



SEBASTOPOL

Local Flavor. Global Vision.

CITY OF SEBASTOPOL BUDGET

FISCAL YEAR 2009/2010

MAYOR

Sarah Glade Gurney

VICE MAYOR

Linda Kelley

COUNCIL

Guy Wilson

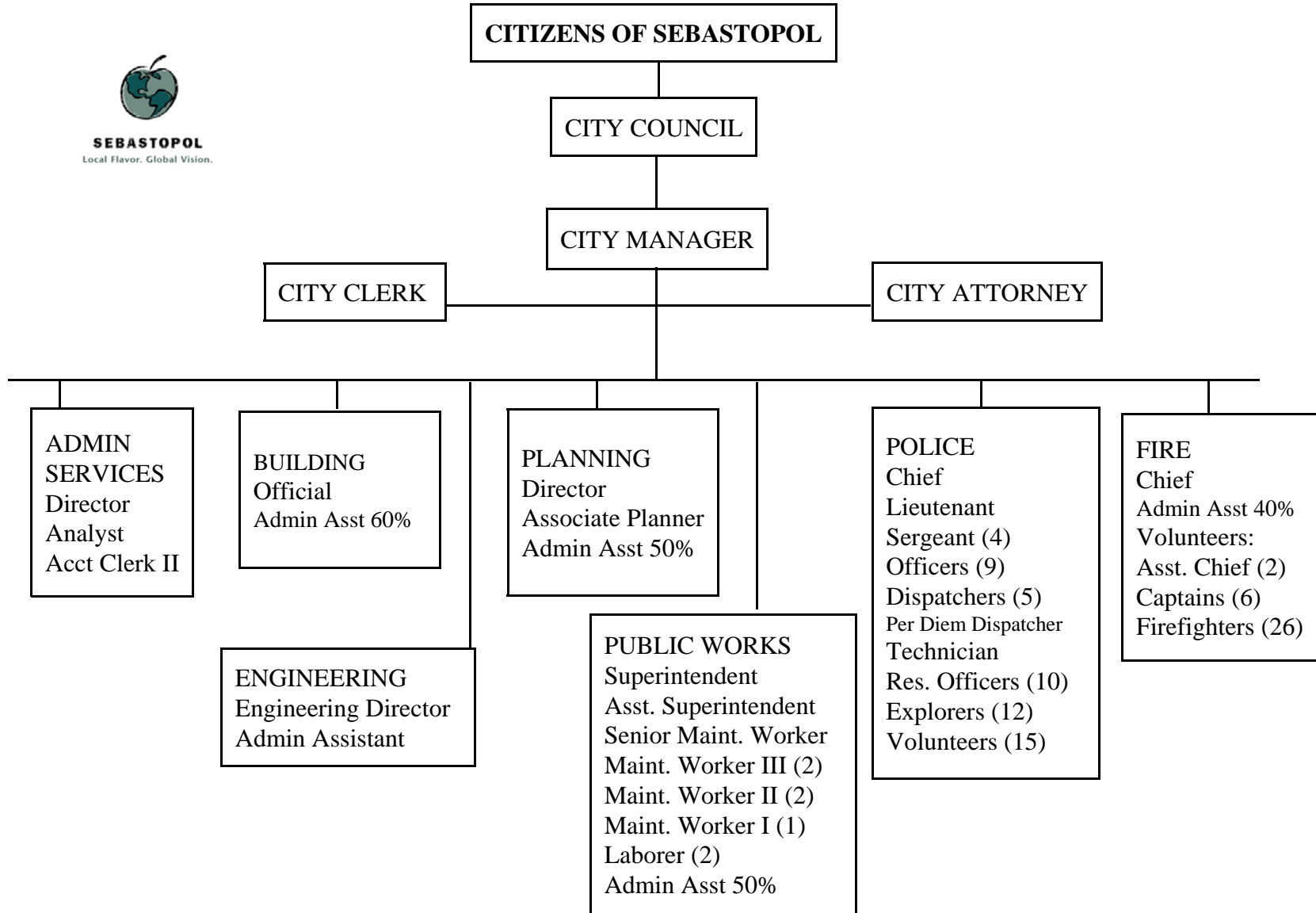
Larry Robinson

Kathleen Shaffer

Sebastopol City Hall
7120 Bodega Ave.
Sebastopol, CA 95472

City Manager(707)823-1153

Administrative Services (707)823-7863



CITY OF SEBASTOPOL

STAFF

Jack Griffin	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	Green Valley Consulting Engineering
Tim Erney, Consulting Traffic Engineer	Korve Engineering, Inc.
Becky Duckles, Consulting Arborist	B. Duckles, Landscape Consultant/Arborist

City of Sebastopol Revenue Estimates

ACCOUNT		2006/2007 ACTUAL	2007/2008 ACTUAL	2008/2009 ESTIMATE	2009/2010 ESTIMATE
GENERAL FUND (000)					
4010	Property Taxes	1,050,737	1,042,208	1,090,000	956,000
4018	Transient Occupancy Tax	347,448	318,636	370,000	320,000
4020	P.G. & E. Franchise	64,902	65,706	67,035	68,000
4025	Garbage Franchise	131,421	151,654	160,000	160,000
4030	Cable TV Franchise	70,748	72,875	72,500	71,500
4040	Real Estate Transfer Tax	175,863	130,163	85,000	84,000
4045	Utility Users Tax	0	0	55,000	360,000
4050	Sales Tax	1,193,253	1,073,368	1,090,000	1,087,000
4052	Prop Tax In-Lieu of Sales Tax	353,864	437,532	420,000	410,000
4055	P.S.A.F. (Prop 172)	70,425	69,107	70,000	70,000
4060	Booking Fee Reimbursement	17,546	50	0	18,000
4080	Business Licenses	119,075	118,595	118,000	116,000
4100	Dog Licenses	3,665	2,775	4,000	3,000
4110	Pet Shelter Release Fee	7,180	5,184	6,000	5,000
4120	Building Permits	130,853	254,202	100,000	200,000
4130	Vehicle Code Fines	50,786	41,133	60,000	50,000
4140	Criminal Code Fines	2,319	819	6,300	4,000
4150	Parking Violations	34,519	44,946	40,000	40,000
4200	Interest Income	98,951	67,449	140,000	90,000
4205	Cell Tower Lease	32,263	30,477	32,000	32,000
4210	Rental Income	9,218	10,841	6,360	6,000
4211	Crossing Guard Reimbursement	5,000	2,500	0	0
4220	Parking Space Rentals	9,400	3,854	8,000	4,000
4300	Vehicle In-Lieu Tax	52,256	35,853	40,000	40,000
4301	Property Tax In-Lieu of VLF	517,754	557,397	573,000	580,000
4310	Off-Highway User Fees	0	0	270	270
4320	State Mandated Cost Reimb.	30,847	6,929	0	2,000
4330	P.O.S.T Reimbursements	5,755	5,599	6,000	6,000
4410	Sales of Publications	534	619	660	600

ACCOUNT		2006/2007 ACTUAL	2007/2008 ACTUAL	2008/2009 ESTIMATE	2009/2010 ESTIMATE
4415	Management Staff Time	7,273	2,493	6,000	5,000
4420	Planning Fees	36,899	36,256	40,000	30,000
4421	Notary Fees	90	0	80	50
4222	Planning Publications	162	1,521	261	100
4424	Admin Services Staff Time	5,581	7,431	5,000	5,000
4425	Plaza Rental Fees	2,560	1,735	2,640	2,200
4430	Encroachment Permits	12,879	16,717	12,000	12,000
4431	Engineering Maps/Reports	371	55	330	200
4432	Grading Permits	4,070	4,235	3,500	1,500
4433	Engineering Staff Time	48,012	79,305	62,970	60,000
4434	Sale of Plans & Specifications	315	200	300	2,000
4440	Street/Sidewalk Reimbursements	324	324	15,000	8,000
4445	Public Works Services	11,538	14,289	18,000	12,000
4460	Police Services/Fingerprinting	36,731	39,566	35,000	36,000
4461	Police D.U.I. Recovery	1,528	7,242	2,415	2,300
4462	Vehicle Releases	8,890	17,068	11,800	10,000
4463	Police Reports/Copies	3,953	2,523	4,000	4,000
4464	Police False Alarms	1,898	2,628	1,400	1,500
4465	Fire Department Fees	9,723	50,743	35,000	22,000
4467	Police Overtime Reimbursement	5,894	5,455	5,500	5,500
4470	Weed Abatement Charges	0	2,100	0	0
4480	Ives Pool Reimbursement	47,275	55,828	51,600	50,000
4485	Recreation Utility Reimb.	131	0	1,946	250
4490	Admin Services Loan Processing	72	72	0	0
4500	Sale of Surplus Property	1,520	6,025	10,000	2,000
4505	Insurance Rebate	55,767	55,800	55,850	55,000
4510	Miscellaneous Income	378	1,236	280	250
TOTAL GENERAL FUND REVENUES:		4,890,416	4,961,318	5,000,997	5,110,220

ACCOUNT		2006/2007 ACTUAL	2007/2008 ACTUAL	2008/2009 ESTIMATE	2009/2010 ESTIMATE
SPECIAL SALES TAX (001)					
4050	Sales Tax - .25%	566,882	509,539	524,000	525,000
MEASURE M TRANSPORTATION TAX (003 and 007)					
4050/ 4062	Sonoma County Sales Tax	52,379	50,943	53,000	52,000
DEBT SERVICE FUNDS (004)					
4650	Property Tax, G.O. Bonds	225,872	11,533	0	0
COMMUNITY FUND (033)					
4511	Donations	1,355	1,340	1,000	1,000
BUILDING INCREMENTAL FEE (069)					
4123	Building Incremental Fee	6,762	14,581	4,000	6,000
BUSINESS IMPROVEMENT DISTRICT (090)					
4070	Business Improvement District	8,272	8,003	8,600	8,200
VEHICLE ABATEMENT FEE (224)					
4459	Abandoned Vehicles	3,780	4,033	2,000	2,000
SEWER FUND (420)					
4200	Interest Income	57,734	35,675	12,000	10,000
4505	Insurance Rebate	8,000	4,180	8,000	8,000
4720	Sewer Service Fees	2,008,082	2,089,885	2,206,000	2,306,000
TOTAL SEWER FUND REVENUES		2,073,816	2,129,740	2,226,000	2,324,000
WATER FUND (510)					
4200	Interest Income	40,962	22,817	5,500	5,000
4505	Insurance Rebate	4,000	2,090	4,000	4,000
4750	City Used Water	68,540	74,764	72,000	72,000
4755	Residential - Inside City	794,332	778,479	840,000	850,000
4756	Residential - Outside City	21,745	20,475	21,250	22,000
4760	Commercial - Inside City	226,236	197,591	245,000	250,000

ACCOUNT		2006/2007 ACTUAL	2007/2008 ACTUAL	2008/2009 ESTIMATE	2009/2010 ESTIMATE
4761	Commercial - Outside City	138	254	600	600
4770	Backflow Inspections	0	0	1,500	1,500
4780	New Service Fees	3,460	3,186	3,500	3,000
4790	Water Meter Sales	0	4,150	1,200	600
TOTAL WATER FUND REVENUES		1,159,413	1,103,806	1,194,550	1,208,700
TRUST & AGENCY FUNDS (778 & 780)					
4014	Special Assessments	30,273	32,101	18,000	18,000
4725	Street Lighting Assessments	86,282	86,539	87,000	87,000
TOTAL SPECIAL ASSESSMENTS		116,555	118,640	105,000	105,000
SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUNDS (812)					
4836	SLESF ERAF Return	100,000	100,000	100,000	100,000
POLICE GRANTS (816)					
4372	Motorcycle Grant	38,623	0	0	0
GAS TAX FUND (830)					
4805	S2105 Gas Tax (Prop. 111)	51,863	51,868	50,000	50,000
4810	S2106 Gas Tax	41,533	41,460	41,000	41,000
4815	S2107 Gas Tax	69,442	69,616	65,000	65,000
4820	S2107.5 Gas Tax (Engineering)	2,000	2,000	2,000	2,000
TOTAL GAS TAX REVENUES		164,838	164,944	158,000	158,000
GAS TAX FUND AB2928 (835)					
4800	AB2928 Traffic Congestion	68,001	0	68,000	68,000
REDEVELOPMENT FUND (950)					
4200	Interest Income	171,658	128,335	90,000	60,000
4950	Tax Increment	1,457,005	1,563,502	575,000	1,606,500
4955	Loan Repayments	0	13,537	0	0
TOTAL GENERAL REDEVELOPMENT		1,628,663	1,705,374	665,000	1,666,500

ACCOUNT		2006/2007 ACTUAL	2007/2008 ACTUAL	2008/2009 ESTIMATE	2009/2010 ESTIMATE
REDEVELOPMENT LOW-COST HOUSING FUND (951)					
4200	Interest Income	23,327	11,045	0	0
4210	Rental Income	25,707	47,384	25,000	25,000
4874	Hollyhock State Loan	0	0	4,000,000	0
4950	Tax Increment	446,897	474,717	490,000	499,800
TOTAL REDEVELOPMENT LOW-COST HOUSING		495,931	533,146	4,515,000	524,800

Expenditure Allocations 2009/2010

Pg	Department	General Fund	Water Fund	Sewer Fund	General Redeve.	Other	Seb. T/U Tax	Total
17	City Council	57,643	10,667	12,168	5,497		3,000	88,975
22	City Manager	242,367	29,322	24,850	50,043		3,200	349,782
25	Administrative Services	159,754	84,882	79,607	17,493		3,000	344,736
27	City Attorney	149,944	7,780	5,676	8,285	10,000		181,685
30	Planning Department	216,267	11,121	11,121	81,003	30,000	7,183	356,695
33	Police Services	2,769,689				45,000	56,335	2,871,024
34	SLESF Funding	0				127,287		127,287
35	OTS Motorcycle Grant	0						0
36	Animal Control	10,400						10,400
38	Fire Services	514,353	18,191			50,774	114,842	698,160
40	Emergency Preparedness	3,100					500	3,600
42	Building Inspection	136,981	26,843	26,843		10,000	1,904	202,571
44	Engineering	84,955	82,320	56,595	24,874		5,008	253,752
48	Corporation Yard Admin.	50,619	120,683	87,499			28,333	287,134
49	Government Buildings	45,391					26,595	71,986
50	Streets - General Fund	242,135					6,917	249,052
51	Parking Lots	24,425						24,425
52	Street Cleaning	0						0
54	Parks & Landscaping	146,528					11,510	158,038
56	Ives Pool	87,423					6,182	93,605
58	Recreation	43,042						43,042
59	Community Support	48,824						48,824
60	Non -Departmental	61,921	4,755	4,124				70,800
61	Business Improv. Area	8,000						8,000
67	Community Services	0						0
68	Streets- Gas Tax	0				96,421		96,421
69	Industrial Waste	0						0
72	Sewage Treatment	0		1,503,967				1,503,967
74	Sewer Mains	0		403,171				403,171

Pg	Department	General Fund	Water Fund	Sewer Fund	General Redeve.	Other	Seb. T/U Tax	Total
78	Water Utility	0	576,438					576,438
80	Debt Service - Water	0	138,969					138,969
82	Debt Service - General	0	70,803	62,940		31,471	61,355	226,569
84	Redevelopment	0			475,269			475,269
86	Low-Cost Housing	0				73,900		73,900
87	Debt Service - Redeve.	0			708,208	85,477		793,685
89	Street Light Assess. Dist.	10,863				89,502		100,365
90	Debt Service - Woodstone	0				29,310		29,310
91	Capital Improvements	0						0
	Street Repair Reserve	0					100,000	100,000
Total Expenditures		5,114,624	1,182,774	2,278,561	1,370,672	679,142	435,864	11,061,637
Approved Revenues		5,120,520	1,208,700	2,324,000	1,666,500	619,400	525,000	11,464,120
Unallocated Revenues (Excess Expenditures)		5,896	25,926	45,439	295,828	(59,742)	89,136	402,483
Prior Year Unallocated Reserve		291,537	446,260	3,911,290	2,813,788	(2,094,677)	59,174	5,427,372
Estimated Fund Reserves		297,433	472,186	3,956,729	3,109,616	(2,154,419)	148,310	5,829,855

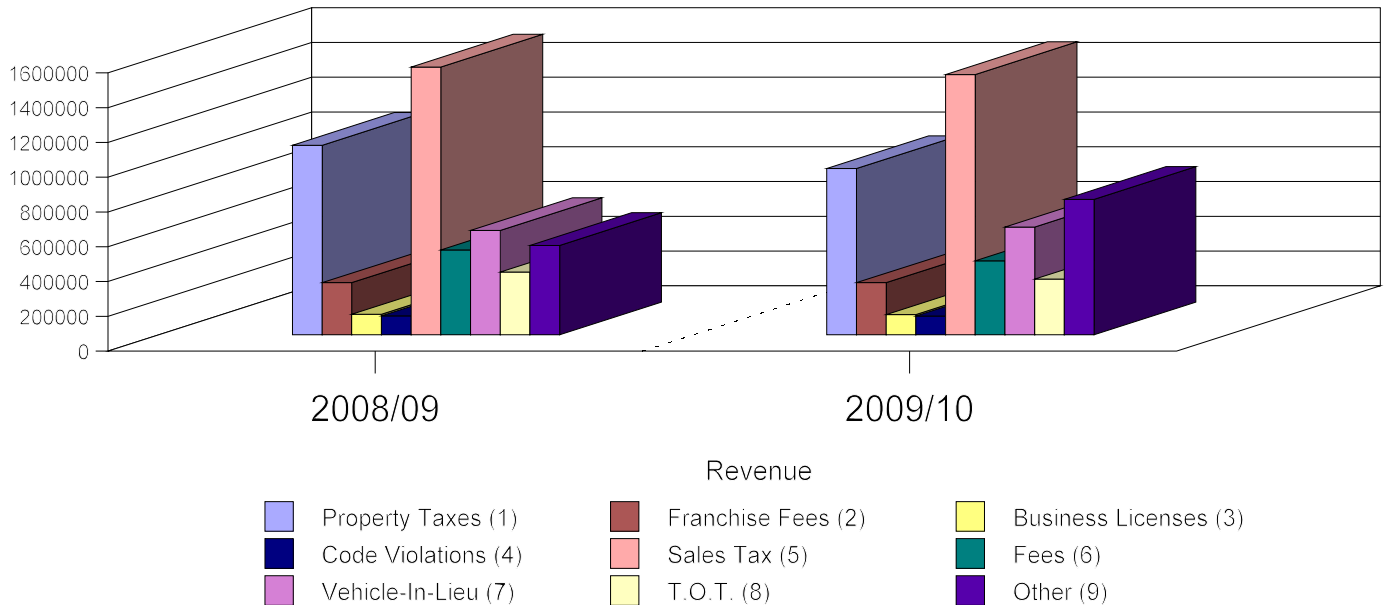
**CITY OF SEBASTOPOL
COMPARISON OF REVENUES/EXPENDITURES
FISCAL YEARS 2008/2009 to 2009/2010**

	2008/09 Budgeted Revenues	2008/09 Estimated Revenues	2009/10 Budgeted Revenues	2008/09 Budgeted Expenditures	2008/09 Estimated Expenditures	2009/10 Budgeted Expenditures
General Fund	\$5,117,460	\$5,002,997	\$5,120,520	\$5,200,903	\$5,198,500	\$5,114,624
Special Revenue	\$385,000	\$379,000	\$378,000	\$326,019	\$379,000	\$378,000
Water Fund	\$1,194,550	\$1,194,550	\$1,208,700	\$1,181,736	\$1,182,000	\$1,182,774
Sewer Fund	\$2,226,000	\$2,226,000	\$2,324,000	\$2,224,822	\$2,200,000	\$2,277,361
Redevelopment Fund	\$1,665,000	\$665,000	\$1,666,500	\$1,298,424	\$1,127,144	\$1,383,405
Housing Set-aside Fund*	\$4,515,000	\$515,000	\$524,800	\$2,847,715	\$337,715	\$94,972
Trust & Agency	\$121,480	\$118,600	\$120,200	\$121,180	\$118,600	\$120,200
Sales Tax 0.25%	\$524,000	\$524,000	\$525,000	\$404,036	\$464,522	\$435,864
Total Operating	\$15,748,490	\$10,625,147	\$11,867,720	\$13,604,835	\$11,007,481	\$10,987,200

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

General Fund Revenues

Comparison FY 2008/09 vs. FY 2009/10 Budget



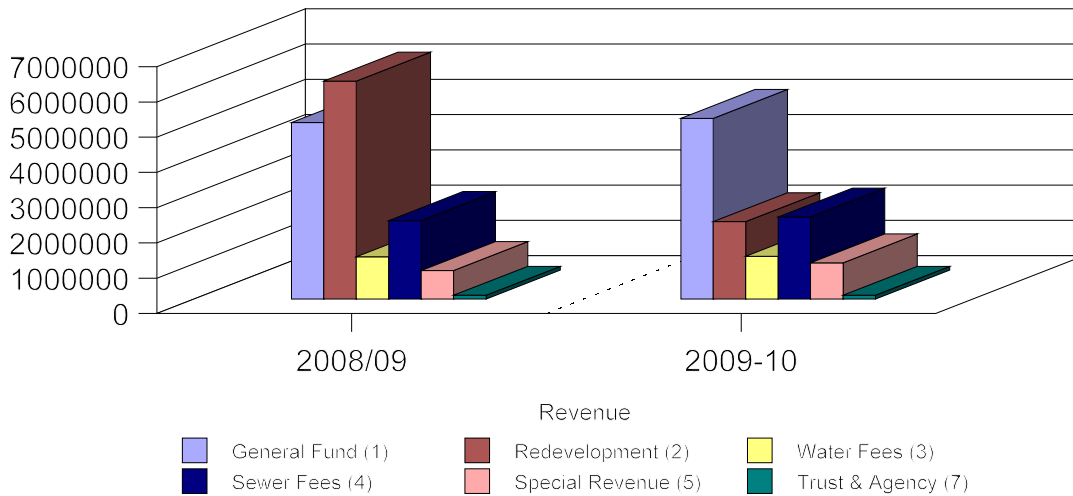
Discussion:

Property taxes, franchise fees show a decrease of \$134,000 from 2008/09 to 2009/10 due to the State take of Property Taxes. The economic downturn will result in a .3% decrease in sales tax revenues. The fees category shows a decrease of \$40,360 due to reductions in development activity. Other fees are relatively unchanged. The state continues to take "ERAF III" in 2009/10 which is a reduction of approximately \$110,500 from normal property taxes.

Revenues	FY 2008/09	FY 2009/10
Property Tax/ Franchise Fees	\$1,389,500	\$1,255,500
Bus. License/ Code Violation / Sales Tax	\$1,776,000	\$1,707,000
Fees	\$465,480	\$425,120
Vehicle-In-Lieu	\$613,000	\$620,000
TOT / Other	\$886,480	\$1,113,400

Total Operating Revenue

Comparison FY 2008/09 vs. FY 2009/10 Budget



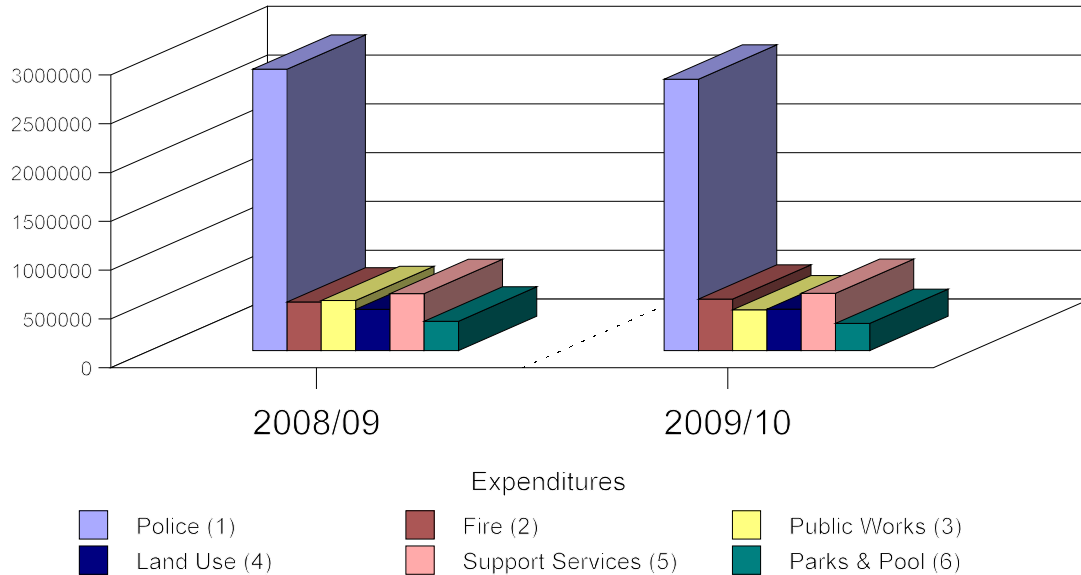
Discussion:

Total general fund revenues show a slight increase of \$153,060 from 2008/09 to 2009/10. Redevelopment revenues will increase with 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.

Revenues	FY 2008/09	FY 2009/10
General Fund	\$5,002,997	\$5,120,520
Redevelopment	\$6,180,000	\$2,191,300
Water Fees	\$1,194,550	\$1,208,700
Sewer Fees	\$2,226,000	\$2,324,000
Special Revenue	\$804,000	\$918,200
Trust & Agency	\$105,000	\$105,000

General Fund Expenditures

Comparison FY 2008/09 vs. FY 2009/10 Budget



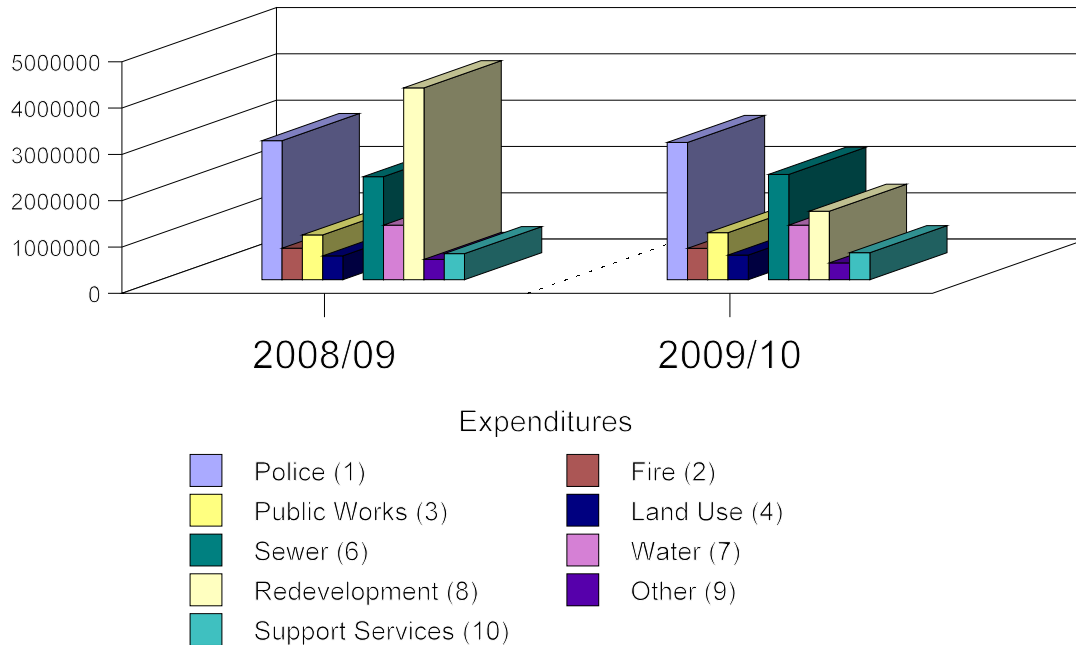
Discussion:

The Police Department expenditures will decrease \$103,293 from 2008/09 to 2009/10 - due mainly to salaries and benefits expense savings from retirements. Fire Department expenditures will increase due to the continuation of the SAFER grant expenses after the grant funding runs out.

Expenditures	FY 2008/09	FY 2009/10
Police	\$2,883,382	\$2,780,089
Fire	\$497,937	\$526,453
Public Works	\$512,879	\$527,323
Land Use	\$422,830	\$425,141
Support Services	\$583,019	\$585,065
Parks & Pool	\$300,856	\$277,993

Total Operating Expenditure

Comparison FY 2008/09 vs. FY 2009/10 Budget



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.

Expenditures	FY 2008/09	FY 2009/10
Police/Fire	\$3,697,309	\$3,641,697
Public Works/Land Use	\$1,087,272	\$1,155,580
Debt Service	\$227,169	\$226,569
Sewer	\$2,224,822	\$2,277,361
Water	\$1,181,736	\$1,182,774
Redevelopment	\$4,146,139	\$1,478,197
Other/Support Services	\$554,740	\$585,065

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>
Sarah Glade Gurney, Mayor	November 2010
Linda Kelley, Vice Mayor	November 2010
Larry Robinson	November 2010
Kathleen Shaffer	November 2012
Guy Wilson	November 2012



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	18,757	19,000	19,650	19,650	19,666
6023	Benefits	26,364	31,571	33,627	33,627	37,171
6025	Communications	259	539	240	240	300
6030	Office Supplies	1,679	1,912	1,700	1,700	1,800
6050	Misc. Supplies / Services	1,335	915	1,100	1,100	1,100
6060	Conferences	4,416	4,009	5,500	5,500	3,000
6065	Meetings **	1,241	1,449	2,700	2,700	3,000
6070	Dues / Subscriptions	7,861	6,639	6,900	6,900	7,000
6320	Publications	4,416	3,482	3,500	3,500	7,000
6425	Liab., Property, Flood Ins.	2,373	2,373	2,654	2,654	2,438
6860	Ad Hoc Studies / Contract Services	2,823	19,293	4,500	4,500	3,500
	TOTAL OPERATING	\$71,524	\$91,182	\$82,071	\$82,071	\$85,975
	Capital Outlay - Fund 001					
6926	Mic/Recording Equipment	0	792	550	0	0
6972	Photocopier Lease	3,292	3,320	3,000	3,000	3,000
	TOTAL CAPITAL	\$3,292	\$4,112	\$3,550	\$3,000	\$3,000
	TOTAL DEPARTMENT	\$74,816	\$95,294	\$85,621	\$85,071	\$88,975
	Special Sales Tax Allocation	\$0	(\$4,112)	(\$3,550)	(\$3,670)	(\$3,000)
	Redevelopment Fund Cost Allocation	(\$2,081)	(\$5,343)	(\$5,497)	(\$5,497)	(\$5,497)
	Water Fund Cost Allocation	(\$10,064)	(\$10,366)	(\$10,667)	(\$10,667)	(\$10,667)
	Sewer Fund Cost Allocation	(\$11,481)	(\$11,825)	(\$12,168)	(\$12,168)	(\$12,168)
	General Fund Cost Allocation	\$51,190	\$63,648	\$53,739	\$53,069	\$57,643

*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 provides 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, maintaining the official records of the City and Records Retention; Awards Committee; maintains a complete and accurate record of City Council and Community Development Agency proceedings; coordinates the annual Goals and Priority Setting Sessions for City Council and Community Development Agency; Processes Subpoenas, Summons, Public Record Act Requests, appeals and claims; monitors and processes all appointments, resignations and terminations for Boards and Commissions; Contract Management and Administration; compliance with REMIF requirements; Ethics Training; Meeting and Event Coordination and Set Up; Scheduling of Meeting Rooms; Special Events Permits; Diversified Risk Assessment Reporting; Agenda and Agenda Packet Preparation; Legal Notice Publications; Maintain Municipal Code and Official Seal; and provides prompt and courteous service to citizens' requests for assistance.

For fiscal year 2008/2009, the department substantially completed the following objectives:

- Conducted the November 2008 General Municipal Election for Two City Councilmembers and One Ballot Measure. (Election of Councilmembers Wilson and Shaffer)(Approval of Utility Users Tax)
- Conducted 20 Public Hearings
- Prepared and Posted 20 City Council and Community Development Agency Agendas and Packets
- Prepared and Posted 6 Special Meeting Agendas and Packets
- Adopted 6 City Council Ordinances
- Adopted 67 City Council Resolutions
- Completed 8 Special Events Permits (for use of City Parks)
- Executed 25 Contracts and Agreements
 - Sebastopol Heat and Cool (Well 4/Sun Dragon)
 - Solar Works (Sequoia Village)
 - BEGIN Grant Application (Hollyhock)
 - City of Santa Rosa (Department of Energy Grant)
 - Bay Area Air Quality Management Grant Contracts
 - Marty Roberts, Lori Houston. Chris Cone, Linda Rosen. Michael Kyes, Mary O'Connor
 - Solar Works (Garzot Building)
 - County of Sonoma – AB 811 Program – Energy Independence Program
 - Sebastopol Heat and Cool (Youth Annex)
 - Craig Meltzner, Affordable Housing Associates
 - North Bay/Redwood Empire Disposal Inc for Solid Waste, Recyclable and Compostable Materials Collection and Street Sweeping Franchise Agreement
 - Regional Climate Protection Coordination Plan
 - Sebastopol Cultural Community Center Agreements for:

- Sebastopol Community Center/Youth Annex/Garzot Building
- Lease with Creekside Industrial Park / Pocket Park
- BEGIN Grant Application (Sequoia Village)
- Saucy Squares Lease Agreement
- MOU with Nissan for Locations for Electric Vehicles (3 locations within City owned parking lots)
- Creative Personnel Services Contract
- Sebastopol Heat and Cool/Sierra Pipeline (Sebastopol Community Center)
- Short Term Assistance Loan to Burbank Housing Development (\$400,000) for Hollyhock
- Sister City Agreement with Takeo City of Sebastopol
- Goals and Priority Setting Session:
- Conducted City Council Goals and Priority Setting Session
- Conducted Community Development Agency Goals and Priority Setting Session
- Real Property Negotiations:
- Village Mobile Home Park
- Flynn Street Purchase
- Downtown Plaza Property for Future City Restroom Site (In negotiations)
- Through the City's web site, City Council meeting agendas and packets are made available to the public 72 hours prior to meeting.
- Administered the Provisions of the Maddy Act and monitored term expirations of 2 City Councilmember Seats; Commissions (3 seats); BOC (3 seats); DRB (4 seats)
- Administered the Provisions of the Political Reform Act, processed 42 FPPC campaign filing statements and Economic Interest filings
- Completed 5 Public Records Request Act Submissions
- Completed 6 Claims Processing
 - Nan Scott – Rejection
 - Maggoria Brothers Drilling Inc - Rejection
 - Matthew Sheid – Rejection
 - Carolyn Andrade (3 individual claims)
- Administered the provisions of State Mandated Ethics Training (AB 1234) to 22 personnel
- Completion of 6 Façade Improvement Program Applications
- Ratification of SPOA MOU for 2008-2009
- Amended MOU for SEIU
- Policies Established
 - Identity Theft Prevention Program
 - Internet Web Site Policy
 - Use of Utility User Tax Proceeds
- Completion of Biennial Review of Conflict of Interest Code
- Completion Records Retention Update
- Appointments of:
 - 2 City Councilmembers, 1 Resignation of City Councilmember
 - 1 Business Outreach Committee Member, 3 BOC positions upcoming June 09
 - 3 Planning Commissioners
 - 2 PC positions upcoming June 09
 - 4 Design Review Boardmembers
- Financially Sponsored the Following:
 - Laguna de Santa Rosa Foundation Fifth Annual Art and Garden Gala (\$500.00)
 - Hiroshima/Nagasaki Remembrance Committee For Cost to Replace Peace Pole at Ragle Park (\$250.00)
 - Sebastopol Center for the Arts Film Festival (\$2,000.00)
 - Rebuilding Together for April 19, 2009 Work Day (\$10,000.00)
 - Sister City/Sebastopol World Friends (\$500.00)
 - Sebastopol Earth Elders (\$100.00)

- Climate Protection Everybody Profits V Conference (\$500.00)

Further developed the Solar Installation 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 (Solar Sonoma County) 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 (Sequoia Village) and two projects were initiated in June (Garzot Building and Well 4 (Sun Dragon). A fourth project was initiated in January 2009 (Community Center). The feasibility of the project at Well #6 may result in no project.*

- 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.*
- Identified City financial needs that could be served through a revenue enhancement ballot measure that the City Council considered for the November 2008 election. *This effort resulted in a November 2008 Voter approved utility tax ballot measure that went into effect April 2009.*
- Continued 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 for both Sequoia Village and Hollyhock Project. Additional site considerations may result in additional projects.*
- Initiate the sale of two CDA owned properties to payoff debt and support additional multi unit affordable housing projects. *The City will undertake an appraisal of properties to determine feasibility of selling properties.*
- 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.*
- Continue to monitor staffing needs, especially in the community development departments. *Staffing within the development departments appears adequate given current workload demands. Review of Economic Development Specialist Position with the Chamber of Commerce ongoing.*
- 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 and lack of funding.*
- 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.*
- Acquire the Village Mobile Home Park site for future open space community enhancement. *This project has been completed. City actively managing the property to ensure that all residents are in compliance with their leases and that any building/safety code issues are adequately addressed.*
- 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. *Town Hall Meeting was conducted on May 14, 2009. City asks residents and businesses to endeavor to voluntarily reduce water consumption by 15%. Daily Acts Reported on Water Conservation Promotion and Educational Program that was conducted in the City of Sebastopol.*

- Have a Residential Energy Conservation Ordinance (RECO) and Commercial Energy Conservation Ordinance (CECO) prepared for consideration by the City Council for adoption. *This item in ongoing.*
- Introduce programs that support the reduction of solid waste and include greater recycling opportunities for batteries, plastic bags, and multi –tenant/commercial properties. *Redwood Empire Disposal has developed the following services:*
 - *Bulky Item Pickup*
 - *Household Battery Drop Off – locations throughout the City of Sebastopol*
 - *Rigid Plastic Containers*
 - *Food Scrap Recycling – Pilot program initiated in the City of Sebastopol*

For fiscal year 2009/2010, the following objectives will be a priority for this department:

- Complete the update of the Personnel Code revisions.
 - Update, Approval and Acceptance of Comprehensive Memorandums of Understanding (Management, Mid Management and Unrepresented, SPOA and SEIU)
- 1) Economic Development:

Prepare and implement a focused plan for local economic development stimulus actions, which includes encouragement of green businesses. Investigate and implement if feasible a business incubator program to assist current and new small businesses.
 - 2) Community Facilities:

Optimize community facilities and City parks for community benefit and facilitates community access. Work with local partners to develop a comprehensive web portal presence that will assist the public in accessing information about City government, local businesses, local non-profit and community service based organizations and other matters of interest.
 - 3) Environmental Protection and Preservation:

Minimize per capita environmental impacts
 - 4) Infrastructure:

Maintain and improve City infrastructure including streets, sidewalks, water and wastewater systems.
 - 5) Land Use Planning:

Maintain the small town character of Sebastopol through effective and sustainable land use policies.
 - 6) Fiscal Integrity/Security:

Maintain and strengthen the fiscal integrity and security of the City.
 - 7) Community Services:

Enhance utilization of community energy and skills by facilitating opportunities for volunteer service.
 - 8) Community Safety:

Maintain and enhance a safe environment.
 - 9) Town Hall Meetings:

Conduct periodic town hall-style meetings to provide information, identify issues and opportunities, and create positive working relationships between the City Council, community and staff.



**City of Sebastopol
2009/2010 Budget Expenditures**

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	199,852	211,188	262,656	275,076	218,126
6016	Vehicle Allowance	0	0	0	1,575	4,200
6023	Benefits	91,197	83,853	87,997	87,997	95,278
6025	Communications	377	358	350	350	400
6030	Office Supplies	1,645	1,751	1,900	1,900	1,900
6040	Vehicle	189	273	300	300	300
6045	Equipment	338	893	500	500	500
6060	Training	2,746	1,960	3,250	3,250	3,000
6065	Meetings	694	531	725	725	1,000
6070	Dues / Subscriptions	332	158	500	500	1,000
6425	Liab., Property, Flood Ins.	8,669	8,669	10,426	10,426	9,878
6860	Contract Services	13,470	735	40,650	40,650	10,000
	TOTAL OPERATING	\$319,509	\$310,369	\$409,254	\$423,249	\$345,582
	Capital Outlay - Fund 001					
6905	Office Furniture	0	0	250	0	0
6972	Photocopier Lease	3,292	3,320	3,200	3,200	3,200
	TOTAL CAPITAL	\$3,292	\$3,320	\$3,450	\$3,200	\$3,200
	TOTAL DEPARTMENT	\$322,801	\$313,689	\$412,704	\$426,449	\$348,782
	Special Sales Tax Allocation	\$0	(\$3,320)	(\$3,450)	(\$3,450)	(\$3,200)
	Redevelopment Fund Cost Allocation	(\$34,447)	(\$45,918)	(\$50,043)	(\$50,043)	(\$50,043)
	Water Fund Cost Allocation	(\$27,666)	(\$28,496)	(\$29,322)	(\$29,322)	(\$29,322)
	Sewer Fund Cost Allocation	(\$23,447)	(\$24,150)	(\$24,850)	(\$24,850)	(\$24,850)
	General Fund Cost Allocation	\$237,241	\$211,805	\$305,039	\$318,784	\$241,367

*Staff: City Manager and City Clerk

Administrative Services

The Administrative Services Department provides support in three distinct areas of: Finance, Human Resources, and Risk Management. This department is responsible for the control of the City's financial records; City payroll functions; Employee Benefit and Personnel administration; and Risk Management administration. Functions of this department include:

Finance

- 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, rate setting, and invoicing 2,850 water bill customers every two months
- Maintenance and ongoing administration of the City's User Fee Schedule
- Processing of Accounts Payables averaging 700 vendors annually, and administering best purchasing practices
- Ongoing invoicing and collection of Accounts Receivables for over 950 Business Licenses including the Business Improvement Area; 50 Development Deposit Accounts, 3 Transient Occupancy Taxes, Retiree Medical Insurance, Redevelopment Loans, Western So Co Swimmers, DUI billings, Sidewalk Repairs, Water & Sewer After-hours call-outs, and all other revenue & monies owed to City
- Administers loan programs for Earthquake Retrofitting and Water & Sewer connection fees
- Administers the Lighting Assessment District program
- Management of the City's 7+ bank accounts including those for Redevelopment Agency
- Balancing all the financial records to the general ledger including payroll, accounts receivables, accounts payables, utility billing, business licenses, the monthly reconciliation of all cash and checking accounts, and reports of balances held in developer deposit accounts
- Preparation of all mandated financial Federal and State filings
- Assists Auditor in compliance of financial records on an ongoing basis
- Manages all of the City's Grants and Projects by providing accounting and reconciliation support to the Department Heads on an ongoing basis
- Services the City's various long term Municipal Bond debt, Certificates of Participation and other sources of financing used for major capital projects
- Maintains the Fixed Asset inventory including posting of yearly depreciation
- Provides other departments with monthly financial reports and assistance in budget management on an ongoing basis

Human Resources

- Maintains and manages the City's Payroll, Personnel, Medical, and Worker's Compensation records
- Provides a legally compliant City payroll service for 100+ employees
- Serves as the insurance and benefit administrator for City staff
- Updates job descriptions for all departments
- Manages Public Employee Retirement System program
- Administration of required AB1825 Anti-Harassment training for City staff
- Administers City's 457 Deferred Compensation programs
- Administration of the City's self-funded Dental and Vision insurance programs
- Administers the City's Child Care benefit program
- Administration of the Health, Life, and Long Term Disability insurance programs

- Administers the City's Medical After Retirement program
- Administration of HIPAA privacy act, and Cal/OSHA compliance
- Creates and implements various employee benefit / insurance programs and policies
-

Risk Management

- Responsible for REMIF's Risk Management programs including City insurances for Property Insurance, Liability Insurance, Vehicle Insurance, Earthquake & Flood Insurance, and Boiler Insurance
- Responsible for REMIF's Employee Insurance programs including Health Insurance, Life Insurance, Long Term Disability Insurance, and Voluntary Life Insurances
- Responsible for management of REMIF's Workers Compensation Insurance coverage
- Responsible for maintaining REMIF's list of all property insured for the City including City buildings, City property and the City's vehicle and equipment fleet
- Responsible for implementation of the FACT Act for Identity Theft program

Major Accomplishments in 2008/2009:

- Completed the annual ongoing 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.
- Managed implementation of Utility User Tax.

Objectives for 2009/2010:

The ability of this department to take on additional responsibilities continues to be negatively impacted by a reduction in staffing levels. In 1992 the department staffing level dropped from a staff of four (which it had maintained for over 8 years), down to a staff of three employees. This city-wide budget cut affected all the departments, but since then the other City departments have either replaced staff who had been cut, or have increased their department size. The Administrative Services Department was never restored to a full staffing level, and because of this, the workload in this department continues to be strained.

- Implement the credit card and internet payment process for customers.
- Explore possibility of establishing a Landscape District for the City.
- Explore possibility of Medical Cannabis tax.
- Continue to search for revenue enhancements for City.



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City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	217,622	231,732	242,048	242,048	212,136
6013	Health In-Lieu Benefit	3,120	3,120	3,120	3,120	3,120
6023	Benefits	75,281	76,430	78,206	78,206	80,863
6025	Communications	713	777	750	750	750
6030	Office Supplies	7,012	7,140	6,600	6,600	6,600
6040	Vehicle	57	353	200	200	200
6045	Equipment	3,522	6,002	3,750	3,500	3,750
6060	Training	595	387	1,000	800	1,000
6070	Dues / Subscription	431	534	550	550	550
6075	Employee Award Program	4,080	2,056	6,250	6,000	5,350
6425	Liab., Property, Flood Ins.	9,575	9,400	11,878	11,878	10,637
6435	Employer Paid Def. Comp.	0	945	3,780	3,780	3,780
6850	Sales Tax Audit	3,099	2,634	2,000	2,500	2,500
6860	Software Maintenance	9,154	10,150	12,500	10,500	10,500
	TOTAL OPERATING	\$334,261	\$351,660	\$372,632	\$370,432	\$341,736
	Capital Outlay - Fund 001					
6050	Dept Supplies	6,025	0	0	0	0
6972	Photocopier Lease	3,292	3,320	3,000	2,800	3,000
7062	Envelope Stuffing Machine	11,362	0	0	0	0
	TOTAL CAPITAL	\$20,679	\$3,320	\$3,000	\$2,800	\$3,000
	TOTAL DEPARTMENT	\$354,940	\$354,980	\$375,632	\$373,232	\$344,736
	Capital Replacement (from Fund 001)	(\$17,387)	(\$3,320)	(\$3,000)	(\$2,800)	(\$3,000)
	Redevelopment Fund Cost Allocation	(\$9,573)	(\$17,100)	(\$17,493)	(\$17,493)	(\$17,493)
	Water Fund Cost Allocation	(\$80,087)	(\$82,490)	(\$84,882)	(\$84,882)	(\$84,882)
	Sewer Fund Cost Allocation	(\$75,110)	(\$77,363)	(\$79,607)	(\$79,607)	(\$79,607)
	General Fund Cost Allocation	\$172,783	\$174,707	\$190,650	\$188,450	\$159,754

*Staff: Administrative Services 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 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (City Attorney)	81,264	90,576	93,480	93,480	93,480
6023	Benefits	32,360	34,653	34,894	34,894	36,515
6050	Misc. Supplies / Services	714	38	400	200	200
6060	Training	500	551	500	500	750
6310	Litigation Expense	42,426	175,501	100,000	46,669	45,000
6425	Liab., Property, Flood Ins.	2,511	2,511	6,846	6,846	5,740
	TOTAL OPERATING	\$159,775	\$303,830	\$236,120	\$182,589	\$181,685
	TOTAL DEPARTMENT	\$159,775	\$303,830	\$236,120	\$182,589	\$181,685
	LCH Fund Cost Allocation	\$0	\$0	(\$10,000)	(\$10,000)	(\$10,000)
	Redevelopment Fund Cost Allocation	\$0	(\$8,099)	(\$8,285)	(\$8,285)	(\$8,285)
	Water Fund Cost Allocation	(\$7,341)	(\$7,561)	(\$7,780)	(\$7,780)	(\$7,780)
	Sewer Fund Cost Allocation	(\$5,355)	(\$5,516)	(\$5,676)	(\$5,676)	(\$5,676)
	General Fund Cost Allocation	\$147,079	\$282,654	\$204,379	\$150,848	\$149,944

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 an Associate Planner), 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/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, most recently directing the development of two new parks, the Laguna de Santa Rosa Wetlands Preserve and the Laguna Skategarden. The Department also assists in affordable housing development and with Community Development Agency planning and economic development initiatives.

Accomplishments during 2008/2009:

- Completion of the Skategarden park project.

- Monitoring construction of the Covert Lane and Petaluma Avenue affordable housing projects.
- Processing of a variety of Use Permits and Design Review applications.
- Support City Attorney in activities related to litigation regarding the Laguna Vista project.
- Management of the Northeast Area Specific Plan process.
- Preparation of local economic stimulus initiatives.
- Preparation of Zoning Ordinance update revisions.
- Coordination with Caltrans regarding Highway 12 bridge replacement project.
- Initiation of preliminary annexation reviews for Village Park and County islands.
- Initiation of wayfinding guide sign project.
- Management of Plaza restroom project.
- Preliminary scoping for expansion of Skategarden Park.
- Preparation of streetscape grant application.

Objectives for 2009/2010:

The budget for 2009/2010 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. 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.
- Monitor construction projects.
- Complete Housing Element update.
- Continue implementation of Local Economic Stimulus Initiatives.
- Complete CDA 5-Year Plan update.
- Continue processing of County island annexations.
- Coordinate with Engineering Department on preparation of updated Zoning and General Plan maps.
- Manage development of a public restroom at the Plaza.
- Coordinate implementation of guide sign and parking lot kiosk program.
- Processing and adoption of zoning amendments and other actions arising out of the discontinued Northeast Area Specific Plan process.
- Coordinate design of Skategarden Park expansion.
- Coordinate design of Village Park campground park conversion project.
- Monitor construction of Hollyhock affordable housing project.
- Prepare and process sign ordinance and tree ordinance revisions.
- Update subdivision ordinance to reflect changes in State law.
- Manage streetscape improvement project.
- Monitor grant opportunities for park or other projects.
- Other projects as established by Council priority-setting process.



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	174,172	199,128	207,147	205,000	202,527
6020	Overtime	0	61	1,000	0	500
6023	Benefits	84,968	83,955	81,964	85,500	83,425
6025	Communications	1,030	1,209	1,200	1,200	1,200
6030	Office Supplies	4,373	3,408	4,400	4,400	4,400
6040	Vehicle Expense	243	98	250	125	150
6045	Equipment Expense	1,093	354	700	300	700
6060	Training	2,135	1,322	2,000	1,000	1,000
6065	Meetings - Teen Center Use	109	1,700	750	750	750
6070	Dues / Subscriptions	753	705	750	750	750
6320	Publication	1,624	1,549	1,500	600	1,000
6425	Liab., Property, Flood Ins.	8,396	8,396	10,367	10,367	10,190
6435	Employer Paid Def. Comp.	470	2,820	2,820	2,820	2,820
6860	Contract Services	15,296	5,219	3,500	5,500	8,500
095-6860	Housing Element Update	0	0	0	0	30,000
	TOTAL OPERATING	\$294,662	\$309,924	\$318,348	\$318,312	\$347,912
	Capital Outlay - Fund 001					
6907	Telephone Equipment	0	0	0	0	0
6972	Photocopier Lease	3,863	3,865	3,850	3,850	3,600
	TOTAL CAPITAL	\$3,863	\$3,865	\$3,850	\$3,850	\$3,600
	TOTAL DEPARTMENT	\$298,525	\$313,789	\$322,198	\$322,162	\$351,512
	Special Sales Tax Allocation	\$0	(\$3,865)	(\$3,850)	(\$3,850)	(\$7,183)
	Redevelopment Fund Cost Allocation	\$0	(\$16,237)	(\$16,610)	(\$16,610)	(\$81,003)
	Water Fund Cost Allocation	(\$10,493)	(\$10,808)	(\$11,121)	(\$11,121)	(\$11,121)
	Sewer Fund Cost Allocation	(\$10,493)	(\$10,808)	(\$11,121)	(\$11,121)	(\$11,121)
	General Plan Housing Element Update 095-2014	\$0	\$0	\$0	\$0	(\$30,000)
	General Fund Cost Allocation	\$277,539	\$272,071	\$279,496	\$279,460	\$241,084
	Planning Revenue:	(\$37,061)	(\$36,256)	(\$40,000)	(\$25,000)	(\$30,000)
	Net General Fund Costs:	\$240,478	\$235,815	\$239,496	\$254,460	\$211,084

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

Police Department

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

The Sebastopol Police Department is a full-service law enforcement agency composed of 15 sworn peace officers and 7 civilian support staff. The department is managed by the Chief of Police and the Lieutenant. 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, 15 Community Service Volunteers, and 12 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. Since the departure of one of the 15 sworn officers in February, 2009, the department has been operating with 14 full-time officers.

The department is organized into three major components; Administration, Operations, and Technical 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 25,007 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 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.

Goals and Objectives for 2009/2010

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 to restore the currently "frozen" fifteenth sworn position, utilizing federal grant money.

Objective 1.2: Seek funding to restore the School Resource Officer position.

Objective 1.3: Seek funding to pay for enhanced DUI enforcement.

Objective 1.4: Minimize time lost to on-duty injuries.

Objective 1.5: Maintain a viable Volunteer Bureau.

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

Objective 2.1: Work with West County Community Services to seek additional grant funding.

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

Objective 2.3: Maintain open and on-going communication with school officials.

Objective 2.4: 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: Resume 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: Return the department to 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 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	1,267,865	1,371,141	1,477,553	1,414,485	1,411,909
6012	Vacation In-Lieu	2,093	5,459	4,000	12,525	12,000
6013	Health In-Lieu Benefit	3,850	2,475	2,475	2,472	2,475
6014	Worker's Compensation	26,871	79,673	0	12,034	0
6018	Uniform Allowances	27,267	25,746	25,950	24,751	25,200
6019	Holiday Pay	66,457	75,072	76,700	76,700	79,797
6020	Overtime / Comp Time	105,915	130,181	75,000	105,000	75,000
6021	Janitorial Services	0	0	3,623	3,623	4,026
6023	Benefits	792,637	752,717	871,070	846,417	824,908
6025	Communications	13,960	15,979	14,000	14,000	17,000
6030	Office Supplies	12,456	6,732	6,000	13,660	9,000
6040	Vehicle Expense	47,812	43,984	41,000	50,000	45,000
6045	Equipment	9,292	8,643	138,500	138,000	10,000
6050	Misc. Supplies / Services	20,887	20,482	20,500	20,000	20,000
6051	Booking Fees	19,431	0	2,000	17,000	10,000
6060	Training	29,986	25,573	21,250	22,000	22,000
6070	Dues / Subscriptions	1,324	1,208	1,000	1,200	1,200
6330	Utilities	22,120	17,120	20,000	10,000	10,000
6420	Unemployment Insurance	0	1,518	10,800	14,000	0
6425	Liab., Property, Flood Ins.	79,213	79,213	94,904	94,904	81,574
6435	Employer Paid Def. Comp.	3,600	7,200	7,200	7,200	3,600
6860	Contract Services	70,743	59,529	71,581	69,000	105,000
823-6860	West Co Comm Svcs Grant	0	0	0	0	45,000
	TOTAL OPERATING	\$2,623,779	\$2,729,645	\$2,985,106	\$2,968,971	\$2,814,689
	Capital Outlay - Fund 001					
6045/50	Police Equipment / Supplies	3,951	32,548	6,857	8,754	22,335
6903	Police Vehicle Purchase	0	82,660	0	25,786	9,579
6940	Computer Equipment	0	0	0	32,268	0
7043	Parking Lot	0	0	0	1,352	0
	TOTAL CAPITAL	\$3,951	\$115,208	\$6,857	\$68,160	\$31,914
	TOTAL DEPARTMENT	\$2,627,730	\$2,844,853	\$2,991,963	\$3,037,131	\$2,846,603
	Special Sales Tax Allocation	(\$3,951)	(\$115,208)	(\$6,857)	(\$68,160)	(\$56,335)
	Department Revenues	(\$223,491)	(\$210,848)	(\$190,000)	(\$190,000)	(\$190,000)
	West Co Community Services Grant	\$0	\$0	\$0	\$0	(\$45,000)
	Net General Fund	\$2,400,288	\$2,518,797	\$2,795,106	\$2,778,971	\$2,555,268

*Staff: Chief, Lieutenant, Sergeant (4), Officers (9), Dispatcher (5), Per Diem Dispatcher, Technician (1), Reserve Officers (10)



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Police Officer Salary	56,990	63,335	68,028	68,028	68,028
6018	Uniform Allowance	950	950	950	950	950
6019	Holiday Pay	3,913	4,354	4,710	4,710	4,710
6023	Benefits	42,775	45,532	41,042	49,454	53,599
6045	Equipment	0	5,856	0	0	0
6050	Misc. Supplies / Services	0	0	0	0	0
6903	Police Vehicle	39,132	0	0	0	0
	TOTAL DEPARTMENT	\$143,760	\$120,027	\$114,730	\$123,142	\$127,287
	SLESF Grant Funding	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)

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.



SEBASTOPOL
Local Flavor. Global Vision.

City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Police Officer Salary	12684	0	0	0	0
6013	Health In-Lieu Benefit	825	0	0	0	0
	TOTAL DEPARTMENT	\$12,019	\$0	\$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.



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City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Budgeted Expenditures	2008/2009 Estimated Expenditures	2009/2010 Department Request
6050	Misc. Supplies / Services	171	186	500	315	400
6860	Contract Services *	10,719	10,297	12,500	8,000	10,000
	TOTAL DEPARTMENT	\$10,890	\$10,483	\$13,000	\$8,315	\$10,400
	Department Revenues	(\$8,000)	(\$8,500)	(\$8,500)	(\$8,500)	(\$8,500)
	Net General Fund	\$2,890	\$1,983	\$4,500	(\$185)	\$1,900

* The Police Department contracts with the Humane Society for animal care services.

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 invalid assists, water clean-up, smoke removal and trapped animals. One of its major services is its public education and fire inspection programs, designed to reduce the likelihood and severity of fires.

Objectives for 2009/2010:

Salaries:

Last year, the City agreed to increase the stipend paid to firefighters for responding to calls from \$9 per call to \$12 per call, over a 3 year period. This year the budget includes a \$1 per call increase, raising the stipend to \$11 per call. This increases the budget by \$7200.

The City also agreed to slowly increase the standby pay to fire officers who cover the Battalion Chief position on the weekends. This year's increase is from \$110 per day to \$120 per day, increasing the budget by \$1100.

Capital Items:

- Purchase replacement tables for training room \$1,000
- Purchase 10 radio pagers, to replace obsolete equipment \$6,000
- Replace 12 SCBA air cylinders that have expired \$8,880



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	251,867	247,581	264,239	257,000	271,962
6023	Benefits	93,768	99,400	108,864	108,864	113,127
6025	Communications	6,780	7,665	7,480	6,800	5,180
6030	Office Supplies	1,375	1,605	2,000	2,000	2,000
6040	Vehicle	26,116	19,326	72,145	72,145	20,700
6045	Equipment	5,105	5,353	3,600	3,600	5,300
6050	Misc. Supplies / Services	71,210	67,743	64,300	64,300	66,300
6060	Training	4,061	2,477	5,800	5,800	5,800
6070	Dues / Subscriptions	3,473	3,968	3,600	3,650	4,150
6080	Miscellaneous Supplies	2,138	1,885	3,000	3,000	3,000
6330	Utilities	8,710	9,642	7,719	7,000	7,000
6420	Unemployment Insurance	2,436	2,142	3,100	3,100	3,100
6425	Liab., Property, Flood Ins.	14,596	14,596	17,826	17,826	15,925
6433	SAFER Expenditures	0	0	0	0	9,000
6435	Employer Paid Def. Comp.	5,984	0	0	0	0
817-6433	SAFER Grant	39,172	42,000	42,000	36,000	18,000
821-7003	FEMA 2006 Grant	0	248	0	0	0
	TOTAL OPERATING	\$536,791	\$525,631	\$605,673	\$591,085	\$550,544
	Capital Outlay - Fund 001					
624-7043	Parking Lot Repair	0	3,083	0	0	0
6905	Chairs - Drill Room/Tables	0	0	2,900	2,273	1,000
6916	Ladder Truck Lease (PIF 05/10)	97,058	97,058	97,058	97,058	97,058
6932	GPS Units (06/07 Air Compressor)	1,202	0	1,300	660	0
6940	Computer	1,934	0	4,050	2,661	0
6946	Pagers	0	3,167	0	0	6,000
6947	SCBA Tanks & Gear	0	2,000	2,000	1,600	8,880
6972	Photocopier Lease	2,598	2,273	1,904	1,904	1,904
7028	Trailer - Rescue Supplies	0	0	5,000	5,000	0
7064/7067	Electrical & Command Vehicles	26,963	1,200	0	0	0
	TOTAL CAPITAL	\$129,755	\$108,781	\$114,212	\$111,156	\$114,842
	TOTAL DEPARTMENT	\$666,546	\$634,412	\$719,885	\$702,241	\$665,386

FIRE DEPARTMENT ALLOCATIONS

<u>Description</u>	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Budgeted Expenditures	2008/2009 Estimated Expenditures	2009/2010 Department Request
Special Sales Tax Allocation	(\$26,963)	(\$8,523)	(\$28,154)	(\$14,098)	(\$17,784)
Fire Truck Lease (PIF 5/28/10)	(\$97,058)	(\$97,058)	(\$97,058)	(\$97,058)	(\$97,058)
Water Fund Cost Allocation	(\$16,836)	(\$17,678)	(\$18,191)	(\$18,191)	(\$18,191)
Fire Annexation Fund (071-4860)	\$0	(\$836)	\$0	(\$2,062)	\$0
Parking Lot Repair	(\$10,366)	(\$3,322)	\$0	\$0	\$0
FEMA Fire Act Grant (Fund 821)	\$0	(\$81,216)	\$0	\$0	\$0
SAFER Grant Income (Fund 817)**	(\$45,638)	(\$43,433)	(\$42,000)	(\$25,411)	(\$18,000)
Fire Department Fees	(\$9,724)	(\$50,743)	(\$12,500)	(\$25,000)	(\$15,000)
Net General Fund Cost	\$461,967	\$333,610	\$523,990	\$522,429	\$501,362

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

**SAFER Grant ends Jan. 2010



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6025	Communications	899	969	700	700	900
6030	Office Supplies	0	0	200	200	200
6050	Misc. Supplies / Services *	2,267	2,000	2,000	2,000	2,000
TOTAL OPERATING		\$3,166	\$2,969	\$2,900	\$2,900	\$3,100
Capital Outlay - Fund 001						
7063	Trailer for CERT	0	0	5,000	5,000	0
“	4" Fire Hose - 500'	3,756	2,894	3,500	3,500	0
“	Replace Food Supplies	0	0	500	500	500
TOTAL CAPITAL		\$3,756	\$2,894	\$9,000	\$9,000	\$500
TOTAL DEPARTMENT		\$6,922	\$5,863	\$11,900	\$11,900	\$3,600

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



City of Sebastopol 2009/2010 Budget Expenditures

Account No. **809**
Department: **REDCOM Grant**

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Fire Analyst Salary	0	0	0	0	28,550
xxxx	Payroll Taxes	0	0	0	0	2,184
xxxx	Fringe Benefits	0	0	0	0	1,320
xxxx	Administrative Costs	0	0	0	0	720
	TOTAL DEPARTMENT	\$0	\$0	\$0	\$0	\$32,774
	809-4374 REDCOM Grant Funding	0	0	0	0	(32,774)
	TOTAL DEPARTMENT	\$0	\$0	\$0	\$0	\$0

REDCOM, a Joint Powers Authority providing Fire and EMS dispatch services to the majority of Sonoma County, requested proposals from member agencies to provide a part-time Staff Analyst to the REDCOM Board of Directors.

The City of Sebastopol was awarded this grant in Aug. 2009. This grant is limited to a maximum of 1,000 hours staff time, for one year.

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 2009/2010:

Permit and Plan Review activity is expected to be similar to previous years and is anticipated to remain steady during fiscal year 2009/2010. There are still a number of projects in the review process for permitting later this year.

The City of Sebastopol Building and Safety Division budget for 2009/2010 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 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. The program will require some contract services being utilized in collecting and evaluating the data.



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	129,513	131,414	128,386	128,386	128,386
6023	Benefits	32,371	35,120	41,883	41,883	43,221
6025	Communications	1,692	1,663	1,656	1,952	1,700
6030	Office Supplies	1,329	1,379	1,000	1,161	3,000
6040	Vehicle	2,028	1,264	2,300	2,300	2,000
6050	Misc. Supplies / Services	1,858	8,844	3,000	3,000	1,500
6060	Training	9,016	7,235	3,000	16,085	7,000
6070	Dues / Subscriptions	1,450	2,947	1,500	1,500	1,500
6425	Liab., Property, Flood Ins.	5,463	5,463	6,475	6,475	5,540
6435	Employer Paid Def. Comp.	2,703	2,820	2,820	2,820	2,820
6860	Contract Services	4,828	17,403	5,000	5,000	4,000
	TOTAL OPERATING	\$192,251	\$215,552	\$197,020	\$210,562	\$200,667
	Capital Outlay - Fund 001					
6918	Building Repair	0	0	0	0	0
6972	Photocopier Lease	1,942	2,313	1,904	1,904	1,904
7009	Inspection Vehicle	26,679	0	0	0	0
	TOTAL CAPITAL	\$28,621	\$2,313	\$1,904	\$1,904	\$1,904
	TOTAL DEPARTMENT	\$220,872	\$217,865	\$198,924	\$212,466	\$202,571
	Incremental (069-4123)	(\$5,088)	(\$14,581)	(\$3,000)	(\$14,279)	(\$10,000)
	Special Sales Tax Allocation	(\$26,679)	(\$2,318)	(\$1,904)	(\$1,904)	(\$1,904)
	Water Fund Cost Allocation	(\$25,326)	(\$26,086)	(\$26,843)	(\$26,843)	(\$26,843)
	Sewer Fund Cost Allocation	(\$25,326)	(\$26,086)	(\$26,843)	(\$26,843)	(\$26,843)
	General Fund Cost Allocation	\$138,453	\$148,794	\$140,334	\$142,597	\$136,981
	Building Dept. Fees	(\$130,854)	(\$254,202)	(\$220,000)	(\$185,000)	(\$240,000)
	Department Overhead	\$44,174	\$61,002	\$63,656	\$67,989	\$68,874
	Net General Fund Cost	\$51,773	(\$44,406)	(\$16,010)	\$25,586	(\$34,145)

*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 Drainage Utilities Regulatory Compliance, manages all engineering activities, and is responsible for the City's Capital Improvement Programming, Budget and Implementation. 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 Administrative Assistant. The Engineering Department also contracts with professional engineering consultants for a variety of professional services as appropriate.

Major Budget Changes for 2009/10:

Department Salaries have decreased slightly due to the elimination of the Department Analyst position in October, 2008 and approval of a new Administrative Assistant position in March, 2009. Department revenues from permitting are lower than projected at the start of the 08-09 fiscal year, due to a decrease in private development activity.

Major Accomplishments in 2008/09:

The Engineering Department has focused primarily on delivery of Capital projects included in the 2008 Capital Improvement Program. During this fiscal year the following CIP projects were completed:

- Laguna Force Main Replacement
- Industrial Waste Lift Station Demolition
- Eastside Sewer Repair
- Fircrest Avenue Manhole Repair

As of April 1, 2009 additional projects underway include:

- Huntley Street Sidewalk (Safe Routes to School project) – Construction begins April 6
- Safe Routes to School Program (SCBC) – Began September of 2008; three-year program.
- Morris Street Pump Station Improvements – Construction to begin May 2009
- Street Smart Sebastopol Phase 2 – Bidding scheduled for May-June 2009 (Includes ADA compliance improvements to Library main entrance.)
- Street Smart Sebastopol Phase 3 – Plans and specifications 75% completed.
- Federal Overlays 2009 (ARRA) – Federal Economic Stimulus funding secured and plans and specifications to be completed by April 30 for construction in Aug-Sept 2009.
- Bodega-Ragle Crosswalk to be included in Federal Overlays 2009

Objectives for 2009/2010:

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

- Delivery of Capital Improvement Program
- Groundwater Management / Wellhead Protection / Water Conservation
- Stormwater Management Plan Implementation
- Implementation of Bicycle and Pedestrian Master Plan
- Sanitary Sewer Management Plan (Regulatory Compliance)
- Development Planning and Engineering Review



City of Sebastopol 2009/2010 Budget Expenditures

Account No. **000-6300**

Department: **Engineering**

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	122,827	161,979	157,797	157,797	156,057
6014	Workers Compensation	26,927	0	0	0	0
6023	Benefits	67,599	51,463	48,684	31,690	55,907
6025	Communications	973	1,190	1,200	1,200	1,000
6040	Vehicle	594	436	1,000	1,000	1,000
6050	Misc. Supplies / Services	2,808	1,782	2,500	2,500	2,500
6060	Training	1,009	0	1,000	350	1,000
6420	Unemployment Ins.	0	0	0	5,625	11,700
6425	Liab., Property, Flood Ins.	6,856	6,856	7,998	7,998	7,080
6860	Contract Services	23,398	8,533	12,500	12,500	10,000
6861	Contract Svcs Special Projects	0	0	0	0	0
	TOTAL OPERATING	\$252,991	\$232,239	\$232,679	\$220,660	\$246,244
	Capital Outlay - Fund 001					
6907	Telephone Equipment	0	0	0	0	0
6940	Computer Equipment	1,900	0	0	0	0
6972	Photocopier Lease	1,931	1,813	2,000	1,750	1,675
	TOTAL CAPITAL	\$3,831	\$1,813	\$2,000	\$1,750	\$1,675
	TOTAL DEPARTMENT	\$256,822	\$234,052	\$234,679	\$222,410	\$247,919
	Special Sales Tax Allocation	\$0	(\$1,813)	(\$2,000)	(\$2,000)	(\$5,008)
	Redevelopment Cost Allocation	\$0	\$0	\$0	\$0	(\$24,874)
	Water Fund Cost Allocation	(\$55,871)	(\$80,000)	(\$82,320)	(\$82,320)	(\$82,320)
	Sewer Fund Cost Allocation	(\$38,241)	(\$55,000)	(\$56,595)	(\$56,595)	(\$56,595)
	General Fund Cost Allocation	\$162,710	\$97,239	\$93,764	\$81,495	\$79,122
	Revenues from Charges	(\$76,300)	(\$70,300)	(\$75,000)	(\$68,760)	(\$75,700)
	Net General Fund Cost	\$86,410	\$26,939	\$18,764	\$12,735	\$3,422

*Staff: Engineering Director/Assistant to the City Manager and Administrative Assistant

Public Works

Major Accomplishments in 2008/2009:

General Fund:

Completion of the skate garden required additional maintenance and landscaping, which was accomplished by staff negotiating a trade for services with Becoming Independent, who is providing landscape maintenance and litter abatement at the skate garden in exchange for parking and storage space for their equipment at the City Corporation Yard, at no cost to either party.

A new and expensive power supply for the chlorine generation system at Ives Pool that was budgeted for, was not purchased. Instead, staff worked with the West Sonoma County Swimmers and they chose to purchase an entire new chlorine generation system at no cost to the City, in exchange for forgiveness of the remainder of their loan due the City for the existing chlorine generation system.

Enterprise Funds:

System Control and Data Acquisition (SCADA) components for the water system were purchased and installed as budgeted for, however the SCADA upgrades for the sewer system are pending, as they are to be incorporated into the upcoming Morris Street sewage pumping station project scheduled for this fiscal year.

Major Budget Changes for 2009/2010:

The following requests for this year's budget include either repair or rebuild of existing equipment, maintenance of existing infrastructure, purchase of equipment for regulatory compliance, or budgeting for existing expenses.

General Fund:

- Phone system for Public Works/Engineering/Planning Departments \$3,333 (Corp. Yard)
- Repair to traffic signal loops at the intersection of Bodega Ave. & Pleasant Hill Rd \$1,330 (Streets)
- Purchase of two replacement lights for lighted crosswalks \$1,000 (Streets)
- Budgeting for Public Works' share of the City's GIS web hosting \$1,600 (Streets)
- Budget for the first year's payment of the City's new vacuum truck \$6,917 (Streets)
- Budget for service of lighted crosswalks \$552 (Streets)
- Replace aerator at Libby Park pond \$1,170 (Parks)
- Purchase pool heater for standby use \$6,182 (Pool)

Enterprise Funds:

- Contract for water reservoir interior inspection & cleaning, last performed in 2002 \$6,950
- Purchase 5 yd dump truck for CARB air quality diesel emissions regulations compliance \$64,000 (Water & Sewer)

- Rebuild of standby pump for Green Valley sewage pump station, original pump 13 years old \$7,100 (Sewer)
- Rebuild of pump and motor at Well 7, 10 years old, recommended every 8-10 years \$57,725 (Water)
- Budget for the first year's payment of the City's new vacuum truck, allocation divided between Water and general fund Street account, 25% each, and Sewer account, 50% \$20,751
- Increase water and sewer budgets to accommodate utility billing, stuffing machine maintenance, cost to produce annual water report, and annual fee to the State for sewer management plan \$20,673
- Contract for sewer main repair at Florence Ave and Mary's Lane \$2,375 (Sewer)

The following requests for this year's budget differ from the above items, as they are upgrades to existing equipment, and will allow staff to perform work in-house, instead of contracting out services. Staff has reviewed contract work for the past year utilizing the equipment listed below and estimates it will take approximately two years to offset the purchase cost of the new equipment by performing the work in-house.

- Purchase new pipe locating equipment for water and sewer pipes \$5,275 (Water & Sewer)
- Purchase camera for televising sewer pipes \$9,266 (Sewer)
- Purchase sewer pipe cleaning and root-cutting apparatus for vacuum truck \$1,241 (Sewer)

Strategic Plan Coordination:

Public Works continues to manage the budget by maintaining and upgrading equipment and infrastructure to provide the community with integral services.

Implementation of energy efficient and environmentally conscious equipment and products is a high priority goal for the City, and Public Works continues towards achieving those goals by using premium efficient motors, high efficiency HVAC systems, high efficiency lighting, alternative fuels, and recycled products to the extent possible.

Public Works will be consulting with PG&E and Sonoma County Energy Watch (SCEW) to review all City accounts for rebate and incentive opportunities for new equipment. This will be the fourth time in the last decade (previously through SBEA and ABAG Energy Watch) that City facilities have been evaluated for efficiency opportunities, with the hopes of moving even further towards higher efficiency equipment.

Public Works will continue to monitor the vehicle market for alternative fuel vehicles appropriate to public works functions, specifically dual hybrid gas/electric pickups. Currently only General Motors offers a high-end dual hybrid pickup, but it greatly exceeds options and cost necessary for a work truck. Public Works is completing its second year of using biodiesel fuel in all of the diesel operated equipment, with the exception of one vehicle that is covered by manufacturer's warranty (30% biodiesel this past year, increased from 20% biodiesel the first year).

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 2009/2010:

- New phone system (1/3 cost each to Public Works, Engineering, & Planning) \$3,333 each



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries *	114,543	135,302	133,264	133,264	134,368
6018	Clothing Allowance	4,993	3,914	4,800	4,240	4,240
6023	Benefits	48,962	56,223	50,329	50,329	53,644
6025	Communications	5,881	4,843	4,320	4,320	4,320
6030	Office Supplies	1,049	952	1,000	1,000	1,000
6040	Vehicle	32,537	32,000	34,150	34,150	34,150
6050	Misc. Supplies / Services	9,569	7,457	9,600	9,600	8,000
6330	Utilities	4,157	5,572	3,288	3,288	3,288
6420	Unemployment Ins.	4,500	4	4,500	0	0
6425	Liab., Prop, Flood Ins.	7,022	7,022	8,362	8,362	7,494
6860	Contract Services **	4,566	21,703	0	0	8,297
	TOTAL OPERATING	\$237,779	\$274,992	\$253,613	\$248,553	\$258,801
	Capital Outlay - Fund 001					
6907	Telephone Equipment	0	0	0	0	0
6972	Photocopier	1,931	2,052	2,000	2,000	2,000
7033	Generator	0	0	23,000	0	0
	TOTAL CAPITAL	\$1,931	\$2,052	\$25,000	\$2,000	\$2,000
	TOTAL DEPARTMENT	\$239,710	\$277,044	\$278,613	\$250,553	\$260,801
	Special Sales Tax Allocation	\$0	(\$2,052)	(\$25,000)	(\$2,000)	(\$28,333)
	Water Fund Cost Allocation	(\$113,866)	(\$117,282)	(\$120,683)	(\$120,683)	(\$120,683)
	Sewer Fund Cost Allocation	(\$82,556)	(\$85,033)	(\$87,499)	(\$87,499)	(\$87,499)
	General Fund Cost Allocation	\$43,288	\$72,677	\$45,431	\$40,371	\$24,286
	Department Revenues	(\$11,538)	(\$14,289)	(\$33,000)	(\$12,000)	(\$12,000)
	Net General Fund Cost	\$31,750	\$58,388	\$12,431	\$28,371	\$12,286

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

** 2007/08 Contract Services expense of \$21,703 was for Pepperweed Remediation, including the \$8,297 budgeted for 2009/10.



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (Includes .20 FTE)	8,583	8,707	9,842	9,842	10,284
6021	Janitorial Services	0	0	2,414	2,414	2,684
6023	Benefits	5,749	5,693	6,012	6,012	6,406
6025	Communications	2,027	1,896	2,000	2,000	2,000
6050	Misc. Supplies/ Services	25,818	17,502	12,165	12,165	13,365
6330	Utilities (City Hall)	9,116	5,446	8,634	8,634	8,634
6425	Liab., Property, Flood Ins.	1,876	1,876	1,510	1,510	1,258
6860	Contract Services	0	0	760	760	760
	TOTAL OPERATING	\$53,169	\$41,120	\$43,337	\$43,337	\$45,391
	Capital Outlay - Fund 001					
7068	Energy Conservation Loan	\$0	\$26,595	\$26,595	\$26,595	\$26,595
	TOTAL DEPARTMENT	\$53,169	\$67,715	\$69,932	\$69,932	\$71,986

Description	2006/07	2007/08	2008/09	2009/10
Misc. Supplies / Services 6050				
Janitorial (excludes Fire Station) *	7,345	7,345	0	0
Janitorial Paper Products *	0	0	900	900
Miscellaneous Maintenance	17,318	9,002	10,110	10,110
Air Quality Permit	0	0	0	1,200
Generator Service Contract	1,155	1,155	1,155	1,155
Total	\$ 25,818	\$ 17,502	\$ 12,165	\$ 13,365

* Janitorial services absorbed by City on July 1, 2008

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

Major Budget Changes for 2009/2010:

None



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (Includes 2.30 FTE)	19,205	10,853	44,045	44,045	121,127
6020	Overtime	156	683	630	630	630
6023	Benefits	8,293	8,400	22,603	22,603	73,786
6050	Misc. Supplies / Services*	212,375	8,592	22,460	22,460	29,502
6330	Utilities **	11,240	16,838	10,233	10,233	10,233
6425	Liab., Property, Flood Ins.	1,577	1,577	1,463	1,463	6,857
	TOTAL OPERATING	\$252,846	\$46,943	\$101,434	\$101,434	\$242,135
	Capital Outlay - Fund 001					
6921	Vacuum Truck Lease (PIF 06/30/16)	\$0	\$0	\$0	\$0	\$0
	TOTAL CAPITAL	\$0	\$0	\$0	\$0	\$0
	TOTAL DEPARTMENT	\$252,846	\$46,943	\$101,434	\$101,434	\$242,135

*Includes \$11,820 for Middle Way contract previously paid from Gas Tax Streets; GIS Web hosting; Traffic signal loop repair; Replacement Crosswalk Lights, and service contract increase for additional lights.

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

Major Budget Changes for 2009/2010:

Miscellaneous Supplies/Services:

- GIS Web hosting \$1,600
- Traffic signal loop repair at Bodega Ave. & Pleasant Hill Rd. \$1,330
- Two replacement crosswalk lights \$1,000
- Service contract increase for additional lights \$ 552
- Air Quality Permit for Diesel Equipment \$1,200

Capital Outlay:

- Vacuum truck annual payment (25% allocated to street fund) \$6,917



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (Includes .20 FTE)	4,473	5,945	6,442	6,442	7,062
6023	Benefits	5,549	5,542	5,873	5,873	6,257
6050	Maintenance & Repairs	511	275	500	500	100
6330	Utilities	10,766	8,938	10,606	10,606	10,606
	TOTAL DEPARTMENT	\$21,299	\$20,700	\$23,421	\$23,421	\$24,025

Major Budget Changes for 2009/2010:

None



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Budgeted Expenditures	2008/2009 Estimated Expenditures	2009/2010 Department Request
6050	Misc. Supplies / Services	902	0	0	0	0
	TOTAL DEPARTMENT	\$902	\$0	\$0	\$0	\$0

Major Budget Changes for 2009/2010:

None

Parks and Landscaping Department

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

In 2008 with the opening of the skate garden, staff negotiated with Becoming Independent for a trade of services: Becoming Independent performs landscape maintenance and litter abatement at the skate garden in exchange for parking and storage of equipment at the City Corporation Yard.

Major Budget Changes for 2009/2010:

- Aerator for pond at Libby Park \$1,170



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (Includes 1.30 FTE)	45,098	43,744	47,054	47,054	50,774
6011	Standby	3,998	4,022	4,045	4,045	4,299
6020	Overtime	195	326	0	0	0
6023	Benefits	36,334	36,256	38,392	38,392	40,890
6042	Landscaping Supplies	11,391	9,046	10,340	10,340	10,340
6043	Middle Way Contract	10,626	10,626	10,463	10,463	11,823
6044	Park & Playground Repairs	15,060	10,346	10,037	10,037	0
6050	Misc. Supplies / Services	0	0	0	0	0
6330	Utilities	25,847	29,472	23,946	23,946	23,946
6425	Liab., Property, Flood Ins.	4,161	4,161	4,962	4,962	4,456
7072	Pepperweed Remediation	0	0	15,000	0	0
	TOTAL OPERATING	\$152,710	\$147,999	\$164,239	\$149,239	\$146,528
	Capital Outlay - Fund 001					
6044	Playground Repairs	\$0	\$0	\$0	\$0	\$10,340
6952	Kubota Mower	\$0	\$17,340	\$0	\$0	\$0
6956	Pick-up Trucks (2)	\$30,000	\$0	\$0	\$0	\$0
6970	Aerator At Libby Pond	\$0	\$0	\$0	\$0	\$1,170
	TOTAL CAPITAL	\$30,000	\$17,340	\$0	\$0	\$11,510
	TOTAL DEPARTMENT	\$182,710	\$165,339	\$164,239	\$149,239	\$158,038
	Special Sales Tax Allocation	(\$30,000)	(\$17,340)	\$0	\$0	(\$1,170)
	Net General Fund Cost	\$152,710	\$147,999	\$164,239	\$149,239	\$156,868

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 2009/2010:

- Pool Heater \$6,182



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (Includes .30 FTE)	16,727	17,024	19,667	19,667	20,110
6023	Benefits	8,878	8,759	9,221	9,221	9,825
6025	Communications	1,220	948	940	940	940
6046	Pool / Generator Chemicals	3,850	2,896	3,370	3,370	3,370
6047	Chlorinator, Boiler, Stanrol & Repairs	900	271	500	500	500
6048	Maintenance & Fees	6,932	8,270	10,000	10,000	10,000
6330	Utilities	41,831	46,987	40,190	40,190	40,190
6425	Liab., Property, Flood Ins.	2,208	2,208	2,751	2,751	2,488
	TOTAL OPERATING	\$82,546	\$87,363	\$86,639	\$86,639	\$87,423
	Capital Outlay - Fund 001					
6896	Chem Feeder Relay Board	\$0	\$0	\$1,800	\$1,800	\$0
6948	Chlorine Generator System (PIF 03/2008)	\$8,896	\$6,671	\$0	\$0	\$0
6948	Chlorine Gen Power Supply	\$0	\$0	\$13,863	\$0	\$0
6973	Heat Exchangers	\$4,175	\$0	\$0	\$0	\$0
7065	Bath House Heater	\$0	\$9,760	\$0	\$0	\$0
7065	Pool Heaters	\$0	\$0	\$6,000	\$6,182	\$6,182
	TOTAL CAPITAL	\$13,071	\$16,431	\$21,663	\$7,982	\$6,182
	TOTAL DEPARTMENT	\$95,617	\$103,794	\$108,302	\$94,621	\$93,605
	Special Sales Tax Allocation	\$0	(\$6,671)	(\$21,663)	(\$7,982)	(\$6,182)
	Ives Pool Reimbursement 000-4480	(\$47,276)	(\$52,828)	(\$44,500)	(\$44,500)	(\$44,500)
	Net General Fund Cost	\$48,341	\$44,295	\$42,139	\$42,139	\$42,923

Recreation

Major Budget Changes for 2009/2010:

None

Community Support

Major Budget Changes for 2009/2010:

None



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City of Sebastopol 2009/2010 Budget Expenditures

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

Object	Description	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Budgeted Expenditures	2008/2009 Estimated Expenditures	2009/2010 Department Request
6010	Salaries (Includes .10 FTE)	3,488	4,462	4,856	4,856	5,092
6023	Benefits	2,861	2,844	3,005	3,005	3,200
6050	Misc. Supplies / Services	971	971	1,000	1,000	1,400
6330	Utilities (Electric & Gas)*	17,447	11,946	10,000	10,000	10,000
6425	Insurance	7,508	0	7,367	7,367	0
6860	Contract Services	23,750	23,750	23,750	23,750	23,750
	TOTAL DEPARTMENT	\$56,025	\$43,973	\$49,978	\$49,978	\$43,442
* Community Center Reimb 000-4485						
		(\$131)	\$0	\$0	(\$1,946)	(\$6,446)
	Net General Fund Cost	\$55,894	\$43,973	\$49,978	\$48,032	\$36,996

Description	2006/07	2007/08	2008/09	2009/10
Salaries 6010				
Comm. Center Maint/ Landscaping	2,008	2,443	2,663	2,794
Youth Annex Maint/Landscaping	924	1,513	1,636	1,715
Garzot Building Landscaping	506	506	557	583
Total	\$ 3,488	\$ 4,462	\$ 4,856	\$ 5,092
Misc. Supplies / Services 6050				
Community Center	471	500	500	500
Youth Annex	250	250	250	250
Garzot Building	250	250	250	250
Total	\$ 971	\$ 1,000	\$ 1,000	\$ 1,000
Electric & Gas Utilities 6330 *				
Garzot Building (transferred to 6395)	5,928	0	0	0
Community Center	8,468	5,000	5,000	5,000
Youth Annex	3,051	5,000	5,000	5,000
Total	\$ 17,447	\$ 10,000	\$ 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



City of Sebastopol 2009/2010 Budget Expenditures

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

Object	Description	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Budgeted Expenditures	2008/2009 Estimated Expenditures	2009/2010 Department Request
6010	Salaries (Includes .10 FTE)	4,046	5,444	4,856	4,856	5,092
6023	Benefits	2,861	2,844	3,005	3,005	3,200
6050	Misc. Supplies / Services	6,852	2,390	3,000	3,000	4,400
6330	Utilities	6,747	13,837	11,632	11,632	11,632
6860	Services	25,900	26,500	27,500	27,500	25,900
TOTAL DEPARTMENT		\$46,406	\$51,015	\$49,993	\$49,993	\$50,224

Description	2006/07	2007/08	2008/09	2009/10
Salaries 6010				
Library Maintenance/ Landscaping	2,427	3,238	2,955	2,794
Senior Center Maint/Landscaping	1,113	1,609	1,253	1,715
Ives Pool Landscaping	506	597	648	583
Total	\$ 4,046	\$ 5,444	\$ 4,856	\$ 5,092
Misc. Supplies / Services 6050				
Library (05/06 Exterior paint \$2082)	1,852	1,890	2,500	2,500
Burbank Cottage Roof	4,500	0	0	0
Senior Center	500	500	500	500
Total	\$ 6,852	\$ 2,390	\$ 3,000	\$ 3,000
Utilities 6330 (Electricity & City Water)				
Garzot, Museum, & Burbank Cottage	1,852	7,512	6,118	6,118
Water for Community & Teen Centers	4,895	6,325	5,514	5,514
Total	\$ 6,747	\$ 13,837	\$ 11,632	\$ 11,632
Service Agencies 6860				
SEB04 Center for the Arts	8,000	8,000	8,000	8,000
SEB01 Chamber of Commerce	5,250	6,000	6,000	5,250
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	4,250	4,500	4,500	4,250
SEB28 World Friends	2,000	2,000	2,500	2,000
REPO2 The REP Theater *	400	500	500	400
Total	\$ 25,900	\$ 27,000	\$ 27,500	\$ 25,900

* Funding applied towards City Park Use fees.



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Budgeted Expenditures	2008/2009 Estimated Expenditures	2009/2010 Department Request
6012	Vacation In Lieu Pay *	49,956	32,028	25,000	25,000	25,000
6054	Property Tax Administration	24,235	0	0	30,573	30,000
6600	Audit	24,250	20,100	15,325	15,050	15,800
6610	Election	114	0	12,000	0	0
	TOTAL DEPARTMENT	\$98,555	\$52,128	\$52,325	\$70,623	\$70,800
	Redevelopment Fund Cost Allocation	(\$288)	(\$300)	\$0	\$0	\$0
	Water Fund Cost Allocation	(\$4,486)	(\$4,621)	(\$4,755)	(\$4,755)	(\$4,755)
	Sewer Fund Cost Allocation	(\$3,891)	(\$4,008)	(\$4,124)	(\$4,124)	(\$4,124)
	General Fund Cost Allocation	\$89,890	\$43,199	\$43,446	\$61,744	\$61,921

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



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6050	Committee Activities	5,814	7,195	8,600	8,000	8,000
	TOTAL DEPARTMENT	\$5,814	\$7,195	\$8,600	\$8,000	\$8,000

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 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Budgeted Expenditures	2008/2009 Estimated Expenditures	2009/2010 Department Request
6400	Liability Premium	117,481	101,597	120,643	120,643	115,149
6402	Liability Deductible	23,855	10,962	15,000	14,500	15,000
6405	Property Premium	7,715	8,487	18,000	14,534	14,231
6406	Vehicle Insurance	6,423	6,423	6,500	6,167	6,042
6407	Earthquake & Flood	33,453	32,232	50,000	40,229	42,227
6408	Boiler Insurance	813	916	1,000	1,333	1,400
6425	Department Charges	(179,727)	(176,397)	(211,143)	(197,406)	(194,049)
	TOTAL DEPARTMENT	\$10,013	(\$15,780)	\$0	\$0	\$0



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6410	Worker's Compensation	180,186	129,590	124,885	124,885	135,908
6412	Worker's Comp Deductible	9,145	17,222	20,000	20,000	20,000
6430	Retirement	813,282	898,910	959,987	959,987	925,106
6432	Fire Length of Service A/P VOL03	14,035	15,354	15,354	15,354	15,354
6440	Health Insurance	453,350	473,500	440,000	440,000	504,500
6445	Medicare Tax	40,226	44,630	46,000	46,000	46,150
6446	Social Security Tax	12,091	11,515	11,250	11,250	11,250
6447	S125 Plan Service Fee	228	143	228	228	228
6450	Life Insurance	2,796	2,624	3,000	3,000	2,850
6460-1	Disability Insurance (6015)	12,850	13,041	13,947	13,947	13,078
6465	Child Care Program	1,200	1,200	1,200	1,200	1,200
6470	Dental Ins. Program	65,279	65,232	65,000	65,000	65,250
6475	EAP Insurance	3,512	3,777	4,200	4,200	4,800
6480	Vision Ins. Program	17,415	15,884	17,500	17,500	16,000
075-2250	Medical After Retirement	0	0	1,168	1,468	2,880
6023	Department Charges	(1,638,911)	(1,656,923)	(1,723,719)	(1,724,019)	(1,764,554)
	TOTAL DEPARTMENT	(\$13,316)	\$35,699	\$0	\$0	\$0

Direct cost to the appropriate departments.



City of Sebastopol 2009/2010 Budget Expenditures

Fund No. **001**

Sebastopol Transactions / Use Tax

<u>Dept/ Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010-xxxx	City Council	0	4,112	3,550	3,670	3,000
6020-xxxx	City Manager	0	3,320	3,450	3,450	3,200
6030-xxxx	Administrative Services	17,387	3,320	3,000	2,800	3,000
6050-xxxx	Planning	0	3,865	3,850	3,850	3,600
6060-7068	Energy Conservation Loan (PIF 12/22/2014)	0	26,595	26,595	26,595	26,595
6091-6515	2006 Infrastructure Lease	60,199	61,354	61,955	61,955	61,355
6200-xxxx	Police Department	3,951	115,208	6,857	68,160	31,914
6230-7063	Emergency Preparedness	3,756	2,894	9,000	9,000	500
6280-xxxx	Fire Department	124,021	105,698	114,212	111,156	114,842
6290-xxxx	Building Department	26,679	2,318	1,904	1,904	1,904
6300-xxxx	Engineering	0	1,813	2,000	2,000	1,675
6310-xxxx	Public Works	0	2,052	25,000	2,000	2,000
6330-6921	Streets	0	0	0	0	0
6331-6927	Street Repair Reserve* (Activity in fund 761)	100,000	100,000	100,000	100,000	100,000
6380-xxxx	Parks	30,000	17,340	0	0	11,510
6385-xxxx	Ives Pool	0	6,671	21,663	7,982	6,182
	Start-up Costs from State	40,000	0	0	0	0
	TOTAL DEPARTMENT	\$405,993	\$456,560	\$383,036	\$404,522	\$371,277

* 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.

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.

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.

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 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
033-6100-6860	Community Fund	1,000	0	0	0	0
760/766-6100-6860	Solar Sebastopol / Sonoma	16,500	25,560	5,000	7,128	0
	TOTAL DEPARTMENT	\$16,500	\$25,560	\$5,000	\$7,128	\$0

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 / Sonoma:

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 2008 and not continue to operate as an independent program.

Description	2006/07	2007/08	2008/09	2009/2010
Solar Sebastopol Expenditures				
Supplies/Services/Training	9,300	7,910	0	0
Contract Services	7,200	11,650	5,000	0
Solar DOE Grants	0	6,000	0	0
Total Expenditures	\$ 16,500	\$ 25,560	\$ 5,000	\$ 0
Solar Sebastopol Revenues				
Memberships	2,700	3,625	2,500	0
Sponsorships	0	1,000	0	0
Special Events	13,005	17,596	2,000	0
Building Permit Surcharge	2,734	0	0	0
Total Revenues	\$ 18,439	\$ 22,221	\$ 4,500	\$ 0



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (Includes .20 FTE)	100,148	110,005	85,552	85,552	16,802
6023	Benefits	63,246	62,983	52,825	52,825	6,707
6050	Misc. Supplies / Services**	78,714	73,060	68,240	68,240	68,240
6330	Utilities	3,502	3,008	3,672	3,672	3,672
6860	Contract Services	300	300	1,000	1,000	1,000
	TOTAL DEPARTMENT	\$245,910	\$249,356	\$211,289	\$211,289	\$96,421

Description	2006/07	2007/08	2008/09	2009/10
**Miscellaneous Supplies / Services				
Barricades, misc tools & equipment	3,500	3,500	3,500	3,500
Blacktop, sand, rock, et.	25,554	14,400	17,540	17,540
Middle Way contract ***	10,460	10,460	0	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	0	2,500	0	0
HazMat Disposal	0	1,000	1,000	1,000
SCTA Dues	0	5,000	5,000	5,000
NPDES Compliance	0	2,000	2,000	2,000
Street Signs	10,500	5,500	10,500	10,500
Total	\$ 78,714	\$ 73,060	\$ 68,240	\$ 68,240

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

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 2009/2010:

None



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Object</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6050	Misc. Supplies / Services	260	0	0	0	0
6330	Utilities	224	0	0	0	0
	TOTAL DEPARTMENT	\$484	\$0	\$0	\$0	\$0

Treatment system abandoned in September 2005.

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 2009/2010:

None

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 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	City Council	11,481	11,825	12,168	12,168	12,168
6020	City Manager	23,447	24,150	24,850	24,850	24,850
6030	Finance	75,110	77,363	79,607	79,607	79,607
6040	City Attorney	5,355	5,516	5,676	5,676	5,676
6050	Planning	10,493	10,808	11,121	11,121	11,121
6120	Audit	3,891	4,008	4,124	4,124	4,124
6290	Building Inspection	25,326	26,086	26,843	26,843	26,843
6300	Engineering	38,241	55,000	56,595	56,595	56,595
6310	Corporation Yard	82,556	85,033	87,499	87,499	87,499
6680	Depreciation	68,472	68,472	68,472	68,472	68,472
	TOTAL ALLOCATIONS	\$344,372	\$368,261	\$376,955	\$376,955	\$376,955

Employee benefits transferred as a direct charge to Sewer Mains.



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6050	Operation / Maintenance	639,209	746,904	818,039	701,391	717,254
6512	Debt Service	608,948	556,640	638,833	603,335	786,713
	TOTAL DEPARTMENT	\$1,248,157	\$1,303,544	\$1,456,872	\$1,304,726	\$1,503,967

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 2009/2010:

- Utility billing postage costs (Charged by Administrative Services) \$3240
- Stuffing Machine maintenance (Charged by Administrative Services) \$959
- Sanitary Sewer Master Plan (SSMP) fee \$1,226
- Sewer main repair, Florence Avenue and Mary's Lane \$2,375
- Green Valley Sewage pump station standby pump rebuild \$7,100

Capital Outlay:

- Vacuum truck payment (50% payment allocated to the sewer fund) \$13,834
- Half the cost for 5 yard dump truck for diesel emission compliance due by 2011 (other half in water fund) \$32,000
- Half the cost of a pipe locator (other half in water fund) \$2,638
- Camera for televising sewer mains \$9,266
- Pipe cleaning and root cutting apparatus for vacuum truck \$1,241

The first three items listed above are being added to the supply budget to accommodate administrative costs not directly related to field operations and maintenance. The vacuum truck payment is 50% of the first year's payment for existing equipment. The last three items listed will be used by staff in lieu of contracting for services, and payback for purchase of this equipment is estimated to be about two years.



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (Includes 1.80 FTE)	90,117	102,879	107,025	107,025	111,861
6011	Standby	7,616	7,660	7,704	7,704	8,188
6020	Overtime	0	452	1,260	1,260	1,260
6023	Benefits	52,238	52,009	54,869	54,869	58,536
6025	Communications	2,861	1,718	2,200	2,200	2,200
6049	Toilet Rebates*	0	0	0	0	7,000
6050	Misc. Supplies/ Services **	32,278	37,691	46,610	46,610	35,935
6060	Training	440	499	1,000	1,337	1,000
6330	Utilities	16,344	12,908	16,540	16,540	16,540
6425	Liab., Property, Flood Ins.	7,508	2,760	7,367	7,367	7,347
6860	Contract Services **	800	800	0	0	9,475
7070	Regulatory Compliance	1,272	581	0	0	0
	TOTAL OPERATING	\$211,474	\$219,957	\$244,575	\$244,912	\$259,342
	Capital Outlay - Fund 420					
6805	Air Compressor	0	0	0	0	5,000
6921	Vacuum Truck Lease	0	0	14,130	0	0
6922	Pipe Cleaning Apparatus	0	0	0	0	1,241
6945	Camera for Sewer Mains	0	0	0	0	9,266
6951	5 Yard Dump Truck	0	0	0	0	7,418
6999	Sewer repair Comm Center	0	0	1,800	1,800	0
7066	Manhole Repair	1,560	0	0	0	0
7081	Morris St. Lift Station Roof	0	18,284	0	0	0
7083	Morris St. Pump SCADA	0	0	3,200	0	3,200
7091	Pipe Locator	0	0	0	0	2,638
	TOTAL CAPITAL	\$1,560	\$18,284	\$19,130	\$1,800	\$28,763
	TOTAL DEPARTMENT	\$213,034	\$238,241	\$263,705	\$246,712	\$288,105

* Toilet Rebates - assigned new account number 7/1/09. Previously paid from 6050.

** See next page for account details.

Sewer Utility Details

Description	2006/07	2007/08	2008/09	2009/10
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Miscellaneous Supplies/Services 6050				
Toilet Replacement Rebates *	3,675	6,975	7,000	0
Lift Station maintenance & repairs	11,293	11,406	22,300	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	2,000	0	0
Utility Billing Postage Expense	0	0	0	3,240
Air Quality Permit	0	0	0	1,200
Stuffing Machine Maintenance	0	0	0	959
Sanitary Sewer Master Plan Fee SSMP	0	0	0	1,226
Total	\$ 32,278	\$ 37,691	\$ 46,610	\$ 35,935

Contract Services 6860				
Sewer Main Repair/Florence & Mary's	0	0	0	2,375
Green Valley Pump Station Rebuild	0	0	0	7,100
Total	\$ 0	\$ 0	\$ 0	\$ 9,475

* Toilet Replacement Rebates assigned to 6049 as of 7/1/09.



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	City Council	10,064	10,366	10,667	10,667	10,667
6020	City Manager	27,666	28,496	29,322	29,322	29,322
6030	Finance	80,087	82,490	84,882	84,882	84,882
6040	City Attorney	7,341	7,561	7,780	7,780	7,780
6050	Planning	10,493	10,808	11,121	11,121	11,121
6120	Audit	4,486	4,621	4,755	4,755	4,755
6280	Fire	16,836	17,678	18,191	18,191	18,191
6290	Building	25,326	26,086	26,843	26,843	26,843
6300	Engineering	51,215	80,000	82,320	82,320	82,320
6310	Corporation Yard	123,355	117,282	120,683	120,683	120,683
6680	Depreciation	102,326	102,326	102,326	102,326	102,326
	TOTAL ALLOCATIONS	\$459,195	\$487,714	\$498,890	\$498,890	\$498,890

Employee benefits transferred as a direct charge to Water Utility.

Water Utility

Major Budget Changes for 2009/2010:

- Utility billing postage costs (Charged by Administrative Services) \$3240
- Stuffing Machine maintenance (Charged by Administrative Services) \$959
- Annual Consumer Confidence Report (CCR) printing costs \$1,821
- Lab fee increase for additional water sampling \$5,000
- Well 7 motor and pump rebuild \$57,725
- Water reservoir inspection and cleaning \$6,950

Capital Outlay:

- Vacuum truck payment (25% payment allocated to the water fund) \$6,917
- Half the cost for 5 yard dump truck for diesel emission compliance due by 2011 (other half in water fund) \$32,000
- Half the cost of a pipe locator (other half in sewer fund) \$2,638

The first three items listed above are being added to the supply budget to accommodate administrative costs not directly related to field operations and maintenance. The vacuum truck is 25% of the first year's payment for existing equipment.



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City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries (Includes 2.40 FTE)	121,083	135,131	141,421	141,421	148,613
6011	Standby	7,426	7,469	7,511	7,511	7,983
6020	Overtime	734	1,132	1,260	3,107	1,260
6023	Benefits	68,565	69,273	73,107	73,107	78,020
6025	Communications	7,590	4,660	4,750	4,750	4,750
420-6049	Washing Machine Rebates	0	4,650	0	4,000	6,000
6050	Misc. Supplies / Services *	49,624	52,812	79,325	79,325	61,595
6060	Training	1,578	1,183	1,600	1,600	1,600
6330	Utilities	108,774	92,310	106,240	106,240	106,240
6360	Well Arsenic Program *	1,184	44,139	0	0	0
6425	Liab., Property, Flood Ins.	17,720	2,760	15,353	15,353	15,147
6806	Backflow Prevention Program	17,720	2,508	3,000	3,000	3,000
6807	Fire Hydrant Rplcmnt Program	10,601	6,078	10,500	10,500	10,500
6808	Meter Replacement Program	13,560	17,240	20,000	20,000	20,000
6860	Contract Services *	4,971	800	4,000	4,000	61,534
	TOTAL OPERATING	\$431,130	\$442,145	\$468,067	\$473,914	\$526,242
	Capital Outlay - Fund 510					
6532	Well 8 Probes (2)	0	0	14,800	14,800	0
6805	Air Compressor	0	0	0	0	5,000
6809	Meter - Handheld Unit	0	0	5,760	5,760	0
6921	Vacuum Truck Lease	0	0	7,068	0	0
6951	5 Yard Dump Truck	0	0	0	0	7,418
6966	Well Improvements *	848	4,379	1,500	1,500	1,500
7075	Pump house Roof Repair	0	14,008	0	0	0
7076	Sampling Stations	0	4,622	0	0	0
7077	Trench Plate	0	2,000	0	0	0
7083	SCADA Upgrades	0	0	4,425	4,425	0
7091	Pipe Locator	0	0	0	0	2,638
	TOTAL CAPITAL	\$848	\$25,009	\$33,553	\$26,485	\$16,556
	TOTAL DEPARTMENT	\$431,978	\$467,154	\$501,620	\$500,399	\$542,798

* See next page for account details.

Water Utility Details

Description	2006/07	2007/08	2008/09	2009/10
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Supplies 6050				
Lab Expenses, Water testing	11,300	12,300	17,300	17,300
Maintenance and Repairs	27,749	29,937	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
Well 6 Generator repairs	0	0	17,950	0
Daily Acts contract	0	0	7,000	0
Utility Billing Postage Expense	0	0	0	3,240
CCR Printing Expense	0	0	0	1,821
Air Quality Permit	0	0	0	1,200
Stuffing Machine Maintenance	0	0	0	959
Total	\$ 49,624	\$ 52,812	\$ 79,325	\$ 61,595

Wells 6 & 8 Arsenic Program 6360				
Arsenic Remediation at Well 2	1,184	44,139	0	0
Total	\$ 1,184	\$ 44,139	\$ 0	\$ 0

Contract Services 6860				
Green Valley Consulting Engineers	4,971	800	4,000	4,000
Well 7 Motor & Pump Rebuild	0	0	0	50,584
Water Reservoir Inspection & cleaning	0	0	0	6,950
Total	4,971	800	4,000	61,534

Well Improvements 6966				
Well Meter Calibrations	848	4,379	1,500	0
Total	\$ 848	\$ 4,379	\$ 1,500	\$ 0



City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
1989 / 1994 / 2004 C.O.P. (20%) - First Street Reservoir						
6090-6545	Interest	19,274	16,440	14,118	14,118	11,364
6091-6545	Principal	62,151	64,960	67,320	67,320	70,060
1996 Well #7 Lease						
6090-6535	Interest	15,864	13,388	10,633	10,633	7,833
6091-6535	Principal	41,691	44,052	46,912	46,912	49,712
TOTAL DEPARTMENT		\$138,980	\$138,540	\$138,983	\$138,983	\$138,969

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 on October 23, 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.



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City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
Sewer Bonds, General Obligation Bonds of 1987						
004-6090-6512	Interest	13,377	0	0	0	0
004-6091-6512	Principal	255,000	0	0	0	0
004-6095-6512	Trustee Fees	3,556	0	0	0	0
	TOTAL	\$271,933	\$0	\$0	\$0	\$0
Vacuum Truck Lease						
000-6091-6921	GF Principal	0	0	0	4,783	5,009
000-6090-6921	GF Interest	0	0	0	2,134	1,908
420-6091-6921	Sewer Principal	0	0	0	9,566	10,018
420-6090-6921	Sewer Interest	0	0	0	4,268	3,817
510-6091-6921	Water Principal	0	0	0	4,783	5,008
510-6090-6921	Water Interest	0	0	0	2,134	1,908
	TOTAL	\$0	\$0	\$0	\$27,668	\$27,668
Infrastructure Lease Financing of 2006						
420-6091-6515	Sewer Principal	24,597	25,782	26,887	26,887	28,207
420-6090-6515	Sewer Interest	38,774	37,311	36,053	36,053	34,733
860-6091-6515	Skate Park Prin.	12,303	12,892	13,444	13,444	14,104
860-6090-6515	Skate Park Int.	19,394	18,579	18,027	18,027	17,367
510-6091-6515	Water Principal	27,675	29,004	30,246	30,246	31,731
510-6090-6515	Water Interest	35,650	39,988	40,557	40,557	39,072
001-6091-6515	Solar / Streets Prn	23,366	24,580	26,210	26,210	27,497
001-6090-6515	Solar / Streets Int	36,833	36,773	35,745	35,745	33,858
	TOTAL	\$218,592	\$224,909	\$227,169	\$227,169	\$226,569

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

The Vacuum Truck Lease will be paid in full on June 30, 2016.

Infrastructure Lease Financing of 2006 will be fully paid on June 8, 2026. The \$2,860,000 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	Street Smart Pedestrian Safety Improvements



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City of Sebastopol 2009/2010 Budget Expenditures

Account No. **008**
Department: CREBS Debt Service Fund

<u>Dept.</u>	<u>Description</u>	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Budgeted Expenditures	2008/2009 Estimated Expenditures	2009/2010 Department Request
6091-6517	Principal Lease Payment	0	0	122,000	122,000	122,000
	TOTAL DEPARTMENT	\$0	\$0	\$122,000	\$122,000	\$122,000
	008-4504 PG&E Energy Rebates	\$0	\$0	(\$28,163)	(\$28,163)	(\$205,000)
	008-1100 Sequoia Housing Equipment Purchase Lease Agreements	\$0	\$0	\$0	\$0	(\$7,230)
	Net General Fund Cost	\$0	\$0	\$93,837	\$93,837	(\$90,230)

Clean Renewable Energy Bonds (CREBS) were authorized by the Energy Policy Act of 2005. CREBS are obligations issued by local governments for the purpose of financing renewable energy projects at public facilities. On April 25, 2006 The City submitted applications to the IRS for allocation of CREBS. The IRS awarded the City an allocation of \$2,074,000 to finance solar paneling projects at six different municipal facilities within the City limits.

Proceeds were used to fund Photovoltaic Generation facilities at:

- Sequoia Housing Project
- Well No. 4
- Well No. 6
- Garzot Building
- Youth Annex
- Community Center

This lease is scheduled to be paid in full on April 1, 2024; however the unused funds from the financing will be returned to the Grantor and a re-amortization will occur when the projects are completed, estimated to be in the Spring of 2010.

This lease will further be reduced by PG & E rebates, and consumer reimbursements from the Sequoia Housing Project for Solar Power Equipment Lease Purchase agreements (21 total beginning 9/1/09).

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 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6010	Salaries	1,110	1,100	1,500	1,500	1,500
6023	Benefits	71	100	64	64	69
6050	Misc. Supplies / Services *	40,237	24,542	60,000	60,000	33,000
6060	Training	185	0	2,000	0	2,000
6070	Dues	1,790	2,000	2,000	2,000	2,000
6600	Audit	2,204	9,200	9,200	9,200	9,200
6860	Contract Services **	270,659	141,176	94,500	94,500	157,500
6918	Replace Police Station Roof	0	0	0	0	60,000
	TOTAL OPERATING	\$316,256	\$178,118	\$169,264	\$167,264	\$265,269
	Capital Outlay					
724-6999	Storm Drains (Engineering)	0	0	25,000	25,000	0
950-6898	Library Carpet	0	0	50,000	0	30,000
763~5-7059	Energy Sustainability	0	0	100,000	100,000	0
950-7084	Plaza Restrooms	0	0	120,000	0	180,000
950-7004	Seb Ave Streetscape (Eng.)	0	0	25,000	25,000	0
	TOTAL CAPITAL	\$0	\$0	\$320,000	\$150,000	\$210,000
	TOTAL DEPARTMENT	\$316,256	\$178,118	\$489,264	\$317,264	\$475,269
	Allocations to City Council	\$2,081	\$5,373	\$5,497	\$5,497	\$5,497
	Allocations to City Manager	\$34,447	\$45,918	\$50,043	\$50,043	\$50,043
	Allocations to Finance	\$9,573	\$17,100	\$17,493	\$17,493	\$17,493
	Allocations to Engineering	\$0	\$0	\$0	\$0	\$24,874
	Allocations to Planning	\$45,264	\$16,237	\$16,610	\$16,610	\$81,003
	Allocations to City Attorney	\$0	\$8,099	\$8,285	\$8,285	\$8,285
	Total Department Costs	\$407,621	\$270,845	\$587,192	\$415,192	\$662,464

Redevelopment Expenditures

Description	2006/07	2007/08	2008/09	2009/10
* Miscellaneous Supplies / Services				
Miscellaneous	40,237	1,200	10,000	10,000
Plaza/Ives Park Landscaping, StreetTrees, Bike Racks	0	11,342	20,000	0
Banners, Holiday Decorations, Murals	0	12,000	30,000	10,000
Economic Summit	0	0	0	3,000
Marketing Matching Funds	0	0	0	5,000
Technology Grants / Loans	0	0	0	5,000
Total	\$ 40,237	\$ 24,542	\$ 60,000	\$ 33,000
** Contract Services 6860				
Economic Specialist - Chamber contract	13,750	27,500	27,500	27,500
Northeast Area Specific Plan	192,256	96,176	50,000	0
Facade Program	8,685	7,500	7,000	15,000
Guide Sign Program	0	10,000	10,000	75,000
Northeast Area Market Study	17,968	0	0	0
Chamber Brandpoint Study*	38,000	0	0	0
Web Portal	0	0	0	15,000
Use of City Property Analysis	0	0	0	20,000
Adaptive Building Restoration	0	0	0	5,000
Total	\$ 270,659	\$ 141,176	\$ 94,500	\$ 157,500

*Chamber \$38,000 reimbursement schedule for the \$48,000 Brandpoint Study (City contributed \$10,000):
 \$10,000 Due on 06/30/2007 - Payment received 06/06/07
 \$12,000 Due on 06/30/2008 - Payment received 05/27/08
 \$8,000 Due on 06/30/2009 - Payment received 06/16/08
 \$8,000 Due on 06/30/2010 -



City of Sebastopol 2009/2010 Budget Expenditures

Fund & Department Number: **951-6951**
Department: **Low-Cost Housing (Redevelopment)**

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6860	Contract Services*	5,059	83,774	10,000	10,000	10,000
6900	Mobile Home Rent Control	8,014	1,614	3,000	3,000	3,000
7021	Rehabilitation Program **	3,695	1,500	2,500	2,500	2,500
7051	Inclusionary Housing	2,813	610	1,000	1,000	1,000
7056	Low Income Housing Incentive Program ***	0	161,691	110,000	110,000	57,400
TOTAL DEPARTMENT		19,581	249,189	126,500	126,500	73,900
Dept	Low Income Housing Projects 951-6952, 951-6953, 951-6954					
6952	Affordable Housing Assoc 565-577 Petaluma Ave.	224,042	1,096,531	0	0	0
6953	Sequoia Village 415-495 Sequoia Lane	532,372	565,140	0	0	0
6954	Hollyhock / Burbank Hsng 961 Grav Hwy So****	300,000	0	2,700,000	190,000	0
TOTAL DEPARTMENT		\$1,075,995	\$1,910,860	\$2,826,500	\$316,500	\$73,900
951-4874 Hollyhock Loan (State Reimb.)		\$0	\$0	(\$4,000,000)	\$0	(\$490,000)
070-2015 Inclusionary Housing Fee Revenue		(\$400)	(\$590)	\$0	(\$20,616)	(\$20,600)
Total Department Costs		\$1,075,595	\$1,910,270	(\$1,173,500)	\$295,884	(\$436,700)

* Includes MCC Program; Consultant Services; Planning Staff Time Reimbursement; and Litigation / Legal Services for Fircrest Mobile Home Park rent control ordinance.

**Low Income Housing Program includes Rebuilding Together Housing Rehabilitation

***7056 Incentive Program: Litchfield (2) 28,700 x 2 = \$57,400 (Habitat for Humanity)

**** 2007/2008 Possible loan for construction

The Low-Cost Housing Fund is established by State code and is funded by 20% of gross tax increment revenues and tax increment bond revenues of the Community Development Agency of the City of Sebastopol. The fund must be expended on housing for low and moderate income households or to maintain the supply of such housing. Agency director allocates available funds to the three housing projects during the fiscal year.



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City of Sebastopol 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
Fund 950						
C.O.P. of 1989 / 1994 / 2004 Police Building (80%)						
6090-6545	Interest	77,096	83,459	56,474	56,474	45,457
6091-6545	Principal	248,605	323,660	269,280	269,280	280,240
Tax Increment Bonds of 2007 - Refunding						
6090- 6560	Interest	197,774	90,546	146,053	146,053	138,372
6091-6560	Principal	194,310	260,672	236,975	236,975	241,689
6095-6560	Trustee Fees	2,438	2,438	2,450	2,450	2,450
Fund 951						
Tax Increment Bonds of 2007 - HSA Portion						
6090-6560	Interest (5.21%)	12,828	12,963	8,190	8,190	7,606
6091-6560	Principal	10,680	14,327	13,025	13,025	13,286
Village Park Mobile Home Park Project						
6090-6516	Interest	0	12,264	39,149	39,149	37,887
6091-6516	Principal	0	10,348	25,436	25,436	26,698
TOTAL DEPARTMENT		\$743,731	\$810,677	\$797,032	\$797,032	\$793,685

1994 C.O.P. was refunded in 2004 and will be paid in full on June 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.

2008 CREBS Renewable Energy Lease will be paid in full on Dec. 16, 2023.

2008 Village Mobile Home Park Lease will be paid in full on July 1, 2027.

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 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6050	Administration	0	0	800	3,500	3,500
6660	Street Lighting	82,385	81,241	88,000	89,084	90,865
6860	Engineer's Report	7,053	5,065	6,000	6,000	6,000
	TOTAL DEPARTMENT	\$89,438	\$86,306	\$94,800	\$98,584	\$100,365
	Special Assessment Revenues	(\$87,106)	(\$87,375)	(\$89,000)	(\$89,327)	(\$89,502)
	General Fund Contribution	\$2,332	(\$1,069)	\$5,800	\$9,257	\$10,863

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 2009/2010 Budget Expenditures

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

<u>Dept.</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Budgeted Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
6090-6063	Interest	18,706	19,880	19,100	19,100	15,110
6091-6063	Principal	10,000	10,000	9,180	9,180	10,000
6095-6063	Trustee Fees	4,944	4,250	4,200	4,200	4,200
TOTAL DEPARTMENT		\$33,650	\$34,130	\$32,480	\$32,480	\$29,310

The Limited Obligation Improvement Bonds, Series 1997 will be paid in full in 2022.



City of Sebastopol 2009/2010 Budget Expenditures

Department: Capital Projects

<u>Account Number</u>	<u>Description</u>	<u>2006/2007 Actual Expenditures</u>	<u>2007/2008 Actual Expenditures</u>	<u>2008/2009 Estimated Expenditures</u>	<u>2009/2010 Department Request</u>
Streets 6325 * 6331 * 6333 * 6345					
007-6325-7057	Street Smart Phase 2	757	22,607	58,460	539,549
007-6325-7078	Street Smart Phase 3	0	31,169	141,219	965,219
212-6325-7079	Huntley St. Sidewalk	0	2,316	25,436	93,003
808-6325-7046	Fed ARRA Resurface	0	0	50,964	682,121
835-6325-xxxx	Gas Tax AB2928*	0	145,620	0	87,745
836-6325-xxxx	Prop 1B Resurfacing	0	0	0	405,000
870-6325-7014	Bicycle Routes	0	0	0	50,000
870-6325-7093	Lynch Traffic Signal	0	0	0	400,000
870-6325-7094	Fircrest Traffic Signal	0	0	0	400,000
870-6325-7095	Bike Detection	0	0	0	15,000
761-6331-6927	2009 Pavement Mgmt	207,476	884	4,661	5,000
761-6331-7092	PMS Update	0	0	0	8,000
761-6331-7096	Local Strt Resurf 2010*	0	0	0	212,255
840-6331-7090	Library ADA	0	5,222	4,561	22,000
866-6333-xxxx	Bike Rack Program	0	0	0	20,000
212-6345-7080	Safe Routes to School	0	3,404	42,018	217,457
CDBG Grant					
800-6062-xxxx	CDBG Curb Ramps	0	0	0	37,634
Parks 6400					
860-6400-6860	Skategarden Expansion	0	0	0	27,000
860-6400-7013	Village Park Conversion	0	0	0	57,000
Sewer 6316 * 6425					
421-6316-xxxx	Morris St. Pump Station **	0	82,343	164,984	1,581,650
421-6425-6999	Manhole Florence/Wilson	0	0	0	10,000
421-6425-7053	Zimpher Creek Sewer	0	0	0	40,000
422-6425-7085	Inflow & Infiltration	0	0	0	50,000
731-6425-xxxx	Morris St. Pump Station **	0	0	0	800,000
Water 6520					
511-6520-6528	Water Zone Interconnection	0	0	0	38,935
511-6520-6529	Well 7 Emergency Repairs	0	0	0	23,990

511-6520-6532	Well 8 Pump Failure	0	0	0	47,200
511-6520-7068	Energy Conservation Loan (PIF 12/22/2014)	0	12,666	12,666	12,666
762-6520-6533	Well 5 Treatment	0	375	0	100,000
762-6520-6534	USGS Groundwater	14,719	36,245	210	10,000
762-6520-7027	Groundwater Management	0	0	0	20,000
TOTAL CAPITAL PROJECTS		\$222,952	\$342,851	\$505,179	\$6,958,424

Funding Sources 2009/2010						
Project	Federal Grants	State Grants	Measure M	Sales Tax	Traffic Impact Park In Lieu	Other
007-6325-7057 Street Smart 2	(\$500,000)		(\$39,549)			
007-6325-7078 Street Smart 3			(\$965,219)			
212-6325-7079 Huntley St. Sidewalk	(\$76,769)				(\$16,234)	
808-6325-7046 Fed Arra Resurfacing	(\$500,000)			(\$182,181)		
835-6325-xxxx AB2928 (TCRF)						(\$87,745)
836-6325 Prop. 1B Resurfacing		(\$400,000)		(\$5,000)		
870-6325-7014 Bicycle Routes (TIF)					(\$50,000)	
870-6325-7093 Lynch Signal (TIF)					(\$400,000)	
870-6325-7094 Fircrest Signal (TIF)					(\$400,000)	
870-6325-7095 Bike Detection (TIF)					(\$15,000)	
761-6331-6927 Pavement Mgmt				(\$5,000)		
761-6331-7092 PMS Update				(\$8,000)		
761-6331-7096 Local SR				(\$212,255)		
840-6331-7090 Library (Infrastructure)						(\$22,000)
866-6333 Bike Rack Pgm (BAAQMD)						(\$20,000)
212-6345-7080 Safe Routes School	(\$217,457)					
800-6062-xxx Curb Ramps (CDBG)	(\$37,634)					
860-6400 Skatergarten (Park In-Lieu)					(\$27,000)	
860-6400-7013 Village Park (PIL)					(\$57,000)	
422-6425-7085 Inflow(Wastewtr Impact)						(\$50,000)
731-6425 Morris St (Techite settlement)						(\$800,000)
762-6425 Well 5 (Well 4 Litigation)						(\$100,000)
762-6520-6534 USGS Grndwtr (Well 4 Lit)						(\$10,000)
762-6520-7027 Grndwtr Mgmt (Well 4 Lit)						(\$20,000)
TOTAL FUNDING	(\$1,331,860)	(\$400,000)	(\$1,004,768)	(\$412,436)	(\$965,234)	(\$1,109,745)