



CITY OF SEBASTOPOL

FISCAL YEAR 2024 - 2025 BUDGET





Diana Rich, Mayor
Term Expires - November 2024



Stephen Zollman, Vice Mayor
Term Expires - November 2026

Meet the City Council

Sebastopol



Neysa Hinton
Term Expires - November 2024



Sandra Maurer
Term Expires - November 2026



Jill McLewis
Term Expires - November 2026



CITY OFFICIALS

City Council:

- Diana Gardner Rich, Mayor
- Stephen Zollman, Vice Mayor
- Neysa Hinton, Councilmember
- Sandra Maurer, Councilmember
- Jill McLewis, Councilmember

City Staff (Support):

City Manager	Don Schwartz
City Attorney	Contract
Assistant City Manager City Clerk	Mary Gourley
Administrative Services Director	Ana Kwong
Building Official	Steve Brown (Contract)
City Engineer.....	Mario Landeros (Contract)
Fire Chief	Dave Bray (Contract)
Planning Director	David Woltering (Interim)
Police Chief	Ronald Nelson
Public Works Superintendent	Dante Del Prete

Advisory Commissions or Committees:

- Planning Commission
- Design Review Board
- Public Arts Committee
- Climate Action Committee

A - INTRODUCTION

Budget Transmittal Letter	1
GFOA Budget Presentation Award	2
Organizational Chart	3-4
Statistics	5
Budget Committee Protocol	6-7
Budget Timeline	8
Goals and Priorities	9

B - GENERAL FUND

General Fund Financial Schedule	10
General Fund Revenues Detailed	11-12
General Fund Transfers	13
General Fund Revenues Footnotes	14-15
General Fund Reserves	-----
Buildings, Facilities & Infrastructure Reserve Fund	16-17
Equipment, Technology & Vehicle Reserve Fund	18-19
Pension and OPEB Fund	20

C - DEPARTMENT SUMMARIES

Departmental Budgets	
10 - City Council	21-25
11 - City Manager	26-30
12 - City Attorney	31-34
13 - Assistant City Manager City Clerk	35-39
14 - Administrative Services (Finance)	40-45
21 - Planning	46-50
22 - Building	51-55
23 - Engineering	56-61
31 - Fire	62-69
32 - Police	70-77
41 - Public Works	78-94
40 - Senior Center	95-98
42 - Community Cultural Center	99-102
43- Ives Pool	103-106

D - NON DEPARTMENTAL

00 - Non Departmental Budget	107-110
Debt Service Narrative	111
Debt Service Schedules	112-113

E - OTHER NON-MAJOR FUNDS

Non Major Fund Narrative	114
Non-Major Governmental	-----
Tree Replacement Fund	115
Permit Technology Fund	116
Street Pavement Reserve Fund	117-118
Vehicle Abatement Fund	119
Flood Mitigation Fund	120
Police Endowment Fund	121

F - SPECIAL REVENUE FUND

Special Revenue Fund Narrative	122-124
Gas Tax Fund	125-126
All Other Funds	127-160

G - INTERNAL REVENUE SERVICE FUND

Insurance Fund	161-162
----------------	---------

TABLE OF CONTENTS

H - ENTERPRISE FUND

Water/Wastewater Narrative	163
Water Fund	164-167
Wastewater Fund	168-171

I - ASSESSMENT DISTRICT FUND

Streets Lighting District Budget	172
----------------------------------	-----

J - CAPITAL IMPROVEMENT PLAN

Table of Contents	-----
Global Summary Report	-----
CIP Detail	-----

K - FINANCIAL FORECAST & OTHERS

Financial Forecast Model	-----
Authorized Position -Full Time Equivalent (FTE) Staffing List	173-175
City Membership/JPA Listing	176
Appropriations Limit Worksheet	177

L- CITY COUNCIL POLICIES

Financial Policy	178-185
Purchasing Policy	186-240
Investment Policy	241-247
Capitalization Policy	248-251
Vehicle, Travel & Reimbursement Policy	252-263

M - GLOSSARY

Financial and Budget Terms Glossary	264-266
Fund Structure Chart	267
Description of Funds	268-271
Budget Adoption & Other Resolutions	

City of Sebastopol

FISCAL YEAR 2024-25



The section for the budget transmittal letter is currently under development and will be made available at a later date



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sebastopol
California**

For the Fiscal Year Beginning

July 01, 2023

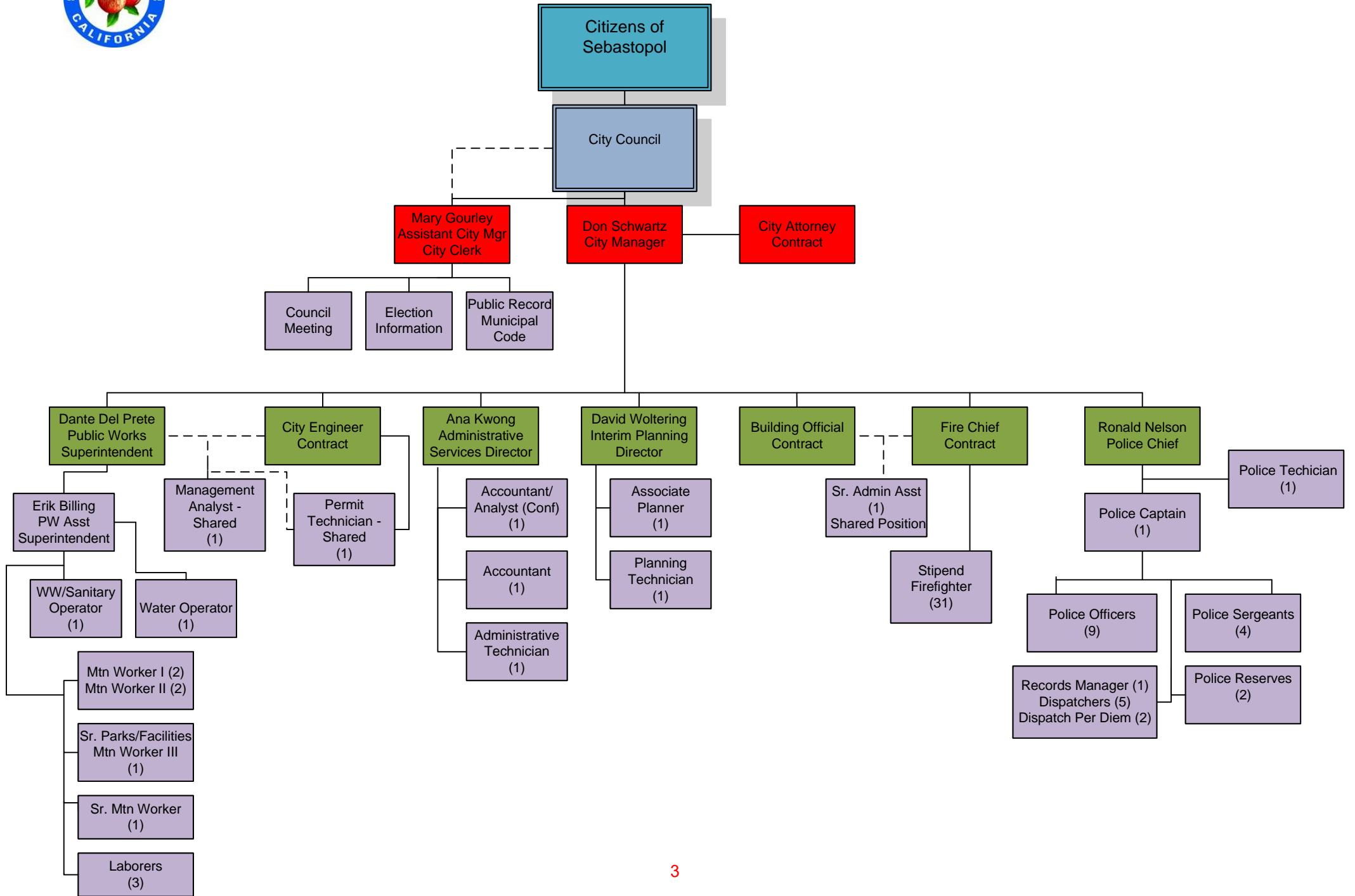
Christopher P. Morrill

Executive Director



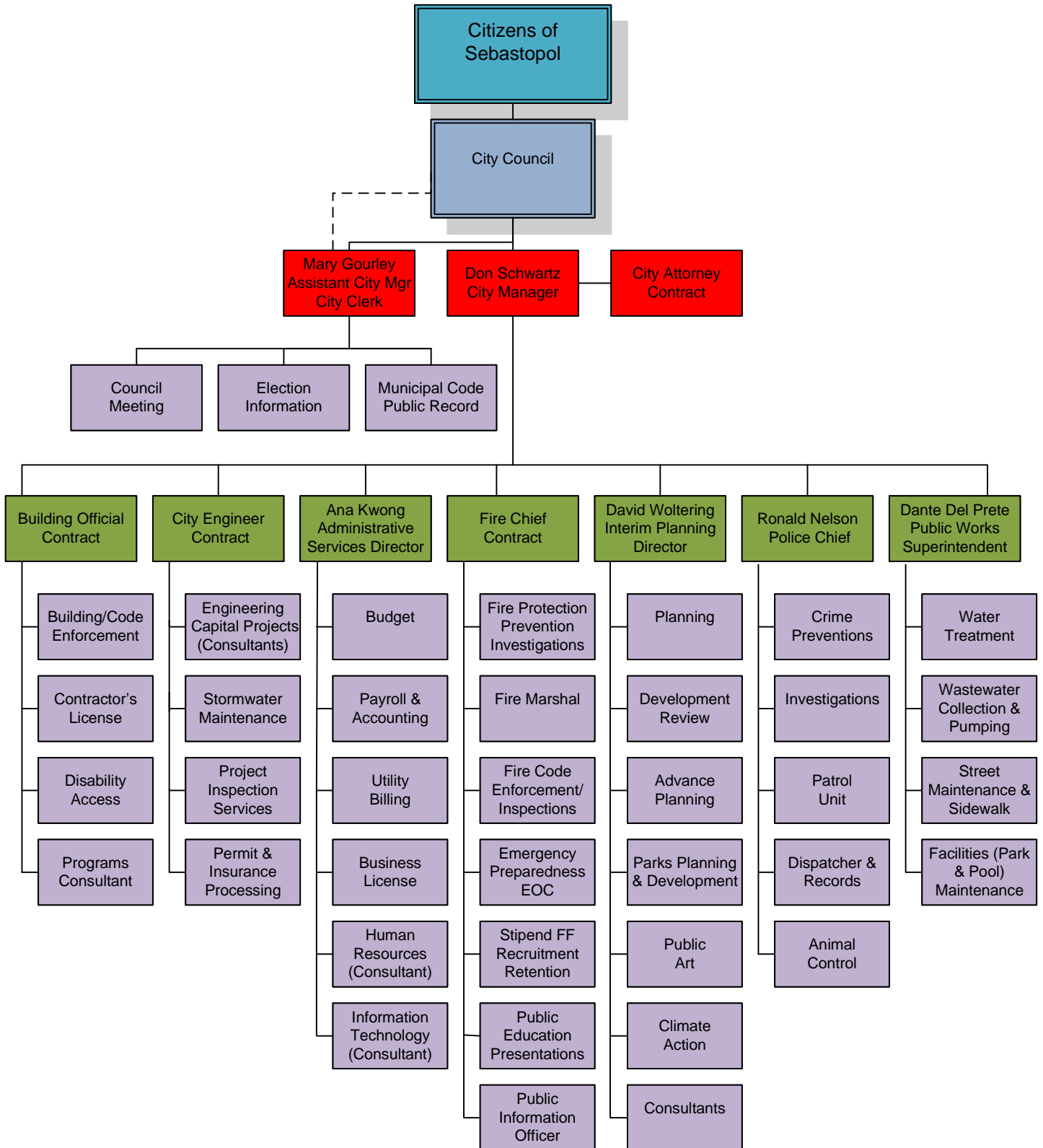
DRAFT PROPOSED BUDGET AS OF JULY 2, 2024 City Wide Organization Chart by Allocated Position

FY 2024-25 Proposed Budget
City Organization





City Wide Organization Chart by Function





STATISTICS

Date of Incorporation	1902
Form of Government	Council/City Manager
Estimated Population as of January 1, 2023	7,348
Area in Square Miles	1.853
Fire Protection	2023
Number of Full Time Equivalents	2.5
Number of Volunteers	30
Calls for Service (2023 Calendar Year)	1,331
Fire Inspections (2023 Calendar Year)	140
Police Protection	
Sworn Police Officers	14
Civilian Employees	8
Calls for Service (2023 Calendar Year)	15,552
Adult Arrests (2023 Calendar Year)	315
Water and Sewer Utility	
Active Residential Accounts	2,489
Active Commerical Accounts	473
Average Daily Water Consumption (2023)	791,781
Ground Storage Capacity (gallons)	7.5 million
Elevated Storage Capacity (gallons)	0- no elevated tanks
Ground Water Production Capacity (gallons per day)	3,230,000
Pump Capacity (gallons per minute)	2,300
Waste Water Treatment Capacity (gallons per day)	840,000
Building Permits	
Residential Building Permits (2023 Calendar Year)	432
Residential Assessed Valuation	24,309,940
Commerical Building Permits	46
Commercial Assessed Valuation	3,331,940

City Council Policy

CITY BUDGET COMMITTEE (STANDING COMMITTEE)

Budget Process

PURPOSE:

Once a year, the City Council approves a budget that outlines the policies and fiscal actions to be taken by the City. The Budget Committee is a standing committee that reviews the proposed operating and capital budget each fiscal year and makes a recommendation on the budget to the City Council for final enactment. The budget process is structured each year to achieve the fiscal and policy goals for the upcoming fiscal year as well as periodically review and provide policy guidance to staff related to budgetary analysis and fiscal action plans and provide reports to the City Council for review and or action.

This committee shall consider and make recommendations to the Council on matters relating to:

- Revenues
- Expenditures
- Capital Improvement projects
- Fiscal Planning and Policies;
- Taxes and Fees;
- Investment Policy;
- Debt; and
- Such related fiscal issues as may be referred to it by the Council.

COMMITTEE MAKE UP:

The Budget Committee shall consist of the following:

- Two Councilmembers appointed by the City Council through Council Committee Assignments
- City Manager
- Assistant City Manager/City Clerk
- Administrative Services Director

POSTING OF AGENDAS:

Whether or not a regular meeting schedule is adopted, an agenda shall be posted for each standing committee meeting not later than 72 hours before any meeting.

PUBLIC INVOLVEMENT:

Public involvement shall be encouraged in the annual budget decision-making process through Standing Committee meetings, public hearings, public outreach, and the dissemination of accessible information. Public participation efforts will allow the City to improve performance by identifying public needs, priorities and service delivery expectations. Increased public involvement will allow the City to be more responsive to community needs, thereby increasing the value that the public receives from City government.

ATTENDANCE BY COUNCILMEMBERS NOT ON THE COMMITTEE:

Members of the Council who are not members of a standing committee may attend any open and noticed meeting of a standing committee provided that they act only as observers. It is suggested that Members do not make any comments.

REQUESTS OF STAFF:

Standing Committee Councilmembers may request research from staff on new ideas to allow them to report back to the standing committee and if the standing committee supports the idea, the idea will be presented to City Council for direction or a vote.

BUDGET PROCESS: The budgeting process has four parts. The budget is: 1) prepared, 2) approved, 3) adopted, and 4) executed.

A fiscal year begins July 1 and ends June 30. From February to June, every year, City staff, the Mayor and City Council work together to create a balanced budget by June 30, as required by law.

PROPOSED BUDGET COMMITTEE PROCESS:

1. The City administrative team will be responsible for producing an initial recommended draft Budget to submit to the Budget Committee. The administrative team will consist of the City Manager, Assistant City Manager/City Clerk, and Administrative Services Director.
2. Department Directors will submit departmental budgets each year to the Administrative Services Director upon established timelines.
3. Upon receipt of the departmental budget requests, the Administrative Services Director will prepare a draft budget document to be used for review by the City administrative team.
4. This team will meet with Department Heads as needed, consider departmental budgetary requests as appropriate, and complete any other steps needed to provide the Budget Committee with an initial recommended draft Budget. The initial recommended draft Budget will be accompanied by a written report to the Budget Committee, providing an overview of the budget, summarizing any specific challenges presented by that year's budget, summarizing changes made by the Team to Departmental budgets; and identifying any unresolved issues to be addressed by the Budget Committee. The information submitted to the Budget Committee will include any background information the City administrative team believes will be relevant to the Budget Committee's decision-making regarding unresolved issues to be addressed by the Budget Committee. This initial draft Budget submitted to the Budget Committee will include draft versions of all portions of the final Budget for the year. This step will be an internal City staff process to be completed before Budget Committee meetings begin.

The Budget Committee will receive the initial recommended draft Budget produced by the administrative team, and will meet to discuss the recommendations of the administrative team. The Budget Committee will not hold individual meetings with Department Directors unless specifically requested by the Budget Committee. The Budget Committee will rely on the internal City staff process to do the necessary research and analysis to support the recommendations in the initial recommended draft Budget, and will focus on reviewing that document as well as any other materials provided by the administrative team, and addressing any unresolved issues. The Budget Committee will review and revise the initial recommended draft Budget as needed, and will produce a final draft Budget to be presented to the City Council at a duly noticed public hearing for discussion, review, and approval.

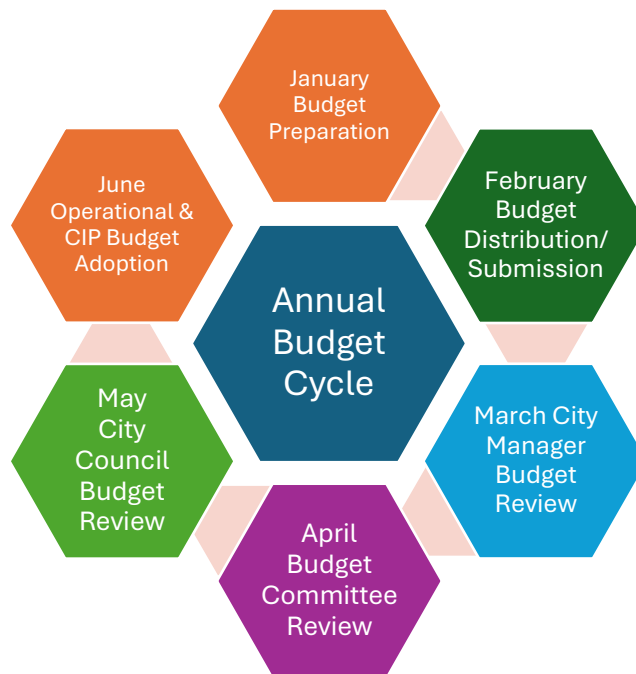
In addition to the process above, the Administrative Services Director shall be responsible for:

1. Prepare a Budget Calendar for Fiscal Year Budget and take to City Council for approval
2. Request budget input from all Department Directors
3. Request budget input from Community Benefit Grant Applicants
4. Prepare a draft budget as listed above
5. Shall be responsible for publishing all the notices required by Government Statute.
6. Shall be responsible for monitoring budget expenditures during the budget year and notifying the Council of the need to make any budget changes required after adoption.

Budget Timeline

The budget serves as the City's strategic blueprint for delivering efficient services and managing the revenues that sustain them. It is a pivotal element in the City's framework for financial planning, management, and oversight. As a financial roadmap, the budget outlines the anticipated revenue and expenditures for the fiscal year, aiming to provide a transparent, coherent, and comprehensive financial strategy to achieve the City's aspirations and objectives.

The schedule below is the summary of the public planning and reporting meetings for the current budget cycle. The outline below details Sebastopol annual budget cycle. All dates are subject to change by the City Council.



City of Sebastopol

FISCAL YEAR 2024-25



This section is reserved for outlining the **City of Sebastopol City Council Goals and Priorities**, which are currently under development
The **FY24-25 Budget** includes designated funds for a session to establish these goals and priorities.



**GENERAL FUND
FINANCIAL SCHEDULE**

Description	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs Adjusted Budget	% Change Proposed vs Adjusted Budget
OPERATING REVENUE							
Property Tax	3,293,347	3,241,600	3,241,600	3,441,000	3,620,000	378,400	11.7%
Real Property Transfer Tax	49,530	50,000	50,000	40,000	40,000	(10,000)	-20.0%
Sales Taxes	4,718,318	4,794,560	4,794,560	4,536,000	4,563,925	(230,635)	-4.8%
User Taxes	858,334	908,000	908,000	865,900	887,175	(20,825)	-2.3%
Transient Occupancy Tax	544,128	500,000	500,000	506,000	519,000	19,000	3.8%
Franchise Fees	468,871	410,000	410,000	490,000	502,250	92,250	22.5%
Licenses & Permits	709,578	439,500	439,500	482,500	1,442,500	1,003,000	228.2%
Fines & Special Assessments	51,623	47,500	47,500	70,200	66,700	19,200	40.4%
Intergovernmental Revenues	2,068,971	16,700	16,700	433,710	22,890	6,190	37.1%
Interest & Rents	31,471	96,000	96,000	123,450	132,250	36,250	37.8%
Charges for Services	182,938	124,100	124,100	122,530	136,800	12,700	10.2%
Miscellaneous Revenue	788,352	130,500	130,500	120,010	183,225	52,725	40.4%
Cost Allocation Plan	2,189,693	2,476,141	2,476,141	2,476,141	1,761,797	(714,344)	-28.8%
Transfers In	102,500	102,000	102,000	112,000	475,951	373,951	366.6%
TOTAL REVENUES	16,057,653	13,336,601	13,336,601	13,819,441	14,354,463	1,017,862	7.6%
OPERATING EXPENDITURE							
10 - City Council	503,256	212,311	212,311	202,615	199,625	(12,686)	-6.0%
11 - City Manager	340,598	472,139	672,139	471,412	718,885	46,746	7.0%
12 - City Attorney	461,932	645,240	645,240	759,135	647,900	2,660	0.4%
13 - City Clerk	424,717	426,745	426,745	403,857	430,771	4,026	0.9%
14 - Finance	1,218,805	1,401,180	1,401,180	1,328,543	1,397,523	(3,657)	-0.3%
21 - Planning	596,114	643,456	643,456	542,434	666,426	22,970	3.6%
22 - Building	248,051	249,279	249,279	237,689	302,220	52,941	21.2%
23 - Engineering	515,766	584,197	584,197	586,898	553,020	(31,177)	-5.3%
31 - Fire & Prevention	1,302,704	1,553,903	1,553,903	1,287,858	1,535,910	(17,993)	-1.2%
32 - Police	5,002,699	5,477,732	5,477,732	5,224,185	5,356,488	(121,244)	-2.2%
40 - Senior Center	64,732	69,572	69,572	74,722	40,038	(29,534)	-42.5%
41 - Public Works	1,672,896	1,873,794	1,873,794	1,726,216	1,772,079	(101,715)	-5.4%
42 - Community Center	442,528	322,830	322,830	318,465	168,724	(154,106)	-47.7%
43 - Ives Pool	146,925	275,355	275,355	281,655	296,301	20,946	7.6%
00 - Non Departmental	280,357	289,000	289,000	239,454	191,645	(97,355)	-33.7%
Debt Service Payments	254,140	265,903	265,903	208,043	446,094	180,191	67.8%
Transfers Out	167,572	251,500	251,500	151,500	300,000	48,500	19.3%
Wastewater Fund Loan ⁽¹⁾	-	-	-	1,100,000	-	-	0.0%
Transfers Out - Library Project - Phase 1	60,591	-	-	294,902	-	-	0.0%
Transfers Out - Library Project - Phase 2	-	-	-	351,633	-	-	0.0%
Transfer Out - Police Donation	-	-	-	270,212	-	-	0.0%
TOTAL EXPENDITURES	13,704,385	15,014,136	15,214,136	16,061,428	15,023,649	(190,487)	-1.3%
Net General Fund Surplus/(Deficit) ⁽²⁾	2,353,268	(1,677,535)	(1,877,535)	(2,241,987)	(669,186)	1,208,349	
Beginning Unassigned Fund Balance	3,450,550	5,808,703	5,808,703	5,808,703	3,566,716		
Ending Unassigned Fund Balance	5,808,703	4,131,168	3,931,168	3,566,716	2,897,530		
RESERVE							
Policy Reserve Level (Minimum-15%)	2,055,658	2,252,120	2,282,120	2,409,214	2,253,547		
Actual Reserve Level	42.4%	27.5%	25.8%	22.2%	19.3%		
Policy Reserve Level (Goal-20%)	2,740,877	3,002,827	3,042,827	3,212,286	3,004,730		
Actual Reserve Level	42.4%	27.5%	25.8%	22.2%	19.3%		
⁽¹⁾ This is general fund loaning \$1.1M to the wastewater fund							
⁽²⁾ Operating deficit without loan is \$1.14M for FY23-24							

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

GENERAL FUND REVENUES DETAILED							
The information pertaining to each footnote is located in the section that follows the transfers schedule							
Revenue Categories	2022-23 Actual	2023-24 Adopted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	Footnote	\$ Inc/(Dec) Proposed vs Adjusted Budget	% Change Proposed vs Adjusted Budget
3000 - Property Tax Secured / Unsecured	2,384,387	2,315,600	2,485,000	2,595,000		279,400	12.1%
3002 - Real Property Transfer Tax	49,530	50,000	40,000	40,000	1	-10,000	-20.0%
3004 - Property Tax in Lieu of VLF	908,960	926,000	956,000	1,025,000		99,000	10.7%
Property Tax	3,342,877	3,291,600	3,481,000	3,660,000		368,400	11.2%
3010 - Sales Tax-Bradley Burn	2,255,817	2,306,000	2,171,000	2,173,000	2	-133,000	-5.8%
3011 - Sales Tax-1/4 cent (T)	780,207	789,060	750,000	760,000	2	-29,060	-3.7%
3012 - Sales Tax-1/2 cent (Q)	1,572,895	1,586,000	1,509,000	1,520,125	2	-65,875	-4.2%
3014 - Sales Tax-Prop 172	109,400	113,500	106,000	110,800	2	-2,700	-2.4%
Sales Taxes	4,718,318	4,794,560	4,536,000	4,563,925		-230,635	-4.8%
3020 - Transient Occupancy Tax	544,128	500,000	506,000	519,000	3	19,000	3.8%
3050 - Garbage Franchise	260,922	215,000	294,000	301,350	4	86,350	29.4%
3051 - PG&E Franchise	113,597	120,000	121,000	124,025	4	4,025	3.3%
3052 - Cable TV Franchise	94,352	75,000	75,000	76,875	4	1,875	2.5%
Franchise Fees	468,871	410,000	490,000	502,250		92,250	22.5%
3055 - Vehicle in lieu Tax	7,710	6,000	10,000	10,000		4,000	66.7%
3056 - UUT PG&E	421,904	422,000	418,200	428,600	5	6,600	1.6%
3057 - UUT Sonoma Clean Power	128,652	132,000	132,000	135,300	5	3,300	2.5%
3058 - UUT Garbage	84,878	85,000	96,000	98,400	5	13,400	15.8%
3059 - UUT Cable	57,239	57,000	75,000	76,875	5	19,875	34.9%
3060 - UUT Misc	156,671	204,500	133,200	136,500	5	-68,000	-33.3%
3061 - UUT (AB-1717)	1,280	1,500	1,500	1,500		-0	0.0%
User Taxes	858,334	908,000	865,900	887,175		-20,825	-2.3%
3101 - Business License	145,992	135,000	140,000	140,000		5,000	3.7%
3102 - Business License-Late Fees	5,443	2,500	2,500	2,500		-0	0.0%
3103 - Building Permits	558,093	300,000	340,000	1,300,000	6	1,000,000	333.3%
3104 - Pet Shelter Release Fee	50	2,000	-0	-0		-2,000	-100.0%
Licenses & Permits	709,578	439,500	482,500	1,442,500		1,003,000	228.2%
3105 - Vehicle/ Criminal Code Fines	10,388	15,000	15,000	13,700		-1,300	-8.7%
3106 - Parking Fines	18,378	11,000	18,000	18,000		7,000	63.6%
3107 - RBS Training Fees	12,800	12,000	13,200	12,000		-0	0.0%
3110 - Business License - DSA 70% \$1	5,735	5,000	5,000	5,000		-0	0.0%
3202 - State Mandated Cost Reimb	4,322	4,500	19,000	18,000	7	13,500	300.0%
Fines & Special Assessments	51,623	47,500	70,200	66,700		19,200	40.4%
3203 - POST Reimb	3,096	2,700	2,700	2,700		-0	0.0%
3204 - Casino Mitigation	19,149	14,000	19,380	20,190		6,190	44.2%
3206 - County Grant	-0	-0	60,000	-0	8	-0	0.0%
3207 - State Grant	395,493	-0	351,630	-0	9	-0	0.0%
3209 - Federal Grant	1,651,233	-0	-0	-0		-0	0.0%
Intergovernmental Revenues	2,068,971	16,700	433,710	22,890		6,190	37.1%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

GENERAL FUND REVENUES DETAILED							
The information pertaining to each footnote is located in the section that follows the transfers schedule							
Revenue Categories	2022-23 Actual	2023-24 Adopted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	Footnote	\$ Inc/(Dec) Proposed vs Adjusted Budget	% Change Proposed vs Adjusted Budget
3300 - Interest Income	-21,286	45,000	70,000	77,000		32,000	71.1%
3301 - Cell Tower Lease Rental	39,608	41,200	41,200	43,000		1,800	4.4%
3302 - City Property Rental - Little League	2,974	2,300	2,300	2,300		-0	0.0%
3304 - City Property Rental - Parking Space	500	500	500	500		-0	0.0%
3305 - City Property Rental - Palm Ave	3,000	2,000	2,250	2,250		250	12.5%
3401 - Plaza and Special Event Fees	6,675	5,000	7,200	7,200		2,200	44.0%
Interest & Rents	31,471	96,000	123,450	132,250		36,250	37.8%
3404 - Credit Card Transaction Fee	177	-0	1,000	1,000		1,000	0.0%
3405 - Finance Fee	7,407	8,000	5,000	5,000		-3,000	-37.5%
3406 - Pet Shelter Release Fee	-0	1,900	-0	-0		-1,900	-100.0%
3425 - Fire Dept Fees	57,534	30,000	30,000	40,000		10,000	33.3%
3426 - Planning Fees	44,217	25,000	25,000	21,000		-4,000	-16.0%
3427 - Special Projects Plans/Specs	200	500	-0	-0		-500	-100.0%
3428 - GIS Fees	460	200	-0	-0		-200	-100.0%
3441 - Encroachment Permits Fee	27,074	30,000	30,000	30,000		-0	0.0%
3442 - Grading Permit Fee	1,032	500	1,030	1,000		500	100.0%
3445 - Public Works Services	8,940	1,500	7,000	7,500		6,000	400.0%
3502 - Police Services	17,240	15,000	15,000	18,000		3,000	20.0%
3504 - Impounded Vehicle Release Fee	2,240	2,500	1,800	1,800		-700	-28.0%
3505 - Police Reports Copy Fee	3,878	2,000	4,000	4,000		2,000	100.0%
3506 - Police False Alarms Fee	3,400	-0	-0	-0		-0	0.0%
3507 - Police OT Reimbursement	9,139	7,000	2,700	7,500		500	7.1%
Charges for Services	182,938	124,100	122,530	136,800		12,700	10.2%
3801 - Sales of Surplus Equipment	31,222	10,000	-0	10,000		-0	0.0%
3804 - Insurance Claims	224,633	5,000	450	500		-4,500	-90.0%
3805 - Miscellaneous Income	9,178	-0	100	100		100	0.0%
3806 - Donations & Contributions	427,775	-0	500	500		500	0.0%
3807 - Rebates	14,100	10,000	14,000	14,000		4,000	40.0%
3810 - Pool Expense Reimbursement	81,445	105,500	104,960	158,125	10	52,625	49.9%
Miscellaneous Revenue	788,352	130,500	120,010	183,225		52,725	40.4%
3998 - Cost Allocation Plan	2,189,693	2,476,141	2,476,141	1,761,797	11	-714,344	-28.8%
3999 - Transfers In	102,500	102,000	112,000	475,951	12	373,951	366.6%
Total Revenue	16,057,653	13,336,601	13,819,441	14,354,463		1,017,862	7.6%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

GENERAL FUND - TRANSFERS SCHEDULE							
Description	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs Adjusted Budget	% Change Proposed vs Adjusted Budget
TRANSFERS IN/(OUT)							
Transfer in							
From Building, Facilities & Infra Reserve (Fund 103)		-	-	-	41,400	41,400	0.0%
From Vehicle Abatement (Fund 125)	-	2,000	2,000	2,000	4,500	2,500	125.0%
From Housing Linkage Fee (Fund 204)					50,000	50,000	0.0%
From Inclusionary Housing (Fund 205)					22,000	22,000	0.0%
From Police Grant (Fund 209)	107,373	100,000	100,000	110,000	120,000	20,000	20.0%
From Measure H (Fund 248)		-	-	-	238,051	238,051	0.0%
3999 - Transfers In	107,373	102,000	102,000	112,000	475,951	373,951	366.6%
Transfer out							
To Retirement Fund	-	(100,000)	(100,000)	-	-	100,000	-100.0%
To Police Endowment Fund	-	-	-	(270,212)	-	-	0.0%
To Sewer Fund	-	-	-	(1,100,000)	-	-	0.0%
To Capital Project Fund	-	(151,500)	(151,500)	(798,035)	-	151,500	-100.0%
To Building, Facilities & Infra Reserve (Fund 103)	-	-	-	-	(150,000)	(150,000)	0.0%
To Equipment, Technology & Vehicle (Fund 104)	-	-	-	-	(150,000)	(150,000)	0.0%
4999 - Transfers Out	(0)	(251,500)	(251,500)	(2,168,247)	(300,000)	(48,500)	19.3%
TOTAL TRANSFERS	107,373	(149,500)	(149,500)	(2,056,247)	175,951		

General Fund Revenue Footnotes:

Footnote – Item#1

The projected revenue is estimated based on the current year's collections, which reflect fewer sales with high interest rates. We anticipate continuation of this situation in FY 24-25.

Footnote – Item#2

The sales tax figures are derived from the latest information provided by our sales tax advisor.

Footnote – Item#3

The TOT is calculated based on the collections for FY 23-24, with a 2.5% inflation factor for FY 24-25.

Footnote – Item#4

Franchise collections are based on current year's collections, adjusted with a 2.5% inflation factor

Footnote – Item#5

UUT collections are based on current year's collections, adjusted with a 2.5% inflation factor

Footnote – Item#6

We are estimating an increase of \$100,000 in revenues from building fees from increased fees that better cover costs for the normal level of activity. We are estimating an additional \$800,000 in revenues from anticipated building of the Canopy project, along with the fee increase to better cover costs.

Footnote – Item#7

Reimbursement from State for Police Dept for Racial Identity Profiling Act.

Footnote – Item#8

Do not anticipated County grants received in FY 23-24 for warming center (\$10,000) and EIFD (\$50,000).

Footnote – Item#9

FY 23-24 reflects one-time state grant for Library improvements

Footnote – Item#10

Ives Pool utility reimbursement. Cost housed in Ives Pool budget

Footnote - Item#11

The water and sewer funds pay for a portion of City administrative costs that are funded through the General Fund. These costs include Finance, City Manager, City Clerk, HR, and others. The City recently reviewed the method for calculating that payment. That review showed that the water and sewer funds should pay \$714,000 less to the General Fund, as shown in the table.

In the past, such reimbursements were treated as a reduction in General Fund expenses. We now record these reimbursements as revenues for the General Fund, providing a more accurate representation of revenues and expenses.

Footnote – Item#12

Transfer in from various non governmental and special revenue funds as indicated in the grid below.

TRANSFERS IN FROM VARIOUS FUNDS										
	100 General Fund		103 Building Facilities & Infrastructure		104 Equipment Technology Vehicle		125 Vehicle Abatement Fund			
	Money In	Money Out	Money In	Money Out	Money In	Money Out	Money In	Money Out		
	41,400	(300,000)	150,000	(41,400)	150,000	-		(4,500)		
	4,500									
	50,000									
	22,000									
	120,000									
	238,051									
Total	475,951	(300,000)								
			204 Housing Linkage Fee Fund		205 Inclusionary Housing Fund		209 Supplemental Police Grant		248 Measure H Fire Services	
			Money In	Money Out	Money In	Money Out	Money In	Money Out	Money In	Money Out
				(50,000)		(22,000)		(120,000)	-	(238,051)



BUILDINGS, FACILITIES & INFRASTRUCTURE RESERVE FUND

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	6,519	2,000	2,000	50,000	50,000	48,000	2400.0%
Donations/Contributions	-0	-0	-0	20,000	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	150,000	150,000	0.0%
TOTAL REVENUE	6,519	2,000	2,000	70,000	200,000	198,000	0.0%
OPERATING EXPENSES							
Contracted Services	23,006	-	-	-	10,000	-10,000	0.0%
Council Objectives	-	-	-	-	-	-0	0.0%
Transfers Out - Staff Support	61,334	235,500	235,500	61,785	20,000	-215,500	0.0%
Transfers Out - General Fund Pool Heater	-	-	-	-	41,400		
Capital Outlay	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	84,340	235,500	235,500	61,785	71,400	-225,500	-95.8%
NET BUDGETARY RESULT	(77,821)	(233,500)	(233,500)	8,215	128,600		
Addition/(Use) of Reserves	(77,821)	(233,500)	(233,500)	8,215	128,600		
Beginning Fund Balance (Estimated)	981,241	903,420	903,420	903,420	911,635		
Ending Fund Balance (Estimated)	903,420	669,920	669,920	911,635	1,040,235		

Detail-Buidling, Facilities & Infrastructure							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
4210 - Contracted Services	23,006	-	-	23,215	10,000	10,000	0.0%
4999 - Transfers Out	61,334	235,500	235,500	61,785	61,400	(174,100)	-73.9%
5100 - Capital Outlay	-	-	-	-	-	-	0.0%
TOTAL	84,340	235,500	235,500	85,000	71,400	(164,100)	-69.7%
Pool Heater	-			-	41,400		
0133-23.10 Sunset Ave at Taft, Analy HS	70,000			-	-		
0133-23.10 Sunset Ave at Taft, Analy HS - Donation	20,000			-	-		
0213-20.05 Youth Annex ADA Upgrades	7,500			27,785	5,000		
0214-20.07 City Hall ADA Upgrades	101,500			7,500	20,000		
0215-22.04 ADA Transition Plan Building Improvements Environmental Assessment	26,000			26,500	5,000		
0426-23.08 NEW: Burbank Farm: ADA Parking stall and path	10,500			-			
	235,500			61,785	71,400		



EQUIPMENT, TECHNOLOGY & VEHICLES RESERVE FUND

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	38,226	-0	-0	24,700	-0	-0	0%
Interest & Rents	3,968	-0	-0	50,000	10,000	10,000	0%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0%
Transfer in	-0	-0	-0	-0	150,000	150,000	0%
TOTAL REVENUE	42,194	-0	-0	74,700	160,000	160,000	0%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	-	-0	0%
Capital Outlay	32,857	340,000	340,000	340,000	-	340,000	-100%
Transfers out	-	-	-	-	-	-0	0%
TOTAL OPERATING EXPENSE	32,857	340,000	340,000	340,000	-	340,000	-100%
NET BUDGETARY RESULT	9,337	(340,000)	(340,000)	(265,300)	160,000		
Addition/(Use) of Reserves	9,337	(340,000)	(340,000)	(265,300)	160,000		
Beginning Fund Balance (Estimated)	907,599	916,936	916,936	916,936	651,636		
Ending Fund Balance (Estimated)	916,936	576,936	576,936	651,636	811,636		

Detail-Equipment, Technology & Vehicles							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
4210 - Professional Contract Services							
00 - Non Departmental	-	-	-	-	-	-	0.0%
Total 4210 - Professional Contract Services	-	-	-	-	-	-	0.0%
5100 - Capital Out							
00 - Non Departmental	-	-	-	-	-	-	0.0%
31 - Fire Department	32,857	340,000	340,000	340,000	-	(340,000)	-100.0%
32 - Police	-	-	-	-	-	-	0.0%
Total 5100 - Capital Outlay	-	-	-	-	-	-	0.0%
4999 - Transfer Out							
00 - Transfers Out	-	-	-	-	-	-	0.0%
TOTAL	32,857	340,000	340,000	340,000	-	(340,000)	-100.0%



PENSION AND OPEB FUND 105

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	-32,207	-0	-0	250,000	300,000	300,000	0.0%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0.0%
Transfers In	100,000	100,000	100,000	-0	-0	-100,000	-100.0%
TOTAL REVENUE	67,793	100,000	100,000	250,000	300,000	200,000	200.0%
OPERATING EXPENSES							
Misc Services/Supplies	-	-	-	1,000	1,500	-500	0.00%
TOTAL OPERATING EXPENSE	-	-	-	1,000	1,500	-500	0.00%
NET BUDGETARY RESULT	67,793	100,000	100,000	249,000	298,500		
Addition/(Use) of Reserves	67,793	100,000	100,000	249,000	298,500		
Beginning Fund Balance (Estimated)	2,712,976	2,780,769	2,780,769	2,780,769	3,029,769		
Ending Fund Balance (Estimated)	2,780,769	2,880,769	2,880,769	3,029,769	3,328,269		

CITY COUNCIL



Incorporated in 1902, Sebastopol operates under California's general law with a five-member City Council. Operating under a Council-Manager system, the Council is elected at-large for four-year terms, sets city-wide policies and goals, and oversees the city's operations through the City Manager. The Council also appoints the City Manager, City Attorney, and City Clerk, and meets bi-monthly, with additional sessions for community engagement and regional coordination. The Council appoints the Mayor and Vice Mayor annually.

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - CITY COUNCIL DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	18,000	18,000	-	N/A	NO CHANGE
Benefits	42,084	49,270	7,186	On Going	All city council members have access to medical, dental, and vision coverage paid by the City. Currently, only two council members utilize this benefit, while others opt for reimbursement through in-lieu arrangements. With this being an election year, the budget is prepared to cover all council members for planning purposes.
Contracted Services	63,300	71,200	7,900	One Time	The overall increase in contracted services is primarily due to several key initiatives: <u>Increase:</u> A mini goal-setting session \$10,000 Video editing to address 'Zoom bombing' incidents \$5,000. <u>Decrease:</u> Closed captioning services by \$600. Cost saving achieved by transferring technical support back to the community center from PCA of \$2,500 Legal publication of \$4,000
Services & Supplies	12,465	15,910	3,445	On-Going	Includes \$4,000 for memberships with local organizations representing diverse communities, and membership in Government Alliance on Race and Equity
Equipment Rental/Maintenance	3,500	3,050	(450)	On Going	Decreased in copier lease shared
Conference & Training Expense	1,000	8,525	7,525	One Time	The training budget is allocated in anticipation of 3 council members attending the annual League of California City Conference. Additionally, all council members are budgeted to participate in the "Mayors and Councilmembers" meetings held locally, which provide a platform to engage in discussions about local issues.
Telecommunications	2,460	4,460	2,000	On Going	The internet cost was inadvertently omitted from the FY23-24 budget.
Council Objectives	47,300	6,500	(40,800)	On Going	Shift of the Homeless outreach contract with West County Community Center to the Police Department which has the lead responsibility for the contract, resulted in a reduction of \$36,800. The City Manager assigned this responsibility to the Police Department in the Spring, 2024 with the departure of the Planning Director and recognition that the Police Department works much more closely with the Coordinator than any other department, often making referrals to her. A one-year additional reduction of \$3,500 in free shuttle fares as agreed with Sonoma County Transit Manager A small reduction in cost shared of Mayors' & Councilmembers' clerk \$500 Please note: the budget maintains the suspension of allocations for the sponsorship program.
Allocated Insurance	22,202	22,710	508	On Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Total Expense	212,311	199,625	(12,686)		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - CITY COUNCIL							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	18,900	18,000	18,000	18,000	18,000	-	0.0%
Benefits	33,253	42,084	42,084	35,225	49,270	7,186	17.1%
Contracted Services	46,736	63,300	63,300	42,500	71,200	7,900	12.5%
Services & Supplies	14,759	12,465	12,465	12,650	15,910	3,445	27.6%
Equipment Rental/Maintenance	3,060	3,500	3,500	3,050	3,050	(450)	-12.9%
Conference & Training Expense	9,715	1,000	1,000	1,000	8,525	7,525	752.5%
Telecommunications	6,915	2,460	2,460	4,600	4,460	2,000	81.3%
Council Objectives	355,106	47,300	47,300	63,388	6,500	(40,800)	-86.3%
Allocated Insurance	14,812	22,202	22,202	22,202	22,710	508	2.3%
Total Expense	503,256	212,311	212,311	202,615	199,625	(12,686)	-6.0%

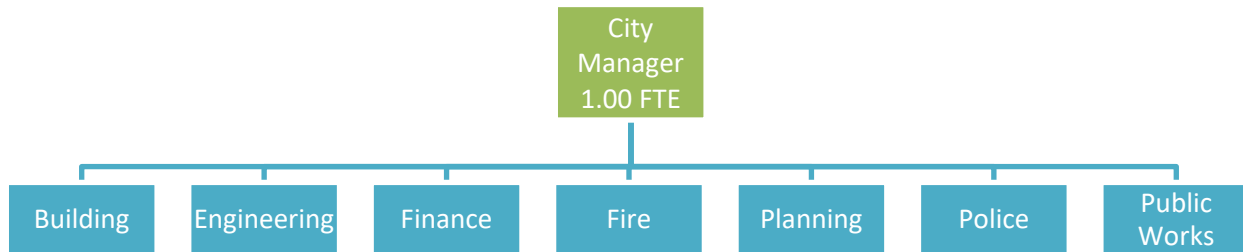
City Council							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	18,900	18,000	18,000	18,000	18,000	-	0.0%
Total Salaries & Wages	18,900	18,000	18,000	18,000	18,000	-	0.0%
Benefits							
4101 - Health in Lieu	17,995	15,200	15,200	10,200	7,280	(7,920)	-52.1%
4105 - Medicare & Fica	1,446	1,377	1,377	1,400	1,377	-	0.0%
4108 - Social Security	-	-	-	-	1,116	1,116	0.0%
4130 - Health Insurance	9,342	19,721	19,721	20,000	33,605	13,884	70.4%
4150 - Dental Insurance	3,733	4,666	4,666	2,900	4,806	140	3.0%
4151 - Vision Insurance	405	540	540	300	506	(34)	-6.3%
4183 - EAP (Employee Asst Prog)	170	175	175	175	175	-	0.0%
4184 - Life Insurance	162	405	405	250	405	-	0.0%
Total Benefits	33,253	42,084	42,084	35,225	49,270	7,186	17.1%
Contracted Services							
4210 - Professional Contract Services	42,595	55,800	55,800	40,000	67,700	11,900	21.3%
4250 - Publications/Legal Notices	4,141	7,500	7,500	2,500	3,500	(4,000)	-53.3%
Total Contracted Services	46,736	63,300	63,300	42,500	71,200	7,900	12.5%
Services & Supplies							
4310 - Office Supplies	462	1,700	1,700	1,000	1,500	(200)	-11.8%
4330 - Misc Supplies & Services	4,535	1,500	1,500	1,800	1,000	(500)	-33.3%
4340 - Postage & Printing	16	100	100	50	100	-	0.0%
4345 - Dues & Subscriptions	9,746	9,165	9,165	9,800	13,310	4,145	45.2%
Total Services & Supplies	14,759	12,465	12,465	12,650	15,910	3,445	27.6%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,060	3,500	3,500	3,050	3,050	(450)	-12.9%
Total Equipment Rental/Maintenance	3,060	3,500	3,500	3,050	3,050	(450)	-12.9%
Conference & Training Expense							
4510 - Conference & Training	3,750	-	-	-	1,975	1,975	0.0%
4515 - Meetings & Travel	5,965	1,000	1,000	1,000	6,550	5,550	555.0%
Total Conference & Training Expense	9,715	1,000	1,000	1,000	8,525	7,525	752.5%
Telecommunications							
4750 - Telecommunications	6,915	2,460	2,460	4,600	4,460	2,000	81.3%
Total Telecommunications	6,915	2,460	2,460	4,600	4,460	2,000	81.3%
Council Objectives							
4800 - Council Approved Initiatives	1,200	-	-	2,888	-	-	0.0%
4820 - Community Grants Program	94,375	-	-	-	-	-	0.0%
4890 - Other Community Support	259,531	47,300	47,300	60,500	6,500	(40,800)	-86.3%
Total Council Objectives	355,106	47,300	47,300	63,388	6,500	(40,800)	-86.3%
Allocated Insurance							
4996 - Allocated Liability Insurance	13,550	20,450	20,450	20,450	21,000	550	2.7%
4997 - Allocated Wrkrs Comp Insurance	1,262	1,752	1,752	1,752	1,710	(42)	-2.4%
Total Allocated Insurance	14,812	22,202	22,202	22,202	22,710	508	2.3%
Total Operation	503,256	212,311	212,311	202,615	199,625	(12,686)	-6.0%

City Council				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		102,190	48	106,995
4210 - Professional Contract Services				
4210 - Professional Contract Services	Closed Captioning (Average \$1,800 per month)	21,600	1	21,600
4210 - Professional Contract Services	Videographer - PCA (Average 6 hours for 1 tech x 28 meetings @85/hour)	14,300	1	14,300
4210 - Professional Contract Services	Videographer - Cody (Average 8 hours for 1 tech x 28 meetings @ \$75/hour)	16,800	1	16,800
4210 - Professional Contract Services	Videographer (Video Editing for Zoom Bombing @85/hour)	5,000	1	5,000
4210 - Professional Contract Services	City Council Goal Setting Consulting Support	10,000	1	10,000
Total 4210 - Professional Contract Services		67,700	5	67,700
4250 - Publications/Legal Notices				
4250 - Publications/Legal Notices	Legal Ads & Public Hearing Notices	3,500	1	3,500
Total 4250 - Publications/Legal Notices		3,500	1	3,500
4310 - Office Supplies				
4310 - Office Supplies	Misc Routine Supplies (Plagues, Record Retention Boxes, Tapes for label)	1,000	1	1,000
4310 - Office Supplies	Paper Allocation	500	1	500
Total 4310 - Office Supplies		1,500	2	1,500
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Plaque & CC Business Cards	1,500	1	1,500
Total 4330 - Misc Supplies & Services		1,500	1	1,500
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Annual Dropbox	125	1	125
4345 - Dues & Subscriptions	Zoom Large Meeting (1 Seat + Large Meeting)	685	1	685
4345 - Dues & Subscriptions	Association of Bay Area Govt (ABAG)	2,750	1	2,750
4345 - Dues & Subscriptions	Chamber of Commerce	250	1	250
4345 - Dues & Subscriptions	League of California Cities	5,200	1	5,200
4345 - Dues & Subscriptions	Sister Cities International	300	1	300
4345 - Dues & Subscriptions	GARE Membership	4,000	1	4,000
Total 4345 - Dues & Subscriptions		13,310	7	13,310
4510 - Conference & Training				
4510 - Conference & Training	League of California Cities Conference Registration	625	3	1,875
	Placeholder for Annual League of Calif Conf	100	1	100
Total 4510 - Conference & Training		725	4	1,975
4515 - Meetings & Travel				
4515 - Meetings & Travel	League of California Cities Conference (Air/Hotel/Transportation)	1,000	3	3,000
4515 - Meetings & Travel	M&C Bi-Monthly Meeting (\$60 x 5 x 6)	300	6	1,800
4515 - Meetings & Travel	M&C Meeting Supplies	750	1	750
4515 - Meetings & Travel	Misc Travel Mileage Reimbursement	1,000	1	1,000
Total 4515 - Meetings & Travel		3,050	11	6,550
4750 - Telecommunications				
4750 - Telecommunications	Internet Service (Shared)	2,000	1	2,000
4750 - Telecommunications	Livestreaming Annual Fee	2,400	1	2,400
4750 - Telecommunications	Main Fax Line (Shared)	5	12	60
Total 4750 - Telecommunications		4,405	14	4,460
4890 - Other Community Support				
4890 - Other Community Support	Homeless Outreach (Move to Police)	-	1	-
4890 - Other Community Support	M&C Clerk Position Share Cost	2,500	1	2,500
4890 - Other Community Support	Shuttle Fare	4,000	1	4,000
Total 4890 - Other Community Support		6,500	3	6,500

CITY MANAGER

Mission Statement

The City Manager is responsible for implementing the City Council's goals and direction. The City Manager oversees policy implementation including operations, budget, personnel, and public communications and advises the City Council on all City-related matters.



Major Accomplishments in 2023-24:

- ✓ Led completion of major projects including:
 - Decision to procure new solid waste agreement through a competitive process
 - Decision to merge Fire Department with Gold Ridge Fire Protection District
 - Proposal to address aging infrastructure and financial challenges in enterprise funds (Water and Wastewater)
 - Solicitation for new City Attorney
- ✓ Developed long-term financial model for the General Fund

Goals and Objectives for 2024-25:

- ❖ Consolidate Public Works and Engineering Departments
- ❖ Recruit and fill anticipated Department Head vacancies in Community Development, Public Works/Engineering, and Police Department
- ❖ Complete performance evaluations for remaining Department Heads
- ❖ Negotiate agreement to consolidate Fire Department with Gold Ridge
- ❖ Select provider for solid waste services and negotiate an agreement

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - CITY MANAGER DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	240,000	245,000	5,000	On-Going	Increase as prior budget assumed a lower amount
Benefits	99,140	125,975	26,835	On-Going	The bulk of the increase is due to pension liability cost allocation; other changes mostly reflect contracted benefits (vehicle allowance and deferred compensation at \$4,200 year each) and employee decision on benefit options.
Contracted Services	275,500	278,700	3,200	One Time	Carry over of contracts with R3 to support solid waste contractor procurement (\$140,000), Baker Tilly for financial modeling and support (\$20,200). Renewed funding for communications contract (\$40,000) including newsletter, social media, and website support; consolidation of \$10,000 for communications in the City Council budget with this item. City's share of homelessness count (\$500). Addition of \$52,000 for analytic support which will include further work with Baker Tilly on financial modeling and advising, and possibly management review of Administrative Services Department. Funding for analysis of fleet financing needs and opportunities for operating improvements is included in Vehicle, Equipment, Technology Reserve fund. Addition of \$10,000 for facilitated performance evaluation, which is low end of cost range per three facilitators who do this work. Adding \$6,000 in retroactive pay for unpaid invoice for Relaunch project upon demonstration that contract terms were met.
Services & Supplies	9,150	20,605	11,455	On-Going	Increase due to shifting of newsletter services from non-dept budget to promote clear accountability for managing this responsibility.
Equipment Rental/Maintenance	3,500	3,200	(300)	On-Going	Decreased in copier lease shared
Conference & Training Expense	800	2,300	1,500	On-Going	Training/development for City Manager
Telecommunications	2,820	3,420	600	On-Going	Cell phone for City Manager
Allocated Insurance	41,229	39,685	(1,544)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Total Expense	672,139	718,885	46,746		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

SUMMARY - CITY MANAGER							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	165,066	240,000	240,000	207,000	245,000	5,000	2.1%
Benefits	69,439	99,140	99,140	74,168	125,975	26,835	27.1%
Contracted Services	58,694	75,500	275,500	125,208	278,700	3,200	1.2%
Services & Supplies	9,034	9,150	9,150	16,987	20,605	11,455	125.2%
Equipment Rental/Maintenance	3,060	3,500	3,500	3,200	3,200	(300)	-8.6%
Conference & Training Expense	50	800	800	300	2,300	1,500	187.5%
Telecommunications	3,331	2,820	2,820	3,320	3,420	600	21.3%
Allocated Insurance	31,924	41,229	41,229	41,229	39,685	(1,544)	-3.7%
Total Expense	340,598	472,139	672,139	471,412	718,885	46,746	7.0%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

City Manager							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	158,282	240,000	240,000	207,000	245,000	5,000	2.1%
4017 - Salaries - COVID-19	3,035	-	-	-	-	-	0.0%
4023 - One Time Payment	3,750	-	-	-	-	-	0.0%
Total Salaries & Wages	165,066	240,000	240,000	207,000	245,000	5,000	2.1%
Benefits							
4105 - Medicare & Fica	2,428	3,480	3,480	3,020	3,552	72	2.1%
4106 - Vehicle Allowance	-	-	-	1,750	4,200	4,200	0.0%
4107 - Electronic Allowance	1,800	-	-	900	-	-	0.0%
4110 - CalPERS Employer Rate	41,691	58,312	58,312	42,320	30,674	(27,638)	-47.4%
4111 - CalPERS UAL Cost	-	-	-	-	49,995	49,995	0.0%
4121 - Deferred Compensation	3,169	-	-	3,730	4,200	4,200	0.0%
4130 - Health Insurance	14,242	28,915	28,915	16,000	22,443	(6,472)	-22.4%
4140 - Retiree Health Insurance OPEB	3,733	3,733	3,733	3,733	7,500	3,767	100.9%
4150 - Dental Insurance	1,349	3,164	3,164	1,500	1,839	(1,325)	-41.9%
4151 - Vision Insurance	157	348	348	200	208	(140)	-40.2%
4181 - Long Term Disability Insurance	589	795	795	650	795	-	0.0%
4182 - Short Term Disability Insurance	237	277	277	250	452	175	63.2%
4183 - EAP (Employee Asst Prog)	26	35	35	35	35	-	0.0%
4184 - Life Insurance	19	81	81	80	81	-	0.0%
Total Benefits	69,439	99,140	99,140	74,168	125,975	26,835	27.1%
Contracted Services							
4210 - Professional Contract Services	58,061	45,500	245,500	100,000	278,700	33,200	13.5%
4212 - Internet & Network/Technology Maint	-	-	-	-	-	-	0.0%
4230 - Recruitment Services	633	30,000	30,000	25,208	-	(30,000)	-100.0%
Total Contracted Services	58,694	75,500	275,500	125,208	278,700	3,200	1.2%
Services & Supplies							
4310 - Office Supplies	73	250	250	500	250	-	0.0%
4330 - Misc Supplies & Services	-	-	-	3,285	10,830	10,830	0.0%
4345 - Dues & Subscriptions	8,961	8,900	8,900	8,300	9,525	625	7.0%
4351 - Computer Equip (under \$10 K)	-	-	-	4,902	-	-	0.0%
Total Services & Supplies	9,034	9,150	9,150	16,987	20,605	11,455	125.2%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,060	3,500	3,500	3,200	3,200	(300)	-8.6%
Total Equipment Rental/Maintenance	3,060	3,500	3,500	3,200	3,200	(300)	-8.6%
Conference & Training Expense							
4510 - Conference & Training	-	500	500	-	500	-	0.0%
4515 - Meetings & Travel	50	300	300	300	1,800	1,500	500.0%
Total Conference & Training Expense	50	800	800	300	2,300	1,500	187.5%
Telecommunications							
4750 - Telecommunications	3,331	2,820	2,820	3,320	3,420	600	21.3%
Total Telecommunications	3,331	2,820	2,820	3,320	3,420	600	21.3%
Allocated Insurance							
4996 - Allocated Liability Insurance	20,421	17,875	17,875	17,875	16,885	(990)	-5.5%
4997 - Allocated Wrkrs Comp Insurance	11,503	23,354	23,354	23,354	22,800	(554)	-2.4%
Total Allocated Insurance	31,924	41,229	41,229	41,229	39,685	(1,544)	-3.7%
Total Operation	340,598	472,139	672,139	471,412	718,885	46,746	7.0%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

City Manager				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		301,175	77	305,025
4210 - Professional Contract Services				
4210 - Professional Contract Services	Holly Hanson Contract - Routine	40,000	1	40,000
4210 - Professional Contract Services	Holly Hanson Contract - Special Project	10,000	1	10,000
4210 - Professional Contract Services	Homeless Count	500	1	500
4210 - Professional Contract Services	Facilitator (Perf Eval)	10,000	1	10,000
4211 - Professional Contract Services	Analytic Support	52,000	1	52,000
4210 - Professional Contract Services	R3 Contract (carryover)	140,000	1	140,000
4210 - Professional Contract Services	Baker Tilly Contract (carryover)	20,200	1	20,200
4210 - Professional Contract Services	Relaunch Project Retro Pay	6,000	1	6,000
Total 4210 - Professional Contract Services		278,700	8	278,700
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies (Paper/Calendar/Business Cards)	250	1	250
Total 4310 - Office Supplies		250	1	250
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Canon Desktop Printer Lease	65	12	780
4330 - Misc Supplies & Services	Newsletter Distribution Service	4,050	1	4,050
4330 - Misc Supplies & Services	Newsletter Content Creation Service	6,000	1	6,000
Total 4330 - Misc Supplies & Services		10,115	14	10,830
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	ERC (Employment Relation Consortium) LCW Membership	900	1	900
4345 - Dues & Subscriptions	RCPA Contribution	8,500	1	8,500
4345 - Dues & Subscriptions	Zoom Account	125	1	125
Total 4345 - Dues & Subscriptions		9,525	3	9,525
4510 - Conference & Training				
4510 - Conference & Training	CM Conference	500	1	500
Total 4510 - Conference & Training		500	1	500
4515 - Meetings & Travel				
4515 - Meetings & Travel	CM Conference (Hotel/Airfare)	1,500	1	1,500
4515 - Meetings & Travel	M&C Meetings Dinner	300	1	300
Total 4515 - Meetings & Travel		1,800	2	1,800
4750 - Telecommunications				
4750 - Telecommunications	Cell Phone Service	50	12	600
4750 - Telecommunications	Fax Line Shared	5	12	60
4750 - Telecommunications	Land Line Lease	30	12	360
4750 - Telecommunications	Sonic Shared	200	12	2,400
Total 4750 - Telecommunications		285	48	3,420

CITY ATTORNEY

Mission Statement

The Office of the City Attorney provides timely, efficient and high-quality legal services, advice and support to the City Council, Board and Committees, and City staff related to the establishment, implementation, and enforcement of City policies. The City Attorney also evaluates and addresses legal issues arising out of the City's decisions and activities to minimize the risk of liability.

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - CITY ATTORNEY DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	-	-	-	N/A	NO CHANGE - City employee retired; Attorney Services not in contract services
Benefits	-	-	-	N/A	NO CHANGE - City employee retired; Attorney Services not in contract services
Contracted Services	625,000	625,000	-	N/A	No change to city attorney service cost. The General Attorney Services are now contracted at \$350,000 with Special outside legal counsel at \$275,000 budgeted (such as ACLU, well 4; Sales Tax; Personnel, etc)
Services & Supplies	600	-	(600)	One Time	The City has historically purchased law books because the former City Manager also served as the City Attorney. However, since that employee has retired, there is no longer a need to continue purchasing the law books.
Allocated Insurance	19,640	22,900	3,260	One Time	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Total Expense	645,240	647,900	2,660		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - CITY ATTORNEY							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	55,022	-	-	141,300	-	-	0.0%
Benefits	22,032	-	-	147,645	-	-	0.0%
Contracted Services	372,659	625,000	625,000	450,000	625,000	-	0.0%
Services & Supplies	520	600	600	550	-	(600)	-100.0%
Allocated Insurance	11,698	19,640	19,640	19,640	22,900	3,260	16.6%
Total Expense	461,932	645,240	645,240	759,135	647,900	2,660	0.4%

City Attorney							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	52,761	-	-	138,800	-	-	0.0%
4017 - Salaries - COVID-19	1,012	-	-	-	-	-	0.0%
4023 - One Time Payment	1,250	-	-	2,500	-	-	0.0%
Total Salaries & Wages	55,022	-	-	141,300	-	-	0.0%
Benefits							
4105 - Accrual in Lieu	-	-	-	110,900	-	-	0.0%
4105 - Medicare & Fica	801	-	-	2,020	-	-	0.0%
4107 - Electronic Allowance	-	-	-	900	-	-	0.0%
4110 - CalPERS Employer Rate	14,229	-	-	17,320	-	-	0.0%
4121 - Deferred Compensation	1,031	-	-	2,400	-	-	0.0%
4130 - Health Insurance	5,194	-	-	12,200	-	-	0.0%
4150 - Dental Insurance	439	-	-	1,050	-	-	0.0%
4151 - Vision Insurance	51	-	-	120	-	-	0.0%
4181 - Long Term Disability Insurance	196	-	-	500	-	-	0.0%
4182 - Short Term Disability Insurance	77	-	-	200	-	-	0.0%
4183 - EAP (Employee Asst Prog)	8	-	-	20	-	-	0.0%
4184 - Life Insurance	6	-	-	15	-	-	0.0%
Total Benefits	22,032	-	-	147,645	-	-	0.0%
Contracted Services							
4214 - Litigation Expense	372,659	625,000	625,000	450,000	625,000	-	0.0%
Total Contracted Services	372,659	625,000	625,000	450,000	625,000	-	0.0%
Services & Supplies							
4330 - Misc Supplies & Services	520	600	600	550	-	(600)	-100.0%
Total Services & Supplies	520	600	600	550	-	(600)	-100.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	7,839	19,640	19,640	19,640	22,900	3,260	16.6%
4997 - Allocated Wrkrs Comp Insurance	3,859	-	-	-	-	-	0.0%
Total Allocated Insurance	11,698	19,640	19,640	19,640	22,900	3,260	16.6%
Total Operation	461,932	645,240	645,240	759,135	647,900	2,660	0.4%

ASSISTANT CITY MANAGER / CITY CLERK

Mission Statement

The mission of the City Clerk Department is to provide efficient, quality services in a courteous, knowledgeable and professional manner. The City Clerk’s Office represents the “front door” of City Hall and is here to help demystify the government process. The City Clerk’s office encourages community members to have a voice in local government. The City Clerk’s multi-faceted office functions have evolved in response to the needs of legislative bodies and their constituents. As Clerk to the City Council, this Office records and preserves Council proceedings and provides procedural and technical support where needed. As official record keeper, the City Clerk maintains custody of City records

Assistant City Manager /
City Clerk *
1.00 FTE

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

Major Accomplishments in 2023-24:

- ✓ Completion and Launch of City Web Site.
- ✓ Request for Proposals for City Attorney Services
- ✓ Request for Proposals for Services Related to the City of Sebastopol’s Solid Waste Collection Agreement
- ✓ 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

Goals and Objectives for 2024-25:

- ❖ Update of outdated City Council and City Manager Policies (Collaboration with New City Attorney)
- ❖ Review of ACM/City Clerk Staffing
- ❖ Administer municipal election for November 2024 and serve as filing officer for the City of Sebastopol for Two Seats and any Ballot Measures
- ❖ Continue to work with IT on technology upgrades for this office

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - ASSISTANT CITY MANAGER CITY CLERK DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	236,537	233,465	(3,072)	One Time	The removal of the One-Time Payout of \$2,500 reflects the distribution that occurred across all City employees. The Assistant City Manager/City Clerk opted out of this payment, which resulted in a budget reduction. It's important to note that the 2023-24 adjusted budget does not reflect the employee's voluntary six-month salary reduction of 3%, equating to a pay cut of \$8,200. This reduction further evidenced in the actual expenditures for 2023-24 in the sheet titled 'budget expenditures'. Additionally, the employee's contract contains a re-opener clause, which means the final budget figures remain uncertain at this stage, as negotiations are ongoing.
Benefits	83,264	102,891	19,627	On-Going	The increase in pension amount of \$20,412. There is an increase in health premiums by \$1,004. The electronic allowance of \$1,800 was removed and various difference of \$150 other benefits. It is important to note that the 2023-24 adjusted budget does not currently reflect the employee's voluntary suspension of deferred compensation pay, which amounts to \$2,300.
Contract Services	50,120	36,960	(13,160)	One Time	The reduction in the Zoom Subscription by \$2,275 and the removal of transcription services costing \$1,020 have been noted. An additional reduction of \$10,000 in Election Services, which should not negatively impact unless the City Council proposes more than one ballot measure for the November 2024 Election. This budget is strictly for the County's hard costs and does not cover consulting fees for educational purposes or for drafting ballot measures, ordinances, or staff reports.
Services and Supplies	4,660	5,540	880	On Going	This department has worked to reduce supplies. However, the budget amount has been requested to be increased due to the upcoming November 2024 Election. There will be additional supplies needed for printing of City Council Candidate Handbooks and election materials. This \$800 increase covers paper, printing, binding, etc.
Equipment Rental/Maintenance	3,500	3,500	-	N/A	NO CHANGE
Conferences and Trainings	3,850	2,225	(1,625)	One Time	The budget has been adjusted by removing the costs associated with attending one conference. The initial estimate for the registration fee in the FY23-24 budget was \$500, but the actual expense was \$600, in addition to \$1,275 for hotel, airfare, and mileage. While the Clerk typically participates in two major conferences annually, the current fiscal emergency has led to the recommendation of attending only one. The removal of one conference for the CAL Cities City Clerks could result in a shortfall in training, potentially missing updates on critical election laws, which may expose the City to litigation risks depending on the issue.
Telecommunications	2,910	2,910	-	N/A	NO CHANGE
Allocated Insurance	41,904	43,280	1,376	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Total Expense	426,745	430,771	4,026		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - ASSISTANT CITY MANAGER CITY CLERK							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	226,113	236,537	236,537	225,800	233,465	(3,072)	-1.3%
Benefits	82,951	83,264	83,264	82,603	102,891	19,627	23.6%
Contracted Services	72,918	50,120	50,120	42,500	36,960	(13,160)	-26.3%
Services & Supplies	4,612	4,660	4,660	5,000	5,540	880	18.9%
Equipment Rental/Maintenance	3,060	3,500	3,500	3,050	3,500	-	0.0%
Conference & Training Expense	387	3,850	3,850	500	2,225	(1,625)	-42.2%
Telecommunications	2,454	2,910	2,910	2,500	2,910	-	0.0%
Allocated Insurance	32,222	41,904	41,904	41,904	43,280	1,376	3.3%
Total Expense	424,717	426,745	426,745	403,857	430,771	4,026	0.9%

Assistant City Manager City Clerk							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	220,814	234,037	234,037	225,800	233,465	(572)	-0.2%
4011 - Salaries - Part Time	300	-	-	-	-	-	0.0%
4023 - One Time Payment	5,000	2,500	2,500	-	-	(2,500)	-100.0%
Total Salaries & Wages	226,113	236,537	236,537	225,800	233,465	(3,072)	-1.3%
Benefits							
4105 - Medicare & Fica	3,316	3,394	3,394	3,300	3,385	(8)	-0.2%
4106 - Vehicle Allowance	-	-	-	-	-	-	0.0%
4107 - Electronic Allowance	1,800	1,800	1,800	750	-	(1,800)	-100.0%
4110 - CalPERS Employer Rate	57,990	57,568	57,568	60,900	29,230	(28,338)	-49.2%
4111 - CalPERS UAL Cost	-	-	-	-	48,750	48,750	0.0%
4121 - Deferred Compensation	4,200	4,200	4,200	1,933	4,200	-	0.0%
4130 - Health Insurance	9,662	10,217	10,217	9,800	11,221	1,004	9.8%
4140 - Retiree Health Insurance OPEB	3,733	3,700	3,700	3,700	3,700	-	0.0%
4150 - Dental Insurance	934	933	933	920	961	28	3.0%
4151 - Vision Insurance	101	108	108	100	101	(7)	-6.3%
4181 - Long Term Disability Insurance	785	795	795	785	795	-	0.0%
4182 - Short Term Disability Insurance	314	432	432	300	431	(1)	-0.3%
4183 - EAP (Employee Asst Prog)	34	35	35	35	35	-	0.0%
4184 - Life Insurance	81	81	81	80	81	-	0.0%
Total Benefits	82,951	83,264	83,264	82,603	102,891	19,627	23.6%
Contracted Services							
4210 - Professional Contract Services	56,778	10,120	10,120	2,500	6,960	(3,160)	-31.2%
4212 - Internet & Network /Technology Maint	-	-	-	-	-	-	0.0%
4270 - Elections	16,139	40,000	40,000	40,000	30,000	(10,000)	-25.0%
Total Contracted Services	72,918	50,120	50,120	42,500	36,960	(13,160)	-26.3%
Services & Supplies							
4310 - Office Supplies	2,278	2,500	2,500	2,500	1,900	(600)	-24.0%
4330 - Misc Supplies & Services	175	500	500	-	1,280	780	156.0%
4340 - Postage & Printing	9	100	100	-	-	(100)	-100.0%
4345 - Dues & Subscriptions	2,149	1,560	1,560	2,500	2,360	800	51.3%
Total Services & Supplies	4,612	4,660	4,660	5,000	5,540	880	18.9%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,060	3,500	3,500	3,050	3,500	-	0.0%
Total Equipment Rental/Maintenance	3,060	3,500	3,500	3,050	3,500	-	0.0%
Conference & Training Expense							
4510 - Conference & Training	264	1,600	1,600	-	800	(800)	-50.0%
4515 - Meetings & Travel	123	2,250	2,250	500	1,425	(825)	-36.7%
Total Conference & Training Expense	387	3,850	3,850	500	2,225	(1,625)	-42.2%
Telecommunications							
4750 - Telecommunications	2,454	2,910	2,910	2,500	2,910	-	0.0%
Total Telecommunications	2,454	2,910	2,910	2,500	2,910	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	15,969	19,130	19,130	19,130	21,055	1,925	10.1%
4997 - Allocated Wrkrs Comp Insurance	16,253	22,774	22,774	22,774	22,225	(549)	-2.4%
Total Allocated Insurance	32,222	41,904	41,904	41,904	43,280	1,376	3.3%
Total Operation	424,717	426,745	426,745	403,857	430,771	4,026	0.9%

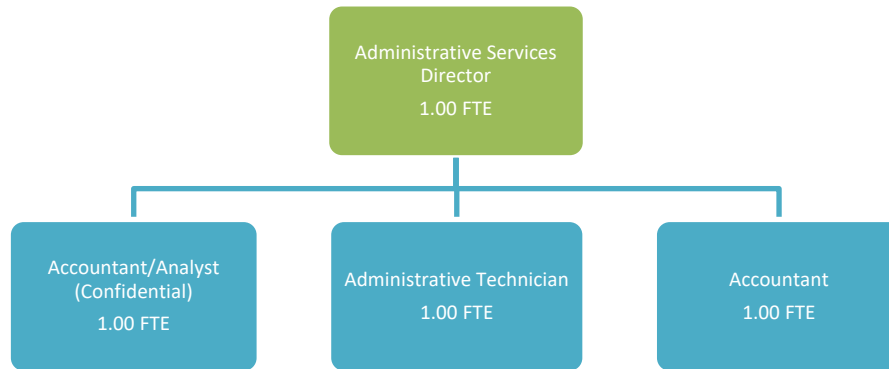
Assistant City Manager City Clerk				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		44,720	45	47,635
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual Muni-Code Updates	5,000	1	5,000
4210 - Professional Contract Services	Annual Zoom Contract	125	1	125
4210 - Professional Contract Services	Granicus Contract	1,835	1	1,835
Total 4210 - Professional Contract Services		6,960	3	6,960
4270 - Elections				
4270 - Elections	1 Ballot Measure	14,500	1	14,500
4270 - Elections	2 Council Seats	15,000	1	15,000
4270 - Elections	Election Materials	500	1	500
Total 4270 - Elections		30,000	3	30,000
4310 - Office Supplies				
4310 - Office Supplies	Misc Routine Supplies (tapes/labels/folders/paper allocation)	1,900	1	1,900
Total 4310 - Office Supplies		1,900	1	1,900
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Canon Copier Lease	65	12	780
4330 - Misc Supplies & Services	Clerk/Notary Supplies	500	1	500
Total 4330 - Misc Supplies & Services		565	13	1,280
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe	300	1	300
4345 - Dues & Subscriptions	Annual Code Publishing	1,100	1	1,100
4345 - Dues & Subscriptions	CCAC (City Clerks Association of California)	125	1	125
4345 - Dues & Subscriptions	Doodle Subscription	345	1	345
4345 - Dues & Subscriptions	ICMA (International City/County Management Association)	200	1	200
4345 - Dues & Subscriptions	IIMC (Internation Institute of Municipal Clerks)	215	1	215
4345 - Dues & Subscriptions	MMANC (Municipal Management Association of Northern California)	75	1	75
Total 4345 - Dues & Subscriptions		2,360	7	2,360
4510 - Conference & Training				
4510 - Conference & Training	League of California City Annual Clerk Conference	500	1	500
4510 - Conference & Training	Other Various Webinar	300	1	300
Total 4510 - Conference & Training		800	2	800
4515 - Meetings & Travel				
4515 - Meetings & Travel	Clerks Conference (Air/Hotel)	1,275	1	1,275
4515 - Meetings & Travel	M&C Meeting Dinner (\$50 x 3)	150	1	150
Total 4515 - Meetings & Travel		1,425	2	1,425
4750 - Telecommunications				
4750 - Telecommunications	Fax Line Shared	150	1	150
4750 - Telecommunications	Land Line Phone Allocation	360	1	360
4750 - Telecommunications	Sonic Shared	200	12	2,400
Total 4750 - Telecommunications		710	14	2,910

ADMINISTRATIVE SERVICES (FINANCE) DEPARTMENT

Mission Statement

The Department of Administrative Services is responsible for the divisions of Finance & Accounting, Budgeting, Human Resources and Information Technology.

1. Finance & Accounting – Performing the accounting for all of the City’s financial transactions and coordinating preparation of the annual audit.
2. Budgeting - Coordinating the annual operating and capital budget process, including the development of the fee schedule, assist departments with reports and analysis to ensure expenditures are within budgeted appropriations. Track and report on budget status to City Council.
3. Human Resources - Process bi-weekly payroll for all City employees, reporting and paying tax obligations, and completing all reporting requirements.
4. Information Technology - Work collaboratively with all City departments to deliver the IT services and infrastructure.



Major Accomplishments in 2023-24:

- ✓ Filled the Accountant position
- ✓ Completed Cost Allocation Plan (CAP)
- ✓ Created a 115 Pension Trust to improve returns from funds set aside for future retirement costs
- ✓ Supported Public Works & Engineering with water and sewer rate study
- ✓ Transitioned citywide email domain name from dot.org to dot.gov for security reasons
- ✓ Continue to be the recipient of the Distinguished Budget Presentation Award
- ✓ Continue to be recipient of Certificate of Achievement for Excellence in Financial Reporting

Goals and Objectives for 2024-25:

- ❖ Prepare an RFP for audit services
- ❖ In coordination with the City Manager, provide administrative support of sales tax measure
- ❖ Explore auditing to ensure compliance with business license requirements
- ❖ Continue to be recipient of Certificate of Achievement for Excellence in Financial Reporting
- ❖ Improve budget tracking and reporting to City Council

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - ADMINISTRATIVE SERVICES DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	497,993	493,652	(4,342)	One Time	Increase in staff salaries due to step increments and longevity incentive \$5,533. Conversely, there will be a decrease in one-time payouts \$9,875 that are not anticipated for FY24-25.
Benefits	252,886	313,692	60,806	On-Going	The pension costs increased total \$49,521. Additionally, there have been various adjustments in other benefits, resulting in a net decrease of \$151. Health premiums have also seen an increase, amounting to \$11,226.
					A reallocation from the non-departmental budget for property tax service to more accurately reflect where expenses are incurred, adding \$25,000. An adjustment to reflect actual expenses previously under-budgeted for software maintenance, adding \$10,000. An increase in routine ongoing technology maintenance totaling \$5,784. An additional \$3,000 expense for one staff person with promising leadership potential to attend the regional Marin-Sonoma Leadership Academy, a program designed for up and coming local government staff. The individual will be chosen by the Department Heads. The Academy is based on a model adopted in much of the Bay Area and is led by some of the top trainers in local government leadership development. This is an example of a shared services model where multiple cities combine efforts. There are no outside funds available to cover expenses. A job posting portal expense that was previously not budgeted, totaling \$800. Decreases: A full cost allocation study is to be completed every three years, resulting in a saving of \$42,600. The creation of the 115 Trust in FY 23-24 eliminates the need for this expense, saving \$15,000. The number of ballot measure expenses charged in this budget has been reduced from three to one, saving \$45,000.
Contracted Services	441,400	381,884	(59,516)	One Time	A reduction in sales tax audit expenses based on actual costs, saving \$1,500.
Technology Maintenance	47,400	60,100	12,700	One Time	An increase in technology maintenance including website plugin features and on going maintenance totaling \$12,700.
Services & Supplies	31,715	22,715	(9,000)	One Time	The purchase of the City Hall server, initially planned for FY23-24, will not be required for another 5-7 years, leading to a cost saving of \$12,000. Furthermore, the paper shredding services for City Hall, previously categorized under non-departmental, will now be allocated to the administrative service department, amounting to \$2,400. Plus various increase in dues and subscription of \$600.
Equipment Rental/Maintenance	7,300	8,140	840	On Going	The budget reflects an increase for the printer lease by \$960 and for the postage machine lease by \$200. Conversely, there is a decrease in the shared lease cost for the copier by \$320.
Conference & Training Expense	3,250	3,050	(200)	One Time	The slight budget cut is due to fewer online webinars, aiming for more impactful online interactions. The department continues to request for the routine annual finance conference attendance to remain current on finance issues.
Telecommunications	6,740	6,740	-	N/A	NO CHANGE
Allocated Insurance	112,496	107,550	(4,946)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Total Expense	1,401,180	1,397,523	(3,657)		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - ADMINISTRATIVE SERVICES							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	390,733	497,993	497,993	414,100	493,652	(4,342)	-0.9%
Benefits	227,184	252,886	252,886	211,587	313,692	60,806	24.0%
Contracted Services	442,528	441,400	441,400	484,625	381,884	(59,516)	-13.5%
Technology Maintenance	38,914	47,400	47,400	47,400	60,100	12,700	26.8%
Services & Supplies	22,061	31,715	31,715	42,850	22,715	(9,000)	-28.4%
Equipment Rental/Maintenance	7,292	7,300	7,300	7,070	8,140	840	11.5%
Conference & Training Expense	4,042	3,250	3,250	2,415	3,050	(200)	-6.2%
Telecommunications	5,941	6,740	6,740	6,000	6,740	-	0.0%
Allocated Insurance	80,111	112,496	112,496	112,496	107,550	(4,946)	-4.4%
Total Expense	1,218,805	1,401,180	1,401,180	1,328,543	1,397,523	(3,657)	-0.3%

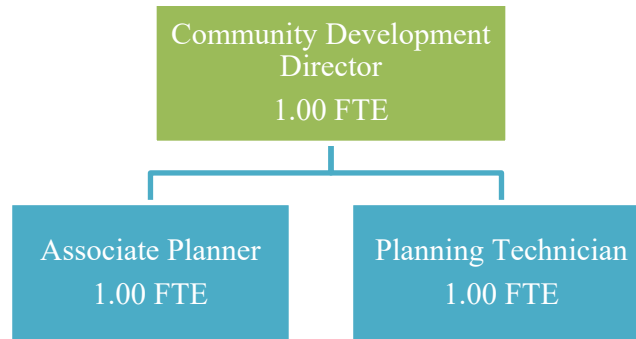
Administrative Services							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	363,304	488,118	488,118	407,500	493,652	5,533	1.1%
4011 - Salaries - Part Time	7,518	-	-	-	-	-	0.0%
4012 - Overtime	305	-	-	100	-	-	0.0%
4017 - Salaries - COVID-19	6,071	-	-	-	-	-	0.0%
4023 - One Time Payment	14,750	9,875	9,875	7,500	-	(9,875)	-100.0%
4990 - Contra-Salaries/Projects	(1,215)	-	-	(1,000)	-	-	0.0%
Total Salaries & Wages	390,733	497,993	497,993	414,100	493,652	(4,342)	-0.9%
Benefits							
4104 - Accrual in Lieu	-	-	-	1,004	-	-	0.0%
4105 - Medicare & Fica	5,708	7,078	7,078	6,200	7,158	80	1.1%
4110 - CalPERS Employer Rate	123,863	106,673	106,673	100,200	52,438	(54,235)	-50.8%
4111 - CalPERS UAL Cost	-	-	-	-	103,756	103,756	0.0%
4130 - Health Insurance	80,672	114,214	114,214	86,600	125,440	11,226	9.8%
4140 - Retiree Health Insurance OPEB	3,733	7,600	7,600	3,733	7,600	-	0.0%
4150 - Dental Insurance	9,346	12,498	12,498	9,800	12,872	375	3.0%
4151 - Vision Insurance	994	1,375	1,375	1,100	1,363	(12)	-0.8%
4181 - Long Term Disability Insurance	1,866	2,084	2,084	1,950	1,690	(394)	-18.9%
4182 - Short Term Disability Insurance	663	901	901	750	911	10	1.1%
4183 - EAP (Employee Asst Prog)	101	140	140	100	140	-	0.0%
4184 - Life Insurance	239	324	324	150	324	-	0.0%
Total Benefits	227,184	252,886	252,886	211,587	313,692	60,806	24.0%
Contracted Services							
4210 - Professional Contract Services	346,643	352,900	352,900	397,800	269,884	(83,016)	-23.5%
4211 - Banking Fees	20,618	22,000	22,000	22,000	22,000	-	0.0%
4212 - Internet & Network /Technology Maint	38,914	47,400	47,400	47,400	60,100	12,700	26.8%
4220 - Audit & Accounting Services	43,079	46,000	46,000	40,000	46,000	-	0.0%
4221 - Property Tax Services	-	-	-	-	25,000	25,000	0.0%
4222 - Sales Tax Audit	3,016	5,500	5,500	3,500	4,000	(1,500)	-27.3%
4223 - UUT Audit	25,000	15,000	15,000	15,000	15,000	-	0.0%
4230 - Recruitment Services	4,172	-	-	6,325	-	-	0.0%
Total Contracted Services	481,442	488,800	488,800	532,025	441,984	(46,816)	-9.6%
Services & Supplies							
4300 - Short/Over	(19)	-	-	-	-	-	0.0%
4310 - Office Supplies	4,788	3,850	3,850	3,850	3,850	-	0.0%
4330 - Misc Supplies & Services	8,437	3,500	3,500	5,000	5,900	2,400	68.6%
4340 - Postage & Printing	2,744	6,600	6,600	6,000	6,600	-	0.0%
4345 - Dues & Subscriptions	5,386	5,765	5,765	13,000	6,365	600	10.4%
4351 - Computer Equip (under \$10 K)	725	12,000	12,000	15,000	-	(12,000)	-100.0%
Total Services & Supplies	22,061	31,715	31,715	42,850	22,715	(9,000)	-28.4%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	7,292	7,300	7,300	7,070	8,140	840	11.5%
Total Equipment Rental/Maintenance	7,292	7,300	7,300	7,070	8,140	840	11.5%
Conference & Training Expense							
4510 - Conference & Training	3,029	1,750	1,750	715	1,250	(500)	-28.6%
4515 - Meetings & Travel	1,013	1,500	1,500	1,700	1,800	300	20.0%
Total Conference & Training Expense	4,042	3,250	3,250	2,415	3,050	(200)	-6.2%
Telecommunications							
4750 - Telecommunications	5,941	6,740	6,740	6,000	6,740	-	0.0%
Total Telecommunications	5,941	6,740	6,740	6,000	6,740	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	44,988	64,030	64,030	64,030	60,265	(3,765)	-5.9%
4997 - Allocated Wrkrs Comp Insurance	35,123	48,466	48,466	48,466	47,285	(1,181)	-2.4%
Total Allocated Insurance	80,111	112,496	112,496	112,496	107,550	(4,946)	-4.4%
Total Operation	1,218,805	1,401,180	1,401,180	1,328,543	1,397,523	(3,657)	-0.3%

Administrative Services				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		297,785	130	313,645
4210 - Professional Contract Services				
4210 - Professional Contract Services	IT Contract	64,084	1	64,084
4210 - Professional Contract Services	Human Resource Contract	85,000	1	85,000
4210 - Professional Contract Services	Labor Negotiation Contract	30,000	1	30,000
4210 - Professional Contract Services	Ballot Measure/Poll/Strategist	15,000	1	15,000
4210 - Professional Contract Services	Business License Annual Maintenance	10,000	1	10,000
4210 - Professional Contract Services	Springbrook Annual Maintenance	35,000	1	35,000
4210 - Professional Contract Services	Springbrook Budget Module Maintenance	10,000	1	10,000
4210 - Professional Contract Services	CalOPPS Recruitment Annual Contract	4,000	1	4,000
4210 - Professional Contract Services	Express Evaluation	2,500	1	2,500
4210 - Professional Contract Services	Government Job Posting Annual Contract	800	1	800
4210 - Professional Contract Services	CAP/UFS Annual Updates	10,500	1	10,500
4210 - Professional Contract Services	Leadership Training	3,000	1	3,000
Total 4210 - Professional Contract Services		269,884	12	269,884
4211 - Banking Fees				
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				
4212 - Internet & Network /Technology Maint	Connect-wise 24/7 Monitoring Alerts	23,500	1	23,500
4212 - Internet & Network /Technology Maint	Licensing Renewal	3,500	1	3,500
4212 - Internet & Network /Technology Maint	O365 Service	12,000	1	12,000
4212 - Internet & Network /Technology Maint	Offsite Hosting Backup Support (Barracuda)	4,000	1	4,000
4212 - Internet & Network /Technology Maint	Website Plug in	4,000	1	4,000
4212 - Internet & Network /Technology Maint	Website Maintenance	12,600	1	12,600
4212 - Internet & Network /Technology Maint	Website Notification Features (Text/Email Messages)	500	1	500
Total 4212 - Internet & Network /Technology Maint		60,100	7	60,100
4220 - Audit & Accounting Services				
4220 - Audit & Accounting Services	Annual Audit	25,000	1	25,000
4220 - Audit & Accounting Services	Annual OPEB Calculations (GASB75)	5,000	1	5,000
4220 - Audit & Accounting Services	Annual Stats Section Tables	4,000	1	4,000
4220 - Audit & Accounting Services	Annual Pension Calculations (GASB-68)	5,000	1	5,000
4220 - Audit & Accounting Services	Annual Debt Calculation (GASB-96)	7,000	1	7,000
Total 4220 - Audit & Accounting Services		46,000	5	46,000
4221 - Property Tax Services				
4221 - Property Tax Services	Property Tax Services	25,000	1	25,000
Total 4221 - Property Tax Services		25,000	1	25,000
4222 - Sales Tax Audit				
4222 - Sales Tax Audit	Annual Sales Tax Audit	4,000	1	4,000
Total 4222 - Sales Tax Audit		4,000	1	4,000
4223 - UUT Audit				
4223 - UUT Audit	Annual UUT Audit	15,000	1	15,000
Total 4223 - UUT Audit		15,000	1	15,000
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies (Paper, Toners, Calendars, Banker Boxes)	2,500	1	2,500
4310 - Office Supplies	Secured Envelops	1,000	1	1,000
4310 - Office Supplies	Various Annual Tax Forms (W2 & 1099)	350	1	350
Total 4310 - Office Supplies		3,850	3	3,850
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Annual Budget Book Printing	2,000	1	2,000
4330 - Misc Supplies & Services	GFOA Award Submission Fees	1,000	1	1,000
4330 - Misc Supplies & Services	PO Box Renewal	500	1	500
4330 - Misc Supplies & Services	Shredding Services	2,400	1	2,400
Total 4330 - Misc Supplies & Services		5,900	4	5,900

Administrative Services				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
4340 - Postage & Printing				
4340 - Postage & Printing	Annual BL Mailing	2,200	1	2,200
4340 - Postage & Printing	Bi-weekly AP Checks Mailing	2,200	1	2,200
4340 - Postage & Printing	Late Notices Mailing	2,200	1	2,200
Total 4340 - Postage & Printing		6,600	3	6,600
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe Annual Subscription (7)	200	7	1,400
4345 - Dues & Subscriptions	Annual DocuSign Subscription (5 seats)	650	5	3,250
4345 - Dues & Subscriptions	CalGovHR Annual Membership (1)	65	1	65
4345 - Dues & Subscriptions	COBRA Annual Subscription	850	1	850
4345 - Dues & Subscriptions	CSMFO Annual Membership (2)	150	2	300
4345 - Dues & Subscriptions	GFOA Annual Membership (1)	200	1	200
4345 - Dues & Subscriptions	MMANC Membership	100	1	100
4345 - Dues & Subscriptions	PARM Membership	300	1	300
Total 4345 - Dues & Subscriptions		2,515	19	6,465
4351 - Computer Equip (under \$10 K)				
4351 - Computer Equip (under \$10 K)	DC1/DC1/DC4 (Fire)	-	0	-
Total 4351 - Computer Equip (under \$10 K)		-	0	-
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Insert Machine Lease	400	4	1,600
4375 - Equipment Rental/Expenses	Postage Machine Lease	600	4	2,400
4375 - Equipment Rental/Expenses	Copier Lease Shared	265	12	3,180
4375 - Equipment Rental/Expenses	Printer Lease	960	1	960
Total 4375 - Equipment Rental/Expenses		2,225	21	8,140
4510 - Conference & Training				
4510 - Conference & Training	CSMFO Conference	750	1	750
4510 - Conference & Training	Various online/webinar training + chapter meetings	500	1	500
Total 4510 - Conference & Training		1,250	2	1,250
4515 - Meetings & Travel				
4515 - Meetings & Travel	Airfare	250	1	250
4515 - Meetings & Travel	CSMFO Hotel	1,300	1	1,300
4515 - Meetings & Travel	Meals	100	1	100
4515 - Meetings & Travel	Mileage Reimbursement	150	1	150
Total 4515 - Meetings & Travel		1,800	4	1,800
4750 - Telecommunications				
4750 - Telecommunications	Annual Cell Phone Service	60	12	720
4750 - Telecommunications	Annual Desk Phone Contract	265	12	3,180
4750 - Telecommunications	eFax Secured Fax Line Service for HR Confidential Matters	20	12	240
4750 - Telecommunications	Sonic Internet (Shared Allocation)	200	12	2,400
4750 - Telecommunications	Zoom Conference Service	200	1	200
Total 4750 - Telecommunications		745	49	6,740

PLANNING DEPARTMENT

Mission Statement



Major Accomplishments in 2023-24:

- ✓ Completed implementation of projects funded by \$165,000 State SB2 (Senate Bill 2) and \$65,000 LEAP planning grants
- ✓ Adopted Objective Design Guidelines
- ✓ Adopted Vehicle Mile Travel (VMT) standards
- ✓ Applied for and received \$250,000 Association of Bay Area Government (ABAG) grant to initiate Sixth Cycle Housing Element implementation project.
- ✓ Received \$230,000 Caltrans Sustainable Transportation Grant
- ✓ Completed new call for public art at Joe Rodota Trail trailhead marking the south entry to Downtown Sebastopol.

Goals and Objectives for 2024-25:

- ❖ Adopt Updated Subdivision Ordinance that addresses new State Law “SB9” to provide standards for single family zoning lot splits
- ❖ Complete and Adopt Bicycle and Pedestrian Master Plan Update
- ❖ Contract and begin work on Caltrans Sustainable Transportation Grant
- ❖ Contract and begin work on ABAG grant to review zoning requirements along Highway 116 and revitalization planning for Redwood Marketplace
- ❖ Recruit Community Development Director

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - PLANNING DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	367,884	252,384	(115,500)	One Time	The net decrease can be attributed to the following factors: The removal of the One-Time Payout \$7,500, which is not anticipated to occur in FY24-25. The FY23-24 budget accounted for a higher starting salary, but the new hire is at a lower step \$16,200. There was no budget allocation for project reimbursements previously. In FY24-25, there will be an accounting for reimbursements for staff charges to development projects \$21,000, based on typical staff reimbursement costs from development review processing. Additionally, there is expected to be reimbursements for staff work on grant applications \$70,800. It's important to note these reimbursements are contingent upon staff capacity in relation to other project assignments, as well as the volume and type of development applications received by the City. The reorganization of the City's boards, committees, and commissions, resulting in consolidation and/or fewer meetings that staff needs to support would free up staff capacity to take on this work.
Benefits	134,278	177,302	43,024	On-Going	Increase in pension liability of \$48,620. Decrease in health premiums cost of \$4,197 due to insurance coverage tier for individual and the remainder is attributed to decrease in other benefits amount to \$1,512
Contracted Services	55,340	154,270	98,930	On-Going	The estimated net increase is due primarily to the following: - A carryover of the EIFD contract, amounting to \$50,000 (County funds, but a City expenditure); Recruitment Services in the amount of \$5,000; Arborist Services in the amount of \$2,500; and retaining \$22,000 from the Housing Linkage Fund for monitoring of affordable housing contracts for "rental" housing units and \$50,000 from the Inclusionary Housing Fund for monitoring of "ownership" affordable housing units, using Contract Services that may include a legal aid housing registry program. - A decrease in the local hazard mitigation plan review by \$11,300 (transferred to Building from Planning); and a reduction in outreach support by \$2,000.
Services & Supplies	12,700	11,750	(950)	On-Going	Anticipated reduction in use of office supplies.
Equipment Rental/Maintenance	3,500	3,050	(450)	On-Going	Based on review of actual charges incurred for shared use of office equipment, e.g., copy machine.
Conference & Training Expense	2,100	1,075	(1,025)	On-Going	Reduced attendance of staff to 3-4 total online training sessions, e.g., CEQA Update, for a staff of three.
Telecommunications	3,500	3,200	(300)	On-Going	Based on review of actual charges incurred for shared use of phone system.
Allocated Insurance	64,154	63,395	(759)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Total Expense	643,456	666,426	22,970		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - PLANNING							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	208,753	367,884	367,884	319,750	252,384	(115,500)	-31.4%
Benefits	109,666	134,278	134,278	109,562	177,302	43,024	32.0%
Contracted Services	207,368	55,340	55,340	28,750	154,270	98,930	178.8%
Services & Supplies	10,673	12,700	12,700	13,468	11,750	(950)	-7.5%
Equipment Rental/Maintenance	3,220	3,500	3,500	3,050	3,050	(450)	-12.9%
Conference & Training Expense	1,060	2,100	2,100	500	1,075	(1,025)	-48.8%
Telecommunications	5,927	3,500	3,500	3,200	3,200	(300)	-8.6%
Allocated Insurance	49,448	64,154	64,154	64,154	63,395	(759)	-1.2%
Total Expense	596,114	643,456	643,456	542,434	666,426	22,970	3.6%

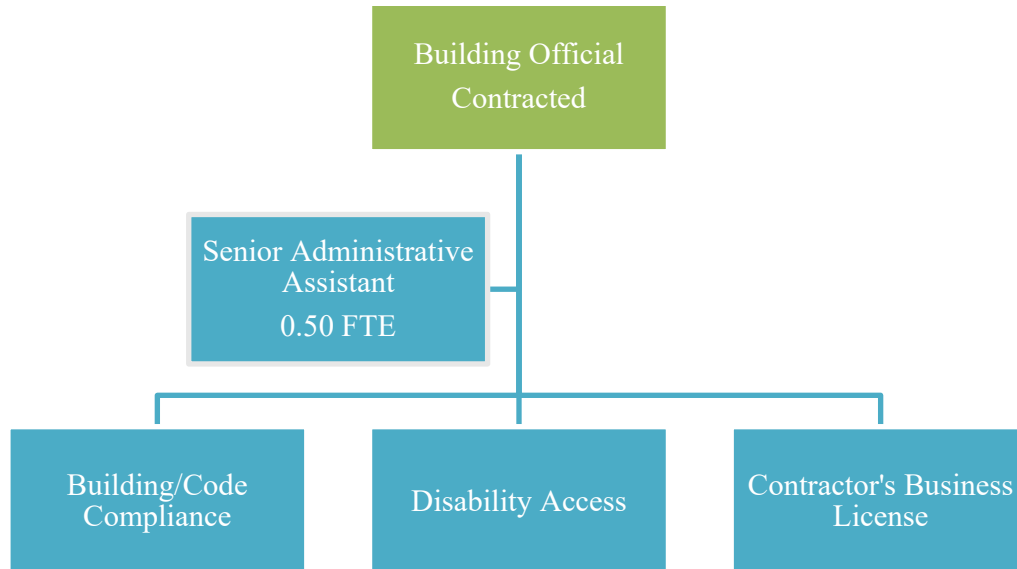
Planning							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	250,053	356,384	356,384	338,000	340,184	(16,200)	-4.5%
4011 - Salaries - Part Time	9,240	-	-	-	-	-	0.0%
4012 - Overtime	2,956	4,000	4,000	4,250	4,000	-	0.0%
4023 - One Time Payment	15,000	7,500	7,500	2,500	-	(7,500)	-100.0%
4990 - Staff Time Projects Reimbursement	(68,497)	-	-	(25,000)	(91,800)	(91,800)	0.0%
Total Salaries & Wages	208,753	367,884	367,884	319,750	252,384	(115,500)	-31.4%
Benefits							
4104 - Accrual in Lieu	296	-	-	-	-	-	0.0%
4105 - Medicare & Fica	4,615	5,168	5,168	4,815	4,933	(235)	-4.5%
4110 - CalPERS Employer Rate	56,691	60,042	60,042	60,042	34,427	(25,615)	-42.7%
4111 - CalPERS UAL Cost	-	-	-	-	74,235	74,235	0.0%
4130 - Health Insurance	40,112	58,338	58,338	37,000	54,141	(4,197)	-7.2%
4140 - Retiree Health Insurance OPEB	1,184	1,600	1,600	1,600	1,600	-	0.0%
4150 - Dental Insurance	4,302	5,883	5,883	3,375	5,181	(702)	-11.9%
4151 - Vision Insurance	481	660	660	400	418	(242)	-36.7%
4181 - Long Term Disability Insurance	1,220	1,582	1,582	1,450	1,392	(190)	-12.0%
4182 - Short Term Disability Insurance	504	658	658	550	627	(31)	-4.7%
4183 - EAP (Employee Asst Prog)	85	105	105	105	105	-	0.0%
4184 - Life Insurance	175	243	243	225	243	-	0.0%
Total Benefits	109,666	134,278	134,278	109,562	177,302	43,024	32.0%
Contracted Services							
4210 - Professional Contract Services	178,745	52,840	52,840	26,000	147,470	94,630	179.1%
4211 - Banking Fees	33	-	-	-	-	-	0.0%
4212 - Internet & Network /Technology Maint	4,864	-	-	-	-	-	0.0%
4214 - Litigation Expense	30	-	-	950	-	-	0.0%
4226 - Façade Improvement Programs	17,500	-	-	-	-	-	0.0%
4230 - Recruitment Services	2,082	-	-	-	5,000	5,000	0.0%
4250 - Publications/Legal Notices	4,114	2,500	2,500	1,800	1,800	(700)	-28.0%
Total Contracted Services	207,368	55,340	55,340	28,750	154,270	98,930	178.8%
Services & Supplies							
4310 - Office Supplies	863	3,000	3,000	2,800	1,200	(1,800)	-60.0%
4330 - Misc Supplies & Services	217	-	-	68	250	250	0.0%
4340 - Postage & Printing	1,147	1,000	1,000	1,900	1,600	600	60.0%
4345 - Dues & Subscriptions	8,446	8,700	8,700	8,700	8,700	-	0.0%
Total Services & Supplies	10,673	12,700	12,700	13,468	11,750	(950)	-7.5%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,220	3,500	3,500	3,050	3,050	(450)	-12.9%
Total Equipment Rental/Maintenance	3,220	3,500	3,500	3,050	3,050	(450)	-12.9%
Conference & Training Expense							
4510 - Conference & Training	850	1,500	1,500	400	975	(525)	-35.0%
4515 - Meetings & Travel	210	600	600	100	100	(500)	-83.3%
Total Conference & Training Expense	1,060	2,100	2,100	500	1,075	(1,025)	-48.8%
Telecommunications							
4750 - Telecommunications	5,927	3,500	3,500	3,200	3,200	(300)	-8.6%
Total Telecommunications	5,927	3,500	3,500	3,200	3,200	(300)	-8.6%
Allocated Insurance							
4996 - Allocated Liability Insurance	25,551	29,475	29,475	29,475	29,550	75	0.3%
4997 - Allocated Wrkrs Comp Insurance	23,897	34,679	34,679	34,679	33,845	(834)	-2.4%
Total Allocated Insurance	49,448	64,154	64,154	64,154	63,395	(759)	-1.2%
Total Operation	596,114	643,456	643,456	542,434	666,426	22,970	3.6%

Planning				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		155,780	35	157,495
4990 - Staff Time Project Reimbursement				
4990 - Staff Time Project Reimb	Main Street STG Planning and Redesign Project (note: total grant \$230,178, FY24-25 \$13K)	(3,178)	1	(3,178)
4990 - Staff Time Project Reimb	Main Street Planning and Redesign Project (note: this is not a CIP but in Planning project budget-local match \$30,000)	(19,822)	1	(19,822)
4990 - Staff Time Project Reimb	Active Transportation Plan Update (Planning project budget-local share \$7,800)	(7,800)	1	(7,800)
4990 - Staff Time Project Reimb	PDA Land Use Housing Project Staff Time	(40,000)	1	(40,000)
4990 - Staff Time Project Reimb	Various Developer Deposit Accounts	(21,000)	1	(21,000)
Total 4990 - Staff Time Project Reimb		(91,800)	5	(91,800)
4210 - Professional Contract Services				
4210 - Professional Contract Services	City Arborist	2,400	1	2,400
4210 - Professional Contract Services	Affordable Housing Monitoring (Rental)	22,000	1	22,000
4211 - Professional Contract Services	Affordable Housing Monitoring (Ownership)	50,000	1	50,000
4210 - Professional Contract Services	Tech Support - Planning Commission Meetings (PCA only)	18,700	1	18,700
4210 - Professional Contract Services	Vacation rental compliance contract	3,500	1	3,500
4210 - Professional Contract Services	Tree deposits relinquished (per tree)	75	12	900
4210 - Professional Contract Services	EIFD Contract (carryover)	49,970	1	49,970
Total 4210 - Professional Contract Services		146,645	18	147,470
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Business cards	50	2	100
4330 - Misc Supplies & Services	Name plaques for new board/commission members	50	3	150
Total 4330 - Misc Supplies & Services		100	5	250
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	American Planning Association, AEP, etc.	1,500	1	1,500
4345 - Dues & Subscriptions	LAFCO	7,200	1	7,200
Total 4345 - Dues & Subscriptions		8,700	2	8,700
4510 - Conference & Training				
4510 - Conference & Training	Planning Commissioner training/SSU conference	35	5	175
4510 - Conference & Training	Staff training	200	4	800
Total 4510 - Conference & Training		235	9	975
4515 - Meetings & Travel				
4515 - Meetings & Travel	Travel for mtgs - to/from Santa rosa, etc	100	1	100
Total 4515 - Meetings & Travel		100	1	100

BUILDING INSPECTION DEPARTMENT

Mission Statement

The Building Department of City of Sebastopol strives to implement State and City codes in a fair and equitable manner.



Major Accomplishments in 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
- ✓ Permitted and inspected 44-unit affordable housing project including dealing with neighbor complaints. Estimated completion August 24
- ✓ Brought many of our plan checks in house to speed the process and make us more customer friendly and saving the City costs.
- ✓ Issued and inspected about 500 permits-many larger projects.

Goals and Objectives for 2024-25:

- ❖ Work with developer in the entitlement process for two downtown hotels.
- ❖ Permit and inspect 80 new homes at the north end of town, being responsive to neighbors as much as possible through the process.
- ❖ Facilitate the move in process with Woodmark. Numerous neighbor complaints anticipated.
- ❖ Continue to refine our new computer based permitting software.
- ❖ Minimize number of days between code compliance complaints and initial action.

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - BUILDING DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	48,027	46,781	(1,246)	One Time	Net decrease is due to removal of the One time Payout.
Benefits	25,885	28,994	3,109	One Time	An increase in health benefit of \$8,199, reduction in pension cost of \$4,423 and minor reduction in other benefits of \$667
Contracted Services	146,100	197,900	51,800	One Time	Larger Contract services with Phillips Seabrook (\$50,000 inc) to accommodate Canopy Project and much larger revenues to offset these costs (\$860,000). Also includes Core logic contract, Laguna Flood Monitoring GuagePlaneteria ADA monitoringand Hazard Mitigation plan update.
Services & Supplies	5,200	5,200	-	N/A	NO CHANGE
Equipment Rental/Maintenance	3,900	4,600	700	On-Going	Increase is reflecting in actual cost for copier lease equipment
Conference & Training Expense	500	-	(500)	On-Going	No training anticipated for the next fiscal year
Telecommunications	2,000	2,000	-	N/A	NO CHANGE
Allocated Insurance	17,667	16,745	(922)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Total Expense	249,279	302,220	52,941		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - BUILDING							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	47,474	48,027	48,027	48,032	46,781	(1,246)	-2.6%
Benefits	22,430	25,885	25,885	26,090	28,994	3,109	12.0%
Contracted Services	148,236	146,100	146,100	136,100	197,900	51,800	35.5%
Services & Supplies	5,895	5,200	5,200	4,200	5,200	-	0.0%
Equipment Rental/Maintenance	3,508	3,900	3,900	3,600	4,600	700	17.9%
Conference & Training Expense	2,145	500	500	-	-	(500)	-100.0%
Telecommunications	1,914	2,000	2,000	2,000	2,000	-	0.0%
Allocated Insurance	16,450	17,667	17,667	17,667	16,745	(922)	-5.2%
Total Expense	248,051	249,279	249,279	237,689	302,220	52,941	21.2%

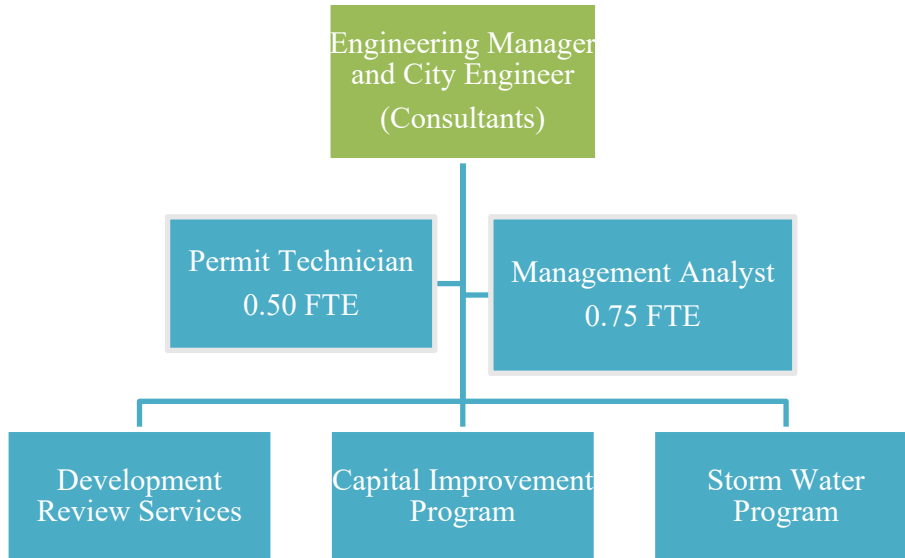
Building							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	44,373	46,777	46,777	46,782	46,781	4	0.0%
4012 - Overtime	-	-	-	-	-	-	0.0%
4017 - Salaries - COVID-19	601	-	-	-	-	-	0.0%
4023 - One Time Payment	2,500	1,250	1,250	1,250	-	(1,250)	-100.0%
Total Salaries & Wages	47,474	48,027	48,027	48,032	46,781	(1,246)	-2.6%
Benefits							
4101 - Health in Lieu	2,728	3,023	3,023	1,232	-	(3,023)	-100.0%
4105 - Medicare & Fica	730	678	678	697	678	0	0.0%
4110 - CalPERS Employer Rate	16,952	20,025	20,025	17,500	5,857	(14,168)	-70.8%
4111 - CalPERS UAL Cost	-	-	-	-	9,745	9,745	0.0%
4130 - Health Insurance	-	-	-	5,100	11,222	11,222	0.0%
4150 - Dental Insurance	1,584	1,582	1,582	1,050	919	(663)	-41.9%
4151 - Vision Insurance	172	174	174	125	104	(70)	-40.2%
4181 - Long Term Disability Insurance	147	232	232	232	298	66	28.3%
4182 - Short Term Disability Insurance	59	54	54	38	54	-	0.0%
4183 - EAP (Employee Asst Prog)	17	35	35	35	35	-	0.0%
4184 - Life Insurance	40	81	81	81	81	-	0.0%
Total Benefits	22,430	25,885	25,885	26,090	28,994	3,109	12.0%
Contracted Services							
4210 - Professional Contract Services	148,236	146,100	146,100	136,100	197,900	51,800	35.5%
4230 - Recruitment Services	-	-	-	-	-	-	0.0%
Total Contracted Services	148,236	146,100	146,100	136,100	197,900	51,800	35.5%
Services & Supplies							
4310 - Office Supplies	1,595	1,500	1,500	1,500	1,500	-	0.0%
4330 - Misc Supplies & Services	4,098	3,200	3,200	2,500	3,200	-	0.0%
4340 - Postage & Printing	109	-	-	-	-	-	0.0%
4345 - Dues & Subscriptions	93	500	500	200	500	-	0.0%
Total Services & Supplies	5,895	5,200	5,200	4,200	5,200	-	0.0%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,508	3,900	3,900	3,600	4,600	700	17.9%
Total Equipment Rental/Maintenance	3,508	3,900	3,900	3,600	4,600	700	17.9%
Conference & Training Expense							
4510 - Conference & Training	2,145	500	500	-	-	(500)	-100.0%
Total Conference & Training Expense	2,145	500	500	-	-	(500)	-100.0%
Telecommunications							
4750 - Telecommunications	1,914	2,000	2,000	2,000	2,000	-	0.0%
Total Telecommunications	1,914	2,000	2,000	2,000	2,000	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	13,259	13,115	13,115	13,115	12,300	(815)	-6.2%
4997 - Allocated Wrkrs Comp Insurance	3,191	4,552	4,552	4,552	4,445	(107)	-2.4%
Total Allocated Insurance	16,450	17,667	17,667	17,667	16,745	(922)	-5.2%
Total Operation	248,051	249,279	249,279	237,689	302,220	52,941	21.2%

Building				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		205,700	8	205,700
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 (US Geological)	10,000	1	10,000
4210 - Professional Contract Services	Local Hazard Mitigation Plan (LHMP) Contract	10,000	1	10,000
4210 - Professional Contract Services	Phillips & Seabrook Contract	175,000	1	175,000
4210 - Professional Contract Services	Planeteria - ADA Annual Website Review	500	1	500
Total 4210 - Professional Contract Services		197,900	5	197,900
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	ADT Security Monitoring	700	1	700
4330 - Misc Supplies & Services	Routine Department	2,500	1	2,500
Total 4330 - Misc Supplies & Services		3,200	2	3,200
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

ENGINEERING DEPARTMENT

Mission Statement

The Department of Engineering provides core services for mandated permit compliance, engineering support for the City’s public infrastructure system, and private development review that affects the public right of way.



Major Accomplishments in 2023-24:

- ✓ Bodega Avenue Bike Lanes and Pavement Rehabilitation project:
 - Begin construction of Phase 1 from High Street to Robinson Road/Nelson Way
 - 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.
- ✓ Continue to search for grant and funding opportunities to continue moving forward with the Citywide Pavement and Repairs Program to improve and maintain the city’s street and road network.
- ✓ Establish an undergrounding district for overhead utilities to utilize existing Rule 20A monies.
- ✓ In coordination with the Planning 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 2023-24 to completion and other Caltrans-initiated projects in the city: pedestrian crossing beacons at SR 116/McKinley and SR 116/Danmar.
- ✓ 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.

Goals and Objectives for 2024-25:
--

- ❖ Implement reorganization of the Public Works Department that will streamline and reduce costs by combining the Public Works Department and Engineering Department into one department.
- ❖ Rely less on consultants to perform day to day routine activities and services by hiring in-house staff to allow for better response times to the public and City departments, at less cost for engineering support services.
- ❖ Transfer information and project records from on call engineering consultants to Engineering Department to allow for smooth transition from consultant services to in-house staff support.
- ❖ Update the Pavement Management Program budget options reports in 2025, revise pavement restoration costs and deferred maintenance costs.
- ❖ Provide engineering responses and support for core services only to avoid expending City costs on non-core and discretionary services.
- ❖ Oversee the Capital Improvement Program (CIP) and establish procedures to reduce budget amendment requests.
- ❖ Continue pursuit of grant applications for Well #4 replacement, inflow and infiltration reduction, ATP and other pedestrian safety enhancement grants, HSIP (highway safety improvement program) grants, parks and CDBG grants for Burbank Farms restroom project and other ADA upgrades projects.
- ❖ Work with current Public Works Superintendent to download system maintenance needs before his retirement at the end of 2024.

SUMMARY - ENGINEERING DESCRIPTION OF CHANGES

EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Reasons
Salaries & Wages	124,686	214,472	89,786	On-Going	Increase of \$89,786 due to addition of Public Works Director/City Engineer for 6 months (\$99,000) upon retirement of the Public Works Superintendent, with the change anticipated to occur in the middle of the Fiscal Year; and reduction of \$9,214 due to position being budgeted at lower step than originally budgeted and removal of one-time payout (\$3125). Note that for simplicity, the additional costs for the new Public Works Director/City Engineer are included in the Engineering budget whereas the costs for the Public Works Superintendent remains in the Public Works budget. See "Reorg Savings" sheet for review of savings resulting from combining Public Works Department and Engineering Department.
Benefits	53,037	95,073	42,036	On-Going	The total increase of \$42,340 in the budget is due to several factors. The primary increase of \$34,994 is for the pension liability, and healthcare costs associated with the new position of Public Works Director/City Engineer. Other benefits costs have risen by \$3,595, and there is an additional \$3,750 for retiree medical reimbursement, which was not accounted for in the previous budget.
Contracted Services	293,200	139,380	(153,820)	One Time	Net Reduction of \$153,820 due to: 1) \$164,000 in professional contract services (4210) due to: reduction in GHD oncall services \$150,000; reduction of traffic engineering consultant and transfer of contract to Police Department budget \$23,000; increase in stormwater support to assist inhouse staff with RRWA meetings \$10,000; and reduction in scanning services of \$1,000; and 2) \$5,180 increase to Contracted services for recruitments services (\$5,000) and IT maintenance (\$180) and \$5,000 for as-needed technical support for Franchise Agreement renewal. Net effect of reduction in on call engineering consulting services during first half of the year is slower response time to the public and other City departments, more reliance on PW Superintendent for questions pertaining to infrastructure within public right of way, attendance at fewer meetings, rely on Engineering staff for questions pertaining to engineering records, and not providing engineering consultation to the public for private property matters.
Services & Supplies	60,630	56,300	(4,330)	One Time	Reduction of \$4,330 in dues/subscriptions for RRWA work plan. Note that this budget could increase if the Regional Board requires new changes to the City's stormwater permit.
Equipment Rental/Maintenance	6,400	6,800	400		Slight increase of \$400 for cost of copier lease.
Conference & Training Expense	250	250	0	N/A	NO CHANGE
Telecommunications	3,600	3,600	0	N/A	NO CHANGE
Allocated Insurance	42,394	37,145	(5,249)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Total Expense	584,197	553,020	(31,177)		
* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget					

SUMMARY - ENGINEERING							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2024-25 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	89,238	124,686	124,686	124,686	214,472	89,786	72.0%
Benefits	34,427	53,037	53,037	56,788	95,073	42,036	79.3%
Contracted Services	316,077	293,200	293,200	298,800	139,380	(153,820)	-52.5%
Services & Supplies	38,439	60,630	60,630	54,630	56,300	(4,330)	-7.1%
Equipment Rental/Maintenance	5,974	6,400	6,400	6,400	6,800	400	6.3%
Conference & Training Expense	127	250	250	200	250	-	0.0%
Telecommunications	2,575	3,600	3,600	3,000	3,600	-	0.0%
Allocated Insurance	28,911	42,394	42,394	42,394	37,145	(5,249)	-12.4%
Total Expense	515,766	584,197	584,197	586,898	553,020	(31,177)	-5.3%

Engineering							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	65,353	121,561	121,561	121,561	214,472	92,911	76.4%
4011 - Salaries - Part Time	19,315	-	-	-	-	-	0.0%
4017 - Salaries - COVID-19	819	-	-	-	-	-	0.0%
4023 - One Time Payment	3,750	3,125	3,125	3,125	-	(3,125)	-100.0%
Total Salaries & Wages	89,238	124,686	124,686	124,686	214,472	89,786	72.0%
Benefits							
4105 - Medicare & Fica	1,199	1,763	1,763	1,763	3,110	1,347	76.4%
4110 - CalPERS Employer Rate	19,716	25,672	25,672	25,672	21,482	(4,190)	-16.3%
4111 - CalPERS UAL Cost	-	-	-	-	25,320	25,320	0.0%
4130 - Health Insurance	8,416	22,120	22,120	22,120	35,984	13,864	62.7%
4140 - Retiree Health Insurance OPEB	3,733	-	-	3,750	3,750	3,750	0.0%
4150 - Dental Insurance	903	2,282	2,282	2,282	3,270	988	43.3%
4151 - Vision Insurance	93	255	255	255	352	97	38.0%
4181 - Long Term Disability Insurance	184	521	521	521	1,088	567	109.0%
4182 - Short Term Disability Insurance	92	193	193	193	369	176	90.8%
4183 - EAP (Employee Asst Prog)	28	70	70	70	105	35	50.1%
4184 - Life Insurance	62	162	162	162	243	81	50.0%
Total Benefits	34,427	53,037	53,037	56,788	95,073	42,036	79.3%
Contracted Services							
4210 - Professional Contract Services	315,691	291,700	291,700	297,300	132,700	(159,000)	-54.5%
4212 - Internet & Network /Technology Maint	-	1,500	1,500	1,500	1,680	180	12.0%
4230 - Recruitment Services	385	-	-	-	5,000	5,000	0.0%
Total Contracted Services	316,077	293,200	293,200	298,800	139,380	(153,820)	-52.5%
Services & Supplies							
4330 - Misc Supplies & Services	4,966	2,150	2,150	1,100	1,100	(1,050)	-48.8%
4340 - Postage & Printing	8	-	-	30	-	-	0.0%
4345 - Dues & Subscriptions	33,465	58,480	58,480	53,500	55,200	(3,280)	-5.6%
Total Services & Supplies	38,439	60,630	60,630	54,630	56,300	(4,330)	-7.1%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	5,974	6,400	6,400	6,400	6,800	400	6.3%
Total Equipment Rental/Maintenance	5,974	6,400	6,400	6,400	6,800	400	6.3%
Conference & Training Expense							
4515 - Meetings & Travel	127	250	250	200	250	-	0.0%
Total Conference & Training Expense	127	250	250	200	250	-	0.0%
Telecommunications							
4750 - Telecommunications	2,575	3,600	3,600	3,000	3,600	-	0.0%
Total Telecommunications	2,575	3,600	3,600	3,000	3,600	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	22,454	30,565	30,565	30,565	25,600	(4,965)	-16.2%
4997 - Allocated Wrkrs Comp Insurance	6,457	11,829	11,829	11,829	11,545	(284)	-2.4%
Total Allocated Insurance	28,911	42,394	42,394	42,394	37,145	(5,249)	-12.4%
Total Operation	515,766	584,197	584,197	586,898	553,020	(31,177)	-5.3%

Engineering				
Object Details				
ALFRE	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		189,580	13	189,580
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual storm water report assistance	25,700	1	25,700
4210 - Professional Contract Services	Engineering Management Services: 7/1 to 12/31/24 reduce level of service by 25%; eliminate service from 1/1 to 6/30/25	45,000	1	45,000
4210 - Professional Contract Services	Interim City Engineer - same explanation of reduction and elimination of services as above	45,000	1	45,000
4210 - Professional Contract Services	Engineering Management Services: Provide as-needed technical support for Franchise Agreement renewal	5,000		5,000
4210 - Professional Contract Services	Mandate storm water creek sampling-RWQCB suspended September 2022/Est. update Sep 2024	500	1	500
4210 - Professional Contract Services	Public outreach services for engineering activities	1,500	1	1,500
4210 - Professional Contract Services	RRWA technical support and MS4 co-permittee support to assist City staff to attend RRWA meetings in lieu of Engineering oncall.	10,000	1	10,000
4210 - Professional Contract Services	Traffic Engineering Services (Shift to Police Dept)	-	1	-
Total 4210 - Professional Contract Services		132,700	7	132,700
4212 - Internet & Network /Technology Maint				
Expense	Breeze Software (CIP)	1,680	1	1,680
Total 4212 - Internet & Network /Technology Maint		1,680	1	1,680
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	5-year permit renewal technical support	5,000	1	5,000
4345 - Dues & Subscriptions	Adobe Acrobat	200	1	200
4345 - Dues & Subscriptions	Russian River Water Shed work plan	36,000	1	36,000
4345 - Dues & Subscriptions	SCTA Annual Fee	6,000	1	6,000
4345 - Dues & Subscriptions	State Water Resources Control Board annual permit fee	8,000	1	8,000
Total 4345 - Dues & Subscriptions		55,200	5	55,200
4330 - Misc. Supplies & Services				
4330 - Misc Supplies & Services	Office supplies-reduced amount based on actual estimate	1,100	1	1,100
4375 - Equipment Rental & Maint.				
4375 - Equipment rental & maint.	Copier lease (managed by Admin Services) slight increase	6,800	1	6,800

FIRE DEPARTMENT

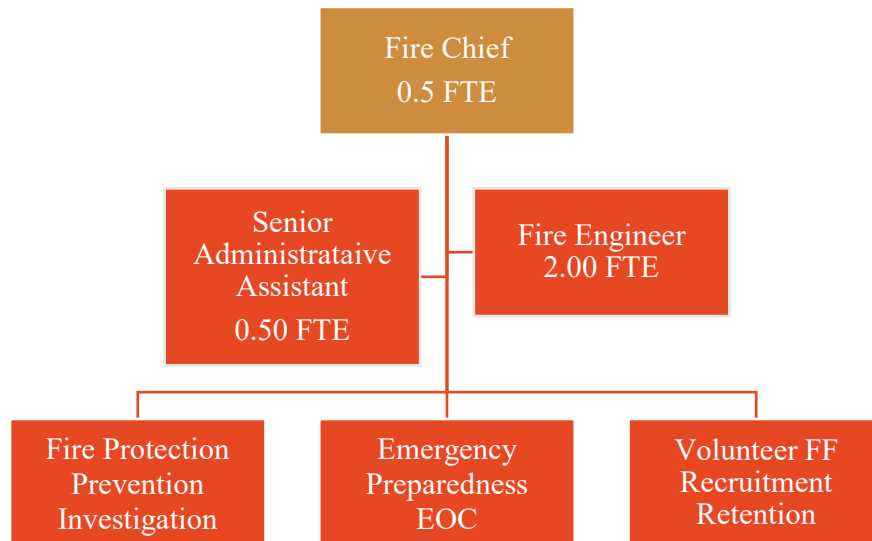
Mission Statement

Sebastopol Volunteer Fire Department's mission is to be a leading emergency service organization that:

- Meets the service requirements of our community in fire prevention, fire suppression, emergency medical services, rescue, and education.
- Utilizes and improves the dedication and skills of our people.
- Continually improves all of our services and operations.

In carrying out this Mission, the Sebastopol Volunteer Fire Department will:

- Give top priority to firefighter safety and environmental concerns
- Encourage the professional and personal development of our members
- Work as teams to take full advantage of our skills, knowledge, and creativity
- Communicate openly and honestly to our members and community in order to inspire trust and confidence



Major Accomplishments in 2023-24:

- ✓ Make forward progress on challenges related to staffing, including hiring a second Fire Engineer
- ✓ Continue to improve the fire safety inspection program
- ✓ Provide In-County and Out-of-County Upstaffing and Wildland Strike Teams
- ✓ Replacement of outdated Recuse with new engine.

Goals and Objectives for 2024-25:

1. **Emergency Response Efficiency:** Using NFPA 1720 as a goal, optimizing emergency response protocols, training, and equipment to minimize response times and maximize effectiveness in saving lives and property.
2. **Successful Fire Service Merger:** Ensure an efficient merger with the Gold Ridge Fire Protection District by July 1, 2025.
3. **Training Programs:** Investing in ongoing training for firefighters to enhance their skills and adapt to evolving firefighting and emergency medical techniques and technologies.
4. **Maintenance:** Ensuring all firefighting apparatus, equipment, and personal protective equipment is well-maintained to respond effectively to emergencies without incurring unnecessary exposures/injuries to responders or significant repair costs.
5. **Community Outreach:** Implementing cost-effective public education campaigns to promote fire/life safety and prevention, reducing the occurrence of emergencies

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - FIRE DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	390,079	233,856	(156,223)	On-Going	Increase in budgeted salary steps for new Fire Engineer amounting to \$3,507 increase. Increase in overtime costs for two full time fire engineers of \$13,500. Increase is needed to cover vacations, sick leave, out office). Eliminated one-time payout to 2.5 FTE saving \$6,250. Reduction in salary due to contract with Gold Ridge in anticipation of consolidation (City did not budget salary for Fire chief as Fire chief services are contracted to Gold Ridge - savings of \$166,984).
Benefits	305,098	181,460	(123,637)	On-Going	The reduction in pension cost of \$40,706. This is accompanied by a reduction in health premiums by \$60,810 due to health plan selection. Additional adjustments to benefits amounted to a reduction of \$9,121, and a reduction of unemployment benefits of approximately \$17,000. And an increase in retiree medical reimbursement of \$4,000 that was not previously budgeted for.
Contracted Services	441,800	752,849	311,049	One Time	<p>Increases:</p> <ol style="list-style-type: none"> 1. Fire Chief position contract with Gold Ridge: \$136,799 2. LAFCO Study for consolidation \$30,000. 3. Community relations related to consolidation \$15,000 4. Consolidation negotiation advising \$50,000 5. Map Your Neighbor (MYN) contract \$11,000 (\$2,000 of which is shifted from Special Programs) 6. Plan Review Consulting \$1,000 7. Volunteer firefighter expenses to expand coverage \$40,000 8. \$100,000 with uses to be determined. <p>Decreases:</p> <ol style="list-style-type: none"> 1. H&S Associates services for plan review consulting reduced by \$8,000 2. Outreach Coordinator support for MYN of \$1,000 3. Prevention backlog support of \$45,000, with prioritization of higher-risk facilities and expanded capacity with second Engineer position 4. Recruitment of new volunteers of \$18,750 as less recruitment needed 5. Reduction of Kaiser medical exams \$10,000 reflecting reduced volunteer recruitment <p>*Please note that the fire station assessment study will be funded by the Measure H funds</p>
Services & Supplies	91,700	90,200	(1,500)	On-Going	Increase of \$500 in office supplies to reflect the higher costs for inflation. Additionally, there has been a reallocation of the \$2,000 contract with the County re: EOC support to the police department and a reduction of \$4,000 in EOC supplies until completion of EOC assessment discussed in Police Department budget. There is also an additional increase of \$6,000 in Dues & Subscriptions for the iPad Tablet Command
Special Programs	2,000	-	(2,000)	One Time	This line item was previously budgeted for MYN/SNCU, which is now included under contract services
Equipment (under \$10K)	-	20,000	20,000	On-Going	This is a new budget line item to better reflect use of funds. \$20,000 is for portable radios. The adjustment largely is a reclassification from the capital outlay to this line item. This change is simply a shift in the budgeting process and does not reflect an actual increase in funds allocated for equipment.
Equipment Rental/Maintenance	29,600	39,600	10,000	N/A	\$10,000 for maintenance of equipment shifted from Capital Outlay
Vehicle Expense	77,500	66,500	(11,000)	One Time	
Conference & Training Expense	10,000	13,000	3,000	One Time	\$3,000 increase for new personnel
Utilities	11,000	16,345	5,345	One Time	The increase is based on new water rate
Telecommunications	9,200	9,200	-	N/A	NO CHANGE
Allocated Insurance	115,926	100,900	(15,026)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Capital Outlay	70,000	12,000	(58,000)	One Time	The Capital Outlay budget has undergone a reclassification within the equipment line item. \$12,000 is for fire station garage bay doors. Additionally, the \$238,000 debt service payment for the Type 1 Fire Engine will be paid from Measure H revenue and from the debt service account, as with all other debt payments.
Total Expense	1,553,903	1,535,910	(17,993)		

Note: Total expense does not include \$238,000 payment from debt service account for Type 1 fire engine, to be paid from Measure H/Fire sales tax revenue, nor \$60,000 in Measure H budget for fire station assessment.

Note: The City expects to receive \$600,000 from Measure H/Fire Salex Tax revenue in FY 24-25.

SUMMARY - FIRE							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	615,204	693,879	390,079	231,050	233,856	(156,223)	-40.0%
Benefits	241,900	305,098	305,098	153,782	181,460	(123,637)	-40.5%
Contracted Services	128,225	138,000	441,800	532,600	752,849	311,049	70.4%
Services & Supplies	64,217	91,700	91,700	76,600	90,200	(1,500)	-1.6%
Special Programs	10,050	2,000	2,000	7,100	-	(2,000)	-100.0%
Equipment (under \$10K)	30,304	-	-	-	20,000	20,000	0.0%
Equipment Rental/Maintenance	8,849	29,600	29,600	25,000	39,600	10,000	33.8%
Vehicle Expense	47,103	77,500	77,500	75,000	66,500	(11,000)	-14.2%
Conference & Training Expense	9,989	10,000	10,000	10,000	13,000	3,000	30.0%
Utilities	20,651	11,000	11,000	11,000	16,345	5,345	48.6%
Telecommunications	9,944	9,200	9,200	9,700	9,200	-	0.0%
Allocated Insurance	100,054	115,926	115,926	115,926	100,900	(15,026)	-13.0%
Capital Outlay	16,214	70,000	70,000	40,000	12,000	(58,000)	-82.9%
Total Expense	1,302,704	1,553,903	1,553,903	1,287,758	1,535,910	(17,993)	-1.2%

Fire							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	257,600	382,329	382,329	220,150	218,856	(163,473)	-42.8%
4011 - Salaries - Part Time	562	-	-	-	-	-	0.0%
4012 - Overtime	3,653	1,500	1,500	9,650	15,000	13,500	900.0%
4013 - VFF Duty Shift	97,400	85,000	-	-	-	-	0.0%
4014 - Part Time (Calls/Drills)	132,932	150,000	-	-	-	-	0.0%
4015 - Part Time (Captain Weekends)	28,200	28,800	-	-	-	-	0.0%
4016 - Part-Time (Retention)	80,000	40,000	-	-	-	-	0.0%
4017 - Salaries - COVID-19	2,357	-	-	-	-	-	0.0%
4023 - One Time Payment	12,500	6,250	6,250	1,250	-	(6,250)	-100.0%
Total Salaries & Wages	615,204	693,879	390,079	231,050	233,856	(156,223)	-40.0%
Benefits							
4100 - Employee Benefits	-	17,000	17,000	-	-	(17,000)	-100.0%
4101 - Health in Lieu	2,728	3,023	3,023	1,232	6,046	3,023	100.0%
4104 - Accrual in Lieu	36,799	-	-	-	-	-	0.0%
4105 - Medicare & Fica	37,724	5,544	5,544	6,400	3,173	(2,371)	-42.8%
4110 - CalPERS Employer Rate	117,535	170,650	170,650	115,000	41,353	(129,297)	-75.8%
4111 - CalPERS UAL Cost	-	-	-	-	88,591	88,591	0.0%
4130 - Health Insurance	27,377	86,276	86,276	15,000	22,443	(63,833)	-74.0%
4140 - Retiree Health Insurance OPEB	3,949	-	-	4,000	4,000	4,000	0.0%
4150 - Dental Insurance	4,669	11,074	11,074	2,000	5,139	(5,934)	-53.6%
4151 - Vision Insurance	515	1,218	1,218	250	550	(668)	-54.8%
4170 - Fire Service CSFA Award	5,350	4,200	4,200	5,350	5,350	1,150	27.4%
4180 - Fire LTD Disability Insurance	3,021	3,200	3,200	3,200	3,200	-	0.0%
4181 - Long Term Disability Insurance	860	1,775	1,775	500	895	(881)	-49.6%
4182 - Short Term Disability Insurance	322	673	673	200	372	(301)	-44.8%
4183 - EAP (Employee Asst Prog)	925	140	140	500	105	(35)	-25.0%
4184 - Life Insurance	126	324	324	150	243	(81)	-25.0%
Total Benefits	241,900	305,098	305,098	153,782	181,460	(123,637)	-40.5%
Contracted Services							
4210 - Professional Contract Services	116,815	113,000	113,000	203,800	402,799	289,799	256.5%
4230 - Recruitment Services	11,411	25,000	25,000	25,000	6,250	(18,750)	-75.0%
4413 - VFF Duty Shift	-	-	85,000	85,000	85,000	-	0.0%
4414 - VFF Calls/Drills	-	-	150,000	150,000	150,000	-	0.0%
4415 - VFF Captain Weekends	-	-	28,800	28,800	28,800	-	0.0%
4416 - VFF Expanded Coverage	-	-	40,000	40,000	80,000	40,000	100.0%
Total Contracted Services	128,225	138,000	441,800	532,600	752,849	311,049	70.4%
Services & Supplies							
4310 - Office Supplies	1,908	2,500	2,500	1,800	3,000	500	20.0%
4330 - Misc Supplies & Services	47,708	75,700	75,700	61,700	71,700	(4,000)	-5.3%
4340 - Postage & Printing	57	-	-	100	-	-	0.0%
4345 - Dues & Subscriptions	14,544	13,500	13,500	13,000	15,500	2,000	14.8%
Total Services & Supplies	64,217	91,700	91,700	76,600	90,200	(1,500)	-1.6%
Special Programs							
4890 - Other Community Support	10,050	2,000	2,000	7,100	-	(2,000)	-100.0%
Total Special Programs	10,050	2,000	2,000	7,100	-	(2,000)	-100.0%
Equipment (under \$10K)							
4370 - Equipment(under \$10K)	30,304	-	-	-	20,000	20,000	0.0%
Total Equipment (under \$10K)	30,304	-	-	-	20,000	20,000	0.0%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,509	4,600	4,600	-	4,600	-	0.0%
4378 - Equipment Maintenance	5,341	25,000	25,000	25,000	35,000	10,000	40.0%
Total Equipment Rental/Maintenance	8,849	29,600	29,600	25,000	39,600	10,000	33.8%

Fire							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Vehicle Expense							
4380 - Vehicle Maintenance	34,952	44,500	44,500	42,000	33,500	(11,000)	-24.7%
4390 - City Vehicle Fuel Expense	12,151	33,000	33,000	33,000	33,000	-	0.0%
Total Vehicle Expense	47,103	77,500	77,500	75,000	66,500	(11,000)	-14.2%
Conference & Training Expense							
4510 - Conference & Training	8,119	10,000	10,000	10,000	13,000	3,000	30.0%
4515 - Meetings & Travel	1,870	-	-	-	-	-	0.0%
Total Conference & Training Expense	9,989	10,000	10,000	10,000	13,000	3,000	30.0%
Utilities							
4710 - Utilities - Gas & Electric	19,079	8,000	8,000	8,000	8,000	-	0.0%
4711 - Utilities - City Bill	1,572	3,000	3,000	3,000	8,345	5,345	178.2%
Total Utilities	20,651	11,000	11,000	11,000	16,345	5,345	48.6%
Telecommunications							
4750 - Telecommunications	9,944	9,200	9,200	9,700	9,200	-	0.0%
Total Telecommunications	9,944	9,200	9,200	9,700	9,200	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	55,747	60,460	60,460	60,460	64,600	4,140	6.8%
4997 - Allocated Wrkrs Comp Insurance	44,307	55,466	55,466	55,466	36,300	(19,166)	-34.6%
Total Allocated Insurance	100,054	115,926	115,926	115,926	100,900	(15,026)	-13.0%
Capital Outlay							
5100 - Capital Outlay	16,214	70,000	70,000	40,000	12,000	(58,000)	-82.9%
Total Capital Outlay	16,214	70,000	70,000	40,000	12,000	(58,000)	-82.9%
Total Operation	1,302,704	1,553,903	1,553,903	1,287,758	1,535,910	(17,993)	-1.2%

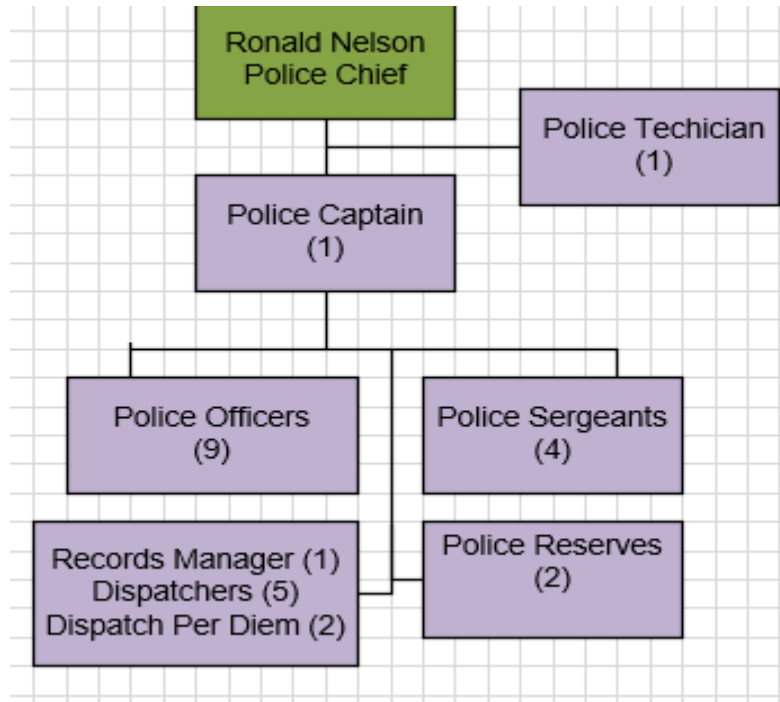
Fire				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total				
4170 - Fire Service CSFA Award				
4170 - Fire Service CSFA Award	Cetera Retirement Plan/First Allied Retirement	5,350	1	5,350
Total 4170 - Fire Service CSFA Award		5,350	1	5,350
4180 - Fire LTD Disability Insurance				
4180 - Fire LTD Disability Insurance	Payment of Disability Ins	3,200	1	3,200
Total 4180 - Fire LTD Disability Insurance		3,200	1	3,200
4210 - Professional Contract Services				
4210 - Professional Contract Services	Redcom Dispatch Services	59,000	1	59,000
4210 - Professional Contract Services	Plan Review Consulting	1,000	1	1,000
4210 - Professional Contract Services	LAFCO Study	30,000	1	30,000
4210 - Professional Contract Services	Community relations related to consolidation	15,000	1	15,000
4210 - Professional Contract Services	Consolidation Negotiation Advising	50,000	1	50,000
4210 - Professional Contract Services	GoldRidge Contract (Fire Chief Support)	136,799	1	136,799
4210 - Professional Contract Services	MYN/SNCU Contract	11,000	1	11,000
4210 - Professional Contract Services	Explore CERT and Fall Prevention	100,000	1	100,000
Total 4210 - Professional Contract Services		402,799	8	402,799
4230 - Recruitment Services				
4230 - Recruitment Services	Recruitment of new volunteers	6,250	1	6,250
Total 4230 - Recruitment Services		6,250	1	6,250
4310 - Office Supplies				
4310 - Office Supplies	Office Depot	3,000	1	3,000
Total 4310 - Office Supplies		3,000	1	3,000
4330 - Misc Supplies & Services - Operations				
4330 - Misc Supplies & Services - Operations	ADT Camera Security Monitoring	700	1	700
4330 - Misc Supplies & Services - Operations	Aim Mail Center	250	1	250
4330 - Misc Supplies & Services - Operations	City of Healdsburg (CUPA/CERS)	1,500	1	1,500
4330 - Misc Supplies & Services - Operations	County OP Area Emergency Services Contract	2,000	1	2,000
4330 - Misc Supplies & Services - Operations	Hardware and Small Parts	7,500	1	7,500
4330 - Misc Supplies & Services - Operations	Kaiser Medicals/Physicals	5,000	1	5,000
4330 - Misc Supplies & Services - Operations	Life Assist Medical Supplies	500	1	500
4330 - Misc Supplies & Services - Operations	Major Alarm FD Monitoring	750	1	750
4330 - Misc Supplies & Services - Operations	Medical Supplies	5,000	1	5,000
4330 - Misc Supplies & Services - Operations	OS System Water Rescue Dry Suits	2,000	1	2,000
4330 - Misc Supplies & Services - Operations	Replacement PPE (structural, wildland, and EMS) for 10% of staff	30,000	1	30,000
4330 - Misc Supplies & Services - Operations	Station/Living Area Supplies	10,500	1	10,500
4330 - Misc Supplies & Services - Operations	Uniform and Apparel	6,000	1	6,000
Total 4330 - Misc Supplies & Services		71,700	13	71,700
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Active 911	150	1	150
4345 - Dues & Subscriptions	Cal Chief's Membership	500	1	500
4345 - Dues & Subscriptions	CSFA FF Membership	2,700	1	2,700
4345 - Dues & Subscriptions	I Am Responding	700	1	700
4345 - Dues & Subscriptions	IAFC Membership	300	1	300
4345 - Dues & Subscriptions	Image Trend	2,500	1	2,500
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
4345 - Dues & Subscriptions	Tablet Command	6,000	1	6,000
Total 4345 - Dues & Subscriptions		15,500	11	15,500

Fire				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
4370 - Equipment(under \$10K)				
4370 - Equipment(under \$10K)	Portable Radios	20,000	1	20,000
Total 4370 - Equipment(under \$10K)		20,000	1	20,000
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Copier	4,600	1	4,600
Total 4375 - Equipment Rental/Expenses		4,600	1	4,600
4378 - Equipment Maintenance				
4370 - Equipment(under \$10K)	Breathing Air Systems, Mallory Safety, Flow Tests, SCBA	5,000	1	5,000
4370 - Equipment(under \$10K)	Communications	5,000	1	5,000
4378 - Equipment Maintenance	Air Exchange (Plymovent)	2,000	1	2,000
4378 - Equipment Maintenance	Fire Safety Supply	1,500	1	1,500
4378 - Equipment Maintenance	Misc Small Tools and Equipment	19,000	1	19,000
4378 - Equipment Maintenance	Physio Control (AEDs)	1,500	1	1,500
4378 - Equipment Maintenance	Sign Dynamics	1,000	1	1,000
Total 4378 - Equipment Maintenance		35,000	5	35,000
4380 - Vehicle Maintenance				
4380 - Vehicle Maintenance	BAAQM Permits (Air Quality Permits)	1,000	1	1,000
4380 - Vehicle Maintenance	Ladder and Pump Testing	4,000	1	4,000
4380 - Vehicle Maintenance	Vehicle Repairs & Maintenance	28,500	1	28,500
Total 4380 - Vehicle Maintenance		33,500	3	33,500
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 & Target Solution software	11,500	1	11,500
4510 - Conference & Training	SR Training Tower	1,000	1	1,000
Total 4510 - Conference & Training		13,000	3	13,000
4710 - Utilities				
4710 - Utilities	PG&E	8,000	1	8,000
4711 - Utilities	City Water/Sewer	8,345	1	8,345
Total 4711 - Utilities - City Bill		8,345	1	8,345
4750 - Telecommunications - Operations				
4750 - Telecommunications - Operations	AT&T EOC PD Fax	750	1	750
4750 - Telecommunications - Operations	AT&T EOC PD Router	750	1	750
4750 - Telecommunications - Operations	Comcast (TV Service)	600	1	600
4750 - Telecommunications - Operations	Dias Phone Systems	2,400	1	2,400
4750 - Telecommunications - Operations	Sonic Fiber	1,300	1	1,300
4750 - Telecommunications - Operations	Verizon iPad (Fire Engines)/ (2) Cell Phones	3,400	1	3,400
Total 4750 - Telecommunications		9,200	6	9,200
5100 - Capital Outlay				
5100 - Capital Outlay	Garage Bay Door	12,000	1	12,000
Total 5100 - Capital Outlay		12,000	1	12,000

POLICE DEPARTMENT

Mission Statement

The Sebastopol Police Department is committed to preserving life, peace, and property by providing policing that embodies integrity, professionalism, humanity, and service to the community.



Major Accomplishments in 2023-24:

- ✓ Delivered effective, collaborative policing services to the Sebastopol community.
- ✓ Improved visibility with proactive foot and vehicle patrols, and community engagement and outreach in the Sebastopol business and downtown areas. Focused enforcement on traffic, unhoused issues, and community policing that are required daily duties of patrol officers.
- ✓ Major progress in meeting best practice standards outlined in our Training Program Manual.
- ✓ Initiated a wellness program.
- ✓ Development of a Citizen's Police Experience to be held in Fall 2024 to increase community engagement and solicit volunteers for the police department.

Goals and Objectives for 2024-25:

- ❖ Revitalize the Citizen Volunteer Program.
- ❖ Establish a Community Advisory Panel to the Chief of Police.
- ❖ Continue to evaluate and modify service delivery models and operational costs to best align with budgetary constraints, while maintaining adequate safety levels.

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - POLICE DESCRIPTION OF CHANGES						
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts	Verson 070224
Salaries & Wages	2,512,529	2,398,398	(114,131)	One-time	Salary reduction is the result of recent hires coming in a a lower pay scale due less experience and being hired as PEPRA employees. The original budgeted costs for the vacancies had to presume that a Classic formula employee may have been an experienced lateral hired to fill the position.	
Benefits	1,967,541	1,995,311	27,770		Benefit cost reduction is attributed to some employees, particularly recent hires having lower benefit costs than what was originally budgeted for the vacant positions.	
Contracted Services	155,450	281,565	126,115	One-time	<p>The bulk of the increase of \$126,115 is due to the following items:</p> <p>Traffic and Engineering Contract was shifted to Police resulting in \$11,500 increase to police budget.</p> <p>IMPACTS: Traffic Safety meetings and use of engineering services will be limited. Responses to citizen requests delayed. Engineering services will be utilized for items that present a significant public safety hazard. Citizen requests for all but minor budgeted items will be denied. Priority will be given to projects that have already been approved or funded. Responses to citizen inquiries will fall upon police department and public works staff impacting their workloads.</p> <p>Emergency Operations Center Assessment resulted in a \$20,000 increase to the police budget; EOC operations has shifted to police with consolodation with Gold Ridge Fire. EOC management is not part of the consolodation agreement. Emergency management system needs improvement including tech updating, equipment, mock drill trainings for staff and a revision to the EOP (Emergency Operations Plan). Incorporating a CERT (Community Emergency Response Team) certification will be evaluated.</p> <p>The County Operational Area Contract with Sonoma County relating to EOC operations moved from Fire Budget to Police Budget resulting in a \$2,000 increase.</p> <p>Homeless Outreach Support Contract and responsibilities moved to Police budget from a non-deparmental budget, resulting in a \$40,000 increase. City Manager assigned this responsibility to the Police Department in the Spring of 2024 with the departure of the prior Planning Director and recognition that the Police Department works much more closely with the outreach coordinator than any other Department. Evaluation of a SAFE model will include whether this contract will be needed in the future.</p> <p>Warming and cooling center funds and responsibility shifted to the Police budget for an increase of \$4,465.</p> <p>IMPACTS: Funds for Warming Centers were from a Board of Supervisors one-tiime grant. The limitation of the funds will require their useage only under the most extreme weather circumstances.</p> <p>Recruitment Services increased \$40,000 due to anticipated recruitments for Police Chief and anticipated vacancies for line staff.</p> <p>Internet and Technology expenses increased by \$6,800 based upon actual costs from FY 23/24 and anticipated increases due to inflation.</p> <p>Background Investigtions increased by \$3,500 based on anticipated needs for FY24/25.</p> <p>An increase of \$8,000 to RV Tow Fund related to the current situation in the city.</p> <p>Litigation expenses reduced by \$20,000 due to no anticipated expenses for FY 24/25 and conclusion of all previous claims.</p> <p>A \$13,000 reduction by shifting the janitorial contract to house all city janitorial services contracts in place in the overall budget.</p>	
Services & Supplies	38,450	35,952	(2,499)	One-time	<p>Miscellaneous Supplies and Services increased \$1500 due to increase in ammunition and supply costs for training.</p> <p>Office Supplies reduced by \$3,700 due to reassessment of actual needs and cost cutting.</p> <p>Postage and printing reduced \$250 based on actual needs.</p> <p>Dues and Subcriptions reduced by \$99 based on current use.</p>	
Special Programs	6,000	-	(6,000)		Casino Mitigation Funds are funds provided by the Graton Rancheria tribe to offset public safety impacts to surrounding communities from Casino operations. This portion of the funds have been shifted into the General Fund for reallocation.	
Equipment Rental/Maintenance	11,300	10,540	(760)		Budget reduced \$760 based on current anticipated needs and the historical review of regular events taking place requiring both electronic and static traffic signs, barricades and misc. equipment required for safety. Examples include the Apple Blossom parade, Florence Avenue Halloween street closure, various community events such as longstanding block parties, 4th of July celebrations.	
Vehicle Expense	36,000	37,000	1,000		Anticipated Increase in Fuel Costs based upon inflation and market conditions.	
Conference & Training Expense	31,660	32,745	1,085		<p>Conferences and Training increased \$2,085 due to adjusted current costs for identified trainings. Course costs have risen with inflation and courses identified are required to comply with POST, statutory requirements, and cost effectiveness. Significant turnover in personnel and promotions requires additional training be provided to meet mandates. All use of force, and communicaton trainings now require de-escalation.</p> <p>Meetings and travel was reduced by \$1,000 as many of the courses as possible, or that are free or held locally are utilized, which reduces per diem, lodging and mileage expenses.</p>	

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - POLICE DESCRIPTION OF CHANGES						
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts	Verson 070224
Utilities	33,000	37,650	4,650		An overall increase of \$4,650 to police department utilities is expected. The city bill for water and sewer usage is expected to increase \$8,650 due to anticipated water and sewer rate increases. The gas and electric utilities was reduced \$4,000 based upon actual historic usage the past few years combined with conservation methods.	
Telecommunications	30,000	31,700	1,700	N/A	NO CHANGE	
Allocated Insurance	482,972	465,630	(17,342)		This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.	
Capital Outlay	172,830	50,000	(122,830)	On-Going	\$25,000 was requested to replace out-dated and unreliable building secured entry system. A reduction of \$122,830 is due to a lower amount being requested from the police endowment fund for improvements to the police department. The improvements and purchases from FY 23/24 have been completed with the exception of the replacement of \$15,000 for the security camera system and the purchase of safety helmets for \$10,000. Those funds are a carryover and combined with the \$25,000 request, the total amount requested is \$50,000 resulting the in savings compared to last year.	
Total Expense	5,477,732	5,376,490	(101,241)			
* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget						

SUMMARY - POLICE							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	2,294,233	2,512,529	2,512,529	2,323,916	2,398,398	(114,131)	-4.5%
Benefits	1,717,569	1,967,541	1,967,541	1,925,055	1,995,311	27,770	1.4%
Contracted Services	289,071	155,450	155,450	150,151	281,565	126,115	81.1%
Services & Supplies	114,489	38,450	38,450	44,243	35,952	(2,499)	-6.5%
Special Programs	7,669	6,000	6,000	6,000	-	(6,000)	-100.0%
Equipment (under \$10K)	7,092	-	-	4,357	-	-	0.0%
Equipment Rental/Maintenance	20,348	11,300	11,300	8,300	10,540	(760)	-6.7%
Vehicle Expense	47,273	36,000	36,000	32,000	37,000	1,000	2.8%
Conference & Training Expense	24,141	31,660	31,660	29,679	32,745	1,085	3.4%
Utilities	33,504	33,000	33,000	31,425	37,650	4,650	14.1%
Telecommunications	31,051	30,000	30,000	26,500	31,700	1,700	5.7%
Allocated Insurance	416,260	482,972	482,972	482,970	465,630	(17,342)	-3.6%
Capital Outlay	-	172,830	172,830	147,830	50,000	(122,830)	-71.1%
Total Expense	5,002,699	5,477,732	5,477,732	5,212,426	5,376,490	(101,241)	-1.8%

Police							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	1,659,593	2,291,529	2,291,529	2,000,000	2,188,398	(103,131)	-4.5%
4011 - Salaries - Part Time	10,952	18,000	18,000	42,000	35,000	17,000	94.4%
4012 - Overtime	299,944	143,000	143,000	210,000	175,000	32,000	22.4%
4017 - Salaries - COVID-19	4,310	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	11,907	-	-	-	-	-	0.0%
4020 - ADPP	11,917	-	-	11,916	-	-	0.0%
4022 - Overtime-R12	97,360	-	-	-	-	-	0.0%
4023 - One Time Payment	198,250	60,000	60,000	60,000	-	(60,000)	-100.0%
Total Salaries & Wages	2,294,233	2,512,529	2,512,529	2,323,916	2,398,398	(114,131)	-4.5%
Benefits							
4100 - Employee Benefits	23,674	44,000	44,000	44,000	20,000	(24,000)	-54.5%
4101 - Health in Lieu	9,311	12,092	12,092	9,855	6,046	(6,046)	-50.0%
4102 - Uniform Allowance	17,800	18,000	18,000	16,800	19,000	1,000	5.6%
4103 - Holiday Pay	159,818	243,683	243,683	145,313	232,109	(11,574)	-4.7%
4104 - Accrual in Lieu	44,200	65,000	65,000	33,553	77,300	12,300	18.9%
4105 - Medicare & Fica	38,742	33,227	33,227	39,192	31,732	(1,495)	-4.5%
4110 - CalPERS Employer Rate	955,604	963,828	963,828	1,126,312	337,576	(626,252)	-65.0%
4111 - CalPERS UAL Cost	-	-	-	-	627,273	627,273	0.0%
4122 - Retirement Health Savings Plan	31,233	35,000	35,000	46,985	40,000	5,000	14.3%
4130 - Health Insurance	324,888	427,555	427,555	351,842	473,827	46,272	10.8%
4140 - Retiree Health Insurance OPEB	57,528	59,480	59,480	51,987	59,500	20	0.0%
4145 - PORAC LTD Insurance	3,079	6,378	6,378	2,520	6,280	(98)	-1.5%
4150 - Dental Insurance	41,888	50,126	50,126	45,172	54,498	4,372	8.7%
4151 - Vision Insurance	4,639	5,592	5,592	4,754	5,759	167	3.0%
4181 - Long Term Disability Insurance	2,901	795	795	4,214	1,460	665	83.6%
4182 - Short Term Disability Insurance	222	314	314	415	561	247	78.8%
4183 - EAP (Employee Asst Prog)	614	770	770	641	770	(0)	0.0%
4184 - Life Insurance	1,427	1,701	1,701	1,500	1,620	(81)	-4.8%
Total Benefits	1,717,569	1,967,541	1,967,541	1,925,055	1,995,311	27,770	1.4%
Contracted Services							
4210 - Professional Contract Services	130,301	112,000	112,000	90,000	211,315	99,315	88.7%
4212 - Internet & Network /Technology Maint	33,253	23,450	23,450	28,151	30,250	6,800	29.0%
4214 - Litigation Expense	95,296	20,000	20,000	25,000	-	(20,000)	-100.0%
4230 - Recruitment Services	30,221	-	-	7,000	40,000	40,000	0.0%
Total Contracted Services	289,071	155,450	155,450	150,151	281,565	126,115	81.1%
Services & Supplies							
4310 - Office Supplies	4,259	9,700	9,700	9,100	6,000	(3,700)	-38.1%
4330 - Misc Supplies & Services	107,594	24,750	24,750	24,750	26,300	1,550	6.3%
4340 - Postage & Printing	519	1,000	1,000	550	750	(250)	-25.0%
4345 - Dues & Subscriptions	2,118	3,000	3,000	9,843	2,902	(99)	-3.3%
Total Services & Supplies	114,489	38,450	38,450	44,243	35,952	(2,499)	-6.5%
Special Programs							
4215 - Casino Mitigation Program	7,669	6,000	6,000	6,000	-	(6,000)	-100.0%
Total Special Programs	7,669	6,000	6,000	6,000	-	(6,000)	-100.0%
Equipment (under \$10K)							
4370 - Equipment(under \$10K)	7,092	-	-	4,357	-	-	0.0%
Total Equipment (under \$10K)	7,092	-	-	4,357	-	-	0.0%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	20,348	11,300	11,300	8,300	10,540	(760)	-6.7%
Total Equipment Rental/Maintenance	20,348	11,300	11,300	8,300	10,540	(760)	-6.7%
Vehicle Expense							
4380 - Vehicle Maintenance	24,622	18,000	18,000	17,000	18,000	-	0.0%
4390 - City Vehicle Fuel Expense	22,651	18,000	18,000	15,000	19,000	1,000	5.6%
Total Vehicle Expense	47,273	36,000	36,000	32,000	37,000	1,000	2.8%

Police							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Conference & Training Expense							
4510 - Conference & Training	14,861	11,660	11,660	11,679	13,745	2,085	17.9%
4515 - Meetings & Travel	9,280	20,000	20,000	18,000	19,000	(1,000)	-5.0%
Total Conference & Training Expense	24,141	31,660	31,660	29,679	32,745	1,085	3.4%
Utilities							
4710 - Utilities - Gas & Electric	28,981	26,000	26,000	25,000	22,000	(4,000)	-15.4%
4711 - Utilities - City Bill	4,523	7,000	7,000	6,425	15,650	8,650	123.6%
Total Utilities	33,504	33,000	33,000	31,425	37,650	4,650	14.1%
Telecommunications							
4750 - Telecommunications	31,051	30,000	30,000	26,500	31,700	1,700	5.7%
Total Telecommunications	31,051	30,000	30,000	26,500	31,700	1,700	5.7%
Allocated Insurance							
4996 - Allocated Liability Insurance	254,248	259,985	259,985	259,983	248,010	(11,975)	-4.6%
4997 - Allocated Wrkrs Comp Insurance	162,012	222,987	222,987	222,987	217,620	(5,367)	-2.4%
Total Allocated Insurance	416,260	482,972	482,972	482,970	465,630	(17,342)	-3.6%
Capital Outlay							
5100 - Capital Outlay	-	172,830	172,830	147,830	50,000	(122,830)	-71.1%
Total Capital Outlay	-	172,830	172,830	147,830	50,000	(122,830)	-71.1%
Total Operation	5,002,699	5,477,732	5,477,732	5,212,426	5,376,490	(101,241)	-1.8%

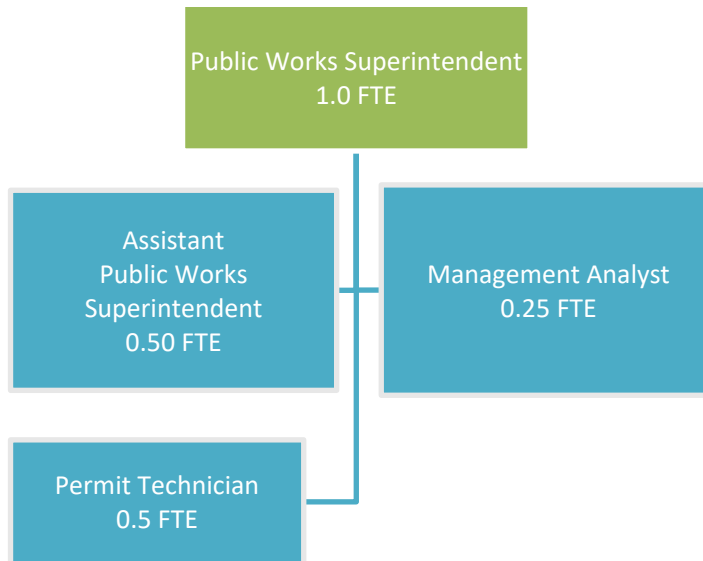
Police				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		430,954	119	467,417
4100 - Employee Benefits				
4100 - Employee Benefits	Unemployment Benefit (1)	2,500	4	10,000
4100 - Employee Benefits	Unemployment Benefit (2)	2,500	4	10,000
Total 4100 - Employee Benefits		5,000	8	20,000
4145 - PORAC LTD Insurance				
4145 - PORAC LTD Insurance	Police Dispatchers	1,035	1	1,035
4145 - PORAC LTD Insurance	Police Officers/Sergeant	4,630	1	4,630
Total 4145 - PORAC LTD Insurance		5,665	2	5,665
4210 - Professional Contract Services				
4210 - Professional Contract Services	Language Line	750	1	750
4210 - Professional Contract Services	Psych Evals	775	3	2,325
4210 - Professional Contract Services	Scheduling Software	775	1	775
4210 - Professional Contract Services	Lexis Nexis	2,400	1	2,400
4210 - Professional Contract Services	Background Investigations	2,500	3	7,500
4210 - Professional Contract Services	Sonoma County Sheriff's Bomb Squad Annual Fee	4,500	1	4,500
4210 - Professional Contract Services	AMR Blood Draws	5,000	1	5,000
4210 - Professional Contract Services	RV Tows	16,000	1	16,000
4210 - Professional Contract Services	SoCo ISD IJS Access and line	8,500	1	8,500
4210 - Professional Contract Services	Traffic Engineer Support	11,500	1	11,500
4210 - Professional Contract Services	Landscape	20,000	1	20,000
4210 - Professional Contract Services	DOJ Fingerprints	14,600	1	14,600
4210 - Professional Contract Services	Axon Taser 7 Annual Maintenance (Equipment,cloud)	15,000	1	15,000
4210 - Professional Contract Services	Axon Body Cams Annual Maintenance (Equip, cloud)	16,000	1	16,000
4210 - Professional Contract Services	Animal Control Contract Support (North Bay Animal Svs)	20,000	1	20,000
4210 - Professional Contract Services	Homeless Outreach Support	40,000	1	40,000
4210 - Professional Contract Services	Warming Center (carryover)	4,465	1	4,465
4210 - Professional Contract Services	EOC Assesments Study	20,000	1	20,000
4210 - Professional Contract Services	County Op Area Emergency Services Contract	2,000	1	2,000
Total 4210 - Professional Contract Services		204,765	23	211,315
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	Carousel - Storage Battery	400	1	400
4212 - Internet & Network /Technology Maint	Marin IT - PD Server Maintenance Only	1,250	1	1,250
4212 - Internet & Network /Technology Maint	Marin IT - Network Maintenance Equipment Replacement	2,500	1	2,500
4212 - Internet & Network /Technology Maint	Vertiv Battery Backup	2,500	1	2,500
4212 - Internet & Network /Technology Maint	CLETS Line Fee	3,100	1	3,100
4212 - Internet & Network /Technology Maint	Sun Ridge Systems- Annual Support Services CAD/RMS	20,500	1	20,500
Total 4212 - Internet & Network /Technology Maint		30,250	6	30,250
4230 - Recruitment Services				
4230 - Recruitment Services	Police Chief/Captain Recruitment	25,000	1	25,000
4230 - Recruitment Services	Police Officer or Civilian Staff Recruitment	15,000	1	15,000
Total 4230 - Recruitment Services		40,000	2	40,000
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies	6,000	1	6,000
Total 4310 - Office Supplies		6,000	1	6,000
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Ammunition	12,000	1	12,000
4330 - Misc Supplies & Services	Citations	1,300	1	1,300
4330 - Misc Supplies & Services	Evidence/Crime Scene Supplies	2,000	1	2,000
4330 - Misc Supplies & Services	eWaste, Records & Haz Mat Destruction	5,000	1	5,000
4330 - Misc Supplies & Services	Firearms, Holsters, Duty Equipment	5,000	1	5,000
4330 - Misc Supplies & Services	Radio Battteries	1,000	1	1,000
Total 4330 - Misc Supplies & Services		26,300	6	26,300

Police				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe Subscriptions	288	2	576
4345 - Dues & Subscriptions	CA Association for Property and Evidence Technicians	50	1	50
4345 - Dues & Subscriptions	California Police Chief's Association	375	1	375
4345 - Dues & Subscriptions	CLEAR (CA Law Enforcement Assn. of Records Supervisors)	100	1	100
4345 - Dues & Subscriptions	Copware - Legal Sourcebook	705	1	705
4345 - Dues & Subscriptions	Critical Reach APD Net Annual Subscription	250	1	250
4345 - Dues & Subscriptions	National Emergency Network Association Fee	147	1	147
4345 - Dues & Subscriptions	NBLETMA (North Bay Law Enforcement Training Managers Assn.)	250	1	250
4345 - Dues & Subscriptions	Sonoma County Law Enforcement Chiefs Association	200	1	200
4345 - Dues & Subscriptions	Zoom Subscriptions for Chief and Captain	124	2	249
Total 4345 - Dues & Subscriptions		2,489	12	2,902
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Badges and Cases	250	4	1,000
4375 - Equipment Rental/Expenses	Ballsitic Vests	1,575	4	6,300
4375 - Equipment Rental/Expenses	Canon Copier Lease	195	12	2,340
4375 - Equipment Rental/Expenses	Florence Avenue Closure Equipment	900	1	900
Total 4375 - Equipment Rental/Expenses		2,920	21	10,540
4510 - Conference & Training				
4510 - Conference & Training	Cal Chiefs- Annual Chief's Conference, 4 Days, Out of town	875	1	875
4510 - Conference & Training	Collision Investigation- 6 Officers, 5 days	200	6	1,200
4510 - Conference & Training	Crisis Intervention Training- 4 Officers, 5 days local	125	3	375
4510 - Conference & Training	CSI School- 3 Officers, 5 days likely out of town	1,135	3	3,405
4510 - Conference & Training	First Aid/CPR Instructor- 1 Officer, 5 days, Out of town	430	1	430
4510 - Conference & Training	FTO Program Coordinator- 1 Sergeant, 3 day course out of town	80	1	80
4510 - Conference & Training	Internal Affairs Investigations - 3 Sergeants. 3 day course out of town	300	1	300
4510 - Conference & Training	Interview and Interrogation- 5 officers, 5 days out of town	575	3	1,725
4510 - Conference & Training	Officer Involved Shooting Investigations - 3 Sergeants. 2 day course out of town	250	2	500
4510 - Conference & Training	Radar and Lidar- 4 Officers, 4 days possibly local	320	4	1,280
4510 - Conference & Training	RIMS Conference- Dispatch System Conference Annually, Out of town	1,350	1	1,350
4510 - Conference & Training	Supervisor School- 1 Sergeant, 10 days likely local	225	1	225
4510 - Conference & Training	Women Law Enforcement Leadership Symposium	1,000	2	2,000
Total 4510 - Conference & Training		6,865	29	13,745
4515 - Meetings & Travel				
4515 - Meetings & Travel	Estimated Lodging for identified Courses	12,000	1	12,000
4515 - Meetings & Travel	Estimated Per Diem Costs	7,000	1	7,000
Total 4515 - Meetings & Travel		19,000	2	19,000
4750 - Telecommunications				
4750 - Telecommunications	Police Department Land Lines (AT&T)	14,000	1	14,000
4750 - Telecommunications	Police Department Cell Phone & MDT (AT&T Mobility)	12,800	1	12,800
4750 - Telecommunications	EOC Cable Service (Comcast)	3,200	1	3,200
4750 - Telecommunications	EOC Fax Line & Router (AT&T)	1,700	1	1,700
Total 4750 - Telecommunications		31,700	4	31,700
5100 - Capital Outlay				
5100 - Capital Outlay	Safety Helmet (carryover)	10,000	1	10,000
5100 - Capital Outlay	Repair & Replace Secured Entry System (Endowment Fund)	25,000	1	25,000
5100 - Capital Outlay	Replace Security Camera System (carryover)	15,000	1	15,000
Total 5100 - Capital Outlay		50,000	3	50,000

PUBLIC WORKS DEPARTMENT

Mission Statement

The Department of Public Works is dedicated to serving our community by providing exceptional service. Our core responsibility lies in the economical, efficient planning, design, construction, operation, and maintenance of our city's essential infrastructure.



Major Accomplishments in 2023-24:

- ✓ Maintained regulatory compliance with water, sewer, storm water, air quality, and ADA standards.
- ✓ Maintained City facilities per long term maintenance plan.
- ✓ Maintained Cal/OSHA regulatory compliance safety and training policies program.
- ✓ Replaced Sebastopol Library roof
- ✓ Installed new Solar PV system at Sebastopol Library
- ✓ Purchased two replacement small equipment trailers

Goals and Objectives for 2024-25:

- ❖ Maintain clean, safe and accessible outdoor recreation spaces that encourage healthy community activities
- ❖ Enhance and respect natural habitat areas and wildlife spaces through well maintained and defined public corridors
- ❖ Implement water conservation measures and utilize native tree and plant species replacement whenever applicable
- ❖ In partnership with the West County Community Swimmers, replace the Ives Pool heater to maintain uninterrupted access to therapeutic exercise and pool safety programs provided by the facility
- ❖ Address vandalism repairs and debris removal promptly to discourage compounding associated issues related to these activities

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

PUBLIC WORKS - FULL TIME (FTE) STAFFING ALLOCATION													
Budgeted Staffing	Senior Center 40-02	Corp Yard 41-02	Gas Tax Streets 200-41-03	General Fund Streets 41-03	Parks & Landscaping 41-04	Parking Lots 41-05	Government Building 41-06	Community Center 42-02	Ives Pool 43-02	Water Fund 500-44-02	Sewer Fund 510-44-02	LAD 215-41-03	FTE - Total
Public Works													
Superintendent		0.97										0.03	1.00
Assistant Superintendent		0.05		0.15	0.1					0.45	0.25		1.00
Management Analyst ¹		0.25											0.25
Permit Technician ¹		0.5											0.50
Water System Treatment Operator				0.2						0.6	0.2		1.00
Sanitary Sewer System Operator			0.2							0.2	0.6		1.00
Senior Maintenance Worker			0.2							0.4	0.4		1.00
Senior Parks & Facilities/Maintenance Worker III			0.2		0.25	0.05	0.1	0.05	0.2	0.05	0.05	0.05	1.00
Maintenance Worker II				0.25	0.25	0.25	0.25						1.00
Maintenance Worker II	0.05			0.05	0.05	0.05				0.4	0.4		1.00
Maintenance Worker I					0.05	0.1		0.05		0.4	0.4		1.00
Maintenance Worker I			0.1		0.05	0.05		0.05		0.5	0.25		1.00
Laborer										0.5	0.5		1.00
Laborer			0.05		0.85	0.05		0.05					1.00
Laborer			0.05		0.85	0.05	0.05						1.00
Total	0.05	1.77	0.80	0.65	2.45	0.60	0.40	0.20	0.20	3.50	3.05	0.08	13.75
Engineering													
Engineering Manager		1											1
Management Analyst ¹		0.75											0.75
Permit Technician ¹		0.5											0.5
Total		2.25		0.00	0.00	0.00	0.00			0.00	0.00	0.00	2.25
Grand Total													
¹ Designates employee sharing between departments													

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - PUBLIC WORKS BUILDINGS/FACILITIES/INFRASTRUCTURE DESCRIPTION OF CHANGES					
Account Number	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	651,721	433,508	(218,213)	On-Going	This reduction in Salaries & Wages includes; The elimination of 6 months of the Public Works Superintendent with hiring a new Public Works Director/City Engineer mid-year, discussed in the Engineering Budget (\$94,564). Moving 1 FTE Laborer position to Enterprise Fund Allocation (\$45,725) Reduction in overtime (\$6,360) Reduction in Standby Shift (\$1,300) Reduction in One-Time Payout (\$14,925) Further reduction of (\$66,000) is due to staff time reimbursement from grant funding associated with the Joe Rodota Trail third art commission project (\$6K) and City Hall ADA upgrades work's (\$40K), Building Reserve (\$20K) The Grant funds identified from CDBG and Building Reserve fund are designated to compensate city staff to implement assess ability improvements at City Hall. The Art Installation funds are to reimburse city staff for the installation of concrete pads to facilitate the installation of art at the Petaluma Avenue entrance to the Joe Rodota trail. The Maintenance Worker 2 position originally designated to be frozen has been restored with the Budget Committees' interest in addressing a reduction in assigned staff overtime stress, strain, and fatigue. This position will focus on work to beautify the City by increasing the frequency of maintenance improvements to public spaces This the goal of creating a warm and welcoming environment for businesses as well as fostering an environment that employees are proud to be maintaining the city they work for.
Benefits	387,285	409,433	22,148	On-Going	A one time expense of \$67,680 Accrual in Lieu (payout of vacation and other leaves) for retiring Superintendent. There is a reduction in Health Insurance costs of (\$58,824) due to mid-year retirement of PW Superintendent, and lower costs based on type of insurance selected by staff.
Contracted Services	206,875	252,843	45,968	On-Going	The increase in Contract Services is due to the transfer of \$52,000 West County Community Services management contract to Public Works for the Park Village Community originally locator in Non-Departmental. The intent is to ensure that one Department is clearly responsible for managing this contract, including budget responsibility. Public Works provides some maintenance for this facility on City-owned property. West County Community Services has agreed to reduce the their management fee \$20,000 from the original cost of \$72,000. Other reductions totaling (\$38,432) in Contract Services include; Corporation Yard- HVAC Service and Repairs, Recruitment services (\$9,082), Streets-Buildings- Janitorial Services, Generators Services (\$7,000) These items, which support maintenance will impact the ability to meet the community's expectations for an acceptable level of maintenance. Reduced and/or delayed response to maintenance issues. Reduced preventive maintenance and facility upgrades. Maintenance functions will be primarily focused on addressing safety and potential liability issues as a priority. Staff will be coordinating with Sonoma Clean Power to review grant opportunities for infrastructure improvements. Staff will explore the implementation of "Dark Sky" street and crosswalk lighting improvements. Staff has reached out to our previous downtown litter removal contract provider for a reduced quote for Mond and Friday services at \$4,000 per year if Council provides direction to pursue this option. Additionally shifting of janitorial service of \$13, 000 from the Police Department onto government building and an increase in low maintenance landscape for the police building of \$20,000
Services & Supplies	261,350	210,205	(51,145)	On-Going	Reductions in Supplies and Services include; Corporation Yard- Equipment servicing, general maintenance supplies, Facility improvements (\$5,545), Streets \$15,000 was increased based on the positive response of the recently installed test locations of reflective sign pole enhancements \$15,000 was added to the Streets Supplies Budget to purchase and install at additional locations. Street and Sidewalk repairs, Street landscape maintenance, Stormwater facility repairs, Street signs, and Street markings (\$38,100), Parks- An increase of \$20,000 was included for Libby Park Fencing replacement materials. Reductions in Playground Fiber, Tree Services Burbank Farm needs, Vandalism Repairs, Rental Equipment, fencing, and Irrigation supplies (\$3,700), Parking Lots- Street marking, Sign maintenance, Landscape maintenance, and Tree services(\$4,000) Government Buildings- \$200 Building upgrades and Facility maintenance, Park Village property maintenance and repairs (\$5,000) These items which support maintenance may impact the ability to meet the community's expectations for an acceptable level of maintenance. Staff is calculating time and materials cost associated with vandalism repairs and Unhoused debris removal for council information.
Equipment Rental/Maintenance	5,200	5,450	250	On-Going	Inflationary cost increase
Vehicle Expense	67,900	70,525	2,625	On-Going	Water and Sewer specific equipment maintenance moved to Enterprise accounts
Conference & Training Expense	1,000	300	(700)	One-Time	Reduction in training- utilizing no cost training opportunities.
Utilities	50,450	64,412	13,962	On-Going	PG&E cost increases
Utilities-City	67,200	170,475	103,275	On-Going	Water and Sewer Rate increase adjustments
Telecommunications	14,000	13,650	(350)	One-Time	Reductions made due to historical spending
Allocated Insurance	148,213	141,280	(6,933)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Capital Outlay	12,600	-	(12,600)	One-Time	
Total Expense	1,873,794	1,772,081	(101,713)		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

SUMMARY - PUBLIC WORKS							
EXPENSES	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	564,024	651,721	651,721	642,512	433,508	(218,213)	-33.5%
Benefits	318,429	387,285	387,285	387,284	409,433	22,148	5.7%
Contracted Services	220,526	206,875	206,875	163,175	252,843	45,968	22.2%
Services & Supplies	220,360	261,350	261,350	188,000	210,205	(51,145)	-19.6%
Equipment Rental/Maintenance	5,974	5,200	5,200	5,350	5,450	250	4.8%
Vehicle Expense	63,714	67,900	67,900	68,400	70,525	2,625	3.9%
Conference & Training Expense	527	1,000	1,000	100	300	(700)	-70.0%
Utilities	51,955	50,450	50,450	47,200	64,412	13,962	27.7%
Utilities-City	54,009	67,200	67,200	65,640	170,475	103,275	153.7%
Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
Allocated Insurance	117,549	148,213	148,213	148,213	141,280	(6,933)	-4.7%
Capital Outlay	43,210	12,600	12,600	9,100	-	(12,600)	-100.0%
Total Expense	1,672,896	1,873,794	1,873,794	1,737,974	1,772,081	(101,713)	-5.4%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Public Works							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	488,113	601,946	601,946	601,947	472,318	(129,628)	-21.5%
4011 - Salaries - Part Time	19,321	-	-	-	-	-	0.0%
4012 - Overtime	23,319	25,700	25,700	18,570	19,340	(6,360)	-24.7%
4013 - Standby/Shift	5,867	9,150	9,150	7,070	7,850	(1,300)	-14.2%
4017 - Salaries - COVID-19	1,133	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	1,171	-	-	-	-	-	0.0%
4023 - One Time Payment	25,100	14,925	14,925	14,925	-	(14,925)	-100.0%
4990 - Staff Time Project Reimbursement	-	-	-	-	(66,000)	(66,000)	0.0%
Total Salaries & Wages	564,024	651,721	651,721	642,512	433,508	(218,213)	-33.5%
Benefits							
4100 - Employee Benefits	-	-	-	-	-	-	0.0%
4101 - Health in Lieu	1,000	1,209	1,209	1,210	-	(1,209)	-100.0%
4102 - Uniform Allowance	4,250	3,750	3,750	3,750	5,235	1,485	39.6%
4104 - Accrual in Lieu	757	-	-	-	67,680	67,680	0.0%
4105 - Medicare & Fica	8,343	8,728	8,728	8,728	6,849	(1,879)	-21.5%
4110 - CalPERS Employer Rate	154,364	193,244	193,244	193,243	48,860	(144,384)	-74.7%
4111 - CalPERS Employer Rate	-	-	-	-	125,385	125,385	0.0%
4130 - Health Insurance	121,573	146,477	146,477	146,477	119,411	(27,066)	-18.5%
4140 - Retiree Health Insurance OPEB	9,405	9,400	9,400	9,400	12,600	3,200	34.0%
4150 - Dental Insurance	14,055	16,254	16,254	16,254	11,554	(4,700)	-28.9%
4151 - Vision Insurance	1,512	1,766	1,766	1,766	1,220	(546)	-30.9%
4181 - Long Term Disability Insurance	1,806	2,847	2,847	2,847	7,129	4,282	150.4%
4182 - Short Term Disability Insurance	750	825	825	825	610	(215)	-26.1%
4183 - EAP (Employee Asst Prog)	194	840	840	840	875	35	4.2%
4184 - Life Insurance	420	1,944	1,944	1,944	2,025	81	4.2%
Total Benefits	318,429	387,285	387,285	387,284	409,433	22,148	5.7%
Contracted Services							
4210 - Professional Contract Services	171,828	168,000	168,000	133,400	197,390	29,390	17.5%
4212 - Internet & Network /Technology Maint	-	1,575	1,575	1,575	1,653	78	5.0%
4213 - Building/Grounds Maintenance	38,000	32,300	32,300	25,000	51,300	19,000	58.8%
4230 - Recruitment Services	10,697	5,000	5,000	3,200	2,500	(2,500)	-50.0%
Total Contracted Services	220,526	206,875	206,875	163,175	252,843	45,968	22.2%
Services & Supplies							
4310 - Office Supplies	635	2,000	2,000	600	630	(1,370)	-68.5%
4330 - Misc Supplies & Services	212,262	236,650	236,650	173,600	195,600	(41,050)	-17.3%
4332 - Janitorial & Safety Supplies	6,983	22,200	22,200	13,500	13,675	(8,525)	-38.4%
4340 - Postage & Printing	402	300	300	300	300	-	0.0%
4345 - Dues & Subscriptions	78	200	200	-	-	(200)	-100.0%
Total Services & Supplies	220,360	261,350	261,350	188,000	210,205	(51,145)	-19.6%
Equipment (under \$10K)							
4370 - Equipment(under \$10K)	-	-	-	-	-	-	0.0%
Total Equipment (under \$10K)	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	5,974	5,200	5,200	5,350	5,450	250	4.8%
Total Equipment Rental/Maintenance	5,974	5,200	5,200	5,350	5,450	250	4.8%
Vehicle Expense							
4380 - Vehicle Maintenance	25,769	31,100	31,100	31,600	31,885	785	2.5%
4390 - City Vehicle Fuel Expense	37,946	36,800	36,800	36,800	38,640	1,840	5.0%
Total Vehicle Expense	63,714	67,900	67,900	68,400	70,525	2,625	3.9%
Conference & Training Expense							
4510 - Conference & Training	400	500	500	-	200	(300)	-60.0%
4515 - Meetings & Travel	127	500	500	100	100	(400)	-80.0%
Total Conference & Training Expense	527	1,000	1,000	100	300	(700)	-70.0%
Utilities							

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Public Works							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
4710 - Utilities - Gas & Electric	41,209	40,850	40,850	36,350	51,359	10,509	25.7%
4711 - Utilities - City Bill	54,009	67,200	67,200	65,640	170,475	103,275	153.7%
4712 - Utilities(Elec Vehicle Charging Stations)	9,058	7,300	7,300	9,050	10,408	3,108	42.6%
4721 - Utilities-Little League Elec	1,689	2,300	2,300	1,800	2,645	345	15.0%
Total Utilities	105,965	117,650	117,650	112,840	234,887	117,237	99.6%
Telecommunications							
4750 - Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
Total Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
Allocated Insurance							
4996 - Allocated Liability Insurance	77,621	88,450	88,450	88,450	82,960	(5,490)	-6.2%
4997 - Allocated Wrkrs Comp Insurance	39,928	59,763	59,763	59,763	58,320	(1,443)	-2.4%
Total Allocated Insurance	117,549	148,213	148,213	148,213	141,280	(6,933)	-4.7%
Capital Outlay							
5100 - Capital Outlay	43,210	12,600	12,600	9,100	-	(12,600)	-100.0%
Total Capital Outlay	43,210	12,600	12,600	9,100	-	(12,600)	-100.0%
Total Operation	1,672,896	1,873,794	1,873,794	1,737,974	1,772,081	(101,713)	-5.4%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Corporation Yard							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	218,599	272,803	272,803	272,803	165,494	(107,309)	-39.3%
4011 - Salaries - Part Time	19,321	-	-	-	-	-	0.0%
4012 - Overtime	247	500	500	250	240	(260)	-52.0%
4017 - Salaries - COVID-19	273	-	-	-	-	-	0.0%
4023 - One Time Payment	6,100	4,550	4,550	4,550	-	(4,550)	-100.0%
4990 - Staff Time Project Reimbursement	-	-	-	-	(66,000)	(66,000)	0.0%
Total Salaries & Wages	244,540	277,853	277,853	277,603	99,734	(178,119)	-64.1%
Benefits							
4102 - Uniform Allowance	-	-	-	-	1,285	1,285	0.0%
4104 - Accrual in Lieu	757	-	-	-	67,680	67,680	0.0%
4105 - Medicare & Fica	3,471	3,956	3,956	3,956	2,400	(1,556)	-39.3%
4110 - CalPERS Employer Rate	65,811	73,878	73,878	73,878	17,422	(56,456)	-76.4%
4111 - CalPERS UAL Cost	-	-	-	-	56,825	56,825	0.0%
4130 - Health Insurance	32,837	47,951	47,951	47,951	31,485	(16,466)	-34.3%
4140 - Retiree Health Insurance OPEB	9,405	9,400	9,400	9,400	12,600	3,200	34.0%
4150 - Dental Insurance	3,825	5,201	5,201	5,201	2,903	(2,298)	-44.2%
4151 - Vision Insurance	411	573	573	573	314	(259)	-45.2%
4181 - Long Term Disability Insurance	828	1,211	1,211	1,211	1,099	(112)	-9.3%
4182 - Short Term Disability Insurance	340	446	446	446	256	(190)	-42.6%
4183 - EAP (Employee Asst Prog)	47	140	140	140	140	(0)	0.0%
4184 - Life Insurance	109	324	324	324	324	-	0.0%
Total Benefits	117,841	143,080	143,080	143,080	194,733	51,653	36.1%
Contracted Services							
4210 - Professional Contract Services	19,705	17,400	17,400	15,500	10,740	(6,660)	-38.3%
4212 - Internet & Network /Technology Maint	-	1,575	1,575	1,575	1,653	78	5.0%
4230 - Recruitment Services	10,697	5,000	5,000	3,200	2,500	(2,500)	-50.0%
Total Contracted Services	30,402	23,975	23,975	20,275	14,893	(9,082)	-37.9%
Services & Supplies							
4310 - Office Supplies	635	2,000	2,000	600	630	(1,370)	-68.5%
4330 - Misc Supplies & Services	11,984	15,800	15,800	13,500	11,700	(4,100)	-25.9%
4332 - Janitorial & Safety Supplies	499	2,500	2,500	2,500	2,625	125	5.0%
4340 - Postage & Printing	402	300	300	300	300	-	0.0%
4345 - Dues & Subscriptions	78	200	200	-	-	(200)	-100.0%
Total Services & Supplies	13,598	20,800	20,800	16,900	15,255	(5,545)	-26.7%
Equipment (under \$10K)							
4370 - Equipment(under \$10K)	-	-	-	-	-	-	0.0%
Total Equipment (under \$10K)	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	5,974	5,200	5,200	5,100	5,200	-	0.0%
Total Equipment Rental/Maintenance	5,974	5,200	5,200	5,100	5,200	-	0.0%
Vehicle Expense							
4380 - Vehicle Maintenance	25,769	28,700	28,700	30,000	30,135	1,435	5.0%
4390 - City Vehicle Fuel Expense	37,946	36,800	36,800	36,800	38,640	1,840	5.0%
Total Vehicle Expense	63,714	65,500	65,500	66,800	68,775	3,275	5.0%
Conference & Training Expense							
4510 - Conference & Training	400	500	500	-	200	(300)	-60.0%
4515 - Meetings & Travel	127	500	500	100	100	(400)	-80.0%
Total Conference & Training Expense	527	1,000	1,000	100	300	(700)	-70.0%
Utilities							
4710 - Utilities - Gas & Electric	3,223	6,000	6,000	3,600	6,900	900	15.0%
4711 - Utilities - City Bill	3,437	5,500	5,500	5,900	10,645	5,145	93.5%
Total Utilities	6,660	11,500	11,500	9,500	17,545	6,045	52.6%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Corporation Yard								
Budget Expenditures								
Telecommunications								
4750 - Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%	
Total Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%	
Allocated Insurance								
4996 - Allocated Liability Insurance	22,938	30,875	30,875	30,875	27,860	(3,015)	-9.8%	
4997 - Allocated Wrkrs Comp Insurance	16,847	27,734	27,734	27,734	27,060	(674)	-2.4%	
Total Allocated Insurance	39,785	58,609	58,609	58,609	54,920	(3,689)	-6.3%	
Capital Outlay								
5100 - Capital Outlay	26,310	-	-	-	-	-	0.0%	
Total Capital Outlay	26,310	-	-	-	-	-	0.0%	
Total Operation	561,970	621,516	621,516	610,967	485,005	(136,511)	-22.0%	

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Corporation Yard				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		(43,560)	11	\$ (43,560)
4990 - Staff Time Project Reimbursement				
4990 - Staff Time Project Reimb	0903 Joe Rodota Trail third art commission - staff time for implementation	(6,000)	1	\$ (6,000)
4990 - Staff Time Project Reimb	0214-20.07 City Hall ADA Upgrades Staff Time (CDBG)	(40,000)	1	\$ (40,000)
	0214-20.07 City Hall ADA Upgrades (Building Reserve Fund)	(20,000)	1	\$ (20,000)
Total 4990 - Staff Time Project Reimb		(66,000)	3	\$ (66,000)
4210 - Professional Contract Services				
4210 - Professional Contract Services	Generator Air Quality Permitting	735	1	\$ 735
4210 - Professional Contract Services	Generator Service and Repairs	4,725	1	\$ 4,725
4210 - Professional Contract Services	HVAC Service and Repairs	1,500	1	\$ 1,500
4210 - Professional Contract Services	Security Monitoring	3,780	1	\$ 3,780
Total 4210 - Professional Contract Services		10,740	4	\$ 10,740
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Above Ground Fuel Tanks Inspections and Maintenance	3,200	1	\$ 3,200
4330 - Misc Supplies & Services	Aerial Utility Equipment Safety Certification	2,000	1	\$ 2,000
4330 - Misc Supplies & Services	Building Repairs and Upgrades	3,000	1	\$ 3,000
4330 - Misc Supplies & Services	Safety Supplies	3,500	1	\$ 3,500
Total 4330 - Misc Supplies & Services		11,700	4	\$ 11,700

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Streets Maintenance							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	64,409	66,220	66,220	66,220	71,217	4,997	7.5%
4012 - Overtime	16,006	16,000	16,000	9,000	9,450	(6,550)	-40.9%
4013 - Standby/Shift	1,421	3,400	3,400	2,200	2,300	(1,100)	-32.4%
4017 - Salaries - COVID-19	540	-	-	-	-	-	0.0%
4023 - One Time Payment	6,000	1,375	1,375	1,375	-	(1,375)	-100.0%
Total Salaries & Wages	88,375	86,995	86,995	78,795	82,967	(4,028)	-4.6%
Benefits							
4102 - Uniform Allowance	300	300	300	300	650	350	116.7%
4105 - Medicare & Fica	1,236	960	960	960	1,033	73	7.6%
4110 - CalPERS Employer Rate	25,585	11,942	11,942	11,942	7,787	(4,155)	-34.8%
4111 - CalPERS UAL Cost	-	-	-	-	13,795		
4130 - Health Insurance	16,438	15,055	15,055	15,055	20,642	5,587	37.1%
4150 - Dental Insurance	1,845	1,602	1,602	1,602	2,118	516	32.2%
4151 - Vision Insurance	202	177	177	177	224	47	26.6%
4181 - Long Term Disability Insurance	168	329	329	329	1,193	864	262.4%
4182 - Short Term Disability Insurance	80	76	76	76	82	6	7.3%
4183 - EAP (Employee Asst Prog)	23	105	105	105	140	35	33.3%
4184 - Life Insurance	55	243	243	243	324	81	33.3%
Total Benefits	45,930	30,791	30,791	30,789	47,988	3,402	11.0%
Contracted Services							
4210 - Professional Contract Services	73,913	64,000	64,000	51,000	48,150	(15,850)	-24.8%
Total Contracted Services	73,913	64,000	64,000	51,000	48,150	(15,850)	-24.8%
Services & Supplies							
4330 - Misc Supplies & Services	139,188	143,400	143,400	98,000	106,000	(37,400)	-26.1%
4332 - Janitorial & Safety Supplies	1,995	2,200	2,200	1,500	1,500	(700)	-31.8%
Total Services & Supplies	141,183	145,600	145,600	99,500	107,500	(38,100)	-26.2%
Utilities							
4710 - Utilities - Gas & Electric	13,645	15,750	15,750	15,250	16,775	1,025	6.5%
4711 - Utilities - City Bill	6,967	10,100	10,100	10,000	18,475	8,375	82.9%
Total Utilities	20,612	25,850	25,850	25,250	35,250	9,400	36.4%
Allocated Insurance							
4996 - Allocated Liability Insurance	20,421	25,420	25,420	25,420	19,700	(5,720)	-22.5%
4997 - Allocated Wrkrs Comp Insurance	7,125	6,444	6,444	6,444	6,300	(144)	-2.2%
Total Allocated Insurance	27,546	31,864	31,864	31,864	26,000	(5,864)	-18.4%
Capital Outlay							
5100 - Capital Outlay	-	6,300	6,300	4,000	-	(6,300)	-100.0%
Total Capital Outlay	-	6,300	6,300	4,000	-	(6,300)	-100.0%
Total Operation	397,560	391,400	391,400	321,198	347,855	(43,545)	-11.1%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Streets Maintenance				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		154,150	15	\$ 154,150
4210 - Professional Contract Services				
4210 - Professional Contract Services	Asset Management Software Maintenance Contract	3,050	1	\$ 3,050
4210 - Professional Contract Services	Pedestrian Crosswalk Lighting Safety Inspection	14,200	1	\$ 14,200
4210 - Professional Contract Services	Street Light Pole Repairs and Replacement	6,400	1	\$ 6,400
4210 - Professional Contract Services	Traffic Signal Inspections and Maintenance (CALTRANS)	16,500	1	\$ 16,500
4210 - Professional Contract Services	Traffic Signal Lighting Safety Inspections (Bodega at Jewell and Bodega at Pleasant Hill)	8,000	1	\$ 8,000
Total 4210 - Professional Contract Services		48,150	5	\$ 48,150
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services		-	0	\$ -
4330 - Misc Supplies & Services	Flood Sand and Sandbags	5,500	1	\$ 5,500
4330 - Misc Supplies & Services	Hazardous Materials Disposal	3,000	1	\$ 3,000
4330 - Misc Supplies & Services	OSHA Compliance Safety Equipment	2,500	1	\$ 2,500
4330 - Misc Supplies & Services	Pedestrian Crosswalk and Traffic Signal Lighting and Controls Repairs	16,500	1	\$ 16,500
4330 - Misc Supplies & Services	Storm Water Systems Repair materials	7,500	1	\$ 7,500
4330 - Misc Supplies & Services	Street and Sidewalk Repair Materials	29,500	1	\$ 29,500
4330 - Misc Supplies & Services	Street Landscaping Materials- Compost Plants and Irrigation	10,500	1	\$ 10,500
4330 - Misc Supplies & Services	Street Marking Maintenance Materials	5,500	1	\$ 5,500
4330 - Misc Supplies & Services	Street Sign Pole Reflective Safety Enhancements	15,000	1	\$ 15,000
4330 - Misc Supplies & Services	Street Sign Maintenance and Replacement Materials	10,500	1	\$ 10,500
Total 4330 - Misc Supplies & Services		106,000	10	\$ 106,000
5100 - Capital Outlay				
5100 - Capital Outlay		-	0	\$ -
Total 5100 - Capital Outlay		-	0	\$ -

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Parks & Landscape Maintenance							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	133,154	175,454	175,454	175,454	157,771	(17,683)	-10.1%
4012 - Overtime	4,584	6,000	6,000	5,500	6,000	-	0.0%
4013 - Standby/Shift	2,182	3,500	3,500	2,600	3,000	(500)	-14.3%
4017 - Salaries - COVID-19	160	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	878	-	-	-	-	-	0.0%
4023 - One Time Payment	7,500	6,250	6,250	6,250	-	(6,250)	-100.0%
Total Salaries & Wages	148,457	191,204	191,204	189,804	166,771	(24,433)	-12.8%
Benefits							
4101 - Health in Lieu	500	605	605	605	-	(605)	-100.0%
4102 - Uniform Allowance	2,750	2,350	2,350	2,350	2,350	0	0.0%
4105 - Medicare & Fica	2,346	2,544	2,544	2,544	2,288	(256)	-10.1%
4110 - CalPERS Employer Rate	44,497	78,031	78,031	78,031	14,754	(63,277)	-81.1%
4111 - CalPERS UAL Cost	-	-	-	-	36,545	36,545	0.0%
4130 - Health Insurance	51,336	60,492	60,492	60,492	40,565	(19,927)	-32.9%
4150 - Dental Insurance	5,878	6,784	6,784	6,784	3,821	(2,963)	-43.7%
4151 - Vision Insurance	630	729	729	729	398	(331)	-45.4%
4181 - Long Term Disability Insurance	548	872	872	872	2,154	1,282	147.0%
4182 - Short Term Disability Insurance	224	202	202	202	182	(20)	-10.1%
4183 - EAP (Employee Asst Prog)	86	280	280	280	280	0	0.0%
4184 - Life Insurance	176	648	648	648	648	-	0.0%
Total Benefits	108,972	153,537	153,537	153,537	103,985	(49,552)	-32.3%
Contracted Services							
4210 - Professional Contract Services	7,179	15,000	15,000	12,000	5,500	(9,500)	-63.3%
Total Contracted Services	7,179	15,000	15,000	12,000	5,500	(9,500)	-63.3%
Services & Supplies							
4330 - Misc Supplies & Services	50,670	55,000	55,000	44,800	57,800	2,800	5.1%
4332 - Janitorial & Safety Supplies	2,494	14,000	14,000	7,500	7,500	(6,500)	-46.4%
Total Services & Supplies	53,164	69,000	69,000	52,300	65,300	(3,700)	-5.4%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	-	-	-	250	250	250	0.0%
Total Equipment Rental/Maintenance	-	-	-	250	250	250	0.0%
Vehicle Expense							
4380 - Vehicle Maintenance	-	2,400	2,400	1,600	1,750	(650)	-27.1%
Total Vehicle Expense	-	2,400	2,400	1,600	1,750	(650)	-27.1%
Utilities							
4710 - Utilities - Gas & Electric	4,372	6,400	6,400	5,500	7,360	960	15.0%
4711 - Utilities - City Bill	39,688	45,000	45,000	44,000	122,610	77,610	172.5%
4721 - Utilities-Little League Elec	1,689	2,300	2,300	1,800	2,645	345	15.0%
Total Utilities	45,749	53,700	53,700	51,300	132,615	78,915	147.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	19,551	18,125	18,125	18,125	19,500	1,375	7.6%
4997 - Allocated Wrkrs Comp Insurance	10,093	17,073	17,073	17,073	16,660	(413)	-2.4%
Total Allocated Insurance	29,644	35,198	35,198	35,198	36,160	962	2.7%
Capital Outlay							
5100 - Capital Outlay	-	6,300	6,300	5,100	-	(6,300)	-100.0%
Total Capital Outlay	-	6,300	6,300	5,100	-	(6,300)	-100.0%
Total Operation	393,165	526,339	526,339	501,089	512,331	(14,008)	-2.7%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Parks & Landscape Maintenance				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		63,300	10	\$ 63,300
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual Biological Surveys	1,500	1	\$ 1,500
4210 - Professional Contract Services	Burbank Farm Tree Safety Survey Maintenance	4,000	1	\$ 4,000
Total 4210 - Professional Contract Services		5,500	2	\$ 5,500
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Libby Park Pond Fencing materials	20,000	1	\$ 20,000
4330 - Misc Supplies & Services	Irrigation Supplies	4,100	1	\$ 4,100
4330 - Misc Supplies & Services	Ives Park Improvements-Parks Commission Plan	3,100	1	\$ 3,100
4330 - Misc Supplies & Services	Landscaping Supplies-Compost, Mulch, Plants	13,500	1	\$ 13,500
4330 - Misc Supplies & Services	Park Restroom Facility Repairs	5,500	1	\$ 5,500
4330 - Misc Supplies & Services	Park Site Furnishings Repair and Replacement	3,000	1	\$ 3,000
4330 - Misc Supplies & Services	Pet Waste Bags and Dispensers	2,600	1	\$ 2,600
4330 - Misc Supplies & Services	Playground Fall Zone Safety Fiber	6,000	1	\$ 6,000
Total 4330 - Misc Supplies & Services		57,800	8	\$ 57,800
5100 - Capital Outlay				
5100 - Capital Outlay		-	0	\$ -
Total 5100 - Capital Outlay		-	0	\$ -

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Parking Lot Maintenance							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	48,589	57,989	57,989	57,989	45,114	(12,875)	-22.2%
4012 - Overtime	1,194	1,400	1,400	1,750	1,750	350	25.0%
4013 - Standby/Shift	1,494	1,400	1,400	1,120	1,400	-	0.0%
4017 - Salaries - COVID-19	160	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	146	-	-	-	-	-	0.0%
4023 - One Time Payment	4,000	2,000	2,000	2,000	-	(2,000)	-100.0%
Total Salaries & Wages	55,583	62,789	62,789	62,859	48,264	(14,525)	-23.1%
Benefits							
4101 - Health in Lieu	500	605	605	605	-	(605)	-100.0%
4102 - Uniform Allowance	900	800	800	800	600	(200)	-25.0%
4105 - Medicare & Fica	859	841	841	841	654	(187)	-22.2%
4110 - CalPERS Employer Rate	10,583	17,201	17,201	17,201	4,800	(12,401)	-72.1%
4111 - CalPERS UAL Cost	-	-	-	-	12,080	12,080	0.0%
4130 - Health Insurance	14,297	16,001	16,001	16,001	16,535	534	3.3%
4150 - Dental Insurance	1,749	1,918	1,918	1,918	1,674	(244)	-12.7%
4151 - Vision Insurance	191	209	209	209	176	(33)	-15.7%
4181 - Long Term Disability Insurance	193	288	288	288	2,087	1,799	624.0%
4182 - Short Term Disability Insurance	77	67	67	67	52	(15)	-22.3%
4183 - EAP (Employee Asst Prog)	28	245	245	245	245	(0)	0.0%
4184 - Life Insurance	61	567	567	567	567	-	0.0%
Total Benefits	29,439	38,740	38,740	38,742	39,470	730	1.9%
Contracted Services							
4210 - Professional Contract Services	16,304	7,700	7,700	6,900	7,700	-	0.0%
Total Contracted Services	16,304	7,700	7,700	6,900	7,700	-	0.0%
Services & Supplies							
4330 - Misc Supplies & Services	686	9,500	9,500	6,500	5,500	(4,000)	-42.1%
Total Services & Supplies	686	9,500	9,500	6,500	5,500	(4,000)	-42.1%
Utilities							
4710 - Utilities - Gas & Electric	10,592	8,300	8,300	8,000	9,545	1,245	15.0%
4711 - Utilities - City Bill	2,719	4,500	4,500	3,700	12,000	7,500	166.7%
4712 - Utilities(Elec Vehicle Charging Stations)	9,058	7,300	7,300	9,050	10,408	3,108	42.6%
Total Utilities	22,369	20,100	20,100	20,750	31,953	11,853	59.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	5,323	5,630	5,630	5,630	6,600	970	17.2%
4997 - Allocated Wrkrs Comp Insurance	3,785	5,643	5,643	5,643	5,500	(143)	-2.5%
Total Allocated Insurance	9,108	11,273	11,273	11,273	12,100	827	7.3%
Total Operation	133,488	150,103	150,103	147,024	144,987	(5,116)	-3.4%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Parking Lot Maintenance				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		13,200	4	\$ 13,200
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	2,500	1	\$ 2,500
4330 - Misc Supplies & Services	Street Markings- Paint and Thermoplastic	500	1	\$ 500
4330 - Misc Supplies & Services	Tree Maintenance and Replacement	2,500	1	\$ 2,500
Total 4330 - Misc Supplies & Services		5,500	3	\$ 5,500

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Government Building							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	23,363	29,481	29,481	29,481	32,722	3,241	11.0%
4012 - Overtime	1,289	1,800	1,800	2,070	1,900	100	5.6%
4013 - Standby/Shift	770	850	850	1,150	1,150	300	35.3%
4017 - Salaries - COVID-19	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	146	-	-	-	-	-	0.0%
4023 - One Time Payment	1,500	750	750	750	-	(750)	-100.0%
Total Salaries & Wages	27,069	32,881	32,881	33,451	35,772	2,891	8.8%
Benefits							
4102 - Uniform Allowance	300	300	300	300	350	50	16.7%
4105 - Medicare & Fica	431	427	427	427	474	47	10.9%
4110 - CalPERS Employer Rate	7,888	12,191	12,191	12,191	4,097	(8,094)	-66.4%
4111 - CalPERS UAL Cost	-	-	-	-	6,140	6,140	0.0%
4130 - Health Insurance	6,665	6,978	6,978	6,978	10,184	3,206	45.9%
4150 - Dental Insurance	758	749	749	749	1,038	289	38.5%
4151 - Vision Insurance	79	78	78	78	108	30	38.5%
4181 - Long Term Disability Insurance	69	147	147	147	596	449	306.8%
4182 - Short Term Disability Insurance	28	34	34	34	38	4	11.9%
4183 - EAP (Employee Asst Prog)	10	70	70	70	70	0	0.1%
4184 - Life Insurance	20	162	162	162	162	-	0.0%
Total Benefits	16,247	21,137	21,137	21,136	23,257	2,120	10.0%
Contracted Services							
4210 - Professional Contract Services	54,728	63,900	63,900	48,000	125,300	61,400	96.1%
4213 - Building/Grounds Maintenance	38,000	32,300	32,300	25,000	51,300	19,000	58.8%
Total Contracted Services	92,728	96,200	96,200	73,000	176,600	80,400	83.6%
Services & Supplies							
4330 - Misc Supplies & Services	9,733	12,950	12,950	10,800	14,600	1,650	12.7%
4332 - Janitorial & Safety Supplies	1,995	3,500	3,500	2,000	2,050	(1,450)	-41.4%
Total Services & Supplies	11,728	16,450	16,450	12,800	16,650	200	1.2%
Utilities							
4710 - Utilities - Gas & Electric	9,377	4,400	4,400	4,000	10,779	6,379	145.0%
4711 - Utilities - City Bill	1,198	2,100	2,100	2,040	6,745	4,645	221.2%
Total Utilities	10,575	6,500	6,500	6,040	17,524	11,024	169.6%
Allocated Insurance							
4996 - Allocated Liability Insurance	9,388	8,400	8,400	8,400	9,300	900	10.7%
4997 - Allocated Wrkrs Comp Insurance	2,078	2,869	2,869	2,869	2,800	(69)	-2.4%
Total Allocated Insurance	11,466	11,269	11,269	11,269	12,100	831	7.4%
Capital Outlay							
5100 - Capital Outlay	16,900	-	-	-	-	-	0.0%
Total Capital Outlay	16,900	-	-	-	-	-	0.0%
Total Operation	186,713	184,437	184,437	157,696	281,903	97,466	52.8%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Government Building				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		191,200	21	\$ 191,200
4210 - Professional Contract Services				
4210 - Professional Contract Services	Generator Air Quality Permitting	1,300	1	\$ 1,300
4210 - Professional Contract Services	HVAC Maintenance Service and Repairs	17,200	1	\$ 17,200
4210 - Professional Contract Services	Janitorial Cleaning Services (CH & PW)	17,400	1	\$ 17,400
4211 - Professional Contract Services	Janitorial Cleaning Services (Police)	13,000	1	\$ 13,000
4210 - Professional Contract Services	Pest Control and Exclusion	6,800	1	\$ 6,800
4210 - Professional Contract Services	Police Dept. and Fire Dept. Generator Maintenance Testing and Repairs	9,500	1	\$ 9,500
4210 - Professional Contract Services	Security System Monitoring and Maintenance - Public Works	1,500	1	\$ 1,500
4210 - Professional Contract Services	Security System Monitoring and Maintenance - City Hall	4,100	1	\$ 4,100
4210 - Professional Contract Services	Solar PV Maintenance Agreement	2,500	1	\$ 2,500
4210 - Professional Contract Services	Park Village Management Contract	52,000	1	\$ 52,000
Total 4210 - Professional Contract Services		125,300	10	\$ 125,300
4213 - Building/Grounds Maintenance				
4213 - Building/Grounds Maintenance	Facility Improvements and Grounds Maintenance	4,500	1	\$ 4,500
4213 - Building/Grounds Maintenance	Fire Department Dry rot and Gutter Repairs	20,000	1	\$ 20,000
4213 - Building/Grounds Maintenance	Park Village Maintenance and Repairs	4,500	1	\$ 4,500
4213 - Building/Grounds Maintenance	Library Maintenance and Repairs	1,000	1	\$ 1,000
4213 - Building/Grounds Maintenance	Museum Maintenance and Repairs	800	1	\$ 800
4213 - Building/Grounds Maintenance	Burbank Cottage Maintenance and Repairs	500	1	\$ 500
4213 - Building/Grounds Maintenance	Police Department Turf Landscape	20,000	1	\$ 20,000
Total 4213 - Building/Grounds Maintenance		51,300	7	\$ 51,300
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Electrical and Lighting Repairs	3,500	1	\$ 3,500
4330 - Misc Supplies & Services	General Building Maintenance- Paint, Plumbing, Roof Repairs	5,500	1	\$ 5,500
4330 - Misc Supplies & Services	Work Space Improvements	4,100	1	\$ 4,100
4330 - Misc Supplies & Services	Landscape Maintenance Supplies- Compost, Mulch, Plants	1,500	1	\$ 1,500
Total 4330 - Misc Supplies & Services		14,600	4	\$ 14,600

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - SENIOR CENTER DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	9,427	5,325	(4,702)	On-Going	This increase \$4,702 is based on a redistribution of staff assigned to Senior Center maintenance. - Will result in a decreased level of maintenance. Delay in identification and correction of maintenance and repair issues. Extended response times for requests for service. Maintenance functions will be primarily focused on addressing safety and potential liability issues as a priority. Non-essential aesthetic maintenance items may not get addressed.
Benefits	3,265	4,363	1,098	On-Going	This increase \$1,050 is based on a redistribution of staff assigned to Senior Center maintenance
Contracted Services	5,900	6,100	(9,100)	On-Going	Reduction Contract Services. Including; Equipment servicing, HVAC services, and Facility maintenance.- Will result in a reduction in the ability to meet the community's expectations for an acceptable level of maintenance. Reduced and/or delayed response to maintenance issues. Reduced preventive maintenance and
Services & Supplies	8,950	5,250	1,050	On-Going	Reduction Contract Services. Including; Equipment servicing, HVAC services, and Facility maintenance.- Will result in a reduction in the ability to meet the community's expectations for an acceptable level of maintenance. Reduced and/or delayed response to maintenance issues. Reduced preventive maintenance and facility upgrades.
Special Programs	38,250	-	(38,250)	On-Going	Reduction in financial support for general operations and living wage requirements. Senior Center has indicated that it recognizes the need for the City to reduce this support.
Allocated Insurance	3,780	4,000	220	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Capital Outlay	-	15,000	15,000	One-Time	Rain gutters have been found to be deteriorated beyond repair
Total Expense	69,572	40,038	(34,684)		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - SENIOR CENTER							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	9,312	9,427	9,427	10,027	5,325	(4,702)	-88.3%
Benefits	2,952	3,265	3,265	3,265	4,363	1,098	25.2%
Contracted Services	2,448	5,900	5,900	15,200	6,100	(9,100)	-149.2%
Services & Supplies	1,189	8,950	8,950	4,200	5,250	1,050	20.0%
Special Programs	45,000	38,250	38,250	38,250	-	(38,250)	0.0%
Allocated Insurance	3,832	3,780	3,780	3,780	4,000	220	5.5%
Capital Outlay	-	-	-	-	15,000	15,000	100.0%
Total Expense	64,732	69,572	69,572	74,722	40,038	(34,684)	-86.6%

Senior Center							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	7,583	8,277	8,277	8,277	4,305	(3,972)	-48.0%
4012 - Overtime	562	450	450	1,100	570	120	26.7%
4013 - Standby/Shift	506	450	450	400	450	-	0.0%
4017 - Salaries - COVID-19	160	-	-	-	-	-	0.0%
4023 - One Time Payment	500	250	250	250	-	(250)	-100.0%
Total Salaries & Wages	9,312	9,427	9,427	10,027	5,325	(4,102)	-43.5%
Benefits							
4102 - Uniform Allowance	100	100	100	100	50	(50)	-49.9%
4105 - Medicare & Fica	137	120	120	120	62	(58)	-48.0%
4110 - CalPERS Employer Rate	1,036	636	636	636	339	(297)	-46.7%
4111 - CalPERS UAL Cost	-	-	-	-	1,725	1,725	0.0%
4130 - Health Insurance	1,475	2,043	2,043	2,043	1,588	(456)	-22.3%
4150 - Dental Insurance	138	179	179	179	163	(16)	-8.7%
4151 - Vision Insurance	16	20	20	20	17	(3)	-15.3%
4181 - Long Term Disability Insurance	28	41	41	41	298	257	624.5%
4182 - Short Term Disability Insurance	11	10	10	10	5	(5)	-48.8%
4183 - EAP (Employee Asst Prog)	3	35	35	35	35	-	0.0%
4184 - Life Insurance	8	81	81	81	81	-	0.0%
Total Benefits	2,952	3,265	3,265	3,265	4,363	1,099	33.6%
Contracted Services							
4210 - Professional Contract Services	2,448	5,900	5,900	15,200	6,100	200	3.4%
Total Contracted Services	2,448	5,900	5,900	15,200	6,100	200	3.4%
Services & Supplies							
4330 - Misc Supplies & Services	1,189	8,950	8,950	4,200	5,250	(3,700)	-41.3%
Total Services & Supplies	1,189	8,950	8,950	4,200	5,250	(3,700)	-41.3%
Special Programs							
4880 - Contr to Living Wages Ops	45,000	38,250	38,250	38,250	-	(38,250)	-100.0%
Total Special Programs	45,000	38,250	38,250	38,250	-	(38,250)	-100.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	3,387	2,975	2,975	2,975	3,200	225	7.6%
4997 - Allocated Wrkrs Comp Insurance	445	805	805	805	800	(5)	-0.6%
Total Allocated Insurance	3,832	3,780	3,780	3,780	4,000	220	5.8%
Capital Outlay							
5100 - Capital Outlay	-	-	-	-	15,000	15,000	0.0%
Total Capital Outlay	-	-	-	-	15,000	15,000	0.0%
Total Operation	64,732	69,572	69,572	74,722	40,038	(29,534)	-42.5%

Senior Center				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		11,350	6	11,350
4210 - Professional Contract Services				
4210 - Professional Contract Services	HVAC, Electrical, Service and Repairs	2,600	1	2,600
4210 - Professional Contract Services	HVAV Service	1,700	1	1,700
4210 - Professional Contract Services	Pest Control and Exclusion	1,800	1	1,800
Total 4210 - Professional Contract Services		6,100	3	6,100
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services		-	-	-
4330 - Misc Supplies & Services	General Building Maintenance	5,000	1	5,000
4330 - Misc Supplies & Services	Lighting and Electrical	250	1	250
Total 4330 - Misc Supplies & Services		5,250	2	5,250
4880 - Contr to Living Wages Ops				
4880 - Contr to Living Wages Ops		-	-	-
4880 - Contr to Living Wages Ops	General Operating Costs	-	1	-
Total 4880 - Contr to Living Wages Ops		-	1	-
5100- Capital Outlay	Rain Gutter Replacement	15,000	1	15,000

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - COMMUNITY CENTER DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	42,254	19,534	(22,720)	On-Going	This reduction in Salaries & Wages is due to a reduction in staff time assigned to Community Center maintenance. - Will result in a decreased level of maintenance. Delay in identification and correction of maintenance and repair issues. Extended response times for requests for service. Maintenance functions will be primarily focused on addressing safety and potential liability issues as a priority. Non-essential aesthetic maintenance items may not get addressed.
Benefits	25,382	18,031	(7,351)	On-Going	This reduction in Benefits costs is due to a reduction in staff time assigned to Community Center Maintenance
Contracted Services	73,015	5,885	(67,130)	On-Going	Reduction in Supplies and Contract Services. Including; Architectural Design Services for Flood mitigation, (\$50,000) HVAC services (\$13,915), and Facility maintenance (\$3,500).- Will result in Reduced and/or delayed response to maintenance issues. Reduced preventive maintenance and facility upgrades.
Services & Supplies	11,500	10,586	(914)	On-Going	Reduction in Services and Supplies. Including; Equipment servicing, HVAC services, and Facility maintenance.- Will result in a reduction in the ability to meet the community's expectations for an acceptable level of maintenance. Reduced and/or delayed response to maintenance issues. Reduced preventive maintenance and facility upgrades.
Special Programs	135,000	58,300	(76,700)	On-Going	Reduction in financial support for general operations and living wage requirements. \$58,300 represents 1/2 the calendar year of financial support while transitioning to self supporting operations.
Utilities	17,000	30,820	13,820	On-Going	PG&E cost increases
Allocated Insurance	18,679	25,570	6,891	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Capital Outlay	-	-	-	N/A	NO CHANGE
Total Expense	322,830	168,726	(154,104)		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - COMMUNITY CENTER							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	48,865	42,254	42,254	41,124	19,534	(22,720)	-53.8%
Benefits	22,914	25,382	25,382	25,382	18,031	(7,351)	-29.0%
Contracted Services	40,419	73,015	73,015	53,200	5,885	(67,130)	-91.9%
Services & Supplies	9,628	11,500	11,500	7,500	10,586	(914)	-7.9%
Special Programs	170,000	135,000	135,000	152,900	58,300	(76,700)	-56.8%
Utilities	15,757	17,000	17,000	19,680	30,820	13,820	81.3%
Allocated Insurance	12,528	18,679	18,679	18,679	25,570	6,891	36.9%
Capital Outlay	122,417	-	-	-	-	-	0.0%
Total Expense	442,528	322,830	322,830	318,465	168,726	(154,104)	-47.7%

Community Center							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	42,689	37,604	37,604	37,604	16,934	(20,670)	-55.0%
4012 - Overtime	1,577	1,600	1,600	1,430	1,600	-	0.0%
4013 - Standby/Shift	1,439	1,800	1,800	840	1,000	(800)	-44.4%
4017 - Salaries - COVID-19	160	-	-	-	-	-	0.0%
4023 - One Time Payment	3,000	1,250	1,250	1,250	-	(1,250)	-100.0%
Total Salaries & Wages	48,865	42,254	42,254	41,124	19,534	(22,720)	-53.8%
Benefits							
4101 - Health in Lieu	500	605	605	605	-	(605)	-100.0%
4102 - Uniform Allowance	700	500	500	500	250	(250)	-50.0%
4105 - Medicare & Fica	733	545	545	545	246	(299)	-54.9%
4110 - CalPERS Employer Rate	9,771	12,523	12,523	12,523	1,605	(10,918)	-87.2%
4111 - CalPERS UAL Cost	-	-	-	-	7,830	7,830	0.0%
4130 - Health Insurance	9,538	9,022	9,022	9,022	5,420	(3,602)	-39.9%
4150 - Dental Insurance	1,242	1,244	1,244	1,244	534	(710)	-57.1%
4151 - Vision Insurance	135	133	133	133	55	(78)	-58.7%
4181 - Long Term Disability Insurance	161	187	187	187	1,491	1,304	698.0%
4182 - Short Term Disability Insurance	64	43	43	43	20	(23)	-54.0%
4183 - EAP (Employee Asst Prog)	21	175	175	175	175	0	0.0%
4184 - Life Insurance	50	405	405	405	405	-	0.0%
Total Benefits	22,914	25,382	25,382	25,382	18,031	(7,351)	-29.0%
Contracted Services							
4210 - Professional Contract Services	40,419	73,015	73,015	53,200	5,885	(67,130)	-91.9%
Total Contracted Services	40,419	73,015	73,015	53,200	5,885	(67,130)	-91.9%
Services & Supplies							
4330 - Misc Supplies & Services	9,628	11,500	11,500	7,500	10,586	(914)	-7.9%
Total Services & Supplies	9,628	11,500	11,500	7,500	10,586	(914)	-7.9%
Special Programs							
4880 - Contr to Living Wages Ops	65,000	50,000	50,000	50,000	-	(50,000)	-100.0%
4881 - Contr to General Ops	70,000	50,000	50,000	50,000	58,300	8,300	16.6%
4882 - Contr to Time Bank	4,000	4,000	4,000	4,000	-	(4,000)	-100.0%
4883 - Contr to Teen Club	14,000	14,000	14,000	14,000	-	(14,000)	-100.0%
4885 - Concert Series	17,000	17,000	17,000	17,000	-	(17,000)	-100.0%
4886 - SCCC-Flood Reimbursement	-	-	-	17,900	-	-	0.0%
Total Special Programs	170,000	135,000	135,000	152,900	58,300	(76,700)	-56.8%
Utilities							
4710 - Utilities - Gas & Electric	9,895	9,500	9,500	12,400	14,260	4,760	50.1%
4711 - Utilities - City Bill	5,862	7,500	7,500	7,280	16,560	9,060	120.8%
Total Utilities	15,757	17,000	17,000	19,680	30,820	13,820	81.3%
Allocated Insurance							
4996 - Allocated Liability Insurance	9,485	15,020	15,020	15,020	22,000	6,980	46.5%
4997 - Allocated Wrkrs Comp Insurance	3,043	3,659	3,659	3,659	3,570	(89)	-2.4%
Total Allocated Insurance	12,528	18,679	18,679	18,679	25,570	6,891	36.9%
Capital Outlay							
5100 - Capital Outlay	122,417	-	-	-	-	-	0.0%
Total Capital Outlay	122,417	-	-	-	-	-	0.0%
Total Operation	442,528	322,830	322,830	318,465	168,726	(154,104)	-47.7%

Community Center				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		16,471	8	16,471
4210 - Professional Contract Services				
4210 - Professional Contract Services	HVAC Inspections and Maintenance Garzot Building	475	1	475
4210 - Professional Contract Services	HVAC Inspections and Maintenance SCCC	1,575	1	1,575
4210 - Professional Contract Services	HVAC Inspections and Maintenance Youth Annex	580	1	580
4210 - Professional Contract Services	Pest Control and Exclusion	3,255	1	3,255
Total 4210 - Professional Contract Services		5,885	4	5,885
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Building Maintenance-Paint, Plumbing, Roof Repairs	2,750	1	2,750
4330 - Misc Supplies & Services	Landscape Maintenance Supplies	1,500	1	1,500
4330 - Misc Supplies & Services	Lighting and Electrical Repairs	2,500	1	2,500
4330 - Misc Supplies & Services	Security System Monitoring and Maintenance	3,836	1	3,836
Total 4330 - Misc Supplies & Services		10,586	4	10,586

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - IVES POOL DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	33,031	26,226	(6,805)	On-Going	This reduction is based on a reduction of staff time allocated to pool maintenance- Will result in a decreased level of maintenance. Delay in identification and correction of maintenance and repair issues. Extended response times for requests for service. Maintenance functions will be primarily focused on addressing safety and potential liability issues as a priority. Non-essential aesthetic maintenance items may not get addressed.
Benefits	18,283	16,476	(1,807)	On-Going	This reduction is based on a reduction of staff time allocated to pool maintenance.
Contracted Services	9,100	8,000	(1,100)	On-Going	Reduction in Contract Services. Including; Equipment servicing, HVAC services, and Facility maintenance.- Will result in a reduction in the ability to meet the community's expectations for an acceptable level of maintenance. Reduced and/or delayed response to maintenance issues. Reduced preventive maintenance and facility upgrades. Facility improvements including dry rot repairs and concrete deck improvements will be completed by city staff.
Services & Supplies	20,400	13,700	(6,700)	On-Going	General cost reductions in pool maintenance supplies.
Equipment Rental/Maintenance	2,200	2,300	100	On-Going	5% Inflationary cost increase
Utilities	99,000	136,680	37,680	On-Going	PG&E cost increases
Allocated Insurance	13,141	10,120	(3,021)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Capital Outlay	80,200	82,800	2,600	One-Time	1/2 of the cost Pool Heater replacement was funded by the Building and Infrastructure Replacement Fund and 1/2 of the cost Paid by Ives Pool Board
Total Expense	275,357	296,306	20,949		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - IVES POOL							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2024-25 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	29,355	33,031	33,031	34,251	26,226	(6,805)	-20.6%
Benefits	11,233	18,283	18,283	18,883	16,476	(1,807)	-9.9%
Contracted Services	2,715	9,100	9,100	6,500	8,000	(1,100)	-12.1%
Services & Supplies	6,694	20,400	20,400	10,960	13,700	(6,700)	-32.8%
Equipment Rental/Maintenance	6,219	17,400	2,200	2,200	2,300	100	4.5%
Utilities	82,831	99,000	99,000	104,720	136,680	37,680	38.1%
Allocated Insurance	7,878	13,141	13,141	13,141	10,120	(3,021)	-23.0%
Capital Outlay	-	65,000	80,200	91,000	82,800	2,600	3.2%
Total Expense	146,925	275,356	275,357	281,658	296,306	20,949	7.6%

Ives Pool							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	26,758	29,706	29,706	29,706	23,386	(6,320)	-21.3%
4012 - Overtime	1,597	2,700	2,700	3,920	2,840	140	5.2%
4023 - One Time Payment	1,000	625	625	625	-	(625)	-100.0%
Total Salaries & Wages	29,355	33,031	33,031	34,251	26,226	(6,805)	-20.6%
Benefits							
4013 - Standby/Shift	963	800	800	1,400	1,400	600	75.0%
4102 - Uniform Allowance	250	250	250	250	200	(50)	-20.0%
4105 - Medicare & Fica	474	431	431	431	339	(92)	-21.3%
4110 - CalPERS Employer Rate	4,109	10,800	10,800	10,800	2,928	(7,872)	-72.9%
4111 - CalPERS UAL Cost	-	-	-	-	6,190	6,190	0.0%
4130 - Health Insurance	4,730	5,109	5,109	5,109	4,489	(620)	-12.1%
4150 - Dental Insurance	529	541	541	541	446	(95)	-17.6%
4151 - Vision Insurance	53	54	54	54	43	(11)	-20.4%
4181 - Long Term Disability Insurance	67	148	148	148	298	150	101.9%
4182 - Short Term Disability Insurance	29	34	34	34	27	(7)	-21.3%
4183 - EAP (Employee Asst Prog)	8	35	35	35	35	(0)	-0.1%
4184 - Life Insurance	20	81	81	81	81	-	0.0%
Total Benefits	11,233	18,283	18,283	18,883	16,476	(1,807)	-9.9%
Contracted Services							
4210 - Professional Contract Services	2,715	9,100	9,100	6,500	8,000	(1,100)	-12.1%
Total Contracted Services	2,715	9,100	9,100	6,500	8,000	(1,100)	-12.1%
Services & Supplies							
4330 - Misc Supplies & Services	5,097	9,900	9,900	7,500	9,900	-	0.0%
4331 - Chlorination & Chemicals Reimb	1,597	10,500	10,500	3,460	3,800	(6,700)	-63.8%
Total Services & Supplies	6,694	20,400	20,400	10,960	13,700	(6,700)	-32.8%
Equipment Rental/Maintenance							
4378 - Equipment Maintenance	6,219	17,400	2,200	2,200	2,300	100	4.5%
Total Equipment Rental/Maintenance	6,219	17,400	2,200	2,200	2,300	100	4.5%
Utilities							
4710 - Utilities - Gas & Electric	80,029	95,000	95,000	101,500	116,725	21,725	22.9%
4711 - Utilities - City Bill	2,802	4,000	4,000	3,220	19,955	15,955	398.9%
4720 - Utilities PG&E	-	-	-	-	-	-	0.0%
Total Utilities	82,831	99,000	99,000	104,720	136,680	37,680	38.1%
Allocated Insurance							
4996 - Allocated Liability Insurance	6,097	10,250	10,250	10,250	7,300	(2,950)	-28.8%
4997 - Allocated Wrkrs Comp Insurance	1,781	2,891	2,891	2,891	2,820	(71)	-2.5%
Total Allocated Insurance	7,878	13,141	13,141	13,141	10,120	(3,021)	-23.0%
Capital Outlay							
5100 - Capital Outlay	-	65,000	80,200	91,000	82,800	2,600	3.2%
Total Capital Outlay	-	65,000	80,200	91,000	82,800	2,600	3.2%
Total Operation	146,925	275,355	275,355	281,655	296,302	20,947	7.6%

Ives Pool				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		20,200	11	20,200
4210 - Professional Contract Services				
4210 - Professional Contract Services	California Environmental Reporting System (CERS) Fees	800	1	800
4210 - Professional Contract Services	Certified Unified Program Agencies (CUPA) Reporting Fees	800	1	800
4210 - Professional Contract Services	HVAC Pool Building Inspections and Maintenance Service	1,300	1	1,300
4210 - Professional Contract Services	Pool Heater and Pool Building Shower Heater Inspections and Maintenance Service	4,500	1	4,500
4210 - Professional Contract Services	Solar Array Inspections, Monitoring and Maintenance Repairs	600	1	600
Total 4210 - Professional Contract Services		8,000	5	8,000
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Facility Maintenance Repairs- Paint, Plumbing, Roof Repairs	4,800	1	4,800
4330 - Misc Supplies & Services	Landscape Maintenance Supplies	1,200	1	1,200
4330 - Misc Supplies & Services	Lighting and Electrical Repairs and Maintenance	1,300	1	1,300
4330 - Misc Supplies & Services	Security Fencing Maintenance and Repairs	2,600	1	2,600
Total 4330 - Misc Supplies & Services		9,900	4	9,900
4378 - Equipment Maintenance				
4378 - Equipment Maintenance	Chloring Generator Maintenance and Supplies	1,800	1	1,800
4378 - Equipment Maintenance	Direct Current Cell Maintenance and Servicing	500	1	500
Total 4378 - Equipment Maintenance		2,300	2	2,300
5100 - Capital Outlay				
5100 - Capital Outlay	Pool Heater - City portion	41,400	1	41,400
5100 - Capital Outlay	Pool Heater - Ives Pool Board portion	41,400	1	41,400
Total 5100 - Capital Outlay		82,800	2	82,800

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - NON DEPARTMENTAL DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Benefits	121,800	74,520	(47,280)	On-Going	Decreased is due to less in accrual payout based on actual estimates
					1. Park Village Management Contract has been transferred to Public Works budget as the responsibilities for managing this contract on City property better fit their role, and assigning to a Department increases accountability .
Contracted Services	154,100	-	(154,100)	One Time	2. Website Maintenance cost has been transferred to Administrative Services (Finance) department 3. Property tax administrative cost has been transferred to Administrative Services (Finance) department
					<u>Increase:</u> Based on a recent technology assessment of what would be the most impactful IT investment initially, it is recommended that the City address the following immediate needs in FY24-25 due to aging of these equipment.
					1. Multi-factors Authentication & 1 single log in password - this will improve cyber security with 1Password securely stores all user login credentials, then injects them into the login process automatically, so employees no longer need to rely on Post-It notes hidden under their keyboards. \$6,400
					2. PD Servers - Current servers are end-of-life, and the installed operating systems are no longer supported. This is a cyber security risk. \$44,705
					3. Computers (3CH, 4PD, 1FD, 1 PW) - these have been identified the oldest and most at-risk computers for replacement. \$54,420
					4. Cyber Incident Response Plan Design \$6,600
					5. CIRP execution and implementation \$ 5,000
					<u>Decrease:</u> Shifted newsletter design and cost, city hall security monitoring, shredding services from non departmental budget other departments to better align responsibilities for the work with Department functions, reduction of \$13,100
Services & Supplies	13,100	117,125	104,025	One Time	
Transfers Out	251,500	-	(251,500)	One Time	There will be no transfers out for FY24-25
Total Expense	540,500	191,645	(348,855)		
* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget					

SUMMARY - NON DEPARTMENTAL							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Benefits	132,315	121,800	121,800	74,375	74,520	(47,280)	-38.8%
Contracted Services	140,134	154,100	154,100	151,979	-	(154,100)	-100.0%
Services & Supplies	7,908	13,100	13,100	13,100	117,125	104,025	794.1%
Transfers Out	228,163	251,500	251,500	2,158,277	-	(251,500)	-100.0%
Total Expense	508,520	540,500	540,500	2,397,731	191,645	(348,855)	-64.5%

Non Departmental Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Benefits							
4104 - Accrual in Lieu	127,258	120,000	120,000	70,000	68,220	(51,780)	-43.2%
4105 - Medicare & Fica	1,888	1,800	1,800	4,375	6,300	4,500	250.0%
4110 - CalPERS Employer Rate	0	-	-	-	-	-	0.0%
4140 - Retiree Health Insurance OPEB	-	-	-	-	-	-	0.0%
4170 - Fire Service CSFA Award	3,170	-	-	-	-	-	0.0%
Total Benefits	132,315	121,800	121,800	74,375	74,520	(47,280)	-38.8%
Contracted Services							
4210 - Professional Contract Services	115,895	127,100	127,100	124,979	-	(127,100)	-100.0%
4221 - Property Tax Services	24,240	27,000	27,000	27,000	-	(27,000)	-100.0%
Total Contracted Services	140,134	154,100	154,100	151,979	-	(154,100)	-100.0%
Services & Supplies							
4330 - Misc Supplies & Services	7,908	13,100	13,100	13,100	117,125	104,025	794.1%
Total Services & Supplies	7,908	13,100	13,100	13,100	117,125	104,025	794.1%
Transfers Out							
4999 -Transfers Out	167,572	251,500	251,500	151,500	-	(251,500)	-100.0%
4999a -Transfers Out - Enterprise Fund Loan	-	-	-	1,100,000	-	-	0.0%
4999b -Transfers Out - Library Project - Phase 1	60,591	-	-	294,902	-	-	0.0%
4999c -Transfers Out - Library Project - Phase 2	-	-	-	351,663	-	-	0.0%
4999d -Transfer Out - Police Donation	-	-	-	260,212	-	-	0.0%
Total Transfers Out	228,163	251,500	251,500	2,158,277	-	(251,500)	-100.0%
Total Operation	508,520	540,500	540,500	2,397,731	191,645	(348,855)	-64.5%
NON DEPARTMENTAL GUIDELINE							
^The purpose of the Non-Departmental account/program is to record expenditures for those items that are not directly associated with any one department or operating budget, but to the City as a whole. ^Non-Departmental operating expenses include, personnel payout cost (per MOUs provisions), unfunded accrual liability, and retiree medical contributions.							

Non Departmental				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		\$ 117,125	5	\$ 117,125
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	DUO, 1 Password Login	\$ 6,400	1	\$ 6,400
4330 - Misc Supplies & Services	Laptops/Desktops Replacement	\$ 54,420	1	\$ 54,420
4330 - Misc Supplies & Services	PD Servers	\$ 44,705	1	\$ 44,705
4330 - Misc Supplies & Services	Cyber Indicent Respone Plan (CIRP) Development	\$ 6,600	1	\$ 6,600
4330 - Misc Supplies & Services	Arctic Wolf Manage of CIRP	\$ 5,000	1	\$ 5,000
Total 4330 - Misc Supplies & Services		\$ 117,125	5	\$ 117,125

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.

Fire Truck Lease (99-74)

On August 3, 2023, the City entered into a master equipment lease purchase agreement with Community First National Bank for financing a new Pierce Enforcer Type 1 Engine in the amount of \$638,745 and the annual debt service payment is \$238,050 with an interest rate of 1.84%. The lease will be paid in full on August 4, 2026.

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.

Debt Service							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
70 - Woodstone Ctr Bond							
6100 - Principal							
401 - Woodstone Ctr Assess District DS	35,000	-	-	-	-	-	0.0%
Total 6100 - Principal	35,000	-	-	-	-	-	0.0%
6200 - Interest							
401 - Woodstone Ctr Assess District DS	1,173	-	-	-	-	-	0.0%
Total 6200 - Interest	1,173	-	-	-	-	-	0.0%
Total 70 - Woodstone Ctr Bond	36,173	-	-	-	-	-	0.0%
71 - Infrastructure Lease							
6100 - Principal							
100 - General Fund	54,818	53,785	53,785	55,586	56,199	2,414	4.5%
212 - Park Development Fund	26,394	27,586	27,586	26,685	26,979	(607)	-2.2%
500 - Water Enterprise Fund	-	62,065	62,065	64,145	64,853	2,788	4.5%
510 - WasteWater Enterprise Fund	-	55,173	55,173	57,023	57,652	2,479	4.5%
Total 6100 - Principal	81,211	198,609	198,609	203,439	205,683	7,074	3.6%
6200 - Interest							
100 - General Fund	2,301	7,570	7,570	1,702	1,089	(6,481)	-85.6%
212 - Park Development Fund	1,108	3,884	3,884	873	558	(3,326)	-85.6%
500 - Water Enterprise Fund	2,734	8,737	8,737	1,964	1,256	(7,481)	-85.6%
510 - WasteWater Enterprise Fund	2,381	7,767	7,767	1,745	1,117	(6,650)	-85.6%
Total 6200 - Interest	8,524	27,958	27,958	6,284	4,020	(23,938)	-85.6%
Total 71 - Infrastructure Lease	89,735	226,567	226,567	209,723	209,703	(16,864)	-7.4%
72 - VMHP (Park Village) Lease							
6100 - Principal							
100 - General Fund	50,094	52,579	52,579	52,579	55,187	2,608	5.0%
Total 6100 - Principal	50,094	52,579	52,579	52,579	55,187	2,608	5.0%
6200 - Interest							
100 - General Fund	14,491	12,006	12,006	12,006	9,398	(2,608)	-21.7%
Total 6200 - Interest	14,491	12,006	12,006	12,006	9,398	(2,608)	-21.7%
Total 72 - VMHP (Park Village) Lease	64,585	64,585	64,585	64,585	64,585	-	0.0%
73 - CREBS Lease							
6100 - Principal							
100 - General Fund	46,267	46,300	46,300	-	-	(46,300)	-100.0%
402 - CREBS DS Fund	20,298	40,597	40,597	-	-	(40,597)	-100.0%
500 - Water Enterprise Fund	31,024	62,047	62,047	62,047	-	(62,047)	-100.0%
Total 6100 - Principal	97,589	148,944	148,944	62,047	-	(148,944)	-100.0%
Total 73 - CREBS Lease	97,589	148,944	148,944	62,047	-	(148,944)	-100.0%
74 - Fire Truck Lease							
6100 - Principal							
100 - General Fund	-	-	-	-	201,042	201,042	0.0%
Total 6100 - Principal	-	-	-	-	201,042	201,042	0.0%
6200 - Interest							
100 - General Fund	-	-	-	-	37,009	37,009	0.0%
Total 6200 - Interest	-	-	-	-	37,009	37,009	0.0%
Total 74 - Fire Truck Lease	-	-	-	-	238,051	238,051	0.0%

Debt Service							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
77 - Well 7 Loan							
6100 - Principal							
500 - Water Enterprise Fund	-	66,021	66,021	66,021	67,415	1,394	2.1%
Total 6100 - Principal	-	66,021	66,021	66,021	67,415	1,394	2.1%
6200 - Interest							
500 - Water Enterprise Fund	19,299	17,934	17,934	17,934	16,539	(1,395)	-7.8%
Total 6200 - Interest	19,299	17,934	17,934	17,934	16,539	(1,395)	-7.8%
Total 77 - Well 7 Loan	19,299	83,955	83,955	83,955	83,954	(1)	0.0%
80 - Signature DS-Energy Project							
6100 - Principal							
100 - General Fund	75,670	73,264	73,264	67,403	68,596	(4,668)	-6.4%
500 - Water Enterprise Fund	-	109,895	109,895	131,875	134,209	24,314	22.1%
510 - WasteWater Enterprise Fund	-	109,895	109,895	93,777	95,437	(14,458)	-13.2%
Total 6100 - Principal	75,670	293,054	293,054	293,055	298,242	5,188	1.8%
6200 - Interest							
100 - General Fund	10,500	20,399	20,399	18,767	17,574	(2,825)	-13.8%
500 - Water Enterprise Fund	20,543	30,599	30,599	36,718	34,384	3,785	12.4%
510 - WasteWater Enterprise Fund	14,609	30,599	30,599	26,110	24,450	(6,149)	-20.1%
Total 6200 - Interest	45,652	81,597	81,597	81,595	76,408	(5,189)	-6.4%
Total 80 - Signature DS-Energy Project	121,321	374,651	374,651	374,650	374,650	(1)	0.0%
Total Debt Service	428,702	898,702	898,702	794,960	970,943	72,241	8.0%
RECAP SUMMARY							
100 - General Fund	254,140	265,903	265,903	208,043	446,094	180,191	67.8%
500 - Water Fund	73,600	357,298	357,298	380,704	318,656	(38,642)	-10.8%
510 - Sewer Fund	16,990	203,434	203,434	178,655	178,656	(24,778)	-12.2%
212 - Park Development Fund	27,501	31,470	31,470	27,558	27,537	(3,933)	-12.5%
401 - Woodstone Assessment	36,173	-	-	-	-	-	0.0%
402 - CREBS Fund	20,298	40,597	40,597	-	-	(40,597)	-100.0%
Total	428,702	898,702	898,702	794,960	970,943	72,241	8.0%

OTHER NON-MAJOR GOVERNMENTAL FUNDS

Non-major governmental funds are essential components of a city's financial structure, supporting specific activities and projects that fall outside the general fund's scope. It's important to note that while these funds are 'non-major' in the context of the city's overall budget, they play a significant role in maintaining the city's infrastructure and services to ensure transparency and accountability in their usage. The various funds and their sources include:

- a) Tree Replacement Fund (120) This fund is used for the removal and replacement of trees along City streets and City-owned properties (excluding City parks). Tree removal and replacement in City parks is paid from Measure M-Parks fund.
- b) Permit Technology Fund (122) is an integral part of the city's infrastructure, aimed at streamlining the permit process through the implementation of advanced technological solutions. This fund supports the development and maintenance of a digital platform that facilitates efficient permit issuance, tracking, and management, ensuring that the city's building and development standards are upheld while providing a user-friendly experience for residents and contractors.
- c) Street Pavement Reserve Fund (123) This fund is used for paving streets including associated improvements (such as curb and gutter). The fund is primarily used for CIP street paving project and not intended for general street maintenance activities.
- d) Vehicle Abatement Fund (125) was established to address the issue of abandoned vehicles within the city limits. It provides Sebastopol's share of a county pool of funds provided by the state based on city size and population to remove, store, and dispose of these vehicles in an environmentally responsible manner. The fund is a testament to the city's proactive approach to maintaining public safety and aesthetics. It ensures that abandoned vehicles, which can be eyesores and potential hazards, are promptly dealt with, thereby preserving the integrity of the city's streets and neighborhoods.
- e) Tobacco Management Program Fund (126) is a specialized fund dedicated to overseeing the management and regulation of tobacco-related activities within the city. The bulk of the funding was the result of a grant that was awarded by the Department of Justice. This fund is instrumental in implementing tobacco control measures, providing education and resources for cessation programs, and ensuring compliance with tobacco-related laws and regulations.
- f) Flood Mitigation Fund (127) is a financial reserve established to manage and mitigate the impacts of flooding within the city. This fund is a component of the city's emergency preparedness and response strategy, ensuring that resources are available to address the immediate and long-term effects of flood events and focus on its role in safeguarding the community against flood risks, detailing the measures and projects it supports, such as the construction of levees, improvement of drainage systems, and restoration of floodplains.
- g) Police Endowment Fund (128) is a fund that was established from an endowment donation from a donor who passed away but wanted a portion of their estate to go to the Sebastopol Police Department. The intention of the funds was for improvements and support for the police department that the employees would benefit from.



TREE REPLACEMENT FUND 120

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	89	500	500	1,700	1,700	1,200	240.0%
Miscellaneous Revenue	500	500	500	9,935	1,200	700	140.0%
TOTAL REVENUE	589	1,000	1,000	11,635	2,900	1,900	190.0%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	-	-0	0.0%
Services & Supplies	5,691	5,000	5,000	-	8,000	3,000	60.0%
Transfers Out	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	5,691	5,000	5,000	-	8,000	3,000	60.0%
NET BUDGETARY RESULT	(5,102)	(4,000)	(4,000)	11,635	(5,100)		
Addition/(Use) of Reserves	(5,102)	(4,000)	(4,000)	11,635	(5,100)		
Beginning Fund Balance (Estimated)	14,564	9,462	9,462	9,462	21,097		
Ending Fund Balance (Estimated)	9,462	5,462	5,462	21,097	15,997		
Park Tree Replacement					4,000		
Street Tree Replacement					4,000		
Total					8,000		



PERMIT TECHNOLOGY FUND 122

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	-359	3,000	3,000	6,500	6,500	3,500	116.7%
Charges for Services	48,659	35,000	35,000	20,000	64,000	29,000	82.9%
TOTAL REVENUE	48,300	38,000	38,000	26,500	70,500	32,500	85.5%
OPERATING EXPENSES							
Contracted Services	1,003	19,100	19,100	19,100	19,100	-0	0.0%
Services & Supplies	254	-	-	500	500	500	0.0%
Conference & Training Expense	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	1,257	19,100	19,100	19,600	19,600	500	-2.6%
NET BUDGETARY RESULT	47,043	18,900	18,900	6,900	50,900		
Addition/(Use) of Reserves	47,043	18,900	18,900	6,900	50,900		
Beginning Fund Balance (Estimated)	81,531	128,574	128,574	128,574	135,474		
Ending Fund Balance (Estimated)	128,574	147,474	147,474	135,474	186,374		
¹ Subscription Fee for e-permitting				2,100	2,100		
² Annual ePermit Software Cost				13,000	13,000		
³ Santa Rosa GIS Maintenance Cost				4,000	4,000		
⁴ Banking Fees				500	500		
Total				19,600	19,600		



STREET PAVEMENT RESERVE FUND 123

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	-0	2,232,500	2,232,500	-0	-0	-2,232,500	-100.0%
Interest & Rents	2,205	10,000	10,000	23,000	10,000	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	2,205	2,242,500	2,242,500	23,000	10,000	-2,232,500	-99.6%
OPERATING EXPENSES							
Transfers Out	3,684	2,367,500	2,367,500	109,721	55,000	2,312,500	97.7%
TOTAL OPERATING EXPENSE	3,684	2,367,500	2,367,500	109,721	55,000	2,312,500	97.7%
NET BUDGETARY RESULT	(1,479)	(125,000)	(125,000)	(86,721)	(45,000)		
Addition/(Use) of Reserves	(1,479)	(125,000)	(125,000)	(86,721)	(45,000)		
Beginning Fund Balance (Estimated)	432,565	431,086	431,086	431,086	344,365		
Ending Fund Balance (Estimated)	431,086	306,086	306,086	344,365	299,365		

Streets Pavement Reserve				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		2	55,000	55,000
4999 - Transfers Out				
	0513-74.09 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 1-Pavement Fund	1	5,000	5,000
	0513-74.09 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 1-Pavement Fund(OBAG2 Grant)	1	50,000	50,000
Total 4999 - Transfers Out		2	55,000	55,000



VEHICLE ABATEMENT FUND 125

DESCRIPTION	Footnote	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE								
Interest & Rents		101	100	100	150	100	-0	0.0%
Charges for Services		-0	500	500	4,000	4,000	3,500	700.0%
TOTAL REVENUE		101	600	600	4,150	4,100	3,500	583.3%
OPERATING EXPENSES								
Transfers Out	¹	2,500	2,000	2,000	2,000	4,500	2,500	-125.0%
TOTAL OPERATING EXPENSE		2,500	2,000	2,000	2,000	4,500	2,500	-125.0%
NET BUDGETARY RESULT		(2,399)	(1,400)	(1,400)	2,150	(400)		
Addition/(Use) of Reserves		(2,399)	(1,400)	(1,400)	2,150	(400)		
Beginning Fund Balance (Estimated)		4,988	2,589	2,589	2,589	4,739		
Ending Fund Balance (Estimated)		2,589	1,189	1,189	4,739	4,339		
¹ Transfer to General Fund to offset expense for RV Tows								



FLOOD MITIGATION FUND 127

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	-0	-0	-0	2,155	2,500	2,500	0.0%
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	-0	-0	-0	2,155	2,500	2,500	0.0%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	325,000	325,000	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	325,000	325,000	0.0%
NET BUDGETARY RESULT	-	-	-	2,155	(322,500)		
Addition/(Use) of Reserves	-	-	-	2,155	(322,500)		
Beginning Fund Balance (Estimated)	1,038,918	1,038,918	1,038,918	1,038,918	1,041,073		
Ending Fund Balance (Estimated)	1,038,918	1,038,918	1,038,918	1,041,073	718,573		
Fire Building Improvement					70,000		
0711.23.05 - Flood Resilient Master Plan					170,000		
0712.23.06 - Community Center Master Plan					85,000		
Total					325,000		



POLICE ENDOWMENT FUND 128

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	-0	-0	-0	-0	-0	-0	0.0%
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
Transfer in				270,212	-0	-0	0.0%
TOTAL REVENUE	-0	-0	-0	270,212	-0	-0	0.0%
OPERATING EXPENSES							
Capital Outlay	-	-	-	-	80,000	80,000	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	80,000	80,000	0.0%
NET BUDGETARY RESULT	-	-	-	270,212	(80,000)		
Addition/(Use) of Reserves	-	-	-	270,212	(80,000)		
Beginning Fund Balance (Estimated)	-0	-0	-0	-0	(270,212)		
Ending Fund Balance (Estimated)	-	-	-	270,212	190,212		
\$80,000 Police Vehicle							

SPECIAL REVENUE FUNDS

Special Revenue Funds are designated for income obtained from particular sources which are limited or committed to spending for specific objectives. These funds are mandated by legal statutes, provisions, or ordinances to support certain government functions or activities. The various funds and their sources include:

- 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) is used for specified police activities (excluding regular salary) from confiscated assets of convicted drug felons.

- l) Transportation Grant (211) funds is a financial resource aimed at enhancing the city's transportation infrastructure. It supports a variety of projects, including road maintenance, bicycle and pedestrian access improvements, and safety enhancements receiving transportation grant funding from regional, State and Federal agencies. The fund is managed to ensure that it addresses the city's needs while promoting sustainable transportation practices. It reflects the city's commitment to improving the quality of life for its residents through thoughtful and effective use of transportation grant resources.
- m) 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.
- n) Traffic Impact Fee Fund (213) was established to reduce the traffic impacts caused by new development within the City limits. 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.
- o) 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.
- p) Landscaping Assessment District (215) was formed on May 18, 1981 by the City to cover the costs associated with the operation and maintenance of the citywide streetlight system. This action included adopting Resolution Number 3316 proposing the formation of the Assessment District pursuant to the Landscaping and Lighting Act of 1972. Assessments were levied for Fiscal Years 1981/82; but the Council elected not to collect annual assessment from 1983-1996. Since 1996/97 assessments have been collected on an annual basis. Funds are received from the County via property tax rolls for the exclusive use of paying the operating costs of street lighting within the City of Sebastopol. The assessment is the subject of an annual hearing to review projected costs and setting of the tax levy.
- q) 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.
- r) 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.
- s) General Government Facilities Fee Fund (219) collected from development projects. This fund is used to fund government facilities to maintain the existing level of service the City provides. As new development occurs, the City will be required to expand general facilities to maintain the existing standard.
- t) Fire Facilities Fee (220) collected from development projects. This fund is used to fund expansion of Fire facilities to maintain the existing level of service the City provides. As new development occurs, the City will be required to expand Fire facilities to maintain the existing standard.
- u) Stormwater Facilities Fee (221) collected from development projects. This fund is used to fund expansion of the City's Stormwater management facilities to maintain the existing level of service the City provides. As new development occurs, the City will be required to expand the capacity of stormwater facilities to service new development.

- v) 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.
- w) Wellness/Mental Health Fund (240) Program, established in the 2022 Budget Act (Assembly Bill 178, Chapter 45, Statutes of 2022), provides \$50 million for city and county law enforcement agencies for the purpose of improving officer wellness and expanding mental health sources. The funding may be used for any of the purposes such as establishing or expanding officer wellness units, establishing or expanding peer support units, services provided by a licensed mental health professional, counselor or other professional that works with law enforcement, expanding multiagency mutual aid programs focused on officer wellness and mental health, other programs and services that are evidence-based or have a successful track record of enhancing officer wellness.
- x) Supplemental Planning Grant (247) funds for local governments to address planning and housing needs. The grant awards to accelerate housing production or implement General Plan or other City adopted policies.
- y) Measure H Fire Services Fund (248) is a dedicated resources for fire services, ensuring to provide essential fire protection and related services to its residents and visitors. The fund supports a wide range of services, including the maintenance and operation of fire department facilities, the purchase of necessary equipment, and the payment of personnel cost.

GAS TAX FUND 200							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
User Taxes	196,299	220,700	220,700	216,122	219,735	-965	-0.4%
Interest & Rents	-535	200	200	2,000	700	500	250.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	195,763	220,900	220,900	218,122	220,435	-465	-0.2%
OPERATING EXPENSES							
Salaries & Wages	78,409	102,853	102,853	112,085	85,495	-17,358	-16.9%
Benefits	76,052	86,763	86,763	75,700	58,313	-28,450	-32.8%
Services & Supplies	-	3,000	3,000	-	3,000	-0	0.0%
Vehicle Expense	-	-	-	-	-	-0	0.0%
Utilities	6,964	6,300	6,300	7,000	6,900	600	9.5%
Allocated Insurance	8,164	10,008	10,008	10,008	9,765	-243	-2.4%
TOTAL OPERATING EXPENSE	169,589	208,924	208,924	204,793	163,473	-45,451	-21.8%
NET BUDGETARY RESULT	26,174	11,976	11,976	13,329	56,962		
Addition/(Use) of Reserves	26,174	11,976	11,976	13,329	56,962		
Beginning Fund Balance (Estimated)	17,684	43,858	43,858	43,858	57,187		
Ending Fund Balance (Estimated)	43,858	55,834	55,834	57,187	114,149		

Gas Tax Fund							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	78,409	102,853	102,853	102,835	79,495	(23,358)	-22.7%
4012 - Overtime	2,980	3,500	3,500	3,500	3,500	-	0.0%
4013 - Standby	2,955	2,500	2,500	2,500	2,500	-	0.0%
4017 - Salaries - COVID-19	561	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	293	-	-	-	-	-	0.0%
4023 - One Time Payment	6,500	3,250	3,250	3,250	-	(3,250)	-100.0%
Total Salaries & Wages	91,698	112,103	112,103	112,085	85,495	(26,608)	-23.7%
Benefits							
4101 - Health in Lieu	1,591	1,814	1,814	-	-	(1,814)	-100.0%
4102 - Uniform Allowance	1,300	1,300	1,300	1,300	800	(500)	-38.5%
4105 - Medicare & Fica	1,412	1,491	1,491	1,491	1,153	(338)	-22.7%
4110 - CalPERS Employer Rate	33,131	39,909	39,909	39,909	8,472	(31,437)	-78.8%
4111 - CalPERS UAL Cost	-	-	-	-	21,425	21,425	0.0%
4130 - Health Insurance	21,103	27,219	27,219	27,219	21,489	(5,730)	-21.1%
4150 - Dental Insurance	3,331	3,913	3,913	3,913	2,171	(1,742)	-44.5%
4151 - Vision Insurance	358	426	426	426	226	(200)	-46.9%
4181 - Long Term Disability Insurance	294	511	511	511	1,789	1,278	250.1%
4182 - Short Term Disability Insurance	117	119	119	119	92	(27)	-22.7%
4183 - EAP (Employee Asst Prog)	40	245	245	245	210	(35)	-14.3%
4184 - Life Insurance	85	567	567	567	486	(81)	-14.3%
Total Benefits	62,762	77,514	77,514	75,700	58,313	(19,201)	-24.8%
Services & Supplies							
4330 - Misc Supplies & Services	-	3,000	3,000	-	3,000	-	0.0%
Total Services & Supplies	-	3,000	3,000	-	3,000	-	0.0%
Vehicle Expense							
4380 - Vehicle Maintenance	-	-	-	-	-	-	0.0%
Total Vehicle Expense	-	-	-	-	-	-	0.0%
Utilities							
4710 - Utilities - Gas & Electric	6,964	6,300	6,300	7,000	6,900	600	9.5%
Total Utilities	6,964	6,300	6,300	7,000	6,900	600	9.5%
Allocated Insurance							
4997 - Allocated Wrkrs Comp Insurance	8,164	10,008	10,008	10,008	9,765	(243)	-2.4%
Total Allocated Insurance	8,164	10,008	10,008	10,008	9,765	(243)	-2.4%
TOTAL	169,588	208,925	208,925	204,793	163,473	(45,452)	-21.8%

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

MEASURE M ROAD MAINTENANCE FUND 201							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
<u>OPERATING REVENUE</u>							
Other Sales Taxes	84,543	80,000	80,000	84,545	84,545	4,545	5.7%
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	-652	3,000	3,000	3,375	1,500	-1,500	-50.0%
TOTAL REVENUE	83,891	83,000	83,000	87,920	86,045	3,045	3.7%
<u>OPERATING EXPENSES</u>							
Transfers Out	33,637	193,000	193,000	275,934	-	193,000	100.0%
TOTAL OPERATING EXPENSE	33,637	193,000	193,000	275,934	-	193,000	100.0%
NET BUDGETARY RESULT	50,254	(110,000)	(110,000)	(188,014)	86,045		
Addition/(Use) of Reserves	50,254	(110,000)	(110,000)	(188,014)	86,045		
Beginning Fund Balance (Estimated)	176,200	226,454	226,454	226,454	38,440		
Ending Fund Balance (Estimated)	226,454	116,454	116,454	38,440	124,485		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

MEASURE M PARK IMPROVEMENT FUND 202							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Other Sales Taxes	113,301	110,000	110,000	110,000	113,000	3,000	2.7%
Interest & Rents	-532	1,000	1,000	4,770	1,500	500	50.0%
Transfers In	-0	-0	-0	-0	5,000	5,000	0.0%
TOTAL REVENUE	112,769	111,000	111,000	114,770	119,500	8,500	7.7%
OPERATING EXPENSES							
Transfers Out	52,834	316,557	316,557	137,674	90,000	226,557	71.6%
Transfers Out (to Fund 212)	-	-	-	5,000	-	-0	0.0%
TOTAL OPERATING EXPENSE	52,834	316,557	316,557	142,674	90,000	226,557	-71.6%
NET BUDGETARY RESULT	59,935	(205,557)	(205,557)	(27,904)	29,500		
Addition/(Use) of Reserves	59,935	(205,557)	(205,557)	(27,904)	29,500		
Beginning Fund Balance (Estimated)	213,976	273,911	273,911	273,911	246,007		
Ending Fund Balance (Estimated)	273,911	68,354	68,354	246,007	275,507		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Measure M Park Improvement				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		5	115,000	90,000
4999 - Transfers Out				
	0411-73.00 Americorp Trail Extension Project	1	80,000	80,000
	0413-78.00 Burbank Farm: Public Restroom Facility	1	10,000	10,000
Total 4999 - Transfers Out		5	90,000	90,000

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

ART IN LIEU FUND 203							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	897	500	500	1,800	500	-0	0.0%
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	897	500	500	1,800	500	-0	0.0%
OPERATING EXPENSES							
Contracted Services	8,242	30,000	30,000	41,500	28,500	1,500	-5.0%
Services & Supplies	1,211	-	-	-	-	-0	0.0%
Transfers Out - Staff Time	-	50,500	50,500	3,000	6,000	44,500	-88.1%
TOTAL OPERATING EXPENSE	9,453	80,500	80,500	44,500	34,500	46,000	57.1%
NET BUDGETARY RESULT	(8,556)	(80,000)	(80,000)	(42,700)	(34,000)		
Addition/(Use) of Reserves	(8,556)	(80,000)	(80,000)	(42,700)	(34,000)		
Beginning Fund Balance (Estimated)	107,152	98,596	98,596	98,596	55,896		
Ending Fund Balance (Estimated)	98,596	18,596	18,596	55,896	21,896		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Art In Lieu				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		4	34,500	34,500
4999 - Transfers Out				
	0901 "Sebastopol Spire" Ned Kahn Carryover - installation	1	3,500	3,500
	0903 Joe Rodota Trail third art commission - artist commission	1	25,000	25,000
	0903 Joe Rodota Trail third art commission - staff time for implementation	1	6,000	6,000
Total 4999 - Transfers Out		4	34,500	34,500

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

HOUSING LINKAGE FUND 204							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	442	1,000	1,000	1,600	1,000	-0	0.0%
Capital Contributions	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	442	1,000	1,000	1,600	1,000	-0	0.0%
OPERATING EXPENSES							
Transfers Out	73	10,500	10,500	-	50,000	-39,500	376.2%
TOTAL OPERATING EXPENSE	73	10,500	10,500	-	50,000	-39,500	376.2%
NET BUDGETARY RESULT	369	(9,500)	(9,500)	1,600	(49,000)		
Addition/(Use) of Reserves	369	(9,500)	(9,500)	1,600	(49,000)		
Beginning Fund Balance (Estimated)	85,836	86,205	86,205	86,205	87,805		
Ending Fund Balance (Estimated)	86,205	76,705	76,705	87,805	38,805		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Housing Linkage				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		1	50,000	50,000
4999 - Transfers Out				
4999 - Transfers Out	Affordable Housing Monitoring (ownership)	1	50,000	50,000
Total 4999 - Transfers Out		1	50,000	50,000

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

INCLUSIONARY HOUSING FUND 205							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0.00	0.0%
Interest & Rents	187	500	500	1,000	1,000	500.00	100.0%
Capital Contributions	-0	-0	-0	-0	-0	-0.00	0.0%
Transfers In	-0	-0	-0	-0	-0	-0.00	0.0%
TOTAL REVENUE	187	500	500	1,000	1,000	500.00	100.0%
OPERATING EXPENSES							
Transfers Out	-	-	-	-	22,000	22,000	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	22,000	22,000	0.0%
NET BUDGETARY RESULT	187	500	500	1,000	(21,000)		
Addition/(Use) of Reserves	187	500	500	1,000	(21,000)		
Beginning Fund Balance (Estimated)	38,043	38,230	38,230	38,230	39,230		
Ending Fund Balance (Estimated)	38,230	38,730	38,730	39,230	18,230		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Inclusinary Housing				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		1	22,000	22,000
4999 - Transfers Out				
4999 - Transfers Out	Affordable Housing Monitoring (rental)	1	22,000	22,000
Total 4999 - Transfers Out		1	22,000	22,000

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

BUILDING PERMIT INCREMENTAL FUND 206							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	-646	300	300	300	500	200	66.7%
Charges for Services	-49,026	10,000	10,000	15,000	10,000	-0	0.0%
TOTAL REVENUE	-49,672	10,300	10,300	15,300	10,500	200	1.9%
OPERATING EXPENSES							
Conference & Training Expense	-	-	-	-	-	-0	0.0%
Transfers Out	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-0	0.0%
NET BUDGETARY RESULT	(49,672)	10,300	10,300	15,300	10,500		
Addition/(Use) of Reserves	(49,672)	10,300	10,300	15,300	10,500		
Beginning Fund Balance (Estimated)	157,703	108,031	108,031	108,031	123,331		
Ending Fund Balance (Estimated)	108,031	118,331	118,331	123,331	133,831		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

DOWNTOWN IMPROVEMENT DISTRICT FUND 207							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Licenses & Permits	8,138	8,700	8,700	8,200	8,700	-0	0.0%
Interest & Rents	-41	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	8,097	8,700	8,700	8,200	8,700	-0	0.0%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	-	-0	0.0%
Services & Supplies	9,900	8,700	8,700	-	16,000	-7,300	83.9%
TOTAL OPERATING EXPENSE	9,900	8,700	8,700	-	16,000	-7,300	83.9%
NET BUDGETARY RESULT	(1,803)	-	-	8,200	(7,300)		
Addition/(Use) of Reserves	(1,803)	-	-	8,200	(7,300)		
Beginning Fund Balance (Estimated)	1,738	-65	-65	-65	8,135		
Ending Fund Balance (Estimated)	(65)	(65)	(65)	8,135	835		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

GENERAL PLAN UPDATE FUND 208							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	1,158	-0	-0	-0	-0	-0	0.0%
Interest & Rents	523	500	500	1,535	4,000	3,500	700.0%
Charges for Services	79,193	10,000	10,000	4,000	110,000	100,000	1000.0%
Transfers In	56,786	27,600	27,600	-0	-0	-27,600	-100.0%
TOTAL REVENUE	137,660	38,100	38,100	5,535	114,000	75,900	199.2%
OPERATING EXPENSES							
Contracted Services	44,559	25,025	25,025	39,965	30,025	-5,000	20.0%
Transfers Out	-	-	-	45,197	-	-0	0.0%
TOTAL OPERATING EXPENSE	44,559	25,025	25,025	85,162	30,025	-5,000	20.0%
NET BUDGETARY RESULT	93,101	13,075	13,075	(79,627)	83,975		
Addition/(Use) of Reserves	93,101	13,075	13,075	(79,627)	83,975		
Beginning Fund Balance (Estimated)	21,511	114,612	114,612	114,612	34,985		
Ending Fund Balance (Estimated)	114,612	127,687	127,687	34,985	118,960		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

General Plan Update*				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		2	30,025	30,025
4210 - Professional Contract Services				
	Opticos contract - carryover	1	20,025	20,025
	Safety Element update	1	10,000	10,000
Total 4210 - Professional Contract Services		2	30,025	30,025

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND 209							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	117,371	100,000	100,000	110,000	120,000	20,000	20.0%
Interest & Rents	-869	-0	-0	800	1,000	1,000	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	116,502	100,000	100,000	110,800	121,000	21,000	21.0%
OPERATING EXPENSES							
Transfers Out	100,000	100,000	100,000	100,000	120,000	-20,000	20.0%
TOTAL OPERATING EXPENSE	100,000	100,000	100,000	100,000	120,000	-20,000	20.0%
NET BUDGETARY RESULT	16,502	-	-	10,800	1,000		
Addition/(Use) of Reserves	16,502	-	-	10,800	1,000		
Beginning Fund Balance (Estimated)	24,406	40,908	40,908	40,908	51,708		
Ending Fund Balance (Estimated)	40,908	40,908	40,908	51,708	52,708		

ASSET FORFEITURES FUND 210							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	43	-0	-0	-0	-0	-0	0.00%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0.00%
TOTAL REVENUE	43	-0	-0	-0	-0	-0	0.00%
OPERATING EXPENSES							
Miscellaneous Supplies/Services	-	-	-	-	-	-0	0.00%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-0	0.00%
NET BUDGETARY RESULT	43	-	-	-	-		
Addition/(Use) of Reserves	43	-	-	-	-		
Beginning Fund Balance (Estimated)	2,000	2,043	2,043	2,043	2,043		
Ending Fund Balance (Estimated)	2,043	2,043	2,043	2,043	2,043		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

TRANSPORTATION GRANT FUND 211							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	-0	-0	-0	-0	-0	-0	0.00%
Intergovernmental Revenues - TDA3	-0	-0	60,380	60,380	-0	-60,380	-100.00%
Intergovernmental Revenues - Quick Strike	-0	-0	476,000	476,000	-0	-476,000	-100.00%
Intergovernmental Revenues - HSIP1	-0	-0	-0	-0	312,300	312,300	0.00%
Intergovernmental Revenues - HSIP2	-0	-0	-0	-0	215,820	215,820	0.00%
Intergovernmental Revenues - OBAG2	-0	-0	968,000	1,078,354	-0	-968,000	-100.00%
Intergovernmental Revenues - STG	-0	-0	-0	-0	150,000	150,000	0.00%
Intergovernmental Revenues - Dist5	-0	-0	200,000	97,040	102,960	-97,040	-48.52%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0.00%
Transfer In	-0	-0	-0	-0	-0	-0	0.00%
TOTAL REVENUE	-0	-0	1,704,380	1,711,774	781,080	-923,300	-54.17%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	146,822	-146,822	0.00%
Transfers Out - Staff Support	-	-	-	-	3,178	-3,178	0.00%
Transfers Out - Projects	-	-	1,704,380	1,711,774	631,080	1,073,300	-62.97%
TOTAL OPERATING EXPENSE	-	-	1,704,380	1,711,774	781,080	1,073,300	-62.97%
NET BUDGETARY RESULT	-	-	-	-	-		
Addition/(Use) of Reserves	-	-	-	-	-		
Beginning Fund Balance (Estimated)	-0	-0	-0	-0	-0		
Ending Fund Balance (Estimated)	-	-	-	-	-		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Transporation Grant Fund				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		5	781,080	781,080
4999 - Transfers Out				
211 HSIP1	0131-23.01 Bodega Ave Guardrails at city limits	1	312,300	312,300
211 HSIP2	0132-23.02 SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker	1	215,820	215,820
211 District 5 Infrastructure	0133-23.10 Sunset Ave/Taft St Pedestrian Crossing Enhancements	1	102,960	102,960
211 Sust Transp Planning grant	Main Street STG Planning and Redesign Project (note: total grant \$230,178, FY24-25 \$150K)	1	146,822	146,822
211 Sust Transp Planning grant	Main Street STG Planning and Redesign Project (note: total grant \$230,178, FY24-25 \$13K)	1	3,178	3,178
			-	-
Total 4999 - Transfers Out		5	781,080	781,080

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

PARK IMPROVEMENT FUND 212							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues-Prop 68	100,000	-0	78,000	82,771	-0	-78,000	-100.0%
Intergovernmental Revenues-SoCo Ag&OpenSpace	-0	126,943	-0	-0	126,943	126,943	0.0%
Interest & Rents	-20	500	500	300	-0	-500	-100.0%
Capital Contributions	-0	15,000	15,000	-0	-0	-15,000	-100.0%
Charges for Services	-0	-0	-0	6,500	563,969	563,969	0.0%
Other Financing Sources	-0	-0	-0	-0	-0	-0	0.0%
Transfers In (from Fund 202)	-0	-0	-0	5,000	-0	-0	0.0%
TOTAL REVENUE	99,980	142,443	93,500	94,571	690,912	597,412	638.9%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	-	-0	0.0%
Transfers Out	59,670	205,443	205,443	82,771	426,455	221,012	107.6%
Debt Service Payments	27,501	31,470	31,470	27,558	27,537	3,933	-12.5%
TOTAL OPERATING EXPENSE	87,171	236,913	236,913	110,329	453,992	217,079	91.6%
NET BUDGETARY RESULT	12,809	(94,470)	(143,413)	(15,758)	236,920		
Addition/(Use) of Reserves	12,809	(94,470)	(143,413)	(15,758)	236,920		
Beginning Fund Balance (Estimated)	3,570	16,379	16,379	16,379	621		
Ending Fund Balance (Estimated)	16,379	(78,091)	(127,034)	621	237,541		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Park Improvement Fund				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		3	426,455	426,455
4999 - Transfers Out				
from Park in-lieu fees	0411-73.00 AmeriCorps Trail Extension - Park Improvement Fund	1	207,512	207,512
Sonoma County Ag&Open Space grant	0411-73.00 AmeriCorps Trail Extension - Park Improvement Fund (Sonoma Co.)	1	126,943	126,943
	0425-23.07 Ives Park Master Plan Implementation Phase 2	1	62,000	62,000
	0423-20.10 Trail connection from Tomodachi Park to the west property line	1	25,000	25,000
	Pay back Measure M borrowed in FY 23/24		5,000	5,000
Total 4999 - Transfers Out		5	426,455	426,455

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

TRAFFIC IMPACT FEE FUND 213							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Charges for Services	-0	-0	-0	-0	389,109	389,109	0.0%
Interest & Rents	1,934	1,800	1,800	3,500	1,800	-0	0.0%
Capital Contributions	-0	-0	-0	12,214	-0	-0	0.0%
TOTAL REVENUE	1,934	1,800	1,800	15,714	390,909	389,109	21617.2%
OPERATING EXPENSES							
Contract Services	-	-	-	10,000	-	-0	0.0%
Transfers Out	37,838	110,620	110,620	98,256	209,830	-99,210	89.7%
Transfers Out Staff Support	-	-	-	-	27,622	-27,622	0.0%
TOTAL OPERATING EXPENSE	37,838	110,620	110,620	108,256	237,452	-126,832	114.7%
NET BUDGETARY RESULT	(35,904)	(108,820)	(108,820)	(92,542)	153,457		
Addition/(Use) of Reserves	(35,904)	(108,820)	(108,820)	(92,542)	153,457		
Beginning Fund Balance (Estimated)	211,946	176,042	176,042	176,042	83,500		
Ending Fund Balance (Estimated)	176,042	67,222	67,222	83,500	236,957		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Traffic Impact				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		1	-	-
4999 - Transfers Out				
4999 - Transfers Out	Main Street Planning and Redesign Project (note: this is not a CIP but in Planning project budget-local match \$30,000)	1	19,822	19,822
	Active Transportation Plan Update (Planning project budget-local share \$7,800)	1	7,800	7,800
	0133-23.02 SR116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker	1	103,130	103,130
	0134-24overt Lane/Zimpher Dr Crossing Improvements	1	10,000	10,000
	0135-4.02 Sunset/Johnson St Pedestrian Crossing Enhancements	1	46,700	46,700
4999 - Transfers Out	0113-16.00 Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek	1	50,000	50,000
Total 4999 - Transfers Out			237,452	237,452

UNDERGROUND UTILITIES FEE FUND 214							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	1,177	1,500	1,500	4,500	4,500	3,000	200.0%
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	1,177	1,500	1,500	4,500	4,500	3,000	200.0%
OPERATING EXPENSES							
Transfer Out	-	-	-	855	-	-0	0.0%
TOTAL OPERATING EXPENSE	-	-	-	855	-	-0	0.0%
NET BUDGETARY RESULT	1,177	1,500	1,500	3,645	4,500		
Addition/(Use) of Reserves	1,177	1,500	1,500	3,645	4,500		
Beginning Fund Balance (Estimated)	239,641	240,818	240,818	240,818	244,463		
Ending Fund Balance (Estimated)	240,818	242,318	242,318	244,463	248,963		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

COMMUNITY DEVELOPMENT BLOCK GRANT - ADA FUND 216							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues		203,500	203,500	153,215	45,000	-158,500	-77.9%
Interest & Rents	462	-0	-0	1,500	-0	-0	0.0%
Miscellaneous Revenue		-0	-0	-0	-0	-0	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	462	203,500	203,500	154,715	45,000	-158,500	-77.9%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	5,000	-5,000	0.0%
Transfers Out - Staff Support	27,289	203,500	203,500	153,215	40,000	163,500	-80.3%
TOTAL OPERATING EXPENSE	27,289	203,500	203,500	153,215	45,000	158,500	-77.9%
NET BUDGETARY RESULT	(26,827)	-	-	1,500	-		
Addition/(Use) of Reserves	(26,827)	-	-	1,500	-		
Beginning Fund Balance (Estimated)	101,669	74,842	74,842	74,842	76,342		
Ending Fund Balance (Estimated)	74,842	74,842	74,842	76,342	76,342		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Community Development Block Grant- ADA				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		2	40,000	40,000
4999 - Transfers Out				
	0214-20.07 City Hall ADA Upgrades	1	40,000	40,000
	0214-20.07 City Hall ADA Upgrades	1	5,000	5,000
Total 4999 - Transfers Out		3	45,000	45,000

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

ROAD MAINTENANCE & REHAB (SB1) FUND 217							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
User Taxes	180,447	185,900	185,900	182,460	194,800	8,900	4.8%
Intergovernmental Revenues	-0	-0	-0	-0	-0	-0	0.0%
Interest & Rents	2,967	-0	-0	3,000	5,000	5,000	0.0%
TOTAL REVENUE	183,414	185,900	185,900	185,460	199,800	13,900	7.5%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	-	-0	0.0%
Transfers Out	298,120	160,680	160,680	30,566	61,700	98,980	-61.6%
TOTAL OPERATING EXPENSE	298,120	160,680	160,680	30,566	61,700	98,980	-61.6%
NET BUDGETARY RESULT	(114,706)	25,220	25,220	154,894	138,100		
Addition/(Use) of Reserves	(114,706)	25,220	25,220	154,894	138,100		
Beginning Fund Balance (Estimated)	268,540	153,834	153,834	153,834	308,728		
Ending Fund Balance (Estimated)	153,834	179,054	179,054	308,728	446,828		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Road Maintenance SB1				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		3	61,700	61,700
4999 - Transfers Out				
	0131-23.01 NEW: Bodega Ave. Guardrails at City Limits	1	56,700	56,700
	1000-19.01 SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence & Bodega/Robinson	1	5,000	5,000
Total 4999 - Transfers Out		4	61,700	61,700

GENERAL GOVERNMENTAL FACILITIES FEE FUND 219							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
<u>OPERATING REVENUE</u>							
Interest & Rents	-16	-0	-0	100	-0	-0.00	0.0%
Charges for Services	-0	-0	-0	-0	150,850	150,850	0.0%
TOTAL REVENUE	-16	-0	-0	100	150,850	150,850	0.0%
<u>OPERATING EXPENSES</u>							
Transfer Out	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	0.0%
NET BUDGETARY RESULT	(16)	-	-	100	150,850	150,850	0.0%
Addition/(Use) of Reserves	(16)	-	-	100	150,850		
Beginning Fund Balance (Estimated)	2,988	2,972	2,972	2,972	3,072		
Ending Fund Balance (Estimated)	2,972	2,972	2,972	3,072	153,922		

FIRE FACILITIES FEE FUND 220							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
<u>OPERATING REVENUE</u>							
Interest & Rents	-5	-0	-0	100	100	100.00	0.0%
Charges for Services	-0	-0	-0	1,000	40,000	40,000	0.0%
TOTAL REVENUE	-5	-0	-0	1,100	40,100	40,100	0.0%
<u>OPERATING EXPENSES</u>							
Transfer Out	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	0.0%
NET BUDGETARY RESULT	(5)	-	-	1,100	40,100	40,100	0.0%
Addition/(Use) of Reserves	(5)	-	-	1,100	40,100		
Beginning Fund Balance (Estimated)	990	985	985	985	2,085		
Ending Fund Balance (Estimated)	985	985	985	2,085	42,185		

STORMWATER FACILITIES FEE FUND 221							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
<u>OPERATING REVENUE</u>							
Interest & Rents	-24	-0	-0	500	1,000	1,000.00	0.0%
Charges for Services	873	-0	-0	8,700	144,000	144,000	0.0%
TOTAL REVENUE	849	-0	-0	9,200	145,000	145,000	0.0%
<u>OPERATING EXPENSES</u>							
Transfer Out	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	0.0%
NET BUDGETARY RESULT	849	-	-	9,200	145,000	145,000	0.0%
Addition/(Use) of Reserves	849	-	-	9,200	145,000		
Beginning Fund Balance (Estimated)	5,486	6,335	6,335	6,335	15,535		
Ending Fund Balance (Estimated)	6,335	6,335	6,335	15,535	160,535		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

HUMAN SERVICES & COMMUNITY FUND 233							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Interest & Rents	27	100	100	200	200	100.00	100.0%
Charges for Services	-0	-0	-0	-0	-0	-0.00	0.0%
Miscellaneous Revenue	785	800	800	800	800	-0.00	0.0%
TOTAL REVENUE	812	900	900	1,000	1,000	100.00	11.1%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	-	-	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	-	-	0.0%
NET BUDGETARY RESULT	812	900	900	1,000	1,000		
Addition/(Use) of Reserves	812	900	900	1,000	1,000		
Beginning Fund Balance (Estimated)	9,237	10,049	10,049	10,049	11,049		
Ending Fund Balance (Estimated)	10,049	10,949	10,949	11,049	12,049		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

WELLNESS/MENTAL HEALTH FUND 240							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	15,000	-0	-0	2,900	-0	-0	0.0%
Interest Income	-474	-0	-0	775	-0	-0	0.0%
TOTAL REVENUE	14,526	-0	-0	3,675	-0	-0	0.0%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	-	-0	0.0%
Services & Supplies	-	7,500	7,500	-	-	7,500	-100.0%
Conference & Training Expense	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	-	7,500	7,500	-	-	7,500	-100.0%
NET BUDGETARY RESULT	14,526	(7,500)	(7,500)	3,675	-	-7,500	-100.0%
Addition/(Use) of Reserves	14,526	(7,500)	(7,500)	3,675	-		
Beginning Fund Balance (Estimated)	-0	14,526	14,526	14,526	18,201		
Ending Fund Balance (Estimated)	14,526	7,026	7,026	18,201	18,201		

SUPPLEMENTAL PLANNING GRANT FUND 247							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	20,000	92,600	92,600	65,000	250,000	157,400	170.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	20,000	92,600	92,600	65,000	250,000	157,400	170.0%
OPERATING EXPENSES							
Contracted Services	140,811	65,000	65,000	65,000	210,000	-145,000	223.1%
Transfers Out	56,786	27,600	27,600	-	40,000	-12,400	44.9%
TOTAL OPERATING EXPENSE	197,597	92,600	92,600	65,000	250,000	-157,400	170.0%
NET BUDGETARY RESULT	(177,597)	-	-	-	-		
Addition/(Use) of Reserves	(177,597)	-	-	-	-		
Beginning Fund Balance (Estimated)	-0	-177,597	-177,597	-177,597	-177,597		
Ending Fund Balance (Estimated)	(177,597)	(177,597)	(177,597)	(177,597)	(177,597)		

DRAFT PROPOSED BUDGET AS OF JULY 2, 2024

Supplemental Planning Grant Fund				
Object Details				
Object	Worksheet Description	Worksheet Quantity	Worksheet Unit Price	Worksheet Total
Grand Total		1	210,000	210,000
4210 - Professional Contract Services				
	Land Use study	1	210,000	210,000
4210 - Professional Contract Services		1	210,000	210,000
4999 - Transfers Out	PDA Staff Time	1	40,000	40,000
Total 4999 - Transfers Out		1	40,000	40,000
Housing Element Update & VMT				

MEASURE H - FIRE SERVICES FUND 248							
DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
Intergovernmental Revenues	-0	-0	-0	-0	600,000	600,000	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
TOTAL REVENUE	-0	-0	-0	-0	600,000	600,000	0.0%
OPERATING EXPENSES							
Contracted Services	-	-	-	-	60,000	-60,000	0.0%
Transfers Out	-	-	-	-	238,051	-238,051	0.0%
TOTAL OPERATING EXPENSE	-	-	-	-	298,051	-298,051	0.0%
NET BUDGETARY RESULT	-	-	-	-	301,949		
Addition/(Use) of Reserves	-	-	-	-	301,949		
Beginning Fund Balance (Estimated)	-0	-0	-0	-0	-0		
Ending Fund Balance (Estimated)	-	-	-	-	301,949		



INSURNACE FUND - FUND 601

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
OPERATING REVENUE							
G & A Allocation	1,076,015	1,308,530	1,308,530	1,308,530	1,243,750	-64,780	-5.0%
TOTAL REVENUE	1,076,015	1,308,530	1,308,530	1,308,530	1,243,750	-64,780	-5.0%
OPERATING EXPENSES							
Insurance Premium	1,076,015	1,308,530	1,308,530	1,308,530	1,243,750	-64,780	-5.0%
Contracted Services	-	-	-	-	-	-0	0.0%
TOTAL OPERATING EXPENSE	1,076,015	1,308,530	1,308,530	1,308,530	1,243,750	-64,780	-5.0%
NET BUDGETARY RESULT	-	-	-	-	-		
Addition/(Use) of Reserves	-	-	-	-	-		
Beginning Fund Balance (Estimated)	1,051	1,051	1,051	1,051	1,051		
Ending Fund Balance (Estimated)	1,051	1,051	1,051	1,051	1,051		

Insurance Fund							
Budget Expenditures							
Detail - Workers' Compensation Insurance							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
3997 - Allocated Wrkrs Comp Insurance	(401,746)	(556,320)	(556,320)	(556,320)	(525,100)	31,220	5.6%
4190 - Worker's Compensation Premium	399,465	551,320	551,320	551,320	503,000	(48,320)	-8.8%
4191 - Worker's Compensation Deductible	2,281	5,000	5,000	5,000	22,100	17,100	342.0%
TOTAL	-	-	-	-	-	-	0.0%
Detail - Liability Insurance							
3996 - Allocated Liability Insurance	(674,269)	(752,210)	(752,210)	(752,210)	(718,650)	33,560	4.5%
4192 - Liability Premium	493,164	514,510	514,510	514,510	467,000	(47,510)	-9.2%
4193 - Liability Deductible	6,988	10,000	10,000	10,000	23,500	13,500	135.0%
4194 - Environmental Pollution Ins	1,141	1,800	1,800	1,800	1,900	100	5.6%
4195 - Cyber Risk & Safety Services	54,018	15,000	15,000	15,000	12,000	(3,000)	-20.0%
4196 - Property Premium	109,771	201,400	201,400	201,400	143,750	(57,650)	-28.6%
4197 - Vehicle Insurance	-	-	-	-	-	-	0.0%
4198 - Earthquake & Flood	9,187	9,500	9,500	9,500	70,500	61,000	642.1%
4199 - Boiler & Machinery Ins	-	-	-	-	-	-	0.0%
TOTAL	0	-	-	-	-	-	0.0%

WATER/WASTEWATER ENTERPRISE FUNDS

Mission Statement

The Public Works and Engineering Departments are committed to safeguarding the health and well-being of our community by delivering exceptionally safe and sustainable water and wastewater services. Providing clean, reliable drinking water and efficient wastewater management is our top priority while implementing innovative economic solutions and environmentally responsible practices.

Major Accomplishments in 2023-24:

- ✓ Maintained regulatory compliance with water, sewer, storm water, and air quality standards
- ✓ Maintained City facilities, generators, and mechanical equipment per long term maintenance plan.
- ✓ Maintained Cal/OSHA regulatory compliance safety and training policies program
- ✓ Implemented sewer system televising inspection and maintenance plan
- ✓ Supported development of new rates to improve the physical and financial conditions of the water and sewer systems.

Goals and Objectives for 2024-25:

- ❖ Protect the health and welfare of the community by ensuring continuous uninterrupted operation of the water and wastewater distribution systems
- ❖ Provide economical maintenance, repair, and replacement of the water and wastewater transmission systems and infrastructure
- ❖ Continue regulatory compliance with water, sewer, storm water, and air quality standards

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - WATER DESCRIPTION OF CHANGES					
Account Number	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	334,837	357,977	23,140	On-Going	This increase \$23,140 is based on a redistribution of staff assigned to water system maintenance. Including an increase of \$28,574 caused by moving 1/2 of 1 FTE Laborer position to water maintenance. Including other miscellaneous reallocations of staff time.
Benefits	133,610	223,277	89,667	On-Going	This increase \$89,667 is based on a redistribution of staff assigned to water system maintenance
Contracted Services	390,475	255,820	(134,655)	One-Time	Reductions in the Contract services include the removal of the Urban Water Management Plan Development of (\$100,000) as this is not required as of yet based on the number of service connection in our system. The elimination of Labor Services Temp Worker for Water valve Exercising (\$25,500) This work will be accomplished by moving staff resources from General Fund.
Services & Supplies	176,950	183,350	6,400	On-Going	Minor increase due to operating costs
Special Programs	24,200	22,200	(2,000)	On-Going	General reductions in Water Meter Replacement, Fire Hydrant Replacement, and Backflow Prevention Program
Equipment (under \$10K)	3,000	-	(3,000)	On-Going	Removed and reallocated to Supplies and Services
Vehicle Expense	6,000	10,000	4,000	On-Going	Vehicle Maintenance Funding was adjusted to accurately fund vehicle costs directly associated with sewer system maintenance
Conference & Training Expense	7,200	5,000	(2,200)	On-Going	Savings accomplished by utilizing online training opportunities
Utilities	296,300	247,250	(49,050)	On-Going	Reductions based on historical costs
Telecommunications	8,000	7,350	(650)	On-Going	Reductions based on historical costs
Bad Debt Expense	-	10,000	10,000	On-Going	Uncollected utility bills
Allocated Insurance	87,949	79,530	(8,419)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Capital Outlay	46,500	27,750	(18,750)	On-Going	In FY 23/24 (\$46,500) was budgeted for 1/2 the purchase of a Flatbed Dump Truck. *This purchase was canceled due to the fiscal emergency. The two items budgeted for this FY are the replacement of the Well 4 Pump Motor Variable Speed Drive \$18,500 and the replacement of the Well 7 CO2 Treatment Injection System \$9,250
Debt Service Payments	357,298	318,656	(38,642)	On-Going	The decrease in debt service obligations can be attributed to the retirement of the clean renewable energy bond.
Cost Allocation Plan	1,363,096	852,863	(510,233)	One-Time	Water funds a portion of City administrative costs that are funded through the General Fund. These costs include Finance, City Manager, City Clerk, HR, and others. The City recently reviewed the method for calculating that payment which reduced the outgoing costs (\$510,223)
Transfers Out to Capital Improvement Plan	633,000	120,000	(513,000)	On-Going	\$120,000 identified for the development of the Water System Master Plan Update. \$513k less in Transfers Out is because there is less CIP projects proposed in FY 2024-25 compared with this fiscal year. This is consistent with what is shown in the final Water Rate Study dated June 12, 2024
Total Expense	3,868,415	2,721,023	(1,147,392)		
* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget					



**WATER OPERATING FUND
FINANCIAL REPORTING**

Description	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs Adjusted Budget	% Change Proposed vs Adjusted Budget
OPERATING REVENUE							
3600 - Usage Charges	2,198,807	2,300,000	2,300,000	2,300,000	3,189,700	889,700	38.7%
3300 - Interest Income	67,805	100,000	100,000	90,000	75,000	(25,000)	-25.0%
3601 - Construction Hydrant	200	-0	-0	-0	2,160	2,160	0.0%
3603 - Backflow Inspections	133	150	150	-0	650	500	333.3%
3604 - New Service Fee	16,457	8,500	8,500	8,500	36,600	28,100	330.6%
3605 - Water Meter Sales	1,845	2,000	2,000	200	8,600	6,600	330.0%
3606 - Penalties	7,667	3,500	3,500	17,000	15,000	11,500	328.6%
3607 - Other Charges	-0	-0	-0	500	2,145	2,145	0.0%
3804 - Insurance Claims	60,185	-0	-0	-0	-0	-	0.0%
3805 - Miscellaneous Income	43,364	500	500	43,000	43,000	42,500	8500.0%
TOTAL REVENUE	2,396,463	2,414,650	2,414,650	2,459,200	3,372,855	958,205	39.7%
OPERATING EXPENDITURE							
Salaries & Wages	286,807	334,837	334,837	329,937	357,977	23,140	-6.9%
Benefits	143,383	133,610	133,610	130,375	223,277	89,667	-67.1%
Contracted Services	275,989	390,475	390,475	369,500	255,820	(134,655)	34.5%
Services & Supplies	180,048	176,950	176,950	147,700	183,350	6,400	-3.6%
Special Programs	12,356	24,200	24,200	25,500	22,200	(2,000)	8.3%
Equipment (under \$10K)	2,055	3,000	3,000	-	-	(3,000)	100.0%
Vehicle Expense	-	6,000	6,000	11,000	10,000	4,000	-66.7%
Conference & Training Expense	2,329	7,200	7,200	5,000	5,000	(2,200)	30.6%
Utilities	196,877	296,300	296,300	215,000	247,250	(49,050)	16.6%
Telecommunications	5,237	8,000	8,000	7,000	7,350	(650)	8.1%
Bad Debt Expense	8,328	-	-	10,000	10,000	10,000	0.0%
Allocated Insurance	82,414	87,949	87,949	87,949	79,530	(8,419)	9.6%
Capital Outlay	31,760	46,500	46,500	46,500	27,750	(18,750)	40.3%
Debt Service Payments	351,271	357,298	357,298	380,704	318,656	(38,642)	10.8%
Cost Allocation Plan	1,199,387	1,363,096	1,363,096	1,294,700	852,863	(510,233)	37.4%
Transfers Out	373,129	633,000	633,000	530,000	120,000	(513,000)	-81.0%
TOTAL EXPENDITURES	3,151,370	3,868,415	3,868,415	3,590,865	2,721,023	(1,147,392)	-29.7%
Net Surplus/(Deficit)	(754,907)	(1,453,765)	(1,453,765)	(1,131,665)	651,832		
Beginning Working Capital Balance	1,980,762	1,225,855	1,225,855	1,225,855	94,190		
Ending Working Capital Balance	1,225,855	(227,910)	(227,910)	94,190	746,022		
RESERVE							
Policy Reserve Level (25%)	787,842	967,104	967,104	897,716	680,256		
Actual Reserve Level	38.9%	-5.9%	-5.9%	2.6%	27.4%		



Detail - Water Fund Budget Expenditures							
Description	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs Adjusted Budget	% Change Proposed vs Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	244,384	291,737	291,737	291,737	327,277	35,540	10.9%
4011 - Salaries - Part Time	-	-	-	-	-	-	0.0%
4012 - Overtime	16,792	22,400	22,400	21,000	21,000	(1,400)	-6.7%
4013 - Standby/Shift	10,258	13,200	13,200	9,700	9,700	(3,500)	-36.1%
4017 - Salaries - COVID-19	2,373	-	-	-	-	-	0.0%
4023 - One Time Payment	13,000	7,500	7,500	7,500	-	(7,500)	0.0%
Total Salaries & Wages	286,807	334,837	334,837	329,937	357,977	23,140	6.5%
Benefits							
4100 - Employee Benefits	293	-	-	-	-	-	0.0%
4101 - Health in Lieu	4,137	4,837	4,837	1,600	-	(4,837)	0.0%
4102 - Uniform Allowance	2,300	2,750	2,750	2,750	3,500	750	21.4%
4105 - Medicare & Fica	4,237	4,230	4,230	4,230	4,746	516	10.9%
4110 - CalPERS Employer Rate	78,156	61,283	61,283	61,283	32,099	(29,184)	-90.9%
4111 - CalPERS UAL Cost	-	-	-	-	60,770	60,770	100.0%
4130 - Health Insurance	44,680	49,079	49,079	49,079	106,027	56,948	53.7%
4150 - Dental Insurance	7,442	7,763	7,763	7,763	10,840	3,077	28.4%
4151 - Vision Insurance	811	855	855	855	1,136	281	24.7%
4181 - Long Term Disability Insurance	741	1,381	1,381	1,383	2,684	1,303	48.6%
4182 - Short Term Disability Insurance	298	388	388	388	431	43	10.0%
4183 - EAP (Employee Asst Prog)	85	315	315	315	315	-	0.0%
4184 - Life Insurance	202	729	729	729	729	-	0.0%
Total Benefits	143,383	133,610	133,610	130,375	223,277	89,667	40.2%
Contracted Services							
4210 - Professional Contract Services	264,116	390,475	390,475	357,000	243,320	(147,155)	-60.5%
4211 - Banking Fees	11,873	-	-	12,500	12,500	12,500	100.0%
Total Contracted Services	275,989	390,475	390,475	369,500	255,820	(134,655)	-52.6%
Services & Supplies							
4301 - Bad Debt Expense	8,328	-	-	10,000	10,000	10,000	100.0%
4310 - Office Supplies	-	1,500	1,500	1,500	1,500	-	0.0%
4330 - Misc Supplies & Services	179,051	173,800	173,800	145,000	180,650	6,850	3.8%
4332 - Janitorial & Safety Supplies	998	1,400	1,400	1,200	1,200	(200)	-16.7%
4340 - Postage & Printing	-	250	250	-	-	(250)	0.0%
4351 - Computer Equip (under \$10 K)	-	3,000	3,000	-	-	(3,000)	0.0%
4361 - Meter Replacement Program	762	7,500	7,500	7,000	7,500	-	0.0%
4365 - Fire Hydrant Replacement Program	8,431	9,500	9,500	13,300	9,500	-	0.0%
4366 - Backflow Prevention Program	3,163	7,200	7,200	5,200	5,200	(2,000)	-38.5%
4370 - Equipment(under \$10K)	2,055	-	-	-	-	-	0.0%
4380 - Vehicle Maintenance	-	6,000	6,000	11,000	10,000	4,000	40.0%
Total Services & Supplies	202,786	210,150	210,150	194,200	225,550	15,400	6.8%
Conference & Training Expense							
4510 - Conference & Training	889	4,100	4,100	3,000	3,000	(1,100)	-36.7%
4515 - Meetings & Travel	1,441	3,100	3,100	2,000	2,000	(1,100)	-55.0%
Total Conference & Training Expense	2,329	7,200	7,200	5,000	5,000	(2,200)	-44.0%
Utilities							
4710 - Utilities - Gas & Electric	196,877	296,300	296,300	215,000	247,250	(49,050)	-19.8%
4750 - Telecommunications	5,237	8,000	8,000	7,000	7,350	(650)	-8.8%
Total Utilities	202,114	304,300	304,300	222,000	254,600	(49,700)	-19.5%
Allocated Insurance Others							
4996 - Allocated Liability Insurance	61,263	59,560	59,560	59,560	51,825	(7,735)	-14.9%
4997 - Allocated Wrks Comp Insurance	21,151	28,389	28,389	28,389	27,705	(684)	-2.5%
4998 - Cost Allocation Plan (CAP)	1,199,387	1,363,096	1,363,096	1,294,700	852,863	(510,233)	-59.8%
4999 - Transfers Out	373,129	633,000	633,000	551,000	120,000	(513,000)	-427.5%
5100 - Capital Outlay	31,760	46,500	46,500	46,500	27,750	(18,750)	-67.6%
Total Allocated Insurance Others	1,686,690	2,130,545	2,130,545	1,980,149	1,080,143	(1,050,402)	-97.2%
Debt Service							
6100 - Principal	308,695	300,028	300,028	324,088	266,477	(33,551)	-12.6%
6200 - Interest	42,576	57,270	57,270	56,616	52,179	(5,091)	-9.8%
Total Debt Service	351,271	357,298	357,298	380,704	318,656	(38,642)	-12.1%
TOTAL	3,151,370	3,868,415	3,868,415	3,611,865	2,721,023	(1,147,392)	-42.2%

Water Fund				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		451720	23	\$ 632,370
4210 - Professional Contract Services				
4210 - Professional Contract Services	Asset Management Softwear Maintenance Contract	3,050	1	\$ 3,050
4210 - Professional Contract Services	Groundwater Sustainability Agency Participation Annual Fees (GSA)	57,330	1	\$ 57,330
4210 - Professional Contract Services	LSL Field Inventory Audit Compliance Reporting	35,000	1	\$ 35,000
4210 - Professional Contract Services	Portable Generator Service and Testing	2,520	1	\$ 2,520
4210 - Professional Contract Services	Reservoir Cathodic Protection Inspections	5,600	1	\$ 5,600
4210 - Professional Contract Services	Reservoir Cathodic Protection Repairs	4,500	1	\$ 4,500
4210 - Professional Contract Services	Reservoir Tree Maintenance and Replacement	8,000	1	\$ 8,000
4210 - Professional Contract Services	Solar Array Inspections, Maintenance and Replacement	3,500	1	\$ 3,500
4210 - Professional Contract Services	Water Facilities Repairs and Maintenance	15,500	1	\$ 15,500
4210 - Professional Contract Services	Water System Engineering Services	10,000	1	\$ 10,000
4210 - Professional Contract Services	Water System Leak Detection Surveys	4,500	1	\$ 4,500
4210 - Professional Contract Services	Water Well Level Monitoring	8,820	1	\$ 8,820
4210 - Professional Contract Services	Well 7 Filter Media Replacement	85,000	1	\$ 85,000
Total 4210 - Professional Contract Services		243,320	13	\$ 243,320
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	California Environmental Reporting System (CERS) Fees	1,300	1	\$ 1,300
4330 - Misc Supplies & Services	Certified Unified Program Agencies (CUPS) Reporting Fees	1,300	1	\$ 1,300
4330 - Misc Supplies & Services	Consumer Confidence Annual Report Printing	750	1	\$ 750
4330 - Misc Supplies & Services	OSHA Safety Compliance Supplies	4,200	1	\$ 4,200
4330 - Misc Supplies & Services	State Water Resources Control Board Regulation Oversight	19,900	1	\$ 19,900
4330 - Misc Supplies & Services	Water System Infrastructure Maintenance and Repairs	42,900	1	\$ 42,900
4330 - Misc Supplies & Services	Water System Regulatory Water Quality Testing	96,800	1	\$ 96,800
4330 - Misc Supplies & Services	Utility Billing Mailout	13,500	1	\$ 13,500
Total 4330 - Misc Supplies & Services		180,650	8	\$ 180,650
5100 - Capital Outlay				
5100 - Capital Outlay	Well 4 Pump Motor Variable Speed Drive Replacement	18,500	1	\$ 18,500
5100 - Capital Outlay	Well 7 CO2 Injection System Replacement	9,250	1	\$ 9,250
Total 5100 - Capital Outlay		27,750	2	\$ 27,750

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - WASTEWATER DESCRIPTION OF CHANGES					
Account Number	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	290,287	306,893	16,606	On-Going	This increase \$16,606 is based on a redistribution of staff time assigned to sewer system maintenance. Including an increase of \$28,574 caused by moving 1/2 of 1 FTE Laborer position to sewer maintenance.
Benefits	131,241	194,998	63,757	On-Going	This increase is due to changes in staff assigned to sewer maintenance
Contracted Services	248,475	105,550	(142,925)	On-Going	Reduction in Contract Services include the elimination of Morris Street Pump Station Dry Rot Repairs costs (\$40,100) and Sewer Maintenance Hole rehabilitation (\$27,000) as this work was completed by Public Works Staff. The Wastewater Facilities Energy Efficiency Project Contingency was eliminated due to the project being completed with no change orders (\$28,500) and the Water Rate Study carryover (\$37,075) was eliminated as the project was completed. Other miscellaneous contract cost reductions were included totaling (\$10,250)
Subregional Cost	1,952,850	2,118,435	165,585	On-Going	This is the cost of treatment of the wastewater that is pumped from Sebastopol to the Laguna Treatment Plant, City of Santa Rosa
Services & Supplies	135,000	97,200	(37,800)	On-Going	Reduction in Supplies and Services include reductions in the cleaning and televising of sewer mains (\$39,500) and other minor incremental increases in the costs of supplies.
Special Programs	1,000	1,000	-	On-Going	Water Conservation Toilet Replacement Reimbursement Program
Vehicle Expense	3,000	10,000	7,000	On-Going	Vehicle Maintenance Funding was adjusted to accurately fund vehicle costs directly associated with water system maintenance
Conference & Training Expense	10,500	8,000	(2,500)	On-Going	Savings accomplished by utilizing online training opportunities
Utilities	65,250	78,852	13,602	On-Going	Increase in PG&E costs
Telecommunications	3,500	2,500	(1,000)	On-Going	Reductions based on historical use
Bad Debt Expense	-	10,000	10,000	One-Time	Uncollected utility bills
Allocated Insurance	66,176	55,735	(10,441)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
Capital Outlay	46,500	-	(46,500)	One-Time	In FY 23/24 (\$46,500) was budgeted for 1/2 the purchase of a Flatbed Dump Truck. *This purchase was canceled due to the fiscal emergency.
Debt Service Payments	203,434	178,656	(24,778)	On-Going	The decrease in debt service obligations can be attributed to the retirement of the clean renewable energy bond.
Cost Allocation Plan	1,113,046	908,934	(204,112)	One-Time	Sewer funds a portion of City administrative costs that are funded through the General Fund. These costs include Finance, City Manager, City Clerk, HR, and others. The City recently reviewed the method for calculating that payment which reduced the outgoing costs (\$204,112)
Transfers Out to Capital Improvement Plan	606,000	32,000	(574,000)	On-Going	\$32,000 identified for the construction of Covert Sewer main connection. \$574k less in Transfers Out is because there is less CIP projects proposed in FY 2024-25 compared with this fiscal year. This is consistent with what is shown in the final Water Rate Study dated June 12, 2024
Total Expense	4,876,260	4,108,753	(767,507)		



**WASTEWATER OPERATING FUND
FINANCIAL REPORTING**

Description	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs Adjusted Budget	% Change Proposed vs Adjusted Budget
OPERATING REVENUE							
3610 - Wastewater Service Charge	2,915,853	3,100,000	3,100,000	3,100,000	4,647,523	1,547,523	49.9%
3300 - Interest Income	45,617	5,500	5,500	7,500	-0	(5,500)	-100.0%
3606 - Penalties	8,545	2,500	2,500	15,000	2,500	-	0.0%
3804 - Insurance Claims	47,136	-0	-0	-0	8,729	8,729	0.0%
3805 - Miscellaneous Income	899	1,000	1,000	100	1,000	-	0.0%
3999 - Transfers In	-0	-0	-0	1,100,000	-0	-	0.0%
TOTAL REVENUE	3,018,050	3,109,000	3,109,000	4,222,600	4,659,752	1,550,752	49.9%
OPERATING EXPENDITURE							
Salaries & Wages	259,143	290,287	290,287	287,727	306,893	16,606	-5.7%
Benefits	138,882	131,241	131,241	130,312	194,998	63,757	-48.6%
Contracted Services	121,014	248,475	248,475	137,500	105,550	(142,925)	57.5%
Subregional Cost	1,737,404	1,952,850	1,952,850	1,952,850	2,118,435	165,585	-8.5%
Services & Supplies	72,775	135,000	135,000	76,000	97,200	(37,800)	28.0%
Special Programs	419	1,000	1,000	-	1,000	-	0.0%
Equipment (under \$10K)	1,938	-	-	-	-	-	0.0%
Vehicle Expense	-	3,000	3,000	9,000	10,000	7,000	-233.3%
Conference & Training Expense	4,658	10,500	10,500	10,200	8,000	(2,500)	23.8%
Utilities	58,723	65,250	65,250	55,000	78,852	13,602	-20.8%
Telecommunications	1,954	3,500	3,500	2,400	2,500	(1,000)	28.6%
Bad Debt Expense	11,778	-	-	10,000	10,000	10,000	0.0%
Allocated Insurance	61,761	66,176	66,176	66,176	55,735	(10,441)	15.8%
Capital Outlay	32,205	46,500	46,500	46,500	-	(46,500)	100.0%
Debt Service Payments	179,117	203,434	203,434	178,655	178,656	(24,778)	12.2%
Cost Allocation Plan	990,306	1,113,046	1,113,046	1,063,767	908,934	(204,112)	18.3%
Transfers Out	112,641	606,000	606,000	542,000	32,000	(574,000)	94.7%
TOTAL EXPENDITURES	3,784,720	4,876,260	4,876,260	4,568,087	4,108,753	(767,507)	-15.7%
Net Surplus/(Deficit)	(766,670)	(1,767,260)	(1,767,260)	(345,487)	550,999		
Beginning Working Capital Balance	1,159,338	392,668	392,668	392,668	47,181		
Ending Working Capital Balance	392,668	(1,374,592)	(1,374,592)	47,181	598,180		
RESERVE							
Policy Reserve Level (25%)	946,180	1,219,065	1,219,065	1,142,022	1,027,188		
Actual Reserve Level	10.4%	-28.2%	-28.2%	1.0%	14.6%		



Detail - Wastewater Fund							
Budget Expenditures							
Description	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec) Proposed vs Adjusted Budget	% Change Proposed vs Adjusted Budget
Salaries & Wages							
4010 - Salaries - Full Time	223,188	256,362	256,362	256,362	280,793	24,431	9.5%
4012 - Overtime	13,548	16,800	16,800	15,540	16,300	(500)	-3.0%
4013 - Standby/Shift	8,758	10,800	10,800	9,500	9,800	(1,000)	-9.3%
4017 - Salaries - COVID-19	1,999	-	-	-	-	-	0.0%
4023 - One Time Payment	11,650	6,325	6,325	6,325	-	(6,325)	-100.0%
Total Salaries & Wages	259,143	290,287	290,287	287,727	306,893	16,606	5.7%
Benefits							
4100 - Employee Benefits	439	-	-	-	-	-	0.0%
4101 - Health in Lieu	2,846	3,204	3,204	2,276	-	(3,204)	-100.0%
4102 - Uniform Allowance	2,030	2,280	2,280	2,280	3,050	770	33.8%
4105 - Medicare & Fica	3,824	3,717	3,717	3,717	4,071	354	9.5%
4110 - CalPERS Employer Rate	77,061	62,675	62,675	62,675	28,289	(34,386)	-54.9%
4111 - CalPERS UAL Cost	-	-	-	-	53,400	53,400	0.0%
4130 - Health Insurance	44,094	49,079	49,079	49,079	91,736	42,657	86.9%
4150 - Dental Insurance	6,663	6,908	6,908	6,908	9,373	2,465	35.7%
4151 - Vision Insurance	727	761	761	761	977	216	28.4%
4181 - Long Term Disability Insurance	672	1,228	1,228	1,228	2,684	1,456	118.6%
4182 - Short Term Disability Insurance	268	344	344	344	374	30	8.8%
4183 - EAP (Employee Asst Prog)	76	315	315	315	315	-	0.0%
4184 - Life Insurance	182	729	729	729	729	-	0.0%
Total Benefits	138,882	131,241	131,241	130,312	194,998	63,757	48.6%
Contracted Services							
4210 - Professional Contract Services	109,141	248,475	248,475	125,000	105,550	(142,925)	-57.5%
4210 - Subregional Cost	1,737,404	1,952,850	1,952,850	1,952,850	2,118,435	165,585	8.5%
4211 - Banking Fees	11,873	-	-	12,500	12,500	12,500	0.0%
Total Contracted Services	1,858,418	2,201,325	2,201,325	2,090,350	2,236,485	35,160	1.6%
Services & Supplies							
4301 - Bad Debt Expense	11,778	-	-	10,000	10,000	10,000	0.0%
4330 - Misc Supplies & Services	70,780	132,200	132,200	74,500	83,200	(49,000)	-37.1%
4332 - Janitorial & Safety Supplies	1,995	2,800	2,800	1,500	1,500	(1,300)	-46.4%
4360 - Conservation Rebate Program	419	1,000	1,000	-	1,000	-	0.0%
4370 - Equipment(under \$10K)	1,938	-	-	-	-	-	0.0%
4380 - Vehicle Maintenance	-	3,000	3,000	9,000	10,000	7,000	233.3%
Total Services & Supplies	86,910	139,000	139,000	95,000	105,700	(33,300)	-24.0%
Conference & Training Expense							
4510 - Conference & Training	3,630	4,000	4,000	6,200	5,000	1,000	25.0%
4515 - Meetings & Travel	1,028	6,500	6,500	4,000	3,000	(3,500)	-53.8%
Total Conference & Training Expense	4,658	10,500	10,500	10,200	8,000	(2,500)	-23.8%
Utilities							
4710 - Utilities - Gas & Electric	51,583	57,750	57,750	47,500	66,412	8,662	15.0%
4711 - Utilities - City Bill	7,140	7,500	7,500	7,500	12,440	4,940	65.9%
4750 - Telecommunications	1,954	3,500	3,500	2,400	2,500	(1,000)	-28.6%
Total Utilities	60,678	68,750	68,750	57,400	81,352	12,602	18.3%
Allocated Insurance Others							
4996 - Allocated Liability Insurance	42,391	41,230	41,230	41,230	29,200	(12,030)	-29.2%
4997 - Allocated Wrkrs Comp Insurance	19,370	24,946	24,946	24,946	26,535	1,589	6.4%
4998 - Cost Allocation Plan	430,734	1,113,046	1,113,046	1,063,767	908,934	(204,112)	-18.3%
4999 - Transfers Out	672,213	606,000	606,000	542,000	32,000	(574,000)	-94.7%
5100 - Capital Outlay	32,205	46,500	46,500	46,500	-	(46,500)	-100.0%
Total Allocated Insurance Others	1,196,914	1,831,722	1,831,722	1,718,443	996,669	(835,053)	-45.6%
Debt Service							
6100 - Principal	162,127	165,068	165,068	150,800	153,089	(11,979)	-7.3%
6200 - Interest	16,990	38,366	38,366	27,855	25,567	(12,799)	-33.4%
Total Debt Service	179,117	203,434	203,434	178,655	178,656	(24,778)	-12.2%
TOTAL DEPARTMENT	3,784,720	4,876,260	4,876,260	4,568,087	4,108,753	(767,507)	-15.7%

Wastewater Fund				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		188,750	22	\$ 188,750
4210 - Professional Contract Services				
4210 - Professional Contract Services	Asset Management Software Maintenance Contract	3,050	1	\$ 3,050
4210 - Professional Contract Services	Electrical Performance Annual Testing	9,100	1	\$ 9,100
4210 - Professional Contract Services	Emergency Generator Maintenance and Repairs	5,900	1	\$ 5,900
4210 - Professional Contract Services	Emergency Generator Service and Testing Contract	6,300	1	\$ 6,300
4210 - Professional Contract Services	Sanitary Sewer System Engineering Services	10,000	1	\$ 10,000
4210 - Professional Contract Services	Sewer Facility Repairs and Maintenance	12,800	1	\$ 12,800
4210 - Professional Contract Services	Sewer Pump Annual Performance Testing	3,900	1	\$ 3,900
4210 - Professional Contract Services	Sewer Pump Maintenance and Repairs	10,500	1	\$ 10,500
4210 - Professional Contract Services	Sewer Pump station Inlet Gate Service and Repairs	6,000	1	\$ 6,000
4210 - Professional Contract Services	Sewer Solids Grinder Service and Repairs	6,000	1	\$ 6,000
4210 - Professional Contract Services	Sewer System Infrastructure Repairs	20,000	1	\$ 20,000
4210 - Professional Contract Services	Solar Array Maintenance Repairs and Testing	4,800	1	\$ 4,800
4210 - Professional Contract Services	Supervisory Control and Data Acquisition Annual Alarm Testing	7,200	1	\$ 7,200
Total 4210 - Professional Contract Services		105,550	13	\$ 105,550
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Bay Area Air Quality Facility Permitting	3,700	1	\$ 3,700
4330 - Misc Supplies & Services	California Environmental Reporting System (CERS) Fees	1,400	1	\$ 1,400
4330 - Misc Supplies & Services	Certified Unified Program Agencies (CUPS) Reporting Fees	1,300	1	\$ 1,300
4330 - Misc Supplies & Services	Clean and Televiser Sewer System	23,500	1	\$ 23,500
4330 - Misc Supplies & Services	OSHA Safety Compliance Equipment	4,100	1	\$ 4,100
4330 - Misc Supplies & Services	Sewer Main Infrastructure Replacement and Repairs	15,500	1	\$ 15,500
4330 - Misc Supplies & Services	Sewer Pump Station Maintenance and Repairs	15,500	1	\$ 15,500
4330 - Misc Supplies & Services	Sewer Utility Maintenance Hole Remote Alarm monitoring	4,700	1	\$ 4,700
4330 - Misc Supplies & Services	Utility Billing Printing	13,500	1	\$ 13,500
Total 4330 - Misc Supplies & Services		83,200	9	\$ 83,200
5100 - Capital Outlay				
5100 - Capital Outlay		0	0	0
Total 5100 - Capital Outlay		0	0	0



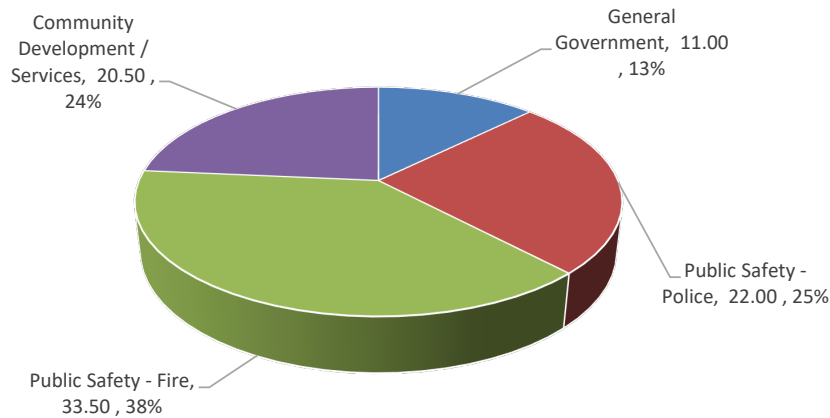
**LIGHTING ASSESSMENT DISTRICT
FINANCIAL REPORT**

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Adopted Budget	\$ Inc/(Dec) Adopted vs. Adjusted Budget	% Change Adopted vs. Adjusted Budget
OPERATING REVENUE							
Property Tax	126,170	128,336	128,336	128,336	128,144	-192	-0.1%
Interest & Rents	-13	500	500	500	350	-150	-30.0%
TOTAL REVENUE	126,157	128,836	128,836	128,836	128,494	-342	-0.3%
OPERATING EXPENSES							
Salaries & Wages	22,289	22,525	22,525	22,150	22,150	-375	-1.7%
Benefits	8,431	11,158	11,158	11,130	14,830	3,672	32.9%
Contracted Services	4,233	7,500	7,500	7,700	8,000	500	6.7%
Utilities	84,848	90,000	90,000	91,500	96,100	6,100	6.8%
TOTAL OPERATING EXPENSE	119,801	131,183	131,183	132,480	141,080	9,897	7.5%
NET BUDGETARY RESULT	6,356	(2,347)	(2,347)	(3,644)	(12,586)		
Addition/(Use) of Reserves	6,356	(2,347)	(2,347)	(3,644)	(12,586)		
Beginning Fund Balance (Estimated)	23,480	(29,836)	(29,836)	(29,836)	(26,192)		
Ending Fund Balance (Estimated)	29,836	27,489	27,489	26,192	13,606		
Actual Reserve Level	24.9%	21.0%	21.0%	19.8%	9.6%		

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

Function	As of June 30,				
	2021	2022	2023	2024	2025
General Government					
City Council	6.00	6.00	6.00	6.00	5.00
Administrative	2.00	1.75	2.00	2.00	2.00
Administrative Services (Finance)	4.00	4.00	4.00	4.00	4.00
Public Safety					
Police Protection	20.75	21.00	22.00	21.00	22.00
Police Protection - Reserves	3.00	3.00	3.00	2.00	-
Fire Protection	2.50	2.50	3.50	3.50	3.50
Fire Protection - Volunteers	32.00	32.00	31.00	31.00	30.00
Community Development / Services					
Planning	3.00	3.00	3.00	3.00	3.00
Building Inspection	1.50	1.50	1.50	1.50	1.50
Engineering	1.75	2.00	2.25	2.25	2.25
Public Works	12.75	13.00	14.00	13.75	13.75
Total	89.25	89.75	92.25	90.00	87.00

**FULL TIME / PART TIME EQUIVALENT BY FUNCTION
FY 2024-25**



FULL TIME (FTE) STAFFING SUMMARY (AUTHORIZED)

Allocated Staffing	FY 2023-24 Adjusted	Add	Delete	Adjustment	FY 24-25 Proposed
<u>City Council</u>					
Council Members	5				5
Video Recorder	1		-1		0
Total	6	0	-1	0	5
<u>City Manager Assistant City Manager City Clerk</u>					
City Manager	1				1
Assistant City Manager City Clerk	1				1
Total	2	0	0	0	2
<u>City Attorney</u>					
City Attorney (Contracted)	0				0
<u>Administrative Services (Finance)</u>					
Administrative Services Director	1				1
Accountant/Analyst (Conf)	1				1
Administrative Technician	1				1
Accountant	0	1			1
Junior Accountant	1		-1		0
Total	4	1	-1	0	4
<u>Building Inspection</u>					
Building Official	1				1
Senior Administrative Assistant ¹	0.5				0.5
Total	1.5	0	0	0	1.5
<u>Planning</u>					
Planning Director	1		1		0
Community Development Director	0	1			1
Associate Planner	1				1
Planning Technician	1				1
Total	3	1	1	0	3
<u>Fire Services</u>					
Fire Chief	1				1
Fire Engineer	2				2
Senior Administrative Assistant ¹	0.5				0.5
Volunteers	31		-1		30
Total	34.5	0	-1	0	33.5

FULL TIME (FTE) STAFFING SUMMARY (AUTHORIZED)

Allocated Staffing	FY 2023-24 Adjusted	Add	Delete	Adjustment	FY 24-25 Proposed
<u>Police Services</u>					
Police Chief	1				1
Lieutenant	0				0
Captain	1				1
Sergeants	4				4
Officers	9	0			9
Records Dispatcher Supervisor	1				1
Dispatchers	5				5
Technician	1				1
Reserves	2		2		0
Total	24	0	2	0	22
<u>Public Works</u>					
Superintendent	1				1
Assistant Superintendent	1				1
Management Analyst ¹	0.25				0.25
Permit Technician ¹	0.5				0.5
Water System Treatment Operator	1				1
Sanitary Sewer System Operator	1				1
Senior Maintenance Worker	1				1
Senior Parks & Facilities/Maintenance Worker III	1				1
Maintenance Worker II	2				2
Maintenance Worker I	2				2
Laborer	3				3
Total	13.75	0	0	0	13.75
<u>Engineering</u>					
Engineering Manager	1				1
Management Analyst ¹	0.75				0.75
Permit Technician ¹	0.5				0.5
Total	2.25	0	0	0	2.25
Grand Total	91	2	0	0	93

¹ Designates employee sharing between department

City of Sebastopol
Membership Listing

	Agency Description	Controlling Department	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
1	Local Agency Formation Commission (LAFCO)	Council	6,927	6,291	5,995	6,448	5,888
2	Sister Cities International	Council	155	155	155	310	155
3	League of California Cities	Council	5,111	5,111	5,614	5,049	5,190
4	Association of Bay Area Government (ABAG)	Council	2,529	2,586	2,577	2,729	3,002
5	Sonoma County Go Local Cooperative	Council	200	200	200	200	-
6	Cittaslow International	Council	1,380	1,815	1,718	-	-
7	SoCo Transportation Authority Technical Advisory Committee (SCTA)	Council	4,879	4,931	5,162	5,402	5,600
8	Regional Climate Protection Authority (RCPA)	Council	7,669	7,717	13,047	13,463	8,190
9	Sebastopol Chamber of Commerce	Council	220	242	242	242	242
10	International Institute fo Municipal Clerks	ACM/City Clerk	195	195	215	200	215
11	City Clerks Association of California	ACM/City Clerk	209	219	125	200	250
12	ICMA	ACM/City Clerk	-	200	200	200	200
13	California Public Employers Labor Relations Association (CALPELRA)	ACM/City Clerk	370	370	370	370	370
14	National Association Government Archives & Records Admin (NAGARA)	ACM/City Clerk		225	-	-	-
15	CA City Management Foundation (CCMF)	ACM/City Clerk		400	400	400	-
16	California Society of Municipal Finance Officers	Finance	220	110	220	250	270
17	Government Finance Officers Association	Finance	170	170	170	170	170
18	Municipal Management Association of Northern California (MMANC)	Finance	75	150	75	75	95
19	California Public Employers Labor Relations Association (CALPELRA)	Finance	-	-	-	-	-
20	California Muncipal Treasurers Association	Finance	95	-	-	-	-
21	California Architects Board	Planning	300	-	300	-	400
22	American Planning Association	Planning	727	727	-	788	-
23	International Association of Plumbing & Mechanical Officials	Building	200	-	-	-	-
24	Sacramento Valley Association of Building Officials	Building	-	-	-	-	-
25	Yosemite Chapter of ICC	Building	-	-	-	-	-
26	California Building Officials	Building	165	-	-	-	-
27	County Building Officials Association of California	Building	-	-	-	-	-
28	International Association of Electrical Inspectors	Building	-	-	-	-	-
29	International Code Council	Building	-	145	145	145	160
30	Rusian River Watershed Association Technical Work Group	Engineering	32,000	34,000	34,286	26,365	31,760
31	State Water Control Board	Engineering	-	5,994	7,067	7,067	7,067
32	MS4 Storm Water Permit Collaborative Effort	Engineering	-	-	-	-	-
33	Groundwater Management - GSA	Engineering	52,977	39,177	-	-	-
34	Clears, Inc	Police	-	-	-	-	-
35	California Police Chief Association	Police	-	348	348	190	875
36	National Emergency Number Association	Police	142	142	142	147	147
37	Sonoma County Law Enforcement Chief Association	Police	200	200	200	200	200
38	CA Association for Property & Evidence	Police	-	-	-	-	50
39	Sonoma County Fire Chief Association	Fire	400	400	400	5,400	5,400
40	California State Firefighter Association	Fire	2,681	2,763	2,550	2,338	2,847
41	Emergency Services Marketing Corp	Fire	660	660	660	660	-
42	REDCOM (9-1-1 Dispatcher Services)	Fire	42,317	44,339	52,223	58,838	65,131
43	SoCo Operational Area Emergency Services (County EOC)	Fire	2,399	2,000	2,000	2,000	20,000
44	Bay Area Air Quality Management District	Fire	-	-	-	-	-
45	International Association of Fire Chiefs	Fire		285	285	285	290
46	California Fire Chiefs Association (CFCA)	Fire		412	412	285	400
	Total		165,572	161,982	136,806	139,846	163,874

APPROPRIATIONS LIMIT

What is it?

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

Calculation for City of Sebastopol

Per Capita Personal Income		Population Change County of Sonoma	
Fiscal Year	Percentage Change over Prior	Fiscal Year	Percentage Change over Prior
2024-25	3.62%	2024-25	-0.27%

<u>Per Capita Cost of Living Converted to Ratio:</u>	$\frac{3.62 + 100}{100}$	1.0362
<u>Population Converted to Ratio</u>	$\frac{-0.17 + 100}{100}$	0.9983
<u>Calculation Factor for FY 2024-25</u>	1.0362 x 1.0017	1.0344
Fiscal Year 2023-24 Appropriations Limit	\$ 19,526,168	
Fiscal Year 2024-25 Factor	1.0344	
Fiscal Year 2024-25 Appropriations Limit	\$ 20,198,619	

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

Tax Appropriations Subject to the Tax Appropriations Limit

<u>Tax Appropriations</u>	<u>Total Budget for 2024-25</u>
Property Tax	\$ 3,291,600
Sales Tax	4,794,560
Other Tax	1,408,000
Total Appropriations Subject to Limit	\$ 9,494,160
Appropriations Subject to Limit	\$ 9,494,160
Fiscal Year 2024-25 Appropriations Limit	20,198,619
Over/(Under) Appropriations Limit	\$ (10,704,459)
Percentage Over/(Under) Limit	-53%

State Law requires the annual calculation of the City's Appropriations (Gann) Limit, and the City's practice is to include the annual calculation and adoption as part of the annual reviews and approves of the Operating Budget. The City's appropriations subject to the Gann Limit totals \$9,494,160 which is well below the authorized spending limit of \$20,198,619

Department of Finance Budgeting Resource Price and Population Factors Used For Appropriations Limit at:
<https://dof.ca.gov/wp-content/uploads/sites/352/2024/04/PriceandPopulation2024.pdf>

OVERVIEW

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

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

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

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

GENERAL FINANCIAL PRINCIPAL

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

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

ANNUAL OPERATING BUDGET POLICY

- An annual operating budget will be adopted by the City Council no later than June 30th of each fiscal year. The budget will include appropriations that provide expenditure authority to public officials

responsible for operating their respective departments to fulfill obligations to provide public services as delegated by the City Council.

- Funds may not be expended for a new fiscal year until the budget for that fiscal year has been adopted by the City Council.
- The City Council appointed Budget Subcommittee will develop and present a draft operating budget for consideration by the full City Council and Public. The operating budget will be presented to the City Council for review and adoption.
- Total projected expenditures shall not exceed total estimated revenues. Should this occur, City Council may approve a planned use of accumulated fund balances in prior years for inclusion in the budget.
- The City should maintain a multi-year financial forecast that is updated as part of the annual budget development process.
- One-time revenue sources are not to be relied upon to fund on-going operations.

Controlling and Adjusting the Annual Budget:

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

Transfers and revisions to the adopted budget:

The City Council approves:

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

The City Manager approves:

1. Transfers of appropriations between expenditure line items within departments, projects and program budgets, up to \$100,000.
2. Transfers between operating divisions and program budgets within departments.
3. The City Manager may make budget transfers between departments or programs as long as those changes do not increase overall appropriations within any one given fund. Transfers between funds, overall increases in fund appropriations, and overall increases in project

budgets can only be made through City Council action. Transfers between departments should be reported to the City Council as part of the budget amendment process, either at mid-year or at the proposal of a new budget term.

Finance Department:

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

CAPITAL IMPROVEMENT PROGRAM

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

REVENUES

- The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.
- The City will seek out, apply for, and effectively administer Federal, State, and other grants that address the City's current operating and capital priorities.
- The City will pursue revenue collection and auditing to assure that funds due to the City are accurately received in a timely manner.

- The City will seek reimbursements for State mandated costs whenever possible.
- The City will adopt user fees with appropriate levels of cost recovery.
- User fee studies should be performed and updated annually to ensure the proper balance of costs and service charges. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.
- Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council as fees are annually updated to ensure they reflect all direct and reasonable indirect costs of providing such services.
- Enterprise operations will be self-supporting and shall reimburse the General Fund for any and all materials and services provided on their behalf.

EXPENDITURES

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

CASH MANAGEMENT

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

DEBT MANAGEMENT

- The City should plan the use of debt in a manner that sustains financing payments at manageable levels.
- The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.
- The City will make every effort to use pay-as-you-go financing for capital improvement projects. Debt financing for a project can be used if the overall project cost exceeds anticipated available resources and/or if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.
- The City will monitor all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to City Council. The City will diligently monitor its compliance with bond covenants.
- The City will not issue long-term debt to finance current operations. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt.
- The City will use a lease-purchase method of financing for equipment if the lease rates are more favorable than the City's expected overall investment rate of return.

- The City will not incur general obligation indebtedness for public improvements which exceed in aggregate 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.

FUND BALANCES

Governmental Fund Type Definitions

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

General Fund

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

Special Revenue Funds

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

Capital Projects Funds

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

Debt Service Funds

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

Permanent Funds

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

Fund Balance Classifications

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

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

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

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

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

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

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

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

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

Fund Balance Policy Levels

Purpose

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

General Fund

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

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

Buildings, Facilities & Infrastructure Reserve

Building, facilities and infrastructure replacement reserve should be established and maintained to provide for the timely replacement of City's owned fixed assets. The balance is hereby defined as assigned by the City Council to

allow the City to maintain an infrastructure reserve with a target balance equivalent to the projected annual cost of the first year Capital Improvement Plan funding expenditures.

Equipment, Technology and Vehicle Replacement Reserve

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

CalPERS Retirement & Other Post-Employment Benefits Reserve

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

Unassigned Operating Reserve

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

Water and Sewer Fund Balances

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

Workers' Compensation and Liability Insurance Funding

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

FINANCIAL REPORTING

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

- The City is to record the depreciation of equipment, buildings and facilities, and infrastructure as follows and in line with internally established capitalization guidelines:

Capitalization Thresholds

Land purchases at any value
Equipment - \$5,000
Buildings and facility improvements - \$25,000
Infrastructure - \$100,000

Depreciation

Depreciation will be recorded on a straight-line basis over the following estimated useful lives:

Equipment	3 - 10 years
Site Improvements other than buildings	30 - 50 years
Buildings	50 years
Infrastructure	30 - 100 years

REVIEW AND UPDATE

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

PURCHASING POLICY

Effective September 5, 2017

Revised: March 15, 2022

Council Policy # 89

I. OVERVIEW

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

II. ETHICS AND RESPONSIBILITY

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

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

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

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

Code Of Conduct – Employees are responsible for providing access to City procurement opportunities in a fair and impartial manner to all responsible suppliers, vendors, and contractors. In addition, all employees shall behave in a manner that avoids improprieties or the appearance of improprieties to maintain the public's confidence in the integrity of the City's purchasing system.

Conflict Of Interest - If a city officer or employee has a real or apparent conflict of interest, said individual may not participate in the selection, award, or administration of any contract, including those supported by a federal award or funding, that implicates that conflict of interest. If a city

officer or employee participates in making a contract where said individual has a real or apparent conflict of interest, such conflict may nullify or void a contract. As nullification or voiding of a contract is a serious matter with potentially significant consequences for the City, every officer or employee is responsible for recognizing and reporting a potential conflict of interest in timely manner.

A conflict of interest may arise when the city officer or employee has a direct financial interest in, or would receive a direct or material benefit arising from a contract. City officers and employees shall not be financially interested in any contract made by them in their official capacity, as such terms are defined in California Government Code Sections 1090 et seq. and 87100 et seq., and relevant case law. Prohibited interests include interests of immediate family members, domestic partners, and their respective employers or prospective employers.

City officers and employees shall report any potential or actual conflict of interest to their respective Department Head or to the City Attorney as soon as a conflict is suspected or discovered. If city officers or employees are uncertain about whether they have a conflict of interest regarding a particular contract, the individual shall consult the City Attorney's Office as soon as practicable.

It is important to note that consultants of a public entity are considered public officials under Government Code section 1090 and are subject to the requirements therein. City officers and employees should consult the City Attorney on potential conflict of interest issues with respect to the City's third-party consultants and contractors.

III. PURCHASING AGENT RESPONSIBILITIES

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

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

IV. DEPARTMENT RESPONSIBILITIES

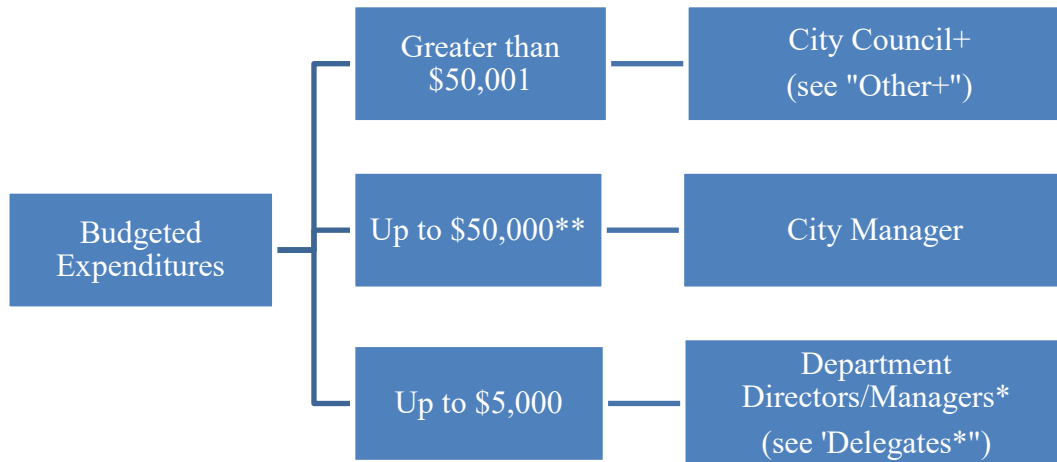
Each Department is responsible for facilitating prudent, efficient and cost-effective purchases. To meet these responsibilities, Departments shall:

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

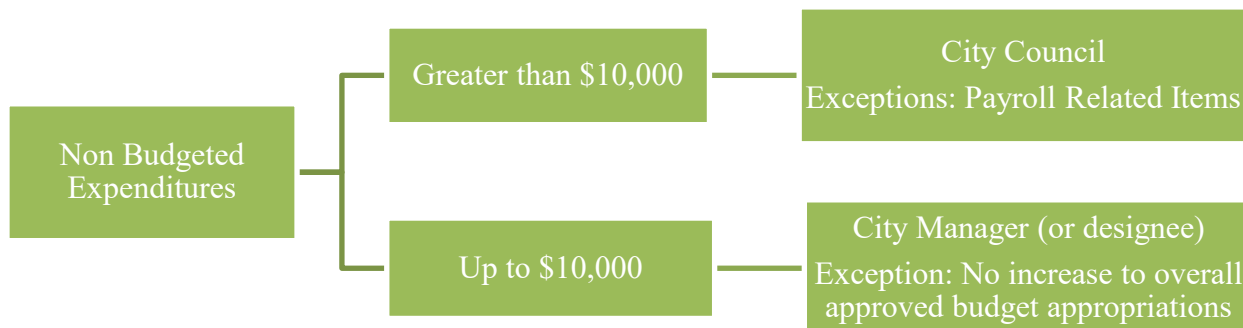
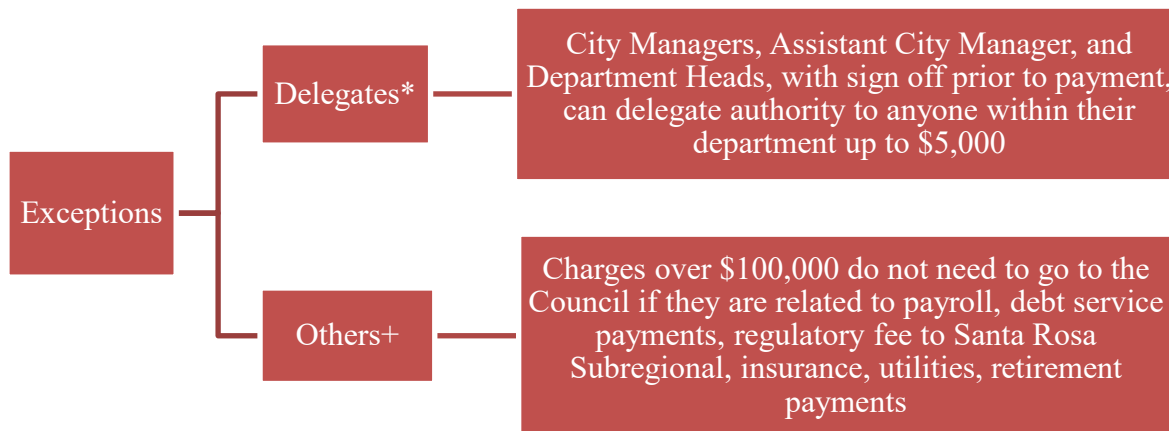
V. PURCHASING AUTHORITY

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

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

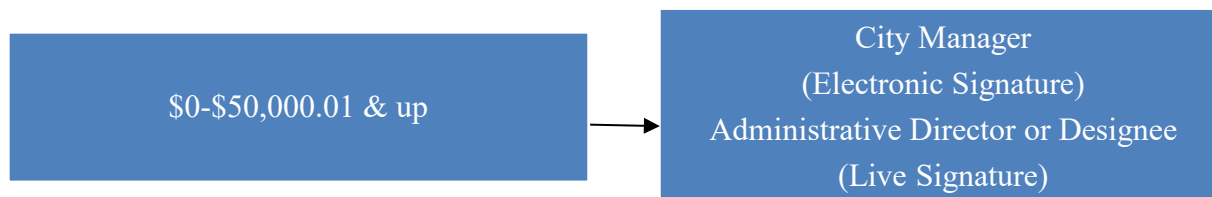


** Subject to competitive process herein.



CONTRACT or CHECK SIGNING AUTHORITY

The City Manager and Administrative Services may designate their signature authority in their absence.



In the course of conducting City business, the City is required to make a variety of different types of purchases. The type of purchase dictates the policies and procedures for procuring and formalizing the purchase. Before employees make a purchase, they should identify the type of purchase and the proper method for completing that purchase. This category of purchases includes the purchase of tangible durable and non-durable goods by the City. Examples of these types of purchases include fuel, tools, office supplies, chemicals, machinery, food, and furniture. These types of purchases are distinct from the purchase of nontangible services.

Competitive Process – This policy is designed to promote full and open competition among potential vendors. Through full and open competition, the City is able to realize better pricing and more favorable terms. In interpreting this policy, staff should rely on interpretations that favor greater and more robust competition among vendors.

Best Overall Value – This policy is designed to ensure that the City is getting the best value for its money when making purchases. When not required by law to select the lowest bidder, the principle permits the City to consider factors other than just price in determining what constitutes the best overall value to the City.

Fairness And Transparency – This policy is designed to promote fairness and transparency in the City’s purchasing system. Complying with this policy fosters equal opportunities for vendors wishing to do business with the City and ensures that public expenditures are made in an open and consistent manner.

Compliance With Law And Best Practices – This policy is informed by and incorporates applicable laws, regulations, and best practices applicable to public procurements. Compliance with this policy ensures that purchases are conducted in accordance with the City’s legal and ethical obligations and responsibilities.

Conduct With Vendors All employee interactions with vendors shall be conducted in a fair, open, and transparent manner. Employees shall:

- i. Refrain from showing favoritism to vendors or being unduly influenced by external factors outside the criteria outlined in this policy.
- ii. Select all vendors on the basis of meeting appropriate and fair criteria in accordance with the requirements of this policy.

No Gratuities - No City employee shall solicit, demand, accept, or agree to accept, and shall avoid the appearance of accepting, a gift of goods or services, payment, loan, advance, deposit of money, or employment offer presented, promised in return for, or in anticipation of favorable consideration in a City procurement.

VI. METHODS OF PROCUREMENT

The type of purchase and the amount of a purchase dictates the method of procurement. Smaller and less complex purchases involve less stringent competitive requirements. Conversely, more valuable and more complex purchases require stricter, more formalized competitive processes.

Informal Procurement

Micro purchases need not be awarded competitively, but the price must be determined to be fair and reasonable and should be distributed equitably among qualified suppliers. Micro Purchases do not require advertising or solicitation of quotes/bids. However, seeking multiple quotes/bids, even when not required, is a best practice and helps to ensure that the City receives better pricing for its purchases. Micro purchasing is defined as for purchases valued under \$5,000.

Informal Solicitation

Informal solicitation involves seeking three (3) written quotes from potential vendors. These written quotes may be informally documented, such as through emails between City employees and potential vendors. Informal solicitation may be used for purchases of goods, non-public works construction projects, and consultant/professional services valued at \$50,000 or less.

Formal Competitive Proposals (RFP)

In a formal competitive proposal process, the City must: (i) prepare a request for proposal document identifying the project requirements, vendor qualifications, and evaluation factors; (ii) send the RFP to an adequate number of qualified sources as determined by the relevant department head or the City Manager; (iii) post the RFP on the City's website at least ten (10) days prior to the deadline for receipt of proposals; and (iv) establish and implement procedures for evaluation of proposals. Formal competitive proposals shall be used for purchases valued at more than \$50,000.

Cooperative Procurement

Cooperative purchasing allows the City to buy goods or services based on a competitively bid contract prepared by another public agency, when that other agency and the vendor(s) agreed in advance to a cooperative process. Use of purchasing cooperatives is encouraged as a way to obtain goods and services by aggregating volume, securing value pricing, and reducing administrative overhead. Measured use of purchasing cooperatives can significantly reduce the time and resources needed to competitively purchase goods and services.

Sole Source Procurement

Regardless of the estimated cost of a purchase, the City is not required to engage in a competitive procurement process, either formal or informal when a competitive procurement is infeasible for the reasons articulated in this section. In all cases, the City must verify and document that a particular procurement meets the criteria for a sole source identified below, and the use of sole source must be approved by the City Manager. Sole source procurement is authorized if one of the following conditions are met:

- a. Unique or Innovative Concept - The vendor demonstrates a unique or innovative concept or capability not available from another source. "Unique or Innovative Concept" means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the City only from one source and has not in the past been available to the City from another source;
- b. Patents or Restricted Data Rights – Patent or data rights restrictions preclude competition;
- c. Substantial Duplication Costs – In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition;
- d. Unacceptable Delay – In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the City's needs.

Emergency Procurement

Emergency procurements are those purchases necessary to avoid or mitigate a clear and imminent threat or danger where delay could result in loss of life or danger to health, welfare, or property or threaten the continued operation of the City or the provision of essential City services. (See Section XI Urgent and Emergency Purchases for more details)

Exempt Procurement

This Section outlines types of procurements that are exempt from the standard competitive requirements outlined in this policy and also includes special considerations related to those exempt procurements. Despite the fact that a procurement may be exempt, the City may still conduct negotiations as to price, delivery and terms in connection with the award of a contract that does not require a competitive process. Nothing in this section shall preclude the solicitation of competitive bids or proposals when possible. The following is a list of procurements that are exempt from the competitive requirements outlined in this Policy.

1. Emergency procurements as defined above;
2. Specified materials or equipment that can be obtained from only one source and there is no adequate substitute in accordance with the criteria outlined in sole source section above;
3. Legal or professional services that are highly specialized;
4. Procurements funded by grants, donations or gifts when any special conditions require the purchase of particular materials and/or services;
5. Purchase of surplus property owned by another public entity, or payment to other public entities or utilities;
6. Membership dues, conventions, training, travel arrangements, or advertisements in magazines, newspapers, or other media;
7. Works of art, entertainment or performance; and
8. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such situations the City Manager may proceed to have the goods procured or services performed without further competitive bidding.

VII. LOCAL VENDOR PREFERENCE:

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

VIII. ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) POLICY**1. STATEMENT OF POLICY**

The Environmentally Preferable Purchasing Policy will commit the City to:

- 1.1. Protect and conserve natural resources, water, and energy
- 1.2. Minimize the contribution to climate change, pollution, and solid waste disposal;
- 1.3. Institute practices that reduce waste by increasing product efficiency and effectiveness;
- 1.4. Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- 1.5. Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or

chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests; and

- 1.6. Comply with State requirements as contained in the SB 1383 procurement regulations to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials.*

2. PURPOSE

The purpose of the policy is to incorporate considerations that include the following:

- 2.1. Conserve natural resources;
- 2.2. Minimize environmental impacts such as pollution and use of water and energy;
- 2.3. Eliminate or reduce toxics that create hazards to workers and our community;
- 2.4. Support a strong recycling market and circular economy;
- 2.5. Incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement;
- 2.6. Reduce materials that are landfilled;
- 2.7. Increase the use and availability of environmentally preferable products that protect the environment;
- 2.8. Identify environmentally preferable products and distribution systems;
- 2.9. Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services;
- 2.10. Align with the Zero Waste Sonoma's goal of Zero Waste by 2030 as adopted in the Zero Waste Resolution; and
- 2.11. Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices, and that encourages other purchasers in our community to adopt similar goals.

3. DEFINITIONS

- 3.1. “Annual Recovered Organic Waste Product Procurement Target” means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the Jurisdiction is required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times

the Jurisdiction's residential population using the most recent annual data reported by the California Department of Finance. Annually, CalRecycle will provide notice to each Jurisdiction of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle's website and providing written notice directly to the Jurisdiction

- 3.2. "American Society for Testing and Materials" means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.
- 3.3. "Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.
- 3.4. "Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials
- 3.5. "Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or 06868, based on testing in an approved laboratory.
- 3.6. "Buyer" means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions
- 3.7. "The Carpet and Rug Institute" (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The "Green Label Plus" testing program incorporates additional requirements to meet California's Collaborative for High Performance Schools low-emitting materials criteria
- 3.8. "Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).
- 3.9. Compost eligible for meeting the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements.
- 3.10. "Compostable plastic" means a polymer that is made from plants such as corn or

soybeans, and breaks down during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues

- 3.11. "Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract or serves in a subcontracting capacity with an entity having a contract for the provision of goods or services.
- 3.12. "Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to Jurisdiction pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- 3.13. "Ecologo" is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988 and part of UL Environment since 2010. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the Ecologo to those that are environmentally preferable throughout their entire lifecycle.
- 3.14. "Electronic Product Environmental Assessment Tool" (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select personal computers, displays, imaging equipment and televisions based on their environmental attributes.
- 3.15. "Electricity Procured from Biomass Conversion" means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and prunings from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the Jurisdiction's Annual Recovered Organic Waste Product Procurement Target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).
- 3.16. "Energy Star" means the U.S. EPA's energy efficiency product labeling program.
- 3.17. "Energy-Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
- 3.18. "Environmentally Preferable Purchasing" means EPP is the procurement of goods and services that have a reduced impact on human health and the environment compared to competing products serving the same purpose. It is an essential part of our search for high quality products and services at competitive prices.
- 3.19. "Federal Energy Management Program" is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.
- 3.20. "Forest Stewardship Council" is a global organization that certifies responsible,

on-the- ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

- 3.21. "Green Seal" is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.
- 3.22. "Integrated Pest Management" is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.
- 3.23. "Jurisdiction" means a city, county, a combined city and county, or a regional agency with the responsibility for meeting Integrated Waste Management Act requirements. Jurisdictions may utilize a Joint Powers Authority (JPA) to comply with the requirements of SB 1383, however, the jurisdiction shall remain ultimately responsible for compliance. For this EPP Policy, Jurisdiction is the City of Sebastopol.
- 3.24. "LEED Rating System" means the most recent version of the Leadership in Energy and Environmental Design (LEED) Rating System, approved by the U.S. Green Building Council, and designed for rating new and existing commercial, institutional, and residential buildings.
- 3.25. "NSF/ANSI" means NSF International follows the American National Standards Institute (ANSI) standards development process. Standards are developed by joint committees (balanced stakeholder groups of public health, industry and user representatives).
- 3.26. "Organic Pest Management" prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Farmers (CCOF).
- 3.27. "Organic Waste" means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing And Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.

- 3.28. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling;
- 3.29. "Post-consumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
- 3.30. "Pre-consumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.
- 3.31. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications;
- 3.32. "Postconsumer Content" means any product which has served its intended use by a business or a consumer, which has been disposed and subsequently separated from solid waste for use as a constituent in a new product.
- 3.33. "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the Jurisdiction or others. The Jurisdiction's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the Jurisdiction or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the Jurisdiction's behest.
- 3.34. "Post-manufacture Content" means, waste that is created by a manufacturing process, and that is subsequently only used as a constituent in another manufacturing process.
- 3.35. "Recovered Material" means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.
- 3.36. "Recovered Organic Waste Products" means products made from California, landfill- diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity

Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

- 3.37. "Recordkeeping Designee" means the public employee appointed by the Jurisdiction Manager or their designee to track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the Jurisdiction and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13. In Sonoma County, Zero Waste Sonoma will be considered the Recordkeeping Designee.
- 3.38. "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- 3.39. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.
- 3.40. "Recycled Content Standard" means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as "recycled products."
- 3.41. "Recycling" means using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material.
- 3.42. "Renewable Gas" means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste.
- 3.43. "Reuse" means using an object or material again, either for its original purpose or for a similar purpose, without significantly altering the physical or chemical form of the object or material.
- 3.44. "Remanufactured Product" means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- 3.45. "Reused Product" means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
- 3.46. "Russian River Friendly Landscaping" means working with the natural ecosystems of the Russian River region to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources. The Russian River- Friendly Landscape Guidelines are a revision of the

Bay-Friendly Landscape Guidelines by the Russian River Watershed Association (RRWA), originally published by StopWaste.Org.

- 3.47. "Source Reduction" Section 40196 of the California Public Resources Code defines source reduction as any action which causes a net reduction in the generation of solid waste. "Source Reduction" includes, but is not limited to, reducing the use of nonrecyclable materials, replacing disposable materials and products with reusable materials and products, reducing packaging, reducing the amount of yard wastes generated, establishing garbage rate structures with incentives to reduce the amount of wastes that generators produce, and increasing the efficiency of the use of paper, cardboard, glass, metal, plastic, and other materials.
- 3.48. "SB 1383" means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- 3.49. "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.
- 3.50. "State" means the State of California.
- 3.51. "Water-Saving Products" are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.
- 3.52. "WaterSense" means a partnership program by the U.S. Environmental Protection Agency. Independent, third-party licensed certifying bodies certify that products meet EPA criteria for water efficiency and performance by following testing and certification protocols specific to each product category. Products that are certified to meet EPA specifications are allowed to bear the WaterSense label.

4. STRATEGIES FOR IMPLEMENTATION

- 4.1. Source Reduction
- 4.1.1. Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.
- 4.1.2. Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.

- 4.1.3. Consider short-term and long-term costs in comparing product alternatives. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance and replacement parts, disposal costs and expected lifetime compared to other alternatives.
- 4.1.4. Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.
- 4.1.5. Request vendors eliminate packaging or use the minimum amount necessary for product protection. Vendors shall be encouraged to take back packaging for reuse. A vendor's willingness to take back packaging will be used as part of the consideration in the procurement process.
- 4.1.6. Specify a preference for packaging that is reusable, recyclable, or compostable, when suitable uses and programs exist.
- 4.1.7. Encourage vendors to take back and reuse pallets and other shipping materials.
- 4.1.8. Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when discarding or replacing such equipment, whenever possible. Suppliers will be required to state their take-back, reuse or recycling programs during the procurement process.
- 4.1.9. Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when discarding or displacing such equipment, whenever possible.
- 4.1.10. Suppliers will be required to state their take back, reuse or recycling programs during the procurement process.
- 4.1.11. Promote electronic distribution of documents rather than printing or copying.
- 4.1.12. When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex.
- 4.1.13. Ensure all imaging equipment is installed with energy and resource-efficient settings set as default.
- 4.1.14. Reduce the number and type of equipment needed to perform office functions to save energy and reduce purchasing and maintenance costs. Eliminate desktop printers, redundant network printers and reduce the number of fax machines leased or owned. Consider lease or purchase of

multi-function devices.

4.2. Recycled Content Products (SB 1383 Model Language for City Compliance)

4.2.1. Requirements for City Departments

- 4.2.1.1. Option 1: Comparable or more favorable pricing: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items.
- 4.2.1.2. Option 2: Price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever the total cost is the same or a lesser total cost than non-recycled items.
- 4.2.1.3. Option 3: No price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper (rather than non-recycled items) that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
- 4.2.1.4. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined.
- 4.2.1.5. Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchases within thirty (30) days of the purchase (both recycled- content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications, vendor name, purchaser name, quantity purchased, date purchased, and recycled content (including

products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

4.3. Requirements for Vendors

4.3.1. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to Jurisdiction shall:

4.3.1.1. Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item.

4.3.1.2. Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

4.3.1.3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.

4.3.1.4. Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction is eligible to be labeled with an unqualified recyclable label as defined

4.3.1.5. Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non- Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

- 4.3.2. All vendors providing printing services to the Jurisdiction via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber.
- 4.4. Recovered Organic Waste Product Procurement (SB 1383 Model Language for Jurisdiction Compliance)
 - 4.4.1. Procurement Target
 - 4.4.1.1. Jurisdiction will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target.
 - 4.4.1.2. To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following SB 1383 eligible Compost, SB 1383 eligible Mulch, Renewable Gas (in the form of transportation fuel, electricity, or heat), and Electricity Procured from Biomass Conversion.
 - 4.4.2. Requirements for City Departments
 - 4.4.2.1. Compost and SB 1383 Eligible Mulch procurement. Divisions and departments responsible for landscaping maintenance, renovation, or construction shall:
 - 4.4.2.1.1. Use Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in Section 2.8 and 2.R of this Policy, for landscaping maintenance, renovation, or construction, as practicable, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
 - 4.4.2.1.2. When the City uses Compost and SB 1383 Eligible Mulch and the applications are subject to the City's Water Efficient Landscaping
 - 4.4.2.1.3. Ordinance (WELO), pursuant to Sebastopol Municipal Code Section 15.36.010, the City will comply with one of the following, whichever is more stringent, (i) the City's WELO, Code Section

15.36.010, if more stringent than the State's Model Water Efficient Landscape Ordinance (MWELo), or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section."

- 4.4.2.1.4. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
- 4.4.2.1.5. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.
- 4.4.2.1.6. Procure mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
- 4.4.2.1.7. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications. The mulch must also be produced at a permitted composting facility, transfer station, or landfill. The procured mulch cannot be from a chipping and grinding operation, as specified in 12 CCR Section 18993.1 (f)(4).
- 4.4.2.1.8. Keep records, including invoices or proof of Recovered Organic Waste Product procurement

(either through purchase or acquisition), and submit records to Zero Waste Sonoma, upon completion of project. Records shall include general procurement records, including:

- 4.4.2.1.9. General description of how and where the product was used and applied, if applicable;
 - 4.4.2.1.10. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
 - 4.4.2.1.11. Type of product;
 - 4.4.2.1.12. Quantity of each product; and,
 - 4.4.2.1.13. Invoice or other record demonstrating purchase or procurement.
- 4.4.2.2. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to Zero Waste Sonoma in accordance with the requirements specified in Section 3.2.A.3.
- 4.4.2.3. For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the ordinance or enforceable mechanism(s) requiring that the mulch procured by the City or Direct Service Provider meets the land application standards specified, as it may be amended from time to time, as currently reflected in Municipal Code Section
- 4.4.2.4. When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.
- 4.4.2.5. Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications). For Renewable Gas procurement, Jurisdiction shall:
- 4.4.2.5.1. Procure Renewable Gas made from recovered

Organic Waste for transportation fuel, electricity, and heating applications to the degree that it is appropriate and available for the Jurisdiction and to help meet the Annual Recovered Organic Waste Product Procurement Target.

- 4.4.2.5.2. Keep records in the same manner for the amount of Renewable Gas procured and used by the Jurisdiction, including the general procurement record information specified in Section 3.2.A.3.a, and submit records to Zero Waste Sonoma on a quarterly schedule. The quarterly schedule shall be as follows: Renewable Gas records are to be provided to Zero Waste Sonoma by April 15 for January 1 through March 31, July 15 for April 1 through June 30, October 15 for July 1 through September 30, and January 15 for October 1 through December 31. Jurisdiction shall additionally obtain the documentation and submit records specified.

4.4.3. Requirements for Direct Service Providers

- 4.4.3.1. Direct Service Providers of landscaping maintenance, renovation, and construction shall:

- 4.4.3.1.1. Use Compost and SB 1383 Eligible Mulch, as practicable, produced from recovered Organic Waste, as defined in Section 2.8 and 2.R of this Policy, for all landscaping renovations, construction, or maintenance performed for the Jurisdiction, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application shall comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3). If Direct Service Provider is subject to the City's WELO

- 4.4.3.1.2. pursuant to Jurisdiction Code Section 15.36.010 and Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's MWELo, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section."

- 4.4.3.1.3. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
- 4.4.3.1.4. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.
- 4.4.3.1.5. Procure organic mulch materials made from recycled or post- consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
- 4.4.3.1.6. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified.
- 4.4.3.1.7. Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, upon completion of projects. Information to be provided shall include general description of how and where the product was used and if applicable, applied; source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured, type of product, quantity of each product; and invoice or other record demonstrating purchase or procurement.

4.4.3.2. Direct Service Provider of Organic Waste collection services

shall:

4.4.3.2.1. Provide a specified quantity of Compost or SB 1383 Eligible Mulch to Jurisdiction and its customers via periodic "giveaways" as specified in a franchise agreement or other agreement.

4.4.3.2.2. Keep and provide records to the City including the following dates provided, source of product including name, physical location and contact information for each entity, operation or facility from whom the Recovered Organic Waste Products were procured, type of product, quantity provided; and invoice or other record or documentation demonstrating purchase, procurement, or transfer of material to giveaway location.

4.5. Energy Efficient and Water Saving Products

4.5.1. Purchase energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

4.5.2. Replace inefficient interior lighting with energy-efficient equipment. Replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

4.5.3. Purchase U.S. EPA Energy Star certified products when available. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

4.5.4. Purchase U.S. EPA WaterSense labeled water-saving products when available and practicable. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

4.6. Green Building Products and Practices

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

4.6.2. In accordance with California Public Contract Code, Sec. 10409, purchase re-refined lubricating and industrial oil for use in its vehicles

and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment. This section does not preclude the purchase of virgin-oil products for exclusive use in vehicles whose warranties expressly prohibit the use of products containing recycled oil.

4.6.3. When specifying asphalt, concrete, aggregate base or portland cement concrete for construction projects, use recycled, reusable or reground materials.

4.6.4. Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades.

4.7. Landscaping Products and Practices

4.7.1. Employ Russian River Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance, including workers and contractors providing landscaping services, including, but not limited to, integrated pest management, grasscycling, drip irrigation, computerized central irrigation linked with the local weather station, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food scrap programs.

4.7.2. Choose a Russian River-Friendly Qualified Landscape Professional for landscape design and maintenance services. Training and qualifications shall include landscaping locally, landscaping for less to the landfill, nurturing the soil, conserving water, conserving energy, protecting water and air quality, and creating wildlife habitat.

4.7.3. Select plants to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

4.7.4. Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

4.8. Household Hazardous Waste and Pollution Prevention Products and Practices

4.8.1. Manage pest problems through prevention and physical, mechanical and biological controls when contractors maintain buildings and landscapes. Either adopt and implement an Organic Pest Management (OPM) policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last

resort. Anticoagulant rodenticides shall never be used.

- 4.8.2. Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled or reused content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.
- 4.8.3. Purchase or require janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal, EPA Safer Choice, or UL/Ecologo certification standards for environmental preferability and performance.
- 4.8.4. Purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute Green Label/Seal of Approval Program for soil removal, dust containment and carpet fiber retention for indoor air quality protection and performance cleaning standards. Other janitorial cleaning equipment should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high- efficiency, low-emissions engines.
- 4.8.5. Purchase paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.
- 4.8.6. Prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, furniture and flooring.
- 4.8.7. Prohibit the purchase of food service ware containing per- and polyfluoroalkyl substances (PFAS).
- 4.8.8. Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, products will be disposed in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.
- 4.8.9. Purchase or specify personal computers, displays, imaging equipment and televisions that meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 family of Environmental Assessment Standards.
- 4.8.10. Purchase or specify office furniture that meets the California Bureau of Household Goods and Services (BHGS) standard Technical Bulletin 117-2013 for testing upholstered furniture flammability without the use of

flame retardant chemicals.

- 4.8.11. Purchase or specify commercial carpeting that meets NSF/ANSI 140 Standard for Sustainable Carpet Assessment and require old carpet that is removed be recycled.
 - 4.8.12. Purchase or specify non-carpet floor coverings that meet NSF/ANSI 332 Standard for Resilient Flooring including vinyl, linoleum and rubber flooring. In conjunction with California State agency requirements, at least 50 percent of the quantity of paint used for architectural projects should contain reused or recycled paint with a recycled content consisting of at least 50 percent post-consumer paint. Reused paint can be acquired from the Sonoma HHW Facility by either visiting the reuse lockers or by pre-arranging remixed paint in 5-gallon containers in off-white, tan, light grey, or light green.
 - 4.8.13. When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.
- 4.9. Fiber-only Products
- 4.9.1. Use paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues.
 - 4.9.2. Priority should be given to reusable food service ware, however, if single-use food service ware is purchased, it is to be fiber only and BPI certified
 - 4.9.3. Ask vendors to provide proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products upon request. One acceptable proof of compliance for compostable plastic products will be certification by the Biodegradable Products Institute (BPI).
- 4.10. Forest Conservation Products
- 4.10.1. To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.
 - 4.10.2. Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable

5. RECORDKEEPING RESPONSIBILITIES

- 5.1. The department will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for organizing records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee shall communicate frequently with Zero Waste Sonoma to transfer all the required documentation for reporting to CalRecycle.
- 5.2. The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:
 - 5.2.1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Jurisdiction's documentation.
 - 5.2.2. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the Jurisdiction to develop evidence of Jurisdiction meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the Jurisdiction's documentation.
 - 5.2.3. Collect, collate, and maintain documentation submitted by the Jurisdiction, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.
 - 5.2.4. Compile an annual report on the Jurisdiction's direct procurement, and vendor/other procurement on behalf of the Jurisdiction, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the Jurisdiction's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements). The procurement report shall also be shared with Council, JPA or other regulating body annually as evidence of implementing this

Policy.

6. RESPONSIBILITIES

- 6.1. The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, the duty to act in a fiscally responsible as well as a timely manner is recognized.
- 6.2. Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time
- 6.3. Nothing contained in this policy shall be construed as requiring the jurisdiction, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.
- 6.4. The jurisdiction has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio- based.

7. IMPLEMENTATION

- 7.1. The City Manager shall implement this policy in coordination with other appropriate personnel.
- 7.2. Require successful vendors to certify in writing that the environmental attributes claimed in competitive proposals are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
- 7.3. Upon request, buyers making the selection from competitive procurement process shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.
- 7.4. Include businesses certified by the Bay Area Green Business Program in purchasing requests for products and services.
- 7.5. Encourage vendors, contractors and grantees to comply with applicable sections of this policy for products and services provided.

8. PROGRAM EVALUATION

- 8.1. The City Manager shall periodically evaluate the success of this policy's implementation

9. EXCEPTIONS

Every effort will be made to adhere to the Environmentally Preferable Purchasing Policy to the extent possible, recognizing that certain procurement decisions such as for cleaning products, janitorial equipment, and electronics may be outside of the City's authority.

IX. PUBLIC PROJECTS

Accounting procedures were established by the California Uniform Public Construction Cost Accounting Commission, and are detailed in the Commission's Accounting Policies and Procedures Manual. Public Contract Code (PCC) §22000-22050 describe both the informal and formal bidding procedures, project dollar thresholds, bidding and noticing requirements, rejection of bids, the definition and procedure for emergency Public Projects, and other mandates related to California Uniform Public Construction Cost Accounting Act (CUPCCAA).

Rather than the City's Purchasing Policy, Public Projects are subject to definitions, terms and conditions specified in the CUPCCAA, PCC Section 2200, et seq., as may be amended from time to time. When PCC requirements contradict City requirements, the PCC will apply. PCC § 22002(c), as may be amended, defines a "Public Project" as:

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

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

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

- 1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- 2) Minor repainting.
- 3) Resurfacing of streets and highways at less than one inch.
- 4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power-plants, and electrical transmission lines of 230,000 volts and higher.

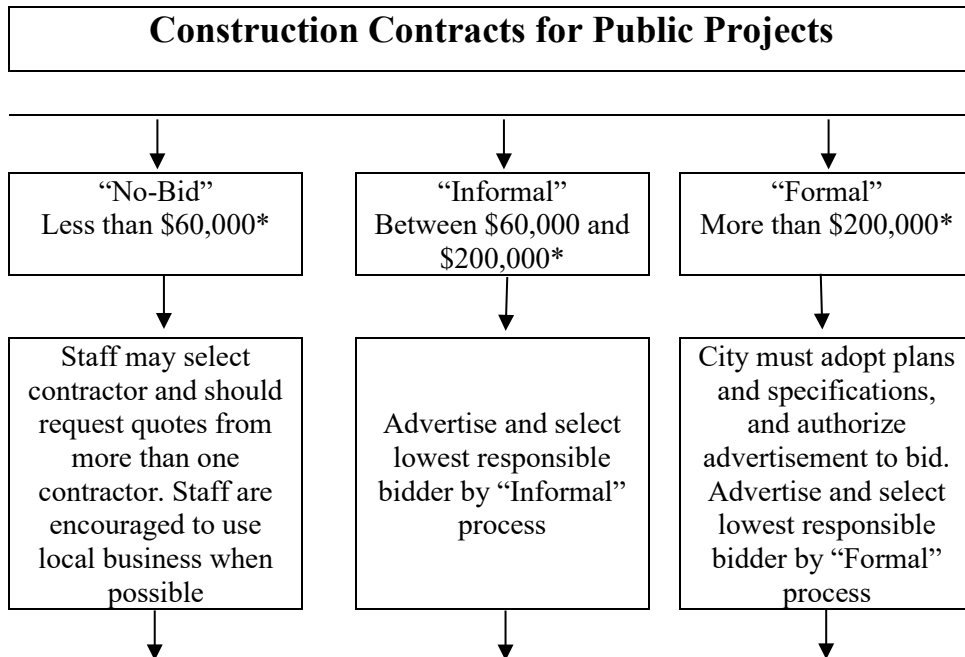
(e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.

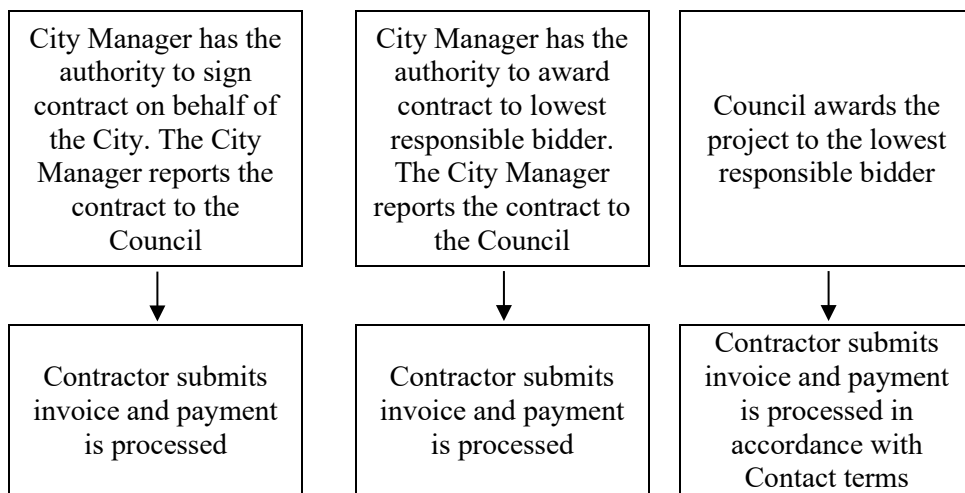
(f) Every November of each year, Department of Public Works will send out a written notice to all constructions trade journals designated for the City under PCC §22036(c), inviting all licensed contractors to register on the City’s Bidders List for Notification of Informal Bids for the following calendar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

(g) City Council adopted Resolution No. 5763 electing that the City be subject to the CUPPCAA.

(g) Projects valued at less than \$200,000, or as may be revised from time to time by the State of California, may be let by informal bidding, in accordance with the informal bidding procedures of the Uniform Public Construction Cost Accounting Act. Projects valued at less than \$60,000, or as may be revised from time to time by the State of California, may be performed by City forces or be let by informal quotes and negotiated price.

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





* Dollar limits as may be revised, from time to time by the State of California, shall apply.

EXCEPTIONS TO COMPETITIVE BIDDING

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

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

CHANGE ORDERS, TASK ORDERS, AND CONTRACT AMENDMENTS

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

- a. Department Heads or their designees may sign Change Orders, Task Orders, and Contract Amendments for purchases and contracts up to \$5,000.
- b. When the initial purchase or contract exceeds \$5,000, the signature authority for that purchase shall be the City Manager or his/her designee.
- c. Change Orders, Task Orders, and Contract Amendments generally should not exceed 10% of the original contract amount, unless authorized by the City Manager or his/her designee. A new scope of work and/or a new contract may be required when the change

exceeds 10% of the original amount. The signature authority for this purchase shall be the City Manager or his/her designee

- d. A Change Order, Task Order or Contract Amendment is not required when taxes, shipping and/or handling cause a purchase to exceed the authorized (Purchase Order) amount; the signatory limit may also be exceeded in that circumstance.

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

X. URGENT AND EMERGENCY PURCHASES

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

- a. **Urgent Purchases** – Immediate purchases of material, supplies, equipment, vehicle and services may be made when an urgent circumstance (as defined in the Purchasing Policies) exists, and procurement should not be delayed by use of normal competitive and financial procedures. Urgent purchases of up to \$5,000 shall be authorized by the Department Head or designee; the City Manager may authorize urgent purchases up to \$50,000. Urgent purchases shall be followed, as soon as practical, with submission of a written justification for the purchase having been made outside normal procedures.
- b. **Emergency Purchases** – In an emergency (as defined in the Purchasing Policy), the City Manager or designee may authorize the immediate purchase of material, supplies, equipment, and services, including those in excess of his/her City Council-approved signature threshold. Such purchases shall be followed, as soon as practical, with submission of a written justification for the purchase having been made outside normal procedures. City Council shall be notified, at its next regular meeting, of any emergency purchases in excess of \$50,000.
 - a. Poor and/or lack of planning does not constitute justification for an urgent and emergency condition. An urgent and/or emergency condition is defined as “a situation that creates a threat to public health, welfare, safety, or public property such as floods, epidemics, riots, fire, unexpected equipment failures, or such other reasons as may be determined by the City Manager or his/her designee.” An urgent and emergency purchase may be made when the existence of an urgent and/or emergency condition creates an immediate and serious need for goods or services that cannot be met through normal procurement methods.
- c. In the case of a disaster or for civil defense, nothing contained in this document shall limit the authority of the City Manager to make purchases and take such other emergency steps as are, or may be, authorized by the City Council, including opening a line or lines of credit to accommodate necessary purchases.

- d. Emergency purchases related to Public Projects are authorized under jurisdiction of the Public Contract Code/UCCAP, and are subject to definitions, regulations and processes that vary from City policy. Emergency purchases to repair or replace public facilities may proceed prior to adoption of the working details, drawing, plans and specifications, only when in accordance with the UCAAP definition and requirements. Staff responsible for Public Projects shall be held accountable for compliance with these requirements.
- e. Should any urgent or emergency purchase cause any budget line item to exceed the approved budget, the Department shall request City Manager approval to exceed and amend the budget, subject to subsequent City Council approval of an additional budget appropriation or budget amendment to cover the purchase. This section runs concurrent with the Amended City Council Policy #69 (Financial Policies).

XI. DISPOSAL OF SURPLUS PROPERTY

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

XII. PROPERTY WITH NO SALVAGE VALUE

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

XIII. UNCLAIMED, SEIZED OR ABANDONED PROPERTY

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

XIV. DONATIONS OF SURPLUS PROPERTY

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

XV. REPORTING

The Department shall provide regular reports to the City Manager indicating surplus property disposed of, the method of disposal, and the amounts received from disposal, and shall maintain

records for public inspection relative to the disposal of surplus property for a period of time in compliance with State law and the City's records retention schedule. Annual reports shall be provided to City Council accordingly.

XVI. CAPITAL EQUIPMENT

Purchase of equipment or furniture at a unit cost of \$10,000 or greater with a useful life greater than 5 years shall be capitalized. At the time of receipt, an asset number shall be issued and affixed to the asset.

XVII. INFORMATION TECHNOLOGY-RELATED PURCHASES

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

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

XVIII. CREDIT CARDS

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

- ▶ May be used to charge necessary supplies and equipment, authorized travel, food and lodging for the person in possession of the credit card and any other City employee.
- ▶ May be used for the purchase of gas, oil, supplies, and repairs for City vehicles.
- ▶ May be used to purchase conference/seminar registration, airline, hotel, meals, car rental costs for the City Council, City Manager, or other City employee.
- ▶ May be acquired for vendors (i.e. Office Depot, Sebastopol Hardware, etc.)
- ▶ May not be used for personal benefit or personal use.
- ▶ May not be issued to members of the City Council. They will be reimbursed according to the City's established Reimbursement Policy.

- ▶ Must be returned to the City upon termination or resignation prior to receiving their last paycheck.

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

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

Credit card limits are as follows:

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

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

XIX. PURCHASE ORDERS

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

XX. PETTY CASH FUND

A Petty Cash fund of \$200 will be established for each City department. Expenditures up to \$20 may be made for postage, freight, permit fees, licenses and similar charges, and employee expenses. In each instance a written receipt for payment is required. The Administrative Services Director or designee will be responsible for the Petty Cash Fund.

XXI. PREVAILING WAGES

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

XXII. GRANT COMPLIANCE

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

EXHIBIT A

CITY OF SEBASTOPOL CREDIT CARD HOLDER AGREEMENT

Employee: _____ Department: _____
(Cardholder)

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

- 1. Official Use Only. Charging personal expenses on City cards is a misuse of public funds...
2. Timely, Accurate and Supported Payments. Credit card payments will be processed on a timely basis...
3. Disputed Charges. It is the responsibility of the cardholder to immediately notify the vendor...
4. Lost or Stolen Cards. The issuing bank and the Administrative Services (Finance) Department...
5. Surrender Upon Request or Separation. The credit card will be immediately surrendered upon separation...
6. Credit Card Limit. The credit limit of this card is \$_____.

Cardholder Signature Date

RETURN OF CREDIT CARD UPON SEPARATION FROM CITY EMPLOYMENT

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

Cardholder Signature Date Administrative Services Director Date

Zero Waste Sonoma Environmentally Preferable Purchasing (EPP) Model Policy

1. STATEMENT OF POLICY

The Environmentally Preferable Purchasing Policy will commit the Agency to:

- 1.1 Protect and conserve natural resources, water, and energy;
- 1.2 Minimize the contribution to climate change, pollution, and solid waste disposal;
- 1.3 Institute practices that reduce waste by increasing product efficiency and effectiveness;
- 1.4 Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- 1.5 Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests; and
- 1.6 Comply with State requirements as contained in the SB 1383 procurement regulations to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials.*

2. PURPOSE

The purpose of the policy is to incorporate considerations that include the following:

- 2.1 Conserve natural resources;
- 2.2 Minimize environmental impacts such as pollution and use of water and energy;
- 2.3 Eliminate or reduce toxics that create hazards to workers and our community;
- 2.4 Support a strong recycling market and circular economy;
- 2.5 Incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement;
- 2.6 Reduce materials that are landfilled;
- 2.7 Increase the use and availability of environmentally preferable products that protect the environment;
- 2.8 Identify environmentally preferable products and distribution systems;
- 2.9 Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services;
- 2.10 Align with the Agency's goal of Zero Waste by 2030 as adopted in the Zero Waste Resolution; and
- 2.11 Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices, and that encourages other purchasers in our community to adopt similar goals.

3 DEFINITIONS

- 3.1 "Annual Recovered Organic Waste Product Procurement Target" means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the Jurisdiction is required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times the Jurisdiction's residential population using the most recent annual data reported by the California Department of Finance. Annually, CalRecycle will provide notice to each Jurisdiction of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle's website and providing written notice directly to the Jurisdiction
- 3.2 "American Society for Testing and Materials" means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.
- 3.3 "Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.
- 3.4 "Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials
- 3.5 "Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or 06868, based on testing in an approved laboratory.
- 3.6 "Buyer" means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions
- 3.7 "The Carpet and Rug Institute" (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The "Green Label Plus" testing program incorporates additional requirements to meet California's Collaborative for High Performance Schools low-emitting materials criteria
- 3.8 "Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).
- 3.9 Compost eligible for meeting the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements
- 3.10 "Compostable plastic" means a polymer that is made from plants such as corn or

soybeans, and breaks down during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues

- 3.11 "Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract or serves in a subcontracting capacity with an entity having a contract for the provision of goods or services.
- 3.12 "Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to Jurisdiction pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- 3.13 "Ecologo" is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988 and part of UL Environment since 2010. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the Ecologo to those that are environmentally preferable throughout their entire lifecycle.
- 3.14 "Electronic Product Environmental Assessment Tool" (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select personal computers, displays, imaging equipment and televisions based on their environmental attributes.
- 3.15 "Electricity Procured from Biomass Conversion" means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and prunings from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the Jurisdiction's Annual Recovered Organic Waste Product Procurement Target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).
- 3.16 "Energy Star" means the U.S. EPA's energy efficiency product labeling program.
- 3.17 "Energy-Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
- 3.18 "Environmentally Preferable Purchasing" means EPP is the procurement of goods and services that have a reduced impact on human health and the environment compared to competing products serving the same purpose. It is an essential part of our search for high quality products and services at competitive prices.
- 3.19 "Federal Energy Management Program" is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.
- 3.20 "Forest Stewardship Council" is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.
- 3.21 "Green Seal" is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on

certified products.

- 3.22 "Integrated Pest Management" is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.
- 3.23 "Jurisdiction" means a city, county, a combined city and county, or a regional agency with the responsibility for meeting Integrated Waste Management Act requirements. Jurisdictions may utilize a Joint Powers Authority (JPA) to comply with the requirements of SB 1383, however, the jurisdiction shall remain ultimately responsible for compliance. For this EPP Policy, Jurisdiction means the City of Sebastopol.
- 3.24 "LEED Rating System" means the most recent version of the Leadership in Energy and Environmental Design (LEED) Rating System, approved by the U.S. Green Building Council, and designed for rating new and existing commercial, institutional, and residential buildings.
- 3.25 "NSF/ANSI" means NSF International follows the American National Standards Institute (ANSI) standards development process. Standards are developed by joint committees (balanced stakeholder groups of public health, industry and user representatives).
- 3.26 "Organic Pest Management" prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Farmers (CCOF).
- 3.27 "Organic Waste" means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing And Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.
- 3.28 "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling;
- 3.29 "Post-consumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
- 3.30 "Pre-consumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is

generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

- 3.31 "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications;
- 3.32 "Postconsumer Content" means any product which has served its intended use by a business or a consumer, which has been disposed and subsequently separated from solid waste for use as a constituent in a new product.
- 3.33 "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the Jurisdiction or others. The Jurisdiction's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the Jurisdiction or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the Jurisdiction's behest.
- 3.34 "Post-manufacture Content" means, waste that is created by a manufacturing process, and that is subsequently only used as a constituent in another manufacturing process.
- 3.35 "Recovered Material" means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.
- 3.36 "Recovered Organic Waste Products" means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.
- 3.37 "Recordkeeping Designee" means the public employee appointed by the Jurisdiction Manager or their designee to track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the Jurisdiction and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13. In Sonoma County, Zero Waste Sonoma will be considered the Recordkeeping Designee.
- 3.38 "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- 3.39 "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

- 3.40 "Recycled Content Standard" means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as "recycled products."
- 3.41 "Recycling" means using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material.
- 3.42 "Renewable Gas" means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste.
- 3.43 "Reuse" means using an object or material again, either for its original purpose or for a similar purpose, without significantly altering the physical or chemical form of the object or material.
- 3.44 "Remanufactured Product" means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- 3.45 "Reused Product" means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
- 3.46 "Russian River Friendly Landscaping" means working with the natural ecosystems of the Russian River region to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources. The Russian River-Friendly Landscape Guidelines are a revision of the Bay-Friendly Landscape Guidelines by the Russian River Watershed Association (RRWA), originally published by StopWaste.Org.
- 3.47 "Source Reduction" Section 40196 of the California Public Resources Code defines source reduction as any action which causes a net reduction in the generation of solid waste. "Source Reduction" includes, but is not limited to, reducing the use of nonrecyclable materials, replacing disposable materials and products with reusable materials and products, reducing packaging, reducing the amount of yard wastes generated, establishing garbage rate structures with incentives to reduce the amount of wastes that generators produce, and increasing the efficiency of the use of paper, cardboard, glass, metal, plastic, and other materials.
- 3.48 "SB 1383" means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- 3.49 "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.
- 3.50 "State" means the State of California.
- 3.51 "Water-Saving Products" are those that are in the upper 25% of water conservation for all

similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

- 3.52 "WaterSense" means a partnership program by the U.S. Environmental Protection Agency. Independent, third-party licensed certifying bodies certify that products meet EPA criteria for water efficiency and performance by following testing and certification protocols specific to each product category. Products that are certified to meet EPA specifications are allowed to bear the WaterSense label.

4 STRATEGIES FOR IMPLEMENTATION

4.1 Source Reduction

- 4.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.
- 4.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.
- 4.1.3 Consider short-term and long-term costs in comparing product alternatives. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance and replacement parts, disposal costs and expected lifetime compared to other alternatives.
- 4.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.
- 4.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection. Vendors shall be encouraged to take back packaging for reuse. A vendor's willingness to take back packaging will be used as part of the consideration in the procurement process.
- 4.1.6 Specify a preference for packaging that is reusable, recyclable, or compostable, when suitable uses and programs exist.
- 4.1.7 Encourage vendors to take back and reuse pallets and other shipping materials.
- 4.1.8 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when discarding or replacing such equipment, whenever possible. Suppliers will be required to state their take-back, reuse or recycling programs during the procurement process.
- 4.1.9 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when discarding or displacing such equipment, whenever possible.

Suppliers will be required to state their take back, reuse or recycling programs during the procurement process.

- 4.1.10 Promote electronic distribution of documents rather than printing or copying.
 - 4.1.11 When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex.
 - 4.1.12 Ensure all imaging equipment is installed with energy and resource-efficient settings set as default.
 - 4.1.13 Reduce the number and type of equipment needed to perform office functions to save energy and reduce purchasing and maintenance costs. Eliminate desktop printers, redundant network printers and reduce the number of fax machines leased or owned. Consider lease or purchase of multi-function devices.
- 4.2 **Recycled Content Products (SB 1383 Model Language for Jurisdiction Compliance)**
- 4.2.1 Requirements for Agency and Jurisdiction Departments
 - 4.2.1.1 Option 1: Comparable or more favorable pricing: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever available at the same or a lesser total cost than non-recycled items.
 - 4.2.1.2 Option 2: Price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, whenever the total cost is the same or a lesser total cost than non-recycled items or whenever the total cost is no more than _ percent (_%) of the total cost for the non-recycled items.
 - 4.2.1.3 Option 3: No price preference: If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of Jurisdiction shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper (rather than non-recycled items) that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.
 - 4.2.2 All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable label as defined. Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchases within thirty (30) days of the purchase (both recycled- content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction.

Records shall include a copy of the invoice or other documentation of purchase, written certifications, vendor name, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

4.3 Requirements for Vendors

4.3.1 All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to Jurisdiction shall:

4.3.1.1 Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item.

4.3.1.2 Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

4.3.1.3 Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.

4.3.1.4 Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction is eligible to be labeled with an unqualified recyclable label as defined

4.3.1.5 Provide records to Zero Waste Sonoma of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the Jurisdiction. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

4.3.2 All vendors providing printing services to the Jurisdiction via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber.

4.4 Recovered Organic Waste Product Procurement

4.4.1 Procurement Target

4.4.1.1 City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target.

4.4.1.2 To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following SB 1383 eligible Compost, SB 1383 eligible Mulch, Renewable Gas (in the form of transportation fuel, electricity, or heat), and Electricity Procured from Biomass Conversion.

4.4.2 Requirements for City Departments

4.4.2.1 Compost and SB 1383 Eligible Mulch procurement. Divisions and departments responsible for landscaping maintenance, renovation, or construction shall:

4.4.2.1.1 Use Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in Section 2.8 and 2.R of this Policy, for landscaping maintenance, renovation, or construction, as practicable, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).

4.4.2.1.2 When Jurisdiction uses Compost and SB 1383 Eligible Mulch and the applications are subject to the Jurisdiction's Water Efficient Landscaping Ordinance (WELO), pursuant to Jurisdiction Code Section____, comply with one of the following, whichever is more stringent, (i) the Jurisdiction's WELO, Jurisdiction Code Section_, if more stringent than the State's Model Water Efficient Landscape Ordinance (MWELo), or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following: Guidance: Jurisdictions may, at their option, choose to establish and enforce water efficient landscaping requirements that are more stringent than required by SB 1383 regulations, including enforcement of updates to the MWELo provided that any updated MWELo requirements are more stringent than the September 15, 2015 MWELo requirements identified in the MWELo sections listed above.

4.4.2.1.3 For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

- 4.4.2.1.4 Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.
- 4.4.2.1.5 Procure mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
- 4.4.2.1.6 For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications. The mulch must also be produced at a permitted composting facility, transfer station, or landfill. The procured mulch cannot be from a chipping and grinding operation, as specified in 12 CCR Section 18993.1 (f)(4).
- 4.4.2.1.7 Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to Zero Waste Sonoma, upon completion of project. Records shall include general procurement records, including:
 - 4.4.2.1.8 General description of how and where the product was used and applied, if applicable;
 - 4.4.2.1.9 Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
 - 4.4.2.1.10 Type of product;
 - 4.4.2.1.11 Quantity of each product; and,
 - 4.4.2.1.12 Invoice or other record demonstrating purchase or procurement.
- 4.4.2.2 For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to Zero Waste Sonoma in accordance with the requirements specified in Section 3.2.A.3.
- 4.4.2.3 For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the ordinance or enforceable mechanism(s) requiring that the mulch procured by the Jurisdiction or Direct Service Provider meets the land application standards specified, as it may be amended from time to time, as currently reflected in Municipal Code Section 13.16.022.
- 4.4.2.4 When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and

specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and, (ii) an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.

4.4.3 Requirements for Direct Service Providers

4.4.3.1 Direct Service Providers of landscaping maintenance, renovation, and construction shall:

4.4.3.1.1 Use Compost and SB 1383 Eligible Mulch, as practicable, produced from recovered Organic Waste, as defined in Section 2.8 and 2.R of this Policy, for all landscaping renovations, construction, or maintenance performed for the Jurisdiction, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application shall comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).

4.4.3.1.2 If Direct Service Provide is subject to the City's WELO, comply with the State's MWELo as required under Municipal Code Section 15.26.010

4.4.3.1.3 For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

4.4.3.1.4 Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

4.4.3.1.5 Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by applicable local ordinances.

4.4.3.1.6 For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified.

4.4.3.1.7 Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, upon completion of projects. Information to be provided shall include general description of how and where the product was used and if applicable, applied; source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were

procured, type of product, quantity of each product; and invoice or other record demonstrating purchase or procurement.

4.4.3.2 Direct Service Provider of Organic Waste collection services shall:

4.4.3.2.1 Provide a specified quantity of Compost or SB 1383 Eligible Mulch to City and its customers via periodic "giveaways" as specified in a franchise agreement or other agreement.

4.4.3.2.2 Keep and provide records to the City including the following dates provided, source of product including name, physical location and contact information for each entity, operation or facility from whom the Recovered Organic Waste Products were procured, type of product, quantity provided; and invoice or other record or documentation demonstrating purchase, procurement, or transfer of material to giveaway location.

4.5 Energy Efficient and Water Saving Products

4.5.1 Purchase energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

4.5.2 Replace inefficient interior lighting with energy-efficient equipment.

4.5.3 Replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

4.5.4 Purchase U.S. EPA Energy Star certified products when available. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

4.5.5 Purchase U.S. EPA WaterSense labeled water-saving products when available. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

4.6 Green Building Products and Practices

4.6.1 Consider Green Building practices for design, construction, and operation as described in the CalGreen, LEED, local requirements and other current Green Building best practices for all building and renovations undertaken.

4.6.2 In accordance with California Public Contract Code, Sec. 10409, purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment. This section does not preclude the purchase of virgin-oil products for exclusive use in vehicles whose warranties expressly prohibit the use of products containing recycled oil.

4.6.3 When specifying asphalt, concrete, aggregate base or portland cement concrete for

construction projects, use recycled, reusable or reground materials.

- 4.6.4 Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades.

4.7 Landscaping Products and Practices

- 4.7.1 Employ Russian River Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance, including workers and contractors providing landscaping services, including, but not limited to, integrated pest management, grasscycling, drip irrigation, computerized central irrigation linked with the local weather station, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food scrap programs.
- 4.7.2 Choose a Russian River-Friendly Qualified Landscape Professional for landscape design and maintenance services. Training and qualifications shall include landscaping locally, landscaping for less to the landfill, nurturing the soil, conserving water, conserving energy, protecting water and air quality, and creating wildlife habitat.
- 4.7.3 Select plants to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.
- 4.7.4 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

4.8 Household Hazardous Waste and Pollution Prevention Products and Practices

- 4.8.1 Manage pest problems through prevention and physical, mechanical and biological controls when contractors maintain buildings and landscapes. Either adopt and implement an Organic Pest Management (OPM) policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort. Anticoagulant rodenticides shall never be used.
- 4.8.2 Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled or reused content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.
- 4.8.3 Purchase or require janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal, EPA Safer Choice, or UL/Ecologo certification standards for environmental preferability and performance.
- 4.8.4 Purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute Green Label/Seal of Approval Program for soil removal, dust containment and carpet fiber retention for indoor air quality

protection and performance cleaning standards. Other janitorial cleaning equipment should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.

- 4.8.5 Purchase paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.
 - 4.8.6 Prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, furniture and flooring.
 - 4.8.7 Prohibit the purchase of food service ware containing per- and polyfluoroalkyl substances (PFAS).
 - 4.8.8 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, products will be disposed in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.
 - 4.8.9 Purchase or specify personal computers, displays, imaging equipment and televisions that meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as "required" as contained in the IEEE 1680 family of Environmental Assessment Standards.
 - 4.8.10 Purchase or specify office furniture that meets the California Bureau of Household Goods and Services (BHGS) standard Technical Bulletin 117-2013 for testing upholstered furniture flammability without the use of flame retardant chemicals.
 - 4.8.11 Purchase or specify commercial carpeting that meets NSF/ANSI 140 Standard for Sustainable Carpet Assessment and require old carpet that is removed be recycled.
 - 4.8.12 Purchase or specify non-carpet floor coverings that meet NSF/ANSI 332 Standard for Resilient Flooring including vinyl, linoleum and rubber flooring. In conjunction with California State agency requirements, at least 50 percent of the quantity of paint used for architectural projects should contain reused or recycled paint with a recycled content consisting of at least 50 percent post-consumer paint. Reused paint can be acquired from the Sonoma HHW Facility by either visiting the reuse lockers or by pre-arranging remixed paint in 5-gallon containers in off-white, tan, light grey, or light green.
 - 4.8.13 When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.
- 4.9 **Fiber-only Products**
- 4.9.1 Use paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues.
 - 4.9.2 Priority should be given to reusable food service ware, however, if single-use food service ware is purchased, it is to be fiber only and BPI certified

- 4.9.3 Ask vendors to provide proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products upon request. One acceptable proof of compliance for compostable plastic products will be certification by the Biodegradable Products Institute (BPI).

4.10 Forest Conservation Products

- 4.10.1 To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.
- 4.10.2 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable

5 RECORDKEEPING RESPONSIBILITIES

- 5.1 The department will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for organizing records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee shall communicate frequently with Zero Waste Sonoma to transfer all the required documentation for reporting to CalRecycle.
 - 5.1.1 The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper: Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Jurisdiction's documentation.
 - 5.1.2 Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the Jurisdiction to develop evidence of Jurisdiction meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as part of the Jurisdiction's documentation.
 - 5.1.3 Collect, collate, and maintain documentation submitted by the Jurisdiction, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.
 - 5.1.4 Compile an annual report on the Jurisdiction's direct procurement, and vendor/other procurement on behalf of the Jurisdiction, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section

18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the Jurisdiction's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements). The procurement report shall also be shared with Council, JPA or other regulating body annually as evidence of implementing this Policy.

6 RESPONSIBILITIES

- 6.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, the duty to act in a fiscally responsible as well as a timely manner is recognized.
- 6.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time
- 6.3 Nothing contained in this policy shall be construed as requiring the jurisdiction, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.
- 6.4 The jurisdiction has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio- based.

7 IMPLEMENTATION

- 7.1 The Administrative Services Director shall implement this policy in coordination with other appropriate personnel.
- 7.2 Require successful vendors to certify in writing that the environmental attributes claimed in competitive proposals are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
- 7.3 Upon request, buyers making the selection from competitive procurement process shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.
- 7.4 Include businesses certified by the Bay Area Green Business Program in purchasing requests for products and services.
- 7.5 Encourage vendors, contractors and grantees to comply with applicable sections of this policy for products and services provided.

8 PROGRAM EVALUATION

- 8.1 The Administrative Services Director shall periodically evaluate the success of this policy's implementation

9 EXCEPTIONS

- 9.1 Every effort will be made to adhere to the Environmentally Preferable Purchasing Policy to the extent possible, recognizing that certain procurement decisions such as for cleaning products, janitorial equipment, and electronics may be outside of the City's authority.

10 EFFECTIVE DATES

- 10.1 This EPP policy shall take effect on July 1, 2022.

INVESTMENT POLICY

Effective September 1, 2017

OVERVIEW

This policy describes the parameters for investing government funds and identifies the investment objectives, preferences or tolerance for risk, constraints on the investment portfolio, and how the investment program will be managed and monitored. The document serves as a communication tool for staff, elected officials, the public, rating agencies, bondholders, and any other stakeholders on investment guidelines and priorities. An investment policy enhances the quality of decision making and demonstrates a commitment to the fiduciary care of public funds, making it the most important element in a public funds investment program.

I. Governing Authority

The investment program shall be operated in conformance with governing legislation and other legal requirements.

II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds if applicable.

- a. Pooling of Funds - Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives of investment activities shall be safety, liquidity, and return:

- SAFETY - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. Credit Risk - The City will minimize credit risk, which is the risk of loss of all or part of the investment due to the failure of the security issuer or backer, by:
 - Limiting investments to the types of securities listed in Section VII of this Investment Policy.
 - Pre-qualifying and conducting ongoing due diligence of the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with Section V.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

- b. **Interest Rate Risk** - The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
- Structuring the investment portfolio so that security maturities match cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting individual security maturity as well as the average maturity of the portfolio in accordance with this policy (see section VIII).
- **LIQUIDITY** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
- **RETURN** - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
- A security with declining credit may be sold early to minimize loss of principal;
 - Selling a security and reinvesting the proceeds that would improve the quality, yield, or target duration in the portfolio may be undertaken;
 - Unanticipated liquidity needs of the portfolio require that the security be sold.

IV. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "uniform prudent investor act" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees

and investment officials shall disclose any material interests in financial institutions with which they conduct business, in accordance with applicable laws. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director. Responsibility for the operation of the investment program is hereby delegated to the Finance Director, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. *Authorized Financial Institutions, Depositories, and Broker/Dealers*

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness and/or other factors, such as FINRA broker check.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with the City's investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the Finance Director.

VI. Safekeeping and Custody

1. *Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible custody account prior to the release of funds.

2. *Safekeeping*

Securities will be held by an independent third-party custodian selected by the entity as with all securities held in the City's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

3. *Internal Controls*

The Finance Director shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed annually by the Budget Subcommittee, where present, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, mis-representation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

VII. Suitable and Authorized Investments

1. *Investment Types* – The following investments will be permitted by this policy:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
- Certificates of deposit and other evidences of deposit at financial institutions,
- Bankers' acceptances;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Corporate Bonds;
- Obligations of state, provincial and local governments and public authorities rated A or better;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation;
- Other investment types or asset classes as approved by the City Council.

Investment in derivatives of the above instruments shall require authorization by the City Council.

VIII. Investment Diversification & Constraints

1. *Diversification*

It is the policy of the City to diversify its investment portfolios. To eliminate risk of loss resulting from the overconcentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in all City's funds shall be diversified by maturity, issuer, and security type. Diversification strategies shall be determined and revised periodically by the Finance Director for all funds except for the employee retirement fund.

In establishing specific diversification strategies, the following general policies and constraints shall apply: Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.

- Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury bills.
- Positions in securities having potential default risk (e.g., commercial paper) shall be limited in size so that in case of default, the portfolio's annual investment income will exceed a loss on a single issuer's securities.
- Risks of market price volatility shall be controlled through maturity diversification and duration management.
- The investment committee/investment officer shall establish strategies and guidelines for the percentage of the total portfolio that may be invested in securities other than repurchase agreements, Treasury bills or collateralized certificates of deposit. The committee shall conduct a quarterly review of these guidelines and evaluate the probability of market and default risk in various investment sectors as part of its considerations.

The following diversification limitations shall be imposed on the portfolio:

- **Maturity:** No more than xx percent of the portfolio may be invested beyond xx months, and the weighted average maturity of the portfolio shall never exceed xx years.
- **Default risk:** No more than xx percent of the overall portfolio may be invested in the securities of a single issuer, except for securities of the U.S. Treasury. No more than xx percent of the portfolio may be invested in each of the following categories of securities:
 - a) Commercial paper,
 - b) Negotiable certificates of deposit,
 - c) Bankers' acceptances,
 - d) Any other obligation that does not bear the full faith and credit of the United States government or which is not fully collateralized or insured and
- **Liquidity risk:** Based on liquidity needs, at least xx percent of the overall portfolio shall be invested in overnight instruments or in marketable securities which can be converted to cash within one day.

2. *Maximum Maturities*

To the extent possible, the [entity] shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the [entity] will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with governing legislation. The [entity] shall adopt weighted average maturity limitations consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be segregated into a long-term "core" investment portfolio and invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities

shall be disclosed in writing to the legislative body. (See the GFOA Recommended Practice on "Maturities of Investments in a Portfolio" in Appendix.)

3. *Competitive Bids*

The investment officer shall obtain competitive bids from at least three brokers or financial institutions on all purchases and sales of investment instruments transacted on the secondary market.

IX. Reporting

1. *Methods*

The investment officer shall prepare an investment report at least quarterly [*or monthly*], including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter [*or month*]. This management summary will be prepared in a manner which will allow the [entity] to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the entity's chief administrative officer, the legislative body, the investment committee and any pool participants. The report will include the following:

- Listing of individual securities held at the end of the reporting period including type, acquisition cost, book cost, and market value.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board (GASB) requirements).
- Average weighted return on investments as compared to applicable benchmarks.
- Percentage of the total portfolio which each type of investment represents.
- A statement that the investment portfolio is in compliance with the investment policy and is meeting the investment policy objectives

2. *Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken, and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. *Marking to Market*

The market value of the portfolio shall be calculated at least quarterly [*or monthly*] and a statement of the market value of the portfolio shall be issued at least quarterly [*or monthly*]. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools." (See GFOA Recommended Practices in Appendix.) In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

X. Policy Considerations

1. Amendments

This policy shall be reviewed on an annual basis. Any changes must be submitted by the investment officer and approved by the investment oversight committee or authoritative body acting in such capacity.

XI. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the governing body of the [entity] and reviewed annually.

XII. List of Attachments

The following documents, as applicable, are attached to this policy:

- Listing of authorized personnel;
- Relevant investment statutes and ordinances;
- Listing of authorized broker/dealers and financial institutions;
- Detailed listing of authorized investment classes, sectors, and types;
- Internal Controls;
- Glossary

XIII. Other Documentation

- Master Repurchase Agreement, other repurchase agreements and tri-party agreements,
- Broker/Dealer Questionnaire,
- Credit studies for securities purchased and financial institutions used,
- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports,
- Methodology for calculating rate of return,



CITY OF SEBASTOPOL Capitalization and Depreciation Policy #91

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

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

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

Definitions:

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

Land includes the investment in real estate other than:

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

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

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

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

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

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

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

Treatment of Costs Subsequent to Acquisition

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

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

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

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

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

ValuationReasons for Assigning Value

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

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

Valuation Basis

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

Land Cost

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

Buildings and Improvements Cost

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

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

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

Equipment Cost

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

Construction by Force Account

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

Assets Acquired Under Lease Purchase Agreements

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

Sources of Information

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

Disposition of Fixed Assets

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

Recordkeeping

Individual Records

An individual record of each unit of accountability should be maintained. Information recorded should include:

- a. Date acquired.
- b. Classification, such as: Buildings, Vehicles, Machinery & Equipment, etc.
- c. The vehicle unit number assigned.
- d. An abbreviated word description.
- e. Cost or other basis.
- f. Method by which acquired, such as: lease, grant, donation, purchase.
- g. Grant from which purchased, if applicable.
- h. Vendors name, if purchased.
- i. Date and method of retirement.
- j. Posting reference.

Optional data might include value for insurance purposes, estimated life, and equipment class code.

Subsidiary Records

For control purposes it is convenient to group detailed records by classification, department, or by location. Such records constitute a subsidiary ledger to the fixed asset control accounts.

Depreciation

Depreciation, depletion, or amortization of capital assets must be recorded to determine the total expenses, net income, and changes in fund equity. In addition, as an option, depreciation on fixed assets acquired by contributed capital can be closed to the contributed capital account. This method should be considered when there is no obligation and the policy is not to replace the fixed assets with future contributed capital. In such circumstances, the contributed capital rather than the retained earnings account is decreased by the related depreciation expense.

Depreciation is computed using the straight-line method over the estimated years of useful life at the time the asset is placed in service. Useful life shall be determined by the Public Works Superintendent, Finance Director or City Manager or his/her designee, as appropriate, using the following guidelines:

<u>Assets</u>	<u>Years</u>
Buildings	30
Building improvements	15-20
Public Domain Infrastructure	50
System Infrastructure	50-100
Vehicles	7
Office Equipment	3-7
Computer Equipment	3-5

Once established, the useful life may be modified as necessary to account for betterments or impairments of an asset.

CITY OF SEBASTOPOL
Vehicle, Travel & Reimbursement Policy # 92



Overview

To establish the policy, procedures and guidelines for the use of City and personal vehicles for the efficient and effective delivery of City services, while minimizing City expenditures and maximizing current resources, and to establish policy for City travel and reimbursements. This procedure applies to all City employees and officials, and supersedes all other administrative directives previously issued pertaining to the use of City owned or personal vehicle use while conducting City business, or City travel and reimbursement procedures. This policy is written to document the policies and procedures that shall be followed when traveling on City business, attending City related meeting expense for reimbursement, use and care of City vehicles and property by all employees and officials. Transportation required for employees to conduct official City business will be available by the use of a City provided vehicle or the use of an authorized personal vehicle at the City's sole discretion. Everyone who travels for City related business and/or attends meetings for City business purposes (or supervises someone who does) is responsible for reading and understanding guidelines.

Vehicle Policy

The City Council is responsible for adopting the City's vehicle and meeting guidelines, and for approving any significant policy revisions to them. The City Manager or his/her designee has the responsibility for administration of the provisions of this policy, and is responsible for making decisions regarding certain specific vehicle uses as described in this policy. The Finance Director is responsible for developing administrative procedures as needed to implement the guidelines. In this role, the Finance Director is authorized to make minor administrative changes in the guidelines as long as they are intended to carry out the purpose of these guidelines and will not have any significant policy impacts.

This policy assumes a mutual trust between the City of Sebastopol and its employees and City Officials. The City expects to reimburse its employees and officials for all reasonable costs incurred on behalf of the City. Employees and officials are expected to use good judgment in the expenditure of public funds. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of City travel; however, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources. Many of these guidelines simply reaffirm values in judgments that are already practiced.

This policy is to assure that City employees and officials adhere to procedures when arranging for travel, lodging, meals and other expenses and that they are paid for reasonable expenses incurred for travel, conferences, meetings, and meals as a result of conducting authorized City business. The policy assures that payments made by the City are for actual and necessary expenses incurred for City business as well as ensuring that City employees and officials will received advances/reimbursements in a timely manner.

VEHICLE POLICY:

City provided vehicles shall be used only for official City business.

I. **Transportation Types:**

The following transportation options listed below are potentially available for conducting City business.

A. **City Vehicles**

Use of City-Owned Vehicles - REMIF's liability coverage extends to include use of all city-owned vehicles when an employee or volunteer is driving the vehicle on city business. The employee or volunteer must not use city vehicles for unauthorized purposes. The coverage agreement states that coverage extends to "any person while using a city-owned automobile – provided the actual use of the automobile is by or with the permission of the named "covered party." Although "permission" is usually broadly interpreted by courts, if city employees or volunteers are made aware of this limitation, it should provide them with additional incentive to obey regulations concerning use of vehicles. In any case, the city always has the full protection of the coverage agreement.

1. Special Purpose Vehicles: Vehicles whose primary use requires special equipment designed to perform job functions, or whose primary use is in a restricted area where non-City vehicles are prohibited.
2. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by the Police or Fire Departments.
3. Take-Home Vehicles: Take-home vehicles are to enable after-hours emergency response by authorized City employees who are on standby duty assignments that require Special Purpose vehicles. Authorization for a take-home vehicle is granted to a classification meeting the requirements as described below, and in no event does authority for a take-home vehicle belong to any specific City employee who is not in a classification that meets the requirements. This means that an individual employee previously granted authorization for a take-home vehicle whose assignments are updated and no longer require Special Purpose vehicles is no longer authorized for a take-home vehicle. Non-City employees shall not be permitted to take City vehicles home under any circumstances.
 - a. The employee is required to be on standby duty and must respond to after hour emergencies; and
 - b. The standby duty job function requires a Special Purpose vehicle; and
 - c. The employee responding to the call-back will be able to respond to the first call-back instance and be onsite within a maximum of 30 minutes of the call; and
 - d. The one-way commute miles of the employee assigned to call-back duty do not exceed 30 miles; and
 - e. The Department Director has received authorization from the City Manager's Office for take-home use of the vehicle.

B. Employee-Owned Vehicles

Use of privately-owned vehicles on City business. If employees or volunteers receive a mileage allowance for use of personally-owned vehicles on city business, such persons should be advised that:

1. The mileage allowance is intended to cover the city's share of the employee or volunteer's personal auto insurance premium.
2. Each employee or volunteer is expected to maintain an automobile insurance policy whether or not they receive a mileage allowance.
3. Each such policy should be maintained with liability limits of no less than:

- a) \$100,000 per person Bodily Injury; \$300,000 per accident Bodily Injury; \$100,000 per accident Property Damage; or
 - b) \$300,000 Combined (Bodily Injury and Property damage) single limit.
4. Each such policy is primary coverage in the event of a loss or claim, with REMIF coverage applying in excess.

The form Authorization to Use Privately-Owned Automobiles on city business should be completed and filed with the appropriate office designated by the City Manager or his/her designee. A diary system should be maintained to assure that policies are in force (Exhibit A)

In order to protect the city's interests no employee or volunteer should be allowed to drive a vehicle on city business until the city has verified that the employee or volunteer has a valid driver's license. Verification is the responsibility of the employee's supervisor.

Once authorized by the Department Director (or designee) to use an employee-owned vehicle, employees will be eligible for mileage reimbursement subject to the provisions of the Mileage Reimbursement as follows:

- a. Authorized employees will be compensated for the use of their automobiles on City business at the prevailing mileage reimbursement rate for employee business use of private automobiles as established and used the Internal Revenue Service (IRS) standard mileage rate. For miles driven on or after January 14, 2018, the City's mileage reimbursement rate shall be \$.545 per mile and will be re-evaluated when the IRS issues a new rate. Any changes to this rate will be updated on the Mileage Reimbursement Form.
- b. Mileage from the employee's home to the first point of duty, and from the last point of duty to home will not be considered as City business, unless the employee's first or last point of duty is outside of City of Sebastopol limits. Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.
- c. Employees requesting mileage reimbursement shall complete the Mileage Reimbursement Claim Form. Claims must be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred. Claims outside the 30 days shall be paid only by approval of the City Manager or his/her designee.
- d. Report only travel on authorized City business. If the continuity of a day's travel is interrupted by a personal trip, deduct this trip from the mileage claim.
- e. Odometer readings or a printed copy of an online map for each business trip must be specified on the form and are subject to audit verifications at any time.
- f. Report only beginning and ending mileage during working hours, related to official City business.

- g. In instances when an employee's first and/or last point of duty is outside City of Sebastopol limits, an employee shall be reimbursed for the number of miles driven between the employee's home and the first and/or last point of duty, minus the number of miles the employee normally commutes from home to and/or from the employee's regular work location.
- h. Adequate explanation of locations covered must be shown. Where applicable or required by the supervisor, indicate assigned area and number of trips.
- i. Employees shall sign all mileage reimbursement claim forms and submit the claim to the supervisor or department director or designee for approval. Employees who submit false claims for mileage reimbursement are subject to disciplinary action, up to and including termination.
- j. The employee's supervisor or designee is responsible for conducting periodic odometer checks or other checks as deemed necessary to assure propriety of trips and to certify that only necessary mileage has been included for reimbursement and that the amount claimed is correct and proper.

II. Qualifications for Employees Operating Vehicles

- a. The City recognizes the benefit of the assignment of City-owned vehicle to specific employees, officials, or volunteers for City related business. City vehicle, property, materials, supplies, tools, and equipment are intended for the maintenance and operations of the City and shall be readily available for use of authorized City staff. Authorization for use of such vehicles must be controlled and limited to business use only. Personal items or information shall not be stored in City vehicles. Any loss, damage or misuse of personal items stored in City vehicles shall not be the responsibility of the City. No personal or political use of any City property, materials, supplies, tools, equipment is permitted, except for de minimus vehicle use by authorized staff for benefit of the City.
- b. City employees who drive a vehicle in the course of conducting City business must possess a valid California State Driver License appropriate to the type of vehicle being driven. Employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as defined by any relevant rules and regulations, and/or the California Department of Motor Vehicles, and/or the employee's job classification minimum qualifications.
- c. Employees authorized to drive a vehicle on City business shall notify their supervisor in writing of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle. Notification must be made as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle.
- d. If an employee is notified that an action MAY be taken which could affect the employee's license, including the possible suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their

driver license or their authority to drive a vehicle, the employee shall notify their supervisor as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the potential action. The employee shall continue to keep their supervisor informed of any further changes or updates regarding their driving status.

- e. Employees cannot drive their vehicles on City business unless all of these requirements are met. Employees are specifically required to immediately contact their supervisor if, at any time, there is a change to these requirements or they do not meet all of the requirements.
- f. Employees who are unable to comply with these requirements shall not be permitted to drive any vehicle (City or personal) to conduct City business and may not drive onto any City property or City facility.

III. Conditions of Vehicle Use

City and employee owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements. Vehicles authorized for use based on this Policy shall only be used to conduct official City business.

A. Transportation of Passengers and Goods

Vehicles driven to conduct official City business should not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

City owned vehicles should not be used to transport any items or goods that are not the property of the City, unless such transportation is directly related to official business being conducted by the City.

B. Vehicle Idling

In order to reduce emissions that are a result of idling diesel and gasoline engines, no City-owned diesel or gasoline powered vehicles/equipment or stationary engines may idle for more than five (5) consecutive minutes, with the following exceptions:

- Idling when queuing;
- Idling to verify that the vehicle is in safe operating condition;
- Idling for testing, servicing, repairing or diagnostic purposes;
- Idling when it is necessary to accomplish work for which the vehicle was designed (such as operating a crane or when emergency vehicles used by Police and Fire are at the scene of an incident);
- Idling to bring the machine system to operating temperature; and
- Idling to ensure safe operation of the vehicle.

For the purpose of this section, queuing shall mean the intermittent starting and stopping of a vehicle while the driver, in the normal course of doing business, is waiting to perform work or a service, and when shutting the vehicle engine off would impede the progress of the queue and is impracticable. Queuing does not include the time a driver may wait

motionless in line in anticipation of the start of a workday or a location where work or a service will be performed.

C. Cellular Telephone Safety While Driving

1. Wireless Telephones

Employees shall not use their wireless telephone (either City issued phones or personal phones) while driving on City business or while conducting City business unless the telephone is designed and configured to allow hands free listening and talking, and is used in that manner while driving. Even when using a hands-free wireless telephone, conducting City business on a cellular telephone while driving should be kept to a minimum and only done when necessary. This section does not apply to an employee or non-City employee using a wireless telephone for emergency purposes (such as calling 911) while driving on City business.

2. Electronic Wireless Communication Devices

Employees shall not use an electronic wireless communication device to write, send, or read a text-based communication while driving on City business. "Write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

3. Sworn Police and Fire Personnel

Sworn police and fire personnel using wireless telephones and electronic wireless communication devices in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to the use of wireless telephones and electronic wireless communication devices.

IV. **Collision/Accident Reporting**

- A. Non-sworn Employees - Reporting of vehicle collisions or accidents by City employees driving a City-owned vehicle or their authorized personal vehicle on City business is required. Reporting must be prompt, accurate and complete. These reports shall be made within no less than 24 hours (or 48 hours if the accident occurs on a weekend) to the employee's immediate supervisor. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

Incidental damage to a vehicle or equipment, defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock must also be reported to the employee's immediate supervisor. In all cases, incidental damage to city-owned equipment shall be reported to the City Manager's Office.

The reporting procedure to be followed by City employees and non-City employees who are involved in a vehicle accident while driving a City-owned or authorized personal vehicle on City business shall be as follows:

- a) Stop immediately and render aid if such is necessary.
- b) Call the police. Tell the police this is an accident involving a City owned vehicle or authorized private vehicle on City business.

- c) Do not make or sign statements for anyone except the police.
 - d) Obtain the Accident Report and give it to the supervisor, who is responsible for the services being provided by the City or non-City employee. The Department Director will route one copy of the accident report to the City Manager's Office.
- B. Sworn Police and Fire Personnel - Reporting of vehicle collisions or accidents by sworn Police and Fire personnel driving a City-owned vehicle or their authorized personal vehicle while in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to vehicle collisions or accidents. In all cases, accident reports involving city-owned equipment shall be provided to the City Manager's Office.

V. **Traffic and Parking Citations**

Traffic and/or parking citations issued to a City employee while using a City or authorized personal vehicle on City business are the sole responsibility of the employee receiving the citation.

Travel & Reimbursement Policy

The purpose of The Employee Travel Policy is to provide guidelines for authorization of travel; and reimbursement and payment of travel expenses. This policy is not intended to cover short trips during work hours made by employees in the course of their regularly assigned work duties. In all areas, not just in economy pricing, officials and employees are responsible for exercising good judgement in requesting, arranging, and making a trip. Trips should be planned in advance if possible. Personal business should not be mixed with official business if it will cost the City anything in dollars or lost time, or if it will harm the City's interest in any way.

- I. **Traveler Accountability** - The Travel Policy is in place to provide accountability to employees traveling for the purpose of benefiting the City. Travelers are responsible for ensuring compliance with this Policy, as may be amended from time to time.

How will you travel?

To drive a privately-owned vehicle on City business you must:

- Possess a valid California driver's license.
- Carry liability insurance limits required by the City's Redwood Empire Municipal Insurance Fund.
- Realize that any damage to your car, needed service or repair occurring on the trip will be your responsibility, as these costs are included in the City's per mile cost reimbursement.

If a car rental is required, you may use a City credit card or request reimbursement when you return. Car rentals must have prior approval from the City Manager or his/her designee.

When will you travel?

You should schedule your trip so that you depart at the latest reasonable hour and still arrive at your destination on time. You should also return promptly when your business is finished, thereby minimizing the time away from work and ensuring full reimbursement of all related expenses.

Where will I stay?

The city will pay for a single room (including taxes and parking) for as many nights as necessary. The accommodations used should be economical but practical. For example, it is preferable to stay at the hotel where a conference is held, even if that hotel may be slightly more expensive than others in the area. Location is also important; a hotel close to where you will be conducting business may be slightly more expensive than outlying hotels, but it may be easier to achieve the City's travel goal by staying at closer location. In general, you should stay at the most reasonably priced accommodations available consistent with the purpose and goals of your travel. If you have a question about using a particular hotel, obtain concurrence or direction from your Department Head before making a reservation.

Should you make reservation?

Whenever possible, you should make reservations. They are often required for large conferences. You can use a City credit card to confirm reservations. Be sure to cancel any reservations you will not use. If the City is charged for an unused reservation, you will be billed for that charge unless circumstances requiring cancellation were reasonably beyond your control.

II. Travel Authorizations

Travel authorizations (TA's) are required approval of Department Heads, and out of state travel requires the further approval of City Manager or his/her designee. Department Heads approving travel authorizations are responsible for determining that the cost is reasonable and justified by the trip's purpose. They should be certain that:

- a. The purpose cannot be accomplished by mail or telephone.
- b. The seminar, meeting or conference is necessary to accomplish key City goals and objectives and is unavailable locally if overnight accommodations are required.
- c. The minimum number of City staff members are going.
- d. The itinerary ensures accomplishment of the purpose at the lowest reasonable cost.
- e. The traveler understands and follows these guidelines.
- f. There is adequate funding in the appropriate travel budget to cover the costs.

Ultimately, the responsibility for following these guidelines and exercising good judgment in the use and stewardship of the City's resources rest with each City employee traveling on City business.

Requests for Payments to Vendors

The City will pay all legitimate expenses of your trip. These include transportation, lodging, registration fees, meals and any other related expenses if they are for official business and fit within these guidelines.

In advance booking payment for transportation, e.g. airfare, City authorized credit card shall be utilized for the transaction. Each department director has been issued a credit card. Credit cards are issued pursuant to the City Purchasing Policy#89.

Direct vendor payments are made by the City to an organization to pay for specific costs related to a trip (usually registration fees) through Accounts Payable.

To obtain either direct vendor payments you must complete the appropriate sections of the TA (Exhibit B) and attach payment requests for all payments.

III. Making The Trip

There are two key “golden rules” to remember about making an official trip:

- a. Keep it official.
- b. Keep records for all expenses.

Keeping It Official

If you take time away from official business for personal matters, or if you delay your return after completing your business, you will not be reimbursed for expenses incurred during that time. When combining business and personal travel in this manner, Department Head approval is required. If this extended period occurs during your regular scheduled work hours, the time will be counted as vacation, comp time (if available) or leave without pay.

Keeping Records for All Expenses

As discussed below under Accounting for Expenses, you must maintain a detailed record of all expenses incurred during your travel: meals, transportation, lodging, baggage handling, parking fees, registration fees, telephone and any other reasonable and necessary expenses. It is important to save receipts to be able to claim for reimbursement. Unless otherwise approved by the City Manager or his/her designee, payments will not be issued for reimbursement requests without receipts.

Meal Allowances:

The allowable maximum amount, unless otherwise approved by the City Manager or his/her designee, is \$60.00* per day (including beverages, taxes and gratuities) for meals, which reimbursement is available on presentation of supporting receipts and conference agenda to document amounts spent while travelling and completion of an expense report upon returning from your travel.

*The following break-down applies to partial day of meal allowance.

- If your conference is between 7:00 a.m. to 11:00 a.m. – breakfast only allowance \$10.00
- If your conference is between 11:00 a.m. to 4:00 p.m. – lunch only allowance \$20.00
- If your conference is beyond 4:00 p.m. – dinner only allowance \$30.00

Breakfast	\$10.00
Lunch	\$20.00
Dinner	<u>\$30.00</u>
Total Per Diem	<u>\$60.00</u>

- If the event is scheduled to take place all day from 7:00 a.m. to 5:00 p.m., you are entitled to the full \$60.00 meal allowance.

Alcoholic Beverages

City funds should not be used to purchase alcohol or reimburse employees for alcohol related costs. The Council or City Manager or his/her designee may approve exceptions to this policy on a case-by-case basis for special receptions or other unique circumstances. This discretion applies primarily to non-travel related expenditures such as special receptions, and not to routine travel or meetings by City employees.

Spouses and Guests

Spouses and guests may accompany you on City travel and at conferences, seminars and meetings. However, any additional costs associated with the participation of your spouse or guests are your responsibility.

IV. Accounting for Expenses

When you return from your trip or official function, a final accounting of all expenses must be approved by your Department Head and submitted to Finance within ten working days. An expense report is always required.

The final accounting is made by completing the Expense Report (Exhibit B). After completing the expense report, you should attach required receipts, sign the report attesting to its accuracy and submit it to your Department Head for review and approval.

Department Heads approving expense reports are responsible for ensuring that:

- All expenses are reasonable, necessary and consistent with these guidelines.
- Any required receipts are attached.
- The final disposition is correct.
- Final accounting of all expenses is submitted to Finance.

Upon approval by the Department Head, the expense report should be forwarded to Finance along with a claim for payment to you; the reimbursement will be processed in accordance with the Accounts Payable calendar.

Exhibit A



AUTHORIZATION TO USE PRIVATELY OWNED AUTOMOBILES ON CITY OF SEBASTOPOL BUSINESS

I. CERTIFICATION

In accordance with City policy, approval is requested to use a privately-owned automobile on official City business.

I hereby certify that, whenever I drive a privately-owned vehicle on City business, the vehicle shall always be:

- 1. Covered by liability insurance for the minimum amount prescribed by the city: \$100,000 per person Bodily Injury; \$300,000 per accident Bodily Injury; \$100,000 per accident Property Damage or \$300,0000 Combined (Bodily Injury and Property damage) single limit.
2. Adequate for the work to be performed.
3. Equipped with seat belts.
4. To the best of my knowledge, in safe mechanical condition.

I further certify that while using a privately-owned vehicle on official City business, I will follow all federal, state, and local laws, including distracted driving. I will certify that I will not engage in any activity that diverts my attention from driving, including talking or texting on my phone, eating and drinking, talking to people in my vehicle, adjusting my stereo, entertainment or navigation system or anything that takes my attention away from the task of safe driving. I understand that I will be subject to disciplinary action, up to and including dismissal, if this not followed. I certify all accidents will be reported to my supervisor and law enforcement within twenty-four (24) hours.

Name of Insurance Company: _____

Policy Number: _____

I possess a valid California driver's license. Driver's License No. _____

I understand that permission to drive a privately-owned vehicle on City business is a privilege which may be suspended or revoked at any time.

Employee's Signature

Date

Employee's Name - Please Print or Type

II. APPROVAL

Use of a privately-owned automobile on City business is recommended.

Department Head

Date



City of Sebastopol

TRAVEL AUTHORIZATION/EXPENSE REPORT

(Due within two weeks after travel)

Name: _____

Department: _____

Date(s) of Travel: _____

Purpose: _____

Destination: _____

Please attach all corresponding backup/proof of payment to support reimbursement requested

Check where applicable:

- Airfare
(receipt must be attached for reimbursement)
- Personal Auto
_____ Miles @ 0.545 per miles
(attach map with destination for)
- Car Rental
_____ Days @ \$_____ Per Day
(receipt must be attached for reimbursement)
- Lodging
_____ Nights @ \$_____ Per Night
(receipt must be attached for reimbursement)
- Registration Fees
(receipt must be attached for reimbursement)
- Per Diem _____ Days
(receipt must be attached for reimbursement)
- Other _____
(receipt must be attached for reimbursement)

	Paid by City	Paid by Employee	Account # (General Ledger)
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
	\$ -	\$ -	XXX-XX-XX-XXXX
Total Difference owed:	\$ -	\$ -	XXX-XX-XX-XXXX

to City \$

to employee: \$

EMPLOYEE SIGNATURE:	Date:
DEPT HEAD APPROVAL:	Date:
CITY MANAGER OR DESIGNEE APPROVAL: (OUT OF STATE TRAVEL ONLY)	Date:

FINANCIAL AND BUDGET TERMS GLOSSARY

Adopted Budget - appropriations adopted by the City Council.

Adoption - formal action by the City Council, which sets the spending path for the fiscal year.

Appropriation - legal authorization given by the City Council to make expenditures and incur obligations using City funds.

Assessed Value - the valuation of real property established by the Property Appraiser as a basis for levying taxes.

Bond - a special type of “loan” that provides funding for capital projects. Local governments are prohibited from borrowing funds to cover standard operating expenses.

CAD/RMS – Computer Aided Dispatch/Records Management System. These are the systems that capture all data and information for calls that come into the police dispatch center. Additionally, all police reports and incidents are produced utilizing this system. It provides for tracking and archival retrieval and statistical analysis as well.

Debt Service Budget - the debt service budget is money used to repay bond issues.

Non-Departmental Budget - The purpose of the Non-Departmental account/program is to record expenditures for those items that are not directly associated with any one department or operating budget, but to the City as a whole. Non-Departmental operating expenses include, personnel payout cost (per MOUs provisions), unfunded accrual liability, retiree medical contributions, and transfer out to assigned reserve.

EOC – Emergency Operations Center. During an emergency, an activation occurs and assigned staff report to the Police Department which is the official location of the center. Assigned personnel are assigned to different functions to allow for organized tracking, management, resource allocation and planning for the event. Sections include Logistics, Planning, Finance, Operations, and sub-branches such as law, fire, EMS.

EMS – Emergency Medical Services. This term covers services provided by first responders including police and fire, paramedic and ambulance services. It is used broadly to specifically refer to paramedic, ambulance, and medical providers such as clinics and hospitals as part of the EMS system.

Enterprise Fund – the funding source for city agencies that are self-supporting, such as resource recovery facilities and water and wastewater facilities.

Fiscal Year - the 12-month financial period in which funds are appropriated and accounted for by the City, which begins July 1 and ends June 30 of the following year. A fiscal year is identified by the year in which it ends.

Fund - monies set aside and accounted for separately in order to ensure that the monies are spent for a specific purpose.

Fund Balance - the balance remaining after accounting for all liabilities and revenue incurred during that year, plus the previous year's fund balance. It is calculated at the end of each fiscal year.

Mandated Service - required by State, Federal, County law, health and safety code of California, contractual obligations, legal and tort liabilities.

MOU - Memorandum of Understanding. A labor contract pursuant to state, law, the Meyers, Millias and Brown Act, between the City and a labor union or organized group of employees under which all conditions of employment are negotiated.

Operating Budget - a plan of financial operations that provides a basis for the planning, controlling, and evaluating the operational portion of governmental activities. The operating budget supports ongoing services and programs.

Property Tax base – total value of land and property upon which a taxing authority can levy taxes. The tax base is often different from the total property value in any area because some types of property, like schools and government facilities, are exempted from property taxes.

Redwood Empire Municipal Fund (REMIF) | California Intergovernmental Risk Authority (CIRA) – Annually, the Redwood Empire Municipal Insurance Fund (REMIF) and the California Intergovernmental Risk Agency (CIRA), which are the City's self-insured joint powers authorities, manage the insurance claims, benefit programs, and risk management for member cities. The REMIF/CIRA Board Members, including Vice Mayor Zollman and Councilmember Hinton, establish a budget for insurance premiums for the participating cities in this collective. Based on the premiums determined by REMIF/CIRA, the City of Sebastopol budgets accordingly. These premiums cover various claims such as workers' compensation, personal liability, and property insurance. Each department is allocated a portion of these premiums to cover costs, regardless of whether they have filed any claims. The allocation method is as follows: workers' compensation is based on the total salary of the department, and liability is based on the department's expenses from the previous year. This process, known as allocated insurance, is noted in the budget line items to ensure that each department contributes its fair share to the insurance expenses based on an established method. It's a structured approach to managing insurance costs, ensuring that each department pays proportionately to the city's overall insurance expenses.

SoCo ISD IJS – Sonoma County Information Systems Integrated Justice Systems. This is a countywide enterprise case and records management system that supports county justice partners, law enforcement, state and federal agencies through a centralized data repository on a 24/7 basis. The system allows for real time information sharing with the district attorney, courts, and law enforcement agencies regarding criminal case status, warrant entries, wanted persons and criminal history.

Accrual in lieu – An arrangement where employees accumulate a certain benefit, such as leave or time off, but instead of taking the time off, they receive a payment for it. This often happens when an employee has earned more leave than they can use or carry over to the next period, and the employer compensates them financially for the unused time. It's like having a savings account for time off; if you don't use it, you get paid for it instead.

Health in lieu - Employees who opt out of the city-provided health plan are entitled to a "cash in lieu" benefit, which is a monetary amount provided to the employee instead of health insurance coverage.

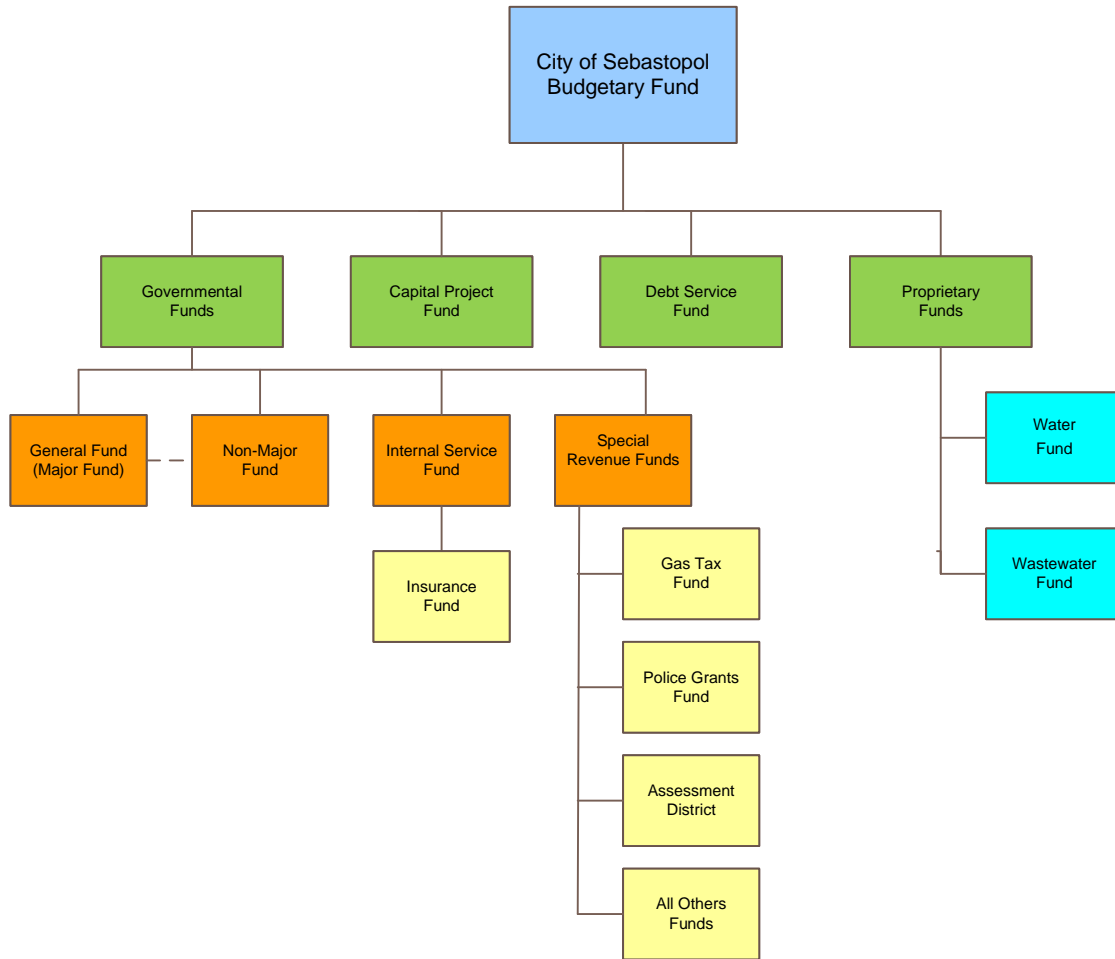
Unfunded Accrued Liability (UAL) – It is the gap between the future money needed for employee benefits, like pensions, and the funds currently saved for them. It's the difference between the total amount that should be paid to employees after retirement and the actual savings available. UAL shows how much more needs to be added to the savings to ensure all promised payments can be made to retirees. It's a way to measure how much more money needs to be saved to cover future payments to retired employees. The difference between the estimated cost of future benefits and the assets that have been set aside to pay for those benefits.

Cost Allocation Plan - The enterprise funds (water and sewer) contribute to a portion of the City's administrative costs, which are supported by the General Fund. These administrative costs encompass departments such as Finance, City Manager, City Clerk, HR, among others. The City has recently revised the methodology used to calculate these payments.

Capital Improvement Program (CIP) – This refers to a 5-year program for capital expenditures to replace, maintain, and expand the City's infrastructure. This includes projects such as road improvements, water and sewer system upgrades, and building renovations. The program outlines the anticipated costs and the proposed funding sources for these projects. It's a critical component of the city's financial planning and budgeting process, ensuring that the necessary capital assets are in place to support city services and functions. Year 1 of the CIP is referred to as the "Capital Improvement Plan."



Fund Structure Chart



City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description	Responsible Department
General	100	Unrestricted	General	The General Fund is the primary operating fund of the City and is used to account for most day-to-day activities. Revenue sources include (but are not limited to) property tax, current fees for services and business registration.	**ALL DEPARTMENTS**
	103	Assigned	Building, Facilities & Infrastructure	This fund should be established and maintained in a manner similar to an Internal Service Fund, which accounts for centralized service costs. Charges from this fund will appear as an expenditure in the user department and as revenue in the central service department. This will facilitate the timely replacement of the City's owned fixed assets.	<u>Lead Department:</u> Administrative Services <u>Contributing Department:</u> Police/Fire/Public Works
	104	Assigned	Equipment Technology & Vehicle	This fund should be established in a manner similar to an Internal Service Fund, which accounts for centralized service costs. Charges from this fund will appear as an expenditure in the user department and as revenue in the central service department. These funds should be set aside for the proper funding of equipment, technology, and vehicle replacement.	<u>Lead Department:</u> Administrative Services <u>Contributing Department:</u> Police/Fire/Public Works
	105	Assigned	Pension & OPEB	A Section 115 Trust was established to prefund pension or other post-employment benefits (OPEB) liabilities. The trust is designed to help the City set aside funds to meet its future pension or OPEB obligations. The funds in the trust are invested, and the earnings on those investments can be used to help pay for the entity's pension or OPEB liabilities.	<u>Lead Department:</u> Administrative Services
	120	Restricted	Tree Replacement Fund	This fund is used to remove and replace trees along City streets and City-owned properties (excluding Parks). It is primarily funded by tree deposits that have been forfeited.	<u>Lead Department:</u> Planning <u>Contributing Department:</u> Public Works
	121	Restricted	BSA Fund-SB1473 Fee	Funds collected per SB1473 , which requires cities and counties to collect a fee on building permit applicants, in the amount of \$4 per every \$100,000 in valuation. The City retains 10% for administrative costs and code enforcement education, while the remainder will be available to the Building Standards Commision.	<u>Lead Department:</u> Building <u>Contributing Department:</u> Planning
	122	Restricted	Building Permit Technology Fund	Land use type permits including use permits, special events, grading, building and fire permits are collect at the issuance. Fee will be used to maintain the permitting system, property information and homeowner data website and other associated costs	<u>Lead Department:</u> Building <u>Contributing Department:</u> Planning
	123	Restricted	Street Pavement Reserve	An annual transfer of residual balance from the Special Sales Tax Fund 124 to the Street Pavement Reserve Fund 123 for maintenance of a range of services including public safety, street and road maintenance and repairs, flood maintenance, park and open space maintenance, and other general community services	<u>Lead Department:</u> Administrative Services <u>Contributing Department:</u> Public Works/Engineering
	125	Restricted	Vehicle Abatement	Funds collected per County Resolution 94-1207, the funds are collected by the DMV and distributed to participating cities. The funds are to be used for the removal and dispposal of abandoned vehicles.	<u>Lead Department:</u> Police
	126	Restricted	Tobacco Management Program Fund	Funds receives on a reimbursement basis through a grant from the Department of Justice (DOJ) as a result of the passage of California Healthcare, Research & Prevention Tobacco Tax Act of 2016 (Prop.56)	<u>Lead Department:</u> Police
	127	Restricted	Flood Mitigation Fund	Assemblymember Mark Levine has awarded the City with \$1.5M in Flood Relief Funds to assist with repairs for flood-related damages.	<u>Lead Department:</u> Administrative Services <u>Contributing Department:</u> Public Works/Engineering
	128	Restricted	Police Endowment Fund	Upon Joanne Marion passing, a local citizen has generously donated her retirement fund, estimated at around \$423,000, to support the police department's various needs. This generous donation provides a significant financial boost, allowing the department to allocate resources where they are most needed.	<u>Lead Department:</u> Police

City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description	Responsible Department
Enterprise	500 510	Restricted	Water Operating Sewer Operating	The Water/Sewer Fund accounts for the provision of water/sewer services to residents and businesses of the City. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, financing, billing and collections. Treatment services are provided by Santa Rosa Subregional Partner	<u>Lead Department:</u> Public Works/Engineering <u>Contributing Department:</u> Administrative Services
	501 511	Restricted	Water Capital Sewer Capital	The Capital Improvements Fund accounts for City-wide construction and improvements specifically paid for through the proprietary funds	<u>Lead Department:</u> Public Works/Engineering <u>Contributing Department:</u> Administrative Services
	512	Restricted	Sewer Impacting Fee	The fee is meant to offset the financial impact a new development places on public infrastructure.	<u>Lead Department:</u> Public Works/Engineering/Building <u>Contributing Department:</u> Planning
Special Revenue	200	Restricted	Gas Tax	The Gas Tax Fund accounts for the construction and maintenance of the street system in Sebastopol. Financing is provided by the City's share of state gasoline taxes allocated to cities from the State in accordance with the Streets and Highways Code	<u>Lead Department:</u> Public Works <u>Contributing Department:</u> Administrative Services
	201	Restricted	Measure M - Road Maintenance	The County Measure M Fund accounts for the half-cent County sales tax revenue restricted for local transportation improvement projects	<u>Lead Department:</u> Public Works
	202	Restricted	Measure M - Park Improvement	The County Measure M Fund accounts for the half-cent County sales tax revenue restricted for local park improvement projects	<u>Lead Department:</u> Planning
	203	Restricted	Art in Lieu	The Art in Lieu fund 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.	<u>Lead Department:</u> Planning
	204	Restricted	Housing Linkage Fund	The Housing Linkage Fee Fund 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.	<u>Lead Department:</u> Planning
	205	Restricted	Inclusionary Housing Fund	The Inclusionary Housing Fund 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.	<u>Lead Department:</u> Planning
	206	Restricted	Building Permit Incremental Fee Fund	The Building Permit Incremental Fee Fund accounts for revenue received from construction inspection and plan checks to fund training, certification exams and courses.	<u>Lead Department:</u> Building
	207	Restricted	Building Improvement District	Business Improvement District 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.	<u>Lead Department:</u> Administrative Services
	208	Restricted	General Plan Update Fee	General Plan Update Fee Fund 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.	<u>Lead Department:</u> Planning
	209	Restricted	Supplemental Law Enforcement Services Fund	The Supplemental Law Enforcement Services Fund receives funds from the State of California to supplement local law enforcement activities	<u>Lead Department:</u> Police

City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description	Responsible Department
Special Revenue	210 211	Restricted	Asset Forfeiture Fund	The Police Seized Assets Fund accounts for properties seized by the Police Department during the normal course of police operation	<u>Lead Department:</u> Police
	212	Restricted	Park Improvement Fund	The Park Improvement Fund 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.	<u>Lead Department:</u> Planning
	213	Restricted	Traffic Impact Fee Fund	The Traffic Impact Fee Fund 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.	<u>Lead Department:</u> Planning
	214	Restricted	Underground Utilities Fee Fund	The Underground Utilities Fee Fund 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.	<u>Lead Department:</u> Planning
	215	Restricted	Street Lighting Assesment District	Funds collected per CA act 1972, funds are collected through annual parcel assesments and used for the operation and maintenance of the Citywide street light system.	<u>Lead Department:</u> Public Works <u>Contributing Department:</u> Administrative Services
	216	Restricted	Community Development Block Grant	Community Development Block Grant funds communities with resources to address a wide range of unique community development needs such as affordable housing, anti-poverty programs and infrastructure development.	<u>Lead Department:</u> Engineering
	217	Restricted	Road Maintenance & Rehabilitation (SB1)	The Road Maintenance & Rehabilitation fund 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.	<u>Lead Department:</u> Engineering <u>Contributing Department:</u> Administrative Services
	218	Restricted	Park Land & Development Fee	Fees collected from development projects. This fund is used for the acquisition of land and development of new park facilities and/or to add additional amenities at the City's existing parks that increase the capacity of the park.	<u>Lead Department:</u> Planning
	219	Restricted	Gen Government Facilities Fee	Fees collected from development projects. This fund is used to fund government facilites to maintain the existing level of service the City provides. As new development occurs, the City will be required to expand general facilities to maintain the existing standard.	<u>Lead Department:</u> Planning
	220	Restricted	Fire Facilites Fee	Fees collected from development projects.Fees collected from development projects. This fund is used to fund new fire facilities that are necessary to maintain the existing level of service the City provides.	<u>Lead Department:</u> Fire/Building
	221	Restricted	Stormwater Facilities Fee	Fees collected from development projects. This fund is used to fund new development's fair share of stomrwater facilities that are necessary to mitigate the impacts of new development in the City.	<u>Lead Department:</u> Public Works <u>Contributing Department:</u> Engineering
	233	Restricted	Human Services & Community Fund	Human Services & Community Fund 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.	<u>Lead Department:</u> Administrative Services
	240-246	Restricted	Police Grants Funds	The Police Grants Fund accounts for grant activities and services paid and reimbursed by grant funding from Federal, State, County and local government agencies. These funds are designed for specific police services, activities and capital equipment. The current source of revenues is the Citizens Option for Public Safety or COPS grant used to augment public safety expenditures	<u>Lead Department:</u> Police

City of Sebastopol Fund Descriptions

Fund Type	Fund #	Restricted?	Fund	Fund Description	Responsible Department
Special Revenue	247	Restricted	Supplemental Planning Grant	Supplemental Planning Grant 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.	Lead Department: Planning
	248	Restricted	Measure H Fire Services	The passage of Measure H which sought to add a quarter-cent to the existing sales tax will benefit Sebastopol in responding to emergencies and addressing aging infrastructure needs.	Lead Department: Fire
Internal Service	601	Unrestricted	Workers Compensation General Liability	The General Liability Fund covers the cost of the City’s insurance policies and payments liability claims against the City. Revenue for this fund is derived from internal service charges to City departments	Lead Department: Administrative Services
Debt Service	400	Restricted	Debt Service Fund	The General Obligation Debt Service Fund accounts for the accumulation of resources to pay general obligation principal and interest	Lead Department: Administrative Services
	402	Restricted	Debt Service Fund	CREBS Debt Service Fund	Lead Department: Administrative Services