



SEBASTOPOL

Local Flavor. Global Vision.

CITY OF SEBASTOPOL BUDGET

FISCAL YEAR 2007/2008

MAYOR

Sam Pierce

VICE MAYOR

Craig Litwin

COUNCIL

Sarah Glade Gurney

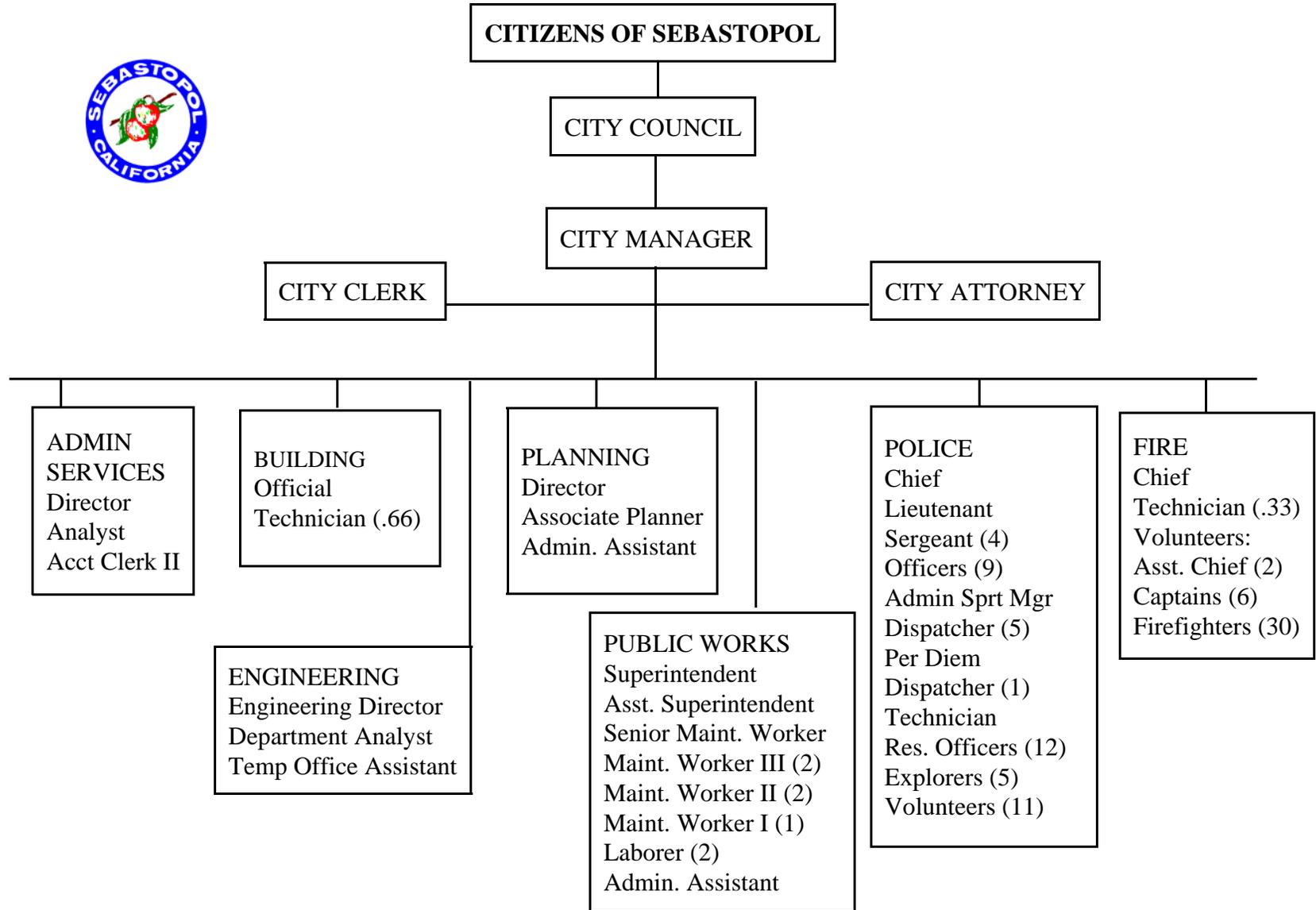
Linda Kelley

Larry Robinson

Sebastopol City Hall
7120 Bodega Ave.
Sebastopol, CA 95472

City Manager(707)823-1153

Finance Dept. (707)823-7863



CITY OF SEBASTOPOL

STAFF

David Brennan	City Manager
Lawrence McLaughlin	City Attorney
Jeffrey Weaver	Chief of Police
John Zanzi	Fire Chief
Richard Emig	Public Works Superintendent
Susan Kelly	Engineering Director / Assistant to the City Manager
Mary Gourley	City Clerk
Ronald Puccinelli	Director of Finance
Kenyon Webster	Director of Planning
Glenn Schainblatt	Building Official
Joe Gaffney	Consulting City Engineer
Tim Erney	Consulting Traffic Engineer
Becky Duckles	Consulting Arborist

City of Sebastopol Revenue Estimates

ACCOUNT		2004/2005 ACTUAL	2005/2006 ACTUAL	2006/2007 ESTIMATE	2007/2008 ESTIMATE
GENERAL FUND (000)					
4010	Property Taxes	983,485	914,555	1,050,737	1,020,000
4018	Transient Occupancy Tax	270,397	249,462	347,448	305,000
4019	ERAF III SB 1096	(110,464)	(51,265)	0	0
4020	P.G. & E. Franchise	55,962	61,028	64,902	66,000
4025	Garbage Franchise	120,228	103,664	131,421	115,200
4030	Cable TV Franchise	61,928	66,283	68,000	70,000
4040	Real Estate Transfer Tax	196,719	213,837	175,863	160,000
4050	Sales Tax	1,253,343	1,163,350	1,193,253	1,160,000
4052	Prop Tax In-Lieu of Sales Tax	345,551	364,045	353,864	354,000
4055	P.S.A.F. (Prop 172)	66,916	69,968	70,425	72,000
4060	Booking Fee Reimbursement	18,849	0	17,546	17,000
4070	Business Improvement District	8,670	8,232	8,600	8,600
4080	Business Licenses	116,003	116,983	119,075	116,000
4100	Dog Licenses	3,440	3,898	3,665	4,000
4110	Pet Shelter Release Fee	1,225	6,073	7,180	6,000
4120	Building Permits	157,533	259,432	130,853	230,000
4123	Building Incremental Fee	3,063	2,304	4,000	4,000
4130	Vehicle Code Fines	36,013	52,947	50,786	52,000
4140	Criminal Code Fines	684	1,541	2,319	2,200
4150	Parking Violations	23,242	19,692	34,519	24,000
4200	Interest Income	28,498	48,350	98,951	120,000
4205	Cell Tower Lease	19,135	21,693	31,792	32,000
4210	Rental Income	11,283	8,889	9,218	8,500
4211	Crossing Guard Reimbursement	4,750	7,000	5,000	5,000
4220	Parking Space Rentals	7,468	5,185	9,400	8,000
4300	Vehicle In-Lieu Tax	84,687	46,711	52,256	47,000
4301	Property Tax In-Lieu of VLF	419,882	509,365	517,754	526,000
4302	VLF Tax Loan Repayment	0	133,250	0	0
4310	Off-Highway User Fees	270	296	270	270

ACCOUNT		2004/2005 ACTUAL	2005/2006 ACTUAL	2006/2007 ESTIMATE	2007/2008 ESTIMATE
4320	State Mandated Cost Reimb.	0	14,515	30,847	12,000
4330	P.O.S.T Reimbursements	7,360	7,828	7,000	7,000
4410	Sales of Publications	256	771	534	250
4415	Management Deposit Acct Fees	4,266	4,080	7,273	6,000
4420	Planning Fees	47,894	51,189	40,000	40,000
4421	Notary Fees	80	30	90	80
4423	Building Inspector Revenue	9,854	0	0	0
4424	Finance Dept Deposit Acct Fees	3,953	5,684	5,581	4,000
4425	Plaza Rental Fees	1,400	2,033	2,560	2,000
4430	Encroachment Permits	12,255	16,107	13,000	13,000
4431	Engineering Maps/Reports	60	143	371	330
4432	Grading Permits	590	4,050	4,070	3,500
4433	Engineering Staff Time	39,337	63,500	48,012	50,000
4434	Sale of Plans & Specifications	948	344	300	300
4440	Street/Sidewalk Reimbursements	25,614	324	20,000	15,000
4445	Public Works Services	15,221	21,253	13,000	18,000
4459	Abandoned Vehicles	2,976	4,460	3,000	2,000
4460	Police Services/Fingerprinting	30,598	37,111	36,731	32,000
4461	Police D.U.I. Recovery	210	37	1,528	300
4462	Vehicle Releases	10,640	9,468	8,890	8,000
4463	Police Reports/Copies	4,051	4,020	3,953	4,500
4464	Police False Alarms	1,460	1,606	1,898	1,400
4465	Fire Department Fees	21,678	14,481	9,723	9,000
4467	Police Overtime Reimbursement	5,894	6,719	5,900	5,500
4470	Weed Abatement Charges	350	0	0	0
4480	Ives Pool Reimbursement	43,969	54,861	47,275	51,600
4490	Finance Dept. Loan Processing	72	255	72	0
4500	Sale of Surplus Property	0	33,560	1,520	6,000
4505	Insurance Rebate	17,600	39,717	55,767	55,800
4510	Miscellaneous Income	437	348	378	180
TOTAL GENERAL FUND REVENUES:		4,497,783	4,805,262	4,928,370	4,880,510

ACCOUNT		2004/2005 ACTUAL	2005/2006 ACTUAL	2006/2007 ESTIMATE	2007/2008 ESTIMATE
DEBT SERVICE FUNDS (004)					
4650	Property Tax, G.O. Bonds	250,854	278,038	268,000	0
SEWER FUND (420)					
4200	Interest Income	5,726	13,646	10,000	12,000
4505	Insurance Rebate	8,710	0	8,000	8,000
4720	Sewer Service Fees	1,959,522	1,989,426	2,160,900	2,204,120
TOTAL SEWER FUND REVENUES		1,973,958	2,003,072	2,178,900	2,224,120
WATER FUND (510)					
4200	Interest Income	5,958	10,021	4,000	5,000
4505	Insurance Rebate	4,000	0	4,000	4,000
4750	City Used Water	65,200	68,564	71,925	72,000
4755	Residential- Inside City	727,570	749,655	810,180	840,000
4756	Residential - Outside City	21,398	21,150	21,150	21,250
4760	Commercial- Inside City	191,048	195,106	220,500	245,000
4761	Commercial - Outside City	469	440	580	600
4770	Backflow Inspections	1,586	0	1,000	1,500
4780	New Service Fees	3,294	3,900	4,000	4,000
4790	Water Meter Sales	750	2,665	0	0
TOTAL WATER FUND REVENUES		1,021,273	1,051,501	1,137,335	1,193,350
COMMUNITY FUND (033)					
4511	Donations	1,470	1,445	1,500	1,040
INDUSTRIAL WASTE (783)					
4730	User Fees	3,280	516	0	0
SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUNDS (812)					
4836	SLESF ERAF Return	100,000	100,000	100,000	100,000
POLICE GRANTS (816)					
816- 4372	Motorcycle Grant	106,689	79,868	38,623	0

ACCOUNT		2004/2005 ACTUAL	2005/2006 ACTUAL	2006/2007 ESTIMATE	2007/2008 ESTIMATE
GAS TAX FUND (830)					
4800	AB2928 Traffic Congestion	0	35,664	68,001	68,000
4805	S2105 Gas Tax (Prop. 111)	49,035	47,901	50,000	50,000
4810	S2106 Gas Tax	39,884	38,480	41,000	41,000
4815	S2107 Gas Tax	65,147	63,817	65,000	65,000
4820	S2107.5 Gas Tax (Engineering)	2,000	2,000	2,000	2,000
TOTAL GAS TAX REVENUES		156,066	187,862	226,001	226,000
REDEVELOPMENT FUND (950)					
4200	Interest Income (950) General	72,084	89,936	90,000	90,000
4950	Tax Increment (950) General	1,136,934	1,228,260	1,426,460	1,500,000
4955	Loan Repayments (950) General	48,452	0	12,000	0
TOTAL GENERAL REDEVELOPMENT		1,257,470	1,318,196	1,528,460	1,590,000
REDEVELOPMENT LOW-COST HOUSING FUND (951)					
4210	Rental Income (951) LCH Fund	14,337	25,816	24,000	25,000
4200	Interest Income(951) LCH Fund	4,997	28,321	0	0
4950	Tax Increment (951) LCH Fund	385,787	419,872	446,897	460,000
TOTAL REDEVELOPMENT LOW-COST HOUSING		405,121	474,009	470,897	485,000
TRUST & AGENCY FUNDS (778 & 780)					
4014	Special Assessments	62,652	30,838	18,000	18,000
4725	Street Lighting Assessments	87,545	85,804	87,000	87,000
TOTAL SPECIAL ASSESSMENTS		150,197	116,642	105,000	105,000
SPECIAL SALES TAX (001)					
4050	Sales Tax - .25%	202,095	560,926	520,970	530,000
MEASURE M TRANSPORTATION TAX (003)					
4062	Sales Tax	0	0	52,379	53,000

Expenditure Allocations 2006/2007

Pg	Department	General Fund	Water Fund	Sewer Fund	General Redevel.	Other	Seb. T/U Tax	Total
16	City Council	52,239	10,366	11,825	5,343		3,000	82,773
19	City Manager	214,830	28,496	24,150	45,918		3,200	316,594
22	Administrative Services	178,503	82,490	77,363	17,100		3,000	358,456
24	City Attorney	184,614	7,561	5,516	8,099			205,790
27	Planning Department	294,188	10,808	10,808	16,237		3,850	335,891
30	Police Services	2,692,429				50,000	96,400	2,838,829
31	SLESF Funding	0				106,373		106,373
32	OTS Motorcycle Grant	0						0
33	Animal Control	13,000						13,000
35	Fire Services	472,301	17,678			123,216	106,362	719,557
37	Emergency Preparedness	2,900					4,000	6,900
39	Building Inspection	140,936	26,086	26,086		3,000	4,904	201,012
42	Engineering	105,433	80,000	55,000			2,000	242,433
45	Corporation Yard Admin.	78,361	117,282	85,033			25,000	305,676
47	Government Buildings	45,381						45,381
49	Streets - General Fund	43,967					7,068	51,035
51	Parking Lots	22,774						22,774
53	Street Cleaning	0						0
55	Parks & Landscaping	149,168					17,044	166,212
57	Ives Pool	78,889					28,596	107,485
59	Recreation	42,317						42,317
61	Community Support	49,198						49,198
62	Non -Departmental	32,271	4,621	4,008	300			41,200
63	Business Improv. Area	8,600						8,600
69	Community Services	0				6,500		6,500
72	Streets- Gas Tax	36,218				226,000		262,218
74	Industrial Waste	0						0
77	Sewage Treatment	0		1,363,292				1,363,292
79	Sewer Mains	0		332,454				332,454

Pg	Department	General Fund	Water Fund	Sewer Fund	General Redevel.	Other	Seb. T/U Tax	Total
82	Water Utility	0	504,584					504,584
84	Debt Service - Water	0	138,969					138,969
86	Debt Service - General	0	70,803	62,940		31,471	61,354	226,568
88	Redevelopment	0			132,053			132,053
89	Low-Cost Housing	0				2,058,734		2,058,734
90	Debt Service - Redeve.	0			757,231	23,554		780,785
92	Street Light Assess. Dist.	9,618				87,182		96,800
93	Debt Service -Woodstone	0				29,010		29,010
	Street Repair Reserve	0					100,000	100,000
	Depreciation	0	91,050	68,472			60,000	219,522
	Total Expenditures	4,948,135	1,190,794	2,126,947	982,281	2,745,040	525,778	12,518,975
	Approved Revenues	4,880,510	1,193,350	2,224,120	1,590,000	916,000	530,000	11,333,980
	Unallocated Revenues (Excess Expenditures)	(67,625)	2,556	97,173	607,719	(1,829,040)	4,222	(1,184,995)
	Prior Year Unallocated Reserve	87,050	71,410	237,096	2,420,158	(416,000)	354,000	2,753,714
	Estimated Fund Reserves	19,425	73,966	334,269	3,027,877	(2,245,040)	358,222	1,568,719

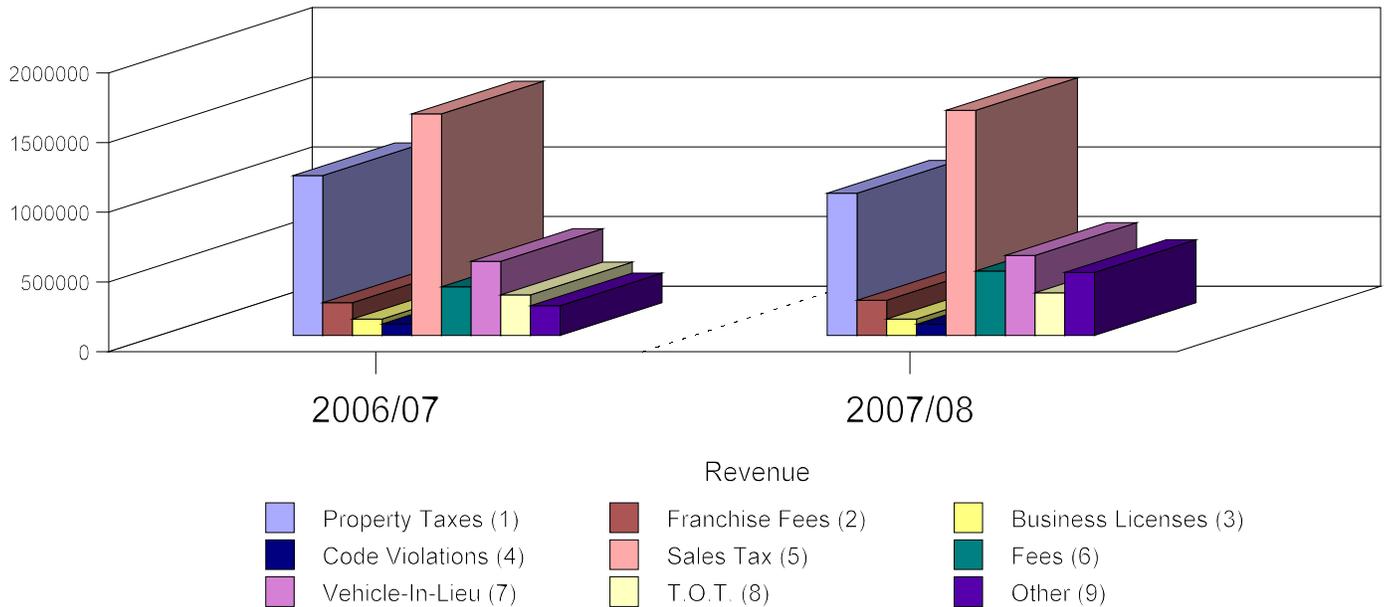
**CITY OF
SEBASTOPOL
COMPARISON OF REVENUES/EXPENDITURES
FISCAL YEARS 2006/2007 to 2007/2008**

	2006/07 Budgeted Revenues	2006/07 Estimated Revenues	2007/08 Budgeted Revenues	2006/07 Budgeted Expenditures	2006/07 Estimated Expenditures	2007/08 Budgeted Expenditures
General Fund	\$4,893,138	\$4,863,496	\$4,880,510	\$4,846,727	\$4,817,496	\$4,949,078
Special Revenue	\$270,694	\$418,503	\$302,924	\$270,694	\$343,149	\$455,394
Water Fund	\$1,121,185	\$1,137,335	\$1,193,350	\$1,033,155	\$1,065,925	\$1,190,794
Sewer Fund	\$2,178,900	\$2,178,900	\$2,224,120	\$2,008,899	\$1,941,804	\$2,126,947
Debt Service Fund*	\$268,000	\$268,000	\$0	\$268,000	\$268,000	\$0
Redevelopment Fund	\$1,212,650	\$1,528,460	\$1,590,000	\$1,050,866	\$1,104,918	\$982,281
Housing Set-aside Fund	\$376,680	\$470,897	\$485,000	\$575,640	\$1,002,620	\$2,082,288
Trust & Agency	\$105,000	\$105,000	\$128,076	\$105,000	\$105,000	\$128,076
Sales Tax 0.25%	\$380,000	\$520,970	\$530,000	\$379,316	\$563,871	\$507,717
Total Operating	\$10,806,247	\$11,491,561	\$11,333,980	\$10,538,297	\$11,212,783	\$12,422,575

*Debt Service Fund was established to account for the General Obligation Bond of 1986. The proceeds were used for major sewer system improvements and it was repaid through a property tax assessment approved by city voters. The bond was fully paid in 2007 and the tax levy will no longer appear on the property tax role.

General Fund Revenues

Comparison FY 2006/07 vs. FY 2007/08 Budget



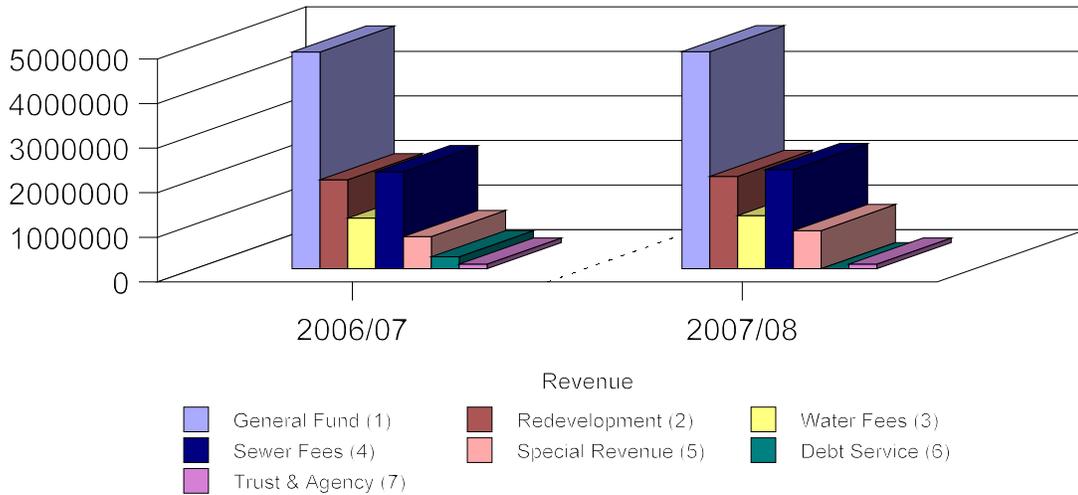
Discussion:

Property taxes, franchise fees show little change from 2006/07 to 2007/08. The Business License/ Code Violation/Sales Tax revenue total shows modest growth reflecting a combination of the new Motorcycle enforcement program that should result in increased traffic fines and a slow economic recovery that will produce a 4% increase in sales tax revenues. The fees category shows an increase of \$30,000 due to yearly updates of the City fee schedule to recapture costs of special services not normally requested by everyday citizens. Other fees are relatively unchanged. The state continues to take “ERAF III” in 2007/08 which is a reduction of approximately \$110,500 from normal property taxes.

Revenue(s)	FY 2006/07	FY 2007/08
Property Tax/ Franchise Fees	\$1,232,096	\$1,271,200
Bus. License/ Code Violation / Sales Tax	\$1,785,746	\$1,708,200
Fees	\$348,000	\$460,730
Vehicle-In-Lieu	\$530,000	\$573,000
TOT / Other	\$502,000	\$756,880

Total Operating Revenue

Comparison FY 2006/07 vs. FY 2007/08 Budget



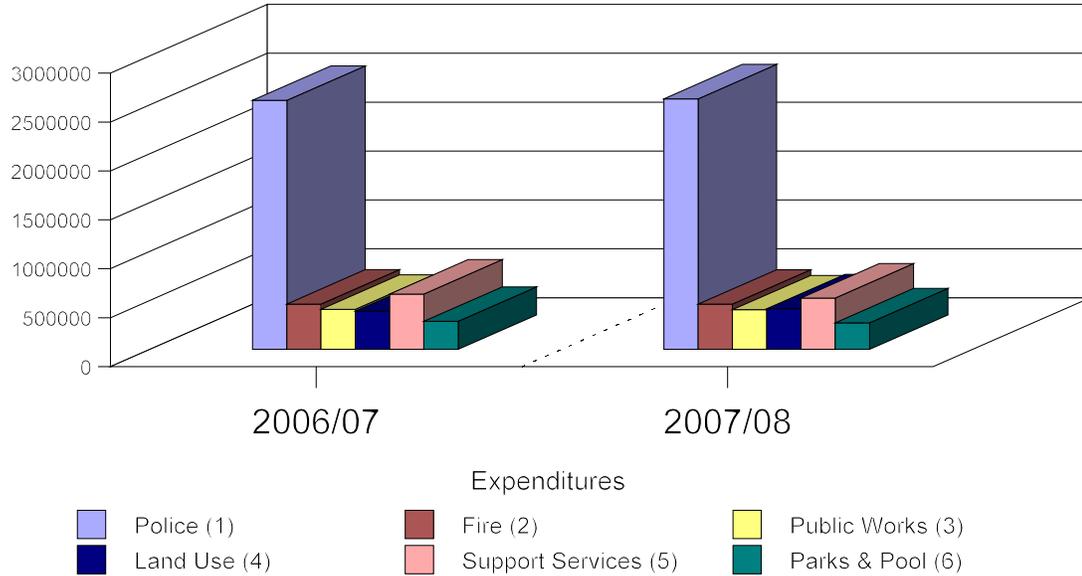
Discussion:

Total general fund revenues show a slight increase of \$6,514 from 2006/07 to 2007/08. Redevelopment revenues will increase with the completion of a few commercial projects within the redevelopment area boundaries and the normal 2% increase in valuation in property taxes. Water and sewer fees show a small increase at this time due to the increases indicated in the yearly rate study. Special revenues will increase with the special .25% sales tax. Debt service will no longer be collected as a separate fund as the Sewer Bond of 1986 was paid in full during 2007. Trust & agency funds will be unchanged.

Revenue	FY 2006/07	FY 2007/08
General Fund	\$4,863,496	\$4,880,510
Redevelopment	\$1,999,357	\$2,075,000
Water Fees	\$1,137,335	\$1,193,350
Sewer Fees	\$2,178,900	\$2,224,120
Special Revenue	\$726,617	\$756,000
Debt Service	\$267,500	\$0
Trust & Agency	\$105,000	\$105,000

General Fund Expenditures

Comparison FY 2006/07 vs. FY 2007/08 Budget



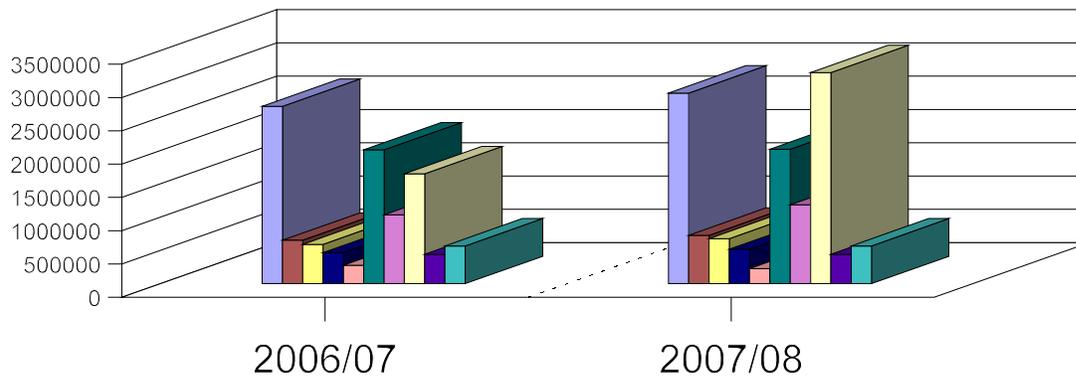
Discussion:

The Police Department expenditures will increase \$134,158 from 2006/07 to 2007/08 - due mainly to salaries and benefits expenses. Parks and Pool budgets show a net decrease of \$15,509 due to the replacement of the Ives Pool bathhouse heater last fiscal year. Support Services shows a decrease of \$40,841 mainly caused by transfer of a portion of operating costs to the Redevelopment Agency during the demands caused by the Northeast Area Study.

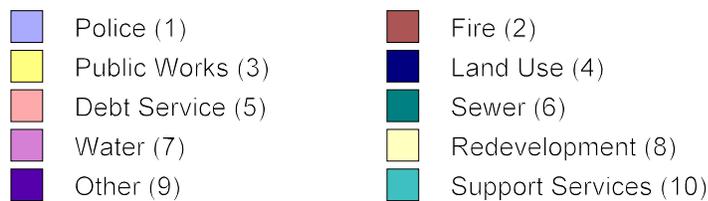
Expenditure	FY 2006/07	FY 2007/08
Police	\$2,608,271	\$2,742,429
Fire	\$469,169	\$459,801
Public Works	\$408,856	\$404,539
Land Use	\$390,016	\$415,421
Support Services	\$565,828	\$524,987
Parks & Pool	\$286,452	\$270,943

Total Operating Expenditure

Comparison FY 2006/07 vs. FY 2007/08 Budget



Expenditures



Discussion:

Increases to Police/Fire and Public Works/Land Use are due to cost-of-living pay increases in salaries and fuel and energy cost projections. There is a slight decrease in Water expenses since the 1992 Certificate of Participation debt for the construction of the second Pleasant Hill water reservoir was paid off in 2005/06. The increase in Other/Support Services includes expenditures of the Special Sales Tax for capital equipment purchases and a contribution to the street repair reserve.

Expenditure	FY 2005/06	FY 2006/07
Police/Fire	\$3,315,530	\$3,588,259
Public Works/Land Use	\$1,054,257	\$1,292,682
Debt Service	\$258,973	\$226,586
Sewer	\$2,008,899	\$2,019,215
Water	\$1,033,155	\$1,182,156
Redevelopment	\$1,650,015	\$3,064,646
Other/Support Services	\$865,828	\$828,334

City Council

The City Council is the five member policy and decision making body of the City. Elected for staggered four year terms, the City Council, through the City staff, is responsible for the operation of the City. The City Council budget reflects the costs associated with supporting the Council's activities.

City Council membership and terms of office:

<u>Councilperson</u>	<u>Term Expires</u>
Sam Pierce, Mayor	November 2008
Craig Litwin, Vice Mayor	November 2008
Linda Kelley	November 2010
Sarah Glade Gurney	November 2010
Larry Robinson	November 2010



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6010**
Department: **City Council**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	18,300	18,000	18,600	18,600	20,100
6023	Benefits	30,212	24,485	26,364	26,364	31,520
6025	Communications	0	40	240	240	240
6030	Office Supplies	1,494	1,577	1,500	1,500	1,800
6050	Misc. Supplies / Services	2,061	528	960	1,200	1,200
6060	Conferences	2,992	610	4,000	4,000	6,500
6065	Meetings **	1,825	3,176	2,500	2,500	1,900
6070	Dues / Subscriptions	5,481	7,620	7,800	7,800	6,640
6320	Publications	3,511	3,591	2,200	2,200	3,500
6425	Liab., Property, Flood Ins.	2,179	1,985	2,373	2,373	2,373
6860	Ad Hoc Studies / Contract Services	2,336	2,900	4,000	4,000	4,000
	TOTAL OPERATING	\$70,391	\$64,512	\$70,537	\$70,777	\$79,773
	Capital Outlay - Fund 001					
6926	Mic/Recording Equipment	0	1,106	0	0	0
6972	Photocopier Lease	602	2,336	1,982	2,902	3,000
	TOTAL CAPITAL	\$602	\$3,442	\$1,982	\$2,902	\$3,000
	TOTAL DEPARTMENT	\$70,993	\$67,954	\$72,519	\$73,679	\$82,773
	Special Sales Tax Allocation	\$0	\$0	\$0	\$0	(\$3,000)
	Redevelopment Fund Cost Allocation	(\$1,060)	(\$1,060)	(\$2,081)	(\$2,081)	(\$5,343)
	Water Fund Cost Allocation	(\$9,867)	(\$9,867)	(\$10,064)	(\$10,064)	(\$10,366)
	Sewer Fund Cost Allocation	(\$11,256)	(\$11,256)	(\$11,481)	(\$11,481)	(\$11,825)
	General Fund Cost Allocation	\$48,810	\$45,771	\$48,893	\$50,053	\$52,239

*Staff: Mayor and 4 City Councilpersons, and 2 Video Recording Operators

** Includes \$625 payable to Sebastopol Community Center for Teen Center use.

City Manager

The City Manager is the chief administrator of the City. The City Manager also functions as the Executive Director of the Community Development Agency. Under direction of the City Council, the City Manager is responsible for the implementation of Council policies, ordinances and budgetary decisions. The City Manager is also responsible for administration of personnel rules and policies, including negotiating with the City's two formally recognized bargaining units.

The City Clerk's role includes coordination of local ballot measures and City Council elections with the County Registrar of Voters, compliance with state campaign reporting and conflict of interest laws, and maintaining the official records of the City.

For fiscal year 2006/07, the department substantially completed the following objectives:

- 1. *Complete the comprehensive MOUs for both the SPOA and SEIU and an updated revision of the Personnel Code.*** The preparation of comprehensive MOUs for both bargaining units have been completed. The update of the Personnel Code is planned to be completed subsequent to the completion of negotiations for 2007.
- 2. *Complete a request for proposals to install solar power systems at the police station and wastewater lift station. If funded with CREBS bonds, implement the installation of solar power systems at various city sites.*** The RFP was distributed and contracts awarded for three sites: the City Hall, Police Station and Wastewater Lift Station. The solar power projects to be funded by the CREBS are pending further engineering design.
- 3. *Submit an ordinance to the City Council that would implement a Percent for the Arts program in Sebastopol.*** Completed and the ordinance adopted by the City Council.
- 4. *Continue to develop a pepperweed eradication program.*** A three year program was approved by the City Council that provides for a partnership with the Laguna Foundation to eradicate the pepperweed during the three year period and separately conduct a non-toxic spray experimental test plot.
- 5. *Review staffing/organizational needs in the community development departments.*** Some progress has been made with the reclassification of two positions in the department. Additional workload issues will need to be addressed.
- 6. *Complete a marketing study for the northeast area plan and collaborate with the Chamber of Commerce for marketing the city to businesses and consumers of goods and services.*** The marketing study has been completed. The City and Chamber worked collaboratively to prepare a Branding Study that has been completed and will be a significant marketing tool for enhancing economic vitality. Support of existing businesses and new businesses is ongoing through the Economic Specialist services at the Chamber.
- 7. *Continue to work with affordable housing development projects to bring them through construction to occupancy. Continue to oversee management of two agency owned single family homes.*** This is an ongoing effort to assist and support the two affordable housing

projects to proceed to the construction place. A third project has been proposed by Burbank Housing that may go into construction during calendar year 2008. The two homes owned by the CDA are scheduled to be sold during FY 07/08.

8. ***Work with the Finance Department to secure funding for various city infrastructure projects.*** Funding has been secured for solar energy projects, skatepark, sewer force main and energy conservation projects.
9. ***Complete negotiations for new cable franchise agreement preserving city authority over rights of way and service areas and maintaining franchise revenue subject to pending.*** Due to the change in state law, the City no longer maintains a cable franchise with our provider. All franchise contracts are handled by the state with a franchise fee still payable to the city.

For fiscal year 2007/08, the following objectives will be a priority for this department:

1. Further develop the Solar Sebastopol program to progress toward expanding the geographical service area. Using CREBS financing and state rebates, implement construction of at least three additional PV systems for city facilities or private residential development.
2. Work with local community non-profits to explore the viability of locating community and civic services in a shared use location.
3. Identify City financial needs that could be served through a revenue enhancement ballot measure for the City Council to consider to place on the November 2008 ballot.
4. Continue to enhance affordable housing opportunities in Sebastopol through land acquisition and providing assistance to affordable housing projects to obtain financial support.
5. Initiate the sale of two CDA owned properties to payoff debt and support additional multi unit affordable housing projects.
6. Monitor the corrective efforts to stabilize the county solid waste disposal program and advise the Council on immediate and long range impacts to the city residents and solid waste franchise agreement.
7. Continue to monitor staffing needs, especially in the community development departments.
8. In conjunction with all affected departments, explore the feasibility and conceptual design of a consolidated city hall.
9. Prepare a viable ordinance that incentivizes the installation of solar power projects on all new construction.
10. Acquire the Village Mobile Home Park site for future open space community enhancement.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6020**
Department: **City Manager**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	180,129	192,429	204,718	194,838	209,285
6016	Vehicle Allowance	2,250	0	0	0	0
6023	Benefits	63,189	75,753	91,197	91,197	85,930
6025	Communications	0	58	348	360	360
6030	Office Supplies	1,307	1,224	1,452	1,800	1,900
6040	Vehicle	200	178	250	250	300
6045	Equipment	0	33	250	250	500
6060	Training	995	421	2,500	2,000	2,250
6065	Meetings	548	382	700	700	700
6070	Dues / Subscriptions	184	193	500	500	500
6425	Liab., Property, Flood Ins.	7,895	7,250	8,669	8,669	8,669
6860	Contract Services	0	2,302	4,500	5,000	3,000
	TOTAL OPERATING	\$256,697	\$280,223	\$315,084	\$305,564	\$313,394
	Capital Outlay - Fund 001					
6905	Office Furniture	0	0	1,500	1,500	0
6940	Computer Equipment	625	0	0	0	0
6972	Photocopier Lease	3,641	4,917	1,982	2,902	3,200
	TOTAL CAPITAL	\$4,266	\$4,917	\$3,482	\$4,402	\$3,200
	TOTAL DEPARTMENT	\$260,963	\$285,140	\$318,566	\$309,966	\$316,594
	Special Sales Tax Allocation	\$0	\$0	\$0	\$0	(\$3,200)
	Redevelopment Fund Cost Allocation	(\$33,772)	(\$33,772)	(\$34,447)	(\$34,447)	(\$45,918)
	Water Fund Cost Allocation	(\$27,124)	(\$27,124)	(\$27,666)	(\$27,666)	(\$28,496)
	Sewer Fund Cost Allocation	(\$22,987)	(\$22,987)	(\$23,447)	(\$23,447)	(\$24,150)
	General Fund Cost Allocation	\$177,080	\$201,257	\$233,006	\$224,406	\$214,830

*Staff: City Manager and City Clerk

Administrative Services

The Finance Department is responsible for the establishment and maintenance of the City's financial records. Additionally, this department serves as the Administrative Services Department by providing benefit administration, payroll, personnel, and risk management services for the City.

- Preparation of the annual City budget and ongoing monitoring of City's financial health
- Preparation of the annual State Controller reports for the Redevelopment Agency, Gas Tax Street Report, and the general City-wide report of Financial Transactions
- Financial management of the Water and Sewer enterprise funds including billing, collecting, and rate setting
- Maintenance and administration of the City's User Fee Schedule
- Processing of Accounts Payables for the City including administering best purchasing practices
- Collection of Accounts Receivables for Business Licenses, Development Deposits, Transient Occupancy Taxes, and all other monies owed to City
- Administers loan programs for Earthquake Retrofitting and Water & Sewer connection fees
- Management of the City's various bank accounts including those for Redevelopment Agency
- Balancing the financial records to the general ledger including monthly reconciliation of all cash and checking accounts, and reports of balances held in developer deposit accounts
- Preparation of all mandated financial Federal and State filings
- Assists Auditor in compliance of financial records
- Services the City's various long term Municipal Bond debt, Certificates of Participation and other sources of financing used for major capital projects
- Maintains the fixed asset inventory including posting of yearly depreciation
- Provides other departments with monthly financial reports and assistance in budget management
- Maintains and manages the City's Payroll, Personnel, Medical, and Worker's Compensation records
- Provides a legally compliant City payroll service for 100 employees
- Serves as insurance and benefit administration for City staff
- Updates job descriptions for all departments
- Manages Public Employee Retirement System program
- Administration of required AB1825 Harassment training for City staff
- Administers City's 457 Deferred Compensation programs
- Administration of the City's self-insured Dental and Vision insurance programs
- Administration of the Health, Life, and Long Term Disability insurance programs
- Administration of HIPPA privacy act, and Cal/OSHA compliance
- Creates and implements various employee benefit / insurance programs and policies
- Maintains, updates, creates new pages and acts as Webmaster for the City's Website

Major Accomplishments in 2006/2007:

- Secure Bond Financing for \$2.8 million Infrastructure projects
- AB1600 Study of Fire, Police, and Public facilities Impact and Annexation fees needed to service growth in population
- Completed the annual update for the User Fee Schedule

- Explore costs and administration for the institution of credit card and internet payment process for water and sewer bills
- Develop and distribute requests for proposals for City banking services
- Complete Green Purchasing policy for City departments
- Revise Injury and Illness Prevention program to conform with Cal-OSHA requirements
- Manage employee requests for Public Employee Retirement System enhancements

Objectives for 2007/2008:

- Change the department name to Administrative Services to accurately reflect the responsibilities of the department
- Implement the credit card and internet payment process for customers
- Refund and reissue the 1997 Redevelopment Debt service to reduce interest costs
- Explore possibility of establishing a Landscape District for the City



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6030**
Department: **Administrative Services**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	188,112	196,632	216,610	216,610	232,106
6013	Health In-Lieu Benefit	3,300	3,300	3,120	3,120	3,120
6023	Benefits	61,935	70,712	75,281	75,281	79,930
6025	Communications	373	587	798	450	550
6030	Office Supplies	5,302	6,077	6,500	6,500	6,800
6040	Vehicle	195	21	300	300	300
6045	Equipment	3,129	2,501	2,652	3,000	4,600
6060	Training	165	302	500	500	1,000
6070	Dues / Subscription	467	499	500	500	500
6075	Employee Award Program	3,724	4,318	4,000	4,000	3,950
6425	Liab., Property, Flood Ins.	8,842	8,008	9,575	9,575	9,400
6850	Sales Tax Audit	1,735	2,052	2,000	2,000	2,000
6860	Software Maintenance	7,030	7,275	8,000	8,000	12,800
	TOTAL OPERATING	\$284,309	\$302,284	\$329,836	\$329,836	\$357,056
	Capital Outlay - Fund 001					
6940	Computer Equipment	15,418	5,030	0	0	0
6972	Photocopier Lease	1,836	3,106	1,982	2,902	3,000
7062	Envelope Stuffing Machine	0	0	11,500	11,500	0
	TOTAL CAPITAL	\$17,254	\$8,136	\$13,482	\$14,402	\$3,000
	TOTAL DEPARTMENT	\$301,563	\$310,420	\$343,318	\$344,238	\$360,056
	Redevelopment Fund Cost Allocation	(\$9,385)	(\$9,385)	(\$9,573)	(\$9,573)	(\$17,100)
	Capital Replacement (from Fund 001)	\$0	(\$6,000)	(\$11,500)	(\$11,500)	(\$3,000)
	Water Fund Cost Allocation	(\$78,517)	(\$78,517)	(\$80,087)	(\$80,087)	(\$82,490)
	Sewer Fund Cost Allocation	(\$73,637)	(\$73,637)	(\$75,110)	(\$75,110)	(\$77,363)
	General Fund Cost Allocation	\$140,024	\$142,881	\$167,048	\$167,968	\$180,103

*Staff: Finance Director, Administrative Analyst, and Account Clerk II

City Attorney

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

Duties include:

- Attending all City Council meetings and Planning Commission meetings as needed.
- Advice and support to City Manager, City Clerk, Planning, Finance, Public Works, Building Inspection, and Fire Departments.
- Response to public inquiries.
- Continuing education on public law, land use law, conflict of interest laws, etc.
- Review development plans.
- Review insurance requirements of city contractors.
- Review matters of interest to Community Development Agency.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6040**
Department: **City Attorney**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	58,500	78,516	81,366	81,366	90,576
6023	Benefits	21,403	28,856	32,360	32,360	34,453
6050	Misc. Supplies / Services	2,840	0	2,500	2,500	2,500
6060	Training	0	0	0	0	750
6310	Litigation Expense	18,696	54,793	35,000	35,000	75,000
6425	Liab., Property, Flood Ins.	2,477	2,097	2,511	2,511	2,511
6860	Contract Services	140	0	0	0	0
	TOTAL OPERATING	\$104,056	\$164,262	\$153,737	\$153,737	\$205,790
	TOTAL DEPARTMENT	\$104,056	\$164,262	\$153,737	\$153,737	\$205,790
	Redevelopment Fund Cost Allocation	\$0	\$0	\$0	\$0	(\$8,099)
	Water Fund Cost Allocation	(\$7,197)	(\$7,197)	(\$7,341)	(\$7,341)	(\$7,561)
	Sewer Fund Cost Allocation	(\$5,250)	(\$5,250)	(\$5,355)	(\$5,355)	(\$5,516)
	General Fund Cost Allocation	\$91,609	\$151,815	\$141,041	\$141,041	\$184,614

*Staff: City Attorney

Planning Department

The Planning Department provides planning and environmental review assistance to the City Council, Planning Commission, Design Review Board, Tree Board, Business Outreach Committee, Community Development Agency, citizen committees, residents and the real estate, development and construction industries. This service is divided into two primary functions, current and advance planning. With a staff of two planners (the Director and one Associate), the Department has a challenging workload.

In addition to traditional planning and land use related functions, the Department is managing the development of two major affordable housing projects on City-owned land, one on Covert Lane, and a second on Petaluma Avenue, and in addition is facilitating a third major affordable housing project on Gravenstein Highway South. The Department managed the planning, construction, and limited volunteer maintenance of the City's newest park, the Laguna de Santa Rosa Wetlands Preserve, is directing efforts to create another new park, a combination skate park and community garden, and has facilitated expenditure of other parks grant funds for replacement of play equipment in Laguna Youth Park.

Current planning includes receiving and processing all applications for land use permits, subdivision and other development permits, preparing staff reports for the appropriate City boards and commissions and performing inspections to assure compliance with zoning and other planning regulations. This role includes preparation of necessary environmental documents as required by State and City laws and policies. Given legal permit processing obligations, current planning work generally takes higher priority over advance planning and special projects in the day-to-day work of the Department. Permit application activity levels, and applicant difficulties or public interest in particular applications also have a significant impact on Department workload.

Advance planning includes preparation of long-range planning documents, including the General Plan, Specific Plans, Economic Development Strategy, Community Development Agency reports, grant preparation, park and community facility planning, special studies, and new policy documents and ordinances. It also includes the following programs, which must be monitored each year:

- Traffic impact fee study
- Annual level of service report
- Annual Planning report
- Evaluation of ABAG population forecasts
- Growth Management allocation monitoring
- Provision of educational materials to boards and commissions
- Participation in SCTA PAC
- Preparation of quarterly City newsletter

Accomplishments during 2006/2007

- Processing of design review applications for the Covert Lane and Petaluma Avenue affordable housing projects and a major subdivision on Litchfield Avenue, preliminary review of an affordable housing proposal on Gravenstein Highway South, final action on an annexation and subdivision proposal on Pleasant Hill Avenue, processing of a major subdivision project on Gravenstein Highway North, and other projects.
- Participation in mediation and continued processing of the Laguna Vista project, one of the largest development projects in recent years.
- Management of skate park/community garden project including design, budgeting, bidding, and preparation of grant applications.
- Management of the Northeast Area Specific Plan process.
- Preparation of inclusionary housing General Plan amendment, coordination with State Housing and Community Development.

- Preparation and adoption of medical cannabis dispensary ordinance.
- Preparation and adoption of second dwelling unit ordinance revisions.
- Participation in development of enforcement ordinance.
- Environmental review of force main replacement project.
- Coordination with Caltrans regarding Highway 12 bridge replacement project.
- Preparation of major park grant applications to Open Space District.
- Initiation of roadway guide sign project.
- Initiation of CDA 5-year Plan update.
- Adoption of new Planning Commission Rules of Order.

Objectives for 2007/2008

- The budget for 2007/2008 includes continuation of the current and advance planning functions detailed above as well as the following special projects listed below. Several of the special projects either have or will involve considerable staff effort and time: in particular, the Northeast Area Specific Plan, the skate park/community garden, and the affordable housing projects. Given these projects, the Department has constrained ability to undertake new assignments.
- Continued processing of Use Permits, Variances, subdivisions, design review, building permit plan checks, and tree removal applications.
- Preparation and adoption of Northeast Area Specific Plan and Environmental Impact Report.
- Coordinate construction of skate park/community garden project.
- Preparation of skatepark regulation amendment to parks ordinance.
- Preparation and adoption of community garden guidelines.
- Processing of Use Permit for force main project.
- Coordinate with developers of the Covert Lane and Walker Avenue affordable housing projects and Gravenstein Highway South affordable housing project.
- Implement medical marijuana ordinance.
- Complete CDA 5-Year Plan update.
- Final adoption of inclusionary housing General Plan amendment and related inclusionary housing ordinance amendments.
- Coordinate with Laguna Foundation regarding restoration plan for Meadowlark Field.
- Implement Open Space grants if approved.
- Develop wastewater mitigation fee implementation program when sufficient in-lieu fees collected.
- Monitor construction projects.
- Monitor State grant opportunities for park or other projects.
- Other projects as established by Council priority-setting process.
- If resources permit, initiate retrofit-upon-sale ordinance proposal.
- If resources permit, initiate Zoning Ordinance cleanup amendments.
- If resources permit, initiate update of Subdivision Ordinance and rezonings per Housing Element recommendations.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6050**
Department: **Planning**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Dept Request</u>
6010	Salaries *	167,343	170,984	185,706	178,806	195,774
6013	Health In-Lieu	0	0	0	470	2,820
6020	Overtime	0	0	1,050	1,050	1,050
6023	Benefits	64,663	74,791	84,968	84,968	87,540
6025	Communications	906	1,022	1,000	1,000	925
6030	Office Supplies	3,865	5,388	4,400	4,400	4,400
6040	Vehicle Expense	187	278	300	300	275
6045	Equipment Expense	164	1,058	1,005	1,005	755
6060	Training	2,013	2,052	3,700	3,700	2,500
6065	Meetings - Teen Center **	885	826	750	750	750
6070	Dues / Subscriptions	708	635	1,000	1,000	750
6320	Publication	983	701	1,800	1,800	2,200
6425	Liab., Property, Flood Ins.	7,815	7,022	8,396	8,396	8,396
6435	Employer Paid Def. Comp.	0	0	0	470	2,820
6860	Contract Services	3,262	4,439	5,000	5,000	3,500
	TOTAL OPERATING	\$252,794	\$269,196	\$299,075	\$293,115	\$314,455
	Capital Outlay - Fund 001					
6907	Telephone Equipment	56	0	0	0	0
6972	Photocopier Lease	3,634	3,962	3,850	3,850	3,850
	TOTAL CAPITAL	\$3,690	\$3,962	\$3,850	\$3,850	\$3,850
	TOTAL DEPARTMENT	\$256,484	\$273,158	\$302,925	\$296,965	\$318,305
	Special Sales Tax Allocation	\$0	\$0	\$0	\$0	(\$3,850)
	Redevelopment Fund Cost Allocation	\$0	\$0	\$0	\$0	(\$16,237)
	Water Fund Cost Allocation	(\$10,287)	(\$10,287)	(\$10,493)	(\$10,493)	(\$10,808)
	Sewer Fund Cost Allocation	(\$10,287)	(\$10,287)	(\$10,493)	(\$10,493)	(\$10,808)
	General Fund Cost Allocation	\$235,910	\$252,584	\$281,939	\$275,979	\$276,602
	Charges to project deposits:	(\$47,894)	(\$30,000)	(\$40,000)	(\$40,000)	(\$40,000)
	Net General Fund Costs:	\$188,016	\$222,584	\$241,939	\$235,979	\$236,602

*Staff: Planning Director, Associate Planner, & Administrative Assistant

** Teen Center use charged by Sebastopol Community Center

Police Department

The level of criminal activity within our community has an impact on our living and working environments. Since Sebastopol has the second lowest crime rate in Sonoma County, pride in the community is enhanced. The Police Department has an important role in helping to improve the quality of life in Sebastopol through the prevention of crime, the investigation of criminal acts, and the delivery of a variety of public services. Our primary goal is to provide a safe and secure environment for all city residents and anyone who works in or visits Sebastopol.

The Sebastopol Police Department is a full-service law enforcement agency composed of 15 sworn peace officers and 7 civilian support staff. The department is managed by the Chief of Police, the Lieutenant, and an Administrative Support Manager. Line supervision is provided by 4 Police Sergeants. The Sebastopol Police Department's volunteer bureau supplements the paid staff. The Volunteer Bureau is composed of 8 Reserve Police Officers, 11 Community Service Volunteers, and 5 Police Explorers

Administration: Consists of the management of the department, who insures that operations are efficient, professional, and directed toward organizational goals and objectives. Administration is also responsible for insuring that fiscal and personnel matters are handled properly and that the agency continues to maintain its exemplary standards of performance and community service.

Operations: Consists of 13 uniformed peace officers who respond to calls for service and crisis intervention twenty-four hours a day, seven days a week. Last year, officers handled over 22,569 police incidents. The members of the Volunteer Bureau and their assigned tasks are part of the operations division. The members of the Operations Division are responsible for training newly-hired officers and volunteers, on-going training of existing officers and volunteers, investigation of all criminal activity in Sebastopol, the processing of arrested individuals, and providing general patrol and service delivery around the clock.

Technical and Support Service: The maintenance, processing, and distribution of records are combined with dispatching services, both of which constitute Technical and Support Services. The dispatch center is responsible for accepting all emergency and non-emergency telephone calls for public safety services, both from the public and other agencies. The dispatchers are responsible for directing available resources to address identified community needs. The Administrative Support Manager and the five Dispatchers are also responsible for staffing the front counter, providing a variety of requested services. The Technical and Support Service Division is also responsible for handling and storage of property and evidence, assisting with the maintenance of the Police Services building, parking enforcement and animal control services.

Budget Impacts for FY 2006/2007

During FY2006/2007, the Sebastopol Police Department experienced some unexpected expenditures which have made it challenging to remain with budget. Some of those expenditures are listed here:

- The department operated for much of the year with two of the fifteen full-time positions vacant due to a retirement and an officer off on Worker's Compensation time. This increased the use of overtime and paid reserve officers to cover the open shifts.
- The department hired two reserve police officers and two full-time officers. Taken together, the hiring process cost approximately \$5,000.00

Goals and Objectives for FY2007/2008

Goal #1: Obtain staffing levels that provide an effective response to current and anticipated events, and allow the opportunity to address issues pro-actively.

- Objective 1.1: Seek outside funding to restore the School Resource Officer position
- Objective 1.2: Seek outside funding to pay for enhanced traffic enforcement
- Objective 1.3: Minimize time lost to on-duty injuries
- Objective 1.4: Maintain a viable Volunteer Bureau

Goal #2: Work in collaboration with West County Community Services to implement the Rural Enforcing the Underage Drinking Laws grant.

- Objective 2.1: Work with West County Community Services to meet the requirements of the grant.
- Objective 2.2: Participate in a community-wide collaborative to reduce youth access to alcohol.
- Objective 2.3: Provide grant-funded opportunities for bicycle patrol around the local schools during after school hours.
- Objective 2.4: Maintain open and on-going communication with school officials.

Goal #3: Continue efforts to maintain an adequate level of professional training.

- Objective 3.1: Continue to meet State-mandated training requirements
- Objective 3.2: Maintain on-going Use of Force/Range training for all sworn employees.

Goal #4: Maintain relationships within the Spanish-speaking community.

- Objective 4.1: Continue presentations on Spanish language radio.
- Objective 4.2: Encourage employees to learn functional Spanish.
- Objective 4.3: Provide written materials in Spanish.

Goal #5: Maintain our enhanced traffic enforcement efforts.

- Objective 5.1: Maintain the department at 15 sworn officers, thereby allowing two officers to be assigned to motorcycles.
- Objective 5.2: Continue to maximize the educational and enforcement opportunities presented by the motorcycle officers.
- Objective 5.3: Seek grant funding to supplant or supplement existing efforts.
- Objective 5.4: Re-establish the “55 Alive” program for local seniors.
- Objective 5.5: Make presentation in Driver’s Education classes.
- Objective 5.6: Utilize the City’s Traffic Calming Program to address concerns.

Goal #6: To provide safe, effective and efficient parking control and management.

- Objective 6.1: Encourage the rental of downtown parking spaces.
- Objective 6.2: Maintain enhanced enforcement toward parking scofflaws.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6200**
Department: **Police Services**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	1,177,923	1,195,899	1,376,974	1,376,974	1,425,347
6012	Vacation In-Lieu	22,015	36,841	4,000	4,000	5,000
6013	Health In-Lieu Benefit	1,375	1,031	3,850	3,850	2,475
6014	Worker's Compensation	10,784	36,707	0	0	0
6018	Uniform Allowances	23,699	27,394	25,150	25,150	26,300
6019	Holiday Pay	94,675	65,867	63,000	65,360	68,837
6020	Overtime / Comp Time	41,410	52,704	52,000	100,000	61,500
6023	Benefits	595,779	672,481	803,538	803,538	852,897
6025	Communications	13,151	13,932	16,000	16,000	14,000
6030	Office Supplies	6,035	8,323	8,000	8,000	8,000
6040	Vehicle Expense	34,480	39,421	42,000	38,000	41,000
6045	Equipment	11,620	6,764	12,000	12,000	12,000
6050	Misc. Supplies / Services	18,299	16,992	20,500	20,500	20,500
6051	Booking Fees	29,800	17,546	16,000	16,000	500
6060	Training	21,540	23,172	19,000	21,300	23,500
6070	Dues / Subscriptions	1,224	1,085	1,000	1,324	1,200
6330	Utilities	18,950	17,282	18,046	18,046	21,464
6425	Liab., Property, Flood Ins.	67,936	66,248	79,213	79,213	79,213
6435	Employer Paid Def. Comp.	0	684	0	3,600	7,200
6860	Contract Services	39,165	65,240	48,000	61,000	62,500
7060	Energy Efficiency	0	2,603	0	0	0
	TOTAL OPERATING	\$2,229,860	\$2,368,216	\$2,608,271	\$2,673,855	\$2,733,433
	Capital Outlay - Fund 001					
6045	Police Equipment Expense	0	2,590	2,000	3,951	34,138
6903	Police Vehicle Purchase	50,852	56,127	0	0	80,000
	TOTAL CAPITAL	\$50,852	\$58,717	\$2,000	\$3,951	\$114,138
	TOTAL DEPARTMENT	\$2,280,712	\$2,426,933	\$2,610,271	\$2,677,806	\$2,847,571
	Capital Replacements (Fund 001 page 65)	\$0	(\$2,850)	\$0	\$0	\$0
	SLESF Funding	\$0	\$0	(\$50,911)	(\$50,911)	(\$50,000)
	Grant Funding	\$0	\$0	(\$11,194)	(\$11,194)	\$0
	General Fund Expenditures	\$2,280,712	\$2,424,083	\$2,548,166	\$2,615,701	\$2,797,571
	Department Revenues	(\$156,660)	(\$198,790)	(\$180,000)	(\$180,000)	(\$190,000)
	Net General Fund	\$2,124,052	\$2,225,293	\$2,368,166	\$2,435,701	\$2,607,571

*Staff: Chief, Lieutenant, Sergeant (4), Officers (9), Admin. Mgr, Dispatcher (6), Technician (1), Reserve Officers (12)



City of Sebastopol 2007/2008 Budget Expenditures

Fund No. **812**
Department: **SLESF Funding**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Police Officer Salary	42,282	51,258	56,240	56,240	63,335
6018	Uniform Allowance	950	950	950	950	950
6019	Holiday Pay	2,914	3504	3,006	3,006	4,354
6023	Benefits	26,416	36,274	39,804	39,804	37,734
6045	Equipment	780	0	0	0	0
6050	Misc. Supplies / Services	4,727	735	0	0	0
6903	Police Vehicle	0	0	13,476	40,156	0
	TOTAL DEPARTMENT	\$78,069	\$92,223	\$113,476	\$140,156	\$106,373

Supplemental Law Enforcement Services Funding (SLESF) was amended by Senate Bills 736 and 823 to require expenditure plans adopted by public hearing. The City of Sebastopol adopts its SLESF plan as part of the annual budget hearing with the SLESF appropriation singled out with a separate public notice and a separate resolution approving the allocation of funds. SLESF is appropriated yearly by the State of California and there is no guarantee that funding will be available.



City of Sebastopol 2007/2008 Budget Expenditures

Fund No. **816**
Department: **OTS Motorcycle Grant**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Police Officer Salary	29,616	61,779	12684	12,684	0
6013	Health In-Lieu Benefit	1,650	3,300	825	825	0
6020	Overtime for DUI Checkpoints	605	4,538	0	0	0
6023	Benefits	13,619	34,394	0	0	0
6045	Equipment	52,419	0	0	0	0
6050	Misc. Supplies / Services	7,102	0	0	0	0
6060	Training	2,653	2,259	0	0	0
	TOTAL DEPARTMENT	\$107,664	\$106,270	\$12,019	\$13,509	\$0

The OTS Motorcycle grant began January 1, 2005 and paid for the salary and benefits of a Police Officer for eighteen months, and the purchase of two fully equipped motorcycles and related safety equipment. With this grant, the Sebastopol Police Department created a traffic safety unit consisting of two motorcycle officers to develop and implement a program focusing on DUI and seat belt education and enforcement. The primary goals of the program are to reduce the number of collision-related injuries to vehicle occupants and pedestrians, increase seat belt compliance and DUI arrests, and increase service of DUI related arrest warrants. The OTS Motorcycle grant was expended in full on April 15, 2007.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6220**
Department: **Animal Control**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6050	Misc. Supplies / Services	200	415	500	500	500
6860	Contract Services	15,289	15,229	12,500	12,500	12,500
	TOTAL DEPARTMENT	\$15,489	\$15,644	\$13,000	\$13,000	\$13,000
	Department Revenues	(\$4,655)	(\$6,200)	(\$8,000)	(\$8,500)	(\$8,500)
	Net General Fund	\$10,834	\$9,444	\$5,000	\$4,500	\$4,500

Fire Department

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

The department provides emergency response to fires, vehicle accidents, medical emergencies and hazardous situations. It provides non-emergency response to assist home bound invalids, water clean-up, smoke removal and trapped animals. One of its major services is its public education and fire inspection programs, designed to reduce the likelihood and severity of fires.

Major changes for 2007/2008:

None



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6280**
Department: **Fire Services**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	238,316	237,963	260,689	251,729	260,118
6023	Benefits	87,362	91,510	93,768	93,768	94,453
6025	Communications	6,663	7,267	6,780	6,780	7,056
6030	Office Supplies	1,310	1,672	2,000	2,000	2,000
6040	Vehicle	17,822	20,978	25,691	24,091	19,194
6045	Equipment	4,236	7,632	4,600	4,600	4,600
6050	Misc. Supplies / Services	50,335	58,806	62,302	67,357	65,800
6060	Training	6,187	6,583	4,300	4,300	5,800
6070	Dues / Subscriptions	4,687	1,564	3,510	3,510	3,510
6080	Miscellaneous Supplies	2,206	2,271	2,300	2,300	3,000
6330	Utilities	4,143	7,432	7,800	7,800	7,719
6420	Unemployment Insurance	3,139	1,055	3,100	3,100	3,100
6425	Liab., Property, Flood Ins.	12,961	12,207	14,596	14,596	14,596
6435	Employer Paid Def. Comp.	5,400	7,284	6,920	7,470	0
	TOTAL OPERATING	\$444,767	\$464,224	\$498,356	\$493,401	\$490,946
	Capital Outlay - Fund 001					
817-6433	SAFER Grant	0	17,039	38,400	42,000	42,000
821-7003	FEMA 2006 Grant	0	49,499	0	38,400	81,216
6916	Ladder Truck Lease	97,058	97,058	97,058	97,058	97,058
6918	Apparatus Rm Exhaust	0	5,723	0	0	0
6932	Air Compressor	0	0	1,000	1,000	0
6940	Computer	0	0	1,800	1,800	0
6943	Carpet Replacement	0	0	0	0	1,000
6946	Pagers	0	0	0	0	3,200
6947	SCBA Tanks & Gear	1,814	0	0	0	2,000
6972	Photocopier Lease	1,832	1,670	1,904	1,904	1,904
7043	Parking Lot Repair (624)	0	0	0	0	
7064	Upgrade Vehicle Electr	0	0	0	0	1,200
7067	Command Vehicle	0	0	31,000	29,000	0
	TOTAL CAPITAL	\$100,704	\$170,989	\$171,162	\$211,162	\$229,578
	TOTAL DEPARTMENT	\$545,471	\$635,213	\$669,518	\$704,563	\$720,524

Special Sales Tax Allocation	\$0	\$0	\$0	\$0	(\$9,304)
Water Fund Cost Allocation	(\$16,506)	(\$16,506)	(\$16,836)	(\$16,836)	(\$17,678)
Fire Annexation Fund (071-4860)	\$0	\$0	\$0	\$0	\$0
Fire Truck Lease (from Fund 001)	\$0	(\$97,058)	(\$97,058)	(\$97,058)	(\$97,058)
Apparatus Room Exhaust (from Fund 001 page 65)	\$0	(\$7,000)	\$0	\$0	\$0
Parking Lot Repair (from Fund 001 page 65)	\$0	(\$20,000)	\$0	\$0	\$0
Command Vehicle (from fund 001)	\$0	\$0	(\$31,000)	(\$29,000)	\$0
Weed Abatement Revenues	\$0	\$0	\$0	\$0	\$0
FEMA Fire Act Grant (Fund 821)	\$0	\$0	\$0	\$0	(\$81,216)
Safer Grant Income	\$0	\$0	(\$38,400)	(\$80,000)	(\$42,000)
Fire Department Fees	(\$21,678)	(\$12,500)	(\$22,500)	(\$12,500)	(\$12,500)
Net General Fund Cost	\$507,287	\$482,149	\$463,724	\$469,169	\$460,768

*Staff: Fire Chief, .33 Building/Fire Technician, 32 Volunteers, and .80 Firefighter



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6230**
Department: **Emergency Preparedness**

<u>Object</u>	<u>Description</u>	2004/2005 Actual <u>Expenditures</u>	2005/2006 Actual <u>Expenditures</u>	2006/2007 Budgeted <u>Expenditures</u>	2006/2007 Estimated <u>Expenditures</u>	2007/2008 Department <u>Request</u>
6025	Communications	286	1,354	500	500	700
6030	Office Supplies	0	133	200	200	200
6050	Misc. Supplies / Services *	2,110	5,158	2,000	2,000	2,000
001-7063	Capital Equipment **	0	0	5,320	5,320	4,000
	TOTAL DEPARTMENT	\$2,396	\$6,645	\$8,020	\$8,020	\$6,900

*\$2,000 to Sonoma County Emergency Preparedness Services for printing and compiling of emergency plans

2007/08
Budgeted
Expenditures

**Capital Equipment:	500' of 4" Fire Hose	\$3,500
	<u>Replace Food Supplies</u>	<u>500</u>
	Total	\$4,000

Building Inspection

The Building and Safety Division is responsible for the administration and enforcement of the City of Sebastopol construction codes relative to new and existing development and alteration or repair to existing buildings. The Division plans, coordinates and manages all city activities related to public and private building construction inspections, including review of plans and specifications for compliance with federal, state and local regulations. The Division is responsible for managing the Green Building Program, verification of installation of low flow appliances and Floodplain management.

The Building and Safety Division also investigates complaints regarding possible Housing and Municipal Code violations, gathers evidence, maintain files and resolve violations. The Division conducts consultation with architects, engineers, contactors and property owners concerning building construction and land development. The Division maintains building permit files and property records for review by interested parties.

The Division is staffed by one full time Building Official and two-thirds Building and Fire Technician.

The State of California is in the process of adopting new State Codes based on the International Codes. These are substantially different from our current version of the State Codes. The Building Standards Commission is currently reviewing the proposed amendments for adoption. Once adopted the Division must replace all of our code and code related reference books. This will necessitate staff to recertify to State of California-Specific Building Certifications.

Major Budget Changes for 2007/2008:

None



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6290**
Department: **Building Inspection**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	78,676	100,512	112,930	108,010	125,304
6023	Benefits	38,002	36,821	32,371	32,371	36,101
6025	Communications	1,346	1,818	1,656	1,656	1,656
6030	Office Supplies	784	1,386	1,000	1,000	1,000
6040	Vehicle	1,025	794	1,300	1,300	2,300
6050	Misc. Supplies / Services	7,702	2,708	7,000	7,000	7,000
6060	Training	110	1,800	3,000	3,000	3,000
6070	Dues / Subscriptions	675	820	1,125	1,125	6,000
6425	Liab., Property, Flood Ins.	7,535	4,569	5,463	5,463	5,463
6435	Employer Paid Def. Comp.	0	4,440	2,820	1,800	2,820
6860	Contract Services	4,829	2,486	4,000	4,000	4,000
	TOTAL OPERATING	\$140,684	\$158,154	\$172,665	\$166,725	\$194,644
	Capital Outlay - Fund 001					
6918	Building Repair	0	6,114	0	0	3,000
6972	Photocopier Lease	2,297	2,058	1,904	1,904	1,904
	TOTAL CAPITAL	\$2,297	\$8,172	\$1,904	\$1,904	\$4,904
	TOTAL DEPARTMENT	\$142,981	\$166,326	\$174,569	\$168,629	\$199,548
	Incremental (069-4123)	(\$5,000)	(\$1,800)	(\$3,000)	(\$3,000)	(\$3,000)
	Special Sales Tax Allocation	\$0	\$0	\$0	\$0	(\$4,904)
	Water Fund Cost Allocation	(\$24,829)	(\$24,829)	(\$25,326)	(\$25,326)	(\$26,086)
	Sewer Fund Cost Allocation	(\$24,830)	(\$24,830)	(\$25,326)	(\$25,326)	(\$26,086)
	General Fund Cost Allocation	\$88,322	\$114,867	\$120,917	\$114,977	\$139,472
	Building Dept. Fees	(\$157,533)	(\$125,000)	(\$180,000)	(\$165,000)	(\$180,000)
	Department Overhead	\$28,596	\$46,571	\$55,862	\$53,961	\$67,846
	Net General Fund Cost	(\$40,615)	\$36,438	(\$3,221)	\$3,938	\$27,318

*Staff: Building Official and 0.66 Building/Fire Technician

Engineering Department/Assistant to the City Manager

The Engineering Department provides administrative and technical support and professional engineering services in the areas of Community Development, Private and Capital Construction Management and Inspection, and Grading and Encroachment Permit Issuance, Water, Sewer and Storm Drain age Utilities Regulatory Compliance, manages all engineering activities, and is responsible for the City's Capital Improvement Program.

The Assistant to the City Manager works on a variety City-wide projects including the City Strategic Plan and annual Priority-setting, City budget preparation, and labor negotiations with the City's two bargaining units, and is assigned as the City's representative to various countywide committees dealing with waste management, sewer, water, storm drainage and transportation.

Department Staff includes the Engineering Director/Assistant to the City Manager, one full-time Department Analyst. The Engineering Department also contracts with Traffic, Hydro-geological and other engineering consultants for various professional services as appropriate.

Major Budget Changes for 2007/2008 – Engineering Department Salaries and Benefits reflect staffing changes due to elimination of the PW Technician position, and recent addition of a Department Analyst and a Part Time Temp. Office Assistant.

Major Accomplishments in 2007/2008

- Completed construction contract for Well 2 Abandonment and Booster Pump Station
- Completed construction contract for new City Well #8
- Completed first year annual report for Storm Water Management Plan
- Prepared three street resurfacing projects for bidding and construction, summer-fall 2007
- Contracted with City of Santa Rosa to establish City of Sebastopol GIS system
- Continued participation in USGS SR Plain Groundwater Study
- Initiated Groundwater Management Plan data collection activities contract
- Submitted Safe Routes to School in collaboration with the Sonoma County Bicycle Coalition and the Sebastopol Union School District, for Huntley Street Improvements and Safe Routes Education program
- Assisted with preparation of annual City Council Priority-setting
- Completed comprehensive updates of Memoranda of Understanding for SPOA and SEIU. Completed Personnel Resolution update.
- Filed Notice of Intent for Statewide Discharge Permit for Sanitary Sewer Collection Systems, and assisted Public Works Department to establish procedures for compliance with new regulations.

Objectives for 2007/2008

Consistent with established City Council Priorities Engineering Department efforts will continue to focus on projects and programs in the following areas for the 2007/08 Fiscal Year:

- Groundwater Management / Wellhead Protection
- Infrastructure Planning and Capital Program
- Stormwater Management Plan Implementation
- Traffic Improvements and Pedestrian Safety (Street Smart Program)
- Undergrounding Ordinance
- Development Planning and Engineering Review
- Sanitary Sewer Management Plan (Regulatory Compliance)
- Laguna Force Main Replacement Project



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6300**

Department: **Engineering**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	131,057	138,225	116,351	119,580	161,615
6014	Workers Compensation	0	0	34,908	34,908	0
6023	Benefits	48,450	57,611	67,599	64,199	54,212
6025	Communications	1,012	1,022	1,000	900	1,000
6040	Vehicle	523	600	750	600	750
6050	Misc. Supplies / Services	2,063	3,182	2,500	2,500	2,500
6060	Training	779	0	424	1,009	1,000
6425	Liab., Property, Flood Ins.	6,652	5,734	6,856	6,856	6,856
6435	Deferred Compensation	0	1,452	0	0	0
6860	Contract Services (Eng)	10,517	7,333	12,500	11,000	12,500
6860	Contract Services (Temp)	0	0	8,348	13,075	0
6861	Special Projects **	0	0	0	0	0
	TOTAL OPERATING	\$201,053	\$215,159	\$251,236	\$255,353	\$240,433
	Capital Outlay - Fund 001					
6907	Telephone Equipment	56	0	0	0	0
6940	Computer Equipment	3,016	0	0	0	0
6972	Photocopier Lease	1,817	1,981	2,000	2,000	2,000
	TOTAL CAPITAL	\$4,889	\$1,981	\$2,000	\$2,000	\$2,000
	TOTAL DEPARTMENT	\$205,942	\$217,140	\$253,236	\$257,353	\$242,433
	Special Sales Tax Allocation	\$0	\$0	\$0	\$0	(\$2,000)
	Water Fund Cost Allocation	(\$54,775)	(\$54,775)	(\$55,871)	(\$55,871)	(\$80,000)
	Sewer Fund Cost Allocation	(\$37,491)	(\$37,491)	(\$38,241)	(\$38,241)	(\$55,000)
	General Fund Cost Allocation	\$113,676	\$124,874	\$159,124	\$163,241	\$105,433
	Revenues from Charges	(\$52,242)	(\$48,000)	(\$76,300)	(\$64,000)	(\$70,300)
	Net General Fund Cost	\$61,434	\$76,874	\$82,824	\$99,241	\$35,133

*Staff: Engineering Director/Assistant to the City Manager, Department Analyst, and Temporary Office Assistant

**For Information Uploading to Geographical Information System

Public Works

2006/07 Budget Analysis

Phase 1 of the Energy Watch (formerly LGEP) projects were completed with the installation of new HVACs at City Hall, Library, and Police Station. In addition, the following new equipment was purchased: 2-pickups, 4-cuper-nickel heat exchangers, additional wood fiber for playgrounds, gas detector for confined spaces, and asbestos removal at Wells 2 & 6.

2007/08 Budget Submittal

New items requested in 07-08 fiscal year are as follows:

- Replacement generator for Corporation Yard. Current unit 35-40 years old, proposed cost \$23,000.
- Vacuum truck for combined sewer cleaning, storm drain inlet cleaning, and trench excavation. Budget allocation 50% sewer, 25% general fund streets, 25% water, lease/purchase over 8 years. This is a critical component for regulatory compliance of waste discharge requirements (WDR) and national pollutant discharge elimination system (NPDES). Proposed cost \$196,000. Replaces current 25 year old sewer flushing unit.
- Traffic signal loop repair for Bodega and Jewell intersection, \$2,500.
- Hazardous material disposal funds in amount of \$1,000 annually.
- SCTA dues in amount of \$5,000 annually.
- NPDES account to identify Public Works time and material/equipment for regulatory compliance, estimated cost \$20,250.
- Replace one riding Kubota mower, 11 years old, proposed cost \$17,044.
- Replace heater for bathhouse. Budgeted at \$13,425 last fiscal year, but not purchased. New proposal is \$9,700.
- Funds in amount of \$600 for Sonoma County municipal pool fees, newly established fee.
- Replace generator for main sewer pumping station. Current unit 30 years old. Critical component for pump station operation during power failure. Proposed cost \$60,000.
- Zone pressure transducer for Well 6 and apparatus for backup communication failure alarm, both for water/sewer SCADA system, proposed cost \$2,327.
- Re-roof pump houses at Wells 6 & 8, estimated cost \$20,000. Well 6 pump house roof currently leaking.
- Purchase 2-trench plates for water/sewer excavation, \$4,000.
- Purchase 8-water sampling stations for total cost \$4,800. 4 stations already purchased in fiscal year 06-07. This is attempt to have clean environment for drawing clean water samples per state regulations, and to eliminate failed water samples.
- Increase funds in amount of \$1,000 for water sample processing fees. Increased sampling required for treatment system at Well 4, along with more sampling for new constituents, that began several years ago.

Strategic Plan Coordination

The public works department's goal remains to provide good customer service to the community with the resources available. By replacing aging equipment and repairing our facilities we will be able to continue to meet this goal.

Energy efficiency remains a priority and implementation of measures identified in the current study will help us achieve a goal of reducing our energy consumption. In addition, staff is working with Local Government Energy Partnership (LGEP) to identify "next steps" we can take to further reduce energy consumption.

Corporation Yard

The Public Works Department is responsible for operation and maintenance of the City infrastructure, including the water and sewer systems, industrial waste system, streets, parks, swimming pool, parking lots and government buildings. Public Works also provides inspection of private and public construction projects on public streets and properties.

Major Budget Changes for 2007/2008:

Replacement Emergency Generator to power Corporation Yard \$23,000.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6310**
Department: **Corporation Yard**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditure \$</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	108,543	124,858	135,553	122,683	128,046
6018	Clothing Allowance	4,770	5,300	4,800	4,800	4,800
6023	Benefits	38,295	46,093	48,962	48,962	57,881
6025	Communications	5,233	4,562	6,817	6,817	4,817
6030	Office Supplies	221	378	1,000	1,000	1,000
6040	Vehicle	30,167	37,468	32,000	27,000	32,000
6050	Misc. Supplies / Services	8,128	9,004	8,000	8,000	8,000
6330	Utilities	4,919	3,903	4,800	4,800	3,288
6420	Unemployment Ins.	2,138	7,228	28,800	4,500	4,500
6425	Liab., Prop, Flood Ins.	6,655	5,873	7,022	7,022	7,022
6860	Contract Services	0	0	3,000	3,000	0
	TOTAL OPERATING	\$209,069	\$244,667	\$280,754	\$238,584	\$251,354
	Capital Outlay - Fund 001					
6910	Welder	637	0	0	0	0
6951	Dump Truck	9,411	1,570	0	0	0
6956	2005 Ford Ranger PU		11,987	0	0	0
6972	Photocopier	1,499	1,981	2,000	2,000	2,000
7033	Generator	0	0	0	0	23,000
	TOTAL CAPITAL	\$11,547	\$15,538	\$2,000	\$2,000	\$25,000
	TOTAL DEPARTMENT	\$220,616	\$260,205	\$282,754	\$240,584	\$276,354
	Water Fund Cost Allocation	(\$111,633)	(\$111,633)	(\$113,866)	(\$113,866)	(\$117,282)
	Sewer Fund Cost Allocation	(\$80,937)	(\$80,937)	(\$82,556)	(\$82,556)	(\$85,033)
	Capital Replacement (Fund 001 pg 65)	\$0	(\$12,000)	\$0	\$0	(\$25,000)
	General Fund Cost Allocation	\$28,046	\$55,635	\$86,332	\$44,162	\$49,039
	Department Revenues	(\$40,834)	(\$42,750)	(\$38,000)	(\$38,000)	(\$38,000)
	Net General Fund Cost	(\$12,788)	\$12,885	\$48,332	\$6,162	\$11,039

*Staff: Public Works Superintendent, .10 Maintenance Supervisor, & Administrative Assistant

Government Buildings

The government buildings account is maintenance of City Hall, the Police Department and Public Works buildings.

Major Budget Changes for 2007/2008:

None



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6060**
Department: **Government Buildings**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	9,879	7,397	8,636	8,636	9,386
6020	Overtime	74	0	0	0	0
6023	Benefits	4,386	5,392	5,749	5,749	5,875
6025	Communications	2,142	1,778	2,000	2,000	2,000
6050	Misc. Supplies/ Services **	32,765	15,185	18,610	18,610	17,610
6330	Utilities (City Hall)	7,589	7,960	8,154	8,154	8,634
6425	Liab., Property, Flood Ins.	1,407	1,569	1,876	1,876	1,876
7060	Energy Efficiency	0	3,109	0	0	0
	TOTAL OPERATING	\$58,242	\$42,390	\$45,025	\$45,025	\$45,381
Capital Outlay - Fund 001						
7068	Energy Conservation Loan	\$0	\$0	\$0	\$0	\$26,595
	TOTAL DEPARTMENT	\$58,242	\$42,390	\$45,025	\$45,025	\$71,976

*Staff: .20 FTE

	<u>2004/05 Actual Expenditures</u>	<u>2005/06 Actual Expenditures</u>	<u>2006/07 Estimated Expenditures</u>	<u>2007/08 Budgeted Expenditures</u>
**Supplies:				
Janitorial (excludes Fire Station)	\$ 7,345	\$ 7,345	\$ 7,345	\$ 7,345
Miscellaneous Maintenance	12,765	6,685	10,110	10,110
Generator Service Contract	1,155	1,155	1,155	1,155
Exterior painting Police Station	1,500	0	0	0
<u>City Hall Lobby Remodel</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$32,765	\$15,185	\$18,610	\$18,610

General Fund Streets

Major Budget Changes for 2007/2008:

Vacuum Truck lease purchase payment of \$7,068 (8 year lease purchase)



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6330**
Department: **General Fund Streets**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	15,211	15,018	9,366	9,366	10,853
6020	Overtime	240	0	1,500	1,500	630
6023	Benefits	6,835	8,244	8,293	8,293	8,674
6050	Misc. Supplies / Services	18,133	8,337	21,300	17,000	12,000
6330	Utilities **	8,720	9,818	8,200	8,200	10,233
6425	Liab., Property, Flood Ins.	1,563	1,319	1,577	1,577	1,577
	TOTAL OPERATING	\$50,702	\$42,736	\$50,236	\$45,936	\$43,967
	Capital Outlay - Fund 001					
6910	Concrete Saw (1/3 cost)	\$976	\$0	\$0	\$0	\$0
6921	Vacuum Truck Lease (8 yr)	\$0	\$0	\$0	\$0	\$7,068
	TOTAL CAPITAL	\$976	\$0	\$0	\$0	\$7,068
	TOTAL DEPARTMENT	\$51,678	\$42,736	\$50,236	\$45,936	\$51,035

*Staff: Includes .30 FTE

**Utilities are for water supplied to street landscape areas.

Parking Lots

Major Budget Changes for 2007/2008:

None



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6340**
Department: **Parking Lots**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	3,108	2,083	5,247	5,247	5,945
6023	Benefits	4,138	5,167	5,549	5,549	5,723
6050	Maintenance & Repairs	423	531	500	500	500
6330	Utilities	9,017	8,992	8,916	8,916	10,606
	TOTAL DEPARTMENT	\$16,686	\$16,773	\$20,212	\$20,212	\$22,774

*Staff: Includes .20 FTE

Street Cleaning

Major Budget Changes for 2007/2008:

None.



**City of Sebastopol
2007/2008 Budget Expenditures**

Account No. **000-6350**
Department: **Street Cleaning**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries	24	27	0	0	0
6050	Misc. Supplies / Services	1,000	833	1,000	1,000	0
6860	Contract Services	0	0	0	0	0
	TOTAL DEPARTMENT	\$1,024	\$860	\$1,000	\$1,000	\$0

Parks and Landscaping Department

Public Works maintains all City parks and landscape areas. The City has three major parks, two of which include restrooms. All three have play structures. The Plaza is at the center of town and includes a pavilion and landscaping. The Laguna Preserve is a newly formed natural habitat area at the east edge of town that contains plantings and trails and also includes an outdoor classroom.

With the acquisition of grant monies from the Coastal Conservancy, the Laguna Preserve will be expanding in the near future. Public Works will need to increase staff in order to maintain the Laguna Preserve once the expansion is implemented.

Major Budget Changes for 2007/2008:

Capital Outlay:

Kubota Mower	\$17,044
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City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6380**
Department: **Parks and Landscaping**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	22,690	42,653	38,685	38,685	43,744
6011	Standby	3,616	3,799	3,764	3,764	4,045
6020	Overtime	0	0	0	0	0
6023	Benefits	27,825	33,822	36,334	36,334	37,432
6042	Landscaping Supplies	0	8,720	10,340	10,340	10,340
6043	Middle Way Contract	886	10,626	10,463	10,463	10,463
6044	Park & Playground Repairs	0	11,357	12,037	10,037	10,037
6050	Misc. Supplies / Services	34,605	0	0	0	0
6330	Utilities	19,138	22,536	20,351	20,351	23,946
6425	Liab., Property, Flood Ins.	3,911	3,480	4,161	4,161	4,161
7072	Pepperweed Remediation	0	0	0	5,000	5,000
	TOTAL OPERATING	\$112,671	\$136,993	\$136,135	\$139,135	\$149,168
	Capital Outlay - Fund 001					
6910	Xmark Mower	\$0	\$5,693	\$0	\$0	\$0
6952	Kubota Mower	\$0	\$0	\$0	\$0	\$17,044
6956	Pick-up Trucks (2)	\$0	\$0	\$31,538	\$31,538	\$0
7072	Pepperweed Project	\$0	\$0	\$0	\$0	\$15,000
	TOTAL CAPITAL	\$0	\$5,693	\$31,538	\$31,538	\$32,044
	TOTAL DEPARTMENT	\$112,671	\$142,686	\$167,673	\$170,673	\$181,212
	Capital Replacement (Fund 001 pg 65)	\$0	(\$5,700)	(\$31,538)	(\$31,538)	(\$17,044)
	Net General Fund Cost	\$112,671	\$136,986	\$136,135	\$139,135	\$164,168

*Staff: Includes 1.30FTE

Ives Pool

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

Major Budget Changes for 2007/2008:

Bath house heater	\$9,700
Sonoma County Fees	600



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6385**
Department: **Ives Pool**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	16,878	15,849	17,892	17,892	19,058
6020	Overtime	247	171	0	0	0
6023	Benefits	6,933	8,415	8,878	8,878	9,033
6025	Communications	1,143	1,189	800	800	800
6046	Pool / Generator Chemicals	0	2,872	2,460	2,460	2,460
6047	Chlorinator, Boiler, Stantrol & Repairs	0	694	500	500	500
6048	Maintenance & Fees	0	7,538	4,040	4,040	8,440
6050	Misc. Supplies / Services	6,685	4,965	0	0	0
6330	Utilities	26,931	43,675	32,733	32,733	40,190
6425	Liab., Property, Flood Ins.	2,677	1,847	2,208	2,208	2,208
	TOTAL OPERATING	\$61,494	\$87,215	\$69,511	\$69,511	\$82,689
	Capital Outlay - Fund 001					
6908	Resurface Repayt (718)	\$10,000	\$0	\$10,000	\$10,000	\$10,000
6948	Chlorine Generator System (PIF 09/2012)	\$8,896	\$8,896	\$8,000	\$8,896	\$8,896
6973	Heat Exchangers	\$0	\$0	\$4,500	\$4,500	\$0
7065	Bath House Heater	\$0	\$0	\$13,425	\$0	\$9,700
	TOTAL DEPARTMENT	\$80,390	\$96,111	\$105,436	\$92,907	\$111,285
	Special Sales Tax for Capital	\$0	\$0	(\$13,425)	\$0	(\$28,596)
	Ives Pool Reimbursement 000-4480	(\$49,820)	(\$51,600)	(\$51,600)	(\$51,600)	(\$51,600)
	Net General Fund Cost	\$30,570	\$44,511	\$40,411	\$41,307	\$31,089

*Staff: Includes .30 FTE

Recreation

Major Budget Changes for 2007/2008:

None



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6390**
Department: **Recreation**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	2,142	2,348	4,270	4,270	4,632
6023	Benefits	2,188	2,691	2,861	2,861	2,935
6050	Misc. Supplies / Services	1,299	2,637	1,000	1,000	1,000
6330	Utilities (Electric & Gas)**	10,000	10,000	10,000	10,000	10,000
6860	Contract Services	23,750	23,750	23,750	23,750	23,750
7060	Energy Efficiency	0	68	0	0	0
	TOTAL DEPARTMENT	\$39,379	\$41,494	\$41,881	\$41,881	\$42,317
** Community Center Utility Reimbursement 000-4485						
		(\$1,468)	(\$3,889)	(\$558)	(\$558)	(\$558)
	Net General Fund Cost	\$37,911	\$37,605	\$41,323	\$41,323	\$41,759

*Staff: Includes .10 FTE

	2004/05 Actual <u>Expenditures</u>	2005/06 Actual <u>Expenditures</u>	2006/07 Estimated <u>Expenditures</u>	2007/08 Budgeted <u>Expenditures</u>
Salaries:				
Building Maintenance				
Community Center	\$ 1,200	\$ 1,214	\$ 1,214	\$ 1,214
Youth Annex	300	303	303	303
	--	--	--	--
Landscaping				
Community Center	\$ 142	331	1,235	1,399
Youth Annex	250	250	1,012	1,012
<u>Garzot Building</u>	<u>250</u>	<u>250</u>	<u>506</u>	<u>506</u>
Total	\$2,142	\$ 2,348	\$ 4,270	\$4,434
Supplies:				
Community Center	\$ 500	\$1,213	\$ 500	\$ 500
Youth Annex	400	712	250	250
<u>Garzot Building</u>	<u>399</u>	<u>712</u>	<u>250</u>	<u>250</u>
Total	\$1,299	\$2,637	\$1,000	\$ 1,000
Utilities: (Electricity and Gas Only)				
Community Center	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<u>Youth Annex</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total	\$10,000	\$10,000	\$10,000	\$10,000
Service Contracts:				
Community Center	\$23,750	\$23,750	\$23,750	\$23,750

Community Support

Major Budget Changes for 2007/2008:

None



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6395**
Department: **Community Support**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries ¹	2,775	5,076	4,270	4,270	4,632
6023	Benefits	2,187	2,691	2,861	2,861	2,934
6050	Misc. Supplies / Services ²	3,712	6,244	7,500	7,500	3,000
6330	Utilities ³	12,522	11,060	12,770	12,770	11,632
6860	Services ⁴	17,625	23,750	25,900	25,900	27,000
7060	Energy Efficiency	0	11,187	0	0	0
	TOTAL DEPARTMENT	\$38,821	\$60,008	\$53,301	\$53,301	\$49,198

Staff: .1 FTE

¹ Salaries		2005/06	2006/07	2007/08
	Building Maintenance	<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>
	Library	\$ 1,134	\$ 1,134	\$ 1,214
	Senior Center	1,413	607	607
	Landscaping	--	--	--
	Ives Pool	506	506	506
	Library	1,517	1,517	1,601
	<u>Senior Center</u>	<u>506</u>	<u>506</u>	<u>506</u>
	Total	\$ 5,076	\$4,270	\$ 4,434
² Supplies:	Library	\$ 3,081	\$2,500	\$ 2,500
	Burbank Cottage Roof	0	4,500	0
	Senior Center	1,081	500	500
	<u>Exterior Painting of Library (Paint)</u>	<u>2,082</u>	<u>0</u>	<u>0</u>
	Total	\$6,244	\$7,500	\$ 3,000
³ Utilities:	Garzot, Museum & Burbank Cottage	\$ 6,140	\$7,850	\$ 7,850
	Comm. & Teen Centers (Water only)	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>
	Total	\$11,060	\$12,770	\$12,770
⁴ Service Agencies	Center for the Arts - SEB04	\$8,000	\$ 8,000	\$ 8,000
	Chamber of Commerce - SEB01	3,750	5,250	6,000
	Historical Society - WES06	2,000	2,000	2,000
	Rainbow House - SEB11	4,000	4,000	4,000
	Senior Center - BUR07	4,000	4,250	4,500
	World Friends - SEB28	2,000	2,000	2,000
	The REP Theater - REP02	0	400	500
	<u>West Co. Community Svcs - WES08</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	\$ 23,750	\$25,900	\$ 27,000



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6120**
Department: **Non-Departmental**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6012	Vacation In Lieu Pay *	6,444	16,571	10,000	10,000	25,000
6054	Property Tax Administration	644	12,180	1,200	1,200	1,200
6600	Audit	22,739	26,000	15,000	15,000	15,000
6610	Election	8,015	0	10,000	0	0
	TOTAL DEPARTMENT	\$37,842	\$54,751	\$36,200	\$26,200	\$41,200
	Redevelopment Fund Cost Allocation	(\$282)	(\$282)	(\$288)	(\$288)	(\$300)
	Water Fund Cost Allocation	(\$4,398)	(\$4,398)	(\$4,486)	(\$4,486)	(\$4,621)
	Sewer Fund Cost Allocation	(\$3,815)	(\$3,815)	(\$3,891)	(\$3,891)	(\$4,008)
	General Fund Cost Allocation	\$29,347	\$46,256	\$27,535	\$17,535	\$32,271

*For employees who sell unused vacation time, per SEIU and Unrepresented MOU's.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **090-6360**
Department: **Business Improvement Area**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6050	Committee Activities	6,408	8,939	8,600	8,600	8,600
	TOTAL DEPARTMENT	\$6,408	\$8,939	\$8,600	\$8,600	\$8,600

Financed by special Downtown Business Improvement Area Assessment on business license tax of downtown businesses. Committee of downtown business owners submits application for funds used to promote visitors and shoppers in the Sebastopol Downtown Business District.

Total of budget is net collections from previous year.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6070**
Department: **Insurances**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6400	Liability Premium	106,330	95,487	117,307	117,307	101,597
6402	Liability Deductible	17,147	11,994	18,000	18,000	18,000
6405	Property Premium	7,014	7,014	7,200	7,200	18,000
6406	Vehicle Insurance	6,423	6,423	6,500	6,500	6,800
6407	Earthquake & Flood	20,365	25,574	30,000	30,000	30,000
6408	Boiler Insurance	705	712	720	720	2,000
6425	Department Charges	(141,202)	(150,307)	(179,727)	(179,727)	(176,397)
	TOTAL DEPARTMENT	\$16,782	(\$3,103)	\$0	\$0	\$0



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **000-6080**
Department: **Employee Benefits**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6015	Police PORAC Premiums	5,012	4,972	5,148	5,148	5,148
6410	Worker's Compensation	185,403	168,922	160,845	160,845	126,929
6412	Worker's Comp Deductible	34,450	21,270	20,000	20,000	20,000
6430	Retirement	562,499	766,070	839,395	823,375	909,644
6432	Fire Length of Service A/P VOL03	12,762	13,065	14,000	14,000	15,354
6440	Health Insurance	359,774	421,200	480,000	480,000	450,000
6443	Health Deductible	732	0	0	0	0
6445	Medicare Tax	32,952	35,821	40,000	40,000	44,600
6446	Social Security Tax	11,423	12,814	12,300	12,300	12,000
6447	S125 Plan Service Fee	120	228	228	228	156
6450	Life Insurance	5,303	3,225	3,100	3,100	3,000
6460-1	Disability Insurance	5,298	7,485	7,300	7,300	8,900
6465	Child Care Program	3,360	940	1,200	1,200	1,200
6470	Dental Ins. Program	52,939	55,097	50,000	50,000	60,000
6475	EAP Insurance	2,485	3,554	3,415	3,415	4,225
6480	Vision Ins. Program	16,679	16,358	18,000	18,000	16,500
6023	Department Charges	(1,286,392)	(1,489,935)	(1,638,911)	(1,638,911)	(1,677,656)
	TOTAL DEPARTMENT	\$4,799	\$41,086	\$16,020	\$0	\$0

Direct cost to the appropriate departments.

Sebastopol Transactions / Use Tax

On November 2, 2004 the voters of the City of Sebastopol adopted a retail transactions and use tax to be administered and collected by the State Board of Equalization in the amount of 1/4 cent per dollar. The tax is a general tax and legally could be used for any purpose but the City Council has determined that the greatest need for the proceeds of the tax are for capital expenditures, public safety (including police and fire), and street maintenance. The budget page dedicated to the Sebastopol T/U Tax shows those areas funded through the proceeds of this tax.



City of Sebastopol 2007/2008 Budget Expenditures

Fund No. **001**

Sebastopol Transactions / Use Tax

<u>Dept/ Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010-xxxx	City Council	0	0	0	0	3,000
6020-xxxx	City Manager	0	0	0	0	3,200
6030-xxxx	Administrative Services	0	0	0	0	3,000
6050-xxxx	Planning	0	0	0	0	3,850
6060-7068	Energy Conservation Loan	0	0	0	0	26,595
6091-6515	2006 Infrastructure Lease	0	0	60,199	60,199	61,354
6200-xxxx	Police Department	50,852	58,717	2,000	3,951	114,138
6230-7063	Emergency Preparedness	0	0	5,320	3,354	4,000
6280-xxxx	Fire Department	97,058	97,058	97,058	97,058	106,362
6290-xxxx	Building Department	0	3,777	0	0	4,904
6300-xxxx	Engineering	0	0	0	0	2,000
6310-xxxx	Public Works	0	0	0	0	25,000
6330-6921	Streets	0	0	0	0	7,068
6331-6927	Street Repair Reserve*	50,000	100,000	100,000	205,841	100,000
6380-xxxx	Parks	0	0	0	0	32,044
6385-xxxx	Ives Pool	0	0	13,425	0	28,596
	Depreciation	60,000	60,000	60,000	0	60,000
	Prior Year	19,716		0	0	0
	Start-up Costs from State		80,000	40,000	0	0
	TOTAL DEPARTMENT	\$277,626	\$399,552	\$378,002	\$370,403	\$585,111

* Reserved funds in the amount of \$200k for fiscal years of 04/05, 05/06, and 06/07 transferred to 001-3108.

Refer to individual department pages for Capital Outlay details.

Possible Future Uses of Special Sales Tax :

<u>Description</u>	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Fire Ladder Truck	97,058	97,058				
Fire Pumper Truck		100,000	100,000	100,000	100,000	100,000
Police Vehicles	55,000		60,000		60,000	
Solar Panels (Debt Service)	10,000	10,000	10,000	10,000	10,000	10,000
HVAC Replacements Debt Service	20,000	20,000	20,000	20,000	20,000	20,000
Street Repair Fund (761)*	100,000	100,000	100,000	120,000	150,000	150,000
Public Works Vehicles	20,000	30,000	20,000	90,000	20,000	20,000
Other Equip. Replacement	165,000	133,000	180,000	160,000	140,000	180,000
Computer Replacements	40,000	10,000	10,000	10,000	10,000	12,000
TOTAL	\$507,058	\$500,058	\$500,000	\$510,000	\$510,000	\$492,000

Special Revenue Funds

Special Revenue Funds are used to track the receipt and use of restricted funds. The City of Sebastopol has the following restricted funds:

Community Fund

Funds are received from donations from private citizens and community organizations through direct mail or through inclusion with the water/sewer bill payment. The funds are allocated yearly by Council action to organizations or individuals providing needed services to the Sebastopol area.

Solar Sebastopol Community Project

The Sebastopol City Council responded to the grassroots initiation of this project by setting a goal of having one megawatt of solar power installed on residential, commercial and public buildings in Sebastopol. After a Sonoma State sponsored study and community wide survey of solar potential on roofs of buildings in Sebastopol, the Council set the goal and contracted with a solar cooperative to manage the program. The Solar Sebastopol program has now evolved into a solar industry membership organization with community participation. To help fund the effort, the City Council initially loaned \$2600 from the Community Fund to the program which has since been repaid, established a solar surcharge on building fees through June 3, 2006 to reimburse this loan, and provided an 80% discount on solar residential building permits for industry members of Solar Sebastopol. As of April 1, 2007, installations of solar power systems in Sebastopol has totaled 375Kw or 37% of the one megawatt goal.

Gas Tax Fund

Funds are received from the State of California from the City of Sebastopol's share of the Highway User Tax collected at the gas pump. The proceeds are restricted to the operation and maintenance of City streets.

Industrial Waste Fund

Funds are used to operate the industrial waste disposal system that was established for the agricultural processors in the Morris Street area. The Barlow Company was the only user left on the system and the Barlow Company paid for all operating and repair costs of the system. The current building tenant, Summerfield Foods does not plan to use the industrial waste system and current plans are to abandon the system.

C.O.P.S. Federal Grant

Funds were received through the Community Oriented Policing Services program of the Federal Government. In the past, Sebastopol has received a grant to pay the additional cost of one police officer. Future funding is un-programmed by the State, at this time.

SLESF Funding

State Government Code Sections 30061-30065 designate that the Supplemental Law Enforcement Services Fund (SLESF) is a special state allocation to be expended exclusively to provide front line law enforcement services. This funding is subject to the State budget process and may or may not be available in future years.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **6100**
Department: **Community Services**

<u>Object</u>	<u>Description</u>	2004/2005 <u>Actual Expenditures</u>	2005/2006 <u>Actual Expenditures</u>	2006/2007 <u>Budgeted Expenditures</u>	2006/2007 <u>Estimated Expenditures</u>	2007/2008 <u>Department Request</u>
033-6100-6860	Community Fund	2,600	0	0	0	0
760-6100-6860	Solar Sebastopol	5,716	8,394	8,000	8,000	6,500
	TOTAL DEPARTMENT	\$5,716	\$8,394	\$8,000	\$8,000	\$6,500

Community Fund:

The Community fund was established by the City Council on August 1, 1995. The fund's purpose is to allow water and sewer customers an opportunity to contribute to community service agencies. A contribution may be pledged for payment along with the bi-monthly utility bill and the payment of that amount will be credited to the Community Fund. The City Council annually holds a public hearing to consider funding priorities. In 2004/05, the Community Fund loaned \$2,600 to the Solar Sebastopol program which was repaid within the 2004/05 fiscal year.

Solar Sebastopol:

Solar Sebastopol is a public education project funded through a variety of sources.

	2005/006 Actual <u>Expenditures</u>	2006/07 Estimated <u>Expenditures</u>	2007/08 Budgeted <u>Expenditures</u>
Solar Sebastopol:			
Supplies / Services	\$1,200	\$2,000	\$2,000
<u>Contract Services</u>	<u>7,194</u>	<u>6,000</u>	<u>9,600</u>
Total Expenditures	\$8,394	\$8,000	\$11,600

	2005/06 Actual <u>Revenue</u>	2006/07 Estimated <u>Revenue</u>	2007/08 Budgeted <u>Revenue</u>
Solar Sebastopol:			
Memberships	\$ 1,375	\$1,500	\$2,800
Sponsorships	1,000	1,000	3,000
Special Events	1,300	500	6,000
<u>Building Permit Surcharge</u>	<u>7,657</u>	<u>3,500</u>	<u>0</u>
Total Revenues	\$11,332	\$6,500	\$12,300

Gas Tax Streets

Funds are received from the State of California from the City of Sebastopol's share of the Highway User Tax collected at the gas pump. The proceeds are restricted to the operation and maintenance of City streets.

Major Budget Changes for 2007/2008:

Hazardous Materials Disposal Fees	\$1,000
SCTA Dues	\$5,000
Traffic Signal Loop Repair	\$2,500
NPDES Compliance	\$2,000



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **830-6330**
Department: **Gas Tax Streets**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	85,083	97,200	99,342	99,342	111,362
6023	Benefits	48,189	0	63,246	63,246	64,984
6050	Misc. Supplies / Services**	83,987	84,638	78,579	75,700	81,200
6330	Utilities	2,593	2,989	3,060	3,060	3,672
6860	Contract Services	1,000	300	1,000	1,000	1,000
	TOTAL OPERATING	\$220,852	\$185,127	\$245,227	\$242,348	\$262,218
	Capital Outlay - Fund 001					
6910	Laser (to replace old Transit)	\$0	\$0	\$0	\$0	\$0
	TOTAL CAPITAL	\$0	\$0	\$0	\$0	\$0
	TOTAL DEPARTMENT	\$220,852	\$185,127	\$245,227	\$242,348	\$262,218

*Staff: Includes 2.20 FTE

	2004/05 Actual <u>Expenditures</u>	2005/06 Actual <u>Expenditures</u>	2006/07 Estimated <u>Expenditures</u>	2007/08 Budgeted <u>Expenditures</u>
**Supplies:				
Barricades, misc. tools & equip.	3,500	\$ 3,500	\$ 3,500	\$ 3,500
Blacktop, sand, rock, etc.	25,077	29,278	22,540	17,540
Middle Way contract	10,460	10,460	10,460	10,460
Sidewalk repairs (co-op program)	2,500	2,500	2,500	2,500
Signal maintenance (Bodega/Jewell)	5,200	5,200	5,200	5,200
Signal maintenance (Cal Trans)	9,000	9,000	9,000	9,000
Street painting	7,000	7,000	7,000	7,000
Compost / Mulch / Plants	5,000	5,000	5,000	5,000
Repair to traffic signal loops	1,750	2,200	0	2,500
HazMat Disposal	0	0	0	1,000
SCTA Dues	0	0	0	5,000
NPDES Compliance	0	0	0	2,000
<u>Street signs</u>	<u>14,500</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
Total	\$83,987	\$ 84,638	\$75,700	\$81,200

Industrial Waste

The City owns the Industrial waste disposal system, that was established for several fruit processors operating in Sebastopol in the 1970's. In January 2004, The Barlow Company who was the last remaining processor to use the system, ceased operations at the plant at 200 Morris Street. In the Fall of 2004, the City Council approved an agreement with another food processor, Summerfield Foods, to discharge process wastewater through the Industrial Waste system to City sewer. In September of 2005, Summerfield Foods decided to discharge entirely to the sanitary sewer system and to abandon the entitlement to the industrial waste system. In the event of an emergency and if Summerfield foods does have to discharge to the system, they will be billed for the full costs of operation caused by their use.

Major Budget Changes for 2007/2008:

None



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **783-6370**
Department: **Industrial Waste**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries	2,554	115	0	0	0
6023	Benefits	109	34	0	0	0
6050	Misc. Supplies / Services	1,109	0	0	0	0
6330	Utilities	443	233	0	0	0
	TOTAL DEPARTMENT	\$4,215	\$382	\$0	\$0	\$0

Treatment system abandoned in September 2005.

WATER / SEWER ENTERPRISE FUNDS

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

WATER

GOALS:

- Continuously provide an 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 insuring 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 A.W.W.A. tolerances and by providing accurate recordation of all water meters.
- To fund the cost of pumping, transmission and debt service of the water system.

SEWER

GOALS:

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

Funds allocated to pay for costs of other departments are based on Council approved budget and a cost allocation plan completed by David M. Griffith & Associates, a consultant firm under contract to perform this service.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **420-6XXX-6005**
Department: **Sewer Administration**

<u>Dept.</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	City Council	11,256	11,256	11,481	11,481	11,825
6020	City Manager	22,987	22,987	23,447	23,447	24,150
6030	Finance	73,637	73,637	75,110	75,110	77,363
6040	City Attorney	5,250	5,250	5,355	5,355	5,516
6050	Planning	10,287	10,287	10,493	10,493	10,808
6120	Audit	3,815	3,815	3,891	3,891	4,008
6290	Building Inspection	24,830	24,830	25,326	25,326	26,086
6300	Engineering	37,491	37,491	38,241	38,241	55,000
6310	Corporation Yard	80,937	80,937	82,556	82,556	85,033
6680	Depreciation	68,472	68,472	68,472	68,472	68,472
	TOTAL ALLOCATIONS	\$338,962	\$338,962	\$344,372	\$344,372	\$368,261

Employee benefits transferred as a direct charge to Sewer Mains.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **420-6410**
Department: **Sewage Treatment**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6050	Operation / Maintenance	729,840	620,823	762,718	639,209	788,263
6512	Debt Service	600,195	633,454	660,147	660,147	575,029
	TOTAL DEPARTMENT	\$1,330,035	\$1,254,277	\$1,422,865	\$1,299,356	\$1,363,292

Operations and maintenance costs represent the City of Sebastopol’s share of the Santa Rosa Subregional Sewer system operating expenses. The costs each year are budgeted based on expected sewer flows and expenses associated with changing environmental requirements. The debt service budget line has shown small decreases in the last few years as outstanding debt has been refinanced with lower interest rates. New debt service related to the construction of the pipeline for disposal of treated wastewater in the Geyser steam fields is now beginning to require repayment and Sebastopol’s share is reflected in the \$26,693 increase. Sebastopol can expect operating costs to continue to increase in the future since any method of disposal for treated wastewater is becoming increasingly expensive.

Sewer Utility

Major Budget Changes for 2007/2008:

Capital Outlay:

Check Valves at Morris Street Lift Station	\$21,650
Vacuum Truck Lease Share (8 year lease purchase)	\$14,130
Emergency Generator	\$60,000
Trench Plate	\$ 2,000



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **420-6420**
Department: **Sewer Mains**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	96,109	75,085	91,289	91,289	101,955
6011	Standby	7,148	7,236	7,170	7,170	7,704
6020	Overtime	1,096	420	4,000	4,000	1,260
6023	Benefits	40,582	55,098	52,238	52,238	53,645
6025	Communications	2,102	2,627	2,200	2,200	2,200
6045	Equipment	8,962	0	0	0	0
6050	Misc. Supplies/ Services **	31,288	31,557	26,431	29,310	37,655
6060	Training	312	346	500	500	500
6330	Utilities	15,459	16,883	16,337	16,337	16,540
6860	Contract Services	0	1,596	21,560	21,560	21,560
	TOTAL OPERATING	\$203,058	\$190,848	\$221,725	\$224,604	\$243,019
	Capital Outlay					
6897	Morris St Lift Station Repair	29,592	0	4,550	0	0
6910	Saw (04/05), Laser (05/06)	1,685	0	0	0	0
6921	Vacuum Truck Lease (8 yr)	0	0	0	0	14,130
6949	Backhoe \$20k, Loader \$18.5k	0	37,762	0	0	0
6956	Pickup Truck (PIF 09/05)	3,624	1,220	0	0	0
7066	Manhole Repair	0	0	5,000	5,000	0
7073	Morris St Lift Generator	0	0	0	0	60,000
7074	Check Valves	0	0	0	0	21,650
7081	Morris St. Lift Station Roof	0	0	0	0	18,784
	TOTAL CAPITAL	\$34,901	\$38,982	\$9,550	\$5,000	\$114,564
	TOTAL DEPARTMENT	\$237,959	\$229,830	\$231,275	\$229,604	\$357,583

*Staff: Includes 1.80 FTE

	2004/05 Actual <u>Expenditures</u>	2005/06 Actual <u>Expenditures</u>	2006/07 Budgeted <u>Expenditures</u>	2007/08 Budgeted <u>Expenditures</u>
**Supplies:				
Lift Station maintenance	\$13,978	\$14,247	\$12,000	\$12,000
Generator service contract	2,310	2,310	2,310	2,310
Sewer Main cleaning	12,000	12,000	12,000	12,000
Televise sewers	3,000	3,000	3,000	3,000
Trench Plate	0	0	0	2,000
<u>Rebuild Pump</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$31,288	\$31,557	\$29,310	\$31,310



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **510-6XXX-6005**
Department: **Water Administration**

<u>Dept.</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	City Council	9,867	9,867	10,064	10,064	10,366
6020	City Manager	27,124	27,124	27,666	27,666	28,496
6030	Finance	78,517	78,517	80,087	80,087	82,490
6040	City Attorney	7,197	7,197	7,341	7,341	7,561
6050	Planning	10,287	10,287	10,493	10,493	10,808
6120	Audit	4,398	4,398	4,486	4,486	4,621
6280	Fire	16,506	16,506	16,836	16,836	17,678
6290	Building	24,829	24,829	25,326	25,326	26,086
6300	Engineering	54,775	54,775	55,871	55,871	80,000
6310	Corporation Yard	111,633	111,633	113,866	113,866	117,282
6680	Depreciation	102,326	102,326	102,326	102,326	91,050
	TOTAL ALLOCATIONS	\$447,459	\$447,459	\$454,362	\$454,362	\$476,438

Employee benefits transferred as a direct charge to Water Utility.

Water Utility

Major Budget Changes for 2007/2008:

Capital Outlay:

Re-Roof Wells 6 & 8 Pump houses	\$20,000
Trench Plate	\$ 2,000
8 Water Sampling Stations	\$ 4,800
Increase Supplies for Lab Fees	\$ 1,000
Vacuum Truck Lease Share (8 year lease purchase)	\$ 7,068



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **510-6510**
Department: **Water Utility**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries *	119,980	107,453	119,848	119,848	134,290
6011	Standby	6,716	7,055	6,991	6,991	7,511
6020	Overtime	957	827	4,000	4,000	1,260
6023	Benefits	53,621	60,206	69,565	69,565	71,451
6025	Communications	4,990	4,675	4,750	4,750	4,750
6050	Misc. Supplies / Services **	46,496	50,785	43,375	52,375	49,375
6060	Training	909	987	1,600	1,600	1,600
6330	Utilities	99,552	74,045	82,826	82,826	106,240
6360	Well Arsenic Program ***	108,537	1,086	45,324	1,185	44,139
6806	Backflow Prevention Program	2,410	2,243	17,720	3,000	3,000
6807	Fire Hydrant Rplcmnt Program	7,846	1,879	3,000	10,500	10,500
6808	Meter Replacement Program	13,304	18,842	10,500	16,000	20,000
6860	Contract Services	1,261	3,708	20,000	7,400	7,400
7060	Energy Efficiency	0	5,823	7,400	0	0
	TOTAL OPERATING	\$466,579	\$339,614	\$436,899	\$380,040	\$461,516
	Capital Outlay					
6921	Vacuum Truck Lease (8 yr)	0	0	0	0	7,068
6949	Backhoe \$20k, Loader \$18,5k	0	37,762	0	0	0
6956	Pickup Truck (PIF 09/05)	3,624	1,220	0	0	0
6966	Well Improvements ****	72,024	16,123	9,200	1,500	9,200
511-7068	Energy Conservation Loan	0	0	0	0	12,666
7075	Pump house Roof Repair	0	0	0	0	20,000
7076	Sampling Stations	0	0	0	0	4,800
7077	Trench Plate	0	0	0	0	2,000
	TOTAL CAPITAL	\$75,648	\$55,105	\$9,200	\$1,500	\$55,734
	TOTAL DEPARTMENT	\$542,227	\$394,719	\$446,099	\$381,540	\$517,250

*Staff: Includes 2.40 FTE

See next page for account details.

Water Utility Details

	Actual Expenditures	Actual Expenditures	Estimated Expenditures	Budgeted Expenditures
**Supplies (6050):	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Lab Expenses, Water testing	\$11,300	\$11,300	\$11,300	\$12,300
Maintenance & repairs	24,621	28,500	21,500	26,500
Generator service contract	575	575	575	575
<u>CA Dept of Health Services Fees</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total	\$46,496	\$50,375	\$43,375	\$ 49,375
***Wells 6 & 8 Arsenic Program (6360):	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Arsenic Remediation at Well 2	\$62,310	\$ 1,086	\$45,324	\$44,139
PES Environmental Consulting	7,727	0	0	0
<u>Arsenic Test at Well 6</u>	<u>38,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$108,537	\$ 1,086	\$45,324	\$ 44,139
****Well Improvements (6966):	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2006/07</u>
Well #6 Meter	\$ 0	\$ 6,923	\$ 0	\$ 0
Well Meter Calibrations	0	1,500	1,500	1,500
Soft Starts for Wells 4 & 7	0	0	0	0
Well #2 & 4 Repairs	65,389	0	0	0
Replace Pressure Sensing Valve	6,635	0	0	0
<u>Sand Separator for Well 4</u>	<u>0</u>	<u>7,700</u>	<u>7,700</u>	<u>7,700</u>
Total	\$ 72,024	\$16,123	\$ 9,200	\$ 9,200



City of Sebastopol 2007/2008 Budget Expenditures

Fund Number: **510**
Department: **Water Debt Service**

<u>Dept & Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
1992 C.O.P. - Pleasant Hill Reservoir #2 REFA IV						
6090-6550	Interest	10,061	2,678	0	0	0
6091-6550	Principal	80,000	85,000	0	0	0
6095-6550	Trustee Fees	0	767	0	0	0
1989 / 1994 / 2004 C.O.P. (20%) - First Street Reservoir						
6090-6545	Interest	24,092	21,712	19,305	19,305	16,764
6091-6545	Principal	57,340	59,680	62,120	62,120	64,660
6095-6545	Trustee Fees	0	0	0	0	0
1996 Well #7 Lease						
6090-6535	Interest	21,033	18,701	16,179	16,179	13,493
6091-6535	Principal	36,512	38,844	41,366	41,366	44,052
TOTAL DEPARTMENT		\$229,038	\$227,382	\$138,970	\$138,970	\$138,969

1992 C.O.P. is a refinance of a 1986 C.O.P. and was fully paid in 2005/06.

2004 C.O.P. is a refinance of the 1994 C.O.P. and will be paid in full on June 1, 2013.

1996 Well #7 lease will be paid in full in October of 2011.

DEBT SERVICE FUND

This fund accounts for the accumulation of resources and payment of general long-term debt principal and interest not serviced exclusively by an enterprise fund, the redevelopment agency, or special assessment districts.

The City of Sebastopol also services debt in the enterprise fund for the 1978 Water Bonds, the 1994 Certificates of Participation and the lease to construct water well #7. There is also debt serviced by the Redevelopment Agency for the Tax Increment Bonds of 1986 and 1991 and for the Certificates of Participation of 1989.

G.O. Bonds of 1987

The general obligation bonds of 1987 were passed in the general election of 1986 by a 2/3 majority vote of the populace. The purpose of the bonds were to effect a number of sewer improvements. The revenues to cover the debt are an ad valorem tax on property and are approximately 7 cents per \$1,000 valuation.

General Obligation Infrastructure Financing of 2006

The City Council approved a lease financing of a series of municipal improvement projects at their meeting of May 16, 2006. The projects include a new water well (Well 8), a water system booster pump between delivery zones, funds to complete the replacement of the sewer force main to the regional treatment plant, additional funding for the new skate park project, 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.



City of Sebastopol 2007/2008 Budget Expenditures

Fund Number **004**
Department: **Debt Service Fund**

<u>Dept & Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
Sewer Bonds, General Obligation Bonds of 1987						
6090-6512	Interest	38,360	25,397	17,850	17,850	0
6091-6512	Principal	215,000	230,000	255,000	255,000	0
6095-6512	Trustee Fees	3,510	3,510	3,500	3,500	0
	TOTAL	\$256,870	\$258,907	\$276,350	\$276,350	\$0
Infrastructure Lease Financing of 2006						
420-6091-6515	Sewer Principal	\$0	\$0	\$24,597	\$24,597	\$25,629
420-6090-6515	Sewer Interest	\$0	\$0	\$38,774	\$38,774	\$37,311
860-6091-6515	Skate Park Prin.	\$0	\$0	\$12,303	\$12,303	\$12,815
860-6090-6515	Skate Park Int.	\$0	\$0	\$19,394	\$19,394	\$18,656
510-6091-6515	Water Principal	\$0	\$0	\$27,675	\$27,675	\$28,831
510-6090-6515	Water Interest	\$0	\$0	\$43,626	\$43,626	\$41,972
001-6091-6515	Solar Principal	\$0	\$0	\$7,994	\$7,994	\$8,967
001-6090-6515	Solar Interest	\$0	\$0	\$12,601	\$12,601	\$13,055
001-6091-6515	Streets Principal	\$0	\$0	\$15,372	\$15,372	\$16,016
001-6090-6515	Streets Interest	\$0	\$0	\$24,232	\$24,232	\$23,316
	TOTAL	\$0	\$0	\$226,568	\$226,568	\$226,568

1987 General Obligation Bonds will be fully paid in 2007.

Infrastructure Lease Financing of 2006 will be fully paid in 2026

This financing contained:

\$800,000	Sewer Force Main
\$400,000	Skate Park
\$900,000	Water Well 8 and Booster Pump
\$260,000	Solar Electric Panels for Police Dept, City Hall & Sewer Lift Station
<u>\$500,000</u>	<u>Street Smart Pedestrian Safety Improvements</u>
\$2,860,000	Total

COMMUNITY DEVELOPMENT AGENCY FUND

The basic purpose of California redevelopment law is to give cities a tool to help remove blighting conditions from a community. Blighted areas are defined in the law as areas in which there are conditions which constitute physical and economic liabilities requiring redevelopment in the interest of the health, safety and welfare of the people. These conditions are further defined as inadequate public improvements, utilities, unsafe buildings or inadequate parking. Further, the law talks about expanding the supply of affordable housing and employment opportunities for all citizens.

In order to accomplish these goals, a redevelopment agency may acquire land and buildings, dispose of real property, and construct public facilities. The sale of real property may include conditions on the sale of properties so that they are used in a manner consistent with the city's redevelopment plan. Public facilities can include infrastructure (streets, water and sewer facilities, etc.) and city buildings which benefit the redevelopment project area. There is a specific ban on the construction of city halls with redevelopment funds. A redevelopment agency may borrow money to implement these activities. Such borrowing can be in the form of loans from the city or private sources or from the sale of tax increment bonds.

The redevelopment agency must set aside 20% of its tax increment revenues for the purpose of assisting low and moderate income housing. These set aside funds can be used to acquire, improve, finance, rehabilitate and otherwise subsidize affordable housing (including mobile homes). These housing activities may take place in the city, both within and outside the redevelopment project area.



City of Sebastopol 2006/2007 Budget Expenditures

Fund Number: **950-6950**
Department: **Redevelopment**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6010	Salaries	1,230	750	1,800	1,600	1,800
6023	Benefits	74	81	71	75	53
6050	Misc. Supplies / Services *	442	1,551	1,000	1,000	30,950
6060	Training	0	530	1,000	500	2,000
6070	Dues	1,790	1,790	2,700	2,700	2,800
6600	Audit	9,200	9,150	9,200	9,200	9,200
6860	Contract Services **	66,113	204,362	219,500	289,500	150,000
	TOTAL DEPARTMENT	\$78,849	\$218,214	\$235,271	\$304,575	\$196,803
	Allocations to City Council	\$1,060	\$1,060	\$1,060	\$1,060	\$5,373
	Allocations to City Manager	\$33,772	\$33,772	\$33,772	\$33,772	\$45,918
	Allocations to Finance	\$9,385	\$9,385	\$9,385	\$9,385	\$17,100
	Allocations to Planning	\$0	\$0	\$0	\$0	\$16,237
	Allocations to City Attorney	\$0	\$0	\$0	\$0	\$8,099
	Allocations to Audit	\$282	\$282	\$282	\$282	\$300
	Total Department Costs	\$123,348	\$262,713	\$279,770	\$349,074	\$289,830

*Misc. Supplies / Services:

Miscellaneous	\$1,200
Bike Racks	4,000
So Main Trees	750
Plaza Hedge	5,000
Ives Park Hedge	5,000
<u>Banners</u>	<u>15,000</u>
Total	\$30,950

	2004/05 Actual <u>Expenditures</u>	2005/06 Actual <u>Expenditures</u>	2006/07 Estimated <u>Expenditures</u>	2007/08 Budgeted <u>Expenditures</u>
**Contract Services:				
ADA Curb Ramp project	\$38,613	\$ 0	\$ 0	\$ 0
Chamber contract - Economic Specialist	27,500	27,000	27,500	27,500
Northeast Area Specific Plan	0	165,336	180,000	105,000
Facade Program	0	13,500	11,000	7,500
Sign Program	0	0	15,000	10,000
N.E. Area Market Study	0	0	17,968	0
<u>Chamber Brandpoint Study*</u>	<u>0</u>	<u>0</u>	<u>48,000</u>	<u>0</u>
Total	\$66,113	\$202,362	\$262,000	\$150,000

**Chamber reimbursement for Brandpoint Study:

7/1/07	\$10,000
7/1/08	\$12,000
7/1/09	\$16,000



City of Sebastopol 2007/2008 Budget Expenditures

Fund & Department Number: **951-6951**
Department: **Low-Cost Housing (Redevelopment)**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6860	Contract Services*	741	1,364	15,000	8,000	15,000
6900	Mobile Home Rental Control Contract	19	769	1,000	7,500	3,000
7021	Rehabilitation Program	0	7,786	20,000	0	2,214
7051	Inclusionary Housing	0	0	15,000	400	0
7056	Low Income Housing Incentive Program	0	0	229,640	86,120	143,520
TOTAL DEPARTMENT		760	9,919	280,640	102,020	163,734
Dept	Low Income Housing Projects 951-6952, 951-6953, 951-6954					
6952	6855 Petaluma Ave.	15,656	87,647	200,000	250,000	1,300,000
6953	7991 Sequoia Village	3,871	814	150,000	350,000	575,000
6954	961 Gravenstein Hwy So**	0	0	300,000	300,000	20,000
TOTAL DEPARTMENT		\$20,287	\$98,380	\$930,640	\$1,002,020	\$2,058,734
070-2015 Inclusionary Housing Fee Revenue		\$0	(\$15,000)	(\$15,000)	(\$400)	\$0
Total Department Costs		\$20,287	\$83,380	\$915,640	\$1,001,620	\$2,058,734

* Includes MCC Program, Consultant Services, and Planning Staff Time Reimbursement

** 2007/2008 Possible loan for construction

*** Housing Rehabilitation program with Rebuilding Together

The Low-Cost Housing Fund is established by State code and is funded by 20% of gross tax increment revenues and tax increment bond revenues of the Community Development Agency of the City of Sebastopol. The fund must be expended on housing for low and moderate income households or to maintain the supply of such housing. Agency director allocates available funds to the three housing projects during the fiscal year.

6855 Petaluma Ave. \$100,000
7991 Sequoia Village \$150,000
961 Gravenstein Hwy So \$300,000

7056 Incentive Program: Johnson St (2) 86,120 x 2 = \$172,240
Litchfield (2) 28,700 x 2 = 57,400
\$229,640



City of Sebastopol 2007/2008 Budget Expenditures

Fund Numbers: **950 & 951**
Department: **Redevelopment Agency Debt Service**

<u>Dept & Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
Fund 950						
C.O.P. of 1989 / 1994 / 2004 Police Building (80%)						
6090-6545	Interest	96,368	77,220	77,221	77,221	67,055
6091-6545	Principal	229,361	248,520	248,480	248,480	258,640
6095-6545	Trustee Fees	0	0	0	0	0
Tax Increment Bonds of 1997 - Refunding						
6090- 6560	Interest	245,416	208,880	233,385	233,385	224,738
6091-6560	Principal	180,101	184,841	194,320	194,320	203,798
6095-6560	Trustee Fees	3,800	3,938	3,800	2,438	3,000
Fund 951						
Tax Increment Bonds of 1997 - HSA Portion						
6090-6560	Interest (5.21%)	11,931	11,481	12,828	12,828	12,352
6091-6560	Principal	9,899	10,160	10,681	10,681	11,202
TOTAL DEPARTMENT		\$776,876	\$745,040	\$780,715	\$779,353	\$780,785

1994 C.O.P. was refunded in 2004 and will be paid in full on October 1, 2013.

1997 Tax Increment Bonds are a refunding issue of the 1986 and 1991 Tax Increment Bonds and will be paid in full in 2021.

TRUST AND AGENCY FUNDS

Trust and Agency funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or funds. The following accounts are kept as trusts with the City:

Street Lighting Assessment District

Funds are received from the County via the property tax rolls for the exclusive use of paying the operating costs of street lighting within the City of Sebastopol. The assessment is the subject of an annual hearing to review projected costs and setting of the tax levy.

Gravenstein Highway North Assessment District

The Gravenstein Highway North Assessment District was formed on November 19, 1979 pursuant to the Improvement Bond Act of 1915, Division 10 of the Streets and Highways Code of the State of California. Bonds were authorized to be issued by resolution No. 3363 on August 24, 1981 and were of two types. Series A bonds were issued in the amount of \$641,456.40 to finance unpaid assessments for street improvements on North Gravenstein Highway from Covert Lane to Danmar Drive. Series B bonds were issued in the amount of \$2,030,097.35 to finance unpaid assessments for parking lot construction at the Redwood Marketplace shopping center. Assessments are collected on the property tax rolls and may not be used for any purpose not specified in the assessment district documentation. Bonds due on the Redwood Marketplace portion of the assessment district were paid in full on January 1, 2000.

Woodstone Center Assessment District

The Woodstone Center Assessment District was formed on December 3, 1997 pursuant to the Municipal Improvement Act of 1913, Division 12 of the Streets and Highways Code of the State of California. The bonds were issued to finance construction and acquisition of certain public improvements specially benefitting properties located within the boundaries of City Assessment District 1992-1 (Woodstone Center). Assessments to pay debt service are collected on the property tax rolls of parcels located within that district and may not be used for any purpose not specified in the assessment district documentation.



City of Sebastopol 2007/2008 Budget Expenditures

Account No. **780-6330**
Department: **Street Lighting Assessment District**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6050	Administration	2,500	0	800	800	800
6660	Street Lighting	75,429	77,649	91,625	89,231	90,000
6860	Engineer's Report	3,865	6,462	6,000	6,000	6,000
TOTAL DEPARTMENT		\$81,794	\$84,111	\$98,425	\$96,031	\$96,800
Special Assessment Revenues		(\$86,987)	(\$86,727)	(\$87,065)	(\$87,065)	(\$87,182)
General Fund Contribution		(\$5,193)	(\$2,616)	\$11,360	\$8,966	\$9,618

Special assessment district to pay for street lighting was created on June 29, 1981 and operated for the next two fiscal years. The district was re-activated in 1996. The necessary Engineer's report has been completed and hearings held in order to assess charges for fiscal year 2007/2008.



City of Sebastopol 2007/2008 Budget Expenditures

Fund No. **778**
Department: **Woodstone Assessment District Debt Service**

<u>Object</u>	<u>Description</u>	<u>2004/2005 Actual Expenditures</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Budgeted Expenditures</u>	<u>2006/2007 Estimated Expenditures</u>	<u>2007/2008 Department Request</u>
6090-6063	Interest	19,576	20,627	16,890	16,890	16,010
6091-6063	Principal	15,000	10,000	10,000	10,000	10,000
6095-6063	Trustee Fees	2,939	2,992	3,000	3,000	3,000
TOTAL DEPARTMENT		\$37,515	\$33,619	\$29,890	\$29,890	\$29,010

Bonds will be paid in full in 2022.