

CITY OF COTATI

ADOPTED BUDGET

FISCAL YEAR 2011-2012

MEMBERS OF CITY COUNCIL

Janet Orchard, Mayor

Susan Harvey, Vice Mayor

John Dell'Osso

Pat Gilardi

Mark Landman

STAFF

Dianne Thompson, City Manager

Jone I. Hayes, Director of Administrative Services

Vicki Parker, Director of Community Development

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

Michael Parish, Chief of Police

Richard Rudnansky, City Attorney

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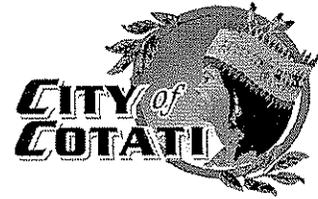
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CITY OF COTATI

Section A

INTRODUCTION



To: Cotati City Council/Cotati Community Redevelopment Agency Board of Directors
From: Dianne Thompson, City Manager
Subject: Annual Budget, Fiscal Year 2011-12

It is my privilege to present the City of Cotati and the Cotati Community Redevelopment Agency's Annual Budget for Fiscal Year 2011-12. This budget message provides an overview of the City's programs, projects and services.

GENERAL FUND

The Adopted General Fund budget is balanced, with total current sources exceeding total current expenditures. The City continues its focus on fiscal sustainability, which we have achieved through organizational restructuring, layoffs, employee concessions and second tier benefits for new employees. At this time, we are in the position to increase community service levels by hiring a police lieutenant and a Community Development Director. The budget also includes \$519,482 for capital projects to address some of the maintenance which has been deferred for many years due to budget constraints.

Revenues

The City continues to be conservative with revenue estimates.

Anticipated tax revenues remain virtually flat, even with the addition of a full year of Measure A Transaction and Use Tax (9 months only received in FY 10-11, as tax became effective on October 1, 2010). The increase in Measure A revenue is offset by the anticipated decrease in Sales Tax In-lieu (triple flip) revenue, which is due to payment process stabilization by the State of California.

The City's estimated revenue from charges for services related to building activity reflects only for projects that will definitely pull permits in the coming year.

Lastly, at the time of budget adoption, the status of the Citizens Option for Public Safety (COPS) Supplemental Law Enforcement Service Fund (SLESF) funding was in question. This funding, in the amount of \$100,000 annually, has previously been used to offset police department overtime and the annual maintenance cost of the Computer Aided Dispatch / Records Management System (CAD/RMS). It has not been included in the Adopted Budget.

Expenditures?

OTHER GOVERNMENTAL FUNDS

Other Governmental Funds include can be divided into two categories:

Restricted Uses such as Grants, CDBG, Solid Waste Reduction (AB939), Public Safety, Gas Tax, Transportation Development, Parks and Recreation Development, Park In Lieu, Inclusionary Housing, Traffic Mitigation, Asset Seizure, General Capital Outlay, Landscape and Lighting Assessment Districts.

and,

Special Programs like CEC, K9, Explorer and Citizen Volunteer

The Fiscal Year 2011-12 budget continues the City's longstanding insulation of the General Fund by utilizing most eligible funding sources such as Gas Tax revenue, and Public Safety grants to pay for department operations.

Some general comments about some of these funds follow:

- **CDBG Fund** - The completion of ADA compliant restrooms in City Hall and the Community Center will be funded with CDBG grants this year. Also accessibility improvements on Charles Street should be constructed.
- **Gas Tax Fund** - All remaining fund balance and revenues received for FY 11-12 will be transferred into the General fund street improvement projects.
- **Park In-lieu** - Funding in the amount of \$50,000 has been budgeted to begin the visioning process for Veronda/Faletti Park.

ENTERPRISE FUNDS

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

- **Water Operating Fund:** FY 11-12 Budget contains funding for several special projects, such as the water master plans, GIS implementation and a water supply reliability study. Additionally \$620,000 in capital projects that will benefit existing users are planned.
- **Recycled Water Line Fund:** The funding for the design of the recycled water line is included in the adopted budget.
- **Sewer Operating and Capital Funds:** Funding for an inflow and infiltration study, a SCADA system upgrade and sewer master plan and GIS implementation is included in the adopted sewer operating budget. Capital projects in the amount of \$1.67M are also included.

REDEVELOPMENT FUNDS

The Governor's proposal to eliminate Redevelopment agencies meant the future of the Cotati Community Redevelopment Agency (CCRA), and that of all other California agencies, was in question as the budget was adopted.

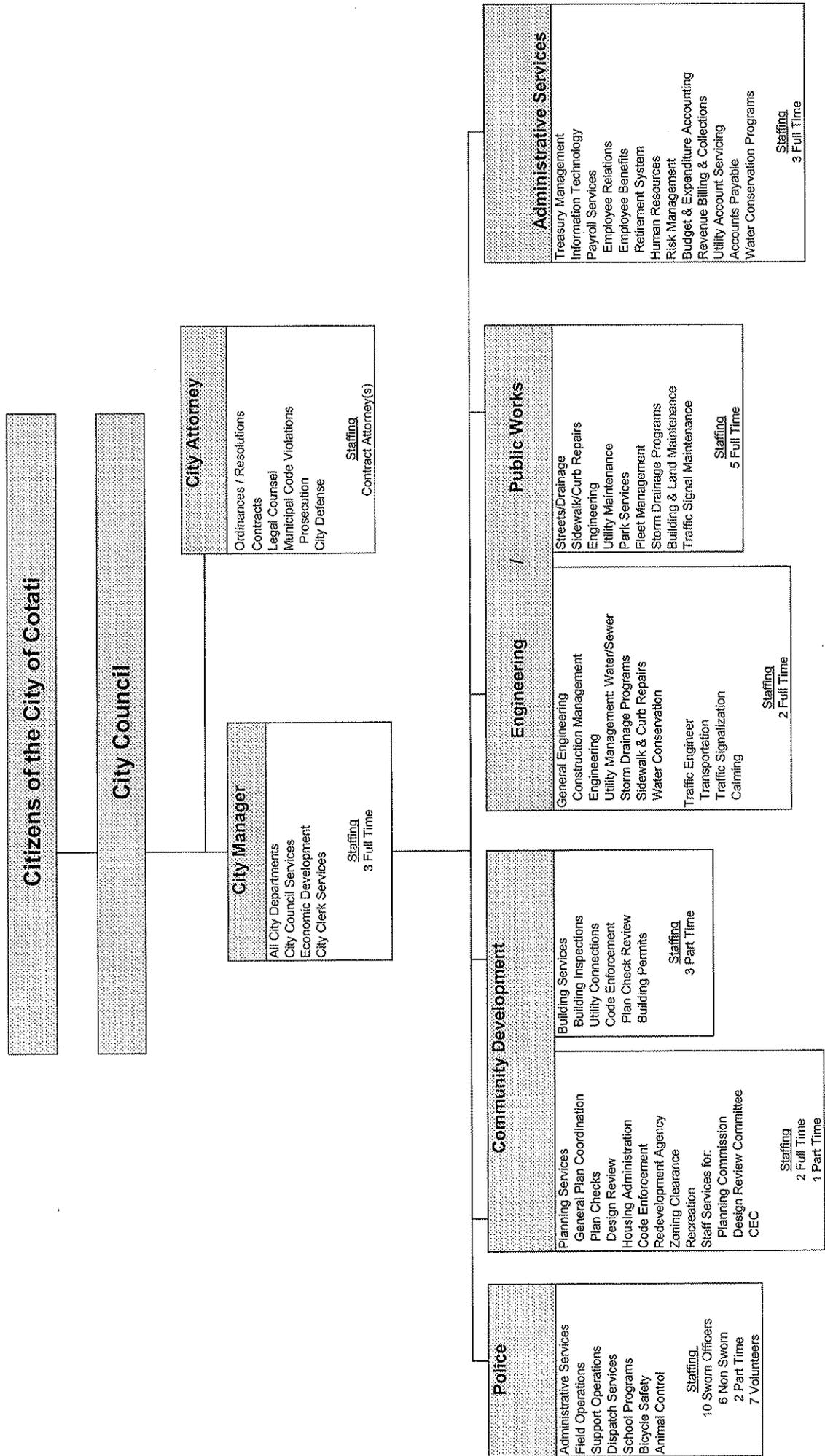
The CCRA will focus its activity on the following this year:

- Continuation of the General Plan Update
- Economic Development
- Capital Improvements:
 - Intermodal Transit Facility
 - Old Redwood Highway
 - Housing Projects
 - Bus Shelter

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

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

CITY OF COTATI ORGANIZATION CHART



CITY OF COTATI

Section B

BUDGET SUMMARY BY FUND

City of Cotati - 2011-2012 Budget Summary by Fund

Fund	Projected Fund Balance 07/01/2011	Estimated Revenues	Appropriations		Operating Transfers		Projected Fund Balance 06/30/2012
			Budget	CIP / DS	In	Out	
General Fund	874,842 *	3,894,933	4,147,211	519,482	353,930	(25,692)	431,320 **
Other Governmental Funds - RESTRICTED USE							
Grants	2,295	-	-	-	-	-	2,295
CDBG	-	186,361	-	186,361	-	-	-
Solid Waste Reduction (AB939)	88,232	17,600	6,000	-	-	-	99,832
CEC	-	1,300	1,750	-	450	-	-
Public Safety	12,595	-	-	-	-	-	12,595
Gas Taxes	161,241	128,850	4,000	-	-	(286,091)	-
Transportation Development	122,365	38,939	-	-	-	-	161,304
Parks and Recreation Development	-	-	-	-	-	-	-
Park In Lieu	622,342	-	10,000	50,000	-	-	562,342
Inclusionary Housing	3,268,200	20,000	50,000	-	-	-	3,238,200
Traffic Mitigation	133,899	800	-	134,699	-	-	-
South Sonoma LOIBs	800,904	448,250	449,263	-	-	-	799,891
Asset Seizure	31,809	750	4,155	4,750	-	-	23,654
Maintenance Assessment Districts	51,079	20,557	17,256	-	-	(1,254)	53,126
K9 Program	-	7,500	3,200	-	-	-	4,300
General Capital Outlay	390,174	-	-	250,000	-	-	140,174
Explorer Program	978	-	700	-	-	-	278
Citizen Volunteer Program	-	-	-	-	-	-	-
Total Other Governmental Funds	5,686,113	870,907	546,324	625,810	450	(287,345)	5,097,991
Enterprise Funds - RESTRICTED USE							
Water Operating	893,858	1,244,250	1,224,330	653,000	-	(109,020)	151,758
Water Capital	4,379,905	300	150,000	75,000	-	(13,500)	4,141,705
Recycled Water Line	548,423	1,500	75,000	-	100,000	-	574,923
Subtotal Water Funds	5,822,186	1,246,050	1,449,330	728,000	100,000	(122,520)	4,868,386
Sewer Operating	1,348,364	2,027,500	2,116,005	1,160,280	-	(9,020)	90,559
Sewer Capital	9,616,275	15,000	122,000	531,720	-	(52,000)	8,925,555
Subtotal Sewer Funds	10,964,639	2,042,500	2,238,005	1,692,000	-	(61,020)	9,016,114
Total Enterprise Funds	16,786,825	3,288,550	3,687,335	2,420,000	100,000	(183,540)	13,884,500
Cotati Community Redevelopment Agency - RESTRICTED USE							
CCRA Operating	-	-	639,931	-	1,388,427	(748,496)	-
CCRA Tax Increment Fund	1,760,316	2,252,000	603,200	-	-	(1,388,427)	2,020,689
CCRA Tax Allocation Bonds	619,152	5,000	-	-	-	-	624,152
CCRA Low & Moderate Income Housing	5,147,663	773,000	193,034	2,050,000	-	(67,219)	3,610,410
CCRA Debt Service	1,103,264	3,000	15	808,645	809,068	(1,400)	1,105,272
Total Redevelopment Funds	8,630,395	3,033,000	832,980	3,461,845	2,197,495	(2,205,542)	7,360,523
All Funds	\$ 31,978,175	\$ 11,087,390	\$ 9,213,850	\$ 7,027,137	\$ 2,651,875	\$ (2,702,119)	\$ 26,774,334

* Estimated Fund Balance Less \$ 165,000 Restricted Funds

CITY OF COTATI

Section C

GENERAL FUND

**General Fund
2011-2012 Adopted Budget**

Fund 01	Acct	Description	2010-2011			2011-2012	
			2009-2010 Actual	Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
		Revenues:					
	410XX	Property Tax	\$ 520,876	\$ 489,678	\$ 489,678	\$ 489,678	\$ 489,678
	41070	Property Tax In-Lieu of VLF	541,846	507,330	507,330	500,000	500,000
	41XXX	Sales Tax	1,193,578	1,194,628	1,196,052	1,179,570	1,179,570
	41095	Sales Tax In-Lieu (Triple Flip)	219,078	419,433	419,433	358,257	358,257
	41105	Measure A Transaction and Use Tax	-	400,000	400,000	480,000	480,000
	41110	Transfer Tax	85,537	74,280	62,875	60,000	60,000
	4112X	Business Licenses	79,966	79,000	80,230	80,200	80,200
	411XX	Franchise Fees	343,590	346,742	351,205	356,169	356,169
	41135	Transient Occupancy Tax	1,091	1,000	1,000	1,000	1,000
		Total Taxes	2,985,562	3,512,091	3,507,802	3,504,874	3,504,874
	41XXX	Licenses and Permits	28,860	20,460	22,300	19,900	19,900
	41XXX	Fines and Forfeitures	99,200	62,344	61,746	61,000	61,000
	4219X	Investment Earnings	1,692	3,000	2,335	2,000	2,000
	422XX	Rents and Concessions	128,013	119,295	119,670	116,359	116,359
	4121X	Motor Vehicle In-Lieu Fees	22,100	18,464	22,088	20,000	20,000
	4XXXX	Charges for Services	123,695	148,120	127,993	84,000	84,000
	4XXXX	Reimbursements / Other	178,453	68,524	144,660	86,800	86,800
		Total Revenues	3,567,575	3,952,297	4,008,594	3,894,933	3,894,933
	42259	Operating Transfers In	420,770	349,038	351,616	353,930	353,930
		Total Current Sources	3,988,345	4,301,335	4,360,210	4,248,863	4,248,863
	Dept	Current Expenditures:					
	300	City Council	44,594	57,963	60,971	81,950	81,950
	301	City Manager / City Clerk	140,568	166,022	166,831	216,257	216,257
	303	Administrative Services	87,287	78,263	77,944	97,752	97,752
	304	Legal Services	111,779	172,000	172,000	133,275	133,275
	305	Non-Departmental	332,223	272,965	224,679	223,163	223,163
	306	Public Information Services	635	500	-	2,000	2,000
	400	Community Development	215,858	363,005	349,905	429,418	429,418
	402	Engineering	37,155	15,646	15,646	22,451	22,451
	403	Streets	225,585	243,623	243,623	302,994	302,994
	406	Government Buildings	54,631	56,985	57,985	58,820	58,820
	408	Park Maintenance	140,418	103,113	108,824	115,165	115,165
	500	Police	2,358,569	2,670,576	2,631,905	2,489,658	2,489,658
		Total Current Expenditures	3,749,301	4,200,661	4,110,314	4,172,903	4,172,903
		Capital Outlay:					
	300	City Council	-	-	-	-	-
	301	City Manager / City Clerk	-	-	-	-	-
	303	Administrative Services	-	-	-	-	-
	305	Non Departmental	-	2,500	2,500	57,222	57,222
	306	Public Information Services	-	-	-	-	-
	400	Community Development	-	-	-	-	-
	403	Streets	-	-	-	262,000	262,000
	406	Government Buildings	-	4,000	4,000	150,000	150,000
	408	Park Maintenance	-	-	-	-	-
	500	Police	20,010	16,010	16,010	50,260	50,260
		Total Capital Outlay / Debt Service	20,010	22,510	22,510	519,482	519,482
		Beginning Fund Balance, July 1*	428,423	647,456	647,456	874,842	874,842
		Ending Fund Balance, June 30*	\$ 647,456	\$ 725,619	\$ 874,842	\$ 431,321	\$ 431,321

* Adjusted to Remove Reserved Funds
Amount - Sources Exceed Expenditures

239,043	100,674	249,896	75,961	75,961
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2011-2012 Adopted Budget

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 59,000
41150	Gas	15,000
41160	Cable TV	103,600
41170	Refuse Removal - 12.87%	156,036
41180	Storage	22,533
		<u>\$ 358,169</u>
41XXX	Licenses and Permits	
	Community Development Services	\$ 10,000
	Public Safety Services	9,900
		<u>\$ 19,900</u>
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 16,000
41200	Traffic and Criminal Code Enforcement	45,000
		<u>\$ 61,000</u>
4221X	Rents & Concessions	
	Metro PCS	\$ 48,919
	A T & T	21,338
	TowerCo	18,301
	175 W. Sierra Avenue	14,100
	Facilities and Parks Rentals	10,401
	Chamber of Commerce	3,300
		<u>\$ 116,359</u>
4XXXX	Charges for Services	
	Community Development Services	\$ 84,000
	Public Safety Services	-
	Finance and Administrative Services	-
		<u>\$ 84,000</u>
	Reimbursements	
42236	R.E.M.I.F.	\$ -
41219	P.O.S.T.	2,000
41223	SB 90 State Mandated Costs	-
42237	Other	-
		<u>\$ 2,000</u>
	Other	
42250	Waste Management - Annual Community Improvement Contribution	\$ 50,000
42252	Mercy Wellnes Center - Public Service Fee	30,000
4XXXX	Other	4,800
		<u>\$ 84,800</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 Bldg 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	-
	Gas Tax Fund (Street Maintenance)	286,090
	Transportation Development Fund (Street Maintenance) - Measure M	-
	Parks and Recreation Development Fund (Park Maintenance)	-
	Maintenance Assessment Districts (Administration)	1,254
		<u>\$ 353,930</u>

**DEPARTMENT
BUDGETS**

CITY COUNCIL
Department #300

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

GOALS

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

OBJECTIVES

- Attend all regular, adjourned, and special meetings of the City Council.
- Deliberate all matters brought before these meetings and make decisions relative to the same within the context of the City of Cotati's Vision Statement.
- Attend workshops and conferences as necessary to keep abreast of current civic trends and proposed legislation, as a means to better serve the citizens of Cotati.
- Adopt the Fiscal Year 2012-2013 Budget by June 30, 2012.

**City Council
2011-2012 Adopted Budget**

Fund 01, Department 300

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 34,171	\$ 41,903	\$ 51,911	\$ 66,890	\$ 66,890
61025	Other Contract Services	1,428	7,000	-	5,000	5,000
61031	Advertising and Publications	104	-	-	-	-
61034	Dues and Subscriptions	4,944	5,000	5,000	5,000	5,000
610**	Travel, Meetings, and Training	2,969	3,020	3,020	4,020	4,020
61036	Telephone	81	90	90	90	90
61038	Information Systems	441	450	450	450	450
61040	Supplies	185	200	200	200	200
61048	Printing and Photocopying	172	200	200	200	200
61076	Contributions - Climate Protection	100	100	100	100	100
	Subtotal	44,594	57,963	60,971	81,950	81,950
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
	Department Total	\$ 44,594	\$ 57,963	\$ 60,971	\$ 81,950	\$ 81,950

Budget Details

				Amount
42236	Source of Funding			
	General Fund			\$ 81,950
510XX	Salaries and Benefits			
		Amended	Adopted	
		10-11 FTE	11-12 FTE	
	City Council Members - Active	2.90	3.20	\$ 41,510
	City Council Members - Retired - Benefits Only			25,380
				<u>\$ 66,890</u>
61025	Other Contract Services			
	Facilitator			\$ 5,000
61034	Dues and Subscriptions			
	League of California Cities			\$ 3,000
	Association of Bay Area Governments (ABAG)			2,000
				<u>\$ 5,000</u>
61035	Travel, Meetings, and Training			
	Other Meetings			\$ 1,000
	Mayors' and Council Members' Association			600
	League of California Cities - New Councilmembers Academy			1,620
	League of California Cities			
	Legislative Action Days			500
	North Bay Division Quarterly Meetings			300
				<u>\$ 4,020</u>

CITY MANAGER / CITY CLERK
Department #301

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

GOALS

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

OBJECTIVES

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

**City Manager / City Clerk
2011-2012 Adopted Budget**

Fund 01, Department 301

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 105,850	\$ 94,191	\$ 110,000	\$ 186,381	\$ 186,381 *
51003	Overtime	117	-	-	-	-
61025	Other Contract Services	7,354	4,300	4,300	4,300	4,300
61028	Election Administration	17,414	40,000	25,000	-	-
61031	Advertising and Publications	1,641	6,000	6,000	6,000	6,000
61033	Postage	628	1,000	1,000	1,000	1,000
61034	Dues and Subscriptions	1,242	7,304	7,304	4,354	4,354
610**	Travel, Meetings, and Training	1,475	6,000	6,000	6,000	6,000
61036	Telephone	791	1,086	1,086	1,086	1,086
61037	Vehicle Maintenance	(164)	430	430	430	430
61038	Information Systems	1,196	2,500	2,500	2,500	2,500
61040	Supplies	382	969	969	969	969
61041	Materials, Tools, Small Equipment	554	5	5	1,000	1,000
61048	Printing and Photocopying	1,988	2,237	2,237	2,237	2,237
61051	Utilities	17	-	-	-	-
61083	Filing Fees	82	-	-	-	-
	Subtotal	140,568	166,022	166,831	216,257	216,257
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 140,568	\$ 166,022	\$ 166,831	\$ 216,257	\$ 216,257

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	<u>155,535</u>
	<u>\$ 216,257</u>

	Amended 10-11 FTE	Adopted 11-12 FTE	
510XX Salaries and Benefits			
City Manager	0.35	0.35	\$ 64,296 **
Assistant to the City Manager	0.00	0.35	67,957
Deputy City Clerk	0.35	0.35	52,432
Intern	0.00	0.25	7,500
	<u>0.70</u>	<u>1.30</u>	<u>\$ 192,185</u>

*Total adjusted to reflect estimated voluntary contribution by City Manager
**FTE and Total not adjusted to reflect estimated 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	
	Government Code Updates - Municipal Code Corporation	\$ 2,550
	International City / County Management Association (ICMA)	1,040
	California City Management Foundation	350
	National Notary Association	-
	California Department of Consumer Affairs (every other year)	-
	California Public Employers Labor Relations Association (CalPELRA)	154
	International Institute of Municipal Clerks (IIMC)	150
	City Clerks Association	110
	Municipal Management Association of Northern California	-
		<u>\$ 4,354</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	
	Copier Rent - Ikon Office Solutions	17,400
		<u>17,400</u>
	Departmental Allocation	2,237
		<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
2011-2012 Adopted Budget

Fund 01, Department 303		2009-2010 Actual	2010-2011		2011-2012	
Acct	Description		Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 64,857	\$ 52,227	\$ 52,227	\$ 74,533	\$ 74,533 *
61025	Other Contract Services	6,821	6,000	7,603	7,200	7,200
61026	Auditing Fees	7,750	8,910	9,100	7,650	7,650
61031	Advertising and Publications	376	376	225	75	75
61033	Postage	707	765	850	850	850
61034	Dues and Subscriptions	461	811	200	200	200
610XX	Travel, Meetings, and Training	277	400	220	700	700
61036	Telephone	96	100	150	100	100
61038	Information Systems	4,725	7,305	6,000	5,075	5,075
61040	Supplies	162	200	200	200	200
61041	Materials, Tools, Small Equipment	62	-	-	-	-
61048	Printing and Photocopying	737	900	900	900	900
61051	Utilities	12	-	-	-	-
61090	Banking, Trust and Agency Fees	104	104	104	104	104
61096	Interest Expense - Developer	140	165	165	165	165
	Subtotal	87,287	78,263	77,944	97,752	97,752
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
Department Total		\$ 87,287	\$ 78,263	\$ 77,944	\$ 97,752	\$ 97,752

Source of Funding	
42236 REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 700
General Fund	<u>97,052</u>
	<u>\$ 97,752</u>

	<u>Amended 10-11 FTE</u>	<u>Adopted 11-12 FTE</u>	
510XX Salaries and Benefits			
Director of Administrative Services	0.25	0.25	\$ 34,994 **
Accountant	0.50	0.50	35,916
Account Clerk II	0.10	0.10	8,268
	<u>0.85</u>	<u>0.85</u>	<u>\$ 79,178</u>

*Total adjusted to reflect estimated voluntary contribution by Director
**FTE and Total not adjusted to reflect estimated voluntary contribution by Director

61025 Other Contract Services	
Sales Tax Auditing Service - HDL & Associates	\$ 3,900
Mandated Costs Claiming Services - AK and Company	3,000
Printer Servicing	300
Transaction and Use Tax (Measure A) Auditing Service - HDL & Associates - 25% of Unpaid Revenue Discovered	-
	<u>\$ 7,200</u>

61026 Auditing Fees	
Audit and Financial Reports 2010-11 - Terry Krieg, CPA	Total \$ 17,000
General Fund Allocation - 45%	<u>\$ 7,650</u>

61034 Dues and Subscriptions	
CD Data - Parcelquest Software	\$ 110
California Public Employers Labor Relations Association	68
California Society of Municipal Finance Officers (CSMFO) Membership	22
	<u>\$ 200</u>

610XX Travel, Meetings, and Training	
California Public Employers Labor Relations Association - Reimbursed by REMIF	\$ 400
Risk Management - Redwood Empire Municipal Insurance Fund (REMIF) and Public Agency Risk Managers Association (PARMA). Reimbursed by REMIF	300
	<u>\$ 700</u>

**Administrative Services
Budget Details (Continued)**

61038	Information Systems		
	LAN Technical Support - Jim Washington	\$	12,000
	System Support Service Agreement - Incode		12,000
	Annual License Fees - Virus Protection, Spam Protection		2,000
	Payroll Service Fees		500
		Total	<u>\$ 26,500</u>
	Departmental Allocation		\$ 3,075
	Departmental Specific		<u>2,000</u>
			<u>\$ 5,075</u>
61048	Printing and Photocopying		
	2010-11 Budget Printing, 2011-12 Budget Preparation, Miscellaneous Forms	\$	550
	Departmental Allocation (see Dept #301 for Total)		350
			<u>\$ 900</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 Cotati Community Redevelopment Agency.

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

GOALS

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

OBJECTIVES

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

Legal Services
2011-2012 Adopted Budget

Fund 01, Department 304

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Current:					
61015	Special Legal Services	\$ 14,551	\$ 70,000	\$ 70,000	\$ 30,000	\$ 30,000
61022	City Attorney Fees	97,228	102,000	102,000	103,275	103,275
61025	Other Contract Services	-	-	-	-	-
	Subtotal	111,779	172,000	172,000	133,275	133,275
	Department Total	\$ 111,779	\$ 172,000	\$ 172,000	\$ 133,275	\$ 133,275

Budget Details

		<u>Amount</u>
	Source of Funding	
	General Fund	<u>\$ 133,275</u>
61015	Special Legal Services	
	Liebert, Cassidy & Whitmore - Personnel, Investigations, Special Defense	<u>\$ 30,000</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>\$ 103,275</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
2011-2012 Adopted Budget**

Fund 01, Department 305		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
Current:						
51XXX	Salaries and Benefits	\$ 29,509	\$ 50,501	\$ 21,000	\$ 25,000	\$ 25,000
61025	Other Contract Services	329	-	-	-	-
61027	Insurance	89,654	89,870	89,870	70,899	70,899
61031	Advertising and Publications	137	-	25	-	-
61033	Postage	63	-	25	-	-
61034	Dues and Subscriptions	673	573	650	650	650
610XX	Travel, Meetings, and Training	32	-	-	-	-
61038	Information Systems	3,690	2,372	2,844	2,844	2,844
61040	Supplies	3	-	182	100	100
61041	Materials, Tools, Small Equipment	126	-	182	250	250
61075	Contingency	188,725	80,000	60,000	70,000	70,000
61076	Contributions	-	-	1,660	1,660	1,660
61082	Measure A Administration Fee	-	27,481	27,481	5,400	5,400
61084	Property Tax	368	368	368	368	368
61085	Operating Transfers Out	571	1,500	92	25,692	25,692
61089	Property Tax Administration Fees	18,044	20,000	20,000	20,000	20,000
61090	Banking Fees - Credit Card Processing	300	300	300	300	300
	Subtotal	332,223	272,965	224,679	223,163	223,163
Capital Outlay:						
71081	Equipment	-	2,500	2,500	57,222	57,222
71082	CIP	-	-	-	-	-
	Department Total	\$ 332,223	\$ 275,465	\$ 227,179	\$ 280,385	\$ 280,385

Budget Details

		<u>Amount</u>
Source of Funding		
General Fund		<u>\$ 280,385</u>
51XXX	Salaries and Benefits	
	Unemployment	<u>\$ 25,000</u>
61027	Insurance	
	Auto and General Liability	\$ 96,091
	Deductibles	14,560
	Earthquake and Flood	28,335
	Auto Physical Damage	3,944
	Property	9,246
	Boiler and Machinery	953
	User Funding and Fraud Investigation Assessment	1,000
	Total to allocate	<u>\$ 154,129</u>
	General Fund Allocation	<u>\$ 70,899</u>
Note: Expenditures for employee workers' compensation, medical, dental, vision, long term disability, and life insurance are included in the salaries and benefits line item in each department or fund.		
61038	Information Systems	
	L.R.Hines - Scanner Workstation Software Support and Maintenance	<u>\$ 2,844</u>
61075	Contingency	
	Employee Leave Bank Buyout	<u>\$ 70,000</u>
61085	Operating Transfers Out	
	Establish Vehicle Replacement Fund	\$ 25,242
	Citizen Volunteer Program Subsidy	-
	Community and Environment Commission Subsidy	450
		<u>\$ 25,692</u>

PUBLIC INFORMATION SERVICES
Department #306

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

GOALS

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

OBJECTIVES

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

**Public Information Services
2011-2012 Adopted Budget**

Fund 01, Department 306		2009-2010 Actual	2010-2011		2011-2012	
Acct	Description		Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Current:					
61025	Other Contract Services	\$ 415	\$ -	\$ -	\$ -	\$ -
61038	Information Systems	220	500	-	2,000	2,000
61048	Printing and Photocopying	-	-	-	-	-
	Subtotal	635	500	-	2,000	2,000
	Capital Outlay:					
71082	CIP	-	-	-	-	-
	Department Total	\$ 635	\$ 500	\$ -	\$ 2,000	\$ 2,000

Budget Details

Source of Funding		<u>Amount</u>
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 proposed to add more forms and information to enhance customer service.	<u>\$ 2,000</u>

COMMUNITY DEVELOPMENT

Department #400

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

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

GOALS

- Assist applicants to understand the City's planning codes and process.
- 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.
- Ensure that all laws, codes, and ordinances pertaining to construction are fully understood and implemented correctly.
- Ensure implementation of the American with Disabilities Act.
- Minimize field 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)

2011-2012 Adopted Budget

Fund 01, Department 400		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 183,461	\$ 219,097	\$ 219,097	\$ 220,235	\$ 220,235
51003	Overtime	958	-	-	-	-
61025	Other Contract Services	13,886	119,000	104,000	180,175	180,175
61031	Advertising and Publications	156	2,000	2,000	2,000	2,000
61033	Postage	1,171	1,325	1,325	1,325	1,325
61034	Dues and Subscriptions	4,041	5,383	5,383	5,383	5,383
610**	Travel, Meetings, and Training	808	3,300	3,300	5,000	5,000
61036	Telephone	2,509	2,300	2,300	2,300	2,300
61037	Vehicle Expense	335	400	400	400	400
61038	Information Systems	4,780	4,500	6,500	7,000	7,000
61040	Supplies	890	1,200	1,200	1,200	1,200
61041	Materials, Tools, Small Equipment	450	400	400	400	400
61042	Equipment Rental	100	-	-	-	-
61048	Printing and Photocopying	1,874	4,000	4,000	4,000	4,000
61051	Utilities	38	100	-	-	-
61083	Filing Fees	50	-	-	-	-
61065	Awards and Prizes - Kids Day	350	-	-	-	-
	Subtotal	215,858	363,005	349,905	429,418	429,418
Capital Outlay:						
71081	Equipment	-	-	-	-	-
Department Total		\$ 215,858	\$ 363,005	\$ 349,905	\$ 429,418	\$ 429,418

Budget Details

Source of Funding	Amount																														
4XXXX Charges for Services - Does Not Reflect Cost Recovery Deposits Collected	\$ 85,100																														
General Fund	<u>344,318</u>																														
	<u><u>\$ 429,418</u></u>																														
510XX Salaries and Benefits																															
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;">Amended 10-11 FTE</th> <th style="text-align: center;">Adopted 11-12 FTE</th> <th style="width: 10%;"></th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Director of Community Development</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.60</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">100,018</td> </tr> <tr> <td>Interim Building Inspector</td> <td style="text-align: center;">0.46</td> <td style="text-align: center;">0.20</td> <td></td> <td style="text-align: right;">28,200</td> </tr> <tr> <td>Assistant Planner</td> <td style="text-align: center;">0.70</td> <td style="text-align: center;">0.70</td> <td></td> <td style="text-align: right;">56,430</td> </tr> <tr> <td>Administrative Secretary</td> <td style="text-align: center;">0.70</td> <td style="text-align: center;">0.70</td> <td></td> <td style="text-align: right;">56,850</td> </tr> <tr> <td></td> <td style="text-align: center;"><u>1.86</u></td> <td style="text-align: center;"><u>2.20</u></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><u>241,497 *</u></td> </tr> </tbody> </table>		Amended 10-11 FTE	Adopted 11-12 FTE		Amount	Director of Community Development	0.00	0.60	\$	100,018	Interim Building Inspector	0.46	0.20		28,200	Assistant Planner	0.70	0.70		56,430	Administrative Secretary	0.70	0.70		56,850		<u>1.86</u>	<u>2.20</u>	\$	<u>241,497 *</u>
	Amended 10-11 FTE	Adopted 11-12 FTE		Amount																											
Director of Community Development	0.00	0.60	\$	100,018																											
Interim Building Inspector	0.46	0.20		28,200																											
Assistant Planner	0.70	0.70		56,430																											
Administrative Secretary	0.70	0.70		56,850																											
	<u>1.86</u>	<u>2.20</u>	\$	<u>241,497 *</u>																											
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	\$ 130,000																														
Building Official Services - City of Sebastopol	35,175																														
Contract - Building Department Services	10,000																														
Recreation Program Instructors - Various	5,000																														
	<u>\$ 180,175</u>																														
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																														
Code Book Updates - Expense is Offset by Incremental Fees Received	983																														
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																														
	<u>\$ 5,383</u>																														

*This Total Does Not Include Cost Recovery. Actual Planning Staff Salary and Benefit Costs Detailed Immediately Above. Budget Amount Reduced to Reflect Cost Recovery Average Amounts Billed to Developer Deposit Accounts / Projects FY 10-11

**Community Development
Budget Details (Continued)**

61035	Travel, Meetings, and Training		
	Staff Training - Expense Offset by Incremental Fees Received in Prior Years	\$	2,000
	California Planning Association Annual Conference		1,450
	Additional Staff Training		1,550
			<u>5,000</u>
61038	Information Systems		
	Departmental Allocation (See Dept #303 for Total)	\$	7,000
61048	Printing and Photocopying		
	Departmental Allocation (See Dept #301 for Total)	\$	1,800
	Department Specific		2,200
		\$	<u>4,000</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
2011-2012 Adopted Budget**

Fund 01, Department 402		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 19,989	\$ 10,521	\$ 10,521	\$ 19,076	\$ 19,076 *
61018	Special Engineering Services	16,669	2,000	2,000	-	-
61025	Other Contract Services	45	50	50	-	-
61034	Dues and Subscriptions	125	-	-	300	300
610XX	Travel, Meetings, and Training	15	2,500	2,500	2,500	2,500
61036	Telephone Expense	105	-	-	-	-
61037	Vehicle Expense	10	225	225	225	225
61038	Info Systems	154	350	350	350	350
61040	Supplies	5	-	-	-	-
61048	Printing and Photocopying	38	-	-	-	-
	Subtotal	37,155	15,646	15,646	22,451	22,451
Department Total		\$ 37,155	\$ 15,646	\$ 15,646	\$ 22,451	\$ 22,451

Budget Details

Source of Funding		Amount	
General Fund			\$ 22,451
510XX	Salaries and Benefits	Amended 10-11 FTE	Adopted 11-12 FTE
	Director of Public Works / City Engineer	0.15	0.15
	*Total adjusted to reflect estimated voluntary contribution by Director		
	**FTE and Total not adjusted to reflect estimated voluntary contribution by Director		
61034	Dues and Subscriptions		
	Engineering License Renewal		\$ 125
	Contingency - Professional Dues		175
			\$ 300
610XX	Travel, Meetings, and Training		
	Local Training Registration Contingency		\$ 2,500

STREETS
Department #403

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

GOALS

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

OBJECTIVES

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

**Streets
2011-2012 Adopted Budget**

Fund 01, Department 403

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Current:					
510XX	Salaries and Benefits	\$ 115,489	\$ 140,443	\$ 140,443	\$ 165,397	\$ 165,397
51003	Overtime	381	-	-	-	-
61025	Other Contract Services	19,949	20,429	15,786	49,518	49,518
61031	Advertising and Publications	92	92	92	100	100
61033	Postage	143	166	166	150	150
61034	Dues and Subscriptions	3,600	3,600	8,243	9,754	9,754
610**	Travel, Meetings, and Training	2	-	-	-	-
61036	Telephone	1,081	976	976	1,000	1,000
61037	Vehicle Expense	2,641	2,543	2,543	2,500	2,500
61038	Information Systems	1,140	1,153	1,153	1,150	1,150
61040	Supplies	354	421	421	425	425
61041	Materials, Tools, Small Equipment	14,071	12,000	12,000	11,200	11,200
61042	Equipment Rental	-	500	500	500	500
61043	Repairs & Replacements	2,617	1,000	1,000	1,000	1,000
61048	Printing and Photocopying	296	300	300	300	300
61051	Utilities	63,732	60,000	60,000	60,000	60,000
	Subtotal	225,585	243,623	243,623	302,994	302,994
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	262,000	262,000
	Department Total	225,585	\$ 243,623	\$ 243,623	\$ 564,994	\$ 564,994

Budget Details

		<u>Amount</u>	
42259	Sources of Funding		\$ 286,090
	Operating Transfer In - Gas Taxes Fund		-
	Operating Transfer In - Transportation Development Fund, Measure M		278,904
	General Fund - Balance of Expenditures		<u>\$ 564,994</u>
510XX	Salaries and Benefits	Amended 10-11 FTE	Adopted 11-12 FTE
	Director of Public Works / City Engineer	0.15	0.15 \$ 23,500
	Field Maintenance Supervisor	0.28	0.28 31,670
	Associate Engineer	0.00	0.25 21,173
	Maintenance Worker II	0.32	0.18 16,985
	Maintenance Worker II	0.17	0.32 14,291
	Maintenance Worker II	0.18	0.17 31,527
	Maintenance Worker II	0.29	0.29 26,251
		<u>1.39</u>	<u>1.64 \$ 165,397</u>
61025	Other Contract Services		\$ 18,881
	Signal Maintenance - Republic Electric		10,000
	Striping / Painting		5,000
	MS4 Permit Compliance Activities		4,637
	Conservation Corps North Bay Apprenticeship		4,000
	Establish City Survey Benchmarks		3,000
	Landscape Mulching, Planting		2,000
	Signals - Department of Transportation		2,000
	Tree Removal / Trimming (As Needed)		2,000
			<u>\$ 49,518</u>
61034	Dues and Subscriptions		\$ 4,650
	Russian River Watershed Association		3,850
	NPDES Permit		1,254
	MTC - Street Saver		9,754
			<u>\$ 9,754</u>
61041	Materials, Tools, Small Equipment		\$ 10,000
	Continuing Operations Expenditures		1,200
	Signs - Pedestrian Crossing		11,200
			<u>\$ 11,200</u>

Streets
Budget Details (Continued)

71082	Capital Improvements	
	Signal Intertie (Reserve)	\$ 30,000
	Intersection Ped Phase Timing	5,000
	Roadway Rehabilitation	<u>227,000</u>
		<u>\$ 262,000</u>

GOVERNMENT BUILDINGS
Department #406

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

GOALS

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

OBJECTIVES

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

**Government Buildings
2011-2012 Adopted Budget**

Fund 01, Department 406		2009-2010 Actual	2010-2011		2011-2012	
Acct	Description		Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 6,464	\$ 7,000	\$ 8,000	\$ 8,000	\$ 8,000
51003	Overtime	359	-	-	-	-
61025	Other Contract Services	18,578	20,000	20,000	20,835	20,835
61033	Postage	3	-	-	-	-
61037	Vehicle Maintenance	35	35	35	35	35
61038	Information Systems	138	100	100	100	100
61040	Supplies	934	800	800	800	800
61041	Materials, Tools, Small Equipment	1,904	3,000	3,000	3,000	3,000
61043	Repairs & Replacements	-	-	-	-	-
61048	Printing and Photocopying	61	50	50	50	50
61051	Utilities	26,154	26,000	26,000	26,000	26,000
	Subtotal	54,631	56,985	57,985	58,820	58,820
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	CIP	-	4,000	4,000	150,000	150,000
Department Total		54,631	\$ 60,985	\$ 61,985	\$ 208,820	\$ 208,820

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	208,820
	<u>\$ 208,820</u>
510XX Beginning January 2009, Public Works Staff Bill Time Worked on Government Building as it Occurs.	
61025 Other Contract Services	
Janitorial Service - ICM - City Hall, Cotati Room, Classrooms	\$ 10,000
HVAC Maintenance - Pacific Heating - City Hall, Cotati Room, Corporation Yard	3,400
Mats - AlSCO - City Hall, Cotati Room, Corporation Yard, Towels, Coverall Service - Corporation Yard	2,875
Cotati Room - Annual Floor Maintenance	1,300
Pest Control - Terminix - City Hall, Cotati Room	1,260
Window/Solar Panel Cleaning - City Hall	780
Alarms - ESP & Alarm - Corporation Yard	720
Miscellaneous Services (As Needed)	500
	<u>\$ 20,835</u>
71082 Capital Improvements	
C025 - City Hall Roof Repair	<u>\$ 150,000</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
2011-2012 Adopted Budget**

Fund 01, Department 408		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 79,257	\$ 39,289	\$ 45,000	\$ 42,872	\$ 42,872
51003	Overtime	36	-	-	-	-
61025	Other Contract Services	46,753	50,859	50,859	50,748	50,748
61033	Postage	93	120	120	120	120
61034	Dues & Subscriptions	-	20	20	-	-
610**	Travel, Meetings, and Training	1	-	-	-	-
61036	Telephone	724	700	700	700	700
61037	Vehicle Maintenance	1,751	2,500	2,500	2,500	2,500
61038	Information Systems	531	250	250	250	250
61040	Supplies	330	250	250	250	250
61041	Materials, Tools, Small Equipment	5,460	4,250	4,250	12,850	12,850
61042	Equipment Rental	1,780	1,500	1,500	1,500	1,500
61048	Printing and Photocopying	172	175	175	175	175
61051	Utilities	3,530	3,200	3,200	3,200	3,200
	Subtotal	140,418	103,113	108,824	115,165	115,165
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
Department Total		140,418	\$ 103,113	\$ 108,824	\$ 115,165	\$ 115,165

Budget Details

Sources of Funding				Amount
42259	General Fund			\$ 115,165
510XX	Salaries and Benefits	Amended 10-11 FTE	Proposed 11-12 FTE	
	Director of Public Works / City Engineer	0.03	0.03	\$ 4,700
	Field Maintenance Supervisor	0.03	0.03	3,393
	Associate Engineer	0.00	0.09	7,622
	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	0.30	27,156
		<u>0.36</u>	<u>0.45</u>	<u>\$ 42,872</u>
61025	Other Contract Services			
	Landscape Maintenance - Trugreen Maintenance			\$ 43,111
	Park Maintenance - Conservation Corps North Bay			4,637
	Park Maintenance - Gopher Control			3,000
				<u>\$ 50,748</u>
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 4,250
	Landscape Mulch, Planting			2,000
	Playground Bark			2,500
	Laguna Class I Path Doggie Box Replacement			2,000
	Tree Removal/Trimming (As-Needed)			2,000
	Recreation Supplies - Basketball Nets			100
				<u>\$ 12,850</u>
71081	Equipment			\$ -
71082	Capital Improvements			\$ -

POLICE
Department #500

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

GOALS:

- Maintain a high level of service to the community.
- Continue to enhance our traffic enforcement profile within the community, thereby reducing traffic collisions and increasing citizen safety.
- Expand our Citizens Volunteer program as community outreach and to assist the department with field operations such as vehicle abatements, neighborhood watch, and traffic control.
- Continue to utilize Neighborhood Watch groups as a means to increase awareness.
- Conduct periodic community meetings designed to enhance communications and identify neighborhood problems or concerns.
- Continue to expand the department's Police Explorer Program.
- 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
2011-2012 Adopted Budget**

Fund 01, Department 500		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Amended Budget	Estimated Year End	Proposed Budget	Adopted Budget
Current:						
510XX	Salaries and Benefits	\$ 2,043,574	\$ 1,962,473	\$ 1,962,473	\$ 2,095,975	\$ 2,095,975
51003	Overtime	84,675	185,000	175,000	106,721	106,721
61025	Other Contract Services	59,285	297,460	297,460	61,800	61,800
61031	Advertising and Publications	-	900	1,099	300	300
61033	Postage	2,305	3,500	2,300	2,300	2,300
61034	Dues and Subscriptions	1,168	1,480	1,480	1,480	1,480
610**	Travel, Meetings, and Training	1,633	15,170	8,000	18,850	18,850
61036	Telephone	7,985	8,000	8,000	8,000	8,000
61037	Vehicle Expense	40,823	52,000	35,000	30,000	30,000
61038	Information Systems	65,288	78,624	78,624	78,624	78,624
61040	Supplies	6,490	6,000	5,500	5,500	5,500
61041	Materials, Tools, Small Equipment	5,034	7,000	8,000	7,000	7,000
61043	Repairs and Replacements	333	-	-	-	-
61048	Printing and Photocopying	10,038	13,000	9,000	9,000	9,000
61051	Utilities	24,033	26,000	26,000	26,000	26,000
61076	Contributions	-	1,933	1,933	2,000	2,000
61088	Jail Booking Fees	5,907	12,036	12,036	36,108	36,108
	Subtotal	2,358,569	2,670,576	2,631,905	2,489,658	2,489,658
Capital Outlay:						
71081	Equipment	8,390	10,200	10,200	2,000	2,000
Debt Service						
61093	Lease Principal	9,813	5,061	5,061	43,363	43,363
61094	Lease Interest	1,807	749	749	4,897	4,897
	Total Expenditures	2,378,580	2,686,586	2,647,915	2,539,918	2,539,918
	Department Total	\$ 2,378,580	\$ 2,686,586	\$ 2,647,915	\$ 2,539,918	\$ 2,539,918

Budget Details

Sources of Funding		Amount
4XXXX	Charges for Services	\$ -
41XXX	Licenses and Permits	9,900
41XXX	Fines and Forfeitures	45,000
42259	Operating Transfer in - Public Safety Fund	-
41219	Peace Officers Standards and Training (P.O.S.T.)	2,000
41090	Public Safety Augmentation	42,112
	General Fund	<u>2,440,906</u>
		<u>\$ 2,539,918</u>

510XX	Salaries and Benefits	Amended	Adopted	Amount
		10-11 FTE	11-12 FTE	
	Police Chief	1.00	1.00	213,242
	Police Lieutenant	0.00	1.00	144,011
	Police Sergeant	4.00	2.00	347,218
	Police Officer	5.00	6.00	816,824
	Support Services Supervisor	0.38	0.38	36,588
	Community Services Officer	1.00	1.00	83,531
	Dispatcher / Clerk	5.00	4.50	394,137
	Reserve Officers	1.00	0.92	60,424
		<u>17.38</u>	<u>16.80</u>	<u>\$ 2,095,975</u>

**Police
Budget Details (Continued)**

		<u>Amount</u>
61025	Other Contract Services	
	Animal Shelter - City of Rohnert Park	\$ 18,000
	Janitorial Service - ICM	8,700
	HVAC Maintenance - Johnson Controls	7,000
	Speed and Traffic Surveys	6,000
	Radio Maintenance - Williams USA / Precision Wireless	2,000
	Parking Citations Service - Judicial Data Services	1,500
	Parking Violations Filed - Superior Court - County	1,500
	Emergency Generator Maintenance - SC Phillips	1,500
	Police Facility Camera Repairs	1,000
	Fingerprint Processing Fee - Department of Justice	1,000
	Sexual Assault Exams - County of Sonoma Department of Health Services	900
	Document Shredding - Infostor	850
	Detox Services - County of Sonoma	800
	Window and Skylight Cleaning	800
	Pest Control - Terminix	700
	Radar Repair and Calibration - RHF Inc.	600
	Carpet Cleaning	600
	Lexis Nexis	500
	Translation Services	300
	Dispatch Power Supply Back-Up System Maintenance - California Energy Experts	250
	Animal Veterinary Services	200
	Staff / Reserve Pre-Employment Related:	
	Background Investigator (2 @ \$1,700, 2 @ \$500)	4,400
	Physical Exams (2 @ \$700)	1,400
	Psychological Exams (2 @ \$500)	1,000
	Polygraph Exams (2 @ \$150)	300
		<u>\$ 61,800</u>
61034	Dues and Subscriptions	
	California Police Officers Association	\$ 520
	Sonoma County Chiefs Association	250
	California Police Chiefs Association	200
	California Penal Code - 2	140
	California Vehicle Codes - 5	120
	California Background Investigators	50
	California Association Records Supervisor	50
	CalNENA (National Emergency Number Association)	50
	California Property & Evidence Officers	50
	CCUG (Computerized CLETS Users Group)	50
		<u>\$ 1,480</u>
610**	Travel, Meetings and Training	
	Firearms Training	\$ 4,200
	Emergency Vehicle Operation (10)	2,400
	POST Executive Course (Chief - Required and Reimbursed by POST)	1,800
	Sexual Assault Investigations (2)	1,200
	First Aid / CPR / Blood Borne Pathogens / SIDS (20)	1,200
	Patrol Rifle User Course (2)	1,000
	SEMS / NIMS Emergency Management (2)	800
	Preventing Disease Transmission for Trainers (1)	800
	Detention Facility Update (6)	400
	Arrest & Control	300
	Total Priority 1	<u>14,100</u>

Police
Budget Details (Continued)

610**	Travel, Meetings and Training (continued)	
	REMIF Chiefs Annual Training	\$ 1,000
	Communications Training Officer (1)	1,000
	Interview & Interrogation (2)	1,000
	California Chief of Police Association Conference	800
	Dispatcher Update (3)	400
	Active Shooter (4)	300
	Communications Training Officer Update (1)	250
	Total Priority 2	4,750
	Total Travel, Meetings and Training	<u>\$ 18,850</u>
61038	Information Systems	
	CAD / RMS - Sonoma County Law Enforcement Consortium FY 11-12 Agency Funding	\$ 64,000
	Departmental Allocation (see Dept #303 for Total)	8,024
	CLETS (California Law Enforcement Telecommunications System) - Wants and Warrants	6,000
	TMS (Training Management Software) Updates and Support	600
		<u>\$ 78,624</u>
61076	Contributions	
	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$ 2,000</u>
61088	Jail Booking Fees	
	Cost of Booking Offenders - County Jail	<u>\$ 36,108</u>
71081	Equipment	
	Bullet Resistant Vests (2) @ \$1,000	<u>\$ 2,000</u>

CITY OF COTATI

Section D

**OTHER
GOVERNMENTAL
FUNDS**

OTHER GOVERNMENTAL FUNDS

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

Grants Fund #02

City staff applies for and receives competitive funding grants for various city projects that meet specific criteria. The fund will be used to record the federal stimulus grant funding for street and energy projects.

Community Development Block Grant (CDBG) Fund #03

Community Development Block Grant funds are administered by the County and may be used for projects that benefit low and moderate income residents or to increase accessibility. The funding for Fiscal Year 11/12 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..

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
2011-2012 Adopted Budget

Fund 02	Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
				Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	41220	Revenues:					
		Other Grants	\$ 501,197	\$ -	\$ -	\$ -	\$ -
	42295	Other	-	-	-	-	-
		Total Revenues	501,197	-	-	-	-
	61025	Current Expenditures:					
		Other Contract Services	-	-	-	-	-
		Capital Outlay:					
	71081	Equipment	6,528	-	-	-	-
	71082	Capital Improvements	-	-	-	-	-
		Total Expenditures	6,528	-	-	-	-
	61085	Other Sources (Uses):					
		Operating Transfers Out	(492,445)	-	-	-	-
		Beginning Fund Balance, July 1	71	2,295	2,295	2,295	2,295
		Ending Fund Balance, June 30	2,295	\$ 2,295	\$ 2,295	\$ 2,295	\$ 2,295

Budget Details

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

CDBG Fund
2011-2012 Adopted Budget

Fund 03	Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
				Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
		Revenues:					
	41234	CDBG Grant	\$ 68,190	\$ 350,000	\$ 106,836	\$ 186,361	\$ 186,361
	44105	Loan Repayments	-	-	-	-	-
	42193	Other Interest	-	-	-	-	-
		Total Revenues	68,190	350,000	106,836	186,361	186,361
		Current Expenditures:					
	61072	Reimbursements	-	-	-	-	-
		Capital Outlay:					
	71082	Capital Improvements	68,190	350,000	106,836	186,361	186,361
		Total Expenditures	68,190	350,000	106,836	186,361	186,361
		Other Sources (Uses):					
	42259	Operating Transfers In	-	-	-	-	-
		Beginning Fund Balance, July 1	-	-	-	-	-
		Ending Fund Balance, June 30	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Details

	<u>Amount</u>
71082 Capital Improvements	
C026 - Community Center Restroom ADA	\$ 81,382
T043 - Charles Street ADA Improvement Project	71,697
C027 - City Hall Mens Restroom ADA	33,282
	<u>\$ 186,361</u>

Solid Waste Reduction (EAC/AB 939 FUND 6)
2011-2012 Adopted Budget

Fund 06	Acct	Description	2010-2011			2011-2012	
			2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
		Revenues:					
	41170	Franchise Fees	\$ 16,794	\$ 17,150	\$ 17,865	\$ 17,600	\$ 17,600
	42295	Other Revenues	6	-	-	-	-
		Total Revenues	16,800	17,150	17,865	17,600	17,600
		Current Expenditures:					
	61025	Other Contract Services	6,000	6,000	6,000	6,000	6,000
		Total Expenditures	6,000	6,000	6,000	6,000	6,000
		Other Sources (Uses):					
	61085	Operating Transfers Out	(300)	(300)	(150)	-	-
		Beginning Fund Balance, July 1	66,017	76,517	76,517	88,232	88,232
		Ending Fund Balance, June 30	\$ 76,517	\$ 87,367	\$ 88,232	\$ 99,832	\$ 99,832

61025	Other Contract Services Redwood Empire Disposal	<u>\$ 6,000</u>
61085	Operating Transfers Out	<u>\$ -</u>

**Community and Environment Commission Fund
2011-2012 Adopted Budget**

Fund 08		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Revenues:						
42295	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
43101	Food and Beverage Sales	2,286	-	-	-	-
43103	Gate Proceeds	-	1,285	1,433	1,300	1,300
43104	Sale of Merchandise	-	-	-	-	-
43108	Auction Proceeds	338	-	-	-	-
43109	Raffle Proceeds	-	335	95	-	-
	Total Revenues	2,624	1,620	1,528	1,300	1,300
Current Expenditures:						
51****	Salaries and Benefits	-	-	1,500	-	-
61025	Other Contract Services	1,590	1,590	1,605	1,600	1,600
610**	Travel, Meetings, and Training	276	-	82	100	100
61036	Telephone Expense	237	235	270	-	-
61038	Information Systems	-	20	-	-	-
61040	Departmental Supplies	20	275	4	50	50
61041	Materials, Tools, Small Equipment	196	195	-	-	-
61042	Equipment Rental	-	-	-	-	-
61048	Printing & Photocopying	-	-	-	-	-
	Total Expenditures	2,318	2,315	3,461	1,750	1,750
Other Sources (Uses):						
42259	Operating Transfers In	300	300	1,327	450	450
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	-	606	606	0	0
	Ending Fund Balance, June 30	\$ 606	\$ 211	\$ 0	\$ 0	\$ 0

Budget Details

	<u>Amount</u>
61025 Other Contract Services Caterer, Pasta Dinner	<u>\$ 1,600</u>
61040 Departmental Supplies	<u>\$ 50</u>
42259 Operating Transfers In General Fund - Subsidy	<u>\$ 450</u>

**Public Safety Fund
2011-2012 Adopted Budget**

Fund 09		2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
	Revenues:					
41220	SLESF - Supplemental Law Enforcement Services Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -
41220	Grants - Other	-	-	-	-	-
41220	Other Grant Revenues	-	-	-	-	-
42295	Other Revenues	-	-	-	-	-
	Total Revenues	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)	-	-
	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	\$ -
61085	Operating Transfers Out General Fund - Police (Overtime, Supplies, Services) - Supplemental Law Enforcement Services Fund	\$ -

Gas Taxes Fund
2011-2012 Adopted Budget

Fund 21		2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
	Revenues:					
4122X	Gas Tax	131,340	\$ 129,050	\$ 193,933	\$ 128,500	\$ 128,500
41220	Grants - Traffic Congestion Relief	67,168	-	-	-	-
42192	Investment Earnings	359	-	349	350	350
	Total Revenues	198,867	129,050	194,282	128,850	128,850
	Current Expenditures:					
61025	Other Contract Services	-	-	2,000	-	-
61076	Contributions	4,034	4,034	3,976	4,000	4,000
	Total Expenditures	4,034	4,034	5,976	4,000	4,000
	Other Sources (Uses):					
61085	Operating Transfers Out	(127,306)	(125,016)	(187,957)	(286,090)	(286,090)
	Beginning Fund Balance, July 1	93,365	160,892	160,892	161,241	161,241
	Ending Fund Balance, June 30	\$ 160,892	\$ 160,891	\$ 161,241	\$ (0)	\$ (0)

Budget Details

		<u>Amount</u>
61076	Contributions Sonoma County Transportation Authority	<u>\$ 4,000</u>
61085	Operating Transfers Out General Fund - Streets (Maintenance)	<u>\$ 286,090</u>

**Transportation Development Fund
2011-2012 Adopted Budget**

Fund 22		2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
	Revenues:					
41097	Sales Tax - Measure M	\$ 38,163	\$ 39,000	\$ 39,318	\$ 38,539	\$ 38,539
42192	Investment Earnings	2,888	2,500	1,125	400	400
	Total Revenues	41,051	41,500	40,443	38,939	38,939
	Current Expenditures:					
62004	Matching Contributions	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	400,000	-	-
	Total Expenditures	-	-	400,000	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(38,162)	-	-	-	-
	Beginning Fund Balance, July 1	479,033	481,922	481,922	122,365	122,365
	Ending Fund Balance, June 30	481,922	\$ 523,422	\$ 122,365	\$ 161,304	\$ 161,304

61085 Operating Transfers Out

Amount
\$ -

**Parks and Recreation Development Fund
2011-2012 Adopted Budget**

Fund 23		2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	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
2011-2012 Adopted Budget**

Fund 24

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Revenues:					
41220	Grants-State Pk Bond per Capita	\$ -	\$ -	\$ -	\$ -	\$ -
41220	Grants-L016	-	-	-	-	-
41572	Park In-Lieu Fees	-	-	-	-	-
42192	Investment Earnings	3,786	-	11,170	-	-
	Total Revenues	3,786	-	11,170	-	-
	Current Expenditures:					
51****	Salaries and Benefits	-	-	6,000	-	-
61025	Other Contract Services	-	-	200	10,000	10,000
61040	Supplies	488	-	500	-	-
	Capital Outlay:					
71082	Capital Improvements	2,705	50,000	-	50,000	50,000
	Total Expenditures	3,193	50,000	6,700	60,000	60,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	617,278	617,872	617,872	622,342	622,342
	Ending Fund Balance, June 30	\$ 617,872	\$ 567,872	\$ 622,342	\$ 562,342	\$ 562,342

* Fund Balance Reserved for Veronda Faletti Project

Budget Details

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

**Inclusionary Housing Fund
2011-2012 Adopted Budget**

Fund 26		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Revenues:					
41568	Housing Linkage Fees	\$ -	\$ -	\$ -	\$ -	\$ -
41569	In-Lieu Housing Fee	30,132	-	86,480	-	-
42192	Investment Earnings	17,627	14,500	19,729	20,000	20,000
	Total Revenues	47,759	14,500	106,209	20,000	20,000
	Current Expenditures:					
61022	Legal Fees	47,033	5,000	15,000	50,000	50,000
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	47,033	5,000	15,000	50,000	50,000
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	3,176,265	3,176,991	3,176,991	3,268,200	3,268,200
	Ending Fund Balance, June 30	\$ 3,176,991	\$ 3,186,491	\$ 3,268,200	\$ 3,238,200	\$ 3,238,200

Budget Details

71082 Capital Improvements

Amount
\$ -

61085 Operating Transfers Out

\$ -

**Traffic Mitigation Fund
2011-2012 Adopted Budget**

Fund 28		2010-2011			2011-2012	
		2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
	Revenues:					
41542	Traffic Mitigation Fee	\$ -	\$ -	\$ -	\$ -	\$ -
42192	Investment Earnings	735	600	839	800	800
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	735	600	839	800	800
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	134,699	134,699
	Total Expenditures	-	-	-	134,699	134,699
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	132,325	133,060	133,060	133,899	133,899
	Ending Fund Balance, June 30	\$ 133,060	\$ 133,660	\$ 133,899	\$ (0)	\$ (0)

Budget Details

	<u>Amount</u>
71082 Capital Improvements	
ORH Intersection Improvements (ORH/George)	\$ 134,699
42259 Operating Transfers In	\$ -

**2001 Limited Obligation Improvement Bond Fund
South Sonoma Business Park Assessment District
2011-2012 Adopted Budget**

Fund 31, 32		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Revenues:					
42181	Special Assessments	\$ 459,027	\$ 447,500	\$ 447,500	\$ 447,500	\$ 447,500
42192	Investment Earnings	175	350	758	750	750
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	459,202	447,850	448,258	448,250	448,250
	Current Expenditures:					
61015	Special Legal Services	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61033	Postage	-	-	-	-	-
61095	Bond Principal	95,000	110,000	100,000	105,000	105,000
61096	Interest Expense	353,763	337,500	347,425	340,763	340,763
6109*	Banking, Trust & Agency Fees	3,500	3,975	3,674	3,500	3,500
	Total Expenditures	452,262	451,475	451,099	449,263	449,263
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	796,805	803,745	803,745	800,904	800,904
	Ending Fund Balance, June 30	\$ 803,745	\$ 800,120	\$ 800,904	\$ 799,891	\$ 799,891

**Asset Seizure Fund
2011-2012 Adopted Budget**

Fund 50		2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
	Revenues:					
41211	Seized Property	\$ (336)	\$ -	\$ 2,015	\$ -	\$ -
41235	Asset Forfeiture	-	-	-	-	-
42192	Investment Earnings	(417)	-	1,081	750	750
	Total Revenues	(753)	-	3,096	750	750
	Current Expenditures:					
61040	Supplies	-	-	-	2,037	2,037
61043	Repairs and Replacements	-	-	-	2,119	2,119
	Capital Outlay:					
71081	Equipment	-	-	10,000	4,750	4,750
	Total Expenditures	-	-	10,000	8,906	8,906
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	39,466	38,713	38,713	31,809	31,809
	Ending Fund Balance, June 30	\$ 38,713	\$ 38,713	\$ 31,809	\$ 23,654	\$ 23,654

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

Budget Details

61040	Supplies	
	Taser Cartridges and Holsters	<u>\$ 2,037</u>
61043	Rifles -	
	Refurbish (5) Received Free From Federal Government	<u>\$ 2,119</u>
71081	Equipment	
	Tasers (5)	<u>\$ 4,750</u>
61085	Operating Transfers Out	<u>\$ -</u>

**Maintenance Assessment Districts Fund
2011-2012 Adopted Budget**

Fund 201	Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
				Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
		Revenues:					
	42181	Special Assessments	\$ 33,247	\$ 2,370	\$ 7,000	\$ 20,557	\$ 20,557
		Total Revenues	33,247	2,370	7,000	20,557	20,557
		Current Expenditures:					
	51XXX	Salaries - Public Works Time	3,706	-	8,100	398	398
	61025	Other Contract Services	280	-	-	8,719	8,719
	61041	Materials, Tools, Small Equipment	1,146	-	-	-	-
	61051	Utilities	7,880	804	6,242	8,139	8,139
		Total Expenditures	13,012	804	14,342	17,256	17,256
		Other Sources (Uses):					
	42259	Operating Transfers In - GF Subsidy	-	-	-	-	-
	61085	Operating Transfers Out - Admin	(1,107)	(123)	(981)	(1,254)	(1,254)
		Beginning Fund Balance, July 1	40,274	59,402	59,402	51,079	51,079
		Ending Fund Balance, June 30	\$ 59,402	\$ 60,846	\$ 51,079	\$ 53,126	\$ 53,126

Budget Details

	<u>Amount</u>
42181 Special Assessments-	
2011 - Valparaiso Vista Subdivision - 15 parcels at \$158 per parcel	\$ -
2012 - Quail Hollow IV Subdivision - 31 parcels at \$40 per parcel	1,240
2013 - Sommers Subdivision - 8 parcels at \$290-\$435 per parcel	-
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	-
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	-
	<u>\$ 20,557</u>
51XXX Salaries and Benefits - Public Works Staff Time - Inspection, Repairs	
2011 - Valparaiso Vista Subdivision	\$ -
2012 - Quail Hollow IV Subdivision	-
2013 - Sommers Subdivision	-
2014 - Macklin Phase I Subdivision	133
2015 - Sierra Meadows Subdivision	-
2016 - Oak Knoll Subdivision	-
2017 - Garden Gate Subdivision	66
2018 - Park Meadows Subdivision	-
2019 - Cotati Station Subdivision	-
2020 - Altman Acres Subdivision	199
	<u>\$ 398</u>

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

61025	Other Contract Services - Under Review from Staff To Contract (estimated only)		
	2011 - Valparaiso Vista Subdivision	\$	35
	2012 - Quail Hollow IV Subdivision		35
	2013 - Sommers Subdivision		14
	2014 - Macklin Phase I Subdivision		168
	2015 - Sierra Meadows Subdivision		-
	2016 - Oak Knoll Subdivision		35
	2017 - Garden Gate Subdivision		166
	2018 - Park Meadows Subdivision		8,032
	2019 - Cotati Station Subdivision		234
	2020 - Altman Acres Subdivision		-
		\$	<u>8,719</u>
61051	Utilities		
	2011 - Valparaiso Vista Subdivision	\$	831
	2012 - Quail Hollow IV Subdivision		680
	2013 - Sommers Subdivision		561
	2014 - Macklin Phase I Subdivision		400
	2015 - Sierra Meadows Subdivision		270
	2016 - Oak Knoll Subdivision		351
	2017 - Garden Gate Subdivision		819
	2018 - Park Meadows Subdivision		3,896
	2019 - Cotati Station Subdivision		-
	2020 - Altman Acres Subdivision		331
		\$	<u>8,139</u>
42259	Operating Transfers In- General Fund - Subsidy	\$	<u>-</u>
61085	Operating Transfers Out General Fund - Administration		
	2011 - Valparaiso Vista Subdivision	\$	157
	2012 - Quail Hollow IV Subdivision		157
	2013 - Sommers Subdivision		157
	2014 - Macklin Phase I Subdivision		157
	2015 - Sierra Meadows Subdivision		157
	2016 - Oak Knoll Subdivision		157
	2017 - Garden Gate Subdivision		157
	2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)		
	2019 - Cotati Station Subdivision		157
	2020 - Altman Acres Subdivision		
		\$	<u>1,254</u>

K9 Program Fund *
2011-2012 Adopted Budget

Fund 202	Acct	Description	2010-2011			2011-2012	
			2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
		Revenues:					
	42248	Donations	\$ 7,480	\$ 6,263	\$ 7,150	\$ 7,500	\$ 7,500
	4XXXX	Other Revenue	-	-	-	-	-
		Total Revenues	7,480	6,263	7,150	7,500	7,500
		Current Expenditures:					
	51XXX	Salaries / Overtime	3,335	3,200	1,400	1,400	1,400
	61025	Other Contract Services	1,935	1,962	1,925	1,800	1,800
	61033	Postage	182	182	200	-	-
	61037	Vehicle Expense	2,024	1,420	2,300	-	-
	61038	Information Systems	-	-	-	-	-
	610XX	Travel, Meetings, and Training	-	-	-	-	-
	61040	Departmental Supplies	55	55	131	-	-
	61041	Materials, Tools, Small Equipment	-	-	-	-	-
	61043	Repairs and Replacements	-	-	-	-	-
		Total Expenditures	7,531	6,819	5,956	3,200	3,200
		Other Sources (Uses):					
	42259	Operating Transfers In	-	-	-	-	-
		Beginning Fund Balance, July 1	(1,143)	(1,194)	(1,194)	0	0
		Ending Fund Balance, June 30	\$ (1,194)	\$ (1,750)	\$ 0	\$ 4,300	\$ 4,300

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

Budget Details

	<u>Amount</u>
42248 Donations Does Not Include Donated Supplies and Veterinary Services	<u>\$ 7,500</u>
51XXX Salaries / Overtime 5% Special Assignment Pay and Overtime while in K9 training	<u>\$ 1,400</u>
61025 Other Contract Services Master K-9 - Officer and Canine - Monthly Training	<u>\$ 1,800</u>
42259 Operating Transfers In	<u>\$ -</u>

**General Capital Outlay Fund
2011-2012 Adopted Budget**

Fund 204		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Revenues:					
42247	Property Owner Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
51XXX	Salaries	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	549,344	250,000	25,000	250,000	250,000
	Total Expenditures	549,344	250,000	25,000	250,000	250,000
	Other Sources (Uses):					
42259	Operating Transfers In	492,445	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	472,073	415,174	415,174	390,174	390,174
	Ending Fund Balance, June 30	\$ 415,174	\$ 165,174	\$ 390,174	\$ 140,174	\$ 140,174

Budget Details

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

**Explorer Program
2011-2012 Adopted Budget**

Fund 205		2010-2011			2011-2012	
		2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
Revenues:						
42237	Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
42248	Donations	-	-	-	-	-
	Total Revenues	-	-	-	-	-
Current Expenditures:						
51017	Uniforms	90	600	332	-	-
61025	Other Contract Services	-	-	-	-	-
610**	Travel, Meetings & Training	-	200	-	500	500
61041	Materials, Tools, Small Equipment	485	200	-	200	200
	Total Expenditures	575	1,000	332	700	700
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	1,885	1,310	1,310	978	978
	Ending Fund Balance, June 30	\$ 1,310	\$ 310	\$ 978	\$ 278	\$ 278

Budget Details

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

**Citizen Volunteer Program
2011-2012 Adopted Budget**

Fund 206		2010-2011			2011-2012	
		2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
42248	Revenues: Donations	\$ -	\$ -	\$ 50	\$ -	\$ -
	Total Revenues	-	-	50	-	-
51017	Current Expenditures: Uniforms	173	600	142	-	-
61025	Other Contract Services	187	600	-	-	-
61040	Supplies	211	300	-	-	-
61040	Departmental Supplies					
	Total Expenditures	571	1,500	142	-	-
42259	Other Sources (Uses): Operating Transfers In	571	1,500	92	-	-
	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	\$ -

CITY OF COTATI

Section E

**ENTERPRISE
FUNDS**

WATER OPERATING/CAPITAL ENTERPRISE FUNDS

Funds #12 and #13

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

GOALS

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

OBJECTIVES

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

**Water Operating Fund
2011-2012 Adopted Budget**

Fund 12, Department 700		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Revenues:					
42050/55	Water Sales	\$ 1,183,283	\$ 1,300,000	\$ 1,185,482	\$ 1,185,000	\$ 1,185,000
420XX	Other Service Fees	53,497	53,000	54,144	51,250	51,250
42192	Investment Earnings	7,592	6,000	2,857	3,000	3,000
42295	Other Revenues	8,663	5,240	7,736	5,000	5,000
	Total Revenues	1,253,035	1,364,240	1,250,219	1,244,250	1,244,250
	Expenses:					
510XX	Salaries and Benefits	412,672	423,881	451,385	423,747	423,747
51003	Overtime	7,345	5,000	6,000	6,000	6,000
61018	Special Engineering Services	6,735	320,362	129,522	122,214	122,214
61022	Legal Fees	4,237	3,300	3,000	3,000	3,000
61024	SCWA Water Fees	373,595	400,000	393,970	400,000	400,000
61025	Other Contract Services	88,133	161,000	97,668	88,637	88,637
61026	Auditing Fees	2,550	2,970	3,000	3,000	3,000
61027	Insurance	36,816	35,000	33,316	29,232	29,232
61031	Advertising & Publications	677	1,000	100	3,000	3,000
61033	Postage	2,821	3,500	4,500	4,500	4,500
61034	Dues & Subscriptions	2,234	4,000	8,393	8,650	8,650
610**	Travel, Meetings, and Training	916	1,600	2,100	2,500	2,500
61036	Telephone	10,838	10,750	10,117	10,500	10,500
61037	Vehicle Expense	5,955	6,000	6,000	6,000	6,000
61038	Information Systems	10,626	11,600	10,500	10,500	10,500
61039	Bad Debt Expense	34	-	-	-	-
61040	Office Supplies	1,248	1,290	1,350	1,350	1,350
61041	Materials, Tools, Small Equipment	21,831	15,000	25,500	25,000	25,000
61042	Equipment Rental	436	450	500	500	500
61043	Repairs and Replacements	2,672	550	-	-	-
61048	Printing and Photocopying	4,522	4,750	4,000	4,000	4,000
61051	Utilities	36,074	36,000	42,262	45,000	45,000
61090	Banking Fees - Credit Card Processing	2,461	2,400	1,600	2,000	2,000
62005	Rebates/Conservation Program	15,162	30,000	10,000	25,000	25,000
	Capital Outlay:					
71081	Equipment	-	2,250	2,250	33,000	33,000
71082	Capital Improvements	148,277	415,000	324,946	620,000	620,000
	Total Expenses	1,198,866	1,897,653	1,571,979	1,877,330	1,877,330
	Other Sources (Uses):					
42259	Operating Transfers In	11,711	100,000	-	-	-
61085	Operating Transfers Out	(142,742)	(109,020)	(109,020)	(109,020)	(109,020)
	Beginning Retained Earnings, July 1*	1,401,500	1,324,638	1,324,638	893,858	893,858
	Ending Retained Earnings, June 30*	\$ 1,324,638	\$ 782,205	\$ 893,858	\$ 151,758	\$ 151,758

2011-2012 Adopted Budget

510XX	Salaries and Benefits	<u>Adopted 10-11 FTE</u>	<u>Adopted 11-12 FTE</u>	<u>Amount</u>
	City Council	0.55	0.70	9,080
	City Manager	0.15	0.15	27,555
	Deputy City Clerk	0.10	0.10	9,893
	Director of Administrative Services	0.25	0.25	34,994
	Accountant	0.03	0.15	13,919
	Accounting Specialist	0.20	0.00	-
	Account Clerk II	0.40	0.40	33,071
	Director of Public Works / City Engineer	0.34	0.34	53,267
	Field Maintenance Supervisor	0.48	0.48	54,291
	Engineer Associate	0.50	0.33	27,948
	Maintenance Worker II	0.43	0.43	50,955
	Maintenance Worker II	0.53	0.54	42,874
	Maintenance Worker II	0.54	0.53	42,364
	Maintenance Worker II	0.26	0.26	23,535
		<u>4.76</u>	<u>4.66</u>	<u>\$ 423,747</u>
61018	Special Engineering Services			
	Urban Water Master Plan / Water Master Plan / GIS Implementation			\$ 44,851
	Water Supply Reliability - Aquifer Storage and Recovery (ASR) Pilot Study			23,636
	SCADA Upgrade Design			22,535
	Annual Well Treatment and System Maintenance			10,000
	009S - USGS Groundwater Supply Assessment			7,262
	Santa Rosa Groundwater Plain Management Plan			6,000
	Monumentation and Facility Land Survey			5,930
	Records Management System			2,000
				<u>\$ 122,214</u>
61025	Other Contract Services			
	003P - Water Conservation Program			\$ 35,000
	Laboratory Services - Brelje and Race			20,000
	General Plan Update			10,000
	Certification - Department of Health Services			7,500
	Rate Study / Capital Project Financing Plan			7,500
	Conservation Corp North Bay Apprenticeship			4,637
	Processing, Mailing of Bills - Infosend			4,000
				<u>\$ 88,637</u>
61027	Insurance			
	Water Fund Allocation - (See General Fund Dept #305 for Breakdown - Total \$153,851 Estimated) 19%			<u>\$ 29,232</u>
61034	Dues and Subscriptions			
	Russian River Watershed Association			\$ 4,650
	Allocated - Various Organizations. Allocated According to Corresponding Employee's Allocation (ie. League of CA Cities, CalPELRA, etc.)			2,375
	California Urban Water Conservation Council			1,262
	American Water Works Association			231
	California Water Environment Association			132
				<u>\$ 8,650</u>
610XX	Travel, Meetings and Training			
	Additional Staff Development			\$ 1,200
	Allocated - Various. Allocated According to Corresponding Employee's Allocation (ie. League of CA Cities, CalPELRA, etc.)			1,000
	Water Treatment License			300
				<u>\$ 2,500</u>

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

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	
	Clor-Tech Power Supply - Well 1A	\$ 18,000
	Irrigation Controller	15,000
		<u>\$ 33,000</u>
71082	Capital Improvements - Existing Users	
	SCADA System Upgrade	\$ 200,000
	Z045 Well 1A and 3 Filter and Control Valve Replacement (Carry Over)	140,000
	West Sierra Tank Exterior Coating Repair	100,000
	AMR Meter Upgrade - Year 1	75,000
	West Cotati Avenue Main Replacement Design	50,000
	Cypress Tank Final Property Acquisition and Design	25,000
	Low Water Use Demonstration Garden Signage	15,000
	Well 1A Filter Root Repair (Carry Over)	15,000
		<u>\$ 620,000</u>

**Water Capital Fund
2011-2012 Adopted Budget**

Fund 13, Department 700		2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
	Revenues:					
420X0	Water Connection Fees	\$ 6,556	\$ -	\$ -	\$ -	\$ -
420XX	Other Service Fees	11,870	1,000	120	-	-
42192	Investment Earnings	690	500	316	300	300
	Total Revenues	19,116	1,500	436	300	300
	Expenses:					
61092	Depreciation Expense	148,482	165,000	150,000	150,000	150,000
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	47,633	15,000	15,000	75,000	75,000
72001	Capitalized Revenues / Expenses	(178,807)	-	-	-	-
	Total Expenses	17,308	180,000	165,000	225,000	225,000
	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*	4,569,662	4,557,969	4,557,969	4,379,905	4,379,905
	Ending Retained Earnings, June 30*	\$ 4,557,969	\$ 4,365,969	\$ 4,379,905	\$ 4,141,705	\$ 4,141,705

Budget Details

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

**Recycled Water Line Fund
2011-2012 Adopted Budget**

Fund 14, Department 700

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Revenues:					
42192	Investment Earnings	\$ 1,998	\$ 1,500	\$ 1,199	\$ 1,500	\$ 1,500
	Total Revenues	1,998	1,500	1,199	1,500	1,500
	Expenses:					
61018	Special Engineering Services	-	50,000	-	75,000	75,000
	Total Expenses	-	50,000	-	75,000	75,000
	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*	345,226	447,224	447,224	548,423	548,423
	Ending Retained Earnings, June 30*	\$ 447,224	\$ 498,724	\$ 548,423	\$ 574,923	\$ 574,923

* 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>\$ 75,000</u>

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

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

GOALS

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

OBJECTIVES

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

**Sewer Operating Fund
2011-2012 Adopted Budget**

Fund 18, Department 800

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Revenues:					
42000/05	Sewer Treatment Charges	\$ 2,094,825	\$ 2,150,000	\$ 2,023,872	\$ 2,025,000	\$ 2,025,000
42192	Investment Earnings	6,724	5,500	2,866	2,500	2,500
42237	Reimbursement - City of Santa Rosa	72,964	-	61,735	-	-
44105	Principle Debt Repayment	-	-	-	-	-
	Total Revenues	2,174,514	2,155,500	2,088,473	2,027,500	2,027,500
	Expenses:					
510XX	Salaries and Benefits	298,732	313,181	340,563	296,993	296,993
51003	Overtime	2,086	2,000	1,500	1,500	1,500
61018	Special Engineering Services	2,637	273,800	42,351	87,556	87,556
61022	Legal Fees	486	600	300	600	600
61025	Other Contract Services	13,619	29,500	11,357	31,637	31,637
61026	Auditing Fees	2,550	2,970	3,000	3,000	3,000
61027	Insurance	34,879	33,000	31,693	27,693	27,693
61029	Wastewater Treatment Fees	1,662,543	1,675,000	1,683,768	1,596,700	1,596,700
61031	Advertising & Publications	411	500	200	500	500
61033	Postage	1,749	2,500	2,000	2,000	2,000
61034	Dues & Subscriptions	1,966	2,157	7,393	7,326	7,326
610XX	Travel, Meetings, and Training	903	1,000	2,453	2,500	2,500
61036	Telephone	5,614	5,100	5,100	5,500	5,500
61037	Vehicle Maintenance	4,983	5,000	6,000	6,000	6,000
61038	Information Systems	6,680	7,600	8,000	8,000	8,000
61039	Bad Debt Expense	76	-	-	-	-
61040	Office Supplies	888	1,000	1,200	1,200	1,200
61041	Materials, Tools, Small Equipment	8,827	2,664	3,500	3,500	3,500
61042	Equipment Rental	-	-	-	-	-
61043	Repairs and Replacements	218	1,000	750	1,000	1,000
61048	Printing and Photocopying	2,354	2,400	2,400	2,500	2,500
61051	Utilities	1,867	1,846	2,227	2,300	2,300
61090	Banking Fees - Credit Card Processing	4,804	4,500	2,500	3,000	3,000
62001	Plumbing Retrofit Expenses	45,037	50,000	25,000	25,000	25,000
	Capital Outlay:					
71081	Equipment	-	2,750	2,750	25,000	25,000
71082	Capital Improvements	36,452	65,250	106,040	1,135,280	1,135,280
	Total Expenses	2,140,362	2,485,318	2,292,045	3,276,285	3,276,285
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(27,643)	(9,020)	(9,024)	(9,020)	(9,020)
	Beginning Retained Earnings, July 1*	1,554,451	1,560,960	1,560,960	1,348,364	1,348,364
	Ending Retained Earnings, June 30*	\$ 1,560,960	\$ 1,222,122	\$ 1,348,364	\$ 90,559	\$ 90,559

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

**Sewer Operating Fund
2011-2012 Adopted Budget**

510XX	Salaries and Benefits	<u>Adopted 10-11 FTE</u>	<u>Adopted 11-12 FTE</u>	<u>Amount</u>
	City Council	0.55	0.10	1,297
	City Manager	0.15	0.15	27,555
	Deputy City Clerk	0.10	0.10	9,893
	Director of Administrative Services	0.15	0.15	20,996
	Accountant	0.07	0.25	13,919
	Accounting Specialist	0.20	0.00	-
	Account Clerk II	0.40	0.40	33,071
	Director of Public Works/City Engineer	0.33	0.33	51,700
	Field Maintenance Supervisor	0.21	0.21	23,752
	Associate Engineer	0.50	0.33	27,948
	Maintenance Worker II	0.25	0.25	26,421
	Maintenance Worker II	0.30	0.28	22,231
	Maintenance Worker II	0.28	0.30	24,631
	Maintenance Worker II	0.15	0.15	13,578
		<u>3.64</u>	<u>3.00</u>	<u>\$ 296,993</u>
61018	Special Engineering Fees			
	Inflow and Infiltration Study			\$ 35,000
	SCADA Upgrade Design			22,535
	Sewer Master Plan / GIS Implementation			22,091
	Monumentation and Facility Land Survey			5,930
	Records Management System			2,000
				<u>\$ 87,556</u>
61025	Other Contract Services			
	General Plan Update			\$ 10,000
	Processing, Mailing of Bills - Infosend and Insite			8,000
	Rate Study / Capital Project Financing Plan			7,500
	Conservation Corp North Bay Apprenticeship			4,637
	Subregional Flow Meter Maintenance			1,500
				<u>\$ 31,637</u>
61027	Insurance			
	Sewer Fund Allocation - (see General Fund Dept #305 for Breakdown - Total \$ 153,851) 18%			<u>\$ 27,693</u>
61029	Wastewater Treatment Fees			
	City of Santa Rosa			<u>\$ 1,596,700</u>
61034	Dues and Subscriptions			
	Russian River Watershed Association			\$ 4,650
	State Water Resources Control Board			1,226
	Allocated - Various Organizations. Allocated According to Corresponding Employee's Allocation (ie. League of CA Cities, CalPELRA, etc.)			1,450
				<u>\$ 7,326</u>
610XX	Travel, Meetings and Training			
	Russian River Watershed Association			\$ 1,075
	Allocated - Various. Allocated According to Corresponding Employee's Allocation (ie. League of CA Cities, CalPELRA, etc.)			800
	Additional Staff Development			625
				<u>\$ 2,500</u>
61085	Operating Transfers Out			
	General Fund - Administration			\$ 8,420
	General Fund - Public Information Services			600
	General Fund - Government Buildings Maintenance			-
				<u>\$ 9,020</u>

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

71081	Equipment	
	X027- Sewer Flow Monitoring Stations (2)	\$ 20,000
	Emergency Lift Station Bypass Pumping Equipment	5,000
		<u>\$ 25,000</u>
71082	Capital Improvements	
	Laguna Relief Sewer - Phase 1 (Helman / Redwood to ORH / St Joseph)	645,480
	T042 - Laguna Relief Sewer - Phase 2 (ORH - St Joseph to George)	289,800
	SCADA System Upgrade	200,000
		<u>\$ 1,135,280</u>

**Sewer Capital Fund
2011-2012 Adopted Budget**

Fund 19, Department 800

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
	Revenues:					
42010	Sewer Connection Fees	\$ 24,252	\$ -	\$ -	\$ -	\$ -
42040	Wastewater Conservation	-	-	-	-	-
420X0	Other Service Fees	54	-	-	-	-
42192/93	Investment Earnings	37,155	31,000	15,926	15,000	15,000
42237	Reimbursement - City of Santa Rosa	-	-	-	-	-
	Total Revenues	61,461	31,000	15,926	15,000	15,000
	Expenses:					
61022	Legal Laguna Sewer	-	-	-	-	-
61092	Depreciation Expense	120,620	131,000	122,000	122,000	122,000
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	5,789	112,289	25,539	531,720	531,720
72001	Capitalized Revenues / Expenses	(14,616)	-	-	-	-
	Total Expenses	111,794	243,289	147,539	653,720	653,720
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(38,711)	(127,000)	(126,996)	(52,000)	(52,000)
	Beginning Retained Earnings, July 1*	9,963,928	9,874,884	9,874,884	9,616,275	9,616,275
	Ending Retained Earnings, June 30*	\$ 9,874,884	\$ 9,535,595	\$ 9,616,275	\$ 8,925,555	\$ 8,925,555

* 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	\$ 25,000
General Fund - Administration	27,000
	<u>\$ 52,000</u>
71082 Capital Improvements	
Laguna Relief Sewer - Phase 1 (Helman / Redwood to ORH / St Joseph)	\$ 332,520
T042 - Laguna Relief Sewer - Phase 2 (ORH - St Joseph to George)	124,200
Lateral Installation ORH - George Street to HWY 116	75,000
	<u>\$ 531,720</u>

CITY OF COTATI

Section F

**REDEVELOPMENT
AGENCY
FUNDS**

COTATI COMMUNITY REDEVELOPMENT AGENCY (CRA) FUNDS

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

GOALS

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

OBJECTIVES

- Through development of parcels within the Project Area, complete 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..

**Cotati Community Redevelopment Agency Operating Fund
2011-2012 Adopted Budget**

Fund 35, Department 900

Acct	Description	2009-2010 Actual	2010-2011		2011-2012	
			Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
4XXXX	Revenues:					
	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	207,653	\$ 266,226	\$ 214,108	\$ 250,190	\$ 250,190
51003	Overtime	208	-	100	-	-
61015	Special Legal Services	1,097	-	620	-	-
61022	Legal Fees	9,449	10,000	24,823	25,000	25,000
61025	Other Contract Services	82,931	301,400	100,000	221,400	221,400
61026	Auditing Fees	4,250	4,950	5,000	5,000	5,000
61027	Insurance	32,941	31,000	31,000	24,616	24,616
61031	Advertising and Publications	3,162	3,200	2,000	2,000	2,000
61033	Postage	2,757	3,000	2,000	2,000	2,000
61034	Dues and Subscriptions	2,675	2,800	2,400	2,400	2,400
610**	Travel, Meetings, and Training	3,292	3,260	2,883	4,000	4,000
61036	Telephone	1,296	1,100	1,300	1,300	1,300
61037	Vehicle Expense	361	400	400	400	400
61038	Information Systems	4,819	4,000	6,500	6,500	6,500
61040	Office Supplies	810	350	850	850	850
61041	Material, Tools, Small Equipment	1,192	-	775	775	775
61048	Printing and Photocopying	5,257	4,000	4,000	4,000	4,000
61051	Utilities	38	-	100	-	-
61077	School District Agreement	37,734	38,500	37,480	37,500	37,500
61089	Tax Administration Fees	47,568	48,000	47,901	48,000	48,000
61097	Trust and Agency Fees	3,850	4,000	4,000	4,000	4,000
	Total Expenditures	453,339	726,186	488,240	639,931	639,931
	Other Sources (Uses):					
42259	Operating Transfers In	1,232,846	1,474,388	1,236,452	1,388,427	1,388,427
61085	Operating Transfers Out	(779,507)	(748,202)	(748,212)	(748,496)	(748,496)
	Beginning Fund Balance, July 1	-	(0)	(0)	(0)	(0)
	Ending Fund Balance, June 30	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)

Budget Details

42259 **Operating Transfers In**
CCRA Capital Projects Fund - Operating Costs \$ 1,388,427

510XX	Salaries and Benefits	Adopted 10-11 FTE	Adopted 11-12 FTE	Amount
	City Council	0.80	0.75	10,377
	City Manager	0.15	0.15	27,555
	Assistant to the City Manager	0.45	0.45	54,366
	Deputy City Clerk	0.27	0.27	26,711
	Director of Administrative Services	0.25	0.25	34,994
	Accountant	0.00	0.30	14,366
	Accounting Specialist	0.25	0.00	0
	Account Clerk II	0.10	0.10	8,268
	Director of Community Development	0.40	0.10	25,004
	Assistant Planner	0.30	0.30	24,184
	Administrative Secretary	0.30	0.30	24,364
		<u>3.27</u>	<u>2.97</u>	<u>\$ 250,190</u>

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

61025	Other Contract Services		
	General Plan Update	\$	130,000
	Economic Development		86,000
	Park Maintenance		5,400
			<u>221,400</u>
61034	Dues and Subscriptions		
	California Redevelopment Association including Legal Defense Fund	\$	2,200
	Allocated - Various Organizations. Allocated According to Corresponding Employee's Allocation (ie. League of CA Cities, CalPELRA, etc.)		200
			<u>2,400</u>
61027	Insurance		
	CCRA Allocation - (see General Fund Dept #305 for Breakdown - Total \$ 193,955)	\$	24,616
610XX	Travel, Meetings, and Training		
	California Redevelopment Association	\$	2,000
	California Association for Local Economic Development		1,200
	Allocated - Various Organizations. Allocated According to Corresponding Employee's Allocation (ie. League of CA Cities, CalPELRA, etc.)		800
			<u>4,000</u>
61085	Operating Transfers Out		
	CCRA Debt Service Fund - 2001 Tax Allocation Bonds Series A	\$	392,878
	CCRA Debt Service Fund - 2004 Tax Allocation Refunding Bonds		350,492
	General Fund - Government Buildings Lease Agreement		4,326
	General Fund - Public Information Services		800
			<u>748,496</u>

**Cotati Community Redevelopment Agency Tax Increment Fund
(Formerly Capital Projects Fund)
2011-2012 Adopted Budget**

Fund 34, Department 900		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Revenues:						
410XX	Property Taxes	\$ 1,785,681	\$ 1,264,162	\$ 1,688,711	\$ 1,650,000	\$ 1,650,000
42192	Investment Earnings	31,850	21,000	11,571	14,000	14,000
42283	Sale of Property	-	-	-	588,000	588,000
	Total Revenues	1,817,530	1,285,162	1,700,282	2,252,000	2,252,000
Expenses:						
61091	SERAF Payment	1,313,688	-	270,465	-	-
	Total Expenses	1,313,688	2,570,324	270,465	-	-
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	11,579	400,000	100,000	603,200	603,200
	Total Expenditures	1,325,267	400,000	370,465	603,200	603,200
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,232,846)	(1,474,388)	(1,236,452)	(1,388,427)	(1,388,427)
	Beginning Fund Balance, July 1	2,407,534	1,666,952	1,666,952	1,760,316	1,760,316
	Ending Fund Balance, June 30	\$ 1,666,952	\$ 1,077,726	\$ 1,760,316	\$ 2,020,689	\$ 2,020,689

* Fund Balance Reserved for Old Redwood Highway Project

Budget Details

	<u>Amount</u>
42259 Operating Transfers In	\$ -
71081 Equipment	\$ -
71082 Capital Improvements	
Intermodal Transit Facility	\$ 303,200
T042 - Old Redwood Highway - George Street to Hwy 116	300,000
	<u>\$ 603,200</u>
61085 Operating Transfers Out	
CCRA Operating Fund - Administration, Current Year Debt Service	<u>\$ 1,388,427</u>

**Cotati Community Redevelopment Agency TABs Fund
(Formerly 2001 TABs Fund)
2011-2012 Adopted Budget**

Fund 36, Department 900		2010-2011			2011-2012	
		2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Acct	Description					
	Revenues:					
42192	Investment Earnings	\$ 8,322	\$ 6,750	\$ 3,237	\$ 5,000	\$ 5,000
42247	Property Owner Contribution	-	-	-	-	-
	Total Revenues	8,322	6,750	3,237	5,000	5,000
	Expenses:					
61090	Banking Fees	2	-	-	-	-
61097	Trust & Agency Fees	-	-	-	-	-
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	20,307	10,000	30,000	-	-
	Total Expenditures	20,308	10,000	30,000	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	657,902	645,915	645,915	619,152	619,152
	Ending Fund Balance, June 30	\$ 645,915	\$ 642,665	\$ 619,152	\$ 624,152	\$ 624,152

* Fund Balance Reserved for Old Redwood Highway Project

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

**Low and Moderate Income Housing Fund
2011-2012 Adopted Budget**

Fund 37, Department 902		2010-2011		2011-2012		
Acct	Description	2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Revenues:						
410XX	Property Taxes	\$ 841,812	\$ 841,812	\$ 777,970	\$ 750,000	\$ 750,000
42116	Rent Stabilization	4,249	4,500	3,006	-	-
42192	Investment Earnings	49,085	35,000	-	3,000	3,000
42193	Other Interest	13,072	-	24,174	20,000	20,000
	Total Revenues	908,219	881,312	805,149	773,000	773,000
Expenses:						
510XX	Salaries and Benefits	86,174	86,654	88,121	66,924	66,924
61022	Legal Fees	30,189	25,000	33,600	30,000	30,000
61025	Other Contract Services	9,498	77,000	100,000	77,000	77,000
61031	Advertising and Legal Notices	59	75	86	100	100
61033	Postage	481	500	500	400	400
61034	Dues & Subscriptions	167	194	900	900	900
610**	Travel, Meetings, and Training	449	420	1,100	990	990
61036	Telephone	576	590	590	590	590
61037	Vehicle Expense	407	415	300	300	300
61038	Information Systems	1,686	1,000	2,500	2,500	2,500
61040	Office Supplies	194	100	275	275	275
61041	Material, Tools, Small Equipment	33	25	15	20	20
61048	Printing and Photocopying Services	1,109	1,200	924	1,000	1,000
61051	Utilities	15	15	35	35	35
61076	Contributions	336	-	-	-	-
61089	Tax Administration Fees	12,195	12,350	11,975	12,000	12,000
62003	Housing Loans	-	-	-	-	-
Capital Outlay:						
71082	Capital Improvements	275,830	1,780,000	-	2,050,000	2,050,000
	Total Expenditures	419,399	1,985,538	240,921	2,243,034	2,243,034
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(70,351)	(67,219)	(67,224)	(67,219)	(67,219)
	Beginning Fund Balance, July 1	4,232,190	4,650,659	4,650,659	5,147,663	5,147,663
	Ending Fund Balance, June 30	\$ 4,650,659	\$ 3,479,214	\$ 5,147,663	\$ 3,610,410	\$ 3,610,410

Budget Details

				<u>Amount</u>
		<u>Adopted 10-11 FTE</u>	<u>Adopted 11-12 FTE</u>	
510XX	Salaries and Benefits			
	City Council	0.20	0.20	2,594
	City Manager	0.20	0.20	36,740
	Assistant to the City Manager	0.20	0.20	13,591
	Director of Administrative Services	0.10	0.10	13,998
	Accounting Specialist	0.10	0.00	-
		<u>0.80</u>	<u>0.70</u>	<u>\$ 66,924</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 Housing - DSP Area Habitat for Humanity Bus Shelter Housing Land Trust	\$ 1,550,000 420,000 50,000 30,000 <u>2,050,000</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
2011-2012 Adopted Budget**

Fund 33, Department 900		2010-2011			2011-2012	
Acct	Description	2009-2010 Actual	Adopted Budget	Estimated Year End	Proposed Budget	Adopted Budget
Revenues:						
42192	Investment Earnings	\$ 241	\$ 500	\$ 2,050	\$ 3,000	\$ 3,000
	Total Revenues	241	500	2,050	3,000	3,000
Expenses:						
61090	Banking Fees	155	150	15	15	15
		155	150	15	15	15
Debt Service:						
61095	Principal	255,000	265,000	265,000	275,000	275,000
61096	Interest	552,948	543,775	543,775	533,645	533,645
	Total Expenditures	808,102	808,925	808,790	808,660	808,660
Other Sources (Uses):						
42259	Operating Transfers In	807,948	808,774	808,776	809,068	809,068
61085	Operating Transfers Out	(1,400)	(1,400)	(1,404)	(1,400)	(1,400)
	Beginning Fund Balance, July 1	1,103,945	1,102,632	1,102,632	1,103,264	1,103,264
	Ending Fund Balance, June 30	\$ 1,102,632	\$ 1,101,581	\$ 1,103,264	\$ 1,105,272	\$ 1,105,272

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	392,878
CCRA Operating Fund - Debt Service - 2004 Refunding Tax Allocation Bonds (TABs)	350,492
	<u>\$ 809,068</u>
61085 Operating Transfers Out General Fund - Administration	<u>\$ 1,400</u>

CITY OF COTATI

Section G

SALARIES AND BENEFITS

**Salaries and Benefits By Position
City of Cotati - Fiscal Year 2011-2012**

Position	Annual Earnings	Deferred Comp.	Retirement & Medicare	Health Insurances	Life & Disability	Other	Total Salaries & Benefits
Councilmember	\$ 3,600	\$ -	\$ 52	\$ -	\$ 203	\$ 50	\$ 3,906
Councilmember	3,600	-	52	20,563	203	50	24,469
Councilmember	3,600	-	52	18,432	203	50	22,338
Councilmember	3,600	-	52	1,056	203	50	4,962
Councilmember	3,600	-	52	5,280	203	50	9,186
Ex-Councilmember	-	-	-	17,478	-	-	17,478
Ex-Councilmember	-	-	-	7,900	-	-	7,900
	18,000	-	261	70,709	1,016	251	90,237
City Manager	145,104	4,353	7,875	20,743	5,577	50	183,702
Assistant to the City Manager	96,851	1,752	13,004	20,568	3,694	45	135,914
Deputy City Clerk	70,824	1,416	9,510	14,406	2,727	45	98,928
	312,779	7,521	30,389	55,716	11,999	141	418,545
Director of Administrative Services	122,008	3,484	4,099	5,664	4,671	50	139,975
Accountant - Part Time	6,032	-	87	-	154	-	6,274
Accountant - Full Time	52,747	1,055	1,396	14,537	2,052	45	71,832
Account Clerk II	55,664	1,081	7,474	16,262	2,151	45	82,678
	236,451	5,620	13,057	36,463	9,028	141	300,759
Director of Community Development	107,724	3,160	2,788	7,134	4,166	50	125,022
Assistant Planner	55,458	1,109	7,446	14,406	2,149	45	80,614
Building Inspector	27,039	-	392	-	772	-	28,204
Administrative Secretary	54,043	1,081	7,256	16,727	2,061	45	81,214
	244,265	5,350	17,883	38,266	9,149	141	315,053
Director of Public Works	117,139	3,442	10,816	20,743	4,476	50	156,667
Field Maintenance Supervisor	83,326	1,523	4,517	20,568	3,127	45	113,106
Engineering Technician	53,730	1,075	7,214	20,568	2,059	45	84,691
Maintenance Worker II	70,180	1,282	3,804	20,568	2,643	45	98,522
Maintenance Worker II	66,335	1,282	3,595	20,568	2,537	45	94,362
Maintenance Worker II	66,335	1,282	3,595	5,602	2,537	45	79,396
Maintenance Worker II	66,335	1,282	3,595	16,727	2,537	45	90,521
	523,379	11,167	37,138	125,342	19,916	322	717,265
Police Chief	121,659	-	67,112	20,743	3,678	50	213,242
Police Lieutenant	103,680	-	21,218	15,690	3,372	50	144,011
Police Sergeant	99,561	-	54,083	20,743	3,294	50	177,732
Police Sergeant	94,361	-	51,193	20,743	3,140	50	169,486
Support Services Supervisor	28,462	777	4,155	2,196	984	19	36,593
Police Officer	83,023	-	42,862	20,743	2,754	50	149,432
Police Officer	85,200	-	44,033	16,884	2,831	50	148,999
Police Officer	78,649	-	40,855	16,764	2,677	50	138,995
Police Officer	79,177	-	40,740	15,178	2,677	50	137,822
Police Officer	64,088	-	32,952	11,724	2,213	50	111,028
Police Officer	74,062	-	38,077	15,690	2,522	50	130,402
Community Services Officer	64,947	-	10,580	5,664	2,290	50	83,531
Dispatcher / Clerk	1,886	-	18	3,912	77	-	5,893
Dispatcher / Clerk	65,293	-	10,753	16,884	2,290	50	95,271
Dispatcher / Clerk	62,210	-	10,053	20,743	2,136	50	95,192
Dispatcher / Clerk	62,210	-	10,250	7,134	2,136	50	81,781
Dispatcher / Clerk	58,164	-	843	-	1,699	-	60,706
Dispatcher / Clerk	29,642	-	4,883	19,867	849	50	55,292
Reserve Officers	58,082	-	799	-	1,699	-	60,579
	1,314,357	777	485,460	251,301	43,319	773	2,095,987
Total Salaries and Benefits	\$ 2,649,231	\$ 30,434	\$ 584,188	\$ 577,798	\$ 94,427	\$ 1,769	\$ 3,937,847

**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	3.20					
Total City Council		3.20	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	-	-	0.50			-
Accounting Specialist	303	-	-	0.10	-	-	-
Account Clerk II	303	0.64	-	-	-		-
Total Administrative Svcs		0.64	0.00	0.85	0.00		0.00
Community Development							
Community Development Director	400				0.60		
Assistant to the City Manager	400						
Building Inspector	400				0.25		
Assistant Planner	400	-	-	-	0.70	-	-
Administrative Secretary	400	-	-	-	0.70	-	-
Total Community Development		0.00	0.00	0.00	2.25	0.00	0.00
Public Works							
Director of Public Works	403	-	-	-	-	0.15	0.15
Field Maintenance Supervisor	403	-	-	-	-	-	0.28
Engineering Technician	403	-	-	-	-	-	0.25
Maintenance Worker II	403	-	-	-	-	-	0.18
Maintenance Worker II	403	-	-	-	-	-	0.32
Maintenance Worker II	403	-	-	-	-	-	0.17
Maintenance Worker II	403	-	-	-	-	-	0.29
Total Public Works		0.00	0.00	0.00	0.00	0.15	1.64
Police Department							
Police Chief	500	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-
Police Volunteers	500	-	-	-	-	-	-
Reserve Officers	500	-	-	-	-	-	-
Total Police		0.00	0.00	0.00	0.00		0.00
Total Authorized Positions		3.84	1.23	0.85	2.25	0.15	1.64

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 2010-11	FY 2011-12
			0.70	0.10	0.75	0.20	5.00	5.00
0.00	0.00	0.00	0.70	0.10	0.75	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
-	-	-	0.15	0.25	0.30	-	0.10	1.20
-	-	-	0.40	0.40	0.10	-	1.00	1.00
-	-	-						-
0.00	0.00	0.00	0.80	0.80	0.65	0.10	2.10	3.20
					0.40		-	1.00
							1.00	-
							0.25	0.25
-	-	-	-	-	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	3.25	3.25
-	0.03	-	0.34	0.33	-	-	1.00	1.00
-	0.03	-	0.48	0.21	-	-	1.00	1.00
-	0.09	-	0.33	0.33	-	-	1.00	1.00
-	-	-	0.54	0.28	-	-	1.00	1.00
-	-	-	0.43	0.25	-	-	1.00	1.00
-	-	-	0.53	0.30	-	-	1.00	1.00
-	0.30	-	0.26	0.15	-	-	1.00	1.00
0.00	0.45	0.00	2.91	1.85	0.00	0.00	7.00	7.00
-	-	1.00	-	-	-	-	0.90	1.00
-	-	1.00	-	-	-	-	-	1.00
-	-	2.00	-	-	-	-	4.00	2.00
-	-	0.38	-	-	-	-	0.38	0.38
-	-	6.00	-	-	-	-	5.00	6.00
-	-	1.00	-	-	-	-	1.00	1.00
-	-	4.50	-	-	-	-	5.00	4.50
							0.37	-
-	-	0.92	-	-	-	-	1.00	0.92
0.00	0.00	16.80	0.00	0.00	0.00	0.00	17.65	16.80
0.00	0.45	16.80	4.66	3.00	3.27	0.70	37.00	38.25

Councilmembers	5	5
Unpaid Reserve Officers & Police Volunteers	1.37	0.92
Full Time Equivalent Employees	30.63	32.33

**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	66,890	-	-	-	-	-
Total City Council		66,890	-	0.00	0.00		0.00
City Manager							
City Manager	301	-	64,296	-	-	-	-
Assistant to the City Manager	400	-	67,957	-	-	-	-
Deputy City Clerk	301	-	52,432	-	-	-	-
Total City Manager		-	184,685	-	-	-	-
Administrative Services							
Director of Administrative Services	303	-	-	34,994	-	-	-
Accountant	303	-	-	35,916	-	-	-
Accounting Specialist	303	-	-	8,268	-	-	-
Account Clerk II	303	-	-	-	-	-	-
Total Administrative Svcs		-	-	79,178	-	-	-
Community Development							
Director of Community Development	400	-	-	-	100,018	-	-
Building Inspector	400	-	-	-	28,200	-	-
Assistant Planner	400	-	-	-	56,430	-	-
Administrative Secretary	400	-	-	-	56,850	-	-
Total Comm Development		-	-	-	241,497	-	-
Public Works							
Director of Public Works	403	-	-	-	-	23,500	23,500
Field Maintenance Supervisor	403	-	-	-	-	-	31,670
Associate Engineer	403	-	-	-	-	-	21,173
Maintenance Worker II	403	-	-	-	-	-	16,985
Maintenance Worker II	403	-	-	-	-	-	14,291
Maintenance Worker II	403	-	-	-	-	-	31,527
Maintenance Worker II	403	-	-	-	-	-	26,251
Total Public Works		-	-	-	-	23,500	165,397
Police Department							
Police Chief	500	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-
Reserve Officers	500	-	-	-	-	-	-
Total Police		-	-	-	-	-	-
Position Costs by Department		66,890	184,685	79,178	241,497	23,500	165,397

*Full Cost - Not Adjusted to Reflect Amount Reimbursed by City of Sebastopol

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
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-	-	-	9,080	1,297	10,377	2,594	90,239
0.00	0.00	0.00	9080	1297	10377	2594	90,239

-	-	-	27,555	27,555	27,555	36,740	183,702
-	-	-	-	-	54,366	13,591	135,914
-	-	-	9,893	9,893	26,711	-	98,928
-	-	-	37,448	37,448	108,632	50,332	418,545

-	-	-	34,994	20,996	34,994	13,998	139,975
-	-	-	10,775	10,775	14,366	-	71,832
-	-	-	33,071	33,071	8,268	-	82,678
-	-	-	3,144	3,144	-	-	6,288
-	-	-	81,984	67,986	57,628	13,998	300,774

-	-	-	-	-	25,004	-	125,022
-	-	-	-	-	-	-	28,200
-	-	-	-	-	24,184	-	80,614
-	-	-	-	-	24,364	-	81,214
-	-	-	-	-	73,553	-	315,050

-	4,700	-	53,267	51,700	-	-	156,667
-	3,393	-	54,291	23,752	-	-	113,106
-	7,622	-	27,948	27,948	-	-	84,691
-	-	-	50,955	26,421	-	-	94,362
-	-	-	42,874	22,231	-	-	79,396
-	-	-	42,364	24,631	-	-	98,522
-	27,156	-	23,535	13,578	-	-	90,521
-	42,872	-	295,235	190,261	-	-	717,265

-	-	213,242	-	-	-	-	213,242
-	-	144,011	-	-	-	-	144,011
-	-	347,218	-	-	-	-	347,218
-	-	36,588	-	-	-	-	36,588
-	-	816,824	-	-	-	-	816,824
-	-	83,531	-	-	-	-	83,531
-	-	394,137	-	-	-	-	394,137
-	-	60,424	-	-	-	-	60,424
-	-	2,095,975	-	-	-	-	2,095,975
-	42,872	2,095,975	423,747	296,993	250,190	66,924	3,937,847

Base Salary Schedule - Schedule "A"
Effective July 1, 2011

Position Title	Step A	Step B	Step C	Step D	Step E
Monthly					
Chief of Police	8,286	8,700	9,135	9,592	10,072
Director of Administrative Services	7,961	8,359	8,777	9,216	9,677
Director of Community Development	7,961	8,359	8,777	9,216	9,677
Director of Public Works/City Engineer	7,961	8,359	8,777	9,216	9,677
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
Associate Planner	5,317	5,583	5,862	6,155	6,463
Public Works Field Maintenance Supervisor	5,221	5,482	5,756	6,044	6,346
Associate Engineer	4,975	5,224	5,485	5,759	6,047
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
Assistant Planner	4,436	4,658	4,891	5,135	5,392
Accountant	4,394	4,614	4,844	5,087	5,341
Maintenance Worker II	4,394	4,614	4,844	5,087	5,341
Community Services Officer	4,188	4,397	4,617	4,848	5,091
Accounting Specialist	4,117	4,323	4,539	4,766	5,004
Administrative Secretary	4,117	4,323	4,539	4,766	5,004
Engineering Technician	4,115	4,321	4,537	4,764	5,002
Police Dispatcher/Clerk	3,988	4,187	4,397	4,617	4,847
Permit Technician	3,857	4,050	4,252	4,465	4,688
Account Clerk II	3,845	4,037	4,239	4,451	4,674

Hourly Equivalent *					
Chief of Police	47.80	50.20	52.70	55.34	58.11
Director of Finance	45.93	48.23	50.64	53.17	55.83
Director of Public Works/City Engineer	45.93	48.23	50.64	53.17	55.83
Community Development Manager	45.93	48.23	50.64	53.17	55.83
Assistant to the City Manager	38.49	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 14 employees receiving longevity pay in 2011-12 with a total projected cost of \$50,691.

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 2011-12 cost is \$54,144.

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. Uniform / Shoe allowances for 2011-12 are projected to be \$14,719.

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 9 employees receiving P.O.S.T. Incentive Pay. Total projected 2011-12 cost is \$25,570.

Special Assignment Pay - The Cotati Police Department has three special assignment paid positions: Detective, Traffic Officer and K-9 Handler. The Detective position is rotated among eligible police officers in two-year increments. During their two years as a detective, the officer is entitled to receive an additional 5 percent over their current salary step. Currently the Detective position is suspended. The K-9 Handler position was implemented in 1996-97 to facilitate the usage of a police dog. The officer is responsible for the feeding and round the clock care of the police dog and is compensated by an additional 5 percent over their current salary step. The Traffic Officer is compensated by an additional 5 percent over their current salary step. The Traffic Officer assignment is currently suspended. The projected combined 2011-12 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 2011-12 overtime cost is \$114,221.

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 2011-12 cost for deferred compensation is \$30,432.

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:

First Tier

	<u>Employer</u>	<u>Employee</u>
Miscellaneous	23.719%	7.00%
Safety	44.792%	9.00%

Second Tier

	<u>Employer</u>	<u>Employee</u>
Miscellaneous	8.197%	7.00%
Safety	19.169%	9.00%

The PERS rates are multiplied by the employees' salaries to calculate the amount to be contributed. The First Tier Miscellaneous Employees have a payroll deduction of 9.371% which represents the difference for the enhanced benefit to 2.7% @ 55 Plan.

All Second Tier employees pay the full employee contribution. Additionally all bargaining units and department heads are contributing an additional 4% toward their PERS costs as a concession for FY 11-12.

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 43 employees participating in Medicare and the projected 2011-12 cost is \$36,940.

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 2011-12 is \$ 577,798.

Life and Disability Insurances – The City offers its' employees life insurance and short-term and long-term disability insurance, at a projected cost for 2011-12 of \$17,362.

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 2011-12 is \$77,219.

Unemployment Insurance - This cost is paid on an occurrence basis. Total projected costs for the 2011-12 fiscal year are \$25,000.

Employee Assistance Program – The City also offers independent counseling services for employees in times of need. The 2011-12 projected cost of this program is \$1,769.

CITY OF COTATI

Section H

**FINANCIAL
AND
STATISTICAL
SCHEDULES**

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

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	Operating Transfers In		Operating Transfers Out		
			<u>Acct 42259</u>	<u>Monthly</u>	<u>Dept</u>	<u>Acct 61085</u>	<u>Monthly</u>
01 General Fund							
Operating Transfers In							
12 Water Operating Fund	Administration	301	8,420	702			
13 Water Capital Fund	Administration	301	13,500	1,125			
18 Sewer Operating Fund	Administration	301	8,420	702			
19 Sewer Capital Fund	Administration	301	27,000	2,250			
201 Maint Assmnt Districts Fund	Administration	301	1,256	105			
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	286,090	23,841			
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 Devlpmnt Fund	Park maintenance	408	-	-			
09 Public Safety Fund	Information systems/Overtime	500	-	-			
			<u>353,932</u>	<u>29,494</u>			
Operating Transfers Out							
08 CEC Fund	Community services support				305	(450)	(38)
Vehicle Replacement Fund	Establish				305	(25,242)	(2,104)
202 K-9 (Police) Program Fund	Subsidy				305	-	-
206 Citizen Volunteer Program	Subsidy				305	-	-
						<u>(25,692)</u>	<u>(2,141)</u>
02 Grants Fund							
Operating Transfer Out							
036 CCRA TABS Fund		0900				<u>-</u>	<u>-</u>
06 Solid Waste Reduction Fund							
Operating Transfer Out							
008 Community and Environment Comm. Green Mary		403				<u>-</u>	<u>-</u>
08 Community and Environment Commission Fund							
Operating Transfer In							
01 General Fund	Event Expenses	100	450	38			
006 Solid Waste Reduction Fund	Green Mary	100	-	-			
			<u>450</u>	<u>38</u>			
09 Public Safety Fund							
Operating Transfer Out							
01 General Fund	Information systems				100	-	-
01 General Fund	Overtime				100	-	-
						<u>-</u>	<u>-</u>
21 Gas Taxes Fund							
Operating Transfer Out							
01 General Fund	Streets maintenance				100	<u>(286,090)</u>	<u>(23,841)</u>
022 Transportation Development Fund							
Operating Transfer Out							
01 General Fund					408	<u>-</u>	<u>-</u>
201 Maintenance Assessment Districts Fund							
Operating Transfers In							
01 General Fund	Subsidy					<u>-</u>	<u>-</u>

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

Fund	Description	Dept	Operating Transfers In		Monthly	Operating Transfers Out		Monthly
			Dept	Acct 42259		Dept	Acct 61085	
201 Maintenance Assessment Districts Fund								
Operating Transfers Out								
01 General Fund	Administration				2011	(157)	(13)	
01 General Fund	Administration				2012	(157)	(13)	
01 General Fund	Administration				2013	(157)	(13)	
01 General Fund	Administration				2014	(157)	(13)	
01 General Fund	Administration				2015	(157)	(13)	
01 General Fund	Administration				2016	(157)	(13)	
01 General Fund	Administration				2017	(157)	(13)	
01 General Fund	Administration				2019	(157)	(13)	
01 General Fund	Administration				2020	-	-	
						<u>(1,256)</u>	<u>(105)</u>	
62 Vehicle Replacement Fund								
Operating transfers in								
01 General Fund	Establish	100	<u>25,242</u>	<u>2,104</u>				
202 K9 Program Fund								
Operating transfers in								
01 General Fund	Subsidy	100	<u>-</u>	<u>-</u>				
206 Citizen Volunteer Program Fund								
Operating transfers in								
01 General Fund	Subsidy	100	<u>-</u>	<u>-</u>				
12 Water Operating Fund								
Operating Transfers in								
19 Sewer Capital Fund	"Cash for Grass" Program	700	<u>25,000</u>	<u>2,083</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>	<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	(25,000)	(2,083)	
						<u>(52,000)</u>	<u>(4,333)</u>	
35 Cotati Community Redevelopment Agency Operating Fund								
Operating Transfer In								
34 CCRA Capital Projects Fund	Operating costs	900	<u>1,388,427</u>	<u>115,702</u>				
Operating Transfers Out								
01 General Fund	Public information services				306	(800)	(67)	
01 General Fund	Government buildings maintenance				406	(4,326)	(361)	
33 CCRA Debt Service Fund	Debt service - 2001 TABs				900	(392,878)	(32,740)	
33 CCRA Debt Service Fund	Debt service - 2004 Refunding TABs				900	(350,492)	(29,208)	
37 CCRA Debt Service Fund	Debt service - 2004 Refunding TABs				900	-	-	
Total Operating Transfers Out						<u>(748,496)</u>	<u>(62,375)</u>	

**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>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	(1,388,427)	(115,702)
							<u>(1,388,427)</u>	<u>(115,702)</u>
36 Cotati Community Redevelopment Agency Tax Allocation Bond Fund								
Operating Transfers Out								
34 CCRA Tax Allocation Bond Fund	Intermodal Transit	900	-	-				
34 CCRA Tax Allocation Bond Fund	Intermodal Transit	900	-	-				
			<u>-</u>	<u>-</u>				
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund								
Operating Transfers In								
37 CCRA Operating Fund	ERAF Contribution Loan (50%, 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)
							<u>(67,219)</u>	<u>(5,602)</u>
33 Cotati Redevelopment Agency Debt Service Fund								
Operating Transfers In								
35 CCRA Operating Fund	Debt service - 2001 TABs	900	392,878	32,740				
35 CCRA Operating Fund	Debt service - 2004 TABs	900	350,492	29,208				
037 CCRA Low/Mod Housing Fund	Debt service - Portion of 1993 TABs	900	65,699	5,475				
			<u>809,069</u>	<u>67,422</u>				
Operating Transfers Out								
01 General Fund	Administration					900	(1,400)	(117)
							<u>(1,400)</u>	<u>(117)</u>
			<u>\$ 2,702,120</u>	<u>\$ 225,177</u>			<u>\$(2,702,120)</u>	<u>\$(225,177)</u>

**General Fund - Historical Analysis
Fiscal Years 2000-01 Through 2011-12**

	1998-99	1999-00	2000-01	FY 01-02	FY 02-03	FY 03-04
Revenues:						
Property Taxes	\$ 271,178	\$ 303,077	\$ 299,030	\$ 330,175	\$ 357,429	\$ 378,277
Property Taxes in Lieu of VLF						
Sales Taxes	899,998	1,047,341	1,111,774	1,149,223	1,173,454	1,162,990
Sales Tax In-Lieu						
Measure A Transaction and Use Tax						
Transfer Taxes	105,528	119,260	96,512	149,851	111,927	239,539
Business Licenses	48,028	47,851	59,331	50,710	65,600	71,001
Franchise Fees	166,338	176,808	191,716	193,523	202,494	246,246
Transient Occupancy Tax	-	-	-	-	-	-
Total Taxes	1,491,070	1,694,337	1,758,363	1,873,482	1,910,904	2,098,053
Licenses and Permits	50,320	60,028	34,235	16,130	25,860	15,276
Fines and Forfeitures	133,330	139,760	100,352	81,780	87,499	73,702
Investment Earnings	67,818	47,234	83,119	131,719	119,075	117,708
Rents and Concessions	64,529	68,733	31,567	18,018	21,665	21,758
Motor Vehicle In Lieu Fees	325,043	303,500	355,732	373,588	395,652	315,168
Fees for Services	103,710	230,000	383,500	284,677	405,838	369,874
Reimbursements / Other	94,076	73,790	92,072	104,500	72,882	123,875
Long Term Debt Proceeds	34,273	121,030	132,744	270,995	63,431	104,258
Total Revenues	2,364,169	2,738,412	2,971,684	3,154,889	3,102,806	3,239,672
Operating Transfers In	329,731	230,168	333,782	458,227	587,723	603,793
Total Current Sources	2,693,900	2,968,580	3,305,466	3,613,116	3,690,529	3,843,465
Current Expenditures:						
City Council	54,842	65,898	64,760	73,863	74,171	79,070
City Manager / City Clerk	117,547	124,490	123,745	167,629	134,719	176,593
Finance	143,268	91,732	86,304	80,952	68,452	74,389
Legal Services	67,803	136,294	78,066	73,483	80,852	112,685
Non-Departmental	81,535	56,257	135,794	235,421	187,741	114,720
Public Information Services	-	-	2,694	-	-	1,490
Community Development	116,900	142,839	211,222	230,674	256,313	211,419
Engineering	44,357	57,354	96,680	130,704	134,152	210,534
Public Works Administration	42,635	-	-	-	-	-
Streets	39,752	69,954	79,434	-	-	-
Government Buildings	164,081	177,358	190,775	256,910	221,371	332,673
Park Maintenance	85,436	86,183	96,630	123,889	111,888	105,681
Police	82,266	92,843	121,144	110,706	119,275	177,494
Cultural Arts	1,410,755	1,643,652	1,559,991	1,700,363	1,953,949	1,957,749
Recreation	2,868	27,003	16,748	26,247	12,274	8,311
Total Current Expenditures	2,454,045	2,771,857	2,864,137	3,218,734	3,371,310	3,581,888
Capital Outlay:						
City Council	4,199	-	15	203	-	89
City Manager / City Clerk	5,350	-	3,951	1,472	-	1,927
Finance	7,584	735	59	914	618	267
Non-Departmental	-	-	-	-	-	-
Public Information Services	-	-	23,611	-	-	-
Community Development	792	-	2,946	2,081	3,221	1,114
Public Works Administration	-	-	15	1,167	-	713
Streets	-	-	30	-	-	-
Government Buildings	2,645	6,496	10,888	25,486	45,582	76,277
Park Maintenance	8,374	12,507	6,924	1,213	3,705	90,884
Police	8,374	12,507	4,697	25,288	13,322	89
Debt Service:	65,462	77,999	103,393	45,107	6,301	28,081
Police	-	-	-	-	-	-
Total Capital Outlay/Debt Svc	94,406	97,737	160,139	102,931	72,749	199,441
Beginning Fund Balance, July 1	1,029,180	1,174,629	1,273,615	1,554,805	1,846,256	2,092,726
Ending Fund Balance, June 30	\$ 1,174,629	\$ 1,273,615	\$ 1,554,805	\$ 1,846,256	\$ 2,092,726	\$ 2,154,862

						Estimated	Adopted
FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
\$ 397,926	\$ 435,597	\$ 519,055	\$ 561,593	\$ 487,761	\$ 520,876	\$ 489,678	\$ 489,678
374,903	490,146	532,042	575,206	557,441	541,846	507,330	500,000
1,115,184	1,135,570	1,602,159	1,635,989	1,178,489	1,193,578	1,196,052	1,179,570
261,126	331,801	366,792	685,388	524,625	219,078	419,433	358,257
						400,000	480,000
303,235	208,255	146,725	77,990	64,876	85,537	62,875	60,000
75,876	76,241	73,701	77,516	78,668	79,996	80,230	80,200
267,980	292,580	325,985	327,206	333,594	343,590	351,205	356,169
-	-	-	-	322	1,091	1,000	1,000
2,796,230	2,970,190	3,566,459	3,940,888	3,225,776	2,985,592	3,507,803	3,504,874
16,749	13,611	16,289	19,003	18,244	28,860	22,300	19,900
59,878	68,363	100,269	116,381	114,073	99,200	61,746	61,000
88,002	66,797	55,763	25,877	10,429	1,692	2,335	2,000
18,034	27,610	77,248	85,962	113,670	128,013	119,670	116,359
162,372	44,995	45,603	33,397	25,605	22,100	22,088	20,000
380,262	328,632	159,590	162,109	134,851	123,695	127,993	84,000
133,757	321,208	380,280	218,831	90,441	178,453	144,660	86,800
53,665	2,745	267	283	301	-	-	-
3,708,949	3,844,151	4,401,768	4,602,731	3,733,390	3,567,605	4,008,595	3,894,933
483,270	438,542	386,904	361,868	503,716	420,770	351,616	353,930
4,192,219	4,282,693	4,788,672	4,964,599	4,237,106	3,988,375	4,360,211	4,248,863
75,383	107,411	137,357	80,396	94,389	44,594	60,971	81,950
198,850	202,241	215,207	226,865	216,574	140,568	166,831	216,257
80,481	90,370	108,244	111,907	96,785	87,287	77,944	97,752
158,753	160,285	237,151	158,864	137,115	111,779	172,000	133,275
1,373,121	284,074	288,265	255,466	227,813	332,223	224,679	223,163
12,019	7,858	7,125	7,471	475	635	-	2,000
396,799	239,984	501,767	454,160	356,044	215,858	349,905	429,418
242,141	246,159						
		49,322	37,164	26,194	37,155	15,646	22,451
337,685	373,136	334,837	279,250	237,942	225,585	243,623	302,994
98,666	116,788	133,361	135,556	79,964	54,631	57,985	58,820
171,748	208,587	228,655	228,809	182,331	140,418	108,824	115,165
2,014,824	2,564,221	2,831,258	3,086,279	2,811,789	2,358,569	2,631,905	2,489,658
10,553	7,171	5,619	1,938	-	-	-	-
32,338	71,490	76,908	99,302	-	-	-	-
5,203,361	4,679,775	5,155,076	5,163,427	4,467,415	3,749,302	4,110,313	4,172,903
1,842	2,295						
	14,912	20,899	27				
	29,757					2,500	57,222
642							
15,567							
67,836	26,740	3,672	1,033	7,312			262,000
2,098	182	114	1,000			4,000	150,000
6,690	261	1,233	1,000				
50,973	115,330	76,037	46,616	11,178	20,010	16,010	50,260
145,648	189,477	101,955	49,676	18,490	20,010	22,510	519,482
3,409,682	2,252,892	1,666,334	1,197,978	949,474	548,423	647,456	874,844
\$ 2,252,892	\$ 1,666,334	\$ 1,197,978	\$ 949,474	\$ 548,423	\$ 767,486	\$ 874,844	\$ 431,322

\$1.254.820 PY
Fund Balance
Adjustment

\$152,252
Restricted
\$120,000
Reserve

General Fund - Projected Trend Analysis Fiscal Years 2011-12 Through 2017-18

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	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Current Trend	Long Range Trend
Revenues:									
Property Taxes	\$ 489,678	489,678	489,678	522,486	557,493	594,845	634,700	0.0%	6.7% 6
Property Tax In Lieu of VLF	500,000	500,000	500,000	540,000	583,200	629,856	680,244	0.0%	8.0%
Sales Taxes	1,179,570	1,179,570	1,179,570	1,262,140	1,350,490	1,445,024	1,546,176	0.0%	7.0% 6
Sales Taxes In Lieu (Triple Flip)	358,257	358,257	358,257	383,335	410,168	438,880	469,602	0.0%	7.0%
Measure A Transaction and Use Tax	480,000	500,000	500,000	535,000	570,000	-	-	0.0%	7.0%
Transfer Taxes	60,000	60,000	60,000	61,800	63,654	65,564	67,531	0.0%	3.0%
Business Licenses	80,200	81,802	81,812	82,221	82,632	83,045	83,461	1.0%	0.5%
Franchise Fees	356,169	357,950	359,740	361,538	363,346	365,163	366,989	0.5%	0.5%
Transient Occupancy Tax	1,000	1,005	1,010	1,015	1,020	1,025	1,030	0.5%	0.5%
Total Taxes	3,504,874	3,527,462	3,530,067	3,749,536	3,545,753	3,623,402	3,849,732		
Licenses and Permits	19,900	19,900	19,900	20,099	20,300	20,503	20,708	0.0%	1.0%
Fines and Forfeitures	61,000	61,000	61,000	62,220	63,464	64,734	66,028	0.0%	2.0%
Investment Earnings	2,000	2,000	1,000	1,000	1,000	1,000	1,000	0.0%	0.0%
Rents and Concessions	116,359	116,359	116,359	116,359	116,359	116,359	116,359	0.0%	0.0%
Motor Vehicle In Lieu Fees	20,000	20,000	20,000	20,100	20,201	20,302	20,403	0.0%	0.5%
Charges for Services	84,000	84,000	84,000	84,000	84,000	84,000	84,000	0.0%	0.0%
Reimbursements	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0.0%	0.0%
Other	84,800	84,800	84,800	85,224	85,650	86,078	86,509	0.0%	0.5%
Total Revenues	3,894,933	3,917,521	3,919,126	4,140,538	3,938,727	4,018,378	4,246,739		
Operating Transfers In	353,930	203,930	203,930	210,048	216,349	222,840	229,525	0.0%	3.0%
Total Current Sources	4,248,863	4,121,451	4,123,056	4,350,586	4,155,077	4,241,218	4,476,264		
Current Expenditures:									
City Council	81,950	82,770	83,597	84,433	85,277	86,130	86,992	1.0%	1.0%
City Manager / City Clerk	216,257	219,964	222,164	224,385	226,629	228,896	231,185	1.0%	1.0%
Administrative Services	97,752	74,610	75,356	76,110	76,871	77,639	78,416	1.0%	1.0%
Legal Services	133,275	134,608	135,954	137,313	138,686	140,073	141,474	1.0%	1.0%
Non-Departmental	223,163	237,395	239,769	242,166	244,588	247,034	249,504	1.0%	1.0%
Public Information Services	2,000	2,020	2,040	2,061	2,081	2,102	2,123	1.0%	1.0%
Community Development	429,418	283,712	236,549	238,915	241,304	243,717	246,154	1.0%	1.0%
Engineering	22,451	22,676	22,902	23,131	23,363	23,596	23,832	1.0%	1.0%
Streets	302,994	306,024	309,084	312,175	315,297	318,450	321,634	1.0%	1.0%
Government Buildings	58,820	59,408	60,002	60,602	61,208	61,820	62,439	1.0%	1.0%
Park Maintenance	115,165	116,317	117,480	118,655	119,841	121,040	122,250	1.0%	1.0%
Police	2,489,658	2,517,658	2,542,835	2,568,263	2,593,946	2,619,885	2,646,084	1.0%	1.0%
Total Current Expenditures	4,172,903	4,057,160	4,047,732	4,088,209	4,129,091	4,170,382	4,212,086		
Net Sources less Uses	75,960	64,290	75,324	262,376	25,985	70,835	264,178		
Beginning Available Fund Balance, July 1	874,842	950,802	1,015,092	1,090,416	1,352,792	1,378,777	1,449,613		
Ending Available Fund Balance, June 30	<u>\$ 950,802</u>	<u>\$ 1,015,092</u>	<u>\$ 1,090,416</u>	<u>\$ 1,352,792</u>	<u>\$ 1,378,777</u>	<u>\$ 1,449,613</u>	<u>\$ 1,713,790</u>		
Reserve Policy Set Aside	-	150,000	150,000	160,500	40,125	-	-		
Capital Expenditures (Funding Committed)	45,000	3							
Capital Expenditure	519,482	4							
Ending Available Fund Balance Less Annual Reserve and Capital Expenditures	<u>\$ 386,320</u>	<u>\$ 300,610</u>	<u>\$ 225,934</u>	<u>\$ 327,810</u>	<u>\$ 313,670</u>	<u>\$ 384,506</u>	<u>\$ 648,683</u>		
Fund Balance as Percentage of Expenditures	9.26%	7.41%	5.58%	8.02%	7.60%	9.22%	15.40%		

1 Fund Balance - Adjusted to Remove Reserves
 2 Does Not Include Capital Expenditures
 3 Reserve for Future Capital Project - Developer Contributions \$45,000
 4 FY 11-12 Fully Funded CIP Expenditures from Draft CIP
 5 Reduced by Expenditures for the General Plan, estimate to be Completed FY 12-13
 6 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
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