

General Fund
2011-2012 Amended General Fund Budget

Fund 01	Acct	Description	2011-2012		2011-2012		
			2010-2011 Actual	Adopted Budget	Amended Budget	Amendments	Significant Items
		Revenues:					
	410XX	Property Tax	\$ 420,738	\$ 489,678	\$ 422,000	\$ (67,678)	
	41070	Property Tax In-Lieu of VLF	507,330	500,000	492,380	(7,620)	
	41XXX	Sales Tax	1,285,193	1,179,570	1,192,762	13,192	
	41095	Sales Tax In-Lieu (Triple Flip)	419,433	358,257	362,865	4,608	
	41105	Measure A Transaction and Use Tax	414,618	480,000	730,000	250,000	FY 10-11 and high %
	41110	Transfer Tax	61,210	60,000	25,000	(35,000)	
	4112X	Business Licenses	82,310	80,200	82,200	2,000	
	411XX	Franchise Fees	355,019	356,169	368,275	12,105	
	41135	Transient Occupancy Tax	1,179	1,000	1,000	-	
		Total Taxes	3,547,029	3,504,874	3,676,482	171,607	
	41XXX	Licenses and Permits	21,904	19,900	26,982	7,082	Encroachment permits
	41XXX	Fines and Forfeitures	61,464	61,000	49,257	(11,743)	
	4219X	Investment Earnings	3,530	2,000	2,000	-	
	422XX	Rents and Concessions	113,261	116,359	112,473	(3,886)	
	4121X	Motor Vehicle In-Lieu Fees	18,607	20,000	-	(20,000)	Eliminated by SB 89
	4XXXX	Charges for Services	112,048	84,000	106,073	22,073	Building activity
	4XXXX	Reimbursements / Other	165,729	86,800	123,423	36,623	REMIFF, POST, SB 90
		Total Revenues	4,043,572	3,894,933	4,096,690	201,756	
	42259	Operating Transfers In	362,285	353,930	453,930	100,000	SLESF Grant
		Total Current Sources	4,405,857	4,248,863	4,550,620	301,756	
	Dept	Current Expenditures:					
	300	City Council	54,954	81,950	81,968	18	
	301	City Manager / City Clerk	170,888	216,257	216,279	22	
	303	Administrative Services	84,062	97,752	73,998	(23,754)	
	304	Legal Services	163,796	133,275	183,275	50,000	
	305	Non-Departmental	193,508	223,163	222,915	(248)	
	306	Public Information Services	200	2,000	4,500	2,500	
	400	Community Development	292,823	429,418	428,335	(1,083)	
	402	Engineering	30,017	22,451	34,870	12,419	
	403	Streets	241,571	302,994	303,074	80	
	406	Government Buildings	61,333	58,820	58,935	115	
	408	Park Maintenance	112,031	115,165	122,643	7,478	
	500	Police	2,601,916	2,489,658	2,515,945	26,287	
		Total Current Expenditures	4,007,100	4,172,903	4,246,737	73,834	
		Capital Outlay:					
	300	City Council	-	-	-	-	
	301	City Manager / City Clerk	-	-	3,417	3,417	
	303	Administrative Services	-	-	-	-	
	305	Non Departmental	-	57,222	100,000	42,778	Network upgrade
	306	Public Information Services	-	-	-	-	
	400	Community Development	-	-	-	-	
	403	Streets	-	262,000	262,000	-	
	406	Government Buildings	-	150,000	150,000	-	
	408	Park Maintenance	-	-	-	-	
	500	Police	5,784	50,260	48,260	(2,000)	
		Total Capital Outlay / Debt Service	5,784	519,482	563,677	44,195	
		Beginning Fund Balance, July 1*	624,257	892,844	892,844		
		Ending Fund Balance, June 30*	\$ 1,017,229	\$ 449,322	\$ 633,049		

* Adjusted to Remove Reserved Funds

Required Measure A Reserve	\$ (165,000)	\$ (124,385)	\$ (124,385)
Amount that Sources Exceed Expenditures	398,757	75,960	303,883

2011-2012 Amended General Fund Budget

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 59,000
41150	Gas	15,000
41160	Cable TV	96,510
41165	Video	1,072
41170	Refuse Removal - 12.87%	173,108
41180	Storage	23,584
		\$ 368,275
41XXX	Licenses and Permits	
	Community Development Services	\$ 16,882
	Public Safety Services	10,100
		\$ 26,982
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 8,400
41200	Traffic and Criminal Code Enforcement	40,857
		\$ 49,257
4221X	Rents & Concessions	
	Metro PCS	\$ 48,292
	A T & T	21,338
	TowerCo	18,301
	175 W. Sierra Avenue	14,100
	Facilities and Parks Rentals	8,517
	Chamber of Commerce	1,925
		\$ 112,473
4XXXX	Charges for Services	
	Community Development Services	\$ 100,679
	Public Safety Services	5,325
	Finance and Administrative Services	69
		\$ 106,073
	Reimbursements	
42236	R.E.M.I.F.	\$ 27,186
41219	P.O.S.T.	4,000
41223	SB 90 State Mandated Costs	3,266
42237	Other	3,688
		\$ 38,140
	Other	
42250	Waste Management - Annual Community Improvement Contribution	\$ 50,000
42252	Mercy Wellnes Center - Public Service Fee	30,000
4XXXX	Other	5,283
		\$ 85,283
42259	Operating Transfers In	
	Water Operating Fund (Administration)	8,420
	Water Operating Fund (Public Information Services)	600
	Water Operating Fund (Government Buildings Maintenance)	-
	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)	-
	Sewer Capital Fund (Administration)	27,000
	CCRA Operating Fund (Public Information Services)	400
	CCRA Operating Fund (Government Buildings Lease Agreement)	4,326
	CCRA Low & Mod Housing Fund (Government Bldgs Lease Agreement)	1,520
	CCRA Debt Service (Administration)	1,400
	Grants - Zone 1A (Cotati Creek Bypass)	-
	Public Safety (Salaries,Supplies,Services,CAD/RMS) - Supplemental Law Enforcement Services Fund	100,000
	Gas Tax Fund (Street Maintenance)	286,090
	Transportation Development Fund (Street Maintenance) - Measure M	-
	Parks and Recreation Development Fund (Park Maintenance)	-
	Maintenance Assessment Districts (Administration)	1,254
		\$ 453,530

City Council
2011-2012 Amended General Fund Budget
 Approved February 22, 2012

Fund 01, Department 300

Acct	Description	2010-2011 Actual	2011-2012		2011-2012
			Adopted Budget	Amended Budget	Amendments
	Current:				
510XX	Salaries and Benefits	\$ 46,933	\$ 66,890	\$ 66,890	-
61025	Other Contract Services	50	5,000	5,000	-
61034	Dues and Subscriptions	3,751	5,000	5,000	-
610**	Travel, Meetings, and Training	1,153	4,020	4,020	-
61036	Telephone	79	90	70	(20)
61038	Information Systems	395	450	250	(200)
61040	Supplies	296	200	638	438
61041	Materials, Tools, Small Equipment	318	-	-	-
61048	Printing and Photocopying	219	200	-	(200)
61076	Contributions	1,760	100	100	-
	Subtotal	54,954	81,950	81,968	18
71081	Capital Outlay: Equipment	-	-	-	-
	Department Total	\$ 54,954	\$ 81,950	\$ 81,968	\$ 18

Budget Details

				<u>Amount</u>
42236	Source of Funding General Fund			\$ <u>81,968</u>
510XX	Salaries and Benefits	<u>Adopted</u> 11-12 FTE	<u>Proposed</u> 11-12 FTE	
	City Council Members - Active	3.20	3.20	\$ 41,510
	City Council Members - Retired - Benefits Only			25,380
				<u>\$ 66,890</u>
61025	Other Contract Services Facilitator			<u>\$ 5,000</u>
61034	Dues and Subscriptions League of California Cities Association of Bay Area Governments (ABAG)			\$ 3,000 2,000 <u>\$ 5,000</u>
61035	Travel, Meetings, and Training Other Meetings Mayors' and Council Members' Association League of California Cities - New Councilmembers Academy League of California Cities Legislative Action Days North Bay Division Quarterly Meetings			\$ 1,000 600 1,620 500 300 <u>\$ 4,020</u>

**City Manager / City Clerk
2011-2012 Amended General Fund Budget**

Fund 01, Department 301

Acct	Description	2010-2011 Actual	2011-2012		2010-2011
			Adopted Budget	Amended Budget	Amendments
	Current:				
510XX	Salaries and Benefits	\$ 123,317	\$ 186,381	\$ 186,381	\$ -
61025	Other Contract Services	4,402	4,300	4,300	-
61028	Election Administration	24,269	-	22	22
61031	Advertising and Publications	4,446	6,000	6,000	-
61033	Postage	262	1,000	1,000	-
61034	Dues and Subscriptions	1,585	4,354	4,354	-
610**	Travel, Meetings, and Training	4,249	6,000	6,000	-
61036	Telephone	1,003	1,086	1,086	-
61037	Vehicle Maintenance	947	430	430	-
61038	Information Systems	3,566	2,500	2,500	-
61040	Supplies	833	969	969	(0)
61041	Materials, Tools, Small Equipment	68	1,000	1,000	-
61042	Equipment Rental	228	-	-	-
61048	Printing and Photocopying	1,683	2,237	2,237	-
61051	Utilities	46	-	-	-
61083	Filing Fees	(16)	-	-	-
	Subtotal	170,888	216,257	216,279	22
61093	Capital Outlay: Lease	-	-	3,417	3,417 From Dept 305
	Department Total	\$ 170,888	\$ 216,257	\$ 219,696	\$ 3,439

Budget Details

Amount

Source of Funding			
42236	REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$	1,000
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		982
	General Fund		158,974
		<u>\$</u>	<u>219,696</u>

		<u>Adopted 11-12 FTE</u>	<u>Proposed 11-12 FTE</u>		
510XX	Salaries and Benefits				
	City Manager	0.35	0.35	\$	64,296
	Assistant to the City Manager	0.35	0.35		62,153
	Deputy City Clerk	0.35	0.35		52,432
	Intern	0.25	0.25		7,500
		<u>1.30</u>	<u>1.30</u>	<u>\$</u>	<u>186,381</u>

61033	Postage				
	Departmental Specific			\$	-
	Postal Services		7,500		
	Postage Machine, Scale, Folder/Stuffer - Pitney Bowes		3,155		
	Postage Equipment Supplies		200		
	Total to allocate		<u>10,855</u>		
	Departmental Allocation				200
				<u>\$</u>	<u>200</u>

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

		<u>Amount</u>
61034	Dues and Subscriptions	
	Government Code Updates - Municipal Code Corporation	\$ 2,550
	International City / County Management Association (ICMA)	1,040
	California City Management Foundation	350
	National Notary Association	-
	California Department of Consumer Affairs (every other year)	-
	California Public Employers Labor Relations Association (CalPELRA)	154
	International Institute of Municipal Clerks (IIMC)	150
	City Clerks Association	110
	Municipal Management Association of Northern California	-
		<u>\$ 4,354</u>
61035	Travel, Meetings, and Training	
	League / City Manager Conferences	\$ 3,000
	Local / Regional Meetings	1,000
	City Clerks Association of California	1,000
	California Public Employers Labor Relations Association - Reimbursed by REMIF	1,000
		<u>\$ 6,000</u>
61048	Printing and Photocopying	
	Departmental Specific	
	Copier Rent - Ikon Office Solutions	17,400
		<u>17,400</u>
	Departmental Allocation	2,237
		<u>\$ 2,237</u>
71081	Equipment	<u>\$ -</u>
	Total to allocate	<u>\$ 17,400</u>

Administrative Services
2011-2012 Amended General Fund Budget

Fund 01, Department 303		2011-2012			2010-2011	
Acct	Description	2010-2011 Actual	Adopted Budget	Amended Budget	Amendments	
	Current:					
510XX	Salaries and Benefits	\$ 55,683	\$ 74,533	\$ 50,853	\$ (23,680)	Accountant Unfilled
61025	Other Contract Services	8,354	7,200	7,200	-	
61026	Auditing Fees	13,025	7,650	7,650	-	
61031	Advertising and Publications	186	75	70	(5)	
61033	Postage	942	850	850	-	
61034	Dues and Subscriptions	195	200	200	-	
610XX	Travel, Meetings, and Training	410	700	200	(500)	
61036	Telephone	220	100	300	200	
61038	Information Systems	3,969	5,075	5,075	-	
61040	Supplies	145	200	200	-	
61041	Materials, Tools, Small Equipment	21	-	-	-	
61048	Printing and Photocopying	862	900	1,100	200	
61051	Utilities	31	-	31	31	
61090	Banking, Trust and Agency Fees	20	104	104	-	
61096	Interest Expense - Developer	-	165	165	-	
	Subtotal	84,062	97,752	73,998	(23,754)	
	Capital Outlay:					
71081	Equipment	-	-	-	-	
71082	CIP	-	-	-	-	
	Department Total	\$ 84,062	\$ 97,752	\$ 73,998	\$ (23,754)	

Source of Funding	
42236 REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 700
General Fund	73,298
	<u>\$ 73,998</u>

	Adopted 11-12 FTE	Proposed 11-12 FTE	
510XX Salaries and Benefits			
Director of Administrative Services	0.25	0.25	\$ 34,994
Accountant	0.50	0.05	3,592
Account Clerk II	0.10	0.10	12,268
	<u>0.85</u>	<u>0.40</u>	<u>\$ 50,853</u>

61025 Other Contract Services	
Sales Tax Auditing Service - HDL & Associates	\$ 3,900
Mandated Costs Claiming Services - AK and Company	3,000
Printer Servicing	300
Transaction and Use Tax (Measure A) Auditing Service - HDL & Associates - 25% of Unpaid Revenue Discovered	-
	<u>\$ 7,200</u>

61026 Auditing Fees	
Audit and Financial Reports 2010-11 - Terry Krieg, CPA	Total \$ 17,000
General Fund Allocation - 45%	\$ 7,650

61034 Dues and Subscriptions	
CD Data - Parcelquest Software	\$ 110
California Public Employers Labor Relations Association	68
California Society of Municipal Finance Officers (CSMFO) Membership	22
	<u>\$ 200</u>

610XX Travel, Meetings, and Training	
California Public Employers Labor Relations Association - Reimbursed by REMIF	\$ 200
Risk Management - Redwood Empire Municipal Insurance Fund (REMIF) and Public Agency Risk Managers Association (PARMA). Reimbursed by REMIF	-
	<u>\$ 200</u>

**Administrative Services
Budget Details (Continued)**

61038	Information Systems		
	LAN Technical Support - Jim Washington	\$	12,000
	System Support Service Agreement - Incode		12,000
	Annual License Fees - Virus Protection, Spam Protection		2,000
	Payroll Service Fees		500
		Total	<u>\$ 26,500</u>
	Departmental Allocation	\$	3,075
	Departmental Specific		<u>2,000</u>
		\$	<u>5,075</u>
61048	Printing and Photocopying		
	2012-13 Budget Preparation, Miscellaneous Forms	\$	400
	Departmental Allocation (see Dept #301 for Total)		700
		\$	<u>1,100</u>
71081	Equipment	\$	<u>-</u>
71082	Capital Improvements	\$	<u>-</u>

Legal Services
2011-2012 Amended General Fund Budget

Fund 01, Department 304		2011-2012			2011-2012
Acct	Description	2010-2011 Actual	Adopted Budget	Amended Budget	Amendments
	Current:				
61015	Special Legal Services	\$ 79,509	\$ 30,000	\$ 80,000	\$ 50,000
61022	City Attorney Fees	84,288	103,275	103,275	-
61025	Other Contract Services	-	-	-	-
	Subtotal	163,796	133,275	183,275	50,000
	Department Total	\$ 163,796	\$ 133,275	\$ 183,275	\$ 50,000

Budget Details

		<u>Amount</u>
	Source of Funding	
	General Fund	\$ 183,275
61015	Special Legal Services	
	Liebert, Cassidy & Whitmore - Personnel, Investigations, Special Defense	\$ 57,000
	Renee Sloan Holtzman Sakai - Walter action	23,000
		\$ 80,000
61022	City Attorney Fees	
	Meyers Nave - Including General Plan Update, Redevelopment, Other Funds and Charges Billed to General Fund Portion	\$ 200,000
		\$ 103,275

**Non-Departmental
2011-2012 Amended General Fund Budget**

Fund 01, Department 305		2011-2012		2011-2012
Acct	Description	2010-2011 Actual	Adopted Budget	Amended Budget Amendments
Current:				
51XXX	Salaries and Benefits	\$ 12,404	\$ 25,000	\$ 25,000 -
61027	Insurance	83,230	70,899	70,899 -
61031	Advertising and Publications	176	-	- -
61033	Postage	25	-	- -
61034	Dues and Subscriptions	650	650	650 -
61038	Information Systems	4,742	2,844	2,844 -
61040	Supplies	205	100	- (100)
61041	Materials, Tools, Small Equipment	558	250	- (250)
61042	Equipment Rental	112	-	112 -
61075	Contingency	44,879	70,000	70,000 -
61076	Contributions	-	1,660	1,667 7
61082	Measure A Administration Fee	22,082	5,400	5,400 -
61084	Property Tax	367	368	351 (17)
61085	Operating Transfers Out	921	25,692	25,692 -
61089	Property Tax Administration Fees	21,878	20,000	20,000 -
61090	Banking Fees - Credit Card Processing	1,280	300	300 -
	Subtotal	193,508	223,163	222,915 (248)
Capital Outlay:				
71081	Equipment	-	57,222	100,000 42,778 LAN Upgrade
	Department Total	\$ 193,508	\$ 280,385	\$ 322,915 \$ 42,530

Budget Details

Source of Funding	Amount
General Fund	\$ 322,915
51XXX Salaries and Benefits	
Unemployment	\$ 25,000
61027 Insurance	
Auto and General Liability	\$ 96,091
Deductibles	14,560
Earthquake and Flood	28,335
Auto Physical Damage	3,944
Property	9,246
Boiler and Machinery	953
User Funding and Fraud Investigation Assessment	1,000
Total to allocate	\$ 154,129
General Fund Allocation	\$ 70,899
Note: Expenditures for employee workers' compensation, medical, dental, vision, long term disability, and life insurance are included in the salaries and benefits line item in each department or fund.	
61038 Information Systems	
L.R.Hines - Scanner Workstation Software Support and Maintenance	\$ 2,844
61075 Contingency	
Employee Leave Bank Buyout	\$ 70,000
61085 Operating Transfers Out	
Establish Vehicle Replacement Fund	\$ 25,242
Citizen Volunteer Program Subsidy	-
Community and Environment Commission Subsidy	450
	\$ 25,692

Public Information Services
2011-2012 Amended General Fund Budget

Fund 01, Department 306		2011-2012			2011-2012
Acct	Description	2010-2011 Actual	Adopted Budget	Amended Budget	Amendments
	Current:				
61025	Other Contract Services	\$ -	\$ -	\$ 2,500	\$ 2,500
61038	Information Systems	200	2,000	2,000	-
	Subtotal	200	2,000	4,500	2,500
	Capital Outlay:				
71082	CIP	-	-	-	-
	Department Total	\$ 200	\$ 2,000	\$ 4,500	\$ 2,500

Budget Details

		<u>Amount</u>
	Source of Funding	
42259	Operating Transfer In - Water Operating Fund	\$ 600
	Sewer Operating Fund	600
	CCRA Operating Fund	800
	Public Education Reimbursement - Franchise	876
		<u>\$ 2,876</u>
61038	Information Systems	
	Website - Hosting, Support, Modifications, Upgrades proposed to add more forms and information to enhance customer service.	\$ 2,000

Community Development
 (Combines Former Planning (400) and Building (401) and Recreation (602) Departments)
2011-2012 Amended General Fund Budget

Fund 01, Department 400		2011-2012		2010-2011	
Acct	Description	2010-2011 Actual	Adopted Budget	Amended Budget	Amendments
Current:					
510XX	Salaries and Benefits	\$ 166,941	\$ 220,235	\$ 220,235	\$ -
51003	Overtime	136	-	-	-
61025	Other Contract Services	102,263	180,175	180,175	-
61031	Advertising and Publications	1,861	2,000	3,327	1,327 General Plan
61033	Postage	625	1,325	500	(825)
61034	Dues and Subscriptions	5,194	5,383	5,383	-
610**	Travel, Meetings, and Training	2,094	5,000	3,300	(1,700) Actual usage
61036	Telephone	2,478	2,300	2,300	-
61037	Vehicle Expense	402	400	400	-
61038	Information Systems	7,776	7,000	7,000	-
61040	Supplies	594	1,200	1,200	-
61041	Materials, Tools, Small Equipment	288	400	400	-
61042	Equipment Rental	-	-	-	-
61043	Repairs and Replacements	-	-	-	-
61048	Printing and Photocopying	2,057	4,000	4,000	-
61051	Utilities	115	-	115	115
61083	Filing Fees	-	-	-	-
61065	Awards and Prizes - Kids Day	-	-	-	-
	Subtotal	292,823	429,418	428,335	(1,083)
71081	Capital Outlay: Equipment	-	-	-	-
Department Total		\$ 292,823	\$ 429,418	\$ 428,335	\$ (1,083)

Budget Details

Source of Funding		Amount
4XXXX	Charges for Services - Does Not Reflect Cost Recovery Deposits Collected	\$ 85,100
	General Fund	<u>343,235</u>
		<u><u>\$ 428,335</u></u>

	Adopted 11-12 FTE	Proposed 11-12 FTE	Amount
510XX	Salaries and Benefits		
	0.60	0.60	\$ 100,018
	0.20	0.20	28,200
	0.70	0.70	56,430
	0.70	0.70	56,850
	<u>2.20</u>	<u>2.20</u>	<u>\$ 241,497 *</u>

*This Total Does Not Include Cost Recovery. Actual Planning Staff Salary and Benefit Costs Detailed Immediately Above. Budget Amount Reduced to Reflect Cost Recovery Average Amounts Billed to Developer Deposit Accounts / Projects FY 10-11

61025	Other Contract Services	
	006S - General Plan Update - Consultants - Total Cost \$ 500,000 FYs 10-11 and 11-12, Balance in CCRA, Water and Sewer Operating Funds	\$ 130,000
	Building Official Services - City of Sebastopol	35,175
	Contract - Building Department Services	10,000
	Recreation Program Instructors - Various	5,000
		<u>\$ 180,175</u>

61034	Dues and Subscriptions	
	Local Agency Formation Commission (LAFCO)	\$ 2,689
	CD Data - Parcelquest	586
	American Planning Association (APA), American Institute of Certified Planners (AICP)	510
	Code Book Updates - Expense is Offset by Incremental Fees Received	983
	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 (NFPA) - Expense is Offset by Incremental Fees	150
	International Code Council (ICC) Membership - Expense is Offset by Incremental Fees Received	100
		<u>\$ 5,383</u>

**Community Development
Budget Details (Continued)**

61035	Travel, Meetings, and Training		
	Staff Training - Expense Offset by Incremental Fees Received in Prior Years	\$	1,000
	California Planning Association Annual Conference		1,450
	Additional Staff Training		850
			<u>3,300</u>
61038	Information Systems		
	Departmental Allocation (See Dept #303 for Total)	\$	<u>7,000</u>
61048	Printing and Photocopying		
	Departmental Allocation (See Dept #301 for Total)	\$	1,800
	Department Specific		2,200
		\$	<u>4,000</u>
71081	Equipment	\$	<u>-</u>

Engineering Services
2011-2012 Amended General Fund Budget

Fund 01, Department 402

Acct	Description	2010-2011 Actual	2011-2012		2010-2011	
			Adopted Budget	Amended Budget	Amendments	
510XX	Current: Salaries and Benefits	\$ 26,598	\$ 19,076	\$ 33,010	\$ 13,934	correction
61025	Other Contract Services	491	-	-	-	-
61031	Advertising and Publications	673	-	-	-	-
61034	Dues and Subscriptions	-	300	300	-	-
61035	Travel, Meetings, and Training	1,193	2,500	1,000	(1,500)	-
61036	Telephone Expense	144	-	-	-	-
61037	Vehicle Expense	324	225	100	(125)	-
61038	Info Systems	520	350	460	110	-
61040	Supplies	27	-	-	-	-
61048	Printing and Photocopying	40	-	-	-	-
61051	Utilities	8	-	-	-	-
	Subtotal	30,017	22,451	34,870	12,419	-
	Department Total	\$ 30,017	\$ 22,451	\$ 34,870	\$ 12,419	\$ -

Budget Details

Source of Funding		Amount	
General Fund			\$ 34,870
510XX	Salaries and Benefits		
	Director of Public Works / City Engineer	Adopted 11-12 FTE	Proposed 11-12 FTE
		0.15	0.15
			\$ 33,010
61034	Dues and Subscriptions		
	Engineering License Renewal		\$ 125
	Contingency - Professional Dues		175
			<u>\$ 300</u>
610XX	Travel, Meetings, and Training		
	Local Training Registration Contingency		\$ 1,000

Streets
2011-2012 Amended General Fund Budget

Fund 01, Department 403

Acct	Description	2011-2012		2010-2011
		Adopted Budget	Amended Budget	Amendments
	Current:			
510XX	Salaries and Benefits	\$ 126,369	\$ 165,397	\$ 165,397
51003	Overtime	1,641	-	-
61025	Other Contract Services	22,031	49,518	49,518
61031	Advertising and Publications	50	100	100
61033	Postage	75	150	80
61034	Dues and Subscriptions	4,850	9,754	9,754
610**	Travel, Meetings, and Training	41	-	-
61036	Telephone	1,083	1,000	800
61037	Vehicle Expense	4,491	2,500	4,000
61038	Information Systems	1,195	1,150	500
61040	Supplies	374	425	425
61041	Materials, Tools, Small Equipment	14,580	11,200	11,200
61042	Equipment Rental	265	500	500
61043	Repairs & Replacements	170	1,000	500
61048	Printing and Photocopying	282	300	300
61051	Utilities	64,076	60,000	60,000
	Subtotal	241,571	302,994	303,074
	Capital Outlay:			
71081	Equipment	-	-	-
71082	CIP	-	262,000	262,000
	Department Total	241,571	\$ 564,994	\$ 565,074

Budget Details

				<u>Amount</u>
Sources of Funding				
42259	Operating Transfer In - Gas Taxes Fund			\$ -
	Operating Transfer In - Transportation Development Fund, Measure M			-
	General Fund - Balance of Expenditures			<u>565,074</u>
				<u>\$ 565,074</u>
		Adopted	Proposed	
		11-12 FTE	11-12 FTE	
510XX	Salaries and Benefits			
	Director of Public Works / City Engineer	0.15	0.15	\$ 23,500
	Field Maintenance Supervisor	0.28	0.28	31,670
	Associate Engineer	0.25	0.25	21,173
	Maintenance Worker II	0.18	0.18	16,985
	Maintenance Worker II	0.32	0.32	14,291
	Maintenance Worker II	0.17	0.17	31,527
	Maintenance Worker II	0.29	0.29	26,251
		<u>1.64</u>	<u>1.64</u>	<u>\$ 165,397</u>
61025	Other Contract Services			
	Signal Maintenance - Republic Electric			\$ 18,881
	Striping / Painting			10,000
	MS4 Permit Compliance Activities			5,000
	Conservation Corps North Bay Apprenticeship			4,637
	Establish City Survey Benchmarks			4,000
	Landscape Mulching, Planting			3,000
	Signals - Department of Transportation			2,000
	Tree Removal / Trimming (As Needed)			2,000
				<u>\$ 49,518</u>
61034	Dues and Subscriptions			
	Russian River Watershed Association			\$ 4,650
	NPDES Permit			3,850
	MTC - Street Saver			1,254
				<u>\$ 9,754</u>
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 10,000
	Signs - Pedestrian Crossing			1,200
				<u>\$ 11,200</u>

Streets
Budget Details (Continued)

71082	Capital Improvements		
	Signal Intertie (Reserve)	\$	30,000
	Intersection Pedestrian Phase Timing		5,000
	Roadway Rehabilitation		<u>227,000</u>
		\$	<u><u>262,000</u></u>

**Government Buildings
2011-2012 Amended General Fund Budget**

Fund 01, Department 406		2011-2012		2010-2011	
Acct	Description	2010-2011 Actual	Adopted Budget	Amended Budget	Amendments
	Current:				
510XX	Salaries and Benefits	\$ 8,401	\$ 8,000	\$ 8,000	\$ -
51003	Overtime	-	-	-	-
61025	Other Contract Services	21,090	20,835	20,835	-
61033	Postage	-	-	-	-
61037	Vehicle Maintenance	-	35	-	(35)
61038	Information Systems	39	100	100	-
61040	Supplies	1,159	800	1,000	200
61041	Materials, Tools, Small Equipment	3,102	3,000	3,000	-
61042	Equipment Rental	106	-	-	-
61043	Repairs & Replacements	-	-	-	-
61048	Printing and Photocopying	-	50	-	(50)
61051	Utilities	27,436	26,000	26,000	-
	Subtotal	61,333	58,820	58,935	115
	Capital Outlay:				
71081	Equipment	-	-	-	-
71082	CIP	-	150,000	150,000	-
	Department Total	61,333	\$ 208,820	\$ 208,935	\$ 115

Budget Details

	<u>Amount</u>
Sources of Funding	
42259 Operating Transfer In - Water Operating Fund	\$ 13,500
42259 Operating Transfer In - Sewer Operating Fund	27,000
42259 Operating Transfer In - CCRA Operating Fund	1,520
42259 Operating Transfer In - CCRA Low and Moderate Income Housing Fund	1,400
General Fund	165,515
	<u>\$ 208,935</u>
510XX Beginning January 2009, Public Works Staff Bill Time Worked on Government Building as it Occurs.	
61025 Other Contract Services	
Janitorial Service - ICM - City Hall, Cotati Room, Classrooms	\$ 10,000
HVAC Maintenance - Pacific Heating - City Hall, Cotati Room, Corporation Yard	3,400
Mats - Alsco - City Hall, Cotati Room, Corporation Yard, Towels, Coverall Service - Corporation Yard	2,875
Cotati Room - Annual Floor Maintenance	1,300
Pest Control - Terminix - City Hall, Cotati Room	1,260
Window/Solar Panel Cleaning - City Hall	780
Alarms - ESP & Alarm - Corporation Yard	720
Miscellaneous Services (As Needed)	500
	<u>\$ 20,835</u>
71082 Capital Improvements	
C025 - City Hall Roof Repair	<u>\$ 150,000</u>

**Park Maintenance
2011-2012 Amended General Fund Budget**

Fund 01, Department 408		2011-2012			2010-2011
Acct	Description	2010-2011 Actual	Adopted Budget	Amended Budget	Amendments
	Current:				
510XX	Salaries and Benefits	\$ 45,734	\$ 42,872	\$ 48,000	\$ 5,128
51003	Overtime	342	-	-	-
61025	Other Contract Services	49,417	50,748	53,448	2,700 Former RDA Parks
61033	Postage	21	120	120	-
61034	Dues & Subscriptions	-	-	-	-
610**	Travel, Meetings, and Training	11	-	-	-
61036	Telephone	684	700	600	(100)
61037	Vehicle Maintenance	3,986	2,500	2,500	-
61038	Information Systems	352	250	100	(150)
61040	Supplies	282	250	150	(100)
61041	Materials, Tools, Small Equipment	5,967	12,850	12,850	-
61042	Equipment Rental	1,610	1,500	1,500	-
61048	Printing and Photocopying	158	175	175	-
61051	Utilities	3,466	3,200	3,200	-
	Subtotal	112,031	115,165	122,643	7,478
	Capital Outlay:				
71081	Equipment	-	-	-	-
71082	CIP	-	-	-	-
	Department Total	112,031	\$ 115,165	\$ 122,643	\$ 7,478

Budget Details

				<u>Amount</u>
42259	Sources of Funding General Fund			\$ 122,643
510XX	Salaries and Benefits	<u>Adopted 11-12 FTE</u>	<u>Proposed 11-12 FTE</u>	
	Director of Public Works / City Engineer	0.03	0.03	\$ 4,700
	Field Maintenance Supervisor	0.03	0.03	3,393
	Associate Engineer	0.09	0.09	7,622
	Maintenance Worker II	0.00	0.00	-
	Maintenance Worker II	0.00	0.00	-
	Maintenance Worker II	0.00	0.00	-
	Maintenance Worker II	0.30	0.30	32,284
		<u>0.45</u>	<u>0.45</u>	\$ 48,000
61025	Other Contract Services			
	Landscape Maintenance - Trugreen Maintenance			\$ 45,811
	Park Maintenance - Conservation Corps North Bay			4,637
	Park Maintenance - Gopher Control			3,000
				\$ 53,448
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 4,250
	Landscape Mulch, Planting			2,000
	Playground Bark			2,500
	Laguna Class I Path Doggie Box Replacement			2,000
	Tree Removal/Trimming (As-Needed)			2,000
	Recreation Supplies - Basketball Nets			100
				\$ 12,850
71081	Equipment			\$ -
71082	Capital Improvements			\$ -

Police
2011-2012 Amended General Fund Budget

Fund 01, Department 500		2011-2012			2011-2012
Acct	Description	2010-2011 Actual	Adopted Budget	Amended Budget	Amendments
	Current:				
510XX	Salaries and Benefits	\$ 1,950,467	\$ 2,095,975	\$ 2,095,975	\$ -
51003	Overtime	172,229	106,721	128,108	21,387
61025	Other Contract Services	271,111	61,800	61,800	-
61031	Advertising and Publications	1,099	300	600	300
61033	Postage	2,010	2,300	1,500	(800)
61034	Dues and Subscriptions	645	1,480	1,380	(100)
610**	Travel, Meetings, and Training	7,746	18,850	18,850	-
61036	Telephone	7,520	8,000	6,000	(2,000)
61037	Vehicle Expense	37,019	30,000	32,000	2,000
61038	Information Systems	78,553	78,624	78,624	-
61040	Supplies	5,596	5,500	3,000	(2,500)
61041	Materials, Tools, Small Equipment	19,489	7,000	13,000	6,000
61042	Equipment Rental	48	-	-	-
61048	Printing and Photocopying	9,945	9,000	11,000	2,000
61051	Utilities	25,372	26,000	26,000	-
61076	Contributions	1,933	2,000	2,000	-
61088	Jail Booking Fees	11,133	36,108	36,108	-
	Subtotal	2,601,916	2,489,658	2,515,945	26,287
71081	Capital Outlay: Equipment	-	2,000	-	(2,000)
	Debt Service				
61093	Lease Principal	5,400	43,363	43,363	-
61094	Lease Interest	384	4,897	4,897	-
	Total Expenditures	2,607,700	2,539,918	2,564,205	24,287
	Department Total	\$ 2,607,700	\$ 2,539,918	\$ 2,564,205	\$ 24,287

Budget Details

		<u>Amount</u>
Sources of Funding		
4XXXX	Charges for Services	\$ 5,325
41XXX	Licenses and Permits	10,100
41XXX	Fines and Forfeitures	40,857
42259	Operating Transfer In - Public Safety Fund	-
41219	Peace Officers Standards and Training (P.O.S.T.)	2,000
41220	COPS SLESF Grant	100,000
41090	Public Safety Augmentation	42,112
	General Fund	2,363,811
		<u>\$ 2,564,205</u>

		<u>Adopted</u>	<u>Proposed</u>	
		11-12 FTE	11-12 FTE	
510XX	Salaries and Benefits			
	Police Chief	1.00	1.00	213,242
	Police Lieutenant	1.00	1.00	144,011
	Police Sergeant	2.00	2.00	347,218
	Police Officer	6.00	6.00	816,824
	Support Services Supervisor	0.38	0.38	36,588
	Community Services Officer	1.00	1.00	83,531
	Dispatcher / Clerk	4.50	4.50	394,137
	Reserve Officers	0.92	0.92	60,424
		<u>16.80</u>	<u>16.80</u>	\$ 2,095,975

Police
Budget Details (Continued)

		<u>Amount</u>
61025	Other Contract Services	
	Animal Shelter - City of Rohnert Park	\$ 18,000
	Janitorial Service - ICM	8,700
	HVAC Maintenance - Johnson Controls	7,000
	Speed and Traffic Surveys	6,000
	Radio Maintenance - Williams USA / Precision Wireless	2,000
	Parking Citations Service - Judicial Data Services	1,500
	Parking Violations Filed - Superior Court - County	1,500
	Emergency Generator Maintenance - SC Phillips	1,500
	Police Facility Camera Repairs	1,000
	Fingerprint Processing Fee - Department of Justice	1,000
	Sexual Assault Exams - County of Sonoma Department of Health Services	900
	Document Shredding - Infostor	850
	Detox Services - County of Sonoma	800
	Window and Skylight Cleaning	800
	Pest Control - Terminix	700
	Radar Repair and Calibration - RHF Inc.	600
	Carpet Cleaning	600
	Lexis Nexis	500
	Translation Services	300
	Dispatch Power Supply Back-Up System Maintenance - California Energy Experts	250
	Animal Veterinary Services	200
	Staff / Reserve Pre-Employment Related:	
	Background Investigator (2 @ \$1,700, 2 @ \$500)	4,400
	Physical Exams (2 @ \$700)	1,400
	Psychological Exams (2 @ \$500)	1,000
	Polygraph Exams (2 @ \$150)	300
		\$ 61,800
61034	Dues and Subscriptions	
	California Police Officers Association	\$ 520
	Sonoma County Chiefs Association	250
	California Police Chiefs Association	200
	California Penal Code - 2	140
	California Vehicle Codes - 5	120
	CalNENA (National Emergency Number Association)	50
	California Property & Evidence Officers	50
	CCUG (Computerized CLETS Users Group)	50
		\$ 1,380
610**	Travel, Meetings and Training	
	Firearms Training	\$ 4,200
	Emergency Vehicle Operation (10)	2,400
	POST Executive Course (Chief - Required and Reimbursed by POST)	1,800
	Sexual Assault Investigations (2)	1,200
	First Aid / CPR / Blood Borne Pathogens / SIDS (20)	1,200
	Patrol Rifle User Course (2)	1,000
	SEMS / NIMS Emergency Management (2)	800
	Preventing Disease Transmission for Trainers (1)	800
	Detention Facility Update (6)	400
	Arrest & Control	300
	Total Priority 1	14,100

Police
Budget Details (Continued)

610**	Travel, Meetings and Training (continued)		
	REMIF Chief's Annual Training	\$	1,000
	Communications Training Officer (1)		1,000
	Interview & Interrogation (2)		1,000
	California Chief of Police Association Conference		800
	Dispatcher Update (3)		400
	Active Shooter (4)		300
	Communications Training Officer Update (1)		250
	Total Priority 2		4,750
	Total Travel, Meetings and Training	\$	18,850
61038	Information Systems		
	CAD / RMS - Sonoma County Law Enforcement Consortium FY 11-12 Agency Funding	\$	64,000
	Departmental Allocation (see Dept #303 for Total)		8,024
	CLETS (California Law Enforcement Telecommunications System) - Wants and Warrants		6,000
	TMS (Training Management Software) Updates and Support		600
		\$	78,624
61076	Contributions		
	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	\$	2,000
61088	Jail Booking Fees		
	Cost of Booking Offenders - County Jail	\$	36,108
71081	Equipment		
		\$	-