



SEBASTOPOL

Local Flavor. Global Vision.

CITY OF SEBASTOPOL BUDGET

FISCAL YEAR 2010/2011

MAYOR

Sarah Glade Gurney

VICE MAYOR

Guy Wilson

COUNCIL

Linda Kelley

Larry Robinson

Kathleen Shaffer

Sebastopol City Hall
7120 Bodega Ave.
Sebastopol, CA 95472

City Manager(707)823-1153

Administrative Services (707)823-7863



Budget Transmittal Letter

June 1, 2010

Mayor and Councilmembers,

In the following pages, you will find the proposed budget for the City of Sebastopol for Fiscal Year 2010 - 11. In accordance with State Law, we are presenting you with a balanced budget. In addition to being in balance, the budget is reflective of the City Council's stated goals and objectives and maintains levels of service consistent with years in the recent past. While we strive to improve on our levels of service, in these trying economic times, we are fortunate to be able to maintain them where they are.

Before discussing the particulars of the proposed budget, it should be noted that Sebastopol remains in a relatively stable fiscal condition, especially in comparison many municipal governments in the state. The recession is now at least three years old and continues to hit local governments very hard. Municipal governments rely on tax revenues, particularly property tax and sales tax to fund their general government functions. In recessionary times, people reduce spending, particularly on non-essential items which reduces sales tax receipts. Housing sales have rebounded somewhat and the real estate market shows signs of stabilizing. Price points for real estate sales continue to be at price points below recent years, thus slowing the growth of property tax revenues as well.

The voters of the City approved a Utility Users Tax in November of 2008. That approval created a new funding source for the City which has essentially made up for the lack of growth in property and sales tax and the drop in other general fund revenue sources such as Real Estate Transfer Tax, Interest Income, Planning Fees and other miscellaneous revenues.

The Fiscal Year 2010 - 11 budget does not contain any assumptions with respect to State takeaways. The State continues to deal with significant budget issues and the possibility that local revenues could be affected by what the State ultimately does remains. The proposed budget projects General Fund revenues

of \$4,970,080 and General Fund expenditures of \$4,969,779. The miniscule positive balance of \$301 reflects how tight the City's finances have become. This means that the City has very little flexibility in terms of any unprogrammed spending or unforeseen events without spending down the City reserves.

I would like to recognize our full time employees, part time employees and volunteers for the contributions they make to the city. Their efforts and those of the City Council have positioned the City well to deal effectively with this economic downturn and have placed the City in the enviable position of being ready to take advantage of opportunities as conditions improve.

I would specifically like to thank all of the department heads. Without exception, the City's senior management team recognized the challenges and developed budgets that will allow them to continue to deliver high quality services. Likewise, all of our employee bargaining units, recognized the difficulties we face and worked with management to ensure that service levels would not suffer.

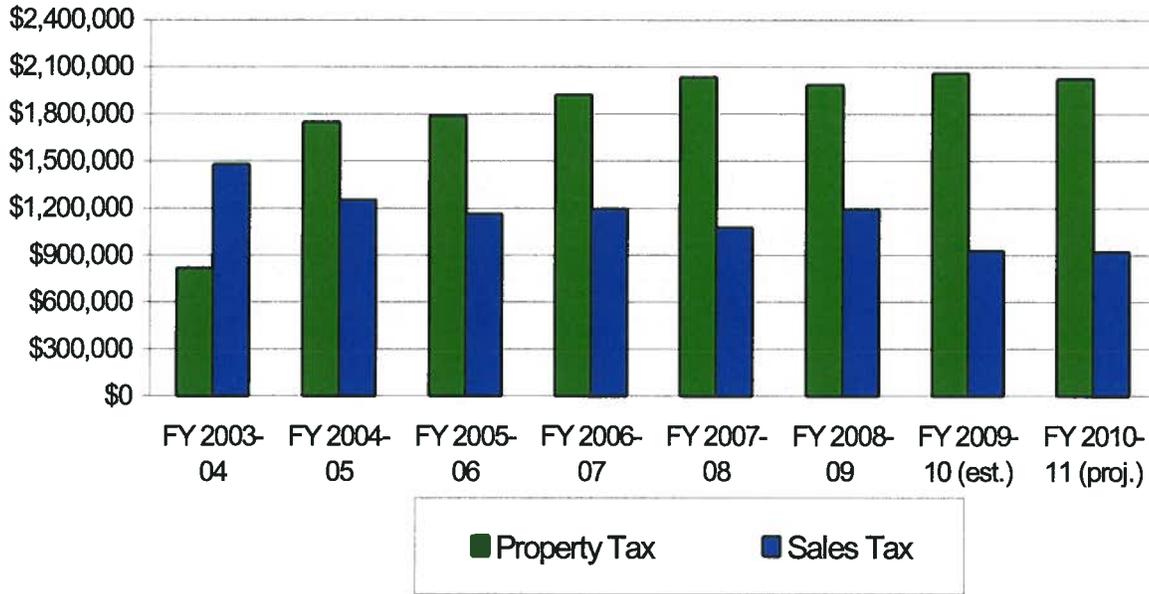
Special thanks go to Ron Puccinelli, Sue Kelly, Karen Cano, Mary Gourley and Pattie Murphy for their efforts in preparing and organizing this budget.

Lastly, staff thanks the Council's Budget Subcommittee, Vice Mayor Wilson and Councilmember Shaffer, for their dedication, attention and patience in this process. Their insight and questions were very helpful to us in creating this budget.

REVENUES

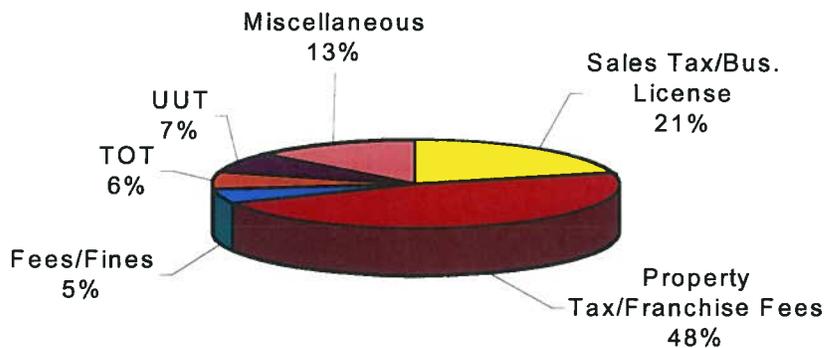
As the economy has slowed, the City's two largest revenue sources, property tax and sales tax have also. Both of these revenues have essentially flattened over the past three years. While this would seem to be a problem and it does create difficulties for the City, Sebastopol has not seen the significant drops in these revenue sources that many other cities have experienced. The graph below shows the revenues generated from these two sources. Note the change from FY 2003-04 to FY 2004-05 as the "triple flip".

City of Sebastopol - Property and Sales Tax Revenues



In terms of total revenues, the figure below indicates that the City's revenues are fairly well distributed among the major revenue categories. Sales Tax/Business Licenses make up the second largest portion of the revenue base at 21%. It should be a long-term goal of the City to develop a diverse and well-balanced revenue base. Having nearly one quarter of our revenues associated with business activity in the City highlights the importance of having a successful and expanding business climate in the City. Continued downward pressure in this area, especially with respect to sales tax, is the greatest threat to the City's long term financial health. This fact will require the City to carefully consider economic development decisions and policies from all perspectives, including long term revenue generation.

Projected FY 2010-11 General Fund Revenues



Lastly, with respect to revenues, we are anticipating a slight increase within the planning, building and engineering fee areas. Over the past two to three years, many cities have reduced their personnel costs in these areas. In many places, layoffs were quite common. With our small staffs in these areas already, no cuts are recommended at this time. A larger policy consideration that the Council may need to keep in mind in the future if these revenues continue to struggle is to what extent the general fund should compensate for reduced fee revenue. Any increases in that general fund offset will hamper the Council's ability to fund other areas in the general fund budget. Also, with respect to planning specifically, the City will be initiating its General Plan update process. That effort will generate significant workload and, to the extent practical, as much work will be undertaken by City staff.

Expenditures

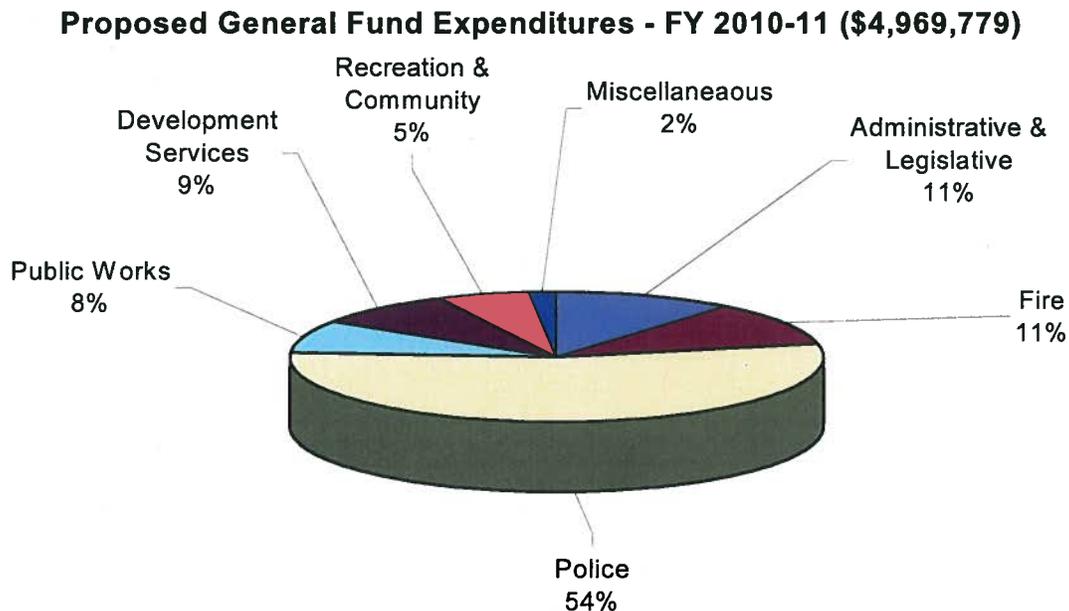
At the outset of the budget process, the direction provided to department heads was to prepare their budgets assuming zero increases will be available and cuts may be possible. We approached the budget estimating that revenues would be lower than the revenue we projected for FY 2009 - 10. The budget subcommittee has met several times including meetings with all department heads.

To simplify the significant changes that are included in the budget in Fiscal Year 2010 – 11 compared to the prior fiscal year, please see the below table:

Department	Account	FY 2009 – 10 Budget	FY 2010 – 11 Budget	Change
City Council	Contract Services	\$3,500	\$5,000	\$1,500
City Manager	Contract Services	\$10,000	\$2,500	(\$7,500)
Administration Services	Salaries	\$212,136	\$177,156	(\$34,980)
Administration Services	Benefits	\$80,863	\$56,797	(\$24,066)
City Attorney	Litigation Expense	\$45,000	\$25,000	(\$20,000)
Planning	Contract Services	\$8,500	\$5,500	(\$3,000)
Planning	GP Housing Element	\$30,000	\$0	(\$30,000)
Police	Salaries	\$1,411,909	\$1,339,698	(\$72,211)
Police	Benefits	\$824,908	\$781,526	(\$43,382)
Police	Overtime	\$75,000	\$90,000	\$15,000
Police	SLESF Fund	\$100,000	\$132,542	\$32,542
Fire	Salaries	\$271,962	\$280,474	\$8,512

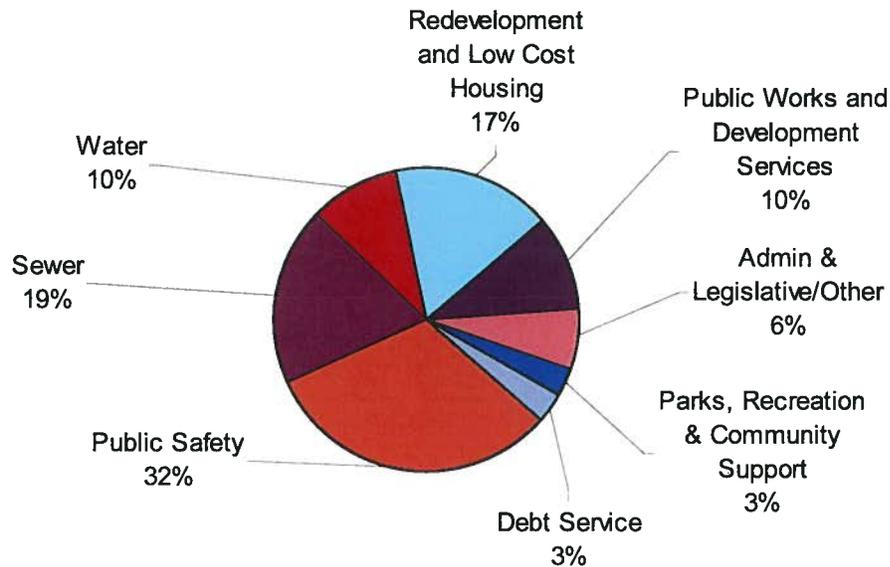
Fire	SAFER Benefit	\$9,000	\$18,000	\$9,000
Building Inspection	Misc. Supplies	\$1,500	\$3,500	\$2,000
Building Inspection	Training	\$7,000	\$3,000	(\$4,000)
Engineering	Unemployment Ins.	\$11,700	\$2,925	(\$8,775)
PW – Corp Yard	Contract Services	\$8,297	\$0	(\$8,297)
PW – Govt. Buildings	Misc. Supplies	\$13,365	\$12,165	(\$1,200)
PW – Govt. Buildings	Utilities	\$8,634	\$7,000	(\$1,634)
PW – GF Streets	Misc. Supplies	\$29,502	\$31,600	\$2,098
PW – GF Streets	Utilities	\$10,233	\$15,000	\$4,767
PW – Parking Lots	Utilities	\$10,606	\$9,200	(\$1,406)
PW – Parks and Land.	Utilities	\$23,946	\$30,000	\$6,054
PW – Ives Pool	Maintenance & Fees	\$10,000	\$8,500	(\$1,500)
PW – Ives Pool	Utilities	\$40,190	\$28,955	(\$11,235)
PW – Recreation	Utilities	\$10,000	\$4,200	(\$5,800)
PW – Recreation	Contract Services	\$23,750	\$22,500	(\$1,250)
Community Support	Utilities	\$11,632	\$9,822	(\$1,810)
Community Support	Services	\$25,900	\$24,580	(\$1,320)
Non-Departmental	Audit	\$15,800	\$17,000	\$1,200
Non-Departmental	Election	\$0	\$9,400	\$9,400
All Departments	Insurances	\$194,049	\$216,816	\$22,767
All Departments	Employee Benefits	\$1,764,554	\$1,714,318	\$50,236
Total Major Departmental Budget Changes				(\$118,290)

In terms of where the City spends its general fund, the chart below shows City spending by department. Not surprisingly, public safety makes up the largest portion of City general fund spending.



Shown below is a second chart depicting where the City spends all of its funds.

**Proposed All Funds Expenditures - FY 2010-11
(\$11,283,800)**



(Note that some department expenditures are paid by enterprise funds or other funds such as development impact fees, grants, etc.)

The use of 65% of the City's general fund budget on Police and Fire is typical of most cities and highlights the difficulty cities have when confronted with the need to cut budgets. While some departments can be "trimmed" to a certain extent, when forced to make significant cuts, public safety generally has to be included which usually proves very unpopular with the public.

Summary

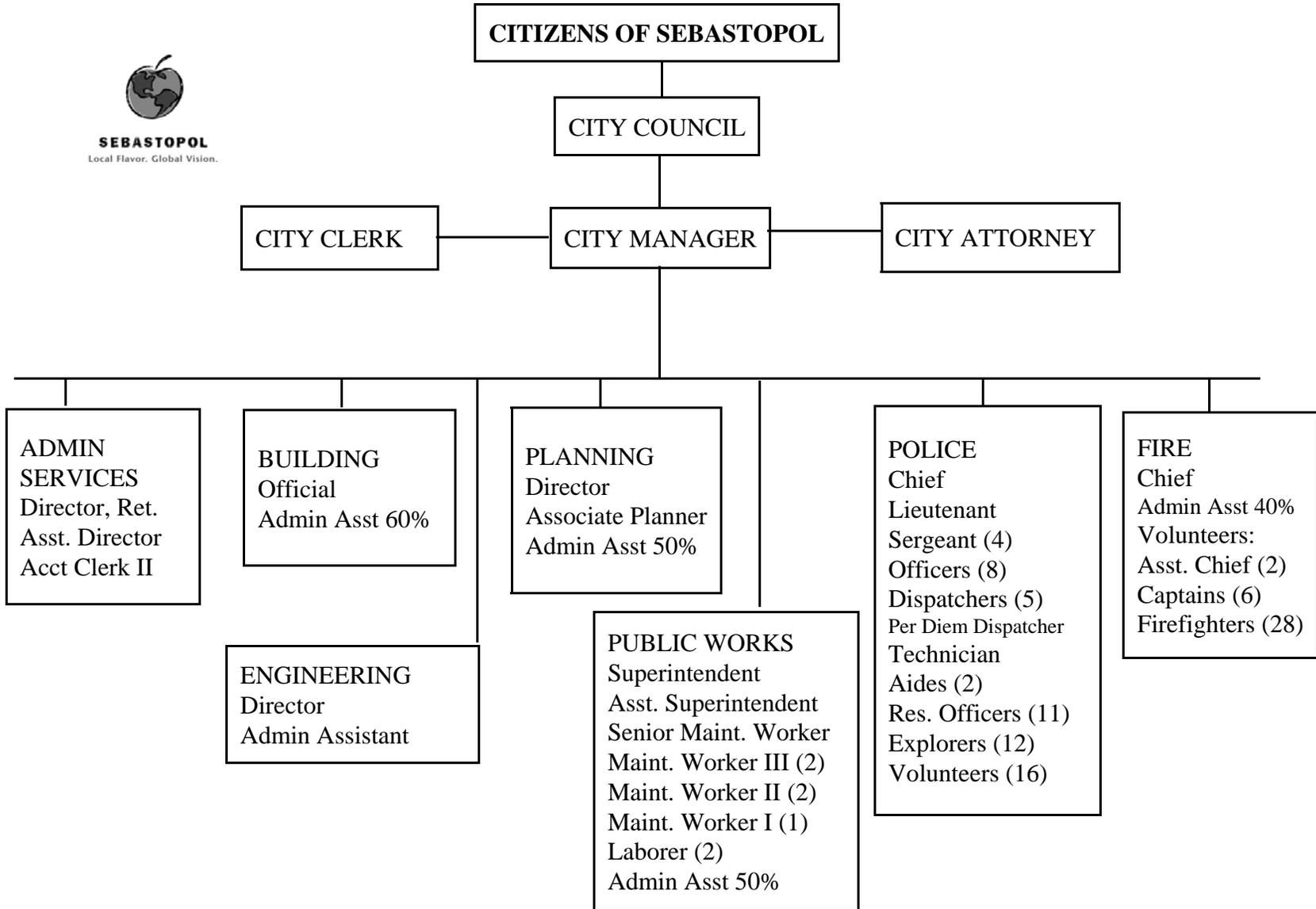
While all levels of the public sector, the private sector and non-profit agencies are struggling to make ends meet, the City is in, if not a strong financial position, a stable one. Unlike the vast majority of cities and counties in California, we are pleased to present to you a balanced budget which does not significantly

degrade services, reduce the City's workforce and only has a very minor impact on the City's General Fund Reserves.

In terms of our other funds, all have positive fund balances, with the exception of the Low Cost Housing Fund. This fund is in a deficit due to the City's and the Community Development Agency's aggressive efforts to provide low cost housing opportunities in the City. The City's Water and Sewer funds are starting to show some significant signs of distress. This budget contains funding for the City to undertake a comprehensive review of our rate structure in both the Water and Sewer Funds.

Respectfully Submitted,

Jack Griffin, City Manager



CITY OF SEBASTOPOL

STAFF

Jack Griffin	City Manager
Lawrence McLaughlin	City Attorney
Mary Gourley	City Clerk
R. Puccinelli, Ret.	Administrative Services Director
Glenn Schainblatt	Building Official
Susan Kelly	Engineering Director
John Zanzi	Fire Chief
Kenyon Webster	Planning Director
Jeffrey Weaver	Police Chief
Richard Emig	Public Works Superintendent

CONSULTANTS

Joe Gaffney, Consulting City Engineer	Green Valley Consulting Engineering
Tim Erney, Consulting Traffic Engineer	Korve Engineering, Inc.
Becky Duckles, Consulting Arborist	B. Duckles, Landscape Consultant/Arborist

Fiscal Year 2010/2011
Staffing Allocations

Description	Number of Employees	--- Percent of Time Allocated by Fund ---				
		General Fund	Water Enterprise	Sewer Enterprise	Redevelopment	TOTAL
<u>CITY COUNCIL</u>						
Councilmembers	5	68%	12%	14%	6%	100%
Total	5					
<u>CITY MANAGER</u>						
City Manager	1	70%	8%	7%	15%	100%
City Clerk	1	70%	8%	7%	15%	100%
Video Recorder	1	70%	8%	7%	15%	100%
Total	3					
<u>CITY ATTORNEY</u>						
City Attorney	1	87%	5%	3%	5%	100%
Total	1					
<u>BUILDING</u>						
Building Official	1	74%	13%	13%		100%
Admin Assistant	.50	74%	13%	13%		100%
Total	1.50					
<u>COMMUNITY DEVELOPMENT</u>						
Engineering Director						
Admin Asst - Eng	1	32%	34%	23%	11%	100%
Planning Director	1	32%	34%	23%	11%	100%
Associate Planner	1	66%	4%	4%	26%	100%
Admin Asst - Planning	1	66%	4%	4%	26%	100%
	.50	66%	4%	4%	26%	100%
Total	4.50					
<u>FINANCE</u>						
Director	.50	28%	34%	32%	5%	100%
Assistant Director	1	28%	34%	32%	5%	100%
Account Clerk	1	28%	34%	32%	5%	100%
Total	2.50					
<u>FIRE</u>						
Fire Chief	1	97%	3%			100%
Volunteers	36	97%	3%			100%
Admin Assistant	.50	97%	3%			100%
Total	37.50					

<u>POLICE</u>			
Chief	1	100%	100%
Lieutenant	1	100%	100%
Sergeants	4	100%	100%
Officers	9	100%	100%
Dispatchers	5	100%	100%
Technician	1	100%	100%
Aide	1	100%	100%
Reserves	12	100%	100%

Total 34

<u>PUBLIC WORKS</u>			
Superintendent	1	100%	100%
Assistant Superintendent	1	40%	40% 20% 100%
Senior Maint Worker	1	20%	30% 50% 100%
Maintenance Worker III	2	50%	30% 20% 100%
Maintenance Worker II	2	40%	40% 20% 100%
Maintenance Worker I	1	40%	30% 100%
Laborer	2	100%	100%
Admin Assistant	.50	100%	100%

Total 10.50

City of Sebastopol Revenue Estimates

ACCOUNT		2007/2008 ACTUAL	2008/2009 ACTUAL	2009/2010 ESTIMATE	2010/11 BUDGET
GENERAL FUND (000)					
4010	Property Taxes	1,042,208	1,096,027	1,070,000	1,050,000
4018	Transient Occupancy Tax	318,636	248,253	320,000	320,000
4020	P.G. & E. Franchise	65,706	67,035	68,000	68,000
4025	Garbage Franchise	151,654	115,133	160,000	160,000
4030	Cable TV Franchise	72,875	72,595	71,500	71,500
4040	Real Estate Transfer Tax	130,163	84,791	115,600	110,000
4045	Utility Users Tax	0	66,509	360,000	360,000
4050	Sales Tax	1,073,368	1,192,191	925,009	920,835
4052	Prop Tax In-Lieu of Sales Tax	437,532	317,286	410,000	400,000
4055	P.S.A.F. (Prop 172)	69,107	61,902	70,000	70,000
4060	Booking Fee Reimbursement	50	0	18,000	18,000
4080	Business Licenses	118,595	111,647	116,000	118,000
4100	Dog Licenses	2,775	2,405	3,000	3,000
4110	Pet Shelter Release Fee	5,184	5,497	5,000	5,000
4120	Building Permits	254,202	127,199	100,000	120,000
4130	Vehicle Code Fines	41,133	46,492	50,000	45,000
4140	Criminal Code Fines	819	6,446	4,000	4,000
4150	Parking Violations	44,946	20,868	40,000	40,000
4200	Interest Income	67,449	19,448	90,000	75,000
4205	Cell Tower Lease	30,477	43,102	32,000	32,000
4210	Rental Income	10,841	6,866	6,000	6,000
4211	Crossing Guard Reimbursement	2,500	0	0	0
4220	Parking Space Rentals	3,854	6,851	7,000	4,000
4300	Vehicle In-Lieu Tax	35,853	21,215	40,000	40,000
4301	Property Tax In-Lieu of VLF	557,397	573,739	580,000	575,000
4310	Off-Highway User Fees	0	0	270	270
4320	State Mandated Cost Reimb.	6,929	0	12,050	8,000
4330	P.O.S.T Reimbursements	5,599	6,629	6,000	6,000
4410	Sale of Publications	619	1,504	2,450	600

ACCOUNT		2007/2008 ACTUAL	2008/2009 ACTUAL	2009/2010 ESTIMATE	2010/11 BUDGET
4415	Management Staff Time	2,493	2,985	3,000	3,000
4420	Planning Fees	36,256	33,921	35,000	30,000
4421	Notary Fees	0	70	50	50
4422	Planning Publications	1,521	261	175	175
4424	Admin Services Staff Time	7,431	5,022	3,000	3,000
4425	Plaza Rental Fees	1,735	3,365	2,200	2,200
4430	Encroachment Permits	16,717	13,158	12,000	12,000
4431	Engineering Maps/Reports	55	148	200	200
4432	Grading Permits	4,235	645	1,500	1,500
4433	Engineering Staff Time	79,305	48,805	60,000	60,000
4434	Sale of Plans & Specifications	200	6,030	2,000	2,000
4440	Street/Sidewalk Reimbursements	324	16,860	16,900	16,900
4445	Public Works Services	14,289	22,312	17,500	17,500
4460	Police Services/Fingerprinting	39,566	34,801	36,000	36,000
4461	Police D.U.I. Recovery	7,242	2,933	2,300	2,300
4462	Vehicle Releases	17,068	15,237	10,000	10,000
4463	Police Reports/Copies	2,523	3,726	4,000	4,000
4464	Police False Alarms	2,628	1,460	1,500	1,500
4465	Fire Department Fees	50,743	38,326	22,000	22,000
4467	Police Overtime Reimbursement	5,455	5,242	5,500	5,500
4470	Weed Abatement Charges	2,100	0	0	0
4480	Ives Pool Reimbursement	52,828	43,628	33,723	44,500
4485	Recreation Utility Reimb.	0	1,946	250	250
4490	Admin Services Loan Processing	72	78	50	50
4500	Sale of Surplus Property	6,025	5,440	8,500	10,000
4505	Insurance Rebate (Liab & W/C)	55,800	55,854	55,000	55,000
4510	Miscellaneous Income	1,423	1,031	300	250
TOTAL GENERAL FUND REVENUES:		4,958,505	4,684,914	5,014,527	4,970,080

ACCOUNT		2007/2008 ACTUAL	2008/2009 ACTUAL	2009/2010 ESTIMATE	2010/11 BUDGET
SPECIAL SALES TAX (001)					
4050	Sales Tax - .25%	509,539	416,000	589,000	520,000
4200	Interest Income	19,457	7,483	8,000	8,000
MEASURE M TRANSPORTATION TAX (003 and 007)					
4050/ 4062	Sonoma County Sales Tax	50,943	47,723	52,000	51,000
DEBT SERVICE FUNDS (004)					
4650	Property Tax, G.O. Bonds	11,533	0	0	0
COMMUNITY FUND (033)					
4511	Donations	1,340	1,292	1,000	1,000
BUILDING FEES (068 & 069)					
068- 4124	Building Permit Technology Fee	3,180	3,432	3,000	3,000
069- 4123	Building Incremental Fee	10,067	1,891	3,000	3,000
BUSINESS IMPROVEMENT DISTRICT (090)					
4070	Business Improvement District	8,003	7,934	8,470	8,200
VEHICLE ABATEMENT FEE (224)					
4459	Abandoned Vehicles	4,033	3,631	2,000	2,000
SEWER OPERATING FUND (420)					
4200	Interest Income	35,675	8,513	10,000	10,000
4505	Insurance Rebate	4,180	0	8,000	4,000
4720	Sewer Service Fees	2,089,885	2,073,298	2,306,000	2,306,000
4745	Late Fees	34,495	33,773	33,000	33,000
TOTAL SEWER FUND REVENUES		2,164,235	2,115,584	2,357,000	2,353,000
SEWER CAPITAL (421)					
4200	Interest Income	80,802	28,601	35,000	35,000

ACCOUNT		2007/2008 ACTUAL	2008/2009 ACTUAL	2009/2010 ESTIMATE	2010/11 BUDGET
4710	Connection Impact Fees	284,782	83,108	150,057	150,000
WASTEWATER IMPACT FEE (422)					
4125	Wastewater Retrofit Impact Fee	55,030	12,350	43,880	40,000
WATER OPERATING FUND (510)					
4200	Interest Income	22,817	2,364	5,000	5,000
4505	Insurance Rebate	2,090	0	4,000	4,000
4750	City Used Water	74,764	69,443	72,000	72,000
4755	Residential - Inside City	778,479	805,454	850,000	850,000
4756	Residential - Outside City	20,475	21,300	22,000	22,000
4760	Commercial - Inside City	197,591	223,287	250,000	250,000
4761	Commercial - Outside City	254	529	600	600
4770	Backflow Inspections	0	875	1,500	1,500
4780	New Service Fees	3,186	3,826	3,000	3,000
4790	Water Meter Sales	4,150	905	600	600
TOTAL WATER FUND REVENUES		1,103,806	1,127,983	1,208,700	1,208,700
WATER CAPITAL (511)					
4200	Interest Income	16,664	6,532	15,000	15,000
4740	Connection Impact Fees	82,590	39,950	92,000	92,000
SPECIAL ASSESSMENTS (778 & 780)					
4014	Woodstone Special Assessment	32,102	31,384	32,000	32,000
4200	Interest Income	2,301	594	800	800
4725	Street Lighting Assessment	86,539	87,713	87,000	88,000
TOTAL SPECIAL ASSESSMENTS		120,942	119,691	119,800	120,800
SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUNDS (812)					
4200	Interest Income	3,970	1,059	3,000	3,000
4836	SLESF ERAF Return	100,000	50,000	100,000	100,000

ACCOUNT		2007/2008 ACTUAL	2008/2009 ACTUAL	2009/2010 ESTIMATE	2010/11 BUDGET
GAS TAX FUND (830)					
4801	Gas Tax Rev & Taxation 4360	0	0	0	211,841
4805	S2105 Gas Tax (Prop. 111)	51,868	42,174	50,000	0
4810	S2106 Gas Tax	41,460	34,482	41,000	0
4815	S2107 Gas Tax	69,616	56,131	65,000	0
4820	S2107.5 Gas Tax (Engineering)	2,000	2,000	2,000	0
TOTAL GAS TAX REVENUES		164,944	134,787	158,000	0
GAS TAX FUND AB2928 (835)					
4200	Interest Income	3,889	984	1,000	0
4800	AB2928 Traffic Congestion	0	65,310	68,000	0
PARK IN LIEU (860)					
4200	Interest Income	7,072	3,562	5,000	5,000
4850	Park Impact Fee	217,440	52,110	126,685	125,000
TRAFFIC IMPACT FEE (870)					
4200	Interest Income	29,842	15,409	20,000	20,000
4855	Traffic Impact Fee	162,472	38,594	79,877	75,000
REDEVELOPMENT FUND (950)					
4200	Interest Income	128,335	56,641	60,000	60,000
4950	Tax Increment	1,563,502	1,064,100	1,606,500	1,600,000
4955	Loan Repayments	13,537	8,000	0	0
TOTAL GENERAL REDEVELOPMENT		1,705,374	1,128,741	1,666,500	1,660,000
REDEVELOPMENT LOW-COST HOUSING FUND (951)					
4200	Interest Income	11,045	26,930	0	0
4210	Rental Income	47,384	27,234	25,000	25,000
4950	Tax Increment	474,717	522,115	520,999	521,000
TOTAL REDEVELOPMENT LOW-COST HOUSING		533,146	576,279	545,999	546,000

Expenditure Allocations 2010/2011

Pg	Department	General Fund	Water Fund	Sewer Fund	General Redeve.	Other	Seb. T/U Tax	Total
19	City Council	66,536	10,667	12,168	5,497		3,350	98,218
23	City Manager	252,587	29,322	24,850	50,043		18,350	375,152
26	Administrative Services	77,057	94,882	89,607	17,493		3,350	282,389
28	City Attorney	141,191	7,780	5,676	8,285			162,932
31	Planning Department	206,486	11,121	11,121	81,003		3,600	313,331
34	Police Services	2,671,351					37,100	2,708,451
35	SLESF Funding	32,542				100,000		132,542
36	OTS/West Co Services	0				50,000		50,000
37	Animal Control	9,300						9,300
40	Fire Services	529,491	18,191				118,240	665,922
42	Emergency Preparedness	3,200					1,500	4,700
43	REDCOM Grant	0				35,879		35,879
46	Building Inspection	143,524	26,843	26,843		3,000	11,000	211,210
48	Engineering	77,168	82,320	56,595	24,874		1,675	242,632
51	Corporation Yard Admin.	39,250	120,683	87,499			4,636	252,068
52	Government Buildings	43,106					26,595	69,701
53	Streets - General Fund	253,792						253,792
54	Parking Lots	22,871						22,871
56	Parks & Landscaping	154,872					10,340	165,212
58	Ives Pool	75,525					7,500	83,025
60	Recreation	36,552						36,552
61	Community Support	47,255						47,255
62	Non -Departmental	72,521	4,755	4,124				81,400
63	Village Mobile HP	0						0
64	Business Improv. Area	0				8,000		8,000
70	Community Services	0						0
71	Streets - Gas Tax	0				211,841		211,841
74	Sewage Treatment	0		1,504,791				1,504,791
76	Sewer Mains	0		280,081				280,081

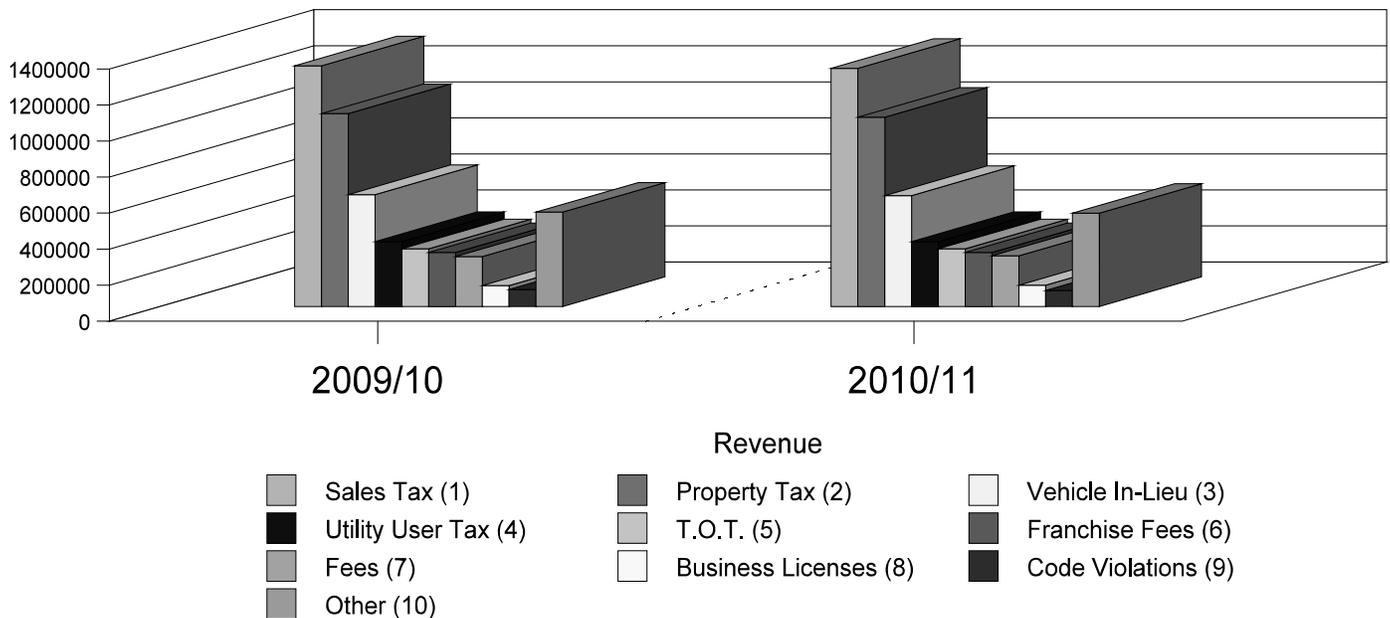
Pg	Department	General Fund	Water Fund	Sewer Fund	General Redeve.	Other	Seb. T/U Tax	Total
80	Water Utility	0	494,433					494,433
82	Debt Service - Water	0	138,983					138,983
84	Debt Service - General	6,917	77,720	76,775		31,470	61,355	254,237
85	Debt Service - CREBS	0				122,000		122,000
87	Redevelopment General	0			345,582			345,582
88	Redevelopment Projects	0			580,500			580,500
89	Low-Cost Housing	0				74,400		74,400
90	Debt Service - Redeve.	0			733,094	86,839		819,933
92	Street Light Assess. Dist.	5,800				88,000		93,800
93	Debt Service -Woodstone	885				32,000		32,885
	Street Repair Reserve	0					100,000	100,000
Total Expenditures		4,969,779	1,117,700	2,180,130	1,846,371	843,429	408,591	11,366,000
Approved Revenues		4,970,080	1,208,700	2,353,000	1,660,000	1,253,920	528,000	11,973,700
Unallocated Revenues (Excess Expenditures)		301	91,000	172,870	(186,371)	410,491	119,409	607,700
Prior Year Unallocated Reserve		0	0	0	0	0	0	0
Estimated Fund Reserves		301	91,000	172,870	(186,371)	410,491	119,409	607,700

**CITY OF SEBASTOPOL
COMPARISON OF REVENUES/EXPENDITURES
FISCAL YEARS 2009/2010 to 2010/2011**

Description	2009/10 Budgeted Revenues	2009/10 Estimated Revenues	2010/11 Budgeted Revenues	2009/10 Budgeted Expenditures	2009/10 Estimated Expenditures	2010/11 Budgeted Expenditures
General Fund - 000	\$5,110,220	\$5,014,527	\$4,970,080	\$5,114,624	\$5,114,624	\$4,969,779
Sales Tax 0.25% - 001	\$525,000	\$597,000	\$528,000	\$435,864	\$435,864	\$408,591
Sewer Fund - 420	\$2,357,000	\$2,357,000	\$2,353,000	\$2,278,561	\$2,278,561	\$2,180,130
Water Fund - 510	\$1,208,700	\$1,208,700	\$1,208,700	\$1,182,774	\$1,182,774	\$1,117,700
Special Assnts-778/780	\$105,000	\$119,800	\$120,000	\$129,675	\$129,675	\$128,000
Redeve. Fund -950	\$1,666,500	\$1,666,500	\$1,660,000	\$1,370,672	\$1,370,672	\$1,846,371
Low Cost Housing - 951	\$524,800	\$545,999	\$546,000	\$73,900	\$73,900	\$74,400
Special Revenues - 003,007,008, 033, 068, 069, 090, 224, 809, 812, 823, 830	\$395,200	\$399,470	\$587,920	\$475,567	\$475,567	\$641,029
Total	\$11,892,420	\$11,908,996	\$11,973,700	\$11,061,637	\$11,061,637	\$11,366,000

General Fund Revenues

Comparison FY 2009/10 vs. FY 2010/11 Budget



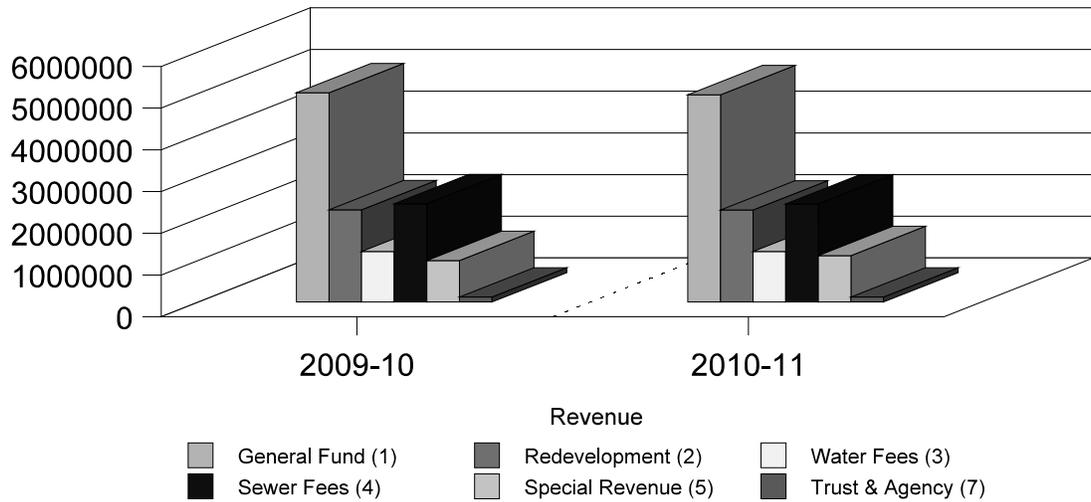
Discussion:

Sales and Property taxes show a decrease of \$34,174 from 2009/10 to 2010/11, reflecting a .3% decrease in sales tax revenues due to downturn in economy. Other revenues remain flat. The State continues to take "ERAF III" in 2009/10 which is a reduction of approximately \$110,500 from normal property taxes.

Revenues	FY 2009/10	FY 2010/11
Sales Tax	\$1,335,009	\$1,320,835
Property Tax	\$1,070,000	\$1,050,000
Vehicle In-Lieu Tax	\$620,000	\$615,000
Utility User Tax	\$360,000	\$360,000
Transient Occupancy Tax	\$320,000	\$320,000
Franchise Fees	\$299,500	\$299,500
Fees	\$276,598	\$280,475
Business Licenses	\$116,000	\$118,000
Code Violations	\$94,000	\$89,000
Other	\$523,420	\$517,270
Total	\$5,014,527	\$4,970,080

Total Operating Revenue

Comparison FY 2009/10 vs. FY 2010/11 Budget



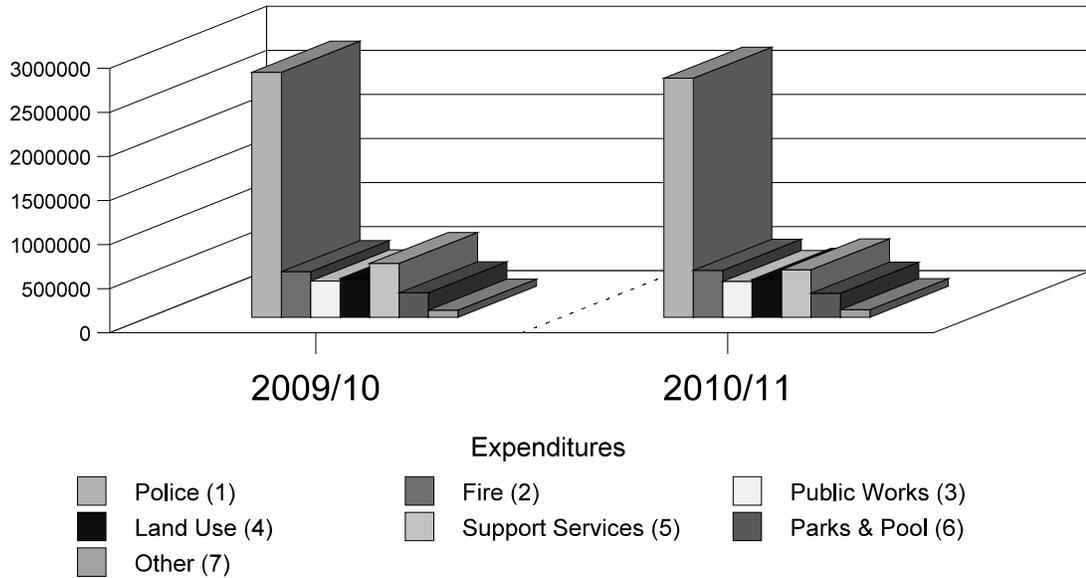
Discussion:

Total general fund revenues show a slight decrease of \$44,447 from 2009/10 to 2010/11. Redevelopment revenues show a slight decrease of \$6,499. Water and sewer fees remain flat. Special revenues will increase with the special .25% sales tax. Trust & agency funds will be unchanged.

Revenues	FY 2009/10	FY 2010/11
General Fund	\$5,014,527	\$4,970,080
Redevelopment	\$2,212,499	\$2,206,000
Water Fees	\$1,208,700	\$1,208,700
Sewer Fees	\$2,357,000	\$2,353,000
Special Revenue	\$994,461	\$1,113,910
Trust & Agency	\$119,800	\$120,000
Total	\$11,908,996	\$11,973,700

General Fund Expenditures

Comparison FY 2009/10 vs. FY 2010/11 Budget



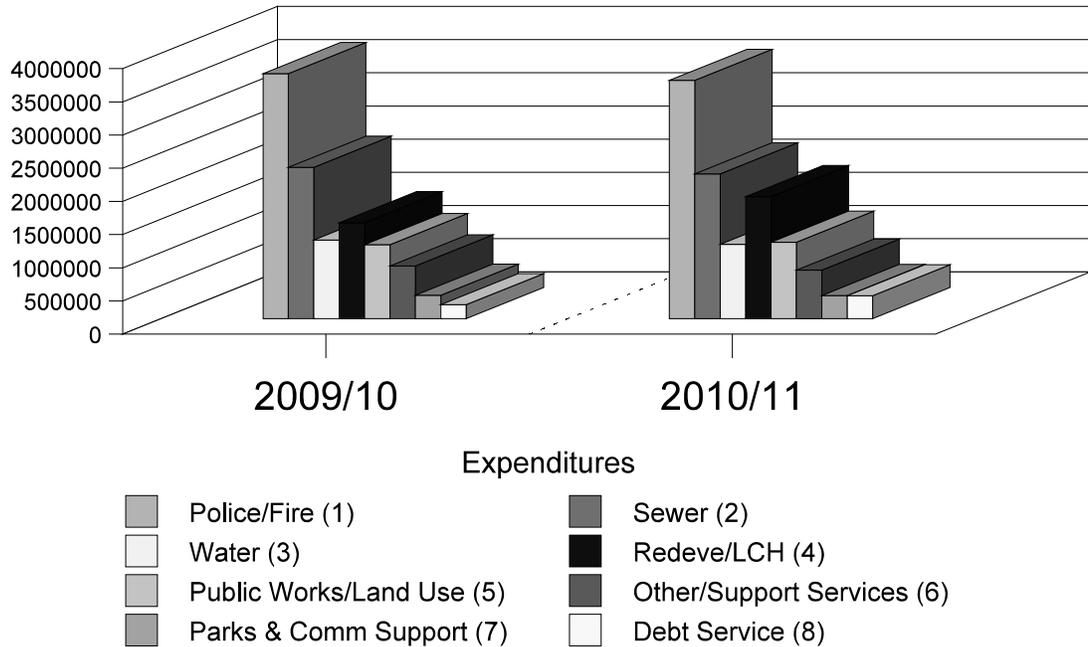
Discussion:

The Police Department expenditures will decrease \$66,896 from 2009/10 to 2010/11 - due mainly to salaries and benefits expense savings from retirements. Fire Department expenditures will increase slightly and all other departments show decreases. Support Services includes a decrease in staffing levels within the Administrative Services Department.

Expenditures	FY 2009/10	FY2010/11
Police	\$2,780,089	\$2,713,193
Fire	\$517,453	\$532,691
Public Works	\$411,394	\$406,274
Land Use (Building, Engineering, Planning)	\$438,203	\$427,178
Administrative & Legislative Support Services	\$609,708	\$537,371
Parks, Pool & Community Support	\$276,993	\$266,949
Other	\$80,784	\$86,123
Total	\$5,114,624	\$4,969,779

Total Operating Expenditure

Comparison FY 2009/10 vs. FY 2010/11 Budget



Discussion:

Most of the departments reflect a decrease in overall expenditures with a few exceptions. The Redevelopment Agency has increased by \$393,999 due to specific projects. Public Works/Land Use Increases are primarily due to the State reallocating the Gas Tax revenue. The increase in Debt Service includes the \$122,000 annual debt service payment for the CREBS Solar lease.

Expenditures	FY 2009/10	FY 2010/11
Police/Fire	\$3,692,280	\$3,588,603
Sewer	\$2,278,561	\$2,180,130
Water	\$1,182,774	\$1,117,700
Redevelopment & LCH	\$1,444,572	\$1,920,771
Public Works/Land Use	\$1,113,134	\$1,148,544
Other / Administrative & Legislative Support Services	\$791,194	\$728,742
Parks & Community Support	\$351,509	\$340,044
Debt Service	\$207,613	\$341,466
Total	\$11,061,637	\$11,366,000

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>
Sarah Glade Gurney, Mayor	November 2010
Guy Wilson, Vice-Mayor	November 2012
Linda Kelley	November 2010
Larry Robinson	November 2010
Kathleen Shaffer	November 2012



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City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	19,000	19,665	19,666	19,966	19,966
6023	Benefits	31,571	33,627	37,171	37,171	42,958
6025	Communications	539	211	300	300	400
6030	Office Supplies	1,912	2,430	1,800	1,900	2,100
6050	Misc. Supplies / Services	915	1,284	1,100	1,100	1,100
6060	Conferences	4,009	3,483	3,000	3,000	3,000
6065	Meetings **	1,449	3,445	3,000	3,000	3,000
6070	Dues / Subscriptions	6,639	6,753	7,000	7,000	7,000
6320	Publications	3,482	3,909	7,000	7,500	7,500
6425	Liab., Property, Flood Ins.	2,373	2,654	2,438	2,438	2,844
6860	Ad Hoc Studies / Contract Services	19,293	31,496	3,500	3,500	0
6868	Council Approved Initiatives	0	0	0	0	5,000
	TOTAL OPERATING	\$91,182	\$108,957	\$85,975	\$86,875	\$94,868
	Capital Outlay - Fund 001					
6926	Mic/Recording Equipment	792	985	0	0	0
6972	Photocopier Lease	3,320	3,349	3,000	3,350	3,350
	TOTAL CAPITAL	\$4,112	\$4,334	\$3,000	\$3,350	\$3,350
	TOTAL DEPARTMENT	\$95,294	\$113,291	\$88,975	\$90,225	\$98,218
	Special Sales Tax Allocation	(\$4,112)	(\$4,334)	(\$3,000)	(\$3,350)	(\$3,350)
	Redevelopment Fund Cost Allocation	(\$5,343)	(\$5,497)	(\$5,497)	(\$5,497)	(\$5,497)
	Water Fund Cost Allocation	(\$10,366)	(\$10,667)	(\$10,667)	(\$10,667)	(\$10,667)
	Sewer Fund Cost Allocation	(\$11,825)	(\$12,168)	(\$12,168)	(\$12,168)	(\$12,168)
	General Fund Cost Allocation	\$63,648	\$80,625	\$57,643	\$58,543	\$66,536

*Staff: Mayor and 4 City Councilpersons, and 1 Video Recording Operator

** Includes expense to rent the Teen Center from the Community Center, for the semi-monthly City Council meetings.

City Manager

City Clerk

The City Manager is the chief administrator of the City. The City Manager also functions as the Executive Director of the Community Development Agency governed by the Agency's Board of Directors. 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, policies and employee Memorandums of Understanding serving as the Chief Negotiator with the City's two formally recognized bargaining units and the unrepresented employees of the city.

The City Manager provides oversight of the city contracts for goods and services including franchise agreements. The City Manager also represents the City on regional boards and committees as appropriate and liaisons with other governmental entities on priority issues identified by the City Council. Significant collaboration occurs with nonprofit agencies when services and events are provided to benefit the city.

The City Clerk provides 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, maintaining the official records of the City and Records Retention; Awards Committee; maintains a complete and accurate record of City Council and Community Development Agency proceedings; coordinates the annual Goals and Priority Setting Sessions for City Council and Community Development Agency; Processes Subpoenas, Summons, Public Record Act Requests, appeals and claims; monitors and processes all appointments, resignations and terminations for Boards and Commissions; Contract Management and Administration; compliance with REMIF requirements; Ethics Training; Meeting and Event Coordination and Set Up; Scheduling of Meeting Rooms; Special Events Permits; Diversified Risk Assessment Reporting; Agenda and Agenda Packet Preparation; Legal Notice Publications; Maintain Municipal Code and Official Seal; and provides prompt and courteous service to citizens' requests for assistance.

For fiscal year 2009/2010, the department substantially completed the following objectives:

- Conducted 19 Public Hearings
- Prepared and Posted 26 City Council and Community Development Agency Agendas and Agenda Packets
- Prepared and Posted 3 Special Meeting Agendas and Packets
- Adopted 14 City Council Ordinances
- Adopted 36 City Council Resolutions
- Completed 10 Special Events Permits (for use of City Parks)
- Executed 21 Contracts and Agreements
- Goals and Priority Setting Session:
 - Conducted City Council Goals and Priority Setting Session
 - Conducted Community Development Agency Goals and Priority Setting Session
- Real Property Negotiations:
 - Flynn Street Purchase
 - Downtown Plaza Property for Future City Restroom Site
- Through the City's web site, City Council meeting agendas and packets are made available to the public 72 hours prior to meeting.
- Administered the Provisions of the Maddy Act and monitored term expirations of: DRB (3 seats); BOC (6 seats)

- Completed 6 Public Records Request Act Submissions
- Completed 9 Claims Processing
- Completion of 5 Façade Improvement Program Applications
- Ratification of SPOA MOU for 2009-2010
- Appointments of
 - 6 Business Outreach Committee Members
 - 3 Design Review Boardmembers
- Financially Sponsored the Following:
 - Earth Day Celebration
 - Sebastopol Documentary Film Festival
 - Climate Protection VI Conference
 - Daily Acts – 350 Garden Challenge
- Finalized the City’s work with the City of Santa Rosa on Solar Energy and Energy Efficiency grant work in coordination with Solar Sonoma County. The City of Santa Rosa has assumed responsibility for managing the grant programs.
- Work with local community non-profits to explore the viability of locating community and civic services in a shared use location. ***This project has not progressed beyond exploration meetings.***
- Adopted a balance budget that took into account the state takeaways for both the City and Community Development Agency.
- Continued to enhance affordable housing opportunities in Sebastopol through land acquisition and providing assistance to affordable housing projects to obtain financial support. ***Assistance provided to Burbank Housing for both Sequoia Village and Hollyhock Project. Additional site considerations may result in additional projects.***
- 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. ***This is an ongoing effort that staff has continued to monitor and advise the Council. Final action will depend upon the results of the County-wide effort after the County decided to not pursue divestiture of the current Central Landfill site.***
- Continue to monitor staffing needs, especially in the community development departments. ***Staffing within the development departments appears adequate given current workload demands. The Economic Development Specialist is being converted to a Economic Development Coordinator who will work directly for the Community Development Agency.***
- In conjunction with all affected departments, explore the feasibility and conceptual design of a consolidated city hall. ***Activity on this has not occurred due to other priorities and lack of funding.***
- Prepare a viable ordinance that incentivizes the installation of solar power projects on all new construction. ***This objective has been postponed due to other City Council priorities in city projects.***
- Actively managing the Village Park Mobile Home Park.
- Introduce programs that support the reduction of solid waste and include greater recycling opportunities for batteries, plastic bags, and multi –tenant/commercial properties. ***Redwood Empire Disposal has developed the following services:***
 - ***Bulky Item Pickup***

- *Household Battery Drop Off – locations throughout the City of Sebastopol*
- *Rigid Plastic Containers*
- *Residential Food Scrap Recycling – Pilot program initiated in the City of Sebastopol*
- *Pilot Commercial Food Scrap Recycling*
- Finalized the Comprehensive Memorandums of Understanding (Management, Mid Management and Un-represented, SPOA and SEIU)

For fiscal year 2010/2011, the following objectives will be a priority for this department:

- Complete the update of the Personnel Code revisions.
- Economic Development:
Utilize the new Economic Development Coordinator position to focus economic development activity on business retention and recruitment.
- Community Facilities:
Optimize community facilities and City parks for community benefit and facilitates community access. Complete a comprehensive update of the City’s website and investigate additional technological improvements including a web based phone system, greater departmental integration and improved reporting. Undertake a facility assessment and needs analysis of Ives Park. Complete a City Facility Maintenance plan.
- Environmental Protection and Preservation:
Minimize per capita environmental impacts.
- Infrastructure:
Maintain and improve City infrastructure including streets, sidewalks, water and wastewater systems.
- Land Use Planning:
Maintain the small town character of Sebastopol through effective and sustainable land use policies.
- Fiscal Integrity/Security:
Maintain and strengthen the fiscal integrity and security of the City.
- Community Services:
Enhance utilization of community energy and skills by facilitating opportunities for volunteer service.
- Community Safety:
Maintain and enhance a safe environment.
- Town Hall Meetings:
Continue to conduct periodic town hall-style meetings to provide information, identify issues and opportunities, and create positive working relationships between the City Council, community and staff.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	211,188	273,304	218,126	218,126	223,980
6016	Vehicle Allowance	0	1,575	4,200	4,200	4,200
6023	Benefits	83,853	88,057	95,278	95,278	102,909
6025	Communications	358	323	400	400	400
6030	Office Supplies	1,751	2,207	1,900	1,900	2,000
6040	Vehicle	273	100	300	300	300
6045	Equipment	893	98	500	500	500
6060	Training	1,960	2,381	3,000	3,000	3,000
6065	Meetings	531	228	1,000	1,000	1,000
6070	Dues / Subscriptions	158	203	1,000	1,000	1,000
6425	Liab., Property, Flood Ins.	8,669	10,426	9,878	9,878	11,313
6860	Contract Services	735	11,677	10,000	10,000	2,500
8009	Website Redesign	0	0	5,220	1,500	3,700
	TOTAL OPERATING	\$310,369	\$390,579	\$350,802	\$347,082	\$356,802
	Capital Outlay - Fund 001					
6907	Phone System	0	0	0	0	10,000
6940	Computer	0	0	0	0	5,000
6972	Photocopier Lease	3,320	3,349	3,200	3,350	3,350
	TOTAL CAPITAL	\$3,320	\$3,349	\$3,200	\$3,350	\$18,350
	TOTAL DEPARTMENT	\$313,689	\$393,928	\$354,002	\$350,432	\$375,152
	Special Sales Tax Allocation	(\$3,320)	(\$3,449)	(\$3,200)	(\$3,350)	(\$18,350)
	Redevelopment Fund Cost Allocation	(\$45,918)	(\$50,043)	(\$50,043)	(\$50,043)	(\$50,043)
	Water Fund Cost Allocation	(\$28,496)	(\$29,322)	(\$29,322)	(\$29,322)	(\$29,322)
	Sewer Fund Cost Allocation	(\$24,150)	(\$24,850)	(\$24,850)	(\$24,850)	(\$24,850)
	General Fund Cost Allocation	\$211,805	\$286,264	\$246,587	\$242,867	\$252,587

*Staff: City Manager and City Clerk

Administrative Services

The Administrative Services Department provides support in three distinct areas of: Finance, Human Resources, and Risk Management. This department is responsible for the control of the City's financial records; City payroll functions; Employee Benefit and Personnel administration; and Risk Management administration. This department also performs counter and telephone service for City Hall. Ongoing functions of this department include:

Finance

- 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, rate setting, and invoicing 2,850 water bill customers every two months
- Maintenance and ongoing annual administration of the City's User Fee Schedule
- Processing of weekly Accounts Payables averaging 700 vendors annually, and administering best purchasing practices
- Ongoing invoicing and collection of Accounts Receivables for over 950 Business Licenses including the Business Improvement Area; 50 Development Deposit Accounts, 3 Transient Occupancy Taxes, Retiree Medical Insurance, Redevelopment Loans, Western So Co Swimmers, DUI billings, Sidewalk Repairs, Water & Sewer After-hours call-outs, and all other revenue & monies owed to City
- Administers loan programs for Earthquake Retrofitting and Water & Sewer connection fees
- Administers the Lighting Assessment District program
- Management of the City's 7+ bank accounts including those for Redevelopment Agency
- Balancing all the financial records to the general ledger including payroll, accounts receivables, accounts payables, utility billing, business licenses, the 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 on an ongoing basis
- Manages all of the City's Grants and Projects by providing accounting and reconciliation support to the Department Heads on an ongoing basis
- 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 on an ongoing basis
- Provides support and information to City staff as requested for all financial functions of the City

Human Resources

- 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 the insurance and benefit administrator for City staff
- Updates job descriptions for all departments
- Manages Public Employee Retirement System program
- Administration of required AB1825 Anti-Harassment training for City staff
- Administers City's 457 Deferred Compensation programs
- Administration of the City's self-funded Dental and Vision insurance programs
- Administers the City's Child Care benefit program
- Administration of the Health, Life, and Long Term Disability insurance programs
- Administers the City's Medical After Retirement program
- Administers the COBRA program
- Administration of HIPAA privacy act, and Cal/OSHA compliance
- Creates and implements various employee benefit / insurance programs and policies as needed

- Assists employees with all of the City's benefit programs

Risk Management

- Responsible for REMIF's Risk Management programs including City insurances for Property Insurance, Liability Insurance, Vehicle Insurance, Earthquake & Flood Insurance, and Boiler Insurance
- Responsible for REMIF's Employee Insurance programs including Health Insurance, Life Insurance, Long Term Disability Insurance, and Voluntary Life Insurances
- Responsible for management of REMIF's Workers Compensation Insurance coverage
- Responsible for maintaining REMIF's list of all property insured for the City including City buildings, City property and the City's vehicle and equipment fleet
- Responsible for implementation of the FACT Act for Identity Theft program

Major Accomplishments in 2009/2010:

- Completed the revision of the City's Employee Personnel Policy by consolidating information from the three MOU's and Master Personnel Resolution into one comprehensive document.
- Since 2001, this department has served as the City's webmaster, fully responsible for uploading all of the cities information and documentation to the website including Agendas, Minutes, Council Videos, Municipal Code updates, Flyers and Announcements, Board Openings, Job Openings, and all other information posted to the website.
- Completed the annual ongoing update for the User Fee Schedule
- Completed the annual City's budget
- Explored costs and administration for the institution of credit card and internet payment process for water and sewer bills.
- Managed implementation of Utility User Tax
- Services provided for other departments have included updating the City's Municipal Code document, and downloading and converting the City Council videos to upload to the web.

Objectives for 2010/2011:

The ability of this department to take on additional responsibilities continues to be negatively impacted by a reduction in staffing levels. In 1992 the department staffing level dropped from a staff of four (which it had maintained for over 8 years), down to a staff of three employees. During the 2009/2010 fiscal year, the Administrative Services Department further reduced staff from 3 employees to two and a half effective December 31, 2009. The reduction in pay and benefits saved the City approximately \$40,000 for the half-year it was in effect but the reduction also decreased the time available for proactive projects. The following objectives will be undertaken as time becomes available.

- The maintenance of the Personnel Policy and MOU's will be transferred to this department.
- Implement the credit card and internet payment process for customers.
- Explore possibility of establishing a Landscape District for the City.
- Explore possibility of Medical Cannabis tax.
- Continue to search for revenue enhancements for City.



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City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	231,732	243,465	212,136	212,136	177,156
6013	Health In-Lieu Benefit	3,120	3,120	3,120	3,120	3,120
6023	Benefits	76,430	78,206	80,863	71,039	56,797
6025	Communications	777	698	750	750	750
6030	Office Supplies	7,140	6,311	6,600	6,600	6,600
6040	Vehicle	353	43	200	200	200
6045	Equipment	6,002	3,274	3,750	3,750	3,750
6060	Training	387	515	1,000	1,000	1,000
6070	Dues / Subscription	534	515	550	550	550
6075	Award Program **	2,056	4,695	4,450	4,450	1,500
6425	Liab., Property, Flood Ins.	9,400	11,878	10,637	10,637	10,836
6435	Employer Paid Def. Comp.	945	3,780	3,780	3,780	3,780
6850	Sales Tax Audit	2,634	2,903	2,500	2,500	2,500
6860	Software Maintenance	10,150	11,086	10,500	10,500	10,500
	TOTAL OPERATING	\$351,660	\$370,489	\$340,836	\$331,012	\$279,039
	Capital Outlay - Fund 001					
6972	Photocopier Lease	3,320	3,349	3,000	3,350	3,350
	TOTAL CAPITAL	\$3,320	\$3,349	\$3,000	\$3,350	\$3,350
	TOTAL DEPARTMENT	\$354,980	\$373,838	\$343,836	\$334,362	\$282,389
	Special Sales Tax Allocation	(\$3,320)	(\$3,349)	(\$3,000)	(\$3,350)	(\$3,350)
	Redevelopment Fund Cost Allocation	(\$17,100)	(\$17,493)	(\$17,493)	(\$17,493)	(\$17,493)
	Water Fund Cost Allocation	(\$82,490)	(\$84,882)	(\$84,882)	(\$84,882)	(\$94,882)
	Sewer Fund Cost Allocation	(\$77,363)	(\$79,607)	(\$79,607)	(\$79,607)	(\$89,607)
	General Fund Cost Allocation	\$174,707	\$188,507	\$158,854	\$149,030	\$77,057

*Staff: Administrative Services Director, Assistant Director, and Account Clerk II

** See 000-6080-6026 for Employee Service Award expenditures.

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, Administrative Services, Building Inspection, Engineering, Fire, Planning, and Public Works 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.



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City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salary	90,576	93,480	93,480	93,480	93,480
6023	Benefits	34,653	34,894	36,515	36,515	37,919
6050	Misc. Supplies / Services	38	0	200	200	200
6060	Training	551	469	750	750	750
6310	Litigation Expense	175,501	84,337	45,000	33,850	25,000
6425	Liab., Property, Flood Ins.	2,511	6,846	5,740	5,740	5,583
	TOTAL OPERATING	\$303,830	\$220,026	\$181,685	\$170,535	\$162,932
	TOTAL DEPARTMENT	\$303,830	\$220,026	\$181,685	\$170,535	\$162,932
	Redevelopment Fund Cost Allocation	\$0	(\$8,285)	(\$8,285)	(\$8,285)	(\$8,285)
	Water Fund Cost Allocation	(\$7,561)	(\$7,780)	(\$7,780)	(\$7,780)	(\$7,780)
	Sewer Fund Cost Allocation	(\$5,516)	(\$5,676)	(\$5,676)	(\$5,676)	(\$5,676)
	General Fund Cost Allocation	\$290,753	\$198,285	\$159,944	\$148,794	\$141,191

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 small staff (full-time Director, reduced-time Associate Planner, and part-time Administrative Assistant shared with the Public Works Department), the Department has a challenging workload.

Current planning includes staffing a public counter, responding to questions from potential applicants and member of the public, assisting the Building Official in enforcement efforts, receiving and processing applications for land use permits, subdivision and other development permits, preparing staff reports for the 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.

The Department is responsible for preparing agendas, staff reports and minutes for the Planning Commission and Design Review/Tree Board, and Business Outreach Committee and attends meetings of these boards. Staff members are also routinely present at meetings of the City Council and Community Development Agency to present staff reports.

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:

- Annual level of service/General Plan/Planning and Parks report
- Evaluation of ABAG population forecasts
- Growth Management allocation monitoring
- Provision of educational materials to boards and commissions
- Participation in SCTA PAC
- Preparation of City and economic development newsletters

In addition to traditional planning and land use related functions, the Department coordinates park development projects. The Department also assists in affordable housing development and with Community Development Agency housing and economic development initiatives.

Accomplishments during 2009/2010:

- Processing of a variety of Use Permits and Design Review applications.
- Preparation and adoption of new General Plan and Zoning maps.
- Management of Housing Element revision process.

- Design review for Barlow renovation project.
- Implementation of local economic stimulus initiatives.
- Creation of economic development e-newsletter.
- Coordination of promotional video project.
- Adoption of Zoning Ordinance updates.
- Processing and adoption of zoning amendments and other actions arising out of the discounted Northeast Area Specific Plan process.
- Coordination with Caltrans regarding Highway 12 bridge replacement project.
- Formal annexation reviews for County islands.
- Management of wayfinding guide sign project.
- Management of Plaza restroom project.
- Participation in consideration of medical Cannabis cultivation regulations.
- Coordinate implementation of State Parks habitat restoration grant.
- Assist in preparation of restoration grant application to Open Space District.
- Initiation of design process for expansion of Skategarden Park.
- Initiation of design process of Village Park park improvements.
- Preparation of State-mandated update of landscape ordinance.

Objectives for 2010/2011:

The budget for 2009/2010 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. 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.
- Monitor construction projects.
- Monitor construction of Hollyhock affordable housing project.
- Process additional Design Review and any plan check for the Barlow Renovation project.
- Complete Housing Element update.
- Prepare CDA 5-Year Plan update.
- Complete processing of County island annexations.
- Manage development of a public restroom at the Plaza.
- Coordinate implementation of guide sign and parking lot kiosk program.
- Complete design of Skategarden Park expansion, review funding sources.
- Complete design and begin implementation of Village Park campground park conversion project.
- Update subdivision ordinance to reflect changes in State law.
- Monitor grant opportunities for park or other projects.
- Other projects as established by Council priority-setting process.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	199,128	202,471	202,527	202,527	197,594
6020	Overtime	61	0	500	0	0
6023	Benefits	83,955	81,964	83,425	83,425	82,790
6025	Communications	1,209	1,087	1,200	1,200	1,200
6030	Office Supplies	3,408	4,555	4,400	4,000	4,000
6040	Vehicle Expense	98	69	150	100	125
6045	Equipment Expense	354	557	700	400	700
6060	Training	1,322	848	1,000	850	900
6065	Meetings - Teen Center Use	1,700	914	750	1,200	1,200
6070	Dues / Subscriptions	705	755	750	500	650
6320	Publication	1,549	710	1,000	600	900
6425	Liab., Property, Flood Ins.	8,396	10,367	10,190	10,190	11,337
6435	Employer Paid Def. Comp.	2,820	2,001	2,820	2,820	2,835
6860	Contract Services	5,219	6,348	8,500	8,500	5,500
095-6860	Gen Plan Housing Element~	0	46,218	30,000	30,000	0
	TOTAL OPERATING	\$309,924	\$358,864	\$347,912	\$346,312	\$309,731
	Capital Outlay - Fund 001					
6972	Photocopier Lease	3,865	3,498	3,600	3,600	3,600
	TOTAL CAPITAL	\$3,865	\$3,498	\$3,600	\$3,600	\$3,600
	TOTAL DEPARTMENT	\$313,789	\$362,362	\$351,512	\$349,912	\$313,331
	Special Sales Tax Allocation	(\$3,865)	(\$3,498)	(\$3,600)	(\$3,600)	(\$3,600)
	Redevelopment Fund Cost Allocation	\$0	(\$16,610)	(\$81,003)	(\$81,003)	(\$81,003)
	Water Fund Cost Allocation	(\$10,808)	(\$11,121)	(\$11,121)	(\$11,121)	(\$11,121)
	Sewer Fund Cost Allocation	(\$10,808)	(\$11,121)	(\$11,121)	(\$11,121)	(\$11,121)
	~Gen. Plan Housing Element Update 095-2014	\$0	\$0	(\$30,000)	(\$20,000)	\$0
	General Fund Cost Allocation	\$288,308	\$320,012	\$214,667	\$223,067	\$206,486
	Planning Revenue:	(\$36,256)	(\$33,921)	(\$30,000)	(\$35,000)	(\$30,000)
	Net General Fund	\$252,052	\$286,091	\$184,667	\$188,067	\$176,486

*Staff: Planning Director, Associate Planner, & .50 Administrative Assistant

Police Department

The level of criminal activity within our community has an impact on our living and working environments. Since Sebastopol has the lowest violent 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 14 sworn peace officers and 7 civilian support staff. The department is managed by the Chief of Police, the Lieutenant, and a half-time Administrative Support Manager shared with the Cotati Police Department. 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 11 Reserve Police Officers, 15 Community Service Volunteers, and 8 Police Explorers. The department's sworn staff, which peaked at 17 sworn in 2001, was 13 sworn in 2004. Grant funds were used in August of 2004 and January of 2005 to restore two positions, bring the department up to 15 sworn positions. Since the departure of one of the 15 sworn officers in February, 2009, the department has been operating with 14 full-time officers.

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

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 12 uniformed peace officers who respond to calls for service and crisis intervention twenty-four hours a day, seven days a week. 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.

Goals and Objectives for Fiscal Year 2010/2011

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 to restore the currently "frozen" fifteenth sworn position, utilizing federal grant money.

Objective 1.2: Seek funding to restore the School Resource Officer position

Objective 1.3: Seek funding to pay for enhanced DUI enforcement

Objective 1.4: Minimize time lost to on-duty injuries

Objective 1.5: Maintain a viable Volunteer Bureau

Goal #2: Work in collaboration with West County Coalition for Alcohol and Drug Free Youth to continue efforts begun under the Rural Enforcing the Underage Drinking Laws grant.

Objective 2.1: Work with the West County Coalition for Alcohol and Drug Free Youth to seek additional grant funding, possibly including a Drug Free Communities grant.

Objective 2.2: Participate in a community-wide collaborative to reduce youth access to alcohol.

Objective 2.3: Maintain open and on-going communication with school officials.

Objective 2.4: Bring a Deemed Approved ordinance to the City Council for consideration to address issues caused by establishments that sell alcohol.

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: Resume 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: Return the department to 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: Re-establish the "55 Alive" program for local seniors.

Objective 5.4: Make presentation in Driver's Education classes.

Objective 5.5: 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.



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City of Sebastopol 2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	1,371,141	1,412,602	1,411,909	1,355,907	1,339,698
6012	Vacation In-Lieu	5,459	10,853	12,000	6,795	7,000
6013	Health In-Lieu Benefit	2,475	2,269	2,475	2,475	2,475
6014	Worker's Compensation	79,673	12,034	0	874	0
6018	Uniform Allowances	25,746	24,750	25,200	24,250	25,200
6019	Holiday Pay	75,072	78,523	79,797	79,797	80,396
6020	Overtime / Comp Time	130,181	116,675	75,000	121,862	90,000
6021	Janitorial Services	0	3,554	4,026	3,875	4,029
6023	Benefits	752,717	858,664	824,908	826,141	781,526
6025	Communications	15,979	17,224	17,000	18,775	18,000
6030	Office Supplies	6,732	13,418	9,000	9,151	9,000
6040	Vehicle Expense	43,984	49,573	45,000	54,975	55,000
6045	Equipment	8,643	143,681	10,000	13,209	12,000
6050	Misc. Supplies / Services	20,482	18,432	20,000	17,575	18,000
6051	Booking Fees	0	21,458	10,000	7,500	5,000
6060	Training	25,573	23,355	22,000	21,965	20,000
6070	Dues / Subscriptions	1,208	1,184	1,200	1,075	1,000
6330	Utilities	17,120	15,131	10,000	4,595	6,000
6420	Unemployment Insurance	1,518	13,920	0	8,566	0
6425	Liab., Property, Flood Ins.	79,213	94,904	81,574	81,574	90,427
6435	Employer Paid Def. Comp.	7,200	7,318	3,600	3,600	3,600
6860	Contract Services	59,529	76,671	105,000	88,425	103,000
	TOTAL OPERATING	\$2,729,645	\$3,016,193	\$2,769,689	\$2,752,961	\$2,671,351
	Capital Outlay - Fund 001					
6045/50	Police Equipment / Supplies	32,548	8,754	22,335	22,335	0
6903	Police Vehicle Purchase	82,660	25,786	9,579	9,579	35,000
6940	Computer Equipment	0	33,216	0	0	2,100
7043	Parking Lot	0	1,352	0	0	0
	TOTAL CAPITAL	\$115,208	\$69,108	\$31,914	\$31,914	\$37,100
	TOTAL DEPARTMENT	\$2,844,853	\$3,085,301	\$2,801,603	\$2,784,875	\$2,708,451
	Special Sales Tax Allocation	(\$115,208)	(\$69,108)	(\$31,914)	(\$31,914)	(\$37,100)
	Department Revenues	(\$202,889)	(\$196,797)	(\$190,000)	(\$204,300)	(\$201,300)
	Net General Fund	\$2,526,756	\$2,819,396	\$2,579,689	\$2,548,661	\$2,470,051

*Staff: Chief, Lieutenant, Sergeant (4), Officers (8), Dispatcher (5), Per Diem Dispatcher, Technician, Aides (2), Reserve Officers (11)



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Police Officer Salary	63,335	68,378	68,028	69,228	73,284
6018	Uniform Allowance	950	950	950	950	950
6019	Holiday Pay	4,354	4,717	4,710	4,710	4,710
6023	Benefits	45,532	49,582	53,599	53,598	53,598
6045	Equipment	5,856	96	1,037	1,037	0
	TOTAL OPERATING	\$120,027	\$123,723	\$128,324	\$129,523	\$132,542
	SLESF Grant Funding	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
	TOTAL DEPARTMENT	\$20,027	\$23,723	\$28,324	\$29,523	\$32,542

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.

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
2010/2011 Budget Expenditures

Fund No. **814 / 823**
Department: **Police Grants OTS /WCCS**

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
814-6200-6020	Office of Traffic Safety Overtime	1,464	3,975	12,000	5,000	0
823-6200-6860	West Co Community Services Grant	0	0	45,000	45,000	50,000
	TOTAL OPERATING	\$1,464	\$3,975	\$57,000	\$50,000	\$50,000
	OTS Grant Funding	(\$1,464)	(\$3,975)	(\$12,000)	(\$5,000)	\$0
	823-4890 West Co Comm. Svcs Grant	\$0	\$0	(\$45,000)	(\$45,000)	(\$50,000)
	TOTAL DEPARTMENT	\$0	\$0	\$0	\$0	\$0

The Police Department regularly receives grant funding from the State of California’s Office of Traffic Safety program. These grants are generally for Click It or Ticket, and DUI Enforcement and Awareness programs.

The West County Community Services grant agreement is a program which the City began administering in 2009/10. This program is designed to implement a community-based environmental project to reduce the amount of teen alcohol use in West Sonoma County communities. This grant was funded for a second year in 2010/11, and could be extended for up to three years.



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City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6050	Misc. Supplies / Services	186	321	400	300	300
6860	Contract Services *	10,297	8,127	10,000	8,940	9,000
	TOTAL DEPARTMENT	\$10,483	\$8,448	\$10,400	\$9,240	\$9,300
<hr/>						
	Department Revenues	(\$7,959)	(\$7,902)	(\$7,925)	(\$7,925)	(\$7,925)
	Net General Fund	\$2,524	\$546	\$2,475	\$1,315	\$1,375

* The Police Department contracts with the Humane Society for animal care services.

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 Administrative Assistant shared with the Building and Safety Department, and 37 dedicated Volunteer Firefighters.

The department provides emergency response to fires, vehicle accidents, medical emergencies and hazardous situations. It provides non-emergency response to invalid assists, 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 Budget Changes for 2010/2011:

Key changes in the proposed budget include:

Salaries:

In 2008, the City agreed to increase the stipend paid to firefighters for responding to calls from \$9 per call to \$12 per call, over a 3 year period. This year the budget includes a \$1 per call increase, raising the stipend to \$12 per call. This increases the budget by \$6452.

The City also agreed to slowly increase the standby pay to fire officers who cover the Battalion Chief position on the weekends. This year's increase is from \$120 per day to \$130 per day, increasing the budget by \$1100.

The agreement also increased the number of shift callouts from 18 to 19 per month. This is an increase of \$1680.

For the past 4 years, the firefighters have been receiving a cafeteria benefit equaling \$100 per month per firefighter. The grant ended in January 2010, with the city responsible for \$9,000 of the total \$36,000 in fiscal year 2009/10. This year the city has agreed to fund one-half of the entire amount of \$36,000, increasing the city responsibility by \$9,000. The department has applied for an additional grant to cover the next four years in the 2009 grant cycle. Grants should be announced by July 2010. It is unknown if the city will be awarded the grant.

Capital Outlay:

- New Fire Engine. \$92,000 annually for 7 years

The department is budgeting to replace a fire engine pumper for the first out responding unit. The current unit is 20 years old and will be placed in second responding status. A third existing fire engine will be sold as surplus. The current lease purchase on the Fire Ladder Truck has ended in the fiscal year 2009/10 budget in the amount of \$97,058 annually. The new engine will cost approximately \$540,000, equating to \$92,000 annually for 7 years.

- Replace Reserve Fire Engine: \$8,000

In fiscal year 2009/10, the reserve fire engine (1974 vintage) suffered a major diesel engine failure. Estimated repairs were over \$25,000 with the unit having no resale value, so it was decided to scrap the vehicle. Since that time, the Bennett Valley Fire Protection District has loaned the department a 1990 fire engine that they had surplused. This unit is in excellent condition and fills the need as a reserve engine and has the added capability of meeting specialized wildland fire response requirements. The Bennett Valley FPD is asking \$8,000 for the engine, which is a fair market value. This engine is needed to meet the requirement of the Insurance Services Office (ISO) which sets our community insurance rating. Without the unit, insurance rates will rise.

- Water Heater Replacement: \$3,100

This is to replace the original (1975) 80 gallon natural gas water heater for the fire station. The replacement will be a tankless natural gas water heater that will provide limitless hot water at estimated significant energy savings. The hot water needs of the fire station are very minute and can be better served with a tankless heater.

- Furnace Replacement - Apparatus Room: \$7,500

The apparatus room utilized two forced-air natural gas furnaces for heating. One of these furnaces is out of service and unrepairable. The second is having frequent repairs to keep it functioning. This proposal is to replace both heaters with an infrared, natural gas furnace, which heats the surfaces in the room versus the air. This should more efficiently heat the space as the current system loses all the heated air each time the garage doors are opened, which is often. This request is similar in cost to replacing the current furnaces in kind.

- Jackets - Firefighters: \$5,040

This will purchase 38 uniform duty jackets that will provide staff with wearable, warm jackets that also double as rainwear. Current jackets are worn, and being cotton, not usable for rainwear. Currently, staff utilizes firefighting turnouts for rainwear, prematurely wearing out very expensive equipment.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	247,581	256,542	271,962	271,962	280,474
6023	Benefits	99,400	108,864	113,127	113,127	108,451
6025	Communications	7,665	5,205	5,180	5,180	5,380
6030	Office Supplies	1,605	1,810	2,000	2,000	2,000
6040	Vehicle	19,326	55,542	20,700	20,700	20,700
6045	Equipment	5,353	5,968	5,300	5,300	6,300
6050	Misc. Supplies / Services	67,743	82,663	66,300	66,300	64,904
6060	Training	2,477	6,852	5,800	5,800	5,800
6070	Dues / Subscriptions	3,968	3,995	4,150	4,150	4,550
6080	Miscellaneous Supplies	1,885	3,092	3,000	3,000	3,000
6330	Utilities	9,642	8,425	7,000	7,000	7,000
6420	Unemployment Insurance	2,142	701	3,100	3,100	3,100
6425	Liab., Property, Flood Ins.	14,596	17,826	15,925	15,925	18,023
6433	SAFER Benefit Continuation	0	0	0	0	18,000
817-6010	SAFER Salaries	0	11,900	9,000	9,000	0
817-6433	SAFER Grant	33,951	36,113	18,000	18,000	0
821-7003	FEMA 2006 Grant	88,795	0	0	0	0
	TOTAL OPERATING	\$606,129	\$605,498	\$550,544	\$550,544	\$547,682
	Capital Outlay - Fund 001					
6905	Chairs - Drill Room/Tables	0	2,274	1,000	1,000	0
6916	Fire Truck Lease	97,058	97,058	97,058	97,058	92,000
6918	Heater /Water Heater Rplcmnt	0	0	0	0	10,600
6932	GPS Units (06/07 Air Compressor)	0	661	0	0	0
6934	Jackets - Firefighters	0	0	0	0	5,040
6946	Pagers	3,167	0	6,000	6,000	0
6947	SCBA Tanks & Gear	0	0	8,880	8,880	0
6972	Photocopier Lease	2,273	1,879	1,904	2,600	2,600
7028	Trailer - Rescue Supplies	0	5,000	0	0	0
7064/7067	Electrical & Command Vehicles	0	28,085	0	0	0
7097	Fire Engine(Bennett Valley)	0	0	0	0	8,000
	TOTAL CAPITAL	\$102,498	\$134,957	\$114,842	\$115,538	\$118,240

	TOTAL DEPARTMENT	\$708,627	\$740,455	\$665,386	\$666,082	\$665,922
FIRE DEPARTMENT ALLOCATIONS						
Special Sales Tax Allocation (Fund 001)		(\$5,440)	(\$37,899)	(\$17,784)	(\$18,480)	(\$26,240)
Fire Truck Lease (Fund 001)**		(\$97,058)	(\$97,058)	(\$97,058)	(\$97,058)	(\$92,000)
Water Fund Cost Allocation		(\$17,678)	(\$18,191)	(\$18,191)	(\$18,191)	(\$18,191)
Fire Annexation Fund (071-4860)		(\$836)	(\$2,062)	\$0	\$0	\$0
FEMA Fire Act Grant (Fund 821)		(\$81,216)	\$0	\$0	\$0	\$0
SAFER Grant Income (Fund 817)***		(\$60,246)	(\$25,411)	(\$18,000)	(\$18,000)	\$0
General Fund Cost Allocation		\$446,153	\$559,834	\$514,353	\$514,353	\$529,491
Fire Department Fees		(\$50,743)	(\$38,326)	(\$15,000)	(\$15,000)	(\$15,000)
Net General Fund Cost		\$395,410	\$521,508	\$499,353	\$499,353	\$514,491

*Staff: Fire Chief, .40 Administrative Assistant, 36 Volunteers, and .80 Firefighter

**New Fire Truck Lease begins 2010/2011. The old lease is paid in full on 5/28/10.

***SAFER Grant ends Jan. 2010



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6025	Communications	969	1,308	900	1,000	1,000
6030	Office Supplies	0	0	200	200	200
6050	Misc. Supplies / Services *	2,000	2,000	2,000	2,000	2,000
	TOTAL OPERATING	\$2,969	\$3,308	\$3,100	\$3,200	\$3,200
	Capital Outlay - Fund 001					
7063	Trailer for CERT	0	6,675	0	0	0
“	4" Fire Hose - 500'	2,894	3,601	0	0	0
“	Replace Food Supplies	0	0	500	0	500
“	CERT Radio Equipment	0	0	0	0	1,000
	TOTAL CAPITAL	\$2,894	\$10,276	\$500	\$0	\$1,500
	TOTAL DEPARTMENT	\$5,863	\$13,584	\$3,600	\$3,200	\$4,700

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



City of Sebastopol
2010/2011 Budget Expenditures

Account No. **809-6280**
Department: **REDCOM Contract**

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Fire Analyst Salary	0	0	28,550	28,550	29,980
6025	Telephone/Communications	0	0	0	0	900
6040	Vehicle Expense	0	0	0	0	600
xxxx	Payroll Taxes	0	0	2,184	2,184	2,293
xxxx	Fringe Benefits	0	0	1,320	1,320	1,386
xxxx	Administrative Costs	0	0	720	720	720
	TOTAL OPERATING	\$0	\$0	\$32,774	\$32,774	\$35,879
	809-4374 REDCOM Contract Funding	0	0	(32,774)	(32,774)	(35,879)
	TOTAL DEPARTMENT	\$0	\$0	\$0	\$0	\$0

REDCOM, a Joint Powers Authority providing Fire and EMS dispatch services to the majority of Sonoma County, requested proposals from member agencies to provide a part-time Staff Analyst to the REDCOM Board of Directors. REDCOM has no employees, but contracts with other agencies for all of its services.

The City of Sebastopol was awarded the original contract for the Analyst position in August 2009. The contract was for 1,000 hours staff time, per fiscal year, and was renewed for the 2010/11 fiscal year.

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 residential, commercial, and industrial buildings and properties. The Division plans, coordinates and manages all city activities related to building and construction inspections, including review of construction plans, drawings, and specifications for compliance with state and local regulations.

The Division is responsible for the administration Flood plain management program. In conjunction with FEMA and the State Water Resource board regulations, the Division maintains records, reviews projects, and provides inspections and enforcement of the regulations.

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

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

Major Budget Changes for 2010/2011:

Permit and Plan Review activity is expected to be similar to the previous year and is anticipated to remain steady during fiscal year 2010/2011. The permit activity is steady however the projects are smaller. It is anticipated that income to the Department to be similar to last year which was down from the 2008/2009 year end totals. Permit monthly totals are tracking similar to last year. There are still a number of projects in the review process for permitting later this year. A modest fee increase is proposed to offset additional responsibilities created by new regulatory duties.

The City of Sebastopol Building and Safety Division budget for 2010/2011 reflects some changes in staffing needs. This is reflected in new codes being adopted, increased training needs, and some additional duties. The Building and Safety Division will augment staff with contract help on an as needed basis for both plan review and inspection services. The City of Sebastopol will continue operations with a full-time Building Official and Administrative Assistant.

The Department has and is continuing to receive complaints related to handicap access for both public and private facilities. To adequately respond to these complaints, the Department is utilizing an Access Compliance Officer on an as needed basis. A review of all City owned facilities is under way and phased out over the next three years. Our contact consultant will be performing these inspections in conjunction with the Building Department.

The State of California will be adopting new State Codes based on the International Codes in July of this year, with mandatory adoption by the City on January 1, 2011. In addition to current codes a new Residential Code and an expanded Green Building Code (CALGREEN) are being adopted. This presents an additional cost to the Department in purchasing the required code books. The new codes will necessitate staff to attend additional training on the new codes on a more frequent basis.

Implement the soft-story program identified as High Priority in the Hazard Mitigation Plan. The Association of Bay Area Governments has assisted the Department in collecting and evaluating the data. The next step is to implement a voluntary seismic upgrade program.

Capital Outlay:

- Building: \$8,000

The skylight at the Fire Station has been leaking for a number of years due to an original design defect. Earlier this winter we had temporary repairs done, but a permanent solution is required before there is any further damage to the structure.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	131,414	130,262	128,386	128,386	128,386
6023	Benefits	35,120	41,883	43,221	43,221	43,652
6025	Communications	1,663	1,892	1,700	1,850	1,700
6030	Office Supplies	1,379	1,130	3,000	5,360	3,000
6040	Vehicle	1,264	118	2,000	2,000	2,000
6050	Misc. Supplies / Services	8,844	2,529	1,500	1,500	3,500
6060	Training	2,720	2,540	7,000	7,000	3,000
6070	Dues / Subscriptions	2,947	1,503	1,500	1,500	1,500
6425	Liab., Property, Flood Ins.	5,463	6,475	5,540	5,540	6,652
6435	Employer Paid Def. Comp.	2,820	2,820	2,820	2,820	2,820
6860	Contract Services	17,403	9,666	4,000	4,000	4,000
	TOTAL OPERATING	\$211,037	\$200,818	\$200,667	\$203,177	\$200,210
	Capital Outlay - Fund 001					
6918	Building Repair	0	0	0	0	8,000
6972	Photocopier Lease	2,313	2,833	1,904	2,725	3,000
	TOTAL CAPITAL	\$2,313	\$2,833	\$1,904	\$2,725	\$11,000
	TOTAL DEPARTMENT	\$213,350	\$203,651	\$202,571	\$205,902	\$211,210
	Incremental (069-4123)	(\$10,067)	(\$1,891)	(\$2,000)	(\$3,000)	(\$3,000)
	Special Sales Tax Allocation	(\$2,313)	(\$2,833)	(\$1,904)	(\$2,725)	(\$11,000)
	Water Fund Cost Allocation	(\$26,086)	(\$26,843)	(\$26,843)	(\$26,843)	(\$26,843)
	Sewer Fund Cost Allocation	(\$26,086)	(\$26,843)	(\$26,843)	(\$26,843)	(\$26,843)
	General Fund Cost Allocation	\$148,793	\$145,241	\$144,981	\$146,491	\$143,524
	Building Dept. Fees	(\$254,202)	(\$127,199)	(\$100,000)	(\$100,000)	(\$120,000)
	Department Overhead	\$68,272	\$65,168	\$64,823	\$65,889	\$71,811
	Net General Fund Cost	(\$37,137)	\$83,210	\$109,804	\$112,380	\$95,335

*Staff: Building Official and 0.60 Administrative Assistant

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 Drainage Utilities Regulatory Compliance, manages all engineering activities, and is responsible for the City's Capital Improvement Programming, Budget and Implementation. 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 Administrative Assistant. The Engineering Department also contracts with professional engineering consultants for a variety of professional services as appropriate.

Major Budget Changes for 2010/2011

There are no major changes from the Engineering Departments 09-10 budget. A slight increase in salaries is due to a scheduled Step increase for the Administrative Assistant position in October. Department revenues from permitting and developer deposits are not expected to exceed 09-10 revenues.

Major Accomplishments in 2009/10

The Engineering Department has focused primarily on delivery of Capital projects included in the 2008 Capital Improvement Program. During this fiscal year the following CIP projects were completed:

Completed Huntley Street Sidewalk (Safe Routes to School project)

- Safe Routes to School Program (SCBC) – Continuing in second year of three-year program.
- Morris Street Pump Station Improvements – In construction since May 2009
- Street Smart Sebastopol Phase 2 – In construction since October 2009
- Street Smart Sebastopol Phase 3 – Ready for bidding March 2009
- Federal Overlays 2009 (ARRA) – In construction since October 2009
- Bodega-Ragle Crosswalk to be included in Federal Overlays 2009
- Bike Rack Program solicitation completed; installations planned in April-May 2010
- Bike Lane Feasibility Study – proposals received January 2010; contract award scheduled April 2010.
- Inflow and Infiltration Study – Request for Proposals solicitation scheduled for March 2010.
- City Facilities Energy Use database in construction.
- Hollyhock Subdivision/Lynch Road Traffic Signal – Engineering review complete pending issuance of Caltrans Encroachment Permits; expected start of construction in April 2010

Objectives for 2010/11

Consistent with established City Council Priorities Engineering Department efforts will continue to focus on projects and programs in the following areas

- Delivery of Capital Improvement Program
- Groundwater Management / Wellhead Protection / Water Conservation
- Stormwater Management Plan Implementation
- Implementation of Bicycle and Pedestrian Master Plan
- Sanitary Sewer Management Plan (Regulatory Compliance)
- Development Planning and Engineering Review



City of Sebastopol
2010/2011 Budget Expenditures

Account No. 000-6300
Department: Engineering

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	161,979	138,651	156,057	156,057	158,166
6023	Benefits	51,463	48,734	55,907	55,907	56,346
6025	Communications	1,190	1,197	1,000	1,000	1,000
6040	Vehicle	436	693	1,000	750	1,000
6050	Misc. Supplies / Services	1,782	2,766	2,500	2,500	2,500
6060	Training	0	349	1,000	0	1,000
6420	Unemployment Ins.	0	9,000	11,700	11,700	2,925
6425	Liab., Property, Flood Ins.	6,856	7,998	7,080	7,080	8,020
6860	Contract Services	8,533	14,042	10,000	10,000	10,000
	TOTAL OPERATING	\$232,239	\$223,430	\$246,244	\$244,994	\$240,957
	Capital Outlay - Fund 001					
6972	Photocopier Lease	1,813	1,749	1,675	1,750	1,675
	TOTAL CAPITAL	\$1,813	\$1,749	\$1,675	\$1,750	\$1,675
	TOTAL DEPARTMENT	\$234,052	\$225,179	\$247,919	\$246,744	\$242,632
	Special Sales Tax Allocation	(\$1,813)	(\$1,749)	(\$1,675)	(\$1,750)	(\$1,675)
	Redevelopment Cost Allocation	\$0	\$0	(\$24,874)	(\$24,874)	(\$24,874)
	Water Fund Cost Allocation	(\$80,000)	(\$82,320)	(\$82,320)	(\$82,320)	(\$82,320)
	Sewer Fund Cost Allocation	(\$55,000)	(\$56,595)	(\$56,595)	(\$56,595)	(\$56,595)
	General Fund Cost Allocation	\$97,239	\$84,515	\$82,455	\$81,205	\$77,168
	Revenues from Charges	(\$100,512)	(\$67,496)	(\$75,700)	(\$62,200)	(\$62,200)
	Net General Fund Cost	(\$3,273)	\$17,019	\$6,755	\$19,005	\$14,968

*Staff: Engineering Director/Assistant to the City Manager and Administrative Assistant

Public Works

Major Accomplishments in 2009/2010:

General Fund:

The street budget included funds to accommodate maintenance and repairs to the new pedestrian lights installed in the Street Smart II project.

A heater was purchased for Ives Pool, as was an aerator for the pond in Libby Park.

Enterprise Funds:

The interior of the City's water tanks were inspected and cleaned per American Water Works Association (AWWA) standards, a standby pump at the City's sewer pump station at Bodega Avenue and Valley View Drive was rebuilt, the pump and motor for the City's Well 07 located on Cooper Road at Village Way was replaced, the sewer main at Florence Avenue and Mary's Lane was repaired by contract, and the City purchased a new dump truck for California Air Resource Board (CARB) diesel emission compliance.

In addition, the city purchased new pipe locating and camera equipment for use in locating and inspecting City pipes, alleviating some of the future cost of contracting for these services.

Major Budget Changes for 2010/2011:

General Fund:

The street budget will include funds to accommodate maintenance and repair for new pedestrian lights installed in the Street Smart III project.

The pool budget will include funds for a new roof to be placed on the bathhouse.

Enterprise Funds:

The water fund will include funding for minor crack repairs to the interior coating of one of the water tanks on Pleasant Hill Road, and for new level sensors for both those tanks.

The sewer fund will include funding for rebuilding of another sewer pump for the Bodega Avenue at Valley View Drive pump station, and repairs to the Morris Street sewer pump station garage door.

The Water and Sewer Capital Funds, and Special Sales Tax Fund will include replacement of an old pickup which needs significant repairs exceeding the value of the vehicle.

Strategic Plan Coordination:

With the purchase of a new dump truck and air compressor in 2009/2010 fiscal year, Public Works remains compliant with CARB diesel regulations. Additional replacement of equipment will be necessary by year 2015 for future compliance to CARB.

A proposal for retrofit of City lighting was obtained for the purpose of applying for the Energy Efficiency and Conservation Block Grant (EECBG) program (to which the City Manager applied in January).

Corporation Yard

The Public Works Department is responsible for operation and maintenance of the City infrastructure, including the water and sewer systems, 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 2010/2011:

- Purchase replacement vehicle F-150 Pickup Truck \$2,636

This 48 month lease purchase is allocated 50% to Special Sales tax fund 001, and 25% each to Water & Sewer capital funds 421 and 511.



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City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries *	135,302	133,359	134,368	134,368	129,435
6018	Clothing Allowance	3,914	4,240	4,240	4,240	4,240
6023	Benefits	56,223	50,329	53,644	53,644	54,417
6025	Communications	4,843	5,072	4,320	4,320	4,320
6030	Office Supplies	952	583	1,000	1,000	1,000
6040	Vehicle	32,000	39,563	34,150	34,150	34,150
6050	Misc. Supplies / Services	7,457	8,005	8,000	8,000	8,000
6330	Utilities	5,572	4,315	3,288	4,362	3,362
6420	Unemployment Ins.	4	0	0	2	0
6425	Liab., Prop, Flood Ins.	7,022	8,362	7,494	7,494	8,508
6860	Contract Services **	21,703	0	8,297	8,297	0
	TOTAL OPERATING	\$274,992	\$253,114	\$258,801	\$259,877	\$247,432
	Capital Outlay - Fund 001					
6956	2010 F-150 Pickup	0	0	0	0	2,636
6972	Photocopier	2,052	1,749	2,000	1,463	2,000
	TOTAL CAPITAL	\$2,052	\$1,749	\$2,000	\$1,463	\$4,636
	TOTAL DEPARTMENT	\$277,044	\$254,863	\$260,801	\$261,340	\$252,068
	Special Sales Tax Allocation	(\$2,052)	(\$1,749)	(\$2,000)	(\$1,463)	(\$4,636)
	Water Fund Cost Allocation	(\$117,282)	(\$120,683)	(\$120,683)	(\$120,683)	(\$120,683)
	Sewer Fund Cost Allocation	(\$85,033)	(\$87,499)	(\$87,499)	(\$87,499)	(\$87,499)
	General Fund Cost Allocation	\$72,677	\$44,932	\$50,619	\$51,695	\$39,250
	Department Revenues	(\$14,289)	(\$22,636)	(\$12,000)	(\$17,618)	(\$17,500)
	Net General Fund Cost	\$58,388	\$22,296	\$38,619	\$34,077	\$21,750

*Staff: Public Works Superintendent, .10 Maintenance Supervisor, & .50 Administrative Assistant

** 2007/08 Contract Services expense of \$21,703 was for Pepperweed Remediation, including the \$8,297 budgeted for 2009/10.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes .20 FTE)	8,707	9,916	10,284	10,284	10,366
6021	Janitorial Services	0	2,519	2,684	2,684	2,660
6023	Benefits	5,693	6,012	6,406	6,406	6,542
6025	Communications	1,896	2,058	2,000	2,000	2,000
6050	Misc. Supplies/ Services	17,502	11,393	13,365	13,365	12,165
6330	Utilities (City Hall)	5,446	5,446	8,634	6,699	7,000
6425	Liab., Property, Flood Ins.	1,876	1,510	1,258	1,258	1,423
6860	Contract Services	0	756	760	760	950
	TOTAL OPERATING	\$41,120	\$39,610	\$45,391	\$43,456	\$43,106
	Capital Outlay - Fund 001					
7068	Energy Conservation Loan	\$26,595	\$26,595	\$26,595	\$26,595	\$26,595
	TOTAL DEPARTMENT	\$67,715	\$66,205	\$71,986	\$70,051	\$69,701

Description	2007/08	2008/09	2009/10	2010/11
Misc. Supplies / Services 6050				
Janitorial (excludes Fire Station) *	7,345	0	0	0
Janitorial Paper Products *	0	900	900	900
Miscellaneous Maintenance	9,002	9,338	10,110	10,110
Air Quality Permit	0	0	1,200	0
Generator Service Contract	1,155	1,155	1,155	1,155
Total	\$ 17,502	\$ 11,393	\$ 13,365	\$ 12,165

* Janitorial services absorbed by City on July 1, 2008

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

Major Budget Changes for 2010/2011:

None



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes 2.30 FTE)	10,853	44,582	121,127	121,127	123,112
6020	Overtime	683	868	630	630	630
6023	Benefits	8,400	22,603	73,786	73,786	75,396
6050	Misc. Supplies / Services*	8,592	130,764	29,502	29,502	31,600
6330	Utilities **	16,838	9,935	10,233	14,970	15,000
6425	Liab., Property, Flood Ins.	1,577	1,463	6,857	6,000	8,054
	TOTAL OPERATING	\$46,943	\$210,215	\$242,135	\$246,015	\$253,792
	TOTAL DEPARTMENT	\$46,943	\$210,215	\$242,135	\$246,015	\$253,792

*Includes \$11,820 for Middle Way contract previously paid from Gas Tax Streets; GIS Web hosting; Traffic signal loop repair; Replacement Crosswalk Lights, and service contract increase for additional lights.

**Utilities are for water supplied to 19 street landscaped areas.

Major Budget Changes for 2010/2011:

Miscellaneous Supplies/Services:

- Service contract increase for additional lights, Street Smart II \$5,628



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes .20 FTE)	5,945	6,524	7,062	7,062	7,162
6023	Benefits	5,542	5,873	6,257	6,257	6,409
6050	Maintenance & Repairs	275	499	100	100	100
6330	Utilities (Irrigation & Street Lights)	8,938	8,651	10,606	9,194	9,200
	TOTAL DEPARTMENT	\$20,700	\$21,547	\$24,025	\$22,613	\$22,871

Major Budget Changes for 2010/2011:

None

Parks and Landscaping Department

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

In 2008 with the opening of the skate garden, staff negotiated with Becoming Independent for a trade of services: Becoming Independent performs landscape maintenance and litter abatement at the skate garden in exchange for parking and storage of equipment at the City Corporation Yard.

Major Budget Changes for 2010/2011:

- None



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes 1.30 FTE)	43,744	47,543	50,774	50,774	51,371
6011	Standby	4,022	4,052	4,299	4,299	4,299
6020	Overtime	326	0	0	0	0
6023	Benefits	36,256	38,392	40,890	40,890	41,861
6042	Landscaping Supplies	9,046	10,169	10,340	10,340	10,340
6043	Middle Way Contract	10,626	10,835	11,823	11,823	11,823
6044	Park & Playground Repairs	10,346	19,327	0	0	0
6330	Utilities	29,472	24,740	23,946	30,000	30,000
6425	Liab., Property, Flood Ins.	4,161	4,962	4,456	4,456	5,178
	TOTAL OPERATING	\$147,999	\$160,020	\$146,528	\$152,582	\$154,872
	Capital Outlay - Fund 001					
6044	Playground Repairs	\$0	\$0	\$10,340	\$10,340	\$10,340
6952	Kubota Mower	\$17,340	\$0	\$0	\$0	\$0
6970	Aerator At Libby Pond	\$0	\$0	\$1,170	\$1,170	\$0
	TOTAL CAPITAL	\$17,340	\$0	\$11,510	\$11,510	\$10,340
	TOTAL DEPARTMENT	\$165,339	\$160,020	\$158,038	\$164,092	\$165,212
	Special Sales Tax Allocation	(\$17,340)	\$0	(\$11,510)	(\$11,510)	(\$10,340)
	Net General Fund Cost	\$147,999	\$160,020	\$146,528	\$152,582	\$154,872

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 2010/2011:

- Replace Bathhouse Roof \$7,500



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes .30 FTE)	17,024	19,764	20,110	20,110	20,354
6023	Benefits	8,759	9,221	9,825	9,825	10,013
6025	Communications	948	1,454	940	1,376	1,376
6046	Pool / Generator Chemicals	2,896	6,494	3,370	3,370	3,370
6047	Chlorinator, Boiler, Stantrol & Repairs	271	429	500	500	500
6048	Maintenance & Fees	8,270	7,574	10,000	8,418	8,500
6330	Utilities	46,987	42,378	40,190	28,955	28,955
6425	Liab., Property, Flood Ins.	2,208	2,751	2,488	2,488	2,457
6896	Chem Feeder Relay Board	\$0	\$1,800	\$0	0	0
7065	Pool Heaters	\$9,760	\$6,182	\$0	0	0
	TOTAL OPERATING	\$97,123	\$98,047	\$87,423	\$75,042	\$75,525
	Capital Outlay - Fund 001					
6948	Chlorine Generator System	\$6,671	\$0	\$0	\$0	\$0
6973	Bathhouse Roof	\$0	\$0	\$0	\$0	\$7,500
7065	Pool Heaters	\$0	\$0	\$6,182	\$6,182	\$0
	TOTAL CAPITAL	\$6,671	\$0	\$6,182	\$6,182	\$7,500
	TOTAL DEPARTMENT	\$103,794	\$98,047	\$93,605	\$81,224	\$83,025
	Special Sales Tax Allocation	(\$6,671)	\$0	(\$6,182)	(\$6,182)	\$0
	Ives Pool Reimbursement 000-4480	(\$52,828)	(\$43,628)	(\$50,000)	(\$33,723)	(\$44,500)
	Net General Fund Cost	\$44,295	\$54,419	\$37,423	\$41,319	\$38,525

Recreation

Major Budget Changes for 2010/2011:

None

Community Support

Major Budget Changes for 2010/2011:

None



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City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes .10 FTE)	4,462	4,892	5,092	5,092	5,183
6023	Benefits	2,844	3,005	3,200	3,200	3,269
6050	Misc. Supplies / Services	971	626	1,400	1,400	1,400
6330	Utilities (Electric & Gas)*	11,946	10,275	10,000	4,167	4,200
6425	Insurance	0	7,367	0	0	0
6860	Contract Services	23,750	23,750	23,750	23,750	22,500
	TOTAL DEPARTMENT	\$43,973	\$49,915	\$43,442	\$37,609	\$36,552
	* Community Center Reimb 000-4485	(\$1,946)	\$0	(\$250)	\$0	\$0
	Net General Fund Cost	\$42,027	\$49,915	\$43,192	\$37,609	\$36,552

Description	2007/08	2008/09	2009/10	2010/11
Salaries 6010				
Comm. Center Maint/ Landscaping	2,443	2,699	2,794	2,844
Youth Annex Maint/Landscaping	1,513	1,636	1,715	1,745
Garzot Building Landscaping	506	557	583	594
Total	\$ 4,462	\$ 4,892	\$ 5,092	\$ 5,183
Misc. Supplies / Services 6050				
Community Center	471	312	500	500
Youth Annex	250	157	250	250
Garzot Building	250	157	250	250
Miscellaneous expense	0	0	400	400
Total	\$ 971	\$ 626	\$ 1,400	\$ 1,400
Electric & Gas Utilities 6330 *				
Community Center	5,000	5,000	5,000	2,100
Youth Annex	5,000	5,000	5,000	2,100
Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,200
Service Contracts 6860				
Community Center	23,750	23,750	23,750	22,500
Total	\$ 23,750	\$ 23,750	\$ 23,750	\$ 22,500



City of Sebastopol 2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes .10 FTE)	5,444	5,591	5,092	5,092	5,183
6023	Benefits	2,844	3,005	3,200	3,200	3,270
6050	Misc. Supplies / Services	2,390	2,190	4,400	4,400	4,400
6330	Utilities	13,837	8,932	11,632	9,822	9,822
6860	Services	26,500	26,875	25,900	25,900	24,580
	TOTAL DEPARTMENT	\$51,015	\$46,593	\$50,224	\$48,414	\$47,255

Description	2007/08	2008/09	2009/10	2010/11
Salaries 6010				
Library Maintenance/ Landscaping	3,238	3,323	2,794	2,844
Senior Center Maint/Landscaping	1,609	1,620	1,715	1,745
Ives Pool Landscaping	597	648	583	594
Total	\$ 5,444	\$ 5,591	\$ 5,092	\$ 5,183
Misc. Supplies / Services 6050				
Library	1,890	1,690	2,500	2,500
Senior Center	500	500	500	500
Senior Center tree removal	0	0	1,400	1,400
Total	\$ 2,390	\$ 2,190	\$ 4,400	\$ 4,400
Utilities 6330 (Electricity & City Water)				
Garzot, Museum, & Burbank Cottage	7,512	5,068	6,118	5,893
Water for Community & Teen Centers	6,325	3,864	5,514	3,929
Total	\$ 13,837	\$ 8,932	\$ 11,632	\$ 9,822
Service Agencies 6860				
SEB04 Center for the Arts	8,000	8,000	8,000	7,600
SEB01 Chamber of Commerce	6,000	6,000	5,250	5,000
WES06 Historical Society	2,000	2,000	2,000	1,900
SEB11 Rainbow House	4,000	4,000	4,000	3,800
BUR07 Senior Center	4,500	4,500	4,250	4,000
SEB28 World Friends *	2,000	2,500	2,000	1,900
REP02 The REP Theater **	500	500	400	380
Total	\$ 27,000	\$ 27,500	\$ 25,900	\$ 24,580

*Less \$125 membership dues for Sister City International.

** Funding applied towards City Park Use fees.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6012	Vacation In Lieu Pay *	32,028	19,461	25,000	25,000	25,000
6054	Property Tax Administration	0	58,250	30,000	29,259	30,000
6600	Audit	20,100	28,802	15,800	16,700	17,000
6610	Election	0	8,136	0	68	9,400
	TOTAL DEPARTMENT	\$52,128	\$114,649	\$70,800	\$71,027	\$81,400
<hr/>						
	Redevelopment Fund Cost Allocation	(\$300)	\$0	\$0	\$0	\$0
	Water Fund Cost Allocation	(\$4,621)	(\$4,755)	(\$4,755)	(\$4,755)	(\$4,755)
	Sewer Fund Cost Allocation	(\$4,008)	(\$4,124)	(\$4,124)	(\$4,124)	(\$4,124)
	General Fund Cost Allocation	\$43,199	\$105,770	\$61,921	\$62,148	\$72,521

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



City of Sebastopol
2010/2011 Budget Expenditures

Account No. **600-6130**
Department: **Village Mobile Home Park**

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Actual Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
xxxx	Salary / Equipment	0	30,250	15,555	15,555	0
6050	Miscellaneous Expenses	175	23,566	8,388	8,388	0
6059	Property Taxes	5,535	0	0	0	0
7082	Water Main Extension	37,483	0	0	0	0
8012	Electrical Repairs	0	0	0	50,000	0
	TOTAL DEPARTMENT	\$43,193	\$53,816	\$23,943	\$73,943	\$0
	Mobile Home Park Yearly Net Income - Account held by Tombe Realty	(\$64,071)	\$6,754	\$7,257	\$8,000	\$10,000
	ADA Reimb. - Tombe Realty xxx-4305	\$0	\$0	(\$21,095)	(\$21,095)	\$0
	Expense Reimb. - Tombe Realty 600-4325	\$0	(\$38,977)	(\$4,400)	(\$4,400)	\$0
	Electrical Repair Reimb. - 600-4325	\$0	\$0	\$0	(\$29,000)	\$0
	Net Expense	(\$20,878)	\$21,593	\$5,705	\$27,448	\$10,000



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6050	Committee Activities	7,195	6,057	8,000	8,000	8,000
	TOTAL DEPARTMENT	\$7,195	\$6,057	\$8,000	\$8,000	\$8,000

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.



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City of Sebastopol 2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6400	Liability Premium	101,597	120,643	115,149	115,149	139,319
6402	Liability Deductible	10,962	6,537	15,000	17,969	15,000
6405	Property Premium	8,487	14,534	14,231	14,231	14,231
6406	Vehicle Insurance	6,423	6,167	6,042	6,042	6,042
6407	Earthquake & Flood	32,232	40,229	42,227	40,673	40,673
6408	Pool Heater Boiler Insurance	916	1,333	1,400	1,551	1,551
6425	Department Charges	(176,397)	(218,509)	(194,049)	(194,049)	(216,816)
	TOTAL DEPARTMENT	(\$15,780)	(\$29,066)	\$0	\$1,566	\$0



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6026	Employee Service Awards*	1,191	1,939	2,908	2,908	4,463
6410	Worker's Compensation	129,590	126,776	135,908	135,908	117,354
6412	Worker's Comp Deductible	17,222	12,972	20,000	28,037	20,000
6430	Retirement	898,910	919,137	925,106	925,106	869,059
6432	Fire Length of Service A/P NAT42	15,354	14,543	15,354	10,800	10,800
6440	Health Insurance	473,500	716,389	504,500	504,500	525,000
6445	Medicare Tax	44,630	46,713	46,150	46,150	46,700
6446	Social Security Tax	11,515	11,036	11,250	11,250	10,600
6447	S125 Plan Service Fee	143	228	228	228	228
6450	Life Insurance	2,624	2,758	2,850	2,850	2,700
6460-1	Disability Insurance (6015)	13,041	2,357	13,078	13,078	12,734
6465	Child Care Program	1,200	1,200	1,200	1,200	1,200
6470	Dental Ins. Program	65,232	73,210	65,250	65,250	68,000
6475	EAP Insurance	3,777	4,028	4,800	4,800	4,600
6480	Vision Ins. Program	15,884	19,157	16,000	16,000	18,000
075-2250	Medical After Retirement	0	1,468	2,880	2,880	2,880
6023	Department Charges	(1,597,801)	(1,742,268)	(1,764,554)	(1,764,554)	(1,714,318)
	TOTAL DEPARTMENT	\$96,012	\$211,643	\$2,908	\$6,391	\$0

Direct cost to the appropriate departments.

*See 000-6030-6075 for Award Program expenditures.



City of Sebastopol
2010/2011 Budget Expenditures

Fund No. **001**

Sebastopol Transactions / Use Tax

<u>Dept/ Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010-xxxx	City Council	4,112	4,334	3,000	3,350	3,350
6020-xxxx	City Manager	3,320	3,349	3,200	3,350	18,350
6030-xxxx	Administrative Services	3,320	3,349	3,000	3,350	3,350
6050-xxxx	Planning	3,865	3,498	3,600	3,600	3,600
6060-7068	Energy Conservation Loan (PIF 12/22/2014)	26,595	26,595	26,595	26,595	26,595
6091-6515	2006 Infrastructure Lease	61,355	61,355	61,355	61,355	61,355
6200-xxxx	Police Department	115,208	69,108	31,914	31,914	37,100
6230-7063	Emergency Preparedness	2,894	10,276	500	0	1,500
6280-xxxx	Fire Department	102,498	139,269	114,842	115,538	118,240
6290-xxxx	Building Department	2,318	2,833	1,904	2,575	11,000
6300-xxxx	Engineering	1,813	1,749	5,008	1,750	1,675
6310-xxxx	Public Works	2,052	1,749	2,000	1,463	4,636
6331-xxxx	Street Repair Reserve* (Activity in fund 761)	100,000	100,000	100,000	100,000	100,000
6380-xxxx	Parks	17,340	0	11,510	11,510	10,340
6385-xxxx	Ives Pool	6,671	0	6,182	6,182	7,500
	TOTAL DEPARTMENT	\$453,361	\$427,464	\$374,610	\$372,532	\$408,591

* Reserved funds for Street Repair is transferred to 761-4999 in June of each year.

Refer to individual department pages for Capital Outlay details.

Possible Future Uses of Special Sales Tax :

<u>Description</u>	FY 2010/11	FY 2010/12	FY 2012/13	FY 2013/14	FY 2014/15
Fire Pumper Truck	100,000	100,000	100,000	100,000	100,000
Police Vehicles	60,000	0	60,000	0	65,000
Solar Panels (Debt Service)	10,000	10,000	10,000	10,000	10,000
HVAC Replacements Debt Service	20,000	20,000	20,000	20,000	20,000
Street Repair Fund (761)*	100,000	120,000	150,000	150,000	200,000
Public Works Vehicles	20,000	90,000	20,000	20,000	25,000
Other Equip. Replacement	180,000	160,000	140,000	180,000	180,000
Computer Replacements	10,000	10,000	10,000	12,000	12,000
TOTAL	\$500,000	\$510,000	\$510,000	\$492,000	\$612,000

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.

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.

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.



City of Sebastopol
2010/2011 Budget Expenditures

Account No. **6100-6860**
Department: **Community Services**

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
033-6100	Community Fund	0	0	0	0	0
760-6100	Solar Sebastopol	19,560	3,255	0	0	0
	TOTAL OPERATING	\$19,560	\$3,255	\$0	\$0	\$0
033-4511	Contributions to Community Fund	(\$1,340)	(\$1,292)	(\$840)	(\$1,000)	(\$1,000)
	TOTAL DEPARTMENT	\$18,220	\$1,963	(\$840)	(\$1,000)	(\$1,000)

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 the past, the City Council has postponed expenditures from the Community Fund to build up the fund balance.

Solar Sebastopol:

Solar Sebastopol is a public education project funded through a variety of sources. During fiscal year 2009/10 it transitioned into Solar Sonoma as ceased to operate as an independent program.

Description	2007/08	2008/09	2009/10	2010/2011
Solar Sebastopol Expenditures				
Supplies/Services/Training	7,910	2,074	0	0
Contract Services	11,650	1,181	0	0
Total Expenditures	\$ 19,560	\$ 3,255	\$ 0	\$ 0
Solar Sebastopol Revenues				
Memberships / Sponsorships	4,625	0	0	0
Special Events/Training	17,596	3,610	0	0
Total Revenues	\$ 22,221	\$ 3,610	\$ 0	\$ 0



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Incl. .20 FTE)	110,005	84,077	16,802	16,802	16,802
6023	Benefits	62,983	52,825	6,707	6,707	6,809
6050	Misc Supplies /Services	73,060	85,336	68,240	68,240	68,240
6330	Utilities	3,008	3,754	3,672	3,672	3,672
6860	Contract Services	300	1,659	1,000	1,000	1,000
6927	Maintenance Rehab	0	0	0	0	115,318
	TOTAL DEPARTMENT	\$249,356	\$227,651	\$96,421	\$96,421	\$211,841

Description	2007/08	2008/09	2009/10	2010/11
*Miscellaneous Supplies / Services 6050				
Barricades, misc tools & equipment	3,500	3,500	3,500	3,500
Blacktop, sand, rock, et.	14,400	17,540	17,540	17,540
Middle Way contract **	10,460	0	0	0
Sidewalk repairs (co-op program)	2,500	2,500	2,500	2,500
Signal maintenance (Bodega /	5,200	5,200	5,200	5,200
Signal maintenance (CalTrans)	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	2,500	0	0	0
HazMat Disposal	1,000	1,000	1,000	1,000
SCTA Dues	5,000	5,000	5,000	5,000
NPDES Compliance	2,000	2,000	2,000	2,000
Street Signs	5,500	10,500	10,500	10,500
Miscellaneous Repairs/Expenses	0	17,096	0	0
Total	\$ 73,060	\$ 85,336	\$ 68,240	\$ 68,240

** Middle Way contract moved to General Fund Streets in 2008/09.

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 2010/2011:

None

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 AWWA 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
2010/2011 Budget Expenditures

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

<u>Dept</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	City Council	11,825	12,168	12,168	12,168	12,168
6020	City Manager	24,150	24,850	24,850	24,850	24,850
6030	Administrative Services	77,363	79,607	79,607	79,607	89,607
6040	City Attorney	5,516	5,676	5,676	5,676	5,676
6050	Planning	10,808	11,121	11,121	11,121	11,121
6290	Building Inspection	26,086	26,843	26,843	26,843	26,843
6300	Engineering	55,000	56,595	56,595	56,595	56,595
6310	Corporation Yard	85,033	87,499	87,499	87,499	87,499
6120	Audit	4,008	4,124	4,124	4,124	4,124
6420-6680	Depreciation	9,958	109,122	109,122	109,122	109,122
	TOTAL ALLOCATIONS	\$309,747	\$417,605	\$417,605	\$417,605	\$427,605



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2007/2008 Actual Expenditures	2008/2009 Actual Expenditures	2009/2010 Budgeted Expenditures	2009/2010 Estimated Expenditures	2010/2011 Department Request
6050	Operation / Maintenance	746,904	761,692	717,254	571,800	852,049
6512	Debt Service	556,640	638,833	786,713	752,211	652,742
	TOTAL DEPARTMENT	\$1,303,544	\$1,400,525	\$1,503,967	\$1,324,011	\$1,504,791

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. This debt service is related to the construction of the pipeline for disposal of treated wastewater in the Geyser steam fields. 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 2010/2011:

- Green Valley Sewage pump station standby pump rebuild \$8,520
- Morris St. Sewer Pump Station Garage Door \$4,800

Capital Outlay:

- Half the cost for a 60 month lease purchase of 5 yard dump truck \$5,618
- Purchase replacement vehicle F-150 Pickup Truck \$1,319 In CIP Budget

This 48 month lease purchase is allocated 50% to Special Sales tax fund 001, and 25% each to Sewer & Water capital funds 421 and 511.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes 1.80 FTE)	102,879	106,708	111,861	111,861	113,256
6011	Standby	7,660	7,718	8,188	8,188	8,188
6020	Overtime	452	1,078	1,260	600	1,000
6023	Benefits	52,009	53,909	58,536	58,536	59,707
6025	Communications	1,718	2,428	2,200	2,200	2,200
6049	Toilet Rebates*	0	0	7,000	15,225	10,000
6050	Misc. Supplies/ Services **	37,691	47,069	35,935	35,935	34,735
6060	Training	499	1,337	1,000	1,000	1,000
6330	Utilities	12,908	8,126	16,540	20,642	20,000
6425	Liab., Property, Flood Ins.	2,760	7,367	7,347	7,347	8,857
6860	Contract Services **	800	0	9,475	9,000	13,320
7070	Regulatory Compliance	581	0	0	0	0
	TOTAL OPERATING	\$219,957	\$235,740	\$259,342	\$270,534	\$272,263
	Capital Outlay - Fund 420					
6805	Air Compressor	0	0	5,000	5,000	0
6922	Pipe Cleaning Apparatus	0	0	1,241	1,241	0
6945	Camera for Sewer Mains	0	0	9,266	9,266	0
6951	5 Yard Dump Truck	0	0	7,418	7,418	5,618
6999	Sewer repair Comm Center	0	1,784	0	0	0
7083	Morris St. Pump SCADA	0	0	3,200	3,200	0
7091	Pipe Locator	0	0	2,638	2,638	0
8009	Website Redesign	0	0	2,610	500	2,200
	TOTAL CAPITAL	\$0	\$1,784	\$31,373	\$29,263	\$7,818
	TOTAL DEPARTMENT	\$219,957	\$237,524	\$290,715	\$299,797	\$280,081

* Toilet Rebates - assigned new account number 7/1/09. Previously paid from 6050.

** See next page for account details.

Sewer Utility Details

Description	2007/08	2008/09	2009/10	2010/11
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Miscellaneous Supplies/Services 6050				
Toilet Replacement Rebates *	6,975	7,000	0	0
Lift Station maintenance & repairs	11,406	22,759	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	2,000	0	0	0
Utility Billing Postage Expense	0	0	3,240	3,240
Air Quality Permit	0	0	1,200	0
Stuffing Machine Maintenance	0	0	959	959
Sanitary Sewer Master Plan Fee SSMP	0	0	1,226	1,226
Total	\$ 37,691	\$ 47,069	\$ 35,935	\$ 34,735

Contract Services 6860				
Sewer Main Repair/Florence & Mary's	0	0	2,375	0
Green Valley Pump Station Rebuild	0	0	7,100	8,520
Morris St. Sewer Pump Station Garage Door	0	0	0	4,800
Total	\$ 0	\$ 0	\$ 9,475	\$ 13,320

* Toilet Replacement Rebates assigned to 6049 as of 7/1/09.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	City Council	10,366	10,667	10,667	10,667	10,667
6020	City Manager	28,496	29,322	29,322	29,322	29,322
6030	Administrative Services	82,490	84,882	84,882	84,882	94,882
6040	City Attorney	7,561	7,780	7,780	7,780	7,780
6050	Planning	10,808	11,121	11,121	11,121	11,121
6280	Fire	17,678	18,191	18,191	18,191	18,191
6290	Building	26,086	26,843	26,843	26,843	26,843
6300	Engineering	80,000	82,320	82,320	82,320	82,320
6310	Corporation Yard	117,282	120,683	120,683	120,683	120,683
6120	Audit	4,621	4,755	4,755	4,755	4,755
6680	Depreciation	155,150	167,711	167,711	167,711	167,711
	TOTAL ALLOCATIONS	\$540,538	\$564,275	\$564,275	\$564,275	\$574,275

Water Utility

Major Budget Changes for 2010/2011:

- Pleasant Hill Water Tank #2 interior repairs \$2,000

Capital Outlay:

- Half the cost for a 60 month lease purchase of 5 yard dump truck due by 2011 (other half in sewer fund) \$5,618
- 2-Transducer for Pleasant Hill water tanks \$5,000
- Purchase replacement vehicle F-150 Pickup Truck \$1,319 In CIP Budget

This 48 month lease purchase is allocated 50% to Special Sales tax fund 001, and 25% each to Water & Sewer capital funds 421 and 511.



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City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries (Includes 2.40 FTE)	135,131	140,597	148,613	148,613	150,497
6011	Standby	7,469	7,525	7,983	7,983	7,983
6020	Overtime	1,132	2,474	1,260	1,000	1,000
6023	Benefits	69,273	72,468	78,020	78,020	79,587
6025	Communications	4,660	5,811	4,750	4,750	4,750
6049	Washing Machine Rebates	4,650	4,075	6,000	3,000	6,000
6050	Misc. Supplies / Services *	52,812	78,250	61,595	61,595	60,395
6060	Training	1,183	1,067	1,600	1,600	1,600
6330	Utilities	92,310	100,833	106,240	111,809	112,000
6360-1-2	Well Arsenic Program *	44,139	51,176	0	0	0
6425	Liab., Property, Flood Ins.	2,760	15,353	15,147	15,147	17,303
6806	Backflow Prevention Program	2,508	3,176	3,000	3,000	3,000
6807	Fire Hydrant Rplcmnt Program	6,078	8,017	10,500	10,500	10,500
6808	Meter Replacement Program	17,240	16,843	20,000	20,000	20,000
6860	Contract Services *	800	3,317	61,534	61,534	6,000
	TOTAL OPERATING	\$442,145	\$510,982	\$526,242	\$528,551	\$480,615
	Capital Outlay - Fund 510					
6532	Well 8 Probes (2)	0	14,692	0	0	0
6805	Air Compressor	0	0	5,000	5,000	0
6809	Meter - Handheld Unit	0	5,544	0	0	0
6951	5 Yard Dump Truck	0	0	7,418	7,418	5,618
6966	Well Improvements *	4,379	975	1,500	932	6,000
7075	Pump house Roof Repair	14,008	0	0	0	0
7076	Sampling Stations	4,622	0	0	0	0
7077	Trench Plate	2,000	0	0	0	0
7083	SCADA Upgrades	0	4,201	0	0	0
7091	Pipe Locator	0	0	2,638	2,638	0
8009	Website Redesign	0	0	2,610	500	2,200
	TOTAL CAPITAL	\$25,009	\$25,412	\$19,166	\$16,488	\$13,818
	TOTAL DEPARTMENT	\$467,154	\$536,394	\$545,408	\$545,039	\$494,433

* See next page for account details.

Water Utility Details

Description	2007/08	2008/09	2009/10	2010/11
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Supplies 6050				
Lab Expenses, Water testing	12,300	17,300	17,300	17,300
Maintenance and Repairs	29,937	25,425	26,500	26,500
Generator service contract	575	575	575	575
CA Dept of Health Services Fees	10,000	10,000	10,000	10,000
Well 6 Generator repairs	0	17,950	0	0
Daily Acts contract	0	7,000	0	0
Utility Billing Postage Expense	0	0	3,240	3,240
CCR Printing Expense	0	0	1,821	1,821
Air Quality Permit	0	0	1,200	0
Stuffing Machine Maintenance	0	0	959	959
Total	\$ 52,812	\$ 78,250	\$ 61,595	\$ 60,395

Wells Arsenic Program 6360-1-2				
Arsenic Remediation at Well 2	44,139	0	0	0
Arsenic Remediation at Wells 6 & 7	0	51,176	0	0
Total	\$ 44,139	\$ 51,176	\$ 0	\$ 0

Contract Services 6860				
Green Valley Consulting Engineers	800	3,317	4,000	4,000
Well 7 Motor & Pump Rebuild	0	0	50,584	0
Interior Water Reservoir Repairs	0	0	6,950	2,000
Total	800	3,317	61,534	6,000

Well Improvements 6966				
Well Meter Calibrations	4,379	975	1,500	1,000
Pleasant Hill Reservoir Transducers	0	0	0	5,000
Total	\$ 4,379	\$ 975	\$ 1,500	\$ 6,000



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
1996 Well #7 Lease						
6090-6535	Interest	13,388	10,633	7,588	7,588	4,345
6091-6535	Principal	44,052	46,912	49,957	49,957	53,200
1989 / 1994 / 2004 C.O.P. (20%) - First Street Reservoir						
6090-6545	Interest	16,440	14,118	11,364	11,364	8,498
6091-6545	Principal	64,960	67,320	70,060	70,060	72,940
TOTAL DEPARTMENT		\$138,540	\$138,983	\$138,969	\$138,969	\$138,983

1996 Well #7 lease will be paid in full on October 23, 2011.

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

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.

General Obligation Infrastructure Financing CREBS 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.



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City of Sebastopol 2010/2011 Budget Expenditures

Fund Number **Varies**
Department: **Debt Service Fund**

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
Vacuum Truck Lease						
000-6091-6921	GF Principal	0	4,783	5,009	5,009	5,245
000-6090-6921	GF Interest	0	2,134	1,908	1,908	1,672
420-6091-6921	Sewer Principal	0	9,566	10,017	10,017	10,490
420-6090-6921	Sewer Interest	0	4,268	3,817	3,817	3,344
510-6091-6921	Water Principal	0	4,783	5,009	5,009	5,245
510-6090-6921	Water Interest	0	2,134	1,908	1,908	1,672
Total Vacuum Truck Lease		\$0	\$27,668	\$27,668	\$27,668	\$27,668

Infrastructure Lease Financing of 2006						
420-6091-6515	Sewer Principal	25,782	26,887	28,207	28,207	29,592
420-6090-6515	Sewer Interest	37,311	36,053	34,733	34,733	33,349
860-6091-6515	Skate Park Prin.	12,892	13,444	14,104	14,104	14,796
860-6090-6515	Skate Park Int.	18,579	18,027	17,367	17,367	16,674
510-6091-6515	Water Principal	29,004	30,246	31,731	31,731	33,289
510-6090-6515	Water Interest	39,988	40,557	39,072	39,072	37,514
001-6091-6515	Solar / Streets Prn	24,580	26,210	27,497	27,497	28,846
001-6090-6515	Solar / Streets Int	36,773	35,145	33,858	33,858	32,509
Total Infrastructure Lease		\$224,909	\$226,569	\$226,569	\$226,569	\$226,569

TOTAL DEBT SERVICE	\$224,909	\$254,237	\$254,237	\$254,237	\$254,237
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Infrastructure Lease Financing of 2006 will be fully paid on June 8, 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
\$500,000	<u>Street Smart Pedestrian Safety Improvements</u>
\$2,860,000	Total



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City of Sebastopol 2010/2011 Budget Expenditures

Account No. **008**
Department: **CREBS Debt Service Fund**

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6091-6517	Principal Lease Payment	0	0	122,000	122,000	122,000
	TOTAL DEPARTMENT	\$0	\$0	\$122,000	\$122,000	\$122,000
	008-4504 PG&E Energy Rebates	\$0	(\$28,163)	(\$205,000)	(\$25,800)	(\$179,200)
	008-1100 Sequoia Housing Equipment Purchase Lease Agreements	\$0	\$0	(\$7,230)	(\$8,514)	(\$8,352)
	Net General Fund Cost	\$0	(\$28,163)	(\$90,230)	\$87,686	(\$65,552)

Clean Renewable Energy Bonds (CREBS) were authorized by the Energy Policy Act of 2005. CREBS are obligations issued by local governments for the purpose of financing renewable energy projects at public facilities. On April 25, 2006 The City submitted applications to the IRS for allocation of CREBS. The IRS awarded the City an allocation of \$2,074,000 to finance solar paneling projects at six different municipal facilities within the City limits.

Proceeds were used to fund Photovoltaic Generation facilities at:

- Sequoia Housing Project
- Well No. 4
- Well No. 6
- Garzot Building
- Youth Annex
- Community Center

This lease is scheduled to be paid in full on April 1, 2024; however the unused funds from the financing will be returned to the Grantor and a re-amortization will occur when the projects are completed, estimated to be in the Spring of 2010.

This lease will further be reduced by PG & E rebates, and consumer reimbursements from the Sequoia Housing Project for Solar Power Equipment Lease Purchase agreements (21 total beginning 9/1/09).

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
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6010	Salaries	1,100	1,710	1,500	1,500	2,230
6023	Benefits	100	64	69	69	92
6050	Misc. Supplies / Services	1,200	3,311	10,000	10,000	1,000
6057	ABX4 26 SERAF Payment	0	0	0	797,975	140,000
6060	Training	0	0	2,000	2,000	1,000
6070	Dues	2,000	2,312	2,000	2,190	2,200
6600	Audit	9,200	9,200	9,200	9,200	9,200
6860	Contract Services LAFCO	0	3,351	2,665	2,665	2,665
	TOTAL DEPARTMENT	\$13,600	\$19,948	\$27,434	\$825,599	\$158,387
	Allocations to City Council	\$5,343	\$5,497	\$5,497	\$5,497	\$5,497
	Allocations to City Manager	\$45,918	\$50,043	\$50,043	\$50,043	\$50,043
	Allocations to Administrative Services	\$17,100	\$17,493	\$17,493	\$17,493	\$17,493
	Allocations to Engineering	\$0	\$0	\$24,874	\$24,874	\$24,874
	Allocations to Planning	\$0	\$16,610	\$81,003	\$81,003	\$81,003
	Allocations to City Attorney	\$0	\$8,285	\$8,285	\$8,285	\$8,285
	Total Department Costs	\$81,961	\$117,876	\$214,629	\$1,012,794	\$345,582



City of Sebastopol
2010/2011 Budget Expenditures

Fund Number: **950-6955**
Department: **Redevelopment Projects**

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6898	Library Carpet	0	0	30,000	0	30,000
6918	Police Station Roof	0	0	60,000	42,058	0
6931	Landscaping, Street trees, Bike Racks	11,342	3,185	0	85	5,000
7004	Seb Ave Streetscape (Eng)	0	6,402	0	0	200,000
7084	Plaza Restrooms	0	6,009	180,000	75,000	120,000
7098	Fire Station Addition Phase I	0	0	0	0	0
7099	Banners, Mural Art	12,000	10,487	8,000	0	5,000
8000	Holiday Decorations	0	0	0	0	0
8001	Documentary Film Festival	0	2,000	2,000	2,000	3,000
8002	Technology Grants/Loans	0	0	5,000	5,000	5,000
8003	Facade Program	7,500	9,224	15,000	15,000	15,000
8004	Guide Sign Program	10,000	15,360	75,000	9,385	70,000
8005	Ives Park Project	0	0	0	0	20,000
8006	Economic Summit	0	0	3,000	1,350	2,000
8007	Marketing Matching Funds	0	0	5,000	0	2,000
8008	Economic Specialist Contract Consultant	27,500	20,625	27,500	10,375	70,000
8009	Website Redesign	0	0	15,000	1,800	3,500
8010	Use of City Property Analysis	0	0	20,000	0	20,000
8011	Adaptive Building Restoration	0	0	5,000	0	10,000
	TOTAL OPERATING	\$68,342	\$73,292	\$450,500	\$162,053	\$580,500

Prior to the 2010/2011 fiscal year, the items listed above were paid from 950-6950-6050 or 6860.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6860	Contract Services*	83,774	62,056	10,000	10,000	10,000
6900	Mobile Home Rent Control	1,614	6,406	3,000	3,700	4,000
7021	Rehabilitation Program **	1,500	0	2,500	2,500	2,500
7051	Inclusionary Housing	610	145	1,000	0	500
7056	Low Income Housing Incentive Program ***	161,691	27,964	57,400	0	57,400
	TOTAL DEPARTMENT	249,189	96,571	73,900	16,200	74,400
Dept	Low Income Housing Projects 951-6952, 951-6953, 951-6954					
6952	Affordable Housing Assoc 565-577 Petaluma Ave.	3,016,531	42,728	0	0	0
6953	Sequoia Village 415-495 Sequoia Lane	1,038,333	0	0	0	0
	TOTAL DEPARTMENT	\$4,304,053	\$139,299	\$73,900	\$16,200	\$74,400

* Includes MCC Program; Consultant Services; and Litigation / Legal Services for Fircrest Mobile Home Park rent control ordinance.

**Low Income Housing Program includes Rebuilding Together Housing Rehabilitation

***7056 Incentive Program: Litchfield (2) 28,700 x 2 = \$57,400 (Habitat for Humanity)

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.



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City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
Fund 950						
C.O.P. of 1989 / 1994 / 2004 Police Building (80%)						
6090-6545	Interest	83,459	70,592	45,457	45,457	33,992
6091-6545	Principal	323,660	336,560	280,240	280,240	291,760
Tax Increment Bonds of 2007 - Refunding						
6090- 6560	Interest	81,211	146,777	138,372	138,372	130,001
6091-6560	Principal	260,672	236,975	241,689	241,689	274,891
6095-6560	Trustee Fees	2,438	4,950	2,450	2,450	2,450
Fund 951						
Tax Increment Bonds of 2007 - HSA Portion						
6090-6560	Interest (5.21%)	12,963	7,466	7,606	7,606	7,145
6091-6560	Principal (5.21%)	14,327	13,025	13,286	13,286	15,109
Village Park Mobile Home Park Project						
6090-6516	Interest	30,076	38,525	37,887	37,887	36,563
6091-6516	Principal	24,828	26,059	26,698	26,698	28,022
TOTAL DEPARTMENT		\$833,634	\$880,929	\$793,685	\$793,685	\$819,933

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

2007 Tax Increment Bonds are a refunding issue of the 1986, 1991 and 1997 Tax Increment Bonds and will be paid in full on June 1, 2021.

2008 CREBS Renewable Energy Lease will be paid in full on Dec. 16, 2023.

2008 Village Mobile Home Park Lease will be paid in full on July 1, 2027.

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.

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
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6050	Administration	0	0	3,500	3,500	3,500
6660	Street Lighting	81,241	78,774	90,865	85,399	86,800
6860	Engineer's Report	5,065	3,885	6,000	3,100	3,500
	TOTAL DEPARTMENT	\$86,306	\$82,659	\$100,365	\$91,999	\$93,800
	Special Assessment Revenues	(\$86,539)	(\$87,713)	(\$89,502)	(\$87,712)	(\$88,000)
	(Excess) or Overage to General Fund	(\$233)	(\$5,054)	\$10,863	\$4,287	\$5,800

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 the next fiscal year.



City of Sebastopol
2010/2011 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Budgeted Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
6090-6063	Interest	19,880	19,285	18,685	18,685	18,085
6091-6063	Principal	10,000	10,000	10,000	10,000	10,000
6095-6063	Trustee Fees	4,250	5,126	4,200	4,340	4,800
TOTAL DEPARTMENT		\$34,130	\$34,411	\$32,885	\$33,025	\$32,885
	Special Assessment Revenues	(\$32,102)	(\$31,384)	(\$32,000)	(\$32,000)	(\$32,000)
	(Excess) or Overage to General Fund	\$2,028	\$3,027	\$885	\$1,025	\$885

The Woodstone Center Series 1997 Assessment District No. 1992-1 bond was issued in December 1997 to fund street improvements, drainage, street lights, and signalization for the former Holiday Inn Express (now Fairfield Inn). The Limited Obligation Improvement Bonds will be paid on full in Sept. 2, 2022.



City of Sebastopol
2010/2011 Budget Expenditures

Department: **Capital Projects**

<u>Account Number</u>	<u>Description</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Actual Expenditures</u>	<u>2009/2010 Estimated Expenditures</u>	<u>2010/2011 Department Request</u>
Streets 6325 * 6331 * 6333 * 6345					
007-6325-7057	Street Smart Phase 2	22,607	61,749	318,664	223,517
007-6325-7078	Street Smart Phase 3	31,169	151,689	132,633	664,036
808-6325-7046	Fed ARRA Resurface	0	55,584	253,851	469,169
835-6325-xxxx	Gas Tax AB2928*	145,620	0	87,745	0
836-6325-xxxx	Prop 1B Resurfacing	0	945	16,561	377,439
870-6325-7014	Bike Lane Feasibility Study	0	0	3,149	57,851
870-6325-6050	Slow Down Sebastopol & /Solar Speed Signs	0	0	13,913	0
870-6325-7093	Lynch Traffic Signal	0	0	352	399,648
870-6325-7095	Bike Detection / Signals	0	0	99	1,600
761-6331-7092	Street Reserve PMS Update	0	0	2,280	5,720
761-6331-7096	Local Street Resurfacing 2010*	0	0	9,917	0
840-6331-7090	Library ADA	5,222	4,666	30,526	15,000
866-6333-xxxx	Bike Rack Program	0	0	1,299	13,001
212-6345-7080	Safe Routes to School	3,404	61,274	53,355	139,409
CDBG Grant					
800-6062-xxxx	CDBG Curb Ramps	0	0	0	37,634
800-6063-xxxx	CDBG Wischemann Hall	0	0	0	50,000
Parks 6382 * 6400					
221-6382-xxxx	Laguna Wetlands Preserve	0	0	680	57,000
860-6400-6860	Skategarden Expansion	0	0	16,043	225,647
860-6400-7013	Village Park Conversion	0	0	16,353	108,957
Sewer 6316 * 6425					
421-6315-xxxx	Laguna Force Main Break	0	0	8,568	0
421-6316-xxxx	Morris St. Pump Station **	82,343	615,582	1,479,690	20,320
421-6425-6956	2010 Ford F-150 Pickup	0	0	0	1,319
422-6425-7085	Inflow & Infiltration	0	0	948	48,967
731-6425-xxxx	Morris St. Pump Station **	0	0	0	800,000
Water 6520					
511-6520-6528	Water Zone Interconnection	0	0	13,006	334,996

511-6520-6529	Well 7 Pump Failure	0	0	51	0
511-6520-6532	Well 8 Pump Failure	0	94,511	54,413	0
511-6520-6956	2010 Ford F-150 Pickup	0	0	0	1,319
511-6520-7068	Energy Con. Loan (PIF 12/2014)	12,666	12,666	12,666	12,666
762-6520-6533	Well 5 Treatment	375	4,288	12,106	87,894
762-6520-6534	USGS Groundwater	36,245	9,977	1,657	8,343
762-6520-7027	Groundwater Management	0	9,600	2,958	17,042
TOTAL CAPITAL PROJECTS		\$339,651	\$1,082,531	\$2,543,483	\$4,178,494

Funding Sources 2010/2011							
Project	Federal Grants	State or County Grants	Measure M	Sales Tax	Traffic Impact	Park In Lieu	Other
007-6325-7057 Street Smart 2	(\$575,000)		(\$39,549)				
007-6325-7078 Street Smart 3			(\$965,219)				
808-6325-7046 Fed Arra Resurfacing	(\$595,000)			(\$182,181)			
835-6325-xxxx AB2928 (TCRF)							\$0
836-6325 Prop. 1B Resurf. (State)		(\$400,000)		(\$5,000)			
870-6325-7014 Bicycle Routes (TIF)					(\$50,000)		
870-6325-7093 Lynch Signal (TIF)					(\$400,000)		
870-6325-7095 Bike Detection (TIF)					(\$1,600)		
761-6331-7092 PMS Update				(\$8,000)			
761-6331-7096 Local SR				(\$212,255)			
Library ADA (Infrastructure Lease)							(\$15,000)
866-6333 Bike Racks - BAAQMD							(\$20,000)
212-6345-7080 Safe Routes School	(\$217,457)						
800-6062-xxx Curb Ramps (CDBG)	(\$37,634)						
800-6063-xxxx Wischemann Hall	(\$50,000)						
221-6382-xxxx Laguna Grant (State)		(\$57,000)					
860-6400 Skategarden (Park In-Lieu)						(\$292,500)	
860-6400-7013 Village Park (County)		(\$143,000)					
422-6425-7085 Inflow(Waste Impact)							(\$50,000)
731-6425 Morris St (Techite)							(\$800,000)
762-6425 Well 5 (Well 4 Litigation)							(\$100,000)
762-6520-6534 USGS Grndwtr							(\$10,000)
762-6520-7027 Grndwtr (Well 4 Lit)							(\$20,000)
TOTAL FUNDING	(\$1,475,091)	(\$600,000)	(\$1,004,768)	(\$407,436)	(\$451,600)	(\$292,500)	(\$1,015,000)