



ADOPTED BUDGET

**Fiscal Year
2009-2010**

CITY OF COTATI

ADOPTED BUDGET

FISCAL YEAR 2009-2010

MEMBERS OF CITY COUNCIL

John Guardino, Mayor

Robert Coleman-Senghor, Vice Mayor

George Barich

Pat Gilardi

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

August 31, 2009

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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 2008-2009 position allocations for comparative purposes.

Capital Improvement Program (CIP)

The CIP schedule is presented by source of funds and by project. Budgeted CIP costs in 2008-2009 are also presented in the departmental or fund budgets.

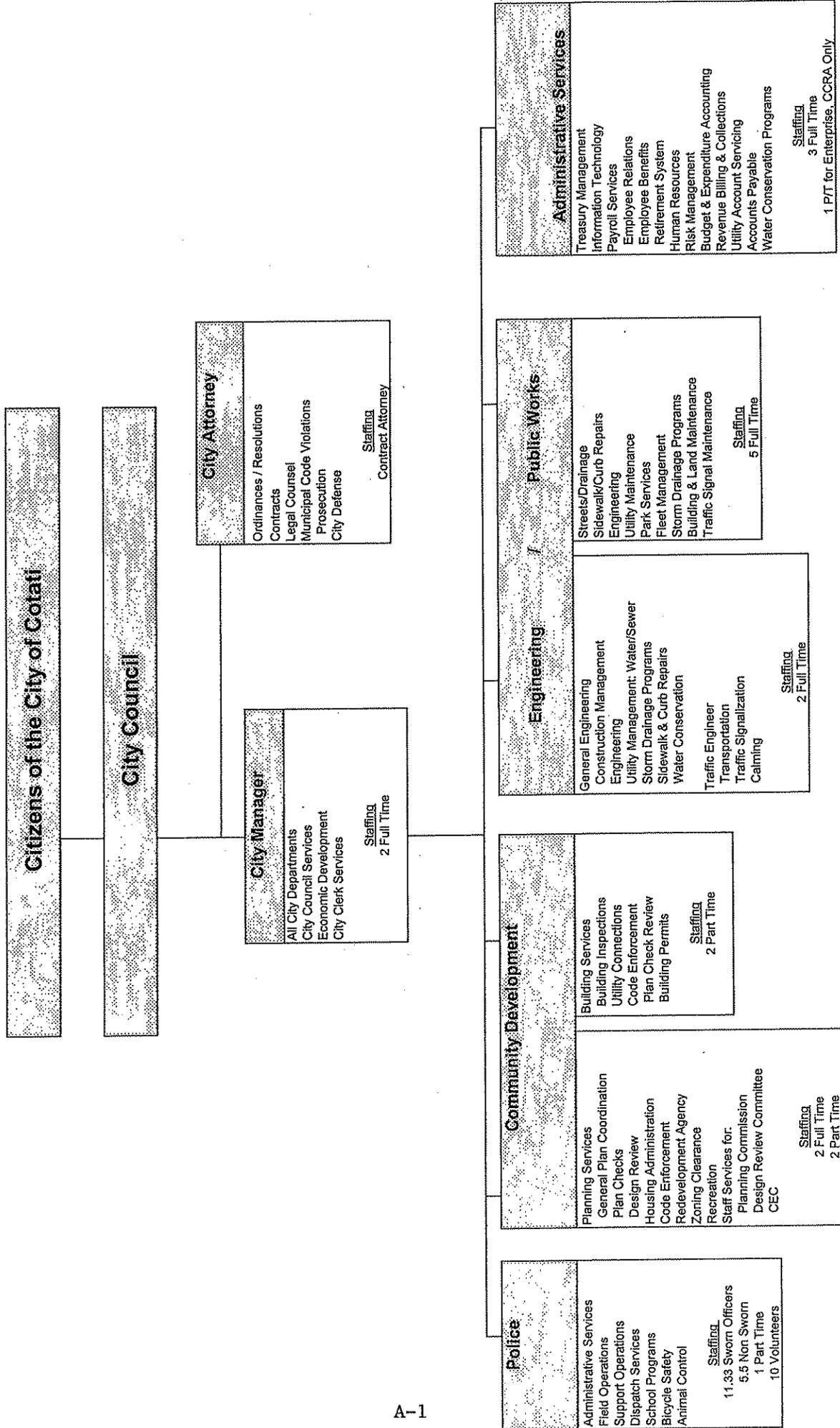
Finally, the budget document has sections containing financial and statistical schedules and budget reference information that support the budget document.

CITY OF COTATI

Section A

INTRODUCTION

CITY OF COTATI 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 - 2009-2010 Budget Summary by Fund

Fund	Projected Fund Balance 7/1/2009	Estimated Revenues	Appropriations		Operating Transfers		Projected Fund Balance 6/30/2010
			Budget	CIP / DS	In	Out	
General Fund	583,868 *	3,097,855	3,967,382	45,178	340,027	(1,000)	(252,999) **
Other Governmental Funds - RESTRICTED USE							
Grants	71	539,546	500,000	-	-	-	39,617
CDBG	-	160,683	-	160,683	-	-	-
Solid Waste Reduction (AB939)	66,017	17,000	6,000	-	-	-	77,017
CEC	-	2,150	2,150	-	-	-	-
Public Safety	12,595	100,000	-	-	-	(100,000)	12,595
Gas Taxes	93,324	195,650	4,200	-	-	(130,000)	154,774
Transportation Development	478,566	49,334	-	-	-	(42,334)	485,566
Park in Lieu	616,458	17,000	-	-	-	-	633,458
Inclusionary Housing	3,173,716	60,000	10,000	-	-	-	3,223,716
Traffic Mitigation	132,193	2,500	-	-	-	-	134,693
South Sonoma LOIBs	796,804	454,675	454,610	-	-	-	796,869
Asset Seizure	39,419	750	-	-	-	-	40,169
Maintenance Assessment Districts	40,274	33,496	41,136	-	-	(1,107)	31,527
K9 Program	(1,244)	9,000	7,638	-	-	-	118
General Capital Outlay	365,028	-	65,000	-	-	-	300,028
Explorer Program	1,885	-	-	-	-	-	1,885
Citizen Volunteer Program	-	-	1,000	-	1,000	-	-
Total Other Governmental Funds	5,815,106	1,641,784	1,091,734	160,683	1,000	(273,441)	5,932,032
Enterprise Funds - RESTRICTED USE							
Water Operating	1,402,725	1,418,250	1,634,948	517,198	224,000	(109,020)	783,809
Water Capital	2,484,732	11,000	-	90,000	-	(13,500)	2,392,232
Recycled Water Line	344,966	3,500	50,000	-	100,000	-	398,466
Subtotal Water Funds	4,232,423	1,432,750	1,684,948	607,198	324,000	(122,520)	3,574,507
Sewer Operating	1,555,097	2,225,000	2,250,001	223,000	-	(9,020)	1,298,076
Sewer Capital	6,893,263	100,000	-	114,750	-	(251,000)	6,627,513
Subtotal Sewer Funds	8,448,360	2,325,000	2,250,001	337,750	-	(260,020)	7,925,589
Total Enterprise Funds	12,680,783	3,757,750	3,934,949	944,948	324,000	(382,540)	11,500,096
Cotati Community Redevelopment Agency - RESTRICTED USE							
CCRA Operating	-	-	526,324	-	1,274,181	(747,857)	-
CCRA Tax Increment Fund	2,403,122	613,477	-	200,000	-	(1,274,181)	1,542,418
CCRA Tax Allocation Bonds	654,917	5,000	-	-	-	-	659,617
CCRA Low & Moderate Income Housing	4,224,183	1,012,675	219,107	2,200,000	-	(66,737)	2,751,014
CCRA Debt Service	1,103,951	7,000	1,150	807,948	807,947	(1,400)	1,108,400
Total Redevelopment Funds	8,385,973	1,638,152	746,581	3,207,948	2,082,128	(2,090,175)	6,061,449
All Funds	\$ 27,465,630	\$ 10,135,541	\$ 9,740,646	\$ 4,358,757	\$ 2,747,155	\$ (2,747,156)	\$ 23,240,578

* Estimated Fund Balance Less \$ 121,253 Restricted Funds
 * Estimated Fund Balance Less \$ 261,189 per Reserve Policy Adopted 7/22/09

CITY OF COTATI

Section C

GENERAL FUND

General Fund
2009-2010 Adopted Budget

Fund 01	Acct	Description	2008-2009			2009-2010	
			2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	410XX	Property Tax	\$ 561,593	\$ 503,791	\$ 487,761	\$ 470,495	\$ 470,495
	41070	Property Tax In-Lieu of VLF	575,206	557,441	557,441	418,478	418,478
	41XXX	Sales Tax	1,635,989	1,205,629	1,178,800	967,239	967,239
	41095	Sales Tax In-Lieu (Triple Flip)	685,388	500,333	524,625	418,478	418,478
	41110	Transfer Tax	77,990	67,495	64,876	70,000	70,000
	4112X	Business Licenses	77,516	78,500	78,668	78,700	78,700
	411XX	Franchise Fees	327,206	337,391	333,594	334,502	334,502
		Total Taxes	3,940,887	3,250,579	3,225,764	2,757,891	2,757,891
	41XXX	Licenses and Permits	19,003	12,290	18,244	7,000	7,000
	41XXX	Fines and Forfeitures	116,381	101,225	113,762	67,500	67,500
	4219X	Investment Earnings	25,877	10,000	10,112	5,000	5,000
	422XX	Rents and Concessions	85,962	110,073	113,670	115,856	115,856
	4121X	Motor Vehicle In-Lieu Fees	33,397	11,673	25,605	25,000	25,000
	4XXXX	Charges for Services	162,109	140,782	134,851	53,250	53,250
	4XXXX	Reimbursements / Other	218,831	64,684	88,957	66,048	66,048
	44105	Principal Debt Repayment	283	-	301	310	310
		Total Revenues	4,602,730	3,701,306	3,731,267	3,097,855	3,097,855
	42259	Operating Transfers In	361,868	467,761	503,716	340,027	340,027
		Total Current Sources	4,964,598	4,169,067	4,234,983	3,437,882	3,437,882
	Dept	Current Expenditures:					
	300	City Council	82,334	69,920	94,307	61,533	61,533
	301	City Manager / City Clerk	326,168	332,243	214,466	145,579	145,579
	303	Administrative Services	111,907	104,433	96,783	83,564	83,564
	304	Legal Services	158,864	116,826	137,115	63,000	63,000
	305	Non-Departmental	255,466	286,399	225,626	230,820	230,820
	306	Public Information Services	7,471	1,550	275	7,500	7,500
	400	Community Development	454,160	333,681	355,496	239,360	239,360
	402	Engineering	37,164	24,849	27,765	20,765	20,765
	403	Streets	279,250	278,318	235,853	262,663	262,663
	406	Government Buildings	135,556	96,810	79,667	63,189	63,189
	408	Park Maintenance	228,809	196,483	182,282	157,636	157,636
	500	Police	3,086,277	2,854,783	2,811,211	2,632,773	2,632,773
		Total Current Expenditures	5,163,426	4,696,293	4,460,846	3,968,382	3,968,382
		Capital Outlay:					
	300	City Council	-	-	-	-	-
	301	City Manager / City Clerk	-	-	-	-	-
	303	Administrative Services	27	-	-	-	-
	305	Non Departmental	-	-	-	-	-
	306	Public Information Services	-	-	-	24,000	24,000
	400	Community Development	-	-	-	-	-
	403	Streets	1,033	7,075	7,312	-	-
	406	Government Buildings	1,000	1,600	-	-	-
	408	Park Maintenance	1,000	-	-	-	-
	500	Police	46,616	11,178	11,178	21,178	21,178
		Total Capital Outlay / Debt Service	49,676	19,853	18,490	45,178	45,178
		Beginning Fund Balance, July 1	1,197,978	949,474	949,474	705,121	705,121
		Ending Fund Balance, June 30	\$ 949,474	\$ 402,394	\$ 705,121	\$ 129,443	\$ 129,443
		Fund Balance Reserved for E. Cotati Avenue Storm Drain Project, Broadcast of Council Meetings	152,253	152,253	152,253		121,253
		Reserve Required per Policy Adopted 7/22/09					261,189
		Unreserved (Available) Fund Balance	797,221	250,141	552,868		(252,999)
		Unreserved (Available) Fund Balance as Percentage of Expenditures	15%	5%	12%		-6%
		Structural Deficit - Expenditures Exceed Sources		(527,226)	(225,863)		(530,500)

2009-2010 Adopted Budget

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 55,775
41150	Gas	19,900
41160	Cable TV	86,327
41170	Refuse Removal - 12.87%	152,900
41180	Storage	19,600
		<u>\$ 334,502</u>
41XXX	Licenses and Permits	
	Community Development Services	\$ -
	Public Safety Services	7,000
		<u>\$ 7,000</u>
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 35,000
41200	Traffic and Criminal Code Enforcement	32,500
		<u>\$ 67,500</u>
4221X	Rents & Concessions	
	Metro PCS	\$ 46,571
	A T & T	20,161
	TowerCo	17,725
	175 W. Sierra Avenue	14,100
	Facilities and Parks Rentals	14,000
	Chamber of Commerce	3,300
		<u>\$ 115,856</u>
4XXXX	Charges for Services	
	Community Development Services	\$ 40,250
	Public Safety Services	13,000
	Finance and Administrative Services	-
		<u>\$ 53,250</u>
	Reimbursements	
42236	R.E.M.I.F.	\$ -
41219	P.O.S.T.	5,000
41223	SB 90 State Mandated Costs	-
41224	State Reimbursement of Booking Fees	-
		<u>\$ 5,000</u>
	Other	
42250	Waste Management - Annual Community Improvement Contribution	\$ 50,000
4XXXX	Other	11,048
		<u>\$ 61,048</u>
42259	Operating Transfers In	
	Water Operating Fund (Administration)	8,420
	Water Operating Fund (Public Information Services)	600
	Water Operating Fund (Government Buildings Maintenance)	-
	Water Capital Fund (Administration)	13,500
	Sewer Operating Fund (Administration)	8,420
	Sewer Operating Fund (Public Information Services)	600
	Sewer Operating Fund (Government Buildings Maintenance)	-
	Sewer Capital Fund (Administration)	27,000
	CCRA Operating Fund (Public Information Services)	800
	CCRA Operating Fund (Government Buildings Lease Agreement) - Reduced Due to Government Building Allocation Change	4,326
	CCRA Low & Mod Income Fund (Government Bldgs Lease Agreement)-Reduced Due to Government Bldng Allocation Change	1,520
	CCRA Debt Service (Administration)	1,400
	Grants - Zone 1A (Colati Creek Bypass)	-
	Public Safety (Salaries,Supplies,Services,CAD/RMS) - Supplemental Law Enforcement Services Fund	100,000
	Gas Tax Fund (Street Maintenance)	130,000
	Transportation Development Fund (Street Maintenance) - Measure M	42,334
	Parks and Recreation Development Fund (Park Maintenance)	-
	Maintenance Assessment Districts (Administration)	1,107
		<u>\$ 340,027</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 2009-2010 Annual Budget on August 26, 2009.

**City Council
2009-2010 Adopted Budget**

Fund 01, Department 300

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 65,730	\$ 55,742	\$ 54,860	\$ 53,723	\$ 53,723
61025	Other Contract Services	2,110	-	28,000	500	500
61034	Dues and Subscriptions	6,332	6,413	6,517	5,100	5,100
610**	Travel, Meetings, and Training	3,999	2,500	1,091	1,400	1,400
61036	Telephone	101	110	91	110	110
61037	Vehicle Maintenance	-	-	-	-	-
61038	Information Systems	238	437	436	250	250
61040	Supplies	720	100	245	250	250
61041	Materials, Tools, Small Equipment	-	-	91	-	-
61048	Printing and Photocopying	166	700	726	200	200
61074	Scholarships	1,000	-	-	-	-
61076	Contributions	-	3,918	2,250	-	-
	Subtotal	80,396	69,920	94,307	61,533	61,533
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 80,396	\$ 69,920	\$ 94,307	\$ 61,533	\$ 61,533

Budget Details

	<u>Amount</u>
42236 Source of Funding General Fund	\$ 61,533
510XX Salaries and Benefits City Council Members	\$ 53,723
61025 Other Contract Services Climate Protection	\$ 500
61034 Dues and Subscriptions League of California Cities Association of Bay Area Governments (ABAG)	\$ 3,700 1,400 5,100
61035 Travel, Meetings, and Training Other Meetings Mayors' and Council Members' Association League of California Cities Legislative Action Days North Bay Division Quarterly Meetings	600 600 - 200 1,400

CITY MANAGER / CITY CLERK
Department #301

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

GOALS

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

OBJECTIVES

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

**City Manager / City Clerk
2009-2010 Adopted Budget**

Fund 01, Department 301

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 252,098	\$ 248,565	\$ 163,688	\$ 102,895	\$ 102,895
51003	Overtime	1,318	1,600	-	-	-
61025	Other Contract Services	38,292	42,494	22,774	4,700	4,700
61028	Election Administration	82	7,000	4,443	20,400	20,400
61031	Advertising and Publications	2,308	2,395	2,725	1,400	1,400
61033	Postage	1,957	1,753	394	1,194	1,194
61034	Dues and Subscriptions	3,126	4,186	3,761	2,005	2,005
610**	Travel, Meetings, and Training	6,296	3,390	4,731	4,200	4,200
61036	Telephone	730	1,692	1,461	1,200	1,200
61037	Vehicle Maintenance	53	391	1,339	600	600
61038	Information Systems	2,166	5,813	2,310	2,250	2,250
61040	Supplies	6,961	5,000	1,252	1,400	1,400
61041	Materials, Tools, Small Equipment	68	464	240	-	-
61042	Equipment Rental	620	620	-	-	-
61043	Repairs and Replacements	-	350	-	-	-
61048	Printing and Photocopying	9,097	5,480	5,348	3,335	3,335
61065	Awards and Prizes	750	750	-	-	-
61083	Filing Fees	245	300	-	-	-
	Subtotal	326,168	332,243	214,466	145,579	145,579
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 326,168	\$ 332,243	\$ 214,466	\$ 145,579	\$ 145,579

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	982
	General Fund	85,857
		\$ 145,579
510XX	Salaries and Benefits	
		Amended
		08-09 FTE
	City Manager	0.35
	Deputy City Clerk	0.53
		0.88
		09-10 FTE
		0.35
		0.53
		0.88
		\$ 102,895
61033	Postage	
	Departmental Specific	\$ 750
	Postal Services	7,500
	Postage Machine, Scale, Folder/Stuffer - Neopost Lease	3,155
	Postage Equipment Supplies	200
	Total to allocate	10,855
	Departmental Allocation	444
		\$ 1,194

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

		<u>Amount</u>
61034	Dues and Subscriptions	
	Lexis-Government Code Updates	\$ 250
	International City / County Management Association (ICMA)	1,200
	California City Management Foundation	350
	National Notary Association	-
	California Department of Consumer Affairs (every other year)	-
	International Institute of Municipal Clerks (IIMC)	125
	City Clerks Association	80
	Municipal Management Association of Northern California	-
		<u>\$ 2,005</u>
61035	Travel, Meetings, and Training	
	Essential Training - All Departments	\$ 3,000
	Local / Regional Meetings	1,000
	City Clerks Association of California	200
		<u>\$ 4,200</u>
61048	Printing and Photocopying	
	Departmental Specific	\$ 1,200
	Copier Rent - Ikon Office Solutions	17,400
		<u>\$ 17,400</u>
	Departmental Allocation	2,135
		<u>\$ 3,335</u>
71081	Equipment	<u>\$ -</u>

Total to allocate \$ 17,400

ADMINISTRATIVE SERVICES

Department #303

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

GOALS

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

OBJECTIVES

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

Administrative Services
(formerly Finance)
2009-2010 Adopted Budget

Fund 01, Department 303		2008-2009			2009-2010	
Acct	Description	2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 83,587	\$ 80,213	\$ 76,315	\$ 60,813	\$ 60,813
61025	Other Contract Services	7,518	5,700	3,946	4,900	4,900
61026	Auditing Fees	7,750	7,650	9,010	7,650	7,650
61031	Advertising and Publications	360	360	176	200	200
61033	Postage	992	800	1,030	950	950
61034	Dues and Subscriptions	110	110	110	110	110
610XX	Travel, Meetings, and Training	601	900	415	300	300
61036	Telephone	272	500	223	250	250
61038	Information Systems	7,184	5,000	2,912	5,178	5,178
61040	Supplies	1,766	1,000	779	800	800
61048	Printing and Photocopying	1,209	1,600	1,510	2,013	2,013
61090	Banking, Trust and Agency Fees	93	200	128	150	150
61096	Interest Expense - Developer	466	400	229	250	250
	Subtotal	111,907	104,433	96,783	83,564	83,564
	Capital Outlay:					
71081	Equipment	27	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 111,935	\$ 104,433	\$ 96,783	\$ 83,564	\$ 83,564

42236	Source of Funding REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements General Fund				\$ 300	
					83,264	
					<u>\$ 83,564</u>	
510XX	Salaries and Benefits		Amended 08-09 FTE	09-10 FTE		
	Director of Administrative Services		0.25	0.25	\$ 31,317	
	Accounting Specialist		0.25	0.25	22,162	
	Account Clerk II		0.10	0.10	7,334	
			<u>0.60</u>	<u>0.60</u>	<u>\$ 60,813</u>	
61025	Other Contract Services					
	Sales Tax Auditing Service - HDL & Associates				\$ 4,000	
	Mandated Costs Claiming Services - AK and Company				600	
	Printer Servicing				300	
					<u>\$ 4,900</u>	
61026	Auditing Fees					
	Audit and Financial Reports 2008-09 - Terry Krieg, CPA			Total	\$ 17,000	
	General Fund Allocation - 45%				\$ 7,650	
					<u>\$ 110</u>	
61034	Dues and Subscriptions					
	California Society of Municipal Finance Officers (CSMFO) Membership				\$ 110	
610XX	Travel, Meetings, and Training					
	Risk Management - Redwood Empire Municipal Insurance Fund (REMIF) and Public Agency Risk Managers Association (PARMA). Reimbursed by REMIF				\$ 300	

**Administrative Services
Budget Details (Continued)**

61038	Information Systems		
	LAN Technical Support - Jim Washington	\$	17,000
	System Support Service Agreement - Incode		13,100
	Annual License Fees - Parcel Quest, Virus Protection, Spam Protection, Payroll Service Fees		1,998
			<u>3,500</u>
		Total	<u>\$ 35,598</u>
	Departmental Allocation	\$	1,178
	Departmental Specific		<u>4,000</u>
			<u>\$ 5,178</u>
61048	Printing and Photocopying		
	2009-10 Budget Printing, 2010-11 Budget Preparation, Miscellaneous Forms	\$	1,513
	Departmental Allocation (see Dept #301 for Total)		500
			<u>\$ 2,013</u>
71081	Equipment	\$	<u>-</u>
71082	Capital Improvements	\$	<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
2009-2010 Adopted Budget

Fund 01, Department 304

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
61015	Special Legal Services	\$ 34,333	\$ 5,000	\$ 10,605	\$ 3,000	\$ 3,000
61022	City Attorney Fees	107,186	111,826	126,510	60,000	60,000
61025	Other Contract Services	17,345	-	-	-	-
	Subtotal	158,864	116,826	137,115	63,000	63,000
	Department Total	\$ 158,864	\$ 116,826	\$ 137,115	\$ 63,000	\$ 63,000

Budget Details

Source of Funding		<u>Amount</u>
General Fund		<u>\$ 63,000</u>
61015	Special Legal Services Liebert, Cassidy & Whitmore - Personnel, Investigations, Special Defense	<u>\$ 3,000</u>
61022	City Attorney Fees Meyers Nave - Including General Plan Update, Redevelopment, Other Funds and Charges Billed to Deposit Accounts	\$ 171,000
	General Fund Portion	<u>\$ 60,000</u>

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 such as insurance and the County tax administration fee.

**Non-Departmental
2009-2010 Adopted Budget**

Fund 01, Department 305

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
51XXX	Salaries and Benefits	\$ 16,075	\$ 47,867	\$ 13,958	\$ 12,000	\$ 12,000
61019	City Engineering Services	24	-	-	-	-
61025	Other Contract Services	16,527	3,000	3,030	2,000	2,000
61027	Insurance	112,379	88,537	82,330	89,870	89,870
61031	Advertising and Publications	1,916	-	-	-	-
610**	Travel, Meetings, and Training	54	4,000	-	-	-
61033	Postage	160	-	6	-	-
61034	Dues and Subscriptions	100	100	100	-	-
61037	Vehicle Expense	57	-	-	-	-
61038	Information Systems	633	2,600	7,972	3,200	3,200
61040	Supplies	41	-	-	-	-
61048	Printing and Photocopying	14	-	-	-	-
61075	Contingency	70,217	100,000	80,331	100,000	100,000
61084	Property Tax	356	-	-	-	-
61085	Operating Transfers Out	10,514	13,499	15,135	1,000	1,000
61089	Tax Administration Fees	23,409	26,296	22,539	22,500	22,500
61090	Banking Fees - Credit Card Processing	2,990	500	225	250	250
	Subtotal	255,466	286,399	225,626	230,820	230,820
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 255,466	\$ 286,399	\$ 225,626	\$ 230,820	\$ 230,820

Budget Details

	<u>Amount</u>
Source of Funding	
Weed Abatement - Property Owner Payments / Assessments	\$ -
General Fund	230,820
	<u>\$ 230,820</u>
51XXX Salaries and Benefits	
Unemployment	<u>\$ 12,000</u>
61027 Insurance	
Auto and General Liability	\$ 136,143
Deductibles	estimated 14,560
Earthquake and Flood	estimated 28,335
Auto Physical Damage	4,052
Property	10,326
Boiler and Machinery	estimated 953
User Funding and Fraud Investigation Assessment	estimated 1,000
	Total to allocate <u>\$ 195,369</u>
General Fund Allocation 46 %	<u>\$ 89,870</u>

Note: Expenditures for employee workers' compensation, medical, dental, vision, long term disability, and life insurance are included in the salaries and benefits line item in each department or fund.

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

610**	Travel, Meetings, and Training	<u><u>\$ -</u></u>
61038	Information Systems L.R.Hines - Scanner Workstation Software Support and Maintenance	<u><u>\$ 3,200</u></u>
61075	Contingency Employee Leave Bank Buyout	<u><u>\$ 100,000</u></u>
61085	Operating Transfers Out Maintenance Assessment Districts Fund - Subsidy Citizen Volunteer Program Fund - Subsidy Community and Environment Commission Fund - Subsidize Activities	<u><u>\$ 1,000</u></u>
61089	Tax Administration Fees County of Sonoma - Property Tax Collections - Total \$70,000 General Fund Portion	<u><u>\$ 22,500</u></u>
71081	Equipment	<u><u>\$ -</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, 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.

**Public Information Services
2009-2010 Adopted Budget**

Fund 01, Department 306		2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Current:					
61025	Other Contract Services	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000
61031	Advertising and Publications	-	-	-	-	-
61033	Postage	2,909	600	-	-	-
61038	Information Systems	678	-	275	500	500
61048	Printing and Photocopying	3,885	950	-	-	-
	Subtotal	7,471	1,550	275	7,500	7,500
	Capital Outlay:					
71082	CIP	-	-	-	24,000	24,000
	Department Total	\$ 7,471	\$ 1,550	\$ 275	\$ 31,500	\$ 31,500

Budget Details

	<u>Amount</u>
Source of Funding	
42259 Operating Transfer In - Water Operating Fund	\$ 600
Sewer Operating Fund	600
CCRA Operating Fund	800
Public Education Reimbursement - Franchise	876
General Fund	<u>28,624</u>
	<u>\$ 31,500</u>
61025 Other Contract Services	
Maintenance of Broadcast Equipment - Funded from \$45,000 Restricted Funds Held for Meeting Broadcast	<u>\$ 7,000</u>
61038 Information Systems	
Website Hosting - Support, Modifications, Upgrades	<u>\$ 500</u>
71082 Capital Improvements	
Webcast / Broadcast of City Council Meetings - Funded from \$45,000 Restricted Funds Held for Meeting Broadcast	<u>\$ 24,000</u>

COMMUNITY DEVELOPMENT

Department #400

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.

The Building division 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

- 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.
- Maintain and provide information regarding City of Cotati Sustainable Building Program.
- Administer the Land Use Code, General Plan and other City of Cotati planning documents.
- Provide support to Design Review Committee, Planning Commission, and City Council.
- Oversee the City's development review process.
- 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.

OBJECTIVES

- Respond promptly and accurately to telephone and counter inquiries about land-use, planning and zoning rules, regulations, policies and application processing.
- Evaluate environmental impacts and review development proposals. Review final plans for compliance with conditions of approval prior to permit issuance.
- Maintain current data for land use, zoning, housing stock and population.
- Prepare ordinance amendments and/or new ordinances to implement changes in state planning law, implement polices and programs of the General Plan respond to local land development issues and improve the effectiveness of our development ordinances.
- Insure that all laws, codes, and ordinances pertaining to construction are fully understood and carried out.
- Insure implementation of the American with Disabilities Act.
- 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
- Implement the City's mandatory Sustainable Building Program.
- Assist the Engineering Department with the implementation of the Sonoma County Energy Independence Program.

Community Development

(Combines Former Planning (400) and Building (401) and Recreation (602) Departments)

2009-2010 Adopted Budget

Fund 01, Department 400

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 370,511	\$ 204,749	\$ 247,542	\$ 188,754	\$ 188,754 *
61025	Other Contract Services	54,135	89,705	82,870	25,000	25,000
61031	Advertising and Publications	4,360	3,000	329	2,000	2,000
61033	Postage	1,530	2,300	1,654	2,000	2,000
61034	Dues and Subscriptions	3,386	4,566	4,107	3,480	3,480
610**	Travel, Meetings, and Training	3,837	8,000	1,023	3,000	3,000
61036	Telephone	2,947	2,500	2,382	2,500	2,500
61037	Vehicle Expense	858	2,147	1,423	2,000	2,000
61038	Information Systems	6,545	8,100	6,044	4,265	4,265
61040	Supplies	2,608	2,000	3,756	2,000	2,000
61042	Equipment Rental	-	-	680	-	-
61043	Repairs and Replacements	14	-	-	-	-
61041	Materials, Tools, Small Equipment	-	2,214	10	1,000	1,000
61048	Printing and Photocopying	3,429	4,400	2,825	3,361	3,361
61065	Awards and Prizes - Kids Day	-	-	850	-	-
	Subtotal	454,160	333,681	355,496	239,360	239,360
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 454,160	\$ 333,681	\$ 355,496	\$ 239,360	\$ 239,360

Budget Details

Source of Funding	Amount
4XXXX Charges for Services - Does Not Reflect Cost Recovery Deposits Collected	\$ 40,250
General Fund	199,110
	\$ 239,360

510XX Salaries and Benefits	Amended 08-09 FTE	09-10 FTE	Amount
Assistant to the City Manager	0.00	0.35	47,501
Interim Building Official	0.23	0.23	32,526
Assistant Planner	0.70	0.70	53,998
Administrative Secretary	0.70	0.70	56,780
Recreation Manager through July 20, 2009	0.44	0.00	3,170
Recreation Assistant through July 20, 2009	0.35	0.00	927
Public Works Staff - Kids Day Parade and Festival - July 2009			1,000
	2.42	1.98	\$ 195,902

Actual Planning Staff Salary and Benefit Costs Detailed Immediately Above. Budget Amount Reduced to Reflect Average Cost Recovery Amounts Billed to Developer Deposit Accounts and Increased to Reflect Permit Technician Leave Bank Payout.

61025 Other Contract Services	
Alicia Giudice - Fully Reimbursed by Developers	\$ 10,000
006S - General Plan Update - Consultants - Total Cost \$ 100,000 FY 09-10, Balance in CCRA, Water and Sewer Operating Funds	10,000
Phillips Group - Building Department Services	5,000
	\$ 25,000

**Community Development
Budget Details (Continued)**

61034	Dues and Subscriptions	\$ 2,515
	Local Agency Formation Commission (LAFCO)	350
	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 (NFPA) - Expense is Offset by Incremental Fees	100
	International Code Council (ICC) Membership - Expense is Offset by Incremental Fees Received	<u>3,480</u>
61035	Travel, Meetings, and Training	\$ 3,000
	Staff Training - Expense is Offset by Incremental Fees Received in Prior Years	<u>3,000</u>
61038	Information Systems	\$ 4,265
	Departmental Allocation (See Dept #303 for Total)	<u>4,265</u>
61048	Printing and Photocopying	\$ 3,061
	Departmental Allocation (See Dept #301 for Total)	300
	Department Specific	<u>3,361</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)
 2009-2010 Adopted Budget

Fund 01, Department 402

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ -	\$ 22,622	\$ 24,120	\$ 19,075	\$ 19,075
61018	Special Engineering Services	8,447	1,500	2,816	1,350	1,350
61019	City Engineering Services	20,998	-	-	-	-
61025	Other Contract Services	7,209	-	194	-	-
61031	Advertising and Publications	-	200	-	-	-
61034	Dues and Subscriptions	125	-	-	-	-
61035	Travel, Meetings, and Training	42	27	69	50	50
61036	Telephone Expense	-	-	6	10	10
61037	Vehicle Expense	-	200	245	200	200
61038	Info Systems	121	50	198	50	50
61040	Supplies	10	200	101	30	30
61041	Materials, Tools, Small Equipment	189	-	-	-	-
61048	Printing and Photocopying	24	50	18	-	-
	Subtotal	37,164	24,849	27,765	20,765	20,765
	Department Total	\$ 37,164	\$ 24,849	\$ 27,765	\$ 20,765	\$ 20,765

Budget Details

Source of Funding		Amount	
General Fund		<u>\$ 20,765</u>	
510XX	Salaries and Benefits Director of Public Works / City Engineer	<u>Amended 08-09 FTE</u>	<u>09-10 FTE</u>
		0.15	0.15
		<u>\$ 19,075</u>	

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
2009-2010 Adopted Budget

Fund 01, Department 403

Acct	Description	2008-2009			2009-2010	
		2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 142,953	\$ 150,295	\$ 121,706	\$ 138,928	\$ 138,928
51003	Overtime	2,449	1,300	1,169	1,300	1,300
61025	Other Contract Services	23,573	26,786	21,703	25,500	25,500
61031	Advertising and Publications	317	200	189	200	200
61033	Postage	45	100	17	25	25
61034	Dues and Subscriptions	2,991	3,600	3,600	7,885	7,885
610**	Travel, Meetings, and Training	262	-	2	200	200
61036	Telephone	1,081	1,100	696	600	600
61037	Vehicle Expense	5,857	4,000	4,527	5,000	5,000
61038	Information Systems	695	3,037	1,572	1,625	1,625
61040	Supplies	6,714	7,500	5,280	5,000	5,000
61041	Materials, Tools, Small Equipment	5,272	8,000	5,777	6,000	6,000
61042	Equipment Rental	1,232	2,100	83	200	200
61043	Repairs & Replacements	22,014	5,000	4,661	5,000	5,000
61048	Printing and Photocopying	166	300	255	200	200
61051	Utilities	63,629	65,000	64,617	65,000	65,000
	Subtotal	279,250	278,318	235,853	262,663	262,663
	Capital Outlay:					
71081	Equipment	1,000	-	-	-	-
71082	CIP	33	7,075	7,312	-	-
	Department Total	280,283	\$ 285,393	\$ 243,165	\$ 262,663	\$ 262,663

Budget Details

		<u>Amount</u>	
Sources of Funding			
42259	Operating Transfer In - Gas Taxes Fund	\$	130,000
	Operating Transfer In - Transportation Development Fund, Measure M		42,334
	General Fund - Balance of Expenditures		90,329
		<u>\$</u>	<u>262,663</u>
510XX	Salaries and Benefits		
	Director of Public Works / City Engineer	<u>Amended</u> <u>08-09 FTE</u>	<u>09-10 FTE</u>
	Field Maintenance Supervisor	0.15	0.15
	Maintenance Worker II	0.28	0.28
	Maintenance Worker II	0.32	0.32
	Maintenance Worker II	0.17	0.17
	Maintenance Worker II	0.18	0.18
	Maintenance Worker II	0.29	0.29
		<u>1.39</u>	<u>1.39</u>
			\$ 21,535
			31,006
			30,688
			15,379
			14,306
			26,014
			<u>\$ 138,928</u>
61025	Other Contract Services		
	Signal Maintenance - Republic Electric		\$ 24,000
	Signals - Department of Transportation		1,500
			<u>\$ 25,500</u>
61041	Materials, Tools, Small Equipment		
	Continuing Operations Expenditures		\$ 4,800
	Signs - Pedestrian Crossing		1,200
			<u>\$ 6,000</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
2009-2010 Adopted Budget**

Fund 01, Department 406

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 66,557	\$ 37,843	\$ 27,482	\$ 5,000	\$ 5,000
51003	Overtime	1,159	500	111	-	-
61025	Other Contract Services	23,921	20,760	16,842	20,029	20,029
61031	Advertising and Publications	146	100	-	10	10
61033	Postage	87	120	2	200	200
61034	Dues and Subscriptions	335	400	175	-	-
610**	Travel, Meetings, and Training	143	-	1	-	-
61036	Telephone	684	800	778	800	800
61037	Vehicle Maintenance	2,106	1,800	1,516	1,600	1,600
61038	Information Systems	355	1,596	906	950	950
61040	Supplies	4,096	3,900	2,273	3,500	3,500
61041	Materials, Tools, Small Equipment	5,572	2,291	1,031	1,000	1,000
61042	Equipment Rental	485	-	-	-	-
61043	Repairs & Replacements	808	1,000	645	1,000	1,000
61048	Printing and Photocopying	134	100	157	100	100
61051	Utilities	28,968	25,600	27,749	29,000	29,000
	Subtotal	135,556	96,810	79,667	63,189	63,189
	Capital Outlay:					
71081	Equipment	1,000	-	-	-	-
71082	CIP	-	1,600	-	-	-
	Department Total	136,556	\$ 98,410	\$ 79,667	\$ 63,189	\$ 63,189

Budget Details

	<u>Amount</u>
Sources of Funding	
42259 Operating Transfer In - Water Operating Fund	\$ -
42259 Operating Transfer In - Sewer Operating Fund	4,326
42259 Operating Transfer In - CCRA Operating Fund	1,520
42259 Operating Transfer In - CCRA Low and Moderate Income Housing Fund	57,343
General Fund	<u>\$ 63,189</u>
510XX Beginning January 2009, Public Works Staff Bill Time Worked on Government Building as it Occurs.	
61025 Other Contract Services	
Janitorial Service - Jani-King - City Hall, Cotati Room	\$ 9,993
Mats - Aramark - City Hall, Cotati Room, Corporation Yard, Towels, Coverall Service - Corporation Yard	4,500
HVAC Maintenance - Pacific Heating - City Hall, Cotati Room	3,500
Window Cleaning - City Hall	800
Pest Control - Terminix - City Hall, Cotati Room	876
Alarms - ESP & Alarm - Corporation Yard	360
	<u>\$ 20,029</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
2009-2010 Adopted Budget**

Fund 01, Department 408

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 102,600	\$ 95,966	\$ 85,287	\$ 88,439	\$ 88,439
51003	Overtime	1,189	1,000	450	-	-
61025	Other Contract Services	100,367	71,632	78,199	47,627	47,627
61031	Advertising and Publications	209	100	-	-	-
61033	Postage	33	50	46	50	50
61034	Dues & Subscriptions	21	20	-	20	20
610**	Travel, Meetings, and Training	292	-	1	-	-
61036	Telephone	892	1,100	674	600	600
61037	Vehicle Maintenance	5,768	5,000	2,148	5,000	5,000
61038	Information Systems	497	2,054	1,132	1,000	1,000
61040	Supplies	6,129	8,000	4,957	6,000	6,000
61041	Materials, Tools, Small Equipment	4,381	4,000	4,089	1,800	1,800
61042	Equipment Rental	1,271	2,000	1,339	2,000	2,000
61043	Repairs & Replacements	1,223	1,500	331	1,000	1,000
61048	Printing and Photocopying	123	150	218	200	200
61051	Utilities	3,815	3,911	3,410	3,900	3,900
	Subtotal	228,809	196,483	182,282	157,636	157,636
	Capital Outlay:					
71081	Equipment	1,000	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	229,809	\$ 196,483	\$ 182,282	\$ 157,636	\$ 157,636

Budget Details

				Amount
42259	Sources of Funding General Fund			\$ 157,636
510XX	Salaries and Benefits			
	Director of Public Works / City Engineer	Amended 08-09 FTE	09-10 FTE	\$ 7,178
	Field Maintenance Supervisor	0.05	0.05	6,644
	Maintenance Worker II	0.06	0.06	12,467
	Maintenance Worker II	0.13	0.13	20,807
	Maintenance Worker II	0.23	0.23	6,358
	Maintenance Worker II	0.08	0.08	34,984
	Maintenance Worker II	0.39	0.39	88,439
		0.94	0.94	\$ 88,439
61025	Other Contract Services			
	Landscape Maintenance - Trugreen Maintenance			\$ 47,627
	Janitorial - Park Facilities - Jani-King			-
				\$ 47,627
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 1,800
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
2009-2010 Adopted Budget

Fund 01, Department 500

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 2,563,987	\$ 2,418,092	\$ 2,396,725	\$ 2,211,584	\$ 2,211,584
51003	Overtime	168,071	104,000	101,046	140,000	140,000
61025	Other Contract Services	86,825	67,393	74,753	69,736	69,736
61031	Advertising and Publications	-	1,500	62	500	500
61033	Postage	3,417	4,300	3,638	4,300	4,300
61034	Dues and Subscriptions	1,709	1,280	1,162	1,400	1,400
610**	Travel, Meetings, and Training	8,928	7,000	8,561	10,570	10,570
61036	Telephone	11,186	13,000	10,285	13,000	13,000
61037	Vehicle Expense	72,866	52,000	53,982	52,000	52,000
61038	Information Systems	111,465	118,821	103,267	68,400	68,400
61040	Supplies	16,467	14,000	14,106	14,000	14,000
61041	Materials, Tools, Small Equipment	3,573	4,000	4,405	4,000	4,000
61043	Repairs & Replacements	-	-	-	-	-
61048	Printing and Photocopying	14,258	12,000	12,154	12,000	12,000
61051	Utilities	23,525	28,000	23,171	26,000	26,000
61076	Contributions	-	1,396	1,396	1,283	1,283
61088	Jail Booking Fees	-	8,000	2,498	4,000	4,000
	Subtotal	3,086,277	2,854,783	2,811,211	2,632,773	2,632,773
	Capital Outlay:					
71081	Equipment	17,092	-	-	10,000	10,000
	Debt Service					
61093	Lease Principal	28,175	9,230	9,496	9,811	9,811
61094	Lease Interest	1,349	1,948	1,682	1,367	1,367
	Total Expenditures	3,132,893	2,865,961	2,822,389	2,653,951	2,653,951
	Department Total	\$ 3,132,893	\$ 2,865,961	\$ 2,822,389	\$ 2,653,951	\$ 2,653,951

Budget Details

		<u>Amount</u>
4XXXX	Charges for Services	\$ 13,000
41XXX	Licenses and Permits	7,000
41XXX	Fines and Forfeitures	32,500
42259	Operating Transfer In - Public Safety Fund	100,000
41219	Peace Officers Standards and Training (P.O.S.T.)	2,000
41090	Public Safety Augmentation	42,364
	General Fund	<u>2,501,451</u>
		<u>\$ 2,653,951</u>

		<u>Amended</u>	<u>09-10 FTE</u>	
		<u>08-09 FTE</u>		
510XX	Salaries and Benefits			
	Police Chief	1.00	1.00	213,973
	Police Sergeant	4.00	4.00	614,199
	Police Officer	7.00	7.00	855,310
	Support Services Supervisor	0.50	0.38	36,092
	Community Services Officer	1.00	1.00	86,063
	Dispatcher / Clerk	5.00	4.00	351,477
	Dispatcher / Clerk Part-Time (2)	0.50	1.00	50,487
	Police Services Aid	0.38	0.38	2,583
	Police Volunteers	0.00	8.00	-
	Reserve Officers	5.00	2.00	1,400
		<u>24.38</u>	<u>28.76</u>	\$ 2,211,584

*Police Service Aide position eliminated effective 8/31/09. One Part-Time Dispatcher position eliminated effective 9/30/09. Police Officer eliminated 11/09

Police
Budget Details (Continued)

		<u>Amount</u>
61025	Other Contract Services	
	Animal Shelter - City of Rohnert Park	\$ 17,176
	Explosive Ordinance Fee - County of Sonoma	2,248
	Radio Maintenance - Williams USA / Precision Wireless	7,000
	HVAC Maintenance - Johnson Controls	7,000
	Janitorial Service - Jani-King	6,302
	Hazardous Materials Response - County of Sonoma & City of Santa Rosa	3,000
	Speed and Traffic Surveys	3,000
	Police Facility Camera Repairs	2,000
	Sexual Assault Exams - County of Sonoma Department of Health Services	1,800
	Livescan Maintenance - Cogent	-
	Parking Citations Service - Judicial Data Services	1,500
	Parking Violations Filed - Superior Court - County	1,500
	Emergency Generator Maintenance - SC Phillips	1,500
	Fingerprint Processing Fee - Department of Justice	1,000
	Detox Services - County of Sonoma	-
	Document Shredding - Infostor	1,000
	Window and Skylight Cleaning	800
	Radar Repair and Calibration - RHF Inc.	600
	Pest Control - Terminix	600
	Lexis Nexis / Accurint	500
	Carpet Cleaning	500
	Criss Cross Listing	-
	Translation Services	300
	Dispatch Power Supply Back-Up System Maintenance - California Energy Experts	250
	Animal Veterinary Services	200
	Staff / Reserve Pre-Employment Related:	
	Background Investigator	4,000
	Physical Exams	2,000
	Psychological Exams	2,400
	Polygraph Exams	1,200
		\$ 69,376
61034	Dues and Subscriptions	
	California Penal Code - 2	\$ 140
	California Police Officers Association	520
	Sonoma County Chiefs Association	250
	California Vehicle Codes - 5	120
	California Police Chiefs Association	120
	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
		\$ 1,400
610**	Travel, Meetings and Training	
	Priority 1	
	Range Training 3x per year (14)	\$ 3,600
	Emergency Vehicle Operation (14)	3,250
	Sexual Assault (1)	1,000
	First Aid / CPR / Blood Borne Pathogens / SIDS (25)	950
	Disease Transmission (OSHA) (1)	500
	SEMS/NIMS	500
	Interview & Interrogation (1)	250
	Arrest & Control	250
	Field Training Officer Update (3)	120
	Active Shooter (14)	100
	Computer Crimes (1)	50
	Total Priority 1	\$ 10,570
	REMIF Chiefs' Meeting	-
	Total Travel, Meetings and Training	\$ 10,570

Police
Budget Details (Continued)

61038	Information Systems	
	CAD / RMS - Sonoma County Law Enforcement Consortium FY 09-10 Agency Funding	\$ 50,000
	Departmental Allocation (see Dept #303 for Total)	11,800
	CLETS (California Law Enforcement Telecommunications System) - Wants and Warrants	6,000
	TMS (Training Management Software) Updates and Support	600
		<u>\$ 68,400</u>
61076	Contributions	
	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$ 1,283</u>
61088	Jail Booking Fees	
	Cost of Booking Offenders - County Jail	<u>\$ 4,000</u>
71081	Equipment	
	Uninterruptible Power Supply Repair	<u>\$ 10,000</u>

CITY OF COTATI

Section D

**OTHER
GOVERNMENTAL
FUNDS**

OTHER GOVERNMENTAL FUNDS

Other governmental funds include special revenue funds and capital projects funds, which are used to track the receipt and use of restricted funds. The overall goals and objectives of other governmental funds are to implement programs that are defined to meet needs for improved infrastructure (i.e. parks, streets, roads, open space, etc.), to promote public awareness of ecological issues, 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 will be used to record the federal stimulus grant funding for street and energy projects.

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 09/10 will again be used for A.D.A. ramps and sidewalk improvements and additionally for the A.D.A. compliance upgrade of the City Hall men's bathroom.

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 and expenditures 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 provides for police officer safety, narcotics enforcement and community relations.

General Capital Outlay Fund #204

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

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 maintain a citizen volunteer program within the Police department.

**Grants Fund
2009-2010 Adopted Budget**

Fund 02	Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
				Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	41220	Revenues:					
		Other Grants	\$ 519,161	\$ -	\$ -	\$ 539,546	\$ 539,546
	42295	Other	-	-	-	-	-
		Total Revenues	519,161	-	-	539,546	539,546
		Current Expenditures:					
	61025	Other Contract Services	-	-	-	-	-
		Capital Outlay:					
	71081	Equipment	-	-	-	-	-
	71082	Capital Improvements	-	-	519,161	500,000	500,000
		Total Expenditures	-	-	519,161	500,000	500,000
		Other Sources (Uses):					
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	71	519,232	519,232	71	71
		Ending Fund Balance, June 30	519,232	\$ 519,232	\$ 71	\$ 39,617	\$ 39,617

Budget Details

41220	Other Grants	
	R004 - Old Redwood Highway South - Federal Stimulus (ARRA) Funding	\$ 500,000
	California Energy Commission Block Grant	39,546
		<u>\$ 539,546</u>
71082	Capital Improvements	
	R004 - Old Redwood Highway South	<u>\$ 500,000</u>

CDBG Fund
2009-2010 Adopted Budget

Fund 03

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
41234	CDBG Grant	\$ 5,053	\$ 45,894	\$ 3,437	\$ 160,683	\$ 160,683
44105	Loan Repayments	-	-	-	-	-
42193	Other Interest	-	-	-	-	-
	Total Revenues	5,053	45,894	3,437	160,683	160,683
	Current Expenditures:					
61072	Reimbursements	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	5,053	45,894	3,437	160,683	160,683
	Total Expenditures	5,053	45,894	3,437	160,683	160,683
	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	\$ 123,049
C022 - Americans with Disabilities ACT (ADA) City Hall Restroom Modification	37,634
	<u>\$ 160,683</u>

Solid Waste Reduction (EAC/AB 939 FUND 6)
2009-2010 Adopted Budget

Fund 06

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
41170	Franchise Fees	\$ 16,258	\$ 16,800	\$ 16,985	\$ 17,000	\$ 17,000
42295	Other Revenues	75	-	24	-	-
	Total Revenues	16,333	16,800	17,009	17,000	17,000
	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	44,675	55,008	55,008	66,017	66,017
	Ending Fund Balance, June 30	\$ 55,008	\$ 65,808	\$ 66,017	\$ 77,017	\$ 77,017

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

61085 **Operating Transfer Out** \$ -

**Community and Environment Commission Fund
2009-2010 Adopted Budget**

Fund 08

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42295	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
43101	Food and Beverage Sales	2,040	2,000	-	-	-
43103	Gate Proceeds	-	-	1,831	1,800	1,800
43104	Sale of Merchandise	-	-	-	-	-
43108	Auction Proceeds	165	150	-	-	-
43109	Raffle Proceeds	-	-	349	350	350
	Total Revenues	2,205	2,150	2,180	2,150	2,150
	Current Expenditures:					
51****	Salaries and Benefits	-	-	500	-	-
61025	Other Contract Services	1,532	1,500	1,373	1,400	1,400
610**	Travel, Meetings, and Training	310	266	319	-	-
61036	Telephone Expense	235	234	229	-	-
61038	Information Systems	-	-	40	-	-
61040	Departmental Supplies	1,298	1,000	338	350	350
61041	Materials, Tools, Small Equipment	-	-	-	-	-
61042	Equipment Rental	210	150	295	300	300
61048	Printing & Photocopying	20	-	80	100	100
61065	Awards / Prizes	356	-	-	-	-
63082	Tree Lighting	-	-	-	-	-
	Total Expenditures	3,960	3,150	3,175	2,150	2,150
	Other Sources (Uses):					
42259	Operating Transfers In	1,874	1,000	995	-	-
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	<u>\$ 1,400</u>
61040 Departmental Supplies	<u>\$ 350</u>
61042 Equipment Rental	<u>\$ 300</u>
61048 Printing & Photocopying	<u>\$ 100</u>
42259 Operating Transfers In General Fund - Event Expenses	<u>\$ -</u>

Public Safety Fund
2009-2010 Adopted Budget

Fund 09	Acct	Description	2008-2009			2009-2010	
			2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	41220	SLESF - Supplemental Law Enforcement Services Fund	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
	41220	Grants - Other	-	-	-	-	-
	41220	Other Grant Revenues	-	-	-	-	-
	42295	Other Revenues	100	-	-	-	-
		Total Revenues	100,100	-	100,000	100,000	100,000
		Current Expenditures:					
	510XX	Salaries and Benefits	-	-	-	-	-
		Capital Outlay:					
	71081	Equipment	-	-	-	-	-
		Total Expenditures	-	-	-	-	-
		Other Sources (Uses):					
	42259	Operating Transfers In	-	-	-	-	-
	61085	Operating Transfers Out	(100,000)	-	(100,000)	(100,000)	(100,000)
		Beginning Fund Balance, July 1	12,495	12,595	12,595	12,595	12,595
		Ending Fund Balance, June 30	\$ 12,595	\$ 12,595	\$ 12,595	\$ 12,595	\$ 12,595

Budget Details

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

Gas Taxes Fund
2009-2010 Adopted Budget

Fund 21		2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
4122X	Gas Tax	141,759	\$ 131,870	\$ 129,527	\$ 130,000	\$ 130,000
41220	Grants - Traffic Congestion Relief	-	69,104	63,482	65,000	65,000
42192	Investment Earnings	785	-	634	650	650
	Total Revenues	142,544	200,974	193,642	195,650	195,650
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
61076	Contributions	3,995	3,995	4,118	4,200	4,200
	Total Expenditures	3,995	3,995	4,118	4,200	4,200
	Other Sources (Uses):					
61085	Operating Transfers Out	(138,549)	(128,305)	(126,043)	(130,000)	(130,000)
	Beginning Fund Balance, July 1	29,843	29,843	29,843	93,324	93,324
	Ending Fund Balance, June 30	\$ 29,843	\$ 98,516	\$ 93,324	\$ 154,774	\$ 154,774

Budget Details

	<u>Amount</u>
61076 Contributions	
Sonoma County Transportation Authority	<u>\$ 4,200</u>
61085 Operating Transfers Out	
General Fund - Streets (Maintenance)	<u>\$ 130,000</u>

**Transportation Development Fund
2009-2010 Adopted Budget**

Fund 22		2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41097	Sales Tax - Measure M	47,674	\$ 45,000	\$ 45,282	\$ 42,334	\$ 42,334
42192	Investment Earnings	3,120	4,000	6,558	7,000	7,000
42247	Property Owner Contributions	-	-	-	-	-
42295	Other Revenues - Prop. 1B	400,000	-	-	-	-
	Total Revenues	450,795	49,000	51,840	49,334	49,334
	Current Expenditures:					
62004	Matching Contributions	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	117,676	(117,676)	(42,334)	(42,334)
	Beginning Fund Balance, July 1	93,608	544,403	544,403	478,566	478,566
	Ending Fund Balance, June 30	544,403	\$ 711,079	\$ 478,566	\$ 485,566	\$ 485,566

		<u>Amount</u>
61085	Operating Transfer Out	\$ 42,334

**Parks and Recreation Development Fund
2009-2010 Adopted Budget**

Fund 23		2008-2009			2009-2010	
Acct	Description	2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
41571	Revenues: Development Fees	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
61085	Other Sources (Uses): Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	-	-	-	-	-
	Ending Fund Balance, June 30	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Details

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

**Park In-Lieu Fund
2009-2010 Adopted Budget**

Fund 24		2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41220	Grants-State PK Bond per Capita	\$ 100,102	\$ -	\$ -	\$ -	\$ -
41220	Grants-L016	30,605	-	-	-	-
41572	Park In-Lieu Fees	31,692	-	25,166	-	-
42192	Investment Earnings	27,866	25,000	15,053	17,000	17,000
	Total Revenues	190,266	25,000	40,219	17,000	17,000
	Current Expenditures:					
51****	Salaries and Benefits	-	-	207	-	-
61022	Legal Fees	-	-	7,391	-	-
61040	Supplies	-	-	44	-	-
	Capital Outlay:					
71082	Capital Improvements	56,477	128,137	340,939	-	-
	Total Expenditures	56,477	128,137	348,581	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	791,032	924,821	924,821	616,458	616,458
	Ending Fund Balance, June 30	\$ 924,821	\$ 821,684	\$ 616,458	\$ 633,458	\$ 633,458

Budget Details

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

**Inclusionary Housing Fund
2009-2010 Adopted Budget**

Fund 26		2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41568	Housing Linkage Fees	\$ 11,917	\$ 20,000	\$ -	\$ -	\$ -
41569	In-Lieu Housing Fee	66,618	-	49,471	-	-
42192	Investment Earnings	98,309	105,000	55,408	60,000	60,000
	Total Revenues	176,844	125,000	104,879	60,000	60,000
	Current Expenditures:					
61022	Legal Fees	2,846	-	21,499	10,000	10,000
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	2,846	-	21,499	10,000	10,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	2,916,338	3,090,336	3,090,336	3,173,716	3,173,716
	Ending Fund Balance, June 30	\$ 3,090,336	\$ 3,215,336	\$ 3,173,716	\$ 3,223,716	\$ 3,223,716

Budget Details

71082 Capital Improvements

Amount

\$ -

61085 Operating Transfers Out

\$ -

**Traffic Mitigation Fund
2009-2010 Adopted Budget**

Fund 28		2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41542	Traffic Mitigation Fee	\$ -	\$ -	\$ 1,500	\$ -	\$ -
42192	Investment Earnings	4,979	6,000	2,308	2,500	2,500
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	4,979	6,000	3,808	2,500	2,500
	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	123,406	128,385	128,385	132,193	132,193
	Ending Fund Balance, June 30	\$ 128,385	\$ 134,385	\$ 132,193	\$ 134,693	\$ 134,693

Budget Details

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

**2001 Limited Obligation Improvement Bond Fund
 South Sonoma Business Park Assessment District
 2009-2010 Adopted Budget**

Fund 31, 32

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42181	Special Assessments	\$ 450,784	\$ 445,000	\$ 454,763	\$ 450,675	\$ 450,675
42192	Investment Earnings	17,168	20,000	3,789	4,000	4,000
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	467,952	465,000	458,552	454,675	454,675
	Current Expenditures:					
61015	Special Legal Services	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61033	Postage	-	-	-	-	-
61095	Bond Principal	80,000	85,000	85,000	100,000	100,000
61096	Interest Expense	364,975	359,613	359,613	350,635	350,635
6109*	Banking, Trust & Agency Fees	4,575	4,500	4,230	3,975	3,975
	Total Expenditures	449,550	449,113	448,843	454,610	454,610
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	768,693	787,095	787,095	796,804	796,804
	Ending Fund Balance, June 30	\$ 787,095	\$ 802,983	\$ 796,804	\$ 796,869	\$ 796,869

Asset Seizure Fund
2009-2010 Adopted Budget

Fund 50		2007-2008 Actual	2008-2009		2009-2010	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41211	Seized Property	\$ 18,532	\$ -	\$ (2,921)	\$ -	\$ -
41235	Asset Forfeiture	-	-	7,499	-	-
42192	Investment Earnings	306	-	859	750	750
	Total Revenues	18,839	-	5,437	750	750
	Current Expenditures:					
69011	Narcotics Enforcement Expense	-	-	-	-	-
	Capital Outlay:					
71081	Equipment	-	23,800	18,635	-	-
	Total Expenditures	-	23,800	18,635	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	33,778	52,617	52,617	39,419	39,419
	Ending Fund Balance, June 30	\$ 52,617	\$ 28,817	\$ 39,419	\$ 40,169	\$ 40,169

Budget Details

69011	Special Police Programs	
	"Buy" Money for Drug Criminal Investigations	\$ -
71081	Equipment	\$ -

**Maintenance Assessment Districts Fund
2009-2010 Adopted Budget**

Fund 201	Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
				Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	42181	Revenues:					
		Special Assessments	\$ 18,679	\$ 33,013	\$ 31,466	\$ 33,496	\$ 33,496
		Total Revenues	18,679	33,013	31,466	33,496	33,496
		Current Expenditures:					
	51XXX	Salaries - Public Works Time	1,368	3,230	2,253	30,136	30,136
	61019	Engineering Fee	-	-	-	-	-
	61025	Other Contract Services	18,830	27,095	18,896	-	-
	61041	Materials, Tools, Small Equipment	23	-	1,328	-	-
	61042	Rental Expense	-	-	-	-	-
	61043	Repairs & Replacements	-	-	-	-	-
	61051	Utilities	9,934	11,078	9,438	11,000	11,000
	61089	Property Tax Administration Fee	-	-	-	-	-
		Total Expenditures	30,154	41,403	31,915	41,136	41,136
		Other Sources (Uses):					
	42259	Operating Transfers In - GF Subsidy	10,573	9,349	6,331	-	-
	61085	Operating Transfers Out - Admin	(982)	(981)	(982)	(1,107)	(1,107)
		Beginning Fund Balance, July 1	37,259	35,374	35,374	40,274	40,274
		Ending Fund Balance, June 30	\$ 35,374	\$ 35,352	\$ 40,274	\$ 31,527	\$ 31,527

Budget Details

	Amount
42181 Special Assessments-	
2011 - Valparaiso Vista Subdivision - 15 parcels at \$158 per parcel	\$ 2,370
2012 - Quail Hollow IV Subdivision - 31 parcels at \$40 per parcel	1,240
2013 - Sommers Subdivision - 8 parcels at \$290-\$435 per parcel	2,465
2014 - Macklin Phase I Subdivision - 39 parcels at \$32.00 per parcel	1,248
2015 - Sierra Meadows Subdivision - 30 parcels at \$0 per parcel	-
2016 - Oak Knoll Subdivision - 24 parcels at \$133.50 per parcel	3,204
2017 - Garden Gate Subdivision - 15 parcels at \$195.56 per parcel	2,933
2018 - Park Meadows Subdivision - 39 parcels at \$388.10 per parcel	15,136
2019 - Cotati Station Subdivision - 70 parcels at \$ 0 per parcel	-
2020 - Altman Acres Subdivision - 14 parcels at \$350.00 per parcel	4,900
	<u>\$ 33,496</u>
51XXX Salaries and Benefits - Public Works Staff Time - Inspection, Repairs	
2011 - Valparaiso Vista Subdivision	\$ 856
2012 - Quail Hollow IV Subdivision	276
2013 - Sommers Subdivision	1,755
2014 - Macklin Phase I Subdivision	649
2015 - Sierra Meadows Subdivision	50
2016 - Oak Knoll Subdivision	2,690
2017 - Garden Gate Subdivision	1,881
2018 - Park Meadows Subdivision	10,696
2019 - Cotati Station Subdivision	7,030
2020 - Altman Acres Subdivision	4,253
	<u>\$ 30,136</u>

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

61051	Utilities	\$ 1,392
	2011 - Valparaiso Vista Subdivision	841
	2012 - Quail Hollow IV Subdivision	588
	2013 - Sommers Subdivision	476
	2014 - Macklin Phase I Subdivision	270
	2015 - Sierra Meadows Subdivision	392
	2016 - Oak Knoll Subdivision	930
	2017 - Garden Gate Subdivision	4,440
	2018 - Park Meadows Subdivision	1,147
	2019 - Cotati Station Subdivision	524
	2020 - Altman Acres Subdivision	<u>\$ 11,000</u>
42259	Operating Transfers In- General Fund - Subsidy	<u>\$ -</u>
61085	Operating Transfers Out General Fund - Administration	\$ 123
	2011 - Valparaiso Vista Subdivision	123
	2012 - Quail Hollow IV Subdivision	123
	2013 - Sommers Subdivision	123
	2014 - Macklin Phase I Subdivision	123
	2015 - Sierra Meadows Subdivision	123
	2016 - Oak Knoll Subdivision	123
	2017 - Garden Gate Subdivision	-
	2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)	123
	2019 - Cotati Station Subdivision	123
	2020 - Altman Acres Subdivision	<u>\$ 1,107</u>

**K9 Program Fund
2009-2010 Adopted Budget**

Fund 202		2008-2009			2009-2010	
Acct	Description	2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42248	Donations	\$ 1,107	\$ 2,000	\$ 35,253	\$ 9,000	\$ 9,000
4XXXX	Other Revenue	-	-	6,316	-	-
	Total Revenues	1,107	2,000	41,569	9,000	9,000
	Current Expenditures:					
51XXX	Salaries	-	-	2,361	2,738	2,738
61025	Other Contract Services	1,484	3,000	14,247	3,000	3,000
61033	Postage	-	-	1,393	300	300
61034	Dues & Subscriptions	-	-	-	-	-
61037	Vehicle Expense	-	-	2,297	-	-
61038	Information Systems	-	-	180	-	-
610XX	Travel, Meetings, and Training	145	500	10,340	1,000	1,000
61040	Departmental Supplies	18	200	4,018	400	400
61041	Materials, Tools, Small Equipment	-	200	8,835	200	200
61043	Repairs and Replacements	-	-	-	-	-
	Total Expenditures	1,647	3,900	43,672	7,638	7,638
	Other Sources (Uses):					
42259	Operating Transfers In	(1,933)	-	-	-	-
	Beginning Fund Balance, July 1	3,332	859	859	(1,244)	(1,244)
	Ending Fund Balance, June 30	\$ 859	\$ (1,041)	\$ (1,244)	\$ 118	\$ 118

Budget Details

NO EXPENDITURES WILL BE AUTHORIZED UNTIL DONATIONS ARE IN HOUSE TO COVER THEM

Amount

61025	Other Contract Services Master K-9 - Officer and Canine	\$ 1,000
42259	Operating Transfers In	\$ -

**General Capital Outlay Fund
2009-2010 Adopted Budget**

Fund 204		2008-2009			2009-2010	
		2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
42247	Revenues:					
	Property Owner Contributions	\$ -	\$ -	\$ 196,788	\$ -	\$ -
	Total Revenues	-	-	196,788	-	-
61025	Current Expenditures:					
	Other Contract Services	-	-	-	-	-
71082	Capital Outlay:					
	Capital Improvements	17,225	-	32,463	65,000	65,000
	Total Expenditures	17,225	-	32,463	65,000	65,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	217,928	200,703	200,703	365,028	365,028
	Ending Fund Balance, June 30	\$ 200,703	\$ 200,703	\$ 365,028	\$ 300,028	\$ 300,028

Budget Details

		<u>Amount</u>
71082	Capital Improvements R004- Old Redwood Highway South - May be Reimbursable by ARRA Funding	\$ 65,000
42259	Operating Transfers In General Fund	\$ -

**Explorer Program
2009-2010 Adopted Budget**

Fund 205		2008-2009			2009-2010	
		2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
42237	Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
42248	Donations	-	-	-	-	-
42251	Explorer Application Fee (cancelled)	-	-	-	-	-
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51017	Uniforms	-	600	-	-	-
610**	Travel, Meetings & Training	-	500	-	-	-
61040	Departmental Supplies	-	85	-	-	-
61076	Contributions	-	-	-	-	-
	Total Expenditures	-	1,185	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	1,885	1,885	1,885	1,885	1,885
	Ending Fund Balance, June 30	\$ 1,885	\$ 700	\$ 1,885	\$ 1,885	\$ 1,885

Budget Details

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

**Citizen Volunteer Program
2009-2010 Adopted Budget**

Fund 206		2008-2009			2009-2010	
Acct	Description	2007-2008 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
42248	Revenues: Donations	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
51017	Current Expenditures: Uniforms	-	1,750	493	800	800
61025	Other Contract Services	-	1,000	135	100	100
61040	Supplies	-	400	176	100	100
61040	Departmental Supplies	-	-	-	-	-
	Total Expenditures	-	3,150	804	1,000	1,000
42259	Other Sources (Uses): Operating Transfers In	-	3,150	804	1,000	1,000
	Beginning Fund Balance, July 1	-	-	-	(0)	(0)
	Ending Fund Balance, June 30	\$ -	\$ -	\$ (0)	\$ (0)	\$ (0)

Budget Details

42259 Operating Transfers In

Amount
\$ 1,000

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
2009-2010 Adopted Budget**

Fund 12, Department 700		2008-2009			2009-2010	
Acct	Description	2007-2008	Estimated Year		Proposed Budget	City Council Adopted Budget
		Actual	Adopted Budget	End		
Revenues:						
42050/55	Water Sales	\$ 1,365,695	\$ 1,330,000	\$ 1,285,021	\$ 1,350,000	\$ 1,350,000
420XX	Other Service Fees	45,156	45,670	43,711	43,250	43,250
42192	Investment Earnings	56,856	48,000	20,588	25,000	25,000
42193	Other Interest	92	-	-	-	-
42295	Other Revenues	6,470	4,050	9,117	-	-
44105	Principal Debt Repayment	958	-	1,016	-	-
	Total Revenues	1,475,227	1,427,720	1,359,453	1,418,250	1,418,250
Expenses:						
510XX	Salaries and Benefits	334,329	396,418	435,746	415,053	415,053
51003	Overtime	2,468	2,000	2,943	2,000	2,000
61015	Special Legal Services	2,813	3,000	-	5,000	5,000
61018	Special Engineering Services	34,996	345,000	1,909	287,262	287,262
61019	Engineering Fees	52,084	-	888	-	-
61022	Legal Fees	346	5,000	893	500	500
61024	SCWA Water Fees	378,629	420,278	308,178	416,808	416,808
61025	Other Contract Services	82,363	96,400	57,527	330,500	330,500
61026	Auditing Fees	2,550	2,550	2,970	2,550	2,550
61027	Insurance	46,417	43,449	34,174	37,215	37,215
61031	Advertising & Publications	328	400	400	1,000	1,000
61033	Postage	2,040	2,200	2,613	3,500	3,500
61034	Dues & Subscriptions	8,279	8,850	9,875	14,285	14,285
610**	Travel, Meetings, and Training	1,530	3,500	600	3,500	3,500
61036	Telephone	12,915	13,000	11,534	12,000	12,000
61037	Vehicle Expense	6,192	5,000	5,100	6,000	6,000
61038	Information Systems	9,117	13,746	7,456	15,775	15,775
61040	Office Supplies	6,520	6,500	6,918	7,000	7,000
61041	Materials, Tools, Small Equipment	9,171	8,000	4,625	8,000	8,000
61042	Equipment Rental	1,059	1,000	443	1,000	1,000
61043	Repairs and Replacements	7,773	10,000	6,182	10,000	10,000
61048	Printing and Photocopying	1,778	2,000	2,427	4,000	4,000
61051	Utilities	41,220	34,000	55,467	50,000	50,000
61084	Property Taxes	-	100	-	-	-
61090	Banking Fees - Credit Card Processing	920	900	1,842	2,000	2,000
Capital Outlay:						
71081	Equipment	-	-	7,292	24,750	24,750
71082	Capital Improvements	-	-	-	492,448	492,448
	Total Expenses	1,045,836	1,423,291	968,002	2,152,146	2,152,146
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	224,000	224,000
61085	Operating Transfers Out	(27,296)	(127,296)	(121,204)	(109,020)	(109,020)
	Beginning Retained Earnings, July 1*	730,383	1,132,478	1,132,478	1,402,725	1,402,725
	Ending Retained Earnings, June 30*	\$ 1,132,478	\$ 1,009,611	\$ 1,402,725	\$ 783,809	\$ 783,809

2009-2010 Adopted Budget

510XX	Salaries and Benefits	<u>08-09 FTE</u>	<u>09-10 FTE</u>	<u>Amount</u>
	City Manager	0.15	0.15	\$ 29,391
	Assistant to the City Manager	0.15	0.15	20,357
	Deputy City Clerk	0.10	0.10	8,457
	Director of Administrative Services	0.25	0.25	40,026
	Accountant	0.11	0.03	3,149
	Accounting Specialist	0.20	0.20	17,730
	Account Clerk II	0.40	0.40	29,338
	Director of Public Works/City Engineer	0.33	0.33	52,591
	Field Maintenance Supervisor	0.41	0.46	50,938
	Engineering Technician	0.50	0.50	32,078
	Maintenance Worker II	0.23	0.36	34,524
	Maintenance Worker II	0.32	0.41	37,091
	Maintenance Worker II	0.42	0.50	39,739
	Maintenance Worker II	0.10	0.21	18,838
		<u>3.66</u>	<u>4.05</u>	<u>\$ 414,248</u>
Detail does not include Permit Technician leave bank drawdown through 11/30/09				
61018	Special Engineering Services			\$ 150,000
	Water Supply Reliability - Aquifer Storage and Recovery (ASR) Pilot Study			100,000
	Urban Water Master Plan			25,000
	Water System GIS Implementation			7,262
	009S - USGS Groundwater Supply Assessment			5,000
	Records Management System			<u>287,262</u>
61025	Other Contract Services			\$ 274,000
	003P - Water Conservation Program			20,000
	Laboratory Services - Brelje and Race			15,000
	Processing, Mailing of Bills - Infosend and Insite			10,000
	General Plan Update			7,500
	Rate Study / Capital Project Financing Plan			4,000
	Certification - Department of Health Services			<u>330,500</u>
61027	Insurance			\$ 37,215
	Water Fund Allocation - (See General Fund Dept #305 for Breakdown - Total \$191,673 Estimated) 19%			<u>37,215</u>
61085	Operating Transfers Out			\$ 100,000
	Recycled Water Line Fund - Annual Allocation			-
	General Fund - Government Buildings Maintenance			8,420
	General Fund - Administration			600
	General Fund - Public Information Services			<u>109,020</u>
71081	Equipment			\$ 10,000
	Leak Detection Monitors (3)			10,000
	Irrigation Controllers			1,500
	Concrete Saw and Vacuum			1,250
	Workstation - GIS			1,000
	Data Sondes			1,000
	Handheld GPS			<u>24,750</u>

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

71082	Capital Improvements - Existing Users	
	Z046 - Well Retrofits (Green House Gas Reduction)	\$ 153,318
	Z045 - Wells 1A and 3 Filter and Control Valve Replacement	130,000
	Z008 - Water System Master Plan Update	75,000
	Z021 - Sensus Meter - Annual Replacements and Upgrade	25,000
	Z034 - Utility Base Map Update	25,000
	Z051 - Cypress Turnout Pressure Reducer Replacement	25,000
	Z052 - Meter Consolidation at Shopping Center	25,000
	Z028 - Low Water Use Demonstration Garden	19,130
	Z050 - West Sierra Tank Inspection / Repair	10,000
	Z049 - Well 1A Filter Root Repair	5,000
		<u>\$ 492,448</u>

**Water Capital Fund
2009-2010 Adopted Budget**

Fund 13, Department 700

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
420X0	Water Connection Fees	\$ 22,933	\$ 54,679	\$ 39,648	\$ -	\$ -
420XX	Other Service Fees	(5,510)	16,530	6,870	1,000	1,000
42192	Investment Earnings	25,632	15,000	8,492	10,000	10,000
	Total Revenues	43,055	86,209	55,010	11,000	11,000
	Expenses:					
61092	Depreciation Expense	161,710	126,000	-	-	-
61022	Legal Fees	796	-	-	-	-
	Capital Outlay:					
71081	Equipment	-	11,750	-	-	-
71082	Capital Improvements	1,531,577	480,000	162,863	90,000	90,000
72001	Capitalized Revenues / Expenses	(1,595,555)	-	-	-	-
	Total Expenses	98,527	617,750	162,863	90,000	90,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(63,500)	(13,500)	(13,500)	(13,500)	(13,500)
	Beginning Retained Earnings, July 1*	2,725,057	2,606,085	2,606,085	2,484,732	2,484,732
	Ending Retained Earnings, June 30*	\$ 2,606,085	\$ 2,061,044	\$ 2,484,732	\$ 2,392,232	\$ 2,392,232

Budget Details

	<u>Amount</u>
71082 Capital Improvements - Future Users	
Z014 - Cypress Tank	\$ 75,000
T042 - Old Redwood Hwy - George Street to HWY 116	15,000
	<u>\$ 90,000</u>
61085 Operating Transfers Out	
General Fund - Administration Costs	<u>\$ 13,500</u>

**Recycled Water Line Fund
2009-2010 Adopted Budget**

Fund 14, Department 700

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42192	Investment Earnings	\$ 5,962	\$ 7,000	\$ 4,015	\$ 3,500	\$ 3,500
	Total Revenues	5,962	7,000	4,015	3,500	3,500
	Expenses:					
61018	Special Engineering Services	-	-	-	50,000	50,000
	Total Expenses	-	-	-	50,000	50,000
	Other Sources (Uses):					
42259	Operating Transfers In	50,000	100,000	100,000	100,000	100,000
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Retained Earnings, July 1*	184,989	240,951	240,951	344,966	344,966
	Ending Retained Earnings, June 30*	\$ 240,951	\$ 347,951	\$ 344,966	\$ 398,466	\$ 398,466

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

Budget Details

	<u>Amount</u>
42259 Operating Transfers In Water Capital Fund - Annual Allocation	<u>\$ 100,000</u>
61018 Special Engineering Fees Recycled Water Line Design	<u>\$ 50,000</u>

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

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

GOALS

- Protect the health and welfare of the community by insuring the continuous uninterrupted operation of the wastewater collection and transmission system.
- Provide appropriate, economical maintenance and repair of wastewater collection and transmission system and appurtenances.
- 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
2009-2010 Adopted Budget**

Fund 18, Department 800

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42000/05	Sewer Treatment Charges	\$ 2,208,196	\$ 2,208,196	\$ 2,168,682	\$ 2,200,000	\$ 2,200,000
420X0	Other Service Fees	595	162	-	-	-
42192	Investment Earnings	150,003	45,000	18,917	25,000	25,000
42193	Other Interest	153	-	-	-	-
42237	Reimbursement - City of Santa Rosa	134,010	-	166,710	-	-
44105	Principle Debt Repayment	1,593	-	1,690	-	-
	Total Revenues	2,494,550	2,253,358	2,355,999	2,225,000	2,225,000
	Expenses:					
510XX	Salaries and Benefits	304,218	301,506	284,367	302,817	302,817
51003	Overtime	2,015	1,500	732	2,000	2,000
61018	Special Engineering Services	-	130,000	2,016	130,000	130,000
61019	Engineering Fees	10,845	-	88	-	-
61022	Legal Fees	271	-	575	600	600
61025	Other Contract Services	20,955	26,200	17,222	28,900	28,900
61026	Auditing Fees	2,550	2,550	2,970	2,500	2,500
61027	Insurance	43,974	42,146	32,375	35,256	35,256
61029	Wastewater Treatment Fees	1,561,979	1,564,927	1,564,927	1,662,543	1,662,543
61031	Advertising & Publications	310	350	400	1,000	1,000
61033	Postage	1,632	1,800	1,300	2,500	2,500
61034	Dues & Subscriptions	172	172	1,575	5,785	5,785
610XX	Travel, Meetings, and Training	461	3,500	150	5,200	5,200
61036	Telephone	7,993	8,000	6,000	7,000	7,000
61037	Vehicle Maintenance	6,595	5,000	3,261	6,000	6,000
61038	Information Systems	7,635	11,736	5,255	15,700	15,700
61040	Office Supplies	2,091	2,500	1,382	2,500	2,500
61041	Materials, Tools, Small Equipment	707	1,000	600	1,000	1,000
61042	Equipment Rental	659	500	-	1,000	1,000
61043	Repairs and Replacements	6,175	5,000	1,530	5,000	5,000
61048	Printing and Photocopying	1,252	1,350	1,577	2,500	2,500
61051	Utilities	1,582	1,700	1,595	1,600	1,600
61090	Banking Fees - Credit Card Processing	1,840	1,800	3,597	3,600	3,600
62001	Plumbing Retrofit Expenses	14,645	20,000	21,000	25,000	25,000
	Capital Outlay:					
71081	Equipment	-	-	7,292	3,750	3,750
71082	Capital Improvements	-	-	-	219,250	219,250
	Total Expenses	2,000,557	2,133,238	1,961,787	2,473,001	2,473,001
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(26,094)	(26,094)	(20,403)	(9,020)	(9,020)
	Beginning Retained Earnings, July 1*	713,388	1,181,287	1,181,287	1,555,097	1,555,097
	Ending Retained Earnings, June 30*	\$ 1,181,287	\$ 1,275,314	\$ 1,555,097	\$ 1,298,075	\$ 1,298,075

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

**Sewer Operating Fund
2009-2010 Adopted Budget**

510XX	Salaries and Benefits	<u>08-09 FTE</u>	<u>09-10 FTE</u>	<u>Amount</u>
	City Manager	0.15	0.15	\$ 29,391
	Assistant to the City Manager	0.15	0.15	20,357
	Deputy City Clerk	0.10	0.10	8,457
	Director of Administrative Services	0.15	0.15	24,016
	Accountant	0.13	0.07	3,149
	Accounting Specialist	0.20	0.20	17,730
	Account Clerk II	0.40	0.40	29,338
	Director of Public Works/City Engineer	0.32	0.32	50,997
	Field Maintenance Supervisor	0.20	0.20	22,147
	Engineering Technician	0.00	0.50	32,078
	Maintenance Worker II	0.35	0.19	18,221
	Maintenance Worker II	0.25	0.19	17,189
	Maintenance Worker II	0.25	0.24	19,075
	Maintenance Worker II	0.15	0.11	9,867
		<u>2.80</u>	<u>2.97</u>	<u>\$ 302,012</u>

Detail does not include Permit Technician leave bank drawdown through 11/30/09

61018	Special Engineering Fees Inflow and Infiltration Study Sewer System GIS Implementation Records Management System			\$ 100,000 25,000 5,000 <u>\$ 130,000</u>
61025	Other Contract Services Processing, Mailing of Bills - Infosend and Insite General Plan Update Rate Study / Capital Project Financing Plan Subregional Flow Meter Maintenance			\$ 10,200 10,000 7,500 1,200 <u>\$ 28,900</u>
61027	Insurance Sewer Fund Allocation - (see General Fund Dept #305 for Breakdown - Total \$ 191,673) 18%			\$ 35,256 <u>35,256</u>
61029	Wastewater Treatment Fees City of Santa Rosa			\$ 1,662,543 <u>1,662,543</u>
61085	Operating Transfers Out General Fund - Administration General Fund - Public Information Services General Fund - Government Buildings Maintenance			\$ 8,420 600 - <u>\$ 9,020</u>
71081	Equipment Concrete Saw and Vacuum Workstation - GIS Handheld GPS			\$ 1,500 1,250 1,000 <u>\$ 3,750</u>
71082	Capital Improvements X013 - Sewer Master Plan X027 - Sewer Flow Monitoring Stations (2) X028 - Pump Station Retrofit (Greenhouse Gas Reduction) X014 - Utility Base Mapping X032 - Benson & Century Lift Station Rail and Chain Replacement Z053 - Old Redwood Hwy - George Street to HWY 116 X034 - Redwood Drive Lift Station Roof Repair X033 - Quail Hollow Lift Station Chain Replacement			\$ 75,000 35,000 35,000 25,000 25,000 20,250 2,000 2,000 <u>\$ 219,250</u>

**Sewer Capital Fund
2009-2010 Adopted Budget**

Fund 19, Department 800

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42010	Sewer Connection Fees	\$ 21,161	\$ 96,901	\$ 18,606	\$ -	\$ -
42040	Wastewater Conservation	(278)	-	-	-	-
420X0	Other Service Fees	(10,500)	-	216	-	-
42192/93	Investment Earnings	101,194	200,000	115,287	100,000	100,000
42237	Reimbursement - City of Santa Rosa	-	-	-	-	-
	Total Revenues	111,577	296,901	134,109	100,000	100,000
	Expenses:					
61022	Legal Laguna Sewer	-	-	-	-	-
61092	Depreciation Expense	139,817	134,000	-	-	-
	Capital Outlay:					
71081	Equipment	4,188	3,750	-	-	-
71082	Capital Improvements	116,528	270,000	(3,100)	114,750	114,750
72001	Capitalized Revenues / Expenses	(118,731)	-	-	-	-
	Total Expenses	141,802	407,750	(3,100)	114,750	114,750
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(27,000)	(27,000)	(27,000)	(251,000)	(251,000)
	Beginning Retained Earnings, July 1*	6,840,279	6,783,054	6,783,054	6,893,263	6,893,263
	Ending Retained Earnings, June 30*	\$ 6,783,054	\$ 6,645,205	\$ 6,893,263	\$ 6,627,513	\$ 6,627,513

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

Budget Details

	<u>Amount</u>
61085 Operating Transfers Out	
Water Operating Fund - 'Cash for Grass' Program	\$ 224,000
General Fund - Administration	27,000
	<u>\$ 251,000</u>
71082 Capital Improvements	
T042 - Old Redwood Hwy - George Street to HWY 116	\$ 114,750
	<u>\$ 114,750</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
2009-2010 Adopted Budget**

Fund 35, Department 900		2008-2009			2009-2010	
Acct	Description	2007-2008 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted Budget
4XXXX	Revenues:					
	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	\$ 260,248	\$ 221,357	\$ 214,196	\$ 189,583	\$ 189,583
51003	Overtime	410	-	50	-	-
61015	Special Legal Services	390	3,000	1,017	-	-
61018	Special Engineering Services	21,894	6,000	7,557	-	-
61019	Engineering Fees	31,210	-	-	-	-
61022	Legal Fees	21,593	50,000	29,654	20,000	20,000
61025	Other Contract Services	88,606	69,315	111,729	175,544	175,544
61026	Auditing Fees	4,250	4,250	4,950	4,250	4,250
61027	Insurance	41,531	39,847	30,576	33,298	33,298
61031	Advertising and Publications	-	-	539	-	-
61033	Postage	2,168	2,400	1,600	1,600	1,600
61034	Dues and Subscriptions	2,200	2,200	2,705	2,800	2,800
610**	Travel, Meetings, and Training	291	-	275	3,500	3,500
61036	Telephone	1,210	1,200	1,047	1,100	1,100
61038	Information Systems	3,646	6,229	4,090	5,900	5,900
61040	Office Supplies	21	100	300	300	300
61048	Printing and Photocopying	4,377	4,000	3,660	2,200	2,200
61077	School District Agreement	37,046	38,000	35,640	35,000	35,000
61089	Tax Administration Fees	45,264	46,000	46,617	47,000	47,000
61097	Trust and Agency Fees	3,850	3,850	4,288	4,250	4,250
	Total Expenditures	570,206	497,748	500,491	526,324	526,324
	Other Sources (Uses):					
42259	Operating Transfers In	1,414,056	1,344,362	1,395,565	1,274,181	1,274,181
61085	Operating Transfers Out	(843,850)	(846,613)	(895,074)	(747,857)	(747,857)
	Beginning Fund Balance, July 1	-	-	-	(0)	(0)
	Ending Fund Balance, June 30	-	0	(0)	(0)	(0)

Budget Details

42259 **Operating Transfers In** \$ 1,274,181
 CCRA Capital Projects Fund - Operating Costs

510XX	Salaries and Benefits	08-09 FTE	09-10 FTE	Amount
	City Manager	0.15	0.15	\$ 29,391
	Assistant to the City Manager	0.15	0.15	20,357
	Deputy City Clerk	0.27	0.27	22,835
	Director of Administrative Services	0.25	0.25	40,026
	Accounting Specialist	0.25	0.25	22,162
	Account Clerk II	0.10	0.10	7,334
	Assistant Planner	0.30	0.30	23,142
	Administrative Secretary	0.30	0.30	24,334
		<u>1.77</u>	<u>1.77</u>	<u>\$ 189,583</u>

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

61025	Other Contract Services		
	General Plan Update	\$	70,000
	5-Year Implementation Plan		50,000
	Economic Development		50,000
	Park Maintenance		5,544
		<u>\$</u>	<u>175,544</u>
61027	Insurance		
	CCRA Allocation - (see General Fund Dept #305 for Breakdown - Total \$195,369)	17%	<u>\$ 33,298</u>
61034	Dues & Subscriptions		
	California Redevelopment Association		<u>\$ 2,800</u>
61085	Operating Transfers Out		
	CCRA Debt Service Fund - 2001 Tax Allocation Bonds Series A	\$	392,553
	CCRA Debt Service Fund - 2004 Tax Allocation Refunding Bonds		350,178
	CCRA Low/Mod Housing Fund - Fiscal Year 2005-2006 ERAF Contribution \$80,573 (50% loan, must be repaid within 10 years). FY 09-10 Pay Back Amount		
	General Fund - Government Buildings Lease Agreement		4,326
	General Fund - Public Information Services		800
			<u>747,857</u>

**Cotati Community Redevelopment Agency Tax Increment Fund
(Formerly Capital Projects Fund)
2009-2010 Adopted Budget**

Fund 34, Department 900		2008-2009			2009-2010	
Acct	Description	2007-2008 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted Budget
Revenues:						
410XX	Property Taxes	\$ 1,970,361	\$ 1,820,401	\$ 1,875,236	\$ 563,477	\$ 563,477
42192	Investment Earnings	94,928	100,000	77,449	50,000	50,000
42193	Other Interest	-	-	-	-	-
42283	Sale of Fixed Assets	-	-	-	-	-
	Total Revenues	2,065,288	1,920,401	1,952,684	613,477	613,477
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	-	-	-	200,000	200,000
Debt Service:						
61090	Banking Fees	-	-	-	-	-
61093	Lease Principal	-	-	-	-	-
6109*	Interest	-	-	-	-	-
	Total Expenditures	-	-	-	200,000	200,000
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,414,056)	(1,344,362)	(1,395,565)	(1,274,181)	(1,274,181)
	Beginning Fund Balance, July 1	1,194,770	1,846,003	1,846,003	2,403,122	2,403,122
	Ending Fund Balance, June 30	\$ 1,846,003	\$ 2,422,041	\$ 2,403,122	\$ 1,542,418	\$ 1,542,418

Budget Details

	<u>Amount</u>
42259 Operating Transfer In	\$ -
71081 Equipment	\$ -
71082 Capital Improvements T042 - Old Redwood Highway - George Street to Hwy 116	\$ 200,000
61085 Operating Transfers Out CCRA Operating Fund - Administration, Current Year Debt Service	\$ 1,274,181

**Cotati Community Redevelopment Agency TABs Fund
(Formerly 2001 TABs Fund)
2009-2010 Adopted Budget**

Fund 36, Department 900		2007-2008 Actual	2008-2009		2009-2010	
			Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted Budget
Acct	Description					
	Revenues:					
42192	Investment Earnings	\$ 129,691	\$ 70,000	\$ 62,775	\$ 5,000	\$ 5,000
42247	Property Owner Contribution	-	-	-	-	-
	Total Revenues	129,691	70,000	62,775	5,000	5,000
	Expenses:					
61090	Banking Fees	12	-	8	-	-
61097	Trust & Agency Fees	-	-	-	-	-
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	142,571	1,422,300	897,512	-	-
	Total Expenditures	142,582	1,422,300	897,520	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	1,502,253	1,489,362	1,489,362	654,617	654,617
	Ending Fund Balance, June 30	\$ 1,489,362	\$ 137,062	\$ 654,617	\$ 659,617	\$ 659,617

	<u>Amount</u>
42259 Operating Transfer In	\$ -
71082 Capital Improvements	\$ -
61085 Operating Transfers Out	\$ -

**Cotati Community Redevelopment Agency
Low and Moderate Income Housing Fund
2009-2010 Adopted Budget**

Fund 37, Department 902

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted Budget
	Revenues:					
410XX	Property Taxes	\$ 902,457	\$ 848,149	\$ 852,675	\$ 852,675	\$ 852,675
42116	Rent Stabilization	1,087	1,000	-	-	-
42192	Investment Earnings	195,614	220,000	121,132	160,000	160,000
42193	Other Interest	20,148	-	15,065	-	-
	Total Revenues	1,119,307	1,069,149	988,872	1,012,675	1,012,675
	Expenses:					
510XX	Salaries and Benefits	90,541	101,862	97,018	91,207	91,207
51003	Overtime	47	-	-	-	-
61015	Special Legal Services	-	5,000	-	-	-
61022	Legal Fees	37,595	-	97,645	50,000	50,000
61025	Other Contract Services	506	75,600	600	62,000	62,000
61031	Advertising and Legal Notices	129	130	100	100	100
61033	Postage	708	800	542	600	600
610**	Travel, Meetings, and Training	23	-	-	-	-
61036	Telephone	454	500	441	450	450
61038	Information Systems	1,118	1,748	1,170	1,200	1,200
61040	Office Supplies	7	-	30	50	50
61048	Printing and Photocopying Services	1,310	1,500	1,460	1,500	1,500
61076	Contributions	-	-	336	-	-
61089	Tax Administration Fees	11,316	11,500	11,655	12,000	12,000
62003	Housing Loans	-	100,000	20,000	-	-
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	-	19,228	23,507	2,200,000	2,200,000
	Total Expenditures	143,753	317,868	254,504	2,419,107	2,419,107
	Other Sources (Uses):					
42259	Operating Transfers In	80,573	80,573	80,573	-	-
61085	Operating Transfers Out	(72,260)	(72,213)	(72,213)	(66,737)	(66,737)
	Beginning Fund Balance, July 1	2,497,589	3,481,456	3,481,456	4,224,183	4,224,183
	Ending Fund Balance, June 30	\$ 3,481,456	\$ 4,241,096	\$ 4,224,183	\$ 2,751,014	\$ 2,751,014

Budget Details

				Amount
		08-09 FTE	09-10 FTE	
510XX	Salaries and Benefits			
	City Manager	0.20	0.20	\$ 39,189
	Assistant to the City Manager	0.20	0.20	27,143
	Director of Administrative Services	0.10	0.10	16,011
	Accounting Specialist	0.10	0.10	8,865
		0.60	0.60	\$ 91,207

**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	\$ 55,000 7,000 <u>\$ 62,000</u>
61076	Contributions	<u>\$ -</u>
71081	Equipment	<u>\$ -</u>
71082	Capital Improvements Burbank Housing Housing Land Trust Habitat for Humanity	\$ 1,400,000 700,000 100,000 <u>\$ 2,200,000</u>
42259	Operating Transfer In	<u>\$ -</u>
61085	Operating Transfers Out CCRA Debt Service - 2004 Tax Allocation Refunding Bonds 15.7% General Fund - Government Buildings Lease Agreement	65,217 1,520 <u>\$ 66,737</u>

**Cotati Community Redevelopment Agency Debt Service Fund
2009-2010 Adopted Budget**

Fund 33, Department 900

Acct	Description	2007-2008 Actual	2008-2009		2009-2010	
			Adopted Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted Budget
42192	Revenues: Investment Earnings	\$ 23,034	\$ 30,000	\$ 4,838	\$ 7,000	\$ 7,000
	Total Revenues	23,034	30,000	4,838	7,000	7,000
61090	Expenses: Banking Fees	1,612	1,650	1,148	1,150	1,150
		1,612	1,650	1,148	1,150	1,150
61095	Debt Service: Principal	240,000	250,000	250,000	255,000	255,000
61096	Interest	568,490	561,207	561,206	552,948	552,948
	Total Expenditures	810,102	812,857	812,354	809,098	809,098
42259	Other Sources (Uses): Operating Transfers In	808,490	811,206	811,212	807,947	807,947
61085	Operating Transfers Out	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
	Beginning Fund Balance, July 1	1,081,632	1,101,655	1,101,655	1,103,951	1,103,951
	Ending Fund Balance, June 30	\$ 1,101,655	\$ 1,128,604	\$ 1,103,951	\$ 1,108,400	\$ 1,108,400

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)	65,217 392,553 350,178 <u>\$ 807,947</u>
61085	Operating Transfers Out General Fund - Administration	<u>\$ 1,400</u>

CITY OF COTATI

Section G

SALARIES AND BENEFITS

**Salaries and Benefits By Position
City of Cotati - Fiscal Year 2009-2010**

Position	Annual Earnings	Deferred Comp.	Retirement & Medicare	Health Insurances	Life & Disability	Other	Total Salaries & Benefits
Councilmember	\$ 3,600	\$ -	\$ 52	\$ 6,552	\$ 215	\$ 50	\$ 10,470
Councilmember	3,600	-	52	-	215	50	3,918
Councilmember	3,600	-	52	1,572	215	50	5,490
Councilmember	3,600	-	52	5,184	215	50	9,102
Councilmember	3,600	-	52	-	89	-	3,741
Ex-Councilmember	-	-	-	14,082	-	-	14,082
Ex-Councilmember	-	-	-	6,921	-	-	6,921
	18,000	-	261	34,311	950	201	53,723
City Manager	140,100	4,203	7,881	16,772	5,922	50	174,928
Deputy City Clerk	58,666	675	12,100	10,574	2,512	45	84,573
Vacant Administrative Clerk	-	-	-	-	-	-	-
	198,766	4,878	19,981	27,346	8,434	96	259,500
Director of Administrative Services	122,008	3,588	6,728	5,184	5,128	50	142,686
Accountant	6,032	-	87	-	178	-	6,298
Accounting Specialist	58,503	1,656	12,066	13,867	2,511	45	88,648
Account Clerk II	50,984	540	10,515	9,072	2,187	45	73,344
	237,527	5,784	29,397	28,123	10,004	141	310,976
Assistant to the City Manager	97,649	2,881	20,140	10,951	4,050	45	135,716
Vacant Senior Planner	-	-	-	-	-	-	-
Vacant Associate Planner	-	-	-	-	-	-	-
Assistant Planner	52,823	602	10,895	10,574	2,201	45	77,140
Interim Building Official	31,095	-	451	-	980	-	32,526
Vacant Permit Technician	11,720	234	2,417	1,210	495	21	16,098
Administrative Secretary	52,974	1,033	10,904	13,867	2,291	45	81,115
Recreation Manager	2,137	64	441	450	75	4	3,170
Recreation Assistant	884	-	13	-	30	-	927
	249,281	4,814	45,260	37,053	10,122	161	346,692
Director of Public Works	112,551	3,305	6,196	16,772	4,693	50	143,567
Field Maintenance Supervisor	75,025	1,935	15,469	15,095	3,166	45	110,735
Engineering Technician	47,056	141	9,705	5,229	1,980	45	64,156
Maintenance Worker II	63,194	1,905	13,029	15,095	2,632	45	95,901
Maintenance Worker II	59,301	1,286	12,226	15,095	2,514	45	90,466
Maintenance Worker II	59,733	202	12,315	4,666	2,517	45	79,479
Maintenance Worker II	59,733	1,224	12,315	13,867	2,517	45	89,702
Maintenance Worker I	-	-	-	-	-	-	-
	476,594	9,997	81,257	85,817	20,020	322	674,007
Police Chief	139,129	-	49,076	11,749	4,904	50	204,909
Police Lieutenant	-	-	-	-	-	-	-
Police Sergeant	95,234	217	37,547	16,772	3,478	50	153,298
Police Sergeant	98,396	223	38,826	16,772	3,568	50	157,834
Police Sergeant	97,677	222	38,535	16,772	3,568	50	156,823
Police Sergeant	90,671	212	35,239	16,772	3,300	50	146,244
Support Services Supervisor	29,648	882	2,228	2,194	1,121	20	36,092
Police Officer	83,296	-	40,482	11,749	3,122	50	138,700
Police Officer	79,177	-	38,482	15,312	2,944	50	135,965
Police Officer	77,726	-	37,796	15,312	2,944	50	133,828
Police Officer	77,726	-	37,796	9,984	2,944	50	128,500
Police Officer	30,739	-	14,948	4,095	1,152	21	50,955
Police Officer	85,382	-	41,468	15,408	3,122	50	145,430
Police Officer	70,163	-	34,118	14,924	2,677	50	121,932
Police Officer	-	-	-	-	-	-	-
Police Officer	-	-	-	-	-	-	-
Community Services Officer	64,947	-	13,384	5,184	2,498	50	86,063
Dispatcher / Clerk	64,522	-	13,247	4,164	2,498	50	84,482
Dispatcher / Clerk	62,210	-	12,772	15,408	2,409	50	92,850
Dispatcher / Clerk	62,210	-	12,772	16,772	2,409	50	94,214
Dispatcher / Clerk	59,529	-	12,221	5,810	2,320	50	79,931
Dispatcher / Clerk	-	-	-	-	-	-	-
Dispatcher / Clerk	7,776	-	1,597	-	245	13	9,630
Dispatcher / Clerk	28,243	-	5,798	5,875	891	50	40,857
Police Services Aid	2,063	41	396	-	75	8	2,583
Reserve Officer	-	-	-	-	-	-	-
	1,406,464	1,796	518,728	221,027	52,189	916	2,201,120
Total Salaries and Benefits	\$ 2,586,632	\$ 27,270	\$ 694,883	\$ 433,678	\$ 101,719	\$ 1,836	\$ 3,846,018

**Position Allocated by Department
City of Cotati - Fiscal Year 2009-10**

Position	Home Dept	Council 300	City Mgr 301	Admin Svcs 303	Comm Dev 400	Eng 402	Streets 403
City Council							
Councilmembers	300	5.00					
Total City Council		5.00	0.00	0.00	0.00		0.00
City Manager							
City Manager	301		0.35				
Deputy City Clerk	301		0.53				
Total City Manager		0.00	0.88	0.00	0.00	0.00	0.00
Administrative Services							
Director of Administrative Services	303			0.25			
Accountant	303	-	-	-	-	-	-
Accounting Specialist	303	-	-	0.25	-	-	-
Account Clerk II	303	-	-	0.10	-	-	-
Total Administrative Svcs		0.00	0.00	0.60	0.00		0.00
Community Development							
Assistant to the City Manager	400	-	-	-	0.35		-
Interim Building Official	400				0.23		
Permit Technician	400				0.45		
Assistant Planner	400	-	-	-	0.70		-
Administrative Secretary	400	-	-	-	0.70		-
Recreation Manager	400	-	-	-	0.44		-
Recreation Assistant	400				0.30		
Total Community Development		0.00	0.00	0.00	3.17	0.00	0.00
Public Works							
Director of Public Works	403					0.15	0.15
Field Maintenance Supervisor	403						0.28
Engineering Technician	403						
Maintenance Worker II - Dane	403						0.32
Maintenance Worker II - Ralph	403						0.17
Maintenance Worker II - Scott	403						0.18
Maintenance Worker II - Suzie	403						0.29
Maintenance Worker I - Vacant	403						
Total Public Works		0.00	0.00	0.00	0.00	0.15	1.39
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						
Police Volunteers	500						
Reserve Officers	500	-	-	-	-		-
Total Police		0.00	0.00	0.00	0.00		0.00
Total Authorized Positions		5.00	0.88	0.60	3.17	0.15	1.39

Position Allocated by Department
City of Cotati - Fiscal Year 2009-10

Gov't Bldg 406	Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	FY 2008-09	FY 2009-10
								5.00	5.00
0.00	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
				0.10	0.10	0.27		1.00	1.00
0.00	0.00	0.00	0.00	0.25	0.25	0.42	0.20	2.00	2.00
				0.25	0.15	0.25	0.10	1.00	1.00
-	-	-	-	0.03	0.07	-	-	0.53	0.10
-	-	-	-	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	0.00	0.88	0.82	0.60	0.20	3.53	3.10
				0.15	0.15	0.15	0.20	1.00	1.00
-	-	-	-					0.45	0.23
				0.02	0.03			0.23	0.50
-	-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	-	-	-	0.73	0.44
-	-	-	-	-	-	-	-	-	0.30
0.00	0.00	0.00	0.00	0.17	0.18	0.75	0.20	4.41	4.47
				0.33	0.32			1.00	1.00
-	0.05			0.46	0.20			1.00	1.00
-	0.06			0.50	0.50			1.00	1.00
				0.36	0.19			1.00	1.00
-	0.13			0.41	0.19			1.00	1.00
-	0.23			0.50	0.24			1.00	1.00
-	0.08			0.21	0.11			1.00	1.00
-	0.39							-	-
0.00	0.94	0.00	0.00	2.77	1.75	0.00	0.00	7.00	7.00
		1.00	-	-	-	-	-	1.00	1.00
-	-	4.00	-	-	-	-	-	4.00	4.00
-	-	0.375	-	-	-	-	-	1.00	0.38
		7.00						7.00	7.00
-	-	1.00	-	-	-	-	-	1.00	1.00
-	-	5.00	-	-	-	-	-	6.00	5.00
		0.38						0.60	0.38
		4.00							4.00
-	-	2.00	-	-	-	-	-	4.00	2.00
0.00	0.00	24.76	0.00	0.00	0.00	0.00	0.00	24.60	24.76
0.00	0.94	24.76	0.00	4.07	3.00	1.77	0.60	46.54	46.32

Less: Councilmembers 5 5
Reserve Officers & Police Volunteers 4 6
Full Time Equivalent Employees 37.54 35.32

Allocated Position Costs by Department
City of Cotati - Fiscal Year 2009-10

Position	Home Dept	Council 300	City Mgr 301	Admin Svcs 303	Planning 400	Eng 402	Streets 403
City Council							
Councilmembers	300	53,723	-	-	-	-	-
Total City Council		53,723	-	0.00	0.00		0.00
City Manager							
City Manager	301	-	47,565	-	-	-	-
Deputy City Clerk	301	-	44,824	-	-	-	-
Total City Manager		-	92,388	-	-	-	-
Administrative Services							
Director of Finance	303	-	-	22,608	-	-	-
Accountant	303	-	-	-	-	-	-
Accounting Specialist	303	-	-	22,162	-	-	-
Account Clerk II	303	-	-	7,334	-	-	-
Total Administrative Svcs		-	-	52,104	-	-	-
Community Development							
Assistant to the City Manager	400	-	-	-	47,501	-	-
Interim Building Official	400	-	-	-	32,526	-	-
Permit Technician	400	-	-	-	14,488	-	-
Assistant Planner	400	-	-	-	53,998	-	-
Administrative Secretary	400	-	-	-	56,780	-	-
Recreation Manager	602	-	-	-	3,170	-	-
Recreation Assistant	602	-	-	-	927	-	-
Total Comm Development		-	-	-	209,390	-	-
Public Works							
Director of Public Works	403	-	-	-	-	11,266	21,535
Field Maintenance Supervisor	403	-	-	-	-	-	31,006
Engineering Technician	403	-	-	-	-	-	-
Maintenance Worker II	403	-	-	-	-	-	30,688
Maintenance Worker II	403	-	-	-	-	-	15,379
Maintenance Worker II	403	-	-	-	-	-	14,306
Maintenance Worker II	403	-	-	-	-	-	26,014
Maintenance Worker I	403	-	-	-	-	-	-
Total Public Works		-	-	-	-	11,266	138,928
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		-	-	-	-	-	-
Position Costs by Department		53,723	92,388	52,104	209,390	11,266	138,928

Allocated Position Costs by Department
 City of Cotati - Fiscal Year 2009-10

Gov't Bldgs 406	Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	Total
-	-	-	-	-	-	-	-	53,723
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,723
-	-	-	-	29,391	29,391	29,391	39,189	174,928
-	-	-	-	8,457	8,457	22,835	-	84,573
-	-	-	-	37,849	37,849	52,226	39,189	259,500
-	-	-	-	40,026	24,016	40,026	16,011	142,686
-	-	-	-	3,149	3,149	-	-	6,298
-	-	-	-	17,730	17,730	22,162	8,865	88,648
-	-	-	-	29,338	29,338	7,334	-	73,344
-	-	-	-	90,242	74,232	69,523	24,875	310,976
-	-	-	-	20,357	20,357	20,357	27,143	135,716
-	-	-	-	-	-	-	-	32,526
-	-	-	-	805	805	-	-	16,098
-	-	-	-	-	-	23,142	-	77,140
-	-	-	-	-	-	24,334	-	81,115
-	-	-	-	-	-	-	-	3,170
-	-	-	-	-	-	-	-	927
-	-	-	-	21,162	21,162	67,834	27,143	346,692
-	7,178	-	-	52,591	50,997	-	-	143,567
-	6,644	-	-	50,938	22,147	-	-	110,735
-	-	-	-	32,078	32,078	-	-	64,156
-	12,467	-	-	34,524	18,221	-	-	95,901
-	20,807	-	-	37,091	17,189	-	-	90,466
-	6,358	-	-	39,739	19,075	-	-	79,479
-	34,984	-	-	18,838	9,867	-	-	89,702
-	-	-	-	-	-	-	-	-
-	88,439	-	-	265,799	169,574	-	-	674,007
-	-	204,909	-	-	-	-	-	204,909
-	-	-	-	-	-	-	-	-
-	-	614,199	-	-	-	-	-	614,199
-	-	36,092	-	-	-	-	-	36,092
-	-	855,310	-	-	-	-	-	855,310
-	-	86,063	-	-	-	-	-	86,063
-	-	401,964	-	-	-	-	-	401,964
-	-	2,583	-	-	-	-	-	2,583
-	-	-	-	-	-	-	-	-
-	-	2,201,120	-	-	-	-	-	2,201,120
-	88,439	2,201,120	-	415,053	302,817	189,583	91,207	3,846,018

Base Salary Schedule - Schedule "A"
Effective July 1, 2009

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
Planning and Building Services Manager	7,005	7,355	7,723	8,109	8,515
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
Recreation Assistant	2,947	3,094	3,249	3,462	3,635
Account Clerk I	2,848	2,990	3,140	3,297	3,462
Police Services Aid	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
Recreation Assistant	17.00	17.85	18.74	19.68	20.66
Account Clerk I	16.43	17.25	18.12	19.02	19.97
Police Services Aid	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 13 employees receiving longevity pay in 2009-10 with a total projected cost of \$55,886.

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 2009-10 cost is \$66,192.

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 2009-10 are projected to be \$14,737.

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 8 employees receiving P.O.S.T. Incentive Pay. Total projected 2009-10 cost is \$21,902.

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. After October 31, 2009 there will no longer be a Traffic Officer. The projected combined 2009-10 cost for special assignment pay is \$7,256.

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 2009-10 overtime cost is \$145,300.

Deferred Compensation - The City contributes a percentage of an employee's salary into an IRC 457 Deferred Compensation Plan. Currently the CPOA and CPMA with the exception of the Support Services Supervisor do not receive any contribution from the City. The plan administrator is ICMA Corporation in Washington, D.C. The projected 2009-10 cost for deferred compensation is \$27,270.

PERS - The City has 38 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 employee rate for these groups are as follows:

	<u>Employer</u>	<u>Employee</u>
Miscellaneous	18.721%	8.00%
Safety	38.274%	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. Additionally all bargaining units and department heads are contributing further towards their PERS costs. Projected 2009-10 costs are as follows:

Miscellaneous	\$233,365
Safety	\$426,615
Total	<u>\$659,980</u>

Medicare - Employees hired on or after April 1, 1986 are required to participate in Medicare, which costs the City 1.45 percent of total salaries. The City has 44 employees participating in Medicare and the projected 2009-10 cost is \$34,904.

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 2009-10 is \$433,678.

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 2009-10 of \$16,620.

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 2009-10 is \$89,099.

Unemployment Insurance - This cost is paid on an occurrence basis. Total projected costs for the 2009-10 fiscal year are \$12,000.

Employee Assistance Program - The City also offers independent counseling services for employees in times of need. The 2009-10 projected cost of this program is \$1,836.

CITY OF COTATI

Section H

**FINANCIAL
AND
STATISTICAL
SCHEDULES**

Capital Improvement Program - Capital Outlay by Fund
FY 09-10

Fund	CIP#	Description	Funding Source	Projected FY 2009-2010 Expenditures (Continuing Projects)	Pre-Construction		Construction	Estimated Construction FY	Budget Total
001	C023	Webcast / Broadcast of Meetings	General Fund - Restricted Funds	\$ -	\$ -	\$ -	24,000	09-10	\$ 24,000
		Total General Fund		-	-	-	24,000		24,000
002	R004	Old Redwood Highway South	Federal Stimulus - ARRA Funds	-	-	-	500,000	09-10	500,000
		Total General Capital Outlay Fund		-	-	-	500,000		500,000
003	T038	ADA Ramps and Sidewalk Improvements	Grant	-	-	-	123,049	09-10	123,049
003	C022	ADA City Hall Restroom Modification	Grant	-	-	-	37,634	09-10	37,634
		Total CDBG Fund		-	-	-	160,683		160,683
004	R004	Old Redwood Highway South	Capital Outlay, Possible ARRA funding	-	-	-	65,000	09-10	65,000
		Total General Capital Outlay Fund		-	-	-	65,000		65,000
012	Z045	Wells 1A and 3 Filter Replacement	Charges for Service	130,000	-	-	130,000	09-10	130,000
012	Z028	Low Water Use Demonstration Garden	Charges for Service, Grants	19,130	-	-	19,130	09-10	19,130
012	Z046	Well Retrofits	Charges for Service	153,318	-	-	153,318	09-10	153,318
012	Z021	Sensus Meter - Replacements & Upgrade	Charges for Service	25,000	-	-	25,000	09-10	25,000
012	Z034	Utility Base Map Updates	Charges for Service	25,000	25,000	-	n/a	09-10	25,000
012	Z051	Cypress Turnout Pressure Reducer	Charges for Service	25,000	-	-	25,000	09-10	25,000
012	Z052	Meter Consolidation at Shopping Center	Charges for Service	25,000	-	-	25,000	09-10	25,000
012	Z008	Water System Master Plan Update	Charges for Service	75,000	75,000	-	n/a	09-10	75,000
012	Z049	Well 1A Filter Root Repair	Charges for Service	5,000	-	-	5,000	09-10	5,000
012	Z050	West Sierra Tank Inspection / Repair	Charges for Service	10,000	-	-	10,000	09-10	10,000
		Total Water Operating Fund		492,448	100,000	-	392,448		492,448
013	Z014	Cypress Tank	Connection Fees	75,000	75,000	-	-	09-10	75,000
013	T042	Old Redwood Hwy - George to Hwy 116	Charges for Service, Connection Fees	-	15,000	-	-	09-10	15,000
		Total Water Capital Fund		75,000	90,000	-	-		90,000

Capital Improvement Program - Capital Outlay by Fund
FY 09-10

Fund	CIP#	Description	Funding Source	Projected FY 2009-2010 Expenditures (Continuing Projects)		Estimated Construction FY	Budget Total
				Pre-Construction	Construction		
018	X013	Sewer Master Plan Update	Charges for Service	75,000	75,000	09-10	75,000
018	X027	Sewer Flow Monitoring Stations (2)	Charges for Service	35,000	35,000	09-10	35,000
018	X028	Pump Station Retrofit	Charges for Service	35,000	35,000	09-10	35,000
018	X014	Utility Base Mapping	Charges for Service	25,000	n/a	09-10	25,000
018	X032	Benson & Century Lift Station Rail and Chain	Charges for Service	25,000	25,000	09-10	25,000
018	X034	Redwood Drive Lift Station Root Repair	Charges for Service	2,000	2,000	09-10	2,000
018	R005	Old Redwood Hwy - George to Hwy 116	Charges for Service, Connection Fees	-	20,250	09-10	20,250
018	X034	Quail Hollow Lift Station Chain	Charges for Service	-	2,000	09-10	2,000
		Total Sewer Operating Fund		197,000	120,250		219,250
019	T042	Old Redwood Hwy - George to Hwy 116	Charges for Service, Connection Fees	-	114,750	09-10	114,750
		Total Sewer Capital Fund		114,750	114,750		114,750
034	T042	Old Redwood Hwy - George to Hwy 116	Tax Increment	-	200,000	09-10	200,000
		Total CCRA TABs Fund		200,000	200,000		200,000
037	P004	Burbank Housing	Redevelopment Tax Increment Low/Mod Housing Set Aside	-	1,400,000	09-10	1,400,000
037	P005	Housing Land Trust	Redevelopment Tax Increment Low/Mod Housing Set Aside	-	700,000	09-10	700,000
037	P006	Habitat for Humanity	Redevelopment Tax Increment Low/Mod Housing Set Aside	-	100,000	09-10	100,000
		Total CCRA Low/Mod Housing Fund		2,200,000	2,200,000		2,200,000
Grand Total				\$ 689,448	\$ 2,620,250		\$ 3,361,381

FY 09-10 Equipment Purchase by fund

Fund	Dept	Description	Cost	Proposed 09-10 Equipment
012	0700	Leak Detection Monitors (3)	\$ 10,000	
012	0700	Irrigation Controllers	10,000	
012	0700	Concrete Saw and Vacuum	1,500	
012	0700	Workstation - GIS	1,250	
012	0700	Data Sondes	1,000	
012	0700	Handheld GPS	1,000	
Total Water Operating Fund \$				24,750
018	0800	Concrete Saw and Vacuum	1,500	
018	0800	Workstation - GIS	1,250	
018	0800	Handheld GPS	1,000	
Total Sewer Operating Fund \$				3,750
Grand Total			\$	28,500

**Schedule of Operating Transfers
Fiscal Year 2009-2010**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In</u>		<u>Monthly</u>	<u>Operating Transfers Out</u>		<u>Monthly</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	702			
	13 Water Capital Fund	Administration	301	13,500	1,125			
	18 Sewer Operating Fund	Administration	301	8,420	702			
	19 Sewer Capital Fund	Administration	301	27,000	2,250			
	201 Maint Assmnt Districts Fund	Administration	301	1,107	92			
	33 CCRA Debt Service Fund	Administration	301	1,400	117			
	12 Water Operating Fund	Public information services	306	600	50			
	18 Sewer Operating Fund	Public information services	306	600	50			
	35 CCRA Operating Fund	Public information services	306	800	67			
	21 Gas Taxes Fund	Street maintenance	403	130,000	10,833			
	28 Transportation Development Fund	Street maintenance	403	42,334	3,528			
	12 Water Operating Fund	Government buildings maintenar	406	-	-			
	18 Sewer Operating Fund	Government buildings maintenar	406	-	-			
	35 CCRA Operating Fund	Government buildings lease agr	406	4,326	361			
	37 CCRA Low & Mod Income Fund	Government buildings lease agr	406	1,520	127			
	23 Parks and Rec Devlpmt Fund	Park maintenance	408	-	-			
	09 Public Safety Fund	Information systems/Overtime	500	100,000	8,333			
				<u>340,027</u>	<u>28,336</u>			
	Operating Transfers Out							
	08 CEC Fund	Community services support				305	-	-
	201 Maint Assmnt Districts Fund	Subsidy				305	-	-
	202 K-9 (Police) Program Fund	Subsidy				305	-	-
	206 Citizen Volunteer Program	Subsidy				305	(1,000)	(83)
							<u>(1,000)</u>	<u>(83)</u>
02 Grants Fund								
	Operating Transfer Out							
	036 CCRA TABS Fund		0900				-	-
06 Solid Waste Reduction Fund								
	Operating Transfer Out							
	008 Community and Environment Comm. Earth Day		403				-	-
08 Community and Environment Commission Fund								
	Operating Transfer In							
	01 General Fund	Event Expenses	100	-	-			
	006 Solid Waste Reduction Fund	Earth Day	100	-	-			
				<u>-</u>	<u>-</u>			
09 Public Safety Fund								
	Operating Transfer Out							
	01 General Fund	Information systems				100	(50,000)	(4,167)
	01 General Fund	Overtime				100	(50,000)	(4,167)
							<u>(100,000)</u>	<u>(8,333)</u>
21 Gas Taxes Fund								
	Operating Transfer Out							
	01 General Fund	Streets maintenance				100	(130,000)	(10,833)
022 Transportation Development Fund								
	Operating Transfer Out							
	01 General Fund	Park maintenance				408	(42,334)	(3,528)
201 Maintenance Assessment Districts Fund								
	Operating Transfers In							
	01 General Fund	Subsidy					-	-

**Schedule of Operating Transfers
Fiscal Year 2009-2010**

Fund	Description	Dept	Operating Transfers In		Monthly	Operating Transfers Out		Monthly
			Acct 42259			Dept	Acct 61085	
201 Maintenance Assessment Districts Fund								
Operating Transfers Out								
01 General Fund	Administration					2011	(123)	(10)
01 General Fund	Administration					2012	(123)	(10)
01 General Fund	Administration					2013	(123)	(10)
01 General Fund	Administration					2014	(123)	(10)
01 General Fund	Administration					2015	(123)	(10)
01 General Fund	Administration					2016	(123)	(10)
01 General Fund	Administration					2017	(123)	(10)
01 General Fund	Administration					2019	(123)	(10)
01 General Fund	Administration					2020	(123)	(10)
							<u>(1,107)</u>	<u>(92)</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>1,000</u>	<u>83</u>				
12 Water Operating Fund								
Operating Transfers in								
19 Sewer Capital Fund	"Cash for Grass" Program	700	<u>224,000</u>	<u>18,667</u>				
Operating Transfers Out								
01 General Fund	Public information services	306			700	(600)	(50)	
01 General Fund	Government buildings maintenance	406			700	-	-	
01 General Fund	Administration	301			700	(8,420)	(702)	
014 Recycled Water Line Fund	Allocation	700			700	<u>(100,000)</u>	<u>(8,333)</u>	
						<u>(109,020)</u>	<u>(9,085)</u>	
13 Water Capital Fund								
Operating Transfers Out								
012 Water Operating Fund	Operating costs	700				-	-	
01 General Fund	Administration	301			700	<u>(13,500)</u>	<u>(1,125)</u>	
						<u>(13,500)</u>	<u>(1,125)</u>	
14 Recycled Water Line Fund								
Operating Transfers In								
013 Water Capital Fund	Establish Fund	700	<u>100,000</u>	<u>8,333</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)	(50)	
01 General Fund	Government buildings maintenance	406			800	-	-	
01 General Fund	Administration	301			800	<u>(8,420)</u>	<u>(702)</u>	
						<u>(9,020)</u>	<u>(752)</u>	
19 Sewer Capital Fund								
Operating Transfers Out								
01 General Fund	Administration				800	(27,000)	(2,250)	
12 Water Operating Fund					800	<u>(224,000)</u>	<u>(18,667)</u>	
						<u>(251,000)</u>	<u>(20,917)</u>	
35 Cotati Community Redevelopment Agency Operating Fund								
Operating Transfer In								
34 CCRA Capital Projects Fund	Operating costs	900	<u>1,274,181</u>	<u>106,182</u>				
Operating Transfers Out								
01 General Fund	Public information services				306	(800)	(67)	
01 General Fund	Government buildings maintenance				406	(4,326)	(361)	
33 CCRA Debt Service Fund	Debt service - 2001 TABs				900	(392,553)	(32,713)	
33 CCRA Debt Service Fund	Debt service - 2004 Refunding TABs				900	(350,178)	(29,182)	
37 CCRA Debt Service Fund	Debt service - 2004 Refunding TABs				900	-	-	
Total Operating Transfers Out						<u>(747,857)</u>	<u>(62,321)</u>	

**Schedule of Operating Transfers
Fiscal Year 2009-2010**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In</u>		<u>Monthly</u>	<u>Dept</u>	<u>Operating Transfers Out</u>		<u>Monthly</u>
			<u>Acct 42259</u>				<u>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	(1,274,181)	(106,182)	
							<u>(1,274,181)</u>	<u>(106,182)</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>	<u>-</u>					
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund									
Operating Transfers In									
37 CCRA Operating Fund	ERAF Contribution Loan (50%, F	900	-	-					
35 CCRA Operating Fund	Operating costs								
			<u>-</u>	<u>-</u>					
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund									
Operating Transfers Out									
034 CCRA Capital Projects Fund	2004 TABs					406	(65,217)	(5,435)	
01 General Fund	Government buildings maintenance					406	(1,520)	(127)	
							<u>(66,737)</u>	<u>(5,561)</u>	
33 Cotati Redevelopment Agency Debt Service Fund									
Operating Transfers In									
35 CCRA Operating Fund	Debt service - 2001 TABs	900	392,553	32,713					
35 CCRA Operating Fund	Debt service - 2004 TABs	900	350,178	29,182					
037 CCRA Low/Mod Housing Fund	Debt service - Portion of 1993 T/	900	65,217	5,435					
			<u>807,948</u>	<u>67,329</u>					
Operating Transfers Out									
01 General Fund	Administration					900	(1,400)	(117)	
			<u>\$ 2,747,156</u>	<u>\$ 228,930</u>			<u>\$(2,747,156)</u>	<u>\$(228,930)</u>	

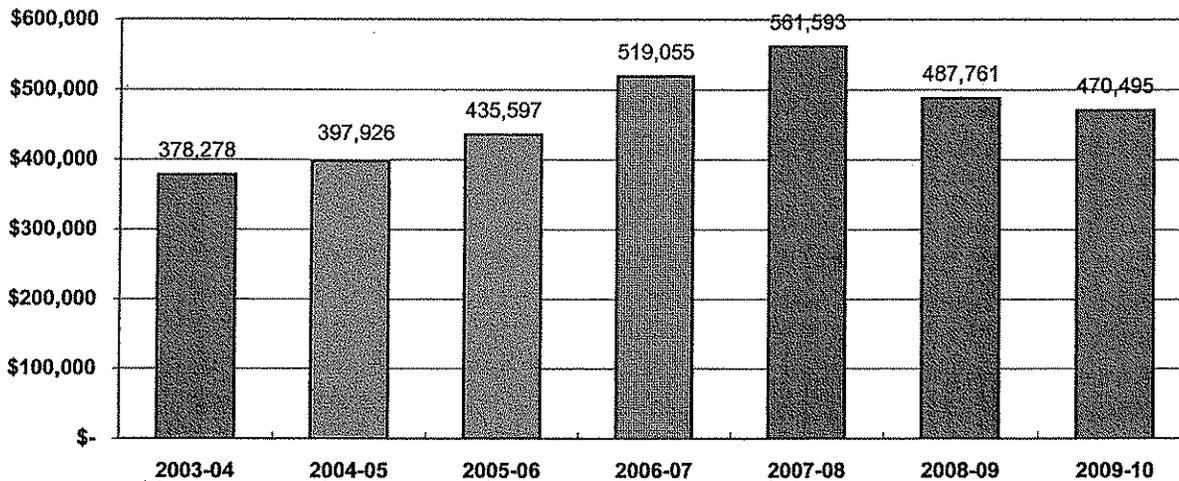
KEY REVENUE SOURCES AND BASIS FOR ESTIMATES

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 2009-10.

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 2009-10 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 2009-10 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.

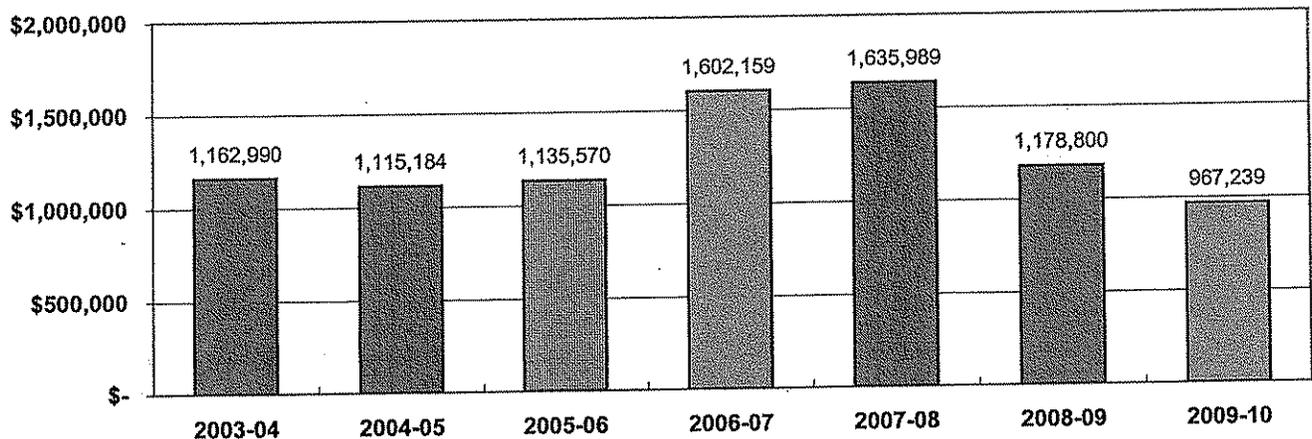
TRENDS

Property tax revenues for FY 2009-2010 are estimated to be \$470,495 which represents a 3.5 percent decrease over the FY 2008-2009 amount. This zero growth estimate is based on the lack of recently completed projects in Cotati coupled with the County's continuing 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 2009-2010 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 9.00 percent and is comprised of the following levies:

- State rate: 6.50 percent
- City and County rate, levied statewide: 0.75 percent - State of CA 'triple flip' reduced from 1 percent
- County transportation rate, levied statewide: 0.25 percent
- County transportation rate, SMART, levied countywide: 0.25 percent
- County Transportation Authority rate, levied countywide: 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 Authority 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 09-10 is Business / Industry. The uses for sales tax are unrestricted, but sales tax revenue must be received into the City's General Fund.

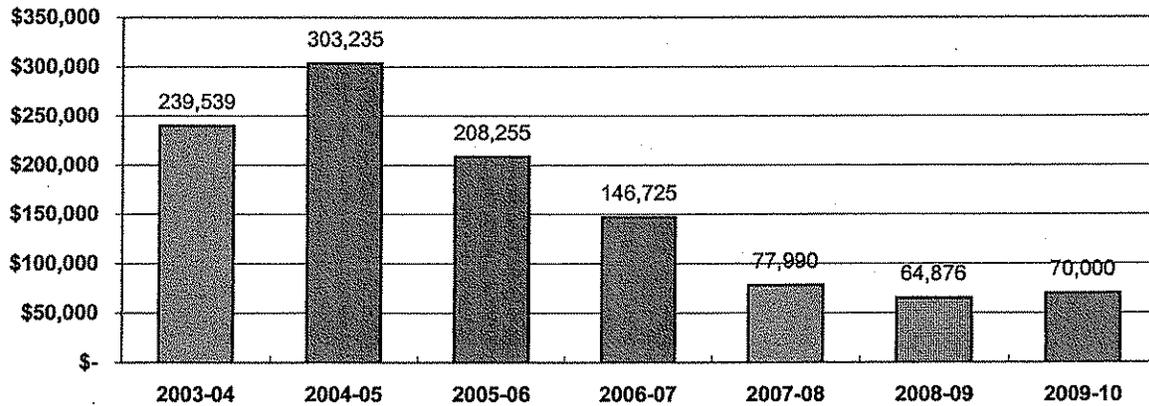
TRENDS

Sales tax revenues for FY 2009-2010 are an estimated \$967,239 which represents a 18 percent decrease from FY 2008-09. 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)".

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



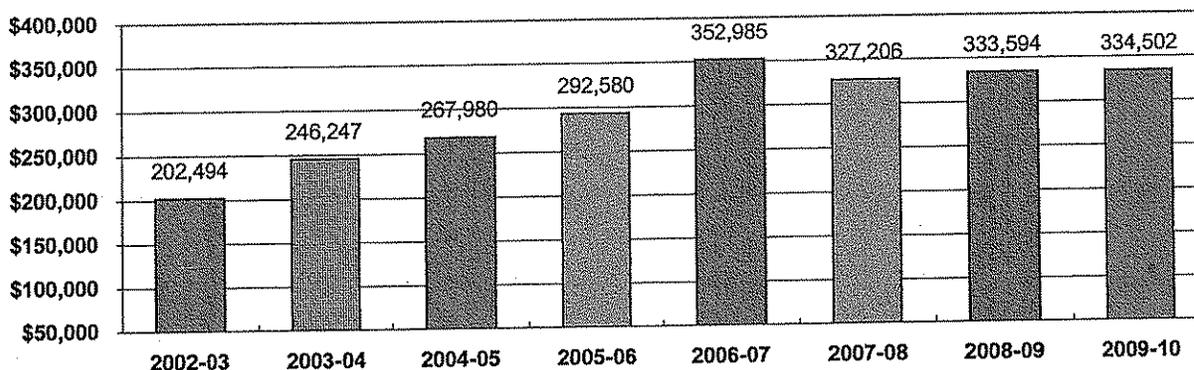
DESCRIPTION

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 2009-2010 is estimated at \$70,000 which represents an approximately 7.8 percent increase over FY 2008-09. 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.

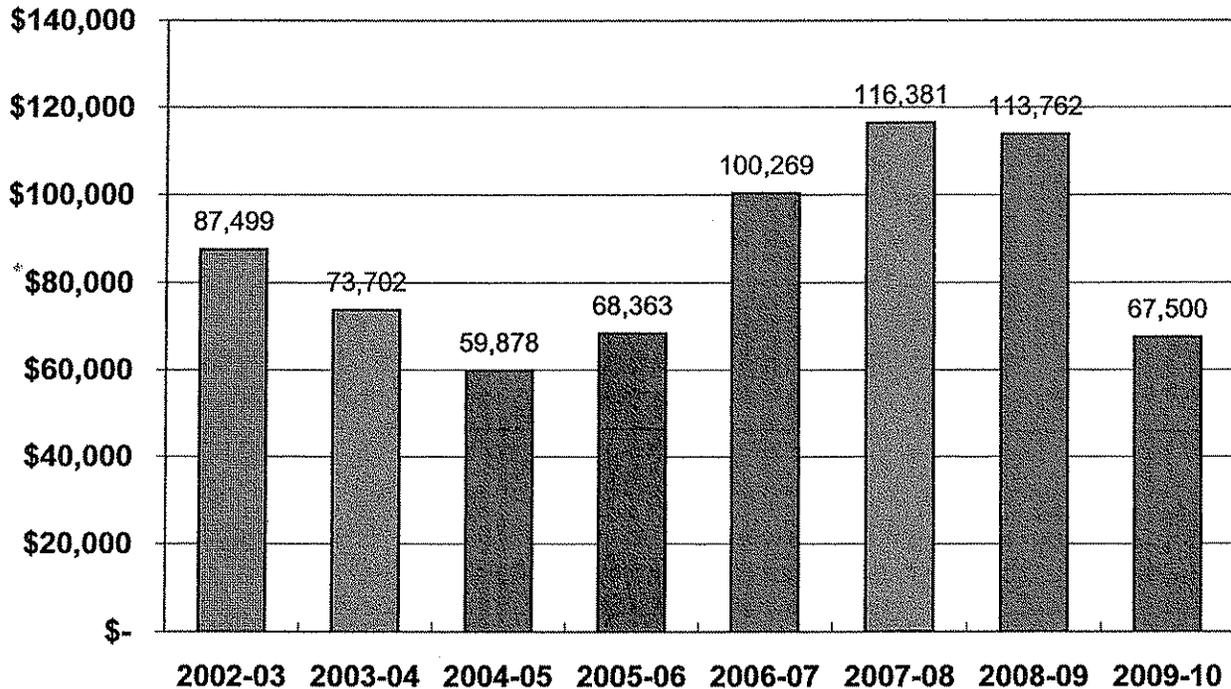
The garbage franchise is with Redwood Empire Disposal. Payments to the City are fourteen percent of gross receipts. One percent of this amount is set aside for recycling programs, with the balance being unrestricted. Payments are received monthly.

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 2009-2010 are estimated to be \$334,502. There is an anticipated increase of slightly less than .3% from the previous fiscal year. No significant changes in franchise fee revenues are anticipated at this time. AT&T may begin providing additional services during the coming fiscal year which may result in additional fees being paid to the City through a State franchise agreement.

GENERAL FUND FINES AND FORFEITURES



DESCRIPTION

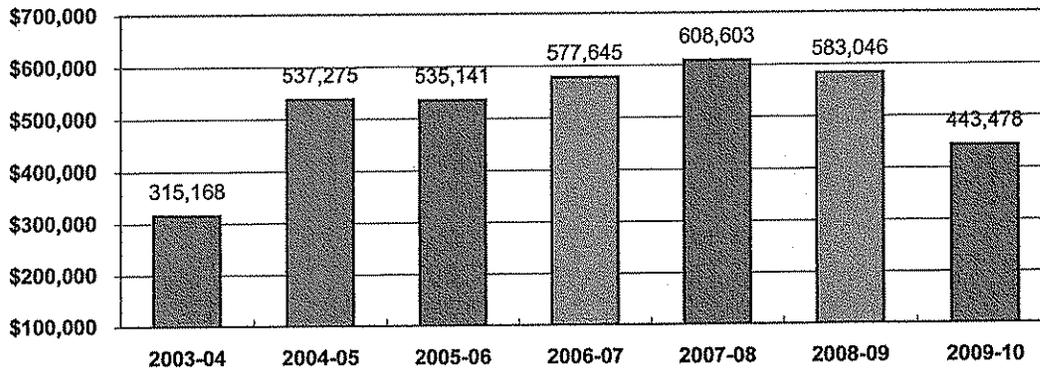
Fines and forfeitures represent revenues derived from parking citations, criminal code fines, the vehicle release program, and the County abandoned vehicle program.

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. Currently two officer positions are frozen and the dedicated traffic officer is only a 50 % position. Due to the City's ongoing General Fund Budget crisis, an additional police officer will be laid off in November 2009. When that lay-off occurs the dedicated traffic officer position will be suspended entirely and the officer will be reassigned to regular patrol duties. This will result in a decrease in fine and forfeiture revenue.

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



DESCRIPTION

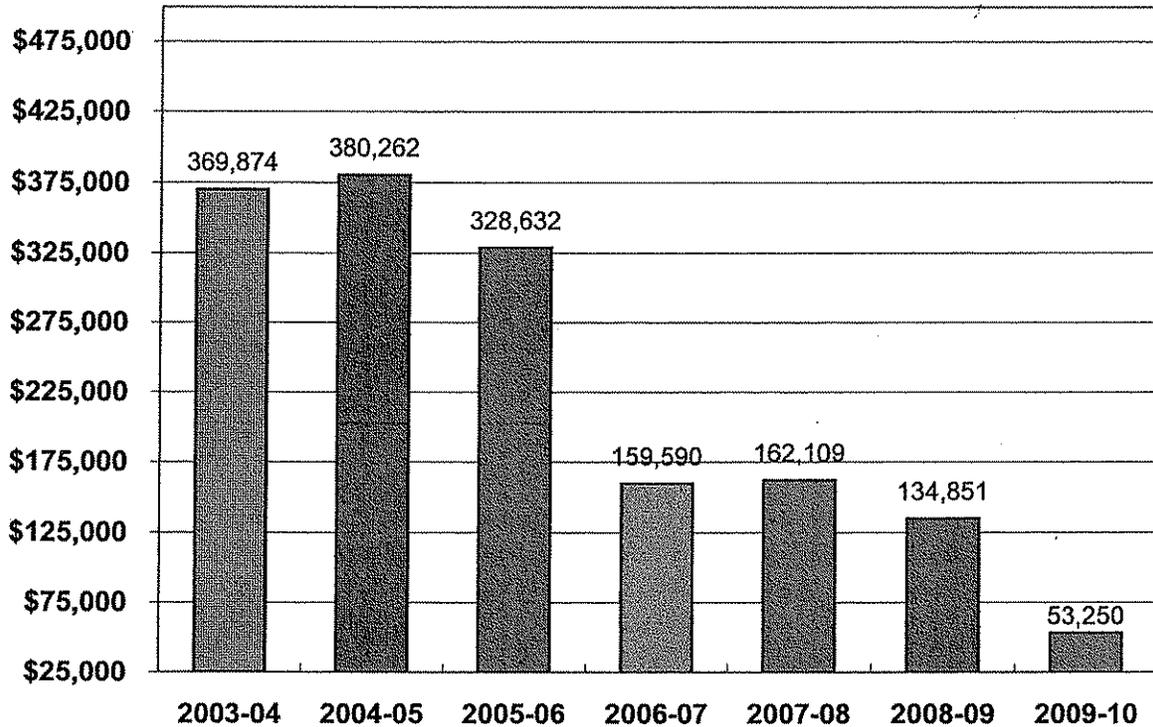
Motor vehicle license fees (VLF) are a special license fee equivalent to a percentage of the market value of motor vehicles. It is imposed annually by the state in lieu of local property taxes. Revenues derived from motor vehicle license fees are apportioned and distributed monthly. State Revenue and 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 09-10 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 2009-10 is estimated at \$443,470.

GENERAL FUND CHARGES FOR SERVICES



DESCRIPTION

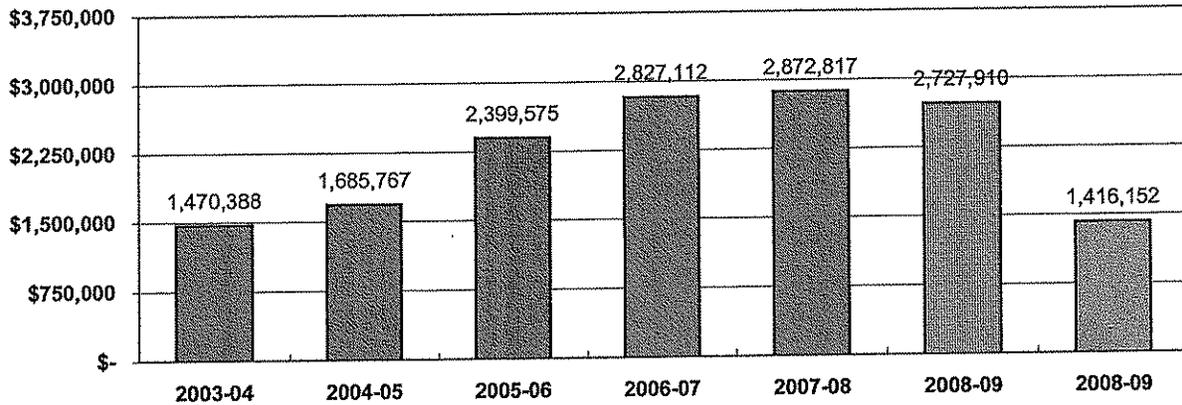
Charges for services are imposed upon users of certain services provided by the City. Generally, a service charge can be levied when the service is measurable and sold in marketable units and the user can be identified. The rationale is that certain services are primarily for the benefit of individuals 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 09-10 are estimated to be \$ 53,250. This represents an approximately 60% percent decrease compared to FY 08-09. Only one significant development projects pulled permits during FY 08-09 and there are no significant projects which are anticipated to pull permits this fiscal year.

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.

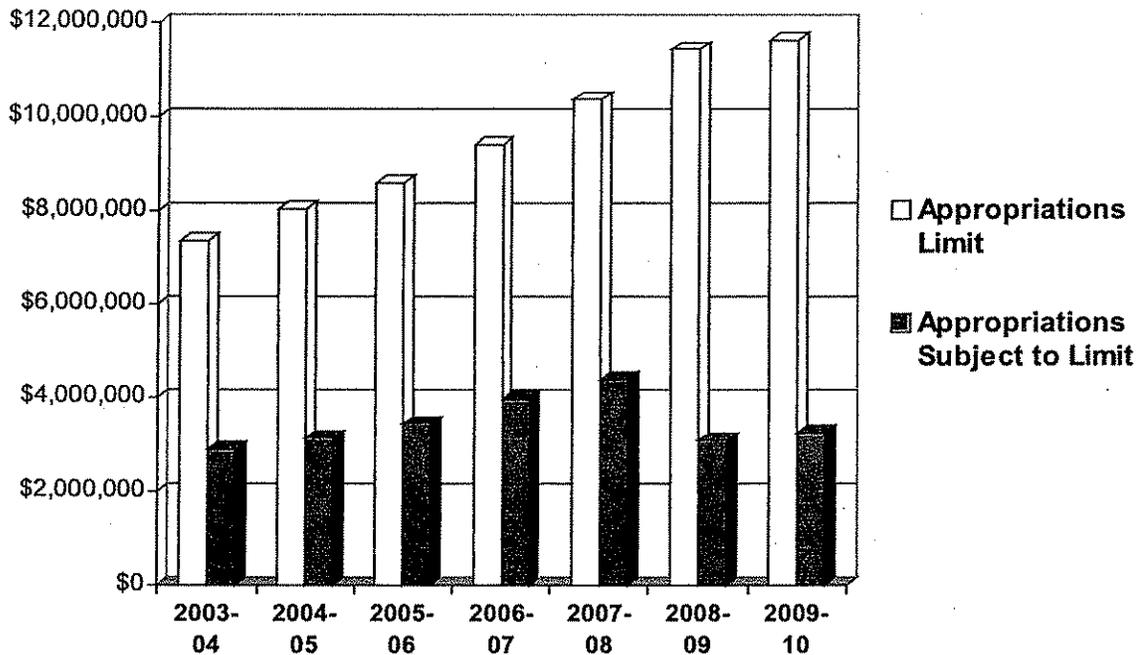
The Redevelopment Agency property taxes reflect the tax increments received in the Redevelopment Operating and the Redevelopment Low and Moderate-Income Housing Funds.

The revenues for FY 04-05 and FY 05-06 reflect the required ERAF contribution (approximately \$162,000 in each of the two years). The State of California has included another \$1.7 Billion ERAF contribution for fiscal year 2009-10 in their adopted budget. This amounts to an approximately \$1.3M take from Cotati's Redevelopment Agency.

TRENDS

Property tax revenues for FY 2009-10 are estimated at \$2,728,605, which represents a 0 percent increase over the FY 2008-09 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 continuing 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 2009-2010 appropriations limit is \$11,616,903, projected revenues subject to limitation are expected to be \$3,224,723.

**General Fund - Historical Analysis
Fiscal Years 2000-01 Through 2009-10**

	1998-99	1999-00	2000-01	2001-02	2002-03
Revenues:					
Property Taxes	\$ 271,178	\$ 303,077	\$ 299,030	\$ 330,175	\$ 357,429
Property Taxes in Lieu of VLF					
Sales Taxes	899,998	1,047,341	1,111,774	1,149,223	1,173,454
Sales Tax In-Lieu					
Transfer Taxes	105,528	119,260	96,512	149,851	111,927
Business Licenses	48,028	47,851	59,331	50,710	65,600
Franchise Fees	166,338	176,808	191,716	193,523	202,494
Total Taxes	1,491,070	1,694,337	1,758,363	1,873,482	1,910,904
Licenses and Permits	50,320	60,028	34,235	16,130	25,860
Fines and Forfeitures	133,330	139,760	100,352	81,780	87,499
Investment Earnings	67,818	47,234	83,119	131,719	119,075
Rents and Concessions	64,529	68,733	31,567	18,018	21,665
Motor Vehicle In Lieu Fees	325,043	303,500	355,732	373,588	395,652
Fees for Services	103,710	230,000	383,500	284,677	405,838
Reimbursements / Other	94,076	73,790	92,072	104,500	72,882
Long Term Debt Proceeds	34,273	121,030	132,744	270,995	63,431
Total Revenues	2,364,169	2,738,412	2,971,684	3,154,889	3,102,806
Operating Transfers In	329,731	230,168	333,782	458,227	587,723
Total Current Sources	2,693,900	2,968,580	3,305,466	3,613,116	3,690,529
Current Expenditures:					
City Council	54,842	65,898	64,760	73,863	74,171
City Manager / City Clerk	117,547	124,490	123,745	167,629	134,719
Finance	143,268	91,732	86,304	80,952	68,452
Legal Services	67,803	136,294	78,066	73,483	80,852
Non-Departmental	81,535	56,257	135,794	235,421	187,741
Public Information Services	-	-	2,694	-	-
Community Development	116,900	142,839	211,222	230,674	256,313
Engineering	44,357	57,354	96,680	130,704	134,152
Public Works Administration	42,635	-	-	-	-
Streets	39,752	69,954	79,434	-	-
Government Buildings	164,081	177,358	190,775	256,910	221,371
Park Maintenance	85,436	86,183	96,630	123,889	111,888
Police	82,266	92,843	121,144	110,706	119,275
Cultural Arts	1,410,755	1,643,652	1,559,991	1,700,363	1,953,949
Recreation	2,868	27,003	16,748	26,247	12,274
Total Current Expenditures	2,454,045	2,771,857	2,864,137	3,218,734	3,371,310
Capital Outlay:					
City Council	4,199	-	15	203	-
City Manager / City Clerk	5,350	-	3,951	1,472	-
Finance	7,584	735	59	914	618
Non-Departmental	-	-	-	-	-
Public Information Services	-	-	23,611	-	-
Community Development	792	-	2,946	2,081	3,221
Public Works Administration	-	-	15	1,167	-
Streets	-	-	30	-	-
Government Buildings	2,645	6,496	10,888	25,486	45,582
Park Maintenance	-	-	6,924	1,213	3,705
Police	8,374	12,507	4,697	25,288	13,322
Cultural Arts	65,462	77,999	103,393	45,107	6,301
Recreation	-	-	3,610	-	-
Total Capital Outlay/Debt Svc	94,406	97,737	160,139	102,931	72,749
Beginning Fund Balance, July 1	1,029,180	1,174,629	1,273,615	1,554,805	1,846,256
Ending Fund Balance, June 30	\$ 1,174,629	\$ 1,273,615	\$ 1,554,805	\$ 1,846,256	\$ 2,092,726

Prior Year Fund Balance Adjustment, Park Sale. Funds Transferred to 204 for Projects

2003-04	2004-2005	2005-2006	2006-2007	Actuals 2007-2008	Estimated 2008-2009	Proposed 2009-2010
\$ 378,277	\$ 397,926	\$ 435,597	\$ 519,055	\$ 561,593	\$ 487,761	\$ 470,495
	374,903	490,146	532,042	575,206	557,441	418,478
1,162,990	1,115,184	1,135,570	1,602,159	1,635,989	1,178,800	967,239
	261,126	331,801	366,792	685,388	524,625	418,478
239,539	303,235	208,255	146,725	77,990	64,876	70,000
71,001	75,876	76,241	73,701	77,516	78,868	78,700
246,246	267,980	292,580	325,985	327,206	333,594	334,502
2,088,053	2,796,230	2,970,190	3,566,459	3,940,888	3,225,765	2,757,892
15,276	16,749	13,611	16,289	19,003	18,244	7,000
73,702	59,878	68,363	100,269	116,381	113,762	67,500
117,708	88,002	66,797	55,763	25,877	10,112	5,000
21,758	18,034	27,610	77,248	85,962	113,670	115,856
315,168	162,372	44,995	45,603	33,397	25,605	25,000
369,874	380,262	328,632	159,590	162,109	134,851	53,250
123,875	133,757	321,208	380,280	218,831	88,957	66,048
104,258	53,665	2,745	267	283	301	310
3,239,672	3,708,949	3,844,151	4,401,768	4,602,731	3,731,267	3,097,858
603,793	483,270	438,542	386,904	361,868	503,716	340,027
3,843,465	4,192,219	4,282,693	4,788,672	4,964,599	4,234,983	3,437,883
79,070	75,383	107,411	137,357	80,396	94,307	61,533
176,593	198,850	202,241	215,207	226,865	214,466	145,579
74,389	80,481	90,370	108,244	111,907	96,783	83,564
112,685	158,753	160,285	237,151	158,864	137,115	63,000
114,720	1,373,121	284,074	288,265	255,466	225,626	230,820
1,490	12,019	7,858	7,125	7,471	275	7,500
211,419	396,799	239,984	501,767	454,160	355,496	239,360
210,534	242,141	246,159				
-			49,322	37,164	27,765	20,765
-						
332,673	337,685	373,136	334,837	279,250	235,853	262,663
105,681	98,666	116,788	133,361	135,556	79,667	63,189
177,494	171,748	208,587	228,655	228,809	182,282	157,636
1,957,749	2,014,824	2,564,221	2,831,258	3,086,279	2,811,212	2,632,773
8,311	10,553	7,171	5,619	1,938	-	-
19,080	32,338	71,490	76,908	99,302	-	-
3,581,888	5,203,361	4,679,775	5,155,076	5,163,427	4,460,847	3,968,382
89				-	-	-
1,927	1,842	2,295		-	-	-
267		14,912	20,899	27	-	-
-		29,757	-	-	-	-
-		-	-	-	-	24,000
1,114	642	-	-	-	-	-
713	15,567	-	-	-	-	-
-						
76,277	67,836	26,740	3,672	1,033	7,312	-
90,884	2,098	182	114	1,000	-	-
89	6,690	261	1,233	1,000	-	-
28,081	50,973	115,330	76,037	46,616	11,178	21,178
-						
-						
199,441	145,648	189,477	101,955	49,676	18,490	45,178
2,092,726	3,409,682	2,252,892	1,666,334	1,197,978	949,474	705,121
\$ 2,154,862	\$ 2,252,892	\$ 1,666,334	\$ 1,197,978	\$ 949,474	\$ 705,121	\$ 129,444

\$ 1,254,820

General Fund - Projected Trend Analysis Fiscal Years 2009-10 Through 2014-15

	Proposed 2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Current Trend	Long Range Trend
Revenues:								
Property Taxes	\$ 470,495	470,495	470,495	502,018	535,653	571,542	0.0%	6.7% 2
Property Tax In Lieu of VLF	418,478	418,478	418,478	451,956	486,113	527,162	0.0%	8.0%
Sales Taxes	967,239	967,239	967,239	1,034,946	1,107,392	1,184,909	0.0%	7.0% 2
Sales Taxes In Lieu (Triple Flip)	418,478	418,478	418,478	447,771	479,115	512,654	0.0%	7.0%
Transfer Taxes	70,000	70,000	70,000	72,100	74,263	76,491	0.0%	3.0%
Business Licenses	78,700	79,487	80,282	80,683	81,087	81,492	1.0%	0.5%
Franchise Fees	334,502	336,175	337,855	339,545	341,242	342,949	0.5%	0.5%
Total Taxes	2,757,892	2,760,352	2,762,827	2,929,020	3,106,866	3,297,198		
Licenses and Permits	7,000	7,000	7,000	7,070	7,141	7,212	0.0%	1.0%
Fines and Forfeitures	67,500	67,500	67,500	68,850	70,227	71,632	0.0%	2.0%
Investment Earnings	5,000	-	-	-	-	-	0.0%	0.0%
Rents and Concessions	115,856	115,856	115,856	115,856	115,856	115,856	0.0%	0.0%
Motor Vehicle In Lieu Fees	25,000	25,000	25,000	25,125	25,251	25,377	0.0%	0.5%
Charges for Services	53,250	53,250	53,250	53,250	53,250	53,250	0.0%	0.0%
Reimbursements	5,000	5,000	5,000	5,000	5,000	5,000	0.0%	0.0%
Other	61,358	51,048	51,048	51,303	51,560	51,818	0.0%	0.5%
Total Revenues	3,097,856	3,085,006	3,087,481	3,255,474	3,435,150	3,627,343	0.0%	3.0%
Operating Transfers In	340,027	361,274	401,274	413,312	425,712	438,483		
Total Current Sources	3,437,883	3,446,280	3,488,755	3,668,786	3,860,861	4,065,825		
Current Expenditures:							FY 10-14	
City Council	61,533	61,533	61,533	61,533	61,533	61,533	0.0%	0.0%
City Manager / City Clerk	145,579	145,579	145,579	145,579	145,579	145,579	0.0%	0.0%
Administrative Services	83,564	83,564	83,564	83,564	83,564	83,564	0.0%	0.0%
Legal Services	63,000	63,000	63,000	63,000	63,000	63,000	0.0%	0.0%
Non-Departmental	230,820	230,820	230,820	230,820	230,820	230,820	0.0%	0.0%
Public Information Services	7,500	7,500	7,500	7,500	7,500	7,500	0.0%	0.0%
Community Development	239,360	239,360	239,360	239,360	239,360	239,360	0.0%	0.0%
Engineering	20,765	20,765	20,765	20,765	20,765	20,765	0.0%	0.0%
Streets	262,663	262,663	262,663	262,663	262,663	262,663	0.0%	0.0%
Government Buildings	63,189	63,189	63,189	63,189	63,189	63,189	0.0%	0.0%
Park Maintenance	157,636	157,636	157,636	157,636	157,636	157,636	0.0%	0.0%
Police	2,632,773	2,632,773	2,632,773	2,632,773	2,632,773	2,632,773	0.0%	0.0%
Total Current Expenditures	3,968,382	3,968,382	3,968,382	3,968,382	3,968,382	3,968,382		
Net Sources less Uses	(530,499)	(522,102)	(479,627)	(299,596)	(107,521)	97,443		
Beginning Fund Balance, July 1	705,121	174,622	(347,480)	(827,107)	(1,126,703)	(1,234,224)		
Ending Fund Balance, June 30	\$ 174,622	\$ (347,480)	\$ (827,107)	\$ (1,126,703)	\$ (1,234,224)	\$ (1,336,781)		
Capital Expenditures (Funding Committed)	11,178	5,810	5,810					
Restricted Funds	121,253 1							
Reserve Policy Set Aside	261,189	216,850	215,950	216,124	227,883	240,460		
Ending Fund Balance Including								
Committed Capital Expenditures and								
Reserve	\$ (218,998)	\$ (570,140)	\$ (1,048,868)	\$ (1,342,827)	\$ (1,462,107)	\$ (1,377,241)		
Fund Balance as Percentage of	-5.52%	-14.37%	-26.43%	-33.84%	-36.84%	-34.71%		
Expenditures								

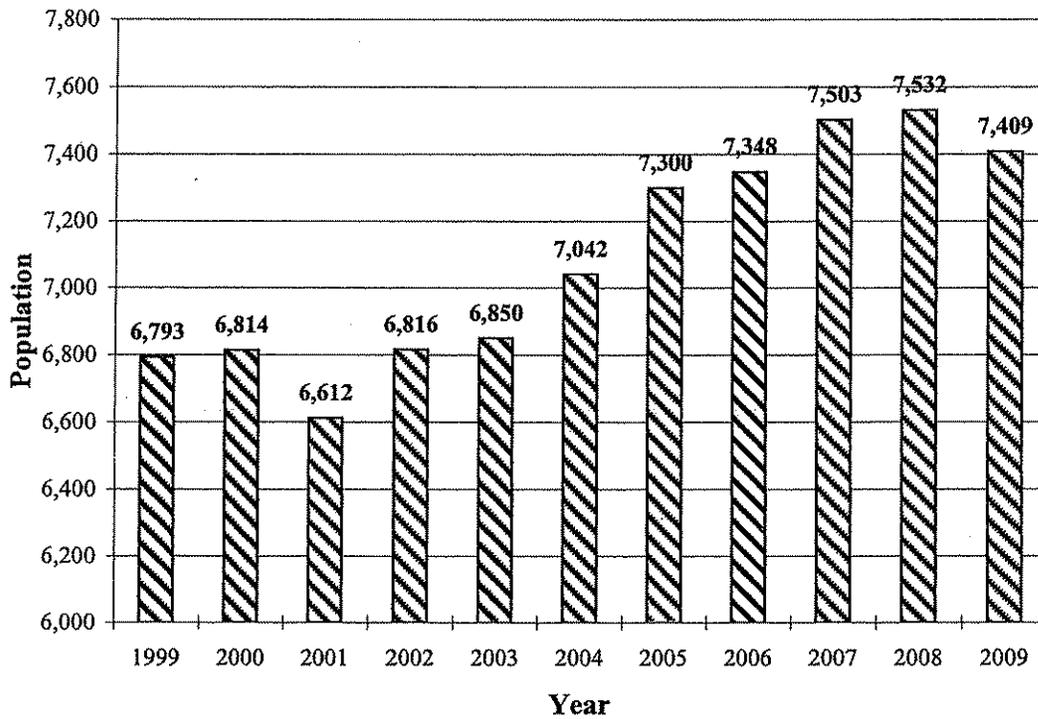
1 Property Owner Contributions (\$107,253) for E. Cotati Avenue Storm Drain - Use of Funds Restricted
 Contributions (\$14,000 remaining of \$45,000) for Broadcasting Council Meetings - Use of Funds Restricted
 2 Based on Average Annual Percent Increase FY 98 - FY 06

City of Cotati Community Redevelopment Agency Debt Service Schedule

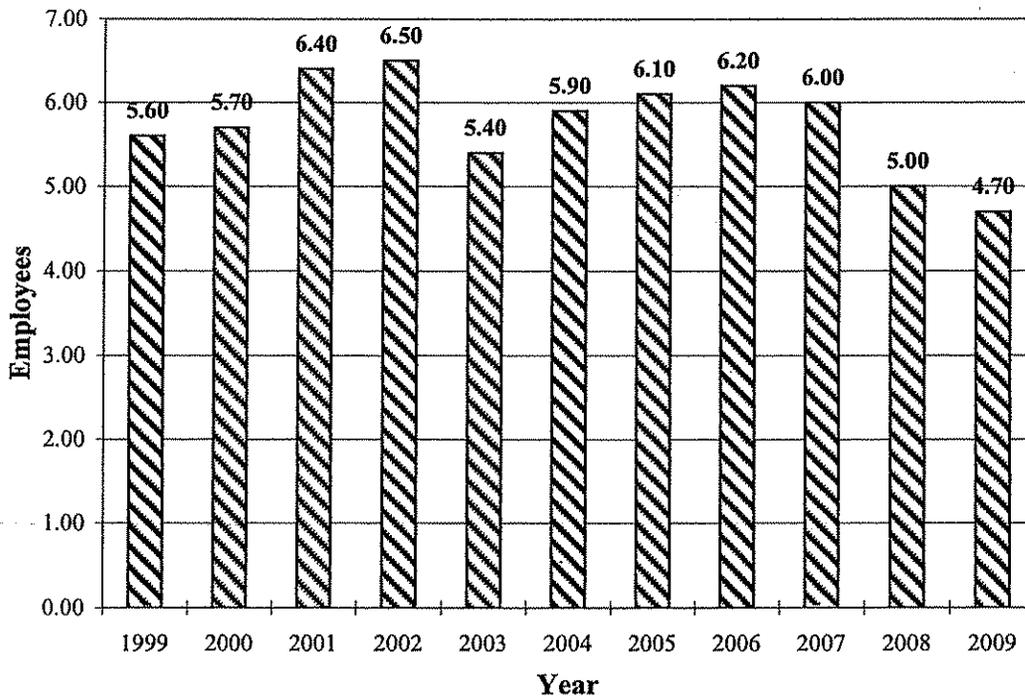
Tax Allocation Bonds, 2001 & 2004 Refunding

Fiscal Year	Interest		Principal		TAB
	2001 Series A	2004 Refunding Series A	2001 Series A	2004 Refunding Series A	Total
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

Appropriation

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

Appropriation Limitation

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

Assessed Valuation

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

Audit

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

Bonds

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

Budget

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

Budget Amendment

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

Budget Calendar

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

Budget Policies

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

Capital Improvement Plan (CIP)

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

Contingency

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

Contract Services

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

Deficit

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

Debt Financing

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

Debt Instrument

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

Debt Service

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

Debt Service Funds

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

Department

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

Depreciation

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

Enterprise Funds

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

Expenditure

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

Fiscal Year

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

Fixed Assets

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

Fund

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

Fund Balance

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

GAAP

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

General Fund

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

Goal

A statement of broad direction, purpose, or intent.

Investment Earnings

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

Line Item Budget

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

Materials and Supplies

Expendable materials and operating supplies necessary to conduct departmental operations.

Modified Cash Basis

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

Operating Budget

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

Operating Transfers

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

Performance Measures (Objectives)

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

Program

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

Reserve

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

Reserve Draw Down

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

Resolution

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

Resources (sources)

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

Special Revenue Funds (Other Governmental Funds)

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

Subventions

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

Tax Allocation Bonds

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

Trust and Agency Funds

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

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

Unreserved (Available) Fund Balance

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

Working Capital

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

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. 2009-63 AND CRA 217

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,

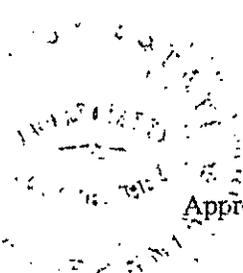
WHEREAS, the Director of Administrative Services of the City of Cotati has interpreted the technical provisions of said Article XIII.B and Proposition 111 computations and has caused the numbers upon which the City's revised appropriations limit is based to be calculated; and,

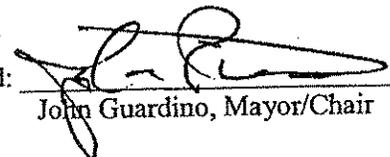
WHEREAS, based on such calculations the Director of Administrative Services has determined the said appropriations limit and, pursuant to Section 7910 of said California Government Code, has made available to the public the documentation used in the determination of said appropriations limit;

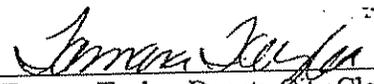
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati, that said appropriations limit for Fiscal Year 2009-10 shall be and is hereby set in the amount of \$11,616,903.

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 26th day of August, 2009, by the following vote, to wit:

GUARDINO	<u>Yes</u>
COLEMAN-SENGHOR	<u>Yes</u>
BARICH	<u>Yes</u>
GILARDI	<u>Yes</u>
ORCHARD	<u>Yes</u>



Approved: 
John Guardino, Mayor/Chair

Attest: 
Tamara Taylor, Deputy City Clerk

RESOLUTION NO. 2009-64 AND CRA 218

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 2009-10 BUDGET

WHEREAS, on August 26, 2009 the City Manager/Executive Director and Director of Administrative Services presented the Proposed Budget for Fiscal Year 2009-2010, 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 3, 2009 and June 17, 2009 and provided the opportunity for and received public comments on the 2009-2010 Proposed Budget; and

WHEREAS, although adoption of a budget prior to the beginning of the new fiscal year is desirable to insure the uninterrupted operation necessary for City services; and

WHEREAS the City did not adopt the Fiscal Year 2009-2010 budget prior to June 30 due to pending revenue take-aways proposed by the State of California and a delay in finalizing the Memoranda of Understanding with the three City employee associations; and

WHEREAS, the City Council/Redevelopment Agency Board of Directors adopted a Resolution Continuing the Fiscal Year 2008-2009 Budget for a Period of 60 days on July 8, 2009

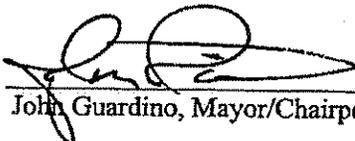
NOW, THEREFORE, the Cotati City Council and Cotati Redevelopment Agency Board of Directors hereby resolves that:

1. The Proposed Budget for Fiscal Year 2009-2010 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.

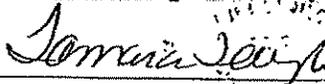
IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted by the City Council of the City of Cotati and the Board of Directors of the Cotati Community Redevelopment Agency at a regular meeting held on the 26th day of August, 2009 by the following vote, to wit:

GUARDINO	<u>Yes</u>
COLEMAN-SENGHOR	<u>Yes</u>
BARICH	<u>No</u>
GILARDI	<u>Yes</u>
ORCHARD	<u>Yes</u>

Approved: _____


John Guardino, Mayor/Chairperson

Attest: _____


Tamara Taylor, Deputy City Clerk