

**CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT**

Meeting Date: January 17, 2017
To: Honorable Mayor and City Councilmembers
From: Ana Kwong – Finance Director
 Henry Mikus – Engineering Manager
Subject: Consideration of Budget Amendments to the adopted FY 2016/17 City Budget
Recommendation That the City Council Adopt the Mid-Year Budget Adjustments
Funding: Currently Budgeted: Yes No N/A
 Net General Fund Cost:
 If Cost to Other Fund(s),

INTRODUCTION:

The Budget Subcommittee met in December and discussed the mid-year budget amendment requests and recommends the City Council Approve and Adopt the Resolution to amend the FY 2016/17 adopted operating budget and authorize the Finance Director to record changes in anticipated revenues and appropriations for expenditures.

BACKGROUND:

The City Council adopted the FY 2016/17 budget on June 21st, 2016. The mid-year budget amendment process occurs annually after the end of the second quarter of the fiscal year. The Budget Subcommittee has prepared a mid-year revenue projection for the general fund, water and sewer enterprise, and other special revenue funds for the most significant revenue categories and recommended adjustments accordingly.

Increases and/or decreases in anticipated revenues do not require formal City Council action, but they are shown in order to provide a clearer picture of updated financial expectations, and to provide a more valid benchmark from which to measure end-of-year final results. Revenue increases that support increases in service level expenditures are also recommended to be recorded to keep an accurate picture of the City's intention to not increase general fund net costs.

Total expenditure appropriations can only be increased by formal action of the City Council. We recommend the attached appropriations increases, as requested by Department Heads, with footnoted explanations.

DISCUSSION:

The table below reflects the results of the analysis and recommended adjustments to revenue accounts.

GENERAL FUND

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$INC/(DEC) FROM ADOPTED	% CHANGE
REVENUE					
Property Taxes	\$2,375,638	\$ 2,145,500	\$ 2,413,600	¹ \$ 268,100	12.5%
Real Property Transfer	50,657	40,000	45,000	¹ 5,000	12.5%
Sales & Use Tax	3,876,957	4,123,650	4,033,300	² (90,350)	-2.2%
Transient Occupancy Tax	483,738	450,000	480,000	³ 30,000	6.7%
Franchise Fees	371,567	312,450	327,450	15,000	4.8%
Licenses and Permits	488,108	285,500	310,500	⁴ 25,000	8.8%
Fines & Forfeitures	122,234	98,750	98,750	-	0.0%
Interest and Rents	61,008	56,750	60,062	3,312	5.8%
Intergovernmental	112,854	90,500	111,661	⁵ 21,161	23.4%
Charges for Current Services	221,171	170,020	184,020	⁶ 14,000	8.2%
Miscellaneous/Other Income	409,589	297,500	310,000	12,500	4.2%
TOTAL REVENUE	\$8,573,521	\$ 8,070,620	\$ 8,374,343	303,723	3.8%

1. The increase within the property tax category is as follows:
 - Receipts through the County of Sonoma's Auditor Controller's Office for just property taxes, increased from adopted to adjusted budget by 2.9% (\$36,000).
 - Property tax in lieu of sales tax, ending of the "triple flip" calculations received a final true up adjustment of \$201,000 distribution.
 - Property taxes in lieu of vehicle license fees, are now estimated to generate \$693,000 which is \$31,000 more than the adopted budget of \$661,000.
 - Real Property tax transfer moderate increase is due to higher home sales activities.

2. Sales & Use Tax is projected with a decrease; with the latest update from Muni Services:
 - General Sales Tax = 1.7% (\$28,500)
 - Measure T (.25%) = 3.00% (\$19,200)
 - Measure Y (.50%) = 3.8% (\$47,600)

3. TOT is projected to increase 6.7% (\$30K) from the original budget is attributed to the Sonoma County overall experience the average of 70% occupancy rate. Therefore, as the result of a strong occupancy rate, our bed tax collection has seen a recent uptick in activities. However, it is relatively flat as far as a year-over-year comparison is concerned.

4. License and permit which represent the increase in activity in development services; and interest in locating business to the City of Sebastopol.

5. Intergovernmental revenue shows an increase mostly due to reclassification of casino mitigation income and state mandated cost reimbursement catch-up.

6. Charges for Service is projected to increase 8.2% (\$14,000) are mostly due to increase in various fee-driven categories, such as Public Works services, Police DUI recovery, Finance staff time charge-back and Fire Department fees.

Overall General Fund revenue estimated budget will increase by 3.8%.

The following tables below provide the details and justifications when applicable of recommended budget adjustments by department.

GENERAL FUND

<u>EXPENSE BY DEPARTMENT</u>	<u>2015-16 ACTUAL</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>2016-17 ADJUSTED BUDGET</u>	<u>\$INC/(DEC) FROM ADOPTED</u>	<u>% CHANGE</u>
City Council	\$ 183,488	\$ 187,788	\$ 192,080	\$ 4,292 ^(a)	2.1%
City Manager	101,568	215,488	235,013	19,525 ^(b)	10.3%
City Attorney	142,329	126,058	126,058	-	0.0%
City Clerk	188,523	244,793	244,793	-	0.0%
Finance	107,830	152,425	152,425	-	0.0%
Planning	535,423	521,678	521,678	-	0.0%
Building	169,503	179,964	179,964	-	0.0%
Police	3,244,251	3,723,981	3,723,981	-	0.0%
Fire	690,609	873,505	899,545	26,040 ^(c)	3.3%
Public Works	913,910	969,746	971,546	1,800 ^(d)	0.2%
Community Center/Ives Pool	220,541	331,990	331,990	-	0.0%
Non Departmental	116,726	227,099	261,129	34,030 ^(e)	12.8%
Debt Service	285,247	190,161	190,161	-	0.0%
TOTAL EXPENSE	\$6,899,948	\$ 7,944,676	\$ 8,030,363	\$ 85,687	1.1%
Transfer In from Other Funds	\$ -	\$ 116,161	\$ 100,000	\$ (16,161)	-13.9%
Transfer Out to Other Funds	(217,394)	(154,305)	(154,305)	-	0.0%
TOTAL TRANSFERS	\$ (217,394)	\$ (38,144)	\$ (54,305)	\$ (16,161)	42.4%
NET BUDGET RESULT	\$1,456,179	\$ 87,800	\$ 289,675	\$ 201,875	-367.5%
Addition/(Uses) of Operating Reserve	\$1,456,179	\$ 87,800	\$ 289,675		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

- a. City Council budget shows an increase of approximately \$4,300 is due to SCTA requesting additional funding to implement Climate Action 2020 Plan.
- b. City Manager's budget increased by \$19,500 to complete the study of Pine Grove Square project which the City Council previously approved this appropriation back on October 4th meeting.
- c. The Fire Department is requesting a net increase of \$26,040 to extend the 6 months funding for extra paid shifts, and increase utility cost due to not having solar panels. The City Council approved an appropriation of \$4,000 on December 20th City Council meeting to carry the Fire Department through January 31, 2017 while the budget amendment process is overlapping.

- d. Public Works is requesting a budget amendment for the removal of the Fire Department’s solar panels. There’s an insurance reimbursement offset to partially pay for the removal of the solar panels.
- e. Non-departmental is requesting the following increases:
 - a. CalPERS unfunded liability study \$12,000 of which City Council approved this appropriation on December 20, 2016.
 - b. Regional Government Services (RGS) for citywide Human Resources’ assessment study for \$5,000.
 - c. Year-end audit related compliance filing services for approximately \$10,000.

Overall, the General Fund departmental expenditures, including transfers are projected to increase by approximately \$70K, which resulted in a surplus of \$290K projected by 6/30/17.

The tables below represent the Water/Sewer Fund request for budget adjustment. Water/Sewer revenue are projected to be on target. Water/Sewer expenditures increase/decrease are due to the cost allocation from each of the respective departments.

WATER FUND

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
OPERATING REVENUE					
Charges for Services					
Residential	\$1,498,597	\$1,493,900	\$ 1,493,900	\$ -	0.00%
Commercial	476,403	477,600	477,600	-	0.00%
Other Income	12,670	4,000	4,000	-	0.00%
Interest Earnings	10,772	600	600	-	0.00%
TOTAL REVENUE	\$1,998,442	\$1,976,100	\$ 1,976,100	\$ -	0.00%
OPERATING EXPENSES					
City Council	\$ 25,771	\$ 30,529	\$ 28,225	\$ (2,304)	-7.55%
City Manager	34,450	38,496	38,496	-	0.00%
City Attorney	6,770	6,851	6,851	-	0.00%
City Clerk	19,874	20,724	20,724	-	0.00%
Finance	171,860	222,566	222,566	-	0.00%
Fire	45,619	64,355	66,315	1,960	3.05%
Planning	20,703	22,608	22,608	-	0.00%
Building	29,469	31,088	31,088	-	0.00%
Public Works - Engineering	87,585	90,362	90,362	-	0.00%
Public Works - Corporation Yard	194,792	186,221	186,221	-	0.00%
Public Works - Government Buildings	23,508	20,310	21,210	900	4.43%
Public Works - Water Operations	717,246	778,740	778,740	-	0.00%
Debt Service - Operations	108,740	120,979	120,979	-	0.00%
Debt Service - Capital	39,882	176,068	176,068	-	0.00%
Transfer to CIP	-	-	-	-	0.00%
Non Departmental	23,622	24,926	28,661	3,735	14.98%
TOTAL OPERATING EXPENSE	\$1,549,891	\$1,834,823	\$ 1,839,114	\$ 4,291	0.23%
NET BUDGETARY RESULT	\$ 448,551	\$ 141,277	\$ 136,986	\$ (4,291)	
Addition/(Use) of Reserves	\$ 448,551	\$ 141,277	\$ 136,986		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

SEWER FUND

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
OPERATING REVENUE					
Charges for Services	\$ 2,977,668	\$ 2,831,000	\$ 2,831,000	\$ -	0.0%
Other Income	66,585	47,500	47,500	-	0.0%
Interest Earnings	7,884	5,000	5,000	-	0.0%
TOTAL REVENUE	\$ 3,052,137	\$ 2,883,500	\$ 2,883,500	\$ -	0.0%
OPERATING EXPENSES					
City Council	\$ 30,066	\$ 28,617	\$ 29,429	\$ 812	2.8%
City Manager	34,450	38,496	38,496	-	0.0%
City Attorney	4,062	4,111	4,111	-	0.0%
City Clerk	17,390	18,134	18,134	-	0.0%
Finance	167,338	216,709	216,709	-	0.0%
Planning	12,422	13,565	13,565	-	0.0%
Building	29,469	31,088	31,088	-	0.0%
Public Works - Engineering	72,129	74,416	74,416	-	0.0%
Public Works - Corporation Yard	142,036	135,786	135,786	-	0.0%
Public Works - Government Buildings	23,508	20,310	21,210	900	4.4%
Public Works - Sewer Operations	1,994,020	2,025,028	2,025,028	-	0.0%
Debt Service	76,776	83,293	83,293	-	0.0%
Non Departmental	23,622	24,926	28,661	3,735	15.0%
TOTAL OPERATING EXPENSE	\$ 2,627,288	\$ 2,714,479	\$ 2,719,926	\$ 5,447	0.2%
NET BUDGETARY RESULT	\$ 424,849	\$ 169,021	\$ 163,574	\$ (5,447)	
Addition/(Use) of Reserves	\$ 424,849	\$ 169,021	\$ 163,574		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

The table below represents Art In-Lieu Fund, a special revenue fund, which is requesting budget adjustments. This request is for an increase of \$45K for public are project.

Art In-Lieu Fund

Estimated Beginning Fund Balance 7/1/16	\$ 51,334	\$ 101,921	\$ 143,921		
	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 AMENDED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
OPERATING REVENUE					
Charges for services	\$ 50,119	\$ 42,000	\$ 23,000	\$ (19,000)	-45.2%
Interest Earnings	468	-	-	-	
TOTAL REVENUE	\$ 50,587	\$ 42,000	\$ 23,000	\$ (19,000)	-45.2%
OPERATING EXPENSES					
Community Development	-	-	\$ 45,220	\$ 45,220	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ 45,220	\$ 45,220	
NET BUDGETARY RESULT	\$ 50,587	\$ 42,000	\$ (22,220)	\$ (64,220)	-152.9%
Addition/(Use) of Reserves	\$ 50,587	\$ 42,000	\$ (22,220)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 101,921	\$ 143,921	\$ 121,701		

Capital Improvement Program: The tables below are a list of all CIP projects representing the original adopted, proposed amendments and the out years forecasted.

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

Item	Project	Description	Cost Estimate	FY 16-17 Adopted Budget	FY 16-17 Amended Budget	FY 17-18 Forecast	FY 18-19 Forecast	FY 19-20 Forecast	FY 20-21 Forecast
1	Pave Slurry Seals	Pavement repairs via slurry seal	\$ 180,000	\$ 180,000	\$ 98,795				
2	Pave Spot Reps	Pavement repairs spot locations	\$ 270,000						
3	Local Bike Lanes	Bike Lanes along local streets	\$ 595,179	\$ 570,179	\$ 225,000		\$ 370,179		
4	SR Bike Lanes	Bike lanes along State Routes	\$ 150,000	\$ 150,000	\$ 150,000				
5	ADA Transition	Facilities' ADA upgrades	\$ 675,404	\$ 306,641	\$ 306,641	\$ 88,527	\$ 88,527	\$ 87,850	\$ 87,850
6	Traffic Synch	Traffic signal synchronization study	\$ 45,000						
7	Wayfinding signs	Directional street signs	\$ 31,200	\$ 15,600	\$ 15,600				
8	Pet-Seb Trail	Petaluma-Sebastopol Class 1 Bike Path	\$ 5,100	\$ 5,100	\$ 5,100				
9	Bodega Ave rep	Bodega at High Street Paving Repairs	\$ 100,000	\$ 100,000	\$ 100,000				
10	Pave Assess	Pavement Mgt Program Update	\$ 5,000			\$ 5,000	\$ 5,000		
11	Ragle Crosswalk	Crosswalk on Bodega at Ragle (INTERIM MEASU	\$ 206,785				\$ 33,820		
12	McKinley Sidewalk	Sidewalk gap closure	\$ 80,224					\$ 80,224	\$ -
13	Intersect. Contrl.	SR 116/McKinley/Laguna Parkway	\$ 500,000						
14	Nelson Crosswalk	Crosswalk on Bodega at Nelson	\$ 51,696	\$ 51,696	\$ -		\$ -		
15	Bodega Sidewalk	Golden Ridge to Pleasant Hill sidewalk	\$ 250,000					\$ 250,000	\$ -
16	Class 1 Bike Paths	Bodega Ragle/City Line; Libby Park at Washing	\$ 318,708						
17	SR 116/Covert La	Intersection control	\$ 2,000,000						
18	Gravenstein Sidewalk	Sidewalk gap, Live Oak to Soll Ct	\$ 300,000						
19	Well 6	Arsenic treatment (planning)	\$ 240,000	\$ 240,000	\$ 240,000				
20	Well 6	Arsenic treatment (construction)	\$ 2,000,000						
21	Well 7	Arsenic treatment (construction)	\$ 675,000						
22	Hayden main	repl 4" Pine Crest to McFarlane	\$ 106,501	\$ 106,501	\$ 106,501				
23	Edman main	repl 4" with 6"	\$ 135,686	\$ 135,586	\$ 135,586				
24	Lilian Way main	repl 4" with 6"	\$ 154,634	\$ 154,634	\$ 154,634				
25	Watermain loop	14" Pleasant Hill to Bodega, impr.	\$ 3,049,121						
26	1st St Reservoir	painting	\$ 37,059					\$ 37,059	\$ 37,059
27	Abbott Ave line	Replace line, 6" with 8"	\$ 158,185					\$ 158,185	\$ 158,185
28	Teresa Court	Replace 6" with 8"	\$ 250,607	\$ 250,607	\$ -				
29	Grav Hwy North	Repl 6" with 8"	\$ 910,898						
30	Well 5	Treatment	\$ 529,408						
31	Grav Hwy South	Main size increases, Palm to Lynch	\$ 1,164,698						
32	Sewer Lateral Repl	Setaside subsidy progr per Riverwatch	\$ 40,000						
33	Sewer Mgt Plan	Techite settlement	\$ 13,385						
34	Sewer CCTV	CCTV inspection of sewer system	\$ 132,798	\$ 132,798	\$ 132,798				
35	Zimpher Creek	Sewer relocation study - alternatives	\$ 50,000	\$ 50,000	\$ 50,000				

Item	Project	Description	Cost Estimate	FY 16-17 Adopted Budget	FY 16-17 Amended Budget	FY 17-18 Forecast	FY 18-19 Forecast	FY 19-20 Forecast	FY 20-21 Forecast
36	Petaluma/Fannen	Manhole construction	\$ 20,000	\$ 20,000	\$ 20,000				
37	Zimpher Creek	Const: sewer relocation part 1 Covert	\$ 250,000	\$ -		\$ 250,000	\$ 250,000		
38	Murphy Ave	Sewer Rehabilitation	\$ 74,159						
39	Eastside Ave	Sewer Replacement	\$ 82,871					\$ 82,871	\$ 82,871
40	Calder Ave	Sewer Replacement	\$ 261,353						
41	Police Station	Sewer Replacement	\$ 228,684	\$ 228,684	\$ 228,684				
42	Flynn St sewer reloc	elim main under skate park	\$ 241,098	\$ 241,098	\$ 241,098				
43	High Street	Sewer Replacement	\$ 207,449						
44	Fire Station	Addition of a Fourth Bay	\$ 600,000						
46	Occupy Bench	Bench for park	\$ 8,400	\$ 3,400	\$ 3,400				
48	Skategarden	expansion construction	\$ 675,403	\$ 68,135	\$ 68,135				
50	Ives Park	Renovation	\$ 5,000,000						
51	Valentine Ave	Stormdrain repair, BH Ct/Zimpher	\$ 237,007						
52	Storm Drain CCTV	condition/needs assessment	\$ 500,000						
53	Calder Creek	Watershed storm drain improvements	\$ 430,962						
54	Witter Creek	Storm drain upgrades	\$ 352,904						
55	Atascadero Creek	Storm Drain upgrades	\$ 254,686						
56	Grav Hwy South	Storm drain outfall, Fircrest/Lynch/Hazel/Cotte	\$ 848,233						
57	Healdsburg	Conduit upgrade, Laguna PW & Morris	\$ 708,448						
58	Palm Ave	Conduit upgrade, Palm & Petaluma	\$ 392,251						
59	New signs	New signs at City gateways	\$ 4,700						
60	Bodega Speed	New speed control devices, two	\$ 13,400	\$ 13,400	\$ 13,400				
61	Trail Feasibility	Multi-Use Trail Feasibility Study	\$ 80,000			\$ 80,000	\$ 80,000		
62	Pave Rep 2017	2017 allocation pavement repairs	\$ 400,000			\$ 400,000			\$ 400,000
63	Pave Rep 2019	2019 allocation pavement repairs	\$ 400,000						
64	Outfalls	Clean & rehab 3 outfalls	\$ 350,000	\$ 350,000	\$ 350,000				
65	MS4 permit	MS4 storm water permit offset program	\$ 2,000,000			\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000
66	Laguna Preserve	Laguna Preserve Improvements	\$ 25,000	\$ 25,000	\$ 25,000				
67	Repave Willow	Repave or repair Willow Street	\$ 262,500	\$ 262,500	\$ 100,000		\$ 465,995		
68	Well 9	New Well 9 (at Well 4 site)	\$ 850,000						
69	Johnson St.	Replace sewer main Johnson St.	\$ 350,000	\$ 350,000	\$ 350,000				
70	Zimpher Creek	Const: sewer reloc part 2 Valentine	\$ 150,000						
71	Water Tanks Fence	Replace/improve fence around water tanks	\$ 25,000						
72	Well 6 Fence	Security fence surrounding Well 6	\$ 7,500						
73	Bodega striping	Add'l striping & signs Bodega Ints	\$ 17,885	\$ 17,885	\$ 17,885				
74	Bodega study	Bodega traffic study	\$ 18,700	\$ 18,700	\$ 18,700				
75	Willow-Jewell Interim Striping (Trial)	Willow-Jewell Intersection Striping as a Trial	\$ 10,000						
76	Bodega Nelson Intersection HAWK signal	Pedestrian activated HAWK red light signal	\$ 185,400		\$ 50,000		\$ 135,400		
77	Willow-Jewell intersection FINAL	Willow-Jewell paving, curb, gutter, crosswalks	\$ 147,324				\$ 60,000		\$ 87,324
78	Bodega Florence intersection	crosswalk & safety enhancements	\$ 16,920				\$ 16,920		
79	Bodega-Washington intersection	crosswalk & safety enhancements	\$ 5,420				\$ 5,420		
80	Bodega-Robinson intersection	crosswalk & safety enhancements	\$ 23,500				\$ 23,500		
81	Huntly Square Residential Project	Possible City portion Sidewalk Gap Closure	\$ 92,000				\$ 92,000		
	GRAND TOTAL		\$32,221,433	\$4,048,144	\$3,206,957	\$1,323,527	\$2,126,761	\$1,696,189	\$1,853,289

The table below represents Traffic Impact Fee Fund, a special revenue fund, which is requesting budget adjustments.

Traffic Impact Fee Fund

Estimated Beginning Fund Balance 7/1/16	\$ 1,052,785	\$ 1,052,785			
	<u>2015-16 ACTUAL</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>2016-17 AMENDED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Charges for services	108,126	58,616	58,616	-	0.0%
Interest Earnings	8,277	3,700	3,700	-	0.0%
Miscellaneous	-	-	-	-	
Transfer in	-	58,842	58,842	-	0.0%
TOTAL REVENUE	<u>\$ 116,403</u>	<u>\$ 121,158</u>	<u>\$ 121,158</u>	<u>\$ -</u>	<u>0.0%</u>
<u>OPERATING EXPENSES</u>					
Capital Projects	27,922	842,560	641,085	(201,475)	-23.9%
Transfer out	1,575	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 29,497</u>	<u>\$ 842,560</u>	<u>\$ 641,085</u>	<u>\$ (201,475)</u>	<u>-23.9%</u>
NET BUDGETARY RESULT	<u>\$ 86,906</u>	<u>\$ (721,402)</u>	<u>\$ (519,927)</u>	<u>\$ 201,475</u>	<u>-27.9%</u>
Addition/(Use) of Reserves	<u>\$ 86,906</u>	<u>\$ (721,402)</u>	<u>\$ (519,927)</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ 1,052,785	\$ 331,383	\$ 532,858		

Project List

Local Bike Lanes: City owned streets	\$570,179	\$225,000
Wayfinding signs	\$15,600	\$15,600
SR 116 Bike Lanes: ADA Curb Ramps	\$150,000	\$150,000
Nelsen Crosswalk	\$51,696	
Bodega Safety Study	\$18,700	\$18,700
Bodega Enhanced Safety Striping	\$17,885	\$17,885
Additional Bodega Speed Indicators	\$13,400	\$13,400
Pet-Seb Trail	\$5,100	\$5,100
Willow-Jewell Interim Striping (Trial)		\$10,000
Bodega Nelson Intersection HAWK signal		\$185,400
Total Project	<u>\$842,560</u>	<u>\$641,085</u>

The Traffic Impact Fund is supposed via collection of developer impact fees to deal with traffic concerns. Although this fund is currently quite flush, it is limited by the \$70K-\$75K in normal annual income. The FY 16-17 CIP was approved with several projects slated to be done paid for from the Traffic Impact Fund, totaling \$842,560. Most of this money (\$570K) was concerned with providing bike lanes on locally owned streets. Another \$150K was the budget for upgrading ADA Curb Ramps along SR 116 as part of our cooperative arrangement with Cal-Trans for paving & striping SR 116 within City limits. The balance of funds were dedicated to several smaller traffic safety enhancements.

Subsequent to CIP approval, the Council engaged in discussions related to potential projects to enhance traffic, pedestrian, and bike safety along the whole Bodega Avenue corridor from the SR 116 intersections to the City's western border. Several measures are contemplated, and the Council wished for discussion on the fund balance and availability of money. Approximately \$185K is suggested for installing a HAWK crosswalk signal at the Bodega-Nelson intersection, with the balance of approximately \$80K for improvements at four other intersections along the corridor.

Council also has discussed a safety improvement to the Jewell/Willow intersection at approximately \$150K.

These projects can be made to work, with some adjustments to timeline on several projects in the CIP. A key is that the \$570K for local bikes cannot be expended within this fiscal year; spacing that expense across several fiscal years, a more realistic and practical plan, frees current money up for new CIP items. If \$370K for bikes is pushed to be expended in the next fiscal year, money would be available for starting the Nelson HAWK signal plus interim work on Willow-Jewell. FY 17-18 could then be used to complete the Bodega safety features at other intersections plus allow full work on Willow-Jewell.

Accommodation in the revised CIP includes an allowance of \$92K for the proposed Huntly Square development which would include doing a sidewalk gap closure along Bodega.

The single big consequence of this plan is that the Traffic Impact fund will be virtually depleted by the end of FY2018-19 which, given the slow rate of income, would preclude any major new project within several years.

Traffic Impact Fee Fund - Forecast

Estimated Beginning Fund Balance	\$ 1,052,785	\$ 1,052,785	\$ 668,258	\$6,513	
	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 AMENDED BUDGET	2017-18 FORECAST BUDGET	2018-19 FORECAST BUDGET
<u>OPERATING REVENUE</u>					
Charges for services	108,126	58,616	58,616	71,794	\$75,000
Interest Earnings	8,277	3,700	3,700	3,700	\$3,700
Miscellaneous	-	-	-	-	
Transfer in	-	58,842	58,842	-	\$0
TOTAL REVENUE	<u>\$ 116,403</u>	<u>\$ 121,158</u>	<u>\$ 121,158</u>	<u>\$ 75,494</u>	<u>\$78,700</u>
<u>OPERATING EXPENSES</u>					
Capital Projects	27,922	842,560	505,685	737,239	\$87,324
Transfer out	1,575	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 29,497</u>	<u>\$ 842,560</u>	<u>\$ 505,685</u>	<u>\$ 737,239</u>	<u>\$ 87,324</u>
NET BUDGETARY RESULT	<u>\$ 86,906</u>	<u>\$ (721,402)</u>	<u>\$ (384,527)</u>	<u>\$ (661,745)</u>	<u>\$ (8,624)</u>
Addition/(Use) of Reserves	<u>\$ 86,906</u>	<u>\$ (721,402)</u>	<u>\$ (384,527)</u>	<u>\$ (661,745)</u>	<u>\$ (8,624)</u>
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		

Ending Fund Balance (Estimated)	\$ 1,052,785	\$ 331,383	\$ 668,258	\$ 6,513	\$ (2,111)
--	---------------------	-------------------	-------------------	-----------------	-------------------

Project List

Local Bike Lanes: City owned streets	\$570,179	\$225,000	\$370,179	
Wayfinding signs	\$15,600	\$15,600		
SR 116 Bike Lanes: ADA Curb Ramps	\$150,000	\$150,000		
Nelsen Crosswalk	\$51,696			
Bodega Safety Study	\$18,700	\$18,700		
Bodega enhanced Safety Striping	\$17,885	\$17,885		
Additional Bodega Speed Indicators	\$13,400	\$13,400		
Pet-Seb Trail	\$5,100	\$5,100		
Willow-Jewell Interim Striping (Trial)		\$10,000		
Bodega Nelson Intersection HAWK signal		\$50,000	\$135,400	
Willow-Jewell intersection FINAL			\$60,000	\$87,324
Bodega Florence intersection			\$16,920	
Bodega-Washington intersection			\$5,420	
Bodega-Robinson intersection			\$23,500	
Ragle-Bodega interim improvements			\$33,820	
Huntly Square Residential Project			\$92,000	
Total Project	<u>\$842,560</u>	<u>\$505,685</u>	<u>\$737,239</u>	<u>\$87,324</u>

The table below represents Streets Pavement Reserve budget adjustment request:

Street Pavement Reserve Fund

Estimated Beginning Fund Balance 7/1/16	\$844,385	\$ 766,173	\$ 766,173		
	<u>2015-16 ACTUAL</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>2016-17 AMENDED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
OPERATING REVENUE					
Intergovernmental Measure M	50,000	50,000	50,000	-	0.0%
Interest Earnings	4,568	2,500	2,500	-	0.0%
Miscellaneous	-		-	-	
Transfer in	150,000	150,000	150,000	-	0.0%
TOTAL REVENUE	<u>\$ 204,568</u>	<u>\$ 202,500</u>	<u>\$ 202,500</u>	<u>\$ -</u>	<u>0.0%</u>
OPERATING EXPENSES					
Capital Projects	262,366	\$542,500	\$764,790	222,290	41.0%
Transfer out	20,414	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 282,780</u>	<u>\$ 542,500</u>	<u>\$ 764,790</u>	<u>\$ 222,290</u>	<u>41.0%</u>
NET BUDGETARY RESULT	<u>\$ (78,212)</u>	<u>\$ (340,000)</u>	<u>\$ (562,290)</u>	<u>\$ (222,290)</u>	<u>65.4%</u>
Addition/(Use) of Reserves	<u>\$ (78,212)</u>	<u>\$ (340,000)</u>	<u>\$ (562,290)</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ 766,173	\$ 426,173	\$ 203,883		

Project List:

Repave Willow Street	\$262,500	\$565,995
Pavement Preservation: Slurry Seals	\$180,000	\$98,795
Bodega-High Intersection Repair	\$100,000	\$100,000
Total Project	<u>\$542,500</u>	<u>\$764,790</u>

This pavement reserve fund is supported via collection of a ¼-cent sales tax specifically for City streets and Measure M allocations from SCTA. Although this fund is currently quite healthy, it is limited by the \$200K in normal annual income; \$150K from sales tax & \$50K from Measure “M”. The FY 16-17 CIP was approved with several projects slated to be done paid for from the Pavement Fund, totaling \$542, 500. Three projects were included, pavement preservation via slurry seals (already completed), repaving Willow Street, and repairing the Bodega-High intersection.

Although the Willow Street project is just now going to bid for construction, the engineer’s cost estimate was considerably higher than expected. Also, the Bodega-High cost is really just a placeholder given so many unknowns exist for that work. A mid-year adjustment would be in order given what is now at hand with costs. The revised plan takes advantage of a \$100K savings on the slurry seals, plus spreads the Willow work across two fiscal years. Finally, the every-other-

year pattern of “save \$200K” one year then add it to the second year to allow a decent sized \$400K project would need to be pushed back one year in its cycle.

Street Pavement Reserve Fund - Forecast

Estimated Beginning Fund Balance	\$844,385	\$ 766,173	\$ 766,173	\$ 303,883	\$501,383
	<u>2015-16 ACTUAL</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>2016-17 AMENDED BUDGET</u>	<u>2017-18 FORECAST BUDGET</u>	<u>2018-19 FORECAST BUDGET</u>
OPERATING REVENUE					
Intergovernmental Measure M	50,000	50,000	50,000	50,000	\$50,000
Interest Earnings	4,568	2,500	2,500	2,500	\$2,500
Miscellaneous	-		-		
Transfer in	150,000	150,000	150,000	150,000	\$150,000
TOTAL REVENUE	<u>\$ 204,568</u>	<u>\$ 202,500</u>	<u>\$ 202,500</u>	<u>\$ 202,500</u>	<u>\$202,500</u>
OPERATING EXPENSES					
Capital Projects	262,366	\$380,000	\$664,790	5,000	\$400,000
Transfer out	20,414	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 282,780</u>	<u>\$ 380,000</u>	<u>\$ 664,790</u>	<u>\$ 5,000</u>	<u>\$ 400,000</u>
NET BUDGETARY RESULT	<u>\$ (78,212)</u>	<u>\$ (177,500)</u>	<u>\$ (462,290)</u>	<u>\$ 197,500</u>	<u>\$ (197,500)</u>
Addition/(Use) of Reserves	<u>\$ (78,212)</u>	<u>\$ (177,500)</u>	<u>\$ (462,290)</u>	<u>\$ 197,500</u>	<u>\$ (197,500)</u>
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
	\$ -				
Ending Fund Balance (Estimated)	\$ 766,173	\$ 588,673	\$ 303,883	\$ 501,383	\$ 303,883

Project List:

Repave Willow Street	\$100,000	\$465,995		
Pavement Preservation: Slurry Seals	\$180,000	\$98,795		
Bodega-High Intersection Repair	\$100,000	\$100,000		
Pavement Repairs, All (unspecified) 2017				\$400,000
Pavement Assessment			\$5,000	
Total Project	<u>\$380,000</u>	<u>\$664,790</u>	<u>\$5,000</u>	<u>\$400,000</u>

RECOMMENDATION:

That the City Council Approve and Adopt the Resolution to accept increases and decreases in various line item adjustments.

Attachments:

Budget Amendment Pages
Resolution

GENERAL FUND

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$INC/(DEC) FROM ADOPTED	% CHANGE
<u>REVENUE</u>					
Property Taxes	\$ 2,375,638	\$ 2,145,500	\$ 2,413,600	\$ 268,100	12.5%
Real Property Transfer	50,657	40,000	45,000	5,000	12.5%
Sales & Use Tax	3,876,957	4,123,650	4,033,300	(90,350)	-2.2%
Transient Occupancy Tax	483,738	450,000	480,000	30,000	6.7%
Franchise Fees	371,567	312,450	327,450	15,000	4.8%
Licenses and Permits	488,108	285,500	310,500	25,000	8.8%
Fines & Forfeitures	122,234	98,750	98,750	-	0.0%
Interest and Rents	61,008	56,750	60,062	3,312	5.8%
Intergovernmental	112,854	90,500	111,661	21,161	23.4%
Charges for Current Services	221,171	170,020	184,020	14,000	8.2%
Miscellaneous/Other Income	409,589	297,500	310,000	12,500	4.2%
TOTAL REVENUE	\$ 8,573,521	\$ 8,070,620	\$ 8,374,343	303,723	3.8%
<u>EXPENSE BY DEPARTMENT</u>					
City Council	\$ 183,488	\$ 187,788	\$ 192,080	\$ 4,292	2.1%
City Manager	101,568	215,488	235,013	19,525	10.3%
City Attorney	142,329	126,058	126,058	-	0.0%
City Clerk	188,523	244,793	244,793	-	0.0%
Finance	107,830	152,425	152,425	-	0.0%
Planning	535,423	521,678	521,678	-	0.0%
Building	169,503	179,964	179,964	-	0.0%
Police	3,244,251	3,723,981	3,723,981	-	0.0%
Fire	690,609	873,505	899,545	26,040	3.3%
Public Works	913,910	969,746	971,546	1,800	0.2%
Community Center/Ives Pool	220,541	331,990	331,990	-	0.0%
Non Departmental	116,726	227,099	261,129	34,030	12.8%
Debt Service	285,247	190,161	190,161	-	0.0%
TOTAL EXPENSE	\$ 6,899,948	\$ 7,944,676	\$ 8,030,363	\$ 85,687	1.1%
Transfer In from Other Funds	\$ -	\$ 116,161	\$ 100,000	\$ (16,161)	-13.9%
Transfer Out to Other Funds	(217,394)	(154,305)	(154,305)	-	0.0%
TOTAL TRANSFERS	\$ (217,394)	\$ (38,144)	\$ (54,305)	\$ (16,161)	42.4%
NET BUDGET RESULT	\$ 1,456,179	\$ 87,800	\$ 289,675	\$ 201,875	-367.5%
Addition/(Uses) of Operating Reserve	\$ 1,456,179	\$ 87,800	\$ 289,675		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

WATER FUND

	2015-16 <u>ACTUAL</u>	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
<u>OPERATING REVENUE</u>					
Charges for Services					
Residential	\$ 1,498,597	\$ 1,493,900	\$ 1,493,900	\$ -	0.00%
Commercial	476,403	477,600	477,600	-	0.00%
Other Income	12,670	4,000	4,000	-	0.00%
Interest Earnings	10,772	600	600	-	0.00%
TOTAL REVENUE	<u>\$ 1,998,442</u>	<u>\$ 1,976,100</u>	<u>\$ 1,976,100</u>	<u>\$ -</u>	<u>0.00%</u>
<u>OPERATING EXPENSES</u>					
City Council	\$ 25,771	\$ 30,529	\$ 28,225	\$ (2,304)	-7.55%
City Manager	34,450	38,496	38,496	-	0.00%
City Attorney	6,770	6,851	6,851	-	0.00%
City Clerk	19,874	20,724	20,724	-	0.00%
Finance	171,860	222,566	222,566	-	0.00%
Fire	45,619	64,355	66,315	1,960	3.05%
Planning	20,703	22,608	22,608	-	0.00%
Building	29,469	31,088	31,088	-	0.00%
Public Works - Engineering	87,585	90,362	90,362	-	0.00%
Public Works - Corporation Yard	194,792	186,221	186,221	-	0.00%
Public Works - Government Buildings	23,508	20,310	21,210	900	4.43%
Public Works - Water Operations	717,246	778,740	778,740	-	0.00%
Debt Service - Operations	108,740	120,979	120,979	-	0.00%
Debt Service - Capital	39,882	176,068	176,068	-	0.00%
Transfer to CIP	-	-	-	-	0.00%
Non Departmental	23,622	24,926	28,661	3,735	14.98%
TOTAL OPERATING EXPENSE	<u>\$ 1,549,891</u>	<u>\$ 1,834,823</u>	<u>\$ 1,839,114</u>	<u>\$ 4,291</u>	<u>0.23%</u>
NET BUDGETARY RESULT	<u>\$ 448,551</u>	<u>\$ 141,277</u>	<u>\$ 136,986</u>	<u>\$ (4,291)</u>	
Addition/(Use) of Reserves	\$ 448,551	\$ 141,277	\$ 136,986		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

SEWER FUND

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
<u>OPERATING REVENUE</u>					
Charges for Services	\$ 2,977,668	\$ 2,831,000	\$ 2,831,000	\$ -	0.0%
Other Income	66,585	47,500	47,500	-	0.0%
Interest Earnings	7,884	5,000	5,000	-	0.0%
TOTAL REVENUE	<u>\$ 3,052,137</u>	<u>\$ 2,883,500</u>	<u>\$ 2,883,500</u>	<u>\$ -</u>	<u>0.0%</u>
<u>OPERATING EXPENSES</u>					
City Council	\$ 30,066	\$ 28,617	\$ 29,429	\$ 812	2.8%
City Manager	34,450	38,496	38,496	-	0.0%
City Attorney	4,062	4,111	4,111	-	0.0%
City Clerk	17,390	18,134	18,134	-	0.0%
Finance	167,338	216,709	216,709	-	0.0%
Planning	12,422	13,565	13,565	-	0.0%
Building	29,469	31,088	31,088	-	0.0%
Public Works - Engineering	72,129	74,416	74,416	-	0.0%
Public Works - Corporation Yard	142,036	135,786	135,786	-	0.0%
Public Works - Government Buildings	23,508	20,310	21,210	900	4.4%
Public Works - Sewer Operations	1,994,020	2,025,028	2,025,028	-	0.0%
Debt Service	76,776	83,293	83,293	-	0.0%
Non Departmental	23,622	24,926	28,661	3,735	15.0%
TOTAL OPERATING EXPENSE	<u>\$ 2,627,288</u>	<u>\$ 2,714,479</u>	<u>\$ 2,719,926</u>	<u>\$ 5,447</u>	<u>0.2%</u>
NET BUDGETARY RESULT	<u>\$ 424,849</u>	<u>\$ 169,021</u>	<u>\$ 163,574</u>	<u>\$ (5,447)</u>	
Addition/(Use) of Reserves	\$ 424,849	\$ 169,021	\$ 163,574		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

Art In-Lieu Fund

Estimated Beginning Fund Balance 7/1/16 \$ 51,334 \$ 101,921 \$ 143,921

	<u>2015-16 ACTUAL</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>2016-17 AMENDED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Charges for services	\$ 50,119	\$ 42,000	\$ 23,000	\$ (19,000)	-45.2%
Interest Earnings	468	-	-	-	
TOTAL REVENUE	<u>\$ 50,587</u>	<u>\$ 42,000</u>	<u>\$ 23,000</u>	<u>\$ (19,000)</u>	<u>-45.2%</u>
<u>OPERATING EXPENSES</u>					
Community Development	-	-	45,220	45,220	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,220</u>	<u>\$ 45,220</u>	
NET BUDGETARY RESULT	<u>\$ 50,587</u>	<u>\$ 42,000</u>	<u>\$ (22,220)</u>	<u>\$ (64,220)</u>	<u>-152.9%</u>
Addition/(Use) of Reserves	\$ 50,587	\$ 42,000	\$ (22,220)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 101,921	\$ 143,921	\$ 121,701		

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

Item	Project	Description	Cost Estimate	FY 16-17 Adopted Budget	FY 16-17 Amended Budget	FY 17-18 Forecast	FY 18-19 Forecast	FY 19-20 Forecast	FY 20-21 Forecast
1	Pave Slurry Seals	Pavement repairs via slurry seal	\$ 180,000	\$ 180,000	\$ 98,795				
2	Pave Spot Reps	Pavement repairs spot locations	\$ 270,000						
3	Local Bike Lanes	Bike Lanes along local streets	\$ 595,179	\$ 570,179	\$ 225,000	\$ 370,179			
4	SR Bike Lanes	Bike lanes along State Routes	\$ 150,000	\$ 150,000	\$ 150,000				
5	ADA Transition	Facilities' ADA upgrades	\$ 675,404	\$ 306,641	\$ 306,641	\$ 88,527	\$ 88,527	\$ 87,850	\$ 87,850
6	Traffic Synch	Traffic signal synchronization study	\$ 45,000						
7	Wayfinding signs	Directional street signs	\$ 31,200	\$ 15,600	\$ 15,600				
8	Pet-Seb Trail	Petaluma-Sebastopol Class 1 Bike Path	\$ 5,100	\$ 5,100	\$ 5,100				
9	Bodega Ave rep	Bodega at High Street Paving Repairs	\$ 100,000	\$ 100,000	\$ 100,000				
10	Pave Assess	Pavement Mgt Program Update	\$ 5,000			\$ 5,000	\$ 5,000		
11	Ragle Crosswalk	Crosswalk on Bodega at Ragle (INTERIM MEASURE)	\$ 206,785				\$ 33,820		
12	McKinley Sidewalk	Sidewalk gap closure	\$ 80,224					\$ 80,224	\$ -
13	Intersect. Contrl.	SR 116/McKinley/Laguna Parkway	\$ 500,000						
14	Nelson Crosswalk	Crosswalk on Bodega at Nelson	\$ 51,696	\$ 51,696	\$ -		\$ -		
15	Bodega Sidewalk	Golden Ridge to Pleasant Hill sidewalk	\$ 250,000					\$ 250,000	\$ -
16	Class 1 Bike Paths	Bodega Ragle/City Line; Libby Park at Washington	\$ 318,708						
17	SR 116/Covert La	Intersection control	\$ 2,000,000						
18	Gravenstein Sidewalk	Sidewalk gap, Live Oak to Soll Ct	\$ 300,000						
19	Well 6	Arsenic treatment (planning)	\$ 240,000	\$ 240,000	\$ 240,000				
20	Well 6	Arsenic treatment (construction)	\$ 2,000,000						
21	Well 7	Arsenic treatment (construction)	\$ 675,000						
22	Hayden main	repl 4" Pine Crest to McFarlane	\$ 106,501	\$ 106,501	\$ 106,501				
23	Edman main	repl 4" with 6"	\$ 135,686	\$ 135,586	\$ 135,586				
24	Lilian Way main	repl 4" with 6"	\$ 154,634	\$ 154,634	\$ 154,634				
25	Watermain loop	14" Pleasant Hill to Bodega, impr.	\$ 3,049,121						
26	1st St Reservoir	painting	\$ 37,059					\$ 37,059	\$ 37,059
27	Abbott Ave line	Replace line, 6" with 8"	\$ 158,185					\$ 158,185	\$ 158,185
28	Teresa Court	Replace 6" with 8"	\$ 250,607	\$ 250,607	\$ -				
29	Grav Hwy North	Repl 6" with 8"	\$ 910,898						
30	Well 5	Treatment	\$ 529,408						
31	Grav Hwy South	Main size increases, Palm to Lynch	\$ 1,164,698						
32	Sewer Lateral Repl	Setaside subsidy progr per Riverwatch	\$ 40,000						
33	Sewer Mgt Plan	Techite settlement	\$ 13,385						
34	Sewer CCTV	CCTV inspection of sewer system	\$ 132,798	\$ 132,798	\$ 132,798				
35	Zimpher Creek	Sewer relocation study - alternatives	\$ 50,000	\$ 50,000	\$ 50,000				

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

Item	Project	Description	Cost Estimate	FY 16-17 Adopted Budget	FY 16-17 Amended Budget	FY 17-18 Forecast	FY 18-19 Forecast	FY 19-20 Forecast	FY 20-21 Forecast
36	Petaluma/Fannen	Manhole construction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 250,000	\$ 250,000		
37	Zimpher Creek	Const: sewer relocation part 1 Covert	\$ 250,000	\$ -					
38	Murphy Ave	Sewer Rehabilitation	\$ 74,159						
39	Eastside Ave	Sewer Replacement	\$ 82,871					\$ 82,871	\$ 82,871
40	Calder Ave	Sewer Replacement	\$ 261,353						
41	Police Station	Sewer Replacement	\$ 228,684	\$ 228,684	\$ 228,684				
42	Flynn St sewer reloc	elim main under skate park	\$ 241,098	\$ 241,098	\$ 241,098				
43	High Street	Sewer Replacement	\$ 207,449						
44	Fire Station	Addition of a Fourth Bay	\$ 600,000						
46	Occupy Bench	Bench for park	\$ 8,400	\$ 3,400	\$ 3,400				
48	Skategarden	expansion construction	\$ 675,403	\$ 68,135	\$ 68,135				
50	Ives Park	Renovation	\$ 5,000,000						
51	Valentine Ave	Stormdrain repair, BH Ct/Zimpher	\$ 237,007						
52	Storm Drain CCTV	condition/needs assessment	\$ 500,000						
53	Calder Creek	Watershed storm drain improvements	\$ 430,962						
54	Witter Creek	Storm drain upgrades	\$ 352,904						
55	Atascadero Creek	Storm Drain upgrades	\$ 254,686						
56	Grav Hwy South	Storm drain outfall, Fircrest/Lynch/Hazel/Cotter	\$ 848,233						
57	Healdsburg	Conduit upgrade, Laguna PW & Morris	\$ 708,448						
58	Palm Ave	Conduit upgrade, Palm & Petaluma	\$ 392,251						
59	New signs	New signs at City gateways	\$ 4,700						
60	Bodega Speed	New speed control devices, two	\$ 13,400	\$ 13,400	\$ 13,400				
61	Trail Feasibility	Multi-Use Trail Feasibility Study	\$ 80,000			\$ 80,000	\$ 80,000		
62	Pave Rep 2017	2017 allocation pavement repairs	\$ 400,000			\$ 400,000			\$ 400,000
63	Pave Rep 2019	2019 allocation pavement repairs	\$ 400,000						
64	Outfalls	Clean & rehab 3 outfalls	\$ 350,000	\$ 350,000	\$ 350,000				
65	MS4 permit	MS4 storm water permit offset program	\$ 2,000,000	\$ 350,000	\$ 350,000				\$ 500,000
66	Laguna Preserve	Laguna Preserve Improvements	\$ 25,000	\$ 25,000	\$ 25,000				\$ 1,000,000
67	Repace Willow	Repace or repair Willow Street	\$ 262,500	\$ 262,500	\$ 100,000				\$ 465,995
68	Well 9	New Well 9 (at Well 4 site)	\$ 850,000						
69	Johnson St.	Replace sewer main Johnson St.	\$ 350,000	\$ 350,000	\$ 350,000				
70	Zimpher Creek	Const: sewer reloc part 2 Valentine	\$ 150,000						
71	Water Tanks Fence	Replace/improve fence around water tanks	\$ 25,000						
72	Well 6 Fence	Security fence surrounding Well 6	\$ 7,500						
73	Bodega striping	Add'l striping & signs Bodega Ints	\$ 17,885	\$ 17,885	\$ 17,885				

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

Item	Project	Description	Cost Estimate	FY 16-17 Adopted Budget	FY 16-17 Amended Budget	FY 17-18 Forecast	FY 18-19 Forecast	FY 19-20 Forecast	FY 20-21 Forecast
74	Bodega study	Bodega traffic study	\$ 18,700	\$ 18,700	\$ 18,700				
75	Willow-Jewell Interim Striping (Trial)	Willow-Jewell Intersection Striping as a Trial	\$ 10,000						
76	Bodega Nelson Intersection HAWK signal	Pedestrian activated HAWK red light signal	\$ 185,400		\$ 50,000		\$ 135,400		
77	Willow-Jewell intersection FINAL	Willow-Jewell paving, curb, gutter, crosswalks	\$ 147,324				\$ 60,000		\$ 87,324
78	Bodega Florence intersection	crosswalk & safety enhancements	\$ 16,920				\$ 16,920		
79	Bodega-Washington intersection	crosswalk & safety enhancements	\$ 5,420				\$ 5,420		
80	Bodega-Robinson intersection	crosswalk & safety enhancements	\$ 23,500				\$ 23,500		
81	Huntly Square Residential Project	Possible City portion Sidewalk Gap Closure	\$ 92,000				\$ 92,000		
	GRAND TOTAL		\$32,221,433	\$4,048,144	\$3,206,957	\$1,323,527	\$2,126,761	\$1,696,189	\$1,853,289

Traffic Impact Fee Fund

Estimated Beginning Fund Balance 7/1/16 \$ 1,052,785 \$ 1,052,785

	<u>2015-16 ACTUAL</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>2016-17 AMENDED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Charges for services	108,126	58,616	58,616	-	0.0%
Interest Earnings	8,277	3,700	3,700	-	0.0%
Miscellaneous	-	-	-	-	
Transfer in	-	58,842	58,842	-	0.0%
TOTAL REVENUE	<u>\$ 116,403</u>	<u>\$ 121,158</u>	<u>\$ 121,158</u>	<u>\$ -</u>	<u>0.0%</u>
<u>OPERATING EXPENSES</u>					
Capital Projects	27,922	842,560	641,085	(201,475)	-23.9%
Transfer out	1,575	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 29,497</u>	<u>\$ 842,560</u>	<u>\$ 641,085</u>	<u>\$ (201,475)</u>	<u>-23.9%</u>
NET BUDGETARY RESULT	<u>\$ 86,906</u>	<u>\$ (721,402)</u>	<u>\$ (519,927)</u>	<u>\$ 201,475</u>	<u>-27.9%</u>
Addition/(Use) of Reserves	<u>\$ 86,906</u>	<u>\$ (721,402)</u>	<u>\$ (519,927)</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ 1,052,785	\$ 331,383	\$ 532,858		
<u>Project List</u>					
Local Bike Lanes: City owned streets		\$570,179	\$225,000		
Wayfinding signs		\$15,600	\$15,600		
SR 116 Bike Lanes: ADA Curb Ramps		\$150,000	\$150,000		
Nelsen Crosswalk		\$51,696			
Bodega Safety Study		\$18,700	\$18,700		
Bodega Enhanced Safety Striping		\$17,885	\$17,885		
Additional Bodega Speed Indicators		\$13,400	\$13,400		
Pet-Seb Trail		\$5,100	\$5,100		
Willow-Jewell Interim Striping (Trial)			\$10,000		
Bodega Nelson Intersection HAWK signal			\$185,400		
Total Project		<u>\$842,560</u>	<u>\$641,085</u>		

Traffic Impact Fee Fund - Forecast

Estimated Beginning Fund Balance		\$ 1,052,785	\$ 1,052,785	\$ 668,258	\$6,513
	<u>2015-16 ACTUAL</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>2016-17 AMENDED BUDGET</u>	<u>2017-18 FORECAST BUDGET</u>	<u>2018-19 FORECAST BUDGET</u>
<u>OPERATING REVENUE</u>					
Charges for services	108,126	58,616	58,616	71,794	\$75,000
Interest Earnings	8,277	3,700	3,700	3,700	\$3,700
Miscellaneous	-	-	-	-	
Transfer in	-	58,842	58,842	-	\$0
TOTAL REVENUE	<u>\$ 116,403</u>	<u>\$ 121,158</u>	<u>\$ 121,158</u>	<u>\$ 75,494</u>	<u>\$78,700</u>
<u>OPERATING EXPENSES</u>					
Capital Projects	27,922	842,560	505,685	737,239	\$87,324
Transfer out	1,575	-	-	-	
TOTAL OPERATING EXPENSE	<u>\$ 29,497</u>	<u>\$ 842,560</u>	<u>\$ 505,685</u>	<u>\$ 737,239</u>	<u>\$ 87,324</u>
NET BUDGETARY RESULT	<u>\$ 86,906</u>	<u>\$ (721,402)</u>	<u>\$ (384,527)</u>	<u>\$ (661,745)</u>	<u>\$ (8,624)</u>
Addition/(Use) of Reserves	\$ 86,906	\$ (721,402)	\$ (384,527)	\$ (661,745)	\$ (8,624)
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
Ending Fund Balance (Estimated)	\$ 1,052,785	\$ 331,383	\$ 668,258	\$ 6,513	\$ (2,111)

Project List

Local Bike Lanes: City owned streets	\$570,179	\$225,000	\$370,179	
Wayfinding signs	\$15,600	\$15,600		
SR 116 Bike Lanes: ADA Curb Ramps	\$150,000	\$150,000		
Nelsen Crosswalk	\$51,696			
Bodega Safety Study	\$18,700	\$18,700		
Bodega enhanced Safety Striping	\$17,885	\$17,885		
Additional Bodega Speed Indicators	\$13,400	\$13,400		
Pet-Seb Trail	\$5,100	\$5,100		
Willow-Jewell Interim Striping (Trial)		\$10,000		
Bodega Nelson Intersection HAWK signal		\$50,000	\$135,400	
Willow-Jewell intersection FINAL			\$60,000	\$87,324
Bodega Florence intersection			\$16,920	
Bodega-Washington intersection			\$5,420	
Bodega-Robinson intersection			\$23,500	
Ragle-Bodega interim improvements			\$33,820	
Huntly Square Residential Project			\$92,000	
Total Project	<u>\$842,560</u>	<u>\$505,685</u>	<u>\$737,239</u>	<u>\$87,324</u>

Street Pavement Reserve Fund

Estimated Beginning Fund Balance 7/1/16 \$844,385 \$ 766,173 \$ 766,173

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 AMENDED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
<u>OPERATING REVENUE</u>					
Intergovernmental Measure M	50,000	50,000	50,000	-	0.0%
Interest Earnings	4,568	2,500	2,500	-	0.0%
Miscellaneous	-		-	-	
Transfer in	150,000	150,000	150,000	-	0.0%
TOTAL REVENUE	\$ 204,568	\$ 202,500	\$ 202,500	\$ -	0.0%
<u>OPERATING EXPENSES</u>					
Capital Projects	262,366	\$542,500	\$764,790	222,290	41.0%
Transfer out	20,414	-	-	-	
TOTAL OPERATING EXPENSE	\$ 282,780	\$ 542,500	\$ 764,790	\$ 222,290	41.0%
NET BUDGETARY RESULT	\$ (78,212)	\$ (340,000)	\$ (562,290)	\$ (222,290)	65.4%
Addition/(Use) of Reserves	\$ (78,212)	\$ (340,000)	\$ (562,290)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
	\$ -				
Ending Fund Balance (Estimated)	\$ 766,173	\$ 426,173	\$ 203,883		

Project List:

Repave Willow Street	\$262,500	\$565,995
Pavement Preservation: Slurry Seals	\$180,000	\$98,795
Bodega-High Intersection Repair	\$100,000	\$100,000

Street Pavement Reserve Fund - Forecast

Estimated Beginning Fund Balance	\$844,385	\$ 766,173	\$ 766,173	\$ 303,883	\$501,383
	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 AMENDED BUDGET	2017-18 FORECAST BUDGET	2018-19 FORECAST BUDGET
OPERATING REVENUE					
Intergovernmental Measure M	50,000	50,000	50,000	50,000	\$50,000
Interest Earnings	4,568	2,500	2,500	2,500	\$2,500
Miscellaneous	-		-		
Transfer in	150,000	150,000	150,000	150,000	\$150,000
TOTAL REVENUE	\$ 204,568	\$ 202,500	\$ 202,500	\$ 202,500	\$202,500
OPERATING EXPENSES					
Capital Projects	262,366	\$380,000	\$664,790	5,000	\$400,000
Transfer out	20,414	-	-	-	
TOTAL OPERATING EXPENSE	\$ 282,780	\$ 380,000	\$ 664,790	\$ 5,000	\$ 400,000
NET BUDGETARY RESULT	\$ (78,212)	\$ (177,500)	\$ (462,290)	\$ 197,500	\$ (197,500)
Addition/(Use) of Reserves	\$ (78,212)	\$ (177,500)	\$ (462,290)	\$ 197,500	\$ (197,500)
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
	\$ -				
Ending Fund Balance (Estimated)	\$ 766,173	\$ 588,673	\$ 303,883	\$ 501,383	\$ 303,883

Project List:

Repave Willow Street	\$100,000	\$465,995		
Pavement Preservation: Slurry Seals	\$180,000	\$98,795		
Bodega-High Intersection Repair	\$100,000	\$100,000		
Pavement Repairs, All (unspecified) 2017				\$400,000
Pavement Assessment			\$5,000	
Total Project	\$380,000	\$664,790	\$5,000	\$400,000

RESOLUTION NO. ____

A RESOLUTION OF THE SEBASTOPOL CITY COUNCIL APPROVING ADJUSTMENTS TO THE BUDGET OF FISCAL YEAR 2016/2017

WHEREAS, the City of Sebastopol City Council did, on June 21, 2016, adopt the budget for fiscal year 2016/2017; and

WHEREAS, the City of Sebastopol has experienced various adjustments to changing conditions since the budget was adopted and needs to amend the budget to reflect these adjustments; and

THEREFORE, BE IT RESOLVED, that the City Council of the City of Sebastopol adopts the following changes to the operating budgets for 2016/2017:

GENERAL FUND

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$INC/(DEC) FROM ADOPTED	% CHANGE
REVENUE					
Property Taxes	\$ 2,375,638	\$ 2,145,500	\$ 2,413,600	\$ 268,100	12.5%
Real Property Transfer	50,657	40,000	45,000	5,000	12.5%
Sales & Use Tax	3,876,957	4,123,650	4,033,300	(90,350)	-2.2%
Transient Occupancy Tax	483,738	450,000	480,000	30,000	6.7%
Franchise Fees	371,567	312,450	327,450	15,000	4.8%
Licenses and Permits	488,108	285,500	310,500	25,000	8.8%
Fines & Forfeitures	122,234	98,750	98,750	-	0.0%
Interest and Rents	61,008	56,750	60,062	3,312	5.8%
Intergovernmental	112,854	90,500	111,661	21,161	23.4%
Charges for Current Services	221,171	170,020	184,020	14,000	8.2%
Miscellaneous/Other Income	409,589	297,500	310,000	12,500	4.2%
TOTAL REVENUE	\$ 8,573,521	\$ 8,070,620	\$ 8,374,343	303,723	3.8%
EXPENSE BY DEPARTMENT					
City Council	\$ 183,488	\$ 187,788	\$ 192,080	\$ 4,292	2.1%
City Manager	101,568	215,488	235,013	19,525	10.3%
City Attorney	142,329	126,058	126,058	-	0.0%
City Clerk	188,523	244,793	244,793	-	0.0%
Finance	107,830	152,425	152,425	-	0.0%
Planning	535,423	521,678	521,678	-	0.0%
Building	169,503	179,964	179,964	-	0.0%
Police	3,244,251	3,723,981	3,723,981	-	0.0%
Fire	690,609	873,505	899,545	26,040	3.3%
Public Works	913,910	969,746	971,546	1,800	0.2%
Community Center/lves Pool	220,541	331,990	331,990	-	0.0%
Non Departmental	116,726	227,099	261,129	34,030	12.8%
Debt Service	285,247	190,161	190,161	-	0.0%
TOTAL EXPENSE	\$ 6,899,948	\$ 7,944,676	\$ 8,030,363	\$ 85,687	1.1%
Transfer In from Other Funds	\$ -	\$ 116,161	\$ 100,000	\$ (16,161)	-13.9%
Transfer Out to Other Funds	(217,394)	(154,305)	(154,305)	-	0.0%
TOTAL TRANSFERS	\$ (217,394)	\$ (38,144)	\$ (54,305)	\$ (16,161)	42.4%
NET BUDGET RESULT	\$ 1,456,179	\$ 87,800	\$ 289,675	\$ 201,875	-367.5%
Addition/(Uses) of Operating Reserve	\$ 1,456,179	\$ 87,800	\$ 289,675		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

WATER FUND

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
<u>OPERATING REVENUE</u>					
Charges for Services					
Residential	\$ 1,498,597	\$ 1,493,900	\$ 1,493,900	\$ -	0.00%
Commercial	476,403	477,600	477,600	-	0.00%
Other Income	12,670	4,000	4,000	-	0.00%
Interest Earnings	10,772	600	600	-	0.00%
TOTAL REVENUE	<u>\$ 1,998,442</u>	<u>\$ 1,976,100</u>	<u>\$ 1,976,100</u>	<u>\$ -</u>	<u>0.00%</u>
<u>OPERATING EXPENSES</u>					
City Council	\$ 25,771	\$ 30,529	\$ 28,225	\$ (2,304)	-7.55%
City Manager	34,450	38,496	38,496	-	0.00%
City Attorney	6,770	6,851	6,851	-	0.00%
City Clerk	19,874	20,724	20,724	-	0.00%
Finance	171,860	222,566	222,566	-	0.00%
Fire	45,619	64,355	66,315	1,960	3.05%
Planning	20,703	22,608	22,608	-	0.00%
Building	29,469	31,088	31,088	-	0.00%
Public Works - Engineering	87,585	90,362	90,362	-	0.00%
Public Works - Corporation Yard	194,792	186,221	186,221	-	0.00%
Public Works - Government Buildings	23,508	20,310	21,210	900	4.43%
Public Works - Water Operations	717,246	778,740	778,740	-	0.00%
Debt Service - Operations	108,740	120,979	120,979	-	0.00%
Debt Service - Capital	39,882	176,068	176,068	-	0.00%
Transfer to CIP	-	-	-	-	0.00%
Non Departmental	23,622	24,926	28,661	3,735	14.98%
TOTAL OPERATING EXPENSE	<u>\$ 1,549,891</u>	<u>\$ 1,834,823</u>	<u>\$ 1,839,114</u>	<u>\$ 4,291</u>	<u>0.23%</u>
NET BUDGETARY RESULT	<u>\$ 448,551</u>	<u>\$ 141,277</u>	<u>\$ 136,986</u>	<u>\$ (4,291)</u>	
Addition/(Use) of Reserves	\$ 448,551	\$ 141,277	\$ 136,986		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

SEWER FUND

	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 ADJUSTED BUDGET	\$ INC/(DEC) FROM AMENDED	% CHANGE
OPERATING REVENUE					
Charges for Services	\$ 2,977,668	\$ 2,831,000	\$ 2,831,000	\$ -	0.0%
Other Income	66,585	47,500	47,500	-	0.0%
Interest Earnings	7,884	5,000	5,000	-	0.0%
TOTAL REVENUE	\$ 3,052,137	\$ 2,883,500	\$ 2,883,500	\$ -	0.0%
OPERATING EXPENSES					
City Council	\$ 30,066	\$ 28,617	\$ 29,429	\$ 812	2.8%
City Manager	34,450	38,496	38,496	-	0.0%
City Attorney	4,062	4,111	4,111	-	0.0%
City Clerk	17,390	18,134	18,134	-	0.0%
Finance	167,338	216,709	216,709	-	0.0%
Planning	12,422	13,565	13,565	-	0.0%
Building	29,469	31,088	31,088	-	0.0%
Public Works - Engineering	72,129	74,416	74,416	-	0.0%
Public Works - Corporation Yard	142,036	135,786	135,786	-	0.0%
Public Works - Government Buildings	23,508	20,310	21,210	900	4.4%
Public Works - Sewer Operations	1,994,020	2,025,028	2,025,028	-	0.0%
Debt Service	76,776	83,293	83,293	-	0.0%
Non Departmental	23,622	24,926	28,661	3,735	15.0%
TOTAL OPERATING EXPENSE	\$ 2,627,288	\$ 2,714,479	\$ 2,719,926	\$ 5,447	0.2%
NET BUDGETARY RESULT	\$ 424,849	\$ 169,021	\$ 163,574	\$ (5,447)	
Addition/(Use) of Reserves	\$ 424,849	\$ 169,021	\$ 163,574		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		

Art In-Lieu Fund

Estimated Beginning Fund Balance 7/1/16	\$ 51,334	\$ 101,921	\$ 143,921		
	2015-16 ACTUAL	2016-17 ADOPTED BUDGET	2016-17 AMENDED BUDGET	\$ INCR/ (DECR)	% INCR/ (DECR)
OPERATING REVENUE					
Charges for services	\$ 50,119	\$ 42,000	\$ 23,000	\$ (19,000)	-45.2%
Interest Earnings	468	-	-	-	
TOTAL REVENUE	\$ 50,587	\$ 42,000	\$ 23,000	\$ (19,000)	-45.2%
OPERATING EXPENSES					
Community Development	-	-	45,220	45,220	
Transfer out	-	-	-	-	
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ 45,220	\$ 45,220	
NET BUDGETARY RESULT	\$ 50,587	\$ 42,000	\$ (22,220)	\$ (64,220)	-152.9%
Addition/(Use) of Reserves	\$ 50,587	\$ 42,000	\$ (22,220)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 101,921	\$ 143,921	\$ 121,701		

Street Pavement Reserve Fund

Estimated Beginning Fund Balance 7/1/16 \$844,385 \$ 766,173 \$ 766,173

	<u>2015-16 ACTUAL</u>	<u>2016-17 ADOPTED BUDGET</u>	<u>2016-17 AMENDED BUDGET</u>	<u>\$ INCR/ (DECR)</u>	<u>% INCR/ (DECR)</u>
<u>OPERATING REVENUE</u>					
Intergovernmental Measure M	50,000	50,000	50,000	-	0.0%
Interest Earnings	4,568	2,500	2,500	-	0.0%
Miscellaneous	-		-	-	
Transfer in	150,000	150,000	150,000	-	0.0%
TOTAL REVENUE	\$ 204,568	\$ 202,500	\$ 202,500	\$ -	0.0%
<u>OPERATING EXPENSES</u>					
Capital Projects	262,366	\$542,500	\$764,790	222,290	41.0%
Transfer out	20,414	-	-	-	
TOTAL OPERATING EXPENSE	\$ 282,780	\$ 542,500	\$ 764,790	\$ 222,290	41.0%
NET BUDGETARY RESULT	\$ (78,212)	\$ (340,000)	\$ (562,290)	\$ (222,290)	65.4%
Addition/(Use) of Reserves	\$ (78,212)	\$ (340,000)	\$ (562,290)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ 766,173	\$ 426,173	\$ 203,883		
<u>Project List:</u>					
Repave Willow Street		\$262,500	\$565,995		
Pavement Preservation: Slurry Seals		\$180,000	\$98,795		
Bodega-High Intersection Repair		\$100,000	\$100,000		

IN COUNCIL DULY PASSED this 17th day of January 2017.

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

APPROVED: _____
UNA GLASS
Mayor, City of Sebastopol

City of Sebastopol City Council:
VOTING AYE:
VOTING NO:
ABSENT:
ABSTAIN:

ATTEST: _____
Mary Gourley, MMC, Assistant City Manager/City Clerk

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney