


Agenda Report Reviewed by:

City Manager: 

**CITY OF SEBASTOPOLE
CITY COUNCIL
AGENDA ITEM**

***Amended to Include Public Comment**

Meeting Date: June 15, 2021
To: Honorable Mayor and City Councilmembers
From: Budget Sub-committee
Subject: Proposed Fiscal Year 2021-22 Budget
Recommendation Review and Consider the Proposed Budget for Fiscal Year 2021-22, conduct a public hearing, and provide comments and directions to staff on budget allocations for the upcoming fiscal year.
Funding: Currently Budgeted: _____ Yes No _____ N/A
Net General Fund Cost:
If Cost to Other Fund(s),

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request that the City Council Review and Consider the Preliminary Budget for Fiscal Year 2021-22, conduct a public hearing, and provide comments and/or direction to staff on budget allocations for the upcoming fiscal year. It is anticipated that this will be a lengthy discussion item, and City staff has scheduled additional public meetings if needed for June 21, 2021 at 6:00 pm and June 30, 2021 at 6:30 pm. If needed, the Council has the authority per State Legislation to adopt a resolution prior to June 30, 2021 extending the current Fiscal Year Budget until the next regular City Council Meeting of July 6, 2021 at which time the Council would discuss final approval and adoption of the upcoming Fiscal Year 2021-22 budget.

BACKGROUND:

The City is required by law to balance its budget each year. As the Legislative Branch of City government, the City Council is responsible for setting policy direction; enacting, reviewing, and modifying legislation as appropriate; and adopting the annual budget. The budget is monitored throughout the year to determine whether the city is spending more or less than its revenues. The City then makes adjustments to its spending in order to ensure that at the end of the year there are sufficient resources to cover the expenditures and the budget is in balance.

The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets. The process is as follows:

1. Department Heads submit their requested budgets for the upcoming year to the Administrative Services Department;
2. Budget Subcommittee reviews and discusses requests with input and recommendations from the City Manager and city staff;

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3. Budget Subcommittee reviews and discusses the Community Benefit Grant Applications for Non-Profit organizations in a publicly held meeting;
4. The Budget Subcommittee requested, and the City Council held, a special Public Meeting on Council Goals and Priorities for the upcoming fiscal year Budget. This brought forward a list of proposed priorities with approximate budget amounts.
5. The Budget Subcommittee incorporated these new items into the departmental budgets resulting in the comprehensive draft Budget that has been provided for the full Council deliberations.
6. Budget Subcommittee finalizes and forwards a draft budget to the full City Council for discussion, deliberation, final allocations and adoption.

DISCUSSION:

This year, the Budget Subcommittee dedicated significant hours to reviewing the budget details of each department's proposed budget and conferred with the City Manager and other senior City staff to arrive at a preliminary proposed budget based on departmental information, upcoming plans and past departmental performance. However, the budget subcommittee concluded that this process did not adequately account for new Council initiatives that might need to be funded in light of the City's gradual emergence from COVID conditions and the economic outfall of the global pandemic and did not have adequate direction from the City Council as a whole regarding potential new Council initiatives that had not been a part of past departmental budgets. The Budget Committee held additional public meetings to arrive at this preliminary budget that is submitted to the full Council for discussion and deliberations.

The Fiscal Year for the City of Sebastopol begins July 1st and ends June 30th and each fiscal year, the City must forecast the revenues it will receive and the expenditures it will incur for the upcoming fiscal year. The resulting official document is known as the Municipal Budget. The budget is a policy document that guides the operations of the City and is also a reflection of the community's priorities. The annual operating budget is the most significant expression of how City Council policies are translated into daily operations. The City Council sets the overall policy direction for Sebastopol and helps staff prioritize programs, projects and services to support that direction. Because the City is limited by the amount of resources available, the budget aids City officials in determining which objectives have the highest priority, will meet the greatest needs, and produce the greatest positive impact in the community. The annual budget document serves as a plan for how the monies that come into the City of Sebastopol will be spent to operate and maintain the City.

The 2021-22 Proposed Operating Budget for the City of Sebastopol represents the City's proposed financial plan for the upcoming year. The proposed budget responds to the departmental requests, the Community Benefit Grant applications, and the City Council direction from the Special Public Council Meeting of May 19, 2021, as well as addresses the pandemic landscape that continues to evolve. Although the State is slowly returning to re-opening, the City continues to use moderately conservative revenue projections and the expenditure growth objectives will be focused on maintaining baseline services.

Of note, on May 10th, the City received guidance from the United States Department of Treasury sharing that the City will receive an allocation of American Rescue Program Act (ARPA) funding of \$1.4 million which will come in two separate years (2021 and 2022). The U.S. Treasury is to distribute the first 50 percent of the funds allocated to each local government within 60 days of enactment (Estimated June 2021) and the U.S. Treasury will disburse the remaining 50 percent 12 months later. For planning purposes, the FY 21-22 budget includes half of the \$1.4 million (\$700,000.00) of relief funds as the second half of funds would not be received until June 2022 and is proposed to be allocated in the FY 22-23 fiscal year.

The Administrative Services Director will provide a slide show presentation at this meeting detailing in more specifics the City Budget.

General Fund Overview

Departments within the General Fund provide core community services such as Administrative Services (Finance); Building, Engineering, Fire, Planning, Police, and Public Works, as well as City Administration, to include legal and personnel. These core services are primarily supported by major revenue sources that include property tax, sales tax, transient occupancy tax, and franchise fees.

The Fiscal Year 2020-21 budget year began with an unrestricted General Fund balance of \$8.9 million. After subtracting prepaid items and fund balance assignments, the total un-assigned fund balance on June 30, 2020 that was brought into the FY 2020-21 budget was \$4.03 million.

Special Revenue Funds:

The Budget includes certain funds that can only be utilized for a specific purpose. These funds include Special Revenue Funds, such as Gas Tax, Measure M, Traffic Impact, Special Law Enforcement Supplemental Funds, as well as Enterprise Funds, which are supported by user fees (Water and Sewer services). These fund types are reflected in the proposed budget.

General Reserve Funds (“Savings”):

By policy, the City Council considers unassigned fund balance as budgetary resources. This sustainable approach provides for using assignments of fund balance to set aside resources to protect the baseline budget from increases in pension contribution requirements; and to partially fund facilities, infrastructure, technology replacement, vehicles, and equipment.

The estimate net result for FY 2020-21 is expected to decrease fund balance to \$1.1 million by June 30, 2021 resulting in unassigned fund balance of \$2.93 million. These funds are earmarked for specific accounts such as those listed above.

Projected Revenue:

The projected revenue budget for FY21-22 increased by 6.5% compared to the final adjusted budget for FY 20-21. The two major increases are caused by revised estimates on sales tax revenue from the City’s financial consultant Muni Services’ most likely scenario, and intergovernmental revenue increases related to the Federal Covid relief plan. The City’s other top three revenue categories of property tax, hotel occupancy tax and utility user taxes in combination show almost little to no growth on a budget to budget comparison basis. The “Miscellaneous/Other Income” revenue category is expected to decrease by \$202,625. This decrease reflects the stoppage of the receipt of funds from the Successor Agency of approximately \$200,000 which ended pursuant to Health and Safety Code Section 34181 (this is related to the former Sebastopol Community Development Agency terminated by the State with the cessation of redevelopment funding).

General Fund Expenditures:

The General Fund proposed expenditures reflect a budget to budget increase of 1.0%. Each department went through a detailed budget review with the Budget Subcommittee that focused on COVID transition. This budget recognizes the need to manage expenditures while providing a balance to maintain existing baseline programs, services, infrastructure, funding enhancements, and new initiatives to best meet the goals and priorities of the City of Sebastopol and citizens of this community.

The FY 2021-22 proposed budget anticipates a fund balance decrease of (\$1.25 million); based upon estimated revenues and transfers in of \$9.89 million less expenditures and transfers out of \$11.15 million. When this

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change is applied to the beginning fund balance estimate provided above, the unassigned General Fund balance at the end of FY 2021-22 is expected to be \$1.67 million. (See chart below).

	City Unassigned Reserves @ 6/30/20 (Audited)					City Assigned Reserves @ 6/30/20 (Audited)		
	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	Buildings, Facilities & Infrastructure Reserve 103-00-00-2900	Equipment, Technology & Vehicle Replacement Reserve 104-00-00-2900	CalPERS Retirement & OPEB Reserves 105-00-00-2900
Beginning Balance @ 7/1/20	4,027,443	4,027,443	4,027,443	4,027,443	2,928,305	1,025,247	1,007,839	2,819,419
FY20-21 Adopted Budget Addition/(Uses)		(2,197,964)						
FY20-21 Adjusted Budget Addition/(Uses)			(1,814,405)				205,000	
FY20-21 Estimated Actual Addition/(Uses)				(1,099,138)		(12,000)	-	
FY21-22 Proposed Budget Addition/(Uses)					(1,253,241)	(1,500)	(80,000)	28,000
Total Anticipated Reserve @ 6/30/21	2,487,609	1,829,479	2,213,038	2,928,305		1,011,747	1,132,839	2,847,419
Total Anticipated Reserve @ 6/30/22					1,675,064			
Actual Reserve Level	24.4%	16.9%	20.1%	27.3%	15.0%	9.5%	10.6%	26.8%

*Pension Fund Transfer: The Budget Subcommittee considered this transfer at length and at this time is recommending funding of \$28,000. This transfer will allow the City to maintain the City Council Reserve Policy range of 15-20% level.

Water and Wastewater Fund:

The utility funds did not experience a significant impact from the Covid-19 pandemic, compared to the General Fund. However, the City is expected to implement water savings programs during FY 2021-22, as rainfall is at a historic low, and all water service providers are preparing to respond to draught conditions. It is unknown at this time how much revenue reduction will be impacted by the anticipation for water conservation efforts.

Enterprise fund revenues for Fiscal Year 2021-22 are estimated at \$2.41 million for the water fund, and \$3.28 million for wastewater. Compared to FY 2020-21 revenue estimates, the increase for fiscal year is approximately 3% for the enterprise fund, consistent with the recently implemented rate structure.

The FY 2021-22 requested enterprise fund operating expenses and transfers out total \$2.91 million for the water fund, and \$3.95 million for the wastewater fund. The FY 2021-22 estimated change in net position is a deficit of \$0.49 million for the water fund and deficit of \$0.67 million for the wastewater fund.

Deficit and Request for Council Direction:

As presented to the Council and public, the draft budget assumes a deficit of \$1.25 million. The Budget Subcommittee is recommending that the full Council consider whether to reduce this deficit by adjusting budgeted expenditures or, to approve the use of reserve funds to balance the budget as is currently shown in the draft. As was discussed at the Special City Council Meeting, the items below were included in the preliminary draft budget. These items are new initiatives or Departmental proposals over and above the standard departmental requests. It is anticipated that additional initiatives or projects may be presented from Councilmembers or the public at this meeting as well.

1. Relaunch Sebastopol to secure a marketing consultant services which also includes landscaping contract for beautification of City locations. The placeholder amount of \$74,000.
2. Partner with West County Community Services for a wide range of services to address homelessness program. The placeholder amount of \$72,000.

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3. Proposal to engage a municipal finance consultant to evaluate management of assets, review reserve account allocations and examine potential revenue enhancements. The placeholder amount of \$30,000.
4. Funding for consultant to provide a study on long range fire service . The placeholder amount is in the amount of \$40,000.
5. Proposed set aside of \$15,000 for sponsorship pilot program (draft policy attached).
6. Proposed funding of \$11,000 for Sebastopol Sea Serpents due to impact of fireworks event closure (if approved, it is requested this funding be included in the Community Benefit Grant program).
7. Proposed funding of \$29,000 for Civic Sparks.
8. Placeholder of \$80,000 expenditure in FY 21 22 for a Fire Engine replacement/purchase that will be funded by Equipment, Technology & Vehicle Replacement Reserve Fund. Final figures to be determined based upon bid process.
9. Set aside funding of \$10,300 for Map Your Neighborhood and update to the Emergency Operations Center (EOC) Plan.
10. Transfer of \$28,000 to pension reserve.* (See chart above)
11. Proposed funding request for Community Vitality Contract (CoMission) with a placeholder of \$72,000.
12. Administrative Services Reorganization. On December 1, 2020, City staff brought an agenda item for position reclassifications for the reorganization of the Administrative Services Department. At that time the item was postponed until the new budget FY 21-22. The Budget Committee reviewed the request and initially deferred filling the positions until mid-year budget review (Jan-Feb 2022). However, City staff recently received the notice of resignation of one of the temporary personnel and believe it would be in the best interest of the City to move forward with the reorganization with hiring of one employee prior to January 2022. The current budget contains the costs of the reclassified positions. However, staff is recommending hiring of one of the reclassified position to have someone bought on board by November 2022 to ensure a smooth transition. The additional cost for the additional two months would be \$15,000.

For Information Only: Redwood Rainbows Square Dance Club request has been moved from the Community Benefit Grants to the Public Works budget to address the items requested for interior maintenance of the City's Wischemann Hall Building.

The Budget Subcommittee has reviewed the following requests and is not recommending approval of these items for this upcoming fiscal year:

1. 1 Full Time Employee (FTE) for the Fire Department.
2. Planning Department reorganization.
3. Administrative Services reorganization postponed until mid-year review (See Item #12 above).
4. Funding for the following Community benefit below:
 - a. Sebastopol Entrepreneur's Project (SEP)
 - b. Food for Thought

After tonight's public hearing, staff will take direction from the City Council and return at a future meeting (tentatively set for June 21st and June 30th) for review and consideration of approval of the FY 2021-22 City Budget. In accordance with State legislation, the City Budget should be approved and adopted by June 30th. If the budget is not adopted, the City must adopt a resolution prior to June 30th continuing the previous year's budget into the new fiscal year for a period of less than 60 days. If Council does not adopt the 2021-22 budget by June 30th, staff will present a resolution which will continue the current fiscal year budget of 2020-21 into the next fiscal year. If this occurs, the next scheduled regular meeting to adopt the 2021-22 budget will be held on July 6, 2021.

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There is no anticipated fiscal impact related to continuing the fiscal year 2020-21 adjusted budget for 6 days. If Council takes action to adopt the proposed fiscal year budget on July 6th, the budget effective date will be that same day.

PUBLIC COMMENT:

As of the writing of this staff report, ***the City has received public comment which is attached to this report.** However, staff anticipates receiving more public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public hearing.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

Funds have been appropriated in the General Governmental Funds, Assessment District, Enterprise Fund and Special Revenue Funds for the proposed FY2021-22 budget.

RECOMMENDATION:

That the City Council Review and Consider the Proposed Budget for Fiscal Year 2021-22, conduct a public hearing, and provide comments and/or direction to staff on budget allocations for the upcoming Fiscal Year. Staff would then return with the proposed budget at the Special Meeting proposed for June 21st 2021.

ATTACHMENT(s):

Preliminary FY 2021-22 Full Budget Document
WCCS Homeless Outreach Coordinator Job Description
Co-Mission Proposed Work Plan and Budget for FY 2021-22
Co-Mission Scope of Work Contract
Sponsorship Policy DRAFT
***Public Comments**

CITY OF SEBASTOPOL

Fiscal Year 2021-2022 Budget



MEET THE CITY COUNCIL



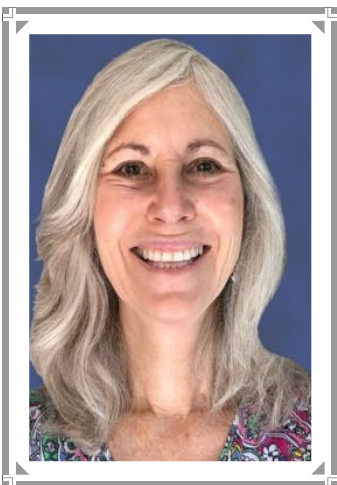
*Una Glass—Mayor
Term Expires—November 2022*



*Patrick Slayter
Council Member
Term Expires
November 2022*



*Sarah Glade Gurney
Vice Mayor
Term Expires
November 2022*



*Diana Gardner Rich
Council Member
Term Expires
November 2024*



*Neysa Hinton
Council Member
Term Expires
November 2024*

CITY OFFICIALS

City Council:

Una Glass, Mayor
Sarah Glade Gurney, Vice Mayor
Neysa Hinton
Diana Gardner Rich
Patrick Slayter

City Staff:

City Manager | City Attorney.....Lawrence McLaughlin
Assistant City Manager | City ClerkMary Gourley
Administrative Services DirectorAna Kwong
Building OfficialVacant
Engineering Manager.....Vacant
Fire Chief William Braga
Planning Director Kari Svanstrom
Police Chief Kevin Kilgore
Public Works Superintendent Dante Del Prete

Advisory Commissions or Committees:

Planning Commission
Design Review Board
Public Arts Committee

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City of Sebastopol

Budget Transmittal Letter
Will Be Available Upon Final
Budget Adoption





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sebastopol
California**

For the Fiscal Year Beginning

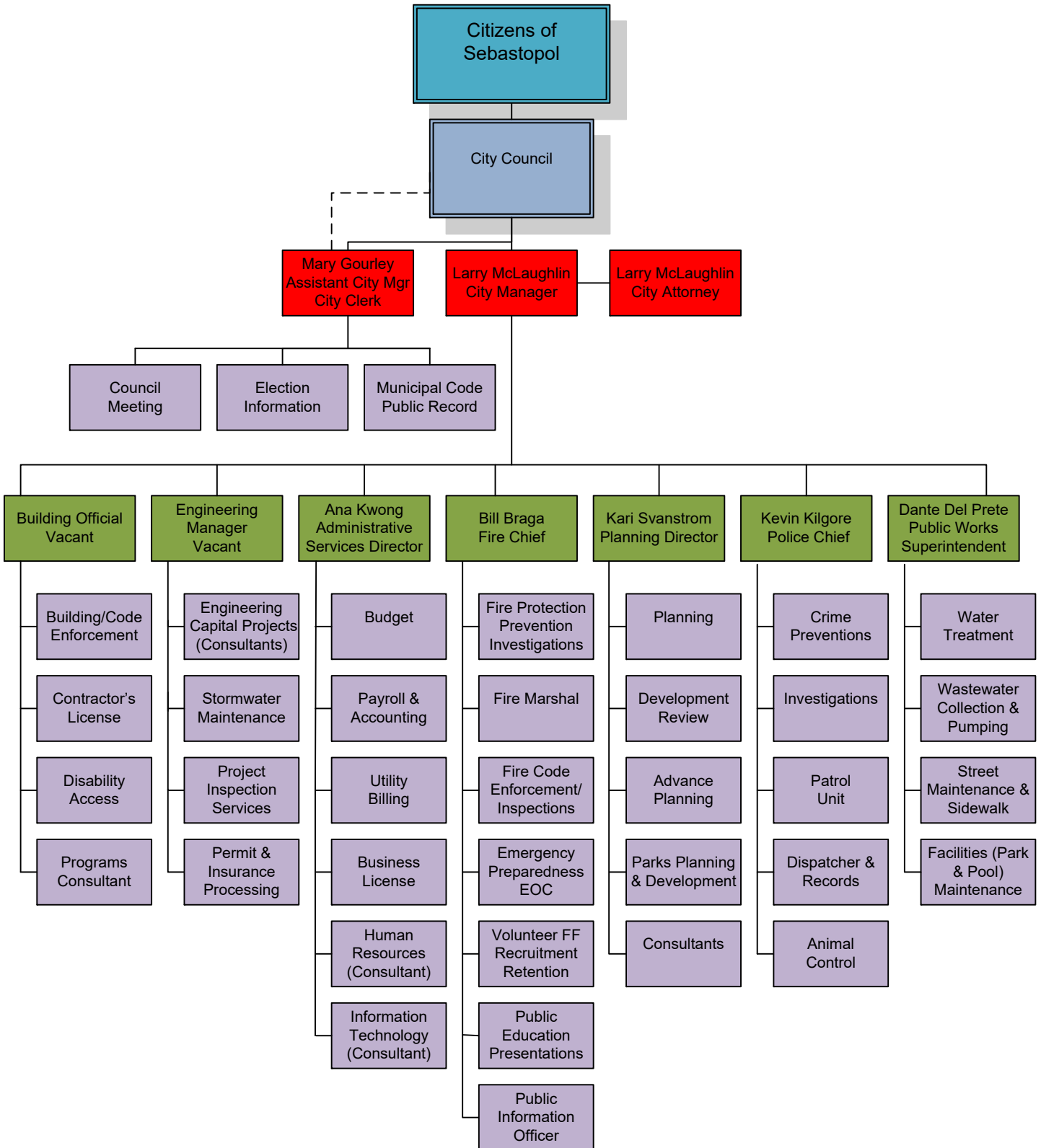
July 1, 2020

Christopher P. Morill

Executive Director

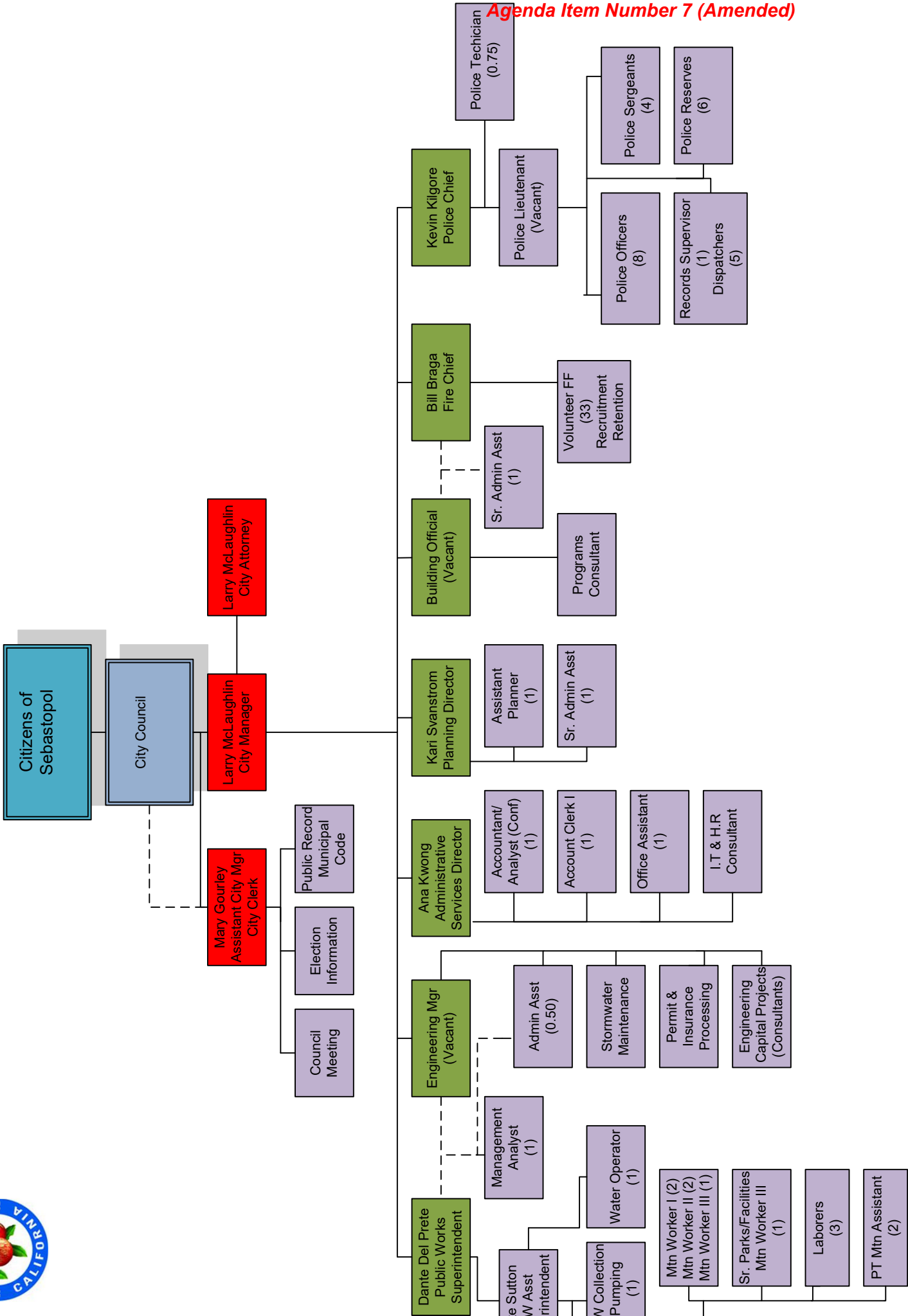


City Wide Organization Chart by Function





City Wide Organization Chart by FTE



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City Council Meeting Packet of June 15, 2021



STATISTICS

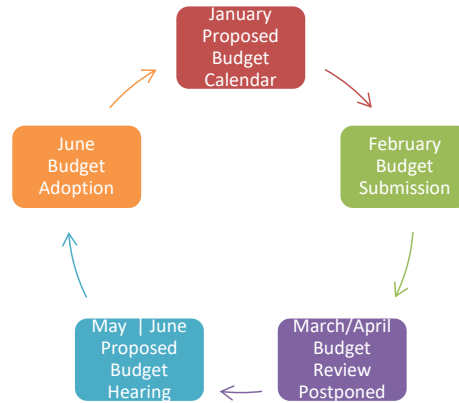
Date of Incorporation	1902
Form of Government	Council/City Manager
Estimated Population as of January 1, 2020	7,745
Area in Square Miles	1.853
Fire Protection	
Number of Full Time Equivalents	2.50
Number of Volunteers	32
Calls for Service (2020 Calendar Year)	1,164
Fire Inspections (2020 Calendar Year)	350
Police Protection	
Sworn Police Officers	14
Civilian Employees	6.75
Calls for Service (2020 Calendar Year)	12,291
Adult Arrests (2020 Calendar Year)	408
Water and Sewer Utility	
Active Residential Accounts	2,700
Active Commerical Accounts	698
Average Daily Water Consumption (2020)	857,260
Ground Storage Capacity (gallons)	7.5 million
Elevated Storage Capacity (gallons)	0 - no elevated tanks
Ground Water Production Capacity (gallons per day)	3,230,000
Pump Capacity (gallons per minute)	2,300
Waste Water Treatment Capacity (gallons per day)	840,000
Building Permits	
Residential Building Permits (2020 Calendar Year)	323
Residential Assessed Valuation	11,414,715
Commerical Building Permits	52
Commercial Assessed Valuation	2,685,122



Budget Development/Calendar

The Budget Development Process

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



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

- ✓ Prepare Revenue Estimates
- ✓ Prepare Department Budget Worksheet
- ✓ Prepare Community Benefit Grant Application

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

- 1 - FY21-22 Budget Packet Distribution
Solicit request Community Benefit Grant

- 18 - Department submit budgets

- 25 - Community Benefit Grant Submittal

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

- 15, 16, 18, 29- Budget Subcommittee to discuss with Department Heads Ops and CIP Budget

- 30 - Budget Subcommittee review Community Benefit Grants Application Requests

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

- 19 - Budget Subcommittee reconvene to discuss FY21-22 budget requests

- 20 - Budget Subcommittee continue to discuss FY21-22 budget requests

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

- 19 - Special City Council meeting to discuss FY21-22 Budget goals and priorities

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

Budget Adoption

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

City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
Goal 1 - Maintain the long term financial stability and sustainability of the City of Sebastopol and Operate City government in a fiscally responsible and responsive manner			
Economic Vitality (EV)			
Goal EV 7: Maintain a Stable and Self-Sustaining Fiscal Base in Order to Generate the Resources Necessary to Provide Desired City Services and Support New Growth that is Consistent with the City's Values and Goals [Pg.9-8]			
1.1 Develop and Implement Sound Financial Management Policies and Procedures		Finance Department	Ongoing
1.1.1 Review the City Council Financial Policies to ensure they meet the needs of the City		Finance Department	Ongoing
1.1.2 Create City Policy to Maintain Operating Reserves and Create Emergency Reserves which complies with the City's Strategic Plan, provides for optimal staffing levels, minimizes service level reductions, and develops a plan for the General Fund to obtain long-term financial stability		Finance Department	Review methods during City Budget Process-- Look at revenue such as TOT, single coffee cup use, recreational marijuana revenues
1.1.3 Evaluate methods to increase City revenues		City Budget Subcommittee	Budget Review Process-- Look at adding new schedule to the budget
1.1.4 Create a multi-year City liability and revenue chart showing when tax expire and when debt service items are paid in full showing total and installment payment amounts.		Finance Department	
1.2 Develop Private / Public Partnerships			
1.2.1 Work with CITA slow to encourage community services to enhance the economic vitality of the City.		City Manager / Assistant City Manager / City Clerk *Council Liaison	To be reviewed during budget review process for upcoming year
1.2.2 Work with local government, agencies and private entities on funding revenue sources for expanded operations and improved facilities for the Sebastopol Library.		Council Liaison / Engineering and Public Works Departments	
1.2.3 Continue & Conduct efforts to pre-plan opportunity sites and maintain awareness of sites as identified in the General Plan		Planning Department	
1.3 Develop Appropriate Expenditures of Water and Sewer Funds			
1.3.1 Develop programs (such as CARE) and incentives for conservation and coordinate with/promote ongoing community efforts.		Finance Department / Council Budget Subcommittee	
1.3.2 Continue to inform and educate the community on water conservation efforts and programs.		Council Subcommittee / Public Works	Ongoing
1.4 Develop potential uses for Village Mobile Home Park			
1.4.1 Develop plan in partnership with outside resources for transition of Village Mobile Home Park to supply affordable housing, low income housing, and community programs and services such as homelessness.		City Subcommittee / Engineering and Public Works Departments	Work in progress. Comprehensive inspection completed. Cost estimate presented to Council Subcommittee.
1.4.2 Annexation of Property		Planning Department	Annexation and pre-zoning of Railroad Forest Property approved by Council. Planning Department processing application with LAFCO.

City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
Goal 2 - Maintain, Improve and Invest in the City's Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).			
Community Services and Facilities (CSF) ~Goal CSF 1: Provide High Quality Community Services, Facilities, and Infrastructure to All Residents, Businesses, and Visitors in Sebastopol [Pg.4-2] ~Goal CSF 3: Provide an Adequate, Clean, Safe, and Environmentally Sound Water Supply to All Existing and Future Water Users in Sebastopol [Pg.4-8] ~Goal CSF 4: Provide Adequate Sewer Service Capacity to Serve Existing and Future Demands [Pg.4-9] Conservation and Open Space (COS) ~Goal COS 5: Protect, Manage, and Enhance Groundwater as a Valuable and Limited Shared Resource [Pg.5-8]			
2.1	Develop Priorities for Improvement or Construction of Infrastructure		
2.1.1	Maintain and update the five-year rolling capital improvement program list with prioritized projects.		
2.1.2	Pursue other financial participation from Federal, State and Local agencies such as grants or matching programs.	All Departments	
2.1.3	Review the City's Pavement Management Plan and develop long term rehabilitation plans based on expected funded levels.	Engineering Department	
2.1.4	Develop building maintenance plans for each City Building.	Public Works Department	
2.1.5	Explore the possibility of installing solar on public facilities.	Public Works Department	
2.1.6	Continue to beautify and enhance the Library and City Hall buildings with the completion of the Library/City Hall Landscape Project.	City Council Subcommittee/Public Works Department	
2.1.7	Explore the concept for a new City Hall and/or new Civic Center Building.		
2.1.8	Analyze as appropriate, review and remove street signage within the City—sign litter.		
2.2	Work to improve traffic circulation and enhance trail, bicycle and pedestrian facilities.		
2.2.1	Revise sidewalk repair program—optimize current maintenance techniques and reduce administrative/legal costs		
2.2.2	Evaluate and create list of potential sidewalks to be established to provide connectivity to the entire community and maintain efforts to eliminate gaps in sidewalks to improve pedestrian amenities	Engineering Department/Public Works Department	
2.2.3	Continue to explore opportunities for dedicated bicycle and pedestrian thoroughfares within the City	Engineering Department	
2.2.4	Identify initial funding sources to enable a phase implementation of the bike/pedestrian plan.	Engineering Department	
2.2.5	Continue the City of Sebastopol's commitment to the reduction of Greenhouse Gas Emissions	Planning Department/City Council Subcommittee	
2.3	Work to improve traffic circulation and enhance trail, bicycle, bus and pedestrian facilities.		
2.3.1	Work with Caltrans to improve traffic synchronization within the City of Sebastopol.	Engineering Department	
2.3.2	Work with interested Groups and Citizens in efforts dedicated to Class I Bicycle Routes in the City.	Engineering Department	
2.3.3	Work with the citizens and Sonoma County Transit to increase the number of bus stops in town and encourage usage by the entire community and address services for the elderly and improvements to bus service and number of bus stops.	Engineering Department	

City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
Goal 3 - Maintain, Enhance and Increase Park-land in the City of Sebastopol			
<p>Community Services and Facilities (CSF)</p> <p>~Goal CSF 2: Provide a Diversified and High Quality Public Park and Trail System that Provides Active and Passive Recreational Opportunities for All Segments of the Community and Provides Enhanced Connectivity between Key Residential, Commercial, and Recreational Areas of the City [Pg.4-4]</p> <p>Conservation and Open Space (COS)</p> <p>~Goal COS 12: Ensure the Provision and Preservation of Diverse and Accessible Open Spaces throughout the Sebastopol Planning Area [Pg.5-18]</p>			
3.1 Investigate the Potential for Purchase of Land for Park Amenities Priority:			
3.1.1 Research and identify possibilities for access and/or purchase of the former concrete plant on Morris Street for connection to the Laguna de Santa Rosa		Planning Department	
3.1.2 Research establishment of permanent parklets and pocket parks and grabbing the opportunity when it arises		Planning Department	
3.2 Work to Enhance the Laguna Preserve			
3.2.1 Implement Laguna Preserve Master Plan		Public Works Department/Planning Department	
3.3 Increase Accessibility to the Laguna and Open Space Areas			
3.3.1 Provide, develop and preserve clean, well-maintained and accessible streets and sidewalks, facilities, amenities, parks/recreational facilities that are accessible to all			
3.3.2 Establish permanent parklets and pocket parks and seize opportunity when it arises.		Public Works Department/Planning Department	

City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
Goal 4 - Maintain and Enhance the City of Sebastopol as a Walkable/Bike-able Community and Enhance the City's Commitment to Promotion of our public's health by Creating and Participating in City and Community Programs, Services and Policies.			
Circulation (CIR) ~Goal CIR 2: Maintain and Expand a Safe and Efficient Pedestrian, Bicycle, and Transit Network that Connects Neighborhoods with Key Destinations to Encourage Travel by Non-Automobile Modes while also Improving Public Health [Pg.3-9] Community Health and Wellness (CHW) Chapter 10: Goals CHW 1 thru CHW 6 [Pg.10-1 thru 10-8]			
4.1 Create a Safe, Healthy and Attractive Environment for Residents and Visitors			
4.1.1 Improve and beautify the downtown plaza to create a people centric space for community events and gatherings		Public Works/Engineering and Planning Departments	
4.1.2 Perform comprehensive evaluation of current improvements, uses, and access to lves Park		Public Works/Engineering and Planning Departments	
4.1.3 Implementation of the lves Park Master Plan		Public Works/Engineering and Planning Departments	
4.1.4 Evaluate public commons and land and identify opportunities to enhance benefits to the community		Public Works/Engineering and Planning Departments	
4.1.5 Establishment of a Parks and Public Space Foundation		Planning Department	
4.1.6 Explore funding sources for implementation of the Way-Finding Sign-Program			
4.1.7 Completion of the Freedom of Speech area in the downtown plaza			
4.2 Create Economic, Cultural and Recreational Opportunities to Maintain the Small Town Character of Sebastopol			
4.2.1 Incorporate the priorities of Citiaslow Sebastopol wherever appropriate, and build a cohesive and collaborative community, identified as Peace-town USA		All Departments	
4.2.2 Foster a Sense of Community by Providing and Encouraging Participation in Community Events, Volunteering, and working with Non Profits to Support Local Events		All Departments	
4.2.3 Create a walkable downtown that improves connectivity, with emphasis on Main Street to Morris Street for unification		Engineering and Public Works Departments	

City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
Goal 5 - Provide Open and Responsive Municipal Government Leadership			
~Community Services and Facilities (CSF) ~Goal CSF 6, Policy CSF 6-1: Continue to maximize public participation in local government actions and maintain excellent levels of City government service. [Pg.4-12]			
5.1 Expand and Encourage Community Involvement in the Government Process by Increasing the Public's Understanding of Local Government Operations and Increasing Interaction with Elected Officials Enhance the City Website that encourages communication with the City in a user-friendly format, easy calendar event scheduling and include potential additional on-line 5-1.1 services			
5.1.1	Create easy to read documents that educate the public and community on City Finances.	All Departments	
5.1.2	Conduct Town Hall Meetings on Matters of Interest to the Community as needed.	City Council	
5.1.3	Enhance the use of the City of Sebastopol Committees, Commission and Board.	City Council and Relevant Departments	
5.1.4	Engage in outreach to underserved communities to include in community processes."		
5.1.5	Develop and Encourage a Volunteer Service Program Priority		
5.2	Promote and enhance utilization of community energy and skills by creating 5.2.1 opportunities for volunteer service.	Public Works and Planning Departments	
5.3	Develop and Implement a Program to evaluate delivery of City Services to Community		
5.3.1	Develop community service delivery process and analyze results to evaluate community satisfaction		
5.3.2	Maintain Community Outreach Coordinator position to provide professional educational and publicity material promoting the values of Sebastopol, why Sebastopol is the unique and special place that it is, what it is about Sebastopol and who we are that attracts residents, visitors and businesses who enjoy Sebastopol's small town character and charm and what the City is doing and why. Review community outreach policies, methodology and messaging.		
5.3.3	Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings by investigating effective methods of communication and obtaining feedback from the community.	All Departments	

City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
<p>Goal 6 - Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community.</p>			
<p>Enhance the Mayor, City Council, and manager-employee communication by the continuation of clear communications and direction and enhance positive relations between the City Council, Staff and Public so that all groups. Work together to provide stability and consistency.</p>			
<p>6.1</p>	<p>Safety (SA) Chapter 8, Goals SA.1 thru SA.6 [Pg.8-1 thru 8-12]</p>		
<p>6.1.1</p>		<p>Fire Department</p>	
<p>6.1.2</p>			
<p>Implement a City-wide Standard Performance Evaluation System for Employees</p>			

City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
Goal 7 - Provide and Develop a Plan for the Future for the City of Sebastopol with the Implementation of the new General Plan			
Complete the General Plan Update by December 2016.			
7.1			
7.1.1 Work with the community to update the City's General Plan			
7.1.2 Establish a sub-committee for the General Plan, incorporating local experts			
Review and establish updated downtown plan, including updating the downtown plan and developing a street scape scheme in conjunction with implementation of the new General Plan			
7.2			
7.2.1 Incorporate the Small Town Character values into the City's land use policies		All Departments	
7.2.2 Review, evaluate and update the Design Review Guidelines		Planning Department	
7.2.3 Review of enforcement of City policies and ordinances such as the Telecommunications Ordinance		Planning Department	

City of Sebastopol

Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
Goal 8 - Enhance and Maintain the Economic Vitality of the City			
<p>Economic Vitality (E-V) ~Goal EV 1: Encourage Economic Development that Broadens the City's Employment Base, Attracts High-Quality Jobs, Provides Services and Goods that Reflect the City's Values, and Increases the City's Tax Base [Pg.9-2] ~Goal EV 3: Protect and Increase the Economic Vitality of the City's Main Economic Sectors: Downtown and the Northern and Southern Gateways [Pg.9-5]</p>			
8.1	Promote the City of Sebastopol as the destination for slow travel, eco-tourism and supporting of bike activities:		
8.1.1	Develop Programs & Policies to Promote, Attract and Retain Local Businesses.	Planning Department	
8.1.2	Support a Vibrant, Attractive and Accessible Downtown That Attracts Residents and Visitors thereby creating a Viable Sales Tax Base	Planning Department	
8.1.3	Promotion of Experience Sebastopol.com to increase visitors to the City	All Departments	
8.1.4	Identify Businesses wanted in Sebastopol - (Use of City Committees to conduct survey of the community)	Planning Department	
8.1.5	Encourage new and existing businesses to offer living wage to employees	City Council	
8.1.6	Review of the Downtown Association District	City Council Subcommittee	
8.1.7	Research—consulting services for inventory, assessment, and management practices of City parking		
8.1.8	Provide adequate parking facilities at key locations in the City and ensure ADA-compliant parking is distributed in these key locations		
8.1.9	Review the City's policies on parking		
8.1.10	Review existing parking lots for potential alternate re-use of those properties	Planning Department	
8.1.11	Create a list of potential uses that will optimize the use of City Parking Lots	Planning Department	
8.1.12	Encourage beautification of all parking areas	Public Works Department	
8.2	Encourage Participation in Regional Events and other County-wide Programs to Capture the Economic Vitality beyond the City Limits		
8.2.1	Research possibility of partnerships with various organizations to promote participation in regional events to increase economic vitality	Planning Department	

City of Sebastopol

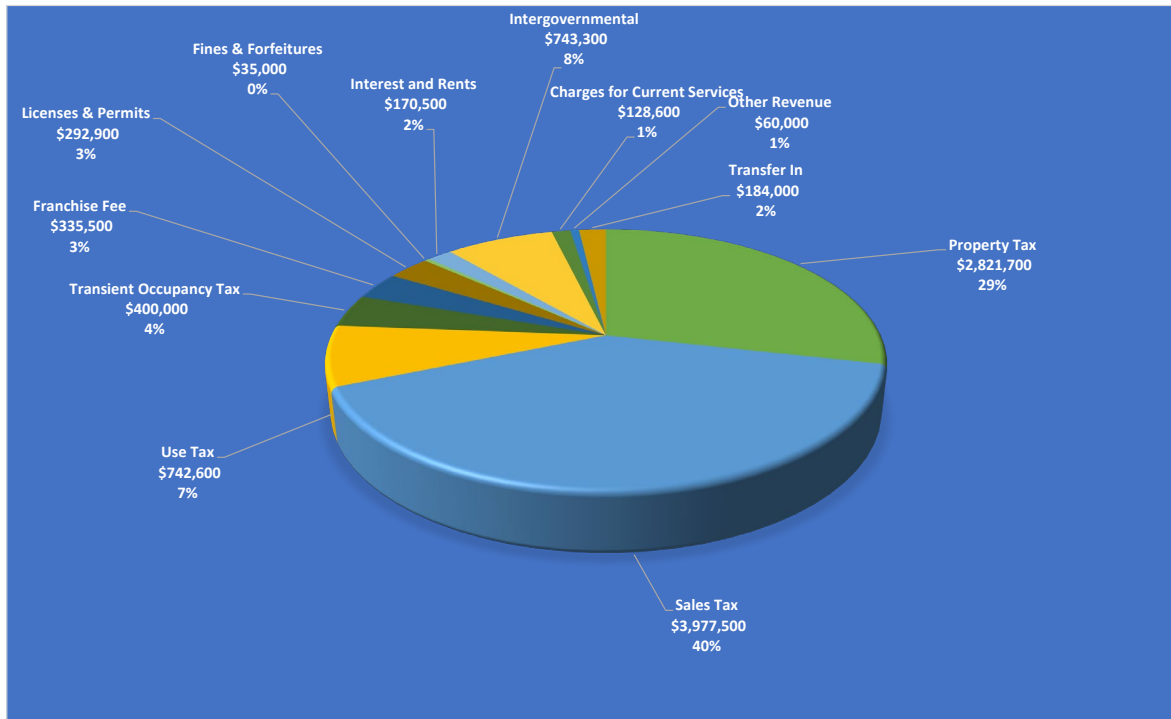
Objective of Goal Defined Action Task Under Goal	General Plan or SDAT Reference	Responsible Department	Milestones Progress Comments
Goal 9 - Enhance housing opportunities in Sebastopol and, when possible, provide assistance to housing projects.			
9.1 Encouragement of Jobs and Housing in Sebastopol			
9.1.1 Encourage Employment Opportunities as well as Housing Opportunities (Need for Assisted living facilities or graduated living facilities)	Housing Chapter 11: All Goals established under sections A thru I. [Pg.11-1 thru 11-18]	Planning Department	
9.1.2 Encourage housing in the downtown core and commercial district to include all stages of life cycles		Planning Department	
9.1.3 Engage with community on housing issues and suggested review of City policies to facilitate a positive jobs/housing balance		Planning Department	
9.1.4 Review potential policies to increase requirements for housing in the downtown core		Planning Department	

ALL FUND REVENUE | EXPENDITURE

Department	General Fund	Water Fund	Sewer Fund	Special Revenue Fund	Assessment District	ISF + Other Funds	Total
Projected Revenue	9,891,600	2,414,680	3,279,723	1,198,263	133,238	1,012,600	17,930,104
City Council	289,066	37,357	43,583				370,006
City Manager	280,414	50,638	50,638				381,690
City Attorney	145,682	7,918	4,751				158,351
Assistant City Manager/City Clerk	313,196	28,818	25,216				367,230
Administrative Services (Finance)	299,423	446,002	434,265				1,179,690
Planning Department	587,562	31,743	19,046				638,351
Building Inspection	196,992	33,904	33,904				264,800
Engineering Department	139,254	121,822	100,324				361,400
Storm Water Management	110,250						110,250
Fire Services	1,244,616	84,235					1,328,851
Emergency Preparedness	18,800						18,800
Police Services	5,106,600						5,106,600
Animal Control	22,100						22,100
Police SLESF Funding				127,000			127,000
Public Works - Corporation Yard	91,732	240,372	175,271				507,375
Public Works - General Fund Streets	465,750	-					465,750
Public Works - Parking Lots	128,000	-					128,000
Public Works - Parks & Landscaping	449,600	-					449,600
Public Works - Government Buildings	122,725	39,863	39,863				202,451
Public Works - Gas Tax Streets				189,725			189,725
Senior Center	68,000						68,000
Community & Cultural Center	282,800						282,800
Ives Pool	135,750						135,750
Non-Departmental	350,419	38,461	38,461	1,000,798		1,012,600	2,440,739
Debt Service - General Government	175,112						175,112
Transfer Out	121,000	330,500					451,500
Water Operations		1,160,100					1,160,100
Water - Debt Service		257,858					257,858
Wastewater Operations			755,800				755,800
Wastewater - Subregional Treatment			1,650,780				1,650,780
Wastewater - Debt Service			72,781				72,781
Transfer to Capital Projects			507,800				507,800
Debt Service - Park In Lieu				31,470			31,470
Woodstone Assessment					122,600		122,600
Street Lighting Assessment District					36,550		36,550
Total Expenditures	11,144,843	2,909,591	3,952,483	1,348,993	159,150	1,012,600	20,527,660
Net Budget Result	(1,253,243)	(494,911)	(672,760)	(150,730)	(25,912)	-	(2,597,556)
Addition/(Uses) of Reserves	(1,253,243)	(494,911)	(672,760)	(150,730)	(25,912)	-	(2,597,556)
Ending Balances	-	-	-	-	-	-	-

2021-22 Proposed General Fund Revenue Budget at a Glance Where does the City's Money Come From?

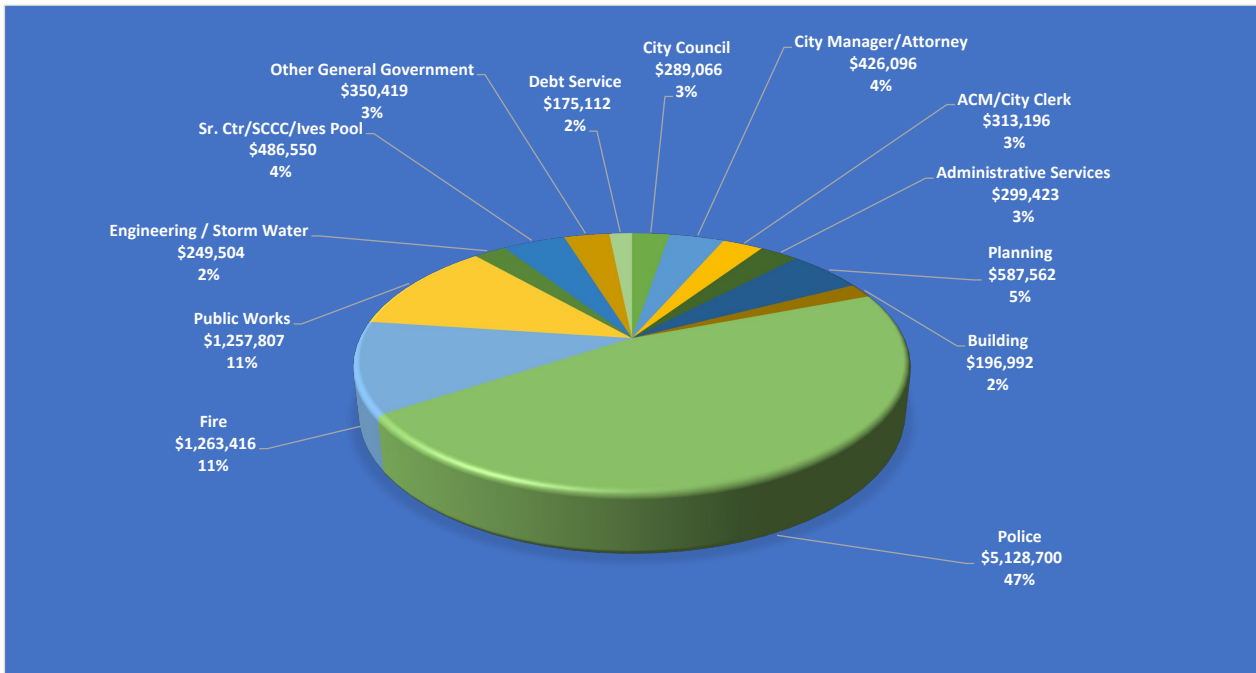
Revenue Summary	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Increase (Decrease)	% Change
Property Tax	\$ 2,820,051	\$ 2,781,700	\$ 2,772,000	\$ 2,793,000	\$ 2,821,700	\$ 49,700	1.8%
Sales Tax	\$ 3,697,725	\$ 3,181,975	\$ 3,765,000	\$ 3,903,500	\$ 3,977,500	\$ 212,500	5.6%
Use Tax	\$ 763,643	\$ 734,400	\$ 744,600	\$ 705,500	\$ 742,600	\$ (2,000)	-0.3%
Transient Occupancy Tax	\$ 518,175	\$ 400,000	\$ 400,000	\$ 350,000	\$ 400,000	\$ -	0.0%
Franchise Fee	\$ 336,738	\$ 335,500	\$ 335,500	\$ 335,500	\$ 335,500	\$ -	0.0%
Licenses & Permits	\$ 449,875	\$ 292,900	\$ 292,900	\$ 443,500	\$ 292,900	\$ -	0.0%
Fines & Forfeitures	\$ 48,171	\$ 46,500	\$ 46,500	\$ 35,000	\$ 35,000	\$ (11,500)	-24.7%
Interest and Rents	\$ 237,347	\$ 200,500	\$ 200,500	\$ 200,500	\$ 170,500	\$ (30,000)	-15.0%
Intergovernmental	\$ 1,729,540	\$ 166,700	\$ 166,700	\$ 486,700	\$ 743,300	\$ 576,600	345.9%
Charges for Current Services	\$ 179,196	\$ 128,600	\$ 128,600	\$ 113,100	\$ 128,600	\$ -	0.0%
Other Revenue	\$ 555,280	\$ 262,625	\$ 262,625	\$ 165,062	\$ 60,000	\$ (202,625)	-77.2%
Transfer In	\$ 4,493	\$ 102,000	\$ 102,000	\$ 108,500	\$ 184,000	\$ 82,000	80.4%
TOTAL REVENUES	\$ 11,340,234	\$ 8,633,400	\$ 9,216,925	\$ 9,639,862	\$ 9,891,600	\$ 674,675	7.3%



2021-22 Proposed General Fund Expenditures Budget at a Glance

How does the City Spend the Money It Receives?

Expenditures by Department	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Increase (Decrease)	% Change
City Council	\$ 226,256	\$ 257,729	\$ 257,729	\$ 238,090	\$ 289,066	\$ 31,336	12.2%
City Manager/Attorney	\$ 411,604	\$ 447,381	\$ 467,381	\$ 485,574	\$ 426,096	\$ (41,285)	-8.8%
ACM/City Clerk	\$ 285,483	\$ 306,978	\$ 321,978	\$ 305,115	\$ 313,196	\$ (8,783)	-2.7%
Administrative Services	\$ 180,045	\$ 268,756	\$ 268,756	\$ 245,911	\$ 299,423	\$ 30,666	11.4%
Planning	\$ 467,783	\$ 536,505	\$ 536,505	\$ 527,213	\$ 587,562	\$ 51,057	9.5%
Building	\$ 239,296	\$ 228,457	\$ 227,347	\$ 206,405	\$ 196,992	\$ (30,355)	-13.4%
Police	\$ 4,831,685	\$ 4,971,415	\$ 5,158,415	\$ 5,038,350	\$ 5,128,700	\$ (29,715)	-0.6%
Fire	\$ 965,223	\$ 1,136,180	\$ 1,126,880	\$ 1,102,220	\$ 1,263,416	\$ 136,536	12.1%
Public Works	\$ 1,336,565	\$ 1,348,774	\$ 1,358,254	\$ 1,330,628	\$ 1,257,807	\$ (100,447)	-7.4%
Engineering / Storm Water	\$ 193,153	\$ 281,451	\$ 266,346	\$ 254,644	\$ 249,504	\$ (16,842)	-6.3%
Sr. Ctr/SCCC/Ives Pool	\$ 568,624	\$ 446,555	\$ 440,555	\$ 414,950	\$ 486,550	\$ 45,995	10.4%
Other General Government	\$ 241,064	\$ 206,394	\$ 206,394	\$ 213,610	\$ 350,419	\$ 144,025	69.8%
Debt Service	\$ 204,670	\$ 204,790	\$ 204,790	\$ 186,291	\$ 175,112	\$ (29,678)	-14.5%
Transfer Out	\$ 2,154,774	\$ 190,000	\$ 190,000	\$ 190,000	\$ 121,000	\$ (69,000)	-36.3%
TOTAL EXPENDITURES	\$ 12,306,225	\$ 10,831,364	\$ 11,031,330	\$ 10,739,000	\$ 11,144,841	\$ 113,511	1.0%
Chargeback Services *							
Insurance		\$ 1,076,450	\$ 1,076,450	\$ 1,058,025	\$ 1,012,600	\$ (63,850)	-5.9%
Employee Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
* Allocated across departments							





**CONSOLIDATED GENERAL FUND
FINANCIAL SCHEDULE**

Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc/(Dec)	% Change
OPERATING REVENUE							
Property Taxes	\$2,781,985	\$2,742,700	\$2,733,000	\$2,733,000	\$2,780,700	\$ 47,700	1.7%
Real Property Transfer	38,066	39,000	39,000	60,000	41,000	2,000	5.1%
Sales Tax	3,697,725	3,181,975	3,765,000	3,903,500	3,977,500	212,500	5.6%
Use Tax	763,643	734,400	744,600	705,500	742,600	(2,000)	-0.3%
Transient Occupancy Tax	518,175	400,000	400,000	350,000	400,000	-	0.0%
Franchise Fees	336,738	335,500	335,500	335,500	335,500	-	0.0%
Licenses and Permits	449,875	292,900	292,900	443,500	292,900	-	0.0%
Fines & Forfeitures	48,171	46,500	46,500	35,000	35,000	(11,500)	-24.7%
Intergovernmental	1,729,540	166,700	166,700	486,700	743,300	576,600	345.9%
Interest and Rents	237,347	200,500	200,500	200,500	170,500	(30,000)	-15.0%
Charges for Current Services	179,196	128,600	128,600	113,100	128,600	-	0.0%
Miscellaneous/Other Income	555,280	262,625	262,625	165,062	60,000	(202,625)	-77.2%
TOTAL	11,335,741	8,531,400	9,114,925	9,531,362	9,707,600	592,675	6.5%
OPERATING EXPENDITURE							
City Council	\$226,256	\$257,729	\$257,729	\$238,090	\$289,066	\$ 31,336	12.2%
City Manager	258,082	304,758	324,758	323,240	280,414	(44,344)	-13.7%
City Attorney	153,522	142,623	142,623	162,334	145,682	3,059	2.1%
Assistant City Manager City Clerk	285,483	306,978	321,978	305,115	313,196	(8,783)	-2.7%
Administrative Services (Finance)	180,045	268,756	268,756	245,911	299,423	30,666	11.4%
Planning	467,783	536,505	536,505	527,213	587,562	51,057	9.5%
Building	239,296	228,457	227,347	206,405	196,992	(30,355)	-13.4%
Police Protection	4,831,685	4,971,415	5,158,415	5,038,350	5,128,700	(29,715)	-0.6%
Fire Protection	965,223	1,136,180	1,126,880	1,102,220	1,263,416	136,536	12.1%
Public Works	1,336,565	1,348,774	1,358,254	1,330,628	1,257,807	(100,447)	-7.4%
Engineering / Storm Water	193,153	281,451	266,346	254,644	249,504	(16,842)	-6.3%
Sr. Cntr/SCCC / Ives Pool	568,624	446,555	440,555	414,950	486,550	45,995	10.4%
Non Departmental	241,064	206,394	206,394	213,610	350,419	144,025	69.8%
TOTAL	9,946,781	10,436,575	10,636,540	10,362,709	10,848,729	212,189	2.0%
OTHER SOURCES/(USES)							
Debt Service	204,670	204,790	204,790	186,291	175,112	(29,678)	-14.5%
Other Uses							
TOTAL	204,670	204,790	204,790	186,291	175,112	(29,678)	-14.5%
TRANSFERS IN/(OUT)							
Transfers In	4,493	102,000	102,000	108,500	184,000	82,000	80.4%
Transfers Out	(2,154,774)	(190,000)	(190,000)	(190,000)	(121,000)	69,000	-36.3%
TOTAL	(2,150,281)	(88,000)	(88,000)	(81,500)	63,000	151,000	-171.6%
TOTAL OPERATING EXPENDITURES	12,306,225	10,831,364	11,031,330	10,739,000	11,144,841	113,511	1.0%
Net General Fund Surplus/(Deficit)	(965,991)	(2,197,964)	(1,814,405)	(1,099,138)	(1,253,241)		
Beginning Unassigned Fund Balance	4,993,434	4,027,443	4,027,443	4,027,443	2,928,305		
Ending Unassigned Fund Balance	4,027,443	1,829,479	2,213,038	2,928,305	1,675,064		
RESERVE							
Policy Reserve Level (15%-20%)	2,461,245	1,624,705	2,206,266	2,147,800	2,228,968		
Actual Reserve Level	32.7%	16.9%	20.1%	27.3%	15.0%		



GENERAL FUND REVENUES DETAILED

Revenue Categories	Account No.	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc/(Dec)	% Change
Taxes									
Property Taxes	100-3000	1,466,823	1,506,239	1,500,000	1,550,000	1,550,000	1,581,000	31,000	2.0%
Property Taxes (RPTTF)	100-3001	420,612	467,287	410,000	345,000	345,000	345,000	-	0.0%
Transfer Tax	100-3002	53,814	38,066	39,000	39,000	60,000	41,000	2,000	5.1%
Property Tax In-Lieu of VLF	100-3004	773,242	808,459	832,700	838,000	838,000	854,700	16,700	2.0%
Sales Tax - Bradley Burn	100-3010	2,041,973	1,819,956	1,607,500	1,860,000	1,912,200	1,977,500	117,500	6.3%
Sales Tax - 1/4 cent	124-3011	663,346	622,348	520,800	635,000	661,100	663,000	28,000	4.4%
Sales Tax - 1/2 cent	124-3012	1,336,445	1,255,421	1,053,675	1,270,000	1,330,200	1,337,000	67,000	5.3%
Sales Tax - Prop 172 pass thru	100-3014	88,612	87,755	79,200	89,400	89,400	99,600	10,200	11.4%
Utility Users Tax	100-3015	700,901	666,765	650,000	650,000	610,900	637,800	(12,200)	-1.9%
Utility Users Tax - AB1717 (Wireless)	100-3016	1,694	2,882	1,700	1,700	1,700	1,700	-	0.0%
Vehicle In-Lieu Tax	100-3017	3,737	6,241	3,500	3,500	3,500	3,500	-	0.0%
Transient Occupancy Tax	100-3020	631,742	518,175	400,000	400,000	350,000	400,000	-	0.0%
Garbage Franchise	100-3050	180,554	177,953	177,000	177,000	177,000	177,000	-	0.0%
PG&E Franchise	100-3051	88,492	82,256	82,000	82,000	82,000	82,000	-	0.0%
Cable/Video TV Franchise	100-3052	89,253	76,529	76,500	76,500	76,500	76,500	-	0.0%
Total Taxes		8,541,240	8,136,332	7,433,575	8,017,100	8,087,500	8,277,300	260,200	3.2%
Licenses and Permits									
Business Licenses	100-3101	106,892	151,321	130,000	130,000	130,000	130,000	-	0.0%
Building Permits	100-3103	196,877	283,714	150,000	150,000	300,000	150,000	-	0.0%
Dog License Fees	100-3104	1,786	1,440	1,500	1,500	1,500	1,500	-	0.0%
RBS Training Fees	100-3107	12,400	13,400	11,400	11,400	12,000	11,400	-	0.0%
Total Licenses & Permits		317,955	449,875	292,900	292,900	443,500	292,900	-	0.0%
Fines, Forfeits & Penalties									
Vehicle / Criminal Code Fines	100-3105	34,549	28,822	27,000	27,000	20,000	20,000	(7,000)	-25.9%
Parking Violations	100-3106	20,953	19,349	19,500	19,500	15,000	15,000	(4,500)	-23.1%
Total Fines, Forfeits & Penalties		55,502	48,171	46,500	46,500	35,000	35,000	(11,500)	-24.7%
Intergovernmental & Grants									
State Mandated Cost Reimb.	100-3202	189	10,996	3,700	3,700	3,700	3,700	-	0.0%
P.O.S.T Reimbursements	100-3203	7,843	2,238	2,400	2,400	2,400	2,400	-	0.0%
Casino Mitigation Reimbursements	100-3204	21,043	13,189	15,000	15,000	15,000	15,000	-	0.0%
County Grant	100-3206	1,845	-	-	-	370,000	-	-	0.0%
State Grant	100-3207	11,352	1,595,176	95,600	95,600	95,600	-	(95,600)	-100.0%
Federal Grant	100-3209	-	107,941	50,000	50,000	-	722,200	672,200	1344.4%
Total Intergovernmental & Grants		42,272	1,729,540	166,700	166,700	486,700	743,300	576,600	345.9%
Interest & Rents									
Interest Income	100-3300	138,784	144,253	130,000	130,000	130,000	110,000	(20,000)	-15.4%
Interest Income	124-3301	39,174	46,080	25,000	25,000	25,000	15,000	(10,000)	-40.0%
Cell Tower Lease Rental	100-3301	44,353	40,298	40,000	40,000	40,000	40,000	-	0.0%
City Property Rental - Little League	100-3302	2,671	2,611	2,000	2,000	2,000	2,000	-	0.0%
City Property Rental - Parking Space	100-3304	570	1,105	500	500	500	500	-	0.0%
City Property Rental - Palm Ave	100-3305	3,000	3,000	3,000	3,000	3,000	3,000	-	0.0%
Total Interest & Rents		228,552	237,347	200,500	200,500	200,500	170,500	(30,000)	-15.0%
Charges for Current Services									
Park and Plaza Rental Fees	100-3401	3,250	16,175	3,300	3,300	3,300	3,300	-	0.0%
Finance Staff Time	100-3405	8,724	5,674	-	-	-	-	-	0.0%
Pet Shelter Release Fees	100-3406	4,105	3,365	3,500	3,500	3,500	3,500	-	0.0%
Building Inspector Fees	100-3421	13,644	784	-	-	-	-	-	0.0%
Fire Department Fees	100-3425	60,385	52,842	30,000	30,000	25,000	30,000	-	0.0%
Planning Fees	100-3426	48,348	27,720	30,000	30,000	40,000	30,000	-	0.0%
Sale of Plans & Specifications	100-3427	278	615	300	300	300	300	-	0.0%
City Clerk Scholarships	-----	-	-	-	-	-	-	-	0.0%
Encroachment Permits	100-3441	35,012	32,135	30,000	30,000	25,000	30,000	-	0.0%
Grading Permits	100-3442	1,500	2,700	1,000	1,000	1,000	1,000	-	0.0%
Engineering Fees	100-3443	-	-	-	-	-	-	-	0.0%
Public Works Services	100-3445	8,900	2,774	1,500	1,500	1,500	1,500	-	0.0%
Police Services	100-3502	31,756	25,390	25,500	25,500	10,000	25,500	-	0.0%
Police D.U.I. Recovery	100-3503	228	450	-	-	-	-	-	0.0%
Vehicle Releases	100-3504	3,712	4,515	3,500	3,500	3,500	3,500	-	0.0%
Police Overtime Reimbursement	100-3507	9,410	4,057	-	-	-	-	-	0.0%
Total Charges for Current Services		229,252	179,196	128,600	128,600	113,100	128,600	-	0.0%



GENERAL FUND REVENUES DETAILED

Revenue Categories	Account No.	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc/(Dec)	% Change
<u>Miscellaneous/Other Income</u>									
Planning Publication Sales	100-3800	407	7	-	-	-	-	-	0.0%
Sale of Surplus Property	100-3801	-	10,869	-	-	-	-	-	0.0%
Sale of Publications	100-3803	-	-	-	-	-	-	-	0.0%
Insurance Reimbursement	100-3804	165,647	224,835	-	-	-	-	-	0.0%
Miscellaneous Income	100-3805	66,767	20,247	500	500	500	500	-	0.0%
Ives Pool Reimbursement	100-3810	47,159	49,022	52,000	52,000	59,500	59,500	7,500	14.4%
Successor Agency Administration	100-3999	250,000	250,300	210,125	210,125	105,062	-	(210,125)	-100.0%
Total Miscellaneous/Other Income		529,980	555,280	262,625	262,625	165,062	60,000	(202,625)	-77.2%
Subtotal General Fund Revenue		9,944,753	11,335,741	8,531,400	9,114,925	9,531,362	9,707,600	592,675	6.5%
Transfer In	3999	74	4,493	102,000	102,000	108,500	184,000	82,000	80.4%
Total General Fund Revenue		9,944,827	11,340,234	8,633,400	9,216,925	9,639,862	9,891,600	583,525	6.3%



GENERAL FUND - TRANSFERS

Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc/(Dec)
OTHER SOURCES (USES):						
Transfer in						
From Police Grant		100,000	100,000	108,000	100,000	-
From Vehicle Abatement		-	-	-	4,000	4,000
From General Plan Update		-	-	-	-	-
From Building Permit Incremental Fund		2,000	2,000	500	-	(2,000)
From Vehicle Buiding Reserve					80,000	80,000
From Capital Project		-	-	-	-	-
From Committed Reserve		-	-	-	-	-
Subtotal Transfer in	-	102,000	102,000	108,500	184,000	82,000
Transfer out						
To Woodstone Assessment District Fund		-	-	-	-	-
To SLESF		-	-	-	-	-
To Retirement Fund	(1,000,000)	-	-	-	(28,000)	(28,000)
To Bldg Facilities Infrass Fund	(466,000)	(110,000)	(110,000)	(110,000)	-	110,000
To Vehicle Replacement Fund		-	-	-	-	-
To Capital Project Fund	(688,774)	-	-	-	(93,000)	(93,000)
To Police Grant Fund		-	-	-	-	-
To Sewer Fund		(80,000)	(80,000)	(80,000)	-	80,000
To Gas Tax		-	-	-	-	-
To Street Pavement Reserves		-	-	-	-	-
Subtotal Transfer out	(2,154,774)	(190,000)	(190,000)	(190,000)	(121,000)	69,000
TOTAL TRANSFERS	(2,154,774)	(88,000)	(88,000)	(81,500)	63,000	151,000

GENERAL FUND RESERVES CATEGORIES

	City Unassigned Reserves @ 6/30/20 (Audited)				City Assigned Reserves @ 6/30/20 (Audited)			
	2020-21 Adopted "Carryover" Budget	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	Buildings, Facilities & Infrastructure Reserve 103-00-00-2900	Equipment, Technology & Vehicle Replacement Reserve 104-00-00-2900	CalPERS Retirement & OPEB Reserves 105-00-00-2900
Beginning Balance @ 7/1/20	4,027,443	4,027,443	4,027,443	4,027,443	2,928,305	1,025,247	1,007,839	2,819,419
FY20-21 Adopted Budget Addition/(Uses)		(2,197,964)						
FY20-21 Adjusted Budget Addition/(Uses)			(1,814,405)				205,000	
FY20-21 Estimated Actual Addition/(Uses)				(1,099,138)		(12,000)	-	
FY21-22 Proposed Budget Addition/(Uses)					(1,253,241)	(1,500)	(80,000)	28,000
Total Anticipated Reserve @ 6/30/21	2,487,609	1,829,479	2,213,038	2,928,305	1,675,064	1,011,747	1,132,839	2,847,419
Total Anticipated Reserve @ 6/30/22								
Actual Reserve Level	24.4%	16.9%	20.1%	27.3%	15.0%	9.5%	10.6%	26.8%



BUILDINGS, FACILITIES & INFRASTRUCTURE RESERVE FUND

DESCRIPTION	2019-20 Actuals	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$Inc/(Dec)	% Change
OPERATING REVENUE							
Charges for Services - Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other Income	-	-	-	-	-	-	0.00%
Interest Earnings	-	-	-	-	-	-	0.00%
Transfer In	466,000	-	-	-	-	-	0.00%
TOTAL REVENUE	\$ 466,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
OPERATING EXPENSES							
Police - Building Maintenance	-	-	-	-	-	-	0.00%
Public Works - Building Maintenance	-	-	-	-	-	-	0.00%
Government Building - Building Maintenance	10,500	-	-	-	-	-	0.00%
Senior Cntr - Building Maintenance	14,000	-	-	-	-	-	0.00%
SCCC - Building Maintenance	188,612	-	-	12,000	1,500	1,500	0.00%
Pool- Building Maintenance	49,800	-	-	-	-	-	0.00%
TOTAL OPERATING EXPENSE	\$ 262,912	\$ -	\$ -	\$ 12,000	1,500	\$ 1,500	0.00%
NET BUDGETARY RESULT	\$ 203,088	\$ -	\$ -	\$ (12,000)	\$ (1,500)	\$ (1,500)	
Addition/(Use) of Reserves	\$ 203,088	\$ -	\$ -	\$ (12,000)	(1,500)		
Beginning Fund Balance (Estimated)	\$ 762,335	\$ 1,025,247	\$ 1,025,247	\$ 1,025,247	1,013,247		
Ending Fund Balance (Estimated)	\$ 1,025,247	\$ 1,025,247	\$ 1,025,247	\$ 1,013,247	1,011,747		



EQUIPMENT, TECHNOLOGY & VEHICLE RESERVE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc/(Dec)	% Change
<u>OPERATING REVENUE</u>							
Charges for Services - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other Income	10,000	-	-	205,000	-	-	0.00%
Interest Earnings	21,730	-	-	-	-	-	0.00%
Transfer In	-	-	-	-	-	-	0.00%
TOTAL REVENUE	<u>\$ 31,730</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 205,000</u>	<u>0</u>	<u>\$ -</u>	<u>0.00%</u>
<u>OPERATING EXPENSES</u>							
Building- Vehicle Purchase	\$ -	\$ -	\$ -	\$ -	-	\$ -	0.00%
Fire - Vehicle Purchase	-	-	-	-	80,000	80,000	0.00%
Police - Vehicle Purchase	-	-	-	-	-	-	0.00%
Public Works - Vehicle Purchase	-	-	-	-	-	-	0.00%
TOTAL OPERATING EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>80,000</u>	<u>\$ 80,000</u>	<u>0.00%</u>
NET BUDGETARY RESULT	<u>\$ 31,730</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 205,000</u>	<u>(80,000)</u>	<u>\$ (80,000)</u>	
Addition/(Use) of Reserves	<u>\$ 31,730</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 205,000</u>	<u>\$ (80,000)</u>		
TOTAL BUDGETARY BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>		
Beginning Fund Balance (Estimated)	\$ 976,109	\$ 1,007,839	\$ 1,007,839	\$ 1,007,839	1,212,839		
Ending Fund Balance (Estimated)	\$ 1,007,839	\$ 1,007,839	\$ 1,007,839	\$ 1,212,839	1,132,839		

CITY COUNCIL



The City of Sebastopol was incorporated in 1902 pursuant to the general laws of California, and therefore is known as a “general law city.”

General Law cities are governed by a council of at least five members, and managed by a city manager, city clerk, city treasurer and any subordinate officers or employees in accordance with the law.

The City of Sebastopol is the five-member policy and legislative authority body of the City. The City of Sebastopol City Council operates under the Council-Manager form of government, with

five Council members elected at-large for staggered four year terms. The City Council, through the administrative authority of the City Manager, is responsible for the operation of the City, by setting policies and adopting City-wide goals and priorities. The City Council formulates policies in the form of motions, resolutions, and ordinances which reflect the best interests, needs and priorities for the citizens and businesses of Sebastopol as well as the visitors to the City of Sebastopol. The City Council budget reflects the costs associated with supporting the Council's activities and providing for the operations of the City. The City Council appoints the City Manager, the City Attorney, and the City Clerk, who report directly to the City Council. The City Council also appoints the members of the City's advisory commissions and committees. The City Council meets twice a month in regular session, conducts special meetings and study sessions as needed, and attends regional coordination meetings with other local government agencies. The City Council also conducts Town Hall Meetings on matters of interest to the citizens of Sebastopol.

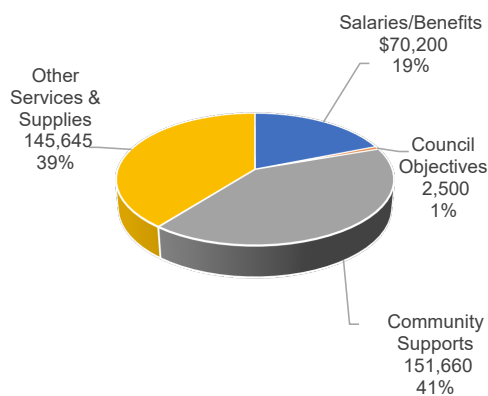
SUMMARY - CITY COUNCIL

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Water Fund	\$ 34,253	\$ 34,253	\$ 31,036	\$ 37,357
Sewer Fund	39,962	39,962	36,209	43,583
General Fund	257,729	257,729	305,335	370,005
TOTAL REVENUE	331,945	331,945	372,580	450,944

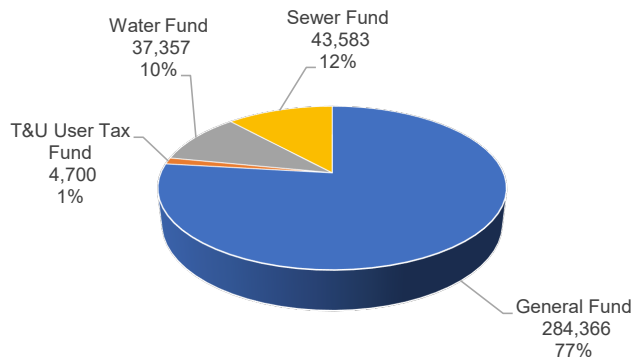
EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a	55,491	65,800	65,800	58,620	70,200	4,400	6.7%
Contracted Services	17,979	37,700	37,700	33,100	60,000	22,300	59.2%
Advertising/Legal Publications	6,165	10,000	10,000	13,500	10,000	-	0.0%
Services & Supplies	8,285	8,000	8,000	3,200	8,000	-	0.0%
Equipment Rental	4,167	4,500	4,500	4,700	4,700	200	4.4%
Telecommunications	7,228	10,200	10,200	7,500	10,200	-	0.0%
Training / Meetings / Travels	10,655	11,000	11,000	1,000	11,000	-	0.0%
Dues & Subscriptions	26,130	27,345	27,345	27,300	27,545	200	0.7%
Allocated Insurance	14,372	15,200	15,200	14,215	14,200	(1,000)	-6.6%
Council Objectives	2,000	2,500	2,500	2,500	2,500	-	0.0%
Community Benefit Grant Supports	93,890	97,700	97,700	97,700	97,660	(40)	0.0%
Other Community Supports	40,135	42,000	42,000	42,000	54,000	12,000	28.6%
TOTAL EXPENSE	\$ 286,496	\$ 331,945	\$ 331,945	\$ 305,335	\$ 370,005	\$ 38,060	11.5%

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

City Council Expenditures



Cost Allocation



**Detail - City Council
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-1001-4010	Salaries - Full Time ¹	18,093	18,000	18,000	18,300	18,000
100-1001-4011	Salaries - Part Time ¹	-	-	-	-	-
100-1001-4100	Benefits ²	27,728	36,300	36,300	28,600	35,400
100-1001-4101	Health in lieu	9,670	11,500	11,500	11,720	16,800
100-1001-4210	Contract Services	14,587	32,500	32,500	32,500	60,000
100-1001-4212	Technology Maintenance	3,392	5,200	5,200	600	-
100-1001-4250	Advertising/Legal Publications	6,165	10,000	10,000	13,500	10,000
100-1001-4310	Office Supplies	1,346	5,000	5,000	700	5,000
100-1001-4330	Misc. Supplies & Services	6,939	3,000	3,000	2,500	3,000
100-1001-4345	Dues / Subscriptions	26,130	27,345	27,345	27,300	27,545
100-1001-4510	Conference & Training	6,679	5,000	5,000	1,000	5,000
100-1001-4515	Meetings & Travel	3,976	6,000	6,000	-	6,000
100-1001-4750	Telecommunications	7,228	10,200	10,200	7,500	10,200
100-1001-4800	Council Approved Initiatives	2,000	2,500	2,500	2,500	2,500
100-1001-4820	Community Benefit Grants Support	93,890	97,700	97,700	97,700	97,660
100-1001-4996	Allocated Liability Insurance	12,672	13,500	13,500	12,515	12,600
100-1001-4997	Allocated Workers' Comp Insurance	1,700	1,700	1,700	1,700	1,600
Total Operation		242,195	285,445	285,445	258,635	311,305
100-1001-4210	Community Outreach ³	1,373	5,000	5,000	5,000	5,000
100-1001-4210	Library/City Hall Landscaping	7,909	6,000	6,000	6,000	7,000
100-1001-4890	Other Community Support	30,853	31,000	31,000	31,000	42,000
Total Council Objectives		40,135	42,000	42,000	42,000	54,000
124-1001-4375	Equipment Rental (Photocopier Lease)	4,167	4,500	4,500	4,700	4,700
TOTAL DEPARTMENT		286,496	331,945	331,945	305,335	370,005
100-1001-3998	G&A - Water Fund Allocation - 12%	(27,803)	(34,253)	(34,253)	(31,036)	(37,357)
100-1001-3998	G&A - Sewer Fund Allocation - 14%	(32,437)	(39,962)	(39,962)	(36,209)	(43,583)
General Fund Cost Allocation - 74%		222,089	253,229	253,229	233,390	284,366

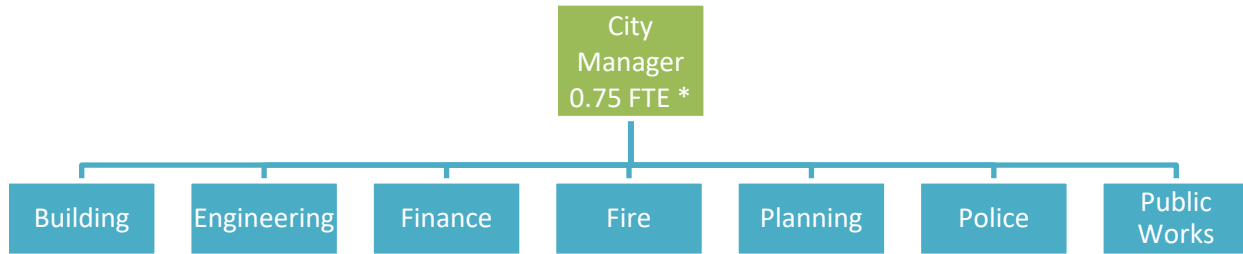
¹ Salaries: Includes stipend pay

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

³ Cost for this item is to fund outreach special projects

General Fund FTE	5.00	5.00	5.00	5.00	5.00
Total FTE	5.00	5.00	5.00	5.00	5.00

CITY MANAGER



*Designated City Manager holding two positions as City Attorney.

The City Manager is the Chief administrator of the City. The City Manager: Provides efficient and effective administration of the affairs of the City of Sebastopol; Implements the policies set by the City Council pertaining to all departments; Ensures that all laws and ordinances of the City are enforced; Ensures that all franchises, permits and privileges granted by the City Council are observed; Analyzes various services of the City; Makes recommendations that maintain a high standard of city government; Exercises control over all departments of the City; and Provides leadership for civic movements when authorized by the City Council.

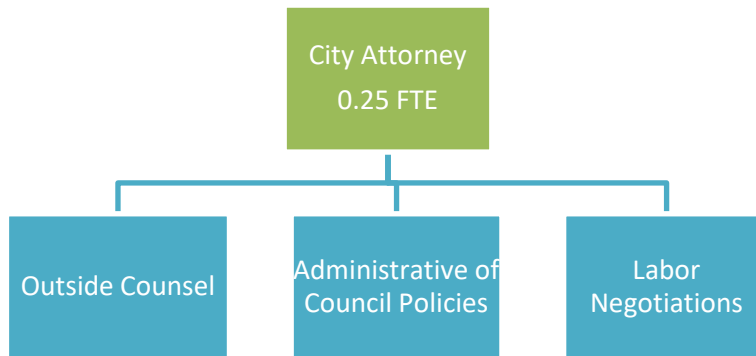
The City Manager is responsible for the general management of all City operations, personnel and develops the City’s annual budget and oversees preparation of the City’s capital improvement programs, plans and financing strategy. The City Manager develops and manages programs to assure economic development and financial vitality of the City and is responsible for implementing Council policies, ordinances, budgetary decisions and directives of the City Council. The City Manager’s Office will continue to support the City Council’s setting of priorities among ordinances and other initiatives, as well as monitor and report progress on the development and implementation of these priorities. The City Manager will continue to provide strategic leadership that supports the Mayor and City Council and challenges the organization to deliver high quality, cost-effective services that meet the needs of the community. This responsibility includes the enforcement of City Ordinances; the administration of City contracts and agreements for goods and services, including franchise agreements, and ensures that all franchises, contracts, permits and privileges granted by the City Council are observed. The City Manager also advises the City Council of legislative and administrative concerns and has responsibility for intergovernmental relations.

The City Manager is also responsible for administration of personnel rules, policies and employee Memorandums of Understanding serving as the Chief Negotiator with the City's two formally recognized bargaining units and the unrepresented employees of the city. The City Manager appoints and oversees all executive management positions and appoints and removes employees.

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 Manager is responsible for providing the organization with the direction and tools necessary to maintain a consistent level of City Services and continue the internal transformation to take advantage of City staff’s strengths to continually strive to provide essential services.

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.
- Serving as legal advisor to City council and City staff
- Responding to all public inquiries and Public Records Act Requests.
- Continuing education on public law, land use law, conflict of interest laws, etc.
- Review development plans; deeds; agreement.
- Review contract documentation and insurance requirements of city contractors.
- Providing Brown Act Guidance to City council and City staff
- Providing conflict of interest guidance to City Council

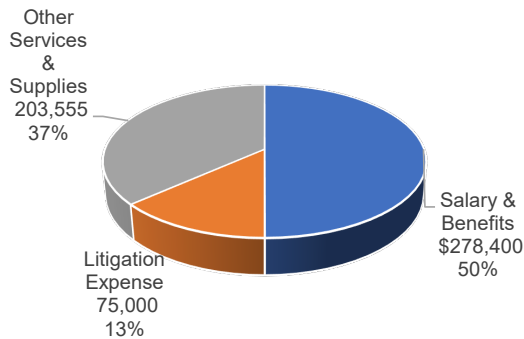
SUMMARY - CITY MANAGER | ATTORNEY

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Water Fund	\$ 56,337	\$ 56,337	\$ 56,903	\$ 58,556
Sewer Fund	53,237	53,237	53,374	55,389
General Fund	447,381	467,381	485,574	426,096
TOTAL REVENUE	556,955	576,955	595,850	540,040

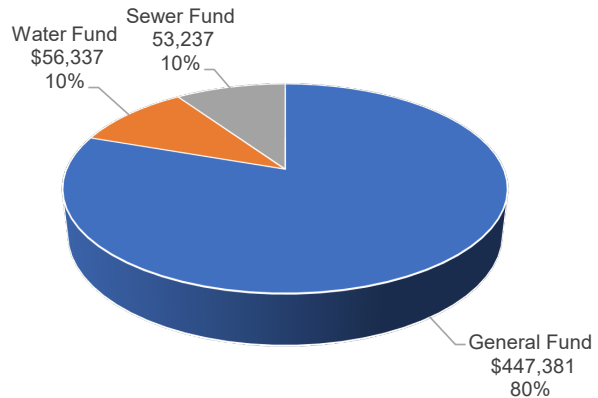
EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a	295,662	278,400	278,400	272,900	288,200	9,800	3.6%
Contracted Services	93,410	153,000	173,000	174,700	126,700	(46,300)	-26.5%
Litigation Expense	85,310	75,000	75,000	95,000	75,000	-	0.0%
Services & Supplies	1,173	4,500	4,500	3,900	1,400	(3,100)	-79.5%
Equipment Rental	4,165	4,500	4,500	4,500	4,500	-	0.0%
Telecommunications	2,529	3,000	3,000	3,000	3,390	390	13.0%
Training / Meetings / Travels	100	1,750	1,750	200	750	(1,000)	-500.0%
Dues & Subscriptions	225	1,000	1,000	250	-	(1,000)	-400.0%
Allocated Insurance	33,462	35,805	35,805	41,400	40,100	4,295	10.4%
TOTAL EXPENSE	\$ 516,036	\$ 556,955	\$ 576,955	\$ 595,850	\$ 540,040	\$ (36,915)	-6.2%

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

**City Manager/Attorney
Expenditures**



Cost Allocation



**Detail - City Manager
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-1101-4010	Salaries ¹	152,255	144,400	144,400	144,400	148,700
100-1101-4100	Benefits ²	69,315	61,500	61,500	56,000	64,800
100-1101-4140	Retiree Health Insurance (OPEB)	3,733	3,800	3,800	3,800	3,800
100-1101-4210	Contract Services	3,092	1,000	1,000	2,700	2,700
100-1101-4310	Office Supplies	381	1,150	1,150	500	500
100-1101-4330	Misc. Supplies & Services	337	250	250	250	250
100-1101-4345	Dues / Subscriptions	225	1,000	1,000	250	-
100-1101-4510	Conference & Training	-	250	250	-	-
100-1101-4515	Meetings & Travel	100	750	750	200	750
100-1101-4750	Telecommunications	2,529	3,000	3,000	3,000	3,390
100-1101-4996	Allocated Liability Insurance	11,570	12,230	12,230	15,700	15,900
100-1101-4997	Allocated Workers' Comp Insurance	12,550	13,600	13,600	13,600	12,400
Total Operation		256,087	242,930	242,930	240,400	253,190
124-1101-4210	Contract Services - Economic Vitality	34,999	100,000	120,000	120,000	72,000
124-1101-4210	Contract Services - Community Outreach ³	55,319	52,000	52,000	52,000	52,000
124-1101-4351	Computer Equipment Expenses	-	2,500	2,500	2,500	-
124-1101-4375	Equipment Rental (Photocopier Lease)	4,165	4,500	4,500	4,500	4,500
Total Capital Outlay & Other		94,483	159,000	179,000	179,000	128,500
TOTAL DEPARTMENT		350,570	401,930	421,930	419,400	381,690
100-1101-3998	G&A - Water Fund Allocation - 20%	(46,244)	(48,586)	(48,586)	(48,080)	(50,638)
100-1101-3998	G&A - Sewer Fund Allocation - 20%	(46,244)	(48,586)	(48,586)	(48,080)	(50,638)
General Fund Cost Allocation - 60%		163,599	145,758	145,758	144,240	151,914
General Fund FTE		0.75	0.75	1.75	0.75	0.75
Total FTE		0.75	0.75	1.75	0.75	0.75

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

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

³ Community Outreach Coordinator Contract

**Detail - City Attorney
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-1201-4010	Salaries ¹	50,752	48,200	48,200	48,200	49,600
100-1201-4100	Benefits ²	19,607	20,500	20,500	20,500	21,300
100-1201-4214	Legal Expense	85,310	75,000	75,000	95,000	75,000
100-1201-4330	Misc. Supplies & Services	455	600	600	650	650
100-1201-4515	Meetings & Travel	-	750	750	-	-
100-1201-4996	Allocation Liability Insurance	5,142	5,435	5,435	7,500	7,600
100-1201-4997	Allocated Workers' Comp Insurance	4,200	4,540	4,540	4,600	4,200
TOTAL DEPARTMENT		165,466	155,025	155,025	176,450	158,350

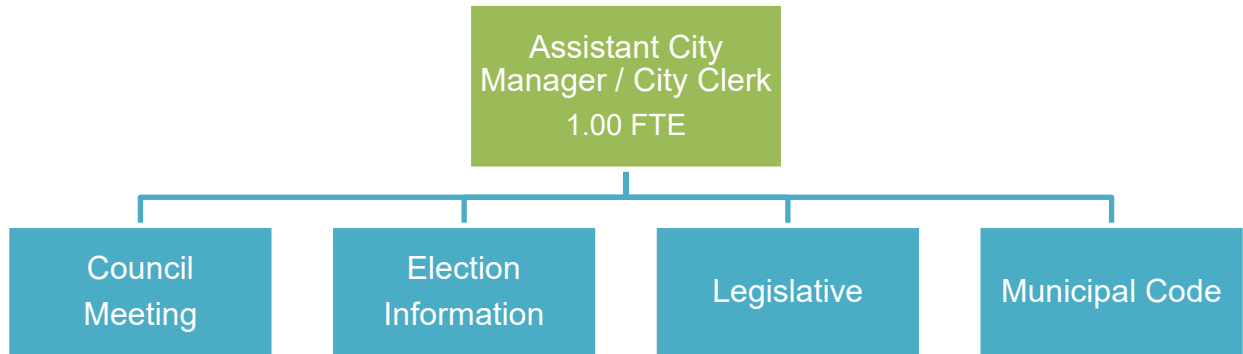
100-1201-3998	G&A - Water Fund Allocation - 5%	(7,466)	(7,751)	(7,751)	(8,823)	(7,918)
100-1201-3998	G&A - Sewer Fund Allocation - 3%	(4,478)	(4,651)	(4,651)	(5,294)	(4,751)
General Fund Cost Allocation - 92%		153,522	142,623	142,623	162,334	145,682

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

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

General Fund FTE	0.25	0.25	1.25	0.25	0.25
Total FTE	0.25	0.25	1.25	0.25	0.25

ASSISTANT CITY MANAGER / CITY CLERK



The Assistant City Manager/City Clerk Department consists of the one employee, the Assistant City Manager/City Clerk. The Assistant City Manager/City Clerk serves as Clerk of the City Council and as Secretary to the Successor Agency and provides confidential staff support to the Mayor, City Council, City Manager and City Departments. The Assistant City Manager/City Clerk is responsible for coordination of local ballot measures and City Council elections with the County Registrar of Voters; compliance with state campaign reporting and conflict of interest laws in compliance with the Fair Political Practices Commission (FPPC); and maintenance of overall record-keeping of the City, with each department being responsible for their individual departmental records. The mission of the City Clerk is to be a steward and protector of democratic processes and supports the City Council’s goal of transparency and fairness, while advocating for community participation and involvement and maximizes public access to the City’s legislative processes.

The Office of the City Clerk plays a vital role in municipal operations. The 1931 Charter outlined the duties of the City Clerk, and the core functions remain, which include: supporting the legislative body, coordinating municipal elections, serving as the Filing Officer, and managing the City's archives and records management program.

Today, the Clerk has built upon these important services to become a vital access point to local government. The City Clerk serves as the Official Record Keeper and preserves the legislative history of the City, provides the City Council, staff and public with information pertaining to official City business, and conducts local elections by consolidating the Sonoma County Registrar of Voters. This office provides for the efficient and effective administration of the affairs and delivery of services for the City of Sebastopol; maintains all official City records; administers Fair Political Practice Commission and Conflict of Interest legislation in accordance with State laws; maintains official City seal; administers municipal elections; and provides the City Manager and City Council with accurate and timely information to support decision-making and policy direction; and assists in the overall daily administration, decision-making and policy direction guidance with the City Manager and Council.

The principal function of this position is to oversee, guide and assist the activities of various Departments and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council; provide administrative guidance and make recommendations to

departments to ensure the City's goals and objectives are achieved in a timely and professional manner.

The City Clerk's department is responsible for preparing agendas and transcribing minutes for Regular and Special City Council meetings; preparing agenda packets for distribution on the Thursday preceding each regular Council meeting and Study Session; preparing the City Department's Monthly Activities packet to the City Council; publishing all legally-required notices; maintaining an updated list of upcoming agenda items for Council Regular and Special Meetings and posting them on the website; coordinating recruitment of City Board and Commission and Various City Committee applicants; and is responsible for codifying the City's Municipal Code and Keeper of the Official City Seal. The City Clerk provides coordination for the Goals and Priority Setting sessions for the City Council; accepts and processes subpoenas, summons and Public Record Act requests, appeals and claims; monitors and processes all appointments, resignations and terminations for Boards and Commissions and City Committees; administers oaths of office; ensures the City of Sebastopol complies with Redwood Empire Municipal Insurance Fund (REMIF) requirements; responsible for compliance with ethics training; coordinates and sets up City meetings and events; notarizes city documents; and provides prompt and courteous service to citizens' requests for assistance.

In addition to daily work, the Assistant City Manager/City Clerk responds to a substantial number of telephone calls and emails daily. Notwithstanding the large volume, this position continues to focus on the work at hand and provide quality customer service to the Council, Staff and Community.

This position provides effective, professional leadership, positioning the City to meet the community's current and future needs through appropriate technologies and services. Due to COVID 19 Pandemic, the Assistant City Manager/City Clerk transitioned to work at home and maintained contact with Council, staff and the community; coordinated and conducted by virtual means all City Council and other Official City meetings with increased community attendance; and conducted day to day activities while maintaining the Shelter in Place directives.

The Clerk has spent over a decade striving for increased efficiency and embracing continuous improvement. This philosophy has allowed the office to provide the best assistance to its internal and external customers by integrating innovative practices to daily operations. The Assistant City Manager/City Clerk's Office also instituted electronic campaign filing and Statements of Economic Interest filing to create more transparency and open government. This department is also working towards translation of the city website for increased inclusivity of all community members.

The Assistant City Manager/City Clerk's Office represents the "front door" of City Hall and is here to help demystify the government process. The City Clerk's office encourages community members to have a voice in local government. This office strives to enhance transparency and makes every effort to be the gateway to local government.

Statute	Why?	
<p>The Brown Act Government Code (Access to information law regarding open meetings & open deliberations)</p> <p><u>Government Code §§ 54950 et seq.</u></p>	<p>The people, in delegating authority, do not give their public servants the right to decide <u>what is good</u> for the people <u>to know</u> and <u>what is not good</u> for them <u>to know</u>. The people insist on remaining informed so they may retain control over the instruments they have created.</p>	
<p>The California Public Records Act Government Code (Access to information law regarding government business records)</p> <p><u>Government Code §§ 6250 et seq.</u></p>	<p>The public must have access to information that enables them to monitor the functioning of their government.</p>	
<p>Political Reform Act Government Code (Access to information law regarding financial interests of officials)</p> <p><u>Government Code § 81000 et seq.</u> <u>CCR § 18109 et seq.</u></p>	<p>Government should serve citizens equally without regard to wealth; contributors shall not gain disproportionate influence over others. The theory is that an informed electorate will vote against a candidate having financial alliances adverse to the public interest.</p>	
<p>Fair Political Practices Commission An agency established under the Political Reform Act (Access to information law regarding financial interests of officials)</p> <p><u>Government Code § 81000 et seq.</u> <u>CCR § 18109 et seq.</u></p>	<p>The FPPC is an agency established under the Political Reform Act (Government Code) The FPPC has responsibility for the impartial, effective administration and implementation of the Political Reform Act. The FPPC creates regulations, manuals, and forms to implement the Act.</p>	
<p>Conflicts of Interest Government Code (Safeguard law - protects against personal financial gain for officials)</p> <p><u>Government Code § 1090</u> <u>Government Code §§ 87100 – 87505</u></p>	<p>Public officials, whether elected or appointed, should perform their duties in an impartial manner, free from bias caused by their own financial interests.</p> <p>No public official shall participate in or attempt to use his official position to influence a governmental decision for which the official has a personal financial interest.</p>	
<p>The Maddy Act – Local Appointments List Government Code (Access to information law regarding board and commission vacancies)</p> <p><u>Government Code § 54972</u></p>	<p>A vast and largely untapped reservoir of talent exists among the citizenry, and rich and varied segments of this great human resource are, all too frequently, not aware of the many opportunities which exist to participate in and serve on local regulatory and advisory boards, commissions, and committees</p>	

Statute	Why?	How?
<p>Election Law Elections Code (Safeguard law – protects individual rights to a participatory government)</p> <p>Government Code §§ <u>34050</u> & <u>36503</u> Elections Code §§ <u>1301</u>, <u>9200</u> et seq. and <u>10100</u> et. seq.</p>	<p>US Constitution: The right of citizens of the United States to vote shall not be denied or abridged.</p>	
<p>Ethics Law (AB 1234) Government Code (Safeguard law – protects against inappropriate use of tax dollars)</p> <p>Government Code § <u>53234</u></p>	<p>Response to reports of inappropriate use of local tax dollars, increased misuse of public resources, and failure to follow conflict of interest laws.</p>	
<p>Tort Claims Act (Claims Against Public Entities) Government Code (Safeguard law- protects against significant attorneys fees and narrows a plaintiff's lawsuit)</p> <p>Government Code §§ <u>900</u> et seq.</p>	<p>Allows governments to investigate and negotiate on meritorious claims.</p>	
<p>California Voter Participation Rights Act Election Code (Safeguard law - protects against low voter turnout due to the timing of elections)</p> <p>Elections Code § <u>14050</u></p>	<p>One of the greatest barometers for waning civic engagement in American politics is declining voter turnout. Synchronizing with statewide elections can boost turnout 21-36 percent.</p>	
<p>California Voting Rights Act Election Code (Safeguard law - protects against voter dilution and discrimination)</p> <p>Elections Code § <u>14025</u></p>	<p>At-large election systems are suspect because they invariably dilute the vote of a minority.</p>	

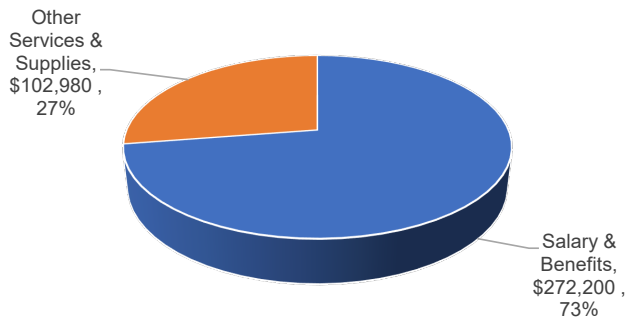
SUMMARY - ASSISTANT CITY MANAGER | CITY CLERK

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Notary Fees	\$ -	\$ -	\$ -	\$ -
Plaza Rental Fees	3,300	3,300	3,300	3,300
Water Fund	28,374	28,374	27,352	28,818
Sewer Fund	24,828	24,828	23,933	25,216
General Fund	318,678	318,678	301,813	309,893
TOTAL REVENUE	375,180	375,181	356,400	367,230

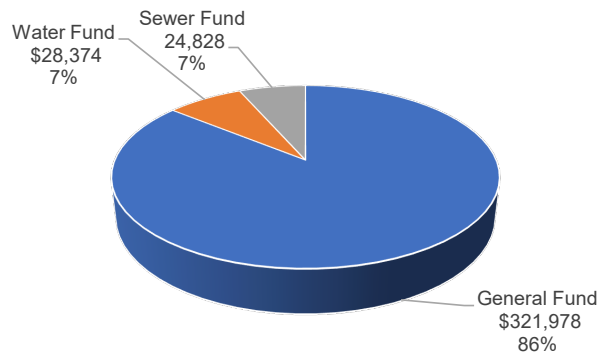
EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a	280,045	272,200	272,200	260,500	282,100	9,900	3.8%
Contracted Services	5,175	33,750	33,750	32,250	30,550	(3,200)	-9.9%
Services & Supplies	8,461	7,650	7,650	9,000	8,650	1,000	11.1%
Equipment Rental	4,167	4,500	4,500	4,500	4,500	-	0.0%
Election Expense	-	15,000	15,000	7,500	-	(15,000)	-200.0%
Telecommunications	3,086	3,450	3,450	3,450	3,450	-	0.0%
Training/Meetings	494	2,500	2,500	2,500	2,500	-	0.0%
Dues & Subscriptions	3,005	2,880	2,880	2,800	2,880	-	0.0%
Allocated Insurance	30,936	33,250	33,250	33,900	32,600	(650)	-1.9%
TOTAL EXPENSE	\$ 335,369	\$ 375,180	\$ 375,180	\$ 356,400	\$ 367,230	\$ (7,950)	-2.2%

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

City Clerk Expenditures



Cost Allocation



**Detail - Assistant City Manager / City Clerk
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-1301-4010	Salaries ¹	200,645	198,800	198,800	198,800	204,800
100-1301-4100	Benefits ²	75,668	69,700	69,700	58,000	73,600
100-1301-4104	Accrual In-Lieu	-	-	-	-	-
100-1301-4140	Retiree Health Insurance (OPEB)	3,732	3,700	3,700	3,700	3,700
100-1301-4210	Contracted Services ³	3,289	29,250	29,250	29,250	30,550
100-1301-4212	Technology Maintenance	1,747	2,500	2,500	2,500	-
100-1301-4270	Election Costs	139	2,000	2,000	500	-
100-1301-4310	Office Supplies	5,185	5,000	5,000	5,000	5,000
100-1301-4330	Misc. Supplies & Services	3,276	1,650	1,650	1,500	1,150
100-1301-4345	Dues / Subscriptions	3,005	2,880	2,880	2,800	2,880
100-1301-4510	Conference & Training	12	2,000	2,000	2,000	2,000
100-1301-4515	Meetings & Travel	482	500	500	500	500
100-1301-4750	Telecommunications	3,086	3,450	3,450	3,450	3,450
100-1301-4996	Allocated Liability Insurance	13,736	14,525	14,525	15,200	15,400
100-1301-4997	Allocated Workers' Comp Insurance	17,200	18,725	18,725	18,700	17,200
Total Operation		331,202	354,680	354,680	341,900	360,230
124-1301-4270	Election Expense - Ballot Measures	-	15,000	15,000	7,500	-
124-1301-4351	Computer Equipment Expenses	-	1,000	1,000	2,500	2,500
124-1301-4375	Equipment Rental (Photocopier Lease)	4,167	4,500	4,500	4,500	4,500
Total Capital Outlay		4,167	20,500	20,500	14,500	7,000
TOTAL DEPARTMENT		335,369	375,180	375,180	356,400	367,230
100-1301-3998	G&A - Water Fund Allocation - 8%	(26,606)	(28,374)	(28,374)	(27,352)	(28,818)
100-1301-3998	G&A - Sewer Fund Allocation - 7%	(23,280)	(24,828)	(24,828)	(23,933)	(25,216)
General Fund Cost Allocation - 85%		281,316	301,478	301,478	290,615	306,196

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

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

³ Includes municode update annual contract maintainance

General Fund FTE	1.00	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00	1.00



City of Sebastopol COUNCIL POLICY

SUBJECT FUNDING OF COMMUNITY BENEFIT GRANTS	POLICY NO 88	EFFECTIVE DATE October 18, 2016	PAGE 1 of 4
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BACKGROUND

The Community Benefit Grant Program provides an excellent opportunity for the City of Sebastopol to support critical neighborhood projects and helps fulfill the community’s vision. It has been the practice of the City Council to consider the contribution funding of community-based programs conducted by non-profit 501 (3) (c) organizations that actively enhance the quality of life for Sebastopol residents.

The Community Grants program is developed with a philosophy of partnership whereby Council recognizes the vital role that individuals, community groups and organizations play in contributing to the creation of a vibrant and sustainable City. In return, Council provides a range of grants to encourage and support individuals and groups in the community to engage in activities that advance the quality of life in the City of Sebastopol.

PURPOSE

The purpose of this policy is to provide a basis for Council to allocate funds in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

Council will apply appropriate management practices to ensure that there is a balance between responsibility for administering public funds, and supporting the community in a practical and effective manner.

The Community Benefit Grant Fund is intended to provide funding to local non-profit organizations for specified community benefits programs and/or projects that will:

1. Address an unmet/under-met and ongoing community need;
2. Demonstrate long-term impact and quality outcome;
3. Benefit a large cross section of community residents and/or businesses;
4. Leverage additional funding to support the program;

The Community Grants policy is strongly related to Council’s Goals and Objectives as well as its vision and mission statements. The goal is to operate the Community Benefit Grant Program following related Council policies, plans and activities such as:

1. Social Plans including Youth Plan, Cultural Arts, and Positive Aging/Elders;
2. Community Participation;
3. Festivals and Public Events;
4. Economic Development; and
5. Marketing Strategy, Tourism, Community Outreach

City of Sebastopol



COUNCIL POLICY

SUBJECT FUNDING OF COMMUNITY BENEFIT GRANTS	POLICY NO 88	EFFECTIVE DATE October 18, 2016	PAGE 2 of 4
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POLICY

1. Non-profit organizations must file an application for the Community Benefit Grants Program. Applications must be submitted by March 31 of each year for funding the following fiscal year. Applications must be submitted to the Finance Department prior to each deadline. Application forms may be obtained from the Finance Department, 7:00 A.M to 5:30 P.M., Monday through Thursday, or off the City website page (www.cityofsebastopol.org).
2. Public funds shall be made available only when the funds are to be expended for a community program that will contribute to the quality of life for Sebastopol residents.
3. The City Council shall strive to appropriate one percent of General Fund revenues.
4. No organization may apply for funding if it failed to meet any of the post application requirements from the prior year (see paragraph 11, 12 & 13).
5. Funds will not be allocated to:
 - a. Political action committees, political candidates, or political campaigns;
 - b. Any organization conducting a religious activity;
 - c. Organizations conducting a fund-raising event or activity;
 - d. For the rental of the City owned facilities.
6. Funding requested from membership based adult organizations will not be considered if the funds requested are to be used to directly benefit its members and not the community at large.
7. Funding requested from youth sports group will be considered only if the request is to support the youth sports group in a regional, state or national competition, but not for travel out of the country, and provided that the requesting group is predominately composed of Sebastopol residents and greater Sebastopol community.
8. Requests for funding will be considered by the City Council only during the periods determined in this Council Policy and submitted on the appropriate application form.
9. Funding of a program will not constitute a precedent for contributions in subsequent years.
10. All applications will be submitted to the Finance Department for analysis and recommendation to the Budget Subcommittee and ultimately to the City Council. In its evaluation, the Budget Subcommittee shall consider and evaluate the following criteria:
 - a. The non-profit status of the organization.
 - b. The number of citizens within the community that will benefit directly by the expenditure as well as the ratio of Sebastopol residents served to the total number of individuals served.
 - c. Adherence to the stated policies of the City of Sebastopol.
 - d. Whether or not a public need will go unmet without the contribution
 - e. The degree to which the goodwill of the City of Sebastopol will be promoted.
 - f. The degree to which the cause has been recognized as a contribution to the community



City of Sebastopol

COUNCIL POLICY

SUBJECT	POLICY NO	EFFECTIVE DATE	PAGE
FUNDING OF COMMUNITY BENEFIT GRANTS	88	October 18, 2016	3 of 4

- g. Whether or not the contribution could expose the City to civil liability
 - h. The amount of the request.
 - i. Whether the ratio of administrative costs to program costs exceeds 25% of the program budget.
 - j. The degree to which the members of the organization have engaged in fund-raising activities.
 - k. Whether or not the organization has applied for funding from other Sonoma County cities.
 - l. Whether or not the organization has received CDBG (Community Development Block Grant Funding).
11. After review, the Budget Subcommittee shall make a recommendation to approve, deny, or modify the funding request and approve as modified.
12. Post Application Requirements:
- a. Not discriminate in employment or in clients served because of race, religion, national origin, or sex or sexual orientation.
 - b. Be accountable for revenue and expenditures through standard bookkeeping procedures. An annual audit or review at the applicant’s expense may be required, with the results available to the City of Sebastopol upon request.
 - c. Provide access to periodic reviews by City staff and City Council for purposes of monitoring the program.
 - d. Provide the City with an interim end of the year full financial accounting and narrative report by the close of May 31.
 - e. The year-end report shall be submitted in writing, and may be brief but should include a financial summary indicating how funds have been expended during the period and a narrative commenting on development of the program. The end of the year shall be within 30 days after May 31. This report must include a complete financial statement detailing all expenditures of the City monies for the program(s) covered under the grant and a narrative report on the project and its significance. The financial and narrative report should compare actual expenditures and accomplishments with the budget and objectives cited in the original proposal.
13. Funded applicants must return to the City any unexpended funds at the end of the one-year funding period, or whenever, the City determines that the applicant has not performed in accordance with the approved program proposal.
14. Any funds returned in accordance with the policy shall be returned to the City General Fund, to be allocated in accordance with the policy.
15. City moneys shall be used only for the purpose and program(s) duly authorized and in accordance with the approved budget. Any deviation from the approved program proposal may be made only with the City’s prior written approval. If not, funds must be returned immediately to the City.



City of Sebastopol

COUNCIL POLICY

SUBJECT	POLICY NO	EFFECTIVE DATE	PAGE
FUNDING OF COMMUNITY BENEFIT GRANTS	88	October 18, 2016	4 of 4

- 16. The organization shall provide a report to the City of its use of the funds provided no later than 30 days after the close of the third quarter (March 31) of the fiscal year.
- 17. Each year, and in accordance with the established time line, the City Council will develop its funding allocations within the following categories for Community Benefit Grands Funding:
 - a. Parks and Recreation, including but not limited to:
 - i. Outdoor Recreation
 - ii. Youth services and athletics, such as dance classes, life skilled programs
 - iii. Hospitality Program
 - b. Arts and Cultural, including but not limited to:
 - i. Event and Tourism Resources
 - ii. History and Culture Education
 - iii. Music, Theater & Art Events
 - c. Environmental Quality and Sustainability, including but not limited to:
 - i. Clean air quality / pollution control
 - ii. Climate action initiative
 - iii. Sustainability education
 - d. Health & Community/Human Services, including but not limited to:
 - i. Health and Safety, Food / Nutrition, Youth and mental health services
 - ii. Crisis Intervention Facilities
 - iii. Senior & Low Income Resources
 - e. Economic Vitality, including but not limited to:
 - i. Workforce training such as internship
 - ii. Business development, incubation or acceleration
 - iii. Business attraction, retention / expansion program

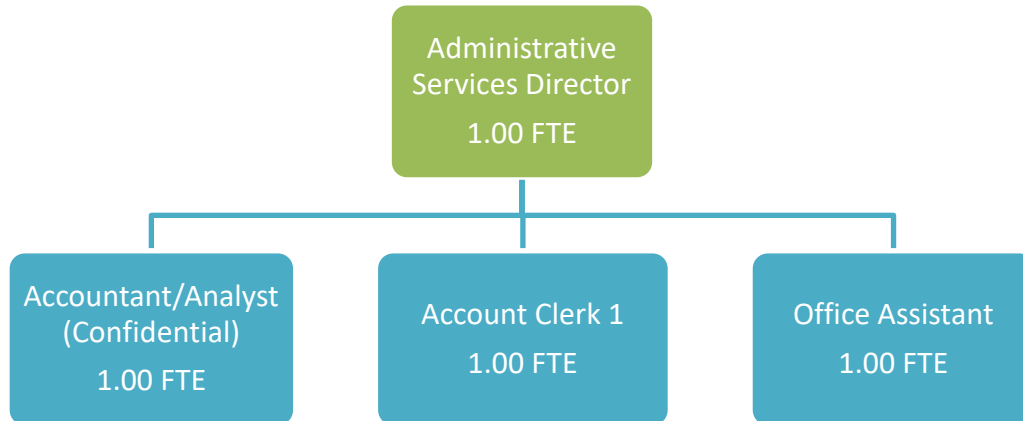
**Detail - Community Support
Budget Expenditures**

Account Number	Name of Organization	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-1001-4820	Analy High School	6,600	1,500	1,500	1,550	6,100
100-1001-4820	Ceres Community Project	-	8,000	8,000	8,000	8,125
100-1001-4820	Chamber of Commerce - Apple Blossom Festival & Parade	15,000	12,000	12,000	12,000	10,000
100-1001-4820	Chamber of Commerce - Visitor Center	-	3,000	3,000	3,000	5,000
100-1001-4820	Flatbed Music Festival	-	4,000	4,000	4,000	-
100-1001-4820	Food For Thought	-	-	-	-	-
100-1001-4820	Gravenstein Health Action Coalition	-	8,000	8,000	8,000	-
100-1001-4820	Library Assoc New Techno-Current Regional Entity (LANTERN)	4,880	-	-	-	-
100-1001-4820	Main Stage West	-	3,000	3,000	3,000	8,000
100-1001-4820	Mr. Music Foundation	11,445	10,000	10,000	10,000	10,000
100-1001-4820	Rebuilding Together Sebastopol	3,500	2,800	2,800	2,800	3,000
100-1001-4820	Redwood Rainbows Square Dance Club, Inc ^{a)}	9,000	-	-	-	-
100-1001-4820	School Garden Network Foundation	-	2,000	2,000	2,000	-
100-1001-4820	Sebastopol Center for the Arts - Opening Up	-	-	-	-	10,000
100-1001-4820	Sebastopol Center for the Arts - Art Trails	10,000	2,000	2,000	2,000	-
100-1001-4820	Sebastopol Center for the Arts - Climate Change	-	2,500	2,500	2,500	-
100-1001-4820	Sebastopol Center for the Arts - Documentary Film Festival	-	5,000	5,000	5,000	-
100-1001-4820	Sebastopol Downtown Association	5,000	5,000	5,000	5,000	-
100-1001-4820	Sebastopol Entrepreneurs Project	2,500	1,500	1,500	1,500	-
100-1001-4820	Sebastopol Farmers Market	2,000	4,000	4,000	4,000	2,000
100-1001-4820	Sebastopol Regional Library	2,965	-	-	-	3,185
100-1001-4820	Sebastopol Sea Serpents	-	11,000	11,000	11,000	11,000
100-1001-4820	Sebastopol World Friends - Sister City Exchanges	5,000	4,000	4,000	4,000	5,000
100-1001-4820	Slow Food Russian River	4,500	3,600	3,600	3,600	4,500
100-1001-4820	SUSD Rainbow House	4,000	-	-	-	4,000
100-1001-4820	Western SoCo Historical Society	7,500	4,800	4,800	4,800	7,750
100-1001-xxxx	Sponsorship Allocation Pilot Program	-	-	-	-	-
Total		\$ 93,890	\$ 97,700	\$ 97,700	\$ 97,750	\$ 97,660

^{a)} \$11,516 requested for Wischemann Hall Building Maintenance will be budgeted in Pubic Works Government Building budget for such repairs

	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
TOTAL CBG Actual Funding	\$ 93,890	\$ 97,700	\$ 97,700	\$ 97,750	\$ 97,660
% Contribution in relation to annual revenues (per policy)	1.01%	1.17%	1.09%	1.07%	1.09%
General Fund Revenues	9,294,076	8,385,800	8,969,325	9,161,362	8,985,400

ADMINISTRATIVE SERVICES (FINANCE) DEPARTMENT



The Administrative Services (Finance) Department provides support in three distinct areas: Finance & Accounting, Payroll/Human Resources, and Risk Management. This department is responsible for the control of the City's financial records; City payroll functions; Employee Benefit and Personnel administration; and Risk Management Insurance administration.

MANDATED

Finance

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

Human Resources/Risk Management

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

CORE

Finance

- Administer Utility Billing Operation
- Process Accounts Payable/Receivable
- Process Cash Receipts
- Perform Treasury Management

- Perform Financial Analysis
- Administer and Maintenance ongoing of the City's User Fee Schedule
- Administers the Street Lighting Assessment District, and the Woodstone Assessment District
- Maintains the Fixed Asset inventory

Human Resources/Risk Management

- Provide notice to employees of medical leave and benefits rights under law
- Resolve return to work, risk management, and safety issues with supervisors and managers
- Coordinate with oversight and benefit administration organizations
- Design and maintain classification and compensation structures
- Compile and maintain official personnel records for all employees
- Maintains and manages the City's Payroll, Personnel, Medical, and Worker's Compensation records
- Creates and implements various employee benefit / insurance programs and policies as needed
- Updates job descriptions for all departments
- Administration of required AB1825 Anti-Harassment training for City staff
- Serves as the insurance and benefit administrator for City staff
- Manages Public Employee Retirement System program
- Administration of the Health, Life, Short Term and Long Term Disability insurance programs
- Administers the City's Child Care benefit program
- Administers City's 457 Deferred Compensation programs
- Facilitate FMLA Family Medical Leave Act leave of absences for employees
- Administers the City's Medical After Retirement programs
- Administers the COBRA program for former employees and their dependents
- Administration of HIPAA privacy act
- Assists employees with all of the City's benefit programs
- Responsible for managing REMIF's Risk Management programs including City insurances for Property Insurance, Liability Insurance, Vehicle Insurance, Earthquake & Flood Insurance, and Boiler Insurance
- Responsible for managing REMIF's Employee Insurance programs including Health Insurance, Life Insurance, Short Term and Long Term Disability Insurance, and Voluntary Life Insurances
- Responsible for management of REMIF's Workers Compensation Insurance coverage
- Responsible for maintaining REMIF's list of all property insured for the City including City buildings, City property and the City's vehicle and equipment fleet

Major Accomplishments in 2020-21:

- ✓ Received the Distinguished Budget Presentation Award (5th time recipient)
- ✓ Received the Certificate of Achievement for Excellence in Financial Reporting (3rd time recipient)

- ✓ Put in place the new phone system per Kari's law compliance
- ✓ Transition from Face to Face City Council meetings to Virtual Platform
- ✓ Facilitated small business loan process for local businesses affected by COVID-19
- ✓ Partnered and Implemented Water \$ave Program for Utility with BayRen
- ✓ Facilitated energy efficiency assessment with Syserco
- ✓ Refinancing current high interest rate debts
- ✓ Implemented Keyless Entry for City Hall Building
- ✓ Facilitated fiber connectivity for Public Works Building
- ✓ Continue to streamline for efficiency with year-end close processes and departmental overall

Goals and Objectives for 2021-22:

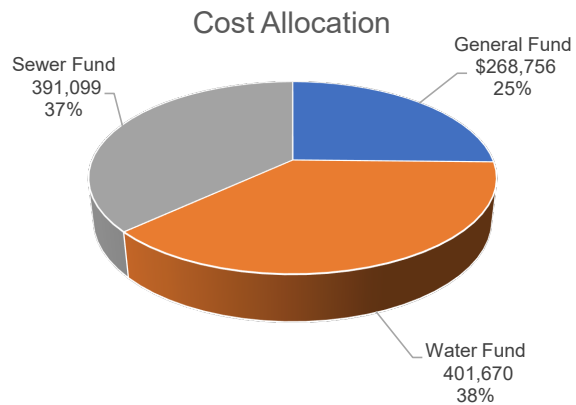
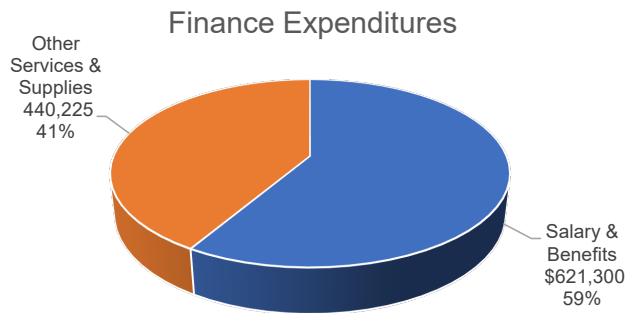
- To fill the two vacancies in the Administrative Services Department
- Issue RFP/RFQ for Informational Technology support & City Engineering Service
- Issue RFP for annual audit
- Continue to be the recipient of the Distinguished Budget Presentation Award
- Continue to be recipient of Certificate of Achievement for Excellence in Financial Reporting
- Continue to streamline for efficiency with year-end close processes and the department overall

SUMMARY - ADMINISTRATIVE SERVICES (FINANCE)

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Business Licenses	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Staff Time Reimbursement	-	-	-	-
Water Fund	401,670	401,670	364,665	446,002
Sewer Fund	391,099	391,099	355,069	434,265
General Fund	138,756	138,756	115,911	169,423
TOTAL REVENUE	1,061,525	1,061,525	965,645	1,179,690

EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a	388,364	621,300	621,300	426,850	669,500	48,200	11.3%
Contract Services	457,182	324,100	324,100	420,100	397,820	73,720	17.5%
Services & Supplies	13,385	10,500	10,500	17,500	10,500	-	0.0%
Equipment Rental	6,115	8,000	8,000	9,500	9,500	1,500	15.8%
Telecommunications	4,697	6,735	6,735	6,735	6,735	-	0.0%
Training/Meetings	3,442	3,000	3,000	3,000	3,000	-	0.0%
Dues & Subscriptions	3,408	4,435	4,435	3,500	4,435	-	0.0%
Allocated Insurance	79,092	83,455	83,455	78,460	78,200	(5,255)	-6.7%
TOTAL EXPENSE	\$ 955,685	\$ 1,061,525	\$ 1,061,525	\$ 965,645	\$ 1,179,690	\$ 118,165	12.2%

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



Detail - Administrative Services (Finance)
Budget Expenditures

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-1401-4010	Salaries ¹	247,176	373,700	373,700	294,000	408,900
100-1401-4012	Overtime	-	-	-	250	-
100-1401-4100	Benefits ²	134,852	240,000	240,000	125,000	253,000
100-1401-4140	Retiree Health Insurance OPEB	6,336	7,600	7,600	7,600	7,600
100-1401-4210	Contracted Services	238,881	69,000	69,000	185,000	99,000
100-1401-4211	Banking Fees	20,569	21,600	21,600	21,600	21,600
100-1401-4212	Technology Maintenance	12,772	12,000	12,000	12,000	25,720
100-1401-4220	Contract Services - Accounting Services	28,100	41,000	41,000	41,000	41,000
100-1401-4222	Contract Services - Sales Tax Audit	3,425	5,000	5,000	5,000	5,000
100-1401-4223	Contract Services - UUT Audit	15,000	15,000	15,000	15,000	15,000
100-1401-4230	Recruitment	23,094	20,000	20,000	-	20,000
100-1410-4210	Contract Services - Information Tech	39,641	53,000	53,000	53,000	53,000
100-1411-4210	Contract Services - Human Resources	75,700	87,500	87,500	87,500	117,500
100-1401-4310	Office Supplies	6,402	4,800	4,800	8,500	4,800
100-1401-4330	Misc. Supplies & Services	6,983	5,700	5,700	9,000	5,700
100-1401-4345	Dues / Subscriptions	3,408	4,435	4,435	3,500	4,435
100-1401-4375	Equipment Rental	1,948	3,500	3,500	3,500	3,500
100-1401-4510	Conference & Training	3,146	2,500	2,500	2,500	2,500
100-1401-4515	Meetings & Travel	296	500	500	500	500
100-1401-4750	Telecommunication	4,697	6,735	6,735	6,735	6,735
100-1401-4996	Allocated Liability Insurance	40,592	43,455	43,455	43,260	43,800
100-1401-4997	Allocated Workers' Comp Insurance	38,500	40,000	40,000	35,200	34,400
Total Operation		951,518	1,057,025	1,057,025	959,645	1,173,690
124-1401-4375	Equipment Rental (Photocopier Lease)	4,167	4,500	4,500	6,000	6,000
Total Capital Outlay		4,167	4,500	4,500	6,000	6,000

TOTAL DEPARTMENT	955,685	1,061,525	1,061,525	965,645	1,179,690
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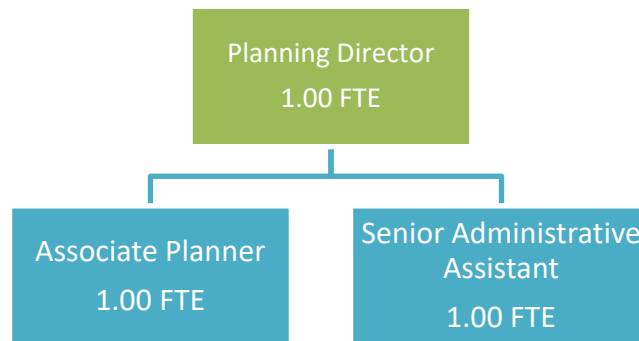
100-1401-3998	G&A - Water Fund Allocation - 38%	(387,540)	(401,670)	(401,670)	(364,665)	(446,002)
100-1401-3998	G&A - Sewer Fund Allocation - 37%	(388,100)	(391,099)	(391,099)	(355,069)	(434,265)
General Fund Cost Allocation - 25%		175,878	264,256	264,256	239,911	293,423

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

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

General Fund FTE	4.00	4.00	4.00	4.00	4.00
Total FTE	4.00	4.00	4.00	4.00	4.00

PLANNING DEPARTMENT



The Planning Department provides planning and environmental review assistance to the City Council, and has responsibility for staffing the Planning Commission, Design Review Board, Tree Board, and Public Arts Committee, and most recently was tasked with initiating and staffing the City's new Climate Action Subcommittee.

The Planning Department's activities cover multiple areas in addition to current and advance planning. In addition to traditional planning and land use related functions, the Department also takes a lead role in formulation of park policy; park and community facility planning; and, applies for and administers park-related grants. The Planning Commission also serves as the City's 'Parks Commission, and as the advisory body for the City's Local Hazard Mitigation Plan update.

Planning Staff also serve on multiple county-wide committees, including the Community Development Commission's City's and Towns Advisory Committee (CTAC), the Measure M Parks Technical Advisory Committee, the County's Bicycle and Pedestrian Advisory Committee, as well as other related committees.

Current planning includes staffing a public counter, receiving and processing applications for land use permits, subdivision and other development permits, assisting the Building Department in enforcement efforts, as well as preparing staff reports for the Council and City boards and commissions, preparing agenda packets and minutes for assigned committees, and performing inspections to assure compliance with zoning, environmental, and other planning regulations.

Advance planning includes preparation of long-range planning documents, including the General Plan and Housing Element updates and implementation, including policy and ordinance revisions, and other special studies.

The Planning Department also manages public arts, including the public art in-lieu fund, which allows the City to sponsor public art projects, the Public Art Committee and implementation of public art projects. With a small staff (a Director, an Associate Planner, and a Senior Administrative Assistant), the Department has a challenging but exciting workload.

Major Accomplishments in 2020-21

- ✓ Processed approximately 80 planning applications in calendar year 2020.
- ✓ Completed Development Impact Fee Study and update to Ordinances.

- ✓ Awarded \$65,000 Grant for State LEAP (Local Early Action Planning) Grant.
- ✓ Submitted for \$20,000 in REAP (Regional Early Action Planning) Grant from ABAG.
- ✓ Completed Homeless Emergency Aid Program (HEAP) Grant for Park Village to develop two new RV sites for homeless families.
- ✓ Support for Covid-19 response and coordination with County-wide agencies related to: Economic Development, Homelessness, Parks operations; and food security.
- ✓ Complete implementation of AmeriCorps Trail improvements (capital improvements through Engineering department).
- ✓ Oversaw Public Art Committee's work on Mobile Art mapping app.
- ✓ Developed plan and artist call for Sculpture Garden at Ives Par with Public Art Committee.
- ✓ Initiated and staffed Climate Action Committee (CAC).
- ✓ Manage development of Local Hazard Mitigation Plan with Fire Department.
- ✓ Representing Sebastopol in Sonoma County's Multi-Jurisdiction Hazard Plan as stakeholder.
- ✓ Provided business support, parklet adoption, monitored park throughout Covid pandemic. This included revisions and increased marketing for the Façade Improvement Program.
- ✓ Completed Prop 68 Grant applications for Libby Park super-playground and Ives Park pathway replacement grant applications.
- ✓ Held "lecture series" on innovative housing models, hosted at Planning Commission meetings.

Goals and Objectives for 2021-22

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

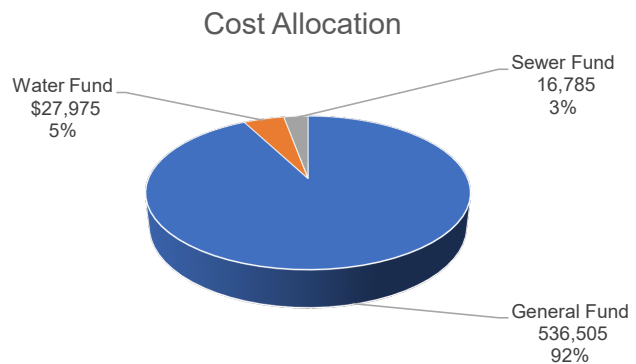
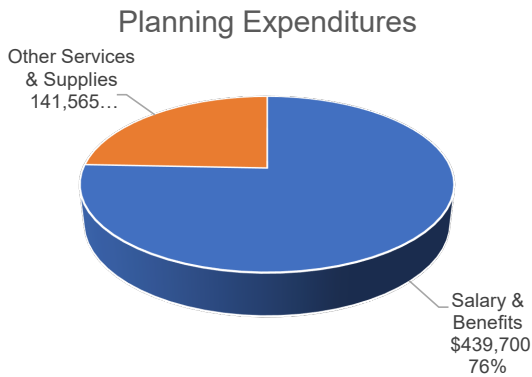
- Begin implementation of projects funded by \$165,000 State SB2 (Senate Bill 2) and \$65,000 LEAP planning grants to support online permitting, design standards updates, and vacation rental policy updates.
- Implement online permitting/tracking system with Building Department.
- Continue implementing GIS (geographic information systems) updates and improvements using SB2 grant funds.
- Begin Housing Element Update.
- Complete implementation of the two public art projects.
- Develop Objective Design Guidelines for mixed use and multi-family development.
- Monitor funding opportunities for Ives Park Renovation Master Plan, the Laguna de Santa Rosa, and other park improvements.
- Complete development and adoption of Local Hazard Mitigation Plan.

SUMMARY - PLANNING

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Planning Fees	\$ 30,000	\$ 30,000	\$ 40,000	\$ 30,000
Planning Publications	-	-	-	-
Intergovernmental Grant	-	-	370,000	-
Water Fund	27,975	27,975	27,470	31,743
Sewer Fund	16,785	16,785	16,482	19,046
General Fund	506,505	506,505	117,213	557,562
TOTAL REVENUE	581,265	581,265	571,165	638,350

EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits^a	329,931	439,700	439,700	434,200	495,400	55,700	12.7%
Contract Services	111,605	72,765	72,765	68,265	77,750	4,985	6.9%
Services & Supplies	3,257	7,200	7,200	7,200	5,700	(1,500)	-20.8%
Equipment Rental	4,164	3,500	3,500	3,500	3,500	-	0.0%
Telcommunications	2,624	3,600	3,600	3,400	3,500	(100)	-2.8%
Training/Meetings	1,141	1,500	1,500	1,000	1,500	-	0.0%
Dues & Subscriptions	1,399	1,100	1,100	1,100	1,100	-	0.0%
Allocated Insurance	50,000	51,900	51,900	52,500	49,900	(2,000)	-3.9%
TOTAL EXPENSE	\$ 504,121	\$ 581,265	\$ 581,265	\$ 571,165	\$ 638,350	57,085	9.8%

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



**Detail - Planning
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-2102-4010	Salaries ¹	213,920	315,900	315,900	315,900	320,900
100-2102-4100	Benefits ²	114,432	120,500	120,500	115,000	171,200
100-2102-4140	Retiree Health Insurance OPEB	1,579	3,300	3,300	3,300	3,300
100-2102-4210	Contract Services	61,818	33,000	33,000	28,500	57,500
100-2102-4212	Technology Maintenance	-	1,500	1,500	1,500	250
100-2102-4226	Façade Improvement Program	-	20,000	20,000	20,000	20,000
100-2102-4230	Recruitment	4,051	-	-	-	-
100-2102-4250	Advertising/Legal Publications	829	2,200	2,200	2,200	2,200
100-2102-4310	Office Supplies	2,428	5,000	5,000	5,000	3,500
100-2102-4345	Dues / Subscriptions	1,399	1,100	1,100	1,100	1,100
100-2102-4510	Conference & Training	1,050	1,000	1,000	500	1,000
100-2102-4515	Meetings & Travel	91	500	500	500	500
100-2102-4750	Telecommunications	2,624	3,600	3,600	3,400	3,500
100-2102-4996	Allocated Liability Insurance	20,900	22,100	22,100	22,800	23,000
100-2102-4997	Allocated Workers' Comp Insurance	29,100	29,800	29,800	29,700	26,900
Total Operation		454,221	559,500	559,500	549,400	634,850
124-2102-4210	Contract Services	45,736	18,265	18,265	18,265	-
124-2102-4375	Equipment Rental (Photocopier Lease)	4,164	3,500	3,500	3,500	3,500
TOTAL DEPARTMENT		504,121	581,265	581,265	571,165	638,350

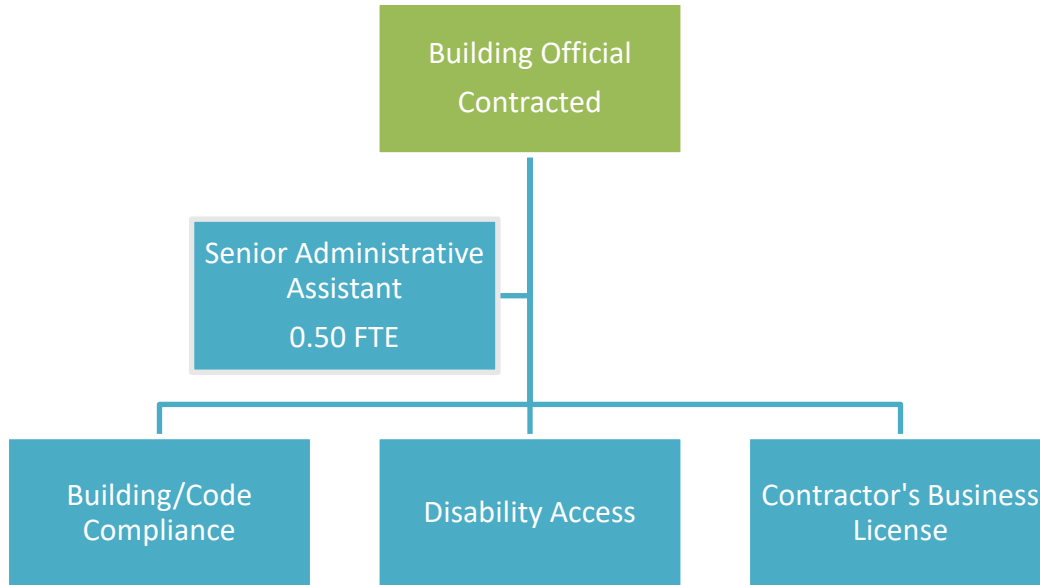
100-2102-3998	G&A - Water Fund Allocation - 5%	(22,711)	(27,975)	(27,975)	(27,470)	(31,743)
100-2102-3998	G&A - Sewer Fund Allocation - 3%	(13,627)	(16,785)	(16,785)	(16,482)	(19,046)
General Fund Cost Allocation - 92%		417,883	514,740	514,740	505,448	584,062

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

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

General Fund FTE	3.00	3.00	3.00	3.00	3.00
Total FTE	3.00	3.00	3.00	3.00	3.00

BUILDING INSPECTION



The Building and Safety Department is responsible for the administration of the City of Sebastopol construction codes relative to new and existing development and alteration/repair to residential, commercial, and industrial buildings and properties. The Department 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. Since the Building Department staff is on-site with all construction projects, the Department works closely with and co-ordinates with The Planning and Public Works Departments to ensure compliance with all Department Regulations.

The Department is responsible for the administrative Flood Plain Management Program. In conjunction with FEMA and the State Water Resource Board regulations, the Department maintains records, reviews projects, and provides inspections and ensures compliance with the regulations.

The Building and Safety Department also investigates Code Compliance complaints regarding Housing Code and Municipal Code violations often crossing over into other Departments jurisdictions such as Planning/Zoning and to a lesser degree Public Works. We are the eyes on the construction projects in the City all the way through the project to completion, where other Departments may not see the project again once it is approved and Condition of Approval are issued. As part of this process Building Department gathers evidence with regard to violations, issues correction notices, and involves other Departments where necessary. The Department also investigates complaints regarding ADA handicap access violations, Business Operations, and work without permits.

The Department is responsible for consultation with Architects, Engineers, Contractors, and Property Owners concerning building construction and land development. We attempt to maintain a positive partnership from the very beginning which allows for a much smoother approval process for all projects.

Major Accomplishments in 2020-21

- ✓ Adoption of 2019 Amendments California Building Codes
- ✓ New Fee Schedule adopted and implemented.
- ✓ Update all the forms available on Department Website including Permit download.

Goals and Objectives for 2021-22

- Improve coordination with other Departments in project permitting/inspection process
- Enhance City's Emergency Disaster Response Plan
- Adopt and implement Local Hazard Mitigation Plan
- Purchase and install Permit issuance and Tracking software

Major Budget Changes for 2021-22

Permit and Plan Review activity is expected to be slightly down from 2020-21 budget year, as we do not expect any large projects next year as we did this year with the Barlow Town Home Project. We do expect construction and permit activity to be similar to years prior to 2020-21 and is anticipated to remain steady during fiscal year 2021-22 fiscal year. The permit activity will remain steady, but we do anticipate revenues to be higher based on a new permitting fee schedule and a continued push to make sure all projects are permitted. The permit fee's will also be higher this year as we expect the permit for the downtown hotel to be issued soon, but may not need inspections until closer to the 2022-23 fiscal year. Normally we would not list potential projects until further through the process, but we do anticipate The Woodmark Development may move forward in 2021/2022, as the project has continued to move forward, and would positively impact revenues for the department.

The City of Sebastopol Building and Safety Department budget for 2021-22 reflects some changes in staffing as our former Building Official has retired and been replaced by an outside consultant (Phillips/Seabrook). Under this arrangement, the Senior Administrative Assistant coordinates the department, and the outside consultant is providing all building inspections/plan checks on an as-needed basis rather than a full time 40 hours per week. The Building and Safety Department will vary staffing based on need for both plan review and inspection services or other services needed.

The City's Local Hazard Mitigation Plan has expired. The Fire, Planning and Building Department Managers are working with FEMA District IX on a new plan for the City. The City has selected Wood Environment & Infrastructure to manage this process.

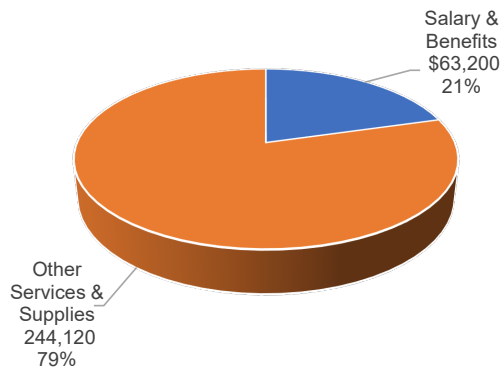
SUMMARY - BUILDING

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Building Permits	\$ 150,000	\$ 150,000	\$ 300,000	\$ 150,000
Water Fund	39,432	39,237	35,558	33,904
Sewer Fund	39,432	39,237	35,558	33,904
General Fund	78,457	77,347	(93,595)	46,992
TOTAL REVENUE	307,320	305,820	277,520	264,800

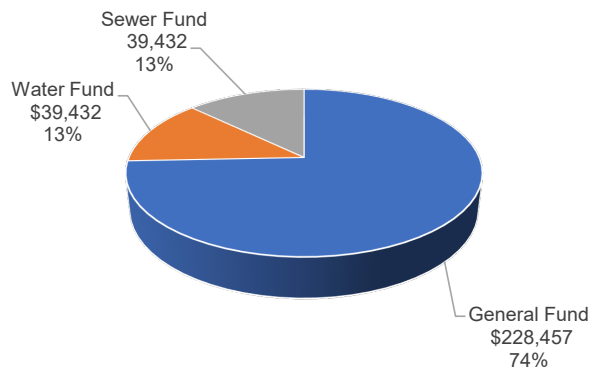
EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a	159,410	63,200	63,200	63,200	65,700	2,500	4.0%
Contract Services	116,378	215,000	215,000	185,000	170,000	(45,000)	-20.9%
Services & Supplies	5,339	4,250	4,250	4,250	4,250	-	0.0%
Equipment Rental	3,544	4,000	4,000	4,000	4,000	-	0.0%
Vehicle Maintenance	4,195	-	-	-	-	-	0.0%
Meetings & Travels	-	2,000	500	500	500	-	0.0%
Telcommunications	3,580	1,620	1,620	1,620	1,700	80	4.9%
Dues & Subscriptions	1,538	450	450	450	450	-	0.0%
Allocated Insurance	28,146	16,800	16,800	18,500	18,200	1,400	8.3%
Capital Outlay	-	-	-	-	-	-	-
TOTAL EXPENSE	\$ 322,130	\$ 307,320	\$ 305,820	\$ 277,520	\$ 264,800	\$ (41,020)	-13.4%

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

Building Expenditures



Cost Allocation



**Detail - Building
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-2202-4010	Salaries ¹	106,623	41,300	41,300	41,300	42,450
100-2202-4100	Benefits ²	49,318	19,500	19,500	19,500	20,700
100-2202-4101	Health In-Lieu	3,469	2,400	2,400	2,400	2,550
100-2202-4210	Contract Services	112,077	215,000	215,000	185,000	170,000
100-2202-4230	Recruitment	4,301	-	-	-	-
100-2202-4310	Office Supplies	1,583	1,500	1,500	1,500	1,500
100-2202-4330	Misc Supplies & Services	3,756	2,750	2,750	2,750	2,750
100-2202-4345	Dues / Subscriptions	1,538	450	450	450	450
100-2202-4380	Vehicle Maintenance	4,195	-	-	-	-
100-2202-4510	Conference & Training	-	2,000	500	500	500
100-2202-4515	Meetings & Travel	-	-	-	-	-
100-2202-4750	Telecommunications	3,580	1,620	1,620	1,620	1,700
100-2202-4996	Allocated Liability Insurance	11,996	12,900	12,900	14,700	14,700
100-2202-4997	Allocated Wrkrs Comp Insurance	16,150	3,900	3,900	3,800	3,500
Total Operation		318,586	303,320	301,820	273,520	260,800
124-2202-4375	Equipment Rental (Copier Lease)	3,544	4,000	4,000	4,000	4,000
124-2202-5100	Capital Outlay		-	-	-	-
TOTAL DEPARTMENT		322,130	307,320	305,820	277,520	264,800

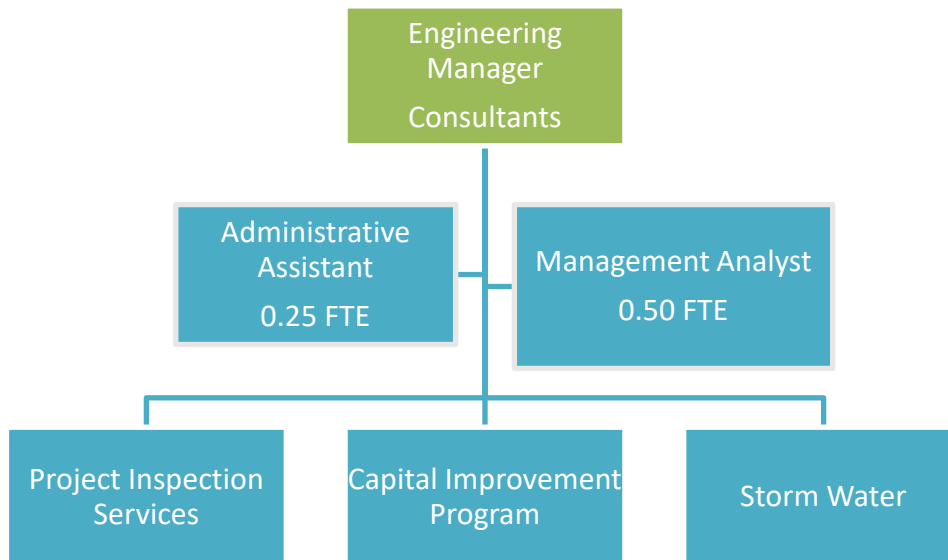
100-2202-3998	G&A - Water Fund Allocation - 13%	(41,417)	(39,432)	(39,237)	(35,558)	(33,904)
100-2202-3998	G&A - Sewer Fund Allocation - 13%	(41,417)	(39,432)	(39,237)	(35,558)	(33,904)
General Fund Cost Allocation - 74%		235,752	224,457	223,347	202,405	192,992

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

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

General Fund FTE	1.50	0.50	0.50	1.50	1.50
Total FTE	1.50	0.50	0.50	1.50	1.50

ENGINEERING DEPARTMENT



The Engineering Department is responsible for maintenance and improvements to the City's infrastructure mainly via administration of the City Capital Improvement Plan (CIP), providing project management and contract management for City construction projects, assists the Public Works Department with technical assistance on City infrastructure such as water and sewer, pavements and streets, bicycles and pedestrians access, ADA, and City buildings, and provides a City presence with private and commercial development projects via plan reviews and site inspections. Engineering Department staff also play a large role acting as the City liaison to many external agencies and activities, serving on several Boards, Technical Advisory Committees, and Working Groups. Several regulatory compliance efforts, chiefly the NPDES Storm-water Discharge Permit with its several annual submittals, are handled by the Engineering Department.

Major Accomplishments in FY 2020-21

- ✓ Park Village: Two projects were put out to bid in 2020: The RV Pads plus Utilities, and the Apartments Remodel. Both of these projects were funded by a combination of CDBG and HEAP grants. The RV Pads plus Utilities were completed in April 2020, while the work on the Apartments Remodel is still underway.
- ✓ Community Center: ADA upgrades to the men's bathroom have been completed. The reconstruction of the kitchen area is nearing completion.
- ✓ Traffic Corridor Safety Studies were approved to be done by Council for the following route segments of SR 116:
 - Gravenstein highway North
 - Healdsburg Avenue
 - N Main Street
 - S Main Street
 - Petaluma Avenue
 - Gravenstein Highway South
 - McKinley Street

Phase 1 was reported to Council on March 3, 2020. The report included a list of crosswalks where it was recommended to upgrade from the in-pavement flashing lights to a flashing

lightbar on the traffic sign pole. This project is being completed in phases by Public Works personnel.

- ✓ The project to upgrade crosswalk curb ramps along SR 116 to current ADA standards was bid in December 2019, and bids were opened in January 2020. The low bid came in over the project budget, and staff was in the process of negotiating a revised scope of work when the pandemic struck and the project was put on hold. The City applied for a “Quick Strike” transportation grant and, if awarded, the funding will be for October 2022.
- ✓ In 2017 the City applied for and was awarded a regional OBAG 2 federal-aid transportation grant for an ambitious project: upgrade the Bodega Avenue Bike Lanes and Pavement Rehabilitation Project along the Bodega Corridor with some new crosswalks, repaving, sidewalk, and some shoulder enhancement work. The total project estimate is over \$2.5 M while the grant award was \$1.2 M. In order to keep the project within grant funding parameters, the work is being broken down into two or more segments. The City has retained the engineering firm of Wood Rogers to do the design for the project, and the design is underway. It is expected that the project design will be completed and a Caltrans funding authorization will be received in November 2021. Construction of the first segment should begin in June 2022.
- ✓ Storm Water Permit Compliance: Work has progressed via the “MS4 Co-Permittees Group” on addressing new regulatory requirements via the new (October 2015) state and federal regional NPDES storm water discharge permit. The permit has several testing, sampling, assessing, monitoring, reporting and inspection requirements. It is a dynamic situation: as items are addressed then submitted for regulatory review by the regional Water Board they are subject to comment and modification which require further action by the City and Co-Permittees. Thus, as the year progressed compliance related tasks have had to be added or revised per Water Board directives. The work by the regional Water Board on the permit renewal process is ongoing.
- ✓ The Sewer and Water Pipelines mapping project was completed by GHD Consultants. The City now has up-to-date digital maps covering the sewer and water systems.
- ✓ Funding was provided via the CIP for retaining consulting services to determine and then apply for all requisite permits. This RFP process is ongoing.
- ✓ Groundwater Sustainability Agency (GSA): The work by the GSA Advisory Committee on the Groundwater Sustainability Plan (GSP) is ongoing. The goal is to have the GSP completed and submitted for State review in June 2022.
- ✓ A consultant was retained to study possible flood protection measures for the Sebastopol Community Cultural Center. This study should be completed and ready for Cultural Center board and Council review in July 2021.
- ✓ The City received proposals for upgrades to several storm drain outfalls that eventually flow into the Laguna de Santa Rosa along the east side of the City. The work would include obtaining the necessary State and/or federal permits to work in the Laguna waterway, and design of upgrades to the storm drain outfalls, storm drain cleaning, and other maintenance activities to prevent siltation which is an ongoing problem. The highest priority is the Calder Creek storm drain and outfall and this project is now included in the CIP Budget. The other two outfalls, Zimpher Creek and Morris Street, are included in later years of the CIP.
- ✓ The Engineering Department is preparing the contract documents for the construction of the AmeriCorps Trail improvements along the Laguna de Santa Rosa, from the Community Center south to Hwy 12. With the appropriate permits in hand, this project will go out to bid in September 2021.

Goals and Objectives for 2021-22:

- Issue RFQ for City Engineering & Traffic Services

- Bodega Avenue Corridor project:
 - Apply for additional grants and/or scale down to meet project funding
 - Complete design work for Bodega Avenue paving, sidewalk gap fill-ins, and roadway improvements (such as the shoulder along cemetery frontage)
 - Prepare bid packages for discrete segments of the planned work, go to bid if approval is granted by Council
- Construct ADA curb ramps along SR 116 upon award of Quick Strike grant funding and Council contractor approval
- Continue support of the Santa Rosa Plain Groundwater Sustainability Agency (GSA) via participating in the GSA TAC, and the GSA Board.
- Participate in the MS4 stormwater permit renewal process.
- Participate with Zero Waste Sonoma (formerly Sonoma County Waste Management Agency) in developing and implementing a regional cooperative CRV beverage container recycling stations program utilizing a CalRecycle grant.
- Complete the Phase 2 portion of the Traffic Corridor Safety Study for SR 116, which includes developing concept designs and cost estimates. Program these projects into the CIP.
- Prepare a Local Road Safety Plan (LRSP) to be eligible to apply for and receive grant monies through the Highway Safety Improvement Program (HSIP).

Future Issues to Consider:

- Identify ways to streamline the process for taking projects from CIP approval through completion.
- Refine the sequence and financial management factors for the Bodega Avenue Corridor work plan as part of the planning for the project as the design work is done. Keep seeking for additional grants.
- Explore funding options to deal with storm water infrastructure needs. These expenses and necessary projects will only increase over time, and are driven by mandatory regulatory changes. Storm water infrastructure is not considered a “utility” thus is subject to voter approval per Prop 218 for any proposed fees. SB 231 was put forth as an effort to address this problem but that still is not a certainty. Even if storm water needs no longer need voter approval, the City would still have to deal with imposing a new fee.
- Develop a plan for systematic upgrades to the City Water and Sewer systems. Use this plan to update the CIP.
- Update the City’s 2005 storm drainage, water and sewer master plans which should be updated every 5 years, or upon approval of a new General Plan.
- Update the City’s 1998 Standard Plans as many of the plans no longer apply and difficult for contractors to construct public roads, storm drains, water and sewer facilities that meet the City’s current needs.
- Prepare an Urban Water Management Plan to be eligible to receive drinking water grants and/or loans through the State Drinking Water program.
- Develop a Drought Contingency Plan.
- Backfill the Engineering Manager position that is currently vacant.

SUMMARY - ENGINEERING / STORM WATER

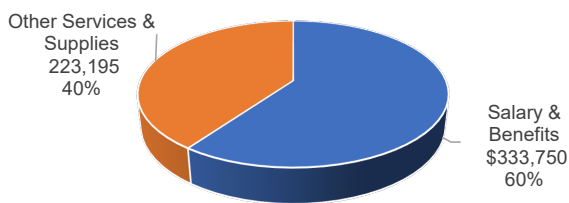
FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Encroachment Permits	30,000	30,000	25,000	30,000
Grading Permits	1,000	1,000	1,000	1,000
Sale of Plans & Specifications	300	300	300	300
Water Fund	151,077	137,562	127,092	121,822
Sewer Fund	124,417	113,287	104,664	100,324
General Fund	250,151	517,195	486,400	471,650
TOTAL REVENUE	556,945	799,344	744,456	725,096

EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a (1.75 FTE)	250,076	333,750	238,000	209,100	122,500	(115,500)	-48.5%
Contract Services	69,075	130,450	186,450	184,450	267,450	81,000	43.4%
Services & Supplies	1,230	750	750	4,000	1,000	250	33.3%
Telecommunications	2,477	3,060	3,060	3,100	3,100	40	1.3%
Training/Meetings	150	1,000	1,000	200	200	(800)	-80.0%
Dues & Subscriptions	37,104	47,620	47,620	47,550	48,800	1,180	2.5%
Allocated Insurance	35,500	37,215	37,215	34,900	25,500	(11,715)	-31.5%
Capital Outlay	3,011	3,100	3,100	3,100	3,100	-	0.0%
TOTAL EXPENSE	\$ 398,623	\$ 556,945	\$ 517,195	\$ 486,400	\$ 471,650	(45,545)	-8.8%

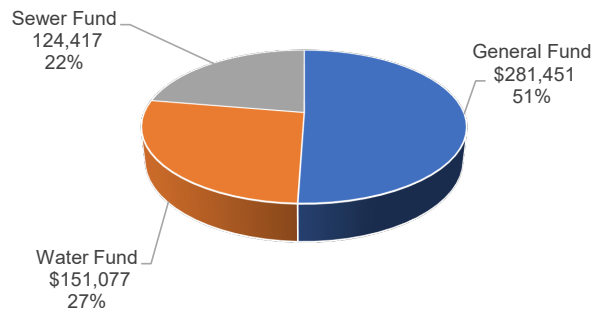
^a Salaries: Includes base pay, longevity pay, education incentive pay

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

Engineering / Storm Water Expenditures



Cost Allocation



**Detail - Engineering
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-2302-4010	Salaries ¹ (1.75 FTE)	158,254	177,950	132,000	110,000	86,100
100-2302-4011	Salaries Part-time	10,354	-	-	-	-
100-2302-4012	Overtime	96	-	-	-	-
100-2302-4100	Benefits ²	76,933	149,700	84,300	80,000	30,150
100-2302-4101	Health In Lieu	707	2,400	2,400	2,400	2,550
100-2302-4104	Accrual In Lieu	-	-	15,600	13,000	-
100-2302-4140	Retiree Health Insurance (OPEB)	3,733	3,700	3,700	3,700	3,700
100-2302-4210	Contract Services	41,191	51,500	111,500	111,500	198,500
100-2302-4230	Recruitment	296	10,000	6,000	4,000	-
100-2302-4212	Technology Maintenance	204	-	-	-	-
100-2302-4330	Misc Supplies & Services	1,230	750	750	4,000	1,000
100-2302-4345	Dues & Subscription	5,104	7,070	7,070	7,000	7,500
100-2302-4750	Telecommunications	2,477	3,060	3,060	3,100	3,100
100-2302-4515	Meetings & Travel	150	1,000	1,000	200	200
100-2302-4996	Allocated Liability Insurance	19,600	20,715	20,715	18,100	18,300
100-2302-4997	Allocated Workers' Comp Insurance	15,900	16,500	16,500	16,800	7,200
Total Operation		336,228	444,345	404,595	373,800	358,300
124-2302-4375	Equipment Rental (Photocopier Lease)	3,011	3,100	3,100	3,100	3,100
TOTAL DEPARTMENT		339,239	447,445	407,695	376,900	361,400

100-2302-3998	G&A - Water Fund Allocation - 34%	(112,678)	(151,077)	(137,562)	(127,092)	(121,822)
100-2302-3998	G&A - Sewer Fund Allocation - 28%	(92,792)	(124,417)	(113,287)	(104,664)	(100,324)
General Fund Cost Allocation - 38%		(205,470)	168,851	153,746	142,044	136,154

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

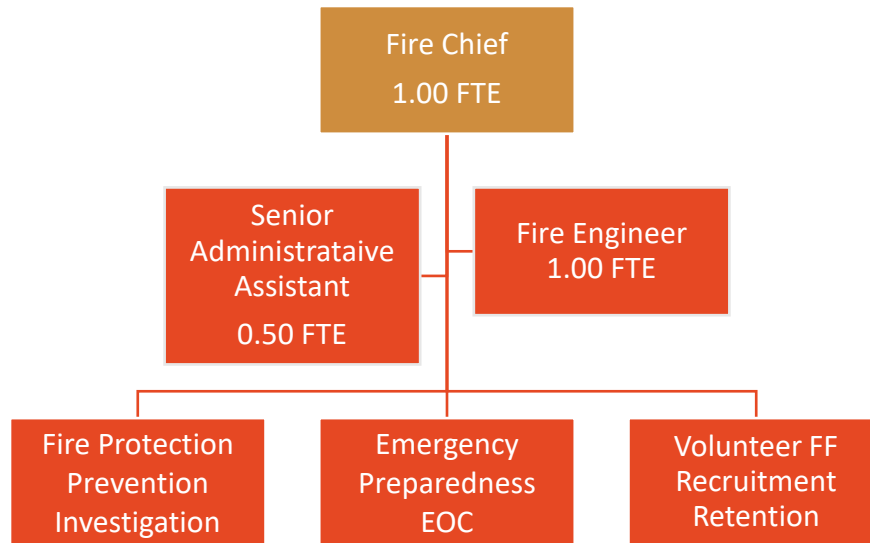
² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability

General Fund FTE	1.75	1.75	1.75	1.75	1.75
Total FTE	1.75	1.75	1.75	1.75	1.75

**Detail - Storm Water Management
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
124-2307-4210	Contract Services	27,384	68,950	68,950	68,950	68,950
124-2307-4330	Misc Supplies & Services	-	-	-	-	-
124-2307-4345	Dues / Subscriptions	32,000	40,550	40,550	40,550	41,300
124-2307-4515	Meetings & Travel	-	-	-	-	-
TOTAL DEPARMENT		59,384	109,500	109,500	109,500	110,250

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 Fire Engineer, one full-time Senior Administrative Assistant shared with the Building and Safety Department, and 34 dedicated Volunteer Firefighters.

The Fire Department provides emergency response to fires, vehicle accidents, medical emergencies, rescues, and hazardous conditions. It provides non-emergency response to public assists, invalid assists, water cleanup, smoke removal, and the rescue of trapped animals. One of its major services is its public education and fire inspection programs, designed to reduce the likelihood and severity of fires.

Major Accomplishments in 2020-21:

- Responded to 1164 Emergency Calls for Service in 2020
- Active Fire Dept in the Walbridge, Slater, Fox, and Glass Fires
- 65 Days, 2 Fire Engines, 15 Sebastopol Firefighters, 2500 Hours!
- Managed Emergency Operations Center (EOC) during Major Fires
- Assigned Public Information Officer (PIO) during Major Fires
- Provided In-County Upstaffing & Task Force Fire Protection
- Managed Strike Teams and County Upstaffing Fire Coverage
- Participated in Wildfire Fire Response Planning Session
- Worked with County on Evacuation and Sheltering Plan
- Weekly Sonoma County Operational Situational Briefings
- Worked with Local Hotels for COVID Quarantined Firefighters
- COVID Hotline Complaints Investigation & Enforcement
- Provided Tent, Canopies, and Heater Inspections for COVID Compliance
- Ordered Personal Protective Equipment (PPE) Supplies for City Dept's

- Staff Reports on Local Emergency Proclamations for COVID-19
- FEMA & Cal OES Liaison for Meetings & Claims during Local Fires
- FEMA & Cal OES Liaison for Meetings & Claims during COVID-19 Pandemic
- Conducted 26 Training Drills (reduced number of Drills due to Pandemic)
- Conducted SFM Fire & Life Safety Building Inspections
- Managed PGE Public Safety Power Shutoff's (PSPS)
- Successful Weed Abatement Program
- Submitted Staff Report on Retail Fireworks Stands
- Disaster Preparedness & Emergency Planning Presentations
- Held 6 Blood Drives for Blood Centers of the Pacific
- Hired Full-Time Fire Engineer Position
- Fire Dept Long Range (5 Year) Planning Committee
- Submitted Building & Fire Department Annual Budgets
- Worked with Consultant on City's User Fee Schedule
- Attended Anti-Harassment Training & Certification
- Managed Phillips Seabrook Building Inspections
- Submitted FMAG Grant for Kincade Fire Reimbursement
- Inspected and Approved City Parklets for Outdoor Dining
- Attended Annual Russian River Flood Planning Meeting
- Directed Public Safety Outreach Coordinator with Projects
- Managed Development of City's Evacuation Map and Plan

Goals and Objectives for 2021-22:

- On schedule for 1200 Emergency Calls for Service
- Conduct 52 Required Training Drills, including Swiftwater Training
- Conduct EOC Training Exercises with City Staff & City Council
- Apply for Cal Fire VFA Grant and other Local Community Grants
- Recruit new Volunteer Firefighters (3)
- Use the "I Am Responding" Response Program
- Use the "Active 911" Response Program
- Hold 6 Blood Drives for Blood Centers of the Pacific
- Manage Weed Abatement Program
- Manage Safe & Sane Fireworks Program (if applicable)
- Provide In-County Upstaffing & Task Force Fire Protection
- Provide In-County and Out-of-County Wildland Strike Teams
- Review Long-Range Planning for Fire Service
- Replace aging Type 3 Wildland Fire Engine & Fire Rescue Engine
- Prepare and Adopt Local Hazard Mitigation Plan
- Update and Present City of Sebastopol Emergency Plan
- Prepare and Present City of Sebastopol Evacuation Map & Plan

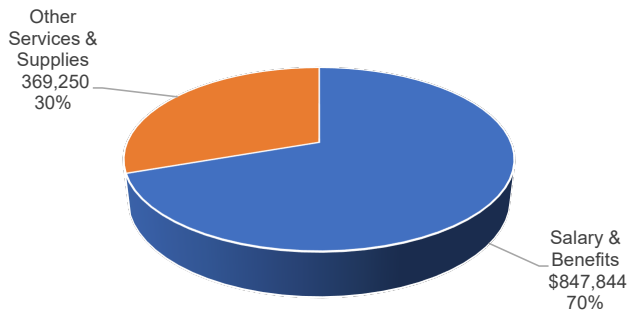
SUMMARY - FIRE

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Fire Department Fees	\$ 30,000	\$ 30,000	\$ 25,000	\$ 30,000
Water Fund	80,914	80,214	78,259	84,235
General Fund	1,106,180	1,096,880	1,077,220	1,233,416
TOTAL REVENUE	1,217,094	1,207,094	1,180,479	1,347,650

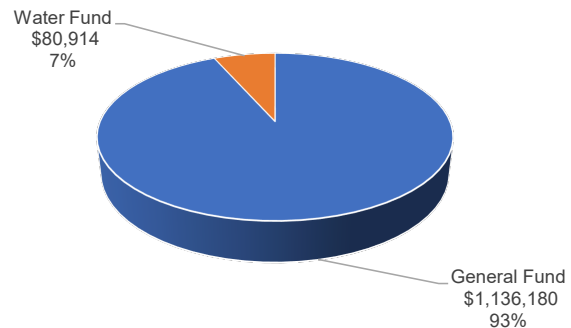
EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a	740,538	847,844	837,844	831,779	862,250	24,406	2.9%
Contract Services	47,772	61,000	61,000	55,000	101,000	40,000	65.6%
Services & Supplies	51,732	39,100	39,100	41,000	52,300	13,200	33.8%
Equipment Rental / Maintenance	47,671	64,000	64,000	59,000	72,700	8,700	13.6%
Telcommunications	8,541	8,500	8,500	8,500	8,700	200	2.4%
Training/Meetings	1,945	9,000	9,000	9,000	9,000	-	0.0%
Dues & Subscriptions	9,827	15,000	15,000	10,000	13,200	(1,800)	-12.0%
Utilities	9,164	8,000	8,000	8,000	8,000	-	0.0%
Allocated Insurance	101,320	112,975	112,975	105,200	99,000	(13,975)	-12.4%
Other Community Supports	10,025	30,675	30,675	32,000	9,500	(21,175)	-69.0%
Capital Outlay	7,758	21,000	21,000	21,000	112,000	91,000	433.3%
TOTAL EXPENSE	\$ 1,036,293	\$ 1,217,094	\$ 1,207,094	\$ 1,180,479	\$ 1,347,650	\$ 140,556	11.6%

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

Fire Expenditures



Cost Allocation



**Detail - Fire
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-3102-4010	Salaries ¹	197,490	275,275	275,275	272,275	283,600
100-3102-4012	Overtime	-	5,000	5,000	5,000	5,000
100-3102-4013	Salaries - Part Time (Shift)	83,778	77,600	77,600	77,600	77,600
100-3102-4014	Salaries - Part Time (Calls/Drills)	149,767	160,000	150,000	150,000	150,000
100-3102-4015	Salaries - Part Time (Captain Weekends)	28,500	28,400	28,400	28,400	28,400
100-3102-4016	Salaries - Part Time (Retention)	99,997	80,000	80,000	80,000	80,000
100-3102-4100	Benefits ²	135,691	175,200	175,200	175,200	193,800
100-3102-4101	Health In-Lieu	2,617	2,400	2,400	2,400	2,550
100-3102-4102	Uniform Allowance	-	-	-	-	-
100-3102-4105	Medicare + FICA	31,327	30,469	30,469	29,704	30,000
100-3102-4140	Retiree Health Insurance (OPEB)	3,592	4,000	4,000	4,000	4,000
100-3102-4170	Fire Service CSFA Award	4,800	6,300	6,300	4,200	4,200
100-3102-4180	Fire Disability Insurance	2,979	3,200	3,200	3,000	3,100
100-3102-4210	Contract Services	47,772	61,000	61,000	55,000	101,000
100-3102-4310	Office Supplies	1,168	2,000	2,000	2,000	2,000
100-3102-4330	Misc Supplies & Services	40,156	33,100	33,100	35,000	33,000
100-3102-4345	Dues / Subscriptions	9,827	15,000	15,000	10,000	13,200
100-3102-4378	Equipment Maintenance	9,414	23,000	23,000	20,000	25,200
100-3102-4380	Vehicle Maintenance	34,714	19,500	19,500	17,500	23,500
100-3102-4390	Vehicle Fuel	-	17,500	17,500	17,500	20,000
100-3102-4515	Meetings & Travel	1,945	9,000	9,000	9,000	9,000
100-3102-4710	Utilities - Gas & Electric	7,081	5,000	5,000	5,000	5,000
100-3102-4711	Utilities - City Use	2,083	3,000	3,000	3,000	3,000
100-3102-4750	Telecommunications	7,100	7,000	7,000	7,000	7,200
100-3102-4996	Allocated Liability Insurance	42,970	44,925	44,925	46,700	47,100
100-3102-4997	Allocated Workers' Comp Insurance	58,350	68,050	68,050	58,500	51,900
100-3102-5100	Capital Outlay	-	-	-	-	-
Total Operation		1,003,118	1,155,919	1,145,919	1,117,979	1,203,350
124-3102-4330	Misc Supplies & Services	-	-	-	-	-
124-3102-4375	Equipment Rental (Photocopier Lease)	3,543	4,000	4,000	4,000	4,000
124-3102-4890	Other Community Support	10,025	30,675	30,675	32,000	9,500
124-3102-5100	Capital Outlay	7,758	21,000	21,000	21,000	112,000
Total Capital Outlay		21,326	55,675	55,675	57,000	125,500
TOTAL DEPARTMENT		1,024,444	1,211,594	1,201,594	1,174,979	1,328,850
100-3102-3998	G&A - Water Fund Allocation - 7%	(71,070)	(80,914)	(80,214)	(78,259)	(84,235)
General Fund Cost Allocation		932,048	1,075,005	1,065,705	1,039,720	1,119,116
General Fund FTE		1.50	2.50	2.50	1.50	1.50
General Fund FTE - Volunteers		34.00	32.00	32.00	33.00	33.00
Total FTE		35.50	34.50	34.50	34.50	34.50

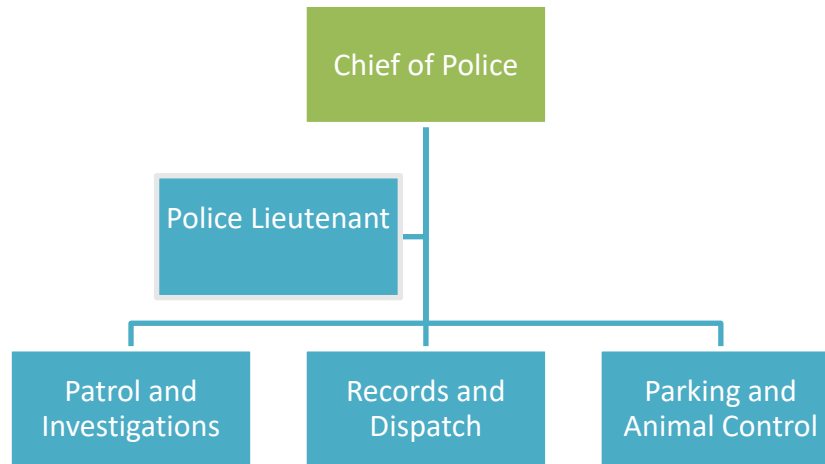
¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)

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

**Detail - Fire Emergency Preparedness
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-3114-4310	Office Supplies	687	500	500	500	500
100-3114-4330	Misc. Supplies & Services	9,721	3,500	3,500	3,500	16,800
100-3114-4750	Telecommunications	1,441	1,500	1,500	1,500	1,500
TOTAL DEPARTMENT		11,849	5,500	5,500	5,500	18,800

POLICE DEPARTMENT



The Police Department has an important role in helping to improve the quality of life in Sebastopol through the prevention and detection of crime, the investigation of criminal acts, and the delivery of a variety of public safety services. Our primary goal is to provide a safe and secure environment for all city residents and those working or visiting within Sebastopol.

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

The Sebastopol Police Department is a full-service law enforcement agency composed of 14 sworn peace officers and 6.75 non-sworn support staff. The department is managed by the Chief of Police, assisted by the Police Lieutenant. Day-to-day law enforcement field supervision is provided by 4 Police Sergeants, overseeing 8 Officers. The Sebastopol Police Department’s volunteer bureau augments the paid staff with a staff of 4 Reserve Police Officers, and 5 Community Service Volunteers (not all positions are currently filled).

The department is organized into three divisions; Administration, Operations, and Technical and Support Services.

Administration:

The Administration component is performed by Department management, who ensure that operations are efficient, professional, and directed toward organizational goals and objectives. Administration is also responsible for establishing sound and lawful policies and procedures; ensuring that fiscal and personnel matters are handled properly to ensure that the agency continues to maintain its exemplary standards of performance and community service.

Operations:

The Operations Division consists of 12 uniformed peace officers who respond to calls for service and crisis intervention twenty-four hours a day, seven days a week. Also included in this division are the members of the Volunteer Bureau. Operations Division personnel are responsible for the field training of newly-hired officers and volunteers, on-going training of existing officers and volunteers, investigation of all criminal activity in Sebastopol, traffic enforcement, providing general patrol and service delivery around the clock, and booking and processing of arrestees.

Technical and Support Service:

The maintenance, processing, and distribution of records are combined with emergency 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 Records / Dispatch Supervisor and 5 full-time Communications Dispatchers are also responsible for staffing the reception counter, providing a variety of requested services and information. The division is responsible for the handling and storage of property and evidence, and assists with the maintenance of the Police Services building. Our Parking Enforcement and Animal Control services are provided by the Police Technician, as part of the division.

Major Accomplishments in 2020-21

- ✓ SPD handled 12,291 incidents in 2020 – an average of 33.67 per day, of which 921 were categorized as Priority 1 (emergencies) – an average of 2.52 per day. The average response for all Priority 1 calls in 2019 was 2:58 minutes, from Time of Dispatch to the Time of Arrival of officers at the scene of emergency. The average time for the Communications Dispatcher to answer an emergency call for service, gather required information from the caller, and dispatch necessary resources to the scene was 51 seconds.
- ✓ During 2020, SPD officers documented 1,034 cases that required either a Crime Report, Arrest Report, or Information Report (an average of 2.83 investigative reports each day of the year.) In addition to those reports, Officers issued 514 Traffic Citations, 198 Criminal Citations (for non-bookable misdemeanors or Municipal Code violations), and 775 Parking Citations.
- ✓ Officers made 95 felony arrests (25-Property Crimes, 33-Crimes Against Persons, 37-Warrant/Probation Violation/Parole Violation/Felony Evading), 349 misdemeanor arrests and 39 arrests for people Driving Under the Influence of alcohol and/or drugs in 2020.
- ✓ During 2020, the PD faced two major issues which affected our level of service. The biggest issue the PD faced, as with the rest of the City, was the March pandemic. Many of the above statistical data is a direct reflection of stay-at-home orders, practicing safety protocols, and ensuring not only community safety, but safety with staff members limiting as much contact as possible with our community. We also dealt with staffing issues throughout the year with most of the time we operated at 60-75 percent of staffing. Available staffing levels were impacted because of vacant positions, on the job injuries, FMLA absences, COVID exposures and quarantines, vacation, and other sick leaves. However, with the reduced staffing we were still able to meet our required response time levels.
- ✓ Management in the department was in transition during this FY. An Interim Chief of Police was hired in August 2020 and an Interim Police Lieutenant was hired in September 2020.
- ✓ A permanent Chief of Police was sworn in on March 1, 2021.
- ✓ Two Officers were promoted to Sergeant in April 2021 and two Officers were hired to backfill the vacancies.

Goals and objectives for 2021-2022

- Deliver effective public safety services to the Sebastopol community as pandemic restrictions lessen.
- Increase visibility through proactive foot patrols, vehicle patrols, parking and animal control enforcement, and community contacts, specifically in the Sebastopol business and downtown areas.
- Increase trust and transparency through proactive community engagement.

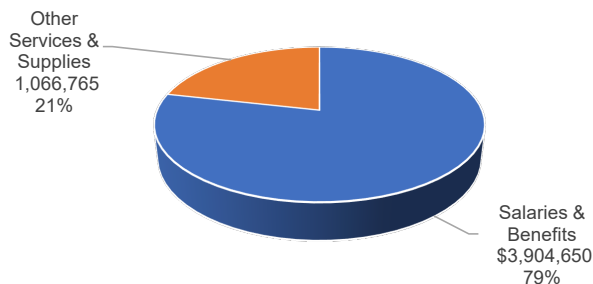
SUMMARY - POLICE

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Public Safety Augmentation Fund	\$ 79,200	\$ 89,400	\$ 89,400	\$ 99,600
Fines & Forfeitures	46,500	46,500	35,000	35,000
P.O.S.T Reimbursement	2,400	2,400	2,400	2,400
Other Public Safety Services	38,200	38,200	22,700	38,200
Casino Mitigation Program	15,000	15,000	15,000	15,000
Responsible Beverage Program	11,400	11,400	12,000	11,400
Transfer In	102,000	102,000	108,500	184,000
General Fund	4,676,715	4,863,715	5,038,350	5,128,700
TOTAL REVENUE	4,971,415	5,168,615	5,323,350	5,514,300

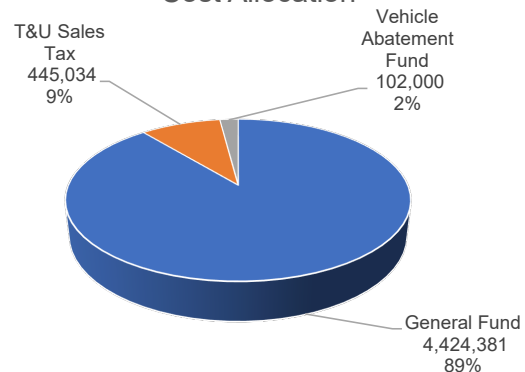
EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a	3,543,601	3,904,650	4,054,650	4,062,150	4,172,275	117,625	2.9%
Services & Supplies	14,746	43,700	33,700	28,100	35,600	1,900	5.6%
Contract Services	304,996	311,000	378,000	293,600	384,475	6,475	1.7%
Equipment Rental / Maintenance	71,417	88,500	88,500	75,000	91,800	3,300	3.7%
Telcommunications	16,063	20,600	20,600	20,000	22,400	1,800	8.7%
Training/Meetings	20,140	32,000	12,000	11,000	11,550	(450)	-3.8%
Dues & Subscriptions	4,807	3,400	3,400	2,600	2,900	(500)	-14.7%
Utilities	27,249	28,500	28,500	32,100	27,700	(800)	-2.8%
Allocated Insurance	342,142	413,965	413,965	389,800	375,000	(38,965)	-9.4%
Transfer Out - SLESF	34,601	-	-	-	-	-	0.0%
Capital Outlay	10,300	125,100	125,100	124,000	5,000	(120,100)	-96.0%
TOTAL EXPENSE	\$ 4,390,062	\$ 4,971,415	\$ 5,158,415	\$ 5,038,350	\$ 5,128,700	\$ (29,715)	-0.6%

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

Police Expenditures



Cost Allocation



**Detail - Police
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-3202-4010	Salaries ¹	1,877,255	2,033,650	2,033,650	2,033,650	2,080,300
100-3202-4011	Salaries - Part Time (Reserves)	34,074	6,000	6,000	7,500	12,000
100-3202-4012	Overtime	127,512	130,000	280,000	280,000	150,000
100-3202-4100	Benefits ²	1,185,232	1,434,755	1,431,755	1,431,755	1,605,200
100-3202-4101	Health In-Lieu	7,927	8,300	8,300	8,300	8,700
100-3202-4102	Uniform Allowance	21,689	20,600	23,600	23,600	20,600
100-3202-4103	Holiday Pay	151,810	175,850	175,850	175,850	179,675
100-3202-4104	Accrual In-Lieu	44,873	-	-	-	20,000
100-3202-4105	Medicare + FICA	33,633	32,795	32,795	32,795	33,100
100-3202-4122	RHS - Deferred Compensation	11,365	13,000	13,000	13,000	13,000
100-3202-4140	Retiree Medical Insurance	37,078	43,000	43,000	43,000	43,000
100-3202-4145	Safety Disability Insurance	5,875	6,700	6,700	6,700	6,700
100-3202-4210	Contract Services	235,315	224,675	290,675	220,000	269,500
100-3202-4212	Internet Network Technology Maintenance	15,497	16,125	16,125	16,500	47,875
100-3202-4215	Casino Mitigation Program	1,006	15,000	15,000	14,000	15,000
100-3202-4216	Responsible Beverage Service Compliance	525	5,100	5,100	2,000	5,100
100-3202-4230	Recruitment	32,702	30,000	30,000	20,000	25,000
100-3202-4310	Office Supplies	5,811	6,000	6,000	6,000	12,500
100-3202-4330	Misc Supplies & Services	8,600	37,600	27,600	22,000	23,000
100-3202-4345	Dues / Subscriptions	4,807	3,400	3,400	2,600	2,900
100-3202-4375	Equipment Expense	20,918	14,800	14,800	10,000	12,900
100-3202-4380	Vehicle Maintenance	48,888	31,500	31,500	28,000	31,500
100-3202-4390	Vehicle Fuel	-	32,000	32,000	32,000	35,000
100-3202-4510	Conference & Training	17,843	7,000	7,000	7,000	6,550
100-3202-4515	Meetings & Travel	2,297	25,000	5,000	4,000	5,000
100-3202-4710	Utilities - Gas & Electric	21,833	20,000	20,000	25,100	22,000
100-3202-4711	Utilities - City Use	5,416	8,500	8,500	7,000	5,700
100-3202-4750	Telecommunications	16,063	20,600	20,600	20,000	22,400
100-3202-4996	Allocated Liability Insurance	170,673	222,365	222,365	198,300	200,400
100-3202-4997	Allocated Workers' Comp Insurance	171,469	191,600	191,600	191,500	174,600
124-3202-4999	Transfer Out - SLESF	34,601	-	-	-	-
Total Operation		4,352,587	4,815,915	5,001,915	4,882,150	5,089,200
124-3202-4012	Other Community Support - SRO OT	5,278	-	-	6,000	-
124-3202-4375	Equipment Expense	1,611	10,200	10,200	5,000	12,400
124-3202-5100	Capital Outlay	10,300	125,100	125,100	124,000	5,000
Total Capital Outlay & Other		17,189	135,300	135,300	135,000	17,400
TOTAL DEPARTMENT		4,369,776	4,951,215	5,137,215	5,017,150	5,106,600
100-3202-3998	G & A Cost Allocation - 10.4%	(445,034)	(500,855)	(520,199)	(507,744)	(529,277)
General Fund Cost Allocation		3,907,553	4,315,060	4,481,716	4,374,406	4,559,923
General Fund FTE		20.75	20.75	20.75	20.75	20.75
General Fund FTE - Reserves		5.00	4.00	5.00	4.00	4.00
Total FTE		25.75	24.75	25.75	24.75	24.75

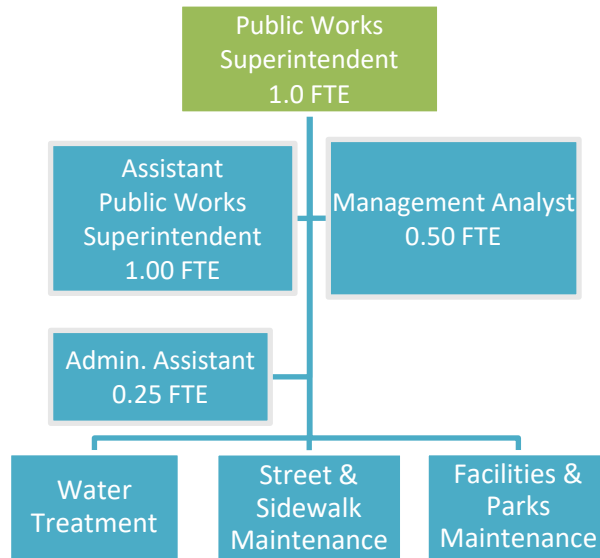
¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable)

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

Detail - Animal Control
Budget Expenditures

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-3213-4210	Contract Services	19,951	20,100	21,100	21,100	22,000
100-3213-4330	Other Supplies & Materials	335	100	100	100	100
TOTAL DEPARTMENT		20,286	20,200	21,200	21,200	22,100

PUBLIC WORKS DEPARTMENT



The Public Works Department is responsible for the operation and maintenance of the City infrastructure, including government buildings, parks, pool, streets, sidewalks, and water and wastewater systems. In addition, the Public Works Department provides inspection support and services for private and public construction in the public right-of-way and works closely on projects with the City's Engineering Division and contract engineers. In addition to operations and maintenance, the Public Works Department is involved in other projects, such as the City well projects involving water treatment.

Water, sewer, storm water, air quality, and ADA standards have become more stringent regarding regulatory compliance. These standards require diligence to stay abreast of changing regulations, and the Public Works Department collaborates with state agencies and the Engineering Division in all fields to remain in compliance.

Public Works maintains all City parks and landscape areas. The City has four major parks with play structures, including three with public restrooms and the skate garden park. The Plaza is at the center of the City and includes public restrooms, a pavilion and landscaping. The Laguna Preserve is a natural habitat area at the edge of the City that contains native plantings, walking trails, an outdoor classroom and seasonal floating bridge. The City contracts with Becoming Independent to perform litter abatement in the downtown areas.

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

Department staff consists of thirteen full-time employees, which includes eleven who work primarily in the field, a full-time Management Analyst, and a part-time Administrative Assistant, both of whom are shared with the Engineering Division.

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

- Corporation Yard
- Government Buildings (City Hall, Police and Fire Stations, Public Works facilities)
- Park Village Mobile Home Community
- Streets
- Parking Lots
- Parks
- Ives Pool
- Recreation
- Community Support
- Sewer Operations
- Water Operations
- Stormwater Operations

Major Accomplishments in 2020-21

- ✓ Replaced failing inground pedestrian crossing lights with updated flashing signs
- ✓ Replaced damaged flooring at the Corporation Yard
- ✓ Repainted the Police Department fencing
- ✓ Purchased and installed a new sewer lift station wet well pumping system
- ✓ Replaced street maintenance holes within the floodplain with watertight sealed locking lids
- ✓ Coordinated the purchase and placement of concrete barriers for the installation of Parklets
- ✓ Coordinated the installation of portable restrooms and handwash stations for community support
- ✓ Replaced water treatment filter media at both Well 4 and Well 7 treatment systems
- ✓ Purchased and installed water bottle filling drinking fountains
- ✓ Installed three stream waste containers within the Downtown area
- ✓ Purchased and installed replacement parts for the Laguna floating bridge
- ✓ Installed portable generator connection equipment at the Community Cultural Center
- ✓ Completed technology upgrades to the Electric Vehicle Charging stations
- ✓ Installed clear safety barriers at the customer service areas of city offices
- ✓ Continue Main Street tree replacement

- ✓ Replaced damaged security doors at Well 7 and Ives Park
- ✓ Repaired major dry rot damage at the Fire Department

Goals and Objectives for 2021-22

- Maintain regulatory compliance with water, sewer, storm water, air quality, and ADA standards.
- Maintain City facilities per long term maintenance plan.
- Maintain Cal/OSHA regulatory compliance safety and training policies program.
- Replace final section of flooring at the Corporation Yard
- Replace failing water well level monitoring equipment
- Clean and inspect the interior of the three water reservoirs
- Complete second phase of major tree work at Burbank Experimental Farm
- Complete Energy Audit for city facilities and coordinate an implementation strategy
- Replace ADA Aquatic Lift at Ives Pool
- Replace built-in gutter system at Ives Pool and perform roofing modifications
- Purchase two replacement Public Works trucks

SUMMARY - PUBLIC WORKS

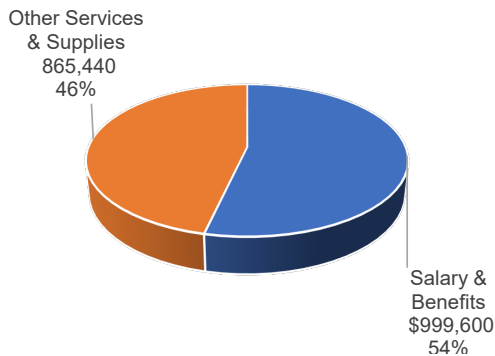
FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Little League Park Use Reimb	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Public Works Services	1,500	1,500	1,500	1,500
Water Fund	282,335	286,405	283,733	280,235
Sewer Fund	216,831	220,381	218,050	215,134
General Fund	1,362,374	1,362,374	1,832,410	1,753,175
TOTAL REVENUE	1,865,040	1,872,660	2,337,693	2,252,043

EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits^a (7.17 FTE)	875,606	999,600	999,600	999,600	928,425	(71,175)	-7.1%
Contract Services	120,009	148,600	148,600	153,400	160,300	11,700	7.9%
Services & Supplies	212,432	312,100	312,100	304,000	271,150	(40,950)	-13.1%
Equipment Rental	3,036	3,060	3,060	3,060	3,100	40	1.3%
Facility Maintenance	68,313	97,000	97,000	93,000	98,600	1,600	1.6%
Telecommunications	9,096	12,160	12,160	12,000	12,000	(160)	-1.3%
Training/Meetings	438	300	300	-	500	200	66.7%
Utilities	108,050	131,600	131,600	131,750	132,950	1,350	1.0%
Allocated Insurance	120,220	132,620	132,620	126,600	114,400	(18,220)	-13.7%
Capital Outlay	39,267	28,000	28,000	9,000	31,750	3,750	13.4%
TOTAL EXPENSE	\$ 1,556,467	\$ 1,865,040	\$ 1,865,040	\$ 1,832,410	\$ 1,753,175	\$ (111,865)	-6.0%

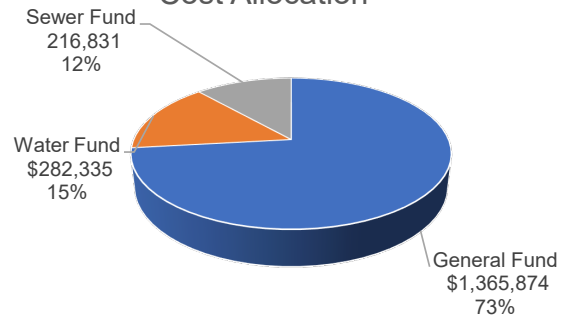
^a Salaries: Includes base pay, longevity pay, education incentive pay

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

Public Works Expenditures



Cost Allocation



**Detail Public Works - Corporate Yard
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-4102-4010	Salaries ¹ (2.07 FTE)	220,809	237,400	237,400	237,400	222,200
100-4102-4011	Salaries Part-Time	10,354	-	-	-	-
100-4102-4100	Benefits ²	102,961	103,600	103,600	103,600	104,525
100-4102-4102	Uniform Allowance	-	-	-	-	-
100-4102-4101	Health In-Lieu	707	2,400	2,400	2,400	2,550
100-4102-4040	Retiree Medical Insurance	10,040	11,550	11,550	11,550	10,500
100-4102-4210	Contracted Services	7,040	8,000	11,000	11,500	20,200
100-4102-4212	Technology Maintenance	3,980	1,500	1,500	-	1,500
100-4102-4230	Recruitment	9,472	-	-	-	-
100-4102-4310	Office Supplies	855	1,500	1,500	1,500	1,500
100-4102-4330	Misc Supplies & Services	8,838	16,000	17,000	14,500	16,500
100-4102-4380	Vehicle Operating Expense	58,996	54,000	54,000	55,000	55,600
100-4102-4510	Conference & Training	438	300	300	-	500
100-4102-4710	Utilities - Gas & Electric	4,662	7,000	7,000	5,000	6,000
100-4102-4711	Utilities - City Use	3,781	5,400	5,400	6,000	6,000
100-4102-4750	Telecommunications	9,096	12,160	12,160	12,000	12,000
100-4102-4996	Allocated Liability Insurance	19,550	20,665	20,665	22,400	22,600
100-4102-4997	Allocated Workers' Comp Insurance	22,100	22,400	22,400	22,400	18,600
Total Operation		493,679	503,875	507,875	505,250	500,775
124-4102-5100	Capital Outlay	8,110	9,500	9,500	9,000	3,500
124-4102-4375	Photocopier	3,036	3,060	3,060	3,060	3,100
Total Capital Outlay		11,146	12,560	12,560	12,060	6,600

TOTAL DEPARTMENT	504,825	516,435	520,435	517,310	507,375
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124-4102-3998	G&A Allocation - 17%	(104,641)	(98,219)	(98,899)	(97,953)	(91,732)
100-4102-3998	G&A - Water Fund Allocation - 48%	(231,432)	(241,860)	(243,780)	(242,520)	(240,372)
100-4102-3998	G&A - Sewer Fund Allocation - 35%	(168,752)	(176,356)	(177,756)	(176,838)	(175,271)
General Fund Cost Allocation - 0%		-	-	-	-	-

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

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

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

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
124-4103-4010	Salaries ¹ (1.25 FTE)	81,740	125,850	125,850	125,850	99,000
124-4103-4012	Overtime	5,756	15,000	15,000	15,000	15,000
124-4103-4013	Standby	1,462	2,500	2,500	2,500	3,000
124-4103-4100	Benefits ²	51,682	69,300	69,300	69,300	64,500
124-4103-4102	Uniform Allowance	390	650	650	650	650
124-4103-4210	Contracted Services	37,079	34,200	34,200	44,000	47,500
124-4103-4330	Misc Supplies & Services	155,485	176,000	219,000	219,000	186,200
124-4103-4710	Utilities - Gas & Electric	13,521	15,600	15,600	15,000	15,000
124-4103-4711	Utilities - City Use	6,922	9,000	9,000	9,000	9,000
124-4103-4996	Allocated Liability Insurance	17,600	18,600	18,600	17,400	17,500
124-4103-4997	Allocated Workers' Comp Insurance	11,300	11,850	11,850	11,900	8,400
124-4103-5100	Capital Outlay	31,157	8,000	8,000	-	-
Total Operation		414,094	486,550	529,550	529,600	465,750
TOTAL DEPARTMENT		414,094	486,550	529,550	529,600	465,750

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

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

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

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-4104-4010	Salaries ¹ (3.0 FTE)	169,476	179,250	179,250	179,250	142,050
100-4104-4012	Overtime	5,344	6,000	6,000	6,000	6,000
100-4104-4013	Standby	2,327	3,500	3,500	3,500	3,500
100-4104-4100	Benefits ²	94,891	113,100	113,100	113,100	119,100
100-4104-4101	Health In Lieu	3,141	2,900	2,900	2,900	2,900
100-4104-4102	Uniform Allowance	1,680	1,750	1,750	1,750	1,750
100-4104-4210	Contracted Services	4,832	10,500	10,500	10,500	12,000
100-4104-4330	Misc Supplies & Services	29,806	39,500	39,500	37,500	34,950
100-4104-4710	Utilities - Gas & Electric	3,802	9,900	9,900	5,800	5,800
100-4104-4711	Utilities - City Use	52,931	58,000	58,000	63,000	63,000
100-4104-4996	Allocated Liability Insurance	16,710	25,000	25,000	18,300	18,400
100-4104-4997	Allocated Workers' Comp Insurance	16,450	16,850	16,850	16,900	11,900
Total Operation		401,390	466,250	466,250	458,500	421,350
124-4104-5100	Capital Outlay		14,000	10,500	-	28,250
Total Capital Outlay		-	14,000	10,500	-	28,250
TOTAL DEPARTMENT		401,390	480,250	476,750	458,500	449,600

124-4104-3998	G & A Allocation - 41.5%	(166,577)	(207,494)	(203,994)	(190,278)	(203,110)
	General Fund Cost Allocation - 58.5%	234,813	272,756	272,756	268,223	246,490

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

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

**Detail Public Works - Parking Lots
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-4105-4010	Salaries ¹ (0.80 FTE)	47,326	49,200	49,200	49,200	49,800
100-4105-4012	Overtime	1,092	1,800	1,800	1,800	1,000
100-4105-4013	Standby	715	1,200	1,200	1,200	1,250
100-4105-4100	Benefits ²	22,244	24,800	24,800	24,800	29,100
100-4105-4101	Health In Lieu	523	500	500	500	500
100-4105-4102	Uniform Allowance	480	500	500	500	300
100-4105-4210	Contracted Services	3,250	6,400	6,400	6,400	6,400
100-4105-4330	Misc Supplies & Services	2,871	12,250	9,250	8,500	8,500
100-4105-4710	Utilities - Gas & Electric	9,524	8,000	8,000	7,500	7,500
100-4105-4711	Utilities - City Use	6,290	7,500	7,500	8,250	8,250
100-4105-4712	Utilities - Electric Vehicle Charging Station ³	-	6,200	6,200	6,200	6,400
100-4105-4996	Allocated Liability Insurance	4,560	4,820	4,820	4,700	4,800
100-4105-4997	Allocated Workers' Comp Insurance	4,500	4,635	4,635	4,600	4,200
Total Operation		103,375	127,805	124,805	124,150	128,000
100-4105-5100	Capital Outlay	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-
TOTAL DEPARTMENT		103,375	127,805	124,805	124,150	128,000

¹ Salaries: Includes base pay, longevity pay, education incentive pay (when applicable).
² Benefits: Includes PERS retirement, health, dental, vision, medicare, short-term, long-term disability
³ The City is receiving reimbursement from charge point housed in miscellaneous income

Detail Public Works - Government Building *
Budget Expenditures

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-4106-4010	Salaries ¹ (.30 FTE)	25,627	26,250	26,250	26,250	27,600
100-4106-4012	Overtime	603	1,200	1,200	1,200	1,250
100-4106-4013	Standby	358	3,500	3,500	3,500	3,600
100-4106-4100	Benefits ²	13,698	15,700	15,700	15,700	16,600
100-4106-4102	Uniform Allowance	180	200	200	200	200
100-4106-4210	Contracted Services	54,356	85,000	85,000	81,000	72,700
100-4106-4330	Misc Supplies & Services	14,577	17,250	25,850	23,000	23,500
100-4106-4710	Utilities - Gas & Electric	5,544	2,000	2,000	4,000	4,000
100-4106-4711	Utilities - City Use	1,073	3,000	3,000	2,000	2,000
100-4106-4996	Allocated Liability Insurance	5,050	5,325	5,325	5,500	5,700
100-4106-4997	Allocated Workers' Comp Insurance	2,400	2,475	2,475	2,500	2,300
Total Operation		123,466	161,900	170,500	164,850	159,450
124-4106-4213	Facilities/Grounds Maintenance	9,317	75,000	43,000	38,000	43,000
124-4106-5100	Capital Outlay		-	-	-	-
Total Capital Outlay		9,317	75,000	43,000	38,000	43,000
TOTAL DEPARTMENT		132,783	236,900	213,500	202,850	202,450
100-4106-3900	Water Fund Allocation - 25%	(30,894)	(40,475)	(42,625)	(41,213)	(39,863)
100-4106-3900	Sewer Fund Allocation - 25%	(30,894)	(40,475)	(42,625)	(41,213)	(39,863)
General Fund Cost Allocation- 50%		61,678	80,950	85,250	82,425	79,725

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

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

* Includes City Hall, Police Department, Fire Department, Library, Museum, Burbank Farm

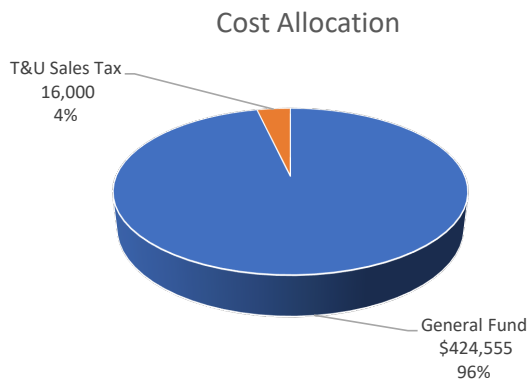
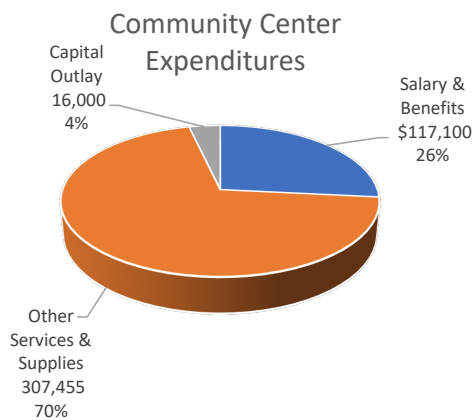
SUMMARY - RECREATION & COMMUNITY SERVICES

FUNDING SOURCES	Adopted Funding 2020-21	Adjusted Funding 2020-21	Estimated Funding 2020-21	Proposed Funding 2021-22
Ives Pool Reimbursement	\$ 52,000	\$ 52,000	\$ 59,500	\$ 59,500
General Fund	388,555	388,555	355,450	427,050
TOTAL REVENUE	440,555	440,555	414,950	486,550

EXPENSE	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
Salaries & Benefits ^a (.75 FTE)	111,426	117,100	117,100	117,100	107,050	(10,050)	-8.6%
Contract Services	39,805	29,950	29,950	22,600	28,250	(1,700)	-5.7%
Services & Supplies	16,793	35,000	35,000	31,500	35,500	500	1.4%
Utilities	58,819	71,700	71,700	65,400	59,900	(11,800)	-16.5%
Allocated Insurance	32,630	31,405	31,405	32,950	32,200	795	2.5%
Community Support	309,151	139,400	139,400	136,400	206,900	67,500	48.4%
Capital Outlay	103,400	16,000	16,000	9,000	16,750	750	4.7%
TOTAL EXPENSE	\$ 672,024	\$ 440,555	\$ 440,555	\$ 414,950	\$ 486,550	45,995	10.4%

^a Salaries: Includes base pay, longevity pay, education incentive pay

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



**Detail - Senior Center
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-4002-4010	Salaries ¹ (.10 FTE)	6,598	6,900	6,900	6,900	5,300
100-4002-4012	Overtime	212	300	300	300	300
100-4002-4013	Standby	175	300	300	300	300
100-4002-4100	Benefits ²	3,677	3,600	3,600	3,600	6,200
100-4002-4210	Contracted Services	3,812	8,700	8,700	8,700	7,100
100-4002-4330	Misc. Supplies & Services	281	10,500	10,500	10,500	9,000
100-4002-4880	Contribution to Operations	43,000	36,000	36,000	36,000	36,000
100-4002-4996	Allocated Liability Insurance	3,560	2,195	2,195	3,300	3,300
100-4002-4997	Allocated Workers' Comp Insurance	600	650	650	650	500
Total Operation		61,915	69,145	69,145	70,250	68,000
124-4002-5100	Capital Outlay	14,000	4,000	4,000	4,000	-
Total Capital Outlay		14,000	4,000	4,000	4,000	-
TOTAL DEPARTMENT		75,915	73,145	73,145	74,250	68,000

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

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

**Detail - SCCC *
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-4202-4010	Salaries ¹ (.60 FTE)	37,155	39,475	39,475	39,475	39,250
100-4202-4012	Overtime	696	1,300	1,300	1,300	1,300
100-4202-4013	Standby	357	700	700	700	700
100-4202-4100	Benefits ²	18,285	20,125	20,125	20,125	23,450
100-4202-4210	Contracted Services	23,783	7,400	7,400	4,400	7,400
100-4202-4330	Misc. Supplies & Services	4,064	13,500	13,500	4,000	9,500
100-4202-4710	Utilities - Gas & Electric	8,872	13,000	13,000	7,000	9,500
100-4202-4711	Utilities - City Use	6,074	8,300	8,300	8,400	-
100-4202-4880	Contribution to Project Programs	65,000	32,500	32,500	32,500	65,000
100-4202-4881	Contribution to General Operations	70,000	35,000	35,000	32,000	70,000
100-4202-4882	SCCC Time Bank	3,000	4,000	4,000	4,000	4,000
100-4202-4883	Sebastopol Teen Club	-	14,900	14,900	14,900	14,900
100-4202-4884	Cittaslow/Community Support	9,600	17,000	17,000	17,000	12,000
100-4202-4885	Concert Series	20,000	-	-	-	5,000
100-4202-4886	Contribuiton to Flood Support	98,551	-	-	-	-
100-4202-4996	Allocated Liability Insurance	14,170	15,500	15,500	17,300	17,600
100-4202-4997	Allocated Workers' Comp Insurance	3,600	3,725	3,725	3,700	3,200
Total Operation		383,207	226,425	226,425	206,800	282,800
124-4202-5100	Capital Outlay	39,600	-	-	-	-
Total Capital Outlay		39,600	-	-	-	-
TOTAL DEPARTMENT		422,807	226,425	226,425	206,800	282,800

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

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

* Includes Community Center, Youth Annex, Garzot Building

**Detail - Ives Pool
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-4302-4010	Salaries ¹ (.30 FTE)	26,204	25,150	25,150	25,150	22,200
100-4302-4012	Overtime	1,851	-	-	-	-
100-4302-4100	Benefits ²	16,216	19,250	19,250	19,250	8,050
100-4302-4210	Contract Services	5,454	9,850	9,850	5,500	6,950
100-4302-4330	Misc Supplies & Services	3,348	5,500	5,500	4,000	4,000
100-4302-4331	Chlorine & Chemicals ³	9,100	5,500	5,500	13,000	13,000
100-4302-4378	Equipment Maintenance	6,756	10,000	4,000	4,000	6,800
100-4302-4710	Utilities - Gas & Electric ³	41,067	46,500	46,500	46,500	46,500
100-4302-4711	Utilities - City Use	2,806	3,900	3,900	3,500	3,900
100-4302-4996	Allocated Liability Insurance	8,400	6,935	6,935	5,600	5,700
100-4302-4997	Allocated Workers' Comp Insurance	2,300	2,400	2,400	2,400	1,900
Total Operation		123,502	134,985	128,985	128,900	119,000
124-4302-5100	Capital Outlay	49,800	12,000	12,000	5,000	16,750
Total Capital Outlay		49,800	12,000	12,000	5,000	16,750
TOTAL DEPARTMENT		173,302	146,985	140,985	133,900	135,750

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

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

³ These expenses the City paid on behalf of the Pool are being reimbursed from the Pool Operation.
See revenue side in account 100-3810 (Ives Pool Reimbursement)

**Detail - Non Departmental
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
100-0000-4104	Accrual In Lieu	156,463	120,000	120,000	120,000	150,000
100-0000-4170	Service Awards	4,210	5,000	5,000	4,000	4,000
100-0000-4210	Contract Services	100,683	96,000	96,000	99,000	241,300
100-0000-4221	Property Tax Services	16,680	17,500	17,500	17,500	18,000
100-0000-4330	Misc Supplies & Services	12,464	13,200	13,200	20,000	14,040
100-0000-4805	Beverage Container Program		-	-	-	
TOTAL		290,500	251,700	251,700	260,500	427,340
100-0000-3998	G&A - Water Fund Cost Allocation - 9%	(24,718)	(22,653)	(22,653)	(23,445)	(38,461)
100-0000-3998	G&A - Sewer Fund Cost Allocation - 9%	(24,718)	(22,653)	(22,653)	(23,445)	(38,461)
General Fund Cost Allocation - 82%		241,064	206,394	206,394	213,610	350,419

NON DEPARTMENTAL GUIDELINE

The purpose of the Non-Departmental account/program is to record expenditures for those items that are not directly associated with any one department or operating budget, but to the City as a whole. Non-Departmental operating expenses include, website maintenance, VMHP (Park Village) contract, employee service award, personnel cost (MOUs provisions)

DEBT SERVICE

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

Infrastructure Lease (99-71)

On May 16, 2006 the City adopted a resolution authorizing the lease financing in the amount of \$2,880,000 for various public improvements. The lease cost of issuance was \$20,000, with an interest rate of 4.85% for 20 years. The semi-annual payments are \$113,284 and the lease will be paid in full on June 8, 2026. The projects included replacing the sewer force main; construction of the Skate Park; installation of a Water Booster Pump which will interconnect the low and high water zones; drilling a new Well No. 2 on the existing site of the old well; Street improvements; and install solar ponds on the roof of the Sewer pump station, City Hall and Library, and the Police Station.

On May 18, 2021 the City adopted a resolution authorizing the City 2006 Lease refinancing in the amount of \$1,109,000. The lease cost of issuance was \$31,000, with an interest rate of 1.1%, with annual payment of \$211,293 and the lease will be paid in full on June 30, 2026.

Village Mobile Home Park (99-72)

On September 18, 2007 the City entered into a purchase agreement in the amount of \$1,611,594 for the Village Mobile Home Park purchase. The lease financing was in the amount of \$817,500 with an interest rate of 4.90% per annum for 20 years, and a \$17,500 cost of issuance. The semi-annual payments are \$32,293 and the debt will be paid in full on July 1, 2027.

Clean Renewable Energy Bond (CREBS of 2006) (99-73)

The City entered into a capital lease arrangement with Municipal Finance Corporation pursuant to approval from the Internal Revenue Service for the issuance of Clean Renewable Energy Bonds in the amount of \$2,074,000 and the annual debt service payment is \$122,000 with no interest accruing on the principal. In 2011 the City refinanced the debt, and reduced the remaining payment for the life of the lease to \$97,590 annually. The lease will be paid in full on April 1, 2024. The projects include solar panels to generate electricity at the City Hall/Library complex, the Police station and at the sewer lift station, and funds to implement projects for pedestrian safety contained in the Street Smart Study. Funding for the repayment of this debt is charged proportionately to each fund based upon funds allocated to each project.

Vacuum Truck Lease (99-74)

With the lease payment ending paid in full on June 30, 2016 for the 2013 Vactor truck purchased through a lease option in 2008, and to ensure efficiency, greater flexibility for staff and reduce the wear and tear of utilizing one vehicle; the City purchased a second Vactor truck in as the Public Works Department has determined that it's necessary to serve as a backup and rotating usage between the two vehicles. The City's adopted budget assumes the purchase of the second Vactor vehicle in the form of a lease payment. The lease term is 60 months with the annual payment of \$56,300. The lease will be paid in full in approximately October 12, 2021.

Well 6 Arsenic Treatment Planning Loan (99-76)

The City of Sebastopol needs to lower the arsenic level in Well 6. The City applied for a 5 year loan from the California Department of Public Health to conduct a pilot study test to determine the method in which to treat the arsenic, engineering to design plans and specifications for the treatment system once the method of treatment is determined, and a work plan for operating the treatment system. The \$411,000 loan at 2.085% from the California Safe Drinking Water State Revolving Fund was approved to implement this first phase of planning.

Well 7 Arsenic Treatment System Construction Loan (99-77)

The City of Sebastopol needs to lower the arsenic level in Well 7, and construction plans and specifications for the Well 7 Water Treatment System has been completed by the consultant, and approved by the City Engineer. The City entered into 20 year loan from Muni Financing for the arsenic treatment system construction. The \$1,235,000 loan at 4.10% is for 20 years ending on June 30,2035.

On May 18, 2021 the City adopted a resolution authorizing the refinancing of Well 7 Loan in the amount of \$1,177,000. The lease cost of issuance was \$30,000, with an interest rate of 2.09%, with annual payment of \$84,065 and the lease will be paid in full on June 30, 2033.

**Debt Service
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
<i>Infrastructure Lease Financing of 2006 (PIF 6/30/2026) Due June</i>						
124-9971-6100	Streets Prin 27.08%	40,344	30,677	30,677	30,677	44,731
124-9971-6200	Streets Int 27.08%	21,011	30,677	30,677	30,677	12,487
212-9971-6100	Park in Lieu Prin 13.89%	20,693	15,735	15,735	15,735	22,944
212-9971-6100	Park in Lieu Int 13.89%	10,777	15,735	15,735	15,735	6,405
500-9971-6100	Water Principal 31.25%	46,566	35,401	35,401	35,401	51,619
500-9971-6200	Water Interest 31.25%	24,247	35,401	35,401	35,401	14,410
510-9971-6100	Sewer Principal 27.78%	41,386	31,470	31,470	31,470	45,887
510-9971-6200	Sewer Interest 27.78%	21,554	31,470	31,470	31,470	12,810
Total Infrastructure Lease		226,578	226,566	226,566	226,566	211,293
<i>Village Mobile Home Park (PIF 7/1/2027) Due January and July</i>						
124-9972-6100	Lease Principal	36,085	43,323	43,323	45,472	47,727
124-9972-6200	Lease Interest	28,500	21,262	21,262	19,114	16,858
Total Village MHP Lease Purchase		64,585	64,585	64,585	64,586	64,585
<i>CREBS Solar Panel Lease (PIF 12/16/2023) Due December</i>						
124-9973-6100	Lease Principal 47.41%	46,267	46,267	46,267	46,267	46,267
402-9973-6100	Lease Principal 20.80%	20,298	20,299	20,299	20,299	20,299
500-9973-6100	Lease Principal 31.79%	31,024	31,024	31,024	31,024	31,024
Total CREBS Lease		97,589	97,589	97,589	97,589	97,589
<i>Vacuum Truck Lease (PIF 10/12/2021) Due October & June</i>						
124-9974-6100	Sales Tax Principal 25%	13,096	31,892	31,892	13,695	6,964
124-9974-6200	Sales Tax Interest 25%	988	691	691	388	78
500-9974-6100	Water Principal 25%	13,096	13,392	13,392	13,695	6,964
500-9974-6200	Water Interest 25%	2,962	691	691	388	78
510-9974-6100	Sewer Principal 50%	26,192	26,785	26,785	27,391	13,927
510-9974-6200	Sewer Interest 50%	-	1,382	1,382	776	157
Total Vacuum Truck Lease		56,334	74,834	74,834	56,334	28,167
<i>Well 6 Arsenic Treatment State Revolving Loan (5 Year Loan beginning Sept. 2014)</i>						
500-9976-6100	Water CIP Principal	50,502	80,478	80,478	51,560	23,921
500-9976-6200	Water CIP Interest	2,365	6,515	6,515	1,307	250
Total Water System Loan		52,867	86,993	86,993	52,867	24,171

**Debt Service
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
<i>Well 7 Arsenic Treatment Loan (PIF 6/30/2033) Due June</i>						
500-9977-6100	Water CIP Principal	44,991	50,755	50,755	50,755	52,836
500-9977-6200	Water CIP Interest	44,090	38,327	38,327	38,327	36,246
Total Water System Loan		89,081	89,082	89,082	89,082	89,082
TOTAL DEBT SERVICE		587,034	639,650	639,650	587,025	514,887
Total General Fund		186,291	204,790	204,790	186,291	175,112

CITY OF SEBASTOPOL
MATURITY SCHEDULE
JULY 1,2021

GENERAL LONG-TERM DEBT:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	Total
2006 CREBS Solar Panel Lease	97,589	97,589	97,589	97,589	97,589	-	-	-	-	-	-	-	-	-	-	487,946

Issuance of Clean Renewable Energy Bonds to fund solar panels at City Hall/Library, Police & sewer lift station

TOTAL	97,589	97,589	97,589	97,589	97,589	-	-	-	-	-	-	-	-	-	-	487,946
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2007 Village Mobile Home Park Lease Financing	45,472	47,727	50,094	52,322	55,187	57,924	60,797	31,520								444,366
Fund 124	19,113	16,858	14,491	12,006	9,398	6,661	3,788	772								104,349
TOTAL	64,585	64,585	64,585	64,328	64,585	64,585	64,585	32,292								548,715

2006 Infrastructure Improvement Lease	172,013	165,182	174,040	183,333	193,082	203,310										1,254,924
Fund 124/500/510/212	54,555	46,111	37,253	27,960	18,211	7,983										254,677

Series of municipal improvement projects such as replacement of sewer force main, skate park project, installation of Water Booster Pump, Streets improvements

TOTAL	226,568	211,293	211,293	211,293	211,293	211,293										1,509,601
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2016 Vacuum Truck Lease	54,782	27,854														136,205
Fund 124/500/501	1,553	313														4,631
TOTAL	56,334	28,167														140,836

TOTAL GENERAL GOVERNMENT	369,855	338,352	321,723	333,244	248,269	261,234	60,797	31,520								2,323,441
TOTAL	445,076	401,634	373,467	373,210	275,878	275,878	64,585	32,292								2,687,098

ASSESSMENT DISTRICTS

2007 Assessment Bond	25,000	30,000	35,000													115,000
Fund 401	5,192	3,349	1,172													16,581

Issuance of bond to finance street improvements, drainage, streets lights and signalization to the Fairfield Inn

TOTAL	30,192	33,349	36,172													131,581
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CITY OF SEBASTOPOL
Maturity Schedule
July 1, 2021

ENTERPRISE LONG-TERM DEBT

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	Total
P Well 6 Arsenic Treatment	80,478	82,165	83,887	85,645												411,000
I Fund 500	6,515	4,822	3,100	1,342												23,938
	86,992	86,986	86,986	86,986												434,938
P Well 7 Arsenic Treatment	50,755	52,836	55,002	57,257	59,605	62,049	64,593	67,241	69,998	72,868	75,855	76,457	79,695			892,966
I Fund 500	38,327	31,229	29,063	26,807	24,460	22,016	19,472	16,824	14,067	11,197	8,209	7,608	4,171			293,776
	89,082	84,065	84,065	84,065	84,065	84,065	84,065	84,065	84,065	84,065	84,065	84,066	83,866			1,186,742
TOTAL ENTERPRISE	131,233	135,001	138,889	142,902	146,265	149,110	151,972	154,824	157,672	160,520	163,368	166,216	169,064	171,912	174,760	1,303,966
	44,841	36,051	32,162	28,149	24,460	22,016	19,472	16,824	14,067	11,197	8,209	7,608	4,171			317,714
	176,074	171,051	171,051	171,051	171,051	171,051	171,051	171,051	171,051	171,051	171,051	171,051	171,051	171,051	171,051	1,621,681
TOTAL CITYWIDE DEBT	526,088	503,352	495,612	476,146	307,874	323,283	125,390	98,761	69,998	72,868	75,855	76,457	79,695			3,742,407
	125,255	102,682	85,078	68,115	52,069	36,660	23,260	17,596	14,067	11,197	8,209	7,608	4,171			697,952
	651,343	606,034	580,690	544,261	359,943	359,943	148,650	116,357	84,065	84,065	84,065	84,066	83,866			4,440,359

REVENUE EXPIRATION

Utility User Tax (211,000)
Redevelopment Agency Administrative Cost (600,000)



TREE REPLACEMENT FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc (Decr)	% Incr (Decr)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges for services	-	-	-	-	-	-	0.0%
Interest Earnings	223	-	-	150	250	250	0.0%
Miscellaneous	7,390	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 7,613	\$ -	\$ -	\$ 150	\$ 250	\$ 250	0.0%
<u>OPERATING EXPENSES</u>							
General Government	-	8,000	8,000	-	4,000	(4,000)	-50.0%
Capital Project	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 4,000	\$ (4,000)	-50.0%
NET BUDGETARY RESULT	\$ 7,613	\$ (8,000)	\$ (8,000)	\$ 150	\$ (3,750)	\$ 4,250	-53.1%
Addition/(Use) of Reserves	\$ 7,613	\$ (8,000)	\$ (8,000)	\$ 150	\$ (3,750)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 12,360	\$ 12,360	\$ 12,360	\$ 19,973	\$ 20,123		
Ending Fund Balance (Estimated)	\$ 19,973	\$ 4,360	\$ 4,360	\$ 20,123	\$ 16,373		



TECHNOLOGY FEE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc (Decr)	% Incr (Decr)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Intergovernmental	-	-	-	-		-	0.0%
Charges for services	11,928	11,200	11,200	11,200	11,200	-	0.0%
Interest Earnings	1,101	825	825	825	900	75	9.1%
Miscellaneous	-	-	-	-		-	0.0%
Transfer in	-	-	-	-		-	0.0%
TOTAL REVENUE	\$ 13,029	\$ 12,025	\$ 12,025	\$ 12,025	\$ 12,100	75	0.6%
<u>OPERATING EXPENSES</u>							
General Government	4,490	-	-	-	-	-	0.0%
Capital Project		-	-	-	-	-	0.0%
Debt Service		-	-	-	-	-	0.0%
Transfer out		-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	\$ 4,490	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
NET BUDGETARY RESULT	\$ 8,539	\$ 12,025	\$ 12,025	\$ 12,025	\$ 12,100	\$ 75	0.6%
Addition/(Use) of Reserves	\$ 8,539	\$ 12,025	\$ 12,025	\$ 12,025	\$ 12,100		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 44,460	\$ 52,523	\$ 52,523	\$ 52,999	\$ 65,024		
Ending Fund Balance (Estimated)	\$ 52,999	\$ 64,548	\$ 64,548	\$ 65,024	\$ 77,124		

This is a restricted fund that supports electronic permitting and inspection services.



STREET PAVEMENT RESERVE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc (Decr)	% Incr (Decr)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Intergovernmental	18,474	-	-	-		-	0.0%
Charges for services	-	-	-	-		-	0.0%
Interest Earnings	9,293	5,300	5,300	1,500	500	(4,800)	-90.6%
Miscellaneous	-	-	-	-		-	0.0%
Transfer in	-	-	-	-		-	0.0%
TOTAL REVENUE	\$ 27,767	\$ 5,300	\$ 5,300	\$ 1,500	\$ 500	(4,800)	-90.6%
<u>OPERATING EXPENSES</u>							
General Government	-	-	-	-	-	-	0.0%
Capital Project	-	-	-	355,400	78,000	78,000	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ 355,400	\$ 78,000	78,000	0.0%
NET BUDGETARY RESULT	\$ 27,767	\$ 5,300	\$ 5,300	\$ (353,900)	\$ (77,500)	\$ (359,200)	-6777.4%
Addition/(Use) of Reserves	\$ 27,767	\$ 5,300	\$ 5,300	\$ (353,900)	\$ (77,500)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 412,513	\$ 436,281	\$ 436,281	\$ 440,280	\$ 86,380		
Ending Fund Balance (Estimated)	\$ 440,280	\$ 441,581	\$ 441,581	\$ 86,380	\$ 8,880		



POLICE VEHICLE ABATEMENT FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc (Decr)	% Incr (Decr)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges for services	41	50	50	-	50	-	0.0%
Interest Earnings	-	-	-	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 41	\$ 50	\$ 50	\$ -	\$ 50	-	0.0%
<u>OPERATING EXPENSES</u>							
General Government	-	-	-	-	-	-	0.0%
Capital Project	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	4,000	4,000	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	0.0%
NET BUDGETARY RESULT	\$ 41	\$ 50	\$ 50	\$ -	\$ (3,950)	\$ (4,000)	-8000.0%
Addition/(Use) of Reserves	\$ 41	\$ 50	\$ 50	\$ -	\$ (3,950)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 4,876	\$ 4,917	\$ 4,917	\$ 4,917	\$ 4,917		
Ending Fund Balance (Estimated)	\$ 4,917	\$ 4,967	\$ 4,967	\$ 4,917	\$ 967		

SPECIAL REVENUE FUNDS

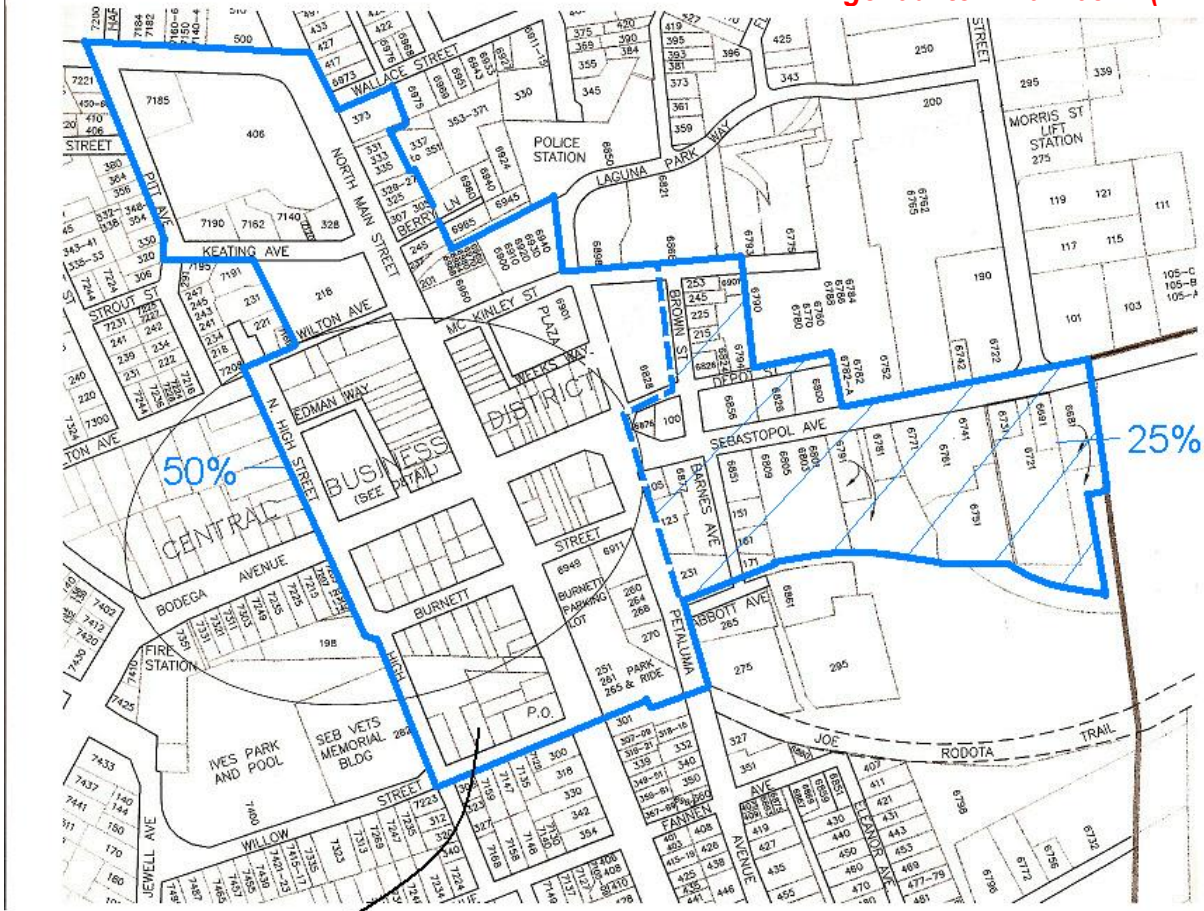
Special Revenue Funds are used to account for revenues derived from specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. These funds are required by statute, law provisions or ordinance to finance particular functions or activities of government. The various funds and sources are:

- a) Gas Tax Fund (200) accounts for funds from the State of California under the Street and Highway Code Sections 2103, 2105, 2106, 2107 and 2107.5. The use of funds is restricted to street related projects, which can include related public facilities for non-motorized traffic, e.g. bike and pedestrian paths.
- b) Measure M Transportation Fund (201) receives funding from the County for construction of eligible transportation projects that improve the quality of roads, sidewalks and bike lanes.
- c) Measure M Parks Improvement Fund (202) receives funding from the County from the November 6, 2018 voters approved measure of the one-eight cent sales tax that will support city parks, trails, signs, buildings, playgrounds, sports field, restrooms, picnic area and visitor centers.
- d) Art In-Lieu Fund (203) accounts for developer contributions in lieu of installation of public art on project sites and income received from art programs and events to fund public artwork, cultural programs, maintenance/conservation, and administrative costs relating to the Art in Public Places Program.
- e) Housing Linkage Fee Fund (204) is used to mitigate the housing impacts caused by new, changed and expanded nonresidential development in the City and provide a source of revenue for housing affordable to person of very low and low income.
- f) Inclusionary Housing Fund (205) accounts for revenue received from fee payment to be used for the exclusive purpose of providing housing affordable to low and moderate income households in the City for construction of three or more new dwelling units, or for the division or subdivision of land into three or more lots for residential use.
- g) Building Permit Incremental Fee Fund (206) accounts for revenue received from construction inspection and plan checks to fund training, certification exams and courses.
- h) Business Improvement District (207) was established via ordinance 666 and shall include all businesses located within the area described in Exhibit A. The revenues derived from taxes imposed upon all the businesses in the area shall be utilized for acquisition, construction or maintenance of parking facilities, decoration of any public place, promotion of public events which are to take place, furnishing of music in any public place and general promotion of retail trade activities for the benefit of the area.
- i) General Plan Update Fee Fund (208) is assessed on Building Permits and is designed to help recover the significant long-term costs of periodically updating the General Plan and Zoning Ordinance. The Fund is typically used for consultant and other costs related to updates.

- j) Supplemental Law Enforcement Services Fund (209) receives funds from the State of California to supplement local law enforcement activities.
- k) Asset Forfeiture Fund (210 | 211) is used for specified police activities (excluding regular salary) from confiscated assets of convicted drug felons.
- l) Park In-Lieu Fee Fund (212) receives revenue from new residential and hotel development to mitigate the impact of such new development on City park and recreational facilities. The use of revenues from the Fund is restricted to park and recreational capital improvements.
- m) Traffic Impact Fee Fund (213) was established to reduce the traffic impacts caused by new development within the City limits and certain public improvements (transportation system infrastructure) and revenue collected from these fees shall be used solely to pay for the City's future construction of facilities or services or reimburse the City for facilities constructed by the City with funds advanced by the City from other sources.
- n) Underground Utilities Fee Fund (214) is an in-lieu fee paid by development projects where the City Engineer has determined physical undergrounding of overhead utilities is not practical. The Fund is used for general City utility undergrounding projects.
- o) Community Development Block Grant (216) funds communities with resources to address a wide range of unique community development needs such as affordable housing, anti-poverty programs and infrastructure development.
- p) Road Maintenance & Rehabilitation SB1 (217) accounts for funds from the State of California under Road Repair and Accountability Act of 2017. The use of funds is similar but, not identical, to Gas Tax use rules and must be used for projects related to road maintenance and rehabilitation, safety projects, and traffic control devices.
- q) Human Services & Community Fund (233) accounts for revenue obtains by the solicitation of voluntary contributions from residents and property owners through water and sewer bills and other means of collection or fundraising activities to fund programs or activities which address the welfare of the City's residents regardless of all age, social status or income.
- r) Supplemental Planning Grant (247) funds for local governments to address California's critical housing needs. The grant awards to accelerate housing production by streamlining the approval of affordable housing and promoting development consistent with the State's planning priorities, among other related activities.

EXHIBIT A

Beginning at the intersection of the Westerly line of Pitt Avenue extended, and the Northerly line of Healdsburg Avenue; thence from said point of beginning in an Easterly direction along the Northerly line of Healdsburg Avenue a distance of 500 feet, more or less, to the intersection of the Northerly line of Healdsburg Avenue with the Westerly line of North Main Street; thence in a Southerly direction along the Westerly line of Main Street extended and the Westerly line of Main Street a distance of 200 feet, more or less, to the intersection with the Southerly line of Wallace Street extended; thence along the Southerly line of Wallace Street extended and the South line of Wallace Street running in an Easterly direction a distance of 250 feet, more or less; thence leaving said South line of Wallace Street in a Southerly direction and parallel to the Easterly line of Main Street a distance of 500 feet, more or less, to the Southerly line of Petaluma and Santa Rosa Railroad Right of Way; thence in an Easterly direction along the South line of the Petaluma and Santa Rosa Railroad Right of way a distance of 300 feet, more or less to the Easterly line of Petaluma Avenue extended; thence in a Southerly direction along the Easterly line of Petaluma Avenue extended, a distance of 200 feet, more or less to the Northerly line of McKinley Street; thence along said Northerly line of McKinley Street in an Easterly direction 400 feet, more or less to the Easterly line of Johnson Street; thence Southerly along the Easterly line of Johnson Street extended, a distance of 300 feet, more or less, to the Northerly line of Depot Street; thence Easterly along the Northerly line of Depot Street, a distance of 150 feet, more or less, thence leaving said Northerly line of Depot Street and in a Southerly direction 160 feet, more or less to the Northerly line of Sebastopol Avenue; thence Easterly along the Northerly line of Sebastopol Avenue, a distance of 450 feet; thence leaving the Northerly line of Sebastopol Avenue Southerly a distance of 550 feet to the Petaluma and Santa Rosa Railroad Right of Way; thence Westerly in an arc along the Northerly line of the Petaluma and Santa Rosa Railroad Right of Way a distance of 1000 feet more or less, to the Easterly line of Petaluma Avenue; thence along the Easterly line of Petaluma Avenue in a Southerly direction 200 feet, more or less to the South line of Willow Street extended; thence in a Westerly direction along the South line of Willow Street extended and the South line of Willow street, a distance of 750 feet, more or less, to the West line of High Street: thence in a Northerly direction along the Westerly line of High Street and North High Street, a distance of 1250 feet, more or less to the North line of Wilton Avenue extended; thence and in an Easterly direction along the North line of Wilton Avenue extended and Wilton Avenue, a distance of 150 feet, more or less; thence leaving the North line of Wilton Avenue in a Northerly direction and parallel to Main Street, a distance of 250 feet, more or less, to the South line of Keating Avenue; thence along the South line of Keating Avenue in a Westerly direction a distance of 250 feet, more or less, to the Westerly line of Pitt Avenue; thence in a Northerly direction along the Westerly line of Pitt Avenue and the Westerly line of Pitt Avenue extended, a distance of 650 feet, more or less, to the Northerly line of Healdsburg Avenue, the point of beginning of the area herein described.



Detail



City of Sebastopol

BUSINESS
IMPROVEMENT
AREA

— Area Boundary

SUMMARY - SPECIAL REVENUE FUNDS
2021-22 PROPOSED BUDGET

	Gas Tax Fund	Measure M Transportation Tax	Measure M Parks Improvement Tax	Art In-A-Leu	Housing Linkage Fee	Inclusionary Housing Fund	Building Permit Incremental Fee	Business Improvement District	General Plan Update Fee	Special Enforcement Fund	Asset Forfeiture Fund	Park Improvement	Traffic Impact Fee	Utility Underground Fee	Community Development Block Grant (CDBG)	Road Maintenance & Rehabilitation (SBI)	Supplemental Planning Grant Fund	Human Services & Community Fund	Total	
REVENUES																				
Taxes/Assessments		\$ 51,000	\$ 85,000																	\$ 136,000
Intergovernmental	203,100									110,000		232,893				154,100	80,000			780,093
Interest and rentals			500			200			1,500			300	3,000	4,000						9,660
Licenses, permits and fees				1,000	8,000		12,000	8,700	12,000			30,000	20,000							92,510
Others Contribution															180,000					180,000
Total revenues	203,100	51,000	85,500	1,000	8,000	200	12,000	8,700	13,500	110,000		263,193	23,000	4,000	180,000	154,100	80,000	970		1,982,263
EXPENDITURES																				
Departments:																				
General government	189,725			2,000				8,700	60,000								80,000			340,425
Capital Projects			224,048	55,000									35,000		180,000	9,200				850,098
Debt Service												31,470								31,470
Total Expenditures	189,725		224,048	57,000				8,700	60,000			378,320	35,000		180,000	9,200	80,000			1,221,993
EXCESS OF REVENUES OVER EXPENDITURES	13,375	51,000	(138,548)	(56,000)	8,000	200	12,000		(46,500)	110,000		(115,127)	(12,000)	4,000		144,900		970		(23,730)
OTHER FINANCING SOURCES (USES)																				
Transfers in																				
Transfers out										127,000										
Total other financing sources (uses)										127,000										
NET CHANGE IN FUND BALANCES	13,375	51,000	(138,548)	(56,000)	8,000	200	12,000		(46,500)	237,000		(115,127)	(12,000)	4,000		144,900		970		103,270
FUND BALANCE ESTIMATED BEGINNING OF THE YEAR	31,617	119,724	163,985	74,241	82,100	39,134	44,947	145	108,004	172,787	2,124	133,295	419,337	246,990		286,649		6,819		1,776,898
FUND BALANCE ESTIMATED END OF YEAR	44,992	170,724	25,437	18,241	90,100	39,334	56,947	145	61,504	254,787	2,124	18,168	407,337	250,990		431,549		7,789		1,880,168

Agenda Item Number 7 (Amended)

Agenda Item Number 7 (Amended)

City Council Meeting Packet of June 15, 2021

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GAS TAX FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE							
Intergovernmental	\$ 177,051	\$ 192,150	\$ 192,150	\$ 189,050	\$ 203,100	\$ 10,950	5.7%
Other Income	-	-	-	-	-	-	0.0%
Interest Earnings	-	-	-	-	-	-	0.0%
Transfer In	13,622	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 190,673	\$ 192,150	\$ 192,150	\$ 189,050	\$ 203,100	\$ 10,950	5.7%
OPERATING EXPENSES							
Salaries & Benefits ^a	\$ 172,799	\$ 143,700	\$ 143,700	\$ 143,700	\$ 169,625	\$ 25,925	18.0%
Contract Services	-	-	-	-	-	-	0.0%
Services & Supplies	-	3,000	3,000	3,000	3,000	-	0.0%
Vehicle Maintenance	-	-	-	-	3,000	3,000	0.0%
Utilities	4,809	5,000	5,000	5,000	5,000	-	0.0%
Allocated Insurance	10,400	8,200	8,200	8,200	9,100	900	11.0%
TOTAL OPERATING EXPENSE	\$ 188,008	\$ 159,900	\$ 159,900	\$ 159,900	\$ 189,725	\$ 29,825	18.7%
NET BUDGETARY RESULT	\$ 2,665	\$ 32,250	\$ 32,250	\$ 29,150	\$ 13,375	\$ (18,875)	-58.5%
Addition/(Use) of Reserves	\$ 2,665	\$ 32,250	\$ 32,250	\$ 29,150	\$ 13,375		
TOTAL BUDGETARY BALANCE							
Beginning Fund Balance (Estimated)	\$ (198)	\$ (5,265)	\$ (5,265)	\$ 2,467	\$ 31,617		
Ending Fund Balance (Estimated)	\$ 2,467	\$ 26,985	\$ 26,985	\$ 31,617	\$ 44,992		

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

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

**Gas Tax Fund
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Year-End	2021-22 Proposed Budget
200-4103-4010	Salaries ¹ (1.6 FTE)	109,314	87,000	87,000	87,000	103,100
200-4103-4100	Benefits ²	63,485	56,700	56,700	56,700	66,525
200-4103-4210	Contract Services	-	-	-	-	-
200-4103-4330	Misc. Supplies & Services	-	3,000	3,000	3,000	3,000
200-4103-4380	Vehicle Maintenance	-	-	-	-	3,000
200-4103-4710	Utilites	4,809	5,000	5,000	5,000	5,000
200-4103-4997	Allocated Workers' Comp Insurance	10,400	8,200	8,200	8,200	9,100
TOTAL DEPARTMENT		188,008	159,900	159,900	159,900	189,725

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

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



MEASURE M TRANSPORTATION TAX FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ 64,033	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges for services	-	-	-	-	-	-	0.0%
Interest Earnings	486	500	500	500	-	(500)	-100.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 64,519	\$ 51,500	\$ 51,500	\$ 51,500	\$ 51,000	\$ (500)	-1.0%
<u>OPERATING EXPENSES</u>							
General Government	-	-	-	-	-	\$ -	0.0%
Capital Projects	-	-	-	115,000	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ 115,000	\$ -	\$ -	0.0%
NET BUDGETARY RESULT	\$ 64,519	\$ 51,500	\$ 51,500	\$ (63,500)	\$ 51,000	\$ (500)	-1.0%
Addition/(Use) of Reserves	\$ 64,519	\$ 51,500	\$ 51,500	\$ (63,500)	\$ 51,000		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 118,705	\$ 170,518	\$ 170,518	\$ 183,224	\$ 119,724		
Ending Fund Balance (Estimated)	\$ 183,224	\$ 222,018	\$ 222,018	\$ 119,724	\$ 170,724		



MEASURE M PARKS IMPROVEMENT FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ 90,218	\$ 74,160	\$ 74,160	\$ 85,000	\$ 85,000	\$ 10,840	14.6%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges for services	-	-	-	-	-	-	0.0%
Interest Earnings	-	500	500	500	500	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Transfer in	-	11,000	11,000	11,000	-	(11,000)	-100.0%
TOTAL REVENUE	\$ 90,218	\$ 85,660	\$ 85,660	\$ 96,500	\$ 85,500	(160)	-0.2%
<u>OPERATING EXPENSES</u>							
General Government	-	-	-	-	-	\$ -	0.0%
Capital Projects	11,733	111,000	111,000	-	224,048	113,048	101.8%
Debt Service	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	11,000	-	-	0.0%
TOTAL OPERATING EXPENSE	\$ 11,733	\$ 111,000	\$ 111,000	\$ 11,000	\$ 224,048	113,048	101.8%
NET BUDGETARY RESULT	\$ 78,485	\$ (25,340)	\$ (25,340)	\$ 85,500	\$ (138,548)	\$ (113,208)	446.8%
Addition/(Use) of Reserves	\$ 78,485	\$ (25,340)	\$ (25,340)	\$ 85,500	\$ (138,548)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ -	\$ 72,600	\$ 72,600	\$ 78,485	\$ 163,985		
Ending Fund Balance (Estimated)	\$ 78,485	\$ 47,260	\$ 47,260	\$ 163,985	\$ 25,437		



ART IN LIEU FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Intergovernmental	-	-	-	-		-	0.0%
Charges for services	15,545	10,000	10,000	800	1,000	(9,000)	-90.0%
Interest Earnings	3,200	-	-	-		-	0.0%
Miscellaneous	-	-	-	-		-	0.0%
Transfer in	-	-	-	-		-	0.0%
TOTAL REVENUE	\$ 18,745	\$ 10,000	\$ 10,000	\$ 800	\$ 1,000	(9,000)	-90.0%
<u>OPERATING EXPENSES</u>							
General Government	7,000	2,000	2,000	2,000	2,000	\$ -	0.0%
Capital Projects	-	93,000	93,000	67,500	55,000	(38,000)	-40.9%
Debt Service	-	-	-	-		-	0.0%
Transfer out	-	-	-	-		-	0.0%
TOTAL OPERATING EXPENSE	\$ 7,000	\$ 95,000	\$ 95,000	\$ 69,500	\$ 57,000	(38,000)	-40.0%
NET BUDGETARY RESULT	\$ 11,745	\$ (85,000)	\$ (85,000)	\$ (68,700)	\$ (56,000)	\$ 29,000	-34.1%
Addition/(Use) of Reserves	\$ 11,745	\$ (85,000)	\$ (85,000)	\$ (68,700)	\$ (56,000)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 131,196	\$ 142,151	\$ 142,151	\$ 142,941	\$ 74,241		
Ending Fund Balance (Estimated)	\$ 142,941	\$ 57,151	\$ 57,151	\$ 74,241	\$ 18,241		

FY21/22 Proposed Budget Items:

- 1) 63,000 remaining / carryover for Michael Mc Ginnis sculpture and Ned Kahn Sculptures
- 2) \$5,000 for new call for artists, advertising and Artist finalist honorariums anticipated for New Call, \$35,000 for artist commission anticipated in FY 22/23.
- 3) Sculpture Garden Call for artists costs anticipated to be \$2,000 in FY 21/22 in Gen Gov Costs



HOUSING LINKAGE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Intergovernmental	-	-	-	-		-	0.0%
Charges for services	10,499	9,500	9,500	-	8,000	(1,500)	-15.8%
Interest Earnings	2,040	-	-	-		-	0.0%
Miscellaneous	-	-	-	-		-	0.0%
Transfer in	-	-	-	-		-	0.0%
TOTAL REVENUE	\$ 12,539	\$ 9,500	\$ 9,500	\$ -	\$ 8,000	(1,500)	-15.8%
<u>OPERATING EXPENSES</u>							
General Government	-	-	-	-		-	0.0%
Capital Projects	12,065	-	-	12,000		-	0.0%
Debt Service	-	-	-	-		-	0.0%
Transfer out	-	-	-	-		-	0.0%
TOTAL OPERATING EXPENSE	\$ 12,065	\$ -	\$ -	\$ 12,000	\$ -	-	0.0%
NET BUDGETARY RESULT	\$ 474	\$ 9,500	\$ 9,500	\$ (12,000)	\$ 8,000	\$ (1,500)	-15.8%
Addition/(Use) of Reserves	\$ 474	\$ 9,500	\$ 9,500	\$ (12,000)	\$ 8,000		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 93,626	\$ 93,606	\$ 93,606	\$ 94,100	\$ 82,100		
Ending Fund Balance (Estimated)	\$ 94,100	\$ 103,106	\$ 103,106	\$ 82,100	\$ 90,100		



INCLUSIONARY HOUSING FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes		\$ -	\$ -			\$ -	0.0%
Intergovernmental		143,700	143,700	-	-	(143,700)	-100.0%
Charges for services		-	-	-		-	0.0%
Interest Earnings	830	500	500	627	200	(300)	-60.0%
Miscellaneous		-	-			-	0.0%
Transfer in		-	-			-	0.0%
TOTAL REVENUE	\$ 830	\$ 144,200	\$ 144,200	\$ 627	\$ 200	\$ (144,000)	-99.9%
<u>OPERATING EXPENSES</u>							
General Government		-	-	-		-	0.0%
Capital Project		143,700	143,700	-		(143,700)	-100.0%
Debt Service		-	-			-	0.0%
Transfer out						-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ 143,700	\$ 143,700	\$ -	\$ -	(143,700)	-100.0%
NET BUDGETARY RESULT	\$ 830	\$ 500	\$ 500	\$ 627	\$ 200	\$ (300)	-60.0%
Addition/(Use) of Reserves	\$ 830	\$ 500	\$ 500	\$ 627	\$ 200		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -				
Beginning Fund Balance (Estimated)	\$ 37,677	\$ 38,304	\$ 38,304	\$ 38,507	\$ 39,134		
Ending Fund Balance (Estimated)	\$ 38,507	\$ 38,804	\$ 38,804	\$ 39,134	\$ 39,334		



BUILDING PERMIT INCREMENTAL FEE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Intergovernmental	-	-	-	-		-	0.0%
Charges for services	11,912	11,900	11,900	11,900	12,000	100	0.8%
Interest Earnings	678	-	-	-		-	0.0%
Miscellaneous	-	-	-	-		-	0.0%
Transfer in	-	-	-	-		-	0.0%
TOTAL REVENUE	\$ 12,590	\$ 11,900	\$ 11,900	\$ 11,900	\$ 12,000	100	0.8%
<u>OPERATING EXPENSES</u>							
General Government	1,507	-	-	-		\$ -	0.0%
Capital Project	-	-	-	-		-	0.0%
Debt Service	-	-	-	-		-	0.0%
Transfer out	-	2,000	2,000	2,000		(2,000)	-100.0%
TOTAL OPERATING EXPENSE	\$ 1,507	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ (2,000)	-100.0%
NET BUDGETARY RESULT	\$ 11,083	\$ 9,900	\$ 9,900	\$ 9,900	\$ 12,000	\$ 2,100	21.2%
Addition/(Use) of Reserves	\$ 11,083	\$ 9,900	\$ 9,900	\$ 9,900	\$ 12,000		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 23,964	\$ 34,874	\$ 34,874	\$ 35,047	\$ 44,947		
Ending Fund Balance (Estimated)	\$ 35,047	\$ 44,774	\$ 44,774	\$ 44,947	\$ 56,947		



BUSINESS IMPROVEMENT DISTRICT

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes/Assessment		\$ -	\$ -	\$ -		\$ -	0.0%
Intergovernmental		-	-	-		-	0.0%
Charges for services	8,764	8,760	8,760	8,760	8,700	(60)	-0.7%
Interest Earnings	58	-	-	-		-	0.0%
Miscellaneous		-	-	-		-	0.0%
Transfer in		-	-	-		-	0.0%
TOTAL REVENUE	\$ 8,822	\$ 8,760	\$ 8,760	\$ 8,760	\$ 8,700	\$ (60)	-0.7%
<u>OPERATING EXPENSES</u>							
General Government	8,766	8,700	8,700	8,700	8,700	-	0.0%
Capital Project	-	-	-	-		-	0.0%
Debt Service	-	-	-	-		-	0.0%
Transfer out	-	-	-	-		-	0.0%
TOTAL OPERATING EXPENSE	\$ 8,766	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700	-	0.0%
NET BUDGETARY RESULT	\$ 56	\$ 60	\$ 60	\$ 60	\$ -	\$ (60)	-100.0%
Addition/(Use) of Reserves	\$ 56	\$ 60	\$ 60	\$ 60	\$ -		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 29	\$ 65	\$ 65	\$ 85	\$ 145		
Ending Fund Balance (Estimated)	\$ 85	\$ 125	\$ 125	\$ 145	\$ 145		



GENERAL PLAN UPDATE FEE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Intergovernmental	-	-	-	-		-	0.0%
Charges for services	12,248	12,000	12,000	16,000	12,000	-	0.0%
Interest Earnings	1,897	1,500	1,500	1,500	1,500	-	0.0%
Miscellaneous	-	-	-	-		-	0.0%
Transfer in	-	-	-	-		-	0.0%
TOTAL REVENUE	\$ 14,145	\$ 13,500	\$ 13,500	\$ 17,500	\$ 13,500	\$ -	0.0%
<u>OPERATING EXPENSES</u>							
General Government		-	-	-	60,000	60,000	0.0%
Capital Project		-	-	-		-	0.0%
Debt Service		-	-	-		-	0.0%
Transfer out		-	-	-		-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ 60,000	60,000	0.0%
NET BUDGETARY RESULT	\$ 14,145	\$ 13,500	\$ 13,500	\$ 17,500	\$ (46,500)	\$ (60,000)	-444.4%
Addition/(Use) of Reserves	\$ 14,145	\$ 13,500	\$ 13,500	\$ 17,500	\$ (46,500)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 76,359	\$ 90,031	\$ 90,031	\$ 90,504	\$ 108,004		
Ending Fund Balance (Estimated)	\$ 90,504	\$ 103,531	\$ 103,531	\$ 108,004	\$ 61,504		



SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	115,573	100,000	100,000	110,000	110,000	10,000	10.0%
Charges for services	-	-	-	-	-	-	0.0%
Interest Earnings	158	-	-	-	-	-	0.0%
Miscellaneous	810	-	-	-	-	-	0.0%
Transfer in	34,601	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 151,142	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 10,000	10.0%
<u>OPERATING EXPENSES</u>							
General Government	146,289	-	-	-	-	-	0.0%
Capital Project	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Transfer out	-	100,000	100,000	100,000	127,000	27,000	27.0%
TOTAL OPERATING EXPENSE	\$ 146,289	\$ 100,000	\$ 100,000	\$ 100,000	\$ 127,000	27,000	27.0%
NET BUDGETARY RESULT	\$ 4,853	\$ -	\$ -	\$ 10,000	\$ (17,000)	\$ (17,000)	0.0%
Addition/(Use) of Reserves	\$ 4,853	\$ -	\$ -	\$ 10,000	\$ (17,000)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 2,934	\$ 2,771	\$ 2,771	\$ 7,787	\$ 17,787		
Ending Fund Balance (Estimated)	\$ 7,787	\$ 2,771	\$ 2,771	\$ 17,787	\$ 787		



ASSET FORFEITURE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges for services	-	-	-	-	-	-	0.0%
Interest Earnings	-	-	-	-	-	-	0.0%
Miscellaneous	358	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 358	\$ -	\$ -	\$ -	\$ -	-	0.0%
<u>OPERATING EXPENSES</u>							
General Government		-	-	-	-	-	0.0%
Capital Project		-	-	-	-	-	0.0%
Debt Service		-	-	-	-	-	0.0%
Transfer out		-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
NET BUDGETARY RESULT	\$ 358	\$ -	\$ -	\$ -	\$ -	-	0.0%
Addition/(Use) of Reserves	\$ 358	\$ -	\$ -	\$ -	\$ -		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 1,766	\$ 2,154	\$ 2,154	\$ 2,124	\$ 2,124		
Ending Fund Balance (Estimated)	\$ 2,124	\$ 2,154	\$ 2,154	\$ 2,124	\$ 2,124		



PARK IMPROVEMENT FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Charges for services	\$ 18,885	\$ 88,200	\$ 88,200	\$ 75,000	\$ 30,000	\$ (58,200)	-66.0%
Intergovernmental	-	177,000	177,000	100,000	77,950	(99,050)	-56.0%
Interest Earnings	2,422	500	500	300	300	(200)	-40.0%
Intergovernmental Grant - Open Space	-	126,943	126,943	-	126,943	-	0.0%
Miscellaneous Contributions	30,000	28,000	28,000	-	28,000	-	0.0%
Transfer in	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 51,307	\$ 420,643	\$ 420,643	\$ 175,300	\$ 263,193	(157,450)	-37.4%
<u>OPERATING EXPENSES</u>							
General Government	-	-	-	-	-	-	0.0%
Capital Projects	171,677	324,897	324,897	-	346,850	21,953	6.8%
Debt Service	31,470	31,470	31,470	31,470	31,470	-	0.0%
Transfer out	-	11,000	11,000	-	-	(11,000)	-100.0%
TOTAL OPERATING EXPENSE	\$ 203,147	\$ 367,367	\$ 367,367	\$ 31,470	\$ 378,320	10,953	3.0%
NET BUDGETARY RESULT	\$ (151,840)	\$ 53,276	\$ 53,276	\$ 143,830	\$ (115,127)	(168,403)	-316.1%
Addition/(Use) of Reserves	\$ (151,840)	\$ 53,276	\$ 53,276	\$ 143,830	\$ (115,127)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 141,305	\$ 111	\$ 111	\$ (10,535)	\$ 133,295		
Ending Fund Balance (Estimated)	\$ (10,535)	\$ 53,387	\$ 53,387	\$ 133,295	\$ 18,168		



TRAFFIC IMPACT FEE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental	20,000	-	-	-	-	-	0.0%
Charges for services	25,083	24,000	24,000	58,000	20,000	(4,000)	-16.7%
Interest Earnings	8,339	3,000	3,000	3,000	3,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Transfer in	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 53,422	\$ 27,000	\$ 27,000	\$ 61,000	\$ 23,000	(4,000)	-14.8%
<u>OPERATING EXPENSES</u>							
General Government		-	-	-		\$ -	0.0%
Capital Projects	52,652	66,500	66,500	9,000	35,000	(31,500)	-47.4%
Debt Service		-	-	-		-	0.0%
Transfer out		-	-	-		-	0.0%
TOTAL OPERATING EXPENSE	\$ 52,652	\$ 66,500	\$ 66,500	\$ 9,000	\$ 35,000	(31,500)	-47.4%
NET BUDGETARY RESULT	\$ 770	\$ (39,500)	\$ (39,500)	\$ 52,000	\$ (12,000)	\$ 27,500	-69.6%
Addition/(Use) of Reserves	\$ 770	\$ (39,500)	\$ (39,500)	\$ 52,000	\$ (12,000)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 366,567	\$ 365,097	\$ 365,097	\$ 367,337	\$ 419,337		
Ending Fund Balance (Estimated)	\$ 367,337	\$ 325,597	\$ 325,597	\$ 419,337	\$ 407,337		



UTILITY UNDERGROUND FEE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Intergovernmental	-	-	-	-		-	0.0%
Charges for services	-	-	-	-		-	0.0%
Interest Earnings	5,236	4,000	4,000	4,000	4,000	-	0.0%
Miscellaneous	-	-	-	-		-	0.0%
Transfer in	-	-	-	-		-	0.0%
TOTAL REVENUE	\$ 5,236	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	-	0.0%
<u>OPERATING EXPENSES</u>							
General Government	-	-	-	-	-	-	0.0%
Capital Projects	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Transfer out	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
NET BUDGETARY RESULT	\$ 5,236	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	-	0.0%
Addition/(Use) of Reserves	\$ 5,236	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 237,754	\$ 241,712	\$ 241,712	\$ 242,990	\$ 246,990		
Ending Fund Balance (Estimated)	\$ 242,990	\$ 245,712	\$ 245,712	\$ 246,990	\$ 250,990		



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -			\$ -	0.0%
Intergovernmental	-	355,100	355,100	-	-	(355,100)	-100.0%
Charges for services	-	-	-			-	0.0%
Interest Earnings	-	-	-			-	0.0%
Miscellaneous	-	135,000	135,000	-	180,000	45,000	33.3%
Transfer in	1,225	-	-			-	0.0%
TOTAL REVENUE	\$ 1,225	\$ 490,100	\$ 490,100	\$ -	\$ 180,000	(310,100)	-63.3%
<u>OPERATING EXPENSES</u>							
General Government	1,035	-	-			\$ -	0.0%
Capital Projects	-	490,100	490,100		180,000	(310,100)	-63.3%
Debt Service	-	-	-			-	0.0%
Transfer out	190	-	-			-	0.0%
TOTAL OPERATING EXPENSE	\$ 1,225	\$ 490,100	\$ 490,100	\$ -	\$ 180,000	(310,100)	-63.3%
NET BUDGETARY RESULT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Addition/(Use) of Reserves	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ -	\$ -	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ -	\$ -	\$ -	\$ -	\$ -		



ROAD MAINTENANCE & REHABILITATION (SB1)

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE							
Intergovernmental	\$ 146,507	\$ 135,500	\$ 135,500	\$ 140,700	\$ 154,100	\$ 18,600	13.7%
Other Income	-	-	-			-	0.0%
Interest Earnings	-	-	-			-	0.0%
Transfer In	-	-	-			-	0.0%
TOTAL REVENUE	\$ 146,507	\$ 135,500	\$ 135,500	\$ 140,700	\$ 154,100	18,600	13.7%
OPERATING EXPENSES							
General Government	\$ -	\$ -	\$ -			\$ -	0.0%
Capital Projects	-	-	-	150,800	9,200	9,200	0.0%
Debt Service	-	-	-			-	0.0%
Transfer out	-	-	-			-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ 150,800	\$ 9,200	9,200	0.0%
NET BUDGETARY RESULT	\$ 146,507	\$ 135,500	\$ 135,500	\$ (10,100)	\$ 144,900	9,400	6.9%
Addition/(Use) of Reserves	\$ 146,507	\$ 135,500	\$ 135,500	\$ (10,100)	\$ 144,900		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 150,242	\$ 296,716	\$ 296,716	\$ 296,749	\$ 286,649		
Ending Fund Balance (Estimated)	\$ 296,749	\$ 432,216	\$ 432,216	\$ 286,649	\$ 431,549		



HUMAN SERVICES & COMMUNITY FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Sales Taxes	\$ -	\$ -	\$ -			\$ -	0.0%
Intergovernmental	-	-	-			-	0.0%
Charges for services	-	-	-			-	0.0%
Interest Earnings	158	120	120	160	160	40	33.3%
Miscellaneous	810	810	810	810	810	-	0.0%
Transfer in	-	-	-			-	0.0%
TOTAL REVENUE	\$ 968	\$ 930	\$ 930	\$ 970	\$ 970	40	4.3%
<u>OPERATING EXPENSES</u>							
General Government	-	-	-			\$ -	0.0%
Capital Projects	-	-	-			-	0.0%
Debt Service	-	-	-			-	0.0%
Transfer out	-	-	-			-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
NET BUDGETARY RESULT	\$ 968	\$ 930	\$ 930	\$ 970	\$ 970	\$ 40	4.3%
Addition/(Use) of Reserves	\$ 968	\$ 930	\$ 930	\$ 970	\$ 970		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ 6,819	\$ 7,747	\$ 7,747	\$ 7,787	\$ 6,819		
Ending Fund Balance (Estimated)	\$ 7,787	\$ 8,677	\$ 8,677	\$ 8,757	\$ 7,789		



SUPPLEMENTAL PLANNING GRANT FUND (SB2 & LEAP)

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE							
Sales Taxes	\$ -	\$ -	\$ -			\$ -	0.0%
Intergovernmental	-	160,000	160,000	20,000	80,000	(80,000)	-50.0%
Charges for services	-	-	-			-	0.0%
Interest Earnings	-	-	-			-	0.0%
Miscellaneous	-	-	-			-	0.0%
Transfer in	-	-	-			-	0.0%
TOTAL REVENUE	\$ -	\$ 160,000	\$ 160,000	\$ 20,000	\$ 80,000	(80,000)	-50.0%
OPERATING EXPENSES							
General Government		160,000	160,000	20,000	80,000	(80,000)	-50.0%
Capital Projects	-	-	-			-	0.0%
Debt Service	-	-	-			-	0.0%
Transfer out	-	-	-			-	0.0%
TOTAL OPERATING EXPENSE	\$ -	\$ 160,000	\$ 160,000	\$ 20,000	\$ 80,000	(80,000)	-50.0%
NET BUDGETARY RESULT	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
Addition/(Use) of Reserves	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance (Estimated)	\$ -	\$ -	\$ -	\$ -	\$ -		
Ending Fund Balance (Estimated)	\$ -	\$ -	\$ -	\$ -	\$ -		



INSURANCE FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc (Decr)	% Incr (Decr)
OPERATING REVENUE							
Charges for Services - Liability Insurance	\$ 512,071	\$ 574,950	\$ 574,950	\$ 570,775	\$ 576,800	\$ 1,850	0.3%
Charges for Services - W/C Insurance	483,079	501,500	501,500	487,250	435,800	(65,700)	-13.1%
Charges for Services - Benefits	-	-	-	-	-	-	0.0%
Other Income	-	-	-	-	-	-	0.0%
Interest Earnings	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 995,150	\$ 1,076,450	\$ 1,076,450	\$ 1,058,025	\$ 1,012,600	\$ (63,850)	-5.9%
OPERATING EXPENSES							
REMIF - Liability Insurance	\$ 512,071	\$ 574,950	\$ 574,950	\$ 570,775	\$ 576,800	\$ 1,850	0.3%
REMIF - Workers' Comp Insurance	483,079	501,500	501,500	487,250	435,800	(65,700)	-13.1%
Health Insurance	-	-	-	-	-	-	0.0%
Dental Insurance	-	-	-	-	-	-	0.0%
Vision Insurance	-	-	-	-	-	-	0.0%
Retirement Benefits	-	-	-	-	-	-	0.0%
Other Benefits	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	\$ 995,150	\$ 1,076,450	\$ 1,076,450	\$ 1,058,025	\$ 1,012,600	(63,850)	-5.9%
NET BUDGETARY RESULT	\$ -						
Addition/(Use) of Reserves	\$ -						
TOTAL BUDGETARY BALANCE	\$ -						
Beginning Fund Balance (Estimated)	\$ 1,051			\$ 1,051	\$ 1,051		
Ending Fund Balance (Estimated)	\$ 1,051		\$ -	\$ 1,051	\$ 1,051		

**Detail - Workers' Compensation Insurance
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
601-0000-4997	Allocated Workers' Comp Insurance	(483,079)	(501,500)	(501,500)	(487,250)	(435,800)
601-0000-4190	Worker's Compensation Premium	390,168	405,600	405,600	400,800	365,375
601-0000-4190	Worker's Compensation Assessment	65,853	65,900	65,900	56,450	40,425
601-0000-4191	Worker's Comp Deductible	27,058	30,000	30,000	30,000	30,000
TOTAL		-	-	-	-	-

**Detail - Liability Insurance
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
601-0000-4996	Allocated Liability Insurance	(512,071)	(574,950)	(574,950)	(570,775)	(576,800)
601-0000-4192	Liability Premium	330,378	350,000	350,000	348,100	390,100
601-0000-4192	Liability Assessment	25,565	25,600	25,600	25,600	25,600
601-0000-4193	Liability Deductible	19,482	25,600	25,600	20,000	20,000
601-0000-4195	Cyber Risk & Safety Services	2,950	3,000	3,000	2,300	2,400
601-0000-4196	Property Premium	28,052	44,725	44,725	44,725	86,600
601-0000-4197	Vehicle Insurance	10,471	13,000	13,000	17,000	12,100
601-0000-4198	Earthquake & Flood	95,173	113,025	113,025	113,050	40,000
601-0000-4199	Boiler & Machinery Insurance	-	-	-	-	-
TOTAL		-	-	-	-	-

WATER/WASTEWATER ENTERPRISE FUNDS

These funds account for operations that are financed in a manner similar to a private business enterprise, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered through user fees.

Water Goals

- Provide a continuous adequate supply of water that is free of health hazards and of acceptable quality to meet demands.
- Protect the health and welfare of the community by ensuring the continuous operation of the City's water pumping and distribution systems.
- Assure maximum fair collection of water revenue by maintaining all City water meters within AWWA tolerances and by providing accurate recordation of all water meters.
- Fund the cost of pumping, transmission and debt service of the water system.

Wastewater Goals

- Protect the health and welfare of the community by ensuring the continuous uninterrupted operation of the wastewater collection and transmission system.
- Provide appropriate economical maintenance and repair of the wastewater collection and transmission system and appurtenances.

Major Accomplishments in 2020-21

- Completed GIS mapping for water and wastewater utility systems
- Replaced water treatment filter media at both Well 4 and Well 7 treatment systems
- Completed the 5-year update of the Sewer System Management Plan
- Completed the 5-year update of the Sewer Overflow Emergency Response Plan
- Replaced security doors at water well buildings
- Replaced reservoir cathodic rectifiers at First Street reservoir
- Purchased and installed a new sewer lift station wet well pumping system
- Replaced street maintenance holes within the floodplain with sealed locking lids
- Performed an engineering grade audit for water meter/facilities efficiency improvements
- Installed portable generator connection at production Well 4
- Relocated the First Street water main into street easement
- Installed 5 *Smartcover* remote level monitoring device alarms within key points of the sewer conveyance system
- Replaced street maintenance holes within the floodplain with watertight sealed locking lids

Goals and Objectives for Water and Wastewater in 2021-22

- Maintain regulatory compliance with water, sewer, storm water, and air quality standards
- Maintain City facilities, generators, and mechanical equipment per long term maintenance plan.
- Maintain Cal/OSHA regulatory compliance safety and training policies program.
- Clean and inspect the interior of the three water reservoirs
- Complete Energy Audit for city facilities and coordinate an implementation strategy
- Replace failing water well level monitoring equipment
- Contract sewer main televising and condition rating assessment on all sewer mains within 200 feet of a water way
- Purchase one Public Works replacement pickup truck

WATER FUND - COMBINED FINANCIAL REPORTING



DESCRIPTION	2019-20 Actuals	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc(Dec)	% Change
OPERATING REVENUE							
Charges for Services							
Residential	1,777,550	\$ 1,812,800	\$ 1,812,800	\$ 1,812,800	\$ 1,867,180	\$ 54,380	3.00%
Commercial	492,000	482,040	482,040	482,040	496,500	14,460	3.00%
Other Income	23,312	37,000	37,000	37,000	37,000	-	0.00%
Interest Earnings	47,748	14,000	14,000	14,000	14,000	-	0.00%
TOTAL	\$ 2,340,610	\$ 2,345,840	\$ 2,345,840	\$ 2,345,840	\$ 2,414,680	\$ 68,840	2.93%
OPERATING EXPENDITURES							
Salaries & Benefits	\$ 535,807	\$ 396,750	\$ 396,750	\$ 395,950	\$ 425,500	\$ 28,750	7.25%
Contracted Services	117,826	136,850	185,850	136,000	170,500	(15,350)	-8.26%
Services & Supplies	136,154	198,125	198,125	179,000	176,600	(21,525)	-10.86%
Training / Meetings / Travels	3,868	9,500	9,000	7,500	8,000	(1,000)	-11.11%
Telecommunicatons	6,077	8,900	8,900	8,800	9,000	100	1.12%
Utilites	193,363	254,300	254,300	260,100	268,700	14,400	5.66%
Allocated Insurance	62,620	65,375	65,375	75,200	75,100	9,725	14.88%
Capital Outlay	102,454	177,000	107,000	128,000	26,700	(80,300)	-75.05%
Debt Service	304,824	291,984	291,984	291,984	257,858	(34,126)	-11.69%
TOTAL	1,462,993	1,538,784	1,517,284	1,482,534	1,417,958	(99,326)	-6.45%
OTHER SOURCES/(USES)							
G & A Allocation - City Council	\$ 27,803	\$ 34,253	\$ 34,253	\$ 31,036	\$ 37,357	\$ 3,103	9.06%
G & A Allocation - City Manager	46,244	48,586	48,586	48,080	50,638	2,052	4.22%
G & A Allocation - City Attorney	7,466	7,751	7,751	8,823	7,918	166	2.14%
G & A Allocation - City Clerk	26,606	28,374	28,374	27,352	28,818	444	1.56%
G & A Allocation - Finance	387,540	401,670	401,670	364,665	446,002	44,333	11.04%
G & A Allocation - Planning	22,711	27,975	27,975	27,470	31,743	3,768	13.47%
G & A Allocation - Building	41,417	39,432	39,237	35,558	33,904	(5,333)	-13.59%
G & A Allocation - Engineering	112,678	151,077	137,562	127,092	121,822	(15,740)	-11.44%
G & A Allocation - Fire	71,070	80,914	80,214	78,259	84,235	4,020	5.01%
G & A Allocation - PW Corp Yard	231,432	241,860	243,780	242,520	240,372	(3,408)	-1.40%
G & A Allocation - PW Govt Bldg	30,894	40,475	42,625	41,213	39,863	(2,763)	-6.48%
G & A Allocation - Non Departmental	24,718	22,653	22,653	23,445	38,461	15,808	69.78%
TOTAL	1,030,579	1,125,021	1,114,681	1,055,511	1,161,131	46,450	4.33%
TRANSFERS IN/(OUT)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Transfers Out	-	(157,350)	(157,350)	(39,000)	(330,500)	(173,150)	110.04%
TOTAL	\$ -	\$ (157,350)	\$ (157,350)	\$ (39,000)	\$ (330,500)	\$ (173,150)	314.82%
TOTAL OPERATING EXPENDITURES	2,493,572	2,821,155	2,789,315	2,577,045	2,909,589	\$ 120,274	4.31%
Net Surplus/(Deficit)	(152,962)	(475,315)	(443,475)	(231,205)	(494,909)		
Beginning Unrestricted Net Position	2,239,409	2,086,447	2,086,447	2,086,447	1,855,242		
Ending Unrestricted Net Position	\$ 2,086,447	\$ 1,611,132	\$ 1,642,972	\$ 1,855,242	\$ 1,360,333		
RESERVE							
Policy Reserve Level (25%)	623,393	705,289	697,329	644,261	727,397		
Actual Reserve Level	84%	57%	59%	72%	47%		



**Detail - Water Fund
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
500-4402-4010	Salaries ¹ (2.43 FTE)	282,069	241,000	241,000	241,000	262,600
500-4402-4012	Overtime	8,765	10,500	10,500	14,700	12,500
500-4402-4013	Standby	4,559	10,000	10,000	5,000	6,000
500-4402-4100	Benefits ²	239,046	133,850	133,850	133,850	143,100
500-4402-4102	Uniform Allowance	1,368	1,400	1,400	1,400	1,300
500-4402-4210	Contract Services	117,826	136,850	185,850	136,000	170,500
500-4402-4330	Misc. Supplies / Services	129,429	161,625	161,625	155,000	154,600
500-4402-4361	Meter Replacement Program	5,377	21,000	21,000	18,000	15,000
500-4402-4365	Fire Hydrant Replacement Program	1,204	11,000	11,000	3,000	3,000
500-4402-4366	Backflow Prevention Program	144	4,500	4,500	3,000	4,000
500-4402-4510	Conference & Training	3,178	3,500	3,000	3,000	3,000
500-4402-4515	Meetings & Travel	690	6,000	6,000	4,500	5,000
500-4402-4750	Telecommunications	6,077	8,900	8,900	8,800	9,000
500-4402-4710	Utilites - Gas & Electric	193,363	254,300	254,300	260,100	268,700
500-4402-4996	Allocated Liability Insurance	40,220	42,675	42,675	52,500	53,100
500-4402-4997	Allocated Wrkrs Comp Insurance	22,400	22,700	22,700	22,700	22,000
500-4402-5100	Capital Outlay	102,454	177,000	107,000	128,000	26,700
500-9971-6100	Infrastruture Lease - Principal	46,556	35,401	35,401	35,401	51,619
500-9971-6200	Infrastruture Lease - Interest	24,247	35,401	35,401	35,401	14,410
500-9973-6100	CREBS Solar Panel Lease - Principal	31,024	31,024	31,024	31,024	31,024
500-9974-6100	Vacuum Truck Lease - Principal	13,096	13,392	13,392	13,695	6,964
500-9974-6200	Vacuum Truck Lease - Interest	2,962	691	691	388	78
500-0000-4999	Debt Service - Water Capital	186,939	176,075	176,075	141,949	113,253
500-0000-4999	Transfer to Capital Project	-	157,350	157,350	39,000	330,500
Total Operation		1,462,993	1,696,134	1,674,634	1,487,408	1,707,947
500-1001-4998	G & A Allocation - City Council	27,803	34,253	34,253	31,036	37,357
500-1101-4998	G & A Allocation - City Manager	46,244	48,586	48,586	48,080	50,638
500-1201-4998	G & A Allocation - City Attorney	7,466	7,751	7,751	8,823	7,918
500-1301-4998	G & A Allocation - City Clerk	26,606	28,374	28,374	27,352	28,818
500-1401-4998	G & A Allocation - Finance	387,540	401,670	401,670	364,665	446,002
500-2102-4998	G & A Allocation - Planning	22,711	27,975	27,975	27,470	31,743
500-2202-4998	G & A Allocation - Building	41,417	39,432	39,237	35,558	33,904
500-2302-4998	G & A Allocation - Engineering	112,678	151,077	137,562	127,092	121,822
500-3102-4998	G & A Allocation - Fire	71,070	80,914	80,214	78,259	84,235
500-4102-4998	G & A Allocation - PW Corp Yard	231,432	241,860	243,780	242,520	240,372
500-4106-4998	G & A Allocation - PW Govt Bldg	30,894	40,475	42,625	41,213	39,863
500-0000-4998	G & A Allocation - Non Departmental	24,718	22,653	22,653	23,445	38,461
Total Department Cost Allocation		1,030,579	1,125,021	1,114,681	1,055,511	1,161,131
TOTAL DEPARTMENT		2,493,572	2,821,155	2,789,315	2,542,919	2,869,078

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

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

WASTEWATER FUND - COMBINED FINANCIAL REPORTING



DESCRIPTION	2019-20 Actuals	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Inc/(Dec)	% Change
OPERATING REVENUE							
Charges for Services	\$ 2,874,449	\$ 3,165,750	\$ 3,165,750	\$ 3,165,750	\$ 3,260,723	\$ 94,973	3.00%
Other Income	13,011	13,000	13,000	13,000	13,000	-	0.00%
Interest Earnings	39,376	10,000	10,000	6,000	6,000	(4,000)	-40.00%
TOTAL	\$ 2,926,836	\$ 3,188,750	\$ 3,188,750	\$ 3,184,750	\$ 3,279,723	90,973	2.85%
OPERATING EXPENSES							
Salaries & Benefits	\$ 375,722	\$ 296,700	\$ 296,700	\$ 296,700	\$ 398,850	\$ 102,150	34.43%
Contracted Services	75,139	195,700	195,700	160,000	86,700	(109,000)	-55.70%
Subregional Expense	1,621,200	1,650,400	1,650,400	1,650,400	1,650,780	380	0.02%
Services & Supplies	63,195	132,475	132,475	125,500	109,300	(23,175)	-17.49%
Training / Meetings / Travels	6,910	12,000	12,000	8,000	9,500	(2,500)	-20.83%
Telecommunicatons	2,576	4,000	4,000	3,500	3,500	(500)	-12.50%
Utilites	40,159	59,700	59,700	57,200	59,700	-	0.00%
Allocated Insurance	35,850	38,285	38,285	46,200	49,500	11,215	29.29%
Capital Outlay	41,471	68,000	28,000	28,000	38,750	10,750	38.39%
Debt Service	89,132	91,107	91,107	91,107	72,781	(18,327)	-20.12%
TOTAL	2,351,354	2,548,367	2,508,367	2,466,607	2,479,361	(29,007)	-1.16%
OTHER SOURCES/(USES)							
G & A Allocation - City Council	\$ 32,437	\$ 39,962	\$ 39,962	\$ 36,209	\$ 43,583	\$ 3,620	9.06%
G & A Allocation - City Manager	46,244	48,586	48,586	48,080	50,638	2,052	4.22%
G & A Allocation - City Attorney	4,478	4,651	4,651	5,294	4,751	100	2.14%
G & A Allocation - City Clerk	23,280	24,828	24,828	23,933	25,216	389	1.56%
G & A Allocation - Finance	388,100	391,099	391,099	355,069	434,265	43,166	11.04%
G & A Allocation - Planning	13,627	16,785	16,785	16,482	19,046	2,261	13.47%
G & A Allocation - Building	41,417	39,432	39,237	35,558	33,904	(5,333)	-13.59%
G & A Allocation - Engineering	92,792	124,417	113,287	104,664	100,324	(12,963)	-11.44%
G & A Allocation - PW Corp Yard	168,752	176,356	177,756	176,838	175,271	(2,485)	-1.40%
G & A Allocation - PW Govt Bldg	30,894	40,475	42,625	41,213	39,863	(2,763)	-6.48%
G & A Allocation - Non Departmental	24,718	22,653	22,653	23,445	38,461	15,808	69.78%
TOTAL	\$ 866,739	\$ 929,243	\$ 921,468	\$ 866,783	\$ 965,320	\$ 43,852	4.76%
TRANSFERS IN/(OUT)							
Transfers In		\$ 80,000	\$ 80,000	\$ 80,000	\$ -	\$ (80,000)	-100.00%
Transfers Out	(206,995)	(18,000)	(18,000)	-	(507,800)	(489,800)	2721.11%
TOTAL	\$ (206,995)	\$ 62,000	\$ 62,000	\$ 80,000	\$ (507,800)	(569,800)	-919.03%
TOTAL OPERATING EXPENDITURES	\$ 3,425,088	\$ 3,415,611	\$ 3,367,836	\$ 3,253,390	\$ 3,952,481	\$ 139,623	
Net Surplus/(Deficit)	(498,252)	(226,861)	(179,086)	(68,640)	(672,759)		
Beginning Unrestricted Net Position	1,891,464	1,393,212	1,393,212	1,393,212	1,324,572		
Ending Unrestricted Net Position	1,393,212	1,166,351	1,214,126	1,324,572	651,814		
RESERVE							
Policy Reserve Level (25%)	\$ 856,272	\$ 853,903	\$ 841,959	\$ 813,347	\$ 988,120		
Actual Reserve Level	41%	34%	36%	41%	16%		



**Detail - Wastewater Fund
Budget Expenditures**

Account Number	Description	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget
510-4402-4010	Salaries ¹ (1.85 FTE)	157,695	182,100	182,100	182,100	241,100
510-4402-4012	Overtime	5,861	10,000	10,000	10,000	10,300
510-4402-4013	Standby	2,881	5,000	5,000	5,000	5,000
510-4402-4100	Benefits ²	208,325	98,600	98,600	98,600	141,450
510-4402-4102	Uniform Allowance	960	1,000	1,000	1,000	1,000
510-4402-4210	Contract Services	75,139	195,700	195,700	160,000	86,700
510-4502-4210	Subregional - Operation/Maintenance	1,026,700	1,031,160	1,031,160	1,031,160	961,200
510-4502-4210	Subregional - Debt Service	594,500	619,240	619,240	619,240	689,580
510-4402-4330	Misc. Supplies / Services	63,195	127,475	127,475	125,000	108,300
510-4402-4360	Conservation Rebate Program	-	5,000	5,000	500	1,000
510-4402-4510	Conference & Training	3,307	3,500	3,500	3,500	3,500
510-4402-4515	Meetings & Travel	3,603	8,500	8,500	4,500	6,000
510-4402-4710	Utilites - Gas & Electric	36,109	52,500	52,500	50,000	52,500
510-4402-4711	Utilites - City	4,050	7,200	7,200	7,200	7,200
510-4402-4750	Telccommunications	2,576	4,000	4,000	3,500	3,500
510-4402-4996	Allocated Liability Insurance	19,950	21,085	21,085	29,000	29,300
510-4402-4997	Allocated Wrkrs Comp Insurance	15,900	17,200	17,200	17,200	20,200
510-4402-5100	Capital Outlay	41,471	68,000	28,000	28,000	38,750
510-9971-6100	Infrastructure Lease - Principal	41,386	31,470	31,470	31,470	45,887
510-9971-6200	Infrastructure Lease - Interest	21,554	31,470	31,470	31,470	12,810
510-9974-6100	Vacuum Truck Lease - Principal	26,192	26,785	26,785	27,391	13,927
510-9974-6200	Vacuum Truck Lease - Interest	-	1,382	1,382	776	157
510-0000-4999	Transfer to Sewer CIP	-	18,000	18,000	-	507,800
Total Operation		2,351,354	2,566,367	2,526,367	2,466,607	2,987,161
510-1001-4998	G & A Allocation - City Council	32,437	39,962	39,962	36,209	43,583
510-1101-4998	G & A Allocation - City Manager	46,244	48,586	48,586	48,080	50,638
510-1201-4998	G & A Allocation - City Attorney	4,478	4,651	4,651	5,294	4,751
510-1301-4998	G & A Allocation - City Clerk	23,280	24,828	24,828	23,933	25,216
510-1401-4998	G & A Allocation - Finance	388,100	391,099	391,099	355,069	434,265
510-2102-4998	G & A Allocation - Planning	13,627	16,785	16,785	16,482	19,046
510-2202-4998	G & A Allocation - Building	41,417	39,432	39,237	35,558	33,904
510-2302-4998	G & A Allocation - Engineering	92,792	124,417	113,287	104,664	100,324
510-4102-4998	G & A Allocation - PW Corp Yard	168,752	176,356	177,756	176,838	175,271
510-4106-4998	G & A Allocation - PW Govt Bldg	30,894	40,475	42,625	41,213	39,863
510-0000-4998	G & A Allocation - Non Departmental	24,718	22,653	22,653	23,445	38,461
Total G & A Cost Allocation		866,739	929,243	921,468	866,783	965,320
TOTAL DEPARTMENT		3,218,093	3,495,611	3,447,836	3,333,390	3,952,481

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

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



STREET LIGHTING ASSESSMENT DISTRICT FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
OPERATING REVENUE							
Special Assessments	\$ 129,983	\$ 122,931	\$ 122,931	\$ 122,931	\$ 99,138	\$ (23,793)	-19%
Other Income	-	-	-	-	-	-	0%
Interest Earnings	191	-	-	150	100	100	0%
TOTAL REVENUE	\$ 130,174	\$ 122,931	\$ 122,931	\$ 123,081	\$ 99,238	\$ (23,693)	-19%
OPERATING EXPENSES							
Public Works ^a	15,495	15,450	15,450	15,450	16,400	950	6%
Finance ^b	12,946	12,550	12,550	12,550	13,200	650	5%
Utilities	78,817	98,000	98,000	83,000	90,000	(8,000)	-8%
Non Departmental	2,137	4,000	4,000	2,500	3,000	(1,000)	-25%
TOTAL OPERATING EXPENSE	\$ 109,395	\$ 130,000	\$ 130,000	\$ 113,500	\$ 122,600	\$ (7,400)	-6%
NET BUDGETARY RESULT	\$ 20,779	\$ (7,070)	\$ (7,070)	\$ 9,581	\$ (23,363)	\$ (16,293)	
Addition/(Use) of Reserves	\$ 20,779	\$ (7,070)	\$ (7,070)	\$ 9,581	\$ (23,363)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance	9,864	30,643	30,643	30,643	40,224		
Estimated Ending Fund Balance	30,643	23,574	23,574	40,224	16,862		

^a Allocate .10 FTE

^b Allocate .05 FTE

The Sebastopol Lighting Special Assessment District was formed on May 18, 1981 by the City to cover the costs associated with the operation and maintenance of the citywide streetlight system. This action included adopting Resolution Number 3316 proposing the formation of the Assessment District pursuant to the Landscaping and Lighting Act of 1972. Assessments were levied for Fiscal Years 1981/82; but the Council elected not to collect annual assessment from 1983-1996. Since 1996/97 assessments have been collected on an annual basis. Funds are received from the County via property tax rolls for the exclusive use of paying the operating costs of street lighting within the City of Sebastopol. The assessment is the subject of an annual hearing to review projected costs and setting of the tax levy.



WOODSTONE ASSESSMENT DISTRICT FUND

DESCRIPTION	2019-20 Actual	2020-21 Adopted Budget	2020-21 Adjusted Budget	2020-21 Estimated Actual	2021-22 Proposed Budget	\$ Incr / (Decr)	% Incr / (Decr)
OPERATING REVENUE							
Special Assessments	\$ 31,711	\$ 33,400	\$ 33,400	\$ 33,400	\$ 34,000	\$ 600	1.8%
Interest Earnings	459	-	-	-	-	-	0.0%
Transfer In	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 32,170	\$ 33,400	\$ 33,400	\$ 33,400	\$ 34,000	\$ 600	1.8%
OPERATING EXPENSES							
Principal	25,000	30,000	30,000	25,000	30,000	-	0.0%
Interest	6,867	6,030	6,030	5,192	3,350	(2,680)	-39.0%
Trustee Fees	3,143	5,000	5,000	3,179	3,200	(1,800)	-36.0%
TOTAL OPERATING EXPENSE	\$ 35,010	\$ 41,030	\$ 41,030	\$ 33,371	\$ 36,550	\$ (4,480)	-12.2%
NET BUDGETARY RESULT	\$ (2,840)	\$ (7,630)	\$ (7,630)	\$ 29	\$ (2,550)	\$ -	
Addition/(Use) of Reserves	\$ (2,840)	\$ (7,630)	\$ (7,630)	\$ 29	\$ (2,550)		
TOTAL BUDGETARY BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
Estimated Beginning Fund Balance	\$ 25,917	\$ 23,077	\$ 23,077	\$ 23,077	\$ 23,106		
Estimated Ending Fund Balance	\$ 23,077	\$ 15,447	\$ 15,447	\$ 23,106	\$ 20,556		

The Woodstone Center Assessment District was formed on December 3, 1997 pursuant to the Municipal Improvement Act of 1915, Division 12 of the Streets and Highways Code of the State of California. The bonds were issued to finance construction including street improvements, drainage, streets lights and signalization to the Fairfield Inn (formerly Holiday Inn), and acquisition of certain public improvements specifically benefiting properties located within the boundaries of City Assessment District 1992-1 (Woodstone Center). Assessments to pay debt service are collected on the property tax rolls of parcels located within that district and may not be used for any purpose not specified in the assessment district documentation. The Limited Obligation Improvement Bonds will be paid in full on September 2, 2022.

Capital Improvement Program

The Capital Improvement Program (CIP) identifies major public improvements to the City's infrastructure over the next five years and includes new projects and upgrades to existing facilities. Funding is proposed to be authorized with the adoption of the Fiscal Year 2021-22 City budget. Future years include planned programs and are described more generally. The CIP is a comprehensive document that includes projects with proposed funding or unfunded projects.

The Sebastopol Capital Improvement Program (CIP) is an annually updated planning document for the City's variety of infrastructure construction projects. The FY 2021-22 CIP is presented to the City Council for review and comment. Council approval is for a year at a time although the plan extends for 5 years ahead. A copy of the five-year Capital Improvement Program will be included in the City's budget document.

The CIP is developed to address elements in the City's General Plan such as addressing transportation circulation, providing community services and facilities, and safety.

The CIP is prepared with the annual budget. With a recent retirement of the Engineering Manager, the Engineering functions have been outsourced to GHD Engineering Consulting Services. Requests of projects from all City Departments and those projects are submitted and compiled by GHD. The consultant prepared the draft program in collaboration and conjunction with City Administration and Administrative Services Department to ensure accounts are reconciled in both budgets. The CIP was presented to the Budget Subcommittee for review and provided feedback to staff. The final CIP is being recommended by the Budget Subcommittee for the City Council to approve and adopt the budget.

Funds for capital improvement projects are provided through a variety of sources. Two major sources for the CIP are Special Revenue Funds and Enterprise Funds. Both categories are restricted, with expenditures limited to certain types of projects.

A Special Revenue Fund is used to account for the proceeds of revenue sources that are restricted to expenditure for specific purposes. Special Revenue Funds include entitlement funds and developer fee funds. Examples of entitlement funds are Gas Tax, Measure M Road Maintenance, and Measure M Parks, whereby funds are distributed based on population.

Developer funds, such as Traffic Impact Fees and Park-in-Lieu Fees, must be used to mitigate demands on the infrastructure from new development.

Enterprise Funds are proprietary funds used to account for activities with an associated user charge. Enterprise Funds are maintained by adopted rates and are not subsidized by the General Fund. User rates

support the full cost of operations, maintenance, capital, and reserve requirements. Water and Sewer Service are the two enterprise funds most often used for CIP.

To provide an overview of the Draft Capital Improvement Program (CIP) budget for the 5-year planning period beginning in Fiscal Year 2021-22. It should be noted that the CIP budget is a “living document” and as such, is continuously updated as new information becomes available. This summary and the Draft CIP budget incorporates comments received during the March 16, 2021 and April 20, 2021 Budget Subcommittee meetings.

A list of the proposed CIP projects for Fiscal Year 2021-22 are shown below. A few key highlights:

- Quick Strike Grant application for the SR 116 ADA Ramps and Bodega Avenue intersection improvements at Florence Avenue and Robinson Road is currently being considered for award. MTC will be making their decision in June 2021 (see project nos. 0105-4.00, 0117-74.04, and 0119-74.06)
- The Bodega Avenue resurfacing project no. 0511-74.02 is for paving Bodega Avenue from High Street to Pleasant Hill Avenue. There is a funding shortfall of approximately \$1.2 million as the City’s OBAG 2 grant was half of what was originally requested. Due to the shortfall, staff is recommending that the project be scaled down to match available funds. Staff will be addressing this with Council at a future meeting (likely in July) and the CIP budget for this project will be revised after Council approves a plan to reduce the scope of the work.
- Ives Pool Exterior Shower project no 0417-96.00. Staff moved up the design to Year 1 as requested by the Budget Subcommittee.
- The list includes a column labeled “shovel ready?” This column was added as requested by various Councilmembers who wanted to see how projects can be positioned to receive future grants and funding from the Infrastructure Bill currently under the American Jobs Act that is proposed by the Biden Administration.
- Most of the projects on the list were in past CIP budgets adopted by Council. There are a few new projects and they are:
 - City Hall ADA Upgrades project no. 0214-20.07. Staff will be applying for a CDBG grant to continue to move forward with upgrades listed in the City’s ADA Transition Plan.
 - Burbank Farm Public Restroom Facility project no. 0413-78.00. This project has been discussed over the years but it is now being included as a CIP project and Year 1 is for the design work.
 - Parquet Street water/sewer line replacement and slurry seal improvements. The sewer line is leaking and needs to be replaced. The water line is also aged and leaking and lead service lines will be replaced.

Agenda Item Number 7 (Amended)

5-Year Capital Improvement Program (CIP) 2021-22 to 2025-26				
Fiscal Years 2021-22 to 2025-26				
Summary of Proposed Fiscal Year 2021-22 Projects				
Project No.	Project Name	Proposed Budget	Shovel ready?	Comments
Bikes, Pedestrians & Safety Projects				
0105-4.00	SR 116 ADA Curb Ramps	\$ 17,500	yes	Projects are part of Quick Strike grant; Year 1 is for NEPA review; construction in Year 2 pending award of grant.
0117-74.04	Bodega Ave/Florence Ave Crosswalk & Safety Improvements	\$ 12,250	yes	
0119-74.06	Bodega Ave/Robinson Rd Crosswalk & Safety Improvements	\$ 5,250	yes	
CDBG Projects				
0213-20.05	Youth Annex ADA Upgrades	\$ 181,500	no	City received CDBG grant in FY 2020-21.
0214-20.07	City Hall ADA Upgrades	\$ 132,700	no	City applying for CDBG grant for FY 2021-22.
Housing Projects				
	No new projects		na	Ongoing projects at Park Village.
Parks Projects				
0407-59.00	Remove/Replace Trees in City Parks	\$ 4,000	na	
0409-61.00	Remove/Replace Trees in Streets and non-City Parks	\$ 4,000	na	
0409-73.00	AmeriCorps Trail Extension	\$ 253,897	yes	Design is completed; construction is grant-funded.
0413-78.00	Burbank Farm Public Restroom Facility	\$ 17,000	no	Year 1 is for design and to develop cost estimate for construction
0416-95.00	Ives Park Pathway Replacement and ADA Upgrade	\$ 230,000	yes	
0417-96.00	Ives Pool Exterior Shower	\$ 18,000	no	Budget subcommittee requested this project be moved up to Year 1 design
0418-20.06	Brookhaven Tennis Courts Resurfacing	\$ 31,000	na	Project was delayed from last year due to staffing.
0420-20.08	Calder Creek Streambed Naturalization at Ives Park	\$ 30,000	no	Year 1 is for a hydrology study and will identify feasible project alternatives and budgeting for future years.
0423-20.10	Trail Connection to Tomodachi Park to West Property Line	\$ 5,000	no	Year 1 is for concept design and will identify feasible project alternative and budgeting for future years.
Paving Projects				
0507-62.00	Citywide Pavement Repairs and Repaving	\$ 73,000	na	This project is under construction in FY 2020-21. Year 1 proposed budget is for anticipated change orders.
0511-74.02	Bodega Avenue Bike Lanes and Pavement Rehabilitation	\$ 5,000	yes	Year 1 is for project management. Due to \$1.2M shortfall for construction, this project will be scaled down.
0516-85.00	Bodega Avenue Bike Lanes and Pavement Rehabilitation Design	\$ 4,195	na	This is a continuation of the engineering and design for the Bodega Avenue resurfacing.
0517-21.01	Parquet Street Slurry Seal	\$ 5,000	no	New project added. Year 1 is for project design and Year 2 is construction.

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Project No.	Project Name	Proposed Budget	Shovel ready?	Comments
Sewer/Wastewater Projects				
0604-37.00	Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting	\$ 221,800	no	The project includes design, construction, CM, and as-needed CCTV reconnaissance of the sewer line.
0610-70.00	Zimpher Creek Sewer Relocation Part 2 - West End	\$ 100,000	no	Year 1 is for pre-design and design.
0611-80.00	Zimpher Creek Sewer Relocation Part 3 - Sewer Repairs at East End	\$ 131,500	na	Repair work will commence in Year 1 and continue into Year 2.
0615-21.01	Parquet Street Sewer Line Replacement	\$ 54,500	no	New project added. Year 1 is for project design and Year 2 is construction.
Stormwater Projects				
0701-34.00	Calder Creek Storm Drain and Outfall Maintenance	\$ 75,000	na	Year 1 is for maintenance and biological studies to determine the scope of work.
Water Projects				
0814-72.00	Well 6 Security Fence	\$ 23,500		
0818-20.09	1st Street Water Main Replacement	\$ 249,500	no	The design commenced in FY 2020/21 with construction in Year 1.
0819-21.01	Parquet Street Water Line Replacement	\$ 57,500	no	New project added. Year 1 is for project design and Year 2 is construction.
Arts Projects				
0901	Ned Kahn: "Sebastopol Spires"	\$ 41,000	na	This project is continued from FY 2020-21.
0902	Michael McGinnis: "Gray Matters"	\$ 26,500	na	This project is continued from FY 2020-21.
0903	City Sponsorship of New Art	\$ 5,000	na	Year 1 funding is for a new "call for artists" for a new public art piece.

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City of Sebastopol FY 2021-22 to FY 2025-26

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0113-16.00	Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek	6
0117-74.04	Bodega/Florence Crosswalk & Safety Improvements	7
0119-74.06	Bodega/Robinson Crosswalk & Safety Improvements	8
0125-20.01	Ragle Road West Side Bicycles and Pedestrian Access	9
0128-20.11	S Main St & Burnett St flashing Lights Crosswalk	10
0129-20.12	Gravenstein Hwy S & Fellers Ln Flashing Lights Protected Crosswalk	11

2 - CDBG/ADA Projects 12

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0213-20.05	Youth Annex ADA upgrades	13
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4 - Parks Projects 17

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0407-59.00	Remove & Replace Trees in City Parks	18
0409-61.00	Remove and Replace Trees in Streets and Non-Park City Properties (Streets)	19
0411-73.00	AmeriCorps Trail Extension Project	20
0413-78.00	Burbank Farm: Public Restroom Facility	21
0416-95.00	Ives Park: Pathway Replacement and ADA Upgrade	22
0417-96.00	Ives Pool Exterior Shower	23
0418-20.06	Brookhaven Tennis Courts Resurfacing	24
0420-20.08	Calder Creek Streambed Re-naturalization at Ives Park	25
0423-20.10	Trail connection from Tomodachi Park to the west property line	26

5 - Paving Projects 27

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0507-62.00	Citywide Pavement Repairs and Repaving	28
0513-74.09	Bodega Avenue Bike Lanes and Pavement Rehabilitation	29
0516-85.00	Bodega Avenue Bike Lanes and Pavement Rehabilitation Design	30

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0611-80.00	Zimpher Creek Sewer Relocation Part 3 - Repairs at East End	35
0612-81.00	Florence Avenue Sewer Line Improvements - South	36
0613-82.00	Florence Avenue Sewer Line Improvements - North	37
0615-21.01	Parquet Street Sewer Line Replacement	38

7 - Stormwater Projects 39

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0701-34.00	Calder Creek Storm Drain and Outfall Maintenance	40
0702-51.00	Zimpher Creek Storm Drain and Outfall Maintenance	41
0710-64.00	Morris Street Outfall Maintenance	42

8 - Water Projects 43

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0814-72.00	Well 6 Security Fence	44
0815-83.00	Florence: Water Line Replace South	45
0816-84.00	Florence: Water Line Replace North	46
0818-20.09	1st Street Water Main Replacement	47
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9 - Arts Projects 49

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0901-	Ned Kahn: "Sebastopol Spire"	50
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0903-	City Sponsorship of New Art Project	52

Agenda Item Number 7 (Amended)

Global Summary Report

City of Sebastopol FY 2021-22 to FY 2025-26

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT CATEGORY EXPENDITURES							
1 Bikes, Pedestrians & Safety Projects	8,900	35,000	928,320	208,820	466,421	9,068,918	10,707,479
2 CDBG/ADA Projects		314,200					314,200
4 Parks Projects		592,897	397,000	50,000		77,000	1,116,897
5 Paving Projects	621,202	87,195	2,572,330				2,659,525
6 Sewer/Wastewater Projects		507,800	1,034,750	407,500			1,950,050
7 Stormwater Projects		75,000	60,000	1,000,000	80,000		1,215,000
8 Water Projects	39,000	330,500	537,650	491,500			1,359,650
9 Arts Projects	67,500	55,000	40,000				95,000
TOTALS	736,602	1,997,592	5,570,050	2,157,820	546,421	9,145,918	19,417,801
PROJECT FUNDING SOURCES							
000 Unfunded			297,000	1,050,000		77,000	1,424,000
001 Grant - Unsecured		132,700	1,669,873		277,800	9,068,918	11,149,291
002 Grant Other TDA3			32,383				32,383
002 Grant Other				158,820	69,171		227,991
100 General Fund		93,000	60,000		80,000		233,000
100 General Fund - Building Facility Reserve		1,500					1,500
120 Tree Replacement Fund		4,000					4,000
123 Pavement Reserve Fund (OBAG2 Grant)			1,062,360				1,062,360
123 Pavement Reserve Fund	355,397	78,000	87,500				165,500
201 Measure M Transportation	115,000		89,982		69,450		159,432
202 Measure M Parks		224,048	100,000				324,048
203 Art-In-Lieu Fund	67,500	55,000	40,000				95,000
212 Park Improvement Fund		191,906					191,906
212 Park Improvement Fund (Laguna Foundation)		28,000					28,000
212 Park Improvement Fund (Sonoma Co. Open Space Grant)		126,943					126,943
213 Traffic Impact Fee Fund (TIF)	8,900	35,000	314,143	25,000	25,000		399,143
216 Community Develop. Block Grant (CDBG)		180,000					180,000
217 Road Maintenance & Rehab (SB1)	150,805	9,195	244,409	25,000	25,000		303,604
501 Water Capital Fund	39,000	330,500	537,650	491,500			1,359,650
511 Sewer Capital Fund		507,800	1,034,750	407,500			1,950,050
TOTALS	736,602	1,997,592	5,570,050	2,157,820	546,421	9,145,918	19,417,801

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

1 - Bikes, Pedestrians & Safety Projects

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE							
0105-4.00	State Route 116 ADA Curb Ramps	8,900	17,500	717,870			735,370
0113-16.00	Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek				347,250		347,250
0117-74.04	Bodega/Florence Crosswalk & Safety Improvements		12,250	159,650			171,900
0119-74.06	Bodega/Robinson Crosswalk & Safety Improvements		5,250	50,800			56,050
0125-20.01	Ragle Road West Side Bicycles and Pedestrian Access					9,068,918	9,068,918
0128-20.11	S Main St & Burnett St flashing Lights Crosswalk				208,820		208,820
0129-20.12	Gravenstein Hwy S & Fellers Ln Flashing Lights Protected Crosswalk					119,171	119,171
		8,900	35,000	928,320	208,820	466,421	9,068,918
PROJECT FUNDING SOURCES							
001	Grant - Unsecured			421,403		277,800	9,068,918
002	Grant Other TDA3			32,383			32,383
002	Grant Other				158,820	69,171	227,991
201	Measure M Transportation			89,982		69,450	159,432
213	Traffic Impact Fee Fund (TIF)	8,900	35,000	314,143	25,000	25,000	399,143
217	Road Maintenance & Rehab (SB1)			70,409	25,000	25,000	120,409
		8,900	35,000	928,320	208,820	466,421	9,068,918

Project No: 0105-4.00
Category: Bikes, Pedestrians & Safety Projects
Project Location: Various locations along SR 116



DESCRIPTION: ADA-compliant ramps at eight (8) intersections along SR 116. Project was bid in 2020 and was over the allocated budget. City applied for Quick Strike/OBAG2 grant and will know by June 2021 if the City is approved for the grant. NEPA review will commence in June 2021 in anticipation of receiving the Quick Strike/OBAG grant. If unsuccessful, staff will continue to search for additional grant and funding to construct this project.

JUSTIFICATION: The City has a Bike and Pedestrian Plan of adding bike and pedestrian paths throughout the City to connect neighborhoods, promote green transportation practices, provide a link connecting the Joe Rodota and West County Bike Trails and include improved access to schools. This project is the SR 116 phase. TDA 3 grant must be expended by 6/30/2022.

GENERAL PLAN Goals and Policies: Circulation CIR 2-7: Create an accessible circulation network that is consistent with guidelines established by the Americans with Disabilities Act (ADA), allowing mobility-impaired users such as the disabled and elderly to safely and effectively travel within and beyond the city.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			717,870				717,870
9002 - Project Management		4,000					4,000
9003 - Professional Services		6,000					6,000
9004 - Property Purchases							0
9005 - Predesign/Design	8,900	7,500					7,500
EXPENDITURE TOTALS	8,900	17,500	717,870				735,370
FUNDING SOURCES							
001-Grant - Unsecured			325,841				325,841
002-Grant Other TDA3			32,383				32,383
201-Measure M Transportation			89,982				89,982
213-Traffic Impact Fee Fund (TIF)	8,900	17,500	199,255				216,755
217-Road Maintenance & Rehab (SB1)			70,409				70,409
FUNDING TOTALS	8,900	17,500	717,870				735,370

Project No: 0113-16.00
Category: Bikes, Pedestrians & Safety Projects
Project Location: Bodega Ave. from Ragle to Atascadero Creek



DESCRIPTION: Bodega Avenue Class I Multi-Use Trail (from Ragle Road to Valley View Drive on existing City planter strip right-of-way), marked two-way bike/ped crossing at intersection with Valley View Drive, and Class IV striped two-way bike facility on south shoulder of Bodega Avenue with raised separator (between Valley View Drive and existing terminus of County trail).

JUSTIFICATION: Listed in the General Plan

GENERAL PLAN Goals and Policies: Circulation CIR 2: Maintain and Expand a Safe and Efficient Pedestrian, Bicycle, and Transit Network that Connects Neighborhoods with Key Destinations to Encourage Travel by Non-Automobile Modes while also Improving Public Health.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection					297,250		297,250
9002 - Project Management					10,000		10,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design					40,000		40,000
EXPENDITURE TOTALS					347,250		347,250
FUNDING SOURCES							PROJECT TOTAL
001-Grant - Unsecured					277,800		
201-Measure M Transportation					69,450		69,450
FUNDING TOTALS					347,250		347,250

Bodega/Florence Crosswalk & Safety Improvements

Agenda Item Number 7 (Amended)

Project No: 0117-74.04
Category: Bikes, Pedestrians & Safety Projects
Project Location: Bodega Avenue/Florence Avenue Intersection



DESCRIPTION: Pedestrian safety improvements include pedestrian-activated beacons, signage, markings, and modifications to the crosswalk. The City has submitted a grant application for this project under the "Quick Strike/OBAG2" program. The grant application includes improvements to Bodega/Florence, Bodega/Robinson intersections, and ADA ramps along SR 116. Notification of award is estimated in June 2021. The grant requires 11.47% local match. If unable to secure grant funding, this project will be deferred.

JUSTIFICATION: As part of the "Pedestrian Crossings Safety Study for Bodega Avenue" completed in 2017, pedestrian safety improvements were recommended at the intersections on Bodega Avenue at Ragle Road, Nelson Way-Gold Ridge Farm, Washington Avenue, Robinson Road and Florence Avenue. Improvements were previously completed at the first three locations.

GENERAL PLAN Goals and Policies: Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			159,650				159,650
9002 - Project Management		2,800					2,800
9003 - Professional Services		4,200					4,200
9004 - Property Purchases							0
9005 - Predesign/Design		5,250					5,250
EXPENDITURE TOTALS		12,250	159,650				171,900
FUNDING SOURCES							
001-Grant - Unsecured			72,485				72,485
213-Traffic Impact Fee Fund (TIF)		12,250	87,165				99,415
FUNDING TOTALS		12,250	159,650				171,900

Agenda Item Number 7 (Amended)

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Bodega/Robinson Crosswalk & Safety Improvements

Agenda Item Number 7 (Amended)

Project No: 0119-74.06
Category: Bikes, Pedestrians & Safety Projects
Project Location: Bodega Avenue/Robinson Road intersection



DESCRIPTION: Pedestrian safety improvements include pedestrian-activated beacons, markings and signage. The City has submitted a grant application for this project under the "Quick Strike/OBAG2" program. The grant application includes improvements to Bodega/Florence, Bodega/Robinson intersections, and ADA ramps along SR 116. Notification of award is estimated in June 2021. The grant requires 11.47% local match. If unable to secure grant funding, this project will be deferred.

JUSTIFICATION: The City's Safety Corridor Study was primarily for the SR 116 corridor but also included the portion of Bodega Avenue owned by the City (Junction with South Main Street to the western City boundary at the Atascadero Creek bridge). The study identified improvements at five intersections along Bodega Avenue, including these intersection improvements at Robinson Road.

GENERAL PLAN Goals and Policies: Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			50,800				50,800
9002 - Project Management		1,200					1,200
9003 - Professional Services		1,800					1,800
9004 - Property Purchases							0
9005 - Predesign/Design		2,250					2,250
EXPENDITURE TOTALS		5,250	50,800				56,050
FUNDING SOURCES							
001-Grant - Unsecured			23,077				23,077
213-Traffic Impact Fee Fund (TIF)		5,250	27,723				32,973
FUNDING TOTALS		5,250	50,800				56,050

Ragle Road West Side Bicycles and Pedestrian Access

Agenda Item Number 7 (Amended)

Project No: 0125-20.01
Category: Bikes, Pedestrians & Safety Projects
Project Location: Bodega Ave., Ragle Road, Mill Station Rd.



DESCRIPTION:

Provide bicycle lanes and sidewalks/pedestrian paths on Bodega Ave - from Jewell Ave to Ragle Road; Ragle Rd - from Bodega Ave to Mill Station Rd; Mill Station Rd - from Ragle Rd to SR 116. This is a joint City/County endeavor. City applied for ATP grant in 2018 but was not awarded. Staff will continue searching for grant and funding opportunities.

JUSTIFICATION: Listed as a regional project with SCTA/Measure M Plan, MTC, and CTC

GENERAL PLAN Goals and Policies: Circulation CIR 2: Maintain and Expand a Safe and Efficient Pedestrian, Bicycle, and Transit Network that Connects Neighborhoods with Key Destinations to Encourage Travel by Non-Automobile Modes while also Improving Public Health

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection						7,318,018	7,318,018
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases						150,000	150,000
9005 - Predesign/Design						1,600,900	1,600,900
EXPENDITURE TOTALS						9,068,918	9,068,918
FUNDING SOURCES							
001-Grant - Unsecured						9,068,918	9,068,918
FUNDING TOTALS						9,068,918	9,068,918

Agenda Item Number 7 (Amended)

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S Main St & Burnett St flashing Lights Crosswalk *Agenda Item Number 7 (Amended)*

Project No: 0128-20.11
Category: Bikes, Pedestrians & Safety Projects
Project Location: S Main & Burnett Streets



DESCRIPTION: Pedestrian safety improvements include dual pedestrian crossing signs with pedestrian-activated beacons and curb extensions on all four corners to shorten crossing distance.

JUSTIFICATION: SR 116 Traffic Corridor Safety Study; intersection meets warrant threshold for RRFB

GENERAL PLAN Goals and Policies: Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection				182,820			182,820
9002 - Project Management				1,000			1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design				25,000			25,000
EXPENDITURE TOTALS				208,820			208,820
FUNDING SOURCES							
002-Grant Other				158,820			158,820
213-Traffic Impact Fee Fund (TIF)				25,000			25,000
217-Road Maintenance & Rehab (SB1)				25,000			25,000
FUNDING TOTALS				208,820			208,820

Gravenstein Hwy S & Fellers Ln Flashing Lights Protected Crosswalk Agenda Item Number 7 (Amended)

Project No: 0129-20.12

Category: Bikes, Pedestrians & Safety Projects

Project Location: Gravenstein S & Fellers Ln



DESCRIPTION: Install a new pedestrian crosswalk on the north leg of the intersection (to avoid conflicts with northbound left-turn movements). Pedestrian safety Improvements would include double sided pedestrian crossing signs with pedestrian-activated beacons and a curb extension on the east side to shorten crossing distance.

JUSTIFICATION: SR 116 Traffic Corridor Safety Study; exceeds warrant threshold for RRFB.

GENERAL PLAN Goals and Policies:

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection					103,171		103,171
9002 - Project Management					1,000		1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design					15,000		15,000
EXPENDITURE TOTALS					119,171		119,171
FUNDING SOURCES							
002-Grant Other					69,171		69,171
213-Traffic Impact Fee Fund (TIF)					25,000		25,000
217-Road Maintenance & Rehab (SB1)					25,000		25,000
FUNDING TOTALS					119,171		119,171

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

2 - CDBG/ADA Projects

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE							
0213-20.05		181,500					181,500
0214-20.07		132,700					132,700
		314,200					314,200
PROJECT FUNDING SOURCES							
001	Grant - Unsecured	132,700					132,700
100	General Fund - Building Facility Reserve	1,500					1,500
216	Community Develop. Block Grant (CDBG)	180,000					180,000
		314,200					314,200

Project No: 0213-20.05
Category: CDBG/ADA Projects
Project Location: Youth Annex ADA upgrades



DESCRIPTION: ADA upgrades to the Youth Annex Building. The work includes signing, striping, interior door modifications, public fountain upgrade, and bathroom upgrades.

JUSTIFICATION: Continue to construct improvements in accordance with the City's ADA Transition Plan. The City was awarded a CDBG grant in FY 2020-21. The work will commence when the County completes the NEPA review and a funding agreement is executed in Year 1.

GENERAL PLAN Goals and Policies: Circulation CIR 2-7: Create an accessible circulation network that is consistent with guidelines established by the Americans with Disabilities Act (ADA), allowing mobility-impaired users such as the disabled and elderly to safely and effectively travel within and beyond the city.

Community Services and Facilities CSF 6-19: Recognize and appreciate the value that teens and the local youth provide to the character and vibrancy of the community, and strive to improve services, facilities, and activities available to serve teens and local youth.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		162,600					162,600
9002 - Project Management		1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		17,400					17,400
EXPENDITURE TOTALS		181,500					181,500
FUNDING SOURCES							
100-General Fund - Building Facility Reserve		1,500					1,500
216-Community Develop. Block Grant (CDBG)		180,000					180,000
FUNDING TOTALS		181,500					181,500

Project No: 0214-20.07
Category: CDBG/ADA Projects
Project Location: City Hall



DESCRIPTION: ADA Upgrades to City Hall. Year 1 is for the grant application in FY 2021-22. Staff will pursue a CDBG grant for this project but unknown if the City will be awarded the grant.

JUSTIFICATION: Continue to construct improvements in accordance with the City's ADA transition plan.

GENERAL PLAN Goals and Policies: Circulation CIR 2-7: Create an accessible circulation network that is consistent with guidelines established by the Americans with Disabilities Act (ADA), allowing mobility-impaired users such as the disabled and elderly to safely and effectively travel within and beyond the city.

Community Services and Facilities CSF 1: Provide High Quality Community Services, Facilities, and Infrastructure to All Residents, Businesses, and Visitors in Sebastopol.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		115,700					115,700
9002 - Project Management		2,000					2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		15,000					15,000
EXPENDITURE TOTALS		132,700					132,700
FUNDING SOURCES							
001-Grant - Unsecured		132,700					132,700
FUNDING TOTALS		132,700					132,700

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

3 - Housing Projects

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE							
0300- NO CURRENT PROJECTS IN THIS CATEGORY							

NO CURRENT PROJECTS IN THIS CATEGORY *Agenda Item Number 7 (Amended)*

Project No: 0300-

Category: Housing Projects

Project Location:

DESCRIPTION:

JUSTIFICATION:

GENERAL PLAN Goals and Policies:

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS							0
FUNDING SOURCES							
FUNDING TOTALS							

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

4 - Parks Projects

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE							
0407-59.00	Remove & Replace Trees in City Parks	4,000					4,000
0409-61.00	Remove and Replace Trees in Streets and Non-Park City Properties (Streets)	4,000					4,000
0411-73.00	AmeriCorps Trail Extension Project	253,897					253,897
0413-78.00	Burbank Farm: Public Restroom Facility	17,000	100,000				117,000
0416-95.00	Ives Park: Pathway Replacement and ADA Upgrade	230,000	220,000				450,000
0417-96.00	Ives Pool Exterior Shower	18,000	77,000			77,000	172,000
0418-20.06	Brookhaven Tennis Courts Resurfacing	31,000					31,000
0420-20.08	Calder Creek Streambed Re-naturalization at Ives Park	30,000					30,000
0423-20.10	Trail connection from Tomodachi Park to the west property line	5,000		50,000			55,000
		592,897	397,000	50,000		77,000	1,116,897
PROJECT FUNDING SOURCES							
000	Unfunded		297,000	50,000		77,000	424,000
100	General Fund	18,000					18,000
120	Tree Replacement Fund	4,000					4,000
202	Measure M Parks	224,048	100,000				324,048
212	Park Improvement Fund	191,906					191,906
212	Park Improvement Fund (Laguna Foundation)	28,000					28,000
212	Park Improvement Fund (Sonoma Co. Open Space Grant)	126,943					126,943
		592,897	397,000	50,000		77,000	1,116,897

Project No: 0407-59.00
Category: Parks Projects
Project Location: City Parks



DESCRIPTION: Remove and replace trees in City parks. Future years are not shown to have replacements due to the uncertainty of the ending fund balance.

JUSTIFICATION: City trees require periodic rejuvenation/replacement.

GENERAL PLAN Goals and Policies: Conservation and Open Space COS 6-4: Facilitate the preservation of existing trees, the planting of additional street trees, and the replanting of trees lost through disease, new construction or by other means.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		4,000					4,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		4,000					4,000
FUNDING SOURCES							
202-Measure M Parks		4,000					4,000
FUNDING TOTALS		4,000					4,000

Remove and Replace Trees in Streets and Non-Park City Properties (Streets) Agenda Item Number 7 (Amended)

Project No: 0409-61.00

Category: Parks Projects

Project Location: Citywide locations



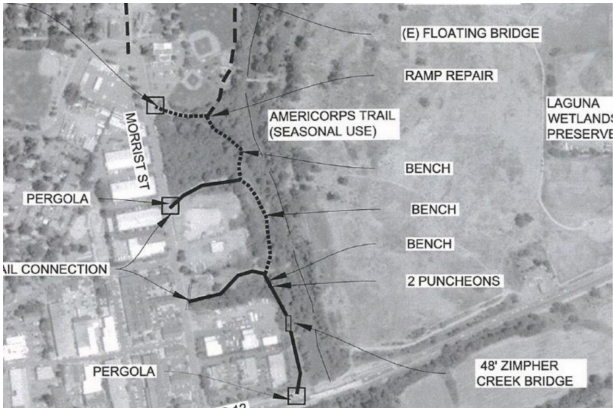
DESCRIPTION: Remove and replace trees along City streets and City-owned properties (excluding Parks). The amount of tree replacement that can be performed each year is based on available monies in the Tree Replacement Fund. Future years are not shown to have replacements due to the uncertainty of the ending fund balance.

JUSTIFICATION: Numerous trees scattered along City streets and City-owned properties (non-Parks) have become much less attractive in appearance over time, particularly many pear trees. Those trees identified by the staff (with concurrence by the City Arborist) will be replaced.

GENERAL PLAN Goals and Policies: Conservation and Open Space COS 6-4: Facilitate the preservation of existing trees, the planting of additional street trees, and the replanting of trees lost through disease, new construction or by other means.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		4,000					4,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		4,000					4,000
FUNDING SOURCES							
120-Tree Replacement Fund		4,000					4,000
FUNDING TOTALS		4,000					4,000

Project No: 0411-73.00
Category: Parks Projects
Project Location: Laguna Wetlands Preserve



DESCRIPTION: This trail extension project located in the Laguna Wetlands Preserve from the Sebastopol Lift Station to Sebastopol Avenue. Design and CEQA review are complete and the construction bid documents are being prepared. The project consists of constructing a trail extension, a pedestrian bridge at Zimpher Creek, improvements to the current trail segments, addition of some benches, addition of trail signs, and a rail entry south of the Community Center parking lot.

JUSTIFICATION: The project closes a "critical" missing link in the Laguna Preserve trails system. This project would implement several components of the Laguna Preserve Management Plan. A Grant application from the Sonoma County Open Space District was submitted and awarded in late 2019 for this project, and there is a matching grant from the Laguna Foundation as part of the City's required match. The remaining funding will come from the City's parks budget.

GENERAL PLAN Goals and Policies: Circulation CIR 2: Maintain and Expand a Safe and Efficient Pedestrian, Bicycle, and Transit Network that Connects Neighborhoods with Key Destinations to Encourage Travel by Non-Automobile Modes while also Improving Public Health.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		253,897					253,897
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		253,897					253,897
FUNDING SOURCES							
212-Park Improvement Fund		98,954					98,954
212-Park Improvement Fund (Laguna Foundation)		28,000					28,000
212-Park Improvement Fund (Sonoma Co. Open Space Grant)		126,943					126,943
FUNDING TOTALS		253,897					253,897

Project No: 0413-78.00
Category: Parks Projects
Project Location: Burbank Farm



DESCRIPTION: This project consists of a new ADA-compliant public restroom facility at the Luther Burbank Experiment Farm. The project consists of preparing plans, specifications, and estimates for bidding in Year 2. The work includes installation of a new sewer, water and electrical services to support the restroom facility.

JUSTIFICATION: The existing bathroom in Burbank Farm does not comply with ADA accessibility and needs to be replaced with an ADA-compliant bathroom.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 6-17: Continue to support the West County Museum and the Luther Burbank Experiment Farm.

Community Services and Facilities CSF 2-21: Continue to provide support to local non-profits providing community recreational services on City-owned land operated by the non-profits, including Ives Pool, the Sebastopol Community Cultural Center, and the Burbank Experiment Farm.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			100,000				100,000
9002 - Project Management		2,000					2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		15,000					15,000
EXPENDITURE TOTALS		17,000	100,000				117,000
FUNDING SOURCES							
202-Measure M Parks		17,000	100,000				117,000
FUNDING TOTALS		17,000	100,000				117,000

Ives Park: Pathway Replacement and ADA Upgrade Agenda Item Number 7 (Amended)

Project No: 0416-95.00
Category: Parks Projects
Project Location: Ives Park



DESCRIPTION: Repair, remove and/or replace the pathway that runs from the southwest picnic area, along Calder Creek, to the northeast entry to the park at High Street. This entails approximately 700 lineal feet of paved access pathways in Ives Park, and will likely need to be done in phasing due to funding constraints.

JUSTIFICATION: Several paved sections are in need of replacement due to potholes, unevenness, and lack of appropriate ADA access. The pathway is used for access to picnic areas and along the length of the trail, access for music events, playground access, pedestrian travel throughout the park, and for access near High Street where the new sculpture garden is being installed. The project design is complete and the construction will occur in Year 1.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 2-2: Ensure park and trail facilities are accessible to various segments of the population including: specific age groups, persons with special physical requirements, and groups interested in particular activities.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		230,000	220,000				450,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		230,000	220,000				450,000
FUNDING SOURCES							
000-Unfunded			220,000				220,000
202-Measure M Parks		152,048					152,048
212-Park Improvement Fund		77,952					77,952
FUNDING TOTALS		230,000	220,000				450,000

Project No: 0417-96.00
Category: Parks Projects
Project Location: Ives Pool



DESCRIPTION: Install a new, permanent exterior shower at Ives Pool. Year 1 is for the design of the new shower. Funding for the construction in Year 2 is currently unknown, however, staff is exploring grant opportunities for this work, although it is unknown at this time what grant this project would be eligible to receive.

JUSTIFICATION: During the recent bath house ADA renovation, and expansion, in order to help with reduced facilities a temporary exterior shower was put in. That version has proved so popular there has been a huge demand for a permanent version.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 2-21: Continue to provide support to local non-profits providing community recreational services on City-owned land operated by the non-profits, including Ives Pool, the Sebastopol Community Cultural Center, and the Burbank Experiment Farm.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			75,000			75,000	150,000
9002 - Project Management			2,000			2,000	4,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		18,000					18,000
EXPENDITURE TOTALS		18,000	77,000			77,000	172,000
FUNDING SOURCES							
000-Unfunded			77,000			77,000	154,000
100-General Fund		18,000					18,000
FUNDING TOTALS		18,000	77,000			77,000	172,000

Project No: 0418-20.06
Category: Parks Projects
Project Location: Brookhaven Park



DESCRIPTION: Resurface three tennis courts at Brookhaven Park.

JUSTIFICATION: The tennis courts are in disrepair and should be resurfaced before further deterioration and increased maintenance costs.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1: Provide High Quality Community Services, Facilities, and Infrastructure to All Residents, Businesses, and Visitors in Sebastopol.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		30,000					30,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		1,000					1,000
EXPENDITURE TOTALS		31,000					31,000
FUNDING SOURCES							
202-Measure M Parks		31,000					31,000
FUNDING TOTALS		31,000					31,000

Project No: 0420-20.08
Category: Parks Projects
Project Location: Ives Park



DESCRIPTION: Within Ives Park, Calder Creek currently is a stormwater drainage ditch. The desired goal is to re-naturalize the Calder Creek stream bed as it traverses Ives Park. This first phase is to conduct a hydrologic study and concept design.

JUSTIFICATION: Remove concrete and inert materials in the streambed and replace with vegetative, natural features in order to restore biodiversity. Performing the hydrologic study and concept design will allow the City to seek grant funding for this project.

GENERAL PLAN Goals and Policies: Conservation and Open Space COS 3-3: Support rehabilitation of any culverted or open existing channelized waterways, as feasible, to remove concrete linings and allow for a connection between the stream channel and the natural water table. Avoid creating additional culverted or open channelized waterways, unless no other alternative is available to protect human health, safety, and welfare.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		30,000					30,000
EXPENDITURE TOTALS		30,000					30,000
FUNDING SOURCES							
202-Measure M Parks		20,000					20,000
212-Park Improvement Fund		10,000					10,000
FUNDING TOTALS		30,000					30,000

Trail connection from Tomodachi Park to the west property line Agenda Item Number 7 (Amended)

Project No: 0423-20.10
Category: Parks Projects
Project Location: Tomodachi Park next to Park Village



DESCRIPTION:

Provide a trail connecting Tomodachi Park and the Laguna Preserve to the Rodota Trail extension and downtown areas. This first phase is to prepare a concept design to seek future funding for this project. A new sidewalk is being constructed that will run from the connector trail across the new 6736 Sebastopol Ave townhome development to the western edge of Park Village. This extension would continue from that point northeast to Tomadachi Park.

JUSTIFICATION: This trail connection will provide an pedestrian and bicycle access alternative to the sidewalk along Highway 12 from downtown to Tomodachi Park and Park Village.

GENERAL PLAN Goals and Policies: Circulation CIR 1-2: Ensure that the City’s circulation network is a well-connected system of streets, roads, sidewalks, multi-use trails, routes, and paths that effectively accommodates vehicular and non-vehicular traffic in a manner that considers the context of surrounding land uses and the needs of all roadway users.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection				42,000			42,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		5,000		8,000			13,000
EXPENDITURE TOTALS		5,000		50,000			55,000
FUNDING SOURCES							
000-Unfunded				50,000			50,000
212-Park Improvement Fund		5,000					5,000
FUNDING TOTALS		5,000		50,000			55,000

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

5 - Paving Projects

		FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE								
0507-62.00	Citywide Pavement Repairs and Repaving	355,397	73,000					73,000
0513-74.09	Bodega Avenue Bike Lanes and Pavement Rehabilitation		5,000	2,484,830				2,489,830
0516-85.00	Bodega Avenue Bike Lanes and Pavement Rehabilitation Design	265,805	4,195					4,195
0517-21.01	Parquet Street Slurry Seal		5,000	87,500				92,500
		621,202	87,195	2,572,330				2,659,525
PROJECT FUNDING SOURCES								
001	Grant - Unsecured			1,248,470				1,248,470
123	Pavement Reserve Fund (OBAG2 Grant)			1,062,360				1,062,360
123	Pavement Reserve Fund	355,397	78,000	87,500				165,500
201	Measure M Transportation	115,000						
217	Road Maintenance & Rehab (SB1)	150,805	9,195	174,000				183,195
		621,202	87,195	2,572,330				2,659,525

Agenda Item Number 7 (Amended)

Project No: 0507-62.00
Category: Paving Projects
Project Location: Citywide



DESCRIPTION: Citywide paving of local streets: Hanson Ct., Michael Pl., Kathleen Ct., and Cleveland Ave.

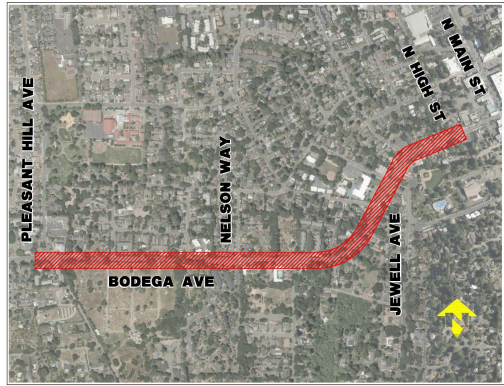
JUSTIFICATION: Citywide repaving and repairs based on Citywide Street List Priority identified by Council on 10/20/20 and the City's Pavement Management Program (PMP). Contract was awarded in FY 2020/21 and work expected to be completed in FY 2021/22. Additional budget is requested in FY 2021/22 for anticipated contract change orders.

GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection	355,397	73,000					73,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	355,397	73,000					73,000
FUNDING SOURCES							
123-Pavement Reserve Fund	355,397	73,000					73,000
FUNDING TOTALS	355,397	73,000					73,000

Bodega Avenue Bike Lanes and Pavement Rehabilitation Agenda Item Number 7 (Amended)

Project No: 0513-74.09
Category: Paving Projects
Project Location: Bodega Avenue from High Street to Pleasant Hill



DESCRIPTION: Repave Bodega Avenue from High Street to Pleasant Hill Road. In prior years, this project was split into two phases (High Street to Jewell; Jewell to Pleasant Hill). This is now combined since the project will be constructed in one phase. The City acquired a \$1.2 million OBAG 2 grant for this project. This project is for construction and includes shoulder improvements on the south side of Bodega near the cemetery and Burbank Farms. The project excludes sidewalk gap closures (Golden Ridge to Pleasant Hill Road; and Nelson to Robinson) that will be constructed as required frontage improvements by development in the area. Additional funding is needed to complete the project and staff intends to pursue OBAG3 grant and if unsuccessful, outside financing may be needed.

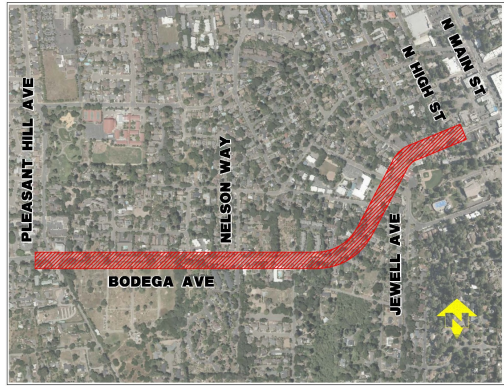
JUSTIFICATION: Bodega Avenue paving is deteriorated and needs replacement. Design is underway (see project no. 0516-55.00). Due to \$1.2 million funding shortfall, this project will be scaled down.

GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES	FY20-21						PROJECT TOTAL
	Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			2,484,830				2,484,830
9002 - Project Management		5,000					5,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		5,000	2,484,830				2,489,830
FUNDING SOURCES							
001-Grant - Unsecured			1,248,470				1,248,470
123-Pavement Reserve Fund (OBAG2 Grant)			1,062,360				1,062,360
217-Road Maintenance & Rehab (SB1)		5,000	174,000				179,000
FUNDING TOTALS		5,000	2,484,830				2,489,830

Bodega Avenue Bike Lanes and Pavement Rehabilitation Design Agenda Item Number 7 (Amended)

Project No: 0516-85.00
Category: Paving Projects
Project Location: Bodega Avenue from High Street to Pleasant Hill



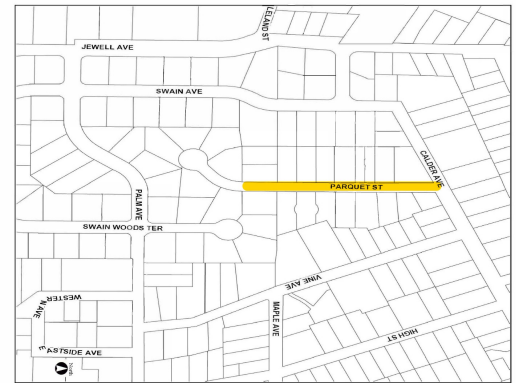
DESCRIPTION: Bodega Avenue project project design which includes preliminary and final design, geotechnical engineering, project management, and environmental documentation (CEQA/NEPA). This work is the design phase for the Bodega Avenue repaving construction (project nos. 0512-74.08 and 0513-74.09).

JUSTIFICATION: This work is the planning and beginning design for the Bodega corridor group of projects. The City acquired an OBAG 2 grant in 2018 which can only used for construction costs. The City will need to pay up-front costs for the planning and design efforts with other, non-OBAG 2 funds.

GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES						PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	
9001 - Construction/Inspection						0
9002 - Project Management	15,000	4,195				4,195
9003 - Professional Services						0
9004 - Property Purchases						0
9005 - Predesign/Design	250,805					0
EXPENDITURE TOTALS	265,805	4,195				4,195
FUNDING SOURCES						
201-Measure M Transportation	115,000					0
217-Road Maintenance & Rehab (SB1)	150,805	4,195				4,195
FUNDING TOTALS	265,805	4,195				4,195

Project No: 0517-21.01
Category: Paving Projects
Project Location: Parquet Street



DESCRIPTION: Water and sewer lines will be replaced in Parquet Street and this project will be a slurry seal over the street after the trench work occurs.

JUSTIFICATION: Street surfacing should occur after undergrounding work occurs to maintain road surface.

GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			87,500				87,500
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		5,000					5,000
EXPENDITURE TOTALS		5,000	87,500				92,500
FUNDING SOURCES							
123-Pavement Reserve Fund		5,000	87,500				92,500
FUNDING TOTALS		5,000	87,500				92,500

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

6 - Sewer/Wastewater Projects

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE							
0604-37.00	Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting	221,800					221,800
0610-70.00	Zimpher Creek Sewer Relocation Part 2 - West End	100,000	392,500	360,000			852,500
0611-80.00	Zimpher Creek Sewer Relocation Part 3 - Repairs at East End	131,500	178,500				310,000
0612-81.00	Florence Avenue Sewer Line Improvements - South			27,500			27,500
0613-82.00	Florence Avenue Sewer Line Improvements - North			20,000			20,000
0615-21.01	Parquet Street Sewer Line Replacement	54,500	463,750				518,250
		507,800	1,034,750	407,500			1,950,050
PROJECT FUNDING SOURCES							
511	Sewer Capital Fund	507,800	1,034,750	407,500			1,950,050
		507,800	1,034,750	407,500			1,950,050

Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting Agenda Item Number 7 (Amended)

Project No: 0604-37.00

Category: Sewer/Wastewater Projects

Project Location: Zimpher Creek Sewer Line, Covert Lane to Healdsburg Ave



DESCRIPTION: Reduce flows to the Zimpher Creek sewer main by rerouting the flows from Covert Lane to Healdsburg Avenue. The project consists of a new 8-inch sewer, approximately 250 LF, which allows for gravity flow.

JUSTIFICATION: The Zimpher Creek sewer line is due for replacement and should be relocated away from the Creek bed. The rerouting to Covert Lane sewer utility will allow for reduced flows to the Zimpher Creek sewer main.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		189,000					189,000
9002 - Project Management		4,800					4,800
9003 - Professional Services		12,000					12,000
9004 - Property Purchases							0
9005 - Predesign/Design		16,000					16,000
EXPENDITURE TOTALS		221,800					221,800
FUNDING SOURCES							
511-Sewer Capital Fund		221,800					221,800
FUNDING TOTALS		221,800					221,800

Zimpher Creek Sewer Relocation Part 2 - West End Agenda Item Number 7 (Amended)

Project No: 0610-70.00

Category: Sewer/Wastewater Projects

Project Location: Zimpher Creek from Zimpher Road to
Murphy Avenue



DESCRIPTION: This project consists of the Zimpher Creek sewer main relocation and/or replacement. Year 1 is to finalize the pre-design and select a project alternative such as cast-in-place (CIPP) or open-cut trenching. Year 1 budget also includes CCTV reconnaissance. Once an alternative is selected, the design can be performed, with construction commencing in Year 2 and continuing in Year 3. For purposes of this estimate, it is assumed that the CIPP alternative is selected.

JUSTIFICATION: The Zimpher Creek sewer line is due for replacement and should be relocated away from the Creek bed.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			350,000	350,000			700,000
9002 - Project Management			10,000	10,000			20,000
9003 - Professional Services			32,500				32,500
9004 - Property Purchases							0
9005 - Predesign/Design		100,000					100,000
EXPENDITURE TOTALS		100,000	392,500	360,000			852,500
FUNDING SOURCES							
511-Sewer Capital Fund		100,000	392,500	360,000			852,500
FUNDING TOTALS		100,000	392,500	360,000			852,500

Zimpher Creek Sewer Relocation Part 3 - Repairs at East End Agenda Item Number 7 (Amended)

Project No: 0611-80.00

Category: Sewer/Wastewater Projects

Project Location: Zimpher Creek Sewer from Murphy Avenue to Huntly Street



DESCRIPTION: This project consists of repairs to the sewer system along Zimpher Creek east of Murphy Avenue. Repairs include waterproofing of manholes and sewer mains, and replacement of sewer sections of pipe.

JUSTIFICATION: The Zimpher Creek sewer line is due for replacement and should be relocated away from the Creek bed.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		131,500	178,500				310,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		131,500	178,500				310,000
FUNDING SOURCES							
511-Sewer Capital Fund		131,500	178,500				310,000
FUNDING TOTALS		131,500	178,500				310,000

Florence Avenue Sewer Line Improvements - South Agenda Item Number 7 (Amended)

Project No: 0612-81.00

Category: Sewer/Wastewater Projects

Project Location: Florence Avenue from Huntley Street to Bodega Avenue



DESCRIPTION: This project is for improvements to the Florence Avenue Sewer main. The first phase of work is for the pre-design to determine the level of repairs, relocations and other sewer system improvements. Once the pre-design is completed costs and project schedule can be developed.

Hide

JUSTIFICATION: The Florence Avenue sewer line is due for replacement.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection							0
9002 - Project Management				2,500			2,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design				25,000			25,000
EXPENDITURE TOTALS				27,500			27,500
FUNDING SOURCES							
511-Sewer Capital Fund			0	27,500			27,500
FUNDING TOTALS			0	27,500			27,500

Florence Avenue Sewer Line Improvements - North Agenda Item Number 7 (Amended)

Project No: 0613-82.00

Category: Sewer/Wastewater Projects

Project Location: Florence Avenue from Healdsburg Avenue to Huntly Street



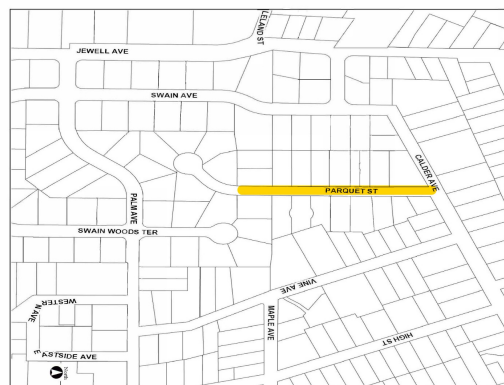
DESCRIPTION: This project is for improvements to the Florence Avenue Sewer main. The first phase of work is for the pre-design to determine the level of repairs, relocations and other sewer system improvements. Once the pre-design is completed costs and project schedule can be developed.

JUSTIFICATION: The Florence Avenue sewer line is due for replacement.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design				20,000			20,000
EXPENDITURE TOTALS				20,000			20,000
FUNDING SOURCES							
511-Sewer Capital Fund			0	20,000			20,000
FUNDING TOTALS			0	20,000			20,000

Project No: 0615-21.01
Category: Sewer/Wastewater Projects
Project Location: Parquet Street



DESCRIPTION: Replacement of approximately 850 lineal feet of 6-inch sewer main on Parquet Street.

JUSTIFICATION: Replacement of leaking and aged sewer line.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			463,750				463,750
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		54,500					54,500
EXPENDITURE TOTALS		54,500	463,750				518,250
FUNDING SOURCES							
511-Sewer Capital Fund		54,500	463,750				518,250
FUNDING TOTALS		54,500	463,750				518,250

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

7 - Stormwater Projects

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE							
0701-34.00 Calder Creek Storm Drain and Outfall Maintenance		75,000	25,000	1,000,000			1,100,000
0702-51.00 Zimpher Creek Storm Drain and Outfall Maintenance			35,000				35,000
0710-64.00 Morris Street Outfall Maintenance					80,000		80,000
		75,000	60,000	1,000,000	80,000		1,215,000
PROJECT FUNDING SOURCES							
000 Unfunded				1,000,000			1,000,000
100 General Fund		75,000	60,000		80,000		215,000
		75,000	60,000	1,000,000	80,000		1,215,000

Calder Creek Storm Drain and Outfall Maintenance

Agenda Item Number 7 (Amended)

Project No: 0701-34.00
Category: Stormwater Projects
Project Location: Calder Creek Storm Drain - Ives Park to Joe Rodota trail



DESCRIPTION: This project is a multi-year effort starting with a Maintenance Study in Year 1 to identify the maintenance activities for the storm drain and outfall, priorities, and estimated costs. A biological study will also be conducted in Year 1 to help inform the constraints on the maintenance and rehabilitation activities. Year 2 is for the acquisition of the outfall permits. Year 3 is the actual maintenance work. Staff will research funding opportunities for Year 3 as it is currently unfunded.

JUSTIFICATION: The City maintains a storm drain system on Calder Creek between Ives Memorial Park and a storm drain outfall just past Petaluma Avenue near the Joe Rodota Trail. The Calder Creek drainage system conveys stormwater to the Laguna and is nearly silted up. Multiple permits are required in order to do any work in the waterway. The City has stormwater outfalls and Calder Creek is the highest priority for maintenance.

GENERAL PLAN Goals and Policies: Safety SA 2-6: Maintain unobstructed water flow in the storm drainage system.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection				1,000,000			1,000,000
9002 - Project Management		5,000	5,000				10,000
9003 - Professional Services		20,000	20,000				40,000
9004 - Property Purchases							0
9005 - Predesign/Design		50,000					50,000
EXPENDITURE TOTALS		75,000	25,000	1,000,000			1,100,000
FUNDING SOURCES							
000-Unfunded				1,000,000			1,000,000
100-General Fund		75,000	25,000				100,000
FUNDING TOTALS		75,000	25,000	1,000,000			1,100,000

Zimpher Creek Storm Drain and Outfall Maintenance

Agenda Item Number 7 (Amended)

Project No: 0702-51.00
Category: Stormwater Projects
Project Location: Brookhaven and Zimpher Creek



DESCRIPTION: This project is a multi-year effort starting with a Maintenance Study in Year 2 to identify the maintenance activities for the storm drain and outfall, priorities, and estimated costs. Future permit and maintenance costs will be identified when the Maintenance Study is completed.

JUSTIFICATION: Zimpher Creek outfall is silted in and needs maintenance. Upstream of the outfall is the Valentine Avenue storm drain and that section of pipe is also silted in and some sections may need repair or replacement.

GENERAL PLAN Goals and Policies: Safety SA 2-6: Maintain unobstructed water flow in the storm drainage system.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection							0
9002 - Project Management			5,000				5,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			30,000				30,000
EXPENDITURE TOTALS			35,000				35,000
FUNDING SOURCES							
100-General Fund			35,000				35,000
FUNDING TOTALS			35,000				35,000

Project No: 0710-64.00
Category: Stormwater Projects
Project Location: Morris Street near the Laguna



DESCRIPTION: This project is a multi-year effort starting with a Maintenance Study in Year 4 to identify the maintenance for the storm drain and outfall, priorities, and estimated costs. Future permit and maintenance costs will be identified when the Maintenance Study is completed.

JUSTIFICATION: The Morris Street outfall is obstructed by silt and vegetation which require cleaning and possible rehabilitation.

GENERAL PLAN Goals and Policies: Safety SA 2-6: Maintain unobstructed water flow in the storm drainage system.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design					80,000		80,000
EXPENDITURE TOTALS					80,000		80,000
FUNDING SOURCES							
100-General Fund					80,000		80,000
FUNDING TOTALS					80,000		80,000

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

8 - Water Projects

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE							
0814-72.00		23,500					23,500
0815-83.00			21,650	165,000			186,650
0816-84.00			41,500	326,500			368,000
0818-20.09	39,000	249,500					249,500
0819-21.01		57,500	474,500				532,000
	39,000	330,500	537,650	491,500			1,359,650
PROJECT FUNDING SOURCES							
501	39,000	330,500	537,650	491,500			1,359,650
	39,000	330,500	537,650	491,500			1,359,650

Project No: 0814-72.00
Category: Water Projects
Project Location: Well 6



DESCRIPTION: Security fence surrounding Well 6.

JUSTIFICATION: Installing a fence around the City's well facility is a best management practice to protect and secure the site from trespassers and vandalism.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 5-8: Emphasize the use of physical site planning as an effective means of enhancing safety and preventing crime. Open spaces, landscaping, parking lots, parks, play areas and other public spaces shall be designed with maximum feasible visual exposure to community residents.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		21,000					21,000
9002 - Project Management		1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		1,000					1,000
EXPENDITURE TOTALS		23,500					23,500
FUNDING SOURCES							
501-Water Capital Fund		23,500					23,500
FUNDING TOTALS		23,500					23,500

Project No: 0815-83.00
Category: Water Projects
Project Location: Florence (South)



DESCRIPTION: Water line repair: Florence Avenue South end.

JUSTIFICATION: The Florence Avenue water line is due for replacement.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management Plan, and the Capital Improvement Program.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection				165,000			165,000
9002 - Project Management			1,650				1,650
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			20,000				20,000
EXPENDITURE TOTALS			21,650	165,000			186,650
FUNDING SOURCES							
501-Water Capital Fund			21,650	165,000			186,650
FUNDING TOTALS			21,650	165,000			186,650

Project No: 0816-84.00
Category: Water Projects
Project Location: Florence Avenue



DESCRIPTION: Water line repair: Florence Avenue North end.

JUSTIFICATION: The Florence Avenue water line is due for replacement.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management Plan, and the Capital Improvement Program.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection				325,000			325,000
9002 - Project Management			1,500	1,500			3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			40,000				40,000
EXPENDITURE TOTALS			41,500	326,500			368,000
FUNDING SOURCES							
501-Water Capital Fund			41,500	326,500			368,000
FUNDING TOTALS			41,500	326,500			368,000

Project No: 0818-20.09
Category: Water Projects
Project Location: Leland Street at 1st Street; Jewell Ave. at Calder Ave.



DESCRIPTION: Reroute/replace approximately 450 lineal feet of 10-inch water main that commences on Leland Street at 1st Street to Jewell Ave, and north on Jewell Ave. to Calder Ave. Design of the work will commence in FY 2020/21 and the construction will occur in FY 2021/22.

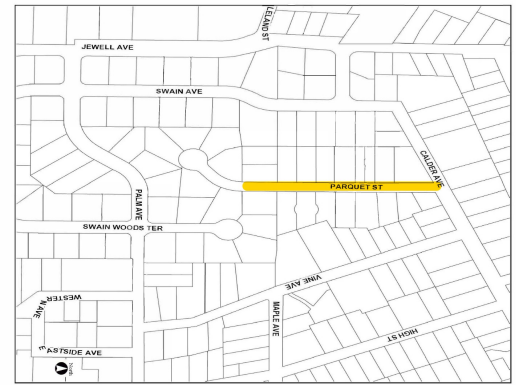
JUSTIFICATION: Move from ROW across private property to along the City-owned street

2nd phase continuation of an emergency repair on a leaking first section

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management Plan, and the Capital Improvement Program.

EXPENDITURES	FUNDING						PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection		247,500					247,500
9002 - Project Management		2,000					2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	39,000						0
EXPENDITURE TOTALS	39,000	249,500					249,500
FUNDING SOURCES							
501-Water Capital Fund	39,000	249,500					249,500
FUNDING TOTALS	39,000	249,500					249,500

Project No: 0819-21.01
Category: Water Projects
Project Location: Parquet Street



DESCRIPTION: Replace approximately 800 lineal feet of 6-inch water line on Parquet Street.

JUSTIFICATION: Replace leaking water lines and lead services.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management Plan, and the Capital Improvement Program.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			472,500				472,500
9002 - Project Management		2,000	2,000				4,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		55,500					55,500
EXPENDITURE TOTALS		57,500	474,500				532,000
FUNDING SOURCES							PROJECT TOTAL
501-Water Capital Fund		57,500	474,500				
FUNDING TOTALS		57,500	474,500				532,000

Category Summary Report

Agenda Item Number 7 (Amended)

City of Sebastopol FY 2021-22 to 2025-26

9 - Arts Projects

	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	TOTALS
PROJECT TITLE							
0901- Ned Kahn: "Sebastopol Spire"	41,000	50,000					50,000
0902- Michael McGinnis: "Gray Matters"	26,500						
0903- City Sponsorship of New Art Project		5,000	40,000				45,000
	67,500	55,000	40,000				95,000
PROJECT FUNDING SOURCES							
203 Art-In-Lieu Fund	67,500	55,000	40,000				95,000
	67,500	55,000	40,000				95,000

Ned Kahn: "Sebastopol Spire"

Project No: 0901-
Category: Arts Projects
Project Location:



DESCRIPTION: The Ned Kahn artwork "Sebastopol Spire" will be located along the Americorp Trail extension north of Sebastopol Avenue at the eastern entry to the City. The Council has authorized a budget of \$50,000 for this artwork, to include \$45,000 for the Ned Kahn "Sebastopol Spire" art piece and \$5,000 for the incidental (permitting and other ancillary) costs.

JUSTIFICATION: The funding for this project comes from the City's dedicated Art In-Lieu Fund, his public art piece will be paid for through dedicated Art In-Lieu Fund, and implements the City's Art in the community program.

GENERAL PLAN Goals and Policies: Community Design CD 4-6: Increase the presence of art in public spaces throughout the city.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection	38,500	45,000					45,000
9002 - Project Management							0
9003 - Professional Services	2,500	5,000					5,000
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	41,000	50,000					50,000
FUNDING SOURCES							
203-Art-In-Lieu Fund	41,000	50,000					50,000
FUNDING TOTALS	41,000	50,000					50,000

Project No: 0902-
Category: Arts Projects
Project Location: Library



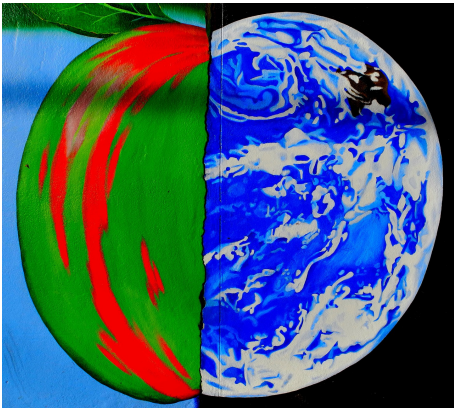
DESCRIPTION: City Council authorized \$35,000 for the Library art installation by Michael McGinnis (Gray Matters) on February 5, 2019 (minute order 2019-027). Budget request for this art installation is \$38,000: \$35,000 for the contracted art piece, and \$3000 for ancillary costs (adjustments to site if needed, outreach, etc.). The artwork is under construction, and anticipated to be installed in late Summer 2021.

JUSTIFICATION: The funding for this project comes from the City's dedicated Art In-Lieu Fund, his public art piece will be paid for through dedicated Art In-Lieu Fund, and implements the City's Art in the community program.

GENERAL PLAN Goals and Policies: Community Design CD 4-6: Increase the presence of art in public spaces throughout the city.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection	24,000						0
9002 - Project Management							0
9003 - Professional Services	2,500						0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	26,500						0
FUNDING SOURCES							
203-Art-In-Lieu Fund	26,500						0
FUNDING TOTALS	26,500						0

Project No: 0903-
Category: Arts Projects
Project Location: To be determined



DESCRIPTION:

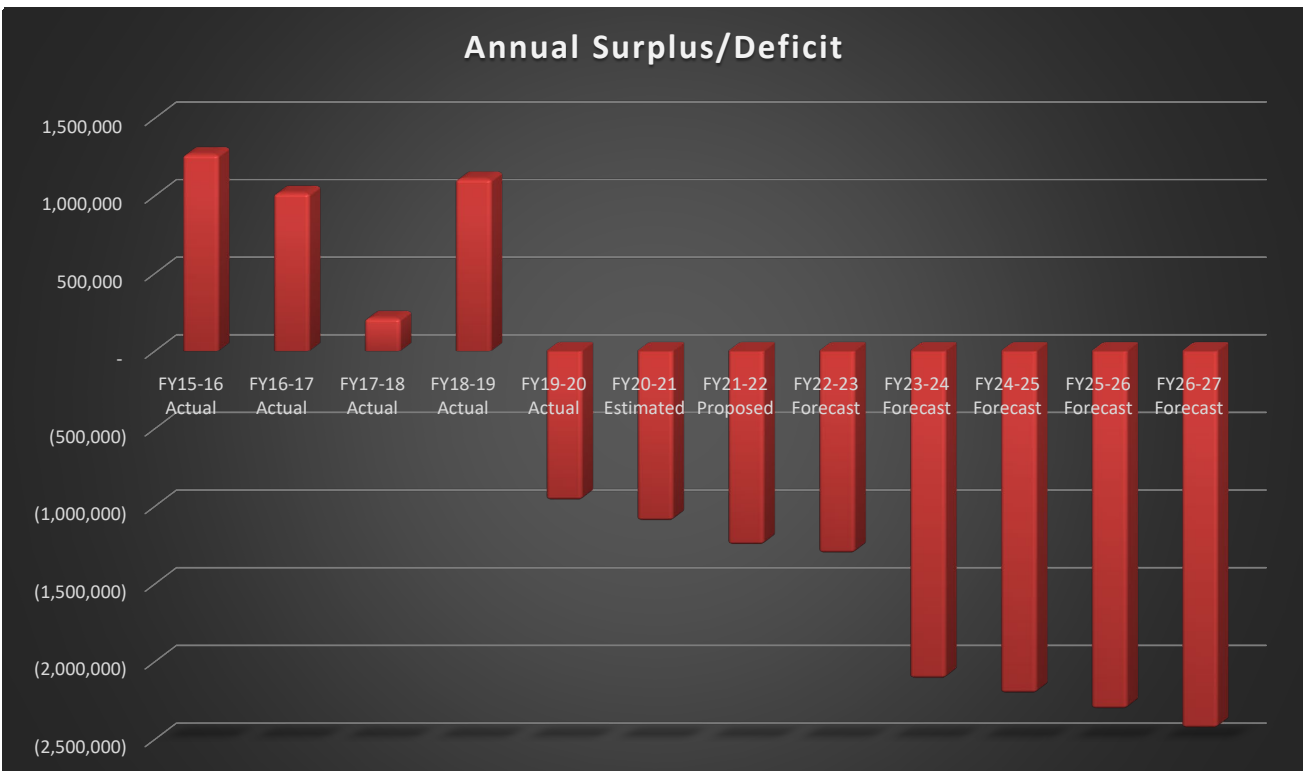
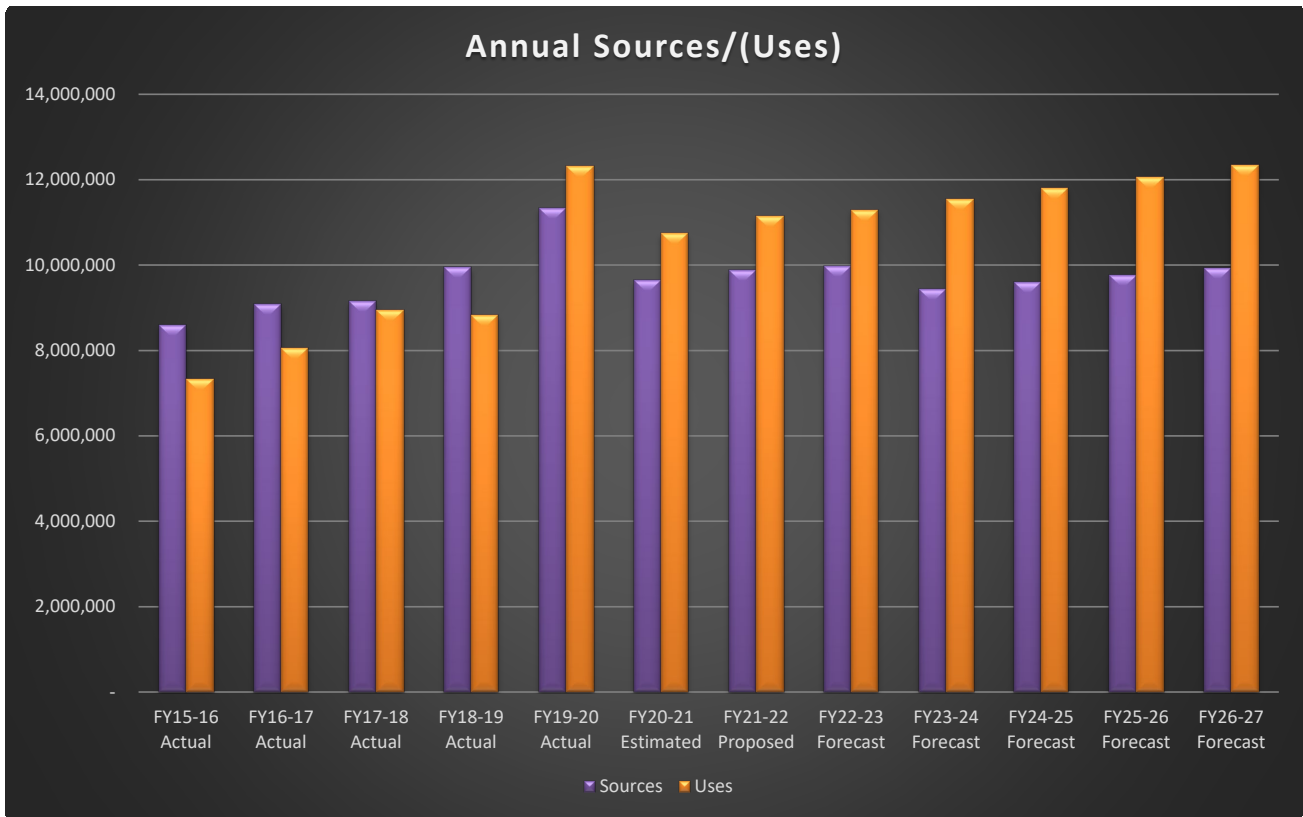
This project's Year 1 funding would provide funds to support the Public Art Committee's development of a new "call for artists" for a new public art piece, including advertising/outreach, and honorariums for the finalists in the selection process. It is anticipated that the art project would be commissioned in Year 2.

JUSTIFICATION: The funding for this project comes from the City's dedicated Art In-Lieu Fund, his public art piece will be paid for through dedicated Art In-Lieu Fund, and implements the City's Art in the community program.

GENERAL PLAN Goals and Policies: Community Design CD 4-6: Increase the presence of art in public spaces throughout the city.

EXPENDITURES							PROJECT TOTAL
	FY20-21 Estimated	2021-22	2022-23	2023-24	2024-25	2025-26	
9001 - Construction/Inspection			40,000				40,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		5,000					5,000
EXPENDITURE TOTALS		5,000	40,000				45,000
FUNDING SOURCES							
203-Art-In-Lieu Fund		5,000	40,000				45,000
FUNDING TOTALS		5,000	40,000				45,000

FINANCIAL FORECAST GRAPH



City of Sebastopol, CA
General Fund/Transaction & Use Tax Fund History and Forecast
FY 2011/12 Through 2026-27

	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Estimated FY 20-21	Proposed FY 21-22	Forecast FY 22-23	Forecast FY 23-24	Forecast FY 24-25	Forecast FY 25-26	Forecast FY 26-27
Revenues:																
Property Taxes	\$ 1,988,299	\$ 2,530,270	\$ 2,476,889	\$ 2,467,376	\$ 2,426,295	\$ 2,570,590	\$ 2,472,789	\$ 2,714,491	\$ 2,820,051	\$ 2,793,000	\$ 2,821,700	\$ 2,878,134	\$ 2,906,915	\$ 2,935,984	\$ 2,965,344	\$ 2,994,997
Sales & Use Tax	1,071,560	1,349,116	1,264,929	1,327,560	1,532,637	1,795,019	1,986,765	2,134,322	1,913,952	2,005,100	2,080,600	2,122,212	2,166,778	2,220,947	2,275,471	2,324,277
Measure T - 1/4 cent	520,394	610,069	556,276	608,379	607,886	625,623	689,711	663,346	622,348	661,100	663,000	676,260	689,785	703,581	717,653	732,006
Measure Y - 1/2 cent	-	536,987	894,869	1,233,105	1,199,872	1,280,240	1,271,143	1,336,445	1,255,421	1,330,200	1,337,000	1,363,740	1,391,015	1,418,835	1,435,861	1,457,399
Utility User Tax	304,796	334,739	354,011	459,202	616,276	695,633	687,351	702,595	689,647	612,600	639,500	655,488	671,875	688,672	705,889	723,536
Transient Occupancy Tax	300,937	329,577	359,892	482,164	483,738	514,225	529,810	631,742	518,175	350,000	400,000	404,000	412,080	420,322	428,728	437,303
Franchise Fees	294,232	308,977	315,587	320,082	371,567	359,466	323,496	358,299	336,738	335,500	335,500	340,533	345,641	350,826	356,088	361,429
Licenses & Permits	319,979	362,644	286,627	310,833	485,499	406,529	306,920	317,955	449,875	443,500	292,900	297,294	301,753	306,279	310,873	315,536
Fines & Forfeitures	174,613	124,942	117,357	158,380	122,234	88,747	71,005	55,502	48,171	35,000	35,000	35,350	35,704	36,061	36,422	36,786
Interest & Rents	49,179	89,775	44,875	62,104	69,259	84,984	89,643	228,552	237,347	200,500	170,500	172,205	173,927	175,666	177,423	179,197
Intergovernmental	42,793	30,770	22,296	69,805	33,140	30,809	150,177	42,272	1,729,540	486,700	743,300	750,733	42,695	43,122	43,563	43,989
Charges for Current Services	266,152	275,655	287,948	329,325	228,307	286,513	206,963	229,659	179,203	113,100	128,600	131,172	133,795	136,471	139,200	141,984
Community Center Fees	34,080	37,466	54,572	39,837	37,479	51,053	63,930	47,159	49,022	59,500	59,500	60,690	61,904	63,142	64,405	65,693
Miscellaneous/Other Income	270,295	520,289	270,265	305,454	380,863	294,213	291,540	482,414	506,251	105,562	500	510	520	530	541	552
Total Revenues	\$ 5,637,309	\$ 7,441,276	\$ 7,296,193	\$ 8,173,606	\$ 8,595,052	\$ 9,083,644	\$ 9,141,223	\$ 9,944,753	\$ 11,335,741	\$ 9,631,362	\$ 9,707,600	\$ 9,888,321	\$ 9,334,387	\$ 9,500,438	\$ 9,658,451	\$ 9,814,684
Transfers In:																
Transfers In:	30,158	32,591	26,186	16,127	8,695	670	16,182	74	4,493	108,500	184,000	100,000	100,000	100,000	100,000	100,000
Total Transfers In	\$ 30,158	\$ 32,591	\$ 26,186	\$ 16,127	\$ 8,695	\$ 670	\$ 16,182	\$ 74	\$ 4,493	\$ 108,500	\$ 184,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Total Resources Available: (Revenues & Transfers In)	\$ 5,667,467	\$ 7,473,867	\$ 7,322,379	\$ 8,189,733	\$ 8,603,747	\$ 9,084,314	\$ 9,157,405	\$ 9,944,827	\$ 11,340,234	\$ 9,639,862	\$ 9,891,600	\$ 9,988,321	\$ 9,434,387	\$ 9,600,438	\$ 9,758,451	\$ 9,914,684
Growth %:	0.22%	31.87%	-2.03%	11.85%	5.06%	5.59%	0.80%	8.60%	14.03%	-14.99%	2.61%	0.98%	-5.55%	1.76%	1.65%	1.60%

Continued on next Page

City of Sebastopol, CA
General Fund/Transaction & Use Tax Fund History and Forecast
FY 2011/12 Through 2026-27

	Actual FY 11-12	Actual FY 12-13	Actual FY 13-14	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Actual FY 18-19	Actual FY 19-20	Estimated FY 20-21	Proposed FY 21-22	Forecast FY 22-23	Forecast FY 23-24	Forecast FY 24-25	Forecast FY 25-26	Forecast FY 26-27
Department Expenditures:																
City Council	89,060	107,319	224,582	183,488	177,174	206,493	214,054	226,256	226,256	238,090	289,066	294,885	308,680	323,373	338,803	355,002
City Manager	127,269	89,748	117,405	101,568	151,145	231,646	183,577	165,118	258,083	323,240	280,414	236,479	242,648	249,124	255,925	265,066
City Attorney	143,309	229,079	370,426	142,329	124,574	129,453	100,678	153,523	153,523	162,334	145,682	143,691	144,307	144,954	145,633	146,347
City Clerk	109,355	146,499	163,131	188,523	216,138	238,969	251,910	285,483	285,483	305,115	313,196	310,015	315,285	320,819	326,630	332,731
Finance	65,633	120,675	125,182	107,830	116,057	174,737	192,381	220,223	180,045	245,911	299,423	318,410	328,214	338,508	348,316	360,665
Planning	186,605	269,322	274,104	535,423	538,787	454,346	409,837	467,783	467,783	527,213	587,562	597,630	608,880	620,693	633,096	646,120
Building	155,308	154,581	158,756	169,503	170,766	184,699	194,445	239,296	239,296	206,405	196,992	189,153	189,396	189,651	189,919	190,201
Engineering / Storm Water	-	-	-	-	101,783	149,917	167,924	240,628	193,153	254,644	249,504	180,378	185,116	190,092	195,317	200,804
Fire	592,213	574,657	545,700	690,609	673,687	772,636	883,463	965,223	4,831,685	1,102,220	1,263,416	1,411,207	1,429,471	1,446,727	1,467,805	1,489,937
Police	2,896,453	2,947,930	3,025,970	3,222,751	3,380,118	3,558,289	3,749,027	3,942,139	4,831,685	5,038,350	5,128,700	5,281,215	5,388,036	5,457,060	5,561,036	5,670,211
Public Works	530,081	432,326	993,406	890,204	745,669	1,061,902	987,534	1,336,565	1,336,565	1,330,628	1,257,807	1,273,846	1,318,373	1,365,366	1,414,954	1,467,272
Community Center	110,871	108,734	130,438	265,747	302,461	316,046	298,530	471,207	568,624	414,950	486,550	506,136	528,578	552,143	576,886	602,867
Non Departmental	121,038	55,843	32,199	116,726	215,225	221,260	197,867	335,170	241,064	213,610	350,419	367,940	386,337	405,654	425,937	447,234
Debt Service	298,535	298,544	298,544	285,247	267,047	197,626	204,672	204,672	204,672	186,291	175,112	204,672	204,672	204,670	186,291	175,112
Total Department Expenditures	5,425,730	5,515,257	6,459,843	6,899,948	7,180,631	7,897,820	8,159,724	8,621,417	10,151,453	10,549,001	11,023,843	11,295,457	11,547,992	11,808,834	12,067,548	12,347,569
Other Expenditures:																
City Vehicles/Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out:																
Others - Overage of AD & GT	85,139	51,531	49,215	67,394	4,205	4,305	-	-	-	-	-	-	-	-	-	-
Others - Streets Pavement Reserve	-	150,000	150,000	150,000	150,000	150,000	125,000	-	1,466,000	-	28,000	-	-	-	-	-
Others - Pension & Infrastructure	-	-	-	-	-	-	550,000	150,000	-	-	-	-	-	-	-	-
Others - SLESF	-	-	-	-	-	17,048	-	30,718	688,774	190,000	93,000	-	-	-	-	-
Others - Gas Tax	-	-	-	-	-	-	49,325	-	-	-	-	-	-	-	-	-
Others - PD Grant Funds	-	-	-	-	-	21,607	-	32,000	-	-	-	-	-	-	-	-
Total Transfers Out	85,139	201,531	199,215	217,394	154,205	167,048	784,009	212,718	2,154,774	190,000	121,000	-	-	-	-	-
Total Resources Used:																
Departmental, Other Expenditures & Transfers Out	\$ 5,510,869	\$ 5,716,788	\$ 6,659,058	\$ 7,117,342	\$ 7,334,836	\$ 8,064,868	\$ 8,943,733	\$ 8,834,135	\$ 12,306,227	\$ 10,739,001	\$ 11,144,843	\$ 11,295,457	\$ 11,547,992	\$ 11,808,834	\$ 12,067,548	\$ 12,347,569
Net Results of Operations:																
Total Resources Available less Total Expenditures Used	\$ 156,598	\$ 1,757,079	\$ 663,321	\$ 1,072,391	\$ 1,268,911	\$ 1,019,446	\$ 213,672	\$ 1,110,692	\$ (965,993)	\$ (1,099,139)	\$ (1,253,243)	\$ (1,307,136)	\$ (2,113,605)	\$ (2,208,396)	\$ (2,309,097)	\$ (2,432,885)
Non-Actionable(Uses) of Reserves:	\$ 156,598	\$ 1,757,079	\$ 663,321	\$ 1,072,391	\$ 1,268,911	\$ 1,019,446	\$ 213,672	\$ 1,110,692	\$ (965,993)	\$ (1,099,139)	\$ (1,253,243)	\$ (1,307,136)	\$ (2,113,605)	\$ (2,208,396)	\$ (2,309,097)	\$ (2,432,885)
Net Results of Operations & Contribution to Reserves)	\$ 156,598	\$ 1,757,079	\$ 663,321	\$ 1,072,391	\$ 1,268,911	\$ 1,019,446	\$ 213,672	\$ 1,110,692	\$ (965,993)	\$ (1,099,139)	\$ (1,253,243)	\$ (1,307,136)	\$ (2,113,605)	\$ (2,208,396)	\$ (2,309,097)	\$ (2,432,885)
Policy Reserve Level (15% to 20%)	\$ 1,042,467	\$ 1,083,649	\$ 1,272,103	\$ 1,423,468	\$ 1,466,967	\$ 1,612,974	\$ 1,788,747	\$ 1,766,827	\$ 2,461,245	\$ 2,147,800	\$ 2,228,969	\$ 2,259,091	\$ 2,309,598	\$ 2,361,767	\$ 2,413,510	\$ 2,469,574
Designated Reserves Balance	\$ 712,454	\$ 1,517,762	\$ 2,133,031	\$ 2,907,524	\$ 4,095,624	\$ 3,557,451	\$ 3,882,742	\$ 4,993,434	\$ 4,027,441	\$ 2,928,302	\$ 1,675,059	\$ 367,923	\$ (1,745,662)	\$ (3,954,078)	\$ (6,263,175)	\$ (8,696,000)
Actual Reserve Level	12.9%	26.5%	32.0%	40.9%	55.8%	44.1%	43.4%	56.5%	32.7%	27.3%	15.0%	3.3%	-15.1%	-33.5%	-51.9%	-70.4%

Agenda Item Number 7 (Amended)

City Council Meeting Packet for June 15, 2021

Capital Improvement Plan
CITY VEHICLES

Asset Inventory					State of My Assets?			Which Are Most "Critical"?				Renewal / Replacement Strategy					
Asset Register and Hierarchy					Original Cost	Effective Life	Original Planned Replacement Year	Milage / Hours	Backup Reduction (Redundancy)	Probability of Failure	Consequence of Failure	BRE Rating	Renewal / Replacement Strategy	Cost of Renewal / Replacement Option	Recommended Replacement Year	Future Value of Renewal / Replacement Cost	
1	2	3	4	5	\$	Years	Calculated	%	Calculated	Beet=1 And Worst=10	Calculated	Estimate	Current Value	Estimate	Inflation Rate		
0010 - 2017 Ford C-Max Hybrid					\$35,000	15	2032	23,600	50%	-23594	7	-82579	Status Quo	\$47,606	2032	\$47,606	PW
0011 - 2019 Ford F250 W/Scelzi Utility Body					\$36,000	15	2034	5,743	50%	-5737	7	-20079.5	Status Quo	\$40,322	2034	\$40,322	
0012 - 2016 Ford 350 4x4 Pickup					\$36,203	15	2031	32,273	50%	-32267	7	-112934.5	Status Quo	\$53,591	2031	\$53,591	
0013 - 2002 Ford 350 Flat Bed Dump Truck					\$34,328	20	2022	41,956	50%	-41950	7	-14682.5	Status Quo	\$67,700	2022	\$67,700	
0014 - 2014 Ford F-350 w/ lift					\$74,114	20	2029	19,996	50%	-19990.1	7	-69965.35	Status Quo	\$109,731	2029	\$109,731	
0015 - 2014 Ford 250 w/Scelzi Utility Body					\$32,700	15	2029	34,030	50%	-34024	7	-119084	Status Quo	\$42,500	2029	\$42,500	
0016 - 2002 Ford Ranger Pickup					\$13,046	15	2017	89,644	50%	-89638	7	-313733	Status Quo	\$24,000	2017	\$24,000	
0017 - 2014 Ford 250 w/Scelzi Utility Body					\$32,692	15	2029	31,703	50%	-31697	7	-110939.5	Status Quo	\$44,400	2029	\$44,400	
0018 - 2017 Ford F250 w/Scelzi Utility Body					\$34,000	15	2032	8,760	50%	-8754	7	-30639	Status Quo	\$39,400	2032	\$39,400	
0019 - 2014 Ford F350 w/Dump Body					\$37,499	15	2029	25,299	50%	-25293	7	-88525.5	Status Quo	\$50,000	2029	\$50,000	
0020 - 2019 Ford F650 5 Yard Dump (#23 Removed)					\$77,000	20	2039	59,74	50%	-591.4	7	-2069.9	Status Quo	\$81,650	2039	\$81,650	
0021 - 2006 Chevrolet Pickup					\$14,000	15	2021	57,990	50%	-57984	7	-202944	Status Quo	\$38,500	2021	\$38,500	
0022 - 2010 Ford F650 5 Yard Dump					\$74,184	20	2030	12,608	50%	-12602	7	-44107	Status Quo	\$119,000	2030	\$119,000	
0023 - 2019 Ford F250 W/Scelzi Utility Body					\$36,000	15	2035	6,352	50%	-6346	7	-22211	Status Quo	\$40,322	2035	\$40,322	
0024 - 2006 Ford Ranger Pickup					\$12,000	15	2021	60,570	50%	-60564	7	-211974	Status Quo	\$24,500	2021	\$24,500	
0025 - 2017 Ford F250 w/Scelzi Utility Body					\$34,000	15	2032	19,845	50%	-19839	7	-69436.5	Status Quo	\$39,400	2032	\$39,400	
0026 - 2002 Ford Ranger Pickup					\$13,046	15	2017	95,195	50%	-95189	7	-333161.5	Status Quo	\$24,500	2017	\$24,500	
0029 - 2006 Chevrolet Pickup					\$14,000	15	2021	60,527	50%	-60521	7	-211823.5	Status Quo	\$38,500	2021	\$38,500	
0030 - 2019 Ford Explorer					\$49,000	20	2025	9,600	50%	-9594	6	-86346	Status Quo	\$50,000	2025	\$50,000	PD
0033 - 2005 Harley Davidson Motorcycle					\$20,000	20	2025	40,211	50%	-40205	7	-140717.5	Status Quo	\$36,000	2025	\$36,000	
0034 - 2005 Harley Davidson Motorcycle					\$20,000	20	2025	45,766	50%	-45760	7	-160160	Status Quo	\$36,000	2025	\$36,000	
0035 - 2019 Ford Escape					\$27,000	10	2027	8,511	50%	-8505	6	-76549	Status Quo	\$55,000	2027	\$55,000	
0037 - 2017 Ford Fusion					\$40,000	10	2027	21,173	50%	-21167	7	-74084.5	Status Quo	\$55,000	2027	\$55,000	
0038 - 2018 Ford Fusion					\$40,000	10	2028	18,803	50%	-18797	7	-65789.5	Status Quo	\$55,000	2028	\$55,000	
0041 - 2017 Ford Explorer					\$47,000	10	2027	51,803	50%	-51797	7	-181289.5	Status Quo	\$63,400	2027	\$63,400	
0042 - 2015 Ford Explorer Interceptor					\$46,750	10	2025	51,342	50%	-51336	7	-179676	Status Quo	\$50,400	2025	\$50,400	
0043 - 2017 Ford Explorer					\$47,000	10	2027	26,307	50%	-26301	7	-92053.5	Status Quo	\$53,400	2027	\$53,400	
0044 - 2016 Ford Explorer					\$46,750	10	2026	63,918	50%	-63912	7	-223692	Status Quo	\$51,500	2026	\$51,500	
0048 - 1998 Mighty Mover DUI Trailer					\$15,000	40	2038	N/A	50%	#VALUE!	7	#VALUE!	Status Quo	\$30,000	2038	\$30,000	
0049 - 2014 Ford Explorer					\$28,100	10	2024	60,828	50%	-60822	7	-212877	Status Quo	\$50,500	2024	\$50,500	
0050 - 2014 Ford Explorer					\$28,100	10	2024	82,424	50%	-82418	7	-288468	Status Quo	\$50,500	2024	\$50,500	
0052 - 2005 Ford Escape/Hybrid					\$27,100	14	2019	77,019	50%	-77013	7	-269545.5	Status Quo	\$42,500	2019	\$42,500	
0060 - 1999 Honda ATV					\$5,000	20	2019	N/A	50%	#VALUE!	7	#VALUE!	Status Quo	\$7,500	2019	\$7,500	PW
0070 - 2001 Featherlite Trailer					\$2,500	20	2021	N/A	50%	#VALUE!	7	#VALUE!	Status Quo	\$4,500	2021	\$4,500	
0071 - 2009 Featherlite Trailer					\$3,343	20	2029	N/A	50%	#VALUE!	7	#VALUE!	Status Quo	\$4,500	2029	\$4,500	
0072 - 2016 IP Manufacturing Roll Off Trailer					\$2,500	20	2036	N/A	50%	#VALUE!	7	#VALUE!	Status Quo	\$3,000	2036	\$3,000	
0073 - 2009 Cart Away Water Trailer					\$5,000	20	2029	N/A	50%	#VALUE!	7	#VALUE!	Status Quo	\$6,500	2029	\$6,500	
0080 CAT XQG08M Standby Generator					\$60,000	20	2020	4 hrs	50%	#VALUE!	7	#VALUE!	Status Quo	\$0	2020	\$0	
0083 - 1996 Airman Air Compressor Trailer					\$9,500	20	2016	764.9 Hrs.	50%	#VALUE!	7	#VALUE!	Status Quo	\$16,500	2016	\$16,500	
0087 - 2002 John Deere 310E Backhoe					\$39,900	20	2022	5,189.7 Hrs.	50%	#VALUE!	7	#VALUE!	Status Quo	\$85,000	2022	\$85,000	
0088 - 2002 Case 570 XLT Loader/Grader					\$36,980	20	2022	731.5 Hrs.	50%	#VALUE!	7	#VALUE!	Status Quo	\$0	2022	\$0	
0089 - 2015 John Deere 310L Backhoe					\$93,477	20	2035	996.7 Hrs.	50%	#VALUE!	7	#VALUE!	Status Quo	\$160,000	2035	\$160,000	
0095 - 2009 International Vector Truck Model 2103					\$167,761	15	2024	21,937	50%	-21937	7	-76758.5	Status Quo	\$347,000	2024	\$347,000	
0097 - 2009 International Vector Truck Model 2103					\$287,000	15	2032	7,578	50%	-7572	7	-26502	Status Quo	\$347,000	2032	\$347,000	
8300 - 2018 Ford Explorer					\$30,000	15	2033	6,844	50%	-6838	7	-64323	Status Quo	\$50,000	2033	\$50,000	
8303 - 2015 Chevrolet Tahoe					\$40,000	15	2025	18,384	50%	-18378	7	-86156	Status Quo	\$69,605	2025	\$69,605	
8330 - 1994 International Emergency Response					\$100,000	23	2017	24,622	50%	-24616	7	-86156	Status Quo	\$350,000	2017	\$350,000	
8340 - 2008 Dodge Ram 2500 Pickup					\$33,500	20	2028	45,862	50%	-45856	7	-160496	Status Quo	\$60,000	2028	\$60,000	
8343 - 2014 Klamath 13' Rescue Boat					\$9,800	10	2024	N/A	50%	#VALUE!	7	#VALUE!	Status Quo	\$10,000	2024	\$10,000	
8350 - 2003 Pierce Dash Fire Ladder Truck					\$596,000	20	2023	17,569	50%	-17563	7	-61470.5	Status Quo	\$1,500,000	2023	\$1,500,000	
8361 - 1996 International Fire Engine Type 3					\$12,000	25	2021	119,733	50%	-119727	7	-41904.5	Status Quo	\$450,000	2021	\$450,000	
8380 - 2011 Pierce Velocity Fire Engine					\$111,695,500	20	2031	23,416	50%	-23410	7	-81935	Status Quo	\$950,000	2031	\$950,000	
8381 - 1990 Pierce Lance Fire Engine					\$200,000	30	2020	41,304	50%	-41298	7	-144543	Status Quo	\$960,000	2020	\$960,000	
Grand Total:					\$3,546,373									\$6,860,927		\$6,810,927	

Extended Time
Surplus

Capital Improvement Plan
 Note: Please enable Macros in order to use this sheet to its full potential.

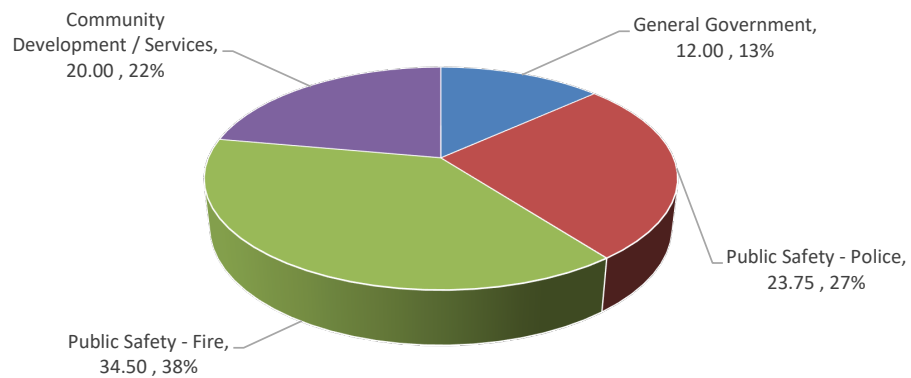
Asset	Renewal Program Funding Strategy																				
	2021		2022		2023		2024		2025		2026		2027		2028		2029		2030		
	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	BRE	Amount	
Totals:																					
8330 - 1994 International Emergency Response																					
8381 - 1990 Pierce Lance Fire Engine																					
0052 - 2005 Ford Escape/Hybrid																					
0016 - 2002 Ford Ranger Pickup																					
0026 - 2002 Ford Ranger Pickup																					
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0013 - 2002 Ford 350 Flat Bed Dump Truck																					
8350 - 2003 Pierce Dash Fire Ladder Truck																					
0095 - 2009 International Vactor Truck Model 2103																					
0049 - 2014 Ford Explorer																					
0050 - 2014 Ford Explorer																					
0883 - 2015 Chevrolet Tahoe																					
0033 - 2005 Harley Davidson Motorcycle																					
0034 - 2005 Harley Davidson Motorcycle																					
0042 - 2015 Ford Explorer Interceptor																					
0044 - 2016 Ford Explorer																					
0037 - 2017 Ford Fusion																					
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0017 - 2014 Ford 250 w/Scelzi Utility Body																					
0015 - 2014 Ford 250 w/Scelzi Utility Body																					
0022 - 2010 Ford F650 5 Yard Dump																					
8380 - 2011 Pierce Velocity Fire Engine																					
0012 - 2016 Ford 350 4x4 Pickup																					
0097 - 2017 International Vactor Truck Model 2013																					
0018 - 2017 Ford F250 w/Scelzi Utility Body																					
0025 - 2017 Ford F250 w/Scelzi Utility Body																					
0010 - 2017 Ford C-Max Hybrid																					
0011 - 2019 Ford F250 W/Scelzi Utility Body																					
0023 - 2019 Ford F250 W/Scelzi Utility Body																					
0020 - 2019 Ford F650 5 Yard Dump (#23 Removed)																					
#REF!																					
0060 - 1999 Honda ATV																					
0083 - 1996 Airman Air Compressor Trailer																					
0070 - 2001 Featherlite Trailer																					
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0072 - 2016 IP Manufacturing Roll Off Trailer																					
0048 - 1998 Mighty Mover DUI Trailer																					
0080 CAT XQ608M Standby Generator																					

**CITY OF SEBASTOPOL
FULL-TIME / PART-TIME EQUIVALENT BY FUNCTION
LAST FIVE FISCAL YEARS**

Function	As of June 30,				
	2017	2018	2019	2020	2021
General Government					
City Council	6.00	6.00	6.00	6.00	6.00
Administrative ¹	1.75	2.00	2.00	2.00	2.00
Administrative Services (Finance)	4.00	4.00	4.00	4.00	4.00
Public Safety					
Police Protection	20.75	23.75	23.75	23.75	20.75
Police Protection - Reserves	3.00	3.00	11.00	11.00	3.00
Fire Protection	1.50	1.50	1.50	2.50	2.50
Fire Protection - Volunteers	32.00	32.00	34.00	33.00	32.00
Community Development / Services					
Planning	3.00	3.00	3.00	3.00	3.00
Building Inspection	1.50	1.50	1.50	1.50	1.50
Engineering	1.75	1.75	1.75	1.75	1.75
Public Works	12.00	13.75	14.75	13.75	13.75
Total	87.25	92.25	103.25	102.25	90.25

¹ Designates one employee holding two positions

**FULL TIME / PART TIME EQUIVALENT BY FUNCTION
FY 2021-22**



PROPOSED FTE STAFFING SUMMARY

Budgeted Staffing	FY 2020-21 Adjusted	Add	Delete	Adjustment	FY 2021-22 Proposed
<u>City Council</u>					
Council Members	5				5
Video Recorder	1				1
Total	6	0	0	0	6
<u>City Manager Assistant City Manager City Clerk</u>					
City Manager ¹	0.75				0.75
Assistant City Manager City Clerk	1				1
Total	1.75	0	0	0	1.75
<u>City Attorney</u>					
City Attorney ¹	0.25				0.25
<u>Administrative Services (Finance)</u>					
Administrative Services Director	1				1
Accountant/Analyst (Conf)	1				1
Account Clerk 1	1				1
Office Assistant	1				1
Total	4	0	0	0	4
<u>Building Inspection</u>					
Building Official	1				1
Senior Administrative Assistant ²	0.5				0.5
Total	1.5	0	0	0	1.5
<u>Planning</u>					
Planning Director	1				1
Associate Planner	1				1
Senior Administrative Assistant	1				1
Total	3	0	0	0	3
<u>Fire Services</u>					
Fire Chief	1				1
Fire Engineer	1				1
Senior Administrative Assistant ²	0.5				0.5
Volunteers	32				32
Total	34.5	0	0	0	34.5

PROPOSED FTE STAFFING SUMMARY

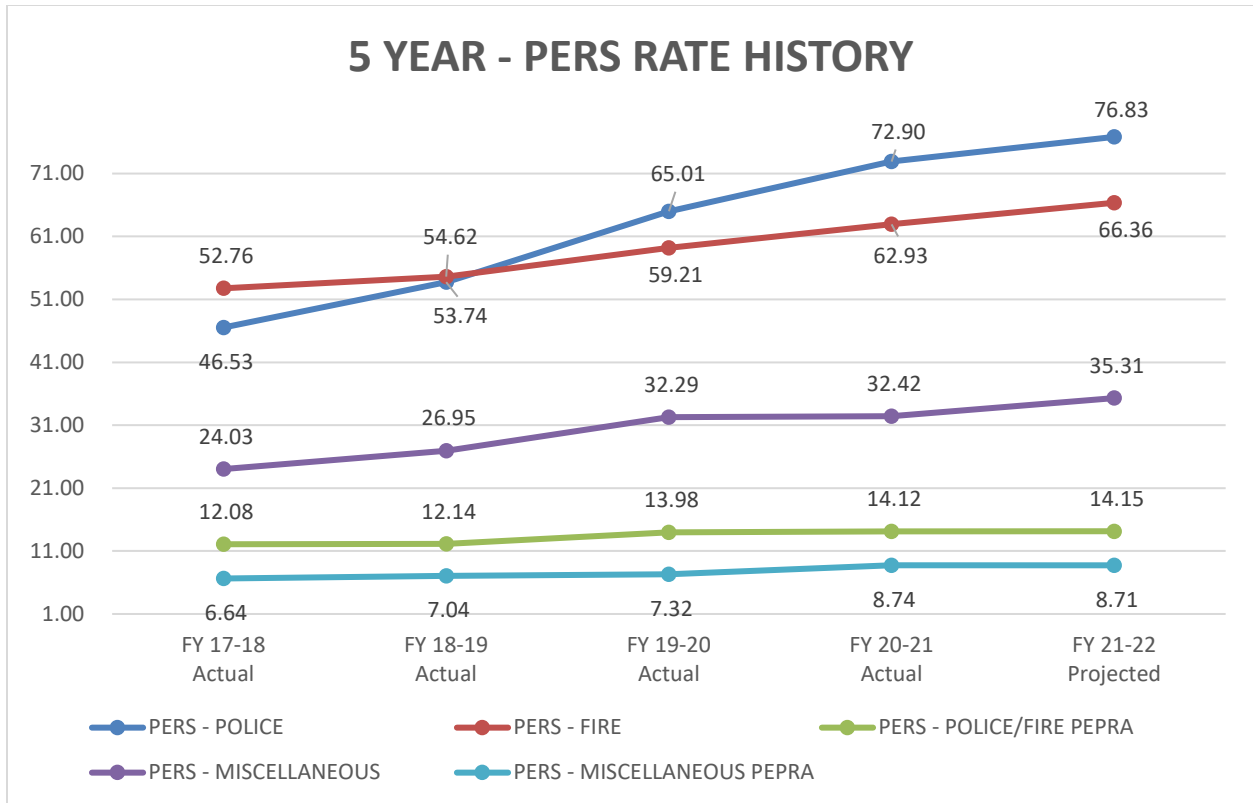
Budgeted Staffing	FY 2020-21 Adjusted	Add	Delete	Adjustment	FY 2021-22 Proposed
<u>Police Services</u>					
Police Chief	1				1
Lieutenant	1				1
Sergeants	4				4
Officers	8				8
Records Dispatcher Supervisor	1				1
Dispatchers	5				5
Technician	0.75				0.75
Reseves	3				3
Total	23.75	0	0	0	23.75
<u>Public Works</u>					
Superintendent	1				1
Assistant Superintendent	1				1
Management Analyst ²	0.5				0.5
Administrative Assistant	0.25				0.25
Water System Treatment Operator	1				1
Sanitary Sewer System Operator	1				1
Senior Maintenance Worker	1				1
Senior Parks & Facilities/Maintenance Worker III	1				1
Maintenance Worker III	1				1
Maintenance Worker II	1				1
Maintenance Worker I	2				2
Laborer	3				3
Total	13.75	0	0	0	13.75
<u>Engineering</u>					
Engineering Manager	1				1
Management Analyst ²	0.5				0.5
Administrative Assistant	0.25				0.25
Total	1.75	0	0	0	1.75
Grand Total	90.25	0	0	0	90.25

¹ Designates one employee holding two positions

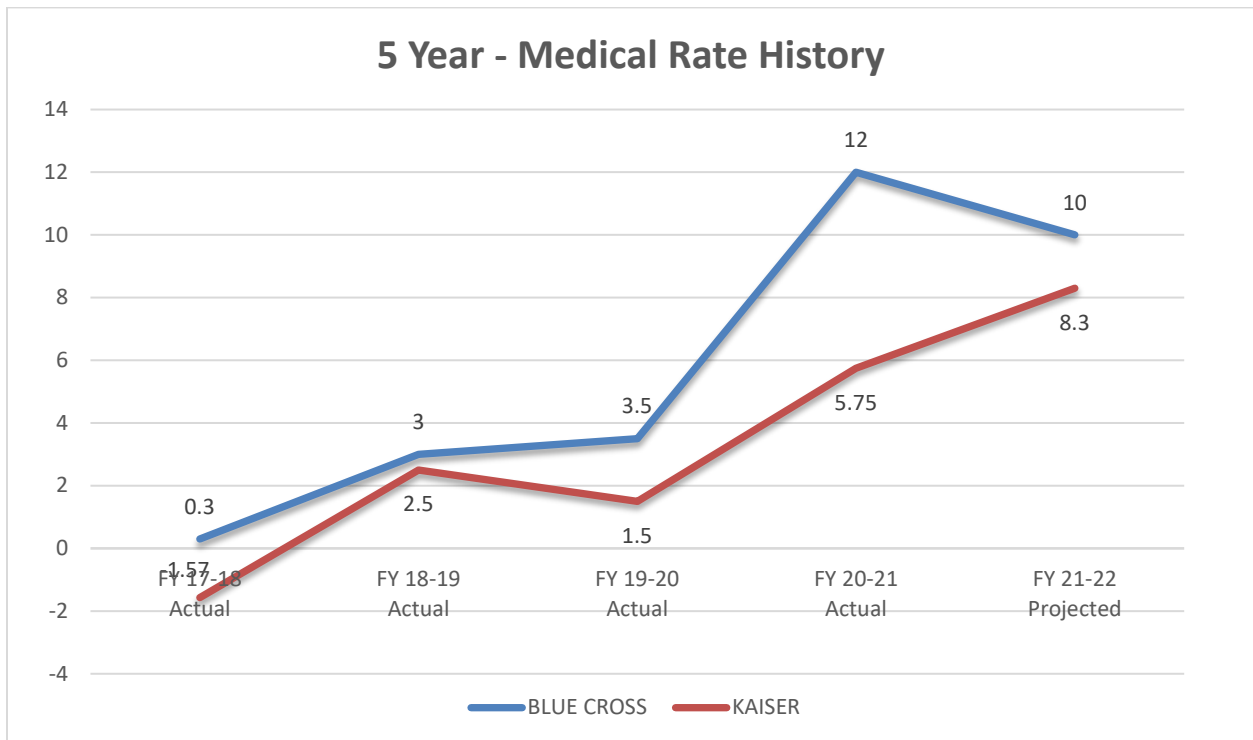
² Designates employee sharing between department

PROPOSED OVERHEAD ALLOCATION

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



Sources: PERS Actuarial Report



City of Sebastopol
Membership Listing

	Agency Description	Controlling Department	FY 17-18 Dues Amount	FY 18-19 Dues Amount	FY 19-20 Dues Amount	FY 20-21 Dues Amount
1	Local Agency Formation Commission (LAFCO)	Council	5,468.00	5,690.00	6,927.00	6,291.00
2	Sister Cities International	Council	150.00	155.00	155.00	155.00
3	League of California Cities	Council	4,841.00	4,962.00	5,111.00	5,111.00
4	Association of Bay Area Government (ABAG)	Council	2,301.00	2,397.00	2,529.21	2,586.00
5	Sonoma County Go Local Cooperative	Council	150.00	150.00	200.00	200.00
6	Cittaslow International	Council	892.50	892.50	1,380.00	1,815.00
7	SoCo Transportation Authority Technical Advisory Committee (SCTA)	Council	4,659.00	4,659.00	4,879.00	4,931.00
8	Regional Climate Protection Authority (RCPA)	Council	7,587.00	7,589.00	7,669.00	7,717.00
9	Sebastopol Chamber of Commerce	Council	-	-	220.00	242.00
10	International Institute fo Municipal Clerks	ACM/City Clerk	185.00	185.00	195.00	195.00
11	City Clerks Association of California	ACM/City Clerk	115.00	115.00	-	90.00
12	Society for Human Resources Management	ACM/City Clerk	100.00	189.00	209.00	219.00
13	ICMA	ACM/City Clerk	-	220.00	-	200.00
14	California Public Employers Labor Relations Association (CALPELRA)	ACM/City Clerk	700.00	350.00	370.00	370.00
15	National Association Government Archives & Records Admin (NAGARA)	ACM/City Clerk				225.00
16	CA City Management Foundation (CCMF)	ACM/City Clerk				400.00
17	California Society of Municipal Finance Officers	Finance	155.00	155.00	220.00	110.00
18	Government Finance Officers Association	Finance	170.00	170.00	170.00	170.00
19	Municipal Management Association of Northern California	Finance	95.00	95.00	75.00	150.00
20	California Public Employers Labor Relations Association (CALPELRA)	Finance	-	189.00	-	-
21	California Municipal Treasurers Association	Finance	110.00	110.00	95.00	-
22	California Architects Board	Planning	-	-	300.00	-
23	American Planning Association	Planning	515.00	700.00	727.00	727.00
24	International Association of Plumbing & Mechanical Officials	Building	150.00	150.00	200.00	-
25	Sacramento Valley Association of Building Officials	Building	65.00	65.00	-	-
26	Yosemite Chapter of ICC	Building	135.00	135.00	-	-
27	California Building Officials	Building	75.00	155.00	165.00	-
28	County Building Officials Association of California	Building	85.00	85.00	-	-
29	International Association of Electrical Inspectors	Building	120.00	120.00	-	-
30	International Code Council	Building				145.00
31	Rusian River Watershed Association Technical Work Group	Engineering	29,305.00	31,664.00	32,000.00	34,000.00
32	State Water Control Board	Engineering	5,700.00	5,700.00	-	5,994.00
33	MS4 Storm Water Permit Collaborative Effort	Engineering	12,650.00	12,650.00	-	-
34	Groundwater Management - GSA	Engineering	-	-	52,977.00	39,177.00
35	Clears, Inc	Police	-	50.00	-	-
36	California Police Chief Association	Police	290.00	290.00	-	348.00
37	National Emergency Number Association	Police	137.00	137.00	142.00	142.00
38	Sonoma County Law Enforcement Chief Association	Police	200.00	200.00	200.00	200.00
39	Sonoma County Fire Chief Association	Fire	400.00	400.00	400.00	400.00
40	California State Firefighter Association	Fire	2,325.00	2,600.00	2,681.00	2,762.50
41	Emergency Services Marketing Corp	Fire	650.00	650.00	660.00	660.00
42	REDCOM (9-1-1 Dispatcher Services)	Fire	39,000.00	39,000.00	42,317.00	44,339.03
43	SoCo Operational Area Emergency Services (County EOC)	Fire	2,000.00	2,000.00	2,399.00	2,000.00
44	Bay Area Air Quality Management District	Fire	1,800.00	1,800.00	-	-
45	International Association of Fire Chiefs	Fire				285.00
46	California Fire Chiefs Association (CFCA)	Fire				411.90
	Total		123,280.50	126,823.50	165,572.21	162,071.53



APPROPRIATIONS LIMIT

What is it?

Proposition 4, approved by the voters in November 1979, added California Constitution, Article XIII B. Article XIII B limits the level of most appropriations from tax sources that the state and most local government entities are permitted to make in any given year. The limit for each year is equal to the limit for the prior year, adjusted for changes in the cost-of-living and population plus other various adjustments as required. The first year in which appropriations limits applied to state and local governments in California was fiscal year (FY) 1980-81.

Calculation for City of Sebastopol

Per Capita Personal Income	
Fiscal Year	Percentage Change over Prior
2021-22	5.73%

Population Change - County of Sonoma	
Fiscal Year	Percentage Change over Prior
2021-22	-1.46%

<u>Per Capita Cost of Living Converted to Ratio:</u>	<u>5.725 + 100</u>	
	100	1.0573
<u>Population Converted to Ratio</u>	<u>-1.09 + 100</u>	
	100	0.9891
<u>Calculation Factor for FY 2021-22</u>	1.0573 x 0.9891	1.0458
Fiscal Year 2020-21 Appropriations Limit	\$ 16,749,748	
Fiscal Year 2020-21 Factor	<u>1.0458</u>	
Fiscal Year 2021-22 Appropriations Limit	<u>\$ 17,516,475</u>	

It should be noted that Appropriations Limit applies only to proceeds of taxes, as defined by the law and statewide reporting guidelines.

Tax Appropriations Subject to the Tax Appropriations Limit

<u>Tax Appropriations</u>	<u>Total Budget for 2021-22</u>
Property Tax	\$ 2,821,700
Sales Tax	4,077,100
Other Tax	<u>1,043,000</u>
Total Appropriations Subject to Limit	<u>\$ 7,941,800</u>
Appropriations Subject to Limit	\$ 7,941,800
Fiscal Year 2021-22 Appropriations Limit	<u>17,516,475</u>
Over/(Under) Appropriations Limit	<u>\$ (9,574,675)</u>
Percentage Over/(Under) Limit	-55%

State Law requires the annual calculation of the City's Appropriations (Gann) Limit, and the City's practice is to include the annual calculation and adoption as part of the annual reviews and approves of the Operating Budget. The City's appropriations subject to the Gann Limit totals \$7,941,800, which is well below the authorized spending limit of \$17,516,475

Department of Finance-Budgeting Resource Price and Population Factors Used For Appropriations Limit at:
<https://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulation2021.pdf>

CITY OF SEBASTOPOL
Financial Policy #69



OVERVIEW

This document establishes policies of overall financial management, budget development, and fiscal administration for the City of Sebastopol. Included herein are statements and principles designed to guide the City in maintaining its financial stability and delivering high-quality services to the public.

Formally adopted financial policies assist elected officials and city staff in the development of fiscal management practices, save time and provide structure for financial decisions, promote public confidence, enhance transparency and provide continuity over time. These policies will be updated periodically, but are designed with a long-term perspective and provide the basic framework and road map for addressing a wide variety of financial and economic conditions that the City will encounter. A fiscal policy supports long-term planning and enhances the City's effectiveness in implementing long-term strategies to deliver efficient services to the public.

This document provides a structured, central repository for a variety of fiscal policies which are organized into the following categories

- General Financial Principles
- Annual Operating Budget Policy
- Capital Improvement Program
- Revenues
- Expenditures
- Cash Management
- Debt Management
- Fund Balances
- Financial Reporting
- Review and Update

GENERAL FINANCIAL PRINCIPAL

It is the overall policy of the City of Sebastopol to build upon a sound conceptual framework to:

- Manage its financial resources in a responsible and prudent manner.
- Provide financial information in a relevant, thorough and timely manner, and in a format that effectively communicates financial status to the Council, citizens and City employees.
- Establish and maintain prudent fund balance levels.
- Maintain financial reporting in compliance with current governmental accounting standards.
- Promote and implement a relevant and strong system of internal financial controls to manage significant risks and monitor the reliability and integrity of financial and operating reporting.
- Promote constructive and proactive financial decision making that includes, and is responsive to, citizens input and guidance.
- Integrate long-term operating and capital resources planning into the annual budget process.
- Allow for uncertainties and maintain a posture of financial flexibility.
- Develop programs in a manner that supports the City's long-term ability to cover costs and provide the level and quality of service required by its citizens.
- Manage debt responsibly.
- Establish and implement investment policies in accordance with the City code and State law.

ANNUAL OPERATING BUDGET POLICY

- An annual operating budget will be adopted by the City Council no later than June 30th of each fiscal year. The budget will include appropriations that provide expenditure authority to public officials responsible for operating their respective departments to fulfill obligations to provide public services as delegated by the City Council.
- Funds may not be expended for a new fiscal year until the budget for that fiscal year has been adopted by the City Council.
- The City Council appointed Budget Subcommittee will develop and present a draft operating budget for consideration by the full City Council and Public. The operating budget will be presented to the City Council for review and adoption.
- Total projected expenditures shall not exceed total estimated revenues. Should this occur, City Council may approve a planned use of accumulated fund balances in prior years for inclusion in the budget.
- The City should maintain a multi-year financial forecast that is updated as part of the annual budget development process.
- One-time revenue sources are not to be relied upon to fund on-going operations.

Controlling and Adjusting the Annual Budget:

- The City structures and controls its budget by use of the following funds:
 - The general fund is the primary operating fund of the City. It accounts for the receipt of property tax, general sales tax, and other general revenues available to finance city operations. The general fund accounts for revenues and expenditures that do not fit the criteria to be accounted for in other funds with external restrictions imposed by their respective financing sources.
 - Special funds account for resources externally restricted for use by their respective funding sources, such as grant programs financed by the State and Federal governments.
 - Enterprise funds account for water and wastewater systems, may be used for fee-based programs if the intention is to recoup almost all City costs through fees or other user charges.
 - Internal Service funds account for centralized service costs (such as technology and vehicle services made available to all operating departments). Charges from the internal service funds appear as an expenditures in the user department, and as revenue in the central service department.
- The City's budget is controlled at the fund level by the City Council.
 - The City Council, as representatives of the public, is the sole authority for creating or increasing expenditure appropriations within a fund. The City Council is also the exclusive authority for approving changes in revenue estimates with funds.
- Department Heads will be held directly responsible and accountable for their budgets as originally adopted by the City Council or as thereafter revised in accordance with this policy. The level of expenditure control for departments is the department level.
- Departments that operate programs among different funds are limited to the appropriation levels within any one fund. This policy also describes the level of authority needed to amend the adopted budget.

Transfers and revisions to the adopted budget:

The City Council approves:

1. All increases in appropriations within a department or fund.
2. All transfers of appropriations between funds.
3. All decreases in appropriations, with the exception that the City Manager may direct Department Heads to suspend expenditures pending Council consideration of decreases

in appropriations needed to respond to fiscal emergency.

The City Manager approves:

1. Transfers of appropriations between expenditure line items within departments, projects and program budgets, up to \$100,000.
2. Transfers between operating divisions and program budgets within departments.
3. The City Manager may make budget transfers between departments or programs as long as those changes do not increase overall appropriations within any one given fund. Transfers between funds, overall increases in fund appropriations, and overall increases in project budgets can only be made through City Council action. Transfers between departments should be reported to the City Council as part of the budget amendment process, either at mid-year or at the proposal of a new budget term.

Finance Department:

1. The Finance Department is responsible for providing forms and instructions for requesting appropriation adjustments, and for analyzing and recommending adjustments to the City Manager. The Finance Department will record approved budgets and adjustments into the City's budget system.
 2. The Finance Department will ensure that the City's Comprehensive Annual Financial Report (CAFR) includes a comparison of actual expenditures against the final budget, as amended and adjusted under the authorities of this policy.
- Operating expenditure appropriations not spent during the fiscal year lapse at year-end, except for:
 - Encumbrances or commitments, as in the form of finalized purchase orders made during the fiscal year that have not been completed at year-end.
 - Appropriations for capital improvement projects and ongoing grants with a life-cycle beyond one year.
 - Governmental funds use the modified accrual basis of accounting while proprietary and fiduciary fund types are budgeted on a full accrual basis of accounting. The Comprehensive Annual Financial Report (CAFR) presents City's finances on a Generally Accepted Accounting Principles (GAAP) basis and the City's budget is prepared in conformance with these standards.
 - City budget must comply with the annual determination of the City's appropriations limit calculated in accordance with Article XIIB of the Constitution of the State of California and adopt an annual resolution to this effect.

CAPITAL IMPROVEMENT PROGRAM

- The City will develop and maintain a five-year capital improvement program (CIP) to be updated annually in conjunction with the operating budget. The CIP should reflect the current and changing needs of the community as well as enhance of the community's quality of life.
- All projects within the CIP are to be tracked systematically and reported on a quarterly basis. CIP tracking reports should clearly display budget-to-actual performance by project, fund category and project status.
- Capital improvements that specifically benefit a select group of users and/or are fee-for-service based are to be financed through user fees, service charges, special assessments and taxes, or development impact fees.
- Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Water/Sewer) are to be financed through the service fees generated within that operation and fund. Such fees should be supported by periodic updates to the related utility master plan.
- Transfers of resources into the CIP fund will be evaluated on an annual basis dependent upon the existence of available surplus dollars.
- The City should strive to maximize the use of capital grants and State assistance in funding capital improvements before tapping general revenue sources.

REVENUES

- The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.
- The City will seek out, apply for, and effectively administer Federal, State, and other grants that address the City's current operating and capital priorities.
- The City will pursue revenue collection and auditing to assure that funds due to the City are accurately received in a timely manner.
- The City will seek reimbursements for State mandated costs whenever possible.
- The City will adopt user fees with appropriate levels of cost recovery.
- User fee studies should be performed and updated annually to ensure the proper balance of costs and service charges. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.
- Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council as fees are annually updated to ensure they reflect all direct and reasonable indirect costs of providing such services.
- Enterprise operations will be self-supporting and shall reimburse the General Fund for any and all materials and services provided on their behalf.

EXPENDITURES

- Expenditures are to be budgeted and controlled so as to not exceed estimated revenues plus the approved and planned use of fund balances accumulated in prior years.
- The City will conduct a mid-year financial status review to determine if projected revenues and expenditures meet target levels. If an operating deficit is projected at year-end, the City should evaluate the need for immediate corrective and/or mitigating actions, including operating or capital expenditure reductions and/or activate the use of established contingency balances. The deferral of essential and scheduled operational expenditures into the following fiscal year or the use of short-term loans and transfers to balance the budget should be avoided.
- The City implements a formal purchasing system, principles, and guidelines to ensure that expenditure levels are kept in check in the course of any fiscal year.

CASH MANAGEMENT

- The Budget Subcommittee will review the City's investment policy periodically and make recommendations to the City Council when appropriate.
- The responsibility of investing City funds rests with the Finance Director who is to exercise due diligence to adhere to the investment policy. The Finance Director will present to the City Council quarterly investment reports presenting a summary of the portfolio status and compliance with the conditions set forth in the investment policy.

DEBT MANAGEMENT

- The City should plan the use of debt in a manner that sustains financing payments at manageable levels.
- The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.

- The City will make every effort to use pay-as-you-go financing for capital improvement projects. Debt financing for a project can be used if the overall project cost exceeds anticipated available resources and/or if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.
- The City will monitor all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to City Council. The City will diligently monitor its compliance with bond covenants.
- The City will not issue long-term debt to finance current operations. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt.
- The City will use a lease-purchase method of financing for equipment if the lease rates are more favorable than the City's expected overall investment rate of return.
- The City will not incur general obligation indebtedness for public improvements which exceed in aggregate 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.

FUND BALANCES

Governmental Fund Type Definitions

Governmental fund types include the general fund, special revenue funds, capital projects funds, debt service funds and permanent funds. GASB has clarified the definitions of these funds as follows:

General Fund

The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.

Capital Projects Funds

Capital projects funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations or other governments.

Debt Service Funds

Debt service funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt service funds should be used to report resources if legally mandated.

Permanent Funds

Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

Fund Balance Classifications

Fund balance is defined as the difference between assets and liabilities. Governmental Accounting Standards Board Statement (GASB) No. 54 classified fund balances into the following categories:

Non-spendable: This is a portion of fund balance not available for appropriations by its nature or external restriction. Examples are inventories and donations that require intact principal values.

Spendable: Restricted: The restricted portion of fund balance is subject to externally enforceable legal restrictions. Examples are Gas Tax revenues and grant proceeds.

Committed: The committed portion of fund balance is constrained by the limitations imposed through formal City Council action. Only formal City Council action can remove or modify a previously committed amount.

Assigned: The Assigned portion of fund balance is established for intended use by either the City Council or its designee, such as the City Manager. No formal City Council action is needed to remove the intended use. GAAP required reserves, such as the Other Post-Employment Benefits (OPEB) reserve, belong to this category. The Fiscal Policy and State Revenue Stabilization policy balances belong to this category.

Unassigned: The Unassigned portion of fund balance is that remaining after the non-spendable, the restricted, the committed, and the assigned fund balances are identified and recorded.

The City of Sebastopol will use GASB's definitions of fund balance for the annual financial reports (audits) and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. Portions of the fund balance not available for appropriation will be identified as follows.

The City shall strive to use the most restricted fund balances prior to utilizing those that are less restricted. The following order of use reflects this guideline:

- a. Non-spendable (if funds become spendable)
- b. Restricted
- c. Committed
- d. Assigned
- e. Unassigned

Fund Balance Policy Levels

Purpose

The City of Sebastopol (City) has enacted the Fund Balance policies in an effort to ensure financial security through the maintenance of a healthy fund contingency balance that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

General Fund

The City's fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The Council's directed target is to maintain an unassigned fund balance within the range of not less than 15% of annual operating expenditures for the fiscal year with a multi-year goal of achieving a 20% unassigned fund balance level for the reasons noted below. This level of coverage includes General Fund balance amounts specifically assigned for a specific purpose as discussed and defined further below:

- To provide funding to cover approximately two (2) months of operating expenses with the goal of achieving three months coverage in the long term.
- To provide the liquidity to respond to contingent liabilities.
- To adhere to Government Finance Officers Association (GFOA) recommendation that a minimum General Fund unassigned fund balance to be maintained of no less than either two (2) months of regular operating revenues or expenditures.

Buildings, Facilities & Infrastructure Reserve

Building, facilities and infrastructure replacement reserve should be established and maintained to provide for the timely replacement of City's owned fixed assets. The balance is hereby defined as assigned by the City Council to allow the City to maintain an infrastructure reserve with a target balance equivalent to the projected annual cost of the first year Capital Improvement Plan funding expenditures.

Equipment, Technology and Vehicle Replacement Reserve

The balance is hereby defined as assigned by the City Council to allow the City to set aside an appropriate amount of money to properly fund equipment, technology and vehicle replacement. The City shall set aside funding annually in this reserve based on the vehicle and equipment replacement schedule.

CalPERS Retirement & Other Post-Employment Benefits Reserve

The City conducted an actuarial study to comply with GASB Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits and to determine the City's obligation for the other post-employment benefits (OPEB). The study concluded that the City should set aside annual funding for this obligation and the City should maintain internal funding of OPEB obligations for this purpose. Additionally, the City will conduct an actuarial update every two to three years to maintain the current status of this valuation.

Unassigned Operating Reserve

These balances are hereby defined as unassigned by the City Council to allow the City to weather unpredicted cyclical and rapid downturns in the economy. These funds would be available for use in such conditions to mitigate negative economic fiscal impacts or State takeaways and can be activated within any one budget cycle through Council action. An economic downturn would entail a projected and/or sudden drop in core revenues (major tax and service revenue loss) of equal to or greater than 10% (including the impact of inflation) and/or a change in economic parameters (such as interest rates, debt service rates, pension and health rates) that cause a material change in expenditures of 10% or more, or the occurrence of a local natural disaster or unexpected financial claim requiring the immediate use of cash balances.

Water and Sewer Fund Balances

The City should maintain the balances in the Water Sewer Fund at a level sufficient to accommodate operating and capital needs. This reserve is recommended at 25% of annual expenditures, including estimated capital improvements. Multi-year fee studies for this fund should be updated periodically as a basis for defining the revenue sources necessary to maintain system infrastructure and required services levels. As a result of the periodic fee or master plan studies, adjustments to user charges may be necessary to maintain recommended fund balance levels.

Workers' Compensation and Liability Insurance Funding

Periodic actuarial studies of self-insured workers' compensation and general liabilities will be conducted to ensure that proper levels of liabilities are accrued for claims and that rates charged to operating departments are appropriate.

FINANCIAL REPORTING

- The City's accounting and financial reports are to be maintained in conformance with GAAP.
- An annual financial audit will be performed by an independent public accounting firm familiar with municipal government activities. The independent auditor will issue an audit opinion to be included in the City's Comprehensive Annual Financial Report (CAFR). Additionally, the auditor will present the CAFR and discuss audit findings to the City Council. The City encourages the rotation of audit service providers every 5 years cycle.
- The City is encouraged to submit the Annual CAFR to State and/or National Government Finance Professional organizations (Government Finance Officers' Association's Certification of Achievement for Excellence in Financial Reporting - California Society of Municipal Finance Officers CAFR Award) for independent review and evaluation.
- Internal financial status reports are to be issued on a periodic and timely basis – no less than quarterly and be made readily available on the City website.

REVIEW AND UPDATE

This financial policy will be reviewed periodically and updated, if necessary, to reflect any changing requirements.



**CITY OF SEBASTOPOL
Purchasing Policy
Council Policy #89**

OVERVIEW

This policy is written to document the policies and procedures that shall be followed when purchasing goods or services. All purchases of materials, supplies, equipment, vehicle and services required by the City shall be made in accordance with the following, and pursuant to applicable provisions of the Government Code. This policy will be reviewed with new members of the City Council and new Department Heads/Managers as soon as possible after they assume office/responsibility. This policy shall also be reviewed as part of the annual budgeting process.

ETHICS AND RESPONSIBILITY

The City Manager (or designee) serves as the Purchasing Agent, and is charged with the responsibility and authority for coordinating and controlling the City’s purchasing function in accordance with Purchasing Policies.

The Purchasing Agent and all departments shall adhere to the Purchasing Policy when procuring materials, supplies, equipment, vehicles and services. All purchases shall be limited to the approved budget or as otherwise authorized by the City Manager. Purchasing dollar limits specified in the Purchasing Policy is “per order” unless otherwise indicated.

Applicable competitive bidding categories, authorization limits or contract award procedures will be based on unit cost, total purchase cost for consolidated bid items, or fiscal year aggregates in the case of standing purchase orders or similar ongoing purchasing arrangements. Staging of purchases to avoid competitive bidding procedures or authorization limits is prohibited.

All personnel engaged in the purchasing function shall exercise good judgment in the use and stewardship of City resources, and all purchasing functions shall be conducted with absolute integrity and objectivity. Purchases are subject to public scrutiny; employees shall follow a strict rule of personal conduct that will not compromise the City in the conduct of its business. Any employee intentionally and/or repeatedly making purchases in a manner that circumvents, ignores or fails to comply with Purchasing Policies will be subject to disciplinary action, in accordance with City Personnel procedures.

PURCHASING AGENT RESPONSIBILITIES

The City Manager or his/her designee shall act as the City’s Purchasing Agent. The Purchasing Agent is responsible for procurement of materials, supplies, equipment, vehicles and services; administration of purchasing policies and procedures; and management of surplus City property. To perform these functions efficiently and assist departments, the Purchasing Agent shall:

- a. Coordinate and manage procurement of the City’s materials, supplies, equipment, vehicles and services from the lowest responsive and responsible bidder when required by the Purchasing Policies.

- b. Ensure full and open competition on all purchases as required by the Purchasing Policies, and make purchase award recommendations to the appropriate authority.
- c. Identify, evaluate and utilize purchasing methods that best meet the needs of the City (cooperative purchases, standing purchase orders, contractual agreements, etc.)
- d. Recommend revisions to purchasing policies and procedures when necessary, and keep informed of current developments in the field of Public Purchasing.
- e. Act as the City's agent in the transfer and disposal of surplus equipment, vehicle and materials.

DEPARTMENT RESPONSIBILITIES

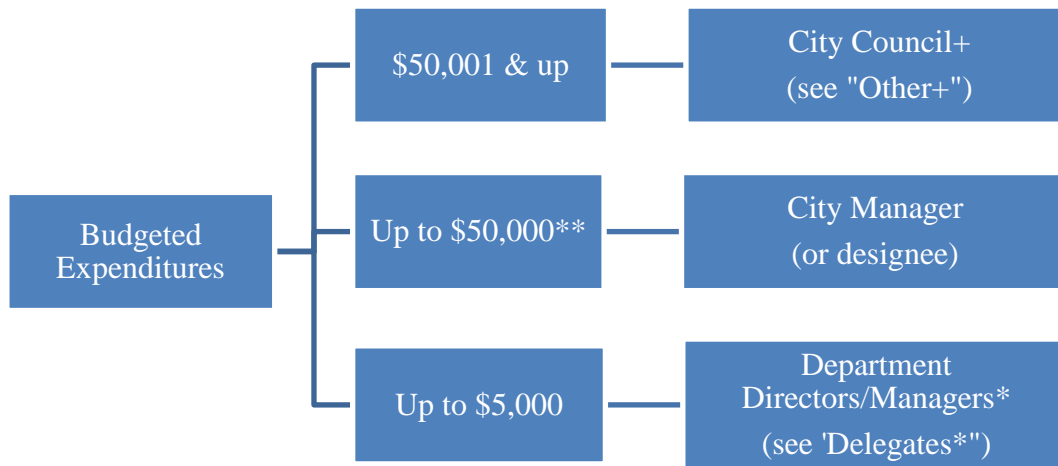
Each Department is responsible for facilitating prudent, efficient and cost-effective purchases. To meet these responsibilities, Departments shall:

- a. Ensure staff is trained on the terminology and requirements set forth in the Purchasing Policies.
- b. Minimize urgent and sole source purchases, and provide written findings and documentation when such purchases may be necessary.
- c. Refrain from "splitting" orders or projects for the purpose of avoiding procurement requirements or authorization limits.
- d. Anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with best purchasing practices.
- e. Maximize coordination of purchases into a lesser number of large transactions to take advantage of cost savings for bulk purchases of commonly used goods and services.

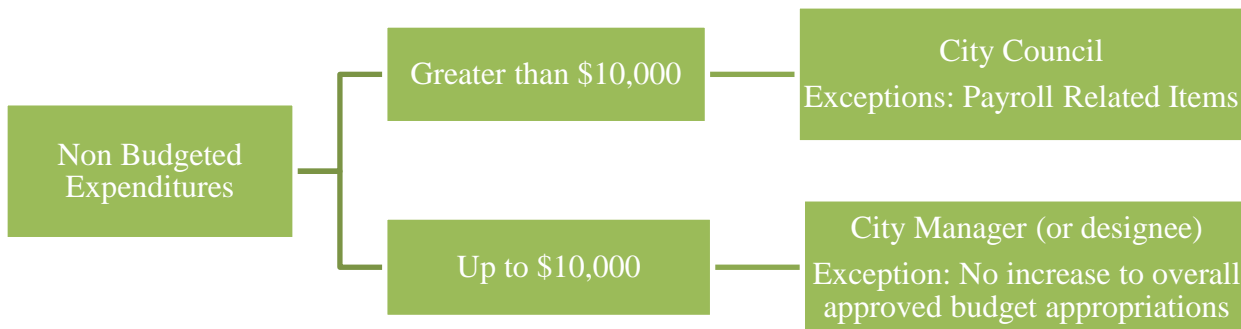
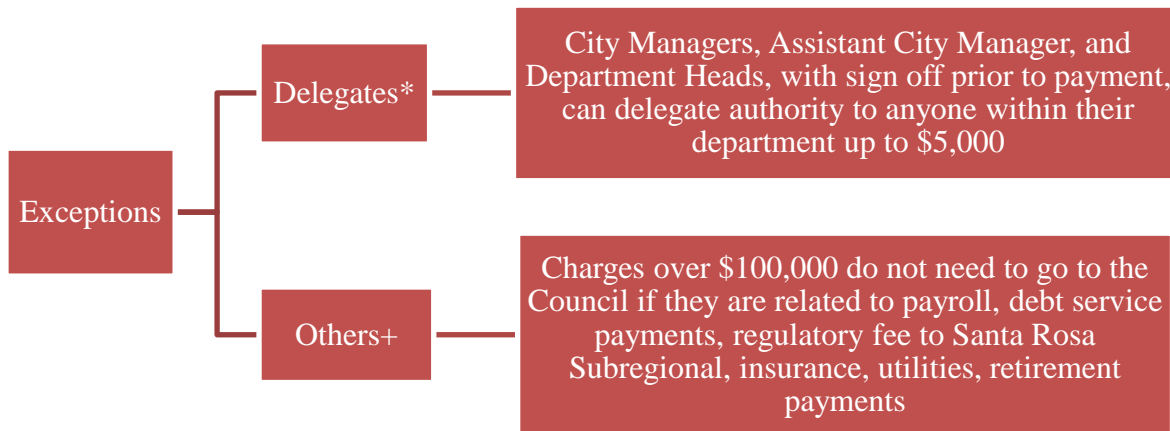
PURCHASING AUTHORITY

The City Council adopts an annual budget, which includes detail of all capital items, professional fees for services and all other expenditures. Items referred to hereafter as "budgeted" refer to expenditures that have been appropriated in the adopted budget or approved for expenditure by the Council after the budget is adopted for the current fiscal year.

Authority to approve expenditures shall be determined as shown in the diagrams below. Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the guidelines.

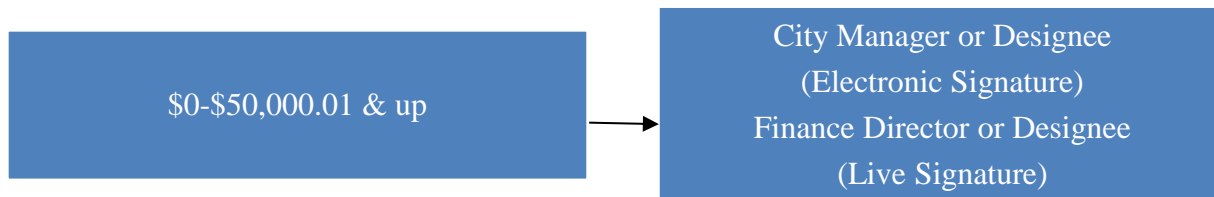


** Subject to competitive bidding if requirement herein



CHECK SIGNING AUTHORITY

The City Manager and Finance Director may designate their signature authority in their absence.



CONTRACTS FOR GOODS, SERVICES AND EQUIPMENT; PROFESSIONAL SERVICES; SOLE SOURCE, LOCAL BUSINESSES, PUBLIC PROJECTS

The City shall invite bid proposals or quotations for goods, services and equipment as required by applicable provisions of California Law. Invitations to bid shall include all information required by law and grant requirements. City personnel shall always use their best judgment in receiving either oral or written quotations. For expenditures over \$30,000, the City shall solicit, if available, three (3) written quotations or bids. Generally, the purchase will be made from the lowest responsible bidder. The City in its sole discretion reserves the right to reject all bids or quotations. In the event bids or quotations are not received or, in the City's sole discretion are unacceptable, the City reserves the right to have the work done by its own forces. City Manager may require a contract in lieu of a purchase order.

PROFESSIONAL SERVICES

The City may in its discretion, but is not required to, utilize a request for proposal process or other formal process for the selection of consultants to provide professional services. Selection of professional services consultants shall be made in the City's sole discretion based on demonstrated competence, professional qualifications and other criteria which the City deems relevant. Professional services include engineers, architects, scientific researchers, surveyors, financial experts, auditors and legal services. This category is to include consultants of a technical nature where the City is hiring them based upon their technical expertise. The method for obtaining professional services is as follows:

- a.** The Request for Qualifications (RFQ) - A RFQ is a solicitation to a wide variety of consultants requesting their qualifications to perform the project. A RFQ does not require the consultants to prepare a proposal for the service. The RFQ is used to determine consultants who will be issued a RFP for the project. The RFQ is used when there are a wide variety of consultants that are qualified to perform the work.
- b.** Requests for Proposals (RFP) –A RFP is sent to a smaller group of consultants than a RFQ. A RFP requests their qualifications, a proposal to perform the work and schedule of their rates. An RFP can be the second stage of an RFQ/RFP process or a single step when only a small number of consultants are qualified to perform the project.
- c.** The City Manager or his/her designee will determine which process for procurement of services is selected.
- d.** Once the most qualified consultant is identified, staff negotiates an agreement that includes cost considerations. If an agreement cannot be reached with the most qualified consultant, the second most qualified consultant is negotiated with and the process continues. If none of the qualified consultants can come to an agreement with the City, sole source procurement is authorized.

Material Supplies and Equipment are items that are not construction or professional/non-professional service related. Non-Professional Services includes service contracts that are not professional services. Examples of these are material suppliers, janitorial services, landscapers

and painters. For non-professional service contracts more than \$30,000 the City Council must approve all contracts.

Sole source procurement is authorized if one of the following conditions are met:

- a. The work is specialized, or requires specific knowledge that only one consultant has that leads to project efficiencies.
- b. Is a continuing project that the consultant has worked on before that leads to efficiencies.
- c. An emergency
- d. Less than \$30,000

LOCAL VENDOR PREFERENCE:

Whenever possible, the City wishes to support, promote the use of local businesses, suppliers and services providers to help create a sustainable economy, preserve local businesses, and make a commitment to circulate tax dollars within city limits.

Environmentally Preferable Purchasing (EPP) Policy.

Purpose:

- Conserve natural resources, such as water, fuels, fiber, and minerals.
- Encourage waste stream diversions and reduced land filling of waste.
- Minimize environmental impacts, such as pollution and habitat destruction.
- Eliminate or reduce toxics that create hazards to workers, our community, and the environment.
- Support strong recycling markets, reduce City operating costs where possible, and reduce materials that are landfilled.
- Identify and increase the use of environmentally preferable products.
- Consider life cycle cost analysis when making purchasing decisions

Policy:

- Select environmentally preferable products and services that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free, and reduce greenhouse gas emissions, when feasible.
- Promote product efficiency and effectiveness.
- Purchase products and services that minimize environmental impacts, toxics, pollution, waste, and hazards to worker and community safety to the greatest extent practicable.
- Encourage and support standardization and consider life cycle costs when making purchases for the City, such as vehicles, computers, etc.
- Encourages diversion to the waste stream through beneficial reuse.

Procedure:

- The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.
- Nothing contained in this policy shall be construed as requiring a department, purchaser, or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.
- Nothing contained in this policy shall be construed as requiring the City, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

Specifications:

I. Source Reduction

- a. The City shall purchase remanufactured and recycled products.
- b. The City shall require equipment purchased to be compatible with City source reduction targets, when practicable.
- c. The City shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs, and expected lifetime compared to other alternatives.
- d. Products that are durable, long lasting, reusable, or refillable are preferred whenever feasible.
- e. Suppliers of electronic equipment, including but not limited to, cell phones, computers, monitors, printers, and copiers shall be encouraged to take back equipment for reuse or environmentally safe recycling when the City has completed its use of that equipment or discards or replaces it, whenever possible. The City shall encourage the purchase of rechargeable batteries whenever possible.

II. Recycled Content Products

- a. All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, shall contain the highest post-consumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines, whenever practical. The EPA has developed the Comprehensive Procurement Guidelines (CPG) for the designation of products.
- b. Copiers and printers bought or leased shall be designed for use with recycled content products.
- c. The City shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
- d. When specifying asphalt, concrete, aggregate base, or Portland cement concrete for road and other construction projects, the City shall use recycled, reusable, or reground materials, when practicable.
- e. The City shall encourage the use of fly ash and other recyclable material content in any concrete foundation projects.

- f. The City shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades, whenever practical.
- g. All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is comprised of recycled content.
- h. Allow, as a general rule, the procurement of a product with a recycled or recyclable content over a virgin product if the price is within 2.5% of the virgin product, when products are equivalent (See 2.1 EPA Guidelines).
- i. The City shall make previously used and/or left over office supplies available for
- j. office reuse, located in each City office building. Examples of these supplies are binders, folders, organizers, etc.

III. Energy Savings:

- a. Where applicable, energy-efficient equipment shall be purchased with the most up-to-date, economically feasible, and proven energy efficiency functions. This includes but is not limited to, high efficiency space heating systems and cooling systems.
- b. When practicable, the City shall replace inefficient lighting with energy-efficient equipment.
- c. All products purchased by the City and for which the U.S. EPA Energy Star certification is available shall meet the Energy Star certification and possess the Energy Star label, when practicable. When products with Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

IV. Green Building – Construction and Renovations:

- a. The City will comply with the adopted Green Building Code guidelines and green points system for the construction of all permanent municipal building and renovation projects which exceed 2,000 sq. ft. in area.

V. Water Savings:

- a. The City shall purchase water-saving products, whenever practicable.

VI. Landscaping:

- a. All landscape renovations, construction, and maintenance by the City, including workers and contractors providing landscaping services for the City, shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible, including but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
- b. Plants should be selected to minimize water waste and increase survivability by choosing species that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred. Invasive species shall be avoided.
- c. Hardscapes and landscape structures constructed of recycled content materials are

encouraged. The City shall limit the amount of impervious surfaces in the landscape, where practicable and where life cycle costs are considered. Permeable substitutes such as permeable asphalt or pavers are encouraged for walkways, patios, and driveways, when practical and considering the Americans with Disabilities Act (ADA), and other code or compliant issues.

VII. Toxics and Pollution:

- a. To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) shall contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.
- b. The use of chlorofluorocarbon (CFC) containing refrigerants, solvents, and other products shall be phased out, and new purchases shall not contain them.
- c. All surfactants and detergents shall be biodegradable, where practicable, and shall not contain phosphates.
- d. When maintaining buildings and landscapes, the City shall manage pest problems through prevention and physical, mechanical, and biological controls. The City has adopted Resolution No. 5108 and practices using the least toxic methods practicable.
- e. When maintaining buildings, the City shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or formaldehyde free when purchasing materials such as paint, carpeting, adhesives, furniture, and casework where practicable.
- f. The City shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes but is not limited to purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever practicable, and prohibiting purchase of products that use polyvinyl chloride (PVC) such as but not limited to, office binders furniture, flooring, and medical supplies, whenever practicable.
- g. The City shall purchase products and equipment with no lead or mercury, whenever possible.
- h. When purchasing or replacing vehicles, the City shall consider fuel efficient and decreased emission alternatives, such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available, and as they meet the City's work needs.
- i. Vehicle fuels made from renewable energy sources, such as non-wood, plant-based contents (e.g. vegetable oils), are encouraged whenever practicable and
- j. where approved by State air pollution control bodies and the Original Equipment Manufacturer (OEM)

VIII. Forest Conservation:

- a. To the greatest extent practicable, the City shall not procure wood products such as lumber that originates from forests harvested in an environmentally unsustainable manner. When possible, the City shall give preference to wood products that are certified to be sustainably harvested by a comprehensive,

performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to those of the Forest Stewardship Council (FSC) certification.

IX. Agricultural Bio – Based Product

- a. Paper, paper products, and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged, whenever practicable.

Implementation:

- The City Manager or their designee shall implement this policy in coordination with other appropriate City personnel.
- Successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
- Upon request, City employees making the selection from competitive bids shall be able to provide justification for product choices that do not meet the Environmentally Preferable Purchasing criteria in this policy.
- Purchasers are encouraged to include businesses certified by the Bay Area Green Business Program in requests for products and services.
- Vendors, contractors, and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the City, where practicable.

PUBLIC PROJECTS

The City reserves the right in its discretion to determine whether it will seek competitive bids for public works projects. Public Projects are subject to definitions, terms and conditions specified in the California Public Contract Code and/or the Uniform Construction Cost Accounting Procedures (“UCCAP”) set forth in the Uniform Public Construction Cost Account Act (“The Act”), as they may be amended from time to time. When Public Contract Code (PCC) requirements contradict City requirements, the PCC will apply. PCC §22002(c), as may be amended, defines a Public Project for formal bidding purposes as:

(c) "Public project" means any of the following:

- 1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
- 2) Painting or repainting of any publicly owned, leased, or operated facility.
- 3) In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, power-plants, and electrical transmission lines of 230,000 volts and higher.

(d) "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:

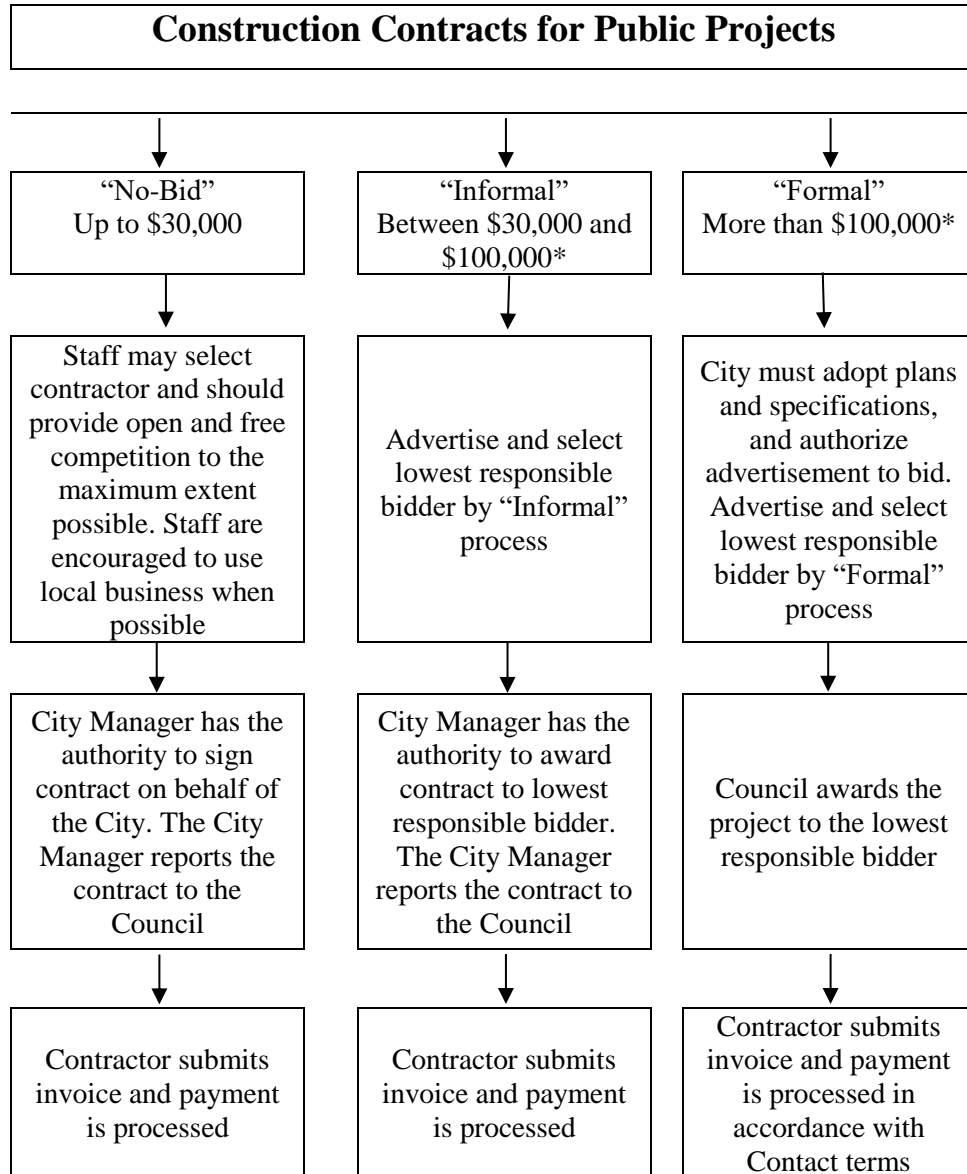
- 1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- 2) Minor repainting.
- 3) Resurfacing of streets and highways at less than one inch.
- 4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
- 5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power-plants, and electrical transmission lines of 230,000 volts and higher.

(e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.

(f) Every November of each year, Department of Public Works send out a written notice to all constructions trade journals designated for the City under PCC §22036(c), inviting all licensed contractors to register on the City's Bidders List for Notification of Informal Bids for the following calendar year. A qualified bidders' list can be obtained at the Public Works Department.

(g) Projects valued at less than \$100,000 may be let to informal bidding, in accordance with the informal bidding procedures of the Uniform Public Construction Cost Accounting Act. When a project is to be awarded via informal bidding, contractors that have been registered on the informal bidders list will be notified with a general project description, location of where to obtain more detailed information, and the time and place of bid submission at least 10 days in advance of the submission deadline and bid opening.

The following diagram illustrates the steps to follow for construction contracts:



EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding may be waived in the case of an emergency as defined above or when:

- ▶ The items or services to be furnished are in such short supply that there is no competition.
- ▶ Where the specifications or other restrictions limit the number of prospective suppliers.
- ▶ Where the skill or knowledge of a particular individual is sought.
- ▶ “Piggy-backing” or consolidating its procurement with that of another agency or entity constituted for governmental purposes; provided that the commodities or contractual

services to be procured have been subjected to competitive bidding by said other agency or entity and documentation of such competitive bidding exists.

CHANGE ORDERS, TASK ORDERS, AND CONTRACT AMENDMENTS

A substantial change to a Purchase Order or Contract (i.e., pricing, terms and conditions, specifications and/or scope of work) shall be documented as a Change Order, Task Order, or Contract Amendment.

- a. Department Heads or their designees may sign Change Orders, Task Orders, and Contract Amendments for purchases and contracts up to \$5,000.
- b. When the initial purchase or contract exceeds \$5,000, the signature authority for that purchase shall be the City Manager or his/her designee.
- c. Change Orders, Task Orders, and Contract Amendments generally should not exceed 10% of the original contract amount, unless authorized by the City Manager or his/her designee. A new scope of work and/or a new contract may be required when the change exceeds 10% of the original amount. The signature authority for this purchase shall be the City Manager or his/her designee
- d. A Change Order, Task Order or Contract Amendment is not required when taxes, shipping and/or handling cause a purchase to exceed the authorized (Purchase Order) amount; the signatory limit may also be exceeded in that circumstance.

This section replaces and rescinds Council Policy #27 (Change Orders), Administrative Policy # 2 (Work Order Procedures), #3 (Small Purchase Order Procedures) and #17 (Processing Invoices)

URGENT AND EMERGENCY PURCHASES

Sound judgment shall be used in keeping urgent and emergency purchases to an absolute minimum. Specific procedures for managing these purchases shall apply, as determined by the Purchasing Agent.

- a. **Urgent Purchases** – Immediate purchases of material, supplies, equipment, vehicle and services may be made when an urgent circumstance (as defined in the Purchasing Policies) exists, and procurement should not be delayed by use of normal competitive and financial procedures. Urgent purchases of up to \$5,000 shall be authorized by the Department Head or designee; the City Manager may authorize urgent purchases up to \$50,000. Urgent purchases shall be followed, as soon as practical, with submission of a written justification for the purchase having been made outside normal procedures.
- b. **Emergency Purchases** – In an emergency (as defined in the Purchasing Policy), the City Manager or designee may authorize the immediate purchase of material, supplies, equipment, and services, including those in excess of his/her City Council-approved signature threshold. Such purchases shall be followed, as soon as practical, with submission of a written justification for the purchase having been made outside normal

procedures. City Council shall be notified, at its next regular meeting, of any emergency purchases in excess of \$50,000.

- a. Poor and/or lack of planning does not constitute justification for an urgent and emergency condition. An urgent and/or emergency condition is defined as “a situation that creates a threat to public health, welfare, safety, or public property such as floods, epidemics, riots, fire, unexpected equipment failures, or such other reasons as may be determined by the City Manager or his/her designee.” An urgent and emergency purchase may be made when the existence of an urgent and/or emergency condition creates an immediate and serious need for goods or services that cannot be met through normal procurement methods.
- c. In the case of a disaster or for civil defense, nothing contained in this document shall limit the authority of the City Manager to make purchases and take such other emergency steps as are, or may be, authorized by the City Council, including opening a line or lines of credit to accommodate necessary purchases.
- d. Emergency purchases related to Public Projects are authorized under jurisdiction of the Public Contract Code/UCCAP, and are subject to definitions, regulations and processes that vary from City policy. Emergency purchases to repair or replace public facilities may proceed prior to adoption of the working details, drawing, plans and specifications, only when in accordance with the UCAAP definition and requirements. Staff responsible for Public Projects shall be held accountable for compliance with these requirements.
- e. Should any urgent or emergency purchase cause any budget line item to exceed the approved budget, the Department shall request City Manager approval to exceed and amend the budget, subject to subsequent City Council approval of an additional budget appropriation or budget amendment to cover the purchase. This section runs concurrent with the Amended City Council Policy #69 (Financial Policies).

DISPOSAL OF SURPLUS PROPERTY

The City Manager or designee is authorized to exchange, trade-in, sell and dispose of surplus property having salvage value in the open market, by public auction, by competitive sealed bids or by exchange or trade in for new goods. The sale or lease of surplus property to a governmental, public or quasi-public agency may be without advertisement for or receipt of bids. Employees are not eligible to receive or purchase surplus property, however, employees may receive personalized items, and receive or purchase at market value items considered to be memorial or commemorative in nature, subject to City Manager approval. This section replaces and rescinds Council Policy #3 (Disposal of Surplus City Property to Qualified Charitable Organizations)

PROPERTY WITH NO SALVAGE VALUE

Surplus property with no salvage value, as determined by the Department and recommended by the Finance Director to the City Manager or designee, shall be disposed of in a manner that salvages recyclable components, if practical.

UNCLAIMED, SEIZED OR ABANDONED PROPERTY

The Department is hereby authorized to make recommendation to the City Manager to sell or dispose of all goods in the possession or custody of the Police Department which are unclaimed, seized and/or abandoned and may be legally disposed of by the City.

DONATIONS OF SURPLUS PROPERTY

Upon approval in advance in writing by the Finance Director with the City Manager approval, surplus property may be donated to governmental, public or quasi-public agencies, charitable or non-profit organizations on a first-come first-served basis to be utilized for non-profit purposes.

REPORTING

The Department shall provide regular reports to the City Manager indicating surplus property disposed of, the method of disposal, and the amounts received from disposal, and shall maintain records for public inspection relative to the disposal of surplus property for a period of time in compliance with State law and the City's records retention schedule. Annual reports shall be provided to City Council accordingly.

CAPITAL EQUIPMENT

Purchase of equipment or furniture at a unit cost of \$10,000 or greater with a useful life greater than 3 years shall be capitalized. At the time of receipt, an asset number shall be issued and affixed to the asset.

INFORMATION TECHNOLOGY-RELATED PURCHASES

To keep costs under control and assure implemented technologies work together harmoniously and meet staff needs, the City shall work with our I.T consultant to standardize and control all purchases of equipment, including but not limited to desktops, laptops, and other electronic devices.

- a. With limited exceptions, the department shall include in its annual budget funding to support technology purchases. While the Information Technology consultant may provide support for specific departmental technology needs, those needs shall be funded through department budgets.
- b. The list of those authorized by the City Manager to request technology purchases shall be maintained by the Finance Department.

CREDIT CARDS

The City Manager or designee may acquire credit cards in the name of the City for use by designated City Department Heads. The City shall maintain a written log of credit cards. Department Heads assigned credit cards will sign an acknowledgement form (Exhibit A) agreeing to the limitations of the card use as described below.

- ▶ May be used to charge necessary supplies and equipment, authorized travel, food and lodging for the person in possession of the credit card and any other City employee.

- ▶ May be used for the purchase of gas, oil, supplies, and repairs for City vehicles.
- ▶ May be used to purchase conference/seminar registration, airline, hotel, meals, car rental costs for the City Council, City Manager, or other City employee.
- ▶ May be acquired for vendors (i.e. Office Depot, Sebastopol Hardware, etc.)
- ▶ May not be used for personal benefit or personal use.
- ▶ May not be issued to members of the City Council. They will be reimbursed according to the City’s established Reimbursement Policy.
- ▶ Must be returned to the City upon termination or resignation prior to receiving their last paycheck.

Misuse of the credit card privilege can result in disciplinary action, including termination.

Receipts for all credit card expenditures must be promptly turned into the Finance Department along with appropriate documentation stating the purpose of the expenditure.

Credit card limits are as follows:

City Manager	\$10,000
Assistant City Manager/City Clerk	\$10,000
Finance Director	\$10,000
Planning Director	\$5,000
Building Official	\$5,000
Engineering Manager	\$5,000
Police Chief	\$5,000
Police Lieutenant	\$5,000
Fire Chief	\$5,000
Public Works Superintendent	\$5,000
Assistant Public Works Superintendent	\$5,000

This section replaces and rescinds Council Policy #71 (Credit Card Use Policy)

PURCHASE ORDERS

A signed purchase order will be made for all expenditures in excess of \$5,000 and a copy will be given to the Finance Department. Purchase orders should be approved (signed by the City Manager or his/her designee) prior to making the actual purchase or commitment of funds. It is the responsibility of each department directors/managers to verify that the funding amount of the requested purchase is available before authorizing the purchase order.

PETTY CASH FUND

A Petty Cash fund of \$200 will be established for each City department. Expenditures up to \$20 may be made for postage, freight, permit fees, licenses and similar charges, and employee

expenses. In each instance a written receipt for payment is required. The Finance Director or designee will be responsible for the Petty Cash Fund.

PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the City will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

GRANT COMPLIANCE

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. City contracts will provide language required to be in all subcontracts and disclosure of an audit requirement.

EXHIBIT A

CITY OF SEBASTOPOL CREDIT CARD HOLDER AGREEMENT

Employee: _____ Department: _____
(Cardholder)

The Cardholder has been issued a City credit card and hereby agrees to comply with all terms and conditions set forth in the City’s Purchasing policy, including but not limited to:

- 1. Official Use Only. Charging personal expenses on City cards is a misuse of public funds even if the intent is to reimburse the City at a later time and may result in disciplinary action, including termination, at the City Manager’s discretion.
2. Timely, Accurate and Supported Payments. Credit card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained for all charges and submitted to the Finance Department.
3. Disputed Charges. It is the responsibility of the cardholder to immediately notify the vendor and issuing bank of any disputed charges.
4. Lost or Stolen Cards. The issuing bank and the Finance Department will be notified immediately of a lost or stolen card. Failure to do so could make the Cardholder responsible for any fraudulent use of the card.
5. Surrender Upon Request or Separation. The credit card will be immediately surrendered upon separation from the City or upon request of the City Manager or designee. Use of the credit card for any purpose after its surrender is prohibited. The bottom section of this form will be signed upon return of the credit card.
6. Credit Card Limit. The credit limit of this card is \$_____.

Cardholder Signature Date

RETURN OF CREDIT CARD UPON SEPARATION FROM CITY EMPLOYMENT

I HEREBY SURRENDER the credit card issued to me by the City of Sebastopol to the Finance Director. I declare that all outstanding charges on the credit card are for official City business and will be paid through established procedures.

Cardholder Signature Date Finance Director Date

Agenda Item Number 7 (Amended)

CITY OF SEBASTOPOL
Investment Policy #90



I. Policy

It is the policy of the City of Sebastopol to invest public funds in accordance with the relevant governing statutes and in such a manner as to obtain the highest investment return possible consistent with the safety and liquidity objective outlined in this policy.

II. Scope

This investment policy applies to all financial assets of the City of Sebastopol. These funds are accounted for in City of Sebastopol's Comprehensive Annual Financial Report and include:

- General Fund.
- Special Revenue Funds.
- Capital Project Funds.
- Enterprise Funds.
- Trust and Agency Funds.
- Any new fund created by the legislative body, unless specifically exempted.

III. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio under prevailing economic conditions at the moment of investment commitments. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

In determining whether an Investment official has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the official had responsibility rather than a consideration as to the prudence of a single investment, and, whether the investment decision was consistent with the written investment policy of the entity.

IV. Objectives

The City's investments will be in accordance with all state statutes governing the investment of public funds. The City shall invest its cash with three objectives, listed in order of priority:

1. Safety. Safety of the principal invested is the primary objective to insure against loss. In order to obtain this objective, the portfolio will be diversified to guard against losses in any one security class.

2. Liquidity. The City's portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated. Investment maturities shall be matched to anticipated cash flow requirements whenever possible. At a minimum, the City will "ladder" investment maturities to coincide with cash outflow needs and to ensure a consistent minimum balance in the liquid portion of the portfolio.
3. Return on Investment. The City's investment portfolio shall attain a market-average rate of return throughout budgetary and economic cycles, taking into account the cash flow characteristics of the City and shall be in keeping with accepted financial management practices and procedures.

V. Investment Authority and Delegation

Authority to manage the investment program is granted to the Finance Director hereinafter referred to as Investment Officer.

Responsibility for the operation of the investment program is hereby delegated to the Investment Officer who shall act in accordance with this Investment Policy. Officers will prepare quarterly investment reports and other special reports as may be deemed necessary.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

VI. Ethics and Conflicts of Interest

Employees involved in the investment process shall refrain from any personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Investment Officer shall disclose any material financial interest in financial institutions that conduct business with the City, and they shall further disclose any personal financial/investment positions that could be related to the performance of the City's portfolio.

VII. Authorized Investments

The City's authorized investments shall be consistent with the relevant California Government Codes and include:

- Certificates, notes, bonds, or other obligations of the United States or its agencies, instrumentalities, or of any corporation wholly owned by the government of the United States, or of any other government-sponsored corporation such as:
 - Treasury bills, Treasury bonds, Government National Mortgage Association bonds
 - Federal Home Loan Bank notes and bonds, Federal National Mortgage Association, Federal Farm Credit Banks consolidated system-wide bonds and discount notes, Federal Home Loan Mortgage Corporation bonds and discount notes.
- Negotiable Certificates of Deposit (maximum 30% of the portfolio).
- Non-negotiable Certificates of Deposit
- Local Agency Investment Fund (LAIF)
- Sonoma County Investment Pool

VIII. Safekeeping and Custody

Securities shall be held in a Safekeeping/Investment account at a major national bank (e.g. Bank of New York Mellon).

IX. Maximum Maturities

The City's objective is to hold investments to maturity. The securities in the portfolio will be "laddered" and will attempt to match investments with anticipated cash flow requirements.

No single security will be purchased with a maturity date more than five years from the date of purchase.

Internal Controls

The City shall have internal controls established with policies, procedures, and prudent investment practices as outlined above.

The City Council will meet on a quarterly basis for review of the investment portfolio and performance. The Finance Director will provide a report summarizing investment activity and current portfolio status.

X. Performance Standards

The investment portfolio will be designed to obtain an average rate of return during budgetary and economic cycles consistent with the investment objectives and cash flow needs.

The investment strategy is passive (the City will be a buy and hold investor, not actively buying/selling securities). Given this strategy, the benchmark used by the Treasurer to determine performance levels will be the average return on the LAIF (Local Agency Investment Fund). Yield considerations are secondary, however, to legality, safety, and liquidity.

XI. Reporting

The Investment Officer shall provide the City Council with a quarterly report for review. This report will summarize the current performance of the portfolio for City as measured against the benchmark, including the following:

- A listing of individual securities held at the end of the reporting period.
- Final maturity of all investments listed and weighted average maturity of the portfolio.
- Earnings rates for each security and weighted average yield on the portfolio.

XII. Investment Policy Adoption

The City of Sebastopol Investment Policy shall be adopted by the City Council and reviewed on an annual basis. Any significant revisions thereto shall be approved by the Council.



CITY OF SEBASTOPOL Capitalization and Depreciation Policy #91

The City of Sebastopol has a Capital (Fixed) Asset Accounting System to safeguard a sizeable investment, fix responsibility for the custody of equipment, assist in the formulation of acquisition and retirement policies through accumulation of data regarding prices, sources of supply and useful life, to provide data for financial reporting, to provide record support and to account for reimbursement of depreciation under grants and proprietary service programs, and to provide information for insurance purposes.

Fixed assets are capitalized because they are used in the production of the goods or services provided and sold. Depreciation must be recorded to determine total expenses, user charges, net income, and changes in fund equity. Capital assets also may serve as a basis for debt issued to establish, acquire, or improve a public enterprise.

Capital assets are reported in the applicable proprietary funds or in the general fixed assets account group.

Definitions:

Capital assets are assets of a relatively permanent nature and of significant value, and are broadly classified as property, plant, equipment, and infrastructure (e.g. roads, bridges, sidewalks, and similar items) assets.

Land includes the investment in real estate other than:

- a. Structures, pipeline, pump stations, reservoirs and other improvements, and
- b. Land acquired for pipeline and road purposes.

All land, as above defined, shall be capitalized without regard for significance of cost.

Buildings and improvements are physical property of a permanent nature, examples of which are buildings, structural attachments, storage tanks, reservoirs, pump stations, wells, and parking areas. Sidewalks, trees and drives in connection with other structures should also be capitalized. Fixtures are permanent attachments to structures which are not intended to be removed and which function as part of the structure, such as boilers, pumps, lighting fixtures or plumbing.

Pipelines include mains, services, valves, hydrants, manholes, and other appurtenances. Paving of ditch lines is also included in plant values.

Equipment includes moveable personal property of a relatively permanent nature and of significant value, such as machines, tools, and vehicles, computer equipment and software.

Relatively permanent is defined as a useful life in excess of one year.

Significant value is defined as a minimum initial cost of more than \$10,000 (\$25,000 for infrastructure type assets).

Treatment of Costs Subsequent to Acquisition

Expenditures on fixed assets which are incurred after their original acquisition are defined and recorded as follows:

Maintenance is defined as expenditures, which neither materially add to the value of property nor appreciably prolong its life, but merely keep it in an ordinary efficient operating condition. Maintenance costs shall not be capitalized.

Capitalized Expenditures are defined as expenditures, which materially add to the value of property or appreciably extend its life. The cost of capitalized expenditures should be added to the book value of the asset where the original cost of a component being improved can be specifically identified. This amount should be written off and the new cost capitalized. Capitalized expenditures are on occasion referred to as betterments. The decision as to whether an expenditure should be capitalized shall be made by an evaluation of engineering, physical, or other relevant factors apart from cost.

Additions are new and separate units, or extensions of existing units, and are considered to be fixed assets. As with betterments the test of significance should be applied.

Alterations are changes in the physical structure or arrangement of fixed assets, the cost of which does not qualify as an increase in fixed assets under the foregoing definitions of betterments and additions. Alterations shall not be capitalized.

Valuation

Reasons for Assigning Value

A dollar-value should be assigned to each fixed asset item for the following reasons:

- a. Dollar amounts serve as a control device; they are an important aspect of identification of a particular item or group of items.
- b. Dollar amounts make it possible to present to the public the City's investment in fixed assets.
- c. Dollar amounts provide a check on the adequacy of the City's insurance coverage.
- d. Dollar amounts on individual items provide information for cost accounting.

Valuation Basis

Fixed assets should be accounted for at historical cost, or estimated historical cost if purchased or constructed. Donated fixed assets should be recorded at their estimated fair market value at the date of donation. Surplus property purchases at nominal prices far below actual value are in part donations and should be so valued.

Land Cost

The cost of land includes all expenditures in connection with its acquisition, such as: purchase price; appraisal and negotiation fees; title search fees; surveying fees; cost of consents; relocation costs; condemnation costs; clearing land for use; demolishing or removing structures; and filing costs. Receipts from the sales of salvage should be credited against the land cost.

Buildings and Improvements Cost

The cost of structures and improvements includes all expenditures in connection with their acquisitions, such as: purchase price or construction cost; fixtures attached to the structure; architects' fees; accident or injury costs; payment of damages; insurance during construction; cost of permits and licenses; and net interest cost during construction.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

The cost should be reduced for: sale of salvage from materials charged against the construction; discounts, allowance and rebates secured; and amounts recovered through surrender of liability and casualty insurance. Rentals of property during the construction period should be credited to revenue unless otherwise restricted.

Equipment Cost

The cost of equipment includes: purchase price or construction cost less discounts; freight or other carriage charges; sale, use, or transportation taxes; and installation costs.

Construction by Force Account

Fixed assets constructed by the City are recorded in the same manner as those acquired by purchase or construction contract. Costs are initially charged to the accounts of the cost center performing the construction and are then transferred to the project. These costs include direct labor, materials, equipment usage and overhead. Overhead is limited to those items, such as worker's compensation and employee group insurance premiums, retirement, sick leave and vacation allowances, which can be distributed on the basis of direct labor. Administrative overhead outside the cost center may be capitalized when clearly related to the construction.

Assets Acquired Under Lease Purchase Agreements

Lease contracts convey property to another for a specific period of time for a specified rent. Lease contracts are accounted for either by the operating method under which periodic payments are charged as expenditures, or by the financing method under which the payments are treated as debt service.

Sources of Information

Information regarding fixed asset additions is best taken from purchase invoices and contracts, even though there is sometimes an undue lag between physical possession of the property and the receipt of these documents. The individual department head controls the purchase, movement, and disposition of assets.

Disposition of Fixed Assets

With City Manager approval, capital assets may be sold, abandoned or traded in on new assets. Regardless of the manner of disposition or the amount of the proceeds, the asset must be removed from the fixed asset account at its recorded value along with the asset's accumulated depreciation. The resulting gain or loss is recorded in the revenue and expense accounts.

Recordkeeping

Individual Records

An individual record of each unit of accountability should be maintained. Information recorded should include:

- a. Date acquired.
- b. Classification, such as: Buildings, Vehicles, Machinery & Equipment, etc.
- c. The vehicle unit number assigned.
- d. An abbreviated word description.
- e. Cost or other basis.
- f. Method by which acquired, such as: lease, grant, donation, purchase.
- g. Grant from which purchased, if applicable.
- h. Vendors name, if purchased.
- i. Date and method of retirement.
- j. Posting reference.

Optional data might include value for insurance purposes, estimated life, and equipment class code.

Subsidiary Records

For control purposes it is convenient to group detailed records by classification, department, or by location. Such records constitute a subsidiary ledger to the fixed asset control accounts.

Depreciation

Depreciation, depletion, or amortization of capital assets must be recorded to determine the total expenses, net income, and changes in fund equity. In addition, as an option, depreciation on fixed assets acquired by contributed capital can be closed to the contributed capital account. This method should be considered when there is no obligation and the policy is not to replace the fixed assets with future contributed capital. In such circumstances, the contributed capital rather than the retained earnings account is decreased by the related depreciation expense.

Depreciation is computed using the straight-line method over the estimated years of useful life at the time the asset is placed in service. Useful life shall be determined by the Public Works Superintendent, Finance Director or City Manager or his/her designee, as appropriate, using the following guidelines:

<u>Assets</u>	<u>Years</u>
Buildings	30
Building improvements	15-20
Public Domain Infrastructure	50
System Infrastructure	50-100
Vehicles	7
Office Equipment	3-7
Computer Equipment	3-5

Once established, the useful life may be modified as necessary to account for betterments or impairments of an asset.

CITY OF SEBASTOPOL

Vehicle, Travel & Reimbursement Policy # 92



Overview

To establish the policy, procedures and guidelines for the use of City and personal vehicles for the efficient and effective delivery of City services, while minimizing City expenditures and maximizing current resources, and to establish policy for City travel and reimbursements. This procedure applies to all City employees and officials, and supersedes all other administrative directives previously issued pertaining to the use of City owned or personal vehicle use while conducting City business, or City travel and reimbursement procedures. This policy is written to document the policies and procedures that shall be followed when traveling on City business, attending City related meeting expense for reimbursement, use and care of City vehicles and property by all employees and officials. Transportation required for employees to conduct official City business will be available by the use of a City provided vehicle or the use of an authorized personal vehicle at the City’s sole discretion. Everyone who travels for City related business and/or attends meetings for City business purposes (or supervises someone who does) is responsible for reading and understanding guidelines.

Vehicle Policy

The City Council is responsible for adopting the City's vehicle and meeting guidelines, and for approving any significant policy revisions to them. The City Manager or his/her designee has the responsibility for administration of the provisions of this policy, and is responsible for making decisions regarding certain specific vehicle uses as described in this policy. The Finance Director is responsible for developing administrative procedures as needed to implement the guidelines. In this role, the Finance Director is authorized to make minor administrative changes in the guidelines as long as they are intended to carry out the purpose of these guidelines and will not have any significant policy impacts.

This policy assumes a mutual trust between the City of Sebastopol and its employees and City Officials. The City expects to reimburse its employees and officials for all reasonable costs incurred on behalf of the City. Employees and officials are expected to use good judgment in the expenditure of public funds. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of City travel; however, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City’s resources. Many of these guidelines simply reaffirm values in judgments that are already practiced.

This policy is to assure that City employees and officials adhere to procedures when arranging for travel, lodging, meals and other expenses and that they are paid for reasonable expenses incurred for travel, conferences, meetings, and meals as a result of conducting authorized City business. The policy assures that payments made by the City are for actual and necessary expenses incurred for City business as well as ensuring that City employees and officials will received advances/reimbursements in a timely manner.

VEHICLE POLICY:

City provided vehicles shall be used only for official City business.

I. **Transportation Types:**

The following transportation options listed below are potentially available for conducting City business.

A. **City Vehicles**

Use of City-Owned Vehicles - REMIF's liability coverage extends to include use of all city-owned vehicles when an employee or volunteer is driving the vehicle on city business. The employee or volunteer must not use city vehicles for unauthorized purposes. The coverage agreement states that coverage extends to "any person while using a city-owned automobile – provided the actual use of the automobile is by or with the permission of the named "covered party." Although "permission" is usually broadly interpreted by courts, if city employees or volunteers are made aware of this limitation, it should provide them with additional incentive to obey regulations concerning use of vehicles. In any case, the city always has the full protection of the coverage agreement.

1. Special Purpose Vehicles: Vehicles whose primary use requires special equipment designed to perform job functions, or whose primary use is in a restricted area where non-City vehicles are prohibited.
2. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by the Police or Fire Departments.
3. Take-Home Vehicles: Take-home vehicles are to enable after-hours emergency response by authorized City employees who are on standby duty assignments that require Special Purpose vehicles. Authorization for a take-home vehicle is granted to a classification meeting the requirements as described below, and in no event does authority for a take-home vehicle belong to any specific City employee who is not in a classification that meets the requirements. This means that an individual employee previously granted authorization for a take-home vehicle whose assignments are updated and no longer require Special Purpose vehicles is no longer authorized for a take-home vehicle. Non-City employees shall not be permitted to take City vehicles home under any circumstances.
 - a. The employee is required to be on standby duty and must respond to after hour emergencies; and
 - b. The standby duty job function requires a Special Purpose vehicle; and
 - c. The employee responding to the call-back will be able to respond to the first call-back instance and be onsite within a maximum of 30 minutes of the call; and
 - d. The one-way commute miles of the employee assigned to call-back duty do not exceed 30 miles; and
 - e. The Department Director has received authorization from the City Manager's Office for take-home use of the vehicle.

B. Employee-Owned Vehicles

Use of privately-owned vehicles on City business. If employees or volunteers receive a mileage allowance for use of personally-owned vehicles on city business, such persons should be advised that:

1. The mileage allowance is intended to cover the city's share of the employee or volunteer's personal auto insurance premium.
2. Each employee or volunteer is expected to maintain an automobile insurance policy whether or not they receive a mileage allowance.
3. Each such policy should be maintained with liability limits of no less than:

- a) \$100,000 per person Bodily Injury; \$300,000 per accident Bodily Injury; \$100,000 per accident Property Damage; or
 - b) \$300,000 Combined (Bodily Injury and Property damage) single limit.
4. Each such policy is primary coverage in the event of a loss or claim, with REMIF coverage applying in excess.

The form Authorization to Use Privately-Owned Automobiles on city business should be completed and filed with the appropriate office designated by the City Manager or his/her designee. A diary system should be maintained to assure that policies are in force (Exhibit A)

In order to protect the city's interests no employee or volunteer should be allowed to drive a vehicle on city business until the city has verified that the employee or volunteer has a valid driver's license. Verification is the responsibility of the employee's supervisor.

Once authorized by the Department Director (or designee) to use an employee-owned vehicle, employees will be eligible for mileage reimbursement subject to the provisions of the Mileage Reimbursement as follows:

- a. Authorized employees will be compensated for the use of their automobiles on City business at the prevailing mileage reimbursement rate for employee business use of private automobiles as established and used the Internal Revenue Service (IRS) standard mileage rate. For miles driven on or after January 14, 2018, the City's mileage reimbursement rate shall be \$.545 per mile and will be re-evaluated when the IRS issues a new rate. Any changes to this rate will be updated on the Mileage Reimbursement Form.
- b. Mileage from the employee's home to the first point of duty, and from the last point of duty to home will not be considered as City business, unless the employee's first or last point of duty is outside of City of Sebastopol limits. Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.
- c. Employees requesting mileage reimbursement shall complete the Mileage Reimbursement Claim Form. Claims must be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred. Claims outside the 30 days shall be paid only by approval of the City Manager or his/her designee.
- d. Report only travel on authorized City business. If the continuity of a day's travel is interrupted by a personal trip, deduct this trip from the mileage claim.
- e. Odometer readings or a printed copy of an online map for each business trip must be specified on the form and are subject to audit verifications at any time.
- f. Report only beginning and ending mileage during working hours, related to official City business.

- g. In instances when an employee's first and/or last point of duty is outside City of Sebastopol limits, an employee shall be reimbursed for the number of miles driven between the employee's home and the first and/or last point of duty, minus the number of miles the employee normally commutes from home to and/or from the employee's regular work location.
- h. Adequate explanation of locations covered must be shown. Where applicable or required by the supervisor, indicate assigned area and number of trips.
- i. Employees shall sign all mileage reimbursement claim forms and submit the claim to the supervisor or department director or designee for approval. Employees who submit false claims for mileage reimbursement are subject to disciplinary action, up to and including termination.
- j. The employee's supervisor or designee is responsible for conducting periodic odometer checks or other checks as deemed necessary to assure propriety of trips and to certify that only necessary mileage has been included for reimbursement and that the amount claimed is correct and proper.

II. Qualifications for Employees Operating Vehicles

- a. The City recognizes the benefit of the assignment of City-owned vehicle to specific employees, officials, or volunteers for City related business. City vehicle, property, materials, supplies, tools, and equipment are intended for the maintenance and operations of the City and shall be readily available for use of authorized City staff. Authorization for use of such vehicles must be controlled and limited to business use only. Personal items or information shall not be stored in City vehicles. Any loss, damage or misuse of personal items stored in City vehicles shall not be the responsibility of the City. No personal or political use of any City property, materials, supplies, tools, equipment is permitted, except for de minimus vehicle use by authorized staff for benefit of the City.
- b. City employees who drive a vehicle in the course of conducting City business must possess a valid California State Driver License appropriate to the type of vehicle being driven. Employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as defined by any relevant rules and regulations, and/or the California Department of Motor Vehicles, and/or the employee's job classification minimum qualifications.
- c. Employees authorized to drive a vehicle on City business shall notify their supervisor in writing of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle. Notification must be made as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle.
- d. If an employee is notified that an action MAY be taken which could affect the employee's license, including the possible suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their

driver license or their authority to drive a vehicle, the employee shall notify their supervisor as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the potential action. The employee shall continue to keep their supervisor informed of any further changes or updates regarding their driving status.

- e. Employees cannot drive their vehicles on City business unless all of these requirements are met. Employees are specifically required to immediately contact their supervisor if, at any time, there is a change to these requirements or they do not meet all of the requirements.
- f. Employees who are unable to comply with these requirements shall not be permitted to drive any vehicle (City or personal) to conduct City business and may not drive onto any City property or City facility.

III. Conditions of Vehicle Use

City and employee owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements. Vehicles authorized for use based on this Policy shall only be used to conduct official City business.

A. Transportation of Passengers and Goods

Vehicles driven to conduct official City business should not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

City owned vehicles should not be used to transport any items or goods that are not the property of the City, unless such transportation is directly related to official business being conducted by the City.

B. Vehicle Idling

In order to reduce emissions that are a result of idling diesel and gasoline engines, no City-owned diesel or gasoline powered vehicles/equipment or stationary engines may idle for more than five (5) consecutive minutes, with the following exceptions:

- Idling when queuing;
- Idling to verify that the vehicle is in safe operating condition;
- Idling for testing, servicing, repairing or diagnostic purposes;
- Idling when it is necessary to accomplish work for which the vehicle was designed (such as operating a crane or when emergency vehicles used by Police and Fire are at the scene of an incident);
- Idling to bring the machine system to operating temperature; and
- Idling to ensure safe operation of the vehicle.

For the purpose of this section, queuing shall mean the intermittent starting and stopping of a vehicle while the driver, in the normal course of doing business, is waiting to perform work or a service, and when shutting the vehicle engine off would impede the progress of the queue and is impracticable. Queuing does not include the time a driver may wait

motionless in line in anticipation of the start of a workday or a location where work or a service will be performed.

C. Cellular Telephone Safety While Driving

1. Wireless Telephones

Employees shall not use their wireless telephone (either City issued phones or personal phones) while driving on City business or while conducting City business unless the telephone is designed and configured to allow hands free listening and talking, and is used in that manner while driving. Even when using a hands-free wireless telephone, conducting City business on a cellular telephone while driving should be kept to a minimum and only done when necessary. This section does not apply to an employee or non-City employee using a wireless telephone for emergency purposes (such as calling 911) while driving on City business.

2. Electronic Wireless Communication Devices

Employees shall not use an electronic wireless communication device to write, send, or read a text-based communication while driving on City business. "Write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

3. Sworn Police and Fire Personnel

Sworn police and fire personnel using wireless telephones and electronic wireless communication devices in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to the use of wireless telephones and electronic wireless communication devices.

IV. **Collision/Accident Reporting**

- A. Non-sworn Employees - Reporting of vehicle collisions or accidents by City employees driving a City-owned vehicle or their authorized personal vehicle on City business is required. Reporting must be prompt, accurate and complete. These reports shall be made within no less than 24 hours (or 48 hours if the accident occurs on a weekend) to the employee's immediate supervisor. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

Incidental damage to a vehicle or equipment, defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock must also be reported to the employee's immediate supervisor. In all cases, incidental damage to city-owned equipment shall be reported to the City Manager's Office.

The reporting procedure to be followed by City employees and non-City employees who are involved in a vehicle accident while driving a City-owned or authorized personal vehicle on City business shall be as follows:

- a) Stop immediately and render aid if such is necessary.
- b) Call the police. Tell the police this is an accident involving a City owned vehicle or authorized private vehicle on City business.

- c) Do not make or sign statements for anyone except the police.
 - d) Obtain the Accident Report and give it to the supervisor, who is responsible for the services being provided by the City or non-City employee. The Department Director will route one copy of the accident report to the City Manager's Office.
- B. Sworn Police and Fire Personnel - Reporting of vehicle collisions or accidents by sworn Police and Fire personnel driving a City-owned vehicle or their authorized personal vehicle while in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to vehicle collisions or accidents. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

V. Traffic and Parking Citations

Traffic and/or parking citations issued to a City employee while using a City or authorized personal vehicle on City business are the sole responsibility of the employee receiving the citation.

Travel & Reimbursement Policy

The purpose of The Employee Travel Policy is to provide guidelines for authorization of travel; and reimbursement and payment of travel expenses. This policy is not intended to cover short trips during work hours made by employees in the course of their regularly assigned work duties. In all areas, not just in economy pricing, officials and employees are responsible for exercising good judgement in requesting, arranging, and making a trip. Trips should be planned in advance if possible. Personal business should not be mixed with official business if it will cost the City anything in dollars or lost time, or if it will harm the City's interest in any way.

- I. Traveler Accountability - The Travel Policy is in place to provide accountability to employees traveling for the purpose of benefiting the City. Travelers are responsible for ensuring compliance with this Policy, as may be amended from time to time.

How will you travel?

To drive a privately-owned vehicle on City business you must:

- Possess a valid California driver's license.
- Carry liability insurance limits required by the City's Redwood Empire Municipal Insurance Fund.
- Realize that any damage to your car, needed service or repair occurring on the trip will be your responsibility, as these costs are included in the City's per mile cost reimbursement.

If a car rental is required, you may use a City credit card or request reimbursement when you return. Car rentals must have prior approval from the City Manager or his/her designee.

When will you travel?

You should schedule your trip so that you depart at the latest reasonable hour and still arrive at your destination on time. You should also return promptly when your business is finished, thereby minimizing the time away from work and ensuring full reimbursement of all related expenses.

Where will I stay?

The city will pay for a single room (including taxes and parking) for as many nights as necessary. The accommodations used should be economical but practical. For example, it is preferable to stay at the hotel where a conference is held, even if that hotel may be slightly more expensive than others in the area. Location is also important; a hotel close to where you will be conducting business may be slightly more expensive than outlying hotels, but it may be easier to achieve the City's travel goal by staying at closer location. In general, you should stay at the most reasonably priced accommodations available consistent with the purpose and goals of your travel. If you have a question about using a particular hotel, obtain concurrence or direction from your Department Head before making a reservation.

Should you make reservation?

Whenever possible, you should make reservations. They are often required for large conferences. You can use a City credit card to confirm reservations. Be sure to cancel any reservations you will not use. If the City is charged for an unused reservation, you will be billed for that charge unless circumstances requiring cancellation were reasonably beyond your control.

II. Travel Authorizations

Travel authorizations (TA's) are required approval of Department Heads, and out of state travel requires the further approval of City Manager or his/her designee. Department Heads approving travel authorizations are responsible for determining that the cost is reasonable and justified by the trip's purpose. They should be certain that:

- a. The purpose cannot be accomplished by mail or telephone.
- b. The seminar, meeting or conference is necessary to accomplish key City goals and objectives and is unavailable locally if overnight accommodations are required.
- c. The minimum number of City staff members are going.
- d. The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.
- e. The traveler understands and follows these guidelines.
- f. There is adequate funding in the appropriate travel budget to cover the costs.

Ultimately, the responsibility for following these guidelines and exercising good judgment in the use and stewardship of the City's resources rest with each City employee traveling on City business.

Requests for Payments to Vendors

The City will pay all legitimate expenses of your trip. These include transportation, lodging, registration fees, meals and any other related expenses if they are for official business and fit within these guidelines.

In advance booking payment for transportation, e.g. airfare, City authorized credit card shall be utilized for the transaction. Each department director has been issued a credit card. Credit cards are issued pursuant to the City Purchasing Policy#89.

Direct vendor payments are made by the City to an organization to pay for specific costs related to a trip (usually registration fees) through Accounts Payable.

To obtain either direct vendor payments you must complete the appropriate sections of the TA (Exhibit B) and attach payment requests for all payments.

III. Making The Trip

There are two key “golden rules” to remember about making an official trip:

- a. Keep it official.
- b. Keep records for all expenses.

Keeping It Official

If you take time away from official business for personal matters, or if you delay your return after completing your business, you will not be reimbursed for expenses incurred during that time. When combining business and personal travel in this manner, Department Head approval is required. If this extended period occurs during your regular scheduled work hours, the time will be counted as vacation, comp time (if available) or leave without pay.

Keeping Records for All Expenses

As discussed below under Accounting for Expenses, you must maintain a detailed record of all expenses incurred during your travel: meals, transportation, lodging, baggage handling, parking fees, registration fees, telephone and any other reasonable and necessary expenses. It is important to save receipts to be able to claim for reimbursement. Unless otherwise approved by the City Manager or his/her designee, payments will not be issued for reimbursement requests without receipts.

Meal Allowances:

The allowable maximum amount, unless otherwise approved by the City Manager or his/her designee, is \$60.00* per day (including beverages, taxes and gratuities) for meals, which reimbursement is available on presentation of supporting receipts and conference agenda to document amounts spent while travelling and completion of an expense report upon returning from your travel.

*The following break-down applies to partial day of meal allowance.

- If your conference is between 7:00 a.m. to 11:00 a.m. – breakfast only allowance \$10.00
- If your conference is between 11:00 a.m. to 4:00 p.m. – lunch only allowance \$20.00
- If your conference is beyond 4:00 p.m. – dinner only allowance \$30.00

Breakfast	\$10.00
Lunch	\$20.00
Dinner	<u>\$30.00</u>
Total Per Diem	<u>\$60.00</u>

- If the event is scheduled to take place all day from 7:00 a.m. to 5:00 p.m., you are entitled to the full \$60.00 meal allowance.

Alcoholic Beverages

City funds should not be used to purchase alcohol or reimburse employees for alcohol related costs. The Council or City Manager or his/her designee may approve exceptions to this policy on a case-by-case basis for special receptions or other unique circumstances. This discretion applies primarily to non-travel related expenditures such as special receptions, and not to routine travel or meetings by City employees.

Spouses and Guests

Spouses and guests may accompany you on City travel and at conferences, seminars and meetings. However, any additional costs associated with the participation of your spouse or guests are your responsibility.

IV. Accounting for Expenses

When you return from your trip or official function, a final accounting of all expenses must be approved by your Department Head and submitted to Finance within ten working days. An expense report is always required.

The final accounting is made by completing the Expense Report (Exhibit B). After completing the expense report, you should attach required receipts, sign the report attesting to its accuracy and submit it to your Department Head for review and approval.

Department Heads approving expense reports are responsible for ensuring that:

- All expenses are reasonable, necessary and consistent with these guidelines.
- Any required receipts are attached.
- The final disposition is correct.
- Final accounting of all expenses is submitted to Finance.

Upon approval by the Department Head, the expense report should be forwarded to Finance along with a claim for payment to you; the reimbursement will be processed in accordance with the Accounts Payable calendar.

Exhibit A



AUTHORIZATION TO USE PRIVATELY OWNED AUTOMOBILES ON CITY OF SEBASTOPOL BUSINESS

I. CERTIFICATION

In accordance with City policy, approval is requested to use a privately-owned automobile on official City business.

I hereby certify that, whenever I drive a privately-owned vehicle on City business, the vehicle shall always be:

- 1. Covered by liability insurance for the minimum amount prescribed by the city: \$100,000 per person Bodily Injury; \$300,000 per accident Bodily Injury; \$100,000 per accident Property Damage or \$300,0000 Combined (Bodily Injury and Property damage) single limit.
2. Adequate for the work to be performed.
3. Equipped with seat belts.
4. To the best of my knowledge, in safe mechanical condition.

I further certify that while using a privately-owned vehicle on official City business, I will follow all federal, state, and local laws, including distracted driving. I will certify that I will not engage in any activity that diverts my attention from driving, including talking or texting on my phone, eating and drinking, talking to people in my vehicle, adjusting my stereo, entertainment or navigation system or anything that takes my attention away from the task of safe driving. I understand that I will be subject to disciplinary action, up to and including dismissal, if this not followed. I certify all accidents will be reported to my supervisor and law enforcement within twenty-four (24) hours.

Name of Insurance Company: _____

Policy Number: _____

I possess a valid California driver's license. Driver's License No. _____

I understand that permission to drive a privately-owned vehicle on City business is a privilege which may be suspended or revoked at any time.

Employee's Signature

Date

Employee's Name - Please Print or Type

II. APPROVAL

Use of a privately-owned automobile on City business is recommended.

Department Head

Date



City of Sebastopol

TRAVEL AUTHORIZATION/EXPENSE REPORT

(Due within two weeks after travel)

Name: _____

Department: _____

Date(s) of Travel: _____

Purpose: _____

Destination: _____

Please attach all corresponding backup/proof of payment to support reimbursement requested

Check where applicable:

- Airfare
(receipt must be attached for reimbursement)
- Personal Auto
_____ Miles @ 0.545 per miles
(attach map with destination for)
- Car Rental
_____ Days @ \$_____ Per Day
(receipt must be attached for reimbursement)
- Lodging
_____ Nights @ \$_____ Per Night
(receipt must be attached for reimbursement)
- Registration Fees
(receipt must be attached for reimbursement)
- Per Diem _____ Days
(receipt must be attached for reimbursement)
- Other _____
(receipt must be attached for reimbursement)

	Paid by City	Paid by Employee	Account # (General Ledger)
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
Total Difference owed:	\$ -	\$ -	XXX-XX-XX-XXXX

to City \$

to employee: \$

EMPLOYEE SIGNATURE:	Date:
DEPT HEAD APPROVAL:	Date:
CITY MANAGER OR DESIGNEE APPROVAL: (OUT OF STATE TRAVEL ONLY)	Date:

DESCRIPTION OF FUNDS

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

Internal Service Fund: is used in government accounting to track goods and services shifted between departments on a cost reimbursement basis such as building facilities and vehicle maintenance services.

Enterprise Funds: Consist of Water, and Sewer Funds:

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

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

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

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

FUND STRUCTURE AND BASIS OF BUDGETING

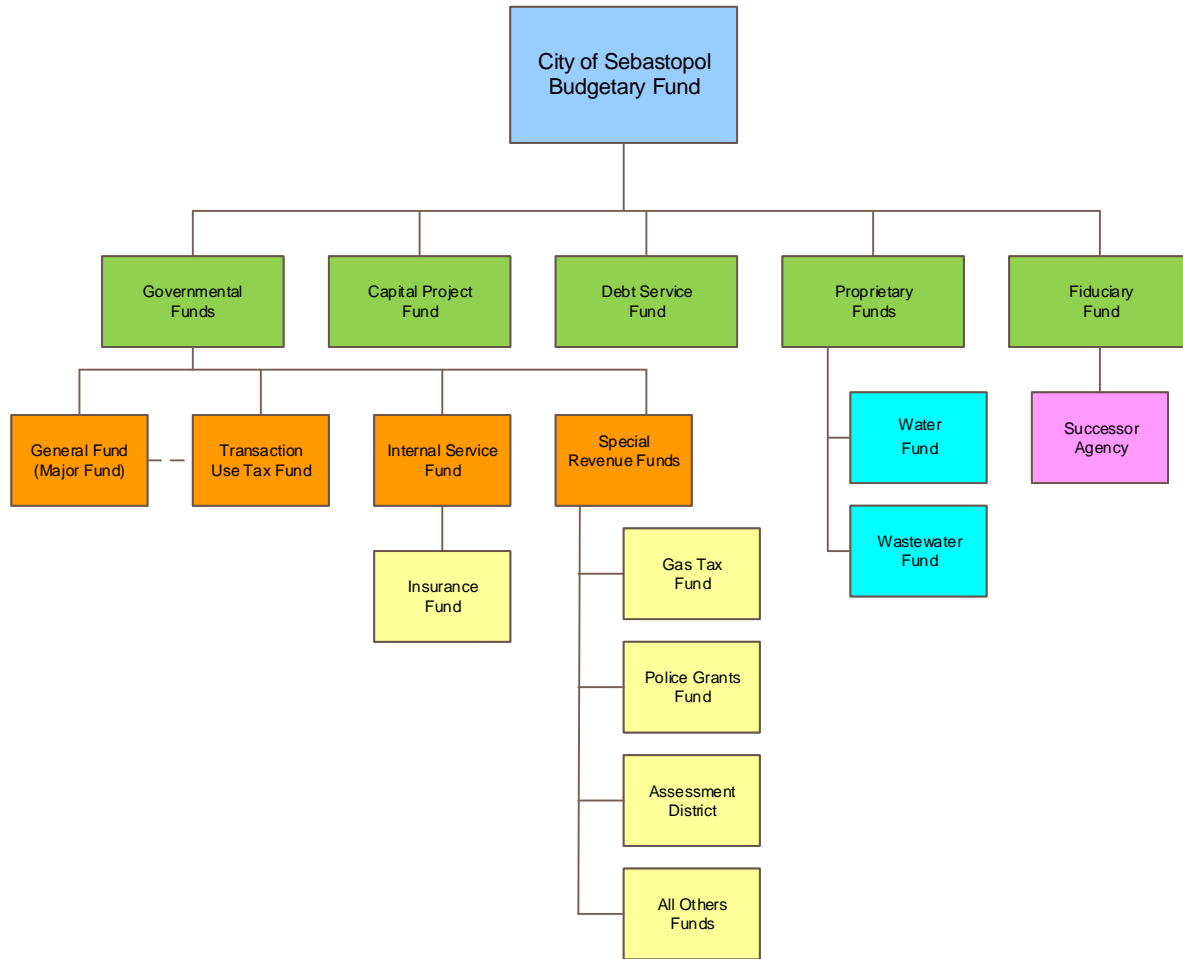
In accordance with generally accepted principles, the City's financial reporting system is organized on a fund basis consisting of two major types – governmental and proprietary. The City's various funds are structured to segregate and identify those financial transactions and resources associated with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

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

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



Fund Structure Chart



FINANCIAL AND BUDGET TERMS

Adopted Budget - appropriations adopted by the City Council.

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

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

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

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

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

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

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

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

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

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

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

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

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



Title: Sebastopol Homeless Outreach Coordinator
Reports To: Director of Housing and Homeless Services
FLSA Status: Non-exempt
Classification: Full Time, Regular
Wage: \$25.00 per hour

Summary

Under the general direction of the Director of Housing and Homeless Services, coordinate citywide outreach efforts, providing hands-on services to individuals without homes in Greater Sebastopol. Partner with other agencies as necessary.

Essential Functions

- Gain extensive knowledge of the homeless service system in Sonoma County to integrate local efforts into the countywide system
- Refer individuals without homes to Coordinated Entry as appropriate
- Represent WCCS at homeless services related and other relevant meetings
- Assume a leadership role in the coordination of Greater Sebastopol homeless services
- Partner with local agencies to promote a more integrated approach in obtaining housing for the homeless
- Develop relationships with clients for the purpose of successfully connecting them to available services

Duties and Responsibilities

- Connect and guide individuals without homes to housing options
- Introduce homeless individuals to supportive services such as SDI, housing vouchers, employment, IDs, etc.
- Develop a citywide services matrix to inform both housed and unhoused communities of the availability of services
- Increase citywide awareness and understanding of rules/laws around homelessness
- Develop volunteer/civic engagement opportunities around homelessness
- Support Safe Parking efforts

- Maintain client confidentiality
- Perform all other relevant duties as assigned by the Director

Knowledge, Skills, & Abilities:

- Excellent Customer Service skills
- Excellent oral and written communication skills
- Prior experience providing outreach services preferred
- Adept at coordinating multiple services
- Responsible and energetic
- Proficient at records maintenance
- Strong computer skills

Minimum requirements

- High school diploma or equivalent is required
- Satisfactorily pass background check and DOJ fingerprint clearance
- Valid Driver's License and automobile insurance
- Acceptable DMV record

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Americans with Disabilities Act

WCCS has pledged to ensure that employees and applicants have equal access to job opportunities, will not be discriminated against based on having an actual or perceived disability, and will have the same opportunity for employment, promotions, and transfers, as those individuals who do not have disabilities. WCCS complies with requests for accommodations under the Americans with Disability Act, including the Amendments Act.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of this position.

Move, traverse – consistently moves about even and uneven ground at encampments and beyond to communicate and interact with clients and others

Communicate, exchange Information - must successfully partner with WCCS management and staff via phone, text, or email

Detect, identify – frequently reviews and researches program related topics via websites and social media

Strength – will occasionally move and/or rearrange items, up to 30 pounds

Stationary position – must be able to remain in a stationary position up to 25% of the time

Operate, draft/write, compile – consistently uses a computer and cell phone to communicate and submit, prepare and review reports

West County Community Services is an equal opportunity employer. Our agency values Diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS status, veteran status, or any other legally protected status.

WCCS	Homeless Services Coordination
Hours/Week	40
BUDGET	
Salary and Benefits	\$62,400
mileage	\$2,200
Background Checks (for clients)	\$800
Communication/Phone	\$720
Supplies	\$600
<i>Subtotal</i>	<i>\$66,720</i>
<i>Indirect</i>	<i>\$10,008</i>
TOTAL	\$76,728

CoMission Sebastopol Community Vitality

Proposed Work Plan & Budget for Fiscal Year 2021/2022

Continue facilitation and administrative support for the Community Councils

The City of Sebastopol, through its contract with CoMission, has helped facilitate Community Councils which are a model of bringing like minded individuals together to work on Community Vitality efforts. There are these three active Community Councils:

1. **Business Council** (comprised of local business leadership and CoMission)
2. **Community Benefit Organization (CBO) Council** (comprised of local non profit leadership, City Council leadership, and CoMission)
3. **Service Organization Council** (comprised of Service Club leadership, City Council leadership, and CoMission)

The City's primary efforts towards bringing people together to collaborate for the greater good are gelling. Thus, at the direction of the City Manager, we are proposing the following work plan for next fiscal year:

Work plan specifics

- **Take fluid direction from City Manager** to increase community vitality and resiliency as part of the local pandemic response
- **Provide regular written reports to the City Manager** outlining actions to take to support pandemic response and community vitality
- **Facilitate monthly Community Councils of the following interest groups:**
 - **Business Leadership**
 - Ongoing support: Maintain action list of items to bring to the City Manager. Speed up feedback loops of proposed solutions to identified problems. Work together to share pertinent information and resources with the business community and support a unified town in look and feel.
 - **Community Benefit Organizations (CBO's)**
 - Ongoing support: Lead dialogue between our CBO's. Maintain a monthly e-newsletter aggregating top programs for local CBO's in order that organizations can cross promote each other. Bring a guest speaker to each monthly CBO meeting to support capacity building, fundraising, and provide experts on other requested subject matters.
 - **Service Organization Council**
 - Ongoing support: Continue to facilitate our local service clubs' regular dialogue with each other, and support efforts to take inventory of needs for local Community Benefits Groups and individual service providers in order to assist in attracting volunteers and funds for the needs. Follow up on needs and resources identified in the May 2021 Sebastopol Summit planned by this group.

What are Community Councils?

Sebastopol, at the crossroads of commerce for the 95472 area, is a small city with most residents of the zip code living in county jurisdiction. Yet residents of 95472 are impacted by decisions made in the City and weigh in regularly on those decisions.

The concept of Community Councils is that participating members do not need to reside in the City. It is an inclusive design that recognizes the connectivity of all residents, regardless of the jurisdiction they reside in. It honors our City as the center of commerce for a region, and provides a voice to those that may feel the need to create a stronger and more vital community.

These councils have been meeting regularly and producing many benefits for Sebastopol. Business webinars have been produced, shopping promotions around “Interdependence” as well as shopping locally for the holidays. CBO’s have cross-promoted each other’s events and begun working together, producing a monthly newsletter showcasing local non profits. Service Organizations have helped the City produce the Sebastopol Summit and are continuing to work together on funding projects.

What other Community Councils Are Needed?

There are many opportunities to pull the City, Community Leaders, and CoMission together to formalize working councils that get things done. One example is a volunteer door to door team to provide written information to Sebastopol proper at an affordable and fast rate. A Food Security Council and Equity Council are other good ideas that would need fleshing out before proceeding.

At the direction of the City Manager, CoMission will work towards “norming” (three phases of development, storming, forming, norming) the existing Business, CBO, and Service Organization Councils to be as self facilitated as possible. This will minimize our work and allow us to use limited funds to form additional Community Councils.

How can the City help move this effort forward faster?

1. The City Council can:
 - a. Adopt a resolution in support of the Community Councils
 - b. Participate in as many of the Community Councils as possible
 - c. Brainstorm together on other actions for existing Community Councils
 - d. Conceptualize and prioritize the formation of new Community Councils
2. The City Administration can:
 - a. Drive the promotion of these councils forward with the City newsletters
 - b. Provide written copy for participating organizations to share with their membership
 - c. Identify ways that current staff can help administer record keeping for the Councils
 - d. Keep budget expenditures as low as possible by facilitating City Council input for CoMission activities.

Prepared for The City of Sebastopol

Community Vitality Contract

In direct response to the ongoing COVID-19 pandemic, CoMission will provide the following consultation deliverables as directed by the Sebastopol City Manager:

<p>Deliverables</p> <ul style="list-style-type: none"> ● Take fluid direction from City Manager to increase community vitality and resiliency as part of the local pandemic response ● Provide regular written reports to the City Manager outlining actions to take to support pandemic response and community vitality ● Facilitate monthly Community Councils of the following interest groups: <ul style="list-style-type: none"> ○ Business Leadership <ul style="list-style-type: none"> ■ Ongoing support: Maintain action list of items to bring to the City Manager. Speed up feedback loops of proposed solutions to identified problems. Work together to share pertinent information and resources with the business community and support a unified town in look and feel. ○ Community Benefit Organizations (CBO's) <ul style="list-style-type: none"> ■ Ongoing support: Lead dialogue between our CBO's. Maintain a monthly e-newsletter aggregating top programs for local CBO's in order that organizations can cross promote each other. Bring a guest speaker to each monthly CBO meeting to support capacity building, fundraising, and provide experts on other requested subject matters. ○ Service Organization Council <ul style="list-style-type: none"> ■ Ongoing support: Continue to facilitate our local service clubs' regular dialogue with each other, and support efforts to take inventory of needs for local Community Benefits Groups and individual service providers in order to assist in attracting volunteers and funds for the needs. Follow up on needs and resources identified in the May 2021 Sebastopol Summit planned by this group. <p><i>At the direction of the City Manager, CoMission will work towards "norming" (three phases of development, storming, forming, norming) the existing Business, CBO, and Service Organization Councils to be as self facilitated as possible. This will minimize our work and allow us to use limited funds to form additional Community Councils.</i></p> <p><i>The purpose of these councils is to strengthen collaboration, collectively solve problems, and identify actions to be taken to improve community vitality.</i></p>	<p><i>Billed per Hourly Rates Sheet below</i></p> <p><i>Discount rate of 10% will be applied to monthly invoices.</i></p> <p><i>Contract Amount not to exceed: \$72,000 for the fiscal year (\$6,000 per month average).</i></p> <p><i>Contract Dates: July 01, 2021 through June 30, 2022</i></p> <p><i>Payment terms: Net 30</i></p> <p><i>Additional services available upon request at hourly billable rates.</i></p>
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Hourly Rates

Position	Regular Rate	Discounted Rate @10%
Administrator/Researcher	\$105	\$94
Community Canvasser	\$105	\$94
Executive Administrator	\$115	\$103
Copywriter	\$120	\$108
Client Services Manager	\$120	\$108
Sustainability Coordinator	\$120	\$108
Design Strategist	\$135	\$121
Public Affairs Strategist	\$150	\$135
Sustainable Business MBA	\$190	\$171
Principal (<i>new reduced rate</i>)	\$221	\$199
Specialty Consulting	MP	MP-10%



City of Sebastopol COUNCIL POLICY

SUBJECT COMMUNITY SPONSORSHIP	RESO NO	POLICY NO	EFF DATE	PAGE 1 of 5
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I. OVERVIEW

The City of Sebastopol recognizes that sponsorships play an important role in supporting our community and providing support for community events that are held for the following purposes:

- Support of nonprofit organizations, service clubs and established groups or organizations serving the Sebastopol community;
- Cultural, recreational and educational activities;
- Promotion of the City of Sebastopol

In order to expand access to a wide range of cultural experiences and diversified community connections for all its residents, the City of Sebastopol provides limited assistance to local organizations in support of community events that are consistent with the goals and priorities of the City and that serve a public purpose.

City sponsorship reflects support of specific events by an organization. Therefore, requests for funding/fee reductions must be for events operated by an organization, as opposed to a contribution to an organization's general operating expenses. The intent is that the general public will receive some intrinsic cultural, economic, educational, or recreational entertainment value from the event, while raising revenues to support and potentially enhance the delivery of services that support the vision of the City of Sebastopol with the aim of enhancing the connectivity between businesses and the greater community. Community sponsorships can be an effective means of generating new revenue and building community partnerships.

II. PURPOSE

The purpose of this policy is to promote significant and special community events primarily benefitting the Sebastopol community. This is not a grant program. This policy sets parameters for the approval of City sponsorships for community events conducted by local organizations. City sponsorship may consist of monetary funding and/or in-kind support.

III. DEFINITIONS

Community Sponsorship Account – Account established to offset the costs of providing City support for community events. The City Council determines how much to allocate to this account through the annual budget process.

Organization – Includes nonprofit institutions and service organizations registered to do business in the State of California; established groups or organizations, educational institutions, and for purposes of this policy, are those entities which have their principal location in Sonoma County, and which exist primarily to provide services or engage in activities for the public benefit of the Sebastopol community.

Event – A local celebration, fundraiser, cultural, recreational or educational activity that demonstrates a public benefit and/or community programs held for the primary purpose of raising funds for a City of Sebastopol or Sonoma County-based nonprofit (or not-for-profit) organization and for which other intrinsic cultural, recreational, entertainment or educational value is provided for the benefit of the public.

Sponsorship – A sponsorship is any monetary or in-kind support from the City (City logo, City staff time, public safety services, and the use of City facilities or property, event permit fees, etc.) to the organizing agency that helps offset the costs of the event operations. ~~This could also include waiver of fees for special event permits.~~

IV. GENERAL POLICY

The budget for the community sponsorship program, including determination of the source of funding to offset this sponsorship program, shall be established by the City Council each year during the annual budget process. Fiscal year shall begin July 1 of each year and end on June 30 the following year. Applications will be processed on a first-come, first serve basis.

Sponsorships will only be provided for events and organizations meeting the eligibility criteria stated in this policy (see Section VIII). City staff will review sponsorship applications and make a recommendation to the City Council for final approval. The Administrative Services Department shall be responsible for accounting for the Community Sponsorship account; and shall keep a listing of all organizations and programs receiving sponsorships through this program; and shall maintain a balance of funds available.

Special Event requirements, conditions of use for facilities and equipment, insurance and other requirements must be followed according to City policies, codes and ordinances. Failure to comply with the City permitting requirements within the time constraints will result in the organization being ineligible for future sponsorships.

V. FUNDING LIMITS

The City Council shall determine the Community Sponsorship account balance during the budget process each year. Community sponsorships may be provided to eligible organizations (see Section VIII).

In the case of partial funding for a program, costs owed to the City, other than those covered by a sponsorship per this policy, shall be paid by the sponsoring community organization and are due 30 days before the event.

VI. APPLICATION REQUIREMENTS AND PROCESS

- 1) A community sponsorship application must be submitted on the attached form indicating:
 - a. name and contact information for the event organizer(s)
 - b. the local office/headquarters of the organization
 - c. the organization's purpose/mission
 - d. the event dates, and times which include set-up and tear down times needed, a parking plan, and proposed location

- e. expected number of participants
 - f. statement that the event will be available to the general public
 - g. the purpose of the event
 - h. how the organization and proposed event benefits the Sebastopol community and meets the criteria within this policy
 - i. an indication of what type of sponsorship is needed for the program
 - j. an outline of the event marketing plan
- 2) A financial outline showing the proposed profit or loss for the event. The financial outline must include income from all sources; and all program expenditures listed by category including but not limited to booth rentals, sound and production, facility rental, food and beverage, concessions, staff, advertising, etc. In-kind contributions and volunteer services shall be listed. The budget will be used to determine the extent to which an organization has obtained diversified funding, in-kind contributions and volunteer resources. Financial outlines that show a deficit must clearly explain how the deficit will be handled.
- 3) Current proof of 501(c) or others, California contribution registration number and/or other non-profit status must be provided (if applicable, as determined by the City Manager or designee). Proof that the organization's principal location is in the Sonoma County and exists primarily to provide services or engage in activities for the public benefit of the Sebastopol community.
- 4) A copy of the program's sponsorship criteria/guidelines that outlines the sponsorship categories and benefits of sponsorships at various sponsorship levels.
- 5) The City may require additional information as necessary.

VII. APPLICATION REVIEW/APPROVAL

Sponsorship applications will be accepted and reviewed on an on-going basis by the City department in charge of the event, program or facility/amenity. The City Council allocates and adopts a limited budget for this program. Approval of sponsorship is determined on a case by case basis related to the eligibility requirements, purpose and goals of each independent event. Sponsorships applications shall be presented to the Administrative Services Department. If all criteria of this policy are met, the Administrative Services Department shall prepare a consent calendar agenda item for City Council review ~~and approval~~.

Approval for sponsorship in one year does not imply or guarantee approval in subsequent years for an organization or an event.

Factors that will be considered include (in addition to the eligibility requirements in the policy):

1. Resources available (e.g. budget, staff, workload capacity, availability of City facilities).
2. Compatibility of the program with the goals and priorities of the City of Sebastopol.
3. Impact of the event on City facilities.
4. Risk to the City.
5. Where applicable, ability of the organization to obtain and satisfy the City's insurance requirements including naming the City as additional insured.

6. Benefit to the community; level of cultural enrichment.
7. Enhances community unity and City values.
8. Ability to meet City of Sebastopol zero waste requirement.

VIII. ELIGIBILITY CRITERIA

Eligible

Event types

- Events providing a benefit to Sebastopol residents; non-profit organizations holding fundraiser programs primarily serving the Sebastopol community
- Events that contribute positively to the recognition and image of the City of Sebastopol
- Events that are available to the general public
- Events and organizations that demonstrate that they can meet the necessary requirements of the agreement

Organization types

- Organizations and programs in good standing with the City of Sebastopol in relation to organization's past performance
- Organizations that agree to do the following (failure to do so will result in future ineligibility):
 - a. Obtain all required permits, clearances, insurances and program authorizations within time restraints in compliance with the Code of the City of Sebastopol, policies and Special Events Policy requirements and State and Federal Laws.
 - b. If sponsorship includes rental of a City of Sebastopol facility, applicants must fill out rental application form and is subject to facility availability and adherence to City facility use policies.
 - c. Acknowledge the support of the City of Sebastopol where appropriate, and to include on all printed information and advertising related to the event for which sponsorship was provided the following statement: "This event is sponsored in part by the City of Sebastopol" or other statement approved by the City of Sebastopol.
 - d. Allow the City of Sebastopol to have a space at the event if the City so desires (at events where a sponsorship space is appropriate) for the purposes of distributing information regarding City services and community programs. This space shall be provided at no cost to the City.
 - e. Provide the City with whatever benefits are afforded other sponsors of similar sponsorship levels (i.e. logo display, sponsor table, advertising benefits etc.)
 - f. Ensure appropriate ADA accessibility at event, and when portable toilets are required for events, must ensure that at least one ADA accessible portable is provided.
 - g. City must review all materials with City logo prior to release.

Not eligible

1. The City will not award sponsorships to any religious church, creed or sectarian organization to promote religious purposes. Religious organizations are not excluded from sponsorships; however, the

purpose of the program must be as described in the definitions section of this policy and shall not serve to promote a religious message.

2. Political organizations and/or individual campaigns are not eligible for sponsorships for programs they conduct.
3. Organizations that discriminate on the basis of age, race, sex, sexual orientation, marital status, disability or national origin are not eligible for sponsorships for programs they conduct.
4. Individuals, or groups providing a restricted guest list, are not eligible for sponsorships.
5. For-profit organizations are not eligible for sponsorships for promotional programs for which the organization/corporation or its employees or officers will gain personal benefit (i.e. a sales promotion).

ATTACHMENT:

Request for Sponsorship Application
Insurance Requirements
Zero Waste Event Policy

DRAFT

COMMUNITY EVENT SPONSORSHIP REQUEST

Application



City of Sebastopol
ADMINISTRATIVE SERVICES DEPARTMENT
7120 Bodega Ave
Sebastopol, CA 95472

707-823-7863
Fax: 707-823-1135

FILING INSTRUCTIONS

Please review these instructions carefully in order to completely and accurately file your application:

1. PREPARE YOUR APPLICATION PACKET containing the following:

- One (1) application packet, single sided, 8 ½ x 11, white paper, unbound, unstapled, unpunched. Color documents may be included if desired for clarity and detail. Application packet will contain the following:
 - Application with signature
 - Attachments as necessary for further explanation of application content, all 8 ½ x 11” or smaller in size

2. RETURN COMPLETE APPLICATION PACKET in a sealed envelope via mail or hand delivery to:

City of Sebastopol
Administrative Services Department
7120 Bodega Ave
Sebastopol, CA 95472

ATTN: SPONSORSHIP REQUEST

3. SUBMIT. Incomplete packets will not be considered until all required information is received.

Application

<p><u>FOR CITY USE ONLY</u></p> <p>Date Received: _____</p> <p><input type="checkbox"/> Original Sponsorship Application</p> <p><input type="checkbox"/> Sponsorship Request Letter</p> <p><input type="checkbox"/> Complete –</p> <p style="text-align: center;">- OR -</p> <p><input type="checkbox"/> Incomplete – return to Applicant</p>
--

1. GENERAL INFORMATION

Date of Request: _____

Amount Requested: \$ _____

Name of Organization: _____

Organization Contact: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____

E-mail address: _____

Federal Taxpayer I.D. No: _____

Sebastopol Business License No. (Required for any work or service performed in city limits) _____

Non-Profit Tax Status 501(c): Yes No

(verification must be attached): Other class (specify): _____

3. AGENCY BUDGET

1. Sources of Funding:

A. Sebastopol Support: List any and all funding requested from the City of Sebastopol, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding request:

Type of Request	FY 20-21 Requested Amount	Funds Received	FY 21-22 Requested Amount	Reason for and/or description of request
Example: Sponsorship	\$1,000		\$1,500	

B. Community Support: List any and all funding requested from other community partners, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding requested (If necessary, attach a separate sheet.):

Agency providing funds	FY 20-21 Requested Amount	Approved Amount/ Funds received	FY 21-22 Requested Amount	Description of Contribution (in-kind, sponsorship, event, grant)
Example: Sonoma Valley Foundation	\$10,000	\$5,000	\$10,000	Education grant

2. Budget: Please provide event budget. (If necessary, attach a separate sheet.)

GRAND TOTAL OF EXPENDITURES: \$ _____

4. SIGNATURE AUTHORIZATION

1. Identify the principal (owner, president, or equivalent) who is ultimately responsible for the applicant's event:

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
E-MAIL: _____

2. Signature of authorized official:

The undersigned does hereby confirm that the information herein is true and correct, that the applicant agency meets the criteria set forth herein, and that the applicant agency agrees to comply with all requirements.

Signature: _____ Date: _____

- END OF DOCUMENT -

From: [Jojo Sanders](#)
To: [Mary Gourley](#)
Subject: Public Comment on FY2021-22 Budget Considerations
Date: Sunday, May 16, 2021 10:02:12 PM

To the Members of the City Council,

Regarding the May 19th Discussion of City Council Priorities for FY2021-22 Budget Considerations, I support the four propositions under item two: Discussion of Uses of the Funding from County of Sonoma. I appreciate that the Council is working to support the unhoused population of Sebastopol in numerous ways, as demonstrated in three of these bullet points.

I am *strongly* in favor of the Council consulting with CAHOOTS in the 2021-22 budget. I am so glad to see this included as a priority! I commend the Council for considering consulting with CAHOOTS, but I hope the Council goes beyond consideration and actually acts on this. Working with CAHOOTS in Sebastopol would be a critical and meaningful step forward in issues of racial justice, mental health, homelessness and more, and would demonstrate to Sebastopol residents that the Council takes these issues extremely seriously.

I also am in support of allocating funds to the Climate Action Subcommittee.

Thank you for your hard work, as well as your time and consideration.

Jojo Sanders, Sebastopol Resident

From: [Kate Haug](#)
To: [Mary Gourley](#)
Cc: [Kari Svanstrom](#); [Dante Del Prete](#); [Kathy Oetinger](#); [Fernandez, Evert](#); [Lawrence McLaughlin](#); [Ana Kwong](#); [Miko Lim](#)
Subject: Public Comment for Budget Priorities and Goals - Fund Public Works! :)
Date: Friday, May 14, 2021 9:56:53 AM

May 14, 2021

Dear Council Members,

I am writing to encourage you to increase the Public Works budget in the next year.

Why Increase Public Works Budget?

Sebastopol has a well-developed and well-loved public parks system. Data from your recent Co-Mission residential survey shows that residents really love outdoor space and the parks. See page 22 of 32.

https://08804ca8-59dd-40e9-be70-b9f6e81feb84.filesusr.com/ugd/d3e96a_ce0cc489555246ae8ab15d279decdddf.pdf

For our small town, our parks system is crucial and serves not only residents but visitors to the area. Ives draws in people through its events and the pool. It is a half block from downtown; people visiting Ives could also frequent downtown businesses.

Through my work on the Ives' Park Subcommittee, I had the pleasure of working with Dante Del Prete, Public Works Superintendent. From conversations regarding Ives Park, it became clear that we need to fund the Public Works department in order to reach a higher level of maintenance and service in our parks and other public spaces. When you walk down Main Street, there are weeds in the tree wells and the meridians need maintenance.

The Ives' Park Subcommittee has prepared several items that could be addressed by the Public Resources if they had the necessary financial resources. The Public Works Department has been very responsive but they are also constrained by a lack of resources and labor force.

In addition, the Subcommittee documented that the City owned parking lot on High Street across from the Arts Center could use an upgrade in terms of irrigation, planting and removal of unnecessary poles in order to integrate it more with the park, block the large commercial dumpsters in the adjacent parking lot and the back of the restaurant, which currently has some graffiti on it.

As the PAC is about to install their Ives' Park Sculpture Garden, it would be nice to have the High Street Parking Lot more visually integrated into the park to function as an extension of the park rather than a somewhat barren and unsightly space.

The Ives Park Subcommittee consisting of Planning Commissioners Evert Fernandez and Kathy Oetinger meets regularly and has an on-going list of priorities and accomplishments.

Measure O - Work with the County for Homeless Outreach

From reading various Council minutes, it seems that there has been some discussion of hiring a social worker to do homeless outreach in Sebastopol.

As you know, Measure O will generate \$25,000,000 annually for homeless outreach and mental health services.

You can see from the breakdown below that 44% or \$11,000,000 will be spent annually on Crisis and Emergency Psychiatric Services, including mobile support teams.

<https://sonomacounty.ca.gov/Health/Behavioral-Health/Projects/Measure-O/Expenditure-Plan/>

Given this tremendous resource, it seems that it would be more financially prudent for the citizens of Sebastopol to use these County funded resources rather than hire their own social worker.

More importantly, a lone social worker does not have the administrative and professional support that one would have being part of the County's team. The City of Sebastopol would be responsible for integrating and supervising this professional. In addition, one person could not be available 24 hours per day/ 7 days per work.

It seems that it would be best to integrate our emergency services professionals with the extensive and well-funded system the County is developing with Measure O Funds.

Sebastopol Inn - Reimbursement from County

Supervisor Hopkins promised the residents of Sebastopol a \$370,000 reimbursement due to the City's loss of transient occupancy tax, sales tax and tourist dollars when the County converted the Sebastopol Inn into a minimum security Permanent Supportive Housing complex.

I have not seen or read anything about this money arriving for the citizens of Sebastopol.

A recent article in the Post Democrat revealed that the County spent approximately \$55,000 per month on security for the Sebastopol Inn, which runs \$1,000 or more per month per resident in security costs alone.

It appears that the County will pay \$660,000 per year for security for the Inn.

<https://www.pressdemocrat.com/article/news/security-startup-with-ties-to-dominic-foppoli-to-fold-in-wake-of-sexual-ass/?ref=mosthome>

If the County can pay \$660,000 for security for 50 people, they can easily reimburse a town of 7800 residents \$370,000 for loss of revenue, especially as we have many nonprofits who

need funding, including those who are losing revenue from the ban on the sale of fireworks.

In addition, I would urge the Council to seek reimbursement annually for loss of revenue. As the residents of the Sebastopol Inn are now residents of Sebastopol, despite living on County property, they will enjoy our public amenities as any other residents would.

The County will not only be receiving money from Measure O, it will also most likely be receiving more money to address homelessness from the State and Federal governments. In light of this, the citizens of Sebastopol should not lose revenue because the County, who is well-funded in terms of homeless programs, decided to turn a tax revenue generating hotel into Permanent Supportive Housing.

While I know that the Council wants to help play its part in solving the homeless crisis, it should not come at the reduction of funds to the general population for public services and infrastructure which benefit residents, small businesses, children, seniors and families.

Financial and Data Report on Sebastopol Inn

We have yet to see a complete accounting for Hotel Azure and the Sebastopol Inn, but given that security costs are \$55,000 per month, one can imagine that DEMA, food service, janitorial service and building insurance would most likely bring up the cost to \$3,000-\$4,000 (\$36,000-\$48,000 annually) per person depending on the occupancy rate of the hotel.

I know the Council considers the Inn to be a success and hope that the Council sees that generously funded programs do work and extend that to our Public Works Department.

I hope that at the year's end, Mayor Glass and Council Member Slayter will present a full accounting of the Sebastopol Inn, including total program costs, outcomes and goals. As the Inn is moving toward Permanent Supportive Housing, the goal is to keep people in occupancy as they are people who require full-time support.

It's very important that this data is made available and shared as Project Homekey is a new program and will be generating a significant amount of important information around true costs, outcomes and the overall success in reducing the number of homeless people on the streets.

It seems that the State would have a database for all Homekey recipients to enter data so that there is transparency for taxpayers and information for people who are in charge of administering social safety net programs that have the goal of reducing homelessness, especially in vulnerable populations of people suffering from mental health issues and drug addiction, which are the majority of homeless individuals.

Thank you for your work.

Best regards,
Kate Haug