

**CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT**

Meeting Date: June 21, 2016
To: Honorable Mayor and City Councilmembers
From: Ana Kwong – Finance Director
Subject: Proposed Fiscal Year 2016/17 Budget
Recommendation Review and Adopt FY 2016-2017 Proposed Budget
Funding: Currently Budgeted: XX Yes No N/A
Net General Fund Cost:
If Cost to Other Fund(s),
Fund:

INTRODUCTION: This item is to request that the City Council Adopt the Proposed Budget, beginning July 1, 2016 and ending June 30, 2017.

BACKGROUND: The City begins the budget process by identifying the budget subcommittee's five-members. The city appoints two Council members who serve on this committee, along with city staff (City Manager, City Clerk, and Finance Director). The City began its budget process in early January with the adoption of the budget schedule. The budget subcommittee held multiple public hearings and met with Department Directors to review their budget requests. After careful consideration, the budget subcommittee then presented the City Council with a balanced budget for review.

DISCUSSION: The proposed FY 16/17 budget was reviewed on the June 7th Council meeting, during a public hearing and public comments were received. During the course of the June 7th public hearing meeting, Council provided direction to staff regarding the proposed FY 16/17 budget as follows:

1. Moved the proposed budget amount requested by the Redwood Rainbows Square Dance for \$5,000 from the Community Benefit Grants to the Public Works Department.
2. Delayed the request for the additional full time equivalent (FTE) for the Fire Department to mid-year budget review.

Since the budget public hearing, additional informational relating to the Redwood Rainbows Community Benefit Grant request has been obtained, and a new issue has arisen relating to the Graton Casino “Crime Mitigation” yearly payment, as follows:

1. The City Manager has reviewed the Redwood Rainbows Square Dance ADA project and has determined that the work was required by their lease agreement with the City as a “private tenant project”, and that a contractor has been retained and is currently doing the work. Thus, there is no opportunity to complete the project using Public Works employees. The City Manager is recommending the Community Benefit Grant request be reinstated.

2. Since the budget public hearing, a new development has come to light with regards to the usage of transfer in of the Casino Mitigation Funds. The City Council approved transfer of these funds into the General Fund; however, it is the Police Chief’s understanding of the original agreement that the intent of these funds is that they should be used for “Crime Mitigation” benefits. The Police Chief believes that these funds, via the City’s budget process, should be benefiting the Police Department with “Crime Mitigation” related tasks, rather than having them being used as generic or reimbursement to general fund as income which would help offset the overall of the Police’s budget as approved by the City Council at the June 7, 2016 Council meeting. Therefore, the Police Department is asking for an increase in the same amount of the transfer in \$16,161.00 to be increased in the Police’s budget under a new expenditure account code specific to these fund expenditures. Please refer to the Police Chief’s memorandum further explaining the usage of casino mitigation funds.

RECOMMENDATION:

Staff is recommending that the City Council adopt the proposed FY 2016/17 Budget.

Attachment(s):

FY 2016-2017 Proposed Budget Book

FY2016-2017 Budget Adoption Resolution

FY2015-2016 Budget Continuation Resolution

Appropriations Limit Pursuant to Article XIII B of the California Constitution Resolution

Supplemental Law Enforcement Services Funding (SLESF) Resolution

Memorandum from Police Chief Weaver

Memorandum for Redwood Empire Disposal Annual Rate Adjustment (No change to the rate)

RESOLUTION NO.

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:
Noes:
Absent:
Abstain:

APPROVED: _____
Mayor Sarah Glade Gurney

ATTEST: _____
Mary Gourley, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SEBASTOPOL CONTINUING THE FISCAL YEAR 2015/2016 BUDGET

WHEREAS, the City is in the process of developing an annual budget for fiscal year 2016/2017; and

WHEREAS, it is anticipated that the fiscal year 2016/2017 Budget will be adopted on June 21, 2016; and

WHEREAS, the City is required to make routine and monthly payments for goods, services and miscellaneous maintenance as necessary to continue day-to-day operations of City government.

NOW, THEREFORE, the City Council of the City of Sebastopol does hereby resolve that:

1. City Council of the City of Sebastopol does continue the amended fiscal year 2015/16 budget in full force and effect until July 5, 2015, except for capital expenditures which may require City Council approval.
2. The City Manager is hereby authorized and directed to take all necessary and proper steps to implement this budget, including making expenditures which require prior approval of the City Council as set forth in the Sebastopol Municipal Code and State law.
3. The City Manager may authorize administrative budget adjustments to transfer appropriations from one line item to another within a fund/department budget.

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

Ayes:

Noes:

Absent:

Abstain:

APPROVED: _____

Mayor Sarah Glade Gurney

ATTEST: _____

Mary Gourley, MMC, City Clerk

RESOLUTION NO _____

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 XIIB 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.

Ayes:
Noes:
Absent:
Abstain:

APPROVED: _____
Mayor Sarah Glade Gurney

ATTEST: _____
Mary Gourley, MMC, City Clerk

RESOLUTION NO. _____

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:

Noes:

Absent:

Abstain:

Approved: _____
Mayor Sarah Glade Gurney

Attest: _____
Mary Gourley, MMC, City Clerk

SEBASTOPOL POLICE DEPARTMENT
6850 Laguna Park Way, Sebastopol, CA 95472
(707) 829-4400 (telephone) - (707) 829-0967 (fax)

Jeffrey D. Weaver
Chief of Police

Memorandum

To: City Council Budget Subcommittee
City Council
City Manager
City Staff

From: Jeff Weaver – Chief of Police

Re: Graton Casino Crime Mitigation Funds

The Graton Casino is obligated pursuant to its Federal approval to provide funds to offset anticipated increases in crime. The recipients of the Crime Mitigation Funds, and the amount each recipient receives, was defined in the Intergovernmental Mitigation Agreement (IMA) signed on October 23, 2012 by the County of Sonoma and Tribal representatives. The City of Sebastopol is a recipient of these funds, as are the cities of Petaluma, Santa Rosa, Cotati, and Rohnert Park.

Since the inception of these funds, the City of Sebastopol has placed these funds into a Deposit Account with the funds expended at the discretion of the Chief of Police for training and equipment that enhance the services of the Police Department. This is, in essence, how the City of Santa Rosa handles their Crime Mitigation Funds.

It was requested by the City's auditor that these funds be included in the City's budgeting process, rather than having them placed in a Deposit Account. To that end, Finance Staff prepared the FY2016/2017 budget listing the income, anticipated to be \$16,161.00, as a "transfer in". There was no associated expenditure within the Police Department's budget.

In recent days, much research has occurred to review the intent of these funds. Based on the research, it is clear the funds were intended to enhance, expand, and supplement the Police Department's budget to address actual and anticipated increases in crime created by the Casino.

Therefore, I request the funds remain listed as "transfer in" income in the City's budget. I further request a new expenditure account code entitled *Casino Crime Mitigation Fund Expenditures* be created within the Police Department budget in the same amount as the anticipated income.

Respectfully submitted

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

INTEROFFICE MEMORANDUM

Date: June 14, 2016
To: Larry McLaughlin – City Manager
From: Ana Kwong – Finance Director
Subject: Redwood Empire Disposal, Incorporated Annual Rate Adjustment

BACKGROUND: The City of Sebastopol has a collection services agreement with Redwood Empire Disposal Incorporated. In December of 2008, the City entered into a Collection Services Agreement with Redwood Empire Disposal Incorporated for Solid Waste, Recycling and Compostable Materials Collection and Street Sweeping Services. This agreement prescribes the manner in which the annual rate adjustment is to be calculated.

DISCUSSION: In accordance with their agreement, Redwood Empire Disposal Incorporated notifies the City of Sebastopol of adjustments to their collection service rates. Such information was provided on June 1, 2016 to the City. The Refuse Rate Index (RRI); provided no change for this coming fiscal year.

RECOMMENDATION: To receive the information which included the following attachment as informational items.

Attachment(s):

Exhibit 2 – RRI Financial Statement
Exhibit H – Proposed Rate
Section 7.3.2 “Refuse Rate Index” of the Agreement
Redwood Empire Disposal Franchise Fees Audited Statement Ended December 31, 2015

CITY OF SEBASTOPOL
 EXHIBIT 2
 RRI FINANCIAL STATEMENT
 12/31/2015 (Rate Adjustment Effective 7-1-15)

Operating Costs

		PERCENTAGE WEIGHT	INDEX CHANGE	RRI CALCULATION
Labor:				
Labor	<u>\$ 545,207</u>	37.1043%	2.05%	0.76%
Fuel:				
Fuel	<u>\$ 159,053</u>	10.8244%	-39.45%	-4.27%
Vehicle Replacement:				
Vehicle Replacement	<u>\$ 94,642</u>	6.4409%	1.86%	0.12%
Vehicle Maintenance:				
Vehicle Maintenance	<u>\$ 75,654</u>	5.1487%	2.53%	0.13%
All Other:				
All Other	<u>\$ 594,833</u>	40.4817%	0.09%	<u>0.04%</u>
Totals	<u>\$ 1,469,389</u>	100.0000%		-3.22%
Section 7.3.2 Negative RRI Carryover to next year				<u>3.22%</u>
Current year RRI Adjustment				<u>0.00%</u>

CITY OF SEBASTOPOOL
 PROPOSED RATES
 7/1/2016

EXHIBIT H

\$76.16

DESCRIPTION	MONTHLY RATE	NEW MONTHLY RATE	Residential Disposal Generation Factor	Solid Waste Disposal Component	Organics ** Processing Fee Increase Component	7/1/2016 Collection Component	Franchise Fee Component	Utility Users' Tax Component
	4/1/2016			\$127.95	-0.38%	0.00%	10.00%	3.75%
RESIDENTIAL								
20 GAL CAN 1XWK	\$11.14	\$11.24	0.0175	\$2.24	\$1.67	\$5.87	\$1.09	\$0.37
32 GAL CAN 1XWK	\$19.41	\$19.58	0.0290	\$3.71	\$2.91	\$10.43	\$1.89	\$0.64
64 GAL CAN 1XWK	\$35.21	\$35.53	0.0420	\$5.37	\$5.31	\$20.25	\$3.44	\$1.16
96 GAL CAN 1XWK	\$58.85	\$59.40	0.0740	\$9.47	\$8.87	\$33.37	\$5.75	\$1.94
2 32 GAL CAN 1XWK	\$38.82	\$39.18	0.0580	\$7.42	\$5.83	\$20.86	\$3.79	\$1.28
3 32 GAL CAN 1XWK	\$58.22	\$58.75	0.0870	\$11.13	\$8.74	\$31.28	\$5.68	\$1.92
4 32 GAL CAN 1XWK	\$77.61	\$78.33	0.1160	\$14.84	\$11.65	\$41.70	\$7.58	\$2.56
5 32 GAL CAN 1XWK	\$97.03	\$97.91	0.1450	\$18.55	\$14.55	\$52.14	\$9.47	\$3.20
64 GAL CAN 1XWK	\$35.21	\$35.53	0.0420	\$5.37	\$5.31	\$20.25	\$3.44	\$1.16
2 64 GAL CAN 1XWK	\$70.45	\$71.10	0.0840	\$10.75	\$10.63	\$40.52	\$6.88	\$2.32
3 64 GAL CAN 1XWK	\$105.66	\$106.62	0.1260	\$16.12	\$15.93	\$60.78	\$10.31	\$3.48
2 96 GAL CAN 1XWK	\$117.72	\$118.79	0.1480	\$18.94	\$17.73	\$66.75	\$11.49	\$3.88
COMMERCIAL								
1.5 YD 1XWK	\$235.03	\$235.05	*	\$83.17		\$121.47	\$22.74	\$7.67
1.5 YD 2XWK	\$415.70	\$415.73	*	\$166.34		\$195.60	\$40.22	\$13.57
1.5 YD 3XWK	\$600.46	\$600.50	*	\$249.51		\$273.29	\$58.09	\$19.61
1.5 YD 4XWK	\$806.94	\$806.97	*	\$332.68		\$369.88	\$78.06	\$26.35
1.5 YD 5XWK	\$1,013.91	\$1,013.97	*	\$415.85		\$466.93	\$98.09	\$33.10
2 YD 1XWK	\$281.35	\$281.37	*	\$111.16		\$133.80	\$27.22	\$9.19
2 YD 2XWK	\$497.86	\$497.89	*	\$222.32		\$211.15	\$48.16	\$16.26
2 YD 3XWK	\$722.04	\$722.08	*	\$333.48		\$295.18	\$69.85	\$23.57
2 YD 4XWK	\$1,035.34	\$1,035.40	*	\$444.64		\$456.80	\$100.16	\$33.80
2 YD 5XWK	\$1,286.98	\$1,287.05	*	\$555.80		\$564.73	\$124.50	\$42.02
3 YD 1XWK	\$393.68	\$393.71	*	\$166.33		\$176.44	\$38.09	\$12.85
3 YD 2XWK	\$699.42	\$699.46	*	\$332.66		\$276.30	\$67.66	\$22.84
3 YD 3XWK	\$1,003.40	\$1,003.47	*	\$498.99		\$374.65	\$97.07	\$32.76
3 YD 4XWK	\$1,308.27	\$1,308.35	*	\$665.32		\$473.75	\$126.56	\$42.72
3 YD 5XWK	\$1,614.86	\$1,614.99	*	\$831.65		\$574.38	\$156.23	\$52.73
3 YD 6XWK	\$1,923.99	\$1,924.12	*	\$997.98		\$677.19	\$186.13	\$62.82

CITY OF SEBASTOPOL
 PROPOSED RATES
 7/1/2016

EXHIBIT H

\$76.16

DESCRIPTION	MONTHLY RATE 4/1/2016	NEW MONTHLY RATE	Residential Disposal Generation Factor	Solid Waste Disposal Component	Organics ** Processing Fee Increase Component	7/1/2016 Collection Component	Franchise Fee Component	Utility Users' Tax Component
4 YD 1XWK	\$450.57	\$450.60	*	\$127.95	-0.38%	0.00%	10.00%	3.75%
4 YD 2XWK	\$870.04	\$870.10	*	\$221.51		\$170.79	\$43.59	\$14.71
4 YD 3XWK	\$1,252.49	\$1,252.59	*	\$443.02		\$314.50	\$84.17	\$28.41
4 YD 4XWK	\$1,634.89	\$1,635.01	*	\$664.53		\$426.00	\$121.17	\$40.89
4 YD 5XWK	\$1,962.49	\$1,962.65	*	\$886.04		\$537.43	\$158.16	\$53.38
4 YD 6XWK	\$2,333.62	\$2,333.79	*	\$1,107.55		\$601.16	\$189.86	\$64.08
6 YD 1XWK	\$564.69	\$564.74	*	\$1,329.06		\$702.78	\$225.76	\$76.19
6 YD 2XWK	\$1,065.19	\$1,065.28	*	\$332.67		\$159.00	\$54.63	\$18.44
6 YD 3XWK	\$1,570.33	\$1,570.48	*	\$665.34		\$262.11	\$103.05	\$34.78
6 YD 4XWK	\$2,075.24	\$2,075.42	*	\$998.01		\$369.28	\$151.92	\$51.27
6 YD 5XWK	\$2,582.09	\$2,582.31	*	\$1,330.68		\$476.21	\$200.77	\$67.76
32 GAL CAN 1XWK	\$30.57	\$30.57	0.0600	\$1,663.35		\$584.85	\$249.80	\$84.31
32 GAL CAN 1XWK ALT RATE	\$19.82	\$19.82	0.0600	\$7.68		\$18.93	\$2.96	\$1.00
64 GAL CAN 1XWK	\$42.05	\$42.05	0.1300	\$7.68		\$9.57	\$1.92	\$0.65
96 GAL CAN 1XWK	\$52.95	\$52.95	0.1900	\$16.63		\$19.98	\$4.07	\$1.37
2 2 YD 1XWK	\$562.70	\$562.73	*	\$24.31		\$21.79	\$5.12	\$1.73
2 3 YD 1XWK	\$787.38	\$787.44	*	\$222.32		\$267.60	\$54.44	\$18.37
2 3 YD 2XWK	\$1,398.81	\$1,398.90	*	\$332.66		\$352.90	\$76.17	\$25.71
2 4 YD 1XWK	\$901.12	\$901.19	*	\$665.32		\$552.59	\$135.32	\$45.67
2 4 YD 2XWK	\$1,740.06	\$1,740.18	*	\$443.02		\$341.57	\$87.18	\$29.42
2 4 YD 3XWK	\$2,505.00	\$2,505.19	*	\$886.04		\$628.99	\$168.34	\$56.81
2 4 YD 4XWK	\$3,267.05	\$3,267.28	*	\$1,329.06		\$852.00	\$242.34	\$81.79
2 1.5 YD 1XWK	\$470.11	\$470.13	*	\$1,772.08		\$1,072.47	\$316.06	\$106.67
3 2 YD 1XWK	\$844.04	\$844.08	*	\$166.34		\$242.96	\$45.48	\$15.35
3 3 YD 1XWK	\$1,181.06	\$1,181.15	*	\$333.48		\$401.39	\$81.65	\$27.56
3 4 YD 2XWK	\$2,703.40	\$2,703.59	*	\$498.99		\$529.34	\$114.26	\$38.56
4 2 YD 1XWEEK	\$1,126.75	\$1,126.81	*	\$1,329.06		\$1,024.73	\$261.53	\$88.27
4 3 YD 1XWEEK	\$1,574.74	\$1,574.83	*	\$444.64		\$536.38	\$109.00	\$36.79
5 3 YD 1XWEEK	\$1,968.46	\$1,968.56	*	\$665.32		\$705.75	\$152.34	\$51.42
2 32 GAL 1XWK	\$61.13	\$61.13	*	\$831.65		\$882.21	\$190.43	\$64.27
2 64 GAL 1XWK	\$84.08	\$84.08	*	\$15.36		\$37.86	\$5.91	\$2.00
2 96 GAL 1XWK	\$105.87	\$105.87	*	\$33.26		\$39.94	\$8.13	\$2.75
3 32 GAL CAN 1XWK	\$91.68	\$91.69	*	\$48.62		\$43.55	\$10.24	\$3.46
3 96 GAL CAN 1XWK	\$158.84	\$158.83	*	\$23.04		\$56.79	\$8.87	\$2.99
				\$72.93		\$65.35	\$15.36	\$5.19

CITY OF SEBASTOPOOL
 PROPOSED RATES
 7/1/2016

EXHIBIT H

\$76.16

DESCRIPTION	MONTHLY RATE	NEW MONTHLY RATE	Residential Disposal Generation Factor	Solid Waste Disposal Component	Organics Processing Fee Increase Component	7/1/2016 Collection Component	Franchise Fee Component	Utility Users' Tax Component
	4/1/2016	RATE						
4 32 GAL CAN 1XWK	\$122.25	\$122.26	*	\$127.95	-0.38%	0.00%	10.00%	3.75%
4 64 GAL CAN 1XWK	\$168.15	\$168.16	*	\$30.72		\$75.72	\$11.83	\$3.99
4 96 GAL CAN 1XWK	\$211.76	\$211.75	*	\$66.52		\$79.88	\$16.27	\$5.49
4 96 GAL CAN 2XWK	\$423.49	\$423.50	*	\$97.24		\$87.12	\$20.48	\$6.91
5 96 GAL CAN 1XWK	\$264.69	\$264.70	*	\$194.48		\$174.22	\$40.97	\$13.83
7 32 GAL CAN 1XWK	\$213.96	\$213.97	*	\$121.55		\$108.90	\$25.61	\$8.64
8 32 GAL CAN 1XWK	\$244.51	\$244.52	*	\$53.76		\$132.52	\$20.70	\$6.99
9 96 GAL CAN 1XWK	\$476.44	\$476.45	*	\$61.44		\$151.45	\$23.65	\$7.98
2 YD COMPACTOR 1XWK	\$535.75	\$535.79	*	\$218.79		\$196.01	\$46.09	\$15.56
3 YD COMPACTOR 2XWK	\$1,404.49	\$1,404.62	*	\$332.67		\$133.80	\$51.83	\$17.49
				\$997.98		\$224.90	\$135.88	\$45.86

OTHER RATES **

Cleanup Bin (3 days)	\$228.11	\$228.12		\$38.38		\$160.22	\$22.07	\$7.45
Extra Yard Waste Cart (per month)	\$20.57	\$20.76			\$3.12	\$14.95	\$2.01	\$0.68
Replacement Cart (after 1x per year)	\$103.86	\$103.86				\$90.42	\$10.05	\$3.39
Return Trip Charge	\$20.77	\$20.77				\$18.08	\$2.01	\$0.68
Cotaminated YW/RRY Cart	\$27.70	\$27.70				\$24.12	\$2.68	\$0.90
Contaminated RRY Bin (per yard)	\$75.05	\$75.05				\$65.34	\$7.26	\$2.45
Push Rate (per trip per 25 feet - bin)	\$62.25	\$62.25				\$54.20	\$6.02	\$2.03
Walk-in Charge (per trip per 25 feet-cart)	\$9.84	\$9.84				\$8.57	\$0.95	\$0.32
Extra Bags	\$4.12	\$4.12				\$3.59	\$0.40	\$0.13
EXTRA 1 YD	\$46.21	\$46.22		\$12.80		\$27.44	\$4.47	\$1.51
EXTRA 2 YD	\$91.22	\$91.22		\$25.60		\$53.82	\$8.82	\$2.98
EXTRA 3 YD	\$115.89	\$115.90		\$38.40		\$62.51	\$11.21	\$3.78
EXTRA 4 YD	\$127.93	\$127.94		\$51.20		\$60.18	\$12.38	\$4.18
EXTRA 1.5 YD	\$81.11	\$81.11		\$19.20		\$51.41	\$7.85	\$2.65
EXTRA 6 YD	\$155.42	\$155.43		\$76.80		\$58.52	\$15.04	\$5.07
20 Yard Box	\$399.81	\$399.81				\$348.08	\$38.68	\$13.05
20 Yard Compactor	\$490.60	\$490.60				\$427.12	\$47.46	\$16.02

*Commercial Conversion Factor

200.00 lbs/yd

\$0.00

CITY OF SEBASTOPOL
 PROPOSED RATES
 7/1/2016

EXHIBIT H

DESCRIPTION	MONTHLY RATE 4/1/2016	NEW MONTHLY RATE	Residential Disposal Generation Factor	Solid Waste Disposal Component	Organics Processing Fee Increase Component	7/1/2016 Collection Component	Franchise Fee Component	Utility Users' Tax Component
Organics Processing Increase Component				\$127.95				
Total 2014 Green Waste Tons to Sonoma Compost		1,988.33						
Additional Fees Added to Organics Processing From JPA Effective 4-1-2016		<u>-\$0.94</u>						
Total Additional Organics Processing Fees		-\$1,869						
Total 2014 Residential Revenue		<u>\$491,996</u>						
Increase to be applied to Residential Rates (Applies to 7/1/2016 Residential Rates)		<u><u>-0.38%</u></u>						

** The current organics processing fee per ton is \$34.10 plus fees added by the MOA of \$19.10. On 10-1-2015 the JPA has increased the per ton organics processing fee to \$58.00 plus fees added by the MOA of \$19.10 for a total per ton fee of \$77.10.

CITY OF SEBASTOPOL
RRI CALCULATIONS
RATE ADJUSTMENT EFFECTIVE 7-1-16

Section 7.3.2 "REFUSE RATE INDEX"

Change in Annual Averages of the RRI Indices for calendar years ended:
12/31/2012 and
12/31/2013

Cost Category

Labor:

Series ID cis201s000000000i

Annual Average:

12/31/2014	121.8
12/31/2015	124.3
% Change in index	2.05%

Cost Category

Fuel:

Series ID wpu057303

Annual Average:

12/31/2014	299.6
12/31/2015	181.4
% Change in index	-39.45%

CITY OF SEBASTOPOL
RRI CALCULATIONS
RATE ADJUSTMENT EFFECTIVE 7-1-16

Cost Category

Vehicle Replacement

Series ID pcu336211336211

Annual Average:

12/31/2014	231.1
12/31/2015	235.4

% Change in index **1.86%**

Cost Category

Vehicle Maintenance

Series ID pcu333924333924

Annual Average:

12/31/2014	228.8
12/31/2015	234.6

% Change in index **2.53%**

Cost Category

All Other

Series ID cuura0000sa0

Annual Average:

12/31/2014	236.736
12/31/2015	237.017

% Change in index **0.12%**

% of Change in index allowed **75.00%**

% Change in index allowed **0.09%**

**CITY OF SEBASTOPOL
RRI CALCULATIONS
RATE ADJUSTMENT EFFECTIVE 7-1-16**

Calculation of Annual Averages

Series ID ciu201s0000000000i	12/31/2014	12/31/2015
Qtr 1	120.4	123.8
Qtr 2	121.5	123.7
Qtr 3	122.3	124.5
Qtr 4	122.9	125.0
Annual Average	121.8	124.3

**Redwood Empire Disposal, Inc.
City of Sebastopol**

Statement of Gross Cash Receipts and
Calculated Franchise Fees

December 31, 2015



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INDEPENDENT AUDITOR'S REPORT

To Management
Redwood Empire Disposal, Inc.
Santa Rosa, California

We have audited the statement of gross cash receipts and calculated franchise fees for the City of Sebastopol as defined in the collection services agreement (the "Agreement"), of Redwood Empire Disposal, Inc. (the "Company") for the year ended December 31, 2015 and the related notes.

Management's Responsibility for the Statement

Management is responsible for the preparation and fair presentation of this statement in accordance with the provisions of the Agreement referred to above between the Company and the City of Sebastopol; this includes the design implementation, and maintenance of internal control relevant to the preparation and fair presentation of the statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with the auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the statement.

Opinion

In our opinion, the statement of gross cash receipts and calculated franchise fees for the City of Sebastopol of Redwood Empire Disposal Inc. presents fairly, in all material respects, the gross cash receipts and calculated franchise fees and other information required to be set forth therein for the year ended December 31, 2015, in accordance with the provisions of the agreement referred to above.

Emphasis of Matter

We draw attention to Notes 1 and 2 to the statement, which describes the basis of accounting. The statement was prepared by Redwood Empire Disposal Inc. on the basis of the provisions of the Agreement between the Company and the City of Sebastopol, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the provisions of the Agreement referred to above. Our opinion is not modified with respect to that matter.

Restriction on Use

This report is intended solely for the information and use of the management of Redwood Empire Disposal, Inc. and the City of Sebastopol and is not intended to be and should not be used by anyone other than these specified parties.

Armanino LLP
Armanino^{LLP}
San Ramon, California

May 31, 2015

REDWOOD EMPIRE DISPOSAL, INC.
City of Sebastopol
Statement of Gross Cash Receipts and Calculated Franchise Fees
For the Year Ended December 31, 2015

	Gross Cash Receipts	Calculated Franchise Fees
January	\$ 153,457	\$ 14,791
February	117,632	11,338
March	204,028	19,665
April	105,001	10,121
May	88,748	8,554
June	211,849	20,419
July	94,378	9,097
August	145,937	14,066
September	198,427	19,125
October	114,999	11,084
November	140,188	13,512
December	252,218	24,310
	\$ 1,826,862	\$ 176,082

The accompanying notes are an integral part of this financial statement.

REDWOOD EMPIRE DISPOSAL, INC.
City of Sebastopol
Notes to Financial Statement
For the Year Ended December 31, 2015

1. Purpose

The accompanying statement has been prepared in accordance with the Collection Services Agreement (the "Agreement"), commencing January 1, 2009 between the City of Sebastopol (the "City") and Redwood Empire Disposal, Inc. (the "Company"), a subsidiary of The Ratto Group of Companies, Inc. The term of the Agreement ends on December 31, 2023. The Agreement provides, among other things, that the Company will pay the City a franchise fee on gross cash receipts from all services provided in the City of Sebastopol, the franchise area, during the term of the Agreement.

2. Summary of Significant Accounting Policies

Basis of presentation

The statement of gross cash receipts and calculated franchise fees includes cash receipts on all billings and related franchise fees attributable to cash receipts from all residential, commercial and debris box customers for garbage and rubbish service within the franchise area for the year ended December 31, 2015.

Franchise fee

The exclusive franchise fee rate is 10% of gross revenues, net of the Utility Users Tax, collected for residential, commercial and debris box service.

3. Reconciliation of Franchise Fees Based on Gross Cash Receipts to Estimate

During 2015, the Company paid estimated franchise fees of \$162,648 to the City based on estimated cash receipts. As presented in the accompanying statement, the gross cash receipts, net of the Utility Users Tax (Footnote 4) result in actual franchise fees of \$176,082 for 2015. The difference of \$13,434 is due to the City.

4. Utility Users Tax

Effective November 4, 2014, the City imposed a tax upon every person in the City using Refuse collection services provided by the Company. The tax imposed is at the rate of 3.75% of the charges for Refuse collection services. The tax collected each month shall be remitted to the Tax Administrator before the 20th of the following month. The cash receipts attributed to the Utility Users Tax have been deducted from total cash receipts and, accordingly, are not included in total cash receipts used to calculate franchise fees reported on the Statement of Gross Cash Receipts and Calculated Franchise Fees.

REDWOOD EMPIRE DISPOSAL, INC.
City of Sebastopol
Notes to Financial Statement
For the Year Ended December 31, 2015

5. Subsequent Events

The Company has evaluated subsequent events through May 31, 2015, the date the financial statement was available to be issued.



Main Street, Sebastopol

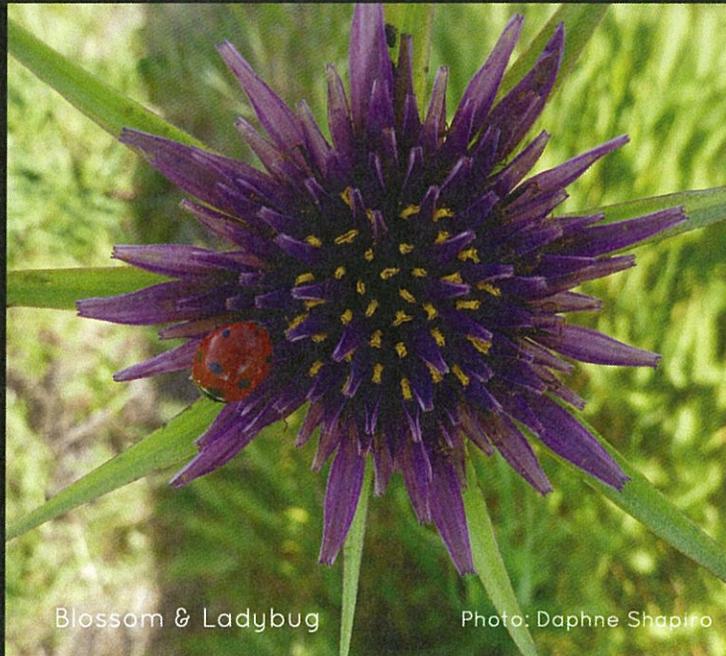
Photo: Loren Hansen

PROPOSED 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 AttorneyLawrence McLaughlin

City ClerkMary Gourley

Building Official Glenn Schainblatt

Engineering Manager.....Henry Mikus

Finance Director Ana Kwong

Fire Chief William Braga

Planning Director Kenyon Webster

Police ChiefJeffrey Weaver

Public Works Superintendent Richard 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 7, 2016

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

Attached is the City of Sebastopol's fiscal year 2016/17 proposed 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 proposed 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.

Measure Y- 2012:

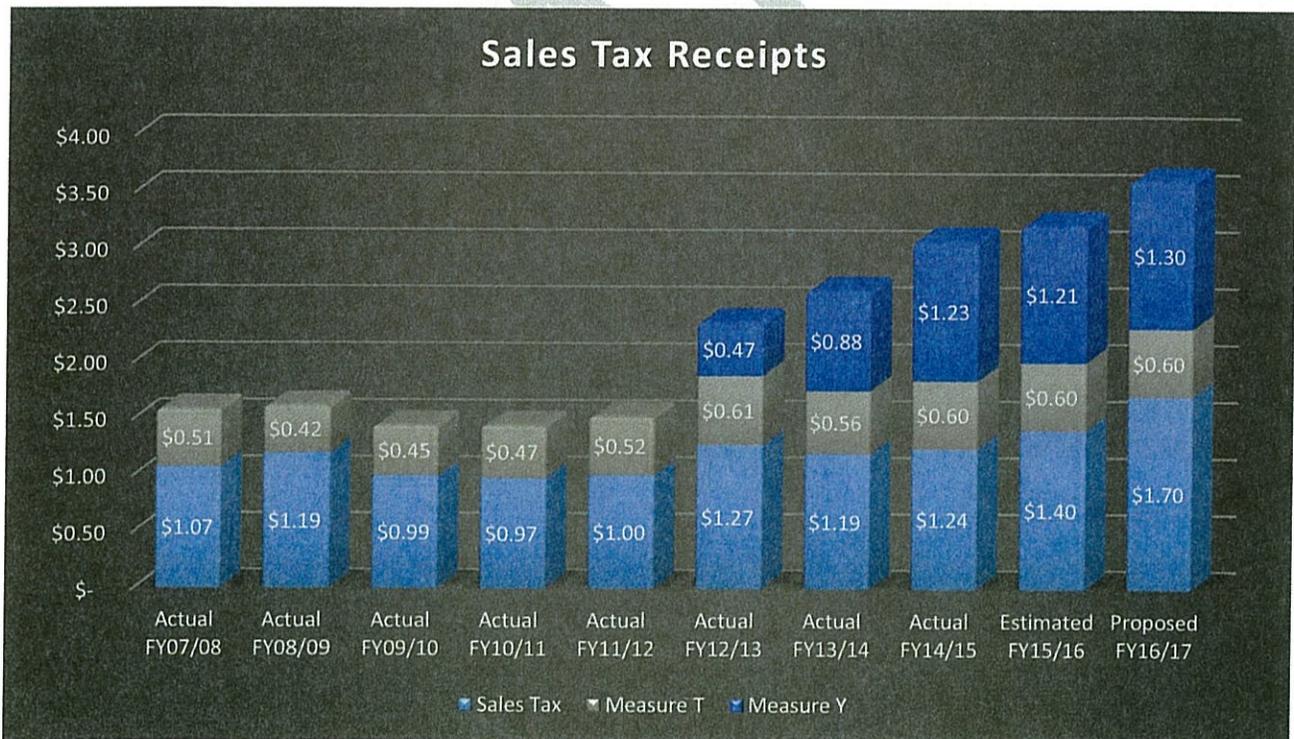
On November 6, 2012 a general municipal election was held in Sebastopol and the City voters passed Measure Y, a ½ cent per dollar Transaction and Use tax. This tax became operative on April 1, 2013 and will remain in effect for 8 years through March 31, 2021. The tax is a general tax and can be used 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 15/16 total sales tax estimate is \$3,300,000, an increase of \$275,000 or 9.2% over the FY 14/15 amended budget amount. Sales taxes by category, both general and the Measure T&Y special tax, are discussed below.

The FY15/16 adopted budget anticipates general sales tax revenue of \$1,416,000, representing \$184,000, or 14.9 % increase over the FY 14-15 estimate. The revenue estimate is based on the “most likely” scenario developed by the sales tax consulting service.

The FY 15/16 adopted budget anticipates Measures T&Y sales tax revenue of \$1,854,000, an increase of \$91,000 or 5.2% over the FY 14-15 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:

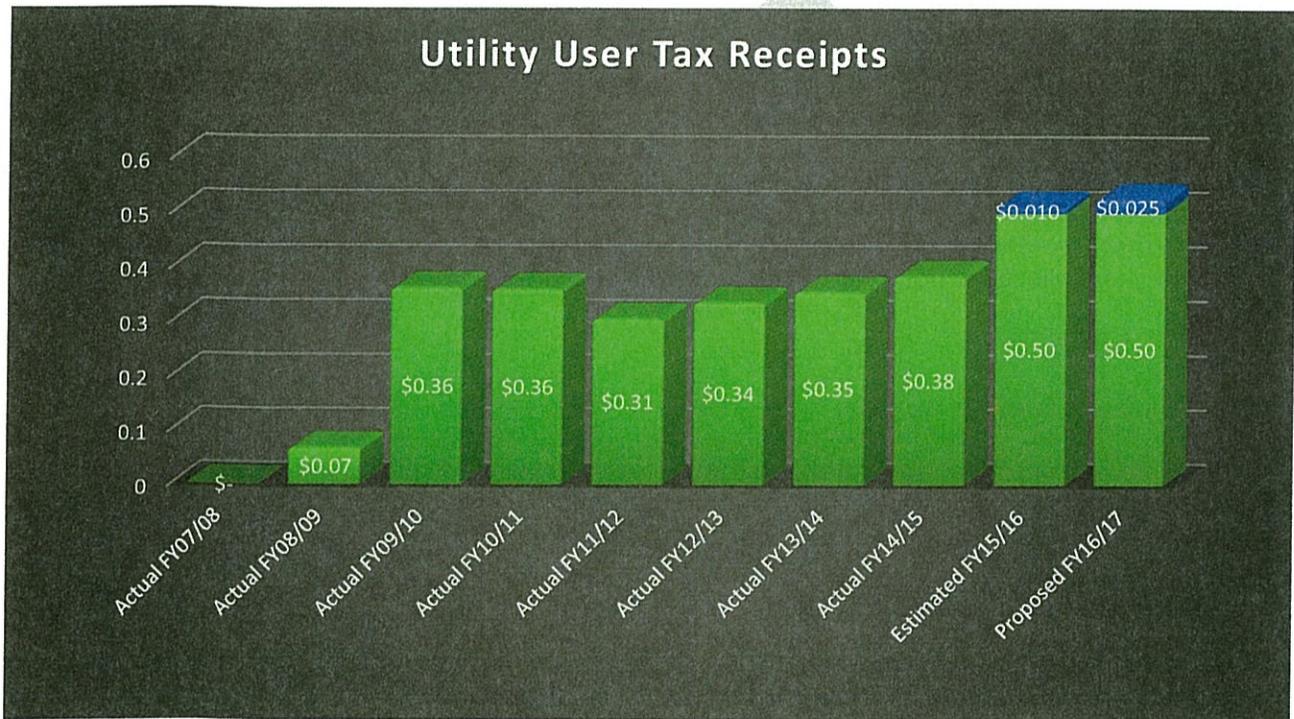


TRANSIENT OCCUPANCY TAX

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.

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

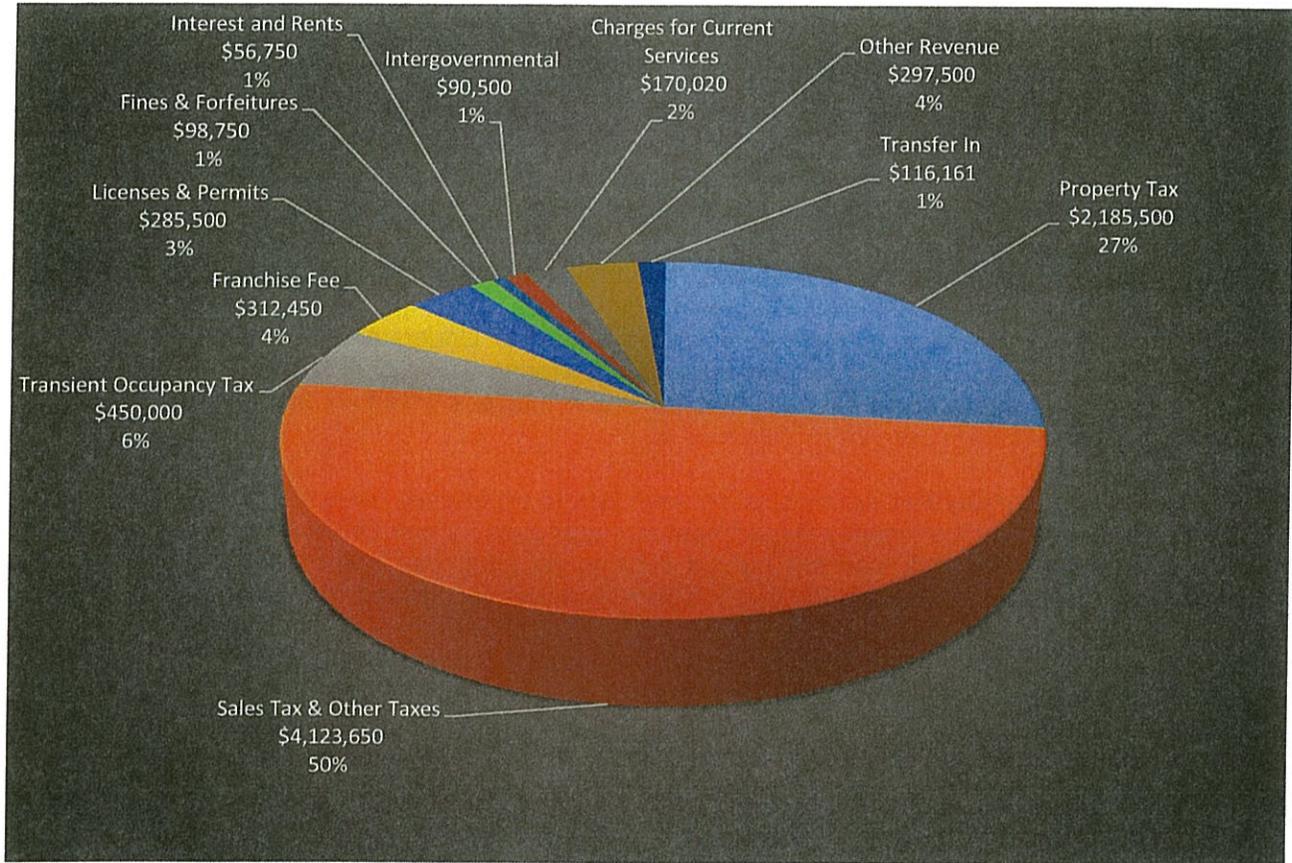
In general, a municipal franchise fee is the “rent” that a utility company pays the City to use the right-of-ways for our lines, pipes, poles, streets, etc. Franchise fees are entirely different and are not a tax, but a fee negotiated by the Operators through an agreement with the City for the right 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

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-

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 = \$7,881,379
Transfers out = \$154,305
Total uses = \$8,035,684

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 \$328,250 will be added to reserves** reported as of June 30, 2015 (\$1,920,774) to produce total reserves of \$2,249,024 at June 30, 2016.
- c) **The Fiscal Year 16-17 proposed budget generates \$151,097 in additional reserves**, bringing the anticipated reserve total to \$2,400,121 at June 30, 2017.
- d) **Planned reserves of \$2,400,121 at June 30, 2017** are based on the current proposed 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 \$2,400,121 at June 2017 exceed the minimum policy requirement by \$762,765. In anticipation of future expenditure needs, and possible revenue shortfalls; as well as the

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

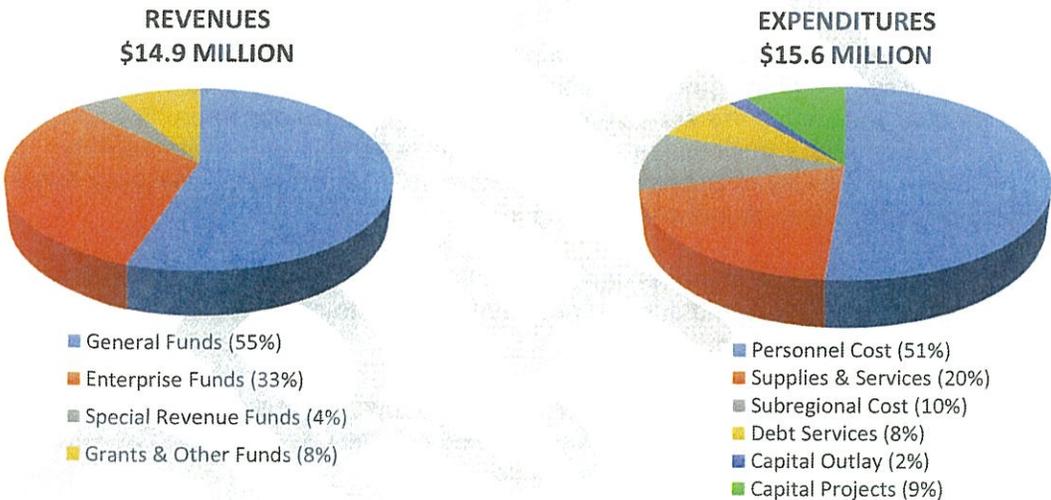
Council's General Fund Reserve policy of 20%. This increase is due to vehicle replacement costs as outlined in the vehicle replacement plan on page 113.

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 proposed 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 proposed 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 proposed budget.

FY 2016-17 Proposed 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.

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

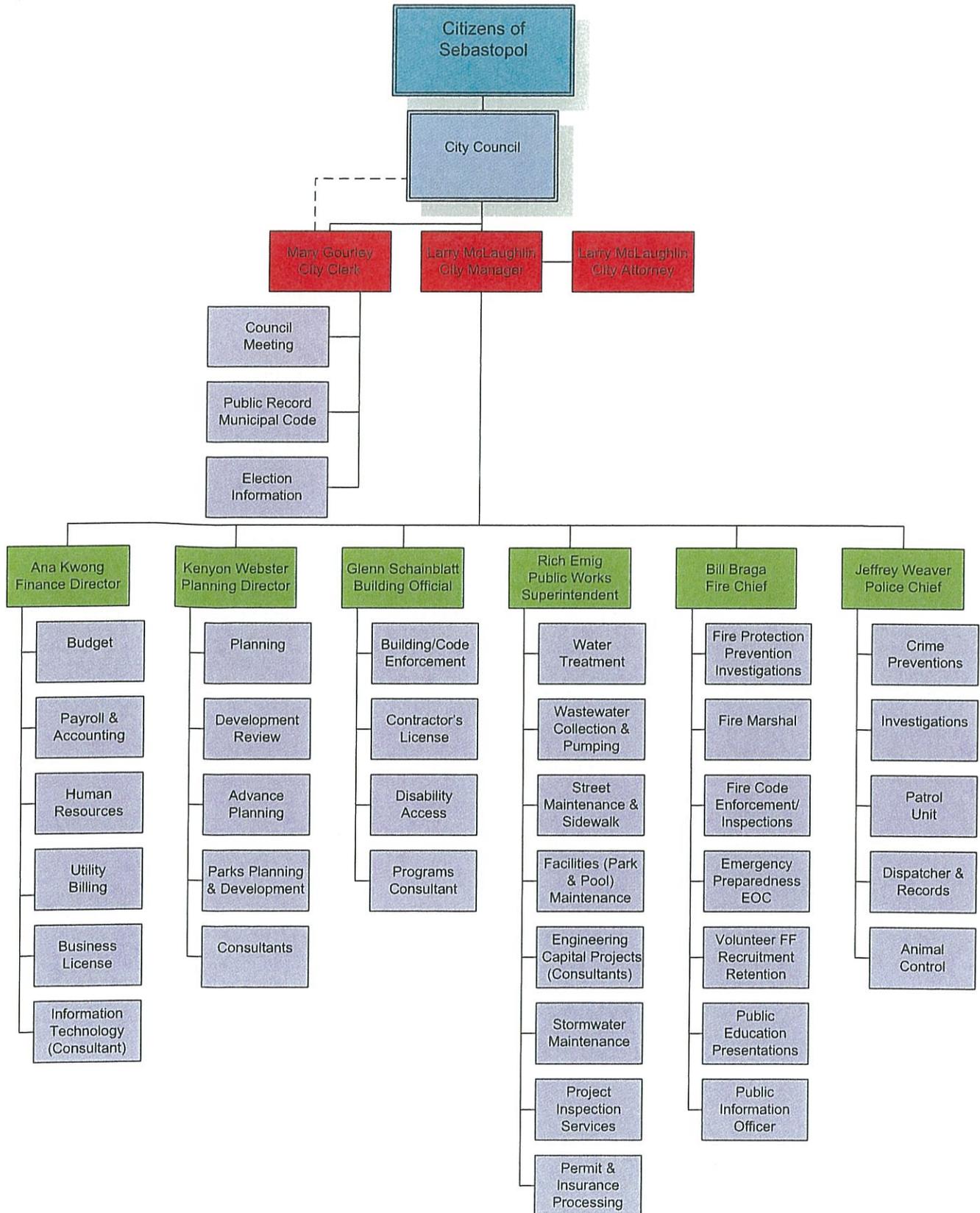
Larry McLaughlin, City Manager/Attorney

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					
	Objective: 1.1-Develop and Implement Sound Financial Management Policies and Procedures					
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.	
	Objective: 1.2-Develop Private/Public Partnerships					
1.2.1.	Work with Cititaslow to encourage community services to enhance the economic vitality of the City	City Manager/City Clerk	\$20,000 to Cititaslow Budget	June 2016	Ongoing	Various Departments of City Staff have been working with Cititaslow on Several Projects such as: Park Once and Walk; the Ped Line Project; City Business Directory and Mobile Ap. Cititaslow and City Staff are working with Caltrans to obtain

Update of City Council Goals: As of February 3, 2015

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.
1.5.1.	Objective: 1.5.Develop Potential Uses for Village Mobile Home Park 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.

Update of City Council Goals: As of February 3, 2015

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
2.3.3.	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					
3.1.1.	<i>Objective 3.1. Investigation the Potential for Purchase of Land for Park Amenities Priority:</i> 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 <i>Objective 3.2. Work to Enhance the Laguna Preserve</i>	Planning Department	Not Applicable		May be reviewed in General Plan Update	Draft General Plan includes policy regarding a southern area park.

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
4.2.1.	Incorporate the priorities of Citaslow 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	

Update of City Council Goals: As of February 3, 2015

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
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					
	<i>Objective: 8.1. Complete the General Plan Update by December 2016.</i>					
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 Citruslaw 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.

Update of City Council Goals: As of February 3, 2015

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					

Update of City Council Goals: As of February 3, 2015



STATISTICS

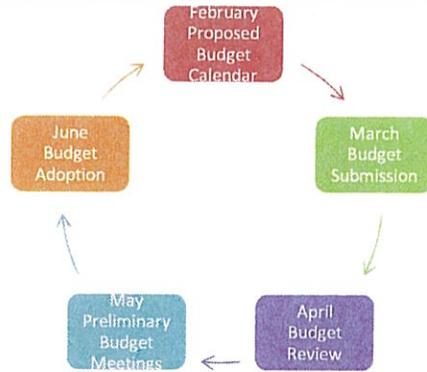
Date of Incorporation	1902
Form of Government	Council/City Manager
Estimated Population as of January 1, 2016	7,800
Area in Square Miles	1.853
Fire Protection	
Number of Full Time Equivalents	1.50
Number of Volunteers	32
Calls for Service (2015 Calendar Year)	1,071
Fire Inspections (2015 Calendar Year)	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		
	8	9	10	11		
	15	16	17	18		
	22	23	24	25		
	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	
	7	8	9	10		
	14	15	16	17		
	21	22	23	24		
	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
	4	5	6	7		
	11	12	13	14		
	18	19	20	21	22	
	25	26	27	28		

- 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
	2	3	4	5		
	9	10	11	12		
	16	17	18	19		
	23	24	25	26		
	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		
	6	7	8	9		
	13	14	15	16		
	20	21	22	23		
	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	159,964	26,929	27,917				214,810
Cittaslow	24,125	3,000					27,125
City Manager	190,488	38,496	38,496				267,480
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	3,699,720					11,045	3,710,765
Police SLESF Funding						130,400	130,400
Police Grants						144,143	144,143
Animal Control	8,100						8,100
Fire Services	846,069	62,591					908,660
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	65,620	20,310	20,310				106,240
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	8,035,684	1,832,459	2,713,779	1,724,865	147,105	1,113,377	15,567,269
Net Budget Result	151,097	143,641	169,721	(1,002,677)	(31,697)	(17,374)	(587,289)
Addition/(Uses) of Reserves	151,097	143,641	169,721	(1,002,677)	(31,697)	(17,374)	(587,289)
Ending Balances	-	-	-	-	-	-	-

BUDGET SUBCOMMITTEE WORKSHEET

Departmental Need Assessment - Preliminary

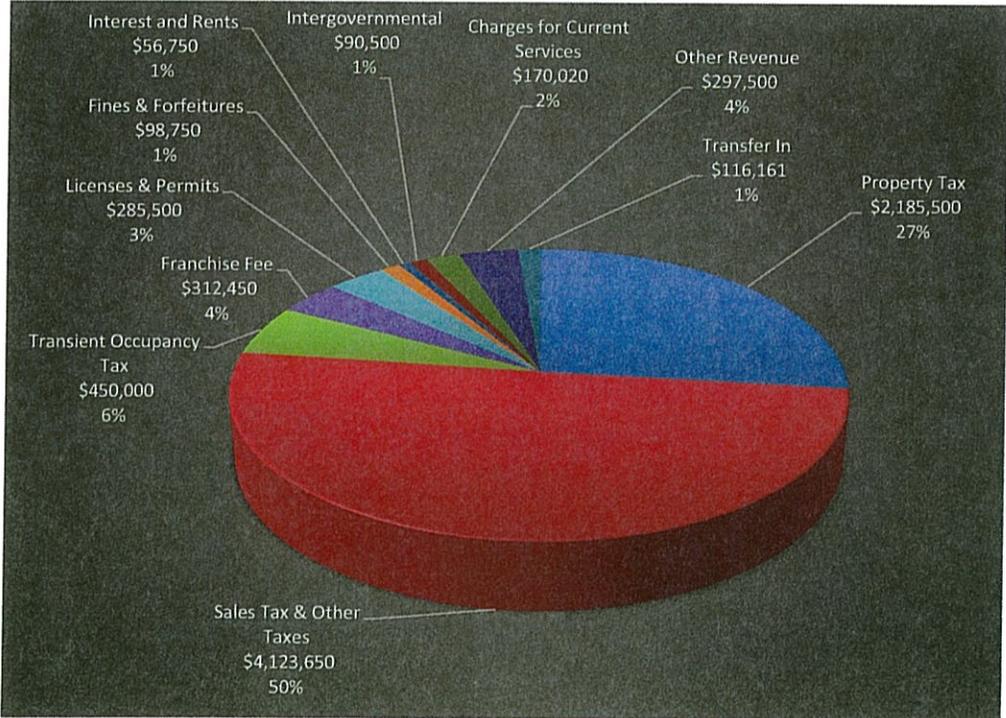
Seq. No	Department	Account Number	Description	Requested Amount	Funded FY16/17	Comments
1	City Council	000-6010-7030	Library Landscaping Project - Final Phase	4,700	4,700	Library Landscape project
2	City Manager	000-6020-6860	Contract Services	5,000	5,000	Funded additional contract services for monthly 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	Public Works	000-xxxx-xxxx	Salaries & Benefits	65,500	65,500	Requested (1) additional FTE Funded (1) FTE
7	Public Works	000-xxxx-xxxx	Salaries & Benefits	30,800	30,800	Requested (0.5) additional FTE Funded 0.5 FTE
8	Community Center	001-6391-6861	Contribution to Operations	127,000	127,000	SCCC Annual Funding
Grand Total				615,000	273,000	

* \$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 Proposed 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%



GENERAL FUND

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2015-16 ESTIMATED YEAR-END	2016-17 PROPOSED 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	\$ 184,088	\$ (18,480)	-9.1%
City Manager	101,568	189,802	189,802	190,488	686	0.4%
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	3,707,820	185,235	5.3%
Fire	690,609	782,740	782,740	850,069	67,329	8.6%
Public Works	913,910	916,254	916,254	974,746	58,492	6.4%
Community Center/lves 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	\$ 7,595,700	\$ 7,881,379	\$ 177,104	2.3%
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	\$ 328,250	\$ 151,097	\$ 122,922	436.3%
Addition/(Uses) of Operating Reserve	\$ 905,774	\$ 28,175	\$ 328,250	\$ 151,097		
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 PROPOSED 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%
Miscellaneous/Other Income								
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 EXPENDITURES

CATEGORY/DEPT.	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2015-16 ESTIMATED YEAR-END	2016-17 PROPOSED BUDGET	\$ INCR (DECR)	% CHANGE
GENERAL GOVERNMENT							
City Council	\$ 180,595	\$ 183,488	\$ 202,568	\$ 195,443	\$ 184,088	\$ (18,480)	-10.0%
City Manager	93,897	101,568	189,802	189,802	190,488	686	0.4%
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	2,113,887	2,171,059	(51,403)	-2.4%
PUBLIC SAFETY							
Police Protection	\$ 3,170,811	\$ 3,237,755	\$ 3,514,485	\$ 3,514,485	\$ 3,699,720	\$ 185,235	5.0%
Animal Control	5,709	6,496	8,100	8,100	8,100	-	0.0%
Fire Protection	521,981	686,855	778,840	778,840	846,069	67,229	7.9%
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	4,557,889	252,564	5.5%
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	65,620	30,461	46.4%
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	974,746	58,492	6.0%
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	7,652,235	8,035,684	274,874	3.4%

**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 Proposed 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	-	-	75,000	75,000	70,000
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	25,000
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	-
001-6385-6049	Community Center/Chlorine Generator	-	-	-	-	-

**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 Proposed Budget
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	661,061
001-6051-xxxx	Planning	-	152,738	175,000	175,000	100,000
001-6200-xxxx	Police Services	217,992	327,106	341,579	341,571	359,452
001-xxxx-xxxx	Public Works	107,806	511,105	431,279	431,920	423,655
Total Departmental Cost Allocation		325,798	990,949	947,858	948,491	883,107
TOTAL DEPARTMENT		1,080,480	1,810,264	1,742,206	1,742,839	1,544,168

WATER FUND

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 PROPOSED 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	\$ 29,929	\$ 5,140	20.74%
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	62,591	5,079	8.83%
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	\$ 1,832,459	\$ (157,290)	-7.91%
NET BUDGETARY RESULT	\$ 156,111	\$ 90,159	\$ 143,641	\$ 53,482	
Addition/(Use) of Reserves	\$ 156,111	\$ 90,159	\$ 143,641		
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 Proposed 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	Utilities	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	Infrastructure Lease - Principal	38,435	40,081	42,301	42,301	44,378	
510-6090-6515	Infrastructure 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	
xxx-xxxx-xxxx	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	
000-6010-xxxx	City Council	21,047	20,253	24,789	24,789	29,929	
000-6020-xxxx	City Manager	33,432	32,483	36,934	36,934	38,496	
000-6040-xxxx	City Attorney	10,277	7,735	7,020	7,020	6,851	
000-6021-xxxx	City Clerk	15,196	16,504	20,570	20,570	20,724	
000-6030-xxxx	Finance	121,584	155,540	187,989	187,989	222,566	
000-6120-xxxx	Finance - Non Departmental	9,397	12,811	29,259	29,259	24,926	
000-6280-xxxx	Fire	17,312	50,983	57,512	57,512	62,591	
000-6050-xxxx	Planning	16,861	17,258	22,929	22,929	22,608	
000-6290-xxxx	Building	27,723	29,285	29,533	29,533	31,088	
000-6300-xxxx	Public Works - Engineering	105,374	94,256	105,787	105,787	90,362	
001-6310-xxxx	Public Works - Corporation Yard	149,354	165,723	168,124	168,124	186,221	
001-6060-xxxx	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	756,672	
TOTAL DEPARTMENT		1,202,905	1,773,314	1,989,749	1,929,266	1,832,459	

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

SEWER FUND

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 PROPOSED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
<u>OPERATING REVENUE</u>					
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%
<u>OPERATING EXPENSES</u>					
City Council	\$ 23,628	\$ 28,921	\$ 27,917	\$ (1,004)	-3.5%
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	\$ 2,713,779	\$ (224,869)	-7.7%
NET BUDGETARY RESULT	\$ (102,657)	\$ 96,352	\$ 169,721	\$ 73,369	
Addition/(Use) of Reserves	\$ (102,657)	\$ 96,352	\$ 169,721		
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 Proposed 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	Ligation Expense	-	-	-	-	-	
420-6420-6330	Utilities	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	Infrastruture Lease - Principal	34,167	35,630	37,604	37,604	39,450	
420-6090-6515	Infrastruture 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-xxx-xxx	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	
000-6010-xxxx	City Council	24,555	23,628	28,921	28,921	27,917	
000-6020-xxxx	City Manager	33,432	32,486	36,934	36,934	38,496	
000-6040-xxxx	City Attorney	6,166	4,641	4,212	4,212	4,111	
000-6021-xxxx	City Clerk	13,297	14,441	17,999	17,999	18,134	
000-6030-xxxx	Finance	118,008	151,447	183,042	183,042	216,709	
000-6120-xxxx	Finance - Non Departmental	9,397	12,811	29,259	29,259	24,926	
000-6050-xxxx	Planning	10,117	10,355	13,757	13,757	13,565	
000-6290-xxxx	Building	27,723	29,285	29,533	29,533	31,088	
000-6300-xxxx	Public Works - Engineering	71,282	77,623	87,119	87,119	74,416	
001-6310-xxxx	Public Works - Corporation Yard	108,904	120,939	122,590	122,590	135,786	
001-6060-xxxx	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	605,458	
TOTAL DEPARTMENT		2,671,195	3,052,808	2,938,648	2,930,638	2,713,779	

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

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

GAS TAX FUND - PRELIMINARY

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/(DEC)	% CHANGE
<u>OPERATING REVENUE</u>					
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%
<u>OPERATING EXPENSES</u>					
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

**SUMMARY - SPECIAL REVENUE FUNDS
2016-17 PROPOSED BUDGET**

REVENUES	Measure M Transportation Tax	Community Fund	Art In-Lieu	Inclusionary Housing Linkage Fee	Building Technology Permit Fee	Building Permit Incremental Fee	Business Improvement Area Fee	General Plan Update Fee	Police Vehicle Abatement Fee	Special Law Enforcement Supplemental Fund	Asset Forfeiture Fund	Park In-Lieu Fee	Street Pavement Reserve	Traffic Impact Fee	Utility Undergrounding Fee	Total	
Taxes/Assessments	\$ 50,000															\$	50,000
Intergovernmental																	102,000
Interest and rentals	1,500			2,500				200		100						1,000	14,300
Licenses, permits and fees		23,000		95,000	6,000	6,000	8,225	10,000								5,000	246,841
Donations	1,000																1,000
Total revenues	51,500	1,000	23,000	97,500	6,000	6,000	8,225	10,200	2,000	100,100			37,800	2,500	62,316	6,000	414,141
EXPENDITURES																	
Departments:																	
General government						6,000											
Police Services										130,400	11,045						12,000
Fire Services																	141,445
Public Works																	
Capital Projects	130,320						9,600							412,180	842,560		1,481,595
Community Development																	9,600
Debt Service																	31,470
Total Expenditures	130,320				6,000	6,000	9,600			130,400	11,045		37,800	412,180	842,560		1,676,110
EXCESS OF REVENUES OVER EXPENDITURES	(78,820)	1,000	23,000	97,500			(1,375)	10,200	2,000	(30,300)	(11,045)		(409,680)	(780,244)	6,000		(1,261,969)
OTHER FINANCING SOURCES (USES)																	
Transfers in										23,700	10,271		150,000	58,842			242,813
Transfers out																	
Total other financing sources (uses)										23,700	10,271		150,000	58,842			242,813
NET CHANGE IN FUND BALANCES	(78,820)	1,000	23,000	97,500			(1,375)	10,200	2,000	(6,600)	(774)	(90,205)	(259,680)	(721,402)	6,000		(1,019,156)
FUND BALANCE ESTIMATED BEGINNING OF THE YEAR	299,617	3,130	93,344	312,662	16,694	12,401	8,727	17,290	4,765	6,600	774	306,786	558,433	979,279	233,154		2,853,656
FUND BALANCE ESTIMATED END OF YEAR	\$ 220,797	\$ 4,130	\$ 116,344	\$ 410,162	\$ 16,694	\$ 12,401	\$ 7,352	\$ 27,490	\$ 6,765	\$ -	\$ -	\$ 216,581	\$ 298,753	\$ 257,877	\$ 239,154	\$	1,834,500

Measure M Transportation Tax Fund

Estimated Beginning Fund Balance 7/1/16

\$ 248,667 \$ 299,617

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<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	\$ 55,476	\$ 50,950	\$ 51,500	\$ 550	1.1%
<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	\$ 12,133	\$ 130,465	\$ 130,320	\$ (145)	-0.1%
NET BUDGETARY RESULT	\$ 43,343	\$ (79,515)	\$ (78,820)	\$ 695	-0.9%
Addition/(Use) of Reserves	\$ 43,343	\$ (79,515)	\$ (78,820)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 248,667	\$ 299,617	\$ 220,797		

Asset Forfeiture Fund

Estimated Beginning Fund Balance 7/1/16

\$ 18,671 \$ 774

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<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	\$ -		

Utility Underground Fee Fund

Estimated Beginning Fund Balance 7/1/16

\$ 233,154

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<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 PROPOSED 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 Assesment 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

	2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<u>OPERATING REVENUE</u>					
Special Assessments	\$ 91,509	\$ 79,753	\$ 79,753	\$ -	0.0%
Other Income	-	-	-	-	
Interest Earnings	297	-	-	-	
TOTAL REVENUE	\$ 91,806	\$ 79,753	\$ 79,753	\$ -	0.0%
<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	\$ 89,627	\$ 108,250	\$ 111,450	\$ 3,200	3.0%
NET BUDGETARY RESULT	\$ 2,179	\$ (28,497)	\$ (31,697)	\$ (3,200)	11.2%
Addition/(Use) of Reserves	\$ 2,179	\$ (28,497)	\$ (31,697)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

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

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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.

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

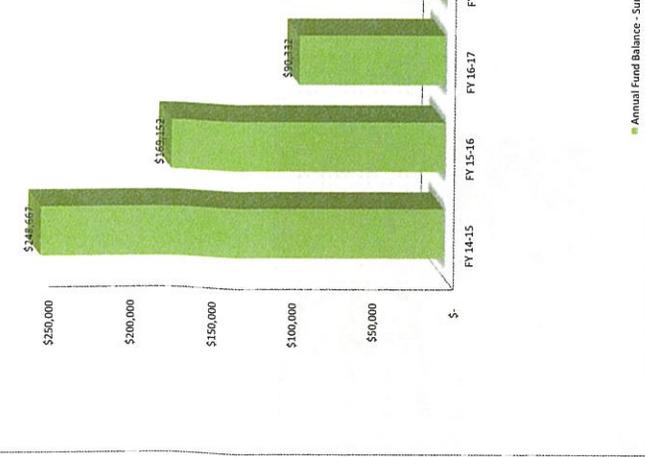
FY 15-16	FY 17-18	FY 18-19	FY 19-20
FY 16-17	FY 17-18	FY 18-19	FY 20-21

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	\$0			\$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 Cj/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	\$948,233	\$0	\$848,233						
57	Headsburg	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						
62	Pave Rep 2017	2017 allocation pavement repairs	\$400,000	\$0	\$400,000			\$40,000			
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			\$2,000,000			
66	Laguna Preserve	Laguna Preserve Improvements	\$25,000	\$25,000	\$0		\$25,000		\$1,000,000	\$500,000	
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		\$350,000				
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					
OPERATING REVENUE					
Sales Taxes (City Special Sales Tax, \$		50,000	50,000	50,000	50,000
Intergovernmental Measure M					
Charges for services		1,500	1,500	1,500	1,500
Interest Earnings					
Miscellaneous					
Transfer in					
TOTAL REVENUE		\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,500
OPERATING EXPENSES					
General Government					
Community Development					
Public Works					
Capital Projects	31,905				
Non Departmental					
Debt Service					
Transfer out					
TOTAL OPERATING EXPENSE	\$ 31,905				
NET BUDGETARY RESULT	\$ (31,905)				
Addition/(Use) of Reserves	\$ (31,905)				
TOTAL BUDGETARY BALANCE	\$ -				
Ending Fund Balance (Estimated)	\$ 248,667				

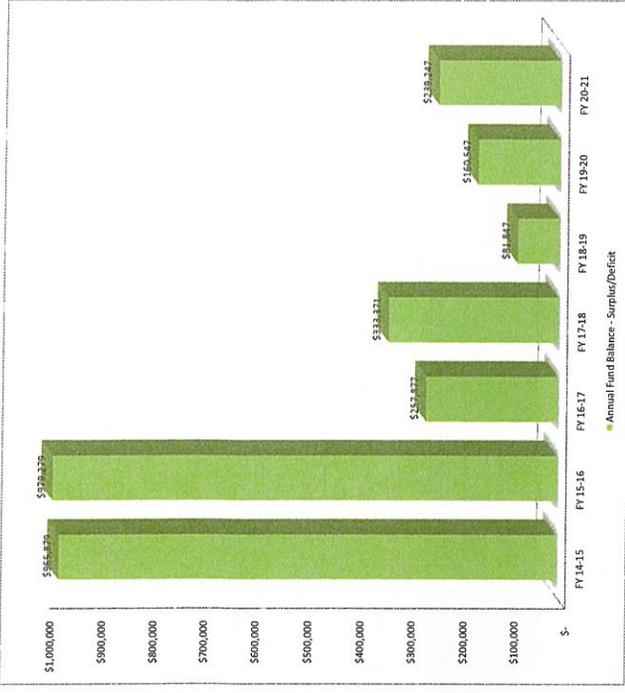
2015-16 AMENDED BUDGET	\$ 248,667
2016-17 BUDGET FORECAST	\$ 130,320
2017-18 FORECAST	\$ 117,800
2018-19 FORECAST	\$ 51,500
2019-20 FORECAST	\$ 51,500
2020-21 FORECAST	\$ 51,500



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	\$117,800	\$0	\$0	1	Eng Pave
9 Bodega Ave rep	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$117,800	\$0	1	Eng Pave
10 Pave Assess	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1	Eng Pave
Total							\$445,495	\$79,515	\$130,320	\$117,800	\$117,800	\$117,800	\$0		

Traffic Impact Fund, Balance & Plan

Beginning Fund Balance (Estimated)	\$ 965,879	2015-16 AMENDED BUDGET	\$ 979,279	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
OPERATING REVENUE							
Sales Taxes	\$ -	\$ -	\$ 58,616	\$ 71,794	\$ 75,000	\$ 75,000	\$ 75,000
Intergovernmental - TFCA Grant	-	-	3,700	3,700	3,700	3,700	3,700
Charges for services	-	-	50,000	-	-	-	-
Interest Earnings	-	-	3,842	-	-	-	-
Transfer in from TFCA	-	-	-	-	-	-	-
Transfer in from TDA3	-	-	-	-	-	-	-
TOTAL REVENUE	\$ -	\$ 58,200	\$ 121,158	\$ 75,494	\$ 78,700	\$ 78,700	\$ 78,700
OPERATING EXPENSES							
General Government	-	-	-	-	-	-	-
Community Development	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Capital Projects	31,905	45,300	842,560	330,224	330,224	330,224	330,224
Non Departmental	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSE	\$ 31,905	\$ 45,300	\$ 842,560	\$ 330,224	\$ 330,224	\$ 330,224	\$ 330,224
NET BUDGETARY RESULT	\$ (31,905)	\$ 13,400	\$ (721,402)	\$ 75,494	\$ (251,524)	\$ 78,700	\$ 78,700
Addition/(Use) of Reserves	\$ (31,905)	\$ 13,400	\$ (721,402)	\$ 75,494	\$ (251,524)	\$ 78,700	\$ 78,700
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance (Estimated)	\$ 965,879	\$ 979,279	\$ 257,877	\$ 333,371	\$ 81,847	\$ 160,547	\$ 239,247



Item	Project	Cost Estimate	TIF 1	TIF 2	TIF 3	TIF 4	TIF 5	TIF total	FY 15-16	FY 16-17	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	\$45,300	\$842,560	\$0	\$0	\$0	\$0	2 Eng Bikes
7	Wayfinding signs	\$31,200	\$31,200	\$0	\$0	\$0	\$0	\$545,179	\$25,000	\$570,179	\$0	\$0	\$0	\$0	0 Planning
59	New signs	\$4,700	\$4,700	\$0	\$0	\$0	\$0	\$31,200	\$15,600	\$15,600	\$0	\$0	\$0	\$0	1 Eng CI&G
4	SR Bike Lanes	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$4,700	\$4,700	\$0	\$0	\$0	\$0	\$0	2 Eng Bikes
14	Nelson Crosswalk	\$51,696	\$51,696	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0	1 Eng CI&G
74	Bodega study	\$18,700	\$18,700	\$0	\$0	\$0	\$0	\$51,696	\$0	\$51,696	\$0	\$0	\$0	\$0	1 Eng CI&G
73	Bodega striping	\$17,885	\$17,885	\$0	\$0	\$0	\$0	\$18,700	\$0	\$18,700	\$0	\$0	\$0	\$0	1 Eng CI&G
60	Bodega Speed	\$13,400	\$13,400	\$0	\$0	\$0	\$0	\$17,885	\$0	\$17,885	\$0	\$0	\$0	\$0	1 Eng CI&G
8	Pet-Sub Trail	\$5,100	\$5,100	\$0	\$0	\$0	\$0	\$13,400	\$0	\$13,400	\$0	\$0	\$0	\$0	1 Eng CI&G
15	Bodega sidewalk	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$5,100	\$0	\$5,100	\$0	\$0	\$0	\$0	2 Eng Bikes
12	McKinley Sidewalk	\$80,224	\$80,224	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000	\$0	\$250,000	\$0	\$0	1 Eng CI&G
16	Class 1 Bike Paths	\$318,708	\$0	\$0	\$0	\$0	\$0	\$80,224	\$0	\$80,224	\$0	\$80,224	\$0	\$0	1 Eng CI&G
17	SR 116/Covert La	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2 Eng Bikes
13	Intersect. Contri.	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0	\$0	1 Eng CI&G
18	Gravenstein Sidewalk	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$0	1 Eng CI&G
11	Ragle Crosswalk	\$206,785	\$206,785	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000	\$0	\$0	\$0	\$0	1 Eng CI&G
6	Traffic Synch	\$45,000	\$0	\$0	\$0	\$0	\$0	\$206,785	\$0	\$0	\$0	\$0	\$0	\$0	1 Eng CI&G
9	Bodega Ave rep	\$100,000	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	1 Eng CI&G

Park In-Lieu Fee Fund

Beginning Fund Balance (Estimated)

2014-15 ACTUAL	2015-16 AMENDED BUDGET	2016-17 BUDGET	2017-18 FORECAST	2018-19 FORECAST	2019-20 FORECAST	2020-21 FORECAST
\$ 26,989	\$ 373,591	\$ 306,786	\$ 216,581	\$ 144,661	\$ 154,579	\$ 166,425
OPERATING REVENUE						
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	22,100	35,000	36,750	38,588	40,517	42,543
Charges for services	4,889	2,800	2,800	2,800	2,800	2,800
Interest Earnings	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Transfer in	-	-	-	-	-	-
TOTAL REVENUE	\$ 26,989	\$ 37,800	\$ 39,550	\$ 41,388	\$ 43,317	\$ 45,343
OPERATING EXPENSES						
General Government	-	-	-	-	-	-
Community Development	-	-	-	-	-	-
Public Works	-	-	-	-	-	-
Capital Projects	5,850	73,135	80,000	-	-	-
Non Departmental	31,470	31,470	31,470	31,470	31,470	31,470
Debt Service	4,624	-	-	-	-	-
Transfer out	-	-	-	-	-	-
TOTAL OPERATING EXPENSE	\$ 41,944	\$ 104,605	\$ 111,470	\$ 31,470	\$ 31,470	\$ 31,470
NET BUDGETARY RESULT	\$ (14,955)	\$ (66,805)	\$ (71,920)	\$ 9,918	\$ 11,847	\$ 13,873
Addition/(Use) of Reserves						
TOTAL BUDGETARY BALANCE	\$ -	\$ (66,805)	\$ (71,920)	\$ 9,918	\$ 11,847	\$ 13,873
Ending Fund Balance (Estimated)	\$ 373,591	\$ 306,786	\$ 216,581	\$ 144,661	\$ 154,579	\$ 166,425

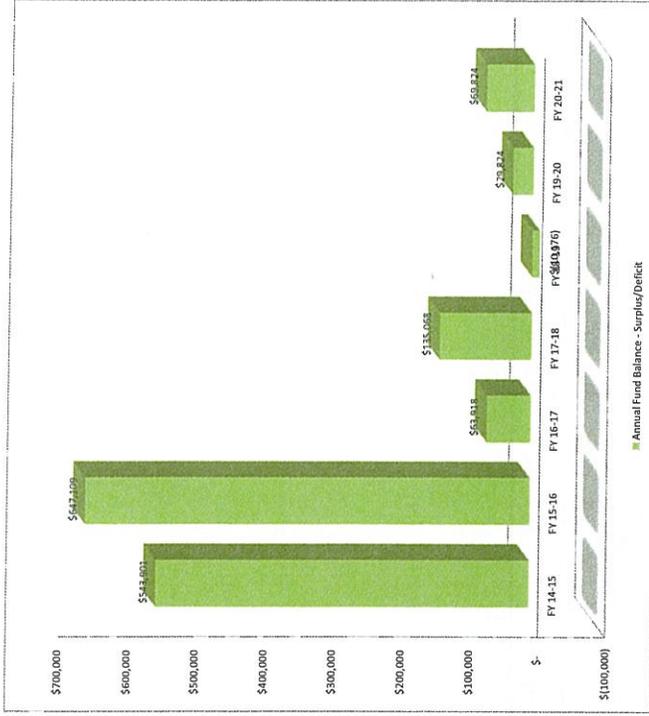
Fiscal Year	Annual Fund Balance - Surplus/Deficit
FY 14-15	\$373,591
FY 15-16	\$306,786
FY 16-17	\$216,581
FY 17-18	\$144,661
FY 18-19	\$154,579
FY 19-20	\$166,425
FY 20-21	\$180,288

Item	Project	Cost Estimate	Park In-Lieu PIL 1	PIL 2	PIL 3	PIL 4	PIL 5	Total, Park In-Lieu Fees:	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Dept
48	Skategarden	\$675,403	\$0	\$0	\$0	\$136,270	\$0	\$136,270	\$0	\$68,135	\$68,135	\$0	\$0	\$0	\$0	1 Parks
46	Occupy Bench	\$8,400	\$5,500	\$0	\$0	\$0	\$0	\$5,500	\$0	\$5,000	\$3,000	\$0	\$0	\$0	\$0	1 Parks
66	Laguna Preserve	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1 Parks
61	Trail Feasibility	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1 Parks
50	Ives Park	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1 Parks

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

	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	44,350	63,737	70,750	49,600	39,600	39,600
Charges for services	-	2,500	400	400	400	400	400
Interest Earnings	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Transfer in	-	68,358	-	-	-	-	-
TOTAL REVENUE		\$ 115,208	\$ 64,137	\$ 71,150	\$ 50,000	\$ 40,000	\$ 40,000
OPERATING EXPENSES							
General Government	-	-	-	-	-	-	-
Community Development	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Capital Projects	710,000	-	647,328	-	195,244	-	-
Non Departmental	-	-	-	-	-	-	-
Dish Service	-	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSE		\$ -	\$ 647,328	\$ -	\$ 195,244	\$ -	\$ -
NET BUDGETARY RESULT		\$ 115,208	\$ (583,191)	\$ 71,150	\$ (145,244)	\$ 40,000	\$ 40,000
Addition/(Use) of Reserves		\$ 103,208	\$ (583,191)	\$ 71,150	\$ (145,244)	\$ 40,000	\$ 40,000
TOTAL BUDGETARY BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance (Estimated)	\$ 543,901						
Ending Fund Balance (Estimated)	\$ 543,901						



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	\$250,607	\$0	\$250,607	\$0	\$0	\$0	\$0	\$0	Water
24 Lillian Way main	\$154,634	\$0	\$0	\$0	\$0	\$154,634	\$0	\$154,634	\$0	\$0	\$0	\$0	\$0	Water
23 Edman main	\$135,686	\$0	\$0	\$0	\$0	\$135,686	\$0	\$135,686	\$0	\$0	\$0	\$0	\$0	Water
22 Hayden main	\$106,501	\$0	\$0	\$0	\$0	\$106,501	\$0	\$106,501	\$0	\$0	\$0	\$0	\$0	Water
27 Abbott Ave line	\$158,185	\$0	\$0	\$0	\$0	\$158,185	\$0	\$158,185	\$0	\$158,185	\$0	\$0	\$0	Water
26 1st St Reservoir	\$37,059	\$0	\$0	\$0	\$0	\$37,059	\$0	\$37,059	\$0	\$37,059	\$0	\$0	\$0	Water
25 Watermain loop	\$3,049,121	\$0	\$0	\$0	\$0	\$3,049,121	\$0	\$3,049,121	\$0	\$3,049,121	\$0	\$0	\$0	Water
31 Grav Hwy South	\$1,164,698	\$0	\$0	\$0	\$0	\$1,164,698	\$0	\$1,164,698	\$0	\$1,164,698	\$0	\$0	\$0	Water
29 Grav Hwy North	\$910,898	\$0	\$0	\$0	\$0	\$910,898	\$0	\$910,898	\$0	\$910,898	\$0	\$0	\$0	Water
30 Well 5	\$529,408	\$0	\$0	\$0	\$0	\$529,408	\$0	\$529,408	\$0	\$529,408	\$0	\$0	\$0	Water
20 Well 6	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$0	Water
68 Well 9	\$850,000	\$0	\$0	\$0	\$0	\$850,000	\$0	\$850,000	\$0	\$850,000	\$0	\$0	\$0	Water
21 Well 7	\$675,000	\$0	\$0	\$0	\$0	\$675,000	\$0	\$675,000	\$0	\$675,000	\$0	\$0	\$0	Water
19 Well 6	\$240,000	\$0	\$0	\$0	\$0	\$240,000	\$0	\$240,000	\$0	\$240,000	\$0	\$0	\$0	Water

**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 settlem	\$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 wat	\$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 Riverwat	\$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	M54 permit	M54 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 & Mo	\$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

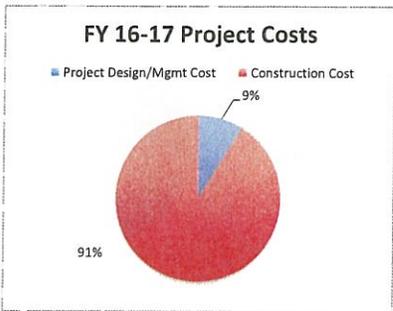
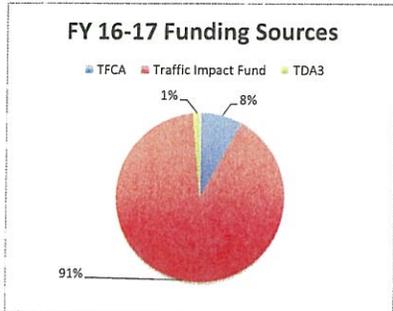
CIP Item Number: 3 Local Bike Lanes

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: Mandate Necessary X 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 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 "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

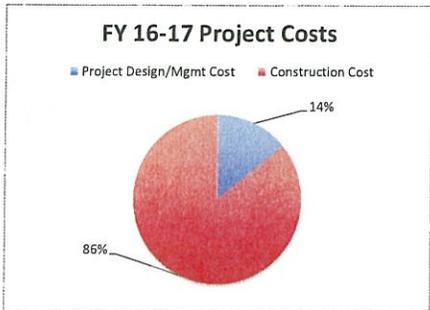
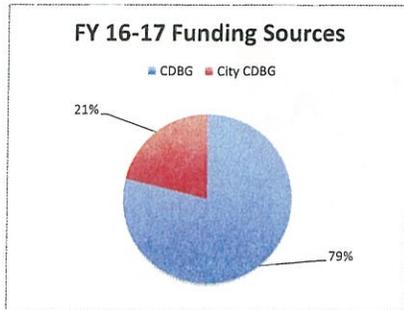
CIP Item Number: 5 ADA Transition

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:	<p>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.</p>	
General Plan Consistency:	<p>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.</p>	
	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
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City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

CIP Item Number: 62 Pavement 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:	<input type="checkbox"/> Mandate	
	<input checked="" type="checkbox"/> Necessary	
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"/> Desirable	
	Appropriations beyond the 5 year program period are needed to complete project: YES () NO (X)	
General Plan Consistency:	Total Project Costs	\$400,000

	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	\$0	\$400,000	\$0	\$0	\$0	\$ 400,000
	Total Project Cost	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
Committed Funding Sources:	Meas M	\$0							-
	Sales Tax Pav Pres	\$0							-
	0	\$0							-
	0	\$0							-
	0	\$0							-
	Total	\$ -	\$ -	\$0	\$400,000	\$0	\$0	\$0	

Funding still required									
		\$ 400,000							

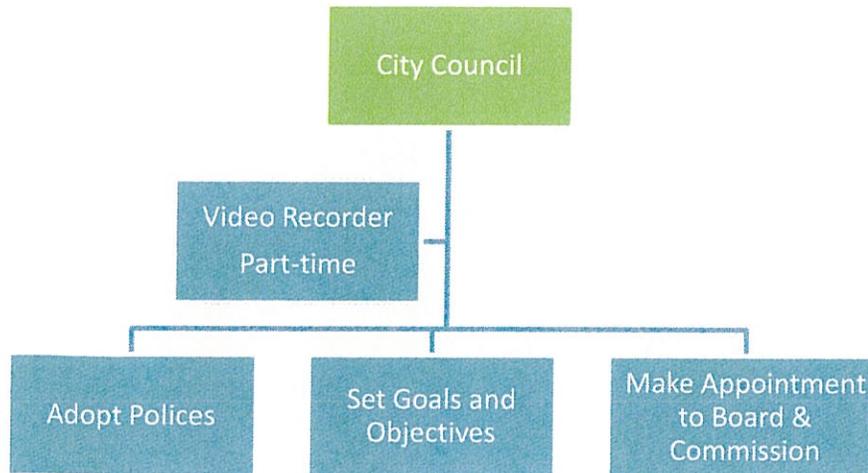
City of Sebastopol
Five Year Capital Improvement Program
Project Detail Form

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:																																																																																																																																							
Justification: A new Regional MS4 stormwater discharge permit was issued by the Water Board in October 2015, off 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 requirements and provisions for managing stormwater run-off from streets tied to repairs/rehabilitation.				<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		\$2,000,000																																																																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Item</th> <th style="width: 10%;">Budget FY 15-16</th> <th style="width: 10%;">Est Expd FY 15-16</th> <th style="width: 10%;">FY 16-17</th> <th style="width: 10%;">FY 17-18</th> <th style="width: 10%;">FY 18-19</th> <th style="width: 10%;">FY 19-20</th> <th style="width: 10%;">FY 20-21</th> <th style="width: 10%;">Total (Five-Year)</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="vertical-align: middle;">Project Costs:</td> <td>Project Design/Mgmt Cost</td> <td></td> <td>\$10,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>Construction Cost</td> <td></td> <td>\$0</td> <td>\$0</td> <td>\$500,000</td> <td>\$1,000,000</td> <td>\$500,000</td> <td>\$0</td> <td>\$2,000,000</td> </tr> <tr> <td>Total Project Cost</td> <td>\$ -</td> <td>\$ 10,000</td> <td>\$ -</td> <td>\$ 500,000</td> <td>\$ 1,000,000</td> <td>\$ 500,000</td> <td>\$ -</td> <td>\$2,000,000</td> </tr> <tr> <td rowspan="7" style="vertical-align: middle;">Committed Funding Sources:</td> <td>Prop 1</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>0</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>0</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>0</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>0</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Total</td> <td>\$ -</td> <td>\$ -</td> <td>\$0</td> <td>\$500,000</td> <td>\$1,000,000</td> <td>\$500,000</td> <td>\$0</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="3" style="vertical-align: middle;">Funding still required</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>\$2,000,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											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:	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																
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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.

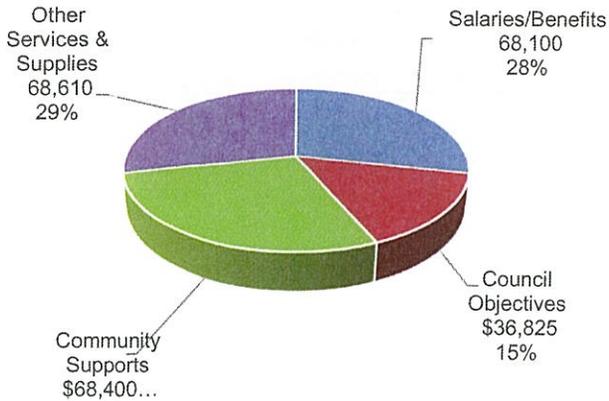
SUMMARY - CITY COUNCIL

FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 2016-17
Water Fund	\$ 24,789	\$ 26,929
Sewer Fund	28,921	27,917
General Fund	202,568	187,088
TOTAL REVENUE	256,279	241,935

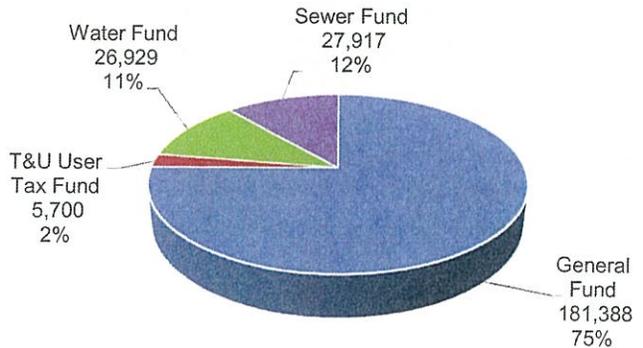
EXPENSE	2014-15 ACTUAL	2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	62,223	66,015	68,100	2,085	3.2%
Communications	2,141	2,200	4,720	2,520	114.5%
Supplies & Services	7,955	7,550	7,550	-	0.0%
Training/Meetings	9,540	10,000	10,000	-	0.0%
Dues & Subscriptions	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	68,400	(12,000)	-14.9%
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	\$ 241,935	\$ (14,344)	-5.6%

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

City Council Expenditures



Cost Allocation



**Detail - Cittaslow
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 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.

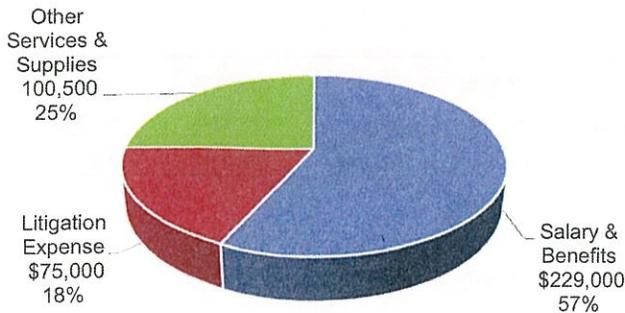
SUMMARY - CITY MANAGER / ATTORNEY

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	316,546
TOTAL REVENUE	404,070	404,500

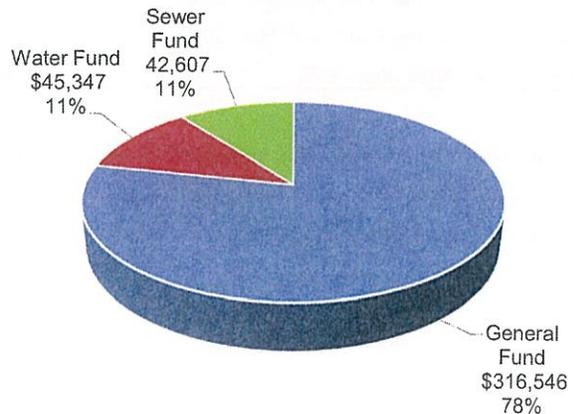
EXPENSE	2014-15 ACTUAL	2015-16 ADJUSTED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	199,850	219,205	229,000	9,795	4.5%
Communications	1,293	1,500	1,500	-	0.0%
Services & Supplies	3,219	4,350	4,350	-	0.0%
Training/Meetings	1,782	2,500	2,500	-	0.0%
Dues & Subscriptions	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	35,000	(4,000)	-10.3%
TOTAL EXPENSE	\$ 321,246	\$ 404,070	\$ 404,500	\$ 430	0.1%

^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 Attorney
Budget Expenditures**

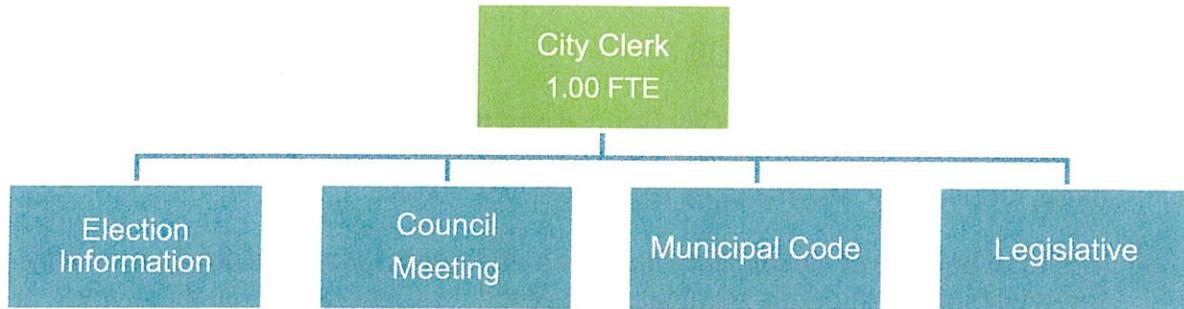
Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed Budget
000-6040-6010	Salaries ¹	39,386	39,339	38,939	38,939	40,100
000-6040-6023	Benefits ²	10,816	11,071	14,268	14,268	15,500
000-6040-6050	Misc. Supplies/Services	-	25	500	500	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;

Objectives for 2016/2017

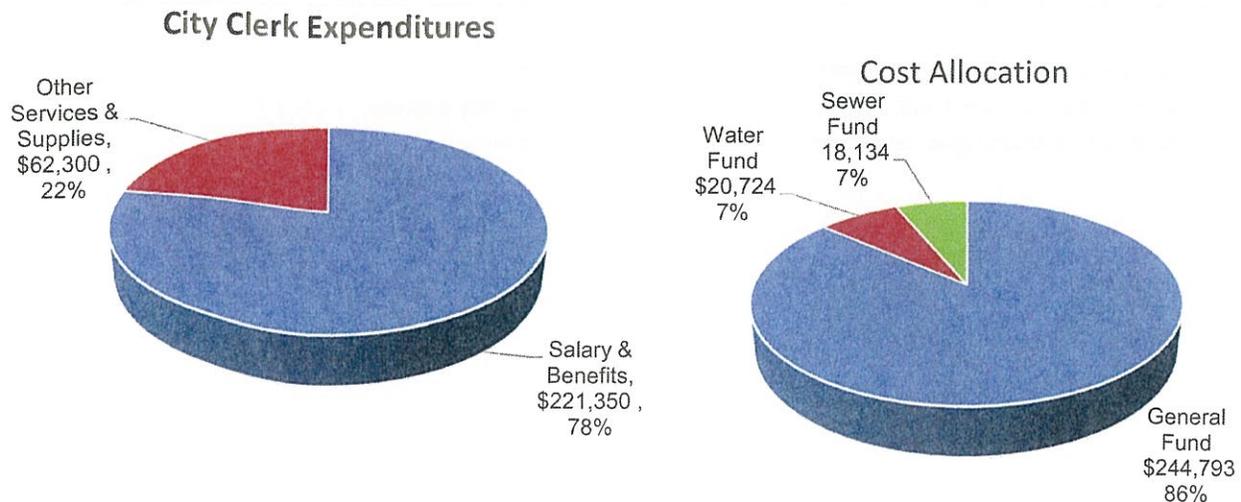
- Continue to facilitate an open flow of communication to the City Council, City Manager, and City Departments; to serve the community of Sebastopol by being the Office that represents the "Welcome Mat" of City Hall, to help demystify the governance process; and to encourage the local community to have 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.

SUMMARY - CITY CLERK

FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 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 ADJUSTED BUDGET	2016-17 PROPOSED 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%

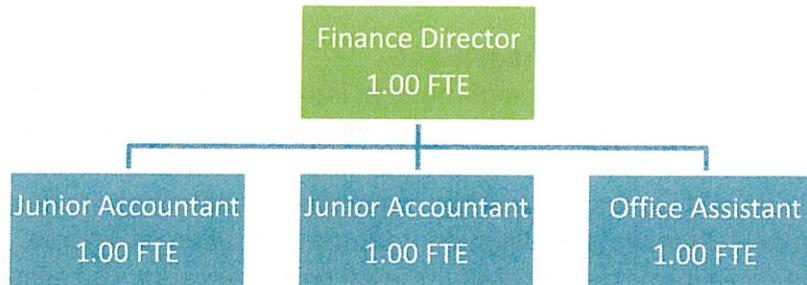
a Salaries: Includes Base pay, longevity pay, education incentive pay
Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability



**Detail - Community Support
Budget Expenditures**

Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed 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
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	\$ 68,400

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

- ✓ 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

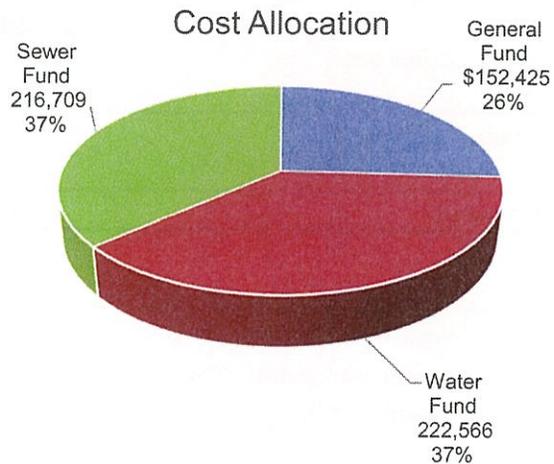
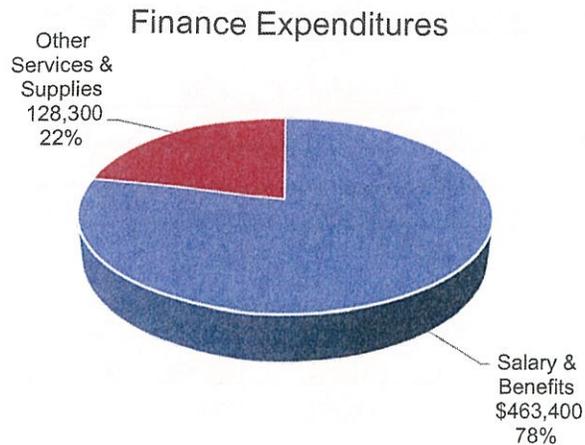
SUMMARY - FINANCE

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 PROPOSED 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

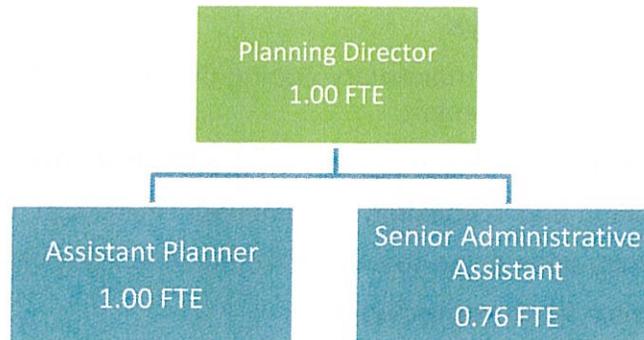


**Detail Finance - Insurance
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2014/15 Estimated Actual	2016/17 Proposed 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		7,879,756		263,750

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.

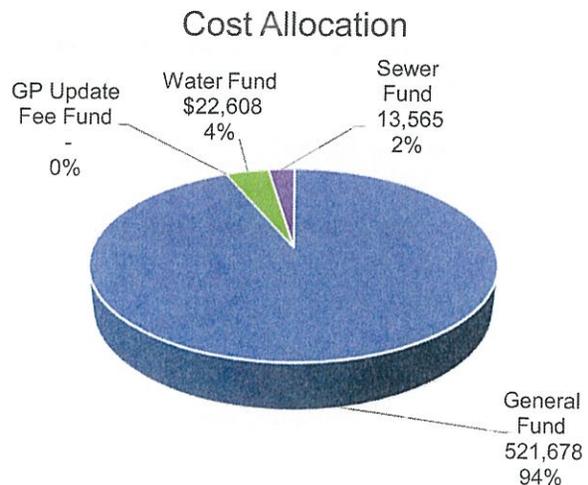
- Manage completion of General Plan Update.
- Initiate comprehensive Zoning Ordinance and Zoning Map updates pursuant to adopted General Plan.
- Continue implementation of Laguna Preserve Management Plan.
- Complete design of Wayfinding Sign Program.
- Complete review and adoption of Downtown Design 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

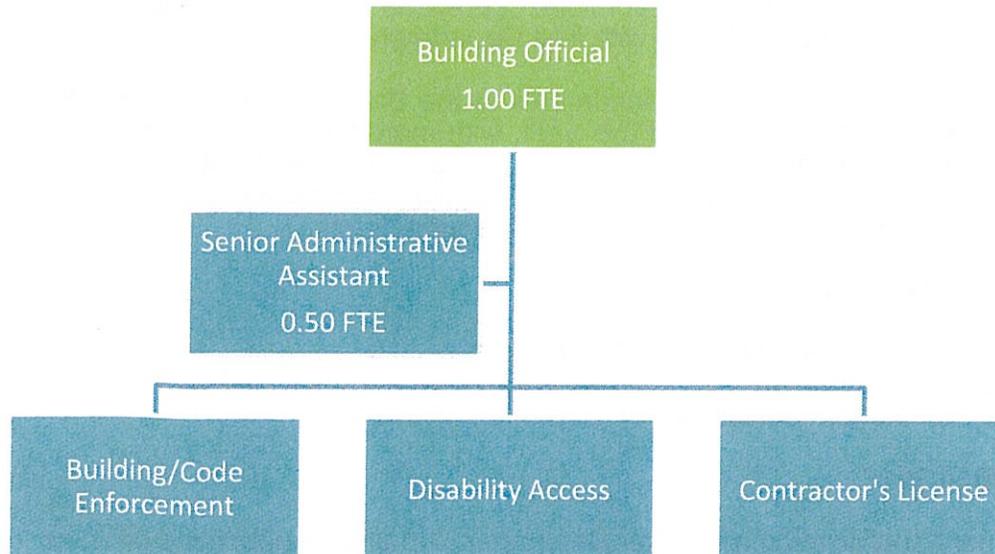
FUNDING SOURCES	FUNDING SOURCES 2015-16	FUNDING SOURCES 2016-17
Planning Fees	\$ 40,000	\$ 40,000
Planning Publications	200	200
Water Fund	22,929	22,608
Sewer Fund	13,757	13,565
Transfer In	7,000	-
General Fund	555,390	481,478
TOTAL REVENUE	639,276	557,850

EXPENSE	2013-14 ACTUAL	2015-16 AMENDED BUDGET	2016-17 PROPOSED 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



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.

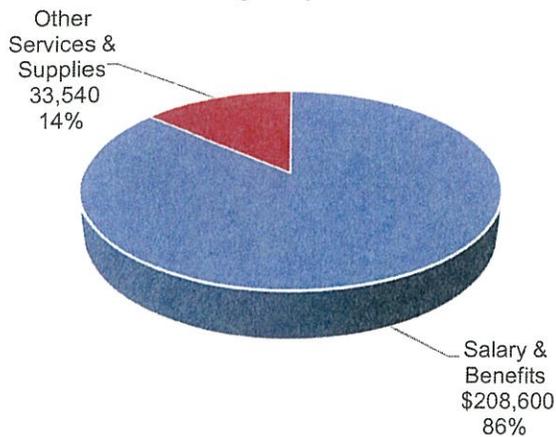
SUMMARY - BUILDING

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

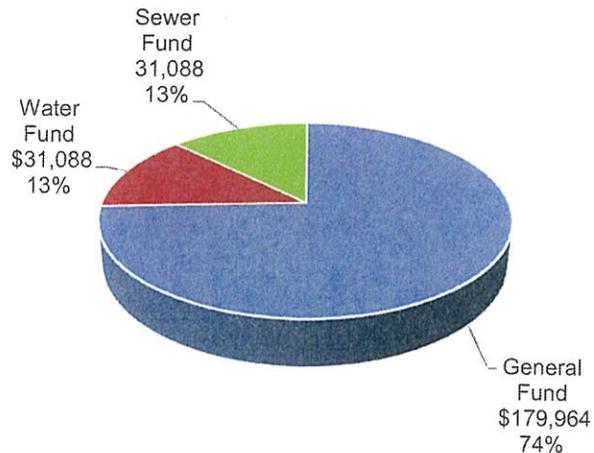
EXPENSE	2014-15 ACTUAL	2015-16 ADJUSTED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	200,071	199,016	208,600	9,584	4.8%
Communications	3,137	2,600	3,000	400	15.4%
Services & Supplies	3,178	5,000	5,000	-	0.0%
Training/Meetings	1,092	-	-	-	0.0%
Dues & Subscriptions	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

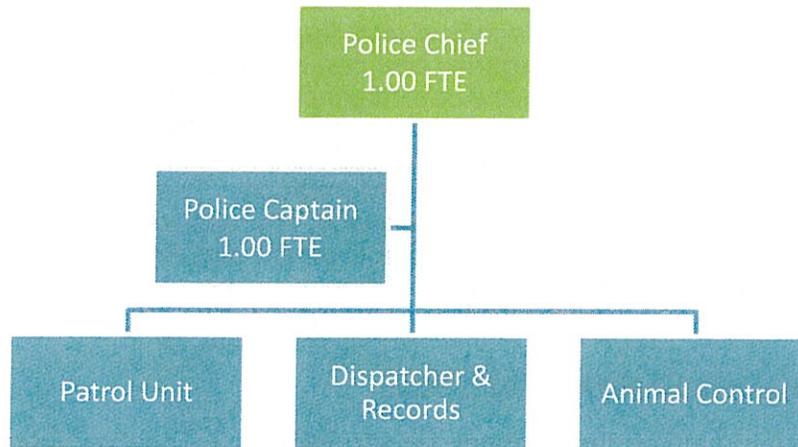
Building Expenditures



Cost Allocation



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:

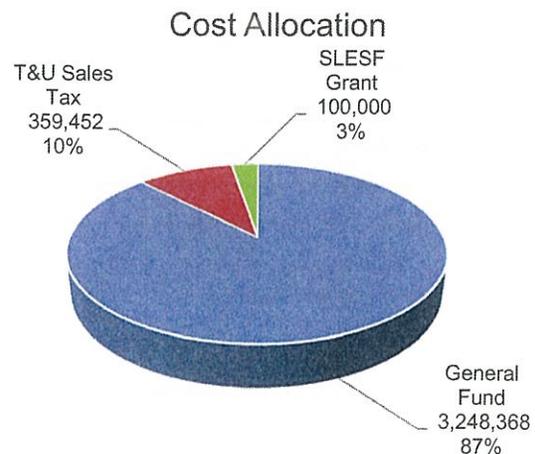
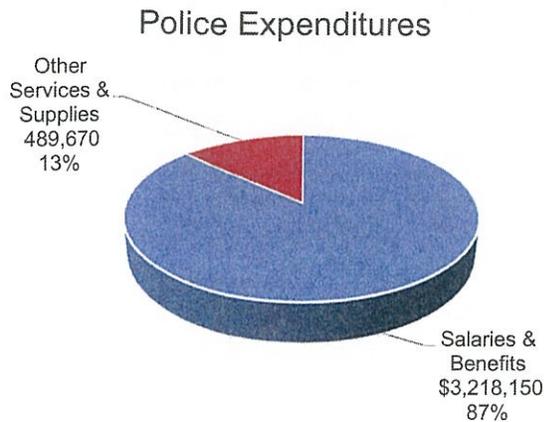
The Operations Division consists of 12 uniformed peace officers who respond to calls for service and crisis intervention twenty-four hours a day, seven days a week. Included in this division are the members of the Volunteer Bureau. Operations Division personnel are responsible for the field training of newly-hired officers and volunteers, on-going training of existing officers and volunteers, investigation of all criminal activity in

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	42,000	42,000
Transfer In	93,500	100,000
General Fund	3,211,335	3,388,070
TOTAL REVENUE	\$ 3,522,585	3,707,820

EXPENSE	2014-15 ACTUAL	2015-16 ADJUSTED BUDGET	2016-17 PROPOSED 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	80,708	79,000	79,000	-	0.0%
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	\$ 3,244,251	\$ 3,522,585	\$ 3,707,820	\$ 185,235	5.3%

^a Salaries: Includes 1 additional FTE, base pay, longevity pay, education incentive pay (when applicable)
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 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed 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

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 PROPOSED 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	\$ -	\$ -	\$ -	\$ -

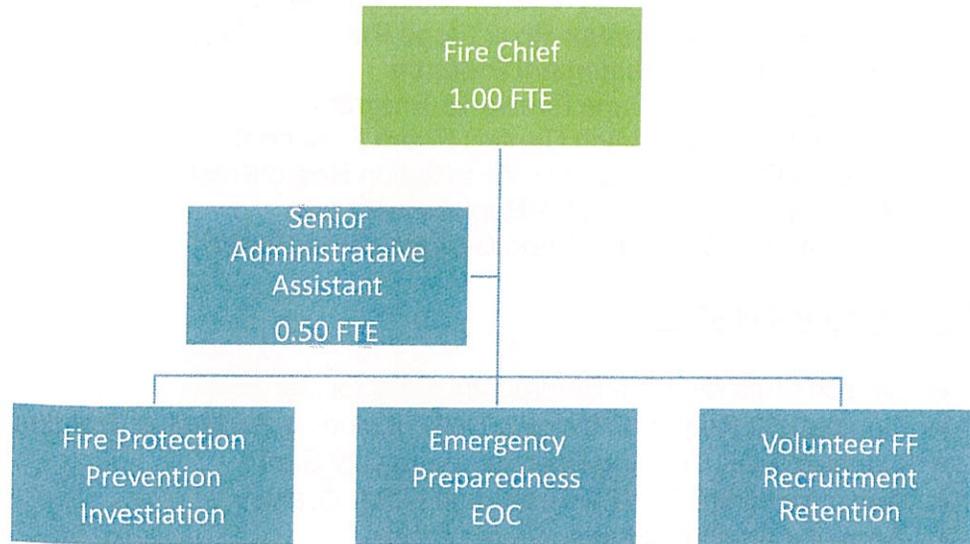
SAPT Block Grant

Estimated Beginning Fund Balance 7/1/16

\$ -

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

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

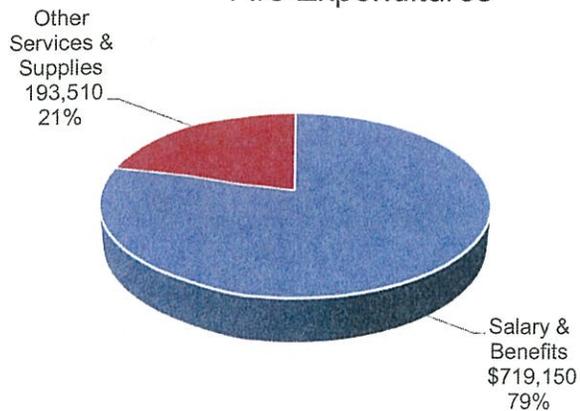
SUMMARY - FIRE

FUNDING SOURCES	FUNDING SOURCES	FUNDING SOURCES
	2015-16	2016-17
Fire Department Fees	\$ 28,000	\$ 28,000
Water Fund	57,512	62,591
General Fund	754,740	822,069
TOTAL REVENUE	\$ 840,252	\$ 912,660

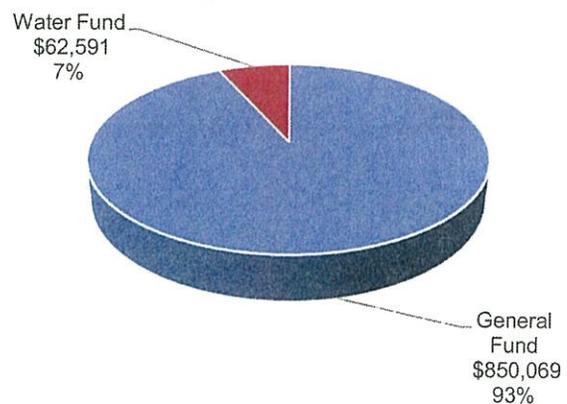
EXPENSE	2014-15 ACTUAL	2015-16 ADJUSTED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a	536,895	659,972	719,150	59,178	9.0%
Communications	7,296	7,200	7,550	350	4.9%
Services & Supplies	45,755	52,300	51,800	(500)	-1.0%
Training/Meetings	8,442	7,000	7,500	500	7.1%
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	\$ 912,660	\$ 72,408	8.6%

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

Fire Expenditures



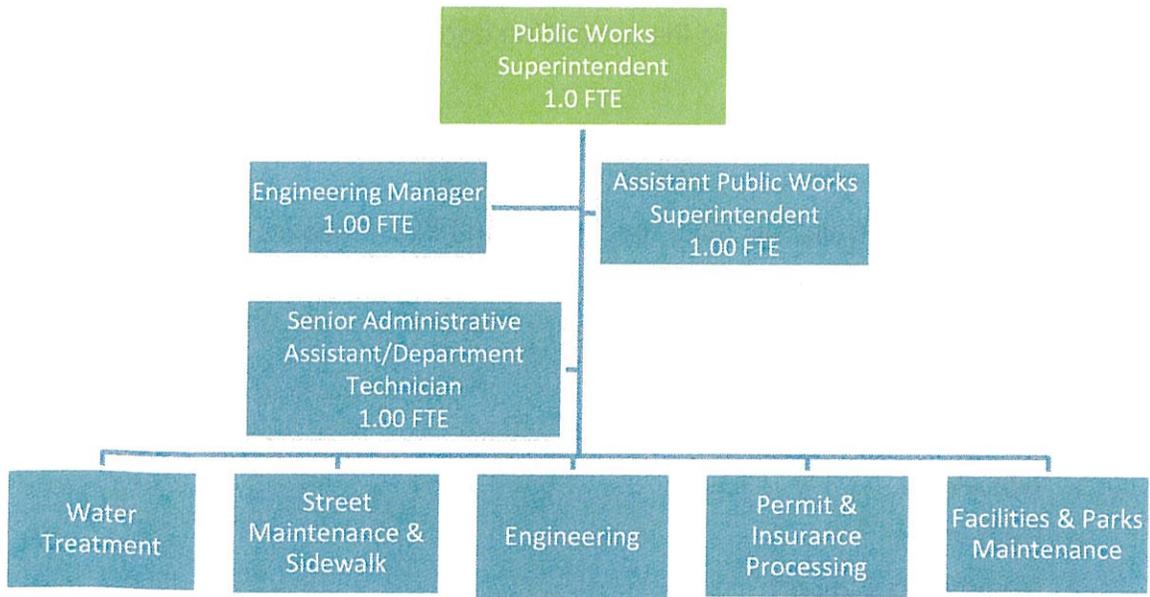
Cost Allocation



Detail - Fire Emergency Preparedness
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed 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

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

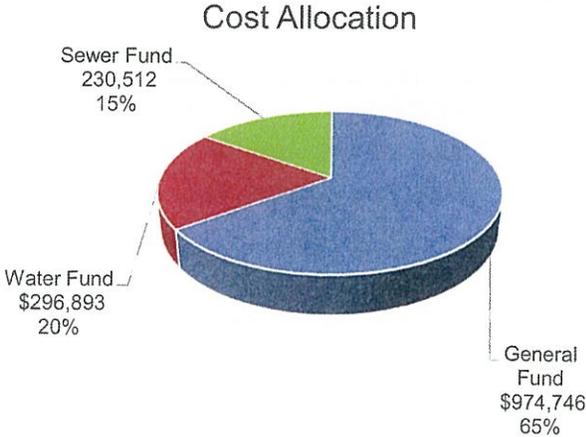
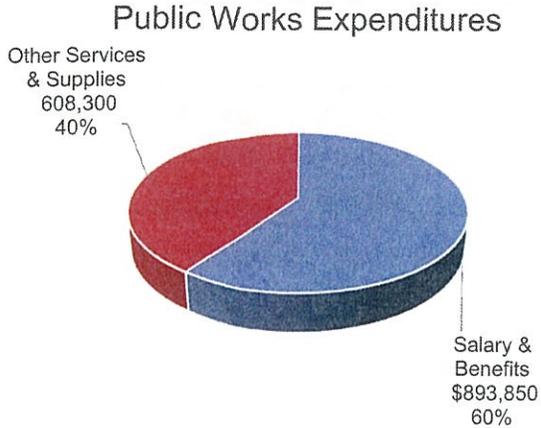
- Half time office staff person for Public Works facility to accommodate workload
- Full time Laborer staff person to accommodate additional maintenance and enhancement tasks identified in Laguna Preserve Master Plan
- Addition of one certificate incentive for maintenance staff for Ives Pool
- Allocate 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	917,796
TOTAL REVENUE	1,428,533	1,502,150

EXPENSE	2014-15 ACTUAL	2015-16 ADJUSTED BUDGET	2016-17 PROPOSED 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	62,850	20,210	47.4%
TOTAL EXPENSE	\$ 1,395,307	\$ 1,428,533	\$ 1,502,150	\$ 73,617	5.2%

^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 - Government Building *
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed 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	25,000
001-6060-6943	Ext. Painting of City Buildings	-	-	-	-	-
Total Capital Outlay		-	73,427	6,500	83,400	25,000
TOTAL DEPARTMENT		59,573	125,279	63,818	149,775	106,240

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 - Parking Lots
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed 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 - Engineering
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed 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

000-6300-3510	Water Fund Allocation - 34%	(105,374)	(94,256)	(105,787)	(105,787)	(90,362)
000-6300-3420	Sewer Fund Allocation - 26%	(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 0.5 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 - Village Mobile Home Park
Budget Expenditures**

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed 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 DEPARMENT		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

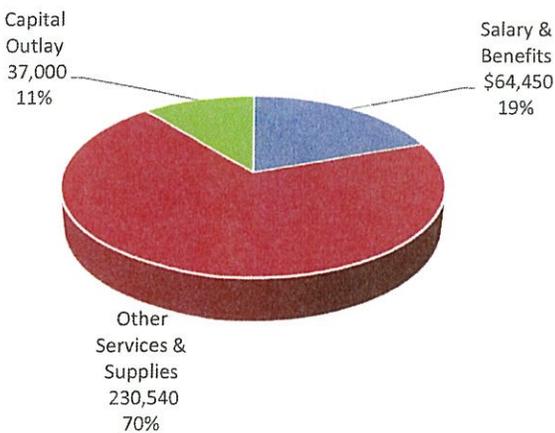
SUMMARY - RECREATION & COMMUNITY SERVICES

FUNDING SOURCES	FUNDING SOURCES 2014-15	FUNDING SOURCES 2016-17
Ives Pool Reimbursement	\$ 30,000	\$ 30,000
General Fund	286,769	301,990
TOTAL REVENUE	\$ 316,769	331,990

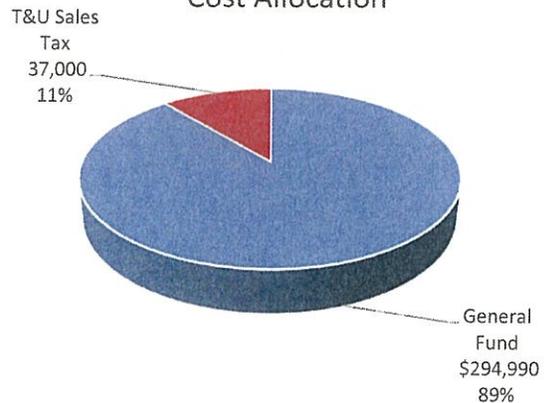
EXPENSE	2013-14 ACTUAL	2015-16 ADJUSTED BUDGET	2016-17 PROPOSED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
Salaries & Benefits ^a (.6 FTE)	48,730	55,213	64,450	9,237	16.7%
Communications	-	500	-	(500)	-100.0%
Services & Supplies	11,184	10,700	6,000	(4,700)	-43.9%
Training/Meetings	-	-	-	-	
Dues & Subscriptions	-	-	-	-	
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 - Community Center *
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Adjusted Budget	2015/16 Estimated Actual	2016/17 Proposed 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 Proposed 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 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	\$ INC/ (DEC)
<u>OPERATING REVENUE</u>				
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
<u>OPERATING EXPENSES</u>				
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	\$ -	\$ -	\$ -	

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.

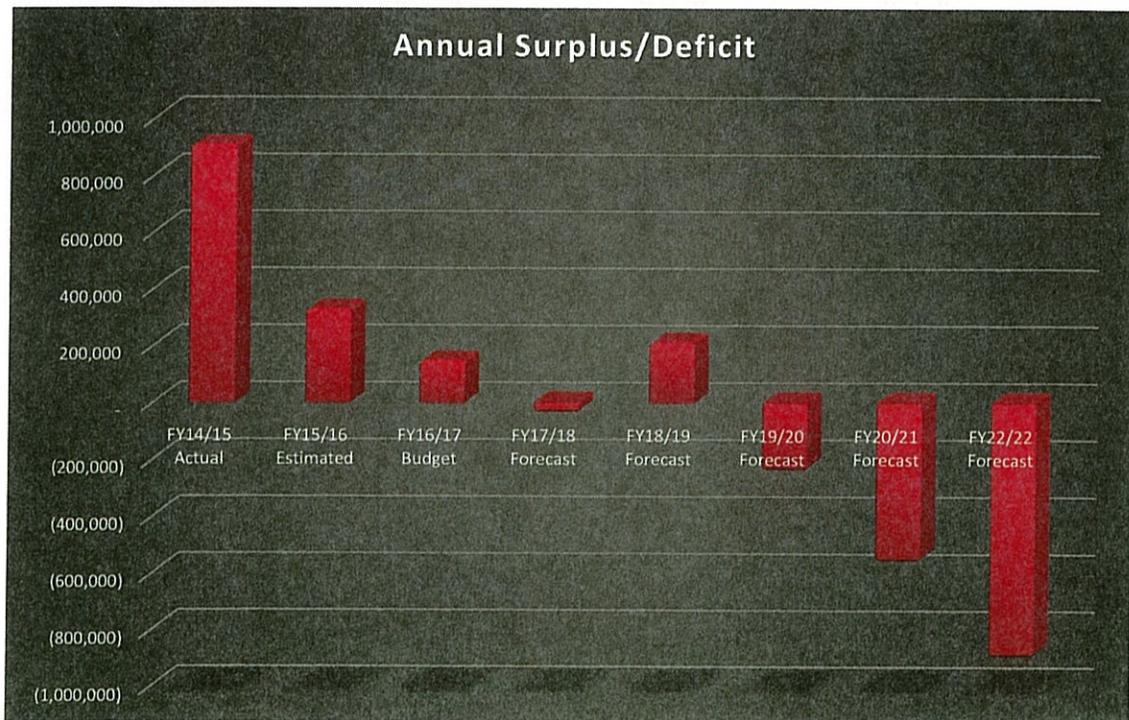
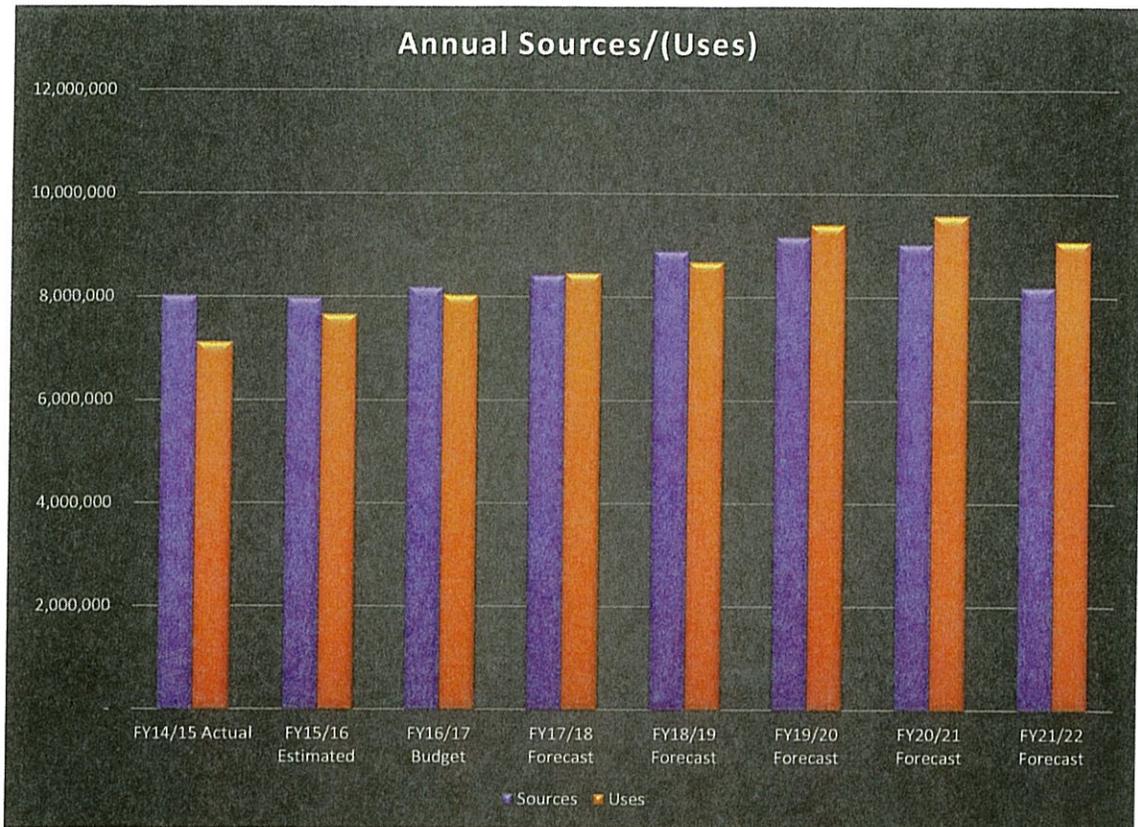
Vacuum Truck Lease

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.

Debt Service
Budget Expenditures

Account Number	Description	2013/14 Actual	2014/15 Actual	2015/16 Amended Budget	2015/16 Estimated Actual	2016/17 Proposed 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	-	-	-	-

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 %:		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	184,088	216,428	228,170	240,670	253,985	266,464
City Manager	184,750	127,269	69,748	117,405	101,568	189,802	190,488	190,983	197,296	203,905	209,911	213,481
City Attorney	158,862	143,309	229,079	370,426	142,329	106,168	126,058	132,704	137,751	143,043	148,120	150,934
City Clerk	-	109,355	146,499	163,131	188,523	224,059	244,793	248,258	254,749	278,107	266,912	271,993
Finance	65,883	65,633	120,675	125,182	107,830	129,377	152,425	149,716	154,428	161,799	166,137	169,785
Planning	116,996	186,605	269,322	274,104	535,423	571,372	521,678	541,275	558,104	575,726	591,109	602,499
Building	157,479	155,308	154,581	158,756	169,503	171,113	179,964	189,023	193,261	197,657	200,740	203,502
Police	2,981,474	2,896,453	2,947,930	3,025,970	3,222,751	3,522,585	3,707,820	3,875,659	3,988,569	4,106,081	4,192,348	4,271,105
Fire	581,350	592,213	574,657	545,700	690,609	782,740	850,069	878,173	898,035	918,965	938,650	945,244
Public Works	562,007	530,081	432,326	993,406	890,204	916,254	974,746	962,012	998,156	1,036,441	1,072,333	1,100,746
Community Center	184,553	110,871	108,734	130,438	265,747	316,769	331,990	348,538	364,756	381,813	399,286	409,268
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	7,595,700	7,881,379	8,161,384	8,413,813	8,697,264	8,905,733	9,076,744
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	\$ 7,652,235	\$ 8,035,684	\$ 8,455,775	\$ 8,673,042	\$ 9,403,833	\$ 9,575,393	\$ 9,081,497
Net Results of Operations: (Total Resources Available less Total Resources Used)	\$ 38,843	\$ 740,451	\$ 1,690,657	\$ 481,470	\$ 905,774	\$ 328,250	\$ 151,097	\$ (33,538)	\$ 215,494	\$ (234,578)	\$ (551,715)	\$ (887,564)
Contribution/(Uses) of Reserves:												
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 \$ 2,249,024 \$ 2,400,121 \$ 2,366,583 \$ 2,582,077 \$ 2,347,499 \$ 1,795,784 \$ 908,200

Actual Reserve Level 16.5% 23.9% 28.2% 29.3% 28.1% 29.0% 25.6% 19.9% 11.1%

PROPOSED FTE STAFFING SUMMARY

Budgeted Staffing	FY 2015/16 Amended	Add	Delete	FY 2016/17 Proposed
<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

PROPOSED FTE STAFFING SUMMARY

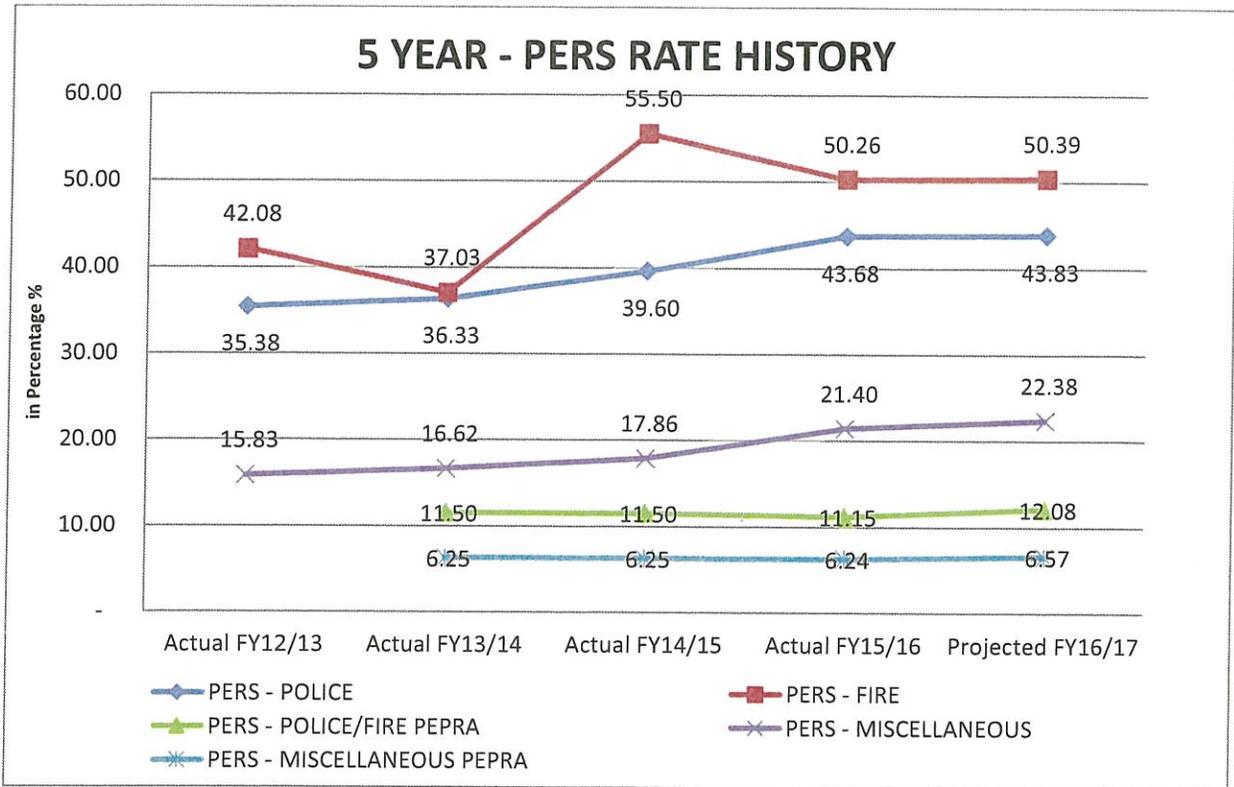
Budgeted Staffing	FY 2015/16 Amended	Add	Delete	FY 2016/17 Proposed
<u>Police Services</u>				
Police Chief	1			1
Captain	1			1
Sergeants	4			4
Officers	10			10
Dispatcher Supervisor	0.5			0.5
Dispatchers	5			5
Technician	0.75			0.75
Aide	1			1
Reseves	11			11
Total	34.25			34.25
<u>Public Works</u>				
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

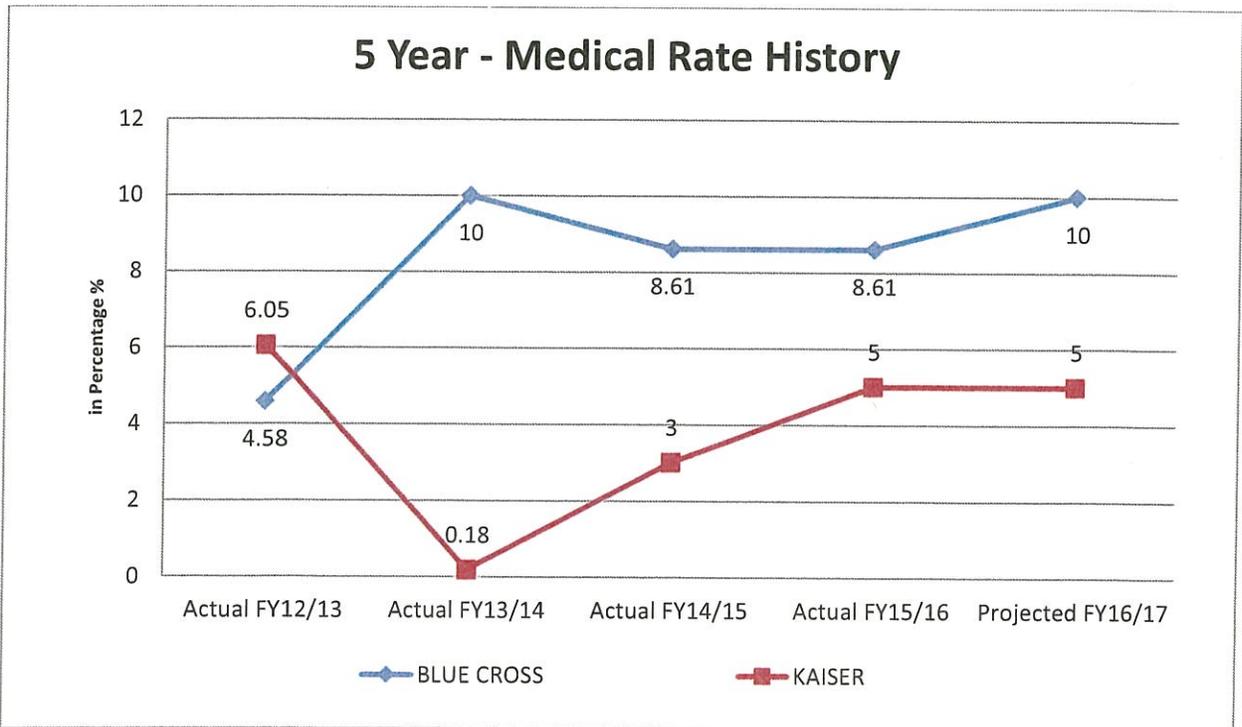
² Designate employee sharing between departments

PROPOSED OVERHEAD ALLOCATION

Department	***** Percentage of Overhead Allocated by Fund *****				Total
	General Fund	T&U Fund	Water Fund	Sewer Fund	
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
Adjustment factors for the fiscal year ending June 30, 2016		
Inflation Factor	1.0537	
Population Factor	1.0033	
Adjustment Factor		<u>1.05717721</u>
Appropriations limit for fiscal year ending June 30, 2017		<u>\$ 14,136,141</u>

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

=====

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.

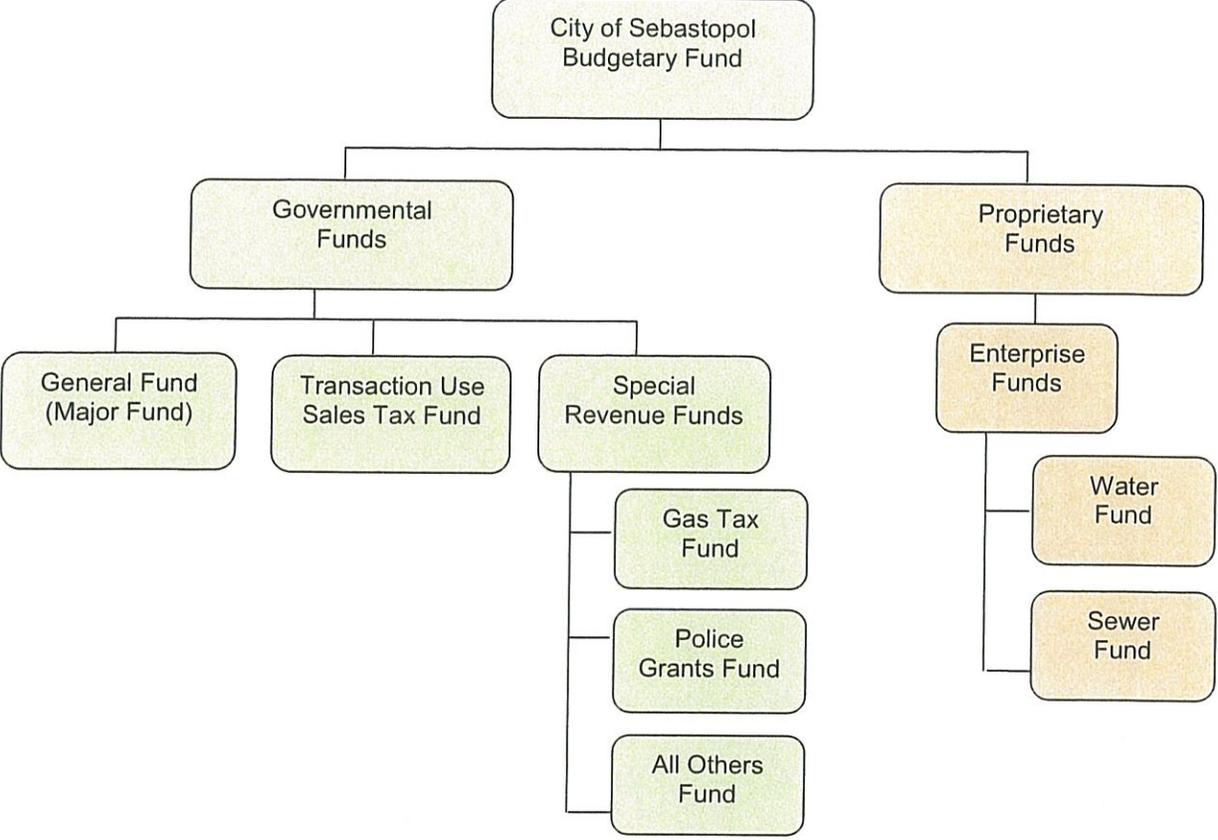
FUND STRUCTURE AND BASIS OF BUDGETING

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.

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:
Noes:
Absent:
Abstain:

APPROVED: _____
Mayor Sarah Glade Gurney

ATTEST: _____
Mary Gourley, MMC, City Clerk

RESOLUTION NO _____

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.

Ayes:
Noes:
Absent:
Abstain:

APPROVED: _____
Mayor Sarah Glade Gurney

ATTEST: _____
Mary Gourley, MMC, City Clerk

RESOLUTION NO. _____

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:

Noes:

Absent:

Abstain:

Approved: _____
Mayor Sarah Glade Gurney

Attest: _____
Mary Gourley, MMC, City Clerk