



# CITY OF SEBASTOPOL

## FISCAL YEAR 2024 - 2025 BUDGET





FY24-25 Proposed Budget  
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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





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sebastopol  
California**

For the Fiscal Year Beginning

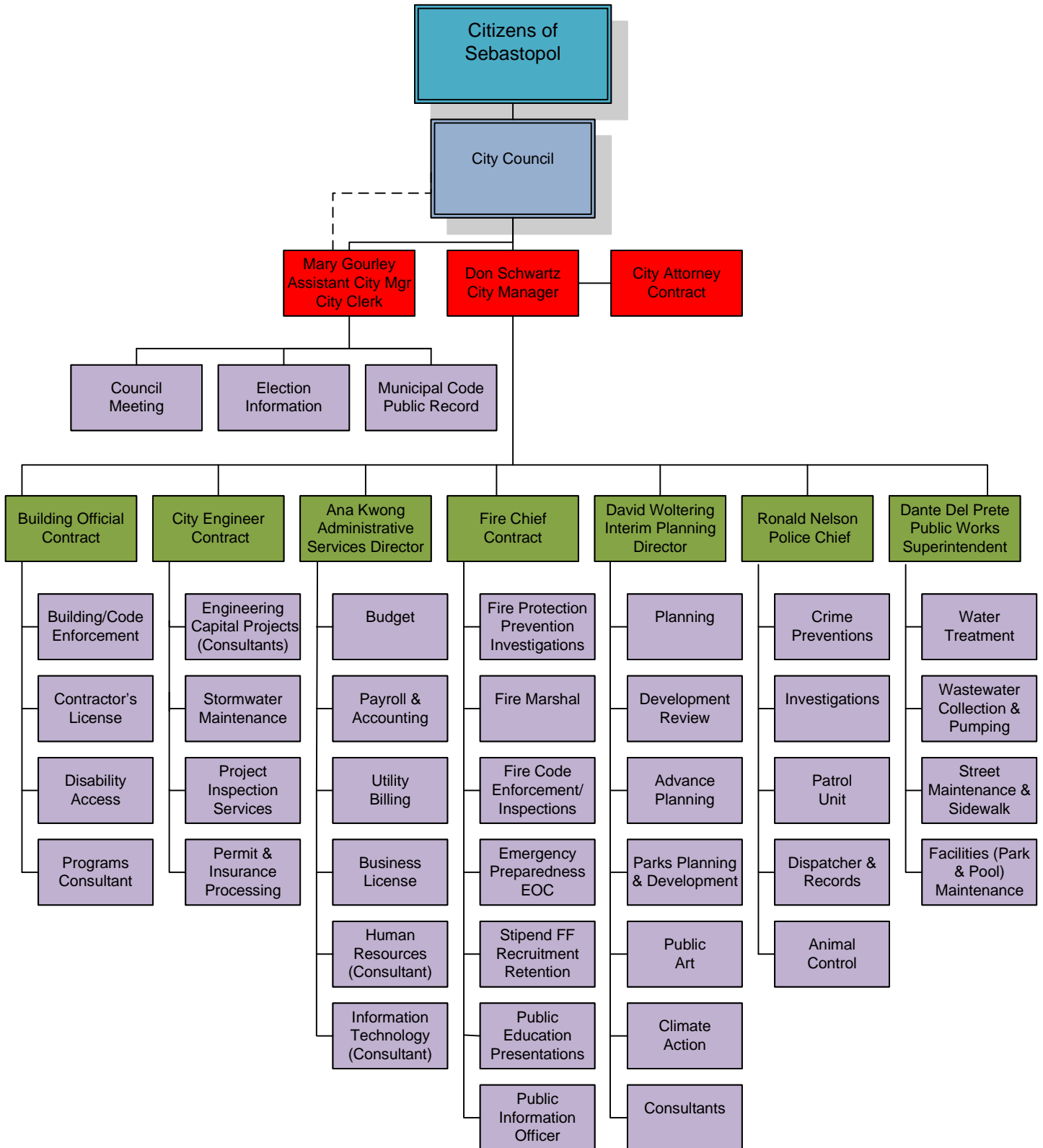
**July 01, 2023**

*Christopher P. Morrill*

**Executive Director**



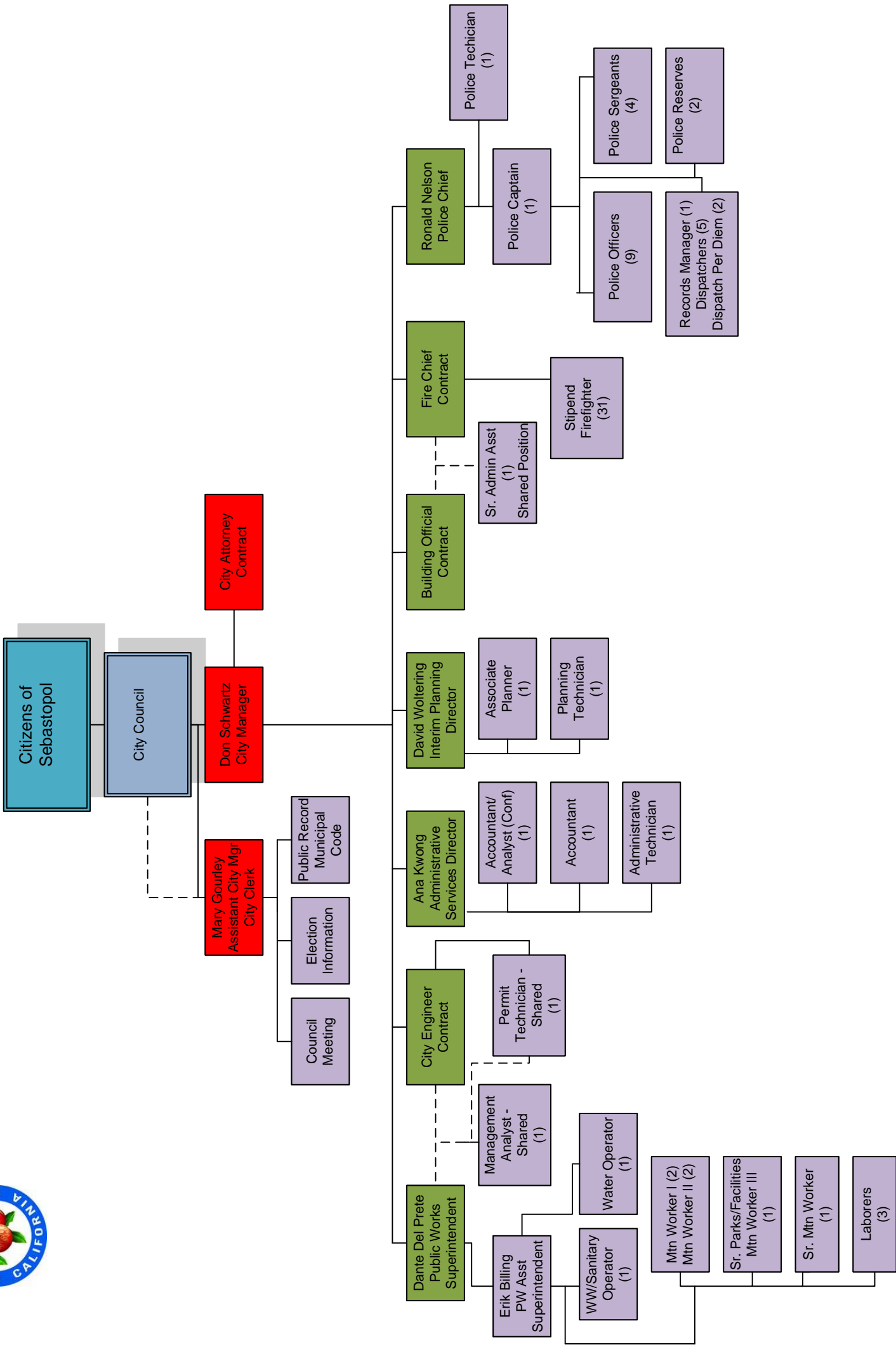
**City Wide Organization Chart by Function**







# City Wide Organization Chart by Allocated Position



# DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

June 27, 2024

To: Sebastopol City Council Budget Committee

From: Don Schwartz, City Manager

Re: Changes to Budget to Reflect Your Direction

In the interest of capturing your changes in the budgets that you reviewed, the list below reflects items which you restored from proposed cuts, or added as new items.

This supplements the attached “Working Draft – June 26 – Consolidated Budget Reductions” which includes these items below, as well as other reductions you approved. (Note that some of the proposed reductions have corresponding increases in expenditures, such as when we would have added overtime to help off-set the impact of a vacancy in the Police Department. Also, in some cases we have combined reductions from the matrix documents to simplify the document.)

- Adding \$25K to City Manager Analytic Support (for a total of \$75,000) to fund additional project including assessment of fleet needs and practices.
- Adding \$6,000 to the City Manager budget for payment for prior work, pending demonstration of compliance with contract requirements
- Shifting \$10,000 from the City Council to City Manager budget for communications support
- Restoring \$1,875 to ACM/City Clerk budget for campaign portal and statement of economic interest forms
- Restoring \$123,000 to Police Budget to restore funding for vacant Officer position
- Restoring \$99,000 to Police Budget to restore funding for vacant Dispatcher position
- Adding \$80,000 to Police budget for new vehicle, to be funded from Police Endowment
- Restoring \$140,000 to Public Works budget to fund vacant Maintenance Worker II position
- Adding \$15,000 to Public Works budget to add reflecting lights on street poles
- Adding \$20,000 to Public Works budget for materials for Libby Park fencing
- Adding \$5,000 to Engineering Budget to assist with solid waste contractor procurement, if needed
- Restoring \$18,000 and adding \$4,000 to Planning budget to retain monitoring of affordable housing requirements for rental units
- Adding \$100,000 to Fire Department budget to explore CERT and fall prevention efforts, including working with local health care providers
- Adding \$300,000 for asset preservation, as recommended by Bob Leland
- Adding \$105,000 from Non-Department budget to address urgent technology replacement needs



## DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

WORKING DRAFT - June 26 - Consolidated Budget Reductions				
Additional detail on reductions and impacts are included in Budget Matrix documents available with materials for Budget Committee meetings on City website				
Department	Proposed Reduction	Related Increase	BC Recommendation	Item
City Council			(10,000)	Holly Hanson Outreach Support - <b>transferred to City Manager Department</b>
City Council	(\$600)			Closed Captioning Reduction
City Council	(\$2,500)			Reduced Contract Services with PCA (Video for Council Meetings)
City Council	(\$4,000)			Reduction of Legal Hearing Notices for Publication
City Council	(\$3,500)			Shuttle Fare Reductions
City Council	(\$500)			Reduction in share of Costs for Sonoma County Mayors and Councilmembers Association
City Council	(\$36,800)			Homeless Outreach Coordinator - transferred to Police Department
City Manager			Add 25,000	Analytic Support total would be \$75,000
City Manager			10,000	Holly Hanson Outreach Support - <b>transferred from City Council</b>
City Manager			Add 6,000	Relaunch Project - payment for prior work/missed invoice
Assistant City Manager/City Clerk	(2,275)			Reduction in Costs for Zoom Subscription
Assistant City Manager/City Clerk	(1,020)			Subscription Services Reductions
Assistant City Manager/City Clerk	(1,625)			Elimination of One CAL Cities Conference
Assistant City Manager/City Clerk	(10,000)			Removal of Costs for Multiple Ballot Measures – Budget Proposes One Ballot Measure
Assistant City Manager/City Clerk	(1,700)		Restore with New Cost \$1875	Restore Campaign Portal & Statement of Economic
Administrative Services Department	(42,600)			Full cost allocation study completed and only needed every 3 years
Administrative Services Department	(15,000)			115 Trust creation completed as well
Administrative Services Department	(45,000)			Ballot measure cost reduced from 3 to 1
Administrative Services Department	(1,500)			reduction in sales tax audit
Administrative Services Department	(12,000)			City Hall server purchased in FY23-24, eliminating the need for this expense
Police Department	(153,000)		Restore \$123,000	1 Vacant Police Officer
Police Department		30,000		Related increase in OT for keeping officer position vacant
Police Department	(136,000)		Restore \$106,000	1 Vacant Dispatcher
Police Department		20,000		Related increase in OT for keeping dispatcher position vacant
Police Department		10,000		Related increase in PT per diem for keeping dispatcher position vacant
Police Department	(59,000)			Miscellaneous benefit reductions
Police Department	(20,000)			Reduced litigation expenses
Police Department	(11,500)			Reduced traffic engineering contract after transfer to Police
Police Department	(5,000)			Office supplies, equipment
Police Department			Add \$80,000	For police vehicle, to be funded by police endowment
Public Works	(140,000)		Restore 140,000	Maintenance Worker II
Public Works	(72,000)			Transfer Laborer to utilities
Public Works	(22,000)			Reduced stand-by, overtime
Public Works	(66,000)			Grant funds from CDBG (\$40K), Building Reserve (\$20K) for City Hall ADA Improvements; Public Art (\$6K) at Rodota Trail
Public Works	(9,000)			Savings from benefit changes

## DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

WORKING DRAFT - June 26 - Consolidated Budget Reductions				
Additional detail on reductions and impacts are included in Budget Matrix documents available with materials for Budget Committee meetings on City website				
Department	Proposed Reduction	Related Increase	BC Recommendation	Item
Public Works	(20,000)			Reduction in contract for Park Village
Public Works	(77,000)			Maintenance of facilities/contracts
Public Works	(86,000)			Maintenance of facilities/services and supplies
Public Works			Add \$15,000	Reflective street sign pole reflectors
Public Works	(14,000)			Reduced maintenance of Senior Center
Public Works	(38,000)			Senior Center Operational support
Public Works	(40,000)			Reduced maintenance of Community Center
Public Works	(77,000)			Reduced operating support for Community Center
Public Works	(23,000)			Reduced maintenance of Ives Pool
Public Works			Add \$20,000	Committee recommendation to add funding for Libby Park fencing
Public Works/Engineering	(168,000)			Reorganization/combine Departments; reduce GHG contract support
Engineering	(4,500)			Russian River Watershed Association dues/subscriptions
Engineering			Add \$ 5,000	To support solid waste procurement if needed; requested by Budget Committee
Planning	(5,700)			Savings in benefits
Planning	(2,700)			Reductions in services/supplies; equip maint; conferences/training
Planning	(115,000)			Shift of staff time to revenue generation activities; reduced time on other work
Planning	(2,000)			Reduction in outreach support
Planning	(18,000)		Restore 18,000 and add \$4,000	Eliminate monitoring of some affordable housing requirements; Reflects updated information on actual cost
Fire	(8,000)			Plan review contract
Fire	(1,000)			Outreach support for MYN
Fire	(45,000)			Prevention backlog contract support
Fire	(19,000)			Recruitment for new volunteers
Fire	(10,000)			Reduced number of medical exams for new volunteers
Fire	(4,000)			EOC supplies, pending completion of assessment
Fire	(58,000)	20000		Reduction in capital outlay w/increase in equipment budget
Fire		Add 100,000		Add to explore CERT and fall prevention including ways to work w local health care providers. Also, City needs to meet requirement to spend 10-11% of General Fund on Fire to meet Measure H MOE requirements
Asset Preservation			Add \$300,000	Per Bob Leland recommendation
Non-Departmental			Add \$105,000	Technology replacement
<u>Potential further additions</u>				
Updated staffing assessment				
Classification/compensation study				





## 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
<b>OPERATING REVENUE</b>							
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	1,342,500	903,000	205.5%
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%
Direct Cost	770,033	869,898	869,898	832,641	-0	(869,898)	-100.0%
Transfers In	102,500	102,000	102,000	112,000	475,951	373,951	366.6%
<b>TOTAL REVENUES</b>	<b>16,827,686</b>	<b>14,206,499</b>	<b>14,206,499</b>	<b>14,652,082</b>	<b>14,254,463</b>	<b>47,964</b>	<b>0.3%</b>
<b>OPERATING EXPENDITURE</b>							
10 - City Council	503,256	212,311	212,311	202,615	195,625	(16,686)	-7.9%
11 - City Manager	340,598	472,139	672,139	471,412	741,885	69,746	10.4%
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	5,519,998	6,027,039	6,027,039	5,736,235	5,361,488	(665,551)	-11.0%
40 - Senior Center	64,732	69,572	69,572	74,722	40,038	(29,534)	-42.5%
41 - Public Works	1,925,630	2,194,385	2,194,385	2,046,807	1,739,079	(455,306)	-20.7%
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	180,045	(108,955)	-37.7%
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%
Enterprise Fund Loan	-	-	-	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%
<b>TOTAL EXPENDITURES</b>	<b>14,474,418</b>	<b>15,884,034</b>	<b>16,084,034</b>	<b>16,894,069</b>	<b>15,003,049</b>	<b>(1,080,985)</b>	<b>-6.7%</b>
Net General Fund Surplus/(Deficit)	<b>2,353,268</b>	<b>(1,677,535)</b>	<b>(1,877,535)</b>	<b>(2,241,987)</b>	<b>(748,586)</b>		
Beginning Unassigned Fund Balance	3,450,550	5,808,703	5,808,703	5,808,703	3,566,716		
Ending Unassigned Fund Balance	<b>5,808,703</b>	<b>4,131,168</b>	<b>3,931,168</b>	<b>3,566,716</b>	<b>2,818,130</b>		
<b>RESERVE</b>							
Policy Reserve Level (Minimum-15%)	<b>2,171,163</b>	<b>2,382,605</b>	<b>2,412,605</b>	<b>2,534,110</b>	<b>2,250,457</b>		
Actual Reserve Level	<b>40.1%</b>	<b>26.0%</b>	<b>24.4%</b>	<b>21.1%</b>	<b>18.8%</b>		



**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%
<b>Property Tax</b>	<b>3,342,877</b>	<b>3,291,600</b>	<b>3,481,000</b>	<b>3,660,000</b>		<b>368,400</b>	<b>11.2%</b>
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%
<b>Sales Taxes</b>	<b>4,718,318</b>	<b>4,794,560</b>	<b>4,536,000</b>	<b>4,563,925</b>		<b>-230,635</b>	<b>-4.8%</b>
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%
<b>Franchise Fees</b>	<b>468,871</b>	<b>410,000</b>	<b>490,000</b>	<b>502,250</b>		<b>92,250</b>	<b>22.5%</b>
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%
<b>User Taxes</b>	<b>858,334</b>	<b>908,000</b>	<b>865,900</b>	<b>887,175</b>		<b>-20,825</b>	<b>-2.3%</b>
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	1,200,000	6	900,000	300.0%
3104 - Pet Shelter Release Fee	50	2,000	-0	-0		-2,000	-100.0%
<b>Licenses &amp; Permits</b>	<b>709,578</b>	<b>439,500</b>	<b>482,500</b>	<b>1,342,500</b>		<b>903,000</b>	<b>205.5%</b>
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%
<b>Fines &amp; Special Assessments</b>	<b>51,623</b>	<b>47,500</b>	<b>70,200</b>	<b>66,700</b>		<b>19,200</b>	<b>40.4%</b>
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%
<b>Intergovernmental Revenues</b>	<b>2,068,971</b>	<b>16,700</b>	<b>433,710</b>	<b>22,890</b>		<b>6,190</b>	<b>37.1%</b>
3300 - Interest Income	-21,286	45,000	70,000	77,000		32,000	71.1%



**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
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%
<b>Interest &amp; Rents</b>	<b>31,471</b>	<b>96,000</b>	<b>123,450</b>	<b>132,250</b>		<b>36,250</b>	<b>37.8%</b>
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%
<b>Charges for Services</b>	<b>182,938</b>	<b>124,100</b>	<b>122,530</b>	<b>136,800</b>		<b>12,700</b>	<b>10.2%</b>
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	<sup>10</sup>	52,625	49.9%
<b>Miscellaneous Revenue</b>	<b>788,352</b>	<b>130,500</b>	<b>120,010</b>	<b>183,225</b>		<b>52,725</b>	<b>40.4%</b>
3998a - Cost Allocation Plan	2,189,693	2,476,141	2,476,142	1,761,797	<sup>11</sup>	-714,344	-28.8%
3998b - Direct Charges of Expenses to Fund 124	770,033	869,898	832,641	-0	<sup>12</sup>	-869,898	-100.0%
3999 - Transfers In	102,500	102,000	112,000	475,951	<sup>13</sup>	373,951	366.6%
<b>Total Revenue</b>	<b>16,827,686</b>	<b>14,206,499</b>	<b>14,652,083</b>	<b>14,254,463</b>		<b>47,964</b>	<b>0.3%</b>





**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
<b>TRANSFERS IN/(OUT)</b>							
<b>Transfer in</b>							
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%
<b>3999 - Transfers In</b>	<b>107,373</b>	<b>102,000</b>	<b>102,000</b>	<b>112,000</b>	<b>475,951</b>	<b>373,951</b>	<b>366.6%</b>
<b>Transfer out</b>							
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%
<b>4999 - Transfers Out</b>	<b>(0)</b>	<b>(251,500)</b>	<b>(251,500)</b>	<b>(2,168,247)</b>	<b>(300,000)</b>	<b>(48,500)</b>	<b>19.3%</b>
<b>TOTAL TRANSFERS</b>	<b>107,373</b>	<b>(149,500)</b>	<b>(149,500)</b>	<b>(2,056,247)</b>	<b>175,951</b>		

**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

In prior years we have counted some of the funds received from voter-approved sales taxes as General Fund revenues. At the same time, we have accounted for other funds from these taxes not as revenue,

## DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

but by reducing expenses in Police and Public Works budgets, although this did not actually reduce expenses. This practice under-stated our actual General Fund revenues, and our actual expenses. We are changing this practice so that all of the revenues from these taxes are reflected as General Fund revenue shown on items 3011 and 3012.

**Footnote – Item#13**

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

<b>TRANSFERS IN FROM VARIOUS FUNDS</b>									
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									
<b>Total</b>	<b>475,951</b>							<b>(300,000)</b>	
		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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>6,519</b>	<b>2,000</b>	<b>2,000</b>	<b>70,000</b>	<b>200,000</b>	<b>198,000</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>							
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%
<b>TOTAL OPERATING EXPENSE</b>	<b>84,340</b>	<b>235,500</b>	<b>235,500</b>	<b>61,785</b>	<b>71,400</b>	<b>-225,500</b>	<b>-95.8%</b>
<b>NET BUDGETARY RESULT</b>	<b>(77,821)</b>	<b>(233,500)</b>	<b>(233,500)</b>	<b>8,215</b>	<b>128,600</b>		
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		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Detail-Buidling, Facilities &amp; Infrastructure</b>							
<b>Budget Expenditures</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>TOTAL</b>	<b>84,340</b>	<b>235,500</b>	<b>235,500</b>	<b>85,000</b>	<b>71,400</b>	<b>(164,100)</b>	<b>-69.7%</b>
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			-			
	<b>235,500</b>			<b>61,785</b>	<b>71,400</b>		



**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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>42,194</b>	<b>-0</b>	<b>-0</b>	<b>74,700</b>	<b>160,000</b>	<b>160,000</b>	<b>0%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	-	-0	0%
Capital Outlay	32,857	340,000	340,000	340,000	-	340,000	-100%
Transfers out	-	-	-	-	-	-0	0%
<b>TOTAL OPERATING EXPENSE</b>	<b>32,857</b>	<b>340,000</b>	<b>340,000</b>	<b>340,000</b>	<b>-</b>	<b>340,000</b>	<b>-100%</b>
<b>NET BUDGETARY RESULT</b>	<b>9,337</b>	<b>(340,000)</b>	<b>(340,000)</b>	<b>(265,300)</b>	<b>160,000</b>		
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		



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



**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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>67,793</b>	<b>100,000</b>	<b>100,000</b>	<b>250,000</b>	<b>300,000</b>	<b>200,000</b>	<b>200.0%</b>
<b>OPERATING EXPENSES</b>							
Misc Services/Supplies	-	-	-	1,000	1,500	-500	0.00%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,500</b>	<b>-500</b>	<b>0.00%</b>
<b>NET BUDGETARY RESULT</b>	<b>67,793</b>	<b>100,000</b>	<b>100,000</b>	<b>249,000</b>	<b>298,500</b>		
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 annually.



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - CITY COUNCIL DESCRIPTION OF CHANGES</b>					
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	11,910	(555)	On-Going	The overall reduction reflects the current spending trends.
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.
<b>Total Expense</b>	<b>212,311</b>	<b>195,625</b>	<b>(16,686)</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - CITY COUNCIL</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec) *</b>	<b>% Change</b>
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	11,910	(555)	-4.5%
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%
<b>Total Expense</b>	<b>503,256</b>	<b>212,311</b>	<b>212,311</b>	<b>202,615</b>	<b>195,625</b>	<b>(16,686)</b>	<b>-7.9%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

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)	% Change
<b>Salaries &amp; Wages</b>							
4010 - Salaries - Full Time	18,900	18,000	18,000	18,000	18,000	-	0.0%
<b>Total Salaries &amp; Wages</b>	<b>18,900</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>	<b>0.0%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>33,253</b>	<b>42,084</b>	<b>42,084</b>	<b>35,225</b>	<b>49,270</b>	<b>7,186</b>	<b>17.1%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>46,736</b>	<b>63,300</b>	<b>63,300</b>	<b>42,500</b>	<b>71,200</b>	<b>7,900</b>	<b>12.5%</b>
<b>Services &amp; Supplies</b>							
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	9,310	145	1.6%
<b>Total Services &amp; Supplies</b>	<b>14,759</b>	<b>12,465</b>	<b>12,465</b>	<b>12,650</b>	<b>11,910</b>	<b>(555)</b>	<b>-4.5%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	3,060	3,500	3,500	3,050	3,050	(450)	-12.9%
<b>Total Equipment Rental/Maintenance</b>	<b>3,060</b>	<b>3,500</b>	<b>3,500</b>	<b>3,050</b>	<b>3,050</b>	<b>(450)</b>	<b>-12.9%</b>
<b>Conference &amp; Training Expense</b>							
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%
<b>Total Conference &amp; Training Expense</b>	<b>9,715</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>8,525</b>	<b>7,525</b>	<b>752.5%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	6,915	2,460	2,460	4,600	4,460	2,000	81.3%
<b>Total Telecommunications</b>	<b>6,915</b>	<b>2,460</b>	<b>2,460</b>	<b>4,600</b>	<b>4,460</b>	<b>2,000</b>	<b>81.3%</b>
<b>Council Objectives</b>							
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%
<b>Total Council Objectives</b>	<b>355,106</b>	<b>47,300</b>	<b>47,300</b>	<b>63,388</b>	<b>6,500</b>	<b>(40,800)</b>	<b>-86.3%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>14,812</b>	<b>22,202</b>	<b>22,202</b>	<b>22,202</b>	<b>22,710</b>	<b>508</b>	<b>2.3%</b>
<b>Total Operation</b>	<b>503,256</b>	<b>212,311</b>	<b>212,311</b>	<b>202,615</b>	<b>195,625</b>	<b>(16,686)</b>	<b>-7.9%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City Council				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>98,190</b>	<b>47</b>	<b>102,995</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>67,700</b>	<b>5</b>	<b>67,700</b>
<b>4250 - Publications/Legal Notices</b>				
4250 - Publications/Legal Notices	Legal Ads & Public Hearing Notices	3,500	1	3,500
<b>Total 4250 - Publications/Legal Notices</b>		<b>3,500</b>	<b>1</b>	<b>3,500</b>
<b>4310 - Office Supplies</b>				
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
<b>Total 4310 - Office Supplies</b>		<b>1,500</b>	<b>2</b>	<b>1,500</b>
<b>4330 - Misc Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	Plaque & CC Business Cards	1,500	1	1,500
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>1,500</b>	<b>1</b>	<b>1,500</b>
<b>4345 - Dues &amp; Subscriptions</b>				
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
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>9,310</b>	<b>6</b>	<b>9,310</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	League of California Cities Conference Registration	625	3	1,875
	Placeholder for Annual League of Calif Conf	100	1	100
<b>Total 4510 - Conference &amp; Training</b>		<b>725</b>	<b>4</b>	<b>1,975</b>
<b>4515 - Meetings &amp; Travel</b>				
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
<b>Total 4515 - Meetings &amp; Travel</b>		<b>3,050</b>	<b>11</b>	<b>6,550</b>
<b>4750 - Telecommunications</b>				
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
<b>Total 4750 - Telecommunications</b>		<b>4,405</b>	<b>14</b>	<b>4,460</b>
<b>4890 - Other Community Support</b>				
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
<b>Total 4890 - Other Community Support</b>		<b>6,500</b>	<b>3</b>	<b>6,500</b>

\*Report Contains Filters and Conditions

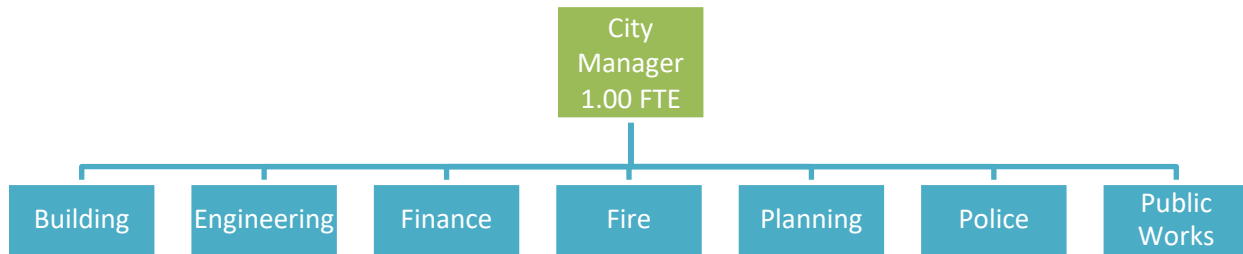


# DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

## 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 JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - CITY MANAGER DESCRIPTION OF CHANGES</b>					
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	301,700	26,200	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 \$75,000 for analytic support which will likely include further work with Baker Tilly on financial modeling and advising, analysis of fleet financing needs and opportunities for operating improvements, and possible management review of Administrative Services Department. 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.
<b>Total Expense</b>	<b>672,139</b>	<b>741,885</b>	<b>69,746</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - CITY MANAGER</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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	301,700	26,200	9.5%
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%
<b>Total Expense</b>	<b>340,598</b>	<b>472,139</b>	<b>672,139</b>	<b>471,412</b>	<b>741,885</b>	<b>69,746</b>	<b>10.4%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
City Manager							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>165,066</b>	<b>240,000</b>	<b>240,000</b>	<b>207,000</b>	<b>245,000</b>	<b>5,000</b>	<b>2.1%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>69,439</b>	<b>99,140</b>	<b>99,140</b>	<b>74,168</b>	<b>125,975</b>	<b>26,835</b>	<b>27.1%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	58,061	45,500	245,500	100,000	301,700	56,200	22.9%
4212 - Internet & Network /Technology Maint	-	-	-	-	-	-	0.0%
4230 - Recruitment Services	633	30,000	30,000	25,208	-	(30,000)	-100.0%
<b>Total Contracted Services</b>	<b>58,694</b>	<b>75,500</b>	<b>275,500</b>	<b>125,208</b>	<b>301,700</b>	<b>26,200</b>	<b>9.5%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>9,034</b>	<b>9,150</b>	<b>9,150</b>	<b>16,987</b>	<b>20,605</b>	<b>11,455</b>	<b>125.2%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	3,060	3,500	3,500	3,200	3,200	(300)	-8.6%
<b>Total Equipment Rental/Maintenance</b>	<b>3,060</b>	<b>3,500</b>	<b>3,500</b>	<b>3,200</b>	<b>3,200</b>	<b>(300)</b>	<b>-8.6%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	-	500	500	-	500	-	0.0%
4515 - Meetings & Travel	50	300	300	300	1,800	1,500	500.0%
<b>Total Conference &amp; Training Expense</b>	<b>50</b>	<b>800</b>	<b>800</b>	<b>300</b>	<b>2,300</b>	<b>1,500</b>	<b>187.5%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	3,331	2,820	2,820	3,320	3,420	600	21.3%
<b>Total Telecommunications</b>	<b>3,331</b>	<b>2,820</b>	<b>2,820</b>	<b>3,320</b>	<b>3,420</b>	<b>600</b>	<b>21.3%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>31,924</b>	<b>41,229</b>	<b>41,229</b>	<b>41,229</b>	<b>39,685</b>	<b>(1,544)</b>	<b>-3.7%</b>
<b>Total Operation</b>	<b>340,598</b>	<b>472,139</b>	<b>672,139</b>	<b>471,412</b>	<b>741,885</b>	<b>69,746</b>	<b>10.4%</b>



**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>City of Sebastopol*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet <input type="checkbox"/></b> <b>Description</b>	<b>Worksheet <input type="checkbox"/></b> <b>Unit <input type="checkbox"/></b> <b>Price</b>	<b>Worksheet <input type="checkbox"/></b> <b>Quantity</b>	<b>Worksheet <input type="checkbox"/></b> <b>Total</b>
<b>Grand Total</b>		<b>324,175</b>	<b>77</b>	<b>328,025</b>
<b>4210 - Professional Contract Services</b>				
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	75,000	1	75,000
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
<b>Total 4210 - Professional Contract Services</b>		<b>301,700</b>	<b>8</b>	<b>301,700</b>
<b>4310 - Office Supplies</b>				
4310 - Office Supplies	Routine Supplies (Paper/Calendar/Business Cards)	250	1	250
<b>Total 4310 - Office Supplies</b>		<b>250</b>	<b>1</b>	<b>250</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>10,115</b>	<b>14</b>	<b>10,830</b>
<b>4345 - Dues &amp; Subscriptions</b>				
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
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>9,525</b>	<b>3</b>	<b>9,525</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	CM Conference	500	1	500
<b>Total 4510 - Conference &amp; Training</b>		<b>500</b>	<b>1</b>	<b>500</b>
<b>4515 - Meetings &amp; Travel</b>				
4515 - Meetings & Travel	CM Conference (Hotel/Airfare)	1,500	1	1,500
4515 - Meetings & Travel	M&C Meetings Dinner	300	1	300
<b>Total 4515 - Meetings &amp; Travel</b>		<b>1,800</b>	<b>2</b>	<b>1,800</b>
<b>4750 - Telecommunications</b>				
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
<b>Total 4750 - Telecommunications</b>		<b>285</b>	<b>48</b>	<b>3,420</b>

\*Report Contains Filters and Conditions

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.

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - CITY ATTORNEY DESCRIPTION OF CHANGES</b>					
<b>EXPENSE</b>	<b>2023-24 Adjusted Budget</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec) *</b>	<b>Type On-Going One Time</b>	<b>Explanation and Impacts</b>
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.
<b>Total Expense</b>	<b>645,240</b>	<b>647,900</b>	<b>2,660</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - CITY ATTORNEY</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>461,932</b>	<b>645,240</b>	<b>645,240</b>	<b>759,135</b>	<b>647,900</b>	<b>2,660</b>	<b>0.4%</b>



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
City Attorney							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>55,022</b>	<b>-</b>	<b>-</b>	<b>141,300</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>22,032</b>	<b>-</b>	<b>-</b>	<b>147,645</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Contracted Services</b>							
4214 - Litigation Expense	372,659	625,000	625,000	450,000	625,000	-	0.0%
<b>Total Contracted Services</b>	<b>372,659</b>	<b>625,000</b>	<b>625,000</b>	<b>450,000</b>	<b>625,000</b>	<b>-</b>	<b>0.0%</b>
<b>Services &amp; Supplies</b>							
4330 - Misc Supplies & Services	520	600	600	550	-	(600)	-100.0%
<b>Total Services &amp; Supplies</b>	<b>520</b>	<b>600</b>	<b>600</b>	<b>550</b>	<b>-</b>	<b>(600)</b>	<b>-100.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>11,698</b>	<b>19,640</b>	<b>19,640</b>	<b>19,640</b>	<b>22,900</b>	<b>3,260</b>	<b>16.6%</b>
<b>Total Operation</b>	<b>461,932</b>	<b>645,240</b>	<b>645,240</b>	<b>759,135</b>	<b>647,900</b>	<b>2,660</b>	<b>0.4%</b>

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



\*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 aid 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 JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - CITY CLERK DESCRIPTION OF CHANGES</b>					
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. Additionally, if the Granicus contract is terminated, resulting in a \$1,700 decrease in funding allocation (though the new fee for the upcoming fiscal year is \$1,835), filers would need to use the FPPC website for 8200 Filers, and others would have to submit hard copies to the City Clerk's office. The campaign portal has received mixed feedback, and it's not possible to mandate online filing for Form 700. 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.
<b>Total Expense</b>	<b>426,745</b>	<b>430,771</b>	<b>4,026</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - CITY CLERK</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>424,717</b>	<b>426,745</b>	<b>426,745</b>	<b>403,857</b>	<b>430,771</b>	<b>4,026</b>	<b>0.9%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
City Clerk							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>226,113</b>	<b>236,537</b>	<b>236,537</b>	<b>225,800</b>	<b>233,465</b>	<b>(3,072)</b>	<b>-1.3%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>82,951</b>	<b>83,264</b>	<b>83,264</b>	<b>82,603</b>	<b>102,891</b>	<b>19,627</b>	<b>23.6%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>72,918</b>	<b>50,120</b>	<b>50,120</b>	<b>42,500</b>	<b>36,960</b>	<b>(13,160)</b>	<b>-26.3%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>4,612</b>	<b>4,660</b>	<b>4,660</b>	<b>5,000</b>	<b>5,540</b>	<b>880</b>	<b>18.9%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	3,060	3,500	3,500	3,050	3,500	-	0.0%
<b>Total Equipment Rental/Maintenance</b>	<b>3,060</b>	<b>3,500</b>	<b>3,500</b>	<b>3,050</b>	<b>3,500</b>	<b>-</b>	<b>0.0%</b>
<b>Conference &amp; Training Expense</b>							
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%
<b>Total Conference &amp; Training Expense</b>	<b>387</b>	<b>3,850</b>	<b>3,850</b>	<b>500</b>	<b>2,225</b>	<b>(1,625)</b>	<b>-42.2%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	2,454	2,910	2,910	2,500	2,910	-	0.0%
<b>Total Telecommunications</b>	<b>2,454</b>	<b>2,910</b>	<b>2,910</b>	<b>2,500</b>	<b>2,910</b>	<b>-</b>	<b>0.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>32,222</b>	<b>41,904</b>	<b>41,904</b>	<b>41,904</b>	<b>43,280</b>	<b>1,376</b>	<b>3.3%</b>
<b>Total Operation</b>	<b>424,717</b>	<b>426,745</b>	<b>426,745</b>	<b>403,857</b>	<b>430,771</b>	<b>4,026</b>	<b>0.9%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>City of Sebastopol*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet<sup>□</sup> Description</b>	<b>Worksheet<sup>□</sup> Unit<sup>□</sup> Price</b>	<b>Worksheet<sup>□</sup> Quantity</b>	<b>Worksheet<sup>□</sup> Total</b>
<b>Grand Total</b>		<b>44720</b>	<b>45</b>	<b>47635</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>6,960</b>	<b>3</b>	<b>6,960</b>
<b>4270 - Elections</b>				
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
<b>Total 4270 - Elections</b>		<b>30,000</b>	<b>3</b>	<b>30,000</b>
<b>4310 - Office Supplies</b>				
4310 - Office Supplies	Misc Routine Supplies (tapes/labels/folders/paper allocation)	1,900	1	1,900
<b>Total 4310 - Office Supplies</b>		<b>1,900</b>	<b>1</b>	<b>1,900</b>
<b>4330 - Misc Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	Canon Copier Lease	65	12	780
4330 - Misc Supplies & Services	Clerk/Notary Supplies	500	1	500
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>565</b>	<b>13</b>	<b>1,280</b>
<b>4345 - Dues &amp; Subscriptions</b>				
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
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>2,360</b>	<b>7</b>	<b>2,360</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	League of California City Annual Clerk Conference	500	1	500
4510 - Conference & Training	Other Various Webinar	300	1	300
<b>Total 4510 - Conference &amp; Training</b>		<b>800</b>	<b>2</b>	<b>800</b>
<b>4515 - Meetings &amp; Travel</b>				
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
<b>Total 4515 - Meetings &amp; Travel</b>		<b>1,425</b>	<b>2</b>	<b>1,425</b>
<b>4750 - Telecommunications</b>				
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
<b>Total 4750 - Telecommunications</b>		<b>710</b>	<b>14</b>	<b>2,910</b>

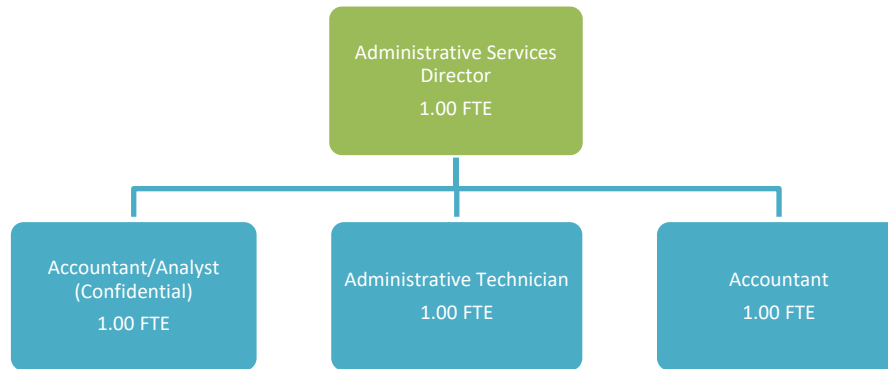
\*Report Contains Filters and Conditions

**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

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - ADMINISTRATIVE SERVICES DESCRIPTION OF CHANGES</b>					
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.
<b>Total Expense</b>	<b>1,401,180</b>	<b>1,397,523</b>	<b>(3,657)</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - ADMINISTRATIVE SERVICES</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>1,218,805</b>	<b>1,401,180</b>	<b>1,401,180</b>	<b>1,328,543</b>	<b>1,397,523</b>	<b>(3,657)</b>	<b>-0.3%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Budget Expenditures</b>							
<b>Administrative Services</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>390,733</b>	<b>497,993</b>	<b>497,993</b>	<b>414,100</b>	<b>493,652</b>	<b>(4,342)</b>	<b>-0.9%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>227,184</b>	<b>252,886</b>	<b>252,886</b>	<b>211,587</b>	<b>313,692</b>	<b>60,806</b>	<b>24.0%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>481,442</b>	<b>488,800</b>	<b>488,800</b>	<b>532,025</b>	<b>441,984</b>	<b>(46,816)</b>	<b>-9.6%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>22,061</b>	<b>31,715</b>	<b>31,715</b>	<b>42,850</b>	<b>22,715</b>	<b>(9,000)</b>	<b>-28.4%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	7,292	7,300	7,300	7,070	8,140	840	11.5%
<b>Total Equipment Rental/Maintenance</b>	<b>7,292</b>	<b>7,300</b>	<b>7,300</b>	<b>7,070</b>	<b>8,140</b>	<b>840</b>	<b>11.5%</b>
<b>Conference &amp; Training Expense</b>							
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%
<b>Total Conference &amp; Training Expense</b>	<b>4,042</b>	<b>3,250</b>	<b>3,250</b>	<b>2,415</b>	<b>3,050</b>	<b>(200)</b>	<b>-6.2%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	5,941	6,740	6,740	6,000	6,740	-	0.0%
<b>Total Telecommunications</b>	<b>5,941</b>	<b>6,740</b>	<b>6,740</b>	<b>6,000</b>	<b>6,740</b>	<b>-</b>	<b>0.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>80,111</b>	<b>112,496</b>	<b>112,496</b>	<b>112,496</b>	<b>107,550</b>	<b>(4,946)</b>	<b>-4.4%</b>
<b>Total Operation</b>	<b>1,218,805</b>	<b>1,401,180</b>	<b>1,401,180</b>	<b>1,328,543</b>	<b>1,397,523</b>	<b>(3,657)</b>	<b>-0.3%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>297,785</b>	<b>130</b>	<b>313,645</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>269,884</b>	<b>12</b>	<b>269,884</b>
<b>4211 - Banking Fees</b>				
4211 - Banking Fees	Annual Banking Fee for merchant credit cards and cash/check	22,000	1	22,000
<b>Total 4211 - Banking Fees</b>		<b>22,000</b>	<b>1</b>	<b>22,000</b>
<b>4212 - Internet &amp; Network /Technology Maint</b>				
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
<b>Total 4212 - Internet &amp; Network /Technology Maint</b>		<b>60,100</b>	<b>7</b>	<b>60,100</b>
<b>4220 - Audit &amp; Accounting Services</b>				
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
<b>Total 4220 - Audit &amp; Accounting Services</b>		<b>46,000</b>	<b>5</b>	<b>46,000</b>
<b>4221 - Property Tax Services</b>				
4221 - Property Tax Services	Property Tax Services	25,000	1	25,000
<b>Total 4221 - Property Tax Services</b>		<b>25,000</b>	<b>1</b>	<b>25,000</b>
<b>4222 - Sales Tax Audit</b>				
4222 - Sales Tax Audit	Annual Sales Tax Audit	4,000	1	4,000
<b>Total 4222 - Sales Tax Audit</b>		<b>4,000</b>	<b>1</b>	<b>4,000</b>
<b>4223 - UUT Audit</b>				
4223 - UUT Audit	Annual UUT Audit	15,000	1	15,000
<b>Total 4223 - UUT Audit</b>		<b>15,000</b>	<b>1</b>	<b>15,000</b>
<b>4310 - Office Supplies</b>				
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
<b>Total 4310 - Office Supplies</b>		<b>3,850</b>	<b>3</b>	<b>3,850</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>5,900</b>	<b>4</b>	<b>5,900</b>
<b>4340 - Postage &amp; Printing</b>				
4340 - Postage & Printing	Annual BL Mailing	2,200	1	2,200

\*Report Contains Filters and Conditions

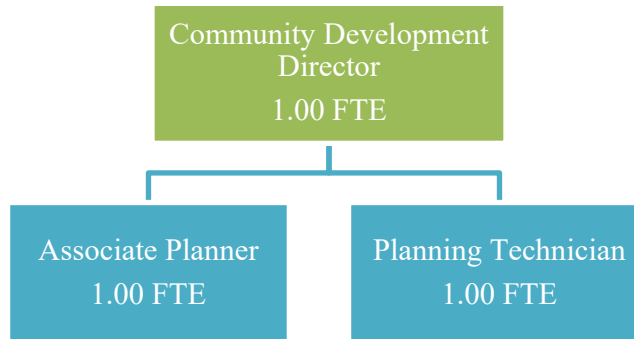
DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
4340 - Postage & Printing	Bi-weekly AP Checks Mailing	2,200	1	2,200
4340 - Postage & Printing	Late Notices Mailing	2,200	1	2,200
<b>Total 4340 - Postage &amp; Printing</b>		<b>6,600</b>	<b>3</b>	<b>6,600</b>
<b>4345 - Dues &amp; Subscriptions</b>				
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
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>2,515</b>	<b>19</b>	<b>6,465</b>
<b>4351 - Computer Equip (under \$10 K)</b>				
4351 - Computer Equip (under \$10 K)	DC1/DC1/DC4 (Fire)	-	0	-
<b>Total 4351 - Computer Equip (under \$10 K)</b>		<b>-</b>	<b>0</b>	<b>-</b>
<b>4375 - Equipment Rental/Expenses</b>				
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
<b>Total 4375 - Equipment Rental/Expenses</b>		<b>2,225</b>	<b>21</b>	<b>8,140</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	CSMFO Conference	750	1	750
4510 - Conference & Training	Various online/webinar training + chapter meetings	500	1	500
<b>Total 4510 - Conference &amp; Training</b>		<b>1,250</b>	<b>2</b>	<b>1,250</b>
<b>4515 - Meetings &amp; Travel</b>				
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
<b>Total 4515 - Meetings &amp; Travel</b>		<b>1,800</b>	<b>4</b>	<b>1,800</b>
<b>4750 - Telecommunications</b>				
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
<b>Total 4750 - Telecommunications</b>		<b>745</b>	<b>49</b>	<b>6,740</b>

\*Report Contains Filters and Conditions

**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



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - PLANNING DESCRIPTION OF CHANGES</b>					
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 for monitoring of affordable housing contracts for "rental" housing units and \$50,000 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.
<b>Total Expense</b>	<b>643,456</b>	<b>666,426</b>	<b>22,970</b>		

\* 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 JUNE 27, 2024

SUMMARY - PLANNING							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
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%
<b>Total Expense</b>	<b>596,114</b>	<b>643,456</b>	<b>643,456</b>	<b>542,434</b>	<b>666,426</b>	<b>22,970</b>	<b>3.6%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
Planning							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>208,753</b>	<b>367,884</b>	<b>367,884</b>	<b>319,750</b>	<b>252,384</b>	<b>(115,500)</b>	<b>-31.4%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>109,666</b>	<b>134,278</b>	<b>134,278</b>	<b>109,562</b>	<b>177,302</b>	<b>43,024</b>	<b>32.0%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>207,368</b>	<b>55,340</b>	<b>55,340</b>	<b>28,750</b>	<b>154,270</b>	<b>98,930</b>	<b>178.8%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>10,673</b>	<b>12,700</b>	<b>12,700</b>	<b>13,468</b>	<b>11,750</b>	<b>(950)</b>	<b>-7.5%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	3,220	3,500	3,500	3,050	3,050	(450)	-12.9%
<b>Total Equipment Rental/Maintenance</b>	<b>3,220</b>	<b>3,500</b>	<b>3,500</b>	<b>3,050</b>	<b>3,050</b>	<b>(450)</b>	<b>-12.9%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	850	1,500	1,500	400	975	(525)	-35.0%
4515 - Meetings & Travel	210	600	600	100	100	(500)	-83.3%
<b>Total Conference &amp; Training Expense</b>	<b>1,060</b>	<b>2,100</b>	<b>2,100</b>	<b>500</b>	<b>1,075</b>	<b>(1,025)</b>	<b>-48.8%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	5,927	3,500	3,500	3,200	3,200	(300)	-8.6%
<b>Total Telecommunications</b>	<b>5,927</b>	<b>3,500</b>	<b>3,500</b>	<b>3,200</b>	<b>3,200</b>	<b>(300)</b>	<b>-8.6%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>49,448</b>	<b>64,154</b>	<b>64,154</b>	<b>64,154</b>	<b>63,395</b>	<b>(759)</b>	<b>-1.2%</b>
<b>Total Operation</b>	<b>596,114</b>	<b>643,456</b>	<b>643,456</b>	<b>542,434</b>	<b>666,426</b>	<b>22,970</b>	<b>3.6%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

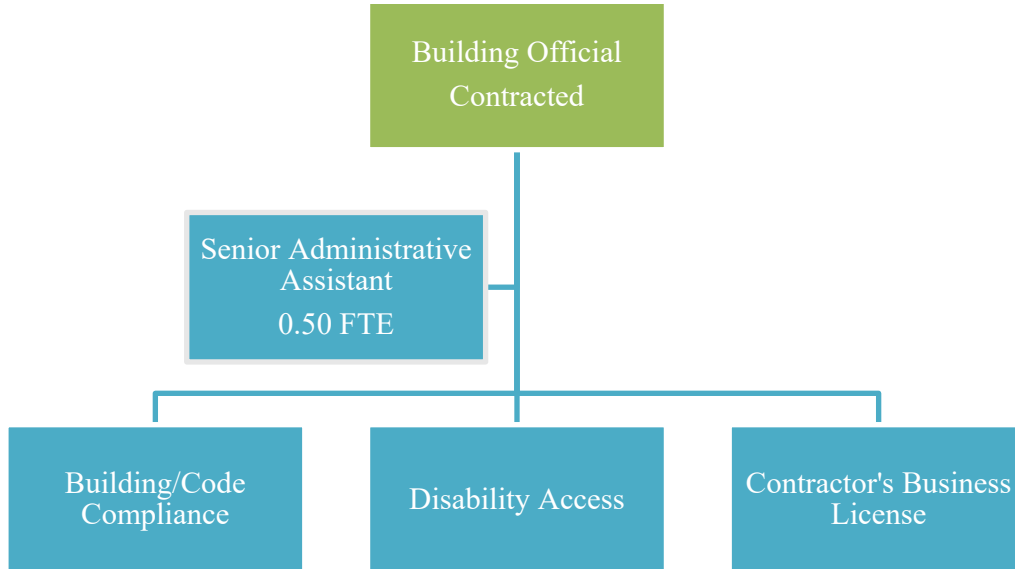
City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>155,780</b>	<b>35</b>	<b>157,495</b>
<b>4990 - Staff Time Project Reimbursement</b>				
4990 - Staff Time Project Reimb	Main Street STG Planning and Redesign 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)
<b>Total 4990 - Staff Time Project Reimb</b>		<b>(91,800)</b>	<b>5</b>	<b>(91,800)</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>146,645</b>	<b>18</b>	<b>147,470</b>
<b>4330 - Misc Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	Business cards	50	2	100
4330 - Misc Supplies & Services	Name plaques for new board/commission members	50	3	150
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>100</b>	<b>5</b>	<b>250</b>
<b>4345 - Dues &amp; Subscriptions</b>				
4345 - Dues & Subscriptions	American Planning Association, AEP, etc.	1,500	1	1,500
4345 - Dues & Subscriptions	LAFCO	7,200	1	7,200
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>8,700</b>	<b>2</b>	<b>8,700</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	Planning Commissioner training/SSU conference	35	5	175
4510 - Conference & Training	Staff training	200	4	800
<b>Total 4510 - Conference &amp; Training</b>		<b>235</b>	<b>9</b>	<b>975</b>
<b>4515 - Meetings &amp; Travel</b>				
4515 - Meetings & Travel	Travel for mtgs - to/from Santa rosa, etc	100	1	100
<b>Total 4515 - Meetings &amp; Travel</b>		<b>100</b>	<b>1</b>	<b>100</b>

\*Report Contains Filters

**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.



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - BUILDING DESCRIPTION OF CHANGES</b>					
<b>EXPENSE</b>	<b>2023-24 Adjusted Budget</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec) *</b>	<b>Type On-Going One Time</b>	<b>Explanation and Impacts</b>
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.
<b>Total Expense</b>	<b>249,279</b>	<b>302,220</b>	<b>52,941</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - BUILDING</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>248,051</b>	<b>249,279</b>	<b>249,279</b>	<b>237,689</b>	<b>302,220</b>	<b>52,941</b>	<b>21.2%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Budget Expenditures</b>							
<b>Building</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>47,474</b>	<b>48,027</b>	<b>48,027</b>	<b>48,032</b>	<b>46,781</b>	<b>(1,246)</b>	<b>-2.6%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>22,430</b>	<b>25,885</b>	<b>25,885</b>	<b>26,090</b>	<b>28,994</b>	<b>3,109</b>	<b>12.0%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	148,236	146,100	146,100	136,100	197,900	51,800	35.5%
4230 - Recruitment Services	-	-	-	-	-	-	0.0%
<b>Total Contracted Services</b>	<b>148,236</b>	<b>146,100</b>	<b>146,100</b>	<b>136,100</b>	<b>197,900</b>	<b>51,800</b>	<b>35.5%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>5,895</b>	<b>5,200</b>	<b>5,200</b>	<b>4,200</b>	<b>5,200</b>	<b>-</b>	<b>0.0%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	3,508	3,900	3,900	3,600	4,600	700	17.9%
<b>Total Equipment Rental/Maintenance</b>	<b>3,508</b>	<b>3,900</b>	<b>3,900</b>	<b>3,600</b>	<b>4,600</b>	<b>700</b>	<b>17.9%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	2,145	500	500	-	-	(500)	-100.0%
<b>Total Conference &amp; Training Expense</b>	<b>2,145</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>(500)</b>	<b>-100.0%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	1,914	2,000	2,000	2,000	2,000	-	0.0%
<b>Total Telecommunications</b>	<b>1,914</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>0.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>16,450</b>	<b>17,667</b>	<b>17,667</b>	<b>17,667</b>	<b>16,745</b>	<b>(922)</b>	<b>-5.2%</b>
<b>Total Operation</b>	<b>248,051</b>	<b>249,279</b>	<b>249,279</b>	<b>237,689</b>	<b>302,220</b>	<b>52,941</b>	<b>21.2%</b>

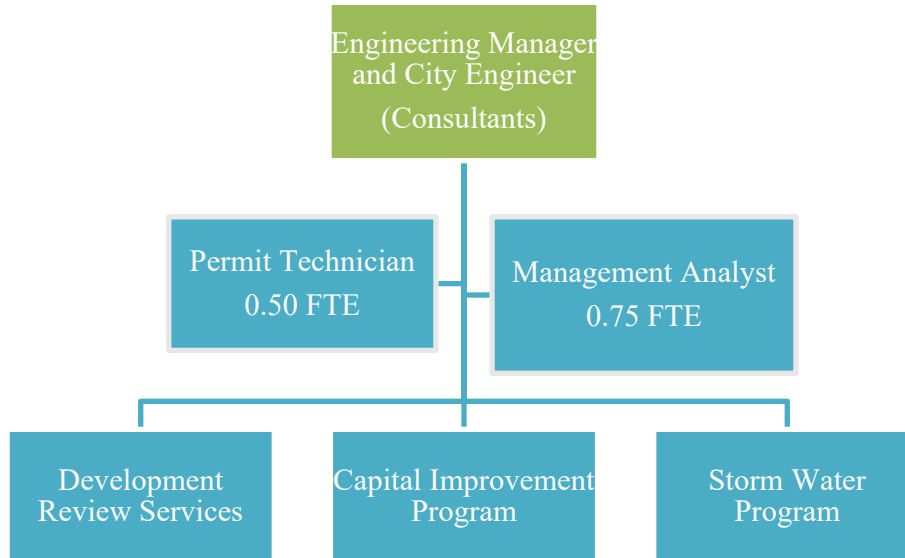
DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>City of Sebastopol*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Quantity</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>205,700</b>	<b>8</b>	<b>205,700</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>197,900</b>	<b>5</b>	<b>197,900</b>
<b>4330 - Misc Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	ADT Security Monitoring	700	1	700
4330 - Misc Supplies & Services	Routine Department	2,500	1	2,500
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>3,200</b>	<b>2</b>	<b>3,200</b>
<b>4375 - Equipment Rental/Expenses</b>				
4375 - Equipment Rental/Expenses	Canon Lease	4,600	1	4,600
<b>Total 4375 - Equipment Rental/Expenses</b>		<b>4,600</b>	<b>1</b>	<b>4,600</b>

**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.

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>SUMMARY - ENGINEERING DESCRIPTION OF CHANGES</b>					
<b>EXPENSE</b>	<b>2023-24 Adjusted Budget</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec) *</b>	<b>Type On-Going One Time</b>	<b>Reasons</b>
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.
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	On-Going	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.
<b>Total Expense</b>	<b>584,197</b>	<b>553,020</b>	<b>(31,177)</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - ENGINEERING</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2024-25 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>515,766</b>	<b>584,197</b>	<b>584,197</b>	<b>586,898</b>	<b>553,020</b>	<b>(31,177)</b>	<b>-5.3%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
Engineering							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>89,238</b>	<b>124,686</b>	<b>124,686</b>	<b>124,686</b>	<b>214,472</b>	<b>89,786</b>	<b>72.0%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>34,427</b>	<b>53,037</b>	<b>53,037</b>	<b>56,788</b>	<b>95,073</b>	<b>42,036</b>	<b>79.3%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>316,077</b>	<b>293,200</b>	<b>293,200</b>	<b>298,800</b>	<b>139,380</b>	<b>(153,820)</b>	<b>-52.5%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>38,439</b>	<b>60,630</b>	<b>60,630</b>	<b>54,630</b>	<b>56,300</b>	<b>(4,330)</b>	<b>-7.1%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	5,974	6,400	6,400	6,400	6,800	400	6.3%
<b>Total Equipment Rental/Maintenance</b>	<b>5,974</b>	<b>6,400</b>	<b>6,400</b>	<b>6,400</b>	<b>6,800</b>	<b>400</b>	<b>6.3%</b>
<b>Conference &amp; Training Expense</b>							
4515 - Meetings & Travel	127	250	250	200	250	-	0.0%
<b>Total Conference &amp; Training Expense</b>	<b>127</b>	<b>250</b>	<b>250</b>	<b>200</b>	<b>250</b>	<b>-</b>	<b>0.0%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	2,575	3,600	3,600	3,000	3,600	-	0.0%
<b>Total Telecommunications</b>	<b>2,575</b>	<b>3,600</b>	<b>3,600</b>	<b>3,000</b>	<b>3,600</b>	<b>-</b>	<b>0.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>28,911</b>	<b>42,394</b>	<b>42,394</b>	<b>42,394</b>	<b>37,145</b>	<b>(5,249)</b>	<b>-12.4%</b>
<b>Total Operation</b>	<b>515,766</b>	<b>584,197</b>	<b>584,197</b>	<b>586,898</b>	<b>553,020</b>	<b>(31,177)</b>	<b>-5.3%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City of Sebastopol*				
Object Details				
ALFRE	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>189,580</b>	<b>13</b>	<b>189,580</b>
<b>4210 - Professional Contract Services</b>				
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	-
<b>Total 4210 - Professional Contract Services</b>		<b>132,700</b>	<b>7</b>	<b>132,700</b>
<b>4212 - Internet &amp; Network /Technology Maint</b>				
Expense	Breeze Software (CIP)	1,680	1	1,680
<b>Total 4212 - Internet &amp; Network /Technology Maint</b>		<b>1,680</b>	<b>1</b>	<b>1,680</b>
<b>4345 - Dues &amp; Subscriptions</b>				
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
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>55,200</b>	<b>5</b>	<b>55,200</b>
<b>4330 - Misc. Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	Office supplies-reduced amount based on actual estimate	1,100	1	1,100
<b>4375 - Equipment Rental &amp; Maint.</b>				
4375 - Equipment rental & maint.	Copier lease (managed by Admin Services) slight increase	6,800	1	6,800

\*Report Contains Filters

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

The savings shown are specific to the proposed reorganization of the Public Works Department to include Engineeng operations

Items	FY23-24 \$	FY24-25 \$	Savings \$	Comments
Public Works Supt (S&B in PW Ops)	\$ 275,700	\$ 126,300	\$ (149,400)	Retired eff. Jan 1, 2025
PW Director/City Eng (S&B in Eng Ops)	\$ -	\$ 131,600	\$ 131,600	New hire eff Jan 2, 2025
GHD Contract Consulting (Eng Ops)	\$ 240,000	\$ 95,000	\$ (145,000)	Reduced 25% for 6 mos eliminated 1/1/25; added \$5,000 for FA support
<b>Combined Total</b>	<b>\$ 515,700</b>	<b>\$ 352,900</b>	<b>\$ (162,800)</b>	<b>Total Combined Savings due to reorg.</b>



**FIRE DEPARTMENT**

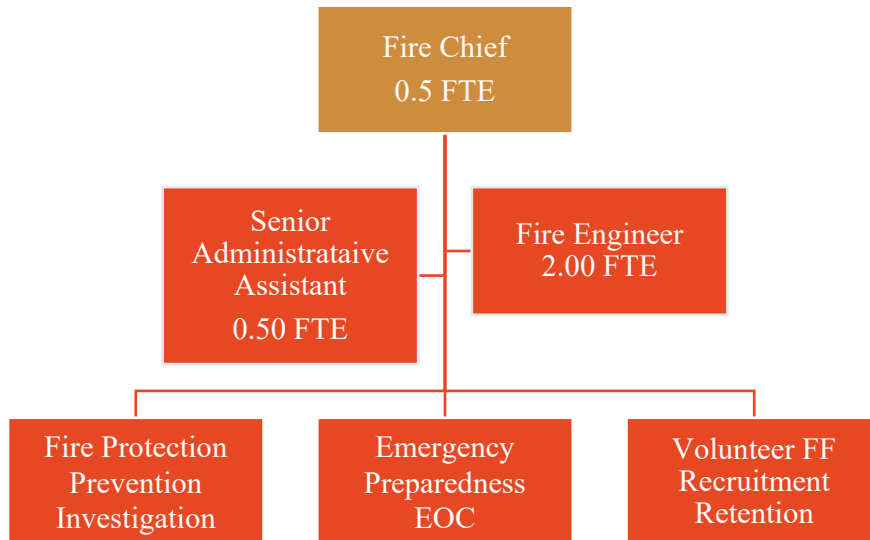
**Mission Statement**

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

## DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

- ✓ 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.

<b>Goals and Objectives for 2024-25:</b>
--

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

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - FIRE DESCRIPTION OF CHANGES</b>					
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><u>Increases:</u></p> <ol style="list-style-type: none"> <li>1. Fire Chief position contract with Gold Ridge: \$136,799</li> <li>2. LAFCO Study for consolidation \$30,000.</li> <li>3. Community relations related to consolidation \$15,000</li> <li>4. Consolidation negotiation advising \$50,000</li> <li>5. Map Your Neighbor (MYN) contract \$11,000 (\$2,000 of which is shifted from Special Programs)</li> <li>6. Plan Review Consulting \$1,000</li> <li>7. Volunteer firefighter expenses to expand coverage \$40,000</li> <li>8. Explore CERT and fall prevention \$100,000. Will include approximately \$30,000 for gathering and assessing data and creating a report with recommendations on working with local health care providers.</li> </ol> <p><u>Decreases:</u></p> <ol style="list-style-type: none"> <li>1. H&amp;S Associates services for plan review consulting reduced by \$8,000</li> <li>2. Outreach Coordinator support for MYN of \$1,000</li> <li>3. Prevention backlog support of \$45,000, with prioritization of higher-risk facilities and expanded capacity with second Engineer position</li> <li>4. Recruitment of new volunteers of \$18,750 as less recruitment needed</li> <li>5. Reduction of Kaiser medical exams \$10,000 reflecting reduced volunteer recruitment</li> </ol> <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 I Pad 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.
<b>Total Expense</b>	<b>1,553,903</b>	<b>1,535,910</b>	<b>(17,993)</b>		

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

Note: The City expects to receive \$600,000 from Measure H/Fire Sales Tax revenue in FY 24-25. The budget allocates \$238,000 for debt service for Fire Engine debt payment

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>SUMMARY - FIRE</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>1,302,704</b>	<b>1,553,903</b>	<b>1,553,903</b>	<b>1,287,758</b>	<b>1,535,910</b>	<b>(17,993)</b>	<b>-1.2%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Fire</b>							
<b>Budget Expenditures</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>615,204</b>	<b>693,879</b>	<b>390,079</b>	<b>231,050</b>	<b>233,856</b>	<b>(156,223)</b>	<b>-40.0%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>241,900</b>	<b>305,098</b>	<b>305,098</b>	<b>153,782</b>	<b>181,460</b>	<b>(123,637)</b>	<b>-40.5%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>128,225</b>	<b>138,000</b>	<b>441,800</b>	<b>532,600</b>	<b>752,849</b>	<b>311,049</b>	<b>70.4%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>64,217</b>	<b>91,700</b>	<b>91,700</b>	<b>76,600</b>	<b>90,200</b>	<b>(1,500)</b>	<b>-1.6%</b>
<b>Special Programs</b>							
4890 - Other Community Support	10,050	2,000	2,000	7,100	-	(2,000)	-100.0%
<b>Total Special Programs</b>	<b>10,050</b>	<b>2,000</b>	<b>2,000</b>	<b>7,100</b>	<b>-</b>	<b>(2,000)</b>	<b>-100.0%</b>
<b>Equipment (under \$10K)</b>							
4370 - Equipment(under \$10K)	30,304	-	-	-	20,000	20,000	0.0%
<b>Total Equipment (under \$10K)</b>	<b>30,304</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>0.0%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Fire</b>							
<b>Budget Expenditures</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Equipment Rental/Maintenance</b>							
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%
<b>Total Equipment Rental/Maintenance</b>	<b>8,849</b>	<b>29,600</b>	<b>29,600</b>	<b>25,000</b>	<b>39,600</b>	<b>10,000</b>	<b>33.8%</b>
<b>Vehicle Expense</b>							
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%
<b>Total Vehicle Expense</b>	<b>47,103</b>	<b>77,500</b>	<b>77,500</b>	<b>75,000</b>	<b>66,500</b>	<b>(11,000)</b>	<b>-14.2%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	8,119	10,000	10,000	10,000	13,000	3,000	30.0%
4515 - Meetings & Travel	1,870	-	-	-	-	-	0.0%
<b>Total Conference &amp; Training Expense</b>	<b>9,989</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>13,000</b>	<b>3,000</b>	<b>30.0%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>20,651</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>16,345</b>	<b>5,345</b>	<b>48.6%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	9,944	9,200	9,200	9,700	9,200	-	0.0%
<b>Total Telecommunications</b>	<b>9,944</b>	<b>9,200</b>	<b>9,200</b>	<b>9,700</b>	<b>9,200</b>	<b>-</b>	<b>0.0%</b>
<b>Allocated Insurance</b>							
4996 - Allocated Liability Insurance	55,747	60,460	60,460	60,460	64,600	4,140	6.8%
4997 - Allocated Wrks Comp Insurance	44,307	55,466	55,466	55,466	36,300	(19,166)	-34.6%
<b>Total Allocated Insurance</b>	<b>100,054</b>	<b>115,926</b>	<b>115,926</b>	<b>115,926</b>	<b>100,900</b>	<b>(15,026)</b>	<b>-13.0%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	16,214	70,000	70,000	40,000	12,000	(58,000)	-82.9%
<b>Total Capital Outlay</b>	<b>16,214</b>	<b>70,000</b>	<b>70,000</b>	<b>40,000</b>	<b>12,000</b>	<b>(58,000)</b>	<b>-82.9%</b>
<b>Total Operation</b>	<b>1,302,704</b>	<b>1,553,903</b>	<b>1,553,903</b>	<b>1,287,758</b>	<b>1,535,910</b>	<b>(17,993)</b>	<b>-1.2%</b>



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>				
<b>4170 - Fire Service CSFA Award</b>				
4170 - Fire Service CSFA Award	Cetera Retirement Plan/First Allied Retirement	5,350	1	5,350
<b>Total 4170 - Fire Service CSFA Award</b>		<b>5,350</b>	<b>1</b>	<b>5,350</b>
<b>4180 - Fire LTD Disability Insurance</b>				
4180 - Fire LTD Disability Insurance	Payment of Disability Ins	3,200	1	3,200
<b>Total 4180 - Fire LTD Disability Insurance</b>		<b>3,200</b>	<b>1</b>	<b>3,200</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>402,799</b>	<b>8</b>	<b>402,799</b>
<b>4230 - Recruitment Services</b>				
4230 - Recruitment Services	Recruitment of new volunteers	6,250	1	6,250
<b>Total 4230 - Recruitment Services</b>		<b>6,250</b>	<b>1</b>	<b>6,250</b>
<b>4310 - Office Supplies</b>				
4310 - Office Supplies	Office Depot	3,000	1	3,000
<b>Total 4310 - Office Supplies</b>		<b>3,000</b>	<b>1</b>	<b>3,000</b>
<b>4330 - Misc Supplies &amp; Services - Operations</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>71,700</b>	<b>13</b>	<b>71,700</b>
<b>4345 - Dues &amp; Subscriptions</b>				
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
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>15,500</b>	<b>11</b>	<b>15,500</b>

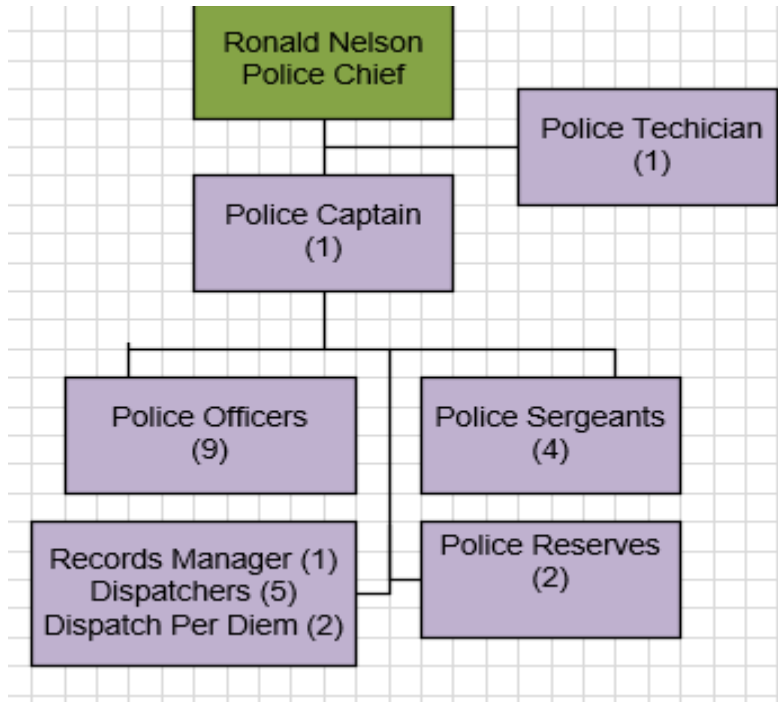
\*Report Contains Filters and Conditions

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>4370 - Equipment(under \$10K)</b>				
4370 - Equipment(under \$10K)	Portable Radios	20,000	1	20,000
<b>Total 4370 - Equipment(under \$10K)</b>		<b>20,000</b>	<b>1</b>	<b>20,000</b>
<b>4375 - Equipment Rental/Expenses</b>				
4375 - Equipment Rental/Expenses	Copier	4,600	1	4,600
<b>Total 4375 - Equipment Rental/Expenses</b>		<b>4,600</b>	<b>1</b>	<b>4,600</b>
<b>4378 - Equipment Maintenance</b>				
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
<b>Total 4378 - Equipment Maintenance</b>		<b>35,000</b>	<b>5</b>	<b>35,000</b>
<b>4380 - Vehicle Maintenance</b>				
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
<b>Total 4380 - Vehicle Maintenance</b>		<b>33,500</b>	<b>3</b>	<b>33,500</b>
<b>4390 - City Vehicle Fuel Expense</b>				
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
<b>Total 4390 - City Vehicle Fuel Expense</b>		<b>33,000</b>	<b>2</b>	<b>33,000</b>
<b>4510 - Conference &amp; Training</b>				
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
<b>Total 4510 - Conference &amp; Training</b>		<b>13,000</b>	<b>3</b>	<b>13,000</b>
<b>4710 - Utilities</b>				
4710 - Utilities	PG&E	8,000	1	8,000
4711 - Utilities	City Water/Sewer	8,345	1	8,345
<b>Total 4711 - Utilities - City Bill</b>		<b>8,345</b>	<b>1</b>	<b>8,345</b>
<b>4750 - Telecommunications - Operations</b>				
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
<b>Total 4750 - Telecommunications</b>		<b>9,200</b>	<b>6</b>	<b>9,200</b>
<b>5100 - Capital Outlay</b>				
5100 - Capital Outlay	Garage Bay Door	12,000	1	12,000
<b>Total 5100 - Capital Outlay</b>		<b>12,000</b>	<b>1</b>	<b>12,000</b>

**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.

# City of Sebastopol

FISCAL YEAR 2024-25

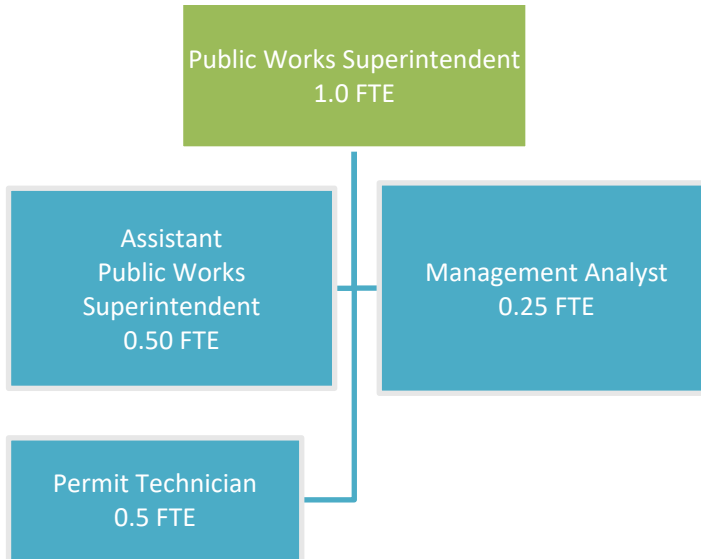


THE POLICE BUDGET DETAILS WILL BE PROVIDED  
LATER DUE TO ISSUES WITH FILE CORRUPTION

**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 JUNE 27, 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	219,843	12,968	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 locater 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; <b>Corporation Yard-</b> HVAC Service and Repairs, Recruitment services (\$9,082), <b>Streets-</b> With other reductions in Thermoplastic Street Marking Contract, <b>Parks-</b> Parks and Burbank farm tree maintenance services (\$9,500), <b>Government Buildings-</b> 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.
Services & Supplies	261,350	210,205	(51,145)	On-Going	Reductions in Supplies and Services include; <b>Corporation Yard-</b> Equipment servicing, general maintenance supplies, Facility improvements (\$5,545), <b>Streets-</b> \$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), <b>Parks-</b> 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), <b>Parking Lots-</b> Street marking, Sign maintenance, Landscape maintenance, and Tree services(\$4,000) <b>Government Buildings-</b> \$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	
<b>Total Expense</b>	<b>1,873,794</b>	<b>1,739,081</b>	<b>(134,713)</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - PUBLIC WORKS</b>							
<b>EXPENSES</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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	219,843	12,968	6.3%
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%
<b>Total Expense</b>	<b>1,672,896</b>	<b>1,873,794</b>	<b>1,873,794</b>	<b>1,737,974</b>	<b>1,739,081</b>	<b>(134,713)</b>	<b>-7.2%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 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)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>564,024</b>	<b>651,721</b>	<b>651,721</b>	<b>642,512</b>	<b>433,508</b>	<b>(218,213)</b>	<b>-33.5%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>318,429</b>	<b>387,285</b>	<b>387,285</b>	<b>387,284</b>	<b>409,433</b>	<b>22,148</b>	<b>5.7%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	171,828	168,000	168,000	133,400	184,390	16,390	9.8%
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	31,300	(1,000)	-3.1%
4230 - Recruitment Services	10,697	5,000	5,000	3,200	2,500	(2,500)	-50.0%
<b>Total Contracted Services</b>	<b>220,526</b>	<b>206,875</b>	<b>206,875</b>	<b>163,175</b>	<b>219,843</b>	<b>12,968</b>	<b>6.3%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>220,360</b>	<b>261,350</b>	<b>261,350</b>	<b>188,000</b>	<b>210,205</b>	<b>(51,145)</b>	<b>-19.6%</b>
<b>Equipment (under \$10K)</b>							
4370 - Equipment(under \$10K)	-	-	-	-	-	-	0.0%
<b>Total Equipment (under \$10K)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	5,974	5,200	5,200	5,350	5,450	250	4.8%
<b>Total Equipment Rental/Maintenance</b>	<b>5,974</b>	<b>5,200</b>	<b>5,200</b>	<b>5,350</b>	<b>5,450</b>	<b>250</b>	<b>4.8%</b>
<b>Vehicle Expense</b>							
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%
<b>Total Vehicle Expense</b>	<b>63,714</b>	<b>67,900</b>	<b>67,900</b>	<b>68,400</b>	<b>70,525</b>	<b>2,625</b>	<b>3.9%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	400	500	500	-	200	(300)	-60.0%
4515 - Meetings & Travel	127	500	500	100	100	(400)	-80.0%
<b>Total Conference &amp; Training Expense</b>	<b>527</b>	<b>1,000</b>	<b>1,000</b>	<b>100</b>	<b>300</b>	<b>(700)</b>	<b>-70.0%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>Public Works</b>							
<b>Budget Expenditures</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>105,965</b>	<b>117,650</b>	<b>117,650</b>	<b>112,840</b>	<b>234,887</b>	<b>117,237</b>	<b>99.6%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
<b>Total Telecommunications</b>	<b>12,618</b>	<b>14,000</b>	<b>14,000</b>	<b>13,000</b>	<b>13,650</b>	<b>(350)</b>	<b>-2.5%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>117,549</b>	<b>148,213</b>	<b>148,213</b>	<b>148,213</b>	<b>141,280</b>	<b>(6,933)</b>	<b>-4.7%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	43,210	12,600	12,600	9,100	-	(12,600)	-100.0%
<b>Total Capital Outlay</b>	<b>43,210</b>	<b>12,600</b>	<b>12,600</b>	<b>9,100</b>	<b>-</b>	<b>(12,600)</b>	<b>-100.0%</b>
<b>Total Operation</b>	<b>1,672,896</b>	<b>1,873,794</b>	<b>1,873,794</b>	<b>1,737,974</b>	<b>1,739,081</b>	<b>(134,713)</b>	<b>-7.2%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
Corporation Yard							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>244,540</b>	<b>277,853</b>	<b>277,853</b>	<b>277,603</b>	<b>99,734</b>	<b>(178,119)</b>	<b>-64.1%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>117,841</b>	<b>143,080</b>	<b>143,080</b>	<b>143,080</b>	<b>194,733</b>	<b>51,653</b>	<b>36.1%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>30,402</b>	<b>23,975</b>	<b>23,975</b>	<b>20,275</b>	<b>14,893</b>	<b>(9,082)</b>	<b>-37.9%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>13,598</b>	<b>20,800</b>	<b>20,800</b>	<b>16,900</b>	<b>15,255</b>	<b>(5,545)</b>	<b>-26.7%</b>
<b>Equipment (under \$10K)</b>							
4370 - Equipment(under \$10K)	-	-	-	-	-	-	0.0%
<b>Total Equipment (under \$10K)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	5,974	5,200	5,200	5,100	5,200	-	0.0%
<b>Total Equipment Rental/Maintenance</b>	<b>5,974</b>	<b>5,200</b>	<b>5,200</b>	<b>5,100</b>	<b>5,200</b>	<b>-</b>	<b>0.0%</b>
<b>Vehicle Expense</b>							
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%
<b>Total Vehicle Expense</b>	<b>63,714</b>	<b>65,500</b>	<b>65,500</b>	<b>66,800</b>	<b>68,775</b>	<b>3,275</b>	<b>5.0%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	400	500	500	-	200	(300)	-60.0%
4515 - Meetings & Travel	127	500	500	100	100	(400)	-80.0%
<b>Total Conference &amp; Training Expense</b>	<b>527</b>	<b>1,000</b>	<b>1,000</b>	<b>100</b>	<b>300</b>	<b>(700)</b>	<b>-70.0%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>6,660</b>	<b>11,500</b>	<b>11,500</b>	<b>9,500</b>	<b>17,545</b>	<b>6,045</b>	<b>52.6%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>Budget Expenditures</b>							
<b>Corporation Yard</b>							
<b>Telecommunications</b>							
4750 - Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
<b>Total Telecommunications</b>	<b>12,618</b>	<b>14,000</b>	<b>14,000</b>	<b>13,000</b>	<b>13,650</b>	<b>(350)</b>	<b>-2.5%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>39,785</b>	<b>58,609</b>	<b>58,609</b>	<b>58,609</b>	<b>54,920</b>	<b>(3,689)</b>	<b>-6.3%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	26,310	-	-	-	-	-	0.0%
<b>Total Capital Outlay</b>	<b>26,310</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Operation</b>	<b>561,970</b>	<b>621,516</b>	<b>621,516</b>	<b>610,967</b>	<b>485,005</b>	<b>(136,511)</b>	<b>-22.0%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>(43,560)</b>	<b>11</b>	<b>\$ (43,560)</b>
<b>4990 - Staff Time Project Reimbursement</b>				
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)
<b>Total 4990 - Staff Time Project Reimb</b>		<b>(66,000)</b>	<b>3</b>	<b>\$ (66,000)</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>10,740</b>	<b>4</b>	<b>\$ 10,740</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>11,700</b>	<b>4</b>	<b>\$ 11,700</b>

\*Report Contains Filters and Conditions



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
Streets Maintenance							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>88,375</b>	<b>86,995</b>	<b>86,995</b>	<b>78,795</b>	<b>82,967</b>	<b>(4,028)</b>	<b>-4.6%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>45,930</b>	<b>30,791</b>	<b>30,791</b>	<b>30,789</b>	<b>47,988</b>	<b>3,402</b>	<b>11.0%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	73,913	64,000	64,000	51,000	48,150	(15,850)	-24.8%
<b>Total Contracted Services</b>	<b>73,913</b>	<b>64,000</b>	<b>64,000</b>	<b>51,000</b>	<b>48,150</b>	<b>(15,850)</b>	<b>-24.8%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>141,183</b>	<b>145,600</b>	<b>145,600</b>	<b>99,500</b>	<b>107,500</b>	<b>(38,100)</b>	<b>-26.2%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>20,612</b>	<b>25,850</b>	<b>25,850</b>	<b>25,250</b>	<b>35,250</b>	<b>9,400</b>	<b>36.4%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>27,546</b>	<b>31,864</b>	<b>31,864</b>	<b>31,864</b>	<b>26,000</b>	<b>(5,864)</b>	<b>-18.4%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	-	6,300	6,300	4,000	-	(6,300)	-100.0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>6,300</b>	<b>6,300</b>	<b>4,000</b>	<b>-</b>	<b>(6,300)</b>	<b>-100.0%</b>
<b>Total Operation</b>	<b>397,560</b>	<b>391,400</b>	<b>391,400</b>	<b>321,198</b>	<b>347,855</b>	<b>(43,545)</b>	<b>-11.1%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>154,150</b>	<b>15</b>	<b>\$ 154,150</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>48,150</b>	<b>5</b>	<b>\$ 48,150</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>106,000</b>	<b>10</b>	<b>\$ 106,000</b>
<b>5100 - Capital Outlay</b>				
5100 - Capital Outlay		-	0	\$ -
<b>Total 5100 - Capital Outlay</b>		<b>-</b>	<b>0</b>	<b>\$ -</b>

\*Report Contains Filters and Conditions

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
Parks & Landscape Maintenance							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>148,457</b>	<b>191,204</b>	<b>191,204</b>	<b>189,804</b>	<b>166,771</b>	<b>(24,433)</b>	<b>-12.8%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>108,972</b>	<b>153,537</b>	<b>153,537</b>	<b>153,537</b>	<b>103,985</b>	<b>(49,552)</b>	<b>-32.3%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	7,179	15,000	15,000	12,000	5,500	(9,500)	-63.3%
<b>Total Contracted Services</b>	<b>7,179</b>	<b>15,000</b>	<b>15,000</b>	<b>12,000</b>	<b>5,500</b>	<b>(9,500)</b>	<b>-63.3%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>53,164</b>	<b>69,000</b>	<b>69,000</b>	<b>52,300</b>	<b>65,300</b>	<b>(3,700)</b>	<b>-5.4%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	-	-	-	250	250	250	0.0%
<b>Total Equipment Rental/Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>0.0%</b>
<b>Vehicle Expense</b>							
4380 - Vehicle Maintenance	-	2,400	2,400	1,600	1,750	(650)	-27.1%
<b>Total Vehicle Expense</b>	<b>-</b>	<b>2,400</b>	<b>2,400</b>	<b>1,600</b>	<b>1,750</b>	<b>(650)</b>	<b>-27.1%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>45,749</b>	<b>53,700</b>	<b>53,700</b>	<b>51,300</b>	<b>132,615</b>	<b>78,915</b>	<b>147.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>29,644</b>	<b>35,198</b>	<b>35,198</b>	<b>35,198</b>	<b>36,160</b>	<b>962</b>	<b>2.7%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	-	6,300	6,300	5,100	-	(6,300)	-100.0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>6,300</b>	<b>6,300</b>	<b>5,100</b>	<b>-</b>	<b>(6,300)</b>	<b>-100.0%</b>
<b>Total Operation</b>	<b>393,165</b>	<b>526,339</b>	<b>526,339</b>	<b>501,089</b>	<b>512,331</b>	<b>(14,008)</b>	<b>-2.7%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>City of Sebastopol*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Quantity</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>63,300</b>	<b>10</b>	<b>\$ 63,300</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>5,500</b>	<b>2</b>	<b>\$ 5,500</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>57,800</b>	<b>8</b>	<b>\$ 57,800</b>
<b>5100 - Capital Outlay</b>				
5100 - Capital Outlay		-	0	\$ -
<b>Total 5100 - Capital Outlay</b>		<b>-</b>	<b>0</b>	<b>\$ -</b>

\*Report Contains Filters and Conditions

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>Budget Expenditures</b>							
<b>Parking Lot Maintenance</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>55,583</b>	<b>62,789</b>	<b>62,789</b>	<b>62,859</b>	<b>48,264</b>	<b>(14,525)</b>	<b>-23.1%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>29,439</b>	<b>38,740</b>	<b>38,740</b>	<b>38,742</b>	<b>39,470</b>	<b>730</b>	<b>1.9%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	16,304	7,700	7,700	6,900	7,700	-	0.0%
<b>Total Contracted Services</b>	<b>16,304</b>	<b>7,700</b>	<b>7,700</b>	<b>6,900</b>	<b>7,700</b>	<b>-</b>	<b>0.0%</b>
<b>Services &amp; Supplies</b>							
4330 - Misc Supplies & Services	686	9,500	9,500	6,500	5,500	(4,000)	-42.1%
<b>Total Services &amp; Supplies</b>	<b>686</b>	<b>9,500</b>	<b>9,500</b>	<b>6,500</b>	<b>5,500</b>	<b>(4,000)</b>	<b>-42.1%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>22,369</b>	<b>20,100</b>	<b>20,100</b>	<b>20,750</b>	<b>31,953</b>	<b>11,853</b>	<b>59.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>9,108</b>	<b>11,273</b>	<b>11,273</b>	<b>11,273</b>	<b>12,100</b>	<b>827</b>	<b>7.3%</b>
<b>Total Operation</b>	<b>133,488</b>	<b>150,103</b>	<b>150,103</b>	<b>147,024</b>	<b>144,987</b>	<b>(5,116)</b>	<b>-3.4%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>City of Sebastopol*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Quantity</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>13,200</b>	<b>4</b>	<b>\$ 13,200</b>
<b>4210 - Professional Contract Services</b>				
4210 - Professional Contract Services	EV Charging Station Maintenance Contract (City Owned)	7,700	1	\$ 7,700
<b>Total 4210 - Professional Contract Services</b>		<b>7,700</b>	<b>1</b>	<b>\$ 7,700</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>5,500</b>	<b>3</b>	<b>\$ 5,500</b>

\*Report Contains Filters and Conditions



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
Government Building							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>27,069</b>	<b>32,881</b>	<b>32,881</b>	<b>33,451</b>	<b>35,772</b>	<b>2,891</b>	<b>8.8%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>16,247</b>	<b>21,137</b>	<b>21,137</b>	<b>21,136</b>	<b>23,257</b>	<b>2,120</b>	<b>10.0%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	54,728	63,900	63,900	48,000	112,300	48,400	75.7%
4213 - Building/Grounds Maintenance	38,000	32,300	32,300	25,000	31,300	(1,000)	-3.1%
<b>Total Contracted Services</b>	<b>92,728</b>	<b>96,200</b>	<b>96,200</b>	<b>73,000</b>	<b>143,600</b>	<b>47,400</b>	<b>49.3%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>11,728</b>	<b>16,450</b>	<b>16,450</b>	<b>12,800</b>	<b>16,650</b>	<b>200</b>	<b>1.2%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>10,575</b>	<b>6,500</b>	<b>6,500</b>	<b>6,040</b>	<b>17,524</b>	<b>11,024</b>	<b>169.6%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>11,466</b>	<b>11,269</b>	<b>11,269</b>	<b>11,269</b>	<b>12,100</b>	<b>831</b>	<b>7.4%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	16,900	-	-	-	-	-	0.0%
<b>Total Capital Outlay</b>	<b>16,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Operation</b>	<b>186,713</b>	<b>184,437</b>	<b>184,437</b>	<b>157,696</b>	<b>248,903</b>	<b>64,466</b>	<b>35.0%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>158,200</b>	<b>19</b>	<b>\$ 158,200</b>
<b>4210 - Professional Contract Services</b>				
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	17,400	1	\$ 17,400
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
<b>Total 4210 - Professional Contract Services</b>		<b>112,300</b>	<b>9</b>	<b>\$ 112,300</b>
<b>4213 - Building/Grounds Maintenance</b>				
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
<b>Total 4213 - Building/Grounds Maintenance</b>		<b>31,300</b>	<b>6</b>	<b>\$ 31,300</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>14,600</b>	<b>4</b>	<b>\$ 14,600</b>

\*Report Contains Filters and Conditions

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
<b>Total Expense</b>	<b>69,572</b>	<b>40,038</b>	<b>(34,684)</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - SENIOR CENTER</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>64,732</b>	<b>69,572</b>	<b>69,572</b>	<b>74,722</b>	<b>40,038</b>	<b>(34,684)</b>	<b>-86.6%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
Senior Center							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>9,312</b>	<b>9,427</b>	<b>9,427</b>	<b>10,027</b>	<b>5,325</b>	<b>(4,102)</b>	<b>-43.5%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>2,952</b>	<b>3,265</b>	<b>3,265</b>	<b>3,265</b>	<b>4,363</b>	<b>1,099</b>	<b>33.6%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	2,448	5,900	5,900	15,200	6,100	200	3.4%
<b>Total Contracted Services</b>	<b>2,448</b>	<b>5,900</b>	<b>5,900</b>	<b>15,200</b>	<b>6,100</b>	<b>200</b>	<b>3.4%</b>
<b>Services &amp; Supplies</b>							
4330 - Misc Supplies & Services	1,189	8,950	8,950	4,200	5,250	(3,700)	-41.3%
<b>Total Services &amp; Supplies</b>	<b>1,189</b>	<b>8,950</b>	<b>8,950</b>	<b>4,200</b>	<b>5,250</b>	<b>(3,700)</b>	<b>-41.3%</b>
<b>Special Programs</b>							
4880 - Contr to Living Wages Ops	45,000	38,250	38,250	38,250	-	(38,250)	-100.0%
<b>Total Special Programs</b>	<b>45,000</b>	<b>38,250</b>	<b>38,250</b>	<b>38,250</b>	<b>-</b>	<b>(38,250)</b>	<b>-100.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>3,832</b>	<b>3,780</b>	<b>3,780</b>	<b>3,780</b>	<b>4,000</b>	<b>220</b>	<b>5.8%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	-	-	-	-	15,000	15,000	0.0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>
<b>Total Operation</b>	<b>64,732</b>	<b>69,572</b>	<b>69,572</b>	<b>74,722</b>	<b>40,038</b>	<b>(29,534)</b>	<b>-42.5%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>City of Sebastopol*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet<sup>□</sup> Description</b>	<b>Worksheet<sup>□</sup> Unit<sup>□</sup> Price</b>	<b>Worksheet<sup>□</sup> Quantity</b>	<b>Worksheet<sup>□</sup> Total</b>
<b>Grand Total</b>		<b>11,350</b>	<b>6</b>	<b>11,350</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>6,100</b>	<b>3</b>	<b>6,100</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>5,250</b>	<b>2</b>	<b>5,250</b>
<b>4880 - Contr to Living Wages Ops</b>				
4880 - Contr to Living Wages Ops		-	-	-
4880 - Contr to Living Wages Ops	General Operating Costs	-	1	-
<b>Total 4880 - Contr to Living Wages Ops</b>		<b>-</b>	<b>1</b>	<b>-</b>
<b>5100- Capital Outlay</b>	Rain Gutter Replacement	15,000	1	15,000

\*Report Contains Filters and Conditions



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - COMMUNITY CENTER DESCRIPTION OF CHANGES</b>					
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
<b>Total Expense</b>	<b>322,830</b>	<b>168,726</b>	<b>(154,104)</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - COMMUNITY CENTER</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>442,528</b>	<b>322,830</b>	<b>322,830</b>	<b>318,465</b>	<b>168,726</b>	<b>(154,104)</b>	<b>-47.7%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>Budget Expenditures</b>							
<b>Community Center</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>48,865</b>	<b>42,254</b>	<b>42,254</b>	<b>41,124</b>	<b>19,534</b>	<b>(22,720)</b>	<b>-53.8%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>22,914</b>	<b>25,382</b>	<b>25,382</b>	<b>25,382</b>	<b>18,031</b>	<b>(7,351)</b>	<b>-29.0%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	40,419	73,015	73,015	53,200	5,885	(67,130)	-91.9%
<b>Total Contracted Services</b>	<b>40,419</b>	<b>73,015</b>	<b>73,015</b>	<b>53,200</b>	<b>5,885</b>	<b>(67,130)</b>	<b>-91.9%</b>
<b>Services &amp; Supplies</b>							
4330 - Misc Supplies & Services	9,628	11,500	11,500	7,500	10,586	(914)	-7.9%
<b>Total Services &amp; Supplies</b>	<b>9,628</b>	<b>11,500</b>	<b>11,500</b>	<b>7,500</b>	<b>10,586</b>	<b>(914)</b>	<b>-7.9%</b>
<b>Special Programs</b>							
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%
<b>Total Special Programs</b>	<b>170,000</b>	<b>135,000</b>	<b>135,000</b>	<b>152,900</b>	<b>58,300</b>	<b>(76,700)</b>	<b>-56.8%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>15,757</b>	<b>17,000</b>	<b>17,000</b>	<b>19,680</b>	<b>30,820</b>	<b>13,820</b>	<b>81.3%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>12,528</b>	<b>18,679</b>	<b>18,679</b>	<b>18,679</b>	<b>25,570</b>	<b>6,891</b>	<b>36.9%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	122,417	-	-	-	-	-	0.0%
<b>Total Capital Outlay</b>	<b>122,417</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Operation</b>	<b>442,528</b>	<b>322,830</b>	<b>322,830</b>	<b>318,465</b>	<b>168,726</b>	<b>(154,104)</b>	<b>-47.7%</b>



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - IVES POOL DESCRIPTION OF CHANGES</b>					
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
<b>Total Expense</b>	<b>275,357</b>	<b>296,306</b>	<b>20,949</b>		

\* 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 JUNE 27, 2024**

<b>SUMMARY - IVES POOL</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2024-25 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>Total Expense</b>	<b>146,925</b>	<b>275,356</b>	<b>275,357</b>	<b>281,658</b>	<b>296,306</b>	<b>20,949</b>	<b>7.6%</b>



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

Budget Expenditures							
Ives Pool							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>29,355</b>	<b>33,031</b>	<b>33,031</b>	<b>34,251</b>	<b>26,226</b>	<b>(6,805)</b>	<b>-20.6%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>11,233</b>	<b>18,283</b>	<b>18,283</b>	<b>18,883</b>	<b>16,476</b>	<b>(1,807)</b>	<b>-9.9%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	2,715	9,100	9,100	6,500	8,000	(1,100)	-12.1%
<b>Total Contracted Services</b>	<b>2,715</b>	<b>9,100</b>	<b>9,100</b>	<b>6,500</b>	<b>8,000</b>	<b>(1,100)</b>	<b>-12.1%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>6,694</b>	<b>20,400</b>	<b>20,400</b>	<b>10,960</b>	<b>13,700</b>	<b>(6,700)</b>	<b>-32.8%</b>
<b>Equipment Rental/Maintenance</b>							
4378 - Equipment Maintenance	6,219	17,400	2,200	2,200	2,300	100	4.5%
<b>Total Equipment Rental/Maintenance</b>	<b>6,219</b>	<b>17,400</b>	<b>2,200</b>	<b>2,200</b>	<b>2,300</b>	<b>100</b>	<b>4.5%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>82,831</b>	<b>99,000</b>	<b>99,000</b>	<b>104,720</b>	<b>136,680</b>	<b>37,680</b>	<b>38.1%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>7,878</b>	<b>13,141</b>	<b>13,141</b>	<b>13,141</b>	<b>10,120</b>	<b>(3,021)</b>	<b>-23.0%</b>
<b>Capital Outlay</b>							
5100 - Capital Outlay	-	65,000	80,200	91,000	82,800	2,600	3.2%
<b>Total Capital Outlay</b>	<b>-</b>	<b>65,000</b>	<b>80,200</b>	<b>91,000</b>	<b>82,800</b>	<b>2,600</b>	<b>3.2%</b>
<b>Total Operation</b>	<b>146,925</b>	<b>275,355</b>	<b>275,355</b>	<b>281,655</b>	<b>296,302</b>	<b>20,947</b>	<b>7.6%</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>Ives Pool</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Quantity</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>20,200</b>	<b>11</b>	<b>20,200</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>8,000</b>	<b>5</b>	<b>8,000</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>9,900</b>	<b>4</b>	<b>9,900</b>
<b>4378 - Equipment Maintenance</b>				
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
<b>Total 4378 - Equipment Maintenance</b>		<b>2,300</b>	<b>2</b>	<b>2,300</b>
<b>5100 - Capital Outlay</b>				
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
<b>Total 5100 - Capital Outlay</b>		<b>82,800</b>	<b>2</b>	<b>82,800</b>

\*Report Contains Filters and Conditions

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - NON DEPARTMENTAL DESCRIPTION OF CHANGES</b>					
<b>EXPENSE</b>	<b>2023-24 Adjusted Budget</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec) *</b>	<b>Type On-Going One Time</b>	<b>Explanation and Impacts</b>
Benefits	121,800	74,520	(47,280)	On-Going	Decreased is due to less in accrual payout based on actual estimates
					<ol style="list-style-type: none"> <li>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 .</li> <li>2. Website Maintenance cost has been transferred to Administrative Services (Finance) department</li> <li>3. Property tax administrative cost has been transferred to Administrative Services (Finance) department</li> </ol>
Contracted Services	154,100	-	(154,100)	One Time	
					<ol style="list-style-type: none"> <li>1. 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</li> <li>2. Additionally, 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.                             <ol style="list-style-type: none"> <li>1. Multi-factors Authentication &amp; 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</li> <li>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</li> <li>3. Computers (3CH, 4PD, 1FD, 1 PW) - these have been identified the oldest and most at-risk computers for replacement. \$54,420</li> </ol> </li> </ol>
Services & Supplies	13,100	105,525	92,425	One Time	
Transfers Out	251,500	-	(251,500)	One Time	There will be no transfers out for FY24-25
<b>Total Expense</b>	<b>540,500</b>	<b>180,045</b>	<b>(360,455)</b>		
* 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 JUNE 27, 2024**

<b>SUMMARY - NON DEPARTMENTAL</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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	105,525	92,425	705.5%
Transfers Out	228,163	251,500	251,500	2,158,277	-	(251,500)	-100.0%
<b>Total Expense</b>	<b>508,520</b>	<b>540,500</b>	<b>540,500</b>	<b>2,397,731</b>	<b>180,045</b>	<b>(360,455)</b>	<b>-66.7%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Non Departmental Budget Expenditures</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>132,315</b>	<b>121,800</b>	<b>121,800</b>	<b>74,375</b>	<b>74,520</b>	<b>(47,280)</b>	<b>-38.8%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>140,134</b>	<b>154,100</b>	<b>154,100</b>	<b>151,979</b>	<b>-</b>	<b>(154,100)</b>	<b>-100.0%</b>
<b>Services &amp; Supplies</b>							
4330 - Misc Supplies & Services	7,908	13,100	13,100	13,100	105,525	92,425	705.5%
<b>Total Services &amp; Supplies</b>	<b>7,908</b>	<b>13,100</b>	<b>13,100</b>	<b>13,100</b>	<b>105,525</b>	<b>92,425</b>	<b>705.5%</b>
<b>Transfers Out</b>							
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%
<b>Total Transfers Out</b>	<b>228,163</b>	<b>251,500</b>	<b>251,500</b>	<b>2,158,277</b>	<b>-</b>	<b>(251,500)</b>	<b>-100.0%</b>
<b>Total Operation</b>	<b>508,520</b>	<b>540,500</b>	<b>540,500</b>	<b>2,397,731</b>	<b>180,045</b>	<b>(360,455)</b>	<b>-66.7%</b>

**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.

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>Non Departmental</b>				
<b>Object Details</b>				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>\$ 105,525</b>	<b>3</b>	<b>\$ 105,525</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>\$ 105,525</b>	<b>3</b>	<b>\$ 105,525</b>



## DEBT SERVICE

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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.

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

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
<b>70 - Woodstone Ctr Bond</b>							
<b>6100 - Principal</b>							
401 - Woodstone Ctr Assess District DS	35,000	-	-	-	-	-	0.0%
<b>Total 6100 - Principal</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>6200 - Interest</b>							
401 - Woodstone Ctr Assess District DS	1,173	-	-	-	-	-	0.0%
<b>Total 6200 - Interest</b>	<b>1,173</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total 70 - Woodstone Ctr Bond</b>	<b>36,173</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>71 - Infrastructure Lease</b>							
<b>6100 - Principal</b>							
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%
<b>Total 6100 - Principal</b>	<b>81,211</b>	<b>198,609</b>	<b>198,609</b>	<b>203,439</b>	<b>205,683</b>	<b>7,074</b>	<b>3.6%</b>
<b>6200 - Interest</b>							
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%
<b>Total 6200 - Interest</b>	<b>8,524</b>	<b>27,958</b>	<b>27,958</b>	<b>6,284</b>	<b>4,020</b>	<b>(23,938)</b>	<b>-85.6%</b>
<b>Total 71 - Infrastructure Lease</b>	<b>89,735</b>	<b>226,567</b>	<b>226,567</b>	<b>209,723</b>	<b>209,703</b>	<b>(16,864)</b>	<b>-7.4%</b>
<b>72 - VMHP (Park Village) Lease</b>							
<b>6100 - Principal</b>							
100 - General Fund	50,094	52,579	52,579	52,579	55,187	2,608	5.0%
<b>Total 6100 - Principal</b>	<b>50,094</b>	<b>52,579</b>	<b>52,579</b>	<b>52,579</b>	<b>55,187</b>	<b>2,608</b>	<b>5.0%</b>
<b>6200 - Interest</b>							
100 - General Fund	14,491	12,006	12,006	12,006	9,398	(2,608)	-21.7%
<b>Total 6200 - Interest</b>	<b>14,491</b>	<b>12,006</b>	<b>12,006</b>	<b>12,006</b>	<b>9,398</b>	<b>(2,608)</b>	<b>-21.7%</b>
<b>Total 72 - VMHP (Park Village) Lease</b>	<b>64,585</b>	<b>64,585</b>	<b>64,585</b>	<b>64,585</b>	<b>64,585</b>	<b>-</b>	<b>0.0%</b>
<b>73 - CREBS Lease</b>							
<b>6100 - Principal</b>							
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%
<b>Total 6100 - Principal</b>	<b>97,589</b>	<b>148,944</b>	<b>148,944</b>	<b>62,047</b>	<b>-</b>	<b>(148,944)</b>	<b>-100.0%</b>
<b>Total 73 - CREBS Lease</b>	<b>97,589</b>	<b>148,944</b>	<b>148,944</b>	<b>62,047</b>	<b>-</b>	<b>(148,944)</b>	<b>-100.0%</b>
<b>74 - Fire Truck Lease</b>							
<b>6100 - Principal</b>							
100 - General Fund	-	-	-	-	201,042	201,042	0.0%
<b>Total 6100 - Principal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>201,042</b>	<b>201,042</b>	<b>0.0%</b>
<b>6200 - Interest</b>							
100 - General Fund	-	-	-	-	37,009	37,009	0.0%
<b>Total 6200 - Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,009</b>	<b>37,009</b>	<b>0.0%</b>
<b>Total 74 - Fire Truck Lease</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>238,051</b>	<b>238,051</b>	<b>0.0%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Debt Service</b>							
<b>Budget Expenditures</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>77 - Well 7 Loan</b>							
<b>6100 - Principal</b>							
500 - Water Enterprise Fund	-	66,021	66,021	66,021	67,415	1,394	2.1%
<b>Total 6100 - Principal</b>	<b>-</b>	<b>66,021</b>	<b>66,021</b>	<b>66,021</b>	<b>67,415</b>	<b>1,394</b>	<b>2.1%</b>
<b>6200 - Interest</b>							
500 - Water Enterprise Fund	19,299	17,934	17,934	17,934	16,539	(1,395)	-7.8%
<b>Total 6200 - Interest</b>	<b>19,299</b>	<b>17,934</b>	<b>17,934</b>	<b>17,934</b>	<b>16,539</b>	<b>(1,395)</b>	<b>-7.8%</b>
<b>Total 77 - Well 7 Loan</b>	<b>19,299</b>	<b>83,955</b>	<b>83,955</b>	<b>83,955</b>	<b>83,954</b>	<b>(1)</b>	<b>0.0%</b>
<b>80 - Signature DS-Energy Project</b>							
<b>6100 - Principal</b>							
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%
<b>Total 6100 - Principal</b>	<b>75,670</b>	<b>293,054</b>	<b>293,054</b>	<b>293,055</b>	<b>298,242</b>	<b>5,188</b>	<b>1.8%</b>
<b>6200 - Interest</b>							
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%
<b>Total 6200 - Interest</b>	<b>45,652</b>	<b>81,597</b>	<b>81,597</b>	<b>81,595</b>	<b>76,408</b>	<b>(5,189)</b>	<b>-6.4%</b>
<b>Total 80 - Signature DS-Energy Project</b>	<b>121,321</b>	<b>374,651</b>	<b>374,651</b>	<b>374,650</b>	<b>374,650</b>	<b>(1)</b>	<b>0.0%</b>
<b>Total Debt Service</b>	<b>428,702</b>	<b>898,702</b>	<b>898,702</b>	<b>794,960</b>	<b>970,943</b>	<b>72,241</b>	<b>8.0%</b>
<b>RECAP SUMMARY</b>							
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%
<b>Total</b>	<b>428,702</b>	<b>898,702</b>	<b>898,702</b>	<b>794,960</b>	<b>970,943</b>	<b>72,241</b>	<b>8.0%</b>



**TREE REPLACEMENT FUND 120**

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>589</b>	<b>1,000</b>	<b>1,000</b>	<b>11,635</b>	<b>2,900</b>	<b>1,900</b>	<b>190.0%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	-	-0	0.0%
Services & Supplies	5,691	5,000	5,000	-	8,000	3,000	60.0%
Transfers Out	-	-	-	-	-	-0	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>5,691</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>8,000</b>	<b>3,000</b>	<b>60.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>(5,102)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>11,635</b>	<b>(5,100)</b>		
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		
<b>Total</b>					<b>8,000</b>		



**PERMIT TECHNOLOGY FUND 122**

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>48,300</b>	<b>38,000</b>	<b>38,000</b>	<b>26,500</b>	<b>70,500</b>	<b>32,500</b>	<b>85.5%</b>
<b>OPERATING EXPENSES</b>							
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%
<b>TOTAL OPERATING EXPENSE</b>	<b>1,257</b>	<b>19,100</b>	<b>19,100</b>	<b>19,600</b>	<b>19,600</b>	<b>500</b>	<b>-2.6%</b>
<b>NET BUDGETARY RESULT</b>	<b>47,043</b>	<b>18,900</b>	<b>18,900</b>	<b>6,900</b>	<b>50,900</b>		
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		
<sup>1</sup> Subscription Fee for e-permitting				2,100	2,100		
<sup>2</sup> Annual ePermit Software Cost				13,000	13,000		
<sup>3</sup> Santa Rosa GIS Maintenance Cost				4,000	4,000		
<sup>4</sup> Banking Fees				500	500		
<b>Total</b>				<b>19,600</b>	<b>19,600</b>		



**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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>2,205</b>	<b>2,242,500</b>	<b>2,242,500</b>	<b>23,000</b>	<b>10,000</b>	<b>-2,232,500</b>	<b>-99.6%</b>
<b>OPERATING EXPENSES</b>							
Transfers Out	3,684	2,367,500	2,367,500	109,721	55,000	2,312,500	97.7%
<b>TOTAL OPERATING EXPENSE</b>	<b>3,684</b>	<b>2,367,500</b>	<b>2,367,500</b>	<b>109,721</b>	<b>55,000</b>	<b>2,312,500</b>	<b>97.7%</b>
<b>NET BUDGETARY RESULT</b>	<b>(1,479)</b>	<b>(125,000)</b>	<b>(125,000)</b>	<b>(86,721)</b>	<b>(45,000)</b>		
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		



**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>City of Sebastopol*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>2</b>	<b>55,000</b>	<b>55,000</b>
<b>4999 - Transfers Out</b>				
	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
<b>Total 4999 - Transfers Out</b>		<b>2</b>	<b>55,000</b>	<b>55,000</b>



**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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>								
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%
<b>OPERATING EXPENSES</b>								
Transfers Out	<sup>1</sup>	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		
<sup>1</sup> 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
Interest & Rents	-0	-0	-0	2,155	2,500	2,500	0.0%
Charges for Services	-0	-0	-0	-0	-0	-0	0.0%
<b>TOTAL REVENUE</b>	-0	-0	-0	2,155	2,500	2,500	0.0%
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	325,000	325,000	0.0%
<b>TOTAL OPERATING EXPENSE</b>	-	-	-	-	325,000	325,000	0.0%
<b>NET BUDGETARY RESULT</b>	-	-	-	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		
Routine SCCC Flood Repairs					70,000		
0711.23.05 - Flood Resilient Master Plan					170,000		
0712.23.06 - Community Center Master Plan					85,000		
<b>Total</b>					<b>325,000</b>		



**POLICE ENDOWMENT FUND 128**

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>270,212</b>	<b>-0</b>	<b>-0</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>							
Capital Outlay	-	-	-	-	80,000	80,000	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>80,000</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>270,212</b>	<b>(80,000)</b>		
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 | 211) is used for specified police activities (excluding regular salary) from confiscated assets of convicted drug felons.

## DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

- l) Park Improvement Fund (212) receives revenue from new residential and hotel development to mitigate the impact of such new development on City park and recreational facilities. The use of revenues from the Fund is restricted to park and recreational capital improvements.
- m) Traffic Impact Fee Fund (213) was established to reduce the traffic impacts caused by new development within the City limits. Revenue collected from these fees shall be used solely to pay for the City's future construction of facilities or services or reimburse the City for facilities constructed by the City with funds advanced by the City from other sources.
- n) Underground Utilities Fee Fund (214) is an in-lieu fee paid by development projects where the City Engineer has determined physical undergrounding of overhead utilities is not practical. The Fund is used for general City utility undergrounding projects.
- o) 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.
- p) 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.
- q) 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.
- r) 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.
- s) 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.
- t) 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.
- u) 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.



## DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

- v) 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.
- w) 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.

EXHIBIT A

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



**GAS TAX FUND 200**

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>195,763</b>	<b>220,900</b>	<b>220,900</b>	<b>218,122</b>	<b>220,435</b>	<b>-465</b>	<b>-0.2%</b>
<b>OPERATING EXPENSES</b>							
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%
<b>TOTAL OPERATING EXPENSE</b>	<b>169,589</b>	<b>208,924</b>	<b>208,924</b>	<b>204,793</b>	<b>163,473</b>	<b>-45,451</b>	<b>-21.8%</b>
<b>NET BUDGETARY RESULT</b>	<b>26,174</b>	<b>11,976</b>	<b>11,976</b>	<b>13,329</b>	<b>56,962</b>		
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		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Detail Expenses - Gas Tax Fund</b>							
<b>Budget Expenditures</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>91,698</b>	<b>112,103</b>	<b>112,103</b>	<b>112,085</b>	<b>85,495</b>	<b>(26,608)</b>	<b>-23.7%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>62,762</b>	<b>77,514</b>	<b>77,514</b>	<b>75,700</b>	<b>58,313</b>	<b>(19,201)</b>	<b>-24.8%</b>
<b>Services &amp; Supplies</b>							
4330 - Misc Supplies & Services	-	3,000	3,000	-	3,000	-	0.0%
<b>Total Services &amp; Supplies</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>0.0%</b>
<b>Vehicle Expense</b>							
4380 - Vehicle Maintenance	-	-	-	-	-	-	0.0%
<b>Total Vehicle Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Utilities</b>							
4710 - Utilities - Gas & Electric	6,964	6,300	6,300	7,000	6,900	600	9.5%
<b>Total Utilities</b>	<b>6,964</b>	<b>6,300</b>	<b>6,300</b>	<b>7,000</b>	<b>6,900</b>	<b>600</b>	<b>9.5%</b>
<b>Allocated Insurance</b>							
4997 - Allocated Wrkrs Comp Insurance	8,164	10,008	10,008	10,008	9,765	(243)	-2.4%
<b>Total Allocated Insurance</b>	<b>8,164</b>	<b>10,008</b>	<b>10,008</b>	<b>10,008</b>	<b>9,765</b>	<b>(243)</b>	<b>-2.4%</b>
<b>TOTAL</b>	<b>169,588</b>	<b>208,925</b>	<b>208,925</b>	<b>204,793</b>	<b>163,473</b>	<b>(45,452)</b>	<b>-21.8%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>83,891</b>	<b>83,000</b>	<b>83,000</b>	<b>87,920</b>	<b>86,045</b>	<b>3,045</b>	<b>3.7%</b>
<b>OPERATING EXPENSES</b>							
Transfers Out	33,637	193,000	193,000	275,934	-	193,000	100.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>33,637</b>	<b>193,000</b>	<b>193,000</b>	<b>275,934</b>	<b>-</b>	<b>193,000</b>	<b>100.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>50,254</b>	<b>(110,000)</b>	<b>(110,000)</b>	<b>(188,014)</b>	<b>86,045</b>		
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 JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>112,769</b>	<b>111,000</b>	<b>111,000</b>	<b>114,770</b>	<b>119,500</b>	<b>8,500</b>	<b>7.7%</b>
<b>OPERATING EXPENSES</b>							
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%
<b>TOTAL OPERATING EXPENSE</b>	<b>52,834</b>	<b>316,557</b>	<b>316,557</b>	<b>142,674</b>	<b>90,000</b>	<b>226,557</b>	<b>-71.6%</b>
<b>NET BUDGETARY RESULT</b>	<b>59,935</b>	<b>(205,557)</b>	<b>(205,557)</b>	<b>(27,904)</b>	<b>29,500</b>		
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 JUNE 27, 2024**

<b>Measure M Park Improvement*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>5</b>	<b>115,000</b>	<b>90,000</b>
<b>4999 - Transfers Out</b>				
	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
	0416-95.00 Ives Park Pathway Replacement and ADA Upgrade (Segment 1)	1	-	-
	0420-22.05 Ives Park Master Plan Implementation Phase 2	1	-	-
<b>Total 4999 - Transfers Out</b>		<b>5</b>	<b>90,000</b>	<b>90,000</b>



**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>897</b>	<b>500</b>	<b>500</b>	<b>1,800</b>	<b>500</b>	<b>-0</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>							
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 Support	-	50,500	50,500	3,000	6,000	44,500	-88.1%
<b>TOTAL OPERATING EXPENSE</b>	<b>9,453</b>	<b>80,500</b>	<b>80,500</b>	<b>44,500</b>	<b>34,500</b>	<b>46,000</b>	<b>57.1%</b>
<b>NET BUDGETARY RESULT</b>	<b>(8,556)</b>	<b>(80,000)</b>	<b>(80,000)</b>	<b>(42,700)</b>	<b>(34,000)</b>		
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 JUNE 27, 2024**

<b>Art In Lieu*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>4</b>	<b>34,500</b>	<b>34,500</b>
<b>4999 - Transfers Out</b>				
	0901 "Sebastopol Spire" Ned Kahn carryover - acquisition	1	-	-
	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
<b>Total 4999 - Transfers Out</b>		<b>4</b>	<b>34,500</b>	<b>34,500</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
Interest & Rents	442	1,000	1,000	1,600	1,000	-0	0.0%
Capital Contributions	-0	-0	-0	-0	-0	-0	0.0%
<b>TOTAL REVENUE</b>	<b>442</b>	<b>1,000</b>	<b>1,000</b>	<b>1,600</b>	<b>1,000</b>	<b>-0</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>							
Transfers Out	73	10,500	10,500	-	50,000	-39,500	376.2%
<b>TOTAL OPERATING EXPENSE</b>	<b>73</b>	<b>10,500</b>	<b>10,500</b>	<b>-</b>	<b>50,000</b>	<b>-39,500</b>	<b>376.2%</b>
<b>NET BUDGETARY RESULT</b>	<b>369</b>	<b>(9,500)</b>	<b>(9,500)</b>	<b>1,600</b>	<b>(49,000)</b>		
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 JUNE 27, 2024**

<b>Housing Linkage*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>1</b>	<b>50,000</b>	<b>50,000</b>
<b>4999 - Transfers Out</b>				
4999 - Transfers Out	Affordable Housing Unit Monitoring (Ownership)	1	50,000	50,000
<b>Total 4999 - Transfers Out</b>		<b>1</b>	<b>50,000</b>	<b>50,000</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>187</b>	<b>500</b>	<b>500</b>	<b>1,000</b>	<b>1,000</b>	<b>500.00</b>	<b>100.0%</b>
<b>OPERATING EXPENSES</b>							
Transfers Out	-	-	-	-	22,000	22,000	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,000</b>	<b>22,000</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>187</b>	<b>500</b>	<b>500</b>	<b>1,000</b>	<b>(21,000)</b>		
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 JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>-49,672</b>	<b>10,300</b>	<b>10,300</b>	<b>15,300</b>	<b>10,500</b>	<b>200</b>	<b>1.9%</b>
<b>OPERATING EXPENSES</b>							
Conference & Training Expense	-	-	-	-	-	-0	0.0%
Transfers Out	-	-	-	-	-	-0	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-0</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>(49,672)</b>	<b>10,300</b>	<b>10,300</b>	<b>15,300</b>	<b>10,500</b>		
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 JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>8,097</b>	<b>8,700</b>	<b>8,700</b>	<b>8,200</b>	<b>8,700</b>	<b>-0</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	-	-0	0.0%
Services & Supplies	9,900	8,700	8,700	-	16,000	-7,300	83.9%
<b>TOTAL OPERATING EXPENSE</b>	<b>9,900</b>	<b>8,700</b>	<b>8,700</b>	<b>-</b>	<b>16,000</b>	<b>-7,300</b>	<b>83.9%</b>
<b>NET BUDGETARY RESULT</b>	<b>(1,803)</b>	<b>-</b>	<b>-</b>	<b>8,200</b>	<b>(7,300)</b>		
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 JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
Intergovernmental Revenues	1,158	-0	-0	-0	-0	-0	0.0%
Interest & Rents	523	500	500	1,535	4,000	3,500	700.0%
Capital Contributions	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%
<b>TOTAL REVENUE</b>	<b>137,660</b>	<b>38,100</b>	<b>38,100</b>	<b>5,535</b>	<b>114,000</b>	<b>75,900</b>	<b>199.2%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	44,559	25,025	25,025	39,965	30,025	-5,000	20.0%
Transfers Out	-	-	-	45,197	-	-0	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>44,559</b>	<b>25,025</b>	<b>25,025</b>	<b>85,162</b>	<b>30,025</b>	<b>-5,000</b>	<b>20.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>93,101</b>	<b>13,075</b>	<b>13,075</b>	<b>(79,627)</b>	<b>83,975</b>		
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 JUNE 27, 2024**

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

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>116,502</b>	<b>100,000</b>	<b>100,000</b>	<b>110,800</b>	<b>121,000</b>	<b>21,000</b>	<b>21.0%</b>
<b>OPERATING EXPENSES</b>							
Transfers Out	100,000	100,000	100,000	100,000	120,000	-20,000	20.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>120,000</b>	<b>-20,000</b>	<b>20.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>16,502</b>	<b>-</b>	<b>-</b>	<b>10,800</b>	<b>1,000</b>		
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		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**



**ASSET FORFEITURES FUND 210**

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
Interest & Rents	43	-0	-0	-0	-0	-0	0.00%
Miscellaneous Revenue	-0	-0	-0	-0	-0	-0	0.00%
<b>TOTAL REVENUE</b>	<b>43</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>-0</b>	<b>0.00%</b>
<b>OPERATING EXPENSES</b>							
Miscellaneous Supplies/Services	-	-	-	-	-	-0	0.00%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-0</b>	<b>0.00%</b>
<b>NET BUDGETARY RESULT</b>	<b>43</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
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 JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>-0</b>	<b>-0</b>	<b>1,704,380</b>	<b>1,711,774</b>	<b>781,080</b>	<b>-923,300</b>	<b>-54.17%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	-	-0	0.00%
Transfers Out - Staff Support	-	-	-	-	150,000	-150,000	0.00%
Transfers Out - Projects	-	-	1,704,380	1,711,774	631,080	1,073,300	-62.97%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>1,704,380</b>	<b>1,711,774</b>	<b>781,080</b>	<b>1,073,300</b>	<b>-62.97%</b>
<b>NET BUDGETARY RESULT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
Addition/(Use) of Reserves	-	-	-	-	-		
Beginning Fund Balance (Estimated)	-0	-0	-0	-0	-0		
Ending Fund Balance (Estimated)	-	-	-	-	-		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Transporation Grant Fund*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>4</b>	<b>781,080</b>	<b>781,080</b>
<b>4999 - Transfers Out</b>				
211 OBAG2	0513-74.09 Bodega Ave Bike Lanes & Pavement Rehab - Phase 1	-	-	-
211 Quick Strike	1000-19.01 SR 116 Curb Ramps and Crosswalk Impr at Bodega/Florence and Robinson	-	-	-
211 TDA 3	1000-19.01 SR 116 Curb Ramps and Crosswalk Impr at Bodega/Florence and Robinson	-	-	-
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 \$13K)	1	150,000	150,000
			-	-
<b>Total 4999 - Transfers Out</b>		<b>4</b>	<b>781,080</b>	<b>781,080</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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	5,000	5,000	0.0%
<b>TOTAL REVENUE</b>	<b>99,980</b>	<b>142,443</b>	<b>93,500</b>	<b>94,571</b>	<b>695,912</b>	<b>602,412</b>	<b>644.3%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	-	-0	0.0%
Transfers Out	59,670	205,443	205,443	82,771	339,455	-134,012	-65.2%
Debt Service Payments	27,501	31,470	31,470	27,558	27,537	3,933	-12.5%
<b>TOTAL OPERATING EXPENSE</b>	<b>87,171</b>	<b>236,913</b>	<b>236,913</b>	<b>110,329</b>	<b>366,992</b>	<b>130,079</b>	<b>54.9%</b>
<b>NET BUDGETARY RESULT</b>	<b>12,809</b>	<b>(94,470)</b>	<b>(143,413)</b>	<b>(15,758)</b>	<b>328,920</b>		
Addition/(Use) of Reserves	12,809	(94,470)	(143,413)	(15,758)	328,920		
Beginning Fund Balance (Estimated)	3,570	16,379	16,379	16,379	621		
Ending Fund Balance (Estimated)	16,379	(78,091)	(127,034)	621	329,541		



**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Park Improvement Fund*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>2</b>	<b>334,455</b>	<b>334,455</b>
<b>4999 - Transfers Out</b>				
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
Prop 68	0416-95.00 Ives Park Pathway Replacement and ADA Upgrade (Segment 1)			
	0423.20.10 Trail Connection -Tomodachi Park to west property line -Park Imp Fund	-	-	-
	0425-23.07 Ives Park Master Plan Implementation Phase 2	-	-	-
	Pay back Measure M borrowed in FY 23/24		5,000	5,000
<b>Total 4999 - Transfers Out</b>		<b>2</b>	<b>339,455</b>	<b>339,455</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>1,934</b>	<b>1,800</b>	<b>1,800</b>	<b>15,714</b>	<b>390,909</b>	<b>389,109</b>	<b>21617.2%</b>
<b>OPERATING EXPENSES</b>							
Contract Services	-	-	-	-	-	-0	0.0%
Transfers Out	37,838	110,620	110,620	98,256	209,830	-99,210	89.7%
Transfers Out Staff Support	-	-	-	-	29,822	-29,822	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>37,838</b>	<b>110,620</b>	<b>110,620</b>	<b>98,256</b>	<b>239,652</b>	<b>-129,032</b>	<b>116.6%</b>
<b>NET BUDGETARY RESULT</b>	<b>(35,904)</b>	<b>(108,820)</b>	<b>(108,820)</b>	<b>(82,542)</b>	<b>151,257</b>		
Addition/(Use) of Reserves	(35,904)	(108,820)	(108,820)	(82,542)	151,257		
Beginning Fund Balance (Estimated)	211,946	176,042	176,042	176,042	93,500		
Ending Fund Balance (Estimated)	176,042	67,222	67,222	93,500	244,757		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Traffic Impact*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>1</b>	<b>-</b>	<b>-</b>
<b>4999 - Transfers Out</b>				
4999 - Transfers Out	1000-19.01 SR 116 ADA Ramps & Crosswalk Safety Improvements at Bodega/Florence & Bodega/Robinson	1	-	-
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	29,822	29,822
	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
<b>Total 4999 - Transfers Out</b>			<b>239,652</b>	<b>239,652</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**



**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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>1,177</b>	<b>1,500</b>	<b>1,500</b>	<b>4,500</b>	<b>4,500</b>	<b>3,000</b>	<b>200.0%</b>
<b>OPERATING EXPENSES</b>							
Transfer Out	-	-	-	-	-	-0	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-0</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>1,177</b>	<b>1,500</b>	<b>1,500</b>	<b>4,500</b>	<b>4,500</b>		
Addition/(Use) of Reserves	1,177	1,500	1,500	4,500	4,500		
Beginning Fund Balance (Estimated)	239,641	240,818	240,818	240,818	245,318		
Ending Fund Balance (Estimated)	240,818	242,318	242,318	245,318	249,818		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>462</b>	<b>203,500</b>	<b>203,500</b>	<b>154,715</b>	<b>45,000</b>	<b>-158,500</b>	<b>-77.9%</b>
<b>OPERATING EXPENSES</b>							
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%
<b>TOTAL OPERATING EXPENSE</b>	<b>27,289</b>	<b>203,500</b>	<b>203,500</b>	<b>153,215</b>	<b>45,000</b>	<b>158,500</b>	<b>-77.9%</b>
<b>NET BUDGETARY RESULT</b>	<b>(26,827)</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>		
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 JUNE 27, 2024**

<b>Community Development Block Grant- ADA*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>2</b>	<b>40,000</b>	<b>40,000</b>
<b>4999 - Transfers Out</b>				
	0213-20.05 Youth Annex ADA Upgrades	1	-	-
	0214-20.07 City Hall ADA Upgrades	1	40,000	40,000
	0214-20.07 City Hall ADA Upgrades	1	5,000	5,000
<b>Total 4999 - Transfers Out</b>		<b>3</b>	<b>45,000</b>	<b>45,000</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
User Taxes	180,447	185,900	185,900	182,460	194,816	8,916	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%
<b>TOTAL REVENUE</b>	<b>183,414</b>	<b>185,900</b>	<b>185,900</b>	<b>185,460</b>	<b>199,816</b>	<b>13,916</b>	<b>7.5%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	-	-0	0.0%
Transfers Out	298,120	160,680	160,680	40,666	61,700	98,980	-61.6%
<b>TOTAL OPERATING EXPENSE</b>	<b>298,120</b>	<b>160,680</b>	<b>160,680</b>	<b>40,666</b>	<b>61,700</b>	<b>98,980</b>	<b>-61.6%</b>
<b>NET BUDGETARY RESULT</b>	<b>(114,706)</b>	<b>25,220</b>	<b>25,220</b>	<b>144,794</b>	<b>138,116</b>		
Addition/(Use) of Reserves	(114,706)	25,220	25,220	144,794	138,116		
Beginning Fund Balance (Estimated)	268,540	153,834	153,834	153,834	298,628		
Ending Fund Balance (Estimated)	153,834	179,054	179,054	298,628	436,744		



**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Road Maintenance SB1*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>3</b>	<b>61,700</b>	<b>61,700</b>
<b>4999 - Transfers Out</b>				
	0131-23.01 NEW: Bodega Ave. Guardrails at City Limits	1	56,700	56,700
	0132-23.02 NEW: SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, and Walker	1	-	-
	1000-19.01 SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence & Bodega/Robinson	1	5,000	5,000
	0514-22.06 Bodega Ave. Bike Lanes and Pavement Rehabilitation Phase 2	1	-	-
<b>Total 4999 - Transfers Out</b>		<b>4</b>	<b>61,700</b>	<b>61,700</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**



**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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
Interest & Rents	-16	-0	-0	100	-0	-0.00	0.0%
Intergovernmental Revenue	-0	-0	-0	-0	150,850	150,850	0.0%
<b>TOTAL REVENUE</b>	-16	-0	-0	100	150,850	150,850	0.0%
<b>OPERATING EXPENSES</b>							
Transfer Out	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	-	-	-	-	-	-	0.0%
<b>NET BUDGETARY RESULT</b>	(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		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**



**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	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Interest & Rents	-5	-0	-0	100	-0	-0.00	0.0%
Charges for Services	-0	-0	-0	1,000	40,000	40,000	0.0%
<b>TOTAL REVENUE</b>	-5	-0	-0	1,100	40,000	40,000	0.0%
<u>OPERATING EXPENSES</u>							
Transfer Out	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	-	-	-	-	-	-	0.0%
<b>NET BUDGETARY RESULT</b>	(5)	-	-	1,100	40,000	40,000	0.0%
Addition/(Use) of Reserves	(5)	-	-	1,100	40,000		
Beginning Fund Balance (Estimated)	990	985	985	985	2,085		
Ending Fund Balance (Estimated)	985	985	985	2,085	42,085		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**



**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	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
Interest & Rents	-24	-0	-0	500	-0	-0.00	0.0%
Charges for Services	873	-0	-0	8,700	144,000	144,000	0.0%
<b>TOTAL REVENUE</b>	<b>849</b>	<b>-0</b>	<b>-0</b>	<b>9,200</b>	<b>144,000</b>	<b>144,000</b>	<b>0.0%</b>
<u>OPERATING EXPENSES</u>							
Transfer Out	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>849</b>	<b>-</b>	<b>-</b>	<b>9,200</b>	<b>144,000</b>	<b>144,000</b>	<b>0.0%</b>
Addition/(Use) of Reserves	849	-	-	9,200	144,000		
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	159,535		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<u>OPERATING REVENUE</u>							
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%
<b>TOTAL REVENUE</b>	<b>812</b>	<b>900</b>	<b>900</b>	<b>1,000</b>	<b>1,000</b>	<b>100.00</b>	<b>11.1%</b>
<u>OPERATING EXPENSES</u>							
Contracted Services	-	-	-	-	-	-	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>812</b>	<b>900</b>	<b>900</b>	<b>1,000</b>	<b>1,000</b>		
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 JUNE 27, 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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
Intergovernmental Revenues	15,000	-0	-0	2,900	-0	-0	0.0%
Interest Income	-474	-0	-0	775	-0	-0	0.0%
Transfers In	-0	-0	-0	300	-0	-0	0.0%
<b>TOTAL REVENUE</b>	<b>14,526</b>	<b>-0</b>	<b>-0</b>	<b>3,975</b>	<b>-0</b>	<b>-0</b>	<b>0.0%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	-	-0	0.0%
Services & Supplies	-	7,500	7,500	-	-	7,500	-100.0%
Conference & Training Expense	-	-	-	-	-	-0	0.0%
<b>TOTAL OPERATING EXPENSE</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>-100.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>14,526</b>	<b>(7,500)</b>	<b>(7,500)</b>	<b>3,975</b>	<b>-</b>	<b>-7,500</b>	<b>-100.0%</b>
Addition/(Use) of Reserves	14,526	(7,500)	(7,500)	3,975	-		
Beginning Fund Balance (Estimated)	-0	14,526	14,526	14,526	18,501		
Ending Fund Balance (Estimated)	14,526	7,026	7,026	18,501	18,501		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**



**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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>20,000</b>	<b>92,600</b>	<b>92,600</b>	<b>65,000</b>	<b>250,000</b>	<b>157,400</b>	<b>170.0%</b>
<b>OPERATING EXPENSES</b>							
Contracted Services	140,811	65,000	65,000	65,000	250,000	-185,000	284.6%
Transfers Out	56,786	27,600	27,600	-	40,900	-13,300	48.2%
<b>TOTAL OPERATING EXPENSE</b>	<b>197,597</b>	<b>92,600</b>	<b>92,600</b>	<b>65,000</b>	<b>290,900</b>	<b>-198,300</b>	<b>214.1%</b>
<b>NET BUDGETARY RESULT</b>	<b>(177,597)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(40,900)</b>		
Addition/(Use) of Reserves	(177,597)	-	-	-	(40,900)		
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)	(218,497)		



**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Supplemental Planning Grant Fund</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Quantity</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>1</b>	<b>250,000</b>	<b>250,000</b>
<b>4210 - Professional Contract Services</b>				
	Land Use study	1	250,000	250,000
<b>4210 - Professional Contract Services</b>				
		<b>1</b>	<b>250,000</b>	<b>250,000</b>
4999 - Transfers Out	PDA Staff Time	1	40,900	40,900
<b>Total 4999 - Transfers Out</b>		<b>1</b>	<b>40,900</b>	<b>40,900</b>
Housing Element Update & VMT				

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**



**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	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
Intergovernmental Revenues	-0	-0	-0	-0	600,000	600,000	0.0%
Transfers In	-0	-0	-0	-0	-0	-0	0.0%
<b>TOTAL REVENUE</b>	-0	-0	-0	-0	600,000	600,000	0.0%
<b>OPERATING EXPENSES</b>							
Contracted Services	-	-	-	-	60,000	-60,000	0.0%
Transfers Out	-	-	-	-	298,051	-298,051	0.0%
<b>TOTAL OPERATING EXPENSE</b>	-	-	-	-	358,051	-358,051	0.0%
<b>NET BUDGETARY RESULT</b>	-	-	-	-	241,949		
Addition/(Use) of Reserves	-	-	-	-	241,949		
Beginning Fund Balance (Estimated)	-0	-0	-0	-0	-0		
Ending Fund Balance (Estimated)	-	-	-	-	241,949		



**INSURNACE FUND - FUND 601**

DESCRIPTION	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Incr / (Dec)	% Incr / (Dec)
<b>OPERATING REVENUE</b>							
G & A Allocation	1,076,015	1,308,530	1,308,530	1,308,530	1,243,750	-64,780	-5.0%
<b>TOTAL REVENUE</b>	<b>1,076,015</b>	<b>1,308,530</b>	<b>1,308,530</b>	<b>1,308,530</b>	<b>1,243,750</b>	<b>-64,780</b>	<b>-5.0%</b>
<b>OPERATING EXPENSES</b>							
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%
<b>TOTAL OPERATING EXPENSE</b>	<b>1,076,015</b>	<b>1,308,530</b>	<b>1,308,530</b>	<b>1,308,530</b>	<b>1,243,750</b>	<b>-64,780</b>	<b>-5.0%</b>
<b>NET BUDGETARY RESULT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
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		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>Insurance Fund</b>							
<b>Budget Expenditures</b>							
<b>Detail - Workers' Compensation Insurance</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
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%
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Detail - Liability Insurance</b>							
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%
<b>TOTAL</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

## **WATER/WASTEWATER ENTERPRISE FUNDS**

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### **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

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - WATER DESCRIPTION OF CHANGES</b>					
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 <b>\$23,140</b> is based on a redistribution of staff assigned to water system maintenance. Including an increase of <b>\$28,574</b> caused by moving 1/2 of 1 FTE Laborer position to water maintenance. Including other miscellaneous reallocations of staff time to compensate for the frozen Maintenance Worker 2 position time allocations to the water fund.
Benefits	133,610	223,277	89,667	On-Going	This increase <b>\$89,667</b> 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 <b>(\$100,000)</b> 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 <b>(\$25,500)</b> 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 <b>(\$46,500)</b> 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 <b>\$18,500</b> and the replacement of the Well 7 CO2 Treatment Injection System <b>\$9,250</b>
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 <b>(\$510,233)</b>
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
<b>Total Expense</b>	<b>3,868,415</b>	<b>2,721,023</b>	<b>(1,147,392)</b>		



## 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
<b>OPERATING REVENUE</b>							
3600 - Usage Charges-Residential	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%
<b>TOTAL REVENUE</b>	<b>2,396,463</b>	<b>2,414,650</b>	<b>2,414,650</b>	<b>2,459,200</b>	<b>3,372,855</b>	<b>958,205</b>	<b>39.7%</b>
<b>OPERATING EXPENDITURE</b>							
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%
<b>TOTAL EXPENDITURES</b>	<b>3,151,370</b>	<b>3,868,415</b>	<b>3,868,415</b>	<b>3,590,865</b>	<b>2,721,023</b>	<b>(1,147,392)</b>	<b>-29.7%</b>
Net Surplus/(Deficit)	<b>(754,907)</b>	<b>(1,453,765)</b>	<b>(1,453,765)</b>	<b>(1,131,665)</b>	<b>651,832</b>		
Beginning Working Capital Balance	1,980,762	1,225,855	1,225,855	1,225,855	94,190		
Ending Working Capital Balance	<b>1,225,855</b>	<b>(227,910)</b>	<b>(227,910)</b>	<b>94,190</b>	<b>746,022</b>		
<b>RESERVE</b>							
Policy Reserve Level (25%)	<b>787,842</b>	<b>967,104</b>	<b>967,104</b>	<b>897,716</b>	<b>680,256</b>		
Actual Reserve Level	<b>38.9%</b>	<b>-5.9%</b>	<b>-5.9%</b>	<b>2.6%</b>	<b>27.4%</b>		



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)	% Change
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>286,807</b>	<b>334,837</b>	<b>334,837</b>	<b>329,937</b>	<b>357,977</b>	<b>23,140</b>	<b>6.5%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>143,383</b>	<b>133,610</b>	<b>133,610</b>	<b>130,375</b>	<b>223,277</b>	<b>89,667</b>	<b>40.2%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>275,989</b>	<b>390,475</b>	<b>390,475</b>	<b>369,500</b>	<b>255,820</b>	<b>(134,655)</b>	<b>-52.6%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>202,786</b>	<b>210,150</b>	<b>210,150</b>	<b>194,200</b>	<b>225,550</b>	<b>15,400</b>	<b>6.8%</b>
<b>Conference &amp; Training Expense</b>							
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%
<b>Total Conference &amp; Training Expense</b>	<b>2,329</b>	<b>7,200</b>	<b>7,200</b>	<b>5,000</b>	<b>5,000</b>	<b>(2,200)</b>	<b>-44.0%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>202,114</b>	<b>304,300</b>	<b>304,300</b>	<b>222,000</b>	<b>254,600</b>	<b>(49,700)</b>	<b>-19.5%</b>
<b>Allocated Insurance   Others</b>							
4996 - Allocated Liability Insurance	61,263	59,560	59,560	59,560	51,825	(7,735)	-14.9%
4997 - Allocated Wrkrs 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%
<b>Total Allocated Insurance   Others</b>	<b>1,686,690</b>	<b>2,130,545</b>	<b>2,130,545</b>	<b>1,980,149</b>	<b>1,080,143</b>	<b>(1,050,402)</b>	<b>-97.2%</b>
<b>Debt Service</b>							
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%
<b>Total Debt Service</b>	<b>351,271</b>	<b>357,298</b>	<b>357,298</b>	<b>380,704</b>	<b>318,656</b>	<b>(38,642)</b>	<b>-12.1%</b>
<b>TOTAL</b>	<b>3,151,370</b>	<b>3,868,415</b>	<b>3,868,415</b>	<b>3,611,865</b>	<b>2,721,023</b>	<b>(1,147,392)</b>	<b>-42.2%</b>



DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>451720</b>	<b>23</b>	<b>\$ 632,370</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>243,320</b>	<b>13</b>	<b>\$ 243,320</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>180,650</b>	<b>8</b>	<b>\$ 180,650</b>
<b>5100 - Capital Outlay</b>				
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
<b>Total 5100 - Capital Outlay</b>		<b>27,750</b>	<b>2</b>	<b>\$ 27,750</b>

\*Report Contains Filters and Conditions

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - SEWER DESCRIPTION OF CHANGES</b>					
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 <b>\$16,606</b> is based on a redistribution of staff time assigned to sewer system maintenance. Including an increase of <b>\$28,574</b> 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 <b>(\$40,100)</b> and Sewer Maintenance Hole rehabilitation <b>(\$27,000)</b> 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 <b>(\$28,500)</b> and the Water Rate Study carryover <b>(\$37,075)</b> was eliminated as the project was completed. Other miscellaneous contract cost reductions were included totaling <b>(\$10,250)</b>
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 <b>(\$39,500)</b> 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 <b>(\$46,500)</b> 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 <b>(\$204,112)</b>
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
<b>Total Expense</b>	<b>4,876,260</b>	<b>4,108,753</b>	<b>(767,507)</b>		



**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
<b>OPERATING REVENUE</b>							
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%
<b>TOTAL REVENUE</b>	<b>3,018,050</b>	<b>3,109,000</b>	<b>3,109,000</b>	<b>4,222,600</b>	<b>4,659,752</b>	<b>1,550,752</b>	<b>49.9%</b>
<b>OPERATING EXPENDITURE</b>							
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%
<b>TOTAL EXPENDITURES</b>	<b>3,784,720</b>	<b>4,876,260</b>	<b>4,876,260</b>	<b>4,568,087</b>	<b>4,108,753</b>	<b>(767,507)</b>	<b>-15.7%</b>
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	<b>392,668</b>	<b>(1,374,592)</b>	<b>(1,374,592)</b>	<b>47,181</b>	<b>598,180</b>		
<b>RESERVE</b>							
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%		

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**



<b>Detail - Wastewater Fund</b>							
<b>Budget Expenditures</b>							
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
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>259,143</b>	<b>290,287</b>	<b>290,287</b>	<b>287,727</b>	<b>306,893</b>	<b>16,606</b>	<b>5.7%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>138,882</b>	<b>131,241</b>	<b>131,241</b>	<b>130,312</b>	<b>194,998</b>	<b>63,757</b>	<b>48.6%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>1,858,418</b>	<b>2,201,325</b>	<b>2,201,325</b>	<b>2,090,350</b>	<b>2,236,485</b>	<b>35,160</b>	<b>1.6%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>86,910</b>	<b>139,000</b>	<b>139,000</b>	<b>95,000</b>	<b>105,700</b>	<b>(33,300)</b>	<b>-24.0%</b>
<b>Conference &amp; Training Expense</b>							
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%
<b>Total Conference &amp; Training Expense</b>	<b>4,658</b>	<b>10,500</b>	<b>10,500</b>	<b>10,200</b>	<b>8,000</b>	<b>(2,500)</b>	<b>-23.8%</b>
<b>Utilities</b>							
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%
<b>Total Utilities</b>	<b>60,678</b>	<b>68,750</b>	<b>68,750</b>	<b>57,400</b>	<b>81,352</b>	<b>12,602</b>	<b>18.3%</b>
<b>Allocated Insurance   Others</b>							
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%
<b>Total Allocated Insurance   Others</b>	<b>1,196,914</b>	<b>1,831,722</b>	<b>1,831,722</b>	<b>1,718,443</b>	<b>996,669</b>	<b>(835,053)</b>	<b>-45.6%</b>
<b>Debt Service</b>							
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%
<b>Total Debt Service</b>	<b>179,117</b>	<b>203,434</b>	<b>203,434</b>	<b>178,655</b>	<b>178,656</b>	<b>(24,778)</b>	<b>-12.2%</b>
<b>TOTAL DEPARTMENT</b>	<b>3,784,720</b>	<b>4,876,260</b>	<b>4,876,260</b>	<b>4,568,087</b>	<b>4,108,753</b>	<b>(767,507)</b>	<b>-15.7%</b>

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

<b>City of Sebastopol*</b>				
<b>Object Details</b>				
<b>Object</b>	<b>Worksheet Description</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Quantity</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>188,750</b>	<b>22</b>	<b>\$ 188,750</b>
<b>4210 - Professional Contract Services</b>				
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
<b>Total 4210 - Professional Contract Services</b>		<b>105,550</b>	<b>13</b>	<b>\$ 105,550</b>
<b>4330 - Misc Supplies &amp; Services</b>				
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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>83,200</b>	<b>9</b>	<b>\$ 83,200</b>
<b>5100 - Capital Outlay</b>				
5100 - Capital Outlay		0	0	0
<b>Total 5100 - Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>

\*Report Contains Filters and Conditions



**City of Sebastopol**  
**5-Year Capital Improvement Program**  
**FY 2024-25 to FY 2028-29 DRAFT 6/24/24**



All costs shown are in 2024 dollars.

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# Global Summary Report

## City of Sebastopol

	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT CATEGORY EXPENDITURES</b>							
1 Bikes, Pedestrians & Safety	783,097	902,610	908,800	1,648,000	455,000	2,250,000	6,164,410
2 Transition Plan ADA Projects	215,000	75,000					75,000
3 Housing Projects		410,500					410,500
4 Parks Projects	232,445	424,455	732,000	60,000			1,216,455
5 Paving Projects	1,464,009	55,000	2,576,000	100,000	500,000	500,000	3,731,000
6 Sewer/Wastewater Projects	530,000	32,000	133,000	637,200	332,000	935,500	2,069,700
7 Stormwater Projects		255,000	165,000	665,000	1,125,000		2,210,000
8 Water Projects	530,000	120,000	700,000	2,900,000	300,000	600,000	4,620,000
9 Arts Projects	3,000	27,000	28,000				55,000
<b>TOTALS</b>	<b>3,757,551</b>	<b>2,301,565</b>	<b>5,242,800</b>	<b>6,010,200</b>	<b>2,712,000</b>	<b>4,285,500</b>	<b>20,552,065</b>
<b>PROJECT FUNDING SOURCES</b>							
000 Unfunded		410,500	859,100	3,818,000	1,775,000	2,500,000	9,362,600
001 Grant - Unsecured			595,700	1,095,000		250,000	1,940,700
103 Bldg./Fac./Infr. Reserve	61,785	30,000					30,000
103 B/F/IR - Donations	20,000						
123 Pavement Reserve Fund	109,721	55,000					55,000
127 2019 Flood Mitig Earmark		255,000					255,000
201 Measure M Transportation	275,934		136,000				136,000
202 Measure M Parks	137,674	90,000	130,000				220,000
203 Art-In-Lieu Fund	3,000	27,000	28,000				55,000
211 Transp Grant - TDA3	60,380						
211 Transp Grant - Quick Strike (MTC)	476,000						
211 Transp Grant - HSIP		528,120					528,120
211 Transp Grant - OBAG2	1,078,354						
211 Transp Grant - District 5 Infra Funding	97,040	102,960					102,960
211 Transp Grant - Go Sonoma (SCTA)			2,240,000		50,000		2,290,000
212 Park Improvement Fund		207,512	236,800	60,000			504,312
212 Park Improvement (Sonoma Co.)		126,943					126,943
212 Park Improve Fund (Prop 68)	82,771						
213 Traffic Impact Fee Fund (TIF)	98,256	209,830	246,000		55,000		510,830
214 Underground Utilities Fee Fund	855						
216 Community Dev. Grant (CDBG)	153,215	45,000	138,200				183,200
217 SB 1 Road Maintenance & Rehab	30,566	61,700	200,000	100,000	200,000		561,700
501 Water Capital Fund	530,000	120,000	300,000	300,000	300,000	600,000	1,620,000
511 Sewer Capital Fund	542,000	32,000	133,000	637,200	332,000	935,500	2,069,700
<b>TOTALS</b>	<b>3,757,551</b>	<b>2,301,565</b>	<b>5,242,800</b>	<b>6,010,200</b>	<b>2,712,000</b>	<b>4,285,500</b>	<b>20,552,065</b>

# Category Summary Report

## 1 - Bikes, Pedestrians & Safety

		FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>								
0113-16.00	NEW: Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek		50,000	350,000				400,000
0125-20.01	Ragle Road West Side Bicycles and Pedestrian Access					400,000	2,000,000	2,400,000
0130-22.08	Undergrounding Overhead Utilities	855						
0131-23.01	Bodega Avenue Guardrails at City Limits	1,900	369,000					369,000
0132-23.02	SR 116 Enhanced Crossings at Burnett, Keating, Hutchins, Walker	20,500	318,950					318,950
0133-23.10	Sunset Ave./Taft St. Pedestrian Crossing Enhancements	117,040	102,960					102,960
0134-24.01	NEW: Covert Lane/Zimpher Drive Crossing Improvements		10,000	51,000	245,000			306,000
0135-24.02	NEW: Sunset/Johnson Street Pedestrian Crossing Enhancements		46,700	250,700				297,400
0136-24.03	Johnson, Morris, Eddie Lane Crosswalk and Sidewalk Improvements			67,100	553,000			620,100
0137-24.04	Signal at Ragle Rd and Bodega Ave			190,000	850,000			1,040,000
1000-19.01	SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence and Bodega/Robinson	642,802	5,000					5,000
137-24.05	Covert Lane and Norlee Street Crosswalk ADA Ramps and Pedestrian Crossing Improvements					55,000	250,000	305,000
		783,097	902,610	908,800	1,648,000	455,000	2,250,000	6,164,410
<b>PROJECT FUNDING SOURCES</b>								
000	Unfunded			67,100	553,000	350,000	2,000,000	2,970,100
001	Grant - Unsecured			595,700	1,095,000		250,000	1,940,700
103	B/F/IR - Donations	20,000						
211	Transp Grant - District 5 Infra Funding	97,040	102,960					102,960
211	Transp Grant - HSIP		528,120					528,120
211	Transp Grant - Quick Strike (MTC)	476,000						
211	Transp Grant - TDA3	60,380						
211	Transp Grant - Go Sonoma (SCTA)					50,000		50,000
213	Traffic Impact Fee Fund (TIF)	98,256	209,830	246,000		55,000		510,830
214	Underground Utilities Fee Fund	855						
217	SB 1 Road Maintenance & Rehab	30,566	61,700					61,700
		783,097	902,610	908,800	1,648,000	455,000	2,250,000	6,164,410

**NEW: Bodega Ave. Bicycle Connection Ragle Rd. to Atascadero Creek**

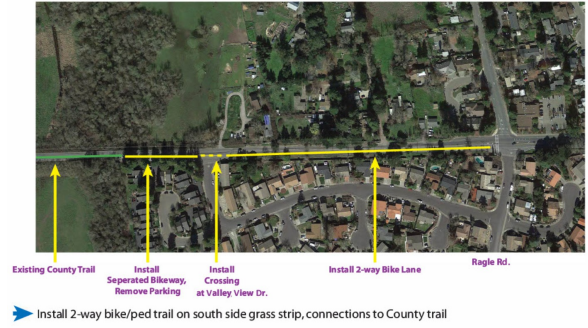
DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

**Project No:** 0113-16.00

**Category:** Bikes, Pedestrians & Safety

**Project Location:** Bodega Ave. from Ragle to Atascadero Creek

**CIP #0113-16.00**  
Bodega Ave (Ragle Rd to Atascadero Creek)



**DESCRIPTION:** Bodega Avenue Class I Multi-Use Trail (from Ragle Road to Valley View Drive on existing City planter strip right-of-way), marked two-way bike/ped crossing at intersection with Valley View Drive, and Class IV striped two-way bike facility on south shoulder of Bodega Avenue with raised separator (between Valley View Drive and existing terminus of County trail). The City will be applying for transportation grant funding in year 1.

**JUSTIFICATION:** Provides bicycle path connection on Bodega Avenue from Ragle Road to the County bike trail. This bike path is identified in the City's bicycle and pedestrian master plan. Note: Segment between Pleasant Hill Road and Ragle Road will only require new striping and will be done as part of street maintenance striping.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction		50,000					50,000
9200 - Construction			350,000				350,000
<b>EXPENDITURE TOTALS</b>		50,000	350,000				400,000
FUNDING SOURCES							
001-Grant - Unsecured			345,000				345,000
213-Traffic Impact Fee Fund (TIF)		50,000	5,000				55,000
<b>FUNDING TOTALS</b>		50,000	350,000				400,000

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



**DESCRIPTION:**

Provide bicycle lanes and sidewalks/pedestrian paths on Ragle Rd - from Bodega Ave to Mill Station Rd; Mill Station Rd - from Ragle Rd to SR 116. This is a joint City/County endeavor. City applied for ATP grant in 2018 and again in 2022 but was not awarded. This project is updated to exclude the bike lanes on Bodega Ave since the City has already completed the segment from High Street to Nelson Way and has secured a grant for the section up to Pleasant Hill Rd. This project is mostly on County right of way (approximately 75%) and the County will take the lead on applying for a grant for this project.

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

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

EXPENDITURES	FY23-24	2024-25	2025-26	2026-27	2027-28	2028-29	PROJECT TOTAL
	Estimated						
9100 - Pre-construction					400,000		400,000
9200 - Construction						2,000,000	2,000,000
<b>EXPENDITURE TOTALS</b>					400,000	2,000,000	2,400,000
FUNDING SOURCES							
000-Unfunded					350,000	2,000,000	2,350,000
211-Transp Grant - Go Sonoma (SCTA)					50,000		50,000
<b>FUNDING TOTALS</b>					400,000	2,000,000	2,400,000

# Undergrounding Overhead Utilities

**Project No:** 0130-22.08  
**Category:** Bikes, Pedestrians & Safety  
**Project Location:** Bodega Avenue



**DESCRIPTION:** The project is for undergrounding overhead utilities on Petaluma Avenue using Rule 20A work credits.

**JUSTIFICATION:** Due to the high cost of undergrounding and City commitment of local funds to implement the project, the undergrounding project was cancelled by Council at their 9/19/23 meeting. The Rule 20A work credits were transferred to the County of Sonoma for their undergrounding projects.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	855						0
<b>EXPENDITURE TOTALS</b>	855						0
FUNDING SOURCES							
100-General Fund							0
104-Rule 20A Monies PG&E							0
214-Underground Utilities Fee Fund	855						0
<b>FUNDING TOTALS</b>	855						0

**Project No:** 0131-23.01  
**Category:** Bikes, Pedestrians & Safety  
**Project:** Bodega Avenue from West End City  
**Location:** Limits to Valley View Dr.



**DESCRIPTION:** Remove existing bridge guardrail and replace approximately 765 lineal feet of guard rail. Work includes replacing signage and related appurtenances. This project is primarily funded with a Highway Safety Improvement Program (HSIP Cycle 11) grant from the State.

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

**GENERAL PLAN Goals and Policies:** Circulation CIR 1-9: Consider all transportation improvements as opportunities to improve safety, access, and mobility for all roadway users and avoid dead-end streets and cul-de-sacs.

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	1,900						0
9100 - Pre-construction		69,500					69,500
9200 - Construction		299,500					299,500
<b>EXPENDITURE TOTALS</b>	1,900	369,000					369,000
FUNDING SOURCES							PROJECT TOTAL
211-Transp Grant - HSIP		312,300					
217-SB 1 Road Maintenance & Rehab	1,900	56,700					56,700
<b>FUNDING TOTALS</b>	1,900	369,000					369,000



**Project No:** 0132-23.02  
**Category:** Bikes, Pedestrians & Safety  
**Project Location:** S Main/Burnett St; N Main/Keating Ave; Gravenstein Hwy/Hutchins Ave; Petaluma Ave/Walker Ave



**DESCRIPTION:** Install pedestrian-activated circular LED rapid flashing beacons replacing existing standard flashing beacons; install perimeter lighted pedestrian crossing signs; install pedestrian push buttons; remove existing in-roadway warning lights. This project is primarily funded with a Highway Safety Improvement Program (HSIP Cycle 11) grant from the State.

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	20,500						0
9100 - Pre-construction		14,200					14,200
9200 - Construction		304,750					304,750
<b>EXPENDITURE TOTALS</b>	20,500	318,950					318,950
<b>FUNDING SOURCES</b>							
211-Transp Grant - HSIP		215,820					215,820
213-Traffic Impact Fee Fund (TIF)		103,130					103,130
217-SB 1 Road Maintenance & Rehab	20,500						0
<b>FUNDING TOTALS</b>	20,500	318,950					318,950

**Project No:** 0133-23.10

**Category:** Bikes, Pedestrians & Safety

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



**DESCRIPTION:** Taft Street/Sunset Avenue – upgrade crosswalk markings including advanced yield markings and install double-sided flashing pedestrian crossing signs with circular LED beacons in similar style to other Sebastopol crossings. Install advanced pedestrian crossing signage. Upgrade curb ramps to comply with current ADA standards. Install edge line striping for traffic calming on Sunset Avenue between Taft Street and Johnson Street

**JUSTIFICATION:** The school district requested pedestrian crossing improvements at the two locations to make the crossing safer for students and other pedestrians. The City received infrastructure grant funding from County Supervisor Lynda Hopkins District 5 and the School District is making a \$20,000 contribution towards this project.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	117,040						0
9100 - Pre-construction							0
9200 - Construction		102,960					102,960
<b>EXPENDITURE TOTALS</b>	117,040	102,960					102,960
FUNDING SOURCES							
103-B/F/IR - Donations	20,000						0
103-Bldg./Fac./Infr. Reserve							0
211-Transp Grant - District 5 Infra Funding	97,040	102,960					102,960
<b>FUNDING TOTALS</b>	117,040	102,960					102,960



**Project No:** 0134-24.01  
**Category:** Bikes, Pedestrians & Safety  
**Project Location:** Covert Lane/Zimpher Drive



**DESCRIPTION:** Install Rapid rectangular flashing beacons (RRFB) at this intersection including minor lane configuration. The City will apply for HSIP cycle 12 grant from the State due Sept 2024. The application will include a concept plan and preliminary estimate.

**JUSTIFICATION:** This is needed for pedestrian safety.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction		10,000	51,000				61,000
9200 - Construction				245,000			245,000
<b>EXPENDITURE TOTALS</b>		10,000	51,000	245,000			306,000
FUNDING SOURCES							
001-Grant - Unsecured				245,000			245,000
213-Traffic Impact Fee Fund (TIF)		10,000	51,000				61,000
<b>FUNDING TOTALS</b>		10,000	51,000	245,000			306,000

**Project No:** 0135-24.02

**Category:** Bikes, Pedestrians & Safety

**Project Location:** Sunset Avenue/Johnson Street



**DESCRIPTION:** Install a new crosswalk on the west leg of Sunset Drive at the intersection with Johnson Street including ADA curb ramps which may require modification of the sidewalk on the southwest corner due to slope issues. Pedestrian yield markings approaching the crosswalk should also be added.

**JUSTIFICATION:** This project is needed for pedestrian safety and will make the crossing safer for Analy HS students and other pedestrians. Staff is researching grant opportunities for this project.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction		46,700					46,700
9200 - Construction			250,700				250,700
<b>EXPENDITURE TOTALS</b>		46,700	250,700				297,400
FUNDING SOURCES							
001-Grant - Unsecured			250,700				250,700
201-Measure M Transportation							0
213-Traffic Impact Fee Fund (TIF)		46,700					46,700
<b>FUNDING TOTALS</b>		46,700	250,700				297,400

**Project No:** 0136-24.03

**Category:** Bikes, Pedestrians & Safety

**Project Location:** Johnson St/Morris St/Edie Ln



**DESCRIPTION:** Install a new crosswalk on the Johnson St leg of intersection, southwest of Eddie Ln including pedestrian crossing signs, ADA curb ramps, and pedestrian yield markings, new curb extension on the western corner for placement of the ramps and for potentially serving as an entry/exit point for cyclists separate from vehicle traffic; new sidewalks on west side of Johnson St between the intersection with Eddie Ln to the southerly point where concrete sidewalk begin near the intersection with Sunset Ave.

**JUSTIFICATION:** This project is needed for pedestrian safety and to make the intersection safer for students at Analy HS and other pedestrians.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			67,100				67,100
9200 - Construction				553,000			553,000
EXPENDITURE TOTALS			67,100	553,000			620,100
FUNDING SOURCES							
000-Unfunded			67,100	553,000			620,100
201-Measure M Transportation							0
FUNDING TOTALS			67,100	553,000			620,100

# Signal at Ragle Rd and Bodega Ave

**Project No:** 0137-24.04

**Category:** Bikes, Pedestrians & Safety

**Project Location:** Ragle Rd/Bodega Ave



**DESCRIPTION:** New traffic signal at Ragle Road and Bodega Avenue. Staff will be researching HSIP and other grant opportunities to fund this project.

**JUSTIFICATION:** This intersection meets traffic warrants for a traffic signal.

**GENERAL PLAN Goals and Policies:** Circulation CIR 1-1: Ensure that the City’s circulation network is maintained and improved over time to support buildout of the General Plan in a manner that is consistent with the General Plan Circulation Map

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			190,000				190,000
9200 - Construction				850,000			850,000
<b>EXPENDITURE TOTALS</b>			190,000	850,000			1,040,000
FUNDING SOURCES							
001-Grant - Unsecured				850,000			850,000
201-Measure M Transportation							0
213-Traffic Impact Fee Fund (TIF)			190,000				190,000
<b>FUNDING TOTALS</b>			190,000	850,000			1,040,000

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

## SR 116 Curb Ramps and Crosswalk Safety Improvements at Bodega/Florence and Bodega/Robinson

**Project No:** 1000-19.01

**Category:** Bikes, Pedestrians & Safety

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



**DESCRIPTION:** This project was previously listed as 3 separate projects in prior years but has been combined into one project. The work is for ADA-compliant ramps at seven (7) intersections along SR 116 (old CIP#0105-4.00), crosswalk and safety improvements at Bodega Ave/Florence Ave (old CIP#0117-74.04), and at Bodega Ave/Robinson Rd (old CIP#0119-74.06). Crosswalk and safety improvements include pedestrian-activated beacons, signage, markings and modifications to the crosswalks. The project is completed but report to Caltrans and grant reimbursement request will occur in July/August 2024.

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

**GENERAL PLAN Goals and Policies:** Circulation CIR 2-7: Create an accessible circulation network that is consistent with guidelines established by ADA, allowing mobility-impaired users such as the disabled and elderly to safely and effectively travel with and beyond the city.  
 Circulation CIR 2-2: Routinely incorporate sidewalks and enhanced pedestrian crossing facilities as part of new street construction or enhancements to existing streets.

EXPENDITURES	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	PROJECT TOTAL
	9000 - Estimated Actual	642,802					
9001 - Construction/Inspection		5,000					5,000
EXPENDITURE TOTALS	642,802	5,000					5,000
<b>FUNDING SOURCES</b>							
201-Measure M Transportation							0
211-Transp Grant - Quick Strike (MTC)	476,000						0
211-Transp Grant - TDA3	60,380						0
213-Traffic Impact Fee Fund (TIF)	98,256						0
217-SB 1 Road Maintenance & Rehab	8,166	5,000					5,000
FUNDING TOTALS	642,802	5,000					5,000

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

## Covert Lane and Norlee Street Crosswalk ADA Ramps and Pedestrian Crossing Improvements

**Project No:** 137-24.05

**Category:** Bikes, Pedestrians & Safety

**Project Location:** Covert Ln/Norlee St

**DESCRIPTION:** Install pedestrian crossing signs with Rapid Rectangular Flashing Beacons (RRFB), ADA curb ramps and pedestrian yield markings approaching the crosswalk. Staff will be re researching grant opportunities for this project.

**JUSTIFICATION:** This is a pedestrian safety project.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction					55,000		55,000
9200 - Construction						250,000	250,000
EXPENDITURE TOTALS					55,000	250,000	305,000
FUNDING SOURCES							
001-Grant - Unsecured						250,000	250,000
213-Traffic Impact Fee Fund (TIF)					55,000		55,000
FUNDING TOTALS					55,000	250,000	305,000

# Category Summary Report

## 2 - Transition Plan ADA Projects

		FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>								
0213-20.05	Youth Annex ADA Upgrades	181,000	5,000					5,000
0214-20.07	City Hall ADA Upgrades	7,500	65,000					65,000
0215-22.04	ADA Transition Plan Building Improvements Environmental Assessment	26,500	5,000					5,000
		215,000	75,000					75,000
<b>PROJECT FUNDING SOURCES</b>								
103	Bldg./Fac./Infr. Reserve	61,785	30,000					30,000
216	Community Dev. Grant (CDBG)	153,215	45,000					45,000
		215,000	75,000					75,000



**Project No:** 0213-20.05  
**Category:** Transition Plan ADA Projects  
**Project Location:** Youth Annex ADA Upgrades



**DESCRIPTION:** ADA upgrades to the Youth Annex Building. The original work was to include signing, striping, interior door modifications, public fountain upgrade, and bathroom upgrades. Due to the high cost of the project, the work was down scoped to match available funding and the priority of work that will be completed are the exterior ADA site work, signing, striping, and accessibility to the front door.

**JUSTIFICATION:** Continue to construct improvements in accordance with the City's ADA Transition Plan. The City was awarded a CDBG grant in FY 2020-21. The NEPA review has been completed by the Sonoma County CDC and design and construction will occur in FY 2022-23.

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

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

EXPENDITURES	FY23-24	2024-25	2025-26	2026-27	2027-28	2028-29	PROJECT TOTAL
	Estimated						
9000 - Estimated Actual	181,000						0
9001 - Construction/Inspection		5,000					5,000
<b>EXPENDITURE TOTALS</b>	181,000	5,000					5,000
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	27,785	5,000					5,000
216-Community Dev. Grant (CDBG)	153,215						0
<b>FUNDING TOTALS</b>	181,000	5,000					5,000

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



**DESCRIPTION:** ADA Upgrades to interior of City Hall. Exterior ADA site improvements have been completed by Public Works and this project will include additional signage. To save costs, Public Works staff will perform the accessibility improvements to the interior of City Hall which includes replacing existing doors, hardware, information board; remove/replace and/or relocate existing wall-hung information stand, existing electrical switches and receptacles, bathroom plumbing modifications, and post access and path of travel signs.

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

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

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

EXPENDITURES	FY23-24						PROJECT TOTAL
	Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	7,500						0
9100 - Pre-construction							0
9200 - Construction		65,000					65,000
<b>EXPENDITURE TOTALS</b>	<b>7,500</b>	<b>65,000</b>					<b>65,000</b>
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve	7,500	20,000					20,000
216-Community Dev. Grant (CDBG)		45,000					45,000
<b>FUNDING TOTALS</b>	<b>7,500</b>	<b>65,000</b>					<b>65,000</b>

DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

## ADA Transition Plan Building Improvements Environmental Assessment

**Project No:** 0215-22.04  
**Category:** Transition Plan ADA Projects  
**Project Location:** Various City Facilities



**DESCRIPTION:** Implementation of the balance of the 2014 ADA Transition Plan. This Environmental Assessment (EA) has since expired and is in need of an update. This first order of work is needed before future CDBG funding agreement is executed for ADA improvements to City Hall and Burbank Farm Restroom Facility. The environmental work is nearly complete awaiting approval from SHPO which will extend this project completion to August/September 2024.

**JUSTIFICATION:** Continued implementation of the 2014 ADA Transition Plan.

**GENERAL PLAN Goals and Policies:** Community Services and Facilities CSF 1: Provide high quality community services, facilities, and infrastructure to all residents, businesses, and visitors in Sebastopol.

	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
<b>EXPENDITURES</b>							
9000 - Estimated Actual	26,500						0
9100 - Pre-construction		5,000					5,000
<b>EXPENDITURE TOTALS</b>	26,500	5,000					5,000
<b>FUNDING SOURCES</b>							
103-Bldg./Fac./Infr. Reserve	26,500	5,000					5,000
<b>FUNDING TOTALS</b>	26,500	5,000					5,000

# Category Summary Report

## 3 - Housing Projects

		FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>								
0300-22.07	Purchase of Market Rate Units		410,500					410,500
			410,500					410,500
<b>PROJECT FUNDING SOURCES</b>								
000	Unfunded		410,500					410,500
			410,500					410,500

**Project No:** 0300-22.07  
**Category:** Housing Projects  
**Project Location:** Various locations in the city



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

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

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

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

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

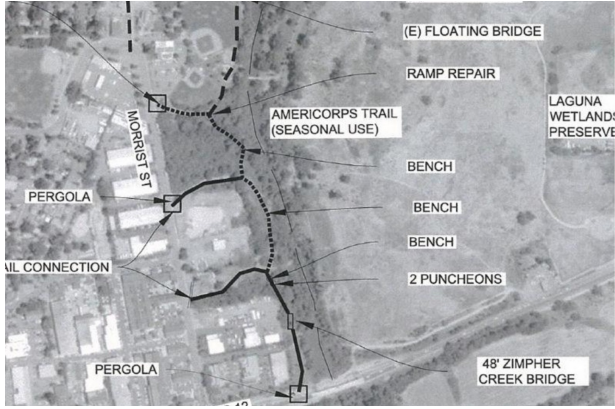
EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9002 - Project Management		10,500					10,500
9004 - Property Purchases		400,000					400,000
<b>EXPENDITURE TOTALS</b>		410,500					410,500
FUNDING SOURCES							PROJECT TOTAL
000-Unfunded		410,500					
001-Grant - Unsecured							0
100-General Fund							0
204-Housing Linkage Fee							0
<b>FUNDING TOTALS</b>		410,500					410,500

# Category Summary Report

## 4 - Parks Projects

		FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>								
0411-73.00	AmeriCorps Trail Extension Project	82,745	414,455					414,455
0413-78.00	Burbank Farm: ADA path and Public Restroom Facility	18,700	10,000	480,000				490,000
0416-95.00	Ives Park Pathway Replacement and ADA Upgrade (Segment 1)	131,000						
0420-22.05	Ives Park Master Plan Implementation Phase 2			62,000				62,000
0423-20.10	Trail connection from Tomodachi Park to the west property line			25,000	60,000			85,000
0425-23.07	Ives Park Pathway Replacement and ADA Upgrade (Segment 2)			165,000				165,000
		232,445	424,455	732,000	60,000			1,216,455
<b>PROJECT FUNDING SOURCES</b>								
000	Unfunded			227,000				227,000
202	Measure M Parks	137,674	90,000	130,000				220,000
212	Park Improvement Fund		207,512	236,800	60,000			504,312
212	Park Improvement (Sonoma Co.)		126,943					126,943
212	Park Improve Fund (Prop 68)	82,771						
216	Community Dev. Grant (CDBG)			138,200				138,200
511	Sewer Capital Fund	12,000						
		232,445	424,455	732,000	60,000			1,216,455

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



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

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	82,745						0
9200 - Construction		414,455					414,455
<b>EXPENDITURE TOTALS</b>	<b>82,745</b>	<b>414,455</b>					<b>414,455</b>
FUNDING SOURCES							PROJECT TOTAL
202-Measure M Parks	82,745	80,000					
212-Park Improvement (Sonoma Co.)		126,943					126,943
212-Park Improvement Fund		207,512					207,512
<b>FUNDING TOTALS</b>	<b>82,745</b>	<b>414,455</b>					<b>414,455</b>



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



**DESCRIPTION:** This project consists of a new ADA-compliant public restroom facility at the Luther Burbank Experiment Farm and ADA path to the restroom facility from the existing parking lot. The work includes installation of a new sewer, water and electrical services to support the restroom facility. The City was awarded a FY 2022-23 CDBG grant for construction of the new restroom but is not sufficient to cover all the construction costs. Staff will continue to research additional grant funding for this project (such as T-mobile community grant). However, funding source has been identified in order to secure the awarded FY 2022-23 CDBG grant in case additional grant funding does not happen.

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

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

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

EXPENDITURES	FY23-24						PROJECT TOTAL
	Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	18,700						0
9100 - Pre-construction		10,000					10,000
9200 - Construction			480,000				480,000
<b>EXPENDITURE TOTALS</b>	<b>18,700</b>	<b>10,000</b>	<b>480,000</b>				<b>490,000</b>
FUNDING SOURCES							
103-Bldg./Fac./Infr. Reserve							0
202-Measure M Parks	18,700	10,000	130,000				140,000
212-Park Improvement Fund			211,800				211,800
216-Community Dev. Grant (CDBG)			138,200				138,200
<b>FUNDING TOTALS</b>	<b>18,700</b>	<b>10,000</b>	<b>480,000</b>				<b>490,000</b>

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



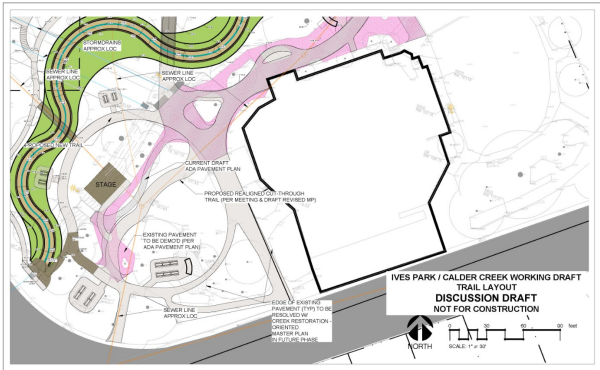
**DESCRIPTION:** This project is removing and/or replacing the pathway that runs from the southwest picnic area, along Calder Creek, to the restroom facility in the park. A large section of the replaced pathway will be designed to accommodate Public Works service vehicles to access the existing sewer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

**JUSTIFICATION:** Several paved sections are in need of replacement due to potholes, unevenness, and lack of appropriate ADA access. The pathway is used for access to picnic areas and along the length of the trail, access for music events, playground access, pedestrian travel throughout the park, and for access near High Street where the new sculpture garden is being installed. This project has been modified from original plans to be consistent with the Ives Park Master Plan (Option B).

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

EXPENDITURES	FY23-24	2024-25	2025-26	2026-27	2027-28	2028-29	PROJECT TOTAL
	Estimated						
9000 - Estimated Actual	131,000						0
<b>EXPENDITURE TOTALS</b>	131,000						0
FUNDING SOURCES							
202-Measure M Parks	36,229						0
212-Park Improve Fund (Prop 68)	82,771						0
511-Sewer Capital Fund	12,000						0
<b>FUNDING TOTALS</b>	131,000						0

**Project No:** 0420-22.05  
**Category:** Parks Projects  
**Project:** Ives Park  
**Location:**



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

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

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

EXPENDITURES	FY23-24						PROJECT TOTAL
	Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			62,000				62,000
9200 - Construction							0
<b>EXPENDITURE TOTALS</b>			62,000				62,000
FUNDING SOURCES	FY23-24						PROJECT TOTAL
000-Unfunded			62,000				
<b>FUNDING TOTALS</b>			62,000				62,000

Trail connection from Tomodachi Park to the west property line

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



**DESCRIPTION:**

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

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

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

EXPENDITURES	FY23-24						PROJECT TOTAL
	Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			25,000				25,000
9200 - Construction				60,000			60,000
<b>EXPENDITURE TOTALS</b>			25,000	60,000			85,000
FUNDING SOURCES	FY23-24						PROJECT TOTAL
	Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
212-Park Improvement Fund			25,000	60,000			85,000
<b>FUNDING TOTALS</b>			25,000	60,000			85,000

**Project No:** 0425-23.07  
**Category:** Parks Projects  
**Project Location:** Ives Park



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

**JUSTIFICATION:** This work will continue the pathway replacement that will be completed under the Segment 1 work which runs from the southwest picnic area to the restroom facility. The design will not commence until after the Ives Park Master Plan Phase 2 is completed to ensure consistency with the plan.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			25,000				25,000
9200 - Construction			140,000				140,000
<b>EXPENDITURE TOTALS</b>			165,000				165,000
FUNDING SOURCES							
000-Unfunded			165,000				165,000
202-Measure M Parks							0
<b>FUNDING TOTALS</b>			165,000				165,000



# Category Summary Report

## 5 - Paving Projects

		FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>								
0513-74.09	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 1	1,441,509	5,000					5,000
0514-22.06	Bodega Avenue Bike Lanes and Pavement Rehabilitation Phase 2	22,500	50,000	2,576,000				2,626,000
0520-22.09	Citywide Pavement Repairs and Repaving Program				100,000	500,000	500,000	1,100,000
		1,464,009	55,000	2,576,000	100,000	500,000	500,000	3,731,000
<b>PROJECT FUNDING SOURCES</b>								
000	Unfunded					300,000	500,000	800,000
123	Pavement Reserve Fund	109,721	55,000					55,000
201	Measure M Transportation	275,934		136,000				136,000
211	Transp Grant - OBAG2	1,078,354						
211	Transp Grant - Go Sonoma (SCTA)			2,240,000				2,240,000
217	SB 1 Road Maintenance & Rehab			200,000	100,000	200,000		500,000
		1,464,009	55,000	2,576,000	100,000	500,000	500,000	3,731,000

**Project No:** 0513-74.09  
**Category:** Paving Projects  
**Project Location:** Bodega Avenue from High Street to Robinson Rd/Nelson Way



**DESCRIPTION:** Phase 1 is for adding bicycle lanes and repaving Bodega Avenue from High Street to Robinson Road/Nelson Way. Due to funding constraints, this project was split into two phases (High Street to Nelson; Nelson Way to Pleasant Hill). This Phase 1 project includes the installation of bike lanes and pavement resurfacing. The project is complete but there will need to be a final report to Caltrans as well as reimbursement request that will occur July/August 2024.

**JUSTIFICATION:** Bodega Avenue paving is deteriorated and needs resurfacing. The City was awarded an OBAG2 grant of up to \$1,195,000 for construction with a 11.47% match.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	1,441,509						0
9001 - Construction/Inspection		5,000					5,000
<b>EXPENDITURE TOTALS</b>	1,441,509	5,000					5,000
<b>FUNDING SOURCES</b>							
123-Pavement Reserve Fund	87,221	5,000					5,000
201-Measure M Transportation	275,934						0
211-Transp Grant - OBAG2	1,078,354						0
<b>FUNDING TOTALS</b>	1,441,509	5,000					5,000



**Project No:** 0514-22.06  
**Category:** Paving Projects  
**Project Location:** Bodega Ave. Nelson/Robinson Rd. to Pleasant Hill Rd.



**DESCRIPTION:** Phase 2 is for installing bike lanes and repaving Bodega Avenue from Robinson Rd./Nelson Way to Pleasant Hill Road. Due to funding constraints, this project was split into two phases with Phase 1 being High Street to Robinson/Nelson and Phase 2 continuing on to Pleasant Hill Road. Due to the extremely poor condition of the road in this Phase 2 section, the roadbed will need to be reconstructed rather than overlaid. Because of the size of the project, a constructibility review and a review of the Engineer's Estimate and necessary modifications to the Plans are planned for FY 24/25.

**JUSTIFICATION:** Bodega Avenue paving is deteriorated and needs resurfacing. The work also includes addition of bicycle lanes along Bodega Avenue. Due to environmental constraints, there may be a short section in front of Burbank Experimental Farm where bicycle sharrows will be painted in lieu of a bike lane. City applied for and awarded a Go Sonoma transportation grant for a maximum amount of \$2.24 million for the construction and inspection. The City's minimum local match is 15% of the grant.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	22,500						0
9100 - Pre-construction		50,000					50,000
9200 - Construction			2,576,000				2,576,000
<b>EXPENDITURE TOTALS</b>	22,500	50,000	2,576,000				2,626,000
FUNDING SOURCES							
000-Unfunded							0
123-Pavement Reserve Fund	22,500	50,000					50,000
201-Measure M Transportation			136,000				136,000
211-Transp Grant - Go Sonoma (SCTA)			2,240,000				2,240,000
213-Traffic Impact Fee Fund (TIF)							0
217-SB 1 Road Maintenance & Rehab			200,000				200,000
<b>FUNDING TOTALS</b>	22,500	50,000	2,576,000				2,626,000

**Project No:** 0520-22.09

**Category:** Paving Projects

**Project Location:** Various city streets



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

**JUSTIFICATION:** The listed streets are based on the City's 2023 Pavement Management Program and focuses on streets with a very low pavement condition index. The project is the rehabilitation of various streets in the City with the goal to maintain the City's existing PCI at 55. No planned replacement projects in years 1 and 2 due to Bodega Avenue paving project (phase 1 and 2) in those years.

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

EXPENDITURES	FY23-24	2024-25	2025-26	2026-27	2027-28	2028-29	PROJECT TOTAL
	Estimated						
9100 - Pre-construction				100,000			100,000
9200 - Construction					500,000	500,000	1,000,000
<b>EXPENDITURE TOTALS</b>				100,000	500,000	500,000	1,100,000
FUNDING SOURCES							
000-Unfunded					300,000	500,000	800,000
123-Pavement Reserve Fund							0
217-SB 1 Road Maintenance & Rehab				100,000	200,000		300,000
<b>FUNDING TOTALS</b>				100,000	500,000	500,000	1,100,000

## Category Summary Report

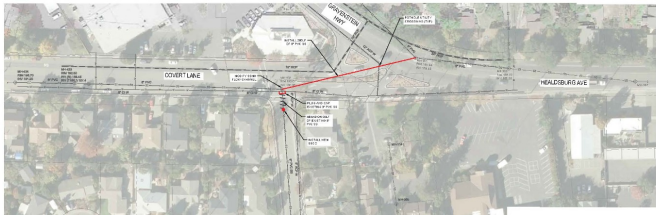
### 6 - Sewer/Wastewater Projects

	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>							
0604-37.00 Zimpher Creek Sewer Relocation Part 1 - Covert Lane Rerouting		32,000	1,000	222,000			255,000
0610-70.00 Zimpher Creek Sewer Relocation Part 2 - West End				115,200	1,000	604,500	720,700
0611-80.00 Zimpher Creek Sewer Relocation Part 3 - Repairs at East End					31,000	31,000	62,000
0615-21.01 Parquet Street Sewer Line Replacement (combined City project #1000-19.01)	530,000						
0615-23.04 Sewer System Master Plan Update			132,000				132,000
0616-24.08 Wastewater System Replacement Program				300,000	300,000	300,000	900,000
	530,000	32,000	133,000	637,200	332,000	935,500	2,069,700
<b>PROJECT FUNDING SOURCES</b>							
511 Sewer Capital Fund	530,000	32,000	133,000	637,200	332,000	935,500	2,069,700
	530,000	32,000	133,000	637,200	332,000	935,500	2,069,700

**Project No:** 0604-37.00

**Category:** Sewer/Wastewater Projects

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



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

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction		32,000	1,000				33,000
9200 - Construction				222,000			222,000
EXPENDITURE TOTALS		32,000	1,000	222,000			255,000
FUNDING SOURCES							
511-Sewer Capital Fund		32,000	1,000	222,000			255,000
FUNDING TOTALS		32,000	1,000	222,000			255,000

**Project No:** 0610-70.00  
**Category:** Sewer/Wastewater Projects  
**Project Location:** Zimpher Creek from Zimpher Road to Murphy Avenue



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

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction				115,200	1,000		116,200
9200 - Construction						604,500	604,500
<b>EXPENDITURE TOTALS</b>				115,200	1,000	604,500	720,700
FUNDING SOURCES							
511-Sewer Capital Fund				115,200	1,000	604,500	720,700
<b>FUNDING TOTALS</b>				115,200	1,000	604,500	720,700



**Project No:** 0611-80.00

**Category:** Sewer/Wastewater Projects

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



**DESCRIPTION:** This project consists of repairs to the sewer system along Zimpher Creek east of Murphy Avenue. Repairs include waterproofing of manholes and sewer mains, and replacement of sewer sections of pipe. The first phase is for the pre-design to determine level of repairs and develop preliminary cost estimate.

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction					31,000	31,000	62,000
9200 - Construction							0
<b>EXPENDITURE TOTALS</b>					31,000	31,000	62,000
FUNDING SOURCES							
511-Sewer Capital Fund					31,000	31,000	62,000
<b>FUNDING TOTALS</b>					31,000	31,000	62,000

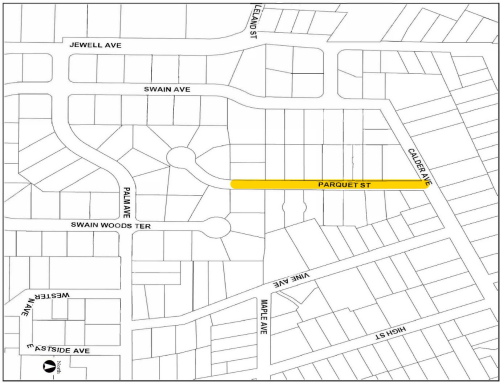
**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

**Parquet Street Sewer Line Replacement (combined City project #1000-19.01)**

**Project No:** 0615-21.01

**Category:** Sewer/Wastewater Projects

**Project Location:** Parquet Street



**DESCRIPTION:** Replacement of approximately 850 lineal feet of 6-inch sewer main on Parquet Street. This work includes slurry seal of Parquet Street that is affected by the sewer line replacement work. The work is being completed with the Parquet Street Water Main Replacement project #0818-20.09

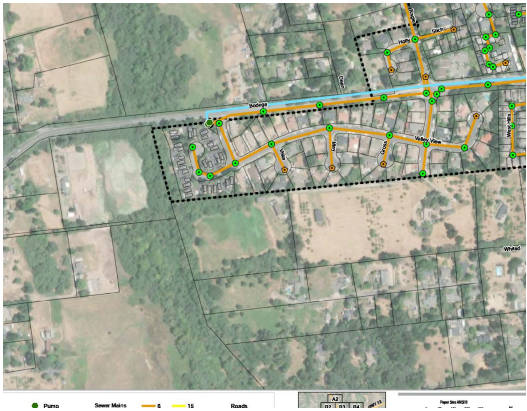
**JUSTIFICATION:** Replacement of leaking and aged sewer line.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	530,000						0
<b>EXPENDITURE TOTALS</b>	530,000						0
FUNDING SOURCES							
511-Sewer Capital Fund	530,000						0
<b>FUNDING TOTALS</b>	530,000						0



**Project No:** 0615-23.04  
**Category:** Sewer/Wastewater Projects  
**Project Location:** Citywide



**DESCRIPTION:** This project will update the 2005 Sewer System Master Plan. The plan will include system capacity analysis and identify deficiencies in sewer system that could result in sewer overflows. The master plan will identify a Capital Improvement Program to upgrade system deficiencies and will include maintenance repair and replacement projects identified in Public Works' ongoing CCTV investigations.

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			132,000				132,000
<b>EXPENDITURE TOTALS</b>			132,000				132,000
FUNDING SOURCES							
511-Sewer Capital Fund			132,000				132,000
<b>FUNDING TOTALS</b>			132,000				132,000

## Wastewater System Replacement Program

**Project No:** 0616-24.08

**Category:** Sewer/Wastewater Projects

**Project Location:** Citywide

**DESCRIPTION:** This program is the ongoing replacement of sewer lines and related appurtenances.

**JUSTIFICATION:** The City's wastewater system is severely aged and needs to be systematically replaced in order to minimize leaks, ruptures and emergency repairs of failing lines.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction				45,000	45,000	45,000	135,000
9200 - Construction				255,000	255,000	255,000	765,000
<b>EXPENDITURE TOTALS</b>				300,000	300,000	300,000	900,000
FUNDING SOURCES							
511-Sewer Capital Fund				300,000	300,000	300,000	900,000
<b>FUNDING TOTALS</b>				300,000	300,000	300,000	900,000

# Category Summary Report

## 7 - Stormwater Projects

		FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>								
0701-34.00	Calder Creek Storm Drain and Outfall Maintenance				260,000	1,125,000		1,385,000
0702-51.00	Zimpher Creek Storm Drain and Outfall Maintenance			75,000	405,000			480,000
0710-64.00	Morris Street Outfall Maintenance			90,000				90,000
0711-23.05	NEW: Flood Resiliency Master Plan		170,000					170,000
0712-23.06	NEW: Community Cultural Center Master Plan		85,000					85,000
			255,000	165,000	665,000	1,125,000		2,210,000
<b>PROJECT FUNDING SOURCES</b>								
000	Unfunded			165,000	665,000	1,125,000		1,955,000
127	2019 Flood Mitig Earmark		255,000					255,000
			255,000	165,000	665,000	1,125,000		2,210,000

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



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

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction				260,000			260,000
9200 - Construction					1,125,000		1,125,000
<b>EXPENDITURE TOTALS</b>				260,000	1,125,000		1,385,000
FUNDING SOURCES							
000-Unfunded				260,000	1,125,000		1,385,000
100-General Fund							0
127-2019 Flood Mitig Earmark							0
<b>FUNDING TOTALS</b>				260,000	1,125,000		1,385,000

**Project No:** 0702-51.00

**Category:** Stormwater Projects

**Project Location:** Brookhaven and Zimpher Creek



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

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			75,000	80,000			155,000
9200 - Construction				325,000			325,000
<b>EXPENDITURE TOTALS</b>			75,000	405,000			480,000
<b>FUNDING SOURCES</b>							
000-Unfunded			75,000	405,000			480,000
100-General Fund							0
127-2019 Flood Mitig Earmark							0
<b>FUNDING TOTALS</b>			75,000	405,000			480,000

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



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

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			90,000				90,000
9200 - Construction							0
<b>EXPENDITURE TOTALS</b>			90,000				90,000
FUNDING SOURCES							
000-Unfunded			90,000				90,000
100-General Fund							0
127-2019 Flood Mitig Earmark							0
<b>FUNDING TOTALS</b>			90,000				90,000



**Project No:** 0711-23.05  
**Category:** Stormwater Projects  
**Project Location:** Citywide



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

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

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

EXPENDITURES						PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	
9100 - Pre-construction		170,000				170,000
<b>EXPENDITURE TOTALS</b>		170,000				170,000
FUNDING SOURCES						PROJECT TOTAL
127-2019 Flood Mitig Earmark		170,000				
<b>FUNDING TOTALS</b>		170,000				170,000



**NEW: Community Cultural Center Master Plan**

**Project No:** 0712-23.06  
**Category:** Stormwater Projects  
**Project Location:** 390 Morris St.



**DESCRIPTION:** The master plan will consider flood mitigation and flood proofing alternatives and costs for long range flood mitigation projects. The plan will also include a list of short term flood repairs from previous flood damages to continue to keep the existing building operational.

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

**GENERAL PLAN Goals and Policies:** Community Services and Facilities CSF 6-16: Support improvements to, expansion of, or replacement of the Sebastopol Community Cultural Center to address flood issues, and to improve services and facilities available to the community in order to enhance the quality of life for all City residents through the provision of quality community services and facilities.

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction		85,000					85,000
<b>EXPENDITURE TOTALS</b>		85,000					85,000
FUNDING SOURCES							
127-2019 Flood Mitig Earmark		85,000					85,000
<b>FUNDING TOTALS</b>		85,000					85,000

# Category Summary Report

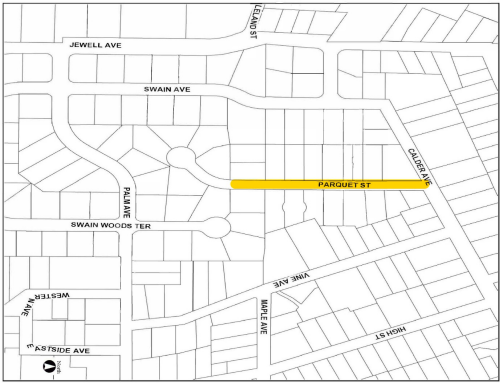
## 8 - Water Projects

		FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>								
0819-21.01	Parquet Street Water Line Replacement (combined City project #1000-21.01)	530,000						
0821-23.09	NEW: Water System Master Plan Update		120,000					120,000
0822-24.06	Well 4 Replacement			400,000	2,600,000			3,000,000
0823-24.07	Water System Replacement Program			300,000	300,000	300,000	600,000	1,500,000
		530,000	120,000	700,000	2,900,000	300,000	600,000	4,620,000
<b>PROJECT FUNDING SOURCES</b>								
000	Unfunded			400,000	2,600,000			3,000,000
501	Water Capital Fund	530,000	120,000	300,000	300,000	300,000	600,000	1,620,000
		530,000	120,000	700,000	2,900,000	300,000	600,000	4,620,000

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**

**Parquet Street Water Line Replacement (combined City project #1000-21.01)**

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



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

**JUSTIFICATION:** Replace leaking water lines and lead services.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	530,000						0
<b>EXPENDITURE TOTALS</b>	530,000						0
FUNDING SOURCES							
501-Water Capital Fund	530,000						0
<b>FUNDING TOTALS</b>	530,000						0

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



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

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction		120,000					120,000
<b>EXPENDITURE TOTALS</b>		120,000					120,000
FUNDING SOURCES							
501-Water Capital Fund		120,000					120,000
<b>FUNDING TOTALS</b>		120,000					120,000

**Project No:** 0822-24.06  
**Category:** Water Projects  
**Project Location:** Petaluma Avenue at Palm Avenue



**DESCRIPTION:** Replacement of the City's municipal Well #4 that has groundwater that has been contaminated and is required to be replaced. The City will be looking for outside financing (such as a revenue bond) for this project.

**JUSTIFICATION:** The well is currently being treated using a carbon filter system but this is only a temporary solution and the well will need to be replaced. The well currently provide drinking water to approximately half the city's population.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			400,000				400,000
9200 - Construction				2,600,000			2,600,000
<b>EXPENDITURE TOTALS</b>			400,000	2,600,000			3,000,000
FUNDING SOURCES							
000-Unfunded			400,000	2,600,000			3,000,000
501-Water Capital Fund							0
<b>FUNDING TOTALS</b>			400,000	2,600,000			3,000,000

**Project No:** 0823-24.07  
**Category:** Water Projects  
**Project Location:** Citywide

**DESCRIPTION:** This program is the ongoing replacement of water lines and related appurtenances.

**JUSTIFICATION:** The City's water system is severely aged and needs to be systematically replaced in order to minimize leaks, ruptures and emergency repairs of failing lines.

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9100 - Pre-construction			40,000	40,000	40,000	90,000	210,000
9200 - Construction			260,000	260,000	260,000	510,000	1,290,000
<b>EXPENDITURE TOTALS</b>			300,000	300,000	300,000	600,000	1,500,000
FUNDING SOURCES							
501-Water Capital Fund			300,000	300,000	300,000	600,000	1,500,000
<b>FUNDING TOTALS</b>			300,000	300,000	300,000	600,000	1,500,000

# Category Summary Report

## 9 - Arts Projects

		FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
<b>PROJECT TITLE</b>								
0901-	Ned Kahn: "Sebastopol Spire"	3,000	27,000					27,000
0903-	City Sponsorship of New Art Project			28,000				28,000
		3,000	27,000	28,000				55,000
<b>PROJECT FUNDING SOURCES</b>								
203	Art-In-Lieu Fund	3,000	27,000	28,000				55,000
		3,000	27,000	28,000				55,000



**Ned Kahn: "Sebastopol Spire"**

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



**DESCRIPTION:** The Ned Kahn artwork "Sebastopol Spire" will be located along the Americorp Trail extension north of Sebastopol Avenue at the eastern entry to the City. In the prior year, Council authorized a budget of \$52,000 for this artwork to include \$45,000 for the Ned Kahn "Sebastopol Spire" art piece.

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9000 - Estimated Actual	3,000						0
9200 - Construction		27,000					27,000
<b>EXPENDITURE TOTALS</b>	3,000	27,000					27,000
FUNDING SOURCES							
203-Art-In-Lieu Fund	3,000	27,000					27,000
<b>FUNDING TOTALS</b>	3,000	27,000					27,000

**Project No:** 0903-

**Category:** Arts Projects

**Project Location:** To be determined



**DESCRIPTION:**

This project's Year 1 funding would provide funds to support the Public Art Committee's development of a new "call for artists" for a new public art piece, including advertising/outreach, and honorariums for the finalists in the selection process. It is anticipated that the art project would be commissioned in Year 2. The cost is not yet known and therefore "TBD" is shown in FY 2023-24.

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

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

EXPENDITURES							PROJECT TOTAL
	FY23-24 Estimated	2024-25	2025-26	2026-27	2027-28	2028-29	
9200 - Construction			28,000				28,000
EXPENDITURE TOTALS			28,000				28,000
FUNDING SOURCES							
000-Unfunded							0
203-Art-In-Lieu Fund			28,000				28,000
FUNDING TOTALS			28,000				28,000

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024**  
**FINANCIAL AND BUDGET TERMS GLOSSARY**

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**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.

## DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

**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.

## DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024

**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.

**Direct Cost** – These are expenses that can be directly attributed to a specific product or service which may include costs like raw materials, and labor expenses that are directly involved in supporting an operation. In the context of the City's budget, direct costs would refer to specific expenses that are directly associated with a particular department or service, rather than general administrative costs which are spread across multiple departments. For example, the cost of materials used by the Public Works Department for road maintenance would be a direct cost. However, the City's recent Cost Allocation Plan focuses on the recovery of central support costs, commonly referred to as overhead, and does not include the direct allocation of certain shared expenses.

**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.”