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CITY OF SEBASTOPOL
Fiscal Year 2023-2024 Budget



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FY22-23 Proposed Budget
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CONSOLIDATED GENERAL FUND FINANCIAL SCHEDULE

Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Inc/(Dec)	% Change
OPERATING REVENUE								
Property Tax	2,770,982	3,142,858	3,093,610	3,178,200	3,178,200	3,241,600	63,400	1.99%
Real Property Transfer Tax	79,547	59,493	60,000	45,000	45,000	50,000	5,000	11.11%
Other Sales Taxes	4,454,671	4,816,172	5,073,300	4,907,900	4,907,900	4,886,300	(21,600)	-0.44%
User Taxes	703,252	742,775	701,700	737,200	806,200	908,000	170,800	23.17%
Transient Occupancy Tax	402,255	504,292	400,000	450,000	450,000	500,000	50,000	11.11%
Franchise Fees	363,167	405,507	370,000	370,000	370,000	410,000	40,000	10.81%
Licenses & Permits	482,100	427,814	335,000	640,100	640,100	389,500	(250,600)	-39.15%
Fines & Special Assessments	50,607	50,044	27,900	34,100	38,400	47,500	13,400	39.30%
Intergovernmental Revenues	499,549	307,668	934,650	933,650	930,850	16,700	(916,950)	-98.21%
Interest & Rents	11,450	-28,460	71,800	73,800	128,500	94,500	20,700	28.05%
Charges for Services	173,573	169,392	121,600	134,900	137,950	124,100	(10,800)	-8.01%
Miscellaneous Revenue	321,004	725,010	77,000	525,000	790,475	97,000	(428,000)	-81.52%
Other Financing Sources	-0	-0	-0	-0	-0	-0	-	0.00%
TOTAL	10,312,156	11,322,566	11,266,560	12,029,850	12,423,575	10,765,200	(1,264,650)	-10.51%
OPERATING EXPENDITURE								
10 - City Council	213,156	323,555	482,479	482,479	461,634	285,677	(196,802)	-40.79%
11 - City Manager	331,630	236,807	229,306	229,306	231,616	231,105	1,799	0.78%
12 - City Attorney	152,926	354,650	222,479	300,679	368,359	373,748	73,069	24.30%
13 - City Clerk	285,487	311,507	392,055	399,492	391,443	344,039	(55,453)	-13.88%
14 - Finance	219,681	309,429	339,720	345,345	312,975	376,485	31,140	9.02%
21 - Planning	494,464	518,688	604,886	604,886	561,113	667,612	62,726	10.37%
22 - Building	206,486	188,060	182,792	182,792	182,793	209,246	26,454	14.47%
23 - Engineering	255,089	324,245	318,134	335,134	340,781	307,209	(27,925)	-8.33%
31 - Fire & Prevention	1,102,502	1,077,526	1,331,505	1,385,080	1,222,818	1,867,384	482,304	34.82%
32 - Police	5,308,825	4,968,998	5,804,860	5,957,860	5,227,005	5,847,732	(110,128)	-1.85%
40 - Senior Center	71,765	56,862	78,050	78,050	78,927	119,599	41,549	53.23%
41 - Public Works	1,159,487	1,179,759	1,395,881	1,468,856	1,258,692	1,541,229	72,373	4.93%
42 - PW-Community Center	199,552	287,025	286,950	406,250	500,280	371,522	(34,728)	-8.55%
43 - PW-Ives Pool	128,566	195,947	148,425	153,925	166,621	251,307	97,382	63.27%
00 - Non Departmental	247,537	207,170	282,162	289,542	254,159	240,260	(49,282)	-17.02%
TOTAL	10,377,151	10,540,229	12,099,684	12,619,676	11,559,215	13,034,154	414,478	3.28%
OTHER SOURCES/(USES)								
Loss due to theft	819,039	-	-	-	-	-	-	0.00%
Debt Service Payments	464,313	142,646	261,802	261,802	261,802	265,903	4,101	1.57%
TOTAL	1,283,352	142,646	261,802	261,802	261,802	265,903	4,101	1.57%
TRANSFERS IN/(OUT)								
3999 - Transfers In	107,373	116,000	102,500	102,500	102,500	100,000	(2,500)	-2.44%
4999 - Transfers Out	(98,247)	(386,427)	(160,000)	(160,000)	(212,000)	(204,000)	44,000	27.50%
TOTAL	9,127	(270,427)	(57,500)	(57,500)	(109,500)	(104,000)	(41,500)	72.17%
TOTAL OPERATING EXPENDITURES	11,758,750	11,069,301	12,521,486	13,041,478	12,033,017	13,504,057	462,579	-3.55%
Net General Fund Surplus/(Deficit)	(1,339,220)	369,265	(1,152,426)	(909,128)	493,058	(2,638,857)		
Beginning Unassigned Fund Balance	4,027,443	2,688,223	3,057,488	3,057,488	3,057,488	3,550,546		
Ending Unassigned Fund Balance	2,688,223	3,057,488	1,905,062	2,148,360	3,550,546	911,689		
RESERVE								
Policy Reserve Level (Minimum-15%)	1,763,812	1,660,395	1,878,223	1,956,222	1,804,953	2,025,609		
Actual Reserve Level	22.9%	27.6%	15.2%	16.5%	29.5%	6.8%		

GENERAL FUND REVENUES DETAILED



Revenue Categories	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Inc/(Dec)	% Change
3000 - Property Tax Secured / Unsecured	1,548,260	2,256,446	2,227,610	2,270,200	2,270,200	2,315,600	45,400	2.00%
3001 - Property Tax - RPTTF	384,411	20,717	-0	-0	-0	-0	-0	0.00%
3002 - Real Property Transfer Tax	79,547	59,493	60,000	45,000	45,000	50,000	5,000	11.11%
3004 - Property Tax in Lieu of VLF	838,311	865,696	866,000	908,000	908,000	926,000	18,000	1.98%
3010 - Sales Tax-Bradley Burn	2,134,401	2,282,083	2,443,200	2,353,900	2,357,000	2,388,000	34,100	1.45%
3014 - Sales Tax-Prop 172	91,860	110,828	115,500	117,000	113,900	117,800	800	0.68%
3015 - Utility User Tax	695,399	732,660	694,000	730,000	799,000	900,500	170,500	23.36%
3016 - Utility User Tax (AB-1717)	2,173	1,268	2,000	1,500	1,500	1,500	-0	0.00%
3017 - Vehicle in lieu Tax	5,681	8,846	5,700	5,700	5,700	6,000	300	5.26%
3020 - Transient Occupancy Tax	402,255	504,292	400,000	450,000	450,000	500,000	50,000	11.11%
3050 - Garbage Franchise	207,633	211,143	215,000	215,000	215,000	215,000	-0	0.00%
3051 - PG&E Franchise	84,700	118,275	84,000	84,000	84,000	120,000	36,000	42.86%
3052 - Cable TV Franchise	70,834	76,089	71,000	71,000	71,000	75,000	4,000	5.63%
3101 - Business License	133,311	134,760	135,000	140,000	135,000	135,000	-5,000	-3.57%
3102 - Business License-Late Fees	3,638	9,433	-0	-0	5,000	2,500	2,500	0.00%
3103 - Building Permits	343,106	281,602	200,000	500,000	500,000	250,000	-250,000	-50.00%
3104 - Pet Shelter Release Fee	2,045	2,020	-0	100	100	2,000	1,900	1900.00%
3105 - Vehicle/ Criminal Code Fines	16,415	15,868	8,500	8,500	8,500	15,000	6,500	76.47%
3106 - Parking Fines	14,024	11,584	4,500	10,700	15,000	11,000	300	2.80%
3107 - RBS Training Fees	11,800	12,800	10,600	10,600	10,600	12,000	1,400	13.21%
3110 - Business License - DSA 70% \$1	4,576	4,983	-0	-0	-0	5,000	5,000	0.00%
3202 - State Mandated Cost Reimb	3,793	4,809	4,300	4,300	4,300	4,500	200	4.65%
3203 - POST Reimb	1,830	2,212	1,800	1,800	3,000	2,700	900	50.00%
3204 - Casino Mitigation	17,781	13,843	15,000	14,000	10,000	14,000	-0	0.00%
3206 - County Grant	370,000	92,265	-0	-0	-0	-0	-0	0.00%
3207 - State Grant	109,939	23,254	-0	-0	-0	-0	-0	0.00%
3209 - Federal Grant	-0	176,094	917,850	917,850	917,850	-0	-917,850	-100.00%
3300 - Interest Income	-40,245	-32,870	20,000	22,000	25,000	20,000	-2,000	-9.09%
3301 - Cell Tower Lease Rental	39,962	35,002	40,000	40,000	40,000	40,000	-0	0.00%
3302 - City Property Rental - Little League	1,902	2,013	2,000	2,000	2,000	2,000	-0	0.00%
3304 - City Property Rental - Parking Space	540	770	500	500	500	500	-0	0.00%
3305 - City Property Rental - Palm Ave	3,000	3,000	3,000	3,000	3,000	2,000	-1,000	-33.33%
3401 - Plaza and Special Event Fees	3,275	12,990	3,300	3,300	5,000	5,000	1,700	51.52%
3404 - Credit Card Transaction Fee	500	-0	-0	-0	-0	-0	-0	0.00%
3405 - Finance Fee	7,133	8,136	7,000	7,000	7,000	8,000	1,000	14.29%
3406 - Pet Shelter Release Fee	2,215	1,940	1,800	1,800	-0	1,900	100	5.56%
3421 - Building Permit Fee	642	734	-0	-0	-0	-0	-0	0.00%
3425 - Fire Dept Fees	69,256	30,942	30,000	40,000	40,000	30,000	-10,000	-25.00%
3426 - Planning Fees	25,563	24,010	25,000	28,300	35,000	25,000	-3,300	-11.66%
3427 - Special Projects Plans/Specs	850	579	300	300	300	500	200	66.67%
3428 - GIS Fees	140	160	-0	-0	300	200	200	0.00%
3441 - Encroachment Permits Fee	47,835	21,725	40,000	40,000	30,000	30,000	-10,000	-25.00%
3442 - Grading Permit Fee	650	-650	-0	-0	1,000	500	500	0.00%
3445 - Public Works Services	654	12,980	-0	-0	1,500	1,500	1,500	0.00%
3502 - Police Services	10,480	21,051	15,000	15,000	18,000	15,000	-0	0.00%
3504 - Impounded Vehicle Release Fee	4,300	3,180	2,500	2,500	2,350	2,500	-0	0.00%
3505 - Police Reports Copy Fee	3,355	2,600	-0	-0	2,500	2,000	2,000	0.00%
3507 - Police OT Reimbursement	-0	7,180	-0	-0	-0	7,000	7,000	0.00%
3607 - Other Charges	-0	34,825	-0	-0	-0	-0	-0	0.00%
3801 - Sales of Surplus Equipment	-0	4,171	-0	25,000	32,000	10,000	-15,000	-60.00%
3804 - Insurance Claims	13,050	403,587	-0	-0	159,750	5,000	5,000	0.00%
3805 - Miscellaneous Income	9,793	859	5,000	5,000	500	-0	-5,000	-100.00%
3806 - Donations & Contributions	210,474	30,500	-0	423,000	423,725	-0	-423,000	-100.00%
3807 - Rebates	8,613	13,740	10,000	10,000	10,000	10,000	-0	0.00%
3810 - Pool Expense Reimbursement	57,901	79,652	62,000	62,000	93,000	72,000	10,000	16.13%
3999 - Transfers In	107,373	116,000	102,500	102,500	102,500	100,000	-2,500	-2.44%
Total Operation	8,166,931	8,872,171	8,851,460	9,692,350	9,982,575	8,459,700	-1,232,650	-12.72%
3011 - Sales Tax-1/4 cent (T)	740,161	803,468	835,000	811,000	811,000	793,500	-17,500	-2.16%
3012 - Sales Tax-1/2 cent (Q)	1,488,249	1,619,793	1,679,600	1,626,000	1,626,000	1,587,000	-39,000	-2.40%
3300 - Interest Income	3,015	-49,365	3,000	3,000	35,000	25,000	22,000	733.33%
3804 - Insurance Claims	-0	192,500	-0	-0	71,500	-0	-0	0.00%
3806 - Donations & Contributions	21,173	-0	-0	-0	-0	-0	-0	0.00%
Total Fund 124	2,252,599	2,566,395	2,517,600	2,440,000	2,543,500	2,405,500	-34,500	-1.41%
TOTAL REVENUE	10,419,530	11,438,566	11,369,060	12,132,350	12,526,075	10,865,200	-1,267,150	-10.44%



GENERAL FUND - TRANSFERS

Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Inc/(Dec)
TRANSFERS IN/(OUT)							
Transfer in							
From Police Grant	107,373	116,000	100,000	100,000	100,000	100,000	
From Vehicle Abatement	-	-	2,500	2,500	2,500	-	
From Vehicle & Buiding Reserve	-	-	-	-	-	-	
3999 - Transfers In	107,373	116,000	102,500	102,500	102,500	100,000	(2,500)
Transfer out							
To Retirement Fund	-	(28,000)	(100,000)	(100,000)	(100,000)	-	
To Bldg Facilities Infras Fund	-	-	-	-	-	-	
To Capital Project Fund (See Note a.)	(89,447)	(358,427)	(60,000)	(60,000)	(112,000)	(204,000)	
To Street Pavement Reserves (See Note b.)	-	-	-	-	-	-	
To Gas Tax	(8,800)	-	-	-	-	-	
4999 - Transfers Out	(98,247)	(386,427)	(160,000)	(160,000)	(212,000)	(204,000)	44,000
TOTAL TRANSFERS	9,127	(270,427)	(57,500)	(57,500)	(109,500)	(104,000)	(41,500)

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BUILDINGS, FACILITIES & INFRASTRUCTURE RESERVE FUND

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	8,246	-19,741	2,000	2,000	35,000	-0	-2,000	-100%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	8,246	-19,741	2,000	2,000	35,000	-0	-2,000	-100%
OPERATING EXPENSES								
Contracted Services	-	-	-	-	-	-	-0	0%
Council Objectives	-	-	-	-	-	-	-0	0%
Transfers Out	23,705	8,806	100,000	100,000	88,400	239,000	-139,000	139%
Capital Outlay	-	-	263,200	263,200	-	16,000	247,200	-94%
TOTAL OPERATING EXPENSE	23,705	8,806	363,200	363,200	88,400	255,000	108,200	-30%
NET BUDGETARY RESULT	(15,459)	(28,547)	(361,200)	(361,200)	(53,400)	(255,000)	-106,200	
Addition/(Use) of Reserves	(15,459)	(28,547)	(361,200)	(361,200)	(53,400)	(255,000)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	1,025,247	1,009,788	981,241	981,241	981,241	927,841		
Ending Fund Balance (Estimated)	1,009,788	981,241	620,041	620,041	927,841	672,841		

**Detail-Building, Facilities & Infrastructure
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4999 - Transfers Out						
00 - Non Departmental	23,705	8,806	100,000	100,000	88,400	239,000
Total 4999 - Transfers Out	23,705	8,806	100,000	100,000	88,400	239,000
5100 - Capital Outlay						
40 - Senior Center	-	-	-	-	-	16,000
41 - Public Works	-	-	243,200	243,200	-	-
43 - PW-Ives Pool	-	-	20,000	20,000	-	-
Total 5100 - Capital Outlay	-	-	263,200	263,200	-	16,000
TOTAL	23,705	8,806	363,200	363,200	88,400	255,000

4999 - Transfers Out	
0213-20.05 Youth Annex ADA Upgrades	7,500
0214-20.07 City Hall ADA Upgrades	101,500
0215-22.04 ADA Transition Plan Building Improvements	26,000
0417-96.00 Ives Pool Exterior Shower	500
0424-22.01 South Main St. Parklet	60,000
0426-23.08 NEW: Burbank Farm: ADA Parking stall and path	10,500
0519-22.03 Palm Ave. Street Improvements	33,000
	<u>239,000</u>



EQUIPMENT, TECHNOLOGY & VEHICLE RESERVE FUND

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	206,134	93,942	-0	38,000	-0	-0	-38,000	-100%
Interest & Rents	7,315	-18,390	2,000	2,000	28,500	-0	-2,000	-100%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	213,449	75,552	2,000	40,000	28,500	-0	-40,000	-100%
OPERATING EXPENSES								
Transfers Out	-	-	-	-	-	-	-0	0%
Capital Outlay	-	389,241	80,000	110,075	75,000	172,830	-62,755	57%
TOTAL OPERATING EXPENSE	-	389,241	80,000	110,075	75,000	172,830	-62,755	57%
NET BUDGETARY RESULT	213,449	(313,690)	(78,000)	(70,075)	(46,500)	(172,830)	102,755	
Addition/(Use) of Reserves	213,449	(313,690)	(78,000)	(70,075)	(46,500)	(172,830)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	1,007,839	1,221,288	907,599	907,599	907,599	861,099		
Ending Fund Balance (Estimated)	1,221,288	907,599	829,599	837,524	861,099	688,269		

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**Detail - Vehicle
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
5100 - Capital Outlay						
31 - Fire & Prevention	-	389,241	40,000	70,075	-	-
32 - Police	-	-	40,000	40,000	75,000	172,830
Total 5100 - Capital Outlay	-	389,241	80,000	110,075	75,000	172,830
TOTAL	-	389,241	80,000	110,075	75,000	172,830

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PENSION AND OPEB FUND

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Interest & Rents	-1,461	-133,482	-0	-0	-0	-0	-0	0%
Miscellaneous Revenue	500	-0	-0	-0	-0	-0	-0	0%
Transfers In	-0	28,000	100,000	100,000	-0	-0	-100,000	-100%
TOTAL REVENUE	-961	-105,482	100,000	100,000	-0	-0	-100,000	-100%
<u>OPERATING EXPENSES</u>								
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-0	0%
NET BUDGETARY RESULT	(961)	(105,482)	100,000	100,000	-	-	100,000	
Addition/(Use) of Reserves	(961)	(105,482)	100,000	100,000	-	-		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	2,819,419	2,818,458	2,712,976	2,712,976	2,712,976	2,712,976		
Ending Fund Balance (Estimated)	2,818,458	2,712,976	2,812,976	2,812,976	2,712,976	2,712,976		

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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

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	18,300	18,000	18,000	18,000	18,000	18,000
Benefits	36,976	38,623	34,492	34,492	29,735	26,947
Contracted Services	65,131	62,805	75,500	75,500	60,000	71,050
Services & Supplies	27,418	19,474	17,050	17,050	15,950	17,265
Equipment Rental/Maintenance	4,706	4,699	4,700	4,700	4,700	4,700
Conference & Training Expense	1,670	2,000	11,500	11,500	7,500	12,175
Telecommunications	7,920	7,283	9,800	9,800	9,800	8,940
Council Objectives	105,846	223,255	367,475	367,475	367,475	178,722
Allocated Insurance	15,041	14,846	15,700	15,700	15,700	22,075
Total Expense	283,008	390,986	554,217	554,217	528,860	359,874

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**City Council
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	18,300	18,000	18,000	18,000	18,000	18,000
4101 - Health in Lieu	10,653	20,450	17,792	17,792	13,000	10,280
4105 - Medicare & Fica	1,400	1,377	1,400	1,400	1,400	1,377
4130 - Health Insurance	21,101	10,044	10,325	10,325	9,350	9,504
4150 - Dental Insurance	3,098	5,772	3,850	3,850	5,000	4,666
4151 - Vision Insurance	392	649	550	550	650	540
4183 - EAP (Employee Asst Prog)	170	170	175	175	170	175
4184 - Life Insurance	162	162	400	400	165	405
4210 - Professional Contract Services	51,338	48,217	62,000	62,000	50,000	55,800
4212 - Internet & Network /Technology Maint	-	-	3,500	3,500	-	5,250
4250 - Publications/Legal Notices	13,793	14,588	10,000	10,000	10,000	10,000
4310 - Office Supplies	460	907	1,700	1,700	600	1,700
4330 - Misc Supplies & Services	2,204	362	3,000	3,000	3,000	4,150
4340 - Postage & Printing	72	70	-	-	-	100
4345 - Dues & Subscriptions	24,682	18,135	12,350	12,350	12,350	11,315
4510 - Conference & Training	1,670	50	5,500	5,500	5,500	3,125
4515 - Meetings & Travel	-	1,950	6,000	6,000	2,000	9,050
4750 - Telecommunications	7,920	7,283	9,800	9,800	9,800	8,940
4800 - Council Approved Initiatives	2,250	-	2,500	2,500	2,500	2,500
4820 - Community Grants Program	93,950	96,364	99,375	99,375	99,375	106,422
4890 - Other Community Support	9,646	126,891	265,600	265,600	265,600	69,800
4996 - Allocated Liability Insurance	13,315	13,377	14,000	14,000	14,000	20,210
4997 - Allocated Wrkrs Comp Insurance	1,727	1,469	1,700	1,700	1,700	1,865
Total Operation	278,302	386,286	549,517	549,517	524,160	355,174
4375 - Equipment Rental/Expenses	4,706	4,699	4,700	4,700	4,700	4,700
Total Fund 124	4,706	4,699	4,700	4,700	4,700	4,700
TOTAL DEPARTMENT	283,008	390,986	554,217	554,217	528,860	359,874
G&A Allocation						
500 - Water Enterprise Fund	32,238	31,121	33,110	33,110	31,027	34,245
510 - WasteWater Enterprise Fund	37,614	36,310	38,628	38,628	36,198	39,952
Total G&A Allocation	69,852	67,431	71,738	71,738	67,225	74,197
Total Department Expenses	213,156	323,555	482,479	482,479	461,635	285,677

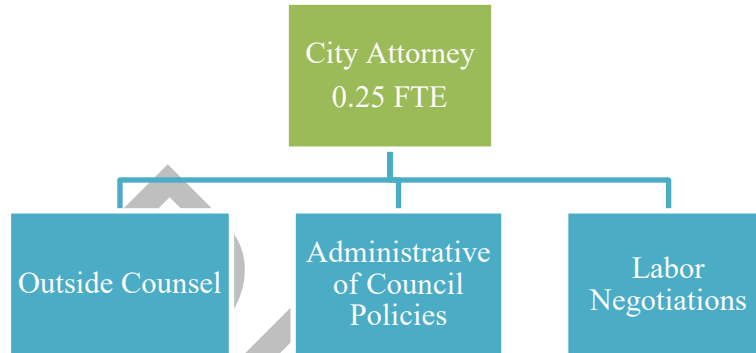
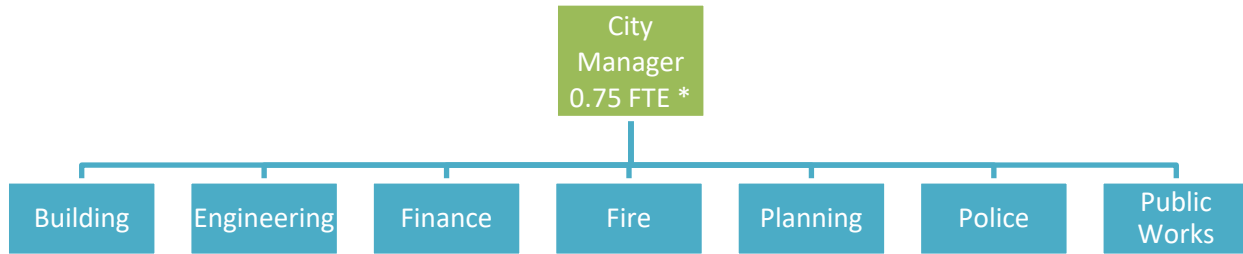
**City Council
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		\$ 362,464.00	1,502.00	\$ 394,474.00
4210 - Professional Contract Services				
	Closed Captioning (Average 5 hours meeting x 24 reg meeting @ \$185/hour)	\$ 185.00	120.00	\$ 22,200.00
	Videographer (Average 8 hours for 2 tech x 30 meetings @ \$140/hour)	\$ 140.00	240.00	\$ 33,600.00
Total 4210 - Professional Contract Services		\$ 325.00	360.00	\$ 55,800.00
4212 - Internet & Network /Technology Maint				
	New Laptop for Council (In Person/Remote) Meetings	\$ 3,500.00	1.00	\$ 3,500.00
	Cell Phone Equipment for CC	\$ 5.00	350.00	\$ 1,750.00
Total 4212 - Internet & Network /Technology Maint		\$ 3,505.00	351.00	\$ 5,250.00
4250 - Publications/Legal Notices				
	Legal Ads & Public Hearing Notices	\$ 10,000.00	1.00	\$ 10,000.00
Total 4250 - Publications/Legal Notices		\$ 10,000.00	1.00	\$ 10,000.00
4310 - Office Supplies				
	Misc Routine Supplies (Plagues, Record Retention Boxes, Tapes for label)	\$ 1,200.00	1.00	\$ 1,200.00
	Paper Allocation	\$ 500.00	1.00	\$ 500.00
Total 4310 - Office Supplies		\$ 1,700.00	2.00	\$ 1,700.00
4330 - Misc Supplies & Services				
	Shirts/City Stickers	\$ 1,000.00	1.00	\$ 1,000.00
	STEP Newsletters	\$ 3,150.00	1.00	\$ 3,150.00
Total 4330 - Misc Supplies & Services		\$ 4,150.00	2.00	\$ 4,150.00
4345 - Dues & Subscriptions				
	Annual Dropbox	\$ 125.00	1.00	\$ 125.00
	Annual Zoom Large Meeting (1 Seat + Large Meeting)	\$ 685.00	1.00	\$ 685.00
	Association of Bay Area Govt (ABAG)	\$ 2,750.00	1.00	\$ 2,750.00
	Chamber of Commerce	\$ 250.00	1.00	\$ 250.00
	Cittaslow International	\$ 1,800.00	1.00	\$ 1,800.00
	League of California Cities	\$ 5,200.00	1.00	\$ 5,200.00
	Northbay Business Journal	\$ 150.00	1.00	\$ 150.00
	Sister Cities Internation	\$ 155.00	1.00	\$ 155.00
	Sonoma County GoLocal Cooperative	\$ 200.00	1.00	\$ 200.00
Total 4345 - Dues & Subscriptions		\$ 11,315.00	9.00	\$ 11,315.00
4510 - Conference & Training				
	League of California Cities Conference Registration	\$ 625.00	5.00	\$ 3,125.00
Total 4510 - Conference & Training		\$ 625.00	5.00	\$ 3,125.00
4515 - Meetings & Travel				
	League of California Cities Conference (Air/Hotel/Transportation)	\$ 1,000.00	5.00	\$ 5,000.00
	Misc Travel Mileage Reimbursement (\$150/month x 12 months)	\$ 1,800.00	1.00	\$ 1,800.00
	M&C Bi-monthly Meeting Dinners	\$ 1,500.00	1.00	\$ 1,500.00
	M&C Meeting Supplies	\$ 750.00	1.00	\$ 750.00
Total 4515 - Meetings & Travel		\$ 5,050.00	8.00	\$ 9,050.00
4750 - Telecommunications				
	Livestreaming Annual Fee	\$ 2,400.00	1.00	\$ 2,400.00
	Main Fax Line (Shared)	\$ 5.00	12.00	\$ 60.00
	Youth Annex (Comcast Internet)	\$ 240.00	12.00	\$ 2,880.00

**City Council
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
	Cell Phone Service for CC Members	\$ 5.00	720.00	\$ 3,600.00
Total 4750 - Telecommunications		\$ 2,650.00	745.00	\$ 8,940.00
4820 - Community Grants Program				
	Ceres Community Project - Healing Meals for Healthy Communities	\$ 8,500.00	1.00	\$ 8,500.00
	Kiwanis Club - 50th Anniversary of Fireworks Show	\$ 4,822.00	1.00	\$ 4,822.00
	Peacetown - Summer Concerts	\$ 20,000.00	1.00	\$ 20,000.00
	Sebastopol Chamber - ABF & Parade	\$ 15,000.00	1.00	\$ 15,000.00
	Sebastopol Sea Serpents - Rent Relief	\$ 27,600.00	1.00	\$ 27,600.00
	Sebastopol Union School District - Rainbow House Student Support Program	\$ 4,000.00	1.00	\$ 4,000.00
	Slow Food Russian River - Save the Gravenstein	\$ 4,500.00	1.00	\$ 4,500.00
	Western Sonoma County Historical Society	\$ 13,500.00	1.00	\$ 13,500.00
	Sebastopol World Friends	\$ 5,000.00	1.00	\$ 5,000.00
	Rebuilding Together	\$ 3,500.00	1.00	\$ 3,500.00
Total 4820 - Community Grants Program		\$ 106,422.00		\$ 106,422.00
4800 - Council Approved Initiatives				
4800 - Council Approved Initiatives	Council Initiative (\$250/each)	\$ 500.00	5.00	\$ 2,500.00
Total 4800 - Council Approved Initiatives		\$ 500.00	5.00	\$ 2,500.00
4890 - Other Community Support				
	Homeless Outreach	\$ 76,800.00	1.00	\$ 36,800.00
	M&C Clerk Position Share Cost	\$ 3,000.00	1.00	\$ 3,000.00
	Shuttle Fare	\$ 15,000.00	1.00	\$ 15,000.00
	Sponsorship Program	\$ 15,000.00	1.00	\$ 15,000.00
Total 4890 - Other Community Support		\$ 109,800.00	4.00	\$ 69,800.00

CITY MANAGER



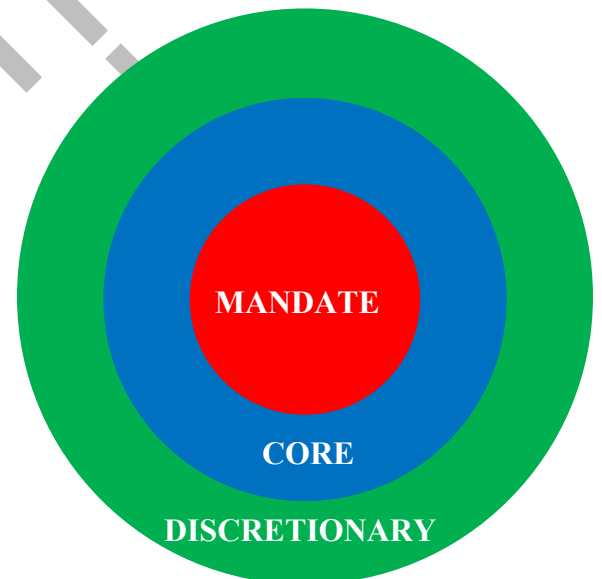
*Designated City Manager holding two positions as City Attorney.

DEPARTMENT SERVICES MODEL

CITY MANAGER & CITY ATTORNEY

MANDATED

- Serve as administrative head of the City under the direction and control of the City Council
- Implement all policy decisions and directives of the City Council
- Enforce all laws and ordinances of the City
- Ensure all franchises, contracts, permits and privileges granted by the City Council are faithfully observed
- Appoint and oversee all executive management positions
- Responsible for legal advice and representation of the City Council and all city departments
- Coordinates all legal representation of the City, including outside counsel, if needed.
- Prepare all ordinances and other legal documents for Council consideration
- 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



CORE

- Meet and review of agenda with Agenda Review Committee
- In consultation with Budget Committee, develop City's annual budget
- Oversees preparation of City's long term capital improvement plans and financing strategy
- Oversees and manages programs to assure economic development and financial vitality of the City
- Represent City Council with employees, community groups, individual members of the public, and other governmental agencies
- Manage all aspects of City's personnel function
- Oversee negotiation and management of service contracts and leasing agreements
- Serve as City's representative on a variety of boards and commissions
- Evaluate City operations to maximize delivery of City services
- Carryout City Council long-term goal and priorities plan
- 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,

DISCRETIONARY

- City Manager & City Attorney are not performing discretionary functions

Major Accomplishment in 2022-23

- ✓ Successfully extended Measure N tax measure
- ✓ Successfully managed the Fire Department Study
- ✓ Hired a Police Chief
- ✓ Hired an Interim Fire Chief

Goals and Objective for 2023-24

- Continue to manage costs and emphasize high quality customer service
- Complete performance evaluation backlog

SUMMARY - CITY MANAGER

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	146,388	158,117	167,950	167,950	167,950	170,277
Benefits	53,545	72,624	69,400	69,400	69,400	69,750
Contracted Services	191,884	65,333	52,500	52,500	57,000	55,200
Services & Supplies	684	9,132	9,700	9,700	9,050	9,150
Equipment Rental/Maintenance	4,706	4,699	4,800	4,800	4,800	4,800
Conference & Training Expense	-	45	-	-	-	800
Telecommunications	3,344	3,348	3,360	3,360	3,360	3,720
Allocated Insurance	25,877	28,309	36,600	36,600	36,600	34,945
Total Expense	426,428	341,607	344,310	344,310	348,160	348,642

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**City Manager
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	146,325	158,117	164,200	164,200	161,165	167,777
4017 - Salaries - COVID-19	63	-	-	-	3,035	-
4023 - One Time Payment	-	-	3,750	3,750	3,750	2,500
4105 - Medicare & Fica	2,213	2,376	2,250	2,250	2,250	2,433
4106 - Vehicle Allowance	3,850	4,200	-	-	-	-
4107 - Electronic Allowance	880	960	1,800	1,800	1,800	1,350
4110 - CalPERS Employer Rate	25,968	40,587	39,970	39,970	39,970	39,016
4121 - Deferred Compensation	1,200	3,583	3,150	3,150	3,150	3,150
4130 - Health Insurance	13,348	14,782	15,800	15,800	15,800	17,355
4140 - Retiree Health Insurance OPEB	3,733	3,733	3,800	3,800	3,800	3,733
4150 - Dental Insurance	1,252	1,310	1,120	1,120	1,120	1,339
4151 - Vision Insurance	162	162	150	150	150	153
4181 - Long Term Disability Insurance	596	596	1,025	1,025	1,025	795
4182 - Short Term Disability Insurance	279	276	250	250	250	310
4183 - EAP (Employee Asst Prog)	33	27	25	25	25	35
4184 - Life Insurance	32	32	60	60	60	81
4210 - Professional Contract Services	4,561	4,650	500	500	5,000	5,200
4212 - Internet & Network /Technology Maint	2,584	329	-	-	-	-
4310 - Office Supplies	159	-	500	500	50	250
4330 - Misc Supplies & Services	525	347	300	300	-	-
4345 - Dues & Subscriptions	-	8,785	8,900	8,900	9,000	8,900
4510 - Conference & Training	-	-	-	-	-	500
4515 - Meetings & Travel	-	45	-	-	-	300
4750 - Telecommunications	3,344	3,348	3,360	3,360	3,360	3,720
4996 - Allocated Liability Insurance	12,064	16,924	21,100	21,100	21,100	17,660
4997 - Allocated Wrkrs Comp Insurance	13,813	11,385	15,500	15,500	15,500	17,285
Total Operation	236,983	276,554	287,510	287,510	291,360	293,842
4210 - Professional Contract Services	184,739	60,354	52,000	52,000	52,000	50,000
4375 - Equipment Rental/Expenses	4,706	4,699	4,800	4,800	4,800	4,800
Total Fund 124	189,445	65,053	56,800	56,800	56,800	54,800
TOTAL DEPARTMENT	426,428	341,607	344,310	344,310	348,160	348,642
G&A Allocation						
500 - Water Enterprise Fund	47,399	52,400	57,502	57,502	58,272	58,768
510 - WasteWater Enterprise Fund	47,399	52,400	57,502	57,502	58,272	58,768
Total G&A Allocation	94,798	104,800	115,004	115,004	116,544	117,537
Total Department Expenses	331,630	236,807	229,306	229,306	231,616	231,105

**City Manager
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		\$ 15,485.00	\$ 42.00	\$ 18,070.00
4210 - Professional Contract Services				
	Annual Homeless Count	\$ 500.00	\$ 1.00	\$ 500.00
	Shared MMO-Fed Legislature	\$ 4,700.00	\$ 1.00	\$ 4,700.00
Total 4210 - Professional Contract Services		\$ 5,200.00	\$ 2.00	\$ 5,200.00
4310 - Office Supplies				
	Routine Supplies (Paper/Calendar/Business Cards)	\$ 250.00	\$ 1.00	\$ 250.00
Total 4310 - Office Supplies		\$ 250.00	\$ 1.00	\$ 250.00
4345 - Dues & Subscriptions				
	ERC (Employment Relation Consortium) LCW Membership	\$ 900.00	\$ 1.00	\$ 900.00
	RCPA Contribution	\$ 8,000.00	\$ 1.00	\$ 8,000.00
Total 4345 - Dues & Subscriptions		\$ 8,900.00	\$ 2.00	\$ 8,900.00
4750 - Telecommunications				
	Fax Line Shared	\$ 5.00	\$ 12.00	\$ 60.00
	Hotspot Rental	\$ 900.00	\$ 1.00	\$ 900.00
	Land Line Lease	\$ 30.00	\$ 12.00	\$ 360.00
	Sonic Shared	\$ 200.00	\$ 12.00	\$ 2,400.00
Total 4750 - Telecommunications		\$ 1,135.00	\$ 37.00	\$ 3,720.00

SUMMARY - CITY ATTORNEY

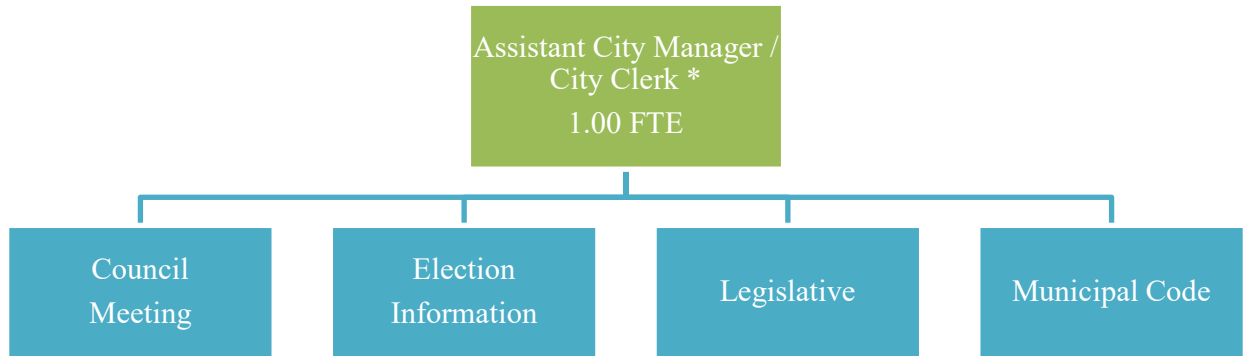
EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	48,797	52,707	55,975	55,975	54,725	58,425
Benefits	15,046	20,193	21,900	21,900	21,765	22,057
Contracted Services	90,750	289,988	150,000	235,000	310,000	300,000
Services & Supplies	764	499	650	650	600	600
Allocated Insurance	9,972	11,963	13,300	13,300	13,300	25,165
Total Expense	165,330	375,350	241,825	326,825	400,390	406,248

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**City Attorney
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	48,776	52,707	54,725	54,725	53,713	55,926
4017 - Salaries - COVID-19	21	-	-	-	1,012	-
4023 - One Time Payment	-	-	1,250	1,250	-	2,500
4105 - Medicare & Fica	709	767	750	750	750	811
4107 - Electronic Allowance	-	-	-	-	-	450
4110 - CalPERS Employer Rate	8,611	13,296	13,875	13,875	13,875	13,005
4121 - Deferred Compensation	-	184	1,050	1,050	1,050	1,050
4130 - Health Insurance	4,991	5,182	5,350	5,350	5,350	5,785
4150 - Dental Insurance	382	414	380	380	380	446
4151 - Vision Insurance	49	51	50	50	50	51
4181 - Long Term Disability Insurance	199	199	335	335	200	278
4182 - Short Term Disability Insurance	85	82	80	80	80	65
4183 - EAP (Employee Asst Prog)	8	8	10	10	10	35
4184 - Life Insurance	10	9	20	20	20	81
4214 - Litigation Expense	90,750	289,988	150,000	150,000	310,000	300,000
4330 - Misc Supplies & Services	764	499	650	650	600	600
4996 - Allocated Liability Insurance	5,361	8,107	8,100	8,100	8,100	19,400
4997 - Allocated Wrkrs Comp Insurance	4,611	3,856	5,200	5,200	5,200	5,765
Total Operation	165,330	375,350	241,825	241,825	400,390	406,248
Total Fund 124	-	-	-	-	-	-
TOTAL DEPARTMENT	165,330	375,350	241,825	241,825	400,390	406,248
G&A Allocation						
500 - Water Enterprise Fund	7,752	12,938	12,091	12,091	20,020	20,312
510 - WasteWater Enterprise Fund	4,652	7,762	7,255	7,255	12,012	12,187
Total G&A Allocation	12,404	20,700	19,346	19,346	32,031	32,500
General Fund Cost Allocation	92%	152,926	354,650	222,479	368,359	373,748

ASSISTANT CITY MANAGER / CITY CLERK



*Designated Assistant City Manager holding two positions as City Clerk.

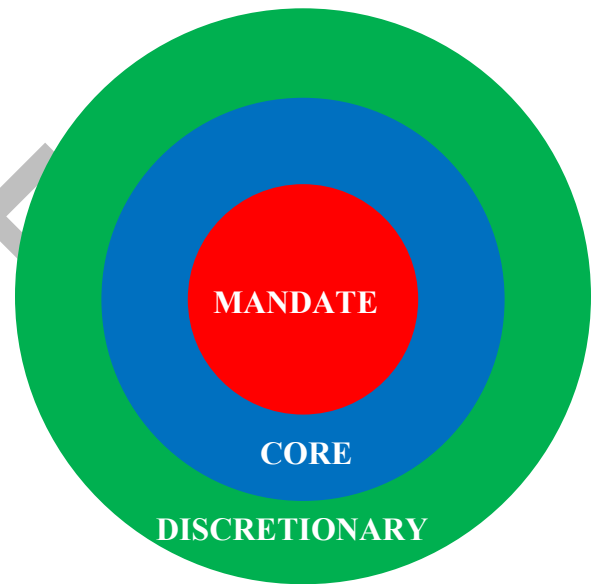
Mission:

The mission of the City Clerk Department is to constantly strive to provide efficient, quality services in a courteous, knowledgeable and professional manner.

DEPARTMENT SERVICES MODEL

MANDATED

- Serve as Clerk of the City Council
- Record and maintain proceedings of City Council meetings
- Attest, index, and file resolutions, ordinances, minutes, and contracts
- Post and publish legal notices
- Administer Oaths of Office
- Act as local elections official
- Act as custodian of city records and provide certification of copies
- Maintain Local Appointments List and conduct recruitment in accordance with the Maddy Act (City boards, committees, and commissions)
- Supporting the legislative body, coordinating municipal elections, serving as the Filing Officer, and managing the City's archives and records management program.
- Accept tort claims, subpoenas, and other legal documents for service
- Process Protests and Appeals to City Council and City Manager and set hearings



CORE

- Assist City Manager with preparation and posting of agendas in compliance with the Ralph M. Brown Act
- Coordinate presentations for meetings
- Develop and maintain records management program
- Notarize city documents

- Respond to staff and citizen inquiries
- Coordinate and log responses to requests for public records under Public Records Act
- Maintain and distribute updates to the Municipal Code
- 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

DISCRETIONARY

- Oversee and maintain city website
- Serve as public information officer
-

Alternative Service Delivery Options

- Separate position of Assistant City Manager and City Clerk
- Reorganize Department in Coordination with City Manager Department as follows:
 - Assistant City Manager
 - City Clerk
 - Management Analyst
 - Deputy City Clerk
- Utilize a vendor to operate archive records management center
- Utilize interns to develop and maintain electronic recordkeeping and document imaging systems
- Utilize volunteers or interns to perform routine clerical duties
- Complete the development of an Continuity of Operations manual for the City Clerk Department functions

Major Accomplishment in 2022-23

- ✓ Processed a special election for sales tax ballot measure.
- ✓ Onboarding 3 new council members
- ✓ Obtained Consultant to research funding opportunities and write various private, local, state, and federal grants; monitors compliance of all grants requirements, and processes reimbursement requests.
- ✓ Oversight for Completion of City Wide Staffing Assessment Study
- ✓ Oversight with Ad Hoc Committee for Completion of Fire Services and Delivery Study
- ✓ Provide a high level of representation at all meetings of the Governing Body and meetings of in which the City has an interest.
- ✓ Compiled, prepared, and reviewed the council agenda, agenda packet and minutes ensuring accuracy and completeness for Council Regular, Special, Study Session, and Closed Session Meetings. Published and distributed the agenda packet and minutes.
- ✓ Prepared Forward Agendas for Agenda Review Committee Meetings
- ✓ Ensured compliance with the Brown Act, Elections Code, Fair Political Practices Commission regulations and the Public Records Act.
- ✓ Promoted the highest level of customer service.
- ✓ Provided accurate and impartial election information to candidates, campaign committees and the public.
- ✓ Formalization of Policy to be in compliance with Americans with Disabilities Act (ADA) and ADA policy to address requests for reasonable accommodations by any member of the public or City staff to allow for their participation in City Council Meetings
- ✓ Processed Public Records Act Requests

- ✓ Accept and process all claims and legal actions against the City. Processed claims against the City
- ✓ Processed, finalized, and follow-up on Council action from City Council meetings; ensure
- ✓ timelines are met including those for ordinance publication, resolutions, and notice of decisions.
- ✓ Track vacancies of the many City Boards and Commissions. Prepare, distribute, and accept applications for board, committee and commission openings. Notify Council of openings and prepare notices of vacancies. Receive and process applications for future appointments. Forward applications to the appropriate department.
- ✓ Coordinate the assuming office and leaving office of newly-elected and departing Council, Boards, Commissions and Committees
- ✓ Updated the Municipal Code with Approved Ordinances
- ✓ Assisted in the preparation, administration, and monitoring of City Departmental Budgets
- ✓ Participated in training sessions through the City Clerks Association of California, League of CA Cities/Cal Cities, CIRA, BBK, Sonoma Marin ERC Trainings

Goals and Objective for 2023-24

- Continue working with Outreach Coordinator and Website Consultant for Update of City Web Site. (To be launched Spring 2023)
- Provide city staff with clarification of current state record retention requirements.
- Continue to research and cost estimate for potential implementation of an online agenda management system.
- Continue to improve transparency regarding City processes through continued enhancements of the Department's website, revising forms for online submission and improving stakeholder communication between departments and outside agencies.
- Continue to utilize current and upcoming technology to aide in transparency of City meetings
- Continued commitment to providing current and future City employees with a stable work environment including equal opportunities for learning and personal growth.
- Continue to increase documents available on the City's website to improve public access to information.
- Continued maintenance, support and training for the electronic campaign finance filing system
- Continue to build a more extensive database of City Clerk documents to reduce the number of requests for retrieval/refilling of current documents from the Vault /Filing area of city hall (archival City Council meeting folders and minutes, ordinances, resolutions, contracts)
- Completion of Formal Ethics Policy
- Update of outdated City Council and City Manager Policies

SUMMARY - ASSISTANT CITY MANAGER/CITY CLERK

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	199,607	214,923	236,800	236,800	237,300	239,537
Benefits	59,630	82,619	80,550	80,550	80,565	79,392
Contracted Services	29,208	21,924	80,600	89,350	87,200	21,600
Services & Supplies	4,568	6,014	7,400	7,400	5,250	6,655
Equipment Rental/Maintenance	4,706	4,699	4,800	4,800	4,800	4,800
Conference & Training Expense	674	924	4,000	4,000	750	5,400
Telecommunications	2,390	2,436	2,550	2,550	2,550	3,510
Allocated Insurance	33,341	32,108	38,400	38,400	38,400	43,010
Total Expense	334,124	365,647	455,100	463,850	456,815	403,904

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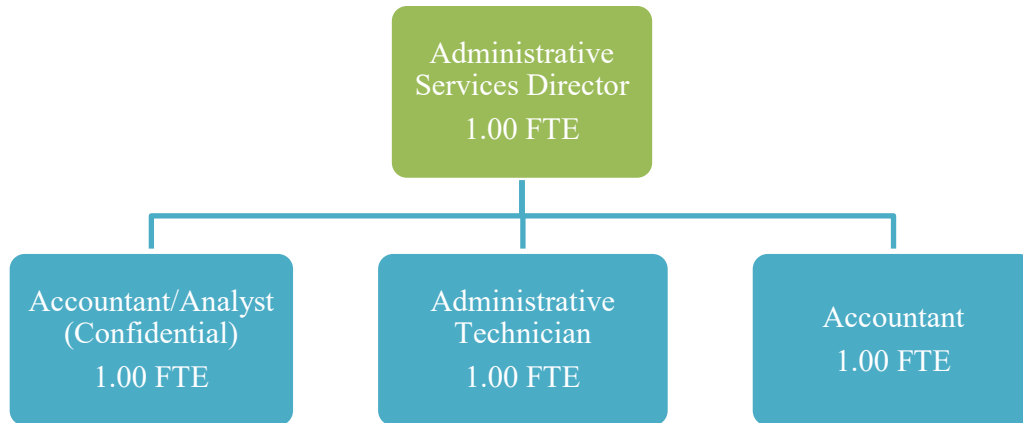
**Assistant City Manager/City Clerk
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	199,607	212,295	231,800	231,800	231,800	234,037
4011 - Salaries - Part Time	-	2,629	-	-	500	3,000
4023 - One Time Payment	-	-	5,000	5,000	5,000	2,500
4105 - Medicare & Fica	2,994	3,211	3,070	3,070	3,070	3,394
4106 - Vehicle Allowance	3,850	4,200	-	-	-	-
4107 - Electronic Allowance	1,375	1,500	1,800	1,800	1,800	1,800
4110 - CalPERS Employer Rate	35,141	53,975	56,245	56,245	56,245	53,311
4121 - Deferred Compensation	1,200	3,767	4,200	4,200	4,200	4,200
4130 - Health Insurance	9,098	9,958	8,985	8,985	9,000	10,603
4140 - Retiree Health Insurance OPEB	3,732	3,733	3,700	3,700	3,700	3,700
4150 - Dental Insurance	854	901	770	770	770	933
4151 - Vision Insurance	103	104	110	110	110	108
4181 - Long Term Disability Insurance	795	795	1,255	1,255	1,255	795
4182 - Short Term Disability Insurance	364	359	300	300	300	432
4183 - EAP (Employee Asst Prog)	41	35	35	35	35	35
4184 - Life Insurance	83	82	80	80	80	81
4210 - Professional Contract Services	20,424	19,990	48,100	56,850	71,000	21,100
4212 - Internet & Network /Technology Maint	3,218	1,413	2,000	2,000	-	-
4270 - Elections	382	521	500	500	-	500
4310 - Office Supplies	1,463	1,117	3,150	3,150	3,000	3,000
4330 - Misc Supplies & Services	652	1,565	1,600	1,600	150	500
4340 - Postage & Printing	57	69	-	-	-	100
4345 - Dues & Subscriptions	2,395	3,263	2,650	2,650	2,100	3,055
4510 - Conference & Training	674	540	1,500	1,500	500	2,700
4515 - Meetings & Travel	-	384	2,500	2,500	250	2,700
4750 - Telecommunications	2,390	2,436	2,550	2,550	2,550	3,510
4996 - Allocated Liability Insurance	14,325	16,316	16,500	16,500	16,500	18,900
4997 - Allocated Wrkrs Comp Insurance	19,017	15,792	21,900	21,900	21,900	24,110
Total Operation	324,233	360,948	420,300	429,050	435,815	399,104
4270 - Elections	5,184	-	30,000	30,000	16,200	-
4375 - Equipment Rental/Expenses	4,706	4,699	4,800	4,800	4,800	4,800
Total Fund 124	9,890	4,699	34,800	34,800	21,000	4,800
TOTAL DEPARTMENT	334,124	365,647	455,100	463,850	456,815	403,904
G&A Allocation						
500 - Water Enterprise Fund	25,941	28,876	33,624	34,324	34,865	31,928
510 - WasteWater Enterprise Fund	22,696	25,264	29,421	30,034	30,507	27,937
Total G&A Allocation	48,637	54,140	63,045	64,358	65,372	59,866
Total Department Expenses	285,487	311,507	392,055	399,492	391,443	344,039

**Assistant City Manager/City Clerk
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		\$	21,115 72	\$ 37,065
4210 - Professional Contract Services				
	Annual Muni-Code Updates	\$	5,000 1	\$ 5,000
	Annual Zoom Contract	\$	200 12	\$ 2,400
	Granicus Contract	\$	1,700 1	\$ 1,700
	Transcription Service	\$	1,000 12	\$ 12,000
Total 4210 - Professional Contract Services		\$	7,900 26	\$ 21,100
4270 - Elections				
	Election Book	\$	500	\$ 500
Total 4270 - Elections		\$	500 0	\$ 500
4310 - Office Supplies				
	Misc Routine Supplies (tapes/labels/folders/paper allocation)	\$	2,400 1	\$ 2,400
	Toners	\$	600 1	\$ 600
Total 4310 - Office Supplies		\$	3,000 2	\$ 3,000
4330 - Misc Supplies & Services				
	Clerk/Notary Supplies	\$	500 1	\$ 500
Total 4330 - Misc Supplies & Services		\$	500 1	\$ 500
4345 - Dues & Subscriptions				
		\$	- 0	\$ -
	Annual Code Publishing	\$	720 1	\$ 720
	ARMA International	\$	175 1	\$ 175
	CalPERLA	\$	400 1	\$ 400
	CCAC (City Clerks Association of California)	\$	125 1	\$ 125
	CCMF (California City Management Foundation)	\$	400 1	\$ 400
	Doodle Subscription	\$	345 1	\$ 345
	ICMA (International City/County Management Association)	\$	200 1	\$ 200
	IIMC (Internation Institute of Municipal Clerks)	\$	215 1	\$ 215
	International Institute of Municipal Clerks	\$	200 1	\$ 200
	MMANC (Municipal Management Association of Northern California)	\$	75 1	\$ 75
	Society of HR Management	\$	200 1	\$ 200
Total 4345 - Dues & Subscriptions		\$	3,055 11	\$ 3,055
4510 - Conference & Training				
	Annual City Clerks Association Conference	\$	500 1	\$ 500
	League of California City Annual Clerk Conference	\$	1,200 1	\$ 1,200
	Other Various Webinar	\$	1,000 1	\$ 1,000
Total 4510 - Conference & Training		\$	2,700 3	\$ 2,700
4515 - Meetings & Travel				
	Clerks Conference (Air/Hotel)	\$	1,200 1	\$ 1,200
	League of California City Annual Clerk Conference	\$	1,200 1	\$ 1,200
	M&C Meetings Dinner	\$	300 1	\$ 300
Total 4515 - Meetings & Travel		\$	2,700 3	\$ 2,700
4750 - Telecommunications				
	Fax Line Shared	\$	150 1	\$ 150
	Ipad Service	\$	50 12	\$ 600
	Land Line Phone Allocation	\$	360 1	\$ 360
	Sonic Shared	\$	200 12	\$ 2,400
Total 4750 - Telecommunications		\$	760 26	\$ 3,510

ADMINISTRATIVE SERVICES (FINANCE) DEPARTMENT



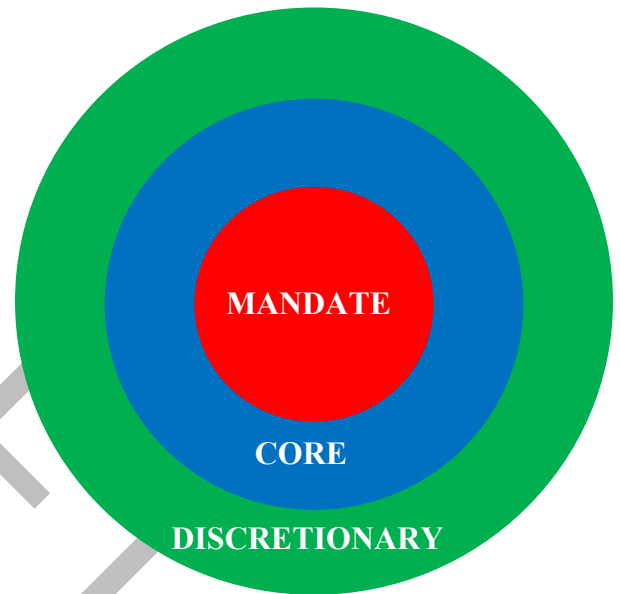
DEPARTMENT SERVICES MODEL

MANDATED

- Prepare Annual City Budget
- Prepare Audited Financial Reports
- Respond to Public Records Requests
- Prepare Federal, State & County Reports
- Prepare bi-weekly Payroll
- Administer Business Licensing
- Ensure compliance with federal and state-mandated requirements
- Administer City's labor and employee relations
- Administer employee medical leaves
- Administer compensation and benefits
- Administer hiring processes

CORE

- 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
- Maintains the Fixed Asset inventory
- Design and conduct recruitment and selection procedures
- Assist outside HR Advisor to provide notice to employees of medical leave and benefits rights under law
- Coordinate with outside HR Advisor return to work, risk management, and safety issues with supervisors and managers
- Coordinate with oversight and benefit administration organizations



- Coordinate the provision of mandatory supervisory training, and of non-mandatory supervisory and managerial training related to legal compliance in employment practices
- Assist outside HR Advisor to confer and coach employees at all levels to identify and resolve workplace concerns
- Compile and maintain official personnel records for all employees
- Maintain, update and disseminate employment-related City policies and procedures

DISCRETIONARY

- Perform Internal/External Audits
- Support Grant Award Administration
- Support City Council Meetings
- Support review Contractual and Lease Agreements
- Assist with performance of Feasibility and Cost-Benefit Studies
- Act as the City's California Public Employees Retirement System liaison

Major Accomplishments in 2022-23:

- ✓ Received the Distinguished Budget Presentation Award (7th time recipient)
- ✓ Received the Certificate of Achievement for Excellence in Financial Reporting (6th time recipient)
- ✓ Selected a Financial Advisor to assist the City in revenue enhancement, and/or debt refinancing opportunities
- ✓ Issued RFP/RFQ for Water Rate Study and Human Resource
- ✓ Developed and Implemented city-wide budget module
- ✓ Completed Utility User Tax (UUT) ballot

Goals and Objectives for 2023-24:

- To fill the remaining vacancy in the Administrative Services Department
- Issue RFP/RFQ for Capital Assets Management Program
- Create internal service funds
- Create 115 Pension Trust
- Assist and support Public Works & Engineering with water rate study
- Assist Police with email conversion
- Convert citywide email domain name from dotorg to dotgov for security reason
- Continue to be the recipient of the Distinguished Budget Presentation Award
- Continue to be recipient of Certificate of Achievement for Excellence in Financial Reporting

Performance Measurements

- ❖ Unqualified opinion on annual comprehensive financial statements
- ❖ Percentage (100%) of staff indicating an understanding of internal controls, such as time reporting and adhere to purchasing & travel reimbursement policies
- ❖ Percentage (99.9%) of accurate tax reporting forms (W-2s and 1099s)
- ❖ Percentage (5%) utility billing collection rates and number of shut offs
- ❖ Percentage (0%) of revenues subject to audit or review
- ❖ Public records act requests fulfilled
- ❖ Number of reviews and audits conducted
- ❖ Timely submission of required reports:

- State Controller's report
- Street Report
- State Compensation Report
- Annual Maintenance of Efforts (Proposition 172)
- Single Audit

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SUMMARY - ADMINISTRATIVE SERVICES (FINANCE)

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	293,509	356,948	506,700	506,700	381,571	508,118
Benefits	122,321	200,413	284,500	284,500	211,540	248,893
Contracted Services	389,060	542,527	427,900	450,400	501,800	556,350
Services & Supplies	20,606	26,587	8,430	8,430	27,600	40,815
Equipment Rental/Maintenance	5,684	8,357	8,900	8,900	8,900	8,600
Conference & Training Expense	1,655	5,354	7,500	7,500	5,500	7,500
Telecommunications	5,758	5,856	6,740	6,740	6,700	6,740
Allocated Insurance	83,485	77,593	93,810	93,810	93,810	114,525
Total Expense	922,079	1,223,633	1,344,480	1,366,980	1,237,421	1,491,541

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Administrative Services (Finance)

Budget Expenditures

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	288,474	353,884	486,700	486,700	370,000	488,118
4011 - Salaries - Part Time	-	2,050	-	-	6,500	10,000
4012 - Overtime	170	18	-	-	-	-
4017 - Salaries - COVID-19	6,061	1,860	-	-	6,071	-
4023 - One Time Payment	-	-	20,000	20,000	-	10,000
4104 - Accrual in Lieu	-	997	-	-	-	-
4105 - Medicare & Fica	4,290	5,225	6,600	6,600	5,300	7,078
4110 - CalPERS Employer Rate	57,284	106,531	149,275	149,275	110,000	98,371
4130 - Health Insurance	50,304	72,645	104,900	104,900	80,000	118,524
4140 - Retiree Health Insurance OPEB	4,294	3,623	7,600	7,600	3,700	7,600
4150 - Dental Insurance	3,684	7,984	10,200	10,200	9,000	12,498
4151 - Vision Insurance	439	886	1,375	1,375	1,000	1,375
4181 - Long Term Disability Insurance	1,216	1,509	3,290	3,290	1,500	2,084
4182 - Short Term Disability Insurance	568	691	800	800	700	901
4183 - EAP (Employee Asst Prog)	74	105	140	140	140	140
4184 - Life Insurance	168	216	320	320	200	324
4210 - Professional Contract Services	302,873	424,228	314,100	314,100	373,000	424,800
4211 - Banking Fees	21,251	21,206	21,600	21,600	21,600	22,000
4212 - Internet & Network /Technology Maint	18,186	29,281	35,200	35,200	35,200	43,050
4220 - Audit & Accounting Services	27,950	30,408	42,000	42,000	42,000	46,000
4222 - Sales Tax Audit	3,801	5,279	5,000	5,000	5,000	5,500
4223 - UUT Audit	15,000	15,000	10,000	25,000	25,000	15,000
4230 - Recruitment Services	-	17,125	-	7,500	-	-
4300 - Short/Over	(8)	1	-	-	-	-
4310 - Office Supplies	4,858	4,720	3,350	3,350	5,000	3,850
4330 - Misc Supplies & Services	10,140	12,991	2,700	2,700	10,000	6,600
4340 - Postage & Printing	2,861	6,601	-	-	7,000	6,600
4345 - Dues & Subscriptions	2,756	2,273	2,380	2,380	5,600	5,765
4351 - Computer Equip (under \$10 K)	-	-	-	-	-	18,000
4375 - Equipment Rental/Expenses	2,106	3,658	4,100	4,100	4,100	3,800
4510 - Conference & Training	1,613	4,046	7,000	7,000	5,000	3,000
4515 - Meetings & Travel	43	1,308	500	500	500	4,500
4750 - Telecommunications	5,758	5,856	6,740	6,740	6,700	6,740
4990 - Contra-Salaries/Projects	(1,196)	(864)	-	-	(1,000)	-
4996 - Allocated Liability Insurance	42,859	46,009	46,485	46,485	46,485	63,235
4997 - Allocated Wrkrs Comp Insurance	40,625	31,584	47,325	47,325	47,325	51,290
Total Operation	918,500	1,218,934	1,339,680	1,362,180	1,232,621	1,486,741
4375 - Equipment Rental/Expenses	3,578	4,699	4,800	4,800	4,800	4,800
Total Fund 124	3,578	4,699	4,800	4,800	4,800	4,800
TOTAL DEPARTMENT	922,079	1,223,633	1,344,480	1,366,980	1,237,421	1,491,541
G&A Allocation						
500 - Water Enterprise Fund	355,882	463,197	509,078	517,628	468,396	564,962
510 - WasteWater Enterprise Fund	346,516	451,007	495,682	504,007	456,070	550,094
Total G&A Allocation	702,398	914,204	1,004,760	1,021,635	924,466	1,115,056
Total Department Expenses	219,681	309,429	339,720	345,345	312,955	376,485

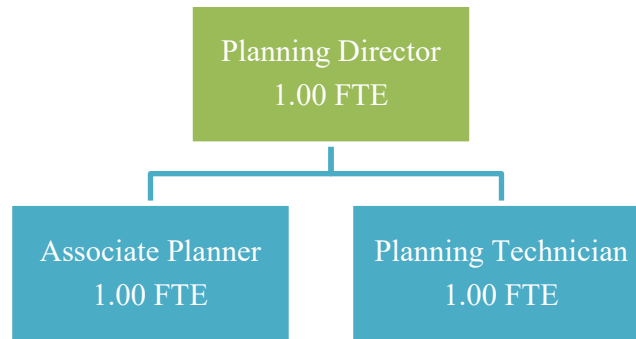
**Administrative Services (Finance)
Object Details**

Object	Worksheet Description	Worksheet Price	Worksheet Unit Quantity	Worksheet Total
Grand Total		512,780	179	556,905
4210 - Professional Contract Services				
	Annual Banking Fee for merchant credit cards	22,000.0	0	-
	Business License Annual Maintenance	10,000.0	1	10,000
	CalOPPS Recruitment Contract	4,000.0	1	4,000
	Capital Assets Study (New Estimate)	110,000.0	1	110,000
	Cost Allocation Study	60,000.0	1	60,000
	Express Evaluations Portal	2,500.0	1	2,500
	GovInvest Labor/CalPERS Costing	10,000.0	1	10,000
	HR Contract	85,000.0	1	85,000
	Labor Negotiation	30,000.0	1	30,000
	Municipal Financial Service Study (Carryover)	20,000.0	1	20,000
	Springbrook Annual Maintenance	25,000.0	1	25,000
	Springbrook Budget Module Maintenance	10,000.0	1	10,000
Total 4210 - Professional Contract Services		388,500	11	366,500
4211 - Banking Fees				
	Annual Banking Fee for merchant credit cards and cash/check	22,000	1	22,000
Total 4211 - Banking Fees		22,000	1	22,000
4212 - Internet & Network /Technology Maint				
	6 Wireless Access Point Licensing	200	6	1,200
	Connect-wise 24/7 Monitoring Alerts (including Webroot Security)	870	35	30,450
	O365 Pro Service	750	12	9,000
	Offsite Hosting Backup Support	200	12	2,400
Total 4212 - Internet & Network /Technology Maint		2,020	65	43,050
4220 - Audit & Accounting Services				
	Annual Audit	31,500	1	31,500
	Annual OPEB Calculations	5,000	1	5,000
	Annual Stats Section Tables	4,000	1	4,000
	GASB-68 Calculations	5,500	1	5,500
Total 4220 - Audit & Accounting Services		46,000	4	46,000
4222 - Sales Tax Audit				
	Annual Sales Tax Audit	5,500	1	5,500
Total 4222 - Sales Tax Audit		5,500	1	5,500
4223 - UUT Audit				
	Annual UUT Audit	15,000	1	15,000
Total 4223 - UUT Audit		15,000	1	15,000
4310 - Office Supplies				
	Routine Supplies (Paper, Toners, Calendars, Banker Boxes)	2,500	1	2,500
	Secured Envelops	1,000	1	1,000
	Various Annual Tax Forms (W2 & 1099)	350	1	350
Total 4310 - Office Supplies		3,850	3	3,850
4330 - Misc Supplies & Services				
	Annual Budget Book Printing	2,000	1	2,000
	DocuSign Contract	3,100	1	3,100
	GFOA Award Submission Fees	1,000	1	1,000
	PO Box Renewal	500	1	500
Total 4330 - Misc Supplies & Services		6,600	4	6,600

**Administrative Services (Finance)
Object Details**

Object	Worksheet Description	Worksheet Price	Worksheet Quantity	Worksheet Total
4340 - Postage & Printing				
	Annual BL Mailing	2,200	1	2,200
	Bi-weekly AP Checks Mailing	2,200	1	2,200
	Late Notices Mailing	2,200	1	2,200
Total 4340 - Postage & Printing		6,600	3	6,600
4345 - Dues & Subscriptions				
	Adobe Annual Subscription (7)	200	7	1,400
	Annual DocuSign Subscription (5 seats)	600	5	3,000
	CalGovHR Annual Membership (1)	65	1	65
	COBRA Annual Subscription	650	1	650
	CSMFO Annual Membership (2)	150	2	300
	GFOA Annual Membership (1)	200	1	200
	PARMA Annual Membership (1)	150	1	150
Total 4345 - Dues & Subscriptions		2,015	18	5,765
4351 - Computer Equip (under \$10 K)				
	DC1/DC1/DC4 (Fire)	6,000	3	18,000
Total 4351 - Computer Equip (under \$10 K)		6,000	3	18,000
4375 - Equipment Rental/Expenses				
	Insert Machine Lease	400	4	1,600
	Postage Machine Lease	550	4	2,200
Total 4375 - Equipment Rental/Expenses		950	8	3,800
4510 - Conference & Training				
	CSMFO Conference	750	1	750
	PARMA Annual Conference	750	1	750
	Springbrook Software Annual Conference	500	1	500
	Various Webinar/Online Training	500	2	1,000
Total 4510 - Conference & Training		2,500	5	3,000
4515 - Meetings & Travel				
	CSMFO Hotel & Transportation	1,500	1	1,500
	PARMA Hotel & Transportation	1,500	1	1,500
	Springbrook Software Hotel & Transportation	1,500	1	1,500
Total 4515 - Meetings & Travel		4,500	3	4,500
4750 - Telecommunications				
	Annual Cell Phone Service	60	12	720
	Annual Desk Phone Contract	265	12	3,180
	eFax Secured Fax Line Service for HR Confidential Matters	20	12	240
	Sonic Internet (Shared Allocation)	200	12	2,400
	Zoom Conference Service	200	1	200
Total 4750 - Telecommunications		745	49	6,740

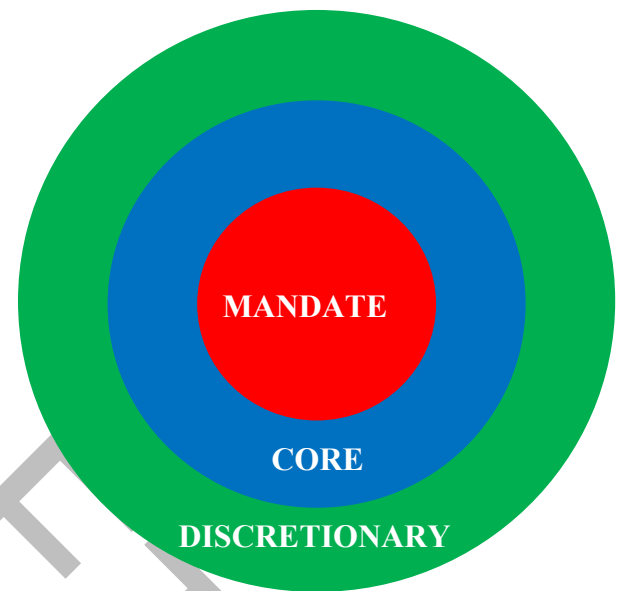
PLANNING DEPARTMENT



DEPARTMENT SERVICES MODEL

MANDATED

- Planning and environmental review assistance to the City Council and other city departments
- Develop, implement and monitor the City's General Plan documents, including required updates and implementation to Housing Element
- Oversee long-range planning in accordance with State Law
- Process development applications in accordance with State Law
- Responsible for state-mandated reporting related to housing, general plan reporting, water efficient landscape reporting, zero waste/SB1383 (newly assigned in 2023)



CORE

- Responsible for staffing the Planning Commission, Design Review Board, Tree Board, Public Arts Committee, and Climate Action Committee
- Assist other Departments with long-range planning, such as managing the City's Local Hazard Mitigation Plan update, the Climate Action Framework plan, Bicycle and Pedestrian Master Plan Update, and Development Impact Fee updates
- 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, Sonoma County Economic Development Board, as well as other related committees.
- Coordinate development review with all city departments
- Manage public arts and respond to community
- Lead role in climate action related activities and adopted Climate Action Framework
- Grant-writing and management for parks projects, planning initiatives
- Customer service on planning and park-planning related issues

DISCRETIONARY

- Economic development in multiple areas in accordance with General Plan, including administering the Façade Improvement Grant program for local businesses
- Homeless and Housing Services liaison (with Councilmember)
- Meetings with non-profits, including non-profit housing developers, non-profit service providers, recreation providers, etc. to provide assistance
- Response to public inquiries and requests beyond core and mandated services
- Research and response to informal developer inquiries
- Regional coordination and partnerships in support of coordinated development and environmental issues (traffic, economic development, noise, quality of life issues)

Major Accomplishments in 2022-23

- ✓ Processed approximately 100 planning applications in calendar year 2022
- ✓ Adoption of Local Hazard Mitigation Plan. Local Hazard Mitigation Plan adopted by Council and approved by CalOES/FEMA
- ✓ Completed Housing Element update to the General Plan for sixth cycle (2023-2031). Adopted by Council on January 3, 2023 and Certified by the California Department of Housing and Community Development (HCD) on March 7, 2023
- ✓ Managed RFP, Contracting, and Implementation of online permitting/tracking system. System is now up and running
- ✓ Adoption of Climate Action Framework by Council and initiation of priority climate actions.
- ✓ Completed Calder Creek naturalization study and hydrology studies and completed Ives Park Master Plan to update component for Calder Creek restoration
- ✓ Completed Michael McGinnis Library Art commission
- ✓ Began development of Objective Design Guidelines for mixed use and multi-family development, and SB9 standards for single family zoning lot splits
- ✓ Met Housing Element Fifth Cycle RHNA (Regional Housing Need Allocation) target of 120 units

Goals and Objectives for 2023-24

- Complete implementation of projects funded by \$165,000 State SB2 (Senate Bill 2) and \$65,000 LEAP planning grants
- Continue implementing GIS (geographic information systems) updates and improvements using SB2 grant funds, including tracking of affordable units and housing inventory sites
- Adopt Objective Design Guidelines for mixed use and multi-family development
- Adopt Updated Subdivision Ordinance that addresses new State Law “SB9” to provide standards for single family zoning lot splits
- Adopt Vehicle Mile Travel (VMT) standards
- Bicycle and Pedestrian Master Plan Update
- Commence affordable housing rental unit monitoring in partnership with Sonoma County
- Complete and adopt Vacation Rental Ordinance updates
- Initiate new call for public art at new public location
- Initiate Sixth Cycle Housing Element implementation of programs
- Revitalize Community Garden

Performance Measurements

- ❖ Days from application to internal/external review (Completeness check) – 30 days or less met

- ❖ Days from complete application to land use decision (Administrative Permits)
- ❖ Days from complete application to land use decision (Discretionary Permits – Planning Commission, Design Review/Tree Board, City Council)
- ❖ Façade Improvement Grants awarded
- ❖ Number of Dwelling Units approved; dwelling units permitted
- ❖ Compliance with new State Laws related to Housing, Zoning, and Subdivision Ordinance updates
- ❖ Compliance with State Reporting (Annual Performance Report [APR] to HCD, MWELo, Zero Waste)
- ❖ Grant Awards (dollars awarded)
- ❖ Number of meetings with non-profits to provide assistance

Other City-Wide Measures

- ❖ Number of Dwelling Units approved; dwelling units permitted
- ❖ Annual Homeless Count
- ❖ Green House Gas (GHG) Emissions (city-wide)
- ❖ Vehicle Miles Traveled (VMT) average for City

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SUMMARY - PLANNING

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	267,752	214,084	356,330	356,330	228,240	368,884
Benefits	110,980	141,974	143,300	143,300	129,240	129,511
Contracted Services	90,720	144,273	77,800	77,800	177,000	129,430
Services & Supplies	5,692	4,244	12,200	12,200	11,215	25,200
Equipment Rental/Maintenance	4,706	4,699	3,500	3,500	160	-
Vehicle Expense	-	280	-	-	-	-
Conference & Training Expense	330	1,493	1,950	1,950	1,950	3,300
Telecommunications	3,176	3,244	3,500	3,500	3,500	3,500
Allocated Insurance	52,062	49,121	58,600	58,600	58,600	65,840
Total Expense	535,419	563,412	657,180	657,180	609,905	725,665

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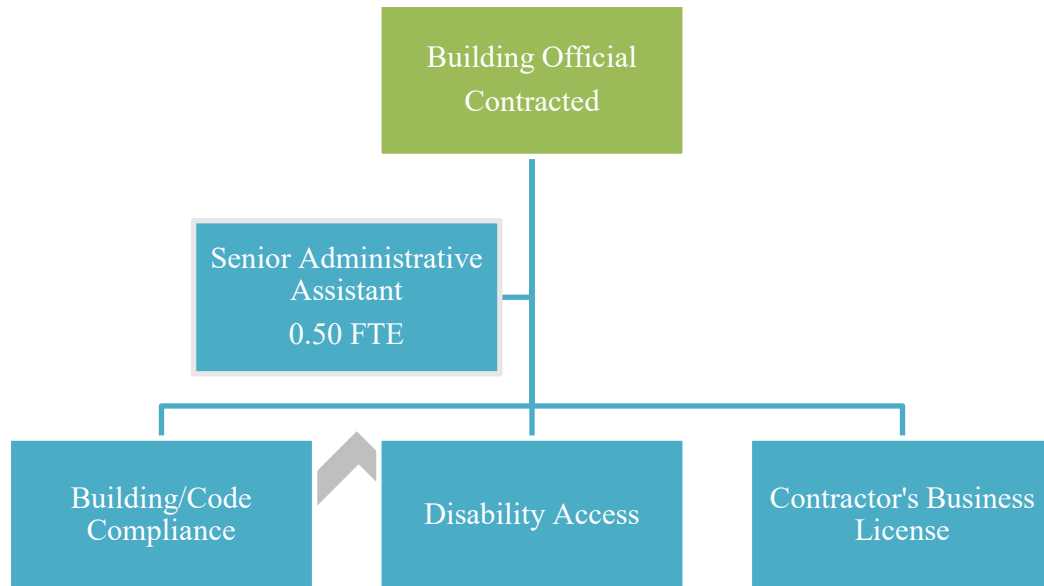
Planning
Budget Expenditures

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	294,610	257,435	334,330	334,330	245,000	356,384
4011 - Salaries - Part Time	-	-	-	-	9,240	-
4012 - Overtime	-	2,018	7,000	7,000	4,000	5,000
4017 - Salaries - COVID-19	1,445	-	-	-	-	-
4023 - One Time Payment	-	-	15,000	15,000	15,000	7,500
4104 - Accrual in Lieu	4,163	-	-	-	300	-
4105 - Medicare & Fica	4,371	3,781	4,650	4,650	4,650	5,168
4110 - CalPERS Employer Rate	41,125	73,475	62,975	62,975	62,975	55,784
4130 - Health Insurance	51,490	54,748	64,360	64,360	50,000	59,429
4140 - Retiree Health Insurance OPEB	1,579	1,579	1,600	1,600	1,600	-
4150 - Dental Insurance	5,242	5,501	5,630	5,630	5,630	5,883
4151 - Vision Insurance	646	650	755	755	755	660
4181 - Long Term Disability Insurance	1,382	1,305	2,400	2,400	2,400	1,582
4182 - Short Term Disability Insurance	631	614	580	580	580	658
4183 - EAP (Employee Asst Prog)	116	97	100	100	100	105
4184 - Life Insurance	234	225	250	250	250	243
4210 - Professional Contract Services	46,057	129,175	41,300	41,300	145,000	92,930
4212 - Internet & Network /Technology Maint	2,524	1,387	3,500	3,500	3,500	3,000
4226 - Façade Improvement Programs	10,396	6,467	20,000	20,000	20,000	25,000
4230 - Recruitment Services	5,114	5,049	10,000	10,000	5,000	5,000
4250 - Publications/Legal Notices	3,870	2,194	3,000	3,000	3,500	3,500
4310 - Office Supplies	1,024	684	3,500	3,500	2,500	3,000
4330 - Misc Supplies & Services	769	1,143	-	-	15	8,500
4340 - Postage & Printing	757	1,040	-	-	-	-
4345 - Dues & Subscriptions	3,142	1,377	8,700	8,700	8,700	13,700
4375 - Equipment Rental/Expenses	-	-	-	-	160	-
4380 - Vehicle Maintenance	-	280	-	-	-	-
4510 - Conference & Training	330	1,407	1,700	1,700	1,700	1,700
4515 - Meetings & Travel	-	86	250	250	250	1,600
4750 - Telecommunications	3,176	3,244	3,500	3,500	3,500	3,500
4990 - Contra-Salaries/Projects	(28,303)	(45,369)	-	-	(45,000)	-
4996 - Allocated Liability Insurance	21,797	24,423	26,400	26,400	26,400	29,125
4997 - Allocated Wrkrs Comp Insurance	30,266	24,698	32,200	32,200	32,200	36,715
Total Operation	507,953	558,712	653,680	653,680	609,905	725,665
4210 - Professional Contract Services	22,760	-	-	-	-	-
4375 - Equipment Rental/Expenses	4,706	4,699	3,500	3,500	-	-
Total Fund 124	27,466	4,699	3,500	3,500	-	-
TOTAL DEPARTMENT	535,419	563,412	657,180	657,180	609,905	725,665
G&A Allocation						
500 - Water Enterprise Fund	25,598	27,953	32,684	32,684	30,495	36,283
510 - WasteWater Enterprise Fund	15,357	16,771	19,610	19,610	18,297	21,770
Total G&A Allocation	40,955	44,724	52,294	52,294	48,792	58,053
Total Department Expenses	494,464	518,688	604,886	604,886	561,113	667,612

**Planning
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			63,240	11,086	116,730
4210 - Professional Contract Services					
	Affordable Housing Monitoring	300	60	18,000	
	City Arborist	1	5,000	5,000	
	Civic Spark / Americorp Fellow - new fellow	35,000	1	35,000	
	Community Outreach (Holly Hansen) - special projects	60	100	6,000	
	GIS Hosting (City of Santa Rosa)	1	5,000	5,000	
	Tech Support - Climate Action Committe Meetings (SCCC hybrid)	22	120	2,640	
	Tech Support - Design Review Board (SCCC hybrid)	22	120	2,640	
	Tech Support - Planning Commission Meetings (PCA only)	22	555	12,210	
	Tech Support - Public Art Committee Meetings (SCCC hybrid)	12	120	1,440	
	Vacation rental compliance contract	3,500	1	3,500	
	ZWS - outreach (moving from Eng to Planning)	1,500	1	1,500	
Total 4210 - Professional Contract Services		40,440	11,078	92,930	
4330 - Misc Supplies & Services					
	ZWS supplies	8,500	1	8,500	
Total 4330 - Misc Supplies & Services		8,500	1	8,500	
4345 - Dues & Subscriptions					
	American Planning Association, AEP, etc.	1,500	1	1,500	
	GIS Hosting - Santa Rosa	5,000	1	5,000	
	LAFCO	7,200	1	7,200	
Total 4345 - Dues & Subscriptions		13,700	3	13,700	
4515 - Meetings & Travel					
	Special Event Meetings - Housing related education meeting, Climate resiliency, etc.	500	3	1,500	
	travel for mtgs - to/from Santa rosa, etc	100	1	100	
Total 4515 - Meetings & Travel		600	4	1,600	

BUILDING INSPECTION



DEPARTMENT SERVICES MODEL

MANDATED

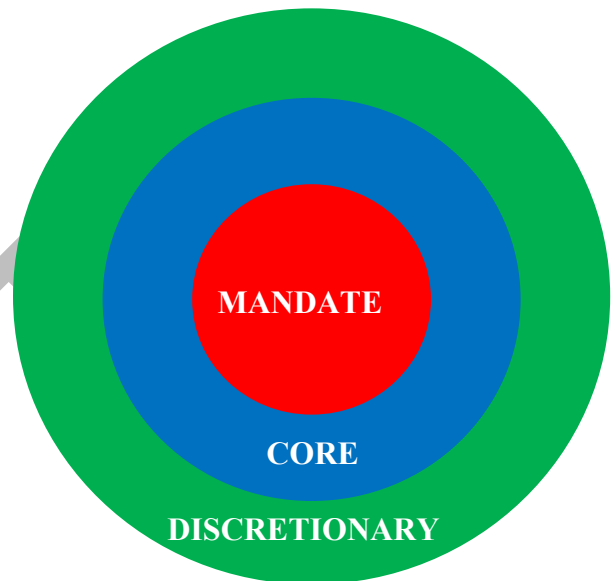
- Comply with state/federal construction codes laws
- Ensure safe buildings
- Prevent future flooding

CORE

- Plans, coordinates, and manages all city activities related to building and construction inspections
- Review of construction plans, drawings, and specifications for compliance with state and local regulations
- Ensure compliance with all Department Regulations
- Administrative Flood Plain Management Program
- Investigates Code Compliance complaints regarding Housing Code and Municipal Code violations often crossing over into other Department's jurisdictions such as Planning/Zoning
- Gathers evidence with regard to violations, issues correction notices
- Investigates complaints regarding ADA handicap access violations, Business Operations, and work without permits
- Customer service

◆ DISCRETIONARY

- Response to public inquiries and requests beyond core and mandated services
- Responsible for consultation with Architects, Engineers, Contractors, and Property Owners concerning building construction and land development.
- Maintain a positive partnership from the very beginning which allows for a much smoother approval process for all projects.



Major Accomplishments in 2022-23

- ✓ Established a more co-operative working relationships with all other City Departments.
- ✓ Pulled much more of our Plan Checks in house to reduce time for permit issuance.

Goals and Objectives for 2023-24

- 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

Performance Measurements

Building permitting:

- ❖ Total building inspections
- ❖ Total residential building permits issued
- ❖ Total building permits issued
- ❖ Commercial tenant improvements – 1st review turnaround

Code compliance:

- ❖ Days from code compliance request to first inspection

SUMMARY - BUILDING

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	41,473	42,734	47,500	47,500	47,500	49,277
Benefits	14,168	21,449	25,050	25,050	25,050	25,096
Contracted Services	195,388	155,367	141,700	141,700	141,700	161,700
Services & Supplies	4,478	6,214	7,200	7,200	7,200	20,200
Equipment Rental/Maintenance	2,963	3,959	3,750	3,750	3,750	4,600
Conference & Training Expense	-	214	500	500	500	500
Telecommunications	2,316	1,883	2,000	2,000	2,000	2,000
Allocated Insurance	16,684	18,820	18,000	18,000	18,000	17,775
Total Expense	277,470	250,640	245,700	245,700	245,700	281,149

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**Building
Budget Expenditures**

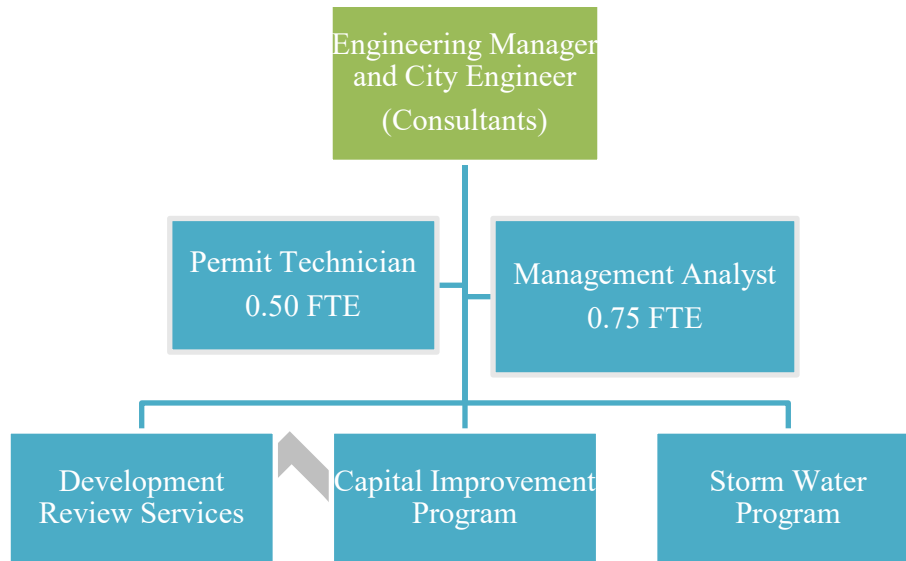
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	41,339	42,662	45,000	45,000	45,000	46,777
4012 - Overtime	134	72	-	-	-	-
4023 - One Time Payment	-	-	2,500	2,500	2,500	2,500
4101 - Health in Lieu	2,327	2,748	2,550	2,550	2,550	3,023
4104 - Accrual in Lieu	1,585	-	-	-	-	-
4105 - Medicare & Fica	660	662	630	630	630	678
4110 - CalPERS Employer Rate	7,696	16,066	19,975	19,975	19,975	19,237
4150 - Dental Insurance	1,449	1,523	1,290	1,290	1,290	1,582
4151 - Vision Insurance	175	176	175	175	175	174
4181 - Long Term Disability Insurance	149	149	300	300	300	232
4182 - Short Term Disability Insurance	69	67	70	70	70	54
4183 - EAP (Employee Asst Prog)	17	17	20	20	20	35
4184 - Life Insurance	42	41	40	40	40	81
4210 - Professional Contract Services	195,299	155,317	141,700	141,700	141,700	161,700
4230 - Recruitment Services	89	50	-	-	-	-
4310 - Office Supplies	1,482	1,250	1,500	1,500	1,500	1,500
4330 - Misc Supplies & Services	2,553	4,342	5,200	5,200	5,200	18,200
4340 - Postage & Printing	243	462	-	-	-	-
4345 - Dues & Subscriptions	200	160	500	500	500	500
4510 - Conference & Training	-	214	500	500	500	500
4750 - Telecommunications	2,316	1,883	2,000	2,000	2,000	2,000
4996 - Allocated Liability Insurance	12,723	15,607	13,700	13,700	13,700	12,955
4997 - Allocated Wrkrs Comp Insurance	3,961	3,213	4,300	4,300	4,300	4,820
Total Operation	274,507	246,681	241,950	241,950	241,950	276,549
4375 - Equipment Rental/Expenses	2,963	3,959	3,750	3,750	3,750	4,600
Total Fund 124	2,963	3,959	3,750	3,750	3,750	4,600
TOTAL DEPARTMENT	277,470	250,640	245,700	245,700	245,700	281,149
G&A Allocation						
500 - Water Enterprise Fund	35,492	31,290	31,454	31,454	31,454	35,951
510 - WasteWater Enterprise Fund	35,492	31,290	31,454	31,454	31,454	35,951
Total G&A Allocation	70,984	62,580	62,908	62,908	62,907	71,903
Total Department Expenses	206,486	188,060	182,792	182,792	182,793	209,246

**Building
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		184,500	10	184,500
4210 - Professional Contract Services				
4210 - Professional Contract Services	Corelogic Information Solutions - Property Data Information	2,400	1	2,400
4210 - Professional Contract Services	Flood Gauge	8,800	1	8,800
4210 - Professional Contract Services	Local Hazard Mitigation Plan (LHMP) Contract	10,000	1	10,000
4210 - Professional Contract Services	Phillips & Seabrook Contract	140,000	1	140,000
4210 - Professional Contract Services	Planeteria - ADA Annual Website Review	500	1	500
Total 4210 - Professional Contract Services		161,700	5	161,700
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	ADT Security Monitoring	700	1	700
4330 - Misc Supplies & Services	Construction management ordinance update	9,000	1	9,000
4330 - Misc Supplies & Services	LHMP annual review	6,000	1	6,000
4330 - Misc Supplies & Services	Routine Department	2,500	1	2,500
Total 4330 - Misc Supplies & Services		18,200	4	18,200
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Canon Lease	4,600	1	4,600
Total 4375 - Equipment Rental/Expenses		4,600	1	4,600

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ENGINEERING DEPARTMENT

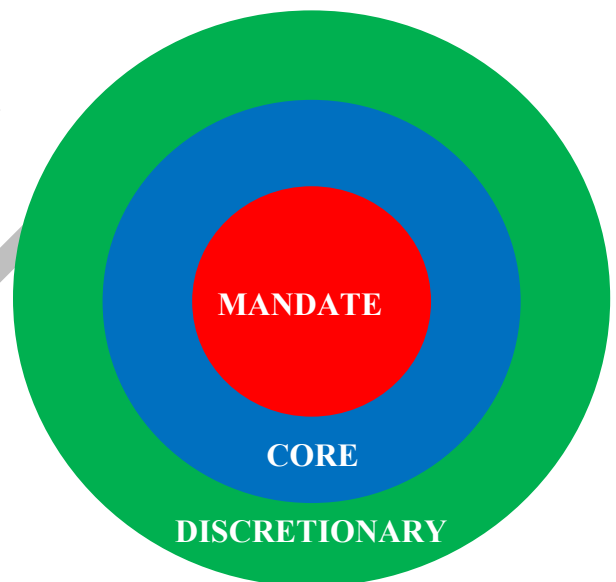


MANDATED

- Comply with permits and programs mandated by state and federal laws as generally listed in this paragraph.
- Stormwater NPDES permit
- Sustainable Groundwater Management Act
- California Subdivision Map Act
- Uniform Construction Cost Accounting Act and Procedures

CORE

- Respond to public inquiries and requests for Engineering records
- Perform the duties of the City Engineer as specified in the Sebastopol Municipal Code
- Perform review services of private development plans and encroachment permits for consistency with City ordinances and codes and protection of City property
- Oversee and manage the City's 5-Year Capital Improvement Program (CIP)
- Participate in local and resource agencies coordination to represent the City's preferences and share in funding and expenditure allocations and to reduce overall cost to the City by partnering with other local agencies
- Perform short and long range planning for maintenance, replacement and upgrades to the City's infrastructure
- Work collaboratively with other City departments to provide Engineering department perspective on City department programs and projects



◆ DISCRETIONARY

- Respond to public inquiries and requests beyond core and mandated services
- Participate and/or accept a leadership role in regional coordination and partnerships beyond core and mandated services
- Perform tasks and activities for other City departments beyond core and mandated services
- Convert paper Engineering records to electronic format for ease of storage and retrieval
- Update GIS system to allow for public access of records and other data to reduce staff time in researching and responding to public requests

Major Accomplishments in FY 2022-23

- ✓ The City's Water and Sewer Standard Details were updated in 2022 from the 1998 version.
- ✓ The City applied for and was awarded a Safe and Seamless Mobility ("Quick Strike") transportation grant of \$476,000. The work includes installation of ADA curb ramps at seven intersections on SR 116, pedestrian safety improvements at Bodega/Robinson and Bodega/Florence intersections. The project has been approved by Caltrans and will be under construction in summer 2023.
- ✓ The City was awarded a \$1.2 million OBAG 2 federal-aid grant for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1 project from High Street to Robinson Road. The work has been approved by Caltrans and will be under construction in summer 2023.
- ✓ The City applied for and was awarded a \$2.4 million Go Sonoma transportation grant for the Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2 project from Robinson Road to Pleasant Hill Road. The funding is anticipated to be available for construction in two years. The Phase 2 project has been designed and is nearly "shovel ready" awaiting funding availability.
- ✓ Storm Water Permit Compliance: Work continues under the Work Plan developed in conjunction with the Russian River Watershed Association. The State has reduced the requirement for storm water testing during "first flush" which the first major rain event occurs.
- ✓ Groundwater Sustainability Agency (GSA): The GSP was completed and submitted for State review in February 2022. The Rate Study by the GSA has been completed and will affect all groundwater users.
- ✓ The construction of the First Street Water Main Replacement Project was completed and the project was bid in 2022. The work included the replacement of approximately 450 lineal feet of a 10-inch water main on Leland Street at First Street to Jewell Avenue at Calder Avenue.
- ✓ The City applied for a Highway Safety Improvement Program (HSIP) grant for replacement of existing pedestrian crossing lights at SR 116 and Burnett Street, Keating Avenue, Hutchins Avenue, and Walker Avenue.
- ✓ The City completed the Sebastopol Local Road Safety Plan (LRSP) in May 2023 for the purpose of complying with new state and federal requirements related to the a Highway Safety Improvement Program (HSIP) grant and other state and federal funding programs. The LRSP is a collaborative process between the City, identified stakeholders and the public that provides a list of countermeasures for priority intersections and roadways segments based on collision analysis and the feedback from City staff, stakeholders, and the public.
- ✓ The City applied for a Highway Safety Improvement Program (HSIP) grant for replacement of approximately 765 lineal feet of guard rail along Bodega venue from the west end of the City to Valley View Drive.
- ✓ Staff has been communicating closely with Caltrans on various proposed projects on the State highway including installation of a permanent parklet at South Main Street near Burnett Avenue, acquisition of the "triangle" piece of right of way for public purposes, and new pedestrian crossing signals on SR 116 at McKinley Avenue and at Danmar Drive.
- ✓ The Parquet Street Water, Sewer and Street Improvements project design has been completed

- and construction is anticipated to commence in summer 2023.
- ✓ The Engineering Department, working with Zero Waste Sonoma, continued to implement and monitor for compliance, various policies and ordinances pertaining to SB 1383 including a Zero Waste Food Ware Ordinance, a Zero Waste Reduction Ordinance, and a comprehensive Environmentally Preferable Purchasing Policy. As of March 2023, SB 1383 compliance monitoring will be undertaken by the Planning Department under the Climate Change program.
- ✓ The City applied for and was awarded a PTAP grant for preparation of the 2023 Pavement Management Program report. The report will be completed in April 2023 and includes inspection and rating of all city streets and will serve as a priority plan for pavement resurfacing into the future.
- ✓ The City is applying for a Sustainable Transportation Planning grant for the Downtown area
- ✓ In conjunction with the Community Department, develop and implement a Parklets Guidelines for permanent parklets in the city.

Goals and Objectives for 2023-24:

- Bodega Avenue Bike Lanes and Pavement Rehabilitation project:
 - Begin construction of Phase 1 from High Street to Robinson Road
 - Complete environmental and design of Phase 2
 - Secure grant funding for Phase 2 work from Robinson Road to Pleasant Hill Road
- Continue grant funding pursuits for: ATP (Active Transportation Program) grant for Ragle Road/West Side bicycle trail, Citywide pavement resurfacing, additional grant funding for the Burbank Farm restroom facility, and Calder Creek re-naturalization.
- Complete construction of ADA curb ramps along SR 116 and intersection improvements at Bodega/Robinson and Bodega/Florence upon authorization of award of Quick Strike grant funding.
- Continue support of the Santa Rosa Plain Groundwater Sustainability Agency (GSA) via participating in the GSA TAC, and the GSA Board and monitor/review potential rate increases.
- Continue to participate in the MS4 stormwater permit renewal process.
- Re-certify the Pavement Management Program to qualify for regional transportation discretionary funds to improve and maintain the city's street and road network.
- Begin work on developing an undergrounding district to utilize existing Rule 20A monies.
- In coordination with the Community Development department, continue to develop and implement parklets framework for permanent parklets on Caltrans right of way.
- Continue to coordinate with Caltrans on the ongoing projects listed in FY 2022-23 to completion.
- Continue to support and develop prioritized 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 systems, including Zimpher Creek Sewer replacement / relocation and others list in FY 2022-23 CIP.

Performance Measurements

Encroachment permits:

Complete review and issue approval of minor encroachment permits within two weeks of receiving a complete encroachment permit application including complete insurance endorsements. For major encroachment permits, the goal is to complete such review and issue approval of a major encroachment permit within four weeks of receiving a complete application.

Public inquiries and requests:

Respond to email and phone calls within two business days of receipt. Completion of the request will depend on the complexity of the request and Engineering staff will commit to keeping the requesting party informed of status.

Development review:

Complete first submittal review within three weeks of receipt of a complete application with plans and required documents Second and subsequent review within one to two weeks depending on number of review comments.

Capital project planning and delivery:

Maintain a project schedule and adhere to schedule and identify potential delays beforehand

Update Engineer's estimate during the preliminary, 50% and final design stages in order to ensure total funding from grants and local funding are sufficient to meet project needs

Keep City staff informed of schedule and budget

10% contract change order rate

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SUMMARY - ENGINEERING

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	124,469	79,625	94,950	94,950	123,283	126,561
Benefits	60,509	33,142	51,950	51,950	51,950	52,379
Contracted Services	197,046	391,730	355,900	372,900	372,900	315,500
Services & Supplies	44,221	47,810	52,740	52,740	43,940	60,630
Equipment Rental/Maintenance	3,119	3,073	3,420	3,420	7,100	7,100
Conference & Training Expense	97	147	250	250	250	250
Telecommunications	2,512	2,554	3,600	3,600	3,600	3,600
Allocated Insurance	37,178	26,068	31,900	31,900	31,900	42,720
Total Expense	469,152	584,149	594,710	611,710	634,923	608,739

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**Engineering
Budget Expenditures**

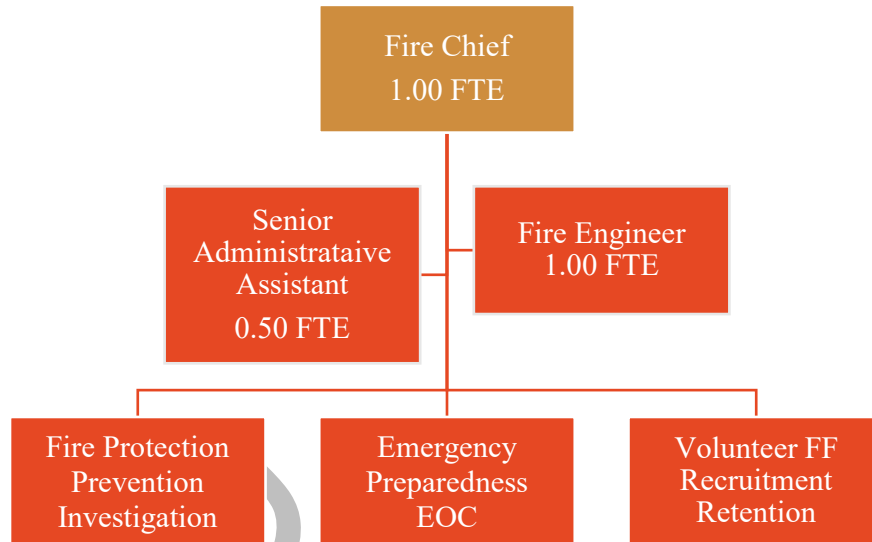
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	109,737	70,370	88,700	88,700	90,294	121,561
4011 - Salaries - Part Time	14,466	9,255	-	-	25,920	-
4017 - Salaries - COVID-19	266	-	-	-	819	-
4023 - One Time Payment	-	-	6,250	6,250	6,250	5,000
4101 - Health in Lieu	1,163	229	-	-	-	-
4104 - Accrual in Lieu	12,853	888	-	-	-	-
4105 - Medicare & Fica	1,829	1,156	1,265	1,265	1,265	1,763
4110 - CalPERS Employer Rate	18,184	18,480	24,475	24,475	24,475	24,178
4130 - Health Insurance	19,398	7,463	19,415	19,415	19,415	22,955
4140 - Retiree Health Insurance OPEB	3,733	3,733	3,750	3,750	3,750	-
4150 - Dental Insurance	2,099	676	1,865	1,865	1,865	2,282
4151 - Vision Insurance	253	78	255	255	255	255
4181 - Long Term Disability Insurance	554	237	630	630	630	521
4182 - Short Term Disability Insurance	251	107	150	150	150	193
4183 - EAP (Employee Asst Prog)	61	28	45	45	45	70
4184 - Life Insurance	131	67	100	100	100	162
4210 - Professional Contract Services	152,159	342,713	242,500	242,500	242,500	249,700
4212 - Internet & Network /Technology Maint	37	-	1,500	1,500	1,500	1,500
4230 - Recruitment Services	4,035	-	10,000	10,000	10,000	-
4330 - Misc Supplies & Services	3,962	1,228	2,150	2,150	2,150	2,150
4340 - Postage & Printing	0	13	-	-	-	-
4345 - Dues & Subscriptions	55	5,217	7,290	7,290	7,290	7,480
4515 - Meetings & Travel	97	147	250	250	250	250
4750 - Telecommunications	2,512	2,554	3,600	3,600	3,600	3,600
4996 - Allocated Liability Insurance	20,420	19,458	23,200	23,200	23,200	30,195
4997 - Allocated Wrkrs Comp Insurance	16,758	6,611	8,700	8,700	8,700	12,525
Total Operation	385,013	490,706	446,090	446,090	474,423	486,339
4210 - Professional Contract Services	40,815	49,017	101,900	118,900	118,900	64,300
4345 - Dues & Subscriptions	40,204	41,353	43,300	43,300	34,500	51,000
4375 - Equipment Rental/Expenses	3,119	3,073	3,420	3,420	7,100	7,100
Total Fund 124	84,138	93,443	148,620	165,620	160,500	122,400
TOTAL DEPARTMENT	469,152	584,149	594,710	611,710	634,923	608,739
G&A Allocation						
500 - Water Enterprise Fund	117,390	142,528	151,671	151,671	161,304	165,355
510 - WasteWater Enterprise Fund	96,673	117,376	124,905	124,905	132,838	136,175
Total G&A Allocation	214,063	259,904	276,576	276,576	294,142	301,530
Total Department Expenses	255,089	324,245	318,134	335,134	340,781	307,209

**Engineering
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total			257,180	7
4210 - Professional Contract Services				
	Engineering Management Services	123,600	1	123,600
	Interim City Engineer	123,600	1	123,600
	Public outreach services for engineering activities	1,500	1	1,500
	Scan documents for electronic records	1,000	1	1,000
Total 4210 - Professional Contract Services			249,700	4
4345 - Dues & Subscriptions				
	Adobe Acrobat	200	1	200
	Breeze Smart (CIP) Software Annual Fee	1,680	1	1,680
	SCTA Annual Fee	5,600	1	5,600
Total 4345 - Dues & Subscriptions			7,480	3

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FIRE DEPARTMENT



DEPARTMENT SERVICES MODEL

MANDATED

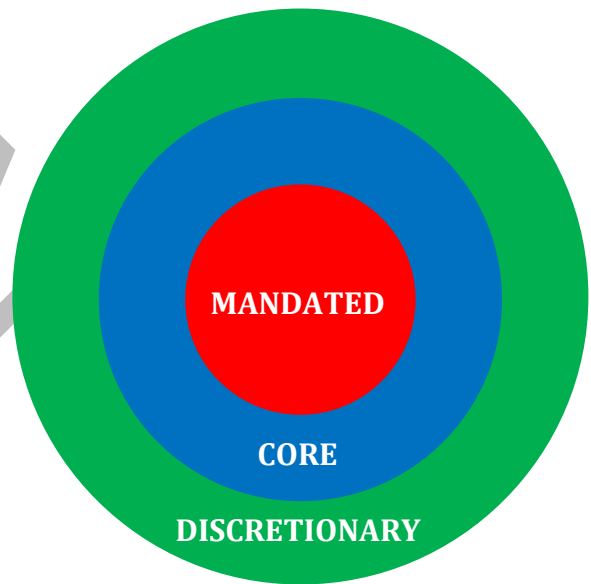
- Fire Response/Suppression
- Fire Prevention
- Training
- Dispatch
- Records
- Auto-Aid

CORE

- Emergency Medical Services
- Public Education
- Volunteer Firefighters
- Urban Search and Rescue Team (USAR)
- HAZ-MAT

DISCRETIONARY

- Mutual Aid-Out of County Wildland Response



Alternative Services Delivery Options

- Shared Services

Major Accomplishments in 2022-23:

- ✓ Responded to 1325 Emergency Calls for Service in 2022
- ✓ Successfully recruited 9 new volunteers, started and/or completed onboarding process with all
- ✓ Extinguished one significant structure fire within City Limits
 - Involved 3 residences plus 1 commercial occupancy
 - Able to hold loss to +/- \$1 million
- ✓ Extinguished multiple wildland fires within and/or threatening City Limits
- ✓ Maintained a satisfactory response time, resulting in the reduction of overall fire loss
- ✓ Created specifications and ordered a new Type III Wildland Fire Engine
- ✓ Completed major repairs on current Type III Wildland Fire Engine to keep it in service
- ✓ Provided In-County Upstaffing & Task Force Fire Protection
- ✓ Managed Strike Teams and County Upstaffing Fire Coverage
- ✓ Participated in Wildland Fire Response Planning Session
- ✓ Worked with County on Evacuation and Sheltering Plan
- ✓ Weekly Sonoma County Operational Situational Briefings
- ✓ Conducted approximately 48 Training Exercises and Drills
- ✓ Conducted SFM Fire & Life Safety Building Inspections
- ✓ Managed PGE Public Safety Power Shutoff's (PSPS)
- ✓ Managed Successful Weed Abatement Program
- ✓ Disaster Preparedness & Emergency Planning Presentations
- ✓ Held 6 Blood Drives for Blood Centers of the Pacific
- ✓ Fire Dept Long Range (5 Year) Planning Committee Meetings
- ✓ Submitted Building & Fire Department Annual Budgets
- ✓ Submitted Mid-Year Budget Adjustments for Building & Fire Depts
- ✓ Directed Public Safety Outreach Coordinator with Projects
- ✓ Active Member of Development Review Committee
- ✓ Managed Development of City's Evacuation Map and Plan
- ✓ Updated City's Emergency Operations Plan
- ✓ Updated City's Emergency Operations Center Plan

Goals and Objectives for 2023-24:

- Expected to have over 1300 Emergency Calls for Service
- Achieve response time goal of <6:00 from "Time of Alarm" to "Time of Arrival"
- Recruit (10) new Volunteer Firefighters to bring total active volunteers to approximately 40
- Make forward progress on challenges related to staffing, including
 - Researching options to make our current staffing model commensurate with the current call volume and workload
 - Researching the implantation of an intern firefighter program and/or extra help status
- Continue to advance the "Long-Range Planning for Fire Service for Sebastopol Fire and Emergency Service Delivery" effort
- Transition from FireHouse reporting software to ImageTrend RMS software to align with County Standard
- Continue to improve the current fire safety inspection program
- Take delivery of new Type III engine, provide training for members, and place in service
- Create specifications and order a new Type I Fire Engine
- Conduct 48 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
- Hold 6 Blood Drives for Vitalent
- Manage City's Weed Abatement Program
- Provide In-County Upstaffing & Task Force Fire Protection
- Provide In-County and Out-of-County Wildland Strike Teams
- Manage Strike Teams and County Upstaffing Fire Coverage
- Attend Weekly Sonoma County Operational Situational Briefings
- Purchase Personal Protective Equipment (PPE) Supplies for City Dept's
- Conduct SFM Fire & Life Safety Building Inspections
- Manage PGE Public Safety Power Shutoff's (PSPS)
- Manage Public Safety Outreach Coordinator with Projects
- Submit Building & Fire Department Annual Budgets
- Submit Mid-Year Budget Adjustments for Building & Fire Depts
- Adopt and Implement Local Hazard Mitigation Plan
- Enhance & Implement City's Evacuation Map and Plan
- Update and Present City of Sebastopol Emergency Plan
- Update and Present City of Sebastopol Evacuation Map & Plan

Performance Measurements

End of Year Fire Report

- ❖ Percentage of Commercial Buildings Inspected
- ❖ Annual Business License Fire Inspections
- ❖ New and Permit Construction Inspections
- ❖ Public Education Events
- ❖ Number of Structure and Non-structure Fires
- ❖ Fires Confined to Room of Origin
- ❖ False Alarms
- ❖ Estimated Fire Losses
- ❖ Response times
- ❖ Fire loss
- ❖ Ability to deliver high number of training sessions
- ❖ Well-trained and well-equipped

Emergency Medical Services

- ❖ Emergency Calls per 1,000 Residents

Fourth of July Stats

- ❖ Citations
- ❖ Illegal Fireworks Confiscated
- ❖ Fire Works Related Calls for Service
- ❖ Fires

SUMMARY - FIRE

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	563,355	588,575	648,900	648,900	644,800	842,000
Benefits	252,836	251,798	321,050	321,050	301,508	278,901
Contracted Services	45,685	55,734	108,000	115,500	115,500	138,000
Services & Supplies	67,021	85,685	79,050	79,050	54,550	91,700
Special Programs	33,733	10,000	11,000	11,000	-	2,000
Equipment (under \$10K)	15,267	707	-	-	-	-
Equipment Rental/Maintenance	17,926	8,265	28,750	28,750	2,500	29,600
Vehicle Expense	41,357	26,678	53,000	73,000	53,000	77,500
Conference & Training Expense	9,128	6,131	10,000	10,000	10,000	10,000
Utilities	11,773	14,567	8,000	8,000	8,000	11,000
Telecommunications	8,765	9,941	9,200	9,200	7,700	9,200
Allocated Insurance	113,423	97,511	117,300	117,300	117,300	117,735
Capital Outlay	-	-	32,000	60,000	-	370,000
Total Expense	1,180,270	1,155,592	1,426,250	1,481,750	1,314,858	1,977,637

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**Fire
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	272,232	272,192	298,900	298,900	280,000	304,200
4011 - Salaries - Part Time	(1,279)	4,678	-	-	-	40,000
4012 - Overtime	371	765	1,500	1,500	1,500	1,500
4013 - Fire Shifts	80,800	93,000	77,200	77,200	92,000	230,000
4014 - Part Time (Calls/Drills)	102,448	108,262	150,000	150,000	150,000	150,000
4015 - Part Time (Captain Weekends)	28,800	28,500	28,800	28,800	28,800	28,800
4016 - Part-Time (Retention)	79,984	80,000	80,000	80,000	80,000	80,000
4021 - Overtime Strike Team	-	1,177	-	-	-	-
4023 - One Time Payment	-	-	12,500	12,500	12,500	7,500
4100 - Employee Benefits	757	3,475	-	-	-	-
4101 - Health in Lieu	2,327	2,748	2,550	2,550	2,400	3,023
4104 - Accrual in Lieu	1,585	-	46,000	46,000	43,250	46,000
4105 - Medicare & Fica	58,811	44,064	60,000	60,000	56,500	4,411
4110 - CalPERS Employer Rate	137,086	135,521	143,835	143,835	135,000	148,481
4130 - Health Insurance	36,448	44,078	47,975	47,975	45,000	58,452
4140 - Retiree Health Insurance OPEB	4,248	3,949	4,300	4,300	4,000	-
4150 - Dental Insurance	4,800	5,943	5,400	5,400	5,100	7,910
4151 - Vision Insurance	618	707	725	725	675	870
4170 - Fire Service CSFA Award	-	5,454	4,200	4,200	3,900	4,200
4180 - Fire LTD Disability Insurance	2,989	3,007	3,200	3,200	3,000	3,200
4181 - Long Term Disability Insurance	1,192	1,215	2,085	2,085	1,950	1,477
4182 - Short Term Disability Insurance	554	554	500	500	470	529
4183 - EAP (Employee Asst Prog)	1,225	893	80	80	75	105
4184 - Life Insurance	195	191	200	200	188	243
4210 - Professional Contract Services	45,685	53,086	108,000	115,500	115,500	113,000
4230 - Recruitment Services	-	2,648	-	-	-	25,000
4310 - Office Supplies	1,610	1,220	2,500	2,500	2,000	2,500
4330 - Misc Supplies & Services	54,945	72,897	63,050	63,050	39,050	75,700
4340 - Postage & Printing	66	87	-	-	-	-
4345 - Dues & Subscriptions	10,370	9,473	13,500	13,500	13,500	13,500
4375 - Equipment Rental/Expenses	-	-	25,000	25,000	2,500	-
4378 - Equipment Maintenance	13,911	4,305	-	-	-	25,000
4380 - Vehicle Maintenance	30,459	16,815	27,500	47,500	27,500	44,500
4390 - City Vehicle Fuel Expense	10,898	9,862	25,500	25,500	25,500	33,000
4510 - Conference & Training	-	1,675	-	-	-	10,000
4515 - Meetings & Travel	9,128	4,456	10,000	10,000	10,000	-
4710 - Utilities - Gas & Electric	9,630	13,095	5,000	5,000	5,000	8,000
4711 - Utilities - City Bill	2,144	1,472	3,000	3,000	3,000	3,000
4750 - Telecommunications	8,765	9,941	9,200	9,200	7,700	9,200
4996 - Allocated Liability Insurance	44,307	49,860	57,600	57,600	57,600	59,735
4997 - Allocated Wrkrs Comp Insurance	69,116	47,651	59,700	59,700	59,700	58,000
Total Operation	1,127,224	1,138,917	1,379,500	1,407,000	1,314,858	1,601,037
4330 - Misc Supplies & Services	30	2,008	-	-	-	-
4370 - Equipment(under \$10K)	15,267	707	-	-	-	-
4375 - Equipment Rental/Expenses	4,015	3,959	3,750	3,750	-	4,600
4890 - Other Community Support	33,733	10,000	11,000	11,000	-	2,000
5100 - Capital Outlay	-	-	32,000	60,000	-	370,000
Total Fund 124	53,046	16,675	46,750	74,750	-	376,600
TOTAL DEPARTMENT	1,180,270	1,155,592	1,426,250	1,481,750	1,314,858	1,977,637
G&A Allocation						
500 - Water Enterprise Fund	77,768	78,066	94,745	96,670	92,040	110,253
Total G&A Allocation	77,768	78,066	94,745	96,670	92,040	110,253
Total Department Expenses	1,102,502	1,077,526	1,331,505	1,385,080	1,222,818	1,867,384

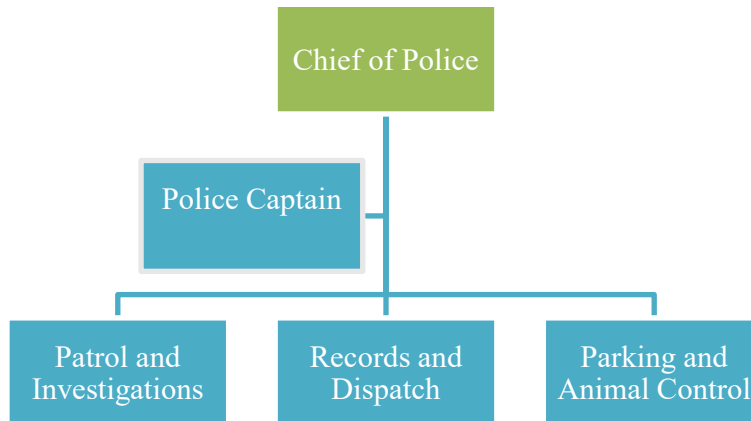
**Fire
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total			739,000 80	739,000
4210 - Professional Contract Services				
4210 - Professional Contract Services	H&S Associates	8,000	1	8,000
4210 - Professional Contract Services	Holly Hanson (Meet your Neighborhood Program)	1,000	1	1,000
4210 - Professional Contract Services	Prevention Backlog	45,000	1	45,000
4210 - Professional Contract Services	Redcom Dispatch Services	59,000	1	59,000
Total 4210 - Professional Contract Services		113,000	4	113,000
4230 - Recruitment Services				
4230 - Recruitment Services	Recruitment of new volunteers	25,000	1	25,000
Total 4230 - Recruitment Services		25,000	1	25,000
4310 - Office Supplies				
4310 - Office Supplies	Office Depot	500	1	500
4310 - Office Supplies	Office Depot	2,000	1	2,000
Total 4310 - Office Supplies		2,500	2	2,500
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	ADT Camera Security Monitoring	700	1	700
4330 - Misc Supplies & Services	Aim Mail Center	250	1	250
4330 - Misc Supplies & Services	CA Embroidery and Screenprinting	2,500	1	2,500
4330 - Misc Supplies & Services	City of Healdsburg (CUPA/CERS)	1,500	1	1,500
4330 - Misc Supplies & Services	Cooling Center	8,000	1	8,000
4330 - Misc Supplies & Services	Costco	5,000	1	5,000
4330 - Misc Supplies & Services	County Op Area Emergency Services Contract	2,000	1	2,000
4330 - Misc Supplies & Services	Fircrest Market	5,000	1	5,000
4330 - Misc Supplies & Services	First Choice Coffee	500	1	500
4330 - Misc Supplies & Services	Kaiser Medicals/Physicals	15,000	1	15,000
4330 - Misc Supplies & Services	Life Assist Medical Supplies	500	1	500
4330 - Misc Supplies & Services	Major Alarm FD Monitoring	750	1	750
4330 - Misc Supplies & Services	McKesson Medial Supplies	5,000	1	5,000
4330 - Misc Supplies & Services	Misc EOC Supplies	500	1	500
4330 - Misc Supplies & Services	Misc Supplies	2,500	1	2,500
4330 - Misc Supplies & Services	MYN/SNCU	6,000	1	6,000
4330 - Misc Supplies & Services	OS System Water Rescue Dry Suits	2,000	1	2,000
4330 - Misc Supplies & Services	Our Designs Uniform	1,000	1	1,000
4330 - Misc Supplies & Services	Outfitting EOC at PD Location	5,000	1	5,000
4330 - Misc Supplies & Services	Santa Rosa Uniform	2,500	1	2,500
4330 - Misc Supplies & Services	Sebastopol Hardware	5,000	1	5,000
4330 - Misc Supplies & Services	Streamline Automation System Fire Inspections	1,500	1	1,500
4330 - Misc Supplies & Services	Target Solutions (Online Training Management System)	3,000	1	3,000
Total 4330 - Misc Supplies & Services		75,700	23	75,700
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Active 911	150	1	150
4345 - Dues & Subscriptions	Cal Chief's Membership	500	1	500
4345 - Dues & Subscriptions	Coaches Corner Health Club	4,000	1	4,000
4345 - Dues & Subscriptions	CSFA FF Membership	2,700	1	2,700
4345 - Dues & Subscriptions	Firehouse Cloud	2,500	1	2,500
4345 - Dues & Subscriptions	I Am Responding	700	1	700
4345 - Dues & Subscriptions	IAFC Membership	300	1	300
4345 - Dues & Subscriptions	National Fire Codes (Electronic Version)	1,700	1	1,700
4345 - Dues & Subscriptions	NFPA Membership	450	1	450
4345 - Dues & Subscriptions	Norcal FPO Membership	100	1	100
4345 - Dues & Subscriptions	SCFCA Dues	400	1	400
Total 4345 - Dues & Subscriptions		13,500	11	13,500
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses				

**Fire
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
4375 - Equipment Rental/Expenses	Canon Copier		4,600 1	4,600
Total 4375 - Equipment Rental/Expenses			4,600 1	4,600
4378 - Equipment Maintenance				
4378 - Equipment Maintenance	Air Exchange (Plymovent)		2,000 1	2,000
4378 - Equipment Maintenance	BWS Distributions		1,500 1	1,500
4378 - Equipment Maintenance	Hendrix Chainsaw		2,500 1	2,500
4378 - Equipment Maintenance	LN Curtis		15,000 1	15,000
4378 - Equipment Maintenance	Physio Control (AEDs)		1,500 1	1,500
4378 - Equipment Maintenance	Sign Dynamics		1,000 1	1,000
4378 - Equipment Maintenance	SRFE		1,500 1	1,500
Total 4378 - Equipment Maintenance			25,000 7	25,000
4380 - Vehicle Maintenance				
4380 - Vehicle Maintenance	BAAQM Permits (Air Quality Permits)		1,000 1	1,000
4380 - Vehicle Maintenance	Benedetti's Tires (basic maintenance and passenger vehicle tires)		8,000 1	8,000
4380 - Vehicle Maintenance	Fire Tech Services (Aerial Ladder and Ground Ladders)		1,000 1	1,000
4380 - Vehicle Maintenance	Gold State Fire (Repairs & Maintenance)		10,000 1	10,000
4380 - Vehicle Maintenance	Jeff's Twin Oaks Garage		1,000 1	1,000
4380 - Vehicle Maintenance	Napa Auto Parts		1,000 1	1,000
4380 - Vehicle Maintenance	New Tires for Fire Apparatus		16,000 1	16,000
4380 - Vehicle Maintenance	R&S Erection (Roll-up Doors)		6,000 1	6,000
4380 - Vehicle Maintenance	Sebastopol Bearing & Hydraulic		500 1	500
Total 4380 - Vehicle Maintenance			44,500 9	44,500
4390 - City Vehicle Fuel Expense				
4390 - City Vehicle Fuel Expense	Flyers Energy (Fuel)		30,000 1	30,000
4390 - City Vehicle Fuel Expense	Stroupe Petroleum (ConVault Fuel Tank)		3,000 1	3,000
Total 4390 - City Vehicle Fuel Expense			33,000 2	33,000
4510 - Conference & Training				
4510 - Conference & Training	Fire Service Bookstore		500 1	500
4510 - Conference & Training	Member Training		8,500 1	8,500
4510 - Conference & Training	SR Training Tower		1,000 1	1,000
Total 4510 - Conference & Training			10,000 3	10,000
4710 - Utilities - Gas & Electric				
4710 - Utilities - Gas & Electric	PG&E		8,000 1	8,000
Total 4710 - Utilities - Gas & Electric			8,000 1	8,000
4711 - Utilities - City Bill				
4711 - Utilities - City Bill	FD Water Utility		3,000 1	3,000
Total 4711 - Utilities - City Bill			3,000 1	3,000
4750 - Telecommunications				
4750 - Telecommunications	AT&T EOC PD Fax		750 1	750
4750 - Telecommunications	AT&T EOC PD Router		750 1	750
4750 - Telecommunications	Comcast (TV Service)		600 1	600
4750 - Telecommunications	Dias Phone Systems		2,400 1	2,400
4750 - Telecommunications	Sonic Fiber		1,300 1	1,300
4750 - Telecommunications	Verizon iPad/Cell Phones		3,400 1	3,400
Total 4750 - Telecommunications			9,200 6	9,200
4890 - Other Community Support				
4890 - Other Community Support	Public Safety Outreach Coordinator (PSOC)		1,000 1	1,000
4890 - Other Community Support	Youth Safety Public Education		1,000 1	1,000
Total 4890 - Other Community Support			2,000 2	2,000
5100 - Capital Outlay				
5100 - Capital Outlay				

POLICE DEPARTMENT



DEPARTMENT SERVICES MODEL

MANDATED

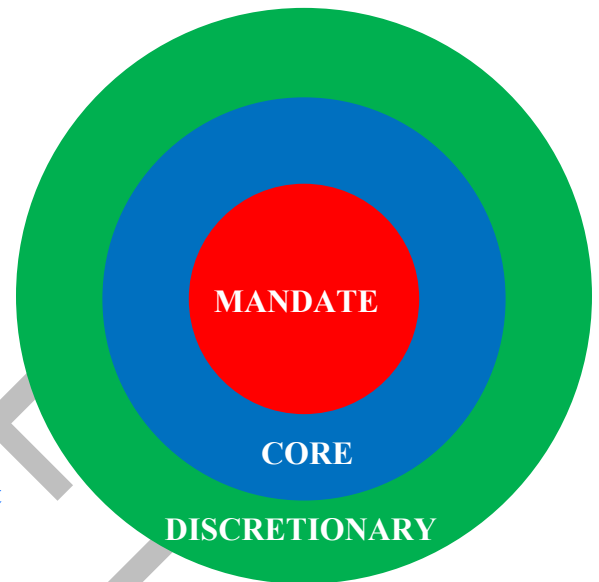
- Patrol Services
- Property/Evidence
- Records
- Dispatch
- POST and Legislatively Mandated Training and Reporting

CORE

- Investigations
- Day-to-day law enforcement
- Manage Abandoned Vehicles/Neighborhood Blight
- Traffic/Motors/DUI Enforcement
- Recruit Volunteers
- Manage Reserve Police Officers
- Parking Enforcement and Animal Control
- Collaborate with Community Partners and Agencies
- Collaborate with County Partners providing survivors services and investigative resources

DISCRETIONARY

- Assist Allied Agencies
- Citizens Academy
- Community Outreach Events, National Night Out, Lunch with the Law



Major Accomplishments in 2021-22

- ✓ SPD handled 12,383 incidents in 2022 – an average of 34 per day, of which 632 were categorized as Priority 1 (emergencies) – an average of 1.73 per day.
- ✓ SPD answered 2946 “911” calls in 2022, an average of 8.07 per day and answered 17,537 other calls which were either information requested, non-emergency, or administrative calls, which averages to 48.04 per day.

- ✓ During 2021, SPD officers documented 892 cases that required either a Crime Report, Arrest Report, or Information Report (an average of 2.44 investigative reports each day of the year.) In addition to those reports, Officers issued 216 traffic citations, 139 criminal citations (for non-bookable misdemeanors or Municipal Code violations), and 822 parking citations.
- ✓ Officers made 56 felony arrests (11-property crimes, 13-crimes against persons, 32-drug crimes, 47-warrant/probation violation/parole violation/felony evading), 206 misdemeanor arrests and 18 arrests for people driving under the influence of alcohol and/or drugs in 2022.
- ✓ SPD responded to 203 Animal Control related calls in 2022.
- ✓ In 2022, SPD faced two major issues which affected our level of service. The continuation of the pandemic and outbreaks within the organization impacted staffing levels at times. Particularly during the first 6 months of 2022, the above statistical data is a direct reflection of health orders, practicing safety protocols, and ensuring not only community safety, but safety for staff members that reduced personal contact with our community. There were times when it was required to staff at levels which permitted us to only provide for the most basic of policing services to be able to respond to emergency calls for service. Overall staffing issues throughout the year continued to be the second major issue allowing SPD to operate at approximately 60% of the allocated staffing. Available staffing levels were impacted because of vacant positions, work injuries, FMLA absences, COVID exposures and quarantines, and vacation and 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 FY22/23. The Police Chief resigned in August of 2022 and was replaced by the current lieutenant at the time. That left the second in command position vacant until a recruitment and hiring process is completed. It is anticipated that position will be filled in April 2023. The Interim Police Chief was appointed the permanent Chief of Police and was sworn in on November 7, 2022.
- ✓ One officer and one sergeant resigned in Fall 2022. Three officers were hired to fill one existing vacancy and the two vacancies created by the resignations. Hiring processes are ongoing to fill the department's one remaining police officer vacancy and it is anticipated that position will be filled by the start of fiscal year 23/24.
- ✓ Dispatch has also experienced critical staffing shortages. The promotion of one dispatcher to Records Supervisor created a vacancy. Another dispatcher was on a long-term leave of absence which added to the shortage. That dispatcher recently resigned. This has resulted in all of our existing dispatch personnel working mandatory 12-hour shifts and forced overtime during this entire fiscal year. One Per Diem dispatcher has been hired. They just completed training and will fill some available shifts. One entry level dispatcher is currently in background to be hired full-time and testing process for another full-time dispatcher has been completed. One candidate from that eligibility list will be placed into the hiring process for the other remaining position. We will likely hire an additional Per Diem Dispatcher from that list. Dispatch with all new personnel fully trained and operating in a solo capacity should be at full staffing around the mid-point of fiscal year 23/24.

Goals and objectives for 2023-2024

- Deliver effective public safety services to the Sebastopol community with the lifting of pandemic restrictions and near full staffing levels.

- Increase visibility through proactive foot patrols, bicycle patrols, vehicle patrols, parking and animal control enforcement, and community engagement and outreach specifically in the Sebastopol business and downtown areas. Focused enforcement on traffic, unhoused issues, and community policing are now required daily duties of patrol officers.
- Increase trust and transparency through proactive community engagement and outreach.
- Continue recruitment and hiring efforts with the goal of full staffing before the end of FY22/23. Nearly full staffing minus two officer positions that are tied up due to long term disability claims should be achieved by the end of the calendar year 2023 for the first time in many years.
- Full staffing will reduce overtime and positively impact the wellbeing of our SPD personnel.
- Continue to accomplish the recommendations provided in the independent audit of the police department which includes meeting training mandates and additional specialized training for staff.
- Implement a peer support program and wellness program in the Police Department.
- Conduct a Citizen's Police Experience (Academy) in 2023 to increase community engagement and solicit volunteers for the police department.
- Relaunch "Lunch with the Law" which is a program sponsored by local eateries where groups of students are selected each month to have lunch with an officer and interact.

Alternative Service Delivery Options

- Expand Citizen's Crime Reporting (CCR) and explore online reporting options.

Revenue Opportunities

- Review and Update Department Fee Schedules
- Utilize available grant opportunities to supplement revenues and take advantage of available funding for wellness, advanced training, and equipment.

Performance Measurements

Annual Crime Reports

1. Part I Crimes
2. Other Crimes
3. Percent of Violent Crimes Cleared
4. Percent of Property Crimes Cleared

Police Response

1. Calls for Service by Priority
2. Response Times by Priority

Traffic Analysis

1. Total Vehicle Accidents
2. Injury Vehicle Accidents
3. Driving Under Influence Accidents
4. Driving Under the Influence Arrests
5. Other Accident Data

Alcohol Beverage Service Ordinance (ABSO)

1. Responsible Beverage Service Trainings Given

2. Alcohol Premises Inspections
3. Decoy Operations – Percent of Businesses Visited
4. Fees Collected

Anti-Tobacco Ordinance

1. Tracking of License Renewals
2. On-site Inspections
3. Decoy Operations

Communications Unit

1. Total Number of 9-1-1 Calls Answered
2. Average Answer Time for 9-1-1 lines
3. Total Number of Public Works Calls Answered/Handled
4. Total Number of Phone Calls Answered
5. Total Number of Citizen Crime Reports (CCR) Sent/On-line
6. Total Number of Animal Control Calls Handled

Records Unit

1. Part 1 Crimes
2. Other Crimes
3. Total Number of Reports Processed
4. Total Number of Citations Processed
5. Total Number of Subpoenas Processed
6. Total Number of Public Records Act Requests Processed
7. Total Number of Background Checks for Employment Processed
8. Total Number of Vehicle Releases

Property/Evidence Unit

1. Total Number of Property Items Accepted
2. Total Number of Property Items Disposition

SUMMARY - POLICE DEPARTMENT

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	2,358,089	2,291,866	2,716,600	2,716,600	2,388,560	2,855,783
Benefits	1,836,660	1,803,044	2,108,250	2,125,250	1,743,445	2,056,009
Contracted Services	411,051	325,435	250,035	280,035	290,950	231,450
Services & Supplies	40,518	36,912	41,425	112,425	99,600	40,850
Special Programs	8,269	14,082	6,000	6,000	6,000	6,000
Equipment (under \$10K)	7,710	300	-	-	-	-
Equipment Rental/Maintenance	14,412	7,530	26,350	26,350	18,500	21,340
Vehicle Expense	31,161	43,668	41,000	41,000	32,000	36,000
Conference & Training Expense	13,745	13,568	20,950	20,950	21,000	33,945
Utilities	27,049	27,106	35,500	35,500	30,950	33,000
Telecommunications	27,617	32,769	27,750	27,750	30,000	30,000
Allocated Insurance	413,906	372,718	481,000	481,000	481,000	503,355
Capital Outlay	118,639	-	50,000	85,000	85,000	-
Total Expense	5,308,825	4,968,998	5,804,860	5,957,860	5,227,005	5,847,732

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**Police Department
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	1,824,815	1,798,793	2,259,600	2,259,600	1,800,000	2,392,783
4011 - Salaries - Part Time	9,327	1,658	12,000	12,000	5,000	18,000
4012 - Overtime	331,637	364,752	340,000	340,000	280,000	275,000
4017 - Salaries - COVID-19	11,773	10,929	-	-	4,310	-
4019 - WC- 4850/Temp Disb	159,162	115,735	-	-	-	-
4020 - ADPP	21,376	-	-	-	-	-
4022 - Overtime-R12	-	-	-	-	101,000	115,000
4023 - One Time Payment	-	-	105,000	105,000	198,250	55,000
4100 - Employee Benefits	2,683	10,798	-	-	25,000	44,000
4101 - Health in Lieu	6,779	8,354	8,700	8,700	9,300	12,092
4102 - Uniform Allowance	20,878	20,027	17,600	17,600	19,600	19,000
4103 - Holiday Pay	125,442	167,960	198,700	198,700	163,400	254,720
4104 - Accrual in Lieu	16,280	65,698	20,000	20,000	44,200	65,000
4105 - Medicare & Fica	37,333	37,571	36,250	36,250	36,250	34,695
4110 - CalPERS Employer Rate	1,137,098	1,009,272	1,168,880	1,168,880	985,000	1,000,774
4122 - Retirement Health Savings Plan	724	693	14,600	14,600	31,600	35,000
4130 - Health Insurance	383,359	373,810	529,900	529,900	323,000	461,979
4140 - Retiree Health Insurance OPEB	49,543	53,838	50,000	50,000	54,000	59,480
4145 - PORAC LTD Insurance	4,354	3,963	6,700	6,700	2,900	6,378
4150 - Dental Insurance	42,274	41,437	45,600	45,600	40,000	53,290
4151 - Vision Insurance	5,096	4,794	6,200	6,200	4,400	5,940
4181 - Long Term Disability Insurance	2,028	2,329	2,165	2,165	2,900	795
4182 - Short Term Disability Insurance	337	336	520	520	195	314
4183 - EAP (Employee Asst Prog)	856	654	735	735	600	770
4184 - Life Insurance	1,597	1,510	1,700	1,700	1,400	1,782
4210 - Professional Contract Services	362,136	279,576	195,035	135,035	126,500	112,000
4212 - Internet & Network /Technology Maint	19,197	29,891	34,000	34,000	38,450	23,450
4214 - Litigation Expense	-	-	-	90,000	90,000	75,000
4215 - Casino Mitigation Program	8,269	14,082	6,000	6,000	6,000	6,000
4216 - RBS Program	1,870	-	6,000	6,000	6,000	6,000
4230 - Recruitment Services	27,848	15,969	15,000	15,000	30,000	15,000
4310 - Office Supplies	7,754	11,729	11,600	11,600	11,600	9,600
4330 - Misc Supplies & Services	29,545	20,090	26,050	97,050	85,000	27,250
4340 - Postage & Printing	1,069	1,410	-	-	-	1,000
4345 - Dues & Subscriptions	2,150	3,683	3,775	3,775	3,000	3,000
4370 - Equipment(under \$10K)	6,324	-	-	-	-	-
4375 - Equipment Rental/Expenses	5,544	4,585	16,450	16,450	15,500	18,340
4380 - Vehicle Maintenance	13,500	21,191	18,000	18,000	18,000	18,000
4390 - City Vehicle Fuel Expense	17,660	22,478	23,000	23,000	14,000	18,000
4510 - Conference & Training	10,384	9,200	12,450	12,450	13,500	13,945
4515 - Meetings & Travel	3,360	4,368	8,500	8,500	7,500	20,000
4710 - Utilities - Gas & Electric	22,277	22,930	28,000	28,000	24,750	26,000
4711 - Utilities - City Bill	4,771	4,175	7,500	7,500	6,200	7,000
4750 - Telecommunications	27,617	32,769	27,750	27,750	30,000	30,000
4996 - Allocated Liability Insurance	219,311	212,412	262,700	262,700	262,700	256,855
4997 - Allocated Wrkrs Comp Insurance	194,594	160,306	218,300	218,300	218,300	246,500
Total Operation	5,179,933	4,965,753	5,744,960	5,862,960	5,139,005	5,844,732
4370 - Equipment(under \$10K)	1,386	300	-	-	-	-
4375 - Equipment Rental/Expenses	8,867	2,945	9,900	9,900	3,000	3,000
5100 - Capital Outlay	118,639	-	50,000	85,000	85,000	-
Total Fund 124	128,892	3,245	59,900	94,900	88,000	3,000
TOTAL DEPARTMENT	5,308,825	4,968,998	5,804,860	5,957,860	5,227,005	5,847,732
G&A Allocation						
124 - Measure T& Q (Y)	500,856	514,209	595,177	607,449	532,730	605,762
Total G&A Allocation	500,856	514,209	595,177	607,449	532,730	605,762
General Fund Cost Allocation	90%	4,679,077	4,451,544	5,149,783	4,606,275	5,238,971

**Police Department
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		191,335	84	204,485
4210 - Professional Contract Services				
	AMR Blood Draws	5,000	1	5,000
	Axon Body Cams Annual Maintenance	16,000	1	16,000
	Axon Taser 7 Annual Maintenance	15,000	1	15,000
	DOJ Fingerprints	14,600	1	14,600
	Holly Hansen Public Relations	2,000	1	2,000
	KW Cleaning	13,000	1	13,000
	Lexis Nexis	2,400	1	2,400
	Open Policing	3,000	1	3,000
	RV Tows	8,000	1	8,000
	SoCo ISD IJS Access and line	8,500	1	8,500
	Sonoma County Sheriff's Bomb Squad Annual Fee	4,500	1	4,500
Total 4210 - Professional Contract Services		92,000	11	92,000
4212 - Internet & Network /Technology Maint				
	Portola System - PD Server Maintenance Only	1,250	1	1,250
	Sun Ridge Systems- Annual Support Services	20,000	1	20,000
	Vertiv Battery Backup	2,200	1	2,200
Total 4212 - Internet & Network /Technology Maint		23,450	3	23,450
4310 - Office Supplies				
	Office Chairs (4) Officers (2) Sergeants (1) Captain	500	7	3,500
	Routine Supplies	6,000	1	6,000
Total 4310 - Office Supplies		6,500	8	9,500
4330 - Misc Supplies & Services				
	Ammunition	12,000	1	12,000
	Citations & Forms	1,000	1	1,000
	Evidence/Crime Scene Supplies	2,000	1	2,000
	eWaste, Records & Haz Mat Destruction	3,000	1	3,000
	Firearms, Holsters, Duty Equipment	5,000	1	5,000
	National Night Out	2,500	1	2,500
	Radio Batteries	1,000	1	1,000
	Uniform Patches	750	1	750
Total 4330 - Misc Supplies & Services		27,250	8	27,250
4375 - Equipment Rental/Expenses				
	Canon Copier Lease	195	12	2,340
	Others	16,000	1	16,000
Total 4375 - Equipment Rental/Expenses		16,195	13	18,340
4510 - Conference & Training				
	ARIDE & SFST- 4 Officers, 4 days possibly out of town, 0\$ but travel time and per diem costs	-	4	-
	Cal Chiefs- Annual Chief's Conference, 4 Days, Out of town	450	1	450
	Collision Investigation- 6 Officers, 5 days	200	6	1,200
	Crisis Intervention Training- 4 Officers, 5 days local	125	4	500
	CSI Photography- 1 Officer, 1 day	250	1	250
	CSI School- 3 Officers, 5 days likely out of town	1,135	3	3,405
	First Aid/CPR Instructor- 1 Officer, 5 days, Out of town	430	1	430
	FTO Program Coordinator- 1 Sergeant, 3 day course out of town	80	1	80
	IACP Conference- 1 Time attendance, Out of town	500	1	500
	Internal Affairs Investigations - 3 Sergeants. 3 day course out of town	300	3	900
	Interview and Interrogation- 5 officers, 5 days out of town	575	5	2,875
	Officer Involved Shooting Investigations - 3 Sergeants. 2 day course out of town	250	3	750
	Radar and Lidar- 4 Officers, 4 days possibly local	320	4	1,280
	RIMS Conference- Dispatch System Conference Annually, Out of town	1,100	1	1,100
	Supervisor School- 1 Sergeant, 10 days likely local	225	1	225
Total 4510 - Conference & Training		5,940	39	13,945
4515 - Meetings & Travel				
4515 - Meetings & Travel	Estimated Lodging for identified Courses	12,200	1	12,200
4515 - Meetings & Travel	Estimated Per Diem Costs	7,800	1	7,800
Total 4515 - Meetings & Travel		20,000	2	20,000

SUMMARY - SENIOR CENTER

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	6,404	6,369	8,050	8,050	8,475	12,327
Benefits	3,358	3,570	2,000	2,000	2,352	2,282
Contracted Services	2,767	2,253	7,900	7,900	8,000	8,300
Services & Supplies	4,253	4,664	11,000	11,000	11,000	12,900
Special Programs	36,000	36,000	45,000	45,000	45,000	65,000
Allocated Insurance	2,828	4,006	4,100	4,100	4,100	3,790
Capital Outlay	16,155	-	-	-	-	15,000
Total Expense	71,765	56,862	78,050	78,050	78,927	119,599

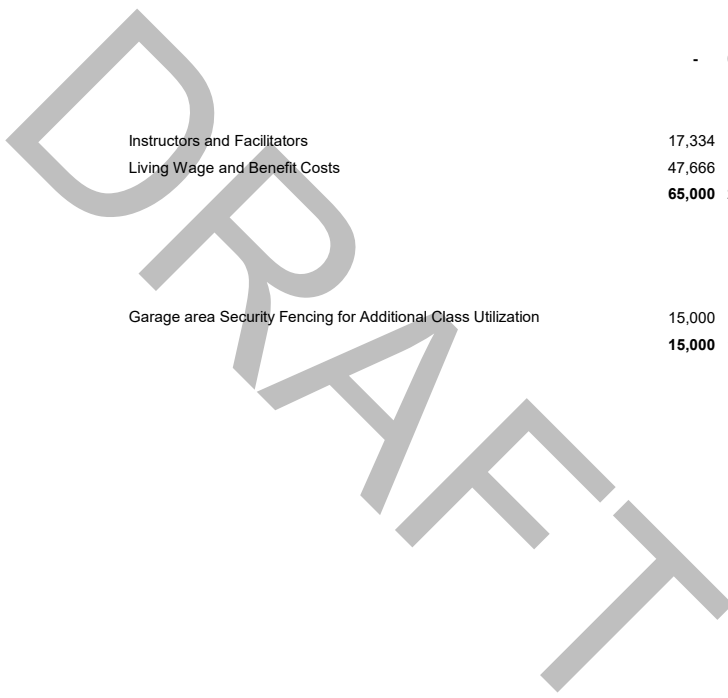
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**Senior Center
Budget Expenditures**

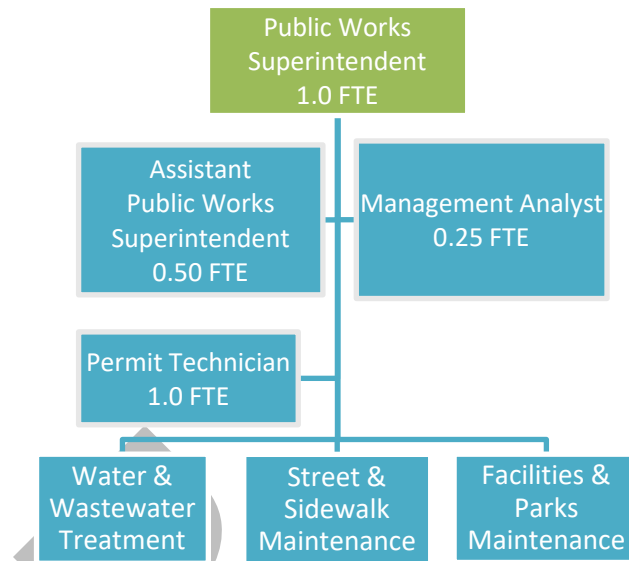
Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	5,865	5,689	6,950	6,950	6,425	8,277
4012 - Overtime	364	425	300	300	750	750
4013 - Standby	175	255	300	300	800	800
4023 - One Time Payment	-	-	500	500	500	2,500
4102 - Uniform Allowance	60	60	-	-	140	100
4105 - Medicare & Fica	94	93	100	100	125	120
4110 - CalPERS Employer Rate	546	2,420	755	755	820	636
4130 - Health Insurance	2,316	869	970	970	1,100	1,060
4150 - Dental Insurance	261	79	90	90	105	179
4151 - Vision Insurance	31	9	10	10	10	20
4181 - Long Term Disability Insurance	27	21	50	50	27	41
4182 - Short Term Disability Insurance	12	9	10	10	10	10
4183 - EAP (Employee Asst Prog)	3	3	5	5	5	35
4184 - Life Insurance	7	7	10	10	10	81
4210 - Professional Contract Services	2,767	2,253	7,900	7,900	8,000	8,300
4330 - Misc Supplies & Services	4,253	4,664	11,000	11,000	11,000	12,900
4880 - Contr to SCCC Living Wages Ops	36,000	36,000	45,000	45,000	45,000	65,000
4996 - Allocated Liability Insurance	2,166	3,547	3,500	3,500	3,500	2,940
4997 - Allocated Wrkrs Comp Insurance	662	459	600	600	600	850
Total Operation	55,610	56,862	78,050	78,050	78,927	104,599
5100 - Capital Outlay	16,155	-	-	-	-	15,000
Total Fund 124	16,155	-	-	-	-	15,000
TOTAL DEPARTMENT	71,765	56,862	78,050	78,050	78,927	119,599

**Senior Center
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		101,200	8	101,200
4210 - Professional Contract Services				
4210 - Professional Contract Services	HVAV Service and Repairs	5,900	1	5,900
4210 - Professional Contract Services	Pest Control and Exclusion	2,400	1	2,400
Total 4210 - Professional Contract Services		8,300	2	8,300
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	General Building Maintenance	8,400	1	8,400
4330 - Misc Supplies & Services	Landscape Maintenance	2,000	1	2,000
4330 - Misc Supplies & Services	Lighting and Electrical	2,500	1	2,500
Total 4330 - Misc Supplies & Services		12,900	3	12,900
4710 - Utilities - Gas & Electric				
4710 - Utilities - Gas & Electric				
Total 4710 - Utilities - Gas & Electric		-	0	-
4880 - Contr to Living Wages Ops				
	Instructors and Facilitators	17,334	1	17,334
	Living Wage and Benefit Costs	47,666	1	47,666
Total 4880 - Contr to Living Wages Ops		65,000	2	65,000
5100 - Capital Outlay				
5100 - Capital Outlay				
5100 - Capital Outlay	Garage area Security Fencing for Additional Class Utilization	15,000	1	15,000
Total 5100 - Capital Outlay		15,000	1	15,000



PUBLIC WORKS DEPARTMENT



DEPARTMENT SERVICES MODEL

Administration

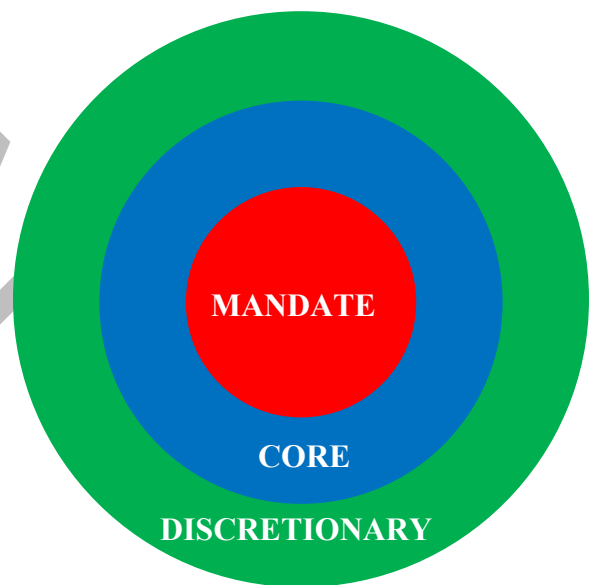
- Customer service response/tracking/follow-up
- Cash handling
- Injury & Illness Prevention Program
- Records Management
- Warehouse
- Service agreements
- Expense allocation and tracking
- Purchasing

Streets

- Traffic Signals inspections and repair
- Street Lighting maintenance and repairs
- Sidewalks inspections and repairs
- Asphalt repair and replacement
- Signage maintenance and repairs
- Traffic markings maintenance and replacements
- Streetscape (including medians & trees)

Buildings

- Preventative maintenance
- HVAC – maintenance & repair
- Electrical - repair
- Plumbing – repair
- Replacement/Improvement Projects
- Roofing repairs and replacements



Parks/Pool

- Tree Maintenance
- Water conservation measures
- Chemical Treatment
- Pool facility safety inspections and repairs
- Playground Maintenance & Inspections
- Pedestrian Bridges maintenance and repairs

CORE

Parks

- Landscape maintenance
- Lighting maintenance and repairs
- Pedestrian path maintenance and repairs
- Irrigation inspections, maintenance and repairs
- Playground Structures safety inspections, maintenance and repairs

Citywide

- Graffiti Abatement
- Weed Abatement
- Vandalism Repair
- Tree maintenance

DISCRETIONARY

- Community Gardens
- Some Street/Curb Markings and Signage

Major Accomplishments in 2022-23

Completed Energy Audit identified improvements

- Roof replacement at Corporation Yard
- Replaced built-in gutter system at Ives Pool and perform roofing modifications
- Purchased one replacement Public Works truck
- Replaced Fire Department rain gutters

Goals and Objectives for 2023-24

- 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 Sebastopol Library roof
- Install new Solar PV system at Sebastopol Library
- Purchase one replacement flatbed truck
- Purchase two replacement small equipment trailers

Performance Measurements

- **Permit Compliance** – minimum violations per year
- **Safety** –minimize public liability and employee work hours lost per year from injury
- **Cost** – total annual cost per function per year
- **Customer Feedback** - service compliments v. complaints

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SUMMARY - PUBLIC WORKS

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	577,824	526,965	621,845	621,845	541,823	699,927
Benefits	261,130	360,165	368,000	368,000	320,848	356,900
Contracted Services	192,483	184,478	299,850	347,350	290,508	346,375
Services & Supplies	302,666	290,091	233,450	258,925	280,211	322,610
Equipment (under \$10K)	4,064	10,975	-	-	-	-
Equipment Rental/Maintenance	3,119	3,073	3,200	3,200	4,998	5,200
Utilities-City	6,143	3,504	8,250	8,250	8,250	8,700
Vehicle Expense	27,758	19,965	65,500	65,500	28,700	31,100
Conference & Training Expense	97	147	500	500	1,000	1,000
Utilities	93,592	96,364	125,950	125,950	123,900	134,850
Telecommunications	10,454	11,387	13,800	13,800	13,500	14,500
Loss due to theft	263,045	-	-	-	-	-
Allocated Insurance	137,148	119,052	134,000	134,000	134,000	150,665
Capital Outlay	8,996	64,302	94,400	94,400	35,000	91,100
Total Expense	1,888,518	1,690,468	1,968,745	2,041,720	1,782,738	2,162,926

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**Public Works
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	544,690	475,381	556,445	556,445	472,170	601,947
4011 - Salaries - Part Time	14,467	9,256	-	-	-	-
4012 - Overtime	16,192	17,764	24,600	24,600	24,185	26,320
4013 - Standby	4,075	6,265	11,200	11,200	9,578	11,660
4017 - Salaries - COVID-19	2,297	3,533	-	-	1,040	-
4019 - WC- 4850/Temp Disb	-	14,766	-	-	3,500	-
4023 - One Time Payment	-	-	29,600	29,600	31,350	60,000
4100 - Employee Benefits	-	278	-	-	-	-
4101 - Health in Lieu	5,078	1,328	3,500	3,500	3,510	1,209
4102 - Uniform Allowance	2,730	2,280	6,000	6,000	21,720	3,750
4104 - Accrual in Lieu	-	45,062	-	-	-	-
4105 - Medicare & Fica	8,579	8,358	8,275	8,275	7,745	8,728
4110 - CalPERS Employer Rate	102,379	163,205	176,315	176,315	138,163	174,635
4130 - Health Insurance	110,663	112,266	139,815	139,815	124,120	132,388
4140 - Retiree Health Insurance OPEB	10,672	10,197	10,700	10,700	7,620	9,400
4150 - Dental Insurance	14,943	12,230	16,150	16,150	13,312	16,254
4151 - Vision Insurance	1,785	1,393	1,780	1,780	1,438	1,766
4181 - Long Term Disability Insurance	2,341	2,022	3,850	3,850	1,981	5,154
4182 - Short Term Disability Insurance	1,066	907	925	925	667	831
4183 - EAP (Employee Asst Prog)	324	200	205	205	203	840
4184 - Life Insurance	568	439	485	485	369	1,944
4210 - Professional Contract Services	136,404	135,319	249,550	287,050	245,400	299,500
4212 - Internet & Network /Technology Maint	589	191	-	-	1,000	1,575
4213 - Building/Grounds Maintenance	50,398	33,510	40,300	50,300	26,083	35,300
4230 - Recruitment Services	5,092	15,459	10,000	10,000	18,025	10,000
4302 - Loss due to theft	263,045	-	-	-	-	-
4310 - Office Supplies	558	709	2,000	2,000	2,000	2,000
4330 - Misc Supplies & Services	264,691	251,940	231,450	256,925	232,100	271,200
4332 - Janitorial & Safety Supplies	6,573	6,634	-	-	9,011	12,110
4340 - Postage & Printing	85	284	-	-	300	300
4345 - Dues & Subscriptions	398	55	-	-	-	200
4370 - Equipment(under \$10K)	4,064	10,975	-	-	-	-
4375 - Equipment Rental/Expenses	3,119	3,073	3,200	3,200	4,998	5,200
4380 - Vehicle Maintenance	27,758	19,965	65,500	65,500	28,700	31,100
4390 - City Vehicle Fuel Expense	30,362	30,470	-	-	36,800	36,800
4510 - Conference & Training	-	-	500	500	500	500
4515 - Meetings & Travel	97	147	-	-	500	500
4710 - Utilities - Gas & Electric	29,062	36,685	39,650	39,650	36,500	40,850
4711 - Utilities - City Bill	65,203	53,907	87,650	87,650	87,550	93,100
4712 - Utilities(Elec Vehicle Charging Stations)	3,568	6,967	6,900	6,900	6,900	7,300
4721 - Utilities-Little League Elec	1,902	2,310	-	-	1,200	2,300
4750 - Telecommunications	10,454	11,387	13,800	13,800	13,500	14,500
4990 - Contra-Salaries/Projects	(3,896)	-	-	-	-	-
4996 - Allocated Liability Insurance	73,386	73,169	80,200	80,200	80,200	87,390
4997 - Allocated Wrkrs Comp Insurance	63,762	45,883	53,800	53,800	53,800	63,275
5100 - Capital Outlay	8,996	64,302	94,400	94,400	35,000	91,100
Total Operation	1,888,518	1,690,468	1,968,745	2,041,720	1,782,738	2,162,926
G&A Allocation						
500 - Water Enterprise Fund	263,410	290,675	324,184	324,184	296,344	351,989
510 - WasteWater Enterprise Fund	202,576	220,034	248,680	248,680	227,702	269,709
Total G&A Allocation	465,986	510,709	572,864	572,864	524,046	621,698
General Fund Cost Allocation	71%	1,422,532	1,179,759	1,395,881	1,468,856	1,541,229

**Corp Yard
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	221,150	203,547	237,200	237,200	203,425	272,803
4011 - Salaries - Part Time	14,467	9,256	-	-	-	-
4012 - Overtime	78	260	-	-	500	500
4017 - Salaries - COVID-19	266	1,981	-	-	-	-
4023 - One Time Payment	-	-	9,100	9,100	9,100	10,000
4100 - Employee Benefits	-	278	-	-	-	-
4101 - Health in Lieu	1,163	229	2,500	2,500	2,500	-
4104 - Accrual in Lieu	-	45,062	-	-	-	-
4105 - Medicare & Fica	3,451	3,768	3,300	3,300	3,072	3,956
4110 - CalPERS Employer Rate	42,822	63,144	70,670	70,670	59,812	67,620
4130 - Health Insurance	27,158	32,518	46,650	46,650	37,700	49,760
4140 - Retiree Health Insurance OPEB	10,672	10,197	10,700	10,700	7,620	9,400
4150 - Dental Insurance	3,305	3,260	5,300	5,300	4,173	5,201
4151 - Vision Insurance	398	376	585	585	445	573
4181 - Long Term Disability Insurance	975	865	1,600	1,600	784	1,211
4182 - Short Term Disability Insurance	446	389	380	380	294	446
4183 - EAP (Employee Asst Prog)	158	51	65	65	65	140
4184 - Life Insurance	172	114	150	150	100	324
4210 - Professional Contract Services	11,758	31,535	21,900	21,900	19,600	22,400
4212 - Internet & Network /Technology Maint	589	191	-	-	1,000	1,575
4230 - Recruitment Services	5,092	15,459	10,000	10,000	18,025	10,000
4310 - Office Supplies	558	709	2,000	2,000	2,000	2,000
4330 - Misc Supplies & Services	6,897	9,680	20,800	20,800	20,500	21,100
4332 - Janitorial & Safety Supplies	469	474	-	-	500	550
4340 - Postage & Printing	85	284	-	-	300	300
4345 - Dues & Subscriptions	398	55	-	-	-	200
4380 - Vehicle Maintenance	27,758	19,771	65,500	65,500	28,700	28,700
4390 - City Vehicle Fuel Expense	30,362	30,470	-	-	36,800	36,800
4510 - Conference & Training	-	-	500	500	500	500
4515 - Meetings & Travel	97	147	-	-	500	500
4710 - Utilities - Gas & Electric	2,739	3,387	5,700	5,700	5,400	6,000
4711 - Utilities - City Bill	4,817	3,546	6,000	6,000	4,700	6,000
4750 - Telecommunications	10,416	11,387	13,800	13,800	13,500	14,500
4990 - Contra-Salaries/Projects	(3,896)	-	-	-	-	-
4996 - Allocated Liability Insurance	20,380	23,917	23,700	23,700	23,700	30,505
4997 - Allocated Wrkrs Comp Insurance	22,750	17,077	22,700	22,700	22,700	29,360
Total Operation	467,948	543,381	580,800	580,800	528,015	632,923
4370 - Equipment(under \$10K)	-	3,344	-	-	-	-
4375 - Equipment Rental/Expenses	3,119	3,073	3,200	3,200	4,998	5,200
5100 - Capital Outlay	8,996	40,327	32,400	32,400	-	-
Total Fund 124	12,114	46,744	35,600	35,600	4,998	5,200
TOTAL DEPARTMENT	480,062	590,125	616,400	616,400	533,013	638,123
G&A Allocation						
124 - Measure T& Q (Y)	79,552	92,376	98,736	98,736	89,763	107,597
500 - Water Enterprise Fund	224,615	260,823	278,784	278,784	253,447	303,803
510 - WasteWater Enterprise Fund	163,781	190,182	203,280	203,280	184,805	221,523
Total G&A Allocation	467,948	543,381	580,800	580,800	528,015	632,923
Total Department Expenses	1%	12,114	46,744	35,600	4,998	5,200

Corp Yard
 Object Details
 41-02

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			44,706	55	52,900
4140 - Retiree Health Insurance OPEB					
	Elizabeth Souza	317	4	1,268	
	Jack McDonnel	148	12	1,776	
	Larry Koveman	317	4	1,268	
	Ono Russell	148	12	1,776	
	Rich Emig	276	12	3,312	
Total 4140 - Retiree Health Insurance OPEB		1,206	44	9,400	
4210 - Professional Contract Services					
	Generator Air Quality Permitting	700	1	700	
	Generator Service and Repairs	4,500	1	4,500	
	HVAC Service and Repairs	3,600	1	3,600	
	Security Monitoring	3,600	1	3,600	
	Special Case Manager (Disability Personnel Issues)	10,000	1	10,000	
Total 4210 - Professional Contract Services		22,400	5	22,400	
4330 - Misc Supplies & Services					
	Above Ground Fuel Tanks Inspections and Maintenance	3,200	1	3,200	
	Aerial Utility Equipment Safety Certification	2,500	1	2,500	
	Building Repairs and Upgrades	3,500	1	3,500	
	Equipment Servicing Supplies	2,100	1	2,100	
	Janitorial Supplies	3,800	1	3,800	
	Safety Supplies	6,000	1	6,000	
Total 4330 - Misc Supplies & Services		21,100	6	21,100	

**Park & Landscape Maintenance
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	167,327	94,794	136,900	136,900	93,000	175,454
4012 - Overtime	4,666	2,303	6,000	6,000	6,000	6,000
4013 - Standby	2,118	1,050	3,500	3,500	3,500	3,500
4017 - Salaries - COVID-19	1,536	56	-	-	-	-
4019 - WC- 4850/Temp Disb	-	11,074	-	-	1,000	-
4023 - One Time Payment	-	-	10,750	10,750	10,750	20,000
4101 - Health in Lieu	2,792	550	500	500	510	605
4102 - Uniform Allowance	1,680	900	1,500	1,500	19,100	2,350
4105 - Medicare & Fica	2,622	1,613	2,170	2,170	1,976	2,544
4110 - CalPERS Employer Rate	28,503	47,164	53,400	53,400	40,795	69,427
4130 - Health Insurance	47,259	37,551	50,915	50,915	49,144	51,641
4150 - Dental Insurance	6,878	4,253	5,900	5,900	4,722	6,784
4151 - Vision Insurance	817	480	650	650	500	729
4181 - Long Term Disability Insurance	775	486	980	980	550	1,150
4182 - Short Term Disability Insurance	350	217	235	235	172	202
4183 - EAP (Employee Asst Prog)	99	63	75	75	75	280
4184 - Life Insurance	236	139	175	175	125	648
4210 - Professional Contract Services	7,837	10,372	20,000	20,000	18,500	28,000
4330 - Misc Supplies & Services	35,294	29,437	49,950	49,950	53,500	67,500
4332 - Janitorial & Safety Supplies	2,350	2,369	-	-	3,600	6,600
4380 - Vehicle Maintenance	-	194	-	-	-	2,400
4710 - Utilities - Gas & Electric	1,460	4,745	6,100	6,100	5,700	6,400
4711 - Utilities - City Bill	45,976	39,800	62,400	62,400	63,000	66,200
4721 - Utilities-Little League Elec	1,902	2,310	-	-	1,200	2,300
4996 - Allocated Liability Insurance	24,657	19,559	20,200	20,200	20,200	17,905
4997 - Allocated Wrkrs Comp Insurance	17,115	10,926	13,600	13,600	13,600	18,075
5100 - Capital Outlay	-	-	25,000	25,000	25,000	53,800
Total Operation	404,246	322,405	470,900	470,900	436,219	610,495
4370 - Equipment(under \$10K)	4,064	-	-	-	-	-
5100 - Capital Outlay	-	23,975	-	-	-	-
Total Fund 124	4,064	23,975	-	-	-	-
TOTAL DEPARTMENT	408,310	346,380	470,900	470,900	436,219	610,495
G&A Allocation						
124 - Measure T& Q (Y)	167,762	133,798	210,049	210,049	170,656	231,028
Total G&A Allocation	167,762	133,798	210,049	210,049	170,656	231,028
Total Department Expenses	62%	240,548	212,582	260,851	265,563	379,466

**Park & Landscape Maintenance
Object Details
41-04**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			149,300	17	149,300
4210 - Professional Contract Services					
	Burbank Farm Tree Safety Survey Maintenance	7,500	1	7,500	
	Laguna Foundation Preserve Vegetation Management	6,000	1	6,000	
	Library Landscape Project (Daily Acts) - Transfer from Council Budget	7,000	1	7,000	
	Parks Tree Maintenance	7,500	1	7,500	
Total 4210 - Professional Contract Services			28,000	4	28,000
4330 - Misc Supplies & Services					
	Irrigation Supplies	4,100	1	4,100	
	Ives Park Improvements-Parks Commission Plan	3,100	1	3,100	
	Landscaping Supplies-Compost, Mulch, Plants	13,500	1	13,500	
	Park Fencing Repairs	4,000	1	4,000	
	Park Restroom Janitorial Supplies	12,400	1	12,400	
	Park Restroom Partitions and Stall Door Replacements	14,500	1	14,500	
	Park Security Improvements and Vandalism Repairs	4,400	1	4,400	
	Pet Waste Bags and Dispensers	2,600	1	2,600	
	Playground Fall Zone Safety Fiber	6,000	1	6,000	
	Rental Equipment	2,900	1	2,900	
Total 4330 - Misc Supplies & Services			67,500	10	67,500
5100 - Capital Outlay					
	Libby Park Pond Fencing (22-23 Carry Over)	25,000	1	25,000	
	Libby Park Tot Area Sunshade Structure	22,500	1	22,500	
	Replacement Mower Trailer	6,300	1	6,300	
Total 5100 - Capital Outlay			53,800	3	53,800

**Parking Lot Maintenance
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	48,044	41,768	52,200	52,200	47,000	57,989
4012 - Overtime	1,213	1,288	1,300	1,300	1,300	1,400
4013 - Standby	555	1,050	1,300	1,300	1,300	1,400
4017 - Salaries - COVID-19	256	56	-	-	500	-
4019 - WC- 4850/Temp Disb	-	1,846	-	-	2,000	-
4023 - One Time Payment	-	-	4,000	4,000	4,000	17,500
4101 - Health in Lieu	465	550	500	500	500	605
4102 - Uniform Allowance	480	480	1,500	1,500	1,500	800
4105 - Medicare & Fica	742	685	825	825	825	841
4110 - CalPERS Employer Rate	6,486	11,140	10,500	10,500	10,500	15,498
4130 - Health Insurance	12,019	10,478	15,000	15,000	15,000	11,303
4150 - Dental Insurance	1,585	1,392	1,900	1,900	1,900	1,918
4151 - Vision Insurance	189	159	225	225	225	209
4181 - Long Term Disability Insurance	205	182	370	370	370	1,571
4182 - Short Term Disability Insurance	93	81	90	90	90	67
4183 - EAP (Employee Asst Prog)	28	25	25	25	25	245
4184 - Life Insurance	66	59	65	65	65	567
4210 - Professional Contract Services	5,261	519	7,300	16,800	7,300	7,700
4330 - Misc Supplies & Services	6,173	4,775	9,600	9,600	9,600	9,500
4710 - Utilities - Gas & Electric	5,139	7,481	7,900	7,900	7,900	8,300
4711 - Utilities - City Bill	6,143	3,504	8,250	8,250	8,250	8,700
4712 - Utilities(Elec Vehicle Charging Stations)	3,568	6,967	6,900	6,900	6,900	7,300
4996 - Allocated Liability Insurance	4,754	5,067	5,500	5,500	5,500	5,565
4997 - Allocated Wrkrs Comp Insurance	9,344	8,056	5,100	5,100	5,100	5,975
Total Operation	112,809	107,607	140,350	149,850	137,650	164,952
Total Fund 124	-	-	-	-	-	-
TOTAL DEPARTMENT	112,809	107,607	140,350	149,850	137,650	164,952
G&A Allocation						
Total G&A Allocation						
Total Department Expenses	100%	112,809	107,607	140,350	149,850	137,650
						164,952

**Parking Lot Maintenance
Object Details
41-05**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			17,200	4	17,200
4210 - Professional Contract Services					
4210 - Professional Contract Services	EV Charging Station Maintenance Contract (City Owned)	7,700	1	7,700	
Total 4210 - Professional Contract Services		7,700	1	7,700	
4330 - Misc Supplies & Services					
4330 - Misc Supplies & Services	Landscape Maintenance Supplies	3,600	1	3,600	
4330 - Misc Supplies & Services	Street Markings- Paint and Thermoplastic	1,400	1	1,400	
4330 - Misc Supplies & Services	Tree Maintenance and Replacement	4,500	1	4,500	
Total 4330 - Misc Supplies & Services		9,500	3	9,500	

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**Government Buildings
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	26,722	25,072	29,400	29,400	28,000	29,481
4012 - Overtime	2,040	1,913	2,300	2,300	2,000	2,420
4013 - Standby	390	965	3,200	3,200	2,500	3,360
4017 - Salaries - COVID-19	-	269	-	-	-	-
4019 - WC- 4850/Temp Disb	-	1,846	-	-	500	-
4023 - One Time Payment	-	-	1,500	1,500	1,500	5,000
4102 - Uniform Allowance	180	180	1,500	1,500	280	300
4105 - Medicare & Fica	427	440	450	450	251	427
4110 - CalPERS Employer Rate	4,665	7,458	8,875	8,875	5,033	10,914
4130 - Health Insurance	6,955	7,314	7,450	7,450	4,152	5,121
4150 - Dental Insurance	777	785	850	850	476	749
4151 - Vision Insurance	92	89	90	90	50	78
4181 - Long Term Disability Insurance	84	85	200	200	45	327
4182 - Short Term Disability Insurance	39	37	50	50	17	34
4183 - EAP (Employee Asst Prog)	10	10	10	10	10	70
4184 - Life Insurance	25	24	25	25	13	162
4210 - Professional Contract Services	64,631	46,206	82,900	82,900	82,000	88,200
4330 - Misc Supplies & Services	23,109	8,917	24,100	24,100	23,500	25,500
4332 - Janitorial & Safety Supplies	1,877	1,895	-	-	2,760	2,760
4710 - Utilities - Gas & Electric	5,816	6,732	4,200	4,200	4,000	4,400
4711 - Utilities - City Bill	977	972	2,000	2,000	2,000	2,100
4996 - Allocated Liability Insurance	5,251	6,080	9,700	9,700	9,700	8,300
4997 - Allocated Wrks Comp Insurance	2,515	2,112	2,800	2,800	2,800	3,040
Total Operation	146,581	119,401	181,600	181,600	171,587	192,743
4213 - Building/Grounds Maintenance	50,398	33,510	40,300	50,300	26,083	35,300
4370 - Equipment(under \$10K)	-	7,631	-	-	-	-
5100 - Capital Outlay	-	-	27,000	27,000	-	-
Total Fund 124	50,398	41,141	67,300	77,300	26,083	35,300
TOTAL DEPARTMENT	196,979	160,542	248,900	258,900	197,670	228,043
G&A Allocation						
500 - Water Enterprise Fund	38,795	29,852	45,400	45,400	42,897	48,186
510 - WasteWater Enterprise Fund	38,795	29,852	45,400	45,400	42,897	48,186
Total G&A Allocation	77,590	59,704	90,800	90,800	85,794	96,372
Total Department Expenses	68%	119,389	100,838	158,100	168,100	111,877

**Government Buildings
Object Details
41-06**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			149,000	19	149,000
4210 - Professional Contract Services					
	City Hall/Library Landscape Maintenance Contract	7,500	1	7,500	
	Generator Air Quality Permitting	1,300	1	1,300	
	HVAC Maintenance Service and Repairs	17,200	1	17,200	
	Janitorial Cleaning Services	40,200	1	40,200	
	Pest Control and Exclusion	6,800	1	6,800	
	Police Dept. and Fire Dept. Generator Maintenance Testing and	10,300	1	10,300	
	Security System Monitoring and Maintenance	2,400	1	2,400	
	Solar PV Maintenance Agreement	2,500	1	2,500	
Total 4210 - Professional Contract Services		88,200	8	88,200	
4330 - Misc Supplies & Services					
	Electrical and Lighting Repairs	8,000	1	8,000	
	General Building Maintenance- Paint, Plumbing, Roof Repairs	7,200	1	7,200	
	Holiday Decor	700	1	700	
	Janitorial Supplies	1,600	1	1,600	
	Landscape Maintenance Supplies- Compost, Mulch, Plants	6,500	1	6,500	
	Safety Supplies	1,500	1	1,500	
Total 4330 - Misc Supplies & Services		25,500	6	25,500	
4213 - Building/Grounds Maintenance					
		-	-	-	
	Ergonomic Facility Upgrades- Multi-year	5,000	1	5,000	
	Facility Improvements and Grounds Maintenance	6,500	1	6,500	
	Park Village Maintenance and Repairs	7,800	1	7,800	
	Public Works Keyless Entry Security Upgrades	5,500	1	5,500	
	Wischemann Hall Facility Maintenance	10,500	1	10,500	
Total 4213 - Building/Grounds Maintenance		35,300	5	35,300	

**General Fund - Streets
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	81,448	110,200	100,745	100,745	100,745	66,220
4012 - Overtime	8,195	12,000	15,000	15,000	14,385	16,000
4013 - Standby	1,013	3,200	3,200	3,200	2,278	3,400
4017 - Salaries - COVID-19	240	1,171	-	-	540	-
4023 - One Time Payment	-	-	4,250	4,250	6,000	7,500
4101 - Health in Lieu	658	-	-	-	-	-
4102 - Uniform Allowance	390	720	1,500	1,500	840	300
4105 - Medicare & Fica	1,337	1,852	1,530	1,530	1,621	960
4110 - CalPERS Employer Rate	19,903	34,299	32,870	32,870	22,023	11,177
4130 - Health Insurance	17,273	24,404	19,800	19,800	18,124	14,563
4150 - Dental Insurance	2,399	2,540	2,200	2,200	2,041	1,602
4151 - Vision Insurance	289	288	230	230	218	177
4181 - Long Term Disability Insurance	302	405	700	700	232	895
4182 - Short Term Disability Insurance	138	183	170	170	94	82
4183 - EAP (Employee Asst Prog)	29	51	30	30	28	105
4184 - Life Insurance	69	103	70	70	66	243
4210 - Professional Contract Services	46,918	46,686	117,450	145,450	118,000	153,200
4302 - Loss due to theft	263,045	-	-	-	-	-
4330 - Misc Supplies & Services	193,217	199,131	127,000	152,475	125,000	147,600
4332 - Janitorial & Safety Supplies	1,877	1,895	-	-	2,151	2,200
4710 - Utilities - Gas & Electric	13,908	14,340	15,750	15,750	13,500	15,750
4711 - Utilities - City Bill	7,290	6,086	9,000	9,000	9,600	10,100
4750 - Telecommunications	38	-	-	-	-	-
4996 - Allocated Liability Insurance	18,345	18,546	21,100	21,100	21,100	25,115
4997 - Allocated Wrks Comp Insurance	12,037	7,712	9,600	9,600	9,600	6,825
5100 - Capital Outlay	-	-	10,000	10,000	10,000	37,300
Total Fund 124	690,358	485,813	492,195	545,670	478,186	521,314
TOTAL DEPARTMENT	690,358	485,813	492,195	545,670	478,186	521,314
G&A Allocation						
Total G&A Allocation	-	-	-	-	-	-
Total Department Expenses	690,358	485,813	492,195	545,670	478,186	521,314

**General Fund - Streets
Object Details
41-03**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			338,100	20	338,100
4210 - Professional Contract Services					
	Asset Management Software Maintenance Contract	2,900	1	2,900	
	Landscaping Maintenance Contract	26,800	1	26,800	
	Litter Abatement and Storm Water Protection Contract	30,700	1	30,700	
	Pedestrian Crosswalk Lighting Safety Inspection	14,200	1	14,200	
	Street Light Pole Repairs and Replacement	6,400	1	6,400	
	Thermoplastic Street Marking Contract	26,000	1	26,000	
	Traffic Signal Inspections and Maintenance (CALTRANS)	38,200	1	38,200	
	Traffic Signal Lighting Safety Inspections (Bodega at Jewell and	8,000	1	8,000	
Total 4210 - Professional Contract Services			153,200	8	153,200
4330 - Misc Supplies & Services					
	Hazardous Materials Disposal	4,600	1	4,600	
	OSHA Compliance Safety Equipment	3,800	1	3,800	
	Pedestrian Crosswalk and Traffic Signal Lighting and Controls I	32,600	1	32,600	
	Storm Water Systems Repair materials	12,100	1	12,100	
	Street and Sidewalk Repair Materials	34,500	1	34,500	
	Street Banner and Holiday Decor Materials	4,200	1	4,200	
	Street Landscaping Materials- Compost Plants and Irrigation	19,200	1	19,200	
	Street Marking Maintenance Materials	6,600	1	6,600	
	Street Sign Maintenance and Replacement Materials	18,900	1	18,900	
	Street Tree Maintenance and Replacement	11,100	1	11,100	
Total 4330 - Misc Supplies & Services			147,600	10	147,600
5100 - Capital Outlay					
	Replacement Flatbed Dump Truck 1/3 cost	31,000	1	31,000	
	Replacement Street Painting Trailer	6,300	1	6,300	
Total 5100 - Capital Outlay			37,300	2	37,300

SUMMARY - COMMUNITY CENTER

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	40,089	38,049	46,900	46,900	43,013	53,504
Benefits	16,606	15,233	22,000	22,000	17,283	22,038
Contracted Services	1,594	8,269	8,600	58,600	58,600	73,015
Services & Supplies	8,639	6,789	11,850	21,150	11,850	17,250
Special Programs	103,400	170,900	170,000	170,000	170,000	170,000
Utilities	10,155	9,721	13,700	13,700	14,250	17,000
Allocated Insurance	19,069	21,585	13,900	13,900	9,730	18,715
Capital Outlay	-	16,478	-	60,000	171,384	-
Total Expense	199,552	287,025	286,950	406,250	496,110	371,522

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**Community Center
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	38,206	34,694	41,400	41,400	36,613	37,604
4012 - Overtime	1,097	1,746	1,600	1,600	1,600	1,600
4013 - Standby	530	1,285	900	900	1,800	1,800
4017 - Salaries - COVID-19	256	324	-	-	-	-
4023 - One Time Payment	-	-	3,000	3,000	3,000	12,500
4101 - Health in Lieu	465	550	-	-	-	605
4102 - Uniform Allowance	360	360	-	-	-	500
4105 - Medicare & Fica	595	567	650	650	650	545
4110 - CalPERS Employer Rate	5,909	10,567	9,925	9,925	7,452	11,246
4130 - Health Insurance	7,735	1,881	9,550	9,550	7,707	6,182
4150 - Dental Insurance	1,114	938	1,300	1,300	1,100	1,244
4151 - Vision Insurance	130	104	140	140	115	133
4181 - Long Term Disability Insurance	157	140	295	295	146	955
4182 - Short Term Disability Insurance	71	63	70	70	53	49
4183 - EAP (Employee Asst Prog)	20	19	20	20	18	175
4184 - Life Insurance	49	45	50	50	42	405
4210 - Professional Contract Services	1,594	8,269	8,600	58,600	58,600	73,015
4330 - Misc Supplies & Services	8,639	6,789	11,850	21,150	11,850	17,250
4710 - Utilities - Gas & Electric	3,820	4,563	9,500	9,500	8,750	9,500
4711 - Utilities - City Bill	6,335	5,158	4,200	4,200	5,500	7,500
4880 - Contr to SCCC Living Wages Ops	32,500	65,000	65,000	65,000	65,000	65,000
4881 - Contr to SCCC General Ops	35,000	70,000	70,000	70,000	70,000	70,000
4882 - Contr to SCCC Time Bank	4,000	4,000	4,000	4,000	4,000	4,000
4883 - Contr to SCCC Teen Club	14,900	14,900	14,000	14,000	14,000	14,000
4884 - Contr SCCC - Cittaslow	17,000	-	-	-	-	-
4885 - Concert Series	-	17,000	17,000	17,000	17,000	17,000
4996 - Allocated Liability Insurance	15,287	18,647	9,800	9,800	6,860	14,840
4997 - Allocated Wrks Comp Insurance	3,782	2,938	4,100	4,100	2,870	3,875
Total Operation	199,552	270,547	286,950	346,250	324,726	371,522
5100 - Capital Outlay	-	16,478	-	60,000	171,384	-
Total Fund 124	-	16,478	-	60,000	171,384	-
TOTAL DEPARTMENT	199,552	287,025	286,950	406,250	496,110	371,522

**Community Center
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			94,765	10	90,265
4210 - Professional Contract Services					
	Architectural Design Services Flood Mitigation	50,000	1	50,000	
	Community Center HVAC Replacement Unit and Roof Duct Repairs	13,915	1	13,915	
	HVAC Inspections and Maintenance Garzot Building	1,500	1	1,500	
	HVAC Inspections and Maintenance Youth Annex	4,500	1	4,500	
	Pest Control and Exclusion	3,100	1	3,100	
Total 4210 - Professional Contract Services		73,015	5	73,015	
4330 - Misc Supplies & Services					
	Building Maintenance-Paint, Plumbing, Roof Repairs	8,000	1	8,000	
	Burbank Farm Slow Food Event Restroom	750	1	750	
	Janitorial Supplies	1,850	1	1,850	
	Landscape Maintenance Supplies	4,500	-	-	
	Lighting and Electrical repairs	3,000	1	3,000	
	Security System Monitoring and Maintenance	3,650	1	3,650	
Total 4330 - Misc Supplies & Services		21,750	5	17,250	

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SUMMARY - IVES POOL

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Salaries & Wages	29,047	23,543	27,925	27,925	21,100	34,906
Benefits	15,412	9,971	9,600	9,600	2,721	14,911
Contracted Services	6,036	5,897	8,100	8,100	9,000	9,500
Services & Supplies	17,103	21,113	20,100	20,100	7,500	20,400
Equipment (under \$10K)	-	7,601	-	-	-	-
Equipment Rental/Maintenance	2,467	5,429	8,000	8,000	8,000	17,400
Utilities	49,222	68,069	50,500	50,500	97,000	76,000
Allocated Insurance	9,278	7,825	8,700	8,700	6,852	13,190
Capital Outlay	-	46,500	15,500	21,000	12,600	65,000
Total Expense	128,566	195,947	148,425	153,925	164,773	251,307

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**Ives Pool
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	24,150	22,088	24,225	24,225	20,000	29,706
4012 - Overtime	3,260	1,455	2,700	2,700	1,100	2,700
4013 - Standby	690	730	800	800	800	800
4017 - Salaries - COVID-19	907	-	-	-	-	-
4019 - WC- 4850/Temp Disb	730	-	-	-	-	-
4023 - One Time Payment	-	-	1,000	1,000	-	2,500
4102 - Uniform Allowance	180	120	-	-	250	250
4105 - Medicare & Fica	435	355	370	370	364	431
4110 - CalPERS Employer Rate	5,314	2,734	1,995	1,995	841	9,736
4130 - Health Insurance	7,645	5,288	5,500	5,500	200	2,651
4150 - Dental Insurance	876	572	630	630	21	541
4151 - Vision Insurance	106	66	70	70	10	54
4181 - Long Term Disability Insurance	90	60	170	170	170	298
4182 - Short Term Disability Insurance	42	25	40	40	40	34
4183 - EAP (Employee Asst Prog)	11	6	10	10	10	35
4184 - Life Insurance	25	15	15	15	15	81
4210 - Professional Contract Services	6,036	5,897	8,100	8,100	9,000	9,500
4330 - Misc Supplies & Services	3,988	1,434	4,600	4,600	-	9,900
4331 - Chlorination & Chemicals Reimb	13,115	19,679	15,500	15,500	7,500	10,500
4378 - Equipment Maintenance	2,467	5,429	8,000	8,000	8,000	17,400
4710 - Utilities - Gas & Electric	45,155	1,376	46,500	46,500	28,000	72,000
4711 - Utilities - City Bill	2,698	3,012	4,000	4,000	4,000	4,000
4720 - Utilities PG&E	1,369	63,680	-	-	65,000	-
4996 - Allocated Liability Insurance	6,841	6,080	6,300	6,300	4,410	10,130
4997 - Allocated Wrks Comp Insurance	2,438	1,744	2,400	2,400	2,442	3,060
5100 - Capital Outlay	-	46,500	-	-	12,600	65,000
Total Operation	128,566	188,346	132,925	132,925	164,773	251,307
4370 - Equipment(under \$10K)	-	7,601	-	-	-	-
5100 - Capital Outlay	-	-	15,500	21,000	-	-
Total Fund 124	-	7,601	15,500	21,000	-	-
TOTAL DEPARTMENT	128,566	195,947	148,425	153,925	164,773	251,307
G&A Allocation						
Total G&A Allocation	-	-	-	-	-	-
Total Department Expenses	128,566	195,947	148,425	153,925	164,773	251,307

**Ives Pool
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			101,800	14	101,800
4210 - Professional Contract Services					
4210 - Professional Contract Services					
4210 - Professional Contract Services	California Environmental Reporting System (CERS) Fees	800	1	800	800
4210 - Professional Contract Services	Certified Unified Program Agencies (CUPA) Reporting Fees	800	1	800	800
4210 - Professional Contract Services	HVAC Pool Building Inspections and Maintenance Service	1,300	1	1,300	1,300
4210 - Professional Contract Services	Pool Heater and Pool Building Shower Heater Inspections and Maintenance Service	5,500	1	5,500	5,500
4210 - Professional Contract Services	Solar Array Inspections, Monitoring and Maintenance Repairs	1,100	1	1,100	1,100
Total 4210 - Professional Contract Services		9,500	5	9,500	9,500
4330 - Misc Supplies & Services					
4330 - Misc Supplies & Services					
4330 - Misc Supplies & Services	Facility Maintenance Repairs- Paint, Plumbing, Roof Repairs	4,800	1	4,800	4,800
4330 - Misc Supplies & Services	Landscape Maintenance Supplies	1,200	1	1,200	1,200
4330 - Misc Supplies & Services	Lighting and Electrical Repairs and Maintenance	1,300	1	1,300	1,300
4330 - Misc Supplies & Services	Security Fencing Maintenance and Repairs	2,600	1	2,600	2,600
Total 4330 - Misc Supplies & Services		9,900	4	9,900	9,900
4378 - Equipment Maintenance					
4378 - Equipment Maintenance					
4378 - Equipment Maintenance	Chloring Generator Maintenance and Supplies	4,200	1	4,200	4,200
4378 - Equipment Maintenance	Direct Current Cell Maintenance and Servicing	3,600	1	3,600	3,600
4378 - Equipment Maintenance	Pool Deck Lighting Upgrades	5,500	1	5,500	5,500
4378 - Equipment Maintenance	Pool Heater Equipment Repairs	4,100	1	4,100	4,100
Total 4378 - Equipment Maintenance		17,400	4	17,400	17,400
5100 - Capital Outlay					
5100 - Capital Outlay					
5100 - Capital Outlay	Ives Pool Filter and Major Plumbing Replacements +5% Contingency	65,000	1	65,000	65,000
Total 5100 - Capital Outlay		65,000	1	65,000	65,000

SUMMARY - NON DEPARTMENTAL

EXPENSE	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
Benefits	163,085	121,027	174,000	174,000	130,850	125,800
Contracted Services	114,054	123,198	158,100	167,100	167,100	154,100
Services & Supplies	15,702	9,161	12,000	12,000	12,000	13,100
Loss due to theft	555,994	-	-	-	-	-
Total Expense	848,835	253,386	344,100	353,100	309,950	293,000

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**Non Departmental
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4104 - Accrual in Lieu	159,352	117,456	170,000	170,000	125,000	120,000
4105 - Medicare & Fica	2,515	1,727	-	-	1,850	1,800
4110 - CalPERS Employer Rate	1	-	-	-	-	-
4170 - Fire Service CSFA Award	1,218	1,844	4,000	4,000	4,000	4,000
4210 - Professional Contract Services	98,333	96,172	140,100	140,100	140,100	127,100
4221 - Property Tax Services	15,721	27,026	18,000	27,000	27,000	27,000
4302 - Loss due to theft	555,994	-	-	-	-	-
4330 - Misc Supplies & Services	15,702	9,161	12,000	12,000	12,000	13,100
Total Operation	848,835	253,386	344,100	353,100	309,950	293,000
G&A Allocation						
500 - Water Enterprise Fund	22,652	23,108	30,969	31,779	27,896	26,370
510 - WasteWater Enterprise Fund	22,652	23,108	30,969	31,779	27,896	26,370
Total G&A Allocation	45,304	46,216	61,938	63,558	55,791	52,740
General Fund Cost Allocation	82%	803,531	207,170	282,162	289,542	240,260

**Non Departmental
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			136,900	19	140,200
4210 - Professional Contract Services					
	Citywide Grant Writing (Carryover)	50,000	1	50,000	
	VMHP (Park Village) Contract	73,000	1	73,000	
	Website Maintenance	300	12	3,600	
	Website Notification Features (Text/Email Messages)	500	1	500	
Total 4210 - Professional Contract Services			123,800	15	127,100
4330 - Misc Supplies & Services					
	Bi-Monthly Newsletter Service	6,000	1	6,000	
	City Hall Security Monitoring (Camera/Keyless Entry)	4,100	1	4,100	
	Newsletter Distribution (Constant Contact)	600	1	600	
	Shredding Services	2,400	1	2,400	
Total 4330 - Misc Supplies & Services			13,100	4	13,100

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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.

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.

Energy Conservation Measure Tax Exempt Lease Purchase (99-80)

The City of Sebastopol selected Syserco Energy Solution, Inc. to develop and implement a “Comprehensive Energy Efficiency, Water Conservation, and Solar PV Project” at City-owned facilities and water meter connections. The Project received unanimous approval from the City Council on October 19, 2021, and approval of the Tax-Exempt Lease Financing. The City entered into 15 year Equipment Lease Purchase Agreement with Signature Public Funding Corporation. The \$4,938,891 tax exempt lease purchase at 1.77% is for 15 years ending on July 1, 2036.

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**Debt Service
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
71 - Infrastructure Lease						
6100 - Principal						
124 - Measure T& Q (Y)	40,344	54,440	54,979	54,979	54,979	53,785
212 - Park In-Lieu Fee Fund	20,693	27,923	28,200	28,200	28,200	27,586
500 - Water Enterprise Fund	46,566	46,566	63,446	63,446	63,446	62,065
510 - WasteWater Enterprise Fund	41,386	41,386	56,401	56,401	56,401	55,173
Total 6100 - Principal	148,989	170,314	203,026	203,026	203,026	198,609
6200 - Interest						
124 - Measure T& Q (Y)	28,119	2,605	2,308	2,308	2,308	7,570
212 - Park In-Lieu Fee Fund	14,423	1,508	1,185	1,185	1,185	3,884
500 - Water Enterprise Fund	32,449	3,392	2,664	2,664	2,664	8,737
510 - WasteWater Enterprise Fund	28,845	3,015	2,368	2,368	2,368	7,767
Total 6200 - Interest	103,836	10,520	8,525	8,525	8,525	27,958
Total 71 - Infrastructure Lease	252,825	180,834	211,551	211,551	211,551	226,567
72 - VMHP (Park Village) Lease						
6100 - Principal						
124 - Measure T& Q (Y)	36,085	24,152	50,095	50,095	50,095	52,579
Total 6100 - Principal	36,085	24,152	50,095	50,095	50,095	52,579
6200 - Interest						
124 - Measure T& Q (Y)	28,500	8,140	14,490	14,490	14,490	12,006
Total 6200 - Interest	28,500	8,140	14,490	14,490	14,490	12,006
Total 72 - VMHP (Park Village) Lease	64,585	32,292	64,585	64,585	64,585	64,585
73 - CREBS Lease						
6100 - Principal						
124 - Measure T& Q (Y)	46,267	46,267	46,267	46,267	46,267	46,300
402 - CREBS DS Fund	20,298	20,298	20,299	20,299	20,299	40,597
500 - Water Enterprise Fund	31,024	31,024	31,024	31,024	31,024	62,047
Total 6100 - Principal	97,589	97,589	97,590	97,590	97,590	148,944
Total 73 - CREBS Lease	97,589	97,589	97,590	97,590	97,590	148,944
77 - Well 7 Loan						
6100 - Principal						
500 - Water Enterprise Fund	-	-	64,655	64,655	64,655	66,021
Total 6100 - Principal	-	-	64,655	64,655	64,655	66,021
6200 - Interest						
500 - Water Enterprise Fund	42,246	20,227	19,300	19,300	19,300	17,934
Total 6200 - Interest	42,246	20,227	19,300	19,300	19,300	17,934
Total 77 - Well 7 Loan	42,246	20,227	83,955	83,955	83,955	83,955
80 - Signature DS-Energy Project						
6100 - Principal						
124 - Measure T& Q (Y)	-	-	82,250	82,250	82,250	73,264
500 - Water Enterprise Fund	-	-	123,374	123,374	123,374	109,895
510 - WasteWater Enterprise Fund	-	-	123,374	123,374	123,374	109,895
Total 6100 - Principal	-	-	328,998	328,998	328,998	293,054
6200 - Interest						
124 - Measure T& Q (Y)	-	-	11,413	11,413	11,413	20,399
500 - Water Enterprise Fund	-	-	17,120	17,120	17,120	30,599
510 - WasteWater Enterprise Fund	-	-	17,120	17,120	17,120	30,599
Total 6200 - Interest	-	-	45,653	45,653	45,653	81,597
Total 80 - Signature DS-Energy Project	-	-	374,651	374,651	374,651	374,651
Total Debt Service	1,371,735	992,827	2,496,996	2,496,996	2,496,996	2,696,106



TREE REPLACEMENT FUND - FUND 120

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	134	-532	60	60	1,000	5,000	4,940.00	8233%
Miscellaneous Revenue	-0	-0	-0	-0	500	500	500.00	0%
TOTAL REVENUE	134	-532	60	60	1,500	5,500	5,440.00	9067%
OPERATING EXPENSES								
Contracted Services	-	-	4,000	4,000	-	5,000	1,000.00	25%
Transfers Out	4,303	708	-	-	4,000	-	-	0%
TOTAL OPERATING EXPENSE	4,303	708	4,000	4,000	4,000	5,000	1,000.00	25%
NET BUDGETARY RESULT	(4,169)	(1,240)	(3,940)	(3,940)	(2,500)	500	4,440.00	
Addition/(Use) of Reserves	(4,169)	(1,240)	(3,940)	(3,940)	(2,500)	500		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	19,974	15,805	14,565	14,565	14,565	12,065		
Ending Fund Balance (Estimated)	15,805	14,565	10,625	10,625	12,065	12,565		

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TECHNOLOGY FEE FUND - FUND 122

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	441	-1,555	100	100	3,000	3,000	2,900.00	2900%
Charges for Services	14,510	15,136	10,000	10,000	35,000	35,000	25,000.00	250%
TOTAL REVENUE	14,951	13,581	10,100	10,100	38,000	38,000	27,900.00	276%
OPERATING EXPENSES								
Contracted Services	-	-	-	-	-	14,100	14,100.00	0%
Conference & Training Expense	-	-	-	-	-	-	-	0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	14,100	14,100.00	0%
NET BUDGETARY RESULT	14,951	13,581	10,100	10,100	38,000	23,900	13,800.00	
Addition/(Use) of Reserves	14,951	13,581	10,100	10,100	38,000	23,900		
Beginning Fund Balance (Estimated) 2900 - Fund Balance	53,000	67,951	81,532	81,532	81,532	119,532		
Ending Fund Balance (Estimated)	67,951	81,532	91,632	91,632	119,532	143,432		

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STREET PAVEMENT RESERVE FUND - FUND 123

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	1,095,000	1,095,000	-0	1,195,000	100,000.00	9%
Interest & Rents	2,651	-8,704	800	800	-15,000	10,000	9,200.00	1150%
Transfers In	-0	-0	100,000	100,000	-0	-0	-100,000.00	-100%
TOTAL REVENUE	2,651	-8,704	1,195,800	1,195,800	-15,000	1,205,000	9,200.00	1%
OPERATING EXPENSES								
Transfers Out	-	1,661	1,308,500	1,308,500	3,000	1,310,000	1,500.00	0%
TOTAL OPERATING EXPENSE	-	1,661	1,308,500	1,308,500	3,000	1,310,000	1,500.00	0%
NET BUDGETARY RESULT	2,651	(10,365)	(112,700)	(112,700)	(18,000)	(105,000)	7,700.00	
Addition/(Use) of Reserves	2,651	(10,365)	(112,700)	(112,700)	(18,000)	(105,000)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	440,280	442,931	432,566	432,566	432,566	414,566		
Ending Fund Balance (Estimated)	442,931	432,566	319,866	319,866	414,566	309,566		

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POLICE VEHICLE ABATEMENT FUND - FUND 125

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	50	-137	10	10	200	200	190.00	1900%
Charges for Services	3,043	1,112	500	500	500	500	-0.00	0%
TOTAL REVENUE	3,094	976	510	510	700	700	190.00	37%
OPERATING EXPENSES								
Transfers Out	-	4,000	2,500	2,500	2,500	-	(2,500.00)	-100%
TOTAL OPERATING EXPENSE	-	4,000	2,500	2,500	2,500	-	(2,500.00)	-100%
NET BUDGETARY RESULT	3,094	(3,024)	(1,990)	(1,990)	(1,800)	700	2,690.00	
Addition/(Use) of Reserves	3,094	(3,024)	(1,990)	(1,990)	(1,800)	700		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	4,918	8,012	4,987	4,987	4,987	3,187		
Ending Fund Balance (Estimated)	8,012	4,987	2,997	2,997	3,187	3,887		

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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 five or more new dwelling units, or for the division or subdivision of land into five 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 Improvement 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 obtained 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.

GAS TAX FUND - FUND 200



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
User Taxes	175,905	187,367	229,750	229,750	199,325	220,700	-9,050	-4%
Interest & Rents	43	-79	-0	-0	200	200	200	0%
Transfers In	8,800	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	184,748	187,289	229,750	229,750	199,525	220,900	-8,850	-4%
OPERATING EXPENSES								
Salaries & Wages	121,370	95,051	117,350	117,350	102,300	142,853	-25,503	22%
Benefits	52,086	61,752	78,625	78,625	68,088	72,391	6,234	-8%
Services & Supplies	36	-	3,000	3,000	3,000	3,000	-0	0%
Vehicle Expense	-	-	3,000	3,000	3,000	-	3,000	-100%
Utilities	5,342	4,866	5,500	5,500	5,737	6,300	-800	15%
Allocated Insurance	8,328	7,988	11,000	11,000	11,000	10,600	400	-4%
TOTAL OPERATING EXPENSE	187,163	169,657	218,475	218,475	193,125	235,143	-16,668	8%
NET BUDGETARY RESULT	(2,414)	17,632	11,275	11,275	6,400	(14,243)	25,518	
Addition/(Use) of Reserves	(2,414)	17,632	11,275	11,275	6,400	(14,243)		
Beginning Fund Balance (Estimated) 2900 - Fund Balance	2,467	53	17,684	17,684	17,684	24,084		
Ending Fund Balance (Estimated)	53	17,684	28,959	28,959	24,084	9,841		

**Gas Tax Fund
Budget Expenditures**

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
4010 - Salaries - Full Time	113,848	82,303	110,850	110,850	90,000	102,853
4012 - Overtime	4,075	3,264	-	-	3,300	-
4013 - Standby	1,768	2,490	-	-	2,500	-
4017 - Salaries - COVID-19	1,117	1,059	-	-	-	-
4019 - WC- 4850/Temp Disb	563	5,935	-	-	-	-
4023 - One Time Payment	-	-	6,500	6,500	6,500	40,000
4101 - Health in Lieu	931	1,327	500	500	1,527	1,814
4102 - Uniform Allowance	900	900	1,300	1,300	1,540	1,300
4105 - Medicare & Fica	1,792	1,415	1,720	1,720	1,312	1,491
4110 - CalPERS Employer Rate	18,452	31,574	42,165	42,165	35,000	35,651
4130 - Health Insurance	25,475	22,257	27,480	27,480	24,000	26,125
4150 - Dental Insurance	3,365	3,265	3,910	3,910	3,910	3,913
4151 - Vision Insurance	393	374	425	425	311	426
4181 - Long Term Disability Insurance	415	347	790	790	276	753
4182 - Short Term Disability Insurance	189	153	190	190	104	105
4183 - EAP (Employee Asst Prog)	52	41	45	45	34	245
4184 - Life Insurance	123	99	100	100	74	567
4330 - Misc Supplies & Services	36	-	3,000	3,000	3,000	3,000
4380 - Vehicle Maintenance	-	-	3,000	3,000	3,000	-
4710 - Utilities - Gas & Electric	5,342	4,866	5,500	5,500	5,737	6,300
4997 - Allocated Wrks Comp Insurance	8,328	7,988	11,000	11,000	11,000	10,600
TOTAL	187,163	169,657	218,475	218,475	193,125	235,143

MEASURE M TRANSPORTATION TAX - FUND 201



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Other Sales Taxes	71,169	81,169	80,000	80,000	80,000	80,000	-0	0%
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	-0	0%
Interest & Rents	1,512	-3,305	1,500	1,500	5,000	3,000	1,500	100%
TOTAL REVENUE	72,681	77,864	81,500	81,500	85,000	83,000	1,500	2%
OPERATING EXPENSES								
Transfers Out	47,885	151,800	350,000	350,000	205,500	122,000	228,000	-65%
TOTAL OPERATING EXPENSE	47,885	151,800	350,000	350,000	205,500	122,000	228,000	-65%
NET BUDGETARY RESULT	24,796	(73,935)	(268,500)	(268,500)	(120,500)	(39,000)	-229,500	
Addition/(Use) of Reserves	24,796	(73,935)	(268,500)	(268,500)	(120,500)	(39,000)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	179,747	204,543	130,608	130,608	130,608	10,108		
Ending Fund Balance (Estimated)	204,543	130,608	(137,892)	(137,892)	10,108	(28,892)		

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MEASURE M PARKS IMPROVEMENT FUND - FUND 202



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Other Sales Taxes	98,520	112,891	110,400	110,400	118,146	110,000	-400	0%
Interest & Rents	781	-3,468	500	500	6,000	6,000	5,500	1100%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	99,301	109,424	110,900	110,900	124,146	116,000	5,100	5%
OPERATING EXPENSES								
Transfers Out	43,754	32,958	278,651	278,651	104,500	335,057	-56,406	20%
TOTAL OPERATING EXPENSE	43,754	32,958	278,651	278,651	104,500	335,057	-56,406	20%
NET BUDGETARY RESULT	55,547	76,466	(167,751)	(167,751)	19,646	(219,057)	51,306	
Addition/(Use) of Reserves	55,547	76,466	(167,751)	(167,751)	19,646	(219,057)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	81,963	137,510	213,976	213,976	213,976	233,622		
Ending Fund Balance (Estimated)	137,510	213,976	46,225	46,225	233,622	14,565		

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ART IN LIEU - FUND 203



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Interest & Rents	734	-2,327	700	700	700	-500	-1,200	-171%
Charges for Services	-0	-0	-0	-0	-0	-0	-0	0%
Miscellaneous Revenue	250	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	984	-2,327	700	700	700	-500	-1,200	-171%
<u>OPERATING EXPENSES</u>								
Contracted Services	14,355	16,254	-	-	6,742	30,000	-30,000	0%
Services & Supplies	312	426	-	-	1,211	-	-0	0%
Council Objectives	2,000	-	-	-	-	-	-0	0%
Transfers Out	1,098	-	51,500	51,500	6,500	50,500	1,000	-2%
TOTAL OPERATING EXPENSE	17,765	16,680	51,500	51,500	14,453	80,500	-29,000	56%
NET BUDGETARY RESULT	(16,781)	(19,006)	(50,800)	(50,800)	(13,753)	(81,000)	30,200	
Addition/(Use) of Reserves	(16,781)	(19,006)	(50,800)	(50,800)	(13,753)	(81,000)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	142,941	126,159	107,153	107,153	107,153	93,400		
Ending Fund Balance (Estimated)	126,159	107,153	56,353	56,353	93,400	12,400		

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HOUSING LINKAGE - FUND 204

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Interest & Rents	516	-1,748	500	500	500	-0	-500	-100%
Capital Contributions	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	516	-1,748	500	500	500	-0	-500	-100%
<u>OPERATING EXPENSES</u>								
Transfers Out	505	6,527	10,000	10,000	-	10,000	-0	0%
TOTAL OPERATING EXPENSE	505	6,527	10,000	10,000	-	10,000	-0	0%
NET BUDGETARY RESULT	11	(8,274)	(9,500)	(9,500)	500	(10,000)	500	
Addition/(Use) of Reserves	11	(8,274)	(9,500)	(9,500)	500	(10,000)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	94,099	94,110	85,835	85,835	85,835	86,335		
Ending Fund Balance (Estimated)	94,110	85,835	76,335	76,335	86,335	76,335		

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INCLUSIONARY HOUSING FUND - FUND 205



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	-0	0%
Interest & Rents	233	-764	200	200	200	-0	-200	-100%
Capital Contributions	69	-0	-0	-0	-0	-0	-0	0%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	301	-764	200	200	200	-0	-200	-100%
<u>OPERATING EXPENSES</u>								
Transfers Out	-	-	-	-	-	-	-0	0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-0	0%
NET BUDGETARY RESULT	301	(764)	200	200	200	-	200	
Addition/(Use) of Reserves	301	(764)	200	200	200	-		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	38,506	38,808	38,044	38,044	38,044	38,244		
Ending Fund Balance (Estimated)	38,808	38,044	38,244	38,244	38,244	38,244		

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BUILDING PERMIT INCREMENTAL FEE - FUND 206



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Interest & Rents	327	-1,130	300	300	300	-0	-300	-100%
Charges for Services	13,193	12,394	10,000	10,000	40,000	-0	-10,000	-100%
TOTAL REVENUE	13,520	11,264	10,300	10,300	40,300	-0	-10,300	-100%
<u>OPERATING EXPENSES</u>								
Conference & Training Expense	180	-	-	-	-	-	-0	0%
Transfers Out	-	-	-	-	-	-	-0	0%
TOTAL OPERATING EXPENSE	180	-	-	-	-	-	-0	0%
NET BUDGETARY RESULT	13,340	11,264	10,300	10,300	40,300	-	10,300	
Addition/(Use) of Reserves	13,340	11,264	10,300	10,300	40,300	-		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	35,047	48,387	59,651	59,651	59,651	99,951		
Ending Fund Balance (Estimated)	48,387	59,651	69,951	69,951	99,951	99,951		

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DOWNTOWN IMPROVEMENT DISTRICT - FUND 207

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Licenses & Permits	8,963	8,724	8,700	8,700	8,700	8,700	-0	0%
Interest & Rents	-4	-30	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	8,959	8,694	8,700	8,700	8,700	8,700	-0	0%
<u>OPERATING EXPENSES</u>								
Contracted Services	-	-	-	-	-	-	-0	0%
Services & Supplies	8,700	7,300	8,700	8,700	8,700	8,700	-0	0%
TOTAL OPERATING EXPENSE	8,700	7,300	8,700	8,700	8,700	8,700	-0	0%
NET BUDGETARY RESULT	259	1,394	-	-	-	-	-0	
Addition/(Use) of Reserves	259	1,394	-	-	-	-		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	85	344	1,738	1,738	1,738	1,738		
Ending Fund Balance (Estimated)	344	1,738	1,738	1,738	1,738	1,738		

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GENERAL PLAN UPDATE FEE - FUND 208



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Interest & Rents	713	-1,596	500	500	500	-0	-500	-100%
Capital Contributions	16,307	5,753	4,000	4,000	79,000	-0	-4,000	-100%
TOTAL REVENUE	17,020	4,157	4,500	4,500	79,500	-0	-4,500	-100%
<u>OPERATING EXPENSES</u>								
Contracted Services	-	33,385	41,500	41,500	63,000	25,023	16,477	-40%
Transfers Out	-	56,786	-	-	-	-	-0	0%
TOTAL OPERATING EXPENSE	-	90,171	41,500	41,500	63,000	25,023	16,477	-40%
NET BUDGETARY RESULT	17,020	(86,014)	(37,000)	(37,000)	16,500	(25,023)	-11,977	
Addition/(Use) of Reserves	17,020	(86,014)	(37,000)	(37,000)	16,500	(25,023)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	90,504	107,524	21,510	21,510	21,510	38,010		
Ending Fund Balance (Estimated)	107,524	21,510	(15,490)	(15,490)	38,010	12,987		

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SPECIAL LAW ENFORCEMENT SUPPLEMENTAL FUND - FUND 209



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	115,336	121,347	105,000	105,000	100,000	100,000	-5,000	-5%
Interest & Rents	294	-571	-0	-0	800	500	500	0%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	115,630	120,776	105,000	105,000	100,800	100,500	-4,500	-4%
OPERATING EXPENSES								
Salaries & Wages	-	-	-	-	-	-	-0	0%
Benefits	-	-	-	-	-	-	-0	0%
Allocated Insurance	-	-	-	-	-	-	-0	0%
Transfers Out	100,000	112,000	100,000	100,000	100,000	100,000	-0	0%
TOTAL OPERATING EXPENSE	100,000	112,000	100,000	100,000	100,000	100,000	-0	0%
NET BUDGETARY RESULT	15,630	8,776	5,000	5,000	800	500	4,500	
Addition/(Use) of Reserves	15,630	8,776	5,000	5,000	800	500		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	-0	15,630	24,406	24,406	24,406	25,206		
Ending Fund Balance (Estimated)	15,630	24,406	29,406	29,406	25,206	25,706		

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ASSET FORFEITURE FUND - FUND 210

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Interest & Rents	75	-199	-0	-0	-0	-0	-0	0%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	75	-199	-0	-0	-0	-0	-0	0%
<u>OPERATING EXPENSES</u>								
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-0	0%
NET BUDGETARY RESULT	75	(199)	-	-	-	-	-0	
Addition/(Use) of Reserves	75	(199)	-	-	-	-		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	2,124	2,199	2,000	2,000	2,000	2,000		
Ending Fund Balance (Estimated)	2,199	2,000	2,000	2,000	2,000	2,000		

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PARK IMPROVEMENT FUND - FUND 212

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Other Financing Sources	142,604	-0	-0	-0	-0	-0	-0	0%
Intergovernmental Revenues	-0	-0	304,850	304,850	309,714	-0	-304,850	-100%
Interest & Rents	156	-328	150	150	1,000	500	350	233%
Capital Contributions	72,039	11,393	15,000	15,000	15,000	15,000	-0	0%
Miscellaneous Revenue	-0	-0	28,000	28,000	28,000	-0	-28,000	-100%
Transfers In	-0	-0	11,000	11,000	11,000	-0	-11,000	-100%
TOTAL REVENUE	214,799	11,065	359,000	359,000	364,714	15,500	-343,500	-96%
OPERATING EXPENSES								
Contracted Services	-	45	-	-	-	-	-0	0%
Transfers Out	1,067	7,142	331,849	331,849	88,500	155,443	176,406	-53%
Debt Service Payments	174,074	29,430	29,385	29,385	29,385	31,470	-2,085	7%
TOTAL OPERATING EXPENSE	175,141	36,618	361,234	361,234	117,885	186,913	174,321	-48%
NET BUDGETARY RESULT	39,658	(25,553)	(2,234)	(2,234)	246,829	(171,413)	169,179	
Addition/(Use) of Reserves	39,658	(25,553)	(2,234)	(2,234)	246,829	(171,413)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	-10,535	29,123	3,570	3,570	3,570	250,399		
Ending Fund Balance (Estimated)	29,123	3,570	1,336	1,336	250,399	78,986		



TRAFFIC IMPACT FEE FUND - FUND 213

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	-0	0%
Interest & Rents	2,397	-4,846	1,800	1,800	1,800	1,800	-0	0%
Capital Contributions	57,341	14,737	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	59,738	9,891	1,800	1,800	1,800	1,800	-0	0%
<u>OPERATING EXPENSES</u>								
Transfers Out	47,593	177,428	213,847	213,847	-	112,120	101,727	-48%
TOTAL OPERATING EXPENSE	47,593	177,428	213,847	213,847	-	112,120	101,727	-48%
NET BUDGETARY RESULT	12,146	(167,537)	(212,047)	(212,047)	1,800	(110,320)	-101,727	
Addition/(Use) of Reserves	12,146	(167,537)	(212,047)	(212,047)	1,800	(110,320)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	367,337	379,483	211,946	211,946	211,946	213,746		
Ending Fund Balance (Estimated)	379,483	211,946	(101)	(101)	213,746	103,426		

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UTILITY UNDERGROUND FEE FUND - FUND 214

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Interest & Rents	1,463	-4,813	1,400	1,400	1,400	-0	-1,400	-100%
Charges for Services	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	1,463	-4,813	1,400	1,400	1,400	-0	-1,400	-100%
OPERATING EXPENSES								
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-0	0%
NET BUDGETARY RESULT	1,463	(4,813)	1,400	1,400	1,400	-	1,400	
Addition/(Use) of Reserves	1,463	(4,813)	1,400	1,400	1,400	-		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	242,990	244,453	239,641	239,641	239,641	241,041		
Ending Fund Balance (Estimated)	244,453	239,641	241,041	241,041	241,041	241,041		

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STREET LIGHTING ASSESMENT DISTRICT FUND - FUND 215

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Sales Tax & Add On	121,223	98,266	128,156	128,156	140,000	-0	-128,156	-100%
Interest & Rents	314	-480	100	100	100	-0	-100	-100%
TOTAL REVENUE	121,538	97,786	128,256	128,256	140,100	-0	-128,256	-100%
OPERATING EXPENSES								
Salaries & Wages	19,818	20,226	22,230	22,230	-	29,650	-7,420	33%
Benefits	6,959	9,505	7,270	7,270	-	10,607	-3,337	46%
Contracted Services	1,473	7,211	6,000	6,000	6,000	-	6,000	-100%
Utilities	80,533	80,761	90,000	90,000	85,000	-	90,000	-100%
TOTAL OPERATING EXPENSE	108,783	117,703	125,500	125,500	91,000	40,257	85,243	-68%
NET BUDGETARY RESULT	12,755	(19,917)	2,756	2,756	49,100	(40,257)	43,013	
Addition/(Use) of Reserves	12,755	(19,917)	2,756	2,756	49,100	(40,257)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	30,642	43,397	23,480	23,480	23,480	72,580		
Ending Fund Balance (Estimated)	43,397	23,480	26,236	26,236	72,580	32,323		

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - FUND 216

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	240,853	192,635	376,000	376,000	376,000	-0	-376,000	-100%
Interest & Rents	-0	-1,593	-0	-0	-0	-0	-0	0%
Miscellaneous Revenue	-0	201,690	-0	-0	-0	-0	-0	0%
Transfers In	-0	-0	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	240,853	392,732	376,000	376,000	376,000	-0	-376,000	-100%
OPERATING EXPENSES								
Contracted Services	-	-	-	-	-	-	-0	0%
Transfers Out	240,853	216,323	376,000	376,000	26,500	203,500	172,500	-46%
TOTAL OPERATING EXPENSE	240,853	216,323	376,000	376,000	26,500	203,500	172,500	-46%
NET BUDGETARY RESULT	-	176,409	-	-	349,500	(203,500)	203,500	
Addition/(Use) of Reserves	-	176,409	-	-	349,500	(203,500)		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	-0	-0	176,409	176,409	176,409	525,909		
Ending Fund Balance (Estimated)	-	176,409	176,409	176,409	525,909	322,409		

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ROAD MAINTENANCE & REHABILITATION (SB1) - FUND 217

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
User Taxes	154,603	140,950	174,500	174,500	163,140	185,900	11,400	7%
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	-0	0%
Interest & Rents	2,927	-5,802	-0	-0	7,639	5,000	5,000	0%
TOTAL REVENUE	157,529	135,148	174,500	174,500	170,779	190,900	16,400	9%
OPERATING EXPENSES								
Contracted Services	-	3,000	2,000	2,000	2,000	-	2,000	-100%
Transfers Out	29,149	317,886	345,000	345,000	283,000	154,880	190,120	-55%
TOTAL OPERATING EXPENSE	29,149	320,886	347,000	347,000	285,000	154,880	192,120	-55%
NET BUDGETARY RESULT	128,381	(185,738)	(172,500)	(172,500)	(114,221)	36,020	-208,520	
Addition/(Use) of Reserves	128,381	(185,738)	(172,500)	(172,500)	(114,221)	36,020		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	296,749	425,129	239,391	239,391	239,391	125,170		
Ending Fund Balance (Estimated)	425,129	239,391	66,891	66,891	125,170	161,190		

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HUMAN SERVICES & COMMUNITY FUND - FUND 233



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>								
Interest & Rents	53	-180	50	50	50	-0	-50.00	-100%
Charges for Services	-0	-0	-0	-0	-0	-0	-0.00	0%
Miscellaneous Revenue	798	780	800	800	800	800	-0.00	0%
TOTAL REVENUE	850	600	850	850	850	800	-50.00	-6%
<u>OPERATING EXPENSES</u>								
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	-	0%
NET BUDGETARY RESULT	850	600	850	850	850	800	(50.00)	
Addition/(Use) of Reserves	850	600	850	850	850	800		
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	7,787	8,637	9,237	9,237	9,237	10,087		
Ending Fund Balance (Estimated)	8,637	9,237	10,087	10,087	10,087	10,887		

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SUPPLEMENTAL PLANNING GRANT FUND (SB2 & LEAP) - FUND 247



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
Intergovernmental Revenues	-0	-0	175,000	175,000	-0	-0	-175,000	-100%
Transfers In	-0	56,786	-0	-0	-0	-0	-0	0%
TOTAL REVENUE	-0	56,786	175,000	175,000	-0	-0	-175,000	-100%
OPERATING EXPENSES								
Contracted Services	-	56,786	175,000	175,000	175,000	65,000	110,000	-63%
TOTAL OPERATING EXPENSE	-	56,786	175,000	175,000	175,000	65,000	110,000	-63%
NET BUDGETARY RESULT	-	-	-	-	(175,000)	(65,000)	65,000	
Addition/(Use) of Reserves	-	-	-	-	(175,000)	(65,000)		
Beginning Fund Balance (Estimated)		-0	-0	-0	-0	-175,000		
Ending Fund Balance (Estimated)	-	-	-	-	(175,000)	(240,000)		

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INSURANCE FUND - FUND 601



DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
OPERATING REVENUE								
G & A Allocation	1,081,028	1,015,716	1,238,010	1,238,010	1,238,010	1,340,150	102,140.00	8%
TOTAL REVENUE	1,081,028	1,015,716	1,238,010	1,238,010	1,238,010	1,340,150	102,140.00	8%
OPERATING EXPENSES								
REMIF/CIRA - Insurance	1,081,028	1,015,716	1,238,010	1,238,010	1,238,010	1,340,150	102,140.00	8%
Contracted Services	-	-	-	-	-	-	-	0%
TOTAL OPERATING EXPENSE	1,081,028	1,015,716	1,238,010	1,238,010	1,238,010	1,340,150	102,140.00	8%
NET BUDGETARY RESULT	-	-	-	-	-	-	-	-
Addition/(Use) of Reserves	-	-	-	-	-	-	-	-
Beginning Fund Balance (Estimated)								
2900 - Fund Balance	1,051	1,051	1,051	1,051	1,051	1,051		
Ending Fund Balance (Estimated)	1,051	1,051	1,051	1,051	1,051	1,051		

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**Insurance Fund
Budget Expenditures**

Detail - Workers' Compensation Insurance

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
3997 - Allocated Wrkrs Comp Insurance	(513,982)	(404,323)	(541,325)	(541,325)	(541,325)	(597,000)
4190 - Worker's Compensation Premium	457,236	360,068	499,425	499,425	499,425	550,000
4191 - Worker's Compensation Deductible	56,746	44,255	41,900	41,900	41,900	47,000
TOTAL	-	-	-	-	-	-

Detail - Liability Insurance

Account Number	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
3996 - Allocated Liability Insurance	(567,047)	(611,393)	(696,685)	(696,685)	(696,685)	(743,150)
4192 - Liability Premium	373,593	442,115	483,860	483,860	483,860	535,000
4193 - Liability Deductible	14,540	8,096	16,000	16,000	20,045	17,500
4194 - Environmental Pollution Ins	-	651	-	-	1,141	1,200
4195 - Cyber Risk & Safety Services	4,205	5,394	4,625	4,625	54,018	59,500
4196 - Property Premium	44,771	82,352	49,250	49,250	109,771	120,750
4197 - Vehicle Insurance	16,928	110	18,650	18,650	18,650	-
4198 - Earthquake & Flood	113,010	72,676	124,300	124,300	9,200	9,200
4199 - Boiler & Machinery Ins	-	-	-	-	-	-
TOTAL	(0)	(0)	-	-	-	-

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.

MANDATED

Water Utility Services

- Water Production/Treatment
- Water Distribution
- Meter Service
- Quality Control
- Backflow Device Testing
- Reporting & Records Management

Wastewater Utility Services

- Sewer System Management Plan (SSMP)
- Emergency Response/repair
- Reporting & Records Management

CORE

- Utility Systems Maintenance

DISCRETIONARY

- No discretionary functions

Water Goals

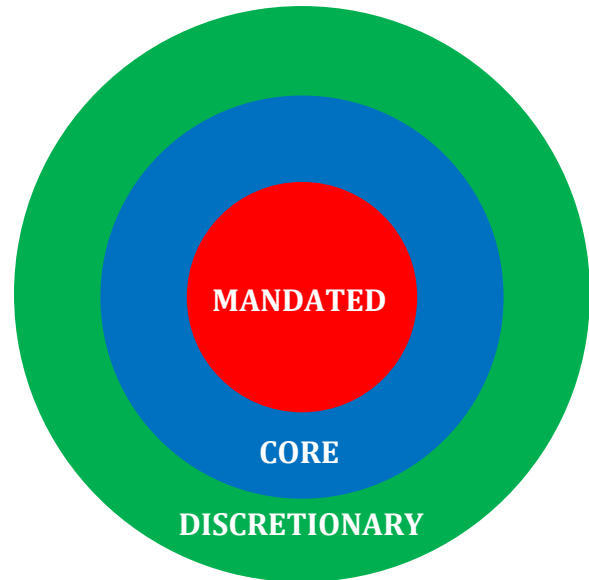
- Provide a continuous adequate supply of water that is free of health hazards and of acceptable quality to meet demands.
- Protect the health and welfare of the community by ensuring the continuous operation of the City's water pumping and distribution systems.
- Assure maximum fair collection of water 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 2022-23

- ✓ Purchased one Public Works replacement pickup truck
- ✓ Rehabilitated Water Well 8 pump, motor, and well casing
- ✓ Rehabilitated Water Well 6 piping connections and well casing
- ✓ Implemented city wide water meter upgrades



- ✓ Replaced pumps and checks valve at Morris Street Sewer Pump Station
- ✓ First St. water main replacement/relocation of including services and valves
- ✓ Replaced water and sewer mains on Parquet St.

Goals and Objectives for Water and Wastewater in 2023-24

- ✓ 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
- ✓ Purchase one Public Works replacement flatbed truck
- ✓ Implement sewer system televising inspection and maintenance plan

Performance Measurements

- ✓ **Permit Compliance** – minimum violations per year
- ✓ **Development Plan Review** - Ensure regulatory requirements and construction specifications are in compliance
- ✓ **Safety** – minimize public liability and work hours lost per year from injury
- ✓ **Cost** – total annual cost per function per year
- ✓ **Customer Feedback** - service compliments v. complaints



WATER FUND - COMBINED FINANCIAL REPORTING

Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Inc/(Dec)	% Change
OPERATING REVENUE								
3300 - Interest Income	15,105	-75,185	10,000	10,000	100,000	100,000	90,000	900.00%
3600 - Usage Charges-Residential	2,386,197	2,228,716	1,904,524	1,904,524	2,100,000	2,100,000	195,476	10.26%
3601 - Usage Charges-Commerical	3,600	100	506,430	506,430	-0	-0	(506,430)	-100.00%
3603 - Backflow Inspections	7,625	-0	-0	-0	150	150	150	0.00%
3604 - New Service Fee	12,400	10,300	-0	-0	6,500	6,500	6,500	0.00%
3605 - Water Meter Sales	3,685	833	-0	-0	1,900	2,000	2,000	0.00%
3606 - Penalties	66	-0	-0	-0	3,500	3,500	3,500	0.00%
3607 - Other Charges	110,326	40,373	35,000	35,000	-0	-0	(35,000)	-100.00%
3804 - Insurance Claims	-0	166,250	-0	-0	61,750	-0	-	0.00%
3805 - Miscellaneous Income	4,970	58,704	-0	-0	500	500	500	0.00%
TOTAL	2,543,974	2,430,091	2,455,954	2,455,954	2,274,300	2,212,650	(243,304)	-9.91%
OPERATING EXPENDITURE								
Salaries & Wages	278,465	271,001	360,500	360,500	283,966	374,837	14,337	3.98%
Benefits	168,790	224,574	161,400	161,400	123,727	127,123	(34,277)	-21.24%
Contracted Services	81,451	112,903	251,400	251,400	411,400	359,400	(52,000)	-12.64%
Services & Supplies	264,868	181,868	158,400	158,400	153,150	176,950	18,550	11.71%
Special Programs	16,788	13,199	24,400	24,400	24,200	24,200	(200)	-0.82%
Equipment (under \$10K)	15,338	-	-	-	-	3,000	3,000	0.00%
Vehicle Expense	602	-	-	-	-	6,000	6,000	0.00%
Conference & Training Expense	1,927	1,235	9,000	9,000	9,000	7,200	(1,800)	-20.00%
Utilities	216,582	215,389	282,200	282,200	282,200	296,300	14,100	5.00%
Telecommunications	6,171	5,173	9,250	9,250	7,500	8,000	(1,250)	-13.51%
Bad Debt Expense	(136)	14,980	-	-	-	-	-	0.00%
Loss due to theft	222,735	-	-	-	-	-	-	0.00%
Allocated Insurance	65,145	76,545	91,800	91,800	64,260	88,900	(2,900)	-3.16%
Capital Outlay	23,658	21,546	113,500	113,500	113,500	31,000	(82,500)	-72.69%
Debt Service Payments	148,564	55,559	321,583	321,583	321,583	357,298	35,715	11.11%
TOTAL	1,510,949	1,193,970	1,783,433	1,943,433	1,633,086	1,860,208	(83,225)	-4.28%
OTHER SOURCES/(USES)								
00 - Non Departmental	22,652	23,108	30,969	31,779	27,896	26,370	(5,409)	-17.02%
10 - City Council	32,238	31,121	33,110	33,110	31,027	34,245	1,135	3.43%
11 - City Manager	47,399	52,400	57,502	57,502	58,272	58,768	1,266	2.20%
12 - City Attorney	7,752	12,938	12,091	16,341	20,020	20,312	3,971	24.30%
13 - City Clerk	25,941	28,876	33,624	34,324	34,865	31,928	(2,396)	-6.98%
14 - Finance	355,882	463,197	509,078	517,628	468,396	564,962	47,334	9.14%
21 - Planning	25,598	27,953	32,684	32,684	30,495	36,283	3,599	11.01%
22 - Building	35,492	31,290	31,454	31,454	31,454	35,951	4,497	14.30%
23 - Engineering	117,390	142,528	151,671	151,671	161,304	165,355	13,684	9.02%
31 - Fire & Prevention	77,768	78,066	94,745	96,670	92,040	110,253	13,583	14.05%
41 - Public Works	263,410	290,675	324,184	324,184	289,662	351,989	27,805	8.58%
TOTAL	1,011,522	1,182,152	1,311,112	1,327,347	1,245,430	1,436,417	109,070	8.22%
TRANSFERS IN/(OUT)								
4999 - Transfers Out	(0)	(919,624)	(894,700)	(894,700)	(0)	(0)	(894,700)	-100.00%
TOTAL	-	(919,624)	(894,700)	(894,700)	-	-	894,700	-100.00%
TOTAL OPERATING EXPENDITURES	2,522,471	3,295,746	3,989,245	4,165,480	2,878,516	3,296,625	(868,855)	20.86%
Net Surplus/(Deficit)	21,503	(865,654)	(1,533,291)	(1,709,526)	(604,216)	(1,083,975)		
Beginning Unrestricted Fund Balance	2,086,447	2,107,950	1,242,296	1,242,296	1,242,296	638,080		
Ending Unrestricted Net Position	2,107,950	1,242,296	(290,995)	(467,230)	638,080	(445,896)		
RESERVE								
Policy Reserve Level (25%)	630,618	823,936	997,311	1,041,370	719,629	824,156		
Actual Reserve Level	83.6%	37.7%	-7.3%	-11.2%	22.2%	-13.5%		

**Detail - Water Fund
Budget Expenditures**



Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
OPERATING EXPENDITURE						
4010 - Salaries - Full Time	256,878	233,597	295,000	295,000	233,866	291,737
4011 - Salaries - Part Time	-	-	25,000	25,000	-	25,000
4012 - Overtime	15,784	21,739	18,000	18,000	22,400	22,400
4013 - Standby	3,269	8,958	8,000	8,000	13,200	13,200
4017 - Salaries - COVID-19	1,424	3,396	-	-	-	-
4019 - WC- 4850/Temp Disb	1,111	3,312	-	-	-	-
4023 - One Time Payment	-	-	14,500	14,500	14,500	22,500
4100 - Employee Benefits	2,794	265	-	-	-	-
4101 - Health in Lieu	1,414	3,914	-	-	4,074	4,837
4102 - Uniform Allowance	1,368	1,800	1,500	1,500	3,500	2,750
4105 - Medicare & Fica	4,088	4,025	4,525	4,525	4,210	4,230
4110 - CalPERS Employer Rate	99,325	159,547	91,715	91,715	60,943	56,387
4130 - Health Insurance	50,786	45,450	51,900	51,900	41,878	47,220
4150 - Dental Insurance	6,581	7,175	8,070	8,070	7,038	7,763
4151 - Vision Insurance	789	825	870	870	763	855
4181 - Long Term Disability Insurance	909	861	2,085	2,085	755	1,650
4182 - Short Term Disability Insurance	419	390	500	500	287	388
4183 - EAP (Employee Asst Prog)	94	101	100	100	83	315
4184 - Life Insurance	223	220	135	135	196	729
4210 - Professional Contract Services	72,575	102,165	251,400	411,400	250,000	359,400
4211 - Banking Fees	8,876	10,737	-	-	-	-
4301 - Bad Debt Expense	(136)	14,980	-	-	-	-
4302 - Loss due to theft	222,735	-	-	-	-	-
4310 - Office Supplies	-	-	-	-	1,500	1,500
4330 - Misc Supplies & Services	263,930	180,798	158,400	158,400	150,000	173,800
4332 - Janitorial & Safety Supplies	939	948	-	-	1,400	1,400
4340 - Postage & Printing	-	122	-	-	250	250
4351 - Computer Equip (under \$10 K)	-	-	-	-	-	3,000
4361 - Meter Replacement Program	14,364	5,591	10,000	10,000	7,500	7,500
4365 - Fire Hydrant Replacement Program	-	2,021	7,500	7,500	9,500	9,500
4366 - Backflow Prevention Program	2,424	5,587	6,900	6,900	7,200	7,200
4370 - Equipment(under \$10K)	15,338	-	-	-	-	-
4380 - Vehicle Maintenance	602	-	-	-	-	6,000
4510 - Conference & Training	1,482	890	4,000	4,000	4,000	4,100
4515 - Meetings & Travel	445	345	5,000	5,000	5,000	3,100
4710 - Utilities - Gas & Electric	216,582	215,389	282,200	282,200	282,200	296,300
4750 - Telecommunications	6,171	5,173	9,250	9,250	7,500	8,000
4996 - Allocated Liability Insurance	42,090	56,346	63,300	63,300	44,310	58,845
4997 - Allocated Wrkrs Comp Insurance	23,055	20,199	28,500	28,500	19,950	30,055
5100 - Capital Outlay	23,658	21,546	113,500	113,500	113,500	31,000
6100 - Principal	31,024	31,024	282,499	282,499	282,499	300,028
6200 - Interest	117,540	24,535	39,084	39,084	39,084	57,270
4999 - Transfers Out	-	919,624	894,700	894,700	-	-
Total Operation	1,510,949	2,113,594	2,678,133	2,838,133	1,633,086	1,860,208
G&A Allocation						
00 - Non Departmental	22,652	23,108	30,969	31,779	27,896	26,370
10 - City Council	32,238	31,121	33,110	33,110	31,027	34,245
11 - City Manager	47,399	52,400	57,502	57,502	58,272	58,768
12 - City Attorney	7,752	12,938	12,091	16,341	20,020	20,312
13 - City Clerk	25,941	28,876	33,624	34,324	34,865	31,928
14 - Finance	355,882	463,197	509,078	517,628	468,396	564,962
21 - Planning	25,598	27,953	32,684	32,684	30,495	36,283
22 - Building	35,492	31,290	31,454	31,454	31,454	35,951
23 - Engineering	117,390	142,528	151,671	151,671	161,304	165,355
31 - Fire & Prevention	77,768	78,066	94,745	96,670	92,040	110,253
41 - Public Works	263,410	290,675	324,184	324,184	289,662	351,989
Total Department Cost Allocation	1,011,522	1,182,152	1,311,112	1,327,347	1,245,430	1,436,417
Total Department	2,522,471	3,295,746	3,989,245	4,165,480	2,878,516	3,296,625

**Water Enterprise
Object Details**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			566,483.00	31.00	569,282.00
4210 - Professional Contract Services					
	Asset Management Softwear Maintenance Contract	2,900.00	1.00	2,900.00	
	Former CM Brennan (\$933.30/quarterly x 4)	933.00	4.00	3,732.00	
	Groundwater Sustainability Agency Participation Annual Fees	54,600.00	1.00	54,600.00	
	Laborer Services Temp Worker Water Valve Exercising	25,500.00	1.00	25,500.00	
	LSL Field Inventory Audit Compliance Reporting	35,000.00	1.00	35,000.00	
	Per Employment Contract - \$150/mon x 12 months (allocated be	1,350.00	1.00	1,350.00	
	Portable Generator Service and Testing	2,400.00	1.00	2,400.00	
	Reservoir Cathodic Protection Inspections	7,500.00	1.00	7,500.00	
	Reservoir Cathodic Protection Repairs	7,500.00	1.00	7,500.00	
	Reservoir Tree Maintenance and Replacement	7,900.00	1.00	7,900.00	
	Solar Array Inspections, Maintenance and Replacement	5,100.00	1.00	5,100.00	
	Urban Water Management Plan Development	100,000.00	1.00	100,000.00	
	Water Facilities Energy Efficiency Contingency	25,500.00	1.00	25,500.00	
	Water Facilities Repairs and Maintenance	15,500.00	1.00	15,500.00	
	Water System Leak Detection Surveys	5,300.00	1.00	5,300.00	
	Water Well Level Monitoring	8,400.00	1.00	8,400.00	
	Water Zone Pressure Balancing Valves Service and Repairs	7,400.00	1.00	7,400.00	
	Well 4 Replacement Geological and Engineering Services Contr	48,900.00	1.00	48,900.00	
Total 4210 - Professional Contract Services		361,683.00	21.00	364,482.00	
4330 - Misc Supplies & Services					
4330 - Misc Supplies & Services	California Environmental Reporting System (CERS) Fees	1,300.00	1.00	1,300.00	
4330 - Misc Supplies & Services	Certified Unified Program Agencies (CUPS) Reporting Fees	1,300.00	1.00	1,300.00	
4330 - Misc Supplies & Services	Consumer Confidence Annual Report Printing	3,000.00	1.00	3,000.00	
4330 - Misc Supplies & Services	OSHA Safety Compliance Supplies	4,200.00	1.00	4,200.00	
4330 - Misc Supplies & Services	State Water Resources Control Board Regulation Oversight	19,900.00	1.00	19,900.00	
4330 - Misc Supplies & Services	Utility Billing Mailing Services	6,700.00	1.00	6,700.00	
4330 - Misc Supplies & Services	Utility Billing Miscellaneous Supplies	4,200.00	1.00	4,200.00	
4330 - Misc Supplies & Services	Water System Infrastructure Maintenance and Repairs	39,100.00	1.00	39,100.00	
4330 - Misc Supplies & Services	Water System Regulatory Water Quality Testing	94,100.00	1.00	94,100.00	
Total 4330 - Misc Supplies & Services		173,800.00	9.00	173,800.00	
5100 - Capital Outlay					
5100 - Capital Outlay	Replacement Flatbed Dump Truck 1/3 cost	31,000.00	1.00	31,000.00	
Total 5100 - Capital Outlay		31,000.00	1.00	31,000.00	



WASTEWATER FUND - COMBINED FINANCIAL REPORTING

Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget	\$ Inc/(Dec)	% Change
OPERATING REVENUE								
3300 - Interest Income	9,446	-43,007	4,000	4,000	55,000	5,500	1,500	37.50%
3606 - Penalties	-29	-0	-0	-0	2,500	2,500	2,500	0.00%
3607 - Other Charges	-0	-0	-0	-0	-0	-0	-	0.00%
3610 - Wastewater Service Charge	2,870,250	2,923,288	3,407,455	3,407,455	2,900,000	2,900,000	(507,455)	-14.89%
3804 - Insurance Claims	-0	113,750	-0	-0	39,000	-0	-	0.00%
3805 - Miscellaneous Income	19,246	3,634	3,000	3,000	1,000	1,000	(2,000)	-66.67%
TOTAL	2,898,912	2,997,664	3,414,455	3,414,455	2,997,500	2,909,000	(505,455)	-14.80%
OPERATING EXPENDITURE								
Salaries & Wages	177,927	241,347	304,100	304,100	253,959	306,462	2,362	0.78%
Benefits	129,093	216,201	159,100	159,100	118,006	124,201	(34,899)	-21.94%
Contracted Services	1,729,338	1,711,896	1,930,700	1,930,700	174,000	233,500	(1,697,200)	-87.91%
Services & Supplies	66,321	54,445	126,150	126,150	122,618	135,000	8,850	7.02%
Special Programs	-	50,450	1,000	1,000	600	1,000	-	0.00%
Equipment (under \$10K)	7,725	-	-	-	-	-	-	0.00%
Vehicle Expense	-	58	-	-	-	-	-	0.00%
Conference & Training Expense	3,717	7,307	10,500	10,500	10,500	10,500	-	0.00%
Utilities	43,630	46,277	65,250	65,250	41,617	65,250	-	0.00%
Telecommunications	1,930	1,755	3,500	3,500	1,771	3,500	-	0.00%
Bad Debt Expense	(265)	22,145	-	-	-	-	-	0.00%
Loss due to theft	158,226	-	-	-	-	-	-	0.00%
Allocated Insurance	38,263	49,658	69,900	69,900	69,900	67,145	(2,755)	-3.94%
Capital Outlay	99,765	36,896	35,500	35,500	34,000	31,000	(4,500)	-12.68%
Debt Service Payments	28,845	1,886	199,263	199,263	199,263	203,434	4,171	2.09%
TOTAL	2,484,516	2,440,321	2,904,963	2,904,963	1,026,234	1,180,992	(1,723,971)	-59.35%
OTHER SOURCES/(USES)								
00 - Non Departmental	22,652	23,108	30,969	31,779	27,896	26,370	(5,409)	-17.02%
10 - City Council	37,614	36,310	38,628	38,628	36,198	39,952	1,324	3.43%
11 - City Manager	47,399	52,400	57,502	57,502	58,272	58,768	1,266	2.20%
12 - City Attorney	4,652	7,762	7,255	9,805	12,012	12,187	2,382	24.30%
13 - City Clerk	22,696	25,264	29,421	30,034	30,507	27,937	(2,097)	-6.98%
14 - Finance	346,516	451,007	495,682	504,007	456,070	550,094	46,087	9.14%
21 - Planning	15,357	16,771	19,610	19,610	18,297	21,770	2,160	11.01%
22 - Building	35,492	31,290	31,454	31,454	31,454	35,951	4,497	14.30%
23 - Engineering	96,673	117,376	124,905	124,905	132,838	136,175	11,270	9.02%
41 - Public Works	202,576	220,034	248,680	248,680	227,702	269,709	21,029	8.46%
TOTAL	831,627	981,322	1,084,106	1,096,404	1,031,245	1,178,914	82,510	7.53%
TRANSFERS IN/(OUT)								
3999 - Transfers In	-0	-0	-0	-0	-0	-0	-	0.00%
4999 - Transfers Out	(0)	(697,265)	(1,014,850)	(1,057,350)	(0)	(0)	(1,057,350)	-100.00%
TOTAL	-	(697,265)	(1,014,850)	(1,057,350)	-	-	1,057,350	-100.00%
TOTAL OPERATING EXPENDITURES	3,316,143	4,118,908	5,003,919	5,058,717	2,057,479	2,359,907	(2,698,810)	53.35%
Net Surplus/(Deficit)	(417,230)	(1,121,244)	(1,589,464)	(1,644,262)	940,021	549,093		
Beginning Unrestricted Fund Balance	1,539,050	1,121,820	575	575	575	940,596		
Ending Unrestricted Net Position	1,121,820	575	(1,588,889)	(1,643,687)	940,596	1,489,690		
RESERVE								
Policy Reserve Level (25%)	497,421	617,836	750,588	758,808	308,622	353,986		
Actual Reserve Level	33.8%	0.0%	-31.8%	-32.5%	45.7%	63.1%		

**Detail - Wastewater Fund
Budget Expenditures**



Description	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Adjusted Budget	2022-23 Estimated Actual	2023-24 Proposed Budget
OPERATING EXPENDITURE						
4010 - Salaries - Full Time	165,520	208,020	269,600	269,600	213,209	256,362
4012 - Overtime	8,420	17,281	13,600	13,600	16,800	16,800
4013 - Standby	2,231	7,443	7,750	7,750	10,800	10,800
4017 - Salaries - COVID-19	965	3,689	-	-	-	-
4019 - WC- 4850/Temp Disb	791	4,914	-	-	-	-
4023 - One Time Payment	-	-	13,150	13,150	13,150	22,500
4100 - Employee Benefits	1,342	398	-	-	-	-
4101 - Health in Lieu	987	2,221	500	500	2,699	3,204
4102 - Uniform Allowance	960	1,638	1,500	1,500	3,262	2,280
4105 - Medicare & Fica	6,010	3,567	4,135	4,135	3,779	3,717
4110 - CalPERS Employer Rate	82,116	154,721	90,645	90,645	59,030	57,226
4130 - Health Insurance	31,886	45,194	51,900	51,900	41,196	47,220
4150 - Dental Insurance	4,211	6,308	7,000	7,000	6,188	6,908
4151 - Vision Insurance	503	725	765	765	672	761
4181 - Long Term Disability Insurance	591	784	1,900	1,900	680	1,497
4182 - Short Term Disability Insurance	274	355	450	450	253	344
4183 - EAP (Employee Asst Prog)	63	91	90	90	73	315
4184 - Life Insurance	150	198	215	215	174	729
4210 - Professional Contract Services	1,720,462	1,701,158	1,930,700	1,930,700	174,000	233,500
4211 - Banking Fees	8,876	10,737	-	-	-	-
4227 - Sewer Lateral Grant Program	-	50,000	-	-	-	-
4301 - Bad Debt Expense	(265)	22,145	-	-	-	-
4302 - Loss due to theft	158,226	-	-	-	-	-
4330 - Misc Supplies & Services	64,444	52,549	126,150	126,150	120,500	132,200
4332 - Janitorial & Safety Supplies	1,877	1,895	-	-	2,118	2,800
4351 - Computer Equip (under \$10 K)	-	-	-	-	-	-
4360 - Conservation Rebate Program	-	450	1,000	1,000	600	1,000
4370 - Equipment(under \$10K)	7,725	-	-	-	-	-
4380 - Vehicle Maintenance	-	58	-	-	-	-
4510 - Conference & Training	1,978	1,723	4,000	4,000	4,000	4,000
4515 - Meetings & Travel	1,739	5,584	6,500	6,500	6,500	6,500
4710 - Utilities - Gas & Electric	38,985	39,780	57,750	57,750	35,637	57,750
4711 - Utilities - City Bill	4,645	6,497	7,500	7,500	5,980	7,500
4750 - Telecommunications	1,930	1,755	3,500	3,500	1,771	3,500
4996 - Allocated Liability Insurance	20,795	31,112	43,800	43,800	43,800	40,735
4997 - Allocated Wrkrs Comp Insurance	17,469	18,546	26,100	26,100	26,100	26,410
4999 - Transfers Out	-	697,265	1,014,850	1,057,350	-	-
5100 - Capital Outlay	99,765	36,896	35,500	35,500	34,000	31,000
6100 - Principal	-	-	179,775	179,775	179,775	165,068
6200 - Interest	28,845	1,886	19,488	19,488	19,488	38,366
TOTAL	2,484,516	3,137,586	3,919,813	3,962,313	1,026,234	1,180,992
G&A Allocation						
00 - Non Departmental	22,652	23,108	30,969	31,779	27,896	26,370
10 - City Council	37,614	36,310	38,628	38,628	36,198	39,952
11 - City Manager	47,399	52,400	57,502	57,502	58,272	58,768
12 - City Attorney	4,652	7,762	7,255	9,805	12,012	12,187
13 - City Clerk	22,696	25,264	29,421	30,034	30,507	27,937
14 - Finance	346,516	451,007	495,682	504,007	456,070	550,094
21 - Planning	15,357	16,771	19,610	19,610	18,297	21,770
22 - Building	35,492	31,290	31,454	31,454	31,454	35,951
23 - Engineering	96,673	117,376	124,905	124,905	132,838	136,175
41 - Public Works	202,576	220,034	248,680	248,680	227,702	269,709
TOTAL	831,627	981,322	1,084,106	1,096,404	1,031,245	1,178,914
TOTAL DEPARTMENT	3,316,143	4,118,908	5,003,919	5,058,717	2,057,479	2,359,907

**Wastewater Enterprise
Object Details
For Period 2022/23 - Period 14**

Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total	
Grand Total			396,700	26	396,700
4210 - Professional Contract Services					
	Asset Management Software Maintenance Contract	2,900	1	2,900	
	Electrical Performance Annual Testing	9,100	1	9,100	
	Emergency Generator Maintenance and Repairs	5,900	1	5,900	
	Emergency Generator Service and Testing Contract	6,300	1	6,300	
	Morris Street Pump Station Dry Rot Repairs	40,100	1	40,100	
	Sanitary Sewer Master Plan and Emergency Response Plan Er	8,400	1	8,400	
	Sewer Facility Repairs and Maintenance	15,800	1	15,800	
	Sewer Pump Annual Performance Testing	3,900	1	3,900	
	Sewer Pump Maintenance and Repairs	22,100	1	22,100	
	Sewer Pump station Inlet Gate Service and Repairs	12,600	1	12,600	
	Sewer Solids Grinder Service and Repairs	16,100	1	16,100	
	Sewer System Infrastructure Repairs	25,500	1	25,500	
	Sewer System Maintenance Hole Rehabilitation	27,000	1	27,000	
	Solar Array Maintenance Repairs and Testing	4,800	1	4,800	
	Supervisory Control and Data Acquisition Annual Alarm Testing	7,200	1	7,200	
	Wastewater Facilities Energy Efficiency Contingency	25,800	1	25,800	
Total 4210 - Professional Contract Services		233,500	16	233,500	
4330 - Misc Supplies & Services					
	Bay Area Air Quality Facility Permitting	3,700	1	3,700	
	California Environmental Reporting System (CERS) Fees	1,400	1	1,400	
	Certified Unified Program Agencies (CUPS) Reporting Fees	1,300	1	1,300	
	Clean and Televiser Sewer System	63,000	1	63,000	
	OSHA Safety Compliance Equipment	4,100	1	4,100	
	Sewer Grinder Replacement Wear Parts	8,700	1	8,700	
	Sewer Main Infrastructure Replacement and Repairs	20,400	1	20,400	
	Sewer Pump Station Maintenance and Repairs	24,900	1	24,900	
	Sewer Utility Maintenance Hole Remote Alarm monitoring	4,700	1	4,700	
Total 4330 - Misc Supplies & Services		132,200	9	132,200	
5100 - Capital Outlay					
	Replacement Flatbed Dump Truck 1/3 Cost	31,000	1	31,000	
Total 5100 - Capital Outlay		31,000	1	31,000	

City of Sebastopol
5-Year Capital Improvement Program
FY 2023-24 to FY 2027-28 DRAFT 3/2/23



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City of Sebastopol FY 2022-23 to FY 2026-27

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0420-20.08	Calder Creek Streambed Re-naturalization at Ives Park-PROJECT COMPLETED	27
0420-22.05	Ives Park Master Plan Implementation Phase 2	28
0423-20.10	Trail connection from Tomodachi Park to the west property line	29
0424-22.01	South Main Street Parklet	30

0425-23.07	NEW: Ives Park Pathway Replacement and ADA Upgrade (Segment 2)	31
0426-23.08	NEW: Burbank Farm: ADA parking stall and path	32

5 - Paving Projects	33
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0513-74.09	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1	34
0514-22.06	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2	35
0516-85.00	Bodega Avenue Bike Lanes and Pavement Rehabilitation Design	36
0518-22.02	Bodega Ave. Digouts and Repairs	37
0519-22.03	Palm Ave. Street Improvements	38
0520-22.09	Citywide Pavement Repairs and Repaving 2025	39

6 - Sewer/Wastewater Projects	40
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0604-37.00	Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting	41
0610-70.00	Zimpher Creek Sewer Relocation Part 2 - West End	42
0611-80.00	Zimpher Creek Sewer Relocation Part 3 - Repairs at East End	43
0612-81.00	Florence Avenue Sewer Line Improvements - South	44
0613-82.00	Florence Avenue Sewer Line Improvements - North	45
0615-21.01	Parquet Street Sewer Line Replacement (combined City project #1000 -19.01)	46
0615-23.04	NEW: Sewer System Master Plan Update	47

7 - Stormwater Projects	48
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<u>Project #</u>	<u>Project</u>	<u>Page #</u>
0701-34.00	Calder Creek Storm Drain and Outfall Maintenance	49
0702-51.00	Zimpher Creek Storm Drain and Outfall Maintenance	50
0710-64.00	Morris Street Outfall Maintenance	51
0711-23.05	NEW: Flood Resiliency Master Plan	52
0712-23.06	NEW: Community Cultural Center Master Plan	53

8 - Water Projects	54
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0815-83.00	Florence: Water Line Replace South	55
0816-84.00	Florence: Water Line Replace North	56
0818-20.09	1st Street Water Main Replacement-PROJECT COMPLETED	57
0819-21.01	Parquet Street Water Line Replacement (combined City project #1000 -21.01)	58
0820-23.03	NEW: Pleasant Hill Road Water Line from Mitchell Ct. to Lynch Rd.	59
0821-23.09	NEW: Water System Master Plan Update	60

9 - Arts Projects	61
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0901-	Ned Kahn: "Sebastopol Spire"	62

Global Summary Report

City of Sebastopol FY 2022-23 to FY 2026-27

	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT CATEGORY EXPENDITURES							
1 Bikes, Pedestrians & Safety	48,500	1,601,000	3,411,000	9,801,000			14,813,000
2 Transition Plan ADA Projects	35,000	338,500					338,500
3 Housing Projects		10,500	402,000				412,500
4 Parks Projects	256,500	779,000	445,000				1,224,000
5 Paving Projects	472,400	1,470,000	2,577,500	1,255,000			5,302,500
6 Sewer/Wastewater Projects	79,000	1,730,500	581,500				2,312,000
7 Stormwater Projects	52,000	202,000	1,366,500	400,000			1,968,500
8 Water Projects	392,000	635,000	808,500	1,642,000			3,085,500
9 Arts Projects	6,500	50,500					50,500
TOTALS	1,341,900	6,817,000	9,592,000	13,098,000			29,507,000
PROJECT FUNDING SOURCES							
000 Unfunded		205,500	1,686,500	1,655,000			3,547,000
001 Grant - Unsecured		285,000	5,098,000	10,318,000			15,701,000
002 Grant - TDA3		60,380					60,380
002 Grant - Quick Strike		476,000					476,000
002 Grant - HSIP		215,820					215,820
002 Grant Other		312,300	50,000				362,300
100 General Fund - Flood		202,000	161,500				363,500
100 General Fund	52,000	2,000	83,500				85,500
103 Bldg./Fac./Infr. Reserve	88,400	239,000	206,000				445,000
104 Rule 20A Monies PG&E				1,005,000			1,005,000
120 Tree Replacement Fund	4,000						
123 Pavement Fund (OBAG2 Grant)		1,195,000					1,195,000
123 Pavement Reserve Fund		115,000					115,000
201 Measure M Transportation	205,500	122,000	150,000				272,000
202 Measure M Parks	104,500	335,057	31,500				366,557
203 Art-In-Lieu Fund	6,500	50,500					50,500
204 Housing Linkage Fee		10,000	400,000				410,000
212 Park Improvement Fund	500	500					500
212 Park Improve Fund (Laguna)		28,000					28,000
212 Park Improvement (Sonoma Co.)		126,943					126,943
212 Park Improve Fund (Prop 68)	88,000						
213 Traffic Impact Fee Fund (TIF)		112,120	1,500				113,620
216 Community Dev. Grant (CDBG)	26,500	203,500	146,000				349,500
217 SB 1 Road Maintenance & Rehab	283,000	154,880	187,500				342,380
501 Water Capital Fund	392,000	635,000	808,500	120,000			1,563,500
511 Sewer Capital Fund	91,000	1,730,500	581,500				2,312,000
TOTALS	1,341,900	6,817,000	9,592,000	13,098,000			29,507,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

1 - Bikes, Pedestrians & Safety

		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE								
0113-16.00	Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek			358,000				358,000
0125-20.01	Ragle Road West Side Bicycles and Pedestrian Access			2,550,000	8,796,000			11,346,000
0129-20.12	Gravenstein Hwy S & Fellers Ln Flashing Lights Protected Crosswalk		1,500	501,500				503,000
0130-22.08	Undergrounding Overhead Utilities		1,500	1,500	1,005,000			1,008,000
0131-23.01	NEW: Bodega Avenue Guardrails at City Limits		347,000					347,000
0132-23.02	NEW: SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, and Walker		256,000					256,000
0133-23.10	NEW: Sunset Avenue/Taft Street Pedestrian Crossing		290,000					290,000
1000-19.01	SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence and Bodega/Robinson	48,500	705,000					705,000
		48,500	1,601,000	3,411,000	9,801,000			14,813,000
PROJECT FUNDING SOURCES								
000	Unfunded			500,000				500,000
001	Grant - Unsecured		285,000	2,858,000	8,796,000			11,939,000
002	Grant - HSIP		215,820					215,820
002	Grant - Quick Strike		476,000					476,000
002	Grant - TDA3		60,380					60,380
002	Grant Other		312,300	50,000				362,300
100	General Fund		1,500	1,500				3,000
104	Rule 20A Monies PG&E				1,005,000			1,005,000
201	Measure M Transportation	48,500	5,000					5,000
213	Traffic Impact Fee Fund (TIF)		100,120	1,500				101,620
217	SB 1 Road Maintenance & Rehab		144,880					144,880
		48,500	1,601,000	3,411,000	9,801,000			14,813,000

Project No: 0113-16.00

Category: Bikes, Pedestrians & Safety

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). The City will be applying for ATP Cycle 6 grant and will assume that no local match is required for purposes of this estimate.

JUSTIFICATION: Provides bicycle path connection on Bodega Avenue from Ragle Road to the County bike trail. This bike path is identified in the City's bicycle and pedestrian master 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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			306,200				306,200
9002 - Project Management			10,300				10,300
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			41,500				41,500
EXPENDITURE TOTALS			358,000				358,000
FUNDING SOURCES							
001-Grant - Unsecured			358,000				358,000
FUNDING TOTALS			358,000				358,000

Project No: 0125-20.01

Category: Bikes, Pedestrians & Safety

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 and again in 2022 but was not awarded. Staff will continue to pursue ATP or other grants. A local match was not assumed as part of this estimate.

JUSTIFICATION: Listed as a regional project with SCTA/Measure M Plan, MTC, and CTC. Sonoma County BPAC has programmed \$50,000 in their FY 2024-25 TDA Article 3 grant funding towards this project.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection				8,796,000			8,796,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			2,550,000				2,550,000
EXPENDITURE TOTALS			2,550,000	8,796,000			11,346,000
FUNDING SOURCES							
001-Grant - Unsecured			2,500,000	8,796,000			11,296,000
002-Grant Other			50,000				50,000
FUNDING TOTALS			2,550,000	8,796,000			11,346,000

Project No: 0129-20.12

Category: Bikes, Pedestrians & Safety

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. Staff has been working with Caltrans and SCTA to include this as a SHOPP (State Highway Operations and Protection Program) project.

JUSTIFICATION: SR 116 Traffic Corridor Safety Study; exceeds warrant threshold for rectangular rapid flashing beacons (RRFB) or pedestrian-activated signal (HAWK). This would be a Caltrans-initiated project under SHOPP and would be designed by Caltrans. There would be no local match required from the City and the budget shown is to provide the cost if Caltrans does not initiate the crossing. The budget shows a higher cost HAWK system (if Caltrans initiates) versus RRFB system (should the City initiate).

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

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			500,000				500,000
9002 - Project Management		1,500	1,500				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		1,500	501,500				503,000
FUNDING SOURCES							
000-Unfunded			500,000				500,000
213-Traffic Impact Fee Fund (TIF)		1,500	1,500				3,000
FUNDING TOTALS		1,500	501,500				503,000

Project No: 0130-22.08

Category: Bikes, Pedestrians & Safety

Project Location: Bodega Avenue



DESCRIPTION: The project is for undergrounding overhead utilities on Petaluma Avenue. The specific segment to be undergrounded will be based on funding availability and feasibility.

JUSTIFICATION: As of 2022, the City has \$1.05 million in Rule 20A monies from PG&E. The City will continue to lose approximately \$6,000 each year that it does not establish an undergrounding district. Undergrounding overhead utilities will beautify the area by placing overhead utilities below the roadway surface, and will also prevent conflicts with tree canopies and reduce the potential for fires caused by sparking overhead lines.

GENERAL PLAN Goals and Policies: Community Development CD-14: Continue to require the undergrounding of utility lines wherever feasible.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection				1,005,000			1,005,000
9002 - Project Management		1,500	1,500				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		1,500	1,500	1,005,000			1,008,000
FUNDING SOURCES							
100-General Fund		1,500	1,500				3,000
104-Rule 20A Monies PG&E				1,005,000			1,005,000
FUNDING TOTALS		1,500	1,500	1,005,000			1,008,000

Project No: 0131-23.01

Category: Bikes, Pedestrians & Safety

Project Location: Bodega Avenue from West End City Limits to Valley View Dr.



DESCRIPTION: Remove existing bridge guardrail and replace approximately 765 lineal feet of guard rail. Work includes replacing signage and related appurtenances. This project is primarily funded with a Highway Safety Improvement Program (HSIP) grant from the State. The City is waiting to hear if the grant is awarded to the City.

JUSTIFICATION: This segment of guardrail was identified as deficient (e.g. railing too low, outdated guardrail and end treatment systems) and in need of upgrades. This location was identified in the City's Local Road Safety Plan as an area with an increased number of lane departure collisions due to the narrow shoulder. Many vehicles drop off into the creek bed as the existing conditions do not provide adequate conditions for vehicles to recover. There is a significant drop off (around 1 foot) from the pavement to existing grade and unrecoverable side slopes of 2:1.

GENERAL PLAN Goals and Policies: **Need writeup.**

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		285,000					285,000
9002 - Project Management		5,000					5,000
9003 - Professional Services		22,000					22,000
9004 - Property Purchases							0
9005 - Predesign/Design		35,000					35,000
EXPENDITURE TOTALS		347,000					347,000
FUNDING SOURCES							
002-Grant Other		312,300					312,300
217-SB 1 Road Maintenance & Rehab		34,700					34,700
FUNDING TOTALS		347,000					347,000

Project No: 0132-23.02

Category: Bikes, Pedestrians & Safety

**Project Location: S Main/Burnett St; N Main/Keating Ave;
Gravenstein Hwy/Hutchins Ave;
Petaluma Ave/Walker Ave**



DESCRIPTION: Install pedestrian-activated circular LED rapid flashing beacons replacing existing standard flashing beacons; install perimeter lighted pedestrian crossing signs; install pedestrian push buttons; remove existing in-roadway warning lights.

JUSTIFICATION: SR 116 Traffic Corridor Safety Study shows these intersections meet warrant threshold for RRFBs.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		213,500					213,500
9002 - Project Management		12,000					12,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		30,500					30,500
EXPENDITURE TOTALS		256,000					256,000
FUNDING SOURCES							PROJECT TOTAL
002-Grant - HSIP		215,820					215,820
002-Grant Other							0
217-SB 1 Road Maintenance & Rehab		40,180					40,180
FUNDING TOTALS		256,000					256,000

Project No: 0133-23.10

Category: Bikes, Pedestrians & Safety

Project Location: Sunset Avenue at Taft Street, Analy High School

DESCRIPTION: Taft Street/Sunset Avenue – upgrade crosswalk markings including shark’s teeth and install double sided flashing pedestrian crossing signs with circular LED flashers in similar style to other Sebastopol crossings. Upgrade curb ramps to current ADA standards. Also, add solar streetlight pole. Traffic Calming on Sunset Avenue-Johnson Street – install edgeline and/or centerline striping from Taft Street to Eddie Lane-Morris Street and striped bulbouts where appropriate to reduce vehicle travel speeds. Johnson Street Pedestrian Crossings - Install crosswalks with new or upgraded curb ramps at Sunset Avenue/Johnson Street (one crosswalk) and Johnson Street/Eddie Lane (West County Trail, two crosswalks). Also, add solar streetlights at the two new crossings.

JUSTIFICATION: The school district requested pedestrian crossing improvements at this location to make the crossing safer for students and other pedestrians. The City requested infrastructure grant funding from County Supervisor Lynda Hopkins and the City is waiting to hear if the funding is granted.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		255,000					255,000
9002 - Project Management		5,000					5,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		30,000					30,000
EXPENDITURE TOTALS		290,000					290,000
FUNDING SOURCES							PROJECT TOTAL
001-Grant - Unsecured		285,000					
201-Measure M Transportation		5,000					5,000
FUNDING TOTALS		290,000					290,000

Project No: 1000-19.01

Category: Bikes, Pedestrians & Safety

Project Location: SR 116, Bodega/Florence, Bodega/Robinson

DESCRIPTION: This project was previously listed as 3 separate projects in prior years but has been combined into one project. The work is for ADA-compliant ramps at seven (7) intersections along SR 116 (old CIP#0105-4.00), crosswalk and safety improvements at Bodega Ave/Florence Ave (old CIP#0117-74.04), and at Bodega Ave/Robinson Rd (old CIP#0119-74.06). Crosswalk and safety improvements include pedestrian-activated beacons, signage, markings and modifications to the crosswalks.

JUSTIFICATION: Provide ADA ramps along SR 1116 in accordance with Americans with Disabilities Act (ADA) guidelines. As part of the "Pedestrian Crossing Safety Study for Bodega Avenue" completed in 2017, pedestrian safety improvements were recommended at the intersections on Bodega Avenue at Florence Ave and Robinson Rd.

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

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	18,000	700,000					700,000
9002 - Project Management	20,000	2,000					2,000
9003 - Professional Services	500						0
9004 - Property Purchases							0
9005 - Predesign/Design	10,000	3,000					3,000
EXPENDITURE TOTALS	48,500	705,000					705,000
FUNDING SOURCES							
002-Grant - Quick Strike		476,000					476,000
002-Grant - TDA3		60,380					60,380
201-Measure M Transportation	48,500						0
213-Traffic Impact Fee Fund (TIF)		98,620					98,620
217-SB 1 Road Maintenance & Rehab		70,000					70,000
FUNDING TOTALS	48,500	705,000					705,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

2 - Transition Plan ADA Projects

		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE								
0213-20.05	Youth Annex ADA Upgrades	28,500	161,000					161,000
0214-20.07	City Hall ADA Upgrades	1,000	151,500					151,500
0215-22.04	ADA Transition Plan Building Improvements	5,500	26,000					26,000
		35,000	338,500					338,500
PROJECT FUNDING SOURCES								
103	Bldg./Fac./Infr. Reserve	8,500	135,000					135,000
216	Community Dev. Grant (CDBG)	26,500	203,500					203,500
		35,000	338,500					338,500

Project No: 0213-20.05

Category: Transition Plan 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 NEPA review has been completed by the Sonoma County CDC and design and construction will occur in FY 2022-23.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		160,000					160,000
9002 - Project Management	2,000	1,000					1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	26,500						0
EXPENDITURE TOTALS	28,500	161,000					161,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	2,000	7,500					7,500
216-Community Dev. Grant (CDBG)	26,500	153,500					153,500
FUNDING TOTALS	28,500	161,000					161,000

Project No: 0214-20.07
Category: Transition Plan ADA Projects
Project Location: City Hall



DESCRIPTION: ADA Upgrades to interior of City Hall. Exterior ADA site improvements have been completed by Public Works. The CDBG grant application for FY 2021-22 was submitted and was awarded a grant in the amount of \$50,000 in October 2021. It is estimated that the design and construction work will begin in FY 2023-24 after the CDC completes the environmental review. The interior work includes improvements to the entry door, service counter, and various interior paths of travel and ADA upgrades to the restrooms.

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	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		130,000					130,000
9002 - Project Management	1,000	1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		20,000					20,000
EXPENDITURE TOTALS	1,000	151,500					151,500
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	1,000	101,500					101,500
216-Community Dev. Grant (CDBG)		50,000					50,000
FUNDING TOTALS	1,000	151,500					151,500

Project No: 0215-22.04

Category: Transition Plan ADA Projects

Project Location: Various City Facilities



DESCRIPTION: Implementation of the balance of the 2014 ADA Transition Plan. This Environmental Assessment (EA) has since expired and is in need of an update. This first order of work is needed before future CDBG applications can be made for ADA improvements to the following buildings: City Hall ADA, Burbank Farm Restroom Facility, Corporation Yard, Garzot Building, Fire Department, and the Police Department.

JUSTIFICATION: Continued implementation of the 2014 ADA Transition Plan. Future construction costs will be developed as CDBG funding is requested annually. For this CIP, the proposed expenditures lists "TBD" each year for ADA upgrades to show that improvements are needed but costs not yet known. The project estimates will be prepared at a future date as Notice of Funding availability for CDBG projects is released.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management	500	1,000					1,000
9003 - Professional Services	5,000	25,000					25,000
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	5,500	26,000					26,000
FUNDING SOURCES							
000-Unfunded							0
103-Bldg./Fac./Infr. Reserve	5,500	26,000					26,000
216-CDC/CDBG							0
FUNDING TOTALS	5,500	26,000					26,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

3 - Housing Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0300-22.07	Purchase of Market Rate Units		10,500	402,000				412,500
			10,500	402,000				412,500
PROJECT FUNDING SOURCES								
100	General Fund		500	2,000				2,500
204	Housing Linkage Fee		10,000	400,000				410,000
			10,500	402,000				412,500

Project No: 0300-22.07

Category: Housing Projects

Project Location: Various locations in the city



DESCRIPTION: This program is a joint venture with the Sonoma County Housing Land Trust (HLT) to buy market rate units for sale on open market, deed restricting them through the HLT model to ensure affordability at a certain income level in perpetuity, and reselling to a qualifying household. The program would be funded through a Community Development Block Grant program application for a grant award.

JUSTIFICATION: This will support the City’s Sixth Cycle Housing Element as well as the current Element’s policy of preserving existing housing stock.

GENERAL PLAN Goals and Policies: Housing Element Goal B-2 Preserve Housing Resources -Sebastopol will strive to maintain and preserve existing housing resources, including both affordable and market rate units.

HE Goal B-3 Expand Affordability Housing Opportunities Through the Use of Existing Housing– Sebastopol will consider the feasibility of converting market rate housing units to affordable housing.

HE Policy B-5 Work with nonprofits to determine whether there are opportunities to expand the affordable housing supply by using formerly market rate properties.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management		500	2,000				2,500
9003 - Professional Services		10,000					10,000
9004 - Property Purchases			400,000				400,000
9005 - Predesign/Design							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		10,500	402,000				412,500
FUNDING SOURCES							
001-Grant - Unsecured							0
100-General Fund		500	2,000				2,500
204-Housing Linkage Fee		10,000	400,000				410,000
FUNDING TOTALS		10,500	402,000				412,500

Category Summary Report

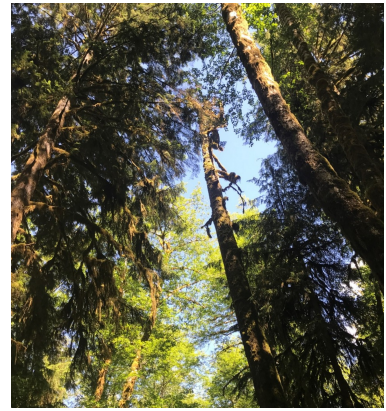
City of Sebastopol FY 2023-24 to 2027-28

4 - Parks Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0407-59.00	Remove & Replace Trees in City Parks (Transferred to Public Works operating budget)	4,000						
0409-61.00	Remove and Replace Trees in Streets and Non-Park City Properties (Transf to PW operating budget)	4,000						
0411-73.00	AmeriCorps Trail Extension Project	59,500	377,000					377,000
0413-78.00	Burbank Farm: Public Restroom Facility	41,000	1,500	352,000				353,500
0416-95.00	Ives Park Pathway Replacement and ADA Upgrade (Segment 1)	90,000	61,500					61,500
0417-96.00	Ives Pool Exterior Shower	500	94,500					94,500
0420-20.08	Calder Creek Streambed Re-naturalization at Ives Park- PROJECT COMPLETED	10,000						
0420-22.05	Ives Park Master Plan Implementation Phase 2		62,000					62,000
0423-20.10	Trail connection from Tomodachi Park to the west property line	500	500	61,500				62,000
0424-22.01	South Main Street Parklet	47,000	60,000					60,000
0425-23.07	NEW: Ives Park Pathway Replacement and ADA Upgrade (Segment 2)		111,500					111,500
0426-23.08	NEW: Burbank Farm: ADA parking stall and path		10,500	31,500				42,000
		256,500	779,000	445,000				1,224,000
PROJECT FUNDING SOURCES								
000	Unfunded		205,500	61,500				267,000
103	Bldg./Fac./Infr. Reserve	47,500	71,000	206,000				277,000
120	Tree Replacement Fund	4,000						
202	Measure M Parks	104,500	335,057	31,500				366,557
212	Park Improvement Fund	500	500					500
212	Park Improve Fund (Laguna)		28,000					28,000
212	Park Improvement (Sonoma Co.)		126,943					126,943
212	Park Improve Fund (Prop 68)	88,000						
213	Traffic Impact Fee Fund (TIF)		12,000					12,000
216	Community Dev. Grant (CDBG)			146,000				146,000
511	Sewer Capital Fund	12,000						
		256,500	779,000	445,000				1,224,000

Remove & Replace Trees in City Parks (Transferred to Public Works operating budget)

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



DESCRIPTION: Remove and replace trees in City parks. Starting in FY 2023-24, the costs for this work are included in the Public Works operating budget.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	4,000						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	4,000						0
FUNDING SOURCES							
120-Tree Replacement Fund							0
202-Measure M Parks	4,000						0
212-Park Improvement Fund							0
FUNDING TOTALS	4,000						0

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. Starting in Fiscal Year 2023-24, cost for this work is included in the Public Works operating budget.

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.

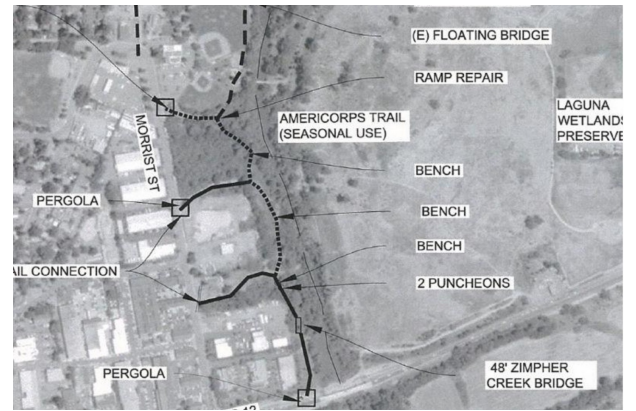
GENERAL PLAN Goals and Policies: Conservation and Open Space COS 6-4: Facilitate the preservation of existing trees, the planting of additional street trees, and the replanting of trees lost through disease, new construction or by other means.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	4,000						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	4,000						0
FUNDING SOURCES							
120-Tree Replacement Fund	4,000						0
FUNDING TOTALS	4,000						0

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	10,000	375,000					375,000
9002 - Project Management	6,000	2,000					2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	43,500						0
EXPENDITURE TOTALS	59,500	377,000					377,000
FUNDING SOURCES							
202-Measure M Parks	59,500	222,057					222,057
212-Park Improve Fund (Laguna)		28,000					28,000
212-Park Improvement (Sonoma Co.)		126,943					126,943
212-Park Improvement Fund							0
FUNDING TOTALS	59,500	377,000					377,000

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 work includes installation of a new sewer, water and electrical services to support the restroom facility. The City was awarded a FY 2022-23 CDBG grant for construction of the new restroom but is not sufficient to cover all the construction costs. Staff will continue to research additional grant funding for this project and can apply for CDBG FY 2024-25 cycle in fall 2023. However, funding source has been identified in order to secure the awarded FY 2022-23 CDBG grant in case additional grant funding does not come happen.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			350,000				350,000
9002 - Project Management	6,000	1,500	2,000				3,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	35,000						0
EXPENDITURE TOTALS	41,000	1,500	352,000				353,500
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve			206,000				206,000
202-Measure M Parks	41,000	1,500					1,500
216-Community Dev. Grant (CDBG)			146,000				146,000
FUNDING TOTALS	41,000	1,500	352,000				353,500

Project No: 0416-95.00

Category: Parks Projects

Project Location: Ives Park



DESCRIPTION: This project is removing and/or replacing the pathway that runs from the southwest picnic area, along Calder Creek, to the restroom facility in the park. A large section of the replaced pathway will be designed to accommodate Public Works service vehicles to access the existing sewer line in the park. Tree removal and replacement work will occur in FY 2021-22 before the pathway construction occurs.

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. This project has been modified from original plans to be consistent with the Ives Park Master Plan (Option B).

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	70,000	60,000					60,000
9002 - Project Management	5,000	1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	15,000						0
EXPENDITURE TOTALS	90,000	61,500					61,500
FUNDING SOURCES							
000-Unfunded							0
202-Measure M Parks		61,500					61,500
212-Park Improve Fund (Prop 68)	78,000						0
511-Sewer Capital Fund	12,000						0
FUNDING TOTALS	90,000	61,500					61,500

Project No: 0417-96.00

Category: Parks Projects

Project Location: Ives Pool



DESCRIPTION: Install a new, permanent exterior shower at Ives Pool. Staff researched grant opportunities for this project and have not been able to identify a potential grant. Design work will not be started unless a grant is identified and awarded.

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 request for a permanent version. However, there are existing indoor showers available for pool users and this exterior shower is supplemental.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		75,000					75,000
9002 - Project Management	500	1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		18,000					18,000
EXPENDITURE TOTALS	500	94,500					94,500
FUNDING SOURCES							
000-Unfunded		94,000					94,000
103-Bldg./Fac./Infr. Reserve	500	500					500
FUNDING TOTALS	500	94,500					94,500

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. See CIP #0420-22.05 for Phase 2 project.

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.

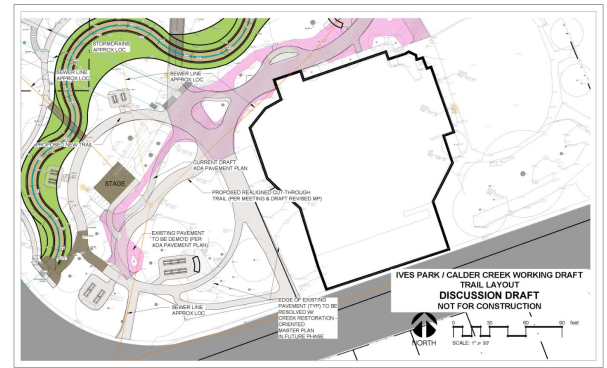
GENERAL PLAN Goals and Policies: Conservation and Open Space COS 3-3: Support rehabilitation of any culverted or open existing channelized waterways, as feasible, to remove concrete linings and allow for a connection between the stream channel and the natural water table. Avoid creating additional culverted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

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	10,000						0
EXPENDITURE TOTALS	10,000						0
FUNDING SOURCES							
202-Measure M Parks							0
212-Park Improve Fund (Prop 68)	10,000						0
212-Park Improvement Fund							0
FUNDING TOTALS	10,000						0

Project No: 0420-22.05

Category: Parks Projects

Project Location: Ives Park



DESCRIPTION: Phase 2 is the preliminary engineering and cost estimating for the implementation of the Ives Park Master Plan. Preliminary engineering and planning work for the Calder Creek re-naturalization includes channel geometry analysis and creek hydraulic modeling, as well as a desktop environmental constraints analysis. An intersection modification plan may be prepared by the City's traffic engineering consultant if Council chooses to modify the intersection at Jewell Ave. and Willow St. This work will provide information for the Phase 3 design work (future) and competitively apply for a grant for the construction.

JUSTIFICATION: Phase 1 work is a study of the Calder Creek Streambed Re-naturalization at Ives Park (CIP project #0420-20.08) and completed in FY 2021-22. Phase 1 included a hydrology study. Concept plan options were completed and Council selected Ives Park Master Plan (Option B) and included realignment of Calder Creek.

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	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management		2,000					2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		60,000					60,000
EXPENDITURE TOTALS		62,000					62,000
FUNDING SOURCES							
100-General Fund							0
202-Measure M Parks		50,000					50,000
212-Park Improvement Fund							0
213-Traffic Impact Fee Fund (TIF)		12,000					12,000
FUNDING TOTALS		62,000					62,000

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 has been constructed by the Barlow Townhomes developer that runs 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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			45,000				45,000
9002 - Project Management	500	500	1,500				2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			15,000				15,000
EXPENDITURE TOTALS	500	500	61,500				62,000
FUNDING SOURCES							
000-Unfunded			61,500				61,500
202-Measure M Parks							0
212-Park Improve Fund (Prop 68)							0
212-Park Improvement Fund	500	500					500
FUNDING TOTALS	500	500	61,500				62,000

Project No: 0424-22.01

Category: Parks Projects

Project Location: SR 116 (South Main St.) near Burnett Ave.



DESCRIPTION: Develop design features and guidelines for parklets in Year 1 and prepare final design for and install a permanent parklet on the west side of #124-130 South Main Street, just north of Burnett Avenue. Final design of the permanent parklet will commence when Caltrans releases final requirements for parklets located on State right of way.

JUSTIFICATION: The City had installed a temporary parklet at the South Main Street location and based on public meetings, a permanent parklet will be installed in its place. The parklet will require a Caltrans encroachment permit and maintenance agreement. Based on public feedback, a permanent parklet may also be installed at future locations in the downtown area and therefore design features will be developed as part of the project.

GENERAL PLAN Goals and Policies: Land Use LU 7-3: Provide and maintain opportunities for community gathering and social interaction through cultural and art centers, park facilities, the Laguna, and community centers.

Communities Services and Facilities CSF 2-12: Encourage and solicit public participation in the selection, design, and facilities planning of all future trail and park sites.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		50,000					50,000
9002 - Project Management	12,000						0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	35,000	10,000					10,000
EXPENDITURE TOTALS	47,000	60,000					60,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	47,000	60,000					60,000
FUNDING TOTALS	47,000	60,000					60,000

Project No: 0425-23.07

Category: Parks Projects

Project Location: Ives Park

DESCRIPTION: This project is removing and/or replacing the pathway that runs from the restroom facility along Calder Creek to High Street. Staff will be researching grant opportunities to implement this project.

JUSTIFICATION: This work will continue the pathway replacement that will be completed under the Segment 1 work which runs from the southwest picnic area to the restroom facility.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		100,000					100,000
9002 - Project Management		1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		10,000					10,000
EXPENDITURE TOTALS		111,500					111,500
FUNDING SOURCES							
000-Unfunded		111,500					111,500
FUNDING TOTALS		111,500					111,500

Project No: 0426-23.08

Category: Parks Projects

Project Location: Burbank Farm, 7777 Bodega Avenue

DESCRIPTION: This project is providing ADA-compliant parking stall and walkway connection to the new restroom at the Luther Burbank experimental farm. The stall will be concrete and a 5-foot concrete pathway that continues from the stall to the new restroom facility.

JUSTIFICATION: The parking stall is currently asphalt and the path to the new ADA compliant restroom is decomposed granite. The concrete stall and path will make it easier to comply with Americans with Disabilities Act (ADA).

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; and 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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			30,000				30,000
9002 - Project Management		500	1,500				2,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		10,000					10,000
EXPENDITURE TOTALS		10,500	31,500				42,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve		10,500					10,500
202-Measure M Parks			31,500				31,500
FUNDING TOTALS		10,500	31,500				42,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

5 - Paving Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0513-74.09	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1	101,000	1,261,000					1,261,000
0514-22.06	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2		51,000	2,577,500				2,628,500
0516-85.00	Bodega Avenue Bike Lanes and Pavement Rehabilitation Design	56,000						
0518-22.02	Bodega Ave. Digouts and Repairs	283,000	10,000					10,000
0519-22.03	Palm Ave. Street Improvements	32,400	148,000					148,000
0520-22.09	Citywide Pavement Repairs and Repaving 2025				1,255,000			1,255,000
		472,400	1,470,000	2,577,500	1,255,000			5,302,500

PROJECT FUNDING SOURCES								
000	Unfunded				1,255,000			1,255,000
001	Grant - Unsecured			2,240,000				2,240,000
103	Bldg./Fac./Infr. Reserve	32,400	33,000					33,000
123	Pavement Fund (OBAG2 Grant)		1,195,000					1,195,000
123	Pavement Reserve Fund		115,000					115,000
201	Measure M Transportation	157,000	117,000	150,000				267,000
217	SB 1 Road Maintenance & Rehab	283,000	10,000	187,500				197,500
		472,400	1,470,000	2,577,500	1,255,000			5,302,500

Project No: 0513-74.09

Category: Paving Projects

Project Location: Bodega Avenue from High Street to Robinson Rd/Nelson Way



DESCRIPTION: Phase1 is for adding bicycle lanes and repaving Bodega Avenue from High Street to Robinson Road/Nelson Way. Due to funding constraints, this project was split into two phases (High Street to Robinson/Nelson; Robinson/Nelson to Pleasant Hill). This Phase 1 project includes the installation of bike lanes and pavement resurfacing.

JUSTIFICATION: Bodega Avenue paving is deteriorated and needs resurfacing.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	100,000	1,258,000					1,258,000
9002 - Project Management	1,000	3,000					3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	101,000	1,261,000					1,261,000
FUNDING SOURCES							
001-Grant - Unsecured							0
123-Pavement Fund (OBAG2 Grant)		1,195,000					1,195,000
201-Measure M Transportation	101,000	66,000					66,000
213-Traffic Impact Fee Fund (TIF)							0
217-SB 1 Road Maintenance & Rehab							0
FUNDING TOTALS	101,000	1,261,000					1,261,000

Project No: 0514-22.06

Category: Paving Projects

Project Location: Bodega Ave. Nelson/Robinson Rd. to Pleasant Hill Rd.



DESCRIPTION: Phase 2 is for installing bike lanes and repaving Bodega Avenue from Robinson Rd./Nelson Way to Pleasant Hill Road. Due to funding constraints, this project was split into two phases with Phase 1 being High Street to Robinson/Nelson and Phase 2 continuing on to Pleasant Hill Road. Due to the extremely poor condition of the road in this Phase 2 section, the roadbed will need to be reconstructed rather than overlaid. City applied for and awarded a Go Sonoma transportation grant for \$2.24 million for the construction. The City's local match will pay for construction management and construction engineering.

JUSTIFICATION: Bodega Avenue paving is deteriorated and needs resurfacing. The work also includes addition of bicycle lanes along Bodega Avenue. Due to environmental constraints, there may be a short section in front of Burbank Experimental Farm where bicycle sharrows will be painted in lieu of a bike lane.

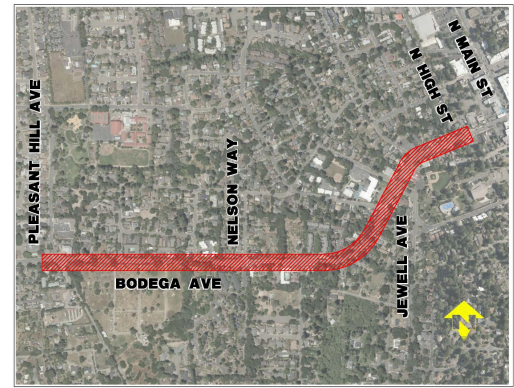
GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			2,576,000				2,576,000
9002 - Project Management		1,000	1,500				2,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		50,000					50,000
EXPENDITURE TOTALS		51,000	2,577,500				2,628,500
FUNDING SOURCES							
000-Unfunded							0
001-Grant - Unsecured			2,240,000				2,240,000
123-Pavement Reserve Fund							0
201-Measure M Transportation		51,000	150,000				201,000
213-Traffic Impact Fee Fund (TIF)							0
217-SB 1 Road Maintenance & Rehab			187,500				187,500
FUNDING TOTALS		51,000	2,577,500				2,628,500

Project No: 0516-85.00

Category: Paving Projects

Project Location: Bodega Avenue from High Street to Pleasant Hill



DESCRIPTION: Bodega Avenue 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 be used for construction costs. The City received FY 2019-20 CDBG funds for the design.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management	16,000						0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	40,000						0
EXPENDITURE TOTALS	56,000						0
FUNDING SOURCES							
201-Measure M Transportation	56,000						0
213-Traffic Impact Fee Fund (TIF)							0
216-CDC/CDBG							0
217-SB 1 Road Maintenance & Rehab							0
FUNDING TOTALS	56,000						0

Project No: 0518-22.02

Category: Paving Projects

Project Location: Bodega Ave. Main St. to Pleasant Hill Rd.



DESCRIPTION: This project will be to perform digouts and repairs of the street pavement from Main Street to Nelson Way. This work will be in advance of the Bodega Avenue Bike Lanes and Rehabilitation Phase 1 project as a "stop gap" measure to provide a more driveable roadway until Bodega Avenue is resurfaced with the bike lane and rehab project.

JUSTIFICATION: This will allow for better, more competitive bids for the Bodega Avenue Phase 1 project, and to do needed repairs on Bodega since Phase 2 work (Robinson/Nelson to Pleasant Hill) will not occur for at least three more years. Performing this work will allow the roadway to be more driveable as the City continues to search for grant funding to do the resurfacing work for the entire stretch of Bodega Avenue.

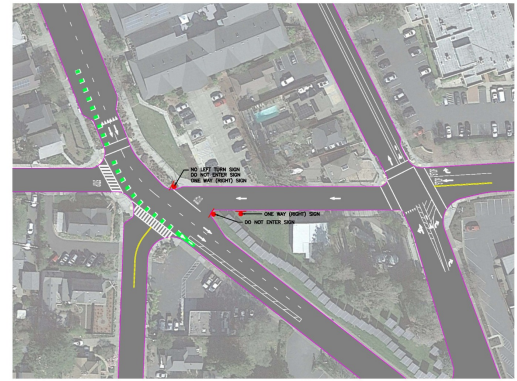
GENERAL PLAN Goals and Policies: Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalks, and paths.

EXPENDITURES	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT
	Estimated						TOTAL
9001 - Construction/Inspection	238,000	10,000					10,000
9002 - Project Management	20,000						0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	25,000						0
EXPENDITURE TOTALS	283,000	10,000					10,000
FUNDING SOURCES							
217-SB 1 Road Maintenance & Rehab	283,000	10,000					10,000
FUNDING TOTALS	283,000	10,000					10,000

Project No: 0519-22.03

Category: Paving Projects

Project Location: Palm Ave. - Petaluma Ave. to S Main St.



DESCRIPTION: The project is the modification of Palm Avenue to one-way (westbound) traffic from Petaluma Avenue to S. Main Street. The work includes installation of sidewalk on the north side of Palm Avenue, a street overlay, and signage and markings.

JUSTIFICATION: This project will improve pedestrian safety along Palm Avenue. The road is in need of pavement resurfacing due to its poor pavement condition. This project was initially recommended and approved in 2022. Field assessment and traffic safety needs have changed and Council will be re-evaluating the scope and need for this project in March 2023.

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

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		146,500					146,500
9002 - Project Management	6,000	1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	26,400						0
EXPENDITURE TOTALS	32,400	148,000					148,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	32,400	33,000					33,000
123-Pavement Reserve Fund		115,000					115,000
FUNDING TOTALS	32,400	148,000					148,000

Project No: 0520-22.09
Category: Paving Projects
Project Location: Various city streets



DESCRIPTION: Repairs, repaving and rehabilitation of various streets. The preliminary list of streets are: Western Ave., Jewell Ave., Live Oak Ave., South Ave. Strout St., Washington Ave. Other streets may be added based on the City's Pavement Management Program report and Council direction. The final streets to be selected will be prioritized given final funding availability. Staff is continuing to pursue grant funding for this project.

JUSTIFICATION: The listed streets are based on the City's Pavement Management Program and focuses on streets with a very low pavement condition index. The project is the rehabilitation of various streets in the City with the goal to raise PCI 5 points in 5 years.

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	FUNDING						PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection				1,100,000			1,100,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design				155,000			155,000
EXPENDITURE TOTALS				1,255,000			1,255,000
FUNDING SOURCES							
000-Unfunded				1,255,000			1,255,000
FUNDING TOTALS				1,255,000			1,255,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

6 - Sewer/Wastewater Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0604-37.00	Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting	22,000	201,500					201,500
0610-70.00	Zimpher Creek Sewer Relocation Part 2 - West End	6,000	604,500					604,500
0611-80.00	Zimpher Creek Sewer Relocation Part 3 - Repairs at East End		201,500	201,500				403,000
0612-81.00	Florence Avenue Sewer Line Improvements - South		30,000	230,000				260,000
0613-82.00	Florence Avenue Sewer Line Improvements - North		20,000	150,000				170,000
0615-21.01	Parquet Street Sewer Line Replacement (combined City project #1000-19.01)	51,000	551,000					551,000
0615-23.04	NEW: Sewer System Master Plan Update		122,000					122,000
		79,000	1,730,500	581,500				2,312,000
PROJECT FUNDING SOURCES								
511	Sewer Capital Fund	79,000	1,730,500	581,500				2,312,000
		79,000	1,730,500	581,500				2,312,000

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	20,000	200,000					200,000
9002 - Project Management	2,000	1,500					1,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	22,000	201,500					201,500
FUNDING SOURCES							
511-Sewer Capital Fund	22,000	201,500					201,500
FUNDING TOTALS	22,000	201,500					201,500

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		575,000					575,000
9002 - Project Management	1,000	2,000					2,000
9003 - Professional Services	5,000	27,500					27,500
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	6,000	604,500					604,500
FUNDING SOURCES							
511-Sewer Capital Fund	6,000	604,500					604,500
FUNDING TOTALS	6,000	604,500					604,500

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		190,000	190,000				380,000
9002 - Project Management		1,500	1,500				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		10,000	10,000				20,000
EXPENDITURE TOTALS		201,500	201,500				403,000
FUNDING SOURCES							
511-Sewer Capital Fund		201,500	201,500				403,000
FUNDING TOTALS		201,500	201,500				403,000

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			230,000				230,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		30,000					30,000
EXPENDITURE TOTALS		30,000	230,000				260,000
FUNDING SOURCES							
511-Sewer Capital Fund		30,000	230,000				260,000
FUNDING TOTALS		30,000	230,000				260,000

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.

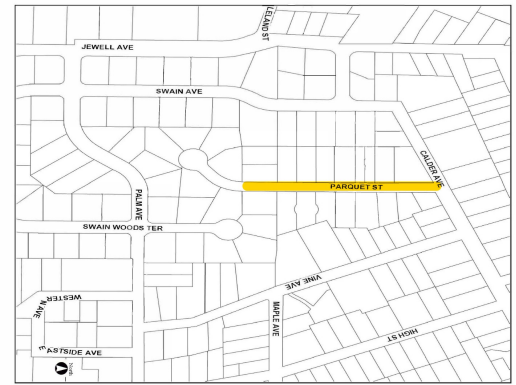
GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 4-8: Prioritize sewer service improvements to areas within the City that pose a threat to public health and the environment as a result of deficiencies in existing sewer or septic systems.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			150,000				150,000
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		20,000					20,000
EXPENDITURE TOTALS		20,000	150,000				170,000
FUNDING SOURCES							
511-Sewer Capital Fund		20,000	150,000				170,000
FUNDING TOTALS		20,000	150,000				170,000

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. This work includes slurry seal of Parquet Street that is affected by the sewer line replacement work. The work is being completed with the Parquet Street Water Main Replacement project #0818-20.09

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	50,000	550,000					550,000
9002 - Project Management	1,000	1,000					1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	51,000	551,000					551,000
FUNDING SOURCES							
511-Sewer Capital Fund	51,000	551,000					551,000
FUNDING TOTALS	51,000	551,000					551,000

Project No: 0615-23.04

Category: Sewer/Wastewater Projects

Project Location: Citywide

DESCRIPTION:

JUSTIFICATION:

GENERAL PLAN Goals and Policies:

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9002 - Project Management		2,000					2,000
9005 - Predesign/Design		120,000					120,000
EXPENDITURE TOTALS		122,000					122,000
FUNDING SOURCES							
511-Sewer Capital Fund		122,000					122,000
FUNDING TOTALS		122,000					122,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

7 - Stormwater Projects

		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE								
0701-34.00	Calder Creek Storm Drain and Outfall Maintenance	21,000	115,000	1,125,000				1,240,000
0702-51.00	Zimpher Creek Storm Drain and Outfall Maintenance	31,000	35,000	10,000	400,000			445,000
0710-64.00	Morris Street Outfall Maintenance			80,000				80,000
0711-23.05	NEW: Flood Resiliency Master Plan		1,000	151,500				152,500
0712-23.06	NEW: Community Cultural Center Master Plan		51,000					51,000
		52,000	202,000	1,366,500	400,000			1,968,500
PROJECT FUNDING SOURCES								
000	Unfunded			1,125,000	400,000			1,525,000
100	General Fund - Flood		202,000	161,500				363,500
100	General Fund	52,000		80,000				80,000
		52,000	202,000	1,366,500	400,000			1,968,500

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 including a Maintenance Study to identify the maintenance activities for the storm drain and outfall, priorities, and estimated costs. A "desktop" environmental analysis is being conducted in FY 22/23 to help inform the environmental constraints. FY 23/24 is the commencement of the CEQA documentation and preparation of the cost estimate that will be needed to research grant funding. The permitting and construction will be started in FY 24/25, assuming the grant funding is secured.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			1,000,000				1,000,000
9002 - Project Management	1,000	5,000	5,000				10,000
9003 - Professional Services	20,000	100,000	95,000				195,000
9004 - Property Purchases							0
9005 - Predesign/Design		10,000	25,000				35,000
EXPENDITURE TOTALS	21,000	115,000	1,125,000				1,240,000
FUNDING SOURCES							
000-Unfunded			1,125,000				1,125,000
100-General Fund	21,000						0
100-General Fund - Flood		115,000					115,000
FUNDING TOTALS	21,000	115,000	1,125,000				1,240,000

Project No: 0702-51.00

Category: Stormwater Projects

Project Location: Brookhaven and Zimpher Creek



DESCRIPTION: This project is a multi-year effort including a Maintenance Study to identify the maintenance activities for the storm drain and outfall, priorities, and estimated costs. A "desktop" environmental analysis is being conducted in FY 22/23 to help inform the environmental constraints. FY 23/24 is the commencement of the CEQA documentation. The preparation of the cost estimate that will be needed to research grant funding will be conducted in FY 24/25. The permitting and construction will be started in FY 25/26, assuming the grant funding is secured.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection				300,000			300,000
9002 - Project Management	1,000	5,000					5,000
9003 - Professional Services	30,000	30,000		80,000			110,000
9004 - Property Purchases							0
9005 - Predesign/Design			10,000	20,000			30,000
EXPENDITURE TOTALS	31,000	35,000	10,000	400,000			445,000
FUNDING SOURCES							
000-Unfunded				400,000			400,000
100-General Fund	31,000						0
100-General Fund - Flood		35,000	10,000				45,000
FUNDING TOTALS	31,000	35,000	10,000	400,000			445,000

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 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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
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

Project No: 0711-23.05

Category: Stormwater Projects

Project Location: Citywide

DESCRIPTION: This master plan document is a flood control management plan that will identify flood areas and develop a Capital Improvement Program (CIP) for managing and mitigating flooding that occurs in the Calder Creek and the Laguna area. This plan would expand the 2D hydraulic and hydrology model developed for Calder Creek to other parts of the City using the existing storm drain mapping. The plan would need to apply the new Sonoma Water Hydrology standards.

JUSTIFICATION: Various areas routinely flood, particularly along Calder Creek and the Laguna area. This work will help support future grant funding applications for flood control and mitigation projects.

GENERAL PLAN Goals and Policies: Safety SA-2: Reduce risks to human life, property and public services associated with flood hazards.

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9002 - Project Management		1,000	1,500				2,500
9005 - Predesign/Design			150,000				150,000
EXPENDITURE TOTALS		1,000	151,500				152,500
FUNDING SOURCES							
100-General Fund - Flood		1,000	151,500				152,500
FUNDING TOTALS		1,000	151,500				152,500

Project No: 0712-23.06

Category: Stormwater Projects

Project Location: 390 Morris St.

DESCRIPTION: The master plan will consider flood mitigation alternatives and costs for alternatives for long range flood mitigation projects.

JUSTIFICATION: The Sebastopol Community Cultural Center Master Plan (SCCC) is located in a floodplain and routinely floods. The plan will serve as a long range master plan to determine alternatives such as long term flood mitigation improvements or relocating to a different location not in a floodplain.

GENERAL PLAN Goals and Policies:

EXPENDITURES							PROJECT TOTAL
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9002 - Project Management		1,000					1,000
9003 - Professional Services							0
9005 - Predesign/Design		50,000					50,000
EXPENDITURE TOTALS		51,000					51,000
FUNDING SOURCES							
100-General Fund - Flood		51,000					51,000
FUNDING TOTALS		51,000					51,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

8 - Water Projects

PROJECT TITLE		FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0815-83.00	Florence: Water Line Replace South	500	26,000	181,500				207,500
0816-84.00	Florence: Water Line Replace North	500	56,000	402,000				458,000
0818-20.09	1st Street Water Main Replacement-PROJECT COMPLETED	340,000						
0819-21.01	Parquet Street Water Line Replacement (combined City project #1000-21.01)	51,000	551,000					551,000
0820-23.03	NEW: Pleasant Hill Road Water Line from Mitchell Ct. to Lynch Rd.		2,000	225,000	1,522,000			1,749,000
0821-23.09	NEW: Water System Master Plan Update				120,000			120,000
		392,000	635,000	808,500	1,642,000			3,085,500
PROJECT FUNDING SOURCES								
001	Grant - Unsecured				1,522,000			1,522,000
501	Water Capital Fund	392,000	635,000	808,500	120,000			1,563,500
		392,000	635,000	808,500	1,642,000			3,085,500

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			180,000				180,000
9002 - Project Management	500	1,000	1,500				2,500
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		25,000					25,000
EXPENDITURE TOTALS	500	26,000	181,500				207,500
FUNDING SOURCES							
501-Water Capital Fund	500	26,000	181,500				207,500
FUNDING TOTALS	500	26,000	181,500				207,500

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection			400,000				400,000
9002 - Project Management	500	1,000	2,000				3,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design		55,000					55,000
EXPENDITURE TOTALS	500	56,000	402,000				458,000
FUNDING SOURCES							
501-Water Capital Fund	500	56,000	402,000				458,000
FUNDING TOTALS	500	56,000	402,000				458,000

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

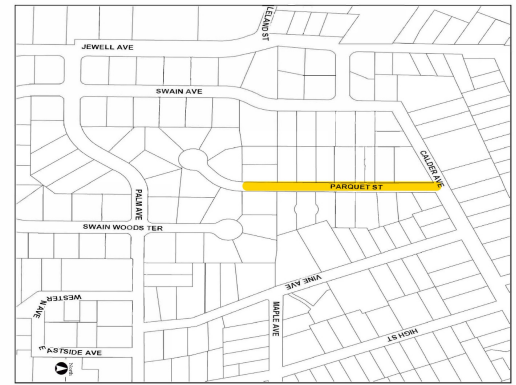
GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and long-term planning projects to be consistent with all applicable City infrastructure plans, including the Water Master Plan, the Sanitary Sewer System Utility Master Plan, Stormwater Management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

EXPENDITURES	FY22-23	2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
	Estimated						
9001 - Construction/Inspection	313,000						0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design	27,000						0
EXPENDITURE TOTALS	340,000						0
FUNDING SOURCES							
501-Water Capital Fund	340,000						0
FUNDING TOTALS	340,000						0

Project No: 0819-21.01

Category: Water Projects

Project Location: Parquet Street



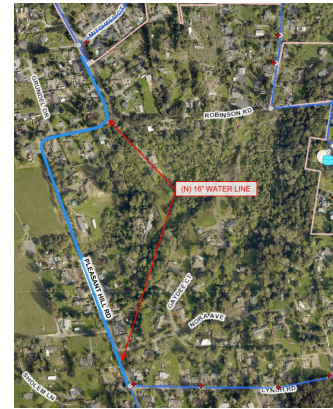
DESCRIPTION: Replace approximately 800 lineal feet of 6-inch water line on Parquet Street. This work includes slurry seal of Parquet Street that is affected by the water line replacement work. The work is being completed with the Parquet Street Sewer Line Replacement project #0615-21.01).

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection	50,000	550,000					550,000
9002 - Project Management	1,000	1,000					1,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	51,000	551,000					551,000
FUNDING SOURCES							
501-Water Capital Fund	51,000	551,000					551,000
FUNDING TOTALS	51,000	551,000					551,000

Project No: 0820-23.03
Category: Water Projects
Project Location: Pleasant Hill Rd.



DESCRIPTION: This project will create a looped water main intertie between the 16” main in Pleasant Hill Road at Mitchell Court and the 16” main in Lynch Road. This area of the City’s Zone 2 pressure zone is at risk of water service loss if the existing mains are interrupted by maintenance, failure or if water pressure is lost to Zone 2. A secondary loop connecting Pleasant Hill Road with Lynch Road would add the redundancy that is needed for maintenance operations or emergency repairs. Approximately 3,200 feet of new pipe is required to create the looped system. Most of the new water main would be located outside City limits and within County right-of-way. The County trench paving standard requires overlay of an entire lane in addition to the trench.

JUSTIFICATION: This project is also identified in the City's Local Hazard Mitigation Plan. Staff will be pursuing FEMA and other emergency grants for the construction of the project.

GENERAL PLAN Goals and Policies: Community Services and Facilities CSF 1-5: Require development, infrastructure, and illw-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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection				1,520,000			1,520,000
9002 - Project Management		2,000	25,000	2,000			29,000
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design			200,000				200,000
EXPENDITURE TOTALS		2,000	225,000	1,522,000			1,749,000
FUNDING SOURCES							
001-Grant - Unsecured				1,522,000			1,522,000
501-Water Capital Fund		2,000	225,000				227,000
FUNDING TOTALS		2,000	225,000	1,522,000			1,749,000

Project No: 0821-23.09
Category: Water Projects
Project Location: Citywide



DESCRIPTION: This project will update the 2005 Water System Master Plan. The plan will include a hydraulic modeling and system capacity analysis for the entire city and identify a Capital Improvement Program to upgrade system deficiencies.

JUSTIFICATION: Master plans should be updated every 5 years and the water master plan was last conducted in 2005.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services							0
9004 - Property Purchases							0
9005 - Predesign/Design				120,000			120,000
EXPENDITURE TOTALS				120,000			120,000
FUNDING SOURCES							
501-Water Capital Fund				120,000			120,000
FUNDING TOTALS				120,000			120,000

Category Summary Report

City of Sebastopol FY 2023-24 to 2027-28

9 - Arts Projects

PROJECT TITLE	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
0901- Ned Kahn: "Sebastopol Spire"	6,500	45,000					45,000
0903- City Sponsorship of New Art Project		5,500					5,500
	6,500	50,500					50,500
PROJECT FUNDING SOURCES							
203 Art-In-Lieu Fund	6,500	50,500					50,500
	6,500	50,500					50,500

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



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. In the prior year, Council authorized a budget of \$52,000 for this artwork to include \$45,000 for the Ned Kahn "Sebastopol Spire" art piece.

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
	FY22-23 Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection		45,000					45,000
9002 - Project Management							0
9003 - Professional Services	6,500						0
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS	6,500	45,000					45,000
FUNDING SOURCES							
203-Art-In-Lieu Fund	6,500	45,000					45,000
FUNDING TOTALS	6,500	45,000					45,000

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. The cost is not yet known and therefore "TBD" is shown in FY 2023-24.

JUSTIFICATION: The funding for this project comes from the City's dedicated Art In-Lieu Fund and this 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	FY22-23						PROJECT TOTAL
	Estimated	2023-24	2024-25	2025-26	2026-27	2027-28	
9001 - Construction/Inspection							0
9002 - Project Management							0
9003 - Professional Services		5,500					5,500
9004 - Property Purchases							0
9005 - Predesign/Design							0
EXPENDITURE TOTALS		5,500					5,500
FUNDING SOURCES							
203-Art-In-Lieu Fund		5,500					5,500
FUNDING TOTALS		5,500					5,500