unrestricted cash at June 30, 2022 was \$2,078,000; covered 79.8% of operating expenses; and was slightly above the rate model's target cash balance of \$2,026,000.
- The wastewater fund's audited unrestricted cash at June 30, 2022 was \$1,073,000; covered 30.5% of operating expenses; and tracked the rate model's target of \$1,045,000.

Estimated ending FY 2022-23 and proposed FY 2023-24 anticipated decrease in projected cash reserve balances are as follows:

- The water fund's estimated reduction in cash balance for FY 2022-23 is \$812,000; and the projected cash balance loss for FY 2023-24 is \$1,497,000. This two-year drop lowers the estimated June 30, 2024 balance to negative \$231,000 an amount that is 5.9% below the 25% policy target.
- The wastewater fund's estimated cash decrease for FY 2022-23 is \$689,000; and the estimated cash drop for FY 2023-24 is \$1,748,000. The two-year drop in reserves when combined with the prior period's audited balance produces a projected negative cash balance of (\$1,364,000) on June 30, 2024.

Next Steps:

After tonight's public hearing, staff will take direction from the City Council and return to a special City Council Meeting scheduled for Tuesday June 27th at 6:00 pm. If the Budget is not approved at that special meeting, the Budget would then need to be continued into the new Fiscal Year with a City Council Special meeting scheduled July 18th for review and consideration of approval of the FY 2023-24 City Budget. It should be noted that the July 4th City Council meeting has been cancelled due to the Fourth of July Holiday.

If not approved by June 30th, 2023:

California law sets out several specific steps that must be followed during the budgeting process. The process must begin far enough in advance that it can be followed and the budget adopted before June 30 of the current fiscal year. Without a budget for the new fiscal period in place, the local government's authority to spend money or incur obligations expires on June 30. To ensure compliance with Local Budget Law it is critical for local governments and a City that the City Budget be approved and adopted by June 30th. However, if the budget is not adopted, the City must adopt a resolution prior to June 30th continuing the previous year's budget into the new fiscal year for a period of less than 60 days. It is anticipated due to the length and discussion of the agenda item, the City Council may not finalize discussion of the Preliminary budget even with the Special City Council Meeting of June 27th, 2023. Therefore, accompanying this staff report is a DRAFT resolution for the June 27th 2023

Council Meeting (if needed) which will continue the current fiscal year budget of 2022-23 into the next fiscal year. If this occurs, the next regularly scheduled City Council meeting to adopt the 2023-24 budget will be held on July 18, 2023 due to the cancelled City Council meeting of July 4th 2023..

There is no anticipated fiscal impact related to continuing the fiscal year 2022-23 adjusted budget for 30-60 days. If Council takes action to adopt the proposed fiscal year budget on July 18th, the budget effective date will be that same day.

GOALS:

This action supports the following City Council Goals and General Plan Actions:

- Operate City government in a fiscally responsible and responsive manner.
- Develop and Implement Sound Financial Management Policies and Procedures
- Review the City Council Financial Polices to ensure they meet the needs of the City
- Create easy to read documents that educate the public and community on City Finances.
- Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public hearing.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date. In addition, a Legal Notice was published on June 9, 2023 as required regarding the public hearing date, time and a brief description.

FISCAL IMPACT:

Funds have been appropriated in the General Governmental Funds, Assessment District, Enterprise Fund and Special Revenue Funds for the proposed FY2023-24 budget.

RECOMMENDATION:

That the City Council Review and Consider the DRAFT Proposed Budget for Fiscal Year 2023-24, conduct a public hearing, and provide comments and/or direction to staff on budget allocations for the upcoming Fiscal Year. Staff would then return with the proposed budget at the Special City Council Meeting scheduled for June 27th 2023 with a potential for continuation of the Budget to the July 18th, 2023 City Council meeting

ATTACHMENT(s):

Continuation of FY2022-23 Budget Resolution

Preliminary FY 2023-24 Full Budget Document (previously distributed on June 8, 2023)

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
APPROVING INTERIM EXPENDITURES PRIOR TO ADOPTION OF THE BUDGET FOR FISCAL YEAR 2023-24

WHEREAS, the City Council conducted the public hearing to consider the proposed FY 2023-24 annual budget on June 20, 2023; and

WHEREAS, staff will return to a special City Council meeting scheduled for continuation of June 27, 2023; and

WHEREAS, if the budget is not approved at this special meeting, the budget would need to be continued into the new fiscal year; and

WHEREAS, the City would not have an annual budget for Fiscal Year 2023-24; and

WHEREAS, the City is required to make routine and monthly payment for goods, services and miscellaneous maintenance as necessary to continue day to day operations of the City government; and

WHEREAS, it is anticipated that the Fiscal Year 2023-24 Budget will be adopted on July 18, 2023.

NOW, THEREFORE, the City Council of the City of Sebastopol does hereby resolve as follows:

Section 1. City Council of the City of Sebastopol hereby approves interim expenditures of the City of Sebastopol for a period of 60 days prior to the approval of the adoption of the Annual Budget for Fiscal Year 2023-24.

Section 2. The City Manager is authorized to continue City operations, including payroll and purchases of necessity in order to keep the City in operation, in the amount of \$3,800,000.

Section 3. That any capital project expenditures be brought before the City Council for approval, excluding annual maintenance projects.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 20th day of June, 2023.

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:

Noes:

Absent:

Abstain:

APPROVED: _____
Mayor Neysa Hinton

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

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney

DRAFT

CITY OF SEBASTOPOL

FISCAL YEAR 2023 - 2024
BUDGET



DRAFT



Neysa Hinton, Mayor
Term Expires - November 2024



Diana Rich, vice Mayor
Term Expires - November 2024

Meet the City Council

Sebastopol



Sandra Maurer
Term Expires - November 2026



Jill McLewis
Term Expires - November 2026



Stephen Zollman
Term Expires - November 2026



CITY OFFICIALS

City Council:

- Neysa Hinton, Mayor
- Diana Gardner Rich, Vice Mayor
- Sandra Maurer, Councilmember
- Jill McLewis, Councilmember
- Stephen Zollman, Councilmember

City Staff (Support):

- City Manager | City Attorney.....Lawrence McLaughlin
- Assistant City Manager | City Clerk Mary Gourley
- Administrative Services Director Ana Kwong
- Building Official Steve Brown
- City Engineer..... Mario Landeros
- Fire Chief Interim
- Planning Director Kari Svanstrom
- Police Chief Ronald Nelson
- Public Works Superintendent Dante Del Prete

Advisory Commissions or Committees:

- Planning Commission
- Design Review Board
- Public Arts Committee
- Climate Action Committee

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City Council

Mayor Neysa Hinton

Vice Mayor Diana Gardner Rich

Councilmember Sandra Maurer

Councilmember Jill McLewis

Councilmember Stephen Zollman



City Manager

Larry McLaughlin

lmclaughlin@Cityofsebastopol.org

Assistant City Manager/City Clerk, MMC

Mary Gourley

mgourley@Cityofsebastopol.org

City of Sebastopol

June 8, 2023

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

We are pleased to present to you the proposed Fiscal Year 2023-24 Operating and Capital Budget for the City of Sebastopol. The City's Operating and Capital Budget is a policy document which sets the financial course for the City of Sebastopol and defines the service priorities provided to the community. The draft budget document provides a comprehensive overview of City proposed services and projects for the fiscal year that begins July 1st. The budget identifies the City's organizational structure and staffing, includes program descriptions and recent accomplishments, provides an overview of the City's financial condition, and summarizes budget priorities and issues. In accordance with the direction of the City Council, the proposed budget represents an annual spending plan that balances services provided to the community within the limits of available resources. This year, as will be explained, the available resources are particularly limited; therefore, this budget does not include funding to launch new programs at this time. However, critical needs are discussed in the budget with a full picture of our revenues and obligations.

This budget transmittal letter introduces the Fiscal Year 2023-24 proposed budget; describes the financial environment in which it was prepared; and provides a summary description of significant issues that are expected to have a direct financial impact on the FY 2023-24 budget.

This budget assumes no increase in number of allocated positions. The City's current staffing is listed below:

Permanent – 49 (the proposed budget includes freezing of 2 of these positions)

Part Time - 3

Consultant - 2

The City also has a Volunteer Fire Department with a total of 31 Stipend Volunteer Fire Fighters

Executive Summary:

The City's budget has two main components: General Fund and Non-General Fund (enterprise, special revenue and debt service). In order to fully understand how the City finances its projects and programs, it is important to know the different type of funds structures:

Operating Fund Types:

General Fund: Every agency maintains a general fund. Most of the governmental activities are financed and recorded in this fund. The General Fund serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

Enterprise Fund: These funds account for a city's business-type activities that are financed, at least in part, by fees or charges. Enterprise funds are used to account for operations that are financed and operated in a manner similar to a business. The cost of providing goods or services to the general public on a continuing basis should be financed

or recovered through user charges. Currently there are two enterprise funds, which consist of the Utility Operating Fund; Water, and Sewer.

Special Revenue Fund: These 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. Special revenue funds are distinguished from enterprise funds in that the user of the governmental service does not pay for the service based on actual use. Conversely, the costs of services provided through an enterprise fund are generally recovered through charges to the users of the services.

Debt Service Fund: The Debt Service Fund Type is used to accumulate assets for the repayment of long-term debt. Funds are transferred from the operating accounts of the various departments that benefit from the assets financed through the creation of the debt.

Budget Process:

The annual budget consists of appropriations based on estimated revenues and expenditures developed during the six month period preceding the start of each fiscal year. Those estimated revenues and expenditures rely on economic and financial assumptions that the City develops for budgetary purposes based on then-available information. The City updates its estimated revenues and expenditures during the course of a fiscal year as economic and financial conditions develop, which often differ from those estimated at the time the annual budget was originally established. At times, these differences are material. As such, the annual budget may be modified by the Mayor and City Council during the course of the fiscal year as recommended by City staff.

The annual operating budget is developed in conjunction with the Budget Committee (as appointed by the City Council), City Manager/Attorney, Assistant City Manager/City Clerk, and Administrative Services Director; input from the City Department Directors, as well as community input. The Budget Development Process consists of four main phases: Budget Development by City Department Directors, Publicly Noticed Budget Meetings Conducted by the Budget Committee and Department Directors, Recap/Recommendations by the Budget Committee to the City Council, and then Final Adoption of the Budget by the City Council.

Budget Environment – Projected General Fund Budget Gap:

This year, the City contracted with NHA Advisors, a consulting firm with expertise in municipal finance, who prepared a fiscal sustainability report based on current and projected changes in the city’s economic environment. NHA presented a draft report to the Budget Committee on April 5, 2023 and then a final report to the City Council and public on May 16, 2023. Based on current and expected revenue conditions and predicted increases in committed expenditures, funding requests far exceed available resources. The report indicates that the City will be challenged to adhere to Council-adopted fiscal sustainability policies that require maintaining minimum levels of fund balance reserves. For the general fund, the Council-adopted policy calls for a minimum unassigned fund balance of 15% of annual expenditures. The NHA report is available online in the City Council Meeting archives for the May 16, 2023, meeting. As presented by NHA, the City faces a structural deficit that will result in a complete depletion of all reserves by FY 2025-26, unless there are substantial changes that bring additional revenue into the City.

As recognized in the FY 2021-22 and FY 2022-23 budgets, the service reductions necessary to address the significant financial disruptions of the pandemic and other challenges were operationally unsustainable for the long-term health of Sebastopol. These prior budgets reflected the organizational repositioning needed for emergency conditions. Since then, however, additional forces have continued to challenge the City’s recovery. The City’s long-term fiscal health requires additional sustainable revenue to meet community service priorities. With the rising cost of services in a period of significant inflation and workforce competition, coupled with the services reduced over

the prior two years, long-term sustainability cannot be achieved with existing revenue sources alone, as discussed in the NHA presentation.

The Proposed Budget for FY 2023-24 was developed against a backdrop of growing fiscal uncertainty, including a looming State budget deficit and an unsettled economic environment in which recession remains a very real possibility. The budget environment is shifting from the “Covid-period” that included substantial intergovernmental revenue due to the City receiving a one-time American Rescue Plan Act (ARPA) grant. Intergovernmental support is projected to return to relatively insignificant amounts for FY 2023-24. This year’s proposed budget reflects modest increases in property and sales tax revenues, which coupled with unavoidable rising cost increases and existing City commitments made it challenging to balance this year’s budget. This is further explained in the revenue analysis section of the transmittal letter.

One-Time Resources:

Going forward, the City faces sobering budget challenges and pressures. The City’s \$1.8 M in American Rescue Plan Act (ARPA) funding is completed and no similar federal funding program is expected to take its place. The City was a recent recipient of a one-time donation from a local donor in the amount of \$423,000 to help support the expenses for the Police Department. The fraudulent email request to the County Treasurer, directing that \$1.2 million in tax funds held for the City’s benefit be transferred by the County to a bank in Atlanta has been resolved and all monies have been paid in full to the City of Sebastopol. All of these one-time funds have been used as mitigation actions to address the City’s pre-existing baseline revenue shortfall and fund critical expenditures.

Based on current projections, balancing the General Fund budget in future years will require minimizing additions and refraining from adding ongoing programs. Any alternative to this very restrictive future budgeting policy will require new dedicated funding sources.

FY 23-24 Original Budget Proposal and Budget Committee Revisions:

The Budget Committee provides direct, significant input on the proposed budget that becomes the basis for public hearings conducted by the City Council; and acts as the primary review body for evaluating department’s requested budgets, as discussed below.

The Budget Committee conducted a preliminary review of the requested budget submitted by each department. The initial budget considered by the Committee consisted of operating department’s annual budget requests, plus the addition of non-departmental known items, such as general revenues, debt service and retirement funding.

The original FY 2023-24 requested budget had a projected net deficit (reduction in unassigned fund balance) of \$2,639,000 million for FY 2023-24. The projected revenue in that original budget was \$10,765,000 and the projected expenditure total was \$13,504,000. The deficit would have dropped the fund balance reserve to \$912,000, which was 6.8% of annual expenditures, and well below the Council policy goal of 15%.

The Budget Committee considered two options for addressing the \$2,639,000 budget gap:

1. One was to reduce expenditures by the full \$2,639,000 to bring projected expenditures into balance with projected revenue. This option was rejected because of the immediate and dire effect it would have on City service levels.
2. The other option was to reduce expenditures by a smaller amount, dipping into reserves, but doing everything possible to retain the 15% reserve level.

The Budget Committee selected the second option. Accordingly, during the Budget Committee's April 4, 2023 budget review, the Committee gave direction to staff to reduce departmental budget requests by \$1,500,000 in the aggregate. Reduction goals were assigned to individual departments based on the relative share of each department's total expenditures. A copy of the April 5, 2023 memo sent to City departments is attached as Exhibit The Budget Committee then evaluated each department's reductions, received updated revenue information, and worked to compile the results to produce a revised budget proposal. The results of this effort are displayed in the expenditure table provided later in this document. The changes from each department's original budget request to the updated budget amount ("stage 2") is provided to demonstrate the extreme reductions faced by each department of our City, and to document the process from the original requests to the proposed budget being presented to the full City Council.

At this point, having worked through a lengthy process involving many meetings and difficult decision-making the Committee closed the budget gap and achieved its initial goal of meeting the 15% policy threshold.

However, the work of the Budget Committee was far from finished at this point. The Committee next discussed the City Wide Staffing Assessment Study and Personnel Matters, as addressed below, in order to assess the best approach to planning for future staffing needs. The results of that discussion produced the proposed budget now being presented to the full City Council which creates a staffing reserve of \$300,000 and reduces the City Council Policy of Reserves to 12.2%. This is reflected in the Consolidated General Fund Transfer Out on page 22 of the Proposed budget.

In FY 2021-22 the City hired a human resources consulting firm to conduct a City-wide staffing study that included a workload assessment and a review of reporting relationships for all staff. The consultant's draft report was delivered to the City Council in September 2022, and included significant staffing recommendations. The message of that report was that the current staffing levels are not sustainable.

The DRAFT Report recommended additional positions, and cited increased workload in all departments as justification for adding staff. In response to the recommendations, and in light of limited funding, the City Council appointed an Ad Hoc City-wide Staffing Assessment Committee to review the report and evaluate the recommendations. After receiving additional input from Department Directors, and considering their working knowledge of the City's service delivery functions, the Ad Hoc Committee supported some but not all of the recommendations included in the report.

The Ad Hoc City-Wide Staffing Assessment Committee's primary area of disagreement with the consultant's recommended actions involved the phasing approach for adding new positions. The Ad Hoc Committee agreed with the need for additional staffing, but supported a cautious approach to adding new positions, given the limited financial resources available. The Budget Committee agrees with these conclusions but recognizes the need for a fiscally responsible planning strategy to address future staffing expenditures.

In review of the Staffing Needs Assessment, the Budget Committee took into consideration that the Fire Ad Hoc Committee is in the process of developing proposals and options for the City Council to consider to support fire services in Sebastopol. Although that report has not been received, it is understood that one or more proposals may include additional staff positions.

The Budget Committee concluded that although it was unclear exactly which and how many positions might need to be filled in FY 2023-24, all could agree that staffing additions of some kind would need to be funded. The Budget Committee is not recommending additional positions at this time but is instead recommending the proposed Staffing Reserve Fund as a funding planning strategy.

The Budget Committee recommends that the City Council establish the Staffing Reserve Fund as a planning tool, with the understanding that decision-making regarding the appropriateness of adding new positions (if any) is best addressed by the City Council during the Mid Year Budget Review, when it is hoped that additional information will be available.

Staffing Recommendation:

Citywide Personnel Expenditures:

The proposed FY 2023-24 budget assumes no increase in the number of allocated positions. It includes a total of \$5,480,000 in budgeted salaries and wages, and \$3,350,000 for benefit expenditures, resulting in a total budget of \$8,830,000 in personnel expenditures citywide. This reflects an increase in wages and benefits compared to current FY 2022-23, but only as required by pre-existing contractual obligations in the Memorandum of Understanding for Sebastopol Police Officers Association (SPOA) (Police); Service **Employees International Union (SEIU)**(Public Works and Administrative Staff); Management and Mid Management Employees; as well as contracts for City Manager/City Attorney and Assistant City Manager/City Clerk.

In Fiscal Year 2023-24 there will be various measures taken to reorganize, and/or restructure City departments. The reorganization/restructuring is intended to separate positions and provide comprehensive organizational improvements and streamline City processes. An immediate action for FY 2023-24 will be the separation of the City Manager and City Attorney positions, as well as relocation of City Departments (recommendation for Planning and Building). This consolidated location will help to increase internal collaboration and improve external service delivery. It will also provide for streamlining of permit review as both departments would be co-located in one building.

The Budget Committee has concluded that a fiscally responsible funding strategy must be adopted to allocate funding to address staffing needs. The Budget Committee’s recommendation is to establish a Staffing Reserve Fund and to allocate an initial amount of \$300,000 to that fund for FY 2023-24. It is expected that at least \$300,000 will need to be allocated each year to the Staffing Reserve Fund to plan for future staffing needs. This strategy provides the City Council with funds to allow planning for staffing, without limiting the decision-making of the full Council as to which positions will or will not be approved.

The Budget Committee makes this recommendation with full knowledge that it will reduce the unassigned reserve balance to below the City Council adopted policy of 15%. With this allocation, the unassigned fund balance at the end of FY 2023-24 is projected to be \$1,569,000, representing a 12.2% reserve.

Fiscal Goals and Priorities:

The goals and priorities of the City of Sebastopol are an important part of this budget document. The goals, objectives, long-term planning and departmental needs have guided the Budget Committee and City staff in their recommendations for the Fiscal Year 2023-24 budget.. The 2017-2019 Approved City Council Goals & Priorities (pending update) can be found at the beginning of the budget document starting on page 6. The Council financial policy can be found in the City Council Polices starting on page 199 of the budget document.

A summary of the most financially significant policy items that impacted budget development is provided below:

- I. Maintain core services to the public as a top priority
 - a. Provide for “baseline” funding including City core services such as public safety (police or fire), water, sewer, and sanitation services.

- b. Limit funding that exceeds a baseline budget (prior years' minimum operating requirements, contractual obligations (plus an inflation factor)) only if the services are clearly justified by the cost, given the current strict budgetary constraints.
 - c. Create and charge fair prices for services that are provided on an "as requested" basis, such as planning and development services which are regulated through the user fee schedule.
 - i. For FY 2023-24 the City will conduct a water rate study to analyze the cost of service for the enterprise utilities to ensure an equitable distribution of utility costs across customer types.
 - ii. The City's cost allocation plan (CAP) has not been updated since 2000. The FY 2023-24 proposed budget includes funding for a cost allocation plan revision in order to ensure accurate distribution of costs. The CAP guides the distribution of costs between general and end-user services and provides detail on the allocation of costs between the General Fund and enterprise funds that use general government services.
- II. Create and maintain appropriate operating budgetary surpluses:
- a. Projected revenues plus beginning unassigned fund balances (financing sources) should be higher than projected expenditures (financing uses).
 - b. The City's goal of creating and maintaining adequate fund balances while continuing to provide for core services is intended to create a safety net against uncontrollable spikes in costs or unanticipated short-term drops in revenue.
 - c. Use of reserve funds is limited to expenditures needed for spending of deferred City infrastructure and equipment needs, funding one-time costs to create efficiencies in City programs, and providing pre-funding of longer-term liabilities that will save money in future years.
 - d. The City currently has three Reserve funds with projected FY 2023-24 ending fund balances: (1) Buildings, Facilities & Infrastructure Fund with a \$652,000 balance, (2) Equipment, Technology & Vehicle Reserve Fund with a \$861,000 balance, and (3) CalPERS Retirement and OPEB Reserves with a \$2,913,000 balance. Each of these funds serves as a method for funding future needs specific to these reserve funds: (technology upgrades, vehicles, and various equipment as well as Employee pension), Additionally, this reserve could be utilized to make improvements to City buildings and infrastructure.
 - e. The Budget Committee proposes that the Staffing Reserve Fund be established as a fourth reserve fund with an initial \$300,000 allocated in FY 2023-24 to provide a method for the City to accumulate funding to cover essential staffing needs.
- III. Meet the fund balance reserve policies:
- After final consideration of reductions and creation of a staffing reserve fund, this budget proposes to use \$1,959,000 of general fund unassigned balance to maintain core services. The FY 2023-24 proposed budget is expected to result in a June 30, 2024 unassigned fund balance of \$1,569,000, 12.2% of annual expenditures, below the policy target of 15%. This reduction below 15% is the result of the allocation of \$300,000 to the proposed Staffing Reserve Fund. Any funds in the Staffing Reserve Fund could not be spent without action and direction by the City Council.
- IV. Debt financing is limited to achieving operating efficiencies:
- a. Consistent with the City Council's goal to provide stability for ongoing core service programs, this proposed FY 2023-24 budget limits debt financing to fund operating and/or program budgets.
 - b. This budget provides very limited additional debt financing to lease public safety equipment, with debt service costs increasing by \$4,000.

- c. Core programs that require significant infrastructure, like Water and Wastewater, may use debt financing for significant capital costs due to the long-term nature of the assets and financing plans.

Recap: The future success of the City depends on a strong fiscal footing. Being able to stay solvent is critical. To fully meet all above goals and priorities, and move beyond the restrictive budget being proposed here, additional revenue measures are essential to the fiscal stability of the City.

General Fund Balance – Proposed Changes:

The **unassigned general fund balance** is the primary focus when considering the City’s ability to increase fund balances or use them when needed to stabilize services during economic fluctuations. The City Council has adopted a fund balance policy intended to protect the City against short term fluctuations in fiscal conditions.

The budget proposal recommends using \$1,959,895.90 of the unassigned fund balance, and projects an unassigned balance of \$1,568,910 as of June 30, 2024. The estimated reserve covers 12.2% of annual expenditures, below the minimum policy reserve level of 15%. This proposed lower reserve level is due to the Budget Committee’s recommendation that a Staffing Reserve Fund be established, with an initial \$300,000 in funding. Given undeniable essential staffing needs, the Budget Committee believes this lower reserve level result is justified and is a fiscally responsible decision.

In addition to the “unassigned’ fund balance,” the general fund reports three other fund balances: non-spendable, restricted and assigned reserve funds. **Non-spendable balances** represent prepaid expenditures, and, by their nature, cannot be budgeted. **Restricted fund balances** are not available for general purposes, and must be used in accordance with restrictions imposed by external funding sources.

Assigned reserve fund balances operate as budgetary earmarks made by City Council action, and indicate a planned use of funds in future periods. Following are the assigned reserve funds proposed, including their end of year FY 2023-24 balances:

Buildings, facilities and infrastructure reserve fund	\$ 652,341 (Page 23 of budget)
Equipment, technology and vehicle replacement reserve fund	\$ 861,099 (Page 25 of budget)
Pension and OPEB reserve fund	\$ 2,912,976 (Page 27 of budget)
Staffing reserve fund – NEW PROPOSED RESERVE FUND*	<u>\$ 300,000 (Page 28 of budget)</u>
Total Assigned Reserve Balances	\$4,726,416

Buildings, facilities and infrastructure assignment provides modest funding source that is available to be used in the event of an unexpected breakdown, or to partially fund the replacement of current capital assets. The FY 2023-24 proposed budget recommends use of a portion of this fund \$295,500 - for completion of capital projects in FY 2023-24. The balance in this fund is not sufficient to cover all future needs in this category, but is a useful planning tool to accumulate funds for future expenses.

Equipment, technology and vehicle assignment helps spread the budgetary impact of immediate, short-term, capital needs across multiple budget years. The FY 2023-24 proposed budget includes \$300,000 for a deposit needed to acquire a Type 1 fire engine with a total estimated purchase price of \$1,000,000. The \$300,000 deposit expense is included in the Fire Department budget to ensure transparency as to expenses for that department. However, this expense could instead be drawn from this equipment, technology, and vehicle reserve fund. As a reminder this is a deposit only and does not address future yearly payments for a Type 1 Fire Engine. The total balance in this fund would then be reduced by \$300,000. The balance in this fund is not sufficient to cover all future

needs in this category, but is a useful planning tool to accumulate funds for future expenses. A five year vehicle and equipment list can be found on page 191 as updated by the Public Works Department provides an overall summary of needs over the next five years.

Assigned fund balance for pension and OPEB protects the City’s baseline budget and related service capacity from sharp increases in CalPERS funding requirements. CalPERS funding is sensitive to recent and projected investment returns and changes in the actuarial assumptions used to calculate rates and measure funding status. The proposed budget does not recommend using this assignment as a source of financing. The Budget Committee’s proposed budget favors maintaining the set-aside for pension cost protections, rather than using it to fund other items, in the interest of fiscal sustainability. The balance in this fund is not sufficient to cover all future needs in this category, but is a useful planning tool to accumulate funds for future expenses.

The Budget Committee echoes the recommendation made by the full City Council at the May 16th Council meeting, that staff investigate the establishment of a Section 115 Pension Trust to better plan for the City’s pension and OPEB liability. This would provide the same level of protection while also earning a return that is significantly higher than what is now earned in the City’s short-term investment portfolio. Once established, it is the Budget Committee’s recommendation that the balance being held in the Pension and OBEP reserve fund be deposited into the 115 Pension Trust. The funds, once transferred, would be restricted for pension use only.

Summary of Significant FY 2023-24 Financial Resources and Uses:

A narrative description of changes in the most significant revenues and expenditure accounts is provided below. A more detailed description of specific revenue and expenditure changes is included in other sections of the budget document that follow this transmittal letter.

General Fund Revenues:

The “Consolidated General Fund Financial Schedule” can be found on page 19 provides detailed year-over-year comparisons and FY 2023-24 amounts budgeted for each revenue and expenditure category. A narrative explanation of the anticipated revenue changes and proposed expenditure appropriations follows:

Revenue Composition:

The FY 2023-24 proposed budget revenue categories and their respective share of total revenue follow: **Property tax (30%); Sales tax (45%); Use tax (8%); Occupancy tax (5%); Franchise fees (4%); and all other categories (8%).** The city revenue budget is heavily dependent on consumer spending, and susceptible to short and long-term changes in the economy. In response to the sensitivity of the revenue mix, the City must maintain adequate reserves in order to achieve stability in core services.

Tax Revenue Growth is Limited:

As demonstrated in the May 2023 NHA consultant report to the City Council, growth in property taxes, sales taxes and transient occupancy taxes is expected to be very limited in the current and future budget years. Other taxes and franchise fees, for items such as cable internet and cell services, experienced growth attributed to shifts in consumer behavior caused by the pandemic; however as we are now Post COVID, it is anticipated that these will remain relatively flat in the coming fiscal years. In addition the City will experience a reduction in revenue in FY 2023-24 and beyond because of revenues received that helped to balance past years’ City budgets but will not be repeated because they were one-time amounts.

The FY 2023-24 proposed budget’s tax revenues (property, sales, use, and occupancy), plus franchise fees, total \$9,904,000; account for 92% of the total \$10,859,000 in general fund revenue.

For those core revenue accounts, the year over year growth from FY 2020-21 to FY 2021-22 was \$897,000, and 11%. For fiscal year 2022-23, the estimated growth is \$118,000, or 2%. For FY 2023-24 it is projected that the growth will be only \$115,000, or 2%. There is considerable slowdown in basic revenues that support core programs.

Property Taxes:

Housing prices in Sonoma County and Sebastopol increased substantially due, in part at least, to a structural shift from commuting to offices to working at home, and living in a more relaxed environment, like Sebastopol.

Property tax collections increased by \$352,000 from the fiscal years ended June 2021 (\$2,851,000) to June 2022 (\$3,203,000) and then only increased by \$21,000 from June 2022 to June 2023 (\$3,224,000)(estimated). The tax growth expected for FY 2023-24 is relatively limited, and budgeted at \$3,292,000 (a \$68,000 increase).

Sales tax estimates are prepared with the assistance of an expert consultant firm that closely follows changes in the economy, consumer spending habits, and collections and allocations.

The FY 2023-24 proposed sales tax estimate is \$4,795,000 and reflects a 2% reduction of \$113,000 from the current year’s estimate of \$4,908,000.. The FY 2022-23 sales tax estimate was reduced by \$165,000 mid-year based on lower than expected returns for the first two quarters’ activity. The revision serves as reminder of the volatility of sales tax revenue.

Other taxes and franchise fees:

The proposed budget estimate for transient occupancy tax (TOT) is \$500,000; an increase of \$50,000 over the current year’s budget and reflective of recent experiences that indicate TOT will return to the 2021-22 level. Other revenue and franchise fee amounts show only modest changes, as shown in the FY 2023-24 consolidated general fund financial schedule.

Intergovernmental Revenue, Post-COVID:

During the period in which the City responded to changing service priorities due to the Covid pandemic, and one-time intergovernmental revenues provided by the federal and state governments, revenues did increase substantially. However, no such one-time revenues are anticipated for the FY 2023-24 proposed budget. FY 2023-24 intergovernmental revenues are estimated to be \$16,700 a reduction of \$916,950 from the FY 2022-23 budget as a result of loss of COVID funding.

License and Permits revenue anticipated in the FY 2023-24 proposed budget is \$439,500, a reduction of \$205,600 from the final estimated amount for the current FY 2022-23, and reflective of the slower growth similar to the other accounts at the end of the Covid-recovery period.

Other revenue accounts detail is reflected in the consolidated general fund financial schedule.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	Column 6 - 4 \$ Inc/(Dec)	Column 7 / 4 % Change
OPERATING REVENUE								
Property Tax	2,770,982	3,142,858	3,093,610	3,178,200	3,178,200	3,241,600	63,400	2.0%
Real Property Transfer Tax	79,547	59,493	60,000	45,000	45,000	50,000	5,000	11.1%
Other Sales Taxes	4,454,671	4,816,172	5,073,300	4,907,900	4,907,900	4,794,560	(113,340)	-2.3%
User Taxes	703,252	742,775	701,700	737,200	808,500	908,000	170,800	23.2%
Transient Occupancy Tax	402,255	504,292	400,000	450,000	450,000	500,000	50,000	11.1%
Franchise Fees	363,167	405,507	370,000	370,000	399,500	410,000	40,000	10.8%
Licenses & Permits	482,100	427,814	335,000	640,100	645,100	439,500	(200,600)	-31.3%
Fines & Special Assessments	50,607	50,044	27,900	34,100	43,900	47,500	13,400	39.3%
Intergovernmental Revenues	499,549	307,668	934,650	933,650	970,850	16,700	(916,950)	-98.2%
Interest & Rents	11,450	-28,460	71,800	73,800	115,500	94,800	21,000	28.5%
Charges for Services	173,573	169,392	121,600	134,900	133,150	124,100	(10,800)	-8.0%
Miscellaneous Revenue	321,004	725,010	77,000	525,000	791,225	130,500	(394,500)	-75.1%
TOTAL	10,312,156	11,322,566	11,266,560	12,029,850	12,488,825	10,757,260	(1,272,590)	-11.8%

General Fund Expenditures:

In FY 2023-24 general fund proposed budget expenditures of \$12,818,000 reflect a decrease of \$243,000 (1.9%), in comparison with the adjusted budget for FY 22-23. The table displayed below provides proposed expenditures by department, and “transfers out.”

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	Column 6 - 4 \$ Inc/(Dec)	Column 7 / 4 % Change
OPERATING EXPENDITURE								
10 - City Council	213,156	323,555	482,479	502,479	466,134	164,710	(337,769)	-67.2%
11 - City Manager	331,630	236,807	229,306	229,306	230,277	357,770	128,464	56.0%
12 - City Attorney	152,926	354,650	222,479	300,679	432,759	593,621	292,942	97.4%
13 - Assistant City Manager/City Clerk	285,487	311,507	392,055	399,492	381,643	369,323	(30,169)	-7.6%
14 - Administrative Services (Finance)	219,681	309,429	339,720	345,345	317,218	397,952	52,607	15.2%
21 - Planning	494,464	518,688	604,886	604,886	566,848	592,371	(12,515)	-2.1%
22 - Building	206,486	188,060	182,792	182,792	182,793	185,494	2,702	1.5%
23 - Engineering	255,089	324,245	318,134	335,134	329,016	288,104	(47,030)	-14.0%
31 - Fire & Prevention	1,102,502	1,077,526	1,331,505	1,385,080	1,222,818	1,592,302	207,222	15.0%
32 - Police	5,308,825	4,968,998	5,804,860	5,957,860	5,227,005	5,267,703	(690,157)	-11.6%
40 - Senior Center	71,765	56,862	78,050	78,050	73,927	69,567	(8,483)	-10.9%
41 - Public Works	1,159,487	1,179,759	1,395,881	1,468,856	1,285,552	1,286,209	(182,647)	-12.4%
42 - Community Center	199,552	287,025	286,950	406,250	500,280	322,846	(83,404)	-20.5%
43 - Ives Pool	128,566	195,947	148,425	153,925	176,714	275,364	121,439	78.9%
00 - Non Departmental	247,537	207,170	282,162	289,542	254,159	236,980	(52,562)	-18.2%
TOTAL	10,377,151	10,540,229	12,099,684	12,639,676	11,647,142	12,000,316	(639,360)	-5.1%
OTHER SOURCES/(USES)								
Loss due to theft	819,039	-	-	-	-	-	-	0.0%
Debt Service Payments	464,313	142,646	261,802	261,802	261,802	265,903	4,101	1.6%
TOTAL	1,283,352	142,646	261,802	261,802	261,802	265,903	4,101	1.6%
TRANSFERS IN/(OUT)								
3999 - Transfers In	107,373	116,000	102,500	102,500	102,500	102,000	500	0.5%
4999 - Transfers Out	(98,247)	(386,427)	(160,000)	(160,000)	(212,000)	(552,000)	392,000	245.0%
TOTAL	9,127	(270,427)	(57,500)	(57,500)	(109,500)	(450,000)	(392,500)	682.6%
TOTAL OPERATING EXPENDITURES	11,758,750	11,069,301	12,521,486	13,061,478	12,120,944	12,818,219	(243,259)	-1.9%

As stated above, during the budget process, it became clear that the City was facing a structural deficit of \$2.63M. The Budget Committee directed each department to go back to their submitted budget to achieve a collective savings of at least \$1.5M. This \$1.5M budget reduction figure was the minimum amount needed to maintain the minimum policy level of 15%. The reductions requested were based on the percentage of the total budget that each department represented. For example, as depicted in the chart below, if a department's expenditure request for FY 2023-24 represented 10% of the total General Fund Expenditures, then the department was asked to absorb 10% of the \$1.5M in reductions needed.

Citywide Expenditure Reductions Requested			
Department	% Reduction	\$ Reduction	\$ Reduction Achieved
10 - City Council	2.23%	33,494	(120,967)
11 - City Manager	1.81%	27,096	126,665
12 - City Attorney	2.92%	43,819	219,873
13 - Assistant City Manager/City Clerk	2.69%	40,336	25,284
14 - Administrative Services (Finance)	2.94%	44,140	21,467
21 - Planning	5.22%	78,273	(75,241)
22 - Building	1.64%	24,533	(23,752)
23 - Engineering	2.40%	36,018	(19,105)
31 - Fire & Prevention	14.60%	218,939	(275,082)
32 - Police	45.71%	685,608	(600,030)
40 - Senior Center	93.00%	14,022	(50,032)
41 - Public Works	12.05%	180,699	(255,020)
42 - Community Center	2.90%	43,559	(48,676)
43 - Ives Pool	1.96%	29,464	24,057
Total Reductions		1,500,000	(1,050,559)

The majority of departments were able to achieve their reductions, with the exception of departments that had personnel costs representing 85% of their total budget. For these departments the asked-for reductions were quite challenging to achieve, without eliminating positions. Additionally, some departments were asked to include expenditures that were out of their control but necessary for addressing the structural deficit, such as tax measures and ballot costs that were included into the Assistant City Manager/City Clerk's budget for Elections costs as well as included into the Administrative Services Department for costs associated with the writing of the ballot measures. Further justification/footnotes are provided with each respective department's budget.

Summary of significant changes in departmental expenditures:

This section identifies the expenses eliminated or reduced by each department in order to meet the target \$1,500,000 total City-wide reduction in expenditures.

City Council: \$121,000 Reduction from Original Budget Request to Stage 2 Budget Request

The following items were removed from the initial budget and are not included in the proposed budget. The City Council budget achieved the reductions requirement as requested by the Budget Committee. Significant changes are as follows (this is not an exhaustive list):

1. \$5,350 - Removal of City-issued cell phone cost. This will require the continued use of personal cell phones for Councilmembers as well as affidavits from Councilmembers for any Public Records Act Requests (PRAs)
2. \$2,150 – Elimination of some subscriptions due to budget challenges: Cittaslow International, Sonoma County GoLocal Cooperative, North Bay Business Journal were recommended for suspension. City staff has reached out to Cittaslow International to see if there would be any detriment to suspension of these dues.

As of the writing of this report a response has not been provided.

3. \$2,800 – Proposed reduction for the STEP newsletter to be posted on the City website but not distributed through the City utility billing as it is currently as well as the yearly postcard be an electronic card on the website that can be filled out online and then emailed to the volunteer for a recap of what has been submitted. The volunteer has submitted emails to the City Council advocating for the continuation of the STEP newsletter in its current format.
4. \$10,925 – Reduction in conferences. It is proposed that only two Councilmembers be authorized to attend the two annual conferences. This would require that the Council determine in advance which Councilmembers would attend the two scheduled conferences. If there are additional conferences/meetings not budgeted for, it would require that the Council discuss attendance through the agenda process.
5. \$2,500 – Suspend the annual Council initiatives. This fund was allocated for each Councilmember to have \$500 to be allocated to an organization of their choice. It is recommended this program be suspended or permanently removed.
6. \$103,400 – Reduction in funding of community benefit grant. The budget committee reviewed \$106,400 in requests for funding from organizations to help support their programs. It was found that in error one organization was not 501C3 and should not have been funded in the past and were removed from this year’s discussion. It is proposed that the remainder of the requestors receive \$500 in light of this year’s City budget situation. The resulting total allocated in the proposed budget for community benefit grants is \$3,000.
7. \$15,000 - Reduction in sponsorship grant support. It was recommended that the sponsorship program be suspended or permanently removed as each request can be reviewed on a case by case basis.
8. \$7,500 – Reduction in shuttle fare subsidy. This amount was reduced based upon ridership invoices from Sonoma County transit. This reduction leaves \$7,500 for the shuttle fare subsidy. To the extent this allocation proves insufficient to cover actual ridership, additional funding could be considered by the Council at Mid-Year Budget review.

City Manager & City Attorney: \$347,000 Increase from Original Budget Request to Stage 2 Budget Request

It was a challenge for the City Manager/City Attorney to meet the reduction as requested by the Budget Committee. One reason was that this department budget required an increase due to the need to provide for unavoidable expenses resulting from the retirement of the City’s current City Manager/City Attorney and the need to hire a new City Manager and retain new City Attorney services. Significant changes are as follows (this is not an exhaustive list):

1. + \$169,000 - This is the estimated increase in base salary and benefit expenses for a new City Manager position following the retirement of the current City Manager. City Manager proposed total compensation is as follows:
 - a. Base-Salary \$285,000
 - b. Benefits - \$107,000 (assuming a “classic” personnel)
2. + \$45,000 Executive Firm Contract for Recruitment for City Manager position
3. + \$325,000 - Based upon current litigation, litigation cost were increased to \$625,000.
 - a. \$300,000 has been set aside for routine City Attorney Firm Services (utilization of \$78,000 as discussed in Item 7 below will help to fund the \$300,000 in City Attorney firm Services.
 - b. \$325,000 for specialized cases.
4. \$4,700 - City will not be participating in Shared MMO-Federal Legislature for COVID-19. This is a shared cost between multiple agencies for lobbyist consultant. The mission of the lobbyist is to strengthen and foster vibrant communities by working alongside local elected officials, businesses and community partners to develop a comprehensive federal program that is focused on identifying the top priorities in each community and co-create a data-driven, federal strategy to meet those priorities.

5. \$250 - Reduction in Office Supplies.
6. \$900 - Reduction in Cellular Service/Hot Spot due to returning in person office hours for City Manager.
7. \$78,000 - The incumbent serves in a combined position of City Manager/City Attorney which is being allocated 75/25 between each department. In the new fiscal year and going forward, the City Attorney position (whether city employee or attorney firm) will be a separate and distinct position and the allocation of 25% was eliminated to accurately reflect the two distinct positions

Assistant City Manager/City Clerk: \$25,000 Increase from Original Budget Request to Stage 2 Budget Request

The department did its best to meet the reduction that was requested by the Budget Committee, but could not without eliminating essential services and/or staff positions. Also, after submission of the original budget, the Sub Committee recommended additional funding for two ballot measures (election costs) in the amount of \$30,000 which was included after stage 2. Significant changes are as follows (this is not an exhaustive list):

1. + \$40,000 - Increase due to adding in election cost.
2. \$3,000 - Removal of part-time staffing on a temporary basis to provide assistance for retention project. Although the bandwidth for the department to perform this task is limited, staff is committed to finding a way to incorporate this project into the day to day operations whenever possible. Records retention/destruction is key to ensure that records that need to be destroyed are destroyed. Failure to destroy records per the City's regulations may result in substantial responsive records for Public Records Act requests.
3. \$10,980 - Department achieved savings by utilizing raw data from Zoom Closed Captioning meetings for DRAFT preparation of minutes. Reduced the estimated cost from \$12,000 to \$1,020. Although this removes funding for raw transcripts to be provided to the City, the continuation of the lengthy manual preparation of draft minutes will still require staff time to prepare minutes, edit minutes, review video for final DRAFT minutes for Council packets. Transcription is estimated that for each hour of a meeting, transcription takes two hours. For future consideration, City staff may bring forward an agenda item for action minutes.
4. \$1,000 - Suspended some subscriptions due to budget challenges. The amount was reduced from \$2560 to \$1560. Following is a list of subscriptions suspended: Association of Records Managers and Administrators (ARMA) which is the lead organization for records management and California City Management Foundation which provides mentorship for Assistant City Managers and newly appointed City Managers. Employee will reach out utilizing City Clerk List Serve and City Clerk Contacts for updates to Records Retention. Loss of City Management Foundation means lost possibility of trainings, mentorship, but employee is researching other avenues for mentoring and trainings.
5. \$500 - Removal of 2023 Election Handbook as it is not anticipated that the City will have a November 2023 Election due to the time and deadlines for the November 2023 Election.
6. \$1,100 - Reduction in conferences. All conferences and trainings are key to maintaining up to date information, loss of one conference this year will lose some training but staff will work with City Clerk List Serve and City Clerk contacts to receive any handouts/trainings from this annual conference. It is recommended that the New Laws and Election Conference be retained in the budget as this is key for any election year.
7. \$500 - Supplies Reduced. This reduction is based on reduction in paper, toner, ink, and use of electronic filing per records retention. If it is evidenced that return to in person/hybrid meetings increases the request for paper agendas and reports, this may be revisited during mid year.

Administrative Services (Finance): \$21,000 Increase from Original Budget Request to Stage 2 Budget Request

The department did its best to meet the reduction that was requested by the Budget Committee, but could not without eliminating essential services and/or staff positions. Significant changes are as follows (this is not an exhaustive list):

1. + \$60,000 - Increase due to consulting cost to support the writing of 3 ballot measures and strategist consultation.
2. \$10,000 - Removal of part-time staffing on a temporary basis to provide assistance for retention project. Although the bandwidth for the department to perform this task is limited, staff will have to find a way to incorporate this project into day to day operations whenever possible.
3. \$110,000 - Removal of Capital Assets Study. After much discussion, it was determined that this study is better suited to be taken up by the Public Works Department as Public Works manages citywide building maintenance and capital assets. This is an unbudgeted item in the Public Works Department at this time as staff is seeking grant to pay for such large cost. If and when grant funding isn't available, then this item will be discussed at mid-year. -
4. \$10,000 - Removal of labor and pension costing module pending a full discussion of 115 Trust creation.
5. \$6,000 - Eliminated the replacement of one aging server at the Fire Department. It was determined that with multiple variables such as pending Fire Committee result of the future of the Fire Department and low traffic of activities and files stored from that server, and daily backup in place, and based on the budget constraints of the City, delaying another year would not impact the department operationally.
6. \$3,000 - Staff annual conference has been removed.

Planning: \$75,000 Reduction from Original Budget Request to Stage 2 Budget Request

Significant changes are as follows (this is not an exhaustive list):

1. \$20,000 – Suspended façade improvement program.
2. \$5,000 – Removed recruitment cost as vacant position has been filled.
3. \$36,500 - Elimination of several discretionary projects, including a CivicSpark Fellow, Zero Waste supplies and outreach, and special community meetings
4. \$4,000 - Reduction in outreach support
5. \$5,000 – Shifting annual GIS hosting to be paid through Building Technology Fee Fund (Special revenue fund restricted to technology related to development services).
6. \$3,390 - Restructuring of public meetings for committees the Planning Department oversees:
 - a. Climate Action Committee (CAC) and Design Review/Tree Board (DRB) meetings once a month instead of twice a month.
 - b. All public meetings held on Tuesdays to coincide with Planning Commission or City Council meetings, to reduce setup and tear down costs from Sebastopol Community Cultural Center.
 - c. Technical support for the CAC, DRB, and PAC will be done by the Planning Technician Zoom support and streaming) and SCCC Staff (hybrid/room recording) rather than Petaluma Community Access TV (PCA). Additionally, the Planning Technician will provide support for Planning Commission meetings to reduce PCA consultant costs by 50% for these meetings.

Building: \$24,000 Reduction from Original Budget Request to Stage 2 Budget Request

The department was not able to meet the reduction requested by the Budget Committee without eliminating staff required for the department to function. Significant changes achieved by this department are as follows (this is not an exhaustive list):

1. \$15,000 – The contract for the Building Official was reduced from the original \$140,000 requested in the original budget to \$125,000 in the stage 2 department budget.
2. \$9,000 – Transfer Local Hazard Mitigation Plan to Planning Department.
3. The relocation of offices, as recommended in the City-wide Staffing Assessment, will be discussed and addressed in FY 2023-24 in order to provide improved service to the Sebastopol Community.

Engineering: \$19,000 Reduction from Original Budget Request to Stage 2 Budget Request

This department could not meet the reductions requested by the Budget Committee. The Budget Committee considered reducing contract services, but concluded that the financial loss to the City outweighed any savings achieved by reducing the contract amount. Significant changes in this department’s budget are as follows (this is not an exhaustive list):

- 1. \$10,000 – Reduction in recruitment cost as Permit Technician position has been filled

Benefits – Financial and Otherwise – From Engineering Contracts: Based upon contributions to the City of Sebastopol it was recommended that the Engineering Contract be funded as requested originally, with no reductions.

- 1. Grant assistance. During the past couple years, GHD has assisted the City in securing and implementing nearly \$5 million in grants:

Grant name	Max. Amount of Grant
TDA 3	\$60,380
Quick Strike	\$476,000
HSIP	\$528,120
OBAG2	\$1,195,000
Go Sonoma	\$2,240,000
County District 5	\$200,000
PTAP-23	\$15,000
LRSP	\$40,000
SUSD Contribution	\$20,000
CDBG	\$203,500
Total	\$4,978,000

- 2. Resource agency representative. GHD has in-house expertise and provides technical support for resource agency representation:
 - a. RRWA – technical expertise in Low Impact Development (LID) certification
 - b. GSA – technical expertise in groundwater hydrogeology
 - c. SCTA – transportation engineering and experience with Caltrans requirements and standards, transportation grant requirements
- 3. Access to additional high quality resources: Continue to have access to GHD’s resources with specialty engineers, land surveyors, environmental planners, construction management teams, and grant writers, all in one company.
- 4. Access to excellent lead managers who are highly qualified and have prior experience working directly for City governments, particularly in Sonoma County. This allows the City to take advantage of their working knowledge and relationships with Sonoma County agencies.

Public Works: \$255,000 Reduction from Original Budget Request to Stage 2 Budget Request

The total reduction requested of this department was \$267,744. This included \$180,699 from department operations, in addition to reductions from recreation-based organizations supervised by this department. The department worked closely with these recreation-based partners to identify operating budget reductions as well as identifying reductions to the Parks, Streets and Government Buildings operating budgets. Significant changes are

as follows (this is not an exhaustive list):

1. Public Works Reductions

Streets:

- \$30,700 - Cancellation of Litter Abatement Contract with Becoming Independent
- \$26,800 - Cancellation of Landscape Maintenance Contract with Johnson Family Enterprise
- \$10,000 - Reductions in Street Markings Contract (still in the budget: \$6,600)
- \$31,000 - Removal of Vehicle Replacement expense to enterprise fund

Parks:

- \$4,000 - Removal of Funding for Libby Pond Fencing, with a plan to reassess the design to ensure safety goals are met and to explore potential Measure M Parks funding.
- \$6,000 - Removal of proposed Libby Park Tot Area Shade Structure , with aplan to explore potential Measure M Parks funding for the project.

Government Buildings:

- \$16,800 - Reductions in Janitorial Services Contract (still in the budget: \$23,400)

2. Community Cultural Center Reductions

Reductions in projects and programs provided:

- \$15,000 – Contribution to General Operations
- \$20,000 – Contribution to Living Wages
- \$5,750 - General supplies and services

Final allocation to the Community Cultural Center after these reductions: \$323,000

3. Senior Center Reductions

- \$26,750 - Reduction in overall operating budget
- \$15,000 - Removal of proposed security gates for expanded utilization of parking area for outdoor recreation/exercise classes. This project may be reconsidered for future budget years.

Final allocation to the Senior Center after these reductions: \$70,000

Fire Department: \$275,000 Reduction from Original Budget Request to Stage 2 Budget Request

The Fire Chief met with the Budget Committee to answer questions and provide information, but declined to participate in discussion about possible reductions to balance the City's FY 2023-24 budget. The Budget Committee made reductions it concluded were appropriate, taking into consideration all information it had been provided. Significant changes are as follows (this is not an exhaustive list):

1. \$40,000 – Part time temporary employee to assist Interim Fire Chief (new item)
2. \$145,000 – Increased stipend pay beyond current year allocation. Current core stipends, as explained by the Fire Chief, are \$200 per shift for one 8-hour shift per day throughout the year, plus an additional 60 shifts per year for additional needed coverage. For FY 2023-24 the funding needed for this shift schedule was \$85,000. The original budget from the department requested \$230,000, \$145,000 more than was outlined by the Fire Chief. The Budget Committee recommends the Council consider any request for increased stipend pay, including the request in the Fire Department's original budget, at a later date, when the Council has the benefit of the full report anticipated from the Ad Hoc Fire Committee.
3. \$80,000 – Retention pay to be shared among the firefighters each year. The Budget Committee noted that the proposed FY 2023-24 budget includes \$264,000 in stipend payments by the City to firefighters without the \$80,000 retention pay, which was initially a grant amount intended to last only one year. Given budgetary constraints, reductions in expenses being made across all departments, and the ongoing work of the Ad Hoc Fire Committee, which will be assessing all options for the Fire Department, the Budget

Committee concluded this amount was best eliminated pending a report from the Ad Hoc Fire Committee and full consideration of that report and its recommendations by the Council. The proposed budget includes \$370,000 in expenditures for capital outlay (\$300,000 deposit for fire engine plus \$70,000 for additional equipment). The fire engine expense is included in the Fire Department budget, but could instead be charged against the equipment, technology, & vehicle reserve fund (which has a projected end of FY 2023-24 balance of \$861,099). This does not address funding for future year payments for the fire engine.

Police Department: \$600,000 Reduction from Original Budget Request to Stage 2 Budget Request

The FY 2023-24 proposed budget for Police Department expenditures is \$5,268,000. The department reduced its original budget request by \$600,000 in response to the Budget Committee's request. The proposed department budget, when compared to the current year's adjusted budget, is \$690,000 lower, or (11.6%). The following are significant reductions achieved in this department (this list is not exhaustive).

1. \$230,000 – Freeze one vacant officer position
2. \$264,000 - Freeze one vacant sergeant position
3. \$45,000 – Reduction in overtime cost by eliminating contractually required overtime (R12) with restructured work schedules.
4. \$197,000 - Major reduction in overtime costs due to positions being filled and new work schedules
5. \$70,000 - Reduction in Litigation Expense in light of anticipated costs for FY 23-24.

WATER AND WASTEWATER FUNDS:

The enterprise utilities funds provide water and wastewater services to all members and visitors of community. The delivery and financing of these necessary services requires consideration and integration of the City Council's strategic vision for service equity, healthy communities, environmental stewardship, and fiscal sustainability.

The City has engaged a consultant firm with expertise in utility systems' finances to conduct a review of the utility funds' rate structure and assist the City in implementing revisions to the rates. At the time of this writing, recent revenue experience and estimates are falling well below what was anticipated in the prior rate study adopted in January 2020.

FY 2023-24 Utility Funds Cash Reserves:

The term "cash reserves" is used by utility rate consultants to determine whether and to what extent the enterprise funds (water/wastewater) have adequate cash on hand to serve as a buffer against unexpected expenditures or drops in revenue. The recommended operating cash acts as a buffer to fill the gap between expenses used for service delivery and subsequent collections of revenue from customers.

At the beginning of the FY 2022-23 budget year, the operating cash reserve balances were tracking with the rate analysts' projections, and meeting the 25% of annual expenses coverage policy:

- The water fund's audited unrestricted cash at June 30, 2022 was \$2,078,000; covered 79.8% of operating expenses; and was slightly above the rate model's target cash balance of \$2,026,000.
- The wastewater fund's audited unrestricted cash at June 30, 2022 was \$1,073,000; covered 30.5% of operating expenses; and tracked the rate model's target of \$1,045,000.

Estimated ending FY 2022-23 and proposed FY 2023-24 anticipated decrease in projected cash reserve balances are as follows:

The water fund's estimated reduction in cash balance for FY 2022-23 is \$812,000; and the projected cash balance loss for FY 2023-24 is \$1,497,000. This two-year drop lowers the estimated June 30, 2024 balance to negative \$231,000 an amount that is 5.9% below the 25% policy target.

The wastewater fund's estimated cash decrease for FY 2022-23 is \$689,000; and the estimated cash drop for FY 2023-24 is \$1,748,000. The two-year drop in reserves when combined with the prior period's audited balance produces a projected negative cash balance of (\$1,364,000) on June 30, 2024.

Mitigation Measures:

Potential gap-closing measures for the water and wastewater funds include the following:

- Rate revisions, as described above, will address the shortfall between expenses and revenue, and if approved by the City Council, will be implemented during FY 2023-24. Because the timing and extent of increases are unknown, the potential revenue is not included in the proposed budget. Any rate increases will require Prop 218 compliance and will be subject to City Council approval.
- The rate revisions will include protections to prevent the development of shortfalls in the future: a "drought rate" feature that can be enacted when consumption patterns show a persistent decline, and an inflation escalator that can be implemented if and when consumer price indexes rises faster than rate adjustments.
- Water bill revenue may increase due to recent reductions or eliminations in conservation mandates.
- A \$400,000 "rate stabilization" reserve within the regional wastewater treatment system managed by the City of Santa Rosa may be available to the City as a mitigation effort.
- Capital projects can be delayed as needed, until budget mitigation measures are completely explored, and there is assurance that overall cash balances will be positive.

Revenue Estimates:

The Water and Wastewater Enterprise Fund Revenue estimates for FY 2022-23 and FY 2023-24 are expected to fall well short of what was anticipated in the rate model implemented in January 2021. Decreased revenue is directly related to conservation measures enacted in response to historic drought conditions.

Drought Rates and Rate Relief:

The City did not increase per-unit rates when consumption dropped, i.e., implement a "drought rate," due to concerns about customers experiencing financial stress, and the time needed to adequately communicate and plan for rate model changes. Notably, the billing rates implemented in FY 2020-21 were designed to use \$600,000 of cash reserves to provide rate relief to customers and still maintain what were projected to be adequate reserve amounts.

Revised Revenue Expectations:

Enterprise Fund Revenue collections dropped below expectations in the rate model, due to reduced consumption caused by conservation efforts enacted in response to historic drought conditions. The consultant's rate study suggested periodic consumption reviews; and at this time we recommend completing a new rate model in FY 2023-24. Revised estimates for the enterprise funds follow:

The water enterprise fund revenue estimates trail those anticipated in the rate structure by \$337,000 for FY 2022-23, and \$398,000 for FY 2023-24; for a combined shortfall of \$735,000. The combined two-year reduction in

estimated revenue represents approximately 22% of annual expenses. Estimated June 30, 2024 cash reserves now cover annual expenses by only 15%, which is a level that is significantly below the policy target of 25% coverage.

The wastewater enterprise fund revenue estimates are reduced by \$824,000 for FY 2022-23 and \$713,000 for FY 2023-24, in comparison to projections in the rate model, for a combined shortfall of \$1,537,000. The revised revenue outlook causes the projection for unrestricted cash reserves to be negative, (\$699,000); and requires rapid implementation of the mitigation measures discussed previously.

In addition to reviewing the rate structure for revenue, the City requires in-depth planning for utility systems capital investments and infrastructure maintenance. The City participates in a sub-regional wastewater system, and shares in the cost of replacement infrastructure, including debt service payments and the accumulation of replacement funding. Modeling costs of participation in the sub-regional system will require substantial analysis by City staff and the consultant.

As expected, given the level of lowered projected reserves, the budget will need to be revised, if necessary, as new information becomes available.

CONCLUSION

These past few years have been unprecedented times that have made it very difficult for City budgeting. The size, scope, and duration of the economic and financial impacts of the pandemic/response were difficult to predict. Although there is no consensus on what the future will bring, our goal as the Fiscal Agent for the City and community of Sebastopol is to provide an informed assessment for use in making financial decisions, to communicate transparently with our community, and to adapt as needed to continue to serve our residents and businesses with available resources.

The Fiscal Year 2023-24 budget is a responsible financial plan that will enable the City to provide the community with required municipal services and programs. The budget will be monitored closely throughout the year to ensure revenue estimates appropriately reflect economic activity.

We are committed to finding creative and impactful solutions to adequately provide core services to our residents and businesses and encourage economic growth in the City. This budget reflects the City of Sebastopol's commitment to continue to meet our fiscal challenges, while maintaining basic core service levels.

The Budget's development is never an easy process, as it is not simply a matter of projecting resources and aligning them with competing known needs. Rather, it is a deeply thoughtful, and at times emotional, process that reminds us that our purpose as servants in Government is to provide core services in our city for our residents today – and for future generations.

A budget document takes countless hours of teamwork, collaboration, and patience to produce. The Budget Committee would like to thank the City Council for your leadership and the entire staff of the City for providing outstanding services to our community during challenging times. It is through the support of our City employees that we continue as a team to overcome challenges. Together, we must take action to address issues in the near term to best position the organization for the long-term so that we can meet the needs of the community today and beyond. Together we make our City a better place to work and live.

In recognition of the City's efforts to balance the City budget, The City of Sebastopol has received the Government Finance Officers Association (GFOA) Award for Distinguished Budget Presentation for seven consecutive years, including the most recent year for which a budget was rated, FY 2022-23. In order to receive the award, local government entities had to satisfy nationally recognized guidelines. In order to receive this award, a governmental

unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. Our City is committed to providing good customer service, developing policies of fiscal responsibility, offering transparency, and continuing to improve on our budget.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Also without exception, the City’s senior management team continues to recognize the fiscal challenges the City faces, displays incredible leadership and a true sense of teamwork when navigating through challenging issues, and develops budgets which allow them to continue to deliver core services.

City of Sebastopol Department Directors/Manager

- City Hall Administration - City Attorney | City Manager – Larry McLaughlin
- City Hall Administration - Assistant City Manager | City Clerk – Mary Gourley
- Administrative Services Department – Administrative Services Director Ana Kwong
- Building Department - Building Official - Steve Brown
- Engineering Department – City Engineer – Mario Landeros
- Fire Department – Interim Fire Chief Jack Piccinini
- Planning Department - Planning Director Kari Svanstrom
- Police Department – Police Chief Ron Nelson
- Public Works - Public Works Superintendent Dante Del Prete

We continue to monitor several unknowns that factor into the medium to long-term fiscal health of the City, including economic uncertainty, supply chain impacts, and progress addressing workforce attraction and retention challenges that impact service capacity and institutional knowledge. As we navigate the road to stability in the service delivery and related financing, the City will monitor the situation and adjust operating budgets when necessary. The City will keep the City Council and our residents fully informed. We understand that having the latest information and up-to-date data will allow for informed decision making.

Respectfully submitted,
City of Sebastopol Budget Committee Members:

Diana Rich – Vice Mayor

Stephen Zollman – Councilmember

Larry McLaughlin
City Manager | Attorney

Mary Gourley, MMC
Assistant City Manager | City Clerk

Ana Kwong
Administrative Services Director

Attachments:
Exhibit A: Budget Committee Memo to Departments for Reductions



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
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California**

For the Fiscal Year Beginning

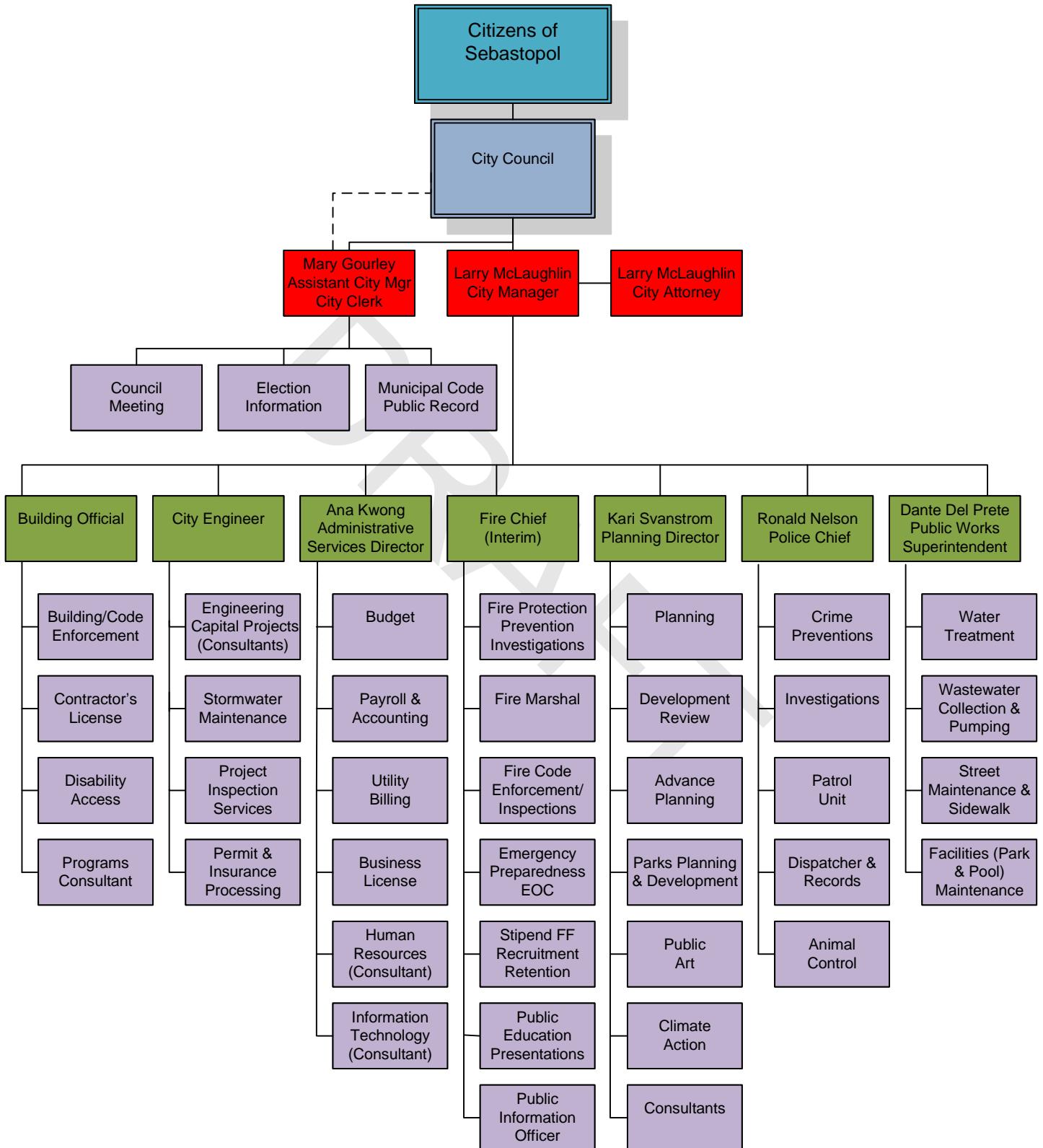
July 01, 2022

Christopher P. Morrill

Executive Director

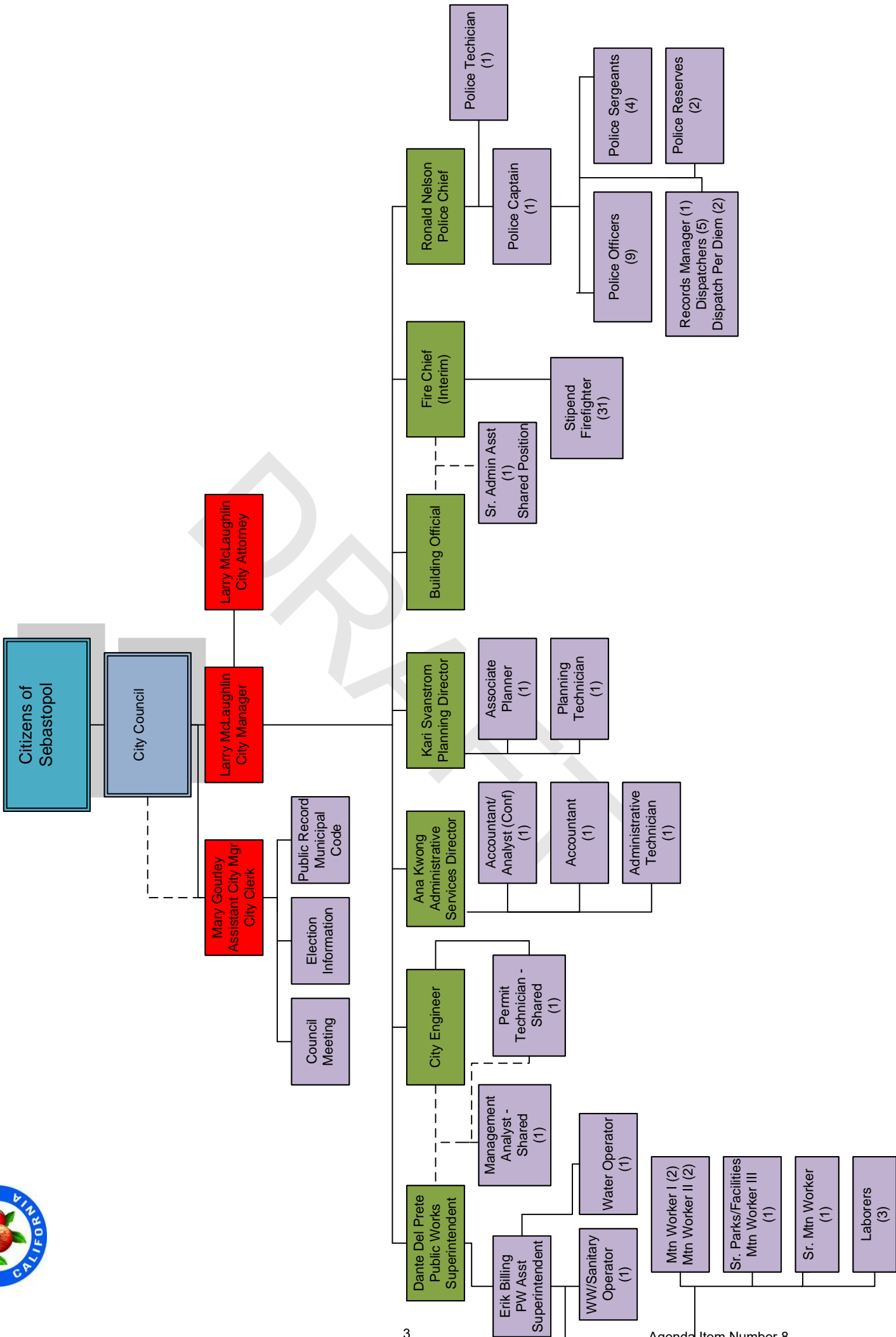


City Wide Organization Chart by Function





City Wide Organization Chart by Allocated Position

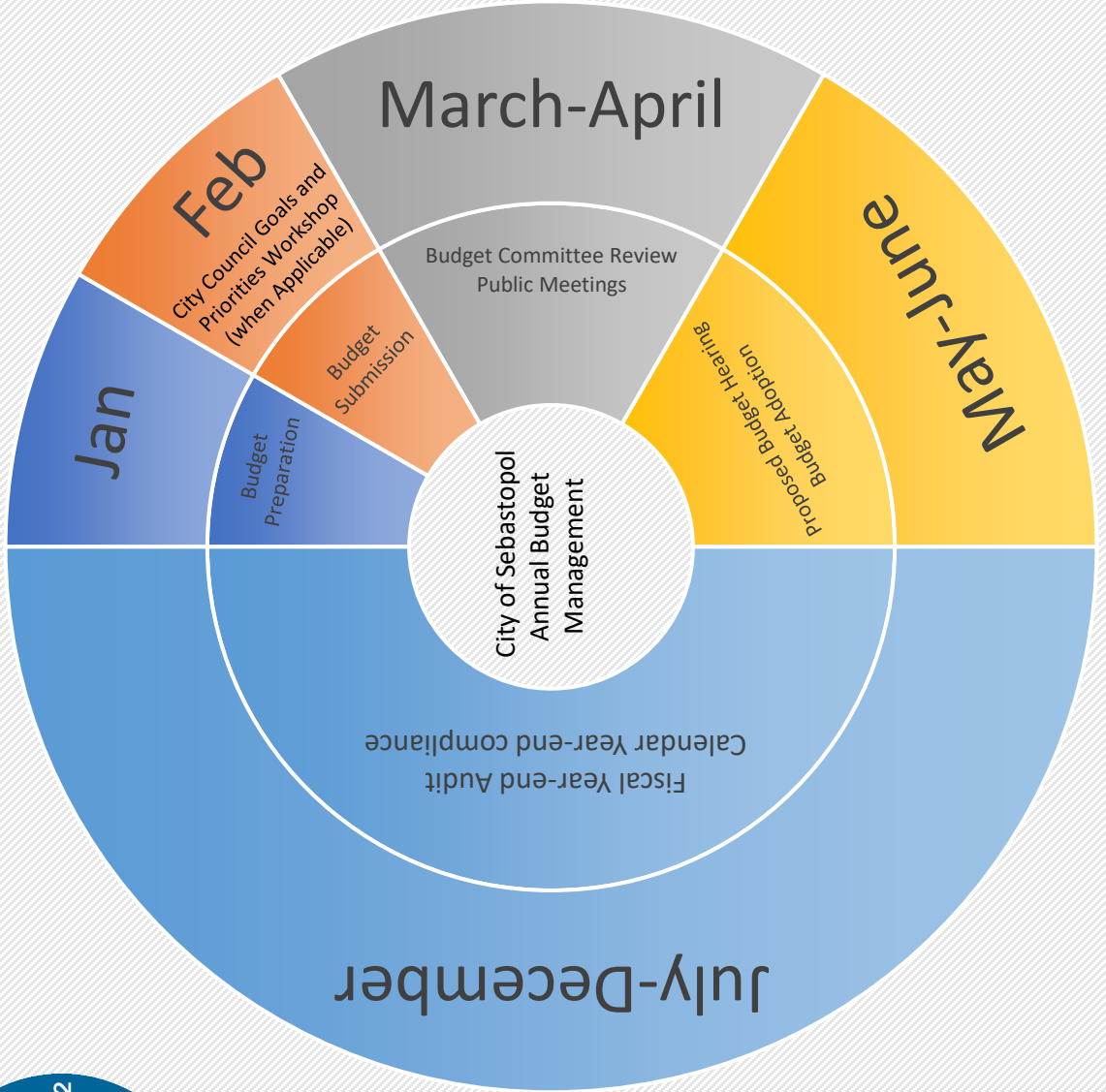




STATISTICS

Date of Incorporation	1902
Form of Government	Council/City Manager
Estimated Population as of January 1, 2023	7,348
Area in Square Miles	1.853
Fire Protection	
Number of Full Time Equivalents	2.50
Number of Volunteers	31
Calls for Service (2022 Calendar Year)	1,325
Fire Inspections (2022 Calendar Year)	303
Police Protection	
Sworn Police Officers	17
Civilian Employees	7
Calls for Service (2022 Calendar Year)	12,383
Adult Arrests (2022 Calendar Year)	280
Water and Sewer Utility	
Active Residential Accounts	2,489
Active Commerical Accounts	473
Average Daily Water Consumption (2022)	792,951
Ground Storage Capacity (gallons)	7.5 million
Elevated Storage Capacity (gallons)	0 - no elevated tanks
Ground Water Production Capacity (gallons per day)	3,230,000
Pump Capacity (gallons per minute)	2,300
Waste Water Treatment Capacity (gallons per day)	840,000
Building Permits	
Residential Building Permits (2022 Calendar Year)	360
Residential Assessed Valuation	10,558,432
Commerical Building Permits	59
Commercial Assessed Valuation	34,032,464

City of Sebastopol Budget Schedule



- Preparation Revenue Estimates
- Preparation Dept Budget Worksheet
- Preparation CBG Application
- Budget Packet Distribution
- Solicit Request CBG
- Department Submits Budgets
- Departments Discuss Ops/CIP Budgets with Budget Committee (Public Meetings)
- Present proposed budget to City Council
- Public Hearing
- Budget Adoption
- End of Year Audit
- City Publishes ACFR



City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 1 - Maintain the long term financial stability and sustainability of the City of Sebastopol and Operate City government in a fiscally responsible and responsive manner

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Responsible Department	Milestones Progress Comments
		17	18	19	20	21		
<p>Economic Vitality (EV) Goal EV 7: Maintain a Stable and Self-Sustaining Fiscal Base in Order to Generate the Resources Necessary to Provide Desired City Services and Support New Growth that is Consistent with the City's Values and Goals [Pg.9-8]</p>								
<p>1.1 Develop and Implement Sound Financial Management Policies and Procedures</p>								
1.1.1 Review the City Council Financial Policies to ensure they meet the needs of the City							Finance Department	On going
1.1.2 Create City Policy to Maintain Operating Reserves and Create Emergency Reserves which complies with the City's Strategic Plan, provides for optimal staffing levels, minimizes service level reductions, and develops a plan for the General Fund to obtain long-term financial stability							Finance Department	On going
1.1.3 Evaluate methods to increase City revenues							City Budget Subcommittee	Review methods during City Budget Process. Look at revenue such as TOT; single coffee cup use; recreational marijuana revenues
1.1.4 Create a multiyear City liability and revenue chart showing when tax New expire and when debt service items are paid in full showing total and Goal installment payment amounts.							Finance Department	Budget Review Process. Look at adding new schedule to the budget
<p>1.2 Develop Private / Public Partnerships</p>								
1.2.1 Work with Cittaslow to encourage community services to enhance the economic vitality of the City.		x				\$20,000 in FY2016-17	City Manager / Assistant City Manager / City Clerk *Council Liaison	To be reviewed during budget review process for upcoming year. *Council Liaison to work with Cittaslow on Potential for Surveys for the community on revenue enhancement measures.
1.2.2 Work with local government, agencies and private entities on funding revenue sources for expanded operations and improved facilities for the Sebastopol Library.							Council Liaison	
1.2.3 Continue & Conduct efforts to pre-plan opportunity sites and maintain awareness of sites as identified in the General Plan							Planning Department	
<p>1.3 Develop Appropriate Expenditure of Water and Sewer Funds</p>								
1.3.1 Develop programs (such as CARE) and incentives for conservation and coordinate with/promote ongoing community efforts.							Finance Department / Council Subcommittee	
1.3.2 Continue to inform and educate the community on water conservation efforts and programs.							Council Subcommittee / Public Works	

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 1 - Maintain the long term financial stability and sustainability of the City of Sebastopol and Operate City government in a fiscally responsible and responsive manner

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		17	18	19	20	21			
1.4 Develop potential uses for Village Mobile Home Park									
1.4.1 Develop plan in partnership with outside resources for transition of Village Mobile Home Park to supply affordable housing, low income housing, and community programs and services such as homelessness.							Budget to be discussed during the City budget process	City Subcommittee	Work in progress. Comprehensive inspection completed. Cost estimate presented to Council subcommittee.
1.4.2 Annexation of Property								Planning Department	Work in progress

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 2 - Maintain, Improve and Invest in the City's Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
2.1	Community Services and Facilities (CSF) ~Goal CSF 1: Provide High Quality Community Services, Facilities, and Infrastructure to All Residents, Businesses, and Visitors in Sebastopol [Pg.4-2] ~Goal CSF 3: Provide an Adequate, Clean, Safe, and Environmentally Sound Water Supply to All Existing and Future Water Users in Sebastopol [Pg.4-8] ~Goal CSF 4: Provide Adequate Sewer Service Capacity to Serve Existing and Future Demands [Pg.4-9] Conservation and Open Space (COS) ~Goal COS 5: Protect, Manage, and Enhance Groundwater as a Valuable and Limited Shared Resource [Pg.5-8]								
2.1.1 Maintain and update the five year rolling capital improvement program list with prioritized projects						See CIP Budget	Engineering Division of the Public Works Department	On going	
2.1.2 Pursue other financial participation from Federal, State and Local agencies such as grants or matching programs.							All Department	On going	
2.1.3 Review the City's Pavement Management Plan and develop long term rehabilitation plans based on expected funded levels.						See CIP Budget	Engineering Division of the Public Works Department	On going	
2.1.4 Develop building maintenance plans for each City Building							Public Works	Ongoing - Items scheduled for various components of the plan such as roof replacements, exterior and interior paint, and HVAC replacement.	
2.1.5 Explore the possibility of installing solar on public facilities.							Public Works	*This item may be moved to environmental or energy conservation goal with potential to all for private facilities as well.	
2.1.6 Continue to beautify and enhance the Library and City Hall buildings with the completion of the Library/City Hall Landscape Project							City Council Library/City Hall Landscaping Committee	Working with Daily Acts on Volunteer Programs as well as other ideas to beautify this area.	
2.1.7 Explore the concept for a new City Hall and / or new Civic Center Building							City Council Sub-Committee (Pine Grove Square)	Report to be given to City Council on status, Work ongoing with consultant.	
2.1.8 Analyze as appropriate, review and remove street signage within the City – sign litter.									

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 2 - Maintain, Improve and Invest in the City's Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
2.2 Work to improve traffic circulation and enhance trail, bicycle and pedestrian facilities.									
2.2.1 Revise sidewalk repair program - optimize current maintenance techniques and reduce administrative/legal costs								Public Works	Department Heads to work with the Community Outreach Coordinator to Prepare a one Page Informational Sheet for Public Education on Private Property Owner Responsibility for things such as: sidewalks, fence height, foliage encroachment, etc.
2.2.2 Evaluate and create list of potential sidewalks to be established to provide connect-ability to the entire community and maintain efforts to eliminate gaps in sidewalks to improve pedestrian amenities								Engineering Division of the Public Works Department	See City of Sebastopol Bike and Pedestrian Plan and Project List. Four key sections previously identified are on hold pending resolution of developer's plans that could address the sidewalk gaps as appropriate to those locations.
2.2.3 Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City								Engineering/Planning Department	
2.2.4 Identify initial funding sources to enable a phase implementation of the bike/pedestrian plan.						\$842,560 is in the current FY CIP for bike/ped projects. The largest single project is \$579,000 for design and construction of bike paths on locally-owned streets.		Engineering Division of the Public Works Department	Bike plans will be developed as part of a cooperative project with Caltrans to repave 116 then affix bike lane striping within City limits. Engineering design of Local Street portions is about 50% complete, with construction set for the summer of 2017. On SR 116, Caltrans will do paving plus striping while Sebastopol is responsible for ADA curb ramp upgrades. Caltrans will do their work summer of 2017 and 2018. - Continuous Review in the CIP

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 2 - Maintain, Improve and Invest in the City's Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
2.2.5 Continue the City of Sebastopol's commitment to the reduction of Greenhouse Gas Emissions							Planning Department	Climate Action 2020 Plan in preparation. - City Council Sub-Committee established. - Draft Plan adopted by RCFA. - City plan on hold due to pending CEQA litigation. - Planning Commission to review and provide recommendations to the City Council	
2.3 Work to improve traffic circulation and enhance trail, bicycle, bus and pedestrian facilities.									
2.3.1 Work with Caltrans to improve traffic synchronization within the City of Sebastopol.						\$44,000 in FY 16-17 from the CVS Settlement	Engineering Division of the Public Works Department	W Trans (consultant) is doing a traffic synchronization study. - Study awarded to W Trans.	
2.3.2 Work with interested Groups and C+B17 citizens in efforts dedicated to Class I Bicycle Routes in the City.							Engineering Division of the Public Works Department		
2.3.3 Work with the citizens and Sonoma County Transit to increase the number of bus stops in town and encourage usage by the entire community and address services for the elderly and improvements to bus service and number of bus stops.							Engineering Division of the Public Works Department	Explore ways to gather community input to improve local transit	

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 3 - Maintain, Enhance and Increase Park-land in the City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
<p>3.1 Investigate the Potential for Purchase of Land for Park Amenities Priority:</p> <p>Community Services and Facilities (CSF) ~Goal CSF 2: Provide a Diversified and High Quality Public Park and Trail System that Provides Active and Passive Recreational Opportunities for All Segments of the Community and Provides Enhanced Connectivity between Key Residential, Commercial, and Recreational Areas of the City [Pg.4-4] Conservation and Open Space (COS) ~Goal COS 12: Ensure the Provision and Preservation of Diverse and Accessible Open Spaces throughout the Sebastopol Planning Area [Pg.5-18]</p>									
3.1.1 Research and identify possibilities for access and/or purchase of the former concrete plant on Morris Street for connection to the Laguna de Santa Rosa								City Council Sub-Committee Established	Waiting on next steps from Council Subcommittee
3.1.2 Research establishment of permanent parklets and pocket parks and grabbing the opportunity when it arises								Planning Department	General Plan calls for investigation of park development in south Sebastopol.
<p>3.2 Work to Enhance the Laguna Preserve</p>									
3.2.1 Implement Laguna Preserve Master Plan			√					Planning Department	
<p>3.3 Increase Accessibility to the Laguna and Open Space Areas</p>									
3.3.1 Provide, develop and preserve clean, well- maintained and accessible streets and sidewalks, facilities, amenities, parks recreational facilities that are accessible to all								Public Works/Planning Department	
3.3.2 Establish permanent parklets and pocket parks and seize opportunity when it arises.								Planning Department	

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 4 - Maintain and Enhance the City of Sebastopol as a Walkable/Bike-able Community and Enhance the City's Commitment to Promotion of our public's health by Creating and Participating in City and Community Programs, Services and Policies.

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
<p>4.1 Create a Safe, Healthy and Attractive Environment for Residents and Visitors</p> <p>Circulation (CIR) ~Goal CIR 2: Maintain and Expand a Safe and Efficient Pedestrian, Bicycle, and Transit Network that Connects Neighborhoods with Key Destinations to Encourage Travel by Non-Automobile Modes while also Improving Public Health [Pg.3-9] Community Health and Wellness (CHW) Chapter 10: Goals CHW 1 thru CHW 6 [Pg.10-1 thru 10-8]</p>									
4.1.1 Improve and beautify the downtown plaza to create a people centric space for community events and gatherings							Public Works Department	On going	
4.1.2 Perform comprehensive evaluation of current improvements, uses, and access to Ives Park							Public Works Department	ADA Pool Project includes path improvements in park.	
4.1.3 Implementation of the Ives Park Master Plan							Planning Department	Monitoring funding opportunities.	
4.1.4 Evaluate public commons and land and identify opportunities to enhance benefits to the community							Planning Department	Parklets and City Repair Ordinance policies adopted.	
4.1.5 Establishment of a Parks and Public Space Foundation							Planning Department		
4.1.6 Explore funding sources for implementation of the Way Finding Sign Program							Planning Department		
4.1.7 Completion of the Freedom of Speech area in the downtown plaza							Planning Department	Occupy Bench Project completion expected 2017.	
<p>4.2 Create Economic, Cultural and Recreational Opportunities to Maintain the Small Town Character of Sebastopol</p>									
4.2.1 Incorporate the priorities of Cittaslow Sebastopol wherever appropriate, and build a cohesive and collaborative community, identified as Peace-town USA								Ongoing	
4.2.2 Foster a Sense of Community by Providing and Encouraging Participation in Community Events, Volunteering, and working with Non Profits to Support Local Events							All Departments	On-going. This is an ongoing goal for the City. The City has participated and supported to date the Holiday Lights Program as well as Providing Funding for Community Center, Mr. Music, Apple Press, etc. - Community Event.	
4.2.3 Create a walkable downtown that improves connectivity, with emphasis on Main Street to Morris Street for unification							Public Works Department/ Engineering Division of Public Works	Cittaslow members and staff have completed and submitted a Caltrans encroachment permit application which has been approved.	

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 5 - Provide Open and Responsive Municipal Government Leadership

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
5.1 Expand and Encourage Community Involvement in the Government Process by Increasing the Public's Understanding of local Government Operations and Increasing Interaction with Elected Officials ~Community Services and Facilities (CSF) ~Goal CSF 6, Policy CSF 6-1: Continue to maximize public participation in local government actions and maintain excellent levels of City government service. [Pg.4-12]									
5.1.1 Enhance the City Website that encourages communication with the City in a user friendly format, easy calendar event scheduling and include potential additional on-line services							City Manager / Assistant City Manager / City Clerk	On Going. City Web Site Completed. Efforts underway to digitalize City newsletters; create fill-in-able forms; review online permit processing, etc.	
5.1.2 Create easy to read documents that educate the public and community on City Finances.		√					Finance Department	On going. Created easy to read budget and 5 year CIP budget/plan for easier understanding.	
5.1.3 Conduct Town Hall Meetings on Matters of Interest to the Community as needed.								On going	
5.1.4 Enhance the use of the City of Sebastopol Committees, Commission and Board.									
5.1.5 Engage in outreach to underserved communities to include in community processes."									
5.2 Develop and Encourage a Volunteer Service Program Priority									
5.2.1 Promote and enhance utilization of community energy and skills by creating opportunities for volunteer service.							All Departments	On Going. City Hall has initiated volunteer services with high school students. Look to partner with local high schools and colleges for volunteers or interns. Working on Tomorrow Leaders Today (TLT) in February 2017.	
5.3 Develop and Implement a Program to evaluate delivery of City Services to Community									
5.3.1 Develop community service delivery process and analyze results to evaluate community satisfaction							All Departments	On going. Working with Community Outreach Coordinator; Cittaslow and Web Site Consultant	

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 5 - Provide Open and Responsive Municipal Government Leadership

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
5.3.2 Maintain Community Outreach Coordinator position to provide professional, educational and publicity material promoting the values of Sebastopol, why Sebastopol is the unique and special place that it is, what it is about Sebastopol and who we are that attracts residents, visitors and businesses who enjoy Sebastopol's small town character and charm and what the City is doing and why. Review community outreach policies, methodology and messaging.							\$40,000	City Manager / Assistant City Manager / City Clerk	On going. June 2017 for this contract
5.3.3 Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.									On going
5.3.4 Strengthen communication and interaction with Sonoma County, specifically the Fifth District Supervisorial Office									

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 6 - Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community.

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21		
<p>Enhance the Mayor, City Council, and manager-employee communication by the continuation of clear communications and direction and enhance positive relations between the City Council, Staff and Public so that all groups. Work together to provide stability and consistency.</p>	<p>Safety (SA) Chapter 8: Goals SA 1 thru SA 6 [Pg.8-1 thru 8-12]</p>							
6.1.1 To analyze the adequacy of fire services and to budget for analysis in order to determine best long term plan for the fire department							City Manager / Assistant City Manager / City Clerk	
6.1.2 Implement a City- wide Standard Performance Evaluation System for Employees							City Manager / Assistant City Manager / City Clerk	Draft Program Established. Under current review.

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 7 - Provide and Develop a Plan for the Future for the City of Sebastopol with the Implementation of the new General Plan

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
7.1 Complete the General Plan Update by December 2016.									
Entire Sebastopol General Plan (Adopted November 15, 2016) Relates to the Future of Sebastopol									
7.1.1 Work with the community to update the City's General Plan							Planning Department	Plan Adopted. Staff to continue work on Zoning Ordinance Amendments from Changes to General Plan	
7.1.2 Establish a sub-committee for the General Plan, incorporating local experts							Planning Department	Sub-Committee Established—Plan Adopted	
7.2 Review and establish updated downtown plan, including updating the downtown plan and developing a street scape scheme in conjunction with implementation of the new General Plan									
7.2.1 Incorporate the Small Town Character values into the City's land use policies							Planning Department	General Plan Adopted	
7.2.2 Review, evaluate and update the Design Review Guidelines							City Council Subcommittee	Design Review Board has created a sub-committee to work with staff on this item.	
7.2.3 Review of enforcement of City policies and ordinances such as the Antenna Ordinance							Planning Department	On going	

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 8 - Enhance and Maintain the Economic Vitality of the City

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Responsible Department	Milestones Progress Comments
		17	18	19	20	21		
<p>8.1 Promote the City of Sebastopol as the destination for slow travel, eco-tourism and supporting of bike activities:</p> <p>~Economic Vitality (EV) ~Goal EV 1: Encourage Economic Development that Broadens the City's Employment Base, Attracts High-Quality Jobs, Provides Services and Goods that Reflect the City's Values, and Increases the City's Tax Base [Pg.9-2] ~Goal EV 3: Protect and Increase the Economic Vitality of the City's Main Economic Sectors: Downtown and the Northern and Southern Gateways [Pg.9-5]</p>								
8.1.1 Develop Programs & Policies to Promote, Attract and Retain Local Businesses.							Planning Department	Parklets and City Repair policies adopted.
8.1.2 Support a Vibrant, Attractive and Accessible Downtown That Attracts Residents and Visitors thereby creating a Viable Sales Tax Base							Planning Department	Parklets and City Repair policies adopted/Façade Improvement Program in place
8.1.3 Promotion of Experience Sebastopol.com to increase visitors to the City							City Council Subcommittee Reviewing BOC Function	
8.1.4 Identify Businesses wanted in Sebastopol - (Use of City Committees to conduct survey of the community)							City Council Subcommittee	Sub-Committee to review and provide recommendations
8.1.5 Encourage new and existing businesses to offer living wage to employees							Planning Department	
8.1.6 Review of the Downtown Association District							Planning Department	
8.1.7 Research consulting services for inventory, assessment, and management practices of City parking							Planning Department/BUILDING Department/Public works	
8.1.8 Provide adequate parking facilities at key locations in the City and ensure ADA compliant parking is distributed in these key locations							Planning Department	
8.1.9 Review the City's policies on parking							Council Subcommittee	
8.1.10 Review existing parking lots for potential alternate re- use of those properties							Council Subcommittee	
8.1.11 Create a list of potential uses that will optimize the use of City Parking Lots							Council Subcommittee	
8.1.12 Encourage beautification of all parking areas							Public works	
8.2 Encourage Participation in Regional Events and other County-wide Programs to Capture the Economic Vitality beyond the City Limits.								
8.2.1 Research possibility of partnerships with various organizations to promote participation in regional events to increase economic vitality								

City of Sebastopol

Goals and Priorities - Action Plan (2017-2019 Council Goals - Revision Pending)

Goal 9 - Enhance housing opportunities in Sebastopol and, when possible, provide assistance to housing projects.

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Fiscal Year to Accomplish					Budget Allocation	Responsible Department	Milestones Progress Comments
		2016-17	2017-18	2018-19	2019-20	2020-21			
9.1 Encouragement of Jobs and Housing in Sebastopol Housing Chapter 11: All Goals established under sections A thru I. [Pg.11-1 thru 11-18]									
9.1.1 Encourage Employment Opportunities as well as Housing Opportunities (Need for Assisted living facilities or graduated living facilities)								Planning Department	New General Plan includes policies that address this issue.
9.1.2 Encourage housing in the downtown core and commercial district to include all stages of life cycles								Planning Department	New General Plan includes policies that address this issue.
9.1.3 Engage with community on housing issues and suggested review of City policies to facilitate a positive jobs/housing balance								Council Subcommittee	
9.1.4 Review potential policies to increase requirements for housing in the downtown core								Planning Department	New General Plan includes policies that address this issue.



CONSOLIDATED GENERAL FUND FINANCIAL SCHEDULE

Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
OPERATING REVENUE								
Property Tax	2,770,982	3,142,858	3,093,610	3,178,200	3,178,200	3,241,600	63,400	2.0%
Real Property Transfer Tax	79,547	59,493	60,000	45,000	45,000	50,000	5,000	11.1%
Other Sales Taxes	4,454,671	4,816,172	5,073,300	4,907,900	4,907,900	4,794,560	(113,340)	-2.3%
User Taxes	703,252	742,775	701,700	737,200	808,500	908,000	170,800	23.2%
Transient Occupancy Tax	402,255	504,292	400,000	450,000	450,000	500,000	50,000	11.1%
Franchise Fees	363,167	405,507	370,000	370,000	399,500	410,000	40,000	10.8%
Licenses & Permits	482,100	427,814	335,000	640,100	645,100	439,500	(200,600)	-31.3%
Fines & Special Assessments	50,607	50,044	27,900	34,100	43,900	47,500	13,400	39.3%
Intergovernmental Revenues	499,549	307,668	934,650	933,650	970,850	16,700	(916,950)	-98.2%
Interest & Rents	11,450	-28,460	71,800	73,800	115,500	94,800	21,000	28.5%
Charges for Services	173,573	169,392	121,600	134,900	133,150	124,100	(10,800)	-8.0%
Miscellaneous Revenue	321,004	725,010	77,000	525,000	791,225	130,500	(394,500)	-75.1%
TOTAL	10,312,156	11,322,566	11,266,560	12,029,850	12,488,825	10,757,260	(1,272,590)	-11.8%
OPERATING EXPENDITURE								
10 - City Council	213,156	323,555	482,479	502,479	466,134	164,710	(337,769)	-67.2%
11 - City Manager	331,630	236,807	229,306	229,306	230,277	357,770	128,464	56.0%
12 - City Attorney	152,926	354,650	222,479	300,679	432,759	593,621	292,942	97.4%
13 - Assistant City Manager/City Clerk	285,487	311,507	392,055	399,492	381,643	369,323	(30,169)	-7.6%
14 - Administrative Services (Finance)	219,681	309,429	339,720	345,345	317,218	397,952	52,607	15.2%
21 - Planning	494,464	518,688	604,886	604,886	566,848	592,371	(12,515)	-2.1%
22 - Building	206,486	188,060	182,792	182,792	182,793	185,494	2,702	1.5%
23 - Engineering	255,089	324,245	318,134	335,134	329,016	288,104	(47,030)	-14.0%
31 - Fire & Prevention	1,102,502	1,077,526	1,331,505	1,385,080	1,222,818	1,592,302	207,222	15.0%
32 - Police	5,308,825	4,968,998	5,804,860	5,957,860	5,227,005	5,267,703	(690,157)	-11.6%
40 - Senior Center	71,765	56,862	78,050	78,050	73,927	69,567	(8,483)	-10.9%
41 - Public Works	1,159,487	1,179,759	1,395,881	1,468,856	1,285,552	1,286,209	(182,647)	-12.4%
42 - Community Center	199,552	287,025	286,950	406,250	500,280	322,846	(83,404)	-20.5%
43 - Ives Pool	128,566	195,947	148,425	153,925	176,714	275,364	121,439	78.9%
00 - Non Departmental	247,537	207,170	282,162	289,542	254,159	236,980	(52,562)	-18.2%
TOTAL	10,377,151	10,540,229	12,099,684	12,639,676	11,647,142	12,000,316	(639,360)	-5.1%
OTHER SOURCES/(USES)								
Loss due to theft	819,039	-	-	-	-	-	-	0.0%
Debt Service Payments	464,313	142,646	261,802	261,802	261,802	265,903	4,101	1.6%
TOTAL	1,283,352	142,646	261,802	261,802	261,802	265,903	4,101	1.6%
TRANSFERS IN/(OUT)								
3999 - Transfers In	107,373	116,000	102,500	102,500	102,500	102,000	500	0.5%
4999 - Transfers Out	(98,247)	(386,427)	(160,000)	(160,000)	(212,000)	(552,000)	392,000	245.0%
TOTAL	9,127	(270,427)	(57,500)	(57,500)	(109,500)	(450,000)	(392,500)	682.6%
TOTAL OPERATING EXPENDITURES	11,758,750	11,069,301	12,521,486	13,061,478	12,120,944	12,818,219	(243,259)	-1.9%
Net General Fund Surplus/(Deficit)	(1,339,220)	369,265	(1,152,426)	(929,128)	470,381	(1,958,959)		
Beginning Unassigned Fund Balance	4,027,443	2,688,223	3,057,488	3,057,488	3,057,488	3,527,869		
Ending Unassigned Fund Balance	2,688,223	3,057,488	1,905,062	2,128,360	3,527,869	1,568,910		
Actual Reserve Level	22.9%	27.6%	15.2%	16.3%	29.1%	12.2%		
RESERVE								
Policy Reserve Level (Minimum-15%)	1,763,812	1,660,395	1,878,223	1,959,222	1,818,142	1,922,733		

GENERAL FUND REVENUES DETAILED



Revenue Categories	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Property Tax									
3000 - Property Tax Secured / Unsecured		1,548,260	2,256,446	2,227,610	2,270,200	2,270,200	2,315,600	45,400	2.0%
3001 - Property Tax - RPTTF		384,411	20,717	-0	-0	-0	-0	-0	0.0%
3002 - Real Property Transfer Tax		79,547	59,493	60,000	45,000	45,000	50,000	5,000	11.1%
3004 - Property Tax in Lieu of VLF		838,311	865,696	866,000	908,000	908,000	926,000	18,000	2.0%
Sales Taxes									
3010 - Sales Tax-Bradley Burn		2,134,401	2,282,083	2,443,200	2,353,900	2,357,000	2,306,000	-47,900	-2.0%
3011 - Sales Tax-1/4 cent (T)		740,161	803,468	835,000	811,000	811,000	789,060	-21,940	-2.7%
3012 - Sales Tax-1/2 cent (Q)		1,488,249	1,619,793	1,679,600	1,626,000	1,626,000	1,586,000	-40,000	-2.5%
3014 - Sales Tax-Prop 172		91,860	110,828	115,500	117,000	113,900	113,500	-3,500	-3.0%
User Taxes									
3015 - Utility User Tax		695,399	732,660	694,000	730,000	799,000	900,500	170,500	23.4%
3016 - Utility User Tax (AB-1717)		2,173	1,268	2,000	1,500	1,500	1,500	-0	0.0%
3017 - Vehicle in lieu Tax		5,681	8,846	5,700	5,700	8,000	6,000	300	5.3%
Transient Occupancy Tax									
3020 - Transient Occupancy Tax		402,255	504,292	400,000	450,000	450,000	500,000	50,000	11.1%
Franchise Fees									
3050 - Garbage Franchise		207,633	211,143	215,000	215,000	215,000	215,000	-0	0.0%
3051 - PG&E Franchise		84,700	118,275	84,000	84,000	113,500	120,000	36,000	42.9%
3052 - Cable TV Franchise		70,834	76,089	71,000	71,000	71,000	75,000	4,000	5.6%
Licenses & Permits									
3101 - Business License		133,311	134,760	135,000	140,000	140,000	135,000	-5,000	-3.6%
3102 - Business License-Late Fees		3,638	9,433	-0	-0	5,000	2,500	2,500	0.0%
3103 - Building Permits		343,106	281,602	200,000	500,000	500,000	300,000	-200,000	-40.0%
3104 - Pet Shelter Release Fee		2,045	2,020	-0	100	100	2,000	1,900	1900.0%
Fines & Special Assessments									
3105 - Vehicle Code Fines		16,415	15,868	8,500	8,500	8,500	15,000	6,500	76.5%
3106 - Criminal Fines		14,024	11,584	4,500	10,700	15,000	11,000	300	2.8%
3107 - Parking Violation Fines		11,800	12,800	10,600	10,600	11,000	12,000	1,400	13.2%
3110 - Business License - DSA 70% \$1		4,576	4,983	-0	-0	5,100	5,000	5,000	0.0%
3202 - State Mandated Cost Reimb		3,793	4,809	4,300	4,300	4,300	4,500	200	4.7%
Intergovernmental Revenues									
3203 - POST Reimbursement		1,830	2,212	1,800	1,800	3,000	2,700	900	50.0%
3204 - Casino Mitigation		17,781	13,843	15,000	14,000	10,000	14,000	-0	0.0%
3206 - County Grant		370,000	92,265	-0	-0	-0	-0	-0	0.0%
3207 - State Grant		109,939	23,254	-0	-0	40,000	-0	-0	0.0%
3209 - Federal Grant	1	-0	176,094	917,850	917,850	917,850	-0	-917,850	-100.0%
Interest & Rents									
3300 - Interest Income		-37,229	-82,235	23,000	25,000	65,000	45,000	20,000	80.0%
3301 - Cell Tower Lease Rental		39,962	35,002	40,000	40,000	40,000	40,000	-0	0.0%
3302 - City Property Rental - Little League	2	1,902	2,013	2,000	2,000	2,000	2,300	300	15.0%
3304 - City Property Rental - Parking Space		540	770	500	500	500	500	-0	0.0%
3305 - City Property Rental - Palm Ave		3,000	3,000	3,000	3,000	3,000	2,000	-1,000	-33.3%
3401 - Plaza and Special Event Fees		3,275	12,990	3,300	3,300	5,000	5,000	1,700	51.5%
Charges for Services									
3404 - Credit Card Transaction Fee		500	-0	-0	-0	-0	-0	-0	0.0%
3405 - Finance Fee		7,133	8,136	7,000	7,000	7,000	8,000	1,000	14.3%
3406 - Pet Shelter Release Fee		2,215	1,940	1,800	1,800	-0	1,900	100	5.6%
3421 - Building Permit Fee		642	734	-0	-0	-0	-0	-0	0.0%
3425 - Fire Dept Fees		69,256	30,942	30,000	40,000	40,000	30,000	-10,000	-25.0%
3426 - Planning Fees		25,563	24,010	25,000	28,300	35,000	25,000	-3,300	-11.7%
3427 - Special Projects Plans/Specs		850	579	300	300	300	500	200	66.7%

GENERAL FUND REVENUES DETAILED



Revenue Categories	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
3428 - GIS Fees		140	160	-0	-0	300	200	200	0.0%
3441 - Encroachment Permits Fee		47,835	21,725	40,000	40,000	25,000	30,000	-10,000	-25.0%
3442 - Grading Permit Fee		650	-650	-0	-0	1,000	500	500	0.0%
3445 - Public Works Services		654	12,980	-0	-0	1,700	1,500	1,500	0.0%
3502 - Police Services		10,480	21,051	15,000	15,000	18,000	15,000	-0	0.0%
3504 - Impounded Vehicle Release Fee		4,300	3,180	2,500	2,500	2,350	2,500	-0	0.0%
3505 - Police Reports Copy Fee		3,355	2,600	-0	-0	2,500	2,000	2,000	0.0%
3507 - Police OT Reimbursement		-0	7,180	-0	-0	-0	7,000	7,000	0.0%
3607 - Other Charges		-0	34,825	-0	-0	-0	-0	-0	0.0%
Miscellaneous Revenue									
3801 - Sales of Surplus Equipment		-0	4,171	-0	25,000	32,000	10,000	-15,000	-60.0%
3804 - Insurance Claims		13,050	596,087	-0	-0	232,000	5,000	5,000	0.0%
3805 - Miscellaneous Income		9,793	859	5,000	5,000	500	-0	-5,000	-100.0%
3806 - Donations & Contributions		231,647	30,500	-0	423,000	423,725	-0	-423,000	-100.0%
3807 - Rebates	³	8,613	13,740	10,000	10,000	10,000	10,000	-0	0.0%
3810 - Pool Expense Reimbursement	⁴	57,901	79,652	62,000	62,000	93,000	105,500	43,500	70.2%
Transfers In									
3999 - Transfers In		107,373	116,000	102,500	102,500	102,500	102,000	-500	-0.5%
TOTAL REVENUE		10,419,529	11,438,566	11,369,060	12,132,350	12,591,325	10,859,260	-1,273,090	-10.5%
¹ One time federal COVID (ARPA) fund not recurring in FY23-24 ² Little League Utilities Reimbursement. Expense located in Parks & Landscape in Public Works Department ³ EV Charging Stations expenses are house in Parking Lot in Public Works Department ⁴ Ives Pool Utilities & Chemical Reimbursement. Expenses located in Ives Pool Budget									



GENERAL FUND - TRANSFERS

Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
TRANSFERS IN/(OUT)								
Transfer in								
From Police Grant	107,373	116,000	100,000	100,000	100,000	100,000	-	0.0%
From Vehicle Abatement	-	-	2,500	2,500	2,500	2,000	(500)	-20.0%
From Vehicle & Buiding Reserve	-	-	-	-	-	-	-	0.0%
3999 - Transfers In	107,373	116,000	102,500	102,500	102,500	102,000	2,000	2.0%
Transfer out								
To Retirement Fund ¹	-	(28,000)	(100,000)	(100,000)	(100,000)	(100,000)	-	0.0%
To Bldg Facilities Infrs Fund	-	-	-	-	-	-	-	0.0%
To Staffing Reserve ²	-	-	-	-	-	(300,000)	(300,000)	0.0%
To Gas Tax	(8,800)	-	-	-	-	-	-	0.0%
To Capital Project Fund ³	(89,447)	(358,427)	(60,000)	(60,000)	(112,000)	(152,000)	(92,000)	153.3%
4999 - Transfers Out	(98,247)	(386,427)	(160,000)	(160,000)	(212,000)	(552,000)	(392,000)	245.0%
TOTAL TRANSFERS	9,127	(270,427)	(57,500)	(57,500)	(109,500)	(450,000)		
¹ Phase-in approach - Transfer to contribute to pension cost. The goal per NHA recommendation is \$400,000 by FY25-26 ² Newly established Staffing Reserve Fund to be set aside for future staffing needs ³ These are capital projects planned for FY23-24								
0130-22.08 Undergrounding Overhead Utilities - General Fund						1,500		
0701-34.00 Calder Creek Storm Drain and Outfall Maintenance - GF - Flood						115,000		
0701-51.00 Zimpher Creek Storm Drain and Outfall Maint						35,000		
0300-22.07 Purchase of Market Rate Units - General Fund						500		
Total						152,000		



BUILDINGS, FACILITIES & INFRASTRUCTURE RESERVE FUND

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	8,246	-19,741	2,000	2,000	35,000	-0	-2,000	-100.0%
Donations/Contributions	-0	-0	-0	-0	-0	20,000	20,000	0.0%
TOTAL REVENUE	8,246	-19,741	2,000	2,000	35,000	20,000	18,000	0.0%
OPERATING EXPENSES								
Contracted Services	-	-	-	-	-	-	-0	0.0%
Council Objectives	-	-	-	-	-	-	-0	0.0%
Transfers Out	23,705	8,806	100,000	100,000	88,400	295,500	195,500	81.8%
Capital Outlay	-	-	263,200	263,200	-	-	-263,200	-1645.0%
TOTAL OPERATING EXPENSE	23,705	8,806	363,200	363,200	88,400	295,500	-67,700	-18.6%
NET BUDGETARY RESULT	(15,459)	(28,547)	(361,200)	(361,200)	(53,400)	(275,500)		
Addition/(Use) of Reserves	(15,459)	(28,547)	(361,200)	(361,200)	(53,400)	(275,500)		
Beginning Fund Balance (Estimated)	1,025,247	1,009,788	981,241	981,241	981,241	927,841		
Ending Fund Balance (Estimated)	1,009,788	981,241	620,041	620,041	927,841	652,341		

Detail-Buidling, Facilities & Infrastructure								
Budget Expenditures								
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
4999 - Transfers Out	23,705	8,806	100,000	100,000	88,400	295,500	195,500	195.5%
5100 - Capital Outlay	-	-	263,200	263,200	-	-	(263,200)	-100.0%
TOTAL	23,705	8,806	363,200	363,200	88,400	295,500	(67,700)	-18.6%
0133-23.10 Sunset Ave at Taft, Analy HS	70,000							
0133-23.10 Sunset Ave at Taft, Analy HS - Donation	20,000							
0213-20.05 Youth Annex ADA Upgrades	7,500							
0214-20.07 City Hall ADA Upgrades	101,500							
0215-22.04 ADA Transition Plan Building Improvements	26,000							
0424-22.01 South Main St. Parklet	60,000							
0426-23.08 NEW: Burbank Farm: ADA Parking stall and path	10,500							
	295,500							

EQUIPMENT, TECHNOLOGY & VEHICLE RESERVE FUND



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	206,134	93,942	-0	38,000	-0	-0	-38,000	-100.0%
Interest & Rents	7,315	-18,390	2,000	2,000	28,500	-0	-2,000	-100.0%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	213,449	75,552	2,000	40,000	28,500	-0	-40,000	-100.0%
OPERATING EXPENSES								
Transfers Out	-	-	-	-	-	-	-	0.0%
Capital Outlay	-	389,241	80,000	110,075	75,000	-	(110,075)	-100.0%
TOTAL OPERATING EXPENSE	-	389,241	80,000	110,075	75,000	-	(110,075)	-100.0%
NET BUDGETARY RESULT	213,449	(313,690)	(78,000)	(70,075)	(46,500)	-		
Addition/(Use) of Reserves	213,449	(313,690)	(78,000)	(70,075)	(46,500)	-		
Beginning Fund Balance (Estimated)	1,007,839	1,221,288	907,599	907,599	907,599	861,099		
Ending Fund Balance (Estimated)	1,221,288	907,599	829,599	837,524	861,099	861,099		

Detail - Vehicle									
Budget Expenditures									
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
5100 - Capital Outlay	1	-	389,241	80,000	110,075	75,000	-	(110,075)	-100.00%
TOTAL		-	389,241	80,000	110,075	75,000	-	(110,075)	-100.00%

¹ A deposit of the \$300,000 Purchase/Lease for Type 1 Fire Engine can be paid from this reserve. The cost of a full Type 1 Engine is approximately \$990,000

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PENSION AND OPEB FUND 105



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	-1,461	-133,482	-0	-0	-0	-0	-0	0.0%
Miscellaneous Revenue	500	-0	-0	-0	-0	-0	-0	0.0%
Transfers In	-0	28,000	100,000	100,000	100,000	100,000	-0	0.0%
TOTAL REVENUE	-961	-105,482	100,000	100,000	100,000	100,000	-0	0.0%
OPERATING EXPENSES								
							-0	0.00%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-0	0.00%
NET BUDGETARY RESULT	(961)	(105,482)	100,000	100,000	100,000	100,000		
Addition/(Use) of Reserves	(961)	(105,482)	100,000	100,000	100,000	100,000		
Beginning Fund Balance (Estimated)	2,819,419	2,818,458	2,712,976	2,712,976	2,712,976	2,812,976		
Ending Fund Balance (Estimated)	2,818,458	2,712,976	2,812,976	2,812,976	2,812,976	2,912,976		

STAFFING RESERVE FUND 106



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	-0	-0	-0	-0	-0	-0	-0	0.0%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	300,000	300,000	0.0%
TOTAL REVENUE	-0	-0	-0	-0	-0	300,000	300,000	0.0%
OPERATING EXPENSES								
							-0	0.00%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-0	0.00%
NET BUDGETARY RESULT	-	-	-	-	-	300,000		
Addition/(Use) of Reserves	-	-	-	-	-	300,000		
Beginning Fund Balance (Estimated)	-0	-0	-0	-0	-0	-0		
Ending Fund Balance (Estimated)	-	-	-	-	-	300,000		

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CITY COUNCIL



The City of Sebastopol was incorporated in 1902 pursuant to the general laws of California, and therefore is known as a “general law city.”

General Law cities are governed by a council of at least five members, and managed by a city manager, city clerk, city treasurer and any subordinate officers or employees in accordance with the law.

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

CITY COUNCIL DEPARTMENT

General Statement:

While budget table contained worksheet to provide the cost of each category for the department, this budget narrative gives the reader overall perspective of this year budget process as we navigate through a very difficult budget year addressing the structural deficit and how it will impact each department in various ways.

Original From Department:

The City Council Department proposed the following budget:

1. Proposed City issued cell phone for all City Councilmembers
2. Status quo for all dues and subscriptions
3. Continuation of STEP newsletter
4. Proposed conference and training for all councilmembers
5. Continue with annual council initiatives
6. Status quo on community benefit grant including sponsorship support, fully funded shuttle fare subsidy

Reductions: \$121,000 Reduction from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructing each department to return to their proposed budget and find additional savings to find a collective savings of at least \$1.5M. The portion of that reduction for the City Council budget was \$33,494 to be eliminated from the budget. The following items were removed from the initial budget and are not included in the proposed budget. The City Council budget achieved the reductions requirement as requested by the Budget Committee. Significant changes are as follows (this is not an exhaustive list):

1. \$5,350 - Removal of City-issued cell phone cost. This will require the continued use of personal cell phones for Councilmembers as well as affidavits from Councilmembers for any Public Records Act Requests (PRAs)
2. \$2,150 – Elimination of some subscriptions due to budget challenges: Cittaslow International, Sonoma County GoLocal Cooperative, North Bay Business Journal were recommended for suspension. City staff has reached out to Cittaslow International to see if there would be any detriment to suspension of these dues. As of the writing of this report a response has not been provided.
3. \$2,800 – Proposed reduction for the STEP newsletter to be posted on the City website but not distributed through the City utility billing as it is currently as well as the yearly postcard be an electronic card on the website that can be filled out online and then emailed to the volunteer for a recap of what has been submitted. The volunteer has submitted emails to the City Council advocating for the continuation of the STEP newsletter in its current format.
4. \$10,925 – Reduction in conferences. It is proposed that only two Councilmembers be authorized to attend the two annual conferences. This would require that the Council determine in advance which Councilmembers would attend the two scheduled conferences. If there are additional conferences/meetings not budgeted for, it would require that the Council discuss attendance through the agenda process.
5. \$2,500 – Suspend the annual Council initiatives. This fund was allocated for each Councilmember to have \$500 to be allocated to an organization of their choice. It is recommended this program be suspended or permanently removed.

6. \$103,400 – Reduction in funding of community benefit grant. The budget committee reviewed \$106,400 in requests for funding from organizations to help support their programs. It was found that in error one organization was not 501C3 and should not have been funded in the past and were removed from this year’s discussion. It is proposed that the remainder of the requestors receive \$500 in light of this year’s City budget situation. The resulting total allocated in the proposed budget for community benefit grants is \$3,000.
7. \$15,000 - Reduction in sponsorship grant support. It was recommended that the sponsorship program be suspended or permanently removed as each request can be reviewed on a case by case basis.
8. \$7,500 – Reduction in shuttle fare subsidy. This amount was reduced based upon ridership invoices from Sonoma County transit. This reduction leaves \$7,500 for the shuttle fare subsidy. To the extent this allocation proves insufficient to cover actual ridership, additional funding could be considered by the Council at Mid-Year Budget review.

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SUMMARY - CITY COUNCIL

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	18,300	18,000	18,000	18,000	18,000	18,000	18,000	-	0.0%
Benefits	36,976	38,623	34,492	34,492	29,735	26,947	26,947	(7,545)	-25.4%
Professional Contracted Services	65,131	62,805	75,500	75,500	55,000	71,050	63,300	(12,200)	-22.2%
Services & Supplies	27,418	19,474	17,050	17,050	15,950	17,265	12,465	(4,585)	-28.7%
Equipment Rental/Maintenance	4,706	4,699	4,700	4,700	3,500	4,700	3,500	(1,200)	-34.3%
Conference & Training Expense	1,670	2,000	11,500	11,500	7,500	12,175	5,550	(5,950)	-79.3%
Telecommunications	7,920	7,283	9,800	9,800	9,800	8,940	2,460	(7,340)	-74.9%
Council Objectives	105,846	223,255	367,475	387,475	376,875	178,722	50,300	(337,175)	-89.5%
Allocated Insurance	15,041	14,846	15,700	15,700	15,700	22,075	22,210	6,510	41.5%
Total Expense	283,008	390,986	554,217	574,217	532,060	359,874	204,732	(369,485)	-69.4%

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City Council										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time		18,300	18,000	18,000	18,000	18,000	18,000	18,000	-	0.0%
Benefits										
4101 - Health in Lieu	1	10,653	20,450	17,192	17,192	14,267	10,280	10,280	(6,912)	-40.2%
4105 - Medicare & Fica		1,400	1,377	1,400	1,400	1,400	1,377	1,377	(23)	-1.6%
4130 - Health Insurance		21,101	10,044	10,325	10,325	9,350	9,504	9,504	(821)	-8.0%
4150 - Dental Insurance		3,098	5,772	4,450	4,450	3,733	4,666	4,666	216	4.9%
4151 - Vision Insurance		392	649	550	550	650	540	540	(10)	-1.8%
4183 - EAP (Employee Asst Prog)		170	170	175	175	170	175	175	(0)	0.0%
4184 - Life Insurance		162	162	400	400	165	405	405	5	1.3%
Contracted Services										
4210 - Professional Contract Services	2	51,338	48,217	62,000	62,000	50,000	55,800	55,800	(6,200)	-10.0%
4212 - Internet & Network /Technology Maint	3	-	-	3,500	3,500	-	5,250	-	(3,500)	-100.0%
4250 - Publications/Legal Notices	4	13,793	14,588	10,000	10,000	5,000	10,000	7,500	(2,500)	-25.0%
Services & Supplies										
4310 - Office Supplies		460	907	1,700	1,700	600	1,700	1,700	-	0.0%
4330 - Misc Supplies & Services	5	2,204	362	3,000	3,000	3,000	4,150	1,500	(1,500)	-50.0%
4340 - Postage & Printing		72	70	-	-	-	100	100	100	0.0%
4345 - Dues & Subscriptions	6	24,682	18,135	12,350	12,350	12,350	11,315	9,165	(3,185)	-25.8%
Conference & Training Expense										
4510 - Conference & Training	7	1,670	50	5,500	5,500	5,500	3,125	1,250	(4,250)	-77.3%
4515 - Meetings & Travel	8	-	1,950	6,000	6,000	2,000	9,050	4,300	(1,700)	-28.3%
Telecommunications										
4750 - Telecommunications	3-1	7,920	7,283	9,800	9,800	9,800	8,940	2,460	(7,340)	-74.9%
Council Objectives										
4800 - Council Approved Initiatives	9	2,250	-	2,500	2,500	2,500	2,500	-	(2,500)	-100.0%
4820 - Community Grants Program	10	93,950	96,364	99,375	99,375	99,375	106,422	3,000	(96,375)	-97.0%
4890 - Other Community Support	11	9,646	126,891	265,600	285,600	275,000	69,800	47,300	(238,300)	-83.4%
Allocated Insurance										
4996 - Allocated Liability Insurance	12	13,315	13,377	14,000	14,000	14,000	20,210	20,450	6,450	46.1%
4997 - Allocated Wrkrs Comp Insurance	12	1,727	1,469	1,700	1,700	1,700	1,865	1,760	60	3.5%
Total Operation		278,302	386,286	549,517	569,517	528,560	355,174	201,232	(368,285)	-64.7%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	13	4,706	4,699	4,700	4,700	3,500	4,700	3,500	(1,200)	-25.5%
Total Fund 124		4,706	4,699	4,700	4,700	3,500	4,700	3,500	(1,200)	-25.5%
TOTAL DEPARTMENT		283,008	390,986	554,217	574,217	532,060	359,874	204,732	(369,485)	-64.3%
G&A Allocation										
500 - Water Enterprise Fund	12%	32,238	31,121	33,110	33,110	30,427	34,245	18,472		
510 - WasteWater Enterprise Fund	14%	37,614	36,310	38,628	38,628	35,498	39,952	21,551		
Total G&A Allocation		69,852	67,431	71,738	71,738	65,926	74,197	40,022		
Total Department Expenses	80%	213,156	323,555	482,479	502,479	466,134	285,677	164,710	(337,769)	-67.2%

¹ Health insurance reimbursement to Councilmembers. This was decreased as fewer Councilmembers elected for Coverage

² STEP newsletter cost is proposed to be eliminated from utility billing insert and printing. STEP newsletter should be posted to the website in compliance of zero waste effort. Since this was a Council program historically, the proposed reduction should be discussed to the full Council for consideration of removal of such item from the budget. This would assume that the volunteer is willing to continue to do newsletter if it was only on website. Would require staff time to upload newsletter to web site; creation of fillable forms for public feedback yearly.

³ Originally proposed for all councilmembers to have city issued cell phone to allow the ability to separate city business vs. personal for PRA purposes. The budget committee recommended removal of the proposed request for Cell Phone and Cell Phone Service and City will continue the requirement of requiring Councilmembers to Affirm that they have or have not any responsive records to a Public Records Act Request (PRA).

³⁻¹ The cost of cell phone services would be expensed in this line item.

⁴ This amount was reduced based on the current estimated year end expenditures for FY 22-23.

⁵ This amount was reduced based on the average spending of 2 years prior, which includes reduction in paper, toner, ink, etc.

⁶ It is recommended that the subscriptions for Cittaslow International; (\$1,800), Northbay Business Journal (\$150), and Sonoma County GoLocal Cooperative (\$200) be suspended. Cittaslow has not responded to our requests as to what would happen if this was suspended; North Bay Business Journal can be found on line for some articles; and the City has not seen a benefit for GoLocal subscription.

⁷ Only budget for 2 members for registration to attend conference in FY23-24

⁸ This is the cost of lodging for 2 councilmembers

⁹ Historically, each councilmember received \$500 that could be recommended to be given to any organization at each council's discretion upon approval of the entire Council. Due to the current budget constraint, it is proposed suspension of council initiative program of \$2,500.

¹⁰ Due to budget challenges, it is recommended to fund the Community Benefit Program of \$500 each to be fair and equitable to all requestors.

¹¹ Proposed to suspend the \$15,000 of the City sponsorship program. Although it is requested that this program be suspended, requests for sponsorships could be considered by the entire Council on a case by case basis at a publicly noticed Council meeting.

It is also recommended that the contribution to Sonoma County Transit be reduced to \$7,500 based upon the most recent quarterly invoices and ridership details (Ridership breakdown-Adults 952 | Youth 522 | Senior 1276). City Administration will discuss with Sonoma County Transit the continuation of the free shuttle fare based upon this reduced contribution.

¹² Allocated insurance distributed based on premium for next year programs renewals.

- General Liability - based on prior year department actual expenditures
- Worker's Compensation - based on payroll experience

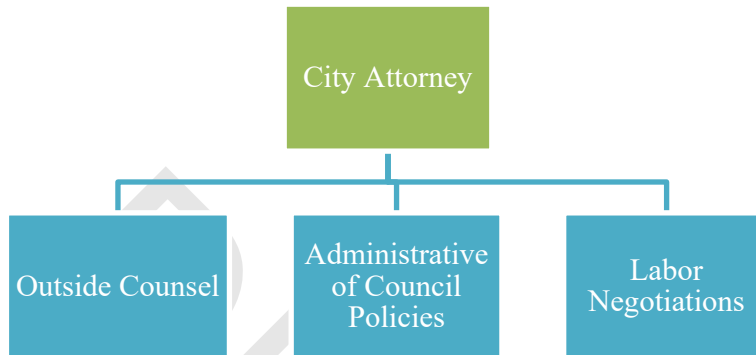
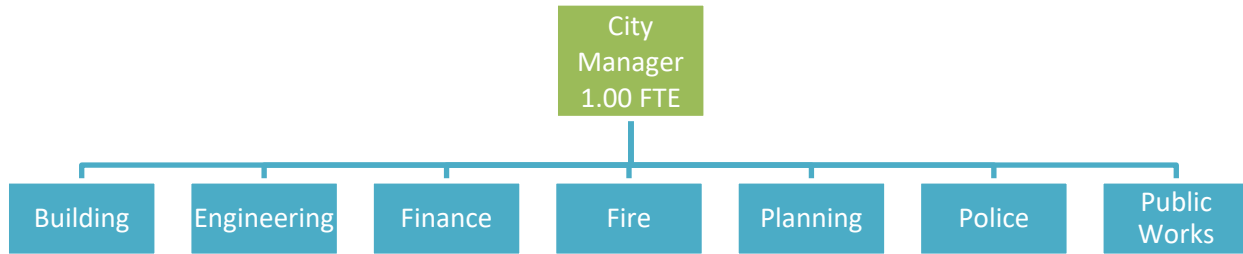
¹³ Department achieved savings due to elimination of one copier machine

City Council				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		400	\$ 104,110	\$ 132,675
4210 - Professional Contract Services				
4210 - Professional Contract Services	Closed Captioning (Average 5 hours meeting x 24 reg meeting @ \$185/hour)	120	\$ 185	\$ 22,200
4210 - Professional Contract Services	SCCC Council Meeting Support (Setup/Break-down & add'l special mtgs)	0	\$ 3,780	\$ -
4210 - Professional Contract Services	Videographer (Average 8 hours for 2 tech x 30 meetings @ \$140/hour)	240	\$ 140	\$ 33,600
Total 4210 - Professional Contract Services		360	\$ 4,105	\$ 55,800
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	Cell Phone for all CC members	0	\$ 350	\$ -
Total 4212 - Internet & Network /Technology Maint		0	\$ 350	\$ -
4250 - Publications/Legal Notices				
4250 - Publications/Legal Notices	Legal Ads & Public Hearing Notices	1	\$ 7,500	\$ 7,500
Total 4250 - Publications/Legal Notices		1	\$ 7,500	\$ 7,500
4310 - Office Supplies				
4310 - Office Supplies	Misc Routine Supplies (Plagues, Record Retention Boxes, Tapes for label)	1	\$ 1,200	\$ 1,200
4310 - Office Supplies	Paper Allocation	1	\$ 500	\$ 500
Total 4310 - Office Supplies		2	\$ 1,700	\$ 1,700
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Shirts/City Stickers	1	\$ 1,000	\$ 1,000
4330 - Misc Supplies & Services	STEP Newsletters	1	\$ 500	\$ 500
Total 4330 - Misc Supplies & Services		2	\$ 1,500	\$ 1,500
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Annual Dropbox	1	\$ 125	\$ 125
4345 - Dues & Subscriptions	Annual Zoom Large Meeting (1 Seat + Large Meeting)	1	\$ 685	\$ 685
4345 - Dues & Subscriptions	Association of Bay Area Govt (ABAG)	1	\$ 2,750	\$ 2,750
4345 - Dues & Subscriptions	Chamber of Commerce	1	\$ 250	\$ 250
4345 - Dues & Subscriptions	League of California Cities	1	\$ 5,200	\$ 5,200
4345 - Dues & Subscriptions	Sister Cities International - SWF	1	\$ 155	\$ 155
Total 4345 - Dues & Subscriptions		6	\$ 9,165	\$ 9,165
4510 - Conference & Training				
4510 - Conference & Training	League of California Cities Conference Registration	2	\$ 625	\$ 1,250
Total 4510 - Conference & Training		2	\$ 625	\$ 1,250
4515 - Meetings & Travel				
4515 - Meetings & Travel	League of California Cities Conference (Air/Hotel/Transportation)	2	\$ 1,000	\$ 2,000
4515 - Meetings & Travel	M&C Bi-Monthly Meeting (\$50 x 2 x 5)	2	\$ 250	\$ 500
4515 - Meetings & Travel	M&C Meeting Supplies (Hosting in 2025)	0	\$ 750	\$ -
4515 - Meetings & Travel	Misc Travel Mileage Reimbursement	1	\$ 500	\$ 500
Total 4515 - Meetings & Travel		5	\$ 2,500	\$ 3,000
4750 - Telecommunications				
4750 - Telecommunications	City Issued CC Members Cell Phone Services	0	\$ 720	\$ -
4750 - Telecommunications	Livestreaming Annual Fee	1	\$ 2,400	\$ 2,400
4750 - Telecommunications	Main Fax Line (Shared)	12	\$ 5	\$ 60
4750 - Telecommunications	Youth Annex (Comcast Internet)	0	\$ 240	\$ -
Total 4750 - Telecommunications		13	\$ 3,365	\$ 2,460
4800 - Council Approved Initiatives				
4800 - Council Approved Initiatives	Council Initiative (\$250/each)	0	\$ 500	\$ -
Total 4800 - Council Approved Initiatives		0	\$ 500	\$ -
4820 - Community Grants Program				
4820 - Community Grants Program	Ceres Community Project - Healing Meals for Healthy Communities ^a	0	\$ -	\$ -
4820 - Community Grants Program	Kiwanis Club - 50th Anniversary of Fireworks Show ^b	0	\$ -	\$ -
4820 - Community Grants Program	Peacetown - Summer Concerts	1	\$ 500	\$ 500
4820 - Community Grants Program	Rebuilding Together	1	\$ 500	\$ 500
4820 - Community Grants Program	Sebastopol Chamber - ABF & Parade ^c	0	\$ -	\$ -
4820 - Community Grants Program	Sebastopol Sea Serpents - Rent Relief	1	\$ 500	\$ 500

City Council		*			
Object Details					
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total	
4820 - Community Grants Program	Sebastopol Union School District - Rainbow House Student Support Program ^d	0	\$ -	\$ -	
4820 - Community Grants Program	Sebastopol World Friends	1	\$ 500	\$ 500	
4820 - Community Grants Program	Slow Food Russian River - Save the Gravenstein	1	\$ 500	\$ 500	
4820 - Community Grants Program	Western Sonoma County Historical Society	1	\$ 500	\$ 500	
Total 4820 - Community Grants Program		6	\$ 3,000	\$ 3,000	
4890 - Other Community Support					
4890 - Other Community Support	Homeless Outreach (shared cost)	1	\$ 36,800	\$ 36,800	
4890 - Other Community Support	M&C Clerk Position Share Cost	1	\$ 3,000	\$ 3,000	
4890 - Other Community Support	Local Electric Shuttle Fare Subsidy	0.5	\$ 15,000	\$ 7,500	
4890 - Other Community Support	Sponsorship Program	0	\$ 15,000	\$ -	
Total 4890 - Other Community Support		2.5	\$ 69,800	\$ 47,300	
^{a.} Based upon the review of Ceres financial support, without support from the city, the organization would still have other means and support as well as CERES may be moving to outside the city of Sebastopol					
^{b.} As a courtesy the Kiwanis Club has elected to be removed from consideration					
^{c.} The organization is not being funded due to not being a 501c3 status					

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CITY MANAGER

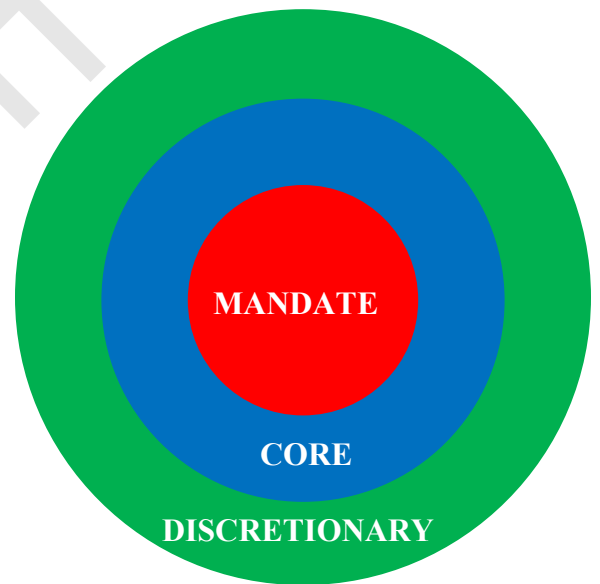


DEPARTMENT SERVICES MODEL

CITY MANAGER & CITY ATTORNEY

MANDATED

- Serve as administrative head of the City under the direction and control of the City Council
- Implement all policy decisions and directives of the City Council
- Enforce all laws and ordinances of the City
- Ensure all franchises, contracts, permits and privileges granted by the City Council are faithfully observed
- Appoint and oversee all executive management positions
- Responsible for legal advice and representation of the City Council and all city departments
- Coordinates all legal representation of the City, including outside counsel, if needed.
- Prepare all ordinances and other legal documents for Council consideration
- Review contract documentation and insurance requirements of city contractors.
- Providing Brown Act Guidance to City council and City staff
- Providing conflict of interest guidance to City Council



CORE

- Meet and review of agenda with Agenda Review Committee
- In consultation with Budget Committee, develop City's annual budget
- Oversees preparation of City's long term capital improvement plans and financing strategy
- Oversees and manages programs to assure economic development and financial vitality of the City
- Represent City Council with employees, community groups, individual members of the public, and other governmental agencies
- Manage all aspects of City's personnel function
- Oversee negotiation and management of service contracts and leasing agreements
- Serve as City's representative on a variety of boards and commissions
- Evaluate City operations to maximize delivery of City services
- Carryout City Council long-term goal and priorities plan
- Serving as legal advisor to City council and City staff
- Responding to all public inquiries and Public Records Act Requests.
- Continuing education on public law, land use law, conflict of interest laws,

DISCRETIONARY

- City Manager & City Attorney are not performing discretionary functions

Major Accomplishment in 2022-23

- ✓ Successfully extended Measure N tax measure
- ✓ Successfully managed the Fire Department Study
- ✓ Hired a Police Chief
- ✓ Hired an Interim Fire Chief

Goals and Objective for 2023-24

- Continue to manage costs and emphasize high quality customer service
- Complete performance evaluation backlog

CITY MANAGER | CITY ATTORNEY DEPARTMENT

General Statement:

While budget table contained worksheet to provide the cost of each category for the department, this budget narrative gives the reader overall perspective of this year budget process as we navigate through a very difficult budget year addressing the structural deficit and how it will impact each department in various ways.

Original From Department:

The City Manager Department proposed the following budget:

1. Status Quo

Reductions: \$347,000 Increase from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructing each department to return to their proposed budget and find additional savings to find a collective savings of at least \$1.5M. The portion of that reduction for the City Manager budget was \$27,095 to be eliminated from the budget. It was a challenge for the City Manager/City Attorney to meet the reduction as requested by the Budget Committee. One reason was that this department budget required an increase due to the need to provide for unavoidable expenses resulting from the retirement of the City's current City Manager/City Attorney and the need to hire a new City Manager and retain new City Attorney services. Significant changes are as follows (this is not an exhaustive list):

1. + \$169,000 - This is the estimated increase in base salary and benefit expenses for a new City Manager position following the retirement of the current City Manager. City Manager proposed total compensation is as follows:
 - a. Base-Salary \$285,000
 - b. Benefits - \$107,000 (assuming a "classic" personnel)
2. + \$45,000 Executive Firm Contract for Recruitment for City Manager position
3. + \$325,000 - Based upon current litigation, litigation cost were increased to \$625,000.
 - a. \$300,000 has been set aside for routine City Attorney Firm Services (utilization of \$78,000 as discussed in Item 7 below will help to fund the \$300,000 in City Attorney firm Services.
 - b. \$325,000 for specialized cases.
4. \$4,700 - City will not be participating in Shared MMO-Federal Legislature for COVID-19. This is a shared cost between multiple agencies for lobbyist consultant. The mission of the lobbyist is to strengthen and foster vibrant communities by working alongside local elected officials, businesses and community partners to develop a comprehensive federal program that is focused on identifying the top priorities in each community and co-create a data-driven, federal strategy to meet those priorities.
5. \$250 - Reduction in Office Supplies.
6. \$900 - Reduction in Cellular Service/Hot Spot due to returning in person office hours for City Manager.
7. \$78,000 - The incumbent serves in a combined position of City Manager/City Attorney which is being allocated 75/25 between each department. In the new fiscal year and going forward, the City Attorney position (whether city employee or attorney firm) will be a separate and distinct position and the allocation of 25% was eliminated to accurately reflect the two distinct positions.

SUMMARY - CITY MANAGER

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	146,388	158,117	167,950	167,950	167,950	170,277	298,900	130,950	78.0%
Benefits	53,545	72,624	69,400	69,400	69,400	69,750	107,056	37,656	54.3%
Professional Contracted Services	191,884	65,333	52,500	52,500	56,975	55,200	90,500	38,000	72.4%
Services & Supplies	684	9,132	9,700	9,700	9,010	9,150	9,150	(550)	-5.7%
Equipment Rental/Maintenance	4,706	4,699	4,800	4,800	3,500	4,800	3,500	(1,300)	-27.1%
Conference & Training Expense	-	45	-	-	-	800	800	800	0.0%
Telecommunications	3,344	3,348	3,360	3,360	3,360	3,720	2,820	(540)	-16.1%
Allocated Insurance	25,877	28,309	36,600	36,600	36,600	34,945	51,225	14,625	40.0%
Total Expense	426,428	341,607	344,310	344,310	346,795	348,642	563,951	219,641	63.8%

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City Manager										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	146,325	158,117	164,200	164,200	161,165	167,777	296,400	132,200	80.5%
4017 - Salaries - COVID-19		63	-	-	-	3,035	-	-	-	0.0%
4023 - One Time Payment	2	-	-	3,750	3,750	3,750	2,500	2,500	(1,250)	-33.3%
Benefits										
4105 - Medicare & Fica	3	2,213	2,376	2,250	2,250	2,250	2,433	4,298	2,048	91.0%
4106 - Vehicle Allowance		3,850	4,200	-	-	-	-	-	-	0.0%
4107 - Electronic Allowance		880	960	1,800	1,800	1,800	1,350	-	(1,800)	-100.0%
4110 - CalPERS Employer Rate		25,968	40,587	40,115	40,115	40,115	39,016	65,345	25,230	62.9%
4121 - Deferred Compensation		1,200	3,583	3,150	3,150	3,150	3,150	-	(3,150)	-100.0%
4130 - Health Insurance		13,348	14,782	15,800	15,800	15,800	17,355	28,915	13,115	83.0%
4140 - Retiree Health Insurance OPEB		3,733	3,733	3,800	3,800	3,800	3,733	3,733	(67)	-1.8%
4150 - Dental Insurance		1,252	1,310	1,400	1,400	1,400	1,339	3,164	1,764	126.0%
4151 - Vision Insurance		162	162	150	150	150	153	348	198	132.0%
4181 - Long Term Disability Insurance		596	596	600	600	600	795	795	195	32.5%
4182 - Short Term Disability Insurance		279	276	250	250	250	310	342	92	36.8%
4183 - EAP (Employee Asst Prog)		33	27	25	25	25	35	35	10	40.0%
4184 - Life Insurance		32	32	60	60	60	81	81	21	35.0%
Contracted Services										
4210 - Professional Contract Services	4	4,561	4,650	500	500	4,975	5,200	500	-	0.0%
4212 - Internet & Network /Technology Maint		2,584	329	-	-	-	-	-	-	0.0%
4230 - Recruitment	5	-	-	-	-	-	-	45,000	45,000	0.0%
Services & Supplies										
4310 - Office Supplies	6	159	-	500	500	50	250	250	(250)	-50.0%
4330 - Misc Supplies & Services	7	525	347	300	300	-	-	-	(300)	-100.0%
4345 - Dues & Subscriptions		-	8,785	8,900	8,900	8,960	8,900	8,900	-	0.0%
Conference & Training Expense										
4510 - Conference & Training	8	-	-	-	-	-	500	500	500	0.0%
4515 - Meetings & Travel	8	-	45	-	-	-	300	300	300	0.0%
Telecommunications										
4750 - Telecommunications	9	3,344	3,348	3,360	3,360	3,360	3,720	2,820	(540)	-16.1%
Allocated Insurance										
4996 - Allocated Liability Insurance	10	12,064	16,924	21,100	21,100	21,100	17,660	17,875	(3,225)	-15.3%
4997 - Allocated Wrkrs Comp Insurance	10	13,813	11,385	15,500	15,500	15,500	17,285	33,350	17,850	115.2%
Total Operation		236,983	276,554	287,510	287,510	291,295	293,842	515,451	227,941	79.3%
Contracted Services										
4210 - Professional Contract Services		184,739	60,354	52,000	52,000	52,000	50,000	45,000	(7,000)	-13.5%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	11	4,706	4,699	4,800	4,800	3,500	4,800	3,500	(1,300)	-27.1%
Total Fund 124		189,445	65,053	56,800	56,800	55,500	54,800	48,500	(8,300)	-14.6%
TOTAL DEPARTMENT		426,428	341,607	344,310	344,310	346,795	348,642	563,951	219,641	63.8%
G&A Allocation										
500 - Water Enterprise Fund	20%	47,399	52,400	57,502	57,502	58,259	58,768	103,090		
510 - WasteWater Enterprise Fund	20%	47,399	52,400	57,502	57,502	58,259	58,768	103,090		
Total G&A Allocation		94,798	104,800	115,004	115,004	116,518	117,537	206,180		
Total Department Expenses	60%	331,630	236,807	229,306	229,306	230,277	231,105	357,770	128,464	56.0%

¹ City Manager proposed compensation as follows:

- Base-Salary \$285,000
- Benefits - \$107,000 (assuming a classic personnel)

² COVID Retention one-time payment based on employee contract.

³ COVID Retention one-time payment based on employee contract.

⁴ City will not be participating in Shared MMO-Federal Legislature for COVID-19. This is a shared cost between multiple agencies for lobbyist consultant. The mission of lobbyist is to strengthen and foster vibrant communities by working alongside local elected officials, businesses and community partners to develop a comprehensive federal program that is focused on identifying the top priorities in each community and co-create a data-driven, federal strategy to meet those priorities.

⁵ This cost is proposed to pay for an Executive Firm to conduct a Recruitment for City Manager position

⁶ Minimal office supplies to be purchased for a new employee such as business cards, name tags, etc.

⁷ Based on current expenditure, do not see the need for any budget with this line item. Can be absorbed in routine supplies.

⁸ Cost for City Manager meetings and attendance of M&C Association events.

⁹ Department achieved savings due to cancelation of cell service hotspot rental

¹⁰ Allocated insurance distributed based on premium for next year programs renewals.

- General Liability - based on prior year department actual expenditures
- Worker's Compensation - based on payroll experience

¹¹ Department achieved savings due to elimination of one copier machine

City Manager					
Object Details					
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total	
Grand Total		45	101,585	103,270	
4210 - Professional Contract Services					
	2023 Required Annual Homeless Count	1	500	500	
	Communication Outreach Coordinator Contract - Routine	1	40,000	40,000	
	Communication Outreach Coordinator Contract - Special Project	1	5,000	5,000	45,000
Total 4210 - Professional Contract Services		3	45,500	45,500	
4230 - Recruitment					
	Executive Recruitment Cost	1	45,000	45,000	
4310 - Office Supplies					
	Routine Supplies (Paper/Calendar/Business Cards)	1	250	250	
Total 4310 - Office Supplies		1	250	250	
4345 - Dues & Subscriptions					
	ERC (Employment Relation Consortium) LCW Membership	1	900	900	
	RCPA Contribution	1	8,000	8,000	
Total 4345 - Dues & Subscriptions		2	8,900	8,900	
4510 - Conference & Training					
	City Manager Conference	1	500	500	
Total 4510 - Conference & Training		1	500	500	
4515 - Meetings & Travel					
	M&C Meetings Dinner	1	300	300	
Total 4515 - Meetings & Travel		1	300	300	
4750 - Telecommunications					
	Fax Line Shared	12	5	60	
	Hotspot Rental	-	900	-	
	Land Line Lease	12	30	360	
	Sonic Shared	12	200	2,400	
Total 4750 - Telecommunications		36	1,135	2,820	

SUMMARY - CITY ATTORNEY

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	48,797	52,707	55,975	55,975	54,725	58,425	-	(55,975)	-100.0%
Benefits	15,046	20,193	21,900	21,900	21,765	22,057	-	(21,900)	-100.0%
Professional Contracted Services	90,750	289,988	150,000	235,000	380,000	300,000	625,000	390,000	166.0%
Services & Supplies	764	499	650	650	600	600	600	(50)	-7.7%
Allocated Insurance	9,972	11,963	13,300	13,300	13,300	25,165	19,640	6,340	47.7%
Total Expense	165,330	375,350	241,825	326,825	470,390	406,248	645,240	318,415	97.4%

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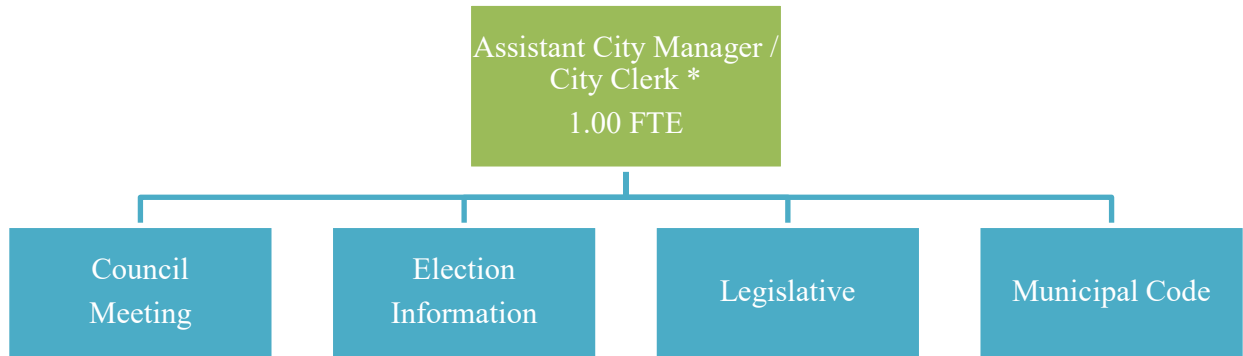
City Attorney										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	¹	48,776	52,707	54,725	54,725	53,713	55,926	-	(54,725)	-100.0%
4017 - Salaries - COVID-19		21	-	-	-	1,012	-	-	-	0.0%
4023 - One Time Payment		-	-	1,250	1,250	-	2,500	-	(1,250)	-100.0%
Benefits										
4105 - Medicare & Fica		709	767	750	750	750	811	-	(750)	-100.0%
4107 - Electronic Allowance		-	-	-	-	-	450	-	-	0.0%
4110 - CalPERS Employer Rate		8,611	13,296	13,875	13,875	13,875	13,005	-	(13,875)	-100.0%
4121 - Deferred Compensation		-	184	1,050	1,050	1,050	1,050	-	(1,050)	-100.0%
4130 - Health Insurance		4,991	5,182	5,350	5,350	5,350	5,785	-	(5,350)	-100.0%
4150 - Dental Insurance		382	414	380	380	380	446	-	(380)	-100.0%
4151 - Vision Insurance		49	51	50	50	50	51	-	(50)	-100.0%
4181 - Long Term Disability Insurance		199	199	335	335	200	278	-	(335)	-100.0%
4182 - Short Term Disability Insurance		85	82	80	80	80	65	-	(80)	-100.0%
4183 - EAP (Employee Asst Prog)		8	8	10	10	10	35	-	(10)	-100.0%
4184 - Life Insurance		10	9	20	20	20	81	-	(20)	-100.0%
Contracted Services										
4214 - Litigation Expense	²	90,750	289,988	150,000	235,000	380,000	300,000	625,000	390,000	166.0%
Services & Supplies										
4330 - Misc Supplies & Services		764	499	650	650	600	600	600	(50)	-7.7%
Allocated Insurance										
4996 - Allocated Liability Insurance	³	5,361	8,107	8,100	8,100	8,100	19,400	19,640	11,540	142.5%
4997 - Allocated Wrks Comp Insurance	³	4,611	3,856	5,200	5,200	5,200	5,765	-	(5,200)	-100.0%
Total Operation		165,330	375,350	241,825	326,825	470,390	406,248	645,240	318,415	97.4%
TOTAL DEPARTMENT		165,330	375,350	241,825	326,825	470,390	406,248	645,240	318,415	97.4%
G&A Allocation										
500 - Water Enterprise Fund	5%	7,752	12,938	12,091	16,341	23,520	20,312	32,262		
510 - WasteWater Enterprise Fund	3%	4,652	7,762	7,255	9,805	14,112	12,187	19,357		
Total G&A Allocation		12,404	20,700	19,346	26,146	37,631	32,500	51,619		
Total Department Expenses	92%	152,926	354,650	222,479	300,679	432,759	373,748	593,621	292,942	97.4%

¹ No longer allocation of 25% of City Manager/City Attorney position. This is a distinct separate position and no longer combined with the City Manager position.

² Litigation expense forecast is based on this past year experience
On-going cases \$300K
Contract with outside legal counsel for City Attorney Services \$325K. It is anticipated that the City will review proposals submitted from Attorney Firms and make selection later in the year.

³ Allocated insurance distributed based on premium for next year programs renewals.
• General Liability - based on prior year department actual expenditures
• Worker's Compensation - based on payroll experience

ASSISTANT CITY MANAGER / CITY CLERK



*Designated Assistant City Manager holding two positions as City Clerk.

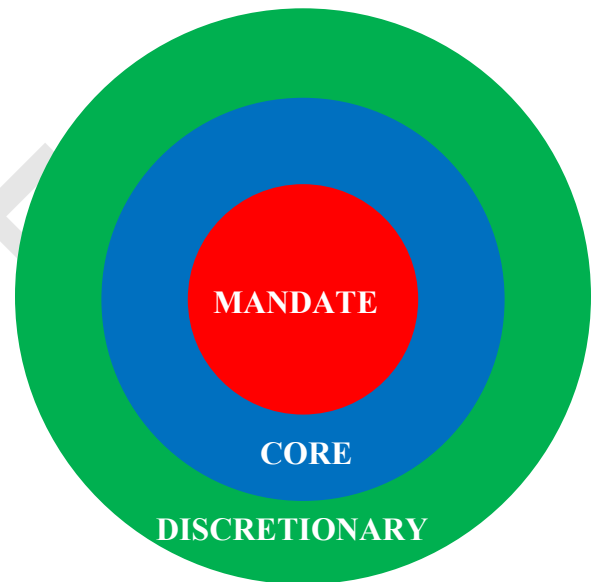
Mission:

The mission of the City Clerk Department is to constantly strive to provide efficient, quality services in a courteous, knowledgeable and professional manner.

DEPARTMENT SERVICES MODEL

MANDATED

- Serve as Clerk of the City Council
- Record and maintain proceedings of City Council meetings
- Attest, index, and file resolutions, ordinances, minutes, and contracts
- Post and publish legal notices
- Administer Oaths of Office
- Act as local elections official
- Act as custodian of city records and provide certification of copies
- Maintain Local Appointments List and conduct recruitment in accordance with the Maddy Act (City boards, committees, and commissions)
- Supporting the legislative body, coordinating municipal elections, serving as the Filing Officer, and managing the City's archives and records management program.
- Accept tort claims, subpoenas, and other legal documents for service
- Process Protests and Appeals to City Council and City Manager and set hearings



CORE

- Assist City Manager with preparation and posting of agendas in compliance with the Ralph M. Brown Act
- Coordinate presentations for meetings
- Develop and maintain records management program
- Notarize city documents

- Respond to staff and citizen inquiries
- Coordinate and log responses to requests for public records under Public Records Act
- Maintain and distribute updates to the Municipal Code
- Oversee, guide and assist the activities of various Departments and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council

DISCRETIONARY

- Oversee and maintain city website
- Serve as public information officer
-

Alternative Service Delivery Options

- Separate position of Assistant City Manager and City Clerk
- Reorganize Department in Coordination with City Manager Department as follows:
 - Assistant City Manager
 - City Clerk
 - Management Analyst
 - Deputy City Clerk
- Utilize a vendor to operate archive records management center
- Utilize interns to develop and maintain electronic recordkeeping and document imaging systems
- Utilize volunteers or interns to perform routine clerical duties
- Complete the development of an Continuity of Operations manual for the City Clerk Department functions

Major Accomplishment in 2022-23

- ✓ Processed a special election for sales tax ballot measure.
- ✓ Onboarding 3 new council members
- ✓ Obtained Consultant to research funding opportunities and write various private, local, state, and federal grants; monitors compliance of all grants requirements, and processes reimbursement requests.
- ✓ Oversight for Completion of City Wide Staffing Assessment Study
- ✓ Oversight with Ad Hoc Committee for Completion of Fire Services and Delivery Study
- ✓ Provide a high level of representation at all meetings of the Governing Body and meetings of in which the City has an interest.
- ✓ Compiled, prepared, and reviewed the council agenda, agenda packet and minutes ensuring accuracy and completeness for Council Regular, Special, Study Session, and Closed Session Meetings. Published and distributed the agenda packet and minutes.
- ✓ Prepared Forward Agendas for Agenda Review Committee Meetings
- ✓ Ensured compliance with the Brown Act, Elections Code, Fair Political Practices Commission regulations and the Public Records Act.
- ✓ Promoted the highest level of customer service.
- ✓ Provided accurate and impartial election information to candidates, campaign committees and the public.
- ✓ Formalization of Policy to be in compliance with Americans with Disabilities Act (ADA) and ADA policy to address requests for reasonable accommodations by any member of the public or City staff to allow for their participation in City Council Meetings
- ✓ Processed Public Records Act Requests

- ✓ Accept and process all claims and legal actions against the City. Processed claims against the City
- ✓ Processed, finalized, and follow-up on Council action from City Council meetings; ensure
- ✓ timelines are met including those for ordinance publication, resolutions, and notice of decisions.
- ✓ Track vacancies of the many City Boards and Commissions. Prepare, distribute, and accept applications for board, committee and commission openings. Notify Council of openings and prepare notices of vacancies. Receive and process applications for future appointments. Forward applications to the appropriate department.
- ✓ Coordinate the assuming office and leaving office of newly-elected and departing Council, Boards, Commissions and Committees
- ✓ Updated the Municipal Code with Approved Ordinances
- ✓ Assisted in the preparation, administration, and monitoring of City Departmental Budgets
- ✓ Participated in training sessions through the City Clerks Association of California, League of CA Cities/Cal Cities, CIRA, BBK, Sonoma Marin ERC Trainings

Goals and Objective for 2023-24

- Continue working with Outreach Coordinator and Website Consultant for Update of City Web Site. (To be launched Spring 2023)
- Provide city staff with clarification of current state record retention requirements.
- Continue to research and cost estimate for potential implementation of an online agenda management system.
- Continue to improve transparency regarding City processes through continued enhancements of the Department's website, revising forms for online submission and improving stakeholder communication between departments and outside agencies.
- Continue to utilize current and upcoming technology to aide in transparency of City meetings
- Continued commitment to providing current and future City employees with a stable work environment including equal opportunities for learning and personal growth.
- Continue to increase documents available on the City's website to improve public access to information.
- Continued maintenance, support and training for the electronic campaign finance filling system
- Continue to build a more extensive database of City Clerk documents to reduce the number of requests for retrieval/refilling of current documents from the Vault /Filing area of city hall (archival City Council meeting folders and minutes, ordinances, resolutions, contracts)
- Completion of Formal Ethics Policy
- Update of outdated City Council and City Manager Policies

ASSISTANT CITY MANAGER/CITY CLERK DEPARTMENT

General Statement:

While budget table contained worksheet to provide the cost of each category for the department, this budget narrative gives the reader overall perspective of this year budget process as we navigate through a very difficult budget year addressing the structural deficit and how it will impact each department in various ways.

Original From Department:

The Assistant City Manager/City Clerk Department proposed the following budget:

1. Routine cost for the next fiscal year (FY23-24).
 - a. Status quo with staffing
 - b. Routine annual conference and training for staff

Reductions: \$25,000 Increase from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructing each department to return to their proposed budget and find additional savings to find a collective savings of at least \$1.5M. The Assistant City Manager/City Clerk portion of that reduction was \$40,336 to be eliminated from the budget. The department did its best to meet the reduction that was requested by the Budget Committee, but could not without eliminating essential services and/or staff positions. Also, after submission of the original budget, the Sub Committee recommended additional funding for two ballot measures (election costs) in the amount of \$40,000 which was included after stage 2. Significant changes are as follows (this is not an exhaustive list):

1. + \$40,000 - Increase due to adding in election cost.
2. \$3,000 - Removal of part-time staffing on a temporary basis to provide assistance for retention project. Although the bandwidth for the department to perform this task is limited, staff is committed to finding a way to incorporate this project into the day to day operations whenever possible. Records retention/destruction is key to ensure that records that need to be destroyed are destroyed. Failure to destroy records per the City's regulations may result in substantial responsive records for Public Records Act requests.
3. \$10,980 - Department achieved savings by utilizing raw data from Zoom Closed Captioning meetings for DRAFT preparation of minutes. Reduced the estimated cost from \$12,000 to \$1,020. Although this removes funding for raw transcripts to be provided to the City, the continuation of the lengthy manual preparation of draft minutes will still require staff time to prepare minutes, edit minutes, review video for final DRAFT minutes for Council packets. Transcription is estimated that for each hour of a meeting, transcription takes two hours. For future consideration, City staff may bring forward an agenda item for action minutes.
4. \$1,000 - Suspended some subscriptions due to budget challenges. The amount was reduced from \$2560 to \$1560. Following is a list of subscriptions suspended: Association of Records Managers and Administrators (ARMA) which is the lead organization for records management and California City Management Foundation which provides mentorship for Assistant City Managers and newly appointed City Managers. Employee will reach out utilizing City Clerk List Serve and City Clerk Contacts for updates to Records Retention. Loss of City Management Foundation means lost possibility of trainings, mentorship, but employee is researching other avenues for mentoring and trainings.

5. \$500 - Removal of 2023 Election Handbook as it is not anticipated that the City will have a November 2023 Election due to the time and deadlines for the November 2023 Election.
6. \$1,100 - Reduction in conferences. All conferences and trainings are key to maintaining up to date information, loss of one conference this year will lose some training but staff will work with City Clerk List Serve and City Clerk contacts to receive any handouts/trainings from this annual conference. It is recommended that the New Laws and Election Conference be retained in the budget as this is key for any election year.
7. \$500 - Supplies Reduced. This reduction is based on reduction in paper, toner, ink, and use of electronic filing per records retention. If it is evidenced that return to in person/hybrid meetings increases the request for paper agendas and reports, this may be revisited during mid year.

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SUMMARY - ASSISTANT CITY MANAGER/CITY CLERK									
EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	199,607	214,923	236,800	236,800	237,300	239,537	236,537	(263)	-0.1%
Benefits	59,630	82,619	80,550	80,550	80,565	79,392	83,264	2,714	3.4%
Professional Contracted Services	29,208	21,924	80,600	89,350	77,200	21,600	50,120	(39,230)	-43.9%
Services & Supplies	4,568	6,014	7,400	7,400	5,250	6,655	4,660	(2,740)	-37.0%
Equipment Rental/Maintenance	4,706	4,699	4,800	4,800	3,500	4,800	3,500	(1,300)	-27.1%
Conference & Training Expense	674	924	4,000	4,000	750	5,400	3,850	(150)	-3.8%
Telecommunications	2,390	2,436	2,550	2,550	2,550	3,510	2,910	360	14.1%
Allocated Insurance	33,341	32,108	38,400	38,400	38,400	43,010	41,980	3,580	9.3%
Total Expense	334,124	365,647	455,100	463,850	445,515	403,904	426,821	(37,029)	-8.0%

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Assistant City Manager/City Clerk										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	199,607	212,295	231,800	231,800	231,800	234,037	234,037	2,237	1.0%
4011 - Salaries - Part Time		-	2,629	-	-	500	3,000	-	-	0.0%
4023 - One Time Payment	2	-	-	5,000	5,000	5,000	2,500	2,500	(2,500)	-50.0%
Benefits										
4105 - Medicare & Fica		2,994	3,211	3,200	3,200	3,200	3,394	3,394	194	6.1%
4106 - Vehicle Allowance		3,850	4,200	-	-	-	-	-	-	0.0%
4107 - Electronic Allowance		1,375	1,500	1,800	1,800	1,800	1,800	1,800	-	0.0%
4110 - CalPERS Employer Rate		35,141	53,975	55,630	55,630	55,630	53,311	57,568	1,938	3.5%
4121 - Deferred Compensation		1,200	3,767	4,200	4,200	4,200	4,200	4,200	-	0.0%
4130 - Health Insurance		9,098	9,958	9,700	9,700	9,700	10,603	10,217	517	5.3%
4140 - Retiree Health Insurance OPEB		3,732	3,733	3,700	3,700	3,700	3,700	3,700	-	0.0%
4150 - Dental Insurance		854	901	900	900	900	933	933	33	3.7%
4151 - Vision Insurance		103	104	110	110	110	108	108	(2)	-1.8%
4181 - Long Term Disability Insurance		795	795	795	795	795	795	795	0	0.0%
4182 - Short Term Disability Insurance		364	359	400	400	400	432	432	32	8.0%
4183 - EAP (Employee Asst Prog)		41	35	35	35	35	35	35	0	0.1%
4184 - Life Insurance		83	82	80	80	80	81	81	1	1.3%
Contracted Services										
4210 - Professional Contract Services	3	20,424	19,990	48,100	56,850	61,000	21,100	10,120	(46,730)	-82.2%
4212 - Internet & Network /Technology Maint	4	3,218	1,413	2,000	2,000	-	-	-	(2,000)	-100.0%
4270 - Elections	5	382	521	500	500	-	500	-	(500)	-100.0%
Services & Supplies										
4310 - Office Supplies	6	1,463	1,117	3,150	3,150	3,000	3,000	2,500	(650)	-20.6%
4330 - Misc Supplies & Services	6-1	652	1,565	1,600	1,600	150	500	500	(1,100)	-68.8%
4340 - Postage & Printing		57	69	-	-	-	100	100	100	0.0%
4345 - Dues & Subscriptions	7	2,395	3,263	2,650	2,650	2,100	3,055	1,560	(1,090)	-41.1%
Conference & Training Expense										
4510 - Conference & Training		674	540	1,500	1,500	500	2,700	1,600	100	6.7%
4515 - Meetings & Travel		-	384	2,500	2,500	250	2,700	2,250	(250)	-10.0%
Telecommunications										
4750 - Telecommunications	8	2,390	2,436	2,550	2,550	2,550	3,510	2,910	360	14.1%
Allocated Insurance										
4996 - Allocated Liability Insurance	9	14,325	16,316	16,500	16,500	16,500	18,900	19,130	2,630	15.9%
4997 - Allocated Wrkrs Comp Insurance	9	19,017	15,792	21,900	21,900	21,900	24,110	22,850	950	4.3%
Total Operation		324,233	360,948	420,300	429,050	425,800	399,104	383,321	(45,729)	-10.7%
Contracted Services										
4270 - Elections	10	5,184	-	30,000	30,000	16,200	-	40,000	10,000	33.3%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	11	4,706	4,699	4,800	4,800	3,500	4,800	3,500	(1,300)	-27.1%
Total Fund 124		9,890	4,699	34,800	34,800	19,700	4,800	43,500	8,700	25.0%
TOTAL DEPARTMENT		334,124	365,647	455,100	463,850	445,500	403,904	426,821	(37,029)	-7.98%
G&A Allocation										
500 - Water Enterprise Fund	8%	25,941	28,876	33,624	34,324	34,065	31,928	30,666		
510 - WasteWater Enterprise Fund	7%	22,696	25,264	29,421	30,034	29,807	27,937	26,832		
Total G&A Allocation		48,637	54,140	63,045	64,358	63,872	59,866	57,498		
Total Department Expenses	85%	285,487	311,507	392,055	399,492	381,628	344,039	369,323	(30,169)	-7.6%

¹ The combined roles of Assistant City Manager and City Clerk are still combined as of this budget cycle and increases for salary and benefits are based upon contractual obligations.

² COVID Retention one-time payment based on employee contract.

³ Department achieved savings by utilizing raw data from Zoom Closed Captioning meetings to DRAFT preparation of minutes. Reduced from \$12,000 to \$1,020. This will return to the manual preparation of draft minutes rather than outside vendor to put into final draft file for minor edits for council packet.

⁴ No anticipated computer replacement for the next budget cycle

⁵ Removal of 2023 Election Handbook as it is not anticipated that the City will have a November 2023 Election

^{6/6-1} Office supplies purchase is based on current year spending.

Misc Services & Supplies purchase is based on current year spending. This is down based on reduction in paper, toner, ink, and use of electronic filing per records retention.

⁷ Suspended some subscription due to budget challenges. The amount was reduced from \$2,560 to \$1,560.

Following is a list of subscriptions suspended:

ARMA International and California City Management Foundation.

Employee will reach out utilizing City Clerk List Serve and Contacts for updates to Records Retention.

Loss of City Management Foundation loses possibility of trainings, but employee is researching other avenues for trainings.

⁸ Retired old ipad device and canceled service

⁹ Allocated insurance distributed based on premium for next year programs renewals.

- General Liability - based on prior year department actual expenditures

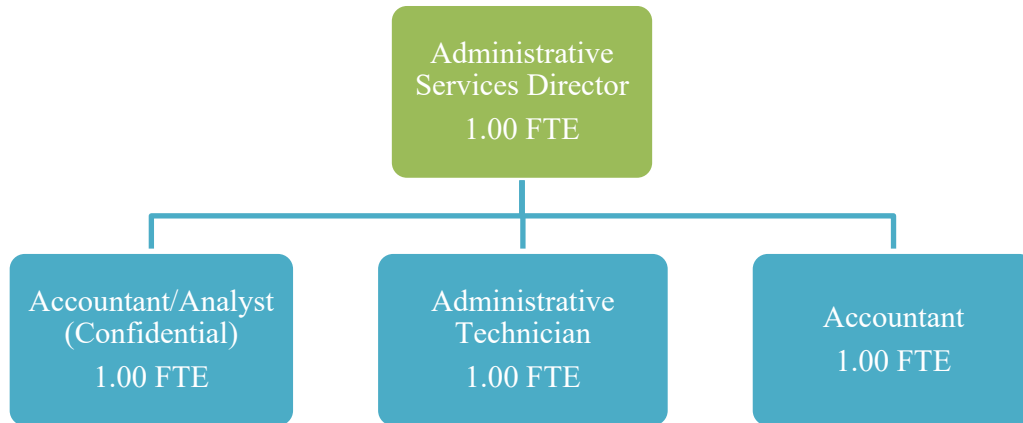
- Worker's Compensation - based on payroll experience

¹⁰ This is election cost to be paid to the County for 3 ballot measures. Ballot revenues were discussed to increase revenues to the City of Sebastopol. Consultant costs for preparation of the ballot

¹¹ Department achieved savings due to elimination of one copier machine

Assistant City Manager/City Clerk	*			
Object Details				
Object	Worksheet☐ Description	Worksheet☐ Quantity	Worksheet☐ Unit☐ Price	Worksheet☐ Total
Grand Total		56	\$ 16,655	\$ 21,440
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual Muni-Code Updates	1	\$ 5,000	\$ 5,000
4210 - Professional Contract Services	Annual Zoom Contract	12	\$ 200	\$ 2,400
4210 - Professional Contract Services	Granicus Contract	1	\$ 1,700	\$ 1,700
4210 - Professional Contract Services	Transcription Service (Minutes)	12	\$ 85	\$ 1,020
Total 4210 - Professional Contract Services		26	\$ 6,985	\$ 10,120
4270 - Elections				
4270 - Elections	Election Book	0	\$ 500	\$ -
Total 4270 - Elections		0	\$ 500	\$ -
4310 - Office Supplies				
4310 - Office Supplies	Misc Routine Supplies (tapes/labels/folders/paper allocation)	1	\$ 1,900	\$ 1,900
4310 - Office Supplies	Toners	1	\$ 600	\$ 600
Total 4310 - Office Supplies		2	\$ 2,500	\$ 2,500
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Clerk/Notary Supplies	1	\$ 500	\$ 500
Total 4330 - Misc Supplies & Services		1	\$ 500	\$ 500
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	CalPERLA	1	\$ 400	\$ 400
4345 - Dues & Subscriptions	CCAC (City Clerks Association of California)	1	\$ 125	\$ 125
4345 - Dues & Subscriptions	Doodle Subscription	1	\$ 345	\$ 345
4345 - Dues & Subscriptions	ICMA (International City/County Management Association)	1	\$ 200	\$ 200
4345 - Dues & Subscriptions	IIMC (International Institute of Municipal Clerks)	1	\$ 215	\$ 215
4345 - Dues & Subscriptions	MMANC (Municipal Management Association of Northern California)	1	\$ 75	\$ 75
4345 - Dues & Subscriptions	Society of HR Managment	1	\$ 200	\$ 200
Total 4345 - Dues & Subscriptions		7	\$ 1,560	\$ 1,560
4510 - Conference & Training				
4510 - Conference & Training	Annual City Clerks Association Conference	1	\$ 550	\$ 550
4510 - Conference & Training	League of California City Annual Clerk Conference	1	\$ 550	\$ 550
4510 - Conference & Training	Other Various Webinar	1	\$ 500	\$ 500
Total 4510 - Conference & Training		3	\$ 1,600	\$ 1,600
4515 - Meetings & Travel				
4515 - Meetings & Travel	Clerks Conference (Air/Hotel)	1	\$ 1,000	\$ 1,000
4515 - Meetings & Travel	League of Calif Cities (Air/Hotel)	1	\$ 1,000	\$ 1,000
4515 - Meetings & Travel	M&C Meeting Dinner (\$50 x 5)	1	\$ 250	\$ 250
Total 4515 - Meetings & Travel		3	\$ 2,250	\$ 2,250
4750 - Telecommunications				
4750 - Telecommunications	Fax Line Shared	1	\$ 150	\$ 150
4750 - Telecommunications	Ipad Service	0	\$ 50	\$ -
4750 - Telecommunications	Land Line Phone Allocation	1	\$ 360	\$ 360
4750 - Telecommunications	Sonic Shared	12	\$ 200	\$ 2,400
Total 4750 - Telecommunications		14	\$ 760	\$ 2,910

ADMINISTRATIVE SERVICES (FINANCE) DEPARTMENT



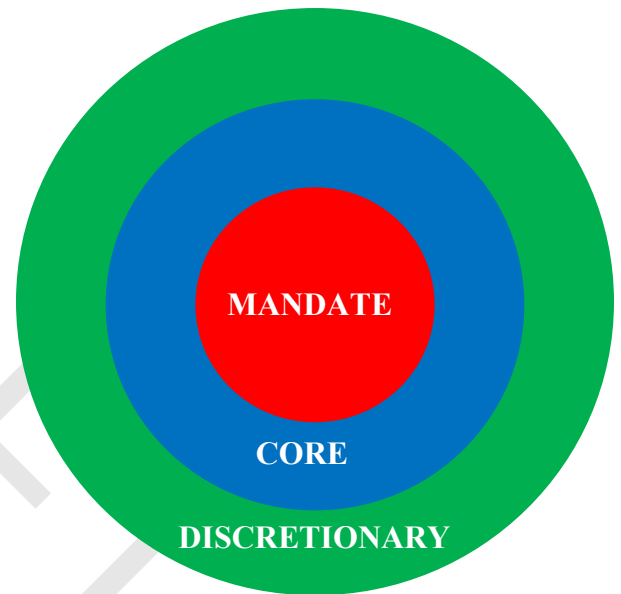
DEPARTMENT SERVICES MODEL

MANDATED

- Prepare Annual City Budget
- Prepare Audited Financial Reports
- Respond to Public Records Requests
- Prepare Federal, State & County Reports
- Prepare bi-weekly Payroll
- Administer Business Licensing
- Ensure compliance with federal and state-mandated requirements
- Administer City's labor and employee relations
- Administer employee medical leaves
- Administer compensation and benefits
- Administer hiring processes

CORE

- Administer Utility Billing Operation
- Process Accounts Payable/Receivable
- Process Cash Receipts
- Perform Treasury Management
- Perform Financial Analysis
- Administer and Maintenance ongoing of the City's User Fee Schedule
- Administers the Street Lighting Assessment District
- Maintains the Fixed Asset inventory
- Design and conduct recruitment and selection procedures
- Assist outside HR Advisor to provide notice to employees of medical leave and benefits rights under law
- Coordinate with outside HR Advisor return to work, risk management, and safety issues with supervisors and managers
- Coordinate with oversight and benefit administration organizations



- Coordinate the provision of mandatory supervisory training, and of non-mandatory supervisory and managerial training related to legal compliance in employment practices
- Assist outside HR Advisor to confer and coach employees at all levels to identify and resolve workplace concerns
- Compile and maintain official personnel records for all employees
- Maintain, update and disseminate employment-related City policies and procedures

DISCRETIONARY

- Perform Internal/External Audits
- Support Grant Award Administration
- Support City Council Meetings
- Support review Contractual and Lease Agreements
- Assist with performance of Feasibility and Cost-Benefit Studies
- Act as the City's California Public Employees Retirement System liaison

Major Accomplishments in 2022-23:

- ✓ Received the Distinguished Budget Presentation Award (7th time recipient)
- ✓ Received the Certificate of Achievement for Excellence in Financial Reporting (6th time recipient)
- ✓ Selected a Financial Advisor to assist the City in revenue enhancement, and/or debt refinancing opportunities
- ✓ Issued RFP/RFQ for Water Rate Study and Human Resource
- ✓ Developed and Implemented city-wide budget module
- ✓ Completed Utility User Tax (UUT) ballot

Goals and Objectives for 2023-24:

- To fill the remaining vacancy in the Administrative Services Department
- Issue RFP for Cost Allocation Plan (CAP)
- Create internal service funds
- Create 115 Pension Trust
- Assist and support Public Works & Engineering with water rate study
- Assist Police with email conversion
- Convert citywide email domain name from dot.org to dot.gov for security reasons
- Continue to be the recipient of the Distinguished Budget Presentation Award
- Continue to be recipient of Certificate of Achievement for Excellence in Financial Reporting

Performance Measurements

- ❖ Unqualified opinion on annual comprehensive financial statements
- ❖ Percentage (100%) of staff indicating an understanding of internal controls, such as time reporting and adhere to purchasing & travel reimbursement policies
- ❖ Percentage (99.9%) of accurate tax reporting forms (W-2s and 1099s)
- ❖ Percentage (5%) utility billing collection rates and number of shut offs
- ❖ Percentage (0%) of revenues subject to audit or review
- ❖ Public records act requests fulfilled
- ❖ Number of reviews and audits conducted
- ❖ Timely submission of required reports:

- State Controller's report
- Street Report
- State Compensation Report
- Annual Maintenance of Efforts (Proposition 172)
- Single Audit

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ADMINISTRATIVE SERVICE (FINANCE) DEPARTMENT

General Statement:

While budget table contained worksheet to provide the cost of each category for the department, this budget narrative gives the reader overall perspective of this year budget process as we navigate through a very difficult budget year addressing the structural deficit and how it will impact each department in various ways.

Original From Department:

The Administrative Services (Finance) Department proposed the following budget:

1. Routine cost for the next fiscal year (FY23-24).
 - a. Status quo with staffing – 4 allocated positions (Administrative Services Director (filled), Accountant/Analyst (filled), Accountant (unfilled) Administrative Technician (filled).
 - b. Routine Annual System Maintenance Cost
 - c. Proposed 2 separate studies (Capital Assets & Cost Allocation Study),
 - d. Replacement of two servers (one for the Fire Department and the other is for City Hall). Since the ASD manage the IT contract, all replacement cost house in this department. Both servers are beyond its useful life.
 - e. Routine annual conference and training for staff

Reductions: \$21,000 Increase from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructed each department to go back in their budget and find a collective savings of at least \$1.5M. The ASD portion of that reduction was \$44,140 to be eliminated from the budget. The department did its best to meet the reduction that was requested by the Budget Committee, but could not without eliminating essential services and/or staff positions. Significant changes are as follows (this is not an exhaustive list):

1. + \$60,000 - Increase due to consulting cost to support the writing of 3 ballot measures and strategist consultation.
2. \$10,000 - Removal of part-time staffing on a temporary basis to provide assistance for retention project. Although the bandwidth for the department to perform this task is limited, staff will have to find a way to incorporate this project into day to day operations whenever possible.
3. \$110,000 - Removal of Capital Assets Study. After much discussion, it was determined that this study is better suited to be taken up by the Public Works Department as Public Works manages citywide building maintenance and capital assets. This is an unbudgeted item in the Public Works Department at this time as staff is seeking grant to pay for such large cost. If and when grant funding isn't available, then this item will be discussed at mid-year.
4. \$10,000 - Removal of labor and pension costing module pending a full discussion of 115 Trust creation.
5. \$6,000 - Eliminated the replacement of one aging server at the Fire Department. It was determined that with multiple variables such as pending Fire Committee result of the future of the Fire Department and low traffic of activities and files stored from that server, and daily backup in place, and based on the budget constraints of the City, delaying another year would not impact the department operationally.
6. \$3,000 - Staff annual conference has been removed.

SUMMARY - ADMINISTRATIVE SERVICES (FINANCE)									
EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	293,509	356,948	506,700	506,700	396,321	508,118	497,993	(8,707)	-1.7%
Benefits	122,321	200,413	284,500	284,500	211,540	248,893	252,886	(31,614)	-11.1%
Professional Contracted Services	389,060	542,527	427,900	450,400	509,300	556,350	488,800	38,400	8.5%
Services & Supplies	20,606	26,587	8,430	8,430	27,600	40,815	31,715	23,285	276.2%
Equipment Rental/Maintenance	5,684	8,357	8,900	8,900	7,600	8,600	7,300	(1,600)	-18.0%
Conference & Training Expense	1,655	5,354	7,500	7,500	5,500	7,500	3,250	(4,250)	-56.7%
Telecommunications	5,758	5,856	6,740	6,740	6,700	6,740	6,740	-	0.0%
Allocated Insurance	83,485	77,593	93,810	93,810	93,810	114,525	112,625	18,815	20.1%
Total Expense	922,079	1,223,633	1,344,480	1,366,980	1,258,371	1,491,541	1,401,309	34,329	2.5%

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Administrative Services (Finance)										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	¹	288,474	353,884	486,700	486,700	370,000	488,118	488,118	1,418	0.3%
4011 - Salaries - Part Time	²	-	2,050	-	-	6,500	10,000	-	-	0.0%
4012 - Overtime		170	18	-	-	-	-	-	-	0.0%
4017 - Salaries - COVID-19		6,061	1,860	-	-	6,071	-	-	-	0.0%
4023 - One Time Payment	³	-	-	20,000	20,000	14,750	10,000	9,875	(10,125)	-50.6%
4990 - Contra-Salaries/Projects		(1,196)	(864)	-	-	(1,000)	-	-	-	0.0%
Benefits										
4104 - Accrual in Lieu		-	997	-	-	-	-	-	-	0.0%
4105 - Medicare & Fica		4,290	5,225	6,600	6,600	5,300	7,078	7,078	478	7.2%
4110 - CalPERS Employer Rate		57,284	106,531	149,275	149,275	110,000	98,371	106,673	(42,602)	-28.5%
4130 - Health Insurance		50,304	72,645	104,900	104,900	80,000	118,524	114,214	9,314	8.9%
4140 - Retiree Health Insurance OPEB		4,294	3,623	7,600	7,600	3,700	7,600	7,600	-	0.0%
4150 - Dental Insurance		3,684	7,984	10,200	10,200	9,000	12,498	12,498	2,298	22.5%
4151 - Vision Insurance		439	886	1,375	1,375	1,000	1,375	1,375	(0)	0.0%
4181 - Long Term Disability Insurance		1,216	1,509	3,290	3,290	1,500	2,084	2,084	(1,206)	-36.7%
4182 - Short Term Disability Insurance		568	691	800	800	700	901	901	101	12.7%
4183 - EAP (Employee Asst Prog)		74	105	140	140	140	140	140	0	0.0%
4184 - Life Insurance		168	216	320	320	200	324	324	4	1.3%
Contracted Services										
4210 - Professional Contract Services	⁴	302,873	424,228	314,100	314,100	373,000	424,800	292,900	(21,200)	-6.7%
4211 - Banking Fees		21,251	21,206	21,600	21,600	21,600	22,000	22,000	400	1.9%
4212 - Internet & Network /Technology Maint	⁵	18,186	29,281	35,200	35,200	35,200	43,050	47,400	12,200	34.7%
4220 - Audit & Accounting Services		27,950	30,408	42,000	42,000	42,000	46,000	46,000	4,000	9.5%
4222 - Sales Tax Audit		3,801	5,279	5,000	5,000	5,000	5,500	5,500	500	10.0%
4223 - UUT Audit	⁶	15,000	15,000	10,000	25,000	25,000	15,000	15,000	(10,000)	-40.0%
4230 - Recruitment Services	⁷	-	17,125	-	7,500	7,500	-	-	(7,500)	-100.0%
Services & Supplies										
4300 - Short/Over		(8)	1	-	-	-	-	-	-	0.0%
4310 - Office Supplies	⁸	4,858	4,720	3,350	3,350	5,000	3,850	3,850	500	14.9%
4330 - Misc Supplies & Services	⁸⁻¹	10,140	12,991	2,700	2,700	10,000	6,600	3,500	800	29.6%
4340 - Postage & Printing	⁹	2,861	6,601	-	-	7,000	6,600	6,600	6,600	0.0%
4345 - Dues & Subscriptions	¹⁰	2,756	2,273	2,380	2,380	5,600	5,765	5,765	3,385	142.2%
4351 - Computer Equip (under \$10 K)	¹¹	-	-	-	-	-	18,000	12,000	12,000	0.0%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses		2,106	3,658	4,100	4,100	4,100	3,800	3,800	(300)	-7.3%
Conference & Training Expense										
4510 - Conference & Training	¹²	1,613	4,046	7,000	7,000	5,000	3,000	1,750	(5,250)	-75.0%
4515 - Meetings & Travel	¹³	43	1,308	500	500	500	4,500	1,500	1,000	200.0%
Telecommunications										
4750 - Telecommunications		5,758	5,856	6,740	6,740	6,700	6,740	6,740	-	0.0%
Allocated Insurance										
4996 - Allocated Liability Insurance	¹⁴	42,859	46,009	46,485	46,485	46,485	63,235	64,030	17,545	37.7%
4997 - Allocated Wrkrs Comp Insurance	¹⁴	40,625	31,584	47,325	47,325	47,325	51,290	48,595	1,270	2.7%
Total Operation		918,500	1,218,934	1,339,680	1,362,180	1,254,871	1,486,741	1,337,809	(24,371)	-1.8%
Equipment Rental/Maintenance										
4210 - Professional Contract Services	¹⁵	-	-	-	-	-	-	60,000	60,000	0.0%
4375 - Equipment Rental/Expenses	¹⁶	3,578	4,699	4,800	4,800	3,500	4,800	3,500	(1,300)	-27.1%
Total Fund 124		3,578	4,699	4,800	4,800	3,500	4,800	63,500	58,700	1222.9%
TOTAL DEPARTMENT		922,079	1,223,633	1,344,480	1,366,980	1,258,371	1,491,541	1,401,309	34,329	2.5%
G&A Allocation										
500 - Water Enterprise Fund	38%	355,882	463,197	509,078	517,628	476,851	564,962	508,368		
510 - WasteWater Enterprise Fund	37%	346,516	451,007	495,682	504,007	464,302	550,094	494,989		
Total G&A Allocation		702,398	914,204	1,004,760	1,021,635	941,153	1,115,056	1,003,357		
Total Department Expenses	25%	219,681	309,429	339,720	345,345	317,218	376,485	397,952	52,607	15.2%

¹ Salary is based on 4 allocated positions. It is also recommended that within 12 months, a mid-management position needed to provide direct supervision of administration staff and provide higher level research and analysis support to the Administrative Services Director. However, this mid-management position is not built into the budget.

² Part-time staffing on a temporary basis to provide assistance for retention project has been removed. Staff will incorporate retention project into our day to day operation whenever we can

³ COVID Retention one-time payment based on bargaining unit memorandum of understanding

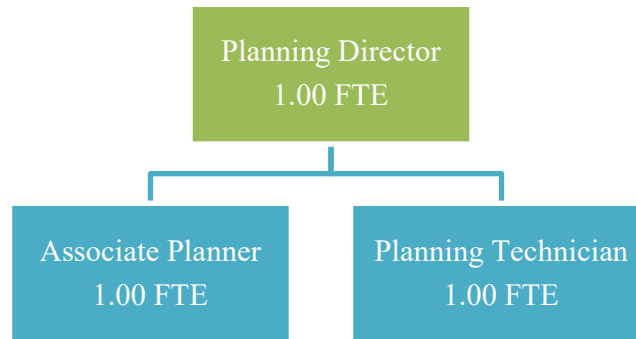
⁴	Removal of the equipment, infrastructure, and vehicle study as it belongs with Public Works In light of a recent pending of an establishment of 115 Trust, labor costing and pension module were suspended Removal of carryover of municipal financial consultant project as it will be finished in FY22-23 Added financial consultant support to create of recommended 115 Trust Added 3 ballot measures (UUT, Sales Tax) consulting support
⁵	Increase in the number of 24/7 connect-wise Monitoring Alerts (including Webroot Security) for workstations and servers
⁶	Decrease of prior year UUT ballot measure if consultant cost for removal of sunset date
⁷	Anticipate on filling the one vacancy in the department before July 1st, therefore, no recruitment cost will be needed
⁸	Reduction in amount of printer toners to be purchased in FY23-24
⁸⁻¹	Increase due to inadvertently not budgeted in prior years for annual user fee update
⁹	Some one time expenses will not occurred in FY23-24 such as set up of Calopps account of \$2,800 for recruitment portal
¹⁰	Moved expenses from DocuSign subscription from ACM/City Clerk Budget to Administrative Services Budget
¹¹	Eliminate a replacement of 1 server in the upcoming budget year due to budget constraint
^{12/13}	Due to budget constraint, staff will attend 2 conferences (PARMA/CalGovHR) related to human resource functions but will apply for grant to pay for conference cost. These are cost for conference registration and lodging
¹⁴	Allocated insurance distributed based on premium for next year programs renewals. <ul style="list-style-type: none"> • General Liability - based on prior year department actual expenditures • Worker's Compensation - based on payroll experience
¹⁵	Budgeted for 3 ballot measures (UUT, Sales Tax & Parcel Tax) & Strategist Consultation
¹⁶	Department achieved savings due to elimination of one copier machine

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Administrative Services (Finance)				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		182	474780	534305
4210 - Professional Contract Services				
4210 - Professional Contract Services	Business License Annual Maintenance	1	\$ 10,000	\$ 10,000
4210 - Professional Contract Services	Recruitment Portal Contract	1	\$ 4,000	\$ 4,000
4210 - Professional Contract Services	Cost Allocation Study	1	\$ 50,000	\$ 50,000
4210 - Professional Contract Services	Express Evaluations Portal	1	\$ 2,500	\$ 2,500
4210 - Professional Contract Services	HR Contract	1	\$ 85,000	\$ 85,000
4210 - Professional Contract Services	IT Annual Contract	1	\$ 58,300	\$ 58,300
4210 - Professional Contract Services	Labor Negotiation	1	\$ 30,000	\$ 30,000
4210 - Professional Contract Services	Financial Software Annual Maintenance	1	\$ 25,000	\$ 25,000
4210 - Professional Contract Services	Budget Module Maintenance	1	\$ 10,000	\$ 10,000
4210 - Professional Contract Services	Creation of 115 Trust Set up Support	1	\$ 15,000	\$ 15,000
4210 - Professional Contract Services	Annual User Fee Update Contract	1	\$ 3,100	\$ 3,100
4210 - Professional Contract Services	Ballot Measure (UUT)	1	\$ 10,000	\$ 10,000
4210 - Professional Contract Services	Ballot Measure (Sales Tax)	1	\$ 10,000	\$ 10,000
4210 - Professional Contract Services	Ballot Measure (Parcel Tax)	1	\$ 10,000	\$ 10,000
4210 - Professional Contract Services	Ballot Measure Strategist	1	\$ 30,000	\$ 30,000
Total 4210 - Professional Contract Services		15	\$ 352,900	\$ 352,900
4211 - Banking Fees				
4211 - Banking Fees	Annual Banking Fee for merchant credit cards and cash/check	1	\$ 22,000	\$ 22,000
Total 4211 - Banking Fees		1	\$ 22,000	\$ 22,000
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	6 Wireless Access Point Licensing	6	\$ 200	\$ 1,200
4212 - Internet & Network /Technology Maint	Connect-wise 24/7 Monitoring Alerts (including Webroot Security)	40	\$ 870	\$ 34,800
4212 - Internet & Network /Technology Maint	O365 Pro Service	12	\$ 750	\$ 9,000
4212 - Internet & Network /Technology Maint	Offsite Hosting Backup Support	12	\$ 200	\$ 2,400
Total 4212 - Internet & Network /Technology Maint		70	\$ 2,020	\$ 47,400
4220 - Audit & Accounting Services				
4220 - Audit & Accounting Services	Annual Audit	1	\$ 31,500	\$ 31,500
4220 - Audit & Accounting Services	Annual OPEB Calculations	1	\$ 5,000	\$ 5,000
4220 - Audit & Accounting Services	Annual Stats Section Tables	1	\$ 4,000	\$ 4,000
4220 - Audit & Accounting Services	GASB-68 Calculations	1	\$ 5,500	\$ 5,500
Total 4220 - Audit & Accounting Services		4	\$ 46,000	\$ 46,000
4222 - Sales Tax Audit				
4222 - Sales Tax Audit	Annual Sales Tax Audit	1	\$ 5,500	\$ 5,500
Total 4222 - Sales Tax Audit		1	\$ 5,500	\$ 5,500
4223 - UUT Audit				
4223 - UUT Audit	Annual UUT Audit	1	\$ 15,000	\$ 15,000
Total 4223 - UUT Audit		1	\$ 15,000	\$ 15,000
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies (Paper, Toners, Calendars, Banker Boxes)	1	\$ 2,500	\$ 2,500
4310 - Office Supplies	Secured Envelops	1	\$ 1,000	\$ 1,000
4310 - Office Supplies	Various Annual Tax Forms (W2 & 1099)	1	\$ 350	\$ 350
Total 4310 - Office Supplies		3	\$ 3,850	\$ 3,850
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Annual Budget Book Printing	1	\$ 2,000	\$ 2,000
4330 - Misc Supplies & Services	GFOA Award Submission Fees	1	\$ 1,000	\$ 1,000
4330 - Misc Supplies & Services	PO Box Renewal	1	\$ 500	\$ 500
Total 4330 - Misc Supplies & Services		3	\$ 3,500	\$ 3,500
4340 - Postage & Printing				
4340 - Postage & Printing	Annual BL Mailing	1	\$ 2,200	\$ 2,200
4340 - Postage & Printing	Bi-weekly AP Checks Mailing	1	\$ 2,200	\$ 2,200
4340 - Postage & Printing	Late Notices Mailing	1	\$ 2,200	\$ 2,200
Total 4340 - Postage & Printing		3	\$ 6,600	\$ 6,600
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe Annual Subscription (7)	7	\$ 200	\$ 1,400
4345 - Dues & Subscriptions	Annual DocuSign Subscription (5 seats)	5	\$ 600	\$ 3,000
4345 - Dues & Subscriptions	CalGovHR Annual Membership (1)	1	\$ 65	\$ 65
4345 - Dues & Subscriptions	COBRA Annual Subscription	1	\$ 650	\$ 650
4345 - Dues & Subscriptions	CSMFO Annual Membership (2)	2	\$ 150	\$ 300
4345 - Dues & Subscriptions	GFOA Annual Membership (1)	1	\$ 200	\$ 200
4345 - Dues & Subscriptions	PARMA Annual Membership (1)	1	\$ 150	\$ 150
Total 4345 - Dues & Subscriptions		18	\$ 2,015	\$ 5,765

Administrative Services (Finance)					
Object Details					
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total	
4351 - Computer Equip (under \$10 K)					
4351 - Computer Equip (under \$10 K)	DC1/DC1/DC4 (No Fire)	2	\$ 6,000	\$ 12,000	
Total 4351 - Computer Equip (under \$10 K)		2	\$ 6,000	\$ 12,000	
4375 - Equipment Rental/Expenses					
4375 - Equipment Rental/Expenses	Insert Machine Lease	4	\$ 400	\$ 1,600	
4375 - Equipment Rental/Expenses	Postage Machine Lease	4	\$ 550	\$ 2,200	
Total 4375 - Equipment Rental/Expenses		8	\$ 950	\$ 3,800	
4510 - Conference & Training					
4510 - Conference & Training	CSMFO Conference	1	\$ 750	\$ 750	
4510 - Conference & Training	PARMA Annual Conference	0	\$ 750	\$ -	
4510 - Conference & Training	CalGovHR Annual Conference	0	\$ 600	\$ -	
4510 - Conference & Training	Springbrook Software Annual Conference	0	\$ 500	\$ -	
4510 - Conference & Training	Various Webinar/Online Training	2	\$ 500	\$ 1,000	
Total 4510 - Conference & Training		3	\$ 3,100	\$ 1,750	
4515 - Meetings & Travel					
4515 - Meetings & Travel	CSMFO Hotel & Transportation	1	\$ 1,500	\$ 1,500	
4515 - Meetings & Travel	PARMA Hotel & Transportation	0	\$ 1,500	\$ -	
4515 - Meetings & Travel	CalGovHR Transportation (Mileage Reimb)	0	\$ 100	\$ -	
4515 - Meetings & Travel	Springbrook Software Hotel & Transportation	0	\$ 1,500	\$ -	
Total 4515 - Meetings & Travel		1	\$ 4,600	\$ 1,500	
4750 - Telecommunications					
4750 - Telecommunications	Annual Cell Phone Service	12	\$ 60	\$ 720	
4750 - Telecommunications	Annual Desk Phone Contract	12	\$ 265	\$ 3,180	
4750 - Telecommunications	eFax Secured Fax Line Service for HR Confidential Matters	12	\$ 20	\$ 240	
4750 - Telecommunications	Sonic Internet (Shared Allocation)	12	\$ 200	\$ 2,400	
4750 - Telecommunications	Zoom Conference Service	1	\$ 200	\$ 200	
Total 4750 - Telecommunications		49	\$ 745	\$ 6,740	

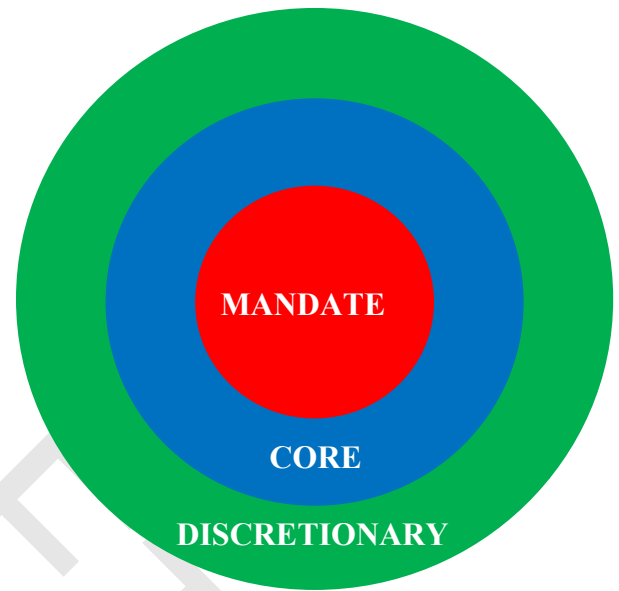
PLANNING DEPARTMENT



DEPARTMENT SERVICES MODEL

MANDATED

- Planning and environmental review assistance to the City Council and other city departments
- Develop Implement and monitor the City’s General Plan documents, including required updates and implementation to Housing Element
- Oversee long-range planning in accordance with State Law
- Process development applications in accordance with State Law
- Responsible for state-mandated reporting related to housing, general plan reporting, water efficient landscape reporting, zero waste/SB1383 (newly assigned in 2023)



CORE

- Responsible for staffing the Planning Commission, Design Review Board, Tree Board, Public Arts Committee, and Climate Action Committee
- Assist other Departments with long-range planning, such as managing the City’s Local Hazard Mitigation Plan update, the Climate Action Framework plan, Bicycle and Pedestrian Master Plan Update, and Development Impact Fee updates
- Serve on multiple county-wide committees, including the Community Development Commission’s City’s and Towns Advisory Committee (CTAC), the Measure M - Parks Technical Advisory Committee, the County’s Bicycle and Pedestrian Advisory Committee, Sonoma County Economic Development Board, as well as other related committees.
- Coordinate development review with all city departments
- Manage public arts and respond to community
- Lead role in climate action related activities and adopted Climate Action Framework
- Grant-writing and management for parks projects, planning initiatives
- Customer service on planning and park-planning related issues

DISCRETIONARY

- Economic development in multiple areas in accordance with General Plan, including administering the Façade Improvement Grant program for local businesses
- Homeless and Housing Services liaison (with Councilmember)
- Meetings with non-profits, including non-profit housing developers, non-profit service providers, recreation providers, etc. to provide assistance
- Response to public inquiries and requests beyond core and mandated services
- Research and response to informal developer inquiries
- Regional coordination and partnerships in support of coordinated development and environmental issues (traffic, economic development, noise, quality of life issues)

Major Accomplishments in 2022-23

- ✓ Processed approximately 100 planning applications in calendar year 2022
- ✓ Adoption of Local Hazard Mitigation Plan. Local Hazard Mitigation Plan adopted by Council and approved by CalOES/FEMA
- ✓ Completed Housing Element update to the General Plan for sixth cycle (2023-2031). Adopted by Council on January 3, 2023 and Certified by the California Department of Housing and Community Development (HCD) on March 7, 2023
- ✓ Managed RFP, Contracting, and Implementation of online permitting/tracking system. System is now up and running
- ✓ Adoption of Climate Action Framework by Council and initiation of priority climate actions.
- ✓ Completed Calder Creek naturalization study and hydrology studies and completed Ives Park Master Plan to update component for Calder Creek restoration
- ✓ Completed Michael McGinnis Library Art commission
- ✓ Began development of Objective Design Guidelines for mixed use and multi-family development, and SB9 standards for single family zoning lot splits
- ✓ Met Housing Element Fifth Cycle RHNA (Regional Housing Need Allocation) target of 120 units

Goals and Objectives for 2023-24

- Complete implementation of projects funded by \$165,000 State SB2 (Senate Bill 2) and \$65,000 LEAP planning grants
- Continue implementing GIS (geographic information systems) updates and improvements using SB2 grant funds, including tracking of affordable units and housing inventory sites
- Adopt Objective Design Guidelines for mixed use and multi-family development
- Adopt Updated Subdivision Ordinance that addresses new State Law “SB9” to provide standards for single family zoning lot splits
- Adopt Vehicle Mile Travel (VMT) standards
- Bicycle and Pedestrian Master Plan Update
- Commence affordable housing rental unit monitoring in partnership with Sonoma County
- Complete and adopt Vacation Rental Ordinance updates
- Initiate new call for public art at new public location
- Initiate Sixth Cycle Housing Element implementation of programs
- Revitalize Community Garden

Performance Measurements

- ❖ Days from application to internal/external review (Completeness check) – 30 days or less met

- ❖ Days from complete application to land use decision (Administrative Permits)
- ❖ Days from complete application to land use decision (Discretionary Permits – Planning Commission, Design Review/Tree Board, City Council)
- ❖ Façade Improvement Grants awarded
- ❖ Number of Dwelling Units approved; dwelling units permitted
- ❖ Compliance with new State Laws related to Housing, Zoning, and Subdivision Ordinance updates
- ❖ Compliance with State Reporting (Annual Performance Report [APR] to HCD, MWELo, Zero Waste)
- ❖ Grant Awards (dollars awarded)
- ❖ Number of meetings with non-profits to provide assistance

Other City-Wide Measures

- ❖ Number of Dwelling Units approved; dwelling units permitted
- ❖ Annual Homeless Count
- ❖ Green House Gas (GHG) Emissions (city-wide)
- ❖ Vehicle Miles Traveled (VMT) average for City

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PLANNING DEPARTMENT

General Statement:

While the budget worksheets provide detailed costs of each category for the department, this budget narrative gives the reader overall perspective of this year budget process, and how the Planning Department plans to meet the demand for a variety of services.

Original From Department:

The Planning Department proposed the following budget:

1. Routine costs for the next fiscal year (FY23-24):
 - a. Staffing – Status quo with staffing – 3 allocated positions (Planning Director (filled), Associate Planner (filled), Planning Technician (will be filled by end of FY 22-23). (The Planning Technician position was approved in lieu of the Senior Administrative Assistant in early 2023, there are no cost increases in salaries anticipated for this hire)
 - b. Annual contracts for:
 - i. Sonoma County LAFCO membership
 - ii. Planning association dues
 - iii. City Arborist services (for City-owned land, parks, etc.)
 - iv. Vacation rental monitoring services
2. New costs for the next fiscal year (FY23-24):
 - a. Affordable housing monitoring contract with the County of Sonoma Community Development Agency (CDC) (\$300 per unit for 60 units not currently covered by the CDC in their monitoring, a total of \$18,000). This is in response to the Sonoma County Grand Jury Report and the City Council’s response to this report in 2022.

Reductions: \$75,000 Reduction from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructed each department to go back in their budget and find a collective savings of at least \$1.5M. The Planning Department portion of that reduction was \$78,273. Significant changes are as follows (this is not an exhaustive list):

1. \$20,000 – Suspended façade improvement program.
2. \$5,000 – Removed recruitment cost as vacant position has been filled.
3. \$36,500 - Elimination of several discretionary projects, including a CivicSpark Fellow, Zero Waste supplies and outreach, and special community meetings
4. \$4,000 - Reduction in outreach support
5. \$5,000 – Shifting annual GIS hosting to be paid through Building Technology Fee Fund (Special revenue fund restricted to technology related to development services).
6. \$3,390 - Restructuring of public meetings for committees the Planning Department oversees:
 - a. Climate Action Committee (CAC) and Design Review/Tree Board (DRB) meetings once a month instead of twice a month.
 - b. All public meetings held on Tuesdays to coincide with Planning Commission or City Council meetings, to reduce setup and tear down costs from Sebastopol Community Cultural Center.
 - c. Technical support for the CAC, DRB, and PAC will be done by the Planning Technician (Zoom support and streaming) and SCCC Staff (hybrid/room recording) rather than Petaluma Community Access TV (PCA). Additionally, the Planning Technician will provide support for Planning Commission meetings to reduce PCA consultant costs by 50% for these meetings.

SUMMARY - PLANNING

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	267,752	214,084	356,330	356,330	228,240	368,884	367,884	11,554	3.2%
Benefits	110,980	141,974	143,300	143,300	129,240	129,511	134,278	(9,022)	-6.3%
Professional Contracted Services	90,720	144,273	77,800	77,800	177,000	129,430	55,340	(22,460)	-28.9%
Services & Supplies	5,692	4,244	12,200	12,200	11,215	25,200	12,700	500	4.1%
Equipment Rental/Maintenance	4,706	4,699	3,500	3,500	3,660	-	3,500	-	0.0%
Vehicle Expense	-	280	-	-	-	-	-	-	0.0%
Conference & Training Expense	330	1,493	1,950	1,950	1,950	3,300	2,100	150	7.7%
Telecommunications	3,176	3,244	3,500	3,500	5,930	3,500	3,500	-	0.0%
Allocated Insurance	52,062	49,121	58,600	58,600	58,600	65,840	64,275	5,675	9.7%
Total Expense	535,419	563,412	657,180	657,180	615,835	725,665	643,577	(13,603)	-2.1%

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Planning										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	294,610	257,435	334,330	334,330	245,000	356,384	356,384	22,054	6.6%
4011 - Salaries - Part Time		-	-	-	-	9,240	-	-	-	0.0%
4012 - Overtime	2	-	2,018	7,000	7,000	4,000	5,000	4,000	(3,000)	-42.9%
4017 - Salaries - COVID-19		1,445	-	-	-	-	-	-	-	0.0%
4023 - One Time Payment	1	-	-	15,000	15,000	15,000	7,500	7,500	(7,500)	-50.0%
4990 - Contra-Salaries/Projects		(28,303)	(45,369)	-	-	(45,000)	-	-	-	0.0%
Benefits										
4104 - Accrual in Lieu		4,163	-	-	-	300	-	-	-	0.0%
4105 - Medicare & Fica		4,371	3,781	4,650	4,650	4,650	5,168	5,168	518	11.1%
4110 - CalPERS Employer Rate		41,125	73,475	62,975	62,975	62,975	55,784	60,042	(2,933)	-4.7%
4130 - Health Insurance		51,490	54,748	64,360	64,360	50,000	59,429	58,338	(6,022)	-9.4%
4140 - Retiree Health Insurance OPEB		1,579	1,579	1,600	1,600	1,600	-	1,600	-	0.0%
4150 - Dental Insurance		5,242	5,501	5,630	5,630	5,630	5,883	5,883	253	4.5%
4151 - Vision Insurance		646	650	755	755	755	660	660	(95)	-12.6%
4181 - Long Term Disability Insurance		1,382	1,305	2,400	2,400	2,400	1,582	1,582	(818)	-34.1%
4182 - Short Term Disability Insurance		631	614	580	580	580	658	658	78	13.4%
4183 - EAP (Employee Asst Prog)		116	97	100	100	100	105	105	5	5.0%
4184 - Life Insurance		234	225	250	250	250	243	243	(7)	-2.8%
Contracted Services										
4210 - Professional Contract Services	3	46,057	129,175	41,300	41,300	145,000	92,930	52,840	11,540	27.9%
4212 - Internet & Network /Technology Maint		2,524	1,387	3,500	3,500	3,500	3,000	-	(3,500)	-100.0%
4226 - Façade Improvement Programs	4	10,396	6,467	20,000	20,000	20,000	25,000	-	(20,000)	-100.0%
4230 - Recruitment Services		5,114	5,049	10,000	10,000	5,000	5,000	-	(10,000)	-100.0%
4250 - Publications/Legal Notices		3,870	2,194	3,000	3,000	3,500	3,500	2,500	(500)	-16.7%
Services & Supplies										
4310 - Office Supplies		1,024	684	3,500	3,500	2,500	3,000	3,000	(500)	-14.3%
4330 - Misc Supplies & Services	5	769	1,143	-	-	15	8,500	-	-	0.0%
4340 - Postage & Printing		757	1,040	-	-	-	-	1,000	1,000	0.0%
4345 - Dues & Subscriptions	6	3,142	1,377	8,700	8,700	8,700	13,700	8,700	-	0.0%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses		-	-	-	-	160	-	-	-	0.0%
Vehicle Expense										
4380 - Vehicle Maintenance		-	280	-	-	-	-	-	-	0.0%
Conference & Training Expense										
4510 - Conference & Training		330	1,407	1,700	1,700	1,700	1,700	1,500	(200)	-11.8%
4515 - Meetings & Travel		-	86	250	250	250	1,600	600	350	140.0%
Telecommunications										
4750 - Telecommunications		3,176	3,244	3,500	3,500	5,930	3,500	3,500	-	0.0%
Allocated Insurance										
4996 - Allocated Liability Insurance	7	21,797	24,423	26,400	26,400	26,400	29,125	29,475	3,075	11.6%
4997 - Allocated Wrkrs Comp Insurance	7	30,266	24,698	32,200	32,200	32,200	36,715	34,800	2,600	8.1%
Total Operation		507,953	558,712	653,680	653,680	612,335	725,665	640,077	(13,603)	-2.1%
Contracted Services										
4210 - Professional Contract Services		22,760	-	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	8	4,706	4,699	3,500	3,500	3,500	-	3,500	-	0.0%
Total Fund 124		27,466	4,699	3,500	3,500	3,500	-	3,500	-	0.0%
TOTAL DEPARTMENT		535,419	563,412	657,180	657,180	615,835	725,665	643,577	(13,603)	-2.1%
G&A Allocation										
500 - Water Enterprise Fund	5%	25,598	27,953	32,684	32,684	30,617	36,283	32,004		
510 - WasteWater Enterprise Fund	3%	15,357	16,771	19,610	19,610	18,370	21,770	19,202		
Total G&A Allocation		40,955	44,724	52,294	52,294	48,987	58,053	51,206		
Total Department Expenses	92%	494,464	518,688	604,886	604,886	566,848	667,612	592,371	(12,515)	-2.1%

¹ Salary is lower actual in FY22/23 due to staffing vacancy throughout most of the year. This is anticipated to be as budgeted in FY23/24 with the hiring of a full time Planning Technician/filling vacancy. (Prof Services higher due to temp staff assistance in FY22/23).

¹ COVID Retention one-time payment based on bargaining unit memorandum of understanding

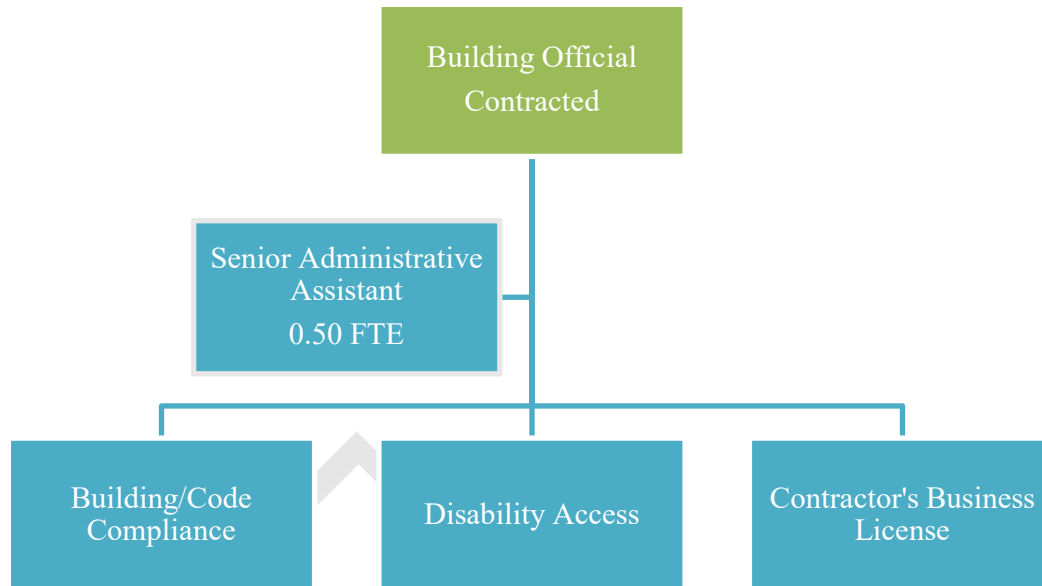
² Overtime includes time for evening meeting attendance by other than Director (Planning Technician or Planner to attend Planning commission mtg and Associate Planner to attend select City Council meetings).

<p>³ FY22/23 Prof Services is over budget due to staffing vacancy and coverage by contract staff throughout FY 22/23 (while salaries is under, for an overall slight net reduction anticipated). This is anticipated to be reduced in FY23/24 with the hiring of a full time Planning Technician/filling vacancy. New in FY23/24 - Affordable Housing Monitoring (\$18,000), per Sonoma County Grand Jury Report on same. Modifications between initial submittal and current: eliminated CivicSpark fellow and committee support for PR (decreases); modified meeting costs per SCCC communications for setup / breakdown (increase). Others as shown on spreadsheet.</p>
<p>⁴ Façade Improvement Program cut from proposed \$25,000 to \$10,000 at Budget Committee discussions.</p>
<p>⁵ Note, Zero Waste Station eliminated to reduce costs - would only do if receive grant for same.</p>
<p>⁶ Cannot be reduced. Includes LAFCO dues, which were moved from City Council budget to Planning dept in FY22/23 and department planning dues.</p>
<p>⁷ Allocated insurance distributed based on premium for next year programs renewals. General Liability - based on prior year department actual expenditures Worker's Compensation - based on payroll experience</p>
<p>⁸ Department achieved savings due to elimination of one copier machine</p>

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Planning	*			
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		167	\$ 34,370	\$ 62,140
4210 - Professional Contract Services				
4210 - Professional Contract Services	Affordable Housing Monitoring	60	\$ 300	\$ 18,000
4210 - Professional Contract Services	City Arborist	1	\$ 3,000	\$ 3,000
4210 - Professional Contract Services	Community Outreach (Holly Hansen) - special projects	20	\$ 100	\$ 2,000
4210 - Professional Contract Services	GIS Hosting (City of Santa Rosa)	0	\$ 5,000	\$ -
4210 - Professional Contract Services	Tech Support - Climate Action Committee Meetings (SCCC hybrid)	12	\$ 120	\$ 1,440
4210 - Professional Contract Services	Tech Support - Design Review Board (SCCC hybrid)	12	\$ 120	\$ 1,440
4210 - Professional Contract Services	Tech Support - Public Art Committee Meetings (SCCC hybrid)	12	\$ 120	\$ 1,440
4210 - Professional Contract Services	Tech Support - Planning Commission Meetings (PCA only)	22	\$ 180	\$ 3,960
4210 - Professional Contract Services	Tech Support - Planning Commission Meetings (SCCC only)	22	\$ 330	\$ 7,260
4210 - Professional Contract Services	Vacation rental compliance contract	1	\$ 3,000	\$ 3,000
4210 - Professional Contract Services	ZWS - outreach (moving from Eng to Planning)	0	\$ 1,500	\$ -
		1	\$ 11,300	\$ 11,300
Total 4210 - Professional Contract Services		163	\$ 25,070	\$ 52,840
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	American Planning Association, AEP, etc.	1	\$ 1,500	\$ 1,500
4345 - Dues & Subscriptions	LAFCO	1	\$ 7,200	\$ 7,200
Total 4345 - Dues & Subscriptions		2	\$ 8,700	\$ 8,700
4515 - Meetings & Travel				
4515 - Meetings & Travel		0	\$ -	\$ -
4515 - Meetings & Travel	Special Event Meetings - Housing related education meeting, Climate resiliency, etc.	1	\$ 500	\$ 500
4515 - Meetings & Travel	travel for mtgs - to/from Santa rosa, etc	1	\$ 100	\$ 100
Total 4515 - Meetings & Travel		2	\$ 600	\$ 600

BUILDING INSPECTION



DEPARTMENT SERVICES MODEL

MANDATED

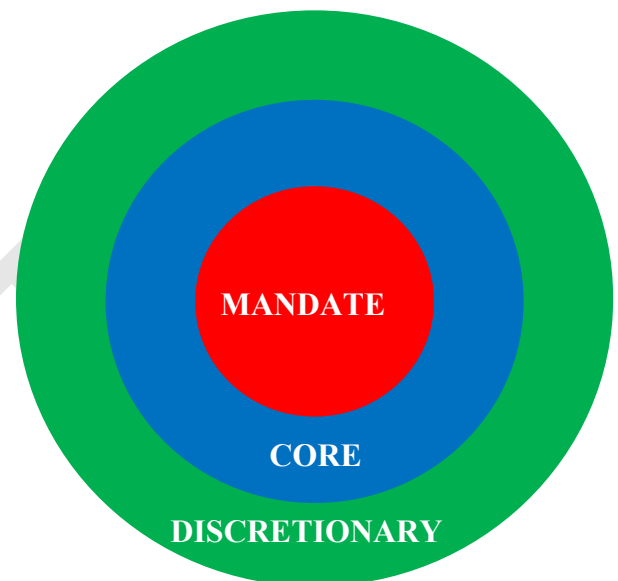
- Comply with state/federal construction codes laws
- Ensure safe buildings
- Prevent future flooding

CORE

- Plans, coordinates, and manages all city activities related to building and construction inspections
- Review of construction plans, drawings, and specifications for compliance with state and local regulations
- Ensure compliance with all Department Regulations
- Administrative Flood Plain Management Program
- Investigates Code Compliance complaints regarding Housing Code and Municipal Code violations often crossing over into other Department's jurisdictions such as Planning/Zoning
- Gathers evidence with regard to violations, issues correction notices
- Investigates complaints regarding ADA handicap access violations, Business Operations, and work without permits
- Customer service

◆ DISCRETIONARY

- Response to public inquiries and requests beyond core and mandated services
- Responsible for consultation with Architects, Engineers, Contractors, and Property Owners concerning building construction and land development.
- Maintain a positive partnership from the very beginning which allows for a much smoother approval process for all projects.



Major Accomplishments in 2022-23

- ✓ Established a more co-operative working relationships with all other City Departments.
- ✓ Pulled much more of our Plan Checks in house to reduce time for permit issuance.

Goals and Objectives for 2023-24

- Improve coordination with other Departments in project permitting/inspection process
- Enhance City's Emergency Disaster Response Plan
- Adopt and Implement Local Hazard Mitigation Plan
- Purchase and install Permit Issuance and Tracking Software

Performance Measurements

Building permitting:

- ❖ Total building inspections
- ❖ Total residential building permits issued
- ❖ Total building permits issued
- ❖ Commercial tenant improvements – 1st review turnaround

Code compliance:

- ❖ Days from code compliance request to first inspection

BUILDING DEPARTMENT

General Statement:

While budget table contained worksheet to provide the cost of each category for the department, this budget narrative gives the reader overall perspective of this year budget process as we navigate through a very difficult budget year addressing the structural deficit and how it will impact each department in various ways.

Original From Department:

The Building Department proposed the following budget:

1. Increase in Consultants Contract

Reductions: \$24,000 Reduction from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructing each department to return to their proposed budget and find additional savings to find a collective savings of at least \$1.5M. The portion of that reduction for the Building budget was \$24,533 to be eliminated from the budget. The department was not able to meet the reduction requested by the Budget Committee without eliminating staff required for the department to function. Significant changes achieved by this department are as follows (this is not an exhaustive list):

1. \$15,000 – The contract for the Building Official was reduced from the original \$140,000 requested in the original budget to \$125,000 in the stage 2 department budget.
2. \$9,000 – Transfer Local Hazard Mitigation Plan to Planning Department.
3. The relocation of offices, as recommended in the City-wide Staffing Assessment, will be discussed and addressed in FY 2023-24 in order to provide improved service to the Sebastopol Community.

SUMMARY - BUILDING

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	41,473	42,734	47,500	47,500	47,500	49,277	48,027	527	1.1%
Benefits	14,168	21,449	25,050	25,050	25,050	25,096	25,885	835	3.3%
Professional Contracted Services	195,388	155,367	141,700	141,700	141,700	161,700	146,100	4,400	3.1%
Services & Supplies	4,478	6,214	7,200	7,200	7,200	20,200	5,200	(2,000)	-27.8%
Equipment Rental/Maintenance	2,963	3,959	3,750	3,750	3,750	4,600	3,900	150	4.0%
Conference & Training Expense	-	214	500	500	500	500	500	-	0.0%
Telecommunications	2,316	1,883	2,000	2,000	2,000	2,000	2,000	-	0.0%
Allocated Insurance	16,684	18,820	18,000	18,000	18,000	17,775	17,685	(315)	-1.8%
Total Expense	277,470	250,640	245,700	245,700	245,700	281,149	249,297	3,597	1.5%

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Building										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	41,339	42,662	45,000	45,000	45,000	46,777	46,777	1,777	3.9%
4012 - Overtime		134	72	-	-	-	-	-	-	0.0%
4023 - One Time Payment		-	-	2,500	2,500	2,500	2,500	1,250	(1,250)	-50.0%
Benefits										
4101 - Health in Lieu		2,327	2,748	2,550	2,550	2,550	3,023	3,023	473	18.6%
4104 - Accrual in Lieu		1,585	-	-	-	-	-	-	-	0.0%
4105 - Medicare & Fica		660	662	630	630	630	678	678	48	7.7%
4110 - CalPERS Employer Rate		7,696	16,066	19,975	19,975	19,975	19,237	20,025	50	0.3%
4150 - Dental Insurance		1,449	1,523	1,290	1,290	1,290	1,582	1,582	292	22.6%
4151 - Vision Insurance		175	176	175	175	175	174	174	(1)	-0.6%
4181 - Long Term Disability Insurance		149	149	300	300	300	232	232	(68)	-22.5%
4182 - Short Term Disability Insurance		69	67	70	70	70	54	54	(16)	-22.9%
4183 - EAP (Employee Asst Prog)		17	17	20	20	20	35	35	15	75.2%
4184 - Life Insurance		42	41	40	40	40	81	81	41	102.5%
Contracted Services										
4210 - Professional Contract Services	2	195,299	155,317	141,700	141,700	141,700	161,700	146,100	4,400	3.1%
4230 - Recruitment Services		89	50	-	-	-	-	-	-	0.0%
Services & Supplies										
4310 - Office Supplies		1,482	1,250	1,500	1,500	1,500	1,500	1,500	-	0.0%
4330 - Misc Supplies & Services	3	2,553	4,342	5,200	5,200	5,200	18,200	3,200	(2,000)	-38.5%
4340 - Postage & Printing		243	462	-	-	-	-	-	-	0.0%
4345 - Dues & Subscriptions		200	160	500	500	500	500	500	-	0.0%
Conference & Training Expense										
4510 - Conference & Training		-	214	500	500	500	500	500	-	0.0%
Telecommunications										
4750 - Telecommunications		2,316	1,883	2,000	2,000	2,000	2,000	2,000	-	0.0%
Allocated Insurance										
4996 - Allocated Liability Insurance	4	12,723	15,607	13,700	13,700	13,700	12,955	13,115	(585)	-4.3%
4997 - Allocated Wrkrs Comp Insurance	4	3,961	3,213	4,300	4,300	4,300	4,820	4,570	270	6.3%
Total Operation		274,507	246,681	241,950	241,950	241,950	276,549	245,397	3,447	1.4%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	5	2,963	3,959	3,750	3,750	3,750	4,600	3,900	150	4.0%
Total Fund 124		2,963	3,959	3,750	3,750	3,750	4,600	3,900	150	4.0%
TOTAL DEPARTMENT		277,470	250,640	245,700	245,700	245,700	281,149	249,297	3,597	1.5%
G&A Allocation										
500 - Water Enterprise Fund	13%	35,492	31,290	31,454	31,454	31,454	35,951	31,902		
510 - WasteWater Enterprise Fund	13%	35,492	31,290	31,454	31,454	31,454	35,951	31,902		
Total G&A Allocation		70,984	62,580	62,908	62,908	62,907	71,903	63,803		
Total Department Expenses	74%	206,486	188,060	182,792	182,792	182,793	209,246	185,494	2,702	1.5%

¹ City is reviewing the city wide staffing assessment recommendation regarding merging of departments and is reviewing potential options for streamlining of city services. Such mergers/consolidation:

- Can eliminate redundancies in your operations, such as needing only one reception/administrative assistant (shared duties), being able to consolidate office supplies and storage, using one photocopy area and equipment,
- Can create continuity of operations, supervision by City employee not conducted by consultant
- Can improve organizational efficiencies by streamlining communication, cross training, knowledge transfer and workflows, and creating synergies between departments and employees.

² The building official has agreed to reduce the contract amount from 140,000 to 125,000. This is based on a conversation with City Administration on processing of inspections through deposit accounts and not charged against the consultants contract. It was also agreed that the additional \$6,000 was not needed as this was for the maintenance meeting conducted by consultant within one year of 2022 LHMP (has this been done) (may want to check to see if this is accurate statement)

³ Originally the LHMP annual maintenance cost was initially place in the miscellaneous services and supplies where it should have been in contracted services. Stage 2 of the budget process, the cost was corrected and moved

⁴ Allocated insurance distributed based on premium for next year programs renewals.

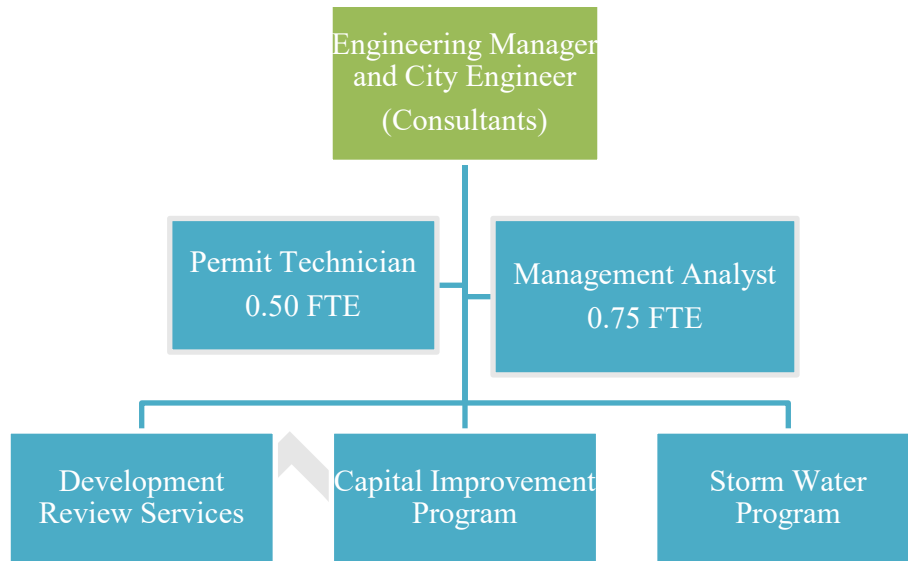
- General Liability - based on prior year department actual expenditures
- Worker's Compensation - based on payroll experience

⁵ Department achieved savings due to consolidation of copier machine from City Hall

Building				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		7	149,300	149,300
4210 - Professional Contract Services				
4210 - Professional Contract Services	Construction management ordinance update - Write of ordinance	1	9,000	9,000
4210 - Professional Contract Services	Corelogic Information Solutions - Property Data Information	1	2,400	2,400
4210 - Professional Contract Services	Laguna Flood Monitoring Gauge	1	9,200	9,200
4210 - Professional Contract Services	Building Official Contract	1	125,000	125,000
4210 - Professional Contract Services	Planeteria - ADA Annual Website Review	1	500	500
Total 4210 - Professional Contract Services		5	146,100	146,100
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	ADT Security Monitoring	1	700	700
4330 - Misc Supplies & Services	Routine Department	1	2,500	2,500
Total 4330 - Misc Supplies & Services		2	3,200	3,200

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ENGINEERING DEPARTMENT

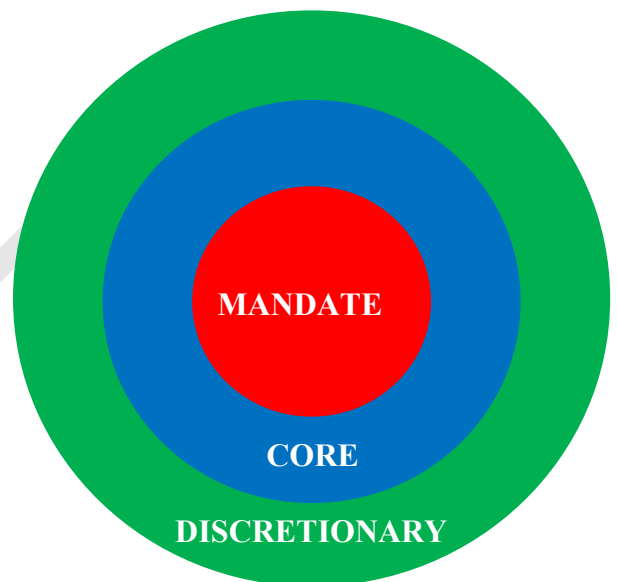


MANDATED

- Comply with permits and programs mandated by state and federal laws as generally listed in this paragraph.
- Stormwater NPDES permit
- Sustainable Groundwater Management Act
- California Subdivision Map Act
- Uniform Construction Cost Accounting Act and Procedures

CORE

- Respond to public inquiries and requests for Engineering records
- Perform the duties of the City Engineer as specified in the Sebastopol Municipal Code
- Perform review services of private development plans and encroachment permits for consistency with City ordinances and codes and protection of City property
- Oversee and manage the City's 5-Year Capital Improvement Program (CIP)
- Participate in local and resource agencies coordination to represent the City's preferences and share in funding and expenditure allocations and to reduce overall cost to the City by partnering with other local agencies
- Perform short and long range planning for maintenance, replacement and upgrades to the City's infrastructure
- Work collaboratively with other City departments to provide Engineering department perspective on City department programs and projects



◆ DISCRETIONARY

- Respond to public inquiries and requests beyond core and mandated services
- Participate and/or accept a leadership role in regional coordination and partnerships beyond core and mandated services
- Perform tasks and activities for other City departments beyond core and mandated services
- Convert paper Engineering records to electronic format for ease of storage and retrieval
- Update GIS system to allow for public access of records and other data to reduce staff time in researching and responding to public requests

Major Accomplishments in FY 2022-23

- ✓ The City's Water and Sewer Standard Details were updated in 2022 from the 1998 version.
- ✓ The City applied for and was awarded a Safe and Seamless Mobility ("Quick Strike") transportation grant of \$476,000. The work includes installation of ADA curb ramps at seven intersections on SR 116, pedestrian safety improvements at Bodega/Robinson and Bodega/Florence intersections. The project has been approved by Caltrans and will be under construction in summer 2023.
- ✓ The City was awarded a \$1.2 million OBAG 2 federal-aid grant for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1 project from High Street to Robinson Road. The work has been approved by Caltrans and will be under construction in summer 2023.
- ✓ The City applied for and was awarded a \$2.4 million Go Sonoma transportation grant for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 project from Robinson Road to Pleasant Hill Road. The funding is anticipated to be available for construction in two years. The Phase 2 project has been designed and is nearly "shovel ready" awaiting funding availability.
- ✓ Storm Water Permit Compliance: Work continues under the Work Plan developed in conjunction with the Russian River Watershed Association. The State has reduced the requirement for storm water testing during "first flush" which the first major rain event occurs.
- ✓ Groundwater Sustainability Agency (GSA): The GSP was completed and submitted for State review in February 2022. The Rate Study by the GSA has been completed and will affect all groundwater users.
- ✓ The construction of the First Street Water Main Replacement Project was completed and the project was bid in 2022. The work included the replacement of approximately 450 lineal feet of a 10-inch water main on Leland Street at First Street to Jewell Avenue at Calder Avenue.
- ✓ The City applied for a Highway Safety Improvement Program (HSIP) grant for replacement of existing pedestrian crossing lights at SR 116 and Burnett Street, Keating Avenue, Hutchins Avenue, and Walker Avenue.
- ✓ The City completed the Sebastopol Local Road Safety Plan (LRSP) in May 2023 for the purpose of complying with new state and federal requirements related to the a Highway Safety Improvement Program (HSIP) grant and other state and federal funding programs. The LRSP is a collaborative process between the City, identified stakeholders and the public that provides a list of countermeasures for priority intersections and roadways segments based on collision analysis and the feedback from City staff, stakeholders, and the public.
- ✓ The City applied for a Highway Safety Improvement Program (HSIP) grant for replacement of approximately 765 lineal feet of guard rail along Bodega venue from the west end of the City to Valley View Drive.
- ✓ Staff has been communicating closely with Caltrans on various proposed projects on the State highway including installation of a permanent parklet at South Main Street near Burnett Avenue, acquisition of the "triangle" piece of right of way for public purposes, and new pedestrian crossing signals on SR 116 at McKinley Avenue and at Danmar Drive.
- ✓ The Parquet Street Water, Sewer and Street Improvements project design has been completed

- and construction is anticipated to commence in summer 2023.
- ✓ The Engineering Department, working with Zero Waste Sonoma, continued to implement and monitor for compliance, various policies and ordinances pertaining to SB 1383 including a Zero Waste Food Ware Ordinance, a Zero Waste Reduction Ordinance, and a comprehensive Environmentally Preferable Purchasing Policy. As of March 2023, SB 1383 compliance monitoring will be undertaken by the Planning Department under the Climate Change program.
- ✓ The City applied for and was awarded a PTAP grant for preparation of the 2023 Pavement Management Program report. The report will be completed in April 2023 and includes inspection and rating of all city streets and will serve as a priority plan for pavement resurfacing into the future.
- ✓ The City is applying for a Sustainable Transportation Planning grant for the Downtown area
- ✓ In conjunction with the Community Department, develop and implement a Parklets Guidelines for permanent parklets in the city.

Goals and Objectives for 2023-24:

- Bodega Avenue Bike Lanes and Pavement Rehabilitation project:
 - Begin construction of Phase 1 from High Street to Robinson Road
 - Complete environmental and design of Phase 2
 - Secure grant funding for Phase 2 work from Robinson Road to Pleasant Hill Road
- Continue 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.
- Complete construction of ADA curb ramps along SR 116 and intersection improvements at Bodega/Robinson and Bodega/Florence upon authorization of award of Quick Strike grant funding.
- Continue 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.
- Continue to participate in the MS4 stormwater permit renewal process.
- Re-certify the Pavement Management Program to qualify for regional transportation discretionary funds to improve and maintain the city's street and road network.
- Begin work on developing an undergrounding district to utilize existing Rule 20A monies.
- In coordination with the Community Development department, continue to develop and implement parklets framework for permanent parklets on Caltrans right of way.
- Continue to coordinate with Caltrans on the ongoing projects listed in FY 2022-23 to completion.
- Continue 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 2022-23 CIP.

Performance Measurements

Encroachment permits:

Complete review and issue approval of minor encroachment permits within two weeks of receiving a complete encroachment permit application including complete insurance endorsements. For major encroachment permits, the goal is to complete such review and issue approval of a major encroachment permit within four weeks of receiving a complete application.

Public inquiries and requests:

Respond to email and phone calls within two business days of receipt. Completion of the request will depend on the complexity of the request and Engineering staff will commit to keeping the requesting party informed of status.

Development review:

Complete first submittal review within three weeks of receipt of a complete application with plans and required documents Second and subsequent review within one to two weeks depending on number of review comments.

Capital project planning and delivery:

Maintain a project schedule and adhere to schedule and identify potential delays beforehand

Update Engineer's estimate during the preliminary, 50% and final design stages in order to ensure total funding from grants and local funding are sufficient to meet project needs

Keep City staff informed of schedule and budget

10% contract change order rate

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ENGINEERING DEPARTMENT

General Statement:

While budget table contained worksheet to provide the cost of each category for the department, this budget narrative gives the reader overall perspective of this year budget process as we navigate through a very difficult budget year addressing the structural deficit and how it will impact each department in various ways.

Original From Department:

The Engineering Department proposed the following budget:

Services Description	Amount
On Call City Engineer	\$ 123,600
On Call Day to Day Engineering Department	\$ 123,600
On Call Traffic Engineer	\$ 38,100
Total	\$ 285,300

Reductions: \$19,000 Reduction from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructing each department to return to their proposed budget and find additional savings to find a collective savings of at least \$1.5M. The portion of that reduction for the Engineering budget was \$36,018 to be eliminated from the budget. This department could not meet the reductions requested by the Budget Committee. The Budget Committee considered reducing contract services, but concluded that the financial loss to the City outweighed any savings achieved by reducing the contract amount. Significant changes in this department's budget are as follows (this is not an exhaustive list):

1. \$10,000 – Reduction in recruitment cost as Permit Technician position has been filled

Benefits – Financial and Otherwise – From Engineering Contracts: Based upon contributions to the City of Sebastopol it was recommended that the Engineering Contract be funded as requested originally, with no reductions.

1. Grant assistance. During the past couple years, GHD has assisted the City in securing and implementing nearly \$5 million in grants:

Grant name	Max. Amount of Grant
TDA 3	\$60,380
Quick Strike	\$476,000
HSIP	\$528,120
OBAG2	\$1,195,000
Go Sonoma	\$2,240,000
County District 5	\$200,000
PTAP-23	\$15,000
LRSP	\$40,000
SUSD Contribution	\$20,000
CDBG	\$203,500
Total	\$4,978,000

2. Resource agency representative. GHD has in-house expertise and provides technical support for resource agency representation:
 - a. RRWA – technical expertise in Low Impact Development (LID) certification
 - b. GSA – technical expertise in groundwater hydrogeology
 - c. SCTA – transportation engineering and experience with Caltrans requirements and standards, transportation grant requirements
3. Access to additional high quality resources: Continue to have access to GHD’s resources with specialty engineers, land surveyors, environmental planners, construction management teams, and grant writers, all in one company.
4. Access to excellent lead managers who are highly qualified and have prior experience working directly for City governments, particularly in Sonoma County. This allows the City to take advantage of their working knowledge and relationships with Sonoma County agencies.

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SUMMARY - ENGINEERING

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	124,469	79,625	94,950	94,950	110,069	126,561	124,686	29,736	31.3%
Benefits	60,509	33,142	51,950	51,950	36,045	52,379	53,037	1,087	2.1%
Professional Contracted Services	197,046	391,730	355,900	372,900	372,900	315,500	293,200	(79,700)	-21.4%
Services & Supplies	44,221	47,810	52,740	52,740	43,940	60,630	60,630	7,890	15.0%
Equipment Rental/Maintenance	3,119	3,073	3,420	3,420	6,400	7,100	6,400	2,980	87.1%
Conference & Training Expense	97	147	250	250	250	250	250	-	0.0%
Telecommunications	2,512	2,554	3,600	3,600	3,600	3,600	3,600	-	0.0%
Allocated Insurance	37,178	26,068	31,900	31,900	31,900	42,720	42,440	10,540	33.0%
Total Expense	469,152	584,149	594,710	611,710	605,104	608,739	584,243	(27,467)	-4.5%

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Engineering										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	109,737	70,370	88,700	88,700	73,000	121,561	121,561	32,861	37.0%
4011 - Salaries - Part Time		14,466	9,255	-	-	30,000	-	-	-	0.0%
4017 - Salaries - COVID-19		266	-	-	-	819	-	-	-	0.0%
4023 - One Time Payment		-	-	6,250	6,250	6,250	5,000	3,125	(3,125)	-50.0%
Benefits										
4101 - Health in Lieu		1,163	229	-	-	-	-	-	-	0.0%
4104 - Accrual in Lieu		12,853	888	-	-	-	-	-	-	0.0%
4105 - Medicare & Fica		1,829	1,156	1,265	1,265	1,265	1,763	1,763	498	39.3%
4110 - CalPERS Employer Rate		18,184	18,480	24,475	24,475	20,000	24,178	25,672	1,197	4.9%
4130 - Health Insurance		19,398	7,463	19,415	19,415	9,135	22,955	22,120	2,705	13.9%
4140 - Retiree Health Insurance OPEB		3,733	3,733	3,750	3,750	3,750	-	-	(3,750)	-100.0%
4150 - Dental Insurance		2,099	676	1,865	1,865	1,100	2,282	2,282	417	22.4%
4151 - Vision Insurance		253	78	255	255	150	255	255	-	0.0%
4181 - Long Term Disability Insurance		554	237	630	630	350	521	521	(109)	-17.4%
4182 - Short Term Disability Insurance		251	107	150	150	150	193	193	43	29.0%
4183 - EAP (Employee Asst Prog)		61	28	45	45	45	70	70	25	55.5%
4184 - Life Insurance		131	67	100	100	100	162	162	62	62.0%
Contracted Services										
4210 - Professional Contract Services	2	152,159	342,713	242,500	242,500	242,500	249,700	242,500	-	0.0%
4212 - Internet & Network /Technology Maint		37	-	1,500	1,500	1,500	1,500	1,500	-	0.0%
4230 - Recruitment Services		4,035	-	10,000	10,000	10,000	-	-	(10,000)	-100.0%
Services & Supplies										
4330 - Misc Supplies & Services		3,962	1,228	2,150	2,150	2,150	2,150	2,150	-	0.0%
4340 - Postage & Printing		0	13	-	-	-	-	-	-	0.0%
4345 - Dues & Subscriptions		55	5,217	7,290	7,290	7,290	7,480	7,480	190	2.6%
Conference & Training Expense										
4515 - Meetings & Travel		97	147	250	250	250	250	250	-	0.0%
Telecommunications										
4750 - Telecommunications		2,512	2,554	3,600	3,600	3,600	3,600	3,600	-	0.0%
Allocated Insurance										
4996 - Allocated Liability Insurance	3	20,420	19,458	23,200	23,200	23,200	30,195	30,565	7,365	31.7%
4997 - Allocated Wrkrs Comp Insurance	3	16,758	6,611	8,700	8,700	8,700	12,525	11,875	3,175	36.5%
Total Operation		385,013	490,706	446,090	446,090	445,304	486,339	477,643	31,553	7.07%
Contracted Services										
4210 - Professional Contract Services	2	40,815	49,017	101,900	118,900	118,900	64,300	49,200	(69,700)	-58.6%
Services & Supplies										
4345 - Dues & Subscriptions	4	40,204	41,353	43,300	43,300	34,500	51,000	51,000	7,700	17.8%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	5	3,119	3,073	3,420	3,420	6,400	7,100	6,400	2,980	87.1%
Total Fund 124		84,138	93,443	148,620	165,620	159,800	122,400	106,600	(59,020)	-35.6%
TOTAL DEPARTMENT		469,152	584,149	594,710	611,710	605,104	608,739	584,243	(27,467)	-4.5%
G&A Allocation										
500 - Water Enterprise Fund	34%	117,390	142,528	151,671	151,671	151,403	165,355	162,399		
510 - WasteWater Enterprise Fund	28%	96,673	117,376	124,905	124,905	124,685	136,175	133,740		
Total G&A Allocation	38%	214,063	259,904	276,576	276,576	276,088	301,530	296,139		
Total General Fund Department Expenses		255,089	324,245	318,134	335,134	329,016	307,209	288,104	(47,030)	-14.0%

¹ Salary increased due to City Council approval of Permit Technician. The department was previously had .50 FTE to now 1.00 FTE
Department shared positions of Management Analyst (.25FTE) and Permit Technician (.50 FTE)

² Keeping status quo of routine oncall & City Engineer support services for a total of \$240,000
Traffic Engineering cost will reduce its cost by \$5,000

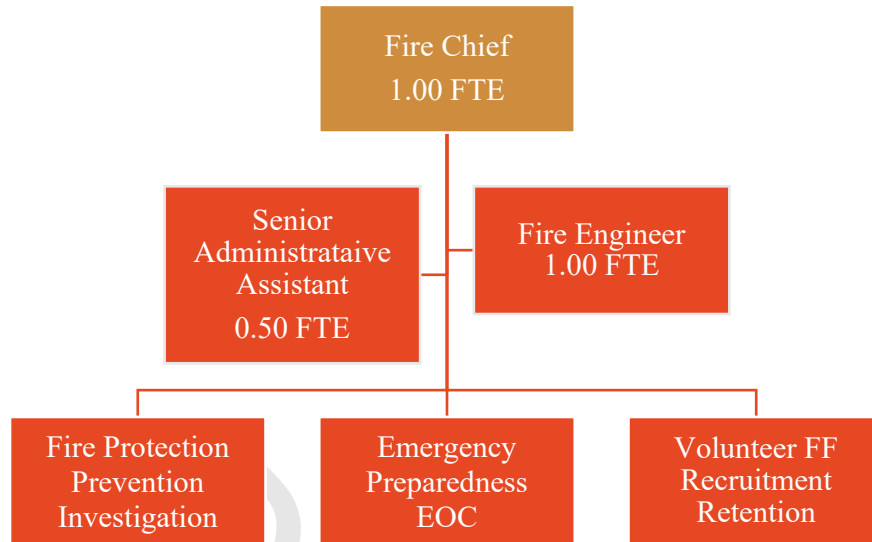
³ Allocated insurance distributed based on premium for next year programs renewals.
• General Liability - based on prior year department actual expenditures
• Worker's Compensation - based on payroll experience

⁴ Dues and Subscriptions increased in cost for the next fiscal year because of the stormwater discharge 5-year permit renewal and increase to RRWA work plan costs.

⁵ Department achieved savings due to consolidation of copier machine from City Hall

Engineering																													
Object Details																													
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total																									
Grand Total		13	\$ 350,180	\$ 350,180																									
4210 - Professional Contract Services																													
4210 - Professional Contract Services	Engineering Management Services ^a	1	\$ 120,000	\$ 120,000																									
4210 - Professional Contract Services	Interim City Engineer ^a	1	\$ 120,000	\$ 120,000																									
4210 - Professional Contract Services	Scan documents for electronic records	1	\$ 1,000	\$ 1,000																									
4210 - Professional Contract Services	Public outreach services for engineering activities	1	\$ 1,500	\$ 1,500	\$ 242,500																								
4210 - Professional Contract Services	Annual storm water report assistance	1	\$ 25,700	\$ 25,700																									
4210 - Professional Contract Services	Mandate storm water creek sampling	1	\$ 500	\$ 500																									
4210 - Professional Contract Services	Traffic Engineering Services	1	\$ 23,000	\$ 23,000	\$ 49,200																								
4210 - Professional Contract Services	Zero Waste/SB1383 Initiatives - This line item has been moved to the Planning Budget	0	\$ -	\$ -																									
Total 4210 - Professional Contract Services		7	\$ 291,700	\$ 291,700																									
4345 - Dues & Subscriptions																													
4345 - Dues & Subscriptions	5-year permit renewal	1	\$ 5,000	\$ 5,000																									
4345 - Dues & Subscriptions	Adobe Acrobat	1	\$ 200	\$ 200																									
4345 - Dues & Subscriptions	Breeze Smart (CIP) Software Annual Fee	1	\$ 1,680	\$ 1,680																									
4345 - Dues & Subscriptions	Russian River Water Shed	1	\$ 38,000	\$ 38,000																									
4345 - Dues & Subscriptions	SCTA Annual Fee	1	\$ 5,600	\$ 5,600																									
4345 - Dues & Subscriptions	State Water Resources Control Board	1	\$ 8,000	\$ 8,000																									
Total 4345 - Dues & Subscriptions		6	\$ 58,480	\$ 58,480																									
^a . The current consulting firm during the last couple of years has assisted the City in securing and implementing nearly \$5 millions in grants																													
<table border="1"> <thead> <tr> <th>Grant name</th> <th>Max. Amount of Grant</th> </tr> </thead> <tbody> <tr> <td>TDA 3</td> <td>\$60,380.</td> </tr> <tr> <td>Quick Strike</td> <td>\$476,000.</td> </tr> <tr> <td>HSIP</td> <td>\$528,120.</td> </tr> <tr> <td>OBAG2</td> <td>\$1,195,000.</td> </tr> <tr> <td>Go Sonoma</td> <td>\$2,240,000.</td> </tr> <tr> <td>County District 5</td> <td>\$200,000.</td> </tr> <tr> <td>PTAP-23</td> <td>\$15,000.</td> </tr> <tr> <td>LRSP</td> <td>\$40,000.</td> </tr> <tr> <td>SUSD Contribution</td> <td>\$20,000.</td> </tr> <tr> <td>CDBG</td> <td>\$203,500.</td> </tr> <tr> <td>Total</td> <td>\$4,978,000.</td> </tr> </tbody> </table>						Grant name	Max. Amount of Grant	TDA 3	\$60,380.	Quick Strike	\$476,000.	HSIP	\$528,120.	OBAG2	\$1,195,000.	Go Sonoma	\$2,240,000.	County District 5	\$200,000.	PTAP-23	\$15,000.	LRSP	\$40,000.	SUSD Contribution	\$20,000.	CDBG	\$203,500.	Total	\$4,978,000.
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Lead managers who are well versed and prior experience in working directly for city governments, particularly in Sonoma County. This allows the City to take advantage of their working knowledge and relationships with Sonoma County agencies.																													

FIRE DEPARTMENT



DEPARTMENT SERVICES MODEL

MANDATED

- Fire Response/Suppression
- Fire Prevention
- Training
- Dispatch
- Records
- Auto-Aid

CORE

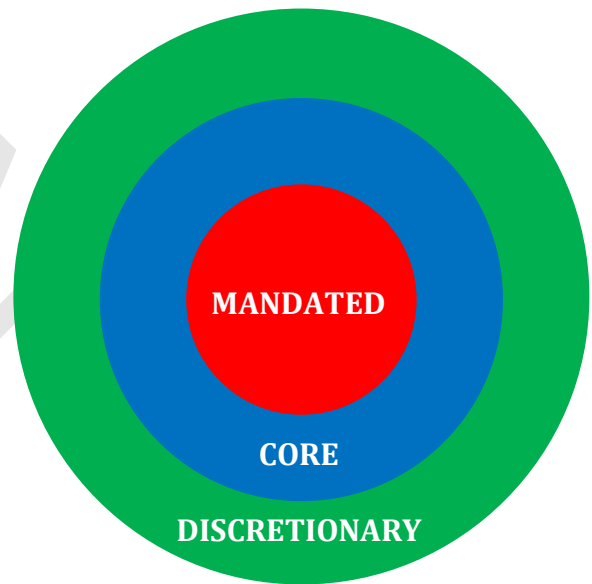
- Emergency Medical Services
- Public Education
- Volunteer Firefighters
- Urban Search and Rescue Team (USAR)
- HAZ-MAT

DISCRETIONARY

- Mutual Aid-Out of County Wildland Response

Alternative Services Delivery Options

- Shared Services



Major Accomplishments in 2022-23:

- ✓ Responded to 1325 Emergency Calls for Service in 2022
- ✓ Successfully recruited 9 new volunteers, started and/or completed onboarding process with all
- ✓ Extinguished one significant structure fire within City Limits
 - Involved 3 residences plus 1 commercial occupancy
 - Able to hold loss to +/- \$1 million
- ✓ Extinguished multiple wildland fires within and/or threatening City Limits
- ✓ Maintained a satisfactory response time, resulting in the reduction of overall fire loss
- ✓ Created specifications and ordered a new Type III Wildland Fire Engine
- ✓ Completed major repairs on current Type III Wildland Fire Engine to keep it in service
- ✓ Provided In-County Upstaffing & Task Force Fire Protection
- ✓ Managed Strike Teams and County Upstaffing Fire Coverage
- ✓ Participated in Wildland Fire Response Planning Session
- ✓ Worked with County on Evacuation and Sheltering Plan
- ✓ Weekly Sonoma County Operational Situational Briefings
- ✓ Conducted approximately 48 Training Exercises and Drills
- ✓ Conducted SFM Fire & Life Safety Building Inspections
- ✓ Managed PGE Public Safety Power Shutoff's (PSPS)
- ✓ Managed Successful Weed Abatement Program
- ✓ Disaster Preparedness & Emergency Planning Presentations
- ✓ Held 6 Blood Drives for Blood Centers of the Pacific
- ✓ Fire Dept Long Range (5 Year) Planning Committee Meetings
- ✓ Submitted Building & Fire Department Annual Budgets
- ✓ Submitted Mid-Year Budget Adjustments for Building & Fire Depts
- ✓ Directed Public Safety Outreach Coordinator with Projects
- ✓ Active Member of Development Review Committee
- ✓ Managed Development of City's Evacuation Map and Plan
- ✓ Updated City's Emergency Operations Plan
- ✓ Updated City's Emergency Operations Center Plan

Goals and Objectives for 2023-24:

- Expected to have over 1300 Emergency Calls for Service
- Achieve response time goal of <6:00 from "Time of Alarm" to "Time of Arrival"
- Recruit (10) new Volunteer Firefighters to bring total active volunteers to approximately 40
- Make forward progress on challenges related to staffing, including
 - Researching options to make our current staffing model commensurate with the current call volume and workload
 - Researching the implantation of an intern firefighter program and/or extra help status
- Continue to advance the "Long-Range Planning for Fire Service for Sebastopol Fire and Emergency Service Delivery" effort
- Transition from FireHouse reporting software to ImageTrend RMS software to align with County Standard
- Continue to improve the current fire safety inspection program
- Take delivery of new Type III engine, provide training for members, and place in service
- Create specifications and order a new Type I Fire Engine
- Conduct 48 Required Training Drills, including Swiftwater Training
- Conduct EOC Training Exercises with City Staff & City Council

- Apply for Cal Fire VFA Grant and other Local Community Grants
- Hold 6 Blood Drives for Vitalent
- Manage City's Weed Abatement Program
- Provide In-County Upstaffing & Task Force Fire Protection
- Provide In-County and Out-of-County Wildland Strike Teams
- Manage Strike Teams and County Upstaffing Fire Coverage
- Attend Weekly Sonoma County Operational Situational Briefings
- Purchase Personal Protective Equipment (PPE) Supplies for City Dept's
- Conduct SFM Fire & Life Safety Building Inspections
- Manage PGE Public Safety Power Shutoff's (PSPS)
- Manage Public Safety Outreach Coordinator with Projects
- Submit Building & Fire Department Annual Budgets
- Submit Mid-Year Budget Adjustments for Building & Fire Depts
- Adopt and Implement Local Hazard Mitigation Plan
- Enhance & Implement City's Evacuation Map and Plan
- Update and Present City of Sebastopol Emergency Plan
- Update and Present City of Sebastopol Evacuation Map & Plan

Performance Measurements

End of Year Fire Report

- ❖ Percentage of Commercial Buildings Inspected
- ❖ Annual Business License Fire Inspections
- ❖ New and Permit Construction Inspections
- ❖ Public Education Events
- ❖ Number of Structure and Non-structure Fires
- ❖ Fires Confined to Room of Origin
- ❖ False Alarms
- ❖ Estimated Fire Losses
- ❖ Response times
- ❖ Fire loss
- ❖ Ability to deliver high number of training sessions
- ❖ Well-trained and well-equipped

Emergency Medical Services

- ❖ Emergency Calls per 1,000 Residents

Fourth of July Stats

- ❖ Citations
- ❖ Illegal Fireworks Confiscated
- ❖ Fire Works Related Calls for Service
- ❖ Fires

FIRE DEPARTMENT

General Statement:

Worksheets provided the cost of each category for the department and gives the reader overall perspective of the funding requirements to provide for personnel, equipment maintenance and repairs, and, to ensure the organization provides for a well-trained well equipped fire department that can meet the current demand of providing fire and emergency responses services.

Original From Department:

The Fire Department proposed the following budget:

1. Routine cost for the next fiscal year (FY23-24).
 - a. No significant increases specific to the operational costs.
 - b. No significant increases in full-time salaried positions (2).
 - c. No significant increases for equipment replacement such as radios and other firefighting and rescue equipment.
 - d. A \$40,000 request for extra help or contract work for fire prevention, overhead staff and Emergency Operations Center improvements and Emergency Operation Plan development work.
 - e. A \$152,800 request for expansion of the stipend program to provide volunteer firefighters on a scheduled basis to assure that emergency response standards are met.
 - f. A \$300,000 increase in capital outlay to start the process of a lease-purchase option to replace a 33-year-old type-one fire engine.

Reductions: \$275,000 Reduction from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructing each department to go back in their budget and find a collective savings of at least \$1.5M. The Fire Department portion of that reduction was \$218,939 or 14.6% be eliminated from the budget requests. The Fire Chief met with the Budget Committee to answer questions and provide information, but declined to participate in discussion about possible reductions to balance the City's FY 2023-24 budget. The Budget Committee made reductions it concluded were appropriate, taking into consideration all information it had been provided. Significant changes are as follows (this is not an exhaustive list):

1. \$40,000 – Part time temporary employee to assist Interim Fire Chief (new item)
2. \$145,000 – Increased stipend pay beyond current year allocation. Current core stipends, as explained by the Fire Chief, are \$200 per shift for one 8-hour shift per day throughout the year, plus an additional 60 shifts per year for additional needed coverage. For FY 2023-24 the funding needed for this shift schedule was \$85,000. The original budget from the department requested \$230,000, \$145,000 more than was outlined by the Fire Chief. The Budget Committee recommends the Council consider any request for increased stipend pay, including the request in the Fire Department's original budget, at a later date, when the Council has the benefit of the full report anticipated from the Ad Hoc Fire Committee.
3. \$80,000 – Retention pay to be shared among the firefighters each year. The Budget Committee noted that the proposed FY 2023-24 budget includes \$264,000 in stipend payments by the City to firefighters without the \$80,000 retention pay, which was initially a grant amount intended to last only one year. Given budgetary constraints, reductions in expenses being made across all departments, and the ongoing work of the Ad Hoc Fire Committee, which will be assessing all options for the Fire Department, the Budget Committee concluded this amount was best eliminated pending a report from the Ad Hoc Fire Committee and full consideration of that report and it's recommendations by the Council. The proposed budget includes \$370,000 in expenditures for capital outlay (\$300,000 deposit for fire engine plus \$70,000 for additional equipment). The fire engine expense is included in the Fire Department budget, but could instead be charged against the equipment, technology, & vehicle reserve fund (which has a projected end of FY 2023-24 balance of \$861,099). This does not address funding for future year payments for the fire engine.

SUMMARY - FIRE

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	563,355	588,575	648,900	648,900	644,800	842,000	575,750	(73,150)	-11.3%
Benefits	252,836	251,798	321,050	321,050	301,508	278,901	250,939	(70,111)	-21.8%
Professional Contracted Services	45,685	55,734	108,000	115,500	115,500	138,000	138,000	22,500	19.5%
Services & Supplies	67,021	85,685	79,050	79,050	54,550	91,700	91,700	12,650	16.0%
Special Programs	33,733	10,000	11,000	11,000	-	2,000	2,000	(9,000)	-81.8%
Equipment (under \$10K)	15,267	707	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance	17,926	8,265	28,750	28,750	2,500	29,600	29,600	850	3.0%
Vehicle Expense	41,357	26,678	53,000	73,000	53,000	77,500	77,500	4,500	6.2%
Conference & Training Expense	9,128	6,131	10,000	10,000	10,000	10,000	10,000	-	0.0%
Utilities	11,773	14,567	8,000	8,000	8,000	11,000	11,000	3,000	37.5%
Telecommunications	8,765	9,941	9,200	9,200	7,700	9,200	9,200	-	0.0%
Allocated Insurance	113,423	97,511	117,300	117,300	117,300	117,735	116,160	(1,140)	-1.0%
Capital Outlay	-	-	32,000	60,000	-	370,000	370,000	310,000	516.7%
Total Expense	1,180,270	1,155,592	1,426,250	1,481,750	1,314,858	1,977,637	1,681,850	366,992	24.8%

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Fire										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	272,232	272,192	298,900	298,900	280,000	304,200	304,200	5,300	1.8%
4011 - Salaries - Part Time	2	(1,279)	4,678	-	-	-	40,000	-	-	0.0%
4012 - Overtime		371	765	1,500	1,500	1,500	1,500	1,500	-	0.0%
4013 - Part Time (Shifts)	3	80,800	93,000	77,200	77,200	92,000	230,000	85,000	7,800	10.1%
4014 - Part Time (Calls/Drills)		102,448	108,262	150,000	150,000	150,000	150,000	150,000	-	0.0%
4015 - Part Time (Captain Weekends)		28,800	28,500	28,800	28,800	28,800	28,800	28,800	-	0.0%
4016 - Part-Time (Retention)	4	79,984	80,000	80,000	80,000	80,000	80,000	-	(80,000)	-100.0%
4020 - ADPP		-	402	-	-	-	-	-	-	0.0%
4021 - Overtime Strike Team		-	775	-	-	-	-	-	-	0.0%
4023 - One Time Payment		-	-	12,500	12,500	12,500	7,500	6,250	(6,250)	-50.0%
Benefits										
4100 - Employee Benefits		757	3,475	-	-	-	-	-	-	0.0%
4101 - Health in Lieu		2,327	2,748	2,550	2,550	2,400	3,023	3,023	473	18.6%
4104 - Accrual in Lieu		1,585	-	46,000	46,000	43,250	46,000	-	(46,000)	-100.0%
4105 - Medicare & Fica		58,811	44,064	60,000	60,000	56,500	4,411	21,411	(38,589)	-64.3%
4110 - CalPERS Employer Rate		137,086	135,521	143,835	143,835	135,000	148,481	150,610	6,775	4.7%
4130 - Health Insurance		36,448	44,078	47,975	47,975	45,000	58,452	57,361	9,386	19.6%
4140 - Retiree Health Insurance OPEB		4,248	3,949	4,300	4,300	4,000	-	-	(4,300)	-100.0%
4150 - Dental Insurance		4,800	5,943	5,400	5,400	5,100	7,910	7,910	2,510	46.5%
4151 - Vision Insurance		618	707	725	725	675	870	870	145	20.0%
4170 - Fire Service CSFA Award		-	5,454	4,200	4,200	3,900	4,200	4,200	-	0.0%
4180 - Fire LTD Disability Insurance		2,989	3,007	3,200	3,200	3,000	3,200	3,200	-	0.0%
4181 - Long Term Disability Insurance		1,192	1,215	2,085	2,085	1,950	1,477	1,477	(608)	-29.2%
4182 - Short Term Disability Insurance		554	554	500	500	470	529	529	29	5.8%
4183 - EAP (Employee Asst Prog)		1,225	893	80	80	75	105	105	25	31.3%
4184 - Life Insurance		195	191	200	200	188	243	243	43	21.5%
Contracted Services										
4210 - Professional Contract Services		45,685	53,086	108,000	115,500	115,500	113,000	113,000	(2,500)	-2.2%
4230 - Recruitment Services		-	2,648	-	-	-	25,000	25,000	25,000	0.0%
Services & Supplies										
4310 - Office Supplies		1,610	1,220	2,500	2,500	2,000	2,500	2,500	-	0.0%
4330 - Misc Supplies & Services	7	54,945	72,897	63,050	63,050	39,050	75,700	75,700	12,650	20.1%
4340 - Postage & Printing		66	87	-	-	-	-	-	-	0.0%
4345 - Dues & Subscriptions		10,370	9,473	13,500	13,500	13,500	13,500	13,500	-	0.0%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses		-	-	25,000	25,000	2,500	-	-	(25,000)	-100.0%
4378 - Equipment Maintenance		13,911	4,305	-	-	-	25,000	25,000	25,000	0.0%
Vehicle Expense										
4380 - Vehicle Maintenance		30,459	16,815	27,500	47,500	27,500	44,500	44,500	(3,000)	-6.3%
4390 - City Vehicle Fuel Expense	8	10,898	9,862	25,500	25,500	25,500	33,000	33,000	7,500	29.4%
Conference & Training Expense										
4510 - Conference & Training		-	1,675	-	-	-	10,000	10,000	10,000	0.0%
4515 - Meetings & Travel		9,128	4,456	10,000	10,000	10,000	-	-	(10,000)	-100.0%
Utilities										
4710 - Utilities - Gas & Electric	9	9,630	13,095	5,000	5,000	5,000	8,000	8,000	3,000	60.0%
4711 - Utilities - City Water Bill		2,144	1,472	3,000	3,000	3,000	3,000	3,000	-	0.0%
Telecommunications										
4750 - Telecommunications		8,765	9,941	9,200	9,200	7,700	9,200	9,200	-	0.0%
Allocated Insurance										
4996 - Allocated Liability Insurance	5	44,307	49,860	57,600	57,600	57,600	59,735	60,460	2,860	5.0%
4997 - Allocated Wrkrs Comp Insurance	5	69,116	47,651	59,700	59,700	59,700	58,000	55,700	(4,000)	-6.7%
Total Operation		1,127,224	1,138,917	1,379,500	1,407,000	1,314,858	1,601,037	1,305,250	(101,750)	-7.2%
Services & Supplies										
4330 - Misc Supplies & Services		30	2,008	-	-	-	-	-	-	0.0%
Special Programs										
4890 - Other Community Support		33,733	10,000	11,000	11,000	-	2,000	2,000	(9,000)	-81.8%
Equipment (under \$10K)										
4370 - Equipment(under \$10K)		15,267	707	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses		4,015	3,959	3,750	3,750	-	4,600	4,600	850	22.7%
Capital Outlay										
5100 - Capital Outlay	6	-	-	32,000	60,000	-	370,000	370,000	310,000	516.7%
Total Fund 124		53,046	16,675	46,750	74,750	-	376,600	376,600	301,850	403.8%

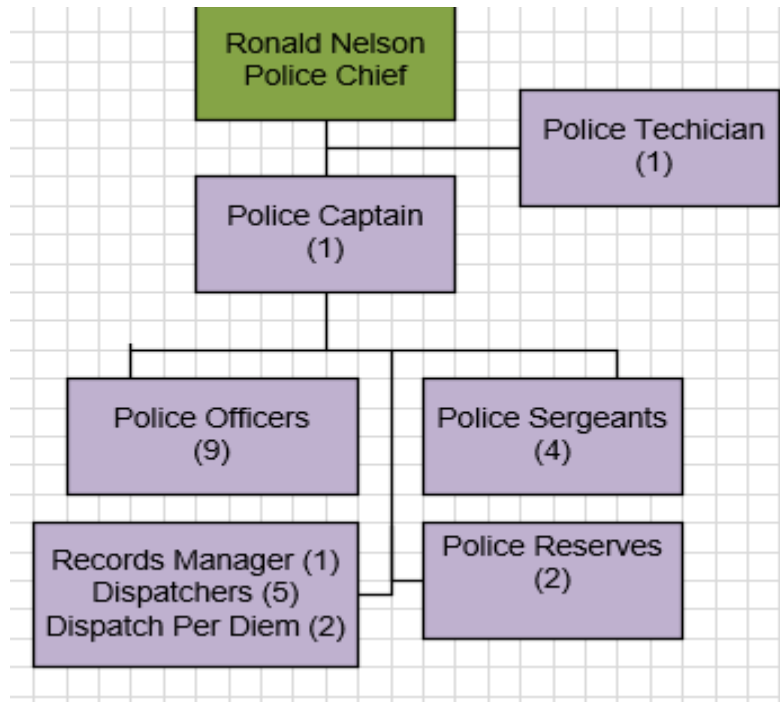
Fire										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
TOTAL DEPARTMENT		1,180,270	1,155,592	1,426,250	1,481,750	1,314,858	1,977,637	1,681,850	200,100	13.5%
G&A Allocation										
500 - Water Enterprise Fund	7%	77,768	78,066	94,745	96,670	92,040	110,253	89,547		
Total G&A Allocation		77,768	78,066	94,745	96,670	92,040	110,253	89,547		
Total Department Expenses	93%	1,102,502	1,077,526	1,331,505	1,385,080	1,222,818	1,867,384	1,592,302	207,222	15.0%
¹ No new positions. Budgeted for (1) Fire Chief (1) Fire Engineer (1) Sr. Administrative Assistant shared with Building										
² Resquest eliminated for part-time support due to budget challenges										
³ Recommended remaining status quo for fire shifts										
⁴ Recommended elimination of retention pay due to grant expired more than 5 years ago & current										
⁵ Allocated insurance distributed based on premium for next year programs renewals. <ul style="list-style-type: none"> • General Liability - based on prior year department actual expenditures • Worker's Compensation - based on payroll experience 										
⁶ Type 1 Fire Engineer Lease payment requested by the department. This is a placeholder for lease/loan payment, not the full cost of the engine. Alternatively, this deposit could be paid from Equipment, Technology & Vehicles Reserve. Total cost is estimated at \$1,000,000										
⁷ Services moved from other allocation										
⁸ Fuel cost increases outside of our control										
⁹ Utility cost increase outside of our control										

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Fire	*			
Object Details				
Object	Worksheet□ Description	Worksheet□ Quantity	Worksheet□ Unit□ Price	Worksheet□ Total
Grand Total		70	\$ 362,400	\$ 362,400
4210 - Professional Contract Services				
4210 - Professional Contract Services	H&S Associates	1	\$ 8,000	\$ 8,000
4210 - Professional Contract Services	Holly Hanson (Meet your Neighborhood Program)	1	\$ 1,000	\$ 1,000
4210 - Professional Contract Services	Prevention Backlog	1	\$ 45,000	\$ 45,000
4210 - Professional Contract Services	Redcom Dispatch Services	1	\$ 59,000	\$ 59,000
Total 4210 - Professional Contract Services		4	\$ 113,000	\$ 113,000
4230 - Recruitment Services				
4230 - Recruitment Services	Recruitment of new volunteers	1	\$ 25,000	\$ 25,000
Total 4230 - Recruitment Services		1	\$ 25,000	\$ 25,000
4310 - Office Supplies				
4310 - Office Supplies	Office Depot	1	\$ 500	\$ 500
4310 - Office Supplies	Office Depot	1	\$ 2,000	\$ 2,000
Total 4310 - Office Supplies		2	\$ 2,500	\$ 2,500
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	ADT Camera Security Monitoring	1	\$ 700	\$ 700
4330 - Misc Supplies & Services	Aim Mail Center	1	\$ 250	\$ 250
4330 - Misc Supplies & Services	CA Embroidery and Screenprinting	1	\$ 2,500	\$ 2,500
4330 - Misc Supplies & Services	City of Healdsburg (CUPA/CERS)	1	\$ 1,500	\$ 1,500
4330 - Misc Supplies & Services	Cooling Center	1	\$ 8,000	\$ 8,000
4330 - Misc Supplies & Services	Costco	1	\$ 5,000	\$ 5,000
4330 - Misc Supplies & Services	County Op Area Emergency Services Contract	1	\$ 2,000	\$ 2,000
4330 - Misc Supplies & Services	Fircrest Market	1	\$ 5,000	\$ 5,000
4330 - Misc Supplies & Services	First Choice Coffee	1	\$ 500	\$ 500
4330 - Misc Supplies & Services	Kaiser Medicals/Physicals	1	\$ 15,000	\$ 15,000
4330 - Misc Supplies & Services	Life Assist Medical Supplies	1	\$ 500	\$ 500
4330 - Misc Supplies & Services	Major Alarm FD Monitoring	1	\$ 750	\$ 750
4330 - Misc Supplies & Services	McKesson Medial Supplies	1	\$ 5,000	\$ 5,000
4330 - Misc Supplies & Services	Misc EOC Supplies	1	\$ 500	\$ 500
4330 - Misc Supplies & Services	Misc Supplies	1	\$ 2,500	\$ 2,500
4330 - Misc Supplies & Services	MYN/SNCU	1	\$ 6,000	\$ 6,000
4330 - Misc Supplies & Services	OS System Water Rescue Dry Suits	1	\$ 2,000	\$ 2,000
4330 - Misc Supplies & Services	Our Designs Uniform	1	\$ 1,000	\$ 1,000
4330 - Misc Supplies & Services	Outfitting EOC at PD Location	1	\$ 5,000	\$ 5,000
4330 - Misc Supplies & Services	Santa Rosa Uniform	1	\$ 2,500	\$ 2,500
4330 - Misc Supplies & Services	Sebastopol Hardware	1	\$ 5,000	\$ 5,000
4330 - Misc Supplies & Services	Streamline Automation System Fire Inspections	1	\$ 1,500	\$ 1,500
4330 - Misc Supplies & Services	Target Solutions (Online Training Management System)	1	\$ 3,000	\$ 3,000
Total 4330 - Misc Supplies & Services		23	\$ 75,700	\$ 75,700
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Active 911	1	\$ 150	\$ 150
4345 - Dues & Subscriptions	Cal Chief's Membership	1	\$ 500	\$ 500
4345 - Dues & Subscriptions	Coaches Corner Health Club	1	\$ 4,000	\$ 4,000
4345 - Dues & Subscriptions	CSFA FF Membership	1	\$ 2,700	\$ 2,700
4345 - Dues & Subscriptions	Firehouse Cloud	1	\$ 2,500	\$ 2,500
4345 - Dues & Subscriptions	I Am Responding	1	\$ 700	\$ 700
4345 - Dues & Subscriptions	IAFC Membership	1	\$ 300	\$ 300
4345 - Dues & Subscriptions	National Fire Codes (Electronic Version)	1	\$ 1,700	\$ 1,700
4345 - Dues & Subscriptions	NFPA Membership	1	\$ 450	\$ 450
4345 - Dues & Subscriptions	Norcal FPO Membership	1	\$ 100	\$ 100
4345 - Dues & Subscriptions	SCFCA Dues	1	\$ 400	\$ 400
Total 4345 - Dues & Subscriptions		11	\$ 13,500	\$ 13,500
4378 - Equipment Maintenance				
4378 - Equipment Maintenance	Air Exchange (Plymovent)	1	\$ 2,000	\$ 2,000
4378 - Equipment Maintenance	BWS Distributions	1	\$ 1,500	\$ 1,500
4378 - Equipment Maintenance	Hendrix Chainsaw	1	\$ 2,500	\$ 2,500
4378 - Equipment Maintenance	LN Curtis	1	\$ 15,000	\$ 15,000
4378 - Equipment Maintenance	Physio Control (AEDs)	1	\$ 1,500	\$ 1,500
4378 - Equipment Maintenance	Sign Dynamics	1	\$ 1,000	\$ 1,000
4378 - Equipment Maintenance	SRFE	1	\$ 1,500	\$ 1,500
Total 4378 - Equipment Maintenance		7	\$ 25,000	\$ 25,000
4380 - Vehicle Maintenance				

Fire		*			
Object Details					
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total	Worksheet Total
4380 - Vehicle Maintenance	BAAQM Permits (Air Quality Permits)	1	\$ 1,000	\$ 1,000	\$ 1,000
4380 - Vehicle Maintenance	Benedetti's Tires (basic maintenance and passenger vehicle tires)	1	\$ 8,000	\$ 8,000	\$ 8,000
4380 - Vehicle Maintenance	Fire Tech Services (Aerial Ladder and Ground Ladders)	1	\$ 1,000	\$ 1,000	\$ 1,000
4380 - Vehicle Maintenance	Gold State Fire (Repairs & Maintenance)	1	\$ 10,000	\$ 10,000	\$ 10,000
4380 - Vehicle Maintenance	Jeff's Twin Oaks Garage	1	\$ 1,000	\$ 1,000	\$ 1,000
4380 - Vehicle Maintenance	Napa Auto Parts	1	\$ 1,000	\$ 1,000	\$ 1,000
4380 - Vehicle Maintenance	New Tires for Fire Apparatus	1	\$ 16,000	\$ 16,000	\$ 16,000
4380 - Vehicle Maintenance	R&S Erection (Roll-up Doors)	1	\$ 6,000	\$ 6,000	\$ 6,000
4380 - Vehicle Maintenance	Sebastopol Bearing & Hydraulic	1	\$ 500	\$ 500	\$ 500
Total 4380 - Vehicle Maintenance		9	\$ 44,500	\$ 44,500	\$ 44,500
4390 - City Vehicle Fuel Expense					
4390 - City Vehicle Fuel Expense	Flyers Energy (Fuel)	1	\$ 30,000	\$ 30,000	\$ 30,000
4390 - City Vehicle Fuel Expense	Stroupe Petroleum (ConVault Fuel Tank)	1	\$ 3,000	\$ 3,000	\$ 3,000
Total 4390 - City Vehicle Fuel Expense		2	\$ 33,000	\$ 33,000	\$ 33,000
4510 - Conference & Training					
4510 - Conference & Training	Fire Service Bookstore	1	\$ 500	\$ 500	\$ 500
4510 - Conference & Training	Member Training	1	\$ 8,500	\$ 8,500	\$ 8,500
4510 - Conference & Training	SR Training Tower	1	\$ 1,000	\$ 1,000	\$ 1,000
Total 4510 - Conference & Training		3	\$ 10,000	\$ 10,000	\$ 10,000
4710 - Utilities - Gas & Electric					
4710 - Utilities - Gas & Electric	PG&E	1	\$ 8,000	\$ 8,000	\$ 8,000
Total 4710 - Utilities - Gas & Electric		1	\$ 8,000	\$ 8,000	\$ 8,000
4711 - Utilities - City Bill					
4711 - Utilities - City Water Bill	FD Water Utility	1	\$ 3,000	\$ 3,000	\$ 3,000
Total 4711 - Utilities - City Bill		1	\$ 3,000	\$ 3,000	\$ 3,000
4750 - Telecommunications					
4750 - Telecommunications		0	\$ -	\$ -	\$ -
4750 - Telecommunications	AT&T EOC PD Fax	1	\$ 750	\$ 750	\$ 750
4750 - Telecommunications	AT&T EOC PD Router	1	\$ 750	\$ 750	\$ 750
4750 - Telecommunications	Comcast (TV Service)	1	\$ 600	\$ 600	\$ 600
4750 - Telecommunications	Dias Phone Systems	1	\$ 2,400	\$ 2,400	\$ 2,400
4750 - Telecommunications	Sonic Fiber	1	\$ 1,300	\$ 1,300	\$ 1,300
4750 - Telecommunications	Verizon iPad/Cell Phones	1	\$ 3,400	\$ 3,400	\$ 3,400
Total 4750 - Telecommunications		6	\$ 9,200	\$ 9,200	\$ 9,200

POLICE DEPARTMENT



DEPARTMENT SERVICES MODEL

MANDATED

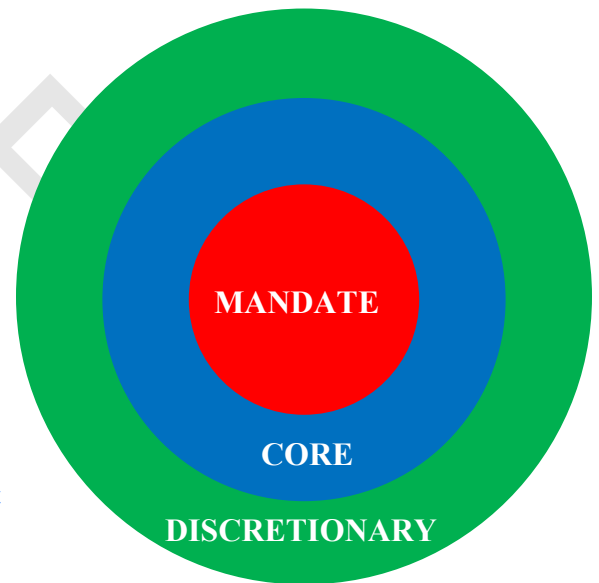
- Patrol Services
- Property/Evidence
- Records
- Dispatch
- POST and Legislatively Mandated Training and Reporting

CORE

- Investigations
- Day-to-day law enforcement
- Manage Abandoned Vehicles/Neighborhood Blight
- Traffic/Motors/DUI Enforcement
- Recruit Volunteers
- Manage Reserve Police Officers
- Parking Enforcement and Animal Control
- Collaborate with Community Partners and Agencies
- Collaborate with County Partners providing survivors services and investigative resources

DISCRETIONARY

- Assist Allied Agencies
- Citizens Academy
- Community Outreach Events, National Night Out, Lunch with the Law



Major Accomplishments in 2021-22

- ✓ SPD handled 12,383 incidents in 2022 – an average of 34 per day, of which 632 were categorized as Priority 1 (emergencies) – an average of 1.73 per day.
- ✓ SPD answered 2946 “911” calls in 2022, an average of 8.07 per day and answered 17,537 other calls which were either information requested, non-emergency, or administrative calls, which averages to 48.04 per day.
- ✓ During 2021, SPD officers documented 892 cases that required either a Crime Report, Arrest Report, or Information Report (an average of 2.44 investigative reports each day of the year.) In addition to those reports, Officers issued 216 traffic citations, 139 criminal citations (for non-bookable misdemeanors or Municipal Code violations), and 822 parking citations.
- ✓ Officers made 56 felony arrests (11-property crimes, 13-crimes against persons, 32-drug crimes, 47-warrant/probation violation/parole violation/felony evading), 206 misdemeanor arrests and 18 arrests for people driving under the influence of alcohol and/or drugs in 2022.
- ✓ SPD responded to 203 Animal Control related calls in 2022.
- ✓ In 2022, SPD faced two major issues which affected our level of service. The continuation of the pandemic and outbreaks within the organization impacted staffing levels at times. Particularly during the first 6 months of 2022, the above statistical data is a direct reflection of health orders, practicing safety protocols, and ensuring not only community safety, but safety for staff members that reduced personal contact with our community. There were times when it was required to staff at levels which permitted us to only provide for the most basic of policing services to be able to respond to emergency calls for service. Overall staffing issues throughout the year continued to be the second major issue allowing SPD to operate at approximately 60% of the allocated staffing. Available staffing levels were impacted because of vacant positions, work injuries, FMLA absences, COVID exposures and quarantines, and vacation and sick leaves. However, with the reduced staffing we were still able to meet our required response time levels.
- ✓ Management in the department was in transition during FY22/23. The Police Chief resigned in August of 2022 and was replaced by the current lieutenant at the time. That left the second in command position vacant until a recruitment and hiring process is completed. It is anticipated that position will be filled in April 2023. The Interim Police Chief was appointed the permanent Chief of Police and was sworn in on November 7, 2022.
- ✓ One officer and one sergeant resigned in Fall 2022. Three officers were hired to fill one existing vacancy and the two vacancies created by the resignations. Hiring processes are ongoing to fill the department’s one remaining police officer vacancy and it is anticipated that position will be filled by the start of fiscal year 23/24.
- ✓ Dispatch has also experienced critical staffing shortages. The promotion of one dispatcher to Records Supervisor created a vacancy. Another dispatcher was on a long-term leave of absence which added to the shortage. That dispatcher recently resigned. This has resulted in all of our existing dispatch personnel working mandatory 12-hour shifts and forced overtime during this entire fiscal year. One Per Diem dispatcher has been hired. They just completed training and will fill some available shifts. One entry level dispatcher is currently in

background to be hired full-time and testing process for another full-time dispatcher has been completed. One candidate from that eligibility list will be placed into the hiring process for the other remaining position. We will likely hire an additional Per Diem Dispatcher from that list. Dispatch with all new personnel fully trained and operating in a solo capacity should be at full staffing around the mid-point of fiscal year 23/24.

Goals and objectives for 2023-2024

- Deliver effective public safety services to the Sebastopol community with the lifting of pandemic restrictions and near full staffing levels.
- Increase visibility through proactive foot patrols, bicycle patrols, vehicle patrols, parking and animal control enforcement, and community engagement and outreach specifically in the Sebastopol business and downtown areas. Focused enforcement on traffic, unhoused issues, and community policing are now required daily duties of patrol officers.
- Increase trust and transparency through proactive community engagement and outreach.
- Continue recruitment and hiring efforts with the goal of full staffing before the end of FY22/23. Nearly full staffing minus two officer positions that are tied up due to long term disability claims should be achieved by the end of the calendar year 2023 for the first time in many years.
- Full staffing will reduce overtime and positively impact the wellbeing of our SPD personnel.
- Continue to accomplish the recommendations provided in the independent audit of the police department which includes meeting training mandates and additional specialized training for staff.
- Implement a peer support program and wellness program in the Police Department.
- Conduct a Citizen's Police Experience (Academy) in 2023 to increase community engagement and solicit volunteers for the police department.
- Relaunch "Lunch with the Law" which is a program sponsored by local eateries where groups of students are selected each month to have lunch with an officer and interact.

Alternative Service Delivery Options

- Expand Citizen's Crime Reporting (CCR) and explore online reporting options.

Revenue Opportunities

- Review and Update Department Fee Schedules
- Utilize available grant opportunities to supplement revenues and take advantage of available funding for wellness, advanced training, and equipment.

Performance Measurements

Annual Crime Reports

1. Part I Crimes
2. Other Crimes
3. Percent of Violent Crimes Cleared
4. Percent of Property Crimes Cleared

Police Response

1. Calls for Service by Priority
2. Response Times by Priority

Traffic Analysis

1. Total Vehicle Accidents
2. Injury Vehicle Accidents
3. Driving Under Influence Accidents
4. Driving Under the Influence Arrests
5. Other Accident Data

Alcohol Beverage Service Ordinance (ABSO)

1. Responsible Beverage Service Trainings Given
2. Alcohol Premises Inspections
3. Decoy Operations – Percent of Businesses Visited
4. Fees Collected

Anti-Tobacco Ordinance

1. Tracking of License Renewals
2. On-site Inspections
3. Decoy Operations

Communications Unit

1. Total Number of 9-1-1 Calls Answered
2. Average Answer Time for 9-1-1 lines
3. Total Number of Public Works Calls Answered/Handled
4. Total Number of Phone Calls Answered
5. Total Number of Citizen Crime Reports (CCR) Sent/On-line
6. Total Number of Animal Control Calls Handled

Records Unit

1. Part 1 Crimes
2. Other Crimes
3. Total Number of Reports Processed
4. Total Number of Citations Processed
5. Total Number of Subpoenas Processed
6. Total Number of Public Records Act Requests Processed
7. Total Number of Background Checks for Employment Processed
8. Total Number of Vehicle Releases

Property/Evidence Unit

1. Total Number of Property Items Accepted
2. Total Number of Property Items Disposition

POLICE DEPARTMENT

General Statement:

While the budget tables contained worksheets to provide the cost of each category for the department, this budget narrative gives the reader overall perspective of this year's budget process as we navigate through a very difficult budget year, addressing the structural deficit and how it will impact each department in various ways.

Original From Department:

The Police Department proposed the following budget:

1. Routine cost for the next fiscal year (FY23-24).
 - a. No increases and reductions, when possible, to operational costs.
 - b. No increases in full-time salaried positions.
 - c. Reduction in overtime costs resulting from filling vacant positions during FY22-23.
 - d. Eliminate contractually required overtime costs by restructuring work schedules.
 - e. Increase to Part-time salaries from FY22-23 to utilize part-time help to further mitigate overtime which results in overall savings.
 - f. Increase to training budget from FY22-23 to bring the department up to standard.
 - g. Requests to utilize endowment funds for capital improvements to the police department and to supplement other departmental needs.

Reductions: \$600,000 Reduction from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructing each department to go back in their budget and find a collective savings of at least \$1.5M. The Police Department portion of that reduction was \$685,608, or 45.7% be eliminated from the budget requests. The FY 2023-24 proposed budget for Police Department expenditures is \$5,268,000. The department reduced its original budget request by \$600,000 in response to the Budget Committee's request. The proposed department budget, when compared to the current year's adjusted budget, is \$690,000 lower, or (11.6%). The following are significant reductions achieved in this department (this list is not exhaustive):

1. \$230,000 – Freeze one vacant officer position
2. \$264,000 - Freeze one vacant sergeant position
3. \$45,000 – Reduction in overtime cost by eliminating contractually required overtime (R12) with restructured work schedules.
4. \$197,000 - Major reduction in overtime costs due to positions being filled and new work schedules
5. \$70,000 - Reduction in Litigation Expense in light of anticipated costs for FY 23-24.

SUMMARY - POLICE

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	2,358,089	2,291,866	2,716,600	2,716,600	2,388,560	2,855,783	2,390,211	(326,389)	-12.0%
Benefits	1,836,660	1,803,044	2,108,250	2,125,250	1,743,445	2,056,010	1,890,967	(234,283)	-11.0%
Professional Contracted Services	411,051	325,435	250,035	280,035	290,950	251,450	155,450	(124,585)	-44.5%
Services & Supplies	40,518	36,912	41,425	112,425	99,600	40,850	38,450	(73,975)	-65.8%
Special Programs	8,269	14,082	6,000	6,000	6,000	6,000	6,000	-	0.0%
Equipment (under \$10K)	7,710	300	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance	14,412	7,530	26,350	26,350	18,500	21,340	11,300	(15,050)	-57.1%
Vehicle Expense	31,161	43,668	41,000	41,000	32,000	36,000	36,000	(5,000)	-12.2%
Conference & Training Expense	13,745	13,568	20,950	20,950	21,000	33,945	31,660	10,710	51.1%
Utilities	27,049	27,106	35,500	35,500	30,950	33,000	33,000	(2,500)	-7.0%
Telecommunications	27,617	32,769	27,750	27,750	30,000	30,000	30,000	2,250	8.1%
Allocated Insurance	413,906	372,718	481,000	481,000	481,000	503,355	471,835	(9,165)	-1.9%
Capital Outlay	118,639	-	50,000	85,000	85,000	-	172,830	87,830	103.3%
Total Expense	5,308,825	4,968,998	5,804,860	5,957,860	5,227,005	5,867,733	5,267,703	(690,157)	-11.6%

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Police Department										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	1,824,815	1,798,793	2,259,600	2,259,600	1,800,000	2,392,783	2,169,211	(90,389)	-4.0%
4011 - Salaries - Part Time	2	9,327	1,658	12,000	12,000	5,000	18,000	18,000	6,000	50.0%
4012 - Overtime	3	331,637	364,752	340,000	340,000	280,000	275,000	143,000	(197,000)	-57.9%
4017 - Salaries - COVID-19		11,773	10,929	-	-	4,310	-	-	-	0.0%
4019 - WC- 4850/Temp Disb		159,162	115,735	-	-	-	-	-	-	0.0%
4020 - ADPP		21,376	-	-	-	-	-	-	-	0.0%
4022 - Overtime-R12	3	-	-	-	-	101,000	115,000	-	-	0.0%
4023 - One Time Payment	4	-	-	105,000	105,000	198,250	55,000	60,000	(45,000)	-42.9%
Benefits										
4100 - Employee Benefits		2,683	10,798	-	-	25,000	44,000	44,000	44,000	0.0%
4101 - Health in Lieu	5	6,779	8,354	8,700	8,700	9,300	12,092	12,092	3,392	39.0%
4102 - Uniform Allowance		20,878	20,027	17,600	17,600	19,600	19,000	17,000	(600)	-3.4%
4103 - Holiday Pay	5	125,442	167,960	198,700	198,700	163,400	254,720	230,451	31,751	16.0%
4104 - Accrual in Lieu	5	16,280	65,698	20,000	20,000	44,200	65,000	65,000	45,000	225.0%
4105 - Medicare & Fica		37,333	37,571	36,250	36,250	36,250	34,695	31,454	(4,796)	-13.2%
4110 - CalPERS Employer Rate		1,137,098	1,009,272	1,168,880	1,168,880	985,000	1,000,774	936,123	(232,757)	-19.9%
4122 - Retirement Health Savings Plan	5	724	693	14,600	31,600	31,300	35,000	35,000	3,400	10.8%
4130 - Health Insurance		383,359	373,810	529,900	529,900	323,000	461,979	398,640	(131,260)	-24.8%
4140 - Retiree Health Insurance OPEB		49,543	53,838	50,000	50,000	54,000	59,480	59,480	9,480	19.0%
4145 - PORAC LTD Insurance		4,354	3,963	6,700	6,700	2,900	6,378	6,022	(678)	-10.1%
4150 - Dental Insurance		42,274	41,437	45,600	45,600	40,000	53,290	46,962	1,362	3.0%
4151 - Vision Insurance		5,096	4,794	6,200	6,200	4,400	5,940	5,244	(956)	-15.4%
4181 - Long Term Disability Insurance		2,028	2,329	2,165	2,165	2,900	795	795	(1,370)	-63.3%
4182 - Short Term Disability Insurance		337	336	520	520	195	314	314	(206)	-39.7%
4183 - EAP (Employee Asst Prog)		856	654	735	735	600	770	770	35	4.8%
4184 - Life Insurance		1,597	1,510	1,700	1,700	1,400	1,782	1,620	(80)	-4.7%
Contracted Services										
4210 - Professional Contract Services	6	362,136	279,576	195,035	135,035	126,500	132,000	112,000	(23,035)	-17.1%
4212 - Internet & Network /Technology Maint	7	19,197	29,891	34,000	34,000	38,450	23,450	23,450	(10,550)	-31.0%
4214 - Litigation Expense	8	-	-	-	90,000	90,000	75,000	20,000	(70,000)	-77.8%
4216 - RBS Program		1,870	-	6,000	6,000	6,000	6,000	-	(6,000)	-100.0%
4230 - Recruitment Services	9	27,848	15,969	15,000	15,000	30,000	15,000	-	(15,000)	-100.0%
Services & Supplies										
4310 - Office Supplies	10	7,754	11,729	11,600	11,600	11,600	9,600	9,700	(1,900)	-16.4%
4330 - Misc Supplies & Services	10	29,545	20,090	26,050	97,050	85,000	27,250	24,750	(72,300)	-74.5%
4340 - Postage & Printing		1,069	1,410	-	-	-	1,000	1,000	1,000	0.0%
4345 - Dues & Subscriptions		2,150	3,683	3,775	3,775	3,000	3,000	3,000	(775)	-20.5%
Special Programs										
4215 - Casino Mitigation Program		8,269	14,082	6,000	6,000	6,000	6,000	6,000	-	0.0%
Equipment (under \$10K)										
4370 - Equipment(under \$10K)		6,324	-	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	11	5,544	4,585	16,450	16,450	15,500	18,340	8,300	(8,150)	-49.5%
Vehicle Expense										
4380 - Vehicle Maintenance		13,500	21,191	18,000	18,000	18,000	18,000	18,000	-	0.0%
4390 - City Vehicle Fuel Expense	12	17,660	22,478	23,000	23,000	14,000	18,000	18,000	(5,000)	-21.7%
Conference & Training Expense										
4510 - Conference & Training		10,384	9,200	12,450	12,450	13,500	13,945	11,660	(790)	-6.3%
4515 - Meetings & Travel	13	3,360	4,368	8,500	8,500	7,500	20,000	20,000	11,500	135.3%
Utilities										
4710 - Utilities - Gas & Electric		22,277	22,930	28,000	28,000	24,750	26,000	26,000	(2,000)	-7.1%
4711 - Utilities - City Water Bill		4,771	4,175	7,500	7,500	6,200	7,000	7,000	(500)	-6.7%
Telecommunications										
4750 - Telecommunications		27,617	32,769	27,750	27,750	30,000	30,000	30,000	2,250	8.1%
Allocated Insurance										
4996 - Allocated Liability Insurance	14	219,311	212,412	262,700	262,700	262,700	256,855	259,985	(2,715)	-1.0%
4997 - Allocated Wrkrs Comp Insurance	14	194,594	160,306	218,300	218,300	218,300	246,500	211,850	(6,450)	-3.0%
Total Operation		5,179,933	4,965,753	5,744,960	5,862,960	5,139,005	5,864,733	5,091,873	(771,087)	-13.2%
Equipment (under \$10K)										
4370 - Equipment(under \$10K)		1,386	300	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses		8,867	2,945	9,900	9,900	3,000	3,000	3,000	(6,900)	-69.7%
Capital Outlay										
5100 - Capital Outlay	15	118,639	-	50,000	85,000	85,000	-	172,830	87,830	103.3%
Total Fund 124		128,892	3,245	59,900	94,900	88,000	3,000	175,830	80,930	2697.7%
TOTAL DEPARTMENT		5,308,825	4,968,998	5,804,860	5,957,860	5,227,005	5,867,733	5,267,703	(690,157)	-11.6%

¹ Based on freezing 2 vacant positions (Police Officer/Sergeant)

² Unbenefitted part-time employees will be used to decrease overtime

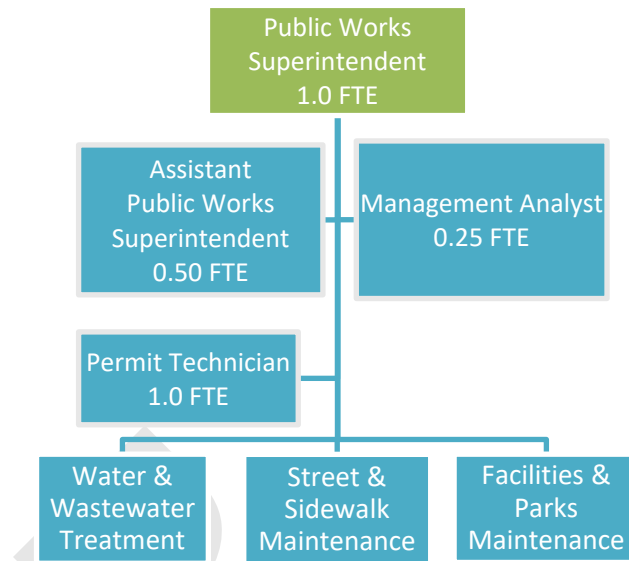
³ Pending future discussion through meet and confer on new schedule New schedules effective July 1, would eliminate all R12 overtime costs. Hiring the officer position instead of freezing will save approx. \$72,321 in built in OT costs per year and lower overtime costs with the new schedule configuration.						
⁴ COVID Retention one-time payment based on bargaining unit memorandum of understanding						
⁵ Contractual salary and benefit obligation						
⁶ Axon Body Camera and Taser Maintenance Contracts to be funded with endowment funds - \$31,000						
⁷ IT support contract will be rolled into master contract with City Hall as citywide support						
⁸ Reduction in legal cost due to cases will come to a close soon						
⁹ No anticipated recruitment for any positions						
¹⁰ Reduction in amount of printer toners to be purchased in FY23-24 One time expenses in FY22-23 will not be repeated in the new fiscal year						
¹¹ Reduction in amount of badges and cases to be purchased in FY23-24						
¹² Reduction in fuel cost due to bulk purchase of fuel partnering with the Public Works Department						
¹³ Increase directly related to identified training needs to bring department up to current standards to function properly and align with best practices.						
¹⁴ Allocated insurance distributed based on premium for next year programs renewals. • General Liability - based on prior year department actual expenditures • Worker's Compensation - based on payroll experience						
¹⁵ A list of one time purchases in the amount of \$172,830 is proposed to be utilized the Endowment Funds						

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Police	*			
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		102	\$ 370,570	\$ 380,690
4210 - Professional Contract Services				
4210 - Professional Contract Services	AMR Blood Draws	1	\$ 5,000	\$ 5,000
4210 - Professional Contract Services	Axon Body Cams Annual Maintenance	1	\$ 16,000	\$ 16,000
4210 - Professional Contract Services	Axon Taser 7 Annual Maintenance	1	\$ 15,000	\$ 15,000
4210 - Professional Contract Services	DOJ Fingerprints	1	\$ 14,600	\$ 14,600
4210 - Professional Contract Services	Holly Hansen Public Relations	1	\$ 2,000	\$ 2,000
4210 - Professional Contract Services	KW Cleaning	1	\$ 13,000	\$ 13,000
4210 - Professional Contract Services	Lexis Nexis	1	\$ 2,400	\$ 2,400
4210 - Professional Contract Services	Open Policing	1	\$ 3,000	\$ 3,000
4210 - Professional Contract Services	RV Tows	1	\$ 8,000	\$ 8,000
4210 - Professional Contract Services	SoCo ISD IJS Access and line	1	\$ 8,500	\$ 8,500
4210 - Professional Contract Services	Animal Control Service Contract	1	\$ 20,000	\$ 20,000
4210 - Professional Contract Services	Sonoma County Sheriff's Bomb Squad Annual Fee	1	\$ 4,500	\$ 4,500
Total 4210 - Professional Contract Services		12	\$ 112,000	\$ 112,000
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	Portola System - PD Server Maintenance Only	1	\$ 1,250	\$ 1,250
4212 - Internet & Network /Technology Maint	Sun Ridge Systems- Annual Support Services	1	\$ 20,000	\$ 20,000
4212 - Internet & Network /Technology Maint	Vertiv Battery Backup	1	\$ 2,200	\$ 2,200
Total 4212 - Internet & Network /Technology Maint		3	\$ 23,450	\$ 23,450
4310 - Office Supplies				
4310 - Office Supplies	Office Chairs (4) Officers (2) Sergants (1) Captain	7	\$ 500	\$ 3,500
4310 - Office Supplies	Routine Supplies	1	\$ 6,200	\$ 6,200
Total 4310 - Office Supplies		8	\$ 6,700	\$ 9,700
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Ammunition	1	\$ 12,000	\$ 12,000
4330 - Misc Supplies & Services	Citations & Forms	1	\$ 1,000	\$ 1,000
4330 - Misc Supplies & Services	Evidence/Crime Scene Supplies	1	\$ 2,000	\$ 2,000
4330 - Misc Supplies & Services	eWaste, Records & Haz Mat Destruction	1	\$ 3,000	\$ 3,000
4330 - Misc Supplies & Services	Firearms, Holsters, Duty Equipment	1	\$ 5,000	\$ 5,000
4330 - Misc Supplies & Services	National Night Out	0	\$ 2,500	\$ -
4330 - Misc Supplies & Services	Radio Batteries	1	\$ 1,000	\$ 1,000
4330 - Misc Supplies & Services	Uniform Patches	1	\$ 750	\$ 750
Total 4330 - Misc Supplies & Services		7	\$ 27,250	\$ 24,750
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Copware (PO Legal Sourcebook)	1	\$ 700	\$ 700
4345 - Dues & Subscriptions	CPCA	1	\$ 350	\$ 350
4345 - Dues & Subscriptions	Critical Reach	1	\$ 500	\$ 500
4345 - Dues & Subscriptions	SCLECA	1	\$ 300	\$ 300
4345 - Dues & Subscriptions	911 - NENA	1	\$ 200	\$ 200
4345 - Dues & Subscriptions	APCO	1	\$ 200	\$ 200
4345 - Dues & Subscriptions	NBLETMA	1	\$ 250	\$ 250
4345 - Dues & Subscriptions	CLETS User Group	1	\$ 150	\$ 150
4345 - Dues & Subscriptions	Sebastopol Rifle & Pistol Club	1	\$ 250	\$ 250
4345 - Dues & Subscriptions	CLEARRecords Supervisors	1	\$ 100	\$ 100
Total 4345 - Dues & Subscriptions		10	\$ 3,000	\$ 3,000
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Badges & Cases	1	\$ 2,500	\$ 2,500
4375 - Equipment Rental/Expenses	Bullet Proof Vests	2	\$ 1,700	\$ 3,400
4375 - Equipment Rental/Expenses	Canon Copier Lease	12	\$ 200	\$ 2,400
Total 4375 - Equipment Rental/Expenses		15	\$ 4,400	\$ 8,300
4510 - Conference & Training				
4510 - Conference & Training	ARIDE & SFST- 4 Officers, 4 days possibly out of town, 0\$ but travel time and per diem costs	4	\$ -	\$ -
4510 - Conference & Training	Cal Chiefs- Annual Chief's Conference, 4 Days, Out of town	1	\$ 450	\$ 450
4510 - Conference & Training	Collision Investigation- 6 Officers, 5 days	3	\$ 200	\$ 600
4510 - Conference & Training	Crisis Intervention Training- 4 Officers, 5 days local	4	\$ 125	\$ 500
4510 - Conference & Training	CSI Photography- 1 Officer, 1 day	1	\$ 250	\$ 250
4510 - Conference & Training	CSI School- 3 Officers, 5 days likely out of town	2	\$ 1,135	\$ 2,270
4510 - Conference & Training	First Aid/CPR Instructor- 1 Officer, 5 days, Out of town	1	\$ 430	\$ 430

Police		*			
Object Details					
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total	
4510 - Conference & Training	FTO Program Coordinator- 1 Sergeant, 3 day course out of town	1	\$ 80	\$ 80	
4510 - Conference & Training	IACP Conference- 1 Time attendance, Out of town	1	\$ 500	\$ 500	
4510 - Conference & Training	Internal Affairs Investigations - 3 Sergeants. 3 day course out of town	2	\$ 300	\$ 600	
4510 - Conference & Training	Interview and Interrogation- 5 officers, 5 days out of town	5	\$ 575	\$ 2,875	
4510 - Conference & Training	Officer Involved Shooting Investigations - 3 Sergeants. 2 day course out of town	2	\$ 250	\$ 500	
4510 - Conference & Training	Radar and Lidar- 4 Officers, 4 days possibly local	4	\$ 320	\$ 1,280	
4510 - Conference & Training	RIMS Conference- Dispatch System Conference Annually, Out of town	1	\$ 1,100	\$ 1,100	
4510 - Conference & Training	Supervisor School- 1 Sergeant, 10 days likely local	1	\$ 225	\$ 225	
Total 4510 - Conference & Training		33	\$ 5,940	\$ 11,660	
4515 - Meetings & Travel					
4515 - Meetings & Travel	Estimated Lodging for identified Courses	1	\$ 8,700	\$ 8,700	
4515 - Meetings & Travel	Estimated Per Diem Costs	1	\$ 6,300	\$ 6,300	
Total 4515 - Meetings & Travel		2	\$ 15,000	\$ 15,000	
5100 - Capital Outlay					
5100 - Capital Outlay	20 Chairs for EOC and Main Conference Room- 30 @ \$175 each	1	\$ 5,600	\$ 5,600	
5100 - Capital Outlay	Ballistic Helmets w/face shields - 18 (Currently considered standard safety gear we don't have)	1	\$ 13,000	\$ 13,000	
5100 - Capital Outlay	Complete Re-Painting of Interior of PD Building	1	\$ 50,000	\$ 50,000	
5100 - Capital Outlay	Complete Re-Flooring in Police Department Building	1	\$ 40,000	\$ 40,000	
5100 - Capital Outlay	Folding meeting tables for EOC and Main Conference Room- 12 @ \$500 each	1	\$ 6,000	\$ 6,000	
5100 - Capital Outlay	Gore Tex Rain Gear for all officers (pants & jacket)- Required Equipment we don't have. \$900 set	1	\$ 21,780	\$ 21,780	
5100 - Capital Outlay	Gym Mats to replace worn hand me downs from police academy- worn/torn second hand mats for Deescalation training	1	\$ 2,000	\$ 2,000	
5100 - Capital Outlay	Hemet Bags	1	\$ 450	\$ 450	
5100 - Capital Outlay	Misc. for any overages on shipping, taxes or price increases in the next year	1	\$ 5,000	\$ 5,000	
5100 - Capital Outlay	Repair or Replace Key Card System- Approx. \$3,500 per entrance x 4 Entrances	1	\$ 15,000	\$ 15,000	
5100 - Capital Outlay	Replace Mens and Womens Lockers (22)- Current are dilapidated and bordering on unsafe	1	\$ 10,000	\$ 10,000	
5100 - Capital Outlay	Rubberized flooring for training room/gym (Officer Wellness and fitness room)	1	\$ 4,000	\$ 4,000	
Total 5100 - Capital Outlay		12	\$ 172,830	\$ 172,830	

PUBLIC WORKS DEPARTMENT



DEPARTMENT SERVICES MODEL

Administration

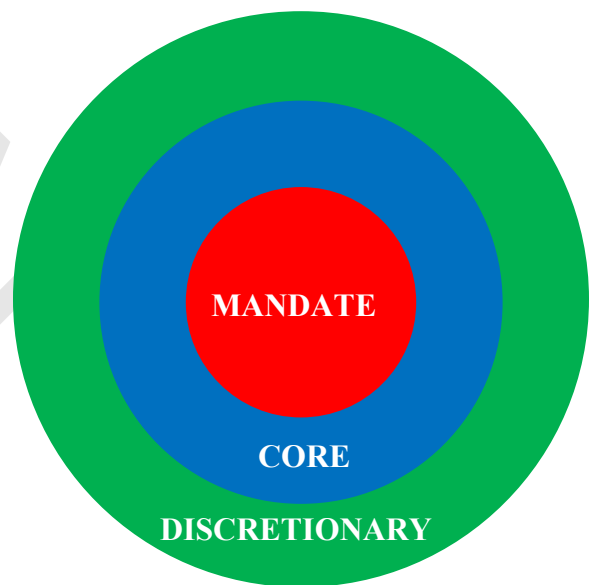
- Customer service response/tracking/follow-up
- Cash handling
- Injury & Illness Prevention Program
- Records Management
- Warehouse
- Service agreements
- Expense allocation and tracking
- Purchasing

Streets

- Traffic Signals inspections and repair
- Street Lighting maintenance and repairs
- Sidewalks inspections and repairs
- Asphalt repair and replacement
- Signage maintenance and repairs
- Traffic markings maintenance and replacements
- Streetscape (including medians & trees)

Buildings

- Preventative maintenance
- HVAC – maintenance & repair
- Electrical - repair
- Plumbing – repair
- Replacement/Improvement Projects
- Roofing repairs and replacements



Parks/Pool

- Tree Maintenance
- Water conservation measures
- Chemical Treatment
- Pool facility safety inspections and repairs
- Playground Maintenance & Inspections
- Pedestrian Bridges maintenance and repairs

CORE

Parks

- Landscape maintenance
- Lighting maintenance and repairs
- Pedestrian path maintenance and repairs
- Irrigation inspections, maintenance and repairs
- Playground Structures safety inspections, maintenance and repairs

Citywide

- Graffiti Abatement
- Weed Abatement
- Vandalism Repair
- Tree maintenance

DISCRETIONARY

- Community Gardens
- Some Street/Curb Markings and Signage

Major Accomplishments in 2022-23

Completed Energy Audit identified improvements

- Roof replacement at Corporation Yard
- Replaced built-in gutter system at Ives Pool and perform roofing modifications
- Purchased one replacement Public Works truck
- Replaced Fire Department rain gutters

Goals and Objectives for 2023-24

- Maintain regulatory compliance with water, sewer, storm water, air quality, and ADA standards.
- Maintain City facilities per long term maintenance plan.
- Maintain Cal/OSHA regulatory compliance safety and training policies program.
- Replace Sebastopol Library roof
- Install new Solar PV system at Sebastopol Library
- Purchase one replacement flatbed truck
- Purchase two replacement small equipment trailers

Performance Measurements

- **Permit Compliance** – minimum violations per year
- **Safety** –minimize public liability and employee work hours lost per year from injury
- **Cost** – total annual cost per function per year
- **Customer Feedback** - service compliments v. complaints

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PUBLIC WORKS DEPARTMENT

General Statement:

While budget table contained worksheet provides the cost of each category for the department, this budget narrative gives the reader overall perspective of this year budget process as we navigate through a very difficult budget year addressing the structural deficit and how it will impact each department in various ways.

Original From Department:

The Public Works, Community Cultural Center, Senior Center, and Ives Pool budgets proposed primarily routine costs for supplies and services for the next fiscal year (FY23-24). Identified items included planned upgrades and cost increase adjustments related to the current inflation rate for goods and services.

Reductions: \$255,000 Reduction from Original Budget Request to Stage 2 Budget Request

On April 5, 2023, the Budget Committee issued a budget reduction memo instructed each department to reduce each of their budgets to capture a collective savings of at least \$1.5M. The total reduction requested of this department was \$267,744. This included \$180,699 from department operations, in addition to reductions from recreation-based organizations supervised by this department. The department worked closely with these recreation-based partners to identify operating budget reductions as well as identifying reductions to the Parks, Streets and Government Buildings operating budgets. Significant changes are as follows (this is not an exhaustive list):

1. Public Works Reductions

Streets:

- \$30,700 - Cancellation of Litter Abatement Contract with Becoming Independent
- \$26,800 - Cancellation of Landscape Maintenance Contract with Johnson Family Enterprise
- \$10,000 - Reductions in Street Markings Contract (still in the budget: \$6,600)
- \$31,000 - Removal of Vehicle Replacement expense to enterprise fund

Parks:

- \$4,000 - Removal of Funding for Libby Pond Fencing as the current fencing is in poor condition and needs to be replaced. There was a contract in place for the replacement with metal fencing that the Planning Department stopped due to the mental wire fencing design as part of safety concern. The Planning Department indicated that this cost may possibly be accommodated with Measure M Parks funding.
- \$6,000 - Removal of proposed Libby Park Tot Area Shade Structure as Planning Department indicated this cost may possibly be pay out of Measure M Parks funding.

Government Buildings:

- \$16,800 - Reductions in Janitorial Services Contract (still in the budget: \$23,400)

2. Community Cultural Center Reductions

Reductions in projects and programs provided:

- \$15,000 – Contribution to General Operations
- \$20,000 – Contribution to Living Wages
- \$5,750 - General supplies and services

Final allocation to the Community Cultural Center after these reductions: \$323,000

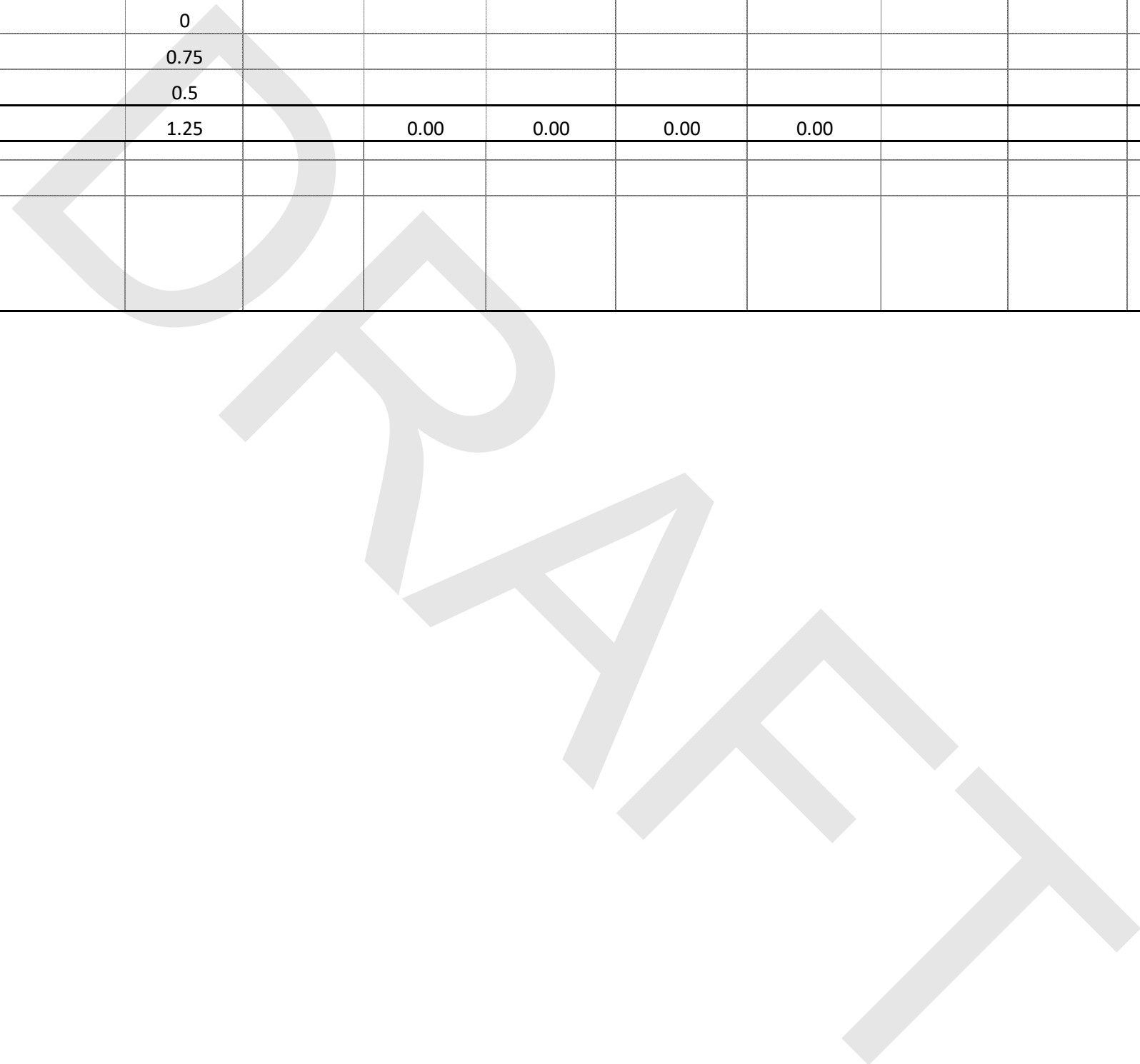
3. Senior Center Reductions

- \$26,750 - Reduction in overall operating budget
- \$15,000 - Removal of proposed security gates for expanded utilization of parking area. The main reason for the security gates was to accommodate additional space for outdoor recreation/exercise classes. The gates would also help with trespassing issues. There were issues with the Planning Department in approving the parking spaces being converted to another use space.

Final allocation to the Senior Center after these reductions: **\$70,000**

PUBLIC WORKS - FULL TIME (FTE) STAFFING ALLOCATION

Budgeted Staffing	Senior Center 40-02	Corp Yard 41-02	Gas Tax Streets 200-41-03	General Fund Streets 41-03	Parks & Landscaping 41-04	Parking Lots 41-05	Government Building 41-06	Community Center 42-02	Ives Pool 43-02	Water Fund 500-44-02	Sewer Fund 510-44-02	LAD 215-41-03	FTE - Total
Public Works													
Superintendent		0.97										0.03	1.00
Assistant Superintendent		0.1		0.25	0.15					0.25	0.25		1.00
Management Analyst ²		0.25											0.25
Permit Technician		0.5											0.50
Water System Treatment Operator				0.2						0.6	0.2		1.00
Sanitary Sewer System Operator			0.2							0.2	0.6		1.00
Senior Maintenance Worker			0.2							0.4	0.4		1.00
Senior Parks & Facilities/Maintenance Worker III					0.25	0.1	0.2	0.1	0.25	0.05	0.05		1.00
Maintenance Worker II			0.2							0.3	0.43	0.07	1.00
Maintenance Worker II	0.1			0.1	0.1	0.1				0.3	0.3		1.00
Maintenance Worker I					0.1	0.2		0.1		0.4	0.2		1.00
Maintenance Worker I			0.1		0.1	0.1		0.1		0.5	0.1		1.00
Laborer			0.2		0.6	0.1		0.1					1.00
Laborer			0.2		0.6	0.1		0.1					1.00
Laborer			0.2		0.6	0.1	0.1						1.00
Total	0.10	1.82	1.30	0.55	2.50	0.80	0.30	0.50	0.25	3.00	2.53	0.10	13.75
Engineering													
Engineering Manager		0											0
Management Analyst ²		0.75											0.75
Permit Technician		0.5											0.5
Total		1.25		0.00	0.00	0.00	0.00			0.00	0.00	0.00	1.25
Grand Total													
¹ Designates one employee holding two positions ² Designates employee sharing between department													



SUMMARY - PUBLIC WORKS

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	577,824	526,965	621,845	621,845	541,823	699,927	651,721	29,876	4.8%
Benefits	261,130	360,165	368,000	368,000	304,498	356,900	387,285	19,285	5.2%
Professional Contracted Services	192,483	184,478	299,850	347,350	290,508	346,375	206,875	(140,475)	-40.4%
Services & Supplies	302,666	290,091	233,450	258,925	280,211	322,610	298,150	39,225	15.1%
Equipment (under \$10K)	4,064	10,975	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance	3,119	3,073	3,200	3,200	4,998	5,200	5,200	2,000	62.5%
Utilities-City	6,143	3,504	8,250	8,250	8,250	8,700	4,500	(3,750)	-45.5%
Vehicle Expense	27,758	19,965	65,500	65,500	28,700	31,100	31,100	(34,400)	-52.5%
Conference & Training Expense	97	147	500	500	1,000	1,000	1,000	500	100.0%
Utilities	93,592	96,364	125,950	125,950	123,900	134,850	113,150	(12,800)	-10.2%
Telecommunications	10,454	11,387	13,800	13,800	13,500	14,500	14,000	200	1.4%
Loss due to theft	263,045	-	-	-	-	-	-	-	0.0%
Allocated Insurance	137,148	119,052	134,000	134,000	134,000	150,665	148,340	14,340	10.7%
Capital Outlay	8,996	64,302	94,400	94,400	78,210	91,100	12,600	(81,800)	-86.7%
Total Expense	1,888,518	1,690,468	1,968,745	2,041,720	1,809,598	2,162,926	1,873,921	(167,799)	-8.2%

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Public Works										
Budget Expenditures										
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change	
Salaries & Wages										
4010 - Salaries - Full Time	544,690	475,381	556,445	556,445	472,170	601,947	601,946	45,501	8.2%	
4011 - Salaries - Part Time	14,467	9,256	-	-	-	-	-	-	0.0%	
4012 - Overtime	16,192	17,764	24,600	24,600	24,185	26,320	25,700	1,100	4.5%	
4013 - Standby	4,075	6,265	11,200	11,200	9,578	11,660	9,150	(2,050)	-18.3%	
4017 - Salaries - COVID-19	2,297	3,533	-	-	1,040	-	-	-	0.0%	
4019 - WC- 4850/Temp Disb	-	14,766	-	-	3,500	-	-	-	0.0%	
4023 - One Time Payment	-	-	29,600	29,600	31,350	60,000	14,925	(14,675)	-49.6%	
4990 - Contra-Salaries/Projects	(3,896)	-	-	-	-	-	-	-	0.0%	
Benefits										
4100 - Employee Benefits	-	278	-	-	-	-	-	-	0.0%	
4101 - Health in Lieu	5,078	1,328	3,500	3,500	3,510	1,209	1,209	(2,291)	-65.5%	
4102 - Uniform Allowance	2,730	2,280	6,000	6,000	5,370	3,750	3,750	(2,250)	-37.5%	
4104 - Accrual in Lieu	-	45,062	-	-	-	-	-	-	0.0%	
4105 - Medicare & Fica	8,579	8,358	8,275	8,275	7,745	8,728	8,728	453	5.5%	
4110 - CalPERS Employer Rate	102,379	163,205	176,315	176,315	138,163	174,635	193,244	16,929	9.6%	
4130 - Health Insurance	110,663	112,266	139,815	139,815	124,120	132,388	146,477	6,662	4.8%	
4140 - Retiree Health Insurance OPEB	10,672	10,197	10,700	10,700	7,620	9,400	9,400	(1,300)	-12.1%	
4150 - Dental Insurance	14,943	12,230	16,150	16,150	13,312	16,254	16,254	104	0.6%	
4151 - Vision Insurance	1,785	1,393	1,780	1,780	1,438	1,766	1,766	(14)	-0.8%	
4181 - Long Term Disability Insurance	2,341	2,022	3,850	3,850	1,981	5,154	2,847	(1,003)	-26.1%	
4182 - Short Term Disability Insurance	1,066	907	925	925	667	831	825	(100)	-10.8%	
4183 - EAP (Employee Asst Prog)	324	200	205	205	203	840	840	635	309.8%	
4184 - Life Insurance	568	439	485	485	369	1,944	1,944	1,459	300.8%	
Contracted Services										
4210 - Professional Contract Services	136,404	135,319	249,550	287,050	245,400	299,500	168,000	(119,050)	-41.5%	
4212 - Internet & Network /Technology Maint	589	191	-	-	1,000	1,575	1,575	1,575	0.0%	
4213 - Building/Grounds Maintenance	50,398	33,510	40,300	50,300	26,083	35,300	32,300	(18,000)	-35.8%	
4230 - Recruitment Services	5,092	15,459	10,000	10,000	18,025	10,000	5,000	(5,000)	-50.0%	
Services & Supplies										
4310 - Office Supplies	558	709	2,000	2,000	2,000	2,000	2,000	-	0.0%	
4330 - Misc Supplies & Services	264,691	251,940	231,450	256,925	232,100	271,200	236,650	(20,275)	-7.9%	
4332 - Janitorial & Safety Supplies	6,573	6,634	-	-	9,011	12,110	22,200	22,200	0.0%	
4340 - Postage & Printing	85	284	-	-	300	300	300	300	0.0%	
4345 - Dues & Subscriptions	398	55	-	-	-	200	200	200	0.0%	
4390 - City Vehicle Fuel Expense	30,362	30,470	-	-	36,800	36,800	36,800	36,800	0.0%	
Equipment (under \$10K)										
4370 - Equipment(under \$10K)	4,064	10,975	-	-	-	-	-	-	0.0%	
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	3,119	3,073	3,200	3,200	4,998	5,200	5,200	2,000	62.5%	
Utilities-City										
4711 - Utilities - City Bill	6,143	3,504	8,250	8,250	8,250	8,700	4,500	(3,750)	-45.5%	
Vehicle Expense										
4380 - Vehicle Maintenance	27,758	19,965	65,500	65,500	28,700	31,100	31,100	(34,400)	-52.5%	
Conference & Training Expense										
4510 - Conference & Training	-	-	500	500	500	500	500	-	0.0%	
4515 - Meetings & Travel	97	147	-	-	500	500	500	500	0.0%	
Utilities										
4710 - Utilities - Gas & Electric	29,062	36,685	39,650	39,650	36,500	40,850	40,850	1,200	3.0%	
4711 - Utilities - City Water Bill	59,060	50,403	79,400	79,400	79,300	84,400	62,700	(16,700)	-21.0%	
4712 - Utilities(Elec Vehicle Charging Stations)	3,568	6,967	6,900	6,900	6,900	7,300	7,300	400	5.8%	
4721 - Utilities-Little League Elec	1,902	2,310	-	-	1,200	2,300	2,300	2,300	0.0%	
Telecommunications										
4750 - Telecommunications	10,454	11,387	13,800	13,800	13,500	14,500	14,000	200	1.4%	
Loss due to theft										
4302 - Loss due to theft	263,045	-	-	-	-	-	-	-	0.0%	
Allocated Insurance										
4996 - Allocated Liability Insurance	73,386	73,169	80,200	80,200	80,200	87,390	88,450	8,250	10.3%	
4997 - Allocated Wrksr Comp Insurance	63,762	45,883	53,800	53,800	53,800	63,275	59,890	6,090	11.3%	
Capital Outlay										
5100 - Capital Outlay	8,996	64,302	94,400	94,400	78,210	91,100	12,600	(81,800)	-86.7%	
Total Operation	1,888,518	1,690,468	1,968,745	2,041,720	1,809,598	2,162,926	1,873,921	(167,799)	-8.22%	
G&A Allocation										
500 - Water Enterprise Fund	263,410	290,675	324,184	324,184	296,344	351,989	333,924			
510 - WasteWater Enterprise Fund	202,576	220,034	248,680	248,680	227,702	269,709	253,788			
Total G&A Allocation	465,986	510,709	572,864	572,864	524,046	621,698	587,712			
General Fund Cost Allocation	71%	1,422,532	1,179,759	1,395,881	1,468,856	1,285,552	1,541,229	1,286,209	(182,647)	-12.4%

Corp Yard										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	221,150	203,547	237,200	237,200	203,425	272,803	272,803	35,603	15.0%
4011 - Salaries - Part Time		14,467	9,256	-	-	-	-	-	-	0.0%
4012 - Overtime		78	260	-	-	500	500	500	500	0.0%
4017 - Salaries - COVID-19		266	1,981	-	-	-	-	-	-	0.0%
4023 - One Time Payment	2	-	-	9,100	9,100	9,100	10,000	4,550	(4,550)	-50.0%
4990 - Contra-Salaries/Projects		(3,896)	-	-	-	-	-	-	-	0.0%
Benefits										
4100 - Employee Benefits		-	278	-	-	-	-	-	-	0.0%
4101 - Health in Lieu	3	1,163	229	2,500	2,500	2,500	-	-	(2,500)	-100.0%
4104 - Accrual in Lieu		-	45,062	-	-	-	-	-	-	0.0%
4105 - Medicare & Fica		3,451	3,768	3,300	3,300	3,072	3,956	3,956	656	19.9%
4110 - CalPERS Employer Rate		42,822	63,144	70,670	70,670	59,812	67,620	73,878	3,208	4.5%
4130 - Health Insurance		27,158	32,518	46,650	46,650	37,700	49,760	47,951	1,301	2.8%
4140 - Retiree Health Insurance OPEB		10,672	10,197	10,700	10,700	7,620	9,400	9,400	(1,300)	-12.1%
4150 - Dental Insurance		3,305	3,260	5,300	5,300	4,173	5,201	5,201	(99)	-1.9%
4151 - Vision Insurance		398	376	585	585	445	573	573	(12)	-2.0%
4181 - Long Term Disability Insurance		975	865	1,600	1,600	784	1,211	1,211	(389)	-24.3%
4182 - Short Term Disability Insurance		446	389	380	380	294	446	446	66	17.3%
4183 - EAP (Employee Asst Prog)		158	51	65	65	65	140	140	75	115.4%
4184 - Life Insurance		172	114	150	150	100	324	324	174	116.0%
Contracted Services										
4210 - Professional Contract Services	4	11,758	31,535	21,900	21,900	19,600	22,400	17,400	(4,500)	-20.5%
4212 - Internet & Network /Technology Maint		589	191	-	-	1,000	1,575	1,575	1,575	0.0%
4230 - Recruitment Services	4	5,092	15,459	10,000	10,000	18,025	10,000	5,000	(5,000)	-50.0%
Services & Supplies										
4310 - Office Supplies		558	709	2,000	2,000	2,000	2,000	2,000	-	0.0%
4330 - Misc Supplies & Services	5	6,897	9,680	20,800	20,800	20,500	21,100	15,800	(5,000)	-24.0%
4332 - Janitorial & Safety Supplies		469	474	-	-	500	550	2,500	2,500	0.0%
4340 - Postage & Printing		85	284	-	-	300	300	300	300	0.0%
4345 - Dues & Subscriptions		398	55	-	-	-	200	200	200	0.0%
4390 - City Vehicle Fuel Expense	6	30,362	30,470	-	-	36,800	36,800	36,800	36,800	0.0%
Vehicle Expense										
4380 - Vehicle Maintenance	6	27,758	19,771	65,500	65,500	28,700	28,700	28,700	(36,800)	-56.2%
Conference & Training Expense										
4510 - Conference & Training		-	-	500	500	500	500	500	-	0.0%
4515 - Meetings & Travel		97	147	-	-	500	500	500	500	0.0%
Utilities										
4710 - Utilities - Gas & Electric	7	2,739	3,387	5,700	5,700	5,400	6,000	6,000	300	5.3%
4711 - Utilities - City Water Bill		4,817	3,546	6,000	6,000	4,700	6,000	5,500	(500)	-8.3%
Telecommunications										
4750 - Telecommunications		10,416	11,387	13,800	13,800	13,500	14,500	14,000	200	1.4%
Allocated Insurance										
4996 - Allocated Liability Insurance	9	20,380	23,917	23,700	23,700	23,700	30,505	30,875	7,175	30.3%
4997 - Allocated Wrkrs Comp Insurance	9	22,750	17,077	22,700	22,700	22,700	29,360	27,850	5,150	22.7%
Total Operation 100		467,948	543,381	580,800	580,800	528,015	632,923	616,432	35,632	5.6%
Equipment (under \$10K)										
4370 - Equipment(under \$10K)		-	3,344	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance										
4375 - Equipment Rental/Expenses	10	3,119	3,073	3,200	3,200	4,998	5,200	5,200	2,000	62.5%
Capital Outlay										
5100 - Capital Outlay	8	8,996	40,327	32,400	32,400	26,310	-	-	(32,400)	-100.0%
Total Fund 124		12,114	46,744	35,600	35,600	31,308	5,200	5,200	(30,400)	-85.4%
TOTAL DEPARTMENT		480,062	590,125	616,400	616,400	559,323	638,123	621,632	5,232	0.8%
G&A Allocation										
124 - Measure T& Q (Y)	17%	91,666	139,120	134,336	134,336	121,071	112,797	109,994		
500 - Water Enterprise Fund	48%	224,615	260,823	278,784	278,784	253,447	303,803	295,887		
510 - WasteWater Enterprise Fund	35%	163,781	190,182	203,280	203,280	184,805	221,523	215,751		
Total G&A Allocation		480,062	590,125	616,400	616,400	559,323	638,123	621,632		
Total Department Expenses	0%	-	-	-	-	-	-	0		
1 Staffing allocation varies from year to year based on assignment										
2 This is one-time COVID Retention money, reduction as amount in FY23-24 lower and amount is based on staffing allocation										
3 No staffing receiving this benefit in FY23-24										
4 Reduced disability management cost as 1 remaining case will come to a close. At the closure of such case, recruitment will resume										
5 Vehicle Maintenance and Fuel Costs separated - 4380 & 4390										
6 Vehicle maintenance costs reduced by the surplus of old vehicles =\$32K revenue 2022/23										
7 Sonoma Clean Power costs										
8 Actual cost of Corp. yard roofing \$26,310										

⁹ Allocated insurance distributed based on premium for next year programs renewals. <ul style="list-style-type: none"> • General Liability - based on prior year department actual expenditures • Worker's Compensation - based on payroll experience 										
¹⁰ Corp. Yard Copier Lease										

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Corp Yard				
Object Details				
41-02				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		54	34,406	42,600
4140 - Retiree Health Insurance OPEB				
	Retiree#1	12	148	1,776
	Retiree#2	12	148	1,776
	Retiree#3	12	276	3,312
	Retiree#3	4	317	1,268
	Retiree#4	4	317	1,268
Total 4140 - Retiree Health Insurance OPEB		44	1,206	9,400
4210 - Professional Contract Services				
	Generator Air Quality Permitting	1	700	700
	Generator Service and Repairs	1	4,500	4,500
	HVAC Service and Repairs	1	3,600	3,600
	Security Monitoring	1	3,600	3,600
	Special Case Manager (Disability Personnel Issues)	1	5,000	5,000
Total 4210 - Professional Contract Services		5	17,400	17,400
4330 - Misc Supplies & Services				
		-	-	-
	Above Ground Fuel Tanks Inspections and Maintenance	1	3,200	3,200
	Aerial Utility Equipment Safety Certification	1	2,500	2,500
	Building Repairs and Upgrades	1	3,000	3,000
	Equipment Servicing Supplies	1	2,100	2,100
	Safety Supplies	1	5,000	5,000
Total 4330 - Misc Supplies & Services		5	15,800	15,800

General Fund - Streets										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	81,448	110,200	100,745	100,745	100,745	66,220	66,220	(34,525)	-34.3%
4012 - Overtime		8,195	12,000	15,000	15,000	14,385	16,000	16,000	1,000	6.7%
4013 - Standby		1,013	3,200	3,200	3,200	2,278	3,400	3,400	200	6.3%
4017 - Salaries - COVID-19		240	1,171	-	-	540	-	-	-	0.0%
4023 - One Time Payment		-	-	4,250	4,250	6,000	7,500	1,375	(2,875)	-67.6%
Benefits										
4101 - Health in Lieu		658	-	-	-	-	-	-	-	0.0%
4102 - Uniform Allowance		390	720	1,500	1,500	840	300	300	(1,200)	-80.0%
4105 - Medicare & Fica		1,337	1,852	1,530	1,530	1,621	960	960	(570)	-37.2%
4110 - CalPERS Employer Rate		19,903	34,299	32,870	32,870	22,023	11,177	11,942	(20,928)	-63.7%
4130 - Health Insurance		17,273	24,404	19,800	19,800	18,124	14,563	15,055	(4,745)	-24.0%
4150 - Dental Insurance		2,399	2,540	2,200	2,200	2,041	1,602	1,602	(598)	-27.2%
4151 - Vision Insurance		289	288	230	230	218	177	177	(53)	-23.0%
4181 - Long Term Disability Insurance		302	405	700	700	232	895	329	(371)	-53.0%
4182 - Short Term Disability Insurance		138	183	170	170	94	82	76	(94)	-55.0%
4183 - EAP (Employee Asst Prog)		29	51	30	30	28	105	105	75	250.0%
4184 - Life Insurance		69	103	70	70	66	243	243	173	247.1%
Contracted Services										
4210 - Professional Contract Services	3,4	46,918	46,686	117,450	145,450	118,000	153,200	64,000	(81,450)	-56.0%
Services & Supplies										
4330 - Misc Supplies & Services	2,3	193,217	199,131	127,000	152,475	125,000	147,600	143,400	(9,075)	-6.0%
4332 - Janitorial & Safety Supplies		1,877	1,895	-	-	2,151	2,200	2,200	2,200	0.0%
Utilities										
4710 - Utilities - Gas & Electric		13,908	14,340	15,750	15,750	13,500	15,750	15,750	-	0.0%
4711 - Utilities - City Water Bill	5	7,290	6,086	9,000	9,000	9,600	10,100	10,100	1,100	12.2%
Telecommunications										
4750 - Telecommunications		38	-	-	-	-	-	-	-	0.0%
Loss due to theft										
4302 - Loss due to theft		263,045	-	-	-	-	-	-	-	0.0%
Allocated Insurance										
4996 - Allocated Liability Insurance	6	18,345	18,546	21,100	21,100	21,100	25,115	25,420	4,320	20.5%
4997 - Allocated Wrkrs Comp Insurance	6	12,037	7,712	9,600	9,600	9,600	6,825	6,360	(3,240)	-33.8%
Capital Outlay										
5100 - Capital Outlay	7	-	-	10,000	10,000	10,000	37,300	6,300	(3,700)	-37.0%
Total Fund 124		690,358	485,813	492,195	545,670	478,186	521,314	391,316	(154,354)	-28.3%
1 Reallocation of specific staffing assignments										
2 \$10k Increase in this line item due to the required compost procurement for SB1383 Compliance										
3 Funding change between 2021/22 to 2022/23 is due to identified contract work being moved from Misc.Supplies & Services to Professional Contract Services										
4 Reduction based on the cancelation of Litter Abatement and Landscape maintenance contracts. Reduction in basic beautification measures										
5 5% Increase based on the cancelation of drought rest										
6 Allocated insurance distributed based on premium for next year programs renewals. • General Liability - based on prior year department actual expenditures • Worker's Compensation - based on payroll experience										
7 \$31K of funding for a Vehicle purchase was moved to Enterprize Accounts, Remaining \$6,300 is a replacement mower trailer purchase										

General Fund - Streets*				
Object Details				
41-03				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		17	213,700	213,700
4210 - Professional Contract Services				
	Asset Management Software Maintenance Contract	1	2,900	2,900
	Pedestrian Crosswalk Lighting Safety Inspection	1	14,200	14,200
	Street Light Pole Repairs and Replacement	1	6,400	6,400
	Thermoplastic Street Marking Contract	1	16,000	16,000
	Traffic Signal Inspections and Maintenance (CALTRANS)	1	16,500	16,500
	Traffic Signal Lighting Safety Inspections (Bodega at Jewell and Bodega at Pleasant Hill)	1	8,000	8,000
Total 4210 - Professional Contract Services		6	64,000	64,000
4330 - Misc Supplies & Services				
	Hazardous Materials Disposal	1	4,600	4,600
	OSHA Compliance Safety Equipment	1	3,800	3,800
	Pedestrian Crosswalk and Traffic Signal Lighting and Controls Repairs	1	32,600	32,600
	Storm Water Systems Repair materials	1	12,100	12,100
	Street and Sidewalk Repair Materials	1	34,500	34,500
	Street Banner and Holiday Decor Materials	1	4,200	4,200
	Street Landscaping Materials- Compost Plants and Irrigation (\$10,000 SB1383 Compost Compliance)	1	15,000	15,000
	Street Marking Maintenance Materials	1	6,600	6,600
	Street Sign Maintenance and Replacement Materials	1	18,900	18,900
	Street Tree Maintenance and Replacement	1	11,100	11,100
Total 4330 - Misc Supplies & Services		10	143,400	143,400
5100 - Capital Outlay				
	Replacement Street Painting Trailer	1	6,300	6,300
Total 5100 - Capital Outlay		1	6,300	6,300

Parks & Landscape Maintenance										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	167,327	94,794	136,900	136,900	93,000	175,454	175,454	38,554	28.2%
4012 - Overtime		4,666	2,303	6,000	6,000	6,000	6,000	6,000	-	0.0%
4013 - Standby		2,118	1,050	3,500	3,500	3,500	3,500	3,500	-	0.0%
4017 - Salaries - COVID-19		1,536	56	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb		-	11,074	-	-	1,000	-	-	-	0.0%
4023 - One Time Payment		-	-	10,750	10,750	10,750	20,000	6,250	(4,500)	-41.9%
Benefits										
4101 - Health in Lieu		2,792	550	500	500	510	605	605	105	20.9%
4102 - Uniform Allowance		1,680	900	1,500	1,500	2,750	2,350	2,350	850	56.7%
4105 - Medicare & Fica		2,622	1,613	2,170	2,170	1,976	2,544	2,544	374	17.2%
4110 - CalPERS Employer Rate		28,503	47,164	53,400	53,400	40,795	69,427	78,031	24,631	46.1%
4130 - Health Insurance		47,259	37,551	50,915	50,915	49,144	51,641	60,492	9,577	18.8%
4150 - Dental Insurance		6,878	4,253	5,900	5,900	4,722	6,784	6,784	884	15.0%
4151 - Vision Insurance		817	480	650	650	500	729	729	79	12.2%
4181 - Long Term Disability Insurance		775	486	980	980	550	1,150	872	(108)	-11.0%
4182 - Short Term Disability Insurance		350	217	235	235	172	202	202	(33)	-13.9%
4183 - EAP (Employee Asst Prog)		99	63	75	75	75	280	280	205	273.3%
4184 - Life Insurance		236	139	175	175	125	648	648	473	270.3%
Contracted Services										
4210 - Professional Contract Services	2	7,837	10,372	20,000	20,000	18,500	28,000	15,000	(5,000)	-25.0%
Services & Supplies										
4330 - Misc Supplies & Services	3,7	35,294	29,437	49,950	49,950	53,500	67,500	55,000	5,050	10.1%
4332 - Janitorial & Safety Supplies	3	2,350	2,369	-	-	3,600	6,600	14,000	14,000	0.0%
Vehicle Expense										
4380 - Vehicle Maintenance	6	-	194	-	-	-	2,400	2,400	2,400	0.0%
Utilities										
4710 - Utilities - Gas & Electric		1,460	4,745	6,100	6,100	5,700	6,400	6,400	300	4.9%
4711 - Utilities - City Water Bill		45,976	39,800	62,400	62,400	63,000	66,200	45,000	(17,400)	-27.9%
4721 - Utilities-Little League Elec	5	1,902	2,310	-	-	1,200	2,300	2,300	2,300	0.0%
Allocated Insurance										
4996 - Allocated Liability Insurance		24,657	19,559	20,200	20,200	20,200	17,905	18,125	(2,075)	-10.3%
4997 - Allocated Wrks Comp Insurance		17,115	10,926	13,600	13,600	13,600	18,075	17,135	3,535	26.0%
Capital Outlay										
5100 - Capital Outlay	4	-	-	25,000	-	25,000	-	-	-	0.0%
Total Operation		404,246	322,405	470,900	445,900	419,869	556,695	520,101	74,201	16.6%
Equipment (under \$10K)										
4370 - Equipment(under \$10K)		4,064	-	-	-	-	-	-	-	0.0%
Capital Outlay										
5100 - Capital Outlay	4	-	23,975	-	25,000	-	53,800	6,300	(18,700)	-74.8%
Total Fund 124		4,064	23,975	-	25,000	-	53,800	6,300	(18,700)	-74.8%
TOTAL DEPARTMENT		408,310	346,380	470,900	470,900	419,869	610,495	526,401	55,501	11.8%
G&A Allocation										
124 - Measure T& Q (Y)		171,826	157,773	210,049	235,049	163,871	284,828	222,024		
Total G&A Allocation		171,826	157,773	210,049	235,049	163,871	284,828	222,024		
Total Department Expenses	59%	236,484	188,607	260,851	235,851	255,998	325,666	304,377		
1 FY22-23 Salaries budget vs. actual due to being down one full time staff member										
2 Reduction based on the removal of Laguna Foundation vegetation management funds. Applying for grant funds to offset										
3 Janitorial supplies in 4330 moved to 4332										
4 Removal of the Libby Park Pond Fence replacement and Libby Park Tot Area shade structure										
5 Reimbursed by Sebastopol Little League										
6 Lawn Tractor maintenance costs moved from Corp yard to Parks										
7 \$10k Increase in this line item due to the required compost procurement for SB1383 Compliance										

Parks & Landscape Maintenance				
Object Details				
41-04				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		12	76,300	76,300
4210 - Professional Contract Services				
	Burbank Farm Tree Safety Survey Maintenance	1	7,500	7,500
	Parks Tree Maintenance	1	7,500	7,500
Total 4210 - Professional Contract Services		2	15,000	15,000
4330 - Misc Supplies & Services				
	Irrigation Supplies	1	4,100	4,100
	Ives Park Improvements-Parks Commission Plan	1	3,100	3,100
	Landscaping Supplies-Compost, Mulch, Plants	1	13,500	13,500
	Park Fencing Repairs	1	4,000	4,000
	Park Restroom Partitions and Stall Door Replacements (One time replacement)	1	14,500	14,500
	Park Security Improvements and Vandalism Repairs	1	4,400	4,400
	Pet Waste Bags and Dispensers	1	2,500	2,500
	Playground Fall Zone Safety Fiber	1	6,000	6,000
	Rental Equipment	1	2,900	2,900
Total 4330 - Misc Supplies & Services		9	55,000	55,000
5100 - Capital Outlay				
	Replacement Mower Trailer	1	6,300	6,300
Total 5100 - Capital Outlay		1	6,300	6,300

Parking Lot Expenditures										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time		48,044	41,768	52,200	52,200	47,000	57,989	57,989	5,789	11.1%
4012 - Overtime		1,213	1,288	1,300	1,300	1,300	1,400	1,400	100	7.7%
4013 - Standby		555	1,050	1,300	1,300	1,300	1,400	1,400	100	7.7%
4017 - Salaries - COVID-19		256	56	-	-	500	-	-	-	0.0%
4019 - WC- 4850/Temp Disb		-	1,846	-	-	2,000	-	-	-	0.0%
4023 - One Time Payment		-	-	4,000	4,000	4,000	17,500	2,000	(2,000)	-50.0%
Benefits										
4101 - Health in Lieu		465	550	500	500	500	605	605	105	20.9%
4102 - Uniform Allowance		480	480	1,500	1,500	1,500	800	800	(700)	-46.7%
4105 - Medicare & Fica		742	685	825	825	825	841	841	16	1.9%
4110 - CalPERS Employer Rate		6,486	11,140	10,500	10,500	10,500	15,498	17,201	6,701	63.8%
4130 - Health Insurance		12,019	10,478	15,000	15,000	15,000	11,303	16,001	1,001	6.7%
4150 - Dental Insurance		1,585	1,392	1,900	1,900	1,900	1,918	1,918	18	0.9%
4151 - Vision Insurance		189	159	225	225	225	209	209	(16)	-7.2%
4181 - Long Term Disability Insurance		205	182	370	370	370	1,571	288	(82)	-22.1%
4182 - Short Term Disability Insurance		93	81	90	90	90	67	67	(23)	-25.6%
4183 - EAP (Employee Asst Prog)		28	25	25	25	25	245	245	220	880.2%
4184 - Life Insurance		66	59	65	65	65	567	567	502	772.3%
Contracted Services										
4210 - Professional Contract Services	1, 2	5,261	519	7,300	16,800	7,300	7,700	7,700	(9,100)	-54.2%
Services & Supplies										
4330 - Misc Supplies & Services		6,173	4,775	9,600	9,600	9,600	9,500	9,500	(100)	-1.0%
Utilities-City										
4711 - Utilities - City Water Bill		6,143	3,504	8,250	8,250	8,250	8,700	4,500	(3,750)	-45.5%
Utilities										
4710 - Utilities - Gas & Electric		5,139	7,481	7,900	7,900	7,900	8,300	8,300	400	5.1%
4712 - Utilities(Elec Vehicle Charging Stations)	2	3,568	6,967	6,900	6,900	6,900	7,300	7,300	400	5.8%
Allocated Insurance										
4996 - Allocated Liability Insurance		4,754	5,067	5,500	5,500	5,500	5,565	5,630	130	2.4%
4997 - Allocated Wrkrs Comp Insurance		9,344	8,056	5,100	5,100	5,100	5,975	5,665	565	11.1%
Total Operation		112,809	107,607	140,350	149,850	137,650	164,952	150,125	275	0.2%
									-	0.0%
Total Fund 124		-	-	-	-	-	-	-	-	0.0%
TOTAL DEPARTMENT		112,809	107,607	140,350	149,850	137,650	164,952	150,125	275	0.2%
¹ 2022/23 to 2023/24 cost difference due to one-time Emergency Tree Removal of \$9,000 ² Costs offset by Vehicle Charging fees revenue										

Parking Lot				
Object Details				
41-05				
Object	Worksheet <input type="checkbox"/> Description	Worksheet <input type="checkbox"/> Quantity	Worksheet <input type="checkbox"/> Unit <input type="checkbox"/> Price	Worksheet <input type="checkbox"/> Total
Grand Total		4	17,200	17,200
4210 - Professional Contract Services				
	EV Charging Station Maintenance Contract (City Owned)	1	7,700	7,700
Total 4210 - Professional Contract Services		1	7,700	7,700
4330 - Misc Supplies & Services				
	Landscape Maintenance Supplies	1	3,600	3,600
	Street Markings- Paint and Thermoplastic	1	1,400	1,400
	Tree Maintenance and Replacement	1	4,500	4,500
Total 4330 - Misc Supplies & Services		3	9,500	9,500

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Government Buildings *		* Includes City Hall, Police Department, Fire Department, Library, Museum, Burbank Farm									
Budget Expenditures											
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change	
Salaries & Wages											
4010 - Salaries - Full Time		26,722	25,072	29,400	29,400	28,000	29,481	29,481	81	0.3%	
4012 - Overtime	¹	2,040	1,913	2,300	2,300	2,000	2,420	1,800	(500)	-21.7%	
4013 - Standby	¹	390	965	3,200	3,200	2,500	3,360	850	(2,350)	-73.4%	
4017 - Salaries - COVID-19		-	269	-	-	-	-	-	-	0.0%	
4019 - WC- 4850/Temp Disb		-	1,846	-	-	500	-	-	-	0.0%	
4023 - One Time Payment		-	-	1,500	1,500	1,500	5,000	750	(750)	-50.0%	
Benefits											
4102 - Uniform Allowance		180	180	1,500	1,500	280	300	300	(1,200)	-80.0%	
4105 - Medicare & Fica		427	440	450	450	251	427	427	(23)	-5.0%	
4110 - CalPERS Employer Rate		4,665	7,458	8,875	8,875	5,033	10,914	12,191	3,316	37.4%	
4130 - Health Insurance		6,955	7,314	7,450	7,450	4,152	5,121	6,978	(472)	-6.3%	
4150 - Dental Insurance		777	785	850	850	476	749	749	(101)	-11.8%	
4151 - Vision Insurance		92	89	90	90	50	78	78	(12)	-13.3%	
4181 - Long Term Disability Insurance		84	85	200	200	45	327	147	(53)	-26.7%	
4182 - Short Term Disability Insurance		39	37	50	50	17	34	34	(16)	-32.1%	
4183 - EAP (Employee Asst Prog)		10	10	10	10	10	70	70	60	599.6%	
4184 - Life Insurance		25	24	25	25	13	162	162	137	548.0%	
Contracted Services											
4210 - Professional Contract Services	²	64,631	46,206	82,900	82,900	82,000	88,200	63,900	(19,000)	-22.9%	
Services & Supplies											
4330 - Misc Supplies & Services	³	23,109	8,917	24,100	24,100	23,500	25,500	12,950	(11,150)	-46.3%	
4332 - Janitorial & Safety Supplies		1,877	1,895	-	-	2,760	2,760	3,500	3,500	0.0%	
Utilities											
4710 - Utilities - Gas & Electric		5,816	6,732	4,200	4,200	4,000	4,400	4,400	200	4.8%	
4711 - Utilities - City Water Bill		977	972	2,000	2,000	2,000	2,100	2,100	100	5.0%	
Allocated Insurance											
4996 - Allocated Liability Insurance		5,251	6,080	9,700	9,700	9,700	8,300	8,400	(1,300)	-13.4%	
4997 - Allocated Wrkrs Comp Insurance		2,515	2,112	2,800	2,800	2,800	3,040	2,880	80	2.9%	
Total Operation		146,581	119,401	181,600	181,600	171,587	192,743	152,148	(29,452)	-16.2%	
Contracted Services											
4213 - Building/Grounds Maintenance	⁴	50,398	33,510	40,300	50,300	26,083	35,300	32,300	(18,000)	-35.8%	
Equipment (under \$10K)											
4370 - Equipment(under \$10K)		-	7,631	-	-	-	-	-	-	0.0%	
Capital Outlay											
5100 - Capital Outlay	⁵	-	-	27,000	27,000	16,900	-	-	(27,000)	-100.0%	
Total Fund 124		50,398	41,141	67,300	77,300	42,983	35,300	32,300	(45,000)	-58.2%	
TOTAL DEPARTMENT		196,979	160,542	248,900	258,900	214,570	228,043	184,448	(74,452)	-28.8%	
G&A Allocation											
500 - Water Enterprise Fund	25%	38,795	29,852	45,400	45,400	42,897	48,186	38,037			
510 - WasteWater Enterprise Fund	25%	38,795	29,852	45,400	45,400	42,897	48,186	38,037			
Total G&A Allocation		77,590	59,704	90,800	90,800	85,794	96,372	76,074			
Total Department Expenses	71%	119,389	100,838	158,100	168,100	128,777	131,672	108,374			
¹ Reduction based on staffing allocation											
² Elimination of expanded COVID cleaning janitorial contract Cancelation of Library landscape maintenance contract											
³ Reduction in overall general Building and Landscape maintenance											
⁴ Reduction in Wischemann Hall Facility Maintenance. The City insurance partner will provide an assessment free of charge. Once the assessment is provided, the current cost is built in for 1-2 workstations modification											
⁵ Reduction due to Fire Department rain gutter replacement in prior year which will not be repeated in FY23-24											

Government Buildings				
Object Details				
41-06				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		17	109,150	109,150
4210 - Professional Contract Services				
	Generator Air Quality Permitting	1	1,300	1,300
	HVAC Maintenance Service and Repairs	1	17,200	17,200
	Janitorial Cleaning Services	1	23,400	23,400
	Pest Control and Exclusion	1	6,800	6,800
	Police Dept. and Fire Dept. Generator Maintenance Testing and Repairs	1	10,300	10,300
	Security System Monitoring and Maintenance	1	2,400	2,400
	Solar PV Maintenance Agreement	1	2,500	2,500
Total 4210 - Professional Contract Services		7	63,900	63,900
4213 - Building/Grounds Maintenance				
	Public Works Keyless Entry	1	5,500	5,500
	Ergonomic Facility Upgrades- Multi-year	1	5,000	5,000
	Facility Improvements and Grounds Maintenance	1	6,500	6,500
	Park Village Maintenance and Repairs	1	7,800	7,800
	Wischemann Hall Facility Maintenance	1	7,500	7,500
Total 4213 - Building/Grounds Maintenance		5	32,300	32,300
4330 - Misc Supplies & Services				
	Electrical and Lighting Repairs	1	3,500	3,500
	General Building Maintenance- Paint, Plumbing, Roof Repairs	1	5,200	5,200
	Holiday Decor	1	250	250
	Landscape Maintenance Supplies- Compost, Mulch, Plants	1	3,500	3,500
	Safety Supplies	1	500	500
Total 4330 - Misc Supplies & Services		5	12,950	12,950

SUMMARY - SENIOR CENTER

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	6,404	6,369	8,050	8,050	8,475	12,327	9,427	1,377	17.1%
Benefits	3,358	3,570	2,000	2,000	2,352	2,282	3,265	1,265	63.2%
Professional Contracted Services	2,767	2,253	7,900	7,900	3,000	8,300	5,900	(2,000)	-25.3%
Services & Supplies	4,253	4,664	11,000	11,000	11,000	12,900	8,950	(2,050)	-18.6%
Special Programs	36,000	36,000	45,000	45,000	45,000	65,000	38,250	(6,750)	-15.0%
Allocated Insurance	2,828	4,006	4,100	4,100	4,100	3,790	3,775	(325)	-7.9%
Capital Outlay	16,155	-	-	-	-	15,000	-	-	0.0%
Total Expense	71,765	56,862	78,050	78,050	73,927	119,599	69,567	(8,483)	-10.9%

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Senior Center										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	5	5,865	5,689	6,950	6,950	6,425	8,277	8,277	1,327	19.1%
4012 - Overtime	5	364	425	300	300	750	750	450	150	50.0%
4013 - Standby	5	175	255	300	300	800	800	450	150	50.0%
4023 - One Time Payment		-	-	500	500	500	2,500	250	(250)	-50.0%
Benefits										
4102 - Uniform Allowance		60	60	-	-	140	100	100	100	0.0%
4105 - Medicare & Fica		94	93	100	100	125	120	120	20	20.0%
4110 - CalPERS Employer Rate		546	2,420	755	755	820	636	636	(119)	-15.8%
4130 - Health Insurance		2,316	869	970	970	1,100	1,060	2,043	1,073	110.7%
4150 - Dental Insurance		261	79	90	90	105	179	179	89	98.4%
4151 - Vision Insurance		31	9	10	10	10	20	20	10	104.0%
4181 - Long Term Disability Insurance		27	21	50	50	27	41	41	(9)	-17.7%
4182 - Short Term Disability Insurance		12	9	10	10	10	10	10	(0)	-4.0%
4183 - EAP (Employee Asst Prog)		3	3	5	5	5	35	35	30	600.8%
4184 - Life Insurance		7	7	10	10	10	81	81	71	710.0%
Contracted Services										
4210 - Professional Contract Services	4	2,767	2,253	7,900	7,900	3,000	8,300	5,900	(2,000)	-25.3%
Services & Supplies										
4330 - Misc Supplies & Services	4	4,253	4,664	11,000	11,000	11,000	12,900	8,950	(2,050)	-18.6%
Special Programs										
4880 - Contr to Living Wages Ops	1, 2	36,000	36,000	45,000	45,000	45,000	65,000	38,250	(6,750)	-15.0%
Allocated Insurance										
4996 - Allocated Liability Insurance		2,166	3,547	3,500	3,500	3,500	2,940	2,975	(525)	-15.0%
4997 - Allocated Wrks Comp Insurance		662	459	600	600	600	850	800	200	33.3%
Total Operation		55,610	56,862	78,050	78,050	73,927	104,599	69,567	(8,483)	-10.9%
Capital Outlay										
5100 - Capital Outlay	3	16,155	-	-	-	-	15,000	-	-	0.0%
Total Fund 124		16,155	-	-	-	-	15,000	-	-	0.0%
TOTAL DEPARTMENT		71,765	56,862	78,050	78,050	73,927	119,599	69,567	(8,483)	-10.9%
1 City Funds have not been used to support Horizon Shine meal programs										
2 Living wage requirements for all staff										
3 Removal of proposed garage area security gates										
4 Reduction in general building and landscape maintenance										
5 Bargaining Agreements and actual cost adjustments										

Senior Center				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		8	53,100	53,100
4210 - Professional Contract Services				
4210 - Professional Contract Services	HVAC Service	1	1,600	1,600
4210 - Professional Contract Services	HVAC, Electrical, Anticipated Repairs	1	2,500	2,500
4210 - Professional Contract Services	Pest Control and Exclusion	1	1,800	1,800
Total 4210 - Professional Contract Services		3	5,900	5,900
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	General Building Maintenance	1	7,250	7,250
4330 - Misc Supplies & Services	Landscape Maintenance	1	1,500	1,500
4330 - Misc Supplies & Services	Lighting and Electrical	1	200	200
Total 4330 - Misc Supplies & Services		3	8,950	8,950
4880 - Contr to Living Wages Ops				
4880 - Contr to Living Wages Ops	Instructors and Facilitators	1	17,334	17,334
4880 - Contr to Living Wages Ops	Living Wage and Benefit Costs	1	20,916	20,916
Total 4880 - Contr to Living Wages Ops		2	38,250	38,250

SUMMARY - COMMUNITY CENTER									
EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	40,089	38,049	46,900	46,900	43,013	53,504	42,254	(4,646)	-9.9%
Benefits	16,606	15,233	22,000	22,000	17,283	22,038	25,382	3,382	15.4%
Professional Contracted Services	1,594	8,269	8,600	58,600	58,600	73,015	73,015	14,415	24.6%
Services & Supplies	8,639	6,789	11,850	21,150	11,850	17,250	11,500	(9,650)	-45.6%
Special Programs	103,400	170,900	170,000	170,000	170,000	170,000	135,000	(35,000)	-20.6%
Utilities	10,155	9,721	13,700	13,700	14,250	17,000	17,000	3,300	24.1%
Allocated Insurance	19,069	21,585	13,900	13,900	13,900	18,715	18,695	4,795	34.5%
Capital Outlay	-	16,478	-	60,000	171,384	-	-	(60,000)	-100.0%
Total Expense	199,552	287,025	286,950	406,250	500,280	371,522	322,846	(83,404)	-20.5%

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Community Center										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time		38,206	34,694	41,400	41,400	36,613	37,604	37,604	(3,796)	-9.2%
4012 - Overtime		1,097	1,746	1,600	1,600	1,600	1,600	1,600	-	0.0%
4013 - Standby	6	530	1,285	900	900	1,800	1,800	1,800	900	100.0%
4017 - Salaries - COVID-19		256	324	-	-	-	-	-	-	0.0%
4023 - One Time Payment		-	-	3,000	3,000	3,000	12,500	1,250	(1,750)	-58.3%
Benefits										
4101 - Health in Lieu		465	550	-	-	-	605	605	605	0.0%
4102 - Uniform Allowance		360	360	-	-	-	500	500	500	0.0%
4105 - Medicare & Fica		595	567	525	525	650	545	545	20	3.9%
4110 - CalPERS Employer Rate		5,909	10,567	10,725	10,725	7,452	11,246	12,523	1,798	16.8%
4130 - Health Insurance		7,735	1,881	8,500	8,500	7,707	6,182	9,022	522	6.1%
4150 - Dental Insurance		1,114	938	1,300	1,300	1,100	1,244	1,244	(56)	-4.3%
4151 - Vision Insurance		130	104	140	140	115	133	133	(7)	-4.9%
4181 - Long Term Disability Insurance		157	140	185	185	146	955	187	2	1.0%
4182 - Short Term Disability Insurance		71	63	40	40	53	49	43	3	8.6%
4183 - EAP (Employee Asst Prog)		20	19	185	185	18	175	175	(10)	-5.4%
4184 - Life Insurance		49	45	400	400	42	405	405	5	1.3%
Contracted Services										
4210 - Professional Contract Services	1,4	1,594	8,269	8,600	58,600	58,600	73,015	73,015	14,415	24.6%
Services & Supplies										
4330 - Misc Supplies & Services	2,3	8,639	6,789	11,850	21,150	11,850	17,250	11,500	(9,650)	-45.6%
Special Programs										
4880 - Contr to Living Wages Ops	5	32,500	65,000	65,000	65,000	65,000	65,000	50,000	(15,000)	-23.1%
4881 - Contr to General Ops	5	35,000	70,000	70,000	70,000	70,000	70,000	50,000	(20,000)	-28.6%
4882 - Contr to Time Bank		4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%
4883 - Contr to Teen Club		14,900	14,900	14,000	14,000	14,000	14,000	14,000	-	0.0%
4884 - Contr SCCC - Cittaslow		17,000	-	-	-	-	-	-	-	0.0%
4885 - Concert Series		-	17,000	17,000	17,000	17,000	17,000	17,000	-	0.0%
Utilities										
4710 - Utilities - Gas & Electric		3,820	4,563	9,500	9,500	8,750	9,500	9,500	-	0.0%
4711 - Utilities - City Water Bill	7	6,335	5,158	4,200	4,200	5,500	7,500	7,500	3,300	78.6%
Allocated Insurance										
4996 - Allocated Liability Insurance		15,287	18,647	9,800	9,800	9,800	14,840	15,020	5,220	53.3%
4997 - Allocated Wrks Comp Insurance		3,782	2,938	4,100	4,100	4,100	3,875	3,675	(425)	-10.4%
Total Operation		199,552	270,547	286,950	346,250	328,896	371,522	322,846	(23,404)	-6.76%
Capital Outlay										
5100 - Capital Outlay		-	16,478	-	60,000	171,384	-	-	(60,000)	-100.0%
Total Fund 124		-	16,478	-	60,000	171,384	-	-	(60,000)	-100.0%
TOTAL DEPARTMENT		199,552	287,025	286,950	406,250	500,280	371,522	322,846	(83,404)	-20.5%
¹ \$50,000 Identified in Flood Recovery Funds received from the state due to 2019 Flood Event ² \$750 Burbank Farm Slow Food Event Restroom moved to Parks budget ³ \$5,000 Reduction in basic beautification maintenance of landscape, building repairs, vandalism repairs ⁴ \$12,700 One time replacement of HVAC Unit ⁵ Reduction in projects and programs provided ⁶ Bargaining agreement and actual cost adjustments ⁷ Includes the Youth Annex and Peace Garden landscape. Anticipated increase based on the cancelation of drought restrictions										

Community Center				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		12	85,265	84,515
4210 - Professional Contract Services				
	Architectural Design Services Flood Mitigation	1	50,000	50,000
	Community Center HVAC Replacement Unit and Roof Duct Repairs (One time replacement)	1	13,915	13,915
	HVAC Inspections and Maintenance Garzot Building	1	450	450
	HVAC Inspections and Maintenance SCCC	1	1,500	1,500
	HVAC Inspections and Maintenance Youth Annex	1	550	550
	HVAC, Electrical, Anticipated Repairs	1	3,500	3,500
	Pest Control and Exclusion	1	3,100	3,100
Total 4210 - Professional Contract Services		7	73,015	73,015
4330 - Misc Supplies & Services				
	Building Maintenance-Paint, Plumbing, Roof Repairs	1	3,500	3,500
	Burbank Farm Slow Food Event Restroom	-	750	-
	Janitorial Supplies	1	850	850
	Landscape Maintenance Supplies	1	2,000	2,000
	Lighting and Electrical repairs	1	1,500	1,500
	Security System Monitoring and Maintenance	1	3,650	3,650
Total 4330 - Misc Supplies & Services		5	12,250	11,500

SUMMARY - IVES POOL

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages	29,047	23,543	27,925	27,925	25,100	34,906	33,031	5,106	18.3%
Benefits	15,412	9,971	9,600	9,600	8,814	14,911	18,283	8,683	90.4%
Professional Contracted Services	6,036	5,897	8,100	8,100	9,000	9,500	9,100	1,000	12.3%
Services & Supplies	17,103	21,113	20,100	20,100	7,500	20,400	20,400	300	1.5%
Equipment (under \$10K)	-	7,601	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance	2,467	5,429	8,000	8,000	8,000	17,400	17,400	9,400	117.5%
Utilities	49,222	68,069	50,500	50,500	97,000	76,000	99,000	48,500	96.0%
Allocated Insurance	9,278	7,825	8,700	8,700	8,700	13,190	13,150	4,450	51.1%
Capital Outlay	-	46,500	15,500	21,000	12,600	65,000	65,000	44,000	209.5%
Total Expense	128,566	195,947	148,425	153,925	176,714	251,307	275,364	121,439	78.9%

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Ives Pool										
Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages										
4010 - Salaries - Full Time	1	24,150	22,088	24,225	24,225	24,000	29,706	29,706	5,481	22.6%
4012 - Overtime		3,260	1,455	2,700	2,700	1,100	2,700	2,700	-	0.0%
4017 - Salaries - COVID-19		907	-	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb		730	-	-	-	-	-	-	-	0.0%
4023 - One Time Payment	2	-	-	1,000	1,000	-	2,500	625	(375)	-37.5%
Benefits										
4013 - Standby		690	730	800	800	800	800	800	-	0.0%
4102 - Uniform Allowance		180	120	-	-	250	250	250	250	0.0%
4105 - Medicare & Fica		435	355	370	370	364	431	431	61	16.4%
4110 - CalPERS Employer Rate		5,314	2,734	2,645	2,645	1,995	9,736	10,800	8,155	308.3%
4130 - Health Insurance		7,645	5,288	4,800	4,800	4,500	2,651	5,109	309	6.4%
4150 - Dental Insurance		876	572	630	630	600	541	541	(89)	-14.1%
4151 - Vision Insurance		106	66	55	55	70	54	54	(1)	-1.8%
4181 - Long Term Disability Insurance		90	60	150	150	170	298	148	(2)	-1.6%
4182 - Short Term Disability Insurance		42	25	35	35	40	34	34	(1)	-1.9%
4183 - EAP (Employee Asst Prog)		11	6	35	35	10	35	35	0	0.1%
4184 - Life Insurance		25	15	80	80	15	81	81	1	1.3%
Contracted Services										
4210 - Professional Contract Services	3	6,036	5,897	8,100	8,100	9,000	9,500	9,100	1,000	12.3%
Services & Supplies										
4330 - Misc Supplies & Services	4	3,988	1,434	4,600	4,600	-	9,900	9,900	5,300	115.2%
4331 - Chlorination & Chemicals Reimb	5	13,115	19,679	15,500	15,500	7,500	10,500	10,500	(5,000)	-32.3%
Equipment Rental/Maintenance										
4378 - Equipment Maintenance	6	2,467	5,429	8,000	8,000	8,000	17,400	17,400	9,400	117.5%
Utilities										
4710 - Utilities - Gas & Electric	7	45,155	1,376	46,500	46,500	93,000	72,000	95,000	48,500	104.3%
4711 - Utilities - City Water Bill		2,698	3,012	4,000	4,000	4,000	4,000	4,000	-	0.0%
4720 - Utilities PG&E		1,369	63,680	-	-	-	-	-	-	0.0%
Allocated Insurance										
4996 - Allocated Liability Insurance	8	6,841	6,080	6,300	6,300	6,300	10,130	10,250	3,950	62.7%
4997 - Allocated Wrks Comp Insurance	8	2,438	1,744	2,400	2,400	2,400	3,060	2,900	500	20.8%
Capital Outlay										
5100 - Capital Outlay		-	46,500	-	-	-	-	-	-	0.0%
Total Operation		128,566	188,346	132,925	132,925	164,114	186,307	210,364	77,439	58.3%
Equipment (under \$10K)										
4370 - Equipment(under \$10K)		-	7,601	-	-	-	-	-	-	0.0%
Capital Outlay										
5100 - Capital Outlay	9	-	-	15,500	21,000	12,600	65,000	65,000	44,000	209.5%
Total Fund 124		-	7,601	15,500	21,000	12,600	65,000	65,000	44,000	209.5%
TOTAL DEPARTMENT		128,566	195,947	148,425	153,925	176,714	251,307	275,364	121,439	78.9%
1 Staffing allocation varies from year to year based on assignment										
2 This is one-time COVID Retention money, reduction as amount in FY23-24 lower and amount is based on staffing allocation										
3 Reductin in cost baseb on new Chlorine generation system										
4 General increase in supplies and services and \$3,500 Mechanical Room Wall Water Damage Replacment										
5 Chlorination and Chemicals Reimbursed by Pool Board										
6 \$15,200 Chlorine Generator Chemical Sensor Replacement one time cost										
7 Significant increase in natural Gas costs- Gas and Electric Utilities Reimbursed by Pool Board										
8 Allocated insurance distributed based on premium for next year programs renewals.										
<ul style="list-style-type: none"> • General Liability - based on prior year department actual expenditures • Worker's Compensation - based on payroll experience 										

Ives Pool				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		15	101,400	101,400
4210 - Professional Contract Services				
	California Environmental Reporting System (CERS) Fees	1	800	800
	Certified Unified Program Agencies (CUPA) Reporting Fees	1	800	800
	HVAC Pool Building Inspections and Maintenance Service	1	950	950
	Pool Heater and Pool Building Shower Heater Inspections and Maintenance Service	1	950	950
	Pool Heater, Pool Building, HVAC, Electrical Anticipated Repairs	1	4,500	4,500
	Solar Array Inspections, Monitoring and Maintenance Repairs	1	1,100	1,100
Total 4210 - Professional Contract Services		6	9,100	9,100
4330 - Misc Supplies & Services				
	Facility Maintenance Repairs- Paint, Plumbing, Roof Repairs	1	4,800	4,800
	Landscape Maintenance Supplies	1	1,200	1,200
	Lighting and Electrical Repairs and Maintenance	1	1,300	1,300
	Security Fencing Maintenance and Repairs	1	2,600	2,600
Total 4330 - Misc Supplies & Services		4	9,900	9,900
4378 - Equipment Maintenance				
		-	-	-
	Chemical Controller Replacement (One time replacement)	1	15,200	15,200
	Chloring Generator Maintenance and Supplies	1	1,700	1,700
	Direct Current Cell Maintenance and Servicing	1	500	500
Total 4378 - Equipment Maintenance		3	17,400	17,400
5100 - Capital Outlay				
	Ives Pool Filter	1	29,500	29,500
	Major Plumbing Replacement	1	35,500	35,500
Total 5100 - Capital Outlay		2	65,000	65,000

Non Departmental Budget Expenditures										
Account Number	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Benefits										
4104 - Accrual in Lieu	1	159,352	117,456	170,000	170,000	125,000	120,000	120,000	(50,000)	-29.4%
4105 - Medicare & Fica		2,515	1,727	-	-	1,850	1,800	1,800	1,800	0.0%
4110 - CalPERS Employer Rate		1	-	-	-	-	-	-	-	0.0%
4170 -Service Award	2	1,218	1,844	4,000	4,000	4,000	4,000	-	(4,000)	-100.0%
Contracted Services										
4210 - Professional Contract Services		98,333	96,172	140,100	140,100	140,100	127,100	127,100	(13,000)	-9.3%
4221 - Property Tax Services	3	15,721	27,026	18,000	27,000	27,000	27,000	27,000	-	0.0%
Services & Supplies										
4330 - Misc Supplies & Services		15,702	9,161	12,000	12,000	12,000	13,100	13,100	1,100	9.2%
Loss due to theft										
4302 - Loss due to theft		555,994	-	-	-	-	-	-	-	0.0%
Total Operation		848,835	253,386	344,100	353,100	309,950	293,000	289,000	(64,100)	-18.2%
G&A Allocation										
500 - Water Enterprise Fund	9%	22,652	23,108	30,969	31,779	27,896	26,370	26,010		
510 - WasteWater Enterprise Fund	9%	22,652	23,108	30,969	31,779	27,896	26,370	26,010		
Total G&A Allocation		45,304	46,216	61,938	63,558	55,791	52,740	52,020		
General Fund Cost Allocation	82%	803,531	207,170	282,162	289,542	254,159	240,260	236,980	(52,562)	-18.2%
NON DEPARTMENTAL GUIDELINE										
The purpose of the Non-Departmental account/program is to record expenditures for those items that are not directly associated with any one department or operating budget, but to the City as a whole. Non-Departmental operating expenses include, website maintenance, Park Village (formerly known as Village Mobile Home Park) management contract as the property is owned by the City, employee service award, personnel cost (per MOUs provisions)										
¹ This is the annual leave accrual payout per bargaining unit MOUs ² Annual service award and end of year/holiday luncheon has been recommended to be suspended due to budget deficit ³ County of Sonoma annual fee of administration of property tax collection										

Non Departmental		*			
Object Details					
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total	
Grand Total		19	\$ 136,900	\$ 140,200	
4210 - Professional Contract Services					
4210 - Professional Contract Services	Citywide Grant Writing (Carrryover)	1	\$ 50,000	\$ 50,000	
4210 - Professional Contract Services	Park Village Management Contract	1	\$ 73,000	\$ 73,000	
4210 - Professional Contract Services	Website Maintenance	12	\$ 300	\$ 3,600	
4210 - Professional Contract Services	Website Notification Features (Text/Email Messages)	1	\$ 500	\$ 500	
Total 4210 - Professional Contract Services		15	\$ 123,800	\$ 127,100	
4330 - Misc Supplies & Services					
4330 - Misc Supplies & Services	Bi-Monthly Newsletter Service	1	\$ 6,000	\$ 6,000	
4330 - Misc Supplies & Services	City Hall Security Monitoring (Camera/Keyless Entry)	1	\$ 4,100	\$ 4,100	
4330 - Misc Supplies & Services	Newsletter Distribution Service	1	\$ 600	\$ 600	
4330 - Misc Supplies & Services	Shredding Services	1	\$ 2,400	\$ 2,400	
Total 4330 - Misc Supplies & Services		4	\$ 13,100	\$ 13,100	

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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.

Infrastructure Lease (99-71)

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

On May 18, 2021 the City adopted a resolution authorizing the City 2006 Lease refinancing in the amount of \$1,109,000. The lease cost of issuance was \$31,000, with an interest rate of 1.1%, with annual payment of \$211,293 and the lease will be paid in full on June 30, 2026.

Village Mobile Home Park (99-72)

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

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

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

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.

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Debt Service									
Budget Expenditures									
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change	
70 - Woodstone Ctr Bond									
6100 - Principal									
401 - Woodstone Ctr Assess District DS	25,000	30,000	35,000	35,000	-	-	(35,000)	-100.0%	
Total 6100 - Principal	25,000	30,000	35,000	35,000	-	-	(35,000)	-100.0%	
6200 - Interest									
401 - Woodstone Ctr Assess District DS	5,193	3,350	1,180	1,180	-	-	(1,180)	-100.0%	
Total 6200 - Interest	5,193	3,350	1,180	1,180	-	-	(1,180)	-100.0%	
Total 70 - Woodstone Ctr Bond	30,193	33,350	36,180	36,180	-	-	(36,180)	-100.0%	
71 - Infrastructure Lease									
6100 - Principal									
124 - Measure T& Q (Y)	40,344	54,440	54,979	54,979	54,979	53,785	(1,194)	-2.2%	
212 - Park In-Lieu Fee Fund	20,693	27,923	28,200	28,200	28,200	27,586	(614)	-2.2%	
500 - Water Enterprise Fund	-	-	63,446	63,446	63,446	62,065	(1,381)	-2.2%	
510 - WasteWater Enterprise Fund	-	-	56,401	56,401	56,401	55,173	(1,228)	-2.2%	
Total 6100 - Principal	61,037	82,362	203,026	203,026	203,026	198,609	(4,417)	-2.2%	
6200 - Interest									
124 - Measure T& Q (Y)	28,119	2,605	2,308	2,308	2,308	7,570	5,262	228.0%	
212 - Park In-Lieu Fee Fund	14,423	1,508	1,185	1,185	1,185	3,884	2,699	227.8%	
500 - Water Enterprise Fund	32,449	3,392	2,664	2,664	2,664	8,737	6,073	228.0%	
510 - WasteWater Enterprise Fund	28,845	3,015	2,368	2,368	2,368	7,767	5,399	228.0%	
Total 6200 - Interest	103,836	10,520	8,525	8,525	8,525	27,958	19,433	228.0%	
Total 71 - Infrastructure Lease	164,873	92,882	211,551	211,551	211,551	226,567	15,016	6.6%	
72 - VMHP (Park Village) Lease									
6100 - Principal									
124 - Measure T& Q (Y)	36,085	24,152	50,095	50,095	50,095	52,579	2,484	5.0%	
Total 6100 - Principal	36,085	24,152	50,095	50,095	50,095	52,579	2,484	5.0%	
6200 - Interest									
124 - Measure T& Q (Y)	28,500	8,140	14,490	14,490	14,490	12,006	(2,484)	-17.1%	
Total 6200 - Interest	28,500	8,140	14,490	14,490	14,490	12,006	(2,484)	-17.1%	
Total 72 - VMHP (Park Village) Lease	64,585	32,292	64,585	64,585	64,585	64,585	-	0.0%	
73 - CREBS Lease									
6100 - Principal									
124 - Measure T& Q (Y)	46,267	46,267	46,267	46,267	46,267	46,300	33	0.1%	
402 - CREBS DS Fund	20,298	20,298	20,299	20,299	20,299	40,597	20,298	100.0%	
500 - Water Enterprise Fund	31,024	31,024	31,024	31,024	31,024	62,047	31,023	100.0%	
Total 6100 - Principal	97,589	97,589	97,590	97,590	97,590	148,944	51,354	52.6%	
Total 73 - CREBS Lease	97,589	97,589	97,590	97,590	97,590	148,944	51,354	52.6%	
74 - Vacuum Truck Lease									
6100 - Principal									
124 - Measure T& Q (Y)	13,096	6,548	-	-	-	-	-	0.0%	
Total 6100 - Principal	13,096	6,548	-	-	-	-	-	0.0%	
6200 - Interest									
124 - Measure T& Q (Y)	988	494	-	-	-	-	-	0.0%	
500 - Water Enterprise Fund	2,962	916	-	-	-	-	-	0.0%	
510 - WasteWater Enterprise Fund	-	(1,129)	-	-	-	-	-	0.0%	
Total 6200 - Interest	3,950	281	-	-	-	-	-	0.0%	
Total 74 - Vacuum Truck Lease	17,046	6,829	-	-	-	-	-	0.0%	
76 - Well 6 Loan									
6200 - Interest									
500 - Water Enterprise Fund	39,883	-	-	-	-	-	-	0.0%	
Total 6200 - Interest	39,883	-	-	-	-	-	-	0.0%	
Total 76 - Well 6 Loan	39,883	-	-	-	-	-	-	0.0%	

Debt Service								
Budget Expenditures								
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
77 - Well 7 Loan								
6100 - Principal								
500 - Water Enterprise Fund	-	-	64,655	64,655	64,655	66,021	1,366	2.1%
Total 6100 - Principal	-	-	64,655	64,655	64,655	66,021	1,366	2.1%
6200 - Interest								
500 - Water Enterprise Fund	42,246	20,227	19,300	19,300	19,300	17,934	(1,366)	-7.1%
Total 6200 - Interest	42,246	20,227	19,300	19,300	19,300	17,934	(1,366)	-7.1%
Total 77 - Well 7 Loan	42,246	20,227	83,955	83,955	83,955	83,955	-	0.0%
78 - 2007 TAB								
6200 - Interest								
350 - ROPS Agency Fund	23,643	-	-	-	-	-	-	0.0%
Total 6200 - Interest	23,643	-	-	-	-	-	-	0.0%
Total 78 - 2007 TAB	23,643	-	-	-	-	-	-	0.0%
80 - Signature DS-Energy Project								
6100 - Principal								
124 - Measure T& Q (Y)	-	-	82,250	82,250	82,250	73,264	(8,986)	-10.9%
500 - Water Enterprise Fund	-	-	123,374	123,374	123,374	109,895	(13,479)	-10.9%
510 - WasteWater Enterprise Fund	-	-	123,374	123,374	123,374	109,895	(13,479)	-10.9%
Total 6100 - Principal	-	-	328,998	328,998	328,998	293,054	(35,944)	-10.9%
6200 - Interest								
124 - Measure T& Q (Y)	-	-	11,413	11,413	11,413	20,399	8,986	78.7%
500 - Water Enterprise Fund	-	-	17,120	17,120	17,120	30,599	13,479	78.7%
510 - WasteWater Enterprise Fund	-	-	17,120	17,120	17,120	30,599	13,479	78.7%
Total 6200 - Interest	-	-	45,653	45,653	45,653	81,597	35,944	78.7%
Total 80 - Signature DS-Energy Project	-	-	374,651	374,651	374,651	374,651	-	0.0%
General Fund Portion	193,399	142,646	261,802	261,802	261,802	265,903	4,101	1.6%
Total Debt Service	456,415	283,170	868,512	868,512	832,332	898,702	30,190	3.5%



TREE REPLACEMENT FUND 120

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	134	-532	60	60	1,000	500	440	733.3%
Miscellaneous Revenue	-0	-0	-0	-0	500	500	500	0.0%
TOTAL REVENUE	134	-532	60	60	1,500	1,000	940	1566.7%
OPERATING EXPENSES								
Contracted Services	-	-	4,000	4,000	-	5,000	1,000	25.0%
Services & Supplies	-	-	-	-	-	-	-0	0.0%
Transfers Out	4,303	708	-	-	4,000	-	-0	0.0%
TOTAL OPERATING EXPENSE	4,303	708	4,000	4,000	4,000	5,000	1,000	25.0%
NET BUDGETARY RESULT	(4,169)	(1,240)	(3,940)	(3,940)	(2,500)	(4,000)		
Addition/(Use) of Reserves	(4,169)	(1,240)	(3,940)	(3,940)	(2,500)	(4,000)		
Beginning Fund Balance (Estimated)	19,974	15,805	14,565	14,565	14,565	12,065		
Ending Fund Balance (Estimated)	15,805	14,565	10,625	10,625	12,065	8,065		



PERMIT TECHNOLOGY FUND 122

DESCRIPTION	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE									
Interest & Rents		441	-1,555	100	100	3,000	3,000	2,900	2900.0%
Charges for Services		14,510	15,136	10,000	10,000	35,000	35,000	25,000	250.0%
TOTAL REVENUE		14,951	13,581	10,100	10,100	38,000	38,000	27,900	276.2%
OPERATING EXPENSES									
Contracted Services	1,2,3	-	-	-	-	-	19,100	19,100	0.0%
Services & Supplies		-	-	-	-	-	-	-0	0.0%
Conference & Training Expense		-	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE		-	-	-	-	-	19,100	19,100	0.0%
NET BUDGETARY RESULT		14,951	13,581	10,100	10,100	38,000	18,900		
Addition/(Use) of Reserves		14,951	13,581	10,100	10,100	38,000	18,900		
Beginning Fund Balance (Estimated)		53,000	67,951	81,532	81,532	81,532	119,532		
Ending Fund Balance (Estimated)		67,951	81,532	91,632	91,632	119,532	138,432		
¹ Annual Subscription Fee for e-permitting software							12,100		
² Mobile Inspection Tablets, Monitors for electronic plan review							2,000		
³ Santa Rosa GIS Maintenance Cost							5,000		
Total							19,100		



STREET PAVEMENT RESERVE FUND 123

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	1,095,000	1,095,000	-0	2,232,500	1,137,500	103.9%
Interest & Rents	2,651	-8,704	800	800	15,000	10,000	9,200	1150.0%
Transfers In	-0	-0	100,000	100,000	-0	-0	-100,000	-100.0%
TOTAL REVENUE	2,651	-8,704	1,195,800	1,195,800	15,000	2,242,500	1,046,700	87.5%
OPERATING EXPENSES								
Transfers Out	-	1,661	1,308,500	1,308,500	3,000	2,367,500	1,059,000	80.9%
TOTAL OPERATING EXPENSE	-	1,661	1,308,500	1,308,500	3,000	2,367,500	1,059,000	80.9%
NET BUDGETARY RESULT	2,651	(10,365)	(112,700)	(112,700)	12,000	(125,000)		
Addition/(Use) of Reserves	2,651	(10,365)	(112,700)	(112,700)	12,000	(125,000)		
Beginning Fund Balance (Estimated)	440,280	442,931	432,566	432,566	432,566	444,566		
Ending Fund Balance (Estimated)	442,931	432,566	319,866	319,866	444,566	319,566		

Street Pavement*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		13	135,000	135,000
3207 - State Grant				
	District 5 Infrastructure Funding	1	(200,000)	(200,000)
	HSIP	1	(528,120)	(528,120)
	OBAG2	1	(968,000)	(968,000)
	Quick Strike	1	(476,000)	(476,000)
	TDA3	1	(60,380)	(60,380)
Total 3207 - State Grant		5	(2,232,500)	(2,232,500)
4999 - Transfers Out				
	0131-23.01 Bodega Ave from West End City Limits to Valley View Dr. HSIP Grant	1	312,300	312,300
	0132-23.02 S Main/Burnett St; N Main/Keating Ave; Gravenstein Hwy/Hutchins Ave; Petaluma Ave/Walker Ave HSIP Grant	1	215,820	215,820
	0133-23.10 Sunset Ave at Taft St, Analy High School District 5 Infra Funding	1	200,000	200,000
	0513-74.09 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 1-Pavement Fund	1	84,000	84,000
	0513-74.09 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 1-Pavement Fund(OBAG2 Grant)	1	968,000	968,000
	0514-22.06 Bodega Ave. Nelson/Robinson Rd. to Pleasant Hill Rd.	1	51,000	51,000
	100-19.01 SR 116 Bodega/Florence, Bodega/Robinson TDA3	1	60,380	60,380
	100-19.01 SR 116, Bodega/Florence, Bodega/Robinson Quickstrike	1	476,000	476,000
Total 4999 - Transfers Out		8	2,367,500	2,367,500

VECHILE ABATEMENT FUND 125



DESCRIPTION	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE									
Interest & Rents		50	-137	10	10	200	100	90	900.0%
Charges for Services		3,043	1,112	500	500	500	500	-0	0.0%
TOTAL REVENUE		3,094	976	510	510	700	600	90	17.6%
OPERATING EXPENSES									
Transfers Out	1	-	4,000	2,500	2,500	2,500	2,000	-500	20.0%
TOTAL OPERATING EXPENSE		-	4,000	2,500	2,500	2,500	2,000	-500	20.0%
NET BUDGETARY RESULT		3,094	(3,024)	(1,990)	(1,990)	(1,800)	(1,400)		
Addition/(Use) of Reserves		3,094	(3,024)	(1,990)	(1,990)	(1,800)	(1,400)		
Beginning Fund Balance (Estimated)		4,918	8,012	4,987	4,987	4,987	3,187		
Ending Fund Balance (Estimated)		8,012	4,987	2,997	2,997	3,187	1,787		
¹ Transfer to General Fund to offset expense for RV Tows									

SPECIAL REVENUE FUNDS

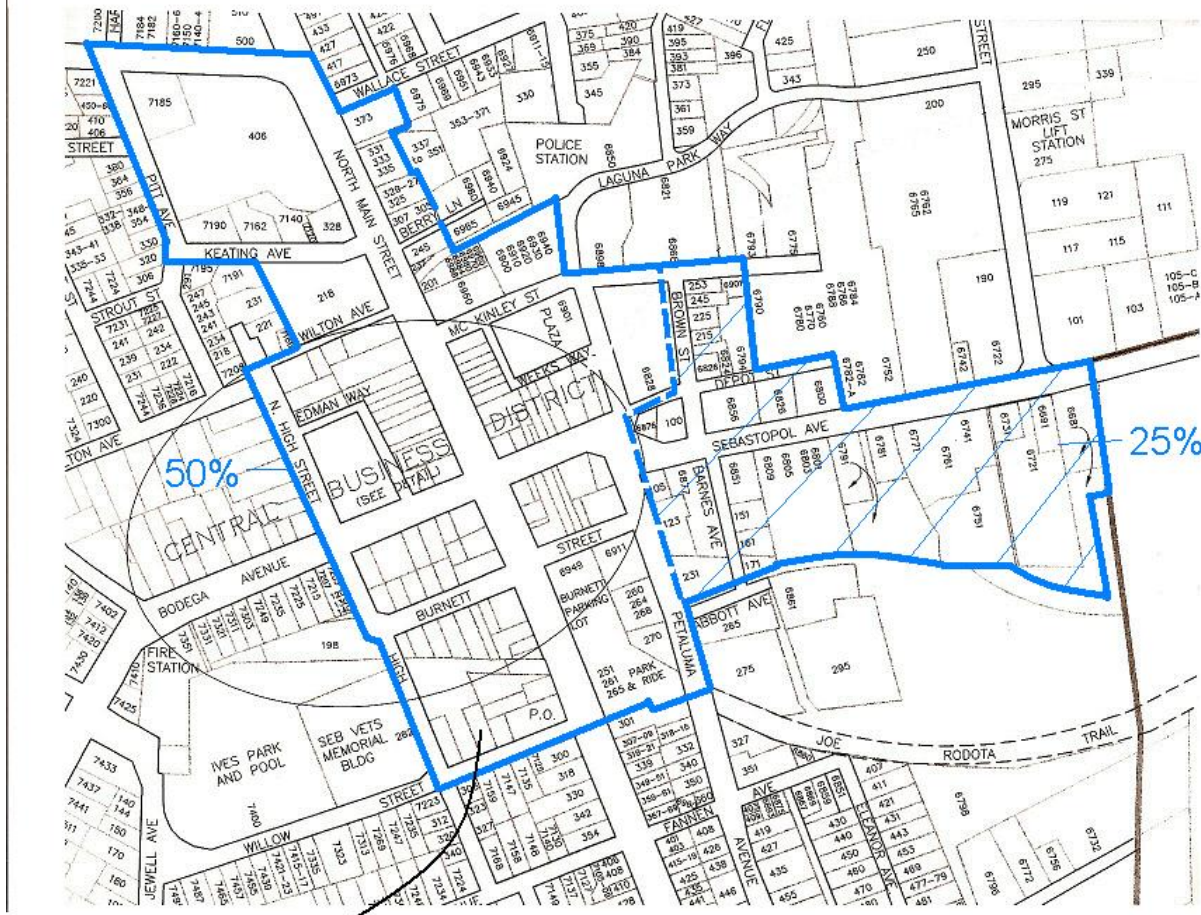
Special Revenue Funds are used to account for revenues derived from specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. These funds are required by statute, law provisions or ordinance to finance particular functions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

- a) Gas Tax Fund (200) accounts for funds from the State of California under the Street and Highway Code Sections 2103, 2105, 2106, 2107 and 2107.5. The use of funds is restricted to street related projects, which can include related public facilities for non-motorized traffic, e.g. bike and pedestrian paths.
- b) 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.
- c) Measure M Parks Improvement Fund (202) receives funding from the County from the November 6, 2018 voters approved measure of the one-eight cent sales tax that will support city parks, trails, signs, buildings, playgrounds, sports field, restrooms, picnic area and visitor centers.
- 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) Business Improvement District (207) was established via ordinance 666 and shall include all businesses located within the area described in Exhibit A. The revenues derived from taxes imposed upon all the businesses in the area shall be utilized for acquisition, construction or maintenance of parking facilities, decoration of any public place, promotion of public events which are to take place, furnishing of music in any public place and general promotion of retail trade activities for the benefit of the area.
- 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 | 211) is used for specified police activities (excluding regular salary) from confiscated assets of convicted drug felons.

- l) Park Improvement 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.
- m) Traffic Impact Fee Fund (213) was established to reduce the traffic impacts caused by new development within the City limits and certain public improvements (transportation system infrastructure) and revenue collected from these fees shall be used solely to pay for the City's future construction of facilities or services or reimburse the City for facilities constructed by the City with funds advanced by the City from other sources.
- n) 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.
- o) 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.
- p) General Governmental 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.
- q) 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.
- r) 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.
- s) 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.
- t) Supplemental Planning Grant (247) funds for local governments to address California's critical housing needs. The grant awards to accelerate housing production by streamlining the approval of affordable housing and promoting development consistent with the State's planning priorities, among other related activities.

EXHIBIT A

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



City of Sebastopol
**BUSINESS
 IMPROVEMENT
 AREA**

 Area Boundary



GAS TAX FUND 200

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
User Taxes	175,905	187,367	229,750	229,750	199,325	220,700	-9,050	-3.9%
Interest & Rents	43	-79	-0	-0	200	200	200	0.0%
Transfers In	8,800	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	184,748	187,289	229,750	229,750	199,525	220,900	-8,850	-3.9%
OPERATING EXPENSES								
Salaries & Wages	121,370	95,051	117,350	117,350	102,300	112,103	-5,247	-4.5%
Benefits	52,086	61,752	78,625	78,625	68,088	77,514	-1,111	-1.4%
Services & Supplies	36	-	3,000	3,000	3,000	3,000	-0	0.0%
Vehicle Expense	-	-	3,000	3,000	3,000	-	-3,000	-100.0%
Utilities	5,342	4,866	5,500	5,500	5,737	6,300	800	14.5%
Allocated Insurance	8,328	7,988	11,000	11,000	11,000	10,045	-955	-8.7%
TOTAL OPERATING EXPENSE	187,163	169,657	218,475	218,475	193,125	208,961	-9,514	-4.4%
NET BUDGETARY RESULT	(2,414)	17,632	11,275	11,275	6,400	11,939		
Addition/(Use) of Reserves	(2,414)	17,632	11,275	11,275	6,400	11,939		
Beginning Fund Balance (Estimated)	2,467	53	17,684	17,684	17,684	24,084		
Ending Fund Balance (Estimated)	53	17,684	28,959	28,959	24,084	36,023		

Detail Expenses - Gas Tax Fund								
Budget Expenditures								
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
Salaries & Wages								
4010 - Salaries - Full Time	113,848	82,303	110,850	110,850	90,000	102,853	(7,997)	-7.2%
4012 - Overtime	4,075	3,264	-	-	3,300	3,500	3,500	0.0%
4013 - Standby	1,768	2,490	-	-	2,500	2,500	2,500	0.0%
4017 - Salaries - COVID-19	1,117	1,059	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	563	5,935	-	-	-	-	-	0.0%
4023 - One Time Payment	-	-	6,500	6,500	6,500	3,250	(3,250)	-50.0%
Benefits								
4101 - Health in Lieu	931	1,327	500	500	1,527	1,814	1,314	262.8%
4102 - Uniform Allowance	900	900	1,300	1,300	1,540	1,300	(0)	0.0%
4105 - Medicare & Fica	1,792	1,415	1,720	1,720	1,312	1,491	(229)	-13.3%
4110 - CalPERS Employer Rate	18,452	31,574	42,165	42,165	35,000	39,909	(2,256)	-5.4%
4130 - Health Insurance	25,475	22,257	27,480	27,480	24,000	27,219	(261)	-0.9%
4150 - Dental Insurance	3,365	3,265	3,910	3,910	3,910	3,913	3	0.1%
4151 - Vision Insurance	393	374	425	425	311	426	1	0.2%
4181 - Long Term Disability Insurance	415	347	790	790	276	511	(279)	-35.3%
4182 - Short Term Disability Insurance	189	153	190	190	104	119	(71)	-37.5%
4183 - EAP (Employee Asst Prog)	52	41	45	45	34	245	200	444.5%
4184 - Life Insurance	123	99	100	100	74	567	467	467.0%
Services & Supplies								
4330 - Misc Supplies & Services	36	-	3,000	3,000	3,000	3,000	-	0.0%
Vehicle Expense								
4380 - Vehicle Maintenance	-	-	3,000	3,000	3,000	-	(3,000)	-100.0%
Utilities								
4710 - Utilities - Gas & Electric	5,342	4,866	5,500	5,500	5,737	6,300	800	14.5%
Allocated Insurance								
4997 - Allocated Wrkrs Comp Insurance	8,328	7,988	11,000	11,000	11,000	10,045	(955)	-8.7%
TOTAL	187,162	169,657	218,475	218,475	193,125	208,961	(9,514)	-4.4%

	Measure M Transportation Tax 201	Measure M Park Improvement Tax 202	Art in Lieu 203	Housing Linkage Fund 204	Inclusionary Housing Fund 205	Bldg Permit Incremental Fund 206	Downtown Improvement District 207	General Plan Update 208	SLESF Grant 209	Asset Forfeitures Fund 210	Park Improvement Fund 212	Traffic Impact Fee Fund 213	Underground Utilities Fee 214	CDBG 216	Road Maintenance & Rehab (SB1) 217	Gen Gov Facilities Fee 219	Human Services & Community Fund 233	Wellness Mental Health Fund 240	Supplemental Planning Grant 247	Grand Total
REVENUES																				
User Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185,900	-	-	-	-	185,900
Other Sales Taxes	80,000	110,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	190,000
Charges for Services	-	-	-	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000
Intergovernmental Revenues	-	-	-	-	-	-	-	27,600	100,000	-	-	-	-	203,500	-	-	-	-	65,000	396,100
Interest & Rents	3,000	1,000	500	1,000	500	500	8,700	500	-	500	1,800	1,500	-	5,000	-	100	-	-	-	15,900
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,700
Capital Contributions	-	-	-	-	-	-	-	10,000	-	-	15,000	-	-	-	-	-	-	-	-	25,000
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800	-	-	800
Total Revenues	83,000	111,000	500	1,000	500	10,500	8,700	38,100	100,000	-	15,500	1,800	1,500	203,500	190,900	-	900	-	65,000	832,400
EXPENDITURES																				
Salaries & Wages	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted Services	-	-	30,000	-	-	-	-	25,025	-	-	-	-	-	-	-	-	-	-	-	120,025
Services & Supplies	-	-	-	-	-	-	8,700	-	-	-	-	-	-	-	-	-	-	-	-	16,200
Council Objectives	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	193,000	341,757	50,500	10,000	-	-	-	-	100,000	-	205,443	110,620	-	203,500	160,680	-	-	-	-	1,375,500
Debt Service Payments	-	-	-	-	-	-	-	-	-	31,470	-	-	-	-	-	-	-	-	-	31,470
Total Operating Expense	193,000	341,757	80,500	10,000	-	-	8,700	25,025	100,000	-	236,913	110,620	-	203,500	160,680	-	-	-	65,000	1,543,195
EXCESS OF REVENUES OVER EXPENDITURES	(110,000)	(230,757)	(80,000)	(9,000)	500	10,500	-	13,075	-	-	(221,413)	(108,820)	1,500	-	30,220	-	900	(7,500)	-	(710,795)
NET CHANGE IN FUND BALANCE	(110,000)	(230,757)	(80,000)	(9,000)	500	10,500	-	13,075	-	-	(221,413)	(108,820)	1,500	-	30,220	-	900	(7,500)	-	(710,795)
EST BEGINNING FUND BALANCE	110,108	233,622	93,400	86,335	38,244	99,951	1,738	10,410	25,206	2,000	222,399	213,746	241,041	525,909	125,170	2,988	10,087	15,000	-	2,057,354
EST ENDING FUND BALANCE	108	2,865	13,400	77,335	38,744	110,451	1,738	23,485	25,206	2,000	986	104,926	242,541	525,909	155,390	2,988	10,987	7,500	-	1,346,559

MEASURE M ROAD MAINTENANCE FUND 201



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Other Sales Taxes	71,169	81,169	80,000	80,000	80,000	80,000	-0	0.0%
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	1,512	-3,305	1,500	1,500	5,000	3,000	1,500	100.0%
TOTAL REVENUE	72,681	77,864	81,500	81,500	85,000	83,000	1,500	1.8%
OPERATING EXPENSES								
Transfers Out	47,885	151,800	350,000	350,000	105,500	193,000	-157,000	-44.9%
TOTAL OPERATING EXPENSE	47,885	151,800	350,000	350,000	105,500	193,000	-157,000	-128.7%
NET BUDGETARY RESULT	24,796	(73,935)	(268,500)	(268,500)	(20,500)	(110,000)		
Addition/(Use) of Reserves	24,796	(73,935)	(268,500)	(268,500)	(20,500)	(110,000)		
Beginning Fund Balance (Estimated)	179,747	204,543	130,608	130,608	130,608	110,108		
Ending Fund Balance (Estimated)	204,543	130,608	(137,892)	(137,892)	110,108	108		

Measure M Road Maintenance*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		1	193,000	193,000
4999 - Transfers Out				
	0513-74.09 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 1	1	193,000	193,000
Total 4999 - Transfers Out		1	193,000	193,000

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MEASURE M PARK IMPROVEMENT FUND 202

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Other Sales Taxes	98,520	112,891	110,400	110,400	118,146	110,000	-400	-0.4%
Interest & Rents	781	-3,468	500	500	6,000	1,000	500	100.0%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	99,301	109,424	110,900	110,900	124,146	111,000	100	0.1%
OPERATING EXPENSES								
Transfers Out	43,754	32,958	278,651	278,651	104,500	341,757	63,106	22.6%
TOTAL OPERATING EXPENSE	43,754	32,958	278,651	278,651	104,500	341,757	63,106	-22.6%
NET BUDGETARY RESULT	55,547	76,466	(167,751)	(167,751)	19,646	(230,757)		
Addition/(Use) of Reserves	55,547	76,466	(167,751)	(167,751)	19,646	(230,757)		
Beginning Fund Balance (Estimated)	81,963	137,510	213,976	213,976	213,976	233,622		
Ending Fund Balance (Estimated)	137,510	213,976	46,225	46,225	233,622	2,865		

Measure M Park Improvement*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		5	341,757	341,757
4999 - Transfers Out				
	0411-73.00 Americorp Trail Extension Project	1	203,557	203,557
	0413-78.00 Burbank Farm: Public Restroom Facility	1	1,500	1,500
	0416-95.00 Ives Park Pathway Replacement and ADA Upgrade (Segment 1)	1	61,500	61,500
	0425-23.07 Ives Park Pathway Replacement and ADA Upgrade (Segment 2)	1	25,200	25,200
	0420-22.05 Ives Park Master Plan Implementation Phase 2	1	50,000	50,000
Total 4999 - Transfers Out		5	341,757	341,757

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ART IN LIEU FUND 203

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	734	-2,327	700	700	700	500	200	40.0%
Charges for Services	-0	-0	-0	-0	-0	-0	-0	0.0%
Miscellaneous Revenue	250	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	984	-2,327	700	700	700	500	200	-40.0%
OPERATING EXPENSES								
Contracted Services	14,355	16,254	-	-	6,742	30,000	30,000	0.0%
Services & Supplies	312	426	-	-	1,211	-	-0	0.0%
Council Objectives	2,000	-	-	-	-	-	-0	0.0%
Transfers Out	1,098	-	51,500	51,500	6,500	50,500	-1,000	1.9%
TOTAL OPERATING EXPENSE	17,765	16,680	51,500	51,500	14,453	80,500	29,000	36.0%
NET BUDGETARY RESULT	(16,781)	(19,006)	(50,800)	(50,800)	(13,753)	(80,000)		
Addition/(Use) of Reserves	(16,781)	(19,006)	(50,800)	(50,800)	(13,753)	(80,000)		
Beginning Fund Balance (Estimated)	142,941	126,159	107,153	107,153	107,153	93,400		
Ending Fund Balance (Estimated)	126,159	107,153	56,353	56,353	93,400	13,400		

Art In Lieu*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		7	47,500	50,500
4999 - Transfers Out				
	0901 "Sebastopol Spire" honorariums for finalists	3	1,500	4,500
	0901 "Sebastopol Spire" Ned Kahn carryover - acquisition	1	35,000	35,000
	0901 "Sebastopol Spire" Ned Kahn Carryover - installation	1	3,500	3,500
	0901 "Sebastopol Spire" new call - outreach, advertising, etc.	1	2,000	2,000
	City Sponsorship of New Art Projects	1	5,500	5,500
Total 4999 - Transfers Out		7	47,500	50,500

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HOUSING LINKAGE FUND 204



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	516	-1,748	500	500	500	1,000	500	100.0%
Capital Contributions	-0	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	516	-1,748	500	500	500	1,000	500	100.0%
OPERATING EXPENSES								
Transfers Out	505	6,527	10,000	10,000	-	10,000	-0	0.0%
TOTAL OPERATING EXPENSE	505	6,527	10,000	10,000	-	10,000	-0	0.0%
NET BUDGETARY RESULT	11	(8,274)	(9,500)	(9,500)	500	(9,000)		
Addition/(Use) of Reserves	11	(8,274)	(9,500)	(9,500)	500	(9,000)		
Beginning Fund Balance (Estimated)	94,099	94,110	85,835	85,835	85,835	86,335		
Ending Fund Balance (Estimated)	94,110	85,835	76,335	76,335	86,335	77,335		

Housing Linkage*				
Object Details				
Object	Worksheet <input type="checkbox"/> Description	Worksheet <input type="checkbox"/> Quantity	Worksheet <input type="checkbox"/> Unit <input type="checkbox"/> Price	Worksheet <input type="checkbox"/> Total
Grand Total		1	10,000	10,000
4999 - Transfers Out				
4999 - Transfers Out	0300-22.07 Purchase of Market Rate Units	1	10,000	10,000
Total 4999 - Transfers Out		1	10,000	10,000

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INCLUSIONARY HOUSING FUND 205

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	-0.00	0.0%
Interest & Rents	233	-764	200	200	200	500	300.00	150.0%
Capital Contributions	69	-0	-0	-0	-0	-0	-0.00	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	-0.00	0.0%
TOTAL REVENUE	301	-764	200	200	200	500	300.00	150.0%
OPERATING EXPENSES								
Transfers Out	-	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-	0.0%
NET BUDGETARY RESULT	301	(764)	200	200	200	500		
Addition/(Use) of Reserves	301	(764)	200	200	200	500		
Beginning Fund Balance (Estimated)	38,506	38,808	38,044	38,044	38,044	38,244		
Ending Fund Balance (Estimated)	38,808	38,044	38,244	38,244	38,244	38,744		

BUILDING PERMIT INCREMENTAL FUND 206



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	327	-1,130	300	300	300	500	200	66.7%
Charges for Services	13,193	12,394	10,000	10,000	40,000	10,000	-0	0.0%
TOTAL REVENUE	13,520	11,264	10,300	10,300	40,300	10,500	200	1.9%
OPERATING EXPENSES								
Conference & Training Expense	180	-	-	-	-	-	-0	0.0%
Transfers Out	-	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	180	-	-	-	-	-	-0	0.0%
NET BUDGETARY RESULT	13,340	11,264	10,300	10,300	40,300	10,500		
Addition/(Use) of Reserves	13,340	11,264	10,300	10,300	40,300	10,500		
Beginning Fund Balance (Estimated)	35,047	48,387	59,651	59,651	59,651	99,951		
Ending Fund Balance (Estimated)	48,387	59,651	69,951	69,951	99,951	110,451		

DOWNTOWN IMPROVEMENT DISTRICT FUND 207



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Licenses & Permits	8,963	8,724	8,700	8,700	8,700	8,700	-0	0.0%
Interest & Rents	-4	-30	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	8,959	8,694	8,700	8,700	8,700	8,700	-0	0.0%
OPERATING EXPENSES								
Contracted Services	-	-	-	-	-	-	-0	0.0%
Services & Supplies	8,700	7,300	8,700	8,700	8,700	8,700	-0	0.0%
TOTAL OPERATING EXPENSE	8,700	7,300	8,700	8,700	8,700	8,700	-0	0.0%
NET BUDGETARY RESULT	259	1,394	-	-	-	-		
Addition/(Use) of Reserves	259	1,394	-	-	-	-		
Beginning Fund Balance (Estimated)	85	344	1,738	1,738	1,738	1,738		
Ending Fund Balance (Estimated)	344	1,738	1,738	1,738	1,738	1,738		

GENERAL PLAN UPDATE FUND 208



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	-0	-0	-0	27,600	27,600	0.0%
Interest & Rents	713	-1,596	500	500	500	500	-0	0.0%
Capital Contributions	16,307	5,753	4,000	4,000	79,000	10,000	6,000	150.0%
TOTAL REVENUE	17,020	4,157	4,500	4,500	79,500	38,100	33,600	746.7%
OPERATING EXPENSES								
Contracted Services	-	33,385	41,500	41,500	63,000	25,025	16,475	-39.7%
Transfers Out	-	56,786	-	-	27,600	-	-0	0.0%
TOTAL OPERATING EXPENSE	-	90,171	41,500	41,500	90,600	25,025	16,475	-39.7%
NET BUDGETARY RESULT	17,020	(86,014)	(37,000)	(37,000)	(11,100)	13,075		
Addition/(Use) of Reserves	17,020	(86,014)	(37,000)	(37,000)	(11,100)	13,075		
Beginning Fund Balance (Estimated)	90,504	107,524	21,510	21,510	21,510	10,410		
Ending Fund Balance (Estimated)	107,524	21,510	(15,490)	(15,490)	10,410	23,485		

General Plan Update*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		2	25,025	25,025
4210 - Professional Contract Services				
	Opticos contract - carryover	1	15,025	15,025
	Safety Element update	1	10,000	10,000
Total 4210 - Professional Contract Services		2	25,025	25,025

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SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND 209

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	115,336	121,347	105,000	105,000	100,000	100,000	-5,000	-4.8%
Interest & Rents	294	-571	-0	-0	800	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	115,630	120,776	105,000	105,000	100,800	100,000	-5,000	-4.8%
OPERATING EXPENSES								
Salaries & Wages	-	-	-	-	-	-	-0	0.0%
Benefits	-	-	-	-	-	-	-0	0.0%
Allocated Insurance	-	-	-	-	-	-	-0	0.0%
Transfers Out	100,000	112,000	100,000	100,000	100,000	100,000	-0	0.0%
TOTAL OPERATING EXPENSE	100,000	112,000	100,000	100,000	100,000	100,000	-0	0.0%
NET BUDGETARY RESULT	15,630	8,776	5,000	5,000	800	-		
Addition/(Use) of Reserves	15,630	8,776	5,000	5,000	800	-		
Beginning Fund Balance (Estimated)	-0	15,630	24,406	24,406	24,406	25,206		
Ending Fund Balance (Estimated)	15,630	24,406	29,406	29,406	25,206	25,206		

ASSET FORFEITURES FUND 210



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	75	-199	-0	-0	-0	-0	-0	0.00%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	-0	0.00%
TOTAL REVENUE	75	-199	-0	-0	-0	-0	-0	0.00%
OPERATING EXPENSES								
							-0	0.00%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-0	0.00%
NET BUDGETARY RESULT	75	(199)	-	-	-	-		
Addition/(Use) of Reserves	75	(199)	-	-	-	-		
Beginning Fund Balance (Estimated)	2,124	2,199	2,000	2,000	2,000	2,000		
Ending Fund Balance (Estimated)	2,199	2,000	2,000	2,000	2,000	2,000		



PARK IMPROVEMENT FUND 212

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	304,850	304,850	309,714	-0	-304,850	-100.0%
Interest & Rents	156	-328	150	150	1,000	500	350	233.3%
Capital Contributions	72,039	11,393	15,000	15,000	15,000	15,000	-0	0.0%
Miscellaneous Revenue	-0	-0	28,000	28,000	-0	-0	-28,000	-100.0%
Other Financing Sources	142,604	-0	-0	-0	-0	-0	-0	0.0%
Transfers In	-0	-0	11,000	11,000	11,000	-0	-11,000	-100.0%
TOTAL REVENUE	214,799	11,065	359,000	359,000	336,714	15,500	-343,500	-95.7%
OPERATING EXPENSES								
Contracted Services	-	45	-	-	-	-	-0	0.0%
Transfers Out	1,067	7,142	331,849	331,849	88,500	205,443	-126,406	-38.1%
Debt Service Payments	174,074	29,430	29,385	29,385	29,385	31,470	2,085	-7.1%
TOTAL OPERATING EXPENSE	175,141	36,618	361,234	361,234	117,885	236,913	-124,321	-34.4%
NET BUDGETARY RESULT	39,658	(25,553)	(2,234)	(2,234)	218,829	(221,413)		
Addition/(Use) of Reserves	39,658	(25,553)	(2,234)	(2,234)	218,829	(221,413)		
Beginning Fund Balance (Estimated)	-10,535	29,123	3,570	3,570	3,570	222,399		
Ending Fund Balance (Estimated)	29,123	3,570	1,336	1,336	222,399	986		

Park Improvement Fund*				
Object Details				
Object	Worksheet <input type="checkbox"/> Description	Worksheet <input type="checkbox"/> Quantity	Worksheet <input type="checkbox"/> Unit <input type="checkbox"/> Price	Worksheet <input type="checkbox"/> Total
Grand Total		3	205,443	205,443
4999 - Transfers Out				
	0411-73.00 AmeriCorps Trail Extension - Park Improvement Fund	1	78,000	78,000
	0411-73.00 AmeriCorps Trail Extension - Park Improvement Fund (Sonoma Co.)	1	126,943	126,943
	0423.20.10 Trail Connection -Tomodachi Park to west property line -Park Imp Fund	1	500	500
Total 4999 - Transfers Out		3	205,443	205,443

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TRAFFIC IMPACT FEE FUND 213



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	2,397	-4,846	1,800	1,800	1,800	1,800	-0	0.0%
Capital Contributions	57,341	14,737	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	59,738	9,891	1,800	1,800	1,800	1,800	-0	0.0%
OPERATING EXPENSES								
Transfers Out	47,593	177,428	213,847	213,847	-	110,620	-103,227	48.3%
TOTAL OPERATING EXPENSE	47,593	177,428	213,847	213,847	-	110,620	-103,227	48.3%
NET BUDGETARY RESULT	12,146	(167,537)	(212,047)	(212,047)	1,800	(108,820)		
Addition/(Use) of Reserves	12,146	(167,537)	(212,047)	(212,047)	1,800	(108,820)		
Beginning Fund Balance (Estimated)	367,337	379,483	211,946	211,946	211,946	213,746		
Ending Fund Balance (Estimated)	379,483	211,946	(101)	(101)	213,746	104,926		

Traffic Impact*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		2	110,620	110,620
4999 - Transfers Out				
4999 - Transfers Out	0420-22.05 Ives Park Master Plan Implementation Phase 2	1	12,000	12,000
4999 - Transfers Out	1000-19.01 SR 116 ADA Ramps & Crosswalk Safety Improvements at Bodega/Florence & Bodega/Robinson	1	98,620	98,620
Total 4999 - Transfers Out		2	110,620	110,620

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UNDERGROUND UTILITIES FEE FUND 214



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	1,463	-4,813	1,400	1,400	1,400	1,500	100	7.1%
Charges for Services	-0	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	1,463	-4,813	1,400	1,400	1,400	1,500	100	7.1%
OPERATING EXPENSES								
							-0	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-0	0.0%
NET BUDGETARY RESULT	1,463	(4,813)	1,400	1,400	1,400	1,500		
Addition/(Use) of Reserves	1,463	(4,813)	1,400	1,400	1,400	1,500		
Beginning Fund Balance (Estimated)	242,990	244,453	239,641	239,641	239,641	241,041		
Ending Fund Balance (Estimated)	244,453	239,641	241,041	241,041	241,041	242,541		



COMMUNITY DEVELOPMENT BLOCK GRANT - ADA FUND 216

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	240,853	192,635	376,000	376,000	376,000	203,500	-172,500	-45.9%
Interest & Rents	-0	-1,593	-0	-0	-0	-0	-0	0.0%
Miscellaneous Revenue	-0	201,690	-0	-0	-0	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	240,853	392,732	376,000	376,000	376,000	203,500	-172,500	-45.9%
OPERATING EXPENSES								
Contracted Services	-	-	-	-	-	-	-0	0.0%
Transfers Out	240,853	216,323	376,000	376,000	26,500	203,500	-172,500	45.9%
TOTAL OPERATING EXPENSE	240,853	216,323	376,000	376,000	26,500	203,500	-172,500	45.9%
NET BUDGETARY RESULT	-	176,409	-	-	349,500	-		
Addition/(Use) of Reserves	-	176,409	-	-	349,500	-		
Beginning Fund Balance (Estimated)	-0	-0	176,409	176,409	176,409	525,909		
Ending Fund Balance (Estimated)	-	176,409	176,409	176,409	525,909	525,909		

Community Development Block Grant- ADA*				
Object Details				
Object	Worksheet <input type="checkbox"/> Description	Worksheet <input type="checkbox"/> Quantity	Worksheet <input type="checkbox"/> Unit <input type="checkbox"/> Price	Worksheet <input type="checkbox"/> Total
Grand Total		2	203,500	203,500
4999 - Transfers Out				
	0213-20.05 Youth Annex ADA Upgrades	1	153,500	153,500
	0214-20.07 City Hall ADA Upgrades	1	50,000	50,000
Total 4999 - Transfers Out		2	203,500	203,500

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ROAD MAINTENANCE & REHAB (SB1) FUND 217

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
User Taxes	154,603	140,950	174,500	174,500	163,140	185,900	11,400	6.5%
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	2,927	-5,802	-0	-0	7,639	5,000	5,000	0.0%
TOTAL REVENUE	157,529	135,148	174,500	174,500	170,779	190,900	16,400	9.4%
OPERATING EXPENSES								
Contracted Services	-	3,000	2,000	2,000	2,000	-	-2,000	100.0%
Transfers Out	29,149	317,886	345,000	345,000	283,000	160,680	-184,320	53.4%
TOTAL OPERATING EXPENSE	29,149	320,886	347,000	347,000	285,000	160,680	-186,320	53.7%
NET BUDGETARY RESULT	128,381	(185,738)	(172,500)	(172,500)	(114,221)	30,220		
Addition/(Use) of Reserves	128,381	(185,738)	(172,500)	(172,500)	(114,221)	30,220		
Beginning Fund Balance (Estimated)	296,749	425,129	239,391	239,391	239,391	125,170		
Ending Fund Balance (Estimated)	425,129	239,391	66,891	66,891	125,170	155,390		

Road Maintenance SB1*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		3	160,680	160,680
4999 - Transfers Out				
	0131-23.01 NEW: Bodega Ave. Guardrails at City Limits	1	34,700	34,700
	0132-23.02 NEW: SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, and Walker	1	55,980	55,980
	1000-19.01 SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence & Bodega/Robinson	1	70,000	70,000
Total 4999 - Transfers Out		3	160,680	160,680

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GENERAL GOVERNMENTAL FACILITIES FEE FUND 219



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	-0	-29	-0	-0	-0	-0	-0.00	0.0%
Capital Contributions	-0	3,017	-0	-0	-0	-0	-0.00	0.0%
TOTAL REVENUE	-0	2,988	-0	-0	-0	-0	-0.00	0.0%
OPERATING EXPENSES								
							-	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-	0.0%
NET BUDGETARY RESULT	-	2,988	-	-	-	-	-	0.0%
Addition/(Use) of Reserves	-	2,988	-	-	-	-		
Beginning Fund Balance (Estimated)	-0	-0	2,988	2,988	2,988	2,988		
Ending Fund Balance (Estimated)	-	2,988	2,988	2,988	2,988	2,988		

HUMAN SERVICES & COMMUNITY FUND 233



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	53	-180	50	50	50	100	50.00	100.0%
Charges for Services	-0	-0	-0	-0	-0	-0	-0.00	0.0%
Miscellaneous Revenue	798	780	800	800	800	800	-0.00	0.0%
TOTAL REVENUE	850	600	850	850	850	900	50.00	5.9%
OPERATING EXPENSES								
Contracted Services							-	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-	0.0%
NET BUDGETARY RESULT	850	600	850	850	850	900		
Addition/(Use) of Reserves	850	600	850	850	850	900		
Beginning Fund Balance (Estimated)	7,787	8,637	9,237	9,237	9,237	10,087		
Ending Fund Balance (Estimated)	8,637	9,237	10,087	10,087	10,087	10,987		

WELLNESS/MENTAL HEALTH FUND 240



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	-0	-0	15,000	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	-0	-0	-0	-0	15,000	-0	-0	0.0%
OPERATING EXPENSES								
Salaries & Wages	-	-	-	-	-	-	-0	0.0%
Contracted Services	-	-	-	-	-	-	-0	0.0%
Services & Supplies	-	-	-	-	-	7,500	7,500	0.0%
Conference & Training Expense	-	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	7,500	7,500	0.0%
NET BUDGETARY RESULT	-	-	-	-	15,000	(7,500)	-7,500	0.0%
Addition/(Use) of Reserves	-	-	-	-	15,000	(7,500)		
Beginning Fund Balance (Estimated)		-0	-0	-0	-0	15,000		
Ending Fund Balance (Estimated)	-	-	-	-	15,000	7,500		

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SUPPLEMENTAL PLANNING GRANT FUND 247



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	175,000	175,000	161,400	65,000	-110,000	-62.9%
Transfers In	-0	56,786	-0	-0	27,600	-0	-0	0.0%
TOTAL REVENUE	-0	56,786	175,000	175,000	189,000	65,000	-110,000	-62.9%
OPERATING EXPENSES								
Contracted Services	-	56,786	175,000	175,000	189,000	65,000	-110,000	62.9%
TOTAL OPERATING EXPENSE	-	56,786	175,000	175,000	189,000	65,000	-110,000	169.2%
NET BUDGETARY RESULT	-	-	-	-	-	-		
Addition/(Use) of Reserves	-	-	-	-	-	-		
Beginning Fund Balance (Estimated)		-0	-0	-0	-0	-0		
Ending Fund Balance (Estimated)	-	-	-	-	-	-		

INSURNACE FUND - FUND 601



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
G & A Allocation	1,081,028	1,015,716	1,238,010	1,238,010	1,238,010	1,308,530	70,520	5.7%
TOTAL REVENUE	1,081,028	1,015,716	1,238,010	1,238,010	1,238,010	1,308,530	70,520	5.7%
OPERATING EXPENSES								
Insurance Premium	1,081,028	1,015,716	1,238,010	1,238,010	1,238,010	1,308,530	70,520	5.7%
Contracted Services	-	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	1,081,028	1,015,716	1,238,010	1,238,010	1,238,010	1,308,530	70,520	5.7%
NET BUDGETARY RESULT	-	-	-	-	-	-		
Addition/(Use) of Reserves	-	-	-	-	-	-		
Beginning Fund Balance (Estimated)	1,051	1,051	1,051	1,051	1,051	1,051		
Ending Fund Balance (Estimated)	1,051	1,051	1,051	1,051	1,051	1,051		

Insurance Fund								
Budget Expenditures								
Detail - Workers' Compensation Insurance								
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
3997 - Allocated Wrkrs Comp Insurance	(513,982)	(404,323)	(541,325)	(541,325)	(541,325)	(556,320)	(14,995)	-2.8%
4190 - Worker's Compensation Premium	457,236	360,068	499,425	499,425	499,425	551,320	51,895	10.4%
4191 - Worker's Compensation Deductible	56,746	44,255	41,900	41,900	41,900	5,000	(36,900)	-88.1%
TOTAL	-	-	-	-	-	-	-	0.0%
Detail - Liability Insurance								
3996 - Allocated Liability Insurance	(567,047)	(611,393)	(696,685)	(696,685)	(696,685)	(752,210)	(55,525)	-8.0%
4192 - Liability Premium	373,593	442,115	483,860	483,860	485,001	514,510	30,650	6.3%
4193 - Liability Deductible	14,540	8,096	16,000	16,000	20,045	10,000	(6,000)	-37.5%
4194 - Environmental Pollution Ins	-	651	-	-	-	1,800	1,800	0.0%
4195 - Cyber Risk & Safety Services	4,205	5,394	4,625	4,625	54,018	15,000	10,375	224.3%
4196 - Property Premium	44,771	82,352	49,250	49,250	109,771	201,400	152,150	308.9%
4197 - Vehicle Insurance	16,928	110	18,650	18,650	18,650	-	(18,650)	-100.0%
4198 - Earthquake & Flood	113,010	72,676	124,300	124,300	9,200	9,500	(114,800)	-92.4%
4199 - Boiler & Machinery Ins	-	-	-	-	-	-	-	0.0%
TOTAL	(0)	(0)	-	-	-	-	-	0.0%

WATER/WASTEWATER ENTERPRISE FUNDS

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

MANDATED

Water Utility Services

- Water Production/Treatment
- Water Distribution
- Meter Service
- Quality Control
- Backflow Device Testing
- Reporting & Records Management

Wastewater Utility Services

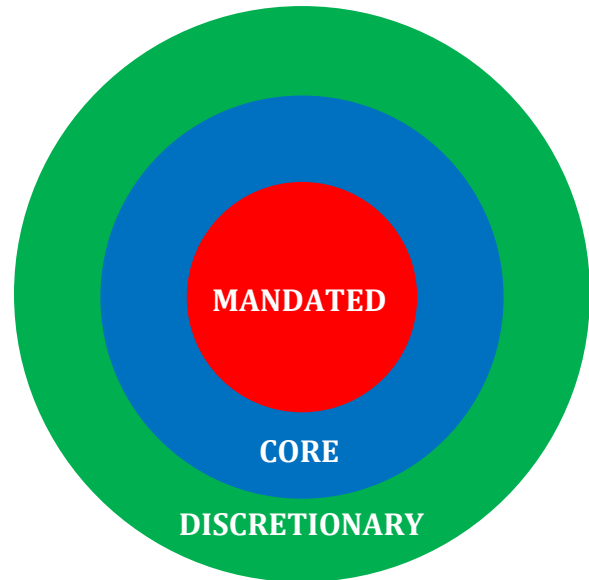
- Sewer System Management Plan (SSMP)
- Emergency Response/repair
- Reporting & Records Management

CORE

- Utility Systems Maintenance

DISCRETIONARY

- No discretionary functions



Water Goals

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

Wastewater Goals

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

Major Accomplishments in 2022-23

- ✓ Purchased one Public Works replacement pickup truck
- ✓ Rehabilitated Water Well 8 pump, motor, and well casing
- ✓ Rehabilitated Water Well 6 piping connections and well casing
- ✓ Implemented city wide water meter upgrades

- ✓ Replaced pumps and checks valve at Morris Street Sewer Pump Station
- ✓ First St. water main replacement/relocation of including services and valves
- ✓ Replaced water and sewer mains on Parquet St.

Goals and Objectives for Water and Wastewater in 2023-24

- ✓ Maintain regulatory compliance with water, sewer, storm water, and air quality standards
- ✓ Maintain City facilities, generators, and mechanical equipment per long term maintenance plan.
- ✓ Maintain Cal/OSHA regulatory compliance safety and training policies program
- ✓ Purchase one Public Works replacement flatbed truck
- ✓ Implement sewer system televising inspection and maintenance plan

Performance Measurements

- ✓ **Permit Compliance** – minimum violations per year
- ✓ **Development Plan Review** - Ensure regulatory requirements and construction specifications are in compliance
- ✓ **Safety** – minimize public liability and work hours lost per year from injury
- ✓ **Cost** – total annual cost per function per year
- ✓ **Customer Feedback** - service compliments v. complaints



WATER FUND - COMBINED FINANCIAL REPORTING

Description	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
OPERATING REVENUE									
3600 - Usage Charges-Residential	1	2,389,797	2,228,816	2,410,954	2,410,954	2,250,000	2,300,000	110,954	4.6%
3300 - Interest Income		15,105	-75,185	10,000	10,000	100,000	100,000	(90,000)	-900.0%
3603 - Backflow Inspections		7,625	-0	-0	-0	150	150	(150)	0.0%
3604 - New Service Fee		12,400	10,300	-0	-0	8,500	8,500	(8,500)	0.0%
3605 - Water Meter Sales		3,685	833	-0	-0	1,900	2,000	(2,000)	0.0%
3606 - Penalties		66	-0	-0	-0	5,500	3,500	(3,500)	0.0%
3607 - Other Charges		110,326	40,373	35,000	35,000	-0	-0	35,000	100.0%
3804 - Insurance Claims		-0	166,250	-0	-0	56,500	-0	-	0.0%
3805 - Miscellaneous Income		4,970	58,704	-0	-0	43,200	500	(500)	0.0%
TOTAL	2	2,543,974	2,430,091	2,455,954	2,455,954	2,465,750	2,414,650	41,304	1.7%
OPERATING EXPENDITURE									
Salaries & Wages		278,465	271,001	360,500	360,500	283,966	334,837	(25,663)	-7.1%
Benefits		168,790	224,574	161,400	161,400	123,727	133,610	(27,790)	-17.2%
Professional Contracted Services		81,451	112,903	251,400	411,400	250,000	427,550	16,150	3.9%
Services & Supplies		264,868	181,868	158,400	158,400	153,150	176,950	18,550	11.7%
Special Programs		16,788	13,199	24,400	24,400	24,200	24,200	(200)	-0.8%
Equipment (under \$10K)		15,338	-	-	-	-	3,000	3,000	0.0%
Vehicle Expense		602	-	-	-	-	6,000	6,000	0.0%
Conference & Training Expense		1,927	1,235	9,000	9,000	9,000	7,200	(1,800)	-20.0%
Utilities		216,582	215,389	282,200	282,200	282,200	296,300	14,100	5.0%
Telecommunications		6,171	5,173	9,250	9,250	7,500	8,000	(1,250)	-13.5%
Bad Debt Expense		(136)	14,980	-	-	-	-	-	0.0%
Loss due to theft		222,735	-	-	-	-	-	-	0.0%
Allocated Insurance		65,145	76,545	91,800	91,800	64,260	88,060	(3,740)	-4.1%
Capital Outlay		23,658	21,546	113,500	113,500	113,500	46,500	(67,000)	-59.0%
Debt Service Payments		70,538	55,559	321,583	321,583	321,583	357,298	35,715	11.1%
TOTAL		1,432,923	1,193,970	1,783,433	1,943,433	1,633,086	1,909,505	(33,928)	-1.7%
OTHER SOURCES/(USES)									
10 - City Council		32,238	31,121	33,110	33,110	30,427	18,472	(14,638)	-44.2%
11 - City Manager		47,399	52,400	57,502	57,502	58,259	103,090	45,588	79.3%
12 - City Attorney		7,752	12,938	12,091	16,341	23,520	32,262	15,921	97.4%
13 - Assistant City Manager/City Clerk		25,941	28,876	33,624	34,324	34,065	30,666	(3,658)	-10.7%
14 - Administrative Services (Finance)		355,882	463,197	509,078	517,628	476,851	508,368	(9,260)	-1.8%
21 - Planning		25,598	27,953	32,684	32,684	30,617	32,004	(680)	-2.1%
22 - Building		35,492	31,290	31,454	31,454	31,454	31,902	448	1.4%
23 - Engineering		117,390	142,528	151,671	151,671	151,403	162,399	10,728	7.1%
31 - Fire & Prevention		77,768	78,066	94,745	96,670	92,040	89,547	(7,123)	-7.4%
41 - Public Works		263,410	290,675	324,184	324,184	296,344	333,924	9,740	3.0%
00 - Non Departmental		22,652	23,108	30,969	31,779	27,896	26,010	(5,769)	-18.2%
TOTAL		1,011,522	1,182,152	1,311,112	1,327,347	1,252,875	1,368,644	41,297	3.11%
TRANSFERS IN/(OUT)									
4999 - Transfers Out	3	(0)	(226,998)	(894,700)	(894,700)	(392,000)	(633,000)	(261,700)	-29.25%
TOTAL		-	(226,998)	(894,700)	(894,700)	(392,000)	(633,000)	261,700	-29.25%
TOTAL OPERATING EXPENDITURES		2,444,445	2,603,120	3,989,245	4,165,480	3,277,961	3,911,149	(254,331)	6.11%
Net Surplus/(Deficit)		99,529	(173,028)	(1,533,291)	(1,709,526)	(812,211)	(1,496,499)		
Beginning Unrestricted Cash Balance		2,151,626	2,251,155	2,078,127	2,078,127	2,078,127	1,265,916		
Ending Unrestricted Cash Balance		2,251,155	2,078,127	544,836	368,601	1,265,916	(230,583)		
Actual Reserve Level		92.1%	79.8%	13.7%	8.8%	38.6%	-5.9%		
RESERVE									
Policy Reserve Level (25%)		611,111	650,780	997,311	1,041,370	819,490	977,787		

¹ Revenues dropped compared to rate model due to drought measures implemented statewide

² Overall cost to maintain the same systems do not drop during drought; and in fact, costs go up due to the need to message and implement conservation plan

³ Capital expenditures happened earlier than anticipated in the current rate model

Some capital items not included in the original rate model include energy project for water.

The project anticipated savings in the long run, but only modest lowering of utility bills for FY 2023-24 until we see actual numbers be much lower.



**Detail - Water Fund
Budget Expenditures**

Description	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
OPERATING EXPENDITURE									
4010 - Salaries - Full Time		256,878	233,597	295,000	295,000	233,866	291,737	(3,263)	-1.1%
4011 - Salaries - Part Time	¹	-	-	25,000	25,000	-	-	(25,000)	-100.0%
4012 - Overtime	²	15,784	21,739	18,000	18,000	22,400	22,400	4,400	24.4%
4013 - Standby	³	3,269	8,958	8,000	8,000	13,200	13,200	5,200	65.0%
4017 - Salaries - COVID-19		1,424	3,396	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb		1,111	3,312	-	-	-	-	-	0.0%
4023 - One Time Payment	⁴	-	-	14,500	14,500	14,500	7,500	(7,000)	-48.3%
4100 - Employee Benefits		2,794	265	-	-	-	-	-	0.0%
4101 - Health in Lieu		1,414	3,914	-	-	4,074	4,837	4,837	0.0%
4102 - Uniform Allowance	⁵	1,368	1,800	1,500	1,500	3,500	2,750	1,250	83.3%
4105 - Medicare & Fica		4,088	4,025	4,525	4,525	4,210	4,230	(295)	-6.5%
4110 - CalPERS Employer Rate		99,325	159,547	91,715	91,715	60,943	61,283	(30,432)	-33.2%
4130 - Health Insurance		50,786	45,450	51,900	51,900	41,878	49,079	(2,821)	-5.4%
4150 - Dental Insurance		6,581	7,175	8,070	8,070	7,038	7,763	(307)	-3.8%
4151 - Vision Insurance		789	825	870	870	763	855	(15)	-1.7%
4181 - Long Term Disability Insurance		909	861	2,085	2,085	755	1,381	(704)	-33.8%
4182 - Short Term Disability Insurance		419	390	500	500	287	388	(112)	-22.4%
4183 - EAP (Employee Asst Prog)		94	101	100	100	83	315	215	215.0%
4184 - Life Insurance		223	220	135	135	196	729	594	440.0%
4210 - Professional Contract Services	⁶	72,575	102,165	251,400	411,400	250,000	427,550	16,150	3.9%
4211 - Banking Fees		8,876	10,737	-	-	-	-	-	0.0%
4301 - Bad Debt Expense		(136)	14,980	-	-	-	-	-	0.0%
4302 - Loss due to theft		222,735	-	-	-	-	-	-	0.0%
4310 - Office Supplies		-	-	-	-	1,500	1,500	1,500	0.0%
4330 - Misc Supplies & Services		263,930	180,798	158,400	158,400	150,000	173,800	15,400	9.7%
4332 - Janitorial & Safety Supplies		939	948	-	-	1,400	1,400	1,400	0.0%
4340 - Postage & Printing		-	122	-	-	250	250	250	0.0%
4351 - Computer Equip (under \$10 K)		-	-	-	-	-	3,000	3,000	0.0%
4361 - Meter Replacement Program	⁷	14,364	5,591	10,000	10,000	7,500	7,500	(2,500)	-25.0%
4365 - Fire Hydrant Replacement Program	⁸	-	2,021	7,500	7,500	9,500	9,500	2,000	26.7%
4366 - Backflow Prevention Program		2,424	5,587	6,900	6,900	7,200	7,200	300	4.3%
4370 - Equipment(under \$10K)		15,338	-	-	-	-	-	-	0.0%
4380 - Vehicle Maintenance	⁹	602	-	-	-	-	6,000	6,000	0.0%
4510 - Conference & Training		1,482	890	4,000	4,000	4,000	4,100	100	2.5%
4515 - Meetings & Travel	¹⁰	445	345	5,000	5,000	5,000	3,100	(1,900)	-38.0%
4710 - Utilities - Gas & Electric		216,582	215,389	282,200	282,200	282,200	296,300	14,100	5.0%
4750 - Telecommunications	¹¹	6,171	5,173	9,250	9,250	7,500	8,000	(1,250)	-13.5%
4996 - Allocated Liability Insurance		42,090	56,346	63,300	63,300	44,310	59,560	(3,740)	-5.9%
4997 - Allocated Wrkrs Comp Insurance		23,055	20,199	28,500	28,500	19,950	28,500	-	0.0%
4999 - Transfers Out	¹²	-	226,998	894,700	894,700	392,000	633,000	(261,700)	-29.3%
5100 - Capital Outlay	¹³	23,658	21,546	113,500	113,500	113,500	46,500	(67,000)	-59.0%
6100 - Principal		31,024	31,024	282,499	282,499	282,499	300,028	17,529	6.2%
6200 - Interest		39,514	24,535	39,084	39,084	39,084	57,270	18,186	46.5%
TOTAL		1,432,923	1,420,968	2,678,133	2,838,133	2,025,086	2,542,505	(295,628)	-10.42%
G&A Allocation									
10 - City Council		32,238	31,121	33,110	33,110	30,427	18,472	(14,638)	-44.2%
11 - City Manager		47,399	52,400	57,502	57,502	58,259	103,090	45,588	79.3%
12 - City Attorney		7,752	12,938	12,091	16,341	23,520	32,262	15,921	97.4%
13 - Assistant City Manager/City Clerk		25,941	28,876	33,624	34,324	34,065	30,666	(3,658)	-10.7%
14 - Administrative Services (Finance)		355,882	463,197	509,078	517,628	476,851	508,368	(9,260)	-1.8%
21 - Planning		25,598	27,953	32,684	32,684	30,617	32,004	(680)	-2.1%
22 - Building		35,492	31,290	31,454	31,454	31,454	31,902	448	1.4%
23 - Engineering		117,390	142,528	151,671	151,671	151,403	162,399	10,728	7.1%
31 - Fire & Prevention		77,768	78,066	94,745	96,670	92,040	89,547	(7,123)	-7.4%
41 - Public Works		263,410	290,675	324,184	324,184	296,344	333,924	9,740	3.0%
00 - Non Departmental		22,652	23,108	30,969	31,779	27,896	26,010	(5,769)	-18.2%
TOTAL		1,011,522	1,182,152	1,311,112	1,327,347	1,252,875	1,368,644	41,297	3.1%
TOTAL DEPARTMENT		2,444,445	2,603,120	3,989,245	4,165,480	3,277,961	3,911,149	(254,331)	-6.1%
¹ Part time staffing position removed									
² Overtime increase due to contract agreement and estimated actual adjustments									

³ Standby increase due to contract agreement and estimated actual adjustments							
⁴ COVID Retention money, reduction FY23-24 lower amount based on staffing allocation							
⁵ Uniform Allowance costs based on staff levels and time of hire							
⁶ \$30K LSL Field Inventory Audit Compliance Reporting (State Requirement) \$100K Urban Water Management Plan Development (One time state requirement) \$74K Water Rate Study Cost (Carryover from 2022-23)							
⁷ Reduction in meter cost due to current replacement project							
⁸ Increase In Hydrant Cost due to inflation and replacement schedule							
⁹ Water system specific vehicle repairs moved from General Fund							
¹⁰ Meeting and travel reduced due to local and online training availability							
¹¹ Telecommunications reduced based on cellular cost reductions							
¹² Transfer Out to capital projects							
¹³ Capital Outlay reduction from 2022/23 due to Well 7 media replacement completed							

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Water Fund				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		33	1,280,850	1,280,850
4210 - Professional Contract Services				
	Asset Management Softwear Maintenance Contract	1	2,900	2,900
	Groundwater Sustainability Agency Participation Annual Fees	1	54,600	54,600
	Laborer Services Temp Worker Water Valve Exercising	1	25,500	25,500
	LSL Field Inventory Audit Compliance Reporting (State Requirement)	1	30,000	30,000
	Portable Generator Service and Testing	1	2,400	2,400
	Reservoir Cathodic Protection Inspections	1	7,500	7,500
	Reservoir Cathodic Protection Repairs	1	7,500	7,500
	Reservoir Tree Maintenance and Replacement	1	7,900	7,900
	Solar Array Inspections, Maintenance and Replacement	1	5,100	5,100
	Urban Water Management Plan Development (One time state requirement)	1	100,000	100,000
	Water Facilities Energy Efficiency Contingency	1	25,500	25,500
	Water Facilities Repairs and Maintenance	1	14,500	14,500
	Water Rate Study Cost (Carryover)	1	74,150	74,150
	Water System Leak Detection Surveys	1	5,300	5,300
	Water Well Level Monitoring	1	8,400	8,400
	Water Zone Pressure Balancing Valves Service and Repairs	1	7,400	7,400
	Well 4 Replacement Geological and Engineering Services Contract	1	48,900	48,900
Total 4210 - Professional Contract Services		17	427,550	427,550
4330 - Misc Supplies & Services				
	California Environmental Reporting System (CERS) Fees	1	1,300	1,300
	Certified Unified Program Agencies (CUPS) Reporting Fees	1	1,300	1,300
	Consumer Confidence Annual Report Printing	1	3,000	3,000
	OSHA Safety Compliance Supplies	1	4,200	4,200
	State Water Resources Control Board Regulation Oversight	1	19,900	19,900
	Utility Billing Mailing Services	1	6,700	6,700
	Utility Billing Miscellaneous Supplies	1	4,200	4,200
	Water System Infrastructure Maintenance and Repairs	1	39,100	39,100
	Water System Regulatory Water Quality Testing	1	94,100	94,100
Total 4330 - Misc Supplies & Services		9	173,800	173,800
5100 - Capital Outlay				
5100 - Capital Outlay	Replacement Flatbed Dump Truck 1/2 cost	1	46,500	46,500
Total 5100 - Capital Outlay		1	46,500	46,500
9902 - Enterprise Capital Projects				
	0815-83.00 Florence Ave. Water Line Replacement South End - Predesign/Design	1	25,000	25,000
	0815-83.00 Florence Ave. Water Line Replacement South End - Project Management	1	1,000	1,000
	0816-84.00 Florence Ave. Water Line Replacement North End - Predesign/Design	1	55,000	55,000
	0816-84.00 Florence Ave. Water Line Replacement North End - Project Management	1	1,000	1,000
	0819-21.01 Parquet St. water line Replacement (combined with project 1000-21.01)-Construction	1	550,000	550,000
	0819-21.01 Parquet St. water line Replacement (combined with project 1000-21.01)-Project Mgmt	1	1,000	1,000
Total 9902 - Enterprise Capital Projects		6	633,000	633,000



WASTEWATER FUND - COMBINED FINANCIAL REPORTING

Description	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
OPERATING REVENUE										
3610 - Wastewater Service Charge	1	2,870,250	2,923,288	3,407,455	3,407,455	3,100,000	2,900,000	3,100,000	(307,455)	-9.0%
3300 - Interest Income		9,446	-43,007	4,000	4,000	55,000	5,500	5,500	1,500	37.5%
3606 - Penalties		-29	-0	-0	-0	2,500	2,500	2,500	2,500	0.0%
3607 - Other Charges		-0	-0	-0	-0	-0	-0	-0	-	0.0%
3804 - Insurance Claims		-0	113,750	-0	-0	39,000	-0	-0	-	0.0%
3805 - Miscellaneous Income		19,246	3,634	3,000	3,000	1,000	1,000	1,000	(2,000)	-66.7%
TOTAL		2,898,912	2,997,664	3,414,455	3,414,455	3,197,500	2,909,000	3,109,000	(305,455)	-10.5%
OPERATING EXPENDITURE										
Salaries & Wages		177,927	241,347	304,100	304,100	253,959	306,462	290,287	(13,813)	-4.5%
Benefits		129,093	216,201	159,100	159,100	118,006	124,201	131,241	(27,859)	-17.5%
Professional Contracted Services		87,814	72,232	193,300	193,300	174,000	233,500	211,400	18,100	9.4%
Subregional O&M		1,650,401	1,650,401	1,737,400	1,737,400	1,737,400	1,789,520	1,952,850	215,450	12.4%
Services & Supplies		66,321	54,445	126,150	126,150	122,618	135,000	135,000	8,850	7.0%
Special Programs		-	50,450	1,000	1,000	600	1,000	1,000	-	0.0%
Equipment (under \$10K)		7,725	-	-	-	-	-	-	-	0.0%
Vehicle Expense		-	58	-	-	-	-	3,000	3,000	0.0%
Conference & Training Expense		3,717	7,307	10,500	10,500	10,500	10,500	10,500	-	0.0%
Utilities		43,630	46,277	65,250	65,250	41,617	65,250	65,250	-	0.0%
Telecommunications		1,930	1,755	3,500	3,500	1,771	3,500	3,500	-	0.0%
Bad Debt Expense		(265)	22,145	-	-	-	-	-	-	0.0%
Loss due to theft		158,226	-	-	-	-	-	-	-	0.0%
Allocated Insurance		38,263	49,658	69,900	69,900	69,900	67,145	66,280	(3,620)	-5.2%
Capital Outlay		26,395	36,896	35,500	35,500	34,000	31,000	46,500	11,000	31.0%
Debt Service Payments		28,845	1,886	199,263	199,263	199,263	203,434	203,434	4,171	2.1%
TOTAL	2	2,420,022	2,451,059	2,904,963	2,904,963	2,763,634	2,970,512	3,120,243	215,280	7.4%
OTHER SOURCES/(USES)										
10 - City Council		37,614	36,310	38,628	38,628	35,498	39,952	21,551	(17,077)	-44.2%
11 - City Manager		47,399	52,400	57,502	57,502	58,259	58,768	103,090	45,588	79.3%
12 - City Attorney		4,652	7,762	7,255	9,805	14,112	12,187	19,357	9,552	97.4%
13 - Assistant City Manager/City Clerk		22,696	25,264	29,421	30,034	29,807	27,937	26,832	(3,202)	-10.7%
14 - Administrative Services (Finance)		346,516	451,007	495,682	504,007	464,302	550,094	494,989	(9,018)	-1.8%
21 - Planning		15,357	16,771	19,610	19,610	18,370	21,770	19,202	(408)	-2.1%
22 - Building		35,492	31,290	31,454	31,454	31,454	35,951	31,902	448	1.4%
23 - Engineering		96,673	117,376	124,905	124,905	124,685	136,175	133,740	8,835	7.1%
41 - Public Works		202,576	220,034	248,680	248,680	227,702	269,709	253,788	5,108	2.1%
00 - Non Departmental		22,652	23,108	30,969	31,779	27,896	26,370	26,010	(5,769)	-18.2%
TOTAL		831,627	981,322	1,084,106	1,096,404	1,032,084	1,178,914	1,130,461	34,057	3.1%
TRANSFERS IN/(OUT)										
3999 - Transfers In		-0	-0	-0	-0	-0	-0	-0	-	0.00%
4999 - Transfers Out	3	(0)	(91,206)	(1,014,850)	(1,057,350)	(91,000)	(0)	(606,000)	(451,350)	-42.69%
TOTAL		-	(91,206)	(1,014,850)	(1,057,350)	(91,000)	-	(606,000)	(451,350)	42.69%
TOTAL OPERATING EXPENDITURES		3,251,649	3,523,587	5,003,919	5,058,717	3,886,718	4,149,427	4,856,704	(202,013)	3.99%
Net Surplus/(Deficit)	4	(352,737)	(525,923)	(1,589,464)	(1,644,262)	(689,218)	(1,240,427)	(1,747,704)		
Beginning Unrestricted Cash Balance		1,951,908	1,599,171	1,073,249	1,073,249	1,073,249	384,031	384,031		
Ending Unrestricted Cash Balance		1,599,171	1,073,249	(516,215)	(571,013)	384,031	(856,396)	(1,363,673)		
Actual Reserve Level		49.2%	30.5%	-10.3%	-11.3%	9.9%	-20.6%	-28.1%		
RESERVE										
Policy Reserve Level (25%)		487,747	528,538	750,588	758,808	583,008	622,414	728,506		

¹ Revenues lowered due to conservation. City did not implement drought rates during economic downturn and without sufficient communications opportunities

² The upcoming rate study model will include conservation rates for instances in which usage drops below projections as it takes the same amount of efforts to maintain capacity regardless of

³ Capital expenditures occurred sooner than anticipated in the rate model

⁴ Wastewater Fund deficit will be addressed during the upcoming rate study with expectation of future rate increase

Worse case scenario options:

* To delay interfund transfer until cash is in adequate position.

* Delay starting of some capital projects.

* Depleted subregional reserve of approximately \$300K

* Agenda item to bring a temporary loan borrowing from General Fund to Wastewater Fund.

**Detail - Wastewater Fund
Budget Expenditures**



Description	Footnote	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Original Proposed Budget	2023-24 Proposed Budget Stage 2	\$ Inc/(Dec)	% Change
OPERATING EXPENDITURE										
4010 - Salaries - Full Time		165,520	208,020	269,600	269,600	213,209	256,362	256,362	(13,238)	-6.2%
4012 - Overtime	¹	8,420	17,281	13,600	13,600	16,800	16,800	16,800	3,200	19.0%
4013 - Standby	²	2,231	7,443	7,750	7,750	10,800	10,800	10,800	3,050	28.2%
4017 - Salaries - COVID-19		965	3,689	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb		791	4,914	-	-	-	-	-	-	0.0%
4023 - One Time Payment	³	-	-	13,150	13,150	13,150	22,500	6,325	(6,825)	-51.9%
4100 - Employee Benefits		1,342	398	-	-	-	-	-	-	0.0%
4101 - Health in Lieu		987	2,221	500	500	2,699	3,204	3,204	2,704	100.2%
4102 - Uniform Allowance		960	1,638	1,500	1,500	3,262	2,280	2,280	780	23.9%
4105 - Medicare & Fica		6,010	3,567	4,135	4,135	3,779	3,717	3,717	(418)	-11.1%
4110 - CalPERS Employer Rate		82,116	154,721	90,645	90,645	59,030	57,226	62,675	(27,970)	-47.4%
4130 - Health Insurance		31,886	45,194	51,900	51,900	41,196	47,220	49,079	(2,821)	-6.8%
4150 - Dental Insurance		4,211	6,308	7,000	7,000	6,188	6,908	6,908	(92)	-1.5%
4151 - Vision Insurance		503	725	765	765	672	761	761	(4)	-0.6%
4181 - Long Term Disability Insurance		591	784	1,900	1,900	680	1,497	1,228	(672)	-98.8%
4182 - Short Term Disability Insurance		274	355	450	450	253	344	344	(106)	-42.0%
4183 - EAP (Employee Asst Prog)		63	91	90	90	73	315	315	225	308.2%
4184 - Life Insurance		150	198	215	215	174	729	729	514	295.4%
4210 - Professional Contract Services	⁴	78,937	61,495	193,300	193,300	174,000	233,500	211,400	18,100	10.4%
4210 - Subregional Contract Services	⁵	1,650,401	1,650,401	1,737,400	1,737,400	1,737,400	1,789,520	1,952,850	215,450	12.4%
4211 - Banking Fees		8,876	10,737	-	-	-	-	-	-	0.0%
4227 - Sewer Lateral Grant Program		-	50,000	-	-	-	-	-	-	0.0%
4301 - Bad Debt Expense		(265)	22,145	-	-	-	-	-	-	0.0%
4302 - Loss due to theft		158,226	-	-	-	-	-	-	-	0.0%
4330 - Misc Supplies & Services		64,444	52,549	126,150	126,150	120,500	132,200	132,200	6,050	5.0%
4332 - Janitorial & Safety Supplies	⁶	1,877	1,895	-	-	2,118	2,800	2,800	2,800	132.2%
4351 - Computer Equip (under \$10 K)		-	-	-	-	-	-	-	-	0.0%
4360 - Conservation Rebate Program		-	450	1,000	1,000	600	1,000	1,000	-	0.0%
4370 - Equipment(under \$10K)		7,725	-	-	-	-	-	-	-	0.0%
4380 - Vehicle Maintenance		-	58	-	-	-	-	3,000	3,000	0.0%
4510 - Conference & Training		1,978	1,723	4,000	4,000	4,000	4,000	4,000	-	0.0%
4515 - Meetings & Travel		1,739	5,584	6,500	6,500	6,500	6,500	6,500	-	0.0%
4710 - Utilities - Gas & Electric		38,985	39,780	57,750	57,750	35,637	57,750	57,750	-	0.0%
4711 - Utilities - City Water Bill		4,645	6,497	7,500	7,500	5,980	7,500	7,500	-	0.0%
4750 - Telecommunications		1,930	1,755	3,500	3,500	1,771	3,500	3,500	-	0.0%
4996 - Allocated Liability Insurance		20,795	31,112	43,800	43,800	43,800	40,735	41,230	(2,570)	-5.9%
4997 - Allocated Wrkrs Comp Insurance		17,469	18,546	26,100	26,100	26,100	26,410	25,050	(1,050)	-4.0%
4999 - Transfers Out	⁷	-	91,206	1,014,850	1,057,350	91,000	-	606,000	(451,350)	-496.0%
5100 - Capital Outlay	⁸	26,395	36,896	35,500	35,500	34,000	31,000	46,500	11,000	32.4%
6100 - Principal		-	-	179,775	179,775	179,775	165,068	165,068	(14,707)	-8.2%
6200 - Interest		28,845	1,886	19,488	19,488	19,488	38,366	38,366	18,878	96.9%
TOTAL		2,420,022	2,542,265	3,919,813	3,962,313	2,854,634	2,970,512	3,726,243	(236,070)	-8.3%
G&A Allocation										
10 - City Council		37,614	36,310	38,628	38,628	35,498	39,952	21,551	(17,077)	-48.1%
11 - City Manager		47,399	52,400	57,502	57,502	58,259	58,768	103,090	45,588	78.3%
12 - City Attorney		4,652	7,762	7,255	9,805	14,112	12,187	19,357	9,552	67.7%
13 - Assistant City Manager/City Clerk		22,696	25,264	29,421	30,034	29,807	27,937	26,832	(3,202)	-10.7%
14 - Administrative Services (Finance)		346,516	451,007	495,682	504,007	464,302	550,094	494,989	(9,018)	-1.9%
21 - Planning		15,357	16,771	19,610	19,610	18,370	21,770	19,202	(408)	-2.2%
22 - Building		35,492	31,290	31,454	31,454	31,454	35,951	31,902	448	1.4%
23 - Engineering		96,673	117,376	124,905	124,905	124,685	136,175	133,740	8,835	7.1%
41 - Public Works		202,576	220,034	248,680	248,680	227,702	269,709	253,788	5,108	2.2%
00 - Non Departmental		22,652	23,108	30,969	31,779	27,896	26,370	26,010	(5,769)	-20.7%
TOTAL		831,627	981,322	1,084,106	1,096,404	1,032,084	1,178,914	1,130,461	34,057	3.3%
TOTAL DEPARTMENT		3,251,649	3,523,587	5,003,919	5,058,717	3,886,718	4,149,427	4,856,704	(202,013)	-4.9%
¹ Clean and Televiser Sewer System annual requirement										
² Morris Street Pump Station Dry Rot Repairs (One time repairs)										
³ COVID Retention one-time payment based on bargaining unit memorandum of understanding										
⁴ \$40k Morris Street Pump Station Dry Rot Repairs (One time repairs)										
⁵ Subregional Wastewater Treatment Agreement Contract										
⁶ Janitorial and Safety supplies costs seperated for Misc. Supplies and Services										
⁷ Transfers Out is for capital projects										
⁸ Capital Outlay increase due to 1/2 cost of replacement Flatbed Dump Truck										

Sewer Fund*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		33	996,100	996,100
4210 - Professional Contract Services				
	Asset Management Software Maintenance Contract	1	2,900	2,900
	Electrical Performance Annual Testing	1	9,100	9,100
	Emergency Generator Maintenance and Repairs	1	5,900	5,900
	Emergency Generator Service and Testing Contract	1	6,300	6,300
	Morris Street Pump Station Dry Rot Repairs (One time repairs)	1	40,100	40,100
	Sanitary Sewer Master Plan and Emergency Response Plan Engineering Services	1	8,400	8,400
	Sewer Facility Repairs and Maintenance	1	15,000	15,000
	Sewer Pump Annual Performance Testing	1	3,900	3,900
	Sewer Pump Maintenance and Repairs	1	12,500	12,500
	Sewer Pump station Inlet Gate Service and Repairs	1	8,500	8,500
	Sewer Solids Grinder Service and Repairs	1	8,500	8,500
	Sewer System Infrastructure Repairs	1	25,500	25,500
	Sewer System Maintenance Hole Rehabilitation	1	27,000	27,000
	Solar Array Maintenance Repairs and Testing	1	4,800	4,800
	Supervisory Control and Data Acquisition Annual Alarm Testing	1	7,200	7,200
	Wastewater Facilities Energy Efficiency Contingency	1	25,800	25,800
Total 4210 - Professional Contract Services		16	211,400	211,400
4330 - Misc Supplies & Services				
	Bay Area Air Quality Facility Permitting	1	3,700	3,700
	California Environmental Reporting System (CERS) Fees	1	1,400	1,400
	Certified Unified Program Agencies (CUPS) Reporting Fees	1	1,300	1,300
	Clean and Televiser Sewer System	1	63,000	63,000
	OSHA Safety Compliance Equipment	1	4,100	4,100
	Sewer Grinder Replacement Wear Parts	1	8,700	8,700
	Sewer Main Infrastructure Replacement and Repairs	1	20,400	20,400
	Sewer Pump Station Maintenance and Repairs	1	24,900	24,900
	Sewer Utility Maintenance Hole Remote Alarm monitoring	1	4,700	4,700
Total 4330 - Misc Supplies & Services		9	132,200	132,200
5100 - Capital Outlay				
	Replacement Flatbed Dump Truck 1/2 Cost	1	46,500	46,500
Total 5100 - Capital Outlay		1	46,500	46,500
9902 - Enterprise Capital Projects				
	0604-37.00 Zimpher Creek Sewer Line, Covert Lane to Healdsburg Ave	1	1,000	1,000
	0610-70.00 Zimpher Creek from Zimpher Road to Murphy Ave	1	1,000	1,000
	0611-80.00 Zimpher Creek Sewer from Murphy Avenue to Huntly Street	1	31,000	31,000
	0612-81.00 Florence Ave. Sewer Line Improvements -South	1	1,000	1,000
	0613-82.00 Florence Ave. Sewer Line Improvements - North	1	21,000	21,000
	0615-21.01 Parquet Street Sewer Line Replacement (1000-19.01)	1	551,000	551,000
	0615-23.04 NEW: Sewer System Master Plan Update	1	-	-
Total 9902 - Enterprise Capital Projects		7	606,000	606,000

STREET LIGHTING ASSESMENT DISTRICT FUND 215



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget Stage 2	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Sales Tax & Add On	121,223	98,266	128,156	128,156	128,156	128,336	180	0.1%
Interest & Rents	314	-480	100	100	600	500	400	400.0%
TOTAL REVENUE	121,538	97,786	128,256	128,256	128,756	128,836	580	0.5%
OPERATING EXPENSES								
Salaries & Wages	19,818	20,226	22,230	22,230	22,875	22,525	295	1.3%
Benefits	6,959	9,505	7,270	7,270	8,421	11,158	3,888	53.5%
Contracted Services	1,473	7,211	6,000	6,000	6,000	7,500	1,500	25.0%
Utilities	80,533	80,761	90,000	90,000	85,000	90,000	-0	0.0%
TOTAL OPERATING EXPENSE	108,783	117,703	125,500	125,500	122,296	131,183	5,683	4.5%
NET BUDGETARY RESULT	12,755	(19,917)	2,756	2,756	6,460	(2,347)		
Addition/(Use) of Reserves	12,755	(19,917)	2,756	2,756	6,460	(2,347)		
Beginning Fund Balance (Estimated)	30,642	43,397	23,480	23,480	23,480	29,940		
Ending Fund Balance (Estimated)	43,397	23,480	26,236	26,236	29,940	27,593		

City of Sebastopol
5-Year Capital Improvement Program
FY 2023-24 to FY 2027-28 Draft Proposed



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City of Sebastopol FY 2023-24 to FY 2027-28

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Global Summary Report

City of Sebastopol FY 2023-24 to FY 2027-28

	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT CATEGORY EXPENDITURES							
1 Bikes, Pedestrians & Safety	48,500	1,615,300	2,909,500	9,787,002			14,311,802
2 Transition Plan ADA Projects	35,000	338,500					338,500
3 Housing Projects		10,500	402,000				412,500
4 Parks Projects	256,500	716,000	445,000				1,161,000
5 Paving Projects	372,400	1,296,000	3,227,500	650,000	650,000	650,000	6,473,500
6 Sewer/Wastewater Projects	198,200	606,000	1,593,000	276,500			2,475,500
7 Stormwater Projects	52,000	150,000	1,417,500	400,000			1,967,500
8 Water Projects	392,000	633,000	810,500	1,642,000			3,085,500
9 Arts Projects	6,500	50,500					50,500
TOTALS	1,361,100	5,415,800	10,805,000	12,755,502	650,000	650,000	30,276,302
PROJECT FUNDING SOURCES							
000 Unfunded		111,500	5,903,000	9,921,000	450,000	450,000	16,835,500
001 Grant - Unsecured			358,000	1,522,000			1,880,000
002 Grant - TDA3		60,380					60,380
002 Grant - Quick Strike (MTC)		476,000					476,000
002 Grant - HSIP		528,120					528,120
002 Grant - OBAG2		968,000					968,000
002 Grant - District 5 Infra Funding		200,000					200,000
002 Grant - Go Sonoma (SCTA)			2,290,000				2,290,000
100 General Fund	52,000	2,000	83,500				85,500
103 Bldg./Fac./Infr. Reserve	88,400	275,500	206,000				481,500
103 B/F/IR - Donations		20,000					20,000
104 Rule 20A Monies PG&E				991,002			991,002
120 Tree Replacement Fund	4,000						4,000
123 Pavement Reserve Fund		135,000					135,000
124 General Fund - Flood Grant		150,000	212,500				362,500
201 Measure M Transportation	105,500	193,000	150,000				343,000
202 Measure M Parks	104,500	316,557	31,500				348,057
203 Art-In-Lieu Fund	6,500	50,500					50,500
204 Housing Linkage Fee		10,000	400,000				410,000
212 Park Improvement Fund	500	78,500					78,500
212 Park Improvement (Sonoma Co.)		126,943					126,943
212 Park Improve Fund (Prop 68)	88,000						88,000
213 Traffic Impact Fee Fund (TIF)		110,620					110,620
216 Community Dev. Grant (CDBG)	26,500	203,500	146,000				349,500
217 SB 1 Road Maintenance & Rehab	283,000	160,680	187,500	200,000	200,000	200,000	948,180
501 Water Capital Fund	392,000	633,000	810,500	120,000			1,563,500
511 Sewer Capital Fund	210,200	606,000	26,500	1,500			634,000
TOTALS	1,361,100	5,415,800	10,805,000	12,755,502	650,000	650,000	30,276,302

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

1 - Bikes, Pedestrians & Safety

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0113-16.00	Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek			358,000				358,000
0125-20.01	Ragle Road West Side Bicycles and Pedestrian Access			2,550,000	8,796,000			11,346,000
0130-22.08	Undergrounding Overhead Utilities		1,500	1,500	991,002			994,002
0131-23.01	NEW: Bodega Avenue Guardrails at City Limits		347,000					347,000
0132-23.02	NEW: SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker		271,800					271,800
0133-23.10	NEW: Sunset Ave./Taft St. Pedestrian Crossing Enhancements		290,000					290,000
1000-19.01	SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence and Bodega/Robinson	48,500	705,000					705,000
		48,500	1,615,300	2,909,500	9,787,002			14,311,802

PROJECT FUNDING SOURCES								
000	Unfunded			2,500,000	8,796,000			11,296,000
001	Grant - Unsecured			358,000				358,000
002	Grant - District 5 Infra Funding		200,000					200,000
002	Grant - HSIP		528,120					528,120
002	Grant - Quick Strike (MTC)		476,000					476,000
002	Grant - TDA3		60,380					60,380
002	Grant - Go Sonoma (SCTA)			50,000				50,000
100	General Fund		1,500	1,500				3,000
103	Bldg./Fac./Infr. Reserve		70,000					70,000
103	B/F/IR - Donations		20,000					20,000
104	Rule 20A Monies PG&E				991,002			991,002
201	Measure M Transportation	48,500						
213	Traffic Impact Fee Fund (TIF)		98,620					98,620
217	SB 1 Road Maintenance & Rehab		160,680					160,680
		48,500	1,615,300	2,909,500	9,787,002			14,311,802

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 ATP Cycle 6 grant and will assume that no local match is required for purposes of this estimate.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection			306,200				306,200
9002 - Project Management			10,300				10,300
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			41,500				41,500
EXPENDITURE TOTALS			358,000				358,000
FUNDING SOURCES							
001-Grant - Unsecured			358,000				358,000
FUNDING TOTALS			358,000				358,000

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 Bodega Ave - from Jewell Ave to Ragle Road; 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. Staff will continue to pursue ATP or other grants. This project is currently unfunded since a new grant has not been identified.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection				8,796,000			8,796,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			2,550,000				2,550,000
EXPENDITURE TOTALS			2,550,000	8,796,000			11,346,000
FUNDING SOURCES							
000-Unfunded			2,500,000	8,796,000			11,296,000
002-Grant - Go Sonoma (SCTA)			50,000				50,000
FUNDING TOTALS			2,550,000	8,796,000			11,346,000

Project No: 0130-22.08

Category: Bikes, Pedestrians & Safety

Project Location: Bodega Avenue



DESCRIPTION: The project is for undergrounding overhead utilities on Petaluma Avenue. The specific segment to be undergrounded will be based on funding availability and feasibility.

JUSTIFICATION: As of 2022, the City has \$1.05 million in Rule 20A monies from PG&E. The City will continue to lose approximately \$6,000 each year that it does not establish an undergrounding district. Undergrounding overhead utilities will beautify the area by placing overhead utilities below the roadway surface, and will also prevent conflicts with tree canopies and reduce the potential for fires caused by sparking overhead lines.

GENERAL PLAN Goals and Policies: Community Development CD-14: Continue to require the undergrounding of utility lines wherever feasible.

EXPENDITURES	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection				991,002			991,002
9002 - Project Management		1,500	1,500				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		1,500	1,500	991,002			994,002
FUNDING SOURCES							
100-General Fund		1,500	1,500				3,000
104-Rule 20A Monies PG&E				991,002			991,002
FUNDING TOTALS		1,500	1,500	991,002			994,002

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection		285,000					285,000
9002 - Project Management		1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		60,500					60,500
EXPENDITURE TOTALS		347,000					347,000
FUNDING SOURCES							
002-Grant - HSIP		312,300					312,300
217-SB 1 Road Maintenance & Rehab		34,700					34,700
FUNDING TOTALS		347,000					347,000

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection		239,800					239,800
9002 - Project Management		1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		30,500					30,500
EXPENDITURE TOTALS		271,800					271,800
FUNDING SOURCES							
002-Grant - Go Sonoma (SCTA)							0
002-Grant - HSIP		215,820					215,820
217-SB 1 Road Maintenance & Rehab		55,980					55,980
FUNDING TOTALS		271,800					271,800

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 shark’s teeth and install double sided flashing pedestrian crossing signs with circular LED flashers in similar style to other Sebastopol crossings. Upgrade curb ramps to current ADA standards. Also, add solar streetlight pole. Traffic Calming on Sunset Avenue-Johnson Street – install edgeline and/or centerline striping from Taft Street to Eddie Lane-Morris Street and striped bulbouts where appropriate to reduce vehicle travel speeds. Johnson Street Pedestrian Crossings - Install crosswalks with new or upgraded curb ramps at Sunset Avenue/Johnson Street (one crosswalk). Also, add solar streetlights at the two new crossings.

JUSTIFICATION: The school district requested pedestrian crossing improvements at the two locations to make the crossing safer for students and other pedestrians. The City requested infrastructure grant funding from County Supervisor Lynda Hopkins and the City is waiting to hear if the funding is granted. The School District is making 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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection		255,000					255,000
9002 - Project Management		5,000					5,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		30,000					30,000
EXPENDITURE TOTALS		290,000					290,000
FUNDING SOURCES							
002-Grant - District 5 Infra Funding		200,000					200,000
103-B/F/IR - Donations		20,000					20,000
103-Bldg./Fac./Infr. Reserve		70,000					70,000
FUNDING TOTALS		290,000					290,000

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.

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-impaired 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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection	18,000	700,000					700,000
9002 - Project Management	20,000	2,000					2,000
9003 - Professional Services	500						0
9004 - Property Purchases							0
9005 - Predesign/Design	10,000	3,000					3,000
EXPENDITURE TOTALS	48,500	705,000					705,000
FUNDING SOURCES							
002-Grant - Quick Strike (MTC)		476,000					476,000
002-Grant - TDA3		60,380					60,380
201-Measure M Transportation	48,500						0
213-Traffic Impact Fee Fund (TIF)		98,620					98,620
217-SB 1 Road Maintenance & Rehab		70,000					70,000
FUNDING TOTALS	48,500	705,000					705,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

2 - Transition Plan ADA Projects

		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE								
0213-20.05	Youth Annex ADA Upgrades	28,500	161,000					161,000
0214-20.07	City Hall ADA Upgrades	1,000	151,500					151,500
0215-22.04	ADA Transition Plan Building Improvements Environmental Assessment	5,500	26,000					26,000
		35,000	338,500					338,500
PROJECT FUNDING SOURCES								
103	Bldg./Fac./Infr. Reserve	8,500	135,000					135,000
216	Community Dev. Grant (CDBG)	26,500	203,500					203,500
		35,000	338,500					338,500

DRAFT

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 work includes signing, striping, interior door modifications, public fountain upgrade, and bathroom upgrades.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection		160,000					160,000
9002 - Project Management	2,000	1,000					1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	26,500						0
EXPENDITURE TOTALS	28,500	161,000					161,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	2,000	7,500					7,500
216-Community Dev. Grant (CDBG)	26,500	153,500					153,500
FUNDING TOTALS	28,500	161,000					161,000

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. The CDBG grant application for FY 2021-22 was submitted and a grant was awarded in the amount of \$50,000 in October 2021. The design and construction work will begin after the environmental review and funding agreement are completed. The interior work includes improvements to the entry door, service counter, and various interior paths of travel and ADA upgrades to the restrooms.

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	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		130,000					130,000
9002 - Project Management	1,000	1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		20,000					20,000
EXPENDITURE TOTALS	1,000	151,500					151,500
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	1,000	101,500					101,500
216-Community Dev. Grant (CDBG)		50,000					50,000
FUNDING TOTALS	1,000	151,500					151,500

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. EA for future CDBG applications for the following buildings: Corporation Yard, Garzot Building, Fire Department, and the Police Department, will be conducted when grant funding is awarded.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection							0
9002 - Project Management	500	1,000					1,000
9003 - Professional Services	5,000	25,000					25,000
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	5,500	26,000					26,000
FUNDING SOURCES							
000-Unfunded							0
103-Bldg./Fac./Infr. Reserve	5,500	26,000					26,000
216-CDC/CDBG							0
FUNDING TOTALS	5,500	26,000					26,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

3 - Housing Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0300-22.07	Purchase of Market Rate Units		10,500	402,000				412,500
			10,500	402,000				412,500
PROJECT FUNDING SOURCES								
100	General Fund		500	2,000				2,500
204	Housing Linkage Fee		10,000	400,000				410,000
			10,500	402,000				412,500

DRAFT

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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management		500	2,000				2,500
9003 - Professional Services		10,000					10,000
9004 - Property Purchases			400,000				400,000
9005 - Predesign/Design							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		10,500	402,000				412,500
FUNDING SOURCES							
001-Grant - Unsecured							0
100-General Fund		500	2,000				2,500
204-Housing Linkage Fee		10,000	400,000				410,000
FUNDING TOTALS		10,500	402,000				412,500

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

4 - Parks Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0407-59.00	Remove/Replace Trees in City Parks (Transfer to PW oper. budget)	4,000						
0409-61.00	Remove and Replace Trees in Streets and Non-Park City Properties (Transf to PW operating budget)	4,000						
0411-73.00	AmeriCorps Trail Extension Project	59,500	408,500					408,500
0413-78.00	Burbank Farm: Public Restroom Facility	41,000	1,500	352,000				353,500
0416-95.00	Ives Park Pathway Replacement and ADA Upgrade (Segment 1)	90,000	61,500					61,500
0417-96.00	Ives Pool Exterior Shower-CANCELLED	500						
0420-20.08	Calder Creek Streambed Re-naturalization at Ives Park-COMPLETED	10,000						
0420-22.05	NEW: Ives Park Master Plan Implementation Phase 2		62,000					62,000
0423-20.10	Trail connection from Tomodachi Park to the west property line	500	500	61,500				62,000
0424-22.01	South Main Street Parklet	47,000	60,000					60,000
0425-23.07	NEW: Ives Park Pathway Replacement and ADA Upgrade (Segment 2)-UNFUNDED		111,500					111,500
0426-23.08	NEW: Burbank Farm: ADA parking stall and path		10,500	31,500				42,000
		256,500	716,000	445,000				1,161,000
PROJECT FUNDING SOURCES								
000	Unfunded		111,500	61,500				173,000
103	Bldg./Fac./Infr. Reserve	47,500	70,500	206,000				276,500
120	Tree Replacement Fund	4,000						
202	Measure M Parks	104,500	316,557	31,500				348,057
212	Park Improvement Fund	500	78,500					78,500
212	Park Improvement (Sonoma Co.)		126,943					126,943
212	Park Improve Fund (Prop 68)	88,000						
213	Traffic Impact Fee Fund (TIF)		12,000					12,000
216	Community Dev. Grant (CDBG)			146,000				146,000
511	Sewer Capital Fund	12,000						
		256,500	716,000	445,000				1,161,000

Project No: 0407-59.00
Category: Parks Projects
Project Location: City Parks



DESCRIPTION: Remove and replace trees in City parks. Starting in FY 2023-24, the costs for this work are included in the Public Works operating budget.

JUSTIFICATION: City trees require periodic rejuvenation/replacement.

GENERAL PLAN Goals and Policies: Conservation and Open Space COS 6-4: Facilitate the preservation of existing trees, the planting of additional street trees, and the replanting of trees lost through disease, new construction or by other means.

EXPENDITURES	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection	4,000						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	4,000						0
FUNDING SOURCES							
120-Tree Replacement Fund							0
202-Measure M Parks	4,000						0
212-Park Improvement Fund							0
FUNDING TOTALS	4,000						0

Project No: 0409-61.00

Category: Parks Projects

Project Location: Citywide locations



DESCRIPTION: Remove and replace trees along City streets and City-owned properties (excluding Parks). The amount of tree replacement that can be performed each year is based on available monies in the Tree Replacement Fund. Starting in Fiscal Year 2023-24, cost for this work is included in the Public Works operating budget.

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

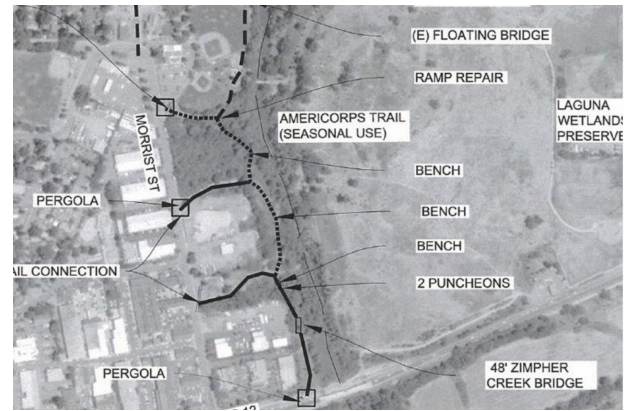
GENERAL PLAN Goals and Policies: Conservation and Open Space COS 6-4: Facilitate the preservation of existing trees, the planting of additional street trees, and the replanting of trees lost through disease, new construction or by other means.

EXPENDITURES	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	4,000						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	4,000						0
FUNDING SOURCES							
120-Tree Replacement Fund	4,000						0
FUNDING TOTALS	4,000						0

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.

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.

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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	10,000	406,500					406,500
9002 - Project Management	6,000	2,000					2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	43,500						0
EXPENDITURE TOTALS	59,500	408,500					408,500
FUNDING SOURCES							
202-Measure M Parks	59,500	203,557					203,557
212-Park Improve Fund (Laguna)							0
212-Park Improvement (Sonoma Co.)		126,943					126,943
212-Park Improvement Fund		78,000					78,000
FUNDING TOTALS	59,500	408,500					408,500

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. 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 will continue to research additional grant funding for this project and can apply for CDBG FY 2024-25 cycle in fall 2023. However, funding source has been identified in order to secure the awarded FY 2022-23 CDBG grant in case additional grant funding does not come happen.

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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			350,000				350,000
9002 - Project Management	6,000	1,500	2,000				3,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	35,000						0
EXPENDITURE TOTALS	41,000	1,500	352,000				353,500
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve			206,000				206,000
202-Measure M Parks	41,000	1,500					1,500
216-Community Dev. Grant (CDBG)			146,000				146,000
FUNDING TOTALS	41,000	1,500	352,000				353,500

Project No: 0416-95.00

Category: Parks Projects

Project Location: Ives Park



DESCRIPTION: This project is removing and/or replacing the pathway that runs from the southwest picnic area, along Calder Creek, to the restroom facility in the park. A large section of the replaced pathway will be designed to accommodate Public Works service vehicles to access the existing sewer line in the park. Tree removal and replacement work will occur in FY 2021-22 before the pathway construction occurs.

JUSTIFICATION: Several paved sections are in need of replacement due to potholes, unevenness, and lack of appropriate ADA access. The pathway is used for access to picnic areas and along the length of the trail, access for music events, playground access, pedestrian travel throughout the park, and for access near High Street where the new sculpture garden is being installed. This project has been modified from original plans to be consistent with the Ives Park Master Plan (Option B).

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection	70,000	60,000					60,000
9002 - Project Management	5,000	1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	15,000						0
EXPENDITURE TOTALS	90,000	61,500					61,500
FUNDING SOURCES							
000-Unfunded							0
202-Measure M Parks		61,500					61,500
212-Park Improve Fund (Prop 68)	78,000						0
511-Sewer Capital Fund	12,000						0
FUNDING TOTALS	90,000	61,500					61,500

Project No: 0417-96.00

Category: Parks Projects

Project Ives Pool
Location:



DESCRIPTION: Install a new, permanent exterior shower at Ives Pool. Staff researched grant opportunities for this project and have not been able to identify a potential grant. Design work will not be started unless a grant is identified and awarded.

JUSTIFICATION: During the recent bath house ADA renovation, and expansion, in order to help with reduced facilities a temporary exterior shower was put in. That version has proved so popular there has been a request for a permanent version. However, there are existing indoor showers available for pool users and this exterior shower is supplemental.

This project has been cancelled due to unavailable funding for this project. The project will be reevaluated if grant funding is secured.

GENERAL PLAN Goals and Policies: 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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management	500						0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	500						0
FUNDING SOURCES							
000-Unfunded							0
103-Bldg./Fac./Infr. Reserve	500						0
FUNDING TOTALS	500						0

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



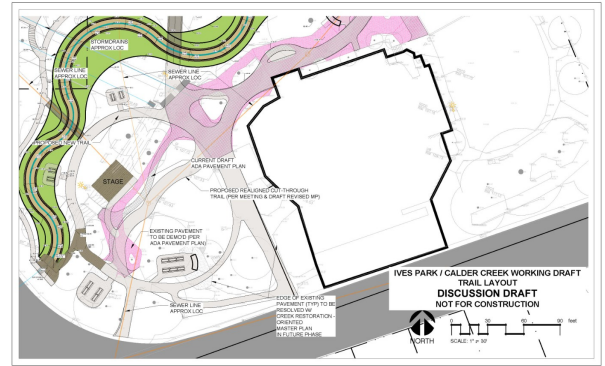
DESCRIPTION: Within Ives Park, Calder Creek currently is a stormwater drainage ditch. The desired goal is to re-naturalize the Calder Creek stream bed as it traverses Ives Park. This first phase is to conduct a hydrologic study and concept design. See CIP #0420-22.05 for Phase 2 project.

JUSTIFICATION: Remove concrete and inert materials in the streambed and replace with vegetative, natural features in order to restore biodiversity. Performing the hydrologic study and concept design will allow the City to seek grant funding for this project.

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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	10,000						0
EXPENDITURE TOTALS	10,000						0
FUNDING SOURCES							
202-Measure M Parks							0
212-Park Improve Fund (Prop 68)	10,000						0
212-Park Improvement Fund							0
FUNDING TOTALS	10,000						0

Project No: 0420-22.05
Category: Parks Projects
Project Location: Ives Park



DESCRIPTION: Phase 2 is the preliminary engineering and cost estimating for the implementation of the Ives Park Master Plan. Preliminary engineering and planning work for the Calder Creek re-naturalization includes channel geometry analysis and creek hydraulic modeling, as well as a desktop environmental constraints analysis. An intersection modification plan may be prepared by the City's traffic engineering consultant if Council chooses to modify the intersection at Jewell Ave. and Willow St. This work will provide information for the Phase 3 design work (future) and competitively apply for a grant for the construction.

JUSTIFICATION: Phase 1 work is a study of the Calder Creek Streambed Re-naturalization at Ives Park (CIP project #0420-20.08) and completed in FY 2021-22. Phase 1 included a hydrology study. Concept plan options were completed and Council selected Ives Park Master Plan (Option B) and included realignment of Calder Creek.

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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management		2,000					2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		60,000					60,000
EXPENDITURE TOTALS		62,000					62,000
FUNDING SOURCES							
100-General Fund							0
202-Measure M Parks		50,000					50,000
212-Park Improvement Fund							0
213-Traffic Impact Fee Fund (TIF)		12,000					12,000
FUNDING TOTALS		62,000					62,000

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.

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	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			45,000				45,000
9002 - Project Management	500	500	1,500				2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			15,000				15,000
EXPENDITURE TOTALS	500	500	61,500				62,000
FUNDING SOURCES							
000-Unfunded			61,500				61,500
202-Measure M Parks							0
212-Park Improve Fund (Prop 68)							0
212-Park Improvement Fund	500	500					500
FUNDING TOTALS	500	500	61,500				62,000

Project No: 0424-22.01

Category: Parks Projects

Project Location: SR 116 (South Main St.) near Burnett Ave.



DESCRIPTION: Develop design features and guidelines for parklets in Year 1 and prepare final design for and install a permanent parklet on the west side of #124-130 South Main Street, just north of Burnett Avenue. Final design of the permanent parklet will commence when Caltrans releases final requirements for parklets located on State right of way.

JUSTIFICATION: The City had installed a temporary parklet at the South Main Street location and based on public meetings, a permanent parklet will be installed in its place. The parklet will require a Caltrans encroachment permit and maintenance agreement. Based on public feedback, a permanent parklet may also be installed at future locations in the downtown area and therefore design features will be developed as part of the project.

GENERAL PLAN Goals and Policies: Land Use LU 7-3: Provide and maintain opportunities for community gathering and social interaction through cultural and art centers, park facilities, the Laguna, and community centers.

Communities Services and Facilities CSF 2-12: Encourage and solicit public participation in the selection, design, and facilities planning of all future trail and park sites.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		50,000					50,000
9002 - Project Management	12,000						0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	35,000	10,000					10,000
EXPENDITURE TOTALS	47,000	60,000					60,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	47,000	60,000					60,000
FUNDING TOTALS	47,000	60,000					60,000

Project No: 0425-23.07

Category: Parks Projects

Project Location: Ives Park



DESCRIPTION: This project is removing and/or replacing the pathway that runs from the restroom facility along Calder Creek to High Street. Staff will be researching grant opportunities to implement this project.

JUSTIFICATION: This work will continue the pathway replacement that will be 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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		100,000					100,000
9002 - Project Management		1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		10,000					10,000
EXPENDITURE TOTALS		111,500					111,500
FUNDING SOURCES							
000-Unfunded		111,500					111,500
FUNDING TOTALS		111,500					111,500

Project No: 0426-23.08

Category: Parks Projects

Project Location: Burbank Farm, 7777 Bodega Avenue



DESCRIPTION: This project is providing ADA-compliant parking stall and walkway connection to the new restroom at the Luther Burbank experimental farm. The stall will be concrete and a 5-foot concrete pathway that continues from the stall to the new restroom facility.

JUSTIFICATION: The parking stall is currently asphalt and the path to the new ADA compliant restroom is decomposed granite. The concrete stall and path will make it easier to comply with Americans with Disabilities Act (ADA).

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; and 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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection			30,000				30,000
9002 - Project Management		500	1,500				2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		10,000					10,000
EXPENDITURE TOTALS		10,500	31,500				42,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve		10,500					10,500
202-Measure M Parks			31,500				31,500
FUNDING TOTALS		10,500	31,500				42,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

5 - Paving Projects

		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE								
0513-74.09	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1	1,000	1,245,000					1,245,000
0514-22.06	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2		51,000	2,577,500				2,628,500
0516-85.00	Bodega Avenue Bike Lanes and Pavement Rehabilitation Design-COMPLETED	56,000						
0518-22.02	Bodega Ave. Digouts and Repairs-COMPLETED	283,000						
0519-22.03	Palm Ave. Street Improvements-CANCELLED	32,400						
0520-22.09	Citywide Pavement Repairs and Repaving Program			650,000	650,000	650,000	650,000	2,600,000
		372,400	1,296,000	3,227,500	650,000	650,000	650,000	6,473,500
PROJECT FUNDING SOURCES								
000	Unfunded			650,000	450,000	450,000	450,000	2,000,000
002	Grant - OBAG2		968,000					968,000
002	Grant - Go Sonoma (SCTA)			2,240,000				2,240,000
103	Bldg./Fac./Infr. Reserve	32,400						
123	Pavement Reserve Fund		135,000					135,000
201	Measure M Transportation	57,000	193,000	150,000				343,000
217	SB 1 Road Maintenance & Rehab	283,000		187,500	200,000	200,000	200,000	787,500
		372,400	1,296,000	3,227,500	650,000	650,000	650,000	6,473,500

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 Robinson/Nelson; Robinson/Nelson to Pleasant Hill). This Phase 1 project includes the installation of bike lanes and pavement resurfacing.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection		1,242,000					1,242,000
9002 - Project Management	1,000	3,000					3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	1,000	1,245,000					1,245,000
FUNDING SOURCES							
002-Grant - OBAG2		968,000					968,000
123-Pavement Reserve Fund		84,000					84,000
201-Measure M Transportation	1,000	193,000					193,000
213-Traffic Impact Fee Fund (TIF)							0
217-SB 1 Road Maintenance & Rehab							0
FUNDING TOTALS	1,000	1,245,000					1,245,000

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 overlaid.

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 \$2.24 million for the construction and inspection. The City's local match is 20% of the grant.

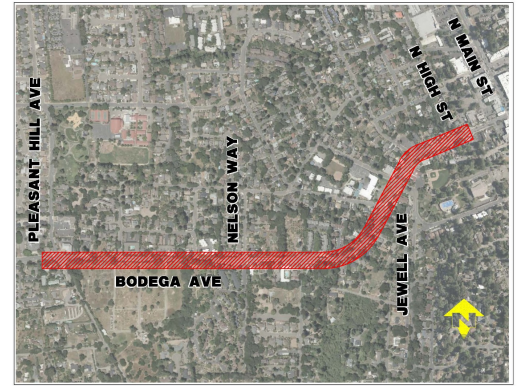
GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection			2,576,000				2,576,000
9002 - Project Management		1,000	1,500				2,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		50,000					50,000
EXPENDITURE TOTALS		51,000	2,577,500				2,628,500
FUNDING SOURCES							
000-Unfunded							0
002-Grant - Go Sonoma (SCTA)			2,240,000				2,240,000
123-Pavement Reserve Fund		51,000					51,000
201-Measure M Transportation			150,000				150,000
213-Traffic Impact Fee Fund (TIF)							0
217-SB 1 Road Maintenance & Rehab			187,500				187,500
FUNDING TOTALS		51,000	2,577,500				2,628,500

Project No: 0516-85.00

Category: Paving Projects

Project Location: Bodega Avenue from High Street to Pleasant Hill



DESCRIPTION: Bodega Avenue project design which includes preliminary and final design, geotechnical engineering, project management, and environmental documentation (CEQA/NEPA). This work is the design phase for the Bodega Avenue repaving construction (project nos. 0512-74.08 and 0513-74.09).

JUSTIFICATION: This work is the planning and beginning design for the Bodega corridor group of projects. The City acquired an OBAG 2 grant in 2018 which can only be used for construction costs. The City received FY 2019-20 CDBG funds for the design.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection							0
9002 - Project Management	16,000						0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	40,000						0
EXPENDITURE TOTALS	56,000						0
FUNDING SOURCES							
201-Measure M Transportation	56,000						0
213-Traffic Impact Fee Fund (TIF)							0
216-CDC/CDBG							0
217-SB 1 Road Maintenance & Rehab							0
FUNDING TOTALS	56,000						0

Project No: 0518-22.02

Category: Paving Projects

Project Location: Bodega Ave. Main St. to Pleasant Hill Rd.



DESCRIPTION: This project will be to perform digouts and repairs of the street pavement from Main Street to Nelson Way. This work will be in advance of the Bodega Avenue Bike Lanes and Rehabilitation Phase 1 project as a "stop gap" measure to provide a more driveable roadway until Bodega Avenue is resurfaced with the bike lane and rehab project.

JUSTIFICATION: This will allow for better, more competitive bids for the Bodega Avenue Phase 1 project, and to do needed repairs on Bodega since Phase 2 work (Robinson/Nelson to Pleasant Hill) will not occur for at least three more years. Performing this work will allow the roadway to be more driveable as the City continues to search for grant funding to do the resurfacing work for the entire stretch of Bodega Avenue.

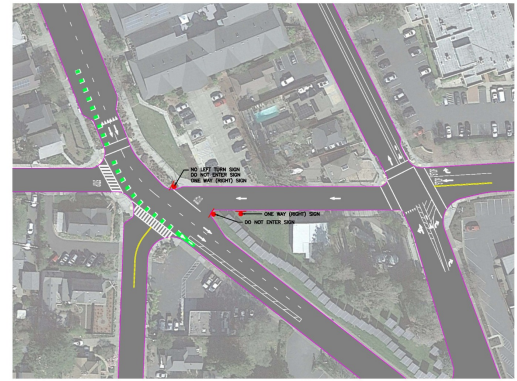
GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	238,000						0
9002 - Project Management	20,000						0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	25,000						0
EXPENDITURE TOTALS	283,000						0
FUNDING SOURCES							
217-SB 1 Road Maintenance & Rehab	283,000						0
FUNDING TOTALS	283,000						0

Project No: 0519-22.03

Category: Paving Projects

Project Location: Palm Ave. - Petaluma Ave. to S Main St.



DESCRIPTION: The project is the modification of Palm Avenue to one-way (westbound) traffic from Petaluma Avenue to S. Main Street. The work includes installation of sidewalk on the north side of Palm Avenue, a street overlay, and signage and markings. The project was designed and was not approved to move forward by Council on 3/7/23.

JUSTIFICATION: This project will improve pedestrian safety along Palm Avenue. The road is in need of pavement resurfacing due to its poor pavement condition. This project was initially recommended and approved in 2022. Field assessment and traffic safety needs have changed and Council will be re-evaluating the scope and need for this project in March 2023.

This project has been cancelled and street resurfacing for Palm Avenue will be included in the City's ongoing pavement management program.

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	FUNDING						PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management	6,000						0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	26,400						0
EXPENDITURE TOTALS	32,400						0
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	32,400						0
123-Pavement Reserve Fund							0
FUNDING TOTALS	32,400						0

Project No: 0520-22.09

Category: Paving Projects

Project Location: Various city streets



DESCRIPTION: Repairs, repaving and rehabilitation of various streets. The preliminary list of streets are: Palm Ave., Western Ave., Jewell Ave., Live Oak Ave., South Ave. Strout St., Washington Ave. Other streets may be added based on the City's Pavement Management Program report and Council direction. The final streets to be selected will be prioritized given final funding availability. Staff is continuing to pursue grant funding for this project.

JUSTIFICATION: The listed streets are based on the City's 2023 Pavement Management Program and focuses on streets with a very low pavement condition index. The project is the rehabilitation of various streets in the City with the goal to maintain the City's existing PCI at 55.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection			600,000	600,000	600,000	600,000	2,400,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			50,000	50,000	50,000	50,000	200,000
EXPENDITURE TOTALS			650,000	650,000	650,000	650,000	2,600,000
FUNDING SOURCES							
000-Unfunded			650,000	450,000	450,000	450,000	2,000,000
217-SB 1 Road Maintenance & Rehab				200,000	200,000	200,000	600,000
FUNDING TOTALS			650,000	650,000	650,000	650,000	2,600,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

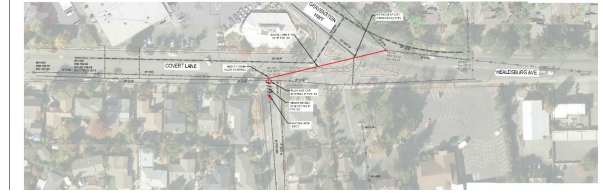
6 - Sewer/Wastewater Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0604-37.00	Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting	32,000	1,000	222,000				223,000
0610-70.00	Zimpher Creek Sewer Relocation Part 2 - West End	115,200	1,000	604,500				605,500
0611-80.00	Zimpher Creek Sewer Relocation Part 3 - Repairs at East End		31,000	417,000				448,000
0612-81.00	Florence Avenue Sewer Line Improvements - South		1,000	21,000	276,500			298,500
0613-82.00	Florence Avenue Sewer Line Improvements - North		21,000	196,500				217,500
0615-21.01	Parquet Street Sewer Line Replacement (combined City project #1000-19.01)	51,000	551,000					551,000
0615-23.04	NEW: Sewer System Master Plan Update			132,000				132,000
		198,200	606,000	1,593,000	276,500			2,475,500
PROJECT FUNDING SOURCES								
000	Unfunded			1,566,500	275,000			1,841,500
511	Sewer Capital Fund	198,200	606,000	26,500	1,500			634,000
		198,200	606,000	1,593,000	276,500			2,475,500

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.

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	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			220,000				220,000
9002 - Project Management	2,000	1,000	2,000				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	30,000						0
EXPENDITURE TOTALS	32,000	1,000	222,000				223,000
FUNDING SOURCES							
000-Unfunded			222,000				222,000
511-Sewer Capital Fund	32,000	1,000					1,000
FUNDING TOTALS	32,000	1,000	222,000				223,000

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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			575,000				575,000
9002 - Project Management	1,500	1,000	2,000				3,000
9003 - Professional Services	13,700		27,500				27,500
9004 - Property Purchases							0
9005 - Predesign/Design	100,000						0
EXPENDITURE TOTALS	115,200	1,000	604,500				605,500
FUNDING SOURCES							
000-Unfunded			604,500				604,500
511-Sewer Capital Fund	115,200	1,000					1,000
FUNDING TOTALS	115,200	1,000	604,500				605,500

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection			380,000				380,000
9002 - Project Management		1,000	2,000				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		30,000	35,000				65,000
EXPENDITURE TOTALS		31,000	417,000				448,000
FUNDING SOURCES							
000-Unfunded			415,000				415,000
511-Sewer Capital Fund		31,000	2,000				33,000
FUNDING TOTALS		31,000	417,000				448,000

Project No: 0612-81.00

Category: Sewer/Wastewater Projects

Project Location: Florence Avenue from Huntley Street to Bodega Avenue



DESCRIPTION: This project is for improvements to the Florence Avenue Sewer main. The first phase of work is for the pre-design to determine the level of repairs, relocations and other sewer system improvements. Once the pre-design is completed costs and project schedule can be developed.

Hide

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

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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection				250,000			250,000
9002 - Project Management		1,000	1,000	1,500			3,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			20,000	25,000			45,000
EXPENDITURE TOTALS		1,000	21,000	276,500			298,500
FUNDING SOURCES							
000-Unfunded				275,000			275,000
511-Sewer Capital Fund		1,000	21,000	1,500			23,500
FUNDING TOTALS		1,000	21,000	276,500			298,500

Project No: 0613-82.00

Category: Sewer/Wastewater Projects

Project Location: Florence Avenue from Healdsburg Avenue to Huntly Street



DESCRIPTION: This project is for improvements to the Florence Avenue Sewer main. The first phase of work is for the pre-design to determine the level of repairs, relocations and other sewer system improvements and develop a preliminary cost estimate. Once the pre-design is completed and Engineer's Estimate and project schedule can be developed.

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

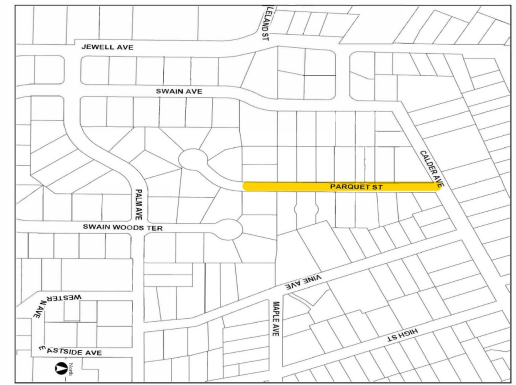
GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection			175,000				175,000
9002 - Project Management		1,000	1,500				2,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		20,000	20,000				40,000
EXPENDITURE TOTALS		21,000	196,500				217,500
FUNDING SOURCES							
000-Unfunded			195,000				195,000
511-Sewer Capital Fund		21,000	1,500				22,500
FUNDING TOTALS		21,000	196,500				217,500

Project No: 0615-21.01

Category: Sewer/Wastewater Projects

Project Location: Parquet Street



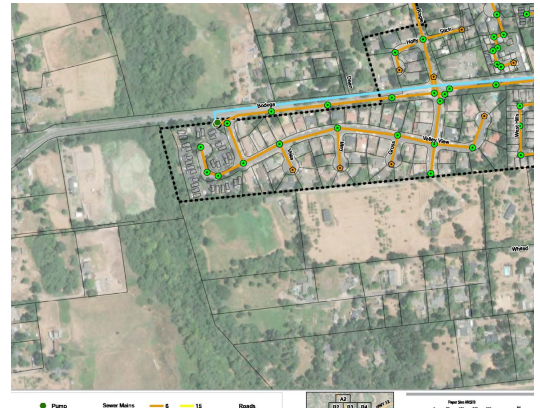
DESCRIPTION: Replacement of approximately 850 lineal feet of 6-inch sewer main on Parquet Street. This work includes slurry seal of Parquet Street that is affected by the sewer line replacement work. The work is being completed with the Parquet Street Water Main Replacement project #0818-20.09

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection	50,000	550,000					550,000
9002 - Project Management	1,000	1,000					1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	51,000	551,000					551,000
FUNDING SOURCES							
511-Sewer Capital Fund	51,000	551,000					551,000
FUNDING TOTALS	51,000	551,000					551,000

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.

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 Sabitary Sewer System Utility Master Plan, Stormwater Management Plan and the Capital Improvement Program.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9002 - Project Management			2,000				2,000
9003 - Professional Services			130,000				130,000
EXPENDITURE TOTALS			132,000				132,000
FUNDING SOURCES							
000-Unfunded			130,000				130,000
511-Sewer Capital Fund			2,000				2,000
FUNDING TOTALS			132,000				132,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

7 - Stormwater Projects

		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE								
0701-34.00	Calder Creek Storm Drain and Outfall Maintenance	21,000	115,000	1,125,000				1,240,000
0702-51.00	Zimpher Creek Storm Drain and Outfall Maintenance	31,000	35,000	10,000	400,000			445,000
0710-64.00	Morris Street Outfall Maintenance			80,000				80,000
0711-23.05	NEW: Flood Resiliency Master Plan			151,500				151,500
0712-23.06	NEW: Community Cultural Center Master Plan			51,000				51,000
		52,000	150,000	1,417,500	400,000			1,967,500
PROJECT FUNDING SOURCES								
000	Unfunded			1,125,000	400,000			1,525,000
100	General Fund	52,000		80,000				80,000
124	General Fund - Flood Grant		150,000	212,500				362,500
		52,000	150,000	1,417,500	400,000			1,967,500

DRAFT

Project No: 0701-34.00

Category: Stormwater 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. 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 and preparation of the cost estimate that will be needed to research grant funding. The permitting and construction will be started in FY 24/25, assuming the grant funding is secured.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection			1,000,000				1,000,000
9002 - Project Management	1,000	5,000	5,000				10,000
9003 - Professional Services	20,000	100,000	95,000				195,000
9004 - Property Purchases							0
9005 - Predesign/Design		10,000	25,000				35,000
EXPENDITURE TOTALS	21,000	115,000	1,125,000				1,240,000
FUNDING SOURCES							
000-Unfunded			1,125,000				1,125,000
100-General Fund	21,000						0
124-General Fund - Flood Grant		115,000					115,000
FUNDING TOTALS	21,000	115,000	1,125,000				1,240,000

Project No: 0702-51.00

Category: Stormwater 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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection				300,000			300,000
9002 - Project Management	1,000	5,000					5,000
9003 - Professional Services	30,000	30,000		80,000			110,000
9004 - Property Purchases							0
9005 - Predesign/Design			10,000	20,000			30,000
EXPENDITURE TOTALS	31,000	35,000	10,000	400,000			445,000
FUNDING SOURCES							
000-Unfunded				400,000			400,000
100-General Fund	31,000						0
124-General Fund - Flood Grant		35,000	10,000				45,000
FUNDING TOTALS	31,000	35,000	10,000	400,000			445,000

Project No: 0710-64.00

Category: Stormwater 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	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			80,000				80,000
EXPENDITURE TOTALS			80,000				80,000
FUNDING SOURCES							
100-General Fund			80,000				80,000
FUNDING TOTALS			80,000				80,000

Project No: 0711-23.05

Category: Stormwater 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 hydrology 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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9002 - Project Management			1,500				1,500
9005 - Predesign/Design			150,000				150,000
EXPENDITURE TOTALS			151,500				151,500
FUNDING SOURCES							
124-General Fund - Flood Grant			151,500				151,500
FUNDING TOTALS			151,500				151,500

Project No: 0712-23.06
Category: Stormwater 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.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9002 - Project Management			1,000				1,000
9003 - Professional Services							0
9005 - Predesign/Design			50,000				50,000
EXPENDITURE TOTALS			51,000				51,000
FUNDING SOURCES							
124-General Fund - Flood Grant			51,000				51,000
FUNDING TOTALS			51,000				51,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

8 - Water Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0815-83.00	Florence: Water Line Replace South	500	26,000	181,500				207,500
0816-84.00	Florence: Water Line Replace North	500	56,000	402,000				458,000
0818-20.09	1st Street Water Main Replacement-COMPLETED	340,000						
0819-21.01	Parquet Street Water Line Replacement (combined City project #1000-21.01)	51,000	551,000					551,000
0820-23.03	NEW: Pleasant Hill Rd. Water Line: Mitchell Ct. to Lynch Rd.			227,000	1,522,000			1,749,000
0821-23.09	NEW: Water System Master Plan Update				120,000			120,000
		392,000	633,000	810,500	1,642,000			3,085,500
PROJECT FUNDING SOURCES								
001	Grant - Unsecured				1,522,000			1,522,000
501	Water Capital Fund	392,000	633,000	810,500	120,000			1,563,500
		392,000	633,000	810,500	1,642,000			3,085,500

Project No: 0815-83.00

Category: Water Projects

Project Location: Florence (South)



DESCRIPTION: Water line repair: Florence Avenue South end.

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

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection			180,000				180,000
9002 - Project Management	500	1,000	1,500				2,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		25,000					25,000
EXPENDITURE TOTALS	500	26,000	181,500				207,500
FUNDING SOURCES							
501-Water Capital Fund	500	26,000	181,500				207,500
FUNDING TOTALS	500	26,000	181,500				207,500

Project No: 0816-84.00
Category: Water Projects
Project Location: Florence Avenue



DESCRIPTION: Water line repair: Florence Avenue North end.

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

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							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			400,000				400,000
9002 - Project Management	500	1,000	2,000				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		55,000					55,000
EXPENDITURE TOTALS	500	56,000	402,000				458,000
FUNDING SOURCES							
501-Water Capital Fund	500	56,000	402,000				458,000
FUNDING TOTALS	500	56,000	402,000				458,000

Project No: 0818-20.09

Category: Water Projects

Project Location: Leland Street at 1st Street; Jewell Ave. at Calder Ave.



DESCRIPTION: Reroute/replace approximately 450 lineal feet of 10-inch water main that commences on Leland Street at 1st Street to Jewell Ave, and north on Jewell Ave. to Calder Ave. Design of the work will commence in FY 2020/21 and the construction will occur in FY 2021/22.

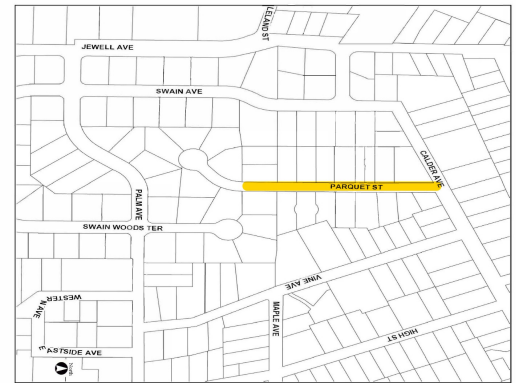
JUSTIFICATION: Move from ROW across private property to along the City-owned street

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

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection	313,000						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	27,000						0
EXPENDITURE TOTALS	340,000						0
FUNDING SOURCES							
501-Water Capital Fund	340,000						0
FUNDING TOTALS	340,000						0

Project No: 0819-21.01
Category: Water Projects
Project Location: Parquet Street



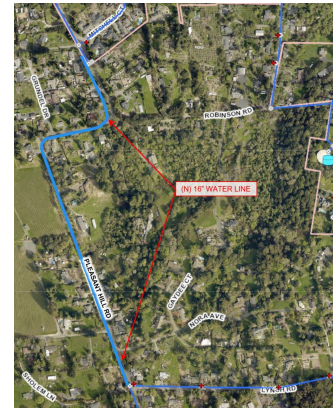
DESCRIPTION: Replace approximately 800 lineal feet of 6-inch water line on Parquet Street. This work includes slurry seal of Parquet Street that is affected by the water line replacement work. The work is being completed with the Parquet Street Sewer Line Replacement project #0615-21.01).

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection	50,000	550,000					550,000
9002 - Project Management	1,000	1,000					1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	51,000	551,000					551,000
FUNDING SOURCES							
501-Water Capital Fund	51,000	551,000					551,000
FUNDING TOTALS	51,000	551,000					551,000

Project No: 0820-23.03
Category: Water Projects
Project Location: Pleasant Hill Rd.



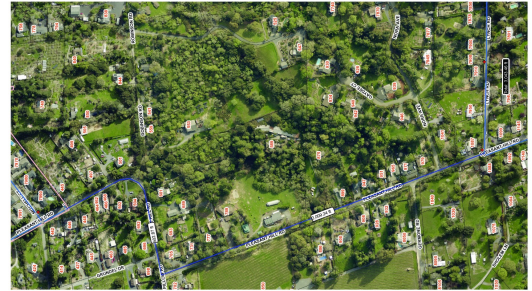
DESCRIPTION: This project will create a looped water main intertie between the 16” main in Pleasant Hill Road at Mitchell Court and the 16” main in Lynch Road. This area of the City’s Zone 2 pressure zone is at risk of water service loss if the existing mains are interrupted by maintenance, failure or if water pressure is lost to Zone 2. A secondary loop connecting Pleasant Hill Road with Lynch Road would add the redundancy that is needed for maintenance operations or emergency repairs. Approximately 3,200 feet of new pipe is required to create the looped system. Most of the new water main would be located outside City limits and within County right-of-way. The County trench paving standard requires overlay of an entire lane in addition to the trench.

JUSTIFICATION: This project is also identified in the City's Local Hazard Mitigation Plan. Staff will be pursuing FEMA and other emergency grants for the construction of the project.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and illw-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	FUNDING						PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection				1,520,000			1,520,000
9002 - Project Management			27,000	2,000			29,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			200,000				200,000
EXPENDITURE TOTALS			227,000	1,522,000			1,749,000
FUNDING SOURCES							
001-Grant - Unsecured				1,522,000			1,522,000
501-Water Capital Fund			227,000				227,000
FUNDING TOTALS			227,000	1,522,000			1,749,000

Project No: 0821-23.09
Category: Water Projects
Project Location: Citywide



DESCRIPTION: This project will update the 2005 Water System Master Plan. The plan will include a hydraulic modeling and system capacity analysis for the entire city and identify a Capital Improvement Program to upgrade system deficiencies.

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						PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	
9001 - Construction/Inspection						0
9002 - Project Management						0
9003 - Professional Services						0
9004 - Property Purchases						0
9005 - Predesign/Design				120,000		120,000
EXPENDITURE TOTALS				120,000		120,000
FUNDING SOURCES						
501-Water Capital Fund				120,000		120,000
FUNDING TOTALS				120,000		120,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

9 - Arts Projects

PROJECT TITLE	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0901- Ned Kahn: "Sebastopol Spire"	6,500	45,000					45,000
0903- City Sponsorship of New Art Project		5,500					5,500
	6,500	50,500					50,500
PROJECT FUNDING SOURCES							
203 Art-In-Lieu Fund	6,500	50,500					50,500
	6,500	50,500					50,500

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Project No: 0901-
Category: Arts Projects
Project Location: Laguna Preserve



DESCRIPTION: The Ned Kahn artwork "Sebastopol Spire" will be located along the Americorp Trail extension north of Sebastopol Avenue at the eastern entry to the City. In the prior year, Council authorized a budget of \$52,000 for this artwork to include \$45,000 for the Ned Kahn "Sebastopol Spire" art piece.

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	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection		45,000					45,000
9002 - Project Management							0
9003 - Professional Services	6,500						0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	6,500	45,000					45,000
FUNDING SOURCES							
203-Art-In-Lieu Fund	6,500	45,000					45,000
FUNDING TOTALS	6,500	45,000					45,000

Project No: 0903-
Category: Arts Projects
Project Location: To be determined



DESCRIPTION:

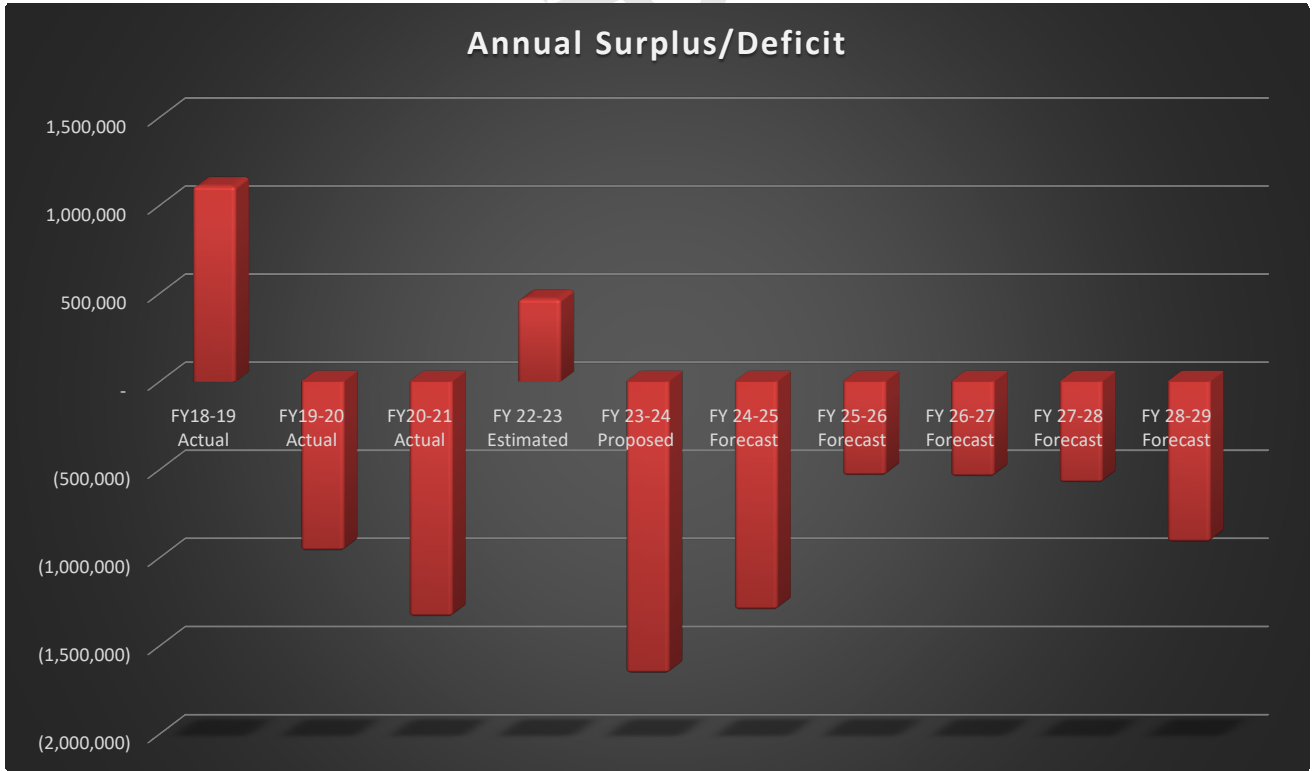
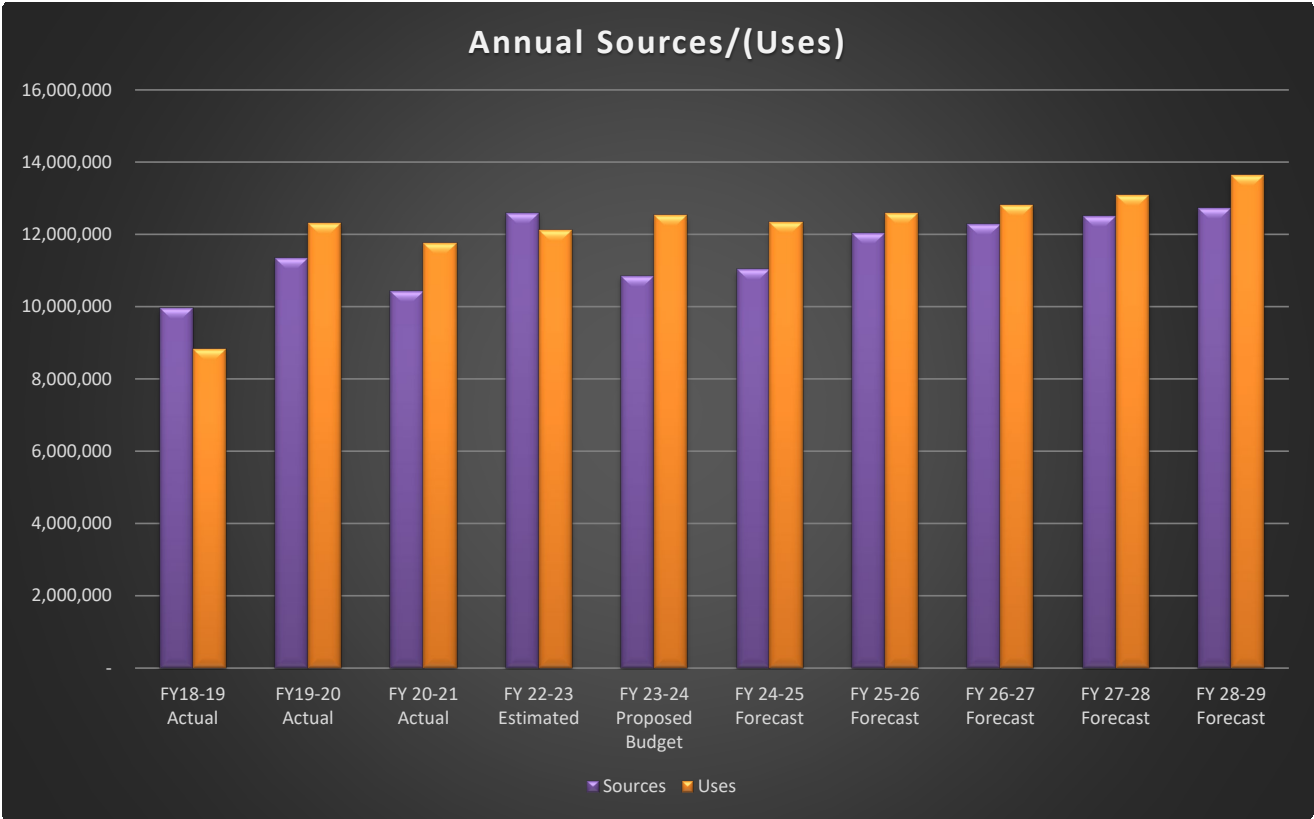
This project's Year 1 funding would provide funds to support the Public Art Committee's development of a new "call for artists" for a new public art piece, including advertising/outreach, and honorariums for the finalists in the selection process. It is anticipated that the art project would be commissioned in Year 2. The cost is not yet known and therefore "TBD" is shown in FY 2023-24.

JUSTIFICATION: The funding for this project comes from the City's dedicated Art In-Lieu Fund and this 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	FUNDING						PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services		5,500					5,500
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		5,500					5,500
FUNDING SOURCES							
203-Art-In-Lieu Fund		5,500					5,500
FUNDING TOTALS		5,500					5,500

FINANCIAL FORECAST GRAPH



**City of Sebastopol, CA
General Fund/Transaction & Use Tax Fund History and Forecast
FY 2016-17 Through 2028-29**

	Actual FY 12-13	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Estimated Actual FY 22-23	Proposed FY 23-24	Forecast FY 24-25	Forecast FY 25-26	Forecast FY 26-27	Forecast FY 27-28	Forecast FY 28-29
Revenues:																	
Property Taxes	\$ 2,530,270	\$ 2,476,889	\$ 2,467,376	\$ 2,426,295	\$ 2,570,590	\$ 2,472,789	\$ 2,714,491	\$ 2,820,051	\$ 2,850,529	\$ 3,202,352	\$ 3,223,200	\$ 3,291,600	\$ 3,357,432	\$ 3,424,581	\$ 3,493,073	\$ 3,562,934	\$ 3,634,193
Sales & Use Tax	1,349,116	1,264,929	1,327,560	1,532,637	1,795,019	1,986,765	2,134,322	1,913,952	2,231,942	2,401,757	2,478,900	2,425,500	2,474,010	2,523,490	2,573,960	2,625,439	2,677,948
Measure T - 1/4 cent	610,069	556,276	608,379	607,866	625,623	689,711	663,346	622,348	740,161	803,468	811,000	789,060	804,841	820,938	837,357	854,104	871,186
Measure Y - 1/2 cent	536,987	884,869	1,233,105	1,199,872	1,280,240	1,271,143	1,336,445	1,255,421	1,488,249	1,619,793	1,626,000	1,586,000	1,617,720	1,650,074	1,683,075	1,716,737	1,751,072
User Tax	334,739	354,011	459,202	616,276	695,633	687,331	702,595	669,647	697,572	733,928	800,500	902,000	915,530	929,263	943,202	957,350	971,710
Transient Occupancy Tax	329,577	359,892	482,164	483,738	514,225	529,810	631,742	518,175	402,255	504,292	450,000	500,000	505,000	1,315,100	1,341,402	1,368,230	1,395,595
Franchise Fees	308,977	315,587	320,082	371,567	359,466	323,496	358,299	336,738	363,167	405,507	399,500	410,000	416,150	422,392	428,728	435,159	441,686
Licenses & Permits	362,644	286,627	310,833	485,499	406,529	306,920	317,955	449,875	498,476	445,597	650,100	442,500	449,138	455,875	462,713	469,654	476,699
Fines & Forfeitures	124,942	117,357	158,380	122,234	88,747	71,005	55,502	48,171	30,439	27,452	34,500	38,000	38,380	38,764	39,152	39,544	39,939
Interest & Rents	89,775	44,675	62,104	69,259	84,984	89,643	228,552	237,347	8,174	(41,450)	975,150	21,200	21,412	21,626	21,842	22,060	22,281
Intergovernmental	30,770	22,296	69,805	33,140	30,809	150,177	42,272	1,729,540	503,343	312,477	110,500	89,800	90,698	91,605	92,521	93,446	94,380
Charges for Current Services	275,655	287,948	329,325	228,307	286,513	206,963	229,659	179,203	176,848	182,382	138,250	131,100	133,722	136,396	139,124	141,906	144,744
Community Center Fees	37,466	54,572	39,837	37,479	51,053	63,930	47,159	49,022	57,901	79,652	93,000	105,500	107,610	109,762	111,957	114,196	116,480
Miscellaneous/Other Income	520,289	270,265	305,454	380,863	294,213	291,540	482,414	506,251	263,103	645,358	698,225	25,000	-	-	-	-	-
Total Revenues	\$ 7,441,276	\$ 7,296,193	\$ 8,173,606	\$ 8,595,052	\$ 9,083,644	\$ 9,141,223	\$ 9,944,753	\$ 11,335,741	\$ 10,312,159	\$ 11,322,565	\$ 12,488,825	\$ 10,757,260	\$ 10,931,643	\$ 11,939,866	\$ 12,168,106	\$ 12,400,759	\$ 12,637,913
Transfers In And Other Sources																	
Proceeds From Debt																	
Transfers In:	32,591	26,186	16,127	8,695	670	16,182	74	4,493	107,373	116,000	102,500	102,000	100,000	100,000	100,000	100,000	100,000
Total Transfers In	\$ 32,591	\$ 26,186	\$ 16,127	\$ 8,695	\$ 670	\$ 16,182	\$ 74	\$ 4,493	\$ 107,373	\$ 116,000	\$ 102,500	\$ 102,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Total Resources Available: (Revenues & Transfers In)	\$ 7,473,867	\$ 7,322,379	\$ 8,189,733	\$ 8,603,747	\$ 9,084,314	\$ 9,157,405	\$ 9,944,827	\$ 11,340,234	\$ 10,419,532	\$ 11,438,565	\$ 12,591,325	\$ 10,859,260	\$ 11,031,643	\$ 12,039,866	\$ 12,268,106	\$ 12,500,759	\$ 12,737,913
Growth %:	31.87%	-2.03%	11.85%	5.06%	5.59%	0.80%	8.60%	14.03%	-8.12%	9.78%	10.08%	-13.76%	-12.39%	9.14%	1.90%	1.90%	1.90%

City of Sebastopol, CA General Fund/Transaction & Use Tax Fund History and Forecast FY 2016-17 Through 2028-29

	Actual FY 12-13	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Estimated Actual FY 22-23	Proposed FY 23-24	Forecast FY 24-25	Forecast FY 25-26	Forecast FY 26-27	Forecast FY 27-28	Forecast FY 28-29
Department Expenditures:																	
City Council	107,319	224,582	183,488	177,174	206,294	206,493	214,054	226,256	213,157	323,554	466,134	164,710	410,579	430,442	451,298	473,196	496,190
City Manager	69,748	117,405	101,568	151,145	231,646	183,577	165,118	258,083	331,630	236,806	230,277	357,770	344,881	358,030	371,862	386,248	402,771
City Attorney	229,079	370,426	142,329	124,574	129,453	125,149	100,678	153,523	152,925	354,651	432,759	593,621	600,609	601,266	601,948	602,567	603,903
City Clerk	146,499	163,131	188,523	216,138	238,969	230,894	251,910	285,483	285,487	311,506	381,643	369,323	365,817	345,884	366,734	366,734	410,104
Administrative Services (Finance)	120,675	125,182	107,830	116,057	174,737	192,381	220,223	180,045	219,679	309,430	317,218	397,952	364,695	381,100	398,500	416,790	437,712
Planning	269,322	274,104	535,423	538,787	454,346	489,476	409,837	467,763	494,465	518,687	566,848	592,371	606,931	629,937	654,129	679,240	708,487
Building	154,581	158,756	169,503	170,766	184,699	175,196	194,445	239,296	206,486	188,060	182,793	185,494	190,681	198,412	206,490	214,790	224,583
Engineering / Storm Water	-	-	-	101,783	149,917	167,924	240,628	193,153	255,086	324,245	329,016	288,104	230,955	242,060	253,769	266,121	279,154
Fire	574,657	545,700	690,609	673,687	772,636	981,004	883,463	965,223	1,102,503	1,077,526	1,222,818	1,592,302	1,253,066	1,295,199	1,308,865	1,353,553	1,404,948
Police	2,947,930	3,025,970	3,222,751	3,380,118	3,558,289	3,749,027	3,942,139	4,831,685	5,308,821	4,988,998	5,227,005	5,267,703	5,085,972	5,270,673	5,432,766	5,602,423	5,802,891
Public Works	432,326	993,406	890,204	745,669	1,061,902	957,534	987,874	1,336,565	1,159,490	1,179,759	1,285,552	1,286,209	1,413,434	1,432,826	1,454,394	1,471,770	1,497,905
Community Center	108,734	130,438	265,747	302,461	316,046	298,530	471,207	568,624	399,882	539,833	750,921	667,777	697,937	731,908	767,664	805,309	844,956
Non Departmental	55,843	32,199	116,726	215,225	221,260	197,867	335,170	241,064	247,537	207,170	254,159	236,980	266,867	280,210	294,221	308,932	324,379
Debt Service	298,544	298,544	285,247	267,047	197,626	204,672	204,671	204,670	464,313	142,646	261,802	265,903	265,500	230,500	230,500	133,000	133,000
Other Sources - Insurance									819,039								
Total Department Expenditures	5,515,257	6,459,843	6,899,948	7,180,631	7,897,820	8,159,724	8,621,417	10,151,453	11,660,500	10,682,871	11,908,944	12,266,219	12,097,924	12,428,447	12,812,700	13,080,673	13,570,983
Transfers Out:																	
Others - Overage of AD & GT	51,531	49,215	67,394	4,205	-	4,305	-	-	-	-	-	-	-	-	-	-	-
Others - Streets Pavement Reserve	150,000	150,000	150,000	150,000	150,000	150,000	150,000	-	-	-	-	-	-	-	-	-	-
Others - Pension & Infrastructure								1,466,000			100,000	100,000	150,000	150,000			
Others - Staffing Reserve																	
Others - SLESF																	
Others - Capital Projects									98,247	386,427	112,000	152,000	83,500				83,500
Others - Gas Tax																	
Others - PD Grant Funds																	
Total Transfers Out	201,531	199,215	217,394	154,205	167,048	784,009	212,718	2,154,774	98,247	386,427	212,000	552,000	233,500	150,000	-	-	83,500
Total Resources Used: (Departmental, Other Expenditures & Transfers Out)	\$ 5,716,788	\$ 6,659,058	\$ 7,117,342	\$ 7,334,836	\$ 8,064,868	\$ 8,943,733	\$ 8,834,135	\$ 12,306,227	\$ 11,758,747	\$ 11,069,298	\$ 12,120,944	\$ 12,818,219	\$ 12,331,424	\$ 12,578,447	\$ 12,812,700	\$ 13,080,673	\$ 13,654,483
Net Results of Operations: (Total Resources Available less Total Resources Used)	\$ 1,757,079	\$ 663,321	\$ 1,072,391	\$ 1,268,911	\$ 1,019,446	\$ 213,672	\$ 1,110,692	\$ (965,993)	\$ (1,339,215)	\$ 369,267	\$ 470,381	\$ (1,958,959)	\$ (1,299,781)	\$ (538,581)	\$ (544,594)	\$ (579,914)	\$ (916,570)
Contribution/(Uses) of Reserves:	\$ 1,757,079	\$ 663,321	\$ 1,072,391	\$ 1,268,911	\$ 1,019,446	\$ 213,672	\$ 1,110,692	\$ (965,993)	\$ (1,339,215)	\$ 369,267	\$ 470,381	\$ (1,958,959)	\$ (1,299,781)	\$ (538,581)	\$ (544,594)	\$ (579,914)	\$ (916,570)
Total Annual Surplus/(Deficit): (Net Results of Operations & Contribution to Reserves)	\$ 1,757,079	\$ 663,321	\$ 1,072,391	\$ 1,268,911	\$ 1,019,446	\$ 213,672	\$ 1,110,692	\$ (965,993)	\$ (1,339,215)	\$ 369,267	\$ 470,381	\$ (1,958,959)	\$ (1,299,781)	\$ (538,581)	\$ (544,594)	\$ (579,914)	\$ (916,570)
Policy Reserve Level (15% to 20%)	\$ 1,083,649	\$ 1,272,103	\$ 1,423,468	\$ 1,466,967	\$ 1,612,974	\$ 1,788,747	\$ 1,766,827	\$ 2,461,245	\$ 1,763,812	\$ 1,660,395	\$ 1,818,142	\$ 1,922,733	\$ 1,849,714	\$ 1,886,767	\$ 1,921,905	\$ 1,962,101	\$ 2,048,172
Unassigned Reserves Balance	\$ 1,517,762	\$ 2,133,031	\$ 2,907,524	\$ 4,095,624	\$ 3,557,451	\$ 3,882,742	\$ 4,993,434	\$ 4,027,441	\$ 2,688,223	\$ 3,057,488	\$ 3,527,869	\$ 1,568,910	\$ 269,129	\$ (269,452)	\$ (814,046)	\$ (1,393,960)	\$ (2,310,530)
Actual Reserve Level	26.5%	32.0%	40.9%	55.8%	44.1%	43.4%	56.5%	32.7%	22.9%	27.6%	29.1%	12.2%	2.2%	-2.1%	-6.4%	-10.7%	-16.9%

CITY VEHICLES LIST

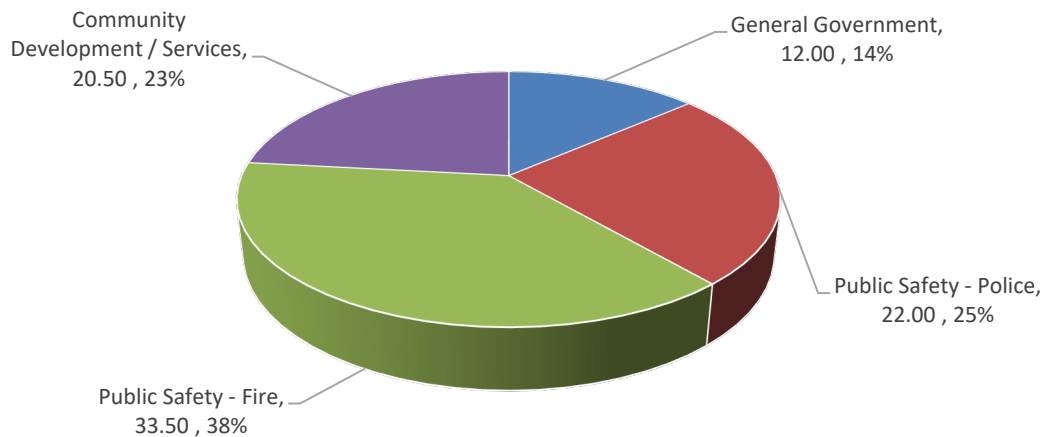
Asset Inventory					State of My Assets?					Which Are Most "Critical"?					Renewal / Replacement Strategy				
Asset Register and Hierarchy					Control Department	Year Installed	Original Cost	Effective Life	Original Planned Replacement Year	Milage / Hours	Backup Reduction (Redundancy)	Probability of Failure	Consequence of Failure	BRE Rating	Renewal / Replacement Strategy	Cost of Renewal / Replacement Option	Recommended Renewal / Replacement Year	Future Value of Renewal / Replacement Cost	
1	2	3	4	5		\$	Years	Calculated		%	Rel. to col J	Best=1 And Worst=10	Calculated		Estimate		Inflation Rate		
0010 - 2017	Ford C-Max Hybrid				Public Works	2017	\$35,000	15	2032	43,665	50%	Calculated	7	-152,807 Status Quo	\$47,606	2032	\$47,606		
0011 - 2019	Ford F250 w/Scelzi Utility Body				Public Works	2019	\$36,000	15	2034	14,518	50%	-14,512	7	-50,792 Status Quo	\$40,322	2034	\$40,322		
0012 - 2016	Ford F350 4x4 Pickup				Public Works	2016	\$36,203	15	2031	42,250	50%	-42,244	7	-147,854 Status Quo	\$53,591	2031	\$53,591		
0013 - 2014	Ford F-350 w/ lift				Public Works	2014	\$74,114	15	2029	21,118	50%	-21,112	7	-73,892 Status Quo	\$109,731	2029	\$109,731		
0015 - 2014	Ford F250 w/Scelzi Utility Body				Public Works	2014	\$32,700	15	2029	36,297	50%	-36,291	7	-127,019 Status Quo	\$42,500	2029	\$42,500		
0016 - 2022	Ford F150 Pickup				Public Works	2022	\$36,048	15	2037	1,270	50%	-1,264	7	-4,424 Status Quo	\$24,000	2037	\$24,000		
0017 - 2014	Ford F250 w/Scelzi Utility Body				Public Works	2014	\$32,692	15	2029	42,211	50%	-42,205	7	-147,718 Status Quo	\$44,400	2029	\$44,400		
0018 - 2017	Ford F250 w/Scelzi Utility Body				Public Works	2017	\$34,000	15	2032	19,065	50%	-19,059	7	-66,707 Status Quo	\$39,400	2032	\$39,400		
0019 - 2014	Ford F350 w/Dump Body				Public Works	2014	\$37,499	15	2029	32,713	50%	-32,707	7	-114,475 Status Quo	\$50,000	2029	\$50,000		
0020 - 2019	Ford F650 5 Yard Dump				Public Works	2019	\$77,000	20	2039	1,816	50%	-1,810	7	-6,335 Status Quo	\$81,650	2039	\$81,650		
0021 - 2006	Chevrolet Pickup				Public Works	2006	\$14,000	15	2021	68,182	50%	-68,176	7	-238,616 Status Quo	\$38,500	2021	\$38,500		
0022 - 2010	Ford F650 5 Yard Dump				Public Works	2010	\$74,184	20	2030	13,483	50%	-13,477	7	-47,170 Status Quo	\$119,000	2030	\$119,000		
0023 - 2019	Ford F250 w/Scelzi Utility Body				Public Works	2020	\$36,000	15	2035	20,411	50%	-20,405	7	-71,418 Status Quo	\$40,322	2035	\$40,322		
0024 - 2022	Chevrolet Colorado Pickup				Public Works	2022	\$28,363	15	2037	3,121	50%	-3,115	7	-10,903 Status Quo	\$24,500	2037	\$24,500		
0025 - 2017	Ford F250 w/Scelzi Utility Body				Public Works	2017	\$34,000	15	2032	31,136	50%	-31,130	7	-108,955 Status Quo	\$39,400	2032	\$39,400		
0027 - 2021	Ford F150 Pickup				Public Works	2022	\$31,169	15	2036	3,206	50%	-3,200	7	-11,200 Status Quo	\$24,500	2036	\$24,500		
0028 - 2021	Ford F150 Pickup				Public Works	2021	\$29,694	15	2036	3,242	50%	-3,236	7	-11,326 Status Quo	\$38,500	2036	\$38,500		
0030 - 2019	Ford Explorer				Police	2019	\$49,000	20	2025	9,600	50%	-9,594	6	-86,346 Status Quo	\$36,000	2025	\$36,000		
0033 - 2005	Harley Davidson Motorcycle				Police	2005	\$20,000	20	2025	40,211	50%	-40,205	7	-140,718 Status Quo	\$36,000	2025	\$36,000		
0034 - 2005	Harley Davidson Motorcycle				Police	2005	\$20,000	20	2025	45,766	50%	-45,760	7	-160,160 Status Quo	\$36,000	2025	\$36,000		
0035 - 2019	Ford Escape				Police	2019	\$27,000	10	2027	8,511	50%	-8,505	6	-76,545 Status Quo	\$55,000	2027	\$55,000		
0037 - 2017	Ford Fusion				Police	2017	\$40,000	10	2027	21,173	50%	-21,167	7	-74,085 Status Quo	\$55,000	2027	\$55,000		
0038 - 2018	Ford Fusion				Police	2018	\$40,000	10	2028	18,803	50%	-18,797	7	-65,790 Status Quo	\$55,000	2028	\$55,000		
0041 - 2017	Ford Explorer				Police	2017	\$47,500	10	2025	51,803	50%	-51,797	7	-181,290 Status Quo	\$53,400	2025	\$53,400		
0042 - 2015	Ford Explorer Interceptor				Police	2015	\$46,750	10	2025	51,342	50%	-51,336	7	-179,676 Status Quo	\$50,400	2025	\$50,400		
0043 - 2017	Ford Explorer				Police	2017	\$47,000	10	2026	26,307	50%	-26,301	7	-92,054 Status Quo	\$53,400	2026	\$53,400		
0044 - 2016	Ford Explorer				Police	2016	\$46,750	10	2026	63,918	50%	-63,912	7	-223,692 Status Quo	\$51,500	2026	\$51,500		
0048 - 1998	Mighty Mover DUI Trailer				Police	1998	\$15,000	40	2038	N/A	50%	N/A	7	N/A Status Quo	\$30,000	2038	\$30,000		
0049 - 2014	Ford Explorer				Police	2014	\$28,100	10	2024	69,345	50%	-69,339	7	-242,687 Status Quo	\$50,500	2024	\$50,500		
0050 - 2014	Ford Explorer				Police	2014	\$28,100	10	2024	89,924	50%	-89,918	7	-314,713 Status Quo	\$50,500	2024	\$50,500		
0052 - 2005	Ford Escape/Hybrid				Police	2005	\$27,100	14	2019	77,758	50%	-77,752	7	-272,132 Status Quo	\$42,500	2019	\$42,500		
0060 - 1999	Honda ATV				Public Works	1999	\$5,000	20	2019	N/A	50%	N/A	7	N/A Status Quo	\$7,500	2019	\$7,500		
0070 - 2001	Featherlite Trailer				Public Works	2001	\$2,500	20	2021	N/A	50%	N/A	7	N/A Status Quo	\$4,500	2021	\$4,500		
0071 - 2009	Featherlite Trailer				Public Works	2009	\$3,343	20	2029	N/A	50%	N/A	7	N/A Status Quo	\$4,500	2029	\$4,500		
0072 - 2016	IP Manufacturing Roll Off Trailer				Public Works	2016	\$2,500	20	2036	N/A	50%	N/A	7	N/A Status Quo	\$3,000	2036	\$3,000		
0073 - 2009	Cart Away Water Trailer				Public Works	2009	\$5,000	20	2029	N/A	50%	N/A	7	N/A Status Quo	\$6,500	2029	\$6,500		
0080	CAT XQ60BM Standby Generator				Public Works	2020	\$60,000	20	2040	18 hrs	50%	N/A	7	N/A Status Quo	\$0	2040	\$0		
0083 - 1996	Airman Air Compressor Trailer				Public Works	1996	\$9,500	20	2016	815.9 Hrs.	50%	N/A	7	N/A Status Quo	\$16,500	2016	\$16,500		
0087 - 2002	John Deere 310E Backhoe				Public Works	2002	\$39,900	20	2022	5368.3 Hrs.	50%	-5,368	7	N/A Status Quo	\$85,000	2022	\$85,000		
0088 - 2002	Case 570 XLT Loader/Grader				Public Works	2002	\$36,980	20	2035	861.9 Hrs.	50%	-861.9	7	N/A Status Quo	\$0	2035	\$0		
0089 - 2015	John Deere 310L Backhoe				Public Works	2015	\$9,477	20	2035	1469.7 Hrs.	50%	-14,697	7	N/A Status Quo	\$160,000	2035	\$160,000		
0095 - 2009	International Vactor Truck Model Z103				Public Works	2009	\$167,761	15	2024	24,260	50%	-24,254	7	-84,889 Status Quo	\$347,000	2024	\$347,000		
0097 - 2017	International Vactor Truck Model 2013				Public Works	2017	\$287,000	15	2032	9,496	50%	-9,490	7	-33,215 Status Quo	\$347,000	2032	\$347,000		
8300 - 2018	Ford Explorer				Fire	2018	\$30,000	15	2033	6,844	50%	-6,838	7	N/A Status Quo	\$50,000	2033	\$50,000		
0883 - 2015	Chevrolet Tahoe				Fire	2015	\$40,000	10	2025	18,384	50%	-18,378	7	-64,323 Status Quo	\$69,605	2025	\$69,605		
8330 - 1994	International Emergency Response				Fire	1994	\$100,000	23	2027	26,863	50%	-26,857	7	-94,000 Status Quo	\$350,000	2027	\$350,000		
8340 - 2008	Dodge Ram 2500 Pickup				Fire	2008	\$33,500	20	2028	53,340	50%	-53,334	7	-186,669 Status Quo	\$60,000	2028	\$60,000		
8343 - 2014	Klamath 13' Rescue Boat				Fire	2014	\$3,800	10	2024	N/A	50%	N/A	7	N/A Status Quo	\$10,000	2024	\$10,000		
8350 - 2003	Pierce Dash Fire Ladder Truck				Fire	2003	\$596,000	20	2023	17,890	50%	-17,884	7	-62,594 Status Quo	\$1,500,000	2023	\$1,500,000		
8361 - 1996	International Fire Engine Type 3				Fire	1996	\$12,000	25	2021	126,625	50%	-126,619	7	-443,167 Status Quo	\$450,000	2021	\$450,000		
8380 - 2011	Pierce Velocity Fire Engine				Fire	2011	\$695,500	20	2031	27,951	50%	-27,945	7	-97,800 Status Quo	\$950,000	2031	\$950,000		
8381 - 1990	Pierce Lance Fire Engine				Fire	1990	\$200,000	30	2020	41,304	50%	-41,298	7	-144,543 Status Quo	\$950,000	2020	\$950,000		
Grand Total:							\$3,584,227								\$6,793,227		\$6,793,227		

Extended Time Surplus

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

Function	2020	2021	As of June 30, 2022	2023	2024
General Government					
City Council	6.00	6.00	6.00	6.00	6.00
Administrative	2.00	2.00	1.75	2.00	2.00
Administrative Services (Finance)	4.00	4.00	4.00	4.00	4.00
Public Safety					
Police Protection	23.75	20.75	21.00	22.00	20.00
Police Protection - Reserves	11.00	3.00	3.00	3.00	2.00
Fire Protection	2.50	2.50	2.50	2.50	2.50
Fire Protection - Volunteers	33.00	32.00	32.00	32.00	31.00
Community Development / Services					
Planning	3.00	3.00	3.00	3.00	3.00
Building Inspection	1.50	1.50	1.50	1.50	1.50
Engineering	1.75	1.75	2.00	2.00	2.25
Public Works	13.75	12.75	13.00	14.00	13.75
Total	102.25	89.25	89.75	92.00	88.00

**FULL TIME / PART TIME EQUIVALENT BY FUNCTION
 FY 2023-24**



FULL TIME (FTE) STAFFING SUMMARY

Allocated Staffing	FY 2022-23 Adjusted	Add	Delete	Adjustment	FY 2023-24 Proposed
<u>City Council</u>					
Council Members	5				5
Video Recorder	1				1
Total	6	0	0	0	6
<u>City Manager Assistant City Manager City Clerk</u>					
City Manager	0.75			0.25	1
Assistant City Manager City Clerk	1				1
Total	1.75	0	0	0.25	2
<u>City Attorney</u>					
City Attorney	0.25			-0.25	0
<u>Administrative Services (Finance)</u>					
Administrative Services Director	1				1
Accountant/Analyst (Conf)	1				1
Administrative Technician	1				1
Accountant	0				0
Junior Accountant	1				1
Total	4	0	0	0	4
<u>Building Inspection</u>					
Building Official	1				1
Senior Administrative Assistant ¹	0.5				0.5
Total	1.5	0	0	0	1.5
<u>Planning</u>					
Planning Director	1				1
Associate Planner	1				1
Planning Technician	1				1
Total	3	0	0	0	3
<u>Fire Services</u>					
Fire Chief	1				1
Fire Engineer	1				1
Senior Administrative Assistant ¹	0.5				0.5
Volunteers	32			-2	31
Total	34.5	0	0	-2	33.5

FULL TIME (FTE) STAFFING SUMMARY

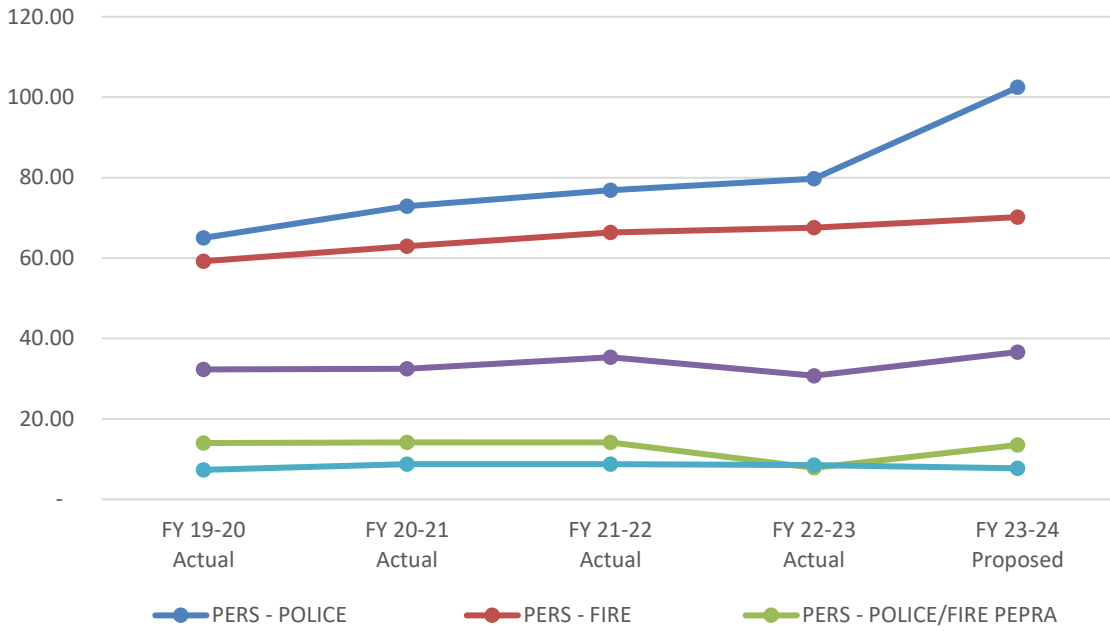
Allocated Staffing	FY 2022-23 Adjusted	Add	Delete	Adjustment	FY 2023-24 Proposed
Police Services					
Police Chief	1				1
Lieutenant	1				1
Captain	0				0
Sergeants	4			-1	3
Officers	9			-1	8
Records Dispatcher Supervisor	1				1
Dispatchers	5				5
Technician	1				1
Reseves	3				2
Total	25	0	0	-2	22
Public Works					
Superintendent	1				1
Assistant Superintendent	1				1
Management Analyst ¹	0.5			-0.25	0.25
Permit Technician ¹	0.5				0.5
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
Laborer	3				3
Total	14	0	0	-0.25	13.75
Engineering					
Engineering Manager	1				1
Management Analyst ¹	0.5			0.25	0.75
Permit Technician ¹	0.5				0.5
Total	2	0	0	0.25	2.25
Grand Total	92	0	0	-4	88

¹ Designates employee sharing between department

OVERHEAD ALLOCATION

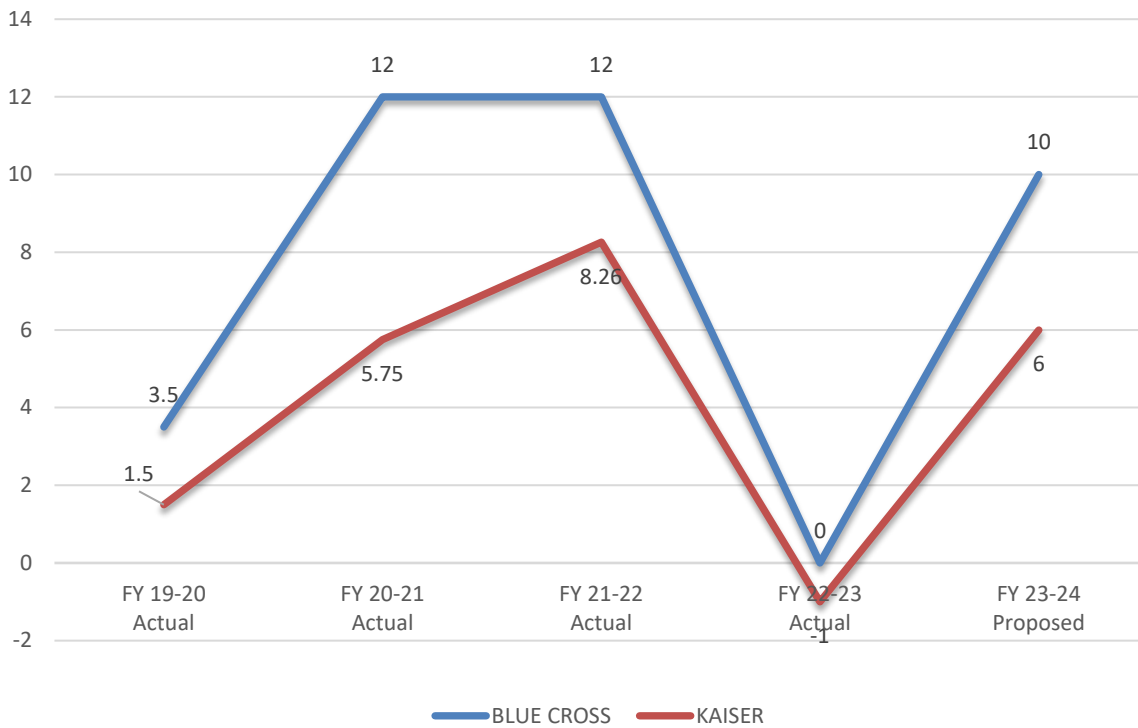
Department	***** Percentage of Overhead Allocated by Fund *****				
	General Fund	T&U Fund	Water Fund	Sewer Fund	Total
City Council	74.0%		12.0%	14.0%	100.0%
City Manager	60.0%		20.0%	20.0%	100.0%
City Attorney	92.0%		5.0%	3.0%	100.0%
Assistant City Manager/City Clerk	85.0%		8.0%	7.0%	100.0%
Finance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

5 YEARS - PERS RATE HISTORY



Sources: PERS Actuarial Report

5 Year - Medical Rate History



City of Sebastopol
Membership Listing

	Agency Description	Controlling Department	FY 17-18 Dues Amount	FY 18-19 Dues Amount	FY 19-20 Dues Amount	FY 20-21 Dues Amount	FY 21-22 Dues Amount	FY 22-23 Dues Amount
1	Local Agency Formation Commission (LAFCO)	Council	5,468	5,690	6,927	6,291	5,995	6,448
2	Sister Cities International	Council	150	155	155	155	155	310
3	League of California Cities	Council	4,841	4,962	5,111	5,111	5,614	5,049
4	Association of Bay Area Government (ABAG)	Council	2,301	2,397	2,529	2,586	2,577	2,729
5	Sonoma County Go Local Cooperative	Council	150	150	200	200	200	200
6	Cittaslow International	Council	893	893	1,380	1,815	1,718	-
7	SoCo Transportation Authority Technical Advisory Committee (SCTA)	Council	4,659	4,659	4,879	4,931	5,162	5,402
8	Regional Climate Protection Authority (RCPA)	Council	7,587	7,589	7,669	7,717	13,047	13,463
9	Sebastopol Chamber of Commerce	Council	-	-	220	242	242	242
10	International Institute fo Municipal Clerks	ACM/City Clerk	185	185	195	195	215	200
11	City Clerks Association of California	ACM/City Clerk	115	115	-	90	125	-
12	City Clerks Association of California	ACM/City Clerk	100	189	209	219	-	200
13	ICMA	ACM/City Clerk	-	220	-	200	200	200
14	California Public Employers Labor Relations Association (CALPELRA)	ACM/City Clerk	700	350	370	370	370	370
15	National Association Government Archives & Records Admin (NAGARA)	ACM/City Clerk				225	-	-
16	CA City Management Foundation (CCMF)	ACM/City Clerk				400	400	400
17	California Society of Municipal Finance Officers	Finance	155	155	220	110	220	250
18	Government Finance Officers Association	Finance	170	170	170	170	170	170
19	Municipal Management Association of Northern California (MMANC)	Finance	95	95	75	150	75	75
20	California Public Employers Labor Relations Association (CALPELRA)	Finance	-	189	-	-	-	-
21	California Muncipal Treasurers Assocation	Finance	110	110	95	-	-	-
22	California Architects Board	Planning	-	-	300	-	300	-
23	American Planning Association	Planning	515	700	727	727	-	788
24	International Association of Plumbing & Mechanical Officials	Building	150	150	200	-	-	-
25	Sacramento Valley Association of Building Officials	Building	65	65	-	-	-	-
26	Yosemite Chapter of ICC	Building	135	135	-	-	-	-
27	California Building Officials	Building	75	155	165	-	-	-
28	County Building Officials Association of California	Building	85	85	-	-	-	-
29	International Association of Electrical Inspectors	Building	120	120	-	-	-	-
30	International Code Council	Building				145	145	145
31	Rusian River Watershed Association Technical Work Group	Engineering	29,305	31,664	32,000	34,000	34,286	26,365
32	State Water Control Board	Engineering	5,700	5,700	-	5,994	7,067	7,067
33	MS4 Storm Water Permit Collaborative Effort	Engineering	12,650	12,650	-	-	-	-
34	Groundwater Management - GSA	Engineering	-	-	52,977	39,177	-	-
35	Clears, Inc	Police	-	50	-	-	-	-
36	California Police Chief Association	Police	290	290	-	348	348	190
37	National Emergency Number Association	Police	137	137	142	142	142	147
38	Sonoma County Law Enforcement Chief Association	Police	200	200	200	200	200	200
39	Sonoma County Fire Chief Association	Fire	400	400	400	400	400	5,400
40	California State Firefighter Association	Fire	2,325	2,600	2,681	2,763	2,550	2,338
41	Emergency Services Marketing Corp	Fire	650	650	660	660	660	660
42	REDCOM (9-1-1 Dispatcher Services)	Fire	39,000	39,000	42,317	44,339	52,223	58,838
43	SoCo Operational Area Emergency Services (County EOC)	Fire	2,000	2,000	2,399	2,000	2,000	2,000
44	Bay Area Air Quality Management District	Fire	1,800	1,800	-	-	-	-
45	International Association of Fire Chiefs	Fire				285	285	285
46	California Fire Chiefs Association (CFCA)	Fire				412	412	285
	Total		123,281	126,824	165,572	162,072	136,806	139,846

APPROPRIATIONS LIMIT



What is it?

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

Calculation for City of Sebastopol

Per Capita Personal Income	
Fiscal Year	Percentage Change over Prior
2023-24	4.44%

Population Change County of Sonoma	
Fiscal Year	Percentage Change over Prior
2023-24	-0.53%

Per Capita Cost of Living Converted to Ratio:	$\frac{4.44 + 100}{100}$	1.0444
Population Converted to Ratio	$\frac{-0.35 + 100}{100}$	0.9965
Calculation Factor for FY 2023-24	1.0444×0.9965	1.0407
Fiscal Year 2022-23 Appropriations Limit	\$ 18,761,729	
Fiscal Year 2023-24 Factor	1.0407	
Fiscal Year 2023-24 Appropriations Limit	\$ 19,526,168	

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

Tax Appropriations Subject to the Tax Appropriations Limit

<u>Tax Appropriations</u>	<u>Total Budget for 2023-24</u>
Property Tax	\$ 3,291,600
Sales Tax	4,794,560
Other Tax	1,408,000
Total Appropriations Subject to Limit	\$ 9,494,160
Appropriations Subject to Limit	\$ 9,494,160
Fiscal Year 2023-24 Appropriations Limit	19,526,168
Over/(Under) Appropriations Limit	\$ (10,032,008)
Percentage Over/(Under) Limit	-51%

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 \$9,494,160 which is well below the authorized spending limit of \$19,526,168

Department of Finance Budgeting Resource Price and Population Factors Used For Appropriations Limit at:
<https://dof.ca.gov/wp-content/uploads/sites/352/2023/05/PriceandPopulation2023.pdf>

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.

DRAFT

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

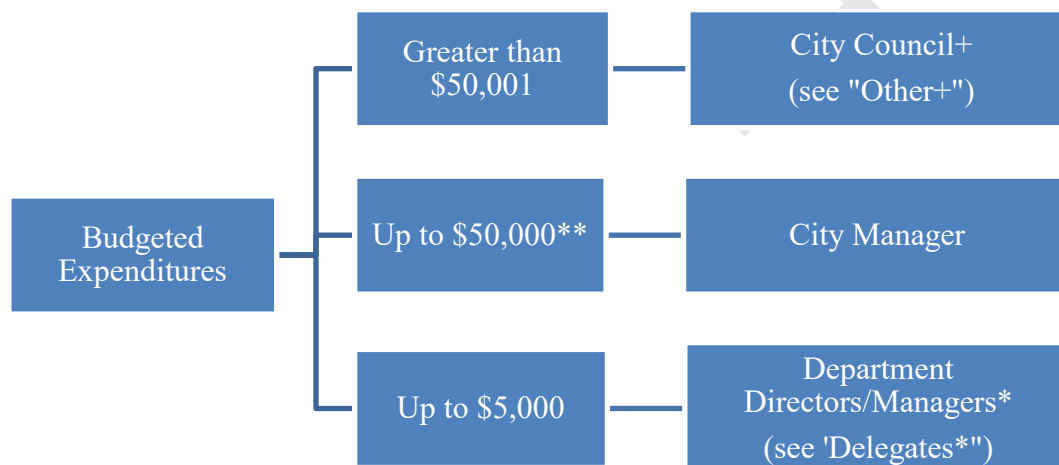
Each Department is responsible for facilitating prudent, efficient and cost-effective purchases. To meet these responsibilities, Departments shall:

- 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.

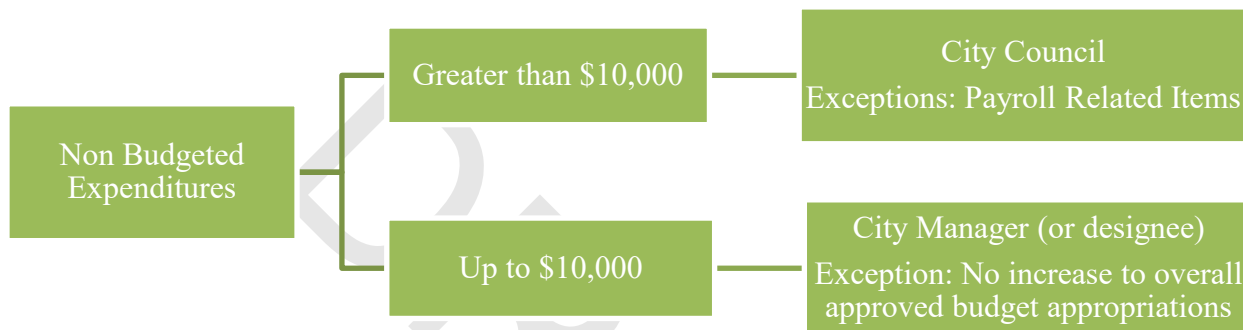
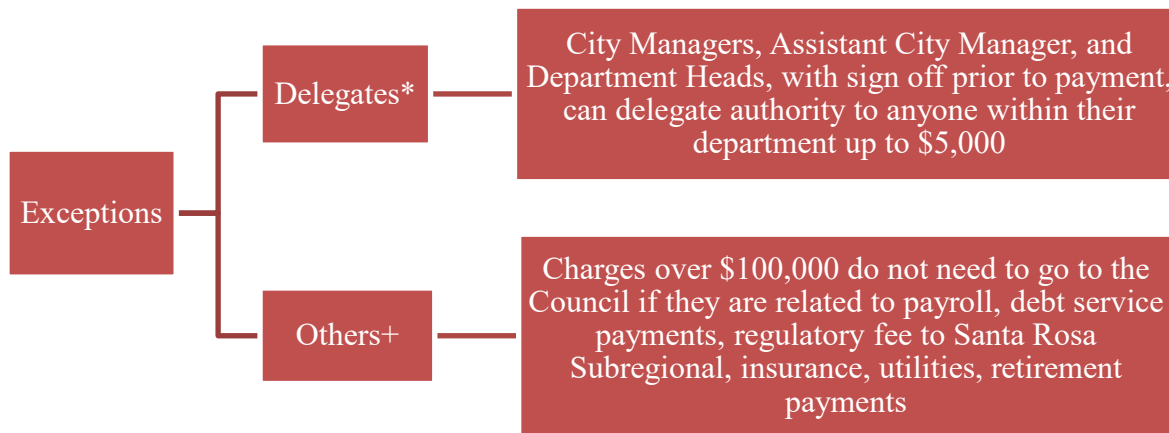
V. PURCHASING AUTHORITY

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.

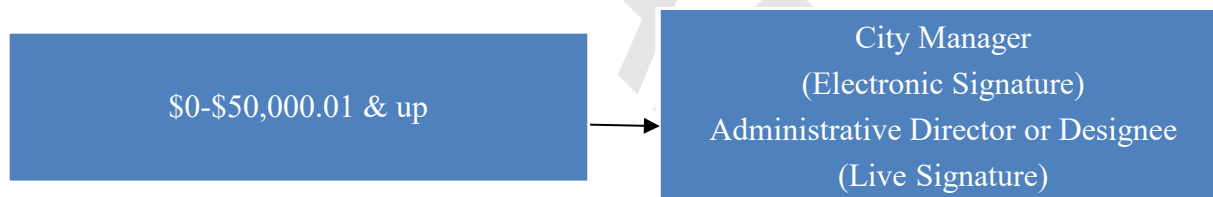


** Subject to competitive process herein.



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 purchases. 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 constitutes 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 and 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 down during 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 and implement an Integrated Pest Management (IPM) 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 continuing viability 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.

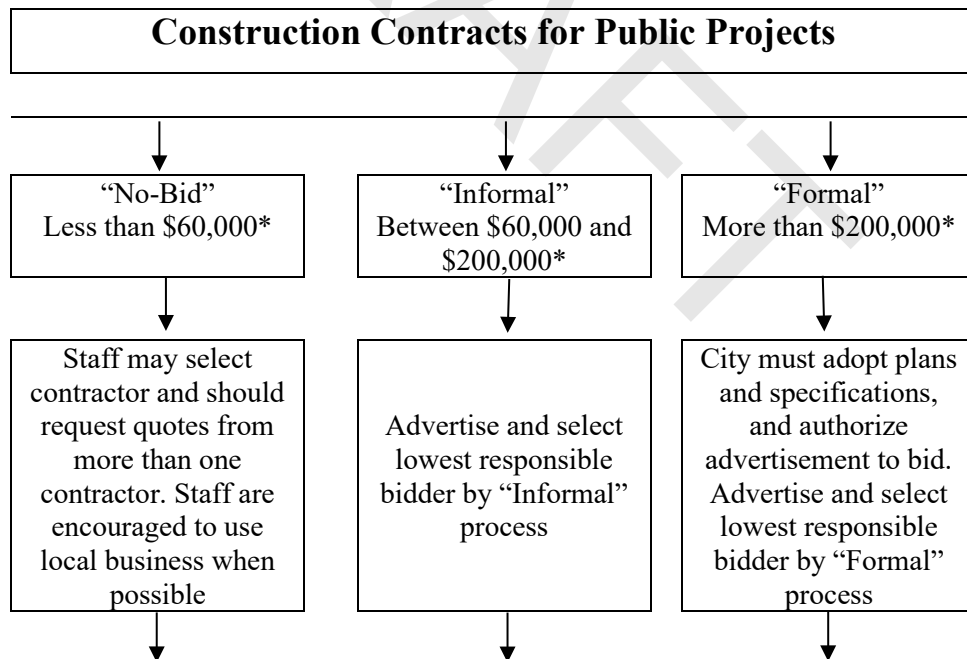
(e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.

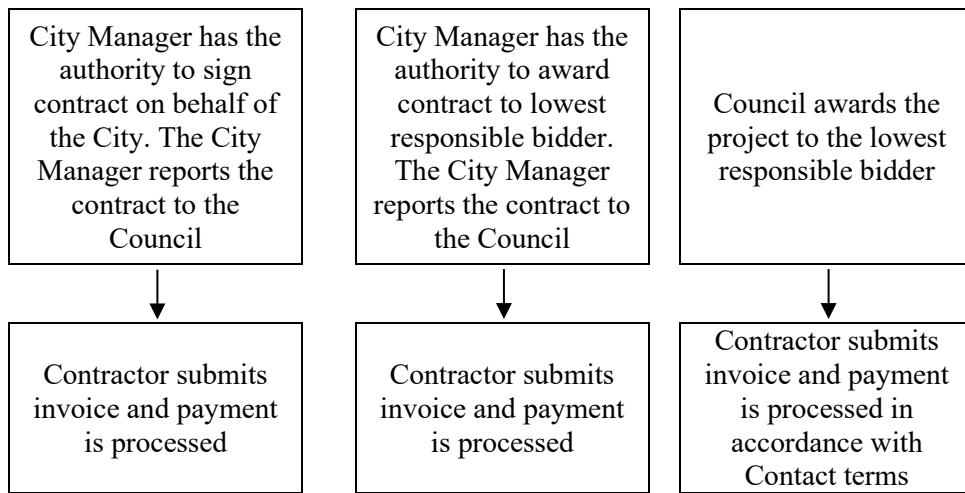
(f) Every November of each year, Department of Public Works will send out a written notice to all constructions trade journals designated for the City under PCC §22036(c), inviting all licensed contractors to register on the City's Bidders List for Notification of Informal Bids for the following calendar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

(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.

DRAFT

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...
2. Timely, Accurate and Supported Payments. Credit card payments will be processed on a timely basis...
3. Disputed Charges. It is the responsibility of the cardholder to immediately notify the vendor...
4. Lost or Stolen Cards. The issuing bank and the Administrative Services (Finance) Department...
5. Surrender Upon Request or Separation. The credit card will be immediately surrendered upon separation...
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

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:

<u>Assets</u>	<u>Years</u>
Buildings	30
Building improvements	15-20
Public Domain Infrastructure	50
System Infrastructure	50-100
Vehicles	7
Office Equipment	3-7
Computer Equipment	3-5

Once established, the useful life may be modified as necessary to account for betterments or impairments of an asset.

CITY OF SEBASTOPOL
Vehicle, Travel & Reimbursement Policy # 92



Overview

To establish the policy, procedures and guidelines for the use of City and personal vehicles for the efficient and effective delivery of City services, while minimizing City expenditures and maximizing current resources, and to establish policy for City travel and reimbursements. This procedure applies to all City employees and officials, and supersedes all other administrative directives previously issued pertaining to the use of City owned or personal vehicle use while conducting City business, or City travel and reimbursement procedures. This policy is written to document the policies and procedures that shall be followed when traveling on City business, attending City related meeting expense for reimbursement, use and care of City vehicles and property by all employees and officials. Transportation required for employees to conduct official City business will be available by the use of a City provided vehicle or the use of an authorized personal vehicle at the City's sole discretion. Everyone who travels for City related business and/or attends meetings for City business purposes (or supervises someone who does) is responsible for reading and understanding guidelines.

Vehicle Policy

The City Council is responsible for adopting the City's vehicle and meeting guidelines, and for approving any significant policy revisions to them. The City Manager or his/her designee has the responsibility for administration of the provisions of this policy, and is responsible for making decisions regarding certain specific vehicle uses as described in this policy. The Finance Director is responsible for developing administrative procedures as needed to implement the guidelines. In this role, the Finance Director is authorized to make minor administrative changes in the guidelines as long as they are intended to carry out the purpose of these guidelines and will not have any significant policy impacts.

This policy assumes a mutual trust between the City of Sebastopol and its employees and City Officials. The City expects to reimburse its employees and officials for all reasonable costs incurred on behalf of the City. Employees and officials are expected to use good judgment in the expenditure of public funds. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of City travel; however, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources. Many of these guidelines simply reaffirm values in judgments that are already practiced.

This policy is to assure that City employees and officials adhere to procedures when arranging for travel, lodging, meals and other expenses and that they are paid for reasonable expenses incurred for travel, conferences, meetings, and meals as a result of conducting authorized City business. The policy assures that payments made by the City are for actual and necessary expenses incurred for City business as well as ensuring that City employees and officials will received advances/reimbursements in a timely manner.

VEHICLE POLICY:

City provided vehicles shall be used only for official City business.

I. Transportation Types:

The following transportation options listed below are potentially available for conducting City business.

A. City Vehicles

Use of City-Owned Vehicles - REMIF's liability coverage extends to include use of all city-owned vehicles when an employee or volunteer is driving the vehicle on city business. The employee or volunteer must not use city vehicles for unauthorized purposes. The coverage agreement states that coverage extends to "any person while using a city-owned automobile – provided the actual use of the automobile is by or with the permission of the named "covered party." Although "permission" is usually broadly interpreted by courts, if city employees or volunteers are made aware of this limitation, it should provide them with additional incentive to obey regulations concerning use of vehicles. In any case, the city always has the full protection of the coverage agreement.

1. Special Purpose Vehicles: Vehicles whose primary use requires special equipment designed to perform job functions, or whose primary use is in a restricted area where non-City vehicles are prohibited.
2. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by the Police or Fire Departments.
3. Take-Home Vehicles: Take-home vehicles are to enable after-hours emergency response by authorized City employees who are on standby duty assignments that require Special Purpose vehicles. Authorization for a take-home vehicle is granted to a classification meeting the requirements as described below, and in no event does authority for a take-home vehicle belong to any specific City employee who is not in a classification that meets the requirements. This means that an individual employee previously granted authorization for a take-home vehicle whose assignments are updated and no longer require Special Purpose vehicles is no longer authorized for a take-home vehicle. Non-City employees shall not be permitted to take City vehicles home under any circumstances.
 - a. The employee is required to be on standby duty and must respond to after hour emergencies; and
 - b. The standby duty job function requires a Special Purpose vehicle; and
 - c. The employee responding to the call-back will be able to respond to the first call-back instance and be onsite within a maximum of 30 minutes of the call; and
 - d. The one-way commute miles of the employee assigned to call-back duty do not exceed 30 miles; and
 - e. The Department Director has received authorization from the City Manager's Office for take-home use of the vehicle.

B. Employee-Owned Vehicles

Use of privately-owned vehicles on City business. If employees or volunteers receive a mileage allowance for use of personally-owned vehicles on city business, such persons should be advised that:

1. The mileage allowance is intended to cover the city's share of the employee or volunteer's personal auto insurance premium.
2. Each employee or volunteer is expected to maintain an automobile insurance policy whether or not they receive a mileage allowance.
3. Each such policy should be maintained with liability limits of no less than:

- a) \$100,000 per person Bodily Injury; \$300,000 per accident Bodily Injury; \$100,000 per accident Property Damage; or
 - b) \$300,000 Combined (Bodily Injury and Property damage) single limit.
4. Each such policy is primary coverage in the event of a loss or claim, with REMIF coverage applying in excess.

The form Authorization to Use Privately-Owned Automobiles on city business should be completed and filed with the appropriate office designated by the City Manager or his/her designee. A diary system should be maintained to assure that policies are in force (Exhibit A)

In order to protect the city's interests no employee or volunteer should be allowed to drive a vehicle on city business until the city has verified that the employee or volunteer has a valid driver's license. Verification is the responsibility of the employee's supervisor.

Once authorized by the Department Director (or designee) to use an employee-owned vehicle, employees will be eligible for mileage reimbursement subject to the provisions of the Mileage Reimbursement as follows:

- a. Authorized employees will be compensated for the use of their automobiles on City business at the prevailing mileage reimbursement rate for employee business use of private automobiles as established and used the Internal Revenue Service (IRS) standard mileage rate. For miles driven on or after January 14, 2018, the City's mileage reimbursement rate shall be \$.545 per mile and will be re-evaluated when the IRS issues a new rate. Any changes to this rate will be updated on the Mileage Reimbursement Form.
- b. Mileage from the employee's home to the first point of duty, and from the last point of duty to home will not be considered as City business, unless the employee's first or last point of duty is outside of City of Sebastopol limits. Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.
- c. Employees requesting mileage reimbursement shall complete the Mileage Reimbursement Claim Form. Claims must be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred. Claims outside the 30 days shall be paid only by approval of the City Manager or his/her designee.
- d. Report only travel on authorized City business. If the continuity of a day's travel is interrupted by a personal trip, deduct this trip from the mileage claim.
- e. Odometer readings or a printed copy of an online map for each business trip must be specified on the form and are subject to audit verifications at any time.
- f. Report only beginning and ending mileage during working hours, related to official City business.

- g. In instances when an employee's first and/or last point of duty is outside City of Sebastopol limits, an employee shall be reimbursed for the number of miles driven between the employee's home and the first and/or last point of duty, minus the number of miles the employee normally commutes from home to and/or from the employee's regular work location.
- h. Adequate explanation of locations covered must be shown. Where applicable or required by the supervisor, indicate assigned area and number of trips.
- i. Employees shall sign all mileage reimbursement claim forms and submit the claim to the supervisor or department director or designee for approval. Employees who submit false claims for mileage reimbursement are subject to disciplinary action, up to and including termination.
- j. The employee's supervisor or designee is responsible for conducting periodic odometer checks or other checks as deemed necessary to assure propriety of trips and to certify that only necessary mileage has been included for reimbursement and that the amount claimed is correct and proper.

II. Qualifications for Employees Operating Vehicles

- a. The City recognizes the benefit of the assignment of City-owned vehicle to specific employees, officials, or volunteers for City related business. City vehicle, property, materials, supplies, tools, and equipment are intended for the maintenance and operations of the City and shall be readily available for use of authorized City staff. Authorization for use of such vehicles must be controlled and limited to business use only. Personal items or information shall not be stored in City vehicles. Any loss, damage or misuse of personal items stored in City vehicles shall not be the responsibility of the City. No personal or political use of any City property, materials, supplies, tools, equipment is permitted, except for de minimus vehicle use by authorized staff for benefit of the City.
- b. City employees who drive a vehicle in the course of conducting City business must possess a valid California State Driver License appropriate to the type of vehicle being driven. Employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as defined by any relevant rules and regulations, and/or the California Department of Motor Vehicles, and/or the employee's job classification minimum qualifications.
- c. Employees authorized to drive a vehicle on City business shall notify their supervisor in writing of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle. Notification must be made as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle.
- d. If an employee is notified that an action MAY be taken which could affect the employee's license, including the possible suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their

driver license or their authority to drive a vehicle, the employee shall notify their supervisor as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the potential action. The employee shall continue to keep their supervisor informed of any further changes or updates regarding their driving status.

- e. Employees cannot drive their vehicles on City business unless all of these requirements are met. Employees are specifically required to immediately contact their supervisor if, at any time, there is a change to these requirements or they do not meet all of the requirements.
- f. Employees who are unable to comply with these requirements shall not be permitted to drive any vehicle (City or personal) to conduct City business and may not drive onto any City property or City facility.

III. Conditions of Vehicle Use

City and employee owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements. Vehicles authorized for use based on this Policy shall only be used to conduct official City business.

A. Transportation of Passengers and Goods

Vehicles driven to conduct official City business should not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

City owned vehicles should not be used to transport any items or goods that are not the property of the City, unless such transportation is directly related to official business being conducted by the City.

B. Vehicle Idling

In order to reduce emissions that are a result of idling diesel and gasoline engines, no City-owned diesel or gasoline powered vehicles/equipment or stationary engines may idle for more than five (5) consecutive minutes, with the following exceptions:

- Idling when queuing;
- Idling to verify that the vehicle is in safe operating condition;
- Idling for testing, servicing, repairing or diagnostic purposes;
- Idling when it is necessary to accomplish work for which the vehicle was designed (such as operating a crane or when emergency vehicles used by Police and Fire are at the scene of an incident);
- Idling to bring the machine system to operating temperature; and
- Idling to ensure safe operation of the vehicle.

For the purpose of this section, queuing shall mean the intermittent starting and stopping of a vehicle while the driver, in the normal course of doing business, is waiting to perform work or a service, and when shutting the vehicle engine off would impede the progress of the queue and is impracticable. Queuing does not include the time a driver may wait

motionless in line in anticipation of the start of a workday or a location where work or a service will be performed.

C. Cellular Telephone Safety While Driving

1. Wireless Telephones

Employees shall not use their wireless telephone (either City issued phones or personal phones) while driving on City business or while conducting City business unless the telephone is designed and configured to allow hands free listening and talking, and is used in that manner while driving. Even when using a hands-free wireless telephone, conducting City business on a cellular telephone while driving should be kept to a minimum and only done when necessary. This section does not apply to an employee or non-City employee using a wireless telephone for emergency purposes (such as calling 911) while driving on City business.

2. Electronic Wireless Communication Devices

Employees shall not use an electronic wireless communication device to write, send, or read a text-based communication while driving on City business. "Write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

3. Sworn Police and Fire Personnel

Sworn police and fire personnel using wireless telephones and electronic wireless communication devices in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to the use of wireless telephones and electronic wireless communication devices.

IV. **Collision/Accident Reporting**

- A. Non-sworn Employees - Reporting of vehicle collisions or accidents by City employees driving a City-owned vehicle or their authorized personal vehicle on City business is required. Reporting must be prompt, accurate and complete. These reports shall be made within no less than 24 hours (or 48 hours if the accident occurs on a weekend) to the employee's immediate supervisor. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

Incidental damage to a vehicle or equipment, defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock must also be reported to the employee's immediate supervisor. In all cases, incidental damage to city-owned equipment shall be reported to the City Manager's Office.

The reporting procedure to be followed by City employees and non-City employees who are involved in a vehicle accident while driving a City-owned or authorized personal vehicle on City business shall be as follows:

- a) Stop immediately and render aid if such is necessary.
- b) Call the police. Tell the police this is an accident involving a City owned vehicle or authorized private vehicle on City business.

- c) Do not make or sign statements for anyone except the police.
- d) Obtain the Accident Report and give it to the supervisor, who is responsible for the services being provided by the City or non-City employee. The Department Director will route one copy of the accident report to the City Manager's Office.

B. Sworn Police and Fire Personnel - Reporting of vehicle collisions or accidents by sworn Police and Fire personnel driving a City-owned vehicle or their authorized personal vehicle while in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to vehicle collisions or accidents. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

V. Traffic and Parking Citations

Traffic and/or parking citations issued to a City employee while using a City or authorized personal vehicle on City business are the sole responsibility of the employee receiving the citation.

Travel & Reimbursement Policy

The purpose of The Employee Travel Policy is to provide guidelines for authorization of travel; and reimbursement and payment of travel expenses. This policy is not intended to cover short trips during work hours made by employees in the course of their regularly assigned work duties. In all areas, not just in economy pricing, officials and employees are responsible for exercising good judgement in requesting, arranging, and making a trip. Trips should be planned in advance if possible. Personal business should not be mixed with official business if it will cost the City anything in dollars or lost time, or if it will harm the City's interest in any way.

- I. Traveler Accountability - The Travel Policy is in place to provide accountability to employees traveling for the purpose of benefiting the City. Travelers are responsible for ensuring compliance with this Policy, as may be amended from time to time.

How will you travel?

To drive a privately-owned vehicle on City business you must:

- Possess a valid California driver's license.
- Carry liability insurance limits required by the City's Redwood Empire Municipal Insurance Fund.
- Realize that any damage to your car, needed service or repair occurring on the trip will be your responsibility, as these costs are included in the City's per mile cost reimbursement.

If a car rental is required, you may use a City credit card or request reimbursement when you return. Car rentals must have prior approval from the City Manager or his/her designee.

When will you travel?

You should schedule your trip so that you depart at the latest reasonable hour and still arrive at your destination on time. You should also return promptly when your business is finished, thereby minimizing the time away from work and ensuring full reimbursement of all related expenses.

Where will I stay?

The city will pay for a single room (including taxes and parking) for as many nights as necessary. The accommodations used should be economical but practical. For example, it is preferable to stay at the hotel where a conference is held, even if that hotel may be slightly more expensive than others in the area. Location is also important; a hotel close to where you will be conducting business may be slightly more expensive than outlying hotels, but it may be easier to achieve the City's travel goal by staying at closer location. In general, you should stay at the most reasonably priced accommodations available consistent with the purpose and goals of your travel. If you have a question about using a particular hotel, obtain concurrence or direction from your Department Head before making a reservation.

Should you make reservation?

Whenever possible, you should make reservations. They are often required for large conferences. You can use a City credit card to confirm reservations. Be sure to cancel any reservations you will not use. If the City is charged for an unused reservation, you will be billed for that charge unless circumstances requiring cancellation were reasonably beyond your control.

II. Travel Authorizations

Travel authorizations (TA's) are required approval of Department Heads, and out of state travel requires the further approval of City Manager or his/her designee. Department Heads approving travel authorizations are responsible for determining that the cost is reasonable and justified by the trip's purpose. They should be certain that:

- a. The purpose cannot be accomplished by mail or telephone.
- b. The seminar, meeting or conference is necessary to accomplish key City goals and objectives and is unavailable locally if overnight accommodations are required.
- c. The minimum number of City staff members are going.
- d. The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.
- e. The traveler understands and follows these guidelines.
- f. There is adequate funding in the appropriate travel budget to cover the costs.

Ultimately, the responsibility for following these guidelines and exercising good judgment in the use and stewardship of the City's resources rest with each City employee traveling on City business.

Requests for Payments to Vendors

The City will pay all legitimate expenses of your trip. These include transportation, lodging, registration fees, meals and any other related expenses if they are for official business and fit within these guidelines.

In advance booking payment for transportation, e.g. airfare, City authorized credit card shall be utilized for the transaction. Each department director has been issued a credit card. Credit cards are issued pursuant to the City Purchasing Policy#89.

Direct vendor payments are made by the City to an organization to pay for specific costs related to a trip (usually registration fees) through Accounts Payable.

To obtain either direct vendor payments you must complete the appropriate sections of the TA (Exhibit B) and attach payment requests for all payments.

III. Making The Trip

There are two key “golden rules” to remember about making an official trip:

- a. Keep it official.
- b. Keep records for all expenses.

Keeping It Official

If you take time away from official business for personal matters, or if you delay your return after completing your business, you will not be reimbursed for expenses incurred during that time. When combining business and personal travel in this manner, Department Head approval is required. If this extended period occurs during your regular scheduled work hours, the time will be counted as vacation, comp time (if available) or leave without pay.

Keeping Records for All Expenses

As discussed below under Accounting for Expenses, you must maintain a detailed record of all expenses incurred during your travel: meals, transportation, lodging, baggage handling, parking fees, registration fees, telephone and any other reasonable and necessary expenses. It is important to save receipts to be able to claim for reimbursement. Unless otherwise approved by the City Manager or his/her designee, payments will not be issued for reimbursement requests without receipts.

Meal Allowances:

The allowable maximum amount, unless otherwise approved by the City Manager or his/her designee, is \$60.00* per day (including beverages, taxes and gratuities) for meals, which reimbursement is available on presentation of supporting receipts and conference agenda to document amounts spent while travelling and completion of an expense report upon returning from your travel.

*The following break-down applies to partial day of meal allowance.

- If your conference is between 7:00 a.m. to 11:00 a.m. – breakfast only allowance \$10.00
- If your conference is between 11:00 a.m. to 4:00 p.m. – lunch only allowance \$20.00
- If your conference is beyond 4:00 p.m. – dinner only allowance \$30.00

Breakfast	\$10.00
Lunch	\$20.00
Dinner	<u>\$30.00</u>
Total Per Diem	<u>\$60.00</u>

- If the event is scheduled to take place all day from 7:00 a.m. to 5:00 p.m., you are entitled to the full \$60.00 meal allowance.

Alcoholic Beverages

City funds should not be used to purchase alcohol or reimburse employees for alcohol related costs. The Council or City Manager or his/her designee may approve exceptions to this policy on a case-by-case basis for special receptions or other unique circumstances. This discretion applies primarily to non-travel related expenditures such as special receptions, and not to routine travel or meetings by City employees.

Spouses and Guests

Spouses and guests may accompany you on City travel and at conferences, seminars and meetings. However, any additional costs associated with the participation of your spouse or guests are your responsibility.

IV. Accounting for Expenses

When you return from your trip or official function, a final accounting of all expenses must be approved by your Department Head and submitted to Finance within ten working days. An expense report is always required.

The final accounting is made by completing the Expense Report (Exhibit B). After completing the expense report, you should attach required receipts, sign the report attesting to its accuracy and submit it to your Department Head for review and approval.

Department Heads approving expense reports are responsible for ensuring that:

- All expenses are reasonable, necessary and consistent with these guidelines.
- Any required receipts are attached.
- The final disposition is correct.
- Final accounting of all expenses is submitted to Finance.

Upon approval by the Department Head, the expense report should be forwarded to Finance along with a claim for payment to you; the reimbursement will be processed in accordance with the Accounts Payable calendar.

City of Sebastopol COUNCIL POLICY



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

BACKGROUND

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

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

PURPOSE

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

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

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

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

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

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

City of Sebastopol



COUNCIL POLICY

SUBJECT	POLICY NO	EFFECTIVE DATE	PAGE
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POLICY

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



City of Sebastopol

COUNCIL POLICY

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

City of Sebastopol



COUNCIL POLICY

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

16. The organization shall provide a report to the City of its use of the funds provided no later than 30 days after the close of the third quarter (March 31) of the fiscal year.

17. Each year, and in accordance with the established time line, the City Council will develop its funding allocations within the following categories for Community Benefit Grands Funding:

- a. Parks and Recreation, including but not limited to:
 - i. Outdoor Recreation
 - ii. Youth services and athletics, such as dance classes, life skilled programs
 - iii. Hospitality Program

- b. Arts and Cultural, including but not limited to:
 - i. Event and Tourism Resources
 - ii. History and Culture Education
 - iii. Music, Theater & Art Events

- c. Environmental Quality and Sustainability, including but not limited to:
 - i. Clean air quality / pollution control
 - ii. Climate action initiative
 - iii. Sustainability education

- d. Health & Community/Human Services, including but not limited to:
 - i. Health and Safety, Food / Nutrition, Youth and mental health services
 - ii. Crisis Intervention Facilities
 - iii. Senior & Low Income Resources

- e. Economic Vitality, including but not limited to:
 - i. Workforce training such as internship
 - ii. Business development, incubation or acceleration
 - iii. Business attraction, retention / expansion program

City of Sebastopol

COUNCIL POLICY



SUBJECT COMMUNITY SPONSORSHIP	RESO NO N/A	POLICY NO 84	EFF DATE 9/7/2021	PAGE 1 of 5
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I. OVERVIEW

The City of Sebastopol recognizes that sponsorships play an important role in supporting our community and providing support for community events that are held for the following purposes:

- Support of nonprofit organizations, service clubs, groups or organizations serving the Sebastopol community;
- Cultural, recreational and educational activities;
- Promotion of the City of Sebastopol

In order to expand access to a wide range of cultural experiences and diversified community connections for all its residents, the City of Sebastopol provides limited assistance to local organizations in support of community events that are consistent with the goals and priorities of the City and that serve a public purpose.

City sponsorship reflects support of specific events by an organization. Therefore, requests for funding/fee reductions must be for events operated by an organization, as opposed to a contribution to an organization’s general operating expenses. The intent is that the general public will receive some intrinsic cultural, economic, educational, or recreational entertainment value from the event, while raising revenues to support and potentially enhance the delivery of services that support the vision of the City of Sebastopol with the aim of enhancing the connectivity between businesses and the greater community. Community sponsorships can be an effective means of generating new revenue and building community partnerships.

II. PURPOSE

The purpose of this policy is to promote significant and special community events primarily benefitting the Sebastopol community. This is not a grant program. This policy sets parameters for the approval of City sponsorships for community events conducted by local organizations. City sponsorship may consist of monetary funding and/or in-kind support. Community sponsorships can be an effective means to identify the event with the City and building community partnerships while raising revenue.

III. DEFINITIONS

Community Sponsorship Account – Account established to offset the costs of providing City support for community events. The City Council determines how much to allocate to this account through the annual budget process.

Organization – Includes nonprofit institutions and service organizations registered to do business in the State of California; groups or organizations, educational institutions, and for purposes of this policy, are those entities which have their principal location in Sonoma County, and which exist primarily to provide

services or engage in activities for the public benefit of the Sebastopol community.

Event – A local celebration, fundraiser, cultural, recreational or educational activity that demonstrates a public benefit and/or community programs held for the primary purpose of raising funds for a City of Sebastopol or Sonoma County-based nonprofit (or not-for-profit) organization and for which other intrinsic cultural, recreational, entertainment or educational value is provided for the benefit of the public.

Sponsorship – A sponsorship is any monetary or in-kind support from the City (City logo, City staff time, public safety services, and the use of City facilities or property, event permit fees, etc.) to the organizing agency that helps offset the costs of the event operations.

IV. GENERAL POLICY

The budget for the community sponsorship program, including determination of the source of funding to offset this sponsorship program, shall be established by the City Council each year during the annual budget process. The fiscal year shall begin July 1 of each year and end on June 30 the following year. Applications will be processed on a first-come, first serve basis.

Sponsorships will only be provided for events and organizations meeting the eligibility criteria stated in this policy (see Section VIII). City staff will review sponsorship applications and make a recommendation to the City Council for final approval. The Administrative Services Department shall be responsible for accounting for the Community Sponsorship account; and shall keep a listing of all organizations and programs receiving sponsorships through this program; and shall maintain a balance of funds available.

Special Event requirements, conditions of use for facilities and equipment, insurance and other requirements must be followed according to City policies, codes and ordinances. Failure to comply with the City permitting requirements within the time constraints will result in the organization being ineligible for future sponsorships.

V. FUNDING LIMITS

The City Council shall determine the Community Sponsorship account balance during the budget process each year. Community sponsorships may be provided to eligible organizations (see Section VIII).

In the case of partial funding for a program, costs owed to the City, other than those covered by a sponsorship per this policy, shall be paid by the sponsoring community organization and are due 30 days before the event.

VI. APPLICATION REQUIREMENTS AND PROCESS

- 1) A community sponsorship application must be submitted on the attached form indicating:
 - a. name and contact information for the event organizer(s)
 - b. the local office/headquarters of the organization
 - c. the organization's purpose/mission
 - d. the event dates, and times which include set-up and tear down times needed, a parking plan, and proposed location

- e. expected number of participants
 - f. statement that the event will be available to the general public
 - g. the purpose of the event
 - h. how the organization and proposed event benefits the Sebastopol community and meets the criteria within this policy
 - i. an indication of what type of sponsorship is needed for the program
 - j. an outline of the event marketing plan
- 2) A financial outline showing the proposed profit or loss for the event. The financial outline must include income from all sources; and all program expenditures listed by category including but not limited to booth rentals, sound and production, facility rental, food and beverage, concessions, staff, advertising, etc. In-kind contributions and volunteer services shall be listed. The budget will be used to determine the extent to which an organization has obtained diversified funding, in-kind contributions and volunteer resources. Financial outlines that show a deficit must clearly explain how the deficit will be handled.
 - 3) Current proof of 501(c) or others, California contribution registration number and/or other non-profit status must be provided (if applicable, as determined by the City Manager or designee). Proof that the organization's principal location is in the Sonoma County and exists primarily to provide services or engage in activities for the public benefit of the Sebastopol community.
 - 4) A copy of the program's sponsorship criteria/guidelines that outlines the sponsorship categories and benefits of sponsorships at various sponsorship levels.
 - 5) The City may require additional information as necessary.

VII. APPLICATION REVIEW/APPROVAL

Sponsorship applications will be accepted and reviewed on an on-going basis by the City department in charge of the event, program or facility/amenity. The City Council allocates and adopts a limited budget for this program. Approval of sponsorship is determined on a case by case basis related to the eligibility requirements, purpose and goals of each independent event. Sponsorships applications shall be presented to the Administrative Services Department. If all criteria of this policy are met, the Administrative Services Department shall prepare a consent calendar agenda item for City Council consideration.

Approval for sponsorship in one year does not imply or guarantee approval in subsequent years for an organization or an event.

Factors that will be considered include (in addition to the eligibility requirements in the policy):

1. Resources available (e.g. budget, staff, workload capacity, availability of City facilities).
2. Compatibility of the program with the goals and priorities of the City of Sebastopol.
3. Impact of the event on City facilities.
4. Risk to the City.
5. Where applicable, ability of the organization to obtain and satisfy the City's insurance requirements including naming the City as additional insured.

6. Benefit to the community; level of cultural enrichment.
7. Enhances community unity and City values.
8. Ability to meet City of Sebastopol zero waste requirement.

VIII. ELIGIBILITY CRITERIA

Eligible

Event types

- Events providing a benefit to Sebastopol residents; non-profit organizations holding fundraiser programs primarily serving the Sebastopol community
- Events that contribute positively to the recognition and image of the City of Sebastopol
- Events that are available to the general public
- Events and organizations that demonstrate that they can meet the necessary requirements of the agreement

Organization types

- Organizations and programs in good standing with the City of Sebastopol in relation to organization's past performance
- Organizations that agree to do the following (failure to do so will result in future ineligibility):
 - a. Obtain all required permits, clearances, insurances and program authorizations within time restraints in compliance with the Code of the City of Sebastopol, policies and Special Events Policy requirements and State and Federal Laws.
 - b. If sponsorship includes rental of a City of Sebastopol facility, applicants must fill out application form and is subject to facility availability and adherence to City facility use policies.
 - c. Acknowledge the support of the City of Sebastopol where appropriate, and to include on all printed information and advertising related to the event for which sponsorship was provided the following statement: "This event is sponsored in part by the City of Sebastopol" or other statement approved by the City of Sebastopol.
 - d. Allow the City of Sebastopol to have a space at the event if the City so desires (at events where a sponsorship space is appropriate) for the purposes of distributing information regarding City services and community programs. This space shall be provided at no cost to the City.
 - e. Provide the City with whatever benefits are afforded other sponsors of similar sponsorship levels (i.e. logo display, sponsor table, advertising benefits etc.)
 - f. Ensure appropriate ADA accessibility at event, and when portable toilets are required for events, must ensure that at least one ADA accessible portable is provided.
 - g. City must review all materials with City logo prior to release.

Not eligible

1. The City will not award sponsorships to any religious church, creed or sectarian organization to promote religious purposes. Religious organizations are not excluded from sponsorships; however, the

purpose of the program must be as described in the definitions section of this policy and shall not serve to promote a religious message.

2. Political organizations and/or individual campaigns are not eligible for sponsorships for programs they conduct.
3. Organizations that discriminate on the basis of age, race, sex, sexual orientation, marital status, disability or national origin are not eligible for sponsorships for programs they conduct.
4. Individuals, or groups providing a restricted guest list, are not eligible for sponsorships.
5. For-profit organizations are not eligible for sponsorships for promotional programs for which the organization/corporation or its employees or officers will gain personal benefit (i.e. a sales promotion).

ATTACHMENT: (See website)

<https://ci.sebastopol.ca.us/Local-Business/Special-Programs/Community-Benefit-Grant>

Request for Sponsorship Application

Insurance Requirements

Zero Waste Event Goal Resolution

FINANCIAL AND BUDGET TERMS

Adopted Budget - appropriations adopted by the City Council.

Adoption - formal action by the City Council, which sets the spending path for the fiscal year.

Appropriation - legal authorization given by the City Council to make expenditures and incur obligations using City funds.

Assessed Value - the valuation of real property established by the Property Appraiser as a basis for levying taxes.

Bond - a special type of “loan” that provides funding for capital projects. Local governments are prohibited from borrowing funds to cover standard operating expenses.

Debt Service Budget - the debt service budget is money used to repay bond issues.

Enterprise Fund – the funding source for city agencies that are self-supporting, such as resource recovery facilities and water and wastewater facilities.

Fiscal Year - the 12-month financial period in which funds are appropriated and accounted for by the City, which begins July 1 and ends June 30 of the following year. A fiscal year is identified by the year in which it ends.

Fund - monies set aside and accounted for separately in order to ensure that the monies are spent for a specific purpose.

Fund Balance - the balance remaining after accounting for all liabilities and revenue incurred during that year, plus the previous year’s fund balance. It is calculated at the end of each fiscal year.

Mandated Service - required by State, Federal, County law, health and safety code of California, contractual obligations, legal and tort liabilities.

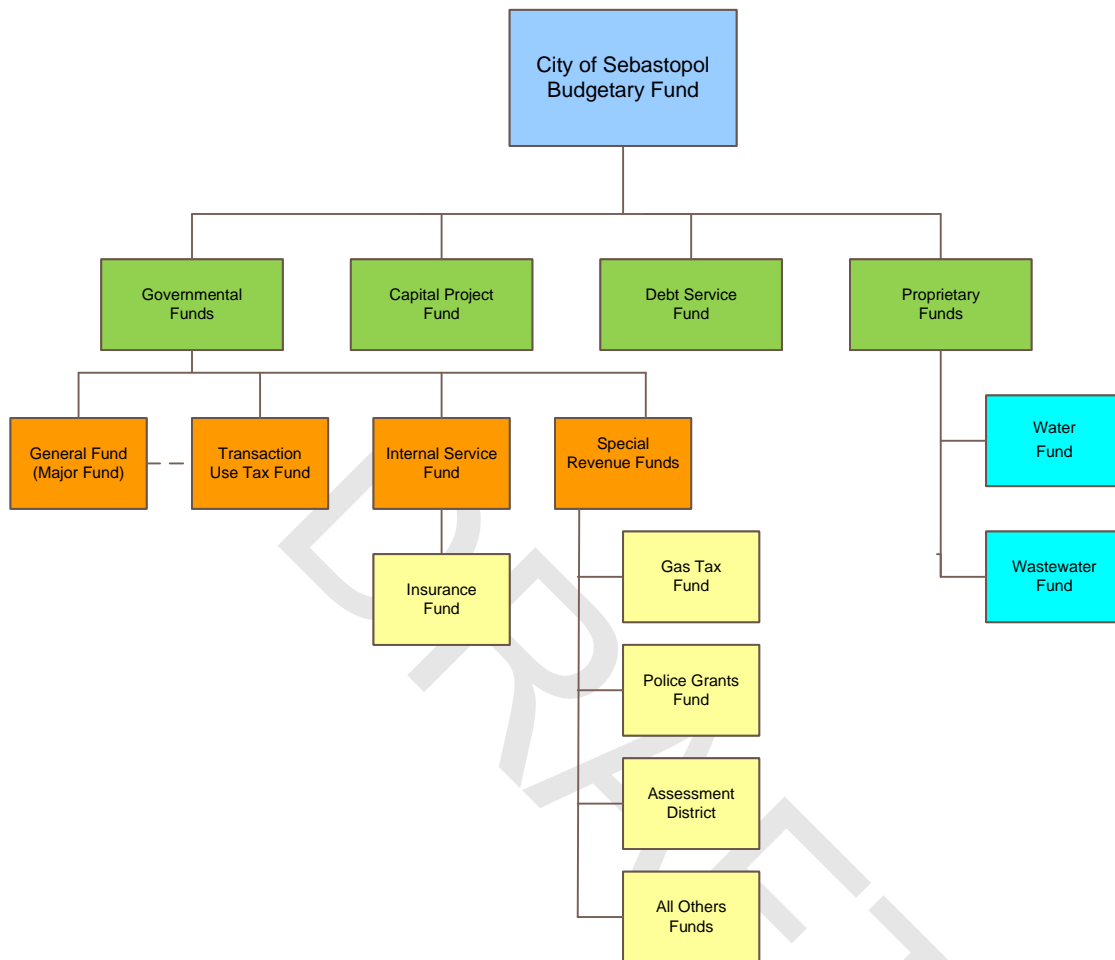
MOU - Memorandum of Understanding. A labor contract pursuant to state, law, the Meyers, Millias and Brown Act, between the City and a labor union or organized group of employees under which all conditions of employment are negotiated.

Operating Budget - a plan of financial operations that provides a basis for the planning, controlling, and evaluating the operational portion of governmental activities. The operating budget supports ongoing services and programs.

Property Tax base – total value of land and property upon which a taxing authority can levy taxes. The tax base is often different from the total property value in any area because some types of property, like schools and government facilities, are exempted from property taxes.



Fund Structure Chart



City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description
General	100 124	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
	103	Assigned	Building, Facilities & Infrastructure	This fund should be established and maintained similar to an Internal Service fund which account for centralized service costs, charges from this fund appear as an expenditure in the user department and as a revenue in the central service department to provide for the timely replacement of the City's owned fixed assets.
	104	Assigned	Equipment Technology & Vehicle	This fund should be established similar to an Internal Service fund which account for centralized service costs, charges from this fund appear as an expenditure in the user department and as a revenue in the central service department as set aside for the proper funding of equipment, technology, and vehicle replacement.
	105	Assigned	Pension & OPEB	This fund should be established similar to an Internal Service fund which account for centralized service costs, charges from this fund appear as an expenditure in the user department and as a revenue in the central service department for the annual funding of Pension and the City's obligation for other post-employment benefits (OPEB)
	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.
	121	Restricted	BSA Fund-SB1473 Fee	Funds collected per SB1473 , which requires cities and counties to collect a fee on building permit applicants, in the amount of \$4 per every \$100,000 in valuation. The City retains 10% for administrative costs and code enforcement education, while the remainder will be available to the Building Standards Commission.
	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
	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
	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 disposal of abandoned vehicles.
	500 510	Restricted	Water/Sewer Operating	The Water/Sewer Fund accounts for the provision of water/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
	501 511	Restricted	Water/Sewer Capital	The Capital Improvements Fund accounts for City-wide construction and improvements specifically paid for through the proprietary funds
	512	Restricted	Sewer Impacting Fee	The fee is meant to offset the financial impact a new development places on public infrastructure.
Enterprise	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

City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description
Special Revenue	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
	202	Restricted	Measure M - Park Improvement	The County Measure M Fund accounts for the half-cent County sales tax revenue restricted for local park improvement projects
	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.
	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.
	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.
	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.
	207	Restricted	Building 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.
	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.
	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
	210 211	Restricted	Asset Forfeiture Fund	The Police Seized Assets Fund accounts for properties seized by the Police Department during the normal course of police operation
	212	Restricted	Park Improvement 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.
	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.
	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.
	215	Restricted	Street Lighting Assessment District	Funds collected per CA act 1972, funds are collected through annual parcel assessments and used for the operation and maintenance of the Citywide street light system.
	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.

City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description
	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.
	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.
	219	Restricted	Gen Government Facilities Fee	Fees 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.
	220	Restricted	Fire Facilities 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.
	221	Restricted	Stormwater Facilities Fee	Fees collected from development projects. This fund is used to fund new development's fair share of stormwater facilities that are necessary to mitigate the impacts of new development in the City.
	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
	240-246	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
	247	Restricted	Supplemental Planning Grant	for Public Safety or COPS grant used to augment public safety expenditures Supplemental Planning Grant funds for local governments to address California's critical housing needs. The grant awards to accelerate housing production by streamlining the approval of affordable housing and promoting development consistent with the State's planning priorities, among other related activities.
	601	Unrestricted	Employee Benefits Workers Compensation General Liability	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
	Debt Service	400	Restricted	Debt Service Fund
402		Restricted	Debt Service Fund	CREBS Debt Service Fund

Budget Resolutions Section

NOT YET AVAILABLE