



SEBASTOPOL

Local Flavor. Global Vision.

CITY OF SEBASTOPOL BUDGET

FISCAL YEAR 2008/2009

MAYOR

Craig Litwin

VICE MAYOR

Linda Kelley

COUNCIL

Sarah Glade Gurney

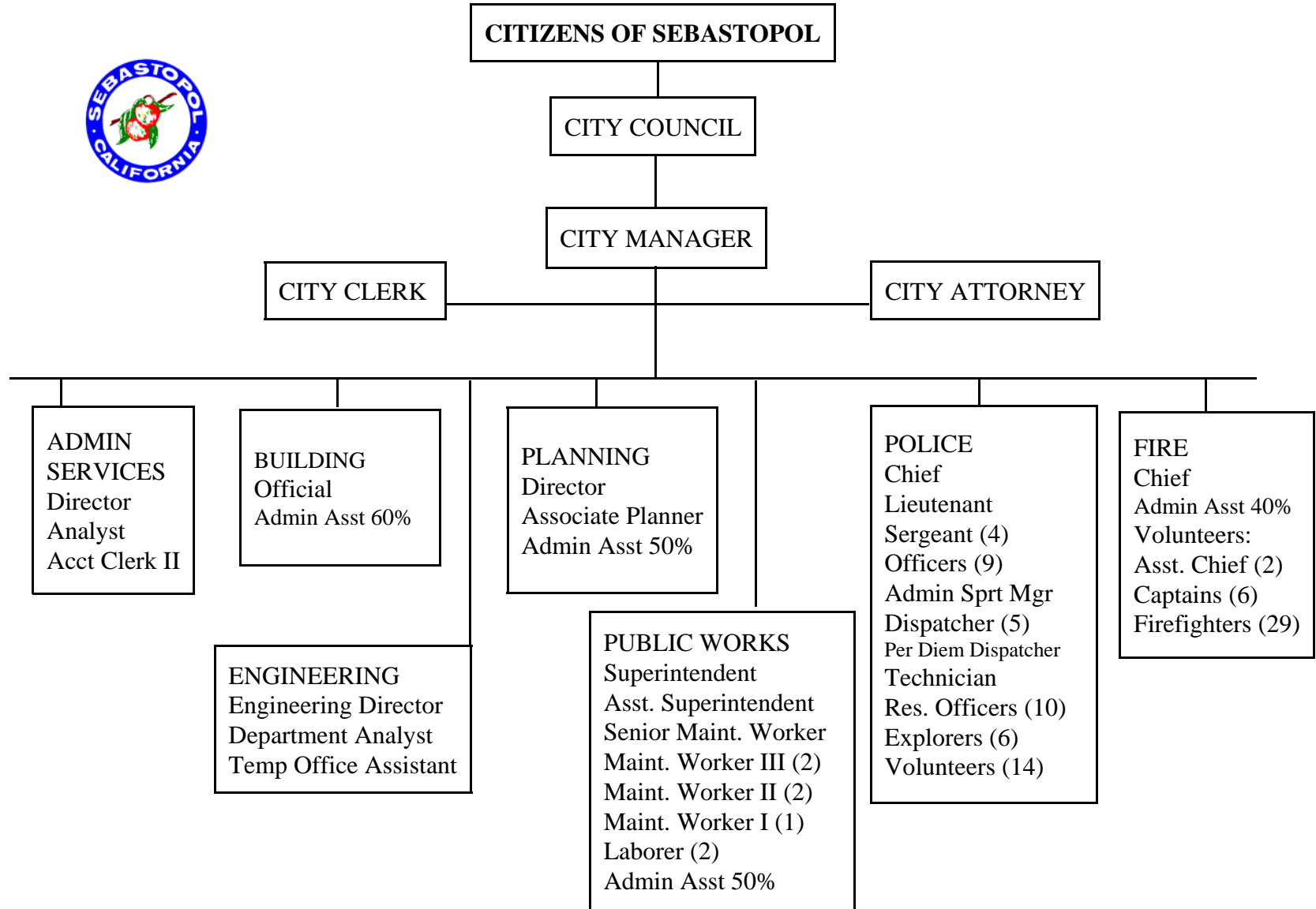
Larry Robinson

Jen Thille

Sebastopol City Hall
7120 Bodega Ave.
Sebastopol, CA 95472

City Manager(707)823-1153

Administrative Services (707)823-7863



CITY OF SEBASTOPOL

STAFF

David Brennan	City Manager
Lawrence McLaughlin	City Attorney
Mary Gourley	City Clerk
Ronald Puccinelli	Administrative Services Director
Glenn Schainblatt	Building Official
Susan Kelly	Engineering Director
John Zanzi	Fire Chief
Kenyon Webster	Planning Director
Jeffrey Weaver	Police Chief
Richard Emig	Public Works Superintendent

CONSULTANTS

Joe Gaffney	Consulting City Engineer
Tim Erney	Consulting Traffic Engineer
Becky Duckles	Consulting Arborist

City of Sebastopol Revenue Estimates

ACCOUNT		2005/2006 ACTUAL	2006/2007 ACTUAL	2007/2008 ESTIMATE	2008/2009 ESTIMATE
GENERAL FUND (000)					
4010	Property Taxes	914,555	1,050,737	1,070,000	1,090,000
4018	Transient Occupancy Tax	249,462	347,448	365,000	360,000
4019	ERAF III SB 1096	(51,265)	0	0	0
4020	P.G. & E. Franchise	61,028	64,902	66,000	67,000
4025	Garbage Franchise	103,664	131,421	157,200	160,000
4030	Cable TV Franchise	66,283	68,000	72,500	72,500
4040	Real Estate Transfer Tax	213,837	175,863	143,000	140,000
4050	Sales Tax	1,163,350	1,193,253	1,076,600	1,120,000
4052	Prop Tax In-Lieu of Sales Tax	364,045	353,864	437,532	420,000
4055	P.S.A.F. (Prop 172)	69,968	70,425	72,000	70,000
4060	Booking Fee Reimbursement	0	17,546	17,000	0
4070	Business Improvement District	8,232	8,600	8,600	8,600
4080	Business Licenses	116,983	119,075	116,000	118,000
4100	Dog Licenses	3,898	3,665	4,000	4,000
4110	Pet Shelter Release Fee	6,073	7,180	6,000	6,000
4120	Building Permits	259,432	130,853	244,000	220,000
4123	Building Incremental Fee	2,304	4,000	4,000	4,000
4130	Vehicle Code Fines	52,947	50,786	52,000	60,000
4140	Criminal Code Fines	1,541	2,319	2,200	2,000
4150	Parking Violations	19,692	34,519	40,000	40,000
4200	Interest Income	48,350	98,951	142,000	140,000
4205	Cell Tower Lease	21,693	31,792	32,000	32,000
4210	Rental Income	8,889	9,218	8,500	4,250
4211	Crossing Guard Reimbursement	7,000	5,000	5,000	0
4220	Parking Space Rentals	5,185	9,400	8,000	8,000
4300	Vehicle In-Lieu Tax	46,711	52,256	40,000	40,000
4301	Property Tax In-Lieu of VLF	509,365	517,754	557,000	560,000
4302	VLF Tax Loan Repayment	133,250	0	0	0
4310	Off-Highway User Fees	296	270	270	270

ACCOUNT		2005/2006 ACTUAL	2006/2007 ACTUAL	2007/2008 ESTIMATE	2008/2009 ESTIMATE
4320	State Mandated Cost Reimb.	14,515	30,847	12,000	0
4330	P.O.S.T Reimbursements	7,828	7,000	7,000	6,000
4410	Sales of Publications	771	534	550	550
4415	Management Staff Time	4,080	7,273	6,000	6,000
4420	Planning Fees	51,189	40,000	40,000	40,000
4421	Notary Fees	30	90	80	80
4424	Admin Services Staff Time	5,684	5,581	5,000	5,000
4425	Plaza Rental Fees	2,033	2,560	2,000	2,000
4430	Encroachment Permits	16,107	13,000	13,000	12,000
4431	Engineering Maps/Reports	143	371	330	330
4432	Grading Permits	4,050	4,070	3,500	3,500
4433	Engineering Staff Time	63,500	48,012	50,000	75,000
4434	Sale of Plans & Specifications	344	300	300	300
4440	Street/Sidewalk Reimbursements	324	20,000	15,000	15,000
4445	Public Works Services	21,253	13,000	18,000	18,000
4459	Abandoned Vehicles	4,460	3,000	2,000	2,000
4460	Police Services/Fingerprinting	37,111	36,731	32,000	35,000
4461	Police D.U.I. Recovery	37	1,528	300	300
4462	Vehicle Releases	9,468	8,890	8,000	8,000
4463	Police Reports/Copies	4,020	3,953	4,500	4,000
4464	Police False Alarms	1,606	1,898	1,400	1,400
4465	Fire Department Fees	14,481	9,723	9,000	9,000
4467	Police Overtime Reimbursement	6,719	5,900	5,500	5,500
4470	Weed Abatement Charges	0	0	0	0
4480	Ives Pool Reimbursement	54,861	47,275	51,600	51,600
4490	Admin Services Loan Processing	255	72	0	0
4500	Sale of Surplus Property	33,560	1,520	6,000	10,000
4505	Insurance Rebate	39,717	55,767	55,800	60,000
4510	Miscellaneous Income	348	378	280	280
TOTAL GENERAL FUND REVENUES:		4,805,262	4,928,370	5,095,542	5,117,460

ACCOUNT		2005/2006 ACTUAL	2006/2007 ACTUAL	2007/2008 ESTIMATE	2008/2009 ESTIMATE
DEBT SERVICE FUNDS (004)					
4650	Property Tax, G.O. Bonds	278,038	268,000	0	0
SEWER FUND (420)					
4200	Interest Income	13,646	10,000	12,000	12,000
4505	Insurance Rebate	0	8,000	8,000	8,000
4720	Sewer Service Fees	1,989,426	2,160,900	2,204,120	2,206,000
TOTAL SEWER FUND REVENUES		2,003,072	2,178,900	2,224,120	2,226,000
WATER FUND (510)					
4200	Interest Income	10,021	4,000	5,000	5,500
4505	Insurance Rebate	0	4,000	4,000	4,000
4750	City Used Water	68,564	71,925	72,000	72,000
4755	Residential - Inside City	749,655	810,180	840,000	840,000
4756	Residential - Outside City	21,150	21,150	21,250	21,250
4760	Commercial - Inside City	195,106	220,500	245,000	245,000
4761	Commercial - Outside City	440	580	600	600
4770	Backflow Inspections	0	1,000	1,500	1,500
4780	New Service Fees	3,900	4,000	4,000	3,500
4790	Water Meter Sales	2,665	0	0	1,200
TOTAL WATER FUND REVENUES		1,051,501	1,137,335	1,193,350	1,194,550
COMMUNITY FUND (033)					
4511	Donations	1,445	1,500	1,040	1,000
INDUSTRIAL WASTE (783)					
4730	User Fees	516	0	0	0
SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUNDS (812)					
4836	SLESF ERAF Return	100,000	100,000	100,000	100,000
POLICE GRANTS (816)					
816- 4372	Motorcycle Grant	79,868	38,623	0	0

ACCOUNT		2005/2006 ACTUAL	2006/2007 ACTUAL	2007/2008 ESTIMATE	2008/2009 ESTIMATE
GAS TAX FUND (830)					
4800	AB2928 Traffic Congestion	35,664	68,001	68,000	68,000
4805	S2105 Gas Tax (Prop. 111)	47,901	50,000	50,000	50,000
4810	S2106 Gas Tax	38,480	41,000	41,000	41,000
4815	S2107 Gas Tax	63,817	65,000	65,000	65,000
4820	S2107.5 Gas Tax (Engineering)	2,000	2,000	2,000	2,000
TOTAL GAS TAX REVENUES		187,862	226,001	226,000	226,000
REDEVELOPMENT FUND (950)					
4200	Interest Income	89,936	90,000	90,000	90,000
4950	Tax Increment	1,228,260	1,426,460	1,500,000	1,575,000
4955	Loan Repayments	0	12,000	0	0
TOTAL GENERAL REDEVELOPMENT		1,318,196	1,528,460	1,590,000	1,665,000
REDEVELOPMENT LOW-COST HOUSING FUND (951)					
4210	Rental Income	25,816	24,000	25,000	25,000
4200	Interest Income	28,321	0	0	0
4874	Hollyhock State Loan	0	0	0	4,000,000
4950	Tax Increment	419,872	446,897	460,000	490,000
TOTAL REDEVELOPMENT LOW-COST HOUSING		474,009	470,897	485,000	4,515,000
TRUST & AGENCY FUNDS (778 & 780)					
4014	Special Assessments	30,838	18,000	18,000	18,000
4725	Street Lighting Assessments	85,804	87,000	87,000	87,000
TOTAL SPECIAL ASSESSMENTS		116,642	105,000	105,000	105,000
SPECIAL SALES TAX (001)					
4050	Sales Tax - .25%	560,926	520,970	524,000	524,000
MEASURE M TRANSPORTATION TAX (003)					
4062	Sales Tax	0	52,379	53,000	53,000

Expenditure Allocations 2008/2009

Pg	Department	General Fund	Water Fund	Sewer Fund	General Redeve.	Other	Seb. T/U Tax	Total
16	City Council	53,739	10,667	12,168	5,497		3,550	85,621
19	City Manager	225,339	29,322	24,850	50,043		3,450	333,004
22	Administrative Services	190,650	84,882	79,607	17,493		3,000	375,632
24	City Attorney	204,379	7,780	5,676	8,285	10,000		236,120
27	Planning Department	279,496	11,121	11,121	16,610		3,850	322,198
30	Police Services	2,870,382					6,857	2,877,239
31	SLESF Funding	0				114,730		114,730
32	OTS Motorcycle Grant	0						0
33	Animal Control	13,000						13,000
35	Fire Services	495,037	18,191			42,000	125,212	680,440
37	Emergency Preparedness	2,900					9,000	11,900
40	Building Inspection	143,334	26,843	26,843			1,904	198,924
42	Engineering	110,529	82,320	56,595			2,000	251,444
45	Corporation Yard Admin.	43,831	120,683	87,499			25,000	277,013
47	Government Buildings	43,337					26,595	69,932
49	Streets - General Fund	101,434						101,434
51	Parking Lots	23,421						23,421
53	Street Cleaning	0						0
55	Parks & Landscaping	164,239						164,239
57	Ives Pool	86,639					31,663	118,302
59	Recreation	49,978						49,978
61	Community Support	49,993						49,993
62	Non -Departmental	43,446	4,755	4,124				52,325
63	Business Improv. Area	0				8,600		8,600
70	Community Services	0				5,000		5,000
72	Streets- Gas Tax	0				211,289		211,289
74	Industrial Waste	0						0
77	Sewage Treatment	0		1,456,872				1,456,872
79	Sewer Mains	0		328,055				328,055

Pg	Department	General Fund	Water Fund	Sewer Fund	General Redeve.	Other	Seb. T/U Tax	Total
82	Water Utility	0	484,336					484,336
84	Debt Service - Water	0	138,983					138,983
86	Debt Service - General	0	70,803	62,940		31,471	61,955	227,169
88	Redevelopment	0			489,264			489,264
90	Low-Cost Housing	0				2,826,500		2,826,500
91	Debt Service - Redeve.	0			711,232	21,215		732,447
93	Street Light Assess. Dist.	5,800				89,000		94,800
94	Debt Service -Woodstone	0				32,480		32,480
	Street Repair Reserve	0					100,000	100,000
	Depreciation	0	91,050	68,472				159,522
	Total Expenditures	5,200,903	1,181,736	2,224,822	1,298,424	3,392,285	404,036	13,702,206
	Approved Revenues	5,117,460	1,194,550	2,226,000	1,665,000	3,320,000	524,000	14,047,010
	Unallocated Revenues (Excess Expenditures)	(83,443)	12,814	1,178	366,576	(72,285)	119,964	344,804
	Prior Year Unallocated Reserve	65,000						
	Estimated Fund Reserves	(18,443)	12,814	1,178	366,576	(72,285)	119,964	344,804

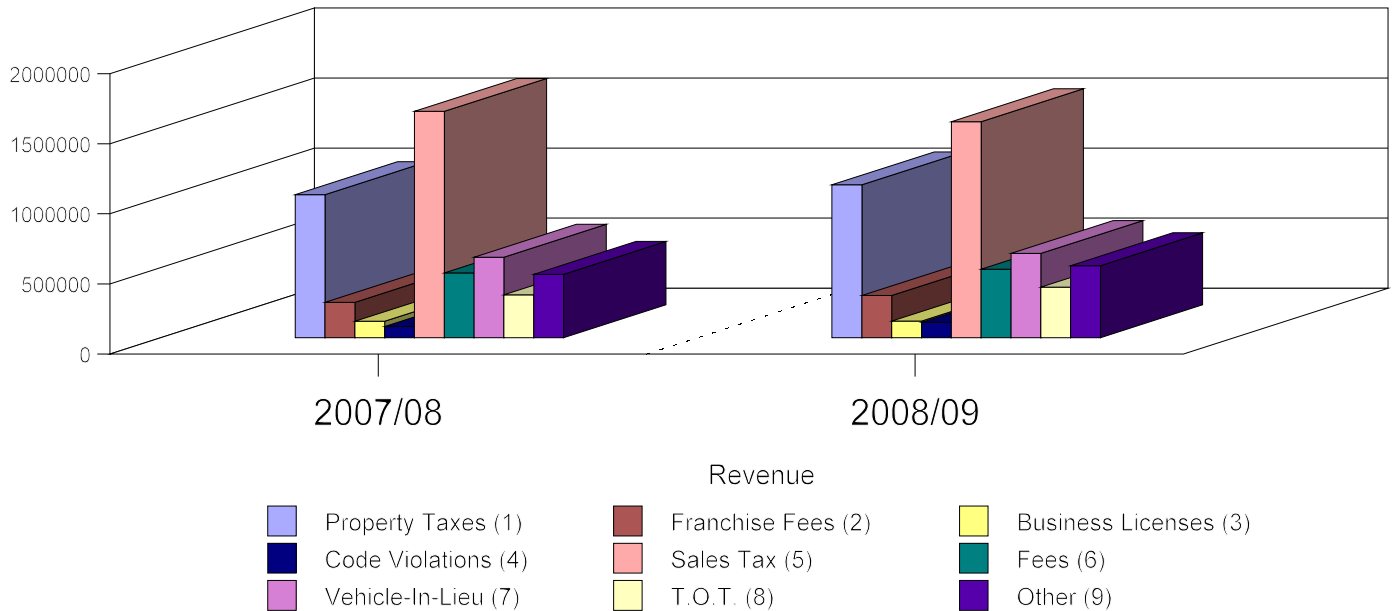
**CITY OF SEBASTOPOL
COMPARISON OF REVENUES/EXPENDITURES
FISCAL YEARS 2007/2008 to 2008/2009**

	2007/08 Budgeted Revenues	2007/08 Estimated Revenues	2008/09 Budgeted Revenues	2007/08 Budgeted Expenditures	2007/08 Estimated Expenditures	2008/09 Budgeted Expenditures
General Fund	\$4,880,510	\$5,095,542	\$5,117,460	\$4,949,078	\$4,998,524	\$5,200,903
Special Revenue	\$302,924	\$380,040	\$385,000	\$455,394	\$374,447	\$326,019
Water Fund	\$1,193,350	\$1,193,350	\$1,194,550	\$1,190,794	\$1,166,640	\$1,181,736
Sewer Fund	\$2,224,120	\$2,224,120	\$2,226,000	\$2,126,947	\$1,771,400	\$2,224,822
Redevelopment Fund	\$1,590,000	\$1,590,000	\$1,665,000	\$982,281	\$937,442	\$1,298,424
Housing Set-aside Fund*	\$485,000	\$485,000	\$4,515,000	\$2,082,288	\$3,211,754	\$2,847,715
Trust & Agency	\$128,076	\$121,500	\$121,480	\$128,076	\$121,480	\$121,180
Sales Tax 0.25%	\$530,000	\$524,000	\$524,000	\$507,717	\$532,164	\$404,036
Total Operating	\$11,333,980	\$11,613,552	\$15,748,490	\$12,422,575	\$13,113,851	\$13,604,835

* Housing Set-Aside Fund includes receipt of \$4,000,000 loan from state for Hollyhock Housing Project and expenditures of loan amount during fiscal years 2007-08 and 2008-09.

General Fund Revenues

Comparison FY 2007/08 vs. FY 2008/09 Budg



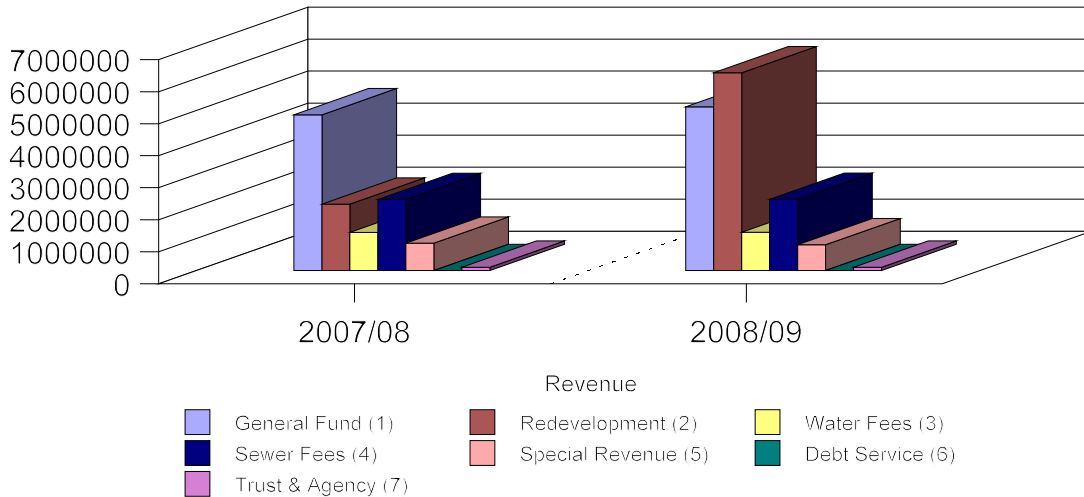
Discussion:

Property taxes, franchise fees show little change from 2007/08 to 2008/09. The Business License/ Code Violation/Sales Tax revenue total shows modest growth reflecting a combination of the new Motorcycle enforcement program that has resulted in increased traffic fines and a slow economic recovery that will produce a 2% increase in sales tax revenues. The fees category shows an increase of \$5,000 due to yearly updates of the City fee schedule to recapture costs of special services not normally requested by everyday citizens. Other fees are relatively unchanged. The state continues to take "ERAF III" in 2008/09 which is a reduction of approximately \$110,500 from normal property taxes.

Revenue(s)	FY 2007/08	FY 2008/09
Property Tax/ Franchise Fees	\$1,271,200	\$1,389,500
Bus. License/ Code Violation / Sales Tax	\$1,708,200	\$1,776,000
Fees	\$460,730	\$465,480
Vehicle-In-Lieu	\$573,000	\$600,000
TOT / Other	\$756,880	\$886,480

Total Operating Revenue

Comparison FY 2007/08 vs. FY 2008/09 Budg



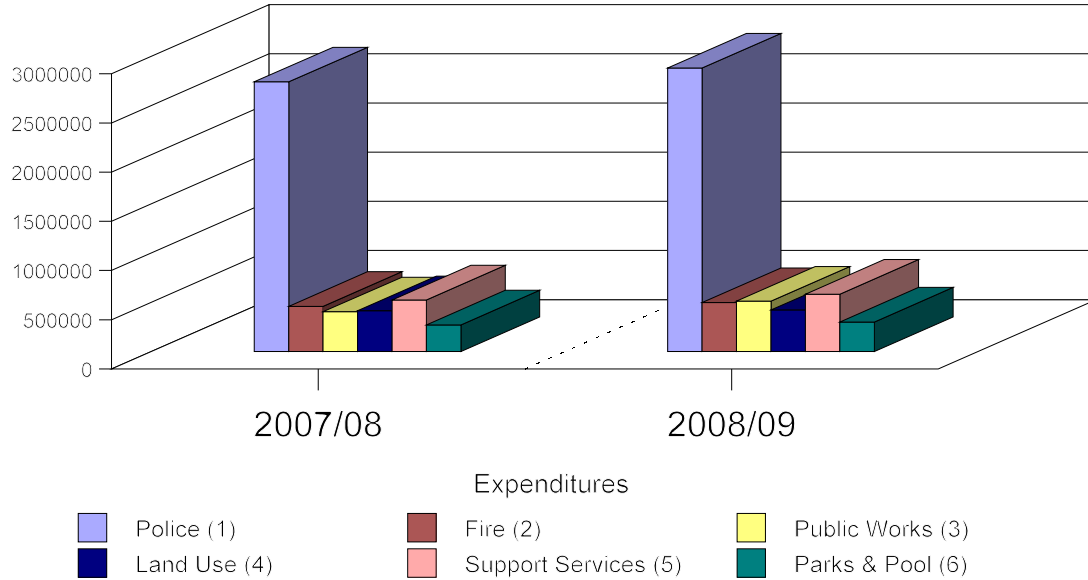
Discussion:

Total general fund revenues show a slight increase of \$236,950 from 2007/08 to 2008/09. Redevelopment revenues will increase with the income from a \$4,000,000 state loan for the Hollyhock Low-cost Housing Project and completion of commercial projects within the redevelopment area boundaries and the normal 2% increase in valuation in property taxes. Water and sewer fees show a small increase at this time due to the increases indicated in the yearly rate study. Special revenues will increase with the special .25% sales tax. Trust & agency funds will be unchanged.

Revenue	FY 2007/08	FY 2008/09
General Fund	\$4,880,510	\$5,117,460
Redevelopment	\$2,075,000	\$6,180,000
Water Fees	\$1,193,350	\$1,194,550
Sewer Fees	\$2,224,120	\$2,226,000
Special Revenue	\$756,000	\$804,000
Trust & Agency	\$105,000	\$105,000

General Fund Expenditures

Comparison FY 2007/08 vs. FY 2008/09 Budg



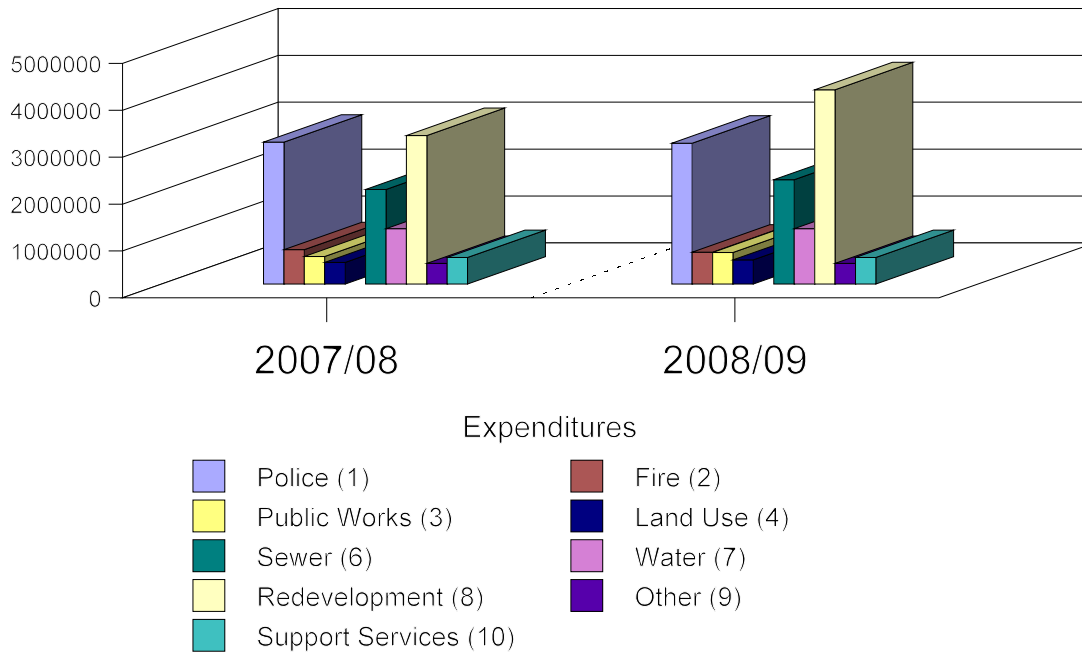
Discussion:

The Police Department expenditures will increase \$140,953 from 2007/08 to 2008/09 - due mainly to salaries and benefits expenses. Fire Department expenditures will also increase due to an increase in rate of stipends paid to volunteers and an increase in paid shifts for firefighters. The increase in Public Works is due to reclassifying excess street expenditures from Gas Tax to General Fund.

Expenditure	FY 2007/08	FY 2008/09
Police	\$2,742,429	\$2,883,382
Fire	\$459,801	\$497,937
Public Works	\$404,539	\$512,879
Land Use	\$415,421	\$422,830
Support Services	\$524,987	\$583,019
Parks & Pool	\$270,943	\$300,856

Total Operating Expenditure

Comparison FY 2007/08 vs. FY 2008/09 Budg



Discussion:

Increases to Police/Fire and Public Works/Land Use are due to cost-of-living pay increases in salaries and fuel and energy cost projections. There is a slight decrease in Water expenses since the 1992 Certificate of Participation debt for the construction of the second Pleasant Hill water reservoir was paid off in 2005/06. The increase in Other/Support Services includes expenditures of the Special Sales Tax for capital equipment purchases and a contribution to the street repair reserve.

Expenditure	FY 2007/08	FY 2008/09
Police/Fire	\$3,588,259	\$4,280,328
Public Works/Land Use	\$1,292,682	\$1,087,272
Debt Service	\$226,586	\$227,169
Sewer	\$2,019,215	\$2,224,822
Water	\$1,182,156	\$1,181,736
Redevelopment	\$3,064,646	\$4,146,139
Other/Support Services	\$828,334	\$554,740

City Council

The City Council is the five member policy and decision making body of the City. Elected for staggered four year terms, the City Council, through the City staff, is responsible for the operation of the City. The City Council budget reflects the costs associated with supporting the Council's activities.

City Council membership and terms of office:

<u>Councilperson</u>	<u>Term Expires</u>
Craig Litwin, Mayor	November 2008
Linda Kelley, Vice Mayor	November 2010
Sarah Glade Gurney	November 2010
Sam Pierce	November 2008
Larry Robinson	November 2010



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **000-6010**
Department: **City Council**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries *	18,000	18,757	20,100	19,400	19,650
6023	Benefits	24,485	26,364	31,520	31,520	33,627
6025	Communications	40	259	240	240	240
6030	Office Supplies	1,577	1,679	1,800	1,700	1,700
6050	Misc. Supplies / Services	528	1,335	1,200	1,000	1,100
6060	Conferences	610	4,416	6,500	6,000	5,500
6065	Meetings **	3,176	1,241	1,900	1,900	2,700
6070	Dues / Subscriptions	7,620	7,861	6,640	6,640	6,900
6320	Publications	3,591	4,416	3,500	3,000	3,500
6425	Liab., Property, Flood Ins.	1,985	2,373	2,373	2,373	2,654
6860	Ad Hoc Studies / Contract Services	2,900	2,823	4,000	4,000	4,500
	TOTAL OPERATING	\$64,512	\$71,524	\$79,773	\$77,773	\$82,071
	Capital Outlay - Fund 001					
6926	Mic/Recording Equipment	1,106	0	0	0	550
6972	Photocopier Lease	2,336	3,292	3,000	3,000	3,000
	TOTAL CAPITAL	\$3,442	\$3,292	\$3,000	\$3,000	\$3,550
	TOTAL DEPARTMENT	\$67,954	\$74,816	\$82,773	\$80,773	\$85,621
	Special Sales Tax Allocation	\$0	\$0	(\$3,000)	(\$3,000)	(\$3,550)
	Redevelopment Fund Cost Allocation	(\$1,060)	(\$2,081)	(\$5,343)	(\$5,343)	(\$5,497)
	Water Fund Cost Allocation	(\$9,867)	(\$10,064)	(\$10,366)	(\$10,366)	(\$10,667)
	Sewer Fund Cost Allocation	(\$11,256)	(\$11,481)	(\$11,825)	(\$11,825)	(\$12,168)
	General Fund Cost Allocation	\$45,771	\$51,190	\$52,239	\$50,239	\$53,739

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

** Includes \$625 payable to Sebastopol Community Center for Teen Center use.

City Manager City Clerk

The City Manager is the chief administrator of the City. The City Manager also functions as the Executive Director of the Community Development Agency governed by the Agency's Board of Directors. Under direction of the City Council, the City Manager is responsible for the implementation of Council policies, ordinances and budgetary decisions. 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 provides oversight of the city contracts for goods and services including franchise agreements. 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.

The City Clerk's role includes 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 maintaining the official records of the City.

For fiscal year 2007/08, the department substantially completed the following objectives:

1. Further develop the Solar Sebastopol program to progress toward expanding the geographical service area. Using CREBS financing and state rebates, implement construction of at least three additional PV system for city facilities or private residential development. *The Solar Sebastopol program has evolved into a county wide program with initial funding from a BAAQMD grant to the City of Sebastopol and a DOE grant to the City of Santa Rosa. CREBS have been issued in a private placement and two projects will be initiated in June. The feasibility of the project at well #6 may result in no project. The final three projects will be completed during FY 08/09 as well.*
2. Work with local community non-profits to explore the viability of locating community and civic services in a shared use location. *This project has not progressed beyond exploration meetings.*
3. Identify City financial needs that could be served through a revenue enhancement ballot measure for the City Council to consider to place on the November 2008 ballot. *This effort has resulted in a proposed utility tax ballot measure to be considered by the City Council to place on the ballot in November. A community survey has recently been completed and will be considered by the Council in their decision to move forward.*
4. Continue to enhance affordable housing opportunities in Sebastopol through land acquisition and providing assistance to affordable housing projects to obtain financial support. *Assistance provided to Burbank Housing to develop 35 unit Hollyhock project on South Gravenstein. Funding support provided to Habitat for Humanity for two projects of four total units. Additional site considerations may result in additional projects.*

5. Initiate the sale of two CDA owned properties to payoff debt and support additional multi unit affordable housing projects. This activity is dependent upon the completion of the two affordable housing projects which will occur during FY 08/09 and then these properties can be evaluated for sale.
6. Monitor the corrective efforts to stabilize the county solid waste disposal program and advise the Council on immediate and long range impacts to the city residents and solid waste franchise agreement. *This is an ongoing effort that staff has continued to monitor and advise the Council. Final action will depend upon the results of the County effort to divest itself of the assets as well as city consideration of alternatives including a recently proposed materials recovery facility by Northbay Inc.*
7. Continue to monitor staffing needs, especially in the community development departments. *Additional staffing would be useful at this time, but not critical to operational performance due to slight decrease in development activity.*
8. In conjunction with all affected departments, explore the feasibility and conceptual design of a consolidated city hall. *Activity on this has not occurred due to other priorities.*
9. Prepare a viable ordinance that incentivizes the installation of solar power projects on all new construction. *This objective has been postponed due to other City Council priorities in city projects.*
10. Acquire the Village Mobile Home Park site for future open space community enhancement. *This project has been completed with an acquisition in September of 2008.*

For fiscal year 2008/09, the following objectives will be a priority for this department:

1. Initiate greater water conservation efforts including public education outreach and tiered water rate structure, policy for zero net increase in water consumption as population grows and methods to increase water conservation in residential users.
2. Have a Residential Energy Conservation Ordinance (RECO) and Commercial Energy Conservation Ordinance (CECO) prepared for consideration by the City Council for adoption.
3. Introduce programs that support the reduction of solid waste and include greater recycling opportunities for batteries, plastic bags, and multi –tenant/commercial properties.
4. Investigate a local bond issue to raise capital for energy conservation and renewable energy projects.
5. Complete the update of the Personnel Code revisions
6. Complete the preparation of language and Council consideration for a bond measure for the November ballot.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries *	192,429	199,852	209,285	209,285	220,356
6016	Vehicle Allowance	0	0	0	0	0
6023	Benefits	75,753	91,197	85,930	85,930	87,997
6025	Communications	58	377	360	350	350
6030	Office Supplies	1,224	1,645	1,900	1,900	1,900
6040	Vehicle	178	189	300	300	300
6045	Equipment	33	338	500	550	500
6060	Training	421	2,746	2,250	2,100	3,250
6065	Meetings	382	694	700	700	725
6070	Dues / Subscriptions	193	332	500	450	500
6425	Liab., Property, Flood Ins.	7,250	8,669	8,669	8,669	10,426
6860	Contract Services	2,302	13,470	3,000	2,800	3,250
	TOTAL OPERATING	\$280,223	\$319,509	\$313,394	\$313,034	\$329,554
	Capital Outlay - Fund 001					
6905	Office Furniture	0	0	0	0	250
6972	Photocopier Lease	4,917	3,292	3,200	3,200	3,200
	TOTAL CAPITAL	\$4,917	\$3,292	\$3,200	\$3,200	\$3,450
	TOTAL DEPARTMENT	\$285,140	\$322,801	\$316,594	\$316,234	\$333,004
	Special Sales Tax Allocation	\$0	\$0	(\$3,200)	(\$3,200)	(\$3,450)
	Redevelopment Fund Cost Allocation	(\$33,772)	(\$34,447)	(\$45,918)	(\$45,918)	(\$50,043)
	Water Fund Cost Allocation	(\$27,124)	(\$27,666)	(\$28,496)	(\$28,496)	(\$29,322)
	Sewer Fund Cost Allocation	(\$22,987)	(\$23,447)	(\$24,150)	(\$24,150)	(\$24,850)
	General Fund Cost Allocation	\$201,257	\$237,241	\$214,830	\$214,470	\$225,339

*Staff: City Manager and City Clerk

Administrative Services

The Administrative Services Department is responsible for the establishment and maintenance of the City's financial records; risk management services; City payroll functions; employee benefit administration; and provides assistance to the City Manager with personnel administration. Functions of this department include:

- Preparation of the annual City budget and ongoing monitoring of City's financial health
- Preparation of the annual State Controller reports for the Redevelopment Agency, Gas Tax Street Report, and the general City-wide report of Financial Transactions
- Financial management of the Water and Sewer enterprise funds including billing, collecting, and rate setting
- Maintenance and administration of the City's User Fee Schedule
- Processing of Accounts Payables for the City including administering best purchasing practices
- Collection of Accounts Receivables for Business Licenses, Development Deposits, Transient Occupancy Taxes, and all other monies owed to City
- Administers loan programs for Earthquake Retrofitting and Water & Sewer connection fees
- Management of the City's various bank accounts including those for Redevelopment Agency
- Balancing the financial records to the general ledger including monthly reconciliation of all cash and checking accounts, and reports of balances held in developer deposit accounts
- Preparation of all mandated financial Federal and State filings
- Assists Auditor in compliance of financial records
- Services the City's various long term Municipal Bond debt, Certificates of Participation and other sources of financing used for major capital projects
- Maintains the fixed asset inventory including posting of yearly depreciation
- Provides other departments with monthly financial reports and assistance in budget management
- Maintains and manages the City's Payroll, Personnel, Medical, and Worker's Compensation records
- Provides a legally compliant City payroll service for 100+ employees
- Serves as insurance and benefit administration for City staff
- Updates job descriptions for all departments
- Manages Public Employee Retirement System program
- Administration of required AB1825 Harassment training for City staff
- Administers City's 457 Deferred Compensation programs
- Administration of the City's self-insured Dental and Vision insurance programs
- Administration of the Health, Life, and Long Term Disability insurance programs
- Administration of HIPPA privacy act, and Cal/OSHA compliance
- Creates and implements various employee benefit / insurance programs and policies
- Maintains, updates, creates new pages and acts as Webmaster for the City's Website

Major Accomplishments in 2007/2008:

- Secured bond financing for \$2.8 million Infrastructure projects
- AB1600 Study of Fire, Police, and Public facilities Impact and Annexation fees needed to service growth in population
- Completed the annual update for the User Fee Schedule

- Explored costs and administration for the institution of credit card and internet payment process for water and sewer bills
- Completed Green Purchasing policy for City departments
- Revised Injury and Illness Prevention program to conform with Cal-OSHA requirements
- Managed employee requests for Public Employee Retirement System enhancements
- Changed the department name to Administrative Services to accurately reflect the responsibilities of the department
- Secured Clean Renewable Energy Bond projects financing in amount of \$2,074,000
- Refunded and reissued the 1997 Redevelopment Debt service to reduce interest costs

Objectives for 2008/2009:

- Implement the credit card and internet payment process for customers
- Explore possibility of establishing a Landscape District for the City



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries *	196,632	217,622	232,106	232,106	242,048
6013	Health In-Lieu Benefit	3,300	3,120	3,120	3,120	3,120
6023	Benefits	70,712	75,281	79,930	79,930	78,206
6025	Communications	587	713	550	746	750
6030	Office Supplies	6,077	7,012	6,800	6,600	6,600
6040	Vehicle	21	57	300	55	200
6045	Equipment	2,501	3,522	4,600	4,600	3,750
6060	Training	302	595	1,000	550	1,000
6070	Dues / Subscription	499	431	500	534	550
6075	Employee Award Program	4,318	4,080	3,950	3,950	6,250
6425	Liab., Property, Flood Ins.	8,008	9,575	9,400	9,400	11,878
6435	Employer Paid Def. Comp.	0	0	0	0	3,780
6850	Sales Tax Audit	2,052	3,099	2,000	2,000	2,000
6860	Software Maintenance	7,275	9,154	12,800	12,800	12,500
	TOTAL OPERATING	\$302,284	\$334,261	\$357,056	\$356,391	\$372,632
	Capital Outlay - Fund 001					
6050	Dept Supplies	0	6,025	0	0	0
6940	Computer Equipment	5,030	0	0	0	0
6972	Photocopier Lease	3,106	3,292	3,000	3,000	3,000
7062	Envelope Stuffing Machine	0	11,362	0	0	0
	TOTAL CAPITAL	\$8,136	\$20,679	\$3,000	\$3,000	\$3,000
	TOTAL DEPARTMENT	\$310,420	\$354,940	\$360,056	\$359,391	\$375,632
	Capital Replacement (from Fund 001)	(\$6,000)	(\$11,500)	(\$3,000)	(\$3,000)	(\$3,000)
	Redevelopment Fund Cost Allocation	(\$9,385)	(\$9,573)	(\$17,100)	(\$17,100)	(\$17,493)
	Water Fund Cost Allocation	(\$78,517)	(\$80,087)	(\$82,490)	(\$82,490)	(\$84,882)
	Sewer Fund Cost Allocation	(\$73,637)	(\$75,110)	(\$77,363)	(\$77,363)	(\$79,607)
	General Fund Cost Allocation	\$142,881	\$178,670	\$180,103	\$179,438	\$190,650

*Staff: Finance Director, Administrative Analyst, and Account Clerk II

City Attorney

The City Attorney is responsible for legal advice and representation of the City Council and all city departments. The City Attorney coordinates all legal representation of the City, including outside counsel, if needed. At the direction of the City Council, the City Attorney prepares all ordinances and other legal documents for Council consideration.

Duties include:

- Attending all City Council meetings and Planning Commission meetings as needed.
- Advice and support to City Manager, City Clerk, Administrative Services, Building Inspection, Engineering, Fire, Planning, and Public Works departments.
- Response to public inquiries.
- Continuing education on public law, land use law, conflict of interest laws, etc.
- Review development plans.
- Review insurance requirements of city contractors.
- Review matters of interest to Community Development Agency.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (City Attorney)	78,516	81,264	90,576	90,576	93,480
6023	Benefits	28,856	32,360	34,453	34,453	34,894
6050	Misc. Supplies / Services	0	714	2,500	2,500	400
6060	Training	0	500	750	750	500
6310	Litigation Expense	54,793	42,426	75,000	175,000	100,000
6425	Liab., Property, Flood Ins.	2,097	2,511	2,511	2,511	6,846
	TOTAL OPERATING	\$164,262	\$159,775	\$205,790	\$305,790	\$236,120
	TOTAL DEPARTMENT	\$164,262	\$159,775	\$205,790	\$305,790	\$236,120
	LCH Fund Cost Allocation	\$0	\$0	\$0	(\$45,000)	(\$10,000)
	Redevelopment Fund Cost Allocation	\$0	\$0	(\$8,099)	(\$8,099)	(\$8,285)
	Water Fund Cost Allocation	(\$7,197)	(\$7,341)	(\$7,561)	(\$7,561)	(\$7,780)
	Sewer Fund Cost Allocation	(\$5,250)	(\$5,355)	(\$5,516)	(\$5,516)	(\$5,676)
	General Fund Cost Allocation	\$151,815	\$147,079	\$184,614	\$239,614	\$204,379

Planning Department

The Planning Department provides planning and environmental review assistance to the City Council, Planning Commission, Design Review Board, Tree Board, Business Outreach Committee, Community Development Agency, citizen committees, residents and the real estate, development and construction industries. This service is divided into two primary functions, current and advance planning. With a staff of two planners (the Director and one Associate), the Department has a challenging workload.

Current planning includes receiving and processing all applications for land use permits, subdivision and other development permits, preparing staff reports for the appropriate City boards and commissions and performing inspections to assure compliance with zoning and other planning regulations. This role includes preparation of necessary environmental documents as required by State and City laws and policies. Given legal permit processing obligations, current planning work generally takes higher priority over advance planning and special projects in the day-to-day work of the Department. Permit application activity levels, and applicant difficulties or public interest in particular applications also have a significant impact on Department workload.

The Department is responsible for preparing agendas, staff reports and minutes for the Planning Commission and Design Review/Tree Board, and attends meetings of these boards. Staff members are also routinely present at meetings of the City Council and Community Development Agency to present staff reports.

Advance planning includes preparation of long-range planning documents, including the General Plan, Specific Plans, Economic Development Strategy, Community Development Agency reports, grant preparation, park and community facility planning, special studies, and new policy documents and ordinances. It also includes the following programs, which must be monitored each year:

- Traffic impact fee study
- Annual level of service report/General Plan report
- Annual Planning report
- Evaluation of ABAG population forecasts
- Growth Management allocation monitoring
- Provision of educational materials to boards and commissions
- Participation in SCTA PAC
- Preparation of quarterly City newsletter

In addition to traditional planning and land use related functions, the Department coordinates park development projects, including development of two new parks, the Laguna de Santa Rosa Wetlands Preserve and the Laguna Skate Garden. The Planning Department has obtained initial approvals for \$800,000 in grant funding to assist in the purchase of a future park site at the Village Park mobile home park. The Department also assists in affordable housing development and with Community Development Agency planning and economic development initiatives.

Major Accomplishments In 2007/2008:

- Processing of design review and building permit applications for the Covert Lane and Petaluma Avenue affordable housing projects and a major subdivision on Litchfield Avenue, review of an affordable housing proposal on Gravenstein Highway South, processing of a major subdivision project on Gravenstein Highway North, and other projects.
- Support City Attorney in activities related to litigation regarding the Laguna Vista project.
- Management of skate park/community garden project including designing, budgeting, bidding, preparation of grant applications, and construction oversight.
- Management of the Northeast Area Specific Plan process.

- Intensive coordination with State Parks and Public Works Department to accomplish numerous site furnishing improvements to City parks through a State grant.
- Preparation and adoption of Zoning Ordinance update revisions.
- Preparation and adoption of park ordinance update related to the Skate Garden project.
- Preparation and adoption of General Plan parks element amendment.
- Coordination with Caltrans regarding Highway 12 bridge replacement project.
- Continued processing of major park grant applications to Open Space District.
- Initiation of roadway guide sign project.
- Preparation and issuance of wastewater grant request for proposals.
- Completion of CDA 5-year Plan update.
- Work with consultants on retrofit-upon-sale energy and water conservation program.
-

Objectives for 2008/2009:

The budget for 2008/2009 includes continuation of the current and advance planning functions detailed above as well as the following special projects listed below. Several of the special projects either have or will involve considerable staff effort and time: in particular, the Northeast Area Specific Plan, the Housing Element update, the subdivision ordinance update, and anticipated park design work related to conversion of the Village Park campground area to a City park. Given these projects, the Department has constrained ability to undertake new assignments.

- Continued processing of Use Permits, Variances, subdivisions, design review, building permit plan checks, and tree removal applications.
- Minor construction projects.
- Processing and adoption of Northeast Area Specific Plan and Environmental Impact Report.
- Final coordination of construction of skate park/community garden project.
- Coordinate with Engineering Department on preparation of updated Zoning and General Plan maps.
- Coordinate development of a public bathroom at the town plaza.
- Coordinate implementation of guide sign and parking lot kiosk program.
- Process application for the Gravenstein Highway South Hollyhock affordable housing project.
- Present proposed retrofit-upon-sale energy and water conservation program to City Council for direction.
- Initiate subdivision ordinance to reflect changes in State law.
- Initiate and process of Housing Element update.
- Implement Open Space grants for Skate Garden and Village Park.
- Initiate annexation of Village Park property.
- If resources permit, initiate consideration of annexation of County 'islands'.
- If resources permit, initiate rezonings per Housing Element recommendations.
- Monitor State grant opportunities for park or other projects.
- Other projects as established by Council priority-setting process.



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **000-6050**
Department: **Planning**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries *	170,984	174,172	195,774	194,774	207,147
6020	Overtime	0	0	1,050	0	1,000
6023	Benefits	74,791	84,968	87,540	87,540	81,964
6025	Communications	1,022	1,030	925	1,200	1,200
6030	Office Supplies	5,388	4,373	4,400	4,400	4,400
6040	Vehicle Expense	278	243	275	200	250
6045	Equipment Expense	1,058	1,093	755	755	700
6060	Training	2,052	2,135	2,500	1,500	2,000
6065	Meetings - Teen Center **	826	109	750	750	750
6070	Dues / Subscriptions	635	753	750	750	750
6320	Publication	701	1,624	2,200	1,000	1,500
6425	Liab., Property, Flood Ins.	7,022	8,396	8,396	8,396	10,367
6435	Employer Paid Def. Comp.	0	470	2,820	2,820	2,820
6860	Contract Services	4,439	15,296	3,500	3,500	3,500
	TOTAL OPERATING	\$269,196	\$294,662	\$311,635	\$307,585	\$318,348
	Capital Outlay - Fund 001					
6972	Photocopier Lease	3,962	3,863	3,850	3,500	3,850
	TOTAL CAPITAL	\$3,962	\$3,863	\$3,850	\$3,500	\$3,850
	TOTAL DEPARTMENT	\$273,158	\$298,525	\$315,485	\$311,085	\$322,198
	Special Sales Tax Allocation	\$0	\$0	(\$3,850)	(\$3,500)	(\$3,850)
	Redevelopment Fund Cost Allocation	\$0	\$0	(\$16,237)	(\$16,237)	(\$16,610)
	Water Fund Cost Allocation	(\$10,287)	(\$10,493)	(\$10,808)	(\$10,808)	(\$11,121)
	Sewer Fund Cost Allocation	(\$10,287)	(\$10,493)	(\$10,808)	(\$10,808)	(\$11,121)
	General Fund Cost Allocation	\$252,584	\$277,539	\$273,782	\$269,732	\$279,496
	Charges to project deposits:	(\$30,000)	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)
	Net General Fund Costs:	\$222,584	\$237,539	\$233,782	\$229,732	\$239,496

*Staff: Planning Director, Associate Planner, & .50 Administrative Assistant

** Teen Center use charged by Sebastopol Community Center

Police Department

The level of criminal activity within our community has an impact on our living and working environments. Since Sebastopol has the second lowest crime rate in Sonoma County, pride in the community is enhanced. The Police Department has an important role in helping to improve the quality of life in Sebastopol through the prevention of crime, the investigation of criminal acts, and the delivery of a variety of public services. Our primary goal is to provide a safe and secure environment for all city residents and anyone who works in or visits Sebastopol.

The Sebastopol Police Department is a full-service law enforcement agency composed of 15 sworn peace officers and 7 civilian support staff. The department is managed by the Chief of Police, the Lieutenant, and an Administrative Support Manager. Line supervision is provided by 4 Police Sergeants. The Sebastopol Police Department's volunteer bureau supplements the paid staff. The Volunteer Bureau is composed of 10 Reserve Police Officers, 13 Community Service Volunteers, and 6 Police Explorers. The department's sworn staff, which peaked at 17 sworn in 2001, was 13 sworn in 2004. Grant funds were used in August of 2004 and January of 2005 to restore two positions, bring the department up to its current 15 sworn positions.

The department is organized into three major components; Administration, Operations, and Technician and Support Services.

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

Operations: Consists of 13 uniformed peace officers who respond to calls for service and crisis intervention twenty-four hours a day, seven days a week. Last year, officers handled over 23,302 police incidents. The members of the Volunteer Bureau and their assigned tasks are part of the operations division. The members of the Operations Division are responsible for training newly-hired officers and volunteers, on-going training of existing officers and volunteers, investigation of all criminal activity in Sebastopol, the processing of arrested individuals, and providing general patrol and service delivery around the clock.

Technical and Support Service: The maintenance, processing, and distribution of records are combined with dispatching services, both of which constitute Technical and Support Services. The dispatch center is responsible for accepting all emergency and non-emergency telephone calls for public safety services, both from the public and other agencies. The dispatchers are responsible for directing available resources to address identified community needs. The Administrative Support Manager and the five Dispatchers are also responsible for staffing the front counter, providing a variety of requested services. The Technical and Support Service Division is also responsible for handling and storage of property and evidence, assisting with the maintenance of the Police Services building, parking enforcement and animal control services.

Budget Impacts for 2007/2008:

During FY2007/2008, the Sebastopol Police Department experienced some unexpected expenditures which have made it challenging to remain with budget. Some of those expenditures are listed here:

- The department operated for much of the year with two of the fifteen full-time positions vacant due to injuries, training failures, and a lateral transfer to the Sonoma County Sheriff's Office. This increased the use of overtime and paid reserve officers to cover the open shifts.
- The department hired two reserve police officers and two full-time officers. Taken together, the hiring process cost approximately \$5,000.00.

Goals and Objectives for 2008/2009:

Goal #1: Obtain staffing levels that provide an effective response to current and anticipated events, and allow the opportunity to address issues pro-actively.

Objective 1.1: Seek funding to restore the School Resource Officer position

Objective 1.2: Seek funding to pay for enhanced DUI enforcement

Objective 1.3: Minimize time lost to on-duty injuries

Objective 1.4: Maintain a viable Volunteer Bureau

Goal #2: Work in collaboration with West County Community Services to implement the Rural Enforcing the Underage Drinking Laws grant.

Objective 2.1: Work with West County Community Services to meet the requirements of the grant.

Objective 2.2: Participate in a community-wide collaborative to reduce youth access to alcohol.

Objective 2.3: Provide grant-funded opportunities for bicycle patrol around the local schools during after school hours.

Objective 2.4: Maintain open and on-going communication with school officials.

Objective 2.5: Bring a Social Host Ordinance to the City Council for consideration.

Goal #3: Continue efforts to maintain an adequate level of professional training.

Objective 3.1: Continue to meet State-mandated training requirements

Objective 3.2: Maintain on-going Use of Force/Range training for all sworn employees.

Goal #4: Maintain relationships within the Spanish-speaking community.

Objective 4.1: Continue presentations on Spanish language radio.

Objective 4.2: Encourage employees to learn functional Spanish.

Objective 4.3: Provide written materials in Spanish.

Goal #5: Maintain our enhanced traffic enforcement efforts.

Objective 5.1: Maintain the department at 15 sworn officers, thereby allowing two officers to be assigned to motorcycles.

Objective 5.2: Continue to maximize the educational and enforcement opportunities presented by the motorcycle officers.

Objective 5.3: Re-establish the "55 Alive" program for local seniors.

Objective 5.4: Make presentation in Driver's Education classes.

Objective 5.5: Utilize the City's Traffic Calming Program to address concerns.

Goal #6: To provide safe, effective and efficient parking control and management.

Objective 6.1: Encourage the rental of downtown parking spaces.

Objective 6.2: Maintain enhanced enforcement toward parking scofflaws.

Goal #7: To assist the Sonoma county Methamphetamine Prevention Task Force.

Objective 7.1: Attend Task Force meetings as required.

Objective 7.2: Provide statistical data as requested.

Objective 7.3: Focus enforcement efforts on methamphetamine sellers and users.



City of Sebastopol 2008/2009 Budget Expenditures

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

Object	Description	2005/2006 Actual Expenditures	2006/2007 Actual Expenditures	2007/2008 Budgeted Expenditures	2007/2008 Estimated Expenditures	2008/2009 Department Request
6010	Salaries *	1,195,899	1,267,865	1,425,347	1,358,112	1,504,666
6012	Vacation In-Lieu	36,841	2,093	5,000	3,836	4,000
6013	Health In-Lieu Benefit	1,031	3,850	2,475	2,475	2,475
6014	Worker's Compensation	36,707	26,871	0	82,846	0
6018	Uniform Allowances	27,394	27,267	26,300	26,300	25,950
6019	Holiday Pay	65,867	66,457	68,837	68,837	76,700
6020	Overtime / Comp Time	52,704	105,915	61,500	90,000	75,000
6021	Janitorial Services	0	0	0	0	3,623
6023	Benefits	672,481	792,637	852,897	852,897	878,854
6025	Communications	13,932	13,960	14,000	14,428	14,000
6030	Office Supplies	8,323	12,456	8,000	5,327	6,000
6040	Vehicle Expense	39,421	47,812	41,000	38,500	41,000
6045	Equipment	6,764	9,292	12,000	6,500	10,000
6050	Misc. Supplies / Services	16,992	20,887	20,500	23,534	20,500
6051	Booking Fees	17,546	19,431	500	0	2,000
6060	Training	23,172	29,986	23,500	23,350	21,250
6070	Dues / Subscriptions	1,085	1,324	1,200	1,200	1,000
6330	Utilities	17,282	22,120	21,464	19,800	20,000
6420	Unemployment Insurance	0	0	0	0	10,800
6425	Liab., Property, Flood Ins.	66,248	79,213	79,213	79,213	94,904
6435	Employer Paid Def. Comp.	684	3,600	7,200	7,200	7,200
6860	Contract Services	65,240	70,743	62,500	57,000	50,460
7060	Energy Efficiency	2,603	13,100	0	0	0
	TOTAL OPERATING	\$2,368,216	\$2,636,879	\$2,733,433	\$2,761,355	\$2,870,382
	Capital Outlay - Fund 001					
6045/50	Police Equipment / Supplies	2,590	3,951	34,138	67,500	6,857
6903	Police Vehicle Purchase	56,127	0	80,000	73,331	0
	TOTAL CAPITAL	\$58,717	\$3,951	\$114,138	\$140,831	\$6,857
	TOTAL DEPARTMENT	\$2,426,933	\$2,640,830	\$2,847,571	\$2,902,186	\$2,877,239
	Special Sales Tax Allocation	(\$2,850)	(\$3,951)	(\$34,138)	(\$67,500)	(\$6,857)
	SLESF / Grant Funding	\$0	(\$62,105)	(\$50,000)	(\$50,000)	\$0
	General Fund Expenditures	\$2,424,083	\$2,574,774	\$2,763,433	\$2,784,686	\$2,870,382
	Department Revenues	(\$198,790)	(\$180,000)	(\$190,000)	(\$190,000)	(\$190,000)
	Net General Fund	\$2,225,293	\$2,394,774	\$2,573,433	\$2,594,686	\$2,680,382

*Staff: Chief, Lieutenant, Sergeant (4), Officers (9), Admin. Mgr, Dispatcher (6), Technician (1), Reserve Officers (10)



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Police Officer Salary	51,258	56,990	63,335	63,335	68,028
6018	Uniform Allowance	950	950	950	950	950
6019	Holiday Pay	3504	3,913	4,354	4,354	4,710
6023	Benefits	36,274	42,775	37,734	37,734	41,042
6045	Equipment	0	0	0	5,856	0
6050	Misc. Supplies / Services	735	0	0	0	0
6903	Police Vehicle	0	39,132	0	0	0
	TOTAL DEPARTMENT	\$92,223	\$143,760	\$106,373	\$112,229	\$114,730

Supplemental Law Enforcement Services Funding (SLESF) was amended by Senate Bills 736 and 823 to require expenditure plans adopted by public hearing. The City of Sebastopol adopts its SLESF plan as part of the annual budget hearing with the SLESF appropriation singled out with a separate public notice and a separate resolution approving the allocation of funds. SLESF is appropriated yearly by the State of California and there is no guarantee that funding will be available.



City of Sebastopol 2008/2009 Budget Expenditures

Fund No. **816**
Department: **OTS Motorcycle Grant**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Police Officer Salary	61,779	12684	0	0	0
6013	Health In-Lieu Benefit	3,300	825	0	0	0
6020	Overtime for DUI Checkpoints	4,538	0	0	0	0
6023	Benefits	34,394	0	0	0	0
6045	Equipment	0	0	0	0	0
6050	Misc. Supplies / Services	0	0	0	0	0
6060	Training	2,259	0	0	0	0
	TOTAL DEPARTMENT	\$106,270	\$12,019	\$0	\$0	\$0

The OTS Motorcycle grant began January 1, 2005 and paid for the salary and benefits of a Police Officer for eighteen months, and the purchase of two fully equipped motorcycles and related safety equipment. With this grant, the Sebastopol Police Department created a traffic safety unit consisting of two motorcycle officers to develop and implement a program focusing on DUI and seat belt education and enforcement. The primary goals of the program are to reduce the number of collision-related injuries to vehicle occupants and pedestrians, increase seat belt compliance and DUI arrests, and increase service of DUI related arrest warrants. The OTS Motorcycle grant was expended in full on April 15, 2007.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6050	Misc. Supplies / Services	415	171	500	500	500
6860	Contract Services	15,229	10,719	12,500	12,500	12,500
	TOTAL DEPARTMENT	\$15,644	\$10,890	\$13,000	\$13,000	\$13,000
	Department Revenues	(\$6,200)	(\$8,000)	(\$8,500)	(\$8,500)	(\$8,500)
	Net General Fund	\$9,444	\$2,890	\$4,500	\$4,500	\$4,500

Fire Department

The Fire Department is responsible for traditional fire safety programs and emergency response. The Fire Department is operated by one full-time Fire Chief, one full-time Administrative Assistant shared with the Building and Safety Department, and 37 dedicated Volunteer Firefighters.

The department provides emergency response to fires, vehicle accidents, medical emergencies and hazardous situations. It provides non-emergency response to assist home bound invalids, 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.

Objectives for 2008/2009:

Salaries:

In the 2008 Level of Service Report, it was determined that the Fire Department did not meet its response time standard of 5 minutes or less on 80% of total calls for service. In order to assist in improving this measure of service, this budget proposes raising the stipend paid to firefighters from \$9 to \$12 per emergency response. This increase is intended to motivate firefighters to respond and will only reward those firefighters who do turnout to calls. This will increase this item by \$21,900. This item has not been increased in 10 years.

Increase the standby pay to the Fire Officers who cover the city during the weekend. Currently, standby officers receive \$200 for the weekend (\$3.12 per hour). This increase will raise this item by \$5,040. Extra shifts will assist the department in keeping current on maintenance, training and department projects.

Capital Items:

- \$10,000 Resurface and epoxy coat apparatus room floor
- \$5,050 Replace computer server, one personal computer, and purchase software
- \$2,000 Replace 3 SCBA Air Tanks
- \$1,300 Provide GPS Unit for Squad 8330 and Truck 8350
- \$2,900 Provide new chairs in drill room
- \$5,000 Trailer for rescue supplies



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **000-6280**
Department: **Fire Services**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries *	237,963	251,867	260,118	250,000	264,239
6023	Benefits	91,510	93,768	94,453	94,453	108,864
6025	Communications	7,267	6,780	7,056	7,500	7,480
6030	Office Supplies	1,672	1,375	2,000	2,000	2,000
6040	Vehicle	20,978	26,116	19,194	19,194	20,700
6045	Equipment	7,632	5,105	4,600	4,600	4,600
6050	Misc. Supplies / Services	58,806	71,210	65,800	63,800	64,300
6060	Training	6,583	4,061	5,800	5,800	5,800
6070	Dues / Subscriptions	1,564	3,473	3,510	3,600	3,600
6080	Miscellaneous Supplies	2,271	2,138	3,000	3,000	3,000
6330	Utilities	7,432	8,710	7,719	7,719	7,719
6420	Unemployment Insurance	1,055	2,436	3,100	3,100	3,100
6425	Liab., Property, Flood Ins.	12,207	14,596	14,596	14,596	17,826
817-6433	SAFER Grant	17,039	39,172	42,000	42,000	42,000
6435	Employer Paid Def. Comp.	7,284	5,984	0	0	0
	TOTAL OPERATING	\$481,263	\$536,791	\$532,946	\$521,362	\$555,228
	Capital Outlay - Fund 001					
624-7043	Parking Lot Repair	0	0	20,000	20,000	0
821-7003	FEMA 2006 Grant	49,499	0	81,216	85,490	0
6905	Chairs - Drill Room	0	0	0	0	2,900
6916	Ladder Truck Lease	97,058	97,058	97,058	97,058	97,058
6918	Apparatus Floor Refinish	5,723	0	0	0	10,000
6932	GPS Units (06/07 Air Compressor)	0	1,202	0	0	1,300
6940	Computer	0	1,934	0	0	5,050
6943	Carpet Replacement	0	0	1,000	1,000	0
6946	Pagers	0	0	3,200	3,200	0
6947	SCBA Tanks & Gear	0	0	2,000	2,000	2,000
6972	Photocopier Lease	1,670	2,598	1,904	1,904	1,904
7028	Trailer - Rescue Supplies	0	0	0	0	5,000
7064	Upgrade Vehicle Electrical	0	0	1,200	1,200	0
7067	Command Vehicle	0	26,963	0	0	0

	TOTAL CAPITAL	\$153,950	\$129,755	\$207,578	\$211,852	\$125,212
	TOTAL DEPARTMENT	\$635,213	\$666,546	\$740,524	\$733,214	\$680,440
	Special Sales Tax Allocation	(\$1,670)	(\$5,734)	(\$9,304)	(\$9,304)	(\$28,154)
	Water Fund Cost Allocation	(\$16,506)	(\$16,836)	(\$17,678)	(\$17,678)	(\$18,191)
	Fire Annexation Fund (071-4860)	\$0	\$0	\$0	\$0	\$0
	Fire Truck Lease	(\$97,058)	(\$97,058)	(\$97,058)	(\$97,058)	(\$97,058)
	Apparatus Room Exhaust	(\$5,723)	\$0	\$0	\$0	\$0
	Parking Lot Repair	\$0	\$0	(\$20,000)	(\$20,000)	\$0
	Command Vehicle	\$0	(\$26,963)	\$0	\$0	\$0
	Weed Abatement Revenues	\$0	\$0	\$0	\$0	\$0
	FEMA Fire Act Grant (Fund 821)	\$0	\$0	(\$81,216)	(\$85,490)	\$0
	Safer Grant Income (Fund 817)	\$0	(\$39,172)	(\$42,000)	(\$42,000)	(\$42,000)
	Fire Department Fees	(\$12,500)	(\$22,500)	(\$12,500)	(\$50,000)	(\$12,500)
	Net General Fund Cost	\$501,756	\$458,283	\$460,768	\$411,684	\$482,537

*Staff: Fire Chief, .40 Administrative Assistant, 36 Volunteers, and .80 Firefighter



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6025	Communications	1,354	899	700	700	700
6030	Office Supplies	133	0	200	200	200
6050	Misc. Supplies / Services *	5,158	2,267	2,000	2,000	2,000
	TOTAL OPERATING	\$6,645	\$3,166	\$2,900	\$2,900	\$2,900
	Capital Outlay - Fund 001					
7063	Trailer for CERT	0	0	0	0	5,000
“	4" Fire Hose - 500'	0	3,756	3,500	3,500	3,500
“	Replace Food Supplies	0	0	500	500	500
	TOTAL CAPITAL	\$0	\$3,756	\$4,000	\$4,000	\$9,000
	TOTAL DEPARTMENT	\$6,645	\$6,922	\$6,900	\$6,900	\$11,900

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

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 administration 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 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 2008/2009:

The City of Sebastopol Building and Safety Division budget for 2008/09 reflects some changes in staffing needs. The Building and Safety Division will augment staff with contract help on an as needed basis for both plan review and inspection services. The City of Sebastopol will continue operations with a full-time Building Official and Administrative Assistant.

The Department has and is continuing to receive numerous complaints related to handicap access for both public and private facilities. To adequately respond to these complaints, the Department is utilizing an Access Compliance Officer on an as needed basis.

The State of California adopted new State Codes based on the International Codes. This will necessitate staff to recertify to State of California-Specific Building Certifications and training on the new codes on a more frequent basis.

Implement the soft-story program identified as High Priority in the Hazard Mitigation Plan.

Permit and Plan Review activity is expected to be similar to previous years and is anticipated to remain steady during fiscal year 2008/09.

Objectives for 2008/2009:

Green Building Policy:

The Building and Safety Division is administrating the Mandatory Green Building program. Expand the program to collaborate with Build It Green to provide assistance in verification / inspection services and conduct local homeowner workshops.

Customer Service Evaluation:

The Building and Safety Division will continue to evaluate customer service levels by providing our customers with evaluation forms. These surveys are sent out randomly and are anonymous. We have had success with the program thus far, and plan to make additional changes in our services through comments provided by our customers through this survey.

Hazard Mitigation Plan Coordination:

The Building and Safety Division is responsible for conducting an inventory of soft-story commercial and industrial structures. The inventory will be used to develop an informational program for owners and tenants regarding the vulnerability of this type of structure in the event of an earthquake. It will provide information on the standards and methods to retrofit these structures. This has been identified as a High Priority strategy in the plan. In order for contract services to complete the program, additional funding is required.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries *	100,512	129,513	125,304	122,488	128,386
6023	Benefits	36,821	32,371	36,101	36,101	41,883
6025	Communications	1,818	1,692	1,656	1,656	1,656
6030	Office Supplies	1,386	1,329	1,000	1,000	1,000
6040	Vehicle	794	2,028	2,300	1,300	2,300
6050	Misc. Supplies / Services	2,708	1,858	7,000	7,000	3,000
6060	Training	1,800	2,254	3,000	3,000	3,000
6070	Dues / Subscriptions	820	1,450	6,000	6,000	1,500
6425	Liab., Property, Flood Ins.	4,569	5,463	5,463	5,463	6,475
6435	Employer Paid Def. Comp.	4,440	2,703	2,820	2,820	2,820
6860	Contract Services	2,486	4,828	4,000	4,000	5,000
	TOTAL OPERATING	\$158,154	\$185,489	\$194,644	\$190,828	\$197,020
	Capital Outlay - Fund 001					
6918	Building Repair	6,114	0	3,000	3,000	0
6972	Photocopier Lease	2,058	1,942	1,904	1,904	1,904
7009	Inspection Vehicle	0	26,679	0	0	0
	TOTAL CAPITAL	\$8,172	\$28,621	\$4,904	\$4,904	\$1,904
	TOTAL DEPARTMENT	\$166,326	\$214,110	\$199,548	\$195,732	\$198,924
	Incremental (069-4123)	(\$1,800)	(\$3,000)	(\$3,000)	(\$3,000)	(\$1,904)
	Special Sales Tax Allocation	\$0	\$0	(\$4,904)	(\$4,904)	\$0
	Water Fund Cost Allocation	(\$24,829)	(\$25,326)	(\$26,086)	(\$26,086)	(\$26,843)
	Sewer Fund Cost Allocation	(\$24,830)	(\$25,326)	(\$26,086)	(\$26,086)	(\$26,843)
	General Fund Cost Allocation	\$114,867	\$160,458	\$139,472	\$135,656	\$143,334
	Building Dept. Fees	(\$125,000)	(\$180,000)	(\$180,000)	(\$230,000)	(\$220,000)
	Department Overhead	\$33,265	\$59,951	\$63,855	\$62,634	\$67,634
	Net General Fund Cost	\$23,132	\$40,409	\$23,327	(\$31,710)	(\$9,032)

*Staff: Building Official and 0.60 Administrative Assistant

Engineering Department/Assistant to the City Manager

The Engineering Department provides administrative and technical support and professional engineering services in the areas of Community Development, Private and Capital Construction Management and Inspection, and Grading and Encroachment Permit Issuance, Water, Sewer and Storm Drain age Utilities Regulatory Compliance, manages all engineering activities, and is responsible for the City's Capital Improvement Program.

The Assistant to the City Manager works on a variety City-wide projects including the City Strategic Plan and annual Priority-setting, City budget preparation, and labor negotiations with the City's two bargaining units, and is assigned as the City's representative to various countywide committees dealing with waste management, sewer, water, storm drainage and transportation.

Department Staff includes the Engineering Director/Assistant to the City Manager, one full-time Department Analyst and one part time-temporary Office Assistant. The Engineering Department also contracts with professional engineering consultants for a variety of professional services as appropriate.

Major Budget Changes for 2008/2009:

None

Major Accomplishments in 2007/2008:

- Obtained Measure M Strategic Plan allocations of \$1,280 over next three fiscal years for Street Smart Sebastopol projects
- Completed Well 2 Abandonment and Booster Pump Station
- Completed new City Well #8
- Prepared three street resurfacing projects for bidding and construction, summer-fall 2007
- Prepared plans and specifications for the Laguna Force Main replacement and Morris Street Pump Station Upgrades (bidding Spring 2008)
- Continued participation in USGS Santa Rosa Groundwater Study
- Continued Groundwater Management Plan data collection activities contract
- Obtained Safe Routes to School funding for Huntley Street Improvements and Safe Routes Education program in Sebastopol District schools
- Assisted with preparation of annual City Council Priority-setting
- Completed Countywide Bicycle and Pedestrian Plan for Sebastopol, in collaboration with other Cities and County.

Objectives for 2008/2009:

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

- Laguna Force Main Replacement and Morris Street Pump Station Projects
- Street Rehabilitation Capital Projects and planning
- Capital Improvement Program Planning
- Groundwater Management / Wellhead Protection
- Stormwater Management Plan Implementation
- Traffic Improvements and Pedestrian Safety (Street Smart Program)
- Undergrounding Ordinance
- Development Planning and Engineering Review
- Sanitary Sewer Management Plan (Regulatory Compliance)



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **000-6300**

Department: **Engineering**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries *	138,225	122,827	161,615	157,503	167,941
6014	Workers Compensation	0	26,927	0	0	0
6023	Benefits	57,611	67,599	54,212	51,312	55,305
6025	Communications	1,022	973	1,000	1,199	1,200
6040	Vehicle	600	594	750	750	1,000
6050	Misc. Supplies / Services	3,182	2,808	2,500	2,500	2,500
6060	Training	0	1,009	1,000	0	1,000
6425	Liab., Property, Flood Ins.	5,734	6,856	6,856	6,856	7,998
6435	Deferred Compensation	1,452	0	0	0	0
6860	Contract Services	7,333	23,398	12,500	12,500	12,500
	TOTAL OPERATING	\$215,159	\$252,991	\$240,433	\$232,620	\$249,444
	Capital Outlay - Fund 001					
6940	Computer Equipment	0	1,900	0	0	0
6972	Photocopier Lease	1,981	1,931	2,000	2,000	2,000
	TOTAL CAPITAL	\$1,981	\$3,831	\$2,000	\$2,000	\$2,000
	TOTAL DEPARTMENT	\$217,140	\$256,822	\$242,433	\$234,620	\$251,444
	Special Sales Tax Allocation	\$0	\$0	(\$2,000)	(\$2,000)	(\$2,000)
	Water Fund Cost Allocation	(\$54,775)	(\$55,871)	(\$80,000)	(\$80,000)	(\$82,320)
	Sewer Fund Cost Allocation	(\$37,491)	(\$38,241)	(\$55,000)	(\$55,000)	(\$56,595)
	General Fund Cost Allocation	\$124,874	\$162,710	\$105,433	\$97,620	\$110,529
	Revenues from Charges	(\$48,000)	(\$76,300)	(\$70,300)	(\$79,100)	(\$75,000)
	Net General Fund Cost	\$76,874	\$86,410	\$35,133	\$18,520	\$35,529

*Staff: Engineering Director/Assistant to the City Manager, Department Analyst, and Temporary Office Assistant

Public Works

Major Accomplishment in 2007/2008:

The 2007/08 fiscal year budget allowed for the purchase of a vacuum truck for Public Works, to be used primarily for sewer cleaning, as well as spill containment and storm inlet cleaning pertaining to clean water regulations (NPDES). The budget also allowed for the replacement of the existing 30 year old heater at the Ives Pool bathhouse with a 95% premium efficiency heater. The funds allocated in this year's budget for the generator replacement project being integrated into the Morris Street sewer pump station rehabilitation project. Upgrades to the water system included the purchase of eight sampling stations for collecting water samples, re-roofing two of the City's well houses, and SCADA upgrades for a backup alarm to the water and sewer system.

Staff has worked with ABAG's Energy Watch group (formerly LGEP) throughout the past year on specifying premium efficiency equipment where possible for the Ives Pool bathhouse, the water wells (including the City's new Well 8), and the Morris Street sewer pump station (pertaining to the upcoming upgrades). In addition, staff and Energy Watch have reviewed a computer management program and existing lighting in City facilities to determine if it would be feasible to pursue further upgrades, determining it would not be feasible at this time.

Major Budget Changes for 2008/09:

General Fund:

Anticipation of the upcoming completion of the skate park prompted staff to request an additional staff member to assist in maintenance of that facility. In lieu of the additional staff member, an option would be to expand the Becoming Independent (formerly Middle Way) contract to include maintenance of the skate park.

Ives Pool will require a few items be replace on the heater, disinfection, and chemical systems as a matter of maintenance, due to failures of existing equipment. The replacement of these items includes a new heater for the pool, a new power system for the chlorine generation system, and a new relay board for the chemical control system.

Enterprise Funds:

Remaining requests in the budget pertain to the sewer and water systems, and include a repair to the sewer grease interceptor for the Community Center, SCADA (System Control and Data Acquisition) additions for the purposes of monitoring reads and collecting data on our water wells and sewer pump station, and a new handheld meter reading device for the meter reader.

Strategic Plan Coordination:

The Public Works Department's goal remains to provide the best customer service to the community with the resources available. This is being achieved by continuing to upgrade existing equipment for the purposes of reliability and efficiency.

Energy efficiency and sustainability remain priorities for Public Works. Implementation of the most energy efficient components will be pursued to the extent possible. Staff will consult with ABAG's Energy Watch for recommendations on future purchases. In addition, staff began using 20% biodiesel (B-20) in Public Works equipment in May, 2007. Having seen no adverse effects to the equipment due tot he use of B-20, staff intends to upgrade to 30-40% biodiesel at the conclusion of the initial test year, which will be May, 2008.

Corporation Yard

The Public Works Department is responsible for operation and maintenance of the City infrastructure, including the water and sewer systems, industrial waste system, streets, parks, swimming pool, parking lots and government buildings. Public Works also provides inspection of private and public construction projects on public streets and properties.

Major Budget Changes for 2008/2009:

Increase vehicle expense by 12% due to fuel cost.



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **000-6310**
Department: **Corporation Yard**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditure \$</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries *	124,858	114,543	128,046	128,046	133,264
6018	Clothing Allowance	5,300	4,993	4,800	3,914	4,800
6023	Benefits	46,093	48,962	57,881	57,881	50,329
6025	Communications	4,562	5,881	4,817	4,320	4,320
6030	Office Supplies	378	1,049	1,000	1,000	1,000
6040	Vehicle	37,468	32,537	32,000	36,296	34,150
6050	Misc. Supplies / Services	9,004	9,569	8,000	8,000	8,000
6330	Utilities	3,903	4,157	3,288	3,288	3,288
6420	Unemployment Ins.	7,228	4,500	4,500	4,500	4,500
6425	Liab., Prop, Flood Ins.	5,873	7,022	7,022	7,022	8,362
6860	Contract Services	0	4,566	0	0	0
	TOTAL OPERATING	\$244,667	\$237,779	\$251,354	\$254,267	\$252,013
	Capital Outlay - Fund 001					
6951	Dump Truck	1,570	0	0	0	0
6956	2005 Ford Ranger PU	11,987	0	0	0	0
6972	Photocopier	1,981	1,931	2,000	2,000	2,000
7033	Generator	0	0	23,000	0	23,000
	TOTAL CAPITAL	\$15,538	\$1,931	\$25,000	\$2,000	\$25,000
	TOTAL DEPARTMENT	\$260,205	\$239,710	\$276,354	\$256,267	\$277,013
	Special Sales Tax Allocation	(\$12,000)	\$0	(\$25,000)	(\$25,000)	(\$25,000)
	Water Fund Cost Allocation	(\$111,633)	(\$113,866)	(\$117,282)	(\$117,282)	(\$120,683)
	Sewer Fund Cost Allocation	(\$80,937)	(\$82,556)	(\$85,033)	(\$85,033)	(\$87,499)
	General Fund Cost Allocation	\$55,635	\$43,288	\$49,039	\$28,952	\$43,831
	Department Revenues	(\$42,750)	(\$38,000)	(\$38,000)	(\$38,000)	(\$33,000)
	Net General Fund Cost	\$12,885	\$5,288	\$11,039	(\$9,048)	\$10,831

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

Government Buildings

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

Major Budget Changes for 2008/2009:

6860 - Service contract for HVAC at Police Station \$760.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes .20 FTE)	7,397	8,583	9,386	9,386	9,842
6020	Overtime	0	0	0	0	0
6021	Janitorial Services	0	0	0	0	2,414
6023	Benefits	5,392	5,749	5,875	5,875	6,012
6025	Communications	1,778	2,027	2,000	2,000	2,000
6050	Misc. Supplies/ Services	15,255	25,818	17,610	18,610	12,165
6330	Utilities (City Hall)	7,960	9,116	8,634	8,634	8,634
6425	Liab., Property, Flood Ins.	1,569	1,876	1,876	1,876	1,510
6860	Contract Services	0	0	0	0	760
7060	Energy Efficiency	3,109	0	0	0	0
	TOTAL OPERATING	\$42,460	\$53,169	\$45,381	\$46,381	\$43,337
	Capital Outlay - Fund 001					
7068	Energy Conservation Loan	\$0	\$0	\$26,595	\$26,595	\$26,595
	TOTAL DEPARTMENT	\$42,460	\$53,169	\$71,976	\$72,976	\$69,932

Description	2005/06	2006/07	2007/08	2008/09
Misc. Supplies / Services 6050				
Janitorial (excludes Fire Station) *	7,415	7,345	7,345	0
Janitorial Paper Products *	0	0	0	900
Miscellaneous Maintenance	6,685	17,318	10,110	10,110
Generator Service Contract	1,155	1,155	1,155	1,155
Total	\$ 15,255	\$ 25,818	\$ 18,610	\$ 12,165

* Janitorial services absorbed by City on July 1, 2008

General Fund Streets

Major Budget Changes for 2008/2009:

None



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes .70 FTE)	15,018	19,205	10,853	10,853	44,045
6020	Overtime	0	156	630	683	630
6023	Benefits	8,244	8,293	8,674	8,674	22,603
6050	Misc. Supplies / Services*	8,337	212,375	12,000	12,000	22,460
6330	Utilities **	9,818	11,240	10,233	10,233	10,233
6425	Liab., Property, Flood Ins.	1,319	1,577	1,577	1,577	1,463
	TOTAL OPERATING	\$42,736	\$252,846	\$43,967	\$44,020	\$101,434
	Capital Outlay - Fund 001					
6921	Vacuum Truck Lease (8 yr) Begins July 2009 \$7,068	\$0	\$0	\$0	\$0	\$0
	TOTAL CAPITAL	\$0	\$0	\$0	\$0	\$0
	TOTAL DEPARTMENT	\$42,736	\$252,846	\$43,967	\$44,020	\$101,434

*Includes \$10,460 for Middle Way contract previously paid from Gas Tax Streets.

**Utilities are for water supplied to street landscape areas.

Parking Lots

Major Budget Changes for 2008/2009:

None



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes .20 FTE)	2,083	4,473	5,945	5,945	6,442
6023	Benefits	5,167	5,549	5,723	5,723	5,873
6050	Maintenance & Repairs	531	511	500	500	500
6330	Utilities	8,992	10,766	10,606	10,606	10,606
	TOTAL DEPARTMENT	\$16,773	\$21,299	\$22,774	\$22,774	\$23,421

Street Cleaning

Major Budget Changes for 2008/2009:

None.



**City of Sebastopol
2008/2009 Budget Expenditures**

Account No. **000-6350**
Department: **Street Cleaning**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries	27	0	0	0	0
6050	Misc. Supplies / Services	833	902	0	0	0
6860	Contract Services	0	0	0	0	0
	TOTAL DEPARTMENT	\$860	\$902	\$0	\$0	\$0

Parks and Landscaping Department

Public Works maintains all City parks and landscape areas. The City has three major parks, two of which include restrooms. All three have play structures. The Plaza is at the center of town and includes a pavilion and landscaping. The Laguna Preserve is a newly formed natural habitat area at the east edge of town that contains plantings and trails and also includes an outdoor classroom.

With the acquisition of grant monies from the Coastal Conservancy, the Laguna Preserve will be expanding in the near future. Public Works will need to increase staff in order to maintain the Laguna Preserve once the expansion is implemented.

Major Budget Changes for 2008/2009:

None.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes 1.30 FTE)	42,653	45,098	43,744	43,744	47,054
6011	Standby	3,799	3,998	4,045	4,045	4,045
6020	Overtime	0	195	0	326	0
6023	Benefits	33,822	36,334	37,432	37,432	38,392
6042	Landscaping Supplies	8,720	11,391	10,340	10,340	10,340
6043	Middle Way Contract	10,626	10,626	10,463	10,463	10,463
6044	Park & Playground Repairs	11,357	15,060	10,037	10,037	10,037
6050	Misc. Supplies / Services	0	0	0	0	0
6330	Utilities	22,536	25,847	23,946	23,946	23,946
6425	Liab., Property, Flood Ins.	3,480	4,161	4,161	4,161	4,962
7072	Pepperweed Remediation	0	0	5,000	15,000	15,000
	TOTAL OPERATING	\$136,993	\$152,710	\$149,168	\$159,494	\$164,239
	Capital Outlay - Fund 001					
6910	Xmark Mower	\$5,693	\$0	\$0	\$0	\$0
6952	Kubota Mower	\$0	\$0	\$17,044	\$17,340	\$0
6956	Pick-up Trucks (2)	\$0	\$30,000	\$0	\$0	\$0
	TOTAL CAPITAL	\$5,693	\$30,000	\$17,044	\$17,340	\$0
	TOTAL DEPARTMENT	\$142,686	\$182,710	\$166,212	\$176,834	\$164,239
	Special Sales Tax Allocation	(\$5,700)	(\$31,538)	(\$17,044)	(\$17,340)	\$0
	Net General Fund Cost	\$136,986	\$151,172	\$149,168	\$159,494	\$164,239

Ives Pool

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

Major Budget Changes for 2008/2009:

- \$6,000 Pool Heater
- \$1,800 Relay Board for chemical feeder
- \$13,863 New power supply for C12 Generators



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **000-6385**
Department: **Ives Pool**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes .30 FTE)	15,849	16,727	19,058	19,058	19,667
6020	Overtime	171	0	0	0	0
6023	Benefits	8,415	8,878	9,033	9,033	9,221
6025	Communications	1,189	1,220	800	940	940
6046	Pool / Generator Chemicals	2,872	3,850	2,460	3,370	3,370
6047	Chlorinator, Boiler, Stantrol & Repairs	694	900	500	500	500
6048	Maintenance & Fees	7,538	6,932	8,440	12,000	10,000
6050	Misc. Supplies / Services	4,965	0	0	0	0
6330	Utilities	43,675	41,831	40,190	40,190	40,190
6425	Liab., Property, Flood Ins.	1,847	2,208	2,208	2,208	2,751
	TOTAL OPERATING	\$87,215	\$82,546	\$82,689	\$87,299	\$86,639
	Capital Outlay - Fund 001					
718-6908	Resurface Repayt (718)	\$0	\$0	\$10,000	\$10,000	\$10,000
6896	Chem Feeder Relay Board	\$0	\$0	\$0	\$0	\$1,800
6948	Chlorine Generator System (PIF 03/2008)	\$8,896	\$8,896	\$8,896	\$6,671	\$0
6948	Chlorine Gen Power Supply	\$0	\$0	\$0	\$0	\$13,863
6973	Heat Exchangers	\$0	\$4,175	\$0	\$0	\$0
7065	Bath House Heater	\$0	\$0	\$9,700	\$9,950	\$0
7065	Pool Heater	\$0	\$0	\$0	\$0	\$6,000
	TOTAL CAPITAL	\$8,896	\$13,071	\$28,596	\$26,621	\$31,663
	TOTAL DEPARTMENT	\$96,111	\$95,617	\$111,285	\$113,920	\$118,302
	Special Sales Tax Allocation	\$0	(\$13,425)	(\$28,596)	(\$28,596)	(\$31,663)
	Ives Pool Reimbursement 000-4480	(\$51,600)	(\$51,600)	(\$51,600)	(\$51,600)	(\$44,500)
	Net General Fund Cost	\$44,511	\$30,592	\$31,089	\$33,724	\$42,139

Recreation

Major Budget Changes for 2008/2009:

None



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes .10 FTE)	2,348	3,488	4,632	4,632	4,856
6023	Benefits	2,691	2,861	2,935	2,935	3,005
6050	Misc. Supplies / Services	2,638	971	1,000	1,000	1,000
6330	Utilities (Electric & Gas)**	20,571	17,447	10,000	10,000	10,000
6425	Insurance	0	7,508	7,500	7,500	7,367
6860	Contract Services	23,750	23,750	23,750	23,750	23,750
7060	Energy Efficiency	68	0	0	0	0
TOTAL DEPARTMENT		\$52,066	\$56,025	\$49,817	\$49,817	\$49,978
** Community Center Reimb 000-4485		\$0	(\$131)	\$0	\$0	\$0
Net General Fund Cost		\$52,066	\$55,894	\$49,817	\$49,817	\$49,978

Description	2005/06	2006/07	2007/08	2008/09
Salaries 6010				
Comm. Center Maint/ Landscaping	1,545	2,008	2,613	2,663
Youth Annex Maint/Landscaping	553	924	1,513	1,636
Garzot Building Landscaping	250	506	506	557
Total	\$ 2,348	\$ 3,488	\$ 4,632	\$ 4,856
Misc. Supplies / Services 6050				
Community Center	1,214	471	500	500
Youth Annex	712	250	250	250
Garzot Building	712	250	250	250
Total	\$ 2,638	\$ 971	\$ 1,000	\$ 1,000
Electric & Gas Utilities 6330				
Garzot Building (transferred to 6395)	6,682	5,928	0	0
Community Center	10,392	8,468	5,000	5,000
Youth Annex	3,497	3,051	5,000	5,000
Total	\$ 20,571	\$ 17,447	\$ 10,000	\$ 10,000
Service Contracts 6860				
Community Center	23,750	23,750	23,750	23,750
Total	\$ 23,750	\$ 23,750	\$ 23,750	\$ 23,750

Community Support

Major Budget Changes for 2008/2009:

None



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes .10 FTE)	5,076	4,046	4,632	4,632	4,856
6023	Benefits	2,691	2,861	2,934	2,934	3,005
6050	Misc. Supplies / Services	6,244	6,852	3,000	3,000	3,000
6330	Utilities	6,060	6,747	11,632	11,632	11,632
6860	Services	23,750	25,900	27,000	27,000	27,500
7060	Energy Efficiency	11,187	0	0	0	0
	TOTAL DEPARTMENT	\$55,008	\$46,406	\$49,198	\$49,198	\$49,993

Description	2005/06	2006/07	2007/08	2008/09
Salaries 6010				
Library Maintenance/ Landscaping	2,651	2,427	2,832	2,955
Senior Center Maint/Landscaping	1,919	1,113	1,203	1,253
Ives Pool Landscaping	506	506	597	648
Total	\$ 5,076	\$ 4,046	\$ 4,632	\$ 4,856
Misc. Supplies / Services 6050				
Library (05/06 Exterior paint \$2082)	5,163	1,852	2,500	2,500
Burbank Cottage Roof	0	4,500	0	0
Senior Center	1,081	500	500	500
Total	\$ 6,244	\$ 6,852	\$ 3,000	\$ 3,000
Utilities 6330				
Garzot, Museum, & Burbank Cottage	1,166	1,852	6,118	6,118
Garzot, Comm/Teen Centers (Water)	4,894	4,895	5,514	5,514
Total	\$ 6,060	\$ 6,747	\$ 11,632	\$ 11,632
Service Agencies 6860				
SEB04 Center for the Arts	8,000	8,000	8,000	8,000
SEB01 Chamber of Commerce	3,750	5,250	6,000	6,000
WES06 Historical Society	2,000	2,000	2,000	2,000
SEB11 Rainbow House	4,000	4,000	4,000	4,000
BUR07 Senior Center	4,000	4,250	4,500	4,500
SEB28 World Friends	2,000	2,000	2,000	2,500
REP02 The REP Theater	0	400	500	500
Total	\$ 23,750	\$ 25,900	\$ 27,000	\$ 27,500



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6012	Vacation In Lieu Pay *	16,571	49,956	25,000	30,000	25,000
6054	Property Tax Administration	12,180	24,235	1,200	0	0
6600	Audit	26,000	24,250	15,000	15,325	15,325
6610	Election	0	114	0	0	12,000
	TOTAL DEPARTMENT	\$54,751	\$98,555	\$41,200	\$45,325	\$52,325
	Redevelopment Fund Cost Allocation	(\$282)	(\$288)	(\$300)	(\$300)	\$0
	Water Fund Cost Allocation	(\$4,398)	(\$4,486)	(\$4,621)	(\$4,621)	(\$4,755)
	Sewer Fund Cost Allocation	(\$3,815)	(\$3,891)	(\$4,008)	(\$4,008)	(\$4,124)
	General Fund Cost Allocation	\$46,256	\$89,890	\$32,271	\$36,396	\$43,446

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



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6050	Committee Activities	8,939	5,814	8,600	8,200	8,600
	TOTAL DEPARTMENT	\$8,939	\$5,814	\$8,600	\$8,200	\$8,600

Financed by special Downtown Business Improvement Area Assessment on business license tax of downtown businesses. Committee of downtown business owners submits application for funds used to promote visitors and shoppers in the Sebastopol Downtown Business District.

Total of budget is net collections from previous year.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6400	Liability Premium	95,487	117,481	101,597	101,597	120,643
6402	Liability Deductible	11,994	23,855	18,000	14,830	15,000
6405	Property Premium	7,014	7,715	18,000	18,487	18,000
6406	Vehicle Insurance	6,423	6,423	6,800	6,423	6,500
6407	Earthquake & Flood	25,574	33,453	30,000	32,232	50,000
6408	Boiler Insurance	712	813	2,000	1,000	1,000
6425	Department Charges	(150,307)	(179,727)	(176,397)	(176,397)	(211,143)
	TOTAL DEPARTMENT	(\$3,103)	\$10,013	\$0	(\$1,828)	\$0



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **000-6080**
Department: **Employee Benefits**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6015	LTD City paid premiums	4,973	9,884	5,148	5,148	11,633
6410	Worker's Compensation	168,922	180,186	126,929	126,929	124,885
6412	Worker's Comp Deductible	21,270	9,145	20,000	19,377	20,000
6430	Retirement	766,070	813,282	909,644	903,496	959,987
6432	Fire Length of Service A/P VOL03	13,065	14,035	15,354	15,354	15,354
6440	Health Insurance	421,200	453,350	450,000	450,000	440,000
6445	Medicare Tax	35,821	40,226	44,600	43,315	46,000
6446	Social Security Tax	12,814	12,091	12,000	12,000	11,250
6447	S125 Plan Service Fee	228	228	156	156	228
6450	Life Insurance	3,225	2,796	3,000	2,870	3,000
6460-1	Disability Insurance	7,485	2,966	8,900	2,400	2,314
6465	Child Care Program	940	1,200	1,200	1,200	1,200
6470	Dental Ins. Program	55,097	65,279	60,000	63,000	65,000
6475	EAP Insurance	3,554	3,512	4,225	4,117	4,200
6480	Vision Ins. Program	16,358	17,415	16,500	15,000	17,500
075-2250	Medical After Retirement	0	0	0	0	1,168
6023	Department Charges	(1,489,935)	(1,638,911)	(1,677,656)	(1,677,656)	(1,723,719)
	TOTAL DEPARTMENT	\$41,087	(\$13,316)	\$0	(\$13,294)	\$0

Direct cost to the appropriate departments.

Sebastopol Transactions / Use Tax

On November 2, 2004 the voters of the City of Sebastopol adopted a retail transactions and use tax to be administered and collected by the State Board of Equalization in the amount of 1/4 cent per dollar. The tax is a general tax and legally could be used for any purpose but the City Council has determined that the greatest need for the proceeds of the tax are for capital expenditures, public safety (including police and fire), and street maintenance. The budget page dedicated to the Sebastopol T/U Tax shows those areas funded through the proceeds of this tax.



City of Sebastopol 2008/2009 Budget Expenditures

Fund No. **001**

Sebastopol Transactions / Use Tax

<u>Dept/ Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010-xxxx	City Council	0	0	3,000	3,000	3,550
6020-xxxx	City Manager	0	0	3,200	3,200	3,450
6030-xxxx	Administrative Services	4,734	17,387	3,000	3,000	3,000
6050-xxxx	Planning	0	0	3,850	3,850	3,850
6060-7068	Energy Conservation Loan	0	0	26,595	26,595	26,595
6091-6515	2006 Infrastructure Lease	0	60,199	61,354	61,354	61,955
6200-xxxx	Police Department	58,717	3,951	114,138	114,138	6,857
6230-7063	Emergency Preparedness	0	3,756	4,000	4,000	9,000
6280-xxxx	Fire Department	100,835	124,021	106,362	106,362	125,212
6290-xxxx	Building Department	0	26,679	4,904	4,904	1,904
6300-xxxx	Engineering	0	0	2,000	2,000	2,000
6310-xxxx	Public Works	5,693	0	25,000	2,000	25,000
6331-6927	Street Repair Reserve* (Activity in fund 761)	100,000	100,000	100,000	100,000	100,000
6380-xxxx	Parks	0	30,000	17,044	17,340	0
6385-xxxx	Ives Pool	0	0	28,596	26,621	31,663
	Depreciation	60,000	60,000	60,000	60,000	60,000
	Start-up Costs from State	80,000	40,000	0	0	0
	TOTAL DEPARTMENT	\$409,979	\$465,993	\$556,843	\$532,164	\$464,036

* Reserved funds for Street Repair is transferred to 761-4999 in June of each year. Funding began at \$50k for fiscal years 2003/04 and 2004/05, and continuing with \$100k transferred per year thereafter.

Refer to individual department pages for Capital Outlay details.

Possible Future Uses of Special Sales Tax :

<u>Description</u>	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Fire Ladder Truck *	97,058	0	0	0	0
Fire Pumper Truck	100,000	100,000	100,000	100,000	100,000
Police Vehicles	0	60,000	0	60,000	0
Solar Panels (Debt Service)	10,000	10,000	10,000	10,000	10,000
HVAC Replacements Debt Service	20,000	20,000	20,000	20,000	20,000
Street Repair Fund (761)*	100,000	100,000	120,000	150,000	150,000
Public Works Vehicles	30,000	20,000	90,000	20,000	20,000
Other Equip. Replacement	133,000	180,000	160,000	140,000	180,000
Computer Replacements	10,000	10,000	10,000	10,000	12,000
TOTAL	\$500,058	\$500,000	\$510,000	\$510,000	\$492,000

*PIF Ladder Truck Lease paid in full 05/28/2010.

Special Revenue Funds

Special Revenue Funds are used to track the receipt and use of restricted funds. The City of Sebastopol has the following restricted funds:

Community Fund

Funds are received from donations from private citizens and community organizations through direct mail or through inclusion with the water/sewer bill payment. The funds are allocated yearly by Council action to organizations or individuals providing needed services to the Sebastopol area.

Solar Sebastopol Community Project

The Sebastopol City Council responded to the grassroots initiation of this project by setting a goal of having one megawatt of solar power installed on residential, commercial and public buildings in Sebastopol. After a Sonoma State sponsored study and community wide survey of solar potential on roofs of buildings in Sebastopol, the Council set the goal and contracted with a solar cooperative to manage the program. The Solar Sebastopol program has now evolved into a solar industry membership organization with community participation. To help fund the effort, the City Council initially loaned \$2600 from the Community Fund to the program which has since been repaid, established a solar surcharge on building fees through June 3, 2006 to reimburse this loan, and provided an 80% discount on solar residential building permits for industry members of Solar Sebastopol. As of April 1, 2007, installations of solar power systems in Sebastopol has totaled 375Kw or 37% of the one megawatt goal.

Gas Tax Fund

Funds are received from the State of California from the City of Sebastopol's share of the Highway User Tax collected at the gas pump. The proceeds are restricted to the operation and maintenance of City streets.

Industrial Waste Fund

Funds are used to operate the industrial waste disposal system that was established for the agricultural processors in the Morris Street area. The Barlow Company was the only user left on the system and the Barlow Company paid for all operating and repair costs of the system. The current building tenant, Summerfield Foods does not plan to use the industrial waste system and current plans are to abandon the system.

C.O.P.S. Federal Grant

Funds were received through the Community Oriented Policing Services program of the Federal Government. In the past, Sebastopol has received a grant to pay the additional cost of one police officer. Future funding is un-programmed by the State, at this time.

SLESF Funding

State Government Code Sections 30061-30065 designate that the Supplemental Law Enforcement Services Fund (SLESF) is a special state allocation to be expended exclusively to provide front line law enforcement services. This funding is subject to the State budget process and may or may not be available in future years.



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **6100**
Department: **Community Services**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
033-6100-6860	Community Fund	0	1,000	0	0	0
760-6100-6860	Solar Sebastopol	8,399	16,500	11,600	18,500	5,000
	TOTAL DEPARTMENT	\$8,399	\$16,500	\$11,600	\$18,500	\$5,000

Community Fund:

The Community fund was established by the City Council on August 1, 1995. The fund's purpose is to allow water and sewer customers an opportunity to contribute to community service agencies. A contribution may be pledged for payment along with the bi-monthly utility bill and the payment of that amount will be credited to the Community Fund. The City Council annually holds a public hearing to consider funding priorities. For the past two years, the City Council has postponed expenditures from the Community Fund to build up the fund balance. In 2004/05, the Community Fund loan \$2,600 to the Solar Sebastopol program which was repaid within the 2004/05 fiscal year.

Solar Sebastopol:

Solar Sebastopol is a public education project funded through a variety of sources. During fiscal year 2008/09 it is planned for the Solar Sebastopol project to become part of Solar Sonoma as of September and not continue to operate as an independent program.

Description	2005/06	2006/07	Budgeted 07/08	Estimated 07/08	2008/09
Solar Sebastopol Expenditures					
Supplies/Services	1,200	9,300	2,000	3,000	0
Contract Services	7,199	7,200	9,600	15,500	5,000
Total Expenditures	\$ 8,399	\$ 16,500	\$ 11,600	\$ 18,500	\$ 5,000
Solar Sebastopol Revenues					
Memberships	1,375	2,700	2,800	2,500	2,500
Sponsorships	1,000	0	3,000	1,000	0
Special Events	1,300	13,005	6,000	9,400	2,000
Building Permit Surcharge	7,657	2,734	0	0	0
Total Revenues	\$ 11,332	\$ 18,439	\$ 11,800	\$ 12,900	\$ 4,500

Gas Tax Streets

Funds are received from the State of California from the City of Sebastopol's share of the Highway User Tax collected at the gas pump. The proceeds are restricted to the operation and maintenance of City streets.

Major Budget Changes for 2008/2009:

None



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes 1.80 FTE)	97,964	100,148	111,362	111,362	85,552
6023	Benefits	59,352	63,246	64,984	64,984	52,825
6050	Misc. Supplies / Services**	84,638	78,714	81,200	81,200	68,240
6330	Utilities	2,989	3,502	3,672	3,672	3,672
6860	Contract Services	300	300	1,000	1,000	1,000
	TOTAL DEPARTMENT	\$245,243	\$245,910	\$262,218	\$262,218	\$211,289

Description	2005/06	2006/07	2007/08	2008/09
**Miscellaneous Supplies / Services 6050				
Barricades, misc tools & equipment	3,500	3,500	3,500	3,500
Blacktop, sand, rock, et.	29,278	25,554	17,540	17,540
Middle Way contract ***	10,460	10,460	10,460	0
Sidewalk repairs (co-op program)	2,500	2,500	2,500	2,500
Signal maintenance (Bodega / Jewell)	5,200	5,200	5,200	5,200
Signal maintenance (CalTrans)	9,000	9,000	9,000	9,000
Street painting	7,000	7,000	7,000	7,000
Compost / Mulch / Plants	5,000	5,000	5,000	5,000
Repair to traffic signal loops	2,200	0	2,500	0
HazMat Disposal	0	0	1,000	1,000
SCTA Dues	0	0	5,000	5,000
NPDES Compliance	0	0	2,000	2,000
Street Signs	10,500	10,500	10,500	10,500
Total	\$ 84,638	\$ 78,714	\$ 81,200	\$ 68,240

*** Middle Way contract moved to General Fund Streets in 2008/09.

Industrial Waste

The City owns the Industrial waste disposal system, that was established for several fruit processors operating in Sebastopol in the 1970's. In January 2004, The Barlow Company who was the last remaining processor to use the system, ceased operations at the plant at 200 Morris Street. In the Fall of 2004, the City Council approved an agreement with another food processor, Summerfield Foods, to discharge process wastewater through the Industrial Waste system to City sewer. In September of 2005, Summerfield Foods decided to discharge entirely to the sanitary sewer system and to abandon the entitlement to the industrial waste system. In the event of an emergency and if Summerfield foods does have to discharge to the system, they will be billed for the full costs of operation caused by their use.

Major Budget Changes for 2008/2009:

None



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **783-6370**
Department: **Industrial Waste**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries	115	0	0	0	0
6023	Benefits	34	0	0	0	0
6050	Misc. Supplies / Services	0	260	0	0	0
6330	Utilities	233	224	0	0	0
	TOTAL DEPARTMENT	\$382	\$484	\$0	\$0	\$0

Treatment system abandoned in September 2005.

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 (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered through user charges.

Water - Goals:

- Continuously provide an adequate supply of water that is free of health hazards and of acceptable quality to meet demands.
- Protect the health and welfare of the community by insuring the continuous operation of the City's water pumping and distribution systems.
- Assure maximum fair collection of water revenue by maintaining all City water meters within A.W.W.A. 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 insuring the continuous uninterrupted operation of the wastewater collection and transmission system.
- Provide appropriate, economical maintenance and repair of the waste water collection and transmission system and appurtenances.

Funds allocated to pay for costs of other departments are based on Council approved budget and a cost allocation plan completed by David M. Griffith & Associates, a consultant firm under contract to perform this service.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	City Council	11,256	11,481	11,825	11,825	12,168
6020	City Manager	22,987	23,447	24,150	24,150	24,850
6030	Finance	73,637	75,110	77,363	77,363	79,607
6040	City Attorney	5,250	5,355	5,516	5,516	5,676
6050	Planning	10,287	10,493	10,808	10,808	11,121
6120	Audit	3,815	3,891	4,008	4,008	4,124
6290	Building Inspection	24,830	25,326	26,086	26,086	26,843
6300	Engineering	37,491	38,241	55,000	55,000	56,595
6310	Corporation Yard	80,937	82,556	85,033	85,033	87,499
6680	Depreciation	68,472	68,472	68,472	68,472	68,472
	TOTAL ALLOCATIONS	\$338,962	\$344,372	\$368,261	\$368,261	\$376,955

Employee benefits transferred as a direct charge to Sewer Mains.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6050	Operation / Maintenance	620,823	639,209	788,263	746,904	818,039
6512	Debt Service	633,454	608,948	575,029	575,029	638,833
	TOTAL DEPARTMENT	\$1,254,277	\$1,248,157	\$1,363,292	\$1,321,933	\$1,456,872

Operations and maintenance costs represent the City of Sebastopol’s share of the Santa Rosa Subregional Sewer system operating expenses. The costs each year are budgeted based on expected sewer flows and expenses associated with changing environmental requirements. The debt service budget line has shown small decreases in the last few years as outstanding debt has been refinanced with lower interest rates. New debt service related to the construction of the pipeline for disposal of treated wastewater in the Geyser steam fields is now beginning to require repayment and Sebastopol’s share is reflected in the \$26,693 increase. Sebastopol can expect operating costs to continue to increase in the future since any method of disposal for treated wastewater is becoming increasingly expensive.

Sewer Utility

Major Budget Changes for 2008/2009:

Capital Outlay:

- \$3,200 SCADA (System Control and Data Acquisition) upgrades for Morris Street Pump Station upgrade
- \$1,800 Repair to Sanitary Sewer Grease Interceptor at Community Center



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes 1.80 FTE)	75,085	90,117	101,955	101,955	107,025
6011	Standby	7,236	7,616	7,704	7,704	7,704
6020	Overtime	420	0	1,260	1,260	1,260
6023	Benefits	49,625	52,238	53,645	53,645	54,869
6025	Communications	2,627	2,861	2,200	2,200	2,200
6050	Misc. Supplies/ Services **	30,957	32,278	37,655	29,310	29,310
6060	Training	346	440	500	500	1,000
6330	Utilities	16,883	16,344	16,540	16,540	16,540
6425	Liab., Property, Flood Ins.	0	7,508	11,038	11,038	7,367
6860	Contract Services	1,596	800	0	0	0
7070	Regulatory Compliance	0	1,272	0	0	0
	TOTAL OPERATING	\$184,775	\$211,474	\$232,497	\$224,152	\$227,275
	Capital Outlay					
6921	Vacuum Truck Lease (8 yr)	0	0	14,130	14,130	14,130
6956	Pickup Truck (PIF 09/05)	1,220	0	0	0	0
6999	Sewer repair Comm Center	0	0	0	0	1,800
7066	Manhole Repair	0	1,560	0	0	0
7073	Morris St Lift Generator	0	0	60,000	0	60,000
7074	Check Valves	0	0	21,650	0	21,650
7081	Morris St. Lift Station Roof	0	0	18,784	18,284	0
7083	Morris St. Pump SCADA	0	0	0	0	3,200
	TOTAL CAPITAL	\$1,220	\$1,560	\$114,564	\$32,414	\$100,780
	TOTAL DEPARTMENT	\$185,995	\$213,034	\$347,061	\$256,566	\$328,055

Description	2005/06	2006/07	2007/08	2008/09
Miscellaneous Supplies/Services 6050				
Lift Station	13,647	14,968	12,000	12,000
Generator service contract	2,310	2,310	2,310	2,310
Sewer Main Cleaning	12,000	12,000	12,000	12,000
Televise Sewers	3,000	3,000	3,000	3,000
Trench Plate	0	0	2,000	0
Total	\$ 30,957	\$ 32,278	\$ 31,310	\$ 29,310



City of Sebastopol 2008/2009 Budget Expenditures

Account No. **510-6XXX-6005**
Department: **Water Administration**

<u>Dept.</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	City Council	9,867	10,064	10,366	10,366	10,667
6020	City Manager	27,124	27,666	28,496	28,496	29,322
6030	Finance	65,431	80,087	82,490	82,490	84,882
6040	City Attorney	7,197	7,341	7,561	7,561	7,780
6050	Planning	10,287	10,493	10,808	10,808	11,121
6120	Audit	4,398	4,486	4,621	4,621	4,755
6280	Fire	16,506	16,836	17,678	17,678	18,191
6290	Building	24,829	25,326	26,086	26,086	26,843
6300	Engineering	54,775	51,215	80,000	80,000	82,320
6310	Corporation Yard	111,633	123,355	117,282	117,282	120,683
6680	Depreciation	102,326	102,326	102,326	102,326	102,326
	TOTAL ALLOCATIONS	\$434,373	\$459,195	\$487,714	\$487,714	\$498,890

Employee benefits transferred as a direct charge to Water Utility.

Water Utility

Major Budget Changes for 2008/2009:

Capital Outlay:

- \$5,760 Meter Reading Handheld unit
-
- \$2,925 SCADA Upgrades to Wells 4, 6 and 7. Probes at \$975 each
- \$250 Software for Engineering computer
-
- \$1,250 Connect Pressure Transducers for Wells 6 and 8 to SCADA at \$625 each.
- \$14,800 New probes for Well 8 and monitoring well



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries (Includes 2.40 FTE)	107,453	121,083	134,290	134,290	141,421
6011	Standby	7,055	7,426	7,511	7,511	7,511
6020	Overtime	827	734	1,260	1,260	1,260
6023	Benefits	60,206	68,565	71,451	71,451	73,107
6025	Communications	4,675	7,590	4,750	4,750	4,750
6050	Misc. Supplies / Services **	50,785	49,624	49,375	49,375	49,375
6060	Training	987	1,578	1,600	1,600	1,600
6330	Utilities	74,045	108,774	106,240	106,240	106,240
6360	Well Arsenic Program ***	1,086	1,184	44,139	44,139	0
6425	Liab., Property, Flood Ins.	0	17,720	11,038	11,038	15,353
6806	Backflow Prevention Program	2,243	17,720	3,000	3,000	3,000
6807	Fire Hydrant Rplcmnt Program	1,880	10,601	10,500	10,500	10,500
6808	Meter Replacement Program	18,842	13,560	20,000	20,000	20,000
6860	Contract Services	3,708	4,971	7,400	4,000	4,000
7060	Energy Efficiency	5,823	1,056	0	0	0
	TOTAL OPERATING	\$339,615	\$432,186	\$472,554	\$469,154	\$438,117
	Capital Outlay					
511-7068	Energy Conservation Loan	0	0	12,666	12,666	12,666
6532	Well 8 Probes (2)	0	0	0	0	14,800
6809	Meter - Handheld Unit	0	0	0	0	5,760
6921	Vacuum Truck Lease (8 yr)	0	0	7,068	7,068	7,068
6956	Pickup Truck (PIF 09/05)	1,220	0	0	0	0
6966	Well Improvements ****	16,123	848	9,200	9,200	1,500
7075	Pump house Roof Repair	0	0	20,000	13,000	0
7076	Sampling Stations	0	0	4,800	4,623	0
7077	Trench Plate	0	0	2,000	2,000	0
7083	SCADA Upgrades	0	0	0	0	4,425
	TOTAL CAPITAL	\$17,343	\$848	\$55,734	\$48,557	\$46,219
	TOTAL DEPARTMENT	\$356,958	\$433,034	\$528,288	\$517,711	\$484,336

See next page for account details.

Water Utility Details

Description	2005/06	2006/07	2007/08	2008/09
Supplies 6050				
Lab Expenses, Water testing	11,300	11,300	12,300	12,300
Maintenance and Repairs	28,910	27,749	26,500	26,500
Generator service contract	575	575	575	575
CA Dept of Health Services Fees	10,000	10,000	10,000	10,000
Total	\$ 50,785	\$ 49,624	\$ 49,375	\$ 49,375
Wells 6 & 8 Arsenic Program 6360				
Arsenic Remediation at Well 2	1,086	1,184	44,139	0
Total	\$ 1,086	\$ 1,184	\$ 44,139	\$ 0
Well Improvements 6966				
Well #6 Meter	6,923	0	0	0
Well Meter Calibrations	1,500	848	1,500	1,500
Sand Separator for Well 4	7,700	0	7,700	0
Total	\$ 16,123	\$ 848	\$ 9,200	\$ 1,500



City of Sebastopol 2008/2009 Budget Expenditures

Fund Number: **510**
Department: **Water Debt Service**

<u>Dept & Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
1992 C.O.P. - Pleasant Hill Reservoir #2 REFA IV						
6090-6550	Interest	2,678	0	0	0	0
6091-6550	Principal	85,000	0	0	0	0
6095-6550	Trustee Fees	767	0	0	0	0
1989 / 1994 / 2004 C.O.P. (20%) - First Street Reservoir						
6090-6545	Interest	21,712	19,274	16,764	16,764	14,118
6091-6545	Principal	59,680	62,151	64,660	64,660	67,320
6095-6545	Trustee Fees	0	0	0	0	0
1996 Well #7 Lease						
6090-6535	Interest	18,701	15,864	13,493	13,493	10,633
6091-6535	Principal	38,844	41,691	44,052	44,052	46,912
TOTAL DEPARTMENT		\$227,382	\$138,980	\$138,969	\$138,969	\$138,983

1992 C.O.P. is a refinance of a 1986 C.O.P. and was fully paid in 2005/06.

2004 C.O.P. is a refinance of the 1994 C.O.P. and will be paid in full on June 1, 2013.

1996 Well #7 lease will be paid in full in October of 2011.

Debt Service Fund

This fund accounts for the accumulation of resources and payment of general long-term debt principal and interest not serviced exclusively by an enterprise fund, the redevelopment agency, or special assessment districts.

The City of Sebastopol also services debt in the enterprise fund for the 1978 Water Bonds, the 1994 Certificates of Participation and the lease to construct water well #7. There is also debt serviced by the Redevelopment Agency for the Tax Increment Bonds of 1986 and 1991 and for the Certificates of Participation of 1989.

G.O. Bonds of 1987

The general obligation bonds of 1987 were passed in the general election of 1986 by a 2/3 majority vote of the populace. The purpose of the bonds were to effect a number of sewer improvements. The revenues to cover the debt are an ad valorem tax on property and are approximately 7 cents per \$1,000 valuation. The bonds were fully paid in 2007.

General Obligation Infrastructure Financing of 2006

The City Council approved a lease financing of a series of municipal improvement projects at their meeting of May 16, 2006. 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.



City of Sebastopol 2008/2009 Budget Expenditures

Fund Number **004**
Department: **Debt Service Fund**

<u>Dept & Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
Sewer Bonds, General Obligation Bonds of 1987						
6090-6512	Interest	25,397	13,377	0	0	0
6091-6512	Principal	230,000	255,000	0	0	0
6095-6512	Trustee Fees	3,510	3,556	0	0	0
	TOTAL	\$258,907	\$271,933	\$0	\$0	\$0
Infrastructure Lease Financing of 2006						
420-6091-6515	Sewer Principal	0	24,597	25,629	25,629	26,887
420-6090-6515	Sewer Interest	0	38,774	37,311	37,311	36,053
860-6091-6515	Skate Park Prin.	0	12,303	12,815	12,815	13,444
860-6090-6515	Skate Park Int.	0	19,394	18,656	18,656	18,027
510-6091-6515	Water Principal	0	27,675	28,831	28,831	30,246
510-6090-6515	Water Interest	0	35,650	41,972	41,972	40,557
001-6090-6515	Solar / Streets Int	0	36,833	36,371	36,371	35,745
001-6090-6515	Solar / Streets Int	0	23,366	24,983	24,983	26,210
	TOTAL	\$0	\$218,592	\$226,568	\$226,568	\$227,169

1987 General Obligation Bonds were paid in full during 2006/07.

Infrastructure Lease Financing of 2006 will be fully paid in 2026

This financing contained:

\$800,000	Sewer Force Main
\$400,000	Skate Park
\$900,000	Water Well 8 and Booster Pump
\$260,000	Solar Electric Panels for Police Dept, City Hall & Sewer Lift Station
\$500,000	<u>Street Smart Pedestrian Safety Improvements</u>
\$2,860,000	Total

Community Development Agency Fund

The basic purpose of California redevelopment law is to give cities a tool to help remove blighting conditions from a community. Blighted areas are defined in the law as areas in which there are conditions which constitute physical and economic liabilities requiring redevelopment in the interest of the health, safety and welfare of the people. These conditions are further defined as inadequate public improvements, utilities, unsafe buildings or inadequate parking. Further, the law talks about expanding the supply of affordable housing and employment opportunities for all citizens.

In order to accomplish these goals, a redevelopment agency may acquire land and buildings, dispose of real property, and construct public facilities. The sale of real property may include conditions on the sale of properties so that they are used in a manner consistent with the city's redevelopment plan. Public facilities can include infrastructure (streets, water and sewer facilities, etc.) and city buildings which benefit the redevelopment project area. There is a specific ban on the construction of city halls with redevelopment funds. A redevelopment agency may borrow money to implement these activities. Such borrowing can be in the form of loans from the city or private sources or from the sale of tax increment bonds.

The redevelopment agency must set aside 20% of its tax increment revenues for the purpose of assisting low and moderate income housing. These set aside funds can be used to acquire, improve, finance, rehabilitate and otherwise subsidize affordable housing (including mobile homes). These housing activities may take place in the city, both within and outside the redevelopment project area.



City of Sebastopol 2008/2009 Budget Expenditures

Fund Number: **950-6950**
Department: **Redevelopment**

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6010	Salaries	750	1,110	1,800	1,020	1,500
6023	Benefits	81	71	53	53	64
6050	Misc. Supplies / Services *	1,551	40,237	30,950	28,000	60,000
6060	Training	530	185	2,000	500	2,000
6070	Dues	1,790	1,790	2,800	2,000	2,000
6600	Audit	9,150	2,204	9,200	9,200	9,200
6860	Contract Services **	202,362	270,659	150,000	140,000	94,500
	TOTAL OPERATING	\$216,214	\$316,256	\$196,803	\$180,773	\$169,264
	Capital Outlay					
785-7084	Plaza Restrooms	\$0	\$0	\$0	\$0	\$120,000
763~765-7059	Energy Sustainability	\$0	\$0	\$0	\$0	\$100,000
732-6898	Library Carpet	\$0	\$0	\$0	\$0	\$50,000
724-6999 790-7004	Storm Drains (Engineering) Seb Ave Streetscape (Eng.)	\$0	\$0	\$0	\$0	\$50,000
	TOTAL CAPITAL	\$0	\$0	\$0	\$0	\$320,000
	TOTAL DEPARTMENT	\$216,214	\$316,256	\$196,803	\$180,773	\$489,264
	Allocations to City Council	\$1,060	\$2,081	\$5,373	\$5,373	\$5,497
	Allocations to City Manager	\$33,772	\$34,447	\$45,918	\$48,918	\$50,043
	Allocations to Finance	\$9,385	\$9,573	\$17,100	\$17,100	\$17,493
	Allocations to Planning	\$0	\$45,264	\$16,237	\$16,237	\$16,610
	Allocations to City Attorney	\$0	\$0	\$8,099	\$8,099	\$8,285
	Total Department Costs	\$260,431	\$407,621	\$289,530	\$276,500	\$587,192

Redevelopment Expenditures

Description	2005/06	2006/07	2007/08	2008/09
* Miscellaneous Supplies / Services 6050				
Miscellaneous	1,551	40,237	1,200	10,000
Plaza/Ives Park Landscaping, Street Trees, Bike Racks	0	0	14,750	20,000
Banners, Holiday Decorations, Murals	0	0	15,000	30,000
Total	\$ 1,551	\$ 40,237	\$ 30,950	\$ 60,000
** Contract Services 6860				
Economic Specialist - Chamber contract	27,000	13,750	27,500	27,500
Northeast Area Specific Plan	163,836	192,256	105,000	50,000
Facade Program	11,526	8,685	7,500	7,000
Guide Sign Program	0	0	10,000	10,000
Northeast Area Market Study	0	17,968	0	0
Chamber Brandpoint Study*	0	38,000	0	0
Total	\$ 202,362	\$ 270,659	\$ 150,000	\$ 94,500

*Chamber reimbursement schedule for the \$48,000 Brandpoint Study:
Paid \$10,000 on 07/01/2007

Future payments scheduled as:
\$12,000 on 07/01/2008
\$16,000 on 07/01/2009



City of Sebastopol 2008/2009 Budget Expenditures

Fund Numbers: **950 & 951**
Department: **Redevelopment Agency Debt Service**

<u>Dept & Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
Fund 950						
C.O.P. of 1989 / 1994 / 2004 Police Building (80%)						
6090-6545	Interest	77,220	77,096	67,055	67,055	56,474
6091-6545	Principal	248,520	248,605	258,640	258,640	269,280
6095-6545	Trustee Fees	0	0	0	0	0
Tax Increment Bonds of 2007 - Refunding						
6090-6560	Interest	208,880	197,774	224,738	224,738	146,053
6091-6560	Principal	184,841	194,310	203,798	203,798	236,975
6095-6560	Trustee Fees	3,938	2,438	3,000	2,438	2,450
Fund 951						
Tax Increment Bonds of 2007 - HSA Portion						
6090-6560	Interest (5.21%)	11,481	12,828	12,352	12,352	8,190
6091-6560	Principal	10,160	10,680	11,202	11,202	13,025
TOTAL DEPARTMENT		\$745,040	\$743,731	\$780,785	\$780,223	\$732,447

1994 C.O.P. was refunded in 2004 and will be paid in full on October 1, 2013.

2007 Tax Increment Bonds are a refunding issue of the 1986, 1991 and 1997 Tax Increment Bonds and will be paid in full in 2021.

Trust and Agency Funds

Trust and Agency funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or funds. The following accounts are kept as trusts with the City:

Street Lighting Assessment District

Funds are received from the County via the property tax rolls for the exclusive use of paying the operating costs of street lighting within the City of Sebastopol. The assessment is the subject of an annual hearing to review projected costs and setting of the tax levy.

Gravenstein Highway North Assessment District

The Gravenstein Highway North Assessment District was formed on November 19, 1979 pursuant to the Improvement Bond Act of 1915, Division 10 of the Streets and Highways Code of the State of California. Bonds were authorized to be issued by resolution No. 3363 on August 24, 1981 and were of two types. Series A bonds were issued in the amount of \$641,456.40 to finance unpaid assessments for street improvements on North Gravenstein Highway from Covert Lane to Danmar Drive. Series B bonds were issued in the amount of \$2,030,097.35 to finance unpaid assessments for parking lot construction at the Redwood Marketplace shopping center. Assessments are collected on the property tax rolls and may not be used for any purpose not specified in the assessment district documentation. Bonds due on the Redwood Marketplace portion of the assessment district were paid in full on January 1, 2000.

Woodstone Center Assessment District

The Woodstone Center Assessment District was formed on December 3, 1997 pursuant to the Municipal Improvement Act of 1913, Division 12 of the Streets and Highways Code of the State of California. The bonds were issued to finance construction and acquisition of certain public improvements specially benefitting properties located within the boundaries of City Assessment District 1992-1 (Woodstone Center). Assessments to pay debt service are collected on the property tax rolls of parcels located within that district and may not be used for any purpose not specified in the assessment district documentation.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6050	Administration	0	0	800	800	800
6660	Street Lighting	77,649	82,385	90,000	86,732	88,000
6860	Engineer's Report	6,462	7,053	6,000	6,000	6,000
TOTAL DEPARTMENT		\$84,111	\$89,438	\$96,800	\$93,532	\$94,800
Special Assessment Revenues		(\$86,727)	(\$87,065)	(\$87,182)	(\$87,182)	(\$89,000)
General Fund Contribution		(\$2,616)	\$2,373	\$9,618	\$6,350	\$5,800

Special assessment district to pay for street lighting was created on June 29, 1981 and operated for the next two fiscal years. The district was re-activated in 1996. The necessary Engineer's report has been completed and hearings held in order to assess charges for fiscal year 2007/2008.



City of Sebastopol 2008/2009 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2005/2006 Actual Expenditures</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Budgeted Expenditures</u>	<u>2007/2008 Estimated Expenditures</u>	<u>2008/2009 Department Request</u>
6090-6063	Interest	20,627	18,706	16,010	18,973	19,100
6091-6063	Principal	10,000	10,000	10,000	9,183	9,180
6095-6063	Trustee Fees	2,992	4,944	3,000	4,250	4,200
TOTAL DEPARTMENT		\$33,619	\$33,650	\$29,010	\$32,406	\$32,480

Bonds will be paid in full in 2022.

RESOLUTION NO. 5679

A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF SEBASTOPOL
FOR FISCAL YEAR 2008-2009

BE IT HEREBY RESOLVED, that the Budget of the City of Sebastopol is adopted in the amount of \$13,702,206 for budgeted operating expenditures and \$14,047,010 for budgeted operating revenues for fiscal year 2008-2009.

IN COUNCIL DULY ADOPTED this 17th day of June, 2008.

APPROVED: Linda Kelley
Vice Mayor Linda Kelley

ATTEST: Mary Gourley
City Clerk Mary Gourley

AYES : Councilmembers Robinson, Gurney, Thille and Vice Mayor Kelley

NOES : None

ABSENT : Mayor Litwin

ABSTAIN: : None

RESOLUTION NO. 5680

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
ESTABLISHING THE 2008-2009 APPROPRIATION LIMIT AS REQUIRED
BY THE CONSTITUTION OF THE STATE OF CALIFORNIA

WHEREAS, Article XIII B of the Constitution of the State of California specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of the governing body.

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.


BE IT RESOLVED, that the City Council of the City of Sebastopol chooses to use the percentage change in California per capita personal income in setting the appropriation limit for fiscal year 2008-2009; and also

BE IT RESOLVED, that the appropriation limit from sources as specified by Article XIII B of the Constitution of the State of California for the 2008-2009 City of Sebastopol Budget shall be:

\$11,070,761.

IN COUNCIL DULY PASSED this 17th day of June, 2008.

APPROVED: _____


Vice Mayor Linda Kelley

ATTEST:

Mary Gourley
City Clerk Mary Gourley

AYES : Councilmembers Robinson, Gurney, Thille and Vice Mayor Kelley

NOES : None

ABSENT : Mayor Litwin

ABSTAIN: : None

RESOLUTION NO. 5681

A RESOLUTION ADOPTING THE EXPENDITURE PLAN FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDING (SLESF) CONTAINED WITHIN THE BUDGET FOR THE CITY OF SEBASTOPOL FOR FISCAL YEAR 2008-2009

BE IT HEREBY RESOLVED, that the funding anticipated for fiscal year 2008-2009 in the amount of \$100,000 from the Supplemental Law Enforcement Services Fund for the City of Sebastopol shall be allocated for expenditures listed on page 31 of the adopted budget in the amount of \$100,000.

IN COUNCIL DULY ADOPTED this 17th day of June, 2008.

APPROVED: Linda Kelley
Vice Mayor Linda Kelley

ATTEST: Mary Gourley
City Clerk Mary Gourley

AYES : Councilmembers Robinson, Gurney, Thille and Vice Mayor Kelley

NOES : None

ABSENT : Mayor Litwin

ABSTAIN: : None

CDA RESOLUTION NO. 133

A RESOLUTION OF THE COMMUNITY DEVELOPMENT AGENCY OF THE
CITY OF SEBASTOPOL ADOPTING A BUDGET FOR FISCAL YEAR 2008-09

BE IT HEREBY RESOLVED, that the Budget of the Community Development Agency of the

City of Sebastopol is adopted in the amount of \$1,298,424 for General Redevelopment

Expenditures, \$2,847,715 for Housing Set-Aside Fund Expenditures, \$1,665,000 as General

Redevelopment Revenues, and \$4,515,000 as Housing Set-Aside Fund Revenues for fiscal year

2008-09.

BY AGENCY DULY ADOPTED this 17th day of June, 2008.

APPROVED: _____

Linda Kelley

Vice Chairman Linda Kelley

ATTEST: _____

Mary Gourley

Secretary Mary Gourley

AYES : Directors Gurney, Glass and Vic Chair Kelley

NOES : None

ABSENT : Director Fernandez and Mayor Litwin

ABSTAIN : None