



**ADOPTED  
BUDGET**

**Fiscal Year  
2005-2006**

# **CITY OF COTATI**

## **ADOPTED BUDGET**

**FISCAL YEAR 2005-2006**

### **MEMBERS OF CITY COUNCIL**

Lisa Moore, Mayor

Janet Orchard, Vice Mayor

Pat Gilardi

Patty Minnis

Geoff Fox

### **STAFF**

Terry L. Stubbings, City Manager

Dennis A. Dorch, Assistant City Manager

Jone I. Hayes, Director of Finance

Steve Nommsen, Public Works Superintendent

Robert W. Stewart, Chief of Police

David Woltering, Director of Planning

Mark Woods, Interim Director of Building & Safety

Toni Bertolero, City Engineer

Jeffrey A. Walter, City Attorney

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## **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, Objectives, and Significant Changes and Accomplishments (presented in second draft budget)

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. Performance measures and objectives identify the course and the means of assuring progress toward goals, as well as benchmarks to measure progress.

### 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 2004-2005 position allocations for comparative purposes.

### Capital Improvement Program (CIP)

There are two CIP schedules, presenting financing information by source of funds and by project. Budgeted CIP costs in 2005-2006 are also presented in the departmental budgets.

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

# **CITY OF COTATI**

## **Section A**

### **INTRODUCTION**

# City of Cotati

Sonoma County, California



**Date:** May 27, 2005  
**To:** Cotati City Council/Cotati Community Redevelopment Agency  
Board of Directors  
**From:** Terry L. Stubbings, City Manager

**Subject:** Annual Budget, Fiscal Year 2005-06

The staff and I are pleased to present the FY 2005-06 Budget, which includes appropriations for the City of Cotati and the Cotati Community Redevelopment Agency. This budget message is designed to provide you with an overview of the City's programs, projects and services.

Two of the major challenges that we will face in delivering services to our community in FY 2005-06 are issues that we share with all of the cities, counties and special districts in California – primarily reductions in historic revenue streams from the state and a shortage of qualified law enforcement personnel driven by a competitive statewide environment.

Cotati's elected and appointed officials, staff members, and citizens played an important role in 2004 in securing the passage of Proposition 1A, which guarantees the return of local revenues to cities and prevents the state from engaging in future takings. The first sign of that commitment to returning revenues to local governments was contained in the Governor's recently released May Budget Revise, in which the Governor proposes to fully fund Prop 42 transportation projects in FY 2005-06, including funds that Prop 42 allocates for local street and road maintenance projects. Although local governments are still being asked to contribute \$1.3 billion, as agreed to under the Proposition 1A budget agreement, the Administration is also proposing to pay back about half of the Vehicle License Fee Gap Loan that the state borrowed in June of 2003, which was not anticipated or legally required until FY 2006-07. While this is certainly optimistic news, we remain conservative and have not included these anticipated revenues in this year's budget in developing our projections. Nevertheless, we remain cautiously optimistic that revenues will begin to improve in the coming months and more dramatically by next fiscal year.

Mainly as a result of increased statewide public safety retirement benefits and the ensuing early retirement of scores of law enforcement employees, the state has experienced a tremendous shortfall of qualified public safety personnel. In order for Cotati to be competitive in this tight market in a manner that will both attract and retain quality officers and other public safety personnel, it is my recommendation that the adopted budget include a salary adjustment that will move the City of Cotati public safety employees from among the lowest paid officers in Sonoma County to a more appropriate mid-range level. Such an adjustment is clearly aimed at addressing the issue of greatest immediate concern – how to retain and attract

highly qualified public safety personnel. The recently completed Classification and Compensation Study will assist the Council in making informed budget decisions for FY 2005-06 relative to salary adjustments. The study's findings and recommendations address not only the City's public safety positions, but the remaining City workforce as well.

With that having been said, staff is submitting a budget that protects the financial interests of the community, while continuing to provide appropriate service levels to meet the needs of our residents. It supports a highly trained and professional workforce to carry out the directives of the City Council. The proposed budget is the result of a coordinated effort by all departments and reflects many hours of preparation by the entire staff. Our guiding principle is to provide the highest levels of customer service and citizen outreach as effectively and efficiently as possible. Each department was challenged to submit a maintenance-of-effort budget while continuing to absorb the impacts of decreased revenues resulting from state takings. At the same time, staff has identified certain important long-standing needs in the community and, compared with previous budgets, recommended key enhancements.

One of the significant undertakings reflected in the budget is the development of a comprehensive Downtown Specific Plan and an update to our General Plan for the City of Cotati. The City is poised to begin a progressive, professional and inclusionary process that will generate a superior plan to guide development in the City. It will also provide a valid basis from which Cotati will receive future revenues in the form of sales tax, redevelopment increment funds and federal and state grants to assist in supporting and maintaining our infrastructure. During the coming fiscal year, we will initiate a process that will elicit the views of the community and will shape Cotati's growth and character for years into the future.

In consideration of the above, the following FY 2005-06 budget comments are offered:

### **GENERAL FUND**

The General Fund budget has been constructed to include the following:

- The addition of one Associate Planner and one Planning Technician in the Planning Department with offsetting reductions in contract services,
- Increased Planning Department activities including the implementation of the updated Land Use Code and initiation of a Downtown Specific Plan and General Plan update,
- The addition of a part-time Contract Accountant in the Finance Department,
- Increased service levels in the Building Department and Engineering Services achieved by shifting the Administrative Clerk's full allocation to the Building Department, and
- Continuing to increase the number of and exposure to Recreation Department activities offered.

## OTHER GOVERNMENTAL FUNDS

Other Governmental Funds include Grants, CDBG, Solid Waste Reduction(AB939), CEC, Public Safety, Gas Tax, Transportation Development, Parks and Recreation Development, Park In Lieu, Inclusionary Housing, Traffic Mitigation, Asset Seizure, K9 Program, General Capital Outlay, Explorer Program and Landscape and Lighting Assessment Districts. The Fiscal Year 2005-06 budget continues the effort to insulate the General Fund by utilizing all eligible funding sources such as Gas Tax revenue, Parks and Recreation Development fees, and Public Safety grants to pay for department operations. Under better economic conditions these funds could be used primarily to complete capital projects and purchases.

Some general comments about these funds follow:

- **Grants:** The City has been granted increased funding from the Sonoma County Water Agency for the construction of the expanded Cotati Creek Bypass project.
- **Solid Waste Reduction Fund:** \$6,000 will continue to be contributed annually for the costs related to the Single Stream Recycling program as part of the most recent amendment to the Garbage and Rubbish agreement with Waste Management, Inc.
- **Public Safety Fund:** Supplemental Law Enforcement Services Funds to be used to offset cost of Police overtime, services and supplies.
- **Gas Tax Fund:** Used to fund street maintenance functions.
- **Parks and Recreation Development Fund:** To be used to assist in park maintenance.
- **Park in Lieu Fund:** Fees will be utilized for the City portion of the East Cotati Avenue Pedestrian and Bike Path Crossing project (postponed from Fiscal Year 2002-03).
- **K-9 Program Fund:** Donations received for and expenditures related to the continuance of the Police department canine program.
- **General Capital Outlay Fund:** Fund balance will be used for capital projects, including Civic Center Park Improvements and the East Cotati Overlay.
- **Explorer Program Fund:** Donations received for and expenditures related to the continuance of the Police department Explorer program.

## ENTERPRISE FUNDS

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

- **Water Fund:** Operations will be maintained at essentially the status quo with the exception of reductions to the cost allocation of salaries and benefits and some other salary driven allocations such as telephone and information system costs. The Water Conservation Program BMP's will continue to be a top priority with continued programs including rebates for residential high-efficiency washing machines and commercial washing machines, residential

water surveys, and irrigation audits. Significant capital improvements proposed for the year include \$200,000 for the xeriscape demonstration garden, \$120,000 for the pre-design of an additional storage tank, replacement filter media, recorders, and meters in some of the wells, improvements for Lancaster Drive and equipment purchases of \$2,720.

- **Recycled Water Line Fund:** A joint recycled water feasibility study with the City of Rohnert Park is proposed.
- **Sewer Fund:** No significant change in Operations with the exception of reductions to the cost allocation of salaries and benefits and some other salary driven allocations such as telephone and information system costs. Staff is also proposing the deferral of the scheduled FY 05-06 13% increase in the bi-monthly sewer service charges originally adopted by Council with Ordinance 735, on August 28, 2002. Capital projects will be funded in the amount of \$464,800 this year, including Sewer Pipeline Improvements 1A and 1B as defined in the Sewer Master Plan. An expenditure in the amount of \$9,650 is proposed for equipment purchases.

### **REDEVELOPMENT FUNDS**

The Cotati Community Redevelopment Agency activity will be accomplishing the following this year:

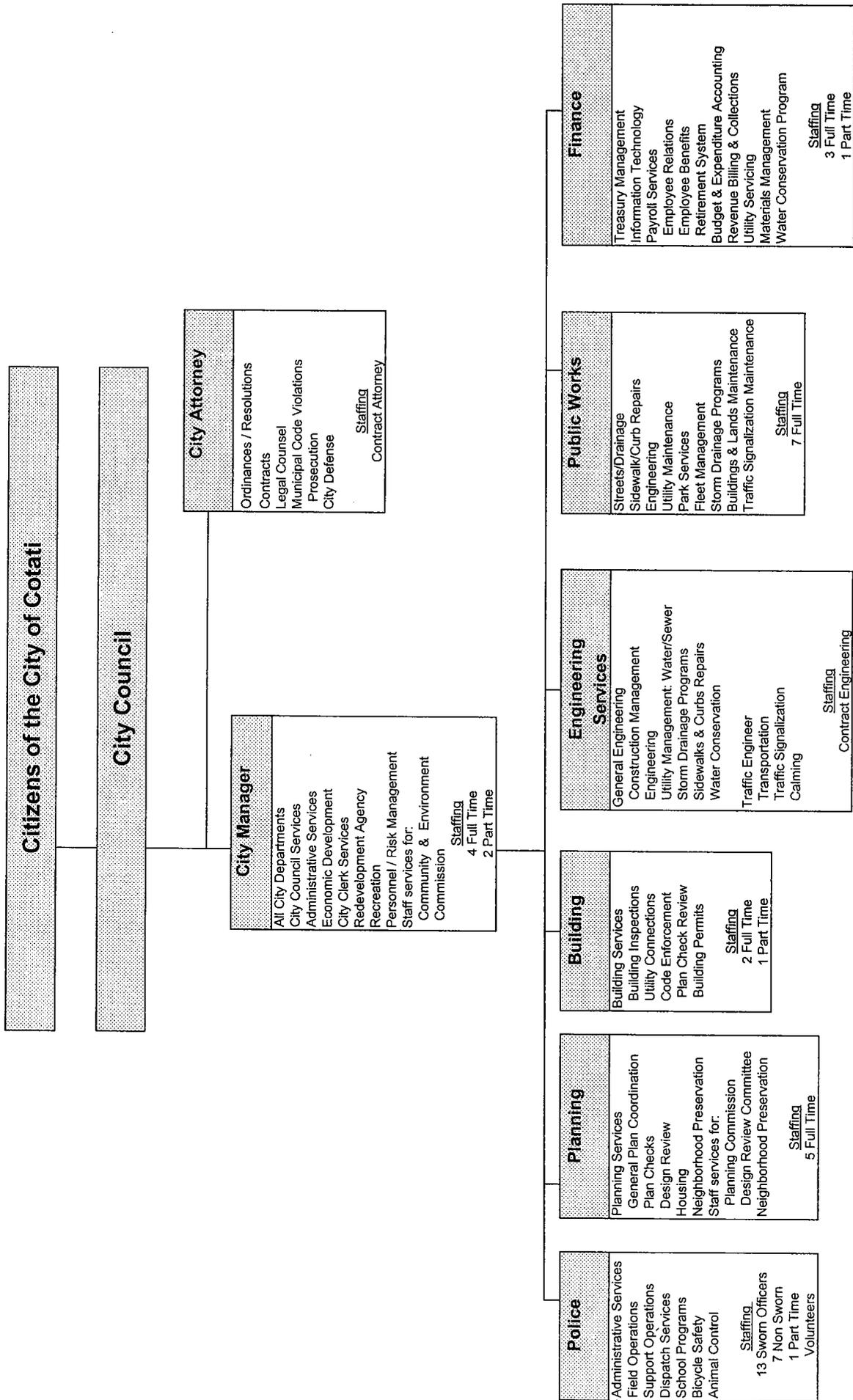
- Continued Development of the Downtown Specific Plan (which includes what is often referred to as the Northern Gateway project)
- Funding contribution for the General Plan update (postponed from FY 04-05)
- City Match requirement for the construction of the Inter-modal Transit Facility (Postponed from FY 04-05)
- Maintenance of fund balance for required City Match for East Cotati Avenue Overlay Project (anticipated construction in FY 06-07)

In summary, City staff has used a conservative approach in preparing this budget, anticipating that FY 2005-06 will be another year with reduced state funding. While this budget has been developed using conservative revenue estimates, we remain optimistic and are excited by the many opportunities in Cotati's future, even as we continue to deliver vital services and stimulate economic growth today.

I would like to express my appreciation to the Department Heads, particularly our Finance Director, and the entire staff for the dedicated and professional efforts that are reflected in the preparation of this budget document. With your approval of this budget the City's goals are established for the coming fiscal year.

**Terry L. Stubbings**  
**City Manager**

# CITY OF COTATI ORGANIZATION CHART



## **A VISION FOR COTATI**

### **Quality of Life**

To preserve Cotati's rural heritage and small town atmosphere while ensuring that new development reinforces both the quality and economic vitality of the community. To maintain Cotati's urban growth boundaries.

### **Economic Development**

To provide a climate that promotes existing businesses and encourages new businesses to locate in our community.

### **Financial Stability**

To become a self-reliant community with a sound economic base. To have a balanced city budget that prudently manages the city's financial resources and provides for appropriate reserves.

### **Community Safety**

To protect the health and well-being of the community by partnering with our citizens to provide a safe and secure environment.

### **Infrastructure**

To provide adequate streets, sidewalks, sewer and water systems, parks, bike paths, and public buildings and ensure that they are maintained at the highest possible level.

### **City Beautification**

To enhance City Gateways and remove blighted conditions. To encourage development which reflects the city's commitment to quality design, preservation of trees, and generous use of landscaping.

### **Environmental Concerns**

To work with developers and citizens to incorporate environmentally "friendly" materials and "green" building techniques in all new construction as well as renovation projects. To continue to encourage the community to reduce, reuse and recycle.

### **Citizen Participation**

To encourage citizens to become actively involved in the decision making process and serve on city boards and commissions. To include the participation of volunteers in our community festivals and events.

# City of Cotati Charter

## Our Purpose:

The City of Cotati is a dynamic municipal corporation whose purpose is to provide essential, high quality services that foster a healthy, safe, prosperous and sustainable community.

## Our Mission:

Our mission is to encourage civic responsibility, pride and participation and to expand our economic base, emphasizing the uniqueness of our historic “Hub”.

## Our Values:

We conduct ourselves and our enterprise from the following fundamental values that are at the heart of who we are:

- Integrity: We keep our word. We care about our community.
- Respect: We honor the diversity of our community with a commitment to fairness.
- Creativity: We value and encourage the ability of individuals to look beyond the obvious with dignity and humor.

## Our Promise:

We promise to be true to our purpose, to accomplish our mission, to operate in a manner consistent with our values, in service to our community.

**This is who we are.**

**This is what you can count on.**

# **CITY OF COTATI**

## **Section B**

### **BUDGET SUMMARY BY FUND**

# City of Cotati

## 2005-06 Budget Summary by Fund

Fund	Projected Fund Balance 7/1/2005	Estimated Revenues	Appropriations		Operating Transfers		Projected Fund Balance* 6/30/2006
			Budget	CIP / DS	In	Out	
<b>General Fund</b>	1,786,989	3,379,191	4,677,092	713,900	964,773	(36,826)	703,135
<b>Other Governmental Funds</b>							
Grants	-	589,000	-	-	-	(589,000)	-
CDBG	-	78,242	-	78,242	-	-	-
Solid Waste Reduction (AB939)	24,573	13,500	6,000	-	-	(3,000)	29,073
CEC	-	1,500	9,185	-	7,685	-	-
Public Safety	9,560	100,000	-	-	-	(100,000)	9,560
Gas Taxes	-	137,800	2,000	-	-	(135,801)	-
Transportation Development	11,126	-	-	-	-	-	11,126
Parks and Recreation Development	-	15,000	-	-	-	(15,000)	-
Park In Lieu	79,127	189,736	150,000	-	-	-	118,863
Inclusionary Housing	1,453,278	409,800	-	-	-	-	1,863,078
Traffic Mitigation	97,744	1,300	-	-	-	-	99,044
Limited Obligation Improvement Bond - SSBP	736,625	457,575	469,227	-	-	-	724,973
Asset Seizure	24,698	-	1,000	-	-	-	23,698
Maintenance Assessment Districts	29,673	37,655	43,007	-	9,341	(2,635)	31,027
K9 Program	-	2,000	18,700	-	16,700	-	-
General Capital Outlay	874,527	-	-	700,000	-	-	174,527
Explorer Program	1,985	1,500	1,200	-	-	-	2,285
Citizen Volunteer Program	-	-	6,100	-	6,100	-	-
<b>Total Other Governmental Funds</b>	3,342,916	2,034,608	706,419	778,242	39,826	(845,436)	3,087,253
<b>Enterprise Funds</b>							
Water Operating	-	-	1,225,373	-	1,252,669	(27,296)	-
Water Capital	2,411,404	2,014,431	126,000	579,782	-	(1,316,169)	2,403,884
Recycled Water Line	100,000	-	30,000	-	50,000	-	120,000
Subtotal Water Funds	2,511,404	2,014,431	1,381,373	579,782	1,302,669	(1,343,465)	2,523,884
Sewer Operating	-	-	1,914,682	-	1,940,776	(26,094)	-
Sewer Capital	5,423,369	3,703,233	134,000	433,320	-	(1,967,776)	6,591,506
Subtotal Sewer Funds	5,423,369	3,703,233	2,048,682	433,320	1,940,776	(1,993,870)	6,591,506
<b>Total Enterprise Funds</b>	7,934,773	5,717,664	3,430,055	1,013,102	3,243,445	(3,337,335)	9,115,390
<b>Cotati Community Redevelopment Agency</b>							
CCRA Operating	-	-	725,216	-	1,438,437	(713,220)	-
CCRA Tax Increment Fund	66,344	1,393,226	-	25,400	-	(1,357,864)	76,306
CCRA Tax Allocation Bonds	1,514,821	25,000	-	621,539	-	-	918,282
CCRA Low & Moderate Income Housing	1,017,715	584,582	229,105	9,490	-	(152,435)	1,211,267
CCRA Debt Service	1,552,297	10,000	2,000	758,035	758,035	(1,400)	1,558,897
<b>Total Redevelopment Funds</b>	4,151,177	2,012,808	956,321	1,414,464	2,196,472	(2,224,919)	3,764,753
<b>All Funds</b>	17,215,855	13,144,271	9,769,887	3,919,708	6,444,516	(6,444,516)	16,670,531

\* Fund balance is defined as Current Assets (Cash & Accounts Receivable) minus Current Liabilities (Accounts Payable).

**CITY OF COTATI**

**Section C**

**GENERAL FUND**

**General Fund  
2005-2006 Budget Summary**

Fund 01 Acct	Description	2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	Revenues:					
410XX	Property Taxes	\$ 378,278	\$ 419,755	\$ 367,911	\$ 410,664	\$ 410,664
41070	Property Tax In-Lieu of VLF	-	299,025	374,903	401,146	401,146
41XXX	Sales Taxes	1,162,990	1,052,250	1,052,250	1,132,990	1,132,990
41095	Sales Taxes In-Lieu (Triple Flip)	-	261,126	261,126	274,182	274,182
41110	Transfer Taxes	239,539	195,000	280,000	250,000	250,000
4112X	Business Licenses	71,001	69,500	73,266	70,500	70,500
411XX	Franchise Fees	246,247	244,532	265,064	255,000	255,000
41XXX	Other Taxes	-	-	-	-	-
	Total Taxes	2,098,055	2,541,188	2,674,519	2,794,483	2,794,483
41XXX	Licenses and Permits	15,276	13,492	17,167	8,100	8,100
41XXX	Fines and Forfeitures	73,702	40,000	54,850	62,000	62,000
4219X	Investment Earnings	117,708	59,607	84,000	34,000	34,000
422XX	Rents and Concessions	21,758	19,457	19,457	48,300	48,300
4121X	Motor Vehicle In Lieu Fees	315,168	53,566	48,093	54,000	54,000
4XXXX	Charges for Services	369,474	406,830	413,342	297,308	297,308
4XXXX	Reimbursements / Other	228,531	149,313	167,157	81,000	81,000
43497	Long Term Debt Proceeds	-	1,180,427	1,180,427	-	-
	Total Revenues	3,239,672	4,463,880	4,659,012	3,379,191	3,379,191
42259	Operating Transfers In	603,793	559,825	501,325	964,773	964,773
	Total Current Sources	3,843,465	5,023,705	5,160,337	4,343,964	4,343,964
Dept	Current Expenditures:					
300	City Council	79,065	80,071	80,526	84,795	84,795
301	City Manager / City Clerk	176,593	178,095	200,355	180,249	180,249
303	Finance	74,392	84,498	84,448	115,374	115,374
304	Legal Services	112,685	133,220	133,220	105,434	105,434
305	Non-Departmental	114,720	1,389,798	1,398,163	224,327	224,327
306	Public Information Services	1,490	7,732	9,760	7,500	7,500
400	Planning	211,419	536,018	392,163	462,786	462,786
401	Building	210,534	266,962	268,057	204,565	204,565
403	Streets	332,673	385,375	281,688	444,848	444,848
406	Government Buildings	105,681	99,993	107,288	124,956	124,956
408	Park Maintenance	177,495	191,975	175,787	212,610	212,610
500	Police	1,957,749	2,205,128	2,175,447	2,477,988	2,477,988
601	Cultural Arts	8,311	8,073	8,073	8,000	8,000
602	Recreation	19,079	51,853	39,371	60,485	60,485
	Total Current Expenditures	3,581,887	5,618,791	5,354,346	4,713,918	4,713,918
	Capital Outlay:					
300	City Council	89	-	-	-	-
301	City Manager / City Clerk	1,927	365	365	-	-
303	Finance	267	25,350	-	25,400	25,400
305	Non Departmental	-	-	-	-	-
306	Public Information Services	-	-	-	-	-
400	Planning	1,114	667	667	-	-
401	Building	713	15,567	15,567	-	-
403	Streets	76,277	139,917	81,417	648,200	648,200
406	Government Buildings	90,884	7,300	2,300	-	-
408	Park Maintenance	89	16,367	14,367	5,500	5,500
500	Police	28,081	54,925	57,679	34,800	34,800
601	Cultural Arts	-	-	-	-	-
602	Recreation	-	1,500	1,500	-	-
	Total Capital Outlay/Debt Service	199,441	261,958	173,862	713,900	713,900
	Beginning Fund Balance, July 1	2,092,723	2,154,860	2,154,860	1,786,989	1,786,989
	<b>Ending Fund Balance, June 30</b>	<b>\$ 2,154,860</b>	<b>\$ 1,297,816</b>	<b>\$ 1,786,989</b>	<b>\$ 703,135</b>	<b>\$ 703,135</b>

**Park Maintenance  
2005-2006 Budget Summary**

Fund 01, Department 408		2004-2005			2005-2006	
Acct	Description	2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
Current:						
510XX	Salaries and Benefits	\$ 58,552	\$ 63,792	\$ 63,792	\$ 100,937	\$ 100,937
51003	Overtime	26	300	300	300	300
51018	Safety Shoes	82	170	150	150	150
61025	Other Contract Services	90,743	107,268	93,000	90,564	90,564
61031	Advertising and Publications	259	-	-	-	-
610**	Travel, Meetings and Meal Expense	90	300	-	-	-
61036	Telephone	1,241	1,200	1,200	2,534	2,534
61037	Vehicle Maintenance	1,838	1,400	1,700	1,700	1,700
61038	Information Systems	499	845	845	1,189	1,189
61040	Office Supplies	1,069	4,000	3,000	3,000	3,000
61041	Materials, Tools, Small Equipment	7,853	4,000	4,500	5,100	5,100
61042	Equipment Rental	2,070	1,500	500	500	500
61043	Repairs & Replacements	9,464	3,000	3,000	3,000	3,000
61048	Printing and Photocopying	259	200	200	36	36
61051	Utilities	3,450	4,000	3,600	3,600	3,600
	Subtotal	177,495	191,975	175,787	212,610	212,610
Capital Outlay:						
71081	Equipment	89	13,367	11,367	2,000	2,000
71082	CIP	-	3,000	3,000	3,500	3,500
	<b>Department Total</b>	<b>\$ 177,584</b>	<b>\$ 208,342</b>	<b>\$ 190,154</b>	<b>\$ 218,110</b>	<b>\$ 218,110</b>

**Budget Details**

				<u>Amount</u>
<b>Sources of Funding</b>				
42259	Operating Transfer In - Parks and Recreation Development Fund			\$ 15,000
	General Fund			203,110
				<u>\$ 218,110</u>
510XX	<b>Salaries and Benefits</b>	<u>04-05 FTE</u>	<u>05-06 FTE</u>	
	Public Works Superintendent	0.10	0.15	\$ 19,786
	Field Maintenance Supervisor	0.10	0.10	10,843
	Maintenance Worker I	0.15	0.10	8,453
	Maintenance Worker I	0.13	0.10	8,061
	Maintenance Worker I	0.13	0.10	7,021
	Maintenance Worker I	0.13	0.45	12,092
	Maintenance Worker I	0.13	0.15	34,682
		<u>0.87</u>	<u>1.15</u>	<u>\$ 100,937</u>
61025	<b>Other Contract Services</b>			
	Landscape Maintenance - Trugreen Maintenance			\$ 83,988
	Park Facilities Maintenance - JaniKing			6,576
				<u>\$ 90,564</u>
61041	<b>Materials, Tools, Small Equipment</b>			
	General Expenditures			\$ 2,500
	Bark - Playground, ADA			1,500
	Boxes for "Doggie" Waste Bags (4)			400
	Chain Saw - Stihl			350
	Blower - Small			350
				<u>\$ 5,100</u>
71081	<b>Equipment</b>			
	Picnic Tables - Vets Park			\$ 2,000
71082	<b>Capital Improvements</b>			
	L011 - Dog Park Improvements			\$ 3,500

**POLICE**  
**Department #500**

The Police Department provides law enforcement services to the community 24-hours per day, 365-days per 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 maintain 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 current and future community needs and makes maximum use of available resources, personnel and technology.

**GOALS:**

- Enhance our traffic enforcement profile with the community, thereby reducing traffic collisions and increasing the safety of our citizens.
- Implement a Citizen Volunteer program to assist the department with field operations such as vehicle abatements, neighborhood watch, traffic control, etc.
- Conduct a minimum of two community meetings designed to enhance communications and identify neighborhood problems or concerns.
- Continue to maintain and expand the department's Police Explorer program.
- Continue efforts to actively recruit volunteer Reserve Police Officers to provide needed support to our full-time Police Officers.
- Implement a reporting document such as an Annual Report that will provide the Community with valuable insight on departmental resources, operations and programs.

**Police  
2005-2006 Budget Summary**

Fund 01, Department 500		2004-2005			2005-2006	
Acct	Description	2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 1,564,861	\$ 1,725,925	\$ 1,725,925	\$ 2,061,389	\$ 2,061,389
51003	Overtime	107,383	140,000	130,000	75,000	75,000
61015	Special Legal Services	24,541	13,000	10,000	35,000	35,000
61022	Legal Fees - City Attorney	-	-	6,000	5,000	5,000
61025	Other Contract Services	52,528	90,649	90,649	86,831	86,831
61031	Advertising and Publications	1,519	1,500	1,500	1,500	1,500
61033	Postage	1,420	1,712	1,712	1,765	1,765
61034	Dues and Subscriptions	1,342	2,075	2,075	2,190	2,190
610**	Travel, Meetings and Meal Expense	12,957	18,980	18,980	19,740	19,740
61036	Telephone	12,455	18,830	12,830	12,034	12,034
61037	Vehicle Expense	44,022	43,000	37,276	37,500	37,500
61038	Information Systems	39,679	53,683	53,683	62,266	62,266
61040	Office Supplies	15,905	16,500	16,500	16,000	16,000
61041	Materials, Tools, Small Equipment	17,019	5,000	8,000	5,000	5,000
61048	Printing and Photocopying	6,367	6,274	6,274	5,473	5,473
61051	Utilities	25,859	28,000	23,000	25,000	25,000
61076	Contributions	3,796	4,000	2,443	1,700	1,700
61088	Jail Booking Fees	26,096	36,000	28,600	24,600	24,600
	Subtotal	1,957,749	2,205,128	2,175,447	2,477,988	2,477,988
	Capital Outlay:					
71081	Equipment	9,735	36,317	33,317	10,700	10,700
	Debt Service					
61093	Lease Principal - 4 Vehicles	18,346	15,562	20,745	20,526	20,526
61096	Lease Interest - 4 Vehicles	-	3,046	3,617	3,574	3,574
	Total Expenditures	1,985,830	2,260,053	2,233,126	2,512,788	2,512,788
	Department Total	\$ 1,985,830	\$ 2,260,053	\$ 2,233,126	\$ 2,512,788	\$ 2,512,788

**Budget Details**

				Amount
<b>Sources of Funding</b>				
4XXXX	Charges for Services			\$ 20,240
41XXX	Licenses and Permits			8,200
41XXX	Fines and Forfeitures			62,000
42259	Operating Transfer In - Public Safety Fund			100,000
41219	Peace Officers Standards and Training (P.O.S.T.)			12,000
41090	Public Safety Augmentation			43,000
<b>General Fund</b>				<u>2,267,348</u>
				<u>\$ 2,512,788</u>
510XX	<b>Salaries and Benefits</b>		<b>04-05 FTE</b>	<b>05-06 FTE</b>
	Police Chief		1.00	1.00
	Police Lieutenant		1.00	0.00
	Police Sergeant		3.00	4.00
	Police Officer		8.00	8.00
	Support Services Supervisor		1.00	1.00
	Community Services Officer		1.00	1.00
	Dispatcher / Clerk		5.00	5.00
	Police Services Aid		0.55	0.55
	Reserve Officers		0.50	0.00
			<u>21.05</u>	<u>20.55</u>
				\$ 2,061,389

**Police  
Budget Details (Continued)**

		<u>Amount</u>
61025	<b>Other Contract Services</b>	
	Animal Shelter	\$ 15,450
	Janitorial Service	11,700
	Radio Maintenance	7,000
	Explosive Ordinance Fee - County of Sonoma	7,337
	Heating and Cooling Maintenance - Cal-Air	6,612
	Identix - Livescan Maintenance	5,800
	Sexual Assault Exams - Sutter Hospital	2,000
	Emergency Planning Support	2,800
	Hazardous Materials Response - County of Sonoma & City of Santa Rosa	2,800
	Parking Citations Service - Judicial Data Services	1,800
	Department of Justice - Fingerprint Processing Fee	1,300
	Superior Court - County	1,500
	County of Sonoma - Orinda Detox Center	800
	Radar Repair and Calibration	600
	Infostor - Document Shredding	600
	Animal Veterinary Services	500
	Lexis Nexis/Accurint	500
	Transcription Services	500
	Pest Control - Terminix	582
	Criss Cross Listing	250
	<b>Staff/Reserve Pre-employment Related:</b>	
	Background Investigator	6,000
	Physical Exams	4,000
	Psychological Exams	3,400
	Polygraph Exams	2,000
	Collective Recruitment Services	1,000
		<u>\$ 86,831</u>
61034	<b>Dues and Subscriptions</b>	
	California Penal Code - 6	\$ 350
	Law Enforcement Personnel Report	300
	Law Enforcement Liability Report	275
	California Police Officers Association	250
	Sonoma County Chiefs Association	200
	California Vehicle Codes - 15	150
	CPOA Legal Resource	120
	California Police Chiefs Association	120
	California Background Investigators	100
	California Association Records Supervisor	100
	CalNENA (National Emergency Number Association)	95
	California Property & Evidence Officers	50
	CCUG (Computerized CLETS Users Group)	50
	9-1-1 Magazine	30
		<u>\$ 2,190</u>
610**	<b>Travel, Meetings and Training</b>	
	<b>Priority 1</b>	
	Quarterly Range Training (13)	\$ 4,190
	Emergency Vehicle Operation (13)	2,500
	First Aid / CPR / Blood Borne Pathogens / SIDS (13)	1,500
	Accident Investigation (4)	1,000
	Taser Training (9)	200
	Temporary Holding Cell Course (5)	200
	Computer Crimes (3)	100
	Field Training Officer Update (1)	25
	Defense Tactics Instructor Update (1)	25
		<u>\$ 9,740</u>
	<b>Priority 2</b>	<u>10,000</u>
	<b>Total Travel, Meetings and Training</b>	<u>\$ 19,740</u>

**Police**  
**Budget Details (Continued)**

61038	<b>Information Systems</b>		
	CAD/RMS - Sonoma County Law Enforcement Consortium FY 05-06 Agency Funding	\$	43,371
	Departmental Allocation (see Dept #303 for Total)		11,145
	CLETS (California Law Enforcement Telecommunications System) - Wants and Warrants		6,000
	LEADS Software Maintenance		900
	TMS (Training Management Software) Updates and Support		600
	Great Software License - Gang Enforcement		250
		<u>\$</u>	<u>62,266</u>
61076	<b>Contributions</b>		
	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$</u>	<u>1,700</u>
61088	<b>Jail Booking Fees</b>		
	Cost of Booking Offenders Into the County Jail at \$238/Booking	<u>\$</u>	<u>24,600</u>
71081	<b>Equipment</b>		
	Bullet Resistant Vests		4,000
	Digital Cameras (10)		3,200
	Digital Crime Scene Camera		2,800
	Evidence Fuming Cabinet		700
		<u>\$</u>	<u>10,700</u>

**CULTURAL ARTS**  
**Department #601**

The Cultural Arts budget provides support for the expansion of music events in Cotati.

GOALS

- Work in collaboration with local businesses to produce musical events.

OBJECTIVES

- Involve local citizens and businesses in ongoing planning for a variety of musical events in the community.

**Cultural Arts  
2005-2006 Budget Summary**

Fund 01, Department 601		2004-2005			2005-2006	
Acct	Description	2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	Current:					
51XXX	Salaries and Benefits	\$ 2,339	\$ 3,935	\$ 3,935	\$ 3,900	\$ 3,900
61033	Postage	167	200	200	200	200
610**	Travel, Meetings and Meal Expense	74	75	75	-	-
61040	Office Supplies	563	2,000	2,000	2,000	2,000
61041	Materials, Tools, Small Equipment	1,950	300	300	300	300
6104*	Equipment, Facilities Rental	2,313	300	300	300	300
61048	Printing and Photocopying	905	1,263	1,263	1,300	1,300
	Subtotal	8,311	8,073	8,073	8,000	8,000
71081	Capital Outlay: Equipment	-	-	-	-	-
	<b>Department Total</b>	<b>\$ 8,311</b>	<b>\$ 8,073</b>	<b>\$ 8,073</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>

**Budget Details**

Sources of Funding		Amount
Reimbursements - American Philharmonic Association		\$ 3,000
<b>General Fund</b>		<b>5,000</b>
		<u><u>\$ 8,000</u></u>
51XXX	<b>Salaries and Benefits</b>	
	Public Works Staff Time - Philharmonic Summer Concert	\$ 1,200
	Public Works Staff Time - Accordion Festival	2,700
		<u><u>\$ 3,900</u></u>

	Costs	Reimbursements	City Contribution
Philharmonic	5,300	3,000	2,300
Accordion Festival	2,700	-	2,700
Total	<u><u>\$ 8,000</u></u>	<u><u>\$ 3,000</u></u>	<u><u>\$ 5,000</u></u>

**RECREATION**  
**Department #602**

The Recreation budget provides funds to initiate a youth recreation program.

GOALS

- Partner with or design a summer camp program.
- Partner with or design youth and adult enrichment programs.
- To provide a full range of recreational classes for all age groups.

**Recreation  
2005-2006 Budget Summary**

Fund 01, Department 602

Acct	Description	2003-2004 Actual	2004-2005		2005-2006	
			Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 15,309	\$ 24,883	\$ 25,318	\$ 22,178	\$ 22,178
51003	Overtime	-	435	-	-	-
61025	Other Contract Services	2,452	8,150	6,500	13,555	13,555
61031	Advertising and Legal Notices	-	7,500	-	2,000	2,000
61033	Postage	-	-	-	738	738
61034	Dues and Subscriptions	-	250	250	250	250
610**	Travel, Meetings and Meal Expense	75	600	600	640	640
61036	Telephone Expense	-	-	-	681	681
61038	Information Systems	-	120	120	1,630	1,630
61040	Office Supplies	305	7,200	4,200	6,000	6,000
61041	Material, Tools, Small Equip	-	-	-	4,500	4,500
61042	Equipment Rental	174	365	365	500	500
61048	Printing and Photocopying	764	1,300	968	6,613	6,613
61051	Utilities	-	-	-	-	-
61065	Awards/Prizes	-	1,050	1,050	1,200	1,200
	Subtotal	19,079	51,853	39,371	60,485	60,485
71081	Capital Outlay: Equipment	-	1,500	1,500	-	-
	<b>Department Total</b>	<b>\$ 19,079</b>	<b>\$ 53,353</b>	<b>\$ 40,871</b>	<b>\$ 60,485</b>	<b>\$ 60,485</b>

**Budget Details**

				Amount
<b>Sources of Funding</b>				
4XXXX	Charges for Services			\$ 4,000
42248	Donations - Kid's Day Parade			4,000
43103	Gate Proceeds - Pasta Feed 40%			800
	<b>General Fund</b>			<u>51,685</u>
				<u>\$ 60,485</u>
510XX	<b>Salaries and Benefits</b>		<u>04-05 FTE</u>	<u>05-06 FTE</u>
	Recreation Coordinator		0.38	0.38
	Recreation Intern		0.23	0.23
	Public Works Staff - Heritage Festival			
			<u>0.62</u>	<u>0.62</u>
				<u>\$ 22,178</u>
61025	<b>Other Contract Services</b>			
	Programs, Instructors			\$ 5,800
	Heritage Festival Entertainment			2,400
	HVAC Maintenance			200
	Mats			1,235
	Pest control			200
	Janitorial Service - Recreation Building			3,720
				<u>\$ 13,555</u>
61031	<b>Advertising and Legal Notices</b>			
	Press Democrat			<u>\$ 2,000</u>
61034	<b>Dues and Subscriptions</b>			
	California Parks and Recreation Society (CPRS)			<u>\$ 250</u>
610XX	<b>Travel, Meetings and Training</b>			
	California Parks and Recreation Society (CPRS) - Annual Conference, Sacramento			<u>\$ 640</u>

**CITY OF COTATI**

**Section D**

**OTHER  
GOVERNMENTAL  
FUNDS**

## **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; to promote community spirit through support of community events; and complete the restoration of City Hall. The City of Cotati has the following special revenue funds and capital project funds:

### **Grants Fund #02**

City staff applies and receives competitive funding grants for various city projects that meet specific criteria. A grant has been obtained from the Sonoma County Water Agency.

### **Community Development Block Grant (CDBG) Fund #03**

Community Development Block Grant funds are administered by the County and used for projects that benefit low and moderate income residents.

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

Funds are received from a 1- percent franchise fee on garbage collection, and proceeds are used for solid waste reduction education programs that meet State standards (AB939).

### **Community and Environment Commission Fund #08**

Funds are received from donations, fundraisers, grants and events to support and/or sponsor community events.

### **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.

### **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, State Transportation Partnership funds are also accounted for in this fund and are dedicated to streets and roads 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 specifically identified 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 provide 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.

**Explorer Program Fund #205**

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**

New for FY 05-06, this program is designed to facilitate the creation and implementation of a citizen volunteer program within the Police department.

**Grants Fund  
2005-2006 Budget Summary**

Fund 02	Acct	Description	2004-2005			2005-2006	
			2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
		Revenues:					
	41220	Other Grants	\$ -	\$ 125,500	\$ 67,000	\$ 589,000	\$ 589,000
	42295	Other	-	-	-	-	-
		Total Revenues	-	125,500	67,000	589,000	589,000
		Current Expenditures:					
	61025	Other Contract Services	-	-	-	-	-
		Capital Outlay:					
	71081	Equipment	-	-	-	-	-
	71082	Capital Improvements	-	-	-	-	-
		Total Expenditures	-	-	-	-	-
		Other Sources (Uses):					
	61085	Operating Transfers Out	(55,231)	(125,500)	(67,000)	(589,000)	(589,000)
		Beginning Fund Balance, July 1	55,231	-	-	-	-
		<b>Ending Fund Balance, June 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Budget Details**

41220	<b>Other Grants</b>		
	X007 - Cotati Creek Bypass Construction - Total Funding \$589,000		<u>\$ 589,000</u>
61085	<b>Operating Transfer Out</b>		
	General Fund - Streets - Cotati Creek Bypass Construction - Total Cost \$589,000		<u>\$ 589,000</u>

**CDBG Fund  
2005-2006 Budget Summary**

Fund 03			2004-2005		2005-2006	
			2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended
<b>Acct</b>	<b>Description</b>					
	Revenues:					
41234	CDBG Grant	6,627	69,443	90,482	78,242	78,242
44105	Loan Repayments	2,653	-	-	-	-
42193	Other Interest	53	-	-	-	-
	Total Revenues	9,333	69,443	90,482	78,242	78,242
	Current Expenditures:					
61072	Reimbursements	2,707	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	6,746	70,000	94,121	78,242	78,242
	Total Expenditures	9,453	70,000	94,121	78,242	78,242
	Beginning Fund Balance, July 1	3,759	3,639	3,639	-	-
	<b>Ending Fund Balance, June 30</b>	<b>\$ 3,639</b>	<b>\$ 3,082</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Budget Details**

71082	<b>Capital Improvements</b>	<u>Amount</u>
	C010 - A.D.A. Accessibility Improvements - Cotati Civic Center	<u>\$ 78,242</u>

**Solid Waste Reduction(EAC/AB 939 FUND 6)  
2005-2006 Budget Summary**

Fund 06			2004-2005			2005-2006	
			2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
Acct	Description						
	Revenues:						
41170	Franchise Fees	\$ 12,542	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	
41220	Other Grants	-	-	-	-	-	
	Total Revenues	12,542	13,500	13,500	13,500	13,500	
	Current Expenditures:						
61025	Other Contract Services	56,000	6,000	6,000	6,000	6,000	
61031	Advertising and Legal Notices	-	-	-	-	-	
63083	Costs of Goods Sold	-	-	-	-	-	
	Total Expenditures	56,000	6,000	6,000	6,000	6,000	
	Other Sources (Uses):						
61085	Operating Transfers Out	(1,000)	(1,000)	(1,000)	(3,000)	(3,000)	
	Beginning Fund Balance, July 1	62,531	18,073	18,073	24,573	24,573	
	<b>Ending Fund Balance, June 30</b>	<b>\$ 18,073</b>	<b>\$ 24,573</b>	<b>\$ 24,573</b>	<b>\$ 29,073</b>	<b>\$ 29,073</b>	

61025	<b>Other Contract Services</b>					
	Waste Management - Single Stream Recycling					\$ 6,000
61085	<b>Operating Transfer Out</b>					
	Community and Environment Commission - Earth Day					\$ 3,000

**Community and Environment Commission Fund  
2005-2006 Budget Summary**

Fund 08	Acct	Description	2004-2005			2005-2006	
			2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
		Revenues:					
	41220	Other Grants - County Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
	42248	Donations	525	-	-	-	-
	43103	Gate Proceeds	1,570	2,200	1,200	1,300	1,300
	43104	Sale of Merchandise	117	-	-	-	-
	43107	Booth Application	75	-	-	-	-
	43109	Raffle Proceeds	-	400	135	200	200
		<b>Total Revenues</b>	<b>2,287</b>	<b>2,600</b>	<b>1,335</b>	<b>1,500</b>	<b>1,500</b>
		Current Expenditures:					
	51****	Salaries and Benefits	2,667	655	655	700	700
	61025	Other Contract Services	1,445	1,050	1,050	1,100	1,100
	610**	Travel, Meetings and Training	453	550	550	1,550	1,550
	61036	Telephone Expense	225	200	235	235	235
	61040	Departmental Supplies	966	780	780	3,450	3,450
	61041	Materials, Tools, Small Equipment	482	265	265	100	100
	61042	Equipment Rental	1,030	1,500	1,200	1,150	1,150
	61048	Printing & Photocopying	461	340	340	900	900
	63082	Tree Lighting	584	815	815	-	-
		<b>Total Expenditures</b>	<b>8,313</b>	<b>6,155</b>	<b>5,890</b>	<b>9,185</b>	<b>9,185</b>
		Other Sources (Uses):					
	42259	Operating Transfers In	1,004	3,351	4,351	7,685	7,685
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	5,226	204	204	-	-
		<b>Ending Fund Balance, June 30</b>	<b>\$ 204</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Budget Details**

	<u>Amount</u>
61025 <b>Other Contract Services</b> Caterer, Pasta Dinner	<u>\$ 1,100</u>
61035 <b>Meetings &amp; Training</b> Annual C.E.C. Retreat	<u>\$ 200</u>
61040 <b>Departmental Supplies</b> Earth Day Tree Lighting Creek Restoration Pasta Feed	<u>\$ 1,300</u> 900 650 600 <u>\$ 3,450</u>
61041 <b>Materials, Tools, Small Equipment</b> Creek Restoration	<u>\$ 100</u>
61042 <b>Equipment Rental</b> Pasta Feed Earth Day Tree Lighting	<u>\$ 900</u> 175 75 <u>\$ 1,150</u>
61047 <b>Meals, Refreshments</b> Tree Lighting Earth Day Creek Restoration Administration	<u>\$ 900</u> 200 150 100 <u>\$ 1,350</u>

**Community and Environment Commission**  
**Budget Details (Continued)**

61048	<b>Printing &amp; Photocopying</b>		
	Creek Restoration	\$	500
	Administration		100
	Tree Lighting		100
	Earth Day		100
	Pasta Feed		100
		<u>\$</u>	<u>900</u>
42259	<b>Operating Transfers In</b>		
	<b>General Fund - Event Expenses</b>	\$	4,685
	Solid Waste Reduction Fund - Earth Day		3,000
		<u>\$</u>	<u>7,685</u>

**Public Safety Fund  
2005-2006 Budget Summary**

Fund 09	Acct	Description	2003-2004 Actual	2004-2005		2005-2006	
				Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
		Revenues:					
	41220	CLEEP- CA Law Enforcement Equipment Program	\$ -	\$ -	\$ -	\$ -	\$ -
	41220	SLESF - Supplemental Law Enforcement Services Fund	100,000	100,000	100,000	100,000	100,000
	41220	Other Grant Revenues	29,508	1,400	1,400	-	-
	41236	COPS - Citizens Option for Public Safety - More Grant	-	-	-	-	-
		Total Revenues	129,508	101,400	101,400	100,000	100,000
		Current Expenditures:					
	51003	Police Overtime	27,977	-	-	-	-
	610**	Travel, Meetings and Training	2,535	-	-	-	-
	61038	Information Systems	2,701	-	-	-	-
		Capital Outlay:					
	71081	Equipment	21,640	-	-	-	-
		Total Expenditures	54,853	-	-	-	-
		Other Sources (Uses):					
	42259	Operating Transfers In	-	-	-	-	-
	61085	Operating Transfers Out	(99,996)	(100,000)	(100,000)	(100,000)	(100,000)
		Beginning Fund Balance, July 1	33,501	8,160	8,160	9,560	9,560
		<b>Ending Fund Balance, June 30</b>	<b>\$ 8,160</b>	<b>\$ 9,560</b>	<b>\$ 9,560</b>	<b>9,560</b>	<b>9,560</b>

**Budget Details**

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

**Gas Taxes Fund  
2005-2006 Budget Summary**

Fund 21		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Acct</b>	<b>Description</b>					
	Revenues:					
4122X	Gas Tax	\$ 137,325	\$ 137,200	\$ 137,200	\$ 137,200	\$ 137,200
41220	Other Grants - Traffic Congestion	-	-	-	-	-
42192	Investment Earnings	459	800	800	600	600
	Total Revenues	137,784	138,000	138,000	137,800	137,800
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
61076	Contributions	1,912	1,970	1,970	2,000	2,000
	Total Expenditures	1,912	1,970	1,970	2,000	2,000
	Other Sources (Uses):					
61085	Operating Transfers Out	(182,376)	(170,553)	(170,553)	(135,801)	(135,801)
	Beginning Fund Balance, July 1	81,028	34,524	34,524	-	-
	<b>Ending Fund Balance, June 30</b>	<b>\$ 34,524</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Budget Details**

		<u>Amount</u>
61076	<b>Contributions</b> Sonoma County Transit Authority	<u>\$ 2,000</u>
61085	<b>Operating Transfers Out</b> General Fund-Streets (Maintenance)	<u>\$ 135,801</u>

**Transportation Development Fund  
2005-2006 Budget Summary**

Fund 22		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
Acct	Description					
	Revenues:					
41220	Other Grants (STIP)	\$ -	\$ -	\$ -	\$ -	\$ -
41230	TDA - Transportation Development Act (Marsh Way)	-	-	-	-	-
41232	ISTEA - Intermodal Surface Transportation Enhancement Act	-	-	-	-	-
41237	STP - Surface Transportation Program	-	-	-	-	-
41238	TEA - Transportation Enhancement Act	-	-	-	-	-
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	\$ -	-	-	-	-
	Current Expenditures:					
62004	Matching Contributions	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	\$ -	-	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(15,600)	-	-	-	-
	Beginning Fund Balance, July 1	26,726	11,126	11,126	11,126	11,126
	<b>Ending Fund Balance, June 30</b>	<b>\$ 11,126</b>	<b>\$ 11,126</b>	<b>\$ 11,126</b>	<b>\$ 11,126</b>	<b>\$ 11,126</b>

**Amount**

61085 Operating Transfer Out

-  
\$ -

**Parks and Recreation Development Fund  
2005-2006 Budget Summary**

Fund 23		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
Acct	Description					
	Revenues:					
4xxx	Development Fees	\$ 46,250	\$ 40,000	\$ 40,000	\$ 15,000	\$ 15,000
	Total Revenues	46,250	40,000	40,000	15,000	15,000
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	(54,047)	(40,000)	(40,000)	(15,000)	(15,000)
	Beginning Fund Balance, July 1	7,797	-	-	-	-
	<b>Ending Fund Balance, June 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Budget Details**

		<u>Amount</u>
61085	Operating Transfers Out	
	General Fund - Parks (Maintenance)	\$ 15,000

**Park In Lieu Fund  
2005-2006 Budget Summary**

Fund 24

Acct	Description	2003-2004 Actual	2004-2005		2005-2006	
			Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	Revenues:					
41220	Grants-State Pk Bond per Capita	\$ 21,041	\$ 42,333	\$ 42,333	\$ -	\$ -
41220	Grants -State Park Bond RZH	-	282,000	282,000	-	-
41220	Grants-Comm. Partnerships for Youth	-	38,421	38,421	-	-
41572	Park In Lieu Fees	105,864	200,000	170,000	189,736	189,736
42192	Investment Earnings	1,387	2,000	2,000	-	-
42247	Property Owner Contributions	15,000	-	-	-	-
42248	Donations	3,000	-	-	-	-
42283	Sale of Fixed Assets	-	-	-	-	-
	Total Revenues	146,292	564,754	534,754	189,736	189,736
	Current Expenditures:					
51****	Salaries And Benefits	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61040	Supplies	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	113,837	629,537	566,537	150,000	150,000
	Total Expenditures	113,837	629,537	566,537	150,000	150,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	78,455	110,910	110,910	79,127	79,127
	Ending Fund Balance, June 30	\$ 110,910	\$ 46,127	\$ 79,127	118,863	118,863

**Budget Details**

	<u>Amount</u>
71082 <b>Capital Improvements</b>	
U003 - East Cotati Pedestrian Crossing	\$ 150,000
61085 <b>Operating Transfers Out</b>	\$ -

**Inclusionary Housing Fund  
2005-2006 Budget Summary**

Fund 26		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Acct</b>	<b>Description</b>					
	Revenues:					
41569	In-Lieu Housing Fee	\$ 162,932	\$ 650,000	\$ 786,041	\$ 396,800	\$ 396,800
42192	Investment Earnings	7,815	10,000	12,000	13,000	13,000
42295	Other Revenues	-	-	-	-	-
	Total Revenues	170,747	660,000	798,041	409,800	409,800
	Current Expenditures:					
61022	Legal Fees	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	484,490	655,237	655,237	1,453,278	1,453,278
	<b>Ending Fund Balance, June 30</b>	<b>\$ 655,237</b>	<b>\$ 1,315,237</b>	<b>\$ 1,453,278</b>	<b>\$ 1,863,078</b>	<b>\$ 1,863,078</b>

**Budget Details**

71082 Capital Improvements

Amount  
\$ -

61085 Operating Transfers Out

\$ -

**Traffic Mitigation Fund  
2005-2006 Budget Summary**

Fund 28

Acct	Description	2003-2004 Actual	2004-2005		2005-2006	
			Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	Revenues:					
41542	Traffic Mitigation Fee	\$ 48,606	\$ 50,000	\$ 50,000	\$ -	\$ -
42192	Investment Earnings	328	1,000	1,200	1,300	1,300
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	48,934	51,000	51,200	1,300	1,300
	Current Expenditures:					
61025	Other Contract Services	223	2,168	2,168	-	-
	Capital Outlay:					
71082	Capital Improvements	-	50,000	-	-	-
	Total Expenditures	223	52,168	2,168	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	-	48,711	48,711	97,744	97,744
	Ending Fund Balance, June 30	\$ 48,711	\$ 47,544	\$ 97,744	\$ 99,044	\$ 99,044

**Budget Details**

	<u>Amount</u>
71082 Capital Improvements	\$ -
42259 Operating Transfers In	\$ -

**2001 Limited Obligation Improvement Bond Fund  
South Sonoma Business Park Assessment District  
2005-2006 Budget Summary**

Fund 31, 32		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Acct</b>	<b>Description</b>					
	Revenues:					
42181	Special Assessments	\$ 466,672	\$ 452,575	\$ 452,575	\$ 452,575	\$ 452,575
42192	Investment Earnings	5,220	4,000	5,000	5,000	5,000
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	471,892	456,575	457,575	457,575	457,575
	Current Expenditures:					
61015	Special Legal Services	-	-	-	-	-
61025	Other Contract Services	94,587	-	-	15,561	15,561
61033	Postage	105	-	-	-	-
61095	Bond Principal	-	70,000	70,000	75,000	75,000
61096	Interest Expense	381,875	381,785	379,600	374,888	374,888
6109*	Banking, Trust & Agency Fees	4,062	4,077	4,077	3,778	3,778
	Total Expenditures	480,629	455,862	453,677	469,227	469,227
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	741,464	732,727	732,727	736,625	736,625
	<b>Ending Fund Balance, June 30</b>	<b>\$ 732,727</b>	<b>\$ 733,440</b>	<b>\$ 736,625</b>	<b>\$ 724,973</b>	<b>\$ 724,973</b>

**Asset Seizure Fund  
2005-2006 Budget Summary**

Fund 50		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
Acct	Description					
	Revenues:					
41211	Seized Property	\$ 698	\$ -	\$ -	\$ -	\$ -
41235	AB114-Asset Forfeiture	-	-	-	-	-
42192	Investment Earnings	-	-	-	-	-
	Total Revenues	698	-	-	-	-
	Current Expenditures:					
61040	Departmental Supplies	-	-	-	-	-
61041	Materials, Tools, Small Equipment	3,187	-	-	-	-
61048	Printing & Photocopying	-	-	-	-	-
69011	Narcotics Enforcement Expense	-	1,000	1,000	1,000	1,000
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
	Total Expenditures	3,187	1,000	1,000	1,000	1,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	28,187	25,698	25,698	24,698	24,698
	Ending Fund Balance, June 30	\$ 25,698	\$ 24,698	\$ 24,698	\$ 23,698	\$ 23,698

**Budget Details**

69011	<b>Special Police Programs</b>	
	"Buy" Money for Drug Criminal Investigations	\$ 1,000

**Maintenance Assessment Districts Fund  
2005-2006 Budget Summary**

Fund 201	Acct	Description	2004-2005			2005-2006	
			2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	42181	Revenues: Special Assessments	\$ 10,275	\$ 24,609	\$ 24,609	\$ 37,655	\$ 37,655
		Total Revenues	10,275	24,609	24,609	37,655	37,655
		Current Expenditures:					
	51XXX	Salaries - Public Works Time	3,435	3,088	3,088	3,245	3,245
	61025	Other Contract Services	15,176	19,704	19,704	26,484	26,484
	61042	Rental Expense	-	969	969	1,213	1,213
	61043	Repairs & Replacements	644	5,071	-	500	500
	61051	Utilities	7,098	9,707	7,637	11,565	11,565
		Total Expenditures	26,353	38,539	31,398	43,007	43,007
		Other Sources (Uses):					
	42259	Operating Transfers In - GF Subsidy	7,335	5,071	5,071	9,341	9,341
	61085	Operating Transfers Out - Admin	(1,643)	(1,435)	(1,435)	(2,635)	(2,635)
		Beginning Fund Balance, July 1	43,212	32,826	32,826	29,673	29,673
		Ending Fund Balance, June 30	\$ 32,826	\$ 22,532	\$ 29,673	\$ 31,027	\$ 31,027

**Budget Details**

		<u>Amount</u>
42181	Special Assessments-	
	2011 - Valparaiso Vista Subdivision - 15 parcels at \$158 per parcel	\$ 2,370
	2012 - Quail Hollow IV Subdivision - 31 parcels at \$40 per parcel	1,240
	2013 - Sommers Subdivision - 8 parcels at \$290-435 per parcel	2,465
	2014 - Macklin Phase I Subdivision - 39 parcels at \$32.00 per parcel	1,248
	2015 - Sierra Meadows Subdivision - 29 parcels at \$38 per parcel	1,102
	2016 - Oak Knoll Subdivision - 24 parcels at \$129 per parcel	3,096
	2017 - Garden Gate Subdivision - 15 parcels at \$151.12 per parcel	2,267
	2018 - Park Meadows Subdivision - 39 parcels at \$334.10 per parcel	13,030
	2019 - Cotati Station Subdivision - 70 parcels at \$ 154.82 per parcel	10,837
		<u>\$ 37,655</u>
51XXX	Salaries and Benefits - Public Works Staff Time - Inspection, Repairs	
	2011 - Valparaiso Vista Subdivision	\$ 265
	2012 - Quail Hollow IV Subdivision	420
	2013 - Sommers Subdivision	380
	2014 - Macklin Phase I Subdivision	200
	2015 - Sierra Meadows Subdivision	200
	2016 - Oak Knoll Subdivision	380
	2017 - Garden Gate Subdivision	200
	2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)	-
	2019 - Cotati Station Subdivision	1,200
		<u>\$ 3,245</u>
61025	Other Contract Services	
	Landscape Maintenance - Trugreen	
	2011 - Valparaiso Vista Subdivision - \$170 per month	\$ 3,120
	2012 - Quail Hollow IV Subdivision - \$50 per month	4,152
	2013 - Sommers Subdivision - \$50 per month	1,008
	2014 - Macklin Phase I Subdivision - \$50 per month	1,812
	2016 - Oak Knoll Subdivision - \$126 per month	840
	2017 - Garden Gate Subdivision - \$170 per month	1,248
	2018 - Park Meadows Subdivision - \$310.58 per month	7,524
	2019 - Cotati Station Subdivision - \$565 per month	6,780
		<u>\$ 26,484</u>

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

	<u>Amount</u>
61042 Rental Expense	
Bucket Truck	
2011 - Valparaiso Vista Subdivision	\$ 150
2013 - Sommers Subdivision	188
2015 - Sierra Meadows Subdivision	281
2016 - Oak Knoll Subdivision	188
2017 - Garden Gate Subdivision	156
2019 - Cotati Station Subdivision	250
	<u>\$ 1,213</u>
61043 Repairs & Replacements	
2018 - Park Meadows Subdivision	500
	<u>\$ 500</u>
61051 Utilities	
2011 - Valparaiso Vista Subdivision	\$ 1,100
2012 - Quail Hollow IV Subdivision	720
2013 - Sommers Subdivision	600
2014 - Macklin Phase I Subdivision	575
2015 - Sierra Meadows Subdivision	285
2016 - Oak Knoll Subdivision	365
2017 - Garden Gate Subdivision	670
2018 - Park Meadows Subdivision	3,750
2019 - Cotati Station Subdivision	3,500
	<u>\$ 11,565</u>
42259 Operating Transfers In- General Fund - Subsidy	<u>\$ 9,341</u>
61085 Operating Transfers Out General Fund - Administration	
2011 - Valparaiso Vista Subdivision	\$ 205
2012 - Quail Hollow IV Subdivision	205
2013 - Sommers Subdivision	205
2014 - Macklin Phase I Subdivision	205
2015 - Sierra Meadows Subdivision	205
2016 - Oak Knoll Subdivision	205
2017 - Garden Gate Subdivision	205
2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)	205
2019 - Cotati Station Subdivision	1,200
	<u>\$ 2,635</u>

**K9 Program Fund  
2005-2006 Budget Summary**

Fund 202		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Acct</b>	<b>Description</b>					
42248	Revenues:					
	Donations	\$ 8,043	\$ 800	\$ 800	\$ 2,000	\$ 2,000
	Total Revenues	8,043	800	800	2,000	2,000
	Current Expenditures:					
61025	Other Contract Services	9,650	2,200	2,200	10,000	10,000
610**	Travel, Meetings & Training	2,586	200	200	8,000	8,000
61040	Departmental Supplies	876	369	369	500	500
61041	Materials, Tools, Small Equipment	-	51	51	200	200
	Total Expenditures	13,112	2,820	2,820	18,700	18,700
	Other Sources (Uses):					
42259	Operating Transfers In	-	195	195	16,700	16,700
	Beginning Fund Balance, July 1	6,894	1,825	1,825	-	-
	<b>Ending Fund Balance, June 30</b>	<b>\$ 1,825</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Budget Details**

	<u>Amount</u>
61025 Other Contract Services Training - Officer and Canine	<u>\$ 10,000</u>
42259 Operating Transfers In	<u>\$ 16,700</u>

**General Capital Outlay Fund  
2005-2006 Budget Summary**

Fund 204		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Acct</b>	<b>Description</b>					
	Revenues:					
42247	Property Owner Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	212,809	305,900	700,000	700,000
	Total Expenditures	-	212,809	305,900	700,000	700,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	1,180,427	1,180,427	-	-
	Beginning Fund Balance, July 1	-	-	-	874,527	874,527
	<b>Ending Fund Balance, June 30</b>	<b>\$ -</b>	<b>\$ 967,618</b>	<b>\$ 874,527</b>	<b>\$ 174,527</b>	<b>\$ 174,527</b>

**Budget Details**

	<u>Amount</u>
71082 <b>Capital Improvements</b>	
C008 - Civic Center Improvements	\$ 550,000
R003 - East Cotati Avenue Overlay	150,000
	<u>\$ 700,000</u>
42259 <b>Operating Transfers In</b>	
General Fund	<u>\$ -</u>

**Explorer Program  
2005-2006 Budget Summary**

Fund 205		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Acct</b>	<b>Description</b>					
	Revenues:					
42237	Other Reimbursements	\$ 740	\$ -	\$ -	\$ -	\$ -
42248	Donations	3,010	1,893	1,893	1,500	1,500
	Total Revenues	3,750	1,893	1,893	1,500	1,500
	Current Expenditures:					
51017	Uniforms	-	600	100	200	200
610**	Travel, Meetings & Training	2,317	999	999	1,000	1,000
61076	Contributions	-	242	242	-	-
	Total Expenditures	2,317	1,841	1,341	1,200	1,200
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	-	1,433	1,433	1,985	1,985
	<b>Ending Fund Balance, June 30</b>	<b>\$ 1,433</b>	<b>\$ 1,485</b>	<b>\$ 1,985</b>	<b>\$ 2,285</b>	<b>\$ 2,285</b>

**Budget Details**

42259 Operating Transfers In

Amount

\$ -

**Citizen Volunteer Program  
2005-2006 Budget Summary**

Fund 206		2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
Acct	Description					
	Revenues:					
42248	Donations	-	-	-	-	-
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51017	Uniforms	-	-	-	1,600	1,600
61025	Other Contract Services	-	-	-	4,000	4,000
61040	Supplies	-	-	-	500	500
	Total Expenditures	-	-	-	6,100	6,100
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	6,100	6,100
	Beginning Fund Balance, July 1	-	-	-	-	-
	<b>Ending Fund Balance, June 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Budget Details**

	<u>Amount</u>
42259 Operating Transfers In	<u>\$ 6,100</u>

**CITY OF COTATI**

**Section E**

**ENTERPRISE  
FUNDS**

**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 free of health hazards and of acceptable quality to meet demand.
- 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.
- Continue the water conservation program consistent with the California Urban Water Conservation Council Guidelines.

OBJECTIVES

- Insure that supply continuously equals demand in the productions of water free from health hazards and objectionable color, odor, and/or taste and at satisfactory pressure.
- 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.
- Implementation of water conservation measures resulting in reduction of water use.

**Water Operating Fund  
2005-2006 Budget Summary**

Fund 12, Department 700

Acct	Description	2003-2004 Actual	2004-2005		2005-2006	
			Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
420XX	Revenues:					
	Other Service Fees	600	-	-	-	-
	Total Revenues	600	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	309,779	352,514	352,514	332,230	332,230
51003	Overtime	80	1,000	1,000	1,000	1,000
51018	Safety Shoes	252	300	300	300	300
61019	Engineering Fees	42,820	53,000	53,000	109,640	109,640
61024	SCWA Water Fees	443,908	490,000	490,000	529,000	529,000
61025	Other Contract Services	100,028	123,050	124,550	170,506	170,506
61026	Auditing Fees	3,150	3,450	3,450	2,400	2,400
61027	Insurance	23,965	36,892	36,892	26,600	26,600
61033	Postage	1,807	2,490	2,490	602	602
61034	Dues & Subscriptions	131	200	200	200	200
610**	Travel, Meetings and Training	3,406	2,450	2,450	2,450	2,450
61036	Telephone	14,104	13,000	15,000	5,597	5,597
61037	Vehicle Expense	3,899	4,000	4,000	4,000	4,000
61038	Information Systems	7,468	6,000	6,000	3,517	3,517
61040	Office Supplies	1,417	3,000	3,000	3,000	3,000
61041	Materials, Tools, Small Equipment	17,539	7,000	7,000	7,000	7,000
61042	Equipment Rental	-	-	500	500	500
61043	Repairs and Replacements	10,897	12,200	12,200	12,200	12,200
61048	Printing and Photocopying	2,465	1,730	1,730	2,531	2,531
61051	Utilities	25,700	25,000	12,000	12,000	12,000
61084	Contributions	-	-	2,500	-	-
61084	Property Taxes	61	148	100	100	100
	Total Expenses	1,012,876	1,137,424	1,130,876	1,225,373	1,225,373
	Other Sources (Uses):					
42259	Operating Transfers In	1,038,976	1,164,720	1,158,172	1,252,669	1,252,669
61085	Operating Transfers Out	(26,700)	(27,296)	(27,296)	(27,296)	(27,296)
	Beginning Retained Earnings, July 1*	-	-	-	-	-
	<b>Ending Retained Earnings, June 30*</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>

\* This amount represents the cash balance in the retained earnings of the fund.

**Water Operating Fund  
2005-2006 Budget Summary**

510XX	<b>Salaries and Benefits</b>	<u>04-05 FTE</u>	<u>05-06 FTE</u>	<u>Amount</u>
	City Manager	0.20	0.20	\$ 32,291
	Assistant City Manager	0.15	0.15	22,924
	Administrative Analyst / Deputy City Clerk	0.15	0.15	12,107
	Administrative Clerk	0.15	0.15	9,633
	Finance Director	0.20	0.25	30,640
	Accounting Specialist	0.20	0.20	17,488
	Accounting Assistant	0.40	0.40	29,199
	Director of Planning	0.05	0.05	6,564
	Administrative Clerk	0.05	0.05	3,211
	Director of Building & Safety	0.05	0.05	5,056
	Public Works Superintendent	0.30	0.25	32,976
	Field Maintenance Supervisor	0.30	0.25	27,107
	Maintenance Worker I	0.30	0.35	29,586
	Maintenance Worker I	0.40	0.25	20,153
	Maintenance Worker I	0.40	0.25	17,552
	Maintenance Worker I	0.40	0.15	24,184
	Maintenance Worker I	0.40	0.30	11,561
		<u>4.10</u>	<u>3.45</u>	<u>\$ 332,230</u>
61019	<b>Engineering Fees</b>			
	Departmental Allocation of General Engineering & Development Review			\$ 40,000
	Urban Water Mangement Plan (URMP)			35,000
	Russian River Watershed Association (RRWA) Support and Work Plan Costs			25,000
	General Plan Update			8,640
	Annual Water Quality Report			1,000
				<u>\$ 109,640</u>
61025	<b>Other Contract Services</b>			
	003P - Water Conservation Program - Total \$149,500 (\$63,000 to be reimbursed by Sonoma County Water Agency, \$45,000 for Toilet Retrofits in Sewer Operating Fund)			\$ 104,500
	006S - General Plan Update - Consultants - Total Cost \$385,000, FY 05-06 Costs \$125,000, Balance in General and CCRA Operating Funds,			12,500
	Laboratory Services - Brelje and Race			15,000
	009S - Santa Rosa Plain Groundwater Study (5 Year Project - \$55,000 Total)			11,000
	001P - NPDES (National Pollutant Discharge Elimination System) Program - Total Annual Cost \$38,000			7,600
	Certification - Department of Health Services			6,500
	Processing, Mailing of Bills - Infosend			9,000
	Telemetry System Maintenance			4,200
	Underground Service Alert - Departmental Allocation - 33% - Total Annual Cost \$625			206
				<u>\$ 170,506</u>
61027	<b>Insurance</b>			
	Water Fund Allocation - (See General Fund Dept #305 for Breakdown - Total \$140,002 <b>Estimated</b> ) 19%			<u>\$ 26,600</u>
61035	<b>Travel, Meetings and Training</b>			
	Continuing Education - Water Licensing			<u>\$ 2,450</u>
61085	<b>Operating Transfers Out</b>			
	General Fund - Government Buildings Maintenance			18,276
	General Fund - Administration			8,420
	General Fund - Public Information Services			600
				<u>\$ 27,296</u>
42259	<b>Operating Transfers In</b>			
	Water Capital Fund - Operating Costs			<u>\$ 1,252,669</u>

**Water Capital Fund  
2005-2006 Budget Summary**

Fund 13, Department 700

Acct	Description	2004-2005			2005-2006	
		2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Revenues:</b>						
420X0	Water Connection Fees	\$ 274,680	\$ 886,095	\$ 800,000	\$ 711,260	\$ 711,260
42050	Water Sales	907,590	990,000	990,000	1,118,700	1,118,700
420XX	Other Service Fees	110,458	354,090	361,725	100,840	100,840
42192	Investment Earnings	10,489	17,000	23,000	20,000	20,000
42295	Other Revenues	2,875	450	1,025	-	-
42295	Conservation - 5th of 10 year	62,192	57,150	57,150	63,000	63,000
44105	Principal Debt Repayment	631	631	631	631	631
	<b>Total Revenues</b>	<b>1,368,715</b>	<b>2,305,416</b>	<b>2,233,531</b>	<b>2,014,431</b>	<b>2,014,431</b>
<b>Expenses:</b>						
61025	Other Contract Services	-	20,000	-	-	-
61092	Depreciation Expense	124,958	120,000	126,000	126,000	126,000
<b>Capital Outlay:</b>						
71081	Equipment	37,442	17,090	17,090	2,390	2,390
71082	Capital Improvements	39,340	104,000	70,000	577,392	577,392
72001	Capitalized Revenues/Expenses	(67,927)	-	-	-	-
	<b>Total Expenses</b>	<b>133,813</b>	<b>261,090</b>	<b>213,090</b>	<b>705,782</b>	<b>705,782</b>
<b>Other Sources (Uses):</b>						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,052,476)	(1,228,220)	(1,221,672)	(1,316,169)	(1,316,169)
	<b>Beginning Retained Earnings, July 1*</b>	<b>1,430,209</b>	<b>1,612,635</b>	<b>1,612,635</b>	<b>2,411,404</b>	<b>2,411,404</b>
	<b>Ending Retained Earnings, June 30*</b>	<b>\$ 1,612,635</b>	<b>\$ 2,428,741</b>	<b>\$ 2,411,404</b>	<b>\$ 2,403,884</b>	<b>\$ 2,403,884</b>

\* This amount represents the cash balance in the retained earnings of the fund.

**Budget Details**

	<b>Amount</b>
<b>71081 Equipment</b>	
Computer Hardware Required for New Financial and Administrative Information Systems - Total Cost \$7,000	\$ 1,890
Laser Level - Total Cost \$1500	500
	<u>\$ 2,390</u>
<b>71082 Capital Improvements</b>	
Z028 - Xeriscape Demonstration Garden	\$ 200,000
Z014 - Additional Storage Tank Siting Predesign	120,000
Z029 - Replace Filter Media in Wells 1A and 3	115,592
T012 - Lancaster Drive Improvements - Total Project Costs \$467,500 - Estimated Developer Share \$284,500 Balance in General, Sewer Capital Funds	67,800
A003 - Financial and Administrative Software Replacement - Total Cost \$125,000	34,000
Z021 - Sensus Meters	25,000
Z030 - New Recorders and Meters in Wells	10,000
Z031 - Well 1A Redwood Tank Replacement Predesign	5,000
	<u>\$ 577,392</u>
<b>61085 Operating Transfers Out</b>	
Water Operating Fund- Operating Costs	\$ 1,252,669
Recycled Water Line Fund - Annual Allocation	50,000
General Fund - Administration Costs	13,500
	<u>\$ 1,316,169</u>

**Recycled Water Line Fund  
2005-2006 Budget Summary**

Fund 14, Department 700		2004-2005			2005-2006	
Acct	Description	2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	Revenues:					
	Total Revenues	-	-	-	-	-
	Expenses:					
61025	Other Contract Services	-	-	-	30,000	30,000
	Total Expenses	-	-	-	30,000	30,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	50,000	50,000	50,000	50,000
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Retained Earnings, July 1*	50,000	50,000	50,000	100,000	100,000
	<b>Ending Retained Earnings, June 30*</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>

\* This amount represents the cash balance in the retained earnings of the fund.

**Budget Details**

	<u>Amount</u>
61025 <b>Other Contract Services</b> 010S - Joint Recycled Water Feasibility Study	<u>\$ 30,000</u>
42259 <b>Operating Transfers In</b> Water Capital Fund - Annual Allocation	<u>\$ 50,000</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.

**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  
2005-2006 Budget Summary**

Fund 18, Department 800

Acct	Description	2003-2004 Actual	2004-2005		2005-2006	
			Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
42295	Revenues:					
	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	277,112	315,838	315,838	302,449	302,449
51003	Overtime	62	500	750	750	750
51018	Safety Shoes	196	400	400	400	400
61019	Engineering Fees	6,422	10,000	10,000	33,640	33,640
61025	Other Contract Services	4,983	8,250	9,750	20,906	20,906
61026	Auditing Fees	3,150	3,450	3,450	2,400	2,400
61027	Insurance	39,253	34,950	34,950	25,201	25,201
61029	Wastewater Treatment Fees	1,413,601	1,439,717	1,439,717	1,451,229	1,451,229
61033	Postage	1,769	2,490	2,490	1,300	1,300
61035	Travel, Meetings and Training	-	-	-	1,000	1,000
61036	Telephone	9,530	8,000	8,000	5,318	5,318
61037	Vehicle Maintenance	3,250	3,500	3,500	3,500	3,500
61038	Information Systems	4,368	4,200	4,200	3,258	3,258
61039	Bad Debt Expense	1,476	2,000	1,000	1,000	1,000
61040	Office Supplies	718	1,000	2,000	2,000	2,000
61041	Materials, Tools, Small Equipment	2,586	500	1,000	1,000	1,000
61043	Repairs and Replacements	186	10,000	10,000	10,000	10,000
61048	Printing and Photocopying	2,012	1,930	1,930	2,531	2,531
61051	Utilities	1,987	2,300	1,800	1,800	1,800
62001	Plumbing Retrofit Expenses	23,090	30,000	36,000	45,000	45,000
	Total Expenses	1,795,751	1,879,025	1,886,775	1,914,682	1,914,682
	Other Sources (Uses):					
42259	Operating Transfers In	1,821,251	1,905,119	1,912,869	1,940,776	1,940,776
61085	Operating Transfers Out	(25,500)	(26,094)	(26,094)	(26,094)	(26,094)
	Beginning Retained Earnings, July 1*	-	-	-	-	-
	<b>Ending Retained Earnings, June 30*</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>

\* This amount represents the cash balance in the retained earnings of the fund.

**Sewer Operating Fund  
2005-2006 Budget Summary**

510XX	<b>Salaries and Benefits</b>	<u>04-05 FTE</u>	<u>05-06 FTE</u>	<u>Amount</u>
	City Manager	0.20	0.15	\$ 24,218
	Assistant City Manager	0.15	0.15	22,924
	Administrative Analyst / Deputy City Clerk	0.15	0.15	12,107
	Administrative Clerk	0.15	0.15	9,633
	Finance Director	0.20	0.15	18,384
	Accounting Specialist	0.20	0.20	17,488
	Accounting Assistant	0.40	0.40	29,199
	Director of Planning	0.05	0.05	6,564
	Administrative Clerk	0.05	0.05	3,211
	Director of Building & Safety	0.05	0.05	5,056
	Public Works Superintendent	0.30	0.25	32,976
	Field Maintenance Supervisor	0.30	0.20	21,685
	Maintenance Worker I	0.15	0.35	29,586
	Maintenance Worker I	0.31	0.25	20,153
	Maintenance Worker I	0.31	0.25	17,552
	Maintenance Worker I	0.31	0.15	20,153
	Maintenance Worker I	0.31	0.25	11,561
		<u>3.59</u>	<u>3.20</u>	<u>\$ 302,449</u>
61019	<b>Engineering Fees</b>			
	Russian River Watershed Association (RRWA) Support and Work Plan Costs			\$ 25,000
	006S - General Plan Update			8,640
				<u>\$ 33,640</u>
61025	<b>Other Contract Services</b>			
	General Plan Update - Consultants - Total Cost \$385,000, FY05-06 Costs \$125,000, Balance in General and CCRA Operating Funds			\$ 12,500
	Processing, Mailing of Bills - Infosend			4,200
	Lift Station Telemetry			4,000
	Underground Service Alert - Departmental Allocation - 28% - Total Annual Cost \$625			206
				<u>\$ 20,906</u>
61027	<b>Insurance</b>			
	Sewer Fund Allocation - (see General Fund Dept #305 for Breakdown - Total \$140,002)		18%	\$ 25,201
61029	<b>Wastewater Treatment Fees</b>			
	City of Santa Rosa			1,451,229
				<u>\$ 1,451,229</u>
42259	<b>Operating Transfers In</b>			
	Sewer Capital Fund - Operating Costs			\$ 1,940,776
61085	<b>Operating Transfers Out</b>			
	General Fund - Government Buildings Maintenance			\$ 17,074
	General Fund - Administration			8,420
	General Fund - Public Information Services			600
				<u>\$ 26,094</u>

**Sewer Capital Fund  
2005-2006 Budget Summary**

Fund 19, Department 800		2004-2005			2005-2006	
Acct	Description	2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Revenues:</b>						
42010	Sewer Treatment Charges	1,648,425	1,794,459	1,891,000	1,891,000	1,891,000
42010	Sewer Connection Fees	624,705	1,951,245	1,800,000	1,521,096	1,521,096
42040	Wastewater Conservation	298,750	278,250	278,250	213,500	213,500
420X0	Other Service Fees	65,804	402,550	402,550	6,588	6,588
42192	Investment Earnings	35,711	50,000	72,000	70,000	70,000
42237	Reimbursement- City of Santa Rosa	345,438	96,705	96,705	-	-
44105	Principal Debt Repayment	1,049	1,049	1,049	1,049	1,049
	<b>Total Revenues</b>	<b>3,019,882</b>	<b>4,574,258</b>	<b>4,541,554</b>	<b>3,703,233</b>	<b>3,703,233</b>
<b>Expenses:</b>						
61092	Depreciation Expense	131,179	124,000	130,460	134,000	134,000
<b>Capital Outlay:</b>						
71081	Equipment	37,442	17,091	17,091	9,320	9,320
71082	Capital Improvements	20,930	238,500	124,951	424,000	424,000
72001	Capitalized Revenues/Expenses	(59,048)	-	-	-	-
	<b>Total Expenses</b>	<b>130,503</b>	<b>379,591</b>	<b>272,502</b>	<b>567,320</b>	<b>567,320</b>
<b>Other Sources (Uses):</b>						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,848,251)	(1,932,119)	(1,939,869)	(1,967,776)	(1,967,776)
	<b>Beginning Retained Earnings, July 1*</b>	<b>2,053,058</b>	<b>3,094,186</b>	<b>3,094,186</b>	<b>5,423,369</b>	<b>5,423,369</b>
	<b>Ending Retained Earnings, June 30*</b>	<b>\$ 3,094,186</b>	<b>\$ 5,356,734</b>	<b>\$ 5,423,369</b>	<b>\$ 6,591,506</b>	<b>\$ 6,591,506</b>

\* This amount represents the cash balance in the retained earnings of the fund.

**Budget Details**

	<u>Amount</u>
<b>71081 Equipment</b>	
3HP Flygt Pump	\$ 7,000
Computer Hardware Required for New Financial and Administrative Information Systems - Total Cost \$7,000	1,820
Laser Level - Total Cost \$,1500	500
	<u>\$ 9,320</u>
<b>71082 Capital Improvements</b>	
X010 - Sewer Pipeline 1A and 1B	\$ 250,000
X005 - Inflow and Infiltration System Improvements - Postponed from FY 04-05	\$ 80,000
T012 - Lancaster Drive Improvements - Total Cost \$467,500	60,000
A003 - Financial and Administrative Software Replacement - Total Cost \$125,000	34,000
	<u>\$ 424,000</u>
<b>42259 Operating Transfers In</b>	<u>\$ -</u>
<b>61085 Operating Transfers Out</b>	
General Fund - Administration	\$ 27,000
Sewer Operating Fund - Operating Costs	1,940,776
	<u>\$ 1,967,776</u>

**CITY OF COTATI**

**Section F**

**REDEVELOPMENT  
AGENCY  
FUNDS**

## **COTATI REDEVELOPMENT AGENCY (CRA) FUNDS**

The City of Cotati's Redevelopment Agency was implemented on December 30, 1986 in accordance with the Community Redevelopment Law, Code section 33000 of the Health and Safety Code and the California Environmental Quality Act of 1970. The funding sources for the Redevelopment Agency are in the form of property tax increment revenues and Tax Allocation Bond Proceeds which are secured and serviced by property tax increment revenues. Separate funds account for Redevelopment Operations, Low and Moderate Income Housing Set-aside, Tax Allocation Bond Proceeds, and Debt Service.

### GOALS

- To eliminate blight within the Redevelopment Project Area pursuant to the Redevelopment Plan adopted December 30, 1986.
- To promote economic development activities which will contribute to the economic health and vitality of the City of Cotati and its citizens.
- To rehabilitate, restore and enhance the visual and aesthetic character of the buildings and environment within the City of Cotati.
- To insure an adequate stock of low and moderate income housing.
- To administer rent stabilization for low and moderate income residents of mobile home parks.
- Assist in the implementation of the Santero Way Specific Plan.
- Assist in the development of the Northern Gateway Specific Plan.

### OBJECTIVES

- Through development of parcels within project area, obtain construction of necessary public improvements.

### **CRA OPERATING FUND**

#### **Fund #35**

To account for the cost of administration of community redevelopment programs within the redevelopment project area.

### **CRA CAPITAL TAX INCREMENT FUND**

#### **(Formerly Capital Projects Fund )**

#### **Fund #34**

To account for tax increment revenues received for the redevelopment project area.

## **CCRA TAX ALLOCATION BONDS FUND**

### **Fund #36**

To account for tax allocation bond proceeds from the 2001 issuance and the 2004 refunding used in the financing of various capital projects within the downtown redevelopment project area including the Police Facility.

## **CRA LOW AND MODERATE INCOME HOUSING FUND**

### **Fund #37**

To account for the mandatory twenty percent (20%) of Tax Increment Revenue set-aside for low and moderate income housing. Accounts for stock of low and moderate income housing and administration of mobile home rent stabilization for low and moderate income residents.

## **CRA DEBT SERVICE FUND**

### **Fund #33**

This fund accounts for the accumulation of resources and payment of redevelopment long-term debt principal and interest.

The Redevelopment Debt Service fund is used to accumulate monies for the payment of the \$6,960,000 Tax Allocation Bonds (TABs) 2001 Series A, and the \$5,610,000 2004 Tax Allocation Refunding Bonds Series A. The Tax Allocation Bonds 2001 Series A are comprised of term bonds, due in annual installments of \$10,000 to \$750,000 plus interest at 4.76% to 4.83%, until maturity in September 2031 (outstanding balance as of June 30, 2005: \$6,930,000). The Tax Allocation Refunding Bonds 2004 Series A are comprised of term bonds, due in annual installments of \$170,000 to \$300,000 plus interest at 1.80 % to 4.75% until maturity in September 2036. The long-term portion of these debts is carried in the Redevelopment long-term debt account.

**Cotati Community Redevelopment Agency Operating Fund  
2005-2006 Budget Summary**

Fund 35, Department 900		2004-2005			2005-2006	
Acct	Description	2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Revenues:</b>						
4XXXX	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
<b>Expenses:</b>						
510XX	Salaries and Benefits	203,550	254,350	254,350	283,680	283,680
61015	Special Legal Services	-	1,583	6,000	5,000	5,000
61019	Engineering Fees	5,842	23,800	23,800	48,233	48,233
61022	Legal Fees	5,024	51,600	51,600	45,000	45,000
61025	Other Contract Services	45,374	167,600	165,080	260,000	260,000
61026	Auditing Fees	5,250	5,750	5,750	5,000	5,000
61027	Insurance	25,398	33,009	33,009	23,801	23,801
61031	Advertising and Legal Notices	-	-	-	1,000	1,000
61033	Postage	2,697	3,579	3,579	1,337	1,337
61034	Dues and Subscriptions	1,790	2,000	2,000	2,000	2,000
61036	Telephone	2,589	2,500	2,500	2,513	2,513
61038	Information Systems	4,448	5,000	5,000	2,327	2,327
61040	Office Supplies	110	3,800	1,800	1,800	1,800
61041	Material, Tools, Small Equipment	81	-	150	150	150
61048	Printing and Photocopying	3,003	3,892	3,892	3,375	3,375
61089	Tax Administration Fees	27,823	32,108	34,207	36,000	36,000
61097	Trust and Agency Fee	4,005	5,000	4,000	4,000	4,000
	Total Expenditures	336,984	595,571	596,717	725,216	725,216
<b>Other Sources (Uses):</b>						
42259	Operating Transfers In	833,941	1,114,103	1,115,249	1,438,437	1,438,437
61085	Operating Transfers Out	(496,956)	(518,532)	(518,532)	(713,220)	(713,220)
	Beginning Fund Balance, July 1	-	-	-	0	0
	<b>Ending Fund Balance, June 30</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Cotati Community Redevelopment Agency Operating Fund  
Budget Details**

		<u>04-05 FTE</u>	<u>05-06 FTE</u>	<u>Amount</u>
510XX	<b>Salaries and Benefits</b>			
	City Manager	0.20	0.20	\$ 32,291
	Assistant City Manager	0.15	0.15	22,924
	Administrative Analyst / Deputy City Clerk	0.30	0.30	24,214
	Administrative Clerk	0.25	0.25	16,054
	Finance Director	0.25	0.25	30,640
	Accounting Specialist	0.25	0.25	21,860
	Accounting Assistant	0.10	0.10	7,300
	Director of Planning	0.30	0.20	26,257
	Senior Planner	0.30	0.25	28,483
	Associate Planner	0.00	0.30	28,286
	Administrative Secretary	0.50	0.30	25,299
	Planning Technician	0.00	0.30	20,073
		2.60	2.85	\$ 283,680
61019	<b>Engineering Fees</b>			
	007S - Downtown Specific Plan			\$ 36,600
	Allocated Portion of General Engineering			8,500
	006S - General Plan Update			3,133
				\$ 48,233
61025	<b>Other Contract Services</b>			
	007S - Downtown Specific Plan			\$ 190,000
	006S - General Plan Update - Contract Planner or Consultant - Total Cost FY 05-06 \$200,000, Balance in General, Water and Sewer Operating Funds			34,000
	Chamber of Commerce			36,000
				260,000
61027	<b>Insurance</b>			
	CCRA Allocation - (see General Fund Dept #305 for Breakdown - Total \$140,002)		17%	\$ 23,801
61034	<b>Dues &amp; Subscriptions</b>			
	California Redevelopment Association			\$ 2,000
42259	<b>Operating Transfers In</b>			
	CCRA Low/Mod Housing Fund - Fiscal Year 2005-2006 ERAF Contribution (50% loan, must be repaid within 10 years)			\$ 80,573
	CCRA Capital Projects Fund - Operating Costs			1,357,864
				\$ 1,438,437
61085	<b>Operating Transfers Out</b>			
	General Fund - Government Buildings Lease Agreement			\$ 19,423
	General Fund - Public Information Services			800
	CCRA Debt Service Fund - 2001 Tax Allocation Bonds Series A			343,780
	CCRA Debt Service Fund - 2004 Tax Allocation Refunding Bonds			349,217
				\$ 713,220

**Cotati Community Redevelopment Agency Tax Increment Fund  
(Formerly Capital Projects Fund)  
2005-2006 Budget Summary**

Fund 34, Department 900		2004-2005			2005-2006	
Acct	Description	2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Revenues:</b>						
410XX	Property Taxes	\$ 1,019,535	\$ 995,377	\$ 1,000,495	\$ 1,114,726	\$ 1,114,726
42192	Investment Earnings	23,213	30,000	3,406	3,500	3,500
42193	Other Interest	(15,337)	-	-	-	-
42283	Sale of Fixed Assets	-	-	-	275,000	275,000
	Total Revenues	1,027,411	1,025,377	1,003,901	1,393,226	1,393,226
<b>Capital Outlay:</b>						
71081	Equipment	1,247	1,215	1,215	1,400	1,400
71082	Capital Improvements	114,000	11,097	-	24,000	24,000
<b>Debt Service:</b>						
61093	Lease Principal	-	-	-	-	-
6109*	Interest	44,741	-	4,000	-	-
	Total Expenditures	159,988	12,312	5,215	25,400	25,400
<b>Other Sources (Uses):</b>						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(988,945)	(1,058,045)	(1,034,676)	(1,357,864)	(1,357,864)
	Beginning Fund Balance, July 1	223,856	102,334	102,334	66,344	66,344
	<b>Ending Fund Balance, June 30</b>	<b>\$ 102,334</b>	<b>\$ 57,354</b>	<b>\$ 66,344</b>	<b>\$ 76,306</b>	<b>\$ 76,306</b>

**Budget Details**

	<u>Amount</u>
42259 <b>Operating Transfer In</b>	<u>\$ -</u>
71081 <b>Equipment</b> Computer Hardware Required for New Financial and Administrative Information Systems - Total Cost \$7,000	<u>\$ 1,400</u>
71082 <b>Capital Improvements</b> A003 - Financial and Administrative Software Replacement - Total Cost \$125,000	<u>\$ 24,000</u>
61085 <b>Operating Transfers Out</b> CCRA Operating Fund - Administration	<u>\$ 1,357,864</u>

**Cotati Community Redevelopment Agency TABs Fund  
(Formerly 2001 TABs Fund)  
2005-2006 Budget Summary**

Fund 36, Department 900			2004-2005		2005-2006	
			2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended
Acct	Description					
	Revenues:					
42192	Investment Earnings	22,951	30,000	35,000	25,000	25,000
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	22,951	30,000	35,000	25,000	25,000
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	667,218	599,959	56,675	621,539	621,539
	Total Expenditures	667,218	599,959	56,675	621,539	621,539
	Other Sources (Uses):					
42259	Operating Transfers In	1,224,369	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	956,394	1,536,496	1,536,496	1,514,821	1,514,821
	<b>Ending Fund Balance, June 30</b>	<b>\$ 1,536,496</b>	<b>\$ 966,537</b>	<b>\$ 1,514,821</b>	<b>\$ 918,282</b>	<b>\$ 918,282</b>

**Budget Details**

	<u>Amount</u>
71082 <b>Capital Improvements</b>	
W002 - Intermodal Transit Facility	\$ 621,539
R003 - East Cotati Overlay - Required City Match FY 06-07 - \$900,000	-
	<u>\$ 621,539</u>
61085 <b>Operating Transfers Out</b>	
	<u>\$ -</u>

**Cotati Community Redevelopment Agency  
Low and Moderate Income Housing Fund  
2005-2006 Budget Summary**

Fund 37, Department 902

Acct	Description	2003-2004 Actual	2004-2005		2005-2006	
			Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
	<b>Revenues:</b>					
410XX	Property Taxes	\$ 450,853	\$ 517,802	\$ 517,802	\$ 569,582	\$ 569,582
42116	Rent Stabilization	2,664	-	-	-	-
42192	Investment Earnings	10,563	15,000	15,000	15,000	15,000
42193	Other Interest	53	-	-	-	-
42249	Rent Control Defense	100	8,200	10,000	-	-
43495	Loan Proceeds	1,089	1,893	16,814	-	-
44105	Principal Debt Repayment	12,653	63,401	63,401	-	-
	<b>Total Revenues</b>	<b>477,975</b>	<b>606,296</b>	<b>623,017</b>	<b>584,582</b>	<b>584,582</b>
	<b>Expenses:</b>					
510XX	Salaries and Benefits	90,485	115,651	115,651	119,020	119,020
61015	Special Legal Services	30,430	70,000	55,000	-	-
61019	Engineering Fees	7,790	22,000	18,000	20,000	20,000
61022	Legal Fees	902	5,000	5,000	-	-
61025	Other Contract Services	1,358	500	800	500	500
61033	Postage	946	1,400	1,200	1,400	1,400
61036	Telephone	1,084	1,400	1,400	1,005	1,005
61038	Information Systems	1,840	1,800	1,800	931	931
61040	Office Supplies	160	900	900	900	900
61048	Printing and Photocopying Services	1,296	1,764	1,764	1,349	1,349
61076	Contributions	25,000	35,000	35,500	35,000	35,000
61089	Tax Administration Fees	7,410	7,415	8,552	9,000	9,000
62003	Housing Loans	-	60,000	20,000	40,000	40,000
	<b>Capital Outlay:</b>					
71081	Equipment	512	665	665	490	490
71082	Capital Improvements	-	9,000	-	9,000	9,000
	<b>Total Expenditures</b>	<b>169,213</b>	<b>332,495</b>	<b>266,232</b>	<b>238,595</b>	<b>238,595</b>
	<b>Other Sources (Uses):</b>					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(77,640)	(35,555)	(116,128)	(152,435)	(152,435)
	<b>Beginning Fund Balance, July 1</b>	<b>545,935</b>	<b>777,057</b>	<b>777,057</b>	<b>1,017,715</b>	<b>1,017,715</b>
	<b>Ending Fund Balance, June 30</b>	<b>\$ 777,057</b>	<b>\$ 1,015,303</b>	<b>\$ 1,017,715</b>	<b>\$ 1,211,267</b>	<b>\$ 1,211,267</b>

**Budget Details**

			<u>Amount</u>	
510XX	<b>Salaries and Benefits</b>	<u>04-05 FTE</u>	<u>05-06 FTE</u>	
	City Manager	0.20	0.20	\$ 32,291
	Assistant City Manager	0.20	0.20	30,565
	Administrative Clerk	0.05	0.05	3,211
	Finance Director	0.10	0.10	12,256
	Accounting Specialist	0.10	0.10	8,744
	Director of Planning	0.30	0.20	26,257
	Senior Planner	0.00	0.05	5,697
		<u>0.95</u>	<u>0.90</u>	<u>\$ 119,020</u>
61025	<b>Other Contract Services</b>			
	Sonoma County Community Development Commission			500
				<u>\$ 500</u>
61076	<b>Contributions</b>			
	Rebuilding Together Cotati/Rohnert Park Program			\$ 25,000
	Sonoma County Adult and Youth Development (SCAYD) - Homeless Prevention Services			10,000
				<u>\$ 35,000</u>
71081	<b>Equipment</b>			
	Computer Hardware Required for New Financial and Administrative Information Systems - Total Cost \$7,000			\$ 490
				<u>490</u>
71082	<b>Capital Improvements</b>			
	A003 - Financial and Administrative Software Replacement - Total Cost \$125,000			\$ 9,000
				<u>9,000</u>
42259	<b>Operating Transfer In</b>			\$ -
				<u>-</u>
61085	<b>Operating Transfers Out</b>			
	CCRA Debt Service - 2004 Tax Allocation Refunding Bonds 15.7%			65,038
	CCRA Operating Fund - Fiscal Year 2005-2006 ERAF Contribution (50% loan, must be repaid in 10 years)			80,573
	General Fund - Government Buildings Lease Agreement			6,824
				<u>\$ 152,435</u>

**Cotati Community Redevelopment Agency Debt Service Fund  
2005-2006 Budget Summary**

Fund 33, Department 900		2004-2005			2005-2006	
Acct	Description	2003-2004 Actual	Amended Budget	Estimated Year End	City Manager Recommended	City Council Adopted
<b>Revenues:</b>						
42192	Investment Earnings	\$ 7,318	\$ 8,000	\$ 10,000	\$ 10,000	\$ 10,000
44100	Bond Proceeds	5,610,000	-	-	-	-
	<b>Total Revenues</b>	<b>5,617,318</b>	<b>8,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Expenses:</b>						
61090	Banking Fees	1,580	5,000	2,000	2,000	2,000
61091	Escrow Agent Fees	3,821,399	-	-	-	-
61097	Trust & Agency Fees	3,249	636	636	-	-
61098	Cost of Issuance	184,384	-	-	-	-
61099	Bond Discount	153,699	-	-	-	-
		4,164,311	5,636	2,636	2,000	2,000
<b>Debt Service:</b>						
61095	Principal	110,000	10,000	10,000	180,000	180,000
61096	Interest	638,902	527,000	527,000	578,035	578,035
	<b>Total Expenditures</b>	<b>4,913,213</b>	<b>542,636</b>	<b>539,636</b>	<b>760,035</b>	<b>760,035</b>
<b>Other Sources (Uses):</b>						
42259	Operating Transfers In	703,344	527,040	527,040	758,035	758,035
61085	Operating Transfers Out	(1,225,773)	(1,400)	(1,400)	(1,400)	(1,400)
	Beginning Fund Balance, July 1	1,374,617	1,556,293	1,556,293	1,552,297	1,552,297
	<b>Ending Fund Balance, June 30</b>	<b>\$ 1,556,293</b>	<b>\$ 1,547,297</b>	<b>\$ 1,552,297</b>	<b>\$ 1,558,897</b>	<b>\$ 1,558,897</b>

**Budget Details**

Amount

6109X	<b>Debt Service</b> The CCRA Debt Service Amortization Schedule is Provided in Section H.	
42259	<b>Operating Transfers In</b> CCRA Low/Mod Housing Fund - 2004 Tax Allocation Refunding Bonds 15.7% CCRA Operating Fund - Debt service - 2001 TABs (Tax Allocation Bonds) Series A CCRA Operating Fund - Debt service - 2004 Refunding Tax Allocation Bonds (TABs)	65,038 343,780 349,217 <u>758,035</u>
61085	<b>Operating Transfers Out</b> General Fund - Administration	<u>1,400</u>

# **CITY OF COTATI**

## **Section G**

### **SALARIES AND BENEFITS**

**Salaries and Benefits by Position  
City of Cotati - Fiscal Year 2005-2006**

Position	Annual Earnings	Deferred Comp.	Retirement & Medicare	Health Insurances	Life & Disability	Other	Total Salaries & Benefits
Councilmember	\$ 3,600	\$ -	\$ 52	\$ 14,356	\$ 379	\$ 38	\$ 18,425
Councilmember	3,600	-	52	14,356	379	38	18,425
Councilmember	3,600	-	52	-	379	38	4,069
Councilmember	3,600	-	52	4,995	379	38	9,064
Councilmember	3,600	-	52	-	115	38	3,805
Ex-Councilmember	-	-	-	10,051	-	-	10,051
Ex-Councilmember	-	-	-	615	-	-	615
Ex-Councilmember	-	-	-	4,995	-	-	4,995
Ex-Councilmember	-	-	-	615	-	-	615
	<b>18,000</b>	<b>-</b>	<b>261</b>	<b>49,984</b>	<b>1,631</b>	<b>188</b>	<b>70,064</b>
City Manager	121,764	3,545	24,406	4,995	6,708	38	161,456
Assistant City Manager	110,294	3,237	20,720	12,399	6,138	38	152,826
Administrative Analyst	58,436	1,753	12,069	4,995	3,422	38	80,714
Administrative Clerk	46,040	921	9,509	4,995	2,714	38	64,217
Administrative Intern	-	-	-	-	-	-	-
	<b>336,535</b>	<b>9,456</b>	<b>66,704</b>	<b>27,385</b>	<b>18,982</b>	<b>150</b>	<b>459,212</b>
Finance Director	92,414	2,700	18,592	3,675	5,141	38	122,560
Accountant	-	-	-	-	-	-	-
Accounting Specialist	59,592	1,192	12,308	10,875	3,434	38	87,439
Accounting Assistant	51,232	1,025	10,581	7,122	2,999	38	72,997
	<b>203,238</b>	<b>4,917</b>	<b>41,481</b>	<b>21,672</b>	<b>11,574</b>	<b>113</b>	<b>282,995</b>
Planning Director	92,414	2,700	18,592	12,399	5,141	38	131,284
Senior Planner	77,011	2,310	15,906	14,356	4,311	38	113,932
Associate Planner	62,237	1,245	12,832	14,356	3,578	38	94,286
Administrative Secretary	58,429	1,169	11,221	10,051	3,422	38	84,329
Planning Technician	40,850	817	8,423	14,356	2,428	38	66,912
Administrative Intern	-	-	-	-	-	-	-
	<b>330,942</b>	<b>8,241</b>	<b>66,973</b>	<b>65,519</b>	<b>18,879</b>	<b>188</b>	<b>490,742</b>
Interim Director of Building & Safety	74,737	2,170	14,915	4,995	4,261	38	101,116
Sr. Building Inspector	-	-	-	-	-	-	-
Administrative Clerk	46,040	921	9,509	4,995	2,714	38	64,217
Code Enforcement Officer	20,796	-	302	-	921	-	22,018
	<b>141,573</b>	<b>3,091</b>	<b>24,726</b>	<b>9,991</b>	<b>7,895</b>	<b>75</b>	<b>187,351</b>
PWks Superintendent	95,346	2,851	18,310	10,051	5,310	38	131,905
Field Maintenance Supervisor	73,289	1,459	15,132	14,356	4,153	38	108,427
Maintenance Worker I	54,625	1,086	11,278	14,356	3,147	38	84,531
Maintenance Worker I	51,552	1,025	10,643	14,356	2,999	38	80,612
Maintenance Worker I	51,552	1,025	10,643	3,951	2,999	38	70,207
Maintenance Worker I	51,552	1,025	10,643	10,815	2,999	38	77,071
Maintenance Worker I	51,552	1,025	10,643	14,356	2,999	38	80,612
	<b>429,466</b>	<b>9,495</b>	<b>87,292</b>	<b>82,242</b>	<b>24,607</b>	<b>263</b>	<b>633,365</b>
Police Chief	109,356	3,165	59,591	10,051	5,857	38	188,057
Police Lieutenant	-	-	-	-	-	-	-
Police Sergeant	74,038	2,018	41,391	14,356	4,361	38	136,201
Police Sergeant	76,238	2,079	42,620	14,356	4,316	38	139,647
Police Sergeant	75,941	2,071	42,454	14,356	4,316	38	139,176
Police Sergeant	63,850	1,787	36,695	14,356	3,803	38	120,529
Support Services Supervisor	63,230	1,880	13,051	4,110	3,995	38	86,304
Police Officer	58,340	-	33,527	10,576	3,348	38	105,828
Police Officer	58,340	-	33,527	4,995	3,348	38	100,248
Police Officer	61,222	-	35,184	10,815	3,410	38	110,668
Police Officer	54,941	-	31,573	10,815	3,065	38	100,432
Police Officer	54,614	-	31,385	2,763	3,065	38	91,865
Police Officer	53,852	-	30,947	4,995	3,065	38	92,897
Police Officer	54,288	-	31,198	14,356	3,065	38	102,944
Police Officer	54,288	-	31,198	14,356	3,065	38	102,944
Community Services Officer	52,959	1,045	10,928	3,675	3,286	38	71,930
Dispatcher / Clerk	50,750	948	10,433	14,356	3,101	38	79,626
Dispatcher / Clerk	50,750	948	10,433	2,763	3,101	38	68,033
Dispatcher / Clerk	25,375	-	5,217	5,288	1,493	38	37,410
Dispatcher / Clerk	25,375	-	5,217	-	1,493	38	32,122
Dispatcher / Clerk	50,750	948	10,433	10,875	3,101	38	76,145
Dispatcher / Clerk	43,133	804	8,306	4,995	2,755	38	60,032
Police Services Aid	14,869	-	2,855	-	589	38	18,351
Reserve Officer	-	-	-	-	-	-	-
	<b>1,226,498</b>	<b>17,693</b>	<b>558,164</b>	<b>187,210</b>	<b>70,996</b>	<b>826</b>	<b>2,061,389</b>
Recreation Coordinator	14,254	-	207	-	575	38	15,074
Recreation Intern	4,804	-	70	-	230	-	5,104
	<b>19,058</b>	<b>-</b>	<b>276</b>	<b>-</b>	<b>806</b>	<b>38</b>	<b>20,178</b>
<b>Total Salaries and Benefits</b>	<b>\$ 2,705,311</b>	<b>\$ 52,893</b>	<b>\$ 845,878</b>	<b>\$ 444,003</b>	<b>\$ 155,372</b>	<b>\$ 1,840</b>	<b>\$ 4,205,296</b>

**Position Allocated by Department  
City of Cotati - Fiscal Year 2005 - 06**

Position	Home Dept	Council 300	City Mgr 301	Finance 303	Planning 400	Building 401	Streets 403	Gov't Bldg 406
<b>City Council</b>								
Councilmembers	300	5.00						
<b>Total City Council</b>		<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Administrative Services</b>								
City Manager	301	-	0.25	-	-	-	-	-
Assistant City Manager	301	-	0.35	-	-	-	-	-
Administrative Analyst	301	-	0.40	-	-	-	-	-
Administrative Clerk	301	-	0.40	-	-	-	-	-
Administrative Intern	301	-	0.00	-	-	-	-	-
<b>Total Administrative Services</b>		<b>0.00</b>	<b>1.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Finance</b>								
Finance Director	303	-	-	0.25	-	-	-	-
Accountant	303	-	-	-	-	-	-	-
Accounting Specialist	303	-	-	0.25	-	-	-	-
Accounting Assistant	303	-	-	0.10	-	-	-	-
<b>Total Finance</b>		<b>0.00</b>	<b>0.00</b>	<b>0.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Planning Services</b>								
Planning Director	400	-	-	-	0.50	-	-	-
Senior Planner	400	-	-	-	0.70	-	-	-
Associate Planner	400	-	-	-	0.70	-	-	-
Administrative Secretary	400	-	-	-	0.70	-	-	-
Planning Technician	400	-	-	-	0.70	-	-	-
Administrative Intern	400	-	-	-	-	-	-	-
<b>Total Planning Services</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Building Services</b>								
Interim Dir. Bldg & Safety	401	-	-	-	-	0.90	-	-
Sr. Building Inspector	401	-	-	-	-	1.00	-	-
Administrative Clerk	401	-	-	-	-	0.90	-	-
Code Enforcement Officer	401	-	-	-	-	0.25	-	-
<b>Total Building Services</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.05</b>	<b>0.00</b>	<b>0.00</b>
<b>Public Works</b>								
Public Works Superintendent	403	-	-	-	-	-	0.25	0.10
Field Maintenance Supervisor	403	-	-	-	-	-	0.30	0.15
Maintenance Worker I - Dane	403	-	-	-	-	-	0.15	0.05
Maintenance Worker I - Ralph	403	-	-	-	-	-	0.25	0.15
Maintenance Worker I - Scott	403	-	-	-	-	-	0.20	0.20
Maintenance Worker I - Toby	403	-	-	-	-	-	0.20	0.10
Maintenance Worker I - Suzie	403	-	-	-	-	-	0.20	0.05
<b>Total Public Works</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.55</b>	<b>0.80</b>
<b>Police Department</b>								
Police Chief	500	-	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-	-
Police Services Aid	500	-	-	-	-	-	-	-
Reserve Officers	500	-	-	-	-	-	-	-
<b>Total Police</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Recreation Department</b>								
Recreation Coordinator	602	-	-	-	-	-	-	-
Recreation Intern	602	-	-	-	-	-	-	-
<b>Total Recreation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Authorized Positions</b>		<b>5.00</b>	<b>1.40</b>	<b>0.60</b>	<b>3.30</b>	<b>3.05</b>	<b>1.55</b>	<b>0.80</b>

Position Allocated by Department  
 City of Cotati - Fiscal Year 2005 - 06

Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	FY 2005-06	FY 2004-05
							5.00	5.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00
-	-	-	0.20	0.15	0.20	0.20	1.00	1.00
-	-	-	0.15	0.15	0.15	0.20	1.00	1.00
-	-	-	0.15	0.15	0.30	-	1.00	1.00
-	-	-	0.15	0.15	0.25	0.05	1.00	1.00
-	-	-	-	-	-	-	-	-
0.00	0.00	0.00	0.65	0.60	0.90	0.45	4.00	4.00
-	-	-	0.25	0.15	0.25	0.10	1.00	1.00
-	-	-	-	-	-	-	-	-
-	-	-	0.20	0.20	0.25	0.10	1.00	1.00
-	-	-	0.40	0.40	0.10	-	1.00	1.00
0.00	0.00	0.00	0.85	0.75	0.60	0.20	3.00	3.00
-	-	-	0.05	0.05	0.20	0.20	1.00	1.00
-	-	-	-	-	0.25	0.05	1.00	1.00
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	-	-	-	0.30
0.00	0.00	0.00	0.05	0.05	1.35	0.25	5.00	4.30
-	-	-	0.05	0.05	-	-	1.00	1.00
-	-	-	-	-	-	-	1.00	1.00
-	-	-	0.05	0.05	-	-	1.00	1.00
-	-	-	-	-	-	-	0.25	0.25
0.00	0.00	0.00	0.10	0.10	0.00	0.00	3.25	2.25
0.15	-	-	0.25	0.25	-	-	1.00	1.00
0.10	-	-	0.25	0.20	-	-	1.00	1.00
0.10	-	-	0.35	0.35	-	-	1.00	1.00
0.10	-	-	0.25	0.25	-	-	1.00	1.00
0.10	-	-	0.25	0.25	-	-	1.00	1.00
0.15	-	-	0.30	0.25	-	-	1.00	1.00
0.45	-	-	0.15	0.15	-	-	1.00	1.00
1.15	0.00	0.00	1.80	1.70	0.00	0.00	7.00	7.00
-	1.00	-	-	-	-	-	1.00	1.00
-	1.00	-	-	-	-	-	1.00	1.00
-	4.00	-	-	-	-	-	4.00	3.00
-	1.00	-	-	-	-	-	1.00	1.00
-	8.00	-	-	-	-	-	8.00	8.00
-	1.00	-	-	-	-	-	1.00	1.00
-	5.00	-	-	-	-	-	5.00	5.00
-	0.55	-	-	-	-	-	0.55	0.55
-	-	-	-	-	-	-	-	0.50
0.00	21.55	0.00	0.00	0.00	0.00	0.00	21.55	21.05
-	-	0.38	-	-	-	-	0.38	0.38
-	-	0.23	-	-	-	-	0.23	0.23
0.00	0.00	0.62	0.00	0.00	0.00	0.00	0.62	0.62
1.15	21.55	0.62	3.45	3.20	2.85	0.90	49.42	47.22

Less: Councilmembers 5 5  
 Reserve Officers 0 0.5  
 Full Time Equivalent Employees 44.42 41.72

**Allocated Position Costs by Department  
City of Cotati - Fiscal Year 2005-06**

Position	Home Dept	Council 300	City Mgr 301	Finance 303	Planning 400	Building 401	Streets 403	Gov't Bldgs 406
<b>City Council</b>								
Councilmembers	300	70,064	-	-	-	-	-	-
<b>Total City Council</b>		<b>70,064</b>	-	0.00	0.00	0.00	0.00	0.00
<b>Administrative Services</b>								
City Manager	301	-	40,364	-	-	-	-	-
Assistant City Manager	301	-	53,489	-	-	-	-	-
Administrative Analyst	301	-	32,285	-	-	-	-	-
Administrative Clerk	301	-	25,687	-	-	-	-	-
Administrative Intern	301	-	-	-	-	-	-	-
<b>Total Administrative Services</b>		-	<b>151,825</b>	-	-	-	-	-
<b>Finance</b>								
Director of Finance	303	-	-	30,640	-	-	-	-
Accountant	303	-	-	-	-	-	-	-
Accounting Specialist	303	-	-	21,860	-	-	-	-
Accounting Assistant	303	-	-	7,300	-	-	-	-
<b>Total Finance</b>		-	-	<b>59,799</b>	-	-	-	-
<b>Planning Services</b>								
Director of Planning	400	-	-	-	65,642	-	-	-
Senior Planner	400	-	-	-	79,752	-	-	-
Associate Planner	400	-	-	-	66,000	-	-	-
Administrative Secretary	400	-	-	-	59,030	-	-	-
Planning Technician	400	-	-	-	46,838	-	-	-
Administrative Intern	400	-	-	-	-	-	-	-
<b>Total Planning Services</b>		-	-	-	<b>317,263</b>	-	-	-
<b>Building Services</b>								
Interim Dir. Bldg & Safety	401	-	-	-	-	91,004	-	-
Sr. Building Inspector	401	-	-	-	-	-	-	-
Administrative Clerk	401	-	-	-	-	57,795	-	-
Code Enforcement Officer	401	-	-	-	-	22,018	-	-
<b>Total Building Services</b>		-	-	-	-	<b>170,818</b>	-	-
<b>Public Works</b>								
Public Works Superintendent	403	-	-	-	-	-	32,976	13,190
Field Maintenance Supervisor	403	-	-	-	-	-	32,528	16,264
Maintenance Worker I	403	-	-	-	-	-	12,680	4,227
Maintenance Worker I	403	-	-	-	-	-	20,153	12,092
Maintenance Worker I	403	-	-	-	-	-	14,041	14,041
Maintenance Worker I	403	-	-	-	-	-	16,122	8,061
Maintenance Worker I	403	-	-	-	-	-	15,414	3,854
<b>Total Public Works</b>		-	-	-	-	-	<b>143,915</b>	<b>71,729</b>
<b>Police Department</b>								
Police Chief	500	-	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-	-
Police Services Aid	500	-	-	-	-	-	-	-
<b>Total Police</b>		-	-	-	-	-	-	-
<b>Recreation Department</b>								
Recreation Coordinator	602	-	-	-	-	-	-	-
Recreation Intern	602	-	-	-	-	-	-	-
<b>Total Recreation</b>		-	-	-	-	-	-	-
<b>Position Costs by Department</b>		<b>70,064</b>	<b>151,825</b>	<b>59,799</b>	<b>317,263</b>	<b>170,818</b>	<b>143,915</b>	<b>71,729</b>

**Allocated Position Costs by Department  
City of Cotati - Fiscal Year 2005-06**

<b>Parks 408</b>	<b>Police 500</b>	<b>Recreation 602</b>	<b>Water 700</b>	<b>Sewer 800</b>	<b>RDA 900</b>	<b>Low/Mod 902</b>	<b>Total</b>
-	-	-	-	-	-	-	70,064
0.00	0.00	0.00	0.00	0.00	0.00	0.00	70,064
-	-	-	32,291	24,218	32,291	32,291	161,456
-	-	-	22,924	22,924	22,924	30,565	152,826
-	-	-	12,107	12,107	24,214	-	80,714
-	-	-	9,633	9,633	16,054	3,211	64,217
-	-	-	-	-	-	-	-
-	-	-	76,955	68,882	95,483	66,067	459,212
-	-	-	30,640	18,384	30,640	12,256	122,560
-	-	-	-	-	-	-	-
-	-	-	17,488	17,488	21,860	8,744	87,439
-	-	-	29,199	29,199	7,300	-	72,997
-	-	-	77,326	65,070	59,799	21,000	282,995
-	-	-	6,564	6,564	26,257	26,257	131,284
-	-	-	-	-	28,483	5,697	113,932
-	-	-	-	-	28,286	-	94,286
-	-	-	-	-	25,299	-	84,329
-	-	-	-	-	20,073	-	66,912
-	-	-	-	-	-	-	-
-	-	-	6,564	6,564	128,398	31,953	490,742
-	-	-	5,056	5,056	-	-	101,116
-	-	-	3,211	3,211	-	-	64,217
-	-	-	-	-	-	-	22,018
-	-	-	8,267	8,267	-	-	187,351
19,786	-	-	32,976	32,976	-	-	131,905
10,843	-	-	27,107	21,685	-	-	108,427
8,453	-	-	29,586	29,586	-	-	84,531
8,061	-	-	20,153	20,153	-	-	80,612
7,021	-	-	17,552	17,552	-	-	70,207
12,092	-	-	24,184	20,153	-	-	80,612
34,682	-	-	11,561	11,561	-	-	77,071
100,937	-	-	163,118	153,666	-	-	633,365
-	188,057	-	-	-	-	-	188,057
-	-	-	-	-	-	-	-
-	535,553	-	-	-	-	-	535,553
-	86,304	-	-	-	-	-	86,304
-	807,827	-	-	-	-	-	807,827
-	71,930	-	-	-	-	-	71,930
-	353,368	-	-	-	-	-	353,368
-	18,351	-	-	-	-	-	18,351
-	2,061,389	-	-	-	-	-	2,061,389
-	-	15,074	-	-	-	-	15,074
-	-	5,104	-	-	-	-	5,104
-	-	20,178	-	-	-	-	20,178
100,937	2,061,389	20,178	332,230	302,449	283,680	119,020	4,205,296

**Base Salary Schedule - Schedule "A"**  
**Effective July 1, 2005**

Position Title	Step A	Step B	Step C	Step D	Step E
<b>Monthly</b>					
Assistant City Manager					8,249
Chief of Police					8,065
Director of Planning	6,171	6,480	6,804	7,144	7,501
Director of Finance	6,171	6,480	6,804	7,144	7,501
Public Works Superintendent	5,977	6,276	6,590	6,919	7,265
Director of Building and Safety	5,881	6,175	6,484	6,808	7,148
Senior Planner	5,230	5,492	5,766	6,054	6,357
Police Lieutenant	5,074	5,328	5,594	5,874	6,167
Police Sergeant	4,612	4,843	5,085	5,339	5,606
Associate Planner	4,590	4,820	5,060	5,313	5,579
Public Works Field Maintenance Supervisor	4,590	4,820	5,060	5,313	5,579
Administrative Analyst / Deputy City Clerk	4,590	4,820	5,060	5,313	5,579
Senior Building Inspector	4,320	4,536	4,763	5,001	5,251
Support Services Supervisor	4,054	4,257	4,470	4,693	4,928
Accountant	4,014	4,215	4,425	4,647	4,879
Maintenance Worker II	4,014	4,215	4,425	4,647	4,879
Accounting Specialist	3,760	3,948	4,145	4,353	4,570
Administrative Secretary	3,760	3,948	4,145	4,353	4,570
Police Officer	3,728	3,914	4,110	4,316	4,531
Accounting Assistant	3,512	3,688	3,872	4,066	4,269
Maintenance Worker I	3,512	3,688	3,872	4,066	4,269
Community Services Officer	3,413	3,584	3,763	3,951	4,149
Dispatcher/Clerk	3,250	3,413	3,583	3,762	3,950
Planning Technician	3,163	3,321	3,487	3,662	3,845
Administrative Clerk	3,156	3,314	3,479	3,653	3,836

<b>Hourly Equivalent *</b>					
Assistant City Manager					47.60
Chief of Police					46.54
Director of Planning	35.61	37.39	39.26	41.22	43.28
Finance Director	35.61	37.39	39.26	41.22	43.28
Public Works Superintendent	34.49	36.21	38.02	39.93	41.92
Director of Building and Safety	33.94	35.63	37.41	39.28	41.25
Senior Planner	30.18	31.69	33.27	34.94	36.68
Police Lieutenant	29.28	30.74	32.28	33.89	35.59
Police Sergeant	26.61	27.94	29.34	30.81	32.35
Associate Planner	26.49	27.81	29.20	30.66	32.19
Public Works Field Maintenance Supervisor	26.49	27.81	29.20	30.66	32.19
Administrative Analyst / Deputy City Clerk	26.49	27.81	29.20	30.66	32.19
Senior Building Inspector	24.93	26.17	27.48	28.86	30.30
Support Services Supervisor	23.39	24.56	25.79	27.08	28.43
Accountant	23.16	24.32	25.54	26.81	28.15
Maintenance Worker II	23.16	24.32	25.54	26.81	28.15
Accounting Specialist	21.70	22.78	23.92	25.12	26.37
Administrative Secretary	21.70	22.78	23.92	25.12	26.37
Police Officer	21.51	22.59	23.72	24.90	26.15
Accounting Assistant	20.27	21.28	22.34	23.46	24.63
Maintenance Worker I	20.27	21.28	22.34	23.46	24.63
Planning Technician	18.25	19.16	20.12	21.13	22.18
Community Services Officer	19.69	20.68	21.71	22.80	23.94
Dispatcher/Clerk	18.75	19.69	20.68	21.71	22.80
Administrative Clerk	18.21	19.12	20.08	21.08	22.14

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

\*\*\* The Base Salary Schedule does not include longevity pay or deferred compensation.

## Payroll Benefits Information

Payroll benefits are described as follows.

**Longevity Pay** – Management and non-management employees having 8½ years of continuous service receive a salary increase of 3 percent over their current step grade. Employees also receive an additional 3 percent after 13½ years and after 18½ years. Employees in the Cotati Police Officers Association receive a 5 percent salary increase after 10 years of continuous employment. The City will have 10 employees receiving longevity pay in 2005-06 with a total projected cost of \$52,913.

**Holiday Pay** - Due to shift scheduling, the Police Sergeants, Police Officers, and Dispatchers are given Holiday Pay in lieu of taking the standard 12½ holidays. The projected 2005-06 cost is \$54,943.

**Uniform / Shoe Allowance** – Police and Public Works receive stipends to be used to purchase and maintain required equipment for their duties. Police personnel purchase uniforms and uniform accessories, Public Works personnel purchase steel-toed shoes and launder uniforms. Uniform / Shoe allowances for 2005-06 are projected to be \$15,090.

**P.O.S.T. Incentive Pay** – P.O.S.T. is a stipend paid to sworn police personnel that complete the required P.O.S.T. training program. The City currently has 4 employees receiving P.O.S.T. Incentive Pay. Total projected 2005-06 cost is \$9,332.

**Special Assignment Pay** - The Cotati Police Department has two special assignment paid positions: Detective and K-9 Handler. The Detective position is rotated among eligible police officers in two-year increments. During their two years as a detective, the officer is entitled to receive an additional 5 percent over their current salary step. Currently the Detective position is suspended. The K-9 Handler position was implemented in 1996-97 to facilitate the usage of a police dog. The officer is responsible for the feeding and round the clock care of the police dog and is compensated by an additional 5 percent over their current salary step. The projected combined 2005-06 cost for special assignment pay is \$2,639.

**Overtime Pay** - Overtime is paid to Police Officers, Dispatchers, and Public Works personnel. Overtime is required because of emergency call backs, training and court appearances. The projected 2005-06 overtime cost is \$75,000.

**Deferred Compensation** - The City contributes 2 to 3 percent of an employee's monthly salary into an IRC 457 Deferred Compensation Plan. The plan administrator is ICMA Corporation in Washington, D.C. The projected 2005-06 cost for deferred compensation is \$52,893

**PERS** - The City has 43 employees in the State of California PERS retirement program. They are divided into two groups: Miscellaneous (2% @ 55 Plan) and Safety (3% @ 50 Plan). The PERS employer rate and the City-paid employee rate for these groups are as follows:

	<u>Employer</u>	<u>Employee</u>
Miscellaneous	12.204%	7.00%
Safety	47.117%	9.00%

The PERS rates are multiplied by the employees' salaries to calculate the amount to be contributed. Projected 2005-06 costs are as follows:

Miscellaneous	\$342,222
Safety	\$471,368
Total	<u>\$813,590</u>

**Medicare** - Employees hired on or after April 1, 1986 are required to participate in Medicare which costs the City 1.45 percent of total salaries. The City has 44 employees participating in Medicare and the projected 2005-06 cost is \$32,288.

**Health Insurances** - The City offers medical insurance through Kaiser Permanente and Blue Cross. Dental insurance is provided through Delta Dental Plan and vision care is provided through Medical Eye Services. The projected cost of health insurance for 2005-06 is as follows:

Medical insurance	\$382,030
Dental insurance	56,303
Vision insurance	<u>5,670</u>
	<u>\$444,003</u>

In addition, annual physical exams are provided for the City Manager, the Police Chief and the Public Works Superintendent.

**Life and Disability Insurances** – The City offers its employees life insurance as well as short-term and long-term disability insurance at a projected cost for 2005-06 of \$40,779.

**Workers' Compensation Insurance** – The City's workers' compensation plan is administered by the Redwood Empire Municipal Insurance Fund (REMIF) and covers employees in case of on-the-job injuries. Total projected workers' compensation costs for 2005-06 is \$115,087.

**Unemployment Insurance** - This cost is paid on an occurrence basis. There are currently no costs projected for the 2005-06 fiscal year.

**Employee Assistance Program** – The City also offers independent counseling services for employees in times of need. The 2005-06 projected cost of this program is \$1,840.

# **CITY OF COTATI**

## **Section H**

### **FINANCIAL AND STATISTICAL SCHEDULES**

Capital Improvement Program - Capital Outlay by Project  
 FY 05-06

Project	Description	Budget Amount by Funding Source					Total
		General Fund	Governmental Funds	Enterprise Funds	Redevelopment Funds		
C010	ADA Accessibility Improvements - Civic Center		78,242				78,242
Z014	Additional Storage Tank Siting			120,000			120,000
C008	Civic Center Improvements - Community Center and MU building interior/exterior refurbishment, heating and air conditioning, electrical reconfiguration and upgrade, dance floor and other as designated by the City Council		550,000				550,000
X007	Cotati Creek Bypass	589,000					589,000
L011	Dog Park Improvements	3,500					3,500
R003	East Cotati Overlay		150,000				150,000
U003	East Cotati Pedestrian Crossing and Bike Path		150,000				150,000
A003	Financial and Administrative Software Replacement	24,000		68,000	33,000		125,000
W002	Intermodal Transit Facility				621,539		621,539
T012	Lancaster Drive Improvements	55,200		127,800			183,000
Z030	New Recorders and Meters - Wells 2 & 3			10,000			10,000
Z029	Replace Filter Media - Wells 1A and 3			115,592			115,592
Z021	Sensus Meter Replacement			25,000			25,000
X005	Inflow and Infiltration System Improvements			80,000			80,000
X010	Sewer Pipeline Project 1A and 1B			250,000			250,000
Z031	Well 1A Redwood Tank Replacement Predesign			5,000			5,000
Z028	Xeriscape Demonstration Garden			200,000			200,000
<b>Total</b>		<b>\$ 671,700</b>	<b>\$ 928,242</b>	<b>\$ 1,001,392</b>	<b>\$ 654,539</b>	<b>\$</b>	<b>3,255,873</b>

**Capital Improvement Program - Capital Outlay by Fund  
FY 05-06**

Fund	CIP#	Description	Funding Source	Projected FY 2005-2006 Expenditures (Continuing Projects)	Pre-construction	City Match (if applicable)	Construction	Estimated Construction FY	Proposed Budget Total
001	X007	Cotati Creek Bypass -	Zone 1A	-		-	589,000	05-06	589,000
001	T012	Lancaster Drive Improvements	General Fund, Developer Contribution, Water and Sewer Fees	-	20,000		35,200	05-06	55,200
001	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	24,000					24,000
001	L011	Dog Park Improvements	General Fund				3,500	05-06	3,500
		<b>Total General Fund</b>		<b>-</b>	<b>20,000</b>	<b>-</b>	<b>627,700</b>		<b>671,700</b>
003	C010	ADA Accessibility Improvements - Civic	CDBG	-			78,242	05-06	78,242
		<b>Total Community Development Block Grant Fund</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>78,242</b>		<b>78,242</b>
013	Z028	Xeriscape Demonstration Garden	SCWA Funding, Possible EPA Grant						200,000
013	Z014	Additional Storage Tank Design and Environmental	Connection Fees		120,000			06-07	120,000
013	Z029	Replace Filter Media in Wells 1A and 3	Connection Fees	-			115,592	05-06	115,592
013	T012	Lancaster Drive	General Fund, Developer Contribution, Water and Sewer Fees	-	20,000		47,800	05-06	67,800
013	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	24,000					34,000
013	Z021	Sensus Meter Replacement	Connection Fees	25,000			25,000		25,000
013	Z030	New Recorders and Meters - Wells 2 & 3	Connection Fees	-			10,000		10,000
013	Z031	Well 1A Redwood Tank Replacement Predesign	Connection Fees	-	5,000				5,000
		<b>Total Water Capital Fund</b>		<b>49,000</b>	<b>145,000</b>		<b>82,800</b>		<b>577,392</b>
019	X010	Sewer Pipeline Project 1A and 1B	Connection Fees	250,000	250,000			06-07	250,000
019	X005	Inflow and Infiltration System Improvements	Connection Fees	80,000			80,000		80,000
019	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	24,000					34,000
019	T012	Lancaster Drive	General Fund, Developer Contribution, Water and Sewer Fees	-	20,000		40,000	05-06	60,000
		<b>Total Sewer Capital Fund</b>			<b>270,000</b>		<b>120,000</b>		<b>424,000</b>
024	U003	East Cotati Pedestrian Crossing and Bike Path	Developer, Park-in-Lieu	150,000	150,000				150,000
		<b>Total Park-In-Lieu Fund</b>		<b>150,000</b>	<b>150,000</b>	<b>-</b>	<b>-</b>		<b>150,000</b>
034	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	24,000					24,000
		<b>Total CCRA Capital Fund</b>			<b>-</b>	<b>-</b>	<b>-</b>		<b>24,000</b>
036	W002	Intermodal Transit Facility	Bond Proceeds		63,255	558,284	2,782,564		621,539
		<b>Total CCRA 2001 TABs Fund</b>		<b>-</b>	<b>63,255</b>	<b>558,284</b>	<b>2,782,564</b>		<b>621,539</b>
037	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	24,000					9,000
		<b>Total CCRA Low/Mod Housing Fund</b>			<b>-</b>	<b>-</b>	<b>-</b>		<b>9,000</b>
204	R003	East Cotati Overlay	Capital Outlay		150,000		1,600,000	06-07	150,000
204	C008	Civic Center Improvements -	Community Partnership for Youth, Park-in-Lieu, Roberti Z'berg Harris, Per Capita, Capital Outlay	1,450,000			1,450,000	05-06,06-07, 07-08	550,000
		<b>Total General Capital Outlay Fund</b>		<b>1,450,000</b>	<b>150,000</b>	<b>-</b>	<b>3,050,000</b>		<b>700,000</b>
<b>Grand Total</b>									<b>3,255,873</b>

**FY 2005-06 Proposed Equipment Purchase, by item**

**Budget Amount by Funding Source**

Description	Budget Amount by Funding Source			Total
	General Fund	Enterprise Funds	Redevelopment Funds	
Computer Hardware Required for New Financial And Administrative Information Systems	\$ 1,400	\$ 3,710	\$ 1,890	\$ 7,000
14" Dry Saw	2,000			2,000
Barricades (50)	1,500			1,500
Laser Level - Total Cost \$1500	500	1,000		1,500
Picnic Tables - Vets Park	2,000			2,000
Bullet Resistant Vests	4,000			4,000
Digital Cameras (10)	3,200			3,200
Digital Crime Scene Camera	2,800			2,800
Evidence Fuming Cabinet	700			700
3HP Flygt Pump		7,000		7,000
				-
<b>Total by Funding Source</b>	<b>\$ 18,100</b>	<b>\$ 11,710</b>	<b>\$ 1,890</b>	<b>\$ 31,700</b>

**FY 2005-06 Proposed Equipment Purchase by fund**

<b>Fund</b>	<b>Dept</b>	<b>Description</b>	<b>Cost</b>	<b>Proposed 2005-2006 Equipment</b>
001	0303	Computer Hardware Required for New Financial and Administrative Information Systems	\$ 1,400	
001	0403	14" Dry Saw	2,000	
001	0403	Barricades (50)	1,500	
001	0403	Laser Level - Total Cost \$1500	500	
001	0408	Picnic Tables - Vets Park	2,000	
001	0500	Bullet Resistant Vests	4,000	
001	0500	Digital Cameras (10)	3,200	
001	0500	Digital Crime Scene Camera	2,800	
001	0500	Evidence Fuming Cabinet	700	
			<b>Total General Fund</b>	<b>18,100</b>
013	0700	Computer Hardware Required for New Financial and Administrative Information Systems	1890	
013	0700	Laser Level - Total Cost \$1500	500	
			<b>Total Water Capital Fund</b>	<b>2,390</b>
019	0800	3HP Flygt Pump	7,000	
019	0800	Computer Hardware Required for New Financial and Administrative Information Systems	1,820	
019	0800	Laser Level - Total Cost \$1500	500	
			<b>Total Sewer Capital Fund</b>	<b>9,320</b>
034	0900	Computer Hardware Required for New Financial and Administrative Information Systems	1,400	
			<b>Total CCRA Capital Fund</b>	<b>1,400</b>
037	0902	Computer Hardware Required for New Financial and Administrative Information Systems	490	
			<b>Total CCRA Low/Mod Fund</b>	<b>490</b>
<b>Grand Total</b>				<b>31,700</b>

**Schedule of Operating Transfers  
Fiscal Year 2005-2006**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In Acct 42259</u>	<u>Dept</u>	<u>Operating Transfers Out Acct 61085</u>
<b>01 General Fund</b>					
Operating Transfers In					
12 Water Operating Fund	Administration	301	8,420		
13 Water Capital Fund	Administration	301	13,500		
18 Sewer Operating Fund	Administration	301	8,420		
19 Sewer Capital Fund	Administration	301	27,000		
201 Maint Assmnt Districts Fund	Administration	301	2,635		
33 CCRA Debt Service Fund	Administration	301	1,400		
12 Water Operating Fund	Public information services	306	600		
18 Sewer Operating Fund	Public information services	306	600		
35 CCRA Operating Fund	Public information services	306	800		
21 Gas Taxes Fund	Streets maintenance	403	135,801		
02 Grants Fund - SCWA Funding	Storm Sewer projects	403	589,000		
12 Water Operating Fund	Government buildings maintenance	406	18,276		
18 Sewer Operating Fund	Government buildings maintenance	406	17,074		
35 CCRA Operating Fund	Government buildings lease agreement	406	19,423		
37 CCRA Low & Mod Income Fund	Government buildings lease agreement	406	6,824		
23 Parks and Rec Devlpmt Fund	Park maintenance	408	15,000		
09 Public Safety Fund	Information systems/Overtime	500	100,000		
			<u>964,773</u>		
Operating Transfers Out					
08 CEC Fund	Community services support			305	(4,685)
201 Maint Assmnt Districts Fund	Subsidy			305	(9,341)
202 K-9 (Police) Program Fund	Subsidy			305	(16,700)
206 Citizen Volunteer Program	Subsidy			305	(6,100)
					<u>(36,826)</u>
<b>02 Grants Fund</b>					
Operating Transfer Out					
001 General Fund	Cotati Creek Bypass Construction	403			(589,000)
					<u>(589,000)</u>
<b>06 Solid Waste Reduction Fund</b>					
Operating Transfer Out					
008 Community and Environment Comm Earth Day		403			(3,000)
					<u>(3,000)</u>
<b>08 Community and Environment Commission Fund</b>					
Operating Transfer In					
01 General Fund	Event Expenses	100	4,685		
006 Solid Waste Reduction Fund	Earth Day	100	3,000		
			<u>7,685</u>		
<b>09 Public Safety Fund</b>					
Operating Transfer Out					
01 General Fund	Information systems			100	(43,371)
01 General Fund	Overtime			100	(56,629)
					<u>(100,000)</u>
<b>21 Gas Taxes Fund</b>					
Operating Transfer Out					
01 General Fund	Streets maintenance			100	(135,801)
					<u>(135,801)</u>
<b>23 Parks and Recreation Development Fund</b>					
Operating Transfer Out					
01 General Fund	Park maintenance			408	(15,000)
					<u>(15,000)</u>
<b>201 Maintenance Assessment Districts Fund</b>					
Operating Transfers In					
01 General Fund	Subsidy		9,341		
			<u>9,341</u>		

**Schedule of Operating Transfers  
Fiscal Year 2005-2006**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In</u>		<u>Operating Transfers Out</u>	
			<u>Acct 42259</u>	<u>Dept</u>	<u>Acct 61085</u>	
<b>201 Maintenance Assessment Districts Fund</b>						
Operating Transfers Out						
01 General Fund	Administration			2011	(205)	
01 General Fund	Administration			2012	(205)	
01 General Fund	Administration			2013	(205)	
01 General Fund	Administration			2014	(205)	
01 General Fund	Administration			2015	(205)	
01 General Fund	Administration			2016	(205)	
01 General Fund	Administration			2017	(205)	
01 General Fund	Administration			2019	<u>(1,200)</u>	
					<u>(2,635)</u>	
<b>202 K9 Program Fund</b>						
Operating transfers in						
01 General Fund	Subsidy	100	<u>16,700</u>			
<b>206 Citizen Volunteer Program Fund</b>						
Operating transfers in						
01 General Fund	Subsidy	100	<u>6,100</u>			
<b>12 Water Operating Fund</b>						
Operating Transfers in						
19 Water Capital Fund	Operating costs	700	<u>1,252,669</u>			
Operating Transfers Out						
01 General Fund	Public information services	306		700	(600)	
01 General Fund	Government buildings maintenance	406		700	(18,276)	
01 General Fund	Administration	301		700	<u>(8,420)</u>	
					<u>(27,296)</u>	
<b>13 Water Capital Fund</b>						
Operating Transfers Out						
012 Water Operating Fund	Operating costs	700			(1,252,669)	
014 Recycled Water Line Fund	Establish Fund	700		700	(50,000)	
01 General Fund	Administration	301		700	<u>(13,500)</u>	
					<u>(1,316,169)</u>	
<b>18 Recycled Water Line Fund</b>						
Operating Transfers In						
013 Water Capital Fund	Establish Fund	700	<u>50,000</u>			
<b>18 Sewer Operating Fund</b>						
Operating Transfers In						
19 Sewer Capital Fund	Operating Costs	800	<u>1,940,776</u>			
Operating Transfers Out						
01 General Fund	Public information services	306		800	(600)	
01 General Fund	Government buildings maintenance	406		800	(17,074)	
01 General Fund	Administration	301		800	<u>(8,420)</u>	
					<u>(26,094)</u>	
<b>19 Sewer Capital Fund</b>						
Operating Transfers Out						
01 General Fund	Administration			800	(27,000)	
18 Sewer Operating Fund	Operating costs			800	<u>(1,940,776)</u>	
					<u>(1,967,776)</u>	
<b>35 Cotati Community Redevelopment Agency Operating Fund</b>						
Operating Transfer In						
34 CCRA Capital Projects Fund	Operating costs	900	<u>1,438,437</u>			
Operating Transfers Out						
01 General Fund	Public information services			306	(800)	
01 General Fund	Government buildings maintenance			406	(19,423)	
33 CCRA Debt Service Fund	Debt service - 2001 TABs			900	(343,780)	
33 CCRA Debt Service Fund	Debt service - 2004 RefundingTABs			900	<u>(349,217)</u>	
Total Operating Transfers Out					<u>(713,220)</u>	

**Schedule of Operating Transfers  
Fiscal Year 2005-2006**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In Acct 42259</u>	<u>Dept</u>	<u>Operating Transfers Out Acct 61085</u>
<b>34 Cotati Community Redevelopment Agency Capital Projects Fund</b>					
Operating Transfers Out					
35 CCRA Operating Fund	Operating costs			900	<u>(1,357,864)</u>
<b>37 Cotati Community Redevelopment Agency Low/Mod Housing Fund</b>					
Operating Transfers Out					
034 CCRA Capital Projects Fund	2004 TABs			406	(65,038)
034 CCRA Operating Fund	ERAF Contribution Loan (50%, Repaid in Ten Years)			406	(80,573)
01 General Fund	Government buildings maintenance			406	<u>(6,824)</u>
					<u>(152,435)</u>
<b>33 Cotati Redevelopment Agency Debt Service Fund</b>					
Operating Transfers In					
35 CCRA Operating Fund	Debt service - 2001 TABs	900	343,780		
35 CCRA Operating Fund	Debt service - 2004 TABs	900	349,217		
037 CCRA Low/Mod Housing Fund	Debt service - Portion of 1993 TABs	900	<u>65,038</u>		
			<u>758,035</u>		
Operating Transfers Out					
01 General Fund	Administration			900	<u>(1,400)</u>
			<u>\$ 6,444,516</u>		<u>\$(6,444,516)</u>

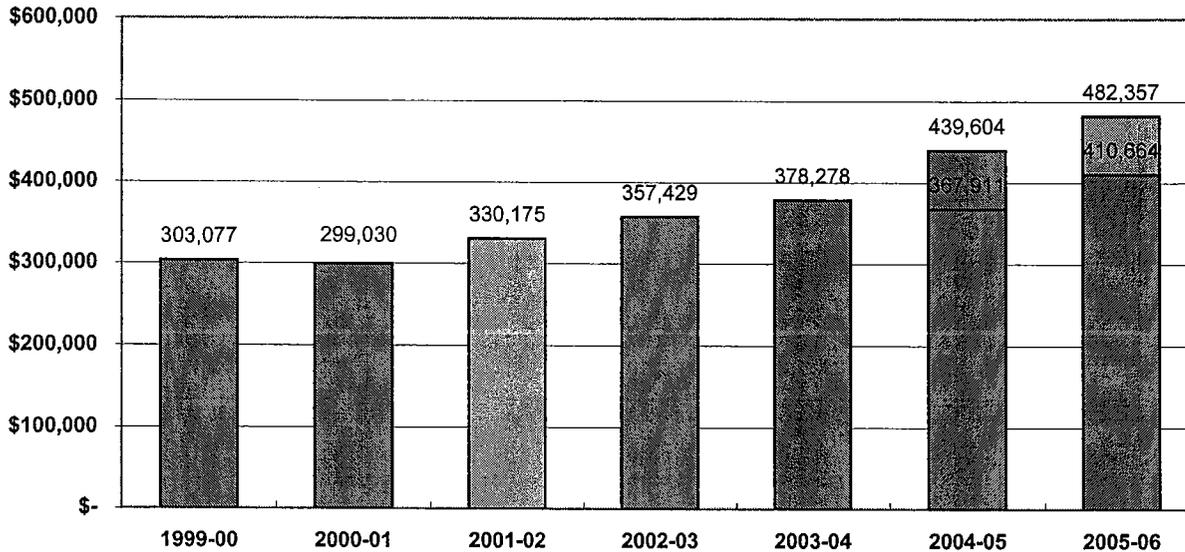
## **KEY REVENUE SOURCES AND BASIS FOR ESTIMATES**

Estimates of key revenue sources are developed through analytical procedures and projection techniques that take into account population, increases in the consumer price index, and other growth factors. The trending of these key factors and their impact on revenues (and expenditures) for the past seven years provided an historical basis for the estimated revenues for 2005-06.

Sources used in developing estimated revenues also include economic trends as reported in the national media, forecast data for Sonoma County developed by the County of Sonoma, economic and fiscal information developed by the State Legislative Analyst and the State Department of Finance, and materials prepared by the League of California Cities and the State Controller's Office. Ultimately, the City's estimated revenues for 2005-06 reflect the staff's best judgement about the performance of the local economy over the next year and how it will affect City revenues.

The following pages provide a brief description of the City's primary revenue sources along with the general assumptions used in preparing revenue estimates for the 2005-06 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.

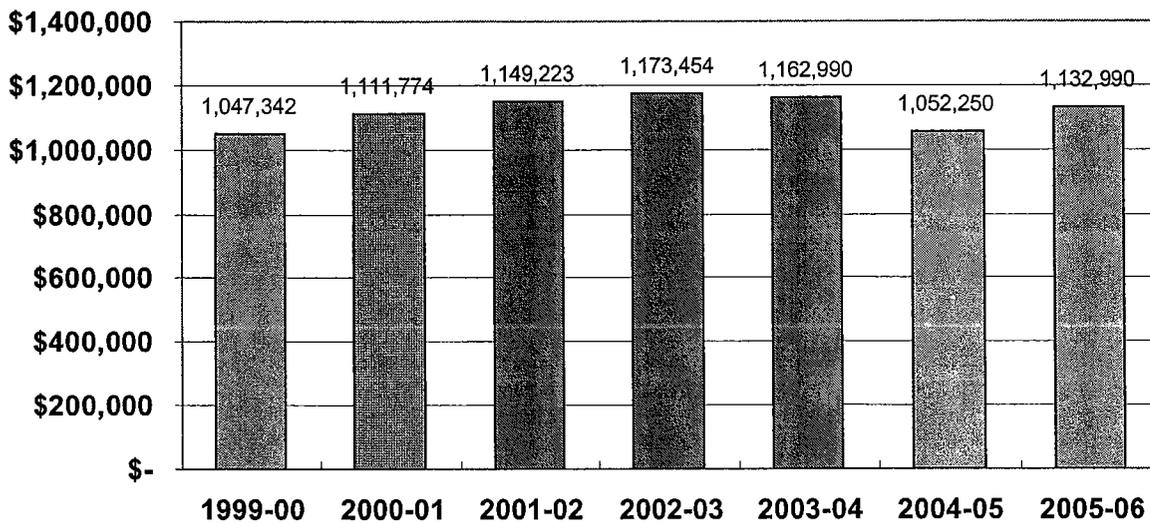
### TRENDS

Property tax revenues for FY 2005-2006 are estimated to be \$482,357, which represents a 10 percent increase over the FY 2004-2005 amount. This increase is mainly attributable to the assessment associated with recent projects completed or nearing completion in Cotati. For the second year the City is required to make a contribution to the Educational Revenue Augmentation Fund (ERAF) of \$71,693, resulting in a **net property tax revenue of \$410,664**.

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 2005-2006 will also 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 will 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 SALES TAXES



### DESCRIPTION

Sales and use tax is imposed on retailers for the privilege of selling at retail or on users in California of property purchased outside the State. The tax is based on the sales price of any taxable, tangible personal property.

Sonoma County sales tax rate is 7.75 percent and is comprised of the following levies:

- State rate: 4.5 percent
- City rate, levied statewide: .75 percent - State of CA 'triple flip' reduced from 1 percent
- County rate, levied statewide: 1.0 percent
- County transportation rate, levied statewide: 0.25 percent
- County transportation rate: 0.25 percent
- Law enforcement fund, levied statewide: 0.5 percent
- 'Triple-Flip' dedicated to finance State of CA deficit reduction bonds, levied statewide: 0.25 percent
- Sonoma County Open Space rate, levied countywide: 0.25 percent

Local sales tax revenue is distributed by the State Board of Equalization. Cities receive payments on a quarterly basis, with monthly estimated "advance" payments and subsequent "settlement" payments to cover the difference based on actual collections in prior months. The largest economic segment contributing to sales tax revenues changed in Fiscal Year 04-05 from service stations to business and industry. The uses for sales tax are unrestricted, but sales tax revenue must be received into the City's General Fund.

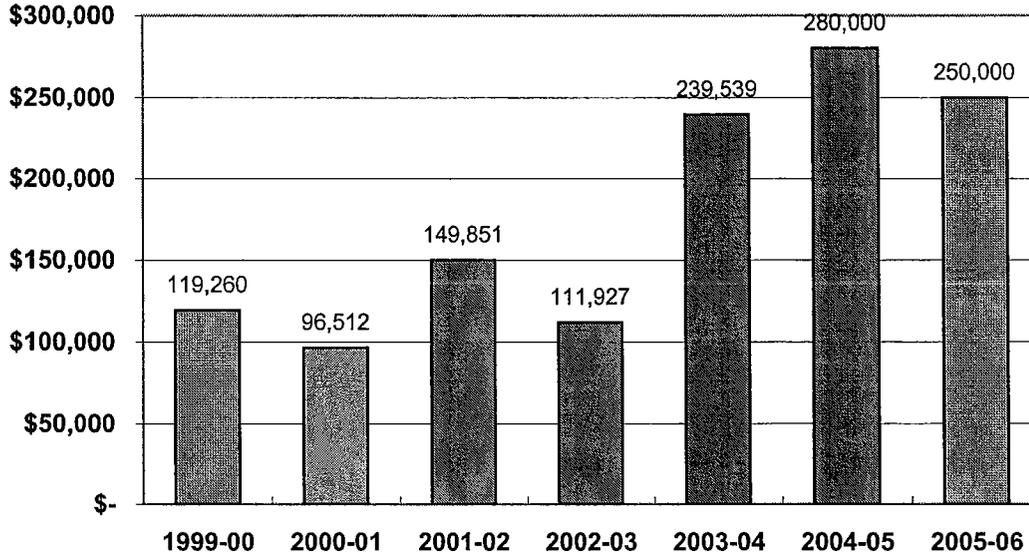
### TRENDS

Sales tax revenues for FY 2005-2006 are an estimated \$1,132,990 which represents an 8 percent increase from FY 2004-05. Beginning in FY 04-05 one fourth of the City's Sales Tax revenue was reduced, with a backfill included with the Property Tax payments from the County of Sonoma. For tracking purposes this revenue is recorded separately in the revenue account "Sales Tax-In-Lieu (triple flip)".

Budgeted sales tax revenue assumes continuing economic recovery and the increase in revenue associated with known new or expanded businesses.

Although SB 110 was implemented in FY 1998-99, the City has no qualifying businesses that can obtain a use-tax direct payment permit which allocates local use tax directly to the City (SB 110 allows cities to receive use tax directly back instead of receiving only a fraction of the one percent county share).

## GENERAL FUND TRANSFER TAXES



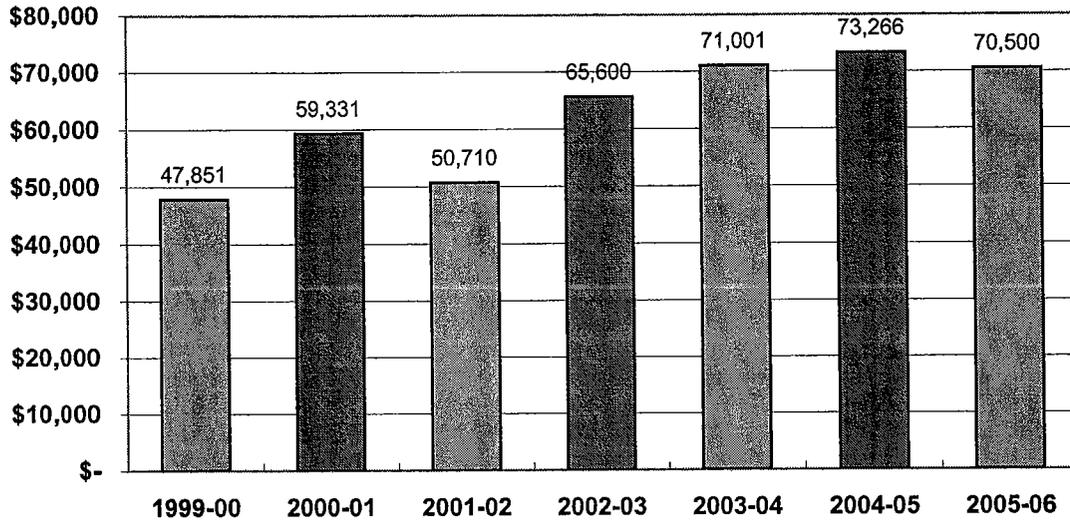
### DESCRIPTION

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. The City is no longer entitled to receive the County levy.

### TRENDS

Real estate transfer tax for FY 2005-2006 is estimated at almost \$200,000 which represents an approximately 11 percent decrease over FY 2004-05. Continuing increases in interest rates may decrease housing sales, and the revenue projection for next year is conservatively adjusted to reflect the longer trend. If Sonoma County housing sales continue to explode, the account will be adjusted at the mid-year review.

## GENERAL FUND BUSINESS LICENSES



### DESCRIPTION

Business license fees are imposed for the privilege of conducting business in the City. Fees are to be paid by every person conducting, carrying on or managing any business or profession.

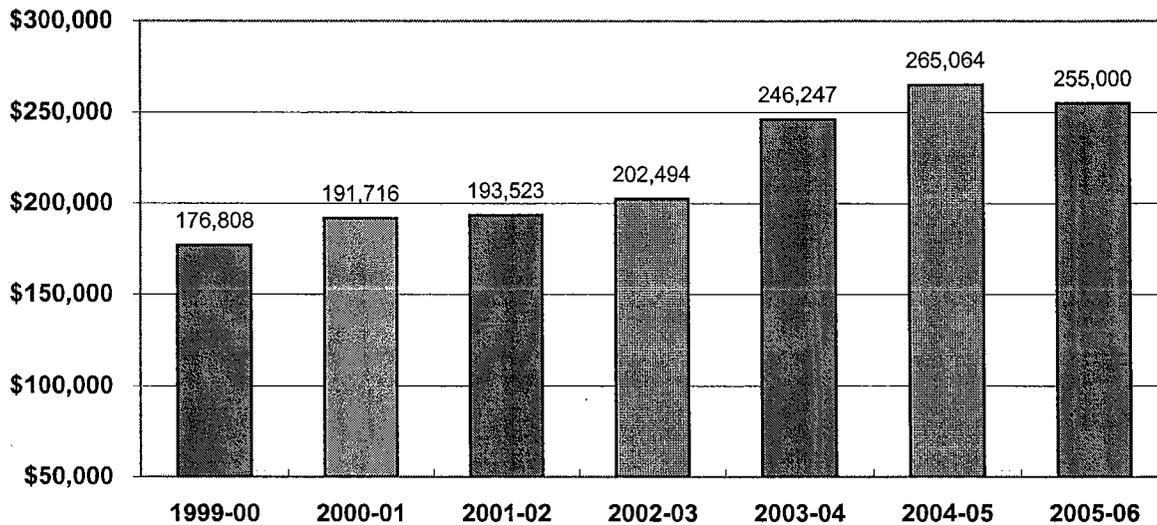
Business license fees vary according to the type of business. Generally, fees charged to most professionals, contractors, wholesalers and retailers are based on a flat rate plus an amount for each employee employed. Part-time occupations are based on estimated gross receipts.

### TREND

Business license fees for FY 2005-2006 are estimated to be \$70,500, which reflects an increase of 0.0 percent from the prior fiscal year. The Finance department continues to work closely with the Building department to ensure compliance, and in the past two years many businesses and contractors have obtained their license. Additional revenues reflected in FY 04-05 are associated with late fees.

The Chamber of Commerce continues their program to grow business in Cotati, and working in conjunction with the Finance department to increase awareness of the license requirement.

## GENERAL FUND FRANCHISE FEES



### DESCRIPTION

Franchise fees are imposed on providers of utility services for the privilege to use 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.

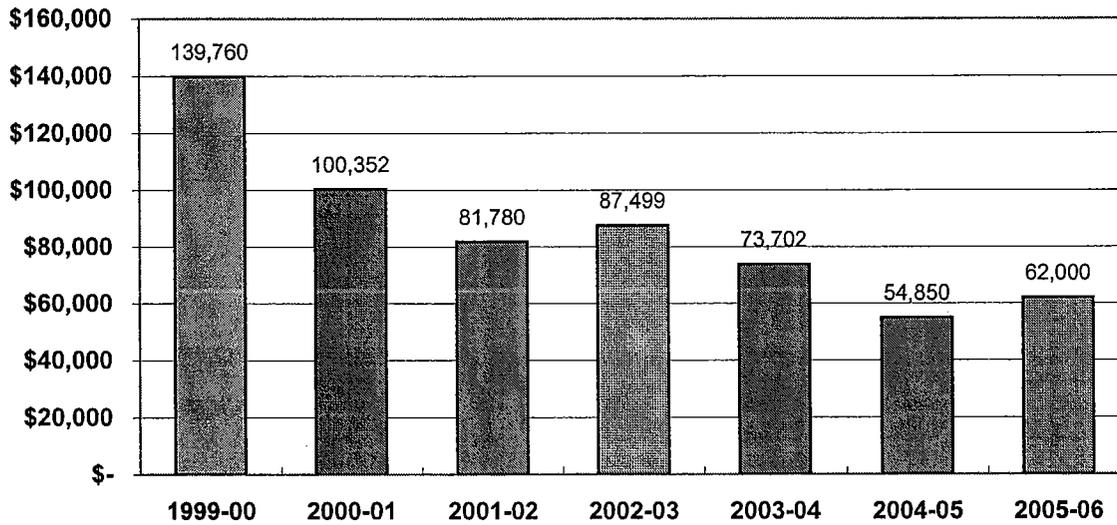
The garbage franchise is with Waste Management. Payments to the City increase to fourteen percent (from ten percent) of gross receipts. One percent of this amount is set aside for recycling programs, with the balance being unrestricted. Payments are received monthly.

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 2005-2006 are estimated to be \$255,000. There is no anticipated increase over the prior fiscal year. The garbage franchise revenue for FY 2004-2005 were higher than anticipated due to the additional charges assessed because of the current landfill situation. FY 05-06 revenues budgeted do not include that continued increase.

## GENERAL FUND FINES AND FORFEITURES



### DESCRIPTION

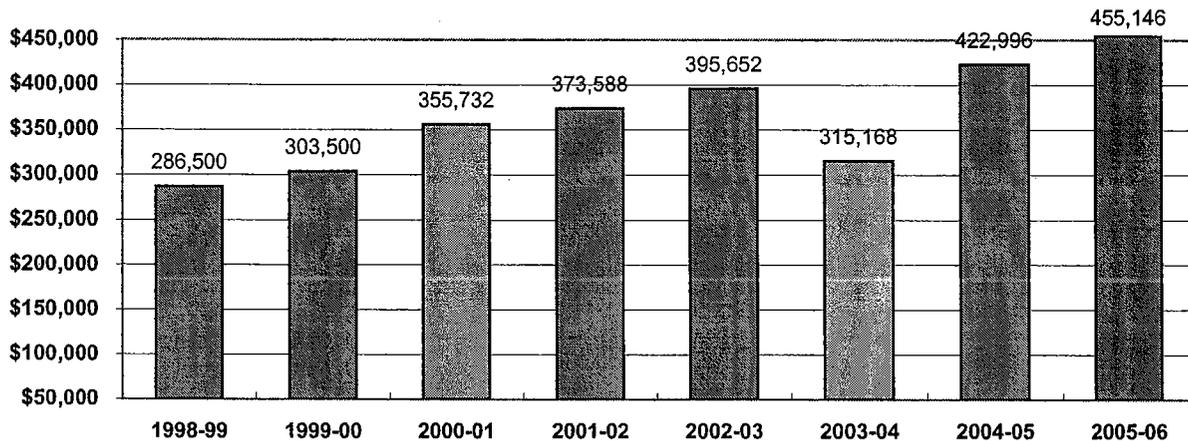
Fines and forfeitures represent revenues derived from emergency responses, parking citations, criminal code fines, the vehicle release program, and the County abandoned vehicle program.

### TRENDS

Staff continues to research the discrepancy between citations written and revenue received from the County. Although citations written in Fiscal Year 2002-2003 increased by 224%, the associated revenue increase only 6.9%. The number of citations increased again in fiscal year 2003-2004 (9.7%) but revenue received actually decreased 18.7%.

Detailed activity spreadsheets have been compiled using data from the County and the Cotati Police department. These will be the basis of further discussions with County staff to determine the cause of the ongoing discrepancy.

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



**DESCRIPTION**

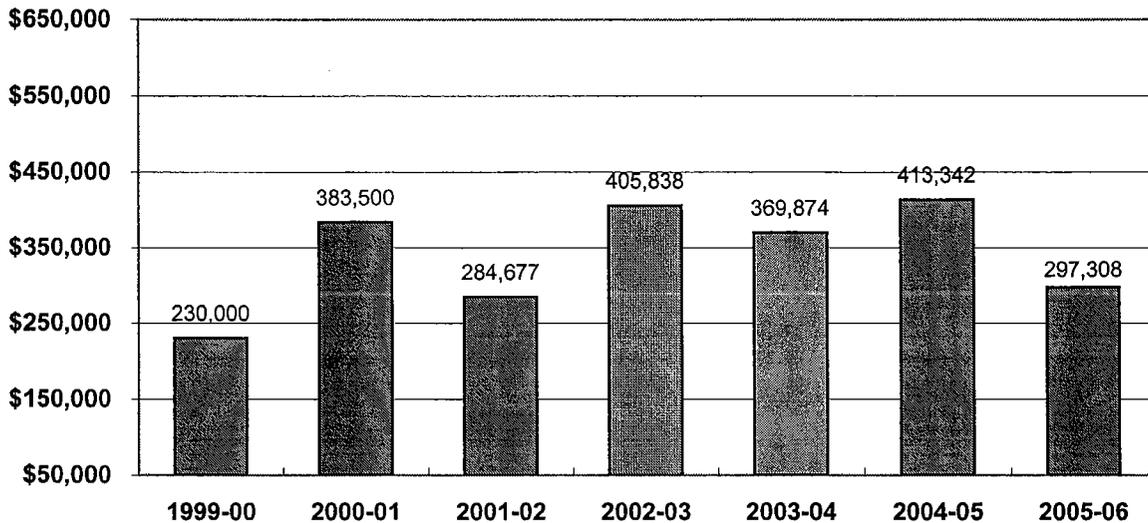
Motor vehicle license fees (VLF) are a special license fee equivalent to a percentage of the market value of motor vehicles. It is imposed annually by the state in lieu of local property taxes. Revenues derived from motor vehicle license fees are apportioned and distributed monthly. State Revenue and 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 FY 03-04, a portion of the City's VLF revenues were withheld and it is not anticipated that we will receive the balance of these funds (\$116,581) until August 2006. Additionally the VLF Backfill-Property Tax Swap is now in place, in which the backfill due to cities is replaced with a like amount of property taxes. The City's FY 05-06 Budget contains an account 'Property Tax in-Lieu of VLF' to provide for separate accounting for these funds. The City motor vehicle license fee and related reimbursement via property tax for FY 2005-06 is estimated at \$455,146.

## GENERAL FUND CHARGES FOR SERVICES



### DESCRIPTION

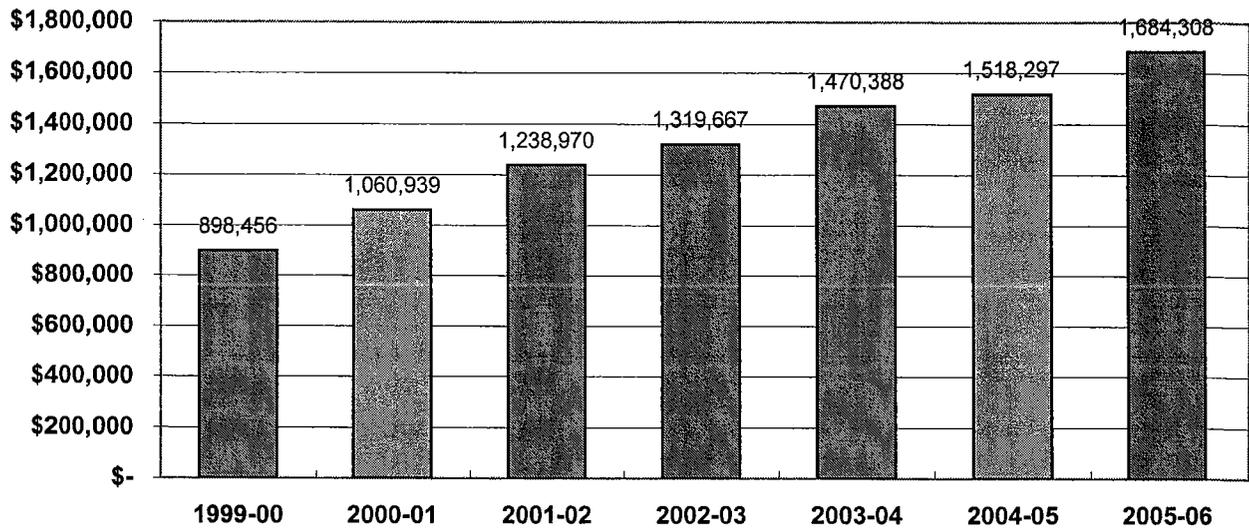
Fees for services are imposed upon users of certain services provided by the City. Generally, a service charge can be levied when the service is measurable and sold in marketable units and the user can be identified. The rationale is that certain services are primarily for the benefit of individuals 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 2005-06 are estimated to be \$297,308 that represents a 39.9 percent decrease compared to FY 2004-05. The City anticipates a slowdown in the exceptionally high level of building activity of the last three fiscal years.

## REDEVELOPMENT AGENCY PROPERTY TAXES



### DESCRIPTION

Property taxes are imposed on real property and tangible personal property located within the State. 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.

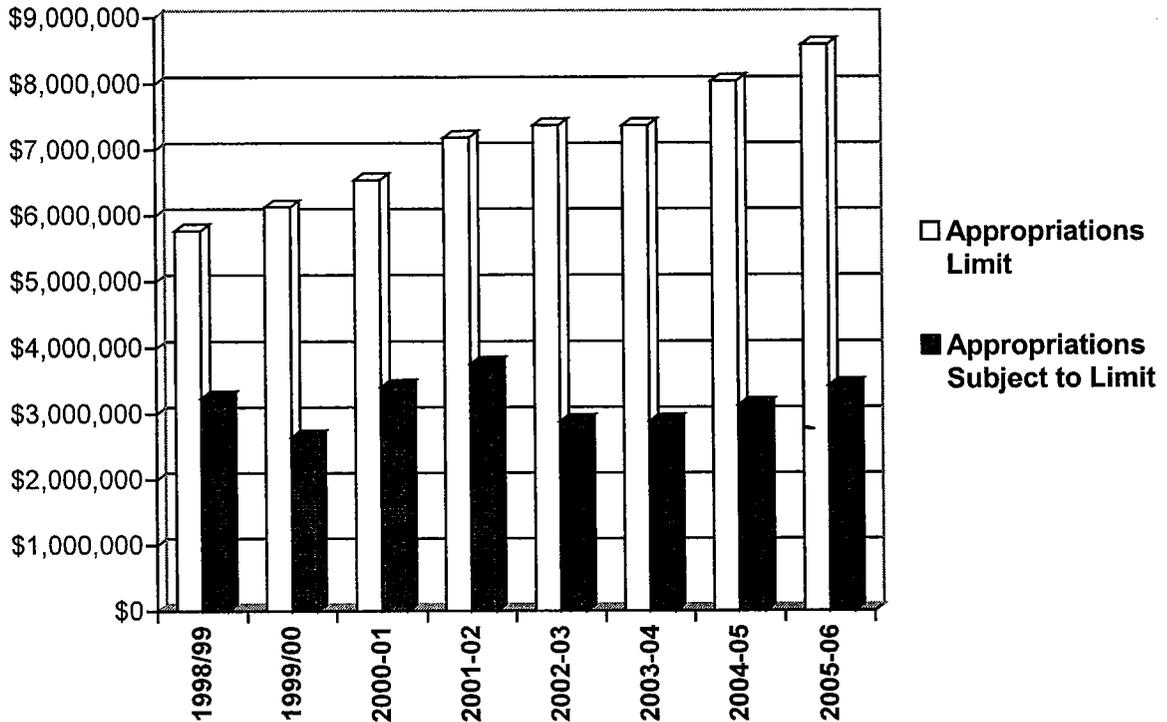
While cities, counties, school districts and special districts share the revenues from the one percent property tax, special provisions apply when the City formed a Redevelopment Agency Project Area. From the date of inception forward, any property taxes generated from increased property values are dedicated to the Redevelopment Agency Project Area for improvement programs. The only exceptions are associated with negotiated pass-through agreements with the county and special districts. The City of Cotati's pass-through to other agencies represents roughly forty percent of the total increment. In addition, twenty percent of the total tax increment generated (including pass-through payments) is required to be set aside for low and moderate-income housing.

The Redevelopment Agency property taxes reflect the tax increments received in the Redevelopment Operating and the Redevelopment Low and Moderate-income Housing Funds.

### TRENDS

Property tax revenues for FY 2005-06 are estimated at \$1,684,308, which represents a .10 percent increase over the FY 2004-05 amount. The projected revenue reflects the increase in value of residential and commercial development in the Redevelopment Agency Project Area (10%) less the proposed Fiscal Year 2005-06 ERAF contribution estimated to be \$161,145.

## 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 steady 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 2005-2006 appropriations limit is \$8,585,588, projected revenues subject to limitation are expected to be \$3,428,283.

**General Fund - Trend Analysis  
Fiscal Years 1997-98 Through 2005-06**

	1997-98	1998-99	1999-00	2000-01
<b>Revenues:</b>				
Property Taxes	\$ 256,762	\$ 271,178	\$ 303,077	\$ 299,030
Property Taxes in Lieu of VLF				
Sales Taxes	854,715	899,998	1,047,341	1,111,774
Sales Tax In-Lieu				
Transfer Taxes	71,689	105,528	119,260	96,512
Business Licenses	51,401	48,028	47,851	59,331
Franchise Fees	163,300	166,338	176,808	191,716
<b>Total Taxes</b>	<b>1,397,867</b>	<b>1,491,070</b>	<b>1,694,337</b>	<b>1,758,363</b>
Licenses and Permits	50,931	50,320	60,028	34,235
Fines and Forfeitures	64,523	133,330	139,760	100,352
Investment Earnings	49,639	67,818	47,234	83,119
Rents and Concessions	60,439	64,529	68,733	31,567
Motor Vehicle In Lieu Fees	280,861	325,043	303,500	355,732
Fees for Services	89,554	103,710	230,000	383,500
Reimbursements	153,100	94,076	73,790	92,072
Other	25,755	34,273	121,030	132,744
<b>Total Revenues</b>	<b>2,172,669</b>	<b>2,364,169</b>	<b>2,738,412</b>	<b>2,971,684</b>
<b>Operating Transfers In</b>	<b>290,463</b>	<b>329,731</b>	<b>230,168</b>	<b>333,782</b>
<b>Total Current Sources</b>	<b>2,463,132</b>	<b>2,693,900</b>	<b>2,968,580</b>	<b>3,305,466</b>
<b>Current Expenditures:</b>				
City Council	49,136	54,842	65,898	64,760
City Manager / City Clerk	78,928	117,547	124,490	123,745
Legal Services	40,984	67,803	136,294	78,066
Non-Departmental	85,860	81,535	56,257	135,794
Public Information Services	-	-	-	2,694
Finance	89,575	143,268	91,732	86,304
Planning	95,303	116,900	142,839	211,222
Building	40,414	44,357	57,354	96,680
Engineering	35,154	42,635	-	-
Public Works Administration	-	39,752	69,954	79,434
Streets	163,478	164,081	177,358	190,775
Government Buildings	81,635	85,436	86,183	96,630
Park Maintenance	89,809	82,266	92,843	121,144
Police	1,400,076	1,410,755	1,643,652	1,559,991
Cultural Arts	-	2,868	27,003	16,748
Recreation	-	-	-	150
<b>Total Current Expenditures</b>	<b>2,250,352</b>	<b>2,454,045</b>	<b>2,771,857</b>	<b>2,864,137</b>
<b>Capital Outlay:</b>				
City Council	-	4,199	-	15
City Manager / City Clerk	-	5,350	-	3,951
Non-Departmental	-	-	-	-
Public Information Services	-	-	-	23,611
Finance	22,696	7,584	735	59
Planning	-	792	-	2,946
Building	-	-	-	15
Public Works Administration	-	-	-	30
Streets	17,909	2,645	6,496	10,888
Government Buildings	-	-	-	6,924
Park Maintenance	7,111	8,374	12,507	4,697
Police	32,244	65,462	77,999	103,393
Cultural Arts	-	-	-	3,610
Recreation	-	-	-	-
<b>Debt Service:</b>				
Police	-	-	-	-
<b>Total Capital Outlay/Debt Svc</b>	<b>79,960</b>	<b>94,406</b>	<b>97,737</b>	<b>160,139</b>
<b>Beginning Fund Balance, July 1</b>	<b>896,359</b>	<b>1,029,180</b>	<b>1,174,629</b>	<b>1,273,615</b>
<b>Ending Fund Balance, June 30</b>	<b>\$ 1,029,179</b>	<b>\$ 1,174,629</b>	<b>\$ 1,273,615</b>	<b>\$ 1,554,805</b>

**General Fund - Trend Analysis  
Fiscal Years 1997-98 Through 2005-06**

	2001-02	2002-03	Actual 2003-04	Estimated 2004-2005	Adopted 2005-2006
<b>Revenues:</b>					
Property Taxes	\$ 330,175	\$ 357,429	\$ 378,277	\$ 367,911	\$ 410,664
Property Taxes in Lieu of VLF				374,903	401,146
Sales Taxes	1,149,223	1,173,454	1,162,990	1,052,250	1,132,990
Sales Tax In-Lieu				261,126	274,182
Transfer Taxes	149,851	111,927	239,539	280,000	250,000
Business Licenses	50,710	65,600	71,001	73,266	70,500
Franchise Fees	193,523	202,494	246,246	265,064	255,000
<b>Total Taxes</b>	<b>1,873,482</b>	<b>1,910,902</b>	<b>2,098,053</b>	<b>2,674,520</b>	<b>2,794,482</b>
Licenses and Permits	16,130	25,860	15,276	17,167	8,100
Fines and Forfeitures	81,780	87,499	73,702	54,850	62,000
Investment Earnings	131,719	119,075	117,708	84,000	34,000
Rents and Concessions	18,018	21,665	21,758	19,457	48,300
Motor Vehicle In Lieu Fees	373,588	395,652	315,168	48,093	54,000
Fees for Services	284,677	405,838	369,874	413,342	297,308
Reimbursements	104,500	72,882	123,875	54,633	25,000
Other	270,995	63,431	104,258	1,292,951	56,000
<b>Total Revenues</b>	<b>3,154,889</b>	<b>3,102,804</b>	<b>3,239,672</b>	<b>4,659,013</b>	<b>3,379,190</b>
<b>Operating Transfers In</b>	<b>458,227</b>	<b>587,723</b>	<b>603,793</b>	<b>501,325</b>	<b>964,773</b>
<b>Total Current Sources</b>	<b>3,613,116</b>	<b>3,690,527</b>	<b>3,843,465</b>	<b>5,160,338</b>	<b>4,343,963</b>
<b>Current Expenditures:</b>					
City Council	73,863	74,171	79,070	80,526	84,795
City Manager / City Clerk	167,629	134,719	176,593	200,355	180,249
Legal Services	73,483	80,852	112,685	133,220	105,434
Non-Departmental	235,421	187,741	114,720	1,398,163	224,327
Public Information Services	-	-	1,490	9,760	7,500
Finance	80,952	68,452	74,389	84,448	115,374
Planning	230,674	256,313	211,419	392,163	462,786
Building	130,704	134,152	210,534	268,057	204,565
Engineering	-	-	-	-	-
Public Works Administration	-	-	-	-	-
Streets	256,910	221,371	332,673	281,688	444,848
Government Buildings	123,889	111,888	105,681	107,288	124,956
Park Maintenance	110,706	119,275	177,494	175,787	212,610
Police	1,700,363	1,953,949	1,957,749	2,175,447	2,477,988
Cultural Arts	26,247	12,274	8,311	8,073	8,000
Recreation	7,893	16,152	19,080	39,371	60,485
<b>Total Current Expenditures</b>	<b>3,218,734</b>	<b>3,371,310</b>	<b>3,581,888</b>	<b>5,354,346</b>	<b>4,713,917</b>
<b>Capital Outlay:</b>					
City Council	203	-	89	-	-
City Manager / City Clerk	1,472	-	1,927	365	-
Non-Departmental	-	-	-	-	-
Public Information Services	-	-	-	-	-
Finance	914	618	267	-	25,400
Planning	2,081	3,221	1,114	667	-
Building	1,167	-	713	15,567	-
Public Works Administration	-	-	-	-	-
Streets	25,486	45,582	76,277	81,417	648,200
Government Buildings	1,213	3,705	90,884	2,300	-
Park Maintenance	25,288	13,322	89	14,367	5,500
Police	45,107	6,301	28,081	57,679	34,800
Cultural Arts	-	-	-	-	-
Recreation	-	-	-	1,500	-
<b>Total Capital Outlay/Debt Svc</b>	<b>102,931</b>	<b>72,749</b>	<b>199,441</b>	<b>173,862</b>	<b>713,900</b>
<b>Beginning Fund Balance, July 1</b>	<b>1,554,805</b>	<b>1,846,256</b>	<b>2,092,724</b>	<b>2,154,860</b>	<b>1,786,990</b>
<b>Ending Fund Balance, June 30</b>	<b>\$ 1,846,256</b>	<b>\$ 2,092,724</b>	<b>\$ 2,154,860</b>	<b>\$ 1,786,990</b>	<b>\$ 703,136</b>

# General Fund - Projected Trend Analysis Fiscal Years 2005-06 Through 2010-11

	2005-06 Proposed Budget	2006-07	2007-08	2008-09	2009-10	2010-11	Trend
<b>Revenues:</b>							
Property Taxes	\$ 410,664	513,517 <sup>2</sup>	554,598	598,966	646,884	698,634	8.0%
Property Tax In Lieu of VLF	401,146	433,238	467,897	505,328	545,755	589,415	8.0%
Sales Taxes	1,132,990	1,500,969 <sup>3</sup>	1,791,028 <sup>3</sup>	1,898,489	2,012,399	2,133,142	6.0% <sup>10</sup>
Sales Taxes In Lieu (Triple Flip)	274,182	287,891	302,286	317,400	333,270	349,933	5.0%
Transfer Taxes	250,000	257,500	265,225	273,182	281,377	289,819	3.0%
Business Licenses	255,000	70,853	71,207	71,563	71,921	72,280	0.5%
Franchise Fees	255,000	256,275	257,556	258,844	260,138	261,439	0.5%
<b>Total Taxes</b>	<b>2,794,482</b>	<b>3,320,243</b>	<b>3,709,797</b>	<b>3,923,773</b>	<b>4,151,743</b>	<b>4,394,663</b>	
Licenses and Permits	8,100	8,181	8,263	8,345	8,429	8,513	1.0%
Fines and Forfeitures	62,000	63,240	64,505	65,795	67,111	68,453	2.0%
Investment Earnings	34,000	11,000	11,000	11,000	11,000	94,000	0.0%
Rents and Concessions	48,300	48,300	48,300	48,300	48,300	48,300	0.0%
Motor Vehicle In Lieu Fees	54,000	178,328 <sup>4</sup>	54,892	55,166	55,442	55,719	0.5%
Charges for Services	297,308	400,000 <sup>5</sup>	250,000 <sup>8</sup>	250,000	250,000	250,000	0.0%
Reimbursements	25,000	39,000 <sup>6</sup>	39,000	39,000	39,000	39,000	0.0%
Other	56,000	56,280	56,561	56,844	57,128	57,414	0.5%
<b>Total Revenues</b>	<b>3,379,190</b>	<b>4,124,572</b>	<b>4,242,317</b>	<b>4,458,223</b>	<b>4,688,153</b>	<b>5,016,063</b>	
Operating Transfers In	964,773	400,000 <sup>7</sup>	412,000	424,360	437,091	450,204	3.0%
<b>Total Current Sources</b>	<b>4,343,963</b>	<b>4,524,572</b>	<b>4,654,317</b>	<b>4,882,583</b>	<b>5,125,244</b>	<b>5,466,266</b>	
<b>Current Expenditures:</b>							
City Council	84,795	85,643	86,499	87,364	88,238	89,120	1.0%
City Manager / City Clerk	180,249	189,261	193,236	197,294	201,437	205,667	5.0%
Legal Services	105,434	110,706	113,031	115,404	117,828	120,302	2.1%
Non-Departmental	224,327	235,543	240,490	245,540	250,696	255,961	5.0%
Public Information Services	7,500	7,500	7,500	7,500	7,500	7,500	2.1%
Finance	115,374	121,143	123,687	126,284	128,936	131,644	5.0%
Planning	462,786	485,925	419,925 <sup>9</sup>	428,744	437,747	446,940	2.1%
Building	204,565	214,793	219,304	223,909	228,611	233,412	5.0%
Streets	444,848	467,090	476,899	486,914	497,139	507,579	2.1%
Government Buildings	124,956	131,204	133,959	136,772	139,644	142,577	5.0%
Park Maintenance	212,610	223,241	227,929	232,715	237,602	242,592	2.1%
Police	2,477,988	2,577,108	2,631,227	2,686,483	2,742,899	2,800,500	4.0%
Cultural Arts	8,000	8,400	8,576	8,757	8,940	9,128	2.1%
Recreation	60,485	63,509	64,843	66,205	67,595	69,014	5.0%
<b>Total Current Expenditures</b>	<b>4,713,917</b>	<b>4,921,066</b>	<b>4,947,105</b>	<b>5,049,885</b>	<b>5,154,814</b>	<b>5,261,937</b>	
<b>Net Sources less Uses</b>	<b>(369,954)</b>	<b>(396,494)</b>	<b>(292,787)</b>	<b>(167,301)</b>	<b>(29,570)</b>	<b>204,329</b>	
Beginning Fund Balance, July 1	1,786,989	1,417,035 <sup>1</sup>	1,020,541	727,753	560,452	530,882	
<b>Ending Fund Balance, June 30</b>	<b>\$ 1,417,035</b>	<b>\$ 1,020,541</b>	<b>\$ 727,753</b>	<b>\$ 560,452</b>	<b>\$ 530,882</b>	<b>\$ 735,211</b>	

## COLA's 01-06

- Does not include capital outlay expenditures 2005-2006 projected \$713,900
- Adjusted to remove impact FY 2005-2006 ERAF shift
- Estimated sales tax increase - Lowe's
- Motor Vehicle In Lieu "backfill" withheld in 2003-2004, reimbursed 2006-2007
- Increased to reflect anticipated high activity year
- Reimbursement of State Mandated Costs (SB90) payments withheld 2002-2003, 2003-2004. Repaid over 5 years
- Reduced to reflect standard available operating transfer funds
- Reduced to approximate average annual revenues
- Reduced to reflect average annual expenditures
- Based on average annual percent increase FY 98 - FY 05
- Annual trend percentage reduced after end of employee Memorandum of Understanding (MOU) based on period ending April 2005 San Francisco urban area consumer price index

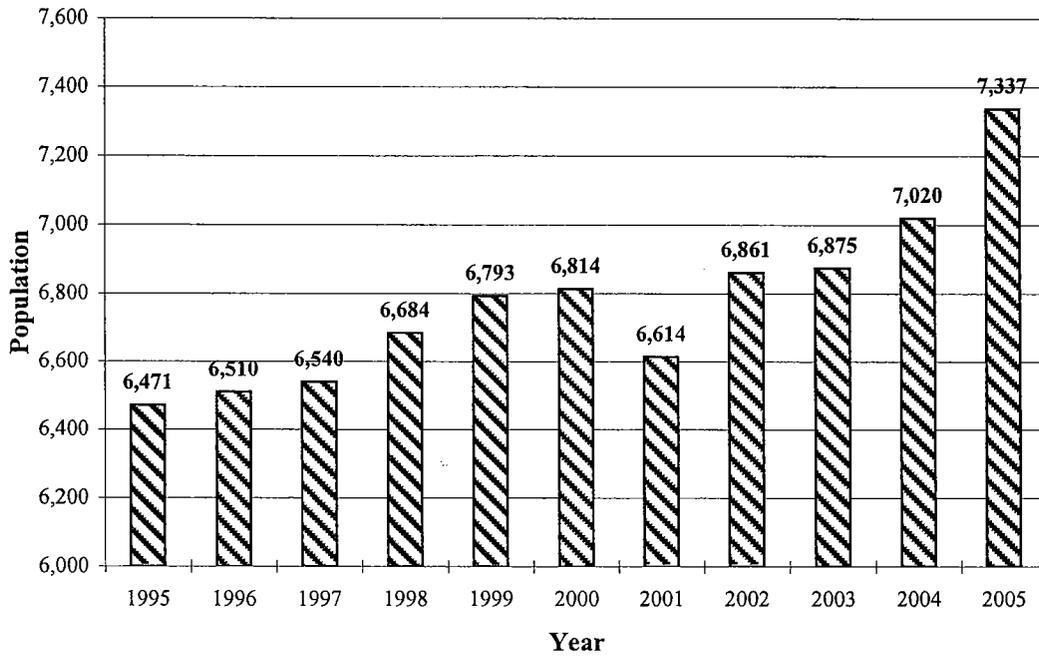
# City of Cotati Redevelopment Agency

## Debt Service Schedule

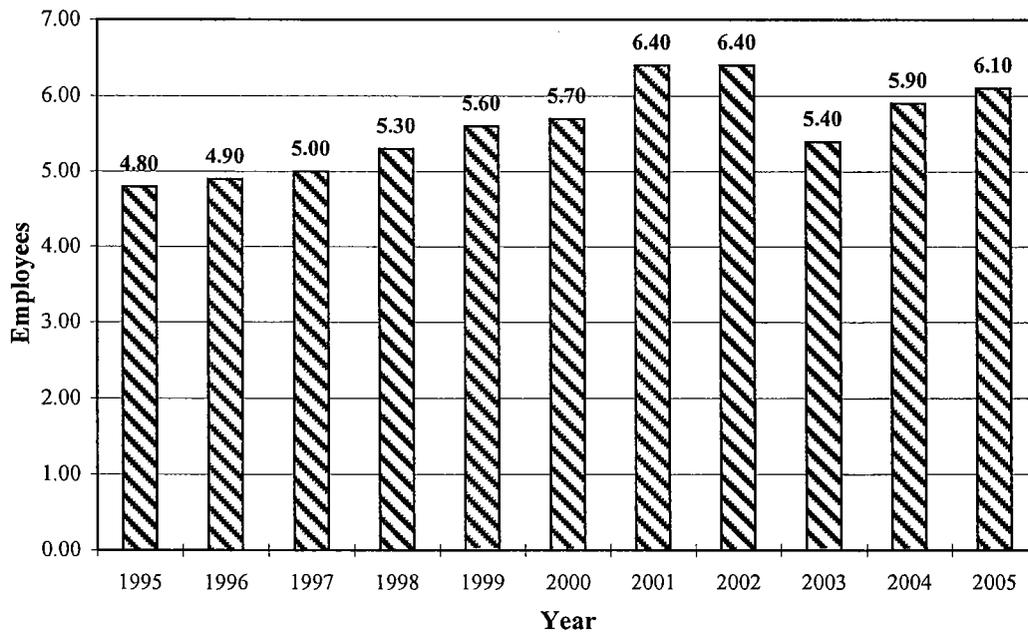
### Tax Allocation Bonds, 2001 & 2004 Refunding

Fiscal Year	Interest		Principal		TAB
	2001 Series A	2004 Refunding Series A	2001 Series A	2004 Refunding Series A	Total
2001-02	180,864				180,864
2002-03	427,989		10,000		437,989
2003-04	334,278		10,000		344,278
2004-05	334,040	182,846.72	10,000		526,887
2005-06	333,780	244,255.00	10,000	170,000	758,035
2006-07	333,138	241,057.50	35,000	175,000	784,195
2007-08	331,700	236,790.00	60,000	180,000	808,490
2008-09	329,714	231,492.50	65,000	185,000	811,206
2009-10	327,553	225,395.00	65,000	190,000	807,948
2010-11	325,310	218,465.00	65,000	200,000	808,775
2011-12	322,878	210,767.50	70,000	205,000	808,645
2012-13	319,983	202,362.50	80,000	215,000	817,345
2013-14	316,783	193,230.00	80,000	225,000	815,013
2014-15	313,398	183,445.00	85,000	230,000	811,843
2015-16	309,633	172,872.50	90,000	245,000	817,505
2016-17	305,673	161,558.75	90,000	255,000	812,231
2017-18	301,330	149,596.25	105,000	265,000	820,926
2018-19	296,268	136,855.00	120,000	280,000	833,123
2019-20	290,530	123,387.50	135,000	290,000	838,918
2020-21	283,928	109,750.00	155,000	270,000	818,678
2021-22	276,431	96,250.00	170,000	270,000	812,681
2022-23	267,750	82,500.00	190,000	280,000	820,250
2023-24	257,750	68,500.00	210,000	280,000	816,250
2024-25	239,750	61,500.00	510,000	-	811,250
2025-26	213,125	61,500.00	555,000	-	829,625
2026-27	184,625	61,500.00	585,000	-	831,125
2027-28	154,625	61,500.00	615,000	-	831,125
2028-29	123,125	61,500.00	645,000	-	829,625
2029-30	90,000	61,500.00	680,000	-	831,500
2030-31	55,250	61,500.00	710,000	-	826,750
2031-32	18,750	61,500.00	750,000	-	830,250
2032-33		53,812.50		300,000	353,813
2033-34		38,437.50		300,000	338,438
2034-35		23,062.50		300,000	323,063
2035-36		7,687.50		300,000	307,688
<b>Total</b>	<b>\$ 8,199,946</b>	<b>\$ 4,086,376.72</b>	<b>\$ 6,960,000</b>	<b>\$ 5,610,000</b>	<b>\$ 24,856,323</b>

## CITY OF COTATI ANNUAL POPULATION GROWTH



## CITY EMPLOYEES PER 1,000 RESIDENTS



# **CITY OF COTATI**

## **Section I**

### **REFERENCE INFORMATION AND RESOLUTIONS**

## **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 City Manager carries out a thorough review and analysis of the departmental budgets. Recommendations are presented and discussed with each department. The Finance Director compiles the results of the reviews and prepares final recommendations for the City Manager's approval.

In April and/or May, the City Manager and the Finance Director present the recommendations to the City Council as the Proposed Budget. The City Council's review includes citizen's input at public hearings and budget workshops.

Upon completion of the review and all budget modifications, the budget is adopted by resolution of the City Council. The Council also adopts resolutions amending the City's salary schedule and 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 additional 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

### **Activities**

Specific services performed in accomplishing program objectives and goals. (See Program)

### **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.

**Certificates of Participation**

Form of lease/purchase financing used to construct or acquire capital facilities and equipment.

**Contingency**

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

**Contractual 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 an expenditure; an encumbrance reserves funds to be expended.

**Expenditure Savings**

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis. However, past experience indicates that expenditures are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the expenditure savings category is used to account for this factor in preparing fund balance projections.

**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.

**Function**

A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service. The City of Cotati functions consist of Public Safety, Public Works, and General Government.

**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.

**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.

**Inter-fund Transfers**

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

**Investment Revenue**

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

**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.

**Operations**

A grouping of related programs within a functional area. (See Function and Program)

**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.

**Revenue Bonds**

Bonds sold to construct a project that will produce revenues pledged for the payment of related principal and interest. (See Bonds)

**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**

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.

**Unencumbered 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).

**Vision Statement**

Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period. Over the last several years, the City Council has developed community goals and long range vision for Cotati, which best summarizes expectations of the community.

**RESOLUTION NO. 05-54 AND CRA-183**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI AND THE  
BOARD OF DIRECTORS OF THE COTATI REDEVELOPMENT AGENCY  
ADOPTING THE FISCAL YEAR 2005-06 BUDGET**

**WHEREAS**, on June 22, 2005 the City Manager/Executive Director and Finance Director presented the Proposed Budget for Fiscal Year 2005-2006, including estimated revenues and recommended appropriations for operations, special programs, capital improvements and reserves; and

**WHEREAS**, the City Council/Redevelopment Agency Board of Directors held a duly noticed public hearing on June 22, 2005, and provided the opportunity for and received public comments on the 2005-2006 Proposed Budget; and

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

**NOW, THEREFORE**, the Cotati City Council and Cotati Redevelopment Agency Board of Directors hereby resolves that:

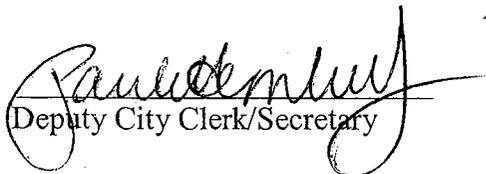
1. The Proposed Budget for Fiscal Year 2005-2006 is hereby approved as amended and adopted effective July 1, 2005.
2. The City Manager is authorized to make expenditures and enter into agreements conforming with this Budget and to make adjustments between various accounts within each budget department and fund, limited to the total amount budgeted for said department and/or fund.

\*\*\*\*\*

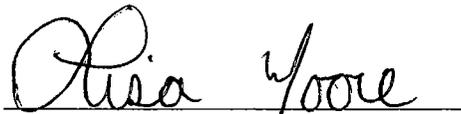
**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly introduced and legally adopted by the City Council of the City of Cotati and the Board of Directors of the Cotati Redevelopment Agency at a regular meeting held on the 22nd day of June, 2005 by the following vote, to wit:

MOORE:	YES
ORCHARD:	YES
FOX:	YES
GILARDI:	YES
MINNIS:	YES

Attest:

  
Deputy City Clerk/Secretary

Approved:

  
Mayor/Chairperson

RESOLUTION NO. 05-59 AND CRA-184

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI AND THE BOARD OF DIRECTORS OF THE COTATI REDEVELOPMENT AGENCY ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2005 - 2006 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 Finance Director 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 Finance Director 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 2005-06 shall be and is hereby set in the amount of \$8,585,588.

\*\*\*\*\*

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 22th day of June, 2005, by the following vote, to wit:

MOORE: YES
ORCHARD: YES
FOX: YES
GILARDI: YES
MINNIS: YES

Approved: Lisa Yoore
Mayor

Attest: [Signature]
Deputy City Clerk