



SEBASTOPOL

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CITY OF SEBASTOPOL ADOPTED BUDGET

FISCAL YEAR 2013/2014

Amended July 23, 2013

MAYOR

Michael Kyes

VICE MAYOR

Robert Jacob

COUNCIL

John Eder

Sarah Glade Gurney

Patrick Slayter

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Budget Transmittal Letter

June 4, 2013

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

Attached is the City of Sebastopol's 2013/14 fiscal year draft budget, as prepared by staff and reviewed by the Budget Subcommittee. The subcommittee presents a balanced budget in conformance with California State legislation. This draft budget reflects the City Council's stated goals and objectives and, in addition to maintaining current levels of service, the City is able to enhance its core services and address several deferred maintenance projects in the coming fiscal year.

Since the economic downturn beginning in 2006, the City of Sebastopol has persevered through several lean budget years and endured flat revenues. When other cities implemented employee layoffs, our City took pride in sustaining services, with no employee layoffs during the last seven years.

Economic conditions are improving nationwide and the City of Sebastopol is benefiting as a result. The state of our economy looks significantly better than it has in the past, evidenced by the numerous capital improvement projects defined in our draft budget. Many of these projects meet the City Council's visionary goals and objectives, and the budget subcommittee is grateful to be able to present a budget that is sustainable, achievable, and cognizant of community concerns.

While the next two years' financial projections look bright, the future beyond is less certain. The City's Utility User Tax (UUT) tax expires in January 2015 and must be renewed. Healthcare and California Public Retirement System (CalPERS) costs continue to escalate. The City must be proactive to ensure continued revenue growth to ensure a healthy infrastructure, balanced budget, and sustainable services for years to come.

Redevelopment Agency Dissolution

The 2012/13 fiscal year was not without its share of challenges. In 2012, the State of California dissolved Redevelopment Agencies, a much relied-upon source of income that previously enabled our constructing the local skate park, downtown plaza, and expanding affordable housing. The sudden loss plunged California cities into a state of despair, and Sebastopol was no exception. Our City had multiple projects that targeted Redevelopment funds at the beginning of the 2012/13 fiscal year, all of which were halted in the absence of available revenue for their completion. Additionally, the City was forced to relinquish all of its former Low and Moderate Housing loans (67 loans in total), to the County of Sonoma, resulting in a loss of interest revenue to the City.

The Redevelopment Agency was dissolved on February 1, 2012 and a successor agency was created to manage the dissolution process, as well as pay the former Redevelopment debt service obligations, reimbursed by the State of California through a Recognized Obligation Payment Schedule (ROPS).

Water and Sewer Rate Changes

Aware for many years that water and sewer rates were not sustainable, during the 2012/13 fiscal year, the City initiated a ballot measure proposing an increase in rates. The water fund had been upside down for about ten years and action was clearly necessary. With no increase to the rate structure in recent years, the prognosis for successfully recovering those funds was positive. The City implemented a Proposition 218 measure to increase water and sewer rates, which passed by a voter majority in the summer of 2012. The measure enabled the City's enterprise funds to begin a path of recovery, to fully realize the ongoing long-term and short-term maintenance goals, and to ensure the City provides excellent water and wastewater treatment to its community. The City greatly appreciates the support of those in the community who voted for this increase.

Both the Water and Sewer enterprise funds will end the 2012/13 fiscal year in a much better position than they were at the beginning of the fiscal year. The water and sewer rate increases went into effect on August 1, 2012. Both funds are projected to end the fiscal year with a positive fund balance, which will be the first time in 10 years that the water fund was not in a negative state. The timing is fortunate, as there are significant expenditures needed to maintain our water delivery and wastewater treatment program. Presently, the City is identifying funding sources for arsenic treatment at our Wells 6 and 7, and will implement corrective measures when financing is secured.

Tax Increases & Expiration

During the 2012/13 fiscal year, the City initiated a new sales tax increase, to be enforced along with an earlier increase approved by voters in 2006. This Proposition 218 ballot measure was also overwhelmingly supported by our citizens and passed by a large margin in November 2012. Measure Y is a one-half cent (\$0.005) Transaction and Use tax that, in conjunction with the existing Measure T one-quarter cent (\$0.0025) special sales tax, will generate over \$1,648,000 in revenue during its first year in 2013/14. As promised to the voters, these additional taxes will be utilized for services in the following areas: police, fire, street and road maintenance and repairs, flood prevention, park and open space maintenance and other general community services.

In November of 2008, the City voters approved a Utility Users Tax, and that tax will expire on January 1, 2015. The initial approval created a new revenue source for the City, which offset the loss of property and sales tax, during the national economic decline. The City will be looking into a new ballot measure to reactivate this tax, to ensure we do not have to reduce our core services in any way.

The Barlow

A new development in town is the Barlow project located on Highway 12 at the entrance to town. This nearly completed development will provide retail services (restaurants, grocery

mart, clothing and other retail establishments) – all adjacent to our downtown core. This project will provide increased property and sales tax to the City, of which the combined estimate is over \$100,000 for the 2013/14 fiscal year. A brief description from their website follows:

The Barlow will showcase both production and retail for artisan producers. Food and wine coupled with art and wellness, culture and health will underpin the complete experience. The Barlow will also incorporate a carefully chosen selection of restaurants to create a comfortable, fun atmosphere where the community can come together and enjoy, art, wine and time with one another. Upon completion, The Barlow will include seventeen modern metal buildings, totaling 215,000 square feet on 12.5 acres of beautifully landscaped campus.

Village Mobile Home Park

An area of concern in the City budget pertains to the Village Mobile Home Park (purchased in 2006) and the potential for an ongoing and significant drain on the City's budget. This property was purchased with the idea of creating an open space park, from the existing County campground. The plan at time of purchase, was to reduce the number of mobile home residents through attrition, however the City realizes now that may not happen for decades. City Council has scheduled multiple meetings during this 2012/13 fiscal year to formulate a plan and vision for this unique area in our City, and will continue to brain-storm until they determine the best use for this city-owned property.

CalPERS

During the previous fiscal year, there was concern that the California Public Employees Retirement System (CalPERS) would adjust their investment rate assumption by .25% which would result in additional costs to the City in Fiscal Year 2013 - 14 of approximately \$120,000. Since then at their 4/17/13 board meeting, CalPERS approved a recommendation to change their amortization and smoothing policies. After this change, CalPERS will employ an amortization and smoothing policy that will pay for all gains and losses over a fixed 30-year period with the increases or decreases in the rate spread directly over a 5-year period. The valuations will be preformed in the fall of 2014 and will set the employer rates for fiscal year 2015/16. The current smoothing policy was designed to reduce volatility in employer contribution rates. Cal PERS has provided a table which can be used to calculate the projected increase by fiscal year, for the next five years. The City projects between a 1.1% - 1.7% increase in year one 2015/16. In year two 2016/17, a 2.2% to 3.4% increase is projected. Year three 2017/18 a 3.3% - 5.1% is expected. Year four 2018/19 a 4.4% to 6.8%; and year five 2019/20 a 5.5% to 8.5% is anticipated.

Personnel

During the 2012/2013 fiscal year, the City realized significant savings in personnel expenses without layoffs, while restoring positions that had remained open and unfilled due to attrition.

The City restored a third Administrative Services Department employee at the beginning of the 2012/13 fiscal year. Since the early 1990's, the department employed four full-time employees, dropping to two and one-half employees in January 2010, and decreased again to just two employees in July 2011. In July 2012, the department added a half-time position from the Engineering department and, in January 2013, that position became full-time.

The City is replacing an Administrative Assistant in the Engineering department, for an employee who transferred to Administrative Services in 2012. The Public Works department is adding one Landscape Laborer and one Water Treatment Operator; and is replacing a third position as a second Landscape Laborer (for a Maintenance Worker that retired in May of 2012). The Police Department will replace an Officer that retired in April 2013, bringing the total number of sworn officers back to fourteen. In summary, the City is replacing three positions, and adding two new positions in the Public Works Department.

In May 2012, the former City Manager/Administrative Services Director resigned, and our City Attorney served as Interim City Manager, at a considerable savings to the City. Seven months later, the position was formally appointed as City Manager/City Attorney. Likewise, the Assistant Administrative Services Director served as the Interim Administrative Services Director for seven months (a savings to the City), until the City Manager removed that Interim title in January 2013.

General Fund

In terms of the General Fund, the starting fund balance for fiscal year 2012/13 was \$789,029, a significant improvement over the July 2011 starting fund balance of \$286,698. The Council adopted policy for general fund reserves as 15% of general fund revenues. However, during the 2009/10 fiscal year, the City expended all of its banked reserves in the amount of \$650,673. It is a priority of the City to restore those reserves.

For future years, the City has designated that \$200,000 per year be funded or banked into a reserve accounts until we reach reserve levels as defined in our City Council Policy No. 69. For the 2013/14 fiscal year the City will set aside \$828,525 in reserves to meet the 15% general fund reserve level as defined in policy.

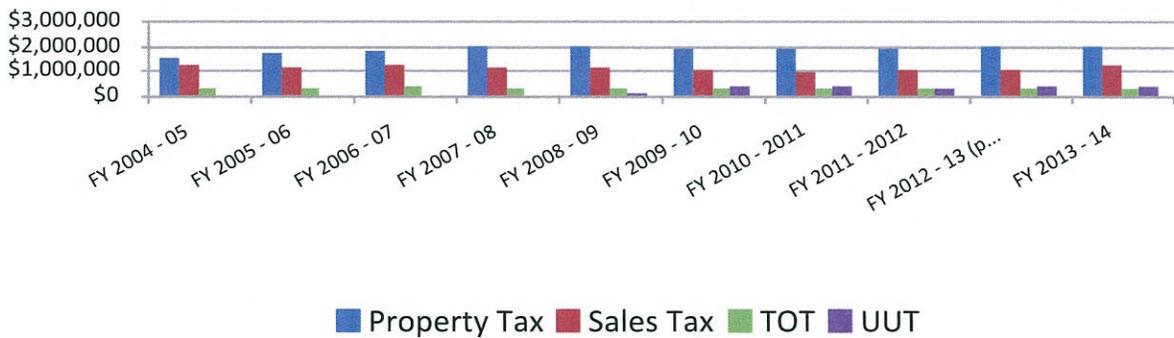
REVENUES

The economy is accelerating and, while Sebastopol lags behind other Sonoma County cities in terms of economic growth, our revenues are also increasing. There was no significant increase in property tax revenues from the 2011/12 to 2012/13 fiscal years. However, the 2013/14 fiscal year is projecting a 4.3% increase, largely attributable to the new Barlow project. The Redevelopment Property Tax Trust Fund (RPTTF) is estimated to bring in \$440,000 during the next fiscal year. This RPTTF revenue is provided by the State of California in exchange for the former Redevelopment revenue that was taken away. Sales tax is projecting a 10.42% increase, and the Barlow project is a positive addition to that projection. There were a few one-time revenues during the 2012/13 fiscal year that include: \$260,220 for the sale of the city-owned Ceres building on Bodega Avenue and \$84,397 from the County of Sonoma for the Property Tax Tolling Agreement. The City has received \$250,000 per year (since 2011/12) to reimburse our administrative costs for the Successor Agency to the City of Sebastopol former Redevelopment Agency, however the State of California has informed the City that reimbursement will reduce significantly in the 2014/15 fiscal year and beyond. The City estimates the revenue to be

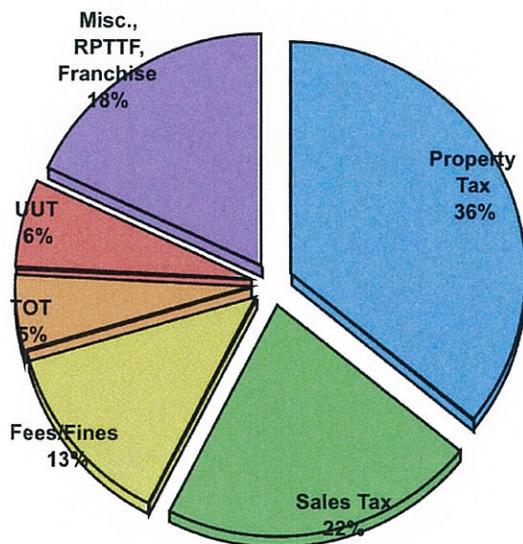
\$20,000 in FY 2014/15. The City began receiving revenue in October 2012 as a result of deferred building permit fees for an agreement with the Barlow project developers that originated in October 2011. The total deferred fees were \$428,425.72 at zero percent interest, with a pay-back period of five years. Annual revenue will be \$85,202.04. The loan will be paid in full on September 30, 2017. The Measure Y \$.005 cent Transaction and Use tax effective April 1, 2013 will yield \$1,096,600 in the coming fiscal year. This new revenue source is vital to the City and will enable the City to meet its ongoing commitments to the Council, employees and community.

The graph below shows the revenues generated from our four major general fund sources. Property tax revenues have remained flat since FY 2007/08. The Sales tax revenues are creeping upwards. The Transient Occupancy tax began a decline in FY 2008/09 and is recovering slowly. The User Utility tax dipped in FY 2011/12 but appears to have stabilized.

Historic Trends - Major General Fund Revenues



13/14 General Fund Revenues



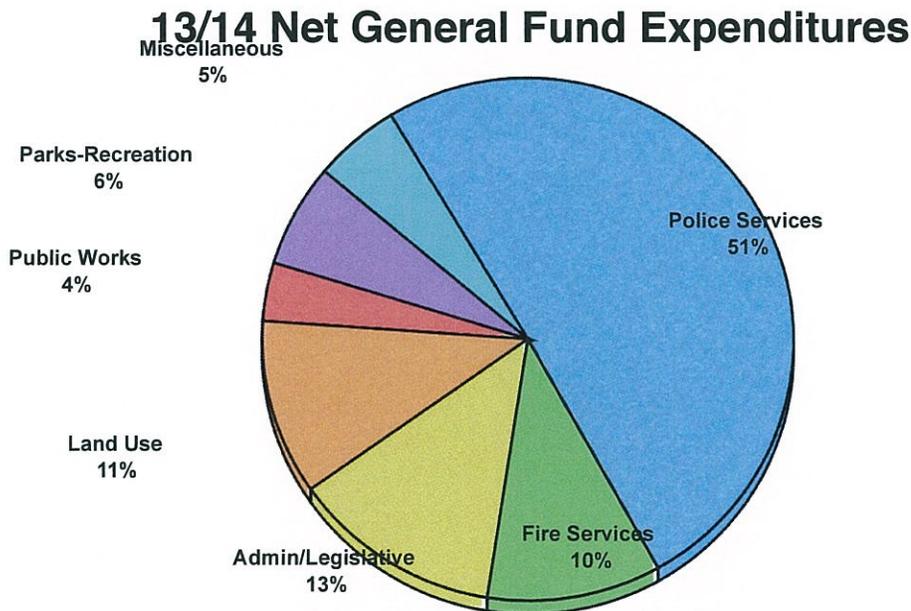
In terms of total General Fund revenues, the figure below indicates that the City's revenues are fairly well distributed among the major revenue categories. Property Tax makes up the largest portion of income at 36%; followed by Sales Tax at 22%. Franchise fees, RPTTF revenue, and Miscellaneous income account for 19% of income. Permits and fees are 13%, and the User Utility tax and TOT are in the 5-6% range.

The prognosis for ongoing Land Use development is not all that positive. We anticipate a flattening of revenues within the planning, building and engineering fee areas, as there are few known projects for the coming fiscal year.

EXPENDITURES

At the outset of the budget process, the direction provided to department heads was to prepare their budgets to include all potential expenses that had been deferred over the past four years. The City department heads submitted budgets that included deferred maintenance and capital items, but remained flat in operations. With these projections, the City is able to increase staffing levels during the 2013/14 fiscal year. The Public Works department will hire three additional employees and the Police and Engineering departments will each hire one employee to replace vacant positions.

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.



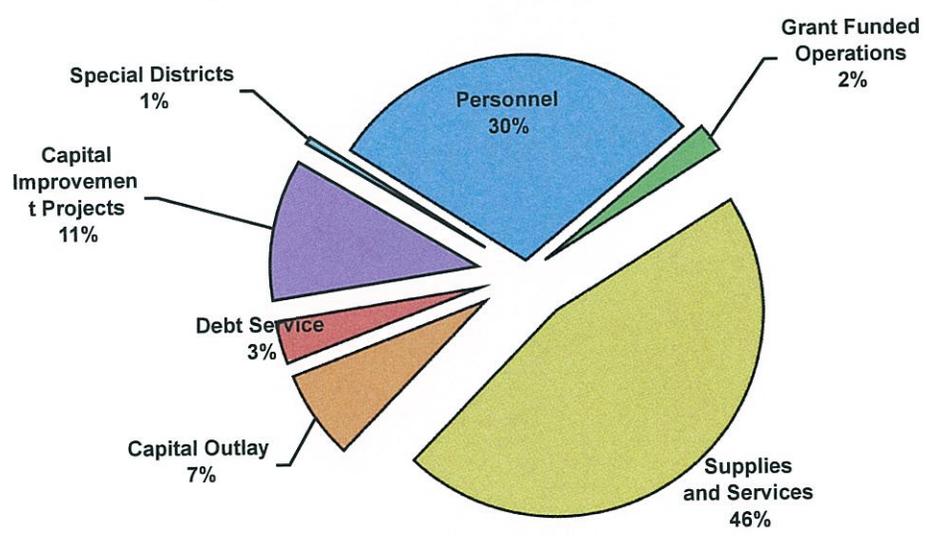
The use of 61% of the City's General Fund budget on Police and Fire is a decrease over prior years and reflects long-term employee retirements.

The increase in Administration and Legislation is largely due to the Redevelopment dissolution and the elimination of personnel allocations to the former Redevelopment fund.

During the next fiscal year, the City is grateful to be in a position to fund important projects such as street improvements, park improvements and maintenance, water capital projects, upgrades to the Community Center and the ADA Transition plan. Additionally the City will fund a reserve for the Fire Station 4th Bay addition in FY 2013/14, with the intent of having the project fully funded by 2014/15 fiscal year.

As a small, service-oriented community, the City spends the lion’s share of its funds on personnel services. Over the past three years, attempts have been made to scale back on personnel expenditures, while minimizing service and staff reductions. Compared to other Sonoma County cities, the City of Sebastopol is consistently at the bottom in terms of employee compensation. The City has reached agreements with its employees over the past few years to share in the increased costs for pension and health insurance. There have been no cost of living adjustments for the majority of the City’s employees since 2008. The City has been operating on a 36 hour work week since July 2011, as a tradeoff to the employee for their share of increased pension costs. While this change has resulted a lower level of service delivery, it appears that such reductions have been generally accepted by the residents of the City. The below chart provides the breakdown of where the City spends its funds by expenditure type.

Proposed 13/14 Expenditures by Type



Summary

While all levels of the public sector, private sector and non-profit agencies are struggling to make ends meet, the City is in a stable position that is improving. We are pleased to present to you a balanced budget with improving services. The ability to partially or fully restore the general fund reserve to FY 2009/10 levels is fortuitous and a step in the right direction to ensure our City services are sustainable for years to come.

In terms of our other funds, all have positive fund balances.

The budget subcommittee would like to recognize the City's full-time employees, part-time employees and volunteers for their contributions to our City. Their efforts are visible and make our City a better place.

Special thanks go to our Department Heads and their support management staff. Without exception, the City's senior management team continues to recognize the fiscal challenges the City faces and develop budgets that will allow them to continue to deliver high quality services.

And a honorary mention to Mary Gourley, City Clerk for her involvement and participation in the budget process and meetings; and Susan Kelly, Engineering Director for her preparation and presentation of the Five Year Capital Improvement Plan document.

Respectfully Submitted,



Robert Jacob



Karen Cano

City of Sebastopol Budget Subcommittee

Michael Kyes, Mayor
Robert Jacob, Vice-Mayor
Larry McLaughlin, City Manager
Karen Cano, Administrative Services Director

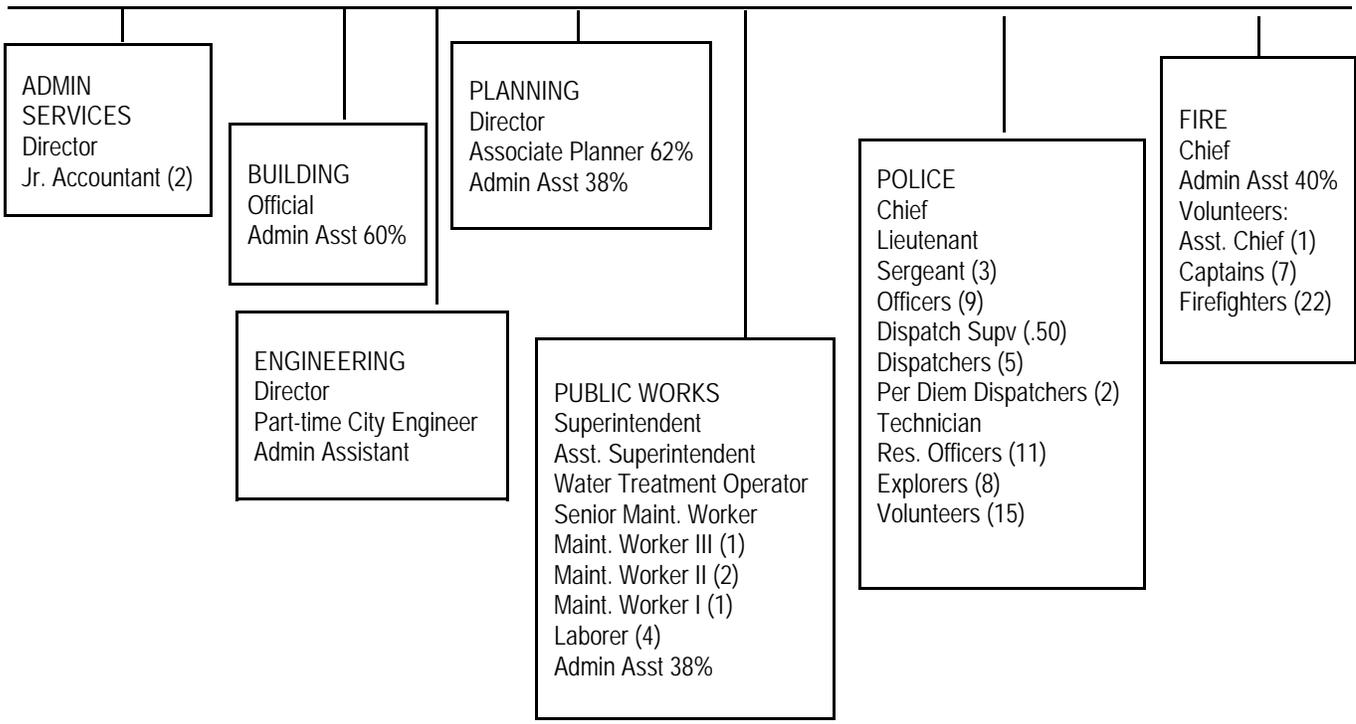
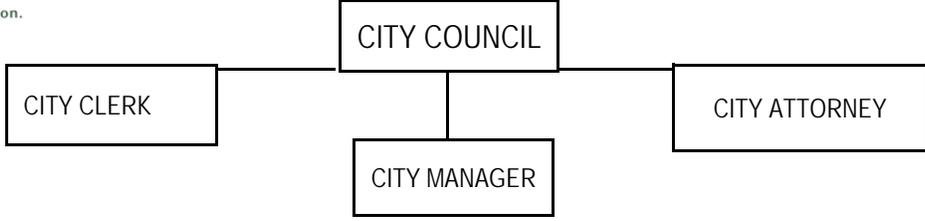
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CITIZENS OF SEBASTOPOL



CITY OF SEBASTOPOL

STAFF

Lawrence McLaughlin	City Manager / City Attorney
Mary Gourley	City Clerk
Karen Cano	Administrative Services Director
Jeffrey Weaver	Police Chief
Bill Braga	Fire Chief
Susan Kelly	Engineering Director / Assistant to the City Manager
Kenyon Webster	Planning Director
Richard Emig	Public Works Superintendent
Glenn Schainblatt	Building Official
Joe Gaffney	Part-Time City Engineer

Fiscal Year 2013/2014
Staffing Allocations

Description	Number of Employees	--- Percent of Time Allocated by Fund ---				
		General Fund	Water Enterprise	Sewer Enterprise	Gas Tax	TOTAL
<u>CITY COUNCIL</u>						
Councilmembers	5	74%	12%	14%		100%
Video Recorder	1	74%	12%	14%		100%
Total	6					
<u>CITY MANAGER/ CLERK</u>						
City Manager	1	60%	20%	20%		100%
City Clerk	1	85%	8%	7%		100%
Total	2					
<u>CITY ATTORNEY</u>						
City Attorney	1	92%	5%	3%		100%
Total	1					
<u>ADMINISTRATIVE SERVICES/FINANCE</u>						
Director	1	33%	34%	33%		100%
Junior Accountant	2	33%	34%	33%		100%
Total	3					
<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	1	33%	34%	23%	10%	100%
Part-time City Engineer	.50	33%	34%	23%	10%	100%
Admin Asst - Eng	1	33%	34%	23%	10%	100%
Planning Director	1	92%	5%	3%		100%
Associate Planner	.62	92%	5%	3%		100%
Admin Asst - Planning	.38	92%	5%	3%		100%
Total	4.50					
<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%
Water Treatment Operator	1	0%	50%	25%	25%		100%
Senior Maint Worker	1	0%	30%	50%	20%		100%
Maintenance Worker III	1	0%	50%	20%	30%		100%
Maintenance Worker II	2	20%	30%	20%	30%		100%
Maintenance Worker I	1	60%	20%	0%	20%		100%
Laborer	4	80%	0%	0%	20%		100%
Admin Assistant	.38	100%					100%

Total 12.38

Expenditure Allocations 2013/2014

Pg	Department	General Fund	Water Fund	Sewer Fund	Sales T/U Tax	Gas Tax Fund or Park In Lieu	Grants or Other Funding	Total
22	City Council	194,791	21,047	24,555	5,800			246,193
24	Cittaslow	20,000						20,000
30	City Manager	100,297	33,432	33,432	24,000			191,161
32	City Attorney	189,090	10,277	6,166				205,533
35	City Clerk	161,460	15,196	13,297	8,000			197,953
38	Administrative Services	118,008	121,584	118,008	4,800			362,400
41	Non-Departmental/Audit, Award & Accrual Expense	59,654	6,548	6,548				72,750
44	Police Services	2,814,446			220,854			3,035,300
46	Police SLESF Funding	22,963					100,000	122,963
47	Police Grants	0					63,500	63,500
48	Animal Control	7,600						7,600
50	Fire Services	559,754	17,312		15,000			592,066
52	Emergency Preparedness	3,800			1,500			5,300
53	Fire SAFER Grant	0					100,000	100,000
55	Planning Department	310,242	16,861	10,117	3,900			341,120
56	General Plan Update	0			250,000		42,000	292,000
58	Building Inspection	157,811	27,723	27,723	3,000			216,257
61	Engineering	102,275	105,374	71,282	1,800	30,992		311,723
64	Corporation Yard Admin.	0	149,354	108,904	54,696			312,954
65	Government Buildings	21,867	10,933	10,933				43,733
66	Village Mobile Home Park	49,200	5,400	5,400				60,000
67	Streets - General Fund	100,550			132,690			233,240
68	Parking Lots	34,793						34,793
69	Parks & Landscaping	212,782			119,390			332,172
70	Ives Pool	70,621			143,723			214,344
71	Recreation	29,875						29,875
71	Community Center	10,000			181,500			191,500
72	Community Support	13,175						13,175

Pg	Department	General Fund	Water Fund	Sewer Fund	Sales T/U Tax	Gas Tax Fund or Park In Lieu	Grants or Other Funding	Total
73	Gas Tax Streets (less Engineering staff time)	0			1,627	205,182		206,809
74	Storm Water Compliance	0			50,000			50,000
77	Sewage Treatment	0		1,536,269				1,536,269
78	Sewer Operations	0		335,500				335,500
80	Water Operations	0	570,957					570,957
84	Debt Service - W & S Ops and Sales Tax	0	116,160	84,192	344,811			545,163
84	Debt Service - Park In Lieu	0				31,471		31,471
84	Debt Service - CREBS	0					20,299	20,299
84	Debt Service - Water CIP	0	101,478					101,478
86	Woodstone Assessment	3,237					31,475	34,712
87	Street Lighting Assessment District	0					92,021	92,021
89	Redevelopment Obligation Retirement Fund Debt Service	0					428,810	428,810
90	RORF Administration	0					250,000	250,000
93	City Hall Remodel (SST)	0			50,000			50,000
Total Expenditures		5,368,291	1,329,636	2,392,326	1,617,091	267,645	1,128,105	12,103,094

Approved Revenues	5,523,501	1,707,119	2,631,019	1,648,400	267,645	1,128,105	12,905,789
Unallocated Revenues (Excess Expenditures)	155,210	377,483	238,693	31,309	0	0	802,695

Reserve or Capital Transfer	0	0	0	0	0	0	
Ending Balances	155,210	377,483	238,693	31,309	0	0	802,695



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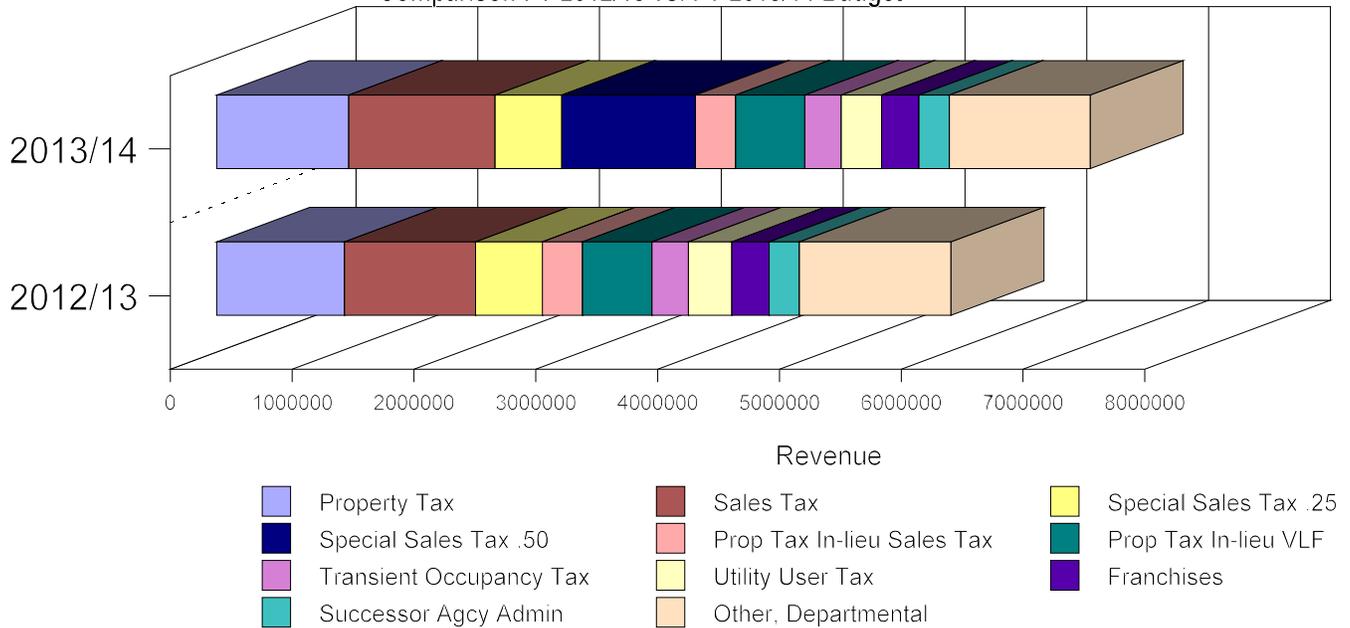
CITY OF SEBASTOPOL
COMPARISON OF REVENUES and EXPENDITURES
FISCAL YEARS 2012/2013 to 2013/2014



<i>Fund Description</i>	<i>2012/2013 Budgeted Revenues</i>	<i>2013/2014 Budgeted Revenues</i>	<i>2012/2013 Budgeted Expenditures</i>	<i>2013/2014 Budgeted Expenditures</i>
General Fund - 000	\$5,385,156	\$5,523,501	\$4,821,239	\$5,368,291
Sales Tax Fund .25% - 001	\$548,241	\$549,175	\$697,512	\$549,175
Sales Tax Fund .50% - 001	\$0	\$1,099,225	\$0	\$629,205
Sewer Operations - 420	\$2,062,000	\$3,631,019	\$2,065,104	\$2,392,326
Water Operations - 510	\$1,078,450	\$1,707,119	\$1,033,725	\$1,329,636
Special Assnts - 778/780	\$133,000	\$122,821	\$136,128	\$126,733
Gas Tax - 830	\$212,187	\$236,174	\$241,946	\$236,174
<i>Total</i>	<i>\$9,419,034</i>	<i>\$12,869,034</i>	<i>\$8,995,654</i>	<i>\$10,631,540</i>

Gen Fund/Special Sales Tax Revenues

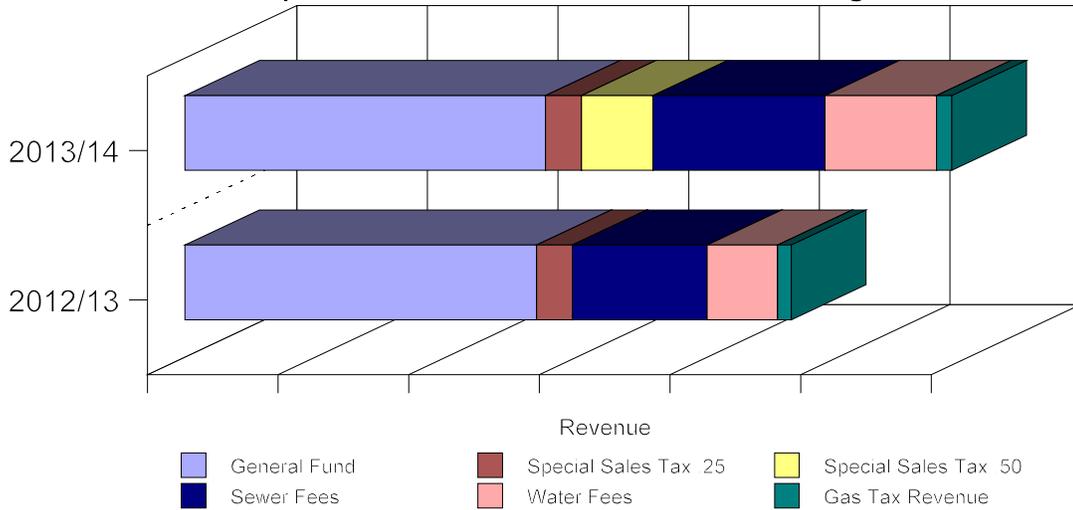
Comparison FY 2012/13 vs. FY 2013/14 Budget



Revenues	FY 2012/13	FY 2013/14
Property Tax	\$1,050,000	\$1,084,668
Sales Tax	\$1,075,000	\$1,200,150
Special Sales Tax .25	\$548,241	\$548,300
Special Sales Tax .50	\$0	\$1,096,600
Prop Tax In-lieu Sales Tax	\$330,000	\$331,000
Prop Tax In-lieu VLF	\$570,000	\$567,000
Transient Occupancy Tax	\$300,000	\$300,000
Utility User Tax	\$355,000	\$330,000
Franchises	\$306,000	\$307,700
Successor Agcy Admin Fee	\$250,000	\$250,000
Other, Department Revenue	\$1,244,635	\$1,156,483
Total	\$6,028,876	\$7,171,901

Total Operating Revenue

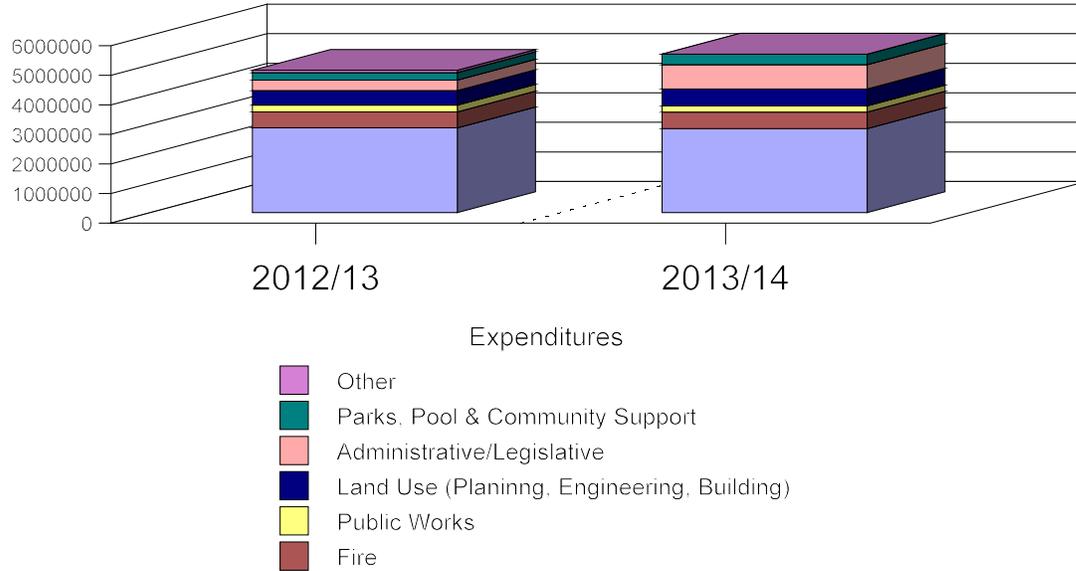
Comparison FY 2012/13 vs. FY 2013/14 Budget



Revenues	FY 2012/13	FY 2013/14
General Fund	\$5,385,156	\$5,523,501
Special Sales Tax .25	\$548,241	\$548,300
Special Sales Tax .50	\$0	\$1,096,600
Sewer Fees	\$2,062,000	\$2,631,019
Water Fees	\$1,078,450	\$1,707,119
Gas Tax Revenue	\$212,187	\$236,174
Total	\$9,288,046	\$11,744,726

General Fund Expenditures

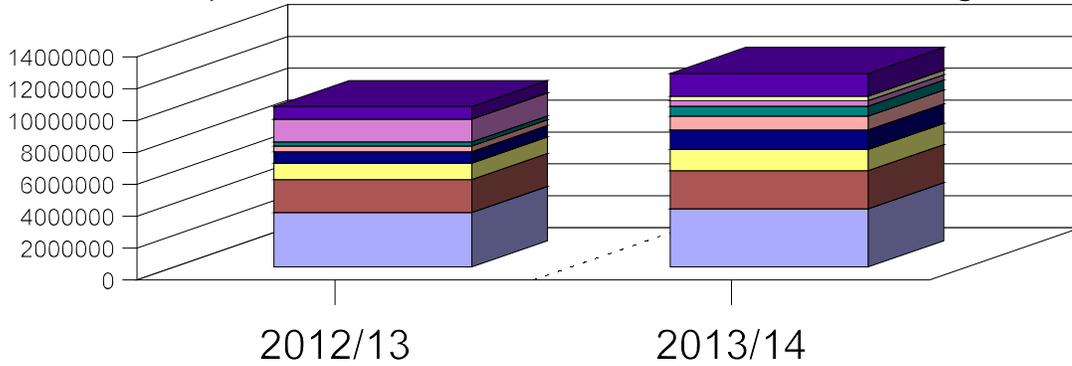
Comparison FY 2012/13 vs. FY 2013/14 Budget



Expenditures	FY 2012/13	FY2013/14
Police	\$2,871,268	\$2,845,009
Fire	\$542,977	\$563,554
Public Works: Govt Bldgs, Village MHP, GF Streets, Parking Lots	\$226,869	\$206,410
Land Use: Building, Engineering, Planning	\$493,323	\$570,328
Administrative/Legislative Support: Council, Manager, Clerk, Admin Services, Audit	\$355,168	\$823,300
Parks, Pool & Community Support	\$250,304	\$356,453
Other: Woodstone Assessment District	\$81,330	\$3,237
Total	\$4,821,239	\$5,368,291

Total Operating Expenditures

Comparison FY 2012/13 vs. FY 2013/14 Budget



Expenditures

- Grants or Other Funding
- Capital Improvements
- Debt Service
- Parks & Community Support
- Administrative/Legislative Support
- Public Works/Land Use

Expenditures	FY 2012/13	FY 2013/14
Police/Fire	\$3,490,595	\$3,645,917
Sewer	\$2,065,104	\$2,392,326
Water	\$1,033,725	\$1,329,636
Public Works/Land Use	\$828,112	\$1,224,451
Administrative / Legislative Support	\$714,588	\$869,137
Parks & Community Support	\$390,644	\$619,566
Debt Service	\$344,812	\$344,811
Capital Improvements	\$0	\$281,500
Grants or Other Funding	\$774,857	\$1,426,742
Total	\$9,642,437	\$12,134,086

City of Sebastopol Revenue Estimates

ACCOUNT		2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to <u>5/28/13</u>	2012/13 Projected	2013/2014 BUDGET
NON-DEPARTMENTAL GENERAL FUND (000) REVENUES							
4010	Property Taxes	1,001,253	1,034,825	1,050,000	908,831	1,037,876	1,084,668
4011	RPTTF Redeve Prop Tax Trust Fund	0	257,886	180,000	150,261	440,000	440,000
4052	Prop Tax In-Lieu of Sales Tax	355,445	325,286	330,000	328,316	330,000	331,000
4301	Property Tax In-Lieu of VLF	559,185	561,164	570,000	562,440	570,000	567,000
4018	Transient Occupancy Tax	269,985	300,937	300,000	236,400	300,000	300,000
4020	Pacific Gas & Electric Franchise	65,680	62,147	68,000	58,928	64,000	64,000
4023	Video Franchise Fees	1,047	4,149	5,000	8,325	6,050	8,000
4025	Garbage Franchise	156,616	154,914	155,000	129,920	155,000	159,700
4030	Cable TV Franchise	79,837	73,022	78,000	60,152	76,000	76,000
4040	Real Estate Transfer Tax	106,145	67,024	31,000	30,064	31,000	32,000
4045	Utility Users Tax (Expires 01/01/2015)	359,510	304,796	355,000	257,808	355,000	330,000
4050	Sales Tax	971,447	1,004,996	1,075,000	887,118	1,075,000	1,200,150
4200	Interest Income	8,577	9,762	5,000	2,724	2,724	6,000
4205	Cell Tower Lease	32,843	34,785	32,000	27,692	30,000	29,500
4210	City Property Rental Income - 6901 Palm Ave.	4,334	3,837	5,500	3,452	5,500	4,400
4300	Vehicle In-Lieu Tax	37,363	3,930	0	4,072	0	0
4320	State Mandated Cost Reimb.	6,063	5,424	5,000	3,699	3,500	3,500
4410	Sale of Publications	709	708	700	403	500	450
4415	Mgmt Staff Time on Deposit Accounts	344	8,030	5,000	8,000	5,000	2,000
4500	Sale of Surplus Property	576	20,093	0	9,663	200	200
4505	REMIF Insurance Rebate	7	0	0	0	0	0
4510	Miscellaneous Income	5,491	202	200	405	250	200
<i>SUBTOTAL NON-DEPARTMENTAL REVENUES:</i>		<i>4,022,457</i>	<i>4,237,917</i>	<i>4,250,400</i>	<i>3,678,673</i>	<i>4,487,600</i>	<i>4,638,768</i>
WINDFALL GENERAL FUND (000) REVENUES							
4013	Property Tax Tolling Agreement	0	0	0	84,397	84,397	0
4500	Property Sale Ceres Building	0	0	285,000	260,220	260,220	0

ACCOUNT		2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to 5/28/13	2012/13 Projected	2013/2014 BUDGET
4925	Successor Agency Administration	0	250,000	250,000	250,000	250,000	250,000
<i>SUBTOTAL WINDFALL REVENUES:</i>		<i>0</i>	<i>250,000</i>	<i>535,000</i>	<i>594,617</i>	<i>594,617</i>	<i>250,000</i>

DEPARTMENTAL GENERAL FUND REVENUES (000)

ADMINISTRATIVE SERVICES							
4080	Business Licenses	116,963	115,785	115,000	108,860	104,000	104,000
4424	Administrative Services Staff Time	5,175	4,069	3,500	2,969	3,500	2,500
4490	Admin Services Loan Processing	66	78	60	0	0	0
<i>SUBTOTAL ADMIN SERVICES REVENUES</i>		<i>122,204</i>	<i>119,932</i>	<i>118,560</i>	<i>111,829</i>	<i>107,500</i>	<i>106,500</i>

BUILDING INSPECTION							
4120	Building Permits	245,933	200,999	130,000	204,808	130,000	130,000
4423	Building Inspector Revenue	19,232	30,159	30,000	21,553	30,000	28,000
<i>SUBTOTAL BUILDING REVENUES</i>		<i>265,165</i>	<i>231,158</i>	<i>160,000</i>	<i>226,361</i>	<i>160,000</i>	<i>158,000</i>

CITY CLERK							
4421	Notary Fees	40	90	100	30	50	50
4425	Plaza Rental Fees	5,634	2,610	4,000	3,501	2,300	2,300
<i>SUBTOTAL CITY CLERK REVENUES</i>		<i>5,674</i>	<i>2,700</i>	<i>4,100</i>	<i>3,531</i>	<i>2,350</i>	<i>2,350</i>

ENGINEERING							
4430	Encroachment Permits	16,790	20,875	18,000	15,750	15,000	15,000
4431	Engineering Maps/Reports	106	46	75	36	75	50
4432	Grading Permits	500	2,050	1,000	1,000	1,500	1,500
4433	Engineering Staff Time	73,848	47,641	45,000	41,864	35,000	35,000
4434	Sale of Plans & Specifications	2,695	25	1,000	0	500	500
<i>SUBTOTAL ENGINEERING REVENUES</i>		<i>93,939</i>	<i>70,637</i>	<i>65,075</i>	<i>58,650</i>	<i>52,075</i>	<i>52,050</i>

ACCOUNT		2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to 5/28/13	2012/13 Projected	2013/2014 BUDGET
FIRE							
4465	Fire Department Fees	36,742	22,174	25,000	31,108	24,000	24,000
4470	Weed Abatement Expense Reimb.	300	0	0	1,325	1,350	1,200
<i>SUBTOTAL FIRE REVENUES</i>		<i>37,042</i>	<i>22,174</i>	<i>25,000</i>	<i>32,433</i>	<i>25,350</i>	<i>25,200</i>

PLANNING							
4420	Planning Fees	33,532	40,708	25,000	30,167	20,000	20,000
4422	Planning Publications	588	86	50	643	25	25
<i>SUBTOTAL PLANNING REVENUES</i>		<i>34,120</i>	<i>40,794</i>	<i>25,050</i>	<i>30,810</i>	<i>20,025</i>	<i>20,025</i>

POLICE							
4055	Public Safety Aug. Fund (Prop 172)	53,057	62,634	50,000	55,503	50,000	62,000
4060	Booking Fee Reimbursement	6,212	72	0	0	0	0
4100	Dog Licenses	2,075	3,195	2,000	3,465	3,000	3,000
4110	Pet Shelter Release Fee	5,100	1,300	2,000	1,710	1,300	1,300
4130	Vehicle Code Fines	55,347	56,990	45,000	68,137	45,000	65,000
4140	Criminal Code Fines	11,260	85,947	7,000	1,312	1,500	1,500
4150	Parking Violations	27,989	31,676	28,000	26,320	24,000	24,000
4220	Parking Space Rentals	3,275	527	450	594	450	400
4330	P.O.S.T Reimbursements	7,583	20,185	12,000	8,343	10,000	10,000
4460	Police Services/Fingerprinting	22,336	44,573	40,000	25,672	27,000	27,000
4461	Police D.U.I. Recovery	3,820	1,892	2,000	2,436	2,000	2,400
4462	Vehicle Releases	10,635	10,110	10,000	11,035	10,000	9,800
4463	Police Reports/Copies	3,385	3,365	2,500	3,855	2,500	3,500
4464	Police False Alarms	0	73	0	0	0	0
4467	Police Overtime Reimbursement	3,595	2,103	4,000	2,606	4,000	4,000
<i>SUBTOTAL POLICE REVENUES</i>		<i>215,669</i>	<i>324,642</i>	<i>204,950</i>	<i>210,988</i>	<i>180,750</i>	<i>213,900</i>

ACCOUNT		2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to 5/28/13	2012/13 Projected	2013/2014 BUDGET
PUBLIC WORKS							
4215	Little League Park Use Reimb.	0	268	500	692	500	500
4440	State Highway Reimbursements	17,184	17,184	20,000	12,914	17,184	17,184
4445	Public Works Services	89,926	23,565	20,000	23,869	15,000	14,710
4480	Ives Pool Reimbursement	46,398	34,080	40,000	31,554	25,000	24,314
<i>SUBTOTAL PUBLIC WORKS REVENUES</i>		<i>153,508</i>	<i>75,097</i>	<i>80,500</i>	<i>69,029</i>	<i>57,684</i>	<i>56,708</i>
<i>SUBTOTAL DEPARTMENTAL REVENUES:</i>		<i>927,321</i>	<i>887,134</i>	<i>683,235</i>	<i>743,631</i>	<i>605,734</i>	<i>634,733</i>
TOTAL COMBINED GENERAL FUND REVENUES		4,949,778	5,375,051	5,468,635	5,016,921	5,687,951	5,523,501

ACCOUNT	2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to 5/28/13	2012/13 Projected	2013/2014 BUDGET
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OTHER FUND REVENUES

TRANSACTION AND USE SALES TAX (001)

4050	Measure T - 2004 - .25% (No exp.)	466,684	520,394	545,241	417,680	545,241	548,300
4051	Measure Y - 2012 - .50% (8 Years beginning 4/1/13)	0	0	0	0	271,372	1,096,600
4200	Interest Income	2,774	2,168	3,000	3,389	3,389	3,500
<i>TOTAL TRANSACTION & USE TAX REVENUES</i>		<i>469,458</i>	<i>522,562</i>	<i>548,241</i>	<i>421,069</i>	<i>820,002</i>	<i>1,648,400</i>

MEASURE M TRANSPORTATION TAX (003)

4050	Sonoma County Sales Tax	41,468	56,095	42,000	24,105	42,000	48,210
4200	Interest Income	281	488	0	928	928	950
<i>TOTAL MEASURE M REVENUES</i>		<i>41,749</i>	<i>56,583</i>	<i>42,000</i>	<i>25,033</i>	<i>42,928</i>	<i>49,160</i>

PG&E SOLAR ENERGY REBATES - CREBS PROJECT (008)

4504	PG&E Solar Energy Rebates	155,297	30,632	40,900	32,350	40,900	33,500
<i>TOTAL REBATES REVENUES</i>		<i>155,297</i>	<i>30,632</i>	<i>40,900</i>	<i>32,350</i>	<i>40,900</i>	<i>33,500</i>

COMMUNITY FUND (033)

4511	Utility Bill Customer Donations	1,280	1,150	1,000	1,112	1,000	1,000
<i>TOTAL COMMUNITY FUND REVENUES</i>		<i>1,280</i>	<i>1,150</i>	<i>1,000</i>	<i>1,112</i>	<i>1,000</i>	<i>1,000</i>

ART IN LIEU (060)

4128	Art In Lieu Fees	0	0	0	15,449	13,900	18,540
<i>TOTAL ART IN LIEU REVENUES</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>15,449</i>	<i>13,900</i>	<i>18,540</i>

ACCOUNT		2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to 5/28/13	2012/13 Projected	2013/2014 BUDGET
HOUSING LINKAGE FEE (064)							
4116	Housing Linkage Fee	0	0	9,252	10,277	9,250	50,726
<i>TOTAL HOUSING LINKAGE FEE REVENUES</i>		<i>0</i>	<i>0</i>	<i>9,252</i>	<i>10,277</i>	<i>9,250</i>	<i>50,726</i>

INCLUSIONARY HOUSING FEES (065)							
4115	Inclusionary Housing Fees	127,974	33,360	0	0	0	170,000
4200	Interest Income	296	720	750	1,098	1,098	1,000
<i>TOTAL INCLUSIONARY HOUSING REVENUES</i>		<i>128,270</i>	<i>34,080</i>	<i>750</i>	<i>1,098</i>	<i>1,098</i>	<i>171,000</i>

BUILDING PERMIT TECHNOLOGY FEE (068)							
4124	Building Permit Technology Fee	4,912	5,628	3,000	5,670	3,800	2,000
<i>TOTAL BLDG TECHNOLOGY FEE REVENUES</i>		<i>4,912</i>	<i>5,628</i>	<i>3,000</i>	<i>5,670</i>	<i>3,800</i>	<i>2,000</i>

BUILDING PERMIT INCREMENTAL FEE (069)							
4123	Building Incremental Fee	6,029	8,047	5,500	6,845	4,400	3,000
<i>TOTAL BLDG INCREMENTAL FEE REVENUES</i>		<i>6,029</i>	<i>8,047</i>	<i>5,500</i>	<i>6,845</i>	<i>4,400</i>	<i>3,000</i>

SEBASTOPOL BUSINESS IMPROVEMENT DISTRICT (090)							
4070	Seb. Business Improvement District	8,701	8,123	8,321	8,225	8,540	8,400
4200	Interest Income	38	36	0	56	0	60
<i>TOTAL BIA DISTRICT REVENUES</i>		<i>8,739</i>	<i>8,159</i>	<i>8,321</i>	<i>8,281</i>	<i>8,540</i>	<i>8,460</i>

GENERAL PLAN UPDATE FEE (095)							
4054	General Plan Update Fee	25,867	18,405	10,000	11,325	6,300	680
4200	Interest Income	197	211	0	282	282	300
<i>TOTAL GENERAL PLAN UPDATE REVENUES</i>		<i>26,064</i>	<i>18,616</i>	<i>10,000</i>	<i>11,607</i>	<i>6,582</i>	<i>980</i>

ACCOUNT		2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to 5/28/13	2012/13 Projected	2013/2014 BUDGET
POLICE VEHICLE ABATEMENT FEE (224)							
4459	Abandoned Vehicle Abatement Income	3,636	3,610	2,500	2,700	2,500	3,000
<i>TOTAL VEHICLE ABATEMENT REVENUES</i>		<i>3,636</i>	<i>3,610</i>	<i>2,500</i>	<i>2,700</i>	<i>2,500</i>	<i>3,000</i>

SEWER OPERATING FUND (420)							
4720	Sewer Service Fees	2,040,528	2,053,093	2,025,000	2,055,732	2,299,464	2,575,400
4745	Late Fees	35,021	40,991	35,000	38,035	45,910	51,419
4200	Interest Income	0	2,590	2,000	4,139	4,139	4,200
<i>TOTAL SEWER FUND REVENUES</i>		<i>2,075,549</i>	<i>2,096,674</i>	<i>2,062,000</i>	<i>2,097,906</i>	<i>2,349,513</i>	<i>2,631,019</i>

SEWER CAPITAL (421)							
4710	Connection Impact Fees	242,658	124,774	4,755	37,212	4,755	133,444
4200	Interest Income	0	585	0	0	0	0
<i>TOTAL SEWER CAPITAL REVENUES</i>		<i>242,658</i>	<i>125,359</i>	<i>4,755</i>	<i>37,212</i>	<i>4,755</i>	<i>133,444</i>

WASTEWATER IMPACT FEE (422)							
4125	Wastewater Retrofit Impact Fee	75,480	16,360	0	12,240	0	19,400
4200	Interest Income	0	0	0	893	893	850
<i>TOTAL WASTEWATER RETROFIT REVENUES</i>		<i>75,480</i>	<i>16,360</i>	<i>0</i>	<i>13,133</i>	<i>893</i>	<i>20,250</i>

WATER OPERATING FUND (510)							
4504	PG&E Energy Rebate	0	5,755	0	0	0	0
4750	City Used Water	69,694	57,905	57,000	63,538	72,381	88,305
4755	Residential - Inside City	795,583	821,967	790,000	844,959	1,027,459	1,253,500
4756	Residential - Outside City	21,817	22,500	21,000	18,726	28,125	34,313
4760	Commercial - Inside City	208,816	211,071	205,000	223,268	263,839	321,883
4761	Commercial - Outside City	853	1,025	1,050	1,008	1,281	1,563
4770	Backflow Inspections	950	900	500	675	700	700

ACCOUNT		2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to 5/28/13	2012/13 Projected	2013/2014 BUDGET
4780	Utility Customer New Service Fee	3,398	3,535	2,900	2,300	3,000	2,000
4790	Water Meter Sales	2,805	1,260	1,000	7,630	6,600	2,855
4200	Interest Income	1,631	7	0	0	0	2,000
<i>TOTAL WATER FUND REVENUES</i>		<i>1,105,547</i>	<i>1,125,925</i>	<i>1,078,450</i>	<i>1,162,104</i>	<i>1,403,385</i>	<i>1,707,119</i>

WATER CAPITAL (511)							
4740	Connection Impact Fees	157,397	18,655	0	21,159	0	92,058
4200	Interest Income	1,741	1,663	1,500	2,223	2,223	2,225
<i>TOTAL WATER CAPITAL REVENUES</i>		<i>159,138</i>	<i>20,318</i>	<i>1,500</i>	<i>23,382</i>	<i>2,223</i>	<i>94,283</i>

WOODSTONE SPECIAL ASSESSMENT DISTRICT (778)							
4014	Woodstone Special Assessment	32,351	31,479	32,000	29,908	30,800	30,800
<i>TOTAL WOODSTONE DISTRICT REVENUE</i>		<i>32,351</i>	<i>31,479</i>	<i>32,000</i>	<i>29,908</i>	<i>30,800</i>	<i>30,800</i>

STREET LIGHTING SPECIAL ASSESSMENT DISTRICT (780)							
4725	Street Lighting Assessment	89,431	90,544	101,000	88,229	91,100	92,021
4200	Interest Income	156	199	0	329	329	300
<i>TOTAL STREET LIGHTING REVENUES</i>		<i>89,587</i>	<i>90,743</i>	<i>101,000</i>	<i>88,558</i>	<i>91,429</i>	<i>92,321</i>

SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUND (812)							
4836	SLESF ERAF Return	100,000	112,495	100,000	72,701	100,000	100,000
4200	Interest Income	103	33	100	94	94	100
<i>TOTAL SLESF REVENUES</i>		<i>100,103</i>	<i>112,528</i>	<i>100,100</i>	<i>72,795</i>	<i>100,094</i>	<i>100,100</i>

GAS TAX FUND (830)							
4801	Gas Tax Rev & Taxation 4360	218,499	204,038	205,085	186,246	205,085	236,174
<i>TOTAL GAS TAX REVENUES</i>		<i>218,499</i>	<i>204,038</i>	<i>205,085</i>	<i>186,246</i>	<i>205,085</i>	<i>236,174</i>

ACCOUNT		2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 BUDGETED	2012/2013 Revenue YTD to <u>5/28/13</u>	2012/13 Projected	2013/2014 BUDGET
PARK IN LIEU FEE (860)							
4850	Park Impact Fee	220,415	48,750	3,900	42,900	3,900	50,700
4200	Interest Income	1,744	2,094	1,600	2,803	2,803	2,800
<i>TOTAL PARK IN LIEU REVENUES</i>		<i>222,159</i>	<i>50,844</i>	<i>5,500</i>	<i>45,703</i>	<i>6,703</i>	<i>53,500</i>

TRAFFIC IMPACT FEE (870)							
4855	Traffic Impact Fee	137,647	32,460	12,000	35,624	10,500	64,407
4200	Interest Income	2,294	3,504	2,000	3,605	3,605	3,700
<i>TOTAL TRAFFIC IMPACT REVENUES</i>		<i>139,941</i>	<i>35,964</i>	<i>14,000</i>	<i>39,229</i>	<i>14,105</i>	<i>68,107</i>

UTILITY UNDERGROUNDING FEE (875)							
4855	Undergrounding Fee	0	0	0	0	0	0
4200	Interest Income	855	868	0	1,195	1,195	2,000
<i>TOTAL TRAFFIC IMPACT REVENUES</i>		<i>855</i>	<i>868</i>	<i>0</i>	<i>1,195</i>	<i>1,195</i>	<i>2,000</i>

REDEVELOPMENT OBLIGATION RETIREMENT FUND (950)							
4950	Tax Increment	1,371,015	922,558	0	0	0	0
4200	Interest Income	9,812	27,398	0	0	0	0
<i>TOTAL RORF REVENUES</i>		<i>1,380,827</i>	<i>949,956</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

LOW AND MODERATE INCOME HOUSING FUND (951)							
4210	Rental Income	33,357	0	0	0	0	0
4950	Tax Increment	518,313	0	0	0	0	0
4200	Interest Income	4,906	0	0	0	0	0
<i>TOTAL LOW & MOD HOUSING REVENUES</i>		<i>523,219</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

City Council

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

City Council membership and terms of office:

Councilperson	Term Expires
Michael Kyes, Mayor	November 2014
Robert Jacob, Vice-Mayor	November 2016
John Eder	November 2016
Sarah Gurney	November 2014
Patrick Slayter	November 2014



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol 2013/2014 Budget Expenditures

Account No. 000-6010
Department: City Council

Object	Description	2010/2011 Actual Expenditures	2011/12 Actual Expenditures	2012/13 Budgeted Expenditures	2012/2013 Expenditures YTD to 5/28/13	2013/2014 Department Request
6010	Salaries *	19,811	19,295	19,800	16,784	19,200
6023	Benefits	51,534	40,688	41,566	34,638	43,990
6443	Retiree Medical Insurance	0	224	1,579	0	1,579
PERSONNEL COSTS SUBTOTAL		71,345	60,207	62,945	51,422	64,769
6025	Communications**	225	276	200	246	1,400
6030	Office Supplies	1,705	1,970	2,500	2,087	4,000
6050	Misc. Supplies / Services	1,022	663	1,425	1,206	2,250
6060	Conferences	3,525	1,146	4,000	3,700	6,500
6065	Meetings & Teen Center Use	2,169	2,115	1,500	1,548	3,500
6070	Dues / Subscriptions	8,457	12,971	16,000	10,868	22,500
6320	Publication / Legal Notice	4,026	3,912	5,750	2,815	7,500
6425	Liab., Property, Flood Ins.	2,844	3,086	3,877	3,231	3,884
6868	Council Approved Initiatives	7,699	3,665	3,200	560	2,500
6874	Community Support (see detail)	22,500	23,935	23,500	21,850	56,590
8015	Technology Maintenance	0	0	400	0	0
TOTAL OPERATING		\$125,517	\$113,946	\$125,297	\$99,533	\$175,393
Council Objectives - Fund 000						
6866	Communication Outreach Coordinator	0	0	0	0	40,000
6867	Diamond Lumber Renovation	0	0	0	0	5,000
7030	Library/City Hall Landscaping	0	0	0	0	20,000
TOTAL OBJECTIVES		\$0	\$0	\$0	\$0	\$65,000
Capital Outlay - Fund 001						
6907	Telephone Equipment	5,000	0	0	0	1,000
6972	Photocopier Lease	5,000	3,957	3,841	4,183	4,800
TOTAL CAPITAL		\$10,000	\$3,957	\$3,841	\$4,183	\$5,800
TOTAL DEPARTMENT		\$135,517	\$117,903	\$129,138	\$103,716	\$246,193
Redevelopment/ RORF Fund Cost Allocation		(\$23,866)	(\$3,105)	\$0	\$0	\$0
000-6010-3420 Water Fund Cost Allocation 12%		(\$10,679)	(\$9,758)	(\$12,378)	(\$10,315)	(\$21,047)

000-6010-3510 Sewer Fund Cost Allocation 14%	(\$12,168)	(\$12,421)	(\$14,441)	(\$12,034)	(\$24,555)
General Fund Cost Allocation 74%	\$102,670	\$91,767	\$98,478	\$77,184	\$194,791

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

** Communications moved from Government Buildings to: City Council, City Manager, City Clerk and Administrative Services department pages in 2013/14.

COMMUNITY SUPPORT					
Description	2010/11	2011/12	2012/13	Comm Fund Allocation 033 2012/13 Only	2013/14
Service Agencies 6874					
Analy Student Club Operation	0	0	0	0	400
Mr. Music Foundation	0	0	0	0	5,000
REP02 Performing Arts coalition for Theater dba Main Stage West *	0	0	0	500	1,490
Rebuilding Together Sebastopol	0	0	0	0	2,500
BUR07 Sebastopol Area (Burbank) Senior Center	4,000	2,000	2,000	100	5,000
SEB04 Sebastopol Center for the Arts **	7,600	3,800	3,800	200	10,000
SEB01 Chamber of Commerce	3,750	2,500	2,500	2,500	10,000
SEB03 Sebastopol Community Cultural Center ***	22,500	11,735	11,300	0	11,300
SEB60 SCCC TeensWork Program	0	0	0	2,000	2,400
SEB11 Sebastopol Union School District Rainbow House	3,800	1,900	1,900	2,100	4,000
SEB28 World Friends - Sister City Exchanges	1,900	1,000	1,000	500	2,500
WES06 Western So Co Historical Society	1,900	1,000	1,000	1,000	2,000
Total	\$ 45,450	\$ 23,935	\$ 23,500	\$ 8,900	\$ 56,590

* REP02 Main Stage West Theater - Funding in prior years was applied towards City Park Use fees. In 2013/14 funding is allocated as \$1,490 plus a waiver of \$500 for Park Use fees.

** SEB04 Sebastopol Center for the Arts - In 2013/14 funding is allocated as \$10,000 plus \$1,000 of in-kind Public Works services.

**** SEB03 Sebastopol Community Cultural Center - In fiscal 2014 - moved to 000-6391-6861 (see page 71).



City of Sebastopol
2013/2014 Budget Expenditures

Account No. **000- 6110**
 Department: **Cittaslow**
 Controlling Department: City Council

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6050	Miscellaneous	0	0	0	0	20,000
TOTAL DEPARTMENT		\$0	\$0	\$0	\$0	\$20,000



City of Sebastopol
2013/2014 Budget Expenditures

Account No. **033- 6100**
Department: **Community Services**
Controlling Department: **City Council**

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6874	Community Fund *	0	0	8,900	7,900	0
7030	Library Landscape Project	0	0	2,500	2,500	0
7099	Mural Project	0	1,250	1,250	1,250	0
TOTAL OPERATING		\$0	\$1,250	\$12,650	\$11,650	\$0
033-4511	Contributions to Community Fund (via Utility Bills)	(\$1,280)	(\$1,150)	(\$1,000)	(\$872)	(\$1,000)
TOTAL DEPARTMENT		(\$1,280)	\$100	\$11,650	\$10,778	(\$1,000)

* Refer to Community Support page 23 for benefit allocation in 2012/13 only.

Community Fund:

The Community fund was established by the City Council on August 1, 1995. Funds are received from donations from private citizens and community organizations through direct mail or through inclusion with the water/sewer bill payment.

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 funds are allocated by Council action to organizations or individuals providing needed services to the Sebastopol area.



City of Sebastopol
2013/2014 Budget Expenditures

Fund No. 001
Sebastopol Transactions and Use Tax

<u>Dept/ Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
DEBT SERVICE						
6090-6515	2006 Infrastructure Lease Interest	32,508	15,519	29,607	29,607	28,048
6091-6515	2006 Infrastructure Lease Prin.	28,846	45,836	31,748	31,748	33,306
6090-6516	Village MHP Purchase Interest	35,876	34,452	32,958	16,670	32,183
6091-6516	Village MHP Purchase Principal	28,709	30,133	31,627	15,622	32,402
6091-6517	CREBS Solar Principal	0	0	46,267	46,267	46,267
6090-6916	Fire Pumper Engine Lease Int.	9,814	16,858	13,092	13,092	9,199
6091-6916	Fire Pumper Engine Lease Prin.	59,732	122,225	126,001	126,001	129,894
6090-6921	Vacuum Truck Interest	1,672	1,424	1,165	0	894
6091-6921	Vacuum Truck Principal	5,245	5,492	5,752	0	6,023
6090-7068	Energy Conservation Loan Interest	4,582	3,589	2,533	1,404	1,438
6091-7068	Energy Conservation Loan Prin	22,013	23,006	24,062	11,894	25,157
<i>SUBTOTAL DEBT SERVICE</i>		<i>228,997</i>	<i>298,534</i>	<i>344,812</i>	<i>292,305</i>	<i>344,811</i>
DEPARTMENTAL CHARGES						
6010-xxxx	City Council	4,662	3,957	3,841	4,183	5,800
6020-xxxx	City Manager	10,589	20,652	24,654	2,412	24,000
6021-xxxx	City Clerk	0	1,979	16,779	11,284	8,000
6030-xxxx	Administrative Services	4,662	3,957	5,341	5,683	4,800
6200-xxxx	Police Department	55,284	1,920	48,735	12,348	72,725
6200-6005	Police Personnel Costs	0	0	0	0	148,129
6280-xxxx	Fire Department	655,017	31,508	16,650	5,014	15,000
6230-7063	Emergency Preparedness	1,045	0	1,500	0	1,500
6050-xxxx	Planning	3,705	3,681	3,900	2,850	3,900
6051-xxxx	General Plan Update	0	0	0	0	250,000
6290-xxxx	Building Department	2,358	2,548	3,110	2,543	3,000
6300-xxxx	Engineering	1,852	1,841	1,800	1,574	1,800
6310-xxxx	Public Works	1,852	1,657	39,032	21,481	1,800
6310-6005	Public Works Personnel Costs	0	0	0	0	52,896
6330-xxxx	Streets (General Fund)	0	65,521	66,540	57,514	132,690
6340-xxxx	Parking Lots	0	0	34,932	20,242	0

6380-xxxx	Parks & Landscaping	10,448	10,219	45,340	9,595	119,390
6385-xxxx	Ives Pool	7,145	0	90,000	0	143,723
6395-xxxx	Community Support	0	4,092	0	0	0
830-6330-xxxx	Gas Tax Overage	0	0	4,500	0	1,627
<i>SUBTOTAL DEPARTMENTAL CHARGES</i>		<i>\$758,619</i>	<i>\$153,532</i>	<i>\$406,654</i>	<i>\$156,723</i>	<i>\$990,780</i>
CAPITAL IMPROVEMENT PROGRAM						
6321-6919	City Hall Remodel	\$0	\$0	\$0	\$0	\$50,000
6391-xxxx	Community Center Improvements	\$0	\$0	\$0	\$0	\$181,500
6530-xxxx	Stormwater Mgmt Permit Reg.	\$0	\$0	\$0	\$0	\$50,000
<i>SUBTOTAL CIP PROJECTS</i>		<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$281,500</i>
<hr/>						
TOTAL DEPARTMENT		\$987,616	\$452,066	\$751,466	\$449,028	\$1,617,091

Refer to individual department pages for Capital Outlay details.

Possible Future Uses of Transaction and Use Tax :

<u>Description</u>	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
Rebuild City Reserves	200,000	200,000	200,000	200,000	200,000	200,000
Street Repair Reserve Fund	150,000	150,000	150,000	150,000	150,000	150,000
Reserve for Fire Apparatus Bay Addition (\$500,000 Total)	250,000	0	0	0	0	0
Fire Pumper Truck	100,000	100,000	100,000	100,000	100,000	100,000
Police Vehicles	50,000	0	50,000	0	50,000	0
Police Station Generator	0	0	0	0	0	152,000
Public Works Aerial Truck	0	0	0	0	0	0
Public Works Vehicles	0	0	0	50,000	25,000	21,000
Public Works Machinery	0	0	50,000	0	0	0
Corp Yard Generator	0	50,000	0	0	0	0
Parks Maintenance	0	76,000	0	0	0	3,200
Ives Pool Equip/ Maintenance	0	0	0	0	0	15,000
Building Maintenance*	0	107,500	0	0	0	154,400
Community Center	0	45,000	0	0	0	66,000
Youth Annex	0	6,000	0	0	0	20,000
Garzot Building	0	10,200	0	0	0	24,400
Computer Replacements	5,000	5,000	5,000	5,000	5,000	5,000
TOTAL	\$755,000	\$749,700	\$555,000	\$505,000	\$530,000	\$911,000

* Building Maintenance includes: City Hall, Fire Station, Police Station, Library, and Senior Center.

Sebastopol Transactions / Use Tax:

Measure T - 2004:

On November 5, 2002 the voters of the City of Sebastopol adopted a retail transactions and use tax to be administered and collected by the State Board of Equalization in the amount of 1/8 cent per dollar. The tax was effective on April 1, 2003, and was increased on April 1, 2005 by a general election held on November 2, 2004 to 1/4 cent per dollar. There is no expiration date. This tax is a general tax and legally could be used for any purpose but the City Council has determined that the greatest need for the proceeds of the tax are for capital expenditures, public safety (including police and fire), and street maintenance. The budget page dedicated to the Sebastopol T/U Tax shows those areas funded through the proceeds of this tax.

Measure Y- 2012:

On November 6, 2012 a general municipal election was held in Sebastopol and the City voters passed a Measure Y ½ cent per dollar Transaction and Use tax. This tax becomes operative on April 1, 2013 and will remain in effect for 8 years. The tax is a general tax and can be used for a range of services and projects, including without limitation, services such as police, fire, street and road maintenance and repairs, flood prevention, park and open space maintenance, and other general community services.

City Manager

The City Manager is the chief administrator of the City. The City Manager and his immediate staff are responsible for the general management of all City operations, personnel and develops the City's annual budget and oversees preparation of the City's capital improvement program, plans and financing strategy. The City Manager develops and manages programs to assure economic development and financial vitality of the City and is responsible for implementing Council polices, ordinances, budgetary decisions and directives of the City Council.

This responsibility includes the enforcement of City Ordinances; the administration of City contracts and agreements for goods and services, including franchise agreements, and ensures that all franchises, contracts, permits and privileges granted by the City Council are observed. The City Manager also advises the City Council of legislative and administrative concerns; responsibility for intergovernmental relations; and providing overall fiscal management.

The City Manager is also responsible for administration of personnel rules, policies and employee Memorandums of Understanding serving as the Chief Negotiator with the City's two formally recognized bargaining units and the unrepresented employees of the city. The City Manager appoints and oversees all executive management positions.

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



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	232,182	148,670	65,017	22,499	106,038
6016	Vehicle Allowance	4,200	3,792	1,750	0	0
6023	Benefits	95,023	48,503	25,162	20,968	34,024
6443	Retiree Medical Insurance	0	4,583	4,582	6,861	4,582
PERSONNEL COSTS SUBTOTAL		331,405	205,548	96,511	50,328	144,644
6025	Communications **	451	0	0	0	1,400
6030	Office Supplies	1,452	0	0	0	1,500
6040	Vehicle Operating Expense	124	0	0	0	350
6045	Equipment	626	0	0	0	1,500
6060	Training	2,067	498	700	282	1,850
6065	Meetings	540	0	400	255	700
6070	Dues / Subscriptions	255	155	200	152	750
6425	Liab., Property, Flood Ins.	11,313	6,832	7,123	5,936	3,467
6860	Contract Services	740	1,404	348	348	2,500
6900	Mobile Home Rent Control	0	0	382	382	4,500
8009	Website Maintenance	4,210	720	2,160	720	2,500
8015	Technology Maintenance	0	0	400	160	1,500
TOTAL OPERATING		\$353,183	\$215,157	\$108,224	\$58,563	\$167,161
Capital Outlay - Fund 001						
6907	Phone System	0	0	19,000	0	20,000
6940	Computer Expense	927	18,973	3,675	320	1,000
6972	Photocopier Lease	4,662	1,979	1,979	2,092	3,000
TOTAL CAPITAL		\$5,589	\$20,952	\$24,654	\$2,412	\$24,000
TOTAL DEPARTMENT		\$358,772	\$236,109	\$132,878	\$60,975	\$191,161
Redevelopment / RORF Fund Cost Allocation		(\$124,881)	(\$36,077)	\$0	\$0	\$0
000-6020-3510 Water Fund Cost Allocation 20%		(\$29,322)	(\$41,231)	(\$31,565)	(\$26,304)	(\$33,432)
000-6020-3420 Sewer Fund Cost Allocation 20%		(\$24,850)	(\$41,231)	(\$31,565)	(\$26,304)	(\$33,432)
General Fund Cost Allocation 60%		\$174,130	\$96,618	\$45,094	\$5,955	\$100,297

*Staff: City Manager/City Attorney - Salary and benefit allocation is 75% Manager and 25% Attorney.

** Communications moved from Government Buildings to: City Council, City Manager, City Clerk and Administrative Services department pages in 2013/14.

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 all City departments.
- Response to public inquiries.
- Continuing education on public law, land use law, conflict of interest laws, etc.
- Review development plans.
- Review insurance requirements of city contractors.
- Review matters of interest to the Sebastopol Successor Agency.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salary *	93,480	93,923	93,480	77,839	35,346
6023	Benefits	37,919	32,361	41,302	34,418	11,342
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>131,399</i>	<i>126,284</i>	<i>134,782</i>	<i>112,257</i>	<i>46,688</i>
6050	Misc. Supplies / Services	296	300	300	300	500
6060	Training	239	500	500	0	750
6310	Litigation Expense	43,085	30,813	102,652	66,283	150,000
6425	Liab., Property, Flood Ins.	5,583	6,496	6,795	5,662	7,595
TOTAL OPERATING		\$180,602	\$164,393	\$245,029	\$184,502	\$205,533
TOTAL DEPARTMENT		\$180,602	\$164,393	\$245,029	\$184,502	\$205,533
Redevelopment / RORF Fund Cost Allocation		(\$8,285)	(\$5,633)	\$0	\$0	\$0
000-6040-3510 Water Fund Cost Allocation 5%		(\$7,780)	(\$9,657)	(\$9,969)	(\$8,307)	(\$10,277)
000-6040-3420 Sewer Fund Cost Allocation 3%		(\$5,676)	(\$5,794)	(\$5,981)	(\$4,984)	(\$6,166)
General Fund Cost Allocation 92%		\$158,861	\$143,309	\$229,079	\$171,211	\$189,090

*Staff: City Manager/City Attorney - Salary and benefit allocation is 75% Manager and 25% Attorney.

City Clerk

The City Clerk serves as Clerk of the Council and provides confidential staff support to the City Council, City Manager and City Departments. The City Clerk is responsible for coordination of local ballot measures and City Council elections with the County Registrar of Voters; compliance with state campaign reporting and conflict of interest laws; and maintenance of overall record-keeping of the City.

This office provides for the efficient and effective administration of the affairs and delivery of services for the City of Sebastopol; maintains all official City records; administers Fair Political Practice Commission and Conflict of Interest legislation in accordance with State laws; maintains official City seal; administers municipal elections; and provides the City Manager and City Council with accurate and timely information to support decision-making and policy direction; and assists in the overall daily administration, decision-making and policy direction guidance with the City Manager and Council.

The principal function of this position is to oversee, guide and assist the activities of various Departments and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council; provide administrative guidance and make recommendations to departments to ensure the City's goals and objectives are achieved in a timely and professional manner.

The City Clerk provides coordination for the annual Goals and Priority Setting sessions for the City Council; accepts and processes subpoenas, summons and Public Record Act requests, appeals and claims; monitors and processes all appointments, resignations and terminations for Boards and Commissions; administers oaths of office; ensures the City of Sebastopol complies with Redwood Empire Municipal Insurance Fund (REMIF) requirements; conducts ethics training; coordinates and sets up City meetings and events; reserves meeting rooms and issues special event permits; reports Diversified Risk Assessments; prepares City Council agendas and agenda packets; prepares legal notices for publication; maintains Municipal Code and Official Seal; notarizes city documents; and provides prompt and courteous service to citizens' requests for assistance.

Major Accomplishments in 2012/2013

- Conducted 16 Public Hearings
- Prepared and posted 22 City Council, Successor Agency and Oversight Board, and Special City Council Meeting agendas and agenda packets as well as posting agendas for Complete Streets Advisory Committee Meetings
- Adopted and processed 6 City Council Ordinances
- Adopted and certified 42 City Council Resolutions
- Completed 18 Special Events Permits (for use of City Parks)
- Through the City's web site, City Council meeting agendas and packets are made available to the public 72 hours prior to meetings as well as emailed to the City Clerk's list
- Administers and maintains local appointments as required by the provisions of the Maddy Act
- Completed 14 Public Records Request Act submissions
- Completed the Biennial Review of Conflict of Interest Code
- Administered the provisions of State Mandated Ethics Training (AB 1234)
- Accepted and Processed 6 Claims against the City

Objectives for 2013/2014:

- Continue to facilitate an open flow of communication to the City Council, City Manager, and City Departments; to serve the community of Sebastopol by being the Office that represents the "Welcome Mat" of City Hall, to help demystify the governance process; and to encourage the local community to have a voice in local Government.
- Continue to improve programs to ensure quick and efficient retrieval of public records and continue to enhance ways for access to City records on the City web site with continued postings of City related items.
- Encourage Departments to update inventory of records to identify those that may be destroyed.
- Continue to maintain accurate records and a legislative history of City Council actions by attesting to resolutions/ordinances to ensure approval and adoption of said documents.
- Prepare agendas for all City Council Meetings, Successor Agency, Oversight Board Committee, and all other City committees as required and prepare comprehensive minutes for all meetings, as required.
- Research cost effective ways for electronic agenda and meeting management programs as well as updating the City Municipal Code.
- Continue Campaign and Statement of Economic Interest reporting as well as provided Oaths of Office and Ethics Training
- Encourage utilization of Volunteers to perform routine clerical duties.
- Research an efficient routing and approval process, which will include review of all City Council agenda items, staff reports, and City agreements, by the City Manager/City Attorney and City Clerk prior to their approval.
- Update - City Council and Administrative Policy Manuals.
- Develop and deploy a performance evaluation system to increase supervisory effectiveness in managing staff performance and improve tracking of employee performance evaluations.



City of Sebastopol
2013/2014 Budget Expenditures

Account No. **000-6021**
Department: **City Clerk**

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	0	90,089	96,903	79,771	110,894
6012	Vacation In Lieu	0	0	0	0	4,050
6023	Benefits	0	36,062	38,469	32,058	44,898
6420	Unemployment Insurance	0	31	500	122	0
6443	Retiree Medical Insurance	0	3,587	3,587	4,337	3,587
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>0</i>	<i>129,769</i>	<i>139,459</i>	<i>116,288</i>	<i>163,429</i>
6025	Communications **	0	403	225	293	1,400
6030	Office Supplies	0	1,724	4,000	2,488	4,000
6040	Vehicle Operating Expense	0	258	300	140	350
6045	Equipment	0	227	500	238	1,500
6060	Training	0	1,476	4,500	4,089	5,500
6065	Meetings	0	809	750	408	1,000
6070	Dues / Subscriptions	0	336	700	632	1,250
6425	Liab., Property, Flood Ins.	0	4,704	4,747	3,955	5,024
6610	Election Costs - City Council	4,393	0	5,000	0	1,500
6860	Contract Services	0	300	1,500	300	2,500
8015	Technology Maintenance	0	0	400	60	2,500
TOTAL OPERATING		\$4,393	\$140,006	\$162,081	\$128,891	\$189,953
Capital Outlay - Fund 001						
6610	Election Costs	0	0	4,800	0	5,000
6972	Photocopier Lease	0	1,979	1,979	2,092	3,000
TOTAL CAPITAL		\$0	\$1,979	\$6,779	\$2,092	\$8,000
TOTAL DEPARTMENT		\$4,393	\$141,985	\$168,860	\$130,983	\$197,953
Redevelopment / RORFFund Cost Allocation		\$0	(\$12,021)	\$0	\$0	\$0
000-6021-3510 Water Fund Cost Allocation 8%		\$0	(\$10,991)	(\$11,926)	(\$9,938)	(\$15,196)
000-6021-3420 Sewer Fund Cost Allocation 7%		\$0	(\$9,617)	(\$10,435)	(\$8,696)	(\$13,297)
General Fund Cost Allocation 85%		\$4,393	\$107,377	\$139,720	\$110,257	\$161,460

*Staff: City Clerk

** Communications moved from Government Buildings to: City Council, City Manager, City Clerk and Administrative Services department pages in 2013/14.

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. 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 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: Business Licenses including the Business Improvement Area; Development Deposit Accounts, Transient Occupancy Taxes, Retiree Medical Insurance, Western So Co Swimmers, DUI billings, Sidewalk Repairs, Water & Sewer After-hours call-outs, and all other revenue & monies owed to City
- Administers the Street Lighting Assessment District and the Woodstone Assessment District
- Management and reconciliation of the City's bank accounts
- 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 Council and Department Heads with monthly financial reports and assistance in budget management on an ongoing basis
- Provides support and information to Council, City staff, and the community 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
- Creates and implements various employee benefit / insurance programs and policies as needed
- Updates job descriptions for all departments
- Administration of required AB1825 Anti-Harassment training for City staff
- Serves as the insurance and benefit administrator for City staff
- Manages Public Employee Retirement System program
- Administration of the Health, Life, and Long Term Disability insurance programs
- Administration of the City's self-funded Dental and Vision insurance programs
- Administers the City's Child Care benefit program
- Administers City's 457 Deferred Compensation programs
- Administers FMLA Family Medical Leave Act leave of absences for employees
- Administers the City's Medical After Retirement programs
- Administers the COBRA program for former employees and their dependents
- Administration of HIPAA privacy act
- Assists employees with all of the City's benefit programs

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

Major Accomplishments in 2012/2013:

- Staffing levels were increased during 2012/13 by adding a 1/3 staff member for the first 6 months, then increasing that member to a full-time position on 01/01/13. The department ended the fiscal year with 3 full-time employees, however staffing levels remain below the staffing levels from the 1990's when the department employed 4 full-time positions.
- Responded to and provided information for multiple Public Records Requests.
- Managed the State of California Redevelopment dissolution process by working with three different auditing firms; the County of Sonoma; and the State of California Department of Finance over a one year period.
- Managed the transfer of the former Redevelopment Low and Moderate Income Housing Assets to the County of Sonoma. This included two homes, and 67 low and moderate loans.
- Managed the re-execution of the 21 Sequoia Village Solar leases with the County of Sonoma and Burbank Housing.
- Assisted with the Proposition 218 passage of the Water and Sewer rate increases, and managed the implementation of the increases in the in-house software program to invoice the City's water bill customers.
- Assisted with the passage of the Measure Y Transaction and Use tax increase, and managed the implementation of the increase with the State of California Board of Equalization and the City's Sales Tax Consultant.
- Managed the Sebastopol Industrial Park LLC Deferred Agreement as approved by Council on 9/6/11, by analyzing multiple departmental reports; posting the receivable into the general ledger into 9 different funds; and collecting monthly Developer payments beginning in Oct. 2012 and continuing for 5 years.
- Assisted with employee negotiations for the three employee union organizations.
- Managed and implemented a new computer server for City Hall.
- Managed and implemented a lease for a new City Hall photocopier.

Objectives for 2013/2014:

- Implement a Fixed Asset and Inventory Control policy.
- Update and enhance the City's existing Fixed Asset program to comply with the new policy.
- Implement a new phone system for City Hall.
- Explore and possibly implement Utility Billing credit card and online bill pay process for customers.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	171,156	137,055	184,435	148,075	227,092
6013	Health In-Lieu Salary Benefit	3,120	3,120	3,120	2,600	3,120
6023	Benefits	56,797	34,847	36,753	30,627	65,287
6435	Health In-Lieu Deferred Comp.	3,780	3,780	3,780	3,307	3,780
6443	Retiree Medical Insurance	0	3,320	3,541	5,388	3,541
6490	Retirement Health Savings Plan	3,563	2,707	9,457	9,457	13,134
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>238,416</i>	<i>184,829</i>	<i>241,086</i>	<i>199,454</i>	<i>315,954</i>
6025	Communications **	798	1,394	1,100	938	2,100
6030	Office Supplies	5,787	4,685	5,500	5,511	5,500
6045	Equipment	2,357	1,931	2,500	2,506	2,500
6050	Misc. Supplies / Service	0	0	0	0	1,000
6060	Training	203	39	3,250	2,512	4,000
6065	Meetings	12	0	0	86	200
6070	Dues / Subscription	569	634	650	833	1,500
6425	Liab., Property, Flood Ins.	10,836	9,105	7,687	6,406	9,146
6850	Sales Tax Audit	2,076	2,697	2,700	2,774	2,700
6860	Software Maintenance	11,392	8,524	15,000	8,818	10,000
6940	Computer Expense	0	2,707	5,000	4,059	2,000
8015	Technology Maintenance	0	0	400	120	1,000
TOTAL OPERATING		\$272,446	\$216,545	\$284,873	\$234,017	\$357,600
Capital Outlay - Fund 001						
6940	Computer Expense	0	0	1,500	1,500	0
6972	Photocopier Lease	4,662	3,957	3,841	4,183	4,800
TOTAL CAPITAL		\$4,662	\$3,957	\$5,341	\$5,683	\$4,800
TOTAL DEPARTMENT		\$277,108	\$220,502	\$290,214	\$239,700	\$362,400
Redevelopment / RORF Fund Cost Allocation		(\$28,162)	(\$6,490)	\$0	\$0	\$0
000-6030-3510 Water Fund Cost Allocation 34%		(\$94,882)	(\$75,649)	(\$86,035)	(\$71,696)	(\$121,584)
000-6030-3420 Sewer Fund Cost Allocation 33%		(\$89,607)	(\$73,424)	(\$83,504)	(\$69,587)	(\$118,008)
General Fund Cost Allocation 33%		\$59,795	\$60,982	\$115,334	\$92,734	\$118,008

*Staff: Administrative Services Director, Junior Accountant (2).

* Communications moved from Govt Buildings to: City Council, City Manager, City Clerk and AdminServices department pages in 2013/14.



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 000-6070
Department: Insurances

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6400	Liability Premium	150,357	139,277	150,000	135,871	116,280
6402	Liability Deductible	21,099	5,803	8,500	10,663	11,200
6403	Environmental Pollution Ins.	0	0	0	0	5,528
6405	Property Premium	12,567	14,992	16,000	14,992	14,700
6406	Vehicle Insurance	5,629	7,974	8,500	7,293	7,800
6407	Earthquake & Flood	38,316	44,312	45,000	43,750	44,650
6408	Boiler & Machinery Insurance	1,470	1,505	2,000	1,534	1,600
6425	Department Charges	(216,818)	(219,262)	(230,000)	(191,666)	(201,758)
TOTAL DEPARTMENT		\$12,620	(\$5,399)	\$0	\$22,437	\$0



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 000-6080

Department: Employee Benefits

Controlling Department: Administrative Services

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6026	Employee Longevity Awards*	4,022	3,418	2,946	1,335	5,550
6410	Worker's Compensation Prem.	118,418	139,976	171,400	171,400	140,217
6412	Worker's Comp Deductible	38,426	18,446	30,000	13,925	15,000
6430	Employer PERS Retirement **	889,906	777,543	754,540	608,772	813,836
6432	Fire Length of Service Award NAT42	10,150	8,750	7,700	8,400	6,650
6440	Health Insurance	522,458	463,859	481,100	468,170	527,330
6445	Medicare Tax	49,502	48,791	48,900	40,108	53,512
6446	Social Security Tax	13,534	11,347	13,500	8,635	15,356
6450	Life Insurance	2,864	2,591	2,635	2,259	2,860
6460	Long Term Disability Ins.	5,955	5,419	4,581	4,581	7,786
6460	Fire Disability Ins MYE01	2,479	2,565	2,565	2,565	2,565
6461	PORAC Police Disability Ins.	4,914	4,914	4,914	4,914	4,914
6462	Short Term Disability Ins.	0	0	0	0	4,011
6470	Dental Ins. Program	58,935	70,590	64,000	46,332	64,000
6475	EAP Insurance	5,049	4,366	4,800	4,304	5,034
6480	Vision Ins. Program	17,760	23,380	18,000	12,150	20,000
075-2252	Medical After Retirement ICMA - Police	574	1,205	1,278	576	1,278
6023	Direct Charge to Departments	(1,714,132)	(1,593,988)	(1,617,190)	(1,356,044)	(1,689,899)
812-6201	SLESF Grant Benefits	53,598	38,951	36,235	30,196	46,177
6023	Direct Charge to Department	(53,598)	(38,951)	(36,235)	(30,196)	(46,177)
	TOTAL DEPARTMENT	\$30,814	(\$6,828)	(\$4,331)	\$42,382	\$0

*See 000-6120-6075 for non-payroll Award Program expenditures, which consist of two award presentation luncheons.

**Employer PERS Rates

Group	2010/11	2011/12	2012/13	2013/14
Miscellaneous	14.131%	15.047%	15.833%	16.624%
Fire	27.472%	41.017%	42.076%	37.025%
Police	36.119%	33.724%	35.375%	36.328%



City of Sebastopol
2013/2014 Budget Expenditures

Account No. **000-6120**
Department: **Non-Departmental**
Controlling Department: Administrative Services

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6012	Vacation In Lieu Pay *	17,976	17,068	25,000	20,502	25,000
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>17,976</i>	<i>17,068</i>	<i>25,000</i>	<i>20,502</i>	<i>25,000</i>
6054	Property Tax Administration	28,667	32,381	16,456	16,456	17,000
6075	Employee Award Luncheons (2)	1,426	2,937	1,995	1,287	1,600
6600	Auditing, CAFR	24,150	22,650	24,150	25,150	24,150
6601	State Mandated Reimbursement	3,115	3,000	3,000	3,000	3,000
6602	GASB 45 Triennial Audit	2,000	0	0	0	2,000
TOTAL DEPARTMENT		\$77,334	\$78,036	\$70,601	\$66,395	\$72,750
000-6120-3510 Water Fund Cost Allocation 9%		(\$4,755)	(\$7,227)	(\$7,515)	(\$6,262)	(\$6,548)
000-6120-3420 Sewer Fund Cost Allocation 9%		(\$4,124)	(\$7,227)	(\$7,515)	(\$6,262)	(\$6,548)
General Fund Cost Allocation 82%		\$68,455	\$63,582	\$55,571	\$53,871	\$59,655

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



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6050	Committee Activities	3,894	14,000	13,100	455	8,400
TOTAL DEPARTMENT		\$3,894	\$14,000	\$13,100	\$455	\$8,400
090-4070 BIA Revenues		(\$8,701)	(\$8,123)	(\$8,321)	(\$8,180)	(\$8,400)
General Fund Cost Allocation		(\$4,807)	\$5,877	\$4,779	(\$7,725)	\$0

In 1976 by Ordinance Number 666 the City created a Business Improvement District pursuant to Section 36000 of the Streets and Highways Code of the State of California. The purpose was to authorize the City to impose a tax on businesses within a parking and business improvement area, in addition to the general business license tax, and to use the proceeds for the following purposes:

- The acquisition, construction or maintenance of parking facilities for the benefit of the area.
- Decoration of any public place in the area.
- Promotion of public events which are to take place on or in public places in the area.
- Furnishing of music in any public place in the area.
- The general promotion of retail trade activities in the area.

There are two zones identified in the downtown area, and the City collects 25% or 50% over the cost of the business license tax. A committee of downtown business owners manages the disbursements from the fund.

Total of budget is the net collections from previous fiscal year. An increase to the budget in 2011/12 and 2012/13 was due to a carry-forward unspent balance from the previous fiscal year. Annual expenditures should closely match the annual revenue.

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, and the Lieutenant. Line supervision is provided by 3 Police Sergeants and a half-time Dispatch Supervisor. The Sebastopol Police Department's volunteer bureau augments the paid staff and is composed of 11 Reserve Police Officers, 15 Community Service Volunteers, and 8 Police Explorers.

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

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

Operations: The Operations Division consists of 12 uniformed peace officers who respond to calls for service and crisis intervention twenty-four hours a day, seven days a week, and also the members of the Volunteer Bureau. Members are responsible for training newly-hired officers and volunteers, on-going training of existing officers and volunteers, investigation of all criminal activity in Sebastopol, traffic enforcement, the processing of arrestees, 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 Dispatch Supervisor and the 5 Dispatchers are also responsible for staffing the front counter, providing a variety of requested services. The 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 are provided by the Police Aide.

Objectives for 2013/14:

- Provide an effective response to current and anticipated events, and focus on finding opportunities to address issues pro-actively.
- Work in collaboration with West County organizations to continue efforts to educate the community about youth access to alcohol, tobacco and other dangerous drugs.
- Continue efforts to maintain an adequate level of professional training that meets State-mandates as well as other necessary areas.
- Maintain our enhanced traffic enforcement efforts through the use of enforcement strategies, education, and the City's Traffic Calming Program to address concerns.
- To provide safe, effective and efficient parking control and management.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	1,368,121	1,384,146	1,349,723	1,158,790	1,432,854
6012	Vacation In-Lieu	20,459	15,435	15,000	8,384	14,500
6013	Health In-Lieu Salary Benefit	2,475	2,475	2,475	2,062	2,475
6014	Worker's Compensation	0	8,460	0	791	0
6018	Uniform Allowances	23,074	21,250	24,950	25,500	24,600
6019	Holiday Pay	71,124	76,439	72,300	65,509	72,500
6020	Overtime	110,749	114,084	90,000	87,191	100,000
6021	Janitorial Services	4,339	4,476	4,474	4,160	0
6022	Compensation Time In-Lieu	0	38,888	35,000	22,006	30,000
6023	Benefits	782,825	779,732	811,663	674,250	846,442
6024	SPOA PTO Payment	0	0	0	0	16,000
6420	Unemployment Insurance	833	426	1,000	63	500
6435	Health In-Lieu Deferred Comp.	3,600	3,600	3,600	3,150	3,600
6443	Retiree Medical Insurance	0	30,575	34,478	49,327	36,000
6465	Child Care In-Lieu Benefit	0	600	1,200	550	1,200
6490	Retirement Health Savings	155,391	46,034	43,968	42,862	16,270
6200-6008	SLESF Grant Overage	32,905	4,288	4,810	0	22,963
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>2,575,895</i>	<i>2,530,908</i>	<i>2,494,641</i>	<i>2,144,595</i>	<i>2,619,904</i>
6025	Communications	18,584	15,111	14,000	13,655	14,000
6030	Office Supplies	7,663	7,674	8,000	8,791	10,500
6040	Vehicle Operating Expense	63,004	67,688	80,000	70,968	82,500
6045	Equipment	4,900	13,674	10,000	16,914	16,000
6050	Misc. Supplies / Services	13,621	10,353	16,000	5,514	17,800
6051	Booking Fees	31,169	4,610	5,000	0	0
6053	Fingerprint Processing Expense	0	23,734	22,000	12,722	12,000
6060	Training	31,578	20,117	25,000	28,585	30,000
6070	Dues / Subscriptions	1,332	1,180	1,030	1,459	1,400
6330	Utilities	15,775	16,113	20,326	15,080	16,500
6425	Liab., Property, Flood Ins.	90,427	91,688	103,575	86,312	88,471
6860	Contract Services	96,276	89,634	51,000	51,386	53,500
TOTAL OPERATING		\$2,950,224	\$2,892,484	\$2,850,572	\$2,455,981	\$2,962,575
Capital Outlay - Fund 001						
6010	Schools Resource Officer	0	0	0	0	17,300
6045	Police Equipment	3,673	0	8,850	7,735	4,675
6903	Police Vehicle Purchase	49,531	0	36,500	28,056	46,750
6940	Computer Equipment	2,080	1,920	4,500	4,613	4,000

7063	EOC Emergency Op Equipment	1,045	0	0	0	0
	TOTAL CAPITAL	\$56,329	\$1,920	\$49,850	\$40,404	\$72,725
TOTAL DEPARTMENT		\$3,006,553	\$2,894,404	\$2,900,422	\$2,496,385	\$3,035,300
	000-6200-3575 Transaction and Use Tax 5% in 13/14	\$0	\$0	\$0	\$0	(\$148,129)
General Fund Cost Allocation		\$2,950,224	\$2,892,484	\$2,850,572	\$2,455,981	\$2,814,446

*Staff: Chief, Lieutenant, Sergeant (3), Officers (9), Dispatcher Supv, Dispatchers (5), Per Diem Dispatchers (2), Technician, Reserve Officers (11)



City of Sebastopol
2013/2014 Budget Expenditures

Fund No. **812-6201**
Department: **SLESF Funding**

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Police Officer Salary	73,284	60,234	63,246	53,098	70,926
6018	Uniform Allowance	950	950	950	950	950
6019	Holiday Pay	5,073	4,153	4,379	4,036	4,910
6023	Benefits	53,598	38,951	36,235	30,196	46,177
TOTAL OPERATING		\$132,905	\$104,288	\$104,810	\$88,280	\$122,963
SLESF Grant Funding		(\$100,000)	(\$100,000)	(\$100,000)	(\$72,701)	(\$100,000)
Total General Fund Costs (See PD 6200)		\$32,905	\$4,288	\$4,810	\$15,579	\$22,963

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
2013/2014 Budget Expenditures

Fund Nos. 811 814 823 824 825
Department: 6201 Police Grants

<u>Fund</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
811	Board of State & Community Corrections	0	0	0	0	0
814	Traffic Safety OTS Avoid the 13 th , Click It or Ticket	4,876	7,580	6,505	4,631	4,000
823	West Co Community Services	50,000	50,000	50,000	40,285	40,000
824	OTS Traffic DUI Enforcement	0	0	8,215	9,176	10,000
825	OTS Sobriety - Berkeley	0	0	881	881	9,500
TOTAL GRANTS		\$54,876	\$57,580	\$65,601	\$54,973	\$63,500

Fund 811

The City of Sebastopol is participating in a State of California grant provided to Sonoma County Law Enforcement, through the City of Santa Rosa who is functioning as the fiscal agent during fiscal year 2013/14. This grant will be used for county-wide crime suppression.

Fund 814

The Police Department regularly receives grant funding from the State of California's Office of Traffic Safety program. These grants are generally for Avoid the 13th, Click It or Ticket, and other DUI Enforcement and Awareness programs.

Fund 823

The West County Community Services grant agreement is a County-funded 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 \$50,000 per year County grant was extended for three additional years, and was fully expended in 2012/13. The County approved a new grant from the Department of Health Services in the amount of \$80,000 for two years commencing on July 1, 2013 and ending June 30, 2015.

Fund 824

The Selective Traffic Enforcement Program \$25,000 grant is for the period of 10/1/2012 to 9/30/13. The funded strategies may include: DUI saturation patrols, warrant service operations, stakeout operations for repeat DUI offenders, and the use of HOT sheets to help law enforcement identify and apprehend the 'worst of the worst' DUI offenders.

Fund 825

The Sobriety Checkpoint \$11,900 grant is sponsored by UC Berkeley and is for the period of 10/1/12 to 9/30/13. The goal of this grant is to reduce the number of victims killed and injured in alcohol-involved crashes.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6050	Misc. Supplies / Services	305	56	100	63	100
6860	Contract Services *	8,563	6,282	8,250	3,480	7,500
TOTAL DEPARTMENT		\$8,868	\$6,338	\$8,350	\$3,543	\$7,600
000-4110	Pet Shelter Release Fees Revenue	(\$5,100)	(\$1,300)	(\$2,000)	(\$1,710)	(\$1,300)
Net General Fund		\$3,768	\$5,038	\$6,350	\$1,833	\$6,300

* 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 30 dedicated Volunteer Firefighters.

The Fire Department provides emergency response to fires, vehicle accidents, medical emergencies and hazardous conditions. It provides non-emergency response to public assists, 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 Accomplishments during 2012/2013:

- Responded to 926 calls for service
- Conducted 51 training Drills
- Conducted CERT Training Classes
- Continued the FEMA SAFER Grant
- Received miscellaneous grants for Fire and CERT
- Actively recruited new volunteers
- Lowered hiring age to 18
- Opened up boundaries for new hires
- Attended SRJC Santa Rosa Junior College and Analy High School Career Day
- Utilized "I Am Responding" Response Program
- Continued on our Hydrant Program
- Worked on our Retention Program
- Attended Leadership Workshops
- Installed new Fire Department Emergency Generator

Objectives for 2013/2014:

- On schedule for 900 calls for service
- Apply for additional funding/grants
- Recruit new Volunteer Firefighters
- Continue to use the "I Am Responding" Response Program
- Purchase new Pagers/Radio Equipment to meet 2013 FCC Narrow-Banding
- Purchase/replace new SCBA Tanks that have or will expire (15 year life span)
- Continue to work on Recruitment and Retention Programs
- Upgrade our Firehouse Software Programs
- Continue to maintain and service Fire Department Hydrants
- Replace Fire Department Server with new Battery Back-Ups and Hard Drives
- Budget for Fire Department 4th Bay Expansion Project



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 000-6280
Department: Fire Services

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	284,945	277,106	288,589	180,878	312,528
6023	Benefits	108,451	105,326	97,774	81,478	94,844
6420	Unemployment Insurance	3,294	2,026	2,000	1,001	1,000
6435	Health In Lieu- Deferred Comp.	0	2,350	2,820	2,467	2,820
6443	Retiree Medical Insurance	0	3,396	3,949	5,292	4,500
6490	Retirement Health Savings Plan	5,140	19,628	1,345	1,345	2,167
PERSONNEL COSTS SUBTOTAL		401,830	409,832	396,477	272,461	417,859
6025	Communications	3,428	7,948	6,200	4,784	6,000
6030	Office Supplies	1,009	2,418	2,000	1,017	2,000
6040	Vehicle Operating Expense	30,341	33,590	35,000	28,392	36,500
6041	Weed Abatement	1,200	1,200	1,200	1,200	1,200
6045	Equipment	7,699	9,733	9,500	9,630	10,000
6050	Misc. Supplies / Services	64,714	67,345	31,300	33,699	32,000
6060	Training	6,637	6,965	7,500	4,734	7,000
6070	Dues / Subscriptions	4,452	4,528	4,500	4,636	4,500
6080	Miscellaneous Supplies	2,728	3,214	2,500	2,132	2,500
6330	Utilities	9,215	9,136	8,151	3,400	4,200
6425	Liab., Property, Flood Ins.	18,577	18,283	19,609	16,341	17,307
6433	SAFER Benefit Continuation	20,491	0	0	0	0
6441	Health Club Memberships	0	0	0	0	3,000
6860	REDCOM Contract Services	0	0	32,000	22,188	33,000
TOTAL OPERATING		\$572,321	\$574,192	\$555,937	\$404,614	\$577,066
Capital Outlay - Fund 001						
6918	Heater /Water Heater Replacement	10,168	0	0	0	0
6934	Jackets - Firefighters	6,475	0	0	0	0
6946	Firefighter Pagers	0	3,145	10,000	1,444	5,000
6947	SCBA Tanks & Gear	0	12,730	2,000	1,027	5,000
6972	Photocopier Lease	2,651	3,135	2,650	2,543	3,000
7097	Fire Engine (Bennett Valley)	8,000	0	0	0	0
8016	Storage Shed	0	0	2,000	0	2,000
TOTAL CAPITAL		\$27,294	\$19,010	\$16,650	\$5,014	\$15,000

TOTAL DEPARTMENT	\$599,615	\$593,202	\$572,587	\$409,628	\$592,066
000-6280-3510 Water Fund Cost Allocation 3%	(\$18,191)	(\$16,931)	(\$16,694)	(\$13,912)	(\$17,312)
General Fund Cost Allocation 97%	\$554,130	\$557,261	\$539,243	\$390,702	\$559,754

*Staff: Fire Chief, .40 Administrative Assistant, 30 Volunteers.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6025	Communications	972	889	500	990	1,100
6030	Office Supplies	0	200	200	0	200
6050	Misc. Supplies / Services *	2,000	2,355	2,500	2,000	2,500
TOTAL OPERATING		\$2,972	\$3,444	\$3,200	\$2,990	\$3,800
	Capital Outlay - Fund 001					
7063	EOC Supplies **	1,045	0	1,500	0	1,500
	TOTAL CAPITAL	\$1,045	\$0	\$1,500	\$0	\$1,500
TOTAL DEPARTMENT		\$4,017	\$3,444	\$4,700	\$2,990	\$5,300

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

** Includes Food, Radios, and Equipment



City of Sebastopol
2013/2014 Budget Expenditures

Account No. **826-6281**
Department: **Fire SAFER Grant**

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6050	Misc Supplies/Services	29,450	70,700	60,000	48,441	100,000
TOTAL GRANT		\$29,450	\$70,700	\$60,000	\$48,441	\$100,000

The Fire SAFER grant is awarded by FEMA for a total of \$316,800 allocated over a period of performance from 12/18/10 to 12/17/14. The purpose of the Staffing for Adequate Fire and Emergency Response program is to provide funding directly to fire departments and volunteer firefighter interest organizations in order to help them increase the number of trained "front-line" firefighters available in their community.

This grant funds the fire department Cafeteria plan for the Volunteer Firefighters who can be reimbursed for a variety of health insurance and child care expenses.

Planning Department

The Planning Department provides planning and environmental review assistance to the City Council, Planning Commission, Design Review Board, Tree Board, Public Arts Committee, Business Outreach Committee, 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, part-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.

Advance planning includes preparation of long-range planning documents, including the General Plan, Specific Plans, Economic Development Strategy, grant preparation, park and community facility planning, special studies, and new policy documents and ordinances. In addition to traditional planning and land use related functions, the Department manages park development projects. The Department also prepares the City newsletter and the City economic development newsletter.

Major Accomplishments during 2012/2013:

- Continuing review for the Barlow project, including multiple Use Permits, Design Review applications, and construction issues.
- Conduct design review for 961 Gravenstein Hwy South project, 6940 Burnett project, 870 Gravenstein Hwy North project, and others.
- Initiate preparation of Laguna Vista biological resources study.
- Manage the General Plan Update Report process with Sonoma State University.
- Supervise preparation, review, and adoption of Ives Park Renovation Master Plan.
- Assist in coordination with Caltrans regarding Highway 12 bridge replacement project.
- Coordinate implementation of State Parks Meadowlark Field habitat restoration grant.
- Assist in coordination of Meadowlark Field restoration grant from Open Space District.
- Assist in responding to various litigation and Public Records Act requests.
- Initiate retention of contractor to construct Village Park park improvements.
- Process M Industrial Zoning Ordinance amendments.
- Prepare drive-through moratorium ordinance.
- Process drive-through Zoning Ordinance amendments.

Objectives for 2013/2014:

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

- Process additional Design Review, Use Permits, and plan checks for the Barlow renovation project.
- Continue preparation of Laguna Vista biological resources study.
- Complete construction of Village Park improvement project.
- Complete processing of drive-through Zoning Ordinance amendments.
- Manage update of Design Review Guidelines.
- Work with Public Arts Committee on public art concepts using in-lieu fee payments.
- Assist in coordination of Economic Summit.
- Monitor funding opportunities for Skategarden Park expansion and Ives Park Renovation Master Plan.
- Manage redesign of Skategarden addition project.
- Manage design and construction of Ives Park ADA project.



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 000-6050
Department: Planning

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	171,340	169,210	178,966	149,313	190,002
6015	Long Term Disability	7,068	0	0	0	0
6023	Benefits	82,790	83,106	79,020	65,850	81,158
6435	Health In-Lieu - Deferred Comp.	2,124	1,654	2,835	2,480	2,835
6490	Retirement Health Savings Plan	2,901	6,661	4,765	4,765	7,857
PERSONNEL COSTS SUBTOTAL		266,223	260,631	265,586	222,408	281,852
6025	Communications	1,024	1,160	1,320	1,135	1,320
6030	Office Supplies	2,976	3,283	3,500	1,668	4,500
6040	Vehicle Operating Expense	124	0	125	74	125
6045	Equipment Expense	386	140	500	0	500
6060	Training	522	300	300	154	800
6065	Meetings & Teen Center Use	1,800	600	1,700	750	1,700
6070	Dues / Subscriptions	650	650	650	563	650
6320	Publications	1,602	536	550	472	1,050
6425	Liab., Property, Flood Ins.	11,337	10,107	10,005	8,337	8,973
6860	Contract Services **	5,205	1,560	4,500	320	10,000
8003	Facade Improvement Program ***	0	0	0	0	25,000
8015	Technology Maintenance	0	0	750	493	750
TOTAL OPERATING		\$291,849	\$278,967	\$289,486	\$236,374	\$337,220
Capital Outlay - Fund 001						
6972	Photocopier Lease	3,705	3,681	3,900	2,850	3,900
TOTAL CAPITAL		\$3,705	\$3,681	\$3,900	\$2,850	\$3,900
TOTAL DEPARTMENT		\$295,554	\$282,648	\$293,386	\$239,224	\$341,120
Redevelopment / RORF Fund Cost Allocation		(\$156,316)	(\$43,919)	\$0	\$0	\$0
000-6050-3510 Water Fund Cost Allocation 5%		(\$11,121)	(\$11,583)	(\$14,546)	(\$12,122)	(\$16,861)
000-6050-3420 Sewer Fund Cost Allocation 3%		(\$11,121)	(\$11,583)	(\$8,728)	(\$7,273)	(\$10,117)
General Fund Cost Allocation 92%		\$113,291	\$211,882	\$266,212	\$216,979	\$310,242

*Staff: Planning Director, .60 Associate Planner, & .38 Administrative Assistant

** 6860 Contract Services for 13/14 includes Design Guidelines Update project.

***8003 Facade Improvement Program previously funded under Redevelopment 950-6955.



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 095-6051

Department: **General Plan Update (Building Permit Fee Share)**

Controlling Department: Planning

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6860	Contract Services	2,731	29,796	20,000	9,986	42,000
TOTAL DEPARTMENT		\$2,731	\$29,796	\$20,000	\$9,986	\$42,000

Funding for the 095 fund comes from Building Permits and donations. The current cash balance as of 5/31/13 is \$54,584.

Account No. 001-6051

Department: **General Plan Update (Special Sales Transaction & Use Tax Share)**

Controlling Department: Planning

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6860	Contract Services	0	0	0	0	250,000
TOTAL DEPARTMENT		\$0	\$0	\$0	\$0	\$250,000

Account No. 064-6052

Department: **Housing Linkage Fund**

Controlling Department: Planning

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6860	Contract Services	0	0	0	0	0
TOTAL DEPARTMENT		\$0	\$0	\$0	\$0	\$0

Account No. 065-6052

Department: **Inclusionary Housing Fund**

Controlling Department: Planning

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6860	Contract Services	0	0	0	0	0
TOTAL DEPARTMENT		\$0	\$0	\$0	\$0	\$0

The Housing Linkage fee revenues and the Inclusionary housing fee revenues are required to be used exclusively for affordable housing purposes, to address housing needs for households earning less than 80% of the County median income. The funds may be used for construction, land acquisition, design, and permitting of qualifying affordable housing, and for other programs that benefit such households.

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 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 ADA 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 2013/14:

Permit and Plan Review activity is expected to be similar to the previous year and is anticipated to remain steady during fiscal year 2013/2014. The permit activity is steady, however the projects are smaller. We anticipate income to the Department to be similar to the 2012/2013 year end totals. Permit monthly totals are tracking similar to last year. There are still an number of projects in the review process for permitting later this year.

The City of Sebastopol Building and Safety Division budget for 2013/2014 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 (shared with Fire Department).

The Department continues to provide administrative services for the City of Cotati Building and Safety Division.

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, 2014. 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.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	130,262	128,145	129,990	108,539	137,462
6023	Benefits	43,924	36,701	39,587	32,989	41,487
6435	Health In-Lieu - Deferred Comp.	2,820	2,820	2,820	2,456	2,820
6490	Retirement Health Savings Plan	4,592	5,578	1,877	1,877	6,863
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>181,598</i>	<i>173,244</i>	<i>174,274</i>	<i>145,861</i>	<i>188,632</i>
6025	Communications	2,536	2,236	2,320	2,456	2,320
6030	Office Supplies	2,954	4,548	3,000	1,755	3,000
6040	Vehicle Operating Expense	3,121	444	2,000	294	2,000
6050	Misc. Supplies / Services	3,795	642	2,000	469	2,000
6060	Training	1,366	0	2,000	1,505	2,000
6070	Dues / Subscriptions	2,500	1,570	2,000	1,306	2,000
6425	Liab., Property, Flood Ins.	6,098	6,621	6,817	5,681	6,305
6860	Contract Services	4,839	14,755	9,000	6,267	5,000
TOTAL OPERATING		\$208,807	\$204,060	\$203,411	\$165,594	\$213,257
Capital Outlay - Fund 001						
6972	Photocopier Lease	2,358	2,548	3,110	2,543	3,000
TOTAL CAPITAL		\$2,358	\$2,548	\$3,110	\$2,543	\$3,000
TOTAL DEPARTMENT		\$211,165	\$206,608	\$206,521	\$168,137	\$216,257
000-6290-3510 Water Fund Cost Allocation 13%		(\$26,843)	(\$25,650)	(\$25,970)	(\$21,642)	(\$27,723)
000-6290-3420 Sewer Fund Cost Allocation 13%		(\$26,843)	(\$25,650)	(\$25,970)	(\$21,642)	(\$27,723)
Net General Fund Cost 74%		\$155,121	\$152,760	\$151,471	\$122,310	\$157,810

*Staff: Building Official and 0.60 Administrative Assistant



City of Sebastopol
2013/2014 Budget Expenditures

Account No. **068-6291**
Department: **Building Permit Technology Fee**
Controlling Department: Building

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6050	Misc Supplies/Services	8,201	5,395	5,000	3,805	5,000
TOTAL DEPARTMENT		\$8,201	\$5,395	\$5,000	\$3,805	\$5,000

The Permit Electronic Systems fee is collected on building permits, and is used to maintain the permitting computer system, property information, homeowner data website, and other associated costs.

Account No. **069-6291**
Department: **Building Permit Incremental Fee**
Controlling Department: Building

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6050	Misc Supplies/Services	1,702	10,467	6,500	5,575	6,500
TOTAL DEPARTMENT		\$1,702	\$10,467	\$6,500	\$5,575	\$6,500

The Increment Fee is collected on building permits and is used to provide funding for training for certified staff to maintain current certifications status.

Engineering Department/Assistant to the City Manager

The Engineering Department provides administrative and technical support and professional engineering services to Public and Private development projects. Services include engineering design, development review, inspection and construction management, project management, grant writing, and administration of a variety of consulting and construction contracts. Engineering works closely with Public Works on matters such as Pavement Management, Water, Sewer and Storm Drainage Utilities Regulatory Compliance, record-keeping and reporting. The Engineering Director manages all engineering activities, and is responsible for the City's Capital Improvement Programming, Budget and Implementation.

The Engineering Director/Assistant to the City Manager works on a variety of City-wide projects under the direction of the City Manager and represents the City at various Countywide committees including:

- Sonoma County Transportation Authority - Technical Advisory Committee
- Sonoma County Transportation Authority - Countywide Bicycle and Pedestrian Advisory Committee
- Sonoma County Waste Management Agency (Alternate Boardmember)
- Community Development Block Grant Technical Advisory Committee
- Subregional Water Reclamation System Partners Technical Advisory Committee
- Santa Rosa Plan Basin Advisory Panel (Groundwater Management)
- Sonoma County Water Agency Zone 1A Advisory Committee (Storm Drainage)

Major Accomplishments in 2012/13:

- Morris Street Pump Station (Completed)
- ADA Transition Plan - completed Assessment Reports on 8 City Buildings
- Street Rehabilitation Program for Local Streets - retained consultant for design of local streets rehabilitation project
- Federal Street Rehabilitation - obtained Federal grant for reconstruction of McKinley Street
- Completed Pavement Management Plan Update 2013
- Ongoing development review, including Inspection and oversight of the Barlow and Co-op projects

Objectives for 2013/14:

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

- Adopt Sewer Lateral Ordinance
- Complete new Five-Year Capital Improvement Program (2013/2018)

Capital Improvement Plan Projects:

- ADA Transition Plan Implementation
- Street Rehabilitation Program for Local Streets
- CCTV Inspection Program for City Sanitary Sewer
- Groundwater Management; continue participation in Santa Rosa Plain Basin Advisory Panel
- Implementation of Bicycle and Pedestrian Master Plan
- Stormwater Management Plan Implementation / Compliance with new regulations.
- Sanitary Sewer Management Plan (Regulatory Compliance)
- Development Planning and Engineering Review - during 11/12, City staff began a regular series of meetings with the developer and consultants working on The Barlow and The Co-op projects. This work is expected to continue well into FY 2013/14.
- Ongoing Department Records Management Project

Major Budget Changes for 2013/14:

- The Administrative Assistant position is restored to a full-time position effective June 16, 2013.
- A new staff position of Part-time City Engineer is included in this budget.



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 000-6300
Department: Engineering

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	160,357	162,538	151,833	120,975	212,052
6023	Benefits	57,556	56,497	61,694	51,797	60,295
6420	Unemployment Ins.	7,855	1,145	0	0	0
6490	Retirement Health Savings Plan	4,163	2,300	5,258	5,258	14,905
PERSONNEL COSTS SUBTOTAL		229,931	222,480	218,785	178,030	287,252
6025	Communications	1,042	1,206	1,300	1,130	1,300
6040	Vehicle Operating Expense	739	850	750	495	750
6050	Misc. Supplies / Services	2,456	1,186	1,500	1,072	1,500
6060	Training	0	25	0	35	500
6425	Liab., Property, Flood Ins.	8,020	7,925	8,659	7,216	7,871
6860	Contract Services	8,229	9,796	22,181	18,655	10,000
8015	Technology Maintenance	0	0	750	426	750
TOTAL OPERATING		\$250,417	\$243,468	\$253,925	\$207,059	\$309,923
Capital Outlay - Fund 001						
6972	Photocopier Lease	1,852	1,841	1,800	1,574	1,800
TOTAL CAPITAL		\$1,852	\$1,841	\$1,800	\$1,574	\$1,800
TOTAL DEPARTMENT		\$252,269	\$245,309	\$255,725	\$208,633	\$311,723
Redevelopment Cost Allocation		(\$24,874)	(\$16,082)	\$0	\$0	\$0
000-6300-3550 Gas Tax Fund Cost Allocation 10%		(\$25,063)	(\$25,063)	(\$23,590)	(\$19,658)	(\$30,992)
000-6300-3510 Water Fund Cost Allocation 34%		(\$82,320)	(\$85,214)	(\$80,206)	(\$66,838)	(\$105,374)
000-6300-3420 Sewer Fund Cost Allocation 23%		(\$56,595)	(\$57,645)	(\$54,257)	(\$45,214)	(\$71,282)
General Fund Cost 33%		\$61,565	\$59,464	\$95,872	\$75,349	\$102,275

*Staff: Engineering Director, Part-Time City Engineer, and Administrative Assistant.

Public Works

The Public Works Department is responsible for the operation and maintenance of the City infrastructure, including government buildings, park and pool, streets and sidewalks, and water and sewer. In addition, the Public Works provides inspection support and services for private and public construction in the public right-of-way, and works closely with the City's Engineering Department and contract engineers on projects. In addition to operations and maintenance, the Public Works Department is involved in other projects such as the Well 6 water project.

Water, sewer, storm water, air quality, and ADA standards have become ever more stringent in regards to regulatory compliance. They require diligence to stay abreast of changing regulations, and the Public Works Department works with State agencies in all these fields, as well as the Engineering Department, to remain in compliance.

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. Becoming Independent performs landscape maintenance and litter abatement at the skate garden in exchange for parking and equipment storage at the City's Corporation Yard.

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

Department staff will include twelve full-time employees who work primarily in the field, and a part-time Administrative Assistant who is shared with the Planning Department.

The Public Works Department is the controlling department for for activities occurring in the following accounts:

- Corporation Yard
- Government Buildings (City Hall, Police and Fire Stations, Public Works facilities)
- Village Mobile Home Park
- Streets - general fund
- Parking Lots
- Parks
- Ives Pool
- Recreation
- Community Support
- Streets - Gas tax
- Sewer Operations
- Water Operations

Major Accomplishments in 2012/13:

- Replace forks on City forklift for CalOSHA compliance.
- Replace Corp Yard HVAC per long term maintenance plan.
- Repave Libby Park paths per long term maintenance plan.
- Rebuild Well 4 per long term maintenance plan.
- Contract for Drinking Water Regulatory Compliance Feasibility Study.
- Contract for CalOSHA regulatory compliance for safety and training policies.

Objectives for 2013/14:

- Maintain regulatory compliance with water, sewer, storm water, air quality, and ADA standards. Note that Air quality compliance deadline for off-road equipment has been extended four years, to 2019, enabling City to defer purchase of equipment, if desired.

- Maintain City facilities per long term maintenance plan.
- Complete Drinking Water Regulatory Compliance Feasibility Study.
- Complete CalOSHA regulatory compliance safety and training policies.

2013/14 Major Budget Changes:

Aerial Truck Purchase (50% ea GF Streets & Parks)	\$	76,000
Small Dump Truck Purchase (50% ea GF Streets & Parks)	\$	48,000
Kubota Mower Purchase (50% ea GF Streets & Parks)	\$	21,000
Mower Trailer Purchase (50% ea GF Streets & Parks)	\$	3,300
Pool Hot Water Heater Purchase	\$	15,000
Pool Heater Purchase	\$	7,500
Pool Resurface	\$	90,000
Pool Building Exterior Painting	\$	15,000
Pool Building Rain Gutters	\$	1,000
Pool Equipment Room Electrical Code Upgrades	\$	3,000
Libby Park Path Repaving	\$	30,000
Ives Park Playground Chips	\$	5,000
Increase Generator Test & Repair Costs at Police Station	\$	1,200
Increase HVAC Test & Repair - Community Center/Library	\$	2,500
Increase BAAQMD & CUPA Fees	\$	1,900
Increase Street Utility for Crosswalk Improvements	\$	3,300
Add Parking Lot Utilities for Electric Vehicle Charging Stations	\$	2,400
Add Govt Building Supplies/Services for Fire Station	\$	2,000
<hr/>		
Total for 2013/14 Fiscal Year	\$	328,100



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 000-6310

Department: Corporation Yard / Public Works

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries *	132,346	134,529	129,801	108,342	137,177
6018	Clothing Allowance	4,240	4,270	4,240	3,710	4,240
6023	Benefits	54,417	47,053	51,738	43,115	53,614
6443	Retiree Medical Insurance	0	14,497	13,502	16,210	13,500
6465	Child Care In-Lieu Benefit	0	600	600	450	600
6490	Retirement Health Savings Plan	10,866	16,507	12,731	12,731	23,148
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>201,869</i>	<i>217,456</i>	<i>212,612</i>	<i>184,558</i>	<i>232,279</i>
6025	Communications	4,315	7,349	6,620	4,698	6,000
6030	Office Supplies	737	831	1,000	794	1,000
6040	Vehicle Operating Expense	30,756	31,628	35,000	33,869	40,000
6050	Misc. Supplies / Services	8,506	7,794	8,000	6,336	8,850
6330	Utilities	6,325	5,904	4,600	6,317	8,500
6425	Liab., Prop, Flood Ins.	8,508	11,060	10,772	8,977	9,775
6860	Contract Services **	0	0	5,208	3,410	0
8015	Technology Maintenance	0	0	0	426	750
8020	Cal OSHA Safety Update	0	0	4,500	4,500	4,000
TOTAL OPERATING		\$261,016	\$282,022	\$288,312	\$253,885	\$311,154
Capital Outlay - Fund 001						
6910	Equipment	0	0	770	795	0
6972	Photocopier	1,852	1,657	1,800	1,148	1,800
7067	HVAC	0	0	30,000	12,500	0
8022	Storm Drain - Hayden Ave.	0	0	6,462	6,462	0
TOTAL CAPITAL		\$1,852	\$1,657	\$39,032	\$20,905	\$1,800
TOTAL DEPARTMENT		\$262,868	\$283,679	\$327,344	\$274,790	\$312,954
000-6310-3510 Water Fund Cost Allocation 48%		(\$120,683)	(\$121,570)	(\$135,113)	(\$112,594)	(\$149,354)
000-6310-3420 Sewer Fund Cost Allocation 35%		(\$87,499)	(\$96,704)	(\$98,520)	(\$82,100)	(\$108,904)
000-6310-3575 Trans. and Use Tax 17% in 13/14		\$0	\$0	\$0	\$0	(\$52,896)
General Fund Cost Allocation		\$52,834	\$63,748	\$54,679	\$59,191	\$0

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

** 6860 Contract Services in 2012/13 was for Pepperweed removal.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/10/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes .30 FTE)	10,366	10,694	8,034	6,787	11,725
6021	Janitorial Services	2,686	2,984	2,983	2,525	2,860
6023	Benefits	6,542	5,793	5,501	4,584	7,686
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>19,594</i>	<i>19,471</i>	<i>16,518</i>	<i>13,896</i>	<i>22,271</i>
6025	Communications *	2,427	3,099	2,200	3,263	0
6050	Misc. Supplies/ Services	12,490	13,736	12,000	10,495	14,500
6330	Utilities (City Hall)	7,348	4,160	4,500	3,456	3,800
6425	Liab., Property, Flood Ins.	1,423	1,394	1,462	1,218	1,162
6860	Contract Services **	0	756	800	756	2,000
TOTAL OPERATING		\$43,282	\$42,616	\$37,480	\$33,084	\$43,733
Capital Outlay - Fund 001						
6943	Exterior Painting of City Hall and Fire Station	\$0	\$13,357	\$0	\$0	\$0
TOTAL DEPARTMENT		\$0	\$13,357	\$0	\$0	\$0
000-6060-3510 Water Fund Cost Allocation 25%		\$0	(\$10,581)	(\$9,370)	(\$7,807)	(\$10,933)
000-6060-3420 Sewer Fund Cost Allocation 25%		\$0	(\$10,581)	(\$9,370)	(\$7,807)	(\$10,933)
General Fund Cost Allocation 50%		\$43,282	\$21,454	\$18,740	\$17,470	\$21,867

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

* Communications moved to City Council, City Manager, City Clerk and Administrative Services department pages in 2013/14.

**6860 Contract Services in 2013/14 includes the Police Station Genset.



City of Sebastopol
2013/2014 Budget Expenditures

Account No. **000-6130**
Department: **Village Mobile Home Park**

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6050	Miscellaneous Expenses	4,345	145	5,000	0	0
6310	Litigation Expense	5,155	8,194	2,000	0	0
6860	Contract Services	249	32,500	60,000	32,966	60,000
8012	Electrical Repairs	35,102	0	0	0	0
TOTAL DEPARTMENT		\$44,851	\$40,839	\$67,000	\$32,966	\$60,000
<hr/>						
	000-6130-3510 Water Fund Cost Allocation 9%	\$0	(\$2,790)	(\$6,030)	(\$5,025)	(\$5,400)
	000-6130-3420 Sewer Fund Cost Allocation 9%	\$0	(\$2,790)	(\$6,030)	(\$5,025)	(\$5,400)
	General Fund Cost Allocation 82%	\$44,851	\$35,259	\$54,940	\$22,916	\$49,200



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes .50 FTE)	66,606	34,164	34,212	28,653	36,088
6020	Overtime	614	1,686	420	2,410	735
6023	Benefits	36,188	13,586	15,328	12,773	16,202
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>103,408</i>	<i>49,436</i>	<i>49,960</i>	<i>43,836</i>	<i>53,025</i>
6050	Misc. Supplies / Services	24,671	31,045	31,600	25,951	31,600
6330	Utilities *	5,129	5,424	5,000	7,189	9,134
6425	Liab., Property, Flood Ins.	8,058	8,060	3,483	2,902	2,791
8020	Cal OSHA Update (from 830)	0	0	0	0	4,000
TOTAL OPERATING		\$141,266	\$93,965	\$90,043	\$79,878	\$100,550
Capital Outlay - Fund 001						
6050	Misc Supplies/Svcs (below)**	68,240	65,521	66,540	57,514	58,540
6949	Kubota Tractor (½ Cost)	0	0	0	0	10,500
6951	Dump Truck (½ Cost)	0	0	0	0	24,000
6952	Mower Trailer (½ Cost)	0	0	0	0	1,650
6956	Aerial Truck (½ Cost)	0	0	0	0	38,000
TOTAL CAPITAL		\$68,240	\$65,521	\$66,540	\$57,514	\$132,690
TOTAL DEPARTMENT		\$209,506	\$159,486	\$156,583	\$137,392	\$233,240

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

Description - Fund 001	2010/11	2011/12	2012/13	2013/14
Miscellaneous Supplies / Services 6050	(*) Line items below were moved to Gas Tax 830 fund in 13/14			
Barricades, misc tools & equipment ***	3,500	3,500	3,500	0
Blacktop, sand, rock, Sidewalk repairs (co-op) ***	20,040	18,821	19,500	17,000
Signal maintenance (Bodega / Jewell)	5,200	5,200	5,200	5,200
Signal maintenance (CalTrans)	9,000	9,000	9,000	9,000
Street painting	7,000	6,500	6,500	6,500
Compost / Mulch / Plants	5,000	5,000	4,800	4,800
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	0
Street Signs	10,500	9,500	10,040	10,040
Storm Water Compliance	0	0	0	0
Total	\$ 68,240	\$ 65,521	\$ 66,540	\$ 58,540



City of Sebastopol
 2013/2014 Budget Expenditures

Account No. 000-6340
 Department: Parking Lots

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes .40 FTE)	7,162	7,188	7,159	6,054	13,978
6023	Benefits	6,409	5,601	5,723	4,769	9,115
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>13,571</i>	<i>12,789</i>	<i>12,882</i>	<i>10,823</i>	<i>23,093</i>
6330	Utilities (Irrigation & Street Lights)	9,424	4,596	4,800	4,190	9,300
6331	Electric Vehicle Charging Stations (Utilities)	0	0	0	374	2,400
TOTAL DEPARTMENT		\$22,995	\$17,385	\$17,682	\$15,387	\$34,793
Capital Outlay - Fund 001						
8018	Electric Vehicle Charging Station	0	0	34,932	20,241	0
TOTAL CAPITAL		\$0	\$0	\$34,932	\$20,241	\$0
TOTAL DEPARTMENT		\$22,995	\$17,385	\$52,614	\$35,628	\$34,793



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes 2.50 FTE)	51,371	51,664	52,518	43,463	92,902
6011	Standby	4,373	5,059	4,435	4,201	4,435
6023	Benefits	41,861	36,664	37,523	31,269	58,023
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>97,605</i>	<i>93,387</i>	<i>94,476</i>	<i>78,933</i>	<i>155,360</i>
6042	Landscaping Supplies	9,578	9,903	10,340	9,279	10,340
6043	Middle Way Contract	11,820	11,820	11,823	4,925	11,823
6330	Utilities	31,818	24,768	26,000	32,831	30,000
6425	Liab., Property, Flood Ins.	5,178	5,717	6,345	5,288	5,259
7006	RR Forest Species Removal	0	0	3,000	0	0
TOTAL OPERATING		\$155,999	\$145,595	\$151,984	\$131,256	\$212,782
Capital Outlay - Fund 001						
6044	Park & Playground Repairs	10,448	10,219	10,340	9,595	10,340
6949	Kubota Tractor (½ Cost)	0	0	0	0	10,500
6951	Dump Truck (½ Cost)	0	0	0	0	24,000
6952	Mower Trailer (½ Cost)	0	0	0	0	1,650
6956	Aerial Truck (½ Cost)	0	0	0	0	38,000
6974	Playground Chips - Ives Park	0	0	0	0	4,900
6975	Libby Park Path Paving*	0	0	35,000	0	30,000
TOTAL CAPITAL		\$10,448	\$10,219	\$45,340	\$9,595	\$119,390
TOTAL DEPARTMENT		\$166,447	\$155,814	\$197,324	\$140,851	\$332,172

* Paving for Ives and Libby Parks



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 000-6385
Department: Ives Pool

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes .30 FTE)	20,354	21,261	17,078	14,375	18,018
6023	Benefits	10,013	8,883	8,982	7,485	9,559
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>30,367</i>	<i>30,144</i>	<i>26,060</i>	<i>21,860</i>	<i>27,577</i>
6025	Communications	1,719	1,762	1,775	515	1,000
6046	Pool / Generator Chemicals	6,685	4,167	4,300	3,449	4,300
6047	Chlorinator, Boiler, Stantrol & Repairs	322	239	500	650	500
6048	Maintenance & Fees	14,000	8,429	8,500	8,313	9,050
6330	Utilities	42,181	28,483	27,000	25,084	26,000
6425	Liab., Property, Flood Ins.	2,457	2,620	2,649	2,207	2,194
TOTAL OPERATING		\$97,731	\$75,844	\$70,784	\$62,078	\$70,621
Capital Outlay - Fund 001						
6048	Electrical Upgrades Equipment Room	0	0	0	0	3,000
6048	Rain Gutters	0	0	0	0	1,000
6896	Shower Hot Water Heater	0	0	0	0	15,000
6908	Pool Resurfacing	0	0	90,000	0	102,223
6941	Pool Heater	0	0	0	0	7,500
6943	Exterior Painting of Building	0	0	0	0	15,000
6973	Bathhouse Roof	7,145	0	0	0	0
TOTAL CAPITAL		\$7,145	\$0	\$90,000	\$0	\$143,723
TOTAL DEPARTMENT		\$104,876	\$75,844	\$160,784	\$62,078	\$214,344
Ives Pool Reimbursement 000-4480		(\$46,398)	(\$34,080)	(\$40,000)	(\$31,554)	(\$24,314)
Net General Fund Cost		\$58,478	\$41,764	\$120,784	\$30,524	\$190,030



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes .15 FTE)	5,183	5,334	4,017	3,379	5,834
6023	Benefits	2,997	2,881	2,751	2,292	3,841
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>8,180</i>	<i>8,215</i>	<i>6,768</i>	<i>5,671</i>	<i>9,675</i>
6050	Misc. Supplies / Services	1,339	794	1,000	930	5,200
6330	Utilities (Electric & Gas)*	2,125	11,275	15,000	14,008	15,000
TOTAL DEPARTMENT		\$11,644	\$20,284	\$22,768	\$20,609	\$29,875

Recreation provides supplies, services, and landscaping to the Community Center, Youth Annex, Garzot Building.

Utilities(Water, Electric and Gas) are provided to the Community Center, Youth Annex, the Garzot Building, the South Main Street Museum(only Water and Electric), and the Luther Burbank Cottage (only Water and Electric).

Account No. **000-6391**
Department: **Community Center**
Controlling Department: **City Council**

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6861	Contribution to Operations	22,500	11,300	11,300	8,475	10,000
TOTAL DEPARTMENT		\$22,500	\$11,300	\$11,300	\$8,475	\$10,000
Capital Outlay - Fund 001						
6391-8027	Exterior Paint	0	0	0	0	20,000
6391-8028	Floor Scrubber (cleaner)	0	0	0	0	5,000
6391-8029	Entrance Arbor	0	0	0	0	15,000
6391-8030	Reception Area	0	0	0	0	65,000
6391-8031	Restroom Upgrade	0	0	0	0	40,000
6391-8032	Kitchen Upgrade	0	0	0	0	28,000
6391-8033	Youth Annex Paint, Floor Covering & Tile Repairs	0	0	0	0	8,500
TOTAL CAPITAL		0	0	0	0	181,500
TOTAL DEPARTMENT		\$22,500	\$11,300	\$11,300	\$8,475	\$191,500

The City of Sebastopol supports the Community Center and contributes to their operations, based upon an annual budget request from the Community Center Director. This request is reviewed along with the other City departmental request by the budget subcommittee, and presented to Council for their approval in June. In prior years, this funding was budgeted through the City Council Community Benefit Grant program under account 000-6010-6874 but in fiscal 2014, this process was revised, and a new budget department of 000-6391 was created for future use. During the 2013/14 fiscal year, the City designated \$10,000 in Reserves for the Community Center.



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes .15 FTE)	6,079	5,334	4,017	3,379	5,834
6023	Benefits	3,270	2,881	2,751	2,292	3,841
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>9,349</i>	<i>8,215</i>	<i>6,768</i>	<i>5,671</i>	<i>9,675</i>
6050	Misc. Supplies / Services	4,391	2,436	2,000	2,195	3,500
6330	Utilities	8,844	0	0	0	0
TOTAL DEPARTMENT		\$22,584	\$10,651	\$8,768	\$7,866	\$13,175

Community Support provides landscaping to the Library, Senior Center, Museum, and Ives Pool.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2010/2011 <u>Actual Expenditures</u>	2011/2012 <u>Actual Expenditures</u>	2012/2013 <u>Budgeted Expenditures</u>	2012/2013 <u>Expenditures YTD to 5/28/13</u>	2013/2014 <u>Department Request</u>
6010	Salaries (Incl. 2.35 FTE)	106,905	106,905	106,955	73,497	120,123
6300-6005	Engineering Administration	25,063	25,063	23,590	19,658	30,992
6023	Benefits	57,761	57,761	59,451	49,542	68,386
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>189,729</i>	<i>189,729</i>	<i>189,996</i>	<i>142,697</i>	<i>219,501</i>
6040	Vehicle Expense	3,200	2,780	3,000	2,901	3,000
6050	Misc Supplies / Service *	0	0	0	0	6,000
6330	Utilities **	12,245	6,046	5,000	6,155	8,300
6860	Contract Services	2,000	200	1,000	0	1,000
8020	Cal OSHA Update (to GF) ***	0	0	4,500	5,000	0
6999	General Fund Transfers	11,325	5,283	6,089	0	0
TOTAL DEPARTMENT		\$218,499	\$204,038	\$209,585	\$156,753	\$237,801
Gas Tax Revenue & Taxation 7360 Revenues		(\$218,499)	(\$204,038)	(\$205,085)	(\$186,246)	(\$236,174)
Net Cost to Special Sales Tax Fund 001		\$0	\$0	\$4,500	(\$29,493)	\$1,627

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.

** Increase due to new Cross Walk utilities estimated at \$3,300.

*** 8020 Cal OSHA transferred to GF Streets in 2013/14.

Description	2010/11	2011/12	2012/13	2013/14
*Miscellaneous Supplies/Services 6050 (Transferred from GF in 2013/14)				
Barricades, misc tools & equipment	0	0	0	3,500
Sidewalk repairs (co-op program)	0	0	0	2,500
Total	\$ 0	\$ 0	\$ 0	\$ 6,000



City of Sebastopol
2013/2014 Budget Expenditures

Account No. **001-6530**

Department: **Storm Water Management/NPDES Compliance**

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6050	Misc Supplies / Service	0	0	0	0	5,000
6060	Training	0	0	0	0	2,500
6070	Annual Permits, Fees, Dues, Memberships *	0	0	0	0	20,500
6860	Contract Services **	0	0	0	0	22,000
TOTAL DEPARTMENT		\$0	\$0	\$0	\$0	\$50,000

Storm Water Management expenses including permit fees, consultant support, and other incidental costs of compliance with Sebastopol's Small Municipa; Storm water Permit.

** Includes \$2,000 for NPDES Compliance.

Description	2010/11	2011/12	2012/13	2013/14
*Annual Permits, Fees, Dues & Memberships 6070				
State Water Resources Control Board	0	0	0	5,000
Russian River Watershed Association	0	0	0	15,500
Total	\$ 0	\$ 0	\$ 0	\$ 20,500

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 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.

Major Budget Changes for 2012/13:

- Rebuild Well 4 per long term maintenance plan.
- Drinking Water Regulatory Compliance Feasibility Study.

Sewer - Goals:

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

Major Budget Changes for 2013/14:

Water and Sewer (50% each)

Spare CDADA Component - VLC	\$	1,200
Soil Compactor	\$	3,160
Asphalt Compactor	\$	1,960
Generator with Work Lights	\$	1,600

Water

Increase 6050 for Lab & Public Health Fees	\$	17,000
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Sewer

Vortex Repairs - Concrete Lines	\$	50,630
Valley View Pump Station repairs (wet well lid)	\$	2,000
Morris St. Pump Station repairs (fuel tank)	\$	1,800
Generator Service Contract Test & Repairs (both stations)	\$	6,310
Total for 2013/14 Fiscal Year	\$	85,660



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City of Sebastopol
2013/2014 Budget Expenditures

Account No. 420-6XXX-6005

Department: Sewer Administration Departmental Allocations

<u>Dept</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	City Council	12,168	12,421	14,441	10,315	24,555
6020	City Manager	24,850	41,231	31,565	26,304	33,432
6040	City Attorney	5,676	5,311	5,981	4,984	6,166
6021	City Clerk	0	9,617	10,435	8,696	13,297
6030	Administrative Services	89,607	73,424	83,504	69,587	118,008
6120	Auditing	4,124	7,227	7,515	6,262	6,548
6050	Planning	11,121	11,583	8,728	7,273	10,117
6290	Building Inspection	26,843	25,650	25,970	21,642	27,723
6300	Engineering	56,595	57,645	54,257	45,214	71,282
6310	Corporation Yard	87,499	96,704	98,520	82,100	108,904
6060	Government Buildings	0	0	9,370	7,807	10,933
6130	Village Mobile Home Park	0	2,790	6,030	5,025	5,400
TOTAL ALLOCATIONS		\$318,483	\$343,603	\$356,316	\$295,209	\$436,365



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6050	Operation / Maintenance	784,233	684,231	645,516	591,732	834,243
6512	Debt Service	614,758	636,466	706,284	647,420	702,026
	TOTAL DEPARTMENT	\$1,398,991	\$1,320,697	\$1,351,800	\$1,239,152	\$1,536,269

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.



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 420-6420
Department: Sewer Operations

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes 1.75 FTE)	113,254	114,247	115,568	80,551	116,341
6011	Standby	8,330	9,636	8,448	8,008	8,448
6020	Overtime	373	1,237	800	1,889	1,400
6023	Benefits	55,705	51,606	54,987	45,822	57,065
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>177,662</i>	<i>176,726</i>	<i>179,803</i>	<i>136,270</i>	<i>183,254</i>
6025	Communications	2,214	2,216	2,000	1,992	2,400
6049	Low Flow Toilet Rebates	6,250	900	1,000	675	650
6050	Misc. Supplies/ Services *	34,528	32,050	34,735	32,288	36,450
6060	Training	912	799	1,000	886	1,000
6310	Litigation Expense (Morris St)	66,416	29,435	10,000	10,000	0
6330	Utilities	30,674	24,018	24,500	24,719	28,900
6425	Liab., Property, Flood Ins.	8,857	10,025	9,758	8,132	8,146
6860	Contract Services **	8,456	8,394	0	0	60,740
8020	Cal OSHA Safety Update	0	0	10,000	10,226	10,000
TOTAL OPERATING		\$335,969	\$284,563	\$272,796	\$225,188	\$331,540
Maintenance Outlay - Sewer Operations 420						
6910	Generator (½ Cost)	0	0	0	0	800
6911	Soil Compactor (½ Cost)	0	0	0	0	1,580
6911	Asphalt Compactor (½ Cost)	0	0	0	0	980
6912	SCADA Component (½ Cost)	0	0	0	0	600
8009	Website Redesign	2,200	0	0	0	0
TOTAL CAPITAL		\$2,200	\$0	\$0	\$0	\$3,960
TOTAL DEPARTMENT		\$338,169	\$284,563	\$272,796	\$225,188	\$335,500

* & ** See next page for account details.



Footnote Sewer Utility Details

Description	2010/11	2011/12	2012/13	2013/14
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*Miscellaneous Supplies/Services 6050				
Lift Station maintenance & repairs	11,793	9,315	12,000	12,000
Generator service contract	2,310	2,310	2,310	0
Sewer Main Cleaning	12,000	12,000	12,000	12,000
Televise Sewers	3,000	3,000	3,000	3,000
Utility Billing Postage Expense	3,240	3,240	3,240	3,240
Air Quality Permit / CUPA 11/25/1400	0	0	0	2,525
Neopost Stuffing/Mailing Machine(Utility Bill)	959	959	959	959
Sanitary Sewer Master Plan Fee SSMP	1,226	1,226	1,226	1,226
SWRC Permit	0	0	0	1,500
Total	\$ 34,528	\$ 32,050	\$ 34,735	\$ 36,450

**Contract Services 6860				
Replace Natural Gas fuel tank PW Truck	0	6,873	0	0
Green Valley Pump Station Rebuild	8,456	0	0	0
State Water Res Control - Annual Permit	0	1,521	0	0
Generator Service Contract (both)	0	0	0	2,310
Generator Test & Repair Increases (both)	0	0	0	4,000
Generator Tank Repair	0	0	0	1,800
Sewer Wet Well Repair (Valley View)	0	0	0	2,000
Vortex Repairs (Seal)	0	0	0	50,630
Total	\$ 8,456	\$ 8,394	\$ 0	\$ 60,740



City of Sebastopol
2013/2014 Budget Expenditures

Account No. 510-6XXX-6005

Department: Water Administration Departmental Allocations

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	City Council	10,679	10,646	12,378	10,315	21,047
6020	City Manager	29,322	41,231	31,565	26,304	33,432
6040	City Attorney	7,780	9,657	9,969	8,307	10,277
6021	City Clerk	0	10,991	11,926	9,938	15,196
6030	Administrative Services	94,882	75,649	86,035	71,696	121,584
6120	Auditing	4,755	7,227	0	0	6,548
6280	Fire	18,191	16,931	16,694	13,912	17,312
6050	Planning	11,121	11,583	14,546	12,122	16,861
6290	Building	26,843	25,650	25,970	21,642	27,723
6300	Engineering	82,320	85,214	80,206	66,838	105,374
6310	Corporation Yard	120,683	132,622	135,113	112,594	149,354
6060	Government Buildings	0	10,581	9,370	7,807	10,933
6130	Village Mobile Home Park	0	2,790	6,030	5,025	5,400
TOTAL ALLOCATIONS		\$406,576	\$440,772	\$439,802	\$366,500	\$541,041



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6010	Salaries (Includes 2.50 FTE)	150,497	151,574	155,197	108,244	166,388
6011	Standby	8,121	9,395	8,237	7,808	8,237
6020	Overtime	1,245	1,487	780	2,215	1,365
6023	Benefits	76,919	69,650	73,291	61,076	78,800
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>236,782</i>	<i>232,106</i>	<i>237,505</i>	<i>179,343</i>	<i>254,790</i>
6025	Communications	3,946	3,300	2,500	3,300	3,900
6050	Misc. Supplies / Services *	60,074	64,111	69,395	66,775	85,820
6060	Training	1,405	1,256	1,600	1,116	1,600
6330	Utilities	114,929	94,743	105,000	103,834	150,000
6425	Liab., Property, Flood Ins.	17,303	15,538	16,636	13,863	14,387
6806	Backflow Prevention Program	1,956	1,299	500	68	300
6807	Fire Hydrant Rplcmnt Program	9,984	8,093	9,000	8,993	15,000
6808	Meter Replacement Program	19,213	20,019	18,000	17,458	20,000
6860	Contract Services ** (see detail)	3,747	20,645	4,000	3,120	11,200
8020	Cal OSHA Safety Update	0	0	10,000	10,063	10,000
TOTAL OPERATING		\$469,339	\$461,110	\$474,136	\$407,933	\$566,997
Maintenance Outlay - Water Operations 510						
6537	Replace Cathodic Protection @ Reservoirs	0	0	2,617	3,423	0
6910	Generator (½ Cost)	0	0	0	0	800
6911	Soil Compactor (½ Cost)	0	0	0	0	1,580
6911	Asphalt Compactor (½ Cost)	0	0	0	0	980
6912	SCADA Component (½ Cost)	0	0	0	0	600
6966	Well Improvements **	6,000	1,081	1,000	0	0
6968	Pressure Sensing Valve	0	6,632	0	0	0
7039	Well 8 Repairs	0	27,431	0	0	0
8009	Website Redesign	2,200	0	0	0	0
TOTAL CAPITAL		\$8,200	\$35,144	\$3,617	\$3,423	\$3,960
TOTAL DEPARTMENT		\$477,539	\$496,254	\$477,753	\$411,356	\$570,957

* & ** See next page for account details.



Footnote Water Utility Details

Description	2010/11	2011/12	2012/13	2013/14
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*Supplies 6050				
Lab Expenses, Water testing	16,979	20,016	26,300	38,300
Maintenance and Repairs	26,500	26,500	26,500	26,500
Generator service contract	575	575	575	0
CA Dept of Health Services Fees and CDPH Regulation Oversight	10,000	10,000	10,000	15,000
Utility Billing Postage Expense	3,240	3,240	3,240	3,240
Neopost Stuffing/Mailing Machine(Utility Bill)	959	959	959	959
CCR Printing Expense	1,821	1,821	1,821	1,821
Air Quality Permit	0	0	0	0
Total	\$ 60,074	\$ 63,111	\$ 69,395	\$ 85,820

**Contract Services 6860				
Appraisal Railroad Property	0	750	0	0
Pump Station Repairs - Telstar	0	1,789	0	0
CNG Tank Replaclement	0	6,928	0	0
Video Water Lines	2,350	0	0	0
Well 6 Control System	0	4,518	0	0
SCADA Repairs	0	6,660	0	0
Water Zone Interconnect	0	0	2,320	0
Reservoir Inspections	0	0	0	7,200
Total	2,350	20,645	2,320	7,200

Debt Service Fund

These funds account for the accumulation of resources and payment of general long-term debt principal.

Infrastructure Lease

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

Village Mobile Home Park

On September 18, 2007 the City entered into a purchase agreement in the amount of \$1,611,594 for the Village Mobile Home Park purchase. The lease financing was in the amount of \$817,500 with an interest rate of 4.90% per annum for 20 years, and a \$17,500 cost of issuance. The semi-annual payments are \$64,585 and the debt will be paid in full on July 1, 2027. The balance of the purchase price was through a grant from the Sonoma County Open Space District of which \$675,000 was paid during 2007/08, and the has an unpaid balance of \$125,000, which is budgeted in the 2013/14 fiscal year. The proceeds were used to finance the acquisition of land and related improvements to the manager's house, laundry boathouse, apartment units, and property in the open, constituting a mobile home park known as Village Park.

General Obligation Infrastructure Financing CREBS of 2006

The City Council approved a lease financing of a series of municipal improvement projects on May 16, 2006. The full amount of the lease was \$2,074,000 and the annual debt service payment is \$122,000 with no interest accruing on the principal. In 2011 the City refinanced the debt, and reduced the remaining payment for the life of the lease to \$97,590 annually. The lease will be paid in full on April 1, 2024. The projects include 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.

Fire Engine Lease

On September 7, 2010 the City Council approved the execution of a lease-purchase agreement for a new Fire Apparatus Pumper Truck. The 5 year lease agreement is \$640,255.75 at 3.066%, with semi-annual payments of \$69,546.67 and will be paid in full in September 2015.

Vacuum Truck Lease

On September 26, 2008 the City purchase a Vactor 2013 truck in the amount of \$180,866 at 4.72% annum. The lease term is 96 months with annual payments of \$26,668. The lease will be paid in full on June 30, 2016.

Dump Truck Lease

The purchase of a 2010 Ford F650 for Public Works is a 5 year lease commencing on 2/9/2010 and ending on 2/9/2014. The annual lease payment is \$14,836.83.

Energy Conservation Loan

On October 4, 2005 the City Council approved a loan from the California Energy Commission in the amount of \$242,898 to be payable from the calculated savings of the implemented measures. This loan was used to install or upgrade HVAC gas-electric units and other energy reduction equipment at the Library, Police Station, City Hall, and Wells 6 and 7. The semi-annual loan payments are \$19,630. The loan will be paid in full on December 22, 2014.

Water System Planning and Wellhead Arsenic Treatment Loan

The City of Sebastopol needs to lower the arsenic level in Wells 6 & 7 to comply with US and California regulations, and has made various attempts over the past decade, with limited success. The City entered into a contract with a consultant to determine the best treatment method(s); which will first involve testing of the water to determine treatment method; then a pilot study testing to determine if the method is effective; and engineering to design treatment systems, and construction. The City has applied for a 5 year loan in the amount of \$269,000 for Well 6 and \$155,500 for Well 7 at 1.7875% interest rate, to implement this first phase of planning.



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City of Sebastopol 2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
<i>Infrastructure Lease Financing of 2006 (PIF 6/8/2026)</i>						
001-6091-6515	Solar /Streets Prin 27.08%	28,846	30,262	31,748	31,748	33,306
001-6090-6515	Solar /Streets Int 27.08%	32,508	31,092	29,607	29,607	28,048
420-6091-6515	Sewer Principal 27.78%	29,592	31,045	32,568	32,568	34,167
420-6090-6515	Sewer Interest 27.78%	36,040	31,770	30,372	30,372	28,773
510-6091-6515	Water Principal 31.25%	33,288	34,922	36,636	36,636	38,435
510-6090-6515	Water Interest 31.25%	35,224	35,739	34,166	34,166	32,367
860-6091-6515	Skate Park Prin 13.89%	14,796	15,522	16,284	16,284	17,084
860-6090-6515	Skate Park Int 13.89%	16,674	15,948	15,186	15,186	14,387
<i>Total Infrastructure Lease</i>		<i>\$226,968</i>	<i>\$226,300</i>	<i>\$226,567</i>	<i>\$226,567</i>	<i>\$226,567</i>
<i>Village Mobile Home Park (PIF 7/1/2027)</i>						
001-6091-6516	Lease Principal	28,709	30,133	31,627	15,622	32,402
001-6090-6516	Lease Interest	35,876	34,452	32,958	16,670	32,183
<i>Total Village MHP Lease Purchase</i>		<i>\$64,585</i>	<i>\$64,585</i>	<i>\$64,585</i>	<i>\$32,292</i>	<i>\$64,585</i>
<i>CREBS Solar Panel Lease (PIF 12/16/2023)</i>						
001-6091-6517	Lease Principal 47.41%	0	0	46,267	46,267	46,267
008-6091-6517	Lease Principal 20.80%	122,000	97,589	20,299	20,299	20,299
510-6091-6517	Lease Principal 31.79%	0	0	31,023	31,023	31,023
<i>Total CREBS Lease</i>		<i>\$122,000</i>	<i>\$97,589</i>	<i>\$97,589</i>	<i>\$97,589</i>	<i>\$97,589</i>
<i>Well 7 Lease 1996 Well #7 (PIF 10/23/2011)</i>						
510-6091-6535	Lease Principal	53,200	27,882	0	0	0
510-6090-6535	Lease Interest	4,345	799	0	0	0
<i>Total Well 7 Lease</i>		<i>\$57,545</i>	<i>\$28,681</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>

<i>Velocity Pumper Fire Engine Lease (PIF 9/15/2015)</i>						
001-6091-6916	Lease Principal	59,732	122,225	126,001	126,001	129,894
001-6090-6916	Lease Interest	9,814	16,858	13,092	13,092	9,199
<i>Total Fire Engine Lease</i>		<i>\$69,546</i>	<i>\$139,083</i>	<i>\$139,093</i>	<i>\$139,093</i>	<i>\$139,093</i>

<i>Vacuum Truck Lease (PIF 6/30/2016)</i>						
001-6091-6921	Sales Tax Principal 25%	5,245	5,492	5,752	0	6,023
001-6090-6921	Sales Tax Interest 25%	1,672	1,424	1,165	0	894
420-6091-6921	Sewer Principal 50%	10,490	10,985	11,503	0	12,046
420-6090-6921	Sewer Interest 50%	3,344	2,849	2,331	0	1,788
510-6091-6921	Water Principal 25%	5,245	5,492	5,752	0	6,023
510-6090-6921	Water Interest 25%	1,672	1,424	1,165	0	894
<i>Total Vacuum Truck Lease</i>		<i>\$27,668</i>	<i>\$27,666</i>	<i>\$27,668</i>	<i>\$0</i>	<i>\$27,668</i>

<i>Dump Truck (PIF 2/9/2014)</i>						
420-6091-6951	Truck Principal 50%	7,418	6,022	6,455	6,455	6,920
420-6090-6951	Truck Interest 50%	1,801	1,397	963	963	498
510-6091-6951	Truck Principal 50%	7,418	6,022	6,455	6,455	6,920
510-6090-6951	Truck Interest 50%	1,801	1,397	963	963	498
<i>Total Dump Truck Lease</i>		<i>\$18,438</i>	<i>\$14,838</i>	<i>\$14,836</i>	<i>\$14,836</i>	<i>\$14,836</i>

<i>Energy Conservation Loan (PIF 12/22/2014)</i>						
001-6091-7068	Sales Tax Principal 67.74	22,014	23,006	24,062	11,894	25,157
001-6090-7068	Sales Tax Interest 67.74%	4,582	3,589	2,533	1,404	1,438
511-6091-7068	Water CIP Prin 32.26%	10,484	10,957	11,459	5,664	11,981
511-6090-7068	Water CIP Interest 32.26%	2,182	1,709	1,207	669	685
<i>Total Energy Conservation Loan</i>		<i>\$39,262</i>	<i>\$39,261</i>	<i>\$39,261</i>	<i>\$19,631</i>	<i>\$39,261</i>

<i>Water System Planning and Well Head Arsenic Treatment Loan (5 Year Loan to be issued PIF 2018)</i>						
511-6091-6363/4	Water CIP Principal	0	0	0	0	81,893
511-6090-6363/4	Water CIP Interest	0	0	0	0	6,919
<i>Total Water System Loan</i>		<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$88,812</i>

TOTAL DEBT SERVICE		\$626,012	\$638,003	\$609,599	\$530,008	\$698,411
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City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
6090-6063	Interest	18,085	17,185	16,128	15,688	15,212
6091-6063	Principal	10,000	20,000	15,000	15,000	15,000
6095-6063	Trustee Fees	4,192	5,282	4,000	4,465	4,500
TOTAL DEPARTMENT		\$32,277	\$42,467	\$35,128	\$35,153	\$34,712
778-4014	Special Assessment Revenues	(\$32,352)	(\$31,479)	(\$32,000)	(\$29,910)	(\$31,475)
(Excess) or Overage to General Fund		(\$75)	\$10,988	\$3,128	\$5,243	\$3,237

The Woodstone Center Assessment District was formed on December 3, 1997 pursuant to the Municipal Improvement Act of 1915, Division 12 of the Streets and Highways Code of the State of California. The bonds were issued to finance construction including street improvements, drainage, streets lights and signalization to the Fairfield Inn (formerly Holiday Inn), and acquisition of certain public improvements 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. The Limited Obligation Improvement Bonds will be paid on full in Sept. 2, 2022.



City of Sebastopol
2013/2014 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Expenditures <u>YTD to 5/28/13</u>	2013/2014 Department <u>Request</u>
6870	Administration & Costs	0	0	0	0	1,021
6660	Street Lighting	79,181	78,421	94,000	65,970	86,000
6860	Engineer's Report	6,223	4,813	7,000	1,258	5,000
TOTAL DEPARTMENT		\$85,404	\$83,234	\$101,000	\$67,228	\$92,021
	780-4725 Special Assessment Revenues	(\$89,431)	(\$90,544)	(\$101,000)	(\$88,229)	(\$92,021)

The Sebastopol Lighting Special Assessment District was formed on May 18, 1981 by the City to cover the costs associated with the operation and maintenance of the citywide streetlight system. This action included adopting Resolution Number 3316 proposing the formation of the Assessment District pursuant to the Landscaping and Lighting Act of 1972.

Assessments were levied for fiscal years 1981/82 and 1982/83; but Council elected not to collect annual assessments from 1983-1996. Since 1996/97 assessments have been collected on an annual basis.

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.

Redevelopment Retirement Obligation Fund

During 2011, the Governor of California began proceedings to dismantle over 400 Redevelopment agencies statewide, to redirect the redevelopment tax revenue to schools, law enforcement and other services to relieve pressure on the States general fund. On December 29, 2011, the Supreme Court of the State of California upheld AB1X 26 which provided for the dissolution of all redevelopment agencies in the state effective February 1, 2012. As of that date, all former assets and liabilities of the Sebastopol Community Development Agency transferred to the Successor Agency to the Former Sebastopol Community Development Agency.

Prior to the dissolution of the agency, the basic purpose of the (former) California redevelopment law which was established after World War II, to provide cities a tool to help remove blighted conditions from their 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 were defined as inadequate public improvements, utilities, unsafe buildings or inadequate parking. Cities could also legally use (their former) redevelopment money to expand the supply of affordable housing and employment opportunities for all citizens. In order to accomplish these goals, a redevelopment agency could acquire land and buildings, dispose of real property, and construct public facilities. Public facilities could include infrastructure (streets, water and sewer facilities, etc.) and city buildings which benefit the redevelopment project area, with the exception of city hall construction - which was specifically banned. The (former) redevelopment agency had to set aside 20% of its tax increment revenues for the purpose of assisting low and moderate income housing. These set aside funds could be used to acquire, improve, finance, rehabilitate and otherwise subsidize affordable housing (including mobile homes).

Prior to the dissolution, the Sebastopol Community Development Agency was actively utilizing its redevelopment tax increment revenue for various city projects as defined on the "Redevelopment Projects" page. Unfortunately all of those projects were suspended during the 2011/12 fiscal year due to the dissolution of the agency.

The Successor Agency did not choose to retain its housing assets, and those assets transferred to the County of Sonoma by operation of law on February 1, 2012. Those housing assets included two homes, and sixty-seven low-income housing loans.

The Successor Agency has retained four non-housing assets. Those assets include: a land parcel under the bus stop at 6898 McKinley Street; the downtown Plaza restroom and land parcel located on Weeks Way, and two parcels at the Skategarden expansion site located on Flynn Street. The one remaining debt service payment of the former Redevelopment Agency will be paid in full on June 1, 2021 and is identified on the following budget page.



City of Sebastopol
2013/2014 Budget Expenditures

Fund Number: 950

Department: Redevelopment Obligation Retirement Fund Debt Service

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/2014 Department Request</u>
Fund 950						
<i>C.O.P. of 1989 / 1994 / 2004 Police Building (PIF 6/1/2013)</i>						
6090-6545	Interest	42,491	28,904	12,041	10,707	0
6091-6545	Principal	364,700	379,600	395,100	395,100	0
<i>Tax Increment Bonds of 2007 - Refunding (PIF 6/1/2021)</i>						
6090- 6560	Interest	130,001	137,332	117,298	107,313	106,560
6091-6560	Principal	274,891	300,000	305,000	305,000	320,000
6095-6560	Trustee Fees	2,250	2,250	2,250	2,250	2,250
TOTAL DEPARTMENT		\$814,333	\$848,086	\$831,689	\$820,370	\$428,810

2004 COP

On March 1, 2004 the Community Development Agency approved a refinance of the original \$4,010,000 First Street Reservoir project (replace the wooden structure with a steel reservoir) by entering into a lease agreement for the 2004 Lease Refunding 1994 Certificates of Participation. The principal at refinance was \$3,217,000 with an interest rate of 4.05% for 10 years. The debt service will be paid in full on June 1, 2013.

2007 TAB

On June 1, 2008 the Redevelopment Agency refinanced the Refunding Tax Allocation Bonds, Series 1997 as the 2007 Tax Allocation Refunding bonds. This was a refunding issue of the 1986, 1991, and 1997 Tax Increment bonds. The original 1986 Redevelopment bond proceeds of \$2,330,000 were used for various infrastructure improvements including streets, sewer lines, Burbank Activity Center, Laguna Youth park, Ives Pool, Library rehabilitation, Police building studies, and Morris Street reconstruction. The original \$4,000,000 1991 Tax Allocation Bonds were used for construction of Laguna Park Way, the downtown plaza, and the Streetscape project and acquisition and development of the parking lot next to Sebastopol Cinemas. The 1997 issue was a refinance of the earlier bonds. The annual payments range from \$369,175 to \$427,500 and will be paid in full on June 1, 2021.

This debt service listed on the Successor Agency's Recognized Obligation Payment Schedule (ROPS), and as of 2011/12 is now paid by the State of California (as a pass-through to the City) from the former Redevelopment property tax revenues.



City of Sebastopol
2013/2014 Budget Expenditures

Fund Number: 950-6950
Department: Redevelopment Obligation Retirement Fund
(Former Redevelopment Agency)

<u>Object</u>	<u>Description</u>	2010/2011 Actual <u>Expenditures</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Budgeted <u>Expenditures</u>	2012/2013 Estimated <u>Expenditures</u>	2013/2014 Department <u>Request</u>
6010	Salaries	1,680	1,020	0	0	0
6023	Benefits	92	52	0	0	0
6050	Misc. Supplies / Services	460	0	0	0	0
6057	ABX4 26 SERAF Payment	164,289	0	0	0	0
6070	Dues / Subscriptions	2,000	0	0	0	0
6600	Auditing	9,200	7,000	0	0	0
6860	Contract Services LAFCO	56,952	0	0	0	0
8023	Successor Agency Expenses	0	250,000	250,000	250,000	250,000
	TOTAL DEPARTMENT	\$234,673	\$258,072	\$250,000	\$250,000	\$250,000

REDEVELOPMENT ALLOCATIONS						
6010-6005	City Council Allocations	\$23,866	\$3,105	\$0	\$0	\$0
6020-6005	City Manager Allocations	\$124,881	\$36,077	\$0	\$0	\$0
6021-6005	City Clerk Allocations	\$0	\$12,021	\$0	\$0	\$0
6030-6005	Administrative Services Allocations	\$28,162	\$6,490	\$0	\$0	\$0
6040-6005	City Attorney Allocations	\$8,285	\$5,633	\$0	\$0	\$0
6050-6005	Planning Allocations	\$156,316	\$43,919	\$0	\$0	\$0
6300-6005	Engineering Allocations	\$24,874	\$16,082	\$0	\$0	\$0
	Total Department Costs	\$601,057	\$381,399	\$250,000	\$250,000	\$250,000

The Sebastopol Community Development Agency was dissolved by the State of California on February 1, 2012.

The State allocated \$250,000 to cities (beginning in 2011/12) for annual Administrative expenses, to assist with the winding-down of their agencies.

The State of California has notified the Successor Agency that the funding will be significantly reduced in 2014/15 fiscal year and beyond, based upon the one debt service obligation of the Successor Agency.



City of Sebastopol
2013/2014 Budget Expenditures

Fund Number: 950-6955
Department: Redevelopment Projects
Agency Dissolved February 1, 2012

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>
6898	Library Carpet	30,000	0	0
6931	Landscaping, Street trees, Bike Racks	3,000	0	0
7004	Seb Ave Streetscape (Engineering)	91,021	40,998	0
7084	Plaza Restrooms	146,383	221	0
7099	Banners, Mural Art	0	0	0
8001	Documentary Film Festival	3,000	0	0
8002	Technology Grants/Loans	11,094	0	0
8003	Facade Program	9,490	0	0
8004	Guide Sign Program	627	0	0
8005	Ives Park Project	26,780	10,461	0
8006	Economic Summit	0	0	0
8007	Marketing Matching Funds	3,000	0	0
8008	Economic Specialist Contract Consultant	52,110	0	0
8009	Website Redesign	4,780	0	0
8010	Use of City Property Analysis	0	0	0
8011	Adaptive Building Restoration	20,052	0	0
8013	Skate Garden Expense	2,527	0	0
	TOTAL OPERATING	\$403,864	\$51,680	\$0

All former Redevelopment projects were suspended when the State of California dissolved the Redevelopment Agencies on February 1, 2012.



City of Sebastopol
2013/2014 Budget Expenditures

Fund & Department Number: **951-6951**
 Department: **Low and Moderate Housing Fund**
Housing Assets Transferred to County of Sonoma February 1, 2012

<u>Object</u>	<u>Description</u>	<u>2010/2011 Actual Expenditures</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>
6860	Contract Services	22	0	0
6900	Mobile Home Rent Control	936	2,716	0
7021	Rebuilding Together Rehabilitation Program	10,000	0	0
7056	Low Income Housing Incentive Program Habitat for Humanity Litchfield Ave	57,400	0	0
	TOTAL DEPARTMENT	68,358	2,716	0

The (former redevelopment) Low and Moderate Housing Fund was established by State code and was funded by 20% of gross tax increment revenues of the former Community Development Agency of the City of Sebastopol. The revenue had to be expended on housing for low and moderate income households or to maintain the supply of such housing.

This revenue source was eliminated when the State of California dissolved the Redevelopment Agencies on February 2, 2012.



City of Sebastopol
2013/2014 Budget Expenditures

Department: **Capital Projects**

<u>Account Number</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Budgeted Expenditures</u>	<u>2012/2013 Expenditures YTD to 5/28/13</u>	<u>2013/204 Department Request</u>
Buildings - Other (Funding: Special Sales Tax, Community Development Block Grant)					
001-6321-6918 City Manager	City Hall Remodel	0	0	0	50,000
001-6391-xxxx Public Works	Community Center Improvements	0	0	0	181,500
803-6064-6860 Engineering	ADA Transition Plan (Buildings)	645	126,179	10,751	176,624
806-6375-xxxx	ARRA Energy Efficiency	41,237	0	0	0
Transportation (Funding: Measure M, Street Reserve, Traffic Impact Fee, TFCA, TDA3, Infrastructure Lease, Grant Revenue)					
Pavement Maintenance					
761-6331-7092 Engineering	Pavement Mgmt Plan Updates	5,000	5,000	641	2,500
Federal Aid Streets					
761-6331-7046 Engineering	Keating Ave Reconstruction (OBAG-PSE)	0	0	0	50,000
212-6345-7080	Safe Routes to School	0	10,000	3,797	0
Local Streets					
007-6325-7078	Street Smart Phase III (Meas M)	1,393,635	62,623	62,623	0
761-6331-7096 Engineering	Local Street Rehabilitation	0	208,100	0	300,000
003-6325-7096 Engineering	Local Streets Rehabilitation (Measure M)	78,000	115,303	188	200,000
010-6331-7096	Pavement Maint (I-Lease)	0	11,200	1,172	0
835-6325-7096	Local Streets Rehab (Gas Tax)	19,891	0	0	0
836-6325-7096 Engineering	Local Streets Rehab (Prop 1B Grant)	38,520	37,975	1,444	36,709
Traffic & Safety					
870-6325-7094 Engineering	Petaluma/McKinley Traffic Signal (Warrant Study & Design)	0	0	0	0
Transit					
Grant-6325-6995 Engineering	Shuttle Bus Stop (TFCA) Sonoma County Transit	0	0	0	75,000
Bicycle & Pedestrian					
870-6345-7014 Engineering	Bike Lanes on SR 116 (PS&E)	0	0	0	60,561

217-6345-7014 Engineering	Bike Lanes on SR116 (PS&E)	0	0	0	59,439
870-6345-6931 Engineering	Bike Rack Program	0	0	0	8,000
870-6345-7016 Engineering	Seb-Petaluma Trail Planning (Local match of Caltrans Grant)	0	0	0	1,700
Parks (Funding: Park In Lieu Fees, Grants, Donations)					
860-6090-6515 Debt Service	Infrastructure Lease Interest	15,948	15,186	15,186	14,387
860-6091-6515 Debt Service	Infrastructure Lease Principal	15,522	16,284	16,284	17,084
221-6382-xxxx Planning	Laguna Wetlands Preserve (Grant)	20,163	28,792	4,813	4,813
749-6400-6860 Planning	Skategarden Expansion Redesign (Donations)	10,244	0	0	25,000
827-6400-7013 Planning	Village Park Conversion Open Space County Grant	0	0	0	125,000
860-6400-7013 Planning	Village Park Conversion	21,000	75,000	1,633	75,000
860-6400-7030	Library Landscape Project	0	2,500	2,500	0
860-6400-8005 Planning	Ives Park Master Plan & Interim ADA Improvements	0	25,000	23,791	20,000
Sewer (Funding Capital Improvement Impact Fees)					
421-6315/6-6050	Laguna Force Main Break	2,355	5,000	6,931	0
422-6425-7085	Inflow & Infiltration	10,594	0	0	0
731-6425-xxxx	Morris St. Pump Station Expense & Litigation Costs	199,932	15,000	12,509	0
731-6425-6870	Sewer Main Repair (Engineer)	0	20,000	11,189	0
421-6425-6550 PW & Engineering	Sewer System CATV	0	150,000	0	150,000
731-6425-6550 PW & Engineering	Sewer System CATV	0	155,000	0	155,000
731-6425-6551 PW & Engineering	Lateral Replacement Program	0	40,000	0	40,000
Water (Funding Capital Improvement Impact Fees)					
511-6090-7068 Debt Service	HVAC Debt Service Interest	1,709	1,207	669	685
511-6091-7068 Debt Service	HVAC Debt Service Principal	10,957	11,459	5,664	11,981
511-6090/91-6363 Debt Service	Well 6 Arsenic Treatment Pilot Study \$269,000 Loan	0	0	0	56,280
511-6090/91-6364 Debt Service	Well 7 Arsenic Treatment Pilot Study \$155,500 Loan	0	0	0	32,532

511-6520-6529	Well 7 Repairs	0	200,000	37,958	150,000
010/511-6520-6528	Water Zone Connect	222,791	0	0	0
511-6520-6365 Public Works	Dataloggers All 6 City Wells	0	0	0	50,000
511-6520-6536 Public Works	Well 4 Rebuild/Filter Media (Water CIP)	0	12,754	4,800	35,000
762-6520-6536	Well 4 Rebuild/Filter Media (Litigation fund)	0	20,246	0	50,400
762-6520-6539	Water Regulatory Feas Study	0	70,000	66,290	0
762-6520-7027 Engineering	Groundwater Management	10,296	15,000	17,390	15,000
TOTAL CAPITAL PROJECTS		\$2,118,439	\$1,454,808	\$308,223	\$2,230,195

CAPITAL IMPROVEMENT PROJECTS FUND SUMMARY

Fund	Budgeted for 2013/14 Fiscal Year
001 Special Sales Tax	\$ 231,500
003 County Measure M	\$ 200,000
221 Grant Laguna Preserve	\$ 4,813
803 Grant ADA Transition Plan CDBG	\$ 176,624
836 Grant Prop 1B	\$ 36,709
749 Donations Skate Park Fund	\$ 25,000
761 Street Maintenance Reserve	\$ 352,500
827 Grant Village Park Open Space County	\$ 125,000
860 Park-In-Lieu Impact Fee	\$ 126,471
870 Traffic Impact Fee	\$ 70,261
TDA3 Grant Bike Lanes	\$ 59,439
TFCA Grant Shuttle Bus	\$ 75,000
421 Sewer Capital Improvement Fees	\$ 150,000
731 Sewer Techite Fund	\$ 195,000
511 Water Capital Improvement Fees	\$ 336,478
762 Well 4 Litigation Fund	\$ 65,400
Total by Fund	\$ 2,230,195