

City of Cotati

Sonoma County, California



CITY OF COTATI

**NOTICE OF SPECIAL JOINT MEETING OF THE CITY COUNCIL
AND THE BOARD OF DIRECTORS OF THE COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF COTATI
MONDAY, JANUARY 26, 2009
7:00 P.M.**

MID-YEAR FY 2008-2009 BUDGET STUDY SESSION

NOTICE IS HEREBY GIVEN that a special joint meeting of the City Council of the City of Cotati/Board of Directors of the Cotati Redevelopment Agency will be held on January 26, 2009, at 7:00 p.m. in the City Council Chamber at City Hall, which is located at 201 West Sierra Avenue, Cotati, California. The purpose of the meeting is a **study session for mid-year review of the City's Fiscal Year 2008/2009 budget**; no action will be taken by the Council/Board of Directors. Pursuant to California Government Code section 54954.3(a), members of the public wishing to address the Council may do so at the beginning of the meeting, and such comments shall be limited to the special meeting topic.

Certification of Posting of the Notice: I declare under penalty of perjury that I am employed by the City of Cotati and that I posted this notice on the bulletin boards of City Hall, Veterans' Memorial Building and the U.S. Post Office on or before January 22, 2008.

Tamara Taylor, Deputy City Clerk

Cotati City Council
Fiscal Year 2008-2009
Mid-Year Budget Study Session
January 26, 2009

- Historical Information
 - Full Time Equivalent Employees by Fiscal Year
 - General Fund - Total Sources by Category by Fiscal Year
 - General Fund - Total Sources and Uses by Fiscal Year
 - General Fund - Ending Fund Balance by Fiscal Year

- General Fund Proposed Amended Budget
 - Summary
 - Departmental

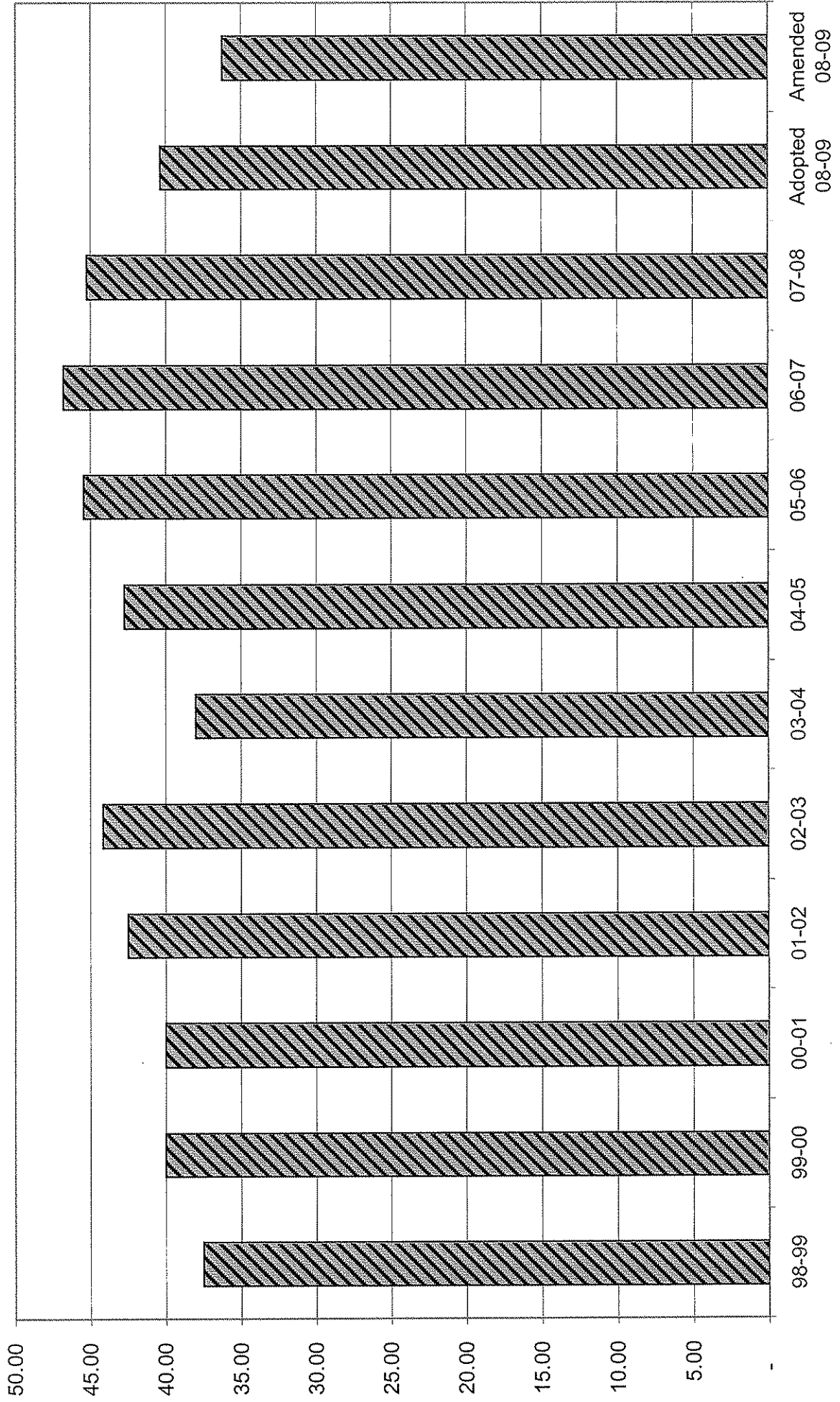
- Proposed Mid-Year Budget Amendments
 - General Fund Revenues and Expenditures

- Items Not Included / Additional Items Under Review

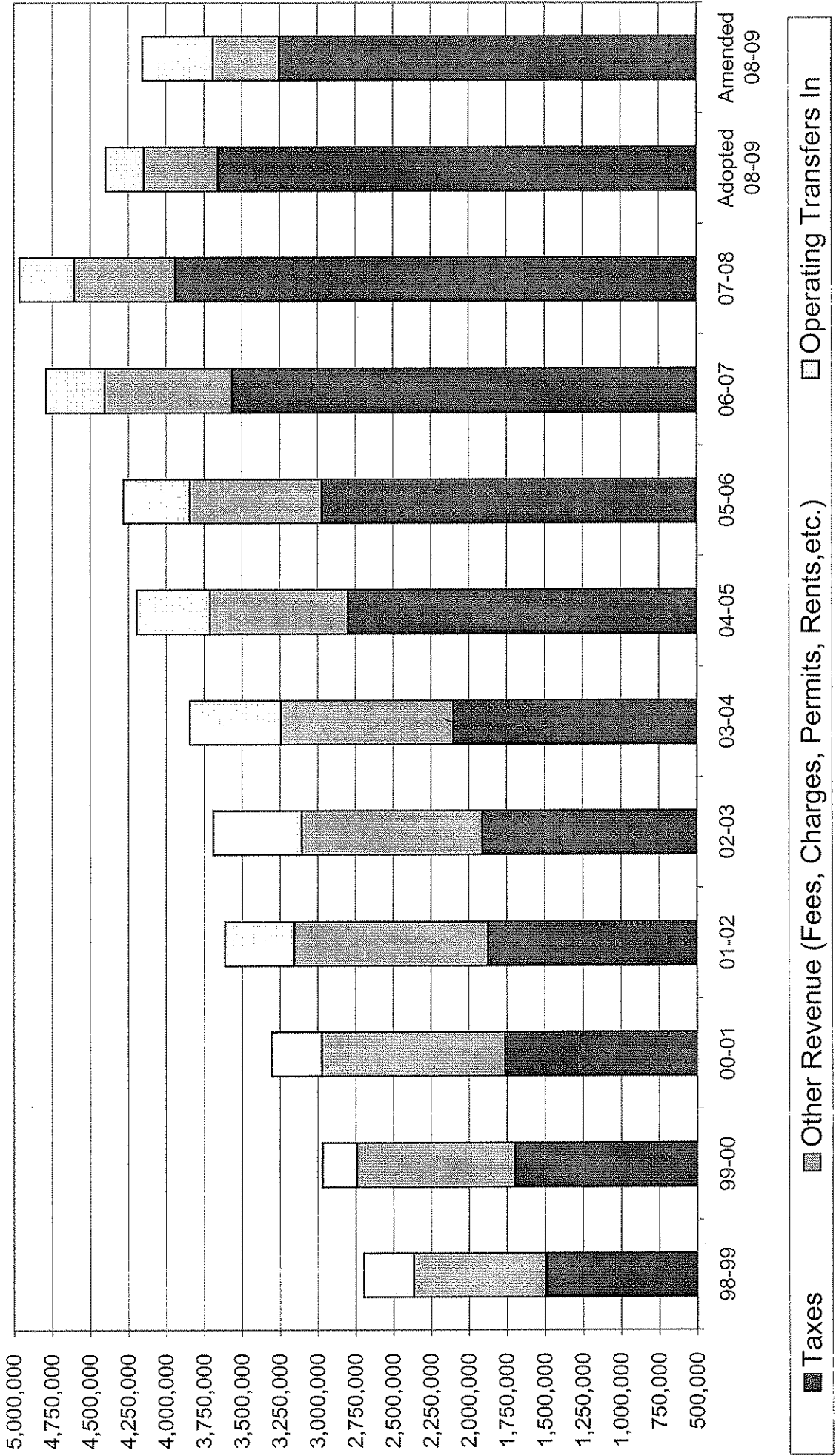
- General Fund Trend Analysis
 - Proposed FY 08-09 Mid-Year Amended Budget

- Council Direction on FY 08-09 Mid-Year Budget Amendments

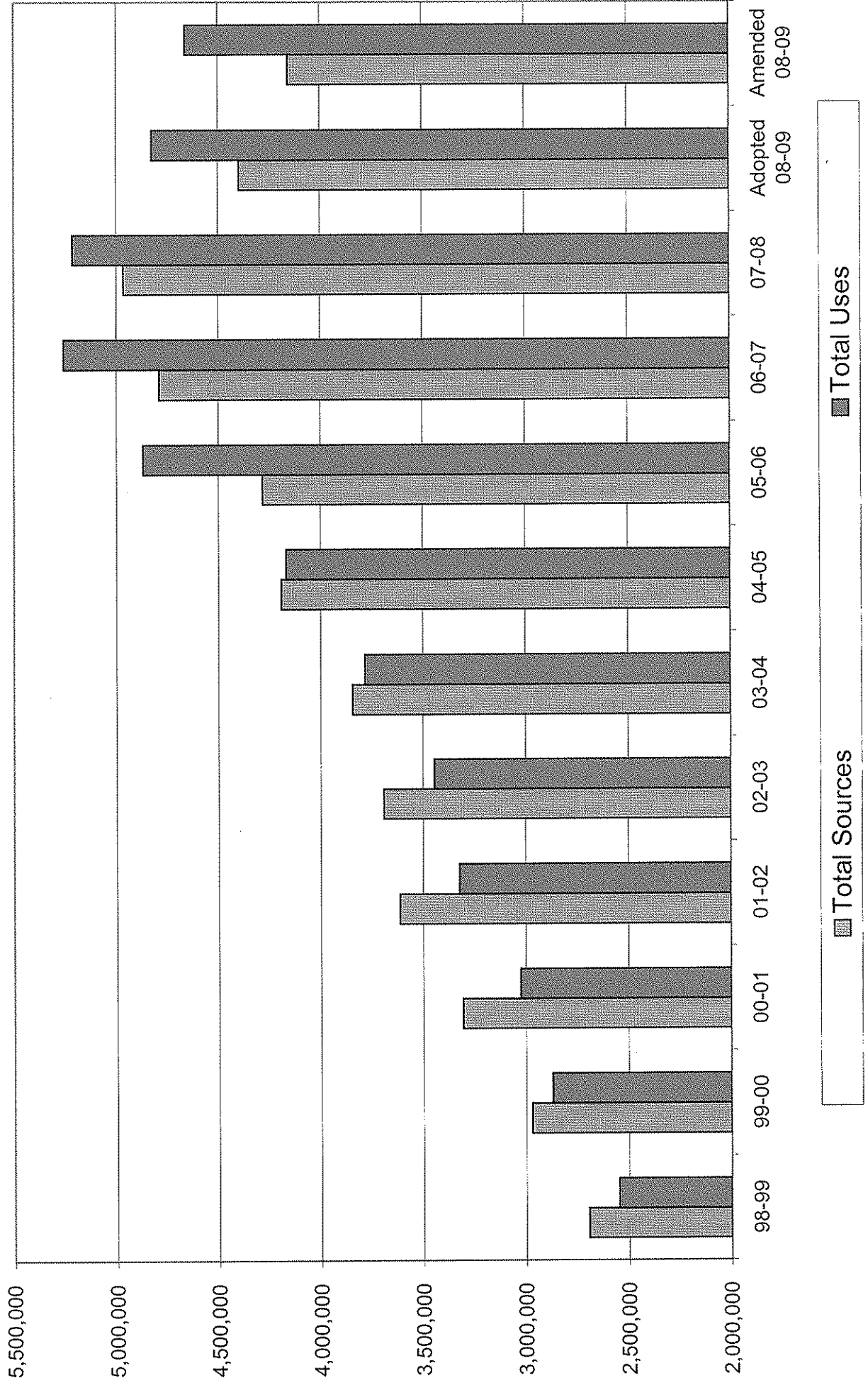
Full-Time Equivalent Employees by Fiscal Year (includes contract City Engineer)
Source - Adopted Budgets, Proposed Amended FY 08-09 Budget



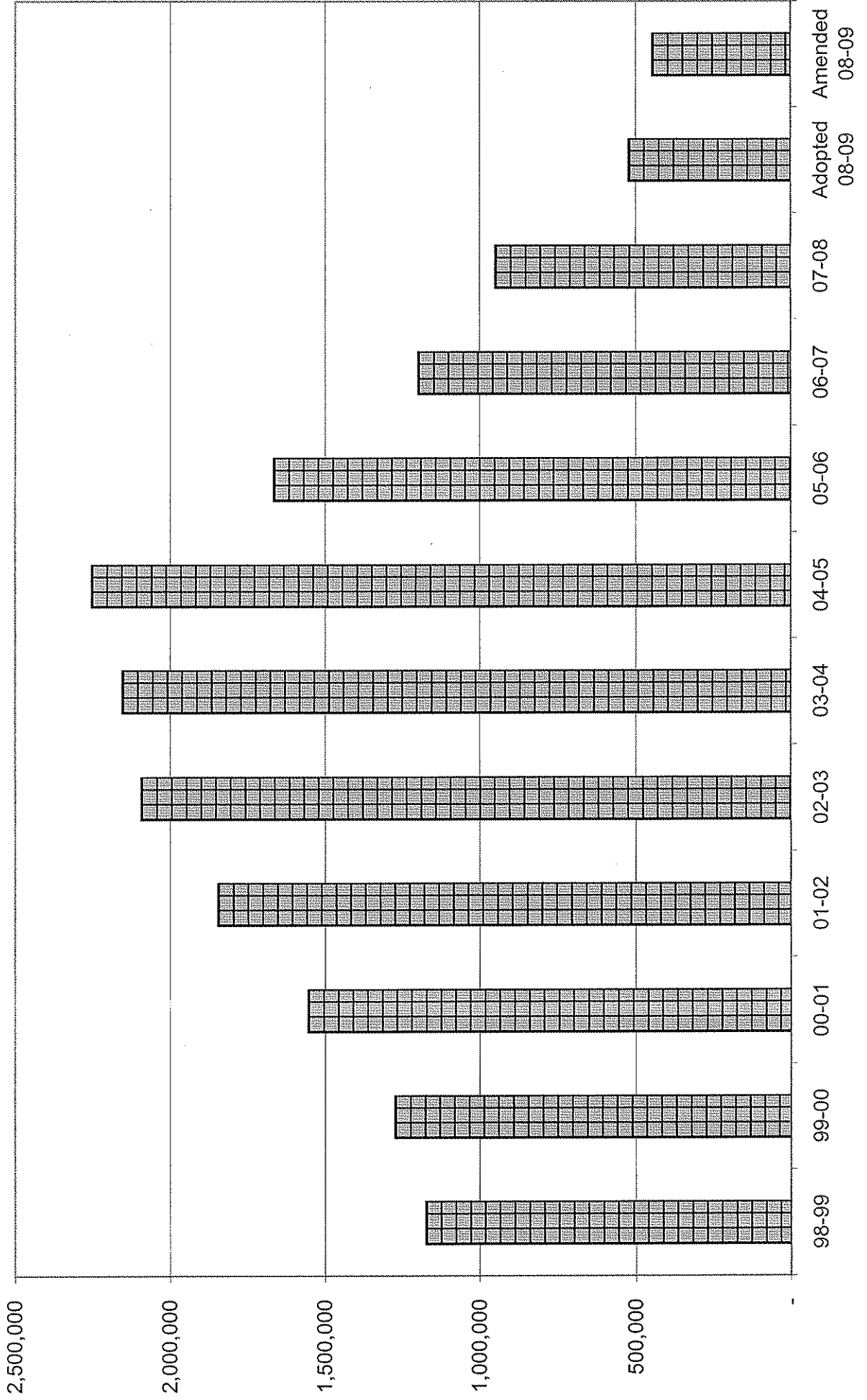
General Fund - Total Sources by Category by Fiscal Year



**General Fund - Total Sources (Taxes, Other Revenues and Operating Transfers)
and Uses (Operating and Capital Expenditures) by Fiscal Year**



General Fund - Ending Fund Balance by Fiscal Year



**General Fund
2008-2009 Proposed Amended Budget**

Fund 01	Acct	Description	2007-2008 Actual	2008-2009		2008-2009	
				Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Percentage Change from Adopted Budget
		Revenues:					
	410XX	Property Tax	\$ 561,593	\$ 519,363	\$ 504,772	(14,591)	-3%
	41070	Property Tax In-Lieu of VLF	575,206	575,206	557,441	(17,765)	-3%
	41XXX	Sales Tax	1,635,989	1,531,390	1,205,629	(325,761)	-21%
	41095	Sales Tax In-Lieu (Triple Flip)	685,388	537,610	500,333	(37,277)	-7%
	41110	Transfer Tax	77,990	85,000	67,495	(17,505)	-21%
	4112X	Business Licenses	77,516	75,000	78,500	3,500	5%
	411XX	Franchise Fees	327,206	335,580	337,391	1,811	1%
		Total Taxes	3,940,887	3,659,149	3,251,560	(407,589)	-11%
	41XXX	Licenses and Permits	19,003	8,550	12,290	3,740	44%
	41XXX	Fines and Forfeitures	116,381	100,000	101,225	1,225	1%
	4219X	Investment Earnings	25,877	15,000	10,000	(5,000)	-33%
	422XX	Rents and Concessions	85,962	98,304	110,073	11,769	12%
	4121X	Motor Vehicle In-Lieu Fees	33,397	37,000	11,673	(25,327)	-68%
	4XXXX	Charges for Services	162,109	159,095	136,782	(22,313)	-14%
	4XXXX	Reimbursements / Other	218,831	68,400	55,509	(12,892)	-19%
	43497	Long Term Debt Proceeds	283	-	-	-	
		Total Revenues	4,602,730	4,145,498	3,689,112	(456,386)	-11%
	42259	Operating Transfers In	361,868	251,624	467,761	216,137	86%
		Total Current Sources	4,964,598	4,397,122	4,156,873	(240,249)	-5%
	Dept						
		Current Expenditures:					
	300	City Council	80,396	76,724	69,920	(6,804)	-9%
	301	City Manager / City Clerk	226,865	230,783	232,391	1,608	1%
	303	Administrative Services	111,907	110,749	104,433	(6,316)	-6%
	304	Legal Services	158,864	113,000	116,826	3,826	3%
	305	Non-Departmental	255,466	232,392	234,564	2,172	1%
	306	Public Information Services	7,471	6,965	1,550	(5,415)	-78%
	400	Community Development	454,160	347,162	327,438	(19,724)	-6%
	402	Engineering	37,164	22,142	24,849	2,707	12%
	403	Streets	279,250	271,196	278,318	7,122	3%
	406	Government Buildings	135,556	132,540	96,810	(35,730)	-27%
	408	Park Maintenance	228,809	226,007	196,483	(29,525)	-13%
	500	Police	3,086,277	2,915,035	2,856,883	(58,152)	-2%
	601	Cultural Arts	1,938	-	-	-	
	602	Recreation	99,302	111,432	99,926	(11,505)	-10%
		Total Current Expenditures	5,163,426	4,796,127	4,640,389	(155,737)	-3%
		Capital Outlay:					
	300	City Council	-	-	-	-	
	301	City Manager / City Clerk	-	-	-	-	
	303	Administrative Services	27	-	-	-	
	305	Non Departmental	-	-	-	-	
	306	Public Information Services	-	-	-	-	
	400	Community Development	-	-	-	-	
	403	Streets	1,033	-	7,075	7,075	
	406	Government Buildings	1,000	16,600	1,600	(15,000)	
	408	Park Maintenance	1,000	-	-	-	
	500	Police	46,616	11,178	11,178	-	
	601	Cultural Arts	-	-	-	-	
	602	Recreation	-	-	-	-	
		Total Capital Outlay / Debt Service	49,676	27,778	19,853	(7,925)	-
		Beginning Fund Balance, July 1	1,197,978	949,474	949,474		
		Ending Fund Balance, June 30	\$ 949,474	\$ 522,691	\$ 446,104		
		Fund Balance Reserved for E. Cotati Avenue Storm Drain Project, Broadcast of Council Meetings	152,253	152,253	152,253		
		Unreserved (Available) Fund Balance	797,221	370,438	293,851		
		Unreserved (Available) Fund Balance as Percentage of Expenditures	15%	8%	6%		

2008-2009 Proposed Amended Budget

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 56,000
41150	Gas	19,000
41160	Cable TV	86,121
41170	Refuse Removal - 12.87%	157,174
41180	Storage	19,096
		<u>\$ 337,391</u>
41XXX	Licenses and Permits	
	Community Development Services	\$ 3,790
	Public Safety Services	8,500
		<u>\$ 12,290</u>
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 35,746
41200	Traffic and Criminal Code Enforcement	65,479
		<u>\$ 101,225</u>
4221X	Rents & Concessions	
	Metro PCS	\$ 46,091
	A T & T	19,430
	Sprint Nextel Communications	17,043
	Facilities and Parks Rentals	24,208
	Chamber of Commerce	3,300
		<u>\$ 110,073</u>
4XXXX	Charges for Services	
	Community Development Services	\$ 104,464
	Public Safety Services	17,060
	Finance and Administrative Services	15,258
		<u>\$ 136,782</u>
	Reimbursements	
42236	R.E.M.I.F.	\$ -
41219	P.O.S.T	2,000
41223	SB 90 State Mandated Costs	1,800
41224	State Reimbursement of Booking Fees	-
		<u>\$ 3,800</u>
	Other	
42250	Waste Management - Annual Community Improvement Contribution	\$ 50,000
41220	Grant - Lighting Retrofit	-
42295	Loan - Lighting Retrofit	-
4XXXX	Other	1,709
		<u>\$ 51,709</u>
42259	Operating Transfers In	
	Water Operating Fund (Administration)	8,420
	Water Operating Fund (Public Information Services)	600
	Water Operating Fund (Government Buildings Maintenance)	18,276
	Water Capital Fund (Administration)	13,500
	Sewer Operating Fund (Administration)	8,420
	Sewer Operating Fund (Public Information Services)	600
	Sewer Operating Fund (Government Buildings Maintenance)	17,074
	Sewer Capital Fund (Administration)	27,000
	CCRA Operating Fund (Public Information Services)	800
	CCRA Operating Fund (Government Buildings Lease Agreement)	19,423
	CCRA Operating Fund (Prior Year Park Maintenance Costs - Faletti and La Plaza Parks)	48,461
	CCRA Low & Mod Income Fund (Government Buildings Lease Agreement)	6,824
	CCRA Debt Service (Administration)	1,400
	Grants - Zone 1A (Cotati Creek Bypass)	-
	Public Safety (Salaries,Supplies,Services,CAD/RMS) - Supplemental Law Enforcement Services Fund	50,000
	Gas Tax Fund (Street Maintenance)	128,305
	Transportation Development Fund (Street Maintenance) - Measure M	117,876
	Parks and Recreation Development Fund (Park Maintenance)	-
	Maintenance Assessment Districts (Administration)	982
		<u>\$ 467,761</u>

**City Council
2008-2009 Proposed Amended Budget**

Fund 01, Department 300		2008-2009			2008-2009	
Acct	Description	2007-2008 Actual	Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
	Current:					
510XX	Salaries and Benefits	\$ 65,730	\$ 65,127	\$ 55,742	\$ (9,385)	Benefit Changes
61025	Other Contract Services	2,110	-	-	-	
61034	Dues and Subscriptions	6,332	6,332	6,413	81	
610**	Travel, Meetings, and Training	3,999	2,500	2,500	-	
61036	Telephone	101	110	110	-	
61037	Vehicle Maintenance	-	-	-	-	
61038	Information Systems	238	437	437	-	
61040	Supplies	720	400	100	(300)	
61041	Materials, Tools, Small Equipment	-	-	-	-	
61048	Printing and Photocopying	166	200	700	500	
61074	Scholarships	1,000	-	-	-	
61076	Contributions	-	1,618	3,918	2,300	Climate Protection
	Subtotal	80,396	76,724	69,920	(6,804)	-
	Capital Outlay:					
71081	Equipment	-	-	-	-	
	Department Total	\$ 80,396	\$ 76,724	\$ 69,920	\$ (6,804)	\$ -

Budget Details

	<u>Amount</u>
42236 Source of Funding General Fund	<u>\$ 69,920</u>
510XX Salaries and Benefits City Council Members	<u>\$ 55,742</u>
61025 Other Contract Services Climate Protection	<u>\$ -</u>
61034 Dues and Subscriptions League of California Cities Association of Bay Area Governments (ABAG)	<u>\$ 4,643</u> <u>1,770</u> <u>\$ 6,413</u>
61035 Travel, Meetings, and Training Other Meetings Mayors' and Council Members' Association League of California Cities Legislative Action Days North Bay Division Quarterly Meetings	<u>1,160</u> <u>840</u> <u>300</u> <u>200</u> <u>\$ 2,500</u>
61076 Contributions Regional Climate Protection Charter Accordion Festival Climate All-Stars Climate Protection Sonoma County Adult and Youth Development (SCAYD) - Homeless Prevention Laguna de Santa Rosa Foundation (on behalf of Cotati Creek Critters) Council on Aging Cotati-Rohnert Park Co-Op Nursery School	<u>\$ 2,000</u> <u>\$ 1,618</u> <u>200</u> <u>100</u> <u>-</u> <u>-</u> <u>-</u> <u>-</u> <u>\$ 3,918</u>

**City Manager / City Clerk
2008-2009 Proposed Amended Budget**

Fund 01, Department 301		2008-2009			2008-2009	
Acct	Description	2007-2008 Actual	Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
	Current:					
510XX	Salaries and Benefits	\$ 181,878	\$ 177,351	\$ 177,002	\$ (349)	
51003	Overtime	719	1,000	1,000	-	
61025	Other Contract Services	18,231	24,600	24,970	370	
61028	Election Administration	82	7,000	7,000	-	
61031	Advertising and Publications	2,308	2,000	2,000	-	
61033	Postage	986	953	953	-	
61034	Dues and Subscriptions	2,963	3,974	3,974	-	
610**	Travel, Meetings, and Training	6,085	3,000	3,040	40	
61036	Telephone	688	750	1,692	942	
61037	Vehicle Maintenance	53	-	391	391	
61038	Information Systems	1,640	3,125	3,125	-	
61040	Supplies	2,837	2,000	2,000	-	
61041	Materials, Tools, Small Equipment	13	50	264	214	
61042	Equipment Rental	-	-	-	-	
61048	Printing and Photocopying	8,137	4,680	4,680	-	
61083	Filing Fees	245	300	300	-	
	Subtotal	226,865	230,783	232,391	1,608	-
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
	Department Total	\$ 226,865	\$ 230,783	\$ 232,391	\$ 1,608	\$ -

Budget Details

Source of Funding		Amount		
42259	Operating Transfer In -			
	Water Operating Fund - Administration			\$ 8,420
	Water Capital Fund - Administration			13,500
	Sewer Operating Fund - Administration			8,420
	Sewer Capital Fund - Administration			27,000
	CCRA Debt Service - Administration			1,400
	Maintenance Assessment Districts - Administration			1,538
	General Fund			<u>172,113</u>
				<u>\$ 232,391</u>
510XX	Salaries and Benefits	<u>07-08 FTE</u>	<u>08-09 FTE</u>	<u>Amended 08-09 FTE</u>
	City Manager	0.35	0.35	0.35
	Assistant to the City Manager	0.70	0.35	0.35
	Deputy City Clerk	0.53	0.53	0.53
	Administrative Clerk	0.40	0.20	0.20
		<u>1.98</u>	<u>1.43</u>	<u>1.43</u>
				\$ 177,002
61025	Other Contract Services			
	Police Department Master Plan - Matrix Consulting Group			\$ 21,000
	Record Storage Services - Infostor			3,600
	Backfill Deputy City Clerk			370
				<u>\$ 24,970</u>
61033	Postage			
	Departmental Specific			\$ 100
	Postal Services			275
	Postage Machine, Scale, Folder/Stuffer - Neopost Lease			10,335
	Postage Equipment Supplies			200
				<u>10,810</u>
	Total to allocate			853
	Departmental Allocation			<u>\$ 953</u>

**City Manager / City Clerk
Budget Details (Continued)**

		<u>Amount</u>
61034	Dues and Subscriptions	
	Lexis-Government Code Updates	\$ 1,500
	International City / County Management Association (ICMA)	1,124
	California City Management Foundation	375
	National Notary Association	450
	California Department of Consumer Affairs (every other year)	200
	International Institute of Municipal Clerks (IIMC)	140
	City Clerks Association	135
	Municipal Management Association of Northern California	50
	North Bay Business Journal	-
		<u>\$ 3,974</u>
61035	Travel, Meetings, and Training	
	City Clerks Association of California	\$ 800
	Notary Public Renewal	240
	League of California Cities - City Manger Conference	1,000
	Local / Regional Meetings	1,000
		<u>\$ 3,040</u>
61048	Printing and Photocopying	
	Departmental Specific	\$ 3,000
	Copier Rent - Ikon Office Solutions	17,153
		<u>17,153</u>
	Departmental Allocation	1,680
		<u>\$ 4,680</u>
71084	Equipment	<u>\$ -</u>
	Total to allocate	<u>17,153</u>

Administrative Services
(formerly Finance)
2008-2009 Proposed Amended Budget

Fund 01, Department 303		2008-2009			2008-2009	
Acct	Description	2007-2008 Actual	Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
	Current:					
510XX	Salaries and Benefits	\$ 83,587	\$ 85,149	\$ 80,213	\$ (4,936)	Accountant
61025	Other Contract Services	7,518	5,700	5,700	-	
61026	Auditing Fees	7,750	7,650	7,650	-	
61031	Advertising and Publications	360	360	360	-	
61033	Postage	992	1,200	800	(400)	
61034	Dues and Subscriptions	110	110	110	-	
610XX	Travel, Meetings, and Training	601	900	900	-	
61036	Telephone	272	830	500	(330)	
61038	Information Systems	7,184	5,000	5,000	-	
61040	Supplies	1,766	2,000	1,000	(1,000)	Actual Usage
61041	Materials, Tools, Small Equipment	-	-	-	-	
61043	Repairs and Replacements	-	-	-	-	
61048	Printing and Photocopying	1,209	1,200	1,600	400	
61090	Banking, Trust and Agency Fees	93	150	200	50	
61096	Interest Expense - Developer	466	500	400	(100)	
	Subtotal	111,907	110,749	104,433	(6,316)	-
	Capital Outlay:					
71081	Equipment	27	-	-	-	
71082	CIP	-	-	-	-	
	Department Total	\$ 111,935	\$ 110,749	\$ 104,433	\$ (6,316)	\$ -

Source of Funding		
42236	REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 900
	General Fund	103,533
		<u>\$ 104,433</u>

	<u>07-08 FTE</u>	<u>08-09 FTE</u>	<u>Amended 08-09 FTE</u>	
510XX	Salaries and Benefits			
	Director of Administrative Services	0.25	0.25	\$ 39,892
	Accountant	0.27	0.21	8,355
	Accounting Specialist	0.25	0.25	23,886
	Account Clerk II	0.10	0.10	8,080
		<u>0.87</u>	<u>0.81</u>	<u>\$ 80,213</u>

61025	Other Contract Services	
	Sales Tax Auditing Services - HDL & Associates	\$ 4,800
	Mandated Cost Claiming Services - AK and Company	600
	Printer Servicing	300
		<u>\$ 5,700</u>

61026	Auditing Fees	
	Audit and Financial Reports 2007-08 - Terry Krieg, CPA	Total 17,000
	General Fund Allocation - 45%	<u>\$ 7,650</u>

61034	Dues and Subscriptions	
	California Society of Municipal Finance Officers (CSMFO) Membership	<u>\$ 110</u>

610XX	Travel, Meetings, and Training	
	Risk Management - Redwood Empire Municipal Insurance Fund (REMIF) and Public Agency Risk Managers Association (PARMA). Reimbursed by REMIF	<u>\$ 900</u>

**Administrative Services
Budget Details (Continued)**

61038	Information Systems		
	Computers (19) - Dell	\$	18,500
	LAN Technical Support - Jim Washington		16,000
	System Support Service Agreement - Incode		14,560
	Annual License Fees - Parcel Quest, Virus Protection, Spam Protection, Novell Licensing		2,500
	Payroll Service Fees		1,200
			<u>52,760</u>
		Total	<u>52,760</u>
	Departmental Allocation	\$	4,000
	Departmental Specific		1,000
		\$	<u>5,000</u>
61048	Printing and Photocopying		
	2008-09 Budget Printing, 2009-10 Budget Preparation, Miscellaneous Forms	\$	1,400
	Departmental Allocation (see Dept #301 for Total)		200
		\$	<u>1,600</u>
71081	Equipment	\$	-
71082	Capital Improvements	\$	-

Legal Services
2008-2009 Proposed Amended Budget

Fund 01, Department 304

Acct	Description	2007-2008 Actual	2008-2009		2008-2009	
			Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
	Current:					
61015	Special Legal Services	\$ 34,333	\$ 5,000	\$ 5,000	\$ -	
61022	City Attorney Fees	107,186	108,000	111,826	3,826	Prior Year
61025	Other Contract Services	17,345	-	-	-	
	Subtotal	158,864	113,000	116,826	3,826	-
	Department Total	\$ 158,864	\$ 113,000	\$ 116,826	\$ 3,826	\$ -

Budget Details

Source of Funding	Amount
General Fund	<u>\$ 116,826</u>
61015 Special Legal Services	
Special Defense / Investigations / Personnel / Projects	3,800
Liebert, Cassidy & Whitmore - Employment Relations Consortium	<u>1,200</u>
	<u>5,000</u>
General Fund Portion	<u>\$ 5,000</u>
61022 City Attorney Fees	
Meyers Nave - Including General Plan Update, Downtown Specific Plan and Charges Billed to Deposit Accounts	\$ 245,000
Prior Year Attorney Fees - Deposit Account Dispute Resolution	<u>3,826</u>
General Fund Portion	<u>\$ 111,826</u>

**Non-Departmental
2008-2009 Proposed Amended Budget**

Fund 01, Department 305		2008-2009			2008-2009	
Acct	Description	2007-2008 Actual	Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
Current:						
51XXX	Salaries and Benefits	\$ 16,075	\$ 5,000	\$ (3,969)	\$ (8,969)	Unemployment and 5% Deduction
61019	City Engineering Services	24	-	-	-	
61025	Other Contract Services	16,527	3,000	3,000	-	
61027	Insurance	112,379	105,193	88,537	(16,656)	Reduced Premiums
61031	Advertising and Publications	1,916	-	-	-	
610**	Travel, Meetings, and Training	54	6,000	4,000	(2,000)	Awards Reception
61033	Postage	160	-	-	-	
61034	Dues and Subscriptions	100	100	100	-	
61037	Vehicle Expense	57	-	-	-	
61038	Information Systems	633	2,600	2,600	-	
61040	Supplies	41	-	-	-	
61041	Materials, Tools, Small Equipment	-	-	-	-	
61042	Equipment Rental	-	-	-	-	
61048	Printing and Photocopying	14	-	-	-	
61072	Reimbursements	-	-	-	-	
61075	Contingency	70,217	70,000	100,000	30,000	Increased Cashouts
61076	Contributions	-	-	-	-	
61084	Property Tax	356	-	-	-	
61085	Operating Transfers Out	10,514	13,499	13,499	-	
61089	Tax Administration Fees	23,409	24,000	26,296	2,296	Revised County Estimate
61090	Banking Fees - Credit Card Processing	2,990	3,000	500	(2,500)	New Process
62000	Bad Debt Expense	-	-	-	-	
	Subtotal	255,466	232,392	234,564	2,172	-
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 255,466	\$ 232,392	\$ 234,564	\$ 2,172	\$ -

Budget Details

		Amount
Source of Funding		
Weed Abatement - Property Owner Payments / Assessments		\$ 1,000
General Fund		233,564
		<u>\$ 234,564</u>
51XXX	Salaries and Benefits	
	Net Impact of 5% Employee Contribution	\$ (51,836)
	001W - Staff Time - Weed Abatement Program	5,000
	Unemployment	42,867
		<u>\$ (3,969)</u>
61025	Other Contract Services	
	Weed Abatement Mowing Services	<u>\$ 3,000</u>
61027	Insurance	
	Auto and General Liability	135,704
	Deductibles	14,560
	Earthquake and Flood	24,639
	Auto Physical Damage	4,659
	Property	10,957
	Boiler and Machinery	953
	User Funding and Fraud Investigation Assessment	1,000
	Total to allocate	<u>192,472</u>
	General Fund Allocation 46 %	<u>\$ 88,537</u>

Note: Expenditures for employee workers' compensation insurance, medical, dental and vision insurance, long term disability insurance, and life insurance are included in salaries and benefits.

**Non-Departmental
Budget Details (Continued)**

610**	Travel, Meetings, and Training Emergency Operations Center (EOC) Training Employee / Commission Member Awards Dinner - Every Other Year	\$ 4,000 - <u>4,000</u>
61038	Information Systems L.R.Hines - Scanner Workstation Software Support and Maintenance	<u>2,600</u>
61075	Contingency Employee Leave Bank Buyout	<u>100,000</u>
61085	Operating Transfers Out Maintenance Assessment Districts Fund - Subsidy Citizen Volunteer Program Fund - Subsidy Community and Environment Commission Fund - Subsidize Activities	\$ 9,349 3,150 1,000 <u>13,499</u>
61089	Tax Administration Fees County of Sonoma - Property Tax Collections - Total \$69,900 General Fund Portion	<u>26,296</u>
71081	Equipment	<u>-</u>

Community Development
 (Combines Former Planning (400) and Building (401) Departments)
2008-2009 Proposed Amended Budget

Fund 01, Department 400		2008-2009			2008-2009	
Acct	Description	2007-2008 Actual	Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
Current:						
510XX	Salaries and Benefits	\$ 370,511	\$ 217,256	\$ 198,506	\$ (18,750)	Building Official, Permit Technician, Associate Planner *
61025	Other Contract Services	54,135	89,705	89,705	-	
61031	Advertising and Publications	4,360	3,000	3,000	-	
61033	Postage	1,530	2,300	2,300	-	
61034	Dues and Subscriptions	3,386	4,601	4,566	(35)	
610**	Travel, Meetings, and Training	3,837	8,000	8,000	-	
61036	Telephone	2,947	2,500	2,500	-	
61037	Vehicle Expense	858	1,500	2,147	647	
61038	Information Systems	6,545	8,100	8,100	-	
61040	Supplies	2,608	3,600	2,000	(1,600)	Current Usage
61043	Repairs and Replacements	14	-	-	-	
61041	Materials, Tools, Small Equipment	-	2,200	2,214	14	
61048	Printing and Photocopying	3,429	4,400	4,400	-	
	Subtotal	454,160	347,162	327,438	(19,724)	-
71081	Capital Outlay: Equipment	-	-	-	-	-
Department Total		\$ 454,160	\$ 347,162	\$ 327,438	\$ (19,724)	\$ -

Budget Details

		<u>Amount</u>
4XXXX	Source of Funding Charges for Services - Does Not Reflect Cost Recovery Deposits Collected General Fund	\$ 108,214 219,224 <u>\$ 327,438</u>

		<u>07-08 FTE</u>	<u>08-09 FTE</u>	<u>Amended 08-09 FTE</u>	
510XX	Salaries and Benefits				
	Manager of Planning and Building Services	0.50	0.50	0.00	\$ -
	Interim Building Official	0.50	0.45	0.23	47,845
	Associate Planner	0.70	0.42	0.00	28,479
	Assistant Planner	0.70	0.70	0.70	56,735
	Permit Technician	0.45	0.41	0.21	23,216
	Administrative Secretary	0.70	0.70	0.70	59,274
		<u>3.55</u>	<u>3.18</u>	<u>1.84</u>	<u>\$ 215,549</u>

* Actual Planning Staff Salary and Benefit Costs Detailed Immediately Above. Budget Recommended Amount Reduced by 20% for Planners, to Reflect Year to Date Average Cost Recovery Amounts Billed to Developer Deposit Accounts

61025	Other Contract Services	
	Pacific Municipal Consultants - Planning Manager Services (through October 08)	\$ 57,000
	Phillips Group - Building Department Services (vacation coverage)	14,705
	Outside Plan Check (reimbursed by developers)	18,000
	006S - General Plan Update - Consultants - Total Cost \$ 0 FY 08-09, Balance in CCRA, Water and Sewer Operating Funds	-
		<u>\$ 89,705</u>

61034	Dues and Subscriptions	
	Local Agency Formation Commission (LAFCO)	\$ 3,181
	Northwest Infomational Center	430
	American Planning Association (APA), American Institute of Certified Planners (AICP)	340
	California Building Officials (CALBO) Membership - Expense is Offset by Incremental Fees Received	215
	International Association of Plumbing and Mechanical Officials (IAPMO) - Expense is Offset by Incremental Fees	150
	National Fire Protection Association	150
	International Code Council (ICC) Membership - Expense is Offset by Incremental Fees Received	100
		<u>\$ 4,566</u>

**Community Development
Budget Details (Continued)**

		Amount
61035	Travel, Meetings, and Training	
	Education Week - Expense is Offset by Incremental Fees Received	\$ 1,400
	Build It Green Rater Training - Expense is Offset by Incremental Fees Received	1,000
	ICC/CALBO Certifications - Expense is Offset by Incremental Fees Received	360
	REACO Meetings - Expense is Offset by Incremental Fees Received	240
	Staff Training	5,000
		\$ 8,000
61038	Information Systems	
	Departmental Allocation (See Dept #303 for Total)	\$ 8,100
61048	Printing and Photocopying	
	Departmental Allocation (See Dept #301 for Total)	\$ 3,000
	Department Specific	1,400
		\$ 4,400
71081	Equipment	\$ -

Engineering Services
 (New Department FY 06-07)
2008-2009 Proposed Amended Budget

Fund 01, Department 402

Acct	Description	2007-2008 Actual	2008-2009		2008-2009	
			Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
	Current:					
510XX	Salaries and Benefits	\$ -	\$ 22,142	\$ 22,622	\$ 480	A
61018	Special Engineering Services	8,447	-	1,500	1,500	C
61019	City Engineering Services	20,998	-	-	-	T
61025	Other Contract Services	7,209	-	-	-	U
61031	Advertising and Publications	-	-	200	200	A
61034	Dues and Subscriptions	125	-	-	-	L
61035	Travel, Meetings and Training	42	-	27	27	
61037	Vehicle Expense	-	-	200	200	U
61038	Info Systems	121	-	50	50	S
61040	Supplies	10	-	200	200	A
61041	Materials, Tools and Small Equipment	189	-	-	-	G
61048	Printing and Photocopying	24	-	50	50	E
	Subtotal	37,164	22,142	24,849	2,707	-
	Department Total	\$ 37,164	\$ 22,142	\$ 24,849	\$ 2,707	\$ -

Budget Details

	Source of Funding				<u>Amount</u>
	General Fund				\$ 24,849
510XX	Salaries and Benefits				
	Director of Public Works / City Engineer	<u>07-08 FTE</u>	<u>08-09 FTE</u>	<u>Amended 08-09 FTE</u>	
		0.15	0.15	0.15	\$ 22,622

Streets
2008-2009 Proposed Amended Budget

Fund 01, Department 403

Acct	Description	2007-2008 Actual	2008-2009		2008-2009	
			Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
	Current:					
510XX	Salaries and Benefits	\$ 142,953	\$ 149,859	\$ 150,295	\$ 436	
51003	Overtime	2,449	1,000	1,300	300	
61025	Other Contract Services	23,573	21,000	26,786	5,786	RRWA
61031	Advertising and Publications	317	200	200	-	
61033	Postage	45	100	100	-	
61034	Dues and Subscriptions	2,991	3,000	3,600	600	
610**	Travel, Meetings, and Training	262	-	-	-	
61036	Telephone	1,081	1,100	1,100	-	
61037	Vehicle Expense	5,857	4,000	4,000	-	
61038	Information Systems	695	3,037	3,037	-	
61040	Supplies	6,714	7,500	7,500	-	
61041	Materials, Tools, Small Equipment	5,272	8,000	8,000	-	
61042	Equipment Rental	1,232	2,100	2,100	-	
61043	Repairs & Replacements	22,014	5,000	5,000	-	
61048	Printing and Photocopying	166	300	300	-	
61051	Utilities	63,629	65,000	65,000	-	
	Subtotal	279,250	271,196	278,318	7,122	-
	Capital Outlay:					
71081	Equipment	1,000	-	-	-	
71082	CIP	33	-	7,075	7,075	Drainage Projects
	Department Total	280,283	\$ 271,196	\$ 285,393	\$ 14,197	\$ -

Budget Details

					Amount
Sources of Funding					
42259	Operating Transfer In - Gas Taxes Fund				\$ 128,305
	Operating Transfer In - Transportation Development Fund, Measure M				117,676
	General Fund - Balance of Expenditures				<u>39,412</u>
					<u>\$ 285,393</u>
510XX	Salaries and Benefits	<u>07-08 FTE</u>	<u>08-09 FTE</u>	<u>Amended 08-09 FTE</u>	
	Director of Public Works / City Engineer	0.25	0.15	0.15	\$ 22,622
	Public Works Superintendent	0.25	0.00	0.00	-
	Field Maintenance Supervisor	0.30	0.28	0.28	33,625
	Maintenance Worker II	0.15	0.32	0.32	33,110
	Maintenance Worker II	0.25	0.17	0.17	16,353
	Maintenance Worker II	0.20	0.18	0.18	15,899
	Maintenance Worker II	0.20	0.29	0.29	28,686
	Maintenance Worker I	0.00	0.00	0.00	-
		<u>1.60</u>	<u>1.39</u>	<u>1.39</u>	<u>\$ 150,295</u>
61025	Other Contract Services				
	Signal Maintenance - Republic Electric				\$ 14,000
	Russian River Watershed Association - Support and WorkPlan				5,786
	Signals - Department of Transportation				7,000
					<u>\$ 26,786</u>
61041	Materials, Tools, Small Equipment				
	Continuing Operations Expenditures				\$ 6,800
	Signs - Pedestrian Crossing				1,200
					<u>\$ 8,000</u>
71081	Equipment				\$ -
71082	Capital Improvements				
	Drainage Improvements to be Reimbursed by Sonoma County Water Agency (SCWA)				\$ 7,075

**Government Buildings
2008-2009 Proposed Amended Budget**

Fund 01, Department 406

Acct	Description	2007-2008 Actual	2008-2009		2008-2009	
			Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
Current:						
510XX	Salaries and Benefits	\$ 66,557	\$ 75,813	\$ 37,843	\$ (37,970)	PW to Call Out Only *
51003	Overtime	1,159	1,000	500	(500)	
61025	Other Contract Services	23,921	19,420	20,760	1,340	Extra Cleaning / Reduced Contract
61031	Advertising and Publications	146	100	100	-	
61033	Postage	87	120	120	-	
61034	Dues and Subscriptions	335	400	400	-	
610**	Travel, Meetings, and Training	143	-	-	-	
61036	Telephone	684	800	800	-	
61037	Vehicle Maintenance	2,106	1,800	1,800	-	
61038	Information Systems	355	1,596	1,596	-	
61040	Supplies	4,096	3,900	3,900	-	
61041	Materials, Tools, Small Equipment	5,572	2,291	2,291	-	
61042	Equipment Rental	485	-	-	-	
61043	Repairs & Replacements	808	1,000	1,000	-	
61048	Printing and Photocopying	134	100	100	-	
61051	Utilities	28,968	24,200	25,600	1,400	Usage
	Subtotal	135,556	132,540	96,810	(35,730)	-
Capital Outlay:						
71081	Equipment	1,000	-	-	-	
71082	CIP		16,600	1,600	(15,000)	GHG Lighting Retrofit - grant and loan no longer available
	Department Total	136,556	\$ 149,140	\$ 98,410	\$ (50,730)	\$ -

Budget Details

Sources of Funding		Amount		
42259	Operating Transfer In - Water Operating Fund	\$	18,276	
42259	Operating Transfer In - Sewer Operating Fund		17,074	
42259	Operating Transfer In - CCRA Operating Fund		19,423	
42259	Operating Transfer In - CCRA Low and Moderate Income Housing Fund		6,824	
	General Fund		36,813	
		\$	<u>98,410</u>	
				Amended
510XX	Salaries and Benefits	07-08 FTE	08-09 FTE	08-09 FTE
	Director of Public Works / City Engineer	0.10	0.05	0.00
	Public Works Superintendent	0.10	0.00	0.00
	Field Maintenance Supervisor	0.15	0.08	0.00
	Maintenance Worker II	0.05	0.20	0.00
	Maintenance Worker II	0.15	0.12	0.00
	Maintenance Worker II	0.20	0.11	0.00
	Maintenance Worker II	0.05	0.17	0.00
	Maintenance Worker I	0.00	0.00	0.00
		<u>0.80</u>	<u>0.73</u>	<u>0.00</u>
				\$ 2,514
61025	Other Contract Services			\$
	Janitorial Service - Jani-King - City Hall, Cotati Room			11,940
	Mats - Aramark - City Hall, Cotati Room, Corporation Yard, Towels, Coverall Service - Corporation Yard			4,500
	HVAC Maintenance - Pacific Heating - City Hall, Cotati Room			2,000
	Carpet Cleaning - City Hall			1,000
	Pest Control - Terminix - City Hall, Cotati Room			840
	Alarms - ESP & Alarm - Corporation Yard			480
				<u>\$ 20,760</u>
61041	Materials, Tools, Small Equipment			\$
	Continuing Operations Expenditures			2,000
	Table, Kitchen Prep - Cotati Room			291
				<u>\$ 2,291</u>

* Actual Staff Salary and Benefit Costs Detailed Immediately Above. Budget Recommended Amount Includes Estimated Time Billed for Government Building Maintenance Due to Mid-Year Allocation Change

**Government Buildings
Budget Details (Continued)**

71081	Equipment	\$ -
71082	Capital Improvements C020 - Energy Saving Retrofits (Lighting)	\$ 1,600

**Park Maintenance
2008-2009 Proposed Amended Budget**

Fund 01, Department 408		2008-2009			2008-2009	
Acct	Description	2007-2008 Actual	Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
	Current:					
510XX	Salaries and Benefits	\$ 102,600	\$ 95,836	\$ 95,966	\$ 129	
51003	Overtime	1,189	1,000	1,000	-	
61025	Other Contract Services	100,367	101,311	71,632	(29,679)	PW - Park Restrooms, TruGreen Reduction
61031	Advertising and Publications	209	100	100	-	
61033	Postage	33	25	50	25	
61034	Dues & Subscriptions	21	20	20	-	
610**	Travel, Meetings and Training Expense	292	-	-	-	
61036	Telephone	892	1,100	1,100	-	
61037	Vehicle Maintenance	5,768	5,000	5,000	-	
61038	Information Systems	497	2,054	2,054	-	
61040	Supplies	6,129	6,000	8,000	2,000	Reclass
61041	Materials, Tools, Small Equipment	4,381	6,000	4,000	(2,000)	Reclass
61042	Equipment Rental	1,271	2,000	2,000	-	
61043	Repairs & Replacements	1,223	1,500	1,500	-	
61048	Printing and Photocopying	123	150	150	-	
61051	Utilities	3,815	3,911	3,911	-	
	Subtotal	228,809	226,007	196,483	(29,525)	-
	Capital Outlay:					
71081	Equipment	1,000	-	-	-	
71082	CIP	-	-	-	-	
	Department Total	229,809	\$ 226,007	\$ 196,483	\$ (29,525)	\$ -

Budget Details

				Amount	
Sources of Funding					
42259	Operating Transfer In - RDA Operating Fund - Prior Years Maintenance of Faletti and La Plaza Park			\$ 48,461	
	General Fund			148,022	
				<u>\$ 196,483</u>	
510XX	Salaries and Benefits	<u>07-08 FTE</u>	<u>08-09 FTE</u>	<u>Amended 08-09 FTE</u>	
	Director of Public Works / City Engineer	0.15	0.05	0.05	\$ 7,541
	Public Works Superintendent	0.15	0.00	0.00	-
	Field Maintenance Supervisor	0.10	0.06	0.06	7,205
	Maintenance Worker II	0.10	0.13	0.13	13,451
	Maintenance Worker II	0.10	0.23	0.23	22,125
	Maintenance Worker II	0.10	0.08	0.08	7,066
	Maintenance Worker II	0.45	0.39	0.39	38,578
	Maintenance Worker I	0.00	0.00	0.00	-
		<u>1.15</u>	<u>0.94</u>	<u>0.94</u>	<u>95,966</u>
61025	Other Contract Services				
	Landscape Maintenance - Trugreen Maintenance				68,172
	Janitorial - Park Facilities - Jani-King				3,461
					<u>\$ 71,632</u>
61041	Materials, Tools, Small Equipment				
	Bark - Playground, ADA				\$ 2,000
	Boxes for "Doggie" Waste Bags				1,000
	Continuing Operations Expenditures				600
	Hedge Trimmer				400
					<u>\$ 4,000</u>
71081	Equipment				\$ -
71082	Capital Improvements				\$ -

Police
2008-2009 Proposed Amended Budget

Fund 01, Department 500		2008-2009		2008-2009		
Acct	Description	2007-2008 Actual	Proposed Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
Current:						
510XX	Salaries and Benefits	2,563,987	2,467,492	2,420,192	(47,300)	Supervisor, PSA, P/T Dispatchers
51003	Overtime	168,071	50,000	104,000	54,000	Usage
61025	Other Contract Services	86,825	82,122	67,393	(14,729)	Various
61031	Advertising and Publications	-	1,500	1,500	-	
61033	Postage	3,417	4,300	4,300	-	
61034	Dues and Subscriptions	1,709	1,100	1,280	180	
610**	Travel, Meetings, and Training	8,928	14,000	7,000	(7,000)	Reduced Training
61036	Telephone	11,186	13,000	13,000	-	
61037	Vehicle Expense	72,866	63,000	52,000	(11,000)	Usage
61038	Information Systems	111,465	118,821	118,821	-	
61040	Supplies	16,467	16,000	14,000	(2,000)	Usage
61041	Materials, Tools, Small Equipment	3,573	5,000	4,000	(1,000)	Usage
61043	Repairs & Replacements	-	-	-	-	
61048	Printing and Photocopying	14,258	14,000	12,000	(2,000)	Usage
61051	Utilities	23,525	28,000	28,000	-	
61076	Contributions	-	1,700	1,396	(304)	
61088	Jail Booking Fees	-	35,000	8,000	(27,000)	Usage
	Subtotal	3,086,277	2,915,035	2,856,883	(58,152)	-
Capital Outlay:						
71081	Equipment	17,092	-	-	-	
Debt Service						
61093	Lease Principal	28,175	9,230	9,230	-	
61094	Lease Interest	1,349	1,948	1,948	-	
	Total Expenditures	3,132,893	2,926,213	2,868,061	(58,152)	-
	Department Total	\$ 3,132,893	\$ 2,926,213	\$ 2,868,061	\$ (58,152)	\$ -

Budget Details

Sources of Funding		Amount
4XXXX	Charges for Services	\$ 17,060
41XXX	Licenses and Permits	8,500
41XXX	Fines and Forfeitures	65,479
42259	Operating Transfer In - Public Safety Fund	50,000
41219	Peace Officers Standards and Training (P.O.S.T.)	2,000
41090	Public Safety Augmentation	45,882
	General Fund	<u>2,727,021</u>
		<u>\$ 2,868,061</u>

510XX	Salaries and Benefits	Amended			Amount
		07-08 FTE	08-09 FTE	08-09 FTE	
	Police Chief	1.00	1.00	1.00	223,022
	Police Sergeant	4.00	4.00	4.00	649,140
	Police Officer	8.00	7.00	7.00	905,930
	Support Services Supervisor	1.00	1.00	0.50	80,269
	Community Services Officer	1.00	1.00	1.00	86,789
	Dispatcher / Clerk	5.00	5.00	5.00	434,853
	Dispatcher / Clerk Part-Time (2)	0.60	1.00	0.50	16,484
	Police Services Aid	0.55	0.60	0.38	20,204
	Reserve Officers	3.00	5.00	5.00	3,500
		<u>24.15</u>	<u>25.60</u>	<u>24.38</u>	<u>\$ 2,420,192</u>

Police
Budget Details (Continued)

		<u>Amount</u>
61025	Other Contract Services	
	Animal Shelter - City of Rohnert Park	16,978
	Janitorial Service - Jani-King	9,465
	Radio Maintenance - Williams USA / Precision Wireless	7,000
	Explosive Ordinance Fee - County of Sonoma	7,600
	HVAC Maintenance - Johnson Controls	7,000
	Dispatch Power Supply Back-Up System Maintenance - California Energy Experts	-
	Livescan Maintenance - Cogent	-
	Sexual Assault Exams - County of Sonoma Department of Health Services	1,800
	Hazardous Materials Response - County of Sonoma & City of Santa Rosa	-
	Parking Citations Service - Judicial Data Services	1,500
	Fingerprint Processing Fee - Department of Justice	1,300
	Parking Violations Filed - Superior Court - County	1,000
	Detox Services - County of Sonoma	1,200
	Radar Repair and Calibration - RHF Inc.	600
	Document Shredding - Infostor	900
	Animal Veterinary Services	200
	Lexis Nexis / Accurint	500
	Transcription Services	-
	Pest Control - Terminix	600
	Criss Cross Listing	300
	Police Facility Camera Repairs	2,000
	Emergency Generator Maintenance - SC Phillips	1,500
	Carpet Cleaning	400
	Facility Painting Maintenance	-
	Window and Skylight Cleaning	800
	Translation Services -	600
	Staff / Reserve Pre-Employment Related:	
	Background Investigator	1,500
	Physical Exams	1,050
	Psychological Exams	1,200
	Polygraph Exams	400
	Collective Recruitment Services	-
		<u>\$ 67,393</u>
61034	Dues and Subscriptions	
	California Penal Code - 6	\$ -
	Law Enforcement Liability Report	-
	California Police Officers Association	480
	Sonoma County Chief's Association	200
	California Vehicle Codes - 15	-
	CPOA Legal Resource	130
	California Police Chiefs Association	220
	California Background Investigators	50
	California Association Records Supervisor	50
	CalNENA (National Emergency Number Association)	50
	California Property & Evidence Officers	50
	CCUG (Computerized CLETS Users Group)	50
		<u>\$ 1,280</u>
610**	Travel, Meetings and Training	
	Priority 1	
	Quarterly Range Training (14)	\$ 1,200
	Emergency Vehicle Operation (14)	1,625
	First Aid / CPR / Blood Borne Pathogens / SIDS (25)	650
	Accident Investigation (6)	1,250
	Taser Training (15)	300
	Computer Crimes (3)	100
	Field Training Officer (4)	220
	Field Training Officer Update (3)	120
	Defense Tactics Instructor Update (1)	55
		<u>\$ 5,520</u>
	Priority 2	<u>\$ 1,480</u>
	Total Travel, Meetings and Training	<u>\$ 7,000</u>

Police
Budget Details (Continued)

61038	Information Systems		
	CAD / RMS - Sonoma County Law Enforcement Consortium FY 08-09 Agency Funding	\$	99,422
	Departmental Allocation (see Dept #303 for Total)		12,299
	CLETS (California Law Enforcement Telecommunications System) - Wants and Warrants		6,000
	LEADS Software Maintenance		500
	TMS (Training Management Software) Updates and Support		600
		<u>\$</u>	<u>118,821</u>
61076	Contributions		
	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$</u>	<u>1,396</u>
61088	Jail Booking Fees		
	Cost of Booking Offenders - County Jail	<u>\$</u>	<u>8,000</u>
71081	Equipment		
	Tactical Helmets (8)	\$	-
	Pursuit Stop Strips (5)		-
	RUOK Contact System Replacement		-
		<u>\$</u>	<u>-</u>

Cultural Arts
2008-2009 Proposed Amended Budget

Fund 01, Department 601

Acct	Description	2007-2008 Actual	2008-2009		2008-2009	
			Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
	Current:					
51XXX	Salaries and Benefits	\$ 936	\$ -	\$ -	\$ -	
51003	Overtime	-	-	-	-	
61033	Postage	-	-	-	-	
610XX	Travel, Meetings and Meal Expense	-	-	-	-	
61037	Vehicle Expense	-	-	-	-	
61038	Information Systems	-	-	-	-	
61040	Supplies	-	-	-	-	
61041	Materials, Tools, Small Equipment	116	-	-	-	
61042	Equipment Rental	-	-	-	-	
61048	Printing and Photocopying	886	-	-	-	
	Subtotal	1,938	-	-	-	-
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 1,938	\$ -	\$ -	\$ -	\$ -

Budget Details

		<u>Amount</u>
Sources of Funding		
General Fund		<u>\$ -</u>
4XXXX	Fees and Charges for Services	
	Accordion Festival Waived	<u>\$ -</u>
51XXX	Salaries and Benefits	
	Staff Time - Accordion Festival	<u>\$ -</u>
61033	Postage	
	Accordion Festival	<u>\$ -</u>
61042	Equipment Rental	
	Accordion Festival	<u>\$ -</u>

**Recreation
2008-2009 Proposed Amended Budget**

Fund 01, Department 602		2008-2009		2008-2009		
Acct	Description	2007-2008 Actual	Proposed Adopted Budget	Proposed Amended Budget	Proposed Budget Amendment	Description (Items \$1,000 or greater)
Current:						
510XX	Salaries and Benefits	\$ 70,220	\$ 82,592	\$ 71,562	\$ (11,029)	Manager and Assistant
51003	Overtime	598	600	600	-	
61025	Other Contract Services	20,061	18,000	17,524	(476)	
61031	Advertising and Publications	-	395	395	-	
61033	Postage	971	800	800	-	
61034	Dues and Subscriptions	163	212	212	-	
610**	Travel, Meetings, and Training	211	350	350	-	
61036	Telephone Expense	42	75	75	-	
61038	Information Systems	526	2,688	2,688	-	
61040	Supplies	4,123	3,000	3,000	-	
61041	Materials, Tools, Small Equipment	55	200	200	-	
61042	Equipment Rental	620	620	620	-	
61043	Repairs and Replacements	-	350	350	-	
61048	Printing and Photocopying	961	800	800	-	
61065	Awards/Prizes	750	750	750	-	
	Subtotal	99,302	111,432	99,926	(11,505)	-
Capital Outlay:						
71081	Equipment	-	-	-	-	
71082	CIP	-	-	-	-	
Department Total		\$ 99,302	\$ 111,432	\$ 99,926	\$ (11,505)	\$ -

Budget Details

					Amount
Sources of Funding					
4XXXX	Charges for Services				\$ 15,000
42248	Donations - Kid's Day Parade				3,000
General Fund					<u>81,926</u>
					<u>\$ 99,926</u>
510XX	Salaries and Benefits	07-08 FTE	08-09 FTE	Amended 08-09 FTE	
	Recreation Manager	0.63	0.73	0.44	\$ 57,398
	Recreation Assistant	0.00	0.00	0.35	4,171
	Recreation Intern	0.50	0.50	0.00	8,994
	Public Works Staff - Kids Day Parade and Festival				1,000
		<u>1.13</u>	<u>1.23</u>	<u>0.79</u>	<u>\$ 71,562</u>
61025	Other Contract Services				
	Programs, Instructors				\$ 9,800
	Janitorial Service - Jani-King - Recreation Building				3,728
	Kids Day Festival Entertainment				2,500
	Mats - Aramark - Recreation Building				851
	Window Cleaning - Yes, I Do Windows - Recreation				245
	HVAC - Pacific Heating & Air - Maintenance				200
	Pest Control - Terminix - Recreation Building				200
					<u>\$ 17,524</u>
61034	Dues and Subscriptions				
	California Parks and Recreation Society (CPRS)				\$ 212
610XX	Travel, Meetings, and Training				
	Refreshments for Halloween Volunteers				\$ 350

General Fund

Items Not Included in Proposed FY 08-09 Amended Budget

General Plan Update
Contract Services - Economic Development
EOC Supplies
CEC Funding In Excess of \$1000
Special Engineering Services
Capital Improvements
Equipment / Vehicles
Pavement Management Program
Comprehensive Green House Gas Reduction Program

Additional Items Under Review by City Staff

Alternative to Continuing with CAD/RMS (Computer Aided Dispatch / Records Management System)
Request for Proposals - Janitorial Service
Request for Proposals - Landscape Maintenance Service

General Fund - Projected Trend Analysis Fiscal Years 2008-09 Through 2013-14

Revenues:	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	Current Trend	Long Range Trend
Property Taxes	\$ 504,772	504,772	538,592	574,677	613,181	613,181	0.0%	6.7% 4
Property Tax in Lieu of VLF	557,441	557,441	602,036	650,199	702,215	702,215	0.0%	8.0%
Sales Taxes	1,205,629	1,205,629	1,290,023	1,380,325	1,476,947	1,476,947	0.0%	7.0% 4
Sales Taxes in Lieu (Triple Flip)	500,333	400,266	428,285	458,265	490,344	490,344	0.0%	7.0%
Transfer Taxes	67,495	67,495	69,520	71,605	73,754	73,754	0.0%	3.0%
Business Licenses	78,500	80,078	80,478	80,881	81,285	81,285	1.0%	0.5%
Franchise Fees	337,391	339,078	340,773	342,477	344,190	345,911	0.5%	0.5%
Total Taxes	3,251,561	3,156,455	3,351,411	3,560,142	3,783,636	3,783,636	0.0%	1.0%
Licenses and Permits	12,290	12,290	12,413	12,537	12,662	12,662	0.0%	2.0%
Fines and Forfeitures	101,225	101,225	103,250	105,314	107,421	107,421	0.0%	0.0%
Investment Earnings	10,000	-	-	-	-	-	0.0%	0.0%
Rents and Concessions	110,073	110,073	110,073	110,073	110,073	110,073	0.0%	0.0%
Motor Vehicle in Lieu Fees	11,673	11,673	11,731	11,790	11,849	11,849	0.0%	0.5%
Charges for Services	136,782	136,782	136,782	136,782	136,782	136,782	0.0%	0.0%
Reimbursements	3,800	3,800	3,800	3,800	3,800	3,800	0.0%	0.0%
Other	51,709	100,000 3	100,000	100,500	101,003	101,508	0.0%	0.5%
Total Revenues	3,689,113	3,629,809	3,829,960	4,041,441	4,267,731	4,267,731	0.0%	3.0%
Operating Transfers In	467,761 1	241,624	281,624	290,073	298,775	307,738	0.0%	
Total Current Sources	4,156,874	3,871,433	4,120,033	4,340,216	4,575,469	4,575,469	0.0%	
Current Expenditures:								
City Council	69,920	69,920	69,920	69,920	69,920	69,920	0.0%	
City Manager / City Clerk	232,391	232,391	232,391	232,391	232,391	232,391	0.0%	
Administrative Services	104,433	98,863	98,863	98,863	98,863	98,863	0.0%	
Legal Services	116,826	113,000	113,000	113,000	113,000	113,000	0.0%	
Non-Departmental	234,564	286,400	286,400	286,400	286,400	286,400	0.0%	
Public Information Services	1,550	1,550	1,550	1,550	1,550	1,550	0.0%	
Community Development	327,438	219,438	219,438	219,438	219,438	219,438	0.0%	
Engineering	24,849	24,849	24,849	24,849	24,849	24,849	0.0%	
Streets	278,318	278,318	278,318	278,318	278,318	278,318	0.0%	
Government Buildings	96,810	72,927	72,927	72,927	72,927	72,927	0.0%	
Park Maintenance	196,483	180,483	180,483	180,483	180,483	180,483	0.0%	
Police	2,856,883	2,816,883	2,816,883	2,816,883	2,816,883	2,816,883	0.0%	
Cultural Arts	-	-	-	-	-	-	0.0%	
Recreation	99,926	74,926	74,926	74,926	74,926	74,926	0.0%	
Total Current Expenditures	4,640,391	4,469,948	4,469,948	4,469,948	4,469,948	4,469,948	0.0%	
Net Sources less Uses	(483,517)	(598,515)	(556,026)	(349,915)	(129,732)	105,521		
Beginning Fund Balance, July 1	797,221 2	313,704	(284,811)	(840,837)	(1,190,752)	(1,320,484)		
Ending Fund Balance, June 30	\$ 313,704	\$ (284,811)	\$ (840,837)	\$ (1,190,752)	\$ (1,320,484)	\$ (1,214,964)		
Capital Expenditures (Funding Committed)	19,853	5,810	5,810	5,810	5,810	5,810		
Ending Fund Balance including Capital Expenditures	\$ 293,851	\$ (290,621)	\$ (846,647)	\$ (1,196,562)	\$ (1,320,484)	\$ (1,214,964)		
Fund Balance as Percentage of Expenditures	6.33%	-6.50%	-18.94%	-26.77%	-29.54%	-27.18%		

1 Increased to Transfer in Current and Prior Year Measure M funding to Offset Street Maintenance Costs - \$117,676
2 Reduced by Property Owner Contributions (\$107,253) for E. Cotati Avenue Storm Drain - Use of Funds Restricted
3 Reflects Average Annual Revenue
4 Based on Average Annual Percent Increase FY 98 - FY 06