



ADOPTED BUDGET

**Fiscal Year
2010-2011**

CITY OF COTATI

ADOPTED BUDGET

FISCAL YEAR 2010-2011

MEMBERS OF CITY COUNCIL

Robert Coleman-Senghor, Mayor

Janet Orchard, Vice Mayor

Pat Gilardi

Susan Harvey

Mark Landman

STAFF

Dianne Thompson, City Manager

Jone I. Hayes, Director of Administrative Services

Marsha Sue Lustig, Acting Community Development Director

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

Robert W. Stewart, Acting Chief of Police

Richard Rudnansky, City Attorney

August 7, 2010

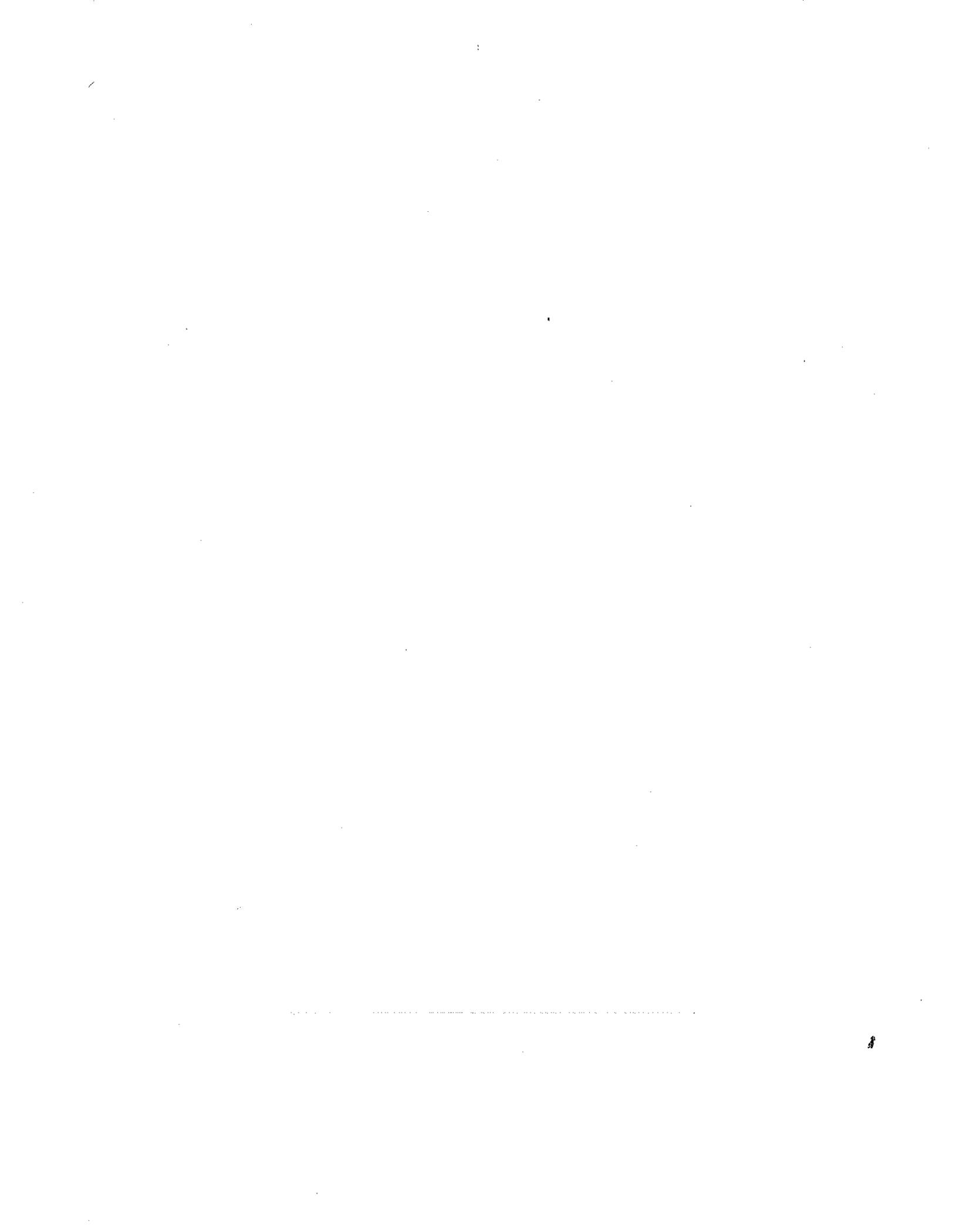


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Preface – How to Read this Document

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 2009-2010 position allocations for comparative purposes.

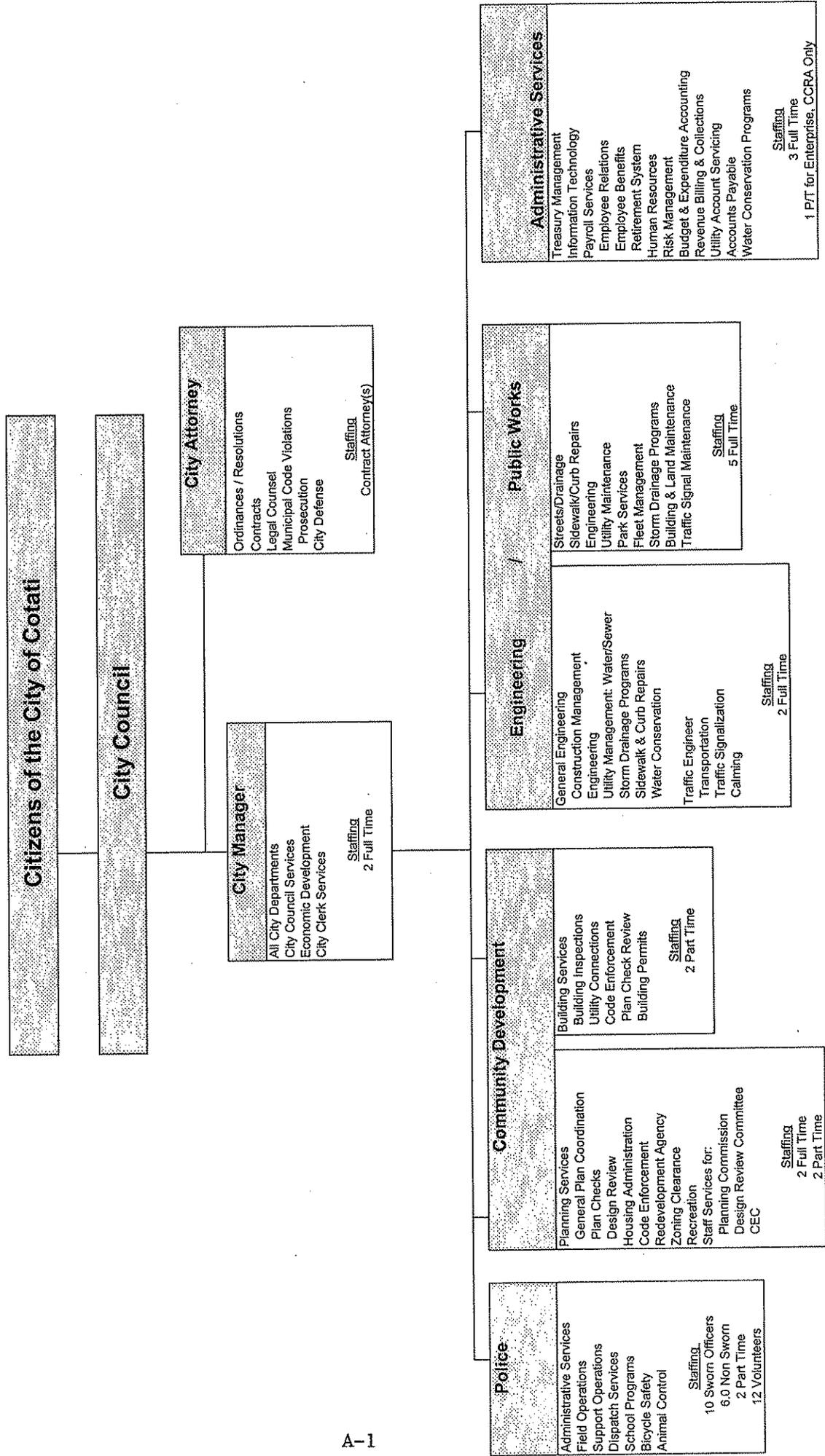
Capital Improvement Program (CIP)

The CIP schedule is presented by source of funds and by project. Budgeted CIP costs in 2010-2011 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.

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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.

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City of Cotati - 2010-2011 Budget Summary by Fund

Fund	Projected Fund Balance		Estimated Revenues		Appropriations Budget		CIP / DS		Operating Transfers		Projected Fund Balance 6/30/2011
	7/1/2010	6/30/2010	7/1/2010	6/30/2010	7/1/2010	6/30/2010	7/1/2010	6/30/2010	In	Out	
General Fund	590,436	*	3,750,857	4,085,713	181,010	296,693	(1,500)	108,426	**		
Other Governmental Funds - RESTRICTED USE											
Grants	10,166							10,166			
CDBG	-		350,000		350,000						
Solid Waste Reduction (AB939)	76,873		17,150	6,000				87,723			
CEC	608		1,620	2,315		300		213			
Public Safety	12,595		100,000					12,595			
Gas Taxes	111,843		129,050	4,034				111,843			
Transportation Development	481,489		41,500					522,989			
Park in Lieu	617,831						50,000	567,831			
Inclusionary Housing	3,159,817		14,500	5,000				3,169,317			
Traffic Mitigation	132,927		600					133,527			
South Sonoma LOIBs	793,270		447,850	451,475				789,645			
Asset Seizure	44,357							44,357			
Maintenance Assessment Districts	63,397		33,548	9,318				86,520			
K9 Program	556		6,263	6,819				77,019			
General Capital Outlay	327,019				250,000			310			
Explorer Program	1,310			1,000				1,500			
Citizen Volunteer Program	-			1,500				-			
Total Other Governmental Funds	5,834,058		1,142,081	487,461	650,000	1,800	(226,423)	5,614,055			
Enterprise Funds - RESTRICTED USE											
Water Operating	1,597,866		1,364,240	1,463,742	417,250	100,000		1,072,094			
Water Capital	2,304,790		1,500	165,000	15,000			2,112,790			
Recycled Water Line	446,799		1,500	50,000		100,000		498,299			
Subtotal Water Funds	4,349,455		1,367,240	1,678,742	432,250	200,000		3,683,183			
Sewer Operating	1,611,633		2,155,500	2,395,826	58,000			1,304,287			
Sewer Capital	6,418,921		31,000	131,000	112,289			6,079,632			
Subtotal Sewer Funds	8,030,554		2,186,500	2,526,826	170,289			7,383,919			
Total Enterprise Funds	12,380,009		3,553,740	4,205,568	602,539	200,000		11,067,102			
Cotati Community Redevelopment Agency - RESTRICTED USE											
CCRA Operating	-			726,186		1,474,388		(748,202)			
CCRA Tax Increment Fund	1,458,421		1,285,162		400,000			869,195			
CCRA Tax Allocation Bonds	653,398		6,750		10,000			650,148			
CCRA Low & Moderate Income Housing	4,552,990		881,312	205,538				3,381,545			
CCRA Debt Service	1,102,681		500	150	808,775			1,101,630			
Total Redevelopment Funds	7,767,490		2,173,724	931,874	2,998,775	2,283,162		6,002,518			
All Funds	\$ 26,571,993		\$ 10,620,402	\$ 9,710,616	\$ 4,432,324	\$ 2,781,655		\$ 22,792,101			

* Estimated Fund Balance Less \$ 145,000 Restricted Funds
 * Estimated Fund Balance Less \$ 261,337 per Reserve Policy Adopted 7/22/09

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**General Fund
2010-2011 Adopted Budget**

Fund 01	Acct	Description	2009-2010			2010-2011	
			2008-2009 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	410XX	Property Tax	\$ 487,762	\$ 481,227	\$ 440,502	\$ 440,500	\$ 440,500
	41070	Property Tax In-Lieu of VLF	557,441	541,846	541,846	550,000	550,000
	41XXX	Sales Tax	1,178,489	979,000	1,088,459	1,148,001	1,148,001
	41095	Sales Tax In-Lieu (Triple Flip)	524,625	219,078	219,078	356,093	356,093
	41105	Measure A Transaction and Use Tax	-	-	-	400,000	400,000
	41110	Transfer Tax	64,876	90,000	89,117	75,000	75,000
	4112X	Business Licenses	78,668	82,200	80,300	79,000	79,000
	411XX	Franchise Fees	333,595	337,295	345,813	344,250	344,250
	41135	Transient Occupancy Tax	322	1,000	1,000	1,000	1,000
		Total Taxes	3,225,777	2,731,646	2,806,115	3,393,844	3,393,844
	41XXX	Licenses and Permits	18,244	17,081	22,888	7,000	7,000
	41XXX	Fines and Forfeitures	114,073	70,070	101,101	115,000	115,000
	4219X	Investment Earnings	10,429	3,000	1,500	3,000	3,000
	422XX	Rents and Concessions	113,670	118,860	126,580	125,263	125,263
	4121X	Motor Vehicle In-Lieu Fees	25,605	25,000	18,308	20,000	20,000
	4XXXX	Charges for Services	134,851	78,384	109,301	31,250	31,250
	4XXXXX	Reimbursements / Other	90,441	158,104	164,735	55,500	55,500
	44105	Principal Debt Repayment	301	310	310	-	-
		Total Revenues	3,733,390	3,202,455	3,350,839	3,750,857	3,750,857
	42259	Operating Transfers In	503,716	426,562	426,562	296,693	296,693
		Total Current Sources	4,237,106	3,629,017	3,777,401	4,047,550	4,047,550
	Dept	Current Expenditures:					
	300	City Council	94,389	44,876	43,649	57,863	57,863
	301	City Manager / City Clerk	216,574	154,031	126,932	200,702	200,702
	303	Administrative Services	96,785	74,260	72,601	75,617	75,617
	304	Legal Services	137,115	116,608	121,319	128,000	128,000
	305	Non-Departmental	227,813	487,063	354,331	377,023	377,023
	306	Public Information Services	475	7,500	415	500	500
	400	Community Development	356,044	216,650	216,486	422,503	422,503
	402	Engineering	26,194	28,878	23,476	16,433	16,433
	403	Streets	237,942	259,048	226,056	243,323	243,323
	406	Government Buildings	79,964	52,713	51,837	56,585	56,585
	408	Park Maintenance	182,331	139,093	126,120	102,519	102,519
	500	Police	2,811,789	2,419,166	2,352,598	2,406,144	2,406,144
		Total Current Expenditures	4,467,414	3,999,887	3,715,820	4,087,213	4,087,213
		Capital Outlay:					
	300	City Council	-	-	-	-	-
	301	City Manager / City Clerk	-	-	-	-	-
	303	Administrative Services	-	-	-	-	-
	305	Non Departmental	-	-	-	-	-
	306	Public Information Services	-	24,000	-	-	-
	400	Community Development	-	-	-	-	-
	403	Streets	7,312	-	-	-	-
	406	Government Buildings	-	-	-	165,000	165,000
	408	Park Maintenance	-	-	-	-	-
	500	Police	11,178	21,178	19,568	16,010	16,010
		Total Capital Outlay / Debt Service	18,490	45,178	19,568	181,010	181,010
		Beginning Fund Balance, July 1*	797,221	548,423	548,423	590,436	590,436
		Ending Fund Balance, June 30	\$ 548,423	\$ 132,375	\$ 590,436	\$ 369,763	\$ 369,763

* Adjusted to Remove Funds Reserved for E. Cotati Avenue Storm Drain Project, Broadcast of Council Meetings

Reserve Required per Policy Adopted 7/22/09		261,337	261,337	234,559
Unreserved (Available) Fund Balance	548,423	(128,962)	329,099	(126,133)
Unreserved (Available) Fund Balance as Percentage of Expenditures	12%	-3%	9%	-3%
Structural Deficit - Expenditures Exceed Sources	(230,308)	(370,870)	-	-

2010-2011 Adopted Budget

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 55,750
41150	Gas	15,000
41160	Cable TV	100,000
41170	Refuse Removal - 12.87%	153,500
41180	Storage	20,000
		<u>\$ 344,250</u>
41XXX	Licenses and Permits	
	Community Development Services	\$ -
	Public Safety Services	7,000
		<u>\$ 7,000</u>
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 50,000
41200	Traffic and Criminal Code Enforcement	65,000
		<u>\$ 115,000</u>
4221X	Rents & Concessions	
	Metro PCS	\$ 47,341
	A T & T	20,766
	TowerCo	18,256
	175 W. Sierra Avenue	14,100
	Facilities and Parks Rentals	21,500
	Chamber of Commerce	3,300
		<u>\$ 125,263</u>
4XXXX	Charges for Services	
	Community Development Services	\$ 21,000
	Public Safety Services	10,250
	Finance and Administrative Services	-
		<u>\$ 31,250</u>
	Reimbursements	
42236	R.E.M.I.F.	\$ -
41219	P.O.S.T.	3,000
41223	SB 90 State Mandated Costs	2,500
42237	Other	-
		<u>\$ 5,500</u>
	Other	
42250	Waste Management - Annual Community Improvement Contribution	\$ 50,000
4XXXX	Other	-
		<u>\$ 50,000</u>
42259	Operating Transfers In	
	Water Operating Fund (Administration)	8,420
	Water Operating Fund (Public Information Services)	600
	Water Operating Fund (Government Buildings Maintenance)	-
	Water Capital Fund (Administration)	13,500
	Sewer Operating Fund (Administration)	8,420
	Sewer Operating Fund (Public Information Services)	600
	Sewer Operating Fund (Government Buildings Maintenance)	-
	Sewer Capital Fund (Administration)	27,000
	CCRA Operating Fund (Public Information Services)	800
	CCRA Operating Fund (Government Buildings Lease Agreement) - Reduced Due to Government Building Allocation Change	4,326
	CCRA Low & Mod Housing Fund (Government Bldgs Lease Agreement) Reduced Due to Government Bldng Allocation Change	1,520
	CCRA Debt Service (Administration)	1,400
	Grants - Zone 1A (Cotati Creek Bypass)	-
	Public Safety (Salaries,Supplies,Services,CAD/RMS) - Supplemental Law Enforcement Services Fund	100,000
	Gas Tax Fund (Street Maintenance)	125,016
	Transportation Development Fund (Street Maintenance) - Measure M	-
	Parks and Recreation Development Fund (Park Maintenance)	-
	Maintenance Assessment Districts (Administration)	1,107
		<u>\$ 292,709</u>

CITY COUNCIL
Department #300

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

GOALS

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

OBJECTIVES

- Attend all regular, adjourned, and special meetings of the City Council.
- Deliberate all matters brought before these meetings and make decisions relative to the same within the context of the City of Cotati's Vision Statement.
- Attend workshops and conferences as necessary to keep abreast of current civic trends and proposed legislation, as a means to better serve the citizens of Cotati.
- Adopt the Fiscal Year 2011-2012 Budget by June 30, 2011.

**City Council
2010-2011 Adopted Budget**

Fund 01, Department 300

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 54,861	\$ 33,956	32,585	\$ 41,903	\$ 41,903
61025	Other Contract Services	28,000	1,900	2,000	7,000	7,000
61031	Advertising and Publications	-	104	104	-	-
61034	Dues and Subscriptions	6,517	5,100	5,000	5,000	5,000
610**	Travel, Meetings, and Training	1,091	3,020	3,020	3,020	3,020
61036	Telephone	92	95	90	90	90
61038	Information Systems	516	250	450	450	450
61040	Supplies	245	250	200	200	200
61041	Materials, Tools, Small Equipment	91	-	-	-	-
61048	Printing and Photocopying	726	200	200	200	200
61074	Scholarships	-	-	-	-	-
61076	Contributions	2,250	-	-	-	-
	Subtotal	94,389	44,876	43,649	57,863	57,863
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
	Department Total	\$ 94,389	\$ 44,876	\$ 43,649	\$ 57,863	\$ 57,863

Budget Details

				Amount
42236	Source of Funding			
	General Fund			\$ 57,863
510XX	Salaries and Benefits			
	City Council Members - Active	Amended 09-10 FTE	Proposed 10-11 FTE	\$ 41,903
		2.90	4.90	
61025	Other Contract Services			
	Snider & Associates - Facilitator - Team Building, Evaluation			\$ 5,000
	Climate Protection			2,000
				\$ 7,000
61034	Dues and Subscriptions			
	League of California Cities			\$ 3,000
	Association of Bay Area Governments (ABAG)			2,000
				\$ 5,000
61035	Travel, Meetings, and Training			
	Other Meetings			600
	Mayors' and Council Members' Association			600
	League of California Cities - New Councilmembers Academy			1,620
	League of California Cities			-
	Legislative Action Days			-
	North Bay Division Quarterly Meetings			200
				\$ 3,020

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
2010-2011 Adopted Budget**

Fund 01, Department 301

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 165,582	\$ 91,668	\$ 91,387	\$ 140,191	\$ 140,191
51003	Overtime	-	351	140	-	-
61025	Other Contract Services	22,774	3,722	6,800	4,300	4,300
61028	Election Administration	4,443	40,800	18,073	40,000	40,000
61031	Advertising and Publications	2,725	1,573	1,524	1,524	1,524
61033	Postage	394	1,194	1,000	1,000	1,000
61034	Dues and Subscriptions	3,761	2,279	1,242	2,304	2,304
610**	Travel, Meetings, and Training	4,759	3,253	1,382	6,000	6,000
61036	Telephone	1,606	1,306	741	741	741
61037	Vehicle Maintenance	1,381	1,354	350	350	350
61038	Information Systems	2,310	2,250	1,650	1,650	1,650
61040	Supplies	1,252	1,000	400	400	400
61041	Materials, Tools, Small Equipment	240	10	5	5	5
61048	Printing and Photocopying	5,348	3,272	2,237	2,237	2,237
	Subtotal	216,574	154,031	126,932	200,702	200,702
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 216,574	\$ 154,031	\$ 126,932	\$ 200,702	\$ 200,702

Budget Details

Source of Funding		Amount
42236	REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 1,000
42259	Operating Transfer In -	
	Water Operating Fund - Administration	8,420
	Water Capital Fund - Administration	13,500
	Sewer Operating Fund - Administration	8,420
	Sewer Capital Fund - Administration	27,000
	CCRA Debt Service - Administration	1,400
	Maintenance Assessment Districts - Administration	982
	General Fund	139,980
		\$ 200,702

	Amended 09-10 FTE	Proposed 10-11 FTE	
510XX Salaries and Benefits			
City Manager	0.35	0.35	\$ 62,220 *
Assistant to the City Manager	0.00	0.35	46,518
Deputy City Clerk	0.53	0.53	45,112
	<u>0.88</u>	<u>1.23</u>	<u>\$ 153,850</u>

*FTE and Total not adjusted to reflect 15% voluntary contribution by City Manager

61033 Postage			
Departmental Specific			\$ -
Postal Services		7,500	
Postage Machine, Scale, Folder/Stuffer - Pitney Bowes		3,155	
Postage Equipment Supplies		200	
	Total to allocate	<u>10,855</u>	
Departmental Allocation			1,000
			<u>\$ 1,000</u>

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

		<u>Amount</u>
61034	Dues and Subscriptions	
	Lexis-Government Code Updates	\$ 500
	International City / County Management Association (ICMA)	1,194
	California City Management Foundation	350
	National Notary Association	-
	California Department of Consumer Affairs (every other year)	150
	International Institute of Municipal Clerks (IIMC)	110
	City Clerks Association	-
	Municipal Management Association of Northern California	-
		<u>\$ 2,304</u>
61035	Travel, Meetings, and Training	
	League / City Manager Conferences	\$ 3,000
	Local / Regional Meetings	1,000
	City Clerks Association of California	1,000
	California Public Employers Labor Relations Association - Reimbursed by REMIF	1,000
		<u>\$ 6,000</u>
61048	Printing and Photocopying	
	Departmental Specific	\$ 100
	Copier Rent - Ikon Office Solutions	17,400
		<u>17,400</u>
	Total to allocate	\$ 17,400
	Departmental Allocation	2,137
		<u>\$ 2,237</u>
71081	Equipment	<u>\$ -</u>

ADMINISTRATIVE SERVICES
Department #303

The Administrative Services Department budget reflects fiscal and other operations of the City including: collection and disbursement of all City funds; processing payroll disbursements as well as related reporting, withholding and payroll benefits management; provision of Human Resource services; maintenance of City Personnel files; accounts payable processing; billing and collection of water, sewer, business license, and developmental user fees; maintenance of general ledgers and journals; investments of the City's idle funds; purchasing; information systems oversight and support; development and maintenance of long term economic impact analyses; budget preparation and administration; financial reporting; audit liaison and coordinator, oversight of 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
2010-2011 Adopted Budget**

Fund 01, Department 303		2008-2009 Actual	2009-2010		2010-2011	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Current:					
510XX	Salaries and Benefits	\$ 76,315	\$ 51,360	\$ 51,314	\$ 52,227	\$ 52,227
61025	Other Contract Services	3,946	4,600	4,821	6,000	6,000
61026	Auditing Fees	9,010	7,750	7,750	8,910	8,910
61031	Advertising and Publications	176	376	376	376	376
61033	Postage	1,030	988	765	765	765
61034	Dues and Subscriptions	110	110	461	811	811
610XX	Travel, Meetings, and Training	415	435	300	1,300	1,300
61036	Telephone	225	250	100	100	100
61038	Information Systems	2,912	5,178	5,500	3,909	3,909
61040	Supplies	779	800	200	200	200
61048	Printing and Photocopying	1,510	2,013	750	750	750
61090	Banking, Trust and Agency Fees	128	150	104	104	104
61096	Interest Expense - Developer	229	250	161	165	165
	Subtotal	96,785	74,260	72,601	75,617	75,617
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 96,785	\$ 74,260	\$ 72,601	\$ 75,617	\$ 75,617

42236	Source of Funding		
	REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements		\$ 1,300
	General Fund		74,317
			<u>\$ 75,617</u>

510XX	Salaries and Benefits	Amended 09-10 FTE	Proposed 10-11 FTE	
	Director of Administrative Services	0.25	0.25	\$ 35,831 *
	Accounting Specialist	0.25	0.25	21,862
	Account Clerk II	0.10	0.10	7,771
		<u>0.60</u>	<u>0.60</u>	<u>\$ 65,464</u>

*FTE and total not adjusted to reflect 15% voluntary contribution by Director of Administrative Services

61025	Other Contract Services		
	Sales Tax Auditing Service - HDL & Associates		\$ 4,950
	Mandated Costs Claiming Services - AK and Company		750
	Printer Servicing		300
			<u>\$ 6,000</u>

61026	Auditing Fees		
	Audit and Financial Reports 2009-10 - Terry Krieg, CPA	Total	\$ 19,800
	General Fund Allocation - 45%		<u>\$ 8,910</u>

61034	Dues and Subscriptions		
	California Public Employers Labor Relations Association		\$ 350
	CD Data - Parcelquest Software		351
	California Society of Municipal Finance Officers (CSMFO) Membership		110
			<u>\$ 811</u>

610XX	Travel, Meetings, and Training		
	California Public Employers Labor Relations Association - Reimbursed by REMIF		\$ 1,000
	Risk Management - Redwood Empire Municipal Insurance Fund (REMIF) and Public Agency Risk Managers Association (PARMA). Reimbursed by REMIF		300
			<u>\$ 1,300</u>

**Administrative Services
Budget Details (Continued)**

61038	Information Systems			
	LAN Technical Support - Jim Washington	\$	10,000	
	System Support Service Agreement - Incode		12,000	
	Annual License Fees - Virus Protection, Spam Protection		2,000	
	Payroll Service Fees		500	
		Total	<u>\$ 24,500</u>	
	Departmental Allocation		\$ 1,909	
	Departmental Specific		<u>2,000</u>	
			<u>\$ 3,909</u>	
61048	Printing and Photocopying			
	2010-11 Budget Printing, 2011-12 Budget Preparation, Miscellaneous Forms	\$	350	
	Departmental Allocation (see Dept #301 for Total)		400	
			<u>\$ 750</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.

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

GOALS

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

OBJECTIVES

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

**Legal Services
2010-2011 Adopted Budget**

Fund 01, Department 304		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
61015	Special Legal Services	\$ 10,605	\$ 15,000	\$ 26,319	\$ 28,000	\$ 28,000
61022	City Attorney Fees	126,510	101,608	95,000	100,000	100,000
61025	Other Contract Services	-	-	-	-	-
	Subtotal	137,115	116,608	121,319	128,000	128,000
	Department Total	\$ 137,115	\$ 116,608	\$ 121,319	\$ 128,000	\$ 128,000

Budget Details

		<u>Amount</u>
Source of Funding		
General Fund		<u>\$ 128,000</u>
61015	Special Legal Services	
	Liebert, Cassidy & Whitmore - Personnel, Investigations, Special Defense	<u>\$ 28,000</u>
61022	City Attorney Fees	
	Meyers Nave - Including General Plan Update, Redevelopment, Other Funds and Charges Billed	<u>\$ 200,000</u>
	General Fund Portion	<u>\$ 100,000</u>

NON-DEPARTMENTAL
Department #305

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

GOALS

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

OBJECTIVES

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

**Non-Departmental
2010-2011 Adopted Budget**

Fund 01, Department 305

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
51XXX	Salaries and Benefits	\$ 13,958	\$ 120,000	\$ 38,481	\$ 81,519	\$ 81,519
61025	Other Contract Services	3,030	2,000	-	-	-
61027	Insurance	91,503	89,870	89,870	89,870	89,870
61033	Postage	6	40	40	40	40
61034	Dues and Subscriptions	100	573	573	573	573
61038	Information Systems	7,972	3,200	2,753	2,753	2,753
61040	Supplies	-	130	140	-	-
61075	Contingency	80,331	248,000	201,606	100,000	100,000
61082	Measure A Administration Fee	-	-	-	80,400	80,400
61084	Property Tax	-	-	368	368	368
61085	Operating Transfers Out	8,149	500	500	1,500	1,500
61089	Tax Administration Fees	22,539	22,500	20,000	20,000	20,000
61090	Banking Fees - Credit Card Processing	225	250	-	-	-
	Subtotal	227,813	487,063	354,331	377,023	377,023
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 227,813	\$ 487,063	\$ 354,331	\$ 377,023	\$ 377,023

Budget Details

Source of Funding	Amount
General Fund	<u><u>377,023</u></u>
51XXX Salaries and Benefits	
Unemployment - Total of All Outstanding Current Claims	<u><u>\$ 81,519</u></u>
61027 Insurance	
Auto and General Liability	\$ 136,143
Deductibles	14,560
Earthquake and Flood	28,335
Auto Physical Damage	3,852
Property	9,112
Boiler and Machinery	953
User Funding and Fraud Investigation Assessment	1,000
Total to allocate	<u><u>\$ 193,955</u></u>
General Fund Allocation	<u><u>\$ 89,870</u></u>
Note: Expenditures for employee workers' compensation, medical, dental, vision, long term disability, and life insurance are included in the salaries and benefits line item in each department or fund.	
61038 Information Systems	
L.R.Hines - Scanner Workstation Software Support and Maintenance	<u><u>\$ 2,753</u></u>
61075 Contingency	
Employee Leave Bank Buyout	<u><u>\$ 100,000</u></u>
61089 Tax Administration Fees	
County of Sonoma - Property Tax Collections - Total \$70,000 General Fund Portion	<u><u>\$ 20,000</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
2010-2011 Adopted Budget**

Fund 01, Department 306		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
61033	Postage	\$ -	\$ -	\$ -	\$ -	\$ -
61038	Information Systems	475	500	-	500	500
61048	Printing and Photocopying	-	-	-	-	-
	Subtotal	475	7,500	415	500	500
	Capital Outlay:					
71082	CIP	-	24,000	-	-	-
	Department Total	\$ 475	\$ 31,500	\$ 415	\$ 500	\$ 500

Budget Details

		<u>Amount</u>
	Source of Funding	
42259	Operating Transfer In - Water Operating Fund	\$ 600
	Sewer Operating Fund	600
	CCRA Operating Fund	800
	Public Education Reimbursement - Franchise	876
		<u>\$ 2,876</u>
61038	Information Systems	
	Website - Hosting, Support, Modifications, Upgrades	<u>\$ 500</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)
2010-2011 Adopted Budget

Fund 01, Department 400		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 247,542	\$ 166,784	\$ 183,790	\$ 198,178	\$ 198,178
51003	Overtime	-	785	942	-	-
61025	Other Contract Services	83,014	25,000	13,338	205,000	205,000
61031	Advertising and Publications	329	1,000	-	-	-
61033	Postage	1,654	2,000	1,325	1,325	1,325
61034	Dues and Subscriptions	4,107	3,392	4,228	4,400	4,400
610**	Travel, Meetings, and Training	1,169	3,150	745	3,300	3,300
61036	Telephone	2,388	2,627	2,282	2,300	2,300
61037	Vehicle Expense	1,423	750	398	400	400
61038	Information Systems	6,244	4,852	5,472	3,000	3,000
61040	Supplies	3,756	2,000	1,024	1,200	1,200
61042	Equipment Rental	680	100	100	-	-
61043	Repairs and Replacements	-	-	-	-	-
61041	Materials, Tools, Small Equipment	10	500	400	400	400
61048	Printing and Photocopying	2,877	3,361	2,093	3,000	3,000
61065	Awards and Prizes - Kids Day	850	350	350	-	-
	Subtotal	356,044	216,650	216,486	422,503	422,503
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 356,044	\$ 216,650	\$ 216,486	\$ 422,503	\$ 422,503

Budget Details

Source of Funding			Amount
4XXXX	Charges for Services - Does Not Reflect Cost Recovery Deposits Collected		\$ 12,000
	General Fund		410,503
			\$ 422,503
510XX	Salaries and Benefits	Amended 09-10 FTE	Proposed 10-11 FTE
	Community Development Manager	0.00	0.60
	Assistant to the City Manager	0.35	0.00
	Interim Building Official	0.23	0.00
	Assistant Planner	0.70	0.46
	Administrative Secretary	0.70	0.70
		1.98	1.76
			\$ 233,623 *
61025	Other Contract Services		
	006S - General Plan Update - Consultants - Total Cost \$ 500,000 FYs 10-11 and 11-12, Balance in CCRA, Water and Sewer Operating Funds		\$ 200,000
	Phillips Group - Building Department Services		5,000
			\$ 205,000
61034	Dues and Subscriptions		
	Local Agency Formation Commission (LAFCO)		\$ 2,689
	CD Data - Parcelquest		586
	American Planning Association (APA), American Institute of Certified Planners (AICP)		510
	California Building Officials (CALBO) Membership - Expense is Offset by Incremental Fees Received		215
	International Association of Plumbing and Mechanical Officials (IAPMO) - Expense is Offset by Incremental Fees		150
	National Fire Protection Association (NFPA) - Expense is Offset by Incremental Fees		150
	International Code Council (ICC) Membership - Expense is Offset by Incremental Fees Received		100
			\$ 4,400

*This Total Does Not Include Cost Recovery. Actual Planning Staff Salary and Benefit Costs Detailed Immediately Above. Budget Amount Reduced to Reflect Cost Recovery Average Amounts Billed to Developer Deposit Accounts / Projects FY 09-10

**Community Development
Budget Details (Continued)**

61035	Travel, Meetings, and Training Staff Training - Expense Offset by Incremental Fees Received in Prior Years Additional Staff Training	\$ 1,000 <u>2,300</u> <u>3,300</u>
61038	Information Systems Departmental Allocation (See Dept #303 for Total)	<u>\$ 3,000</u>
61048	Printing and Photocopying Departmental Allocation (See Dept #301 for Total) Department Specific	\$ 2,700 300 <u>\$ 3,000</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 timely and accurate information to citizens and businesses.
- Pursue infrastructure grants.
- Provide Public Works staff planning and supervision
- Review and keep ordinances and policies current.
- Provide effective records maintenance for City's public works projects, private development projects, and engineering maps and documents for easy reference and access.
- Develop good working relationship with the various resource agencies that provide oversight and/or granting opportunities to the City such as Sonoma County Water Agency, Subregional System, Sonoma County Transportation Authority, Community Development Commission, MTC, Caltrans and the Regional Water Quality Control Board.

OBJECTIVES

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

**Engineering Services
2010-2011 Adopted Budget**

Fund 01, Department 402

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 24,120	\$ 11,266	\$ 6,446	\$ 8,633	\$ 8,633
61018	Special Engineering Services	1,142	16,622	16,622	5,000	5,000
61019	City Engineering Services	-	-	-	-	-
61025	Other Contract Services	194	42	47	50	50
61031	Advertising and Publications	-	-	-	-	-
61034	Dues and Subscriptions	-	-	-	-	-
61035	Travel, Meetings, and Training	151	-	15	2,500	2,500
61036	Telephone Expense	6	499	102	-	-
61037	Vehicle Expense	245	-	20	50	50
61038	Info Systems	218	350	180	200	200
61040	Supplies	101	-	4	-	-
61041	Materials, Tools, Small Equipment	-	-	-	-	-
61048	Printing and Photocopying	18	100	40	-	-
	Subtotal	26,194	28,878	23,476	16,433	16,433
	Department Total	\$ 26,194	\$ 28,878	\$ 23,476	\$ 16,433	\$ 16,433

Budget Details

Source of Funding				<u>Amount</u>
General Fund				\$ 16,433
510XX	Salaries and Benefits	<u>Amended 09-10 FTE</u>	<u>Proposed 10-11 FTE</u>	
	Director of Public Works / City Engineer	0.15	0.00	\$ 22,734 *

*FTE and Total not adjusted to reflect 15% voluntary contribution by Director of PW/City Engineer

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
2010-2011 Adopted Budget**

Fund 01, Department 403

Acct	Description	2009-2010			2010-2011	
		2008-2009 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 121,741	\$ 136,940	\$ 123,474	\$ 140,443	\$ 140,443
61018	Special Engineering Services	1,673	-	-	-	-
61025	Other Contract Services	22,046	25,778	20,429	20,429	20,429
61031	Advertising and Publications	189	92	92	92	92
61033	Postage	17	270	166	166	166
61034	Dues and Subscriptions	3,600	7,885	3,600	3,600	3,600
610**	Travel, Meetings, and Training	2	10	2	-	-
61036	Telephone	696	1,006	976	976	976
61037	Vehicle Expense	4,544	5,000	2,543	2,543	2,543
61038	Information Systems	1,588	1,625	1,153	1,153	1,153
61040	Supplies	5,280	2,000	421	421	421
61041	Materials, Tools, Small Equipment	5,781	7,738	11,734	12,000	12,000
61042	Equipment Rental	83	200	-	200	200
61043	Repairs & Replacements	4,661	5,000	1,000	1,000	1,000
61048	Printing and Photocopying	255	346	320	300	300
61051	Utilities	64,617	64,872	59,977	60,000	60,000
	Subtotal	237,942	259,048	226,056	243,323	243,323
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	7,312	-	-	-	-
	Department Total	245,254	\$ 259,048	\$ 226,056	\$ 243,323	\$ 243,323

Budget Details

		<u>Amount</u>	
Sources of Funding			
42259	Operating Transfer In - Gas Taxes Fund	\$	125,016
	Operating Transfer In - Transportation Development Fund, Measure M		-
	General Fund - Balance of Expenditures		118,307
		\$	<u>243,323</u>
510XX	Salaries and Benefits		
		<u>Amended</u>	<u>Proposed</u>
		<u>09-10 FTE</u>	<u>10-11 FTE</u>
	Director of Public Works / City Engineer	0.15	0.00
	Field Maintenance Supervisor	0.28	0.15
	Maintenance Worker II	0.32	0.00
	Maintenance Worker II	0.17	0.32
	Maintenance Worker II	0.18	0.17
	Maintenance Worker II	0.29	0.18
		<u>1.39</u>	<u>0.82</u>
			\$ 140,443
*No increase in FTEs. FYs 08-09 and 09-10 Salaries and Benefits were reduced by amounts billed to projects or cost recovery accounts.			
61025	Other Contract Services		
	Signal Maintenance - Republic Electric	\$	18,929
	Signals - Department of Transportation		1,500
		\$	<u>20,429</u>
61041	Materials, Tools, Small Equipment		
	Continuing Operations Expenditures	\$	10,000
	Signs - Pedestrian Crossing		2,000
		\$	<u>12,000</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
2010-2011 Adopted Budget**

Fund 01, Department 406		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 27,482	\$ 5,000	\$ 6,301	\$ 7,000	\$ 7,000
51003	Overtime	111	360	431	-	-
61025	Other Contract Services	17,139	20,029	17,082	20,000	20,000
61031	Advertising and Publications	-	-	-	-	-
61033	Postage	2	25	5	-	-
61034	Dues and Subscriptions	175	-	-	-	-
610**	Travel, Meetings, and Training	1	-	-	-	-
61036	Telephone	778	-	-	-	-
61037	Vehicle Maintenance	1,516	35	35	35	35
61038	Information Systems	906	200	166	-	-
61040	Supplies	2,273	500	478	500	500
61041	Materials, Tools, Small Equipment	1,031	1,000	1,184	1,000	1,000
61042	Equipment Rental	-	-	-	-	-
61043	Repairs & Replacements	645	1,000	-	2,000	2,000
61048	Printing and Photocopying	157	100	60	50	50
61051	Utilities	27,749	24,464	26,095	26,000	26,000
	Subtotal	79,964	52,713	51,837	56,585	56,585
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	165,000	165,000
	Department Total	79,964	\$ 52,713	\$ 51,837	\$ 221,585	\$ 221,585

Budget Details

	<u>Amount</u>
Sources of Funding	
42259 Operating Transfer In - Water Operating Fund	\$ -
42259 Operating Transfer In - Sewer Operating Fund	-
42259 Operating Transfer In - CCRA Operating Fund	4,326
42259 Operating Transfer In - CCRA Low and Moderate Income Housing Fund	1,520
General Fund	215,739
	<u>\$ 221,585</u>
510XX Beginning January 2009, Public Works Staff Bill Time Worked on Government Building as it Occurs.	
61025 Other Contract Services	
Janitorial Service - ICM - City Hall, Cotati Room, Classrooms	\$ 9,993
Mats - Aramark - City Hall, Cotati Room, Corporation Yard, Towels, Coverall Service - Corporation Yard	4,471
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>\$ 20,000</u>
71082 Capital Improvements	
C025 - City Hall Roof Replacement	<u>\$ 165,000</u>

PARK MAINTENANCE
Department #408

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

GOALS

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

OBJECTIVES

- Provide for safe, attractive and clean parks, parkways, maintenance of common areas, parking lots and public grounds by removing litter and debris weekly.
- Clean and inspect park rest rooms.
- Inspect play equipment and picnic areas 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 and carry out park development projects as appropriate.

**Park Maintenance
2010-2011 Adopted Budget**

Fund 01, Department 408		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 85,310	\$ 66,972	\$ 66,892	\$ 34,289	\$ 34,289
51003	Overtime	450	75	44	-	-
61025	Other Contract Services	78,199	51,297	46,621	55,265	55,265
61031	Advertising and Publications	-	-	-	-	-
61033	Postage	46	300	120	120	120
61034	Dues & Subscriptions	-	20	-	20	20
610**	Travel, Meetings, and Training	1	1	1	-	-
61036	Telephone	674	730	664	700	700
61037	Vehicle Maintenance	2,160	5,000	1,778	2,500	2,500
61038	Information Systems	1,143	1,000	493	-	-
61040	Supplies	4,957	3,000	500	500	500
61041	Materials, Tools, Small Equipment	4,093	3,598	4,217	4,250	4,250
61042	Equipment Rental	1,339	2,000	1,418	1,500	1,500
61043	Repairs & Replacements	331	1,000	-	-	-
61048	Printing and Photocopying	218	200	175	175	175
61051	Utilities	3,410	3,900	3,197	3,200	3,200
	Subtotal	182,331	139,093	126,120	102,519	102,519
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	182,331	\$ 139,093	\$ 126,120	\$ 102,519	\$ 102,519

Budget Details

				Amount
42259	Sources of Funding General Fund			\$ 102,519
510XX	Salaries and Benefits			
	Director of Public Works / City Engineer	Amended 09-10 FTE	Proposed 10-11 FTE	\$ 4,547
	Field Maintenance Supervisor	0.03	0.00	3,356
	Maintenance Worker II	0.00	0.00	-
	Maintenance Worker II	0.00	0.00	-
	Maintenance Worker II	0.00	0.00	-
	Maintenance Worker II	0.30	0.00	26,386
		<u>0.36</u>	<u>0.03</u>	<u>\$ 34,289</u>
61025	Other Contract Services			
	Landscape Maintenance - Trugreen Maintenance			\$ 42,359
	Park Maintenance - Old Adobe Developmental Services (OADS)			12,906
				<u>\$ 55,265</u>
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 4,250
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.
- Evaluate alternatives for expanding number of Reserve Police Officers to supplement the services of our full time Police Officers.
- Utilize grant funding whenever possible to enhance police operations.

OBJECTIVES:

- Provide high visibility police services/patrols within the community to discourage criminal activity.
- Maintain emergency response times of 4 minutes or less.
- Continually strive to enhance the level of services provided to the community through open communication and "Community Policing" efforts.
- Target areas for traffic enforcement based upon supporting data, complaints and officer observations.
- Maximize efforts to incorporate programs such as police 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
2010-2011 Adopted Budget**

Fund 01, Department 500		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 2,396,725	\$ 1,990,437	\$ 2,028,513	\$ 2,002,037	\$ 2,002,037
51003	Overtime	101,046	140,000	82,961	100,000	100,000
61025	Other Contract Services	74,753	69,376	55,032	84,900	84,900
61031	Advertising and Publications	62	500	-	500	500
61033	Postage	3,638	4,300	2,345	3,500	3,500
61034	Dues and Subscriptions	1,162	1,400	1,167	1,480	1,480
610**	Travel, Meetings, and Training	8,561	10,570	4,000	15,170	15,170
61036	Telephone	10,320	13,000	7,733	8,000	8,000
61037	Vehicle Expense	54,490	52,000	41,227	52,000	52,000
61038	Information Systems	103,287	76,300	76,300	78,624	78,624
61040	Supplies	14,121	14,000	6,696	8,000	8,000
61041	Materials, Tools, Small Equipment	4,405	4,000	4,817	5,000	5,000
61048	Printing and Photocopying	12,154	12,000	11,070	13,000	13,000
61051	Utilities	23,171	26,000	25,854	26,000	26,000
61076	Contributions	1,396	1,283	1,283	1,933	1,933
61088	Jail Booking Fees	2,498	4,000	3,600	6,000	6,000
	Subtotal	2,811,789	2,419,166	2,352,598	2,406,144	2,406,144
	Capital Outlay:					
71081	Equipment	-	10,000	8,390	10,200	10,200
	Debt Service					
61093	Lease Principal	9,496	9,811	9,811	5,061	5,061
61094	Lease Interest	1,682	1,367	1,367	749	749
	Total Expenditures	2,822,967	2,440,344	2,372,166	2,422,154	2,422,154
	Department Total	\$ 2,822,967	\$ 2,440,344	\$ 2,372,166	\$ 2,422,154	\$ 2,422,154

Budget Details

Sources of Funding				Amount
4XXXX	Charges for Services			\$ 10,250
41XXX	Licenses and Permits			7,000
41XXX	Fines and Forfeitures			65,000
42259	Operating Transfer In - Public Safety Fund			100,000
41219	Peace Officers Standards and Training (P.O.S.T.)			3,000
41090	Public Safety Augmentation			38,000
	General Fund			2,198,904
				<u>\$ 2,422,154</u>

510XX	Salaries and Benefits	Amended	Proposed	
		09-10 FTE	10-11 FTE	
	Interim Police Chief	0.90	0.00	64,383
	Police Chief - 6 Months	0.00	0.50	100,000
	Police Sergeant	4.00	0.46	626,140
	Police Officer	5.00	0.38	634,449
	Support Services Supervisor	0.38	4.00	34,190
	Community Services Officer	1.00	5.00	77,961
	Dispatcher / Clerk	4.00	4.00	332,370
	Dispatcher / Clerk Part-Time (2)	0.50	1.00	60,168
	Police Services Aid	0.00	0.00	-
	Police Volunteers	0.37	0.37	-
	Reserve Officers	1.00	0.37	72,375
		<u>17.15</u>	<u>16.08</u>	<u>\$ 2,002,037</u>

**Police
Budget Details (Continued)**

		<u>Amount</u>
61025	Other Contract Services	\$ 18,000
	Animal Shelter - City of Rohnert Park	3,750
	Explosive Ordnance Fee - County of Sonoma	7,000
	Radio Maintenance - Williams USA / Precision Wireless	7,000
	HVAC Maintenance - Johnson Controls	6,300
	Janitorial Service - ICM	3,000
	Hazardous Materials Response - County of Sonoma & City of Santa Rosa	6,000
	Speed and Traffic Surveys	2,000
	Police Facility Camera Repairs	2,700
	Sexual Assault Exams - County of Sonoma Department of Health Services	1,500
	Parking Citations Service - Judicial Data Services	1,500
	Parking Violations Filed - Superior Court - County	1,500
	Emergency Generator Maintenance - SC Phillips	1,000
	Fingerprint Processing Fee - Department of Justice	800
	Detox Services - County of Sonoma	1,000
	Document Shredding - Infostor	800
	Window and Skylight Cleaning	600
	Radar Repair and Calibration - RHF Inc.	600
	Pest Control - Terminix	500
	Lexis Nexis / Accurint	600
	Carpet Cleaning	300
	Translation Services	250
	Dispatch Power Supply Back-Up System Maintenance - California Energy Experts	200
	Animal Veterinary Services	200
	Staff / Reserve Pre-Employment Related:	
	Background Investigator (6) @ \$1,500	9,000
	Physical Exams (6) @ \$ 750	4,500
	Psychological Exams (6) @ \$550	3,300
	Polygraph Exams (6) @ \$ 200	1,200
		<u>\$ 84,900</u>
61034	Dues and Subscriptions	\$ 520
	California Police Officers Association	250
	Sonoma County Chiefs Association	200
	California Police Chiefs Association	140
	California Penal Code - 2	120
	California Vehicle Codes - 5	50
	California Background Investigators	50
	California Association Records Supervisor	50
	CalNENA (National Emergency Number Association)	50
	California Property & Evidence Officers	50
	CCUG (Computerized CLETS Users Group)	50
		<u>\$ 1,480</u>
610**	Travel, Meetings and Training	\$ 3,000
	Emergency Vehicle Operations (12)	2,500
	Firearms Training	2,000
	Sexual Assault Investigations (2)	1,000
	First Aid / CPR / Blood Borne Pathogens / SIDS (20)	1,000
	Basic Rifle User (2)	800
	SEMS / NIMS Emergency Management	600
	Detention Facility Update (12)	500
	Preventing Disease Transmission for Trainers (1)	400
	Active Shooter (12)	250
	Interview & Interrogation (1)	250
	Arrest & Control	120
	Field Officer Training Update (3)	50
	Computer Crimes (1)	50
	Total Priority 1	12,470
	REMIF Chiefs' Meeting	1,000
	Tactical Dispatcher Operations	750
	Critical Incident	300
	Public Records Act	250
	CLETS - Train the Trainer	200
	Digital Photography Techniques	200
	Total Priority 2	2,700
	Total Travel, Meetings and Training	<u>\$ 15,170</u>

Police
Budget Details (Continued)

61038	Information Systems		
	CAD / RMS - Sonoma County Law Enforcement Consortium FY 10-11 Agency Funding	\$	64,000
	Departmental Allocation (see Dept #303 for Total)		8,024
	CLETS (California Law Enforcement Telecommunications System) - Wants and Warrants		6,000
	TMS (Training Management Software) Updates and Support		600
		<u>\$</u>	<u>78,624</u>
61076	Contributions		
	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$</u>	<u>1,933</u>
61088	Jail Booking Fees		
	Cost of Booking Offenders - County Jail	<u>\$</u>	<u>6,000</u>
71081	Equipment		
	Bullet Resistant Vests (9) @ \$1,000	\$	9,000
	Tactical Helmets (6) @ \$200		1,200
		<u>\$</u>	<u>10,200</u>

OTHER GOVERNMENTAL FUNDS

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

Grants Fund #02

City staff applies for and receives competitive funding grants for various city projects that meet specific criteria. 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 10/11 will again be used for A.D.A. ramps and sidewalk improvements and additionally for the A.D.A. compliance upgrades to City Hall and Civic Center restrooms.

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
2010-2011 Adopted Budget**

Fund 02	Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
				Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	41220	Other Grants	\$ 10,095	\$ 511,142	\$ 511,142	\$ -	\$ -
	42295	Other	-	-	-	-	-
		Total Revenues	10,095	511,142	511,142	-	-
		Current Expenditures:					
	61025	Other Contract Services	-	-	-	-	-
		Capital Outlay:					
	71081	Equipment	-	11,142	11,142	-	-
	71082	Capital Improvements	-	500,000	500,000	-	-
		Total Expenditures	-	511,142	511,142	-	-
		Other Sources (Uses):					
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	71	10,166	10,166	10,166	10,166
		Ending Fund Balance, June 30	10,166	\$ 10,166	\$ 10,166	\$ 10,166	\$ 10,166

Budget Details

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

CDBG Fund
2010-2011 Adopted Budget

Fund 03			2009-2010		2010-2011	
			2008-2009 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget
Acct	Description					
Revenues:						
41234	CDBG Grant	\$ 3,437	\$ 119,105	\$ 119,199	\$ 350,000	\$ 350,000
44105	Loan Repayments	-	-	-	-	-
42193	Other Interest	-	-	-	-	-
	Total Revenues	3,437	119,105	119,199	350,000	350,000
Current Expenditures:						
61072	Reimbursements	-	-	-	-	-
Capital Outlay:						
71082	Capital Improvements	3,437	119,105	119,199	350,000	350,000
	Total Expenditures	3,437	119,105	119,199	350,000	350,000
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	-	-	-	-	-
	Ending Fund Balance, June 30	\$ -	\$ (0)	\$ -	\$ -	\$ -

Budget Details

71082 Capital Improvements

	<u>Amount</u>
Charles Sidewalk ORH to Ross; Arthur / ECA; 101 Pedestrian Tunnel	\$ 140,000
City Hall Men's Restroom ADA Improvements	110,000
Community Center Restroom ADA Improvements	100,000
	<u>\$ 350,000</u>

Solid Waste Reduction (EAC/AB 939 FUND 6)
2010-2011 Adopted Budget

Fund 06

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
41170	Franchise Fees	\$ 16,985	\$ 16,722	\$ 17,150	\$ 17,150	\$ 17,150
42295	Other Revenues	24	-	6	-	-
	Total Revenues	17,009	16,722	17,156	17,150	17,150
	Current Expenditures:					
61025	Other Contract Services	6,000	6,000	6,000	6,000	6,000
	Total Expenditures	6,000	6,000	6,000	6,000	6,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	(300)	(300)	(300)
	Beginning Fund Balance, July 1	55,008	66,017	66,017	76,873	76,873
	Ending Fund Balance, June 30	\$ 66,017	\$ 76,740	\$ 76,873	\$ 87,723	\$ 87,723

61025 Other Contract Services \$ 6,000

61085 Operating Transfers Out \$ 300

**Community and Environment Commission Fund
2010-2011 Adopted Budget**

Fund 08	Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
				Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
		Revenues:					
	42295	Other Revenue	\$ -	\$ -	\$ 1,000	\$ -	\$ -
	43101	Food and Beverage Sales	1,831	-	-	-	-
	43103	Gate Proceeds	-	1,800	1,286	1,285	1,285
	43104	Sale of Merchandise	-	-	-	-	-
	43108	Auction Proceeds	-	-	-	-	-
	43109	Raffle Proceeds	349	350	338	335	335
		Total Revenues	2,180	2,150	2,624	1,620	1,620
		Current Expenditures:					
	51****	Salaries and Benefits	500	-	-	-	-
	61025	Other Contract Services	1,373	1,400	1,590	1,590	1,590
	610**	Travel, Meetings, and Training	319	-	-	-	-
	61036	Telephone Expense	229	-	235	235	235
	61038	Information Systems	60	-	20	20	20
	61040	Departmental Supplies	338	350	276	275	275
	61041	Materials, Tools, Small Equipment	-	-	196	195	195
	61042	Equipment Rental	295	300	-	-	-
	61048	Printing & Photocopying	80	100	-	-	-
		Total Expenditures	3,195	2,150	2,316	2,315	2,315
		Other Sources (Uses):					
	42259	Operating Transfers In	1,015	-	300	300	300
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	-	0	0	608	608
		Ending Fund Balance, June 30	\$ 0	\$ 0	\$ 608	\$ 213	\$ 213

Budget Details

	<u>Amount</u>
61025 Other Contract Services Caterer, Pasta Dinner	\$ 1,590
61040 Departmental Supplies	\$ 275
42259 Operating Transfers In Solid Wated Reduction Fund - Recycling	\$ 300

**Public Safety Fund
2010-2011 Adopted Budget**

Fund 09	Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
				Mid-Year 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	\$ 100,000
	41220	Grants - Other	-	-	-	-	-
	41220	Other Grant Revenues	-	-	-	-	-
	42295	Other Revenues	-	-	-	-	-
		Total Revenues	100,000	100,000	100,000	100,000	100,000
		Capital Outlay:					
	71081	Equipment	-	-	-	-	-
		Total Expenditures	-	-	-	-	-
		Other Sources (Uses):					
	42259	Operating Transfers In	-	-	-	-	-
	61085	Operating Transfers Out	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
		Beginning Fund Balance, July 1	12,595	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	<u>\$ -</u>
61085 Operating Transfers Out General Fund - Police (Overtime, Supplies, Services) - Supplemental Law Enforcement Services Fund	<u>\$ 100,000</u>

Gas Taxes Fund
2010-2011 Adopted Budget

Fund 21		2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
4122X	Gas Tax	129,527	\$ 128,945	\$ 129,021	\$ 129,050	\$ 129,050
41220	Grants - Traffic Congestion Relief	63,482	67,845	18,222	-	-
42192	Investment Earnings	673	226	256	-	-
	Total Revenues	193,682	197,016	147,500	129,050	129,050
	Current Expenditures:					
61076	Contributions	4,118	4,034	4,034	4,034	4,034
	Total Expenditures	4,118	4,034	4,034	4,034	4,034
	Other Sources (Uses):					
61085	Operating Transfers Out	(126,043)	(124,911)	(124,987)	(125,016)	(125,016)
	Beginning Fund Balance, July 1	29,843	93,364	93,364	111,843	111,843
	Ending Fund Balance, June 30	\$ 93,364	\$ 161,434	\$ 111,843	\$ 111,842	\$ 111,842

Budget Details

		<u>Amount</u>
61076	Contributions Sonoma County Transportation Authority	<u>\$ 4,034</u>
61085	Operating Transfers Out General Fund - Streets (Maintenance)	<u>\$ 125,016</u>

**Transportation Development Fund
2010-2011 Adopted Budget**

Fund 22		2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41097	Sales Tax - Measure M	\$ 45,282	\$ 42,334	\$ 38,163	\$ 39,000	\$ 39,000
42192	Investment Earnings	7,024	2,338	2,457	2,500	2,500
	Total Revenues	52,306	44,672	40,619	41,500	41,500
	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)	(42,334)	(38,163)	-	-
	Beginning Fund Balance, July 1	544,402	479,032	479,032	481,489	481,489
	Ending Fund Balance, June 30	479,032	\$ 481,370	\$ 481,489	\$ 522,989	\$ 522,989

61085 Operating Transfers Out

Amount

\$ -

**Parks and Recreation Development Fund
2010-2011 Adopted Budget**

Fund 23		2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41571	Development Fees	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	-	-	-	-	-
	Ending Fund Balance, June 30	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Details

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

Amount

\$ -

**Park In-Lieu Fund
2010-2011 Adopted Budget**

Fund 24

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
41220	Grants-State Pk Bond per Capita	\$ -	\$ -	\$ -	\$ -	\$ -
41220	Grants-L016	-	-	-	-	-
41572	Park In-Lieu Fees	25,166	-	-	-	-
42192	Investment Earnings	15,888	2,996	3,205	-	-
	Total Revenues	41,053	2,996	3,205	-	-
	Current Expenditures:					
51****	Salaries and Benefits	207	-	1,200	-	-
61022	Legal Fees	7,391	-	-	-	-
61040	Supplies	70	200	120	-	-
	Capital Outlay:					
71082	Capital Improvements	340,927	-	1,332	50,000	50,000
	Total Expenditures	348,596	200	2,652	50,000	50,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	924,820	617,278	617,278	617,831	617,831
	Ending Fund Balance, June 30	\$ 617,278	\$ 620,074	\$ 617,831	\$ 567,831	\$ 567,831

Budget Details

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

**Inclusionary Housing Fund
2010-2011 Adopted Budget**

Fund 26		2009-2010			2010-2011	
		2008-2009 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41568	Housing Linkage Fees	\$ -	\$ -	\$ -	\$ -	\$ -
41569	In-Lieu Housing Fee	49,471	-	30,132	-	-
42192	Investment Earnings	58,563	13,088	14,420	14,500	14,500
	Total Revenues	108,033	13,088	44,552	14,500	14,500
	Current Expenditures:					
61022	Legal Fees	22,105	61,000	61,000	5,000	5,000
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	22,105	61,000	61,000	5,000	5,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	3,090,337	3,176,265	3,176,265	3,159,817	3,159,817
	Ending Fund Balance, June 30	\$ 3,176,265	\$ 3,128,353	\$ 3,159,817	\$ 3,169,317	\$ 3,169,317

Budget Details

71082 Capital Improvements

Amount

\$ -

61085 Operating Transfers Out

\$ -

**Traffic Mitigation Fund
2010-2011 Adopted Budget**

Fund 28		2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41542	Traffic Mitigation Fee	\$ 1,500	\$ -	\$ -	\$ -	\$ -
42192	Investment Earnings	2,440	546	602	600	600
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	3,940	546	602	600	600
	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	128,385	132,325	132,325	132,927	132,927
	Ending Fund Balance, June 30	\$ 132,325	\$ 132,871	\$ 132,927	\$ 133,527	\$ 133,527

Budget Details

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

**2001 Limited Obligation Improvement Bond Fund
 South Sonoma Business Park Assessment District
 2010-2011 Adopted Budget**

Fund 31, 32		2008-2009 Actual	2009-2010		2010-2011	
Acct	Description		Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42181	Special Assessments	\$ 454,763	\$ 450,675	\$ 450,675	\$ 447,500	\$ 447,500
42192	Investment Earnings	3,789	400	400	350	350
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	458,552	451,075	451,075	447,850	447,850
	Current Expenditures:					
61015	Special Legal Services	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61033	Postage	-	-	-	-	-
61095	Bond Principal	85,000	100,000	100,000	110,000	110,000
61096	Interest Expense	359,613	350,635	350,635	337,500	337,500
6109*	Banking, Trust & Agency Fees	4,230	3,975	3,975	3,975	3,975
	Total Expenditures	448,843	454,610	454,610	451,475	451,475
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	787,096	796,805	796,805	793,270	793,270
	Ending Fund Balance, June 30	\$ 796,805	\$ 793,270	\$ 793,270	\$ 789,645	\$ 789,645

**Asset Seizure Fund
2010-2011 Adopted Budget**

Fund 50		2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Acct	Description					
	Revenues:					
41211	Seized Property	\$ (2,921)	\$ -	\$ 4,242	\$ -	\$ -
41235	Asset Forfeiture	7,499	-	-	-	-
42192	Investment Earnings	907	750	649	-	-
	Total Revenues	5,485	750	4,891	-	-
	Current Expenditures:					
69011	Narcotics Enforcement Expense	-	-	-	-	-
	Capital Outlay:					
71081	Equipment	18,635	-	-	-	-
	Total Expenditures	18,635	-	-	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	52,616	39,466	39,466	44,357	44,357
	Ending Fund Balance, June 30	\$ 39,466	\$ 40,216	\$ 44,357	\$ 44,357	\$ 44,357

Budget Details

69011	Special Police Programs "Buy" Money for Drug Criminal Investigations	\$ -
71081	Equipment	\$ -
61085	Operating Transfers Out	\$ -

**Maintenance Assessment Districts Fund
2010-2011 Adopted Budget**

Fund 201		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42181	Special Assessments	\$ 31,466	\$ 33,496	\$ 33,548	\$ 33,548	\$ 33,548
	Total Revenues	31,466	33,496	33,548	33,548	33,548
	Current Expenditures:					
51XXX	Salaries - Public Works Time	2,253	30,136	1,627	1,627	1,627
61025	Other Contract Services	18,896	-	140	140	140
61041	Materials, Tools, Small Equipment	1,328	-	-	-	-
61051	Utilities	9,438	11,000	7,551	7,551	7,551
	Total Expenditures	31,915	41,136	9,318	9,318	9,318
	Other Sources (Uses):					
42259	Operating Transfers In - GF Subsidy	6,331	-	-	-	-
61085	Operating Transfers Out - Admin	(982)	(1,107)	(1,107)	(1,107)	(1,107)
	Beginning Fund Balance, July 1	35,374	40,274	40,274	63,397	63,397
	Ending Fund Balance, June 30	\$ 40,274	\$ 31,527	\$ 63,397	\$ 86,521	\$ 86,521

Budget Details

		<u>Amount</u>
42181	Special Assessments-	
	2011 - Valparaiso Vista Subdivision - 15 parcels at \$158 per parcel	\$ 2,370
	2012 - Quail Hollow IV Subdivision - 31 parcels at \$40 per parcel	1,240
	2013 - Sommers Subdivision - 8 parcels at \$290-\$435 per parcel	2,465
	2014 - Macklin Phase I Subdivision - 39 parcels at \$32.00 per parcel	1,248
	2015 - Sierra Meadows Subdivision - 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	4,952
		<u>\$ 33,548</u>
51XXX	Salaries and Benefits - Public Works Staff Time - Inspection, Repairs	
	2011 - Valparaiso Vista Subdivision	
	2012 - Quail Hollow IV Subdivision	
	2013 - Sommers Subdivision	371
	2014 - Macklin Phase I Subdivision	
	2015 - Sierra Meadows Subdivision	
	2016 - Oak Knoll Subdivision	129
	2017 - Garden Gate Subdivision	
	2018 - Park Meadows Subdivision	1,128
	2019 - Cotati Station Subdivision	
	2020 - Altman Acres Subdivision	
		<u>\$ 1,627</u>

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

61051	Utilities		
	2011 - Valparaiso Vista Subdivision	\$	804
	2012 - Quail Hollow IV Subdivision		675
	2013 - Sommers Subdivision		509
	2014 - Macklin Phase I Subdivision		383
	2015 - Sierra Meadows Subdivision		243
	2016 - Oak Knoll Subdivision		-
	2017 - Garden Gate Subdivision		765
	2018 - Park Meadows Subdivision		3,878
	2019 - Cotati Station Subdivision		-
	2020 - Altman Acres Subdivision		294
		\$	<u>7,551</u>
42259	Operating Transfers In- General Fund - Subsidy	\$	<u>-</u>
61085	Operating Transfers Out General Fund - Administration		
	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		123
	2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)		-
	2019 - Cotati Station Subdivision		123
	2020 - Altman Acres Subdivision		123
		\$	<u>1,107</u>

**K9 Program Fund
2010-2011 Adopted Budget**

Fund 202		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42248	Donations	\$ 35,253	\$ 9,000	\$ 8,500	\$ 6,263	\$ 6,263
4XXXX	Other Revenue	6,316	-	-	-	-
	Total Revenues	41,569	9,000	8,500	6,263	6,263
	Current Expenditures:					
51XXX	Salaries / Overtime	2,360	2,738	3,182	3,200	3,200
61025	Other Contract Services	14,235	3,000	1,962	1,962	1,962
61033	Postage	1,393	300	182	182	182
61037	Vehicle Expense	2,297	-	1,420	1,420	1,420
61038	Information Systems	180	-	-	-	-
610XX	Travel, Meetings, and Training	10,240	1,000	-	-	-
61040	Departmental Supplies	4,030	400	55	55	55
61041	Materials, Tools, Small Equipment	8,835	200	-	-	-
61043	Repairs and Replacements	-	-	-	-	-
	Total Expenditures	43,571	7,638	6,801	6,819	6,819
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	858	(1,143)	(1,143)	556	556
	Ending Fund Balance, June 30	\$ (1,143)	\$ 219	\$ 556	\$ 0	\$ 0

Budget Details

	<u>Amount</u>
NO EXPENDITURES WILL BE AUTHORIZED UNTIL DONATIONS ARE IN HOUSE TO COVER THEM	
61025 Other Contract Services Master K-9 - Officer and Canine	<u>\$ 1,962</u>
42259 Operating Transfers In	<u>\$ -</u>

**General Capital Outlay Fund
2010-2011 Adopted Budget**

Fund 204	Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
				Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	42247	Revenues:					
		Property Owner Contributions	\$ 196,788	\$ -	\$ -	\$ -	\$ -
		Total Revenues	196,788	-	-	-	-
	51XXX	Current Expenditures:					
		Salaries	207	-	-	-	-
	71082	Capital Outlay:					
		Capital Improvements	32,463	65,000	37,801	250,000	250,000
		Total Expenditures	32,671	65,000	37,801	250,000	250,000
		Other Sources (Uses):					
	42259	Operating Transfers In	-	-	-	-	-
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	200,703	364,820	364,820	327,019	327,019
		Ending Fund Balance, June 30	\$ 364,820	\$ 299,820	\$ 327,019	\$ 77,019	\$ 77,019

Budget Details

	<u>Amount</u>
71082 Capital Improvements Matches as Needed for Grants	\$ 250,000
42259 Operating Transfers In General Fund	\$ -

**Explorer Program
2010-2011 Adopted Budget**

Fund 205		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42237	Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
42248	Donations	-	-	-	-	-
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51017	Uniforms	-	500	485	600	600
61025	Other Contract Services	-	-	90	-	-
610**	Travel, Meetings & Training	-	200	-	200	200
61040	Departmental Supplies	-	685	-	200	200
	Total Expenditures	-	1,385	575	1,000	1,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	1,885	1,885	1,885	1,310	1,310
	Ending Fund Balance, June 30	\$ 1,885	\$ 500	\$ 1,310	\$ 310	\$ 310

Budget Details

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

**Citizen Volunteer Program
2010-2011 Adopted Budget**

Fund 206		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Adopted Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
42248	Revenues: Donations	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51017	Uniforms	493	225	173	600	600
61025	Other Contract Services	135	100	187	600	600
61040	Supplies	176	175	175	300	300
61040	Departmental Supplies					
	Total Expenditures	804	500	535	1,500	1,500
	Other Sources (Uses):					
42259	Operating Transfers In	804	500	535	1,500	1,500
	Beginning Fund Balance, July 1	-	(0)	(0)	0	0
	Ending Fund Balance, June 30	\$ (0)	\$ 0	\$ 0	\$ 0	\$ 0

Budget Details

	<u>Amount</u>
42259 Operating Transfers In	\$ 1,500

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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
2010-2011 Budget Summary**

Fund 12, Department 700

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42050/55	Water Sales	\$ 1,285,021	\$ 1,338,968	\$ 1,200,151	\$ 1,300,000	\$ 1,300,000
420XX	Other Service Fees	44,370	55,160	53,209	53,000	53,000
42192	Investment Earnings	20,898	5,520	6,132	6,000	6,000
42295	Other Revenues	9,067	5,462	8,662	5,240	5,240
44105	Principal Debt Repayment	1,016	-	-	-	-
	Total Revenues	1,360,372	1,405,110	1,268,153	1,364,240	1,364,240
	Expenses:					
510XX	Salaries and Benefits	435,809	423,881	414,436	407,220	407,220
51003	Overtime	2,943	7,500	6,029	5,000	5,000
61015	Special Legal Services	-	-	-	-	-
61018	Special Engineering Services	1,715	192,262	4,097	320,362	320,362
61019	Engineering Fees	512	-	-	-	-
61022	Legal Fees	1,242	3,300	3,385	3,300	3,300
61024	SCWA Water Fees	308,178	416,808	388,444	400,000	400,000
61025	Other Contract Services	57,535	298,335	80,014	161,000	161,000
61026	Auditing Fees	2,970	2,550	2,550	2,970	2,970
61027	Insurance	34,729	35,000	35,000	35,000	35,000
61031	Advertising & Publications	337	500	560	1,000	1,000
61033	Postage	2,402	4,100	3,330	3,500	3,500
61034	Dues & Subscriptions	9,685	14,285	2,159	4,000	4,000
610**	Travel, Meetings, and Training	675	1,020	856	1,600	1,600
61036	Telephone	10,837	12,000	10,617	10,750	10,750
61037	Vehicle Expense	4,799	6,000	6,254	6,000	6,000
61038	Information Systems	7,787	15,775	10,196	11,600	11,600
61039	Bad Debt Expense	-	40	-	-	-
61040	Office Supplies	6,612	2,500	1,290	1,290	1,290
61041	Materials, Tools, Small Equipment	4,878	16,565	22,825	15,000	15,000
61042	Equipment Rental	456	450	479	450	450
61043	Repairs and Replacements	6,182	5,000	550	550	550
61048	Printing and Photocopying	2,257	4,500	4,738	4,750	4,750
61051	Utilities	55,703	50,000	35,912	36,000	36,000
61090	Banking Fees - Credit Card Processing	1,803	2,200	2,415	2,400	2,400
62005	Rebates/Conservation Program	-	75,000	17,323	30,000	30,000
	Capital Outlay:					
71081	Equipment	10,099	14,750	-	2,250	2,250
71082	Capital Improvements	-	489,130	99,587	415,000	415,000
	Total Expenses	970,146	2,093,451	1,153,045	1,880,992	1,880,992
	Other Sources (Uses):					
42259	Operating Transfers In	-	224,000	224,000	100,000	100,000
61085	Operating Transfers Out	(121,205)	(142,742)	(142,742)	(109,020)	(109,020)
	Beginning Retained Earnings, July 1*	1,132,478	1,401,500	1,401,500	1,597,866	1,597,866
	Ending Retained Earnings, June 30*	\$ 1,401,500	\$ 794,416	\$ 1,597,866	\$ 1,072,094	\$ 1,072,094

2010-2011 Budget Summary

510XX	Salaries and Benefits	Amended 09-10 FTE	Proposed 10-11 FTE	Amount
	City Council	0.55	0.55	3,964
	City Manager	0.15	0.15	26,666
	Assistant to the City Manager	0.15	0.00	-
	Deputy City Clerk	0.10	0.10	8,512
	Director of Administrative Services	0.15	0.25	35,831
	Accountant	0.07	0.03	3,142
	Accounting Specialist	0.20	0.20	17,489
	Account Clerk II	0.40	0.40	31,086
	Director of Public Works/City Engineer	0.33	0.00	51,530
	Field Maintenance Supervisor	0.22	0.34	53,700
	Engineering Technician	0.50	0.48	19,614
	Maintenance Worker II	0.26	0.50	41,905
	Maintenance Worker II	0.31	0.43	48,683
	Maintenance Worker II	0.28	0.53	42,230
	Maintenance Worker II	0.16	0.54	22,868
		<u>3.81</u>	<u>4.50</u>	<u>\$ 407,220</u>
61018	Special Engineering Services			
	Urban Water Master Plan / Water Master Plan / GIS Implementation			\$ 190,600
	Water Supply Reliability - Aquifer Storage and Recovery (ASR) Pilot Study			60,000
	SCADA Upgrade Design			50,000
	Records Management System			12,500
	009S - USGS Groundwater Supply Assessment			7,262
				<u>\$ 320,362</u>
61025	Other Contract Services			
	003P - Water Conservation Program			\$ 100,000
	Laboratory Services - Brelje and Race			20,000
	Processing, Mailing of Bills - Infosend and Insite			15,000
	General Plan Update			10,000
	Certification - Department of Health Services			7,500
	Rate Study / Capital Project Financing Plan			7,500
	Contingency - City Manager Evaluation Facilitator			1,000
				<u>\$ 161,000</u>
61027	Insurance			
	Water Fund Allocation - (See General Fund Dept #305 for Breakdown - Total \$191,673 Estimated) 19%			<u>\$ 35,000</u>
61085	Operating Transfers Out			
	Recycled Water Line Fund - Annual Allocation			\$ 100,000
	General Fund - Government Buildings Maintenance			-
	General Fund - Administration			8,420
	General Fund - Public Information Services			600
				<u>\$ 109,020</u>
71081	Equipment			
	Workstation - GIS			\$ 1,250
	Handheld GPS			1,000
				<u>\$ 2,250</u>

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

71082	Capital Improvements - Existing Users	
	Z045 - Wells 1A and 3 Filter and Control Valve Replacement	\$ 215,000
	Z046 - Well Retrofits (Green House Gas Reduction)	150,000
	Z021 - Sensus Meter - Annual Replacements and Upgrade	<u>50,000</u>
		<u>\$ 415,000</u>

**Water Capital Fund
2010-2011 Budget Summary**

Fund 13, Department 700

Acct	Description	2008-2009 Actual	2009-2010		Proposed Budget	City Council Adopted Budget
			Mid-Year Amended Budget	Estimated Year End		
	Revenues:					
420X0	Water Connection Fees	\$ 39,648	\$ 6,556	\$ 6,556	\$ -	\$ -
420XX	Other Service Fees	6,870	11,870	11,835	1,000	1,000
42192	Investment Earnings	8,599	500	527	500	500
	Total Revenues	55,117	18,926	18,918	1,500	1,500
	Expenses:					
61092	Depreciation Expense	165,632	165,000	165,000	165,000	165,000
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	159,823	30,000	26,440	15,000	15,000
72001	Capitalized Revenues / Expenses	(156,846)	-	-	-	-
	Total Expenses	168,609	195,000	191,440	180,000	180,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)
	Beginning Retained Earnings, July 1*	2,617,804	2,490,812	2,490,812	2,304,790	2,304,790
	Ending Retained Earnings, June 30*	\$ 2,490,812	\$ 2,301,238	\$ 2,304,790	\$ 2,112,790	\$ 2,112,790

Budget Details

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

**Recycled Water Line Fund
2010-2011 Budget Summary**

Fund 14, Department 700

Acct	Description	2008-2009 Actual	2009-2010		Proposed Budget	City Council Adopted Budget
			Mid-Year Amended Budget	Estimated Year End		
	Revenues:					
42192	Investment Earnings	\$ 4,275	\$ 1,400	\$ 1,574	\$ 1,500	\$ 1,500
	Total Revenues	4,275	1,400	1,574	1,500	1,500
	Expenses:					
61018	Special Engineering Services	-	50,000	-	50,000	50,000
	Total Expenses	-	50,000	-	50,000	50,000
	Other Sources (Uses):					
42259	Operating Transfers In	100,000	100,000	100,000	100,000	100,000
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Retained Earnings, July 1*	240,951	345,226	345,226	446,799	446,799
	Ending Retained Earnings, June 30*	\$ 345,226	\$ 396,626	\$ 446,799	\$ 498,299	\$ 498,299

* 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
2010-2011 Budget Summary**

Fund 18, Department 800

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
Revenues:						
42000/05	Sewer Treatment Charges	\$ 2,167,689	\$ 2,122,120	\$ 2,100,405	\$ 2,150,000	\$ 2,150,000
42192	Investment Earnings	20,224	5,000	5,429	5,500	5,500
42237	Reimbursement - City of Santa Rosa	166,710	-	72,964	-	-
44105	Principle Debt Repayment	1,690	-	-	-	-
	Total Revenues	2,356,313	2,127,120	2,178,798	2,155,500	2,155,500
Expenses:						
510XX	Salaries and Benefits	284,412	313,181	301,953	292,489	292,489
51003	Overtime	732	1,200	1,200	1,200	1,200
61018	Special Engineering Services	1,715	30,000	-	273,800	273,800
61019	Engineering Fees	88	-	-	-	-
61022	Legal Fees	797	800	583	600	600
61025	Other Contract Services	17,263	22,000	12,539	29,500	29,500
61026	Auditing Fees	2,970	2,550	2,550	2,970	2,970
61027	Insurance	32,897	33,000	33,000	33,000	33,000
61029	Wastewater Treatment Fees	1,564,927	1,662,543	1,662,543	1,675,000	1,675,000
61031	Advertising & Publications	337	500	500	500	500
61033	Postage	1,192	2,500	1,921	2,500	2,500
61034	Dues & Subscriptions	1,543	5,785	2,157	2,157	2,157
610XX	Travel, Meetings, and Training	473	520	751	1,000	1,000
61036	Telephone	6,105	5,272	5,092	5,100	5,100
61037	Vehicle Maintenance	3,183	5,000	5,180	5,000	5,000
61038	Information Systems	5,277	6,000	6,000	7,600	7,600
61039	Bad Debt Expense	-	87	-	-	-
61040	Office Supplies	1,267	1,000	989	1,000	1,000
61041	Materials, Tools, Small Equipment	1,013	2,500	2,664	2,664	2,664
61042	Equipment Rental	-	-	-	-	-
61043	Repairs and Replacements	1,531	2,000	262	1,000	1,000
61048	Printing and Photocopying	1,497	2,200	2,397	2,400	2,400
61051	Utilities	1,627	1,600	1,846	1,846	1,846
61090	Banking Fees - Credit Card Processing	3,605	3,800	4,688	4,500	4,500
62001	Plumbing Retrofit Expenses	21,002	60,000	45,157	50,000	50,000
Capital Outlay:						
71081	Equipment	7,292	3,750	-	2,750	2,750
71082	Capital Improvements	-	182,250	19,015	55,250	55,250
	Total Expenses	1,962,747	2,167,788	2,093,973	2,453,826	2,453,826
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(20,403)	(27,643)	(27,643)	(9,020)	(9,020)
	Beginning Retained Earnings, July 1*	1,181,288	1,554,451	1,554,451	1,611,633	1,611,633
	Ending Retained Earnings, June 30*	\$ 1,554,451	\$ 1,486,140	\$ 1,611,633	\$ 1,304,287	\$ 1,304,287

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

**Sewer Operating Fund
2010-2011 Budget Summary**

510XX	Salaries and Benefits	Amended 09-10 FTE	Proposed 10-11 FTE	Amount
	City Council	0.55	0.55	3,964
	City Manager	0.15	0.15	26,666
	Assistant to the City Manager	0.15	0.00	-
	Deputy City Clerk	0.10	0.10	8,512
	Director of Administrative Services	0.15	0.15	21,499
	Accountant	0.07	0.07	3,142
	Accounting Specialist	0.20	0.20	17,489
	Account Clerk II	0.40	0.40	31,086
	Director of Public Works/City Engineer	0.33	0.00	50,014
	Field Maintenance Supervisor	0.22	0.33	23,494
	Engineering Technician	0.50	0.21	19,614
	Maintenance Worker II	0.26	0.50	24,364
	Maintenance Worker II	0.31	0.25	27,556
	Maintenance Worker II	0.28	0.30	21,897
	Maintenance Worker II	0.16	0.28	13,193
		<u>3.81</u>	<u>3.49</u>	<u>\$ 292,489</u>
61018	Special Engineering Fees			
	Sewer Master Plan / Gis Implementation			\$ 136,300
	Inflow and Infiltration Study			50,000
	SCADA Upgrade Design			50,000
	Sewer System GIS Implementation			25,000
	Records Management System			12,500
				<u>\$ 273,800</u>
61025	Other Contract Services			
	Processing, Mailing of Bills - Infosend and Insite			\$ 10,200
	General Plan Update			10,000
	Rate Study / Capital Project Financing Plan			7,500
	Subregional Flow Meter Maintenance			1,200
	Contingency - City Manager Evaluation Facilitator			600
				<u>\$ 29,500</u>
61027	Insurance			
	Sewer Fund Allocation - (see General Fund Dept #305 for Breakdown - Total \$ 191,673) 18%			<u>\$ 33,000</u>
61029	Wastewater Treatment Fees			
	City of Santa Rosa			<u>\$ 1,675,000</u>
61085	Operating Transfers Out			
	General Fund - Administration			\$ 8,420
	General Fund - Public Information Services			600
	General Fund - Government Buildings Maintenance			-
				<u>\$ 9,020</u>
71081	Equipment			
	Workstation - GIS			\$ 1,250
	Handheld GPS			1,500
				<u>\$ 2,750</u>
71082	Capital Improvements			
	X027 - Sewer Flow Monitoring Stations (2)			\$ 35,000
	Z053 - Old Redwood Hwy - George Street to HWY 116			20,250
				<u>\$ 55,250</u>

**Sewer Capital Fund
2010-2011 Budget Summary**

Fund 19, Department 800

Acct	Description	2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted Budget
	Revenues:					
42010	Sewer Connection Fees	\$ 18,606	\$ -	\$ -	\$ -	\$ -
42040	Wastewater Conservation	-	-	-	-	-
420X0	Other Service Fees	216	-	-	-	-
42192/93	Investment Earnings	121,695	26,000	30,463	31,000	31,000
42237	Reimbursement - City of Santa Rosa	-	-	-	-	-
	Total Revenues	140,517	26,000	30,463	31,000	31,000
	Expenses:					
61022	Legal Laguna Sewer	-	-	-	-	-
61092	Depreciation Expense	130,957	-	131,000	131,000	131,000
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	(3,100)	114,750	2,461	112,289	112,289
72001	Capitalized Revenues / Expenses	(4,205)	-	-	-	-
	Total Expenses	123,652	114,750	133,461	243,289	243,289
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(27,000)	(251,000)	(251,000)	(127,000)	(127,000)
	Beginning Retained Earnings, July 1*	6,783,054	6,772,919	6,772,919	6,418,921	6,418,921
	Ending Retained Earnings, June 30*	\$ 6,772,919	\$ 6,433,169	\$ 6,418,921	\$ 6,079,632	\$ 6,079,632

* 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	\$ 100,000
General Fund - Administration	27,000
	<u>\$ 127,000</u>
71082 Capital Improvements	
T042 - Old Redwood Hwy - George Street to HWY 116	<u>\$ 112,289</u>

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.
- Implement 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
2010-2011 Summary Budget**

Fund 35, Department 900		2009-2010			2010-2011	
		2008-2009 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
Acct	Description					
4XXXX	Revenues:					
	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	214,196	\$ 196,508	\$ 213,940	\$ 266,226	\$ 266,226
51003	Overtime	50	-	208	-	-
61015	Special Legal Services	1,017	-	1,196	-	-
61018	Special Engineering Services	7,445	-	-	-	-
61022	Legal Fees	29,740	20,000	9,460	10,000	10,000
61025	Other Contract Services	111,729	178,544	69,129	301,400	301,400
61026	Auditing Fees	4,950	4,250	4,250	4,950	4,950
61027	Insurance	30,755	33,298	30,539	31,000	31,000
61031	Advertising and Publications	449	-	3,200	3,200	3,200
61033	Postage	1,475	1,600	2,946	3,000	3,000
61034	Dues and Subscriptions	2,751	2,800	2,800	2,800	2,800
610**	Travel, Meetings, and Training	275	3,500	3,260	3,260	3,260
61036	Telephone	1,053	1,100	1,330	1,100	1,100
61037	Vehicle Expense	-	-	381	400	400
61038	Information Systems	4,091	5,900	4,441	4,000	4,000
61040	Office Supplies	320	300	676	350	350
61041	Material & Tools	-	-	1,045	-	-
61048	Printing and Photocopying	3,868	2,200	5,428	4,000	4,000
61051	Utilities	-	-	50	-	-
61077	School District Agreement	35,640	35,000	37,734	38,500	38,500
61089	Tax Administration Fees	46,617	47,000	47,568	48,000	48,000
61097	Trust and Agency Fees	4,288	4,250	3,712	4,000	4,000
	Total Expenditures	500,710	536,250	443,293	726,186	726,186
	Other Sources (Uses):					
42259	Operating Transfers In	1,395,784	1,315,739	1,222,781	1,474,388	1,474,388
61085	Operating Transfers Out	(895,074)	(779,488)	(779,488)	(748,202)	(748,202)
	Beginning Fund Balance, July 1	-	0	0	0	0
	Ending Fund Balance, June 30	\$ 0	\$ 1	\$ 0	\$ (0)	\$ 0

Budget Details

42259 **Operating Transfers In**
CCRA Capital Projects Fund - Operating Costs \$ 1,474,388

510XX	Salaries and Benefits	Amended 09-10 FTE	Proposed 10-11 FTE	Amount
	City Council	0.80	0.80	5,766
	City Manager	0.15	0.15	26,666
	Assistant to the City Manager	0.00	0.45	59,808
	Deputy City Clerk	0.27	0.27	22,982
	Director of Administrative Services	0.25	0.25	35,831
	Accounting Specialist	0.25	0.25	21,862
	Account Clerk II	0.10	0.10	7,771
	Acting Community Development Director	0.15	0.00	0
	Community Development Manager	0.00	0.40	37,259
	Assistant Planner	0.30	0.00	24,272
	Administrative Secretary	0.30	0.30	24,010
		<u>2.57</u>	<u>2.97</u>	<u>\$ 266,226</u>

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

61025	Other Contract Services	
	General Plan Update	\$ 200,000
	5-Year Implementation Plan	20,000
	Economic Development	75,000
	Park Maintenance	5,400
	Contingency - City Manager Evaluation Facilitator	1,000
		<u>\$ 301,400</u>
61027	Insurance	
	CCRA Allocation - (see General Fund Dept #305 for Breakdown - Total \$ 193,955)	<u>\$ 31,000</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	\$ 390,310
	CCRA Debt Service Fund - 2004 Tax Allocation Refunding Bonds	352,766
	General Fund - Government Buildings Lease Agreement	4,326
	General Fund - Public Information Services	800
		<u>748,202</u>

**Cotati Community Redevelopment Agency Tax Increment Fund
(Formerly Capital Projects Fund)
2010-2011 Summary Budget**

Fund 34, Department 900		2008-2009 Actual	2009-2010		2010-2011	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
Acct	Description					
	Revenues:					
410XX	Property Taxes	\$ 1,875,236	\$ 563,477	\$ 451,709	\$ 1,264,162	\$ 1,264,162
42192	Investment Earnings	82,079	50,000	21,959	21,000	21,000
	Total Revenues	1,957,314	613,477	473,668	1,285,162	1,285,162
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	-	200,000	200,000	400,000	400,000
	Total Expenditures	-	200,000	200,000	400,000	400,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,395,784)	(1,315,739)	(1,222,781)	(1,474,388)	(1,474,388)
	Beginning Fund Balance, July 1	1,846,004	2,407,534	2,407,534	1,458,421	1,458,421
	Ending Fund Balance, June 30	\$ 2,407,534	\$ 1,505,272	\$ 1,458,421	\$ 869,195	\$ 869,195

Budget Details

	<u>Amount</u>
42259 Operating Transfers In	\$ -
71081 Equipment	\$ -
71082 Capital Improvements T042 - Old Redwood Highway - George Street to Hwy 116	\$ 400,000
61085 Operating Transfers Out CCRA Operating Fund - Administration, Current Year Debt Service	\$ 1,474,388

* Reserve Fund Balance for Downtown Specific Plan Infrastructure Improvements FY 11-12

**Cotati Community Redevelopment Agency TABs Fund
(Formerly 2001 TABs Fund)
2010-2011 Summary Budget**

Fund 36, Department 900		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
Revenues:						
42192	Investment Earnings	\$ 66,061	\$ 5,000	\$ 6,746	\$ 6,750	\$ 6,750
42247	Property Owner Contribution	-	-	-	-	-
	Total Revenues	66,061	5,000	6,746	6,750	6,750
Expenses:						
61090	Banking Fees	8	-	2	-	-
61097	Trust & Agency Fees	-	-	-	-	-
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	897,512	-	11,247	10,000	10,000
	Total Expenditures	897,520	-	11,249	10,000	10,000
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	1,489,361	657,901	657,901	653,398	653,398
	Ending Fund Balance, June 30	\$ 657,901	\$ 662,901	\$ 653,398	\$ 650,148	\$ 650,148

	<u>Amount</u>
42259 Operating Transfers In	<u>\$ -</u>
71082 Capital Improvements R003 - East Cotati Avenue Overlay - Ghilotti Brothers Final Claim	<u>\$ 10,000</u>
61085 Operating Transfers Out	<u>\$ -</u>

* Reserve Fund Balance for Downtown Specific Plan Infrastructure Improvements FY 11-12

**Low and Moderate Income Housing Fund
2010-2011 Summary Budget**

Fund 37, Department 902		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
Revenues:						
410XX	Property Taxes	\$ 852,675	\$ 852,675	\$ 841,812	\$ 841,812	\$ 841,812
42116	Rent Stabilization	-	-	4,334	4,500	4,500
42192	Investment Earnings	144,271	160,000	35,550	35,000	35,000
42193	Other Interest	-	-	-	-	-
	Total Revenues	996,946	1,012,675	881,696	881,312	881,312
Expenses:						
510XX	Salaries and Benefits	97,018	92,920	90,184	86,654	86,654
61022	Legal Fees	98,312	50,000	32,795	25,000	25,000
61025	Other Contract Services	600	62,000	10,248	77,000	77,000
61031	Advertising and Legal Notices	100	100	59	75	75
61033	Postage	473	600	500	500	500
61034	Dues & Subscriptions	-	-	194	194	194
610**	Travel, Meetings, and Training	-	-	420	420	420
61036	Telephone	401	450	590	590	590
61037	Vehicle Expense	-	-	415	415	415
61038	Information Systems	757	1,200	1,588	1,000	1,000
61040	Office Supplies	8	50	183	100	100
61041	Material & Tools	-	-	25	25	25
61048	Printing and Photocopying Services	1,406	1,500	1,106	1,200	1,200
61051	Utilities	-	-	15	15	15
61076	Contributions	336	-	-	-	-
61089	Tax Administration Fees	11,654	12,000	12,195	12,350	12,350
62003	Housing Loans	20,000	-	-	-	-
Capital Outlay:						
71082	Capital Improvements	23,507	2,200,000	275,830	1,780,000	1,780,000
	Total Expenditures	254,572	2,420,820	426,349	1,985,538	1,985,538
Other Sources (Uses):						
42259	Operating Transfers In	80,573	80,573	-	-	-
61085	Operating Transfers Out	(72,213)	(70,351)	(70,351)	(67,219)	(67,219)
	Beginning Fund Balance, July 1	3,417,260	4,167,994	4,167,994	4,552,990	4,552,990
	Ending Fund Balance, June 30	\$ 4,167,994	\$ 2,770,071	\$ 4,552,990	\$ 3,381,545	\$ 3,381,545

Budget Details

				<u>Amount</u>
		<u>Amended</u>	<u>Proposed</u>	
		09-10 FTE	10-11 FTE	
510XX	Salaries and Benefits			
	City Council	0.20	0.20	1,441
	City Manager	0.20	0.20	35,554
	Assistant to the City Manager	0.20	0.20	26,581
	Director of Administrative Services	0.10	0.10	14,332
	Accounting Specialist	0.10	0.10	8,745
		<u>0.80</u>	<u>0.80</u>	<u>\$ 86,654</u>

**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	\$ 70,000 7,000 <u>77,000</u>
61076	Contributions	<u>\$ -</u>
71081	Equipment	<u>\$ -</u>
71082	Capital Improvements Burbank Housing Habitat for Humanity Housing Land Trust	\$ 1,300,000 400,000 80,000 <u>1,780,000</u>
42259	Operating Transfers In	<u>\$ -</u>
61085	Operating Transfers Out CCRA Debt Service - 2004 Tax Allocation Refunding Bonds 15.7% General Fund - Government Buildings Lease Agreement	65,699 1,520 <u>67,219</u>

**Cotati Community Redevelopment Agency Debt Service Fund
2010-2011 Summary Budget**

Fund 33, Department 900		2009-2010			2010-2011	
Acct	Description	2008-2009 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	Board of Directors Adopted
Revenues:						
42192	Investment Earnings	\$ 4,838	\$ 7,000	\$ 286	\$ 500	\$ 500
	Total Revenues	4,838	7,000	286	500	500
Expenses:						
61090	Banking Fees	1,148	1,150	150	150	150
		1,148	1,150	150	150	150
Debt Service:						
61095	Principal	250,000	255,000	255,000	265,000	265,000
61096	Interest	561,206	552,948	552,948	543,775	543,775
	Total Expenditures	812,354	809,098	808,098	808,925	808,925
Other Sources (Uses):						
42259	Operating Transfers In	811,206	807,947	807,947	808,774	808,774
61085	Operating Transfers Out	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
	Beginning Fund Balance, July 1	1,101,655	1,103,945	1,103,945	1,102,681	1,102,681
	Ending Fund Balance, June 30	\$ 1,103,945	\$ 1,108,394	\$ 1,102,681	\$ 1,101,630	\$ 1,101,630

Budget Details

	<u>Amount</u>
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%	65,699
CCRA Operating Fund - Debt Service - 2001 TABs (Tax Allocation Bonds) Series A	390,310
CCRA Operating Fund - Debt Service - 2004 Refunding Tax Allocation Bonds (TABs)	352,766
	<u>\$ 808,774</u>
61085 Operating Transfers Out General Fund - Administration	<u>\$ 1,400</u>

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**Salaries and Benefits By Position
City of Cotati - Fiscal Year 2010-2011**

Position	Annual Earnings	Deferred Comp.	Retirement & Medicare	Health Insurances	Life & Disability	Other	Total Salaries & Benefits
Councilmember	\$ 3,600	\$ -	\$ 52	\$ -	\$ 209	\$ 50	\$ 3,911
Councilmember	3,600	-	52	1,572	209	50	5,483
Councilmember	3,600	-	52	14,028	209	50	17,939
Councilmember	3,600	-	52	1,056	209	50	4,967
Councilmember	3,600	-	52	-	83	-	3,735
Ex-Councilmember	-	-	-	14,082	-	-	14,082
Ex-Councilmember	-	-	-	6,921	-	-	6,921
	18,000	-	261	37,659	917	201	57,038
City Manager	140,100	4,203	8,493	19,175	5,751	50	177,772
Assistant to the City Manager	95,459	1,012	20,106	12,401	3,884	45	132,907
Deputy City Clerk	58,666	-	11,865	12,088	2,452	45	85,118
	294,226	5,215	40,464	43,665	12,088	141	395,797
Director of Administrative Services	122,008	3,588	7,251	5,424	5,003	50	143,324
Accountant	6,032	-	87	-	165	-	6,285
Accounting Specialist	58,907	-	11,503	14,537	2,454	45	87,446
Account Clerk II	51,994	-	9,546	13,975	2,155	45	77,714
	238,940	3,588	28,386	33,936	9,777	141	314,768
Community Development Mgr	63,045	-	13,279	14,250	2,539	34	93,147
Assistant Planner	55,458	-	11,204	11,937	2,263	45	80,907
Interim Building Official	62,191	-	902	-	1,983	-	65,076
Administrative Secretary	54,043	-	9,826	13,867	2,253	45	80,034
	234,737	-	35,210	40,054	9,038	124	319,164
Director of Public Works	117,139	3,442	6,955	19,175	4,797	50	151,559
Field Maintenance Supervisor	75,025	493	16,202	17,041	3,088	45	111,875
Engineering Technician	24,500	-	5,160	8,521	1,025	23	39,228
Maintenance Worker II	63,194	692	13,916	17,041	2,566	45	97,454
Maintenance Worker II	59,733	-	12,576	17,041	2,458	45	91,854
Maintenance Worker II	59,733	-	11,086	4,882	2,458	45	78,204
Maintenance Worker II	59,733	-	11,182	14,537	2,458	45	87,955
	459,058	4,627	77,078	98,237	18,830	299	658,129
Police Chief	62,400	-	-	-	1,983	-	64,383
Police Sergeant	95,234	-	37,381	19,175	3,418	50	155,258
Police Sergeant	98,396	-	38,659	19,175	3,500	50	159,781
Police Sergeant	98,314	17	38,684	19,175	3,500	50	159,741
Police Sergeant	92,716	57	36,028	19,175	3,335	50	151,360
Support Services Supervisor	28,462	847	1,622	2,196	1,044	19	34,190
Police Officer	79,177	-	29,093	19,175	2,839	50	130,334
Police Officer	77,726	-	28,393	10,464	2,839	50	119,472
Police Officer	85,382	-	32,139	16,152	3,087	50	136,810
Police Officer	75,003	-	28,406	16,044	2,757	50	122,260
Police Officer	78,865	-	29,883	13,936	2,839	50	125,573
Police Officer	-	-	-	-	-	-	-
Community Services Officer	64,947	-	5,115	5,424	2,426	50	77,961
Dispatcher / Clerk	65,293	-	5,548	4,344	2,426	50	77,661
Dispatcher / Clerk	65,293	58	5,548	16,152	2,426	50	89,527
Dispatcher / Clerk	62,210	-	4,901	19,175	2,343	50	88,680
Dispatcher / Clerk	62,210	-	5,287	6,611	2,343	50	76,502
Dispatcher / Clerk	14,541	-	3,063	-	455	-	18,058
Dispatcher / Clerk	29,642	-	2,522	8,987	909	50	42,110
Reserve Officers	69,691	-	866	-	1,818	-	72,375
	1,305,502	979	333,136	215,359	46,287	773	1,902,037
Total Salaries and Benefits	\$ 2,550,463	\$ 14,409	\$ 514,535	\$ 468,909	\$ 96,937	\$ 1,679	\$ 3,646,933

**Position Allocated by Department
City of Cotati - Fiscal Year 2010-11**

Position	Home Dept	Council 300	City Mgr 301	Admin Svcs 303	Comm Dev 400	Eng 402	Streets 403
City Council							
Councilmembers	300	4.90					
Total City Council		4.90	0.00	0.00	0.00		0.00
City Manager							
City Manager	301		0.35				
Assistant to the City Manager	301	-	0.35	-	-		-
Deputy City Clerk	301		0.53				
Total City Manager		0.00	1.23	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							
Community Development Mgr	400				0.60		
Assistant to the City Manager	400						
Interim Building Official	400				0.46		
Assistant Planner	400	-	-	-	0.70		-
Administrative Secretary	400	-	-	-	0.70		-
Total Community Development		0.00	0.00	0.00	2.46	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	403						0.32
Maintenance Worker II	403						0.17
Maintenance Worker II	403						0.18
Maintenance Worker II	403						0.29
Total Public Works		0.00	0.00	0.00	0.00	0.15	1.39
Police Department							
Police Chief	500	-	-	-	-		-
Police Sergeant	500	-	-	-	-		-
Support Services Supervisor	500	-	-	-	-		-
Police Officer	500						
Community Services Officer	500	-	-	-	-		-
Dispatcher / Clerk	500	-	-	-	-	-	-
Police Volunteers	500						
Reserve Officers	500						
Total Police		0.00	0.00	0.00	0.00		0.00
Total Authorized Positions		4.90	1.23	0.60	2.46	0.15	1.39

Position Allocated by Department
City of Cotati - Fiscal Year 2010-11

Gov't Bldg 406	Parks 408	Police 500	Water 700	Sewer 800	RDA 900	Low/Mod 902	Amended FY 2009-10	FY 2010-11
			0.55	0.55	0.80	0.20	5.00	5.00
0.00	0.00	0.00	0.55	0.55	0.80	0.20	5.00	5.00
			0.15	0.15	0.15	0.20	1.00	1.00
-	-	-	-	-	0.45	0.20	-	1.00
			0.10	0.10	0.27		1.00	1.00
0.00	0.00	0.00	0.25	0.25	0.87	0.40	2.00	3.00
			0.25	0.15	0.25	0.10	1.00	1.00
-	-	-	0.03	0.07	-	-	0.10	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	0.88	0.82	0.60	0.20	3.10	3.10
					0.40		-	1.00
							1.00	-
							0.23	0.46
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	0.30	-	1.00	1.00
0.00	0.00	0.00	0.00	0.00	1.00	0.00	3.23	3.46
-	0.03	-	0.34	0.33	-	-	1.00	1.00
-	0.03	0.00	0.48	0.21	0.00	0.00	1.00	1.00
			0.50	0.50			1.00	1.00
-	-	-	0.43	0.25	-	-	1.00	1.00
-	-	-	0.53	0.30	-	-	1.00	1.00
-	-	-	0.54	0.28	-	-	1.00	1.00
-	0.30	-	0.26	0.15	-	-	1.00	1.00
0.00	0.36	0.00	3.08	2.02	0.00	0.00	7.00	7.00
-	-	0.46	-	-	-	-	0.90	0.46
-	-	4.00	-	-	-	-	4.00	4.00
-	-	0.375	-	-	-	-	0.38	0.38
		5.00					5.00	5.00
-	-	1.00	-	-	-	-	1.00	1.00
-	-	5.00	-	-	-	-	4.50	5.00
		0.37					0.37	4.00
		1.00					2.00	1.00
0.00	0.00	17.21	0.00	0.00	0.00	0.00	18.15	20.84
0.00	0.36	17.21	4.76	3.64	3.27	0.80	38.48	42.40

Councilmembers	5	5
Reserve Officers & Police Volunteers	6	5
Full Time Equivalent Employees	27.48	32.40

**Allocated Position Costs by Department
City of Cotati - Fiscal Year 2010-11**

Position	Home Dept	Council 300	City Mgr 301	Admin Svcs 303	Planning 400	Eng 402	Streets 403
City Council							
Councilmembers	300	41,903	-	-	-	-	-
Total City Council		41,903	-	0.00	0.00		0.00
City Manager							
City Manager	301	-	62,220	-	-	-	-
Assistant to the City Manager	400	-	46,518	-	-	-	-
Deputy City Clerk	301	-	45,112	-	-	-	-
Total City Manager		-	153,850	-	-	-	-
Administrative Services							
Director of Finance	303	-	-	35,831	-	-	-
Accountant	303	-	-	-	-	-	-
Accounting Specialist	303	-	-	21,862	-	-	-
Account Clerk II	303	-	-	7,771	-	-	-
Total Administrative Svcs		-	-	65,464	-	-	-
Community Development							
Community Development Mgr	400	-	-	-	55,888	-	-
Interim Building Official	400	-	-	-	65,076	-	-
Assistant Planner	400	-	-	-	56,635	-	-
Administrative Secretary	400	-	-	-	56,024	-	-
Total Comm Development		-	-	-	233,623	-	-
Public Works							
Director of Public Works	403	-	-	-	-	22,734	22,734
Field Maintenance Supervisor	403	-	-	-	-	-	31,325
Engineering Technician	403	-	-	-	-	-	-
Maintenance Worker II	403	-	-	-	-	-	31,185
Maintenance Worker II	403	-	-	-	-	-	15,615
Maintenance Worker II	403	-	-	-	-	-	14,077
Maintenance Worker II	403	-	-	-	-	-	25,507
Total Public Works		-	-	-	-	22,734	140,443
Police Department							
Police Chief	500	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-
Reserve Officers	500	-	-	-	-	-	-
Total Police		-	-	-	-	-	-
Position Costs by Department		41,903	153,850	65,464	233,623	22,734	140,443

Allocated Position Costs by Department
 City of Cotati - Fiscal Year 2010-11

Gov't Bldgs 406	Parks 408	Police 500	Water 700	Sewer 800	RDA 900	Low/Mod 902	Total
-	-	-	3,964	3,964	5,766	1,441	57,038
0.00	0.00	0.00	3964	3964	5766	1441	57,038
-	-	-	26,666	26,666	26,666	35,554	177,772
-	-	-	-	-	59,808	26,581	132,907
-	-	-	8,512	8,512	22,982	-	85,118
-	-	-	35,178	35,178	109,456	62,136	395,797
-	-	-	35,831	21,499	35,831	14,332	143,324
-	-	-	3,142	3,142	-	-	6,285
-	-	-	17,489	17,489	21,862	8,745	87,446
-	-	-	31,086	31,086	7,771	-	77,714
-	-	-	87,548	73,216	65,464	23,077	314,768
-	-	-	-	-	37,259	-	93,147
-	-	-	-	-	-	-	65,076
-	-	-	-	-	24,272	-	80,907
-	-	-	-	-	24,010	-	80,034
-	-	-	-	-	85,541	-	319,164
-	4,547	-	51,530	50,014	-	-	151,559
-	3,356	-	53,700	23,494	-	-	111,875
-	-	-	19,614	19,614	-	-	39,228
-	-	-	41,905	24,364	-	-	97,454
-	-	-	48,683	27,556	-	-	91,854
-	-	-	42,230	21,897	-	-	78,204
-	26,386	-	22,868	13,193	-	-	87,955
-	34,289	-	280,530	180,132	-	-	658,129
-	-	64,383	-	-	-	-	64,383
-	-	626,140	-	-	-	-	626,140
-	-	34,190	-	-	-	-	34,190
-	-	634,449	-	-	-	-	634,449
-	-	77,961	-	-	-	-	77,961
-	-	392,538	-	-	-	-	392,538
-	-	72,375	-	-	-	-	72,375
-	-	1,902,037	-	-	-	-	1,902,037
-	34,289	1,902,037	407,220	292,489	266,226	86,654	3,646,933

Base Salary Schedule - Schedule "A"
Effective July 1, 2010

Position Title	Step A	Step B	Step C	Step D	Step E
Monthly					
Chief of Police	8,286	8,700	9,135	9,592	10,072
Director of Administrative Services	7,961	8,359	8,777	9,216	9,677
Director of Public Works/City Engineer	7,961	8,359	8,777	9,216	9,677
Community Development 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
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
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
Account Clerk II	3,845	4,037	4,239	4,451	4,674

Hourly Equivalent *					
Chief of Police	47.80	50.20	52.70	55.34	58.11
Director of Finance	45.93	48.23	50.64	53.17	55.83
Director of Public Works/City Engineer	45.93	48.23	50.64	53.17	55.83
Community Development Manager	40.41	42.43	44.56	46.78	49.12
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
Public Works Field Maintenance Supervisor	30.12	31.63	33.21	34.87	36.61
Police Officer	28.70	30.14	31.64	33.23	34.89
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
Engineering Technician	23.74	24.93	26.17	27.48	28.86
Police Dispatcher/Clerk	23.01	24.16	25.37	26.63	27.97
Account Clerk II	22.18	23.29	24.46	25.68	26.96

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

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 17 employees receiving longevity pay in 2010-11 with a total projected cost of \$60,642.

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 2010-11 cost is \$58,917.

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 2010-11 are projected to be \$12,319.

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 2010-11 cost is \$16,677.

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. As of October 31, 2009 the Traffic Officer position was suspended. The projected combined 2010-11 cost for special assignment pay is \$3,628.

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 2010-11 overtime cost is \$106,200.

Deferred Compensation - The City contributes a percentage of some 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 2010-11 cost for deferred compensation is \$14,409.

PERS - The City has 33 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	19.158%	8.00%
Safety	39.246%	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 2010-11 costs are as follows:

Miscellaneous	\$190,422
Safety	<u>\$289,525</u>
Total	<u>\$479,947</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 42 employees participating in Medicare and the projected 2009-10 cost is \$34,892.

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 2010-11 is \$475,079.

In addition, an annual physical exam is provided for the City Manager.

Life and Disability Insurances – The City offers its' employees life insurance and short-term and long-term disability insurance, at a projected cost for 2010-11 of \$16,590.

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 2010-11 is \$82,638.

Unemployment Insurance - This cost is paid on an occurrence basis. Total projected costs for the 2010-11 fiscal year are \$81,519.

Employee Assistance Program – The City also offers independent counseling services for employees in times of need. The 2010-11 projected cost of this program is \$1,691.

**Schedule of Operating Transfers
Fiscal Year 2010-2011**

Fund	Description	Dept	Operating Transfers In		Monthly	Operating Transfers Out	
			Acct 42259			Dept	Acct 61085
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	125,016	10,418		
	28 Transportation Development Fund	Street maintenance	403	-	-		
	12 Water Operating Fund	Government buildings maintenance	406	-	-		
	18 Sewer Operating Fund	Government buildings maintenance	406	-	-		
	35 CCRA Operating Fund	Government buildings lease agreemen	406	4,326	361		
	37 CCRA Low & Mod Income Fund	Government buildings lease agreemen	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>292,709</u>	<u>24,392</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	(1,500)
							<u>(1,500)</u>
							<u>(125)</u>
02 Grants Fund							
	Operating Transfer Out						
	036 CCRA TABS Fund		0900				-
06 Solid Waste Reduction Fund							
	Operating Transfer Out						
	008 Community and Environment Comm. Green Mary		403				(300)
							<u>(300)</u>
							<u>(25)</u>
08 Community and Environment Commission Fund							
	Operating Transfer In						
	01 General Fund	Event Expenses	100	-	-		
	006 Solid Waste Reduction Fund	Green Mary	100	300	25		
				<u>300</u>	<u>25</u>		
09 Public Safety Fund							
	Operating Transfer Out						
	01 General Fund	Information systems				100	(50,000)
	01 General Fund	Overtime				100	(50,000)
							<u>(100,000)</u>
							<u>(8,333)</u>
21 Gas Taxes Fund							
	Operating Transfer Out						
	01 General Fund	Streets maintenance				100	(125,016)
							<u>(10,418)</u>
022 Transportation Development Fund							
	Operating Transfer Out						
	01 General Fund					408	-
201 Maintenance Assessment Districts Fund							
	Operating Transfers In						
	01 General Fund	Subsidy					-
							<u>-</u>

**Schedule of Operating Transfers
Fiscal Year 2010-2011**

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>1,500</u>	<u>125</u>				
12 Water Operating Fund								
Operating Transfers in								
19 Sewer Capital Fund	"Cash for Grass" Program	700	<u>100,000</u>	<u>8,333</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	(100,000)	(8,333)	
						<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	(13,500)	(1,125)	
						<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	(8,420)	(702)	
						<u>(9,020)</u>	<u>(752)</u>	
19 Sewer Capital Fund								
Operating Transfers Out								
01 General Fund	Administration				800	(27,000)	(2,250)	
12 Water Operating Fund					800	(100,000)	(8,333)	
						<u>(127,000)</u>	<u>(10,583)</u>	
35 Cotati Community Redevelopment Agency Operating Fund								
Operating Transfer In								
34 CCRA Capital Projects Fund	Operating costs	900	<u>1,474,388</u>	<u>122,866</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	(390,310)	(32,526)	
33 CCRA Debt Service Fund	Debt service - 2004 RefundingTABs				900	(352,766)	(29,397)	
37 CCRA Debt Service Fund	Debt service - 2004 RefundingTABs				900	-	-	
						<u>(748,202)</u>	<u>(62,350)</u>	
Total Operating Transfers Out								

**Schedule of Operating Transfers
Fiscal Year 2010-2011**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	Operating Transfers In		Monthly	Operating Transfers Out		Monthly
			<u>Acct 42259</u>			<u>Dept</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	(1,474,388)	(122,866)
							(1,474,388)	(122,866)
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	-	-				
			-	-				
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund								
Operating Transfers In								
37 CCRA Operating Fund	ERAF Contribution Loan (50%, Repaid	900	-	-				
35 CCRA Operating Fund	Operating costs							
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund								
Operating Transfers Out								
034 CCRA Capital Projects Fund	2004 TABs					406	(65,699)	(5,475)
01 General Fund	Government buildings maintenance					406	(1,520)	(127)
							(67,219)	(5,602)
33 Cotati Redevelopment Agency Debt Service Fund								
Operating Transfers In								
35 CCRA Operating Fund	Debt service - 2001 TABs	900	390,310	32,526				
35 CCRA Operating Fund	Debt service - 2004 TABs	900	352,766	29,397				
037 CCRA Low/Mod Housing Fund	Debt service - Portion of 1993 TABs	900	65,699	5,475				
			808,775	67,398				
Operating Transfers Out								
01 General Fund	Administration					900	(1,400)	(117)
			<u>\$ 2,777,672</u>	<u>\$ 231,473</u>			<u>\$(2,777,672)</u>	<u>\$(231,473)</u>

**General Fund - Historical Analysis
Fiscal Years 2000-01 Through 2010-11**

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

**\$1.254.820 PY
Fund Balance
Adjustment**

	2005-2006	2006-2007	2007-2008	2008-2009	Estimated 2009-2010	Budgeted 2010-2011
\$	435,597	\$ 519,055	\$ 561,593	\$ 487,761	\$ 440,502	\$ 440,500
	490,146	532,042	575,206	557,441	541,846	550,000
	1,135,570	1,602,159	1,635,989	1,178,489	1,088,459	1,148,001
	331,801	366,792	685,388	524,625	219,078	356,093
						400,000
	208,255	146,725	77,990	64,876	89,117	75,000
	76,241	73,701	77,516	78,668	80,300	79,000
	292,580	325,985	327,206	333,594	345,813	344,250
	-	-	-	322	1,000	1,000
	2,970,190	3,566,459	3,940,888	3,225,776	2,806,115	3,393,844
	13,611	16,289	19,003	18,244	22,888	7,000
	68,363	100,269	116,381	114,073	101,101	115,000
	66,797	55,763	25,877	10,429	1,500	3,000
	27,610	77,248	85,962	113,670	126,580	125,263
	44,995	45,603	33,397	25,605	18,308	20,000
	328,632	159,590	162,109	134,851	109,301	31,250
	321,208	380,280	218,831	90,441	164,735	55,500
	2,745	267	283	301	310	-
	3,844,151	4,401,768	4,602,731	3,733,390	3,350,838	3,750,857
	438,542	386,904	361,868	503,716	426,562	296,693
	4,282,693	4,788,672	4,964,599	4,237,106	3,777,400	4,047,550
	107,411	137,357	80,396	94,389	43,649	57,863
	202,241	215,207	226,865	216,574	126,932	200,702
	90,370	108,244	111,907	96,785	72,601	75,617
	160,285	237,151	158,864	137,115	121,319	128,000
	284,074	288,265	255,466	227,813	354,331	377,023
	7,858	7,125	7,471	475	415	500
	239,984	501,767	454,160	356,044	216,486	422,503
	246,159			-		
		49,322	37,164	26,194	23,476	16,433
	373,136	334,837	279,250	237,942	226,056	243,323
	116,788	133,361	135,556	79,964	51,837	56,585
	208,587	228,655	228,809	182,331	126,120	102,519
	2,564,221	2,831,258	3,086,279	2,811,789	2,352,598	2,406,144
	7,171	5,619	1,938	-	-	-
	71,490	76,908	99,302	-	-	-
	4,679,775	5,155,076	5,163,427	4,467,415	3,715,820	4,087,212
	2,295					
	14,912	20,899	27			
	29,757					
	26,740	3,672	1,033	7,312		
	182	114	1,000			165,000
	261	1,233	1,000			
	115,330	76,037	46,616	11,178	19,568	16,010
	189,477	101,955	49,676	18,490	19,568	181,010
	2,252,892	1,666,334	1,197,978	949,474	548,423	590,435
\$	1,666,334	\$ 1,197,978	\$ 949,474	\$ 548,423	\$ 590,435	\$ 369,763

\$152,252
Restricted

H-5

General Fund - Projected Trend Analysis Fiscal Years 2010-11 Through 2015-16

Status Quo - No Change to Salary and Benefits Included

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	Current Trend	Long Range Trend
Revenues:								
Property Taxes	\$ 440,500	440,500	440,500	470,014	501,504	535,105	0.0%	6.7% 4
Property Tax In Lieu of VLF	550,000	550,000	550,000	594,000	641,520	692,842	0.0%	8.0%
Sales Taxes	1,148,001	1,148,001	1,148,001	1,228,361	1,314,346	1,406,351	0.0%	7.0% 4
Sales Taxes In Lieu (Triple Flip)	356,093	356,093	356,093	381,020	407,691	436,229	0.0%	7.0%
Measure A Transaction and Use Tax	400,000	533,000	533,000	570,310	610,232	663,237	0.0%	7.0%
Transfer Taxes	75,000	75,000	75,000	77,250	79,568	81,955	0.0%	3.0%
Business Licenses	79,000	79,790	80,588	80,991	81,386	81,803	1.0%	0.5%
Franchise Fees	344,250	345,971	347,701	349,440	351,187	362,943	0.5%	0.5%
Transient Occupancy Tax	1,005	1,005	1,010	1,015	1,020	1,025	0.5%	0.5%
Total Taxes	3,393,844	3,529,360	3,531,893	3,752,400	3,988,464	3,751,489		
Licenses and Permits	7,000	7,000	7,000	7,070	7,141	7,212	0.0%	1.0%
Fines and Forfeitures	115,000	115,000	115,000	117,300	119,646	122,039	0.0%	2.0%
Investment Earnings	3,000	1,000	1,500	2,000	5,000	10,000	0.0%	0.0%
Rents and Concessions	125,263	125,263	125,263	125,263	125,263	125,263	0.0%	0.0%
Motor Vehicle In Lieu Fees	20,000	20,000	20,000	20,100	20,201	20,302	0.0%	0.5%
Charges for Services	31,250	31,250	31,250	31,250	31,250	31,250	0.0%	0.0%
Reimbursements	5,500	5,500	5,500	5,500	5,500	5,500	0.0%	0.0%
Other	50,000	51,048	51,048	51,303	51,560	51,818	0.0%	0.5%
Total Revenues	3,750,857	3,884,921	3,887,954	4,111,686	4,353,524	4,124,372		
Operating Transfers In	296,693	361,274	401,274	413,312	425,712	438,483	0.0%	3.0%
Total Current Sources	4,047,550	4,246,195	4,289,228	4,524,998	4,779,235	4,562,855		
Current Expenditures:								
City Council	57,863	57,863	57,863	57,863	57,863	57,863	0.0%	
City Manager / City Clerk	200,702	180,702	180,702	180,702	180,702	180,702	0.0%	
Administrative Services	75,617	74,610	74,610	74,610	74,610	74,610	0.0%	
Legal Services	128,000	113,000	113,000	113,000	113,000	113,000	0.0%	
Non-Departmental	377,023	223,504	223,504	223,504	223,504	223,504	0.0%	
Public Information Services	500	500	500	500	500	500	0.0%	
Community Development	422,503	422,503	422,503	422,503	422,503	422,503	0.0%	
Engineering	16,433	16,433	16,433	16,433	16,433	16,433	0.0%	
Streets	243,323	243,323	243,323	243,323	243,323	243,323	0.0%	
Government Buildings	56,585	56,585	56,585	56,585	56,585	56,585	0.0%	
Park Maintenance	102,520	121,793	121,793	121,793	121,793	121,793	0.0%	
Police	2,406,144	2,451,144	2,451,144	2,451,144	2,451,144	2,451,144	0.0%	
Total Current Expenditures	4,087,213	3,961,960	3,761,960	3,761,960	3,761,960	3,761,960		
Net Sources less Uses	(39,663)	284,235	527,268	763,038	1,017,275	800,895		
Beginning Fund Balance, July 1	590,436 1	550,773	835,008	1,362,276	2,125,314	3,142,589		
Ending Fund Balance, June 30	\$ 550,773 2	\$ 835,008	\$ 1,362,276	\$ 2,125,314	\$ 3,142,589	\$ 3,943,484		
Capital Expenditures (Funding Committed)	5,810	5,810						
Restricted Funds								
Reserve Policy Set Aside	234,559	283,329	262,560	271,944	272,157	287,818		
Ending Fund Balance Including Committed								
Capital Expenditures and Reserve	\$ 310,404	\$ 545,870	\$ 1,099,716	\$ 1,853,370	\$ 2,870,432	\$ 3,655,666		
Fund Balance as Percentage of Expenditures	7.59%	13.78%	29.23%	49.27%	76.30%	97.17%		

1 Reduced by Property Owner Contributions (\$107,253) for E. Cotati Avenue Storm Drain - Use of Funds Restricted and Contributions (\$45,000) for Broadcasting Council Meetings - Use of Funds Restricted

2 Does Not Include Capital Outlay

3 Reduced by Expenditures for the General Plan, estimate to be Completed FY 11-12

4 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
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

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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. 2010-41 AND CRA-227

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 2010-11 BUDGET

WHEREAS, on June 23, 2010 the City Manager/Executive Director and Director of Administrative Services presented the Proposed Budget for Fiscal Year 2010-2011, 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 a duly noticed study sessions on June 16, 2010 and provided the opportunity for and received public comments on the 2010-2011 Proposed Budget; and

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

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

1. The Proposed Budget for Fiscal Year 2010-2011 is hereby approved and adopted effective July 1, 2010.
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 23rd day of June, 2010 by the following vote, to wit:

COLEMAN-SENGHOR	<u>Yes</u>
ORCHARD	<u>Yes</u>
GILARDI	<u>Yes</u>
HARVEY	<u>Yes</u>
LANDMAN	<u>Yes</u>

Approved: 
Robert Coleman-Senghor, Mayor/Chairperson

Attest: 
Tamara Taylor, Deputy City Clerk

RESOLUTION NO. 2010-40 AND CRA-226

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 2010 - 2011 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 10-11 shall be and is hereby set in the amount of \$11,410,144.

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 23rd day of June, 2010, by the following vote, to wit:

COLEMAN-SENGHOR Yes
ORCHARD Yes
GILARDI Yes
HARVEY Yes
LANDMAN Yes

Approved: [Signature]
Robert Coleman-Senghor, Mayor/Chairperson

Attest: [Signature]
Tamara Taylor, Deputy City Clerk