



Main Street, Sebastopol

Photo: Loren Hansen

ADOPTED BUDGET FISCAL YEAR 2016-17



Apple Blossoms

Photo: Jene Isley



Blossom & Ladybug

Photo: Daphne Shapiro

MEET THE CITY COUNCIL



Sarah Glade Gurney, Mayor
Term Expires—November 2018



Patrick Slayter
Council Member
Term Expires
November 2018



Una Glass
Vice Mayor
Term Expires
November 2018



John Eder, Council Member
Term Expires—November 2016



Robert Jacob, Council Member
Term Expires—November 2016

CITY OFFICIALS

City Council:

Sarah Glade Gurney, Mayor

Una Glass, Vice-Mayor

John Eder

Robert Jacob

Patrick Slayter

City Staff:

City Manager/City Attorney.....Lawrence McLaughlin

City ClerkMary Gourley

Building OfficialGlenn Schainblatt

Engineering Manager.....Henry Mikus

Finance DirectorAna Kwong

Fire ChiefWilliam Braga

Planning DirectorKenyon Webster

Police ChiefJeffrey Weaver

Public Works SuperintendentRichard Emig

Advisory Commissions or Committees:

Planning Commission

Design Review Board

Public Arts Committee

Complete Streets Advisory Committee

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City Council

Mayor Sarah Glade Gurney
Vice Mayor Una Glass
John Eder
Robert Jacob
Patrick Slayter

**City Manager**

Larry McLaughlin
lmclaughlin@cityofsebastopol.org
City Clerk
Mary Gourley
mgourley@cityofsebastopol.org

City of Sebastopol

June 21, 2016

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

Attached is the City of Sebastopol's fiscal year 2016/17 adopted budget, as prepared by staff and reviewed and presented to the City Council by the Budget Subcommittee. The budget is the primary policy document adopted by the City Council each year. This budget is developed in accordance with the City's financial management policies and guidelines and reflects the City Council's goals and objectives and how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operational guide and a communication tool. Although adjustments are expected as needs arise, the budget ultimately maps out the City's activities over the course of the next fiscal year. Overall guiding principles were utilized to develop this budget including ensuring the City operates within its means; enhances service delivery, and fosters transparency.

The adopted fiscal year 2016/17 general fund budget was prepared under the conservative approach. The budget was developed with the cautious optimism that our local economy will continue to rebound. Although revenue estimates show increases in resources, City staff continues to be cautious and responsible in developing a budget that maintains service levels, while continuing to fund new projects to maintain and improve the economic vitality of this City. In preparing departmental budgets for the new fiscal year, department directors were instructed to once again analyze their department expenditures for potential savings. Each department went through a detailed budget review with the Budget Subcommittee that focused on the Council's goals and priorities and evaluated departmental need assessments. This budget recognizes the need for a conservative approach to managing expenditures while providing a balance to maintaining existing high-quality programs, services and infrastructure, and funding enhancements and new initiatives, to best meet the goals and priorities of the City of Sebastopol and citizens of this community.

Highlights of the FY 2016-17 budget include:

- ❖ Maintenance of existing programs/operations for core services, while continuing to operate within our means
- ❖ Funding of additional departmental needs to maintain the core services
- ❖ Met and exceeded General Fund reserves at Council policy of 20% or more
- ❖ Continuing to address long-term unfunded obligations such as pension liabilities and deferred vehicle replacement costs
- ❖ Funding of Capital Improvement Projects including major Well Arsenic Treatment projects, ADA upgrades and road improvements to name a few

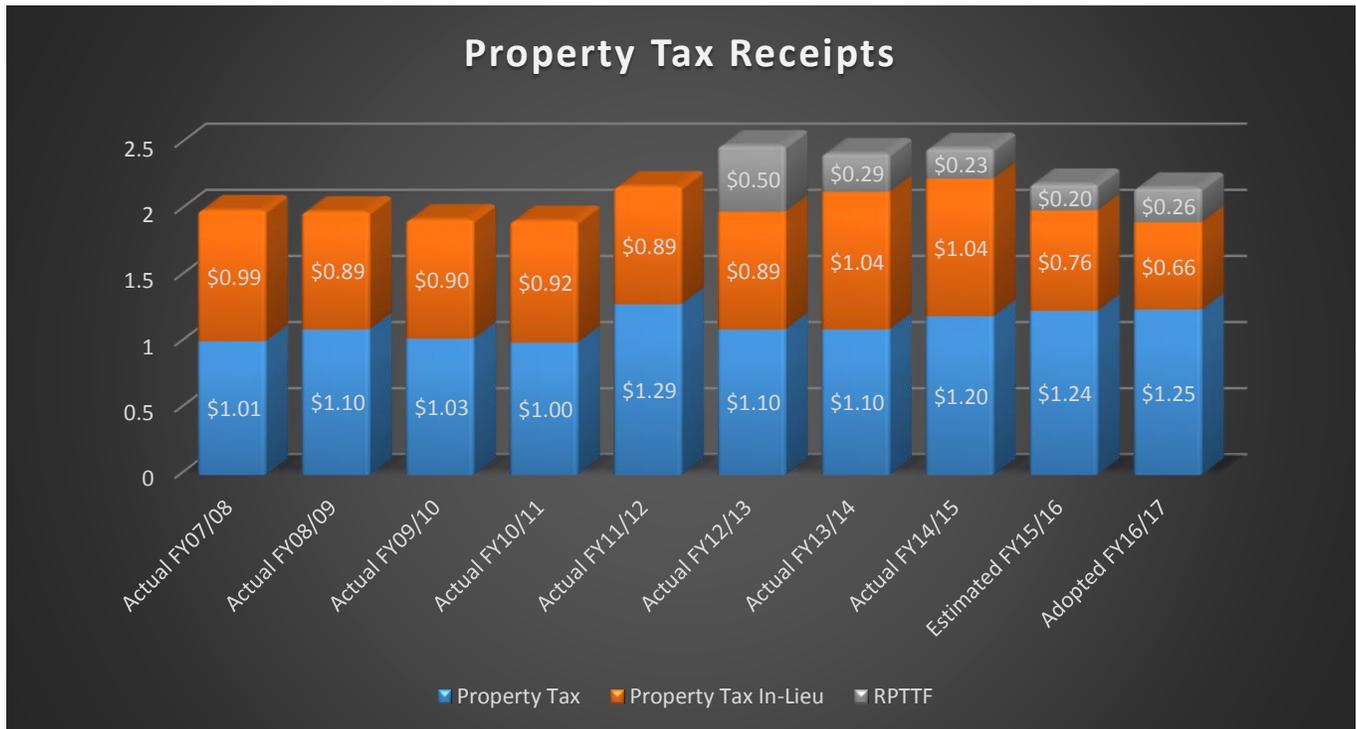
The subcommittee presents a balanced budget in conformance with California State legislation.

GENERAL FUND REVENUES:

PROPERTY TAX:

The projected year-end property tax revenue for FY 15/16 is \$2.2M, which is 6.61% below the prior year actual. In FY 2016/17, the City is projecting a slight decrease of less than 1% growth in the expected assessed value (AV). The budget also reflects a decrease in projected property tax which is due to a reduction in the "Property tax In Lieu of Sales Tax" which represents a reduction in the state-mandated shift of money to state-financed schools in exchange for vehicle license fee revenues that cities used to receive. This convoluted system of trade-offs is the result of a series of State of California budget maneuvers that are now known as the "flip" and "swap" which ends in FY 15/16.

The graph below depicts the historical funds distributed to the City of Sebastopol.



SALES TAX

The City of Sebastopol receives both a general sales tax and a ¼ & ½ cent added tax known as "Measures "T" and "Y" that were approved by the voters. Combined, these sales taxes provide approximately 44.5% of all general fund resources.

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 ¼ 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.

Measure Y- 2012:

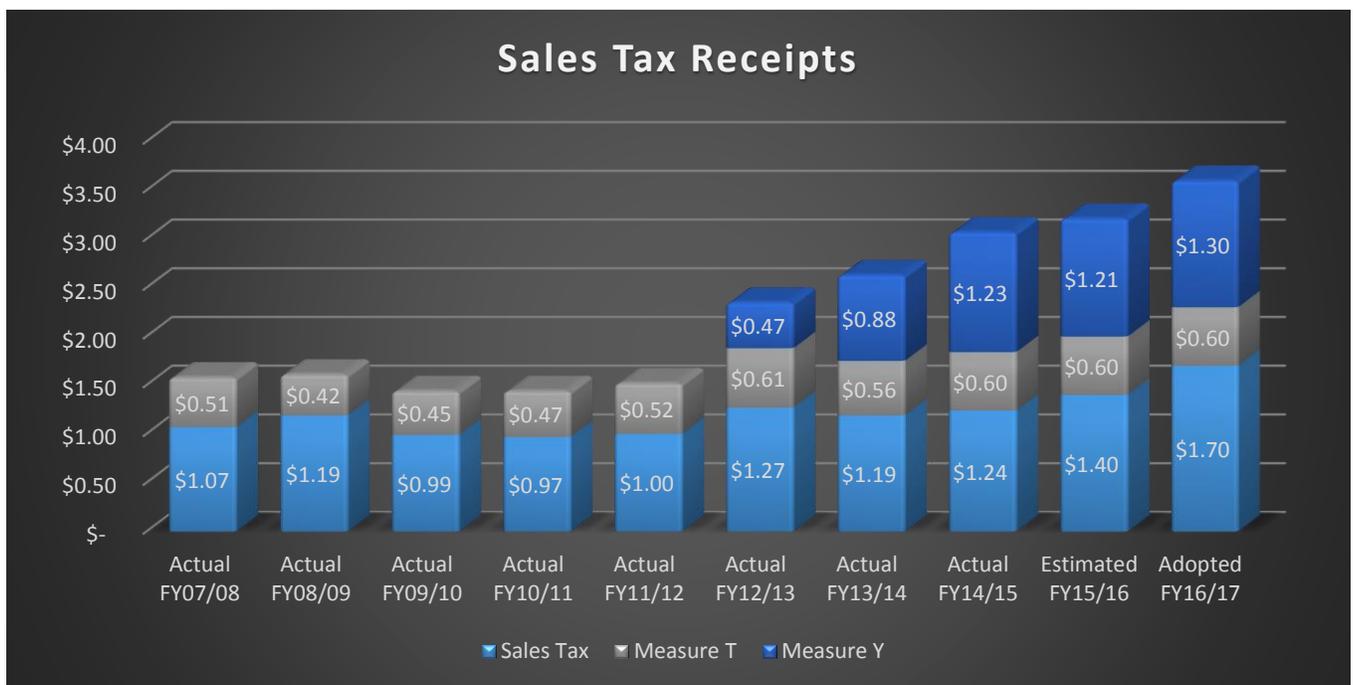
On November 6, 2012 a general municipal election was held in Sebastopol and the City voters passed Measure Y, a ½ cent per dollar Transaction and Use tax. This tax became operative on April 1, 2013 and will remain in effect for 8 years through March 31, 2021. The tax is a general tax and can be used 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.

The FY 16/17 total sales tax estimate is \$3,600,000, an increase of \$373,000 or 11.6% over the FY 15/16 amended budget amount. Sales taxes by category, both general and the Measure T&Y special tax, are discussed below.

The FY16/17 adopted budget anticipates general sales tax revenue of \$1,710,000, representing \$307,000, or 21.9% increase over the FY 15-16 estimate. The revenue estimate is based on the “most likely” scenario developed by the sales tax consulting service.

The FY 16/17 adopted budget anticipates Measures T&Y sales tax revenue of \$1,888,000, an increase of \$64,000 or 3.5% over the FY 15-16 estimate.

The following chart depicts the history for sales tax revenues, with a separate color used to designate the special tax approved by Sebastopol citizens:



TRANSIENT OCCUPANCY TAX

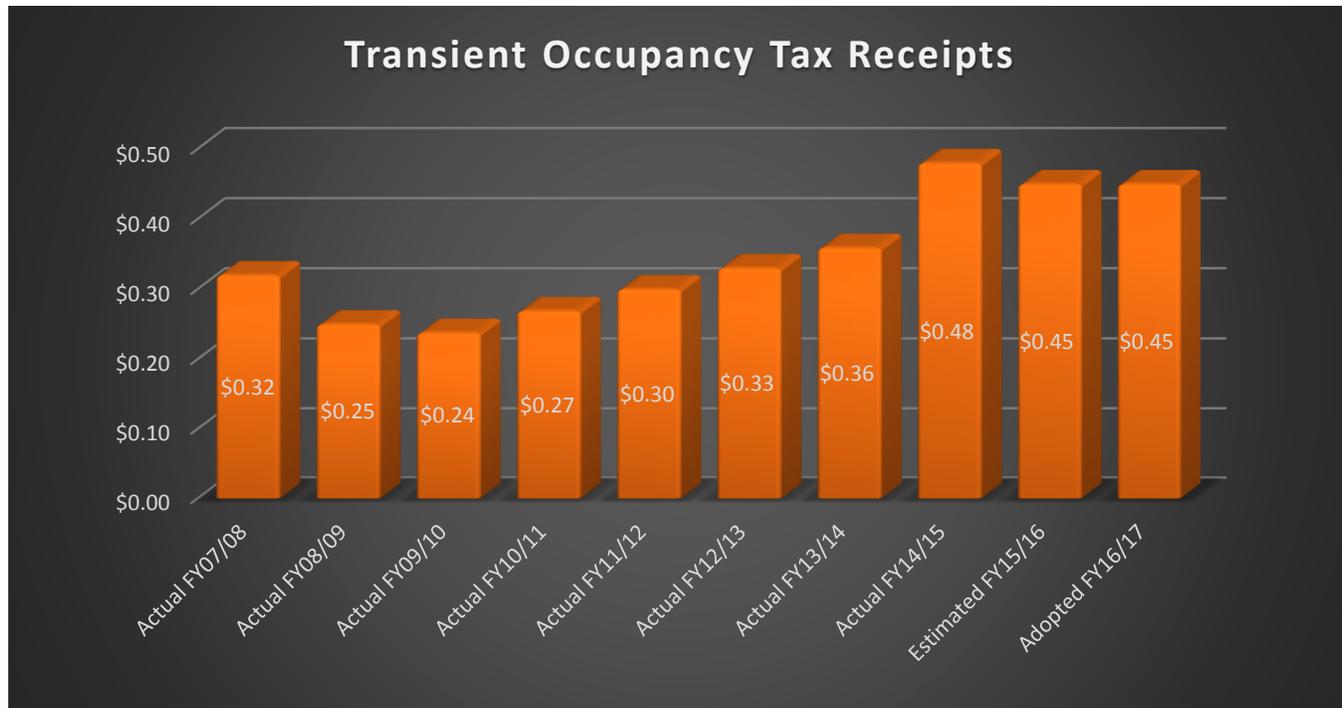
Receipts from Transient Occupancy Tax (TOT) continue to be an important source of revenue for the City. The City receives a fixed percentage of hotel/motel, bed and breakfast inn room rentals in Sebastopol.

The City is projecting TOT receipts for FY 15-16 to be \$450,000, a slight decrease compared to FY 14-15 actual collections.

The FY 16-17 budget incorporates a \$450,000 estimate for TOT, holding a flat growth in comparison to the prior years. Even though there are indications that tourism is on the upswing with the rebound of the economy, the projection calls for the conservative growth estimate given the unpredictability of consumers.

An additional 2% fee is assessed on occupancy, which is used by the Sonoma County Tourism Bureau to promote tourism in the County of Sonoma. Also, the City continues to use resources of the Sonoma County Tourism Bureau to help promote Sebastopol. These efforts help increase occupancy rates for Sebastopol establishments.

The following chart depicts the projection of Transient Occupancy Tax (TOT) collections:

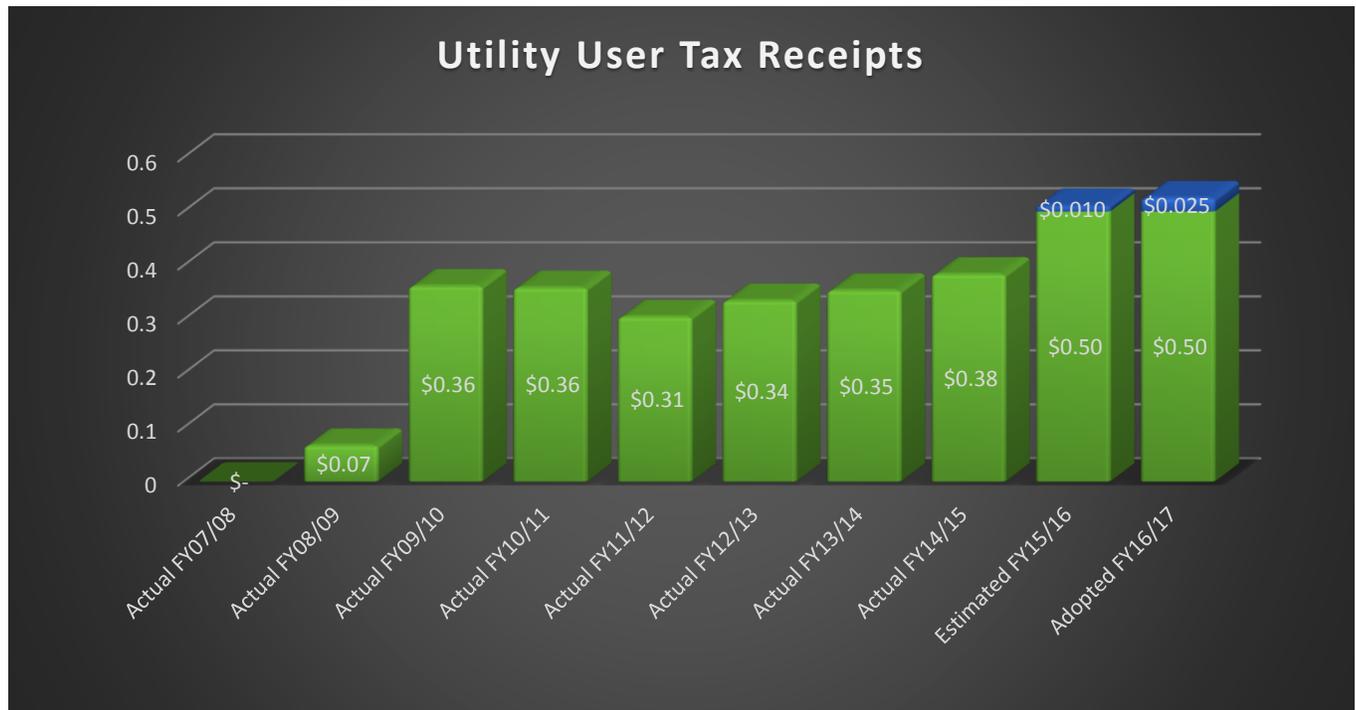


UTILITY USER TAX

The Utility User Tax (UUT) was approved by the voters in 2010, and was originally slated to expire on January 1, 2015. On November 6, 2014, voters approved amendments to the City’s UUT which modernized the definitions and broadened the base to include telephone, garbage, and cable providers and reduced the tax rate from 4% to 3.75%. The tax measure will remain in effect for 10 years through January 1, 2025. The City imposes a tax on the consumption of these utility services and this tax is collected by the utility service provider as part of their regular billing procedure and is then remitted to the City on a monthly basis. These funds are used to maintain the long term financial stability and sustainability of the City of Sebastopol and to operate City government in a fiscally responsible manner. Additionally, beginning January 1, 2016, a new law AB1717 required cities to contract with the California State Board of Equalization (BOE) in order to receive from local utility user taxes (UUT), local 911 charges, and any other local charges imposed on consumers of prepaid mobile services. The current law imposes a variety of surcharges on phone services, including prepaid mobile phone services. The phone carriers are generally responsible for collecting and paying these surcharges to the State. The new law replaces all current charges imposed upon prepaid mobile phone services with a new prepaid MTS surcharge. This bill is the key to modernizing the way taxes are collected on prepaid wireless and mobile devices. The prepaid surcharge is paid by purchaser of prepaid wireless services in California and is collected at the time of purchase. Under the new law, the MTS surcharge is the only method for

our City to collect taxes and surcharges imposed upon prepaid mobile telephone services sold in our City. Although it is hard to predict at this time how much new UUT revenue our City receives from AB 1717, according to our consultant Muni Services, the average the City can probably expect to see is an initial 20% increase in the wireless UUT. However, this depends on the number of large retail stores in the City that sell prepaid wireless, and whether or not those wireless carriers are currently collecting on prepaid wireless devices. By mid-year budget review, the City will have received information from the consultant services as to revenues received for Council information.

The following chart shows 10 years history for UUT revenues including AB1717:



FRANCHISE FEES

In general, a municipal franchise fee is the “rent” that a utility company pays the City to use the right-of-ways for our lines, pipes, poles, streets, etc. Franchise fees are entirely different and are not a tax, but a fee negotiated by the Operators through an agreement with the City for the right to use the public rights-of-way. While the utility company collects this fee, it is turned over to the City based on a negotiated agreement between the City and the Operators.

Franchise fees are applied to garbage, cable television and electric utility operations, and have become an important part of the City’s revenue structure. Combined collections for all franchises are expected to be \$312,000 for FY 16/17, and comprise 3.9% of total general fund financing sources.

Pacific Gas & Electric Franchise: Estimated fees for FY 16/17 is \$62,000, which is relatively flat compared to FY 15/16 collection.

Video/Cable Television Franchise: The combined franchise fee revenues are estimated to come in at \$81,000 for the current fiscal year. The revenue is estimated at \$86,000 for FY 16/17 based on the average of two prior years collections.

Garbage Franchise: The City has an exclusive franchise agreement with Redwood Empire Disposal for providing refuse hauling service. The current contract, which expires December 31, 2023, provides for a

10% franchise fee on refuse gross revenues. In FY 15/16, franchise fee revenue is estimated at \$164,000, which is flat compared to prior year collections. The budget estimate for FY 16/17 is \$164,000 based on current receipts.

LICENSES & PERMITS

Business license fees are collected on retail, professional, semi-professional, general contractors, sub-contractors, wholesalers, and other classifications of businesses including residential property used for home occupations. Generally, business license fees in Sebastopol are based on a flat fee per the number of employees.

Building permit fees are also included in this revenue category. This service provides permit processing and quality control and inspection services.

For FY 15/16 total licenses and permits are estimated at \$416,000, an increase of \$155,000 or 59.4% over the amended budget. This significant increase is attributed to the CVS project moving forward in the permitting process. The projected FY 16/17 revenue for this category is \$285,500 in line with average of three prior year collections not including the onetime CVS project revenue.

INTEREST & RENTS

Expected interest earnings accruing to the general fund are estimated at \$15,000.

The “rent” revenue is more significant than the interest earning, and covers items like residential parking permits, the cell tower land leases, little league park use, and other miscellaneous rental items. Total anticipated revenue included in the FY 16/17 budget for rents is \$42,000.

INTERGOVERNMENTAL & GRANTS

“Public Safety Augmentation Fund” – In 1992, facing serious budget deficits, the California Legislature and the then-Governor instructed county auditors to shift the allocation of local property tax revenues from local government to “educational revenue augmentation funds” (ERAFs), directing that specified amounts of city property tax to be deposited into these funds to support schools. School funding from the state general fund was reduced by a commensurate amount. To cushion the impact of the ERAF shifts, the Legislature submitted to the voters a proposal for a new half-cent sales tax to be dedicated to local public safety.

The most significant revenue account in this category is allocated from the State. The revenue account rises and falls, and the projection is that it will have a slight increase of 2.9% for FY 16/17, and the budgeted amount is \$72,000.

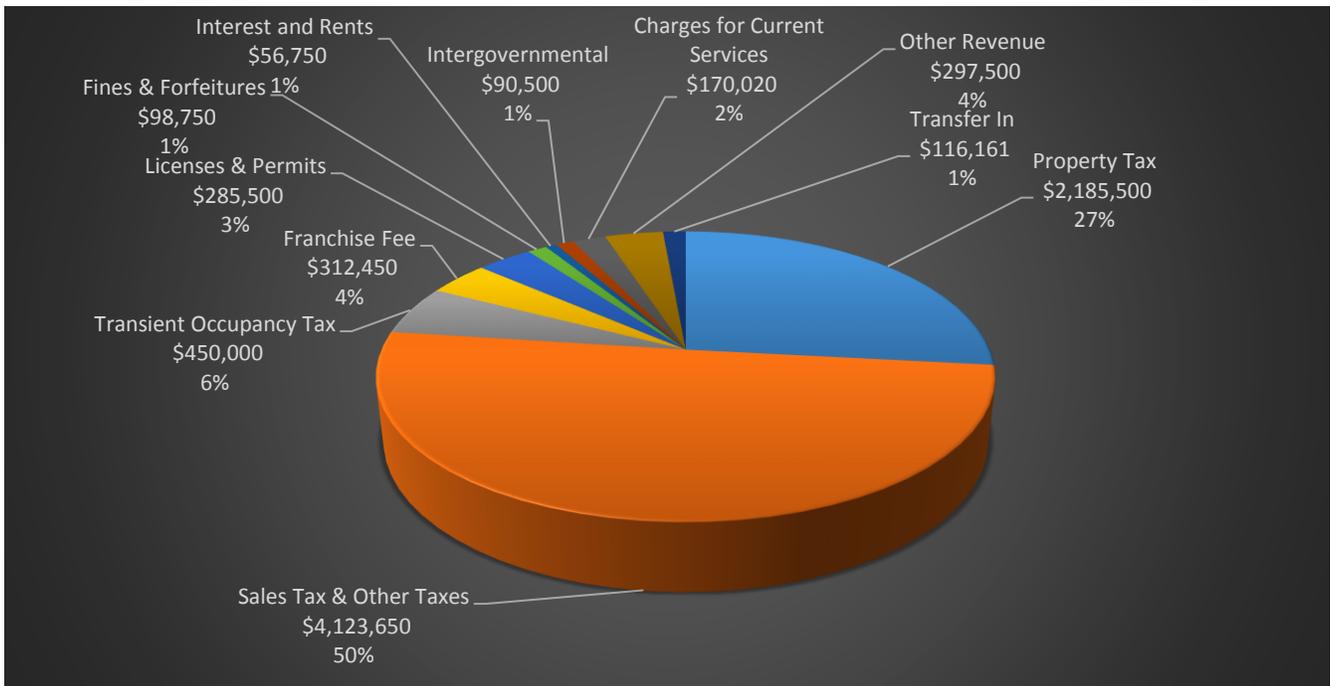
The FY16-17 general fund financing sources are displayed in the following pie chart, to reflect the relative percentage of total general fund support supplied by each revenue category.

Chart 1: FY 16-17 General Fund Sources

Revenues = \$8,070,620

Transfers in = \$116,161

Total sources = \$8,186,781



GENERAL FUND EXPENDITURES:

Once again, each department director was instructed to prepare operating budgets in a manner that would show moderate increase to the general fund net cost (department-specific revenue less expenditures). Expenditures that departments must incorporate into their budgets, but do not have control over, include increase in retirement system contributions (PERS), medical premiums, and workers' compensation premiums.

Looking to the near and long-term future, there is considerable cause for concern regarding escalating costs beyond the City's control. Despite revenue growth, the cost of doing business continues to outpace that growth. Budget pressures include: the rising cost of materials to maintain City streets, rising health care costs for employees, increased demand for public services, and new initiatives important to the City of Sebastopol's future, types of which were formerly funded through the former Community Development Agency such as the Wayfinding Sign Program, Façade Improvement Program, and enhancements to the downtown area. The City also received reimbursement for noticing of agendas. These funds were taken away by the State; however the State continues to give the City unfunded mandates that the City will have to fund without reimbursement from the State.

Other expenditures the City must incorporate into the budget, but does not have control over, are rates set by the City's insurance carrier, Redwood Empire Municipal Insurance Fund (REMIF). For FY 2016-2017, the budget includes increases of 5% for Kaiser and 10% REMIF Blue Cross medical expenditures, 29% workers' compensation, and property and liability premiums. The City continues to work with our insurance carrier to ensure that the City is receiving the best rates possible.

Personnel

The costs of employee benefits have continued to rise faster than revenue projections. In addition to salary increases programmed into the FY 2016-17 budget based on the tentative agreements with employee groups, the City has seen increases in employee benefits that impact our ability to expand or offer any other significant project or program enhancements. As stated above, this budget contains a 5% increase in Kaiser and 10% increase in REMIF self-insured plan. The California Public Employee's Retirement System contribution rate also impacts the budget.

All bargaining groups (Service Employees International Union (SEIU) group (Public Works), Management, Mid-Management and Unrepresented Groups, and the Sebastopol Police Officers' Association (SPOA) agreed to a three-year Memorandum of Understanding (MOU) which contains various provisions to each group for the cost of living adjustment. The City of Sebastopol employees also agreed to split the increase in the amounts that the City employees would contribute to their health care and pension costs.

The City of Sebastopol City Hall Administration continues to experience more demanding and increased workloads. However, as the Finance Department was approved for one Office Assistant during the mid-year budget review, City Hall staff will not be seeking an additional one (1) FTE high level Senior Administrative Assistant. Although the Budget Subcommittee recognizes the additional administrative workload of the City Manager and City Clerk's office, this position has been postponed at this time. Additionally, as we move forward, the City Council continues to express interest in creating an economic development services position in house in the near future. As an alternative for the time being, the City has contracted with an outside firm for these services to help to develop a comprehensive economic development plan to attract and retain the right balance of businesses in Sebastopol while maintaining the small town character and charm of our unique City and the goals and values of this Council and community. The Budget Subcommittee recognizes the need for this type of position and has recommended that this position be reviewed during the mid-year budget review process.

The Fire Department has requested to add 2 full time equivalent (FTE) Firefighter Engineers. The justification for these positions is due to increase in emergency calls for services which exceeded 1000 service calls since the year of 2014 and surpassed the National Fire Protection Association (NFPA) limit of 500-700 emergency calls for service per year as an all-volunteer Fire Department. Average "en-route" time increased from 4 minutes to 6 minutes during week day call and City Fire Department is unable to provide auto aid to neighboring Fire Departments as required in the Sonoma County Auto Aid agreement. Due to funding challenges in this fiscal year budget, the Budget Subcommittee is recommending for 1 additional FTE. However, at the June 7, 2016, budget hearing, the Budget Subcommittee recommended that this position be delayed and reviewed during the mid-year budget review process. Furthermore, at the June 21, 2016, final budget review meeting, the Council discussed and approved an increase to the Fire's budget by \$25,200 to support the pay raises for shift stipend from \$140 to \$200 per shift which will add an additional 10 shifts per month to daytime coverage during the weekday in the Fire Department.

The Police Department has requested to increase one (1) FTE for a specific purpose of initiating a School Resource Officer (SRO) dedicated to all of the public schools within the City. The justification for the additional position is to have a visible law enforcement presence on campus. The program has many benefits beyond just providing increased security for a campus. Positive impacts that a SRO can have on students can stay with them well into adulthood, affecting the way they view law enforcement, authority and community services. It also provides a positive role model for inter-personal communications. The Police Department's budget has always been partially funded \$10K annually to help with the cost associated with the SRO duties. During the budget process, the Police Department reduced the SRO cost by \$10K and its overtime budget by \$15K, in anticipation of adding a full time SRO. Although the Budget Subcommittee is not recommending the funding of this request for an additional SRO at this time, the Budget Subcommittee has restored \$10K to be dedicated to the SRO and \$15,000 to the Police Department's overtime budget in an effort to minimize some of the cost associated with the SRO duties.

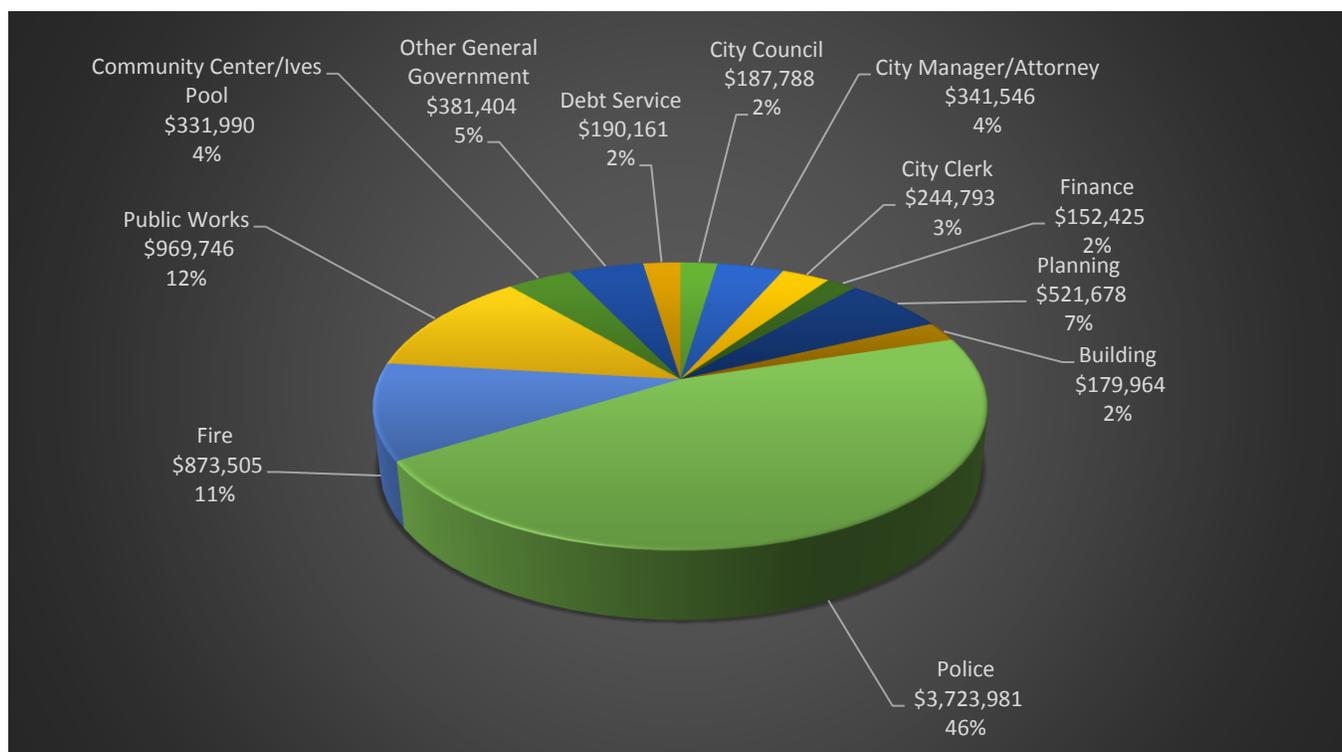
Public Works Department is proposing to add 1.5 full time equivalents (FTE). The department has identified additional enhancements and maintenance to the City properties with the recently completed Laguna Preserve Management Plan. In addition, the Skatepark Expansion will create a new City park which will need on-going maintenance which requires additional staffing to accomplish. In order to accomplish the level of services identified in the Master Plan, the department is seeing the need for one Laborer position. Additionally, the workload for the Public Works and Engineering Division office staff, is

such that an additional half-time Administrative Assistant is being requested. With the retirement of the former Engineering Director, who had extensive knowledge in processing insurance and encroachment permits, currently there is only one other City employee who is trained with the current administrative personnel to review these items for all the projects in the City. This has been problematic when Public Works office staff, as well as the only other employee trained on permits and insurance is out of the office, it could effectively leave the City without personnel to process insurance and permits. A half time person would be cross-trained to perform these duties and provide clerical support. The Budget Subcommittee is recommending the funding of this request for one additional Laborer and a half time Administrative Assistant position.

Some of the other major operating programs budgeted in FY 2016-17 includes an increase in funding for the Sebastopol Community & Cultural Center of approximately \$127K to the annual contribution in support of public art, music and operational programs. The need for increased funding for the SCCC is to bring the SCCC into compliance with the City of Sebastopol's Living Wage Ordinance. This budget also includes continued information technology funding to support a number of improvements to the outdated and substandard existing infrastructure for the Public Works and Fire/Building Departments. The information technology enhancement will be transitioning the current MAC to PC platform, and replacing/upgrading modem/routers to adequately support the respective location network. In addition, the budget includes the continuation of the on-going accounting software maintenance and upgrade. In FY 2015-16, the City initiated the Utility Billing (UB) module to include on-line bill payment option. The conversion of the UB module will go live on July 1, 2016. The online bill payment portion for the citizens is anticipated to go live on September 1, 2016.

The FY16-17 general fund financing uses are displayed in the following pie chart to reflect the relative percentage of general fund spending by department:

Chart 2: FY 16-17 General Fund Uses
Expenditures = \$7,944,676
Transfers out = \$154,305
Total uses = \$8,098,981



The City of Sebastopol revenues and expenditures will be closely monitored throughout 2016-2017, and department budgets will continue to be reviewed and analyzed to better identify potential savings and improved efficiencies in how services are delivered. However, with a balanced operating budget and adequate reserves level, the City's overall financial health is fairly stable.

WATER AND SEWER FUND:

The Water and Sewer Fund is an enterprise fund that accounts for the water and sewer services that are provided to City residents and customers. All activities to maintain these services are accounted for in this fund, including operations, maintenance, billing and collections, administration, financing, and related debt service. The Water & Sewer Fund's principle source of revenues are charges to customers for water consumption, and wastewater collection, and fees related to providing consumers with new water and wastewater services. Total fund revenues for FY 2016-17 are estimated at \$4,859,600 (a decrease of 10%) due to mandated water conservation measures in compliance with State Water Resources Control Board. On March 1, 2016, the City Council adopted Stage 2, Mandatory Compliance which amended the requirement from a 20% to 25% water conservation goal. It was also amended to add the following: "Limit outdoor irrigation of ornamental landscapes or turf with portable water by the persons it serves to no more than two days per week". The total expenditures are budgeted at \$4,549,302.

RESERVES

Since FY 2012-2013, the City has been working towards the goal of meeting the 20% City Council policy reserve and has met this goal in FY 2014-2015. The adopted budget calls for a reserve level that exceeds the minimum goal set by City Council policy.

Although the City has met the City Council reserve policy and shows adequate reserve funds, the City still faces some primary concerns that need to be addressed such as:

- The volatility of sales tax income, and it's most important vulnerability in this area would be an economic downturn. In addition, Measure Y (½ cent) is set to sunset in March 2021.
- There is no set aside fund for vehicle and infrastructure replacement; therefore, the City needs general fund reserves to repair and replace assets that fails unexpectedly. The vehicle replacement schedule can be found starting on page 111-113.
- With unknown unfunded liability, the City needs general fund reserves to address the increase in future contributions. Unfunded liability simply is a mismatch between a pension plan's estimated obligations and assets. Defined benefit pension plans such as CalPERS is pre-funded, meaning regular contributions for each worker are made into the retirement fund during the course of the worker's career. When investment markets drop or its benefits are improved, many pensions find themselves facing the funding gap, or unfunded liability, because the benefits owed to current and future retirees exceed the amount of money the plan has stocked away to meet the obligations. Staff is working with CalPERS to obtain the data to further study and address the City's portion of unfunded liability.

The General Fund Reserve category is the primary category recommended for additions to fund balance. General fund budgetary reserves provide financial stability, and demonstrate the City of Sebastopol's ability to respond to changes in revenue projections, expenditure needs, and unforeseen fiscal threats and opportunities. The following section highlights recent activity and the recommended budget's planned changes for reserves through FY 16-17:

- a) **The City Council set a higher goal for the general fund reserve policy**, from the previous 15% of revenues to 20% of revenues.¹ This Council policy provides greater stability for core programs in response to difficult-to-measure future expenditures (like pension liability payments to CalPERS) and greater revenue protection against economic downturns.
- b) **The Fiscal Year 15-16 anticipated budget savings of \$353,250 will be added to reserves** reported as of June 30, 2015 (\$1,920,774) to produce total reserves of \$2,274,024 at June 30, 2016.
- c) **The Fiscal Year 16-17 adopted budget generates \$87,800 in additional reserves**, bringing the anticipated reserve total to \$2,361,824 at June 30, 2017.
- d) **Planned reserves of \$2,361,824 at June 30, 2017** are based on the current adopted budget that is brought to the City Council and Citizenry for direction and action; and they represent 29.3% of recommended general fund revenues and transfer of \$8,186,781.

Adjustments to the FY 16-17 recommended budget's expenditure appropriations and anticipated revenues will change the anticipated June 2017 reserve level on a dollar-for-dollar basis. We also note that \$185,000 of current reserves have been earmarked for future spending for buildings, way-finding signage, fire stations, and the Community Center.

The 20% goal, applied to recommended FY 16-17 revenues of \$8,186,781, produces a minimum reserve of \$1,637,356. Anticipated reserves of \$2,361,824 at June 2017 exceed the minimum policy requirement by \$724,468. In anticipation of future expenditure needs, and possible revenue shortfalls; as well as the need for fiscal agility in response to threats and opportunities the Budget Committee does not recommend use of reserve balances to fund additional appropriations for FY 16-17.

The following chart reflects current reserves and anticipated changes in reserves:

CITY SET ASIDE RESERVES - Established by Reso#5940 on 6/25/2013			
Account No.	Reserve Description	Controlling Dept.	Amount
000-3105	Building Reserve	City Council	125,000.00
000-3106	Parks Reserve ^{a)}	City Council	-
000-3107	Wayfinding Signs Reserve	City Council	25,000.00
000-3110	General Fund Unassigned	City Council	830,000.00
000-3111	Fire Station 4th Bay Reserve ^{b)}	City Council	25,000.00
000-3112	Community Center Reserve	City Council	10,000.00
CITY UNASSIGNED RESERVE			
000-3100	Unassigned Reserve	City Council	905,774.00
Reserves @ 6/30/15			1,920,774.00
Anticipated Budget Savings @ 6/30/16			353,250.00
Adopted Budget Addition @ 6/30/17			87,800.00
Grand Total Reserves			2,361,824.00

a) \$90,000 fund was approved by Council on 12/2/14 Reso#6011 to be transferred to Parks expenditure account

b) \$100,000 fund was approved by Council on 1/20/15 Reso#6024 to be transferred to Fire expenditure account

¹ For purposes of calculating the reserve percentage benchmark, revenues include transfers to support from other funds.

5-YEAR FORECAST

City staff has also presented in the adopted budget the five year financial forecast. This document helps paint a picture of the financial status of the City and highlights some of the major challenges the City will need to address in future budgets, such as previously noted vehicle replacement costs, potential reduction in Successor Agency administrative revenues, and sales tax Measure Y (½ cent) which sunsets in March 2021. This five year financial forecasts is a good starting point for the allocation of available resources to fund necessary future expenditures.

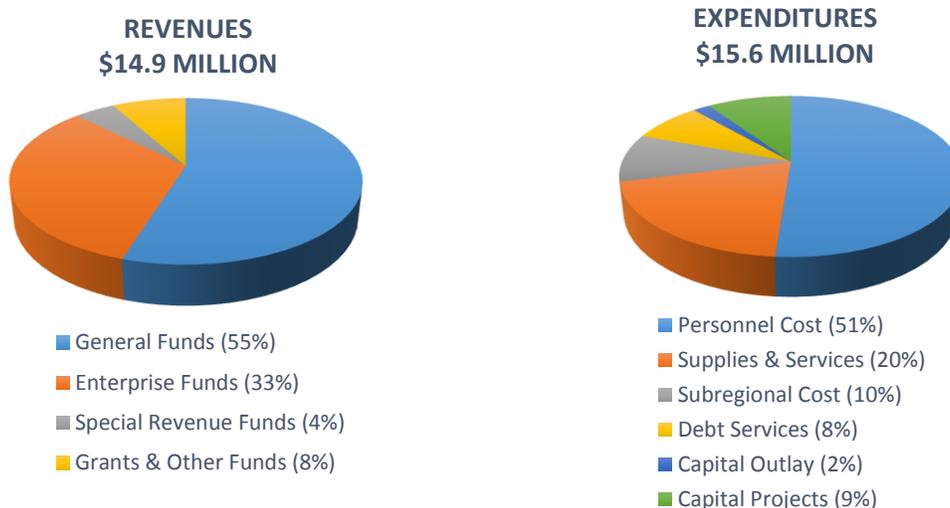
The forecast incorporates revenue and expenditure assumptions that staff considers the most probable, based on information currently available. The total compensation increases, ranging from 3% to 5% during the next 3 years, is included in the forecast and reflects the provisions of the City's agreements with various bargaining units. Another factor that contributes to the increase in total compensation arises from required increases in employer contribution rates to the CalPERS retirement system, along with unending increases in health care costs. As a result, growth in expenditures outpaces revenue growth which results in a budgetary deficit starting in FY 2017/18 of \$100K. The following year, FY 2018/19, the scenario projects a slightly higher revenue assumption with new hotels that are anticipated to come on line. Under this scenario, the City will experience a one year postponement of the annual deficit with net budgetary result of approximately \$9K surplus. However, beginning in FY 2019/20, the annual deficit increases from \$447K to \$1.1M in FY 2021/22 which will decrease the reserve level below the City Council's General Fund Reserve policy of 20%. This increase is due to vehicle replacement costs as outlined in the vehicle replacement plan on page 113.

City staff are committed to finding creative and impactful solutions to improve services to our residents and businesses and encourage economic growth in the City. This adopted budget is a reflection of the City of Sebastopol's commitment to continue and meet our fiscal challenges, while maintaining appropriately responsive service levels.

ALL FUNDS BUDGET

The FY 2016-17 all-funds adopted budget includes \$15.6 million in expenditures for the General Fund, Enterprise Funds, Special Revenue, and Grants and Other Funds. The following table provides a summary of the adopted budget.

FY 2016-17 Adopted Budget – All Funds



PRIVATE/PUBLIC PARTNERSHIP:

The City continues to address the City Council goal of developing private/public partnerships.

The City has collaborated with the business and community at large to create opportunities for economic vitality and is in the process of exploring the concept for a new City Hall and / or new Civic Center Building. The City Council approved a contract for a consultant to develop a proposal to reimagine the City's core with a strategy, plan and eventual implementation of a development project by presenting creative solutions that minimize the City's development and construction risks and costs, while maximizing a public-private venture that is unique in the City's long and colorful history to revitalize and enhance the economic vitality for this City.

The City continues, with multiple organizations, to promote Sebastopol's unique small town character while promoting the City of Sebastopol as the destination for slow travel, eco-tourism and supporting of bike activities.

OPEN GOVERNMENT AND TRANSPARENCY:

The City of Sebastopol continues its tradition of communicating regularly with our constituents about City government and will continue the City's goal of providing Open and Responsive Municipal Government Leadership.

City staff understands the importance of transparency and that there is an increasing expectation that City information be readily available. The adopted budget includes continued funding to disseminate information to the community such as the continued project to update the City's website with current technology to make it even more user-friendly as well as funding to consolidate media services and create a monthly newsletter.

The City will also continue to explore methods to make it even easier for residents and the business community to communicate and interact with the City of Sebastopol City government such as the goal of on-line permit application submittals or fillable forms.

CONCLUSION

The FY 2016-17 budget is a responsible financial plan that will enable the City to continue to provide the community with a full scope of high quality municipal services, programs, and special events that enhance the quality of life of all residents. We are committed to finding creative and impactful solutions to improve services to our residents and businesses and encourage economic growth in the City. This adopted budget is a reflection of the City of Sebastopol's commitment to continue and meet our fiscal challenges, while maintaining appropriately responsive service levels.

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

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

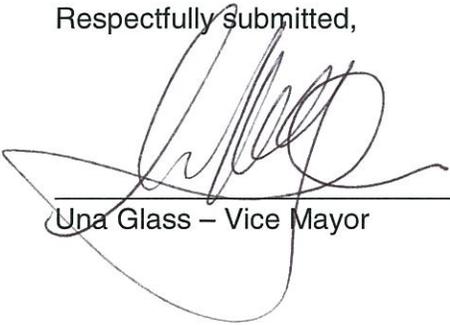
City of Sebastopol Department Directors/Manager

- City Hall Administration/City Attorney - City Manager – Larry McLaughlin
- City Hall Administration - City Clerk – Mary Gourley

- Building Department – Building Official Glenn Schainblatt
- Engineering Division of the Public Works Department – Engineering Manager Henry Mikus
- Finance Department – Finance Director Ana Kwong
- Fire Department – Fire Chief Bill Braga
- Planning Department – Planning Director Kenyon Webster
- Police Department – Police Chief Jeff Weaver
- Public Works – Superintendent of Public Works Richard Emig

The City of Sebastopol is focused on what is truly important - the core functions of operating a City – resulting in a healthy community for residents. To that end, the Budget Subcommittee presents a balanced budget for fiscal year 2016/17 and recommends the City Council adopt the City of Sebastopol budget as presented.

Respectfully submitted,



Una Glass – Vice Mayor



Patrick Slayter – Council Member



Larry McLaughlin
City Manager/Attorney



Mary Gourley
City Clerk

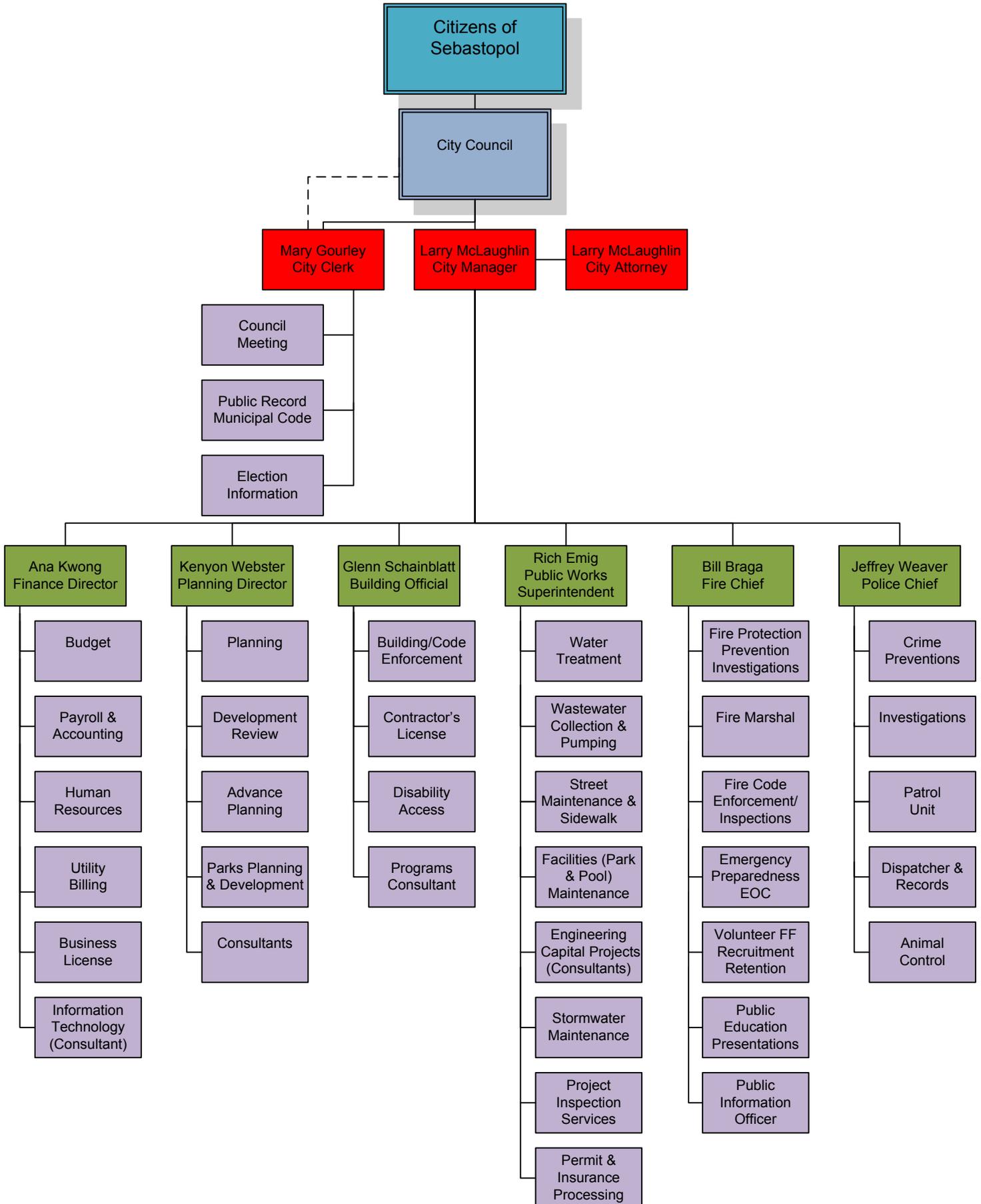


Ana Kwong
Finance Director

City of Sebastopol Budget Subcommittee Members:
 Una Glass, Vice Mayor
 Patrick Slayter, Council Member
 Larry McLaughlin, City Manager/Attorney
 Mary Gourley, City Clerk
 Ana Kwong, Finance Director



Organization Chart



CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
GOAL 1	Goal 1: Maintain the Long Term Financial Stability and Sustainability of the City of Sebastopol and Operate City Government in a Fiscally Responsible Manner					
	<i>Objective: 1.1.Develop and Implement Sound Financial Management Policies and Procedures</i>					
1.1.1.	Review of City Council Financial Policies to ensure they meet the needs of the City	Administrative Services Department	Not Applicable	See 1.1.2 Below. Policies were reviewed in 2011.		To be reviewed for updates 2016.
1.1.2.	Create City Policy to Maintain Operating Reserves and Create Emergency Reserves which complies with the City's Strategic Plan, provides for optimal staffing levels, minimizes service level reductions, and develops a plan for the General Fund to obtain long-term financial stability	Administrative Services Department	Not Applicable	Two City Council policies exist, which establish the City's reserve at 5%. City Council Policy 69 dated 6/1/2010 and City Council Policy 85 dated 6/7/2011.	Staff could amend the City Council Policy 69 to add an emergency reserve in addition to the general fund reserve.	
1.1.3.	Present for priority a balanced budget and creation of a four year projection to include routine revenues and expenditures	Administrative Services Department	Not Applicable	Completed July 2013 and July 2014 with the adoption of the City budgets.		
1.1.4.	Review and Consideration of Renewing the Utility Users Tax during the Next budget cycle to be included in the discussions of the budget subcommittee	Administrative Services Department/ Budget Subcommittee	Not Applicable	Measure M was Adopted by the Voters at the November 4, 2014 Municipal Election.	Letters sent out December 2014 to all utility companies.	
1.2.1.	<i>Objective: 1.2.Develop Private/Public Partnerships</i> Work with Cittaslow to encourage community services to enhance the economic vitality of the City	City Manager/City Clerk	\$20,000 to Cittaslow Budget	June 2016	Ongoing	Various Departments of City Staff have been working with Cittaslow on Several Projects such as: Park Once and Walk; the Ped Line Project; City Business Directory and Mobile Ap. Cittaslow and City Staff are working with Caltrans to obtain

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
1.2.2.	Work with local government, agencies, and private entities on funding revenue sources for expanded operations of the Sebastopol Library		Not Applicable			required permits and conditions for the Walking tour projects.
1.2.3.	Working with the community and property owner to plan for the future of the property (Former Lumber Yard Property)	City Council Subcommittee/City Manager/Planning Director	\$5,000 was allocated in FY 2013-2014			Council liaison to working group; GPAC incorporating policies in draft General Plan Council has approved brochure, final version in production and released 1-20-2015.
	Objective: 1.3. Develop Appropriate Expenditure of Measure Y Funds					
1.3.1.	Develop Budgeting Mechanism for Use of Measure Y Funds	Administrative Services Department	Not Applicable			
1.3.2.	Identify City needs for existing or new services and create list to determine priorities	All Departments	Not Applicable			
1.3.3.	Re-establish the Facade Improvement Program and Review the Criteria and Policy for the Program	Planning Department	\$25,000			New budget adopted June 30, 2015 which includes allocation of funds for the program.
1.3.4.	Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.	City Manager/City Clerk	40,000	June 2016	Farmers Market Table for City Council/Staff Boost your Business Chamber Event Council Meeting held at Analy High School Working with Tomorrow's Leaders Today for Government Day – February 9, 2016	Contract is ongoing until June 2016.
	Objective: 1.4. Develop Appropriate Expenditure of Water and Sewer Funds					

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
1.4.1.	Develop List of Capital Improvement Projects to be Accomplished using Water and Sewer Funds from Recent Fee Increases	Engineering Department	CIP Approved budget contains some projects - Longer range CIP planning is in progress	June 30, 2016		A Five-year Capital Improvement Plan was approved by the City Council at their meeting of June 2, 2015. Projects include water and sewer infrastructure projects using revenues from rates. CIP to be updated/revised as part of the FY 16-17 budget process which is scheduled to being Spring 2016.
1.4.2.	Develop Programs (such as the CARE program) and incentives for conservation and coordinate with and promote ongoing community efforts					
1.4.3.	Create a Program Using Set Aside Funds for sewer lateral replacements	Engineering Department	\$40,000 was set aside in FY 2013-2014 CIP	Unknown	Tied to sewer lateral ordinance. Council tabled ordinance indefinitely in late Spring 2013.	Funds continue to be set aside each year in the capital budget. No program is in place due to indefinite tabling of the Sewer Lateral Ordinance in late Spring 2013.
Objective: 1.5.Develop Potential Uses for Village Mobile Home Park						
1.5.1.	Undertake a comprehensive infrastructure inspection and develop a preliminary cost analysis for infrastructure upgrade/ maintenance	Engineering Department	None allocated at this time. Amount unknown.	Unknown	Project not defined. Council should specify scope of project and desired outcome. Will require consultant services, cost and schedule TBD.	No change - project is not defined.
1.5.2.	Review and Assess Viability of conducting In House Management for Village Mobile Home Park	City Council Subcommittee/City Manager/City Clerk/Finance Department		Unknown	City Council Subcommittee Established. Waiting on recommendation from Subcommittee	No change - project not defined.

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
1.5.3.	Annexation of Properties	Planning Department				City process anticipated to begin fiscal year 2015-2016; budget for LAFCO fees provided in the FY 2015-2016 budget.
1.5.4.	Continue exploration of re-locating driveway entrances for Park Properties Off of Highway 12 and onto the former Bradley Video property	Public Works and Engineering Departments	None allocated at this time. Amount unknown.	Unknown	Project not defined. Council should specify scope of project and desired outcome. Will require consultant services, cost and schedule TBD.	No change - project is not defined.
GOAL 2	Goal 2: Maintain, Improve and Invest in the City's Infrastructure (Water, Streets, Sewers, Parks, Storm Drains and Public Facilities)					
	Objective: 2.1 Develop Priorities for improvement or construction of infrastructure					
2.1.1.	Create and Maintain the 5 year rolling Capital Improvement List with Prioritized Projects	Engineering Department		See 1.4.1.	Similar to 1.4.1. Above.	A Five-year Capital Improvement Plan was approved by the City Council at their meeting of June 2, 2015. Projects include water and sewer infrastructure projects using revenues from rates. CIP to be updated/revised as part of the FY 16-17 budget process which is scheduled to being Spring 2016.
2.1.2.	Pursue other financial participation from Federal, State, and Local agencies such as grants or matching programs	All Departments	Not Applicable	Ongoing	Ongoing	Ongoing
2.1.3.	Review the City's pavement management plan and develop long term rehabilitation plans based on expected funding levels.	Engineering Department	3 projects funded under FY 15-16 budget: Keating Ave repave, \$249 K; Spot Pavement Repairs & Slurry Seals, \$450 K."	Ongoing - Semi-Annual PMP Updates and reports.	3 street repair projects underway during FY 15-16."	Keating Ave. repave is complete; Spot Pavement Repairs contract is awarded; Slurry Seals contract to be bid Jan. 2016."

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
2.1.4.	Develop building maintenance plans for each City Building	Public Works Department	0	Completed		Ongoing - items scheduled with various components of the plan, such as roof replacements, exterior paint, interior pain, HVAC replacement, etc.
2.1.5.	Explore the possibility of installing solar on the Library building					
2.1.6.	Beautify and enhance the Library and City Hall buildings with the completion of the Library/City Hall Landscape Project	Library Landscaping Committee/City Manager	\$		Final phase in progress – to be completed Spring 2016	Sub-committee to continue working on this item.
2.1.7.	Explore the concept for a new City Hall and / or new Civic Center Building	City Council Subcommittee/City Manager			City Council Subcommittee Established. Waiting on recommendation from Subcommittee (Pine Grove Square)	Subcommittee issued RFP and has met with propose – October 2015
	Objective: 2.2. Work to improve traffic circulation and enhance trail, bicycle and pedestrian facilities.					
2.2.1.	Revise sidewalk repair program - optimize current maintenance techniques and reduce administrative/legal costs	Superintendent of Public Works/Engineering Manager	Not Applicable			Need direction from City Council.
2.2.2.	Evaluate and create list of potential sidewalks to be established to provide connect-ability to the entire community and maintain efforts to eliminate gaps in sidewalks to improve pedestrian amenities	Engineering Department	Not Applicable	N/A	See City of Sebastopol Bicycle and Pedestrian Master Plan and Project List.	Included in Bicycle and Pedestrian Master Plan and Traffic Impact Fund Project List/ 4 key sections identified and included in CIP; 2 on Bodega Ave west; 3 rd on Healdsburg Avenue; t Covert La; 4 th McKinley St. to Morris St
2.2.3.	Investigate possibility of greenway from Ives Park to Joe Rodota Trail	Planning Department	Not Applicable		May be reviewed in General Plan Update	Completed. General Policy included in draft General Plan.

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
2.2.4.	Identify initial funding sources to enable a phase implementation of the bike/pedestrian plan.	Engineering Department	“\$200 K in FY 15-16 Budget as City match for proposed \$800 K grant; grant application was not successful, but the City Council is discussing other possible uses for \$200 K in January 2016	Will change as the City Council resets priorities for the \$200 K		Design for State Highway bike lanes is 95% complete, design for other than State streets has not begun
2.2.5.	Continue the City of Sebastopol’s commitment to the reduction of Green House Gas Emissions	Planning Department	Not Applicable		Climate Action 2020 Plan in Preparation. City Council Subcommittee Established.	Draft Plan anticipated to be released winter 2016. (Has not been released as of the date of this report)
2.2.6	Work to Enhance the safety of our pedestrian, cyclists, drivers, (transit) by slowing traffic on neighborhood streets.	Police and Public Works Departments	Not applicable			
2.3.1.	Objective: 2.3. Work to improve traffic circulation and enhance trail, bicycle, bus and pedestrian facilities. Work with Caltrans to improve traffic signalization within the City of Sebastopol	Engineering Department	FY 2015-2016 budget contains \$45 K to come from CVS settlement proceeds.	Unknown	Council should define scope and desired outcomes. May require consultant services.	City Council should define scope and desired outcomes. Will require consultant services. May overlap with General Plan Update. Funds included in CVS Settlement proceeds for this purpose, programmed in 2015-16 CIP budget./ Project to commence once funds are received.
2.3.2.	Work with interested Groups and Citizens in efforts dedicated to Class I Bicycle Routes in the City	Engineering Department Planning Department	Not Applicable	Unknown	Staff participates in Countywide Bicycle and Pedestrian Advisory Committee at SCTA	FY 2015-2016 budget includes allocation for community priority setting for Bicycle Plan implementation projects.

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
2.3.3.	Work with the citizens and Sonoma County Transit to increase the number of bus stops in town and encourage usage by the entire community	Engineering Department	SCTA obtained a TFCA Grant for \$75,000 in FY 2013-2014 to make improvements to transit facilities in Sebastopol	TBD	Staff is partnering with Sonoma County Transit for enhancements to transit stops in Sebastopol using TFCA Grant 2013-2014.	SCTA is using City TFCA funds to make enhancements to transit stops. Complete Streets Advisory Committee has received presentations from SCTA
2.3.4.	Address services for the elderly and improvements to the bus service and number of stops		Not Applicable		Sonoma County Transit	
GOAL 3	Goal 3: Maintain, Enhance and Increase Park-land in the City of Sebastopol					
	Objective 3.1. Investigation the Potential for Purchase of Land for Park Amenities Priority:					
3.1.1.	Research and identify possibilities for access and/or purchase of the former concrete plant on Morris Street for connection to the Laguna de Santa Rosa	City Council Subcommittee/City Manager			City Council Subcommittee Established. Waiting on recommendation from Subcommittee	
3.1.2.	Research and identify spaces for park areas in the southern quadrant of town	Planning Department	Not Applicable		May be reviewed in General Plan Update	Draft General Plan includes policy regarding a southern area park.
	Objective 3.2. Work to Enhance the Laguna Preserve					

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
3.2.1.	Create a Management Restoration Plan for the Laguna Preserve	Planning Department			Railroad Forest Biological Assessment and Restoration Analysis prepared; in the 2014-2015 budget, staff to recommend funding for Management Plan	Completed. Plan approved by City Council.
3.2.2.	Continue to enhance and maintain the clean up of the Laguna Preserve	Planning Department			See Above.	
3.3.1.	<i>Objective 3.3.Increase Accessibility to the Laguna and Open Space Areas</i> Provide, develop and preserve clean, well- maintained and accessible streets and sidewalks, facilities, amenities, parks recreational facilities that are accessible to all	Public Works Department				Ongoing
3.3.2.	Complete the improvements to the former campground area at Village Mobile Home Park	Planning Department		Completed Fall 2013		Completed Fall 2013; Park sign planned to be completed Fall 2015.
GOAL 4	Goal 4: Maintain and Enhance the City of Sebastopol as a Walkable/Bike-able Community and Enhance the City's Commitment to Promotion of the City's Health by Creating and Participating in City's Programs and Services					
4.1.1.	<i>Objective 4.1.Create a Safe, Healthy and Attractive Environment for Residents and Visitors</i> Beautify and enhance the Downtown Plaza by creating a clean orderly and visually appealing community gathering place	Public Works Department	Not Applicable			Ongoing
4.1.2.	Perform comprehensive evaluation of current improvements, uses, and access to Ives Park	Public Works Department	Not Applicable			
4.1.3.	Implementation of the Ives Park Master Plan	Planning Department				\$1 million grant application for portion of plan filed in December 2014 but was not awarded.

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
4.1.4.	Evaluate public facilities and land and identify opportunities to enhance community benefits	Planning Department				Parklets and City Repair Policies Adopted.
4.1.5.	Establishment of a Parks and Public Space Foundation					
4.1.6.	Re-establish the Way Finding Sign Program to ensure adequate identification of all City amenities	Planning Department				Contract approved; work in progress.
4.1.7.	Completion of the Freedom of Speech area in the downtown plaza	Planning Department			Occupy Bench Project The item has been referred to the Planning Commission as the Parks Advisory Commission. Recommendation to City Council expected in early 2014.	Council has approved concept. Staff working with community group on bench implementation; completion expected by spring 2016.
4.1.8.	Take into Account the affects of EMF on the health of our community					Policies included in the draft General Plan
	Objective 4.2.Create Economic, Cultural and Recreational Opportunities to Maintain the Small Town Character of Sebastopol					
4.2.1.	Incorporate the priorities of Citastlow Sebastopol wherever appropriate, and build a cohesive and collaborative community, identified as Peace-town USA					
4.2.2.	Foster a Sense of Community by Providing and Encouraging Participation in Community Events and working with Non Profits to Support Local Events	All Departments	Not Applicable	Ongoing	This is an ongoing goal for the City. The City has participated and supported to date the Holiday Lights Program as well as Providing Funding for Community Center, Mr. Music, Apple Press, etc Community Events; Boost your business	

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
4.2.3.	Work with community to expand farmer market opportunities	Planning Department				
4.2.4.	Create a walkable downtown that improves connectivity, especially in our expanded downtown core with emphasis on Main Street to Morris Street for unification	Engineering/Public Works		Ongoing		Cittaslow and City Staff are currently working with CalTrans to obtain required permits and conditions for the Walking tour projects"/Working on sidewalk closures on Morris Street in CIP program.
GOAL 5	Goal 5: Provide Open and Responsive Municipal Government Leadership					
	<i>Objective 5.1.Expand and Encourage Community Involvement in the Government Process by Increasing the Public's Understanding of local Government Operations and Increasing Interaction with Elected Officials</i>					
5.1.1.	Enhance the City Website that encourages communication with the City in a user friendly format, easy calendar event scheduling and include potential additional on- line services	City Manager/City Clerk	Not Applicable	Ongoing	This is an ongoing goal of the City. Staff is working with Bear Gulch to ascertain the cost for the program and implementation to the City Web Site.	In discussions with Web Site consultant. Looking to let contract February 2016.
W	Create easy to read documents that educate the public and community on City Finances.	Administrative Services Department	Not Applicable	Completed July 2013 and July 2014 with the adoption of the City budgets. Staff will continue to create easy to read financial documents.		
5.1.3.	Create a Policy on Conducting Town Hall Meetings on Matters of Interest to the Community (such as the lumber yard development)					
5.1.4.	Enhance the use of the City of Sebastopol City Committees					

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
	Objective 5.2.Develop and Encourage a Volunteer Service Program Priority:					
5.2.1.	Promote and enhance utilization of community energy and skills by creating opportunities for volunteer service.				City Hall has initiated volunteer services with high school students who have been working at City Hall conducting routine clerical work/filing.	Look to partner with local high schools and colleges for volunteers or interns. Working on Tomorrow Leaders Today (TLT) in February 2016.
	Objective 5.3.Develop and Implement a Program to evaluate delivery of City Services to Customers					
5.3.1.	Develop community service delivery process and analyze results to evaluate customer Satisfaction	City Manager/City Clerk	Not Applicable			Working with Web Site Designers on Surveys – October 2015
5.3.2.	Creation of a Community Outreach Coordinator position to provide professional, educational and publicity material promoting the values of Sebastopol, why Sebastopol is the unique and special place that it is, what it is about Sebastopol and who we are that attracts residents, visitors and businesses who enjoy Sebastopol’s small town character and charm and what the City is doing and why.	City Manager/City Clerk	40,000	June 2016	Similar to goal 1.3.4.	Contract Awarded to June 2016
GOAL 6	Goal 6: Maintain a highly qualified Staff that works to provide services to serve and protect the residents of this community.					
	Objective: 6.1 Enhance the Mayor, City Council, and manager-employee communication by the continuation of clear communications and direction and enhance positive relations between the City Council, Staff and Public so that all groups work together to provide stability and consistency.					

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
6.1.1.	Present to the City Council a report on the feasibility of consolidation of City Offices	City Manager/City Clerk	50,000	City Hall Consolidation Completed February 2014	City Hall consolidation now consists of the City Manager/City Clerk/Finance Department and Planning Department.	City Manager to continue feasibility of consolidation of City offices.
6.1.2.	Determine if current staffing levels in all City departments are adequate and, if not, identify funding sources to remedy staffing issues	City Manager/Finance Department	Not Applicable	2015-2016 City Budget		
6.1.3.	Implement a City- wide Standard Performance Evaluation System for Employees	City Manager/City Clerk	Not Applicable	June 2016		
GOAL 7	Goal 7: Maintain, Improve, Study and Invest in the City's Possibility of Enhanced Off-Street Parking Opportunities and Potential Re-Use of City Properties					
	Objective: 7.1.Develop and Assess Needs and Priorities for City Owned Properties					
7.1.1.	Research consulting services for inventory, assessment, and management practices of City parking	Planning Department			Discussed at City Council Meeting of 1-20-2015	
7.1.2.	Provide adequate parking facilities at key locations in the City and ensure ADA parking is distributed in these key locations	Planning Department			Discussed at City Council Meeting of 1-20-2015	
7.1.3.	Review the City's policies on parking	Planning Department	Not Applicable		Police Department can assist responsible department to review existing policies on parking.	Draft General Plan calls for review.
7.1.4.	Conduct public outreach to provide information on locations of parking and ensure adequate signage for locations of parking	City Council Subcommittee	0	February 2015	Discussed at City Council Meeting of 1-20-2015	Staff prepared a map showing all City parking lots that has been placed on the City web site and distributed to the community; several new directional signs to public lots have been installed by Public Works.

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
7.1.5.	Review existing parking lots for potential alternate re- use of those properties	Planning Department			Discussed at City Council Meeting of 1-20-2015	
7.1.6.	Create a list of potential uses that will optimize the use of City Parking Lots	Planning Department				
7.1.7.	Conduct an inventory of opportunity sites and maintain awareness of sites					
7.1.8.	Encourage beautification of all parking areas	Public Works Department				Ongoing
GOAL 8	Goal 8: Provide and Develop a Plan for the Future for the City of Sebastopol					
	Objective: 8.1. Complete the General Plan Update by December 2016.					
8.1.1.	Work with the community to update the City’s General Plan	Planning Department			Consultant has been hired and committee application process was completed by the City Council and a General Plan Advisory Committee is in place.	GPAC Draft completed. Planning Commission and City Council review has begun Jan 2016.
8.1.2.	Establish a sub- committee for the General Plan, incorporating local experts	Planning Department			Subcommittee has been established.	Completed.
8.1.3.	Determine what is usable in the existing General Plan and research ideas to reduce the overall costs for the General Plan update	Planning Department			Will be reviewed in General Plan Update	Completed,
8.1.4.	Update Community Health Element in the General Plan and Review the Sonoma County Health Action Goals as a Reference	Planning Department			Will be reviewed in General Plan Update	Policies included in the DRAFT General Plan.
8.1.5.	Incorporate the priorities of Cittaslow Sebastopol wherever appropriate in the General Plan	Planning Department			Will be reviewed in General Plan Update Similar to 4.2.1.	Policies included in the DRAFT General Plan.

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
	Objective: 8.2.Update City Documents (Zoning Ordinance, Design Review Guidelines, etc)					
8.2.1.	Incorporate the Small Town Character values into the City's land use policies	Planning Department			Will be reviewed in General Plan Update	Policies included in the DRAFT General Plan.
8.2.2.	Review, evaluate and update the Design Review Guidelines	City Council Subcommittee	Not Applicable			Staff working with DRB subcommittee on revisions to initial draft Downtown Design Standards.
8.2.3.	Investigate City processes to encourage applicants to conduct preliminary review of applications in a public process to obtain early feedback from the community	Planning Department	Not Applicable			May be addressed in Downtown Design Standards
8.2.4.	Review of enforcement of City policies and ordinances such as the Antenna Ordinance	Planning Department	Not Applicable	Ongoing		Draft General Plan calls for review and update of this ordinance.
GOAL 9	Goal 9: Enhance and Maintain the Economic Vitality of the City					
	Objective: 9.1. Promote the City of Sebastopol as the destination for slow travel, eco-tourism and supporting of bike activities:					
9.1.1.	Develop Programs to Promote, Attract and Retain Local Businesses in the entire City that supports growth and prosperity by working with local organizations					Parklets and City Repair Policies adopted.

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
9.1.2.	Support a Vibrant, Attractive and Accessible Downtown That Attracts Residents and Visitors thereby creating a Viable Sales Tax Base					Parklets and City Repair Policies adopted.
9.1.3.	Promotion of Bed and Breakfast/ Hospitality					
9.1.4.	Identify Businesses wanted in Sebastopol - (Use of City Committees to conduct survey of the community)	City Council Subcommittee Reviewing BOC Function.		Early 2015	Recommendations to be provided to the City Council from the subcommittee early 2015	
9.1.5.	Research possibility of re-establishing Economic Development Position	Budget Subcommittee	Needs Assessment List			Item discussed as Mid Year Budget Review. Item postponed.
9.1.6.	Explore creation of a “formula business” store Ordinance	City Council Subcommittee			The City Council created a subcommittee to address this issue; Council had adopted a formula business moratorium which expired.	Completed Ordinance Adopted..
9.1.7.	Review of the Downtown Association District	City Council Subcommittee			Recommendations to be provided to the City Council from the subcommittee early 2015 - Need to schedule meeting with the Sebastopol Downtown Association	
	Objective: 9.2. Encourage Participation in Regional Events and other County-wide Programs to Capture the Economic Vitality beyond the City Limits.					
9.2.1.	Research possibility of partnerships with various organizations to Promote Participation in Regional Events to increase economic vitality					

CITY COUNCIL GOALS FY 2013-2015 – AS AFFIRMED FOR FY 2016-2017 AT THE CITY COUNCIL MEETING OF FEBRUARY 2, 2016

Goal	Priority	Responsible Staff	Budget Allocated	Estimated Completion Date	Additional Information	Status from Department as of December 31, 2015
GOAL 10	Goal 10: Enhance all facets of housing opportunities in Sebastopol and providing assistance to housing projects.					
	<i>Objective: 10.1. Encouragement of Jobs and Housing in Sebastopol</i>					
10.1.1.	Encourage Employment Opportunities as well as Housing Opportunities (Need for Assisted living facilities or graduated living facilities)	Planning Department			Will be reviewed in General Plan Update	Addressed in DRAFT General Plan.
10.1.2.	Encourage housing in the downtown core and commercial district to include all stages of life cycles	Planning Department			Will be reviewed in General Plan Update	Addressed in DRAFT General Plan
10.1.3.	Review potential policies to increase requirements for housing in the downtown core	Planning Department			Will be reviewed in General Plan Update	Addressed in DRAFT General Plan



STATISTICS

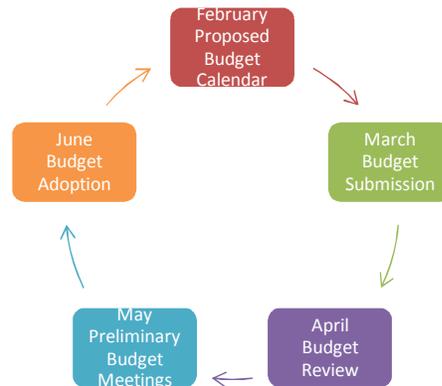
Date of Incorporation	1902
Form of Government	Council/City Manager
Estimated Population as of January 1, 2016	7,800
Area in Square Miles	1.853
Fire Protection	
Number of Full Time Equivalents	1.50
Number of Volunteers	32
Calls for Service (2015 Calendar Year)	1,071
Fire Inspections (2015 Calendar Year)	200
Police Protection	
Sworn Police Officers	14
Civilian Employees	8
Calls for Service (2015 Calendar Year)	17,581
Adult Arrests (2015 Calendar Year)	823
Water and Sewer Utility	
Active Residential Accounts	2,550
Active Commercial Accounts	477
Average Daily Water Consumption (2015)	758,904
Ground Storage Capacity (gallons)	7.5 million
Elevated Storage Capacity (gallons)	0 - no elevated tanks
Ground Water Production Capacity (gallons per day)	3,225,600
Pump Capacity (gallons per minute)	2,240
Waste Water Treatment Capacity (gallons per day)	840,000
Building Permits	
Residential Building Permits (2015 Calendar Year)	302
Residential Assessed Valuation	5,583,312
Commercial Building Permits	90
Commercial Assessed Valuation	3,328,165



Budget Development/Calendar

The Budget Development Process

The budget development process is the formal method through which the City establishes its program priorities, goals and service levels for the upcoming fiscal year. Through the budget development process, programs are established, service levels are expressed, performance measures are articulated, and resources are identified. The budget development process is summarized in this flowchart.



February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

- 15 - FY16/17 Budget Packet Distribution
- 16 - Proposed Budget Calendar to City Council
- 22-23 Review revenue estimates

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 - Solicit request from Community Service Agencies
- 10 - Departments submit budgets to Finance
- 31 - Community Service Agencies Grant Submittal

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4-7 City Manager to meet with Department Directors to discuss budget requests
- 11-12 Budget Subcommittee with Department Directors to discuss proposed budgets
- 18 - Budget Subcommittee review Community Agencies grant requests

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 - Solicit request from Community Service Agencies
- 23 - Budget Subcommittee review draft budget
- 31 - Preliminary Budget distribution

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 7 - Street Lighting Assessment District Public Hearing
- 21 - City Council to adopt the budget
- 27-30 Make all necessary budget distribution website posting

Holidays are in **RED**
 City Council Meetings are **BLUE**
 Budget Subcommittee/Staff dates are in **GRAY**
 Public Meetings are in **GREEN**

ALL FUND REVENUE/EXPENDITURE

Department	General Fund	Water Fund	Sewer Fund	Special Revenue Fund	Assessment District	Grant & Other Funds	Total
Projected Revenue	8,186,781	1,976,100	2,883,500	722,188	115,408	1,096,003	14,979,980
City Council	163,664	27,529	28,617				219,810
Cittaslow	24,125	3,000					27,125
City Manager	215,488	38,496	38,496				292,480
City Attorney	126,058	6,851	4,111				137,020
City Clerk	244,793	20,724	18,134				283,651
Finance	152,425	222,566	216,709		15,100		606,800
Planning Department	521,678	22,608	13,565				557,851
Building Inspection	179,964	31,088	31,088	12,000			254,140
Police Services	3,715,881					11,045	3,726,926
Police SLESF Funding						130,400	130,400
Police Grants						144,143	144,143
Animal Control	8,100						8,100
Fire Services	869,505	64,355					933,860
Emergency Preparedness	4,000						4,000
Fire SAFER Grant							-
Public Works - Corporation Yard	70,153	186,221	135,786		20,350		412,510
Public Works - Government Buildings	60,620	20,310	20,310				101,240
Public Works - General Fund Streets	300,400						300,400
Public Works - Parking Lots	51,925						51,925
Public Works - Parks & Landscaping	306,055						306,055
Public Works - Engineering	105,193	90,362	74,416				269,971
Storm Water Management	75,400						75,400
Public Works - Gas Tax Streets				190,200			190,200
Ives Pool	96,190						96,190
Recreation & Community Center	235,800						235,800
Non-Departmental	377,098	24,926	24,926	9,600		-	436,550
Debt Service - General Government	190,161						190,161
Water Operations		778,740					778,740
Water - Debt Service		120,979					120,979
Water - Capital Debt Service		176,068					176,068
Sewer Operations			506,285				506,285
Sewage Subregional Treatment			1,518,743				1,518,743
Sewer - Debt Service			83,293				83,293
Transfer to Capital Projects		-	-	1,481,595			1,481,595
Debt Service - Park In Lieu				31,470			31,470
Woodstone Assessment	4,305				35,655		39,960
Street Lighting Assessment District					76,000		76,000
Redevelopment Obligation Retirement Fund Debt Service						827,789	827,789
Total Expenditures	8,098,981	1,834,823	2,714,479	1,724,865	147,105	1,113,377	15,633,630
Net Budget Result	87,800	141,277	169,021	(1,002,677)	(31,697)	(17,374)	(653,650)
Addition/(Uses) of Reserves	87,800	141,277	169,021	(1,002,677)	(31,697)	(17,374)	(653,650)
Ending Balances	-	-	-	-	-	-	-

BUDGET SUBCOMMITTEE WORKSHEET

Departmental Need Assessment

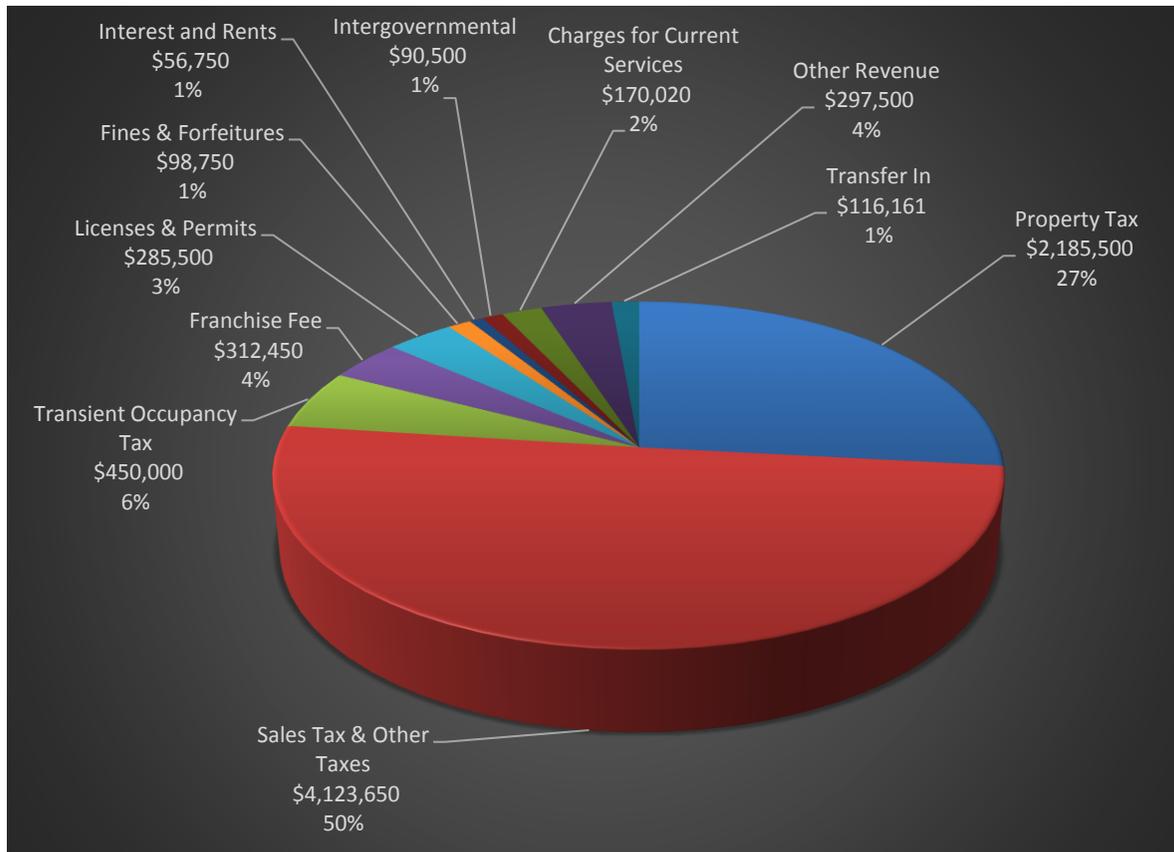
Seq. No	Department	Account Number	Description	Requested Amount	Funded FY16/17	Comments
1	City Council	000-6010-7030	Library Landscaping Project - Final Phase	4,700	4,700	Library Landscape project
2	City Manager	000-6020-6860	Contract Services	5,000	5,000	Funded additional contract services for monthly newsletter
3	City Manager	001-6020-6860	Pine Grove Square Consultant *	60,000	30,000	Pine Grove Square Project Continuation
4	Police	000-6200-xxxx	Salaries & Benefits	130,000	10,000	Requested (1) additional FTE Continue funding of \$10K for School Resource Officer
5	Fire	000-6280-xxxx	Salaries & Benefits	192,000	-	Requested (2) additional FTEs Delayed funding (1) FTE until mid-year budget review
6	Fire	000-6280-6010	Salaries	25,200	25,200	Requested shift pay increase Funded half year shift pay increase
7	Public Works	000-xxxx-xxxx	Salaries & Benefits	65,500	65,500	Requested (1) additional FTE Funded (1) FTE
8	Public Works	000-xxxx-xxxx	Salaries & Benefits	30,800	30,800	Requested (0.5) additional FTE Funded 0.5 FTE
9	Community Center	001-6391-6861	Contribution to Operations	127,000	127,000	SCCC Annual Funding
Grand Total				640,200	298,200	

* \$30K has been funded in the City Manager's budget

2016/17 Projected General Fund Revenue Budget at a Glance

Where does the City's Money Come From?

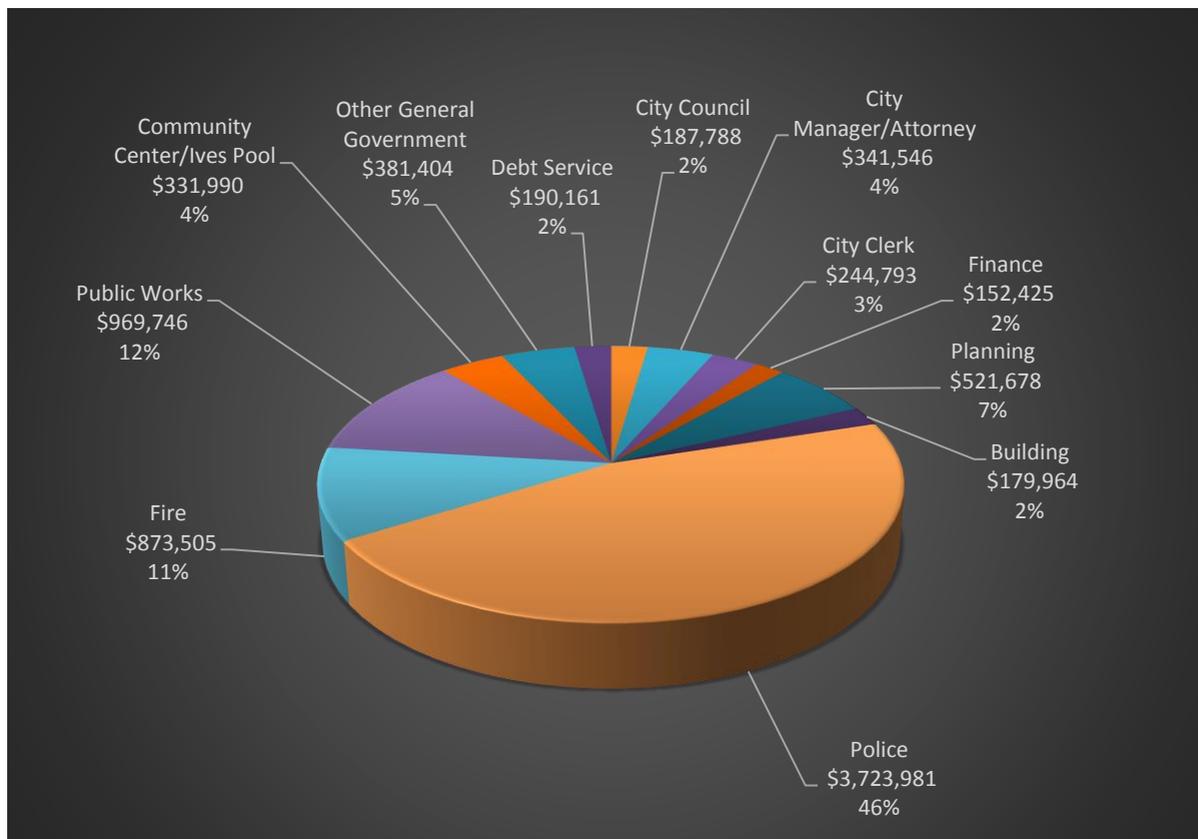
Revenue Summary	2015/16 Amended Budget	2016/17 Adopted Revenue	Increase (Decrease)	% Change
Property Tax	\$ 2,206,000	\$ 2,185,500	\$ (20,500)	-0.9%
Sales Tax & Other Taxes	\$ 3,737,000	\$ 4,123,650	\$ 386,650	10.3%
Transient Occupancy Tax	\$ 450,000	\$ 450,000	\$ -	0.0%
Franchise Fee	\$ 307,500	\$ 312,450	\$ 4,950	1.6%
Licenses & Permits	\$ 260,500	\$ 285,500	\$ 25,000	9.6%
Fines & Forfeitures	\$ 98,000	\$ 98,750	\$ 750	0.8%
Interest and Rents	\$ 57,215	\$ 56,750	\$ (465)	-0.8%
Intergovernmental	\$ 104,000	\$ 90,500	\$ (13,500)	-13.0%
Charges for Current Services	\$ 170,770	\$ 170,020	\$ (750)	-0.4%
Other Revenue	\$ 296,500	\$ 297,500	\$ 1,000	0.3%
Transfer In	\$ 101,500	\$ 116,161	\$ 14,661	14.4%
TOTAL REVENUES	\$ 7,788,985	\$ 8,186,781	\$ 397,796	5.1%



2016/17 General Fund Expenditures Budget at a Glance

How does the City Spend the Money It Receives?

Expenditures by Department	2015/16 Amended Budget	2016/17 Adopted Budget	Increase (Decrease)	% Change
City Council	\$ 202,568	\$ 187,788	\$ (14,780)	-7.3%
City Manager/Attorney	\$ 318,970	\$ 341,546	\$ 22,576	7.1%
City Clerk	\$ 224,059	\$ 244,793	\$ 20,734	9.3%
Finance	\$ 129,377	\$ 152,425	\$ 23,048	17.8%
Planning	\$ 602,590	\$ 521,678	\$ (80,912)	-13.4%
Building	\$ 171,113	\$ 179,964	\$ 8,851	5.2%
Police	\$ 3,522,585	\$ 3,723,981	\$ 201,396	5.7%
Fire	\$ 782,740	\$ 873,505	\$ 90,765	11.6%
Public Works	\$ 916,254	\$ 969,746	\$ 53,492	5.8%
Community Center/lves Pool	\$ 316,769	\$ 331,990	\$ 15,221	4.8%
Other General Government	\$ 323,117	\$ 381,404	\$ 58,287	18.0%
Debt Service	\$ 250,668	\$ 190,161	\$ (60,507)	-24.1%
TOTAL EXPENDITURES	\$ 7,760,810	\$ 8,098,981	\$ 338,171	4.4%
Chargeback Services *				
Insurance	\$ 232,000	\$ 263,750	\$ 31,750	13.7%
Employee Benefits	\$ 2,015,482	\$ 2,283,890	\$ 268,408	13.3%
* Allocated across departments				



GENERAL FUND

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2015-16 ESTIMATED YEAR-END	2016-17 ADOPTED BUDGET	\$INC/(DEC) FROM AMENDED	% CHANGE
REVENUE						
Property Taxes	\$ 2,435,272	\$ 2,174,000	\$ 2,174,000	\$ 2,145,500	\$ (28,500)	-1.3%
Real Property Transfer	32,104	32,000	40,000	40,000	8,000	25.0%
Sales & Use Tax	3,469,788	3,737,000	3,737,000	4,123,650	386,650	10.3%
Transient Occupancy Tax	482,164	450,000	450,000	450,000	-	0.0%
Franchise Fees	320,082	307,500	307,500	312,450	4,950	1.6%
Licenses and Permits	314,693	260,500	415,500	285,500	25,000	9.6%
Fines & Forfeitures	158,380	98,000	107,000	98,750	750	0.8%
Interest and Rents	62,104	57,215	57,215	56,750	(465)	-0.8%
Intergovernmental	154,233	104,000	106,500	90,500	(13,500)	-13.0%
Charges for Current Services	249,005	170,770	187,770	170,020	(750)	-0.4%
Miscellaneous/Other Income	345,291	296,500	296,500	297,500	1,000	0.3%
TOTAL REVENUE	\$ 8,023,116	\$ 7,687,485	\$ 7,878,985	\$ 8,070,620	383,135	5.0%
EXPENSE BY DEPARTMENT						
City Council	\$ 183,488	\$ 202,568	\$ 195,443	\$ 187,788	\$ (14,780)	-7.3%
City Manager	101,568	189,802	164,802	215,488	25,686	13.5%
City Attorney	142,329	129,168	106,168	126,058	(3,110)	-2.4%
City Clerk	188,523	224,059	224,059	244,793	20,734	9.3%
Finance	107,830	129,377	129,377	152,425	23,048	17.8%
Planning	535,423	602,590	571,372	521,678	(80,912)	-13.4%
Building	169,503	171,113	171,113	179,964	8,851	5.2%
Police	3,244,251	3,522,585	3,522,585	3,723,981	201,396	5.7%
Fire	690,609	782,740	782,740	873,505	90,765	11.6%
Public Works	913,910	916,254	916,254	969,746	53,492	5.8%
Community Center/Ives Pool	220,541	316,769	316,769	331,990	15,221	4.8%
Non Departmental	116,726	266,582	219,350	227,099	(39,483)	-14.8%
Debt Service	285,247	250,668	250,668	190,161	(60,507)	-24.1%
TOTAL EXPENSE	\$ 6,899,948	\$ 7,704,275	\$ 7,570,700	\$ 7,944,676	\$ 240,401	3.1%
Transfer In from Other Funds	\$ -	\$ 101,500	\$ 101,500	\$ 116,161	\$ 14,661	14.4%
Transfer Out to Other Funds	(217,394)	(56,535)	(56,535)	(154,305)	(97,770)	172.9%
TOTAL TRANSFERS	\$ (217,394)	\$ 44,965	\$ 44,965	\$ (38,144)	\$ (83,109)	-184.8%
NET BUDGET RESULT	\$ 905,774	\$ 28,175	\$ 353,250	\$ 87,800	\$ 59,625	211.6%
Addition/(Uses) of Operating Reserve	\$ 905,774	\$ 28,175	\$ 353,250	\$ 87,800		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -		

GENERAL FUND REVENUES

REVENUES	ACCOUNT	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 AMENDED BUDGET	FY 2015/16 ESTIMATED YEAR-END	FY 2016/17 ADOPTED BUDGET	\$ INCR (DECR)	% INCR/ (DECR)
<u>Taxes</u>								
Property Taxes	4010-4016	1,099,421	1,164,088	1,212,000	1,212,000	1,224,000	12,000	1.0%
Property Taxes (RPTTF)	4011	293,022	228,936	200,000	200,000	260,000	60,000	30.0%
Transfer Tax	4040	40,954	32,104	32,000	40,000	40,000	8,000	25.0%
Property Tax In-Lieu of Sales Tax	4052	452,138	424,063	100,500	100,500	-	(100,500)	
Property Tax In-Lieu of VLF	4301	591,354	618,185	661,500	661,500	661,500	-	0.0%
Transient Occupancy Tax	4018	359,892	482,164	450,000	450,000	450,000	-	0.0%
PG&E Franchise	4020	64,178	62,934	62,000	62,000	62,000	-	0.0%
Video Franchise Fees	4023	6,608	16,468	6,500	6,500	11,450	4,950	76.2%
Garbage Franchise	4025	174,080	164,917	164,000	164,000	164,000	-	0.0%
Cable TV Franchise	4030	70,721	75,763	75,000	75,000	75,000	-	0.0%
Utility Users Tax	4045	354,011	383,957	500,000	500,000	500,000	-	0.0%
Utility Users Tax - AB1717 (Wireless)	4046	-	-	10,000	10,000	25,000	15,000	0.0%
Sales Tax	4050	1,190,781	1,244,347	1,403,000	1,403,000	1,710,600	307,600	21.9%
Measure T	001-4050	556,276	608,379	609,000	609,000	630,900	21,900	3.6%
Measure Y	001-4051	884,869	1,233,105	1,215,000	1,215,000	1,257,150	42,150	3.5%
Total Taxes		6,138,305	6,739,410	6,700,500	6,708,500	7,071,600	371,100	5.5%
<u>Licenses and Permits</u>								
Business Licenses	4080	118,905	121,842	115,000	130,000	130,000	15,000	13.0%
Dog Licenses	4100	2,404	1,690	2,000	2,000	2,000	-	0.0%
Pet Shelter Release Fee	4110	3,400	3,860	3,500	3,500	3,500	-	0.0%
Building Permits	4120	165,318	187,301	140,000	280,000	150,000	10,000	7.1%
Total Licenses & Permits		290,027	314,693	260,500	415,500	285,500	25,000	9.6%
<u>Fines, Forfeits & Penalties</u>								
Vehicle Code Fines	4130	92,436	117,045	73,000	80,000	73,750	750	1.0%
Criminal Code Fines	4140	851	-	-	-	-	-	
Parking Violations	4150	24,070	41,335	25,000	27,000	25,000	-	0.0%
Total Fines, Forfeits & Penalties		117,357	158,380	98,000	107,000	98,750	750	0.8%
<u>Interest & Rents</u>								
Interest Income	4200	12,250	17,357	15,500	15,500	15,000	(500)	-3.2%
Cell Tower Lease	4205	25,234	39,919	36,465	36,465	36,500	35	0.1%
City Rental Income 6901 Palm Ave.	4210	3,968	3,745	4,000	4,000	4,000	-	0.0%
Little League Park Use Reimb.	4215	1,159	608	750	750	750	-	0.0%
Parking Space Rentals	4220	2,064	475	500	500	500	-	0.0%
Total Interest & Rents		44,675	62,104	57,215	57,215	56,750	(465)	-0.8%
<u>Intergovernmental & Grants</u>								
Public Safety Aug. Fund (Prop 172)	4055	70,778	79,958	70,000	72,000	72,000	2,000	2.9%
Vehicle In-Lieu Tax	4300	3,370	3,255	3,000	3,000	-	(3,000)	100.0%
State Mandated Cost Reimb.	4320	3,687	50,435	17,500	18,000	5,000	(12,500)	-71.4%
P.O.S.T Reimbursements	4330	13,285	14,046	7,000	7,000	7,000	-	0.0%
Beverage Container Payment	4390	5,000	5,000	5,000	5,000	5,000	-	0.0%
State Highway Reimbursements	4440	324	324	-	-	-	-	
Police Overtime Reimbursement	4467	4,849	1,215	1,500	1,500	1,500	-	0.0%
Total Intergovernmental & Grants		101,293	154,233	104,000	106,500	90,500	(13,500)	-13.0%
<u>Charges for Current Services</u>								
Sale of Publications	4410	655	879	500	500	500	-	0.0%
Mgmt Staff Time-Deposit Accounts	4415	-	79	-	-	-	-	
Planning Fees/Staff Time	4420	43,609	38,576	31,000	31,000	31,000	-	0.0%
Notary Fees	4421	60	30	20	20	20	-	0.0%
Planning Publications	4422	190	321	300	300	300	-	0.0%
Building Inspector Fee/Staff Time	4423	30,125	30,687	-	-	-	-	
Finance Staff Time	4424	3,752	4,245	3,500	3,500	4,000	500	14.3%
Park and Plaza Rental Fees	4425	5,483	3,808	4,000	4,000	4,000	-	0.0%
City Clerk Scholarships	4428	-	2,180	1,250	1,250	-	(1,250)	100.0%
Encroachment Permits	4430	24,670	19,520	19,000	19,000	19,000	-	0.0%
Engineering Maps/Reports	4431	-	25	-	-	-	-	
Grading Permits	4432	1,400	2,650	1,200	1,200	1,200	-	0.0%
Engineering Staff Time	4433	55,526	41,464	25,000	25,000	25,000	-	0.0%
Sale of Plans & Specifications	4434	120	2,065	1,000	1,000	1,000	-	0.0%
Public Works Services	4445	30,115	13,554	10,000	10,000	10,000	-	0.0%
Police Services/Fingerprinting	4460	33,919	34,495	30,000	30,000	30,000	-	0.0%
Police D.U.I. Recovery	4461	703	2,323	500	500	500	-	0.0%

GENERAL FUND REVENUES

REVENUES	ACCOUNT	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 AMENDED BUDGET	FY 2015/16 ESTIMATED YEAR-END	FY 2016/17 ADOPTED BUDGET	\$ INCR (DECR)	% INCR/ (DECR)
Vehicle Releases	4462	12,975	12,027	10,000	10,000	10,000	-	0.0%
Police Reports/Copies	4463	4,725	7,270	5,500	5,500	5,500	-	0.0%
Fire Department Fees	4465	31,122	32,807	28,000	45,000	28,000	-	0.0%
Weed Abatement Expense Reimb.	4470	550	-	-	-	-	-	-
Total Charges for Current Services		279,699	249,005	170,770	187,770	170,020	(750)	-0.4%
<u>Miscellaneous/Other Income</u>								
Litigation Income	4395	680	8,521	-	-	-	-	-
Ives Pool Reimbursement	4480	54,572	39,837	40,000	40,000	40,000	-	0.0%
Sale of Surplus Property	4500	17,960	4,323	5,000	5,000	5,000	-	0.0%
Miscellaneous Income	4510	1,625	42,610	1,500	1,500	2,500	1,000	66.7%
Successor Agency Administration	4925	250,000	250,000	250,000	250,000	250,000	-	0.0%
Total Miscellaneous/Other Income		324,837	345,291	296,500	296,500	297,500	1,000	0.3%
Subtotal General Fund Revenue		7,296,193	8,023,116	7,687,485	7,878,985	8,070,620	383,135	5.0%
Transfer In		26,186	-	101,500	101,500	116,161	14,661	
Total General Fund Revenue		7,322,379	8,023,116	7,788,985	7,980,485	8,186,781	397,796	5.1%

GENERAL FUND - TRANSFERS

	2014-15 AMENDED BUDGET	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$INC/(DEC)
OTHER SOURCES (USES):				
Transfer in				
From Supplemental Law Enforcement Services Fund	-	93,500	100,000	93,500
From Community Fund	-	1,000	-	1,000
From General Plan Update	-	7,000	-	7,000
From Casino Mitigation Fund	-	-	16,161	-
Subtotal Transfer in	-	101,500	116,161	101,500
Transfer out				
To Woodstone Assessment District Fund	(8,335)	(6,535)	(4,305)	1,800
To Other Fund	(37,377)	-	-	37,377
To Street Pavement Reserves	-	(50,000)	(150,000)	(50,000)
Subtotal Transfer out	(45,712)	(56,535)	(154,305)	(10,823)
TOTAL TRANSFERS	(45,712)	44,965	(38,144)	90,677

GENERAL FUND EXPENDITURES

CATEGORY/DEPT.	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2015-16 ESTIMATED YEAR-END	2016-17 ADOPTED BUDGET	\$ INCR (DECR)	% CHANGE
GENERAL GOVERNMENT							
City Council	\$ 180,595	\$ 183,488	\$ 202,568	\$ 195,443	\$ 187,788	\$ (14,780)	-7.9%
City Manager	93,897	101,568	189,802	164,802	215,488	25,686	11.9%
City Attorney	370,426	142,329	129,168	106,168	126,058	(3,110)	-2.5%
City Clerk	173,076	188,523	224,059	224,059	244,793	20,734	8.5%
Finance	125,547	107,830	129,377	129,377	152,425	23,048	15.1%
Planning	427,177	535,423	602,590	571,372	521,678	(80,912)	-15.5%
Building	159,358	169,503	171,113	171,113	179,964	8,851	4.9%
General Gov't-Non Dept.	414,727	266,726	323,117	275,885	381,404	58,287	15.3%
Debt Service	331,514	352,641	250,668	250,668	190,161	(60,507)	-31.8%
TOTAL GENERAL GOVERNMENT	2,276,318	2,048,031	2,222,462	2,088,887	2,199,759	(22,703)	-1.0%
PUBLIC SAFETY							
Police Protection	\$ 3,170,811	\$3,237,755	\$3,514,485	\$ 3,514,485	\$ 3,715,881	\$ 201,396	5.4%
Animal Control	5,709	6,496	8,100	8,100	8,100	-	0.0%
Fire Protection	521,981	686,855	778,840	778,840	869,505	90,665	10.4%
Fire Emergency Preparedness	3,800	3,754	3,900	3,900	4,000	100	2.5%
TOTAL PUBLIC SAFETY	3,702,301	3,934,860	4,305,325	4,305,325	4,597,486	292,161	6.4%
PUBLIC WORKS/PARKS							
Corporation Yard	\$ 74,452	\$ 66,353	\$ 76,144	\$ 76,144	\$ 70,153	\$ (5,991)	-8.5%
Government Building	37,707	98,493	35,159	35,159	60,620	25,461	42.0%
Streets	155,352	229,537	277,454	277,454	300,400	22,946	7.6%
Parking Lots	32,263	35,065	45,371	45,371	51,925	6,554	12.6%
Parks & Landscapes	342,124	312,653	280,693	280,693	306,055	25,362	8.3%
Engineering	107,912	109,175	122,433	122,433	105,193	(17,240)	-16.4%
Storm Water Management	55,310	62,634	79,000	79,000	75,400	(3,600)	-4.8%
Village Mobile Home Park	47,800	-	-	-	-	-	-
TOTAL PUBLIC WORKS/PARKS	852,920	913,910	916,254	916,254	969,746	53,492	5.5%
RECREATION							
Ives Pool	\$ 224,133	\$ 136,557	\$ 96,230	\$ 96,230	\$ 96,190	(40)	0.0%
Recreation & Community Support	73,800	83,984	220,539	220,539	235,800	15,261	6.5%
TOTAL RECREATION	297,933	220,541	316,769	316,769	331,990	15,221	4.6%
TOTAL ALL DEPARTMENTS	7,129,473	7,117,342	7,760,810	7,627,235	8,098,981	338,171	4.2%

**Transaction & Use Sales Tax
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
001-6010-6972	City Council/Photocopier Lease	5,111	5,501	5,700	5,700	5,700
001-6020-6866	City Manager/Contracted Services - Outreach	-	-	40,000	40,000	40,000
001-6020-6869	City Manager/Contracted Services - Pine Grove	-	-	35,000	35,000	55,000
001-6020-6907	City Manager/Phone System	24,958	-	-	-	-
001-6020-6940	City Manager/Computer Expense	-	1,323	-	-	1,000
001-6020-6972	City Manager/Photocopier Lease	2,632	2,759	4,000	4,000	4,000
001-6021-6610	City Clerk/Election Expense - Ballot Measurers	618	9,093	-	-	18,000
001-6021-6940	City Clerk/Computer Expense	-	1,323	1,000	1,000	1,000
001-6021-6972	City Clerk/Photocopier Lease	2,612	2,759	4,500	4,500	5,600
001-6030-6972	Finance/Photocopier Lease	5,136	5,501	5,700	5,700	6,000
001-6050-6972	Planning/Photocopier Lease	5,166	5,501	5,700	5,700	5,700
001-6290-6972	Building/Photocopier Lease	2,204	2,806	3,000	3,000	3,000
001-6200-6020	Police/School Resource Officer	16,397	8,990	10,000	10,000	10,000
001-6200-6045	Police/Equipment	4,645	9,170	39,300	39,300	3,800
001-6200-6903	Police/Vehicle	46,047	44,324	51,750	51,750	76,750
001-6200-6940	Police/Computer Equipment	-	6,565	35,600	35,600	22,500
001-6280-xxxx	Fire/Equipment (SCBA Tanks & Gear)	2,005	6,482	10,000	10,000	10,000
001-6280-6972	Fire/Photocopier Lease	2,631	2,807	3,500	3,500	3,500
001-6230-7063	Fire/EOC Supplies & Equipment	-	-	1,250	1,250	1,000
001-6300-6972	Engineering/Photocopier Lease	2,946	3,830	4,200	4,200	4,200
001-6310-6910	Corporation Yard/Equipment	-	58,693	13,000	13,000	-
001-6310-6972	Corporation Yard/Photocopier	2,643	3,830	3,600	3,600	4,200
001-6310-7067	Corporation Yard/HVAC	-	-	-	-	-
001-6310-8022	Corporation Yard/Storm Drain - Hayden Ave.	-	-	-	-	-
001-6060-6920	Government Building/Roof/Bathroom Replacement	-	71,708	6,500	6,500	20,000
001-6330-6050	Streets/Misc Supplies/Svcs (below)*	-	106,239	94,840	94,840	139,550
001-6330-6949	Streets/Kubota Tractor (½ Cost)	10,815	-	-	-	-
001-6330-6951	Streets/Dump Truck (½ Cost)	21,656	-	-	-	-
001-6330-6952	Streets/Mower Trailer (½ Cost)	1,672	-	-	-	-
001-6330-6953	Streets/36" Mower (½ Cost w/Parks)	-	2,701	-	-	-
001-6330-6954	Streets/Oil Storage Cabinets	-	1,146	-	-	-
001-6330-6955	Streets/Pickup Trucks	-	22,000	-	-	-
001-6330-6956	Streets/Aerial Truck (½ Cost)	17,134	-	-	-	-
001-6340-8018	Parking Lots/Electric Vehicle Charging Station	-	-	-	-	-
001-6380-6044	Parks/Landscaping/Park & Playground Repairs	15,076	13,361	13,340	13,340	13,400
001-6380-6045	Parks/Landscaping/Kubota Sweeper Attachment	-	6,062	-	-	-
001-6380-6895	Parks/Landscaping/Tennis Court Resurfacing	-	17,500	-	-	-
001-6380-6949	Parks/Landscaping/Kubota Tractor (½ Cost)	10,815	-	-	-	-
001-6380-6951	Parks/Landscaping/Dump Truck (½ Cost)	21,950	-	-	-	-
001-6380-6952	Parks/Landscaping/Mower Trailer (½ Cost)	1,672	-	-	-	-
001-6380-6953	Parks/Landscaping/36" Mower (½ Cost w/GF Strts)	-	2,701	-	-	-
001-6380-6956	Parks/Landscaping/Aerial Truck (½ Cost)	37,057	-	-	-	-
001-6380-6974	Parks/Landscaping/Playground Chips	4,044	-	2,000	2,000	-
001-6380-6975	Parks/Landscaping/Ives & Libby Park Path Paving	30,000	-	-	-	-
001-6380-6977	Parks/Landscaping/Ives Park Fence Repair	-	5,950	-	-	-
001-6385-6048	Solar Panel Invertor Equipment	7,378	-	12,000	12,000	-

**Transaction & Use Sales Tax
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
001-6385-6049	Community Center/Chlorine Generator	-	-	-	-	-
001-6385-6896	Community Center/Shower Hot Water Heater	14,873	6,479	-	-	-
001-6385-6908	Community Center/Pool Resurfacing	95,330	-	-	-	-
001-6385-6941	Community Center/Pool Heater	7,728	45,500	-	-	-
001-6385-6943	Community Center/Exterior Painting of Building	11,980	-	-	-	-
001-6391-8027	Community Center/Exterior Paint	1,345	146	-	-	-
001-6391-8028	Community Center/Floor Scrubber (cleaner)	-	-	-	-	5,000
001-6391-8029	Community Center/Entrance Arbor	1,011	110	-	-	-
001-6391-8030	Community Center/Reception Area	4,339	3,474	78,000	78,000	-
001-6391-8031	Community Center/Restroom Upgrade	2,695	1,260	50,200	50,200	-
001-6391-8032	Community Center/Kitchen Upgrade	1,896	207	10,000	10,000	30,000
001-6391-8033	Community Center/Youth Annex Paint/Flooring	8,920	-	-	-	-
001-6391-8033	Community Center/Tile Repairs Youth Annex	-	-	-	-	2,000
001-6391-8034	Community Center/Landscape Material Comm Cntr	-	-	-	-	-
001-6091-6515	Solar/Streets - Principal	33,306	34,732	36,656	36,656	38,456
001-6090-6515	Solar/Streets - Interest	28,048	26,622	24,698	24,698	30,677
001-6091-6516	Village Mobile Home Park - Principal	33,196	34,842	33,292	33,292	37,467
001-6090-6516	Village Mobile Home Park - Interest	32,389	29,743	33,292	33,292	27,118
001-6091-6517	CREBS Solar Panel Lease - Principal	-	46,267	46,267	46,267	46,267
001-6091-6916	Velocity Pumper Fire Engine Lease - Principal	129,894	133,885	65,409	65,409	-
001-6090-6916	Velocity Pumper Fire Engine Lease - Interest	9,200	5,208	4,137	4,137	-
001-6091-6921	Vacuum Truck Lease - Principal	6,023	6,308	6,605	6,605	8,588
001-6090-6921	Vacuum Truck Lease - Interest	894	609	312	312	1,588
001-6091-7068	Energy Conservation Loan - Principal	25,157	13,004	-	-	-
001-6090-7068	Energy Conservation Loan - Interest	1,438	293	-	-	-
Total Capital Outlay/Debt Services		754,682	819,315	794,348	794,348	681,061
001-6051-6860	Planning	-	152,738	175,000	175,000	100,000
001-6200-6005	Police Services	217,992	327,106	341,579	341,571	361,133
001-xxxx-6005	Public Works	107,806	511,105	431,279	431,920	423,655
Total Departmental Cost Allocation		325,798	990,949	947,858	948,491	884,788
TOTAL DEPARTMENT		1,080,480	1,810,264	1,742,206	1,742,839	1,565,849

WATER FUND

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
OPERATING REVENUE					
Charges for Services					
Residential	\$ 1,389,770	\$ 1,572,562	\$ 1,493,900	\$ (78,662)	-5.00%
Commercial	532,728	502,746	477,600	(25,146)	-5.00%
Other Income	6,505	4,000	4,000	-	0.00%
Interest Earnings	422	600	600	-	0.00%
TOTAL REVENUE	\$ 1,929,425	\$ 2,079,908	\$ 1,976,100	\$ (103,808)	-4.99%
OPERATING EXPENSES					
City Council	\$ 20,253	\$ 24,789	\$ 30,529	\$ 5,740	23.16%
City Manager	32,483	36,934	38,496	1,562	4.23%
City Attorney	7,735	7,020	6,851	(169)	-2.41%
City Clerk	16,504	20,570	20,724	154	0.75%
Finance	155,540	187,989	222,566	34,577	18.39%
Fire	50,983	57,512	64,355	6,843	11.90%
Planning	17,258	22,929	22,608	(321)	-1.40%
Building	29,285	29,533	31,088	1,555	5.27%
Public Works - Engineering	94,256	105,787	90,362	(15,425)	-14.58%
Public Works - Corporation Yard	165,723	168,124	186,221	18,097	10.76%
Public Works - Government Buildings	12,963	14,330	20,310	5,980	41.73%
Public Works - Water Operations	551,801	931,804	778,740	(153,064)	-16.43%
Debt Service - Operations	108,744	108,743	120,979	12,236	11.25%
Debt Service - Capital	-	176,068	176,068	-	0.00%
Transfer to CIP	496,975	68,358	-	(68,358)	-100.00%
Non Departmental	12,811	29,259	24,926	(4,333)	-14.81%
TOTAL OPERATING EXPENSE	\$ 1,773,314	\$ 1,989,749	\$ 1,834,823	\$ (154,926)	-7.79%
NET BUDGETARY RESULT	\$ 156,111	\$ 90,159	\$ 141,277	\$ 51,118	
Addition/(Use) of Reserves	\$ 156,111	\$ 90,159	\$ 141,277		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

Detail - Water Fund
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget	Comments
510-6510-6010	Salaries ¹ (2.85 FTE)	150,065	181,884	230,502	230,502	244,500	
510-6510-6011	Standby	9,418	9,455	12,514	12,500	12,500	
510-6510-6020	Overtime	4,238	4,915	10,600	9,850	10,000	
510-6510-6023	Benefits ²	75,284	76,856	108,502	108,502	113,700	
510-6510-6025	Communications	3,630	3,969	3,900	3,997	4,000	
510-6510-6050	Misc. Supplies / Services	85,979	101,160	106,961	97,145	114,500	See Item#1
510-6510-6060	Training/Conferences	1,015	2,467	8,100	8,100	8,100	
510-6510-6065	Utilites	115,712	91,468	150,000	100,000	100,000	
510-6510-6425	REMIF Liab., Prop, Flood Ins.	14,387	15,732	18,975	18,975	22,240	
510-6510-6806	Backflow Prevention Program	300	2,000	2,000	2,000	2,000	
510-6510-6807	Fire Hydrant Replacement Program	14,424	14,048	15,000	15,000	15,000	
510-6510-6808	Meter Replacement Program	19,771	19,669	20,000	20,000	20,000	
510-6510-6860	Contract Services	8,793	-	156,000	156,000	102,000	See Item#2
510-6510-8020	Cal OSHA Safety Update	10,000	5,032	-	-	-	
510-6510-6537	Replacement Cathodic Protection	-	-	-	-	-	
510-6510-6910	Generator	800	-	-	-	-	
510-6510-6911	Soil/Asphalt Compactors	2,779	-	-	-	-	
510-6510-6912	SCADA Component	633	-	-	-	-	
510-6510-6954	Oil Storage Container	-	1,146	-	-	-	
510-6510-6955	Capital Outlay	-	22,000	88,750	88,750	10,200	See Item#3
510-6510-6966	Well Improvements	-	-	-	-	-	
510-6091-6515	Infrastruture Lease - Principal	38,435	40,081	42,301	42,301	44,378	
510-6090-6515	Infrastruture Lease - Interest	32,367	30,722	28,501	28,501	35,401	
510-6091-6517	CREBS Solar Panel Lease - Principal	31,024	31,024	31,024	31,024	31,024	
510-6091-6921	Vacuum Truck Lease - Principal	6,023	6,308	6,605	6,605	8,588	
510-6090-6921	Vacuum Truck Lease - Interest	894	609	312	312	1,588	
510-6091-6951	Dump Truck - Principal	6,920	-	-	-	-	
510-6090-6951	Dump Truck - Interest	498	-	-	-	-	
xxx-xxxx-xxxx	Debt Service - Water Capital	31,025	-	176,068	176,068	176,068	
510-xxxx-6999	Transfer to CIP	-	496,975	68,358	68,358	-	
Total Operation		664,415	1,157,520	1,284,973	1,224,490	1,075,787	
510-6010-6005	City Council	21,047	20,253	24,789	24,789	30,529	
510-6020-6005	City Manager	33,432	32,483	36,934	36,934	38,496	
510-6040-6005	City Attorney	10,277	7,735	7,020	7,020	6,851	
510-6021-6005	City Clerk	15,196	16,504	20,570	20,570	20,724	
510-6030-6005	Finance	121,584	155,540	187,989	187,989	222,566	
510-6120-6005	Finance - Non Departmental	9,397	12,811	29,259	29,259	24,926	
510-6280-6005	Fire	17,312	50,983	57,512	57,512	64,355	
510-6050-6005	Planning	16,861	17,258	22,929	22,929	22,608	
510-6290-6005	Building	27,723	29,285	29,533	29,533	31,088	
510-6300-6005	Public Works - Engineering	105,374	94,256	105,787	105,787	90,362	
510-6310-6005	Public Works - Corporation Yard	149,354	165,723	168,124	168,124	186,221	
510-6060-6005	Public Works - Government Building	10,933	12,963	14,330	14,330	20,310	
Total Department Cost Allocation		538,490	615,794	704,776	704,776	759,036	
TOTAL DEPARTMENT		1,202,905	1,773,314	1,989,749	1,929,266	1,834,823	

¹ Salaries: Includes 1.5 additional FTEs (Laborer, Admin Asst), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Budget Detail

Water Budget Justification

Item	Account/Vendor	Description	Cost	FY16/17 Adopted Budget	FY15/16 Amended Budget
1	510-6510-6050	Misc. Supplies/Services		114,500	106,961
		Lab Expenses, Water testing	58,000		
		Maintenance and Repairs	27,000		
		CA Dept of Health Services Fees and CDPH Regulation Oversight	15,000		
		Utility Billing Postage Expense	3,240		
		Neopost Stuffing/Mailing Machine (Utility Bill) Maintenance	8,400		
		Utility Billing Miscellaneous Supplies	1,040		
		CCR Printing Expense	1,820		
2	510-6510-6860	Contract Services		102,000	156,000
		SCADA software upgrade	5,650		
		Vacuum Truck (25% allocation - sales tax)	5,850		
		Well 4 Maint. Rebuild (formerly in CIP 511-6536)	-		
		Datalogger Monitoring (formerly in CIP 511-6365)	6,000		
		SCADA Alarm Inspections (1/2 cost)	1,500		
		Groundwater Managemet (formerly in CIP 511-7027)	18,000		
		Engineering Services	4,000		
		Well 7 Filter Media Change Out	61,000		
3	510-6510-6955	Capital Outlay		10,200	88,750
		Backhoe (Half the cost for the Water portion)			
		Truck (Half the cost for the Water portion)			
		Vacuum Truck (25% allocation - 7 year lease purchase)	10,200		
		Genset (Half the cost for the Water portion)			

SEWER FUND

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
OPERATING REVENUE					
Charges for Services	\$ 2,947,761	\$ 2,980,000	\$ 2,831,000	\$ (149,000)	-5.0%
Other Income	1,305	50,000	47,500	(2,500)	-5.0%
Interest Earnings	1,085	5,000	5,000	-	0.0%
TOTAL REVENUE	\$ 2,950,151	\$ 3,035,000	\$ 2,883,500	\$ (151,500)	-5.0%
OPERATING EXPENSES					
City Council	\$ 23,628	\$ 28,921	\$ 28,617	\$ (304)	-1.1%
City Manager	32,486	36,934	38,496	1,562	4.2%
City Attorney	4,641	4,212	4,111	(101)	-2.4%
City Clerk	14,441	17,999	18,134	135	0.8%
Finance	151,447	183,042	216,709	33,667	18.4%
Planning	10,355	13,757	13,565	(192)	-1.4%
Building	29,285	29,533	31,088	1,555	5.3%
Public Works - Engineering	77,623	87,119	74,416	(12,703)	-14.6%
Public Works - Corporation Yard	120,939	122,590	135,786	13,196	10.8%
Public Works - Government Buildings	12,963	14,330	20,310	5,980	41.7%
Public Works - Sewer Operations	1,798,992	1,988,388	2,025,028	36,640	1.8%
Debt Service	76,775	76,774	83,293	6,519	8.5%
Transfer to Capital Projects Fund	686,422	305,790	-	(305,790)	-100.0%
Non Departmental	12,811	29,259	24,926	(4,333)	-14.8%
TOTAL OPERATING EXPENSE	\$ 3,052,808	\$ 2,938,648	\$ 2,714,479	\$ (224,169)	-7.6%
NET BUDGETARY RESULT	\$ (102,657)	\$ 96,352	\$ 169,021	\$ 72,669	
Addition/(Use) of Reserves	\$ (102,657)	\$ 96,352	\$ 169,021		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

**Detail - Sewer Fund
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget	Comments
420-6420-6010	Salaries ¹ (2.3 FTE)	108,674	127,751	182,152	182,152	192,400	
420-6420-6011	Standby	9,636	9,460	8,448	12,000	12,000	
420-6420-6020	Overtime	3,615	4,192	9,800	9,800	9,800	
420-6420-6023	Benefits ²	55,371	57,156	86,326	86,326	90,500	
420-6420-6025	Communications	2,214	2,316	2,400	2,148	2,200	
420-6420-6049	Conservation Rebate Program	1,425	900	5,000	5,000	5,000	
420-6420-6050	Misc. Supplies / Services	36,273	39,265	59,000	41,500	48,300	See Item#1
420-6420-6060	Training/Conferences	751	1,500	7,500	7,500	7,500	
420-6420-6310	Ligigation Expense	-	-	-	-	-	
420-6420-6330	Utilites	28,424	33,003	28,900	36,113	36,000	
420-6420-6425	REMIF Liab., Prop, Flood Ins.	8,146	8,529	10,287	10,287	14,010	
420-6410-6050	Subregional - Operation/Maintenance	834,243	779,479	825,300	825,300	1,006,065	
420-6410-6512	Subregional - Debt Service	702,026	712,370	658,730	658,730	512,678	
420-6420-6860	Contract Services	65,580	9,199	10,495	12,933	68,175	See Item#2
420-6420-8020	Cal OSHA Safety Update	10,000	8,032	-	-	-	
420-6420-6910	Generator	800	-	-	-	-	
420-6420-6911	Soil/Asphalt Compactors	2,779	-	-	-	-	
420-6420-6912	SCADA Component	633	-	-	-	-	
420-6420-6955	Capital Outlay	-	-	94,050	90,589	20,400	See Item#3
420-6420-7012	Green Valley Pump Station	-	5,840	-	-	-	
420-6091-6515	Infrastrutture Lease - Principal	34,167	35,630	37,604	37,604	39,450	
420-6090-6515	Infrastrutture Lease - Interest	28,773	27,311	25,337	25,337	23,491	
420-6091-6921	Vacuum Truck Lease - Principal	12,046	12,615	13,210	13,210	17,175	
420-6090-6921	Vacuum Truck Lease - Interest	1,788	1,219	623	623	3,177	
420-6091-6951	Dump Truck - Principal	6,920	-	-	-	-	
420-6090-6951	Dump Truck - Interest	498	-	-	-	-	
xxx-xxxx-xxxx	Transfer to Sewer CIP	282,599	686,422	305,790	305,790	-	
Total Operation		2,237,381	2,562,189	2,370,952	2,362,942	2,108,321	
420-6010-6005	City Council	24,555	23,628	28,921	28,921	28,617	
420-6020-6005	City Manager	33,432	32,486	36,934	36,934	38,496	
420-6040-6005	City Attorney	6,166	4,641	4,212	4,212	4,111	
420-6021-6005	City Clerk	13,297	14,441	17,999	17,999	18,134	
420-6030-6005	Finance	118,008	151,447	183,042	183,042	216,709	
420-6120-6005	Finance - Non Departmental	9,397	12,811	29,259	29,259	24,926	
420-6050-6005	Planning	10,117	10,355	13,757	13,757	13,565	
420-6290-6005	Building	27,723	29,285	29,533	29,533	31,088	
420-6300-6005	Public Works - Engineering	71,282	77,623	87,119	87,119	74,416	
420-6310-6005	Public Works - Corporation Yard	108,904	120,939	122,590	122,590	135,786	
420-6060-6005	Public Works - Government Building	10,933	12,963	14,330	14,330	20,310	
Total Department Cost Allocation		433,814	490,619	567,696	567,696	606,158	
TOTAL DEPARTMENT		2,671,195	3,052,808	2,938,648	2,930,638	2,714,479	

¹ Salaries: Includes 1.5 additional FTEs (Laborer, Admin Asst), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Budget Detail

Sewer Budget Justification

Item	Account/Vendor	Description	Cost	FY16/17 Adopted Budget	FY15/16 Amended Budget
1	420-6420-6050	Misc. Supplies/Services		48,300	59,000
		Lift Station maintenance & repairs	12,000		
		Sewer Main Cleaning	12,000		
		Clean/Televise Sewers	6,000		
		Utility Billing Postage Expense	3,500		
		Air Quality Permit / CUPA 11/25/1400	2,600		
		Neopost Stuffing/Mailing Machine(Utility Bill)			
		Maintenance	8,400		
		Utility Billing Miscellaneous Supplies	1,000		
		Sanitary Sewer Master Plan Fee SSMP	1,300		
		SWRC Permit	1,500		
2	420-6420-6860	Contract Services		68,175	10,495
		Generator Service Contract (both)	3,795		
		Generator Test & Repair Increases (both)	4,000		
		Sewer Pump Inspections	1,200		
		Repairs to Zimpher Creek Sewer Main	20,160		
		Solar repairs at sewer pump station	2,893		
		Vacuum Truck (50% allocation - sales tax)	11,700		
		Sewer Pump Station Operations Study	12,357		
		Sewer Map Update	5,000		
		SCADA Alarm Inspections (1/2 cost)	1,500		
		SCADA software upgrade	5,570		
3	420-6420-6955	Capital Outlay		20,400	94,050
		Backhoe (1/2 cost)			
		Truck (1/2 cost)			
		Genset (1/3 cost)			
		Vacuum truck (50% allocation - 8 year lease purchase)	20,400		

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 2015-2016:

- Purchase new backhoe
- Purchase new truck
- 2/3 cost of generator for Public Works facility
- Purchase of new sewer solids grinder for pump station
- Service agreement for sewer pump inspections & services
- Service agreement for SCADA alarm inspections & services
- Purchase of new envelope stuffing machine at City Hall
- Service agreement for monitoring of dataloggers in Wells
- Purchase of additional handheld meter reading device
- Installation of three shut off valves for hydrants
- Rebuild of Well 4 motor and pump
- Contract service for groundwater management

Major Budget Changes for 2016/2017 for Water and Sewer:

- Purchase additional cleaning, vacuuming and excavating unit (fund 75% cost from enterprise accounts – 50% sewer, 25% water – 7 year lease purchase)
- Purchase of software for SCADA upgrade, for water and sewer controls
- Allocate funds for solar panel repairs at City sewer pump station on Morris Street
- Allocate funds for repairs to sewer main located in vicinity of Zimpher Creek
- Addition of two certificate incentives for water and sewer staff
- Engineering study for City sewer pump station operations
- Upgrade sewer and storm drain maps per Sanitary Sewer Master Plan

GAS TAX FUND - PRELIMINARY

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/(DEC)	% CHANGE
OPERATING REVENUE					
Intergovernmental	\$ 231,840	\$ 173,600	\$ 199,205	\$ 25,605	14.7%
Other Income	-	-	-	-	
Interest Earnings	92	-	100	100	
Transfer In	5,000	-	-	-	0.0%
TOTAL REVENUE	\$ 236,932	\$ 173,600	\$ 199,305	\$ 25,705	14.8%
OPERATING EXPENSES					
Salaries & Benefits ^a	\$ 224,308	\$ 151,114	\$ 175,200	\$ 24,086	15.9%
Services & Supplies	9,112	9,000	9,000	-	0.0%
Dues & Subscriptions	-	-	-	-	
Utilities	4,119	8,300	5,000	(3,300)	-39.8%
Contract Services	-	1,000	1,000	-	0.0%
Transfer Out	-	-	-	-	
TOTAL OPERATING EXPENSE	\$ 237,539	\$ 169,414	\$ 190,200	\$ 20,786	12.3%
NET BUDGETARY RESULT	\$ (607)	\$ 4,186	\$ 9,105	\$ 4,919	
Addition/(Use) of Reserves	\$ (607)	\$ 4,186	\$ 9,105		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

^a Salaries: Includes 1 additional FTE (Laborer), base pay, longevity pay, education incentive pay

Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Gas Tax Fund Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
830-6330-6010	Salaries ¹ (1.8 FTE)	107,826	131,366	99,865	99,865	113,200
830-6330-6023	Benefits ²	64,348	65,220	51,249	51,249	62,000
830-6300-6005	Engineering Administration	30,992	27,722	-	-	-
830-6330-6040	Vehicle Expense	2,763	3,000	3,000	3,000	3,000
830-6330-6050	Misc. Supplies / Services ³	6,199	6,112	6,000	6,000	6,000
830-6330-6330	Utilities	4,192	4,119	8,300	4,500	5,000
830-6330-6860	Contract Services	2,849	-	1,000	500	1,000
830-6330-6999	Transfer Out	26,186	-	-	-	-
TOTAL DEPARTMENT		245,355	237,539	169,414	165,114	190,200

¹ Salaries: Includes 1 additional FTE (Laborer), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

³ 830-6330-6050	Barricades, misc tools & equipment	3,500
	Sidewalk repairs (co-op program)	2,500
	Total	<u>6,000</u>

Measure M Transportation Tax Fund

Estimated Beginning Fund Balance 7/1/16

\$ 248,667

\$ 299,617

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ 53,659	\$ 50,000	\$ 50,000	\$ -	0.0%
Intergovernmental	-	-	-	-	
Charges for services	-	-	-	-	
Interest Earnings	1,817	950	1,500	550	57.9%
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 55,476</u>	<u>\$ 50,950</u>	<u>\$ 51,500</u>	<u>\$ 550</u>	<u>1.1%</u>
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	12,133	-	-	-	
Capital Projects	-	130,465	130,320	(145)	-0.1%
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 12,133</u>	<u>\$ 130,465</u>	<u>\$ 130,320</u>	<u>\$ (145)</u>	<u>-0.1%</u>
NET BUDGETARY RESULT	<u>\$ 43,343</u>	<u>\$ (79,515)</u>	<u>\$ (78,820)</u>	<u>\$ 695</u>	<u>-0.9%</u>
Addition/(Use) of Reserves	<u>\$ 43,343</u>	<u>\$ (79,515)</u>	<u>\$ (78,820)</u>		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 248,667	\$ 299,617	\$ 220,797		

Community Fund

Estimated Beginning Fund Balance 7/1/16

\$ 3,130

\$ 3,130

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	-	-	-	-	
Interest Earnings	13	-	-	-	
Miscellaneous	1,020	1,000	1,000	-	0.0%
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 1,033</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>0.0%</u>
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	1,000	-	(1,000)	-100.0%
TOTAL OPERATING EXPENSE	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ (1,000)</u>	<u>-100.0%</u>
NET BUDGETARY RESULT	<u>\$ 1,033</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	
Addition/(Use) of Reserves	<u>\$ 1,033</u>	<u>\$ -</u>	<u>\$ 1,000</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
 Ending Fund Balance (Estimated)	 \$ 3,130	 \$ 3,130	 \$ 4,130		

Art In-Lieu Fund

Estimated Beginning Fund Balance 7/1/16

\$ 51,344

\$ 93,344

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	18,538	42,000	23,000	(19,000)	-45.2%
Interest Earnings	191	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 18,729</u>	<u>\$ 42,000</u>	<u>\$ 23,000</u>	<u>\$ (19,000)</u>	<u>-45.2%</u>
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
NET BUDGETARY RESULT	<u>\$ 18,729</u>	<u>\$ 42,000</u>	<u>\$ 23,000</u>	<u>\$ (19,000)</u>	<u>-45.2%</u>
Addition/(Use) of Reserves	<u>\$ 18,729</u>	<u>\$ 42,000</u>	<u>\$ 23,000</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ 51,344	\$ 93,344	\$ 116,344		

Inclusionary and Housing Linkage Fund

Estimated Beginning Fund Balance 7/1/16

\$ 214,446

\$ 312,662

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	12,333	95,716	95,000	(716)	-0.7%
Interest Earnings	2,057	2,500	2,500	-	0.0%
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 14,390</u>	<u>\$ 98,216</u>	<u>\$ 97,500</u>	<u>\$ (716)</u>	<u>-0.7%</u>
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
NET BUDGETARY RESULT	<u>\$ 14,390</u>	<u>\$ 98,216</u>	<u>\$ 97,500</u>	<u>\$ (716)</u>	<u>-0.7%</u>
Addition/(Use) of Reserves	<u>\$ 14,390</u>	<u>\$ 98,216</u>	<u>\$ 97,500</u>		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 214,446	\$ 312,662	\$ 410,162		

Building Permit Technology Fee Fund

Estimated Beginning Fund Balance 7/1/16

\$ 14,294

\$ 16,694

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	6,920	4,000	6,000	2,000	50.0%
Interest Earnings	84	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 7,004</u>	<u>\$ 4,000</u>	<u>\$ 6,000</u>	<u>\$ 2,000</u>	<u>50.0%</u>
<u>OPERATING EXPENSES</u>					
General Government	9,500	1,600	6,000	4,400	275.0%
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 9,500</u>	<u>\$ 1,600</u>	<u>\$ 6,000</u>	<u>\$ 4,400</u>	<u>275.0%</u>
NET BUDGETARY RESULT	<u>\$ (2,496)</u>	<u>\$ 2,400</u>	<u>\$ -</u>	<u>\$ (2,400)</u>	<u>-100.0%</u>
Addition/(Use) of Reserves	<u>\$ (2,496)</u>	<u>\$ 2,400</u>	<u>\$ -</u>		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 14,294	\$ 16,694	\$ 16,694		

Building Permit Incremental Fee Fund

Estimated Beginning Fund Balance 7/1/16

\$ 13,401

\$ 12,401

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	8,064	5,000	6,000	1,000	20.0%
Interest Earnings	90	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 8,154</u>	<u>\$ 5,000</u>	<u>\$ 6,000</u>	<u>\$ 1,000</u>	<u>20.0%</u>
<u>OPERATING EXPENSES</u>					
General Government	7,249	6,000	6,000	-	0.0%
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 7,249</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>0.0%</u>
NET BUDGETARY RESULT	<u>\$ 905</u>	<u>\$ (1,000)</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>-100.0%</u>
Addition/(Use) of Reserves	<u>\$ 905</u>	<u>\$ (1,000)</u>	<u>\$ -</u>		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 13,401	\$ 12,401	\$ 12,401		

Business Improvement Area

Estimated Beginning Fund Balance 7/1/16

\$ 8,727

\$ 8,727

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes/Assessment	\$ 8,627	\$ 8,225	\$ 8,225	\$ -	0.0%
Intergovernmental	-	-	-	-	
Charges for services	-	-	-	-	
Interest Earnings	58	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 8,685</u>	<u>\$ 8,225</u>	<u>\$ 8,225</u>	<u>\$ -</u>	<u>0.0%</u>
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	8,225	9,600	1,375	16.7%
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ -</u>	<u>\$ 8,225</u>	<u>\$ 9,600</u>	<u>\$ 1,375</u>	<u>16.7%</u>
NET BUDGETARY RESULT	<u>\$ 8,685</u>	<u>\$ -</u>	<u>\$ (1,375)</u>	<u>\$ (1,375)</u>	
Addition/(Use) of Reserves	<u>\$ 8,685</u>	<u>\$ -</u>	<u>\$ (1,375)</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ 8,727	\$ 8,727	\$ 7,352		

Housing General Plan Fee Fund

Estimated Beginning Fund Balance 7/1/16

\$ 2,090

\$ 17,290

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	13,247	22,000	10,000	(12,000)	-54.5%
Interest Earnings	155	200	200	-	0.0%
Miscellaneous	57	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	\$ 13,459	\$ 22,200	\$ 10,200	\$ (12,000)	-54.1%
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	21,000	-	-	-	
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	7,000	-	(7,000)	-100.0%
TOTAL OPERATING EXPENSE	\$ 21,000	\$ 7,000	\$ -	\$ (7,000)	-100.0%
NET BUDGETARY RESULT	\$ (7,541)	\$ 15,200	\$ 10,200	\$ (5,000)	-32.9%
Addition/(Use) of Reserves	\$ (7,541)	\$ 15,200	\$ 10,200		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 2,090	\$ 17,290	\$ 27,490		

Police Vehicle Abatement Fund

Estimated Beginning Fund Balance 7/1/16

\$ 2,765

\$ 4,765

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	2,765	2,000	2,000	-	0.0%
Interest Earnings	-	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 2,765</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>0.0%</u>
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
NET BUDGETARY RESULT	<u>\$ 2,765</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>0.0%</u>
Addition/(Use) of Reserves	<u>\$ 2,765</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ 2,765	\$ 4,765	\$ 6,765		

Special Law Enforcement Supplemental Fund

Estimated Beginning Fund Balance 7/1/16

\$ - \$ 6,600

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	108,729	100,000	100,000	-	0.0%
Charges for services	-	-	-	-	
Interest Earnings	7	100	100	-	0.0%
Miscellaneous	-	-	-	-	
Transfer in	18,284	-	23,700	23,700	
TOTAL REVENUE	<u>\$ 127,020</u>	<u>\$ 100,100</u>	<u>\$ 123,800</u>	<u>\$ 23,700</u>	<u>23.7%</u>
<u>OPERATING EXPENSES</u>					
General Government				-	
Community Development	-	-	-	-	
Police Service	127,020	93,500	130,400	36,900	39.5%
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 127,020</u>	<u>\$ 93,500</u>	<u>\$ 130,400</u>	<u>\$ 36,900</u>	<u>39.5%</u>
NET BUDGETARY RESULT	<u>\$ -</u>	<u>\$ 6,600</u>	<u>\$ (6,600)</u>	<u>\$ (13,200)</u>	<u>-200.0%</u>
Addition/(Use) of Reserves	<u>\$ -</u>	<u>\$ 6,600</u>	<u>\$ (6,600)</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ -	\$ 6,600	\$ -		

Asset Forfeiture Fund

Estimated Beginning Fund Balance 7/1/16

\$ 18,671

\$ 774

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	18,671	-	-	-	
Charges for services	-	-	-	-	
Interest Earnings	-	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	10,271	10,271	
TOTAL REVENUE	\$ 18,671	\$ -	\$ 10,271	\$ 10,271	
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Police Services	-	17,897	11,045	(6,852)	-38.3%
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	\$ -	\$ 17,897	\$ 11,045	\$ (6,852)	-38.3%
NET BUDGETARY RESULT	\$ 18,671	\$ (17,897)	\$ (774)	\$ 17,123	-95.7%
Addition/(Use) of Reserves	\$ 18,671	\$ (17,897)	\$ (774)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 18,671	\$ 774	\$ -		

Park In-Lieu Fee Fund

Estimated Beginning Fund Balance 7/1/16

\$ 373,591

\$ 306,786

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	22,100	35,000	35,000	-	0.0%
Interest Earnings	4,889	2,800	2,800	-	0.0%
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	\$ 26,989	\$ 37,800	\$ 37,800	\$ -	0.0%
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Capital Projects	5,850	73,135	96,535	23,400	32.0%
Debt Service	31,470	31,470	31,470	-	0.0%
Transfer out	4,624	-	-	-	
TOTAL OPERATING EXPENSE	\$ 41,944	\$ 104,605	\$ 128,005	\$ 23,400	22.4%
NET BUDGETARY RESULT	\$ (14,955)	\$ (66,805)	\$ (90,205)	\$ (23,400)	35.0%
Addition/(Use) of Reserves	\$ (14,955)	\$ (66,805)	\$ (90,205)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 373,591	\$ 306,786	\$ 216,581		

Street Pavement Reserve Fund

Estimated Beginning Fund Balance 7/1/16

\$ 595,718

\$ 558,433

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	-	-	-	-	
Interest Earnings	3,121	3,200	2,500	(700)	-21.9%
Miscellaneous	-	-	-	-	
Transfer in	150,000	150,000	150,000	-	0.0%
TOTAL REVENUE	<u>\$ 153,121</u>	<u>\$ 153,200</u>	<u>\$ 152,500</u>	<u>\$ (700)</u>	<u>-0.5%</u>
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Capital Projects	28,628	190,485	412,180	221,695	116.4%
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 28,628</u>	<u>\$ 190,485</u>	<u>\$ 412,180</u>	<u>\$ 221,695</u>	<u>116.4%</u>
NET BUDGETARY RESULT	<u>\$ 124,493</u>	<u>\$ (37,285)</u>	<u>\$ (259,680)</u>	<u>\$ (222,395)</u>	<u>596.5%</u>
Addition/(Use) of Reserves	<u>\$ 124,493</u>	<u>\$ (37,285)</u>	<u>\$ (259,680)</u>		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 595,718	\$ 558,433	\$ 298,753		

Traffic Impact Fee Fund

Estimated Beginning Fund Balance 7/1/16

\$ 965,879

\$ 979,279

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	170,000	-	-	-	
Charges for services	25,716	55,000	58,616	3,616	6.6%
Interest Earnings	6,396	3,700	3,700	-	0.0%
Miscellaneous	-	-	-	-	
Transfer in	-	-	58,842	58,842	
TOTAL REVENUE	<u>\$ 202,112</u>	<u>\$ 58,700</u>	<u>\$ 121,158</u>	<u>\$ 62,458</u>	<u>106.4%</u>
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Capital Projects	51,809	45,300	842,560	797,260	1760.0%
Debt Service	-	-	-	-	
Transfer out	3,259	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 55,068</u>	<u>\$ 45,300</u>	<u>\$ 842,560</u>	<u>\$ 797,260</u>	<u>1760.0%</u>
NET BUDGETARY RESULT	<u>\$ 147,044</u>	<u>\$ 13,400</u>	<u>\$ (721,402)</u>	<u>\$ (734,802)</u>	<u>-5483.6%</u>
Addition/(Use) of Reserves	<u>\$ 147,044</u>	<u>\$ 13,400</u>	<u>\$ (721,402)</u>		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 965,879	\$ 979,279	\$ 257,877		

Utility Underground Fee Fund

Estimated Beginning Fund Balance 7/1/16

\$ 233,154

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Sales Taxes	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	-	-	-	-	
Charges for services	34,800	5,000	5,000	-	0.0%
Interest Earnings	2,163	1,000	1,000	-	0.0%
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	\$ 36,963	\$ 6,000	\$ 6,000	\$ -	0.0%
<u>OPERATING EXPENSES</u>					
General Government	-	-	-	-	
Community Development	-	-	-	-	
Public Works	-	-	-	-	
Non Departmental	-	-	-	-	
Debt Service	-	-	-	-	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	
NET BUDGETARY RESULT	\$ 36,963	\$ 6,000	\$ 6,000	\$ -	0.0%
Addition/(Use) of Reserves	\$ 36,963	\$ 6,000	\$ 6,000		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 227,154		\$ 239,154		

WOODSTONE ASSESSMENT DISTRICT FUND

Estimated Beginning Fund Balance 7/1/16

\$ -

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<u>OPERATING REVENUE</u>					
Special Assessments	\$ 31,082	\$ 31,350	\$ 31,350	\$ -	0.0%
Interest Earnings	-	-	-	-	
Transfer In	5,922	6,535	4,305	(2,230)	-34.1%
TOTAL REVENUE	\$ 37,004	\$ 37,885	\$ 35,655	\$ (2,230)	-5.9%
<u>OPERATING EXPENSES</u>					
Principal	20,000	20,000	20,000	-	0.0%
Interest	14,135	12,885	10,655	(2,230)	-17.3%
Trustee Fees	2,869	5,000	5,000	-	0.0%
TOTAL OPERATING EXPENSE	\$ 37,004	\$ 37,885	\$ 35,655	\$ (2,230)	-5.9%
NET BUDGETARY RESULT	\$ -	\$ -	\$ -	\$ -	
Addition/(Use) of Reserves	\$ -	\$ -	\$ -		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

Estimated Ending Fund Balance

\$ -

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 specically 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 in full on September 2, 2022.

STREET LIGHTING ASSESSMENT DISTRICT FUND

Estimated Beginning Fund Balance 7/1/16

\$ 40,432

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Special Assessments	\$ 91,509	\$ 79,753	\$ 79,753	\$ -	0.0%
Other Income	-	-		-	
Interest Earnings	297	-		-	
TOTAL REVENUE	<u>\$ 91,806</u>	<u>\$ 79,753</u>	<u>\$ 79,753</u>	<u>\$ -</u>	<u>0.0%</u>
<u>OPERATING EXPENSES</u>					
Public Works ^a	2,888	18,500	20,350	1,850	10.0%
Finance ^b	1,969	13,500	15,100	1,600	11.9%
Non Departmental	84,770	76,250	76,000	(250)	-0.3%
TOTAL OPERATING EXPENSE	<u>\$ 89,627</u>	<u>\$ 108,250</u>	<u>\$ 111,450</u>	<u>\$ 3,200</u>	<u>3.0%</u>
NET BUDGETARY RESULT	<u>\$ 2,179</u>	<u>\$ (28,497)</u>	<u>\$ (31,697)</u>	<u>\$ (3,200)</u>	<u>11.2%</u>
Addition/(Use) of Reserves	<u>\$ 2,179</u>	<u>\$ (28,497)</u>	<u>\$ (31,697)</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		

Estimated Ending Fund Balance

\$ 8,735

^a Allocate .15 FTE

^b Allocate .10 FTE

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; but the Council elected not to collect annual assessment from 1983-1996. Since 1996/97 assessments have been collected on an annual basis. Funds are received from the County via 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.

City of Sebastopol

FIVE YEAR CAPITAL IMPROVEMETN PLAN

2016/17 – 2020/21





Public Works Department
Engineering Division
714 Johnson Street
Sebastopol, California 95472
Telephone: (707)-823-2151
Fax: (707)-823-4721

Website: www.ci.sebastopol.ca.us
e-mail: hmikus@cityofsebastopo.org
Henry J. Mikus, Engineering Manager

Mayor

Sarah Glade-Gurney

City Council

Una Glass, Vice Mayor

Robert Jacob

John Eder

Patrick Slayter

City Manager/City Attorney

Larry McLaughlin

City Clerk

Mary Gourley

June 14, 2016

City of Sebastopol Capital Improvements Plan for Fiscal Year 2016-2017

The City Council adopts an annual budget for Capital Projects based on the City's Capital Improvements Plan (CIP). CIP projects are typically non-repetitive stand-alone work involving city streets, bike paths, water, sewer, and storm water infrastructure, and City facilities including offices and parks. Last year as part of the budget process for FY 15-16, in June 2015 the City Council approved a five-year CIP for fiscal years 15-16 through 19-20. This year's version encompasses FY 16-17 until FY 20-21.

Separate funds are managed for many of the City CIP projects. These include water capital and sewer capital funds, a traffic impact fund, and a pavement preservation fund. Also part of the CIP are projects paid for from the Park-in-Lieu Fund, and the Community Development Commission grants. Currently these several funds benefit from income from grants and user fees. Grants are the lifeline of the CIP as there are limited other sources for funds.

The focus in compiling the CIP this year has been in improving how these various funds - and their "available balances" - are presented so they are clear to use and present useful data in a timely fashion. Thus each fund source has a dedicated page that shows the planned expenditures, income, and active balance so that the City Council has the information readily at hand while considering budget and project choices.

Colors are used throughout the CIP to draw the eye through all the data to the subject of interest. For example columns of numbers are frequently displayed sorted by fiscal year. As such the CIP regularly tracks planned CIP expenses via fiscal year; generally fiscal years are arranged in columnar format. Six distinct fiscal years are often repeated, and six separate colors are consistently used for each fiscal year column. A yellow background is for the current FY 15/16. Pink is FY 16-17, and red is FY 17-18. Light blue is FY 18-19, with FY 19-20 carrying a gray background. The columns for FY 20-21 are purple.

Similarly the colors of the letters in words are identified by colors. Blue letters are for water projects while black is used for storm water. Green letters are for Parks, and maroon letters are used for sewer projects. A bold black is used for the lettering for bicycles and sleds.

Water and Sewer CIP projects are supported by funds set aside from user fees that are collected. Storm water infrastructure, however, has no dedicated funding source. This needs to be addressed, as recently the City began participating in regional storm water and ground water discussions where one big challenge is program funding.

The CIP starts with two pages of explanation and narrative. Page 3 is a funds summary, which lists the main funds' start balance, planned income, planned expenditures, and a net final fund balance. Pages 4 and 5 list all CIP projects including those where no definitive source of funding exists yet. Pages 6, 7, and 8 show the Pavement Fund with several versions employed to show the different fund sources. Page 8 analyses the Traffic Fund, used for bike and pedestrian projects. The CDBG (Community Development Block Grant) fund is shown on page 9, while the Parks fund is page 10. Water capital is listed on page 11, and sewer capital shows on page 12. Page 13 lists new and added projects for this year, and Page 14 lists two project groups: ongoing unique projects, and future projects that are needed but no defined funding sources currently exist. Finally 10 project information sheets are included to provide background.

Projects selected were there because they were ongoing or had interesting features, such as multiple funding sources.

The CIP is prepared and managed by the Engineering Manager with much assistance from Public Works and Finance, all whose contributions are invaluable and appreciated!

City of Sebastopol
FY 2016-2017 Capital Improvements Plan
Summary

Fund Source	Primary Uses of the Fund	Start FY 16-17 Estimated Fund Balance:	Suggested FY 16-17 Expenditures:	Planned FY 16-17 Revenues:	Estimated End FY 16-17 Fund Balance:
Measure M	pavement	\$169,152	\$130,320	\$51,500	\$90,332
Special Sales Tax	pavement	\$558,433	\$412,180	\$152,500	\$298,753
	Meas M & Sales Tax together:	\$727,585	\$542,500	\$204,000	\$389,085
Traffic Impact	bikes & pedestrians	\$979,279	\$842,560	\$121,158	\$257,877
CDBG	ADA Transition	\$210,158	\$306,641	\$140,000	\$43,517
Parks in Lieu	Parks	\$306,786	\$128,005	\$37,800	\$216,581
Water	Water system infrastructure	\$647,109	\$647,328	\$64,137	\$63,918
Sewer	Sewer system infrastructure	\$1,265,137	\$1,022,580	\$64,137	\$306,694
Totals:		\$4,136,054	\$3,489,614	\$631,232	\$1,277,672

City of Sebastopol

FY 2016-2017 Capital Improvements Plan

Projects Listing

Key to lettering colors:

Water	Parks	Bikes & Peds	Other/Misc
Wastewater	CDBG	Pavement	Stormwater

Key to Column Colors

FY 15-16	FY 17-18	FY 19-20
FY 16-17	FY 18-19	FY 20-21

Item	Project	Description	Cost Estimate	Amount Funded	Amount Remaining or needed	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Totals:	\$31,740,869	\$7,817,094	\$23,923,775	\$1,158,435	\$4,048,144	\$1,323,527	\$1,696,189	\$1,030,856	\$855,227
1	Pave Slurry Seals	Pavement repairs via slurry seal	\$180,000	\$180,000	\$0		\$180,000				
2	Pave Spot Reps	Pavement repairs spot locations	\$270,000	\$270,000	\$0	\$270,000					
3	Local Bike Lanes	Bike Lanes along local streets	\$595,179	\$595,179	\$0	\$25,000	\$570,179				
4	SR Bike Lanes	Bike lanes along State Routes	\$150,000	\$150,000	\$0		\$150,000				
5	ADA Transition	Facilities' ADA upgrades	\$675,404	\$330,158	\$345,246	\$50,000	\$306,641	\$88,527	\$87,850	\$51,697	\$52,778
6	Traffic Synch	Traffic signal synchronization study	\$45,000	\$45,000	\$0	\$45,000					
7	Wayfinding signs	Directional street signs	\$31,200	\$31,200	\$0	\$15,600	\$15,600				
8	Pet-Seb Trail	Petaluma-Sebastopol Class 1 Bike Path	\$5,100	\$5,100	\$0		\$5,100				
9	Bodega Ave rep	Bodega at High Street Paving Repairs	\$100,000	\$0	\$100,000		\$100,000				
10	Pave Assess	Pavement Mgt Program Update	\$5,000	\$0	\$5,000			\$5,000			
11	Ragle Crosswalk	Crosswalk on Bodega at Ragle	\$206,785	\$0	\$206,785						
12	McKinley Sidewalk	Sidewalk gap closure	\$80,224	\$0	\$80,224				\$80,224		
13	Intersect. Contrl.	SR 116/McKinley/Laguna Parkway	\$500,000	\$0	\$500,000						
14	Nelson Crosswalk	Crosswalk on Bodega at Nelson	\$51,696	\$0	\$51,696		\$51,696				
15	Bodega Sidewalk	Golden Ridge to Pleasant Hill sidewalk	\$250,000	\$0	\$250,000				\$250,000		
16	Class 1 Bike Paths	Bodega Ragle/City Line; Libby Park at Washington	\$318,708	\$0	\$318,708						
17	SR 116/Covert La	Intersection control	\$2,000,000	\$0	\$2,000,000						
18	Gravenstein Sidew	Sidewalk gap, Live Oak to Soll Ct	\$300,000	\$0	\$300,000						
19	Well 6	Arsenic treatment (planning)	\$240,000	\$240,000	\$0	\$240,000					
20	Well 6	Arsenic treatment (construction)	\$2,000,000	\$2,000,000	\$0						
21	Well 7	Arsenic treatment (construction)	\$675,000	\$0	\$675,000	\$675,000					
22	Hayden main	repl 4" Pine Crest to McFarlane	\$106,501	\$106,501	\$0		\$106,501				
23	Edman main	repl 4" with 6"	\$135,686	\$135,686	\$0		\$135,586				
24	Lilian Way main	repl 4" with 6"	\$154,634	\$154,634	\$0		\$154,634				
25	Watermain loop	14" Pleasant Hill to Bodega, impr.	\$3,049,121	\$0	\$3,049,121						
26	1st St Reservoir	painting	\$37,059	\$37,059	\$0				\$37,059		
27	Abbott Ave line	Replace line, 6" with 8"	\$158,185	\$158,185	\$0				\$158,185		
28	Teresa Court	Replace 6" with 8"	\$250,607	\$250,607	\$0		\$250,607				
29	Grav Hwy North	Repl 6" with 8"	\$910,898	\$0	\$910,898						
30	Well 5	Treatment	\$529,408	\$0	\$529,408						
31	Grav Hwy South	Main size increases, Palm to Lynch	\$1,164,698	\$0	\$1,164,698						
32	Sewer Lateral Rep	Setaside subsidy progr per Riverwatch	\$40,000	\$40,000	\$0						
33	Sewer Mgt Plan	Techite settlement	\$13,385	\$13,385	\$0						
34	Sewer CCTV	CCTV inspection of sewer system	\$132,798	\$132,798	\$0		\$132,798				
35	Zimpher Creek	Sewer relocation study - alternatives	\$50,000	\$50,000	\$0		\$50,000				
36	Petaluma/Fanner	Manhole construction	\$20,000	\$20,000	\$0		\$20,000				
37	Zimpher Creek	Const: sewer relocation part 1 Covert	\$250,000	\$250,000	\$0		\$0	\$250,000			
38	Murphy Ave	Sewer Rehabilitation	\$74,159	\$74,159	\$0				\$0	\$74,159	
39	Eastside Ave	Sewer Replacement	\$82,871	\$82,871	\$0				\$82,871		
40	Calder Ave	Sewer Replacement	\$261,353	\$261,353	\$0				\$261,353		
41	Police Station	Sewer Replacement	\$228,684	\$228,684	\$0		\$228,684				

City of Sebastopol FY 2016-2017 Capital Improvements Plan Projects Listing

Key to lettering colors:

Water	Parks	Bikes & Peds	Other/Misc
Wastewater	CDBG	Pavement	Stormwater

Key to Column Colors

FY 15-16	FY 17-18	FY 19-20
FY 16-17	FY 18-19	FY 20-21

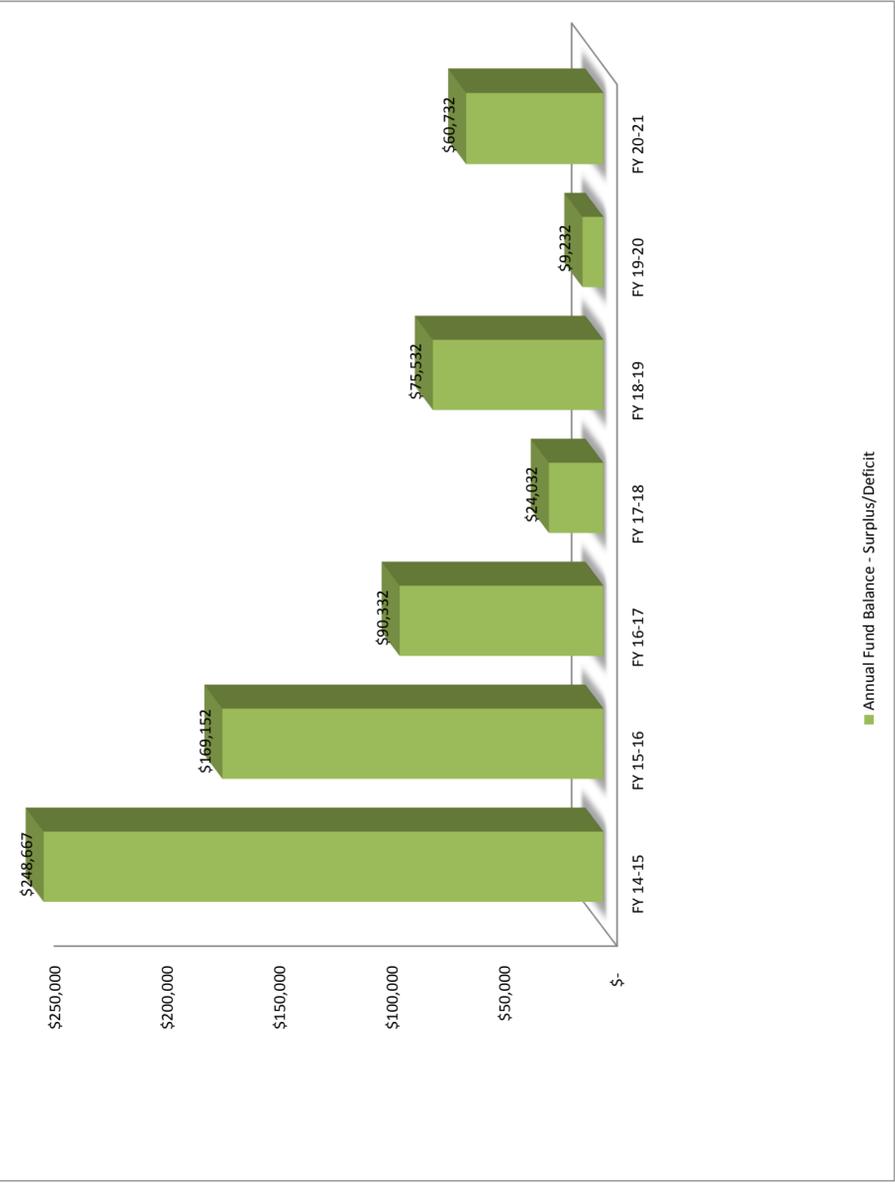
Item	Project	Description	Cost Estimate	Amount Funded	Amount Remaining or needed	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Totals:	\$31,740,869	\$7,817,094	\$23,923,775	\$1,158,435	\$4,048,144	\$1,323,527	\$1,696,189	\$1,030,856	\$855,227
42	Flynn St sewer rel	elim main under skate park	\$241,098	\$241,098	\$0		\$241,098				
43	High Street	Sewer Replacement	\$207,449	\$207,449	\$0		\$0				\$207,449
44	Fire Station	Addition of a Fourth Bay	\$600,000	\$0	\$600,000					\$5,000	\$595,000
46	Occupy Bench	Bench for park	\$8,400	\$8,400	\$0	\$5,000	\$3,400				
48	Skategarden	expansion construction	\$675,403	\$675,403	\$0	\$68,135	\$68,135				
50	Ives Park	Renovation	\$5,000,000	\$0	\$5,000,000						
51	Valentine Ave	Stormdrain repair, BH Ct/Zimpher	\$237,007	\$0	\$237,007						
52	Storm Drain CCTV	condition/needs assessment	\$500,000	\$0	\$500,000						
53	Calder Creek	Watershed storm drain improvements	\$430,962	\$0	\$430,962						
54	Witter Creek	Storm drain upgrades	\$352,904	\$0	\$352,904						
55	Atascadero Creek	Storm Drain upgrades	\$254,686	\$0	\$254,686						
56	Grav Hwy South	Storm drain outfall, Fircrest/Lynch/Hazel/Cotte	\$848,233	\$0	\$848,233						
57	Healdsburg	Conduit upgrade, Laguna PW & Morris	\$708,448	\$0	\$708,448						
58	Palm Ave	Conduit upgrade, Palm & Petaluma	\$392,251	\$0	\$392,251						
59	New signs	New signs at City gateways	\$4,700	\$4,700	\$0	\$4,700					
60	Bodega Speed	New speed control devices, two	\$13,400	\$13,400	\$0		\$13,400				
61	Trail Feasibility	Multi-Use Trail Feasibility Study	\$80,000	\$0	\$80,000			\$80,000			
62	Pave Rep 2017	2017 allocation pavement repairs	\$400,000	\$0	\$400,000			\$400,000			
63	Pave Rep 2019	2019 allocation pavement repairs	\$400,000	\$0	\$400,000				\$400,000		
64	Outfalls	Clean & rehab 3 outfalls	\$350,000	\$0	\$350,000		\$350,000				
65	MS4 permit	MS4 storm water permit offset program	\$2,000,000	\$0	\$2,000,000			\$500,000	\$1,000,000	\$500,000	
66	Laguna Preserve	Laguna Preserve Improvements	\$25,000	\$25,000	\$0		\$25,000				
67	Repave Willow	Repave or repair Willow Street	\$262,500	\$262,500	\$0		\$262,500				
68	Well 9	New Well 9 (at Well 4 site)	\$850,000	\$0	\$850,000						
69	Johnson St.	Replace sewer main Johnson St.	\$350,000	\$350,000	\$0		\$350,000				
70	Zimpher Creek	Const: sewer reloc part 2 Valentine	\$150,000	\$150,000	\$0						
71	Water Tanks Fence	Replace/improve fence around water tanks	\$25,000	\$0	\$25,000						
72	Well 6 Fence	Security fence surrounding Well 6	\$7,500	\$0	\$7,500						
73	Bodega striping	Add'l striping & signs Bodega Ints	\$17,885	\$17,885	\$0					\$17,885	
74	Bodega study	Bodega traffic study	\$18,700	\$18,700	\$0		\$18,700				

Pavement Fund, Balance & Plan: Measure "M"

Beginning Fund Balance (Estimated) \$ 169,152 \$ 90,332 \$ 24,032 \$ 75,532 \$ 9,232

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 BUDGET	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
OPERATING REVENUE							
Sales Taxes (City Special Sales Tax, \$	-	-	50,000	50,000	50,000	50,000	50,000
Intergovernmental Measure M	-	-	-	-	-	-	-
Charges for services	-	-	1,500	1,500	1,500	1,500	1,500
Interest Earnings	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Transfer in	-	-	-	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,500
OPERATING EXPENSES							
General Government	-	-	-	-	-	-	-
Community Development	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Capital Projects	31,905	79,515	130,320	117,800	117,800	117,800	117,800
Non Departmental	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSE	\$ 31,905	\$ 79,515	\$ 130,320	\$ 117,800	\$ -	\$ 117,800	\$ -
NET BUDGETARY RESULT	\$ (31,905)	\$ (79,515)	\$ (78,820)	\$ (66,300)	\$ 51,500	\$ (66,300)	\$ 51,500
Addition/(Use) of Reserves	\$ (31,905)	\$ (79,515)	\$ (78,820)	\$ (66,300)	\$ 51,500	\$ (66,300)	\$ 51,500
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance (Estimated)	\$ 248,667	\$ 169,152	\$ 90,332	\$ 24,032	\$ 75,532	\$ 9,232	\$ 60,732

	2015-16 AMENDED BUDGET	2016-17 BUDGET	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
OPERATING REVENUE						
Sales Taxes (City Special Sales Tax, \$	-	50,000	50,000	50,000	50,000	50,000
Intergovernmental Measure M	-	-	-	-	-	-
Charges for services	-	1,500	1,500	1,500	1,500	1,500
Interest Earnings	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Transfer in	-	-	-	-	-	-
TOTAL REVENUE	\$ -	\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,500
OPERATING EXPENSES						
General Government	-	-	-	-	-	-
Community Development	-	-	-	-	-	-
Public Works	-	-	-	-	-	-
Capital Projects	79,515	130,320	117,800	117,800	117,800	117,800
Non Departmental	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-
TOTAL OPERATING EXPENSE	\$ 79,515	\$ 130,320	\$ 117,800	\$ -	\$ 117,800	\$ -
NET BUDGETARY RESULT	\$ (79,515)	\$ (78,820)	\$ (66,300)	\$ 51,500	\$ (66,300)	\$ 51,500
Addition/(Use) of Reserves	\$ (79,515)	\$ (78,820)	\$ (66,300)	\$ 51,500	\$ (66,300)	\$ 51,500
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance (Estimated)	\$ 248,667	\$ 169,152	\$ 90,332	\$ 24,032	\$ 75,532	\$ 60,732

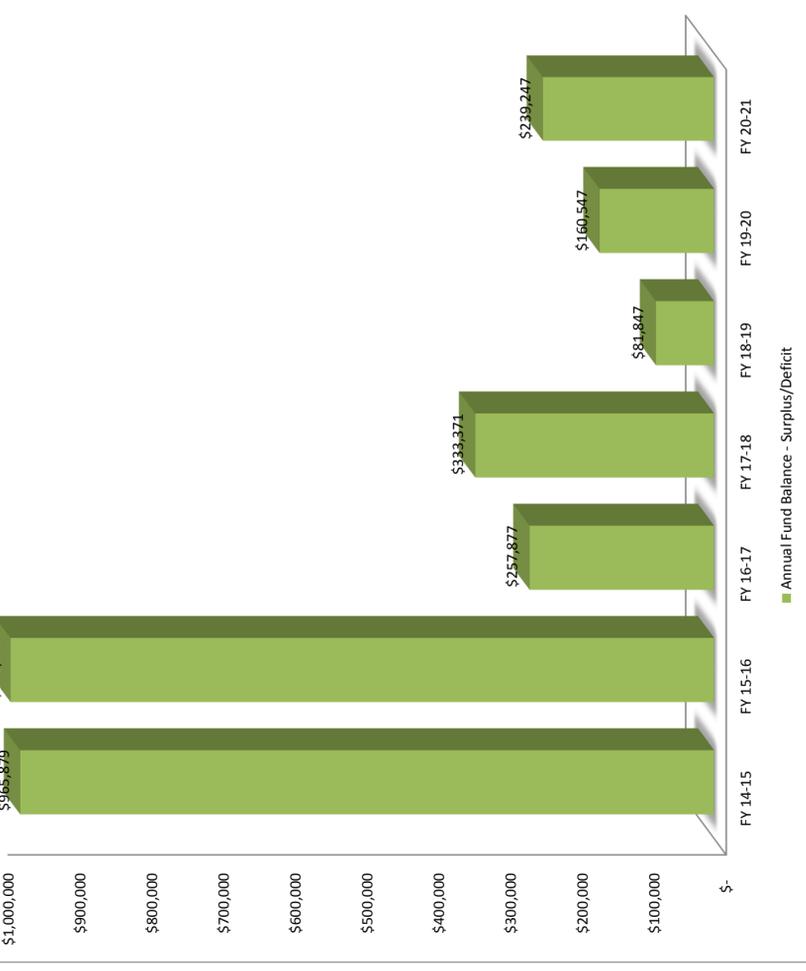


Item	Cost Estimate	M 1	M 2	M 3	M 4	M 5	M Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Sorts	Dept
2 Pave Spot Reps	\$270,000	\$79,515	\$0	\$0	\$0	\$0	\$79,515	\$79,515	\$0	\$0	\$0	\$0	\$0	1 Eng Pave	
67 Repave Willow	\$262,500	\$77,310	\$0	\$0	\$0	\$0	\$77,310	\$0	\$77,310	\$0	\$0	\$0	\$0	1 Eng Pave	
1 Pave Slurry Seals	\$180,000	\$53,010	\$0	\$0	\$0	\$0	\$53,010	\$0	\$53,010	\$0	\$0	\$0	\$0	1 Eng Pave	
62 Pave Rep 2017	\$400,000	\$117,800	\$0	\$0	\$0	\$0	\$117,800	\$0	\$0	\$117,800	\$0	\$0	\$0	1 Eng Pave	
63 Pave Rep 2019	\$400,000	\$117,800	\$0	\$0	\$0	\$0	\$117,800	\$0	\$0	\$0	\$0	\$117,800	\$0	1 Eng Pave	
9 Bodega Ave rep	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1 Eng Pave	
10 Pave Assess	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1 Eng Pave	

Traffic Impact Fund, Balance & Plan

Beginning Fund Balance (Estimated)

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
OPERATING REVENUE						
Sales Taxes	\$ -	\$ -	-	-	-	-
Intergovernmental: TFCA Grant	-	-	71,794	75,000	75,000	75,000
Charges for services	-	55,000	3,700	3,700	3,700	3,700
Interest Earnings	-	3,700	-	-	-	-
Transfer in from TFCA	-	50,000	-	-	-	-
Transfer in from TDA.3	-	8,842	-	-	-	-
TOTAL REVENUE	\$ -	\$ 58,700	\$ 75,494	\$ 78,700	\$ 78,700	\$ 78,700
OPERATING EXPENSES						
General Government	-	-	-	-	-	-
Community Development	-	-	-	-	-	-
Public Works	-	-	-	-	-	-
Capital Projects	31,905	45,300	-	330,224	-	-
Non Departmental	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-
TOTAL OPERATING EXPENSE	\$ 31,905	\$ 45,300	\$ -	\$ 330,224	\$ -	\$ -
NET BUDGETARY RESULT	\$ (31,905)	\$ 13,400	\$ (721,402)	\$ (251,524)	\$ 78,700	\$ 78,700
Addition/(Use) of Reserves	\$ (31,905)	\$ 13,400	\$ (721,402)	\$ (251,524)	\$ 78,700	\$ 78,700
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance (Estimated)	\$ 965,879	\$ 979,279	\$ 333,371	\$ 81,847	\$ 160,547	\$ 239,247



Item	Project	Cost Estimate	TIF 1	TIF 2	TIF 3	TIF 4	TIF 5	Total, Traffic Impact Fund:	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Dept
3	Local Bike Lanes	\$595,179	\$0	\$545,179	\$0	\$0	\$0	\$4,174,869	\$0	\$330,224	\$0	\$0	2 Eng Bikes
7	Wayfinding signs	\$31,200	\$31,200	\$0	\$0	\$0	\$0	TIF total	\$0	\$0	\$0	\$0	0 Planning
59	New signs	\$4,700	\$4,700	\$0	\$0	\$0	\$0	\$4,700	\$0	\$0	\$0	\$0	1 Eng CI&G
4	SR Bike Lanes	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	2 Eng Bikes
14	Nelson Crosswalk	\$51,696	\$51,696	\$0	\$0	\$0	\$0	\$51,696	\$0	\$0	\$0	\$0	1 Eng CI&G
74	Bodega study	\$18,700	\$18,700	\$0	\$0	\$0	\$0	\$18,700	\$0	\$0	\$0	\$0	1 Eng CI&G
73	Bodega striping	\$17,885	\$17,885	\$0	\$0	\$0	\$0	\$17,885	\$0	\$0	\$0	\$0	1 Eng CI&G
60	Bodega Speed	\$13,400	\$13,400	\$0	\$0	\$0	\$0	\$13,400	\$0	\$0	\$0	\$0	1 Eng CI&G
8	Pet-Seb Trail	\$5,100	\$5,100	\$0	\$0	\$0	\$0	\$5,100	\$0	\$0	\$0	\$0	2 Eng Bikes
15	Bodega Sidewalk	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000	\$0	\$0	1 Eng CI&G
12	McKinley Sidewalk	\$80,224	\$80,224	\$0	\$0	\$0	\$0	\$80,224	\$0	\$80,224	\$0	\$0	1 Eng CI&G
16	Class 1 Bike Paths	\$318,708	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2 Eng Bikes
17	SR 116/Covert La	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$0	1 Eng CI&G
13	Intersect. Contri.	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	1 Eng CI&G
18	Gravenstein Sidewalk	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	1 Eng CI&G
11	Ragle Crosswalk	\$206,785	\$206,785	\$0	\$0	\$0	\$0	\$206,785	\$0	\$0	\$0	\$0	1 Eng CI&G
6	Traffic Synch	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1 Eng CI&G
9	Bodega Ave rep	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0 Eng Pave

CDBG Fund, Balance & Plan

Beginning Fund Balance (Estimated)

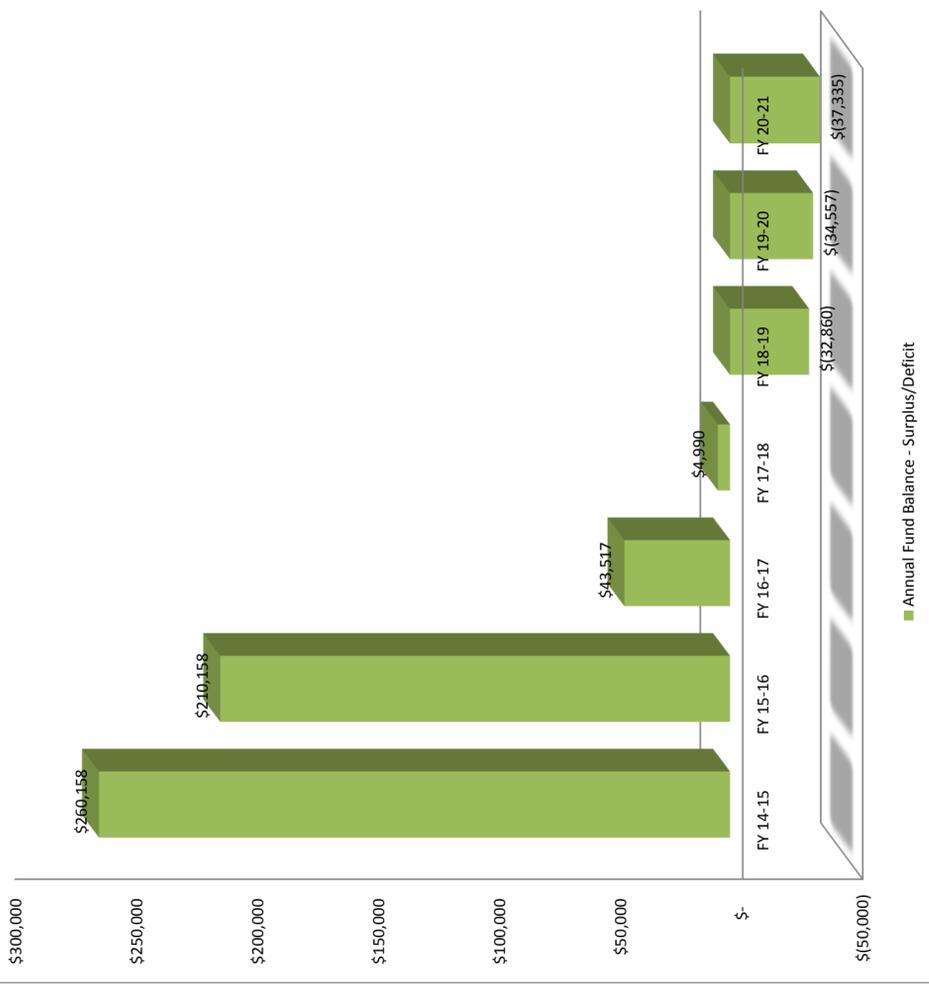
	2014-15 ACTUAL	2015-16 AMENDED BUDGET
OPERATING REVENUE		
Sales Taxes	\$ -	\$ -
Intergovernmental: CDC competitive	-	-
Charges for services	-	-
Interest Earnings	-	-
Miscellaneous	-	-
Transfer in: CDC competitive grant	-	-
TOTAL REVENUE	\$ -	\$ -

	2014-15 ACTUAL	2015-16 AMENDED BUDGET
OPERATING EXPENSES		
General Government	-	-
Community Development	-	-
Public Works	-	-
Capital Projects	31,905	50,000
Non Departmental	-	-
Debt Service	-	-
Transfer out	-	-
TOTAL OPERATING EXPENSE	\$ 31,905	\$ 50,000

NET BUDGETARY RESULT	\$ (31,905)	\$ (50,000)
Addition/(Use) of Reserves	\$ (31,905)	\$ (50,000)
TOTAL BUDGETARY BALANCE	\$ -	\$ -

Ending Fund Balance (Estimated) **\$ 260,158**

	2016-17 BUDGET	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
OPERATING REVENUE					
Sales Taxes	70,000	50,000	50,000	50,000	50,000
Intergovernmental: CDC competitive	-	-	-	-	-
Charges for services	-	-	-	-	-
Interest Earnings	-	-	-	-	-
Miscellaneous	70,000	-	-	-	-
Transfer in: CDC competitive grant	-	-	-	-	-
TOTAL REVENUE	\$ 140,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
OPERATING EXPENSES					
General Government	-	-	-	-	-
Community Development	-	-	-	-	-
Public Works	-	-	-	-	-
Capital Projects	306,641	88,527	87,850	51,697	52,778
Non Departmental	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfer out	-	-	-	-	-
TOTAL OPERATING EXPENSE	\$ 306,641	\$ 88,527	\$ 87,850	\$ 51,697	\$ 52,778
NET BUDGETARY RESULT	\$ (166,641)	\$ (38,527)	\$ (37,850)	\$ (1,697)	\$ (2,778)
Addition/(Use) of Reserves	\$ (166,641)	\$ (38,527)	\$ (37,850)	\$ (1,697)	\$ (2,778)
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance (Estimated)	\$ 210,158	\$ 43,517	\$ 4,990	\$ (32,860)	\$ (34,557)



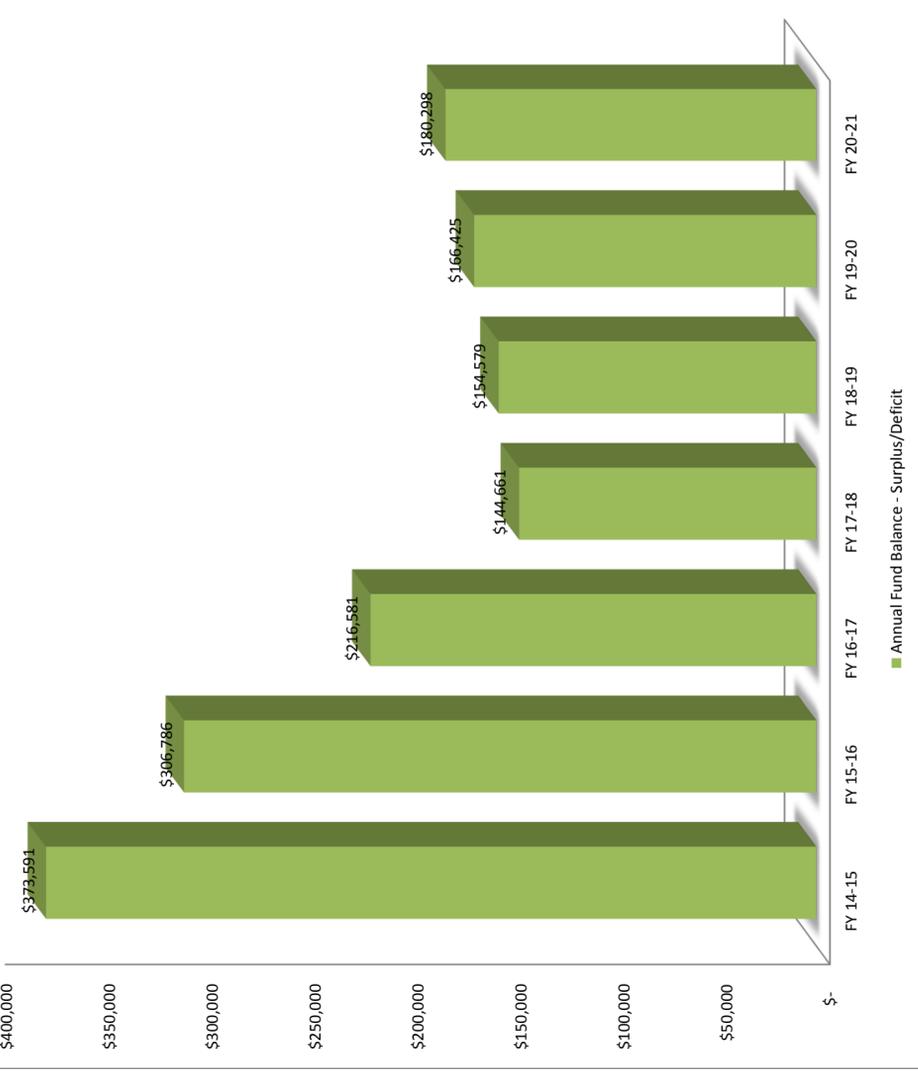
Item	Project	Cost Estimate	CDBG 1	CDBG 2	CDBG 3	CDBG 4	CDBG 5	Total, CDBG:	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Dept
5	ADA Transition	\$675,404	\$260,158	\$0	\$0	\$0	\$0	\$260,158	\$88,527	\$87,850	\$51,697	\$52,778	Buildings

Park In-Lieu Fee Fund

Beginning Fund Balance (Estimated)

	2014-15 ACTUAL	2015-16 AMENDED BUDGET
OPERATING REVENUE		
Sales Taxes	\$ -	\$ -
Intergovernmental	-	-
Charges for services	22,100	35,000
Interest Earnings	4,889	2,800
Miscellaneous	-	-
Transfer in	-	-
TOTAL REVENUE	\$ 26,989	\$ 37,800
OPERATING EXPENSES		
General Government	-	-
Community Development	-	-
Public Works	-	-
Capital Projects	73,135	80,000
Non Departmental	5,850	-
Debt Service	31,470	31,470
Transfer out	4,624	-
TOTAL OPERATING EXPENSE	\$ 41,944	\$ 104,605
NET BUDGETARY RESULT	\$ (14,955)	\$ (66,805)
Addition/(Use) of Reserves	\$ (14,955)	\$ (66,805)
TOTAL BUDGETARY BALANCE	\$ -	\$ -
Ending Fund Balance (Estimated)	\$ 373,591	\$ 306,786

	2016-17 BUDGET	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
\$	\$ -	\$ -	\$ -	\$ -	\$ -
	35,000	36,750	38,588	40,517	42,543
	2,800	2,800	2,800	2,800	2,800
	-	-	-	-	-
	-	-	-	-	-
	\$ 37,800	\$ 39,550	\$ 41,388	\$ 43,317	\$ 45,343
	96,535	80,000	-	-	-
	31,470	31,470	31,470	31,470	31,470
	\$ 128,005	\$ 111,470	\$ 31,470	\$ 31,470	\$ 31,470
	\$ (90,205)	\$ (71,920)	\$ 9,918	\$ 11,847	\$ 13,873
	\$ (90,205)	\$ (71,920)	\$ 9,918	\$ 11,847	\$ 13,873
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 216,581	\$ 144,661	\$ 154,579	\$ 166,425	\$ 180,298



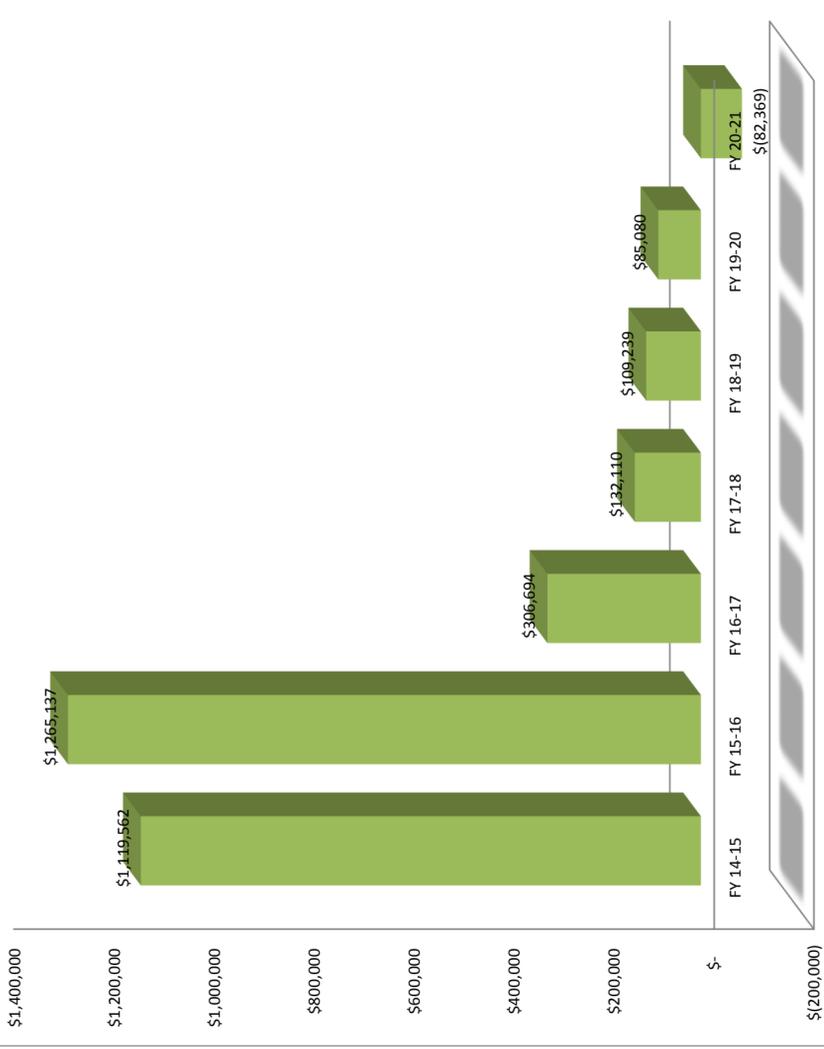
Item Project	Cost Estimate	Park In-Lieu					Total, Park In-Lieu Fees:	FY 17-18	FY 18-19	FY 19-20	FY 20-21	SORT	Dept
		PIL 1	PIL 2	PIL 3	PIL 4	PIL 5							
48 Skategarden	\$675,403	\$0	\$0	\$0	\$136,270	\$0	\$80,000	\$0	\$0	\$0	\$0	1 Parks	
46 Occupy Bench	\$8,400	\$5,500	\$0	\$0	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	1 Parks	
66 Laguna Preserve	\$25,000	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	1 Parks	
61 Trail Feasibility	\$80,000	\$80,000	\$0	\$0	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0	1 Parks	
50 Ives Park	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1 Parks	

Sewer Fund, Balance & Plan

Beginning Fund Balance (Estimated)

	2014-15 ACTUAL	2015-16 AMENDED BUDGET
OPERATING REVENUE		
Sales Taxes	\$ -	\$ -
Intergovernmental	-	-
Charges for services	-	-
Interest Earnings	-	-
Miscellaneous	-	-
Transfer in	-	305,790
TOTAL REVENUE	\$ -	\$ 305,790
OPERATING EXPENSES		
General Government	-	-
Community Development	-	-
Public Works	-	160,215
Capital Projects	15,770	-
Non Departmental	-	-
Debt Service	-	-
Transfer out	-	-
TOTAL OPERATING EXPENSE	\$ 15,770	\$ 160,215
NET BUDGETARY RESULT	\$ (15,770)	\$ 145,575
Addition/(Use) of Reserves	\$ (15,770)	\$ 145,575
TOTAL BUDGETARY BALANCE	\$ -	\$ -
Ending Fund Balance (Estimated)	\$ 1,119,562	\$ 1,265,137

	2016-17 BUDGET	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
\$	1,265,137	306,694	132,110	109,239	85,080
\$	-	-	-	-	-
\$	63,137	74,416	59,000	49,000	39,000
\$	1,000	1,000	1,000	1,000	1,000
\$	-	-	-	-	-
\$	-	-	-	-	-
\$	64,137	75,416	60,000	50,000	40,000
\$	1,022,580	250,000	82,871	74,159	207,449
\$	(958,443)	(174,584)	(22,871)	(24,159)	(167,449)
\$	(958,443)	(174,584)	(22,871)	(24,159)	(167,449)
\$	-	-	-	-	-
\$	306,694	132,110	109,239	85,080	(82,369)



Item	Project	Cost Estimate	Sewer Conn Fees			Total, Sewer Connection Fees:			FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Test for Sorts	Dept
			SC 1	SC 2	SC 3	SC 4	SC 5	SC Total:							
69	Johnson St.	\$350,000	\$350,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$82,871	\$74,159	\$207,449	\$0	\$1	Wastewater
42	Flynn St sewer reloc	\$241,098	\$241,098	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	Wastewater
41	Police Station	\$228,684	\$228,684	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	Wastewater
34	Sewer CCTV	\$132,798	\$132,798	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	Wastewater
35	Zimpher Creek	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	Wastewater
36	Petaluma/Fannen	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	Wastewater
37	Zimpher Creek	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$82,871	\$0	\$0	\$0	\$1	Wastewater
39	Eastside Ave	\$82,871	\$82,871	\$0	\$0	\$0	\$0	\$0	\$0	\$82,871	\$0	\$0	\$0	\$1	Wastewater
38	Murphy Ave	\$74,159	\$74,159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,159	\$0	\$0	\$1	Wastewater
43	High Street	\$207,449	\$207,449	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$207,449	\$0	\$1	Wastewater
40	Calder Ave	\$261,353	\$261,353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	Wastewater
33	Sewer Mgt Plan	\$13,385	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	Wastewater
32	Sewer Lateral Repl	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	Wastewater

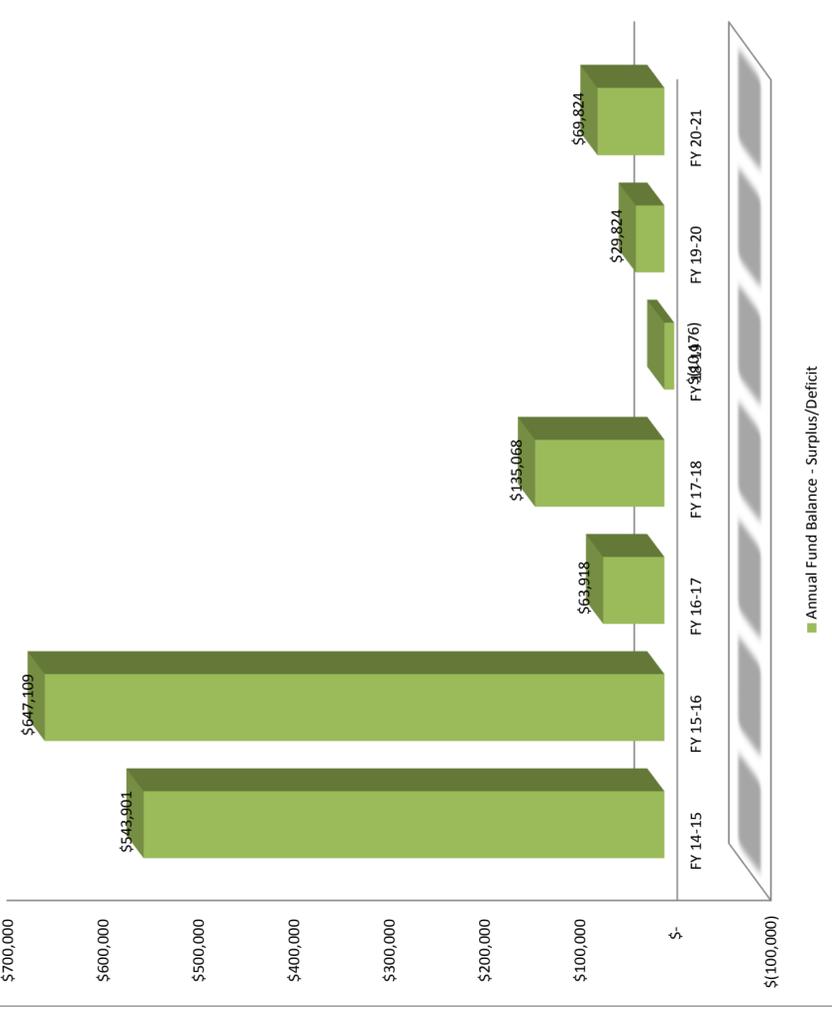
Water Fund, Balance & Plan

Fiscal Year
 FY 14-15
 FY 15-16
 FY 16-17
 FY 17-18
 FY 18-19
 FY 19-20
 FY 20-21

Beginning Fund Balance (Estimated)

	2014-15 ACTUAL	2015-16 AMENDED BUDGET
OPERATING REVENUE		
Sales Taxes	\$ -	\$ -
Intergovernmental	-	-
Charges for services	44,350	44,350
Interest Earnings	2,500	2,500
Miscellaneous	-	-
Transfer in	68,558	68,558
TOTAL REVENUE	\$ -	\$ 115,208
OPERATING EXPENSES		
General Government	-	-
Community Development	-	-
Public Works	-	12,000
Capital Projects	710,000	-
Non Departmental	-	-
Debt Service	-	-
Transfer out	-	-
TOTAL OPERATING EXPENSE	\$ 710,000	\$ 12,000
NET BUDGETARY RESULT	\$ (710,000)	\$ 103,208
Addition/(Use) of Reserves	\$ (710,000)	\$ 103,208
TOTAL BUDGETARY BALANCE	\$ -	\$ 543,901
Ending Fund Balance (Estimated)		\$ 543,901

	2016-17 BUDGET	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
\$	647,109	63,918	135,068	(10,176)	29,824
\$	-	-	-	-	-
\$	63,737	70,750	49,600	39,600	39,600
\$	400	400	400	400	400
\$	-	-	-	-	-
\$	64,137	71,150	50,000	40,000	40,000
\$	-	-	-	-	-
\$	647,328	-	195,244	-	-
\$	(583,191)	71,150	(145,244)	40,000	40,000
\$	(583,191)	71,150	(145,244)	40,000	40,000
\$	-	-	-	-	-
\$	63,918	135,068	(10,176)	29,824	69,824



Item Project	Cost Estimate	Water Capital Funds					Total, Water Capital Funds:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Dept
		WC 1	WC 2	WC 3	WC 4	WC 5								
28 Teresa Court	\$250,607	\$0	\$0	\$0	\$0	\$0	\$0	\$250,607	\$0	\$0	\$0	\$0	\$0	Water
24 Lilian Way main	\$154,634	\$0	\$0	\$0	\$0	\$0	\$0	\$154,634	\$0	\$0	\$0	\$0	\$0	Water
23 Edman main	\$135,686	\$0	\$0	\$0	\$0	\$0	\$0	\$135,686	\$0	\$0	\$0	\$0	\$0	Water
22 Hayden main	\$106,501	\$0	\$0	\$0	\$0	\$0	\$0	\$106,501	\$0	\$0	\$0	\$0	\$0	Water
27 Abbott Ave line	\$158,185	\$158,185	\$0	\$0	\$0	\$0	\$0	\$158,185	\$0	\$158,185	\$0	\$0	\$0	Water
26 1st St Reservoir	\$37,059	\$37,059	\$0	\$0	\$0	\$0	\$0	\$37,059	\$0	\$37,059	\$0	\$0	\$0	Water
25 Watermain loop	\$3,049,121	\$3,049,121	\$0	\$0	\$0	\$0	\$0	\$3,049,121	\$0	\$0	\$0	\$0	\$0	Water
31 Grav Hwy South	\$1,164,698	\$1,164,698	\$0	\$0	\$0	\$0	\$0	\$1,164,698	\$0	\$0	\$0	\$0	\$0	Water
29 Grav Hwy North	\$910,898	\$910,898	\$0	\$0	\$0	\$0	\$0	\$910,898	\$0	\$0	\$0	\$0	\$0	Water
30 Well 5	\$529,408	\$529,408	\$0	\$0	\$0	\$0	\$0	\$529,408	\$0	\$0	\$0	\$0	\$0	Water
20 Well 6	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Water
68 Well 9	\$850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Water
21 Well 7	\$675,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Water
19 Well 6	\$240,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Water

City of Sebastopol Capital Improvement Plan New/Added Projects

Item	Department	Project	Description	Totals:	Cost Estimate	Remarks & Information
59	Eng CI&G	New signs	New signs at City gateways		\$4,700	funded, underway
60	Eng CI&G	Bodega Speed	New speed control devices, two		\$13,400	funded, underway
61	Parks	Trail Feasibility	Multi-Use Trail Feasibility Study		\$80,000	Council request
66	Parks	Laguna Preserve	Laguna Preserve Improvements		\$25,000	
71	Water	Water Tanks Fence	Replace/improve fence around water		\$25,000	
72	Water	Well 6 Fence	Security fence surrounding Well 6		\$7,500	
73	Eng CI&G	Bodega striping	Add'l striping & signs Bodega Ints		\$17,885	funded, for FY 16-17
74	Eng CI&G	Bodega study	Bodega traffic study		\$18,700	funded, for FY 16-17
64	Stormwater	Outfalls	Clean & rehab 3 outfalls		\$350,000	Will become a regulatory concern
65	Stormwater	MS4 permit	MS4 storm water permit offset progr		\$2,000,000	Will become a regulatory concern
67	Eng Pave	Repave Willow	Repave or repair Willow Street		\$262,500	Council request

City of Sebastopol Capital Improvement Plan
Miscellaneous Projects
Projects with Funding deficits

Ongoing Unique Projects, Funds in Place:

Item	Department	Project	Description	Cost Estimate	Remarks & Information
Totals:				\$4,410,608	
21	Water	Well 7	Arsenic treatment (construction)	\$675,000	Retention remaining; municipal loan \$1.234M
19	Water	Well 6	Arsenic treatment (planning)	\$240,000	State revolving fund load \$411,000; used for reimbursements
20	Water	Well 6	Arsenic treatment (construction)	\$2,000,000	Pending Well 4 resolution
30	Water	Well 5	Treatment	\$529,408	On Hold
68	Water	Well 9	New Well 9 (at Well 4 site)	\$850,000	Pending Well 4 resolution
32	Wastewater	Sewer Lateral Repl	Subsidized by Riverwatch settlement	\$40,000	Lateral Ordinance on hold
7	Planning	Wayfinding signs	Directional street signs	\$31,200	Ongoing
6	Traffic Synch	Traffic Synch	Traffic signal synchronization study	\$45,000	CVS settlement provides funds

Planned/Desired Projects, but NO Funds in Place:

Item	Department	Project	Description	Cost Estimate	Remarks & Information
Totals:				\$21,884,858	
44	Buildings	Fire Station	Addition of a Fourth Bay	\$600,000	
25	Water	Watermain loop	14" Pleasant Hill to Bodega, impr.	\$3,049,121	
31	Water	Grav Hwy South	Main size increases, Palm to Lynch	\$1,164,698	
29	Water	Grav Hwy North	Repl 6" with 8"	\$910,898	
28	Water	Teresa Court	Replace 6" with 8"	\$250,607	
27	Water	Abbott Ave line	Replace line, 6" with 8"	\$158,185	
24	Water	Lilian Way main	repl 4" with 6"	\$154,634	
23	Water	Edman main	repl 4" with 6"	\$135,686	
22	Water	Hayden main	repl 4" Pine Crest to McFarlane	\$106,501	
26	Water	1st St Reservoir	painting	\$37,059	
71	Water	Water Tanks Fence	Replace/improve fence around water tanks	\$25,000	
72	Water	Well 6 Fence	Security fence surrounding Well 6	\$7,500	
40	Wastewater	Calder Ave	Sewer Replacement	\$261,353	
43	Wastewater	High Street	Sewer Replacement	\$207,449	
70	Wastewater	Zimpher Creek	Const: sewer reloc part 2 Valentine	\$150,000	
34	Wastewater	Sewer CCTV	CCTV inspection of sewer system	\$132,798	
32	Wastewater	Sewer Lateral Repl	Setaside subsidy progr per Riverwatch	\$40,000	
33	Wastewater	Sewer Mgt Plan	Techite settlement	\$13,385	
61	Parks	Trail Feasibility	Multi-Use Trail Feasibility Study	\$80,000	
50	Parks	Ives Park	Renovation	\$5,000,000	
17	Eng CI&G	SR 116/Covert La	Intersection control	\$2,000,000	
13	Eng CI&G	Intersect. Contrl.	SR 116/McKinley/Laguna Parkway	\$500,000	
18	Eng CI&G	Gravenstein Sidewalk	Sidewalk gap, Live Oak to Soll Ct	\$300,000	
11	Eng CI&G	Ragle Crosswalk	Crosswalk on Bodega at Ragle	\$206,785	
16	Eng Bikes	Class 1 Bike Paths	Bodega Ragle/City Line; Libby Park	\$318,708	
64	Stormwater	Outfalls	Clean & rehab 3 outfalls	\$350,000	
65	Stormwater	MS4 permit	MS4 storm water permit offset prog	\$2,000,000	
56	Stormwater	Grav Hwy South	Storm drain outfall, Fircrest/Lynch/	\$848,233	
57	Stormwater	Healdsburg	Conduit upgrade, Laguna PW & Mor	\$708,448	
52	Stormwater	Storm Drain CCTV	condition/needs assessment	\$500,000	
53	Stormwater	Calder Creek	Watershed storm drain improveme	\$430,962	
58	Stormwater	Palm Ave	Conduit upgrade, Palm & Petaluma	\$392,251	
54	Stormwater	Witter Creek	Storm drain upgrades	\$352,904	
55	Stormwater	Atascadero Creek	Storm Drain upgrades	\$254,686	
51	Stormwater	Valentine Ave	Stormdrain repair, BH Ct/Zimpher	\$237,007	

City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

CIP Item Number: 1

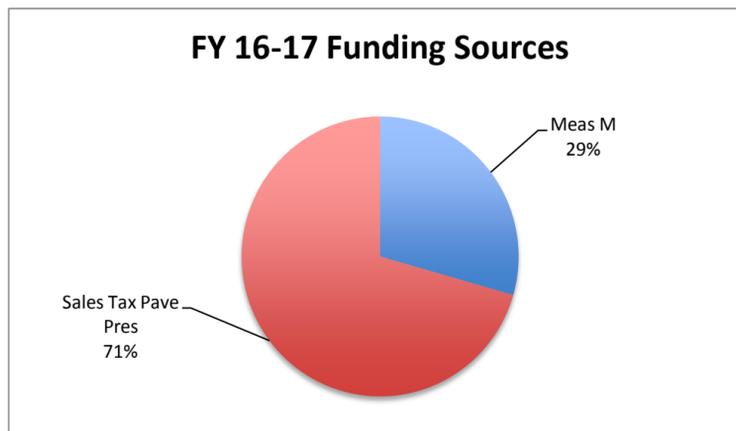
Pave Slurry Seals

Project Name:

Pave Slurry Seals	Project No: xxx-xxxx-xxxx	Contract: () Yes (X) No
Project Description:	Dept.	\$180,000
Pavement repairs via slurry seal	Priority:	
Justification: Annual pavement preservation & repair program. This project involves applying slurry seals to pavement areas previously subject to spot paving repairs. At the time of compiling the Capital Improvements Program, the project was undergoing competitive procurement to select the contractor for the work. Originally figured for completion in Fy 15-16, this project is now set to complete during FY 16-17.	<input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable	
	Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)	
General Plan Consistency:	Total Project Costs	\$180,000

	Item	Budget FY 15-16	Est Expd FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total (Five-Year)
Project Costs:	Project Design/Mgmt Cost								-
	Construction Cost		\$0	\$ 180,000	\$0	\$0	\$0	\$0	\$ 180,000
	Total Project Cost	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000
Committed Funding Sources:	Meas M			\$53,010					53,010
	Sales Tax Pave Pres			\$126,990					126,990
	0	\$0							
	0	\$0							-
	0	\$0							-
	Total	\$ -	\$ -	\$180,000	\$0	\$0	\$0	\$0	\$0

Funding still required	
	\$ 180,000



City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

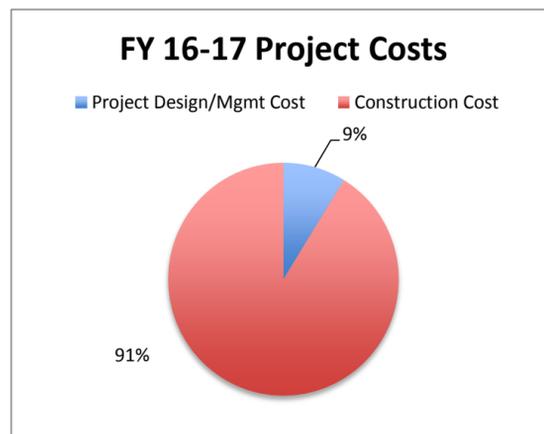
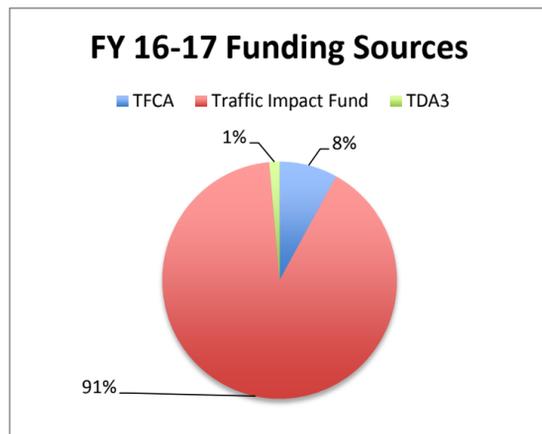
CIP Item Number: 3 Local Bike Lanes

Project Name:

Local Bike Lanes	Project No: xxx-xxxx-xxxx	Contract: () Yes (X) No
Project Description:	Dept.	\$625,179
Bike Lanes along local streets	Priority:	<input type="checkbox"/> Mandate <input type="checkbox"/> Necessary <input checked="" type="checkbox"/> Desirable
Justification:	Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)	
The City has a Bike and Pedestrian Plan that is part of a similar but County-wide Master Plan. One important focus in the Bike & Ped Plan s adding bikepaths throughout the City to connect neighborhoods, promote green transportation practices, provide a link connecting the Joe Rodota and West County Bike Trails, and include improved access to schools. The Plan has two components: bike Lanes for SR 116 which is owned by CalTrans, and the "local streets" owned by the City. This is the "local streets" portion of these projects.		
General Plan Consistency: This project is consistent with the City General Plan. General Plan Policy xx states the City should encourage a pattern of smaller parks within walking distance of most residents. All parks should be easily accessed and designed to be safe. To maximize public access to recreational opportunities, City should provide a variety of parklands, accommodating a diverse mix of facilities and programs.	Total Project Costs	\$595,179

	Item	Budget FY 15-16	Est Expd FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total (Five-Year)
Project Costs:	Project Design/Mgmt Cost		\$25,000	\$55,000					55,000
	Construction Cost		\$25,000	\$570,179	\$0	\$0	\$0	\$0	\$ 570,179
	Total Project Cost	\$ -	\$ 50,000	\$ 625,179	\$ -	\$ -	\$ -	\$ -	\$ 625,179
Committed Funding Sources:	TFCA			\$50,000					50,000
	Traffic Impact Fund			\$566,337					566,337
	TDA3	\$0		\$8,842					-
	0	\$0							-
	0	\$0							-
	Total	\$ -	\$ -	\$625,179	\$0	\$0	\$0	\$0	

Funding still required		\$ 595,179



City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

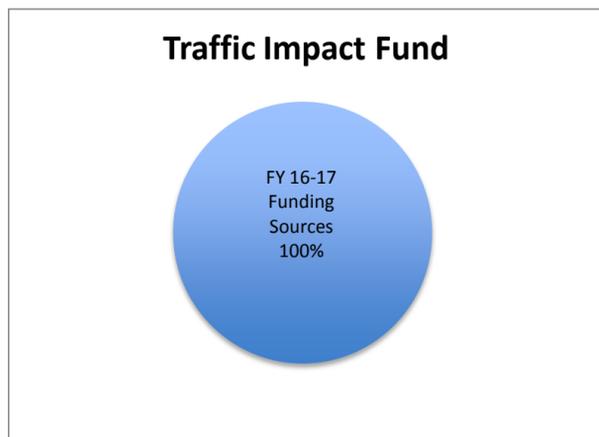
CIP Item Number: 4 SR Bike Lanes

Project Name:

SR Bike Lanes	Project No: xxx-xxxx-xxxx	Contract: () Yes (X) No
Project Description:	Dept.	\$150,000
Bike lanes along State Routes	Priority:	<input type="checkbox"/> Mandate <input type="checkbox"/> Necessary <input checked="" type="checkbox"/> Desirable
Justification: The City has a Bike and Pedestrian Plan that is part of a similar but County-wide Master Plan. One important focus in the Bike & Ped Plan is adding bikepaths throughout the City to connect neighborhoods, promote green transportation practices, provide a link connecting the Joe Rodota and West County Bike Trails, and include improved access to schools. The Plan has two components: bike Lanes for SR 116 (which is owned by CalTrans), and the "local streets" owned by the City. This is the "SR 116" portion of these projects. It is quite possible, via ongoing negotiations, that paving and striping will be done by CalTrans as part of their pavement maintenance program, while the City completes ADA pedestrian ramp work. This arrangement would provide efficiency and synergy, and savings to both parties.	Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)	
General Plan Consistency: This project is consistent with the City General Plan. General Plan Policy xx states the City should encourage a pattern of smaller parks within walking distance of most residents. All parks should be easily accessed and designed to be safe. To maximize public access to recreational opportunities, City should provide a variety of parklands, accommodating a diverse mix of facilities and programs.	Total Project Costs	\$150,000

	Item	Budget FY 15-16	Est Expd FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total (Five-Year)
Project Costs:	Project Design/Mgmt Cost								-
	Construction Cost		\$0	\$ 150,000	\$0	\$0	\$0	\$0	\$ 150,000
	Total Project Cost	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Committed Funding Sources:	Traffic Impact Fund	\$150,000							-
	0	\$0							-
	0	\$0							-
	0	\$0							-
	0	\$0							-
	Total	\$150,000	\$ -	\$ 150,000	\$0	\$0	\$0	\$0	

Funding still required									
		\$ -							



City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

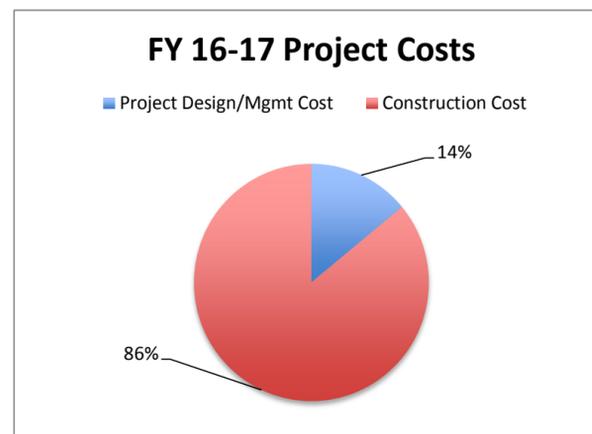
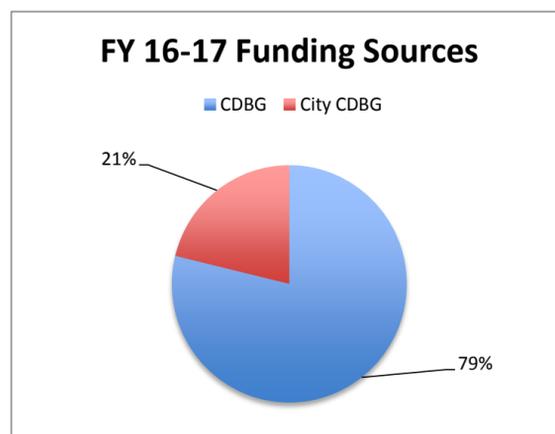
CIP Item Number: 5 ADA Transition

Project Name:

ADA Transition	Project No: xxx-xxxx-xxxx	Contract: () Yes (X) No
Project Description:	Dept. \$637,493	
Facilities' ADA upgrades	Priority: <input checked="" type="checkbox"/> Mandate <input type="checkbox"/> Necessary <input type="checkbox"/> Desirable	
Justification: The City's facilities require upgrades to gain compliance with ADA standards. Community Development Block Grant money has been accumulated since FY 11-12 to pay for completing the ADA upgrades. An architect is currently producing design and bid drawings. The City Council has decided that the Ives Pool Facility is to be the top priority for this project. Design work is being done by Architect Craig Williams.	Appropriations beyond the 5 year program period are needed to complete project: YES (X) NO ()	
General Plan Consistency: This project is consistent with the City General Plan. General Plan Policy xx states the City should encourage a pattern of smaller parks within walking distance of most residents. All parks should be easily accessed and designed to be safe. To maximize public access to recreational opportunities, City should provide a variety of parklands, accommodating a diverse mix of facilities and programs.	Total Project Costs	\$675,404

	Item	Budget FY 15-16	Est Expd FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total (Five-Year)
Project Costs:	Project Design/Mgmt Cost		\$50,000						50,000
	Construction Cost			\$306,641	\$88,527	\$87,850	\$51,697	\$52,778	\$587,493
	Total Project Cost	\$ -	\$ 50,000	\$ 306,641	\$ 88,527	\$ 87,850	\$ 51,697	\$ 52,778	\$ 637,493
Committed Funding Sources:	CDBG	\$260,158							-
	City CDBG	\$70,000							-
	0	\$0							-
	0	\$0							-
	0	\$0							-
	Total	\$ 330,158	\$ -	\$306,641	\$88,527	\$87,850	\$51,697	\$52,778	

Funding still required	
	\$ 345,246



City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

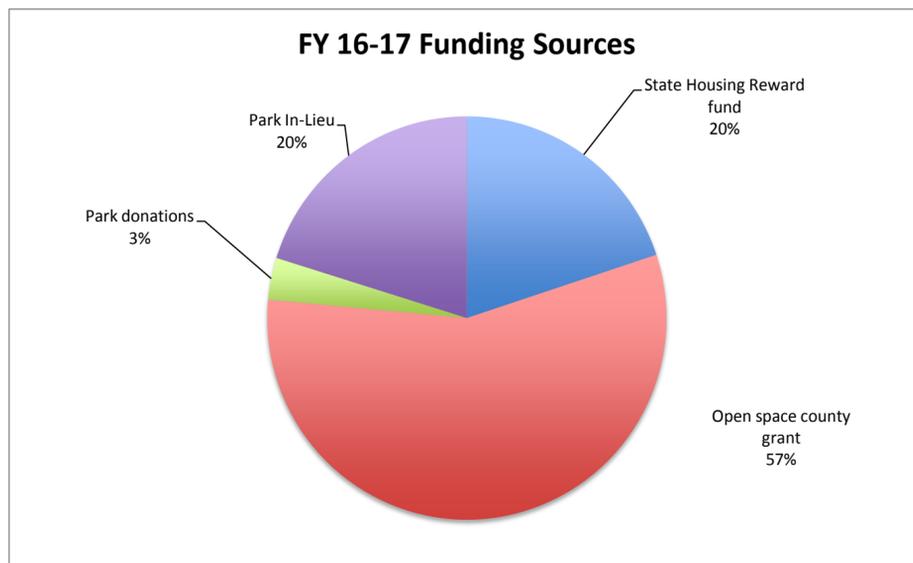
CIP Item Number: 48 Skategarden

Project Name:

Skategarden	Project No: xxx-xxxx-xxxx	Contract: (X) Yes () No
Project Description: expansion construction	Dept. \$675,403	
Justification: Expand skete garden area, replace older wooden and plastic fixtures with metal.	Priority: <input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable	
General Plan Consistency:		Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)
		Total Project Costs \$675,403

	Item	Budget FY 15-16	Est Expd FY 15-16		FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total (Five-Year)
Project Costs:	Project Design/Mgmt Cost									-
	Construction Cost		\$68,135		\$68,135	\$0	\$0	\$0	\$0	\$ 68,135
	Total Project Cost	\$ -	\$ 68,135		\$ 68,135	\$ -	\$ -	\$ -	\$ -	\$ 68,135
Committed Funding Sources:	State Housing Reward fund				\$134,550					134,550
	Open space county grant				\$381,853					381,853
	Park donations				\$22,730					22,730
	Park In-Lieu				\$136,270					136,270
	0	\$0								-
	Total	\$ -	\$ -		\$68,135	\$0	\$0	\$0	\$0	

Funding still required	\$ 675,403
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City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

CIP Item Number: 62 Pave Rep 2017

Project Name:

Pave Rep 2017				Project No: xxx-xxxx-xxxx	Contract: (X) Yes () No																																																																																																																																																																	
Project Description:				Dept. \$400,000																																																																																																																																																																		
2017 allocation pavement repairs				Priority:																																																																																																																																																																		
Justification: Annual pavement preservation & repair program; allocation of \$400,000 to cover two years' of accumulation. Generally this amount provides a large enough project to give good economy of scale. However, even \$200,000 per year is insufficient to prevent a slow general degradation of the city's street pavements. Estimates are that \$400,000 per year would be just sufficient to stay even with pavement repairs needed.				<input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable																																																																																																																																																																		
				Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)																																																																																																																																																																		
General Plan Consistency:				Total Project Costs		\$400,000																																																																																																																																																																
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City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

CIP Item Number: 64 Outfalls

Project Name:

Outfalls	Project No: xxx-xxxx-xxxx	Contract: (X) Yes () No
Project Description:	Dept.	\$350,000
Clean & rehab 3 outfalls	Priority:	
Justification:	<input type="checkbox"/> Mandate	
	<input checked="" type="checkbox"/> Necessary	
Three major outfall points exist for discharging City stormwater into the Laguna De Santa Rosa. Over time all have accumulated significant silt in the drainways, and vegetation growth is also impeding storm water flow. Maintenance on these partially blocked drainways is overdue.	<input type="checkbox"/> Desirable	
	Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)	
General Plan Consistency:	Total Project Costs	\$350,000

	Item	Budget FY 15-16	Est Expd FY 15-16		FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total (Five-Year)
Project Costs:	Project Design/Mgmt Cost									-
	Construction Cost		\$0		\$ 350,000	\$0	\$0	\$0	\$0	\$ 350,000
	Total Project Cost	\$ -	\$ -		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Committed Funding Sources:	Gen fund	\$0								-
	0	\$0								-
	0	\$0								-
	0	\$0								-
	0	\$0								-
	Total	\$ -	\$ -		\$350,000	\$0	\$0	\$0	\$0	\$0
Funding still required										
		\$ 350,000								

City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

CIP Item Number: 65 MS4 permit

Project Name:

MS4 permit				Project No: xxx-xxxx-xxxx	Contract: (X) Yes () No				
Project Description:				Dept. \$2,000,000					
MS4 storm water permit offset program				Priority: Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable					
Justification: A new Regional MS4 stormwater discharge permit was issued by the Water Board in October 2015, ofr which the City of Sebastopol is a regional partner. This is a "Phase 2" permit and has more rigorous requirements. Planning has to occur to allocate sufficient money for anticipated expenses. Chief among these are new monitoring requirments and provisions for managing stormwater run-off from streets tied to repairs/rehabilitation.				Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)					
General Plan Consistency:				Total Project Costs			\$2,000,000		
Project Costs									
	Item	Budget FY 15-16	Est Expd FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total (Five-Year)
Project Costs:	Project Design/Mgmt Cost		\$10,000						\$0
	Construction Cost		\$0	\$0	\$500,000	\$1,000,000	\$500,000	\$0	\$2,000,000
	Total Project Cost	\$ -	\$ 10,000	\$ -	\$ 500,000	\$ 1,000,000	\$ 500,000	\$ -	\$2,000,000
Committed Funding Sources									
Committed Funding Sources:	Prop 1	\$0							-
	0	\$0							-
	0	\$0							-
	0	\$0							-
	0	\$0							-
	Total	\$ -	\$ -	\$0	\$500,000	\$1,000,000	\$500,000	\$0	
Funding still required									
		\$2,000,000							

City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

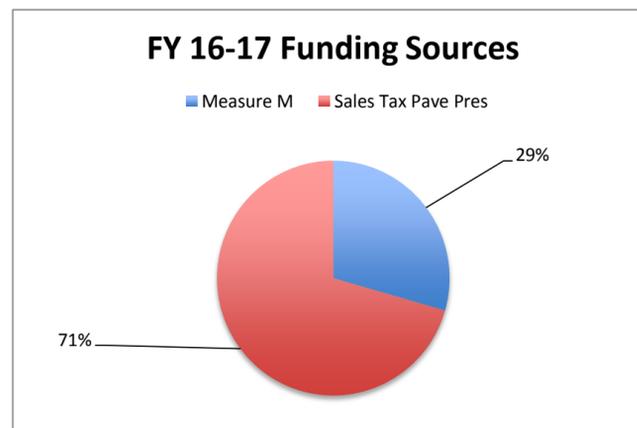
CIP Item Number: 67 Repave Willow

Project Name:

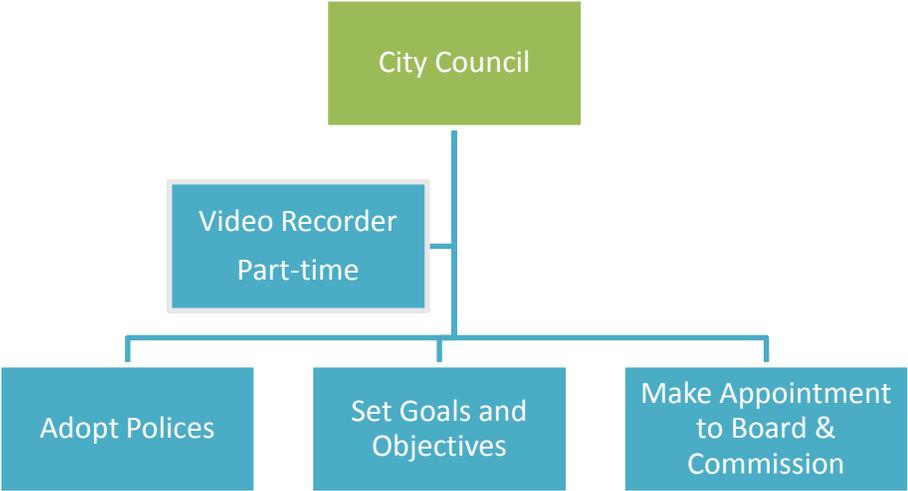
Repave Willow	Project No: xxx-xxxx-xxxx	Contract: () Yes (X) No
Project Description:	Dept.	\$262,500
Repave or repair Willow Street	Priority:	<input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable
Justification:	Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)	
As part of our annual pavement preservation & repair program, this project would restore the asphalt paved portion of Willow Street between High and Jewell. Despite being a residential street, because of its unique location this street gets more than a typical volume of traffic. It not only provides a bypass around the very busy town center intersections, it also is the access route to the Ives Park & Pool, the Veterans' Center, and the U.S. Post Office.		
General Plan Consistency:	Total Project Costs	\$262,500

	Item	Budget FY 15-16	Est Expd FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total (Five-Year)
Project Costs:	Project Design/Mgmt Cost								-
	Construction Cost		\$0	\$ 262,500	\$0	\$0	\$0	\$0	\$ 262,500
	Total Project Cost	\$ -	\$ -	\$ 262,500	\$ -	\$ -	\$ -	\$ -	\$ 262,500
Committed Funding Sources:	Measure M			\$77,310					77,310
	Sales Tax Pave Pres			\$185,190					185,190
	0	\$0							
	0	\$0							-
	0	\$0							-
	Total	\$ -	\$ -	\$262,500	\$0	\$0	\$0	\$0	

Funding still required		
		\$ 262,500



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.

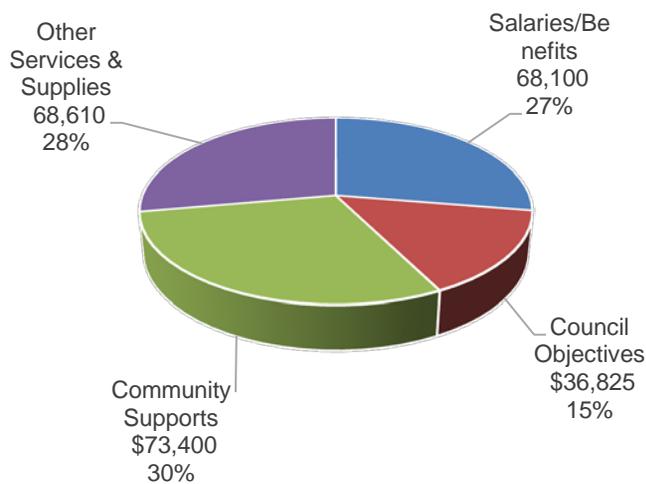
SUMMARY - CITY COUNCIL

FUNDING SOURCES	FUNDING SOURCES	FUNDING SOURCES
	2015-16	2016-17
Water Fund	\$ 24,789	\$ 27,529
Sewer Fund	28,921	28,617
General Fund	202,568	190,788
TOTAL REVENUE	256,279	246,935

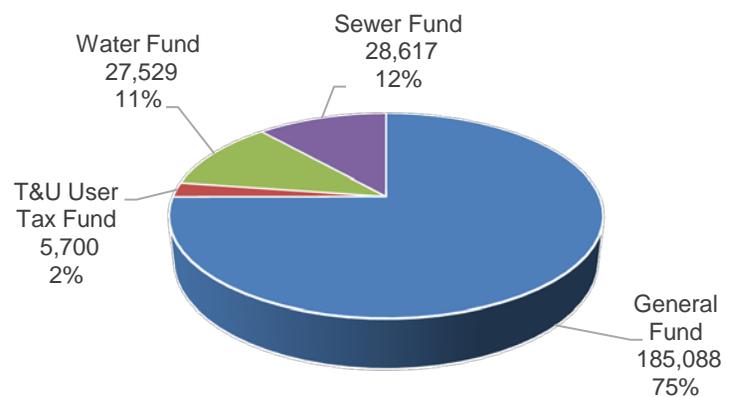
EXPENSE	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	62,223	66,015	68,100	2,085	3.2%
Communications	2,141	2,200	4,720	2,520	114.5%
Supplies & Services	7,955	7,550	7,550	-	0.0%
Training/Meetings	9,540	10,000	10,000	-	0.0%
Dues & Subscriptions	18,843	30,000	30,000	-	0.0%
REMIF Insurance	4,489	5,414	5,640	226	4.2%
Community Supports	56,300	80,400	73,400	(7,000)	-8.7%
Council Objectives	53,096	44,000	36,825	(7,175)	-16.3%
Miscellaneous/Other Expenses	7,281	5,000	5,000	-	0.0%
Capital Outlay	5,501	5,700	5,700	-	0.0%
TOTAL EXPENSE	\$ 227,369	\$ 256,279	\$ 246,935	\$ (9,344)	-3.6%

^a Salaries: Includes stipend pay, Benefits: Includes health, dental, vision, medicare, life insurance

City Council Expenditures



Cost Allocation



**Detail - City Council
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6010-6010	Salaries ¹	21,378	19,194	21,092	21,092	21,100
000-6010-6023	Benefits ²	41,432	43,029	44,923	44,923	47,000
000-6010-6025	Communications	1,970	2,141	2,200	2,200	4,720
000-6010-6030	Office Supplies	3,976	5,188	4,800	4,800	4,800
000-6010-6050	Misc. Supplies / Services	2,120	2,767	2,750	2,750	2,750
000-6010-6060	Training/Conferences	4,486	5,646	6,500	6,500	6,500
000-6010-6065	Meetings & Teen Center Use	2,205	3,894	3,500	3,500	3,500
000-6010-6070	Dues / Subscriptions	21,369	10,555	22,500	22,500	22,500
000-6010-6320	Publication / Legal Notice	5,352	8,289	7,500	7,500	7,500
000-6010-6425	REMIF Liab., Prop, Flood Ins.	3,884	4,489	5,414	5,414	5,640
000-6010-6865	Beverage Container Program	5,000	5,000	-	-	-
000-6010-6868	Council Approved Initiatives	1,747	1,870	2,500	2,500	2,500
000-6010-6874	Community Support (see detail)	56,400	56,300	80,400	80,400	73,400
000-6010-8015	Technology Maintenance	-	411	2,500	2,500	2,500
Total Operation		171,319	168,772	206,579	206,579	204,410
000-6010-6866	Community Outreach Coordinator ³	29,298	35,096	-	-	5,000
000-6010-6867	Diamond Lumber Renovation	79	-	-	-	-
000-6010-7030	Library/City Hall Landscaping	20,000	-	24,000	24,000	4,700
000-6110-6050	Miscellaneous - Cittaslow	-	18,000	20,000	12,875	27,125
Total Council Objectives		49,377	53,096	44,000	36,875	36,825
001-6010-6972	Photocopier Lease	5,111	5,501	5,700	5,700	5,700
TOTAL DEPARTMENT		225,807	227,369	256,279	249,154	246,935
000-6010-3510	Water Fund Allocation - 12%	(21,047)	(20,253)	(24,789)	(24,789)	(27,529)
000-6010-3420	Sewer Fund Allocation - 14%	(24,555)	(23,628)	(28,921)	(28,921)	(28,617)
General Fund Cost Allocation - 74%		175,094	177,987	196,868	189,743	185,088

¹ Salaries: Includes stipend pay

² Benefits: Includes health, dental, vision, medicare, life insurance

³ Cost for this item is to fund the monthly newsletter

Detail - Cittaslow
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6110-6050	Miscellaneous - Cittaslow ¹	17,837	18,000	20,000	12,875	27,125
000-6110-3510	Water Fund Allocation	-	-	-	-	(3,000)
000-6110-3420	Sewer Fund Allocation	-	-	-	-	-
General Fund Cost Allocation		17,837	18,000	20,000	12,875	24,125

¹ Funds supporting Cittaslow will be spent on as follows:

Economic Development	6,340
Water Conversation	3,500
Community Resilience	5,170
Traffic Calming	1,200
Administrative Expenses	3,790
FY15/16 Carry-over Encumbrances	7,125
	<u>27,125</u>

City Manager



*Designated City Manager holding two positions as City Attorney.

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.

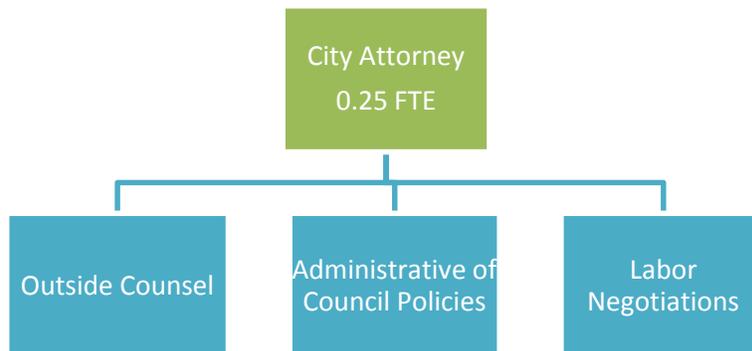
This responsibility includes the enforcement of City Ordinances; the administration of City contracts and agreements for goods and services, including franchise agreements, and ensures that all franchises, contracts, permits and privileges granted by the City Council are observed. The City Manager also 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 Finance 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 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.

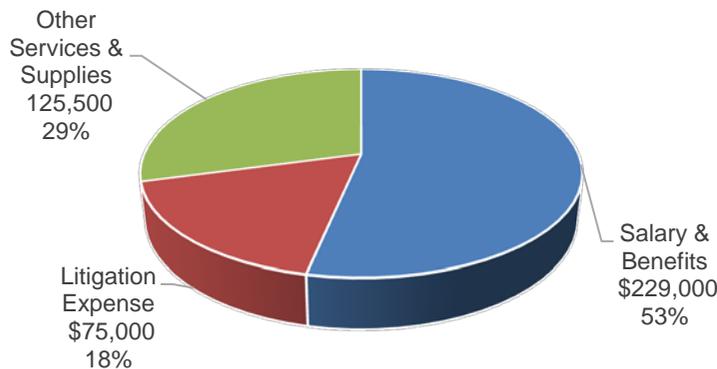
SUMMARY - CITY MANAGER / ATTORNEY

FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 2016-17
Water Fund	\$ 43,954	\$ 45,347
Sewer Fund	41,146	42,607
General Fund	318,970	341,546
TOTAL REVENUE	404,070	429,500

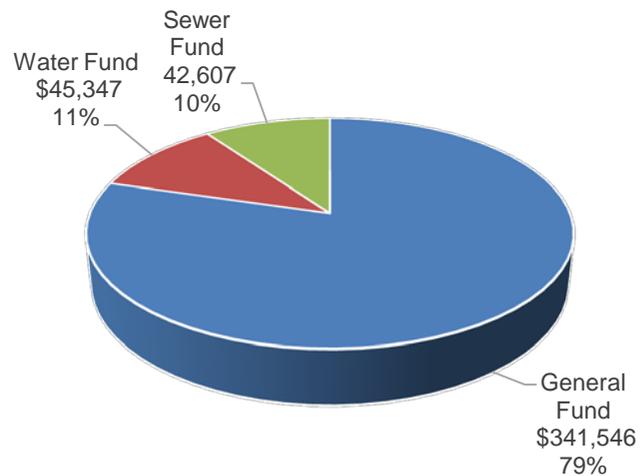
EXPENSE	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	199,850	219,205	229,000	9,795	4.5%
Communications	1,293	1,500	1,500	-	0.0%
Services & Supplies	3,219	4,350	4,350	-	0.0%
Training/Meetings	1,782	2,500	2,500	-	0.0%
Dues & Subscriptions	80	300	300	-	0.0%
Litigation Expense	94,500	75,000	75,000	-	0.0%
Contracted Services	2,546	43,000	43,000	-	0.0%
REMIF Insurance	13,237	15,965	10,600	(5,365)	-33.6%
Miscellaneous & Others	630	3,250	3,250	-	0.0%
Capital Outlay/Others	4,109	39,000	60,000	21,000	53.8%
TOTAL EXPENSE	\$ 321,246	\$ 404,070	\$ 429,500	\$ 25,430	6.3%

^a Salaries: Includes base pay, longevity pay, education incentive pay
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

City Manager/Attorney
Expenditures



Cost Allocation



**Detail - City Manager
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6020-6010	Salaries ¹	107,635	109,587	116,817	116,817	120,400
000-6020-6023	Benefits ²	32,299	33,579	42,681	42,681	46,500
000-6020-6443	Retiree Medical Insurance	4,582	6,274	6,500	6,500	6,500
000-6020-6025	Communications	2,185	1,293	1,500	1,500	1,500
000-6020-6030	Office Supplies	1,429	1,368	1,750	1,750	1,750
000-6020-6040	Vehicle Operating Expense	-	-	350	350	350
000-6020-6045	Equipment	1,541	1,827	1,750	1,750	1,750
000-6020-6060	Training/Conferences	-	650	1,000	1,000	1,000
000-6020-6065	Meetings	496	435	750	750	750
000-6020-6070	Dues / Subscriptions	148	80	300	300	300
000-6020-6425	REMIF Liab., Prop, Flood Ins.	3,467	4,164	5,022	5,022	5,430
000-6020-6860	Contract Services	2,047	2,546	3,000	3,000	3,000
000-6020-6900	Mobile Home Rent Control	212	340	1,000	1,000	1,000
000-6020-8009	Website Maintenance	459	-	1,500	1,500	1,500
000-6020-8015	Technology Maintenance	179	290	750	750	750
Total Operation		156,679	162,432	184,670	184,670	192,480
001-6020-6866	Community Outreach Coordinator ³	-	-	40,000	40,000	40,000
001-6020-6869	Pine Grove Square Consultant ⁴	-	-	35,000	10,000	55,000
001-6020-6907	Phone System	24,958	-	-	-	-
001-6020-6940	Computer Expense	-	1,349	-	-	1,000
001-6020-6972	Photocopier Lease	2,632	2,759	4,000	4,000	4,000
Total Capital Outlay & Other		27,590	4,109	79,000	54,000	100,000
TOTAL DEPARTMENT		184,269	166,541	263,670	238,670	292,480
000-6020-3510	Water Fund Allocation - 20%	(33,432)	(32,486)	(36,934)	(36,934)	(38,496)
000-6020-3420	Sewer Fund Allocation - 20%	(33,432)	(32,486)	(36,934)	(36,934)	(38,496)
General Fund Cost Allocation - 60%		89,815	97,459	189,802	164,802	215,488

¹ Salaries: Includes base pay (a portion is allocated to City Attorney budget), and longevity pay

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

³ Community Outreach Coordinator Contract

⁴ Pine Grove Square Consultant Contract

Detail - City Attorney
Budget Expenditures

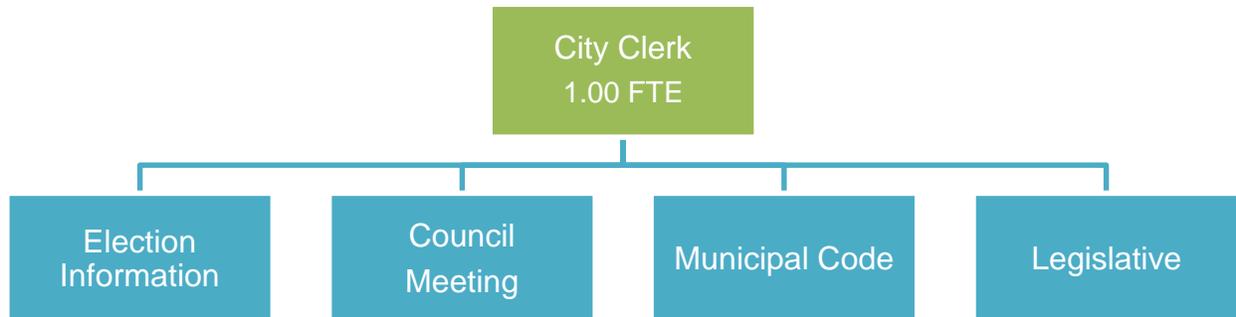
Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6040-6010	Salaries ¹	39,386	39,339	38,939	38,939	40,100
000-6040-6023	Benefits ²	10,816	11,071	14,268	14,268	15,500
000-6040-6050	Misc. Supplies/Services	-	25	500	500	500
000-6040-6060	Training/Conferences	362	698	750	750	750
000-6040-6310	Litigation Expense	328,710	94,500	75,000	50,000	75,000
000-6040-6425	REMIF Liab., Prop, Flood Ins.	7,595	9,073	10,943	10,943	5,170
TOTAL DEPARTMENT		386,869	154,706	140,400	115,400	137,020

000-6040-3510	Water Fund Allocation - 5%	(10,277)	(7,735)	(7,020)	(5,770)	(6,851)
000-6040-3420	Sewer Fund Allocation - 3%	(6,166)	(4,641)	(4,212)	(3,462)	(4,111)
General Fund Cost Allocation - 92%		370,426	142,329	129,168	106,168	126,058

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

City Clerk



The City Clerk Department consists of the one employee, the City Clerk. The City Clerk serves as Clerk of the City Council and as Secretary to the Successor Agency as well as the Oversight Board and provides confidential staff support to the Mayor, 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. The mission of the City Clerk is to be a steward and protector of democratic processes and supports the City Council's goal of transparency and fairness, while advocating for community participation and involvement and maximizes public access to the City's legislative processes.

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 and City Committees; administers oaths of office; ensures the City of Sebastopol complies with Redwood Empire Municipal Insurance Fund (REMIF) requirements; responsible for compliance with ethics training;

coordinates and sets up City meetings and events; reserves meeting rooms and issues special event permits; reports Diversified Risk Assessments; prepares City Council agendas and agenda packets; prepares legal notices for publication; maintains Municipal Code and Official Seal; notarizes city documents; and provides prompt and courteous service to citizens' requests for assistance. .

Major Accomplishments in 2015/2016

- ✓ For calendar year 2015, the City Council and the Oversight Board to the Former Community Development Agency Board discussed and either adopted/accepted items for action or informational reports on 197 items.
- ✓ The total number of Resolutions approved and adopted by the City Council and the total number of pages of minutes prepared for City Council Meetings are listed below:

2015 City Council Resolutions Passed and Adopted:	43
Number of pages of minutes prepared for City Council Meetings:	624 pages
- ✓ Enhanced communication with community by conducting Government 101 classes to local organizations and local high school students.
- ✓ Conducted 18 Public Hearings
- ✓ Prepared and posted 30 City Council, Successor Agency and Oversight Board, and Special City Council Meeting agendas and agenda packets; as well as posting agendas for Planning Commission, Design Review Board, Complete Streets Advisory Committee Meetings and Various Special Meetings and Notices
- ✓ Adopted and processed 10 City Council Ordinances
- ✓ Adopted and certified 43 City Council Resolutions
- ✓ Completed 12 Special Events Permits (for use of City Parks and Facilities)
- ✓ 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 6 Public Records Request Act submissions
- ✓ Administered the provisions of State Mandated Ethics Training (AB 1234)
- ✓ Accepted and Processed Claims against the City
- ✓ Enhanced the City of Sebastopol Facebook Page, Twitter, and City Web Site

Objectives for 2016/2017

- 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 providing 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.
- Provide support services to the Mayor, City Council, and City Manager/City Attorney.

- Provide access to the City's legislative records and documents.
- Maintain and improve compliance with campaign finance, statements of economic interest, and other public disclosure requirements.
- Conduct elections for City Council and ballot measures in accordance with State of California elections code.

SUMMARY - CITY CLERK

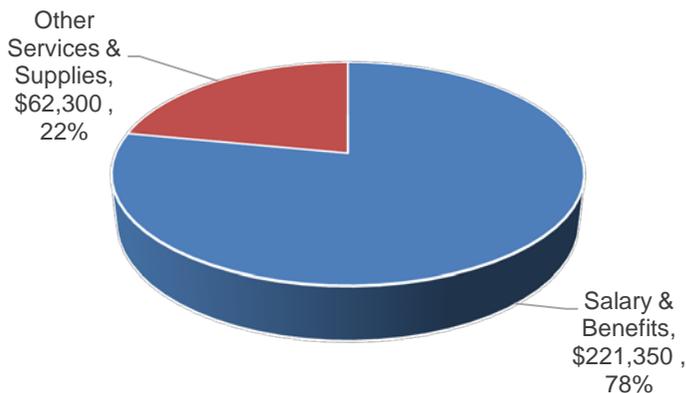
FUNDING SOURCES	FUNDING SOURCES	FUNDING SOURCES
	2015-16	2016-17
Notary Fees	\$ 20	\$ 20
Plaza Rental Fees	4,500	4,500
Scholarships	1,200	-
Water Fund	16,504	20,724
Sewer Fund	14,441	18,134
General Fund	225,963	240,273
TOTAL REVENUE	262,628	283,650

EXPENSE	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits^a	183,200	215,616	221,350	5,734	2.7%
Communications	1,522	2,600	3,000	400	15.4%
Supplies/Services	5,034	6,250	6,250	-	0.0%
Training/Meetings	6,093	6,500	6,500	-	0.0%
Dues & Subscriptions	1,130	1,250	1,250	-	0.0%
Election Expense	9,093	1,500	2,000	500	33.3%
Contracted Services	2,526	16,000	10,000	(6,000)	-37.5%
REMIF Insurance	4,901	5,912	7,200	1,288	21.8%
Miscellaneous/Others Expenses	1,861	1,500	1,500	-	0.0%
Capital Outlay	4,108	5,500	24,600	19,100	347.3%
TOTAL EXPENSE	\$ 219,468	\$ 262,628	\$ 283,650	\$ 21,022	8.0%

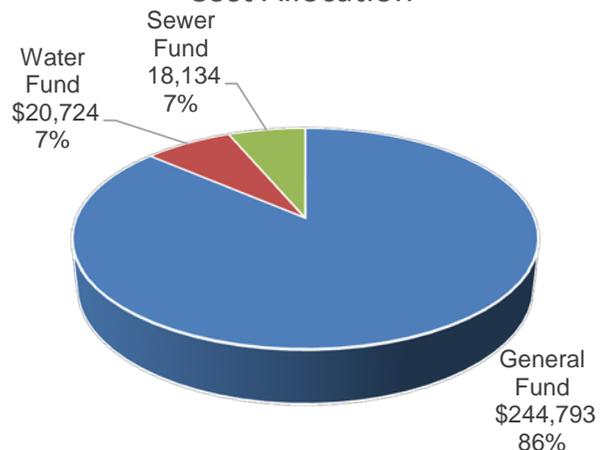
a Salaries: Includes Base pay, longevity pay, education incentive pay

Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

City Clerk Expenditures



Cost Allocation



**Detail - City Clerk
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6021-6010	Salaries ¹	123,005	128,971	145,603	145,603	150,000
000-6021-6012	Accrual In-Lieu	-	5,254	6,787	6,787	8,500
000-6021-6023	Benefits ²	42,432	44,584	59,626	59,626	59,150
000-6021-6443	Retiree Medical Insurance	3,543	4,392	3,600	3,600	3,700
000-6021-6025	Communications	1,875	1,522	2,600	2,600	3,000
000-6021-6030	Office Supplies	4,000	3,673	4,000	4,000	4,000
000-6021-6040	Vehicle Operating Expense	153	347	500	500	500
000-6021-6045	Equipment	1,455	1,013	1,750	1,750	1,750
000-6021-6060	Training/Conferences	3,112	5,213	5,500	5,500	5,500
000-6021-6065	Meetings	196	880	1,000	1,000	1,000
000-6021-6070	Dues / Subscriptions	360	1,130	1,250	1,250	1,250
000-6021-6425	REMIF Liab., Prop, Flood Ins.	5,024	4,901	5,912	5,912	7,200
000-6021-6610	Election Costs	1,171	9,093	1,500	1,500	2,000
000-6021-6860	Contract Services ³	1,639	2,526	16,000	16,000	10,000
000-6021-8015	Technology Maintenance	429	1,861	1,500	1,500	1,500
Total Operation		188,394	215,360	257,128	257,128	259,050
001-6021-6610	Election Expense - Ballot Measurers	618		-	-	18,000
001-6021-6940	Computer Expense	-	1,349	1,000	1,000	1,000
001-6021-6972	Photocopier Lease	2,612	2,759	4,500	4,500	5,600
Total Capital Outlay		3,230	4,108	5,500	5,500	24,600
TOTAL DEPARTMENT		191,624	219,468	262,628	262,628	283,650

000-6021-3510	Water Fund Allocation - 8%	(15,196)	(16,504)	(20,570)	(20,570)	(20,724)
000-6021-3420	Sewer Fund Allocation - 7%	(13,297)	(14,441)	(17,999)	(17,999)	(18,134)
General Fund Cost Allocation - 85%		159,901	184,415	218,559	218,559	220,193

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

³ Includes website hosting and municode update and hosting annual contract maintainance

**Detail - Community Support
Budget Expenditures**

Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
Sebastopol Regional Library	-	-	-	-	3,800
Library Association New Techno-Current Regional Entity (LANTERN)	5,000	5,000	5,000	5,000	5,000
Main Stage West	2,500	2,500	-	-	2,500
Sebastopol Center for the Arts	7,500	7,500	32,500	32,500	10,000
Rebuilding Together Sebastopol	2,500	2,500	2,500	2,500	3,500
Chamber of Commerce	5,000	5,000	5,000	5,000	5,000
Mr. Music Foundation	5,000	5,000	5,000	5,000	5,000
Sebastopol Farmers Market	-	-	2,000	2,000	2,000
SCCC TeensWork Program	2,400	2,400	2,400	2,400	2,400
Sebastopol World Friends - Sister City Exchanges	2,500	2,500	2,500	2,500	3,700
Slow Food Russian River	4,500	4,500	4,500	4,500	4,500
Western SoCo Historical Society	3,000	3,000	3,000	3,000	3,000
Redwood Rainbows Square Dance Club, Inc	-	-	-	-	5,000
SUSD Rainbow House	4,000	4,000	4,000	4,000	4,000
UC Master Gardener Program of Sonoma County	-	-	-	-	1,500
Community and Family Service Agency	5,000	5,000	5,000	5,000	5,000
Law Chaplaincy of Sonoma County	-	-	-	-	500
Sebastopol Area (Burbank) Senior Center	5,000	5,000	5,000	5,000	5,000
Sebastopol Entrepreneurs Project	-	-	2,000	2,000	2,000
Analy Student Club Operation	500	400	-	-	-
Sebastopol Village Building Convergence	2,000	2,000	-	-	-
Total	\$ 56,400	\$ 56,300	\$ 80,400	\$ 80,400	\$ 73,400

Finance Department



The Finance Department provides support in three distinct areas: 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.

MANDATED

Finance

- Prepare Annual City Budget
- Prepare Audited Financial Reports
- Respond to Public Records Requests
- Prepare Federal, State & County Reports
- Prepare semi-monthly Payroll
- Administer Bond Requirements
- Administer Animal & Business Licensing

Human Resources/Risk Management

- Ensure compliance with federal and state-mandated requirements
- Administer City’s labor and employee relations program
- Administer employee medical leaves
- Administer compensation and benefits
- Administer hiring processes
- Serves as one of two City-assigned REMIF Board Members

CORE

Finance

- Administer Utility Billing Operation
- Process Accounts Payable/Receivable
- Process Cash Receipts
- Perform Treasury Management
- Perform Financial Analysis
- Administer and Maintenance ongoing of the City’s User Fee Schedule

- Administers the Street Lighting Assessment District, and the Woodstone Assessment District
- Maintains the Fixed Asset inventory

Human Resources/Risk Management

- Provide notice to employees of medical leave and benefits rights under law
- Resolve return to work, risk management, and safety issues with supervisors and managers
- Coordinate with oversight and benefit administration organizations
- Design and maintain classification and compensation structures
- Provide direction to payroll staff for legal compliance for 100 employees
- Compile and maintain official personnel records for all employees
- Maintains and manages the City's Payroll, Personnel, Medical, and Worker's Compensation records
- 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
- 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

Major Accomplishments in 2015/2016:

- ✓ Responded to and provided information for numerous Public Records Requests.

- ✓ Continued to assist the City Manager with employee negotiations for the three employee union organizations.
- ✓ Successfully filled the Junior Accountant position
- ✓ Successfully filled the Office Assistant position
- ✓ Upgraded City Hall's information technology infrastructure.
- ✓ Upgraded the Utility Billing software module.
- ✓ Renewed cell tower lease agreement.
- ✓ Updated the master Personnel Resolution
- ✓ Consolidated SEIU and Unrepresented Comprehensive MOUs

Objectives for 2016/2017:

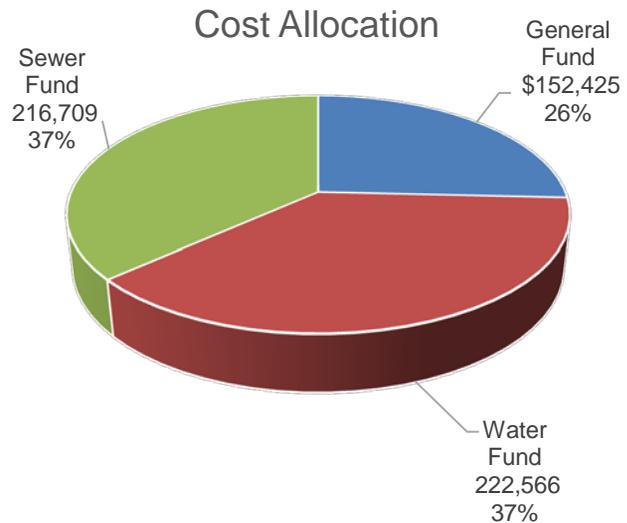
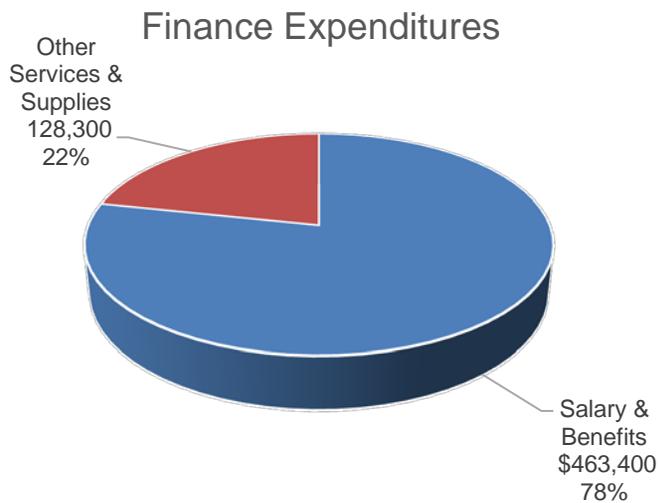
- Implement Utility On-line bill payment
- Upgrade Phase II of financial software
- Collaborate with Public Works and Fire Department to upgrade the infrastructure
- Enhance and invest into staff development
- Continue to improve the City's annual budget
- Continue to streamline for efficiency with year-end close processes

SUMMARY - FINANCE

FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 2016-17
Business Licenses	\$ 115,000	\$ 130,000
Staff Time Reimbursement	3,500	3,500
Water Fund	187,989	222,566
Sewer Fund	183,042	216,709
General Fund	10,877	18,925
TOTAL REVENUE	\$ 500,407	591,700

EXPENSE	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits^a	339,927	396,010	463,400	67,390	17.0%
Communications	2,063	2,200	2,200	-	0.0%
Services & Supplies	9,392	10,000	13,800	3,800	38.0%
Training/Meetings	1,929	5,240	9,200	3,960	75.6%
Dues & Subscriptions	365	1,500	2,500	1,000	66.7%
Contract Services	44,760	45,350	60,000	14,650	32.3%
REMIF Insurance	9,126	11,007	13,700	2,693	24.5%
Miscellaneous/Others Expenses	1,755	23,400	20,900	(2,500)	-10.7%
Capital Outlay	5,501	5,700	6,000	300	5.3%
TOTAL EXPENSE	\$ 414,818	\$ 500,407	\$ 591,700	\$ 91,293	18.2%

^a Salaries: base pay, and education incentive pay
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability



Detail - Finance
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2015/16 Adopted Budget
000-6030-6010	Salaries ¹	237,203	252,192	269,384	269,384	313,200
000-6030-6013	Health In-Lieu - Salary Benefit	3,120	3,120	-	-	-
000-6030-6020	Overtime	-	395	-	-	-
000-6030-6023	Benefits ²	61,195	66,757	119,578	119,578	142,600
000-6030-6035	Health In-Lieu - Deferred Comp.	3,780	2,047	-	-	-
000-6030-6443	Retiree Medical Insurance	3,672	5,114	7,048	7,048	7,600
000-6030-6490	Retirement Health Savings Plan	13,521	10,302	-	-	-
000-6030-6025	Communications	2,117	2,063	2,200	2,200	2,200
000-6030-6030	Office Supplies	5,820	7,019	6,000	6,000	8,400
000-6030-6045	Equipment	3,508	1,984	4,000	4,000	5,400
000-6030-6050	Misc Supplies/Services	538	389	-	-	-
000-6030-6060	Training/Conferences	1,069	1,611	4,740	4,740	8,700
000-6030-6065	Meetings	142	318	500	500	500
000-6030-6070	Dues / Subscriptions	754	365	1,500	1,500	2,500
000-6030-6425	REMIF Liab., Prop, Flood Ins.	9,146	9,126	11,007	11,007	13,700
000-6030-6850	Sales Tax Audit	4,267	5,511	5,000	5,000	5,000
000-6030-6860	Contract Services	-	14,042	20,150	20,150	25,000
000-6030-6851	Utility User Tax (UUT) Audit	-	14,500	15,000	15,000	15,000
000-6030-6853	GASB 68 Compliance Audit	-	3,400	-	-	-
000-6030-6862	Credit Card Processing	-	7,307	5,200	5,200	15,000
000-6030-6860	Software Maintenance	7,886	-	20,000	20,000	17,500
000-6030-6940	Computer Expense	1,000	1,254	2,500	2,500	2,500
000-6030-8015	Technology Maintenance	900	501	900	900	900
Total Operation		359,638	409,317	494,707	494,707	585,700
001-6030-6940	Capital Outlay	-	-	-	-	-
001-6030-6972	Photocopier Lease	5,136	5,501	5,700	5,700	6,000
Total Capital Outlay		5,136	5,501	5,700	5,700	6,000

TOTAL DEPARTMENT	364,774	414,818	500,407	500,407	591,700
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000-6030-3510	Water Fund Allocation - 38%	(121,584)	(155,540)	(187,989)	(187,989)	(222,566)
000-6030-3420	Sewer Fund Allocation - 37%	(118,008)	(151,447)	(183,042)	(183,042)	(216,709)
General Fund Cost Allocation - 25%		120,046	102,329	123,677	123,677	146,425

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Detail Finance - Insurance
Budget Expenditures

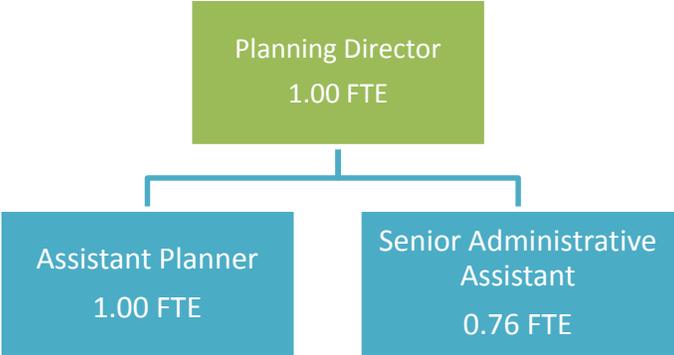
Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2014/15 Estimated Actual	2016/17 Adopted Budget
000-6070-6400	Liability Premium	116,280	110,185	136,500	136,480	149,000
000-6070-6402	Liability Deductible	19,075	15,991	20,000	20,000	25,000
000-6070-6403	Environmental Pollution Ins.	-	5,521	5,500	2,731	5,500
000-6070-6404	Cyber Risk & Safety Services	-	-	-	7,000	10,000
000-6070-6405	Property Premium	14,675	14,675	15,000	14,822	15,000
000-6070-6406	Vehicle Insurance	7,717	11,182	8,000	10,000	10,000
000-6070-6407	Earthquake & Flood	42,797	33,275	45,000	45,000	47,250
000-6070-6408	Boiler & Machinery Insurance	1,527	1,522	2,000	2,000	2,000
000-6070-6425	Department Charges	(201,759)	(192,351)	(232,000)	(238,033)	(263,750)
TOTAL		312	-	-	-	-

Account Number	Department	FY14/15 Actual Operating Expense	% Allocation	Department Allocation
000-6010-6425	City Council	168,772	2.1%	5,640
000-6020-6425	City Manager	162,432	2.1%	5,430
000-6040-6425	City Attorney	154,706	2.0%	5,170
000-6021-6425	City Clerk	215,360	2.7%	7,200
000-6030-6425	Finance	409,317	5.2%	13,700
000-6200-6425	Police	3,280,723	41.6%	109,820
000-6280-6425	Fire	732,084	9.3%	24,510
000-6050-6425	Planning	345,166	4.4%	11,550
000-6290-6425	Building Inspection	225,266	2.9%	7,540
000-6300-6425	Engineering	277,224	3.5%	9,270
000-6310-6425	PW/Corp Yard	345,256	4.4%	11,560
000-6060-6425	Government Building	51,852	0.7%	1,740
000-6330-6425	GF Streets	97,451	1.2%	3,270
000-6380-6425	Parks & Landscaping	246,641	3.1%	8,260
000-6385-6425	Ives Pool	84,578	1.1%	2,840
420-6420-6425	Sewer Operations	418,513	5.3%	14,010
510-6510-6425	Water Operations	664,415	8.4%	22,240
Total		<u>7,879,756</u>		<u>263,750</u>

**Detail Finance - Employee Benefits
Budget Expenditures**

Account Number	Description	2012/13 Actual	2013/14 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6080-6026	Employee Longevity Awards	2,946	5,550	4,800	4,800	4,800
000-6080-6035	Medical After Retirement - ICMA - Police	1,278	1,278	1,440	1,440	1,440
000-6080-6410	Worker's Compensation Premium	171,400	140,217	153,542	153,542	203,336
000-6080-6412	Worker's Comp Deductible	30,000	15,000	20,000	20,000	20,000
000-6080-6430	Employer PERS Retirement	754,540	813,847	1,093,500	1,093,500	1,217,315
000-6080-6432	Fire Service Award NAT42	8,400	6,650	-	-	-
000-6080-6440	Health Insurance	481,100	584,482	575,800	575,800	664,260
000-6080-6445	Medicare Tax	48,900	53,512	56,300	56,300	60,040
000-6080-6446	Social Security Tax	13,500	15,357	-	-	-
000-6080-6450	Life Insurance	2,635	2,610	2,900	2,900	3,100
000-6080-6460	Long Term Disability Insurance	4,581	10,323	10,900	10,900	12,375
000-6080-6460	Fire Disability Ins MYE01	2,156	2,565	-	-	-
000-6080-6461	PORAC Police Disability Ins.	4,914	20	-	-	-
000-6080-6462	Short Term Disability Ins.	-	3,805	5,600	5,600	6,224
000-6080-6470	Dental Insurance Program	64,000	64,000	65,000	65,000	65,000
000-6080-6475	EAP Insurance	4,800	4,701	5,700	5,700	6,000
000-6080-6480	Vision Insurance Program	18,000	20,001	20,000	20,000	20,000
000-6080-6023	Direct Charge to Departments	(1,613,150)	(1,743,918)	(2,015,482)	(2,015,482)	(2,283,890)
812-6080	SLESF Grant Benefits	36,235	46,177	-	-	-
000-6080	SLESF Direct Charge	(36,235)	(46,177)	-	-	-
TOTAL		-	-	-	-	-

Planning Department



The Planning Department provides planning and environmental review assistance to the City Council, and has responsibility for staffing the Planning Commission, Design Review Board, Tree Board, Public Arts Committee, and Complete Streets Committee, as well as ad-hoc committees, and providing service to residents and the real estate, development and construction industries.

The Planning Department’s activities are divided into two primary functions, current and advance planning. With a small staff (a full-time Director, a full-time Assistant Planner, and .76 FTE Senior Administrative Assistant), the Department has a challenging workload.

Current planning includes staffing a public counter, responding to questions from potential applicants and members 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 Council and City boards and commissions, preparing agenda packets and minutes for assigned committees, 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, applies for and administers park-related grants, and manages park development projects. The Planning Commission serves as the City’s ‘parks’ board.

The Department also prepares the City newsletter sent to water/wastewater customers.

Major Accomplishments during 2015/2016

- ✓ Manage the General Plan Update process, a major undertaking that has spanned multiple fiscal years.
- ✓ Drafting and processing of mandatory Zoning Ordinance amendments identified in the adopted Housing Element.
- ✓ Assist in responding to various litigation and Public Records Act requests.
- ✓ Manage fabrication and installation of Tomodachi Park sign.
- ✓ Initiate preliminary annexation review for Tomodachi Park/Village Park.
- ✓ Implement formula business ordinance.
- ✓ Manage processing of applications for the Facade Grant Program.
- ✓ Coordinate implementation of Occupy Bench project.
- ✓ Supervise Skategarden Park expansion redesign, bidding, and construction.
- ✓ Coordinate State and Open Space grants for Skategarden Park expansion project.
- ✓ Manage City's participation in County-wide Climate Action 2020 Plan.
- ✓ Manage consultant contract for Laguna Preserve Management Plan through Plan adoption.
- ✓ Work with Planning Commission and Design Review Board on draft Downtown Design Standards.
- ✓ Work with Public Arts Committee on initiation of first public art project funded by art in-lieu fee fund.
- ✓ Manage development of design options for Wayfinding Sign Project.
- ✓ Supervise intern preparation of code studies for potential Zoning Ordinance amendments.
- ✓ Supervise intern preparation of downtown parking time limits inventory and analysis
- ✓ Prepare and submit major grant application for implementation of Laguna Preserve Management Plan projects.

Objectives for 2016/2017

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

- Manage construction and completion of Skategarden Park expansion.
- Manage adoption of Climate Action 2020 Plan.

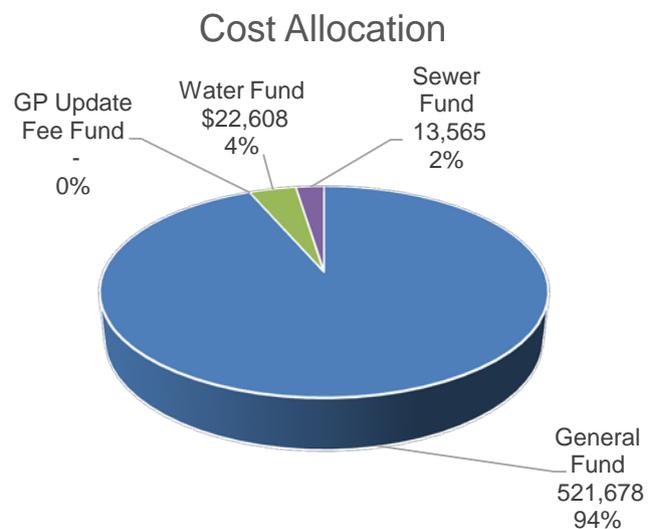
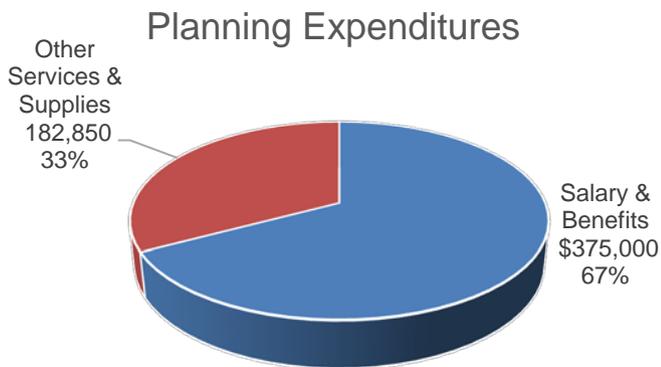
- Manage completion of General Plan Update.
- Initiate comprehensive Zoning Ordinance and Zoning Map updates pursuant to adopted General Plan.
- Continue implementation of Laguna Preserve Management Plan.
- Complete design of Wayfinding Sign Program.
- Complete review and adoption of Downtown Design Standards.
- Participate in development of Residential Design Review Guidelines.
- Implement public art project.
- Initiate formal annexation process for Tomodachi Park/Village Park property.
- Monitor funding opportunities for Ives Park Renovation Master Plan.
- Monitor and participate in Petaluma Sebastopol bicycle train feasibility study

SUMMARY - PLANNING

FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 2016-17
Planning Fees	\$ 40,000	\$ 40,000
Planning Publications	200	200
Water Fund	22,929	22,608
Sewer Fund	13,757	13,565
Transfer In	7,000	-
General Fund	555,390	481,478
TOTAL REVENUE	639,276	557,850

EXPENSE	2013-14 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INC/ (DEC)	% INC/ (DEC)
Salaries & Benefits^a	308,613	356,187	375,000	18,813	5.3%
Communications	2,049	2,200	2,000	(200)	-9.1%
Services & Supplies	4,400	6,800	6,300	(500)	-7.4%
Training/Meetings	3,596	4,700	4,300	(400)	-8.5%
Dues & Subscriptions	1,518	1,700	1,650	(50)	-2.9%
Contract Services	159,278	226,100	125,600	(100,500)	-44.4%
REMIF Insurance	8,407	10,139	11,550	1,411	13.9%
Miscellaneous/Others Expenses	10,043	25,750	25,750	-	0.0%
Capital Outlay	5,501	5,700	5,700	-	0.0%
TOTAL EXPENSE	\$ 503,404	\$ 639,276	\$ 557,850	\$ (81,426)	-12.7%

^a Salaries: Includes base pay, longevity pay, education incentive pay
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability



Detail - Planning
Budget Expenditures

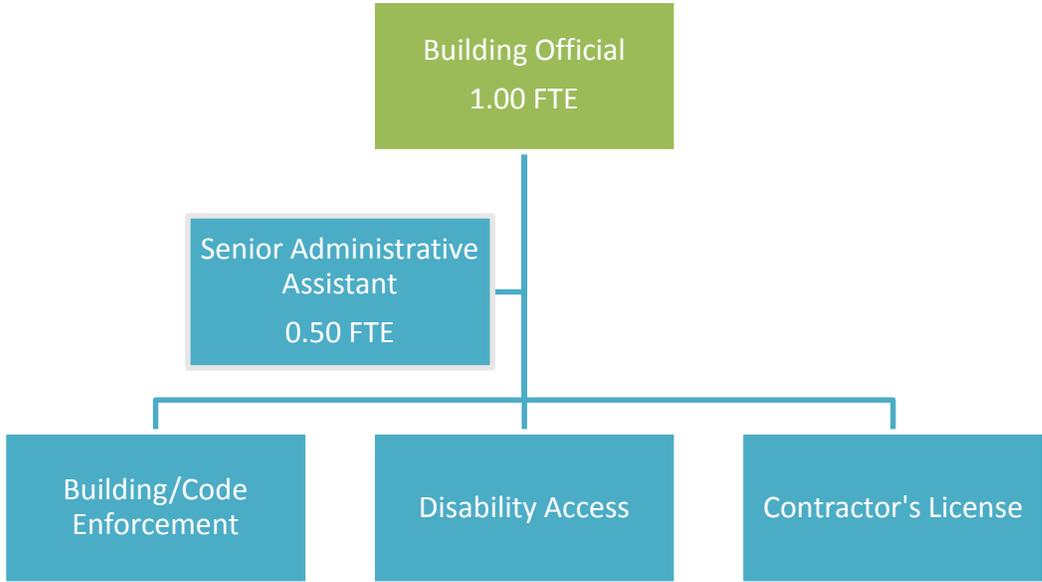
Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6050-6010	Salaries ¹ (2.76 FTE)	180,989	222,926	256,257	256,257	267,700
000-6050-6020	Overtime	-	-	-	-	2,300
000-6050-6023	Benefits ²	76,135	72,817	87,646	87,646	90,700
000-6050-6035	Health In-Lieu - Deferred Comp.	2,880	2,880	4,284	4,284	4,300
000-6050-6490	Retirement Health Savings Plan	4,765	9,990	8,000	10,000	10,000
000-6050-6025	Communications	2,145	2,049	2,200	2,000	2,000
000-6050-6030	Office Supplies	4,608	3,662	6,000	5,500	5,500
000-6050-6040	Vehicle Operating Expense	248	238	300	300	300
000-6050-6045	Equipment Expense	498	500	500	500	500
000-6050-6060	Training/Conferences	406	831	1,300	1,300	1,300
000-6050-6065	Meetings	3,185	2,764	3,400	3,000	3,000
000-6050-6070	Dues / Subscriptions	650	657	650	650	650
000-6050-6320	Publication	862	861	1,050	1,000	1,000
000-6050-6425	REMIF Liab., Prop, Flood Ins.	8,973	8,407	10,139	10,139	11,550
000-6050-6860	Contract Services ³	8,822	6,540	51,100	51,100	25,600
000-6050-8003	Façade Improvement Program	-	10,043	25,000	25,000	25,000
000-6050-8015	Technology Maintenance	750		750	750	750
Total Operation		295,916	345,166	458,576	459,426	452,150
001-6050-6972	Photocopier Lease	5,166	5,501	5,700	5,700	5,700
001-6051-6860	Contract Services ⁴	-	152,738	175,000	143,000	100,000
TOTAL DEPARTMENT		301,082	503,404	639,276	608,126	557,850
000-6050-3510	Water Fund Allocation - 5%	(16,861)	(17,258)	(22,929)	(22,971)	(22,608)
000-6050-3420	Sewer Fund Allocation - 3%	(10,117)	(10,355)	(13,757)	(13,783)	(13,565)
General Fund Cost Allocation - 92%		268,938	317,552	421,890	422,672	415,978

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

000-6050-6860	Contract Services ³					
	Arborist/Other Consulting	4,600				
	Laguna Trail/Restoration Design Training	5,000				
	LAFCO	6,000				
	Grant Writing	10,000				
	Total	25,600				
001-6051-6860	Contract Services ⁴					
	Zoning Ordinance Update	50,000				
	General Plan Update	50,000				
	Total	100,000				

Building Inspection



The Building and Safety Division is responsible for the administration and enforcement of the City of Sebastopol construction codes relative to new and existing development and alteration or repair to 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 2016/17

Permit and Plan Review activity is expected to be similar to the previous year and is anticipated to remain steady during fiscal year 2016/2017. The permit activity is steady, however the projects are smaller. We anticipate income to the Department to be similar to the 2015/2016 year end totals. Permit monthly totals are tracking similar to last year. There are still a number of projects in the review process for permitting later this year.

The City of Sebastopol Building and Safety Division budget for 2016/2017 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 State of California will adopt amendments to the State Codes based on the State Agency proposed changes in July of this year, with mandatory adoption by the City on January 1, 2017. The adoption of the new codes requires additional expense of purchasing new codebooks and support material. This will necessitate staff to attend additional training on the new codes on a more frequent basis.

Major Accomplishments in 2015/2016

- ✓ Issuance of the permits for the CVS project
- ✓ Enhance expedited permitting process for Solar Photovoltaic Permit
- ✓ Update all the forms available on Department Website

Goals for 2016/2017

- Augment coordination with other Departments in project permitting process
- Implement on-line permitting system that allows on line permit submittals, issuance, payments, schedule inspections and citizen access to track projects.

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.

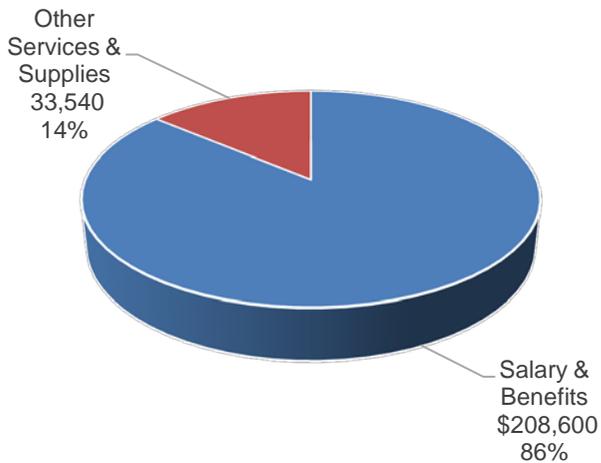
SUMMARY - BUILDING

FUNDING SOURCES	FUNDING SOURCES	FUNDING SOURCES
	2015-16	2016-17
Building Permits	\$ 140,000	\$ 150,000
Water Fund	29,533	31,088
Sewer Fund	29,533	31,088
General Fund	31,113	29,964
TOTAL REVENUE	230,180	242,140

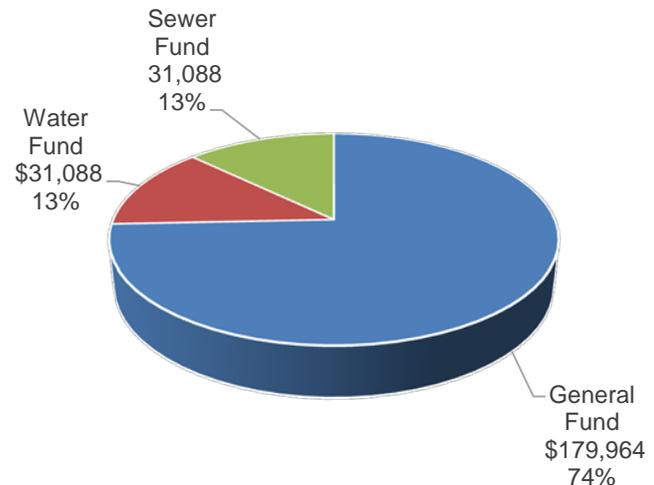
EXPENSE	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	200,071	199,016	208,600	9,584	4.8%
Communications	3,137	2,600	3,000	400	15.4%
Services & Supplies	3,178	5,000	5,000	-	0.0%
Training/Meetings	1,092	-	-	-	0.0%
Dues & Subscriptions	1,187	2,000	2,000	-	0.0%
Contract Services	10,025	10,000	8,000	(2,000)	-20.0%
REMIF Insurance	5,442	6,564	7,540	976	14.9%
Miscellaneous/Others Expenses	1,133	2,000	5,000	3,000	150.0%
Capital Outlay	2,806	3,000	3,000	-	0.0%
TOTAL EXPENSE	\$ 228,073	\$ 230,180	\$ 242,140	\$ 11,960	5.2%

^a Salaries: Includes base pay, longevity pay, education incentive pay
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Building Expenditures



Cost Allocation



**Detail - Building
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6290-6010	Salaries ¹	142,998	157,612	149,649	149,649	154,800
000-6290-6023	Benefits ²	40,900	39,638	42,772	42,772	47,100
000-6290-6435	Health In-Lieu - Deferred Comp.	2,820	2,820	4,140	4,140	4,200
000-6290-6490	Retirement Health Savings Plan	6,509	-	2,455	2,455	2,500
000-6290-6025	Communications	2,612	3,137	2,600	2,600	3,000
000-6290-6030	Office Supplies	1,093	1,468	3,000	3,000	3,000
000-6290-6040	Vehicle Operating Expense	1,214	1,710	2,000	2,000	2,000
000-6290-6050	Misc. Supplies/Services	674	1,133	2,000	2,000	5,000
000-6290-6060	Training/Conferences	-	1,092	-	-	-
000-6290-6070	Dues / Subscriptions	1,086	1,187	2,000	2,000	2,000
000-6290-6425	REMIF Liab., Prop, Flood Ins.	6,305	5,442	6,564	6,564	7,540
000-6290-6860	Contract Services	5,787	10,025	10,000	10,000	8,000
Total Operation		211,998	225,266	227,180	227,180	239,140
001-6290-6972	Photocopier Lease	2,204	2,806	3,000	3,000	3,000

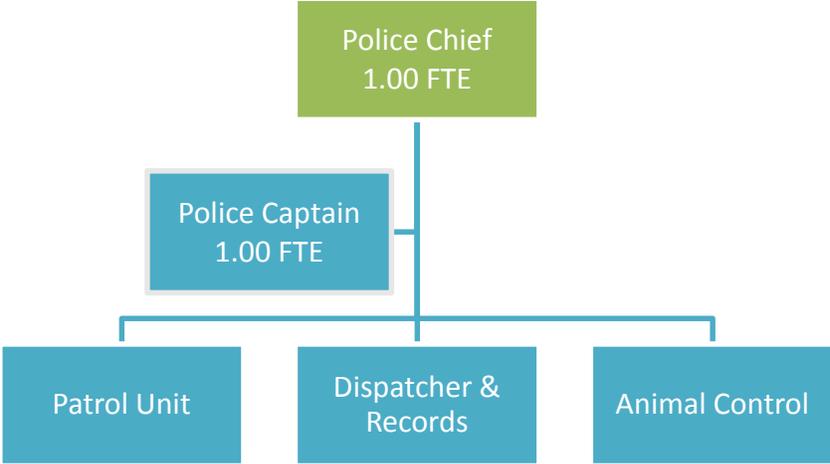
TOTAL DEPARTMENT	214,202	228,073	230,180	230,180	242,140
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000-6290-3510	Water Fund Allocation - 13%	(27,723)	(29,285)	(29,533)	(29,533)	(31,088)
000-6290-3420	Sewer Fund Allocation - 13%	(27,723)	(29,285)	(29,533)	(29,533)	(31,088)
General Fund Cost Allocation - 74%		156,552	166,697	168,113	168,113	176,964

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Police Department



The Police Department has an important role in helping to improve the quality of life in Sebastopol through the prevention and detection 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.

We are committed to providing our community with a high level of service, delivered in a fair and impartial manner. Our motto is, “Exemplary Service, Vigilant Protection.”

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 Police Captain. Daily field 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 divisions; 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 reception counter, providing a variety of requested services and information. The division is responsible for the handling and storage of property and evidence, and assists 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.

Major Accomplishments during 2015/2016

- ✓ Hired and completed the 12-week field training of 2 Reserve Police Officers; one of whom was later promoted to fill a vacant full-time Police Officer position.
- ✓ Planned and provided event management for the nearly 90 public safety professionals present to provide traffic control and security of the Apple Blossom Parade and Festival.
- ✓ Hosted the interactive anti-DUI education program, "Every 15 Minutes" to the entire Analy and Laguna High School student bodies.
- ✓ Presented the second session of the Sebastopol Citizen's Police Academy.
- ✓ Responded to 17,608 incidents, with an average response arrival time for all emergency calls of 3 minutes and 5 seconds.

Objectives for 2016/2017

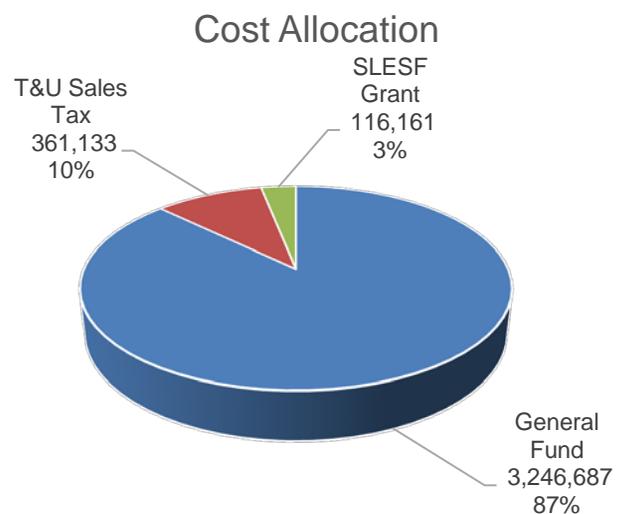
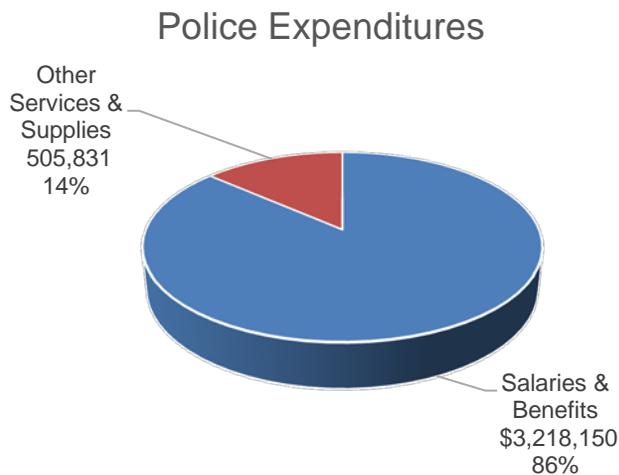
- Contribute to a superior quality of life for Sebastopol residents and visitors, by delivering effective and practical response to current or anticipated events, while seeking opportunities to address issues proactively.
- Implement a School Resource Officer program through the use of a police officer assigned as a liaison with our local schools.
- 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 collaborating in the City's Traffic Calming Program to address concerns.
- Provide safe, effective and efficient parking control and management, and animal control services.

SUMMARY - POLICE

FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 2016-17
Public Safety Augmentation Fund	\$ 70,000	\$ 72,000
Fines & Forfeitures	98,750	98,750
P.O.S.T Reimbursement	7,000	7,000
Other Public Safety Services	53,500	53,500
Transfer In	93,500	116,161
General Fund	<u>3,128,835</u>	<u>3,376,570</u>
TOTAL REVENUE	<u>\$ 3,451,585</u>	<u>3,723,981</u>

EXPENSE	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	2,821,616	3,019,792	3,218,150	198,358	6.6%
Communications	17,283	15,750	15,750	-	0.0%
Services & Supplies	126,321	128,600	120,600	(8,000)	-6.2%
Training/Meetings	32,788	32,500	32,500	-	0.0%
Dues & Subscriptions	1,813	2,450	2,450	-	0.0%
Utilities	18,941	16,500	16,500	-	0.0%
Contract Services	6,425	8,000	95,161	87,161	1089.5%
REMIF Insurance	75,733	91,343	109,820	18,477	20.2%
Capital Outlay	69,048	136,650	113,050	(23,600)	-17.3%
TOTAL EXPENSE	<u>\$ 3,169,968</u>	<u>\$ 3,451,585</u>	<u>\$ 3,723,981</u>	<u>\$ 272,396</u>	<u>7.9%</u>

^a Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long term disability



Detail - Police
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6200-6010	Salaries ¹	1,423,277	1,505,201	1,623,461	1,623,461	1,670,850
000-6200-6012	Accrual In-Lieu	23,684	-	7,500	7,500	7,500
000-6200-6013	Health In-Lieu Salary Benefit	2,475	2,475	2,475	2,475	6,100
000-6200-6014	Worker's Compensation	8,799	60,557	-	-	-
000-6200-6018	Uniform Allowances	24,600	26,050	26,050	26,050	25,600
000-6200-6019	Holiday Pay	73,408	71,761	87,539	87,539	115,900
000-6200-6020	Overtime	134,509	109,219	110,000	110,000	110,000
000-6200-6022	Compensation Time In-Lieu	29,159	47,237	25,000	25,000	25,000
000-6200-6023	Benefits ²	804,005	880,296	971,886	971,886	1,057,000
000-6200-6024	SPOA PTO Pay	17,333	18,505	-	-	-
000-6200-6435	Health In-Lieu Deferred Comp.	3,600	3,600	3,600	3,600	3,600
000-6200-6443	Retiree Medical Insurance	45,380	53,255	46,181	46,181	50,000
000-6200-6465	Child Care In-Lieu Benefit	600	600	600	600	1,200
000-6200-6490	Retirement Health Savings Plan	8,759	21,359	22,000	22,000	15,000
xxx-6201-6008	SLESF Grant Overage	24,237	21,500	-	-	-
000-6200-6025	Communications	15,952	17,283	15,750	15,750	15,750
000-6200-6030	Office Supplies	12,048	11,766	11,000	11,000	11,000
000-6200-6040	Vehicle Operating Expense	74,110	58,643	66,000	66,000	60,000
000-6200-6045	Equipment	4,646	25,960	21,500	21,500	20,500
000-6200-6050	Misc Supplies/Services	15,595	14,683	16,000	16,000	15,000
000-6200-6053	Fingerprint Processing Expense	15,388	15,197	14,000	14,000	14,000
000-6200-6060	Training	33,597	32,788	32,500	32,500	32,500
000-6200-6070	Dues / Subscriptions	1,251	1,813	2,450	2,450	2,450
000-6200-6330	Utilities	19,441	18,941	16,500	16,500	16,500
000-6200-6425	REMIF Liab., Prop, Flood Ins.	98,002	75,733	91,343	91,343	109,820
000-6200-6860	Contract Services	78,794	74,283	71,000	71,000	71,000
000-6200-6863	Casino Mitigation Expense	-	-	-	-	16,161
Total Operation		2,992,649	3,168,706	3,284,335	3,284,335	3,472,431
001-6200-6020	Police/School Resource Officer	16,397	8,990	10,000	10,000	10,000
001-6200-6045	Police/Equipment	4,645	9,170	39,300	39,300	3,800
001-6200-6903	Police/Vehicle	46,047	44,324	51,750	51,750	76,750
001-6200-6940	Capital Outlay	-	6,565	35,600	35,600	22,500
Total Capital Outlay & Other		67,089	69,048	136,650	136,650	113,050
TOTAL DEPARTMENT		3,059,738	3,237,755	3,420,985	3,420,985	3,585,481
000-6200-3575	T&U Tax Fund Cost Allocation - 10.4%	(217,992)	(327,106)	(341,571)	(341,571)	(361,133)
General Fund Cost Allocation		2,774,657	2,841,600	2,942,764	2,942,764	3,111,298

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Detail - Animal Control
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6220-6050	Mis. Supplies/Services	202	71	100	100	100
000-6220-6860	Contract Service	5,507	6,425	8,000	8,000	8,000
TOTAL DEPARTMENT		5,709	6,496	8,100	8,100	8,100

Detail - Supplemental Law Enforcement Service Fund (SLESF)
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
812-6201-6010	Salaries	70,226	73,620	70,755	70,755	69,900
812-6201-6018	Uniform Allowances	950	950	950	950	950
812-6201-6019	Holiday Pay	4,890	4,957	4,899	4,899	6,050
812-6201-xxxx	Benefits	35,862	47,493	16,896	16,896	53,500
TOTAL DEPARTMENT		111,928	127,020	93,500	93,500	130,400

Police Department - Grants

The Sebastopol Police Department seeks grant funds to institute new and innovative community oriented policing programs, and to begin evidence-based methods to improve quality of life in our community. Each of these grants is reimbursement based, allowing the City to recover the cost of program related activities and equipment.

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 2015/16 and 2016/17. This grant will be used for county-wide crime suppression. The grant provides reimbursement for costs associated with approved activities.

Fund 816

The Environmental Services grant from the County of Sonoma Department of Health Services which the City began administering in 2009/10, is designed to implement a community-based environmental project to reduce the amount of teen alcohol use in West Sonoma County communities. The \$22,900 grant for FY 2016/17 includes program activities such as compliance checks at local establishments that sell alcohol, to ensure the businesses abide by the conditions of State-issued alcohol licenses; Responsible Beverage Service training offered free to those who serve alcohol to customers of local bars and restaurants; and undercover sting operations to catch those who provide alcohol to minors.

Fund 824

The Selective Traffic Enforcement Program \$48,000 grant is for the period of 10/1/2015 to 9/30/16. The funded best-practice activities are selected to provide education and enforcement opportunities that 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 and those that drive when their privilege is suspended or revoked. We have applied for a successor grant for the FFY 2016/17, in the amount of \$70,000. If approved, the grant will fund the purchase of LIDAR speed measuring devices and a Speed Awareness Trailer with a traffic data collection device used to evaluate neighborhood traffic issues.

**SUMMARY - POLICE GRANT FUNDS
2016-17 ADOPTED BUDGET**

	BSCC	SAPT Block Grant	OTS/STEP	Total
REVENUES				
Intergovernmental	8,000	40,068	86,075	134,143
Interest and rentals	-	-		-
Licenses, permits and fees		-		-
Miscellaneous				-
Total revenues	8,000	40,068	86,075	134,143
EXPENDITURES				
Salary & Benefit	-	-	-	-
Salary - Overtime	8,000	18,880	71,975	98,855
Equipment Expense	-	1,400	24,100	25,500
Supplies & Services	-	19,788	-	19,788
Transfer out				-
Total Expenditures	8,000	40,068	96,075	144,143
EXCESS OF REVENUES OVER EXPENDITURES	-	-	(10,000)	(10,000)
OTHER FINANCING SOURCES (USES)				
Transfers in				-
Transfers out				-
Total other financing sources (uses)	-	-		-
NET CHANGE IN FUND BALANCES	-	-	(10,000)	(10,000)
FUND BALANCE ESTIMATED BEGINNING OF THE YEAR	-	-	10,000	10,000
FUND BALANCE ESTIMATED END OF YEAR	\$ -	\$ -	\$ -	\$ -

Board of State & Community Corrections

Estimated Beginning Fund Balance 7/1/16

\$ -

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Intergovernmental	\$ 9,676	\$ 10,000	\$ 8,000	\$ (2,000)	-20.0%
Charges for services	-	-	-	-	
Interest Earnings	-	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 9,676</u>	<u>\$ 10,000</u>	<u>\$ 8,000</u>	<u>\$ (2,000)</u>	<u>-20.0%</u>
<u>OPERATING EXPENSES</u>					
Salary - Overtime	9,676	10,000	8,000	(2,000)	-20.0%
Equipment Expense	-	-	-	-	
Supplies & Services	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 9,676</u>	<u>\$ 10,000</u>	<u>\$ 8,000</u>	<u>\$ (2,000)</u>	<u>-20.0%</u>
NET BUDGETARY RESULT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Addition/(Use) of Reserves	\$ -	\$ -	\$ -		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ -		\$ -		

SAPT Block Grant

Estimated Beginning Fund Balance 7/1/16

\$ -

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Intergovernmental	\$ -	\$ 22,932	\$ 40,068	\$ 17,136	74.7%
Charges for services	-	-	-	-	
Interest Earnings	-	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ -</u>	<u>\$ 22,932</u>	<u>\$ 40,068</u>	<u>\$ 17,136</u>	<u>74.7%</u>
<u>OPERATING EXPENSES</u>					
Salary - Overtime	-	-	18,880	18,880	
Equipment Expense	-	-	1,400	-	
Supplies & Services	-	22,932	19,788	(3,144)	-13.7%
TOTAL OPERATING EXPENSE	<u>\$ -</u>	<u>\$ 22,932</u>	<u>\$ 40,068</u>	<u>\$ 17,136</u>	<u>74.7%</u>
NET BUDGETARY RESULT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Addition/(Use) of Reserves	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ -		\$ -		

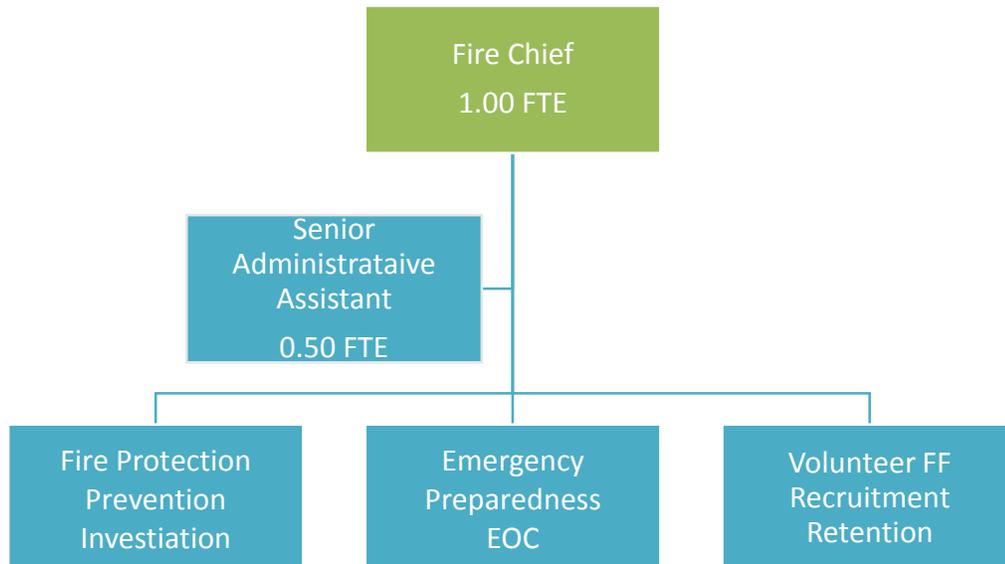
Office of Traffic Safety/STEP

Estimated Beginning Fund Balance 7/1/16

\$ 10,000

	<u>2014-15 ACTUAL</u>	<u>2015-16 AMENDED BUDGET</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Intergovernmental	\$ 28,482	\$ 50,000	\$ 86,075	\$ 36,075	72.2%
Charges for services	-	-	-	-	
Interest Earnings	-	-	-	-	
Miscellaneous	-	-	-	-	
Transfer in	-	-	-	-	
TOTAL REVENUE	<u>\$ 28,482</u>	<u>\$ 50,000</u>	<u>\$ 86,075</u>	<u>\$ 36,075</u>	<u>72.2%</u>
<u>OPERATING EXPENSES</u>					
Salary - Overtime	20,313	21,000	71,975	50,975	242.7%
Equipment Expense	8,169	13,000	24,100	11,100	85.4%
Supplies & Services	-	6,000	-	(6,000)	-100.0%
TOTAL OPERATING EXPENSE	<u>\$ 28,482</u>	<u>\$ 40,000</u>	<u>\$ 96,075</u>	<u>\$ 56,075</u>	<u>140.2%</u>
NET BUDGETARY RESULT	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ (10,000)</u>	<u>\$ (20,000)</u>	<u>-200.0%</u>
Addition/(Use) of Reserves	\$ -	\$ 10,000	\$ (10,000)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ -	\$ 10,000	\$ -		

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 Senior Administrative Assistant shared with the Building and Safety Department, and 32 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 in 2015/2016:

- ✓ Responded to 1071 Emergency Calls for Service (another record year!!)
- ✓ Purchased Used Type 3 Wildland Brush Truck
- ✓ Conducted 52 Training Drills, including Swiftwater Training
- ✓ FEMA Certified Public Information Officer (PIO)
- ✓ Recruited 5 New Volunteer Firefighters
- ✓ Applied for FEMA SAFER Grant
- ✓ Conducted EOC Basic Training to City Staff
- ✓ Conducted SFM Fire & Life Safety Building Inspections
- ✓ Held Monthly Dinners for the Volunteers
- ✓ Participated in SRJC, Brookhaven School, & High Schools Career Day
- ✓ Utilized "I Am Responding" Response Program
- ✓ Provided Public Education to our Local Schools
- ✓ Utilized Active 911 Software Response Program

- ✓ Continued on our Water Hydrant Testing Program
- ✓ Worked on our Recruitment & Retention Program
- ✓ Attended Leadership Workshops and Specialized Trainings
- ✓ Attended bi-monthly City Council Meetings and Special Meetings
- ✓ Attended Annual Russian River Flood Planning Meeting
- ✓ Successful Weed Abatement Program
- ✓ Successful Safe & Sane Fireworks Program
- ✓ REDCOM (911 Dispatch Center) Board President
- ✓ Sonoma County Fire Chief's Association Board President
- ✓ Managed Fire Dept Vehicle Replacement List
- ✓ Held 6 Blood Drives for Blood Centers of the Pacific

Objectives for 2016/2017:

- On schedule for 1200 Emergency Calls for Service!!
- Conduct 52 Required Training Drills, including Swiftwater Training
- Conduct EOC Training Exercises with City Staff
- Apply for FEMA SAFER Grant and Other Grants
- Apply for additional funding/misc grants
- Attend bi-monthly City Council Meetings and Special Meetings
- Recruit new Volunteer Firefighters (5)
- Use the "I Am Responding" Response Program
- Use the "Active 911" Response Program
- Hold Monthly Dinners for the Volunteers
- Participate in SRJC Career Day and visit local high schools for recruitment
- Purchase/replace new SCBA Tanks that have or will expire (15 year lifespan)
- Continue to work on Recruitment and Retention Programs
- Maintain and Service FD Hydrants
- Budget for FD 4th Bay Expansion Project
- Continue with Public Education at Schools and Local Businesses
- Continue with SFM Required Fire & Life Safety Inspections
- Hold 6 Blood Drives for Blood Centers of the Pacific
- Attend Annual Russian River Flood Planning Meeting
- Manage Weed Abatement Program
- Manage Safe & Sane Fireworks Program
- Manage Fire Dept Vehicle Replacement List
- Serve on CERT Advisory Board
- Serve on REDCOM Board of Directors as Chairperson
- Serve on Sonoma County Fire Chief's Board of Directors as President
- Budget and Hire Two Full-Time Firefighters/Engineers

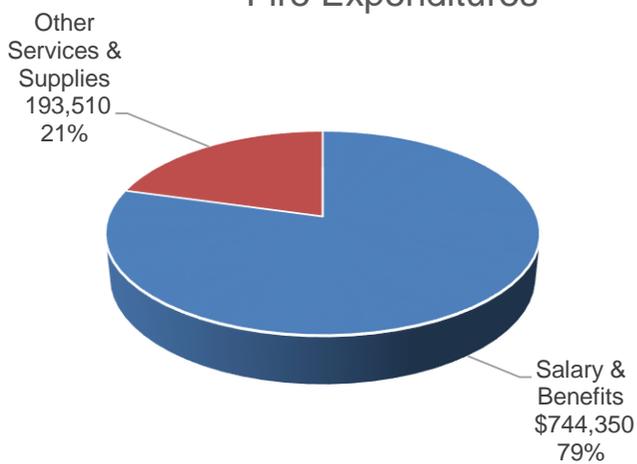
SUMMARY - FIRE

FUNDING SOURCES	FUNDING SOURCES	FUNDING SOURCES
	2015-16	2016-17
Fire Department Fees	\$ 28,000	\$ 28,000
Water Fund	57,512	64,355
General Fund	754,740	845,505
TOTAL REVENUE	\$ 840,252	\$ 937,860

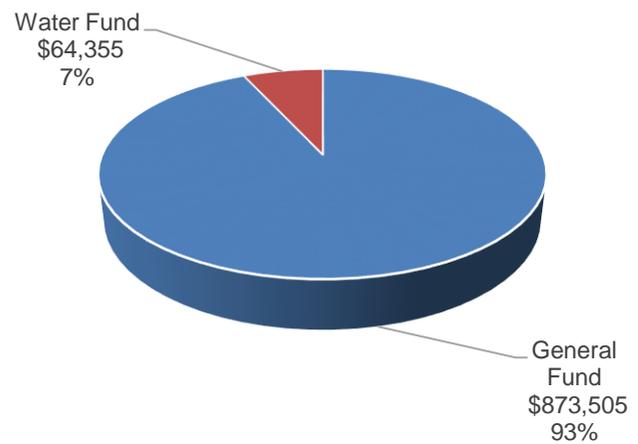
EXPENSE	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	536,895	659,972	744,350	84,378	12.8%
Communications	7,296	7,200	7,550	350	4.9%
Services & Supplies	45,755	52,300	51,800	(500)	-1.0%
Training/Meetings	8,442	7,000	7,500	500	7.1%
Dues & Subscriptions	7,383	10,650	10,650	-	0.0%
Utilities	8,503	3,000	8,500	5,500	183.3%
Contract Services	31,530	35,000	37,000	2,000	5.7%
REMIF Insurance	14,824	17,880	24,510	6,630	37.1%
Miscellaneous/Others Expenses	35,743	32,500	31,500	(1,000)	-3.1%
Capital Outlay	45,221	14,750	14,500	(250)	-1.7%
TOTAL EXPENSE	\$ 741,592	\$ 840,252	\$ 937,860	\$ 97,608	11.6%

^a Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Fire Expenditures



Cost Allocation



Detail - Fire
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6280-6010	Salaries ¹	275,376	390,967	507,545	507,545	558,500
000-6280-6023	Benefits ²	89,212	133,848	110,693	110,693	142,600
000-6280-6020	Unemployment Insurance	-	322	1,000	1,000	1,000
000-6280-6013	Health In-Lieu Salary Benefit	2,820	2,820	2,196	2,196	2,200
000-6280-6432	Fire Service NAT42 (CSFA LOS Award)	-	-	4,900	4,900	4,600
000-6280-6443	Retiree Medical Insurance	4,681	3,603	3,949	3,949	4,000
000-6280-6446	Social Security Tax	-	-	21,389	21,389	22,650
000-6280-6460	Fire Disability Insurance	-	-	2,800	2,800	2,800
000-6280-6490	Retirement Health Savings Plan	-	5,334	5,500	5,500	6,000
000-6280-6025	Communications	5,435	6,242	6,000	6,000	6,250
000-6280-6030	Office Supplies	1,113	1,271	1,600	1,600	1,600
000-6280-6040	Vehicle Operating Expense	46,593	26,994	38,000	38,000	37,500
000-6280-6041	Weed Abatement	500	-	-	-	-
000-6280-6045	Equipment	9,588	14,791	10,000	10,000	10,000
000-6280-6050	Misc Supplies/Services	36,759	35,743	32,500	32,500	31,500
000-6280-6060	Training/Conferences	3,897	8,442	7,000	7,000	7,500
000-6280-6070	Dues / Subscriptions	4,717	7,383	10,650	10,650	10,650
000-6280-6330	Utilities	9,050	8,503	3,000	3,000	8,500
000-6280-6425	REMIF Liab., Prop, Flood Ins.	17,307	14,824	17,880	17,880	24,510
000-6280-6860	Contract Services	22,956	31,530	35,000	35,000	37,000
000-6280-8014	Capital Outlay	-	35,713	-	-	-
Total Operation		530,004	728,330	821,602	821,602	919,360
001-6280-6946/7	Fire/Equipment (SCBA Tanks & Gear)	2,005	6,482	10,000	10,000	10,000
001-6280-6972	Fire/Photocopier Lease	2,631	3,026	3,500	3,500	3,500
001-6280-8016	Fire/Storage Shed	-	-	-	-	-
001-6230-7063	Fire/EOC Supplies & Equipment	-	-	1,250	1,250	1,000
Total Capital Outlay		4,636	9,508	14,750	14,750	14,500
TOTAL DEPARTMENT		534,640	737,838	836,352	836,352	933,860
000-6280-3510	Water Fund Allocation - 7%	(17,312)	(50,983)	(57,512)	(57,512)	(64,355)
General Fund Cost Allocation		512,692	677,347	764,090	764,090	855,005

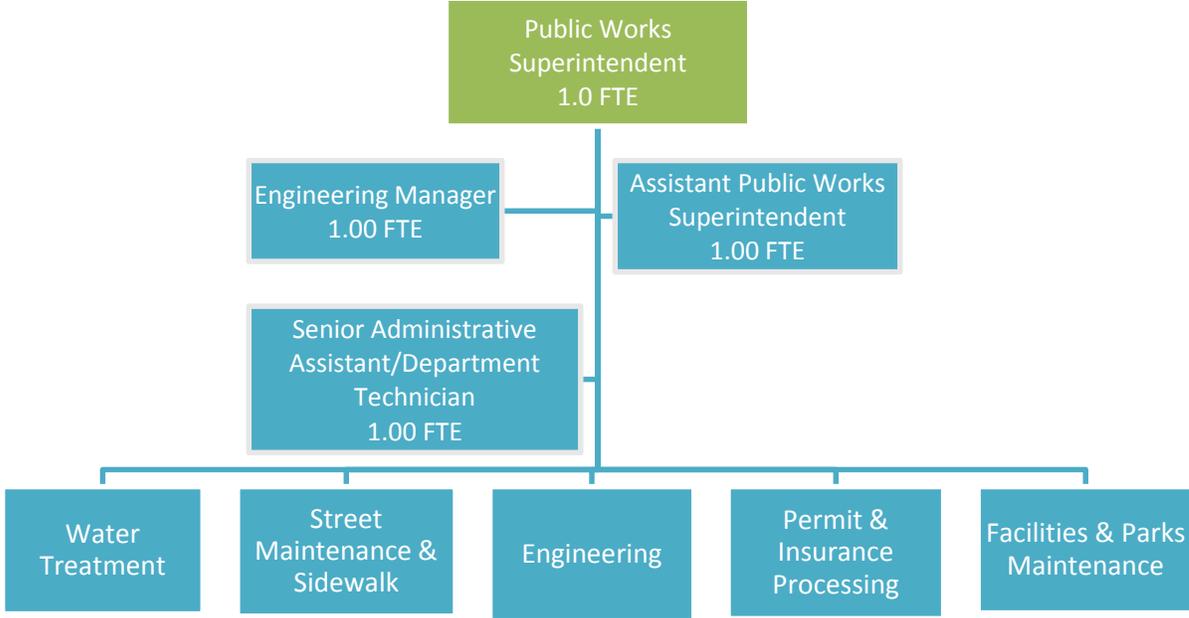
¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Detail - Fire Emergency Preparedness
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6230-6025	Communications	1,100	1,054	1,200	1,200	1,300
000-6230-6030	Office Supplies	200	200	200	200	200
000-6230-6050	Mis. Supplies/Services	2,500	2,500	2,500	2,500	2,500
TOTAL DEPARTMENT		3,800	3,754	3,900	3,900	4,000

Department of 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 Division 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 Division, 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. The Laguna Preserve Master Plan recently identified additional maintenance and enhancements that will necessitate additional staff to accomplish. 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 Division.

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

- Corporation Yard
- Engineering
- 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 2015/2016

- ✓ Purchase of standby generator for Public Works facility
- ✓ Police Department roof and jail cell plumbing repairs
- ✓ Storm drain repairs on Jewell Avenue at bike trail
- ✓ Major pruning and removal of trees on Golden Ridge and Washington Avenues
- ✓ Major pruning and removal of trees in Libby Park
- ✓ Addition of exterior lighting at Sebastopol Cultural Community Center
- ✓ Inverter replacements at Ives Pool solar panels
- ✓ Repaving of foot paths in Laguna Youth Park
- ✓ Replenishment of playground chips in Ives Park
- ✓ 5% COLA increase request for Becoming Independent
- ✓ Service agreement for Ives Pool heaters

Objectives for 2016/2017

- Maintain regulatory compliance with water, sewer, storm water, air quality, and ADA standards Maintain City facilities per long term maintenance plan
- Maintain CalOSHA regulatory compliance safety and training policies program

Major Budget Changes for 2016/2017

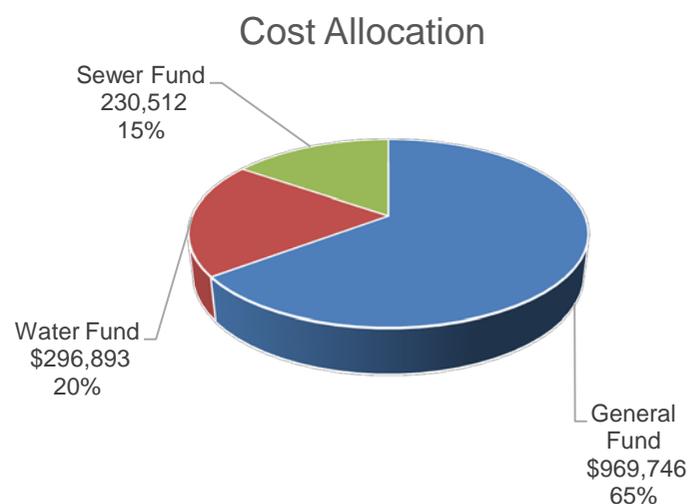
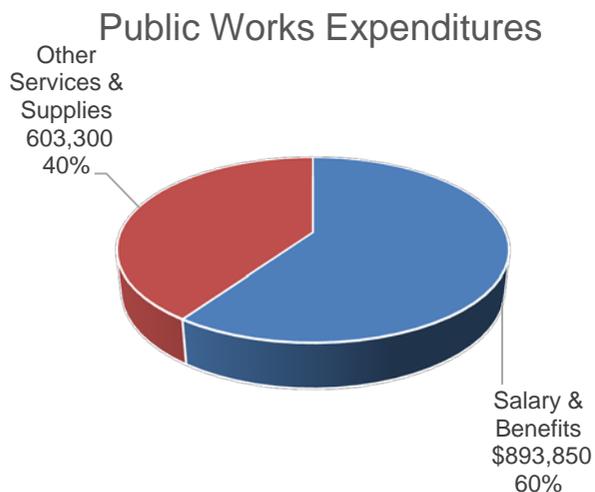
- Half time office staff person for Public Works facility to accommodate workload
- Full time Laborer staff person to accommodate additional maintenance and enhancement tasks identified in Laguna Preserve Master Plan
- Addition of one certificate incentive for maintenance staff for Ives Pool
- Allocate funds for HVAC repairs at the Police Department
- Purchase of new heat exchangers for heaters at Ives Pool facility
- Increase in maintenance funds for Ives Pool chlorine generator
- Purchase additional cleaning, vacuum and excavating unit (Fund 25% from general fund - 7 year lease purchase)

SUMMARY - PUBLIC WORKS

FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 2016-17
Little League Park Use Reimb	\$ 750	\$ 750
Public Works Services	10,000	10,000
Encroachment Permits	19,000	19,000
Engineering Maps/Reports	-	-
Grading Permits	1,200	1,200
Engineering Staff Time	25,000	25,000
Sale of Plans & Subscriptions	1,000	1,000
Water Fund	273,372	296,893
Sewer Fund	211,855	230,512
General Fund	886,356	912,796
TOTAL REVENUE	<u>1,428,533</u>	<u>1,497,150</u>

EXPENSE	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a (8.4 FTE)	772,769	801,855	893,850	91,995	11.5%
Communications	12,705	11,700	12,700	1,000	8.5%
Services & Supplies	156,005	149,290	180,255	30,965	20.7%
Training/Meetings	430	2,500	3,000	500	20.0%
Dues & Subscriptions	27,759	26,000	28,000	2,000	7.7%
Utilities	86,818	97,400	91,450	(5,950)	-6.1%
Contract Services	90,329	187,200	119,100	(68,100)	-36.4%
REMIF Insurance	29,977	36,156	34,100	(2,056)	-5.7%
Miscellaneous/Others Expenses	66,008	73,792	76,845	3,053	4.1%
Capital Outlay	152,507	42,640	57,850	15,210	35.7%
TOTAL EXPENSE	<u>\$ 1,395,307</u>	<u>\$ 1,428,533</u>	<u>\$ 1,497,150</u>	<u>\$ 68,617</u>	<u>4.8%</u>

^a Salaries: Includes additional 1 FTE (Laborer), 0.5 FTE (Admin Asst), base pay, longevity pay, education incentive pay
Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability



Detail Public Works - Corporate Yard
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6310-6010	Salaries ¹ (1.8 FTE)	152,125	166,034	172,347	172,347	191,600
000-6310-6012	Accrual In-Lieu	-	-	9,060	9,060	10,000
000-6310-6014	Workers Compensation	3,986	-	-	-	-
000-6310-6018	Clothing Allowance	5,300	5,300	5,300	5,300	5,300
000-6310-6023	Benefits ²	53,614	51,027	67,484	67,484	76,300
000-6310-6443	Retiree Medical Insurance	12,863	13,694	13,324	13,324	13,400
000-6310-6465	Child Care In-Lieu Benefit	600	600	600	600	600
000-6310-6490	Retirement Health Savings Plan	16,021	30,877	-	-	10,000
000-6310-6025	Communications	7,121	8,133	7,200	8,700	8,200
000-6310-6030	Office Supplies	712	344	1,000	2,000	2,000
000-6310-6040	Vehicle Operating Expense	47,682	38,757	44,000	46,000	46,000
000-6310-6050	Misc. Supplies / Services	8,493	8,315	8,850	7,000	7,000
000-6310-6330	Utilities	7,029	5,495	7,800	3,500	5,000
000-6310-6425	REMIF Liab., Prop, Flood Ins.	9,775	9,363	11,293	11,293	11,560
000-6310-6860	Contract Services	-	-	-	-	-
000-6310-8015	Technology Maintenance	746	3,000	2,000	500	1,000
000-6310-8020	Cal OSHA Safety Update	4,000	4,316	-	-	-
Total Operation		330,067	345,256	350,258	347,108	387,960
001-6310-6910	Equipment (Generator Set)	-	-	13,000	13,000	-
001-6310-6972	Photocopier	2,643	3,830	3,600	4,177	4,200
001-6310-7067	HVAC	-	-	-	-	-
001-6310-8022	Storm Drain - Hayden Ave.	-	-	-	-	-
Total Capital Outlay		2,643	3,830	16,600	17,177	4,200

TOTAL DEPARTMENT	332,710	349,085	366,858	364,285	392,160
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000-6310-3575	T&U Tax Fund Allocation - 17%	(52,496)	(62,523)	(76,144)	(76,185)	(70,153)
000-6310-3510	Water Fund Allocation - 48%	(149,354)	(165,723)	(168,124)	(166,612)	(186,221)
000-6310-3420	Sewer Fund Allocation - 35%	(108,904)	(120,839)	(122,590)	(121,488)	(135,786)
General Fund Cost Allocation - 0%	19,313	-	-	-	-	-

¹ Salaries: Includes 0.25 FTE (Admin Asst), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Detail Public Works - Government Building *
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6060-6010	Salaries ¹ (.30 FTE)	10,678	12,832	14,741	14,741	16,300
000-6060-6021	Janitorial Services	1,986	-	-	-	-
000-6060-6023	Benefits ²	7,366	7,318	8,579	8,579	9,300
000-6060-6050	Misc. Supplies/ Services	17,961	13,950	14,000	15,542	15,500
000-6060-6330	Utilities (City Hall)	4,413	4,399	4,100	8,055	8,100
000-6060-6425	REMIF Liab., Prop, Flood Ins.	1,162	1,408	1,698	1,698	1,740
000-6060-6860	Contract Services	16,007	11,945	14,200	17,760	30,300
Total Operation		59,573	51,852	57,318	66,375	81,240
001-6060-6920	City Buildings Repair	-	73,427	6,500	83,400	20,000
001-6060-6943	Ext. Painting of City Buildings	-	-	-	-	-
Total Capital Outlay		-	73,427	6,500	83,400	20,000

TOTAL DEPARTMENT		59,573	125,279	63,818	149,775	101,240
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000-6060-3510	Water Fund Allocation - 25%	(10,933)	(13,393)	(14,330)	(16,594)	(20,310)
000-6060-3420	Sewer Fund Allocation - 25%	(10,933)	(13,393)	(14,330)	(16,594)	(20,310)
General Fund Cost Allocation- 50%		37,707	25,066	28,659	33,188	40,620

¹ Salaries: Includes 1 FTE (Laborer), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

* Includes City Hall, Police Dept., Fire Dept., Library

**Detail Public Works - General Fund Streets
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6330-6010	Salaries ¹ (0.85 FTE)	36,981	33,686	67,170	67,170	71,500
000-6330-6020	Overtime	4,333	5,349	7,000	10,719	10,700
000-6330-6023	Benefits ²	16,202	15,247	33,129	33,129	36,125
000-6330-6050	Misc. Supplies / Services	30,463	25,034	27,800	27,800	28,255
000-6330-6330	Utilities	9,305	11,656	11,500	10,589	11,000
000-6330-6425	REMIF Liab., Prop, Flood Ins.	2,791	2,665	3,215	3,215	3,270
000-6330-6860	Contract Services	-	-	32,800	32,800	-
000-6330-8020	Cal OSHA Update (from 830)	4,000	3,814	-	-	-
Total Operation		104,075	97,451	182,614	185,422	160,850
001-6330-6050	Misc Supplies/Svcs (below)*	-	106,239	94,840	94,840	123,500
001-6330-6949	Vacumn Truck (25% Allocation)	10,815	-	-	-	10,200
001-6330-6850	Contracted Services (25% of Sales Tax for Vacumn Truck)	21,656	-	-	-	5,850
001-6330-6952	Mower Trailer (½ Cost)	1,672	-	-	-	-
001-6330-6953	36" Mower (½ Cost w/Parks)	-	2,701	-	-	-
001-6330-6954	Oil Storage Cabinets	-	1,146	-	-	-
001-6330-6955	Pickup Trucks	-	22,000	-	-	-
001-6330-6956	Aerial Truck (½ Cost)	17,134	-	-	-	-
Total Capital Outlay		51,277	132,086	94,840	94,840	139,550
TOTAL DEPARTMENT		155,352	229,537	277,454	280,262	300,400
001-6330-3575	T&U Sales Tax Allocation - 100%	-	(229,537)	(277,454)	(280,262)	(300,400)
General Fund Cost Allocation		104,075	-	-	-	-
001-6330-6050	Barricades, misc tools & equipment	-	-	-	-	-
001-6330-6050	Blacktop, sand, rock, Sidewalk repairs	-	25,000	25,000	25,000	25,000
001-6330-6050	Crosswalk light repairs	-	-	-	-	28,000
001-6330-6050	Signal maintenance (Bodega & Jewell & Pleasant Hill)	-	5,500	5,500	5,500	5,500
001-6330-6050	Signal maintenance (CalTrans)	-	10,000	30,000	30,000	30,000
001-6330-6050	Street painting	-	8,500	8,500	8,500	8,500
001-6330-6050	Compost / Mulch / Plants	-	6,800	6,800	6,800	6,800
001-6330-6050	HazMat Disposal	-	2,000	2,000	2,000	2,000
001-6330-6050	SCTA Dues	-	5,000	5,000	5,000	5,000
001-6330-6050	NPDES Compliance	-	-	-	-	-
001-6330-6050	Street Signs	-	12,040	12,040	12,040	12,700
Total Miscellaneous Supplies/Services		-	74,840	94,840	94,840	123,500

¹ Salaries: Includes 1 FTE (Laborer), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Detail Public Works - Parking Lots
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6340-6010	Salaries ¹ (.50 FTE)	12,511	14,978	17,681	17,681	22,200
000-6340-6023	Benefits ²	9,115	8,686	10,690	10,690	15,375
000-6340-6330	Utilities (Irrigation & Streets Lights)	4,751	5,354	9,300	8,482	8,500
000-6340-6331	Utilities (Electric Vehicle Charging Stations)	5,886	6,048	7,700	5,830	5,850
Total Operation		32,263	35,065	45,371	42,683	51,925
001-6340-8018	Electric Vehicle Charging Station	-	-	-	-	-
TOTAL DEPARTMENT		32,263	35,065	45,371	42,683	51,925

¹ Salaries: Includes 1 FTE (Laborer), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail Public Works - Parks & Landscapes
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6380-6010	Salaries ¹ (2.6 FTE)	92,010	109,336	91,980	91,980	116,200
000-6380-6011	Standby	4,689	5,106	4,435	5,979	6,000
000-6380-6023	Benefits ²	58,023	65,483	55,993	55,993	83,100
000-6380-6042	Landscaping Supplies	5,950	9,442	12,340	12,340	12,340
000-6380-6043	Middle Way Contract	9,850	12,263	13,052	13,052	13,755
000-6380-6330	Utilities	34,629	53,866	57,000	57,000	53,000
000-6380-6425	REMIF Liab., Prop, Flood Ins.	5,259	8,584	10,353	10,353	8,260
000-6380-6860	Contract Services	11,100	3,000	20,200	20,200	-
Total Operation		221,510	267,079	265,353	266,897	292,655
001-6380-6044	Park & Playground Repairs	15,076	13,361	13,340	13,340	13,400
001-6380-6045	Kubota Sweeper Attachment	-	6,062	-	-	-
001-6380-6895	Tennis Court Resurfacing	-	17,500	-	-	-
001-6380-6949	Kubota Tractor (½ Cost)	10,815	-	-	-	-
001-6380-6951	Dump Truck (½ Cost)	21,950	-	-	-	-
001-6380-6952	Mower Trailer (½ Cost)	1,672	-	-	-	-
001-6380-6953	36" Mower (½ Cost w/GF Strts)	-	2,701	-	-	-
001-6380-6956	Aerial Truck (½ Cost)	37,057	-	-	-	-
001-6380-6974	Playground Chips	4,044	-	2,000	2,000	-
001-6380-6975	Ives & Libby Park Path Paving	30,000	-	-	-	-
001-6380-6977	Ives Park Fence Repair	-	5,950	-	-	-
Total Capital Outlay		120,614	45,574	15,340	15,340	13,400

TOTAL DEPARTMENT	342,124	312,653	280,693	282,237	306,055
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000-6380-3575	T&U Tax Fund Allocation - 41.5%	-	(156,411)	(125,461)	(126,102)	(134,852)
	General Fund Cost Allocation - 58.5%	221,510	156,241	155,232	156,135	171,203

¹ Salaries: Includes 1 FTE (Laborer), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail - Engineering
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6300-6010	Salaries ¹ (1.65 FTE)	207,592	172,979	128,950	128,950	138,200
000-6300-6012	Accrual In-Lieu	-	-	34,000	34,000	-
000-6300-6023	Benefits ²	53,048	50,948	50,934	50,934	57,400
000-6300-6490	Retirement Health Savings Plan	5,641	3,291	8,458	8,458	-
000-6300-6443	Retiree Medical Insurance	-	-	-	-	4,250
000-6300-6025	Communications	3,874	4,571	4,500	4,500	4,500
000-6300-6040	Vehicle Operating Expense	913	1,049	1,400	1,400	1,750
000-6300-6050	Misc Supplies/Services	1,361	1,606	1,800	1,800	3,000
000-6300-6060	Training/Conferences	-	430	500	500	1,000
000-6300-6065	Meetings	-	-	-	-	-
000-6300-6070	Dues / Subscriptions	-	-	-	-	-
000-6300-6425	REMIF Liab., Prop, Flood Ins.	7,871	7,957	9,597	9,597	9,270
000-6300-6860	Contract Services	556	32,896	70,000	70,000	44,400
000-6300-8015	Technology Maintenance	766	1,497	1,000	1,000	2,000
Total Operation		281,622	277,224	311,139	311,139	265,770
001-6300-6972	Photocopier Lease	2,946	3,830	4,200	4,200	4,200

TOTAL DEPARTMENT		284,568	281,054	315,339	315,339	269,970
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000-6300-3510	Water Fund Allocation - 34%	(105,374)	(94,256)	(105,787)	(105,787)	(90,362)
000-6300-3420	Sewer Fund Allocation - 28%	(71,282)	(77,623)	(87,119)	(87,119)	(74,416)
General Fund Cost Allocation - 38%		104,966	105,345	118,233	118,233	100,993

¹ Salaries: Includes 0.25 FTE (Admin Asst), base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

**Detail - Storm Water Management
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
001-6530-6050	Misc Supplies/Services	50	517	1,000	1,000	1,000
001-6530-6060	Training/Conferences	-	-	2,000	2,000	2,000
001-6530-6070	Dues / Subscriptions ¹	14,347	19,629	26,000	26,000	28,000
001-6530-6860	Contract Services	40,913	42,488	50,000	50,000	44,400
TOTAL DEPARTMENT		55,310	62,634	79,000	79,000	75,400

¹ Dues/Subscriptions for State Water Resources Control Board \$3,000, Russian River Water Shed \$23,000

**Detail - Village Mobile Home Park
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6130-6050	Misc Supplies/Services	-	-	-	-	-
000-6130-6310	Litigation Expense	-	-	-	-	-
000-6130-6860	Contract Services	58,600	-	-	-	-
000-6130-8012	Electric Repairs	-	-	-	-	-
TOTAL DEPARTMENT		58,600	-	-	-	-

000-6130-3510	Water Fund Allocation - 9%	(5,400)	-			
000-6130-3420	Sewer Fund Allocation - 9%	(5,400)	-			
General Fund Cost Allocation - 82%		47,800	-			

THIS COST CENTER HAS BEEN MOVED TO NON-DEPARTMENTAL

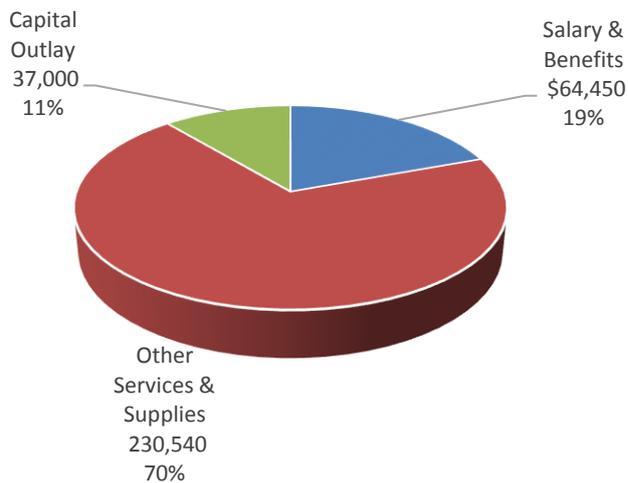
SUMMARY - RECREATION & COMMUNITY SERVICES

FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 2016-17
Ives Pool Reimbursement	\$ 30,000	\$ 30,000
General Fund	286,769	301,990
TOTAL REVENUE	\$ 316,769	331,990

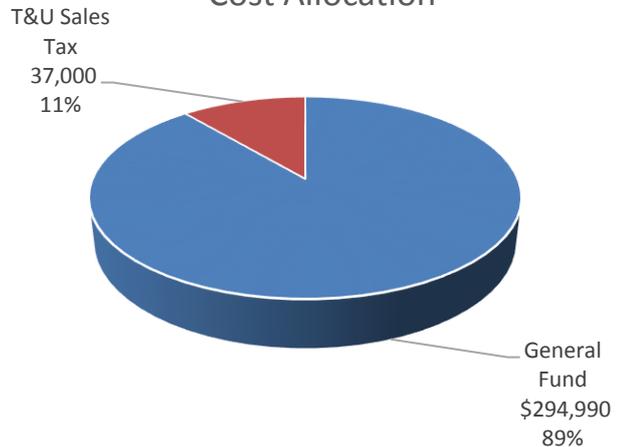
EXPENSE	2013-14 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a (.6 FTE)	48,730	55,213	64,450	9,237	16.7%
Communications	-	500	-	(500)	-100.0%
Services & Supplies	11,184	10,700	6,000	(4,700)	-43.9%
Training/Meetings	-	-	-	-	
Dues & Subscriptions	-	-	-	-	
Utilities	56,695	47,000	47,000	-	0.0%
Contract Services	-	5,700	7,900	2,200	
REMIF Insurance	1,954	2,356	2,840	484	20.5%
Miscellaneous/Others Expenses	44,803	45,100	166,800	121,700	269.8%
Capital Outlay	57,176	150,200	37,000	(113,200)	-75.4%
TOTAL EXPENSE	\$ 220,541	\$ 316,769	\$ 331,990	\$ 15,221	4.8%

^a Salaries: Includes 1.5 hours restored from furlough, base pay, longevity pay, education incentive pay
 Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Community Center Expenditures



Cost Allocation



**Detail - Ives Pool
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6385-6010	Salaries ¹ (.30 FTE)	23,892	20,459	21,866	21,866	22,550
000-6385-6023	Benefits ²	10,273	9,101	11,708	11,708	11,100
000-6385-6025	Communications	-	-	500	500	-
000-6385-6046	Pool / Generator Chemicals	6,533	4,292	4,300	4,300	4,300
000-6385-6047	Chlorinator, Boiler, Stantrol & Repairs	-	-	500	500	500
000-6385-6048	Maintenance & Fees	12,516	9,211	9,000	9,000	15,000
000-6385-6330	Utilities	30,436	39,561	32,000	32,000	32,000
000-6385-6425	REMIF Liab., Prop, Flood Ins.	3,194	1,954	2,356	2,356	2,840
000-6385-6860	Contract Services	-	-	2,000	2,000	7,900
Total Operation		86,844	84,578	84,230	84,230	96,190
001-6385-6048	Solar Panel Invertor Equip	7,378	-	12,000	12,000	-
001-6385-6049	Chlorine Generator	-	-	-	-	-
001-6385-6896	Shower Hot Water Heater	14,873	6,479	-	-	-
001-6385-6908	Pool Resurfacing	95,330	-	-	-	-
001-6385-6941	Pool Heater	7,728	45,500	-	-	-
001-6385-6943	Exterior Painting of Building	11,980	-	-	-	-
Total Capital Outlay		137,289	51,979	12,000	12,000	-
TOTAL DEPARTMENT		224,133	136,557	96,230	96,230	96,190

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

Detail - Community Center *
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6390-6010	Salaries ¹ (.40 FTE)	9,262	11,851	13,809	13,809	18,300
000-6390-6023	Benefits ²	7,682	7,319	7,830	7,830	12,500
000-6390-6050	Misc Supplies/Services	10,284	11,184	10,700	10,700	6,000
000-6390-6060	Utilities	16,366	17,134	15,000	15,000	15,000
000-6390-6860	Contract Services	-	-	3,700	3,700	-
000-6391-6861	Contribution to Operations	10,000	11,300	11,300	11,300	127,000
000-6391-6861	Concert Series	-	20,000	20,000	20,000	20,000
Total Operation		53,594	78,787	82,339	82,339	198,800
001-6391-8027	Exterior Paint	1,345	146	-	-	-
001-6391-8028	Floor Scrubber (cleaner)	-	-	-	-	5,000
001-6391-8029	Entrance Arbor	1,011	110	-	-	-
001-6391-8030	Reception Area	4,339	3,474	78,000	78,000	-
001-6391-8031	Restroom Upgrade	2,695	1,260	50,200	50,200	-
001-6391-8032	Kitchen Upgrade	1,896	207	-	-	30,000
001-6391-8033	Youth Annex Paint/Flooring	8,920	-	10,000	10,000	-
001-6391-8033	Tile Repairs Youth Annex	-	-	-	-	2,000
001-6391-8034	Landscape Material Comm Cntr	-	-	-	-	-
Total Capital Outlay		20,206	5,197	138,200	138,200	37,000
TOTAL DEPARTMENT		73,800	83,984	220,539	220,539	235,800

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).

² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

* Includes Community Center, Youth Annex, Garzot Building, Barbank Farm, Museum

**Detail - Non Departmental
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
000-6120-6012	MOUs Vacation In Lieu Pay	25,000	25,000	25,000	25,000	25,000
000-6120-6012	Accrual In Lieu Pay	144,025	75,104	62,600	15,000	45,000
000-6120-6054	Property Tax Administration	16,614	14,982	17,500	17,500	17,500
000-6120-6075	Employee Award Luncheons	1,781	1,962	2,000	2,000	2,500
000-6120-6600	Auditing, CAFR ¹	23,350	24,150	25,000	25,000	28,750
000-6120-6601	State Mandated Reimbursement	2,250	1,150	3,000	3,000	3,000
000-6120-6602	GASB 45 Triennial Audit	2,000	-	-	-	-
000-6120-6860	Contract Services ²	47,800	-	185,000	175,000	150,200
000-6120-6865	Beverage Container Program	-	-	5,000	5,000	5,000
TOTAL		262,820	142,348	325,100	267,500	276,950
000-6120-3510	Water Fund Cost Allocation - 9%	(23,654)	(12,811)	(29,259)	(24,075)	(24,926)
000-6120-3420	Sewer Fund Cost Allocation - 9%	(23,654)	(12,811)	(29,259)	(24,075)	(24,926)
General Fund Cost Allocation - 82%		215,512	116,726	266,582	219,350	227,099
000-6120-6600	Auditing, CAFR ¹					
	Annual financial audit	25,000				
	Outside Review	3,750				
	Total	28,750				
000-6120-6860	Contract Services ²					
	VMHP Contract	75,000				
	FY15/16 Carryover Website Cost	10,000				
	Annual Homeless Count Contribution	5,000				
	Cooling unit for server room	5,000				
	Council Chairs	3,700				
	Outside I.T Support	51,500				
	Total	150,200				

Successor Agency

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 ADOPTED BUDGET	\$ INC/ (DEC)
OPERATING REVENUE				
Property Tax - RPTTF	\$ 651,502	\$ 575,247	\$ 577,789	\$ 2,542
Administrative Revenue	250,000	250,000	250,000	-
TOTAL REVENUE	\$ 901,502	\$ 825,247	\$ 827,789	\$ 2,542
OPERATING EXPENSES				
Administrative Expenses - City	\$ 250,000	\$ 250,000	\$ 250,000	\$ -
Administrative Expenses - Housing	150,000	150,000	150,000	-
Debt Service - Principal	330,000	340,000	355,000	15,000
Debt Service - Interest	105,396	83,222	70,764	(12,458)
Contract Services	2,025	2,025	2,025	-
TOTAL OPERATING EXPENSE	\$ 837,421	\$ 825,247	\$ 827,789	\$ 2,542
NET BUDGET RESULT	\$ 64,081	\$ -	\$ -	\$ -
Addition/(Use) of Reserves	\$ 64,081	\$ -	\$ -	
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	

Successor Agency Budget Analysis

Account Number	Description	2013/14 Actuals	2014/15 Actuals	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
950-4925	Administrative Revenue	250,000	250,000	250,000	250,000	250,000
950-4950	RPTTF Distribution	425,920	651,502	575,247	575,247	577,789
Total		675,920	901,502	825,247	825,247	827,789
950-6091-6560	Debt Service - Principal	320,000	330,000	340,000	340,000	355,000
950-6090-6560	Debt Service - Interest	103,670	105,396	83,222	83,222	70,764
950-6095-6560	Trustee Fees	2,250	2,025	2,025	2,025	2,025
950-6950-6565	S.A Housing Entity	-	150,000	150,000	150,000	150,000
950-6950-8023	Successor Agency Administrative	250,000	250,000	250,000	250,000	250,000
Total		675,920	837,421	825,247	825,247	827,789

Debt Service

The City record and disbursement of monies used to repay of annual principal and interest, fees, anticipated new debt, and administrative fees on city issued debt. Transaction Sales Tax Fund accounts for the payment of debt service on the City's General Obligation. The Utility Fund accounts for all debt associated with the Water utilities activity. These debts account for the accumulation of resources and payment of general long-term debt principal.

Infrastructure Lease

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.

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.

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.

With the lease payment ending for the 2013 Vactor truck purchased through a lease option in 2008, and to ensure efficiency, greater flexibility for staff and reduce the wear and tear of utilizing one vehicle; the City will be purchasing the second Vactor truck in FY16/17 as the Public Works Department has determined that it's necessary to serve as a backup and rotating usage between the two vehicles. The City's adopted budget assumes the purchase of the second Vactor vehicle in the form of a lease payment. The lease term is 84 months with the annual payment of \$40,700. The lease will be paid in full in approximately June 30, 2023.

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.

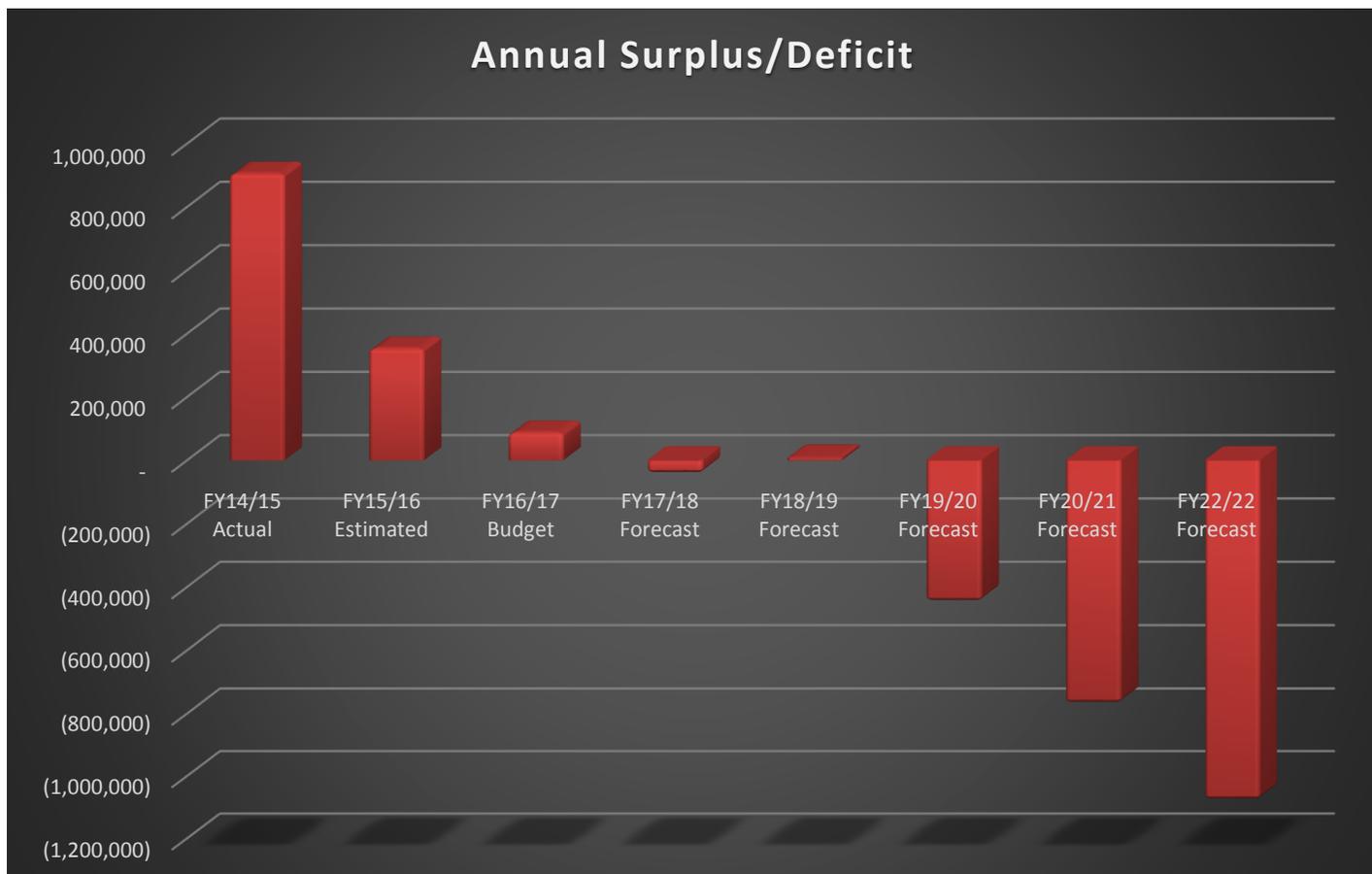
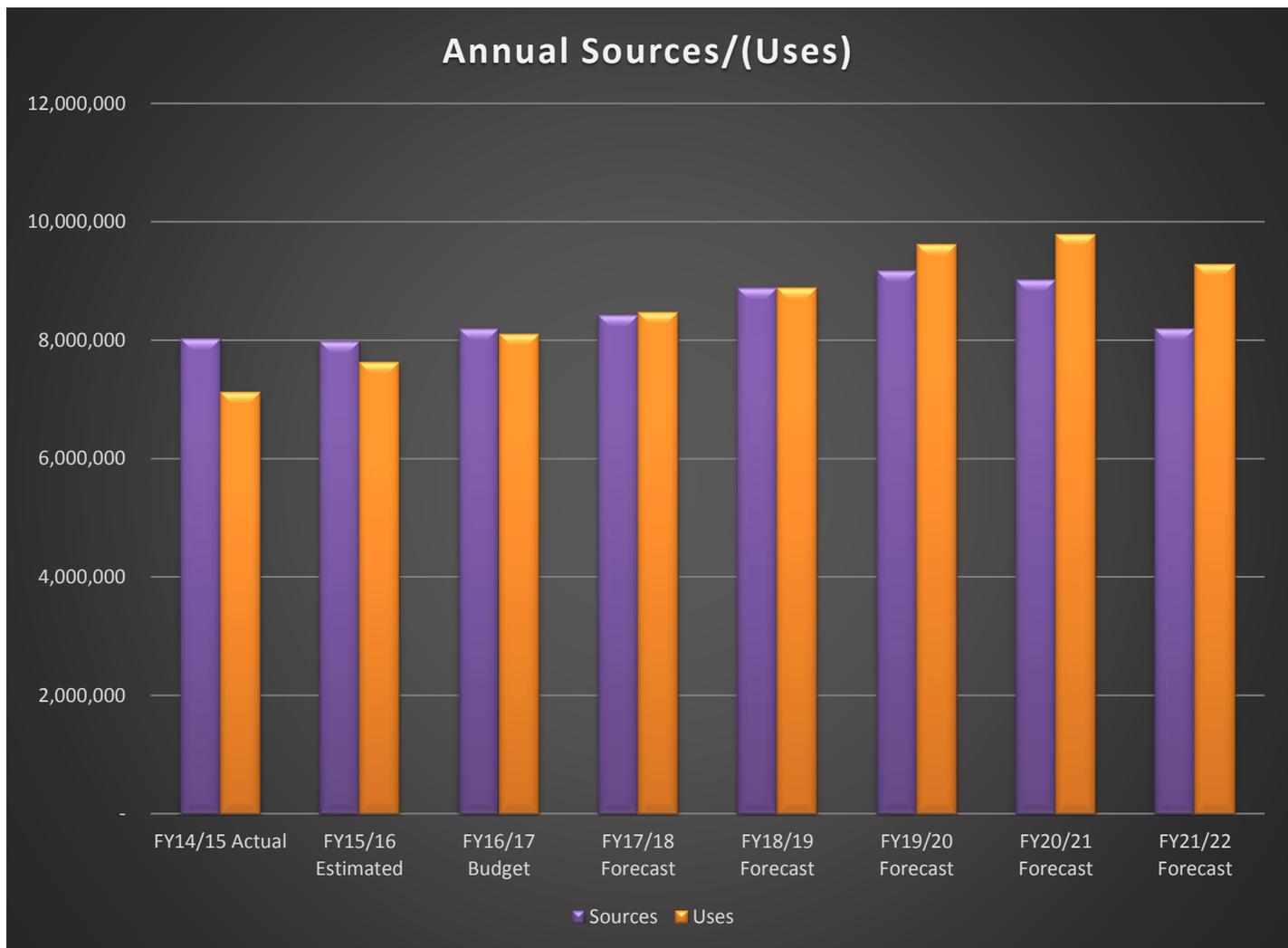
Debt Service Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
<i>Infrastructure Lease Financing of 2006 (PIF 6/8/2026) Due June & December</i>						
001-6091-6515	Solar /Streets Prin 27.08%	31,748	34,732	36,656	36,656	38,456
001-6090-6515	Solar /Streets Int 27.08%	29,607	26,622	24,698	24,698	30,677
420-6091-6515	Sewer Principal 27.78%	32,568	35,630	37,604	37,604	39,450
420-6090-6515	Sewer Interest 27.78%	30,372	27,311	25,337	25,337	23,491
510-6091-6515	Water Principal 31.25%	36,636	40,081	42,301	42,301	44,378
510-6090-6515	Water Interest 31.25%	34,166	30,722	28,501	28,501	35,401
860-6091-6515	Skate Park Prin 13.89%	16,284	17,815	18,802	18,802	19,725
860-6090-6515	Skate Park Int 13.89%	15,186	13,655	12,668	12,668	15,735
Total Infrastructure Lease		226,567	226,568	226,568	226,568	247,313
<i>Village Mobile Home Park (PIF 7/1/2027) Due January and July</i>						
001-6091-6516	Lease Principal	33,196	34,842	33,292	34,009	37,467
001-6090-6516	Lease Interest	31,389	29,743	33,292	30,576	27,118
Total Village MHP Lease Purchase		64,585	64,585	66,584	64,585	64,585
<i>CREBS Solar Panel Lease (PIF 12/16/2023) Due December</i>						
001-6091-6517	Lease Principal 47.41%	46,267	46,267	46,267	46,267	46,267
008-6091-6517	Lease Principal 20.80%	20,299	20,299	20,299	20,299	20,299
510-6091-6517	Lease Principal 31.79%	31,023	31,024	31,023	31,023	31,024
Total CREBS Lease		97,589	97,589	97,589	97,589	97,589
<i>Velocity Pumper Fire Engine Lease (PIF 9/15/2015) Due March and September</i>						
001-6091-6916	Lease Principal	126,001	133,885	65,409	65,409	-
001-6090-6916	Lease Interest	13,092	5,208	4,137	4,137	-
Total Fire Engine Lease		139,093	139,093	69,546	69,546	-
<i>Vacuum Truck Lease (PIF 6/30/2023) Due June</i>						
001-6091-6921	Sales Tax Principal 25%	5,752	6,308	6,605	6,308	8,588
001-6090-6921	Sales Tax Interest 25%	1,165	609	312	609	1,588
420-6091-6921	Sewer Principal 50%	11,503	12,615	13,210	12,615	17,175
420-6090-6921	Sewer Interest 50%	2,331	1,219	624	1,219	3,177
510-6091-6921	Water Principal 25%	5,752	6,308	6,605	6,308	8,588
510-6090-6921	Water Interest 25%	1,165	609	312	609	1,588
Total Vacuum Truck Lease		27,668	27,668	27,668	27,668	40,703
<i>Dump Truck (PIF 2/9/2014) Due February</i>						
420-6091-6951	Truck Principal 50%	6,920	-	-	-	-
420-6090-6951	Truck Interest 50%	498	-	-	-	-

Debt Service
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Adopted Budget
510-6091-6951	Truck Principal 50%	6,920	-	-	-	-
510-6090-6951	Truck Interest 50%	498	-	-	-	-
Total Dump Truck Lease		14,836	-	-	-	-
<i>Energy Conservation Loan (PIF 12/22/2014) Due June and December</i>						
001-6091-7068	Sales Tax Principal 67.74%	24,062	13,004	13,004	13,004	-
001-6090-7068	Sales Tax Interest 67.74%	2,533	293	293	293	-
511-6091-7068	Water CIP Prin 32.26%	11,459	6,193	6,193	6,193	-
511-6090-7068	Water CIP Interest 32.26%	1,207	140	140	140	-
Total Energy Conservation Loan		39,261	19,630	19,630	19,630	-
<i>Well 6 Arsenic Treatment State Revolving Loan (5 Year Loan beginning Sept. 2014)</i>						
511-6091-6363	Water CIP Principal	-	-	78,825	78,825	80,478
511-6090-6363	Water CIP Interest	-	638	8,161	8,161	6,509
Total Water System Loan		-	638	86,986	86,986	86,986
<i>Well 7 Arsenic Treatment Muni Services Loan (20 Year Loan beginning Sept. 2014)</i>						
511-6091-6364	Water CIP Principal	-	-	39,882	39,882	41,517
511-6090-6364	Water CIP Interest	-	-	49,200	49,200	47,565
Total Water System Loan		-	-	89,082	89,082	89,082
TOTAL DEBT SERVICE		609,599	575,772	683,653	681,654	626,258

FINANCIAL FORECAST SUMMARY



City of Sebastopol, CA
General Fund/Transaction & Use Tax Fund History and Forecast
FY 2010/11 Through 2021/22

	Actual FY 10/11	Actual FY 11/12	Actual FY 12/13	Actual FY 13/14	Actual FY 14/15	Estimated FY 15/16	Budget FY 16/17	Forecast FY 17/18	Forecast FY 18/19	Forecast FY 19/20	Forecast FY 20/21	Forecast FY 21/22
Revenues:												
Property Taxes	\$ 1,666,583	\$ 2,166,875	\$ 2,201,954	\$ 2,024,751	\$ 2,043,313	\$ 2,113,500	\$ 2,185,500	\$ 2,218,283	\$ 2,251,557	\$ 2,296,588	\$ 2,342,520	\$ 2,389,370
Sales & Use Tax	1,326,892	1,330,282	1,606,184	1,642,919	1,668,410	1,503,500	1,710,600	1,779,024	1,850,185	1,922,342	1,989,624	2,059,261
Measure T - 1/4 cent	466,684	520,394	610,069	556,276	608,379	609,000	630,900	657,398	685,009	713,779	738,761	764,618
Measure Y - 1/2 cent	-	-	470,565	884,869	1,233,105	1,215,000	1,257,150	1,309,950	1,364,968	1,422,297	1,056,797	-
Utility User Tax	359,510	304,796	334,739	354,011	383,957	510,000	525,000	538,125	538,125	551,578	565,367	579,501
Transit Occupancy Tax	269,985	300,937	329,577	359,892	482,164	450,000	450,000	463,500	718,425	754,346	792,063	831,666
Franchise Fees	303,180	294,232	308,977	315,587	320,082	307,500	312,450	318,699	325,073	331,574	338,205	344,969
Licenses & Permits	370,071	321,279	364,654	290,027	314,693	415,500	285,500	294,065	299,946	307,445	316,668	326,168
Fines & Forfeitures	94,596	174,613	124,942	117,357	158,380	107,000	98,750	99,738	100,735	101,742	102,759	103,787
Interest & Rents	49,029	49,179	89,775	44,675	62,104	57,215	56,750	57,318	57,891	58,470	59,055	59,646
Intergovernmental	124,845	111,460	105,871	101,293	154,233	106,500	90,500	91,405	92,319	93,242	94,174	95,116
Charges for Current Services	326,337	262,749	269,792	279,699	249,005	187,770	170,020	175,121	178,623	183,982	189,501	195,186
Community Center Fees	46,398	34,080	37,466	54,572	39,837	40,000	40,000	40,800	41,616	42,448	43,297	44,163
Miscellaneous/Other Income	6,067	270,295	520,289	270,265	305,454	256,500	257,500	262,650	267,903	273,261	278,726	284,301
Total Revenues	\$ 5,410,177	\$ 6,141,171	\$ 7,374,854	\$ 7,296,193	\$ 8,023,116	\$ 7,878,985	\$ 8,070,620	\$ 8,306,076	\$ 8,772,375	\$ 9,053,094	\$ 8,907,517	\$ 8,077,752
Transfers In:												
Transfers In:	244,658	30,158	32,591	26,186	-	101,500	116,161	116,161	116,161	116,161	116,161	116,161
Total Transfers In	\$ 244,658	\$ 30,158	\$ 32,591	\$ 26,186	\$ -	\$ 101,500	\$ 116,161	\$ 116,161	\$ 116,161	\$ 116,161	\$ 116,161	\$ 116,161
Total Resources Available: (Revenues & Transfers In)	\$ 5,654,835	\$ 6,171,329	\$ 7,407,445	\$ 7,322,379	\$ 8,023,116	\$ 7,980,485	\$ 8,186,781	\$ 8,422,237	\$ 8,888,536	\$ 9,169,255	\$ 9,023,678	\$ 8,193,913
Growth %:	6.12%	9.13%	20.03%	-1.15%	9.57%	-0.53%	2.59%	2.88%	5.54%	3.16%	-1.59%	-9.20%

Continued on next Page

City of Sebastopol, CA

General Fund/Transaction & Use Tax Fund History and Forecast

FY 2010/11 Through 2021/22

	Actual FY 10/11	Actual FY 11/12	Actual FY 12/13	Actual FY 13/14	Actual FY 14/15	Estimated FY 15/16	Budget FY 16/17	Forecast FY 17/18	Forecast FY 18/19	Forecast FY 19/20	Forecast FY 20/21	Forecast FY 21/22
Department Expenditures:												
City Council	60,966	89,060	107,319	224,582	183,488	195,443	187,788	220,495	232,439	245,155	258,692	271,439
City Manager	184,750	127,269	69,748	117,405	101,568	164,802	215,488	211,087	222,175	229,923	237,098	241,165
City Attorney	158,862	143,309	229,079	370,426	142,329	106,168	126,058	132,242	139,203	144,512	149,595	152,416
City Clerk	-	109,355	146,499	163,131	188,523	224,059	244,793	246,532	260,204	283,634	272,457	277,561
Finance	65,883	65,633	120,675	125,182	107,830	129,377	152,425	148,818	157,269	164,748	169,096	172,756
Planning	116,996	186,605	269,322	274,104	535,423	571,372	521,678	538,262	567,627	585,372	600,787	612,220
Building	157,479	155,308	154,581	158,756	169,503	171,113	179,964	187,576	197,839	202,294	205,392	208,175
Police	2,981,474	2,896,453	2,947,930	3,025,970	3,222,751	3,522,585	3,723,981	3,850,585	4,092,956	4,212,832	4,300,451	4,380,043
Fire	581,350	592,213	574,657	545,700	690,609	782,740	873,505	900,564	930,897	953,223	974,298	952,434
Public Works	562,007	530,081	432,326	993,406	890,204	916,254	969,746	957,418	1,012,675	1,051,148	1,087,090	1,115,566
Community Center	184,553	110,871	108,734	130,438	265,747	316,769	331,990	348,078	366,213	383,289	400,767	410,755
Other General Gov't (Non-Dpt)	110,907	41,047	55,843	214,050	116,726	219,350	227,099	238,454	250,377	262,896	276,041	281,562
Debt Service	165,413	298,535	298,544	298,544	285,247	250,668	190,161	190,161	190,161	190,161	190,161	190,161
Total Department Expenditures	5,330,640	5,345,739	5,515,257	6,641,694	6,899,948	7,570,700	7,944,676	8,170,272	8,620,035	8,909,187	9,121,925	9,266,253
Other Expenditures:												
City Vehicles/Facilities	-	-	-	-	-	-	-	140,000	104,750	552,000	515,000	-
Total Other Expenditures	-	-	-	-	-	-	-	140,000	104,750	552,000	515,000	-
Transfers Out:												
Others - Overage of AD & GT	185,352	85,139	51,531	49,215	67,394	6,535	4,305	4,391	4,479	4,569	4,660	4,753
Others - Streets Pavement Reserve	100,000	-	150,000	150,000	150,000	50,000	150,000	150,000	150,000	150,000	150,000	150,000
Others - CIP	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers Out	285,352	85,139	201,531	199,215	217,394	56,535	154,305	154,391	154,479	154,569	154,660	4,753
Total Resources Used: (Departmental, Other Expenditures & Transfers Out)	\$ 5,615,992	\$ 5,430,878	\$ 5,716,788	\$ 6,840,909	\$ 7,117,342	\$ 7,627,235	\$ 8,098,981	\$ 8,464,663	\$ 8,879,264	\$ 9,615,756	\$ 9,791,585	\$ 9,271,006
Net Results of Operations: (Total Resources Available less Total Resources Used)	\$ 38,843	\$ 740,451	\$ 1,690,657	\$ 481,470	\$ 905,774	\$ 353,250	\$ 87,800	\$ (42,426)	\$ 9,272	\$ (446,501)	\$ (767,907)	\$ (1,077,093)
Contribution/(Uses) of Reserves:				\$ 1,205,000	\$ 715,774	\$ 353,250	\$ 87,800	\$ (42,426)	\$ 9,272	\$ (446,501)	\$ (767,907)	\$ (1,077,093)
Total Annual Surplus/(Deficit): (Net Results of Operations & Contribution to Reserves)	\$ 38,843	\$ 740,451	\$ 1,690,657	\$ (723,530)	\$ 1,621,548	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Policy Reserve Level (15% to 20%) \$ 817,587 \$ 769,851 \$ 812,737 \$ 981,355 \$ 1,604,623 \$ 1,596,097 \$ 1,637,356 \$ 1,684,447 \$ 1,777,707 \$ 1,833,851 \$ 1,804,736 \$ 1,638,783
Reserves Balance \$ 1,205,000 \$ 1,920,774 \$ 2,274,024 \$ 2,361,824 \$ 2,319,398 \$ 2,328,670 \$ 1,882,169 \$ 1,114,262 \$ 37,169
 Actual Reserve Level 16.5% 23.9% 28.5% 28.8% 27.5% 26.2% 20.5% 12.3% 0.5%

ADOPTED FTE STAFFING SUMMARY

Budgeted Staffing	FY 2015/16 Amended	Add	Delete	FY 2016/17 Adopted
<u>City Council</u>				
Council Members	5			5
Video Recorder	1			1
Total	6			6
<u>City Manager/Clerk</u>				
City Manager ¹	1			1
City Clerk	1			1
Total	2			2
<u>City Attorney</u>				
City Attorney ¹	1			1
<u>Finance</u>				
Finance Director	1			1
Office Assistant	1			1
Junior Accountant	2			2
Total	4			4
<u>Building Inspection</u>				
Building Official	1			1
Senior Administrative Assistant ²	0.5			0.5
Total	1.5			1.5
<u>Planning</u>				
Planning Director	1			1
Assistant Planner	1			1
Senior Administrative Assistant	0.76			0.76
Total	2.76			2.76
<u>Fire Services</u>				
Fire Chief	1			1
Senior Administrative Assistant ²	0.5			0.5
Volunteers	32			32
Total	33.5			33.5

ADOPTED FTE STAFFING SUMMARY

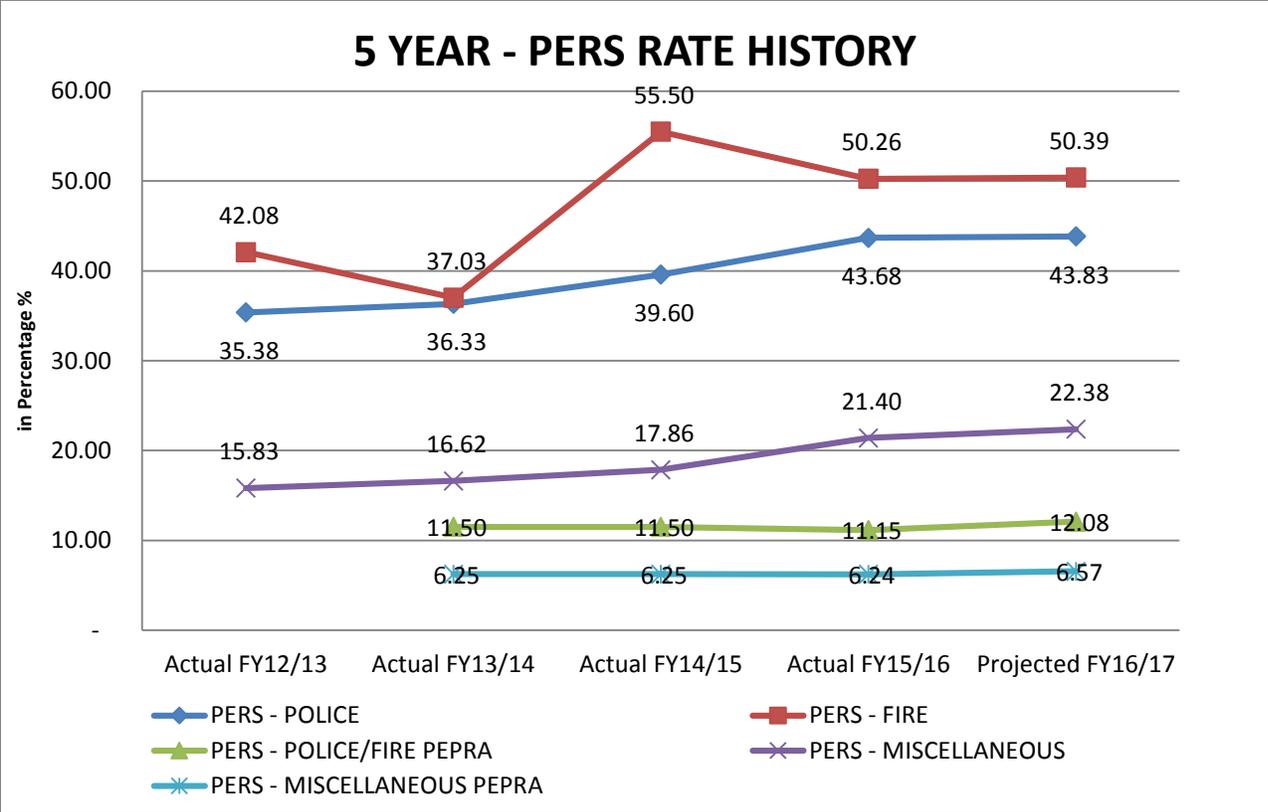
Budgeted Staffing	FY 2015/16 Amended	Add	Delete	FY 2016/17 Adopted
<u>Police Services</u>				
Police Chief	1			1
Captain	1			1
Sergeants	4			4
Officers	10			10
Dispatcher Supervisor	0.5			0.5
Dispatchers	5			5
Technician	0.75			0.75
Aide	1			1
Reseves	11			11
Total	34.25			34.25
<u>Public Works</u>				
Superintendent	1			1
Assistant Superintendent	1			1
Engineering Manager	1			1
Senior Administrative Assistant	1			1
Administrative Assistant	0	0.5		0.5
Water Treatment Operator	1			1
Senior Maintenance Worker	1			1
Maintenance Worker III	1			1
Maintenance Worker II	1			1
Maintenance Worker II	1			1
Maintenance Worker I	1			1
Maintenance Worker I	1			1
Laborer	3	1		4
Total	14	1.5	0	15.5
Grand Total	99.01	1.5	0	100.51

¹ Designate one employee holding two positions

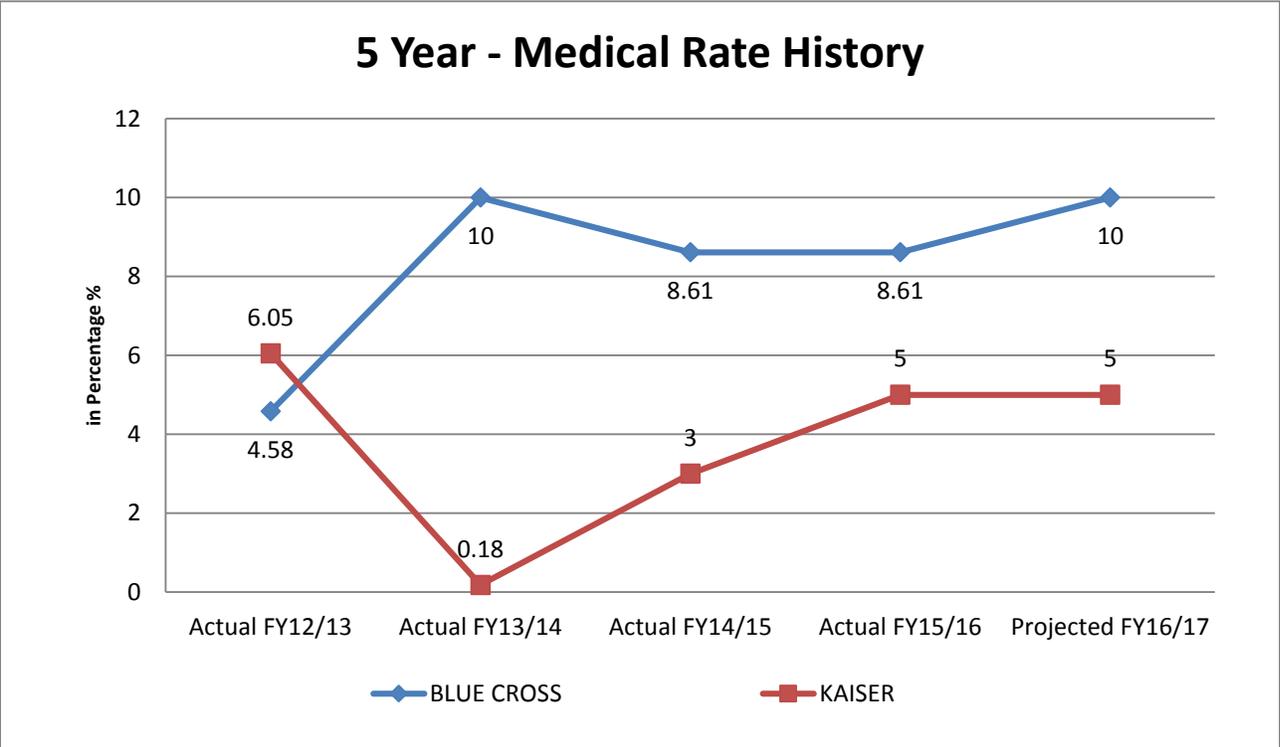
² Designate employee sharing between departments

ADOPTED OVERHEAD ALLOCATION

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



Sources: PERS Actuarial Report



Appropriations Limit Worksheet For the Year Ending June 30, 2017

Appropriations limit for fiscal year ending June 30, 2016	\$ 13,371,591
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Adjustment factors for the fiscal year ending
June 30, 2016

Inflation Factor	1.0537
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Population Factor	1.0033
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Adjustment Factor	<u>1.05717721</u>
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Appropriations limit for fiscal year ending June 30, 2017	<u><u>\$ 14,136,141</u></u>
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Appropriations Limit:

State Law requires the annual calculation of the City's Appropriations (Gann) Limit, and the City's practice is to include the annual calculation and adoption at the same time as it reviews and approves the Budget. Staff has calculated the Fiscal Year 2016-2017 Limit at \$14,136,141

City of Sebastopol
GENERAL FINANCIAL POLICIES

City Council Policy #69

Adopted August 7, 2001

As Amended by the City Council at their meeting of June 1, 2010 (approved by Minute Order #2010-095)

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The following Financial Policies are established to see that the City's finances are managed in a manner which will (1) continue to provide for the delivery of quality of services, (2) maintain and enhance service delivery as the community grows in accordance with the General Plan, (3) guarantee a balanced budget annually assuring that the City is always living within our means, and (4) establish reserves necessary to meet known and unknown future obligations. To achieve these goals the following Financial Policies are adopted which include General Policies, Revenue Policies, Cost of Services Policies, Reserve Policies, Expenditure and Budgeting Policies, Debt Policies and Capital Improvement Policies.

A. General Policies:

- The City will manage its financial assets in a sound and prudent manner.
- The City will maintain sound financial practices in accordance with State law, and direct its financial resources toward meeting the City's long-term goals.
- The City will maintain and further develop programs to assure its long-term ability to pay all the costs necessary to provide the level and quality of service required by its citizens.
- The City will maintain accounting systems in conformance with generally accepted accounting principles.
- The City will establish and maintain investment policies in accordance with State laws that stress safety and liquidity over yield.
- The City Council will not approve any non-budgeted non-emergency discretionary general fund expenditures without identifying corresponding general fund expenditure reductions or offsetting additional revenues. The City Council may waive this policy if they deem the expenditure to be of significant public benefit or when the City's reserve goals, as stated within these policies, have been attained.

B. Revenue Policies:

- The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue.
- The City will aggressively pursue revenue collection and auditing to assure that monies due the City are accurately received in a timely manner.
- The City will seek Federal and State grants to provide for recognized needs at an acceptable cost.
- The City will seek reimbursements for State mandated costs whenever possible.

- The City will investigate potential new revenue sources, particularly those which will not add to the tax burden of residents or local businesses.
- The City will work proactively with the League of California Cities and local communities to monitor legislation that may impact the City financially.
- The City will avoid targeting revenues for specific purposes whenever possible.
- The City will review user fees and charges and attempt to set them as close as possible to the cost of providing services, except as provided by the City Council's specific direction.
- The City will impose user fees when appropriate.
- The City will adopt user fees with appropriate levels of cost recovery.
- The fees and charges will be set at a level that fully supports the total direct and indirect cost of the activity, including administrative overhead and depreciation.
- The City will prepare quarterly financial reports of actual revenue received, for review by the City Council, to provide information on the status of the City's financial condition.
- The City will maintain and further develop methods to track major revenue sources and evaluate financial trends.

C. Cost of Services Policies:

- The City will recover the costs of new facilities and infrastructure necessitated by development, consistent with State law.
- The City will require large developments to prepare a fiscal analysis which measures direct and indirect costs and benefits to the City.

D. Reserve Policies

- The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations.
- The City will establish Specific Reserve Accounts which include but are not limited to designated reserves for the following:
 - Reserves for Accrued Liabilities:
 - Totally funded workers compensation reserve to provide for deductible costs.
 - Funding for 75% confidence level for estimated costs of retirees medical premium liability.
 - Reserve for sick leave and vacation liability equal to two-year average.
 - Reserves for Replacement of Facilities and Infrastructure:
 - Depreciation and replacement of vehicles and major equipment reserve.

- Capital maintenance and renovations of buildings, parks, and landscaping.
- Reserve for street capital maintenance.
- Reserves for Cash Flow Purposes:
- Reserve for Economic Uncertainties equal to at least 15% of General Fund Reserves with an eventual goal of 20% of General Fund Revenues.
- Liability Insurance reserve to provide for deductible costs and self insured retention.
- Reserve for litigation and legal defense costs.
- The City will not use reserves to fund operational expenses except when necessary for short term operational and organizational change.

E. Expenditure and Budgeting Policies:

- The operating budget will be prepared to fund current year expenditures with current year revenue. However, surplus fund balances may be used to increase reserves, fund Capital Improvement Projects or be carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
- The City will deliver service in the most effective manner, including utilizing the services of volunteers in areas where it is economically viable and operationally practical.
- The budget will fully account for and apportion all costs, fees, and General Fund transfers associated with the Enterprise Funds.
- All budget transfers require the approval of the City Manager or his designee.
- Budget transfers required to hire additional permanent personnel or capital expenditures in excess of \$10,000 require City Council's approval.
- The City will periodically update replacement and maintenance financing plan, and incorporate them into the Budget.

F. Debt Policies:

- The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers.
- The City will limit long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
- When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project.
- Except for extraordinary circumstances, the City will limit the debt ratio (debt guaranteed by the General Fund) to 10%. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

- Whenever possible, the City will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
- The City will not use long-term debt for current operations.
- The City will not use short-term borrowing to support routine operations, provided however, that it may be used to meet temporary cash flow needs.
- The City will maintain strong communications with bond rating agencies about the City's financial condition and will follow a policy of full disclosure on financial reports and bond prospectus.
- The City will strive to maintain or improve the City's bond rating.
- The City will utilize inter-fund loans when possible to reduce the cost of financing capital improvements.

DESCRIPTION OF FUNDS

General Fund: Accounts for all financial resources traditionally associated with governments, which are not required to be accounted for in another fund. The General Fund has no legal restrictions. Revenues generated are used to support city services such as police, fire, streets, parks and recreation.

Enterprise Funds: Consist of Water, and Sewer Funds:

- The Water Fund accounts for water production to City residents, including, but not limited to operations, maintenance, financing and related debt service, billing and collections.
- The Sewer Fund accounts for sewage disposal to City residents, including, but not limited to, operations, maintenance, financing and related debt service, and billing and collections.

Capital Projects Funds: Accounts for resources used for the acquisition or construction of capital facilities and infrastructure.

Special Revenue Funds: Accounts for revenues derived from specific revenue sources. These funds are required by statute or ordinance to finance particular functions or activities of government.

Debt Service Funds: Accumulates monies for payment of Tax Allocation Bonds, Certificates of Participation and other indebtedness. Financing is provided by a specific annual property tax increment, as well as lease revenues received from the City.

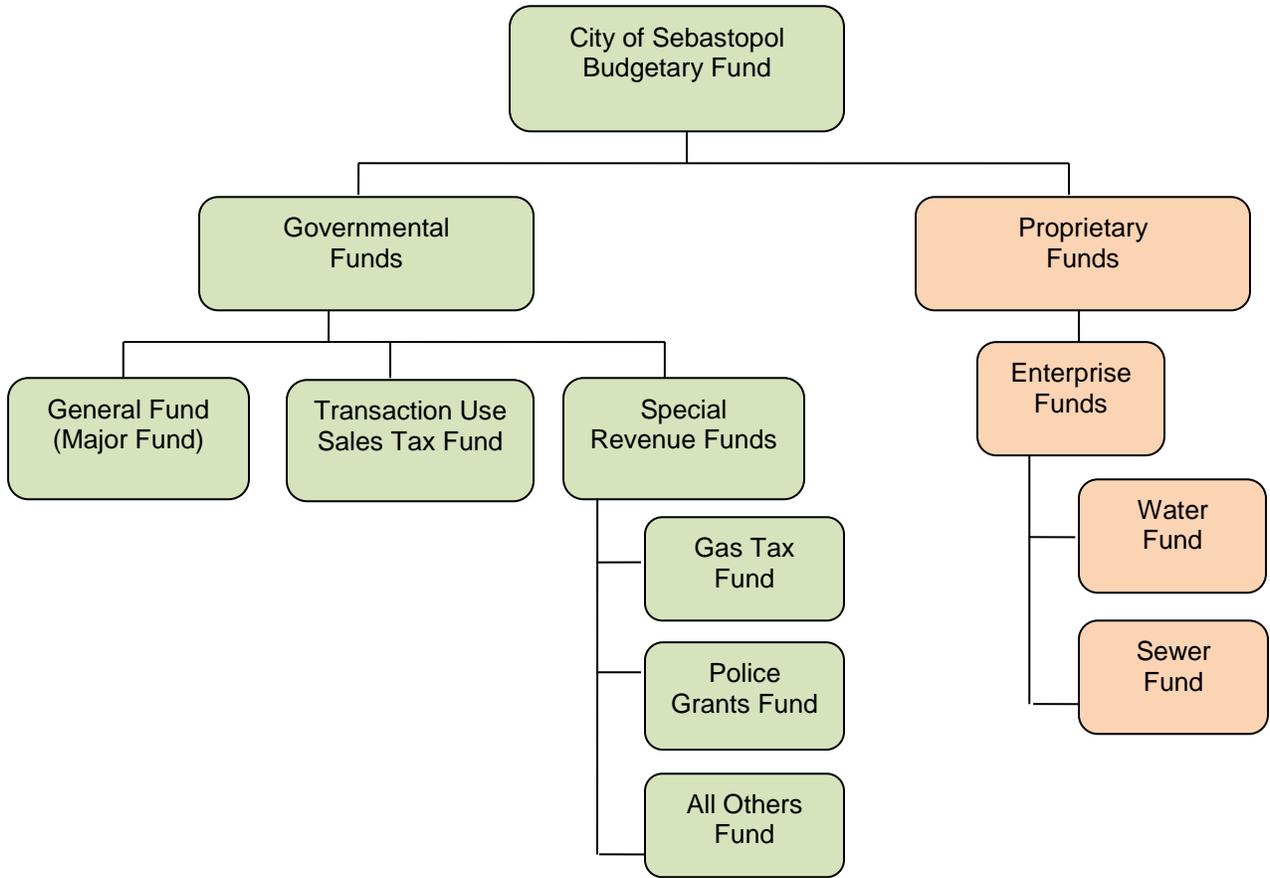
FUND STRUCTURE AND BASIS OF BUDGETING

In accordance with generally accepted principles, the City's financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary. The City's various funds are structured to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

The basis of accounting used for purposes of financial reporting is in accordance with generally accepted accounting principles (GAAP). The bases for each of the funds are not necessarily the same as the basis used in preparing the budget document. The City of Sebastopol used the modified accrual basis for budgeting. This basis is the method under which revenues and other financial resources are recognized when they become both "measurable" and available to finance expenditures of the current period. However, reconciling items are presented to convert the respective funds to the accounting basis used for financial reporting.

Budgets are prepared for each fund except the capital projects fund which adopt project-length projects and is effectively controlled at the project level.

Following is a discussion and a graphic presentation of the City's fund structure for budgeting:



FINANCIAL AND BUDGET TERMS

Adopted Budget - appropriations adopted by the City Council.

Adoption - formal action by the City Council, which sets the spending path for the fiscal year.

Appropriation - legal authorization given by the County Commission to make expenditures and incur obligations using County funds.

Assessed Value - the valuation of real property established by the Property Appraiser as a basis for levying taxes.

Bond - a special type of “loan” that provides funding for capital projects. Local governments are prohibited from borrowing funds to cover standard operating expenses.

Debt Service Budget - the debt service budget is money used to repay bond issues.

Enterprise Fund – the funding source for city agencies that are self-supporting, such as resource recovery facilities and water and wastewater facilities.

Fiscal Year - the 12-month financial period in which funds are appropriated and accounted for by the County, which begins October 1 and ends September 30 of the following year. A fiscal year is identified by the year in which it ends.

Fund - monies set aside and accounted for separately in order to ensure that the monies are spent for a specific purpose.

Fund Balance - the balance remaining after accounting for all liabilities and revenue incurred during that year, plus the previous year’s fund balance. It is calculated at the end of each fiscal year.

Mandated Service - required by State, Federal, County law, health and safety code of California, contractual obligations, legal and tort liabilities.

MOU - Memorandum of Understanding. A labor contract pursuant to state, law, the Meyers, Millias and Brown Act, between the City and a labor union or organized group of employees under which all conditions of employment are negotiated.

Operating Budget - a plan of financial operations that provides a basis for the planning, controlling, and evaluating the operational portion of governmental activities. The operating budget supports ongoing services and programs.

Property Tax base – total value of land and property upon which a taxing authority can levy taxes. The tax base is often different from the total property value in any area because some types of property, like schools and government facilities, are exempted from property taxes.

RESOLUTION NO. 6088

RESOLUTION OF THE COUNCIL OF THE CITY OF SEBASTOPOL APPROVING
AND ADOPTING THE OPERATING BUDGET FOR THE CITY OF SEBASTOPOL
FOR FISCAL YEAR 2016/2017

WHEREAS, the Budget Subcommittee has heretofore prepared and submitted to the City Council a proposed operating budget for the City of Sebastopol for the fiscal year 2016-17; and

WHEREAS, on June 7, 2016, the City Council has extensively considered the operating budget submitted by the Budget Subcommittee.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Sebastopol that the proposed operating budget for Fiscal Year 2016-17, is hereby approved and adopted as the operating budget for the City of Sebastopol for fiscal year 2016-17

IN COUNCIL DULY ADOPTED this 21st day of June, 2016.

Ayes: Councilmembers Eder, Slayter, Vice Mayor GLass and Mayor Gurney

Noes: None

Absent: Councilmember Jacob

Abstain: None

APPROVED: _____


Mayor Sarah Glade Gurney

ATTEST: _____


Mary Gourley, MMC, City Clerk

Approved as to Form: _____


Larry McLaughlin, City Attorney

RESOLUTION NO 6089

RESOLUTION OF THE COUNCIL OF THE CITY OF SEBASTOPOL
ESTABLISHING THE APPROPRIATIONS LIMIT FOR THE
CITY OF SEBASTOPOL FOR THE 2016-17 FISCAL YEAR
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIII B of the California Constitution (Proposition 4) provides for an annual appropriations limit for state and local governments beginning with the 1980-81 fiscal year, based on the 1978-79 appropriations, as adjusted for the changes in the cost of living or per capita personal income, population, and other specified factors; and

WHEREAS, implementing legislation, which became effective January 1, 1981, provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the year pursuant to Article III B at a regularly scheduled meeting or noticed special meeting; and

WHEREAS, local jurisdictions may select either the percentage change in California per capita personal income as reported by the California Department of Finance or the percentage change in the local assessment roll due to the addition of local nonresidential new construction.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sebastopol:

1. For fiscal year 2016-17, the City of Sebastopol hereby (a) elects the change in the California Per Capita Personal Income for calculating the inflation factor, and (b) elects the change in the County's population for calculating the population factor, necessary to determine the City's appropriation limit.
2. For the fiscal year 2016-17, the total annual appropriations subject to limitation as specified by Article XIII B of the Constitution of the State of California for the City of Sebastopol Budget shall be: \$14,136,141.

IN COUNCIL DULY PASSED this 21st day of June, 2016.

VOTE

Ayes: Councilmembers Eder, Slayter, Vice Mayor Glass and Mayor Gurney

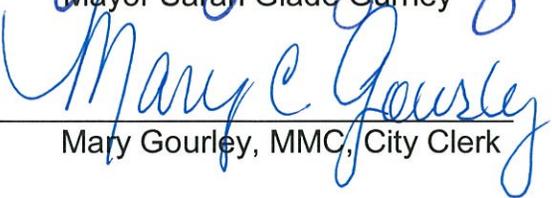
Noes: None

Absent: Councilmember Jacob

Abstain: None

APPROVED: 

Mayor Sarah Glade Gurney

ATTEST: 

Mary Gourley, MMC, City Clerk

Approved as to Form: 

Larry McLaughlin, City Attorney

RESOLUTION NO. 6090

RESOLUTION ADOPTING THE EXPENDITURE PLAN FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDING (SLESF) OR CITIZENS OPTIONS FOR PUBLIC SAFETY (COPS) FOR THE CITY OF SEBASTOPOL FISCAL YEAR BUDGET OF 2016/2017

WHEREAS, AB1584, originally enacted as part of the state budget in Fiscal Year 1996/97, established the Citizens' Options for Public Safety (COPS) Program, which is anticipated to be funded by the state for Fiscal Year 2016/2017; and

WHEREAS, the Council conducted a public hearing to consider recommendations for use of these funds as required by law; and

WHEREAS, estimated funds available under this program total \$100,000 and are required to be placed in a special revenue fund; and shall be allocated for expenditures listed in the 2016/2017 budget; and

WHEREAS, the 2016/2017 budget is included the anticipation of using the COPS funds as part of the Police Department's budget.

NOW, THEREFORE, BE IT RESOLVED that the Council approves the recommendation of the Chief of Police for use of the Supplemental Law Enforcement Services Funding or Citizens' Options for Public Safety Funds to continue to supplement one sworn officer position.

IN COUNCIL DULY APPROVED AND ADOPTED this 21st day of June, 2016.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by City of Sebastopol City Council following a roll call vote:

City of Sebastopol Council:

VOTE:

Ayes: Councilmembers Eder, Slayter, Vice Mayor Glass and Mayor Gurney

Noes: None

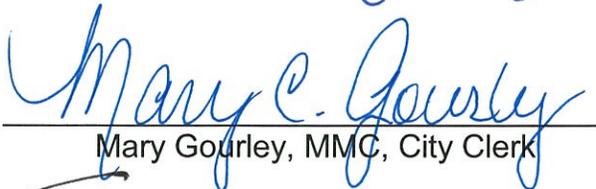
Absent: Councilmember Jacob

Abstain: None

Approved: _____


Mayor Sarah Glade Gurney

Attest: _____


Mary Gourley, MMC, City Clerk

Approved as to Form: _____


Larry McLaughlin, City Attorney

RESOLUTION NO .6091

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
APPROVING A CAPITAL IMPROVEMENT PROGRAM BUDGET
FOR FISCAL YEAR 2016-2017

WHEREAS, the City Council has conducted a Public Hearing on June 7, 2016 to consider a Capital Improvement Program Budget for Fiscal Year 2016-2017.

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby approves and adopts the Capital Improvement Plan Budget for fiscal year 2016-2017

IN COUNCIL DULY PASSED THIS 21st day of June 2016.

APPROVED:


MAYOR SARAH GLADE GURNEY

VOTE:

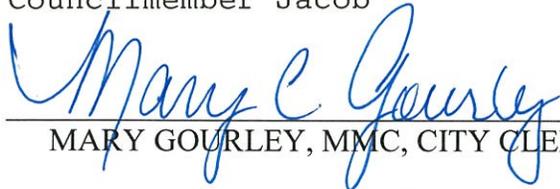
AYES: Councilmembers Eder, Slayter, Vice Mayor Glass and Mayor Gurney

NOES: None

ABSTAIN: None

ABSENT: Councilmember Jacob

ATTEST:


MARY GOURLEY, MMC, CITY CLERK

Approved as to Form:


Larry McLaughlin, City Attorney