



SEBASTOPOL

Local Flavor. Global Vision.

CITY OF SEBASTOPOL ADOPTED BUDGET

FISCAL YEAR 2014/2015

Adopted June 17, 2014

MAYOR

Robert Jacob

VICE MAYOR

Patrick Slayter

COUNCIL

John Eder

Sarah Glade Gurney

Michael Kyes (In Remembrance)

Sebastopol City Hall
7120 Bodega Ave.
Sebastopol, CA 95472

City Manager(707)823-1153
Administrative Services (707)823-7863



Budget Transmittal Letter



SEBASTOPOL
Local Flavor. Global Vision.

May 27, 2014

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

Attached is the City of Sebastopol's 2014/15 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 maintains its current levels of service, at the time of this writing.

Since the economic downturn began 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 eight years.

Economic conditions are improving nationwide and the City of Sebastopol is benefiting as a result. In the last fiscal year, the City was able to address numerous capital improvement projects, many of which met the City Council's visionary goals and objectives, and we were able to build up our general fund reserve, which had previously been depleted in 2009. However, this next fiscal year presents challenges once again, for the City, as our Utility User tax income will sunset in January 2015.

The City Council is currently deciding how to address the expiration of the Utility User tax, and will continue to review revenue enhancement ideas in the near future. Staff has produced a Vehicle and Large Equipment replacement document, with the replacement date of the vehicles by fiscal year, and the total cost is staggering. The City continues to grapple with ongoing maintenance to our streets, and infrastructure; and an arsenic problem with two of our city wells.

Redevelopment Agency Dissolution

With the dissolution of the Redevelopment Agency, by the State of California in 2012, many projects were placed on hold. Cities across California continue to struggle with that loss of revenue, and before the dissolution, our City used that former source of income to construct our skate park, downtown plaza and we provided for low-income affordable housing. Our City had multiple projects that targeted Redevelopment funds at the beginning of the 2012/13 fiscal year, and all of those projects were halted in the absence of available revenue for their completion. For most of those projects, the City continues to be unable to identify funding, and they are on hold indefinitely.

Water and Sewer Rate Changes

Two years ago, during the 2012/13 fiscal year, the City initiated a ballot measure, which was passed by our voters, and that measure increased water and sewer utility users rates for four years. This increase allowed the water fund to cure its cash fund deficit, which it had for over 10 years. However, the rate increase is not enough to provide for capital improvements in those funds. The separate Capital Improvement Program document will identify projects that the City will need to address, most importantly the arsenic treatment at our Wells 6 and 7.

Tax Increases and Expiration

The City's Utility User Tax will expire on January 1, 2015. Council is presently considering options for continuing this source of much-needed income. The General Fund Five Year Forecast indicates a bleak future for the City, if this tax is not renewed.

Revenue Enhancement

The Budget Subcommittee has presented to Council the idea of new revenue measures to be presented to the voters. This budget does not assume any such new revenue, as it will be up to the voters to approve an extension or modification of the Utility User Tax. Council may look into another Transaction and Use tax ballot measure, and both of these measures would be presented to voters at the November 2014 election.

The Barlow

The Barlow development is almost fully occupied and the City celebrates this centralized collection of showcase businesses, which includes restaurants, wine-tasting rooms, grocery mart, apparel and other retail establishments; all adjacent to our downtown core. The campus encompasses 12.5 acres with seventeen modern metal buildings, totaling 215,000 square feet.

Village Mobile Home Park

The City remains undecided as to the future of the Village Mobile Home Park area. It was purchased in 2006, with the idea of creating an open space park, from the existing former County campground. The City is working on annexing the location, so that potential development upgrades can occur.

Personnel

During this last 2013/14 fiscal year, the City was able to hire three Public Works employee, of which only one was a replacement of an employee who retired one year earlier. The two new Public Works employees are dedicated to maintaining our City's parks.

Also during this fiscal year, the City relocated the Planning Department from the Corporation Yard to City Hall, and incorporated a remodel to City Hall for this action. This move enhanced the function of several departments in the City.

For the next fiscal year of 2014/15, the City has no plans to enhance the existing work force, other than to replace positions for resignations or retirements.

General Fund

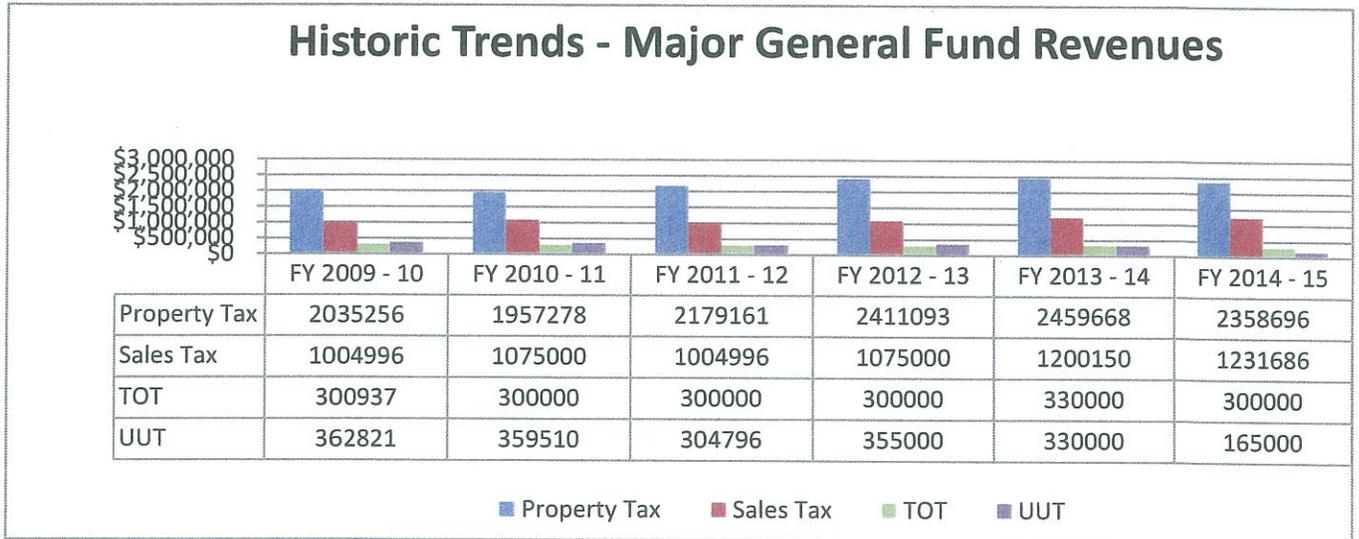
During the last fiscal year 2013/14, the City was able to begin building up its reserves which had been completely depleted in the 2009. The City banked 1,205,000 in various general fund reserves, and it remains a priority of the City to continue this trend, whenever possible.

REVENUES

The economy is accelerating slowly, and while Sebastopol lags behind other Sonoma County cities in terms of economic growth, some of our revenues are increasing. However overall, our general fund revenues will decrease by \$234,544 from the 2013/14 to 2014/15 fiscal year. This is largely due to the loss of the Utility User Tax revenue of \$165,000 and \$73,792 for Property Tax In lieu of Sales Tax. There is no significant increase in property tax revenues from the 2013/14 to 2014/15 fiscal years. Our Transaction and Use tax revenues will increase in 2014/15 from the previous year.

The Water operations fund will increase by \$316,018 in 2014/15 fiscal year; and the Sewer operations fund will also increase by \$303,666 in the 2014/15 fiscal year.

The graph below shows the revenues generated from our four major general fund sources.



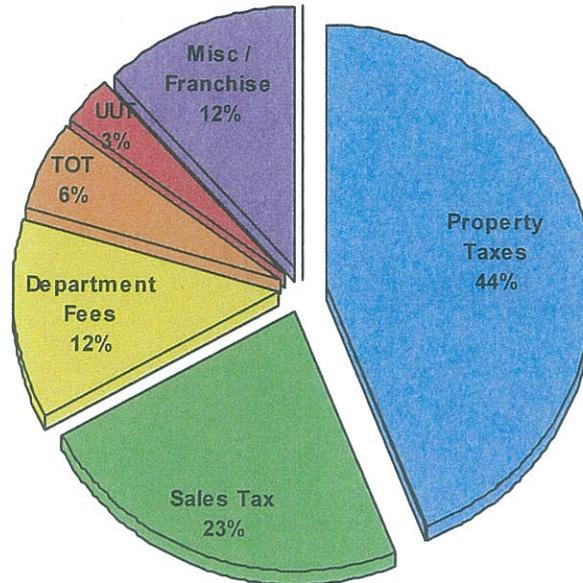
In terms of General Fund revenues, the figure below indicates that the largest revenue source is Property Tax which includes the Residual Redevelopment Property Tax Trust Fund, the Property Tax in Lieu of Sales Tax, and the Property Tax in Lieu of Vehicle License Fees. Sales Tax makes up the second largest portion at 23%.

The UUT or Utility User Tax has been at 6% of the budget, but it is reduced to 3% due to the expiration of that tax in January 2015.

In terms of development fees, there are few projects pending on the horizon. There may be two new hotels, but beyond that, there is no activity on the horizon.

EXPENDITURES

FY 2014/15 General Fund Revenues

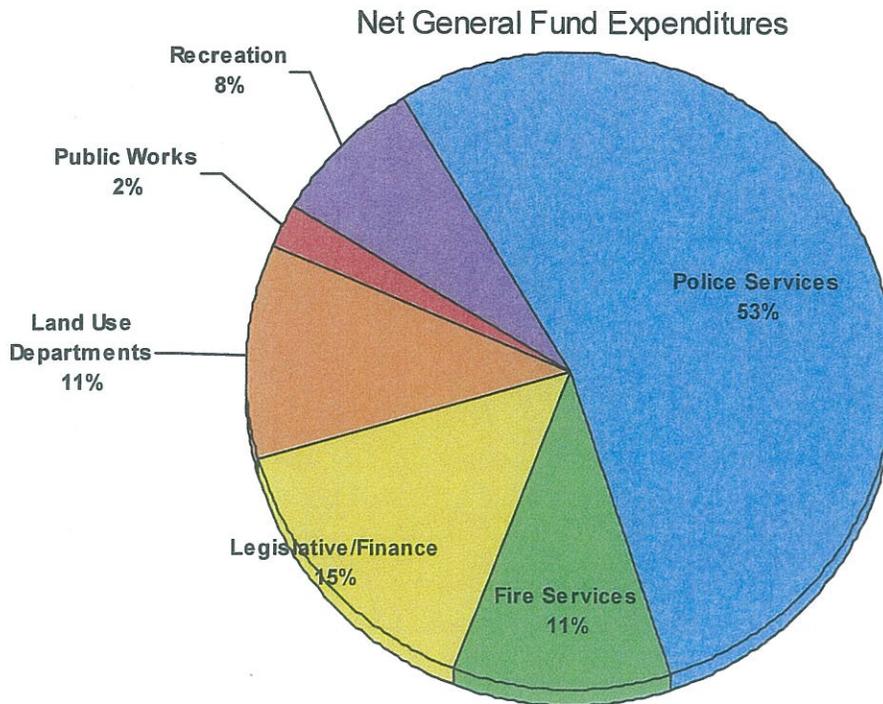


At the outset of the budget process, the direction provided to department heads was to prepare flat budgets. The budget subcommittee met with the City's department heads to review their budget proposals for the 2014/15 budget year.

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.

Police and Fire are the City's two largest departments, accounting for a combined 64% of total general fund expenditures. The Legislative / Finance departments saw an increase due to the increase cost of litigation expense.

As a small service oriented community, the City spends the lion share of its funds on personnel services. The City is consistently at the bottom in terms of the compensation it provides to its employees compared to other Sonoma County cities. The City has reached agreements with its insurance. The City implemented a 36 hour work week in 2011, as a tradeoff to the employee for their share of increased pension costs. Since then, hours have been added back to the employees work and the employees worked 37.50 hours per week since July 2013. Another one hour will be added back to the employees work week on July 1, 2014. While this change has resulted in somewhat lower levels 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.



Summary

The budget subcommittee presents a balanced budget in 2013/14. While the future is dependent upon potential revenue that may or may not be approved by the voters in November 2014, this current 2014/15 budget is balanced. The City may defer some of the non-profit requests for funding, until we know if our revenue income will remain strong.

If the ballot measure(s) are not passed in November, then the City will likely be looking to reduce core services at the mid-year budget adjustment process, so that we learn to live within our means.

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

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

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

City of Sebastopol Department Heads
 Mary Gourley, City Clerk
 Jeffrey Weaver, Police Chief
 William Braga, Fire Chief
 Richard Emig, Public Works Superintendent
 Susan Kelly, Engineering Director
 Kenyon Webster, Planning Director
 Glenn Schainblatt, Building Official
 Karen Cano, Administrative Services Director

Council Member Michael Kyes

It is with great sadness to inform the community of the death of Council Member Kyes on May 25, 2014. Michael was elected to City Council in 2010 and served as Mayor in 2013. He also served on the City's budget subcommittee for two consecutive years, and he was the "heart of soul" of that process. Michael was committed to the evolution of the City's budget and devoted hours of dedicated service to the City. He was a champion for the City and provided innovative ideas for our City's well-being. The remaining budget subcommittee members are saddened that Michael will not be able to see the final budget adoption, for which he was so intimately involved. He will be greatly missed.

Respectfully Submitted,



City of Sebastopol Budget Subcommittee
Robert Jacob, Mayor
Michael Kyes, Councilmember
Larry McLaughlin, City Manager
Karen Cano, Administrative Services Director

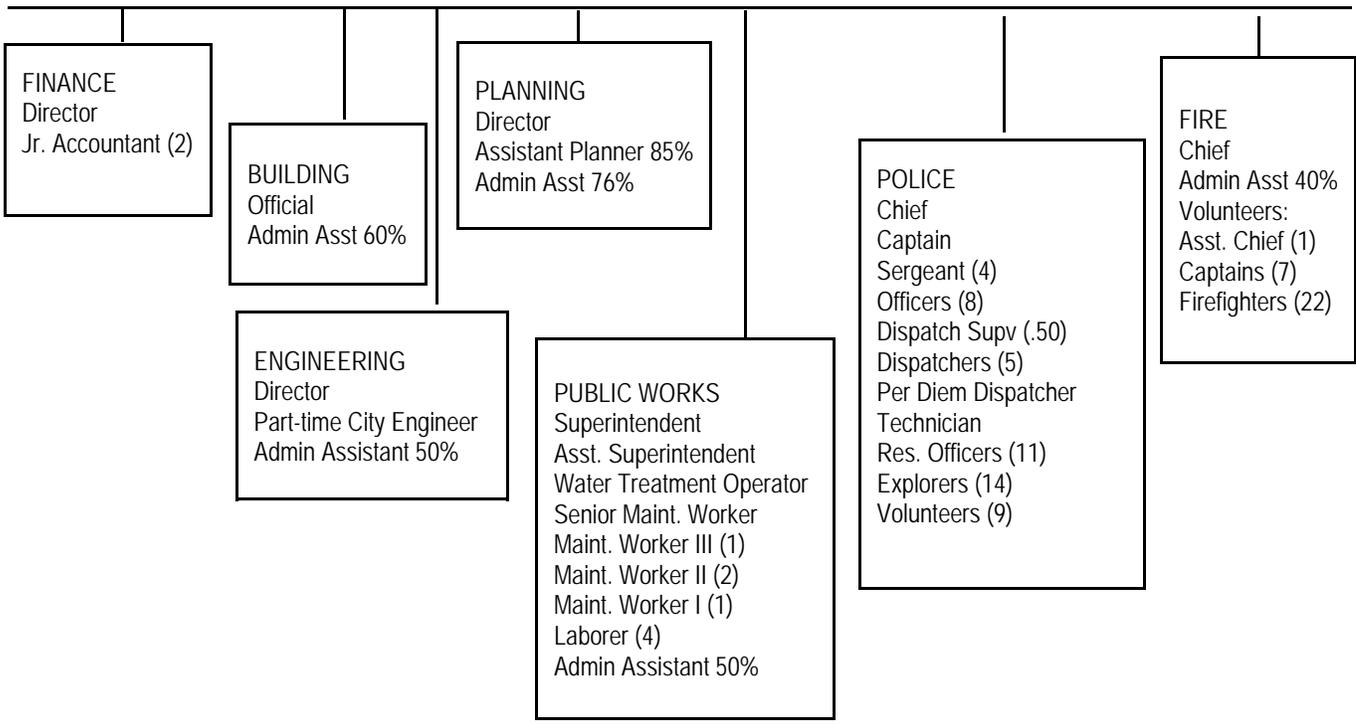
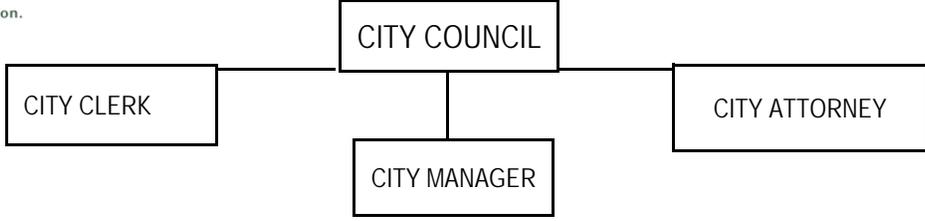
City of Sebastopol 2014/15 Table of Contents

Page	Content
<i>Personnel Information</i>	
1	Personnel Chart
2	Staff
3 - 4	Staffing Allocations
<i>Summarized Budget Information</i>	
5 - 6	Expenditure Allocations
7	Historical Comparison of Revenues and Expenditures
8 - 11	Charts and Graphs
<i>Revenues</i>	
12 - 20	Revenues
<i>Expenditures</i>	
21 - 23	City Council and Non-Profit Community Support
24 - 25	Cittaslow and Community Services
26 - 28	Transactions and Use Tax
29 - 30	City Manager
31 - 32	City Attorney
33 - 35	City Clerk
36 - 38	Finance Department
39 - 42	Benefits, Insurance and Other
43 - 48	Police Department
49 - 52	Fire Department
53 - 56	Planning Department
57 - 59	Building Department
60 - 62	Engineering Department
63 - 74	Public Works (Corp Yard, Govt Bldgs, Village MHP, Streets, Parking Lots, Parks, Ives Pool, Recreation and Community Support, Community Center)
75	Gas Tax Streets
76	Storm Water Management / NPDES Compliance
77 - 84	Water and Sewer Enterprise Funds
85 - 89	Debt Service and Assessment District
90 - 92	Redevelopment Obligation Retirement Fund



SEBASTOPOL
Local Flavor. Global Vision.

CITIZENS OF SEBASTOPOL



One Administrative Assistant is shared by the Fire (40%) and Building (60%) departments.

One Administrative Assistant is shared by the Engineering (50%) and Public Works (50%) departments.

CITY OF SEBASTOPOL

STAFF

Lawrence McLaughlin	City Manager / City Attorney
Mary Gourley	City Clerk
Jeffrey Weaver	Police Chief
Bill Braga	Fire Chief
Karen Cano	Administrative Services Director
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 2014/2015
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>FINANCE</u>						
Director	1	33%	34%	33%		100%
Junior Accountant	1	33%	34%	33%		100%
	2	33%	34%	33%		100%
Total	3					
<u>BUILDING</u>						
Building Official	1	74%	13%	13%		100%
Admin Asst - Fire Station **	.60	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 - Corp Yard ***	.50	33%	34%	23%	10%	100%
Planning Director	1	92%	5%	3%		100%
Assistant Planner	.85	92%	5%	3%		100%
Admin Asst - Planning	.76	92%	5%	3%		100%
Total	4.61					
<u>FIRE</u>						
Fire Chief	1	97%	3%			100%
Volunteers	30	97%	3%			100%
Admin Asst - Fire Station **	.40	97%	3%			100%
Total	31.40					

<u>POLICE</u>							
Chief	1	100%					100%
Captain	1	100%					100%
Sergeants	4	100%					100%
Officers	8	100%					100%
Dispatch Supervisor	1	100%					100%
Dispatchers	5	100%					100%
Technician	1	100%					100%
Aide	1	100%					100%
Reserves	11	100%					100%

Total 33

<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	30%	20%	20%	30%		100%
Maintenance Worker I	1	40%	20%	20%	40%		100%
Laborer	4	80%	0%	0%	20%		100%
Admin Asst - Corp Yard **	.50	100%					100%

Total 12.50

*Asterisks designate one employee holding two positions.

Expenditure Allocations 2014/2015

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	178,051	22,711	26,496	4,800			232,058
24	Cittaslow	18,000						18,000
30	City Manager	102,517	34,173	34,173	5,500			176,363
32	City Attorney	192,385	10,456	6,273				209,114
35	City Clerk	186,502	17,553	15,359	18,000			237,414
38	Finance	97,155	147,677	143,791	4,800			393,423
41	Non-Departmental/Audit, Award & Accrual Expense	80,892	8,879	8,879				98,650
44	Police Services	2,887,906			414,995			3,302,901
46	Police SLESF Funding	0					100,000	100,000
47	Police Grants	0					101,000	101,000
48	Animal Control	7,600						7,600
50	Fire Services	582,560	43,849		13,500			639,909
51	Emergency Preparedness	3,900			1,250			5,150
52	Fire SAFER Grant	0					50,000	50,000
55	Planning Department	331,321	18,007	10,804	4,600			364,732
56	General Plan Update	0			169,000			169,000
58	Building Inspection	163,356	28,698	28,698	3,500			224,252
62	Engineering	95,029	97,909	66,232	3,300	28,797		291,267
65	Corporation Yard Admin.	0	161,436	117,714	60,175			339,325
66	Government Buildings	25,740	12,871	12,871	94,000			145,482
67	Village Mobile Home Park	49,200	5,400	5,400				60,000
68	Streets - General Fund	0			199,051			199,051
70	Parking Lots	41,356						41,356
71	Parks & Landscaping	145,551			145,428			290,979
72	Ives Pool	74,760			45,500			120,260
73	Recreation & Community Support	45,982						45,982
74	Community Center	31,300			132,838			164,138

Pg	Department	General Fund	Water Fund	Sewer Fund	Sales T/U Tax	Gas Tax Fund or Park In Lieu	Grants or Other Funding	Total
75	Gas Tax Streets (less Engineering staff time)	0			42,251	176,038		218,289
76	Storm Water Compliance	0			70,000			70,000
79	Sewage Treatment	0		1,491,849				1,491,849
80	Sewer Operations	0		344,355				344,355
83	Water Operations	0	673,072					673,072
86	Debt Service - W & S Ops and Sales Tax	0	108,743	76,774	331,513			517,030
86	Debt Service - Park In Lieu	0				31,470		31,470
86	Debt Service - CREBS	0					20,299	20,299
86	Debt Service - Water CIP	0	182,401					182,401
88	Woodstone Assessment	8,335					30,800	39,135
89	Street Lighting Assessment District	0					92,804	92,804
91	Redevelopment Obligation Retirement Fund Debt Service	0					427,401	427,401
92	RORF Administration	0					250,000	250,000
Total Expenditures		5,349,398	1,573,835	2,389,668	1,764,001	236,305	1,072,304	12,385,511

Approved Revenues	5,364,152	2,010,085	2,947,037	1,766,562	236,305	1,072,304	13,396,445
Unallocated Revenues (Excess Expenditures)	14,754	436,250	557,369	2,561	0	0	1,010,934

Reserve or Capital Transfer	0	0	0	0	0	0	0
Ending Balances	14,754	436,250	557,369	2,561	0	0	1,010,934



SEBASTOPOL
Local Flavor. Global Vision.

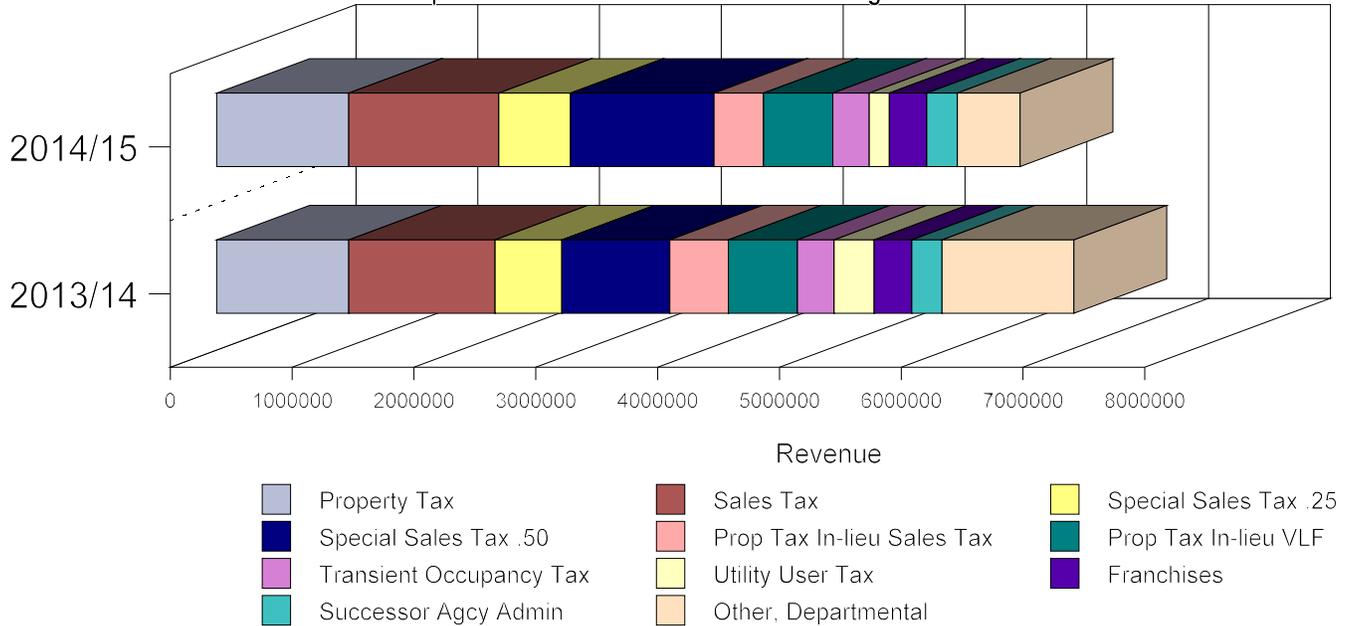
CITY OF SEBASTOPOL
COMPARISON OF REVENUES and EXPENDITURES
FISCAL YEARS 2013/2014 to 2014/2015



<i>Fund Description</i>	<i>2013/2014 Budgeted Revenues</i>	<i>2014/2015 Budgeted Revenues</i>	<i>2013/2014 Budgeted Expenditures</i>	<i>2014/2015 Budgeted Expenditures</i>
General Fund - 000	\$5,598,696	\$5,364,152	\$5,544,840	\$5,285,996
Sales Tax Fund .25% - 001	\$548,300	\$588,746	\$548,300	\$588,746
Sales Tax Fund .50% - 001	\$886,600	\$1,177,816	\$1,068,791	\$1,175,255
Sewer Operations - 420	\$2,631,019	\$2,947,037	\$2,392,326	\$2,360,525
Water Operations - 510	\$1,706,419	\$2,010,085	\$1,329,636	\$1,389,990
Special Assnts - 778/780	\$123,121	\$123,121	\$126,733	\$128,835
Gas Tax - 830	\$236,174	\$204,577	\$236,174	\$204,577
<i>Total</i>	<i>\$11,730,329</i>	<i>\$12,415,534</i>	<i>\$11,246,800</i>	<i>\$11,133,924</i>

Gen Fund/Special Sales Tax Revenues

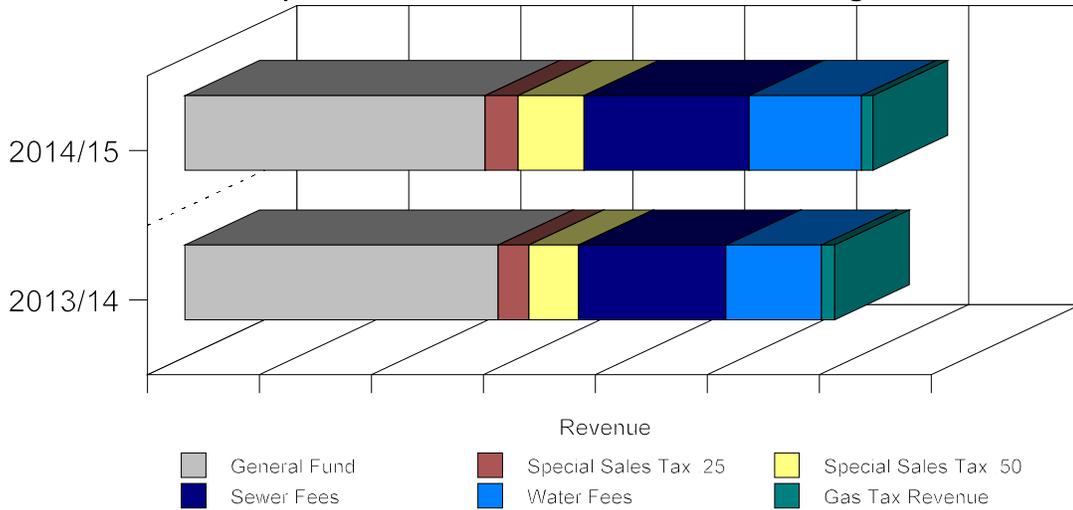
Comparison FY 2013/14 vs. FY 2014/15 Budget



Revenues	FY 2013/14	FY 2014/15
Property Tax	\$1,084,668	\$1,084,668
Sales Tax	\$1,200,150	\$1,231,686
Special Sales Tax .25	\$548,300	\$588,746
Special Sales Tax .50	\$886,600	\$1,177,816
Prop Tax In-lieu Sales Tax	\$481,000	\$407,028
Prop Tax In-lieu VLF	\$567,000	\$567,000
Transient Occupancy Tax	\$300,000	\$300,000
Utility User Tax	\$330,000	\$165,000
Franchises	\$307,700	\$307,700
Successor Agcy Admin Fee	\$250,000	\$250,000
Other, Department Revenue	\$1,081,678	\$1,051,070
Total	\$7,037,096	\$7,130,714

Total Operating Revenue

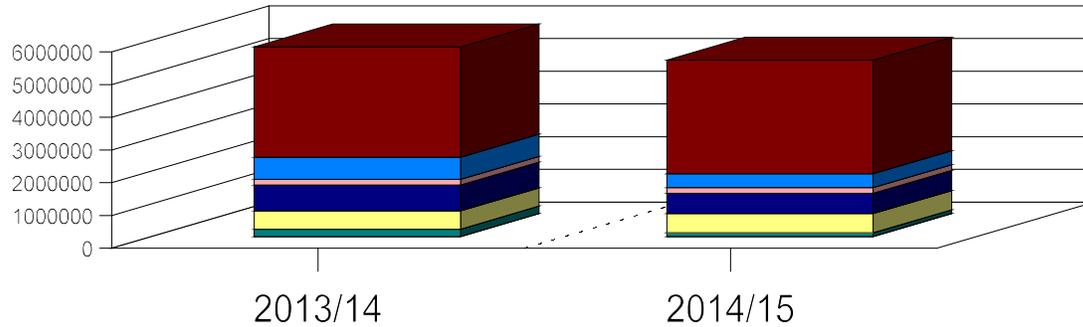
Comparison FY 2013/14 vs. FY 2014/15 Budget



Revenues	FY 2013/14	FY 2014/15
General Fund	\$5,598,696	\$5,364,152
Special Sales Tax .25	\$548,300	\$588,746
Special Sales Tax .50	\$886,600	\$1,177,816
Sewer Fees	\$2,631,019	\$2,947,037
Water Fees	\$1,706,419	\$2,010,085
Gas Tax Revenue	\$236,174	\$204,577
Total	\$11,607,208	\$12,292,413

General Fund Expenditures

Comparison FY 2013/14 vs. FY 2014/15 Budget



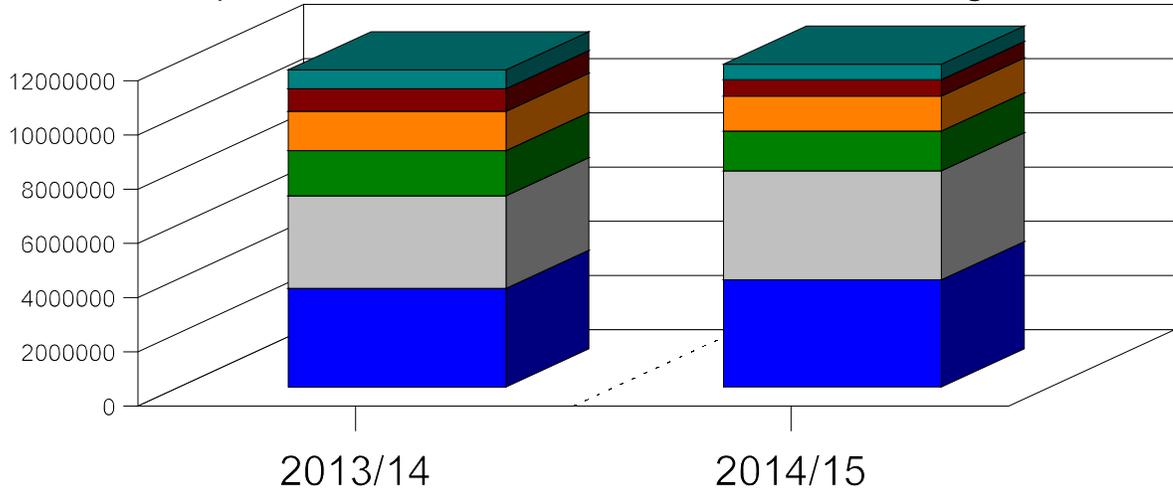
Expenditures



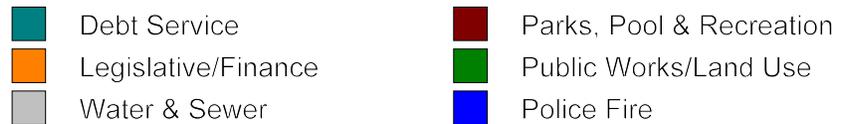
Expenditures	FY 2013/14	FY2014/15
Police and Fire	\$3,371,667	\$3,470,466
Public Works: Govt Bldgs, Village MHP, GF Streets, Parking Lots	\$227,598	\$116,297
Land Use: Building, Engineering, Planning	\$559,700	\$588,855
Legislative: Council, Manager, Clerk, Attorney	\$787,099	\$616,906
Finance, Audit	\$177,665	\$178,049
Parks, Pool, Recreation & Community Center	\$675,890	\$425,931
Total	\$5,799,619	\$5,396,504

Total Operating Expenditures

Comparison FY 2013/14 vs. FY 2014/15 Budget



Expenditures



Expenditures	FY 2013/14	FY 2014/15
Police/Fire	\$3,637,599	\$3,955,560
Water and Sewer	\$3,412,261	\$4,020,515
Public Works/Land Use	\$1,666,902	\$1,467,153
Legislative /Finance	\$1,453,604	\$1,289,522
Parks & Community Support	\$826,594	\$601,359
Debt Service	\$698,411	\$575,132
Total	\$11,695,371	\$11,909,241

City of Sebastopol Revenue Estimates

ACCOUNT		2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to 6/5/14	2013/14 Projected	2014/2015 BUDGET
NON-DEPARTMENTAL GENERAL FUND (000) REVENUES							
4010	Property Taxes	1,034,825	1,007,231	1,084,668	1,017,642	1,084,668	1,084,668
4011	Residual RPTTF Redevelopment Prop Tax Trust Fund	257,886	503,862	327,000	163,500	327,000	300,000
4052	Prop Tax In-Lieu of Sales Tax	325,286	330,000	481,000	452,139	481,000	407,028
4301	Property Tax In-Lieu of VLF	561,164	570,000	567,000	591,354	567,000	567,000
4018	Transient Occupancy Tax	300,937	300,000	300,000	287,378	300,000	300,000
4020	Pacific Gas & Electric Franchise	62,147	68,000	64,000	64,178	64,000	64,000
4023	Video Franchise Fees	4,149	5,000	8,000	6,608	8,000	8,000
4025	Garbage Franchise	154,914	155,000	159,700	146,216	159,700	159,700
4030	Cable TV Franchise	73,022	78,000	76,000	64,254	76,000	76,000
4040	Real Estate Transfer Tax	67,024	31,000	32,000	32,961	32,000	32,000
4045	Utility Users Tax (Expires 01/01/2015)	304,796	355,000	330,000	301,289	330,000	165,000
4050	Sales Tax	1,004,996	1,075,000	1,200,150	879,511	1,200,150	1,231,686
4200	Interest Income	9,762	5,000	6,000	1,174	6,000	6,000
4205	Cell Tower Lease	34,785	32,000	29,500	25,234	29,500	29,500
4210	City Rental Income 6901 Palm Ave.	3,837	5,500	4,400	3,718	4,400	4,400
4300	Vehicle In-Lieu Tax	3,930	0	3,370	3,370	3,370	0
4320	State Mandated Cost Reimb.	5,424	5,000	3,500	3,687	3,500	3,500
4390	Beverage Container Payment	5,000	5,000	5,000	5,000	5,000	5,000
4395	Litigation Income	0	0	680	680	680	0
4410	Sale of Publications	708	700	450	615	450	450
4415	Mgmt Staff Time on Deposit Accounts	8,030	5,000	0	0	0	0
4500	Sale of Surplus Property	20,093	0	3,700	17,960	3,700	0
4505	REMIF Insurance Rebate	0	0	0	0	0	0
4510	Miscellaneous Income	202	200	1,200	1,625	1,275	500
<i>SUBTOTAL NON-DEPARTMENTAL REVENUES:</i>		<i>4,242,917</i>	<i>4,536,493</i>	<i>4,687,318</i>	<i>4,070,093</i>	<i>4,687,393</i>	<i>4,444,432</i>
 <i>WINDFALL GENERAL FUND (000) REVENUES</i> 							

ACCOUNT		2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to <u>6/5/14</u>	2013/14 Projected	2014/2015 BUDGET
4013	Property Tax Tolling Agreement	0	84,398	0	0	0	0
4500	Property Sale Ceres Building	0	285,000	0	0	0	0
4925	Successor Agency Administration	250,000	250,000	250,000	250,000	250,000	250,000
<i>SUBTOTAL WINDFALL REVENUES:</i>		<i>250,000</i>	<i>619,398</i>	<i>250,000</i>	<i>250,000</i>	<i>250,000</i>	<i>250,000</i>

DEPARTMENTAL GENERAL FUND REVENUES (000)

FINANCE							
4080	Business Licenses	115,785	115,000	109,500	121,591	109,500	109,500
4424	Administrative Services Staff Time	4,069	3,500	2,500	3,643	2,500	2,500
4490	Admin Services Loan Processing	78	60	0	0	0	0
<i>SUBTOTAL ADMIN SERVICES REVENUES</i>		<i>119,932</i>	<i>118,560</i>	<i>112,000</i>	<i>125,234</i>	<i>112,000</i>	<i>112,000</i>

BUILDING INSPECTION							
4120	Building Permits	200,999	130,000	130,000	157,463	130,000	130,000
4423	Building Inspector Revenue	30,159	30,000	28,000	25,895	28,000	28,000
<i>SUBTOTAL BUILDING REVENUES</i>		<i>231,158</i>	<i>160,000</i>	<i>158,000</i>	<i>183,358</i>	<i>158,000</i>	<i>158,000</i>

CITY CLERK							
4421	Notary Fees	90	100	20	50	20	20
4425	Plaza Rental Fees	2,610	4,000	2,300	5,058	2,500	2,500
<i>SUBTOTAL CITY CLERK REVENUES</i>		<i>2,700</i>	<i>4,100</i>	<i>2,320</i>	<i>5,108</i>	<i>2,520</i>	<i>2,520</i>

ENGINEERING							
4430	Encroachment Permits	20,875	18,000	25,000	19,770	25,000	25,000
4431	Engineering Maps/Reports	46	75	50	0	50	50
4432	Grading Permits	2,050	1,000	1,500	1,400	1,500	1,500
4433	Engineering Staff Time	47,641	45,000	50,000	54,039	50,000	50,000
4434	Sale of Plans & Specifications	25	1,000	500	0	500	500

ACCOUNT	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to <u>6/5/14</u>	2013/14 Projected	2014/2015 BUDGET
<i>SUBTOTAL ENGINEERING REVENUES</i>	<i>70,637</i>	<i>65,075</i>	<i>77,050</i>	<i>75,209</i>	<i>77,050</i>	<i>77,050</i>

FIRE							
4465	Fire Department Fees	22,174	25,000	24,000	29,438	24,000	24,000
4470	Weed Abatement Expense Reimb.	0	0	1,200	550	550	600
<i>SUBTOTAL FIRE REVENUES</i>		<i>22,174</i>	<i>25,000</i>	<i>25,200</i>	<i>29,988</i>	<i>24,550</i>	<i>24,600</i>

PLANNING							
4420	Planning Fees	40,708	25,000	20,000	40,839	23,000	23,000
4422	Planning Publications	86	50	200	170	200	200
<i>SUBTOTAL PLANNING REVENUES</i>		<i>40,794</i>	<i>25,050</i>	<i>20,200</i>	<i>41,009</i>	<i>23,200</i>	<i>23,200</i>

POLICE							
4055	Public Safety Aug. Fund (Prop 172)	62,634	50,000	62,000	58,567	68,700	68,000
4060	Booking Fee Reimbursement	72	0	0	0	0	0
4100	Dog Licenses	3,195	2,000	3,000	2,234	2,000	2,000
4110	Pet Shelter Release Fee	1,300	2,000	1,300	3,200	2,845	2,800
4130	Vehicle Code Fines	56,990	45,000	65,000	85,282	62,400	60,000
4140	Criminal Code Fines	85,947	7,000	1,500	851	785	750
4150	Parking Violations	31,676	28,000	24,000	21,607	22,000	22,000
4220	Parking Space Rentals	527	450	400	2,064	2,000	500
4330	P.O.S.T Reimbursements	20,185	12,000	10,000	11,306	10,200	10,000
4460	Police Services/Fingerprinting	44,573	40,000	27,000	29,398	33,000	33,000
4461	Police D.U.I. Recovery	1,892	2,000	2,400	668	400	500
4462	Vehicle Releases	10,110	10,000	9,800	12,450	12,000	10,000
4463	Police Reports/Copies	3,365	2,500	3,500	4,380	3,540	3,500
4464	Police False Alarms	73	0	0	0	0	0
4467	Police Overtime Reimbursement	2,103	4,000	4,000	1,904	3,030	3,000

ACCOUNT	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to <u>6/5/14</u>	2013/14 Projected	2014/2015 BUDGET
<i>SUBTOTAL POLICE REVENUES</i>	<i>324,642</i>	<i>204,950</i>	<i>213,900</i>	<i>233,911</i>	<i>222,900</i>	<i>216,050</i>

PUBLIC WORKS							
4215	Little League Park Use Reimb.	268	500	1,500	1,009	1,300	1,300
4440	State Highway Reimbursements	17,184	20,000	2,184	270	200	0
4445	Public Works Services	23,565	20,000	24,710	23,305	25,000	25,000
4480	Ives Pool Reimbursement	34,080	40,000	24,314	44,838	30,000	30,000
<i>SUBTOTAL PUBLIC WORKS REVENUES</i>		<i>75,097</i>	<i>80,500</i>	<i>52,708</i>	<i>69,422</i>	<i>56,500</i>	<i>56,300</i>
<i>SUBTOTAL DEPARTMENTAL REVENUES:</i>		<i>887,134</i>	<i>683,235</i>	<i>661,378</i>	<i>763,239</i>	<i>676,720</i>	<i>669,720</i>

TOTAL COMBINED GENERAL FUND REVENUES	5,380,051	5,839,126	5,598,696	5,083,332	5,614,113	5,364,152
---	------------------	------------------	------------------	------------------	------------------	------------------

ACCOUNT	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to <u>6/5/14</u>	2013/14 Projected	2014/2015 BUDGET
---------	---------------------	---------------------	-----------------------	---	----------------------	---------------------

OTHER FUND REVENUES

TRANSACTION AND USE SALES TAX (001)							
4050	Measure T - 2004 - .25% (No exp.)	520,394	545,241	548,300	426,062	548,300	588,746
4051	Measure Y - 2012 - .50% (8 Years beginning 4/1/13)	0	470,565	886,600	635,671	886,600	1,173,816
4200	Interest Income	2,168	3,000	3,500	3,135	3,500	4,000
<i>TOTAL TRANSACTION & USE TAX REVENUES</i>		<i>522,562</i>	<i>1,018,806</i>	<i>1,438,400</i>	<i>1,064,868</i>	<i>1,438,400</i>	<i>1,766,562</i>

MEASURE M TRANSPORTATION TAX (003)							
4050	Sonoma County Sales Tax	56,095	42,000	48,210	39,405	48,210	54,112
4200	Interest Income	488	0	950	856	950	950
<i>TOTAL MEASURE M REVENUES</i>		<i>56,583</i>	<i>42,000</i>	<i>49,160</i>	<i>40,261</i>	<i>49,160</i>	<i>55,062</i>

PG&E SOLAR ENERGY REBATES - CREBS PROJECT (008)							
4504	PG&E Solar Energy Rebates	30,632	40,900	33,500	23,324	33,500	0
<i>TOTAL REBATES REVENUES</i>		<i>30,632</i>	<i>40,900</i>	<i>33,500</i>	<i>23,324</i>	<i>33,500</i>	<i>0</i>

COMMUNITY FUND (033)							
4511	Utility Bill Customer Donations	1,150	1,000	1,000	930	1,000	1,000
<i>TOTAL COMMUNITY FUND REVENUES</i>		<i>1,150</i>	<i>1,000</i>	<i>1,000</i>	<i>930</i>	<i>1,000</i>	<i>1,000</i>

ART IN LIEU (060)							
4128	Art In Lieu Fees	0	0	18,540	13,904	18,540	18,540
<i>TOTAL ART IN LIEU REVENUES</i>		<i>0</i>	<i>0</i>	<i>18,540</i>	<i>13,904</i>	<i>18,540</i>	<i>18,540</i>

ACCOUNT		2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to <u>6/5/14</u>	2013/14 Projected	2014/2015 BUDGET
HOUSING LINKAGE FEE (064)							
4116	Housing Linkage Fee	0	9,252	10,000	6,981	12,333	12,333
<i>TOTAL HOUSING LINKAGE FEE REVENUES</i>		<i>0</i>	<i>9,252</i>	<i>10,000</i>	<i>6,981</i>	<i>12,333</i>	<i>12,333</i>

INCLUSIONARY HOUSING FEES (065)							
4115	Inclusionary Housing Fees	33,360	0	0	0	0	0
4200	Interest Income	720	750	1,000	866	1,000	500
<i>TOTAL INCLUSIONARY HOUSING REVENUES</i>		<i>34,080</i>	<i>750</i>	<i>1,000</i>	<i>866</i>	<i>1,000</i>	<i>500</i>

BUILDING PERMIT TECHNOLOGY FEE (068)							
4124	Building Permit Technology Fee	5,628	3,000	2,000	4,732	3,000	3,000
<i>TOTAL BLDG TECHNOLOGY FEE REVENUES</i>		<i>5,628</i>	<i>3,000</i>	<i>2,000</i>	<i>4,732</i>	<i>3,000</i>	<i>3,000</i>

BUILDING PERMIT INCREMENTAL FEE (069)							
4123	Building Incremental Fee	8,047	5,500	3,000	6,040	4,000	4,000
<i>TOTAL BLDG INCREMENTAL FEE REVENUES</i>		<i>8,047</i>	<i>5,500</i>	<i>3,000</i>	<i>6,040</i>	<i>4,000</i>	<i>4,000</i>

SEBASTOPOL BUSINESS IMPROVEMENT DISTRICT (090)							
4070	Seb. Business Improvement District	8,123	8,321	8,400	8,046	8,400	8,400
4200	Interest Income	36	0	60	39	60	60
<i>TOTAL BIA DISTRICT REVENUES</i>		<i>8,159</i>	<i>8,321</i>	<i>8,460</i>	<i>8,085</i>	<i>8,460</i>	<i>8,460</i>

GENERAL PLAN UPDATE FEE (095)							
4054	General Plan Update Fee	18,405	10,000	680	8,998	8,700	5,000
4200	Interest Income	211	0	300	264	300	200
<i>TOTAL GENERAL PLAN UPDATE REVENUES</i>		<i>18,616</i>	<i>10,000</i>	<i>980</i>	<i>9,262</i>	<i>9,000</i>	<i>5,200</i>

ACCOUNT		2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to <u>6/5/14</u>	2013/14 Projected	2014/2015 BUDGET
POLICE VEHICLE ABATEMENT FEE (224)							
4459	Abandoned Vehicle Abatement Income	3,610	2,500	3,000	2,834	4,000	4,000
<i>TOTAL VEHICLE ABATEMENT REVENUES</i>		<i>3,610</i>	<i>2,500</i>	<i>3,000</i>	<i>2,834</i>	<i>4,000</i>	<i>4,000</i>

SEWER OPERATING FUND (420)							
4720	Sewer Service Fees	2,053,093	2,025,000	2,575,400	2,371,786	2,575,400	2,884,448
4745	Late Fees	40,991	35,000	51,419	44,143	51,419	57,589
4200	Interest Income	2,590	2,000	4,200	3,514	4,200	5,000
<i>TOTAL SEWER FUND REVENUES</i>		<i>2,096,674</i>	<i>2,062,000</i>	<i>2,631,019</i>	<i>2,419,443</i>	<i>2,631,019</i>	<i>2,947,037</i>

SEWER CAPITAL (421)							
4710	Connection Impact Fees	124,774	4,755	133,444	59,227	133,444	100,000
4200	Interest Income	585	0	0	1,515	1,000	800
<i>TOTAL SEWER CAPITAL REVENUES</i>		<i>125,359</i>	<i>4,755</i>	<i>133,444</i>	<i>60,742</i>	<i>134,444</i>	<i>100,800</i>

WASTEWATER IMPACT FEE (422)							
4125	Wastewater Retrofit Impact Fee	16,360	0	19,400	16,360	16,360	12,480
4200	Interest Income	0	0	850	771	850	600
<i>TOTAL WASTEWATER RETROFIT REVENUES</i>		<i>16,360</i>	<i>0</i>	<i>20,250</i>	<i>17,131</i>	<i>17,210</i>	<i>13,080</i>

WATER OPERATING FUND (510)							
4504	PG&E Energy Rebate	5,755	0	0	0	0	0
4750	City Used Water	57,905	57,000	88,305	77,005	88,305	104,200
4755	Residential - Inside City	821,967	790,000	1,253,500	1,117,120	1,253,500	1,479,130
4756	Residential - Outside City	22,500	21,000	34,313	25,192	34,313	40,489
4760	Commercial - Inside City	211,071	205,000	321,883	295,988	321,883	379,822
4761	Commercial - Outside City	1,025	1,050	1,563	1,506	1,563	1,844

ACCOUNT		2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to <u>6/5/14</u>	2013/14 Projected	2014/2015 BUDGET
4770	Backflow Inspections	900	500	0	2,075	0	0
4780	Utility Customer New Service Fee	3,535	2,900	2,000	2,719	2,000	2,000
4790	Water Meter Sales	1,260	1,000	2,855	2,125	2,855	2,000
4200	Interest Income	7	0	2,000	705	500	600
<i>TOTAL WATER FUND REVENUES</i>		<i>1,125,925</i>	<i>1,078,450</i>	<i>1,706,419</i>	<i>1,524,435</i>	<i>1,704,919</i>	<i>2,010,085</i>

WATER CAPITAL (511)							
4740	Connection Impact Fees	18,655	0	92,058	31,720	92,058	75,000
4200	Interest Income	1,663	1,500	2,225	1,662	2,225	2,000
<i>TOTAL WATER CAPITAL REVENUES</i>		<i>20,318</i>	<i>1,500</i>	<i>94,283</i>	<i>33,382</i>	<i>94,283</i>	<i>77,000</i>

WOODSTONE SPECIAL ASSESSMENT DISTRICT (778)							
4014	Woodstone Special Assessment	31,479	32,000	30,800	32,121	30,800	30,800
<i>TOTAL WOODSTONE DISTRICT REVENUE</i>		<i>31,479</i>	<i>32,000</i>	<i>30,800</i>	<i>32,121</i>	<i>30,800</i>	<i>30,800</i>

STREET LIGHTING SPECIAL ASSESSMENT DISTRICT (780)							
4725	Street Lighting Assessment	90,544	101,000	92,021	89,727	92,021	92,021
4200	Interest Income	199	0	300	201	300	300
<i>TOTAL STREET LIGHTING REVENUES</i>		<i>90,743</i>	<i>101,000</i>	<i>92,321</i>	<i>89,928</i>	<i>92,321</i>	<i>92,321</i>

SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUND (812)							
4836	SLESF ERAF Return	112,495	100,000	100,000	92,054	100,000	100,000
4200	Interest Income	33	100	100	0	100	100
<i>TOTAL SLESF REVENUES</i>		<i>112,528</i>	<i>100,100</i>	<i>100,100</i>	<i>92,054</i>	<i>100,100</i>	<i>100,100</i>

GAS TAX FUND (830)							
4801	Gas Tax Rev & Taxation 4360	204,038	205,085	236,174	192,684	229,015	204,577

ACCOUNT	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 BUDGETED	2013/2014 Revenue YTD to <u>6/5/14</u>	2013/14 Projected	2014/2015 BUDGET
<i>TOTAL GAS TAX REVENUES</i>	<i>204,038</i>	<i>205,085</i>	<i>236,174</i>	<i>192,684</i>	<i>229,015</i>	<i>204,577</i>

PARK IN LIEU FEE (860)							
4850	Park Impact Fee	48,750	3,900	50,700	49,400	50,700	50,700
4200	Interest Income	2,094	1,600	2,800	2,141	2,800	2,800
<i>TOTAL PARK IN LIEU REVENUES</i>		<i>50,844</i>	<i>5,500</i>	<i>53,500</i>	<i>51,541</i>	<i>53,500</i>	<i>53,500</i>

TRAFFIC IMPACT FEE (870)							
4855	Traffic Impact Fee	32,460	12,000	64,407	50,359	64,407	64,407
4200	Interest Income	3,504	2,000	3,700	3,418	3,700	3,700
<i>TOTAL TRAFFIC IMPACT REVENUES</i>		<i>35,964</i>	<i>14,000</i>	<i>68,107</i>	<i>53,777</i>	<i>68,107</i>	<i>68,107</i>

UTILITY UNDERGROUNDING FEE (875)							
4855	Undergrounding Fee	0	0	0	0	0	0
4200	Interest Income	868	0	2,000	938	1,000	1,000
<i>TOTAL TRAFFIC IMPACT REVENUES</i>		<i>868</i>	<i>0</i>	<i>2,000</i>	<i>938</i>	<i>1,000</i>	<i>1,000</i>

REDEVELOPMENT OBLIGATION RETIREMENT FUND (950)							
4950	Tax Increment	922,558	0	0	0	0	0
4200	Interest Income	27,398	0	0	0	0	0
<i>TOTAL RORF REVENUES</i>		<i>949,956</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 also appoints the members of the City's advisory commissions and committees. The City Council meets twice a month in regular session, conducts special meetings and study sessions as needed, and attends regional coordination meetings with other local government agencies. The City Council also conducts Town Hall Meetings on matters of interest to the citizens of Sebastopol.

City Council membership and terms of office:

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



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol 2014/2015 Budget Expenditures

Account No. 000-6010
Department: City Council

Object	Description	2012/2012 Actual Expenditures	2012/13 Actual Expenditures	2013/14 Budgeted Expenditures	2013/14 Expenditures YTD to 6/5/14	2014/15 Department Request
6010	Salaries (5 Council members & 1 Video Recorder)	19,295	19,800	19,200	17,867	21,600
6023	Benefits	40,688	41,566	43,990	43,990	46,950
6443	Retiree Medical Insurance	224	1,579	1,579	0	1,579
PERSONNEL COSTS SUBTOTAL		60,207	62,945	64,769	61,857	70,129
6025	Communications	276	200	1,900	1,838	2,200
6030	Office Supplies	1,970	2,500	4,000	3,180	4,800
6050	Misc. Supplies / Services	663	1,425	2,250	2,099	2,750
6060	Conferences	1,146	4,000	6,500	2,738	6,500
6065	Meetings & Teen Center Use	2,115	1,500	3,500	1,580	3,500
6070	Dues / Subscriptions	12,971	16,000	22,500	15,731	22,500
6320	Publication / Legal Notice	3,912	5,750	7,500	5,156	7,500
6425	REMIF Liab., Prop, Flood Ins.	3,086	3,877	3,884	3,884	4,579
6865	Beverage Container Program	5,000	5,000	5,000	0	5,000
6868	Council Approved Initiatives	3,665	3,200	2,500	1,747	2,500
6874	Community Support (see detail)	23,935	23,500	56,590	46,725	56,300
8015	Technology Maintenance	0	400	0	0	1,000
TOTAL OPERATING		\$118,946	\$130,297	\$180,893	\$146,535	\$189,258
Council Objectives - Fund 000						
6866	Comm Outreach Coordinator *	0	0	40,000	22,090	38,000
6867	Diamond Lumber Renovation	0	0	5,000	0	0
7030	Library/City Hall Landscaping	0	0	20,000	20,000	0
TOTAL OBJECTIVES		\$0	\$0	\$65,000	\$42,090	\$38,000
Capital Outlay - Fund 001						
6972	Photocopier Lease	3,957	3,841	4,800	4,615	4,800
TOTAL CAPITAL		\$3,957	\$3,841	\$4,800	\$4,615	\$4,800
TOTAL DEPARTMENT		\$122,903	\$134,138	\$250,693	\$193,240	\$232,058
Redevelopment/ RORF Fund Cost Allocation		(\$3,105)	\$0	\$0	\$0	\$0
000-6010-3420 Water Fund Cost Allocation 12%		(\$9,758)	(\$12,378)	(\$21,707)	(\$17,584)	(\$22,711)

000-6010-3510 Sewer Fund Cost Allocation 14%	(\$12,421)	(\$14,441)	(\$25,325)	(\$20,515)	(\$26,496)
General Fund Cost Allocation 74%	\$96,767	\$103,478	\$198,861	\$150,526	\$178,051

*000-6010-6866 - Community Outreach Coordinator's contract ends in October 2014. The \$38,000 for 2014/15 includes extending the contract through June 2015.

COMMUNITY SUPPORT					
Description	2011/12	2012/13	Comm Fund Allocation 033 2012/13 Only	2013/14	2014/15
Service Agencies 6874					
ANA 16 Analy Student Club Operation	0	0	0	400	400
Community and Family Services Agency	0	0	0	0	5,000
LANTERN Library Association for a new Techno-Current Regional Entity	0	0	0	0	5,000
MRM01 Mr. Music Foundation	0	0	0	5,000	5,000
REP02 Performing Arts dba Main Stage West	0	0	500	1,490	2,500
REB01 Rebuilding Together Sebastopol	0	0	0	2,500	2,500
BUR07 Sebastopol Area (Burbank) Senior Center	2,000	2,000	100	5,000	5,000
SEB04 Sebastopol Center for the Arts **	3,800	3,800	200	10,000	7,500
SEB01 Chamber of Commerce	2,500	2,500	2,500	10,000	5,000
SEB03 Sebastopol Community Cultural Center (Moved to page 74 in fiscal year 2013/14)	11,735	11,300	0	11,300	0
SEB60 SCCC TeensWork Program	0	0	2,000	2,400	2,400
SEB11 Sebl Union School District Rainbow House	1,900	1,900	2,100	4,000	4,000
Sebastopol Village Building Convergence	0	0	0	0	2,000
SEB28 World Friends - Sister City Exchanges	1,000	1,000	500	2,500	2,500
Slow Food Russian River	0	0	0	0	4,500
WES06 Western So Co Historical Society	1,000	1,000	1,000	2,000	3,000
Total	\$ 23,935	\$ 23,500	\$ 8,900	\$ 56,590	\$ 56,300

**SEB04 Sebastopol Center for the Arts - 2014/15 includes an additional \$1,000 for in-kind PW Services.



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2011/2012 Actual Expenditures	2012/2013 Actual Expenditures	2013/2014 Budgeted Expenditures	2013/14 Expenditures YTD to 6/5/14	2014/2015 Department Request
6050	Miscellaneous	0	0	20,000	10,338	18,000
TOTAL DEPARTMENT		\$0	\$0	\$20,000	\$10,338	\$18,000



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>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6874	Community Fund *	0	8,900	0	0	0
7030	Library Landscape Project	0	2,500	0	0	0
7099	Mural Project	1,250	1,250	0	0	0
TOTAL OPERATING		\$1,250	\$12,650	\$0	\$0	\$0
033-4511	Contributions to Community Fund (via Utility Bills)	(\$1,150)	(\$1,000)	(\$1,000)	(\$930)	(\$1,000)
TOTAL DEPARTMENT		\$100	\$11,650	(\$1,000)	(\$930)	(\$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
Summary of 2014/2015 Budget Expenditures (Informational Only)
Refer to Individual budget pages for allocations

Fund No. 001

Sebastopol Transactions and Use Tax

<u>Dept/ Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
DEBT SERVICE						
6090-6515	2006 Infrastructure Lease Interest	15,519	29,607	28,048	28,048	26,413
6091-6515	2006 Infrastructure Lease Prin.	45,836	31,748	33,306	33,306	34,941
6090-6516	Village MHP Purchase Interest	34,452	32,958	32,183	15,895	30,576
6091-6516	Village MHP Purchase Principal	30,133	31,627	32,402	16,397	34,009
6091-6517	CREBS Solar Principal	0	46,267	46,267	46,267	46,267
6090-6916	Fire Pumper Engine Lease Int.	16,858	13,092	9,199	9,200	5,187
6091-6916	Fire Pumper Engine Lease Prin.	122,225	126,001	129,894	129,894	133,906
6090-6921	Vacuum Truck Interest	1,424	1,165	894	0	609
6091-6921	Vacuum Truck Principal	5,492	5,752	6,023	0	6,308
6090-7068	Energy Conservation Loan Interest	3,589	2,533	1,438	1,438	293
6091-7068	Energy Conservation Loan Prin	23,006	24,062	25,157	25,157	13,004
<i>SUBTOTAL DEBT SERVICE</i>		<i>298,534</i>	<i>344,812</i>	<i>344,811</i>	<i>305,602</i>	<i>331,513</i>
DEPARTMENTAL CHARGES						
6010-xxxx	City Council	3,957	3,841	4,800	4,615	4,800
6020-xxxx	City Manager	20,652	24,654	29,000	27,322	5,500
6021-xxxx	City Clerk	1,979	16,779	8,000	2,980	18,000
6030-xxxx	Finance	3,957	5,341	4,800	4,640	4,800
6200-xxxx	Police	1,920	48,735	72,725	65,030	79,792
6280-xxxx	Fire	31,508	16,650	15,000	9,004	13,500
6230-7063	Emergency Preparedness	0	1,500	1,500	0	1,250
6050-xxxx	Planning	3,681	3,900	4,600	4,670	4,600
6051-xxxx	General Plan Update	0	0	250,000	0	169,000
6290-xxxx	Building	2,548	3,110	3,000	1,988	3,500
6300-xxxx	Engineering	1,841	1,800	3,300	2,643	3,300
6310-xxxx	Public Works	1,657	39,032	3,000	2,643	3,000
6060-xxxx	Government Buildings	0	0	0	0	94,000
6330-xxxx	Streets (General Fund)	65,521	66,540	152,690	143,592	101,090
6340-xxxx	Parking Lots	0	34,932	0	0	0

6380-xxxx	Parks & Landscaping	10,219	45,340	126,390	120,694	42,840
6385-xxxx	Ives Pool	0	90,000	149,368	137,289	45,500
6391-xxxx	Community Center Improvements	0	0	181,500	20,206	132,838
6395-xxxx	Community Support	4,092	0	0	0	0
6530-xxxx	Stormwater Mgmt Permit Reg.	0	0	60,000	38,173	70,000
830-6330	Gas Tax Overage	0	4,500	1,627	0	42,251
<i>SUBTOTAL DEPARTMENTAL CHARGES</i>		<i>\$153,532</i>	<i>\$406,654</i>	<i>\$1,071,300</i>	<i>\$585,489</i>	<i>\$839,561</i>
DEPARTMENT ALLOCATIONS						
6200-6005	Police Personnel Costs	0	0	148,129	141,968	335,203
6310-6005	Public Works Personnel Costs	0	0	52,896	52,131	57,175
6330-6005	GF Streets Personnel Costs	0	0	0	0	97,961
6380-6005	Parks Personnel Costs	0	0	0	0	102,588
<i>SUBTOTAL DEPARTMENT ALLOCATIONS</i>		<i>\$0</i>	<i>\$0</i>	<i>\$201,025</i>	<i>\$194,099</i>	<i>\$592,927</i>
CAPITAL IMPROVEMENT PROGRAM						
6321-6918	City Hall Remodel	0	0	55,609	54,418	0
<i>SUBTOTAL CIP PROJECTS</i>		<i>\$0</i>	<i>\$0</i>	<i>\$55,609</i>	<i>\$54,418</i>	<i>\$0</i>
TOTAL DEPARTMENT						
		\$452,066	\$751,466	\$1,672,745	\$1,139,608	\$1,764,001

Refer to individual department pages for Capital Outlay details.

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.

Capital Expenses Currently Not Budgeted or Funded

Possible Future Uses of Transaction and Use Tax

Items listed for 2014/15 are not currently budgeted

Description	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
Vehicle and Large Equipment Replacement (in CIP)	672,750	248,500	286,750	123,500	30,000	525,000
Rebuild City Reserves	100,000	100,000	100,000	100,000	100,000	100,000
Street Repair Reserve Fund	500,000	500,000	500,000	500,000	500,000	500,000
Employee Retirement Reserve	50,000	50,000	50,000	50,000	50,000	50,000
OPEB Other Post Employment Benefits	132,369	136,428	140,553	144,643	148,982	153,452
Reserve for Fire Apparatus Bay Addition (\$500,000 Total) *	0	125,000	125,000	125,000	0	0
Sidewalks						
Storm Sewers						
Capital Purchases						
Police Station Generator	0	0	0	0	0	152,000
Corp Yard Generator	0	50,000	0	0	0	0
Public Works Machinery	0	0	50,000	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	0	5,000	5,000	5,000	5,000	5,000
TOTAL	\$1,455,119	\$1,459,628	\$1,257,303	\$1,048,143	\$833,982	\$1,768,452

* Fire Apparatus Bay Addition set aside \$125,000 in Reserve Account 000-3111 in fiscal year 2013/14.

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

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 programs, 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 policies, ordinances, budgetary decisions and directives of the City Council. The City Manager's Office will continue to support the City Council's setting of priorities among ordinances and other initiatives, as well as monitor and report progress on the development and implementation of these priorities. The City Manager will continue to provide strategic leadership that supports the Mayor and City Council and challenges the organization to deliver high quality, cost-effective services that meet the needs of the community.

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.

With the City acting as the Successor Agency to the former Redevelopment Agency, the City Manager's Office with the Administrative Services Department will continue to manage the transition and the winding down of the Successor Agency activities ensuring compliance with the applicable laws and timelines set forth by the legislation.



City of Sebastopol
2014/2015 Budget Expenditures

Account No. 000-6020
Department: City Manager

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries *	148,670	65,017	106,038	97,319	109,584
6016	Vehicle Allowance	3,792	1,750	0	0	0
6023	Benefits	48,503	25,162	34,024	34,024	36,639
6490	Ret. Health Savings Plan	0	0	0	0	2,810
6443	Retiree Medical Insurance	4,583	4,582	4,582	5,863	4,582
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>205,548</i>	<i>96,511</i>	<i>144,644</i>	<i>137,206</i>	<i>153,615</i>
6025	Communications	0	0	1,900	2,053	2,200
6030	Office Supplies	0	0	1,500	1,397	1,750
6040	Vehicle Operating Expense	0	0	350	0	350
6045	Equipment	0	0	1,500	382	1,800
6060	Training	498	700	850	0	850
6065	Meetings	0	400	700	256	750
6070	Dues / Subscriptions	155	200	250	148	300
6425	REMIF Liab., Prop, Flood Ins.	6,832	7,123	3,467	3,467	4,248
6860	Contract Services	1,404	348	2,500	2,048	3,000
6900	Mobile Home Rent Control	0	382	4,500	212	500
8009	Website Maintenance	720	2,160	500	175	750
8015	Technology Maintenance	0	400	500	179	750
TOTAL OPERATING		\$215,157	\$108,224	\$163,161	\$147,523	\$170,863
Capital Outlay - Fund 001						
6907	Phone System	0	19,000	25,000	24,958	1,500
6940	Computer Expense	18,973	3,675	1,000	0	1,000
6972	Photocopier Lease	1,979	1,979	3,000	2,364	3,000
TOTAL CAPITAL		\$20,952	\$24,654	\$29,000	\$27,322	\$5,500
TOTAL DEPARTMENT		\$236,109	\$132,878	\$192,161	\$174,845	\$176,363
Redevelopment / RORF Fund Cost Allocation		(\$36,077)	\$0	\$0	\$0	\$0
000-6020-3510 Water Fund Cost Allocation 20%		(\$41,231)	(\$31,565)	(\$32,632)	(\$29,505)	(\$34,173)
000-6020-3420 Sewer Fund Cost Allocation 20%		(\$41,231)	(\$31,565)	(\$32,632)	(\$29,505)	(\$34,173)
General Fund Cost Allocation 60%		\$96,618	\$45,094	\$97,897	\$88,514	\$102,518

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

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
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salary *	93,923	93,480	35,346	33,142	36,528
6023	Benefits	32,361	41,302	11,342	11,342	12,080
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>126,284</i>	<i>134,782</i>	<i>46,688</i>	<i>44,484</i>	<i>48,608</i>
6050	Misc. Supplies / Services	300	300	500	0	500
6060	Training	500	500	750	0	750
6310	Litigation Expense	30,813	102,652	300,000	323,717	150,000
6425	REMIF Liab., Prop, Flood Ins.	6,496	6,795	7,595	7,595	9,256
TOTAL DEPARTMENT		\$164,393	\$245,029	\$355,533	\$375,796	\$209,114
Redevelopment / RORF Fund Cost Allocation		(\$5,633)	\$0	\$0	\$0	\$0
000-6040-3510 Water Fund Cost Allocation 5%		(\$9,657)	(\$9,969)	(\$17,777)	(\$18,790)	(\$10,456)
000-6040-3420 Sewer Fund Cost Allocation 3%		(\$5,794)	(\$5,981)	(\$10,666)	(\$11,274)	(\$6,273)
General Fund Cost Allocation 92%		\$143,309	\$229,079	\$327,090	\$345,732	\$192,385

*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 as Secretary to the Successor Agency as well as the Oversight Board 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. The City Clerk also oversees the City website and City social media and utilizes volunteers to perform routine clerical duties.

Major Accomplishments in 2013/2014:

- Enhanced communication with community by conducting Government 101 classes to local organizations.
- Conducted 23 Public Hearings
- Prepared and posted 36 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 8 City Council Ordinances
- Adopted and certified 29 City Council Resolutions
- Completed 12 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 16 Public Records Request Act submissions
- Administered the provisions of State Mandated Ethics Training (AB 1234)
- Accepted and Processed 2 Claims against the City
- Enhanced the City of Sebastopol Facebook Page, Twitter, and City Web Site
- Remodel of City of Sebastopol City Hall

Objectives for 2014/15:

- 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 to include records maintained on email storage.
- 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.
- Complete the Biennial Review of Conflict of Interest Code.
- Complete the Municipal Election November 2014.



City of Sebastopol
2014/2015 Budget Expenditures

Account No. 000-6021
Department: City Clerk

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries *	90,089	96,903	113,501	104,250	125,528
6012	Accrual In-Lieu	0	0	4,050	0	7,603
6023	Benefits	36,062	38,469	44,898	44,898	48,646
6420	Unemployment Insurance	31	500	0	0	0
6443	Retiree Medical Insurance	3,587	3,587	3,587	3,985	3,587
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>129,769</i>	<i>139,459</i>	<i>166,036</i>	<i>153,133</i>	<i>185,364</i>
6025	Communications	403	225	1,900	1,705	2,200
6030	Office Supplies	1,724	4,000	4,000	2,416	4,000
6040	Vehicle Operating Expense	258	300	350	121	350
6045	Equipment	227	500	1,500	455	1,750
6060	Training	1,476	4,500	5,000	1,963	5,500
6065	Meetings	809	750	1,000	196	1,000
6070	Dues / Subscriptions	336	700	1,250	190	1,250
6425	REMIF Liab., Prop, Flood Ins.	4,704	4,747	5,024	5,024	5,000
6610	Election Costs - City Council	0	5,000	1,500	345	7,500
6860	Contract Services	300	1,500	2,500	1,389	3,000
8015	Technology Maintenance	0	400	2,000	160	2,500
TOTAL OPERATING		\$140,006	\$162,081	\$192,060	\$167,097	\$219,414
Capital Outlay - Fund 001						
6610	Election Costs - Ballot Measures (2)	0	4,800	5,000	617	15,000
6972	Photocopier Lease	1,979	1,979	3,000	2,363	3,000
TOTAL CAPITAL		\$1,979	\$6,779	\$8,000	\$2,980	\$18,000
TOTAL DEPARTMENT		\$141,985	\$168,860	\$200,060	\$170,077	\$237,414
Redevelopment / RORFFund Cost Allocation		(\$12,021)	\$0	\$0	\$0	\$0
000-6021-3510 Water Fund Cost Allocation 8%		(\$10,991)	(\$11,926)	(\$15,365)	(\$13,368)	(\$17,553)
000-6021-3420 Sewer Fund Cost Allocation 7%		(\$9,617)	(\$10,435)	(\$13,444)	(\$11,697)	(\$15,359)
General Fund Cost Allocation 85%		\$107,377	\$139,720	\$163,251	\$142,032	\$186,502

*Staff: City Clerk

Finance Department

The Finance 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 Insurance administration.

Staffing levels for this department were increased mid-way during the 2012/13 fiscal year. For the 2013/14 fiscal year, the department employed three full-time employees, which matched our staffing levels in calendar year 2009. Even with three full-time employees, our staffing level remains below the high mark of four full-time employees, which the department maintained for most of the 1980's and 1990's. The Director continues to recommend that staffing levels be increased to four full-time employees.

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, and the Compensation report
- 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, Short Term 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 managing REMIF's Risk Management programs including City insurances for Property Insurance, Liability Insurance, Vehicle Insurance, Earthquake & Flood Insurance, and Boiler Insurance
- Responsible for managing REMIF's Employee Insurance programs including Health Insurance, Life Insurance, Short Term and 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
- Serves as one of two City-assigned REMIF Board Members

Major Accomplishments in 2013/2014:

- Facilitated and managed the CAD5 wiring at City Hall, for our new server and new phone system.
- Facilitated, managed and implemented the new phone system at City Hall and the Corporation Yard.
- Upgraded the the Administrative Services department computers by increasing memory to enhance the speed, and rehabilitating the outdated computers by converting them to a Windows-based operating system, to be fully compliant with the department's hardware and software needs, to improve functionality, and streamline day to day functions.
- Created and implemented 5 year projection documents for the General Fund, and the Water and Sewer Enterprise funds.
- Created and Implemented Quarterly Financial reporting documents for the City.
- Created a city-wide Vehicle Replacement document for inclusion in the Capital Improvement Program.
- Implemented new payroll processing procedures to comply with PERS reporting requirement.
- Authored 39 staff reports in calendar year 2013, a significant increase over previous years.
- Served as the Lead employee for the Successor Agency, by producing all the staff reports, resolutions and documents, and providing information to multiple governmental agencies at the County and State level.
- Managed various audits from other governmental agencies, for the Redevelopment dissolution process.
- Served as the Lead employee for the Oversight Board, by producing all the staff reports, resolutions and documents, and providing information to multiple agencies.
- Responded to and provided information for numerous Public Records Requests, with some requests taking 16 man-hours to complete.
- Assisted facilitation of the City Hall remodel project, by designing and purchasing furniture for the building; and by assisting three other departments with the transition and movement of four department's physical locations.
- Continued to manage the re-execution of the 21 Sequoia Village Solar leases with the property owners.
- Continued to manage 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.
- Continued to assist with employee negotiations for the three employee union organizations.
- Continued to assist the City Manager with multiple salary and job description modifications.

Objectives for 2014/2015:

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



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

Account No. 000-6030
Department: Finance Department

Object	Description	2011/2012 Actual Expenditures	2012/2013 Actual Expenditures	2013/2014 Budgeted Expenditures	2013/14 Expenditures YTD to 6/514	2014/2015 Department Request
6010	Salaries *	137,055	184,435	229,699	212,181	253,812
6013	Health In-Lieu Salary Benefit	3,120	3,120	3,120	2,860	3,120
6023	Benefits	34,847	36,753	65,287	65,287	72,840
6435	Health In-Lieu Deferred Comp.	3,780	3,780	3,780	3,465	3,780
6443	Retiree Medical Insurance	3,320	3,541	3,541	4,011	3,733
6490	Retirement Health Savings Plan	2,707	9,457	13,134	13,520	11,328
PERSONNEL COSTS SUBTOTAL		184,829	241,086	318,561	301,324	348,613
6025	Communications	1,394	1,100	2,100	1,981	2,100
6030	Office Supplies	4,685	5,500	5,500	5,285	5,500
6045	Equipment (includes Postage Meter Lease)	1,931	2,500	2,500	3,163	3,000
6050	Misc. Supplies / Service	0	0	1,000	538	1,000
6060	Training	39	3,250	3,000	1,069	2,000
6065	Meetings	0	0	200	142	200
6070	Dues / Subscription	634	650	1,000	754	1,000
6425	REMIF Liab., Prop, Flood Ins.	9,105	7,687	9,146	9,146	9,310
6850	Sales Tax Audit	2,697	2,700	2,700	3,902	4,000
6860	Software Maintenance	8,524	15,000	10,000	7,261	10,000
6940	Computer Expense	2,707	5,000	1,000	1,000	1,000
8015	Technology Maintenance	0	400	900	637	900
TOTAL OPERATING		\$216,545	\$284,873	\$357,607	\$336,202	\$388,623
Capital Outlay - Fund 001						
6940	Computer Expense	0	1,500	0	0	0
6972	Photocopier Lease	3,957	3,841	4,800	4,640	4,800
TOTAL CAPITAL		\$3,957	\$5,341	\$4,800	\$4,640	\$4,800
TOTAL DEPARTMENT		\$220,502	\$290,214	\$362,407	\$340,842	\$393,423
Redevelopment / RORF Fund Cost Allocation		(\$6,490)	\$0	\$0	\$0	\$0
000-6030-3510 Water Fund Cost Allocation 38%		(\$75,649)	(\$86,035)	(\$121,586)	(\$114,309)	(\$147,677)
000-6030-3420 Sewer Fund Cost Allocation 37%		(\$73,424)	(\$83,504)	(\$118,010)	(\$110,947)	(\$143,791)
General Fund Cost Allocation 25%		\$60,982	\$115,334	\$118,010	\$110,947	\$97,156

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



SEBASTOPOL
Local Flavor. Global Vision.™

City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6400	Liability Premium	139,277	150,000	116,280	116,280	110,185
6402	Liability Deductible	5,803	8,500	11,200	19,075	11,425
6403	Environmental Pollution Ins.	0	0	5,528	0	5,521
6405	Property Premium	14,992	16,000	14,700	14,675	14,970
6406	Vehicle Insurance	7,974	8,500	7,800	7,717	7,875
6407	Earthquake & Flood	44,312	45,000	44,650	42,797	44,650
6408	Boiler & Machinery Insurance	1,505	2,000	1,600	0	1,600
6425	Department Charges	(219,262)	(230,000)	(201,758)	(200,544)	(196,226)
TOTAL DEPARTMENT		(\$5,399)	\$0	\$0	\$0	\$0



City of Sebastopol
2014/2015 Budget Expenditures

Account No. 000-6080
Department: Employee Benefits
Controlling Department: Finance Department

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6026	Employee Longevity Awards*	3,418	2,946	5,550	4,260	4,800
6035	Medical After Retirement ICMA - Police	1,205	1,278	1,793	1,972	1,440
6410	Worker's Compensation Prem.	139,976	171,400	140,217	140,217	131,400
6412	Worker's Comp Deductible	18,446	30,000	15,000	6,965	15,300
6430	Employer PERS Retirement **	777,543	754,540	813,836	728,458	961,189
6432	Fire Service Award NAT42	8,750	7,700	6,650	6,300	6,000
6440	Health Insurance	463,859	481,100	527,330	493,771	539,105
6445	Medicare Tax	48,791	48,900	53,512	52,493	59,726
6446	Social Security Tax	11,347	13,500	15,356	15,517	16,162
6450	Life Insurance	2,591	2,635	2,860	2,609	2,830
6460	Long Term Disability Ins.	5,419	4,581	7,786	7,786	8,156
6460	Fire Disability Ins MYE01	2,565	2,565	2,565	2,565	2,565
6461	PORAC Police Disability Ins.	4,914	4,914	4,914	4,914	5,418
6462	Short Term Disability Ins.	0	0	4,011	3,805	4,265
6470	Dental Ins. Program	70,590	64,000	64,000	52,508	64,000
6475	EAP Insurance	4,366	4,800	5,034	4,715	4,925
6480	Vision Ins. Program	23,380	18,000	20,000	11,984	20,000
6023	Direct Charge to Departments	(1,593,988)	(1,617,190)	(1,689,899)	(1,540,839)	(1,847,281)
812-6080	SLESF Grant Benefits	38,951	36,235	46,177	38,481	51,820
000-6080	SLESF Direct Charge	(38,951)	(36,235)	(46,177)	(38,481)	(51,820)
	TOTAL DEPARTMENT	(\$6,828)	(\$4,331)	\$515	\$0	\$0

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

** Employer PERS Rates				
Group	2011/2012	2012/2013	2013/2014	2014/2015
Miscellaneous	15.047%	15.833%	16.624%	17.863%
Fire	41.017%	42.076%	37.025%	55.495%
Police	33.724%	35.375%	36.328%	39.597%
Miscellaneous PEPRA	N/A	N/A	6.25%	6.25%
Fire & Police PEPRA	N/A	N/A	11.5%	11.5%



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6012	MOU Vacation In Lieu Pay SEIU & Unrepresented Groups	17,068	25,000	25,000	18,083	25,000
6012	Accrual In Lieu Pay	0	0	0	0	27,500
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>17,068</i>	<i>25,000</i>	<i>25,000</i>	<i>18,083</i>	<i>52,500</i>
6054	Property Tax Administration	32,381	16,456	17,000	16,614	17,000
6075	Employee Award Luncheons (2)	2,937	1,995	1,600	1,781	2,000
6600	Auditing, CAFR	22,650	24,150	24,150	23,250	24,150
6601	State Mandated Reimbursement	3,000	3,000	3,000	2,250	3,000
6602	GASB 45 Triennial Audit	0	0	2,000	2,000	0
TOTAL DEPARTMENT		\$78,036	\$70,601	\$72,750	\$63,978	\$98,650
000-6120-3510 Water Fund Cost Allocation 9%		(\$7,227)	(\$7,515)	(\$6,548)	(\$5,758)	(\$8,879)
000-6120-3420 Sewer Fund Cost Allocation 9%		(\$7,227)	(\$7,515)	(\$6,548)	(\$5,758)	(\$8,879)
General Fund Cost Allocation 82%		\$63,582	\$55,571	\$59,655	\$52,462	\$80,893



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6050	Committee Activities	14,000	13,100	8,400	8,225	8,225
TOTAL DEPARTMENT		\$14,000	\$13,100	\$8,400	\$8,225	\$8,225
090-4070 BIA Revenues		(\$8,123)	(\$8,321)	(\$8,400)	(\$8,225)	(\$8,225)
General Fund Cost Allocation		\$5,877	\$4,779	\$0	\$0	\$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 a 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 Captain. Line supervision is provided by 4 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:

The Administration component is comprised of Department management, who ensure 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; included in this division are the members of the Volunteer Bureau. Operations Division personnel are responsible for the field training of newly-hired officers and volunteers, on-going training of existing officers and volunteers, investigation of all criminal activity in Sebastopol, traffic enforcement, providing general patrol and service delivery around the clock, and booking and processing of arrestees.

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 controls the handling and storage of property and evidence, and assisting with the maintenance of the Police Services building. Our Parking Enforcement and Animal Control services are provided by the Police Aide, as part of the division.

Objectives for 2014/2015:

- Contribute to a superior quality of life for Sebastopol residents and visitors, by delivering effective and practical response to current or anticipated events, while seeking opportunities to address issues proactively.
- Continue working in collaboration with West County organizations on efforts to educate the community about youth access to alcohol, tobacco and other dangerous drugs.
- Maintain efforts to provide our members an adequate level of professional training that meets State-mandates as well as other necessary areas.
- Maintain our enhanced traffic enforcement efforts through best-practice enforcement strategies, education, and the City's Traffic Calming Program to address concerns.
- Provide safe, effective and efficient parking control and management, and animal control services.



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries *	1,384,146	1,349,723	1,428,854	1,299,701	1,548,547
6012	Accrual In-Lieu	15,435	15,000	14,500	11,527	16,683
6013	Health In-Lieu Salary Benefit	2,475	2,475	2,475	2,269	2,475
6014	Worker's Compensation	8,460	0	0	4,988	0
6018	Uniform Allowances	21,250	24,950	24,600	24,000	25,950
6019	Holiday Pay	76,439	72,300	72,500	73,408	80,105
6020	Overtime	114,084	90,000	100,000	126,295	100,000
6021	Janitorial Services	4,476	4,474	0	0	0
6022	Compensation Time In-Lieu	38,888	35,000	30,000	23,455	15,000
6023	Benefits	779,732	811,663	846,442	846,431	952,633
6024	SPOA PTO Payt (2 years only)	0	0	17,333	17,333	17,000
6420	Unemployment Insurance	426	1,000	500	0	500
6435	Health In-Lieu Deferred Comp.	3,600	3,600	3,600	3,300	3,600
6443	Retiree Medical Insurance	30,575	34,478	36,000	52,011	44,027
6465	Child Care In-Lieu Benefit	600	1,200	1,200	550	600
6490	Retirement Health Savings	46,034	43,968	16,270	8,759	34,586
6201-6008	SLESF Grant Overage	4,288	4,810	22,963	0	34,245
PERSONNEL COSTS SUBTOTAL		2,530,908	2,494,641	2,617,237	2,494,027	2,875,951
6025	Communications	15,111	14,000	14,000	15,129	15,000
6030	Office Supplies	7,674	8,000	10,500	11,593	12,000
6040	Vehicle Operating Expense	67,688	80,000	82,500	64,997	80,000
6045	Equipment	13,674	10,000	16,000	13,798	18,500
6050	Misc. Supplies / Services	10,353	16,000	17,800	14,899	18,000
6051	Booking Fees	4,610	5,000	0	0	0
6053	Fingerprint Processing Expense	23,734	22,000	12,000	13,529	16,000
6060	Training	20,117	25,000	30,000	32,871	32,500
6070	Dues / Subscriptions	1,180	1,030	1,400	1,086	1,400
6330	Utilities	16,113	20,326	16,500	16,772	16,500
6425	REMIF Liab., Prop, Flood Ins.	91,688	103,575	88,471	88,471	77,258
6860	Contract Services	89,634	51,000	53,500	72,183	60,000
TOTAL OPERATING		\$2,892,484	\$2,850,572	\$2,959,908	\$2,839,355	\$3,223,109
Capital Outlay - Fund 001						
6020	Schools Resource Officer	0	0	17,300	14,947	17,300
6045	Police Equipment	0	8,850	4,675	1,772	9,177
6903	Police Vehicle Purchase	0	36,500	46,750	45,947	46,750

6940	Computer Equipment	1,920	4,500	4,000	2,364	6,565
	TOTAL CAPITAL	\$1,920	\$49,850	\$72,725	\$65,030	\$79,792
TOTAL DEPARTMENT		\$2,894,404	\$2,900,422	\$3,032,633	\$2,904,385	\$3,302,901
	000-6200-3575 T & U Tax Cost Allocation 10.4% in 13/14	\$0	\$0	(\$147,995)	(\$141,968)	(\$335,203)
	General Fund Cost Allocation	\$2,892,484	\$2,850,572	\$2,811,913	\$2,697,387	\$2,887,906

*Staff: Chief, Captain, Sergeant (4), Officers (8), Dispatcher Supv, Dispatchers (5), Per Diem Dispatchers (1), Technician, Reserve Officers (11)



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Police Officer Salary	60,234	63,246	70,926	64,274	76,200
6018	Uniform Allowance	950	950	950	950	950
6019	Holiday Pay	4,153	4,379	4,910	4,890	5,275
6080-6023	Benefits	38,951	36,235	46,177	46,177	51,820
TOTAL OPERATING		\$104,288	\$104,810	\$122,963	\$116,291	\$134,245
SLESF Grant Funding		(\$100,000)	(\$100,000)	(\$100,000)	(\$92,054)	(\$100,000)
Total General Fund Costs (See PD 6200)		\$4,288	\$4,810	\$22,963	\$24,237	\$34,245

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
2014/2015 Budget Expenditures

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

<u>Fund</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
811	Board of State & Community Corrections	0	0	0	6,863	6,500
814	Traffic Safety OTS Avoid the 13 th , Click It or Ticket	7,580	6,505	4,000	4,997	6,500
823	West Co Community Services	50,000	50,000	40,000	29,396	40,000
824	OTS Traffic DUI Enforcement	0	8,215	10,000	32,554	48,000
825	OTS Sobriety - Berkeley	0	881	9,500	11,218	0
TOTAL GRANTS		\$57,580	\$65,601	\$63,500	\$85,028	\$101,000

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 years 2013/14 and 2014/15. 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 \$48,000 grant is for the period of 10/1/2014 to 9/30/15. 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 grant is sponsored by UC Berkeley, and the City qualified for this grant in previous fiscal years. The goal of this grant is to reduce the number of victims killed and injured in alcohol-involved crashes. No sobriety checkpoint grants are being offered this year. However, the current grant does not expire until 9/30/14.



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6050	Misc. Supplies / Services	56	100	100	202	100
6860	Humane Society Contract Services	6,282	8,250	7,500	4,547	7,500
TOTAL DEPARTMENT		\$6,338	\$8,350	\$7,600	\$4,749	\$7,600
000-4110 Pet Shelter Release Fees Revenue		(\$1,300)	(\$2,000)	(\$1,300)	(\$3,200)	(\$2,800)
Net General Fund		\$5,038	\$6,350	\$6,300	\$1,549	\$4,800

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 2013/2014:

- Responded to 861 calls for service
- Conducted 52 Training Drills
- Conducted CERT Training Classes
- Continued the FEMA SAFER Grant
- Received miscellaneous grants for Fire and CERT
- Actively recruited new volunteers
- Successful Fire Inspections Program
- Participated in SRJC, Brookhaven School and Analy High School Career Day
- Utilized "I Am Responding" Response Program
- Provided Public Education to our local schools
- Tested Active 911 Software Response Program
- Continued on our Hydrant Program
- Worked on our Retention Program
- Attended Leadership Workshops
- Successful Weed Abatement Program
- Successful Safe & Sane Fireworks Program
- Purchased used Wildland Type 3 Fire Engine
- Upgraded Firehouse Software Program to Cloud based
- Elected Fire Chief to REDCOM (911 Dispatch Center) Board as Vice Chairperson
- Elected Fire Chief to Sonoma County Fire Chief's Board as Secretary/Treasurer

Objectives for 2014/2015:

- On schedule for 900 calls for service
- Conduct 50 required training drills
- Apply for FEMA SAFER grant
- Apply for additional funding/miscellaneous grants
- Recruit new Volunteer Firefighters
- Continue to use the "I Am Responding" Response Program
- Evaluate Active 911 Response Program
- Participate in SRJC Career Day and visit local high schools for recruitment
- Purchase new Pagers/Radio Equipment to meet FCC Narrow-Banding laws
- Purchase/replace new SCBA Tanks that have or will expire (15 year lifespan)
- Continue to work on Recruitment and Retention Programs
- Continue to maintain and service FD hydrants
- Replace FD Server with new battery back-ups and hard drives
- Continue to budget for FD 4th Bay expansion project
- Continue with public education at schools and local businesses
- Continue with SFM required Fire & Life safety inspections
- Manage Weed Abatement Program
- Manage Safe & Sane Fireworks Program
- Manage Fire Department Vehicle replacement list
- Continue to serve on REDCOM Board of Directors
- Continue to serve on Sonoma County Fire Chief's Board of Directors



*City of Sebastopol
2014/2015 Budget Expenditures*

Account No. 000-6280
Department: Fire Services

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTDto 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries *	277,106	288,589	312,528	272,402	341,891
6023	Benefits	105,326	97,774	94,844	94,844	119,307
6420	Unemployment Insurance	2,026	2,000	1,000	823	1,000
6435	Health In Lieu- Deferred Comp.	2,350	2,820	2,820	2,585	2,820
6443	Retiree Medical Insurance	3,396	3,949	4,500	4,677	3,948
6490	Retirement Health Savings Plan	19,628	1,345	2,167	0	1,270
PERSONNEL COSTS SUBTOTAL		409,832	396,477	417,859	375,331	470,236
6025	Communications	7,948	6,200	6,000	4,864	6,000
6030	Office Supplies	2,418	2,000	2,000	945	1,800
6040	Vehicle Operating Expense	33,590	35,000	36,500	39,245	38,000
6041	Weed Abatement	1,200	1,200	1,200	500	1,000
6045	Equipment	9,733	9,500	10,000	9,125	10,000
6050	Misc. Supplies / Services	67,345	31,300	32,000	32,416	30,000
6060	Training	6,965	7,500	7,000	3,989	7,000
6070	Dues / Subscriptions	4,528	4,500	4,500	4,717	6,750
6080	Miscellaneous Supplies	3,214	2,500	2,500	1,472	2,500
6330	Utilities	9,136	8,151	4,200	3,492	3,000
6425	REMIF Liab., Prop, Flood Ins.	18,283	19,609	17,307	17,307	15,123
6441	Health Club Memberships	0	0	3,000	3,000	3,000
6860	REDCOM Contract Services	0	32,000	33,000	22,956	32,000
TOTAL OPERATING		\$574,192	\$555,937	\$577,066	\$519,359	\$626,409
Capital Outlay - Fund 001						
6946	Firefighter Pagers	3,145	10,000	5,000	4,583	5,000
6947	SCBA Tanks & Gear	12,730	2,000	5,000	2,005	5,000
6972	Photocopier Lease	3,135	2,650	3,000	2,416	3,500
8016	Storage Shed	0	2,000	2,000	0	0
TOTAL CAPITAL		\$19,010	\$16,650	\$15,000	\$9,004	\$13,500
TOTAL DEPARTMENT		\$593,202	\$572,587	\$592,066	\$528,363	\$639,909
000-6280-3510 Water Fund Cost Allocation 7%		(\$16,931)	(\$16,694)	(\$17,312)	(\$15,581)	(\$43,849)
General Fund Cost Allocation 93%		\$557,261	\$539,243	\$559,754	\$503,778	\$582,560

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



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6025	Communications	889	500	1,100	921	1,200
6030	Office Supplies	200	200	200	0	200
6050	Misc. Supplies / Services *	2,355	2,500	2,500	2,725	2,500
TOTAL OPERATING		\$3,444	\$3,200	\$3,800	\$3,646	\$3,900
Capital Outlay - Fund 001						
7063	EOC Supplies: Food, Radios & Equipment	0	1,500	1,500	0	1,250
TOTAL CAPITAL		\$0	\$1,500	\$1,500	\$0	\$1,250
TOTAL DEPARTMENT		\$3,444	\$4,700	\$5,300	\$3,646	\$5,150

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



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6050	Misc Supplies/Services	70,700	60,000	100,000	79,764	50,000
TOTAL GRANT		\$70,700	\$60,000	\$100,000	\$79,764	\$50,000

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.

The current grant will expire in December 2014, and the department plans on reapplying for this grant, however it is unknown if the department will be awarded another FEMA grant.

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, Complete Streets Committee, Business Outreach Committee, citizen committees, residents and the real estate, development and construction industries.

The department also provided support to the Business Outreach Committee, the operation of which has been suspended and which may be re-vamped. The Planning Department's activities are divided into two primary functions, current and advance planning. With a small staff (full-time Director, part-time Assistant Planner, and part-time Administrative Assistant), 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, environmental, 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 takes a lead role with formulation of park policy, and manages park development projects. The Department also prepares the City newsletter.

Major Accomplishments during 2013/2014:

- Continuing review for the Barlow project, including multiple Use Permits, Design Review applications, and construction issues.
- Process applications to rebuild the Frizelle-Enos building.
- Manage the General Plan Update process, a major undertaking that will span at least three fiscal years.
- Coordinate the completion of State Parks Meadowlark Field habitat restoration grant.
- Assist in coordination of Meadowlark Field restoration grant from Open Space District.
- Process loan roll-overs for BEGIN program home sales.
- Assist in responding to various litigation and Public Records Act requests.
- Complete construction of Tomodachi Park/Village Park park improvements.
- Prepare drive-through moratorium ordinance CEQA study, initiate review of permanent ordinance.
- Implement formula business moratorium ordinance.
- Obtain policy direction and implement revival of the Facade Grant Program.
- Obtain direction on the Wayfinding Sign Program.
- Process Occupy Bench project.
- Supervise Skategarden Park expansion redesign.
- Apply for State and Open Space grants for Skategarden Park expansion project.
- Research Business Improvement District programs.
- Manage City's participation in County-wide Greenhouse Gas Reduction Implementation Program.
- Initiate Request for Proposals for Laguna Preserve Management Plan.
- Coordinate with Center for the Arts, Ives Pool, and County of Sonoma regarding Ives Park accessibility improvements.

Objectives for 2014/2015:

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.
- Complete construction and supervise initial maintenance of Tomodachi Park project.
- Implement Occupy Bench project.
- Supervise bidding and construction of Ives Park accessibility improvements.
- Continue work on Skategarden Park redesign.
- If funding permits, initiate process for construction of Skategarden Park expansion project.
- Complete processing of permanent drive-through Zoning Ordinance amendments.
- Complete processing of permanent formula business Zoning Ordinance amendments.
- Manage City's participation in Greenhouse Gas Reduction Implementation Program.

- Manage General Plan Update.
- Supervise preparation of Laguna Preserve Management Plan.
- Prepare and process Zoning Ordinance update amendments.
- Supervise design of Wayfinding Sign Program.
- Process update of Design Review Guidelines.
- Work with Public Arts Committee on public art concepts using in-lieu fee payments.
- Develop enhanced training program for board and commission members.
- Review potential creation of a new Business Improvement District.
- Monitor funding opportunities for Skatergarten Park expansion and Ives Park Renovation Master Plan.



City of Sebastopol
2014/2015 Budget Expenditures

Account No. 000-6050
Department: Planning

<u>Object</u>	<u>Description</u>	2011/2012 Actual Expenditures	2012/2013 Actual Expenditures	2013/2014 Budgeted Expenditures	2013/14 Expenditures YTD to 6/5/14	2014/2015 Department Request
6010	Salaries *	169,210	178,966	174,132	159,554	216,637
6023	Benefits	83,106	79,020	81,158	80,678	79,452
6435	Health In-Lieu - Deferred Comp.	1,654	2,835	2,835	2,640	2,835
6490	Retirement Health Savings Plan	6,661	4,765	7,857	4,765	7,582
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>260,631</i>	<i>265,586</i>	<i>265,982</i>	<i>247,637</i>	<i>306,506</i>
6025	Communications	1,160	1,320	2,600	2,009	2,600
6030	Office Supplies	3,283	3,500	4,500	4,434	4,500
6040	Vehicle Operating Expense	0	125	300	152	300
6045	Equipment Expense	140	500	500	498	500
6060	Training	300	300	1,300	406	1,300
6065	Meetings & Teen Center Use	600	1,700	3,400	2,965	3,400
6070	Dues / Subscriptions	650	650	650	650	650
6320	Publications	536	550	1,050	683	1,050
6425	REMIF Liab., Prop, Flood Ins.	10,107	10,005	8,973	8,973	8,576
6860	Contract Services	1,560	4,500	10,000	6,674	5,000
8003	Facade Improv. Program (former Redeve program)	0	0	25,000	0	25,000
8015	Technology Maintenance	0	750	750	750	750
	TOTAL OPERATING	\$278,967	\$289,486	\$325,005	\$275,831	\$360,132
	Capital Outlay - Funds 001					
001-6972	Photocopier Lease	3,681	3,900	4,600	4,670	4,600
	TOTAL CAPITAL	\$3,681	\$3,900	\$4,600	\$4,670	\$4,600
TOTAL DEPARTMENT		\$282,648	\$293,386	\$329,605	\$280,501	\$364,732
	Redevelopment / RORF Fund Cost Allocation	(\$43,919)	\$0	\$0	\$0	\$0
	000-6050-3510 Water Fund Cost Allocation 5%	(\$11,583)	(\$14,546)	(\$16,250)	(\$13,792)	(\$18,007)
	000-6050-3420 Sewer Fund Cost Allocation 3%	(\$11,583)	(\$8,728)	(\$9,750)	(\$8,275)	(\$10,804)
	General Fund Cost Allocation 92%	\$215,563	\$266,212	\$299,005	\$253,765	\$331,321

*Staff: Planning Director, .85 Associate Planner, & .76 Administrative Assistant



City of Sebastopol
2014/2015 Budget Expenditures

Account No. **095-6051**

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

Controlling Department: Planning

<u>Object</u>	<u>Description</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Actual <u>Expenditures</u>	2013/2014 Budgeted <u>Expenditures</u>	2013/14 Expenditures <u>YTD to 6/5/14</u>	2014/2015 Department <u>Request</u>
6860	Contract Services	29,796	20,000	42,000	18,954	21,000
TOTAL DEPARTMENT		\$29,796	\$20,000	\$42,000	\$18,954	\$21,000

Funding for the 095 fund comes from Building Permits and donations.

Account No. **001-6051**

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

Controlling Department: Planning

<u>Object</u>	<u>Description</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Actual <u>Expenditures</u>	2013/2014 Budgeted <u>Expenditures</u>	2013/14 Expenditures <u>YTD to 6/5/14</u>	2014/2015 Department <u>Request</u>
6860	Contract Services	0	0	250,000	0	169,000
TOTAL DEPARTMENT		\$0	\$0	\$250,000	\$0	\$169,000

Account No. **064-6052**

Department: **Housing Linkage Fund**

Controlling Department: Planning

<u>Object</u>	<u>Description</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Actual <u>Expenditures</u>	2013/2014 Budgeted <u>Expenditures</u>	2013/14 Expenditures <u>YTD to 6/5/14</u>	2014/2015 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>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Actual <u>Expenditures</u>	2013/2014 Budgeted <u>Expenditures</u>	2013/14 Expenditures <u>YTD to 6/5/14</u>	2014/2015 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 the administrative 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 2014/15:

Permit and Plan Review activity is expected to be similar to the previous year and is anticipated to remain steady during fiscal year 2014/2015. The permit activity is steady, however the projects are smaller. We anticipate income to the Department to be similar to the 2013/2014 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 2014/2015 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 last 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.

Incremental Fee:

Is used to provide funding for training for certified staff to maintain current certifications status.

Permit Electronic Systems Fee:

Is used to maintain the permitting computer system, property information and homeowner data website and other associated costs.



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries *	128,145	129,990	137,462	127,308	142,046
6023	Benefits	36,701	39,587	41,487	41,487	43,250
6435	Health In-Lieu - Deferred Comp.	2,820	2,820	2,820	2,585	2,820
6490	Retirement Health Savings Plan	5,578	1,877	6,863	6,509	8,684
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>173,244</i>	<i>174,274</i>	<i>188,632</i>	<i>177,889</i>	<i>196,800</i>
6025	Communications	2,236	2,320	2,320	2,243	2,400
6030	Office Supplies	4,548	3,000	3,000	891	3,000
6040	Vehicle Operating Expense	444	2,000	2,000	1,214	2,000
6050	Misc. Supplies / Services	642	2,000	2,000	343	2,000
6060	Training	0	2,000	2,000	0	2,000
6070	Dues / Subscriptions	1,570	2,000	2,000	811	2,000
6425	REMIF Liab., Prop, Flood Ins.	6,621	6,817	6,305	6,305	5,552
6860	Contract Services	14,755	9,000	5,000	1,968	5,000
TOTAL OPERATING		\$204,060	\$203,411	\$213,257	\$191,664	\$220,752
Capital Outlay - Fund 001						
6972	Photocopier Lease	2,548	3,110	3,000	1,988	3,500
TOTAL CAPITAL		\$2,548	\$3,110	\$3,000	\$1,988	\$3,500
TOTAL DEPARTMENT		\$206,608	\$206,521	\$216,257	\$193,652	\$224,252
000-6290-3510 Water Fund Cost Allocation 13%		(\$25,650)	(\$25,970)	(\$27,723)	(\$24,916)	(\$28,698)
000-6290-3420 Sewer Fund Cost Allocation 13%		(\$25,650)	(\$25,970)	(\$27,723)	(\$24,916)	(\$28,698)
Net General Fund Cost 74%		\$152,760	\$151,471	\$157,810	\$141,831	\$163,356

*Staff: Building Official and 0.60 Administrative Assistant



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Actual <u>Expenditures</u>	2013/2014 Budgeted <u>Expenditures</u>	2013/14 Expenditures <u>YTD to 6/5/14</u>	2014/2015 Department <u>Request</u>
6050	Misc Supplies/Services	5,395	5,000	5,000	3,783	5,000
TOTAL DEPARTMENT		\$5,395	\$5,000	\$5,000	\$3,783	\$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>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Actual <u>Expenditures</u>	2013/2014 Budgeted <u>Expenditures</u>	2013/14 Expenditures <u>YTD to 6/5/14</u>	2014/2015 Department <u>Request</u>
6050	Misc Supplies/Services	10,467	6,500	6,500	11,484	6,500
TOTAL DEPARTMENT		\$10,467	\$6,500	\$6,500	\$11,484	\$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 Water 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 Groundwater Management Plan Basin Advisory Panel
- Sonoma County Water Agency Zone 1A Advisory Committee
- Phase 1 Storm Water Permit Co-permittees meetings (County and Cities)
- Russian River Watershed Association Technical Advisory Committee

Major Accomplishments in 2013/14:

- ADA Transition Plan -during most of fiscal year 13/14, this project was 'on hold' pending completion of a NEPA Environmental Assessment/Statutory Worksheet by the Community Development Commission's consultant. The NEPA clearance occurred in February, 2014. At this writing, we will be preparing a Request for Proposals for architectural design and preparation for improvements to various buildings, in accord with the assessment reports previously completed.
- Street Rehabilitation Program for Local Streets - The design consultant prepared plans and bidding documents for resurfacing of various City streets. At this writing, the project is pending authorization by the City Council to solicit construction bids.
- Keating Avenue Reconstruction - a consultant was retained to prepare plans for the reconstruction of Keating Avenue. At this writing, design work is underway. The construction will be completed in Federal Fiscal Year 2014/15, using Federal-aid funding obtained through the One Bay Area Grant administered by MTC.
- The next round of Pavement Management Plan Update is currently underway, using grant funding from MTC's Pavement Technical Assistance Program (PTAP 15).
- Bicycle Lanes on State Route 116 - a consultant was retained in February 2014 to prepare engineering design, construction and bidding documents for the introduction of Class 2 Bike Lanes on Highway 116 in Sebastopol, pursuant to the City's adopted Bicycle and Pedestrian Master Plan
- Sebastopol Community Center Remodel (provide staff report to SCC project)
- Ongoing development review, plan review and inspection of local development 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:

Capital Improvement Plan Projects:

- ADA Transition Plan Implementation (design, bidding and construction)
- 2014 Local Streets Rehabilitation (construction)
- Keating Avenue Reconstruction (bidding and construction)
- Bicycle Lanes on State Route 116 (complete designs, seek funding for construction)
- Arsenic Treatment System on Well 7
- Data Loggers on All City Wells (complete installation, establish monitoring program)
- CCTV Inspection Program for City Sanitary Sewer (initiate project, issue RFP for consultant services)

Other Projects Ongoing:

- Groundwater Management; participation in Santa Rosa Plain Basin Advisory Panel
- Stormwater Management Plan Implementation / Regulatory Compliance
- Sanitary Sewer Management Plan (Regulatory Compliance)
- Ongoing Engineering Records Management and Archiving Project

Major Budget Changes for 2014/15:

The Engineering Administrative Assistant position is now shared between Engineering and Public Works. Expenses in some line items has been adjusted to reflect impact of Planning Department relocation to City Hall, in early 2014.



*City of Sebastopol
2014/2015 Budget Expenditures*

**Account No. 000-6300
Department: Engineering**

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries *	162,538	151,833	212,052	186,801	199,152
6023	Benefits	56,497	61,694	60,295	60,295	55,590
6420	Unemployment Ins.	1,145	0	0	0	0
6490	Retirement Health Savings Plan	2,300	5,258	14,905	5,641	8,458
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>222,480</i>	<i>218,785</i>	<i>287,252</i>	<i>252,737</i>	<i>263,200</i>
6025	Communications	1,206	1,300	2,500	3,502	2,500
6040	Vehicle Operating Expense	850	750	1,400	645	1,400
6050	Misc. Supplies / Services	1,186	1,500	1,500	1,161	1,500
6060	Training	25	0	500	0	500
6425	REMIF Liab., Prop, Flood Ins.	7,925	8,659	7,871	7,871	8,117
6860	Contract Services	9,796	22,181	10,000	556	10,000
8015	Technology Maintenance	0	750	750	766	750
TOTAL OPERATING		\$243,468	\$253,925	\$311,773	\$267,238	\$287,967
Capital Outlay - Fund 001						
6972	Photocopier Lease	1,841	1,800	3,300	2,643	3,300
TOTAL CAPITAL		\$1,841	\$1,800	\$3,300	\$2,643	\$3,300
TOTAL DEPARTMENT		\$245,309	\$255,725	\$315,073	\$269,881	\$291,267
Redevelopment Cost Allocation		(\$16,082)	\$0	\$0	\$0	\$0
000-6300-3550 Gas Tax Fund Cost Allocation 10%		(\$25,063)	(\$23,590)	(\$31,177)	(\$26,724)	(\$28,797)
000-6300-3510 Water Fund Cost Allocation 34%		(\$85,214)	(\$80,206)	(\$106,003)	(\$90,861)	(\$97,909)
000-6300-3420 Sewer Fund Cost Allocation 23%		(\$57,645)	(\$54,257)	(\$71,708)	(\$61,465)	(\$66,232)
General Fund Cost 33%		\$59,464	\$95,872	\$102,885	\$88,189	\$95,029

*Staff: Engineering Director, Part-Time City Engineer, and .50 Administrative Assistant shared with the Public Works department.

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 Department 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 City Well projects involving water treatment.

Water, sewer, storm water, air quality, and ADA standards have become 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 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 includes twelve full-time employees who work primarily in the field, and a part-time Administrative Assistant who is shared with the Engineering Department.

The Public Works Department is the controlling department 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 2013/14:

- Purchase of dump truck and aerial truck
- Purchase of Kubota riding lawn mower and trailer
- Purchase and install of hot water heater for pool shower rooms
- Purchase and install of pool heater, for pool
- Resurface of swimming pool
- Exterior painting of pool facility
- Electrical code upgrades to pool equipment room
- Repaving of foot paths in Libby Park
- Replenishment of playground chips in Ives Park
- Increases to various funds for generator testing and repairs, Air Quality permitting fees, utility maintenance of crosswalk lighting enhancements, and electric utilities at the electric vehicle charging stations.

Objectives for 2014/15:

- Maintain regulatory compliance with water, sewer, storm water, air quality, and ADA standards.
- Maintain City facilities per long term maintenance plan.
- Construct arsenic water treatment system at Well 7.
- Complete CalOSHA regulatory compliance safety and training policies program.

2014/15 Major Budget Changes:

Two computers for Corporation Yard	\$	3,000
Roof for City Hall	\$	94,000
Janitorial service for Corporation Yard and City Hall	\$	8,700
Genset testing and service for Fire Department	\$	3,245
1/3 cost to purchase two replacement trucks for Public Works (also shared with Water and Sewer Operating funds). Total purchase price is \$66,000.	\$	22,000
5% COLA increase request by Becoming Independent	\$	1,176
Oil storage cabinets per CalOSHA regulations	\$	1,250
Repairs and sealing of Libby tennis courts	\$	17,500
Sweeper attachment for Kubota mower	\$	6,000
Replacement of 36" lawn mower	\$	6,000
Funds for tree service to trim trees in Ives Park	\$	3,000
Replacement of pool heaters for Ives Pool	\$	45,500
Ives Park fence repairs	\$	6,000
<hr/>		
Total for 2014/15 Fiscal Year	\$	217,371



*City of Sebastopol
2014/2015 Budget Expenditures*

Account No. **000-6310**
Department: **Corporation Yard / Public Works**

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries *	134,529	129,801	138,645	128,712	149,446
6012	Accrual In-Lieu	0	0	0	0	1,775
6014	Workers Compensation	0	0	0	3,986	0
6018	Clothing Allowance	4,270	4,240	4,240	5,300	5,300
6023	Benefits	47,053	51,738	53,614	53,614	55,676
6443	Retiree Medical Insurance	14,497	13,502	13,500	12,863	13,324
6465	Child Care In-Lieu Benefit	600	600	600	600	600
6490	Retirement Health Savings Plan	16,507	12,731	23,148	16,021	24,102
PERSONNEL COSTS SUBTOTAL		217,456	212,612	233,747	221,096	250,223
6025	Communications	7,349	6,620	7,200	7,121	7,200
6030	Office Supplies	831	1,000	1,000	712	1,000
6040	Vehicle Operating Expense	31,628	35,000	48,500	47,682	44,000
6050	Misc. Supplies / Services	7,794	8,000	8,850	8,493	8,850
6330	Utilities	5,904	4,600	8,500	7,029	8,500
6425	REMIF Liab., Prop, Flood Ins.	11,060	10,772	9,775	9,775	9,552
6860	Contract Services	0	5,208	0	0	0
8015	Technology Maintenance	0	0	750	746	3,000
8020	Cal OSHA Safety Update	0	4,500	4,000	4,000	4,000
TOTAL OPERATING		\$282,022	\$288,312	\$322,322	\$306,654	\$336,325
Capital Outlay - Fund 001						
6910	Equipment	0	770	0	0	0
6972	Photocopier	1,657	1,800	3,000	2,643	3,000
7067	HVAC	0	30,000	0	0	0
8022	Storm Drain - Hayden Ave.	0	6,462	0	0	0
TOTAL CAPITAL		\$1,657	\$39,032	\$3,000	\$2,643	\$3,000
TOTAL DEPARTMENT		\$283,679	\$327,344	\$325,322	\$309,297	\$339,325
000-6310-3510 Water Fund Cost Allocation 48%		(\$121,570)	(\$135,113)	(\$154,715)	(\$147,194)	(\$161,436)
000-6310-3420 Sewer Fund Cost Allocation 35%		(\$96,704)	(\$98,520)	(\$112,813)	(\$107,329)	(\$117,714)
000-6310-3575 T & U Cost Alloc. 17% in 13/14		\$0	\$0	(\$54,795)	(\$52,131)	(\$57,175)
General Fund Cost Allocation		\$63,748	\$54,679	\$0	\$0	\$0

* Staff: Public Works Superintendent, .10 Maintenance Supervisor, & .50 Administrative Assistant, shared with the Engineering department.



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries (Includes .30 FTE)	10,694	8,034	10,502	9,545	12,316
6021	Janitorial Services	2,984	2,983	1,904	1,986	0
6023	Benefits	5,793	5,501	7,686	7,686	7,985
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>19,471</i>	<i>16,518</i>	<i>20,092</i>	<i>19,217</i>	<i>20,301</i>
6025	Communications	3,099	2,200	0	0	0
6050	Misc. Supplies/ Services	13,736	12,000	14,500	14,677	14,000
6330	Utilities (City Hall)	4,160	4,500	3,800	3,680	3,800
6425	REMIF Liab., Prop, Flood Ins.	1,394	1,462	1,162	1,162	1,436
6860	Contract Services *	756	800	15,592	15,592	11,945
TOTAL OPERATING		\$42,616	\$37,480	\$55,146	\$54,328	\$51,482
Capital Outlay - Fund 001						
6920	City Hall Roof Replacement	\$0	\$0	\$0	\$0	\$94,000
6943	Ext. Painting of City Buildings	\$13,357	\$0	\$0	\$0	\$0
TOTAL CAPITAL		\$13,357	\$0	\$0	\$0	\$94,000
TOTAL DEPARTMENT		\$55,973	\$37,480	\$55,146	\$54,328	\$145,482
000-6060-3510 Water Fund Cost Allocation 25%		(\$10,581)	(\$9,370)	(\$13,787)	(\$13,582)	(\$12,871)
000-6060-3420 Sewer Fund Cost Allocation 25%		(\$10,581)	(\$9,370)	(\$13,787)	(\$13,582)	(\$12,871)
General Fund Cost Allocation 50%		\$63,778	\$18,740	\$27,573	\$27,164	\$25,741

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

* 6860 Contract Services includes the Police/Fire Gensets \$3,245, and City janitorial service for \$8,700.



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6050	Miscellaneous Expenses	145	5,000	0	0	0
6310	Litigation Expense	8,194	2,000	0	0	0
6860	Contract Services	32,500	60,000	71,020	51,600	60,000
8012	Electrical Repairs	0	0	0	0	0
TOTAL DEPARTMENT		\$40,839	\$67,000	\$71,020	\$51,600	\$60,000
	000-6130-3510 Water Fund Cost Allocation 9%	(\$2,790)	(\$6,030)	(\$6,392)	(\$4,644)	(\$5,400)
	000-6130-3420 Sewer Fund Cost Allocation 9%	(\$2,790)	(\$6,030)	(\$6,392)	(\$4,644)	(\$5,400)
	General Fund Cost Allocation 82%	\$35,259	\$54,940	\$58,236	\$42,312	\$49,200



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries (Includes .50 FTE)	34,164	34,212	36,312	31,946	34,762
6020	Overtime	1,686	420	4,380	4,333	3,510
6023	Benefits	13,586	15,328	16,202	16,202	16,636
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>49,436</i>	<i>49,960</i>	<i>56,894</i>	<i>52,481</i>	<i>54,908</i>
6050	Misc. Supplies / Services	31,045	31,600	31,600	30,463	27,200
6330	Utilities *	5,424	5,000	9,134	9,305	9,134
6425	REMIF Liab., Prop, Flood Ins.	8,060	3,483	2,791	2,791	2,719
8020	Cal OSHA Update (from 830)	0	0	4,000	4,000	4,000
TOTAL OPERATING		\$93,965	\$90,043	\$104,419	\$99,040	\$97,961
Capital Outlay - Fund 001						
6050	Misc Supplies/Svcs (below)**	65,521	66,540	78,540	72,392	74,840
6949	Kubota Tractor (½ Cost)	0	0	10,500	10,815	0
6951	Dump Truck (½ Cost)	0	0	24,000	21,656	0
6952	Mower Trailer (½ Cost)	0	0	1,650	1,672	0
6953	36" Mower (½ Cost w/Parks)	0	0	0	0	3,000
6954	Oil Storage Cabinets	0	0	0	0	1,250
6955	2 Pickup Trucks (1/3 Cost Shared w/ Water & Sewer)	0	0	0	0	22,000
6956	Aerial Truck (½ Cost)	0	0	38,000	37,057	0
TOTAL CAPITAL		\$65,521	\$66,540	\$152,690	\$143,592	\$101,090
TOTAL DEPARTMENT		\$159,486	\$156,583	\$257,109	\$242,632	\$199,051
000-6330-3575 T & U Tax Cost Allocation		\$0	\$0	\$0	\$0	(\$97,961)
General Fund Cost Allocation		\$93,965	\$90,043	\$104,419	\$99,040	\$0

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



Footnote General Fund Streets Details

Description - Fund 001	2011/12	2012/13	2013/14	2014/15
** Miscellaneous Supplies / Services 6050				
Barricades, misc tools & equipment (moved to Gas Tax 830 in 13/14)	3,500	3,500	0	0
Blacktop, sand, rock, Sidewalk repairs	18,821	19,500	17,000	25,000
Signal maintenance: Bodega and Jewell Bodega and Pleasant Hill	5,200	5,200	5,200	5,500
Signal maintenance (CalTrans)	9,000	9,000	9,000	10,000
Street painting	6,500	6,500	6,500	8,500
Compost / Mulch / Plants	5,000	4,800	4,800	6,800
HazMat Disposal	1,000	1,000	1,000	2,000
SCTA Dues	5,000	5,000	5,000	5,000
NPDES Compliance	2,000	2,000	0	0
Street Signs	9,500	10,040	10,040	12,040
Total	\$ 65,521	\$ 66,540	\$ 58,540	\$ 74,840



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries (Includes .40 FTE)	7,188	7,159	11,260	10,119	14,879
6023	Benefits	5,601	5,723	9,115	9,115	9,477
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>12,789</i>	<i>12,882</i>	<i>20,375</i>	<i>19,234</i>	<i>24,356</i>
6330	Utilities (Irrigation & Street Lights)	4,596	4,800	9,300	4,751	9,300
6331	Electric Vehicle Charging Stations (Utilities)	0	0	7,695	5,886	7,700
TOTAL DEPARTMENT		\$17,385	\$17,682	\$37,370	\$29,871	\$41,356
Capital Outlay - Fund 001						
8018	Electric Vehicle Charging Station	0	34,932	0	0	0
TOTAL CAPITAL		\$0	\$34,932	\$0	\$0	\$0
TOTAL DEPARTMENT		\$17,385	\$52,614	\$37,370	\$29,871	\$41,356



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol 2014/2015 Budget Expenditures

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

Object	Description	2011/2012 Actual Expenditures	2012/2013 Actual Expenditures	2013/2014 Budgeted Expenditures	2013/14 Expenditures YTD to 6/5/14	2014/2015 Department Request
6010	Salaries (Includes 2.50 FTE)	51,664	52,518	76,707	69,118	98,897
6011	Standby	5,059	4,435	4,435	4,689	4,435
6023	Benefits	36,664	37,523	58,023	58,023	60,299
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>93,387</i>	<i>94,476</i>	<i>139,165</i>	<i>131,830</i>	<i>163,631</i>
6042	Landscaping Supplies	9,903	10,340	10,340	5,950	10,340
6043	Middle Way Contract *	11,820	11,823	11,823	9,850	12,411
6330	Utilities	24,768	26,000	50,000	34,629	50,000
6425	REMIF Liab., Prop, Flood Ins.	5,717	6,345	5,259	5,259	8,757
6860	Contract Services	0	0	11,640	11,100	3,000
7006	RR Forest Species Removal	0	3,000	0	0	0
TOTAL OPERATING		\$145,595	\$151,984	\$228,227	\$198,618	\$248,139
Capital Outlay - Fund 001						
6044	Park & Playground Repairs	10,219	10,340	17,340	15,076	10,340
6045	Kubota Sweeper Attachment	0	0	0	0	6,000
6895	Tennis Court Resurfacing	0	0	0	0	17,500
6949	Kubota Tractor (½ Cost)	0	0	10,500	10,815	0
6951	Dump Truck (½ Cost)	0	0	24,000	21,950	0
6952	Mower Trailer (½ Cost)	0	0	1,650	1,672	0
6953	36" Mower (½ Cost w/GF Strts)	0	0	0	0	3,000
6956	Aerial Truck (½ Cost)	0	0	38,000	37,057	0
6974	Playground Chips - Ives Park	0	0	4,900	4,044	0
6975	Ives & Libby Park Path Paving	0	35,000	30,000	30,000	0
6977	Ives Park Fence Repair	0	0	0	0	6,000
TOTAL CAPITAL		\$10,219	\$45,340	\$126,390	\$120,614	\$42,840
TOTAL DEPARTMENT		\$155,814	\$197,324	\$354,617	\$319,232	\$290,979
000-6380-3575 T & U Cost Allocation 41%		\$0	\$0	\$0	\$0	(\$102,588)
General Fund Cost Allocation		\$145,595	\$151,984	\$228,227	\$198,618	\$145,551

* Middle Way contract includes 5% COLA for the 2014/15 fiscal year.



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

Account No. 000-6385
Department: Ives Pool

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries (Includes .30 FTE)	21,261	17,078	18,900	17,892	19,537
6023	Benefits	8,883	8,982	9,559	9,559	9,930
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>30,144</i>	<i>26,060</i>	<i>28,459</i>	<i>27,451</i>	<i>29,467</i>
6025	Communications	1,762	1,775	500	0	500
6046	Pool / Generator Chemicals	4,167	4,300	4,300	3,533	4,300
6047	Chlorinator, Boiler, Stantrol & Repairs	239	500	250	0	500
6048	Maintenance & Fees	8,429	8,500	14,850	12,516	12,000
6330	Utilities	28,483	27,000	26,000	30,436	26,000
6425	REMIF Liab., Prop, Flood Ins.	2,620	2,649	2,194	2,194	1,993
	TOTAL OPERATING	\$75,844	\$70,784	\$76,553	\$76,130	\$74,760
	Capital Outlay - Fund 001					
6048	Electrical Upgrades Equip. Room & Rain Gutters	0	0	9,645	7,378	0
6896	Shower Hot Water Heater	0	0	15,000	14,873	0
6908	Pool Resurfacing	0	90,000	102,223	95,330	0
6941	Pool Heater	0	0	7,500	7,728	45,500
6943	Exterior Painting of Building	0	0	15,000	11,980	0
	TOTAL CAPITAL	\$0	\$90,000	\$149,368	\$137,289	\$45,500
TOTAL DEPARTMENT		\$75,844	\$160,784	\$225,921	\$213,419	\$120,260
	Ives Pool Reimbursement 000-4480	(\$34,080)	(\$40,000)	(\$24,314)	(\$44,838)	(\$30,000)
	Net General Fund Cost	\$41,764	\$120,784	\$201,607	\$168,581	\$90,260



City of Sebastopol
2014/2015 Budget Expenditures

Account No. 000-6390
Department: Recreation and Community Support

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries (Includes .30 FTE)	10,668	8,034	10,174	9,262	12,296
6023	Benefits	5,762	5,502	7,682	7,682	7,986
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>16,430</i>	<i>13,536</i>	<i>17,856</i>	<i>16,944</i>	<i>20,282</i>
6050	Misc. Supplies / Services	794	1,000	11,700	10,284	10,700
6330	Utilities (Electric & Gas)*	13,711	17,000	15,000	16,366	15,000
TOTAL DEPARTMENT		\$30,935	\$31,536	\$44,556	\$43,594	\$45,982

Provides supplies, services, and landscaping to the Community Center, Youth Annex, Garzot Building, Library, Senior Center, Museum, and Ives Pool.

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).

The two departments of Recreation 6390 and Community Support 6395 are combined in the 2014/15 budget.



City of Sebastopol
2014/2015 Budget Expenditures

Account No. **000-6391**
Department: **Community Center**

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
000-3112	Contribution to Reserve	0	0	10,000	10,000	0
6861	Contribution to Operations	0	0	10,000	10,000	11,300
6861	Concert Series	0	0	0	0	20,000
TOTAL DEPARTMENT		\$0	\$0	\$20,000	\$20,000	\$31,300
	Capital Outlay - Fund 001					
6391-8027	Exterior Paint	0	0	20,000	1,345	0
6391-8028	Floor Scrubber (cleaner)	0	0	5,000	0	0
6391-8029	Entrance Arbor	0	0	15,000	1,011	0
6391-8030	Reception Area	0	0	65,000	4,339	81,417
6391-8031	Restroom Upgrade	0	0	40,000	2,695	51,421
6391-8032	Kitchen Upgrade & Commercial Dishwasher (\$6,000) *	0	0	28,000	1,896	0
6391-8033	Youth Annex Paint and Floor Covering	0	0	8,500	8,920	0
6391-8033	Tile Repairs Youth Annex	0	0	0	0	0
6391-8034	Landscape Material Comm Cntr	0	0	0	0	0
	TOTAL CAPITAL	\$0	\$0	\$181,500	\$20,206	\$132,838
TOTAL DEPARTMENT		\$0	\$0	\$201,500	\$40,206	\$164,138

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 requests by the budget subcommittee, and presented to Council for their approval in June.

Community Benefit Grant and Contribution to Operations

In prior years, the funding to the Community Center 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. In fiscal 2014 the City funded the Community Center a \$11,300 Community Benefit Grant and a \$10,000 Contribution to Operations.

For Fiscal 2015, the Community Center will not submit a Community Benefit Grant application, and their operations will be funded entirely on this budget page.

Reserve

During the 2013/14 fiscal year, the City designated \$10,000 in Reserves for the Community Center. This is identified in the City's general ledger under account number 000-3112.

* 6391-8032 Kitchen upgrade of \$36,423 will be funded in the Capital Improvement Program in fiscal year 2014/15 under Building Reserve account 000-3105.



*City of Sebastopol
2014/2015 Budget Expenditures*

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries (Incl. 2.35 FTE)	106,905	106,955	108,448	98,898	128,961
6300-6005	Engineering Administration	25,063	23,590	30,992	26,724	28,797
6023	Benefits	57,761	59,451	68,386	68,386	71,028
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>189,729</i>	<i>189,996</i>	<i>207,826</i>	<i>194,008</i>	<i>228,786</i>
6040	Vehicle Expense	2,780	3,000	3,000	2,763	3,000
6050	Misc Supplies / Service *	0	0	6,000	2,169	6,000
6330	Utilities	6,046	5,000	8,300	3,550	8,300
6860	Contract Services	200	1,000	1,000	0	1,000
8020	Cal OSHA Update (to GF)	0	4,500	0	0	0
TOTAL DEPARTMENT		\$198,755	\$203,496	\$226,126	\$202,490	\$247,086
Gas Tax Revenue & Taxation 7360 Revenues		(\$204,038)	(\$205,085)	(\$229,015)	(\$192,684)	(\$204,577)
T & U Tax Cost Allocation 830-6330-6056		\$0	\$0	\$0	(\$9,806)	(\$42,251)
Gas Tax Streets Allocation		\$198,755	\$203,496	\$226,126	\$192,684	\$204,835

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.

Description	2011/12	2012/13	2013/14	2014/15
*Miscellaneous Supplies/Services 6050 (Transferred from GF in 2013/14)				
Barricades, misc tools & equipment	0	0	3,500	3,500
Sidewalk repairs (co-op program)	0	0	2,500	2,500
Total	\$ 0	\$ 0	\$ 6,000	\$ 6,000



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

Account No. **001-6530**

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6050	Misc Supplies / Service	0	0	1,000	50	1,000
6060	Training	0	0	2,500	0	2,000
6070	Annual Permits, Fees, Dues, Memberships *	0	0	14,500	14,347	25,000
6860	Contract Services **	0	0	42,000	38,173	42,000
TOTAL DEPARTMENT		\$0	\$0	\$60,000	\$52,570	\$70,000

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

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

Description	2011/12	2012/13	2013/14	2014/15
*Annual Permits, Fees, Dues & Memberships 6070				
State Water Resources Control Board	0	0	5,000	2,000
Russian River Watershed Association	0	0	15,500	23,000
Total	\$ 0	\$ 0	\$ 20,500	\$ 25,000

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 ensuring the continuous operation of the City's water pumping and distribution systems.
- Assure maximum fair collection of water revenue by maintaining all City water meters within AWWA tolerances and by providing accurate recordation of all water meters.
- To fund the cost of pumping, transmission and debt service of the water system.

Sewer - Goals:

- Protect the health and welfare of the community by 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 Accomplishments for 2013/14 for Water and Sewer:

- Purchase of spare SCADA component - VLC
- Purchase of soil compactor and asphalt compactor
- Purchase of generator with work lights

Water

- Increase of lab and public health fees

Sewer

- Vortex repairs - concrete lining of manholes
- Sewer pump station repairs at both Valley View pump station and Morris Street pump station
- Generator service contract for testing and repairs at both pump stations

Major Budget Changes for 2014/15:

Water

Fund 1/3 cost for two trucks (shared with General Fund Streets and Sewer)	\$ 22,000
Purchase oil storage cabinets per CalOSHA compliance	\$ 1,250
Increase CA Dept of Public Health fees for review and permitting process of new treatment system	\$ 3,000
Increase laboratory fees for water monitoring at new treatment system	\$ 6,000
Well 7 Filter Media Change Out	\$ 61,000

Sewer

Fund 1/3 cost for two trucks (shared with General Fund Streets and Water)	\$ 22,000
Purchase and install of new pump at Valley View pump station	\$ 20,500
Sewer Operator competency training and Water Quality monitoring plan per CA State regulations	\$ 11,000
Generator testing and repair contract services	\$ 3,795

Total for 2014/15 Fiscal Year	\$150,545
-------------------------------	-----------



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Dept</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/514</u>	<u>2014/2015 Department Request</u>
6010	City Council	12,421	14,441	24,555	20,462	26,496
6020	City Manager	41,231	31,565	33,432	27,860	34,173
6040	City Attorney	5,311	5,981	6,166	5,138	6,273
6021	City Clerk	9,617	10,435	13,297	11,080	15,359
6030	Finance	73,424	83,504	118,008	98,340	143,791
6120	Auditing / Non-Departmental	7,227	7,515	6,548	5,457	8,879
6050	Planning	11,583	8,728	10,117	8,431	10,804
6290	Building Inspection	25,650	25,970	27,723	23,102	28,698
6300	Engineering	57,645	54,257	71,282	59,402	66,232
6310	Corporation Yard	96,704	98,520	108,904	90,753	117,714
6060	Government Buildings	0	9,370	10,933	9,110	12,871
6130	Village Mobile Home Park	2,790	6,030	5,400	4,500	5,400
TOTAL ALLOCATIONS		\$343,603	\$356,316	\$436,365	\$363,635	\$476,690



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6050	Operation / Maintenance	684,231	645,516	834,243	764,723	779,479
6512	Debt Service	636,466	706,284	702,026	643,524	712,370
	TOTAL DEPARTMENT	\$1,320,697	\$1,351,800	\$1,536,269	\$1,408,247	\$1,491,849

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.



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries (Includes 1.75 FTE)	114,247	115,568	110,033	100,182	124,106
6011	Standby	9,636	8,448	8,448	8,932	8,448
6020	Overtime	1,237	800	3,432	3,396	3,600
6023	Benefits	51,606	54,987	57,065	57,065	59,155
<i>PERSONNEL COSTS SUBTOTAL</i>		<i>176,726</i>	<i>179,803</i>	<i>178,978</i>	<i>169,575</i>	<i>195,309</i>
6025	Communications	2,216	2,000	2,400	2,002	2,400
6049	Low Flow Toilet Rebates	900	1,000	1,300	1,425	1,300
6050	Misc. Supplies/ Services *	32,050	34,735	36,450	31,838	36,450
6060	Training	799	1,000	1,000	751	1,500
6310	Litigation Expense (Morris St)	29,435	10,000	0	0	0
6330	Utilities	24,018	24,500	28,900	26,018	28,900
6425	REMIF Liab., Prop, Flood Ins.	10,025	9,758	8,146	8,146	8,701
6860	Contract Services **	8,394	0	67,040	62,970	18,795
8020	Cal OSHA Safety Update	0	10,000	10,000	10,000	8,500
TOTAL OPERATING		\$284,563	\$272,796	\$334,214	\$312,725	\$301,855
Maintenance Outlay - Sewer Operations 420						
6910	Generator (½ Cost)	0	0	800	800	0
6911	Soil/Asphalt Compactor (½ Cost)	0	0	2,560	2,778	0
6912	SCADA Component (½ Cost)	0	0	600	633	0
6955	2 Pickups (1/3/ Cost Shared w/Water & GF Streets)	0	0	0	0	22,000
7012	Green Valley Pump Station	0	0	0	0	20,500
TOTAL CAPITAL		\$0	\$0	\$3,960	\$4,211	\$42,500
TOTAL DEPARTMENT		\$284,563	\$272,796	\$338,174	\$316,936	\$344,355

* and ** See next page for account details.

Footnote Sewer Utility Details

Description	2011/12	2012/13	2013/14	2014/15
-------------	---------	---------	---------	---------

*Miscellaneous Supplies/Services 6050				
Lift Station maintenance & repairs	9,315	12,000	12,000	12,000
Generator service contract	2,310	2,310	0	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	2,525	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	1,500	1,500
Total	\$ 32,050	\$ 34,735	\$ 36,450	\$ 36,450

**Contract Services 6860				
Replace Natural Gas fuel tank PW Truck	6,873	0	0	0
Green Valley Pump Station Rebuild	0	0	0	0
State Water Res Control - Annual Permit	1,521	0	0	0
Generator Service Contract (both)	0	0	2,310	3,795
Generator Test & Repair Increases (both)	0	0	4,000	4,000
Generator Tank Repair	0	0	1,800	0
Sewer Wet Well Repair (Valley View)	0	0	2,000	0
Vortex Repairs (Seal)	0	0	50,630	0
Sanitary Sewer Operator Plan & Monitoring	0	0	0	11,000
Total	\$ 8,394	\$ 0	\$ 60,740	\$ 18,795



City of Sebastopol
2014/2015 Budget Expenditures

Account No. 510-6XXX-6005

Department: Water Administration Departmental Allocations

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	City Council	10,646	12,378	21,047	17,539	22,711
6020	City Manager	41,231	31,565	33,432	27,860	34,173
6040	City Attorney	9,657	9,969	10,277	8,564	10,456
6021	City Clerk	10,991	11,926	15,196	12,663	17,553
6030	Finance	75,649	86,035	121,584	101,320	147,677
6120	Auditing / Non-Departmental	7,227	0	6,548	5,457	8,879
6280	Fire	16,931	16,694	17,312	14,427	43,849
6050	Planning	11,583	14,546	16,861	14,051	18,007
6290	Building	25,650	25,970	27,723	23,102	28,698
6300	Engineering	85,214	80,206	105,374	87,812	97,909
6310	Corporation Yard	132,622	135,113	149,354	124,462	161,436
6060	Government Buildings	10,581	9,370	10,933	9,110	12,871
6130	Village Mobile Home Park	2,790	6,030	5,400	4,500	5,400
TOTAL ALLOCATIONS		\$440,772	\$439,802	\$541,041	\$450,867	\$609,619



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol 2014/2015 Budget Expenditures

Account No. 510-6510
Department: Water Operations

Object	Description	2011/2012 Actual Expenditures	2012/2013 Actual Expenditures	2013/2014 Budgeted Expenditures	2013/14 Expenditures YTD to 6/5/14	2014/2015 Department Request
6010	Salaries (Includes 2.50 FTE)	151,574	155,197	153,183	138,347	178,986
6011	Standby	9,395	8,237	8,237	8,708	8,237
6020	Overtime	1,487	780	4,025	3,982	3,510
6023	Benefits	69,650	73,291	78,800	78,800	81,720
PERSONNEL COSTS SUBTOTAL		232,106	237,505	244,245	229,837	272,453
6025	Communications	3,300	2,500	3,900	3,300	3,900
6050	Misc. Supplies / Services *	64,111	69,395	85,820	78,025	94,820
6060	Training	1,256	1,600	1,600	760	2,100
6330	Utilities	94,743	105,000	150,000	89,762	150,000
6425	REMIF Liab., Prop, Flood Ins.	15,538	16,636	14,387	14,387	16,049
6806	Backflow Prevention Program	1,299	500	300	300	2,000
6807	Fire Hydrant Rplcmnt Program	8,093	9,000	15,000	14,424	15,000
6808	Meter Replacement Program	20,019	18,000	20,000	10,700	20,000
6860	Contract Services ** (see detail)	20,645	4,000	11,200	8,792	65,000
8020	Cal OSHA Safety Update	0	10,000	10,000	10,000	8,500
TOTAL OPERATING		\$461,110	\$474,136	\$556,452	\$460,287	\$649,822
Maintenance Outlay - Water Operations 510						
6537	Replace Cathodic Protection @ Reservoirs	0	2,617	0	0	0
6910	Generator (½ Cost)	0	0	800	800	0
6911	Soil/ & Asphalt Compactors (½ Cost)	0	0	2,560	2,779	0
6912	SCADA Component (½ Cost)	0	0	600	633	0
6954	Oil Storage Container	0	0	0	0	1,250
6955	2 Pickups (1/3 Cost Shared w/ Sewer & GF Streets)	0	0	0	0	22,000
6966	Well Improvements **	1,081	1,000	0	0	0
6968	Pressure Sensing Valve	6,632	0	0	0	0
7039	Well 8 Repairs	27,431	0	0	0	0
TOTAL CAPITAL		\$35,144	\$3,617	\$3,960	\$4,212	\$23,250
TOTAL DEPARTMENT		\$496,254	\$477,753	\$560,412	\$464,499	\$673,072

* and ** See next page for account details.

Footnote Water Utility Details

Description	2011/12	2012/13	2013/14	2014/15
-------------	---------	---------	---------	---------

*Supplies 6050				
Lab Expenses, Water testing	20,016	26,300	38,300	44,300
Maintenance and Repairs	26,500	26,500	26,500	26,500
Generator service contract	575	575	0	0
CA Dept of Health Services Fees and CDPH Regulation Oversight	10,000	10,000	15,000	18,000
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
Total	\$ 63,111	\$ 69,395	\$ 85,820	\$ 94,820

**Contract Services 6860				
Appraisal Railroad Property	750	0	0	0
Pump Station Repairs - Telstar	1,789	0	0	0
CNG Tank Replaclement	6,928	0	0	0
Well 6 Control System	4,518	0	0	0
SCADA Repairs	6,660	0	0	0
Water Zone Interconnect	0	2,320	0	0
Reservoir Inspections	0	0	7,200	0
Engineering Services	0	0	0	4,000
Well 7 Filter Media Change Out	0	0	0	61,000
Total	20,645	2,320	7,200	65,000

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.

Velocity Pumper 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.

Well 6 Arsenic Treatment Planning Loan

The City of Sebastopol needs to lower the arsenic level in Well 6. The City applied for a 5 year loan from the California Department of Public Health to conduct a pilot study test to determine the method in which to treat the arsenic, engineering to design plans and specifications for the treatment system once the method of treatment is determined, and a work plan for operating the treatment system. An application is pending for the \$411,000 loan at 2.085% from the California Safe Drinking Water State Revolving Fund, to implement this first phase of planning.

Well 7 Well 7 Arsenic Treatment System Construction Loan

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



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol
2014/2015 Budget Expenditures

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

Object	Description	2011/2012 Actual Expenditures	2012/2013 Actual Expenditures	2013/2014 Budgeted Expenditures	2013/14 Expenditures YTD to 6/5/14	2014/2015 Department Request
<i>Infrastructure Lease Financing of 2006 (PIF 6/8/2026) Due June and December</i>						
001-6091-6515	Solar /Streets Prin 27.08%	30,262	31,748	33,306	33,306	34,941
001-6090-6515	Solar /Streets Int 27.08%	31,092	29,607	28,048	28,048	26,413
420-6091-6515	Sewer Principal 27.78%	31,045	32,568	34,167	34,167	35,844
420-6090-6515	Sewer Interest 27.78%	31,770	30,372	28,773	28,773	27,096
510-6091-6515	Water Principal 31.25%	34,922	36,636	38,435	38,435	40,322
510-6090-6515	Water Interest 31.25%	35,739	34,166	32,367	32,367	30,481
860-6091-6515	Skate Park Prin 13.89%	15,522	16,284	17,084	17,084	17,922
860-6090-6515	Skate Park Int 13.89%	15,948	15,186	14,387	14,387	13,548
<i>Total Infrastructure Lease</i>		<i>\$226,300</i>	<i>\$226,567</i>	<i>\$226,567</i>	<i>\$226,567</i>	<i>\$226,567</i>

<i>Village Mobile Home Park (PIF 7/1/2027) Due January and July</i>						
001-6091-6516	Lease Principal	30,133	31,627	32,402	16,397	34,009
001-6090-6516	Lease Interest	34,452	32,958	32,183	15,895	30,576
<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) Due December</i>						
001-6091-6517	Lease Principal 47.41%	0	46,267	46,267	46,267	46,267
008-6091-6517	Lease Principal 20.80%	97,589	20,299	20,299	20,299	20,299
510-6091-6517	Lease Principal 31.79%	0	31,023	31,023	31,024	31,023
<i>Total CREBS Lease</i>		<i>\$97,589</i>	<i>\$97,589</i>	<i>\$97,589</i>	<i>\$97,590</i>	<i>\$97,589</i>

<i>Velocity Pumper Fire Engine Lease (PIF 9/15/2015) Due March and September</i>						
001-6091-6916	Lease Principal	122,225	126,001	129,894	129,894	133,906
001-6090-6916	Lease Interest	16,858	13,092	9,199	9,200	5,187
<i>Total Fire Engine Lease</i>		<i>\$139,083</i>	<i>\$139,093</i>	<i>\$139,093</i>	<i>\$139,094</i>	<i>\$139,093</i>

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
<i>Vacuum Truck Lease (PIF 6/30/2016) Due June</i>						
001-6091-6921	Sales Tax Principal 25%	5,492	5,752	6,023	0	6,308
001-6090-6921	Sales Tax Interest 25%	1,424	1,165	894	0	609
420-6091-6921	Sewer Principal 50%	10,985	11,503	12,046	0	12,615
420-6090-6921	Sewer Interest 50%	2,849	2,331	1,788	0	1,219
510-6091-6921	Water Principal 25%	5,492	5,752	6,023	0	6,308
510-6090-6921	Water Interest 25%	1,424	1,165	894	0	609
<i>Total Vacuum Truck Lease</i>		<i>\$27,666</i>	<i>\$27,668</i>	<i>\$27,668</i>	<i>\$0</i>	<i>\$27,668</i>

<i>Dump Truck (PIF 2/9/2014) Due February</i>						
420-6091-6951	Truck Principal 50%	6,022	6,455	6,920	6,920	0
420-6090-6951	Truck Interest 50%	1,397	963	498	498	0
510-6091-6951	Truck Principal 50%	6,022	6,455	6,920	6,920	0
510-6090-6951	Truck Interest 50%	1,397	963	498	498	0
<i>Total Dump Truck Lease</i>		<i>\$14,838</i>	<i>\$14,836</i>	<i>\$14,836</i>	<i>\$14,836</i>	<i>\$0</i>

<i>Energy Conservation Loan (PIF 12/22/2014) Due June and December</i>						
001-6091-7068	Sales Tax Principal 67.74	23,006	24,062	25,157	25,157	13,004
001-6090-7068	Sales Tax Interest 67.74%	3,589	2,533	1,438	1,438	293
511-6091-7068	Water CIP Prin 32.26%	10,957	11,459	11,981	11,981	6,193
511-6090-7068	Water CIP Interest 32.26%	1,709	1,207	685	685	140
<i>Total Energy Conservation Loan</i>		<i>\$39,261</i>	<i>\$39,261</i>	<i>\$39,261</i>	<i>\$39,261</i>	<i>\$19,630</i>

<i>Well 6 Arsenic Treatment State Revolving Loan (5 Year Loan beginning Sept. 2014)</i>						
511-6091-6363	Water CIP Principal	0	0	0	0	78,825
511-6090-6363	Water CIP Interest	0	0	0	0	8,161
<i>Total Water System Loan</i>		<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$86,986</i>

<i>Well 7 Arsenic Treatment Muni Services Loan (20 Year Loan beginning Sept. 2014)</i>						
511-6091-6364	Water CIP Principal	0	0	0	0	39,882
511-6090-6364	Water CIP Interest	0	0	0	0	49,200
<i>Total Water System Loan</i>		<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$89,082</i>

TOTAL DEBT SERVICE		\$609,322	\$609,599	\$609,599	\$549,640	\$751,200
---------------------------	--	------------------	------------------	------------------	------------------	------------------



City of Sebastopol
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6090-6063	Interest	17,185	16,128	15,212	15,212	14,135
6091-6063	Principal	20,000	15,000	15,000	15,000	20,000
6095-6063	Trustee Fees	5,282	4,000	4,500	3,995	5,000
TOTAL DEPARTMENT		\$42,467	\$35,128	\$34,712	\$34,207	\$39,135
778-4014	Special Assessment Revenues	(\$31,479)	(\$32,000)	\$31,475)	(\$32,121)	(\$30,800)
(Excess) or Overage to General Fund		\$10,988	\$3,128	\$66,187	\$2,086	\$8,335

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
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Public Works Salaries (Includes .05 FTE)	0	0	0	0	3,104
6871	Administrative Services Staff Time & Costs	0	0	1,021	1,444	1,700
6660	Street Lighting Expense	78,421	82,352	86,000	68,026	82,000
6860	Engineer's Report and Street Light Pole Replacement	4,813	1,512	5,000	548	6,000
TOTAL DEPARTMENT		\$83,234	\$83,864	\$92,021	\$70,018	\$92,804
	780-4725 Special Assessment Revenues	(\$90,544)	(\$92,071)	(\$92,321)	(\$89,727)	(\$86,000)

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 Obligation Retirement 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, in earlier budget years. 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 three non-housing assets. Those assets include the downtown Plaza restroom and land parcel located on Weeks Way, and two parcels at the Skatergarten 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
2014/2015 Budget Expenditures

Fund Number: **950**

Department: **Redevelopment Obligation Retirement Fund Debt Service**

<u>Object</u>	<u>Description</u>	2011/2012 Actual <u>Expenditures</u>	2012/2013 Actual <u>Expenditures</u>	2013/2014 Budgeted <u>Expenditures</u>	2013/14 Expenditures <u>YTD to 6/5/14</u>	2014/2015 Department <u>Request</u>
Fund 950						
<i>C.O.P. of 1989 / 1994 / 2004 Police Building (PIF 6/1/2013)</i>						
6090-6545	Interest	28,904	12,041	0	0	0
6091-6545	Principal	379,600	395,100	0	0	0
<i>Tax Increment Bonds of 2007 - Refunding (PIF 6/1/2021) Due June and December</i>						
6090-6560	Interest	137,332	117,298	106,560	106,560	95,151
6091-6560	Principal	300,000	305,000	320,000	320,000	330,000
6095-6560	Trustee Fees	2,250	2,250	2,250	2,250	2,250
TOTAL DEPARTMENT		\$848,086	\$831,689	\$428,810	\$428,810	\$427,401

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. This debt service was 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
2014/2015 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2011/2012 Actual Expenditures</u>	<u>2012/2013 Actual Expenditures</u>	<u>2013/2014 Budgeted Expenditures</u>	<u>2013/14 Expenditures YTD to 6/5/14</u>	<u>2014/2015 Department Request</u>
6010	Salaries	1,020	0	0	0	0
6023	Benefits	52	0	0	0	0
6050	Misc. Supplies / Services	0	0	0	0	0
6057	ABX4 26 SERAF Payment	0	0	0	0	0
6070	Dues / Subscriptions	0	0	0	0	0
6600	Auditing	7,000	0	0	0	0
8023	Successor Agency Expenses	250,000	250,000	250,000	250,000	250,000
	TOTAL DEPARTMENT	\$258,072	\$250,000	\$250,000	\$250,000	\$250,000
REDEVELOPMENT ALLOCATIONS						
6010-6005	City Council Allocations	\$3,105	\$0	\$0	\$0	\$0
6020-6005	City Manager Allocations	\$36,077	\$0	\$0	\$0	\$0
6021-6005	City Clerk Allocations	\$12,021	\$0	\$0	\$0	\$0
6030-6005	Administrative Services Allocations	\$6,490	\$0	\$0	\$0	\$0
6040-6005	City Attorney Allocations	\$5,633	\$0	\$0	\$0	\$0
6050-6005	Planning Allocations	\$43,919	\$0	\$0	\$0	\$0
6300-6005	Engineering Allocations	\$16,082	\$0	\$0	\$0	\$0
	Total Department Costs	\$381,399	\$250,000	\$250,000	\$250,000	\$250,000

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

Per Health and Safety Code section 34171 (b), the State allocated \$250,000 to each Successor Agency (beginning in 2011/12) for annual Administrative cost allowance, payable from property tax revenues, to assist those successor agencies with the expense of wind down the activities of their former redevelopment agencies.