



ADOPTED BUDGET

**Fiscal Year
2012-2013**

CITY OF COTATI

ADOPTED BUDGET

FISCAL YEAR 2012-2013

MEMBERS OF CITY COUNCIL

Susan Harvey, Mayor

Pat Gilardi, Vice Mayor

John Dell'Osso

Mark Landman

Janet Orchard

STAFF

Dianne Thompson, City Manager

Jone I. Hayes, Director of Administrative Services

Vicki Parker, Director of Community Development

Damien O'Bid, Director of Public Works / City Engineer

Michael Parish, Chief of Police

Richard Rudnansky, City Attorney

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To: Cotati City Council

From: Dianne Thompson, City Manager

Subject: Annual Budget, Fiscal Year 2012-13

It is my privilege to present the City of Cotati Annual Budget for Fiscal Year 2012-13. This budget message provides an overview of the City's programs, projects and services.

GENERAL FUND

For the third consecutive year, the adopted General Fund budget is balanced, with total current sources exceeding total current expenditures, despite a \$361,000 hit to the General Fund due to the dissolution of the City's Redevelopment Agency by the State.

The City continues its focus on fiscal sustainability. Over the last five years, Cotati's City Council has taken early and aggressive measures to balance our General Fund budget and establish reserves. These measures include staffing reductions, employee concessions and a ½ cent limited term sales tax increase. These actions enabled Cotati to reduce our General Fund by \$1 million annually and to reduce full-time equivalent staff from 46 to 33. The City has saved over \$2.3 million through staffing reductions and employee concessions alone.

The budget includes three reserve officers to increase Police Department staffing. Hiring reserve officers allows the City to increase our patrol presence while controlling overtime costs. The Police Department has been reorganized to maximize patrol coverage and to improve services to the community.

Revenues

The City continues to be conservative with revenue estimates.

Tax revenues are anticipated to increase approximately 4%, driven largely by Measure A and Sales Tax In-Lieu (Triple Flip). There will also likely be an increase in Property Tax revenue as a result of the dissolution of the Redevelopment Agency, but at the time of budget adoption there are too many unknowns to accurately project what that increase will be.

Approximately \$467,000 will be transferred into the General Fund from the Gas Tax and Transportation Development Funds to pay for road maintenance projects this fiscal year.

The Citizens Option for Public Safety (COPS) Supplemental Law Enforcement Service Fund (SLESF) funding was restored in FY 11-12 and going forward. Unfortunately, to fund this program, the State

eliminated the payment of Motor Vehicle In-Lieu Fees of approximately \$20,000 annually. This is still a net gain for the City of approximately \$80,000 annually. The \$100,000 grant is used to offset Police Department overtime and the annual maintenance cost of the Computer Aided Dispatch / Records Management System (CAD/RMS).

OTHER GOVERNMENTAL FUNDS

Other Governmental Funds can be divided into two categories:

Restricted Uses such as Grants, Public Safety, Gas Tax, Transportation Development, Parks and Recreation Development, Park In-Lieu, Inclusionary Housing, Traffic Mitigation, Asset Seizure, General Capital Outlay, Landscape and Lighting Assessment Districts.

and,

Special Programs such as the Community and Environment Commission, K9, Police Cadet and Citizen Volunteer.

The Fiscal Year 2012-13 budget continues the City's longstanding insulation of the General Fund by maximizing the use of alternative eligible funding sources such as Gas Tax revenue, and Public Safety grants to pay for department operations.

General comments about some of these funds follow:

- **Gas Tax Fund** - All remaining fund balance and revenues received for FY12-13 will be transferred into the General Fund street improvement projects.
- **Park In-lieu** - Funding in the amount of \$50,000 has been carried over from FY 11-12 to begin the planning process for Veronda/Faletti Park.

ENTERPRISE FUNDS

Major comments regarding the Water and Sewer Enterprise Funds are as follows:

- **Water Operating Fund:** FY 12-13 Budget contains over \$620,000 in Capital Improvement Projects which will be funded with a short term interest bearing loan from the Water Capital fund.
- **Water Capital Fund:** FY 12-13 Budget contains an additional \$311,000 in Capital Improvement Projects which will benefit future users.
- **Recycled Water Line Fund:** The funding for the design of the recycled water line is included in the adopted budget.
- **Sewer Operating and Capital Funds:** Funding for an inflow and infiltration study and updating the City sewer standards. Capital projects in the amount of \$289,000 are included.

In summary, we continue to use a conservative approach in preparing our budget. While using conservative revenue and realistic expenditure estimates, we are confident that we have made significant strides towards not only current, but future, fiscal sustainability and are excited by the many opportunities for Cotati's future.

With the adoption of this budget, the City's goals are established for the coming fiscal year.

Preface – How to Read this Document

The City of Cotati prepares a line item budget. The intent of this format is to provide the City Council with summarized yet detailed budget information by department. At the same time, the overall focus of the budget is on policy direction and departmental activities, with emphasis on the level and cost of each City service, what services are being proposed, and the effect of these activities on general public welfare.

Legal Level of Budgetary Control and Basis of Accounting

The legal level of budgetary control for the City is at the fund level, and the basis of budgetary accounting for governmental funds is the modified accrual basis. The City's water and sewer (proprietary) funds are budgeted under the accrual basis of accounting.

Budget Summary and Budget Details

Each City department and fund has a budget summary. Where additional explanation is deemed to be helpful, supporting schedules of budget-line details are presented.

Goals and Objectives

Each departmental budget is introduced by department goals and objectives. Goals are defined as broad statements of intended accomplishments. The City Council determines the City's goals and therefore its spending priorities.

Cost Allocation Plan

Intrinsic to this budget is a cost allocation plan. It was developed to identify and to budget for total program costs of providing City services. The costs of providing services can be classified into two categories: Direct and indirect. Direct costs, such as salaries and benefits, are those that can be specifically identified with a particular program, such as Streets or Police. Indirect costs, such as information systems maintenance, are incurred for a joint purpose that benefits more than one department.

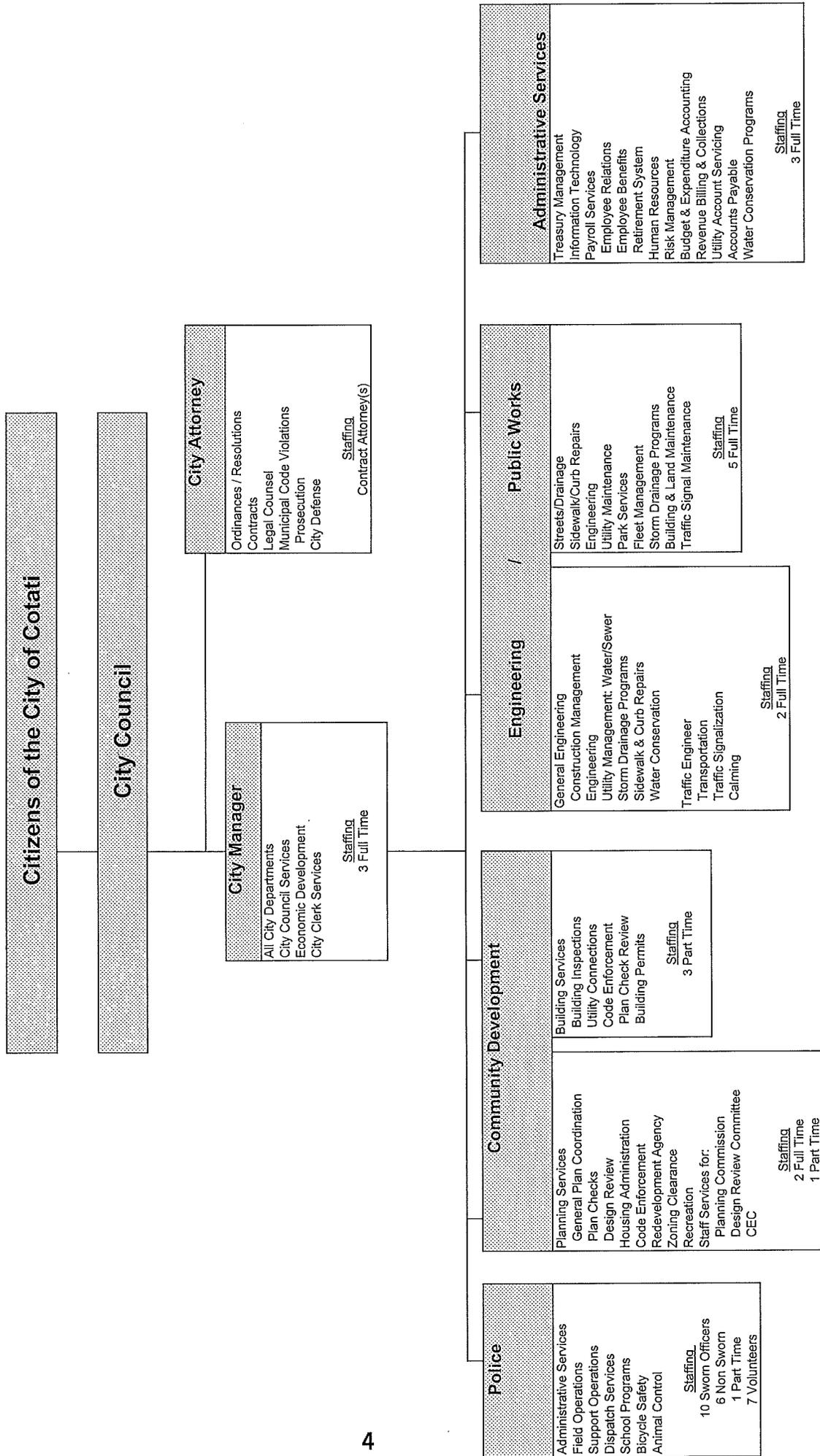
The City's indirect cost allocations are based on generally accepted methods. In this budget document, one department is designated to show the total budgeted amount to allocate, which is then allocated in part to this department and to other benefited departments. For example, in the City Manager/Clerk Department, budgeted postage expense for the City is shown in total as well as in the amount that is allocated to the City Manager/City Clerk.

Salaries and Benefits Information

Salaries and benefits make up a significant part of budget appropriations. Accordingly, a separate section in this document provides schedules of total budgeted salaries and benefits by position, position allocations based on estimated staff time spent in each department, and allocated position costs. The allocated position costs in each departmental budget is supported by these schedules. Departmental budgets also present 2012-2013 position allocations for comparative purposes.

Finally, the budget document has sections containing financial and statistical schedules and budget reference information that support the budget document.

CITY OF COTATI ORGANIZATION CHART



**2012-2013
Goals and Objectives**

1. Maintain a balanced budget and other measures to ensure long range fiscal stability.
 - a. Objective: Explore budgeting alternatives
 - b. Objective: Review fiscal policies and implement best practices
2. Encourage business and development which further Cotati's commitment to sustainability and walkability.
 - a. Objective: Implement an Economic Development Program
 - i. Complete Economic Development Strategy Plan
 - ii. Continue business development and retention efforts
 - b. Objective: Complete General Plan Update
 - c. Objective: Begin Construction of Cotati Intermodal Facility
 - d. Objective: Implement projects that enhance safe pedestrian and bicycle travel
 - e. Continue to Implement Downtown Specific Plan
3. Considering Cotati's central Sonoma County location actively monitor, assess and respond to regional issues which impact Cotati.
 - a. Objective: Enhance safety on City arterial roadways
 - b. Objective: Continue participation in regional forums to ensure representation of Cotati's interests
 - c. Continue to monitor and respond to outside projects that impact our community
4. Pursue grant and partnering opportunities as appropriate.
 - a. Objective: Actively pursue all feasible grant opportunities
 - b. Objective: Continue to seek joint procurement and resource sharing opportunities with local jurisdictions and other entities
5. Maintain and strengthen Cotati's position as a regional leader in sustainability and environmental matters.
 - a. Objective: Continue to improve resource use efficiency

- b. Objective: Implement greenhouse gas reduction measures as feasible
- 6. Maintain a City organization that fosters effective operations and promotes greater efficiency and improved service to the community.
 - a. Objective: Continue to develop and implement more efficient processing policies and procedures
 - b. Objective: Continue organizational planning efforts to improve customer service
- 7. Maintain community safety and enhance emergency preparedness planning and public outreach.
 - a. Objective: Continue to provide police visibility throughout the community
 - b. Objective: Continue to update emergency preparedness planning and staff training
 - c. Objective: Enhance programs that foster outreach to the community
- 8. Pursue all opportunities to meet Cotati's affordable housing goals.
 - a. Objective: Act as Housing Successor Agency to former Redevelopment Agency to implement Affordable Housing Plan
 - b. Objective: Establish programs identified in Housing Element to meet regional housing needs allocation
- 9. Preserve and enhance City infrastructure to meet community needs.
 - a. Objective: Continue to implement prioritized CIP projects
- 10. Oversight Board

City of Cotati - 2012-2013 Budget Summary by Fund

Fund	Projected Fund Balance 07/01/2012	Estimated Revenues	Appropriations		Operating Transfers		Projected Fund Balance 06/30/2013
			Budget	CIP / DS	In	Out	
General Fund	1,263,615	4,238,070	4,830,794	483,639	627,050	(29,742)	784,560
Other Governmental Funds - RESTRICTED USE							
Grants	58	-	-	-	-	-	58
CDBG	10,538	-	-	-	-	-	10,538
Solid Waste Reduction (AB939)	99,594	18,600	6,000	-	-	-	112,194
CEC	-	1,300	4,300	-	3,000	-	-
Public Safety	18,649	100,000	-	-	-	(100,000)	18,649
Gas Taxes	155,411	192,000	3,976	-	-	(343,434)	1
Transportation Development	165,258	42,000	-	-	-	(123,822)	83,436
Parks and Recreation Development	400	-	-	-	-	-	400
Park In Lieu	611,397	-	2,000	50,000	-	-	559,397
Inclusionary Housing	3,368,498	-	20,000	-	-	-	3,348,498
Traffic Mitigation	134,543	-	-	130,000	-	-	4,543
South Sonoma LOIBs	798,644	-	455,850	-	-	-	792,794
Asset Seizure	53,157	-	-	-	-	-	53,157
Maintenance Assessment Districts	51,574	45,934	45,726	-	-	(1,287)	50,495
K9 Program	(3,904)	6,000	6,628	-	-	-	(4,532)
General Capital Outlay	388,226	-	-	50,000	-	-	338,226
Cadet Program	448	-	1,000	-	1,000	-	448
Citizen Volunteer Program	-	-	500	-	500	-	-
Vehicle Replacement Fund	-	-	-	-	25,242	-	25,242
Total Other Governmental Funds	5,852,491	855,834	545,980	230,000	29,742	(568,543)	5,393,544
Enterprise Funds - RESTRICTED USE							
Water Operating	829,091	1,231,130	1,411,473	63,529	2,000	(34,020)	553,199
Water Capital	4,533,216	129,958	190,267	961,250	-	(98,500)	3,473,157
Recycled Water Line	648,895	-	75,000	-	50,000	-	623,895
Subtotal Water Funds	6,011,202	1,361,088	1,676,740	1,024,779	52,000	(72,520)	4,650,251
Sewer Operating	1,580,797	1,985,000	2,027,278	228,500	-	(9,020)	1,300,999
Sewer Capital	9,561,407	-	138,000	144,500	-	(29,000)	9,249,907
Subtotal Sewer Funds	11,142,204	1,985,000	2,165,278	373,000	-	(38,020)	10,550,906
Total Enterprise Funds	17,153,406	3,346,088	3,842,018	1,397,779	52,000	(110,540)	15,201,157
All Funds	\$ 24,269,512	\$ 8,439,992	\$ 9,218,792	\$ 2,111,418	\$ 708,792	\$ (708,825)	\$ 21,379,261

**General Fund
2012-2013 Adopted General Fund Budget**

Fund 01		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
410XX	Property Tax	\$ 420,738	\$ 422,000	\$ 408,900	\$ 408,750	\$ 408,750
41070	Property Tax In-Lieu of VLF	507,330	492,380	492,382	492,382	492,382
41XXX	Sales Tax	1,285,193	1,192,762	1,227,608	1,295,475	1,295,475
41095	Sales Tax In-Lieu (Triple Flip)	419,433	362,865	362,865	435,075	435,075
41105	Measure A Transaction and Use Tax	414,618	730,000	740,444	756,000	756,000
41110	Transfer Tax	61,210	25,000	42,000	40,000	40,000
4112X	Business Licenses	82,310	82,200	82,806	82,200	82,200
411XX	Franchise Fees	355,019	374,882	367,403	366,039	366,039
41135	Transient Occupancy Tax	1,179	1,000	1,081	1,000	1,000
	Total Taxes	3,547,029	3,683,090	3,725,489	3,876,921	3,876,921
41XXX	Licenses and Permits	21,904	26,982	33,236	25,050	25,050
41XXX	Fines and Forfeitures	61,464	49,257	59,398	50,000	50,000
4219X	Investment Earnings	3,530	2,000	2,000	2,000	2,000
422XX	Rents and Concessions	113,261	112,473	116,030	118,638	118,638
4121X	Motor Vehicle In-Lieu Fees	18,607	18,607	-	-	-
4XXXX	Charges for Services	112,048	106,073	94,187	75,200	75,200
4XXXX	Reimbursements / Other	165,729	123,423	136,180	90,261	90,261
	Total Revenues	4,043,572	4,121,904	4,166,520	4,238,070	4,238,070
42259	Operating Transfers In	362,285	453,930	357,436	627,050	627,050
	Total Current Sources	4,405,857	4,575,834	4,523,956	4,865,120	4,865,120
Dept						
	Current Expenditures:					
300	City Council	54,954	81,968	81,521	94,424	94,424
301	City Manager / City Clerk	170,888	216,279	211,448	430,101	430,101
303	Administrative Services	84,062	73,998	71,832	163,770	163,770
304	Legal Services	163,796	183,275	180,379	153,000	153,000
305	Non-Departmental	193,508	222,915	397,545	306,858	306,858
306	Public Information Services	200	4,500	2,980	5,000	5,000
400	Community Development	292,823	428,335	381,671	507,588	507,588
402	Engineering	30,017	34,870	66,930	43,171	43,171
403	Streets	241,571	303,074	311,294	351,650	351,650
406	Government Buildings	61,333	58,935	51,634	60,206	60,206
408	Park Maintenance	112,031	122,643	114,475	129,247	129,247
500	Police	2,601,916	2,515,945	2,504,808	2,615,520	2,615,520
	Total Current Expenditures	4,007,100	4,246,737	4,376,518	4,860,536	4,860,536
	Capital Outlay:					
300	City Council	-	-	-	-	-
301	City Manager / City Clerk	-	3,417	3,417	3,417	3,417
303	Administrative Services	-	-	-	-	-
305	Non Departmental	-	100,000	-	100,000	100,000
306	Public Information Services	-	-	-	-	-
400	Community Development	-	-	-	-	-
403	Streets	-	262,000	-	289,378	289,378
406	Government Buildings	-	150,000	150,000	25,000	25,000
408	Park Maintenance	-	-	-	23,000	23,000
500	Police	5,784	48,260	34,080	42,844	42,844
	Total Capital Outlay / Debt Service	5,784	563,677	187,497	483,639	483,639
	Beginning Fund Balance, July 1*	624,257	892,844	892,844	630,652	630,652
	Ending Fund Balance, June 30*	\$ 1,017,229	\$ 658,264	\$ 852,785	\$ 151,596	\$ 151,596
	Amount that Sources Exceed Expenditures	398,757	329,097	147,438	4,584	4,584
	Measure A Reserve Funds Held at End of Fiscal Year	120,000	245,830	245,830	467,963	467,963

* Adjusted to Remove Reserved Funds

2012-2013 Adopted General Fund Budget

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 52,810
41150	Gas	16,065
41160	Cable TV	97,000
41165	Video	5,900
41170	Refuse Removal	170,264
41180	Storage	24,000
		<u>\$ 366,039</u>
41XXX	Licenses and Permits	
	Community Development Services	\$ 15,000
	Public Safety Services	10,050
		<u>\$ 25,050</u>
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 10,000
41200	Traffic and Criminal Code Enforcement	40,000
		<u>\$ 50,000</u>
4221X	Rents & Concessions	
	Metro PCS	\$ 51,889
	A T & T	22,030
	TowerCo	19,368
	175 W. Sierra Avenue	14,100
	Facilities and Parks Rentals	11,250
	Chamber of Commerce	-
		<u>\$ 118,638</u>
4XXXX	Charges for Services	
	Community Development Services	\$ 68,500
	Public Safety Services	6,700
	Finance and Administrative Services	-
		<u>\$ 75,200</u>
	Reimbursements	
42236	R.E.M.I.F.	\$ 1,600
41219	P.O.S.T.	5,000
41223	SB 90 State Mandated Costs	-
42237	Other	3,661
		<u>\$ 10,261</u>
	Other	
42250	Waste Management - Annual Community Improvement Contribution	\$ 50,000
42252	Mercy Wellness Center - Public Service Fee	30,000
4XXXX	Other	-
		<u>\$ 80,000</u>
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)	-
	CCRA Operating Fund (Government Buildings Lease Agreement)	-
	CCRA Low & Mod Housing Fund (Government Bldgs Lease Agreement)	-
	CCRA Debt Service (Administration)	-
	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)	343,434
	Transportation Development Fund (Street Maintenance) - Measure M	123,822
	Parks and Recreation Development Fund (Park Maintenance)	-
	Maintenance Assessment Districts (Administration)	1,254
		<u>\$ 627,050</u>

CITY COUNCIL
Department #300

The City Council budget reflects the operations of the legislative and policy-making body of the City. The City Council formulates city policies in the form of motions, resolutions and ordinances which reflect the needs, wishes and priorities of the citizens of Cotati; promotes the economic, cultural, and governmental well-being of the City; and provides for the orderly operations and development of the City.

GOALS

- In an effort to obtain a sustainable general fund operating budget, the Council continues to support and participate in promoting economic development in Cotati.
- Function as the legislative body of the City. Set policy on issues that are responsive to the needs and wishes of the citizens.
- Focus on the community's goals, major projects, and long term considerations.

OBJECTIVES

- Attend all regular, adjourned, and special meetings of the City Council.
- Deliberate all matters brought before these meetings and make decisions relative to the same within the context of the City of Cotati's Vision Statement.
- Attend workshops and conferences as necessary to keep abreast of current civic trends and proposed legislation, as a means to better serve the citizens of Cotati.
- Adopt the Fiscal Year 2013-2014 Budget by June 30, 2013.

City Council
2012-2013 Adopted General Fund Budget

Fund 01, Department 300		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 46,933	\$ 66,890	\$ 72,925	\$ 84,496	\$ 84,496
61025	Other Contract Services	50	5,000	91	-	-
61034	Dues and Subscriptions	3,751	5,000	5,898	5,898	5,898
610**	Travel, Meetings, and Training	1,153	4,020	1,654	3,000	3,000
61036	Telephone	79	70	76	80	80
61038	Information Systems	395	250	329	400	400
61040	Supplies	296	638	425	425	425
61041	Materials, Tools, Small Equipment	318	-	-	-	-
61048	Printing and Photocopying	219	-	123	125	125
61076	Contributions	1,760	100	-	-	-
	Subtotal	54,954	81,968	81,521	94,424	94,424
71081	Capital Outlay: Equipment	-	-	-	-	-
Department Total		\$ 54,954	\$ 81,968	\$ 81,521	\$ 94,424	\$ 94,424

Budget Details

				<u>Amount</u>
Source of Funding				<u>\$ 94,424</u>
General Fund				
		<u>Amended</u>	<u>Adopted</u>	
		11-12 FTE	12-13 FTE	
510XX	Salaries and Benefits			
	City Council Members - Active	3.20	3.20	\$ 58,050
	City Council Members - Retired - Benefits Only			26,447
				<u>\$ 84,496</u>
61034	Dues and Subscriptions			
	League of California Cities			\$ 3,953
	Association of Bay Area Governments (ABAG)			1,945
				<u>\$ 5,898</u>
61035	Travel, Meetings, and Training			
	Other Meetings			\$ 800
	League of California Cities - New Councilmembers Academy			800
	Mayors' and Council Members' Association			600
	League of California Cities:			
	Legislative Action Days			500
	North Bay Division Quarterly Meetings			300
				<u>\$ 3,000</u>

CITY MANAGER / CITY CLERK
Department #301

The City Manager / City Clerk Office provides for the efficient and effective administration of the affairs of the City of Cotati, provides support to the City Council, implements and enforces the policies of the City Council, supervises Department Heads, maintains official City files including records of Council proceedings, disseminates public information, conducts municipal elections in accordance with California State Government Codes, negotiates and manages franchise agreements, administers the City's mobile home rent stabilization ordinance, and oversees Economic Development functions.

GOALS

- Oversee the delivery of public services for the City of Cotati in accordance with State laws as well as the policies, ordinances and resolutions adopted by the City Council.
- Advise and make recommendations to the City Council on matters regarding current and future fiscal, staffing and program needs of the City.
- Provide strategic support to operating departments in furtherance of their goals.
- Participate in governmental activities that benefit Cotati on a state and regional level.
- Supervise and work cooperatively with City staff and contract employees to ensure that Council's policies are implemented in the most cost-effective manner.
- Orchestrate economic development activities in an effort to revitalize physically and economically disadvantaged areas and oversee grant retention activities.
- Serve Mayor and City Council, City staff, and the public at large by providing an effective City Clerk/records management function, which is able to maintain, retrieve and research City records on demand.

OBJECTIVES

- Facilitate an open flow of information between City Council, City Manager, operating departments, and the public.
- Increase productivity, efficiency, and effectiveness through such means as team building, staff meetings and training.
- Prepare agendas for all Council meetings and prepare comprehensive minutes of the same.
- Serve the citizens of Cotati as an information center on matters dealing with City operations and services.
- Prepare, distribute, and process all required campaign expenditure and conflict of interest reporting forms.
- Prepare and distribute City Council meeting packets, including staff reports.
- Provide periodic reports to the City Council on status of city projects and information relative to all City departments.
- Facilitate excellent City-wide customer service by responding promptly and accurately to all inquiries.

City Manager / City Clerk
2012-2013 Adopted General Fund Budget

Fund 01, Department 301		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 123,317	\$ 186,381	\$ 185,309	\$ 382,633	\$ 382,633
61025	Other Contract Services	4,402	4,300	6,040	4,700	4,700
61028	Election Administration	24,269	22	22	12,000	12,000
61031	Advertising and Publications	4,446	6,000	3,000	4,500	4,500
61033	Postage	262	1,000	1,000	1,000	1,000
61034	Dues and Subscriptions	1,585	4,354	5,112	9,671	9,671
610**	Travel, Meetings, and Training	4,249	6,000	4,369	9,000	9,000
61036	Telephone	1,003	1,086	1,086	1,086	1,086
61037	Vehicle Expense	947	430	436	436	436
61038	Information Systems	3,566	2,500	2,500	2,500	2,500
61040	Supplies	833	969	500	500	500
61041	Materials, Tools, Small Equipment	68	1,000	128	128	128
61042	Equipment Rental	228	-	-	-	-
61048	Printing and Photocopying	1,683	2,237	1,947	1,947	1,947
61051	Utilities	46	-	-	-	-
61083	Filing Fees	(16)	-	-	-	-
	Subtotal	170,888	216,279	211,448	430,101	430,101
	Capital Outlay:					
6109*	Lease	-	3,417	3,417	3,417	3,417
	Department Total	\$ 170,888	\$ 219,696	\$ 214,865	\$ 433,518	\$ 433,518

Budget Details

Source of Funding		Amount
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	-
	Maintenance Assessment Districts - Administration	982
	General Fund	<u>374,196</u>
		<u>\$ 433,518</u>

	Amended 11-12 FTE	Adopted 12-13 FTE	
510XX Salaries and Benefits			
City Manager	0.35	0.73	\$ 165,911
Assistant City Manager	0.00	0.90	119,665
Assistant to the City Manager	0.35	0.00	-
Deputy City Clerk	0.35	0.90	83,915
Intern	0.25	0.50	13,141
	<u>1.30</u>	<u>3.03</u>	<u>\$ 382,633</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			<u>1,000</u>
			<u>\$ 1,000</u>

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

		<u>Amount</u>
61034	Dues and Subscriptions	
	Government Code Updates - Code Publishing Inc.	\$ 7,401
	International City / County Management Association (ICMA)	1,040
	California City Management Foundation	350
	National Notary Association	200
	California Public Employers Labor Relations Association (CaPELRA)	350
	International Institute of Municipal Clerks (IIMC)	135
	City Clerks Association	80
	Municipal Management Association of Northern California	65
	Women Leading Government	50
		<u>\$ 9,671</u>
61035	Travel, Meetings, and Training	
	League / City Manager Conferences	\$ 3,000
	Local / Regional Meetings	1,000
	City Clerks Association of California	2,000
	Economic Development Training	2,000
	California Public Employers Labor Relations Association - Reimbursed by REMIF	1,000
		<u>\$ 9,000</u>
61048	Printing and Photocopying	
	Departmental Specific	\$ 947
	Copier Rent - Ikon Office Solutions	17,400
		<u>17,400</u>
	Departmental Allocation	1,000
		<u>\$ 1,947</u>
6109*	Lease - City Manager Vehicle	<u>\$ 3,417</u>

Total to allocate \$ 17,400

ADMINISTRATIVE SERVICES
Department #303

The Administrative Services Department budget reflects fiscal and other operations of the City including: collection and disbursement of all City funds; processing payroll disbursements as well as related reporting, withholding and payroll benefits management; provision of Human Resource services; maintenance of City Personnel files; accounts payable processing; billing and collection of water, sewer, business license, and developmental user fees; maintenance of general ledgers and journals; investments of the City's idle funds; purchasing; information systems oversight and support; development and maintenance of long term economic impact analyses; budget preparation and administration; financial reporting; audit liaison and coordinator, oversight of the City Risk Management Program.

GOALS

- Provide support to the City Council, City Manager and City departments in matters relating to revenue generation, budgeting, accounting and financial reporting, investments, purchasing, information systems, human resources and risk management.

OBJECTIVES

- Maintain financial records and provide management information for current operations and budgeting.
- Set up and maintain special funds, accounts, and ledgers where necessary for enterprise funds, grants and redevelopment programs.
- Collect and accurately account for all City revenues.
- Prepare budgetary and financial reports that meet governmental reporting standards.
- Provide accurate monthly financial reports to the City Council and City Manager as needed.
- Process semimonthly payroll checks, vendor payments, and accounts receivable billings as scheduled.
- Monitor cash flows and invest idle cash in accordance with the City's investment policy.
- Provide management information system support to departments on a timely basis; plan for long range needs and develop appropriate policies.
- Coordinate purchasing function for the City by reviewing procedures, setting standards, reviewing requests, and providing a central point for ordering, receiving and distributing office supplies.
- Provide Human Resources services as required for recruitment and retention of employees. Maintain appropriate personnel files as required by law.
- Provide excellent customer service.
- Draft non-construction contracts and obtain insurance as required to reduce the City's liability risk.
- Work with REMIF as required.

Administrative Services
2012-2013 Adopted General Fund Budget

Fund 01, Department 303		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 55,683	\$ 50,853	\$ 50,358	\$ 141,716	\$ 141,716
61025	Other Contract Services	8,354	7,200	7,650	4,200	4,200
61026	Auditing Fees	13,025	7,650	5,600	7,650	7,650
61031	Advertising and Publications	186	70	70	70	70
61033	Postage	942	850	850	850	850
61034	Dues and Subscriptions	195	200	166	433	433
610XX	Travel, Meetings, and Training	410	200	222	400	400
61036	Telephone	220	300	351	351	351
61038	Information Systems	3,969	5,075	5,075	6,500	6,500
61040	Supplies	145	200	200	200	200
61041	Materials, Tools, Small Equipment	21	-	-	-	-
61048	Printing and Photocopying	862	1,100	991	1,100	1,100
61051	Utilities	31	31	31	31	31
61090	Banking, Trust and Agency Fees	20	104	104	104	104
61096	Interest Expense - Developer	-	165	165	165	165
	Subtotal	84,062	73,998	71,832	163,770	163,770
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 84,062	\$ 73,998	\$ 71,832	\$ 163,770	\$ 163,770

Source of Funding	
42236 REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 400
General Fund	163,370
	<u>\$ 163,770</u>

	Amended 11-12 FTE	Adopted 12-13 FTE	
510XX Salaries and Benefits			
Director of Administrative Services	0.25	0.43	\$ 72,503
Accountant	0.05	0.80	51,207
Senior Accounting Clerk	0.10	0.15	18,006
	<u>0.40</u>	<u>1.38</u>	<u>\$ 141,716</u>

61025 Other Contract Services	
Sales Tax Auditing Service - HDL & Associates	\$ 3,900
Mandated Costs Claiming Services - AK and Company	-
Printer Servicing	300
Transaction and Use Tax (Measure A) Auditing Service - HDL & Associates - 25% of Unpaid Revenue Found	-
	<u>\$ 4,200</u>

61026 Auditing Fees	
Audit and Financial Reports 2011-12 - Terry Krieg, CPA	Total \$ 17,000
General Fund Allocation - 45%	\$ 7,650

61034 Dues and Subscriptions	
Municipal Information Systems Association of California	\$ 145
CD Data - Parcelquest Software	110
California Society of Municipal Finance Officers (CSMFO) Membership	110
California Public Employers Labor Relations Association	68
	<u>\$ 433</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	200
	<u>\$ 400</u>

**Administrative Services
Budget Details (Continued)**

61038	Information Systems		
	LAN Technical Support	\$	45,000
	System Support Service Agreement - Incode		12,000
	Annual License Fees - Virus Protection, Spam Protection		2,000
	Payroll Service Fees		500
		Total	<u>\$ 59,500</u>
	Departmental Allocation	\$	4,500
	Departmental Specific		2,000
			<u>\$ 6,500</u>
61048	Printing and Photocopying		
	2012-13 Budget, Miscellaneous Forms	\$	400
	Departmental Allocation (see Dept #301 for Total)		700
			<u>\$ 1,100</u>
71081	Equipment	\$	-
71082	Capital Improvements	\$	-

LEGAL SERVICES
Department #304

The law offices of Meyers Nave, an outside contractor of the City of Cotati, provide usual and customary legal services. They provide legal services to the City Council, City Manager, City departments, and the Cotati Community Redevelopment Agency.

Liebert Cassidy Whitmore, an outside contractor of the City of Cotati, provide employment law services.

GOALS

- Provide legal assistance to City Council, City Manager, and City staff.
- Provide legal staff work in the formulation of various programs proposed by City staff to obviate or reduce, if possible, future legal difficulties.
- Answer inquiries from various committees and commissions.

OBJECTIVES

- To be legal advisor to the City Council, and upon City Council approval to provide legal advice to Planning Commission, Design Review Board, Community and Environment Commission, and other bodies from time to time established by the City Council, City Manager and staff.
- Respond to all requests for legal advice as soon as practicable.
- Prepare or review and approve all ordinances, resolutions, contracts, agreements and other legal documents for the City as requested.

Legal Services
2012-2013 Adopted General Fund Budget

Fund 01, Department 304		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
61015	Special Legal Services	\$ 79,509	\$ 80,000	\$ 95,379	\$ 50,000	\$ 50,000
61022	City Attorney Fees	84,288	103,275	85,000	103,000	103,000
61025	Other Contract Services	-	-	-	-	-
	Subtotal	163,796	183,275	180,379	153,000	153,000
	Department Total	\$ 163,796	\$ 183,275	\$ 180,379	\$ 153,000	\$ 153,000

Budget Details

Source of Funding		<u>Amount</u>
General Fund		<u>\$ 153,000</u>
61015	Special Legal Services Liebert Cassidy & Whitmore or Shapiro Galvin Shapiro Moran - Personnel, Investigations, Special Defense	<u>\$ 50,000</u>
61022	City Attorney Fees Meyers Nave - Including General Plan Update, Redevelopment, Other Funds and Charges General Fund Portion	<u>\$ 135,000</u> <u>\$ 103,000</u>

**NON-DEPARTMENTAL
Department #305**

Provides for costs for services that may benefit all City departments or are incurred during City programs which are general in nature and can not be reasonably assigned to particular department(s).

GOALS

- Provide for general costs not directly associated or related to specific budgeted operations.
- Provide a contingency to meet unforeseen expenditures throughout the year as authorized by the City Council.

OBJECTIVES

- Insure adequate financial resources to meet known but non-specialized recurring costs such as insurance and the County tax administration fee.

**Non-Departmental
2012-2013 Adopted General Fund Budget**

Fund 01, Department 305		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
51XXX	Salaries and Benefits	\$ 12,404	\$ 25,000	\$ 191,772	\$ 82,424	\$ 82,424
61027	Insurance	83,230	70,899	70,899	68,827	68,827
61025	Other Contract Services	-	-	-	8,000	8,000
61031	Advertising and Publications	176	-	38	-	-
61033	Postage	25	-	38	-	-
61034	Dues and Subscriptions	650	650	200	-	-
61038	Information Systems	4,742	2,844	2,844	2,844	2,844
61040	Supplies	205	-	-	-	-
61041	Materials, Tools, Small Equipment	558	-	-	-	-
61042	Equipment Rental	112	112	112	-	-
61075	Contingency	44,879	70,000	70,000	70,000	70,000
61076	Contributions	-	1,667	1,667	11,667	11,667
61082	Measure A Administration Fee	22,082	5,400	10,444	11,000	11,000
61084	Property Tax	367	351	351	351	351
61085	Operating Transfers Out	921	25,692	27,178	29,742	29,742
61089	Property Tax Administration Fees	21,878	20,000	21,703	21,703	21,703
61090	Banking Fees - Credit Card Processing	1,280	300	300	300	300
	Subtotal	193,508	222,915	397,545	306,858	306,858
	Capital Outlay:					
71081	Equipment	-	100,000	-	100,000	100,000
	Department Total	\$ 193,508	\$ 322,915	\$ 397,545	\$ 406,858	\$ 406,858

Budget Details

	<u>Amount</u>
Source of Funding	
General Fund	<u>\$ 406,858</u>
51XXX Salaries and Benefits	
Estimated Additional Charges Due To RDA Dissolution	\$ 67,424
Unemployment	15,000
	<u>82,424</u>
61025 Other Contract Services	
Regional Government Services / Local Government Services - Human Resource Consultant	<u>\$ 8,000</u>
61027 Insurance	
Auto and General Liability	\$ 90,048
Deductibles	15,000
Earthquake and Flood	29,000
Auto Physical Damage	4,377
Property	9,246
Boiler and Machinery	953
User Funding and Fraud Investigation Assessment	1,000
	Total to allocate <u>\$ 149,624</u>
General Fund Allocation	<u>\$ 68,827</u>
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	<u>\$ 2,844</u>
61075 Contingency	
Employee Leave Bank Buyout	<u>\$ 70,000</u>
61076 Contributions	
Cotati Chamber of Commerce	\$ 10,000
Regional Climate Protection Authority	1,667
	<u>\$ 11,667</u>

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

61085	Operating Transfers Out		
	Vehicle Replacement Fund Annual Contribution	\$	25,242
	Community and Environment Commission Subsidy		3,000
	Police Cadet Subsidy		1,000
	Police Volunteer Subsidy		500
		<u>\$</u>	<u>29,742</u>

PUBLIC INFORMATION SERVICES
Department #306

Public Information Services provides programs that enhance communication with the community through the webcasting of City Council meetings, the City Web page, the La Plaza Park bulletin board, and the use of the local media.

GOALS

- Provide effective avenues for Cotati citizens to communicate with the City.
- Provide effective avenues for the City to communicate with the Cotati community.

OBJECTIVES

- Continue to maintain and enhance the City Web site.
- Research and provide information to the Council regarding access options for City meetings.

COMMUNITY DEVELOPMENT

Department #400

The Planning division provides staff and technical expertise for developing and implementing land-use, planning and zoning policies and regulations that guide the current and long range development of the City.

The Building division ensures sites and structures in the City are built and maintained in ways that protect the health, safety and welfare of users and improves the community environment through the enforcement of building and zoning codes.

GOALS

- Provide excellent customer service.
- Administer the General Plan, Municipal Code, Land Use Code, and other City of Cotati planning documents.
- Provide systematic collection, organization, and processing of information to help decision-making for the physical, economic and social growth of the City.
- Assist applicants in understanding land use codes and process.
- Oversee the City's development review process.
- Promote constructive and broad-based community participation in the planning process.
- Advance efforts to protect the quality of life in Cotati and the efficient use of land within Sonoma County through regional cooperation and representation.
- Provide information and education regarding the conservation of resources.
- Serve as a resource to citizens and builders for understanding sustainable site and building practices and requirements.
- Provide support to Design Review Committee, Planning Commission, and City Council.
- Administer and enforce all regulations governing building construction, and to protect the life, health, and safety of the citizens through inspection services.
- Promote a quality environment to citizens through fair and equitable enforcement of zoning regulations.
- Recognize the continuing need to develop improved safety standards and provide information to the public regarding life, health, and safety standards in construction.

OBJECTIVES

- Respond promptly and accurately to telephone and counter inquiries about land-use, planning and zoning rules, regulations, policies and application processing.
- Evaluate environmental impacts and review development proposals. Review final plans for compliance with conditions of approval prior to permit issuance.
- Maintain current data for land use, zoning, housing stock and population.
- Prepare ordinance amendments and/or new ordinances to implement changes in state planning law, implement polices and programs of the General Plan respond to local land development issues and improve the effectiveness of our development ordinances.
- Ensure that all laws, codes, and ordinances pertaining to construction are fully understood and implemented correctly.

- Ensure implementation of the American with Disabilities Act.
- Minimize field changes through a comprehensive plan review system.
- Continue to upgrade temporary and permanent records keeping system.
- Process plan review applications to ensure a reasonable turn around time for plan review and permit issuance.
- Respond to requests for inspections within twenty-four working hours.

Community Development
2012-2013 Adopted General Fund Budget

Fund 01, Department 400		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 166,941	\$ 220,235	\$ 219,892	\$ 310,219	\$ 310,219
51003	Overtime	136	-	-	-	-
61025	Other Contract Services	102,263	180,175	135,000	168,122	168,122
61031	Advertising and Publications	1,861	3,327	3,327	2,500	2,500
61033	Postage	625	500	576	625	625
61034	Dues and Subscriptions	5,194	5,383	5,383	4,505	4,505
610**	Travel, Meetings, and Training	2,094	3,300	2,894	4,200	4,200
61036	Telephone	2,478	2,300	2,623	2,623	2,623
61037	Vehicle Expense	402	400	534	534	534
61038	Information Systems	7,776	7,000	7,000	7,000	7,000
61040	Supplies	594	1,200	1,229	1,200	1,200
61041	Materials, Tools, Small Equipment	288	400	100	1,860	1,860
61048	Printing and Photocopying	2,057	4,000	3,000	4,000	4,000
61051	Utilities	115	115	114	-	-
61083	Filing Fees	-	-	-	200	200
	Subtotal	292,823	428,335	381,671	507,588	507,588
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 292,823	\$ 428,335	\$ 381,671	\$ 507,588	\$ 507,588

Budget Details

				Amount
4XXXX	Source of Funding			
	Charges for Services - Does Not Reflect Cost Recovery Deposits Collected			\$ 85,100
	General Fund			422,488
				<u>\$ 507,588</u>
510XX	Salaries and Benefits			
	Director of Community Development	Amended 11-12 FTE	Adopted 12-13 FTE	\$ 117,102
	Interim Building Inspector	0.60	0.80	45,324
	Associate Planner	0.20	0.50	83,931
	Administrative Secretary	0.70	0.90	83,862
		0.70	0.95	330,219 *
		<u>2.20</u>	<u>3.15</u>	
61025	Other Contract Services			
	006S - General Plan Update - Consultants - Final Year			\$ 130,230
	Building Official Services - City of Sebastopol			32,892
	Contract - Building Department Services			5,000
				<u>\$ 168,122</u>
61034	Dues and Subscriptions			
	Local Agency Formation Commission (LAFCO)			\$ 2,690
	CD Data - Parcelquest			590
	American Planning Association (APA), American Institute of Certified Planners (AICP)			500
	Code Book Updates - Expense is Offset by Incremental Fees Received			225
	California Building Officials (CALBO) Membership - Expense is Offset by Incremental Fees Received			500
	International Association of Plumbing and Mechanical Officials (IAPMO) - Expense is Offset by Incremental Fees			-
	National Fire Protection Association (NFPA) - Expense is Offset by Incremental Fees			-
	International Code Council (ICC) Membership - Expense is Offset by Incremental Fees Received			-
				<u>\$ 4,505</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 11-12

**Community Development
Budget Details (Continued)**

61035	Travel, Meetings, and Training		
	American Planning Association Conference	\$	1,800
	UC Davis - Land Use / CEQA		1,550
	Complete Permit Tech		500
	PC 832		185
	American Planning Association Training		165
		<u>\$</u>	<u>4,200</u>
61038	Information Systems		
	Departmental Allocation (See Dept #303 for Total)	<u>\$</u>	<u>7,000</u>
61048	Printing and Photocopying		
	Departmental Allocation (See Dept #301 for Total)	\$	1,800
	Department Specific		2,200
		<u>\$</u>	<u>4,000</u>
71081	Equipment	<u>\$</u>	<u>-</u>

ENGINEERING SERVICES

Department # 402

Engineering Services provides engineering and technical support to the various City departments, responds to citizens' inquiries and requests regarding public infrastructure, performs development review and plan check under cost recovery, performs engineering and construction management of capital improvement projects and provides mapping and engineering records support.

GOALS

- Provide timely and accurate information to citizens and businesses.
- Pursue infrastructure grants.
- Provide Public Works staff planning and supervision
- Review and keep ordinances and policies current.
- Provide effective records maintenance for City's public works projects, private development projects, and engineering maps and documents for easy reference and access.
- Develop good working relationship with the various resource agencies that provide oversight and/or granting opportunities to the City such as Sonoma County Water Agency, Subregional System, Sonoma County Transportation Authority, Community Development Commission, MTC, Caltrans and the Regional Water Quality Control Board.

OBJECTIVES

- Respond to citizens' requests and inquiries, for technical questions regarding the City's infrastructure.
- Respond to development review requests within four weeks from receipt of a complete submittal.
- Conduct daily staff meetings and annual staff performance evaluations
- Attend regional forums to ensure Cotati's needs are represented.
- Actively pursue grant opportunities for public infrastructure capital needs and maintenance deficiencies.
- Recommend and develop City policies and codes that result in extending the life of the public infrastructure, maintaining and enhancing public safety in City streets and rights-of-way, and keeping maintenance and up-front capital costs to the City minimized and/or controlled.

**Engineering Services
2012-2013 Adopted General Fund Budget**

Fund 01, Department 402

Acct	Description	2010-2011 Actual	2011-2012		2012-2013	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 26,598	\$ 33,010	\$ 31,283	\$ 39,626	\$ 39,626
61025	Other Contract Services	491	-	31,759	-	-
61031	Advertising and Publications	673	-	139	-	-
61034	Dues and Subscriptions	-	300	150	175	175
61035	Travel, Meetings, and Training	1,193	1,000	-	2,500	2,500
61036	Telephone Expense	144	-	105	120	120
61037	Vehicle Expense	324	100	32	50	50
61038	Info Systems	520	460	460	500	500
61040	Supplies	27	-	2	-	-
61048	Printing and Photocopying	40	-	2,993	200	200
61051	Utilities	8	-	8	-	-
	Subtotal	30,017	34,870	66,930	43,171	43,171
Department Total		\$ 30,017	\$ 34,870	\$ 66,930	\$ 43,171	\$ 43,171

Budget Details

Source of Funding		Amount	
General Fund			\$ 43,171
510XX	Salaries and Benefits		
		Director of Public Works / City Engineer	0.15 0.15 \$ 26,484
		Intern	0.25 0.50 13,141
			0.40 0.65 \$ 39,626
61034	Dues and Subscriptions		\$ -
		Engineering License Renewal - every other year	175
		Contingency - Professional Dues	\$ 175
610XX	Travel, Meetings, and Training		\$ -
		League of California Cities - Public Works Officers Institute (2)	2,000
		Regional Training, as Available	500
		\$ 2,500	

STREETS
Department #403

The Streets department provides for the maintenance of streets, bicycle and pedestrian pathways and rights-of-way, including pavement, curbs, gutters, sidewalks, street lights, traffic signals, traffic signs and pavement striping/markings. This department also provides for the operation and maintenance of storm drainage and creek systems.

GOALS

- Provide a safe travel way for pedestrian, bicycle and vehicular traffic through ongoing maintenance and repair of asphalt streets, concrete sidewalks, flood control and storm drainage facilities, repairing fencing and other appurtenances in the public right of way.
- Provide effective maintenance program of paint striping and legend painting.
- Develop pavement management system to identify priority areas for street repair.
- Provide for use of effective traffic calming measures at the lowest cost.

OBJECTIVES

- Remove and replace asphalt, concrete, and cement concrete that has deteriorated within public rights-of-way in a timely manner.
- Maintain all regulatory signage, street name signs, and informational signs in public rights-of-way.
- Provide paint striping and traffic legends as needed.
- Maintain traffic control devices.

Streets
2012-2013 Adopted General Fund Budget

Fund 01, Department 403		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 126,369	\$ 165,397	\$ 160,234	\$ 186,951	\$ 186,951
51003	Overtime	1,641	-	1,677	-	-
61025	Other Contract Services	22,031	49,518	49,518	53,650	53,650
61031	Advertising and Publications	50	100	-	-	-
61033	Postage	75	80	92	75	75
61034	Dues and Subscriptions	4,850	9,754	11,019	8,722	8,722
610**	Travel, Meetings, and Training	41	-	-	-	-
61036	Telephone	1,083	800	997	1,000	1,000
61037	Vehicle Expense	4,491	4,000	5,466	11,502	11,502
61038	Information Systems	1,195	500	500	500	500
61040	Supplies	374	425	425	400	400
61041	Materials, Tools, Small Equipment	14,580	11,200	17,198	23,950	23,950
61042	Equipment Rental	265	500	100	100	100
61043	Repairs & Replacements	170	500	100	500	500
61048	Printing and Photocopying	282	300	309	300	300
61051	Utilities	64,076	60,000	63,660	64,000	64,000
	Subtotal	241,571	303,074	311,294	351,650	351,650
Capital Outlay:						
6109*	Lease				2,000	2,000
71081	Equipment	-	-	-	10,000	10,000
71082	CIP	-	262,000	-	277,378	277,378
Department Total		241,571	\$ 565,074	\$ 311,294	\$ 641,028	\$ 641,028

Budget Details

		<u>Amount</u>	
42259	Sources of Funding		
	Operating Transfer In - Gas Taxes Fund	\$	343,434
	Operating Transfer In - Transportation Development Fund, Measure M		123,822
	General Fund - Balance of Expenditures		173,772
		\$	<u>641,028</u>
510XX	Salaries and Benefits		
	Director of Public Works / City Engineer	Amended 11-12 FTE	Adopted 12-13 FTE
	Field Maintenance Supervisor	0.15	0.15
	Associate Engineer	0.28	0.28
	Maintenance Worker II	0.25	0.25
	Maintenance Worker II	0.18	0.18
	Maintenance Worker II	0.32	0.32
	Maintenance Worker II	0.17	0.17
	Maintenance Worker II	0.29	0.29
		<u>1.64</u>	<u>1.64</u>
		\$	26,484
			36,216
			22,057
			19,253
			16,794
			35,839
			30,307
		\$	<u>186,951</u>
61025	Other Contract Services		
	Signal Maintenance - Republic Electric	\$	18,000
	Striping / Painting		10,000
	Tree Removal / Trimming (As Needed)		10,000
	MS4 Permit Compliance Activities		5,000
	Conservation Corps North Bay Apprenticeship		4,650
	Modify East Cotati Ped Xing Light		2,000
	Landscape Mulching, Planting		2,000
	Signals - Department of Transportation		2,000
		\$	<u>53,650</u>
61034	Dues and Subscriptions		
	Russian River Watershed Association	\$	4,872
	NPDES Permit		3,850
		\$	<u>8,722</u>
61041	Materials, Tools, Small Equipment		
	Continuing Operations Expenditures	\$	15,000
	Signs - Pedestrian Crossing / Benches (x5)		8,950
		\$	<u>23,950</u>

Streets
Budget Details (Continued)

6109*	Lease - PW Truck	<u>\$ 2,000</u>
71081	Equipment	
	Mini Excavator - Used	<u>\$ 10,000</u>
71082	Capital Improvements	
	Roadway Rehabilitation	\$ 232,378
	Signal Intertie / Speed Monitors	30,000
	Street Lighting Retrofit / Sidewalk Repair	15,000
		<u>\$ 277,378</u>

GOVERNMENT BUILDINGS

Department #406

Government Buildings provides for the operation and maintenance of City Hall, the Police Facility, the Cotati Room and the Ray Miller Community Center and the Public Works Facility. City Hall houses the Administrative offices for the City as well as a Council Chamber and conference rooms. The Public Works Facility provides offices and storage for the City's heavy equipment fleet, storage for streets, parks, governmental building, water and sewer equipment and applicable supplies and materials, and storage of surplus assets.

GOALS

- Maintain a safe, secure, reliable and attractive work, public meeting and storage environment.
- Store, service and provide all types of vehicles and equipment needed to respond to requests for service with minimal time lost due to malfunctions or inadequate preparation.

OBJECTIVES

- Provide maintenance of HVAC units, electrical, and plumbing systems.
- Provide for emergency repairs upon notification and normal repairs within one week.
- Perform other required preventive maintenance service as scheduled.
- Maintain all facilities and equipment in a clean, functional and safe condition.

Government Buildings
2012-2013 Adopted General Fund Budget

Fund 01, Department 406		2011-2012		2012-2013		
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 8,401	\$ 8,000	\$ 2,970	\$ 3,000	\$ 3,000
51003	Overtime	-	-	-	-	-
61025	Other Contract Services	21,090	20,835	20,835	26,035	26,035
61033	Postage	-	-	-	-	-
61037	Vehicle Expense	-	-	-	2,571	2,571
61038	Information Systems	39	100	100	100	100
61040	Supplies	1,159	1,000	940	1,000	1,000
61041	Materials, Tools, Small Equipment	3,102	3,000	1,281	1,500	1,500
61042	Equipment Rental	106	-	-	-	-
61043	Repairs & Replacements	-	-	-	-	-
61048	Printing and Photocopying	-	-	-	-	-
61051	Utilities	27,436	26,000	25,508	26,000	26,000
	Subtotal	61,333	58,935	51,634	60,206	60,206
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	150,000	150,000	25,000	25,000
	Department Total	61,333	\$ 208,935	\$ 201,634	\$ 85,206	\$ 85,206

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	-
42259 Operating Transfer In - CCRA Low and Moderate Income Housing Fund	-
General Fund	44,706
	<u>\$ 85,206</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 - Floor Maintenance	6,500
Pest Control - McCauley - 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>\$ 26,035</u>
71082 Capital Improvements	
City Hall Painting - Interior and Exterior Trim / CD Entry Modification / Cotati Room Rear Door / Falletti Ranch House Exterior Maintenance	<u>\$ 25,000</u>

PARK MAINTENANCE
Department #408

Park Maintenance provides for basic infrastructure for parks and special use areas. This includes administration and supervision of contract providers and park maintenance staff for landscaping, irrigation, general maintenance, custodial, public restrooms, dog park maintenance and litter abatement.

GOALS

- Provide the citizens of Cotati with parks, parkways, maintenance of common areas, parking lots and public grounds for their enjoyment and safety through proper horticulture, maintenance and cleaning of city parks and public grounds.

OBJECTIVES

- Provide for safe, attractive and clean parks, parkways, maintenance of common areas, parking lots and public grounds by removing litter and debris weekly.
- Clean and inspect park rest rooms.
- Inspect play equipment and picnic areas (repairing as necessary for safety) and paint play equipment when required.
- Oversee all contract services work on a routine basis.
- Trim and prune shrubs and trees as necessary to insure proper growth.
- Inspect and repair irrigation systems.
- Provide weed abatement of parks, parkways, public grounds, and public thoroughfares as necessary.
- Aerate and fertilize parks and carry out park development projects as appropriate.

Park Maintenance
2012-2013 Adopted General Fund Budget

Fund 01, Department 408		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 45,734	\$ 48,000	\$ 47,876	\$ 48,469	\$ 48,469
51003	Overtime	342	-	332	-	-
61025	Other Contract Services	49,417	53,448	45,771	47,761	47,761
61033	Postage	21	120	56	-	-
61034	Dues & Subscriptions	-	-	-	-	-
610**	Travel, Meetings, and Training	11	-	-	-	-
61036	Telephone	684	600	665	650	650
61037	Vehicle Expense	3,986	2,500	2,006	8,042	8,042
61038	Information Systems	352	100	100	100	100
61040	Supplies	282	150	195	200	200
61041	Materials, Tools, Small Equipment	5,967	12,850	12,000	18,750	18,750
61042	Equipment Rental	1,610	1,500	1,639	1,500	1,500
61048	Printing and Photocopying	158	175	168	175	175
61051	Utilities	3,466	3,200	3,667	3,600	3,600
	Subtotal	112,031	122,643	114,475	129,247	129,247
	Capital Outlay:					
71081	Equipment	-	-	-	10,000	10,000
71082	CIP	-	-	-	13,000	13,000
	Department Total	112,031	\$ 122,643	\$ 114,475	\$ 152,247	\$ 152,247

Budget Details

				Amount
42259	Sources of Funding General Fund			\$ 152,247
510XX	Salaries and Benefits			
	Director of Public Works / City Engineer	0.03	0.03	\$ 5,297
	Field Maintenance Supervisor	0.03	0.03	3,880
	Associate Engineer	0.09	0.09	7,941
	Maintenance Worker II	0.30	0.30	31,352
		0.45	0.45	\$ 48,469
61025	Other Contract Services			
	Landscape Maintenance - Trugreen Maintenance			\$ 43,111
	Park Maintenance - Conservation Corps North Bay			4,650
				\$ 47,761
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			5,000
	Tree Removal/Trimming (As-Needed)			5,000
				\$ 18,750
71081	Equipment			\$ 10,000
71082	Capital Improvements			
	La Plaza Vet's Park Rehabilitation, Cator Basketball Court Resurfacing			\$ 13,000

POLICE
Department #500

The Police Department provides around the clock law enforcement services to the community 24 hours a day and 365 days a year. The Department is committed to the protection of life and property and to the prevention of criminal activity. To accomplish this, the Department strives to have a highly visible police presence while vigorously enforcing State laws and local ordinances. Police Officers are also Peace Officers, working to maintaining the public peace and to daily provide safety and security to the community. The Police Department is dedicated to maintaining a viable, proactive operation that recognizes and effectively responds to community needs and makes maximum use of available resources, personnel and technology.

GOALS:

- Maintain a high level of service to the community.
- Continue to enhance our traffic enforcement profile within the community, thereby reducing traffic collisions and increasing citizen safety.
- Expand our Citizens Volunteer program as community outreach and to assist the department with field operations such as special events, neighborhood watch, and traffic control.
- Continue to utilize Neighborhood Watch groups as a means to increase awareness.
- Conduct periodic community meetings designed to enhance communications and identify neighborhood problems or concerns.
- Continue to expand the department's Police Cadet Program.
- Evaluate alternatives for expanding number of Reserve Police Officers to supplement the services of our full time Police Officers.
- Utilize grant funding whenever possible to enhance police operations.

OBJECTIVES:

- Provide high visibility police services/patrols within the community to discourage criminal activity.
- Maintain emergency response times of 4 minutes or less.
- Continually strive to enhance the level of services provided to the community through open communication and "Community Policing" efforts.
- Target areas for traffic enforcement based upon supporting data, complaints and officer observations.
- Maximize efforts to incorporate programs such as police cadets, citizen volunteers, and reserve police officers to supplement the services provided to the community.
- Through research and outreach, aggressively pursue grant-funding opportunities that will provide benefits to the community.

Police
2012-2013 Adopted General Fund Budget

Fund 01, Department 500		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 1,950,467	\$ 2,095,975	\$ 2,122,814	\$ 2,219,861	\$ 2,219,861
51003	Overtime	172,229	128,108	129,190	128,108	128,108
61025	Other Contract Services	271,111	61,800	61,800	62,161	62,161
61031	Advertising and Publications	1,099	600	768	768	768
61033	Postage	2,010	1,500	1,671	1,671	1,671
61034	Dues and Subscriptions	645	1,380	1,380	1,605	1,605
610**	Travel, Meetings, and Training	7,746	18,850	6,795	18,800	18,800
61036	Telephone	7,520	6,000	6,093	6,000	6,000
61037	Vehicle Expense	37,019	32,000	38,625	38,625	38,625
61038	Information Systems	78,553	78,624	78,624	78,624	78,624
61040	Supplies	5,596	3,000	4,297	4,297	4,297
61041	Materials, Tools, Small Equipment	19,489	13,000	12,218	16,000	16,000
61042	Equipment Rental	48	-	-	-	-
61048	Printing and Photocopying	9,945	11,000	12,703	11,000	11,000
61051	Utilities	25,372	26,000	25,829	26,000	26,000
61076	Contributions	1,933	2,000	2,000	2,000	2,000
61088	Jail Booking Fees	11,133	36,108	-	-	-
	Subtotal	2,601,916	2,515,945	2,504,808	2,615,520	2,615,520
Capital Outlay:						
71081	Equipment	-	-	-	-	-
Debt Service						
61093	Lease Principal	5,400	43,363	31,048	39,312	39,312
61094	Lease Interest	384	4,897	3,032	3,532	3,532
	Total Expenditures	2,607,700	2,564,205	2,538,888	2,658,364	2,658,364
	Department Total	\$ 2,607,700	\$ 2,564,205	\$ 2,538,888	\$ 2,658,364	\$ 2,658,364

Budget Details

	<u>Amount</u>
Sources of Funding	
4XXXX Charges for Services	\$ 6,700
41XXX Licenses and Permits	10,050
41XXX Fines and Forfeitures	40,000
42259 Operating Transfer In - Public Safety Fund	-
41219 Peace Officers Standards and Training (P.O.S.T.)	5,000
41220 COPS SLESF Grant	100,000
41090 Public Safety Augmentation	43,586
General Fund	<u>2,453,028</u>
	<u>\$ 2,658,364</u>

	<u>Amended 11-12 FTE</u>	<u>Adopted 12-13 FTE</u>	
510XX Salaries and Benefits			
Police Chief	1.00	1.00	237,620
Police Lieutenant	1.00	1.00	154,625
Police Sergeant	2.00	2.00	368,800
Police Officer	6.00	6.00	857,700
Support Services Supervisor	0.38	0.00	-
Community Services Officer	1.00	1.00	92,320
Dispatcher / Clerk	4.50	4.50	413,679
Reserve Officers	0.92	1.44	95,116
	<u>16.80</u>	<u>16.94</u>	\$ <u>2,219,861</u>

**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	5,661
	Sexual Assault Exams - County of Sonoma Department of Health Services	3,600
	Radio Maintenance - Williams USA / Precision Wireless	2,000
	Blood Draws - American Medical Research	2,000
	Emergency Management Services - Sonoma County	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
	Biohazard Clean-up - Aftermath	1,000
	Police Facility Camera Repairs - Pacific Technology	1,000
	Fingerprint Processing Fee - Department of Justice	1,000
	Document Shredding - Infostor	850
	Detox Services - County of Sonoma	800
	Window and Skylight Cleaning	800
	Pest Control - McCauley	700
	Radar Repair and Calibration - RHF Inc.	600
	Carpet Cleaning	600
	Info Searches - 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
		\$ 62,161
61034	Dues and Subscriptions	
	California Police Officers Association	\$ 520
	California Police Chiefs Association - 2	425
	Sonoma County Chiefs Association	250
	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
		\$ 1,605
610**	Travel, Meetings and Training	
	Firearms Training	\$ 4,200
	Emergency Vehicle Operation	2,400
	Tactical Rifle Update	2,000
	Traffic Investigations (6)	1,500
	REMIF Chiefs Meeting	1,000
	First Aid / CPR / Blood Borne Pathogens / SIDS	1,000
	Dispatcher Update	1,000
	Detention Facility Update	1,000
	Sexual Assault Investigations	800
	Field Training Officer	500
	Asset Forfeiture	500
	Arrest & Control - Legal Update	500
	Total Priority 1	16,400

**Police
Budget Details (Continued)**

610**	Travel, Meetings and Training (continued)	
	California Narcotics Officer Association	1,000
	California Chief of Police Association Conference	800
	Crisis Intervention Training	600
	Total Priority 2	<u>2,400</u>
	Total Travel, Meetings and Training	<u><u>\$ 18,800</u></u>
61038	Information Systems	
	CAD / RMS - Sonoma County Law Enforcement Consortium FY 12-13 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
		<u>\$ 78,624</u>
61076	Contributions	
	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$ 2,000</u>
61088	Jail Booking Fees	
	Cost of Booking Offenders - County Jail	<u>\$ -</u>
71081	Equipment	
		<u>\$ -</u>

OTHER GOVERNMENTAL FUNDS

Other governmental funds include special revenue funds and capital projects funds, which are used to track the receipt and use of restricted funds. The overall goals and objectives of other governmental funds are to implement programs that are defined to meet needs for improved infrastructure (i.e. parks, streets, roads, open space, etc.), to promote public awareness of ecological issues, and to promote community spirit through support of community events. The City of Cotati has the following special revenue funds and capital project funds:

Grants Fund #02

City staff applies for and receives competitive funding grants for various city projects that meet specific criteria.

Community Development Block Grant (CDBG) Fund #03

Community Development Block Grant funds are administered by the County and may be used for projects that benefit low and moderate income residents or to increase accessibility. There are no projects scheduled for Fiscal Year 12/13.

Solid Waste Reduction (EAC/AB 939, Fund #06)

Funds held are used for solid waste reduction education programs that meet State standards (AB939).

Community and Environment Commission Fund #08

This fund is used for tracking revenues and expenditures for the Commission sponsored community events such as the Holiday Tree Lighting.

Public Safety Fund #09

The Citizens Option for Public Safety (COPS) program provides funding to local agencies for the purpose of public safety. The funds are to supplement and not supplant existing funding for front line services.

Gas Taxes Fund #21

Funds are received from City of Cotati's share of the Highway User Tax collected at the gasoline pump. Proceeds are dedicated to the operation and maintenance of city streets. Traffic Congestion Relief Grant funds are also recorded in this account.

Transportation Development Fund #22

The Metropolitan Transportation Commission administers the City's Transportation Development Act funds. These are federal funds generated from Highway User Taxes that are passed through the State and used specifically for transit, streets and roads and bicycle/pedestrian pathway projects. In addition, Sonoma County Measure M Sales Tax and Proposition 1B funds are also accounted for in this fund and are dedicated to street and road maintenance projects.

Park and Recreation Development Fund #23

Funds are received from a bed tax levied on development. The proceeds are dedicated to the operation and maintenance of city parks.

Park In-Lieu Fund #24

Funds are received from development and used for the acquisition, development and capital improvement of city parks.

Inclusionary Housing Fund #26

Funds are received from development and used for providing affordable housing.

Traffic Mitigation Fund #28

Funds are received from development and used for signalization of intersections.

Asset Seizure Fund #50

Funds are used to increase public safety efforts relating to narcotics enforcement to provide for a safer community.

Maintenance Assessment Districts Fund #201

Lighting and landscaping assessment districts are individually accounted for in this special revenue fund for the purpose of maintaining separate budgets and accounting records of revenues, expenditures and fund balances.

K9 Program Fund #202

Funds are utilized for the Police Department K9 program which provides for police officer safety, narcotics enforcement and community relations.

General Capital Outlay Fund #204

This fund segregates General Fund appropriations and property owner contributions for capital improvement projects from General Fund operating appropriations.

Cadet Program Fund

The program is designed to introduce youths (ages 14-20) to the Law Enforcement profession. The Explorers will generate donations to limit the amount of General Fund contributions required for the program.

Citizen Volunteer Program Fund #206

This program is designed maintain a citizen volunteer program within the Police department.

Grants Fund
2012-2013 Adopted Budget

Fund 02	Acct	Description	2010-2011 Actual	2011-2012		2012-2013	
				Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	41220	Other Grants	\$ 70,856	\$ -	\$ -	\$ -	\$ -
	42295	Other	-	-	-	-	-
		Total Revenues	70,856	-	-	-	-
		Current Expenditures:					
	61025	Other Contract Services	-	-	-	-	-
		Capital Outlay:					
	71081	Equipment	-	-	-	-	-
	71082	Capital Improvements	-	-	-	-	-
		Total Expenditures	-	-	-	-	-
		Other Sources (Uses):					
	61085	Operating Transfers Out	(70,855)	-	-	-	-
		Beginning Fund Balance, July 1	57	58	58	58	58
		Ending Fund Balance, June 30	58	\$ 58	\$ 58	\$ 58	\$ 58

Budget Details

41220	Other Grants	\$ -
71081	Equipment	\$ -
71082	Capital Improvements	\$ -

CDBG Fund
2012-2013 Adopted Budget

Fund 03	Acct	Description	2010-2011 Actual	2011-2012		2012-2013	
				Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	41234	CDBG Grant	\$ 81,735	\$ 186,361	\$ 153,219	\$ -	\$ -
	44105	Loan Repayments	-	-	-	-	-
	42193	Other Interest	-	-	-	-	-
		Total Revenues	81,735	186,361	153,219	-	-
		Current Expenditures:					
	61072	Reimbursements	-	-	-	-	-
		Capital Outlay:					
	71082	Capital Improvements	102,649	186,361	142,713	-	-
		Total Expenditures	102,649	186,361	142,713	-	-
		Other Sources (Uses):					
	42259	Operating Transfers In	20,914	-	-	-	-
		Beginning Fund Balance, July 1	31	31	31	10,538	10,538
		Ending Fund Balance, June 30	\$ 31	\$ 31	\$ 10,538	\$ 10,538	\$ 10,538

Budget Details

Amount

71082 Capital Improvements

\$ -

Solid Waste Reduction (EAC/AB 939 FUND 6)
2012-2013 Adopted Budget

Fund 06			2011-2012		2012-2013	
			2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget
Acct	Description					
	Revenues:					
41170	Franchise Fees	\$ 17,177	\$ 17,600	\$ 18,600	\$ 18,600	\$ 18,600
42295	Other Revenues	-	-	-	-	-
	Total Revenues	17,177	17,600	18,600	18,600	18,600
	Current Expenditures:					
61025	Other Contract Services	6,000	6,000	6,000	6,000	6,000
	Total Expenditures	6,000	6,000	6,000	6,000	6,000
	Other Sources (Uses):					
61085	Operating Transfers Out	(300)	-	(400)	-	-
	Beginning Fund Balance, July 1	76,517	87,394	87,394	99,594	99,594
	Ending Fund Balance, June 30	\$ 87,394	\$ 98,994	\$ 99,594	\$ 112,194	\$ 112,194

61025 Other Contract Services
 Redwood Empire Disposal \$ 6,000

61085 Operating Transfers Out \$ -

**Community and Environment Commission Fund
2012-2013 Adopted Budget**

Fund 08	Acct	Description	2010-2011 Actual	2011-2012		2012-2013	
				Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	42248	Donations	\$ -	\$ -	\$ 650	\$ -	\$ -
	43101	Food and Beverage Sales	-	-	-	-	-
	43103	Gate Proceeds	1,433	-	1,345	1,300	1,300
	43104	Sale of Merchandise	-	1,300	-	-	-
	43108	Auction Proceeds	95	-	-	-	-
	43109	Raffle Proceeds	-	-	-	-	-
		Total Revenues	1,528	1,300	1,995	1,300	1,300
		Current Expenditures:					
	51****	Salaries and Benefits	1,328	-	-	-	-
	61025	Other Contract Services	1,606	1,600	2,415	3,000	3,000
	610**	Travel, Meetings, and Training	81	100	309	-	-
	61036	Telephone Expense	246	-	188	-	-
	61038	Information Systems	-	-	100	-	-
	61040	Departmental Supplies	3	50	140	1,300	1,300
		Total Expenditures	3,264	1,750	3,152	4,300	4,300
		Other Sources (Uses):					
	42259	Operating Transfers In	1,130	450	1,157	3,000	3,000
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	606	(0)	(0)	(0)	(0)
		Ending Fund Balance, June 30	\$ (0)	(0)	(0)	(0)	(0)

Budget Details

42259 Operating Transfers In
General Fund - Subsidy

Amount

\$ 3,000

**Public Safety Fund
2012-2013 Adopted Budget**

Fund 09	Acct	Description	2010-2011 Actual	2011-2012		2012-2013	
				Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	41220	SLESF - Supplemental Law Enforcement Services Fund	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
	41220	Grants - Other	-	-	6,054	-	-
	41220	Other Grant Revenues	-	-	-	-	-
	42295	Other Revenues	-	-	-	-	-
		Total Revenues	100,000	-	106,054	100,000	100,000
		Capital Outlay:					
	71081	Equipment	-	-	-	-	-
		Total Expenditures	-	-	-	-	-
		Other Sources (Uses):					
	42259	Operating Transfers In	-	-	-	-	-
	61085	Operating Transfers Out	(100,000)	-	(100,000)	(100,000)	(100,000)
		Beginning Fund Balance, July 1	12,595	12,595	12,595	18,649	18,649
		Ending Fund Balance, June 30	\$ 12,595	\$ 12,595	\$ 18,649	\$ 18,649	\$ 18,649

Budget Details

	<u>Amount</u>
71081 Equipment	<u>\$ -</u>
61085 Operating Transfers Out General Fund - Police (Overtime, Supplies, Services) - Supplemental Law Enforcement Services Fund	<u>\$ 100,000</u>

**Gas Taxes Fund
2012-2013 Adopted Budget**

Fund 21		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
4122X	Gas Tax	194,569	\$ 128,500	193,572	\$ 190,000	\$ 190,000
41220	Grants - Traffic Congestion Relief	-	-	-	-	-
42192	Investment Earnings	495	350	-	2,000	2,000
	Total Revenues	195,064	128,850	193,572	192,000	192,000
	Current Expenditures:					
61025	Other Contract Services	2,000	-	-	-	-
61076	Contributions	3,976	4,000	3,976	3,976	3,976
	Total Expenditures	5,976	4,000	3,976	3,976	3,976
	Other Sources (Uses):					
61085	Operating Transfers Out	(194,569)	(286,090)	(189,596)	(343,434)	(343,434)
	Beginning Fund Balance, July 1	160,892	155,411	155,411	155,411	155,411
	Ending Fund Balance, June 30	\$ 155,411	\$ (5,830)	\$ 155,411	\$ (0)	\$ (0)

Budget Details

		<u>Amount</u>
61076	Contributions Sonoma County Transportation Authority	<u>\$ 3,976</u>
61085	Operating Transfers Out General Fund - Streets (Maintenance)	<u>\$ 343,434</u>

**Transportation Development Fund
2012-2013 Adopted Budget**

Fund 22		2010-2011 Actual	2011-2012		2012-2013	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41097	Sales Tax - Measure M	\$ 39,318	\$ 38,539	\$ 42,436	\$ 42,000	\$ 42,000
41220	Other Grants (STIP)	-	-	-	-	-
42192	Investment Earnings	1,582	400	-	-	-
	Total Revenues	40,900	38,939	42,436	42,000	42,000
	Current Expenditures:					
62004	Matching Contributions	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	400,000	-	-	-	-
	Total Expenditures	400,000	-	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	(123,822)	(123,822)
	Beginning Fund Balance, July 1	481,922	122,822	122,822	165,258	165,258
	Ending Fund Balance, June 30	122,822	\$ 161,761	\$ 165,258	\$ 83,436	\$ 83,436

		<u>Amount</u>
61085	Operating Transfers Out	<u>\$ 122,822</u>

**Parks and Recreation Development Fund
2012-2013 Adopted Budget**

Fund 23		2010-2011 Actual	2011-2012		2012-2013	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41571	Development Fees	\$ -	\$ -	\$ 400	\$ -	\$ -
	Total Revenues	-	-	400	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	-	-	-	400	400
	Ending Fund Balance, June 30	\$ -	\$ -	\$ 400	\$ 400	\$ 400

Budget Details

61085 **Operating Transfers Out**
General Fund - Parks (Maintenance)

Amount
\$ -

**Park In-Lieu Fund
2012-2013 Adopted Budget**

Fund 24 Acct Description		2011-2012			2012-2013	
		2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Revenues:						
41220	Grants-State Pk Bond per Capita	\$ -	\$ -	\$ -	\$ -	\$ -
41572	Park In-Lieu Fees	-	-	-	-	-
42192	Investment Earnings	2,051	-	2,330	-	-
	Total Revenues	2,051	-	2,330	-	-
Current Expenditures:						
51****	Salaries and Benefits	5,709	-	1,939	2,000	2,000
61025	Other Contact Services	195	10,000	-	-	-
61040	Supplies	361	-	25	-	-
Capital Outlay:						
71082	Capital Improvements	-	50,000	2,626	50,000	50,000
	Total Expenditures	6,265	60,000	4,590	52,000	52,000
Other Sources (Uses):						
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	617,871	613,657	613,657	611,397	611,397
	Ending Fund Balance, June 30	\$ 613,657	\$ 553,657	\$ 611,397	\$ 559,397	\$ 559,397

* Fund Balance Reserved for Veronda Falletti Project

Budget Details

		<u>Amount</u>
71082	Capital Improvements Veronda / Faletti Park - Vision	\$ 50,000
61085	Operating Transfers Out	\$ -

Inclusionary Housing Fund
2012-2013 Adopted Budget

Fund 26		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
41568	Housing Linkage Fees	\$ -	\$ -	\$ -	\$ -	\$ -
41569	In-Lieu Housing Fee	86,480	-	125,800	-	-
42192	Investment Earnings	10,093	20,000	-	-	-
42295	Other Revenues	-	-	-	-	-
	Total Revenues	96,573	20,000	125,800	-	-
	Current Expenditures:					
61022	Legal Fees	14,149	50,000	16,718	-	-
61025	Other Contract Services	-	-	-	20,000	20,000
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	14,149	50,000	16,718	20,000	20,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	3,176,992	3,259,416	3,259,416	3,368,498	3,368,498
	Ending Fund Balance, June 30	\$ 3,259,416	\$ 3,229,416	\$ 3,368,498	\$ 3,348,498	\$ 3,348,498

Budget Details

	<u>Amount</u>
61025 Other Contract Services Fee Study	<u>\$ 20,000</u>
61085 Operating Transfers Out	<u>\$ -</u>

**Traffic Mitigation Fund
2012-2013 Adopted Budget**

Fund 28		2011-2012			2012-2013	
		2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41542	Traffic Mitigation Fee	\$ -	\$ -	\$ -	\$ -	\$ -
42192	Investment Earnings	1,233	800	250	-	-
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	1,233	800	250	-	-
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	134,699	-	130,000	130,000
	Total Expenditures	-	134,699	-	130,000	130,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	133,060	134,293	134,293	134,543	134,543
	Ending Fund Balance, June 30	\$ 134,293	\$ 394	\$ 134,543	\$ 4,543	\$ 4,543

Budget Details

		<u>Amount</u>
71082	Capital Improvements	
	Old Redwood Highway	\$ 130,000
42259	Operating Transfers In	\$ -

**2001 Limited Obligation Improvement Bond Fund
 South Sonoma Business Park Assessment District
 2012-2013 Adopted Budget**

Fund 31, 32		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42181	Special Assessments	\$ 446,169	\$ 447,500	\$ 450,000	\$ 450,000	\$ 450,000
42192	Investment Earnings	896	750	-	-	-
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	447,065	448,250	450,000	450,000	450,000
	Current Expenditures:					
61095	Bond Principal	100,000	105,000	100,000	115,000	115,000
61096	Interest Expense	347,425	340,763	347,425	337,350	337,350
6109*	Banking, Trust & Agency Fees	3,657	3,500	3,657	3,500	3,500
	Total Expenditures	451,082	449,263	451,082	455,850	455,850
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	803,744	799,726	799,726	798,644	798,644
	Ending Fund Balance, June 30	\$ 799,726	\$ 798,714	\$ 798,644	\$ 792,794	\$ 792,794

**Asset Seizure Fund
2012-2013 Adopted Budget**

Fund 50	Acct	Description	2010-2011 Actual	2011-2012		2012-2013	
				Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	41211	Seized Property	\$ 2,015	\$ -	\$ 36,303	\$ -	\$ -
	41235	Asset Forfeiture	-	-	919	-	-
	42192	Investment Earnings	1,295	750	-	-	-
		Total Revenues	3,310	750	37,222	-	-
		Current Expenditures:					
	61037	Vehicles	-	-	345	-	-
	61040	Supplies	-	2,037	-	-	-
	61041	Materials, Tools, Small Equipment	-	-	9,748	-	-
	61043	Repairs and Replacements	-	2,119	-	-	-
	69011	Enforcement	-	-	40	-	-
		Capital Outlay:					
	71081	Equipment	-	4,750	9,000	-	-
		Total Expenditures	-	8,906	19,133	-	-
		Other Sources (Uses):					
	61085	Operating Transfers Out	(6,955)	-	-	-	-
		Beginning Fund Balance, July 1	38,713	35,068	35,068	53,157	53,157
		Ending Fund Balance, June 30	\$ 35,068	\$ 26,912	\$ 53,157	\$ 53,157	\$ 53,157

* Funds are not all available until case settlement. City may be directed to return, or provide a portion of seized funds to the County

Budget Details

61040	Supplies	\$ -
61043	Repairs and Replacements	\$ -
71081	Equipment	\$ -
61085	Operating Transfers Out	\$ -

**Maintenance Assessment Districts Fund
2012-2013 Adopted Budget**

Fund 201		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
42181	Revenues: Special Assessments	\$ 6,914	\$ 20,557	\$ 19,911	\$ 45,934	\$ 45,934
	Total Revenues	6,914	20,557	19,911	45,934	45,934
51XXX	Current Expenditures: Salaries - Public Works Time	8,154	398	5,000	-	-
61025	Other Contract Services	680	8,719	360	15,573	15,573
61041	Materials, Tools, Small Equipment	128	-	1,600	-	-
61043	Repairs and Replacements	-	-	-	22,000	22,000
61051	Utilities	8,273	8,139	8,099	8,153	8,153
	Total Expenditures	17,236	17,256	15,059	45,726	45,726
42259	Other Sources (Uses): Operating Transfers In - GF Subsidy	-	-	-	-	-
61085	Operating Transfers Out - Admin	(1,104)	(1,254)	(1,254)	(1,287)	(1,287)
	Beginning Fund Balance, July 1	59,402	47,976	47,976	51,574	51,574
	Ending Fund Balance, June 30	\$ 47,976	\$ 50,023	\$ 51,574	\$ 50,495	\$ 50,495

Budget Details

	<u>Amount</u>
42181 Special Assessments-	
2011 - Valparaiso Vista Subdivision - 15 parcels	\$ 2,370
2012 - Quail Hollow IV Subdivision - 31 parcels	1,240
2013 - Sommers Subdivision - 8 parcels	2,465
2014 - Macklin Phase I Subdivision - 39 parcels	1,248
2015 - Sierra Meadows Subdivision - 30 parcels	1,102
2016 - Oak Knoll Subdivision - 24 parcels	3,204
2017 - Garden Gate Subdivision - 15 parcels	2,933
2018 - Park Meadows Subdivision - 39 parcels	15,136
2019 - Cotati Station Subdivision - 70 parcels	11,336
2020 - Altman Acres Subdivision - 14 parcels	4,900
	<u>\$ 45,934</u>
51XXX Salaries and Benefits - Public Works Staff Time - Inspection, Repairs	
2011 - Valparaiso Vista Subdivision	\$ -
2012 - Quail Hollow IV Subdivision	-
2013 - Sommers Subdivision	-
2014 - Macklin Phase I Subdivision	-
2015 - Sierra Meadows Subdivision	-
2016 - Oak Knoll Subdivision	-
2017 - Garden Gate Subdivision	-
2018 - Park Meadows Subdivision	-
2019 - Cotati Station Subdivision	-
2020 - Altman Acres Subdivision	-
	<u>\$ -</u>

**Maintenance Assessment Districts Fund
Budget Details (Continued)**

61025	Other Contract Services		
	2011 - Valparaiso Vista Subdivision	\$	282
	2012 - Quail Hollow IV Subdivision		406
	2013 - Sommers Subdivision		242
	2014 - Macklin Phase I Subdivision		693
	2015 - Sierra Meadows Subdivision		-
	2016 - Oak Knoll Subdivision		161
	2017 - Garden Gate Subdivision		322
	2018 - Park Meadows Subdivision		7,824
	2019 - Cotati Station Subdivision		5,280
	2020 - Altman Acres Subdivision		363
		<u>\$</u>	<u>15,573</u>
61051	Utilities		
	2011 - Valparaiso Vista Subdivision	\$	847
	2012 - Quail Hollow IV Subdivision		691
	2013 - Sommers Subdivision		741
	2014 - Macklin Phase I Subdivision		412
	2015 - Sierra Meadows Subdivision		270
	2016 - Oak Knoll Subdivision		351
	2017 - Garden Gate Subdivision		606
	2018 - Park Meadows Subdivision		3,607
	2019 - Cotati Station Subdivision		-
	2020 - Altman Acres Subdivision		628
		<u>\$</u>	<u>8,153</u>
42259	Operating Transfers In- General Fund - Subsidy	<u>\$</u>	<u>-</u>
61085	Operating Transfers Out General Fund - Administration	\$	143
	2011 - Valparaiso Vista Subdivision		143
	2012 - Quail Hollow IV Subdivision		143
	2013 - Sommers Subdivision		143
	2014 - Macklin Phase I Subdivision		143
	2015 - Sierra Meadows Subdivision		143
	2016 - Oak Knoll Subdivision		143
	2017 - Garden Gate Subdivision		143
	2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)		143
	2019 - Cotati Station Subdivision		143
	2020 - Altman Acres Subdivision		143
		<u>\$</u>	<u>1,287</u>

K9 Program Fund *
2012-2013 Adopted Budget

Fund 202	Acct	Description	2010-2011 Actual	2011-2012		2012-2013	
				Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	42248	Donations	\$ 6,213	\$ 7,500	\$ 6,526	\$ 6,000	\$ 6,000
	4XXXX	Other Revenue	-	-	-	-	-
		Total Revenues	6,213	7,500	6,526	6,000	6,000
		Current Expenditures:					
	51XXX	Salaries / Overtime	4,078	1,400	3,628	3,628	3,628
	61025	Other Contract Services	2,075	1,800	2,845	1,800	1,800
	61033	Postage	198	-	-	200	200
	61037	Vehicle Expense	9,244	-	1,857	-	-
	61041	Materials, Tools, Small Equipment	131	-	207	500	500
	61043	Repairs and Replacements	-	-	-	500	500
		Total Expenditures	15,725	3,200	8,536	6,628	6,628
		Other Sources (Uses):					
	42259	Operating Transfers In	6,955	-	1,857	-	-
		Beginning Fund Balance, July 1	(1,194)	(3,751)	(3,751)	(3,904)	(3,904)
		Ending Fund Balance, June 30	\$ (3,751)	\$ 549	\$ (3,904)	\$ (4,532)	\$ (4,532)

*Charges For the Additional Cost Associated with the K9 Program - All Other Costs in the General Fund Police Department Budget

Budget Details

	<u>Amount</u>
42248 Donations Does Not Include Donated Supplies and Veterinary Services	<u>\$ 6,000</u>
51XXX Salaries 5% Special Assignment Pay	<u>\$ 3,628</u>
61025 Other Contract Services Golden Gate K-9 - Officer and Canine - Monthly Training	<u>\$ 1,800</u>
42259 Operating Transfers In	<u>\$ -</u>

**General Capital Outlay Fund
2012-2013 Adopted Budget**

Fund 204		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42247	Property Owner Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51XXX	Salaries	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	3,744	250,000	2,300	50,000	50,000
	Total Expenditures	3,744	250,000	2,300	50,000	50,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(20,914)	-	-	-	-
	Beginning Fund Balance, July 1	415,184	390,526	390,526	388,226	388,226
	Ending Fund Balance, June 30	\$ 390,526	\$ 140,526	\$ 388,226	\$ 338,226	\$ 338,226

Budget Details

	<u>Amount</u>
71082 Capital Improvements	
Contingency for Grant Matches	<u>\$ 50,000</u>
42259 Operating Transfers In	
General Fund	<u>\$ -</u>

Cadet Program
 formerly Explorer
2012-2013 Adopted Budget

Fund 205		2011-2012			2012-2013	
		2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
42237	Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
42248	Donations	-	-	-	-	-
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51017	Uniforms	-	-	300	300	300
61025	Other Contract Services	10	-	-	-	-
610**	Travel, Meetings & Training	-	500	220	500	500
61041	Materials, Tools, Small Equipment	332	200	-	200	200
	Total Expenditures	342	700	520	1,000	1,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	1,000	1,000
	Beginning Fund Balance, July 1	1,310	968	968	448	448
	Ending Fund Balance, June 30	\$ 968	\$ 268	\$ 448	\$ 448	\$ 448

Budget Details

		<u>Amount</u>
42259	Operating Transfers In	<u>\$ 1,000</u>
610**	Travel, Meetings, Trainings Challenging	<u>\$ 500</u>

**Citizen Volunteer Program
2012-2013 Adopted Budget**

Fund 206		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
42248	Revenues: Donations	\$ 91	\$ -	\$ -	\$ -	\$ -
	Total Revenues	91	-	-	-	-
51017	Current Expenditures: Uniforms	-	-	-	400	400
61025	Other Contract Services	-	-	-	-	-
61040	Supplies	142	-	-	100	100
61040	Departmental Supplies					
	Total Expenditures	142	-	-	500	500
42259	Other Sources (Uses): Operating Transfers In	50	-	-	500	500
	Beginning Fund Balance, July 1	-	(0)	(0)	(0)	(0)
	Ending Fund Balance, June 30	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)

Budget Details

	<u>Amount</u>
42259 Operating Transfers In	<u>\$ 500</u>

WATER OPERATING/CAPITAL ENTERPRISE FUNDS

Funds #12 and #13

These funds account for operations that are financed and operated in a manner similar to private business enterprise where the intent of the governing body is that the costs (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered through user charges.

GOALS

- Continuously provide an adequate supply of water that is reliable and meets State drinking water standards.
- Protect the health and welfare of the community by insuring the continuous operation of the City's water transmission and distribution systems.
- Assure maximum fair collection of water revenue by maintaining all city water meters within A.W.W.A. tolerances and by providing accurate recordation of all consumer meters.
- Aggressively administer the water conservation program consistent with the California Urban Water Conservation Council guidelines.
- Provide for the necessary replacement of aging water system facilities to ensure future reliability of the system.
- Provide for the necessary system upgrades to ensure availability of water for future users.

OBJECTIVES

- Insure that supply continuously equals demand in the production of water at satisfactory pressure and free from health hazards and objectionable color, odor, and/or taste.
- Produce and/or purchase water so as to assure lowest possible consumer costs.
- Insure proper operation of the transmission and distribution systems and appurtenances by continuing scheduled inspections and other on-going preventative maintenance programs.
- Provide 24-hour emergency service for investigation and repair of broken mains, fire hydrants, and other system failures.
- Test, maintain, repair, calibrate and re-certify all water meters to assure accuracy of registration in compliance with A.W.W.A. specifications.
- Assure that all customer meters are read accurately and billing made on time within each bi-monthly billing cycle.
- Continue aggressive implementation of water conservation measures with the desired result being a reduction of water use.

**Water Operating Fund
2012-2013 Adopted Budget**

Fund 12, Department 700		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Revenues:						
42050/55	Water Sales	\$ 1,173,747	\$ 1,185,000	\$ 1,181,745	\$ 1,180,000	\$ 1,180,000
420XX	Other Service Fees	53,400	40,750	35,532	35,630	35,630
42192	Investment Earnings	4,039	3,000	600	500	500
42295	Other Revenues	29,944	15,500	34,044	15,000	15,000
	Total Revenues	1,261,130	1,244,250	1,251,921	1,231,130	1,231,130
Expenses:						
510XX	Salaries and Benefits	446,872	423,747	444,106	466,215	466,215
51003	Overtime	6,458	6,000	9,524	6,000	6,000
61018	Special Engineering Services	125,506	122,214	52,528	128,631	128,631
61022	Legal Fees	1,917	3,000	250	1,000	1,000
61024	SCWA Water Fees	360,779	400,000	357,023	375,000	375,000
61025	Other Contract Services	84,881	88,637	113,249	112,250	112,250
61026	Auditing Fees	4,275	3,000	1,275	3,000	3,000
61027	Insurance	34,212	29,232	26,211	28,429	28,429
61031	Advertising & Publications	389	3,000	229	500	500
61033	Postage	4,026	4,500	3,145	4,000	4,000
61034	Dues & Subscriptions	3,647	8,650	1,000	8,872	8,872
610**	Travel, Meetings, and Training	2,417	2,500	1,950	2,500	2,500
61036	Telephone	9,641	10,500	6,160	10,000	10,000
61037	Vehicle Expense	7,153	6,000	10,063	11,964	11,964
61038	Information Systems	10,848	10,500	8,166	15,000	15,000
61040	Office Supplies	1,279	1,350	545	1,000	1,000
61041	Materials, Tools, Small Equipment	26,885	25,000	21,113	25,000	25,000
61042	Equipment Rental	553	500	471	500	500
61043	Repairs and Replacements	2,014	-	-	2,500	2,500
61048	Printing and Photocopying	4,581	4,000	7,649	7,700	7,700
61051	Utilities	40,084	45,000	50,329	50,000	50,000
61090	Banking Fees - Credit Card Processing	3,002	2,000	2,000	2,000	2,000
62005	Rebates/Conservation Program	7,943	25,000	3,240	10,000	10,000
Capital Outlay:						
71081	Equipment	-	33,000	19,296	63,529	63,529
71082	Capital Improvements	335,667	620,000	135,818	-	-
Debt Service						
61093	Lease / Loan Principal	-	-	-	132,882	132,882
61094	Lease / Loan Interest	-	-	-	6,530	6,530
	Total Expenses	1,526,552	1,877,330	1,275,354	1,475,002	1,475,002
Other Sources (Uses):						
42259	Operating Transfers In	7,943	-	3,372	2,000	2,000
61085	Operating Transfers Out	(109,020)	(109,020)	(109,020)	(34,020)	(34,020)
	Beginning Fund Balance, July 1	1,324,671	958,173	958,173	829,091	829,091
	Ending Fund Balance, June 30	\$ 958,173	\$ 216,072	\$ 829,091	\$ 553,199	\$ 553,199

2012-2013 Adopted Budget

510XX	Salaries and Benefits	<u>Adopted 11-12 FTE</u>	<u>Adopted 12-13 FTE</u>	<u>Amount</u>
	City Council	0.70	0.70	\$ 9,675
	City Manager	0.15	0.10	21,358
	Deputy City Clerk	0.10	0.05	5,245
	Director of Administrative Services	0.25	0.25	42,153
	Accountant	0.15	0.10	17,069
	Senior Accounting Clerk	0.40	0.40	36,012
	Director of Public Works / City Engineer	0.34	0.34	60,031
	Field Maintenance Supervisor	0.48	0.48	62,085
	Associate Engineer	0.33	0.33	29,116
	Maintenance Worker II	0.43	0.43	48,159
	Maintenance Worker II	0.54	0.54	57,759
	Maintenance Worker II	0.53	0.53	50,382
	Maintenance Worker II	0.26	0.26	27,171
		<u>4.66</u>	<u>4.51</u>	<u>\$ 466,215</u>
61019	Special Engineering Services			
	West Cotati Avenue Main Replacement Design			\$ 54,000
	EDU Based Allocation Model			42,000
	Update Engineering Standards			20,000
	Annual Well Treatment and System Maintenance			5,000
	009S - USGS Groundwater Supply Assessment (Final Year)			3,631
	Santa Rosa Groundwater Plain Management Plan			3,000
	Records Management			1,000
				<u>\$ 128,631</u>
61025	Other Contract Services			
	003P - Water Conservation Program (Daily Acts / Santa Rosa / WaterSmart)			\$ 67,000
	Laboratory Services - Brelje and Race			20,000
	General Plan Update			6,100
	Certification - Department of Health Services			7,500
	Rate Study / Capital Project Financing Plan			3,000
	Conservation Corp North Bay Apprenticeship			4,650
	Processing, Mailing of Bills - Infosend			4,000
				<u>\$ 112,250</u>
61027	Insurance			
	Water Fund Allocation - (See General Fund Dept #305 for Breakdown - Total \$149,624 Estimated) 19%			<u>\$ 28,429</u>
61034	Dues and Subscriptions			
	Russian River Watershed Association			\$ 4,872
	Allocated - Various, According to Corresponding Employee's Allocation (ie. League of CA Cities, CalPELRA, etc.)			2,375
	California Urban Water Conservation Council			1,262
	American Water Works Association			231
	California Water Environment Association			132
				<u>\$ 8,872</u>
610XX	Travel, Meetings and Training			
	League of California Cities - Public Works Officers Institute (2)			\$ 1,000
	Watersmart Conference (2)			800
	Regional Training, as Available			400
	Water Treatment License			300
				<u>\$ 2,500</u>

**Water Operating Fund
Budget Details (Continued)**

61085	Operating Transfers Out		\$ 25,000
	Recycled Water Line Fund - Annual Allocation		-
	General Fund - Government Buildings Maintenance		8,420
	General Fund - Administration		600
	General Fund - Public Information Services		<u>34,020</u>
6109*	Lease / Loan Principal and Interest		
	Capital Projects (see Below)		\$ 135,947
	Vehicles (allocated cost)		3,465
			<u>\$ 139,412</u>
71081	Equipment		
	Meter/Register Replacements		\$ 25,000
	Meter Pedestal - Cypress Turnout		18,822
	Used Mini-Excavator		10,000
	Replacement PRV - Cypress Turnout		6,585
	Well 3 meter		3,123
			<u>\$ 63,529</u>
71082	Capital Improvements - Existing Users		
	Final Cypress Tank Design/Prop Acquisition	\$ 183,000	
	AMR System Upgrade	162,500	
	SCADA System Upgrade	165,250	
	West Sierra Tank Exterior Coating Repair	134,000	
	City Wide Phone/Network System Replacements	13,000	
	Low Water Use Demonstration Garden Signage	5,000	\$ 662,750
	Finance Projects over 5 year Period Using Existing Fund Balance in Water Capital Fund		
	CIP Expense will be Funded Out of Water Capital Fund, Operating Fund will Pay back Over 5 years with 1% Interest		<u>\$ 135,947</u>

**Water Capital Fund
2012-2013 Adopted Budget**

Fund 13, Department 700		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
420X0	Water Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -
420XX	Other Service Fees	120	-	15,815	-	-
42192	Investment Earnings	446	300	-	-	-
42193	Other Interest	-	-	-	5,767	5,767
43495	Principle Debt Repayment	-	-	-	124,191	124,191
	Total Revenues	566	300	15,815	129,958	129,958
	Expenses:					
61018	Special Engineering Services	-	-	-	30,267	30,267
61092	Depreciation Expense	159,830	150,000	160,000	160,000	160,000
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	17,584	75,000	17,259	961,250	961,250
72001	Capitalized Revenues / Expenses	(340,505)	-	-	-	-
	Total Expenses	(163,090)	225,000	177,259	1,151,517	1,151,517
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(13,500)	(13,500)	(13,500)	(38,500)	(38,500)
	Beginning Fund Balance, July 1	4,558,004	4,708,161	4,708,161	4,533,216	4,533,216
	Ending Fund Balance, June 30	\$ 4,708,161	\$ 4,469,961	\$ 4,533,216	\$ 3,473,157	\$ 3,473,157

Budget Details

	<u>Amount</u>
61019 Special Engineering Services	
Water Supply Reliability - Aquifer Storage and Recovery (ASR) Pilot Study	\$ 23,636
009S - USGS Groundwater Supply Assessment	3,631
Santa Rosa Groundwater Plain Management Plan	3,000
	<u>\$ 30,267</u>
71081 Equipment	<u>\$ -</u>
71082 Capital Improvements - Future Users	
AMR System Upgrade	\$ 162,500
SCADA System Upgrade	148,500
	<u>\$ 311,000</u>
71082 Capital Improvements - Existing Users	
Final Cypress Tank Design/Prop Acquisition	\$ 183,000
AMR System Upgrade	150,000
SCADA System Upgrade	165,250
West Sierra Tank Exterior Coating Repair	134,000
City Wide Phone/Network System Replacements	13,000
Low Water Use Demonstration Garden Signage	5,000
Finance Water Operating Projects over 5 year Period Using Existing Fund Balance	<u>\$ 650,250</u>
CIP Expense will be Funded Out of Water Capital Fund, Operating Fund will Pay back Over 5 Years with 1% Interest	<u>\$ 961,250</u>
Total	
61085 Operating Transfers Out	
Recycled Water Line Fund - Annual Allocation	\$ 25,000
General Fund - Administration Costs	13,500
	<u>\$ 38,500</u>

**Recycled Water Line Fund
2012-2013 Adopted Budget**

Fund 14, Department 700		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Revenues:						
42192	Investment Earnings	\$ 1,675	\$ 1,500	\$ -	\$ -	\$ -
	Total Revenues	1,675	1,500	-	-	-
Expenses:						
61018	Special Engineering Services	-	75,000	-	75,000	75,000
	Total Expenses	-	75,000	-	75,000	75,000
Other Sources (Uses):						
42259	Operating Transfers In	99,996	100,000	100,000	50,000	50,000
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	447,224	548,895	548,895	648,895	648,895
	Ending Fund Balance, June 30	\$ 548,895	\$ 575,395	\$ 648,895	\$ 623,895	\$ 623,895

Budget Details

		<u>Amount</u>
42259	Operating Transfers In	
	Water Operating Fund - Annual Allocation	\$ 25,000
	Water Capital Fund - Annual Allocation	25,000
		<u>\$ 50,000</u>
61018	Special Engineering Fees	
	Thomas Page Recycled Water Line Design	<u>\$ 75,000</u>

SEWER OPERATING/CAPITAL ENTERPRISE FUNDS
Funds #18 and #19

These funds account for operations that are financed and operated in a manner similar to private business enterprise where the intent of the governing body is that the costs (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered through user charges.

GOALS

- Protect the health and welfare of the community by insuring the continuous uninterrupted operation of the wastewater collection and transmission system.
- Provide appropriate, economical maintenance and repair of wastewater collection and transmission system and appurtenances.
- Provide for the necessary replacement of aging sewer system facilities to ensure future reliability of the system.
- Provide for the necessary system upgrades to ensure the reliability and availability of capacity of the sewer collection system for future users

OBJECTIVES

- Repair and improve the system as damaged, dangerous and/or substandard conditions are discovered.
- Maintain the system in a sanitary, pest-free condition by continuing rodent/vermin abatement programs.
- Comply with all county, state and federal regulations governing safe collection, operation, and maintenance of the wastewater collection system.
- Provide adequate revenue stream to ensure proper operations, maintenance and improvement of sewer system.
- Assure proper operating conditions and uninterrupted service of the wastewater collection systems by a program providing essential cleaning, preventative maintenance and repair of the system.
- Provide expedient responses to emergency situations.
- Develop and implement an inflow and infiltration reduction program to reduce treatment plant costs and minimize sewer overflows.

**Sewer Operating Fund
2012-2013 Adopted Budget**

Fund 18, Department 800		2011-2012			2012-2013	
		2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
Revenues:						
42000/05	Sewer Treatment Charges	\$ 1,987,240	\$ 2,025,000	\$ 1,984,130	\$ 1,985,000	\$ 1,985,000
42192	Investment Earnings	4,280	2,500	-	-	-
42237	Reimbursement - City of Santa Rosa	61,735	-	294,756	-	-
44105	Principle Debt Repayment	-	-	-	-	-
	Total Revenues	2,053,254	2,027,500	2,278,886	1,985,000	1,985,000
Expenses:						
510XX	Salaries and Benefits	334,992	296,993	326,364	305,704	305,704
51003	Overtime	1,520	1,500	2,359	1,500	1,500
61018	Special Engineering Services	20,077	87,556	7,104	56,000	56,000
61022	Legal Fees	261	600	500	500	500
61025	Other Contract Services	18,990	31,637	29,618	27,750	27,750
61026	Auditing Fees	4,275	3,000	1,275	3,000	3,000
61027	Insurance	32,412	27,693	24,831	26,932	26,932
61029	Wastewater Treatment Fees	1,683,770	1,596,700	1,596,700	1,553,955	1,553,955
61031	Advertising & Publications	381	500	350	500	500
61033	Postage	1,189	2,000	750	1,000	1,000
61034	Dues & Subscriptions	2,663	7,326	2,750	7,548	7,548
610XX	Travel, Meetings, and Training	4,000	2,500	1,250	1,425	1,425
61036	Telephone	5,246	5,500	3,463	5,000	5,000
61037	Vehicle Expense	7,312	6,000	10,000	11,964	11,964
61038	Information Systems	8,249	8,000	6,000	8,000	8,000
61039	Bad Debt Expense	-	-	-	-	-
61040	Office Supplies	1,045	1,200	493	1,000	1,000
61041	Materials, Tools, Small Equipment	4,129	3,500	9,326	5,000	5,000
61043	Repairs and Replacements	-	1,000	-	-	-
61048	Printing and Photocopying	2,013	2,500	1,750	2,000	2,000
61051	Utilities	2,950	2,300	4,819	5,000	5,000
61090	Banking Fees - Credit Card Processing	5,973	3,000	-	-	-
62001	Plumbing Retrofit Expenses	21,365	25,000	20,303	-	-
Capital Outlay:						
71081	Equipment	-	25,000	425	56,000	56,000
71082	Capital Improvements	136,729	1,135,280	34,903	172,500	172,500
Debt Service						
61093	Lease / Loan Principal	-	-	1,000	2,500	2,500
61094	Lease / Loan Interest	-	-	464	1,000	1,000
	Total Expenses	2,299,541	3,276,285	2,086,796	2,255,778	2,255,778
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	83,029	(9,020)	(9,020)	(9,020)	(9,020)
	Beginning Fund Balance, July 1	1,560,985	1,397,727	1,397,727	1,580,797	1,580,797
	Ending Fund Balance, June 30	\$ 1,397,727	\$ 139,922	\$ 1,580,797	\$ 1,300,999	\$ 1,300,999

**Sewer Operating Fund
2012-2013 Adopted Budget**

510XX	Salaries and Benefits	<u>Adopted 11-12 FTE</u>	<u>Adopted 12-13 FTE</u>	<u>Amount</u>
	City Council	0.10	0.10	1,382
	City Manager	0.15	0.05	10,679
	Deputy City Clerk	0.10	0.05	5,245
	Director of Administrative Services	0.15	0.15	25,292
	Accountant	0.25	0.10	12,802
	Senior Accounting Clerk	0.40	0.40	36,012
	Director of Public Works/City Engineer	0.33	0.33	58,266
	Field Maintenance Supervisor	0.21	0.33	27,162
	Associate Engineer	0.33	0.21	29,116
	Maintenance Worker II	0.25	0.28	29,949
	Maintenance Worker II	0.28	0.33	26,124
	Maintenance Worker II	0.30	0.25	27,999
	Maintenance Worker II	0.15	0.30	15,676
		<u>3.00</u>	<u>2.88</u>	<u>\$ 305,704</u>
61018	Special Engineering Fees			
	Inflow and Infiltration Study			\$ 35,000
	Update Engineering Standards			20,000
	Records Management			1,000
				<u>\$ 56,000</u>
61025	Other Contract Services			
	Processing, Mailing of Bills - Infosend and Insite			\$ 8,000
	Rate Study / Capital Project Financing Plan			7,500
	General Plan Update			6,100
	Conservation Corp North Bay Apprenticeship			4,650
	Subregional Flow Meter Maintenance			1,500
				<u>\$ 27,750</u>
61027	Insurance			
	Sewer Fund Allocation - (see General Fund Dept #305 for Breakdown - Total \$ 149,624) 18%			<u>\$ 26,932</u>
61029	Wastewater Treatment Fees			
	City of Santa Rosa			<u>\$ 1,553,955</u>
61034	Dues and Subscriptions			
	Russian River Watershed Association			\$ 4,872
	Allocated - Various Organizations. Allocated According to Corresponding Employee's Allocation (ie. League of CA Cities, CalPELRA, etc.)			1,450
	State Water Resources Control Board			1,226
				<u>\$ 7,548</u>
610XX	Travel, Meetings and Training			
	League of California Cities - Public Works Officers Institute (2)			\$ 800
	Regional Training, as Available			625
				<u>\$ 1,425</u>
61085	Operating Transfers Out			
	General Fund - Administration			\$ 8,420
	General Fund - Public Information Services			600
	General Fund - Government Buildings Maintenance			-
				<u>\$ 9,020</u>

**Sewer Operating Fund
Budget Details (Continued)**

71081	Equipment		
	X027- Sewer Flow Monitoring Stations (2)	\$	27,000
	Pump Station Motor Retrofits		16,000
	Used Mini-Excavator		10,000
	Emergency Bypass Pumping Equipment		3,000
		\$	<u>56,000</u>
71082	Capital Improvements		
	SCADA System Upgrade	\$	82,500
	Replace Existing Laterals ORH		50,000
	Lateral/Manhole Improvements		27,000
	City Wide Phone/Network System Replacements		13,000
		\$	<u>172,500</u>

**Sewer Capital Fund
2012-2013 Adopted Budget**

Fund 19, Department 800		2011-2012			2012-2013	
Acct	Description	2010-2011 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Revenues:						
42010	Sewer Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -
42040	Wastewater Conservation	-	-	216	-	-
420X0	Other Service Fees	-	-	35,127	-	-
42192/93	Investment Earnings	22,639	15,000	-	-	-
	Total Revenues	22,639	15,000	35,343	-	-
Expenses:						
61022	Legal Laguna Sewer	-	-	-	-	-
61092	Depreciation Expense	137,788	122,000	138,000	138,000	138,000
Capital Outlay:						
71081	Equipment	-	-	-	27,000	27,000
71082	Capital Improvements	59,428	531,720	53,405	117,500	117,500
72001	Capitalized Revenues / Expenses	(196,157)	-	-	-	-
	Total Expenses	1,058	653,720	191,405	282,500	282,500
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(126,996)	(52,000)	(52,000)	(29,000)	(29,000)
	Beginning Fund Balance, July 1	9,874,885	9,769,469	9,769,469	9,561,407	9,561,407
	Ending Fund Balance, June 30	\$ 9,769,469	\$ 9,078,749	\$ 9,561,407	\$ 9,249,907	\$ 9,249,907

Budget Details

	<u>Amount</u>
61085 Operating Transfers Out	
General Fund - Administration	\$ 27,000
Water Operating Fuund - Cash For Grass Program	2,000
	<u>\$ 29,000</u>
71081 Equipment	
X027- Sewer Flow Monitoring Stations (2)	<u>\$ 27,000</u>
71082 Capital Improvements	
SCADA System Upgrade	\$ 82,500
New Lateral Installation ORH	35,000
	<u>\$ 117,500</u>

**Salaries and Benefits By Position
City of Cotati - Fiscal Year 2012-2013**

Position	Annual Earnings	Deferred Comp.	Retirement & Medicare	Health Insurances	Life & Disability	Other	Total Salaries & Benefits
Councilmember	\$ 3,600	\$ -	\$ 52	\$ -	\$ 211	\$ 55	\$ 3,919
Councilmember	3,600	-	52	21,433	211	55	25,351
Councilmember	3,600	-	52	20,681	211	55	24,599
Councilmember	3,600	-	52	1,056	211	55	4,975
Councilmember	3,600	-	52	6,344	211	55	10,263
Ex-Councilmember	-	-	-	18,222	-	-	18,222
Ex-Councilmember	-	-	-	8,225	-	-	8,225
	18,000	-	261	75,961	1,055	277	95,554
City Manager	145,104	4,353	36,614	21,613	5,837	55	213,577
Assistant to the City Manager	108,484	-	10,589	9,593	4,240	55	132,961
Deputy City Clerk	71,212	-	17,257	13,513	2,856	55	104,894
Intern	12,480	-	181	-	425	55	13,141
	337,280	4,353	64,641	44,718	13,359	221	464,573
Director of Administrative Services	122,008	3,484	30,181	8,024	4,861	55	168,612
Accountant - Part Time	-	-	-	-	-	-	-
Accountant - Full Time	61,491	-	6,002	15,353	2,444	55	85,345
Account Clerk II	57,334	-	13,894	16,419	2,328	55	90,030
	240,833	3,484	50,077	39,797	9,632	166	343,988
Director of Community Development	112,992	3,318	10,795	6,076	4,531	55	137,767
Assistant Planner	62,105	-	15,050	13,513	2,533	55	93,257
Building Inspector	43,334	-	628	-	1,361	-	45,323
Administrative Secretary	55,664	-	13,489	16,837	2,230	55	88,276
	274,096	3,318	39,962	36,426	10,654	166	364,623
Director of Public Works	118,524	3,484	28,140	21,613	4,747	55	176,563
Field Maintenance Supervisor	85,816	-	20,791	19,294	3,388	55	129,344
Engineering Technician	53,730	-	13,020	19,294	2,131	55	88,230
Maintenance Worker II	72,276	-	17,510	19,294	2,862	55	111,997
Maintenance Worker II	68,315	-	16,550	19,294	2,747	55	106,962
Maintenance Worker II	68,315	-	16,550	16,837	2,747	55	104,505
Maintenance Worker II	68,315	-	16,550	5,632	2,747	55	93,300
Intern	12,480	-	181	-	425	55	13,141
	547,772	3,484	129,293	121,257	21,794	443	824,042
Police Chief	128,397	-	83,432	21,613	4,123	55	237,620
Police Lieutenant	111,917	-	22,946	16,095	3,613	55	154,625
Police Sergeant	102,398	-	63,392	19,627	3,272	55	188,744
Police Sergeant	97,117	-	60,154	19,627	3,102	55	180,055
Police Officer	65,987	-	37,303	4,004	2,466	55	109,816
Police Officer	87,623	-	55,527	17,136	2,847	55	163,188
Police Officer	84,951	-	53,900	17,028	2,762	55	158,697
Police Officer	81,485	-	51,752	11,628	2,677	55	147,597
Police Officer	69,250	-	44,189	11,894	2,252	55	127,640
Police Officer	80,033	-	50,873	17,208	2,592	55	150,761
Community Services Officer	66,871	-	17,476	5,751	2,167	55	92,320
Dispatcher / Clerk	67,235	-	17,394	19,274	2,167	55	106,126
Dispatcher / Clerk	64,060	-	16,627	19,627	2,082	55	102,450
Dispatcher / Clerk	64,060	-	16,576	6,762	2,082	55	89,535
Dispatcher / Clerk	57,066	-	14,941	15,456	1,786	-	89,249
Dispatcher / Clerk	25,196	-	357	-	765	-	26,319
Reserve Officers	88,200	-	1,248	-	5,613	55	95,116
	1,341,846	-	608,088	222,727	46,369	830	2,219,861
Total Salaries and Benefits	\$ 2,759,827	\$ 14,638	\$ 892,323	\$ 540,886	\$ 102,864	\$ 2,102	\$ 4,312,640

**Position Allocated by Department
City of Cotati - Fiscal Year 2012-13**

	Home Dept	City Council 300	City Manager 301	Administrative Services 303	Community Development 400	Engineering 402	Streets 403
Position							

City Council

Councilmembers	300	4.20					
Total City Council		4.20	0.00	0.00	0.00	0.00	0.00

City Manager

City Manager	301		0.73				
Assistant City Manager	301	-	0.90	-	-	-	-
Deputy City Clerk	301		0.80				
Intern	301	-	0.50	-	-	-	-
Total City Manager		0.00	2.93	0.00	0.00	0.00	0.00

Administrative Services

Director of Administrative Services	303			0.43			
Accountant	303	-	-	0.80			-
Senior Accounting Clerk	303	-	-	0.15	-	-	-
Total Administrative Svcs		0.00	0.00	1.38	0.00	0.00	0.00

Community Development

Community Development Director	400				0.80		
Building Inspector	400				0.50		
Associate Planner	400	-	-	-	0.90	-	-
Administrative Secretary	400	-	-	-	0.95	-	-
Total Community Development		0.00	0.00	0.00	3.15	0.00	0.00

Public Works

Director of Public Works	402	-	-	-	-	0.15	0.15
Field Maintenance Supervisor	403	-	-	-	-	-	0.28
Engineering Technician	403	-	-	-	-	-	0.25
Maintenance Worker II	403	-	-	-	-	-	0.18
Maintenance Worker II	403	-	-	-	-	-	0.32
Maintenance Worker II	403	-	-	-	-	-	0.17
Maintenance Worker II	403	-	-	-	-	-	0.29
Intern	402	-	-	-	-	0.50	-
Total Public Works		0.00	0.00	0.00	0.00	0.65	1.64

Police Department

Police Chief	500	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-
Police Volunteers	500						
Reserve Officers	500	-	-	-	-	-	-
Total Police		0.00	0.00	0.00	0.00	0.00	0.00

Total Authorized Positions

4.20	2.93	1.38	3.15	0.65	1.64
-------------	-------------	-------------	-------------	-------------	-------------

**Position Allocated by Department
City of Cotati - Fiscal Year 2012-13**

Government Buildings 406	Parks 408	Police 500	Water 700	Sewer 800	Successor Agency 900	Housing Successor Agency 902	Adopted FY 11-12	Adopted FY 12-13
			0.70	0.10			5.00	5.00
0.00	0.00	0.00	0.70	0.10	0.00	0.00	5.00	5.00
			0.10	0.05	0.10	0.02	1.00	1.00
-	-	-	-	-	0.10	-	0.50	1.00
			0.05	0.05	0.10		1.00	1.00
-	-	-	-	-	-	-	0.25	0.50
0.00	0.00	0.00	0.15	0.10	0.30	0.02	2.75	3.50
			0.25	0.15	0.15	0.02	1.00	1.00
-	-	-	0.10	0.10		-	0.10	1.00
-	-	-	0.40	0.40	0.05	-	1.00	1.00
0.00	0.00	0.00	0.75	0.65	0.20	0.02	2.10	3.00
					0.10	0.10	1.00	1.00
							0.25	0.50
-	-	-	-	-	0.05	0.05	1.00	1.00
-	-	-	-	-	0.05	-	1.00	1.00
0.00	0.00	0.00	0.00	0.00	0.20	0.15	3.25	3.50
-	0.03	-	0.34	0.33	-	-	1.00	1.00
-	0.03	-	0.48	0.21	-	-	1.00	1.00
-	0.09	-	0.33	0.33	-	-	1.00	1.00
-	-	-	0.54	0.28	-	-	1.00	1.00
-	-	-	0.43	0.25	-	-	1.00	1.00
-	-	-	0.53	0.30	-	-	1.00	1.00
-	0.30	-	0.26	0.15	-	-	1.00	1.00
-	-	-	-	-	-	-	-	0.50
0.00	0.45	0.00	2.91	1.85	0.00	0.00	7.00	7.50
-	-	1.00	-	-	-	-	1.00	1.00
-	-	1.00	-	-	-	-	1.00	1.00
-	-	2.00	-	-	-	-	2.00	2.00
-	-	-	-	-	-	-	0.38	-
-	-	6.00	-	-	-	-	6.00	6.00
-	-	1.00	-	-	-	-	1.00	1.00
-	-	4.50	-	-	-	-	4.50	4.50
							-	-
-	-	1.44	-	-	-	-	0.92	1.44
0.00	0.00	16.94	0.00	0.00	0.00	0.00	16.80	16.94
0.00	0.45	16.94	4.51	2.70	0.70	0.19	36.90	39.44

Councilmembers 5 5
 Unpaid Reserve Officers & Police Volunteers 0.92 1.44
 Full Time Equivalent Employees 30.98 33.00

**Allocated Position Costs by Department
City of Cotati - Fiscal Year 2012-13**

	Home Dept	Council 300	City Manager 301	Admin Services 303	Community Development 400	Engineering 402	Streets 403
Position							
City Council							
Councilmembers	300	84,496	-	-	-	-	-
Total City Council		84,496	-	0.00	0.00		0.00
City Manager							
City Manager	301	-	155,911	-	-	-	-
Assistant to the City Manager	301	-	119,665	-	-	-	-
Deputy City Clerk	301	-	83,915	-	-	-	-
Intern	301	-	13,141	-	-	-	-
Total City Manager		-	372,633	-	-	-	-
Administrative Services							
Director of Administrative Services	303	-	-	72,503	-	-	-
Accountant	303	-	-	51,207	-	-	-
Accounting Specialist	303	-	-	18,006	-	-	-
Account Clerk II	303	-	-	-	-	-	-
Total Administrative Svcs		-	-	141,716	-	-	-
Community Development							
Director of Community Development	400	-	-	-	117,102	-	-
Building Inspector	400	-	-	-	45,324	-	-
Assistant Planner	400	-	-	-	83,931	-	-
Administrative Secretary	400	-	-	-	83,862	-	-
Total Comm Development		-	-	-	330,219	-	-
Public Works							
Director of Public Works	403	-	-	-	-	26,484	26,484
Field Maintenance Supervisor	403	-	-	-	-	-	36,216
Associate Engineer	403	-	-	-	-	-	22,057
Maintenance Worker II	403	-	-	-	-	-	19,253
Maintenance Worker II	403	-	-	-	-	-	16,794
Maintenance Worker II	403	-	-	-	-	-	35,839
Maintenance Worker II	403	-	-	-	-	-	30,307
Intern	402	-	-	-	-	13,141	-
Total Public Works		-	-	-	-	39,625	186,951
Police Department							
Police Chief	500	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-
Reserve Officers	500	-	-	-	-	-	-
Total Police		-	-	-	-	-	-
Position Costs by Department		84,496	372,633	141,716	330,219	39,625	186,951

Allocated Position Costs by Department
 City of Cotati - Fiscal Year 2012-13

Gov't Bldgs 406	Parks 408	Police 500	Water 700	Sewer 800	Successor Agency 900	Housing Successor Agency 902	Total
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-	-	-	9,675	1,382	-	-	95,554
0.00	0.00	0.00	9675	1382	0	0	95,554

-	-	-	21,358	10,679	21,358	4,272	213,577
-	-	-	-	-	13,296	-	132,961
-	-	-	5,245	5,245	10,489	-	104,894
-	-	-	-	-	-	-	13,141
-	-	-	26,602	15,924	45,143	4,272	464,573

-	-	-	42,153	25,292	25,292	3,372	168,612
-	-	-	17,069	12,802	4,267	-	85,345
-	-	-	36,012	36,012	-	-	90,030
-	-	-	-	-	-	-	-
-	-	-	95,234	74,106	29,559	3,372	343,988

-	-	-	-	-	13,777	6,888	137,767
-	-	-	-	-	-	-	45,324
-	-	-	-	-	4,663	4,663	93,257
-	-	-	-	-	4,414	-	88,276
-	-	-	-	-	22,853	11,551	364,624

-	5,297	-	60,031	58,266	-	-	176,563
-	3,880	-	62,085	27,162	-	-	129,344
-	7,941	-	29,116	29,116	-	-	88,230
-	-	-	57,759	29,949	-	-	106,962
-	-	-	50,382	26,124	-	-	93,300
-	-	-	48,159	27,999	-	-	111,997
-	31,352	-	27,171	15,676	-	-	104,505
-	-	-	-	-	-	-	13,141
-	48,469	-	334,704	214,292	-	-	824,042

-	-	237,620	-	-	-	-	237,620
-	-	154,625	-	-	-	-	154,625
-	-	368,800	-	-	-	-	368,800
-	-	-	-	-	-	-	-
-	-	857,700	-	-	-	-	857,700
-	-	92,320	-	-	-	-	92,320
-	-	413,679	-	-	-	-	413,679
-	-	95,116	-	-	-	-	95,116
-	-	2,219,861	-	-	-	-	2,219,861
-	48,469	2,219,861	466,215	705,704	97,556	19,195	4,312,641

Base Salary Schedule - Schedule "A"
Effective July 1, 2012

Position Title	Step A	Step B	Step C	Step D	Step E
Monthly					
Chief of Police	8,286	8,700	9,135	9,592	10,072
Director of Administrative Services	7,961	8,359	8,777	9,216	9,677
Director of Community Development	7,961	8,359	8,777	9,216	9,677
Director of Public Works/City Engineer	7,961	8,359	8,777	9,216	9,677
Police Lieutenant	7,005	7,355	7,723	8,109	8,515
Assistant to the City Manager	6,671	7,215	7,575	7,954	8,352
Police Sergeant	5,942	6,239	6,551	6,879	7,223
Associate Planner	5,477	5,750	6,038	6,340	6,657
Public Works Field Maintenance Supervisor	5,378	5,647	5,929	6,225	6,537
Associate Engineer	5,124	5,380	5,649	5,932	6,229
Police Officer	5,124	5,380	5,649	5,932	6,229
Deputy City Clerk	5,002	5,252	5,514	5,790	6,080
Support Services Supervisor	4,875	5,119	5,375	5,643	5,926
Assistant Planner	4,569	4,798	5,037	5,289	5,554
Senior Accounting Clerk	4,526	4,752	4,990	5,239	5,501
Maintenance Worker II	4,526	4,752	4,990	5,239	5,501
Community Services Officer	4,314	4,529	4,756	4,994	5,243
Accounting Specialist	4,241	4,453	4,675	4,909	5,154
Administrative Secretary	4,241	4,453	4,675	4,909	5,154
Engineering Technician	4,238	4,450	4,673	4,907	5,152
Police Dispatcher/Clerk	4,108	4,313	4,529	4,755	4,993
Permit Technician	3,973	4,171	4,380	4,599	4,829
Account Clerk II	3,960	4,158	4,366	4,585	4,814

Hourly Equivalent *					
Chief of Police	47.80	50.20	52.70	55.34	58.11
Director of Finance	45.93	48.23	50.64	53.17	55.83
Director of Public Works/City Engineer	45.93	48.23	50.64	53.17	55.83
Community Development Manager	45.93	48.23	50.64	53.17	55.83
Assistant to the City Manager	38.49	41.62	43.71	45.89	48.18
Police Sergeant	34.28	36.00	37.80	39.69	41.67
Associate Planner	31.60	33.18	34.83	36.58	38.40
Public Works Field Maintenance Supervisor	31.03	32.58	34.21	35.92	37.71
Police Officer	29.56	31.04	32.59	34.22	35.93
Deputy City Clerk	28.86	30.30	31.81	33.40	35.08
Support Services Supervisor	28.13	29.53	31.01	32.56	34.19
Building Inspector	27.00	28.35	29.77	31.26	32.82
Assistant Planner	26.36	27.68	29.06	30.52	32.04
Accountant	26.11	27.42	28.79	30.23	31.74
Maintenance Worker II	26.11	27.42	28.79	30.23	31.74
Community Services Officer	24.89	26.13	27.44	28.81	30.25
Accounting Specialist	24.46	25.69	26.97	28.32	29.74
Administrative Secretary	24.46	25.69	26.97	28.32	29.74
Engineering Technician	24.45	25.68	26.96	28.31	29.72
Police Dispatcher/Clerk	23.70	24.88	26.13	27.43	28.81
Account Clerk II	22.85	23.99	25.19	26.45	27.77

* All salaries are monthly rates based on a 173.33 hour average work month.

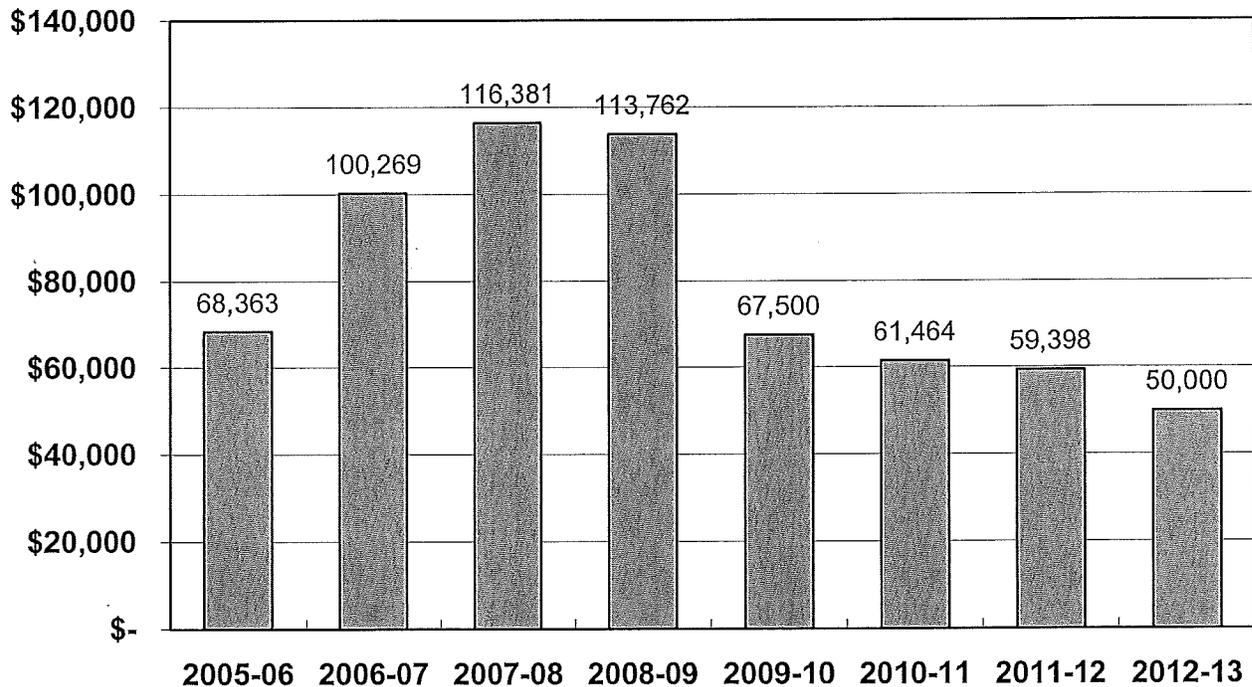
**Schedule of Operating Transfers
Fiscal Year 2012-2013**

Fund	Description	Dept	Operating Transfers In		Monthly	Dept	Operating Transfers Out	
			Acct 42259	Monthly			Acct 61085	Monthly
01 General Fund								
	Operating Transfers In							
12	Water Operating Fund	Administration	301	8,420	702			
13	Water Capital Fund	Administration	301	13,500	1,125			
18	Sewer Operating Fund	Administration	301	8,420	702			
19	Sewer Capital Fund	Administration	301	27,000	2,250			
201	Maint Assmnt Districts Fund	Administration	301	1,287	107			
33	CCRA Debt Service Fund	Administration	301		-			
12	Water Operating Fund	Public information services	306	600	50			
18	Sewer Operating Fund	Public information services	306	600	50			
35	CCRA Operating Fund	Public information services	306		-			
21	Gas Taxes Fund	Street maintenance	403	343,434	28,620			
28	Transportation Development Fund	Street maintenance	403	123,822	10,319			
12	Water Operating Fund	Government buildings maintenance	406	-	-			
18	Sewer Operating Fund	Government buildings maintenance	406	-	-			
35	CCRA Operating Fund	Government buildings lease agreemen	406		-			
37	CCRA Low & Mod Income Fund	Government buildings lease agreemen	406		-			
23	Parks and Rec Devlpmt Fund	Park maintenance	408	-	-			
09	Public Safety Fund	Information systems/Overtime	500	100,000	8,333			
				<u>627,083</u>	<u>52,257</u>			
	Operating Transfers Out							
08	CEC Fund	Community services support				305	(3,000)	(250)
	Vehicle Replacement Fund	Establish				305	(25,242)	(2,104)
205	Cadet Program	Subsidy				305	(1,000)	(83)
206	Citizen Volunteer Program	Subsidy				305	(500)	(42)
							<u>(29,742)</u>	<u>(2,479)</u>
02 Grants Fund								
	Operating Transfer Out							
036	CCRA TABS Fund		0900				-	-
06 Solid Waste Reduction Fund								
	Operating Transfer Out							
008	Community and Environment Comm. Green Mary		403				-	-
							<u>-</u>	<u>-</u>
08 Community and Environment Commission Fund								
	Operating Transfer In							
01	General Fund	Event Expenses	100	3,000	250			
006	Solid Waste Reduction Fund	Green Mary	100	-	-			
				<u>3,000</u>	<u>250</u>			
09 Public Safety Fund								
	Operating Transfer Out							
01	General Fund	Information systems				100	(100,000)	(8,333)
01	General Fund	Overtime				100	-	-
							<u>(100,000)</u>	<u>(8,333)</u>
21 Gas Taxes Fund								
	Operating Transfer Out							
01	General Fund	Streets maintenance				100	(343,434)	(28,620)
022 Transportation Development Fund								
	Operating Transfer Out							
01	General Fund					408	(123,822)	(10,319)
201 Maintenance Assessment Districts Fund								
	Operating Transfers In							
01	General Fund	Subsidy					-	-
							<u>-</u>	<u>-</u>

**Schedule of Operating Transfers
Fiscal Year 2012-2013**

Fund	Description	Dept	Operating Transfers In		Monthly	Operating Transfers Out		Monthly
			Acct 42259			Dept	Acct 61085	
201 Maintenance Assessment Districts Fund								
Operating Transfers Out								
01 General Fund	Administration					2011	(143)	(12)
01 General Fund	Administration					2012	(143)	(12)
01 General Fund	Administration					2013	(143)	(12)
01 General Fund	Administration					2014	(143)	(12)
01 General Fund	Administration					2015	(143)	(12)
01 General Fund	Administration					2016	(143)	(12)
01 General Fund	Administration					2017	(143)	(12)
01 General Fund	Administration					2019	(143)	(12)
01 General Fund	Administration					2020	(143)	(12)
							<u>(1,287)</u>	<u>(107)</u>
62 Vehicle Replacement Fund								
Operating transfers in								
01 General Fund	Establish	100	<u>25,242</u>	<u>2,104</u>				
205 Cadet Program Fund								
Operating transfers in								
01 General Fund	Subsidy	100	<u>1,000</u>	<u>83</u>				
206 Citizen Volunteer Program Fund								
Operating transfers in								
01 General Fund	Subsidy	100	<u>500</u>	<u>42</u>				
12 Water Operating Fund								
Operating Transfers in								
19 Sewer Capital Fund	"Cash for Grass" Program	700						
Operating Transfers Out								
01 General Fund	Public information services	306				700	(600)	(50)
01 General Fund	Government buildings maintenance	406				700	-	-
01 General Fund	Administration	301				700	(8,420)	(702)
014 Recycled Water Line Fund	Allocation	700				700	(25,000)	(2,083)
							<u>(34,020)</u>	<u>(2,835)</u>
13 Water Capital Fund								
Operating Transfers Out								
014 Recycled Water Line	Operating costs	700					(25,000)	(2,083)
01 General Fund	Administration	301				700	(13,500)	(1,125)
							<u>(38,500)</u>	<u>(3,208)</u>
14 Recycled Water Line Fund								
Operating Transfers In								
013 Water Capital Fund	Establish Fund	700	<u>50,000</u>	<u>4,167</u>				
18 Sewer Operating Fund								
Operating Transfers In								
19 Sewer Capital Fund	Operating Costs	800	<u>-</u>	<u>-</u>				
Operating Transfers Out								
01 General Fund	Public information services	306				800	(600)	(50)
01 General Fund	Government buildings maintenance	406				800	-	-
01 General Fund	Administration	301				800	(8,420)	(702)
							<u>(9,020)</u>	<u>(752)</u>
19 Sewer Capital Fund								
Operating Transfers Out								
01 General Fund	Administration					800	(27,000)	(2,250)
12 Water Operating Fund						800	-	-
							<u>(27,000)</u>	<u>(2,250)</u>
			<u>\$ 706,825</u>	<u>\$ 58,902</u>			<u>\$ (706,825)</u>	<u>\$ (58,902)</u>

GENERAL FUND FINES AND FORFEITURES



DESCRIPTION

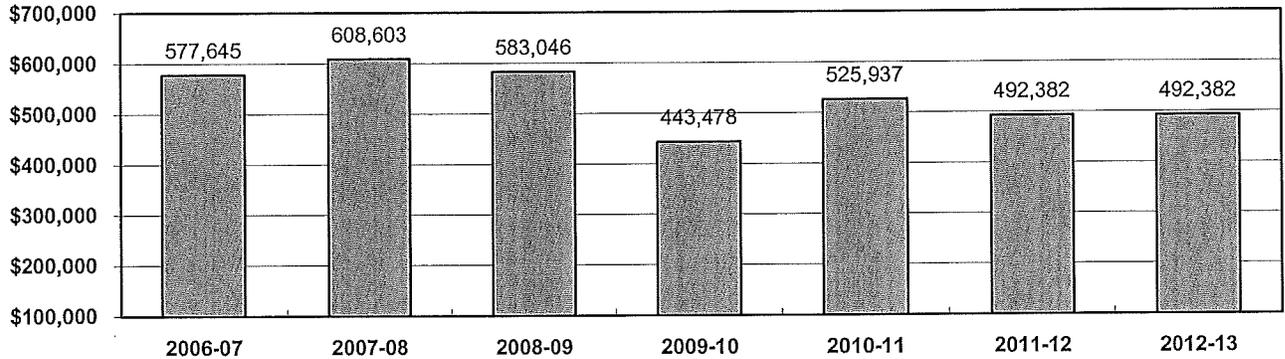
Fines and forfeitures represent revenues derived from parking citations, criminal code fines, the vehicle release program, and the County abandoned vehicle program.

TRENDS

Beginning July, 2003, Sonoma County began deducting collection costs incurred by the Court Collections Unit from the payments remitted to the City. Additionally, in October, 2003, the County started deducting AB 1759 Court Security fees also.

A dedicated traffic officer position was created in FY 2005-2006 after a grant was received from the State of California Office of Traffic Safety. This position resulted in significant increase in fines and forfeitures revenue. Currently the dedicated traffic officer assignment is suspended due to staffing constraints.

**GENERAL FUND MOTOR VEHICLE IN LIEU FEES (VLF)
INCLUDING PROPERTY TAX IN-LIEU OF VLF**



DESCRIPTION

Motor vehicle license fees (VLF) are a special license fee equivalent to a percentage of the market value of motor vehicles. It is imposed annually by the state in lieu of local property taxes. Revenues derived from motor vehicle license fees are apportioned and distributed monthly. State Revenue and Taxation Code Section 11005(a) specifies that 81.25 percent of the revenues are to be divided equally between cities and counties and apportioned on the basis of population.

The use of revenues received from the motor vehicle license fees are unrestricted. They are included in the General Fund to help support police services as well as quality of life services.

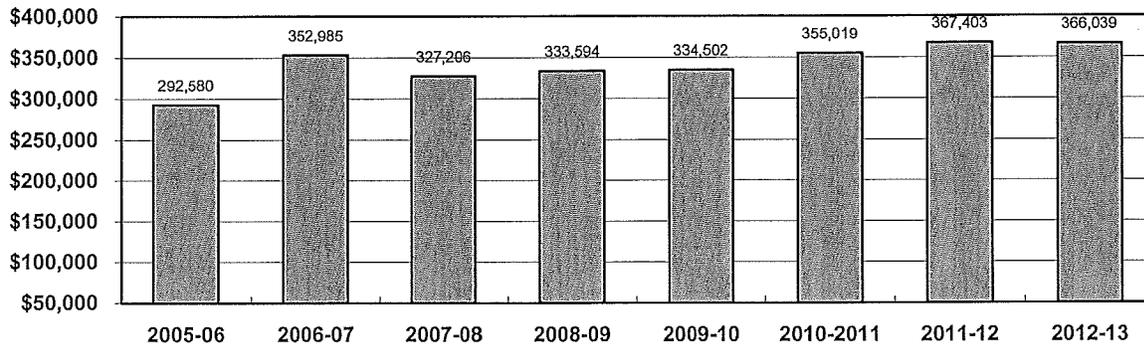
TRENDS

In 2005 and going forward with the VLF Backfill-Property Tax Swap in place, the VLF backfill due to cities was replaced with a like amount of property taxes. The City's budget will maintain an account 'Property Tax In-Lieu of VLF' to provide for separate accounting for these funds.

In late June 2011, SB89 was passed without committee hearings or deliberation, and over the strident objection of cities, the bill terminated the allocation to cities and counties of VLF revenues under Section 11005 of the Revenue and Taxation Code and instead diverted these moneys to fund state law enforcement grants previously funded by an expired state tax and prior to that, the state general fund.

Property Tax In-Lieu of VLF revenue for FY 2012-13 is estimated at \$492,382, which is a 0.00% increase from the previous year.

GENERAL FUND FRANCHISE FEES



DESCRIPTION

Franchise fees are imposed on providers of utility services for the privilege of using the City's public right-of-way. The City currently franchises for gas, electric, cable TV, garbage and storage.

The gas and electric franchise is with Pacific Gas and Electric (PG&E). Payments to the City, which are received annually in April, are based on the higher of two methods of computation for both gas and electric:

- The Broughton Act computation utilizes a rate of two percent of the gross annual receipts of PG&E arising from the franchise for gas and electric.
- The Franchise Act of 1937 computation is based on percentages of one half percent for electricity and one percent for gas of the total gross annual receipts derived by PG&E within the city limits of Cotati.

The cable franchise is with Comcast Cable Communications, Inc. Payments to the City are received annually in March and are equal to five percent of gross receipts.

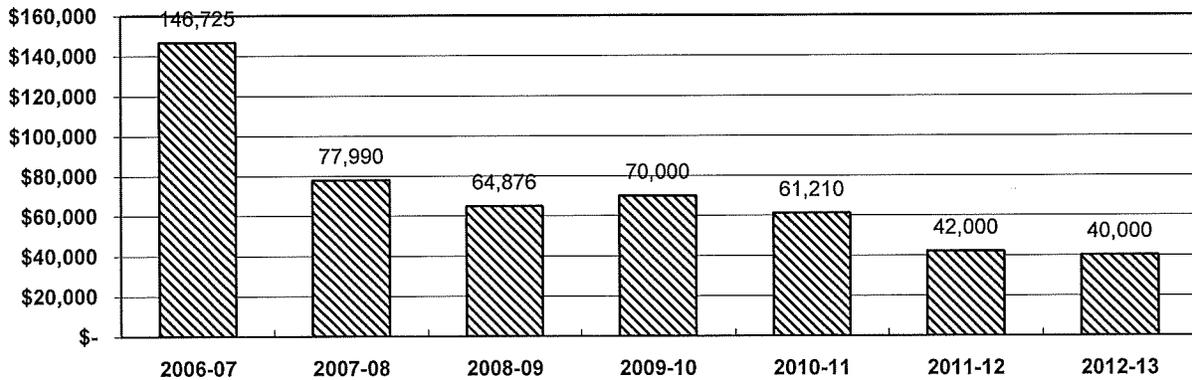
The garbage franchise is with Redwood Empire Disposal. Payments to the City are fifteen percent of gross receipts. Payments are received monthly.

The storage franchise is with Redwood Mini-Storage. Payments to the City are received quarterly and are equal to three percent of gross receipts.

TRENDS

Franchise fees for FY 2012-13 are estimated to be \$366,039. No significant changes in franchise fee revenues are anticipated at this time.

GENERAL FUND DOCUMENTARY TRANSFER TAX



DESCRIPTION

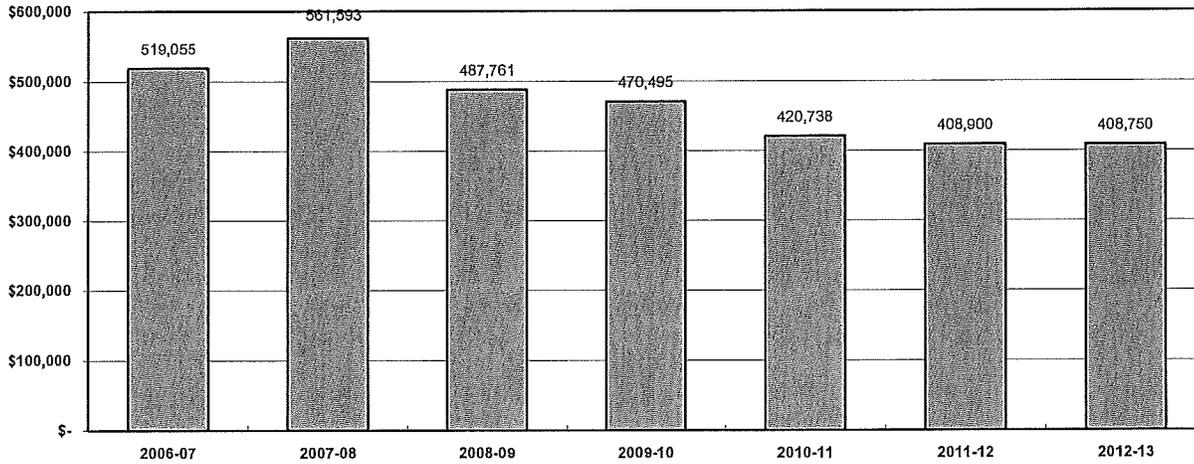
Real estate transfer taxes are imposed on the transfer of real property. Both the buyer and the seller of the property are held equally and severably liable for payment of the tax. Counties are authorized to levy the tax at a rate of \$0.55 per \$500 of the sales value, exclusive of any lien of encumbrance remaining at the time of sale. In October of 1991, the City of Cotati enacted an ordinance, which established a transfer tax of \$1.90 per \$1,000 of sales value. This ordinance supersedes the county levy and as such the City is entitled to the tax levy it established in 1991.

On October 26, 2011 the City Council adopted Ordinance 833 which amended Section 3.08.020 of the Cotati Municipal Code. At that time, the transfer tax was adjusted to \$.55 per \$1,000 of sales value.

TRENDS

Real estate transfer tax for FY 2012-13 is estimated at \$40,000 which represents less than one decrease over the FY 2011-2012 budget.

GENERAL FUND PROPERTY TAXES



DESCRIPTION

Property taxes are imposed on real property and tangible personal property located within the State. Property is assessed annually on March 1 by the County assessor. The State Constitution limits the real property tax rate to one percent of the property's value, plus rates imposed to fund indebtedness approved by the voters.

Cities, counties, school districts and special districts share the revenues from the one-percent property tax. The County generally allocates revenues to these agencies based on their average property tax revenue in the three years preceding 1978-79 and in each year thereafter according to the proportion of property tax revenues allocated to each agency in the previous year.

When territory is incorporated into a new city, the city receives a share of the property tax revenues based on the costs of services assumed from other governments and the proportion of these costs which had been funded by the property tax. The use of property tax revenues is unrestricted.

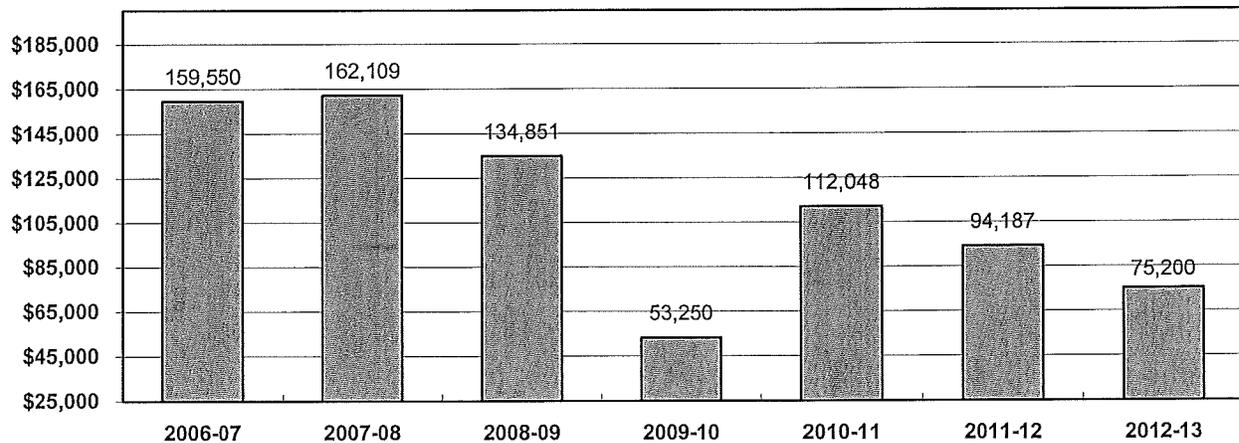
TRENDS

Property tax revenues for FY 2012-13 are estimated to be \$408,750 which represents a less than one percent decrease over the FY 2011-2012 budget amount. This zero growth estimate is based on the lack of recently completed projects in Cotati coupled with the County's reduction of assessed valuations for homes purchased in the height of the housing boom.

In FY 1992-93 and FY 1993-94, the State permanently shifted approximately \$104,000 in property taxes from the City to schools. However, the State shift in taxes for FY 93-94 was offset by the County's implementation of the Teeder plan which caused a one-time payoff of all delinquent secured property taxes. In FY 1995-96, property taxes were reduced due to the County's impound account for cable and geothermal revaluation / litigation.

The City's property tax payments for Fiscal Year 2012-2013 continue to include revenues associated with the State of California's 'triple-flip'. On March 2, 2004, the voters approved a statewide ballot measure to issue \$15 billion in deficit reduction bonds. These bonds may be paid-off over seven to nine years based on the revenue stream that results from the repeal of 1/4-cent of the local one-cent sales tax. The lost local revenues are funded by a re-allocation of property tax revenues from the Educational Revenue Augmentation Fund (ERAF). This revenue back-fill is not included in the estimated property tax. It is accounted for in the revenue account "Sales Tax - In-Lieu (triple flip)".

GENERAL FUND CHARGES FOR SERVICES



DESCRIPTION

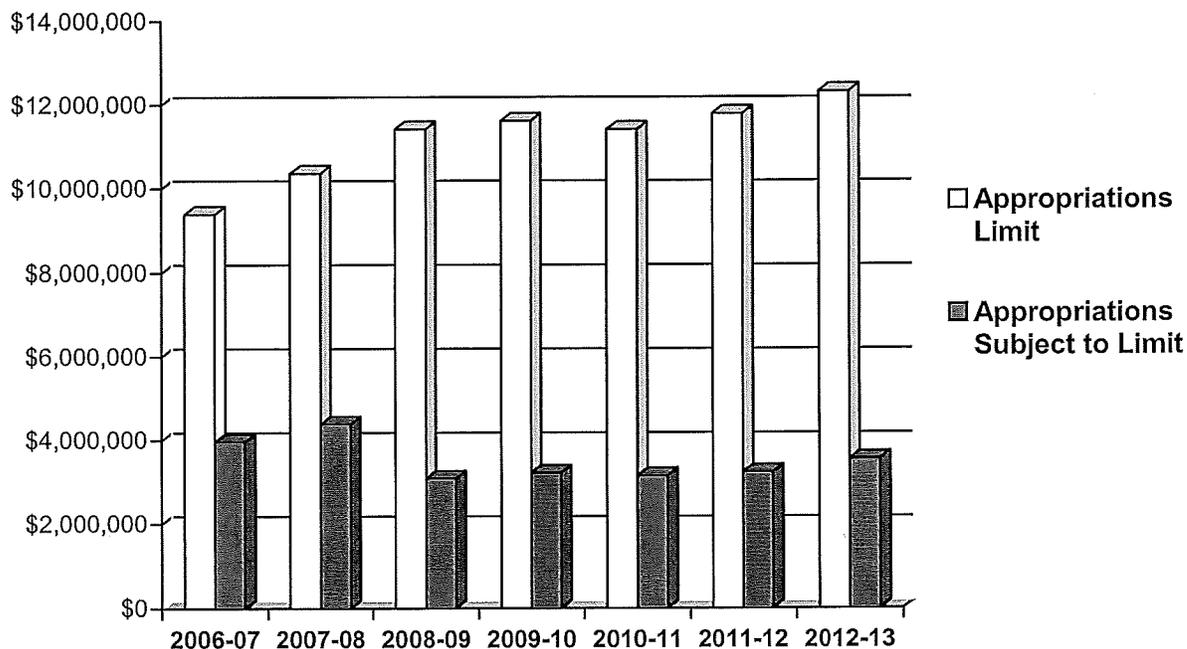
Charges for services are imposed upon users of certain services provided by the City. Generally, a service charge can be levied when the service is measurable and sold in marketable units and the user can be identified. The rationale is that certain services are primarily for the benefit of individuals rather than the general public, and individuals benefiting from a service should pay the cost of that service. Fees charged are limited to the cost required to provide the service as prescribed by Article XIII B of the State Constitution. These fees are often determined through a cost accounting analysis of the specific services, as was done by an outside consultant in the spring of 1999. This analysis is reviewed and adjusted on an annual basis to ensure accuracy of the City's fee schedule.

Charges for services differ from license and permit fees in that the latter are designed to reimburse the City for costs related to regulatory activities. Service charges, on the other hand, are imposed to support services to individuals.

TRENDS

Charges for services in FY 2012-2013 are estimated to be \$ 75,200. This represents an approximately 20% percent decrease compared to FY 2011-2012. There are no significant projects which are anticipated to be processed this fiscal year. A conservative approach is used in projecting this revenue category, and estimated revenues are typically adjusted up at the Mid-Year Review.

Appropriations Limits City of Cotati



DESCRIPTION

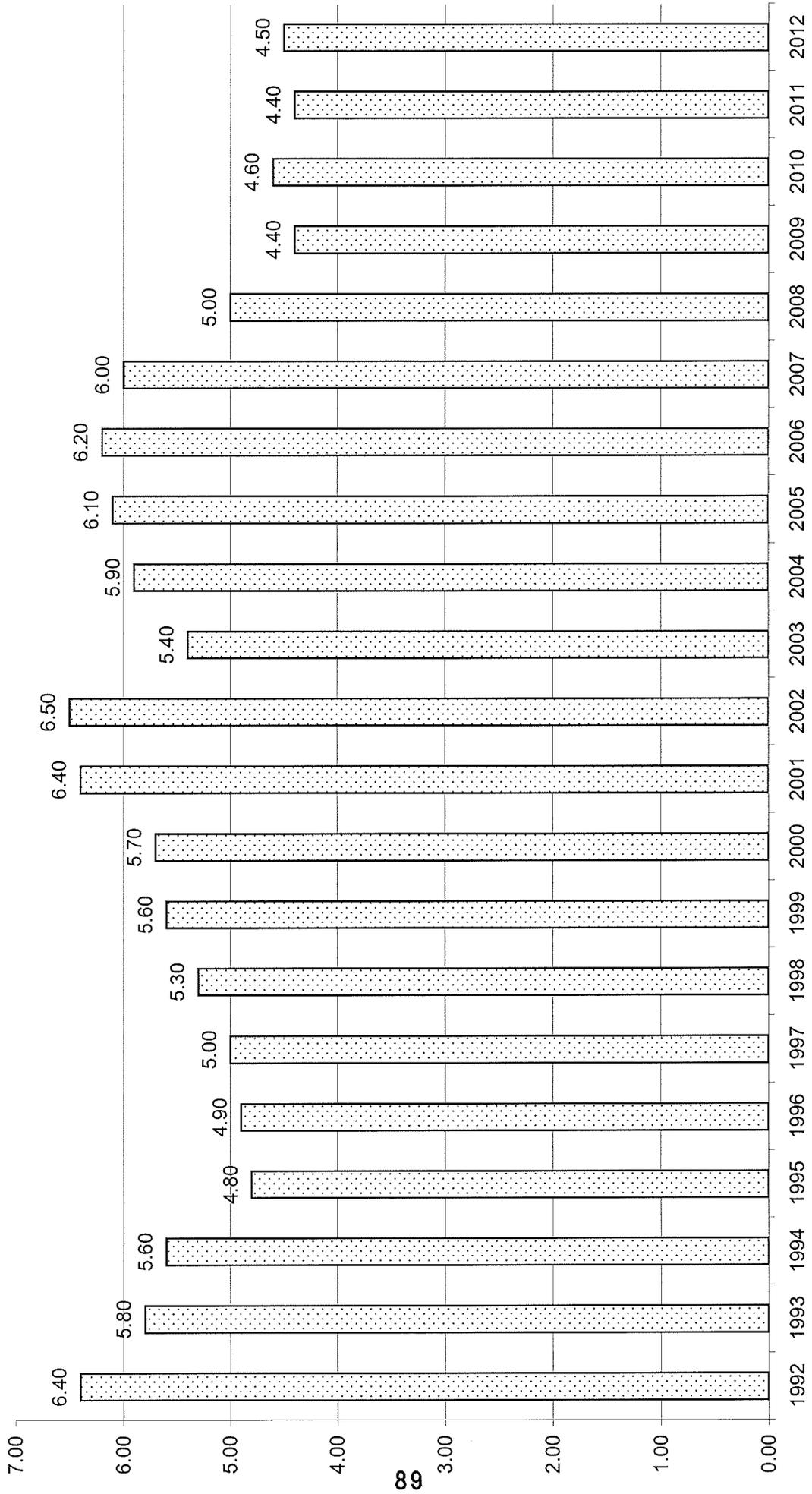
The appropriations limit, imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The limit is based on actual appropriations during the 1978-79 fiscal year, and is increased each year by growth in population and inflation. Only revenues which are referred to as "proceeds of taxes" are restricted by the limit. Some examples of proceeds of taxes are sales tax, property tax, and business license tax revenues.

During any fiscal year, a city may not appropriate any proceeds of taxes they receive in excess of their appropriation limit. If the city receives excess funds in any one year, the excess revenues are carried forward into the subsequent year to be applied toward the appropriations limit in that year. Any excess funds remaining after the second year have to be returned to taxpayers through a reduction in the tax rates or fees. As an alternative, a majority of the voters may approve an "override" to increase the limit.

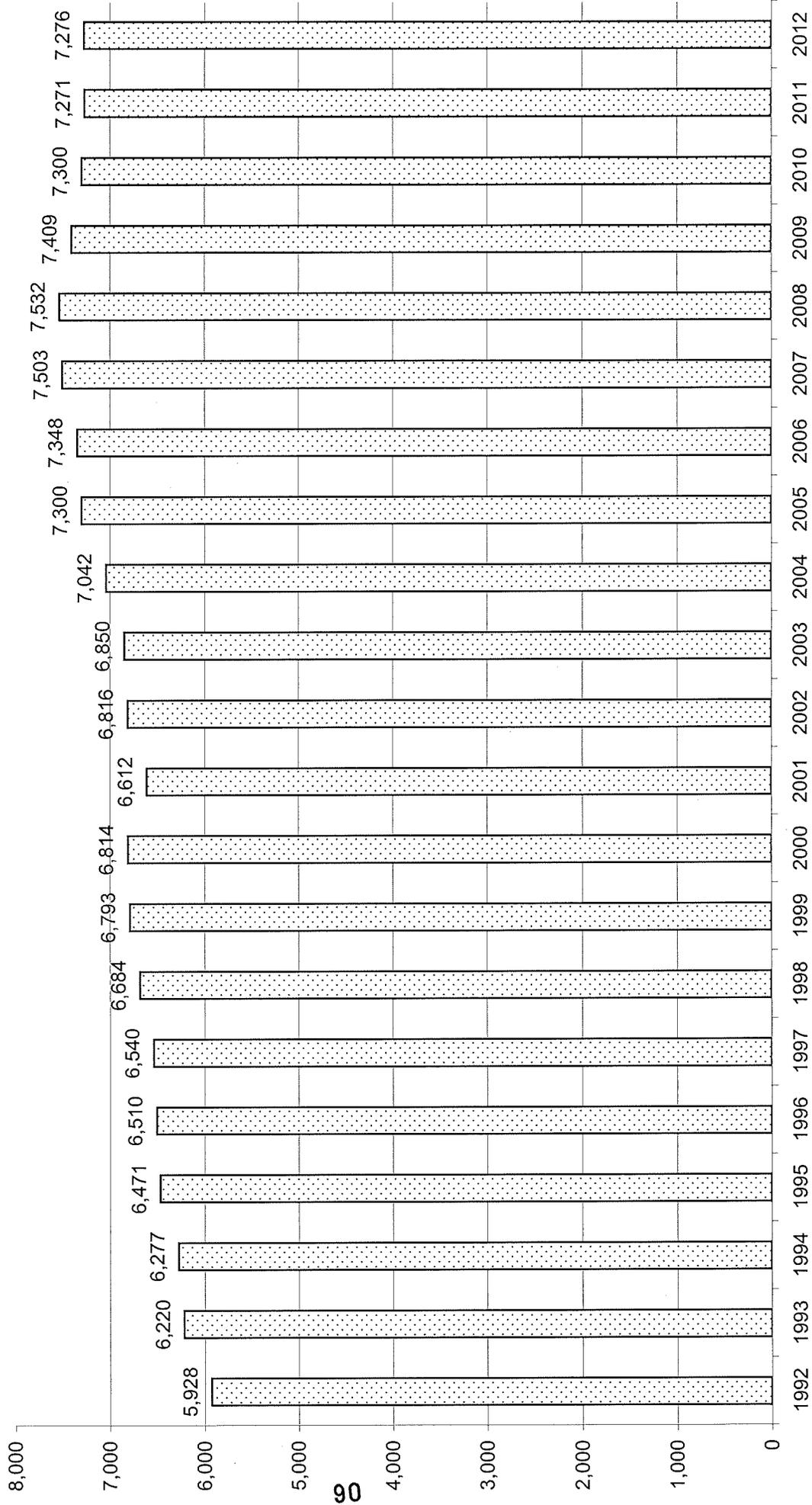
TRENDS

The City has experienced growth in population which has enabled it to spend at levels below our appropriations limit. With the passage of Proposition 111, the gap between the appropriations limit and the revenues subject to limitation has widened. The budget year 2012-2013 appropriations limit is \$12,315,351. Projected revenues subject to limitation are expected to be \$3,556,882.

City Employees per 1,000 Residents



City of Cotati Population by Year



**General Fund - Historical Analysis
Fiscal Years 2001-02 Through 2012-13**

	FY 01-02	FY 02-03	FY 03-04	FY 04-05	FY 05-06
Revenues:					
Property Taxes	\$ 330,175	\$ 357,429	\$ 378,277	\$ 397,926	\$ 435,597
Property Taxes in Lieu of VLF				374,903	490,146
Sales Taxes	1,149,223	1,173,454	1,162,990	1,115,184	1,135,570
Sales Tax In-Lieu				261,126	331,801
Measure A Transaction and Use Tax					
Transfer Taxes	149,851	111,927	239,539	303,235	208,255
Business Licenses	50,710	65,600	71,001	75,876	76,241
Franchise Fees	193,523	202,494	246,246	267,980	292,580
Transient Occupancy Tax	-	-	-	-	-
Total Taxes	1,873,482	1,910,904	2,098,053	2,796,230	2,970,190
Licenses and Permits	16,130	25,860	15,276	16,749	13,611
Fines and Forfeitures	81,780	87,499	73,702	59,878	68,363
Investment Earnings	131,719	119,075	117,708	88,002	66,797
Rents and Concessions	18,018	21,665	21,758	18,034	27,610
Motor Vehicle In Lieu Fees	373,588	395,652	315,168	162,372	44,995
Fees for Services	284,677	405,838	369,874	380,262	328,632
Reimbursements / Other	104,500	72,882	123,875	133,757	321,208
Long Term Debt Proceeds	270,995	63,431	104,258	53,665	2,745
Total Revenues	3,154,889	3,102,806	3,239,672	3,708,949	3,844,151
Operating Transfers In	458,227	587,723	603,793	483,270	438,542
Total Current Sources	3,613,116	3,690,529	3,843,465	4,192,219	4,282,693
Current Expenditures:					
City Council	73,863	74,171	79,070	75,383	107,411
City Manager / City Clerk	167,629	134,719	176,593	198,850	202,241
Finance	80,952	68,452	74,389	80,481	90,370
Legal Services	73,483	80,852	112,685	158,753	160,285
Non-Departmental	235,421	187,741	114,720	1,373,121	284,074
Public Information Services	-	-	1,490	12,019	7,858
Community Development	230,674	256,313	211,419	396,799	239,984
Engineering	-	-	-	-	-
Public Works Administration	-	-	-	-	-
Streets	256,910	221,371	332,673	337,685	373,136
Government Buildings	123,889	111,888	105,681	98,666	116,788
Park Maintenance	110,706	119,275	177,494	171,748	208,587
Police	1,700,363	1,953,949	1,957,749	2,014,824	2,564,221
Cultural Arts	26,247	12,274	8,311	10,553	7,171
Recreation	7,893	16,152	19,080	32,338	71,490
Total Current Expenditures	3,218,734	3,371,310	3,581,888	5,203,361	4,679,775
Capital Outlay:					
City Council	203		89		
City Manager / City Clerk	1,472		1,927	1,842	2,295
Finance	914	618	267		14,912
Non-Departmental	-		-	-	29,757
Public Information Services	-		-	-	-
Community Development	2,081	3,221	1,114	642	-
Public Works Administration	1,167		713	15,567	-
Streets	25,486	45,582	76,277	67,836	26,740
Government Buildings	1,213	3,705	90,884	2,098	182
Park Maintenance	25,288	13,322	89	6,690	261
Police	45,107	6,301	28,081	50,973	115,330
Total Capital Outlay/Debt Svc	102,931	72,749	199,441	145,648	189,477
Debt Service:					
Police					
Total Capital Outlay/Debt Svc	102,931	72,749	199,441	145,648	189,477
Beginning Fund Balance, July 1	1,554,805	1,846,256	2,092,726	3,409,682	2,252,892
Ending Fund Balance, June 30	\$ 1,846,256	\$ 2,092,726	\$ 2,154,862	\$ 2,252,892	\$ 1,666,334

**\$1,254,820 PY
Fund Balance
Adjustment**

					Estimated	Adopted
FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
\$ 519,055	\$ 561,593	\$ 487,761	\$ 520,876	\$ 420,738	\$ 408,900	\$ 408,750
532,042	575,206	557,441	541,846	507,330	492,382	492,382
1,602,159	1,635,989	1,178,489	1,193,578	1,285,193	1,227,608	1,295,475
366,792	685,388	524,625	219,078	419,433	362,865	435,075
				414,618	740,444	756,000
146,725	77,990	64,876	85,537	61,210	42,000	40,000
73,701	77,516	78,668	79,996	82,310	82,806	82,200
325,985	327,206	333,594	343,590	355,019	367,403	366,039
-	-	322	1,091	1,179	1,081	1,000
3,566,459	3,940,888	3,225,776	2,985,592	3,547,030	3,725,489	3,876,921
16,289	19,003	18,244	28,860	21,904	33,236	25,050
100,269	116,381	114,073	99,200	61,464	59,398	50,000
55,763	25,877	10,429	1,692	3,530	2,000	2,000
77,248	85,962	113,670	128,013	113,261	116,030	118,638
45,603	33,397	25,605	22,100	18,607	-	-
159,590	162,109	134,851	123,695	112,048	94,187	75,200
380,280	218,831	90,441	178,453	165,729	136,180	90,261
267	283	301	-	-	-	-
4,401,768	4,602,731	3,733,390	3,567,605	4,043,573	4,166,520	4,238,070
386,904	361,868	503,716	420,770	362,285	357,436	627,050
4,788,672	4,964,599	4,237,106	3,988,375	4,405,858	4,523,956	4,865,120
137,357	80,396	94,389	44,594	54,954	81,521	94,424
215,207	226,865	216,574	140,568	170,888	211,448	430,101
108,244	111,907	96,785	87,287	84,062	71,832	163,770
237,151	158,864	137,115	111,779	163,796	180,379	153,000
288,265	255,466	227,813	332,223	193,508	397,545	306,858
7,125	7,471	475	635	200	2,980	5,000
501,767	454,160	356,044	215,858	292,823	381,671	507,588
		-				
49,322	37,164	26,194	37,155	30,017	66,930	43,171
334,837	279,250	237,942	225,585	241,571	311,294	351,650
133,361	135,556	79,964	54,631	61,333	51,634	60,206
228,655	228,809	182,331	140,418	112,031	114,475	129,247
2,831,258	3,086,279	2,811,789	2,358,569	2,601,916	2,504,808	2,615,520
5,619	1,938	-	-	-	-	-
76,908	99,302	-	-	-	-	-
5,155,076	5,163,427	4,467,415	3,749,302	4,007,099	4,376,517	4,860,535
					3,417	3,417
20,899	27	-	-	-	-	-
						100,000
3,672	1,033	7,312	-	-	-	289,378
114	1,000	-	-	-	150,000	25,000
1,233	1,000	-	-	-	-	23,000
76,037	46,616	11,178	20,010	5,784	34,080	42,844
101,955	49,676	18,490	20,010	5,784	187,497	483,639
1,666,334	1,197,978	949,474	548,423	624,257	892,844	630,652
\$ 1,197,978	\$ 949,474	\$ 548,423	\$ 767,486	\$ 1,017,232	\$ 852,786	\$ 151,598

\$152,252
\$120,000
\$120,000
\$245,830
\$467,963
 Restricted Reserve Reserve Reserve Reserve

THE BUDGET PROCESS

The annual budget process begins with the budget calendar, which provides a time frame for planning and preparing the City budget.

Budget documents are provided to the Department Heads to assist them in the drafting of their proposed budgets. Based on policy direction provided by Council through the City Manager, departments prepare their budget requests for the City Manager's review.

The Director of Administrative Services meets with the Department Heads and compiles their information for the City Manager's review. Recommendations are presented and discussed with each department. The Director of Administrative Services compiles the results of the reviews and prepares final recommendations for the City Manager's approval.

Usually in May or June, the Director of Administrative Services presents the recommendations to the City Council as the Proposed Budget. The City Council's review includes citizen's input at the budget study sessions.

Upon completion of the review and all budget modifications, the budget is adopted by resolution of the City Council. The Council also adopts a resolution setting the City's appropriations limit in conformance with the California Constitution, Article XIIIb.

During the year, the City may need additional funds for specific items or projects that were unforeseen at the time the budget was adopted. Accordingly, recommendations for supplemental appropriations are considered during the year for approval by the City Council.

Generally, the budget is formally amended at mid-year. Additional appropriations, which were approved during the year, and mid-year adjustments are added to the Adopted Budget and presented to the City Council as the Amended Budget.

GLOSSARY OF TERMS

Appropriation

An authorization made by the Council that permits the City to incur obligations and to make expenditures of resources.

Appropriation Limitation

Imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal year, and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit; only those which are referred to as "proceeds of taxes." Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

Assessed Valuation

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Audit

Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Bonds

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

Budget

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives. The City of Cotati uses a financial plan covering a fiscal year, with actual budget appropriations made annually.

Budget Amendment

The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects within the same expenditure category.

Budget Calendar

The schedule of budget preparations, hearings and adoption of annual budget.

Budget Policies

General and specific guidelines that govern financial plan preparation and administration.

Capital Improvement Plan (CIP)

A plan providing for maintaining or replacing existing public facilities and assets and for building or acquiring new ones.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contract Services

Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, maintenance agreements, and professional consulting services.

Deficit

The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Debt Financing

Borrowing funds as needed and pledging future revenues to make current expenditures. The City of Cotati uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

Debt Instrument

Methods of borrowing funds, including general obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation, and assessment district bonds.

Debt Service

Payments of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

Debt Service Funds

This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest. (See Fund)

Department

A major organizational unit of the City, which has been, assigned overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Enterprise Funds

This fund type is used to account for operations that are financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges. The City accounts for the Water Operations and Sewer Operations as Enterprise Funds. (See Fund).

Expenditure

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not expenditure; an encumbrance reserves funds to be expended.

Fiscal Year

The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fixed Assets

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$1,000.

Fund

An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are; General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Trust & Agency Funds.

Fund Balance

Also known as financial position, fund balance for the governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. For the enterprise funds, this term is used interchangeably with "working capital", a comparable (although not exact) financial position concept as fund balance (see Working Capital).

GAAP

Generally Acceptable Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Fund

The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General fund. With the exception of subvention or grant revenues restricted for specific uses, General fund resources can be utilized for any legitimate governmental purpose. (See Fund)

Goal

A statement of broad direction, purpose, or intent.

Investment Earnings

Revenue received as interest from the investment of funds not immediately required to meet current cash disbursement obligations.

Line Item Budget

A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specific category. The City uses a line-item detail to maintain and record for financial reporting and control purposes.

Materials and Supplies

Expendable materials and operating supplies necessary to conduct departmental operations.

Modified Cash Basis

Tracks the balances of cash and short term receivables. Used to budget for Water and Sewer Capital Funds.

Operating Budget

The portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

Operating Transfers

The movement of monies between funds of the same governmental entity.

Performance Measures (Objectives)

A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program. Performance measures are clearly stated objectives that are measurable in quantitative terms.

Program

A grouping of activities organized to accomplish basic goals and objectives.

Reserve

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by Council and is, therefore, not available for general appropriation.

Reserve Draw Down

Refers to the amount of fund balance required as a revenue funding source to balance fund budgets where appropriations exceed current revenues. If current revenues exceed appropriations, the fund balance will increase and be referred to as a reserve improvement.

Resolution

A special or temporary order of a legislative body: an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources (sources)

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Special Revenue Funds (Other Governmental Funds)

This fund type is used to account for the proceeds from specific revenue sources (other than trusts or capital funds) that are legally restricted to expenditures for specific purposes. (See fund)

Subventions

Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

Tax Allocation Bonds

Bonds sold to fund capital projects, whereby principal and interest payments are secured by tax revenues.

Trust and Agency Funds

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are

accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

Unreserved (Available) Fund Balance

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Working Capital

Also known as financial position in private sector accounting and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is used interchangeably with "fund balance", a comparable (although not exact) financial position concept in the governmental fund types (see Fund Balance).

RESOLUTION NO. 2012-34

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI ADOPTING
THE FISCAL YEAR 2012-2013 BUDGET**

WHEREAS, on June 27, 2012 the City Manager and the Director of Administrative Services presented the Proposed Budget for Fiscal Year 2012-2013, including estimated revenues and recommended appropriations for operations, special programs, capital improvements and reserves; and

WHEREAS, the City Council had previously held a duly noticed study sessions on May 23rd and June 20th, 2012 and provided the opportunity for and received public comments on the 2012-2013 Proposed Budget; and

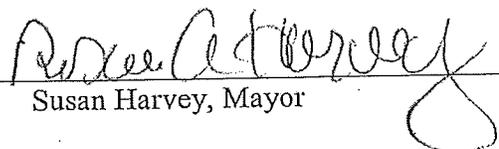
WHEREAS, adoption of a budget prior to the beginning of the new fiscal year is required to insure the uninterrupted operation necessary for City services.

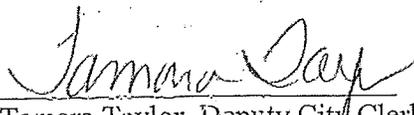
NOW, THEREFORE, the Cotati City Council a hereby resolves that:

1. The Proposed Budget for Fiscal Year 2012-2013 is hereby approved and adopted effective July 1, 2012.
2. The City Manager is authorized to make expenditures and enter into agreements conforming with this Budget and to make adjustments between various accounts within each budget department and fund, limited to the total amount budgeted for said department and/or fund.

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted by the City Council of the City of Cotati at a regular meeting held on the 27th day of June, 2012 by the following vote, to wit:

HARVEY	<u>Yes</u>
GILARDI	<u>Yes</u>
DELL'OSSO	<u>Yes</u>
LANDMAN	<u>Yes</u>
ORCHARD	<u>Yes</u>

Approved: 
Susan Harvey, Mayor

Attest: 
Tamara Taylor, Deputy City Clerk

RESOLUTION NO. 2012-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI
ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2012 - 2013
PURSUANT TO ARTICLE XIII.B OF THE CALIFORNIA CONSTITUTION,
AS AMENDED BY PROPOSITION 111

WHEREAS, Article XIII.B of the California Constitution, as amended by Proposition 111, provides that the total annual appropriations subject to limitation of each governmental entity, including this city, shall not exceed the appropriations limit of such entity of government for the prior fiscal year adjusted annually for changes in population combined with either the change in California per capita personal income or the local assessment roll due to local nonresidential construction; and,

WHEREAS, pursuant to said Article XIII.B of said California Constitution, and Section 7900 et seq. of the California Government Code, the City is required to set its appropriations limit annually; and

WHEREAS, Article XIII.B of said California Constitution was amended by Proposition 111 to change the price and population factors that may be used by local jurisdictions in setting their appropriations limit; and,

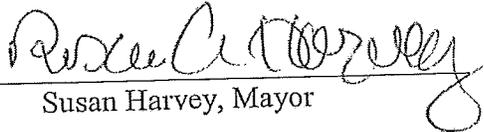
WHEREAS, the Director of Administrative Services of the City of Cotati has interpreted the technical provisions of said Article XIII.B and Proposition 111 computations and has caused the numbers upon which the City's revised appropriations limit is based to be calculated; and,

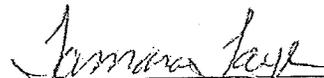
WHEREAS, based on such calculations the Director of Administrative Services has determined the said appropriations limit and, pursuant to Section 7910 of said California Government Code, has made available to the public the documentation used in the determination of said appropriations limit;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati, that said appropriations limit for Fiscal Year 12-13 shall be and is hereby set in the amount of \$12,315,351.

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted by the City Council of the City of Cotati at a regular meeting held on the 27th day of June, 2012 by the following vote, to wit:

HARVEY	<u>Yes</u>
GILARDI	<u>Yes</u>
DELL'OSSO	<u>Yes</u>
LANDMAN	<u>Yes</u>
ORCHARD	<u>Yes</u>

Approved: 
Susan Harvey, Mayor

Attest: 
Tamara Taylor, Deputy City Clerk