



ADOPTED BUDGET

**Fiscal Year
2008-2009**

CITY OF COTATI

ADOPTED BUDGET

FISCAL YEAR 2008-2009

MEMBERS OF CITY COUNCIL

Pat Gilardi, Mayor

John Guardino, Vice Mayor

Geoff Fox

Patty Minnis

Janet Orchard

STAFF

Dianne Thompson, City Manager

Jone I. Hayes, Director of Administrative Services

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

Robert W. Stewart, Chief of Police

Richard Rudnansky, City Attorney

July 2, 2008

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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 and Objectives

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

Cost Allocation Plan

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

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

Salaries and Benefits Information

Salaries and benefits make up a significant part of budget appropriations. Accordingly, a separate section in this document provides schedules of total budgeted salaries and benefits by position, position allocations based on estimated staff time spent in each department, and allocated position costs. The allocated position costs in each departmental budget is supported by these schedules. Departmental budgets also present 2007-2008 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 2008-2009 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



Date: June 7, 2008

To: Cotati City Council/ Cotati Community Redevelopment Agency Board of Directors

From: Dianne Thompson, City Manager
Jone Hayes, Director of Administrative Services

Subject: Annual Budget - Fiscal Year 08-09

The City of Cotati / Cotati Community Redevelopment Agency budgets for fiscal year 08-09 were distributed to your box at City Hall on Friday June 6, 2008. The budget is the result of many hours of hard work by staff.

GENERAL FUND

Over the past year, the City carried out many proactive steps to achieve organizational efficiencies and cost savings, while maintaining or improving service levels. In Fiscal Year 07-08 three positions were frozen, three positions were reduced from full to part-time and two positions were eliminated. These reductions are maintained in the proposed Fiscal Year 08-09 budget. This represents an overall 13% reduction in staffing.

Unfortunately, when combined with the current State budget crisis, increased cost of services from the County, an extremely low level of development activity, and flat or reduced tax revenue, these steps have not been sufficient to resolve the City's financial concerns. The potential revenue reductions from the State amount to approximately \$200,000 in the General Fund alone.

The fiscal year 08-09 General Fund budget has been structured with the assumption that all of the revenue reductions currently proposed by the State will come to pass. The resulting budget draws down almost all of the remaining General Fund balance by the end of the fiscal year. As expenditures have exceeded revenues by an average of \$500,000 over the last three years, and the City does not have reserves to cover FY 09-10, we will be bringing forward a revised FY 08-09 budget proposal after the State budget is finalized and all revenues for the current fiscal year have been received (October).

Staff Reductions

In addition to the staffing reductions listed above, the proposed budget contains the following:

- Further reduction of the Building department hours to two days a week.
- Freezing the Administrative Clerk position in the City Manager's department when the incumbent retires.
- Transitioning the Planning Associate from full to part-time.

Items Not Included

Significant items not included in the proposed budget:

- General Plan Update
- Climate Protection Funding
- Comprehensive Green House Gas Reduction Program

- Equipment Purchases
- Vehicle Purchases (except for K-9 unit)
- Capital Projects
- Pavement Management Program
- Director of Community Development
- Contract Services for MOU negotiations

For the purposes of the Projected Trend Analysis, page G-6, the current economic slowdown is projected to continue through the next fiscal year.

OTHER GOVERNMENTAL FUNDS

As has been the situation for the previous seven years, the Other Governmental Funds are being utilized to the maximum extent possible to relieve the General Fund. These funds include CDBG, Solid Waste Reduction, Gas Tax, Parks and Recreation Development, Park In-Lieu, Asset Seizure. Some general comments about these funds follow:

- **CDBG:** Utilized for ADA ramps and sidewalk improvements.
- **Solid Waste Reduction Fund:** The fund is utilized to provide the annual single stream recycling contribution to Redwood Empire Disposal.
- **Gas Tax Fund:** Used to fund street maintenance.
- **Parks and Recreation Development Fund:** Funds utilized for park projects as available.
- **Park In-Lieu Fund:** Contribution to fund E. Cotati Ave. Pedestrian and Bike Path Crossing.
- **Asset Seizure Fund:** Funds will be utilized to outfit the new K-9 unit, purchase digital video systems and construct a car port for the communication van.

ENTERPRISE FUNDS

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

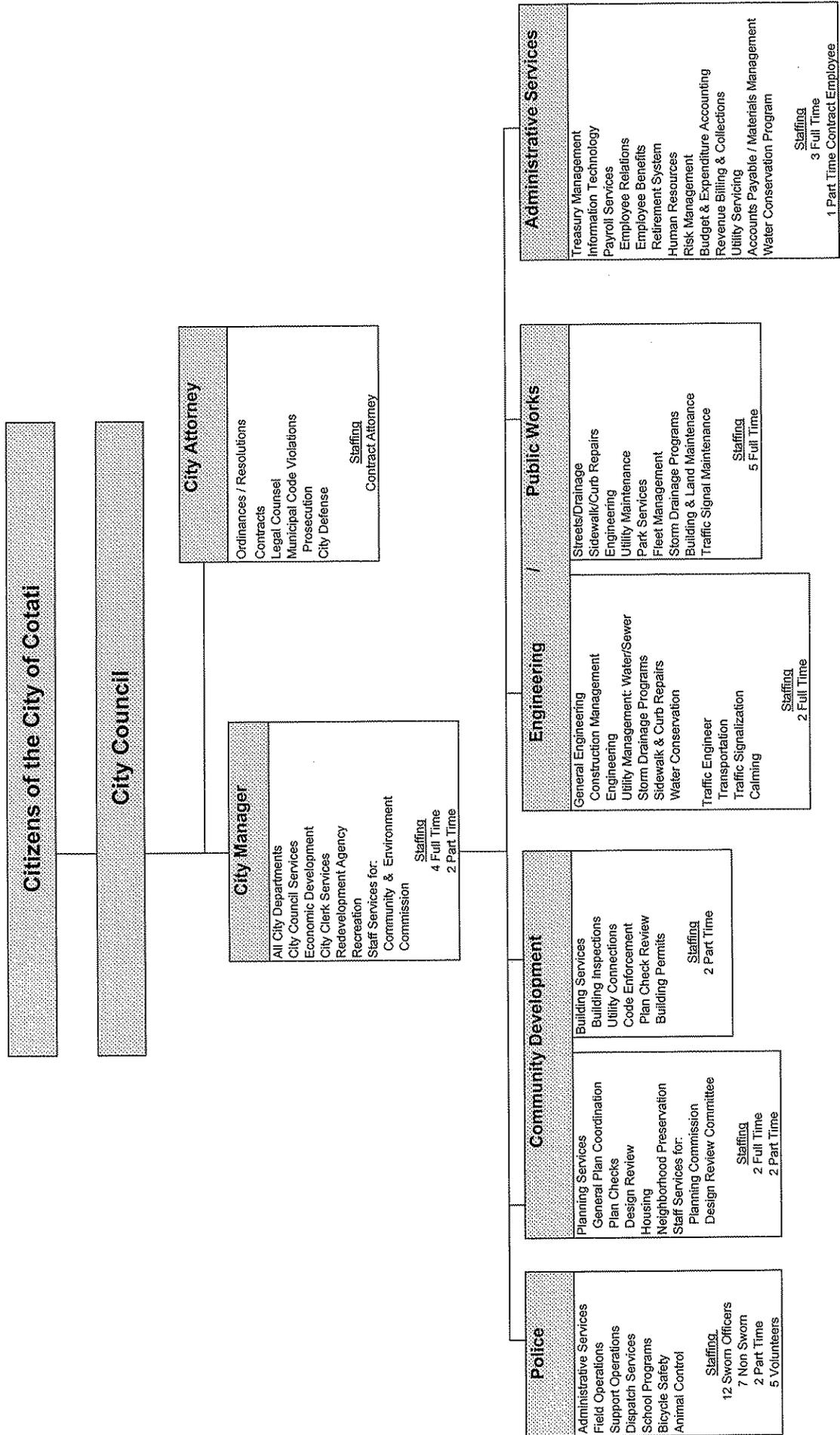
- **Water Funds:** Operations will be essentially at the status quo level, with the exception of the addition of an Engineering Technician. Capital projects include \$500,000 for a Groundwater Supply Assessment, \$110,000 to finalize repairs (filter replacement) to Wells 1A and 3, and \$100,000 for the low water use demonstration gardens.
- **Recycled Water Line Fund:** Set aside increased to \$100,000. This year the amount is transferred in from the Water Operating Fund.
- **Sewer Funds:** Operations will be essentially at the status quo level, with the exception of the addition of an Engineering Technician. Capital projects include a Sewer Master Plan and \$100,000 for retrofits to the pump stations to reduce green house gas emissions.

REDEVELOPMENT FUNDS

The Cotati Community Redevelopment Agency will be able to accomplish several activities in FY 08-09. These include the following:

- Completion of the Downtown Specific Plan
- E. Cotati Overlay Phase II
- E. Cotati Avenue Bike and Pedestrian Crossing

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

2008-09 Budget Summary by Fund

Fund	Projected Fund Balance 07/01/2008	Estimated Revenues	Appropriations		Operating Transfers		Projected Fund Balance 06/30/2009
			Budget	CIP / DS	In	Out	
General Fund	791,235 *	4,145,498	4,777,926	27,778	251,624	(13,499)	369,154
Other Governmental Funds							
Grants	71	-	-	-	-	-	71
CDBG	-	45,894	-	45,894	-	-	-
Solid Waste Reduction (AB939)	55,482	16,800	6,000	-	-	-	66,282
CEC	-	2,150	3,150	-	1,000	-	-
Public Safety	12,595	-	-	-	-	-	12,595
Gas Taxes	29,843	132,300	3,995	-	-	(128,305)	29,843
Transportation Development	543,990	49,000	-	-	-	-	592,990
Parks and Recreation Development	-	-	-	-	-	-	-
Park In Lieu	885,776	25,000	-	128,137	-	-	782,639
Inclusionary Housing	3,099,061	125,000	-	-	-	-	3,224,061
Traffic Mitigation	129,162	6,000	-	-	-	-	135,162
South Sonoma LOIBs	789,546	465,000	449,113	-	-	-	805,433
Asset Seizure	51,690	-	-	23,800	-	-	27,890
Maintenance Assessment Districts	35,387	33,013	41,403	-	9,349	(981)	35,365
K9 Program	3,129	2,000	3,900	-	-	-	1,229
General Capital Outlay	209,974	-	-	-	-	-	209,974
Explorer Program	1,185	1,185	-	-	-	-	-
Citizen Volunteer Program	-	-	3,150	-	3,150	-	-
Total Other Governmental Funds	5,846,891	902,157	511,896	197,831	13,499	(129,286)	5,923,534
Enterprise Funds							
Water Operating	1,086,563	1,427,720	1,430,053	-	-	(127,296)	956,934
Water Capital	1,207,272	86,209	126,000	491,750	-	(13,500)	662,231
Recycled Water Line	190,038	7,000	-	-	100,000	-	297,038
Subtotal Water Funds	2,483,873	1,520,929	1,556,053	491,750	100,000	(140,796)	1,916,203
Sewer Operating	435,842	2,247,152	2,133,538	-	-	(26,094)	523,362
Sewer Capital	3,512,585	296,901	134,000	273,750	-	(27,000)	3,374,736
Subtotal Sewer Funds	3,948,427	2,544,053	2,267,538	273,750	-	(53,094)	3,698,098
Total Enterprise Funds	6,432,300	4,064,982	3,823,591	765,500	100,000	(193,890)	5,814,301
Cotati Community Redevelopment Agency							
CCRA Operating	-	-	497,748	-	1,344,361	(846,613)	-
CCRA Tax Increment Fund	1,657,462	2,137,631	-	-	-	(1,344,362)	2,450,731
CCRA Tax Allocation Bonds	2,132,720	70,000	-	1,422,300	-	-	780,420
CCRA Low & Moderate Income Housing	2,904,140	1,123,457	317,868	-	80,573	(72,213)	3,718,089
CCRA Debt Service	1,082,206	30,000	1,650	811,206	811,206	(1,400)	1,109,156
Total Redevelopment Funds	7,776,528	3,361,088	817,266	2,233,506	2,236,140	(2,264,588)	8,058,396
All Funds	20,846,954	12,473,725	9,930,679	3,224,615	2,601,263	(2,601,263)	20,165,385

CITY OF COTATI

Section C

GENERAL FUND

**General Fund
2008-2009 Adopted Budget**

Fund 01		2007-2008			2008-2009	
		2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
410XX	Property Tax	\$ 519,055	\$ 557,621	\$ 519,363	\$ 519,363	\$ 519,363
41070	Property Tax In-Lieu of VLF	532,042	575,206	575,206	575,206	575,206
41XXX	Sales Tax	1,602,159	1,668,109	1,605,612	1,531,390	1,531,390
41095	Sales Tax In-Lieu (Triple Flip)	366,792	685,388	685,388	537,610	537,610
41110	Transfer Tax	146,725	109,951	78,881	85,000	85,000
4112X	Business Licenses	73,701	73,600	75,118	75,000	75,000
411XX	Franchise Fees	325,985	320,101	331,932	335,580	335,580
	Total Taxes	3,566,460	3,989,976	3,871,501	3,659,149	3,659,149
41XXX	Licenses and Permits	16,289	14,990	17,238	8,550	8,550
41XXX	Fines and Forfeitures	100,269	108,966	108,726	100,000	100,000
4219X	Investment Earnings	55,763	20,000	22,712	15,000	15,000
422XX	Rents and Concessions	77,248	76,852	85,493	98,304	98,304
4121X	Motor Vehicle In-Lieu Fees	45,603	37,960	36,373	37,000	37,000
4XXXX	Charges for Services	159,590	142,233	155,989	159,095	159,095
4XXXX	Reimbursements / Other	380,280	180,814	215,658	68,400	68,400
43497	Long Term Debt Proceeds	267	-	-	-	-
	Total Revenues	4,401,769	4,571,790	4,513,689	4,145,498	4,145,498
42259	Operating Transfers In	386,904	364,319	347,350	251,624	251,624
	Total Current Sources	4,788,673	4,936,109	4,861,039	4,397,122	4,397,122
Dept						
	Current Expenditures:					
300	City Council	137,357	83,262	79,833	77,724	76,724
301	City Manager / City Clerk	215,207	241,354	246,786	230,646	230,783
303	Administrative Services	108,244	135,648	122,463	110,704	110,749
304	Legal Services	237,151	166,400	163,991	113,000	113,000
305	Non-Departmental	288,265	250,340	255,746	232,392	232,392
306	Public Information Services	7,125	11,620	7,473	19,798	6,965
400	Community Development	501,767	440,039	451,134	342,416	342,460
402	Engineering	49,322	43,419	40,754	22,128	22,142
403	Streets	334,837	296,410	300,019	271,157	271,196
406	Government Buildings	133,361	145,451	147,107	132,528	132,540
408	Park Maintenance	228,655	243,757	240,458	225,998	226,007
500	Police	2,831,258	3,026,889	3,041,502	3,119,935	2,915,035
601	Cultural Arts	5,619	1,938	1,938	-	-
602	Recreation	76,908	104,697	104,352	111,342	111,432
	Total Current Expenditures	5,155,075	5,191,223	5,203,555	5,009,768	4,791,425
	Capital Outlay:					
300	City Council	-	9	9	-	-
301	City Manager / City Clerk	-	64	-	-	-
303	Administrative Services	20,899	27	27	-	-
305	Non Departmental	-	-	-	-	-
306	Public Information Services	-	36,311	-	-	-
400	Community Development	-	299	-	-	-
403	Streets	3,672	9,400	1,000	-	-
406	Government Buildings	114	13,000	15,552	16,600	16,600
408	Park Maintenance	1,233	1,000	1,000	-	-
500	Police	76,027	46,619	46,620	19,197	11,178
601	Cultural Arts	-	-	-	-	-
602	Recreation	-	28	28	-	-
	Total Capital Outlay / Debt Service	101,945	106,758	64,236	35,797	27,778
	Beginning Fund Balance, July 1	1,666,334	1,197,987	1,197,987	791,235	791,235
	Ending Fund Balance, June 30	\$ 1,197,987	\$ 836,115	\$ 791,235	\$ 142,792	\$ 369,154
	Fund Balance Reserved for E. Cotati Avenue Storm Drain Project - Property Owner Contributions	107,253	107,253	107,253	107,253	107,253
	Unreserved (Available) Fund Balance	1,090,734	728,862	683,982	35,539	261,901
	Unreserved (Available) Fund Balance as Percentage of Expenditures	21%	14%	13%	1%	5%

2008-2009 Adopted Budget

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 57,500
41150	Gas	20,000
41160	Cable TV	88,000
41170	Refuse Removal - 12.87%	150,000
41180	Storage	20,080
		<u>\$ 335,580</u>
41XXX	Licenses and Permits	
	Community Development Services	\$ 50
	Public Safety Services	8,500
		<u>\$ 8,550</u>
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 20,000
41200	Traffic and Criminal Code Enforcement	80,000
		<u>\$ 100,000</u>
4221X	Rents & Concessions	
	Metro PCS	\$ 45,165
	A T & T	19,526
	Sprint Nextel Communications	16,913
	Facilities and Parks Rentals	13,400
	Chamber of Commerce	3,300
		<u>\$ 98,304</u>
4XXXX	Charges for Services	
	Community Development Services	\$ 124,945
	Public Safety Services	19,150
	Finance and Administrative Services	15,000
		<u>\$ 159,095</u>
	Reimbursements	
42236	R.E.M.I.F.	\$ -
41219	P.O.S.T	-
41223	SB 90 State Mandated Costs	1,800
41224	State Reimbursement of Booking Fees	-
		<u>\$ 1,800</u>
	Other	
42250	Waste Management - Annual Community Improvement Contribution	\$ 50,000
41220	Grant - Lighting Retrofit	6,600
42295	Loan - Lighting Retrofit	10,000
		<u>\$ 66,600</u>
42259	Operating Transfers In	
	Water Operating Fund (Administration)	8,420
	Water Operating Fund (Public Information Services)	600
	Water Operating Fund (Government Buildings Maintenance)	18,276
	Water Capital Fund (Administration)	13,500
	Sewer Operating Fund (Administration)	8,420
	Sewer Operating Fund (Public Information Services)	600
	Sewer Operating Fund (Government Buildings Maintenance)	17,074
	Sewer Capital Fund (Administration)	27,000
	CCRA Operating Fund (Public Information Services)	800
	CCRA Operating Fund (Government Buildings Lease Agreement)	19,423
	CCRA Low & Mod Income Fund (Government Buildings Lease Agreement)	6,824
	CCRA Debt Service (Administration)	1,400
	Grants - Zone 1A (Cotati Creek Bypass)	-
	Public Safety (Salaries,Supplies,Services,CAD/RMS) - Supplemental Law Enforcement Services Fund	-
	Gas Tax Fund (Street Maintenance)	128,305
	Parks and Recreation Development Fund (Park Maintenance)	-
	Maintenance Assessment Districts (Administration)	982
		<u>\$ 251,624</u>

**DEPARTMENT
BUDGETS**

CITY COUNCIL
Department #300

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

GOALS

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

OBJECTIVES

- Attend all regular, adjourned, and special meetings of the City Council.
- Deliberate all matters brought before these meetings and make decisions relative to the same within the context of the City of Cotati's Vision Statement.
- Attend workshops and conferences as necessary to keep abreast of current civic trends and proposed legislation, as a means to better serve the citizens of Cotati.
- Adopt the Fiscal Year 2008-2009 Annual Budget by July 1, 2008.

**City Council
2008-2009 Adopted Budget**

Fund 01, Department 300

Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
			Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 75,090	\$ 67,985	\$ 65,985	\$ 65,127	\$ 65,127
61025	Other Contract Services	-	1,500	2,110	-	-
61034	Dues and Subscriptions	5,266	6,532	6,332	6,332	6,332
610**	Travel, Meetings, and Training	8,670	5,000	3,892	2,500	2,500
61036	Telephone	104	120	107	110	110
61037	Vehicle Maintenance	30	100	-	-	-
61038	Information Systems	151	225	325	437	437
61040	Supplies	334	500	383	400	400
61041	Materials, Tools, Small Equipment	586	100	-	-	-
61048	Printing and Photocopying	121	200	200	200	200
61074	Scholarships	250	1,000	500	1,000	-
61076	Contributions	46,755	-	-	1,618	1,618
	Subtotal	137,357	83,262	79,833	77,724	76,724
71081	Capital Outlay: Equipment	-	9	9	-	-
	Department Total	\$ 137,357	\$ 83,271	\$ 79,842	\$ 77,724	\$ 76,724

Budget Details

	<u>Amount</u>
42236 Source of Funding General Fund	<u>\$ 76,724</u>
510XX Salaries and Benefits City Council Members	<u>\$ 65,127</u>
61025 Other Contract Services Climate Protection	<u>\$ -</u>
61034 Dues and Subscriptions League of California Cities Association of Bay Area Governments (ABAG)	<u>\$ 4,562</u> <u>1,770</u> <u>\$ 6,332</u>
61035 Travel, Meetings, and Training Other Meetings Mayors' and Council Members' Association League of California Cities Legislative Action Days North Bay Division Quarterly Meetings	<u>1,160</u> <u>840</u> <u>300</u> <u>200</u> <u>\$ 2,500</u>
61076 Contributions Accordion Festival Sonoma County Adult and Youth Development (SCAYD) - Homeless Prevention Laguna de Santa Rosa Foundation (on behalf of Cotati Creek Critters) Council on Aging Cotati-Rohnert Park Co-op Nursery School	<u>\$ 1,618</u> <u>-</u> <u>-</u> <u>-</u> <u>\$ 1,618</u>

CITY MANAGER / CITY CLERK
Department #301

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

GOALS

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

OBJECTIVES

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

**City Manager / City Clerk
2008-2009 Adopted Budget**

Fund 01, Department 301		2007-2008			2008-2009	
Acct	Description	2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 156,423	\$ 197,544	\$ 197,544	\$ 177,214	\$ 177,351
51003	Overtime	1,560	900	-	1,000	1,000
61025	Other Contract Services	20,448	19,944	16,284	24,600	24,600
61028	Election Administration	4,006	-	7,000	7,000	7,000
61031	Advertising and Publications	1,277	1,350	2,000	2,000	2,000
61033	Postage	778	1,039	1,039	953	953
61034	Dues and Subscriptions	3,424	3,621	2,913	3,974	3,974
610**	Travel, Meetings, and Training	9,946	5,750	6,106	3,000	3,000
61036	Telephone	649	750	750	750	750
61037	Vehicle Maintenance	68	-	-	-	-
61038	Information Systems	2,523	2,072	1,500	3,125	3,125
61040	Supplies	3,693	2,000	2,800	2,000	2,000
61041	Materials, Tools, Small Equipment	8,164	650	50	50	50
61042	Equipment Rental	97	-	-	-	-
61048	Printing and Photocopying	2,150	5,734	8,500	4,680	4,680
61083	Filing Fees	-	-	300	300	300
	Subtotal	215,207	241,354	246,786	230,646	230,783
71081	Capital Outlay: Equipment	-	64	-	-	-
	Department Total	\$ 215,207	\$ 241,418	\$ 246,786	\$ 230,646	\$ 230,783

Budget Details

Source of Funding		Amount	
42259	Operating Transfer In -		
	Water Operating Fund - Administration	\$ 8,420	
	Water Capital Fund - Administration	13,500	
	Sewer Operating Fund - Administration	8,420	
	Sewer Capital Fund - Administration	27,000	
	CCRA Debt Service - Administration	1,400	
	Maintenance Assessment Districts - Administration	1,538	
	General Fund	170,505	
		\$ 230,783	
510XX	Salaries and Benefits		
		07-08 FTE	
		08-09 FTE	
	City Manager	0.35	\$ 67,228
	Assistant to the City Manager	0.70	52,417
	Deputy City Clerk	0.53	47,107
	Administrative Clerk	0.40	10,599
		<u>1.98</u>	<u>\$ 177,351</u>
61025	Other Contract Services		
	Police Department Master Plan - Matrix Consulting Group		\$ 21,000
	Record Storage Services - Infostor		3,600
			<u>\$ 24,600</u>
61033	Postage		
	Departmental Specific		\$ 100
	Postal Services		275
	Postage Machine, Scale, Folder/Stuffer - Neopost Lease		10,335
	Postage Equipment Supplies		200
	Total to allocate		<u>10,810</u>
	Departmental Allocation		853
			<u>\$ 953</u>

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

		<u>Amount</u>
61034	Dues and Subscriptions	
	Lexis-Government Code Updates	\$ 1,500
	International City / County Management Association (ICMA)	1,124
	California City Management Foundation	375
	National Notary Association	450
	California Department of Consumer Affairs (every other year)	200
	International Institute of Municipal Clerks (IIMC)	140
	City Clerks Association	135
	Municipal Management Association of Northern California	50
	North Bay Business Journal	-
		<u>\$ 3,974</u>
61035	Travel, Meetings, and Training	
	City Clerks Association of California	\$ 800
	Notary Public Renewal	200
	League of California Cities - City Manger Conference	1,000
	Local / Regional Meetings	1,000
		<u>\$ 3,000</u>
61048	Printing and Photocopying	
	Departmental Specific	\$ 3,000
	Copier Rent - Ikon Office Solutions	17,153
		<u>17,153</u>
	Departmental Allocation	1,680
		<u>\$ 4,680</u>
71081	Equipment	<u>\$ -</u>
	Total to allocate	<u>17,153</u>

ADMINISTRATIVE SERVICES
Department #303

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

GOALS

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

OBJECTIVES

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

Administrative Services
(formerly Finance)
2008-2009 Adopted Budget

Fund 01, Department 303

Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
			Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 82,242	\$ 91,205	\$ 91,205	\$ 85,104	\$ 85,149
61025	Other Contract Services	6,134	8,700	8,700	5,700	5,700
61026	Auditing Fees	7,650	7,650	7,750	7,650	7,650
61031	Advertising and Publications	315	360	360	360	360
61033	Postage	1,471	1,200	1,200	1,200	1,200
61034	Dues and Subscriptions	110	110	110	110	110
610XX	Travel, Meetings, and Training	88	900	638	900	900
61036	Telephone	280	250	350	830	830
61038	Information Systems	3,074	21,173	8,000	5,000	5,000
61040	Supplies	2,032	1,600	2,000	2,000	2,000
61041	Materials, Tools, Small Equipment	396	-	-	-	-
61043	Repairs and Replacements	-	-	-	-	-
61048	Printing and Photocopying	2,079	1,000	1,500	1,200	1,200
61090	Banking, Trust and Agency Fees	1,750	1,000	150	150	150
61096	Interest Expense - Developer	623	500	500	500	500
	Subtotal	108,244	135,648	122,463	110,704	110,749
	Capital Outlay:					
71081	Equipment	-	27	27	-	-
71082	CIP	20,899	-	-	-	-
	Department Total	\$ 129,143	\$ 135,675	\$ 122,490	\$ 110,704	\$ 110,749

Source of Funding	
42236 REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 900
General Fund	<u>109,849</u>
	<u>\$ 110,749</u>

510XX Salaries and Benefits		07-08 FTE	08-09 FTE	
Director of Administrative Services		0.25	0.25	\$ 39,875
Accountant		0.27	0.21	13,368
Accounting Specialist		0.25	0.25	23,838
Account Clerk II		0.10	0.10	8,068
		<u>0.87</u>	<u>0.81</u>	<u>\$ 85,149</u>

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

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

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

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

**Administrative Services
Budget Details (Continued)**

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

LEGAL SERVICES
Department #304

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

GOALS

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

OBJECTIVES

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

**Legal Services
2008-2009 Adopted Budget**

Fund 01, Department 304

Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
			Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
61015	Special Legal Services	\$ 26,295	\$ 38,400	\$ 42,646	\$ 5,000	\$ 5,000
61022	City Attorney Fees	210,857	128,000	104,000	108,000	108,000
61025	Other Contract Services	-	-	17,345	-	-
	Subtotal	237,151	166,400	163,991	113,000	113,000
	Department Total	\$ 237,151	\$ 166,400	\$ 163,991	\$ 113,000	\$ 113,000

Budget Details

Source of Funding	Amount
General Fund	\$ 113,000
61015 Special Legal Services	
Special Defense / Investigations / Personnel / Projects	3,800
Liebert, Cassidy & Whitmore - Employment Relations Consortium	1,200
	<u>5,000</u>
General Fund Portion	\$ 5,000
61022 City Attorney Fees	
Meyers Nave - Including General Plan Update, Downtown Specific Plan and Charges Billed to Deposit Accounts	245,000
General Fund Portion	\$ 108,000

**NON-DEPARTMENTAL
Department #305**

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

GOALS

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

OBJECTIVES

- Insure adequate financial resources to meet known but non-specialized recurring costs.
- Administer the annual weed abatement program to abate fire hazard along public rights-of-way and private properties.

**Non-Departmental
2008-2009 Adopted Budget**

Fund 01, Department 305		2007-2008			2008-2009	
		2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Current:					
51XXX	Salaries and Benefits	\$ 30,915	\$ 14,500	\$ 13,500	\$ 5,000	\$ 5,000
61025	Other Contract Services	15,689	8,500	13,286	3,000	3,000
61027	Insurance	113,062	109,583	112,676	105,193	105,193
61031	Advertising and Publications	4,176	2,000	2,000	-	-
610**	Travel, Meetings, and Training	4,646	4,000	-	6,000	6,000
61033	Postage	367	50	150	-	-
61034	Dues and Subscriptions	3	100	100	100	100
61037	Vehicle Expense	-	-	57	-	-
61038	Information Systems	3,116	2,600	2,765	2,600	2,600
61040	Supplies	1,139	-	25	-	-
61041	Materials, Tools, Small Equipment	(529)	-	-	-	-
61042	Equipment Rental	245	-	-	-	-
61048	Printing and Photocopying	382	-	-	-	-
61072	Reimbursements	35,000	-	-	-	-
61075	Contingency	43,571	70,000	72,000	70,000	70,000
61076	Contributions	350	-	-	-	-
61084	Property Tax	236	236	356	-	-
61085	Operating Transfers Out	15,354	16,349	12,422	13,499	13,499
61089	Tax Administration Fees	20,543	22,422	23,409	24,000	24,000
61090	Banking Fees - Credit Card Processing	-	-	3,000	3,000	3,000
62000	Bad Debt Expense	-	-	-	-	-
	Subtotal	288,265	250,340	255,746	232,392	232,392
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 288,265	\$ 250,340	\$ 255,746	\$ 232,392	\$ 232,392

Budget Details

		<u>Amount</u>
Source of Funding		
Weed Abatement - Property Owner Payments / Assessments		\$ 1,000
General Fund		<u>231,392</u>
		<u>\$ 232,392</u>
51XXX	Salaries and Benefits	
	001W - Staff Time - Weed Abatement Program	<u>\$ 5,000</u>
61025	Other Contract Services	
	Weed Abatement Mowing Services	<u>\$ 3,000</u>
61027	Insurance	
	Auto and General Liability	135,704
	Deductibles	estimate 14,560
	Earthquake and Flood	estimate 60,000
	Auto Physical Damage	4,659
	Property	10,957
	Boiler and Machinery	estimate 1,800
	User Funding and Fraud Investigation Assessment	estimate 1,000
	Total to allocate	<u>228,680</u>
	General Fund Allocation 46 %	<u>\$ 105,193</u>

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

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

610**	Travel, Meetings, and Training Emergency Operations Center (EOC) Training Employee / Commission Member Awards Dinner - Every Other Year	\$ 4,000 2,000 <u>6,000</u>
61038	Information Systems L.R.Hines - Scanner Workstation Software Support and Maintenance	<u>2,600</u>
61075	Contingency Employee Leave Bank Buyout	<u>70,000</u>
61085	Operating Transfers Out Maintenance Assessment Districts Fund - Subsidy Citizen Volunteer Program Fund - Subsidy Community and Environment Commission Fund - Subsidize Activities	\$ 9,349 3,150 1,000 <u>13,499</u>
61089	Tax Administration Fees County of Sonoma - Property Tax Collections - Total \$69,900 General Fund Portion	<u>24,000</u>
71081	Equipment	<u>-</u>

PUBLIC INFORMATION SERVICES
Department #306

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

GOALS

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

OBJECTIVES

- Implement the webcasting of City Council meetings and monitor to ensure quality and ease of access.
- Continue to maintain and enhance the City Web site.
- Research and provide information to the Council regarding broadcast options for City meetings. Implement the selected option in a timely manner.
- Continue to publish a Community Guide publication in cooperation with the Chamber of Commerce at least two times each year.

**Public Information Services
2008-2009 Adopted Budget**

Fund 01, Department 306		2007-2008			2008-2009	
		2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Current:					
61025	Other Contract Services	\$ 540	\$ 2,000	\$ -	\$ 12,833	\$ -
61031	Advertising and Publications	-	-	-	-	-
61033	Postage	1,067	3,530	2,908	2,400	2,400
61038	Information Systems	1,873	2,500	680	680	680
61048	Printing and Photocopying	3,645	3,590	3,885	3,885	3,885
	Subtotal	7,125	11,620	7,473	19,798	6,965
	Capital Outlay:					
71082	CIP	-	36,311	-	-	-
	Department Total	\$ 7,125	\$ 47,931	\$ 7,473	\$ 19,798	\$ 6,965

Budget Details

		<u>Amount</u>
42259	Source of Funding	
	Operating Transfer In - Water Operating Fund	\$ 600
	Sewer Operating Fund	600
	CCRA Operating Fund	800
	General Fund	<u>4,965</u>
		<u>\$ 6,965</u>
61025	Other Contract Services	
	Maintenance of Broadcast Equipment	\$ -
	Installation of Broadcast Equipment	-
		<u>\$ -</u>
61033	Postage	
	Community Guide	<u>\$ 2,400</u>
61038	Information Systems	
	Website Hosting - Support, Modifications, Upgrades	<u>\$ 680</u>
61048	Printing and Photocopying	
	Community Guide	<u>\$ 3,885</u>
71082	Capital Improvements	
		<u>\$ -</u>

COMMUNITY DEVELOPMENT
Department #400

PLANNING

The Planning Division provides staff and technical support toward developing and implementing land-use, planning and zoning policies and programs that guide the growth of the City of Cotati.

GOALS

- Assist applicants to understand the City's planning codes.
- Provide systematic collection, organization, and processing of information to help decision-making regarding the physical, economic and social growth of the City.
- Promote and help assure constructive and broad-based community participation in the planning process.
- Promote the efficient use of land within Sonoma County through regional cooperation in order to protect the quality of life in the County.
- Provide information and education regarding the conservation of resources including recycling, reuse and reduction.
- Develop and provide information regarding City of Cotati Sustainable Building Program.
- Administer the Land Use Code.
- Provide support to Design Review Committee, Planning Commission, and City Council.
- Continually improve the City's development review process.

OBJECTIVES

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

BUILDING

Building provides for public health and safety, promotes, and improves the community environment through the enforcement of building construction codes and conservation standards and regulations.

GOALS

- Administer and enforce all regulations governing building construction, and to protect the life, health, and safety of the citizens through inspection services.
- Recognize the continuing need to develop improved safety standards and provide information to the public regarding life, health, and safety standards in construction.

- Provide excellent customer service.
- Administer the Plumbing Retrofit Program, Water Use Surveys, and the Weed Abatement Program

OBJECTIVES

- Insure that all laws, codes, and ordinances pertaining to construction are fully understood and carried out.
- Minimize field problems through a comprehensive plan review system.
- Continue to upgrade temporary and permanent records keeping system.
- Assist in zoning enforcement and vehicle abatements.
- Process plan review applications to ensure a reasonable turn around time for plan review and permit issuance.
- Respond to requests for inspections within twenty-four working hours.
- Work in conjunction with the Planning Department to implement the City's mandatory Sustainable Building Program.
- Administer the annual City of Cotati Weed Abatement program with cooperation of the City of Cotati Public Works Department and the Administrative Services Department.

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

Fund 01, Department 400		2007-2008			2008-2009	
Acct	Description	2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 440,779	\$ 392,785	\$ 372,814	\$ 212,360	\$ 212,404 *
51018	Safety Shoes	124	-	-	150	150
61025	Other Contract Services	21,465	11,600	45,600	89,705	89,705
61031	Advertising and Publications	2,991	2,644	5,627	3,000	3,000
61033	Postage	2,227	1,800	1,855	2,300	2,300
61034	Dues and Subscriptions	3,775	4,366	3,871	4,601	4,601
610**	Travel, Meetings, and Training	11,016	8,500	4,022	8,000	8,000
61036	Telephone	3,477	2,800	2,962	2,500	2,500
61037	Vehicle Expense	1,255	1,100	1,100	1,500	1,500
61038	Information Systems	5,380	6,730	6,500	8,100	8,100
61040	Supplies	3,366	3,400	2,769	3,600	3,600
61043	Repairs and Replacements	580	14	14	-	-
61041	Materials, Tools, Small Equipment	993	-	200	2,200	2,200
61048	Printing and Photocopying	4,340	4,300	3,800	4,400	4,400
	Subtotal	501,767	440,039	451,134	342,416	342,460
71081	Capital Outlay: Equipment	-	299	-	-	-
	Department Total	\$ 501,767	\$ 440,338	\$ 451,134	\$ 342,416	\$ 342,460

Budget Details

Source of Funding		Amount	
4XXXX	Charges for Services - Does Not Reflect Cost Recovery Deposits Collected		\$ -
	General Fund		\$ 342,460
			\$ 342,460
510XX	Salaries and Benefits	07-08 FTE	08-09 FTE
	Community Development Director	0.50	0.00
	Interim Building Official	0.50	0.45
	Associate Planner	0.70	0.42
	Assistant Planner	0.70	0.70
	Permit Technician	0.45	0.41
	Administrative Secretary	0.70	0.70
		3.55	2.68
			\$ 245,849
61025	Other Contract Services		\$ 50,000
	Pacific Municipal Consultants - Planning Manager Services		14,705
	Phillips Group - Building Department Services (vacation coverage)		25,000
	Outside Plan Check (reimbursed by developers)		-
	006S - General Plan Update - Consultants - Total Cost \$ 0 FY 08-09, Balance in CCRA, Water and Sewer Operating Funds		-
			\$ 89,705
61034	Dues and Subscriptions		\$ 3,216
	Local Agency Formation Commission (LAFCO)		430
	Northwest Informational Center		340
	American Planning Association (APA), American Institute of Certified Planners (AICP)		215
	California Building Officials (CALBO) Membership - Expense is Offset by Incremental Fees Received		150
	International Association of Plumbing and Mechanical Officials (IAPMO) - Expense is Offset by Incremental Fees		150
	National Fire Protection Association		100
	International Code Council (ICC) Membership - Expense is Offset by Incremental Fees Received		-
			\$ 4,601

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

**Community Development
Budget Details (Continued)**

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

ENGINEERING SERVICES

Department # 402

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

GOALS

- Provide engineering/technical support to extend the facility's life; ensure needed facility capacity; and control and/or reduce the ongoing maintenance costs of the City's public infrastructure.
- Provide effective records maintenance for City's public works projects, private development projects, and engineering maps and documents for easy reference and access.
- Provide technical support for the City's various programs such as neighborhood traffic calming, storm water management, sidewalk maintenance, and pavement management.
- Develop good working relationship with the various resource agencies that provide oversight and/or granting opportunities to the City such as Sonoma County Water Agency, Subregional System, Sonoma County Transportation Authority, Community Development Commission, MTC, Caltrans and the Regional Water Quality Control Board.

OBJECTIVES

- Respond to citizens' requests and inquiries, for technical questions regarding the City's infrastructure.
- Respond to development review requests within two to four weeks from receipt of a complete submittal.
- Develop and design capital projects taking into consideration the life of the product, flexibility for future users, ongoing and future maintenance costs, and up-front capital costs.
- Actively pursue grant opportunities for public infrastructure capital needs and maintenance deficiencies.
- Recommend and develop City policies and codes that result in extending the life of the public infrastructure, maintaining and enhancing public safety in City streets and rights-of-way, and keeping maintenance and up-front capital costs to the City minimized and/or controlled.

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

Fund 01, Department 402

Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
			Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ -	\$ -	\$ -	\$ 22,128	\$ 22,142
61018	Special Engineering Services	4,548	7,500	10,268	-	-
61019	City Engineering Services	44,595	28,775	22,775	-	-
61025	Other Contract Services	-	7,144	7,209	-	-
61031	Advertising and Publications	179	-	-	-	-
61038	Info Systems	-	-	159	-	-
61040	Supplies	-	-	343	-	-
	Subtotal	49,322	43,419	40,754	22,128	22,142
	Department Total	\$ 49,322	\$ 43,419	\$ 40,754	\$ 22,128	\$ 22,142

Budget Details

		<u>Amount</u>						
Source of Funding								
General Fund		\$ 22,128						
510XX	Salaries and Benefits							
	Director of Public Works / City Engineer							
		<table border="0"> <tr> <td align="center"><u>07-08 FTE</u></td> <td align="center"><u>08-09 FTE</u></td> <td></td> </tr> <tr> <td align="center">0.15</td> <td align="center">0.15</td> <td align="right">\$ 22,142</td> </tr> </table>	<u>07-08 FTE</u>	<u>08-09 FTE</u>		0.15	0.15	\$ 22,142
<u>07-08 FTE</u>	<u>08-09 FTE</u>							
0.15	0.15	\$ 22,142						

STREETS

Department #403

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

GOALS

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

OBJECTIVES

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

**Streets
2008-2009 Adopted Budget**

Fund 01, Department 403		2007-2008			2008-2009	
		2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Current:					
510XX	Salaries and Benefits	\$ 137,149	\$ 156,403	\$ 156,403	\$ 149,620	\$ 149,659
51003	Overtime	732	500	2,000	1,000	1,000
51018	Safety Shoes	245	200	200	200	200
61025	Other Contract Services	94,629	22,750	22,750	21,000	21,000
61031	Advertising and Publications	267	282	282	200	200
61033	Postage	2	100	100	100	100
61034	Dues and Subscriptions	2,963	3,250	3,000	3,000	3,000
610**	Travel, Meetings, and Training	32	-	262	-	-
61036	Telephone	1,226	1,000	1,100	1,100	1,100
61037	Vehicle Expense	3,530	3,500	6,000	4,000	4,000
61038	Information Systems	1,141	1,000	1,000	3,037	3,037
61040	Supplies	2,196	7,500	7,500	7,500	7,500
61041	Materials, Tools, Small Equipment	14,932	9,000	8,000	8,000	8,000
61042	Equipment Rental	339	2,100	2,100	2,100	2,100
61043	Repairs & Replacements	6,064	22,000	24,000	5,000	5,000
61048	Printing and Photocopying	256	300	300	300	300
61051	Utilities	69,136	66,525	65,023	65,000	65,000
	Subtotal	334,837	296,410	300,019	271,157	271,196
	Capital Outlay:					
71081	Equipment	1,121	1,000	1,000	-	-
71082	CIP	2,550	8,400	-	-	-
	Department Total	\$ 338,509	\$ 305,810	\$ 301,019	\$ 271,157	\$ 271,196

Budget Details

				Amount
42259	Sources of Funding			\$ 128,305
	Operating Transfer In - Gas Taxes Fund			
	General Fund - NPDES Costs			142,891
	General Fund - Balance of Expenditures			<u>\$ 271,196</u>
510XX	Salaries and Benefits	07-08 FTE	08-09 FTE	
	Director of Public Works / City Engineer	0.25	0.15	\$ 22,142
	Public Works Superintendent	0.25	0.00	-
	Field Maintenance Supervisor	0.30	0.28	33,625
	Maintenance Worker II	0.15	0.32	33,110
	Maintenance Worker II	0.25	0.17	16,353
	Maintenance Worker II	0.20	0.18	15,798
	Maintenance Worker II	0.20	0.29	28,630
	Maintenance Worker I	0.00	0.00	-
		<u>1.60</u>	<u>1.39</u>	<u>\$ 149,659</u>
61025	Other Contract Services			
	Signal Maintenance - Republic Electric			14,000
	Signals - Department of Transportation			7,000
				<u>\$ 21,000</u>
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 6,800
	Signs - Pedestrian Crossing			1,200
				<u>\$ 8,000</u>
71081	Equipment			\$ -
71082	Capital Improvements			\$ -

GOVERNMENT BUILDINGS
Department #406

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

GOALS

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

OBJECTIVES

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

**Government Buildings
2008-2009 Adopted Budget**

Fund 01, Department 406		2007-2008			2008-2009	
		2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Current:					
510XX	Salaries and Benefits	\$ 68,107	\$ 75,940	\$ 75,940	\$ 75,651	\$ 75,663
51003	Overtime	306	300	1,200	1,000	1,000
51018	Safety Shoes	127	150	150	150	150
61025	Other Contract Services	18,712	19,314	24,859	19,420	19,420
61031	Advertising and Publications	117	146	146	100	100
61033	Postage	1	120	120	120	120
61034	Dues and Subscriptions	321	400	400	400	400
610**	Travel, Meetings, and Training	16	-	143	-	-
61036	Telephone	1,106	800	800	800	800
61037	Vehicle Maintenance	1,511	1,400	2,000	1,800	1,800
61038	Information Systems	586	1,000	750	1,596	1,596
61040	Supplies	3,700	4,200	3,867	3,900	3,900
61041	Materials, Tools, Small Equipment	6,824	11,409	5,909	2,291	2,291
61042	Equipment Rental	-	-	485	-	-
61043	Repairs & Replacements	807	1,000	1,000	1,000	1,000
61048	Printing and Photocopying	136	29	100	100	100
61051	Utilities	30,984	29,243	29,239	24,200	24,200
	Subtotal	133,361	145,451	147,107	132,528	132,540
	Capital Outlay:					
71081	Equipment	114	1,000	1,000	-	-
71082	CIP	-	12,000	14,552	16,600	16,600
	Debt Service					
61093	Loan Principal	-	-	-	-	-
61094	Loan Interest	-	-	-	-	-
	Department Total	\$ 133,475	\$ 158,451	\$ 162,659	\$ 149,128	\$ 149,140

Budget Details

		<u>Amount</u>	
Sources of Funding			
42259	Operating Transfer In - Water Operating Fund	\$	18,276
42259	Operating Transfer In - Sewer Operating Fund		17,074
42259	Operating Transfer In - CCRA Operating Fund		19,423
42259	Operating Transfer In - CCRA Low and Moderate Income Housing Fund		6,824
	General Fund		87,543
		\$	<u>149,140</u>
510XX Salaries and Benefits			
		07-08 FTE	08-09 FTE
	Director of Public Works / City Engineer	0.10	0.05
	Public Works Superintendent	0.10	0.00
	Field Maintenance Supervisor	0.15	0.08
	Maintenance Worker II	0.05	0.20
	Maintenance Worker II	0.15	0.12
	Maintenance Worker II	0.20	0.11
	Maintenance Worker II	0.05	0.17
	Maintenance Worker I	0.00	0.00
		<u>0.80</u>	<u>0.73</u>
			\$ 7,381
61025 Other Contract Services			
	Janitorial Service - Jani-King - City Hall, Cotati Room	\$	10,300
	Mats - Aramark - City Hall, Cotati Room, Corporation Yard, Towels, Coverall Service - Corporation Yard		4,800
	HVAC Maintenance - Pacific Heating - City Hall, Cotati Room		2,000
	Carpet Cleaning - City Hall		1,000
	Pest Control - Terminix - City Hall, Cotati Room		840
	Alarms - ESP & Alarm - Corporation Yard		480
		\$	<u>19,420</u>
61041 Materials, Tools, Small Equipment			
	Continuing Operations Expenditures	\$	2,000
	Table, Kitchen Prep - Cotati Room		291
		\$	<u>2,291</u>

**Government Buildings
Budget Details (Continued)**

71081	Equipment	\$ <u> -</u>
71082	Capital Improvements C020 - Energy Saving Retrofits (Lighting)	\$ <u> 16,600</u>

PARK MAINTENANCE
Department #408

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

GOALS

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

OBJECTIVES

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

**Park Maintenance
2008-2009 Adopted Budget**

Fund 01, Department 408		2007-2008			2008-2009	
Acct	Description	2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 97,835	\$ 109,785	\$ 109,785	\$ 95,677	\$ 95,686
51003	Overtime	765	700	1,200	1,000	1,000
51018	Safety Shoes	182	150	150	150	150
61025	Other Contract Services	101,118	99,259	100,367	101,311	101,311
61031	Advertising and Publications	169	209	209	100	100
61033	Postage	2	26	26	25	25
61034	Dues & Subscriptions	-	21	21	20	20
610**	Travel, Meetings and Meal Expense	23	-	292	-	-
61036	Telephone	1,185	1,100	1,100	1,100	1,100
61037	Vehicle Maintenance	2,309	3,000	6,000	5,000	5,000
61038	Information Systems	786	1,375	700	2,054	2,054
61040	Supplies	3,071	10,000	6,000	6,000	6,000
61041	Materials, Tools, Small Equipment	13,793	7,974	6,000	6,000	6,000
61042	Equipment Rental	2,696	2,655	2,655	2,000	2,000
61043	Repairs & Replacements	196	3,000	1,500	1,500	1,500
61048	Printing and Photocopying	171	200	150	150	150
61051	Utilities	4,354	4,303	4,303	3,911	3,911
	Subtotal	228,655	243,757	240,458	225,998	226,007
	Capital Outlay:					
71081	Equipment	1,064	1,000	1,000	-	-
71082	CIP	168	-	-	-	-
	Department Total	\$ 229,888	\$ 244,757	\$ 241,458	\$ 225,998	\$ 226,007

Budget Details

				Amount
Sources of Funding				
42259	Operating Transfer In - Parks and Recreation Development Fund			\$ -
	General Fund			226,007
				<u>\$ 226,007</u>
510XX	Salaries and Benefits	07-08 FTE	08-09 FTE	
	Director of Public Works / City Engineer	0.15	0.05	\$ 7,381
	Public Works Superintendent	0.15	0.00	-
	Field Maintenance Supervisor	0.10	0.06	7,205
	Maintenance Worker II	0.10	0.13	13,451
	Maintenance Worker II	0.10	0.23	22,125
	Maintenance Worker II	0.10	0.08	7,022
	Maintenance Worker II	0.45	0.39	38,503
	Maintenance Worker I	0.00	0.00	-
		1.15	0.94	<u>95,686</u>
61025	Other Contract Services			
	Landscape Maintenance - Trugreen Maintenance			\$ 94,390
	Janitorial - Park Facilities - Jani-King			6,922
				<u>\$ 101,311</u>
61041	Materials, Tools, Small Equipment			
	Bark - Playground, ADA			\$ 2,500
	Boxes for "Doggie" Waste Bags			1,500
	Continuing Operations Expenditures			1,600
	Hedge Trimmer			400
				<u>\$ 6,000</u>
71081	Equipment			\$ -
71082	Capital Improvements			\$ -

POLICE
Department #500

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

GOALS:

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

OBJECTIVES:

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

**Police
2008-2009 Adopted Budget**

Fund 01, Department 500

Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
			Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 2,351,677	\$ 2,510,366	\$ 2,510,366	\$ 2,572,392	\$ 2,467,492
51003	Overtime	142,676	150,000	159,500	150,000	50,000
61025	Other Contract Services	81,148	79,327	79,327	82,122	82,122
61031	Advertising and Publications	515	1,500	1,500	1,500	1,500
61033	Postage	3,446	4,000	4,000	4,300	4,300
61034	Dues and Subscriptions	1,948	1,965	1,965	1,100	1,100
610**	Travel, Meetings, and Training	12,480	26,887	14,000	14,000	14,000
61036	Telephone	12,209	13,000	13,000	13,000	13,000
61037	Vehicle Expense	55,338	54,000	72,000	63,000	63,000
61038	Information Systems	66,807	112,144	112,144	118,821	118,821
61040	Supplies	14,022	18,000	18,000	16,000	16,000
61041	Materials, Tools, Small Equipment	11,548	6,000	6,000	5,000	5,000
61043	Repairs & Replacements	79	-	-	-	-
61048	Printing and Photocopying	15,432	14,000	14,000	14,000	14,000
61051	Utilities	24,446	25,000	25,000	28,000	28,000
61076	Contributions	1,673	1,700	1,700	1,700	1,700
61088	Jail Booking Fees	35,814	9,000	9,000	35,000	35,000
	Subtotal	2,831,258	3,026,889	3,041,502	3,119,935	2,915,035
	Capital Outlay:					
71081	Equipment	52,313	17,092	17,092	-	-
	Debt Service					
61093	Lease Principal	21,342	27,110	27,110	17,249	9,230
61094	Lease Interest	2,372	2,418	2,418	1,948	1,948
	Total Expenditures	2,907,285	3,073,508	3,088,122	3,139,132	2,926,213
	Department Total	\$ 2,907,285	\$ 3,073,508	\$ 3,088,122	\$ 3,139,132	\$ 2,926,213

Budget Details

		<u>Amount</u>	
Sources of Funding			
4XXXX	Charges for Services	\$	19,150
41XXX	Licenses and Permits		8,500
41XXX	Fines and Forfeitures		80,000
42259	Operating Transfer In - Public Safety Fund		-
41219	Peace Officers Standards and Training (P.O.S.T.)		-
41090	Public Safety Augmentation		-
	General Fund		2,818,563
		\$	2,926,213
510XX	Salaries and Benefits	07-08 FTE	08-09 FTE
	Police Chief	1.00	1.00
	Police Sergeant	4.00	4.00
	Police Officer	8.00	7.00
	Support Services Supervisor	1.00	1.00
	Community Services Officer	1.00	1.00
	Dispatcher / Clerk	5.00	5.00
	Dispatcher / Clerk Part-Time (2)	0.60	1.00
	Police Services Aid	0.55	0.60
	Reserve Officers	3.00	5.00
		24.15	25.60
			\$ 2,467,492

**Police
Budget Details (Continued)**

		<u>Amount</u>
61025	Other Contract Services	16,978
	Animal Shelter - City of Rohnert Park	12,644
	Janitorial Service - Jani-King	7,000
	Radio Maintenance - Williams USA / Precision Wireless	7,600
	Explosive Ordinance Fee - County of Sonoma	7,000
	HVAC Maintenance - Johnson Controls	250
	Dispatch Power Supply Back-Up System Maintenance - California Energy Experts	4,000
	Livescan Maintenance - Cogent	1,800
	Sexual Assault Exams - County of Sonoma Department of Health Services	3,000
	Hazardous Materials Response - County of Sonoma & City of Santa Rosa	1,500
	Parking Citations Service - Judicial Data Services	1,300
	Fingerprint Processing Fee - Department of Justice	1,500
	Parking Violations Filed - Superior Court - County	1,200
	Detox Services - County of Sonoma	600
	Radar Repair and Calibration - RHF Inc.	900
	Document Shredding - Infostor	200
	Animal Veterinary Services	500
	Lexis Nexis / Accurint	-
	Transcription Services	600
	Pest Control - Terminix	300
	Criss Cross Listing	2,000
	Police Facility Camera Repairs	1,500
	Emergency Generator Maintenance - SC Phillips	800
	Carpet Cleaning	1,500
	Facility Painting Maintenance	800
	Window and Skylight Cleaning	600
	Translation Services -	-
	Staff / Reserve Pre-Employment Related:	3,000
	Background Investigator	1,050
	Physical Exams	1,200
	Psychological Exams	800
	Polygraph Exams	-
	Collective Recruitment Services	-
		\$ 82,122
61034	Dues and Subscriptions	\$ -
	California Penal Code - 6	-
	Law Enforcement Liability Report	480
	California Police Officers Association	250
	Sonoma County Chiefs Association	-
	California Vehicle Codes - 15	-
	CPOA Legal Resource	120
	California Police Chiefs Association	50
	California Background Investigators	50
	California Association Records Supervisor	50
	CalNENA (National Emergency Number Association)	50
	California Property & Evidence Officers	50
	CCUG (Computerized CLETS Users Group)	50
		\$ 1,100
610**	Travel, Meetings and Training	
	Priority 1	\$ 1,200
	Quarterly Range Training (14)	1,625
	Emergency Vehicle Operation (14)	650
	First Aid / CPR / Blood Borne Pathogens / SIDS (25)	1,250
	Accident Investigation (6)	300
	Taser Training (15)	100
	Computer Crimes (3)	220
	Field Training Officer (4)	120
	Field Training Officer Update (3)	55
	Defense Tactics Instructor Update (1)	-
		\$ 5,520
	Priority 2	\$ 8,480
	Total Travel, Meetings and Training	\$ 14,000

**Police
Budget Details (Continued)**

61038	Information Systems CAD / RMS - Sonoma County Law Enforcement Consortium FY 08-09 Agency Funding Departmental Allocation (see Dept #303 for Total) CLETS (California Law Enforcement Telecommunications System) - Wants and Warrants LEADS Software Maintenance TMS (Training Management Software) Updates and Support	\$ 99,422 12,299 6,000 500 600 <u>\$ 118,821</u>
61076	Contributions Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$ 1,700</u>
61088	Jail Booking Fees Cost of Booking Offenders Into the County Jail	<u>\$ 35,000</u>
71081	Equipment Tactical Helmets (8) Pursuit Stop Strips (5) RUOK Contact System Replacement	\$ - - - <u>\$ -</u>

RECREATION
Department #602

The Recreation department provides recreational programs, events and facilities for all residents.

GOALS

- Provide citizens of all ages with quality recreation and education programs essential for the development of healthy individuals and a strong community.
- Foster a sense of community through participation and volunteerism in recreational and community activities.
- Coordinate with groups, agencies and organizations to effectively meet the recreational needs of the community.

OBJECTIVES

- Organize and conduct community events, including the annual Kids Day Parade and Festival, Movies in the Park and others.
- Continue to expand the recreation program including new offerings such as culinary arts and programs for seniors.
- Increase and broaden community participation through outreach efforts at the local high school and local service clubs.
- Promote the use of the newly refurbished Community Center facilities for residents.

**Recreation
2008-2009 Adopted Budget**

Fund 01, Department 602		2007-2008			2008-2009	
		2006-2007 Actual	Mid Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Current:					
510XX	Salaries and Benefits	\$ 51,661	\$ 76,397	\$ 75,397	\$ 82,502	\$ 82,592
51003	Overtime	814	598	598	600	600
61025	Other Contract Services	15,000	18,000	18,000	18,000	18,000
61031	Advertising and Publications	44	45	45	395	395
61033	Postage	755	800	955	800	800
61034	Dues and Subscriptions	280	212	212	212	212
610**	Travel, Meetings, and Training	417	350	350	350	350
61036	Telephone Expense	44	75	75	75	75
61038	Information Systems	460	2,000	2,000	2,688	2,688
61040	Supplies	2,502	3,500	4,000	3,000	3,000
61041	Materials, Tools, Small Equipment	2,414	200	200	200	200
61042	Equipment Rental	726	620	620	620	620
61043	Repairs and Replacements	303	350	350	350	350
61048	Printing and Photocopying	688	800	800	800	800
61065	Awards/Prizes	800	750	750	750	750
	Subtotal	76,908	104,697	104,352	111,342	111,432
71081	Capital Outlay: Equipment	-	28	28	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 76,908	\$ 104,725	\$ 104,380	\$ 111,342	\$ 111,432

Budget Details

				Amount
Sources of Funding				\$ 15,000
4XXXX	Charges for Services			3,000
42248	Donations - Kid's Day Parade			93,432
General Fund				<u>\$ 111,432</u>
		07-08 FTE	08-09 FTE	
510XX	Salaries and Benefits			\$ 67,519
	Recreation Manager	0.63	0.73	-
	Recreation Assistant	0.00	0.00	14,072
	Recreation Intern	0.50	0.50	1,000
	Public Works Staff - Kids Day Parade and Festival			
		<u>1.13</u>	<u>1.23</u>	<u>\$ 82,592</u>
61025	Other Contract Services			\$ 9,800
	Programs, Instructors			3,804
	Janitorial Service - Jani-King - Recreation Building			2,500
	Kids Day Festival Entertainment			1,251
	Mats - Aramark - Recreation Building			245
	Window Cleaning - Yes, I Do Windows - Recreation			200
	HVAC - Pacific Heating & Air - Maintenance			200
	Pest Control - Terminix - Recreation Building			
				<u>\$ 18,000</u>
61034	Dues and Subscriptions			\$ 212
	California Parks and Recreation Society (CPRS)			
610XX	Travel, Meetings, and Training			\$ 350
	Refreshments for Halloween Volunteers			

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, and to promote community spirit through support of community events. The City of Cotati has the following special revenue funds and capital project funds:

Grants Fund #02

City staff applies for and receives competitive funding grants for various city projects that meet specific criteria. The fund has recently been used to record the grant funding for the East Cotati Avenue Overlay project.

Community Development Block Grant (CDBG) Fund #03

Community Development Block Grant funds are administered by the County and may be used for projects that benefit low and moderate income residents or to increase accessibility. The funding for Fiscal Year 08/09 will again be used for A.D.A. ramps and sidewalk improvements.

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

Funds are received from a one-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

This fund is used for tracking revenues, expenditures and subsidies for the Commission sponsored community events such as the Holiday Tree Lighting and the Pasta Dinner and Bingo Night.

Public Safety Fund #09

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

Gas Taxes Fund #21

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

Transportation Development Fund #22

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

Park and Recreation Development Fund #23

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

Park In-Lieu Fund #24

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

Inclusionary Housing Fund #26

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

Traffic Mitigation Fund #28

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

Asset Seizure Fund #50

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

Maintenance Assessment Districts Fund #201

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

K9 Program Fund #202

Funds are utilized for the Police Department K9 program which 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

This program is designed to facilitate the creation and implementation of a citizen volunteer program within the Police department.

**Grants Fund
2008-2009 Adopted Budget**

Fund 02		2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
41220	Other Grants	-	\$ 620,000	\$ 620,000	\$ -	\$ -
42295	Other	-	-	-	-	-
	Total Revenues	-	620,000	620,000	-	-
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	(620,000)	(620,000)	-	-
	Beginning Fund Balance, July 1	71	71	71	71	71
	Ending Fund Balance, June 30	71	\$ 71	\$ 71	\$ 71	\$ 71

Budget Details

41220	Other Grants	\$ -
61085	Operating Transfer Out	\$ -

**CDBG Fund
2008-2009 Adopted Budget**

Fund 03		2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
41234	CDBG Grant	\$ -	\$ 50,000	\$ 4,106	\$ 45,894	\$ 45,894
44105	Loan Repayments	-	-	-	-	-
42193	Other Interest	-	-	-	-	-
	Total Revenues	-	50,000	4,106	45,894	45,894
	Current Expenditures:					
61072	Reimbursements	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	50,000	4,106	45,894	45,894
	Total Expenditures	-	50,000	4,106	45,894	45,894
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	-	-	-	-	-
	Ending Fund Balance, June 30	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Details

		<u>Amount</u>
71082	Capital Improvements	
	T038 - Americans with Disabilities Act (ADA) Ramps and Sidewalk Program	\$ 45,894

**Solid Waste Reduction (EAC/AB 939 FUND 6)
2008-2009 Adopted Budget**

Fund 06		2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
41170	Franchise Fees	16,743	\$ 17,500	\$ 16,735	\$ 16,800	\$ 16,800
42295	Other Revenues	-	-	71	-	-
	Total Revenues	16,743	17,500	16,806	16,800	16,800
	Current Expenditures:					
61025	Other Contract Services	6,000	6,000	6,000	6,000	6,000
61031	Advertising and Legal Notices	-	-	-	-	-
63083	Costs of Goods Sold	-	-	-	-	-
	Total Expenditures	6,000	6,000	6,000	6,000	6,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	33,932	44,675	44,675	55,482	55,482
	Ending Fund Balance, June 30	44,675	\$ 56,175	\$ 55,482	\$ 66,282	\$ 66,282

61025 **Other Contract Services**
Waste Management - Single Stream Recycling \$ 6,000

61085 **Operating Transfer Out**
Community and Environment Commission - Earth Day \$ -

**Community and Environment Commission Fund
2008-2009 Adopted Budget**

Fund 08	Acct	Description	2007-2008			2008-2009	
			2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
		Revenues:					
	42295	Other Revenue	\$ -	\$ -	\$ 1,920	\$ 2,000	\$ 2,000
	43101	Food and Beverage Sales	-	-	-	-	-
	43103	Gate Proceeds	2,001	1,800	-	-	-
	43104	Sale of Merchandise	-	-	-	-	-
	43108	Auction Proceeds	280	-	165	150	150
	43109	Raffle Proceeds	-	200	-	-	-
		Total Revenues	2,281	2,000	2,085	2,150	2,150
		Current Expenditures:					
	51****	Salaries and Benefits	1,849	1,000	-	-	-
	61025	Other Contract Services	850	1,000	1,532	1,500	1,500
	610**	Travel, Meetings, and Training	255	350	310	266	266
	61036	Telephone Expense	231	226	234	234	234
	61038	Information Systems	-	-	-	-	-
	61040	Departmental Supplies	1,237	2,000	1,288	1,000	1,000
	61041	Materials, Tools, Small Equipment	82	300	-	-	-
	61042	Equipment Rental	343	800	210	150	150
	61048	Printing & Photocopying	272	400	-	-	-
	61065	Awards / Prizes	-	200	356	-	-
	63082	Tree Lighting	-	-	-	-	-
		Total Expenditures	5,118	6,276	3,930	3,150	3,150
		Other Sources (Uses):					
	42259	Operating Transfers In	2,717	4,276	1,845	1,000	1,000
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	119	0	0	(0)	(0)
		Ending Fund Balance, June 30	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ (0)

Budget Details

	<u>Amount</u>
61025 Other Contract Services Caterer, Pasta Dinner	\$ 1,500
61040 Departmental Supplies	\$ 1,000
61042 Equipment Rental	\$ 150
61048 Printing & Photocopying	\$ -
42259 Operating Transfers In General Fund - Event Expenses	\$ 1,000

**Public Safety Fund
2008-2009 Adopted Budget**

Fund 09	Acct	Description	2007-2008			2008-2009	
			2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
	41220	Revenues: SLESF - Supplemental Law Enforcement Services Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -
	41220	Grants - Other	20,141	-	100	-	-
	41220	Other Grant Revenues	-	-	-	-	-
		Total Revenues	120,141	100,000	100,100	-	-
	510XX	Current Expenditures: Salaries and Benefits	17,162	-	-	-	-
	71081	Capital Outlay: Equipment	-	-	-	-	-
		Total Expenditures	17,162	-	-	-	-
	42259	Other Sources (Uses): Operating Transfers In	-	-	-	-	-
	61085	Operating Transfers Out	(100,000)	(100,000)	(100,000)	-	-
		Beginning Fund Balance, July 1	9,516	12,495	12,495	12,595	12,595
		Ending Fund Balance, June 30	\$ 12,495	\$ 12,495	\$ 12,595	\$ 12,595	\$ 12,595

Budget Details

Amount

71081	Equipment	\$ -
61085	Operating Transfers Out General Fund - Police (Overtime, Supplies, Services) - Supplemental Law Enforcement Services Fund	\$ -

**Gas Taxes Fund
2008-2009 Adopted Budget**

Fund 21		2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
Revenues:						
4122X	Gas Tax	143,116	\$ 141,000	\$ 127,218	\$ 131,500	\$ 131,500
41220	Grants - Traffic Congestion Relief	51,467	-	-	-	-
42192	Investment Earnings	533	150	807	800	800
	Total Revenues	195,116	141,150	128,026	132,300	132,300
Current Expenditures:						
61025	Other Contract Services	-	-	-	-	-
61076	Contributions	3,999	4,500	3,995	3,995	3,995
	Total Expenditures	3,999	4,500	3,995	3,995	3,995
Other Sources (Uses):						
61085	Operating Transfers Out	(161,273)	(136,650)	(124,031)	(128,305)	(128,305)
	Beginning Fund Balance, July 1	-	29,843	29,843	29,843	29,843
	Ending Fund Balance, June 30	\$ 29,843	\$ 29,842	\$ 29,843	\$ 29,843	\$ 29,843

Budget Details

	<u>Amount</u>
61076 Contributions Sonoma County Transit Authority	<u>\$ 3,995</u>
61085 Operating Transfers Out General Fund - Streets (Maintenance)	<u>\$ 128,305</u>

**Transportation Development Fund
2008-2009 Adopted Budget**

Fund 22		2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
41097	Sales Tax - Measure M	46,285	\$ 48,403	\$ 47,674	\$ 45,000	\$ 45,000
42192	Investment Earnings	1,549	1,500	2,708	4,000	4,000
42247	Property Owner Contributions	-	-	-	-	-
42295	Other Revenues - Prop. 1B	-	-	400,000	-	-
	Total Revenues	47,834	49,903	450,382	49,000	49,000
	Current Expenditures:					
62004	Matching Contributions	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	45,774	93,608	93,608	543,990	543,990
	Ending Fund Balance, June 30	93,608	\$ 143,511	\$ 543,990	\$ 592,990	\$ 592,990

61085 Operating Transfer Out Amount
\$ -

**Parks and Recreation Development Fund
2008-2009 Adopted Budget**

Fund 23		2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
41571	Revenues: Development Fees	1,950	\$ 4,350	\$ -	\$ -	\$ -
	Total Revenues	1,950	4,350	-	-	-
	Total Expenditures	-	-	-	-	-
61085	Other Sources (Uses): Operating Transfers Out	(1,950)	(4,350)	-	-	-
	Beginning Fund Balance, July 1	-	-	-	-	-
	Ending Fund Balance, June 30	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Details

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

Amount

\$ -

**Park In Lieu Fund
2008-2009 Adopted Budget**

Fund 24 Acct	Description	2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Revenues:					
41220	Grants-State Pk Bond per Capita	\$ -	\$ -	\$ 44,000	\$ -	\$ -
41220	Grants -State Park Bond RZH	-	-	23,582	-	-
41220	Grants-Comm. Partnerships for Youth	-	-	-	-	-
41572	Park In-Lieu Fees	48,554	325,000	31,692	-	-
42192	Investment Earnings	28,402	35,000	29,781	25,000	25,000
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	76,955	360,000	129,055	25,000	25,000
	Current Expenditures:					
51****	Salaries and Benefits	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61040	Supplies	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	28,563	145,511	34,311	128,137	128,137
	Total Expenditures	28,563	145,511	34,311	128,137	128,137
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	742,639	791,032	791,032	885,776	885,776
	Ending Fund Balance, June 30	\$ 791,032	\$ 1,005,521	\$ 885,776	\$ 782,639	\$ 782,639

Budget Details

71082 Capital Improvements

U003 - East Cotati Avenue Pedestrian Crossing, Bike Path and Extension Total Construction Cost \$197,632, Balance in CCRA TABs Fund. Property Owner Contributions Previously Received - \$128,137

\$ 128,137

61085 Operating Transfers Out

\$ -

**Inclusionary Housing Fund
2008-2009 Adopted Budget**

Fund 26		2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
Revenues:						
41568	Housing Linkage Fees	\$ -	\$ -	\$ 11,917	\$ 20,000	\$ 20,000
41569	In-Lieu Housing Fee	600,324	650,000	66,618	-	-
42192	Investment Earnings	104,813	170,000	104,188	105,000	105,000
	Total Revenues	705,136	820,000	182,723	125,000	125,000
Capital Outlay:						
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
Other Sources (Uses):						
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	2,211,202	2,916,338	2,916,338	3,099,061	3,099,061
	Ending Fund Balance, June 30	\$ 2,916,338	\$ 3,736,338	\$ 3,099,061	\$ 3,224,061	\$ 3,224,061

Budget Details

	<u>Amount</u>
71082 Capital Improvements	\$ -
61085 Operating Transfers Out	\$ -

**Traffic Mitigation Fund
2008-2009 Adopted Budget**

Fund 28		2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
41542	Traffic Mitigation Fee	\$ 4,708	\$ 26,750	\$ -	\$ -	\$ -
42192	Investment Earnings	4,580	6,000	5,756	6,000	6,000
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	9,288	32,750	5,756	6,000	6,000
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	114,118	123,406	123,406	129,162	129,162
	Ending Fund Balance, June 30	\$ 123,406	\$ 156,156	\$ 129,162	\$ 135,162	\$ 135,162

Budget Details

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

**2001 Limited Obligation Improvement Bond Fund
 South Sonoma Business Park Assessment District
 2008-2009 Adopted Budget**

Fund 31, 32		2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
42181	Special Assessments	\$ 449,155	\$ 445,000	\$ 449,328	\$ 445,000	\$ 445,000
42192	Investment Earnings	20,262	16,000	21,000	20,000	20,000
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	469,417	461,000	470,328	465,000	465,000
	Current Expenditures:					
61015	Special Legal Services	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61033	Postage	-	-	-	-	-
61095	Bond Principal	75,000	80,000	80,000	85,000	85,000
61096	Interest Expense	370,013	364,975	364,975	359,613	359,613
6109*	Banking, Trust & Agency Fees	4,578	4,500	4,500	4,500	4,500
	Total Expenditures	449,591	449,475	449,475	449,113	449,113
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	748,867	768,693	768,693	789,546	789,546
	Ending Fund Balance, June 30	\$ 768,693	\$ 780,218	\$ 789,546	\$ 805,433	\$ 805,433

**Asset Seizure Fund
2008-2009 Adopted Budget**

Fund 50		2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
41211	Seized Property	\$ 6,623	\$ -	\$ 17,912	\$ -	\$ -
42192	Investment Earnings	-	-	-	-	-
	Total Revenues	6,623	-	17,912	-	-
	Current Expenditures:					
69011	Narcotics Enforcement Expense	-	1,000	-	-	-
	Capital Outlay:					
71081	Equipment	-	-	-	23,800	23,800
	Total Expenditures	-	1,000	-	23,800	23,800
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	27,155	33,778	33,778	51,690	51,690
	Ending Fund Balance, June 30	\$ 33,778	\$ 32,778	\$ 51,690	\$ 27,890	\$ 27,890

Budget Details

69011	Special Police Programs		
	"Buy" Money for Drug Criminal Investigations	\$	-
71081	Equipment		
	Video Systems - Digital In Car	\$	20,800
	Car Port - Communications Van		3,000
		\$	23,800

**Maintenance Assessment Districts Fund
2008-2009 Adopted Budget**

Fund 201	Acct	Description	2007-2008			2008-2009	
			2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
	42181	Revenues:					
		Special Assessments	\$ 19,941	\$ 17,809	\$ 18,068	\$ 33,013	\$ 33,013
		Total Revenues	19,941	17,809	18,068	33,013	33,013
		Current Expenditures:					
	51XXX	Salaries - Public Works Time	3,422	4,295	1,368	3,230	3,230
	61019	Engineering Fee	-	-	-	-	-
	61025	Other Contract Services	16,482	26,962	18,830	27,095	27,095
	61041	Materials, Tools, Small Equipment	53	-	23	-	-
	61042	Rental Expense	-	-	-	-	-
	61043	Repairs & Replacements	107	-	-	-	-
	61051	Utilities	9,924	12,040	9,308	11,078	11,078
	61089	Property Tax Administration Fee	-	-	-	-	-
		Total Expenditures	29,987	43,297	29,528	41,403	41,403
		Other Sources (Uses):					
	42259	Operating Transfers In - GF Subsidy	11,583	10,573	10,572	9,349	9,349
	61085	Operating Transfers Out - Admin	(1,344)	(981)	(984)	(981)	(981)
		Beginning Fund Balance, July 1	37,067	37,259	37,259	35,387	35,387
		Ending Fund Balance, June 30	\$ 37,259	\$ 21,363	\$ 35,387	\$ 35,364	\$ 35,364

Budget Details

	Amount
42181 Special Assessments-	
2011 - Vaiparaiso 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 - 30 parcels at \$36.74 per parcel	-
2016 - Oak Knoll Subdivision - 24 parcels at \$129.17 per parcel	3,193
2017 - Garden Gate Subdivision - 15 parcels at \$180.88 per parcel	2,797
2018 - Park Meadows Subdivision - 39 parcels at \$387.12 per parcel	14,881
2019 - Cotati Station Subdivision - 70 parcels at \$ 161.94 per parcel	-
2020 - Altman Acres Subdivision - 14 parcels at \$333.78 per parcel	4,818
	<u>\$ 33,013</u>
51XXX Salaries and Benefits - Public Works Staff Time - Inspection, Repairs	
2011 - Vaiparaiso Vista Subdivision	\$ 250
2012 - Quail Hollow IV Subdivision	250
2013 - Sommers Subdivision	250
2014 - Macklin Phase I Subdivision	600
2015 - Sierra Meadows Subdivision	50
2016 - Oak Knoll Subdivision	500
2017 - Garden Gate Subdivision	500
2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)	330
2019 - Cotati Station Subdivision	250
2020 - Altman Acres Subdivision	250
	<u>\$ 3,230</u>

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

	<u>Amount</u>
61025 Other Contract Services	
Landscape Maintenance - Trugreen	
2011 - Valparaiso Vista Subdivision - \$284.00 x 12 month	\$ 3,394
2012 - Quail Hollow IV Subdivision - \$378.00 x 12 month	4,516
2013 - Sommers Subdivision - \$92.00 x 12 month	1,096
2014 - Macklin Phase I Subdivision - \$165.00 x 12 month	1,971
2016 - Oak Knoll Subdivision - \$76.50 x 12 month	915
2017 - Garden Gate Subdivision - \$109.42 x 12 month	1,358
2018 - Park Meadows Subdivision - \$341.92 x 12 month	4,245
2019 - Cotati Station Subdivision - \$565.00 x 12 month	6,780
2020 - Altman Acres Subdivision - \$235.00 x 12 month	2,820
	<u>\$ 27,095</u>
61051 Utilities	
2011 - Valparaiso Vista Subdivision	\$ 1,419
2012 - Quail Hollow IV Subdivision	910
2013 - Sommers Subdivision	595
2014 - Macklin Phase I Subdivision	570
2015 - Sierra Meadows Subdivision	270
2016 - Oak Knoll Subdivision	415
2017 - Garden Gate Subdivision	805
2018 - Park Meadows Subdivision	4,305
2019 - Cotati Station Subdivision	1,147
2020 - Altman Acres Subdivision	642
	<u>\$ 11,078</u>
42259 Operating Transfers In- General Fund - Subsidy	<u>\$ 9,349</u>
61085 Operating Transfers Out General Fund - Administration	
2011 - Valparaiso Vista Subdivision	\$ 109
2012 - Quail Hollow IV Subdivision	109
2013 - Sommers Subdivision	109
2014 - Macklin Phase I Subdivision	109
2015 - Sierra Meadows Subdivision	109
2016 - Oak Knoll Subdivision	109
2017 - Garden Gate Subdivision	109
2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)	-
2019 - Cotati Station Subdivision	109
2020 - Altman Acres Subdivision	109
	<u>\$ 981</u>

**K9 Program Fund
2008-2009 Adopted Budget**

Fund 202	Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
				Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
	42248	Revenues:					
		Donations	\$ 4,666	\$ 4,000	\$ 1,200	\$ 2,000	\$ 2,000
		Total Revenues	4,666	4,000	1,200	2,000	2,000
		Current Expenditures:					
	51XXX	Salaries	-	-	-	-	-
	61025	Other Contract Services	2,298	4,000	1,200	3,000	3,000
	61034	Dues & Subscriptions	-	-	-	-	-
	610XX	Travel, Meetings, and Training	431	1,000	185	500	500
	61040	Departmental Supplies	538	600	18	200	200
	61041	Materials, Tools, Small Equipment	-	200	-	200	200
	61043	Repairs and Replacements	-	-	-	-	-
		Total Expenditures	3,266	5,800	1,403	3,900	3,900
		Other Sources (Uses):					
	42259	Operating Transfers In	-	-	-	-	-
		Beginning Fund Balance, July 1	1,933	3,332	3,332	3,129	3,129
		Ending Fund Balance, June 30	\$ 3,332	\$ 1,532	\$ 3,129	\$ 1,229	\$ 1,229

Budget Details

	<u>Amount</u>
61025 Other Contract Services Training - Officer and Canine	\$ 3,000
42259 Operating Transfers In	\$ -

**General Capital Outlay Fund
2008-2009 Adopted Budget**

Fund 204

Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Revenues:					
42247	Property Owner Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	193,963	-	7,954	-	-
	Total Expenditures	193,963	-	7,954	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	411,891	217,928	217,928	209,974	209,974
	Ending Fund Balance, June 30	\$ 217,928	\$ 217,928	\$ 209,974	\$ 209,974	\$ 209,974

Budget Details

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

**Explorer Program
2008-2009 Adopted Budget**

Fund 205		2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
42237	Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
42248	Donations	-	-	-	-	-
42251	Explorer Application Fee (cancelled)	-	-	-	-	-
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51017	Uniforms	-	600	-	600	600
610**	Travel, Meetings & Training	-	500	-	500	500
61040	Departmental Supplies	-	100	-	85	85
61076	Contributions	-	-	-	-	-
	Total Expenditures	-	1,200	-	1,185	1,185
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	1,185	1,185	1,185	1,185	1,185
	Ending Fund Balance, June 30	\$ 1,185	\$ (15)	\$ 1,185	\$ -	\$ -

Budget Details

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

**Citizen Volunteer Program
2008-2009 Adopted Budget**

Fund 206		2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
42248	Revenues:					
	Donations	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51017	Uniforms	417	500	-	1,750	1,750
61025	Other Contract Services	341	500	-	1,000	1,000
61040	Supplies	402	500	-	400	400
61040	Departmental Supplies					
	Total Expenditures	1,160	1,500	-	3,150	3,150
	Other Sources (Uses):					
42259	Operating Transfers In	1,054	1,500	-	3,150	3,150
	Beginning Fund Balance, July 1	106	0	0	0	0
	Ending Fund Balance, June 30	\$ 0	\$ -	\$ 0	\$ -	\$ -

Budget Details

	<u>Amount</u>
42259 Operating Transfers In	<u>\$ 3,150</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 reliable and meets State drinking water standards.
- Protect the health and welfare of the community by insuring the continuous operation of the City's water transmission and distribution systems.
- Assure maximum fair collection of water revenue by maintaining all city water meters within A.W.W.A. tolerances and by providing accurate recordation of all consumer meters.
- Aggressively administer the water conservation program consistent with the California Urban Water Conservation Council guidelines.
- Provide for the necessary replacement of aging water system facilities to ensure future reliability of the system.
- Provide for the necessary system upgrades to ensure availability of water for future users.

OBJECTIVES

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

**Water Operating Fund
2008-2009 Adopted Budget**

Fund 12, Department 700

Acct	Description	2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Revenues:						
42050	Water Sales	\$ 1,314,668	\$ 1,325,139	\$ 1,325,572	\$ 1,330,000	\$ 1,330,000
420XX	Other Service Fees	73,653	35,030	45,700	45,670	45,670
42192	Investment Earnings	-	-	44,818	48,000	48,000
42193	Other Interest	633	-	-	-	-
42295	Other Revenues	125	25	4,766	4,050	4,050
42295	Conservation - 7th of 10 year	48,449	63,000	-	-	-
44105	Principal Debt Repayment	902	631	-	-	-
	Total Revenues	1,438,430	1,423,825	1,420,855	1,427,720	1,427,720
Expenses:						
510XX	Salaries and Benefits	338,771	363,255	333,141	396,418	396,418
51003	Overtime	1,286	1,000	2,658	2,000	2,000
51018	Safety Shoes	285	300	150	300	300
61015	Special Legal Services	8,859	13,500	2,813	3,000	3,000
61018	Special Engineering Services	135,378	20,000	34,996	345,000	345,000
61019	Engineering Fees	142,940	143,165	53,009	-	-
61022	Legal Fees	1,043	4,750	346	5,000	5,000
61024	SCWA Water Fees	465,782	450,560	384,450	426,739	426,739
61025	Other Contract Services	73,638	100,400	75,585	96,400	96,400
61026	Auditing Fees	2,550	3,000	2,550	2,550	2,550
61027	Insurance	46,141	45,262	45,024	43,449	43,449
61031	Advertising & Publications	326	1,000	400	400	400
61033	Postage	2,182	2,800	2,212	2,200	2,200
61034	Dues & Subscriptions	1,345	1,235	8,279	8,850	8,850
610**	Travel, Meetings, and Training	1,260	2,050	800	3,500	3,500
61036	Telephone	13,048	13,200	13,076	13,000	13,000
61037	Vehicle Expense	3,769	5,000	6,334	5,000	5,000
61038	Information Systems	7,501	5,000	9,932	13,746	13,746
6XXXX	Bad Debt	312	2,000	-	-	-
61040	Office Supplies	4,479	2,500	6,565	6,500	6,500
61041	Materials, Tools, Small Equipment	8,255	8,000	7,506	8,000	8,000
61042	Equipment Rental	735	1,000	1,062	1,000	1,000
61043	Repairs and Replacements	6,163	12,000	10,000	10,000	10,000
61048	Printing and Photocopying	3,502	5,000	1,940	2,000	2,000
61051	Utilities	19,548	20,000	33,572	34,000	34,000
61084	Property Taxes	-	100	100	100	100
61090	Banking Fees - Credit Card Processing	-	-	879	900	900
62005	Rebates - Conservation	-	-	-	-	-
	Total Expenses	1,289,098	1,226,077	1,037,379	1,430,053	1,430,053
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(27,296)	(27,296)	(27,296)	(127,296)	(127,296)
	Beginning Retained Earnings, July 1*	608,346	730,383	730,383	1,086,563	1,086,563
	Ending Retained Earnings, June 30*	\$ 730,383	\$ 900,834	\$ 1,086,563	\$ 956,934	\$ 956,934

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

2008-2009 Adopted Budget

510XX	Salaries and Benefits	<u>07-08 FTE</u>	<u>08-09 FTE</u>	<u>Amount</u>
	City Manager	0.15	0.15	\$ 28,812
	Assistant to the City Manager	0.15	0.15	22,464
	Deputy City Clerk	0.10	0.10	8,888
	Administrative Clerk	0.15	0.08	3,975
	Director of Administrative Services	0.25	0.25	39,875
	Accountant	0.13	0.11	6,684
	Accounting Specialist	0.20	0.20	19,070
	Account Clerk II	0.40	0.40	32,271
	Community Dev. Director (partial year)	0.05	0.00	-
	Permit Technician	0.03	0.02	1,709
	Director of Public Works	0.25	0.30	44,284
	Public Works Superintendent	0.25	0.00	-
	Field Maintenance Supervisor	0.25	0.41	49,236
	Engineering Technician	0.00	0.50	37,834
	Maintenance Worker II	0.35	0.23	23,798
	Maintenance Worker II	0.25	0.32	30,783
	Maintenance Worker II	0.25	0.42	36,863
	Maintenance Worker II	0.15	0.10	9,873
		<u>3.36</u>	<u>3.73</u>	<u>\$ 396,418</u>
61018	Special Engineering Services			\$ 300,000
	Water Supply Reliability - Aquifer Storage and Recovery (ASR) Pilot Study			25,000
	Water System GIS Implementation			15,000
	009S - USGS Groundwater Supply Assessment			5,000
	Records Management System			<u>\$ 345,000</u>
61025	Other Contract Services			\$ 50,000
	003P - Water Conservation Program - Sonoma County Water Agency			20,000
	Laboratory Services - Brelje and Race			7,500
	Rate Study / Capital Project Financing Plan			4,000
	Certification - Department of Health Services			14,400
	Processing, Mailing of Bills - Infosend and Insite			500
	Pre-employment Services - SRS Investigations, Kaiser			<u>\$ 96,400</u>
61027	Insurance			\$ 43,449
	Water Fund Allocation - (See General Fund Dept #305 for Breakdown - Total \$228,680 Estimated) 19%			<u>\$ 43,449</u>
61085	Operating Transfers Out			\$ 100,000
	Recycled Water Line Fund - Annual Allocation			18,276
	General Fund - Government Buildings Maintenance			8,420
	General Fund - Administration			600
	General Fund - Public Information Services			<u>\$ 127,296</u>

**Water Capital Fund
2008-2009 Adopted Budget**

Fund 13, Department 700		2007-2008			2008-2009	
Acct	Description	2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Revenues:						
420X0	Water Connection Fees	\$ 109,950	\$ 264,387	\$ 23,211	\$ 54,679	\$ 54,679
420XX	Other Service Fees	-	-	(5,510)	16,530	16,530
42192	Investment Earnings	118,782	90,000	47,548	15,000	15,000
	Total Revenues	228,732	354,387	65,249	86,209	86,209
Expenses:						
61092	Depreciation Expense	117,919	126,000	126,000	126,000	126,000
61022	Legal Fees	4,579	-	-	-	-
62000	Bad Debt Expense	-	-	-	-	-
Capital Outlay:						
71081	Equipment	1,607	-	-	11,750	11,750
71082	Capital Improvements	538,957	2,061,974	1,501,101	480,000	480,000
72001	Capitalized Revenues / Expenses	(542,268)	-	-	-	-
	Total Expenses	120,795	2,187,974	1,627,101	617,750	617,750
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(63,500)	(63,500)	(63,500)	(13,500)	(13,500)
	Beginning Retained Earnings, July 1*	2,788,188	2,832,625	2,832,625	1,207,272	1,207,272
	Ending Retained Earnings, June 30*	\$ 2,832,625	\$ 935,538	\$ 1,207,272	\$ 662,231	\$ 662,231

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

Budget Details

	<u>Amount</u>
71081 Equipment	
Data Sondes	\$ 6,000
Irrigation Controllers	2,000
Handheld GPS	1,000
Concrete Saw and Vacuum	1,500
Workstation - GIS	1,250
	<u>\$ 11,750</u>
71082 Capital Improvements	
Z045 - Wells 1A and 3 Filter Replacement	\$ 120,000
Z028 - Low Water Use Demonstration Garden	100,000
Z046 - Well 2 and 3 Retrofit (Green House Gas Reduction)	65,000
Z047 - Well / Tank Radio Telemetry	25,000
Z021 - Sensus Meter - Annual Replacements	25,000
Z034 - Utility Base Map Update	25,000
Z014 - Cypress Tank	25,000
Z008 - Water System Master Plan Update	75,000
Z048 - Engineering Standards Revision	10,000
Z049 - Well 1A Filter Root Repair	5,000
Z050 - West Sierra Tank Inspection / Repair	5,000
	<u>\$ 480,000</u>
61085 Operating Transfers Out	
General Fund - Administration Costs	\$ 13,500

**Recycled Water Line Fund
2008-2009 Adopted Budget**

Fund 14, Department 700

Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
42192	Revenues: Investment Earnings	\$ 6,635	\$ -	\$ 6,285	\$ 7,000	\$ 7,000
	Total Revenues	6,635	-	6,285	7,000	7,000
51003	Expenses: Overtime	-	-	-	-	-
61019	Engineering Fees	22,883	-	-	-	-
	Total Expenses	22,883	-	-	-	-
42259	Other Sources (Uses): Operating Transfers In	50,000	50,000	50,000	100,000	100,000
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Retained Earnings, July 1*	100,000	133,753	133,753	190,038	190,038
	Ending Retained Earnings, June 30*	\$ 133,753	\$ 183,753	\$ 190,038	\$ 297,038	\$ 297,038

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

Budget Details

Amount

42259 **Operating Transfers In**
Water Capital Fund - Annual Allocation

\$ 100,000

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

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

GOALS

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

OBJECTIVES

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

**Sewer Operating Fund
2007-2008 Budget Summary**

Fund 18, Department 800

Acct	Description	2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Revenues:						
42000	Sewer Treatment Charges	\$ 2,084,834	\$ 2,062,837	\$ 2,202,152	\$ 2,202,152	\$ 2,202,152
42192	Investment Earnings	-	-	40,387	45,000	45,000
42193	Other Interest	246	-	-	-	-
42237	Reimbursement - City of Santa Rosa	55,489	-	134,010	-	-
44105	Principle Debt Repayment	1,501	-	-	-	-
	Total Revenues	2,142,069	2,062,837	2,376,549	2,247,152	2,247,152
Expenses:						
510XX	Salaries and Benefits	303,692	341,876	311,825	301,506	301,506
51003	Overtime	1,240	1,000	2,161	1,500	1,500
51018	Safety Shoes	269	400	200	300	300
61018	Special Engineering Services	-	-	-	130,000	130,000
61019	Engineering Fees	36,004	28,165	11,673	-	-
61022	Legal Fees	651	-	271	-	-
61025	Other Contract Services	29,790	29,000	22,010	26,200	26,200
61026	Auditing Fees	2,550	3,000	2,550	2,550	2,550
61027	Insurance	43,712	42,880	42,654	42,146	42,146
61029	Wastewater Treatment Fees	1,561,062	1,549,687	1,561,979	1,564,927	1,564,927
61031	Advertising & Publications	249	1,000	350	350	350
61033	Postage	1,778	2,449	1,784	1,800	1,800
61034	Dues & Subscriptions	175	175	172	172	172
610XX	Travel, Meetings, and Training	253	1,035	20	3,500	3,500
61036	Telephone	8,201	8,200	8,114	8,000	8,000
61037	Vehicle Maintenance	3,692	3,500	6,877	5,000	5,000
61038	Information Systems	5,664	4,000	8,873	11,736	11,736
6XXXX	Bad Debt Expense	258	1,000	-	-	-
61040	Office Supplies	1,504	2,000	2,430	2,500	2,500
61041	Materials, Tools, Small Equipment	1,495	1,000	600	1,000	1,000
61042	Equipment Rental	37	-	660	500	500
61043	Repairs and Replacements	5,125	6,000	6,136	5,000	5,000
61048	Printing and Photocopying	1,846	1,890	1,350	1,350	1,350
61051	Utilities	1,632	2,000	1,610	1,700	1,700
61090	Banking Fees - Credit Card Processing	-	-	1,759	1,800	1,800
62000	Bad Debt Expense	946	-	-	-	-
62001	Plumbing Retrofit Expenses	7,055	10,000	15,649	20,000	20,000
	Total Expenses	2,018,880	2,040,257	2,011,707	2,133,538	2,133,538
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(26,094)	(26,094)	(26,094)	(26,094)	(26,094)
	Beginning Retained Earnings, July 1*	-	97,095	97,095	435,842	435,842
	Ending Retained Earnings, June 30*	\$ 97,095	\$ 93,581	\$ 435,842	\$ 523,362	\$ 523,362

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

**Sewer Operating Fund
2008-2009 Adopted Budget**

510XX	Salaries and Benefits	<u>07-08 FTE</u>	<u>08-09 FTE</u>	<u>Amount</u>
	City Manager	0.15	0.15	\$ 28,812
	Assistant to the City Manager	0	0.15	22,464
	Deputy City Clerk	0.10	0.10	8,888
	Administrative Clerk	0.15	0.08	3,975
	Director of Administrative Services	0.15	0.15	23,925
	Accountant	0.13	0.11	6,684
	Accounting Specialist	0.20	0.20	19,070
	Account Clerk II	0.40	0.40	32,271
	Community Dev. Director (partial year)	0.05	0.00	-
	Permit Technician	0.02	0.02	1,709
	Director of Public Works	0.25	0.30	44,284
	Public Works Superintendent	0.25	0.00	-
	Field Maintenance Supervisor	0.20	0.17	20,415
	Engineering Technician	0.00	0.50	37,834
	Maintenance Worker II	0.35	0.12	12,416
	Maintenance Worker II	0.25	0.16	15,391
	Maintenance Worker II	0.25	0.21	18,432
	Maintenance Worker II	0.15	0.05	4,936
		<u>3.20</u>	<u>2.86</u>	<u>\$ 301,506</u>
61018	Special Engineering Fees			\$
	Inflow and Infiltration Study			100,000
	Water System GIS Implementation			25,000
	Records Management System			5,000
				<u>\$ 130,000</u>
61025	Other Contract Services			\$
	Processing, Mailing of Bills - Infosend and Insite			10,200
	Rate Study / Capital Project Financing Plan			7,500
	Russian River Watershed Association (RRWA)			7,500
	Subregional Flow Meter Maintenance			1,000
				<u>\$ 26,200</u>
61027	Insurance			\$
	Sewer Fund Allocation - (see General Fund Dept #305 for Breakdown - Total \$ 228,680) 18%			<u>42,146</u>
61029	Wastewater Treatment Fees			\$
	City of Santa Rosa			<u>1,564,927</u>
61085	Operating Transfers Out			\$
	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
2008-2009 Adopted Budget**

Fund 19, Department 800

Acct	Description	2006-2007 Actual	2007-2008		2008-2009	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted
Revenues:						
42010	Sewer Connection Fees	\$ 168,510	\$ 546,368	\$ 21,161	\$ 96,901	\$ 96,901
42040	Wastewater Conservation	13,464	87,000	(278)	-	-
420X0	Other Service Fees	(13,431)	2,268	(10,500)	-	-
42192	Investment Earnings	309,984	350,000	229,834	200,000	200,000
42237	Reimbursement - City of Santa Rosa	17,645	-	-	-	-
	Total Revenues	496,171	985,636	240,217	296,901	296,901
Expenses:						
61022	Legal Laguna Sewer	725	-	-	-	-
61092	Depreciation Expense	153,600	134,000	134,000	134,000	134,000
Capital Outlay:						
71081	Equipment	1,593	-	4,188	3,750	3,750
71082	Capital Improvements	251,271	408,000	116,319	270,000	270,000
72001	Capitalized Revenues / Expenses	(254,568)	-	-	-	-
	Total Expenses	152,621	542,000	254,507	407,750	407,750
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
	Beginning Retained Earnings, July 1*	3,237,325	3,553,875	3,553,875	3,512,585	3,512,585
	Ending Retained Earnings, June 30*	\$ 3,553,875	\$ 3,970,511	\$ 3,512,585	\$ 3,374,736	\$ 3,374,736

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

Budget Details

	<u>Amount</u>
71081 Equipment	
Concrete Saw and Vacuum	\$ 1,500
Workstation - GIS	1,250
Handheld GPS	1,000
	<u>\$ 3,750</u>
71082 Capital Improvements	
X013 - Sewer Master Plan	\$ 75,000
X027 - Sewer Flow Monitoring Stations (5)	75,000
X028 - Pump Station Retrofit (Greenhouse Gas Reduction)	35,000
X029 - Lift Station Telemetry	25,000
X014 - Utility Base Mapping	25,000
X030 - Manhole / Lateral Improvements	25,000
X031 - Engineering Standards Revision	10,000
	<u>\$ 270,000</u>
42259 Operating Transfers In	\$ -
61085 Operating Transfers Out	
General Fund - Administration	<u>\$ 27,000</u>

CITY OF COTATI

Section F

**REDEVELOPMENT
AGENCY
FUNDS**

COTATI COMMUNITY 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 that 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.
- Complete the Downtown Specific Plan.

OBJECTIVES

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

CCRA OPERATING FUND
Fund #35

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

CCRA 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.

CCRA LOW AND MODERATE INCOME HOUSING FUND
Fund #37

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

CCRA 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. 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
2008-2009 Adopted Budget**

Fund 35, Department 900		2007-2008			2008-2009	
Acct	Description	2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
4XXXX	Revenues:					
	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	275,668	317,880	296,601	221,357	221,357
51003	Overtime	975	800			
61015	Special Legal Services	1,864	-	2,500	3,000	3,000
61018	Special Engineering Services	10,950	10,000	20,000	6,000	6,000
61019	Engineering Fees	72,753	32,146	28,879	-	-
61022	Legal Fees	17,245	25,000	26,593	50,000	50,000
61025	Other Contract Services	115,323	163,400	86,498	69,315	69,315
61026	Auditing Fees	4,250	4,250	4,250	4,250	4,250
61027	Insurance	41,284	40,498	42,084	39,847	39,847
61031	Advertising and Publications	382	3,000	-	-	-
61033	Postage	2,206	4,900	2,351	2,400	2,400
61034	Dues and Subscriptions	2,595	2,595	2,200	2,200	2,200
610**	Travel, Meetings, and Training	780	-	14	-	-
61036	Telephone	1,242	1,400	1,119	1,200	1,200
61038	Information Systems	4,595	3,800	4,143	6,229	6,229
61040	Office Supplies	211	500	100	100	100
61041	Materials, Tools, Small Equipment	362	400	-	-	-
61042	Equipment Rental	-	-	-	-	-
61048	Printing and Photocopying	2,187	3,800	1,950	4,000	4,000
61077	School District Agreement	31,575	31,787	37,046	38,000	38,000
61089	Tax Administration Fees	41,692	43,000	45,216	46,000	46,000
61097	Trust and Agency Fees	2,190	4,200	3,850	3,850	3,850
	Total Expenditures	630,327	693,356	605,394	497,748	497,748
	Other Sources (Uses):					
42259	Operating Transfers In	1,369,425	1,537,205	1,449,258	1,344,362	1,344,362
61085	Operating Transfers Out	(739,098)	(843,850)	(843,864)	(846,613)	(846,613)
	Beginning Fund Balance, July 1	-	0	0	(0)	(0)
	Ending Fund Balance, June 30	\$ 0	\$ 0	\$ (0)	\$ 0	\$ 0

Budget Details

		07-08 FTE	08-09 FTE	Amount
510XX	Salaries and Benefits			
	City Manager	0.15	0.15	\$ 28,812
	Assistant to the City Manager	0.15	0.15	22,464
	Deputy City Clerk	0.27	0.27	23,998
	Administrative Clerk	0.25	0.13	6,624
	Director of Administrative Services	0.25	0.25	39,771
	Accounting Specialist	0.25	0.25	23,838
	Account Clerk II	0.10	0.10	8,068
	Community Dev. Director	0.20	0.00	0
	Associate Planner	0.30	0.20	17,559
	Assistant Planner	0.30	0.30	24,315
	Administrative Secretary	0.30	0.30	25,907
		<u>2.52</u>	<u>2.10</u>	<u>\$ 221,357</u>
61018	Special Engineering Services			
	007S - Downtown Specific Plan			<u>\$ 6,000</u>

**Cotati Community Redevelopment Agency Operating Fund
Budget Details (Continued)**

61025	Other Contract Services	
	Chamber of Commerce	\$ 36,000
	007S - Downtown Specific Plan - Fiscal Consultant - Keyser Marston	33,315
	Redwood Empire Small Business Development Center - Small Business Development	-
		\$ 69,315
61027	Insurance	
	CCRA Allocation - (see General Fund Dept #305 for Breakdown - Total \$ 228,680)	17%
		\$ 39,847
61034	Dues & Subscriptions	
	California Redevelopment Association	\$ 2,200
42259	Operating Transfers In	
	CCRA Capital Projects Fund - Operating Costs	\$ 1,344,362
61085	Operating Transfers Out	
	CCRA Debt Service Fund - 2001 Tax Allocation Bonds Series A	\$ 394,714
	CCRA Debt Service Fund - 2004 Tax Allocation Refunding Bonds	351,103
	CCRA Low/Mod Housing Fund - Fiscal Year 2005-2006 ERAF Contribution \$80,573 (50% loan, must be repaid within 10 years). FY 08-09 Pay Back Amount	80,573
	General Fund - Government Buildings Lease Agreement	19,423
	General Fund - Public Information Services	800
		846,613

**Cotati Community Redevelopment Agency Tax Increment Fund
(Formerly Capital Projects Fund)
2008-2009 Adopted Budget**

Fund 34, Department 900		2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
Acct	Description					
	Revenues:					
410XX	Property Taxes	\$ 2,009,945	\$ 2,055,681	\$ 2,037,631	\$ 2,037,631	\$ 2,037,631
42192	Investment Earnings	67,722	45,000	88,987	100,000	100,000
42193	Other Interest	-	-	-	-	-
42283	Sale of Fixed Assets	-	680,000	-	-	-
	Total Revenues	2,077,667	2,780,681	2,126,617	2,137,631	2,137,631
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	20,899	-	-	-	-
	Debt Service:					
61090	Banking Fees	-	-	-	-	-
61093	Lease Principal	-	-	-	-	-
6109*	Interest	-	-	-	-	-
	Total Expenditures	20,899	-	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,369,425)	(2,217,205)	(1,449,258)	(1,344,362)	(1,344,362)
	Beginning Fund Balance, July 1	292,760	980,102	980,102	1,657,462	1,657,462
	Ending Fund Balance, June 30	\$ 980,102	\$ 1,543,579	\$ 1,657,462	\$ 2,450,730	\$ 2,450,730

Budget Details

	<u>Amount</u>
42259 Operating Transfer In	\$ -
71081 Equipment	\$ -
71082 Capital Improvements	\$ -
61085 Operating Transfers Out CCRA Operating Fund - Administration	\$ 1,344,362

**Cotati Community Redevelopment Agency TABs Fund
(Formerly 2001 TABs Fund)
2008-2009 Adopted Budget**

Fund 36, Department 900		2007-2008			2008-2009	
		2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
Acct	Description					
	Revenues:					
42192	Investment Earnings	\$ 142,376	\$ 25,000	\$ 139,888	\$ 70,000	\$ 70,000
42247	Property Owner Contribution	66,000	-	-	-	-
	Total Revenues	208,376	25,000	139,888	70,000	70,000
	Expenses:					
510XX	Salaries and Benefits	-	-	-	-	-
61022	Legal Fees	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61033	Postage	-	-	-	-	-
61036	Telephone	-	-	-	-	-
61090	Banking Fees	-	-	-	-	-
61097	Trust & Agency Fees	-	-	-	-	-
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	186,519	2,281,342	121,001	1,422,300	1,422,300
	Total Expenditures	186,519	2,281,342	121,001	1,422,300	1,422,300
	Other Sources (Uses):					
42259	Operating Transfers In	-	1,300,000	620,000	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	1,471,976	1,493,833	1,493,833	2,132,720	2,132,720
	Ending Fund Balance, June 30	\$ 1,493,833	\$ 537,491	\$ 2,132,720	\$ 780,420	\$ 780,420

	<u>Amount</u>
42259 Operating Transfer In	\$ -
71082 Capital Improvements	
R003 - East Cotati Overlay Phase II	\$ 1,352,805
E. Cotati Avenue Bike and Pedestrian Crossing - Total Project Cost \$197,632 FY 07-08, Balance in Park In-Lieu Fund -	
Property Owner Contributions Previously Received \$128,137.	69,495
	<u>\$ 1,422,300</u>
61085 Operating Transfers Out	<u>\$ -</u>

**Cotati Community Redevelopment Agency
Low and Moderate Income Housing Fund
2008-2009 Adopted Budget**

Fund 37, Department 902		2007-2008			2008-2009	
Acct	Description	2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
Revenues:						
410XX	Property Taxes	\$ 817,167	\$ 871,917	\$ 902,457	\$ 902,457	\$ 902,457
42116	Rent Stabilization	2,184	1,000	1,087	1,000	1,000
42192	Investment Earnings	172,759	200,000	209,238	220,000	220,000
42249	Rent Control Defense	300	-	-	-	-
43495	Loan Proceeds	39,660	-	-	-	-
44105	Principal Debt Repayment	10,000	-	-	-	-
Total Revenues		1,042,070	1,072,917	1,112,782	1,123,457	1,123,457
Expenses:						
510XX	Salaries and Benefits	126,997	106,505	104,640	101,862	101,862
51003	Overtime	195	200	-	-	-
61015	Special Legal Services	48	2,000	22,000	5,000	5,000
61019	Engineering Fees	210	-	-	-	-
61022	Legal Fees	40,213	2,000	-	-	-
61025	Other Contract Services	-	500	600	75,600	75,600
61031	Advertising and Legal Notices	154	-	130	130	130
61033	Postage	720	1,000	767	800	800
610**	Travel, Meetings, and Training	90	-	-	-	-
61036	Telephone	466	800	456	500	500
61038	Information Systems	1,492	1,300	1,276	1,748	1,748
61040	Office Supplies	38	100	12	-	-
61041	Materials, Tools, Small Equipment	114	500	-	-	-
61048	Printing and Photocopying Services	841	600	1,500	1,500	1,500
61076	Contributions	1,492	25,000	-	-	-
61089	Tax Administration Fees	10,423	11,000	11,364	11,500	11,500
62003	Housing Loans	-	80,000	40,000	100,000	100,000
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	6,792	19,228	-	19,228	19,228
Total Expenditures		190,285	250,733	182,745	317,868	317,868
Other Sources (Uses):						
42259	Operating Transfers In	-	80,573	80,573	80,573	80,573
61085	Operating Transfers Out	(72,145)	(72,260)	(72,264)	(72,213)	(72,213)
Beginning Fund Balance, July 1		1,186,154	1,965,794	1,965,794	2,904,140	2,904,140
Ending Fund Balance, June 30		\$ 1,965,794	\$ 2,796,292	\$ 2,904,140	\$ 3,718,089	\$ 3,718,089

Budget Details

				<u>Amount</u>
		<u>07-08 FTE</u>	<u>08-09 FTE</u>	
510XX	Salaries and Benefits			
	City Manager	0.20	0.20	\$ 38,416
	Assistant to the City Manager	0.20	0.20	29,953
	Administrative Clerk	0.05	0.03	1,325
	Director of Administrative Services	0.10	0.10	15,950
	Accountant	0.14	0.11	6,684
	Accounting Specialist	0.10	0.10	9,535
	Community Dev. Director	0.20	0.00	-
		0.99	0.73	\$ 101,862

**Cotati Community Redevelopment Agency
Low and Moderate Income Housing Fund
Budget Details (Continued)**

61025	Other Contract Services Housing Element Update Sonoma County Community Development Commission	\$ 75,000 600 <u>75,600</u>
61076	Contributions Rebuilding Together Cotati / Rohnert Park Program - Projects Determine if Use of Low / Mod Funds Appropriate	<u>\$ -</u>
71081	Equipment	<u>\$ -</u>
71082	Capital Improvements U005 - E. Cotati Avenue / Charles Street Pedestrian Crossing and ADA Ramps	<u>\$ 19,228</u>
42259	Operating Transfer In	<u>\$ 80,573</u>
61085	Operating Transfers Out CCRA Debt Service - 2004 Tax Allocation Refunding Bonds 15.7% General Fund - Government Buildings Lease Agreement	65,389 6,824 <u>\$ 72,213</u>

**Cotati Community Redevelopment Agency Debt Service Fund
2008-2009 Adopted Budget**

Fund 33, Department 900		2007-2008			2008-2009	
Acct	Description	2006-2007 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
42192	Revenues: Investment Earnings	\$ 37,757	\$ 40,000	\$ 26,772	\$ 30,000	\$ 30,000
	Total Revenues	37,757	40,000	26,772	30,000	30,000
61090	Expenses: Banking Fees	1,618	1,600	1,616	1,650	1,650
		1,618	1,600	1,616	1,650	1,650
61095	Debt Service: Principal	210,000	240,000	240,000	250,000	250,000
61096	Interest	574,195	568,490	568,490	561,207	561,207
	Total Expenditures	785,813	810,090	810,106	812,857	812,857
42259	Other Sources (Uses): Operating Transfers In	784,196	808,490	808,488	811,206	811,206
61085	Operating Transfers Out	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
	Beginning Fund Balance, July 1	1,023,712	1,058,453	1,058,453	1,082,206	1,082,206
	Ending Fund Balance, June 30	\$ 1,058,453	\$ 1,095,453	\$ 1,082,206	\$ 1,109,156	\$ 1,109,156

Budget Details

Amount

6109X	Debt Service The CCRA Debt Service Service Schedule is Provided in Section H.	
42259	Operating Transfers In 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)	65,389 394,714 351,103 <u>\$ 811,206</u>
61085	Operating Transfers Out General Fund - Administration	\$ 1,400

CITY OF COTATI

Section G

SALARIES AND BENEFITS

**Salaries and Benefits By Position
City of Cotati - Fiscal Year 2008-2009**

Position	Annual Earnings	Deferred Comp.	Retirement & Medicare	Health Insurances	Life & Disability	Other	Total Salaries & Benefits
Councilmember	\$ 3,600	\$ -	\$ 52	\$ 14,949	\$ 216	\$ 43	\$ 18,860
Councilmember	3,600	-	52	1,572	216	43	5,483
Councilmember	3,600	-	52	4,068	216	43	7,979
Councilmember	3,600	-	52	5,203	216	43	9,114
Councilmember	3,600	-	52	-	90	-	3,742
Ex-Councilmember	-	-	-	12,523	-	-	12,523
Ex-Councilmember	-	-	-	624	-	-	624
Ex-Councilmember	-	-	-	6,179	-	-	6,179
Ex-Councilmember	-	-	-	624	-	-	624
	18,000	-	261	45,742	953	172	65,127
City Manager	140,100	4,095	27,505	14,949	5,387	43	192,079
Assistant to the City Manager	106,068	3,182	21,373	14,949	4,147	43	149,763
Deputy City Clerk	62,087	1,242	12,510	10,474	2,526	43	88,882
Administrative Clerk	19,469	389	3,923	1,951	734	32	26,496
Vacant Administrative Clerk	-	-	-	-	-	-	-
	327,724	8,908	65,311	42,323	12,794	161	457,221
Director of Administrative Services	122,008	3,588	24,101	5,052	4,709	43	159,500
Accountant	31,969	-	464	-	987	-	33,420
Accounting Specialist	63,648	1,273	12,825	15,024	2,539	43	95,351
Account Clerk II	56,077	1,122	11,300	9,840	2,297	43	80,678
	273,702	5,983	48,689	29,916	10,531	129	368,950
Director of Community Development	-	-	-	-	-	-	-
Senior Planner	-	-	-	-	-	-	-
Associate Planner	46,528	931	9,375	-	1,653	43	58,530
Interim Building Official	51,479	-	746	-	1,526	-	53,751
Assistant Planner	55,896	1,118	11,224	10,474	2,295	43	81,050
Code Enforcement Officer	-	-	-	-	-	-	-
Permit Technician	25,318	506	5,102	2,341	869	43	34,180
Administrative Secretary	55,038	1,101	11,082	16,896	2,198	43	86,358
	234,259	3,656	37,530	29,711	8,542	172	313,869
Director of Public Works	104,798	3,072	20,633	14,949	4,117	43	147,612
Public Works Superintendent	-	-	-	-	-	-	-
Field Maintenance Supervisor	83,323	1,660	16,785	14,949	3,328	43	120,088
Engineering Technician	50,017	1,000	10,078	12,520	2,016	36	75,667
Maintenance Worker II	70,174	1,397	14,136	14,949	2,770	43	103,469
Maintenance Worker II	64,407	1,282	12,973	14,949	2,543	43	96,196
Maintenance Worker II	66,329	1,320	13,361	4,068	2,648	43	87,769
Maintenance Worker II	66,329	1,320	13,361	15,024	2,648	43	98,725
Maintenance Worker I	-	-	-	-	-	-	-
	505,377	11,052	101,327	91,408	20,070	294	729,527
Police Chief	139,129	3,952	64,936	10,474	4,488	43	223,022
Police Lieutenant	-	-	-	-	-	-	-
Police Sergeant	97,014	2,600	46,544	14,949	3,232	43	164,383
Police Sergeant	97,135	2,603	46,597	14,949	3,232	43	164,559
Police Sergeant	97,014	2,600	46,550	14,949	3,232	43	164,389
Police Sergeant	90,005	2,524	45,235	14,949	3,052	43	155,809
Support Services Supervisor	74,426	2,213	14,739	5,484	2,604	43	99,509
Police Officer	83,298	-	41,099	10,474	2,873	43	137,786
Police Officer	77,727	-	39,080	14,940	2,693	43	134,464
Police Officer	77,727	-	39,080	14,940	2,693	43	134,484
Police Officer	77,727	-	39,111	3,744	2,693	43	123,318
Police Officer	70,573	-	35,568	15,024	2,424	43	123,633
Police Officer	85,383	-	41,243	15,024	2,873	43	144,566
Police Officer	70,871	-	35,485	9,744	2,514	43	118,656
Police Officer	-	-	-	-	-	-	-
Police Officer	-	-	-	-	-	-	-
Community Services Officer	64,937	1,283	13,073	5,052	2,334	43	86,723
Dispatcher / Clerk	31,106	582	6,239	1,872	1,122	21	40,942
Dispatcher / Clerk	62,212	1,163	12,477	9,996	2,245	43	88,136
Dispatcher / Clerk	62,212	1,163	12,477	14,949	2,245	43	93,090
Dispatcher / Clerk	56,719	1,060	11,375	5,203	2,065	43	76,465
Dispatcher / Clerk	55,824	1,043	11,195	14,940	2,065	43	85,111
Dispatcher / Clerk	30,831	582	6,187	-	897	43	38,540
Dispatcher / Clerk	28,784	543	5,776	5,237	1,014	43	41,398
Police Services Aid	20,037	391	3,747	-	772	43	24,991
Reserve Officer	-	-	-	-	-	-	-
	1,550,695	24,303	617,815	216,893	53,364	924	2,463,993
Recreation Manager	44,670	1,276	9,001	10,913	1,617	43	67,519
Recreation Assistant	-	-	-	-	-	-	-
Recreation Intern	13,517	-	196	-	359	-	14,072
	58,187	1,276	9,197	10,913	1,976	43	81,592
Total Salaries and Benefits	\$ 2,967,944	\$ 55,177	\$ 880,129	\$ 466,906	\$ 108,230	\$ 1,894	\$ 4,480,280

**Position Allocated by Department
City of Cotati - Fiscal Year 2008-09**

Position	Home Dept	Council 300	City Mgr 301	Admin Svcs 303	Comm Dev 400	Eng 402	Streets 403	Gov't Bldg 406
City Council								
Councilmembers	300	5.00						
Total City Council		5.00	0.00	0.00	0.00		0.00	0.00
City Manager								
City Manager	301		0.35					
Asst. City Manager/Acting CM	301							
Assistant to the City Manager	301		0.35					
Deputy City Clerk	301		0.53					
Administrative Analyst	301							
Administrative Clerk	301		0.20					
Vacant Administrative Clerk	301		-			0.00	0.00	0.00
Total City Manager		0.00	1.43	0.00	0.00	0.00	0.00	0.00
Administrative Services								
Director of Administrative Services	303			0.25				
Accountant	303	-	-	0.21	-		-	-
Accounting Specialist	303	-	-	0.25	-		-	-
Account Clerk II	303	-	-	0.10	-		-	-
Total Administrative Svcs		0.00	0.00	0.81	0.00		0.00	0.00
Community Development								
Director of Comm. Development	400				-			
Director of Planning	400							
Interim Dir. Bldg & Safety	400							
Senior Planner	400							
Interim Building Official	400				0.45			
Associate Planner	400	-	-	-	0.40		-	-
Assistant Planner	400	-	-	-	0.70		-	-
Administrative Secretary	400	-	-	-	0.70		-	-
Permit Technician	400	-	-	-	0.41		-	-
Code Enforcement Officer	400							0.00
Total Community Development		0.00	0.00	0.00	2.66		0.00	0.00
Public Works								
Director of Public Works	403					0.15	0.15	0.05
Public Works Superintendent	403						-	-
Field Maintenance Supervisor	403						0.28	0.08
Engineering Technician	403							
Maintenance Worker II - Dane	403						0.32	0.20
Maintenance Worker II - Ralph	403						0.17	0.12
Maintenance Worker II - Scott	403						0.18	0.11
Maintenance Worker II - Suzie	403						0.29	0.17
Maintenance Worker I - Vacant	403							
Total Public Works		0.00	0.00	0.00	0.00	0.15	1.39	0.73
Police Department								
Police Chief	500	-	-	-	-		-	-
Police Lieutenant	500							
Police Sergeant	500	-	-	-	-		-	-
Support Services Supervisor	500	-	-	-	-		-	-
Police Officer	500							
Community Services Officer	500	-	-	-	-		-	-
Dispatcher / Clerk	500	-	-	-	-		-	-
Police Services Aid	500							
Reserve Officers	500	-	-	-	-		-	-
Total Police		0.00	0.00	0.00	0.00		0.00	0.00
Recreation Department								
Recreation Manager	602	-	-	-	-		-	-
Recreation Assistant	602							
Recreation Intern	602	-	-	-	-		-	-
Total Recreation		0.00	0.00	0.00	0.00		0.00	0.00
Total Authorized Positions		5.00	1.43	0.81	2.66	0.15	1.39	0.73

**Position Allocated by Department
City of Cotati - Fiscal Year 2008-09**

Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	FY 2007-08	FY 2008-09
							5.00	5.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00
			0.15	0.15	0.15	0.20	-	1.00
							1.00	-
			0.15	0.15	0.15	0.20	-	1.00
			0.10	0.10	0.27		1.00	1.00
							1.00	-
			0.08	0.08	0.13	0.03	1.00	0.50
			-	-	-	-	-	-
0.00	0.00	0.00	0.48	0.48	0.70	0.43	4.00	3.50
			0.25	0.15	0.25	0.10	1.00	1.00
-	-	-	0.11	0.11	-	0.11	0.67	0.53
-	-	-	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	0.96	0.86	0.60	0.31	3.67	3.53
			-	-	-	-	-	-
							1.00	-
							1.00	-
							1.00	-
							-	0.45
-	-	-	-	-	0.20	-	1.00	0.60
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	0.02	0.02	-	-	1.00	0.45
							0.10	-
0.00	0.00	0.00	0.02	0.02	0.80	0.00	7.10	3.50
0.05			0.30	0.30			1.00	1.00
-			-	-			1.00	-
0.06			0.41	0.17			1.00	1.00
			0.50	0.50			-	1.00
0.13			0.23	0.12			1.00	1.00
0.23			0.32	0.16			1.00	1.00
0.08			0.42	0.21			1.00	1.00
0.39			0.10	0.05			1.00	1.00
							-	-
0.94	0.00	0.00	2.28	1.51	0.00	0.00	7.00	7.00
-	1.00	-	-	-	-	-	1.00	1.00
							-	-
-	4.00	-	-	-	-	-	4.00	4.00
-	1.00	-	-	-	-	-	1.00	1.00
	7.00						8.00	7.00
-	1.00	-	-	-	-	-	1.00	1.00
-	6.00	-	-	-	-	-	5.60	6.00
	0.60						0.55	0.60
-	4.00	-	-	-	-	-	3.00	4.00
0.00	24.60	0.00	0.00	0.00	0.00	0.00	24.15	24.60
-	-	0.73	-	-	-	-	0.80	0.73
							-	-
-	-	0.50	-	-	-	-	0.50	0.50
0.00	0.00	1.23	0.00	0.00	0.00	0.00	1.30	1.23
0.94	24.60	1.23	3.73	2.86	2.10	0.73	52.22	48.36

Less: Councilmembers 5 5
Reserve Officers 3 4
Full Time Equivalent Employees 44.22 39.36

**Allocated Position Costs by Department
City of Cotati - Fiscal Year 2008-09**

Position	Home Dept	Council 300	City Mgr 301	Admin Svcs 303	Planning 400	Eng 402	Streets 403
City Council							
Councilmembers	300	65,127	-	-	-	-	-
Total City Council		65,127	-	0.00	0.00		0.00
City Manager							
City Manager	301	-	67,228	-	-	-	-
Assistant to the City Manager	301	-	52,417	-	-	-	-
Deputy City Clerk	301	-	47,107	-	-	-	-
Administrative Clerk	301	-	10,599	-	-	-	-
Vacant Administrative Clerk	301	-	-	-	-	-	-
Total City Manager		-	177,351	-	-	-	-
Administrative Services							
Director of Finance	303	-	-	39,875	-	-	-
Accountant	303	-	-	13,368	-	-	-
Accounting Specialist	303	-	-	23,838	-	-	-
Account Clerk II	303	-	-	8,068	-	-	-
Total Administrative Svcs		-	-	85,149	-	-	-
Community Development							
Director of Comm Development	400	-	-	-	-	-	-
Senior Planner	400	-	-	-	-	-	-
Interim Building Official	400	-	-	-	53,751	-	-
Associate Planner	400	-	-	-	40,971	-	-
Assistant Planner	400	-	-	-	56,735	-	-
Code Enforcement Officer	400	-	-	-	-	-	-
Permit Technician	400	-	-	-	30,762	-	-
Administrative Secretary	400	-	-	-	60,450	-	-
Total Comm Development		-	-	-	242,670	-	-
Public Works							
Director of Public Works	403	-	-	-	-	22,142	22,142
Public Works Superintendent	403	-	-	-	-	-	-
Field Maintenance Supervisor	403	-	-	-	-	-	33,625
Engineering Technician	403	-	-	-	-	-	-
Maintenance Worker II	403	-	-	-	-	-	33,110
Maintenance Worker II	403	-	-	-	-	-	16,353
Maintenance Worker II	403	-	-	-	-	-	15,798
Maintenance Worker II	403	-	-	-	-	-	28,630
Maintenance Worker I	403	-	-	-	-	-	-
Total Public Works		-	-	-	-	22,142	149,659
Police Department							
Police Chief	500	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-
Police Services Aid	500	-	-	-	-	-	-
Reserve Officers	500	-	-	-	-	-	-
Total Police		-	-	-	-	-	-
Recreation Department							
Recreation Manager	602	-	-	-	-	-	-
Recreation Assistant	602	-	-	-	-	-	-
Recreation Intern	602	-	-	-	-	-	-
Total Recreation		-	-	-	-	-	-
Position Costs by Department		65,127	177,351	85,149	242,670	22,142	149,659

Allocated Position Costs by Department
 City of Cotati - Fiscal Year 2008-09

Gov't Bids 406	Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	Total
-	-	-	-	-	-	-	-	65,127
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65,127
-	-	-	-	28,812	28,812	28,812	38,416	192,079
-	-	-	-	22,464	22,464	22,464	29,953	149,763
-	-	-	-	8,888	8,888	23,998	-	88,882
-	-	-	-	3,975	3,975	6,624	1,325	26,498
-	-	-	-	-	-	-	-	-
-	-	-	-	64,139	64,139	81,899	69,693	457,221
-	-	-	-	39,875	23,925	39,875	15,950	159,500
-	-	-	-	6,684	6,684	-	6,684	33,420
-	-	-	-	19,070	19,070	23,838	9,535	95,351
-	-	-	-	32,271	32,271	8,068	-	80,678
-	-	-	-	97,901	81,950	71,781	32,169	368,950
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	53,751
-	-	-	-	-	-	17,559	-	58,530
-	-	-	-	-	-	24,315	-	81,050
-	-	-	-	-	-	-	-	-
-	-	-	-	1,709	1,709	-	-	34,180
-	-	-	-	-	-	25,907	-	86,358
-	-	-	-	1,709	1,709	67,782	-	313,869
7,381	7,381	-	-	44,284	44,284	-	-	147,612
-	-	-	-	-	-	-	-	-
9,607	7,205	-	-	49,236	20,415	-	-	120,088
-	-	-	-	37,834	37,834	-	-	75,667
20,694	13,451	-	-	23,798	12,416	-	-	103,469
11,544	22,125	-	-	30,783	15,391	-	-	96,196
9,655	7,022	-	-	36,863	18,432	-	-	87,769
16,783	38,503	-	-	9,873	4,936	-	-	98,725
-	-	-	-	-	-	-	-	-
75,663	95,686	-	-	232,670	153,708	-	-	729,527
-	-	223,022	-	-	-	-	-	223,022
-	-	-	-	-	-	-	-	-
-	-	649,139	-	-	-	-	-	649,139
-	-	99,509	-	-	-	-	-	99,509
-	-	916,927	-	-	-	-	-	916,927
-	-	86,723	-	-	-	-	-	86,723
-	-	463,682	-	-	-	-	-	463,682
-	-	24,991	-	-	-	-	-	24,991
-	-	-	-	-	-	-	-	-
-	-	2,463,993	-	-	-	-	-	2,463,993
-	-	-	67,519	-	-	-	-	67,519
-	-	-	-	-	-	-	-	-
-	-	-	14,072	-	-	-	-	14,072
-	-	-	81,592	-	-	-	-	81,592
75,663	95,686	2,463,993	81,592	396,418	301,506	221,461	101,862	4,480,280

Base Salary Schedule - Schedule "A"
Effective July 1, 2008

Position Title	Step A	Step B	Step C	Step D	Step E
Monthly					
Assistant City Manager	8,826	9,267	9,731	10,217	10,728
Chief of Police	8,286	8,700	9,135	9,592	10,072
Director of Administrative Services	7,961	8,359	8,777	9,216	9,677
Director of Community Development	7,961	8,359	8,777	9,216	9,677
Director of Public Works/City Engineer	7,961	8,359	8,777	9,216	9,677
Assistant to the City Manager	6,671	7,005	7,355	7,723	8,109
Police Sergeant	5,769	6,057	6,360	6,678	7,012
Senior Building Inspector	5,397	5,667	5,950	6,248	6,560
Associate Planner	5,317	5,583	5,862	6,155	6,463
Public Works Field Maintenance Supervisor	5,221	5,482	5,756	6,044	6,346
Police Officer	4,975	5,224	5,485	5,759	6,047
Recreation Manager	4,856	5,099	5,354	5,621	5,902
Deputy City Clerk	4,856	5,099	5,354	5,621	5,902
Support Services Supervisor	4,733	4,970	5,218	5,479	5,753
Building Inspector	4,544	4,771	5,010	5,260	5,523
Assistant Planner	4,436	4,658	4,891	5,135	5,392
Accountant	4,394	4,614	4,844	5,087	5,341
Maintenance Worker II	4,394	4,614	4,844	5,087	5,341
Community Services Officer	4,188	4,397	4,617	4,848	5,091
Accounting Specialist	4,117	4,323	4,539	4,766	5,004
Administrative Secretary	4,117	4,323	4,539	4,766	5,004
Engineering Technician	4,115	4,321	4,537	4,764	5,002
Police Dispatcher/Clerk	3,988	4,187	4,397	4,617	4,847
Permit Technician	3,857	4,050	4,252	4,465	4,688
Account Clerk II	3,845	4,037	4,239	4,451	4,674
Maintenance Worker I	3,845	4,037	4,239	4,451	4,674
Planning Technician	3,665	3,848	4,041	4,243	4,455
Administrative Clerk	3,456	3,629	3,810	4,001	4,201
Account Clerk I	2,848	2,990	3,140	3,297	3,462
<i>Police Services Aid</i>	2,463	2,586	2,715	2,851	2,994

Hourly Equivalent *					
Assistant City Manager	50.92	53.47	56.14	58.95	61.89
Chief of Police	47.80	50.20	52.70	55.34	58.11
Director of Finance	45.93	48.23	50.64	53.17	55.83
Director of Planning	45.93	48.23	50.64	53.17	55.83
Director of Public Works/City Engineer	45.93	48.23	50.64	53.17	55.83
Assistant to the City Manager	38.49	40.41	42.43	44.55	46.78
Police Sergeant	33.28	34.95	36.69	38.53	40.46
Associate Planner	30.68	32.21	33.82	35.51	37.29
Public Works Field Maintenance Supervisor	30.12	31.63	33.21	34.87	36.61
Senior Building Inspector	31.14	32.69	34.33	36.05	37.85
Police Officer	28.70	30.14	31.64	33.23	34.89
Recreation Manager	28.02	29.42	30.89	32.43	34.05
Deputy City Clerk	28.02	29.42	30.89	32.43	34.05
Support Services Supervisor	27.31	28.67	30.11	31.61	33.19
Building Inspector	26.22	27.53	28.90	30.35	31.87
Assistant Planner	25.59	26.87	28.22	29.63	31.11
Accountant	25.35	26.62	27.95	29.35	30.81
Maintenance Worker II	25.35	26.62	27.95	29.35	30.81
Community Services Officer	24.16	25.37	26.64	27.97	29.37
Accounting Specialist	23.75	24.94	26.19	27.50	28.87
Administrative Secretary	23.75	24.94	26.19	27.50	28.87
Associate Engineer	23.74	24.93	26.17	27.48	28.86
Police Dispatcher/Clerk	23.01	24.16	25.37	26.63	27.97
Permit Technician	22.25	23.36	24.53	25.76	27.05
Account Clerk II	22.18	23.29	24.46	25.68	26.96
Maintenance Worker I	22.18	23.29	24.46	25.68	26.96
Planning Technician	21.14	22.20	23.31	24.48	25.70
Administrative Clerk	19.94	20.94	21.98	23.08	24.24
Account Clerk I	16.43	17.25	18.12	19.02	19.97
<i>Police Services Aid</i>	14.21	14.92	15.67	16.45	17.27

* 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.

Lieutenant position not currently authorized

Italicized positions are part-time, hourly.

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 14 employees receiving longevity pay in 2008-09 with a total projected cost of \$58,008.

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 2008-09 cost is \$71,055.

Uniform / Shoe Allowance – Police receive stipends to be used to purchase and maintain required equipment for their duties. Public Works personnel receive a stipend to launder their own uniforms. City of Cotati purchases Public Works Uniforms and Steel-Toed Boots. Uniform / Shoe allowances for 2008-09 are projected to be \$15,600.

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 5 employees receiving P.O.S.T. Incentive Pay. Total projected 2008-09 cost is \$24,927.

Special Assignment Pay - The Cotati Police Department has three special assignment paid positions: Detective, Traffic Officer 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 Traffic Officer is compensated by an additional 5 percent over their current salary step. The projected combined 2008-09 cost for special assignment pay is \$8,531.

Overtime Pay - Overtime is paid to all Personnel with the approval of their department head. Overtime is required because of emergency call backs, training and court appearances. The projected 2008-09 overtime cost is \$58,100.

Deferred Compensation - The City contributes 2 percent for non-management and 3 percent for management 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 2008-09 cost for deferred compensation is \$56,089.

PERS - The City has 47 employees in the State of California PERS retirement program. They are divided into two groups: Miscellaneous (2.7% @ 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	18.246%	8.00%
Safety	41.149%	9.00%

The PERS rates are multiplied by the employees' salaries to calculate the amount to be contributed. The Miscellaneous Employees have a payroll deduction of 7.546% which represents the difference for the increased benefit to 2.7% @ 55 Plan. Projected 2008-09 costs are as follows:

Miscellaneous	\$341,695
Miscellaneous Employee Paid	\$137,984
Safety	<u>\$508,258</u>
Total	<u>\$987,937</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 48 employees participating in Medicare and the projected 2008-09 cost is \$39,738.

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 Vision Service Plan. The projected cost of health insurance for 2008-09 is as follows:

Medical insurance	\$414,204
Dental insurance	53,736
Vision insurance	<u>3,992</u>
	<u>\$471,932</u>

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

Life and Disability Insurances – The City offers its' employees life insurance and short-term and long-term disability insurance, at a projected cost for 2008-09 of \$20,075.

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 2008-09 is \$89,745.

Unemployment Insurance - This cost is paid on an occurrence basis. There are currently no costs projected for the 2008-09 fiscal year.

Employee Assistance Program – The City also offers independent counseling services for employees in times of need. The 2008-09 projected cost of this program is \$1,933.

CITY OF COTATI

Section H

FINANCIAL AND STATISTICAL SCHEDULES

Capital Improvement Program - Capital Outlay by Fund
FY 08-09

Fund	CIP#	Description	Funding Source	Projected FY 2008-2009 Expenditures (Continuing Projects)	Pre-Construction		Estimated Construction FY	Budget Total
					Construction	Construction		
001	C020	Lighting Retrofits for Government Buildings	General Fund, Grant, Loans	\$ -	\$ -	\$ -	\$ 16,600	\$ 16,600
Total General Fund								
003	T038	ADA Ramps and Sidewalk Improvements	Grant	45,894	-	45,894	08-09	45,894
Total CDBG Fund								
024	U003	East Cotati Avenue Pedestrian Crossing, Bike Path and Extension	Developer Contributions, Bond Proceeds	-	-	128,137	08-09	128,137
Total Park in-Lieu Fund								
013	Z045	Wells 1A and 3 Filter Replacement	Charges for Service	-	-	120,000	08-09	120,000
013	Z028	Low Water Use Demonstration Garden	Connection Fees	100,000	20,000	80,000	08-09	100,000
013	Z046	Weel 2 and 3 Retrofit	Charges for Service	-	-	65,000	08-09	65,000
013	Z047	Well / Tank Radio Telemetry	Charges for Service	-	-	25,000	08-09	25,000
013	Z021	Sensus Meter - Annual Replacements	Charges for Service	25,000	-	25,000	08-09	25,000
013	Z034	Utility Base Map Updates	Charges for Service	-	25,000	n/a	08-09	25,000
013	Z014	Cypress Tank	Connection Fees	25,000	-	n/a	08-09	25,000
013	Z008	Water System Master Plan Update	Charges for Service	-	75,000	-	08-09	75,000
013	Z048	Engineering Standards Revision	Charges for Service	-	10,000	-	08-09	10,000
013	Z049	Well 1A Filter Root Repair	Charges for Service	-	-	5,000	08-09	5,000
013	Z050	West Sierra Tank Inspection / Repair	Charges for Service	-	-	5,000	08-09	5,000
Total Water Capital Fund								
019	X013	Sewer Master Plan Update	Charges for Service	-	75,000	-	08-09	75,000
019	X027	Sewer Flow Monitoring Stations (5)	Charges for Service	-	-	75,000	08-09	75,000
019	X028	Pump Station Retrofit	Charges for Service	-	-	35,000	08-09	35,000
019	X029	Lift Station Telemetry	Charges for Service	-	-	25,000	08-09	25,000
019	X014	Utility Base Mapping	Charges for Service	-	25,000	-	08-09	25,000
019	X030	Manhole / Lateral Improvements	Charges for Service	-	-	25,000	08-09	25,000
019	X031	Engineering Standards Revisions	Charges for Service	-	10,000	-	08-09	10,000
Total Sewer Capital Fund								
036	R003	East Cotati Improvements	Tax Increment	-	-	1,352,805	08-09	1,352,805
036	U003	East Cotati Avenue Pedestrian Crossing, Bike Path and Extension	Developer Contributions, Bond Proceeds	-	-	69,495	08-09	69,495
Total CCRA TABs Fund								
037	U005	E. Cotati Avenue / Charles Street Pedestrian Crossing and ADA Ramps	Redevelopment Tax Increment Low/Mod Housing Set Aside	19,228	-	19,228	08-09	19,228
Total CCRA Low/Mod Housing Fund								
Grand Total				\$ 215,122	\$ 265,000	\$ 2,117,159		\$ 2,382,159

Capital Improvement Program - Capital Outlay by Project
 FY 08-09

Project	Description	Budget Amount by Funding Source					Total
		General Fund	Governmental Funds	Enterprise Funds	Redevelopment Funds	Other	
C020	Lighting Retrofits for Government Buildings	\$ 16,600				\$	16,600
R003	East Cotati Improvements				1,352,805		1,352,805
T038	ADA Ramps and Sidewalk Improvements		45,894				45,894
U003	East Cotati Avenue Pedestrian Crossing, Bike Path and Extension		128,137		69,495		197,632
U005	E. Cotati Avenue / Charles Street Pedestrian Crossing and ADA Ramps				19,228		19,228
X013	Sewer Master Plan Update			75,000			75,000
X014	Utility Base Mapping			75,000			75,000
X027	Sewer Flow Monitoring Stations (5)			35,000			35,000
X028	Pump Station Retrofit			25,000			25,000
X029	Lift Station Telemetry			25,000			25,000
X030	Manhole / Lateral Improvements			25,000			25,000
X031	Engineering Standards Revisions			10,000			10,000
Z008	Water System Master Plan Update			120,000			120,000
Z047	Well / Tank Radio Telemetry			100,000			100,000
Z021	Sensus Meter - Annual Replacements			65,000			65,000
Z034	Utility Base Map Updates			25,000			25,000
Z014	Cypress Tank			25,000			25,000
Z028	Low Water Use Demonstration Garden			25,000			25,000
Z045	Wells 1A and 3 Filter Replacement			25,000			25,000
Z046	Well 2 and 3 Retrofit			75,000			75,000
Z048	Engineering Standards Revision			10,000			10,000
Z049	Well 1A Filter Root Repair			5,000			5,000
Z050	West Sierra Tank Inspection / Repair			5,000			5,000
		\$ 16,600	\$ 174,031	\$ 750,000	\$ 1,441,528	\$	2,382,159

FY 2008-09 Equipment Purchase by fund

Fund	Dept	Description	Cost	Proposed 2008-2009 Equipment
Total General Fund				
013	0700	Data Sondes	6,000	
013	0700	Irrigation Controllers	2,000	
013	0700	Concrete Saw and Vacuum	1,500	
013	0700	Workstation - GIS	1,250	
013	0700	Handheld GPS	1,000	
Total Water Capital Fund				11,750
019	0800	Concrete Saw and Vacuum	1,500	
019	0800	Workstation - GIS	1,250	
019	0800	Handheld GPS	1,000	
Total Sewer Capital Fund				3,750
050	0100	Video Systems - Digital In-Car	20,800	
050	0100	Car Port - Communications Van	3,000	
Total Sewer Capital Fund				23,800
Grand Total				39,300

FY 2008-09 Equipment Purchase, by item

Budget Amount by Funding Source

Description	Budget Amount by Funding Source				Total
	General Fund	Other Funds	Enterprise Funds	Redevelopment Funds	
Data Sondes	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
Irrigation Controllers	-	-	2,000	-	2,000
Concrete Saw and Vacuum	-	-	3,000	-	3,000
Workstation - GIS	-	-	2,500	-	2,500
Handheld GPS	-	-	2,000	-	2,000
Video Systems - Digital In-Car	-	20,800	-	-	20,800
Car Port - Communications Van	-	3,000	-	-	3,000
Total by Funding Source	\$ -	\$ 23,800	\$ 15,500	\$ -	\$ 39,300

**Schedule of Operating Transfers
Fiscal Year 2008-2009**

<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>	
01 General Fund						
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	982			
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	128,305			
02 Grants Fund - SCWA Funding	Storm Sewer projects	403	-			
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	-			
09 Public Safety Fund	Information systems/Overtime	500	-			
			<u>251,624</u>			
Operating Transfers Out						
08 CEC Fund	Community services support			305	(1,000)	
201 Maint Assmnt Districts Fund	Subsidy			305	(9,349)	
202 K-9 (Police) Program Fund	Subsidy			305	-	
206 Citizen Volunteer Program	Subsidy			305	(3,150)	
					<u>(13,499)</u>	
02 Grants Fund						
Operating Transfer Out						
036 CCRA TABS Fund		0900			<u>-</u>	
06 Solid Waste Reduction Fund						
Operating Transfer Out						
008 Community and Environment Comm Earth Day		403			<u>-</u>	
					<u>-</u>	
08 Community and Environment Commission Fund						
Operating Transfer In						
01 General Fund	Event Expenses	100	1,000			
006 Solid Waste Reduction Fund	Earth Day	100	-			
			<u>1,000</u>			
09 Public Safety Fund						
Operating Transfer Out						
01 General Fund	Information systems			100	-	
01 General Fund	Overtime			100	-	
					<u>-</u>	
21 Gas Taxes Fund						
Operating Transfer Out						
01 General Fund	Streets maintenance			100	(128,305)	
23 Parks and Recreation Development Fund						
Operating Transfer Out						
01 General Fund	Park maintenance			408	-	
					<u>-</u>	
201 Maintenance Assessment Districts Fund						
Operating Transfers In						
01 General Fund	Subsidy				<u>9,349</u>	

**Schedule of Operating Transfers
Fiscal Year 2008-2009**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	Operating Transfers	
			<u>In</u> <u>Acct 42259</u>	<u>Out</u> <u>Acct 61085</u>
201 Maintenance Assessment Districts Fund				
Operating Transfers Out				
01 General Fund	Administration			2011 (109)
01 General Fund	Administration			2012 (109)
01 General Fund	Administration			2013 (109)
01 General Fund	Administration			2014 (109)
01 General Fund	Administration			2015 (109)
01 General Fund	Administration			2016 (109)
01 General Fund	Administration			2017 (109)
01 General Fund	Administration			2019 (109)
01 General Fund	Administration			2020 (110)
				<u>(982)</u>
202 K9 Program Fund				
Operating transfers in				
01 General Fund	Subsidy	100	<u>-</u>	
206 Citizen Volunteer Program Fund				
Operating transfers in				
01 General Fund	Subsidy	100	<u>3,150</u>	
12 Water Operating Fund				
Operating Transfers in				
19 Water Capital Fund	Operating costs	700	<u>-</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 (8,420)
014 Recycled Water Line Fund	Allocation	700		700 (100,000)
				<u>(127,296)</u>
13 Water Capital Fund				
Operating Transfers Out				
012 Water Operating Fund	Operating costs	700		-
01 General Fund	Administration	301		700 (13,500)
				<u>(13,500)</u>
14 Recycled Water Line Fund				
Operating Transfers In				
013 Water Capital Fund	Establish Fund	700	<u>100,000</u>	
18 Sewer Operating Fund				
Operating Transfers In				
19 Sewer Capital Fund	Operating Costs	800	<u>-</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 (8,420)
				<u>(26,094)</u>
19 Sewer Capital Fund				
Operating Transfers Out				
01 General Fund	Administration			800 (27,000)
18 Sewer Operating Fund	Operating costs			800 -
				<u>(27,000)</u>
35 Cotati Community Redevelopment Agency Operating Fund				
Operating Transfer In				
34 CCRA Capital Projects Fund	Operating costs	900	<u>1,347,299</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 (394,714)
33 CCRA Debt Service Fund	Debt service - 2004 RefundingTABs			900 (351,103)
37 CCRA Debt Service Fund	Debt service - 2004 RefundingTABs			900 (80,573)
Total Operating Transfers Out				<u>(846,613)</u>

**Schedule of Operating Transfers
Fiscal Year 2008-2009**

<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>
34 Cotati Community Redevelopment Agency Capital Projects Fund					
Operating Transfers Out					
34 CCRA Tax Allocation Bond Fund	Intermodal Transit			900	-
35 CCRA Operating Fund	Operating costs			900	(1,347,299)
					<u>(1,347,299)</u>
36 Cotati Community Redevelopment Agency Tax Allocation Bond Fund					
Operating Transfers Out					
34 CCRA Tax Allocation Bond Fund	Intermodal Transit	900	-		
34 CCRA Tax Allocation Bond Fund	Intermodal Transit	900	-		
			<u>-</u>		
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund					
Operating Transfers In					
37 CCRA Operating Fund	ERAF Contribution Loan (50%, Repaid in Ten Year	900	80,573		
35 CCRA Operating Fund	Operating costs				
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund					
Operating Transfers Out					
034 CCRA Capital Projects Fund	2004 TABs			406	(65,389)
01 General Fund	Government buildings maintenance			406	(6,824)
					<u>(72,213)</u>
33 Cotati Redevelopment Agency Debt Service Fund					
Operating Transfers In					
35 CCRA Operating Fund	Debt service - 2001 TABs	900	394,714		
35 CCRA Operating Fund	Debt service - 2004 TABs	900	351,103		
037 CCRA Low/Mod Housing Fund	Debt service - Portion of 1993 TABs	900	65,389		
			<u>811,206</u>		
Operating Transfers Out					
01 General Fund	Administration			900	(1,400)
					<u>(1,400)</u>
			<u>\$ 2,604,201</u>		<u>\$(2,604,201)</u>

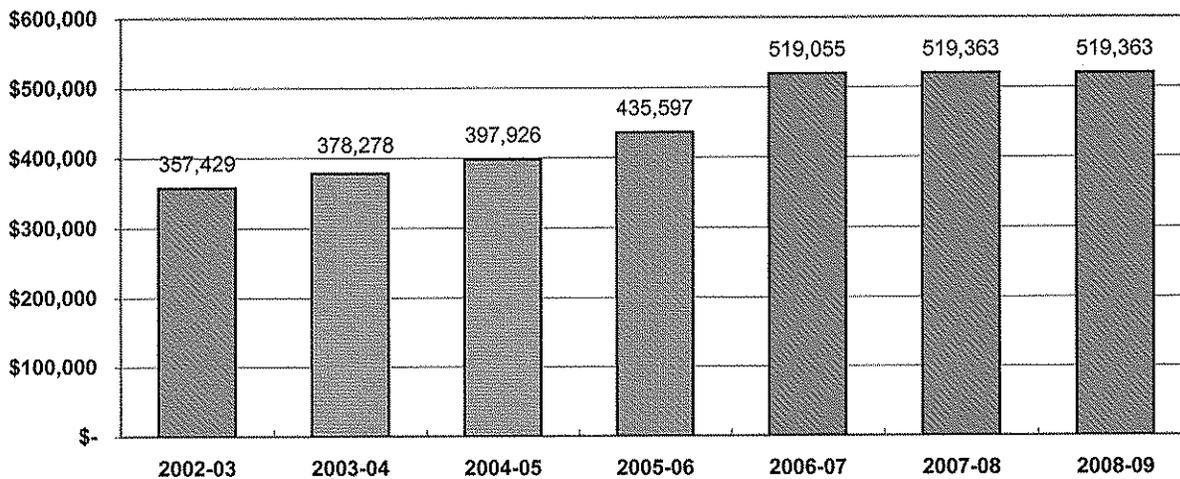
KEY REVENUE SOURCES AND BASIS FOR ESTIMATES

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 2008-09.

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 2008-09 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 2008-09 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.

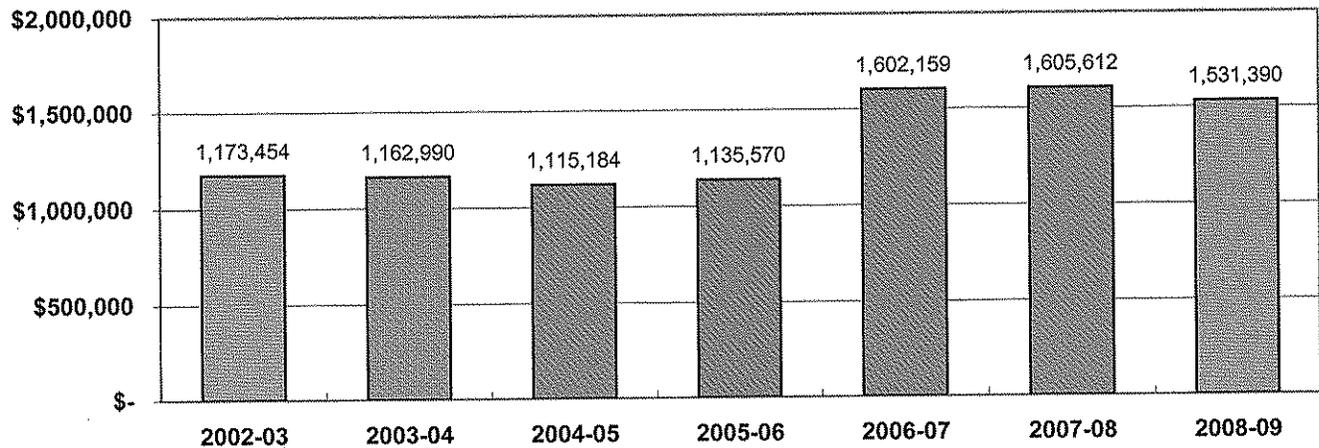
TRENDS

Property tax revenues for FY 2008-2009 are estimated to be \$519,363 which represents a 0 percent increase over the FY 2007-2008 amount. This zero growth estimate is based on the lack of recently completed projects in Cotati coupled with the County's recent reduction of assessed valuations for homes purchased in the height of the housing boom.

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

The City's property tax payments for Fiscal Year 2008-2009 continue to include revenues associated with the State of California's 'triple-flip'. On March 2, 2004, the voters approved a statewide ballot measure to issue \$15 billion in deficit reduction bonds. These bonds 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 during Fiscal Year 08-09 is Business / Industry. The uses for sales tax are unrestricted, but sales tax revenue must be received into the City's General Fund.

TRENDS

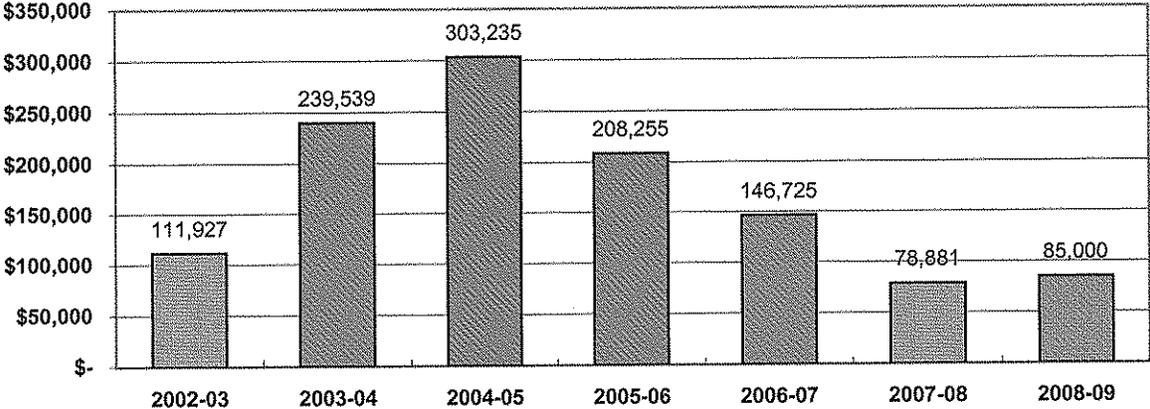
Sales tax revenues for FY 2008-2009 are an estimated \$1,531,390 which represents a 4.6 percent decrease from FY 2007-08. The estimated decrease is based on the continuing economic slowdown.

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



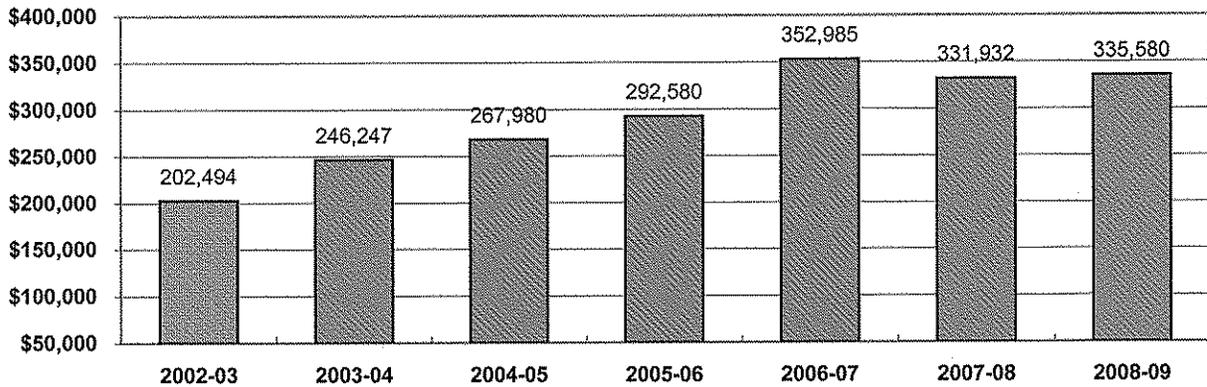
DESCRIPTION

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 2008-2009 is estimated at \$125,000 which represents an approximately 7.7 percent increase over FY 2007-08. The Sonoma County real estate market is showing some slight sign of recovery in the starter home market.

GENERAL FUND FRANCHISE FEES



DESCRIPTION

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

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

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

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

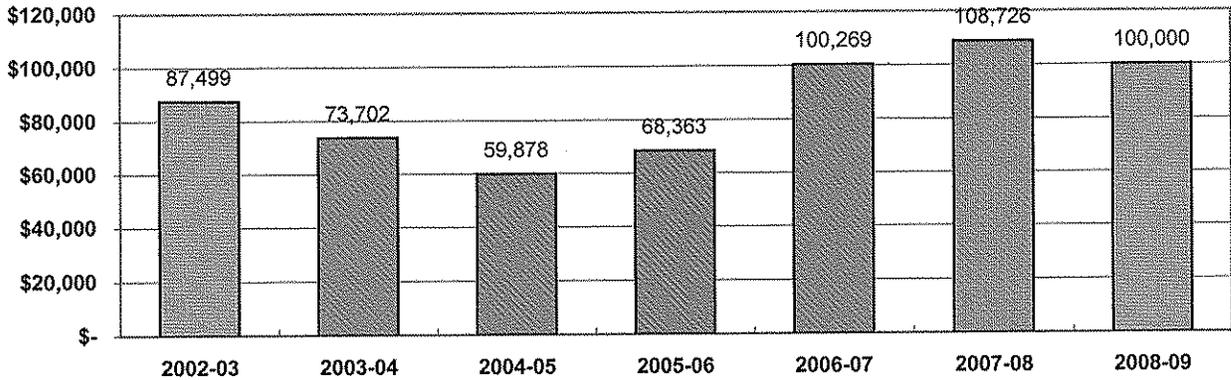
The garbage franchise is with Redwood Empire Disposal. Payments to the City increase to fourteen percent (from ten percent) of gross receipts. One percent of this amount is set aside for recycling programs, with the balance being unrestricted. Payments are received monthly.

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 2008-2009 are estimated to be \$335,580. There is an anticipated increase of slightly over 1% from the prior fiscal year. The garbage franchise revenue continues to track at a higher than typical level due to the additional charges assessed because of the current landfill situation.

GENERAL FUND FINES AND FORFEITURES



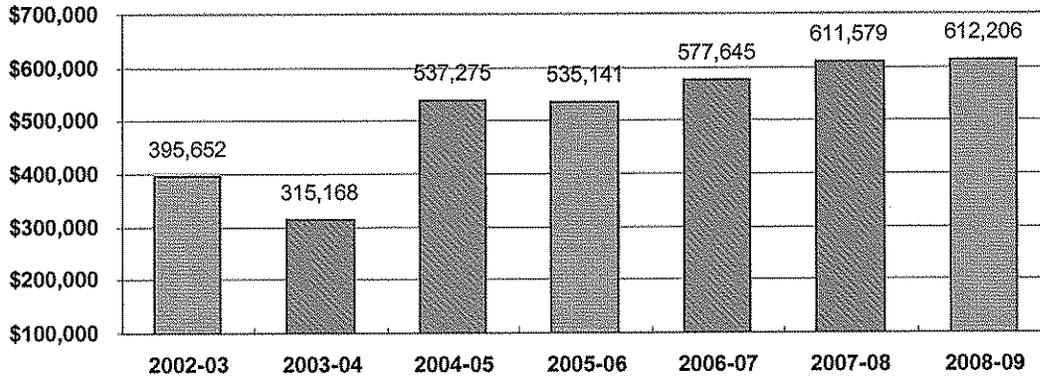
DESCRIPTION

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

TRENDS

Beginning July, 2003, Sonoma County began deducting collection costs incurred by the Court Collections Unit from the payments remitted to the City. Additionally, in October, 2003, the County started deducting AB 1759 Court Security fees also. A dedicated traffic officer position was created in FY 2005-2006 after a grant was received from the State of California Office of Traffic Safety. This position has resulted in significant increase in fines and forfeitures revenue.

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



DESCRIPTION

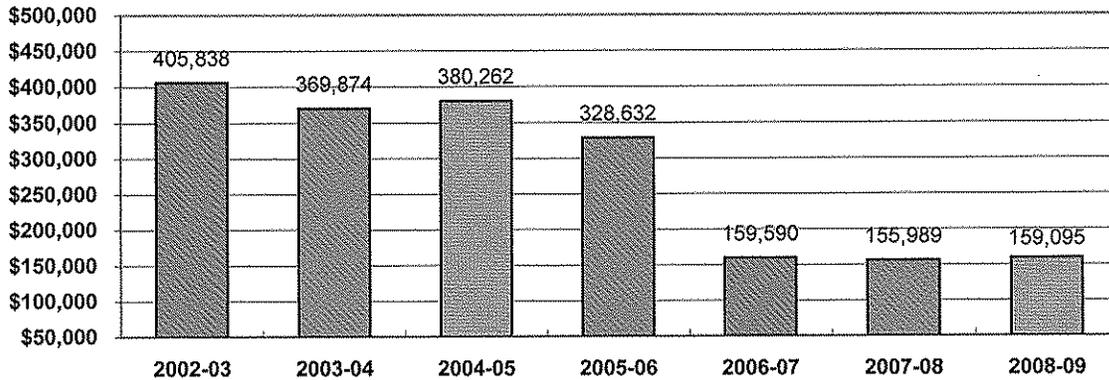
Motor vehicle license fees (VLF) are a special license fee equivalent to a percentage of the market value of motor vehicles. It is imposed annually by the state in lieu of local property taxes. Revenues derived from motor vehicle license fees are apportioned and distributed monthly. State Revenue and 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 was not anticipated that the City would receive the balance of these funds (\$116,581) until August 2006. Fortunately, the State released the 'VLF Backfill Gap' funds one year early, in August 2005. Going forward, with VLF Backfill-Property Tax Swap in place, the VLF backfill due to cities will be replaced with a like amount of property taxes. The City's FY 08-09 Budget will continue to maintain 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 2008-09 is estimated at \$612,206.

GENERAL FUND CHARGES FOR SERVICES



DESCRIPTION

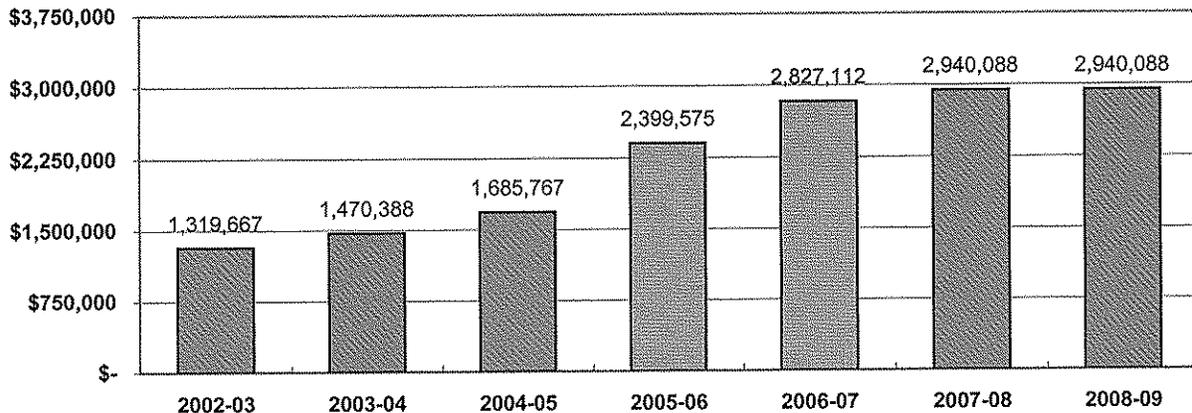
Charges for services are imposed upon users of certain services provided by the City. Generally, a service charge can be levied when the service is measurable and sold in marketable units and the user can be identified. The rationale is that certain services are primarily for the benefit of individuals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

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

TRENDS

Charges for services in FY 2008-09 are estimated to be \$ 159,095 that represents an approximately 2.0 percent increase compared to FY 2007-08. The City experienced a significant slowdown in construction projects last fiscal year and is anticipating the start of some large projects that are currently being reviewed through the Planning process.

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.

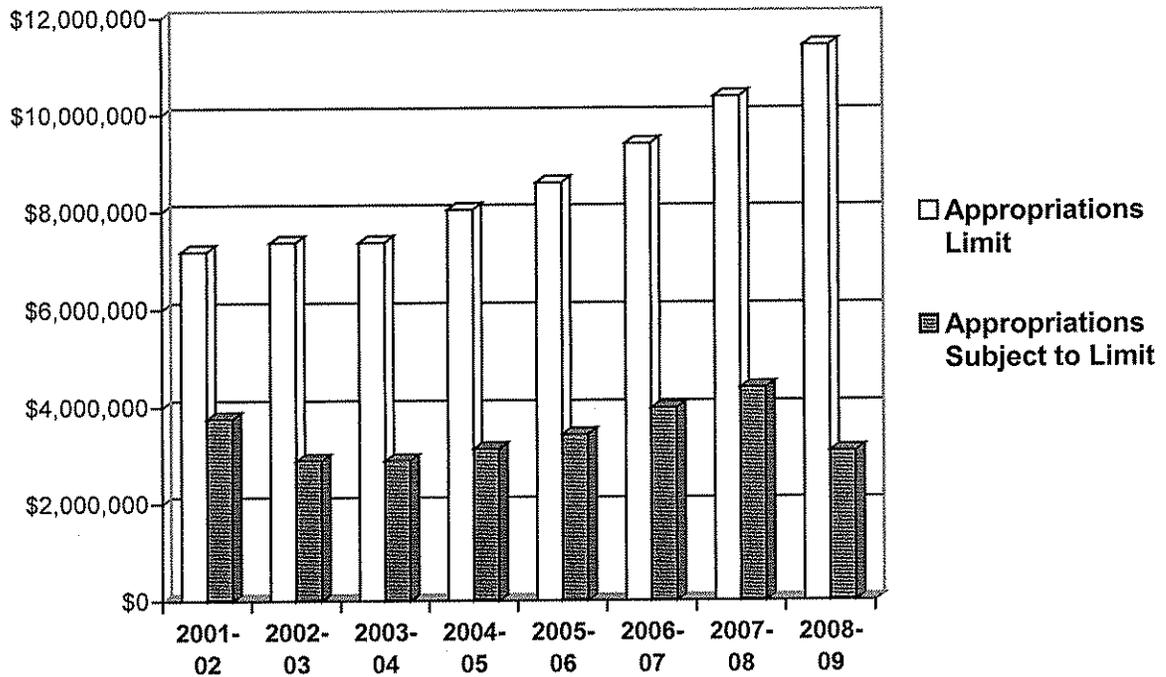
The Redevelopment Agency property taxes reflect the tax increments received in the Redevelopment Operating and the Redevelopment Low and Moderate-Income Housing Funds.

The revenues for FY 04-05 and FY 05-06 reflect the required ERAF contribution (approximately \$162,000 in each of the two years).

TRENDS

Property tax revenues for FY 2008-09 are estimated at \$2,940,088, which represents a 0 percent increase over the FY 2007-08 amount. The tax increment received from the County increased dramatically in FY 05-06 as the increase in property value from recent development made its way onto the tax roles. The projected zero growth is a result of the slowdown in new construction and the County's recent reduction in valuation for many properties.

Appropriations Limits City of Cotati



DESCRIPTION

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

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

TRENDS

The City has experienced growth in population which has enabled it to spend at levels below our appropriations limit. With the passage of Proposition 111, the gap between the appropriations limit and the revenues subject to limitation has widened. The budget year 2008-2009 appropriations limit is \$11,418,576, projected revenues subject to limitation are expected to be \$3,082,530.

**General Fund - Historical Analysis
Fiscal Years 2000-01 Through 2008-09**

	2000-01	2001-02	2002-03	2003-04	2004-2005
Revenues:					
Property Taxes	\$ 299,030	\$ 330,175	\$ 357,429	\$ 378,277	\$ 397,926
Property Taxes in Lieu of VLF					374,903
Sales Taxes	1,111,774	1,149,223	1,173,454	1,162,990	1,115,184
Sales Tax In-Lieu					261,126
Transfer Taxes	96,512	149,851	111,927	239,539	303,235
Business Licenses	59,331	50,710	65,600	71,001	75,876
Franchise Fees	191,716	193,523	202,494	246,246	267,980
Total Taxes	1,758,363	1,873,482	1,910,904	2,098,053	2,796,230
Licenses and Permits	34,235	16,130	25,860	15,276	16,749
Fines and Forfeitures	100,352	81,780	87,499	73,702	59,878
Investment Earnings	83,119	131,719	119,075	117,708	88,002
Rents and Concessions	31,567	18,018	21,665	21,758	18,034
Motor Vehicle In Lieu Fees	355,732	373,588	395,652	315,168	162,372
Fees for Services	383,500	284,677	405,838	369,874	380,262
Reimbursements / Other	92,072	104,500	72,882	123,875	133,757
Long Term Debt Proceeds	132,744	270,995	63,431	104,258	53,665
Total Revenues	2,971,684	3,154,889	3,102,806	3,239,672	3,708,949
Operating Transfers In	333,782	458,227	587,723	603,793	483,270
Total Current Sources	3,305,466	3,613,116	3,690,529	3,843,465	4,192,219
Current Expenditures:					
City Council	64,760	73,863	74,171	79,070	75,383
City Manager / City Clerk	123,745	167,629	134,719	176,593	198,850
Finance	86,304	80,952	68,452	74,389	80,481
Legal Services	78,066	73,483	80,852	112,685	158,753
Non-Departmental	135,794	235,421	187,741	114,720	1,373,121
Public Information Services	2,694	-	-	1,490	12,019
Community Development	211,222	230,674	256,313	211,419	396,799
Engineering	96,680	130,704	134,152	210,534	242,141
Public Works Administration	-	-	-	-	-
Streets	79,434	-	-	-	-
Government Buildings	190,775	256,910	221,371	332,673	337,685
Park Maintenance	96,630	123,889	111,888	105,681	98,666
Police	121,144	110,706	119,275	177,494	171,748
Cultural Arts	1,559,991	1,700,363	1,953,949	1,957,749	2,014,824
Recreation	16,748	26,247	12,274	8,311	10,553
Total Current Expenditures	2,864,137	3,218,734	3,371,310	3,581,888	5,203,361
Capital Outlay:					
City Council	15	203	-	89	-
City Manager / City Clerk	3,951	1,472	-	1,927	1,842
Finance	59	914	618	267	-
Non-Departmental	-	-	-	-	-
Public Information Services	23,611	-	-	-	-
Community Development	2,946	2,081	3,221	1,114	642
Public Works Administration	15	1,167	-	713	15,567
Streets	30	-	-	-	-
Government Buildings	10,888	25,486	45,582	76,277	67,836
Park Maintenance	6,924	1,213	3,705	90,884	2,098
Police	4,697	25,288	13,322	89	6,690
Cultural Arts	103,393	45,107	6,301	28,081	50,973
Recreation	3,610	-	-	-	-
Total Capital Outlay/Debt Svc	160,139	102,931	72,749	199,441	145,648
Beginning Fund Balance, July 1	1,273,615	1,554,805	1,846,256	2,092,726	3,409,682
Ending Fund Balance, June 30	\$ 1,554,805	\$ 1,846,256	\$ 2,092,726	\$ 2,154,862	\$ 2,252,892

Prior Year Fund Balance Adjustment, Park
Sale. Funds Transferred to 204 for Projects
GF Historical status 00_08.xls

**General Fund - Historical Analysis
Fiscal Years 2000-01 Through 2008-09**

	2005-2006	2006-2007	Estimated Year End 2007-2008	Adopted 2008-2009
Revenues:				
Property Taxes	\$ 435,597	\$ 519,055	\$ 519,363	\$ 519,363
Property Taxes in Lieu of VLF	490,146	532,042	575,206	575,206
Sales Taxes	1,135,570	1,602,159	1,605,612	1,531,390
Sales Tax In-Lieu	331,801	366,792	685,388	537,610
Transfer Taxes	208,255	146,725	78,881	85,000
Business Licenses	76,241	73,701	75,118	75,000
Franchise Fees	292,580	325,985	331,932	335,580
Total Taxes	2,970,190	3,566,459	3,871,500	3,659,149
Licenses and Permits	13,611	16,289	17,238	8,550
Fines and Forfeitures	68,363	100,269	108,726	100,000
Investment Earnings	66,797	55,763	22,712	15,000
Rents and Concessions	27,610	77,248	85,493	98,304
Motor Vehicle In Lieu Fees	44,995	45,603	36,373	37,000
Fees for Services	328,632	159,590	155,989	159,095
Reimbursements / Other	321,208	380,280	215,658	68,400
Long Term Debt Proceeds	2,745	267		
Total Revenues	3,844,151	4,401,768	4,513,689	4,145,498
Operating Transfers In	438,542	386,904	347,350	251,624
Total Current Sources	4,282,693	4,788,672	4,861,039	4,397,122
Current Expenditures:				
City Council	107,411	137,357	79,833	76,724
City Manager / City Clerk	202,241	215,207	246,786	230,783
Finance	90,370	108,244	122,463	110,749
Legal Services	160,285	237,151	163,991	113,000
Non-Departmental	284,074	288,265	255,746	232,392
Public Information Services	7,858	7,125	7,473	6,965
Community Development	239,984	501,767	451,134	342,460
	246,159			
Engineering		49,322	40,754	22,142
Public Works Administration			-	-
Streets	373,136	334,837	300,019	271,196
Government Buildings	116,788	133,361	147,107	132,540
Park Maintenance	208,587	228,655	240,458	226,007
Police	2,564,221	2,831,258	3,041,502	2,915,035
Cultural Arts	7,171	5,619	1,938	-
Recreation	71,490	76,908	104,352	111,432
Total Current Expenditures	4,679,775	5,155,076	5,203,556	4,791,425
Capital Outlay:				
City Council				
City Manager / City Clerk	2,295		9	
Finance	14,912	20,899	-	-
Non-Departmental	29,757	-	27	-
Public Information Services	-	-	-	-
Community Development	-	-	-	-
Public Works Administration				
Streets	26,740	3,672	1,000	-
Government Buildings	182	114	15,552	16,600
Park Maintenance	261	1,233	1,000	-
Police	115,330	76,027	46,620	11,178
Cultural Arts				
Recreation			28	
Debt Service:				
Police				
Total Capital Outlay/Debt Svc	189,477	101,945	64,236	27,778
Beginning Fund Balance, July 1	2,252,892	1,666,334	1,197,988	791,235
Ending Fund Balance, June 30	\$ 1,666,334	\$ 1,197,988	\$ 791,235	\$ 369,154

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

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	Current Trend	Long Range Trend
Revenues:								
Property Taxes	\$ 519,363	534,944	570,785	609,028	649,833	693,371	3.0%	6.7% 3
Property Tax in Lieu of VLF	575,206	592,462	639,859	691,048	746,332	806,038	3.0%	8.0%
Sales Taxes	1,531,390	1,531,390	1,638,587	1,753,288	1,876,019	2,007,340	0.0%	7.0% 3
Sales Taxes in Lieu (Triple Flip)	85,000	537,610	575,243	615,510	658,595	704,697	0.0%	7.0%
Transfer Taxes	85,000	85,000	87,550	90,177	92,882	95,668	0.0%	3.0%
Business Licenses	75,000	75,000	76,129	76,509	76,892	77,276	1.0%	0.5%
Franchise Fees	335,580	337,258	338,944	340,639	342,342	344,054	0.5%	0.5%
Total Taxes	3,659,149	3,694,414	3,927,097	4,176,199	4,442,894	4,728,445		
Licenses and Permits	8,550	8,636	8,722	8,809	8,897	8,986	1.0%	1.0%
Fines and Forfeitures	100,000	102,000	104,040	106,121	108,243	110,408	2.0%	2.0%
Investment Earnings	15,000	-	-	-	-	-	0.0%	0.0%
Rents and Concessions	98,304	98,304	98,304	98,304	98,304	98,304	0.0%	0.0%
Motor Vehicle in Lieu Fees	37,000	37,185	37,371	37,558	37,746	37,934	0.5%	0.5%
Charges for Services	159,095	159,095	159,095	159,095	159,095	159,095	0.0%	0.0%
Reimbursements	1,800	1,800	1,800	1,800	1,800	1,800	0.0%	0.0%
Other	66,600	100,000 2	100,500	101,003	101,508	102,015	0.5%	0.5%
Total Revenues	4,145,498	4,201,433	4,436,929	4,688,888	4,958,487	5,246,988		
Operating Transfers In	251,624	251,624	259,173	266,948	274,956	283,205	0.0%	3.0%
Total Current Sources	4,397,122	4,453,057	4,696,102	4,955,836	5,233,443	5,530,193		
Current Expenditures:								
City Council	76,724	77,491	78,266	79,049	79,839	80,638	1.0%	1.0%
City Manager / City Clerk	230,783	233,091	235,422	237,776	240,154	242,555	1.0%	1.0% 4
Administrative Services	110,749	111,856	112,975	114,105	115,246	116,398	1.0%	1.0% 4
Legal Services	113,000	114,130	115,271	116,424	117,588	118,764	1.0%	1.0%
Non-Departmental	232,392	234,716	237,063	239,434	241,828	244,246	1.0%	1.0%
Public Information Services	6,965	7,035	7,105	7,176	7,248	7,320	1.0%	1.0%
Community Development	342,460	345,885	349,343	352,837	356,365	359,929	1.0%	1.0% 7
Engineering	22,142	22,363	22,587	22,813	23,041	23,271	1.0%	1.0%
Streets	271,196	273,908	276,647	279,414	282,208	285,030	1.0%	1.0% 7
Government Buildings	132,540	133,865	135,204	136,556	137,922	139,301	1.0%	1.0% 7
Park Maintenance	226,007	228,267	230,550	232,855	235,184	237,536	1.0%	1.0% 7
Police	2,915,035	2,944,185	2,973,627	3,003,363	3,033,397	3,063,731	1.0%	1.0% 7
Cultural Arts	-	-	-	-	-	-	1.0%	1.0%
Recreation	111,432	112,546	112,546	112,546	112,546	112,546	1.0%	1.0% 7
Total Current Expenditures	4,791,425	4,839,339	4,886,607	4,934,348	4,982,566	5,031,266		
Net Sources less Uses	(394,303)	(386,282)	(190,505)	21,488	250,877	498,927		
Beginning Fund Balance, July 1	683,982 1	289,679	(96,603)	(287,108)	(265,620)	(14,743)		
Ending Fund Balance, June 30	\$ 289,679	\$ (96,603)	\$ (287,108)	\$ (265,620)	\$ (14,743)	\$ 484,183		
Capital Expenditures (Funding Committed)	11,178	5,810	5,810	5,810	8,019			
Capital Expenditures (Additional Proposed)	16,600	8,019	8,019	8,019	8,019			
Ending Fund Balance Including Capital Expenditures	\$ 261,901	\$ (135,559)	\$ (331,874)	\$ (310,386)	\$ (59,509)	\$ 439,417		
Fund Balance as Percentage of Expenditures	5.47%	-2.80%	-6.79%	-6.29%	-1.19%	8.73%		

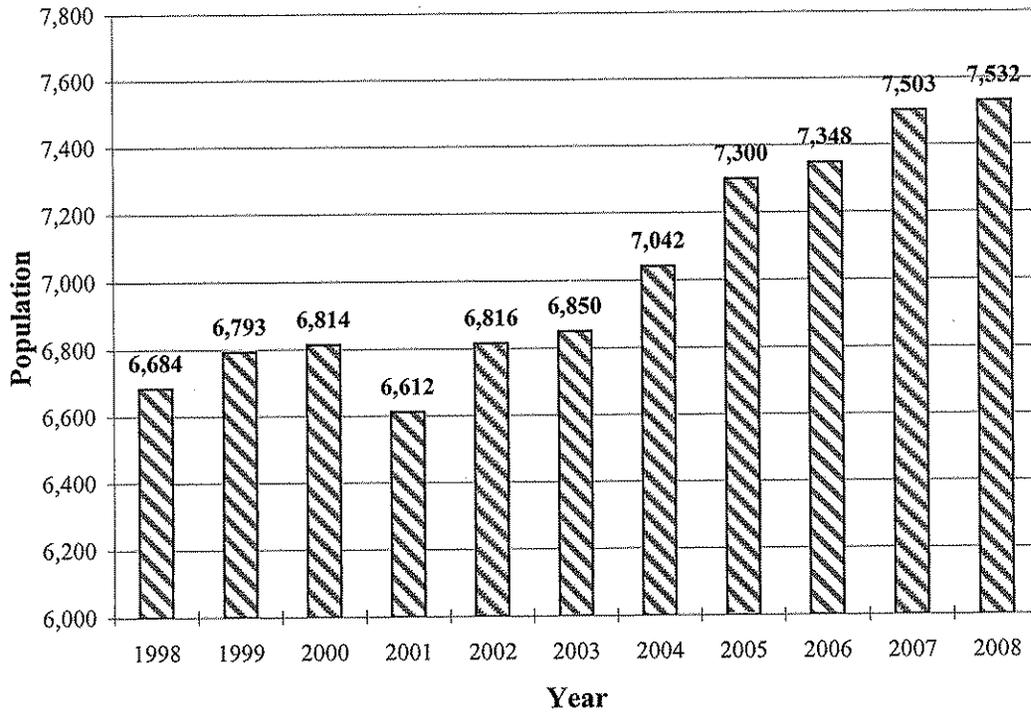
1 Reduced by Property Owner Contributions (\$107,253) for E. Cotati Avenue Storm Drain - Use of Funds Restricted
2 Reflects Average Annual Revenue
3 Based on Average Annual Percent Increase FY 98 - FY 06
4 Reflects No Changes in Salaries and Benefits After Current MOUs Expire

City of Cotati Community Redevelopment Agency Debt Service Schedule

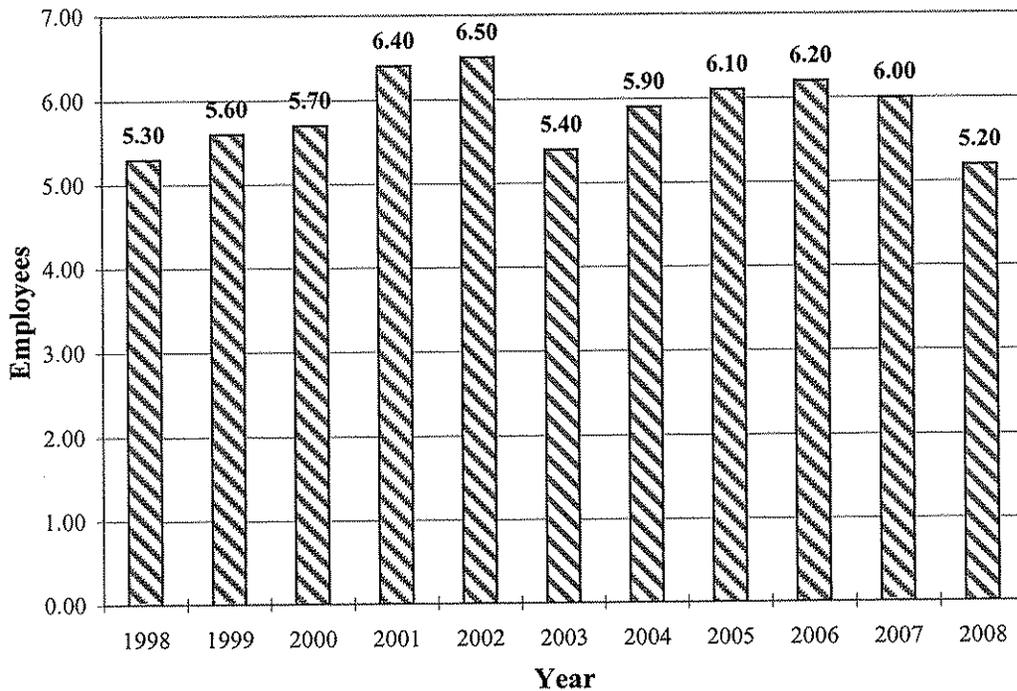
Tax Allocation Bonds, 2001 & 2004 Refunding

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
Total	\$ 8,199,946	\$ 4,086,376.72	\$ 6,960,000	\$ 5,610,000	\$ 24,856,323

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

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

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

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

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

GLOSSARY OF TERMS

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.

Fiscal Year

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

Fixed Assets

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

Fund

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

Fund Balance

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

GAAP

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

General Fund

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

Goal

A statement of broad direction, purpose, or intent.

Investment Earnings

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

Line Item Budget

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

Materials and Supplies

Expendable materials and operating supplies necessary to conduct departmental operations.

Modified Cash Basis

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

Operating Budget

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

Operating Transfers

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

Performance Measures (Objectives)

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

Program

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

Reserve

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

Reserve Draw Down

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

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 (Other Governmental Funds)

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

Subventions

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

Tax Allocation Bonds

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

Trust and Agency Funds

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

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. 08-43 AND CRA-204

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 2008 - 2009 PURSUANT TO ARTICLE XIII.B OF THE CALIFORNIA CONSTITUTION, AS AMENDED BY PROPOSITION 111

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati, that said appropriations limit for Fiscal Year 2008-09 shall be and is hereby set in the amount of \$11,418,576.

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 25th day of June, 2008, by the following vote, to wit:

GILARDI Yes
GUARDINO Yes
FOX Yes
MINNIS Yes
ORCHARD Yes

Approved: [Signature] Mayor

Attest: [Signature] Deputy City Clerk

RESOLUTION NO. 08-45 AND CRA 206

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 2008-09 BUDGET

WHEREAS, on July 2, 2008 the City Manager/Executive Director and Director of Administrative Services presented the Proposed Budget for Fiscal Year 2008-2009, including estimated revenues and recommended appropriations for operations, special programs, capital improvements and reserves; and

WHEREAS, the City Council/Redevelopment Agency Board of Directors had previously held two duly noticed study sessions on June 9, 2008 and June 17, 2008 and provided the opportunity for and received public comments on the 2008-2009 Proposed Budget; and

WHEREAS, adoption of a budget prior to the beginning of the new fiscal year is desirable 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 2008-2009 is hereby approved and adopted effective July 1, 2008.
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 Community Redevelopment Agency at a regular meeting held on the 2nd day of July, 2008 by the following vote, to wit:

GILARDI Yes
GUARDINO Yes
FOX Yes
MINNIS Yes
ORCHARD Yes

Approved: _____



Mayor/Chairperson

Attest: _____



Deputy City Clerk