



AMENDED BUDGET



**FISCAL YEAR
2006-2007**

CITY OF COTATI

AMENDED BUDGET

FISCAL YEAR 2006-2007

MEMBERS OF CITY COUNCIL

Janet Orchard , Mayor

Geoff Fox, Vice Mayor

Pat Gilardi

Patty Minnis

Lisa Moore

STAFF

Terry L. Stubbings, City Manager

Dianne Thompson, Assistant City Manager

Jone I. Hayes, Director of Finance

Steve Nommsen, Public Works Superintendent

Robert W. Stewart, Chief of Police

David Woltering, Director of Planning

Mark Woods, Interim Director of Building & Safety

Toni Bertolero, City Engineer

Jeffrey A Walter, City Attorney

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Preface – How to Read this Document

The City of Cotati prepares a line item budget. The intent of this format is to provide the City Council with summarized yet detailed budget information by department. At the same time, the overall focus of the budget is on policy direction and departmental activities, with emphasis on the level and cost of each City service, what services are being proposed, and the effect of these activities on general public welfare.

Legal Level of Budgetary Control and Basis of Accounting

The legal level of budgetary control for the City is at the fund level, and the basis of budgetary accounting for governmental funds is the modified accrual basis. The City's water and sewer (proprietary) funds are budgeted under the accrual basis of accounting.

Budget Summary and Budget Details

Each City department and fund has a budget summary. Where additional explanation is deemed to be helpful, supporting schedules of budget-line details are presented.

Goals, Objectives, (presented in second draft budget)

Each departmental budget is introduced by department goals and objectives. Goals are defined as broad statements of intended accomplishments. The City Council determines the City's goals and therefore its spending priorities. Performance measures and objectives identify the course and the means of assuring progress toward goals, as well as benchmarks to measure progress.

Cost Allocation Plan (presented in final proposed budget)

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

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

Salaries and Benefits Information

Salaries and benefits make up a significant part of budget appropriations. Accordingly, a separate section in this document provides schedules of total budgeted salaries and benefits by position, position allocations based on estimated staff time spent in each department, and allocated position costs. The allocated position costs in each departmental budget is supported by these schedules. Departmental budgets also present 2005-2006 position allocations for comparative purposes.

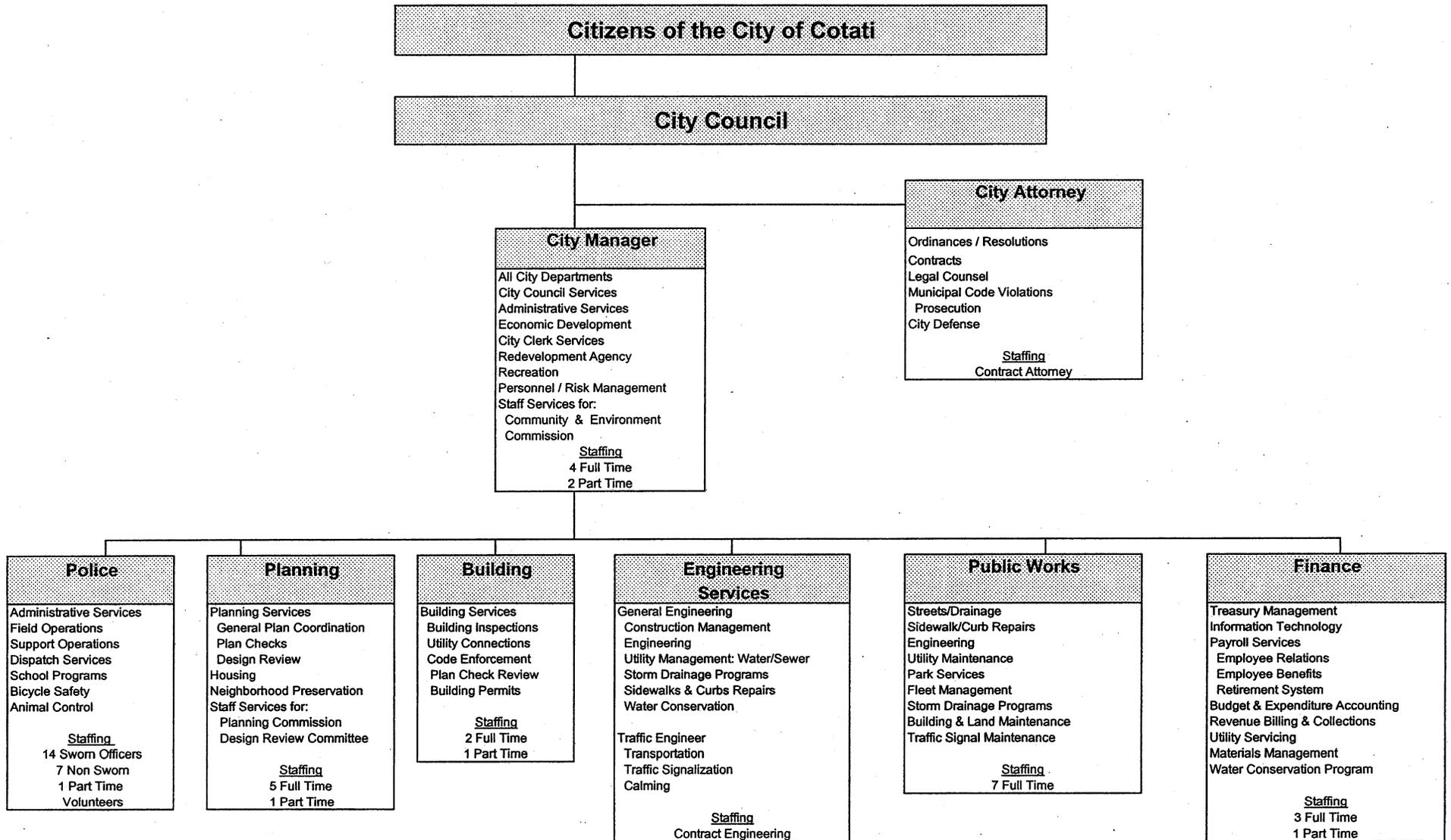
Capital Improvement Program (CIP)

There are two CIP schedules, presenting financing information by source of funds and by project. Budgeted CIP costs in 2005-2006 are also presented in the departmental budgets. Beginning in FY 06-07 a separate 10-year Capital Improvement Program document will be created and presented to the City Council / Agency Board.

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

CITY OF COTATI ORGANIZATION CHART

I-V



A VISION FOR COTATI

Quality of Life

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

Economic Development

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

Financial Stability

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

Community Safety

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

Infrastructure

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

City Beautification

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

Environmental Concerns

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

Citizen Participation

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

City of Cotati Charter

Our Purpose:

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

Our Mission:

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

Our Values:

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

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

Our Promise:

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

This is who we are.

This is what you can count on.

City of Cotati

2006-07 Budget Summary by Fund

Fund	Projected Fund Balance 7/1/2006	Estimated Revenues	Appropriations		Operating Transfers		Projected Fund Balance* 6/30/2007
			Budget	CIP / DS	In	Out	
General Fund	1,373,001	4,161,537	5,389,559	181,117	413,230	(25,084)	352,008
Other Governmental Funds							
Grants	71	3,278	-	-	-	(3,278)	71
CDBG	957	-	-	-	-	-	957
Solid Waste Reduction (AB939)	35,100	14,700	6,000	-	-	(2,075)	41,725
CEC	-	3,300	11,276	-	7,976	-	-
Public Safety	9,516	100,000	-	-	-	(100,000)	9,516
Gas Taxes	-	165,779	3,200	-	-	(162,579)	-
Transportation Development	45,773	34,648	-	-	-	-	80,421
Parks and Recreation Development	-	23,500	-	-	-	(23,500)	-
Park In Lieu	699,289	667,894	-	190,000	-	-	1,177,183
Inclusionary Housing	2,140,883	560,800	-	-	-	-	2,701,683
Traffic Mitigation	110,212	46,050	-	-	-	-	156,262
Limited Obligation Improvement Bond - SSBP	746,497	463,575	449,475	-	-	-	760,597
Asset Seizure	25,924	-	1,000	-	-	-	24,924
Maintenance Assessment Districts	37,262	19,886	38,072	-	9,283	(1,536)	26,823
K9 Program	-	2,000	5,800	-	3,800	-	-
General Capital Outlay	291,814	-	-	226,000	-	-	65,814
Explorer Program	3,662	-	2,400	-	-	-	1,262
Citizen Volunteer Program	-	-	6,100	-	6,100	-	-
Total Other Governmental Funds	4,146,960	2,105,410	523,323	416,000	27,159	(292,968)	5,047,238
Enterprise Funds							
Water Operating	-	-	1,279,622	-	1,306,918	(27,296)	-
Water Capital	2,705,861	1,884,359	126,000	905,100	-	(1,370,418)	2,188,702
Recycled Water Line	150,000	-	33,800	-	50,000	-	166,200
Subtotal Water Funds	2,855,861	1,884,359	1,439,422	905,100	1,356,918	(1,397,714)	2,354,902
Sewer Operating	-	-	2,070,121	-	2,096,215	(26,094)	-
Sewer Capital	3,624,933	3,347,069	134,000	966,600	-	(2,123,215)	3,748,187
Subtotal Sewer Funds	3,624,933	3,347,069	2,204,121	966,600	2,096,215	(2,149,309)	3,748,187
Total Enterprise Funds	6,480,794	5,231,428	3,643,543	1,871,700	3,453,133	(3,547,023)	6,103,089
Cotati Community Redevelopment Agency							
CCRA Operating	-	-	693,017	-	1,432,114	(739,098)	-
CCRA Tax Increment Fund	497,848	1,894,042	-	20,000	-	(1,432,114)	939,777
CCRA Tax Allocation Bonds	1,286,347	50,000	-	950,000	-	-	386,347
CCRA Low & Moderate Income Housing	1,614,897	764,219	246,846	-	-	(72,145)	2,060,125
CCRA Debt Service	1,040,562	22,000	785,946	-	784,196	(1,400)	1,059,412
Total Redevelopment Funds	4,439,654	2,730,261	1,725,809	970,000	2,216,310	(2,244,757)	4,445,659
All Funds	16,440,409	14,228,636	11,282,234	3,438,817	6,109,832	(6,109,832)	15,947,994

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

**General Fund
2006-2007 Budget Summary**

Fund 01	Acct	Description	2005-2006			2006-2007	
			2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
		Revenues:					
	410XX	Property Tax	\$ 397,926	\$ 410,664	\$ 403,401	\$ 502,899	\$ 502,899
	41070	Property Tax In-Lieu of VLF	374,903	490,146	490,146	524,456	524,456
	41XXX	Sales Tax	1,115,184	1,087,446	1,087,446	1,440,256	1,440,256
	41095	Sales Tax In-Lieu (Triple Flip)	261,126	315,825	331,801	331,801	331,801
	41110	Transfer Tax	303,235	250,000	202,191	179,000	179,000
	4112X	Business Licenses	75,876	73,500	74,187	74,000	74,000
	411XX	Franchise Fees	267,980	273,000	282,198	282,300	282,300
		Total Taxes	2,796,229	2,900,581	2,871,371	3,334,713	3,334,713
	41XXX	Licenses and Permits	16,749	8,000	12,688	7,500	7,500
	41XXX	Fines and Forfeitures	59,878	62,000	59,000	62,000	62,000
	4219X	Investment Earnings	88,002	42,700	60,700	40,000	40,000
	422XX	Rents and Concessions	18,034	31,550	28,650	56,319	56,319
	4121X	Motor Vehicle In Lieu Fees	162,372	45,000	46,225	44,000	44,000
	4XXXX	Charges for Services	380,262	258,677	307,719	493,967	493,967
	4XXXX	Reimbursements / Other	133,757	245,575	266,615	123,039	123,039
	43497	Long Term Debt Proceeds	53,665	-	-	-	-
		Total Revenues	3,708,948	3,594,083	3,652,968	4,161,537	4,161,537
	42259	Operating Transfers In	483,270	543,754	426,170	413,230	413,230
		Total Current Sources	4,192,218	4,137,837	4,079,138	4,574,767	4,574,767
	Dept	Current Expenditures:					
	300	City Council	75,383	112,195	111,494	138,535	133,790
	301	City Manager / City Clerk	198,850	210,024	206,778	180,341	207,191
	303	Finance	80,481	118,815	99,031	89,691	97,716
	304	Legal Services	158,753	220,434	166,434	194,300	194,300
	305	Non-Departmental	1,373,121	284,109	247,863	255,322	255,322
	306	Public Information Services	12,019	81,450	5,872	7,150	7,150
	400	Planning	396,799	377,151	317,307	398,788	426,592
	401	Building	242,141	249,160	243,459	246,120	268,023
	402	Engineering	-	-	-	74,591	74,591
	403	Streets	337,685	473,232	350,254	296,377	297,684
	406	Government Buildings	98,666	135,723	133,723	139,078	139,448
	408	Park Maintenance	171,748	225,363	232,406	239,768	239,372
	500	Police	2,014,818	2,652,391	2,562,728	2,763,496	2,971,046
	601	Cultural Arts	10,553	13,428	14,428	17,691	17,691
	602	Recreation	32,338	76,278	73,255	69,770	84,728
		Total Current Expenditures	5,203,356	5,229,753	4,765,032	5,111,019	5,414,643
		Capital Outlay:					
	300	City Council	-	-	-	-	-
	301	City Manager / City Clerk	1,842	2,725	2,370	-	-
	303	Finance	-	20,611	20,611	21,500	21,500
	305	Non Departmental	-	16,550	30,000	-	-
	306	Public Information Services	-	-	-	-	-
	400	Planning	642	-	-	-	-
	401	Building	15,567	-	-	-	-
	403	Streets	67,836	198,200	43,443	104,220	104,220
	406	Government Buildings	2,098	-	229	328	328
	408	Park Maintenance	6,690	5,500	2,329	11,530	11,530
	500	Police	50,973	95,017	95,017	43,539	43,539
	601	Cultural Arts	-	-	-	-	-
	602	Recreation	-	-	-	-	-
		Total Capital Outlay / Debt Service	145,648	338,603	193,999	181,117	181,117
		Beginning Fund Balance, July 1	3,409,680	2,252,894	2,252,894	1,373,001	1,373,001
		Ending Fund Balance, June 30	\$ 2,252,894	\$ 822,376	\$ 1,373,001	\$ 655,633	\$ 352,009

2006-2007 Budget Summary

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 44,000
41150	Gas	18,000
41160	Cable TV	68,000
41170	Refuse Removal - 12.87%	132,300
41180	Storage	20,000
		<u>\$ 282,300</u>
41XXX	Licenses and Permits	
	Community Development Services	\$ -
	Public Safety Services	7,500
		<u>\$ 7,500</u>
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 12,000
41200	Traffic and Criminal Code Enforcement	50,000
		<u>\$ 62,000</u>
4221X	Rents & Concessions	
	Metro PCS	\$ 18,000
	Cingular	18,000
	Nextel Communications	16,019
	Chamber of Commerce	3,300
	Facilities and Parks Rentals	1,000
		<u>\$ 56,319</u>
4XXXX	Charges for Services	
	Community Development Services	\$ 442,427
	Public Safety Services	24,740
	Finance and Administrative Services	26,800
		<u>\$ 493,967</u>
	Reimbursements	
42236	R.E.M.I.F.	\$ 1,800
41219	P.O.S.T	6,000
41223	SB 90 State Mandated Costs	5,000
41224	State Reimbursement of Booking Fees	-
42237	Reimbursement - Cotati Philharmonic Orchestra for Expenses	9,000
		<u>\$ 21,800</u>
	Other	
42250	Waste Management - Annual Community Improvement Contribution	50,000
41220	Office of Traffic Safety - 022G -Traffic Officer Grant FYs 06-08, Reimbursement for FY 06-07	49,239
42295	Miscellaneous	2,000
		<u>\$ 101,239</u>
42259	Operating Transfers In	
	Water Operating Fund (Administration)	8,420
	Water Operating Fund (Public Information Services)	600
	Water Operating Fund (Government Buildings Maintenance)	18,276
	Water Capital Fund (Administration)	13,500
	Sewer Operating Fund (Administration)	8,420
	Sewer Operating Fund (Public Information Services)	600
	Sewer Operating Fund (Government Buildings Maintenance)	17,074
	Sewer Capital Fund (Administration)	27,000
	CCRA Operating Fund (Public Information Services)	800
	CCRA Operating Fund (Government Buildings Lease Agreement)	19,423
	CCRA Low & Mod Income Fund (Government Buildings Lease Agreement)	6,824
	CCRA Debt Service (Administration)	1,400
	Grants - Zone 1A (Cotati Creek Bypass)	3,278
	Public Safety (Salaries,Supplies,Services,CAD/RMS) - Supplemental Law Enforcement Services Fund	100,000
	Gas Tax Fund (Street Maintenance)	162,579
	Parks and Recreation Development Fund (Park Maintenance)	23,500
	Maintenance Assessment Districts (Administration)	1,536
		<u>\$ 413,230</u>

CITY COUNCIL
Department #300

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

GOALS

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

OBJECTIVES

- Attend all regular, adjourned, and special meetings of the City Council.
- Deliberate all matters brought before these meetings and make decisions relative to the same within the context of the City of Cotati's Vision Statement.
- Attend all necessary workshops and conferences in an effort to keep abreast of current civic trends and proposed legislation, as a means to better serve the citizens of Cotati.
- Adopt the Fiscal Year 2006-2007 Annual Budget by July 1, 2006.

**City Council
2006-2007 Budget Summary**

Fund 01, Department 300		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	\$ 63,228	\$ 70,064	\$ 70,064	72,475	\$ 72,475
61025	Other Contract Services	3	50	-	-	-
61034	Dues and Subscriptions	4,956	5,250	5,153	5,200	5,200
610**	Travel, Meetings and Meal Expense	5,420	7,500	7,500	7,440	7,440
61036	Telephone	91	224	120	120	120
61037	Vehicle Maintenance	86	150	150	100	100
61038	Information Systems	500	207	207	200	200
61040	Supplies	167	500	300	200	200
61041	Materials, Tools, Small Equipment	402	300	100	100	100
61048	Printing and Photocopying	279	250	200	200	200
61074	Scholarships	250	500	500	1,000	1,000
61076	Contributions	-	27,200	27,200	51,500	46,755
	Subtotal	75,383	112,195	111,494	138,535	133,790
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 75,383	\$ 112,195	\$ 111,494	\$ 138,535	\$ 133,790

Budget Details

	<u>Amount</u>
42236 Source of Funding	
REMI (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 900
General Fund	<u>137,635</u>
	<u>\$ 138,535</u>
510XX Salaries and Benefits	
City Council Members	<u>\$ 72,475</u>
61034 Dues and Subscriptions	
League of California Cities	\$ 3,700
Association of Bay Area Governments (ABAG)	1,350
North Bay Division League of California Cities	150
	<u>\$ 5,200</u>
61035 Travel, Meetings and Training	
League of California Cities	
Annual Conference - San Diego, California	\$ 3,000
Legislative Action Days	1,480
North Bay Division Quarterly Meetings	500
Mayors' and Council Members' Association	960
Public Agency Risk Managers Association (PARMA) - Monterey, CA - Reimbursed by REMIF	900
Other Meetings	600
	<u>\$ 7,440</u>
61076 Contributions	
Sonoma County Adult and Youth Development (SCAYD) - Homeless Prevention	\$ 18,000
Laguna de Santa Rosa Foundation (on behalf of Cotati Creek Critters)	8,255
Council on Aging	14,000
Cotati-Rohnert Park Co-op Nursery School	5,000
Climate Protection	1,500
	<u>\$ 46,755</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; implementation of policy directions of the City Council; maintenance of complete and accurate records of Council proceedings; maintenance of official City files; conduct of municipal elections in accordance with California State Government Codes; provision of an effective personnel management system in the areas of personnel selection, classification, compensation, labor relations and employee training and development; protection of City assets from potential loss; promotion of safety and well being for City employees; claims management; and administration of the City's mobile home rent stabilization ordinance and community services programs and projects.

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.
- Supervise and work cooperatively with City staff to insure that Council's policies are implemented in the most cost-effective manner.
- Serve Mayor and City Council, City staff, and the public at large by providing an effective City Clerk/records management function, which is able to maintain, retrieve and research City records on demand.

OBJECTIVES

- Facilitate an open flow of information between City Council, City Manager, operating departments, and the public.
- Increase productivity, efficiency, and effectiveness through such means as team building, staff meetings and training.
- Prepare agendas for all Council meetings and prepare comprehensive minutes of the same.
- Serve the citizens of Cotati as an information center on matters dealing with City operations and services.
- Prepare, distribute, and process all required campaign expenditure and conflict of interest reporting forms.
- Insure that all staff reports are distributed to the City Council by the Friday afternoon prior to the Wednesday City Council Meetings.
- Provide periodic reports to the City Council on status of city projects and information relative to all City departments.
- Respond within ten days to all inquiries and requests of citizens where no extensive staff work is required and to all requests and inquiries within thirty days.

**City Manager / City Clerk
2006-2007 Budget Summary**

Fund 01, Department 301		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	\$ 154,884	\$ 158,050	\$ 156,099	147,297	\$ 174,147
61025	Other Contract Services	6,622	6,400	6,400	3,900	3,900
61028	Election Administration	6,468	-	-	7,000	7,000
61031	Advertising and Publications	1,976	1,500	1,500	-	-
61033	Postage	2,122	3,852	1,000	948	948
61034	Dues and Subscriptions	3,604	3,474	3,474	4,528	4,528
610**	Travel, Meetings and Meal Expense	12,601	8,575	8,575	8,710	8,710
61036	Telephone	1,680	1,564	1,000	1,000	1,000
61037	Vehicle Maintenance	645	350	350	200	200
61038	Information Systems	2,442	2,448	2,448	1,508	1,508
61040	Supplies	2,753	3,000	3,000	2,000	2,000
61041	Materials, Tools, Small Equipment	32	250	2,371	250	250
61048	Printing and Photocopying	3,023	20,561	20,561	3,000	3,000
	Subtotal	198,850	210,024	206,778	180,341	207,191
71081	Capital Outlay: Equipment	1,842	2,725	2,370	-	-
Department Total		\$ 200,692	\$ 212,749	\$ 209,148	\$ 180,341	\$ 207,191

Budget Details

		<u>Amount</u>	
42236	Source of Funding REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$	900
42259	Operating Transfer In -		
	Water Operating Fund - Administration		8,420
	Water Capital Fund - Administration		13,500
	Sewer Operating Fund - Administration		8,420
	Sewer Capital Fund - Administration		27,000
	CCRA Debt Service - Administration		1,400
	Maintenance Assessment Districts - Administration		1,538
	General Fund		<u>119,163</u>
		\$	<u>180,341</u>
510XX	Salaries and Benefits		
		<u>05-06 FTE</u>	<u>06-07 FTE</u>
	City Manager	0.25	0.25
	Assistant City Manager	0.35	0.35
	Administrative Analyst / Deputy City Clerk	0.40	0.40
	Administrative Clerk	0.40	0.40
	Administrative Intern	0.00	0.50
		<u>1.40</u>	<u>1.90</u>
		\$	<u>174,147</u>
61025	Other Contract Services		
	Record Storage Services - Infostor		\$ 2,400
	Temporary Agency - Backfill for Vacations, Training		1,000
	Website Annual Storage - Lexis Nexis / Matthew Bender		500
			<u>\$ 3,900</u>
61033	Postage		
	Departmental Specific		\$ 200
	Postal Services		14,000
	Postage Machine, Scale, Folder/Stuffer - Neopost Lease		3,402
	Postage Equipment Supplies		400
		Total to allocate	<u>\$ 17,802</u>
	Departmental Allocation		<u>748</u>
			<u>\$948</u>

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

		<u>Amount</u>
61034	Dues and Subscriptions	
	Lexis-Government Code Updates	\$ 1,500
	International City/County Management Association (ICMA)	1,025
	California City Management Foundation	350
	California Downtown Association	300
	City Clerks Association	200
	International Institute of Municipal Clerks (IIMC)	200
	American Institute of Architects	684
	American Society for Public Administration	200
	North Bay Business Journal	69
		<u>\$ 4,528</u>
61035	Travel, Meetings and Training	
	League of California Cities Conferences - San Diego, CA	\$ 2,300
	City Manager Conference and Meetings - San Francisco, CA	2,200
	Local/Regional Meetings	2,110
	City Clerks Seminar (1)	1,200
	PARMA Conference - Reimbursed by REMIF	900
		<u>\$ 8,710</u>
61048	Printing and Photocopying	
	Departmental Specific	\$ 1,618
	Copier Rent - Ikon Office Solutions	17,830
		<u>17,830</u>
	Departmental Allocation	1,382
		<u>\$ 3,000</u>
71081	Equipment	\$ -
		<u>-</u>
	Total to allocate	<u>\$ 17,830</u>

FINANCE
Department #303

The Finance Department budget reflects fiscal operations of the City including: collection and disbursement of all City funds; processing payroll disbursement as well as related labor reporting, withholding and payroll benefits management; accounts payable; billing and collection of water, sewer, business license, emergency response, 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; and audit liaison and coordinator.

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, and management of information systems.

OBJECTIVES

- Maintain financial records and provide management information for current operations and budgeting.
- Set up and maintain special funds, accounts, and ledgers where necessary for enterprise funds, grants and redevelopment programs.
- Collect and accurately account for all City revenues.
- Prepare budgetary and financial reports that meet governmental reporting standards.
- Provide accurate monthly financial reports to the City Council and City Manager by the second Council meeting of each month.
- Process semimonthly payroll checks and vendor payments, and accounts receivable billings as scheduled.
- Monitor cash flows and invest idle cash in accordance with the City's investment policy.
- Provide management information system support to departments on a timely basis; plan for long range needs and develop appropriate policies.
- Coordinate purchasing function for the City by reviewing procedures, setting standards, reviewing requests, and providing a central point for ordering, receiving and distributing office supplies.
- Continue improvement in budget presentation.
- Maintain agreement tracking and document recordation logs.
- Provide excellent customer service.

Finance
2006-2007 Budget Summary

Fund 01, Department 303

Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	\$ 55,326	\$ 60,100	\$ 65,360	66,944	\$ 74,969
61025	Other Contract Services	8,724	37,900	12,000	6,000	6,000
61026	Auditing Fees	7,300	7,650	7,650	7,650	7,650
61031	Advertising and Publications	298	300	315	325	325
61033	Postage	1,417	2,086	1,500	1,076	1,076
61034	Dues and Subscriptions	245	330	330	250	250
610XX	Travel, Meetings and Training	-	-	1,000	1,000	1,000
61036	Telephone	480	670	350	250	250
61038	Information Systems	1,627	3,621	3,621	2,646	2,646
61040	Supplies	808	1,200	1,400	1,000	1,000
61041	Materials, Tools, Small Equipment	682	2,300	2,300	500	500
61043	Repairs and Replacements	-	155	155	-	-
61048	Printing and Photocopying	3,280	2,053	2,500	1,500	1,500
61090	Banking, Trust and Agency Fees	104	150	150	150	150
61096	Interest Expense - Developer	192	300	400	400	400
	Subtotal	80,481	118,815	99,031	89,691	97,716
	Capital Outlay:					
71081	Equipment	-	1,400	1,400	1,500	1,500
71082	CIP	-	19,211	19,211	20,000	20,000
	Department Total	\$ 80,481	\$ 139,426	\$ 119,642	\$ 111,191	\$ 119,216

Source of Funding
General Fund

\$ 111,191

510XX	Salaries and Benefits		05-06 FTE	06-07 FTE	
	Director of Finance		0.25	0.25	\$ 37,450
	Accountant		0.12	0.30	7,560
	Accounting Specialist		0.25	0.25	22,482
	Account Clerk II		0.10	0.10	7,477
			<u>0.72</u>	<u>0.90</u>	<u>\$ 74,969</u>
61025	Other Contract Services				
	Sales Tax Auditing Services - HDL & Associates				4,800
	Mandated Cost Claiming Services - Worlow				1,200
					<u>\$ 6,000</u>
61026	Auditing Fees				
	Audit and Financial Reports 2005-06 - Terry Krieg, CPA		Total	<u>\$ 17,000</u>	
	General Fund Allocation - 45%				<u>\$ 7,650</u>
61034	Dues and Subscriptions				
	California Society of Municipal Finance Officers (CSMFO) Membership				\$ 100
	Government Finance Officers Association (GFOA) Membership				150
					<u>\$ 250</u>
61038	Information Systems				
	LAN Technical Support - Jim Washington				15,000
	MOMS Maintenance (Partial Year) - Corbin Willits				3,000
	System Support Service Agreement (Partial Year) - Incode				9,395
	Annual License Fees - Parcel Quest, Virus Protection, Spam Protection, Novell Licensing				3,831
	Payroll Service Fees				4,800
			Total	<u>\$ 36,026</u>	
	Departmental Allocation				\$ 646
	Departmental Specific				2,000
					<u>\$ 2,646</u>

Finance
Budget Details (Continued)

61040	Supplies	<u>\$ 1,000</u>
61048	Printing and Photocopying	
	2006-07 Budget Printing, 2007-08 Budget Preparation, Miscellaneous Forms	\$ 1,000
	Departmental Allocation (see Dept #301 for Total)	500
		<u>\$ 1,500</u>
71081	Equipment	
	Workstation (Computer) Spare	<u>\$ 1,500</u>
71082	Capital Improvements	
	A003 - Financial and Administrative Software Replacement - Total Cost \$125,000 Over FYs 05-06, 06-07	<u>\$ 20,000</u>

LEGAL SERVICES
Department #304

Legal services are provided by the law offices of Walter & Pistole, an outside contractor of the City of Cotati. They provide legal services to the City Council, City departments, and the City Redevelopment Agency.

GOALS

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

OBJECTIVES

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

**Legal Services
2006-2007 Budget Summary**

Fund 01, Department 304

Acct	Description	2004-2005 Actual	2005-2006		2006-2007	
			Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
61015	Special Legal Services	\$ 8,037	\$ 69,434	\$ 35,434	\$ 39,000	\$ 39,000
61022	City Attorney Fees	150,716	151,000	131,000	155,300	155,300
	Subtotal	158,753	220,434	166,434	194,300	194,300
	Department Total	\$ 158,753	\$ 220,434	\$ 166,434	\$ 194,300	\$ 194,300

Budget Details

Source of Funding		Amount
General Fund		<u>\$ 194,300</u>
61015	Special Legal Services	
	Special Defense/Investigations	3,366
	Liebert, Cassidy & Whitmore - Employment Relations Consortium, Employee MOU Negotiations	35,634
		<u>\$ 39,000</u>
	General Fund Portion	<u>\$ 39,000</u>
61022	City Attorney Fees	
	Walter and Pistole - Including General Plan Update, Downtown Specific Plan	170,000
	General Fund Portion	<u>\$ 155,300</u>
	Total	<u>\$ 170,000</u>

**NON-DEPARTMENTAL
Department #305**

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

GOALS

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

OBJECTIVES

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

**Non-Departmental
2006-2007 Budget Summary**

Fund 01, Department 305

Acct	Description	2004-2005 Actual	2005-2006		2006-2007	
			Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Current:						
51XXX	Salaries and Benefits	\$ 7,762	\$ -	\$ 8,500	\$ 10,000	\$ 10,000
61019	Engineering Fees *	-	25,000	25,000	-	-
61025	Other Contract Services	17,457	55,300	28,970	11,000	11,000
61027	Insurance	82,688	66,701	66,701	102,948	102,948
610**	Travel, Meetings and Meal Expense	1,129	3,000	3,000	9,500	9,500
61033	Postage	62	-	100	100	100
61034	Dues and Subscriptions	130	90	90	90	90
61037	Vehicle Expense	-	5,000	5,626	-	-
61038	Information Systems	-	-	11,725	-	-
61040	Supplies	-	500	500	600	600
61041	Materials, Tools, Small Equipment	1,245	-	350	20,000	20,000
61042	Equipment Rental	153	-	-	-	-
61048	Printing and Photocopying	14	-	-	-	-
61072	Reimbursements	-	14,892	14,892	-	-
61075	Contingency	66,807	70,000	50,000	70,000	70,000
61085	Operating Transfers Out	1,189,936	36,826	26,409	25,084	25,084
61089	Property Tax Administration Fees	5,737	6,800	6,000	6,000	6,000
	Subtotal	1,373,121	284,109	247,863	255,322	255,322
Capital Outlay:						
71081	Equipment	-	16,550	30,000	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 1,373,121	\$ 300,659	\$ 277,863	\$ 255,322	\$ 255,322

Budget Details

	<u>Amount</u>
Source of Funding	
Weed Abatement - Property Owner Payments / Assessments	\$ 4,600
Sidewalk Repair - Property Owner Payments / Assessments	-
General Fund	<u>250,722</u>
	<u>\$ 255,322</u>
51XXX Salaries and Benefits	
001W - Staff Time - Weed Abatement Program	\$ 5,000
006P - Staff Time - Sidewalk Repair Program	5,000
	<u>\$ 10,000</u>
* 61019 Moved to New Department for FY 06-07 - 402 Engineering Services	
61025 Other Contract Services	
Bartle Wells and Associates - Completion of Development Impact Fee Studies (001S, 002S, 003S)	\$ 6,000
Weed Abatement Mowing Services	5,000
	<u>\$ 11,000</u>
61027 Insurance	
Auto and General Liability	\$ 152,668
Deductibles ESTIMATED	15,000
Earthquake and Flood ESTIMATED	35,975
Auto Physical Damage	4,463
Property	13,694
Boiler and Machinery ESTIMATED	1,000
User Funding and Fraud Investigation Assessment	1,000
	<u>1,000</u>
Total to allocate	<u>\$ 223,800</u>
General Fund Allocation 46 %	<u>\$ 102,948</u>

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

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

61035	Travel, Meetings and Training Emergency Operations Center (EOC) Training Employee/Commission Member Awards Reception Management Team Building	\$ 4,000 3,000 2,500 <u>9,500</u>
61041	Materials, Tools, Small Equipment Contingency Funding - Citywide Chair Replacement Program	\$ 20,000
61075	Contingency Employee Leave Bank Buyout	<u>70,000</u>
61089	Tax Administration Fees County of Sonoma - Property Tax Collections - Total \$49,500 General Fund Portion	<u>6,000</u>
61085	Operating Transfers Out Maintenance Assessment Districts Fund - Subsidy Citizen Volunteer Program Fund - Subsidy Community and Environment Commission Fund - Subsidize Activities K-9 (Police) Program Fund - Subsidize Program	\$ 9,283 6,100 5,901 3,800 <u>25,084</u>
71081	Equipment	<u>-</u>

PUBLIC INFORMATION SERVICES
Department #306

Public Information Services provides programs that enhance communication with the community through the City Web page, the La Plaza Park bulletin board, the Community guide 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

- Maintain the City Web site
- Publish a Community Guide in cooperation with the Chamber of Commerce two times each year.

**Public Information Services
2006-2007 Budget Summary**

Fund 01, Department 306

Acct	Description	2004-2005 Actual	2005-2006		2006-2007	
			Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
61025	Other Contract Services	\$ 384	\$ 74,250	\$ -	\$ -	\$ -
61033	Postage	595	1,200	1,247	1,250	1,250
61038	Information Systems	6,780	3,000	1,500	900	900
61048	Printing and Photocopying	4,260	3,000	3,125	5,000	5,000
	Subtotal	12,019	81,450	5,872	7,150	7,150
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
	Department Total	\$ 12,019	\$ 81,450	\$ 5,872	\$ 7,150	\$ 7,150

Budget Details

	<u>Amount</u>
Source of Funding	
42259 Operating Transfer In - Water Operating Fund	\$ 600
Sewer Operating Fund	600
CCRA Operating Fund	800
General Fund	<u>5,150</u>
	<u>\$ 7,150</u>
61033 Postage	
Community Guide	<u>\$ 1,250</u>
61038 Information Systems	
Website Hosting - Support, Modifications, Upgrades	<u>\$ 900</u>
61048 Printing and Photocopying	
Community Guide	<u>\$ 5,000</u>

PLANNING
Department #400

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

GOALS

- Assist applicants to understand the City's planning codes.
- Provide excellent customer service.
- Provide systematic collection, organization, and processing of information to help decision-making regarding the physical, economic and social growth of the City.
- Provide assistance to the public in the processing of planning applications.
- Promote and help assure constructive and broad-based community participation in the planning process.
- Promote the efficient use of land within Sonoma County through regional cooperation in order to protect the quality of life in the County.
- Provide information and education regarding the conservation of resources including recycling, reuse and reduction.
- Develop and provide information regarding City of Cotati Sustainable Building Program. Work with all departments on the implementation of this new program.
- Continue to implement many of the concepts in the "Walkable Cotati Plan".
- Continue to implement the Santero Way Specific Plan.
- Continue to process tree removal applications.
- Implement the Land-use Code.
- Assist in developing a comprehensive revision to the City's General Plan.
- Assist in developing a Downtown Specific Plan.
- Continue staff support to the Design Review Committee, Planning Commission, and City Council.
- Implement the City's Housing Element Update.

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, including zone changes, variances, conditional use permits, subdivision maps, site plans, street changes, and General Plan amendments/specific plans.
- Review final plans for compliance with conditions of approval prior to permit issuance.
- Maintain current data for land use, zoning, housing stock and population.
- Provide support services for the Engineering and Building functions.
- 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.
- Evaluate proposed acquisition or disposition of public property with the General Plan and submit findings to the Planning Commission and City Council.
- Prepare annual report on the status of the General Plan.
- Administer the annual City of Cotati Weed Abatement program with cooperation of the City of Cotati Public Works Department and the Finance Department (associated revenues and expenditures found in department 305, Non-departmental).

**Planning
2006-2007 Budget Summary**

Fund 01, Department 400		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	\$ 121,467	\$ 212,217	\$ 197,509	241,509	\$ 269,313
61019	City Engineering **	67	6,083	4,000	-	-
61022	Legal Fees	10,629	15,000	1,000	-	-
61025	Other Contract Services	227,960	95,200	74,700	119,850	119,850
61031	Advertising and Legal Notices	5,212	6,937	6,937	7,500	7,500
61033	Postage	3,341	4,012	1,500	3,167	3,167
61034	Dues and Subscriptions	1,898	3,300	3,300	3,300	3,300
610**	Travel, Meetings and Meal Expense	8,037	10,770	10,770	9,950	9,950
61036	Telephone	1,385	2,700	1,700	1,300	1,300
61038	Information Systems	3,748	2,896	2,896	3,770	3,770
61040	Supplies	2,105	1,500	1,500	1,750	1,750
61041	Materials, Tools, Small Equipment	222	3,795	3,795	500	500
61048	Printing and Photocopying	10,727	12,741	7,700	6,192	6,192
	Subtotal	396,799	377,151	317,307	398,788	426,592
71081	Capital Outlay: Equipment	642	-	-	-	-
	Department Total	\$ 397,441	\$ 377,151	\$ 317,307	\$ 398,788	\$ 426,592

Budget Details

				<u>Amount</u>
4XXXX	Source of Funding			
	Charges for Services - Does Not Reflect Cost Recovery Deposits Collected			\$ 500
	General Fund			398,288
				<u>\$ 398,788</u>
510XX	Salaries and Benefits	<u>05-06 FTE</u>	<u>06-07 FTE</u>	
	Director of Planning	0.50	0.50	\$ 79,004
	Senior Planner	0.70	0.70	97,116
	Associate Planner	0.70	0.70	69,697
	Administrative Secretary	0.70	0.70	61,291
	Planning Technician	0.70	0.70	47,252
	Administrative Intern	0.00	0.00	-
		<u>3.30</u>	<u>3.30</u>	<u>\$ 354,359</u>
* Actual Planning Staff Salary and Benefit Costs Detailed Immediately Above. Budget Recommended Amount Reduced by 24% to Reflect Average Annual Cost Recovery Amounts Billed to Developer Deposit Accounts				
*61019	Moved to New Department for FY 06-07 - 402 Engineering Services			
61025	Other Contract Services			
	006S - General Plan Update - Consultants - Total Cost \$205,000 FY 06-07, Balance in CCRA, Water and Sewer Operating			\$ 116,850
	Contract Planning Services - Total \$42,000 (Estimated 93% (\$39,000)) To Be Charged to Developer Deposit Accounts,			3,000
	General Fund Expenditure Not to Exceed \$3,000.			<u>\$ 119,850</u>
61034	Dues and Subscriptions			
	American Planning Association (APA), American Institute of Certified Planners (AICP) - 4 Staff			\$ 1,800
	Local Agency Formation Commission (LAFCO)			1,300
	Livable Communities			200
				<u>\$ 3,300</u>

**Planning
Budget Details (Continued)**

		<u>Amount</u>
61035	Travel, Meetings and Training	
	Planner's Institute (4)	\$ 4,800
	American Planning Association (1)	1,400
	Staff Training	<u>3,750</u>
		<u>\$ 9,950</u>
61038	Information Systems	
	Departmental Allocation (See Dept #303 for Total)	<u>\$ 3,770</u>
61048	Printing and Photocopying	
	Departmental Allocation (See Dept #301 for Total)	1,192
	Department Specific	5,000
		<u>\$ 6,192</u>
71081	Equipment	<u>\$ -</u>

BUILDING
Department #401

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

GOALS

- Administer and enforce all regulations governing building construction, and to protect the life, health, and safety of the citizens through inspection services.
- Recognize the continuing need to develop improved safety standards and provide information to the public regarding life, health, and safety standards in construction.
- Provide excellent customer service.
- Continue to administer the Plumbing Retrofit Program.

OBJECTIVES

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

**Building
2006-2007 Budget Summary**

Fund 01, Department 401

Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	\$ 203,216	\$ 171,219	\$ 168,637	183,270	\$ 205,173
51018	Safety Shoes	-	151	151	150	150
61025	Other Contract Services	25,177	63,416	63,416	50,000	50,000
61033	Postage	1,363	1,203	450	450	450
61034	Dues and Subscriptions	160	570	345	345	345
610**	Travel, Meetings and Meal Expense	2,929	1,500	1,500	2,120	2,120
61036	Telephone	2,032	2,960	2,960	3,000	3,000
61037	Vehicle Maintenance	1,399	2,000	2,000	1,500	1,500
61038	Information Systems	2,950	2,741	1,500	3,285	3,285
61040	Supplies	888	1,400	1,400	1,000	1,000
61041	Materials, Tools, Small Equipment	642	1,000	100	-	-
61048	Printing and Photocopying	1,383	1,000	1,000	1,000	1,000
	Subtotal	242,141	249,160	243,459	246,120	268,023
71081	Capital Outlay: Equipment	15,567	-	-	-	-
	Department Total	\$ 257,708	\$ 249,160	\$ 243,459	\$ 246,120	\$ 268,023

Budget Details

		<u>Amount</u>	
41XXX	Charges for Service	241,120	
41XXX	Incremental Fee (Training Only)	5,000	
	General Fund	-	
		<u>\$ 246,120</u>	
510XX	Salaries and Benefits	<u>05-06 FTE</u>	<u>06-07 FTE</u>
	Director of Building & Safety	0.90	0.90
	Code Enforcement Officer	0.25	0.40
	Permit Technician	0.90	0.90
		<u>2.05</u>	<u>2.20</u>
		\$	104,432
			35,775
			64,967
			<u>\$ 205,173</u>
61025	Other Contract Services		
	Contract Building Inspection Services - Backfill Staff During Training, Overflow Plan Check		\$ 50,000
61034	Dues and Subscriptions		
	California Building Officials (CALBO) Membership		\$ 225
	International Code Council (ICC) Membership		100
	Redwood Empire Association of Code Officials (REACO) Membership		20
			<u>\$ 345</u>
610XX	Travel, Meetings and Training		
	Education Week - Expense is Offset by Incremental Fees Received		\$ 1,400
	ICBO/CALBO/Certifications - Expense is Offset by Incremental Fees Received		600
	REACO Meetings		120
			<u>\$ 2,120</u>
61040	Supplies		
	Departmental and Allocated Supplies		\$ 800
	Code Books		200
			<u>\$ 1,000</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, and provides mapping and engineering records support.

GOALS

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

OBJECTIVES

- Respond in a timely manner to City departments for technical support regarding the City's infrastructure.
- Timely response to citizens' requests and inquiries, for technical questions regarding the City's infrastructure.
- Respond to development review requests within 3 weeks from receipt of a complete submittal.
- Develop capital project alternatives taking into consideration the life of the product, flexibility for future users, ongoing and future maintenance costs, and up-front capital costs.
- Working with City staff, actively pursue grant opportunities for public infrastructure capital needs and maintenance deficiencies.
- Recommend and assist in development of 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.
- Provide technical support to Public Works and Planning Departments to maintain compliance with various permits pertaining to City facilities and natural resources

Engineering Services
 (New Department FY 06-07)
 2006-2007 Budget Summary

Fund 01, Department 402

Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
61018	Special Engineering Services	\$ -	\$ -	\$ -	\$ 31,000	\$ 31,000
61019	City Engineering Services	-	-	-	43,591	43,591
	Subtotal	-	-	-	74,591	74,591
	Department Total	\$ -	\$ -	\$ -	\$ 74,591	\$ 74,591

Budget Details

Source of Funding		Amount
General Fund		<u>\$ 74,591</u>
61018	Special Engineering Services	
	Dowling and Associates - Downtown Specific Plan and General Plan Traffic Circulation	\$ 40,000
	W-Trans Traffic Engineering	25,000
	Urban Water Management Plan (UWMP)	20,000
	Luhdorff and Scalmanini - Water Supply Assessment and Groundwater Assessment	15,000
		<u>\$ 100,000</u>
	General Fund Portion	<u>\$ 31,000</u>
61019	City Engineering	
	Winzler & Kelly - Including General Plan Update, Downtown Specific Plan. Does Not Include Charges Billed to Deposit Accounts	
	General Fund Portion	Total \$ 285,550
		<u>\$ 43,591</u>

STREETS

Department #403

This 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 by 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 least cost.

OBJECTIVES

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

Streets
2006-2007 Budget Summary

Fund 01, Department 403

Acct	Description	2004-2005 Actual	2005-2006		2006-2007	
			Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	\$ 77,745	\$ 153,420	\$ 151,632	\$ 152,332	\$ 153,638
51003	Overtime	278	500	500	500	500
51018	Safety Shoes	59	200	200	200	200
61019	City Engineering *	51,670	35,000	15,000	-	-
61025	Other Contract Services	128,896	198,856	93,956	53,946	53,946
61031	Advertising and Publications	144	100	100	100	100
61033	Postage	-	-	10	10	10
61034	Dues and Subscriptions	-	150	150	250	250
610**	Travel, Meetings and Meal Expense	150	3	3	-	-
61036	Telephone	862	1,500	1,200	1,200	1,200
61037	Vehicle Expense	2,807	4,000	4,000	2,000	2,000
61038	Information Systems	624	1,603	1,603	1,670	1,670
61040	Supplies	2,684	1,500	1,500	1,500	1,500
61041	Materials, Tools, Small Equipment	16,531	15,500	15,500	17,870	17,870
61042	Equipment Rental	596	500	500	500	500
61043	Repairs & Replacements	2,492	5,000	5,000	5,000	5,000
61048	Printing and Photocopying	147	400	400	300	300
61051	Utilities	52,001	55,000	59,000	59,000	59,000
	Subtotal	337,685	473,232	350,254	296,377	297,684
	Capital Outlay:					
71081	Equipment	16,458	8,000	8,443	8,242	8,242
71082	CIP	51,378	190,200	35,000	95,978	95,978
	Department Total	\$ 405,521	\$ 671,432	\$ 393,697	\$ 400,597	\$ 401,904

Budget Details

				<u>Amount</u>
42259	Sources of Funding			162,579
	Operating Transfer In - Gas Taxes Fund			
	Operating Transfer In - Zone 1A Funding - Grants Fund			
	General Fund - NPDES Costs			13,000
	General Fund - Balance of Expenditures			225,018
				<u>\$ 400,597</u>
510XX	Salaries and Benefits			
	Public Works Superintendent	0.25	0.25	\$ 34,433
	Field Maintenance Supervisor	0.30	0.30	34,262
	Maintenance Worker II	0.15	0.15	13,793
	Maintenance Worker II	0.25	0.25	21,871
	Maintenance Worker II	0.20	0.20	15,318
	Maintenance Worker II	0.20	0.20	16,914
	Maintenance Worker II	0.20	0.20	17,047
		<u>1.55</u>	<u>1.55</u>	<u>\$ 153,638</u>
*61019	Moved to New Department for FY 06-07 - 402 Engineering Services			
61025	Other Contract Services			
	Signal Maintenance - Republic Electric			\$ 16,500
	005P - Pavement Management - Completion of Striping from Slurry Seal Project			21,646
	001P - NPDES (National Pollutant Discharge Elimination System) Program - Total Annual Cost \$39,000, Balance in Water, Sewer Operating Funds. Russian River Watershed Protection			13,000
	Signals - Department of Transportation			2,800
				<u>\$ 53,946</u>

Streets
Budget Details (Continued)

		<u>Amount</u>
61041	Materials, Tools, Small Equipment	
	Continuing Operations Expenditures	\$ 15,000
	Signs - Pedestrian Crossing	1,200
	Rain Gear - Total Cost \$2,800, Allocated to All Public Works Departments	620
	Drill Set, Cordless - Total Cost \$1,000, Balance in Government Building Department	500
	Signs - Men and Equipment - Total Cost \$750, Balance in Water and Sewer Operating Funds	250
	Small Torch Set - Total Cost \$600, Balance in Water and Sewer Operating Funds	200
	Chair for Corporation Yard Main Office - Total Cost \$450, Allocated to All Public Works Departments	100
		<u>\$ 17,870</u>
71081	Equipment	
	Truck - Utility Pick-Up - Total Cost \$35,000, Balance in Water/Sewer Capital Funds	\$ 7,000
	Trailer - Tilt, Small - Total Cost \$4,000, Balance in Water/Sewer Capital Funds	800
	Workstation (Computer) for Corporation Yard Main Office - Total Cost \$1,000, Allocated to All Public Works Departments	221
	Desk (1) for Corporation Yard Main Office - Total Cost \$1,000, Balance in Water/Sewer Operating Funds	221
		<u>\$ 8,242</u>
71082	Capital Improvements	
	T012 - Lancaster Drive Improvements - Total Project Costs \$467,500 - Estimated Developer Share \$284,500, Balance in Water, Sewer Capital Funds	\$ 55,200
	T013 - Old Redwood Highway Overlay, South, Myrtle to Eucalyptus	20,000
	Y005 - Storm Drain Map Updates	12,500
	U005 - Pedestrian Crossing, E. Cotati Avenue and Charles Street	5,000
	X007 - Cotati Creek Bypass Design - Zone 1A Funding	3,278
		<u>\$ 95,978</u>

GOVERNMENT BUILDINGS

Department #406

Government Buildings provides for the operation and maintenance of City Hall, the Police Facility, the Community Center and the Public Works Facility. City Hall provides offices for the City Council, City Manager, Public Works Administration, Building/Planning, and Finance, as well as a Council Chamber and conference rooms. The Public Works Facility provides storage and maintenance 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
2006-2007 Budget Summary**

Fund 01, Department 406

Acct	Description	2004-2005 Actual	2005-2006		2006-2007	
			Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	\$ 47,271	\$ 76,975	\$ 75,365	\$ 76,325	\$ 76,695
51003	Overtime	211	300	300	300	300
51018	Safety Shoes	37	150	150	150	150
61025	Other Contract Services	15,395	18,271	18,271	19,969	19,969
61033	Postage	-	-	10	10	10
61036	Telephone	1,291	1,400	1,000	1,000	1,000
61037	Vehicle Maintenance	715	1,850	1,850	1,000	1,000
61038	Information Systems	353	827	827	862	862
61040	Supplies	3,567	5,800	5,800	5,000	5,000
61041	Materials, Tools, Small Equipment	7,430	4,000	4,000	6,312	6,312
61043	Repairs & Replacements	1,026	1,000	1,000	1,000	1,000
61048	Printing and Photocopying	73	150	150	150	150
61051	Utilities	21,298	25,000	25,000	27,000	27,000
	Subtotal	98,666	135,723	133,723	139,078	139,448
	Capital Outlay:					
71081	Equipment	2,098	-	229	328	328
71082	CIP	-	-	-	-	-
	Department Total	\$ 100,764	\$ 135,723	\$ 133,952	\$ 139,406	\$ 139,776

Budget Details

		<u>Amount</u>	
Sources of Funding			
42259	Operating Transfer In - Water Operating Fund	\$	18,276
42259	Operating Transfer In - Sewer Operating Fund		17,074
42259	Operating Transfer In - CCRA Operating Fund		19,423
42259	Operating Transfer In - CCRA Low and Moderate Income Housing Fund		6,824
	General Fund		77,809
		\$	<u>139,406</u>
510XX	Salaries and Benefits		
		<u>05-06 FTE</u>	<u>06-07 FTE</u>
	Public Works Superintendent	0.10	0.10
	Field Maintenance Supervisor	0.15	0.15
	Maintenance Worker II	0.05	0.05
	Maintenance Worker II	0.15	0.15
	Maintenance Worker II	0.20	0.20
	Maintenance Worker II	0.05	0.05
	Maintenance Worker II	0.10	0.10
		<u>0.80</u>	<u>0.80</u>
			\$ 76,695
61025	Other Contract Services		
	Janitorial Service - Jani-King - City Hall, Cotati Room		\$ 10,000
	Mats - Aramark - City Hall, Corporation Yard, Towels, Coverall Service - Corporation Yard		4,800
	HVAC Maintenance - Johnson Controls, California Energy Experts - City Hall, Cotati Room		2,275
	Pest Control - Terminix - City Hall, Cotati Room		1,164
	Carpet Cleaning - City Hall, Cotati Room		1,000
	Alarms - Binkley - Corporation Yard, City Hall, Cotati Room		730
			<u>\$ 19,969</u>
61041	Materials, Tools, Small Equipment		
	Continuing Operations Expenditures		\$ 5,000
	Drill Set, Cordless - Total Cost \$1,000, Balance in Streets Department		500
	Rain Gear - Total Cost \$2,800, Allocated to All Public Works Departments		460
	Saw, Chop		300
	Chair for Corporation Yard Main Office - Total Cost \$450, Allocated to All Public Works Departments		52
			<u>\$ 6,312</u>

**Government Buildings
Budget Details (Continued)**

71081	Equipment		
	Workstation (Computer) for Corporation Yard Main Office - Total Cost \$1,000, Allocated to All Public Works Departments	\$	164
	Desk (1) for Corporation Yard Main Office - Total Cost \$1,000, Balance in Water/Sewer Operating Funds		164
		<u>\$</u>	<u>328</u>
71082	Capital Improvements	<u>\$</u>	<u>-</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 Public Works 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 daily.
- Clean and inspect park rest rooms daily.
- Inspect play equipment and picnic areas weekly (repairing as necessary for safety) and paint play equipment annually.
- Mow all parks and public grounds weekly (contract services).
- Mechanically edge park areas monthly (contract services).
- Weed planter areas once every two months (contract services).
- Trim and prune shrubs and trees as necessary to insure proper growth.
- Inspect and repair irrigation systems daily.
- Provide weed abatement of parks, parkways, public grounds, and public thoroughfares as necessary.
- Aerate and fertilize parks once every four months; carry out park development projects.

**Park Maintenance
2006-2007 Budget Summary**

Fund 01, Department 408

Acct	Description	2004-2005 Actual	2005-2006		2006-2007	
			Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Current:						
510XX	Salaries and Benefits	\$ 62,610	\$ 110,260	\$ 108,998	\$ 108,922	\$ 108,526
51003	Overtime	242	900	900	300	300
51018	Safety Shoes	77	150	150	150	150
61025	Other Contract Services	90,578	90,564	99,159	101,523	101,523
61033	Postage	83	-	10	10	10
61036	Telephone	1,012	1,500	1,200	1,000	1,000
61037	Vehicle Maintenance	1,675	2,400	2,400	1,500	1,500
61038	Information Systems	413	1,189	1,189	1,239	1,239
61040	Supplies	3,210	3,000	3,000	3,000	3,000
61041	Materials, Tools, Small Equipment	6,735	8,100	8,100	14,824	14,824
61042	Equipment Rental	998	500	500	500	500
61043	Repairs & Replacements	1,049	3,000	3,000	3,000	3,000
61048	Printing and Photocopying	116	200	200	200	200
61051	Utilities	2,950	3,600	3,600	3,600	3,600
	Subtotal	171,748	225,363	232,406	239,768	239,372
Capital Outlay:						
71081	Equipment	4,978	2,000	2,329	8,030	8,030
71082	CIP	1,712	3,500	-	3,500	3,500
Department Total		\$ 178,437	\$ 230,863	\$ 234,735	\$ 251,298	\$ 250,902

Budget Details

				Amount
Sources of Funding				
42259	Operating Transfer In - Parks and Recreation Development Fund			23,500
	General Fund			227,798
				<u>\$ 251,298</u>
510XX	Salaries and Benefits	05-06 FTE	06-07 FTE	
	Public Works Superintendent	0.15	0.15	\$ 20,660
	Field Maintenance Supervisor	0.10	0.10	11,421
	Maintenance Worker II	0.10	0.10	9,196
	Maintenance Worker II	0.10	0.10	8,748
	Maintenance Worker II	0.10	0.10	7,659
	Maintenance Worker II	0.45	0.45	38,057
	Maintenance Worker II	0.15	0.15	12,785
		<u>1.15</u>	<u>1.15</u>	<u>\$ 108,526</u>
61025	Other Contract Services			
	Landscape Maintenance - Trugreen Maintenance			94,947
	Janitorial - Park Facilities - JaniKing			6,576
				<u>\$ 101,523</u>
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 5,000
	Bark - Playground, ADA			2,000
	Trees - Putnam Park			2,000
	Picnic Tables - Kotate Park			2,000
	Soccer Goal			1,930
	Boxes for "Doggie" Waste Bags			1,500
	Rain Gear - Total Cost \$2,800, Allocated to All Public Works Departments			320
	Chair for Corporation Yard Main Office - Total Cost \$450, Allocated to All Public Works Departments			74
				<u>\$ 14,824</u>

**Park Maintenance
Budget Details (Continued)**

71081	Equipment		
	Truck - Utility Pick-Up - Total Cost \$35,000 Balance in Water/Sewer Capital Funds	\$	7,000
	Trailer - Tilt, Small - Total Cost \$4,000 Balance in Water/Sewer Capital Funds		800
	Workstation (Computer) for Corporation Yard Main Office - Total Cost \$1,000, Allocated to All Public Works Departments		115
	Desk (1) for Corporation Yard Main Office - Total Cost \$1,000, Balance in Water/Sewer Operating Funds		115
		<u>\$</u>	<u>8,030</u>
71082	Capital Improvements		
	L011 - Dog Park Improvements	\$	3,500

POLICE
Department #500

The Police Department provides law enforcement services to the community 24-hours per day, 365-days per year. The Department is committed to the protection of life and property and to the prevention of criminal activity. To accomplish this, the Department strives to have a highly visible police presence while vigorously enforcing State laws and local ordinances. Police Officers are also Peace Officers, working to maintain the public peace and to daily provide safety and security to the community. The Police Department is dedicated to maintaining a viable proactive operation that recognizes and effectively responds to current and future community needs and makes maximum use of available resources, personnel and technology.

GOALS:

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

**Police
2006-2007 Budget Summary**

Fund 01, Department 500

Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	1,611,181	2,171,440	2,091,042	2,302,478	2,510,028
51003	Overtime	121,302	120,000	120,000	120,000	120,000
61015	Special Legal Services	8,347	44,000	44,000	8,000	8,000
61022	Legal Fees - City Attorney	6,125	5,000	5,000	5,000	5,000
61025	Other Contract Services	84,764	90,456	80,656	81,269	81,269
61031	Advertising and Publications	980	1,500	1,500	1,500	1,500
61033	Postage	1,684	1,765	4,000	2,000	2,000
61034	Dues and Subscriptions	1,766	2,190	2,190	2,210	2,210
610**	Travel, Meetings and Meal Expense	8,488	19,740	19,740	20,000	20,000
61036	Telephone	11,314	12,034	12,034	12,000	12,000
61037	Vehicle Expense	36,450	37,500	37,500	37,500	37,500
61038	Information Systems	42,728	62,266	62,266	85,659	85,659
61040	Supplies	16,784	22,500	22,500	17,000	17,000
61041	Materials, Tools, Small Equipment	7,518	5,000	5,000	8,500	8,500
61043	Repairs & Replacements	167	-	-	-	-
61048	Printing and Photocopying	4,597	5,700	7,000	11,680	11,680
61051	Utilities	20,919	25,000	22,000	22,000	22,000
61076	Contributions	2,443	1,700	1,700	1,700	1,700
61088	Jail Booking Fees	27,261	24,600	24,600	25,000	25,000
	Subtotal	2,014,818	2,652,391	2,562,728	2,763,496	2,971,046
	Capital Outlay:					
71081	Equipment	27,260	70,917	70,917	19,825	19,825
	Debt Service					
61093	Lease Principal - 4 Vehicles	20,711	20,526	20,526	21,107	21,107
61096	Lease Interest - 4 Vehicles	3,003	3,574	3,574	2,607	2,607
	Total Expenditures	2,065,791	2,747,408	2,657,745	2,807,035	3,014,585
	Department Total	\$ 2,065,791	\$ 2,747,408	\$ 2,657,745	\$ 2,807,035	\$ 3,014,585

Budget Details

			Amount
Sources of Funding			
4XXXX	Charges for Services		\$ 24,740
41XXX	Licenses and Permits		7,500
41XXX	Fines and Forfeitures		50,000
42259	Operating Transfer In - Public Safety Fund		100,000
41219	Peace Officers Standards and Training (P.O.S.T.)		6,000
41220	Office of Traffic Safety - 022G -Traffic Officer Grant FYs 06-08, Reimbursement for FY 06-07		49,239
41090	Public Safety Augmentation		50,868
	General Fund		<u>2,518,688</u>
			<u>\$ 2,807,035</u>
510XX	Salaries and Benefits	05-06 FTE	06-07 FTE
	Police Chief	1.00	1.00
	Police Lieutenant	0.00	0.00
	Police Sergeant	4.00	4.00
	Police Officer	8.00	9.00
	Support Services Supervisor	1.00	1.00
	Community Services Officer	1.00	1.00
	Dispatcher / Clerk	5.00	5.00
	Police Services Aid	0.55	0.55
	Reserve Officers	0.00	0.00
		<u>20.55</u>	<u>21.55</u>
			\$ 2,508,288

**Police
Budget Details (Continued)**

		<u>Amount</u>
61025	Other Contract Services	
	Animal Shelter - City Of Rohnert Park	\$ 16,007
	Janitorial Service - JaniKing	11,700
	Radio Maintenance - Williams USA	7,000
	Explosive Ordinance Fee - County of Sonoma	7,500
	Heating and Cooling Maintenance - Johnson Controls	6,612
	Livescan Maintenance - Identix	2,000
	Sexual Assault Exams - Sutter Hospital	2,000
	Hazardous Materials Response - County of Sonoma & City of Santa Rosa	3,000
	Parking Citations Service - Judicial Data Services	1,300
	Fingerprint Processing Fee - Department of Justice	1,300
	Superior Court - County	1,500
	Orinda Detox Center Holding Cell Services - County of Sonoma	2,400
	Radar Repair and Calibration - RHF Inc.	600
	Document Shredding - Infostor	700
	Animal Veterinary Services	500
	Lexis Nexis/Accurint	500
	Transcription Services	500
	Pest Control - Terminix	600
	Criss Cross Listing	250
	Emergency Generator Maintenance	600
	Emergency Lighting Maintenance	400
	Carpet Cleaning	600
	Window and Skylight Cleaning	600
	Staff/Reserve Pre-employment Related:	
	Background Investigator	6,000
	Physical Exams	2,100
	Psychological Exams	2,400
	Polygraph Exams	1,600
	Collective Recruitment Services	1,000
		\$ 81,269
61034	Dues and Subscriptions	
	California Penal Code - 6	\$ 350
	Law Enforcement Personnel Report	300
	Law Enforcement Liability Report	275
	California Police Officers Association	250
	Sonoma County Chiefs Association	250
	California Vehicle Codes - 15	150
	CPOA Legal Resource	120
	California Police Chiefs Association	120
	California Background Investigators	100
	California Association Records Supervisor	100
	CalNENA (National Emergency Number Association)	95
	California Property & Evidence Officers	50
	CCUG (Computerized CLETS Users Group)	50
		\$ 2,210
610**	Travel, Meetings and Training	
	Priority 1	
	Quarterly Range Training (14)	\$ 4,590
	Emergency Vehicle Operation (14)	2,500
	First Aid / CPR / Blood Borne Pathogens / SIDS (14)	1,500
	Accident Investigation (4)	1,000
	Taser Training (9)	200
	Computer Crimes (3)	100
	Field Training Officer Update (1)	45
	Defense Tactics Instructor Update (1)	35
		\$ 9,970
	Priority 2	\$ 10,030
	Total Travel, Meetings and Training	\$ 20,000

**Police
Budget Details (Continued)**

61038	Information Systems	CAD/RMS - Sonoma County Law Enforcement Consortium FY 06-07 Agency Funding	\$ 65,763
		Departmental Allocation (see Dept #303 for Total)	12,146
		CLETS (California Law Enforcement Telecommunications System) - Wants and Warrants	6,000
		LEADS Software Maintenance	900
		TMS (Training Management Software) Updates and Support	600
		Great Software License - Gang Enforcement	250
			<u>\$ 85,659</u>
61076	Contributions	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$ 1,700</u>
61088	Jail Booking Fees	Cost of Booking Offenders Into the County Jail at \$127/Booking	<u>\$ 25,000</u>
71081	Equipment	In-Car Video (2)	\$ 12,725
		Computers (2)	\$ 3,000
		Hand Held Radar (1)	1,700
		Refrigerator (Evidence Room)	1,400
		Ultra Light Equipment (Evidence)	1,000
			<u>\$ 19,825</u>

CULTURAL ARTS
Department #601

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

GOALS

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

OBJECTIVES

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

Cultural Arts
2006-2007 Budget Summary

Fund 01, Department 601

Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
51XXX	Salaries and Benefits	\$ 5,222	\$ 3,900	\$ 3,900	\$ 8,032	\$ 8,032
51003	Overtime	1,402	-	-	-	-
61033	Postage	220	500	1,800	1,878	1,878
610XX	Travel, Meetings and Meal Expense	35	400	400	400	400
61037	Vehicle Expense	-	10	10	-	-
61038	Information Systems	-	-	-	-	-
61040	Supplies	1,954	2,000	1,300	1,300	1,300
61041	Materials, Tools, Small Equipment	-	300	300	300	300
61042	Equipment Rental	1,395	5,018	5,918	4,981	4,981
61048	Printing and Photocopying	326	1,300	800	800	800
	Subtotal	10,553	13,428	14,428	17,691	17,691
71081	Capital Outlay: Equipment	-	-	-	-	-
Department Total		\$ 10,553	\$ 13,428	\$ 14,428	\$ 17,691	\$ 17,691

Budget Details

			<u>Amount</u>
Sources of Funding			
	Reimbursements - Cotati Philharmonic Orchestra		\$ 8,600
	General Fund		<u>9,091</u>
			<u>\$ 17,691</u>
4XXXX	Fees and Charges for Services		
	Philharmonic Summer Concert	Waived	\$ 150
	Accordion Festival	Waived	150
			<u>\$ 300</u>
51XXX	Salaries and Benefits		
	Staff Time - Accordion Festival		\$ 5,232
	Public Works Staff Time - Philharmonic Summer Concert		2,800
			<u>\$ 8,032</u>
61033	Postage		
	Philharmonic Summer Concert		\$ 1,800
	Accordion Festival		78
			<u>\$ 1,878</u>
61042	Equipment Rental		
	Philharmonic Summer Concert		\$ 4,000
	Accordion Festival		981
			<u>\$ 4,981</u>

	Costs	Reimbursements	City Contribution
Philharmonic	11,400	9,000	2,400
Accordion Festival	6,291	-	6,291
Total	<u>\$ 17,691</u>	<u>\$ 9,000</u>	<u>\$ 8,691</u>

RECREATION
Department #602

The Recreation Department provides all residents with the best possible recreational programs, events and facilities.

GOALS

- To provide citizens of all ages quality recreation and education programs essential for the development of healthy individuals and a strong community.
- To foster a sense of community through participation and volunteerism in recreational and community activities.
- To coordinate groups, agencies and organizations to meet the needs of as many members of the community as possible.

OBJECTIVES

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

**Recreation
2006-2007 Budget Summary**

Fund 01, Department 602		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Current:					
510XX	Salaries and Benefits	\$ 22,941	\$ 38,941	\$ 36,941	\$ 45,253	\$ 60,211
51003	Overtime	435	-	-	-	-
61025	Other Contract Services	4,736	15,055	18,000	15,055	15,055
61031	Advertising and Legal Notices	-	2,000	-	-	-
61033	Postage	-	738	800	800	800
61034	Dues and Subscriptions	80	250	150	212	212
610**	Travel, Meetings and Meal Expense	98	2,164	2,164	750	750
61036	Telephone Expense	-	1,000	1,000	1,000	1,000
61038	Information Systems	1,010	1,630	1,200	1,200	1,200
61040	Supplies	1,033	3,000	1,500	1,000	1,000
61041	Materials, Tools, Small Equipment	12	7,500	7,500	500	500
61042	Equipment Rental	759	1,000	1,000	1,000	1,000
61048	Printing and Photocopying	459	1,800	1,800	1,800	1,800
61065	Awards/Prizes	775	1,200	1,200	1,200	1,200
	Subtotal	32,338	76,278	73,255	69,770	84,728
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 32,338	\$ 76,278	\$ 73,255	\$ 69,770	\$ 84,728

Budget Details

		<u>Amount</u>	
4XXXX	Sources of Funding		
	Charges for Services	\$	18,000
42248	Donations - Kid's Day Parade		2,000
	General Fund		49,770
		\$	<u>69,770</u>
510XX	Salaries and Benefits		
	Recreation Coordinator	<u>05-06 FTE</u>	<u>06-07 FTE</u>
		0.38	0.50
	Recreation Assistant	0.23	0.33
	Recreation Intern		0.20
	Public Works Staff - Kid's Day Parade and Festival		
		0.62	1.03
			\$ <u>60,211</u>
61025	Other Contract Services		
	Programs, Instructors	\$	7,300
	Janitorial Service - Jani-King - Recreation Building		3,720
	Heritage Festival Entertainment		2,400
	Mats - Aramark - Recreation Building		1,235
	HVAC - Johnson Controls - Maintenance		200
	Pest Control - Terminix - Recreation Building		200
		\$	<u>15,055</u>
61034	Dues and Subscriptions		
	California Parks and Recreation Society (CPRS)	\$	<u>212</u>
610XX	Travel, Meetings and Training		
	California Parks and Recreation Society (CPRS) - Annual Conference, Sacramento	\$	<u>750</u>

OTHER GOVERNMENTAL FUNDS

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

Grants Fund #02

City staff applies and receives competitive funding grants for various city projects that meet specific criteria. The fund has recently been used to record Zone 1A grant funding from the Sonoma County Water Agency.

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.

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

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

Community and Environment Commission Fund #08

For the tracking of expenditures of community events such as the Holiday Tree-Lighting, Pasta Dinner and Bingo and Mother Earth Day. Funds are received from donations, fundraisers, grants and events to support and/or sponsor community events.

Public Safety Fund #09

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

Gas Taxes Fund #21

Funds are received from City of Cotati's share of the Highway User Tax collected at the gasoline pump. Proceeds are dedicated to the operation and maintenance of city streets.

Transportation Development Fund #22

The Metropolitan Transportation Commission administers the City's Transportation Development Act funds. These are federal funds generated from Highway User Taxes that are passed through the State and used specifically for transit, streets and roads and bicycle/pedestrian pathway projects. In addition, State Transportation Partnership funds are also accounted for in this fund and are dedicated to streets and roads projects.

Park and Recreation Development Fund #23

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

Park In Lieu Fund #24

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

Inclusionary Housing Fund #26

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

Traffic Mitigation Fund #28

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

Asset Seizure Fund #50

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

Maintenance Assessment Districts Fund #201

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

K9 Program Fund #202

Funds are utilized for the Police Department K9 program which provide for police officer safety, narcotics enforcement and community relations.

General Capital Outlay Fund #204

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

Explorer Program Fund #205

The program is designed to introduce youths (ages 14-20) to the Law Enforcement profession. The Explorers will generate donations to limit the amount of General Fund contributions required for the program.

Citizen Volunteer Program Fund #206

Funds to facilitate the creation and implementation of a citizen volunteer program within the Police department.

**Grants Fund
2006-2007 Budget Summary**

Fund 02		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Revenues:						
41220	Other Grants	\$ 83,992	\$ 135,000	\$ -	\$ 3,278	\$ 3,278
42295	Other	-	-	-	-	-
	Total Revenues	83,992	135,000	-	3,278	3,278
Current Expenditures:						
61025	Other Contract Services	-	-	-	-	-
Capital Outlay:						
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
Other Sources (Uses):						
61085	Operating Transfers Out	(54,478)	(135,000)	(29,444)	(3,278)	(3,278)
	Beginning Fund Balance, July 1	-	29,515	29,515	71	71
	Ending Fund Balance, June 30	\$ 29,515	\$ 29,515	\$ 71	\$ 71	\$ 71

Budget Details

41220	Other Grants	
	X007 - Cotati Creek Bypass Design - Zone 1A Funding	<u>\$ 3,278</u>
61085	Operating Transfer Out	
	General Fund - Streets - Cotati Creek Bypass Design	<u>\$ 3,278</u>

**CDBG Fund
2006-2007 Budget Summary**

Fund 03		2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Acct	Description					
	Revenues:					
41234	CDBG Grant	90,482	78,242	67,160	-	-
44105	Loan Repayments	(2,683)	-	-	-	-
42193	Other Interest	-	-	-	-	-
	Total Revenues	87,799	78,242	67,160	-	-
	Current Expenditures:					
61072	Reimbursements	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	94,636	78,242	67,160	-	-
	Total Expenditures	94,636	78,242	67,160	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	4,154	-	-	-	-
	Beginning Fund Balance, July 1	3,640	957	957	957	957
	Ending Fund Balance, June 30	\$ 957	\$ 957	\$ 957	\$ 957	\$ 957

Budget Details

Amount

71082 Capital Improvements

\$ -

**Solid Waste Reduction (EAC/AB 939 FUND 6)
2006-2007 Budget Summary**

Fund 06		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Revenues:						
41170	Franchise Fees	\$ 14,183	\$ 13,500	\$ 15,500	\$ 14,700	\$ 14,700
41220	Other Grants	-	-	-	-	-
	Total Revenues	14,183	13,500	15,500	14,700	14,700
Current Expenditures:						
61025	Other Contract Services	6,000	6,000	6,000	6,000	6,000
61031	Advertising and Legal Notices	-	-	-	-	-
63083	Costs of Goods Sold	-	-	-	-	-
	Total Expenditures	6,000	6,000	6,000	6,000	6,000
Other Sources (Uses):						
61085	Operating Transfers Out	(655)	(3,000)	-	(2,075)	(2,075)
	Beginning Fund Balance, July 1	18,072	25,600	25,600	35,100	35,100
	Ending Fund Balance, June 30	\$ 25,600	\$ 30,100	\$ 35,100	\$ 41,725	\$ 41,725

61025	Other Contract Services	
	Waste Management - Single Stream Recycling	<u>\$ 6,000</u>
61085	Operating Transfer Out	
	Community and Environment Commission - Earth Day	<u>\$ 2,075</u>

**Community and Environment Commission Fund
2006-2007 Budget Summary**

Fund 08	Acct	Description	2005-2006			2006-2007	
			2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
		Revenues:					
	43101	Food and Beverage Sales	-	-	-	-	-
	43103	Gate Proceeds	1,144	1,300	1,763	1,700	1,700
	43104	Sale of Merchandise	-	-	90	100	100
	43109	Auction Proceeds	-	-	1,600	1,500	1,500
	43109	Raffle Proceeds	135	200	-	-	-
		Total Revenues	1,279	1,500	3,453	3,300	3,300
		Current Expenditures:					
	51****	Salaries and Benefits	655	700	1,271	1,000	1,000
	61025	Other Contract Services	620	1,100	853	1,000	1,000
	610**	Travel, Meetings and Training	449	1,550	697	1,300	1,300
	61036	Telephone Expense	253	235	226	226	226
	61038	Information Systems	15	-	-	-	-
	61040	Departmental Supplies	447	3,450	1,000	4,200	4,200
	61041	Materials, Tools, Small Equipment	258	100	40	-	-
	61042	Equipment Rental	920	1,150	800	1,150	1,150
	61048	Printing & Photocopying	198	900	400	1,400	1,400
	61065	Awards / Prizes	-	-	776	1,000	1,000
	63082	Tree Lighting	-	-	-	-	-
		Total Expenditures	3,816	9,185	6,062	11,276	11,276
		Other Sources (Uses):					
	42259	Operating Transfers In	2,137	7,685	2,805	7,976	7,976
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	204	(196)	(196)	(0)	(0)
		Ending Fund Balance, June 30	\$ (196)	\$ (196)	(0)	(0)	(0)

Budget Details

	<u>Amount</u>
61025 Other Contract Services Caterer, Pasta Dinner	\$ 1,000
61035 Meetings & Training Annual C.E.C. Retreat	\$ 200
61040 Departmental Supplies Earth Day Tree Lighting Community Arts Volunteer Recognition Pins Pasta Feed	\$ 1,300 900 700 700 600 4,200
61042 Equipment Rental Pasta Feed Earth Day Tree Lighting	\$ 900 175 75 1,150
61047 Meals, Refreshments Tree Lighting Earth Day Administration	\$ 500 500 100 1,100

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

61048	Printing & Photocopying		
	Sign - Pasta Feed	\$	1,000
	Administration		100
	Tree Lighting		100
	Earth Day		100
	Pasta Feed		100
		<u>\$</u>	<u>1,400</u>
42259	Operating Transfers In		
	General Fund - Event Expenses	\$	5,901
	Solid Waste Reduction Fund - Earth Day		2,075
		<u>\$</u>	<u>7,976</u>

**Public Safety Fund
2006-2007 Budget Summary**

Fund 09		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Revenues:						
41220	CLEEP- CA Law Enforcement Equipment Program	\$ -	\$ -	\$ -	\$ -	\$ -
41220	SLESF - Supplemental Law Enforcement Services Fund	100,000	100,000	100,000	100,000	100,000
41220	Grants - Other	-	-	-	-	-
41220	Other Grant Revenues	8,065	-	-	-	-
42295	Other Revenues	-	-	-	-	-
41236	COPS - Citizens Option for Public Safety - More Grant	-	-	-	-	-
	Total Revenues	108,065	100,000	100,000	100,000	100,000
Current Expenditures:						
510XX	Salaries and Benefits	6,709	-	-	-	-
61020	Crime Prevention	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
610**	Travel, Meetings and Training	-	-	-	-	-
61038	Information Systems	-	-	-	-	-
61040	Office Supplies	-	-	-	-	-
61076	Contributions (Dept 500 in FY 03-04)	-	-	-	-	-
Capital Outlay:						
71081	Equipment	-	-	-	-	-
	Total Expenditures	6,709	-	-	-	-
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
	Beginning Fund Balance, July 1	8,161	9,516	9,516	9,516	9,516
	Ending Fund Balance, June 30	\$ 9,516	\$ 9,516	\$ 9,516	\$ 9,516	\$ 9,516

Budget Details

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

**Gas Taxes Fund
2006-2007 Budget Summary**

Fund 21	Acct	Description	2005-2006			2006-2007	
			2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
		Revenues:					
	4122X	Gas Tax	\$ 140,190	\$ 144,586	\$ 135,000	\$ 135,000	\$ 135,000
	41220	Grants - Traffic Congestion Relief	-	30,597	30,597	30,779	30,779
	42192	Investment Earnings	376	600	-	-	-
		Total Revenues	140,566	175,783	165,597	165,779	165,779
		Current Expenditures:					
	61025	Other Contract Services	-	-	-	-	-
	61076	Contributions	1,970	2,000	2,642	3,200	3,200
		Total Expenditures	1,970	2,000	2,642	3,200	3,200
		Other Sources (Uses):					
	61085	Operating Transfers Out	(173,120)	(173,782)	(162,954)	(162,579)	(162,579)
		Beginning Fund Balance, July 1	34,523	(0)	(0)	(0)	(0)
		Ending Fund Balance, June 30	(0)	(0)	(0)	(0)	(0)

Budget Details

	<u>Amount</u>
61076 Contributions Sonoma County Transit Authority	<u>\$ 3,200</u>
61085 Operating Transfers Out General Fund-Streets (Maintenance)	<u>\$ 162,579</u>

**Transportation Development Fund
2006-2007 Budget Summary**

Fund 22

Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Revenues:					
41097	Sales Tax - Measure M	\$ -	\$ -	\$ 34,648	\$ 34,648	\$ 34,648
41220	Other Grants (STIP)	-	-	-	-	-
41230	TDA - Transportation Development Act	-	-	-	-	-
41232	ISTEA - Intermodal Surface Transportation Enhancement Act	-	-	-	-	-
41237	STP - Surface Transportation Program	-	-	-	-	-
41238	TEA - Transportation Enhancement Act	-	-	-	-	-
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	\$ -	-	34,648	34,648	34,648
	Current Expenditures:					
62004	Matching Contributions	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	\$ -	-	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	11,125	11,125	11,125	45,773	45,773
	Ending Fund Balance, June 30	\$ 11,125	\$ 11,125	\$ 45,773	\$ 80,421	\$ 80,421

Amount

61085 Operating Transfer Out

\$ -

**Parks and Recreation Development Fund
2006-2007 Budget Summary**

Fund 23	Acct	Description	2005-2006			2006-2007	
			2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	4xxx	Revenues:					
		Development Fees	\$ 31,900	\$ 15,000	\$ 10,000	\$ 23,500	\$ 23,500
		Total Revenues	31,900	15,000	10,000	23,500	23,500
		Total Expenditures	-	-	-	-	-
	61085	Other Sources (Uses):					
		Operating Transfers Out	(31,900)	(10,000)	(10,000)	(23,500)	(23,500)
		Beginning Fund Balance, July 1	-	-	-	-	-
		Ending Fund Balance, June 30	\$ -	\$ 5,000	\$ -	\$ -	\$ -

Budget Details

61085 Operating Transfers Out
General Fund - Parks (Maintenance)

Amount
\$ 23,500

**Park In Lieu Fund
2006-2007 Budget Summary**

Fund 24		2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Acct	Description					
Revenues:						
41220	Grants-State Pk Bond per Capita	\$ 225,600	\$ -	\$ 56,400	\$ -	\$ -
41220	Grants -State Park Bond RZH	14,839	-	3,710	-	-
41220	Grants-Comm. Partnerships for Youth	-	-	-	-	-
41572	Park In Lieu Fees	176,831	374,736	430,418	652,894	652,894
42192	Investment Earnings	1,397	-	1,397	15,000	15,000
42247	Property Owner Contributions	100,000	-	-	-	-
42248	Donations	-	-	-	-	-
42283	Sale of Fixed Assets	-	-	-	-	-
	Total Revenues	518,667	374,736	491,925	667,894	667,894
Current Expenditures:						
51****	Salaries and Benefits	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61040	Supplies	-	-	-	-	-
Capital Outlay:						
71082	Capital Improvements	422,213	150,000	-	190,000	190,000
	Total Expenditures	422,213	150,000	-	190,000	190,000
Other Sources (Uses):						
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	110,910	207,364	207,364	699,289	699,289
	Ending Fund Balance, June 30	\$ 207,364	\$ 432,100	\$ 699,289	1,177,183	1,177,183

Budget Details

	<u>Amount</u>
71082 Capital Improvements U003 - East Cotati Avenue Pedestrian Crossing, Bike Path and Extension	\$ <u>190,000</u>
61085 Operating Transfers Out	\$ <u>-</u>

**Inclusionary Housing Fund
2006-2007 Budget Summary**

Fund 26		2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Acct	Description					
	Revenues:					
41569	In-Lieu Housing Fee	\$ 900,441	\$ 532,944	\$ 519,275	\$ 485,800	\$ 485,800
42192	Investment Earnings	15,929	13,000	50,000	75,000	75,000
42295	Other Revenues	-	-	-	-	-
	Total Revenues	916,370	545,944	569,275	560,800	560,800
	Current Expenditures:					
61022	Legal Fees	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	655,238	1,571,608	1,571,608	2,140,883	2,140,883
	Ending Fund Balance, June 30	\$ 1,571,608	\$ 2,117,552	\$ 2,140,883	\$ 2,701,683	\$ 2,701,683

Budget Details

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

**Traffic Mitigation Fund
2006-2007 Budget Summary**

Fund 28

Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
	Revenues:					
41542	Traffic Mitigation Fee	\$ 50,661	\$ -	\$ 6,250	\$ 42,550	\$ 42,550
42192	Investment Earnings	1,390	1,300	3,200	3,500	3,500
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	52,050	1,300	9,450	46,050	46,050
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	48,712	100,762	100,762	110,212	110,212
	Ending Fund Balance, June 30	\$ 100,762	\$ 102,062	\$ 110,212	\$ 156,262	\$ 156,262

Budget Details

71082 Capital Improvements

Amount
\$ -

42259 Operating Transfers In

\$ -

**2001 Limited Obligation Improvement Bond Fund
South Sonoma Business Park Assessment District
2006-2007 Budget Summary**

Fund 31, 32		2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Acct	Description					
	Revenues:					
42181	Special Assessments	\$ 445,751	\$ 452,575	\$ 452,575	\$ 447,575	\$ 447,575
42192	Investment Earnings	8,192	5,000	16,000	16,000	16,000
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	453,943	457,575	468,575	463,575	463,575
	Current Expenditures:					
61015	Special Legal Services	-	-	-	-	-
61025	Other Contract Services	288	15,561	-	-	-
61033	Postage	-	-	-	-	-
61095	Bond Principal	70,000	75,000	75,000	80,000	80,000
61096	Interest Expense	379,600	374,888	374,888	364,975	364,975
6109*	Banking, Trust & Agency Fees	4,596	3,778	4,377	4,500	4,500
	Total Expenditures	454,483	469,227	454,265	449,475	449,475
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	732,727	732,186	732,186	746,497	746,497
	Ending Fund Balance, June 30	\$ 732,186	\$ 720,535	\$ 746,497	\$ 760,597	\$ 760,597

**Asset Seizure Fund
2006-2007 Budget Summary**

Fund 50		2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Acct	Description					
Revenues:						
41211	Seized Property	\$ 1,112	\$ -	\$ 115	\$ -	\$ -
41235	AB114-Asset Forfeiture	-	-	-	-	-
42192	Investment Earnings	-	-	-	-	-
	Total Revenues	1,112	-	115	-	-
Current Expenditures:						
61040	Departmental Supplies	-	-	-	-	-
61041	Materials, Tools, Small Equipment	-	-	-	-	-
61048	Printing & Photocopying	-	-	-	-	-
69011	Narcotics Enforcement Expense	-	1,000	1,000	1,000	1,000
Capital Outlay:						
71081	Equipment	-	-	-	-	-
	Total Expenditures	-	1,000	1,000	1,000	1,000
Other Sources (Uses):						
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	25,698	26,810	26,810	25,924	25,924
	Ending Fund Balance, June 30	\$ 26,810	\$ 25,810	\$ 25,924	\$ 24,924	\$ 24,924

Budget Details

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

**Maintenance Assessment Districts Fund
2006-2007 Budget Summary**

Fund 201 Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
42181	Revenues: Special Assessments	\$ 24,669	\$ 37,655	\$ 39,544	\$ 19,886	\$ 19,886
	Total Revenues	24,669	37,655	39,544	19,886	19,886
	Current Expenditures:					
51XXX	Salaries - Public Works Time	1,347	3,245	10,685	2,332	2,332
61025	Other Contract Services	19,704	26,484	17,884	23,696	23,696
61041	Materials, Tools, Small Equipment	644	-	-	-	-
61042	Rental Expense	-	1,213	-	-	-
61043	Repairs & Replacements	-	500	62	-	-
61051	Utilities	8,450	11,565	13,136	12,044	12,044
61089	Property Tax Administration Fee	209	-	-	-	-
61089	Tax Administration Fee	-	-	-	-	-
	Total Expenditures	30,354	43,007	41,767	38,072	38,072
	Other Sources (Uses):					
42259	Operating Transfers In - GF Subsidy	7,076	9,341	9,341	9,283	9,283
61085	Operating Transfers Out - Admin	(1,435)	(2,635)	(2,635)	(1,536)	(1,536)
	Beginning Fund Balance, July 1	32,823	32,779	32,779	37,262	37,262
	Ending Fund Balance, June 30	\$ 32,779	\$ 34,133	\$ 37,262	\$ 26,824	\$ 26,824

Budget Details

	Amount
42181 Special Assessments-	
2011 - Valparaiso Vista Subdivision - 15 parcels at \$158 per parcel	\$ 2,370
2012 - Quail Hollow IV Subdivision - 31 parcels at \$40 per parcel	1,240
2013 - Sommers Subdivision - 8 parcels at \$290-435 per parcel - Held FY 06-07 due to District Balance	-
2014 - Macklin Phase I Subdivision - 39 parcels at \$32.00 per parcel	1,248
2015 - Sierra Meadows Subdivision - 30 parcels at \$36.74 per parcel - Held FY 06-07 due to District Balance	1,065
2016 - Oak Knoll Subdivision - 24 parcels at \$129 per parcel - Held FY 06-07 due to District Balance	2,627
2017 - Garden Gate Subdivision - 15 parcels at \$175.10 per parcel	-
2018 - Park Meadows Subdivision - 39 parcels at \$387.12 per parcel - Held FY 06-07 due to District Balance	11,336
2019 - Cotati Station Subdivision - 70 parcels at \$ 161.94 per parcel	19,886
	<u>\$ 19,886</u>
51XXX Salaries and Benefits - Public Works Staff Time - Inspection, Repairs	
2011 - Valparaiso Vista Subdivision	\$ 205
2012 - Quail Hollow IV Subdivision	455
2013 - Sommers Subdivision	152
2014 - Macklin Phase I Subdivision	230
2015 - Sierra Meadows Subdivision	200
2016 - Oak Knoll Subdivision	230
2017 - Garden Gate Subdivision	230
2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)	230
2019 - Cotati Station Subdivision	400
	<u>\$ 2,332</u>
61025 Other Contract Services	
Landscape Maintenance - Trugreen	
2011 - Valparaiso Vista Subdivision - \$266.50 x 3 month/ \$276 x 9 month	\$ 3,284
2012 - Quail Hollow IV Subdivision - \$354.67 x 3 month/ \$367 x 9 month	4,367
2013 - Sommers Subdivision - \$86.08 x 3 month/ \$89.00 x 9 month	1,059
2014 - Macklin Phase I Subdivision - \$154.75 x 3 month/ \$160.16 x 9 month	1,906
2016 - Oak Knoll Subdivision - \$71.75 x 3 month/ \$74.26 x 9 month	884
2017 - Garden Gate Subdivision - \$106.58 x 3 month/ \$110.31 x 9 month	1,313
2018 - Park Meadows Subdivision - \$333.17 x 3 month/ \$344.83 x 9 month	4,103
2019 - Cotati Station Subdivision - \$565 per month	6,780
	<u>\$ 23,696</u>

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

	<u>Amount</u>
61051 Utilities	
2011 - Valparaiso Vista Subdivision	\$ 1,643
2012 - Quail Hollow IV Subdivision	842
2013 - Sommers Subdivision	593
2014 - Macklin Phase I Subdivision	633
2015 - Sierra Meadows Subdivision	197
2016 - Oak Knoll Subdivision	616
2017 - Garden Gate Subdivision	855
2018 - Park Meadows Subdivision	5,518
2019 - Cotati Station Subdivision	1,147
	\$ 12,044
42259 Operating Transfers In- General Fund - Subsidy	
2011 - Valparaiso Vista Subdivision	
2012 - Quail Hollow IV Subdivision	
2013 - Sommers Subdivision	
2014 - Macklin Phase I Subdivision	
2016 - Oak Knoll Subdivision	
2017 - Garden Gate Subdivision	
	\$ 9,283
61085 Operating Transfers Out General Fund - Administration	
2011 - Valparaiso Vista Subdivision	\$ 192
2012 - Quail Hollow IV Subdivision	192
2013 - Sommers Subdivision	192
2014 - Macklin Phase I Subdivision	192
2015 - Sierra Meadows Subdivision	192
2016 - Oak Knoll Subdivision	192
2017 - Garden Gate Subdivision	192
2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)	
2019 - Cotati Station Subdivision	192
	\$ 1,536

**K9 Program Fund
2006-2007 Budget Summary**

Fund 202		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
42248	Revenues: Donations	\$ 50	\$ 2,000	\$ 1,800	\$ 2,000	\$ 2,000
	Total Revenues	50	2,000	1,800	2,000	2,000
	Current Expenditures:					
61025	Other Contract Services	2,200	10,000	7,500	4,000	4,000
610**	Travel, Meetings & Training	101	8,000	10,000	1,000	1,000
61040	Departmental Supplies	374	500	600	600	600
61041	Materials, Tools, Small Equipment	51	200	450	200	200
61043	Repairs and Replacements	-	-	113	-	-
	Total Expenditures	2,725	18,700	18,663	5,800	5,800
	Other Sources (Uses):					
42259	Operating Transfers In	851	16,700	16,863	3,800	3,800
	Beginning Fund Balance, July 1	1,824	(0)	(0)	(0)	(0)
	Ending Fund Balance, June 30	(0)	(0)	(0)	(0)	(0)

Budget Details

Amount

61025	Other Contract Services Training - Officer and Canine	<u>\$ 4,000</u>
42259	Operating Transfers In	<u>\$ 3,800</u>

**General Capital Outlay Fund
2006-2007 Budget Summary**

Fund 204		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
42247	Revenues: Property Owner Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
61025	Current Expenditures: Other Contract Services	-	-	-	-	-
71082	Capital Outlay: Capital Improvements	410,279	700,000	474,180	226,000	226,000
	Total Expenditures	410,279	700,000	474,180	226,000	226,000
42259	Other Sources (Uses): Operating Transfers In	1,180,427	-	-	-	-
61085	Operating Transfers Out	(4,154)	-	-	-	-
	Beginning Fund Balance, July 1	-	765,994	765,994	291,814	291,814
	Ending Fund Balance, June 30	\$ 765,994	\$ 65,994	\$ 291,814	\$ 65,814	\$ 65,814

Budget Details

	<u>Amount</u>
71082 Capital Improvements C008 - Civic Center Improvements - Community Center Roof Restoration	\$ 226,000
42259 Operating Transfers In General Fund	\$ -

**Explorer Program
2006-2007 Budget Summary**

Fund 205		2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Acct	Description					
Revenues:						
42237	Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
42248	Donations	1,893	1,500	-	-	-
	Total Revenues	1,893	1,500	-	-	-
Current Expenditures:						
51017	Uniforms	-	200	-	1,200	1,200
610**	Travel, Meetings & Training	999	1,000	-	1,000	1,000
61040	Departmental Supplies	-	-	-	-	-
61040	Office Supplies	316	-	-	200	200
61076	Contributions	242	-	-	-	-
	Total Expenditures	1,557	1,200	-	2,400	2,400
Other Sources (Uses):						
42259	Operating Transfers In	1,893	1,500	-	-	-
	Beginning Fund Balance, July 1	1,433	3,662	3,662	3,662	3,662
	Ending Fund Balance, June 30	\$ 3,662	\$ 5,462	\$ 3,662	\$ 1,262	\$ 1,262

Budget Details

42259 Operating Transfers In

Amount

\$ -

**Citizen Volunteer Program
2006-2007 Budget Summary**

Fund 206		2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Acct	Description					
42248	Revenues:					
	Donations	\$ -	\$ -	\$ 400	\$ -	\$ -
	Total Revenues	-	-	400	-	-
	Current Expenditures:					
51017	Uniforms	-	1,600	300	1,600	1,600
61025	Other Contract Services	-	4,000	500	4,000	4,000
61040	Supplies	-	500	-	500	500
61040	Departmental Supplies	-	-	-	-	-
	Total Expenditures	-	6,100	800	6,100	6,100
	Other Sources (Uses):					
42259	Operating Transfers In	-	6,100	400	6,100	6,100
	Beginning Fund Balance, July 1	-	-	-	-	-
	Ending Fund Balance, June 30	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Details

42259 Operating Transfers In

Amount
\$ 6,100

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 productions of water free from health hazards and objectionable color, odor, and/or taste and at satisfactory pressure.

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

**Water Operating Fund
2006-2007 Budget Summary**

Fund 12, Department 700

Acct	Description	2005-2006			2006-2007	
		2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
420XX	Revenues:					
	Other Service Fees	-	-	-	-	-
	Total Revenues	-	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	348,419	345,353	341,734	345,145	367,637
51003	Overtime	641	1,000	1,800	1,800	1,800
51018	Safety Shoes	236	300	300	300	300
61015	Special Legal Services	-	15,000	5,000	22,000	22,000
61018	Special Engineering Services	-	-	-	37,500	37,500
61019	Engineering Fees	73,843	109,640	84,640	154,174	154,174
61024	SCWA Water Fees	430,181	529,000	450,000	469,350	469,350
61025	Other Contract Services	104,909	210,506	246,506	116,900	116,900
61026	Auditing Fees	2,400	2,400	2,550	2,700	2,700
61027	Insurance	33,585	26,600	30,000	42,522	42,522
61033	Postage	657	602	1,740	2,083	2,083
61034	Dues & Subscriptions	197	200	1,042	1,050	1,050
610**	Travel, Meetings and Training	1,641	2,450	700	2,000	2,000
61036	Telephone	14,992	5,597	12,000	12,625	12,625
61037	Vehicle Expense	4,560	4,000	5,000	5,000	5,000
61038	Information Systems	5,594	3,517	4,146	4,709	4,709
61039	Bad Debt Services	123	8,223	8,340	500	500
61040	Office Supplies	3,240	3,000	1,500	2,000	2,000
61041	Materials, Tools, Small Equipment	8,049	7,000	9,000	9,282	9,282
61042	Equipment Rental	415	500	500	500	500
61043	Repairs and Replacements	10,041	12,200	12,000	12,000	12,000
61048	Printing and Photocopying	2,160	2,531	2,531	1,890	1,890
61051	Utilities	11,437	12,000	11,000	11,000	11,000
61076	Contributions	2,500	-	-	-	-
61084	Property Taxes	62	100	100	100	100
	Total Expenses	1,059,881	1,301,719	1,232,129	1,257,130	1,279,622
	Other Sources (Uses):					
42259	Operating Transfers In	1,087,177	1,329,015	1,259,425	1,284,426	1,306,918
61085	Operating Transfers Out	(27,296)	(27,296)	(27,296)	(27,296)	(27,296)
	Beginning Retained Earnings, July 1*	-	(0)	(0)	(0)	(0)
	Ending Retained Earnings, June 30*	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)

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

**Water Operating Fund
2006-2007 Budget Summary**

510XX	Salaries and Benefits	05-06 FTE	06-07 FTE	Amount
	City Manager	0.20	0.20	\$ 39,679
	Assistant City Manager	0.15	0.15	24,434
	Administrative Analyst / Deputy City Clerk	0.15	0.15	12,856
	Administrative Clerk	0.15	0.15	9,790
	Director of Finance	0.25	0.25	37,450
	Accountant	0.00	0.20	3,780
	Accounting Specialist	0.20	0.20	17,986
	Account Clerk II	0.40	0.40	29,907
	Director of Planning	0.05	0.05	7,900
	Director of Building & Safety	0.05	0.05	5,802
	Permit Technician	0.05	0.05	3,609
	Public Works Superintendent	0.25	0.25	34,433
	Field Maintenance Supervisor	0.25	0.25	28,551
	Maintenance Worker II	0.35	0.35	32,184
	Maintenance Worker II	0.25	0.25	21,871
	Maintenance Worker II	0.25	0.25	19,148
	Maintenance Worker II	0.15	0.15	12,686
	Maintenance Worker II	0.30	0.30	25,571
		<u>3.45</u>	<u>3.65</u>	<u>\$ 367,637</u>
61018	Special Engineering Services			
	Urban Water Management Plan (UWMP)			\$ 20,000
	Water Supply Assessment and Groundwater Assessment - Luhdorff and Scalmanini			15,000
	General Plan Update			2,500
				<u>\$ 37,500</u>
61019	Engineering Fees			
	003P - Water Conservation Program - Total \$120,500 (\$84,000 to be reimbursed by Sonoma County Water Agency, \$36,500 for Toilet Retrofits in Sewer Operating Fund)			\$ 74,000
	Departmental Allocation of General Engineering			46,224
	001P - NPDES (National Pollutant Discharge Elimination System) Program - Total Annual Cost \$39,000			13,000
	006S - General Plan Update			8,520
	007S - Downtown Specific Plan			6,430
	009S - Santa Rosa Plain Groundwater Study (5 Year Project)			5,000
	Annual Water Quality Report			1,000
				<u>\$ 154,174</u>
61025	Other Contract Services			
	Rate Study / Capital Project Financing Plan			\$ 25,000
	006S - General Plan Update - Consultants - Total Cost \$205,000 FY 06-07, Balance in General Fund, CCRA and Sewer Operating Funds			20,500
	Russian River Watershed Association (RRWA) Support and Work Plan Costs			17,000
	Laboratory Services - Brelje and Race			15,000
	009S - Santa Rosa Plain Groundwater Study (5 Year Project)			11,000
	003P - Water Conservation Program - Total \$120,500 (\$84,000 to be reimbursed by Sonoma County Water Agency, \$36,500 for Toilet Retrofits in Sewer Operating Fund)			10,000
	Certification - Department of Health Services			9,000
	Processing, Mailing of Bills - Infosend			5,400
	Telemetry System Maintenance			4,000
				<u>\$ 116,900</u>
61027	Insurance			
	Water Fund Allocation - (See General Fund Dept #305 for Breakdown - Total \$223,800 Estimated) 19%			<u>\$ 42,522</u>
61035	Travel, Meetings and Training			
	Continuing Education - Water Licensing			<u>\$ 2,000</u>

**Water Operating
Budget Details (Continued)**

085	Operating Transfers Out	
	General Fund - Government Buildings Maintenance	18,276
	General Fund - Administration	8,420
	General Fund - Public Information Services	600
		<u>\$ 27,296</u>
259	Operating Transfers In	
	Water Capital Fund - Operating Costs	<u>\$ 1,306,918</u>

**Water Capital Fund
2006-2007 Budget Summary**

Fund 13, Department 700		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Revenues:						
420X0	Water Connection Fees	\$ 433,770	\$ 711,260	\$ 447,153	\$ 401,007	\$ 401,007
42050	Water Sales	994,182	1,118,700	1,118,700	1,264,131	1,264,131
420XX	Other Service Fees	189,127	114,260	84,384	66,590	66,590
42192	Investment Earnings	32,389	20,000	64,000	68,000	68,000
42295	Other Revenues	154	-	973	-	-
42295	Conservation - 6th of 10 year	-	63,000	51,308	84,000	84,000
44105	Principal Debt Repayment	631	631	5,780	631	631
	Total Revenues	1,650,253	2,027,851	1,772,298	1,884,359	1,884,359
Expenses:						
61092	Depreciation Expense	124,098	126,000	126,000	126,000	126,000
Capital Outlay:						
71081	Equipment	16,485	2,390	6,090	15,900	15,900
71082	Capital Improvements	36,623	577,392	399,611	889,200	889,200
72001	Capitalized Revenues/Expenses	-	-	-	-	-
	Total Expenses	177,206	705,782	531,701	1,031,100	1,031,100
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(115,067)	(1,392,515)	(1,322,925)	(1,347,926)	(1,370,418)
	Beginning Retained Earnings, July 1*	1,430,209	2,788,188	2,788,188	2,705,861	2,705,861
	Ending Retained Earnings, June 30*	\$ 2,788,188	\$ 2,717,742	\$ 2,705,861	\$ 2,211,194	\$ 2,188,702

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

Budget Details

	<u>Amount</u>
71081 Equipment	
Truck - Utility Pick-Up - Total Cost \$35,000 Balance in Sewer Capital Fund	\$ 10,500
Pump - Flygt	3,700
Trailer - Tilt, Small - Total Cost \$4,000 Balance in Sewer Capital Funds	1,200
Workstation (Computer) for Corporation Yard Main Office - Total Cost \$1,000 Allocated to All Public Works Departments	250
Desk (1) for Corporation Yard Main Office - Total Cost \$1,000 Balance in Water/Sewer Operating Funds	250
	<u>\$ 15,900</u>
71082 Capital Improvements	
Z014 - Cypress Tank Design and Construction (Construction Scheduled for FY 06-07 and FY 07-08)	\$ 440,000
Z032 - East Cotati Avenue Water Line Upgrade	190,000
T012 - Lancaster Drive Improvements - Total Project Costs \$467,500 - Estimated Developer Share \$284,500 Balance in General, Sewer Capital Funds	67,800
Z033 - Water Master Plan Update	50,000
Z031 - Well 1A Redwood Tank Replacement	50,000
A003 - Financial and Administrative Software Replacement - Total Cost \$125,000 Over FYs 05-06 and 06-07	29,400
Z034 - Utility Base Maps Updates	25,000
Z021 - Sensus Meters	25,000
Z028 - Low Water Use Demonstration Garden	12,000
	<u>\$ 889,200</u>
61085 Operating Transfers Out	
Water Operating Fund- Operating Costs	\$ 1,306,918
Recycled Water Line Fund - Annual Allocation	50,000
General Fund - Administration Costs	13,500
	<u>\$ 1,370,418</u>

**Recycled Water Line Fund
2006-2007 Budget Summary**

14, Department 700

Description	2005-2006			2006-2007	
	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Revenues:					
Total Revenues		-	-	-	-
Expenses:					
Engineering Services				33,800	33,800
Other Contract Services	-	30,000	-	-	-
Total Expenses	-	30,000	-	33,800	33,800
Other Sources (Uses):					
Operating Transfers In	50,000	50,000	50,000	50,000	50,000
Operating Transfers Out	-	-	-	-	-
Beginning Retained Earnings, July 1*	50,000	100,000	100,000	150,000	150,000
Ending Retained Earnings, June 30*	\$ 100,000	\$ 120,000	\$ 150,000	\$ 166,200	\$ 166,200

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

Budget Details

	<u>Amount</u>
19 Engineering Services	
Recycled Water Line Feasibility Study	<u>\$ 33,800</u>
59 Operating Transfers In	
Water Capital Fund - Annual Allocation	<u>\$ 50,000</u>

Staff Researching Possible Integrated Regional Water Management Plan (IRWMP) Grant

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 availability 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
2006-2007 Budget Summary**

18, Department 800

Description	2005-2006			2006-2007	
	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Revenues:					
Other Revenues	\$ 2,151	\$ -	\$ -	\$ -	\$ -
Total Revenues	2,151	-	-	-	-
Expenses:					
Salaries and Benefits	313,156	314,785	311,595	314,875	332,765
Overtime	465	750	1,500	1,000	1,000
Safety Shoes	183	400	400	400	400
Special Engineering Services	-	-	-	2,500	2,500
Engineering Fees	13,886	33,640	33,640	40,304	40,304
Other Contract Services	10,341	20,906	24,048	71,500	71,500
Auditing Fees	900	2,400	2,550	2,550	2,550
Insurance	31,818	25,201	28,000	40,284	40,284
Wastewater Treatment Fees	1,439,717	1,451,229	1,451,229	1,508,089	1,508,089
Postage	630	1,300	1,400	1,300	1,300
Travel, Meetings and Training	3	1,000	1,000	1,000	1,000
Telephone	8,319	5,318	7,000	7,000	7,000
Vehicle Maintenance	4,099	3,500	4,000	3,500	3,500
Information Systems	3,992	3,258	3,258	3,539	3,539
Bad Debt Expense	459	12,384	12,657	1,500	1,500
Office Supplies	2,244	2,000	1,500	1,500	1,500
Materials, Tools, Small Equipment	2,319	1,000	1,000	1,000	1,000
Repairs and Replacements	8,790	10,000	10,000	10,000	10,000
Printing and Photocopying	2,347	2,531	2,531	1,890	1,890
Utilities	1,579	1,800	2,081	2,000	2,000
Plumbing Retrofit Expenses	36,650	45,000	15,000	36,500	36,500
Total Expenses	1,881,898	1,938,402	1,914,389	2,052,231	2,070,121
Other Sources (Uses):					
Operating Transfers In	1,905,841	1,964,496	1,940,483	2,078,325	2,096,215
Operating Transfers Out	(26,094)	(26,094)	(26,094)	(26,094)	(26,094)
Beginning Retained Earnings, July 1*	-	0	0	0	(0)
Ending Retained Earnings, June 30*	0	0	0	(0)	(0)

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

**Sewer Operating Fund
2006-2007 Budget Summary**

510XX	Salaries and Benefits	<u>05-06 FTE</u>	<u>06-07 FTE</u>	<u>Amount</u>
	City Manager	0.15	0.15	\$ 29,759
	Assistant City Manager	0.15	0.15	24,434
	Administrative Analyst / Deputy City Clerk	0.15	0.15	12,856
	Administrative Clerk	0.15	0.15	9,790
	Director of Finance	0.15	0.15	22,470
	Accountant	0.00	0.20	3,780
	Accounting Specialist	0.20	0.20	17,986
	Account Clerk II	0.40	0.40	29,907
	Director of Planning	0.05	0.05	7,900
	Director of Building & Safety	0.05	0.05	5,802
	Permit Technician	0.05	0.05	3,609
	Public Works Superintendent	0.25	0.25	34,433
	Field Maintenance Supervisor	0.20	0.20	22,841
	Maintenance Worker II	0.35	0.35	32,184
	Maintenance Worker II	0.25	0.25	21,871
	Maintenance Worker II	0.25	0.25	19,148
	Maintenance Worker II	0.15	0.15	12,686
	Maintenance Worker II	0.25	0.25	21,309
		<u>3.20</u>	<u>3.40</u>	<u>\$ 332,765</u>
61018	Special Engineering Services			
	General Plan Update			<u>\$ 2,500</u>
61019	Engineering Fees			
	Departmental Allocation of General Engineering			\$ 13,784
	001P - NPDES (National Pollutant Discharge Elimination System) Program - Total Annual Cost \$39,000			13,000
	006S - General Plan Update			8,520
	Sewer System Management Plan			5,000
				<u>\$ 40,304</u>
61025	Other Contract Services			
	Rate Study / Capital Project Financing Plan			\$ 25,000
	006S - General Plan Update - Consultants - Total Cost \$205,000 FY 06-07, Balance in General Fund, CCRA and Water Operating Funds			20,500
	Russian River Watershed Association (RRWA) Support and Work Plan Costs			17,000
	Processing, Mailing of Bills - Infosend			5,000
	Lift Station Telemetry			4,000
				<u>\$ 71,500</u>
61027	Insurance			
	Sewer Fund Allocation - (see General Fund Dept #305 for Breakdown - Total \$223,800 ESTIMATED) 18%			<u>\$ 40,284</u>
61029	Wastewater Treatment Fees			
	City of Santa Rosa			1,508,089
				<u>\$ 1,508,089</u>
42259	Operating Transfers In			
	Sewer Capital Fund - Operating Costs			<u>\$ 2,096,215</u>
61085	Operating Transfers Out			
	General Fund - Government Buildings Maintenance			\$ 17,074
	General Fund - Administration			8,420
	General Fund - Public Information Services			600
				<u>\$ 26,094</u>

**Sewer Capital Fund
2006-2007 Budget Summary**

Fund 19, Department 800		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Council Adopted Budget	City Council Approved Amended Budget
Revenues:						
42010	Sewer Treatment Charges	\$ 1,949,621	\$ 1,891,000	\$ 1,872,878	\$ 2,151,947	\$ 2,151,947
42010	Sewer Connection Fees	863,761	1,521,096	550,000	866,638	866,638
42040	Wastewater Conservation	169,916	213,500	50,545	124,650	124,650
420X0	Other Service Fees	(4,123)	6,588	3,000	3,834	3,834
42192	Investment Earnings	95,985	70,000	207,000	200,000	200,000
42193	Other Interest	698	-	2,613	-	-
42237	Reimbursement - City of Santa Rosa	96,705	-	103,403	-	-
44105	Principal Debt Repayment	1,049	1,049	9,608	-	-
	Total Revenues	3,173,612	3,703,233	2,799,047	3,347,069	3,347,069
Expenses:						
61092	Depreciation Expense	153,209	134,000	134,000	134,000	134,000
Capital Outlay:						
71081	Equipment	16,439	9,320	10,745	12,200	12,200
71082	Capital Improvements	28,445	424,000	299,211	954,400	954,400
72001	Capitalized Revenues / Expenses	(44,884)	-	-	-	-
	Total Expenses	153,209	567,320	443,956	1,100,600	1,100,600
Other Sources (Uses):						
42259	Operating Transfers In	96,705	-	-	-	-
61085	Operating Transfers Out	(1,932,841)	(1,991,496)	(1,967,483)	(2,105,325)	(2,123,215)
	Beginning Retained Earnings, July 1*	2,053,058	3,237,325	3,237,325	3,624,933	3,624,933
	Ending Retained Earnings, June 30*	\$ 3,237,325	\$ 4,381,742	\$ 3,624,933	\$ 3,766,077	\$ 3,748,187

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

Budget Details

	<u>Amount</u>
71081 Equipment	
Truck - Utility Pick-Up - Total Cost \$35,000 Balance in Water Capital Fund	\$ 10,500
Trailer - Tilt, Small - Total Cost \$4,000 Balance in Water Capital Fund	1,200
Workstation (Computer) for Corporation Yard Main Office - Total Cost \$1,000 Allocated to All Public Works Departments	250
Desk (1) for Corporation Yard Main Office - Total Cost \$1,000 Balance in Water/Sewer Operating Funds	250
	<u>\$ 12,200</u>
71082 Capital Improvements	
X010 - Sewer Upgrade, Laguna Project 1A, Phase 1	\$ 600,000
X005 - Inflow and Infiltration System Improvements - Postponed from FY 04-05	90,000
T012 - Lancaster Drive Improvements - Total Cost \$467,500	60,000
X011 - Sewer Trunkline Replacement, Old Redwood Highway, Project 2B	50,000
X012 - Sewer Trunkline Upgrade, Old Redwood Highway East, Project 2C	50,000
X013 - Sewer Master Plan Update 06-07	50,000
A003 - Financial and Administrative Software Replacement - Total Cost \$125,000 Over FYs 05-06 and 06-07	29,400
X014 - Utility Base Maps Updates	25,000
	<u>\$ 954,400</u>
42259 Operating Transfers In	<u>\$ -</u>
61085 Operating Transfers Out	
General Fund - Administration	\$ 27,000
Sewer Operating Fund - Operating Costs	2,096,215
	<u>\$ 2,123,215</u>

COTATI COMMUNITY REDEVELOPMENT AGENCY (CCRA) FUNDS

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

GOALS

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

OBJECTIVES

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

CRA OPERATING FUND

Fund #35

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

CRA CAPITAL TAX INCREMENT FUND

(Formerly Capital Projects Fund)

Fund #34

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

CCRA TAX ALLOCATION BONDS FUND

Fund #36

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

CRA LOW AND MODERATE INCOME HOUSING FUND

Fund #37

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

CRA DEBT SERVICE FUND

Fund #33

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

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

**Cotati Community Redevelopment Agency Operating Fund
2006-2007 Budget Summary**

Fund 35, Department 900		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	Board of Directors Adopted Budget	Board of Directors Approved Amended Budget
4XXXX	Revenues:					
	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	237,567	283,680	284,568	281,867	316,225
61015	Special Legal Services	11,305	5,000	20,000	-	-
61018	Special Engineering Services	-	-	-	29,000	29,000
61019	Engineering Fees	12,598	48,233	43,233	33,297	33,297
61022	Legal Fees	37,372	45,000	21,383	25,000	25,000
61025	Other Contract Services	115,923	260,000	293,829	180,521	180,521
61026	Auditing Fees	4,000	5,000	4,250	4,500	4,500
61027	Insurance	30,050	23,801	28,000	38,046	38,046
61031	Advertising and Legal Notices	144	1,000	3,298	4,000	4,000
61033	Postage	2,100	1,337	3,000	4,937	4,937
61034	Dues and Subscriptions	2,000	2,000	2,000	2,000	2,000
610**	Travel, Meetings and Meal Expenses	65	-	790	500	500
61036	Telephone	1,379	2,513	1,200	1,200	1,200
61038	Information Systems	3,868	2,327	2,327	3,070	3,070
61040	Office Supplies	609	1,800	500	500	500
61041	Materials, Tools, Small Equipment	157	150	-	150	150
61042	Equipment Rental	106	-	-	-	-
61048	Printing and Photocopying	2,458	3,375	4,965	3,871	3,871
61089	Tax Administration Fees	34,206	36,000	41,752	42,000	42,000
61097	Trust and Agency Fees	3,061	4,000	4,126	4,200	4,200
	Total Expenditures	498,969	725,216	759,220	658,659	693,017
	Other Sources (Uses):					
42259	Operating Transfers In	1,016,937	1,439,002	1,473,004	1,397,756	1,432,114
61085	Operating Transfers Out	(518,532)	(713,220)	(713,220)	(739,098)	(739,098)
	Beginning Fund Balance, July 1	-	(565)	(565)	(0)	(0)
	Ending Fund Balance, June 30	(565)	0	(0)	(0)	(0)

Budget Details

		05-06 FTE	06-07 FTE	Amount
510XX	Salaries and Benefits			
	City Manager	0.20	0.20	\$ 39,679
	Assistant City Manager	0.15	0.15	24,434
	Administrative Analyst / Deputy City Clerk	0.30	0.30	25,712
	Administrative Clerk	0.25	0.25	16,317
	Director of Finance	0.25	0.25	37,450
	Accounting Specialist	0.25	0.25	22,482
	Account Clerk II	0.10	0.10	7,477
	Director of Planning	0.20	0.20	31,601
	Senior Planner	0.25	0.25	34,684
	Associate Planner	0.30	0.30	29,870
	Administrative Secretary	0.30	0.30	26,267
	Planning Technician	0.30	0.30	20,251
		2.85	2.85	\$ 316,225

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

61018	Special Engineering Services		\$ 15,000
	007S - Dowling and Associates - Downtown Specific Plan Circulation		8,250
	W-Trans Traffic Engineering		5,750
	006S - Dowling and Associates - General Plan Traffic Circulation		<u>29,000</u>
61019	Engineering Fees		
	007S - Downtown Specific Plan		\$ 19,080
	Allocated Portion of General Engineering		11,405
	006S - General Plan Update		2,812
			<u>33,297</u>
61025	Other Contract Services		
	007S - Downtown Specific Plan		\$ 87,171
	006S - General Plan Update - Consultants - Total Cost \$205,000 FY 06-07, Balance in General Fund, Water and Sewer Operating Funds		55,350
	Chamber of Commerce		36,000
	Fiscal Consultant - Fraser and Associates - Tax Increment Financing		2,000
			<u>180,521</u>
61027	Insurance		
	CCRA Allocation - (see General Fund Dept #305 for Breakdown - Total \$223,800)	17%	<u>38,046</u>
61034	Dues & Subscriptions		
	California Redevelopment Association		<u>2,000</u>
42259	Operating Transfers In		
	CCRA Capital Projects Fund - Operating Costs		<u>1,432,114</u>
61085	Operating Transfers Out		
	General Fund - Government Buildings Lease Agreement		\$ 19,423
	General Fund - Public Information Services		800
	CCRA Debt Service Fund - 2001 Tax Allocation Bonds Series A		368,138
	CCRA Debt Service Fund - 2004 Tax Allocation Refunding Bonds		350,737
	CCRA Low/Mod Housing Fund - Fiscal Year 2005-2006 ERAF Contribution \$80,573 (50% loan, must be repaid within 10 years). FY 06-07 Pay Back Amount		-
			<u>739,098</u>

**Cotati Community Redevelopment Agency Tax Increment Fund
(Formerly Capital Projects Fund)
2006-2007 Budget Summary**

Fund 34, Department 900		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	Board of Directors Adopted Budget	Board of Directors Approved Amended Budget
	Revenues:					
410XX	Property Taxes	\$ 1,167,965	\$ 1,114,726	\$ 1,595,327	\$ 1,877,042	\$ 1,877,042
42192	Investment Earnings	12,437	3,500	17,000	17,000	17,000
42193	Other Interest	-	-	-	-	-
42283	Sale of Fixed Assets	-	275,000	-	-	-
	Total Revenues	1,180,402	1,393,226	1,612,327	1,894,042	1,894,042
	Capital Outlay:					
71081	Equipment	-	1,400	1,400	-	-
71082	Capital Improvements	(30,123)	32,400	12,562	20,000	20,000
	Debt Service:					
61090	Banking Fees	14	-	-	-	-
61093	Lease Principal	-	-	-	-	-
6109*	Interest	3,997	-	-	-	-
	Total Expenditures	(26,113)	33,800	13,962	20,000	20,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,016,937)	(1,358,429)	(1,392,431)	(1,397,756)	(1,432,114)
	Beginning Fund Balance, July 1	102,336	291,913	291,913	497,848	497,848
	Ending Fund Balance, June 30	\$ 291,913	\$ 292,910	\$ 497,848	\$ 974,133	\$ 939,775

Budget Details

	<u>Amount</u>
42259 Operating Transfer In	\$ -
71081 Equipment	\$ -
71082 Capital Improvements A003 - Financial and Administrative Software Replacement - Total Cost \$125,000 Over FYs 05-06 and 06-07	\$ 20,000
61085 Operating Transfers Out CCRA Operating Fund - Administration	\$ 1,432,114

**Cotati Community Redevelopment Agency TABs Fund
(Formerly 2001 TABs Fund)
2006-2007 Budget Summary**

Fund 36, Department 900

Acct	Description	2004-2005 Actual	2005-2006		2006-2007	
			Amended Budget	Estimated Year End	Board of Directors Adopted Budget	Board of Directors Approved Amended Budget
	Revenues:					
42192	Investment Earnings	50,865	25,000	70,000	50,000	50,000
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	50,865	25,000	70,000	50,000	50,000
	Capital Outlay:					
61025	Other Contract Services	59,783	-	-	-	-
61090	Banking Fees	5	-	-	-	-
61096	Interest Expense	11,228	-	-	-	-
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	44,368	621,539	200,000	950,000	950,000
	Total Expenditures	115,383	621,539	200,000	950,000	950,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	1,480,866	1,416,347	1,416,347	1,286,347	1,286,347
	Ending Fund Balance, June 30	\$ 1,416,347	\$ 819,808	\$ 1,286,347	\$ 386,347	\$ 386,347

Amount

71082	Capital Improvements	
	W002 - Intermodal Transit Facility - Total Costs	\$ 50,000
	R003 - East Cotati Overlay - Required City Match FY 07-08	900,000
		<u>\$ 950,000</u>
61085	Operating Transfers Out	
		\$ -
		<u><u> </u></u>

**Cotati Community Redevelopment Agency
Low and Moderate Income Housing Fund
2006-2007 Budget Summary**

Fund 37, Department 902		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	City Manager Recommended	Board of Directors Approved Amended Budget
Revenues:						
410XX	Property Taxes	\$ 517,802	\$ 569,582	\$ 660,388	\$ 713,219	\$ 713,219
42116	Rent Stabilization	872	-	1,577	1,000	1,000
42192	Investment Earnings	28,327	15,000	86,927	50,000	50,000
42193	Other Interest	-	-	-	-	-
42249	Rent Control Defense	10,489	-	3,500	-	-
43495	Loan Proceeds	16,814	-	23,409	-	-
44105	Principal Debt Repayment	93,401	-	30,000	-	-
	Total Revenues	667,705	584,582	805,801	764,219	764,219
Expenses:						
510XX	Salaries and Benefits	107,518	119,020	119,020	119,679	141,812
61015	Special Legal Services	44,207	-	25,000	10,000	10,000
61019	Engineering Fees	16,690	20,000	10,000	5,184	5,184
61022	Legal Fees	5,935	-	8,000	5,000	5,000
61025	Other Contract Services	544	500	250	500	500
61033	Postage	805	1,400	1,000	1,000	1,000
61036	Telephone	588	1,005	750	750	750
61038	Information Systems	1,401	931	800	800	800
61040	Office Supplies	267	900	300	300	300
61041	Materials, Tools, Small Equipment	58	1,349	1,349	-	-
61048	Printing and Photocopying Services	987	-	-	1,000	1,000
61076	Contributions	35,500	35,000	25,000	25,000	25,000
61089	Tax Administration Fees	8,552	9,000	9,000	9,000	9,000
62003	Housing Loans	-	40,000	20,000	40,000	40,000
Capital Outlay:						
71081	Equipment	-	490	490	-	-
71082	Capital Improvements	-	9,000	3,663	6,500	6,500
	Total Expenditures	223,051	238,595	224,622	224,713	246,846
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(35,555)	(152,435)	(152,435)	(72,145)	(72,145)
	Beginning Fund Balance, July 1	777,055	1,186,154	1,186,154	1,614,897	1,614,897
	Ending Fund Balance, June 30	\$ 1,186,154	\$ 1,379,706	\$ 1,614,897	\$ 2,082,258	\$ 2,060,125

Budget Details

				<u>Amount</u>
		<u>05-06 FTE</u>	<u>06-07 FTE</u>	
510XX	Salaries and Benefits			
	City Manager	0.20	0.20	\$ 39,679
	Assistant City Manager	0.20	0.20	32,579
	Administrative Clerk	0.05	0.05	3,263
	Director of Finance	0.10	0.10	14,980
	Accountant	0.00	0.20	3,780
	Account Clerk II	0.10	0.10	8,993
	Director of Planning	0.20	0.20	31,601
	Senior Planner	0.05	0.05	6,937
		<u>0.90</u>	<u>1.10</u>	<u>\$ 141,812</u>

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

61025	Other Contract Services Sonoma County Community Development Commission	<u>\$ 500</u>
61076	Contributions Rebuilding Together Cotati/Rohnert Park Program - Projects Determine if Use of Low/Mod Funds Appropriate	<u>\$ 25,000</u>
71081	Equipment	<u>\$ -</u>
71082	Capital Improvements A003 - Financial and Administrative Software Replacement - Total Cost \$125,000 Over FYs 05-06 and 06-07	<u>\$ 6,500</u>
42259	Operating Transfer In	<u>\$ -</u>
61085	Operating Transfers Out CCRA Debt Service - 2004 Tax Allocation Refunding Bonds 15.7% General Fund - Government Buildings Lease Agreement	 65,321 6,824 <u>\$ 72,145</u>

**Cotati Community Redevelopment Agency Debt Service Fund
2006-2007 Budget Summary**

Fund 33, Department 900		2005-2006			2006-2007	
Acct	Description	2004-2005 Actual	Amended Budget	Estimated Year End	Board of Directors Adopted Budget	Board of Directors Approved Amended Budget
	Revenues:					
42192	Investment Earnings	\$ 18,384	\$ 10,000	\$ 20,000	\$ 22,000	\$ 22,000
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	18,384	10,000	20,000	22,000	22,000
	Expenses:					
61090	Banking Fees	1,642	2,000	1,750	1,750	1,750
61097	Trust & Agency Fees	636	-	-	-	-
		2,277	2,000	1,750	1,750	1,750
	Debt Service:					
61095	Principal	510,691	180,000	180,000	210,000	210,000
61096	Interest	563,637	578,035	578,035	574,196	574,196
	Total Expenditures	1,076,606	760,035	759,785	785,946	785,946
	Other Sources (Uses):					
42259	Operating Transfers In	527,040	758,035	758,035	784,196	784,196
61085	Operating Transfers Out	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
	Beginning Fund Balance, July 1	1,556,294	1,023,712	1,023,712	1,040,562	1,040,562
	Ending Fund Balance, June 30	\$ 1,023,712	\$ 1,030,312	\$ 1,040,562	\$ 1,059,413	\$ 1,059,413

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%	65,321
CCRA Operating Fund - Debt service - 2001 TABs (Tax Allocation Bonds) Series A	368,138
CCRA Operating Fund - Debt service - 2004 Refunding Tax Allocation Bonds (TABs)	350,737
	<u>\$ 784,196</u>
61085 Operating Transfers Out General Fund - Administration	<u>\$ 1,400</u>

**Salaries and Benefits By Position
City of Cotati - Fiscal Year 2006-2007**

Position	Annual Earnings	Deferred Comp.	Retirement & Medicare	Health Insurances	Life & Disability	Other	Total Salaries & Benefits
Councilmember	\$ 3,600	\$ -	\$ 52	\$ 15,239	\$ 229	\$ 38	\$ 19,159
Councilmember	3,600	-	52	15,239	229	38	19,159
Councilmember	3,600	-	52	-	229	38	3,919
Councilmember	3,600	-	52	5,302	229	38	9,221
Councilmember	3,600	-	52	-	91	38	3,781
Ex-Councilmember	-	-	-	10,678	-	-	10,678
Ex-Councilmember	-	-	-	628	-	-	628
Ex-Councilmember	-	-	-	5,302	-	-	5,302
Ex-Councilmember	-	-	-	628	-	-	628
	18,000	-	261	53,017	1,009	188	72,475
City Manager	152,492	4,467	30,068	5,302	6,030	38	198,397
Assistant City Manager	116,486	3,423	23,057	15,239	4,651	38	162,893
Administrative Analyst	63,193	1,896	12,727	5,302	2,552	38	85,708
Administrative Clerk	47,413	948	9,549	5,302	2,017	38	65,267
Administrative Intern	6,863	-	100	-	183	-	7,145
	386,447	10,733	75,500	31,146	15,434	150	519,410
Director of Finance	114,915	3,375	22,736	4,192	4,543	38	149,799
Accountant	18,089	-	262	-	549	-	18,900
Accounting Specialist	61,371	1,227	12,360	12,400	2,533	38	89,929
Account Clerk II	52,765	1,055	10,627	8,116	2,166	38	74,767
	247,140	5,658	45,986	24,708	9,790	113	333,395
Director of Planning	114,915	3,375	22,736	12,400	4,543	38	158,007
Senior Planner	97,033	2,911	19,595	15,239	3,920	38	138,737
Associate Planner	66,736	1,335	13,447	15,239	2,773	38	99,568
Administrative Secretary	61,569	1,231	11,507	10,678	2,535	38	87,558
Planning Technician	44,525	890	8,961	11,194	1,895	38	67,503
Administrative Intern	-	-	-	-	-	-	-
	384,778	9,743	76,246	64,751	15,666	188	551,372
Interim Director of Building & Safety	88,249	2,575	17,274	4,372	3,526	38	116,035
Sr. Building Inspector	-	-	-	-	-	-	-
Permit Technician	52,937	1,059	10,683	5,302	2,168	38	72,186
Code Enforcement Officer	34,272	-	497	-	1,006	-	35,775
	175,458	3,634	28,454	9,674	6,700	75	223,995
Public Works Superintendent	101,048	3,022	18,897	10,678	4,051	38	137,733
Field Maintenance Supervisor	78,401	1,562	15,797	15,239	3,169	38	114,205
Maintenance Worker II	60,734	1,208	12,213	15,239	2,522	38	91,955
Maintenance Worker II	57,178	1,137	11,498	15,239	2,393	38	87,483
Maintenance Worker II	57,178	1,137	11,498	4,348	2,393	38	76,591
Maintenance Worker II	57,178	1,137	11,498	12,328	2,393	38	84,571
Maintenance Worker II	57,178	1,137	11,498	12,992	2,393	38	85,235
	468,895	10,340	92,898	86,064	19,313	263	677,774
Police Chief	134,825	3,829	72,776	10,678	4,876	38	227,023
Police Lieutenant	-	-	-	-	-	-	-
Police Sergeant	91,665	2,456	50,659	15,239	3,688	38	163,744
Police Sergeant	92,108	2,468	50,904	15,239	3,688	38	164,444
Police Sergeant	91,202	2,443	50,403	15,239	3,688	38	163,012
Police Sergeant	82,432	2,310	47,685	15,239	3,413	38	151,117
Support Services Supervisor	70,229	2,087	14,154	4,624	3,139	38	94,272
Police Officer	75,278	-	43,555	5,302	3,113	38	127,285
Police Officer	70,607	-	40,852	12,328	2,915	38	126,739
Police Officer	70,466	-	40,770	3,136	2,915	38	117,325
Police Officer	69,481	-	40,200	5,302	2,824	38	117,845
Police Officer	68,355	-	39,548	10,678	2,824	38	121,443
Police Officer	57,713	-	33,390	3,136	2,390	38	96,667
Police Officer	57,148	-	33,062	3,136	2,390	38	95,774
Police Officer	78,790	-	43,555	12,400	3,205	38	137,987
Police Officer	55,790	-	33,028	15,239	2,299	38	106,394
Community Services Officer	60,396	1,192	12,175	4,192	2,588	38	80,580
Dispatcher / Clerk	57,834	1,081	11,614	3,400	2,443	38	76,410
Dispatcher / Clerk	57,834	1,081	11,614	12,400	2,443	38	85,410
Dispatcher / Clerk	57,834	1,081	10,890	15,059	2,443	38	87,345
Dispatcher / Clerk	47,682	889	9,574	15,239	2,010	38	75,432
Dispatcher / Clerk	28,917	-	5,807	-	1,009	38	35,771
Dispatcher / Clerk	25,023	-	5,025	-	742	38	30,827
Police Services Aid	18,358	-	3,443	2,916	688	38	25,442
Reserve Officer	-	-	-	-	-	-	-
	1,519,969	20,916	704,681	200,124	61,733	864	2,508,288
Recreation Coordinator	24,654	-	5,060	7,698	932	38	38,382
Recreation Assistant	11,667	-	169	1,750	453	38	14,076
Recreation Intern	5,490	-	80	-	183	-	5,753
	41,811	-	5,308	9,448	1,568	75	58,211
Total Salaries and Benefits	\$ 3,242,499	\$ 61,025	\$ 1,029,334	\$ 478,933	\$ 131,213	\$ 1,916	\$ 4,944,920

**Position Allocated by Department
City of Cotati - Fiscal Year 2006-07**

Position	Home Dept	Council 300	City Mgr 301	Finance 303	Planning 400	Building 401	Streets 403	Gov't Bldg 406
City Council								
Councilmembers	300	5.00						
Total City Council		5.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Services								
City Manager	301	-	0.25	-	-	-	-	-
Assistant City Manager	301	-	0.35	-	-	-	-	-
Administrative Analyst	301	-	0.40	-	-	-	-	-
Administrative Clerk	301	-	0.40	-	-	-	-	-
Administrative Intern	301	-	0.50	-	-	-	-	-
Total Administrative Services		0.00	1.90	0.00	0.00	0.00	0.00	0.00
Finance								
Director of Finance	303	-	-	0.25	-	-	-	-
Accountant	303	-	-	0.40	-	-	-	-
Accounting Specialist	303	-	-	0.25	-	-	-	-
Account Clerk II	303	-	-	0.10	-	-	-	-
Total Finance		0.00	0.00	1.00	0.00	0.00	0.00	0.00
Planning Services								
Director of Planning	400	-	-	-	0.50	-	-	-
Senior Planner	400	-	-	-	0.70	-	-	-
Associate Planner	400	-	-	-	0.70	-	-	-
Administrative Secretary	400	-	-	-	0.70	-	-	-
Planning Technician	400	-	-	-	0.70	-	-	-
Administrative Intern	400	-	-	-	0.50	-	-	-
Total Planning Services		0.00	0.00	0.00	3.80	0.00	0.00	0.00
Building Services								
Interim Dir. Bldg & Safety	401	-	-	-	-	0.90	-	-
Sr. Building Inspector	401	-	-	-	-	1.00	-	-
Permit Technician	401	-	-	-	-	0.90	-	-
Code Enforcement Officer	401	-	-	-	-	0.40	-	-
Total Building Services		0.00	0.00	0.00	0.00	3.20	0.00	0.00
Public Works								
Public Works Superintendent	403	-	-	-	-	-	0.25	0.10
Field Maintenance Supervisor	403	-	-	-	-	-	0.30	0.15
Maintenance Worker II - Dane	403	-	-	-	-	-	0.15	0.05
Maintenance Worker II - Ralph	403	-	-	-	-	-	0.25	0.15
Maintenance Worker II - Scott	403	-	-	-	-	-	0.20	0.20
Maintenance Worker II - Toby	403	-	-	-	-	-	0.20	0.10
Maintenance Worker II - Suzie	403	-	-	-	-	-	0.20	0.05
Total Public Works		0.00	0.00	0.00	0.00	0.00	1.55	0.80
Police Department								
Police Chief	500	-	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-	-
Police Services Aid	500	-	-	-	-	-	-	-
Reserve Officers	500	-	-	-	-	-	-	-
Total Police		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recreation Department								
Recreation Coordinator	602	-	-	-	-	-	-	-
Recreation Assistant	602	-	-	-	-	-	-	-
Recreation Intern	602	-	-	-	-	-	-	-
Total Recreation		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Authorized Positions		5.00	1.90	1.00	3.80	3.20	1.55	0.80

**Position Allocated by Department
City of Cotati - Fiscal Year 2006-07**

Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	FY 2005-06	FY 2006-07
							5.00	5.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00
-	-	-	0.20	0.15	0.20	0.20	1.00	1.00
-	-	-	0.15	0.15	0.15	0.20	1.00	1.00
-	-	-	0.15	0.15	0.30	-	1.00	1.00
-	-	-	0.15	0.15	0.25	0.05	1.00	1.00
-	-	-	-	-	-	-	-	0.50
0.00	0.00	0.00	0.65	0.60	0.90	0.45	4.00	4.50
-	-	-	0.25	0.15	0.25	0.10	1.00	1.00
-	-	-	0.20	0.20	-	0.20	-	0.30
-	-	-	0.20	0.20	0.25	0.10	1.00	1.00
-	-	-	0.40	0.40	0.10	-	1.00	1.00
0.00	0.00	0.00	1.05	0.95	0.60	0.40	3.00	3.30
-	-	-	0.05	0.05	0.20	0.20	1.00	1.00
-	-	-	-	-	0.25	0.05	1.00	1.00
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	0.30	-	1.00	1.00
-	-	-	-	-	-	-	-	-
0.00	0.00	0.00	0.05	0.05	1.35	0.25	5.00	5.00
-	-	-	0.05	0.05	-	-	1.00	1.00
-	-	-	-	-	-	-	1.00	1.00
-	-	-	0.05	0.05	-	-	1.00	1.00
-	-	-	-	-	-	-	0.25	0.40
0.00	0.00	0.00	0.10	0.10	0.00	0.00	3.25	3.40
0.15	-	-	0.25	0.25	-	-	1.00	1.00
0.10	-	-	0.25	0.20	-	-	1.00	1.00
0.10	-	-	0.35	0.35	-	-	1.00	1.00
0.10	-	-	0.25	0.25	-	-	1.00	1.00
0.10	-	-	0.25	0.25	-	-	1.00	1.00
0.15	-	-	0.30	0.25	-	-	1.00	1.00
0.45	-	-	0.15	0.15	-	-	1.00	1.00
1.15	0.00	0.00	1.80	1.70	0.00	0.00	7.00	7.00
-	1.00	-	-	-	-	-	1.00	1.00
-	-	-	-	-	-	-	1.00	-
-	4.00	-	-	-	-	-	4.00	4.00
-	1.00	-	-	-	-	-	1.00	1.00
-	9.00	-	-	-	-	-	8.00	9.00
-	1.00	-	-	-	-	-	1.00	1.00
-	5.00	-	-	-	-	-	5.00	5.00
-	0.55	-	-	-	-	-	0.55	0.55
-	-	-	-	-	-	-	-	-
0.00	21.55	0.00	0.00	0.00	0.00	0.00	21.55	21.55
-	-	0.50	-	-	-	-	0.38	0.50
-	-	0.33	-	-	-	-	0.23	0.33
-	-	0.20	-	-	-	-	-	0.20
0.00	0.00	1.03	0.00	0.00	0.00	0.00	0.62	1.03
1.15	21.55	1.03	3.65	3.40	2.85	1.10	49.42	50.78

Less: Councilmembers 5 5
Reserve Officers 0 0
Full Time Equivalent Employees 44.42 45.78

Allocated Position Costs by Department
 City of Cotati - Fiscal Year 2006-07

Position	Home Dept	Council 300	City Mgr 301	Finance 303	Planning 400	Building 401	Streets 403	Gov't Bldgs 406
City Council								
Councilmembers	300	72,475	-	-	-	-	-	-
Total City Council		72,475	-	0.00	0.00	0.00	0.00	0.00
Administrative Services								
City Manager	301	-	49,599	-	-	-	-	-
Assistant City Manager	301	-	57,013	-	-	-	-	-
Administrative Analyst	301	-	34,283	-	-	-	-	-
Administrative Clerk	301	-	26,107	-	-	-	-	-
Administrative Intern	301	-	7,145	-	-	-	-	-
Total Administrative Services		-	174,147	-	-	-	-	-
Finance								
Director of Finance	303	-	-	37,450	-	-	-	-
Accountant	303	-	-	7,560	-	-	-	-
Accounting Specialist	303	-	-	22,482	-	-	-	-
Account Clerk II	303	-	-	7,477	-	-	-	-
Total Finance		-	-	74,969	-	-	-	-
Planning Services								
Director of Planning	400	-	-	-	79,004	-	-	-
Senior Planner	400	-	-	-	97,116	-	-	-
Associate Planner	400	-	-	-	69,697	-	-	-
Administrative Secretary	400	-	-	-	61,291	-	-	-
Planning Technician	400	-	-	-	47,252	-	-	-
Administrative Intern	400	-	-	-	-	-	-	-
Total Planning Services		-	-	-	354,359	-	-	-
Building Services								
Interim Dir. Bldg & Safety	401	-	-	-	-	104,432	-	-
Sr. Building Inspector	401	-	-	-	-	-	-	-
Permit Technician	401	-	-	-	-	64,967	-	-
Code Enforcement Officer	401	-	-	-	-	35,775	-	-
Total Building Services		-	-	-	-	205,173	-	-
Public Works								
Public Works Superintendent	403	-	-	-	-	-	34,433	13,773
Field Maintenance Supervisor	403	-	-	-	-	-	34,262	17,131
Maintenance Worker II	403	-	-	-	-	-	13,793	4,598
Maintenance Worker II	403	-	-	-	-	-	21,871	13,122
Maintenance Worker II	403	-	-	-	-	-	15,318	15,318
Maintenance Worker II	403	-	-	-	-	-	16,914	4,229
Maintenance Worker II	403	-	-	-	-	-	17,047	8,524
Total Public Works		-	-	-	-	-	153,638	76,695
Police Department								
Police Chief	500	-	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-	-
Police Services Aid	500	-	-	-	-	-	-	-
Total Police		-	-	-	-	-	-	-
Recreation Department								
Recreation Coordinator	602	-	-	-	-	-	-	-
Recreation Assistant	602	-	-	-	-	-	-	-
Recreation Intern	602	-	-	-	-	-	-	-
Total Recreation		-	-	-	-	-	-	-
Position Costs by Department		72,475	174,147	74,969	354,359	205,173	153,638	76,695

Allocated Position Costs by Department
 City of Cotati - Fiscal Year 2006-07

Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	Total
-	-	-	-	-	-	-	72,475
0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,475
-	-	-	39,679	29,759	39,679	39,679	198,397
-	-	-	24,434	24,434	24,434	32,579	162,893
-	-	-	12,856	12,856	25,712	-	85,708
-	-	-	9,790	9,790	16,317	3,263	65,267
-	-	-	-	-	-	-	7,145
-	-	-	86,760	76,840	106,142	75,521	519,410
-	-	-	37,450	22,470	37,450	14,980	149,799
-	-	-	3,780	3,780	-	3,780	18,900
-	-	-	17,986	17,986	22,482	8,993	89,929
-	-	-	29,907	29,907	7,477	-	74,767
-	-	-	89,122	74,142	67,409	27,753	333,395
-	-	-	7,900	7,900	31,601	31,601	158,007
-	-	-	-	-	34,684	6,937	138,737
-	-	-	-	-	29,870	-	99,568
-	-	-	-	-	26,267	-	87,558
-	-	-	-	-	20,251	-	67,503
-	-	-	-	-	-	-	-
-	-	-	7,900	7,900	142,674	38,538	551,372
-	-	-	5,802	5,802	-	-	116,035
-	-	-	-	-	-	-	-
-	-	-	3,609	3,609	-	-	72,186
-	-	-	-	-	-	-	35,775
-	-	-	9,411	9,411	-	-	223,995
20,660	-	-	34,433	34,433	-	-	137,733
11,421	-	-	28,551	22,841	-	-	114,205
9,196	-	-	32,184	32,184	-	-	91,955
8,748	-	-	21,871	21,871	-	-	87,483
7,659	-	-	19,148	19,148	-	-	76,591
38,057	-	-	12,686	12,686	-	-	84,571
12,785	-	-	25,571	21,309	-	-	85,235
108,526	-	-	174,444	164,472	-	-	677,774
-	227,023	-	-	-	-	-	227,023
-	-	-	-	-	-	-	-
-	642,318	-	-	-	-	-	642,318
-	94,272	-	-	-	-	-	94,272
-	1,047,459	-	-	-	-	-	1,047,459
-	80,580	-	-	-	-	-	80,580
-	391,194	-	-	-	-	-	391,194
-	25,442	-	-	-	-	-	25,442
-	2,508,288	-	-	-	-	-	2,508,288
-	-	38,382	-	-	-	-	38,382
-	-	14,076	-	-	-	-	14,076
-	-	5,753	-	-	-	-	5,753
-	-	58,211	-	-	-	-	58,211
108,526	2,508,288	58,211	367,637	332,765	316,225	141,812	4,944,920

Base Salary Schedule - Schedule "A"
Effective July 1, 2006

Position Title	Step A	Step B	Step C	Step D	Step E
Monthly					
Assistant City Manager	8,552	8,980	9,429	9,900	10,395
Chief of Police	8,029	8,430	8,852	9,295	9,759
Director of Planning	7,714	8,100	8,505	8,930	9,376
Director of Finance	7,714	8,100	8,505	8,930	9,376
Police Lieutenant	6,918	7,264	7,627	8,008	8,409
Director of Building and Safety	6,528	6,854	7,197	7,557	7,935
Public Works Superintendent	6,335	6,652	6,985	7,334	7,701
Senior Planner	6,276	6,589	6,919	7,265	7,628
Police Sergeant	5,475	5,749	6,036	6,338	6,655
Senior Building Inspector	5,078	5,332	5,598	5,878	6,172
Associate Planner	5,002	5,252	5,515	5,790	6,080
Public Works Field Maintenance Supervisor	4,912	5,157	5,415	5,686	5,970
Administrative Analyst / Deputy City Clerk	4,728	4,964	5,212	5,473	5,746
Police Officer	4,587	4,816	5,057	5,310	5,576
Support Services Supervisor	4,500	4,725	4,961	5,209	5,470
Building Inspector	4,275	4,489	4,713	4,949	5,196
Assistant Planner	4,173	4,382	4,601	4,831	5,072
Accountant	4,134	4,341	4,558	4,786	5,025
Maintenance Worker II	4,134	4,341	4,558	4,786	5,025
Community Services Officer	3,891	4,086	4,290	4,504	4,730
Accounting Specialist	3,873	4,067	4,270	4,483	4,708
Administrative Secretary	3,873	4,067	4,270	4,483	4,708
Police Dispatcher/Clerk	3,705	3,890	4,085	4,289	4,503
Permit Technician	3,629	3,810	4,001	4,201	4,411
Account Clerk II	3,617	3,798	3,988	4,187	4,396
Maintenance Worker I	3,617	3,798	3,988	4,187	4,396
Planning Technician	3,448	3,620	3,801	3,991	4,191
<i>Recreation Coordinator</i>	3,282	3,446	3,618	3,799	3,989
Administrative Clerk	3,251	3,414	3,584	3,763	3,952
<i>Recreation Assistant</i>	2,946	3,093	3,248	3,410	3,581
Account Clerk I	2,679	2,813	2,954	3,101	3,256
<i>Police Services Aid</i>	2,288	2,402	2,523	2,649	2,781

Hourly Equivalent *					
Assistant City Manager	49.35	51.82	54.41	57.13	59.98
Chief of Police	46.33	48.65	51.08	53.63	56.31
Director of Planning	44.51	46.74	49.07	51.53	54.11
Finance Director	44.51	46.74	49.07	51.53	54.11
Police Lieutenant	39.92	41.92	44.01	46.21	48.52
Director of Building and Safety	37.67	39.55	41.53	43.61	45.79
Public Works Superintendent	36.56	38.38	40.30	42.32	44.43
Senior Planner	36.21	38.02	39.92	41.92	44.02
Police Sergeant	31.59	33.17	34.83	36.57	38.40
Associate Planner	28.86	30.31	31.82	33.41	35.08
Public Works Field Maintenance Supervisor	28.34	29.76	31.25	32.81	34.45
Senior Building Inspector	29.30	30.77	32.31	33.92	35.62
Administrative Analyst / Deputy City Clerk	27.28	28.64	30.08	31.58	33.16
Police Officer	26.47	27.79	29.18	30.64	32.17
Support Services Supervisor	25.97	27.26	28.63	30.06	31.56
Building Inspector	24.67	25.90	27.20	28.56	29.98
Assistant Planner	24.08	25.28	26.55	27.88	29.27
Accountant	23.85	25.05	26.30	27.61	29.00
Maintenance Worker II	23.85	25.05	26.30	27.61	29.00
Community Services Officer	22.45	23.58	24.75	25.99	27.29
Accounting Specialist	22.35	23.47	24.64	25.87	27.16
Administrative Secretary	22.35	23.47	24.64	25.87	27.16
Police Dispatcher/Clerk	21.38	22.45	23.57	24.75	25.99
Permit Technician	20.94	21.99	23.09	24.24	25.45
Account Clerk II	20.87	21.91	23.01	24.16	25.37
Maintenance Worker I	20.87	21.91	23.01	24.16	25.37
Planning Technician	19.90	20.89	21.94	23.03	24.18
<i>Recreation Coordinator</i>	18.94	19.89	20.88	21.92	23.02
Administrative Clerk	18.76	19.70	20.68	21.72	22.80
<i>Recreation Assistant</i>	17.00	17.85	18.74	19.68	20.66
Account Clerk I	15.46	16.23	17.04	17.90	18.79
<i>Police Services Aid</i>	13.20	13.86	14.56	15.28	16.05

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

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

Lieutenant position not currently authorized

Italicized positions are part-time, hourly.

Payroll Benefits Information

Payroll benefits are described as follows.

Longevity Pay – Management and non-management employees having 8½ years of continuous service receive a salary increase of 3 percent over their current step grade. Employees also receive an additional 3 percent after 13½ years and after 18½ years. Employees in the Cotati Police Officers Association receive a 5 percent salary increase after 10 years of continuous employment. The City will have 12 employees receiving longevity pay in 2006-07 with a total projected cost of \$49,021.

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 2006-07 cost is \$68,449.

Uniform / Shoe Allowance – Police receive stipends to be used to purchase and maintain required equipment for their duties. Public Works personnel receive a stipend to launder their own uniforms. City of Cotati purchases Public Works Uniforms and Steel-Toed Boots. Uniform / Shoe allowances for 2006-07 are projected to be \$17,640.

P.O.S.T. Incentive Pay – P.O.S.T. is a stipend paid to sworn police personnel that complete the required P.O.S.T. training program. The City currently has 5 employees receiving P.O.S.T. Incentive Pay. Total projected 2006-07 cost is \$22,172.

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 projected combined 2006-07 cost for special assignment pay is \$6,253.

Overtime Pay - Overtime is paid to Police Officers, Dispatchers, and Public Works personnel. Overtime is required because of emergency call backs, training and court appearances. The projected 2006-07 overtime cost is \$123,000.

Deferred Compensation - The City contributes 2 percent for non-management and 3 percent for management of an employee's monthly salary into an IRC 457 Deferred Compensation Plan. The plan administrator is ICMA Corporation in Washington, D.C. The projected 2006-07 cost for deferred compensation is \$61,026

PERS - The City has 46 employees in the State of California PERS retirement program. They are divided into two groups: Miscellaneous (2% @ 55 Plan) and Safety (3% @ 50

Plan). The PERS employer rate and the City-paid employee rate for these groups are as follows:

	<u>Employer</u>	<u>Employee</u>
Miscellaneous	12.072%	7.00%
Safety	48.853%	9.00%

The PERS rates are multiplied by the employees' salaries to calculate the amount to be contributed. Projected 2006-07 costs are as follows:

Miscellaneous	\$381,025
Safety	<u>\$607,600</u>
Total	<u>\$988,625</u>

The City of Cotati has pre-paid the employer's contribution for the last two fiscal years. FY 2006-2007 cost savings of approximately 3.66% on the employer contribution.

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 51 employees participating in Medicare and the projected 2006-07 cost is \$40,808.

Health Insurances - The City offers medical insurance through Kaiser Permanente and Blue Cross. Dental insurance is provided through Delta Dental Plan and vision care is provided through Medical Eye Services. The projected cost of health insurance for 2006-07 is as follows:

Medical insurance	\$415,947
Dental insurance	57,337
Vision insurance	<u>5,648</u>
	<u>\$478,932</u>

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

Life and Disability Insurances – The City offers its' employees life insurance and short-term and long-term disability insurance, at a projected cost for 2006-07 of \$39,596.

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 2006-07 is \$91,434.

Unemployment Insurance - This cost is paid on an occurrence basis. There are currently no costs projected for the 2006-07 fiscal year.

Employee Assistance Program – The City also offers independent counseling services for employees in times of need. The 2006-07 projected cost of this program is \$1,916.

Capital Improvement Program - Capital Outlay by Fund
FY 06-07

Fund	CIP#	Description	Funding Source	Projected FY 2006-2007 Expenditures (Continuing Projects)				Estimated Construction FY	Budget Total
					Pre- Construction	City Match (if Applicable)	Construction		
001	X007	Cotati Creek Bypass	Zone 1A	3,278	3,278	-	TBD	07-08	3,278
001	T012	Lancaster Drive Improvements	General Fund, Developer Contribution, Water and Sewer Fees	-	-	-	55,200	05-06	55,200
001	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	20,000	-	-	-	-	20,000
001	L011	Dog Park Improvements	General Fund	-	-	-	3,500	06-07	3,500
001	T013	Old Redwood Highway Overlay (Myrtle to Eucalyptus)	General Fund	-	20,000	-	195,000	07-08	20,000
001	Y005	Storm Drain Map Updates	General Fund	-	5,000	-	-	06-07	12,500
001	U005	Pedestrian Crossing - E. Cotati, Charles	General Fund	-	-	-	5,000	06-07	5,000
Total General Fund				23,278	28,278	-	258,700		119,478
013	Z014	Cypress Tank Design and Construction	Connection Fees	440,000	140,000	-	1,200,000	06-07, 07-08	440,000
013	Z021	Sensus Meter Replacement	Connection Fees	25,000	-	-	25,000	-	25,000
013	Z028	Low Water Use Demonstration Garden (Formerly Xeriscape)	Connection Fees	12,000	-	-	80,000	07-08	12,000
013	Z031	Well 1A Redwood Tank Replacement	Connection Fees	50,000	-	-	50,000	06-07	50,000
013	Z032	East Cotati Avenue Water Line Upgrade	Connection Fees	-	190,000	-	1,450,000	07-08	190,000
013	Z033	Water Master Plan Update	Connection Fees	-	50,000	-	-	06-07	50,000
013	Z034	Utility Base Map Updates	Connection Fees	-	25,000	-	-	06-07	25,000
013	T012	Lancaster Drive	General Fund, Developer Contribution, Water and Sewer Fees	67,800	-	-	67,800	06-07	67,800
013	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	29,400	-	-	-	06-07	29,400
Total Water Capital Fund				624,200	405,000	-	67,800		889,200
019	X005	Inflow and Infiltration System Improvements	Connection Fees	90,000	-	-	90,000	07-08	90,000
019	X010	Sewer Upgrade - Laguna Project 1A, Phase	Connection Fees	600,000	50,000	-	4,550,000	06-07, 07-08	600,000
019	X011	Sewer Trunkline Replacement, ORH Project 2B	Connection Fees	-	50,000	-	360,000	07-08	50,000
019	X012	Sewer Trunkline Upgrade - ORH East Project 2C	Connection Fees	-	50,000	-	450,000	07-08	50,000
019	X013	Sewer Master Plan Update	Connection Fees	-	50,000	-	-	06-07	50,000
019	X014	Utility Base Maps Update	Connection Fees	-	25,000	-	-	06-07	25,000
019	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	29,400	29,400	-	-	06-07	29,400
019	T012	Lancaster Drive	General Fund, Developer Contribution, Water and Sewer Fees	60,000	-	-	60,000	06-07	60,000
Total Sewer Capital Fund					254,400	-	5,420,000		954,400
204	U003	East Cotati Avenue Pedestrian Crossing, Bike Path and Extension	Developer, Park-in-Lieu	190,000	-	-	190,000	06-07	190,000
Total General Capital Outlay Fund				190,000	-	-	190,000		190,000
034	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	20,000	20,000	-	-	06-07	20,000
Total CCRA Capital Fund					20,000	-	-		20,000
036	R003	East Cotati Overlay - Required City Match	Capital Outlay	-	-	900,000	1,600,000	07-08	900,000
036	W002	Intermodal Transit Facility	Bond Proceeds	-	-	-	-	Need Further Information	-
Total CCRA TABs Fund				-	-	900,000	1,600,000		900,000
037	A003	Financial and Administrative Software Replacement	General Fund, Water and Sewer Fees, Redevelopment Tax Increment	6,500	-	-	-	-	6,500
Total CCRA Low/Mod Housing Fund					-	-	-		6,500
204	C008	Civic Center Improvements - Roof Restoration	Developer, Park-in-Lieu	226,000	-	-	226,000	06-07	226,000
Total General Capital Outlay Fund				226,000	-	-	226,000		226,000
Grand Total									3,305,578

**Capital Improvement Program - Capital Outlay by Project
FY 06-07**

		Budget Amount by Funding Source				
Project	Description	Other		Enterprise Funds	Redevelopment Funds	Total
		General Fund	Governmental Funds			
C008	Civic Center Improvements - Roof Restoration	\$ -	\$ 226,000	\$ -	\$ -	\$ 226,000
X007	Cotati Creek Bypass	3,278				3,278
Z014	Cypress Tank Design and Construction			440,000		440,000
L011	Dog Park Improvements	3,500				3,500
Z032	East Cotati Avenue Water Line Upgrade			190,000		190,000
U003	East Cotati Avenue Pedestrian Crossing, Bike Path and Extension		190,000			190,000
R003	East Cotati Overlay - Required City Match				900,000	900,000
A003	Financial and Administrative Software Replacement	20,000		58,800	26,500	105,300
X005	Inflow and Infiltration System Improvements			90,000		90,000
W002	Intermodal Transit Facility					-
H-2 T012	Lancaster Drive Improvements	55,200		127,800		183,000
Z028	Low Water Use Demonstration Garden (Formerly Xeriscape)			12,000		12,000
T013	Old Redwood Highway Overlay (Myrtle to Eucalyptus)	20,000				20,000
U005	Pedestrian Crossing - E. Cotati, Charles	5,000				5,000
Z021	Sensus Meter Replacement			25,000		25,000
X013	Sewer Master Plan Update			50,000		50,000
X011	Sewer Trunkline Replacement, ORH Project 2B			50,000		50,000
X012	Sewer Trunkline Upgrade - ORH East Project 2C			50,000		50,000
X010	Sewer Upgrade - Laguna Project 1A, Phase			600,000		600,000
Y005	Storm Drain Map Updates	12,500				12,500
Z034	Utility Base Map Updates - Water			25,000		25,000
X014	Utility Base Maps Update - Sewer			25,000		25,000
Z033	Water Master Plan Update			50,000		50,000
Z031	Well 1A Redwood Tank Replacement			50,000		50,000
		\$ 119,478	\$ 416,000	\$ 1,843,600	\$ 926,500	\$ 3,305,578

FY 2006-07 Equipment Purchase by fund

Fund	Dept	Description	Cost	Proposed 2005-2006 Equipment
001	0303	Workstation (Computer) - Spare	\$ 1,500	
001	0403	Truck - Utility Pickup	14,000	
001	0403	Trailer - Tilt, Small	1,600	
001	0403,0406,0408	Workstation (Computer) - Corporation Yard	500	
001	0403,0406,0408	Desk - Corporation Yard	500	
001	0500	Video - In-Car (2)	12,725	
001	0500	Computers (No Monitors) (2) - Chief and Dispatch 2nd Workstation	3,000	
001	0500	Radar - Handheld	1,700	
001	0500	Refrigerator	1,400	
001	0500	Ultra Light Equipment	1,000	
			Total General Fund	37,925
013	0700	Truck - Utility Pickup	10,500	
013	0700	Pump - Flygt	3,700	
013	0700	Trailer - Tilt, Small	1,200	
013	0700	Workstation (Computer) - Corporation Yard	250	
013	0700	Desk - Corporation Yard	250	
			Total Water Capital Fund	15,900
019	0800	Truck - Utility Pickup	10,500	
019	0800	Trailer - Tilt, Small	1,200	
019	0800	Workstation (Computer) - Corporation Yard	250	
019	0800	Desk - Corporation Yard	250	
			Total Sewer Capital Fund	12,200
Grand Total				66,025

FY 2006-07 Equipment Purchase, by item

Budget Amount by Funding Source

Description	Budget Amount by Funding Source			Total
	General Fund	Enterprise Funds	Redevelopment Funds	
3HP Flygt Pump	\$ -	\$ 3,700	\$ -	\$ 3,700
Desk - Corporation Yard	500	500		1,000
Radar - Handheld	1,700			1,700
Refrigerator	1,400			1,400
Trailer - Tilt, Small	1,600	2,400		4,000
Truck - Utility Pickup	14,000	21,000		35,000
Ultra Light Equipment	1,000			1,000
Video - In-Car (2)	12,725			12,725
Computers (No Monitors) (2) - Chief and Dispatch 2nd Workstation	3,000			3,000
Workstation (Computer) - Corporation Yard	500	500		1,000
Workstation (Computer) - Spare	1,500			1,500
Total by Funding Source	\$ 37,925	\$ 28,100	\$ -	\$ 66,025

**Schedule of Operating Transfers
Fiscal Year 2006-2007**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In</u>		<u>Operating Transfers Out</u>	
			<u>Acct 42259</u>		<u>Dept</u>	<u>Acct 61085</u>
01 General Fund						
Operating Transfers In						
12 Water Operating Fund	Administration	301	8,420			
13 Water Capital Fund	Administration	301	13,500			
18 Sewer Operating Fund	Administration	301	8,420			
19 Sewer Capital Fund	Administration	301	27,000			
201 Maint Assmnt Districts Fund	Administration	301	1,536			
33 CCRA Debt Service Fund	Administration	301	1,400			
12 Water Operating Fund	Public information services	306	600			
18 Sewer Operating Fund	Public information services	306	600			
35 CCRA Operating Fund	Public information services	306	800			
21 Gas Taxes Fund	Streets maintenance	403	162,579			
02 Grants Fund - SCWA Funding	Storm Sewer projects	403	3,278			
12 Water Operating Fund	Government buildings maintenance	406	18,276			
18 Sewer Operating Fund	Government buildings maintenance	406	17,074			
35 CCRA Operating Fund	Government buildings lease agreement	406	19,423			
37 CCRA Low & Mod Income Fund	Government buildings lease agreement	406	6,824			
23 Parks and Rec Devlpmt Fund	Park maintenance	408	23,500			
09 Public Safety Fund	Information systems/Overtime	500	100,000			
			<u>413,230</u>			
Operating Transfers Out						
08 CEC Fund	Community services support			305	(5,901)	
201 Maint Assmnt Districts Fund	Subsidy			305	(9,283)	
202 K-9 (Police) Program Fund	Subsidy			305	(3,800)	
206 Citizen Volunteer Program	Subsidy			305	(6,100)	
					<u>(25,084)</u>	
02 Grants Fund						
Operating Transfer Out						
001 General Fund	Cotati Creek Bypass Construction	403			(3,278)	
					<u>(3,278)</u>	
06 Solid Waste Reduction Fund						
Operating Transfer Out						
008 Community and Environment Comm Earth Day		403			(2,075)	
					<u>(2,075)</u>	
08 Community and Environment Commission Fund						
Operating Transfer In						
01 General Fund	Event Expenses	100	5,901			
006 Solid Waste Reduction Fund	Earth Day	100	2,075			
			<u>7,976</u>			
09 Public Safety Fund						
Operating Transfer Out						
01 General Fund	Information systems			100	(65,763)	
01 General Fund	Overtime			100	(34,237)	
					<u>(100,000)</u>	
21 Gas Taxes Fund						
Operating Transfer Out						
01 General Fund	Streets maintenance			100	(162,579)	
23 Parks and Recreation Development Fund						
Operating Transfer Out						
01 General Fund	Park maintenance			408	(23,500)	
201 Maintenance Assessment Districts Fund						
Operating Transfers In						
01 General Fund	Subsidy				9,283	

**Schedule of Operating Transfers
Fiscal Year 2006-2007**

Fund	Description	Operating Transfers In		Operating Transfers Out	
		Dept	Acct 42259	Dept	Acct 61085
201 Maintenance Assessment Districts Fund					
Operating Transfers Out					
01 General Fund	Administration			2011	(192)
01 General Fund	Administration			2012	(192)
01 General Fund	Administration			2013	(192)
01 General Fund	Administration			2014	(192)
01 General Fund	Administration			2015	(192)
01 General Fund	Administration			2016	(192)
01 General Fund	Administration			2017	(192)
01 General Fund	Administration			2019	(192)
					<u>(1,536)</u>
202 K9 Program Fund					
Operating transfers in					
01 General Fund	Subsidy	100	<u>3,800</u>		
206 Citizen Volunteer Program Fund					
Operating transfers in					
01 General Fund	Subsidy	100	<u>6,100</u>		
12 Water Operating Fund					
Operating Transfers in					
19 Water Capital Fund	Operating costs	700	<u>1,306,918</u>		
Operating Transfers Out					
01 General Fund	Public information services	306		700	(600)
01 General Fund	Government buildings maintenance	406		700	(18,276)
01 General Fund	Administration	301		700	(8,420)
					<u>(27,296)</u>
13 Water Capital Fund					
Operating Transfers Out					
012 Water Operating Fund	Operating costs	700			(1,306,918)
014 Recycled Water Line Fund	Establish Fund	700		700	(50,000)
01 General Fund	Administration	301		700	(13,500)
					<u>(1,370,418)</u>
18 Recycled Water Line Fund					
Operating Transfers In					
013 Water Capital Fund	Establish Fund	700	<u>50,000</u>		
18 Sewer Operating Fund					
Operating Transfers In					
19 Sewer Capital Fund	Operating Costs	800	<u>2,096,215</u>		
Operating Transfers Out					
01 General Fund	Public information services	306		800	(600)
01 General Fund	Government buildings maintenance	406		800	(17,074)
01 General Fund	Administration	301		800	(8,420)
					<u>(26,094)</u>
19 Sewer Capital Fund					
Operating Transfers Out					
01 General Fund	Administration			800	(27,000)
18 Sewer Operating Fund	Operating costs			800	(2,096,215)
					<u>(2,123,215)</u>
35 Cotati Community Redevelopment Agency Operating Fund					
Operating Transfer In					
34 CCRA Capital Projects Fund	Operating costs	900	<u>1,432,114</u>		
Operating Transfers Out					
01 General Fund	Public information services			306	(800)
01 General Fund	Government buildings maintenance			406	(19,423)
33 CCRA Debt Service Fund	Debt service - 2001 TABs			900	(368,138)
33 CCRA Debt Service Fund	Debt service - 2004 Refunding TABs			900	(350,737)
Total Operating Transfers Out					<u>(739,098)</u>

**Schedule of Operating Transfers
Fiscal Year 2006-2007**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In Acct 42259</u>	<u>Dept</u>	<u>Operating Transfers Out Acct 61085</u>
34 Cotati Community Redevelopment Agency Capital Projects Fund					
Operating Transfers Out					
35 CCRA Operating Fund	Operating costs			900	<u>(1,432,114)</u>
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund					
Operating Transfers Out					
034 CCRA Capital Projects Fund	2004 TABs			406	(65,321)
034 CCRA Operating Fund	ERAF Contribution Loan (50%, Repaid in Ten Years)			406	-
01 General Fund	Government buildings maintenance			406	<u>(6,824)</u>
					<u>(72,145)</u>
33 Cotati Redevelopment Agency Debt Service Fund					
Operating Transfers In					
35 CCRA Operating Fund	Debt service - 2001 TABs	900	368,138		
35 CCRA Operating Fund	Debt service - 2004 TABs	900	350,737		
037 CCRA Low/Mod Housing Fund	Debt service - Portion of 1993 TABs	900	65,321		
			<u>784,196</u>		
Operating Transfers Out					
01 General Fund	Administration			900	<u>(1,400)</u>
			<u>\$ 6,109,832</u>		<u>\$(6,109,832)</u>

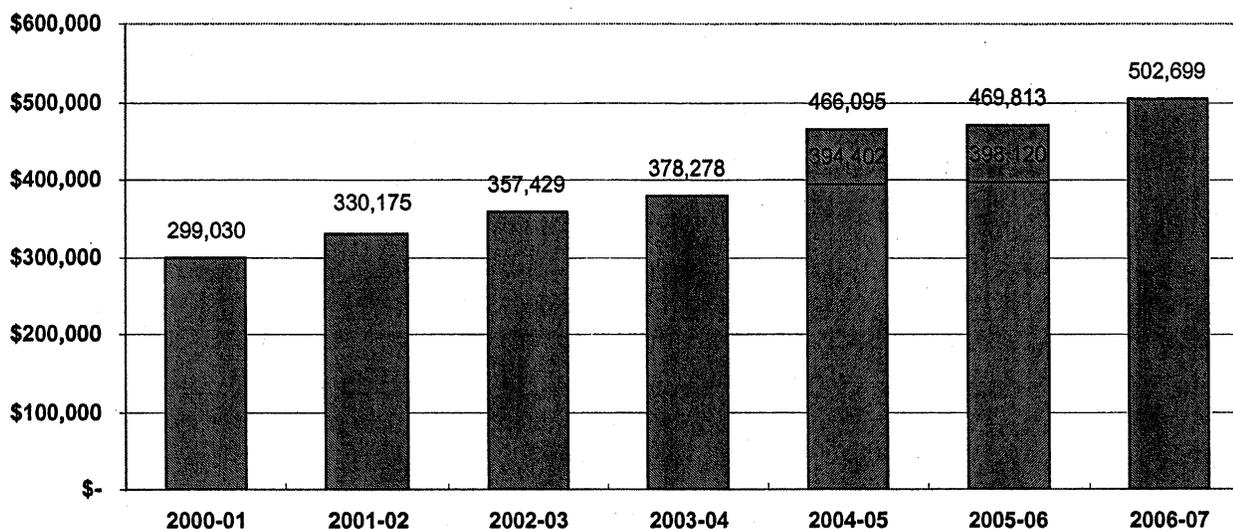
KEY REVENUE SOURCES AND BASIS FOR ESTIMATES

Estimates of key revenue sources are developed through analytical procedures and projection techniques that take into account population, increases in the consumer price index, and other growth factors. The trending of these key factors and their impact on revenues (and expenditures) for the past seven years provided an historical basis for the estimated revenues for 2006-07.

Sources used in developing estimated revenues also include economic trends as reported in the national media, forecast data for Sonoma County developed by the County of Sonoma, economic and fiscal information developed by the State Legislative Analyst and the State Department of Finance, and materials prepared by the League of California Cities and the State Controller's Office. Ultimately, the City's estimated revenues for 2006-07 reflect the staff's best judgement about the performance of the local economy over the next year and how it will affect City revenues.

The following pages provide a brief description of the City's primary revenue sources along with the general assumptions used in preparing revenue estimates for the 2006-07 budget.

GENERAL FUND PROPERTY TAXES



DESCRIPTION

Property taxes are imposed on real property and tangible personal property located within the State. Property is assessed annually on March 1 by the County assessor. The State Constitution limits the real property tax rate to one percent of the property's value, plus rates imposed to fund indebtedness approved by the voters.

Cities, counties, school districts and special districts share the revenues from the one-percent property tax. The County generally allocates revenues to these agencies based on their average property tax revenue in the three years preceding 1978-79 and in each year thereafter according to the proportion of property tax revenues allocated to each agency in the previous year.

When territory is incorporated into a new city, the city receives a share of the property tax revenues based on the costs of services assumed from other governments and the proportion of these costs which had been funded by the property tax. The use of property tax revenues is unrestricted.

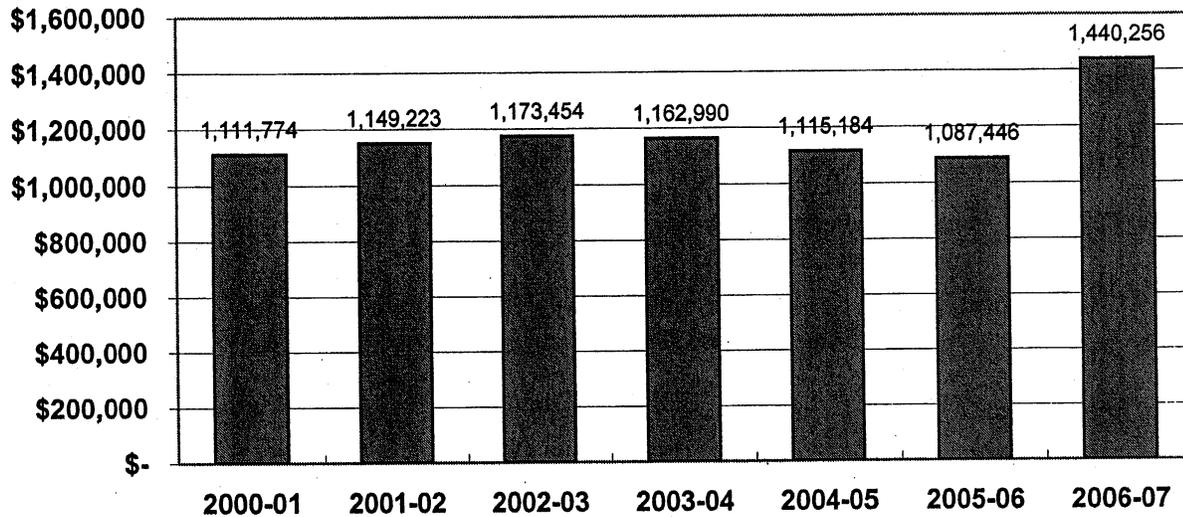
TRENDS

Property tax revenues for FY 2006-2007 are estimated to be \$502,699, which represents a 22.4 percent increase over the FY 2005-2006 amount. Seven percent (7%) of this increase is mainly attributable to assessments associated with recent projects completed or nearing completion in Cotati. The balance of the increase is due to the discontinuation of a required contribution to the Educational Revenue Augmentation Fund (ERAF) of \$71,693, which the City has had to make in each of the last two years.

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

The City's property tax payments for Fiscal Year 2005-2006 will also include revenues associated with the State of California's 'triple-flip'. On March 2, 2004, the voters approved a statewide ballot measure to issue \$15 billion in deficit reduction bonds. These bonds will be paid-off over seven to nine years based on the revenue stream that results from the repeal of 1/4-cent of the local one-cent sales tax. The lost local revenues are funded by a reallocation of property tax revenues from the Educational Revenue Augmentation Fund (ERAF). This revenue back-fill is not included in the estimated property tax. It is accounted for in the revenue account "Sales Tax - In-Lieu (triple flip)".

GENERAL FUND SALES TAXES



DESCRIPTION

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

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

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

Local sales tax revenue is distributed by the State Board of Equalization. Cities receive payments on a quarterly basis, with monthly estimated "advance" payments and subsequent "settlement" payments to cover the difference based on actual collections in prior months. The largest economic segment contributing to sales tax revenues during Fiscal Year 05-06 has fluctuated between Service stations and Business / industry. The uses for sales tax are unrestricted, but sales tax revenue must be received into the City's General Fund.

TRENDS

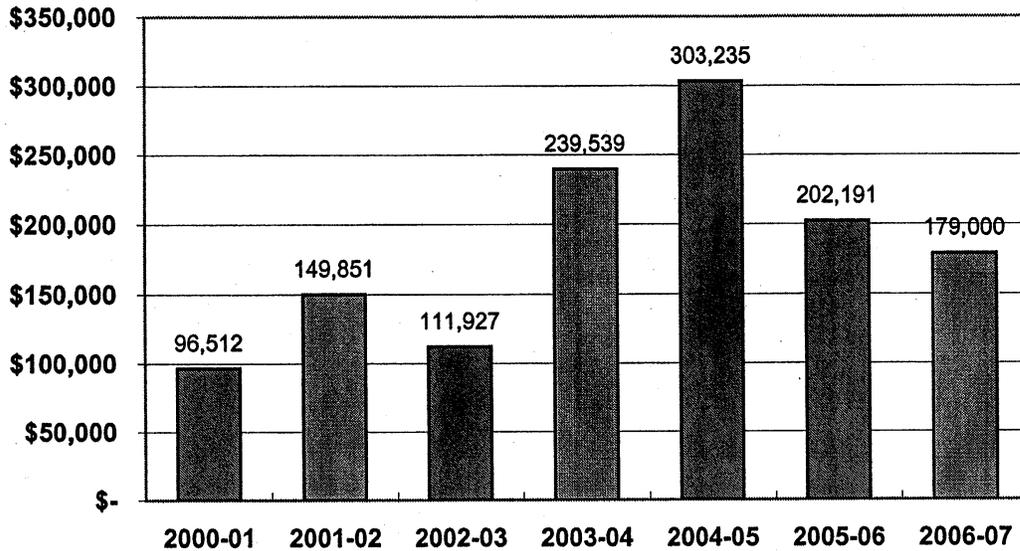
Sales tax revenues for FY 2006-2007 are an estimated \$1,440,000 which represents a 32.4 percent increase from FY 2005-06. The bulk of this increase is associated with the May 2006 opening of the Lowe's store.

Beginning in FY 04-05 one fourth of the City's Sales Tax revenue was reduced, with a backfill included with the Property Tax payments from the County of Sonoma. For tracking purposes this revenue is recorded separately in the revenue account "Sales Tax-In-Lieu (triple flip)".

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

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

GENERAL FUND TRANSFER TAXES



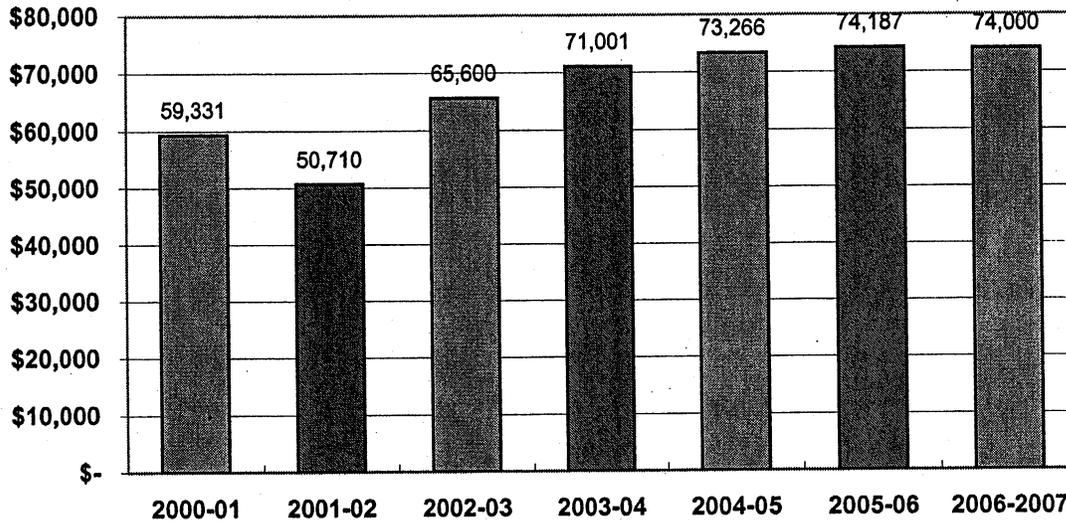
DESCRIPTION

Real estate transfer taxes are imposed on the transfer of real property. Both the buyer and the seller of the property are held equally and severably liable for payment of the tax. Counties are authorized to levy the tax at a rate of \$0.55 per \$500 of the sales value, exclusive of any lien of encumbrance remaining at the time of sale. In October of 1991, the City of Cotati enacted an ordinance, which established a transfer tax of \$1.90 per \$1,000 of sales value. This ordinance supersedes the county levy and as such the City is entitled to the tax levy it established in 1991. The City is no longer entitled to receive the County levy.

TRENDS

Real estate transfer tax for FY 2006-2007 is estimated at almost \$179,000 which represents an approximately 11.5 percent decrease over FY 2005-06. The Sonoma County real estate market has slowed down considerably over the last year. If County housing prices and sales show signs of recovery the account will be adjusted at the mid-year review.

GENERAL FUND BUSINESS LICENSES



DESCRIPTION

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

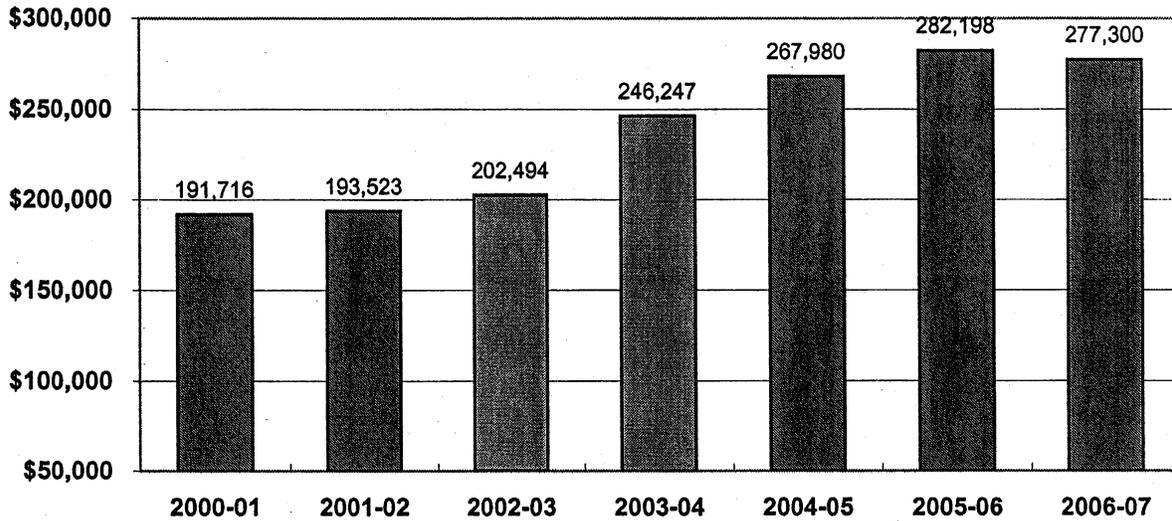
Business license fees vary according to the type of business. Generally, fees charged to most professionals, contractors, wholesalers and retailers are based on a flat rate plus an amount for each employee employed. Part-time occupations are based on estimated gross receipts.

TREND

Business license fees for FY 2006-2007 are estimated to be \$74,000, which reflects an increase of 0.0 percent from the prior fiscal year. The Finance department continues to work closely with the Building department to ensure compliance, and in the past two years many businesses and contractors have obtained their license. Additional revenues reflected in FY 05-06 are associated with late fees.

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

GENERAL FUND FRANCHISE FEES



DESCRIPTION

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

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

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

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

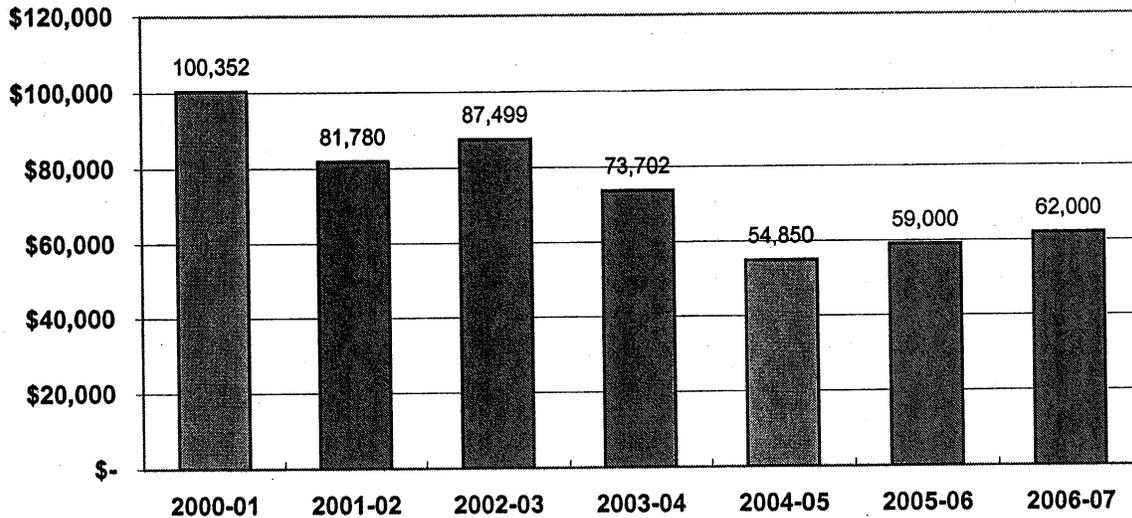
The garbage franchise is with Waste Management. Payments to the City increase to fourteen percent (from ten percent) of gross receipts. One percent of this amount is set aside for recycling programs, with the balance being unrestricted. Payments are received monthly.

The storage franchise is with Redwood Mini-Storage. Payments to the City are received quarterly and are equal to three percent of gross receipts.

TRENDS

Franchise fees for FY 2006-2007 are estimated to be \$282,300. There is no anticipated increase over the prior fiscal year. The garbage franchise revenue continues to track at a higher than typical level due to the additional charges assessed because of the current landfill situation.

GENERAL FUND FINES AND FORFEITURES



DESCRIPTION

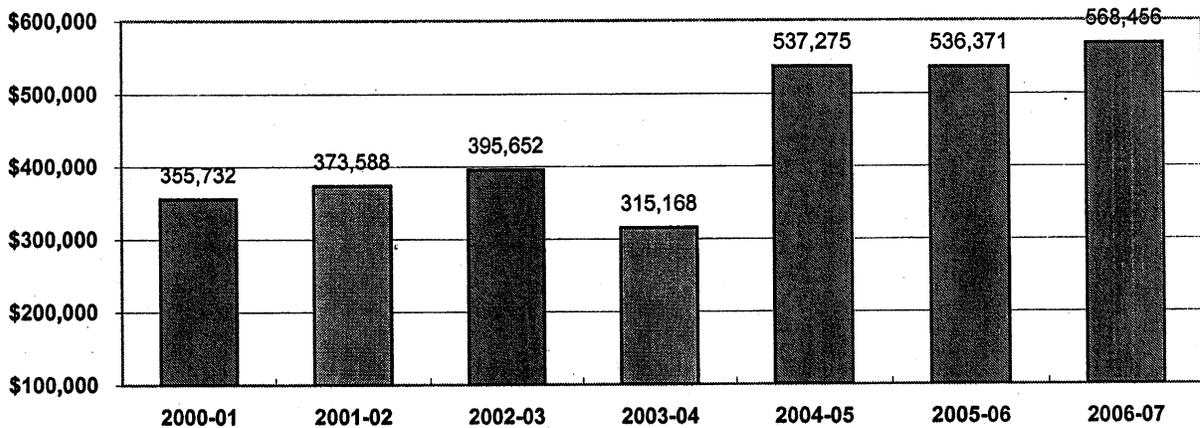
Fines and forfeitures represent revenues derived from emergency responses, parking citations, criminal code fines, the vehicle release program, and the County abandoned vehicle program.

TRENDS

Staff continues to research the discrepancy between citations written and revenue received from the County. We have identified the two main changes in County policy that resulted in the significant reduction in fine revenue received from them in the last three years. Beginning July, 2003, Sonoma County began deducting collection costs incurred by the Court Collections Unit from the payments remitted to the City. Additionally, in October, 2003, the County started deducting AB 1759 Court Security fees also.

With these issues identified, staff will next interface with the County to obtain more detailed information about how the deductions are calculated. This should allow us to project the fine and forfeiture revenue increases that will result from the implementation of the dedicated Traffic Officer position.

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



DESCRIPTION

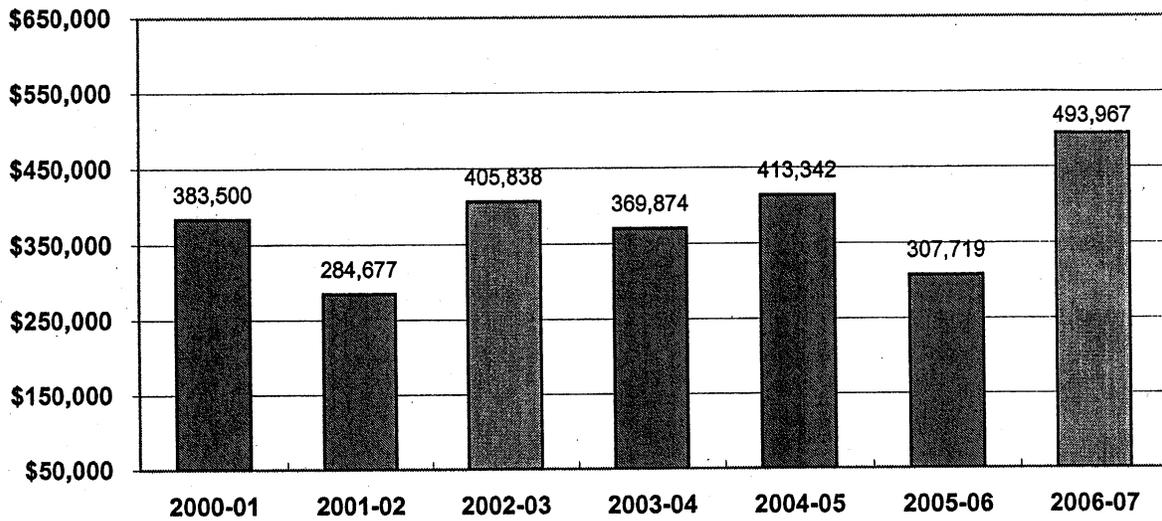
Motor vehicle license fees (VLF) are a special license fee equivalent to a percentage of the market value of motor vehicles. It is imposed annually by the state in lieu of local property taxes. Revenues derived from motor vehicle license fees are apportioned and distributed monthly. State Revenue and Taxation Code Section 11005(a) specifies that 81.25 percent of the revenues are to be divided equally between cities and counties and apportioned on the basis of population.

The use of revenues received from the motor vehicle license fees are unrestricted. They are included in the General Fund to help support police services as well as quality of life services.

TRENDS

In FY 03-04, a portion of the City's VLF revenues were withheld and it was not anticipated that the City would receive the balance of these funds (\$116,581) until August 2006. Fortunately, the State released the 'VLF Backfill Gap' funds one year early, in August 2005. Going forward, with VLF Backfill-Property Tax Swap in place, the VLF backfill due to cities will be replaced with a like amount of property taxes. The City's FY 06-07 Budget will continue to maintain an account 'Property Tax in-Lieu of VLF' to provide for separate accounting for these funds. The City motor vehicle license fee and related reimbursement via property tax for FY 2006-07 is estimated at \$568,456.

GENERAL FUND CHARGES FOR SERVICES



DESCRIPTION

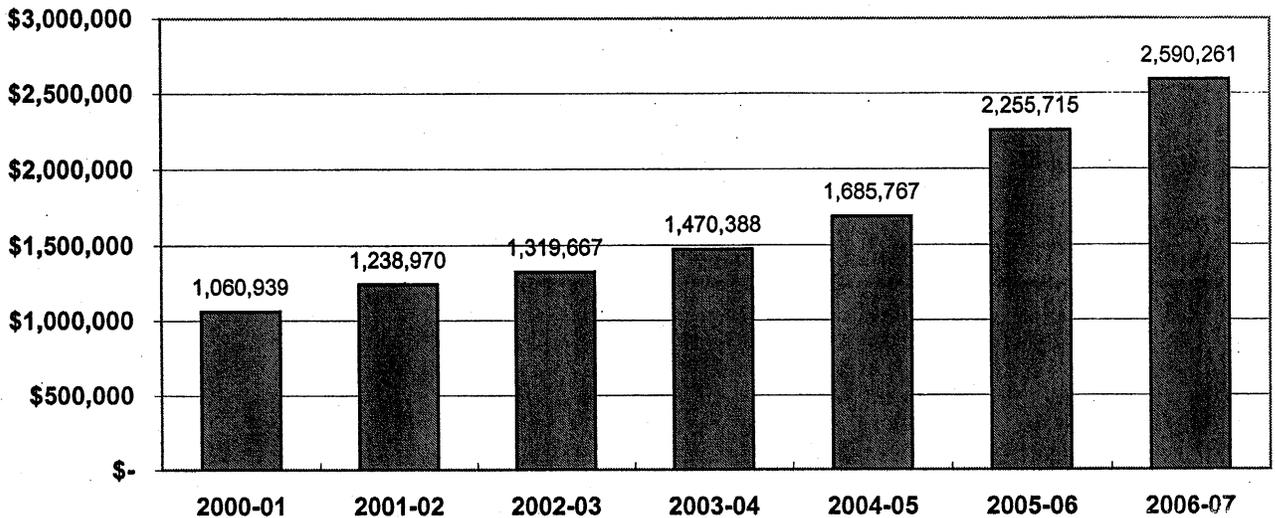
Fees for services are imposed upon users of certain services provided by the City. Generally, a service charge can be levied when the service is measurable and sold in marketable units and the user can be identified. The rationale is that certain services are primarily for the benefit of individuals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

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

TRENDS

Charges for services in FY 2006-07 are estimated to be \$493,967 that represents a 60.0 percent increase compared to FY 2005-06. The City anticipates an exceptionally high level of building activity next year due to projects that were delayed this year due to weather and the anticipated start of some large projects that are currently being reviewed through the Planning process.

REDEVELOPMENT AGENCY PROPERTY TAXES



DESCRIPTION

Property taxes are imposed on real property and tangible personal property located within the State. The State Constitution limits the real property tax rate to one percent of the property's value, plus rates imposed to fund indebtedness approved by the voters.

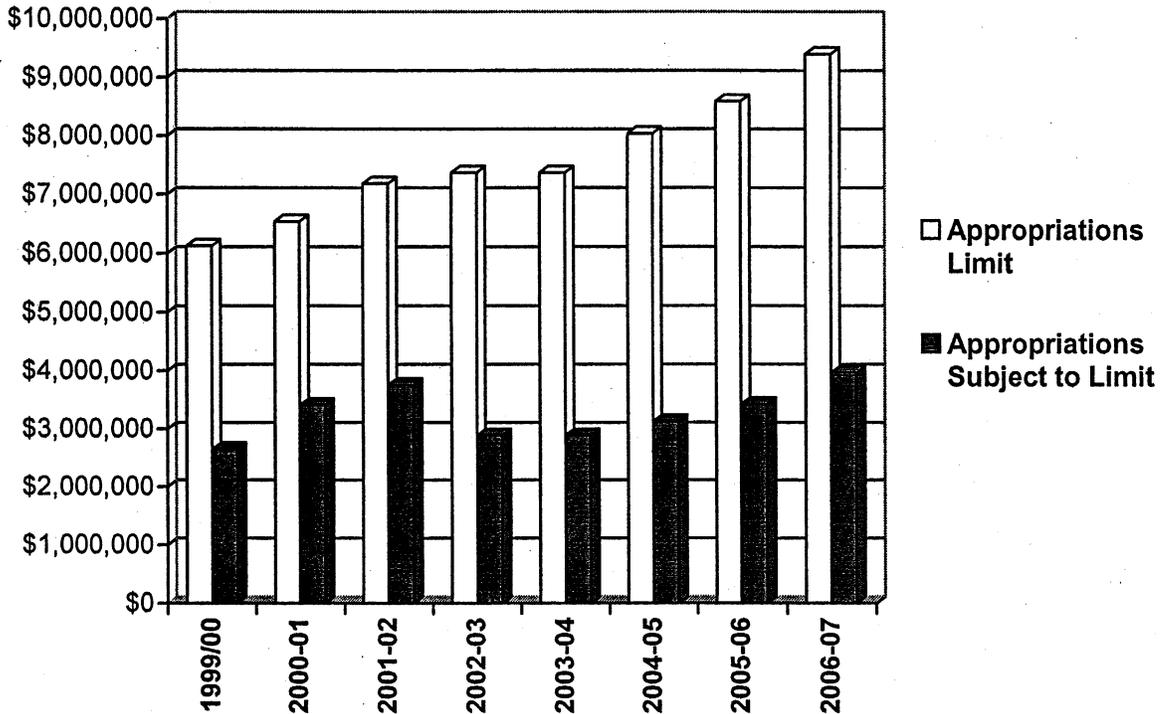
While cities, counties, school districts and special districts share the revenues from the one percent property tax, special provisions apply when the City formed a Redevelopment Agency Project Area. From the date of inception forward, any property taxes generated from increased property values are dedicated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

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

TRENDS

Property tax revenues for FY 2006-07 are estimated at \$2,590,261, which represents a 14.8 percent increase over the FY 2005-06 amount. The tax increment received from the County increased dramatically in FY 05-06 as the increase in property value due to recent developments has made its way onto the tax roles. The projected revenue for FY 06-07 also reflects an estimated 8% increase in value of residential and commercial development in the Redevelopment Agency Project Area and the cessation of the required ERAF contribution (approximately \$162,000 in each of the last two fiscal years).

Appropriations Limits City of Cotati



DESCRIPTION

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

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

TRENDS

The City has experienced steady growth in population which has enabled it to spend at levels below our appropriations limit. With the passage of Proposition 111, the gap between the appropriations limit and the revenues subject to limitation has widened. The budget year 2006-2007 appropriations limit is \$9,391,492, projected revenues subject to limitation are expected to be \$3,969,915.

**General Fund - Historical Analysis
Fiscal Years 1998-99 Through 2006-07**

	1998-99	1999-00	2000-01	2001-02
Revenues:				
Property Taxes	\$ 271,178	\$ 303,077	\$ 299,030	\$ 330,175
Property Taxes in Lieu of VLF				
Sales Taxes	899,998	1,047,341	1,111,774	1,149,223
Sales Tax In-Lieu				
Transfer Taxes	105,528	119,260	96,512	149,851
Business Licenses	48,028	47,851	59,331	50,710
Franchise Fees	166,338	176,808	191,716	193,523
Total Taxes	1,491,070	1,694,337	1,758,363	1,873,482
Licenses and Permits	50,320	60,028	34,235	16,130
Fines and Forfeitures	133,330	139,760	100,352	81,780
Investment Earnings	67,818	47,234	83,119	131,719
Rents and Concessions	64,529	68,733	31,567	18,018
Motor Vehicle In Lieu Fees	325,043	303,500	355,732	373,588
Fees for Services	103,710	230,000	383,500	284,677
Reimbursements	94,076	73,790	92,072	104,500
Other	34,273	121,030	132,744	270,995
Total Revenues	2,364,169	2,738,412	2,971,684	3,154,889
Operating Transfers In	329,731	230,168	333,782	458,227
Total Current Sources	2,693,900	2,968,580	3,305,466	3,613,116
Current Expenditures:				
City Council	54,842	65,898	64,760	73,863
City Manager / City Clerk	117,547	124,490	123,745	167,629
Finance	143,268	91,732	86,304	80,952
Legal Services	67,803	136,294	78,066	73,483
Non-Departmental	81,535	56,257	135,794	235,421
Public Information Services	-	-	2,694	-
Planning	116,900	142,839	211,222	230,674
Building	44,357	57,354	96,680	130,704
Engineering	42,635	-	-	-
Public Works Administration	39,752	69,954	79,434	-
Streets	164,081	177,358	190,775	256,910
Government Buildings	85,436	86,183	96,630	123,889
Park Maintenance	82,266	92,843	121,144	110,706
Police	1,410,755	1,643,652	1,559,991	1,700,363
Cultural Arts	2,868	27,003	16,748	26,247
Recreation	-	-	150	7,893
Total Current Expenditures	2,454,045	2,771,857	2,864,137	3,218,734
Capital Outlay:				
City Council	4,199	-	15	203
City Manager / City Clerk	5,350	-	3,951	1,472
Finance	7,584	735	59	914
Non-Departmental	-	-	-	-
Public Information Services	-	-	23,611	-
Planning	792	-	2,946	2,081
Building	-	-	15	1,167
Public Works Administration	-	-	30	-
Streets	2,645	6,496	10,888	25,486
Government Buildings	-	-	6,924	1,213
Park Maintenance	8,374	12,507	4,697	25,288
Police	65,462	77,999	103,393	45,107
Cultural Arts	-	-	3,610	-
Recreation	-	-	-	-
Debt Service:				
Police	-	-	-	-
Total Capital Outlay/Debt Svc	94,406	97,737	160,139	102,931
Beginning Fund Balance, July 1	1,029,180	1,174,629	1,273,615	1,554,805
Ending Fund Balance, June 30	\$ 1,174,629	\$ 1,273,615	\$ 1,554,805	\$ 1,846,256

**General Fund - Historical Analysis
Fiscal Years 1998-99 Through 2006-07**

	2002-03	2003-04	2004-2005	Estimated Year End 2005-2006	Amended Budget 2006-2007
Revenues:					
Property Taxes	\$ 357,429	\$ 378,277	\$ 397,926	\$ 403,401	\$ 502,899
Property Taxes in Lieu of VLF			374,903	490,146	524,456
Sales Taxes	1,173,454	1,162,990	1,115,184	1,087,446	1,440,256
Sales Tax In-Lieu			261,126	331,801	331,801
Transfer Taxes	111,927	239,539	303,235	202,191	179,000
Business Licenses	65,600	71,001	75,876	74,187	74,000
Franchise Fees	202,494	246,246	267,980	282,198	282,300
Total Taxes	1,910,902	2,098,053	2,796,230	2,871,370	3,334,712
Licenses and Permits	25,860	15,276	16,749	12,688	7,500
Fines and Forfeitures	87,499	73,702	59,878	59,000	62,000
Investment Earnings	119,075	117,708	88,002	60,700	40,000
Rents and Concessions	21,665	21,758	18,034	28,650	56,319
Motor Vehicle In Lieu Fees	395,652	315,168	162,372	46,225	44,000
Fees for Services	405,838	369,874	380,262	307,719	493,967
Reimbursements	72,882	123,875	133,757	73,806	21,800
Other	63,431	104,258	53,665	192,809	101,239
Total Revenues	3,102,804	3,239,672	3,708,949	3,652,967	4,161,537
Operating Transfers In	587,723	603,793	483,270	426,170	413,230
Total Current Sources	3,690,527	3,843,465	4,192,219	4,079,137	4,574,767
Current Expenditures:					
City Council	74,171	79,070	75,383	111,494	133,790
City Manager / City Clerk	134,719	176,593	198,850	206,778	207,191
Finance	68,452	74,389	80,481	99,031	97,716
Legal Services	80,852	112,685	158,753	166,434	194,300
Non-Departmental	187,741	114,720	1,373,121	247,863	255,322
Public Information Services		1,490	12,019	5,872	7,150
Planning	256,313	211,419	396,799	317,307	426,592
Building	134,152	210,534	242,141	243,459	268,023
Engineering		-			74,591
Public Works Administration		-			
Streets	221,371	332,673	337,685	350,254	297,684
Government Buildings	111,888	105,681	98,666	133,723	139,448
Park Maintenance	119,275	177,494	171,748	232,406	239,372
Police	1,953,949	1,957,749	2,014,818	2,562,728	2,971,046
Cultural Arts	12,274	8,311	10,553	14,428	17,691
Recreation	16,152	19,080	32,338	73,255	84,728
Total Current Expenditures	3,371,310	3,581,888	5,203,355	4,765,032	5,414,644
Capital Outlay:					
City Council		89			
City Manager / City Clerk		1,927	1,842	2,370	
Finance	618	267		20,611	21,500
Non-Departmental		-	-	30,000	-
Public Information Services		-	-	-	-
Planning	3,221	1,114	642	-	-
Building		713	15,567	-	-
Public Works Administration		-			
Streets	45,582	76,277	67,836	43,443	104,220
Government Buildings	3,705	90,884	2,098	229	328
Park Maintenance	13,322	89	6,690	2,329	11,530
Police	6,301	28,081	50,973	95,017	43,539
Cultural Arts		-			
Recreation		-			
Total Capital Outlay/Debt Svc	72,749	199,441	145,648	193,999	181,117
Beginning Fund Balance, July 1	1,846,256	2,092,724	3,409,680	2,252,896	1,373,002
Ending Fund Balance, June 30	\$ 2,092,724	\$ 2,154,860	\$ 2,252,896	\$ 1,373,002	\$ 352,008

**General Fund - Projected Trend Analysis
Fiscal Years 2006-07 Through 2011-12**

	2006-07 Amended Budget	2007-08	2008-09	2009-10	2010-11	2011-12	Trend
Revenues:							
Property Taxes	\$ 502,899	613,131	662,181	715,156	772,368	834,158	8.0%
Property Tax In Lieu of VLF	524,456	566,412	611,725	660,664	713,517	770,598	8.0%
Sales Taxes	1,440,256	1,606,671 ¹	1,703,072	1,805,256	1,913,571	2,028,386	6.0% ⁶
Sales Taxes In Lieu (Triple Flip)	331,801	348,391	365,811	384,101	403,306	423,471	5.0%
Transfer Taxes	179,000	184,370	189,901	195,598	201,466	207,510	3.0%
Business Licenses	74,000	74,370	74,742	75,116	75,491	75,869	0.5%
Franchise Fees	282,300	283,712	285,130	286,556	287,988	289,428	0.5%
Total Taxes	3,334,712	3,677,057	3,892,562	4,122,446	4,367,708	4,629,420	
Licenses and Permits	7,500	7,575	7,651	7,727	7,805	7,883	1.0%
Fines and Forfeitures	62,000	63,240	64,505	65,795	67,111	68,453	2.0%
Investment Earnings	40,000	25,000	5,000	-	-	-	0.0%
Rents and Concessions	56,319	56,319	56,319	56,319	56,319	56,319	0.0%
Motor Vehicle In Lieu Fees	44,000	168,328	44,842	45,066	45,291	45,518	0.5%
Charges for Services	493,967	400,000	250,000 ⁵	250,000	250,000	250,000	0.0%
Reimbursements	21,800	14,000 ²	14,000 ²	14,000 ²	14,000 ²	14,000	0.0%
Other	101,239	101,745	102,254	102,765	103,279	103,795	0.5%
Total Revenues	4,161,537	4,513,265	4,437,132	4,664,118	4,911,513	5,175,388	
Operating Transfers In	413,230	350,000 ³	360,500	371,315	382,454	393,928	3.0%
Total Current Sources	4,574,767	4,863,265	4,797,632	5,035,433	5,293,967	5,569,316	

						FY 07-09	FY 10-12
Current Expenditures:							
City Council	133,790	135,128	136,479	137,844	139,222	140,615	1.0% ⁷
City Manager / City Clerk	207,191	211,335	215,562	217,717	219,894	222,093	2.0% ⁷
Finance	97,716	99,670	101,664	102,680	103,707	104,744	2.0% ⁷
Legal Services	194,300	196,243 ⁴	198,205	200,187	202,189	204,211	1.0%
Non-Departmental	255,322	257,875	260,454	263,059	265,689	268,346	1.0%
Public Information Services	7,150	7,222	7,294	7,367	7,440	7,515	1.0%
Planning	426,592	435,124 ⁴	443,826	448,265	452,747	457,275	2.0% ⁷
Building	268,023	273,383	278,851	281,640	284,456	287,301	2.0% ⁷
Engineering	74,591	76,083	77,604	78,381	79,164	79,956	2.0% ⁷
Streets	297,684	303,638	309,710	312,808	315,936	319,095	2.0% ⁷
Government Buildings	139,448	142,237	145,082	146,533	147,998	149,478	2.0% ⁷
Park Maintenance	239,372	244,159	249,043	251,533	254,048	256,589	2.0% ⁷
Police	2,971,046	3,000,756	3,030,764	3,061,072	3,091,682	3,122,599	1.0%
Cultural Arts	17,691	17,691	17,691	17,691	17,691	17,691	
Recreation	84,728	85,575	86,431	87,295	88,168	89,050	1.0% ⁷
Total Current Expenditures	5,414,644	5,486,120	5,558,660	5,614,070	5,670,034	5,726,557	
Net Sources less Uses	(839,877)	(622,855)	(761,028)	(578,637)	(376,067)	(157,242)	
Beginning Fund Balance, July 1	1,373,001	533,124	(89,731)	(850,759)	(1,429,396)	(1,805,463)	
Ending Fund Balance, June 30	\$ 533,124	\$ (89,731)	\$ (850,759)	\$ (1,429,396)	\$ (1,805,463)	\$ (1,962,704)	
Capital Expenditures (Funding Committed)	43,714	23,714	5,368				
Capital Expenditures (Additional Proposed)	137,403						
Ending Fund Balance Including Capital Expenditures	\$ 352,007	\$ (294,562)	\$ (1,060,958)	\$ (1,639,595)	\$ (2,015,662)	\$ (2,172,903)	

- 1 Estimated sales tax increase - Lowe's
- 2 Reimbursement of State Mandated Costs (SB90) payments withheld 2002-2003, 2003-2004. Repaid over 5 years
- 3 Reduced to reflect standard available operating transfer funds
- 4 Reduced to reflect average annual expenditures
- 5 Reduced to approximate average annual revenues
- 6 Based on average annual percent increase FY 98 - FY 05
- 7 Reflects estimated General Fund Impact of COLA for CEA
- 8 Reflects no changes in salaries and benefits after current MOUs expire

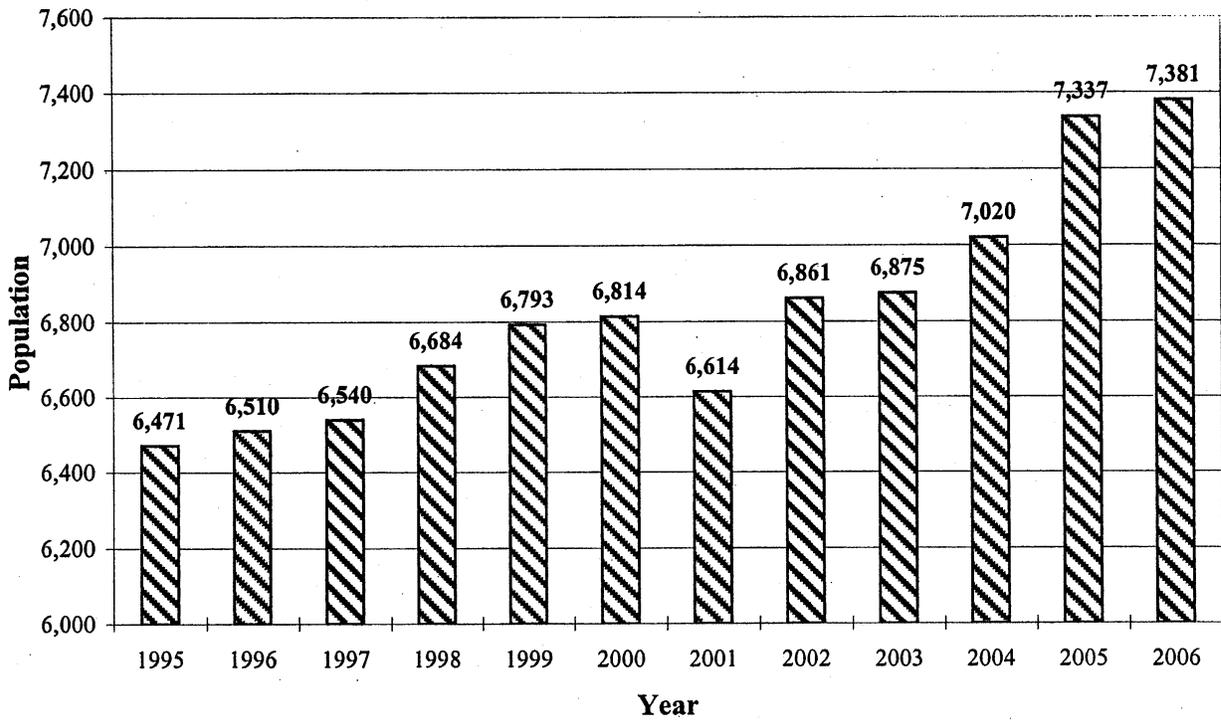
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City of Cotati Community Redevelopment Agency Debt Service Schedule

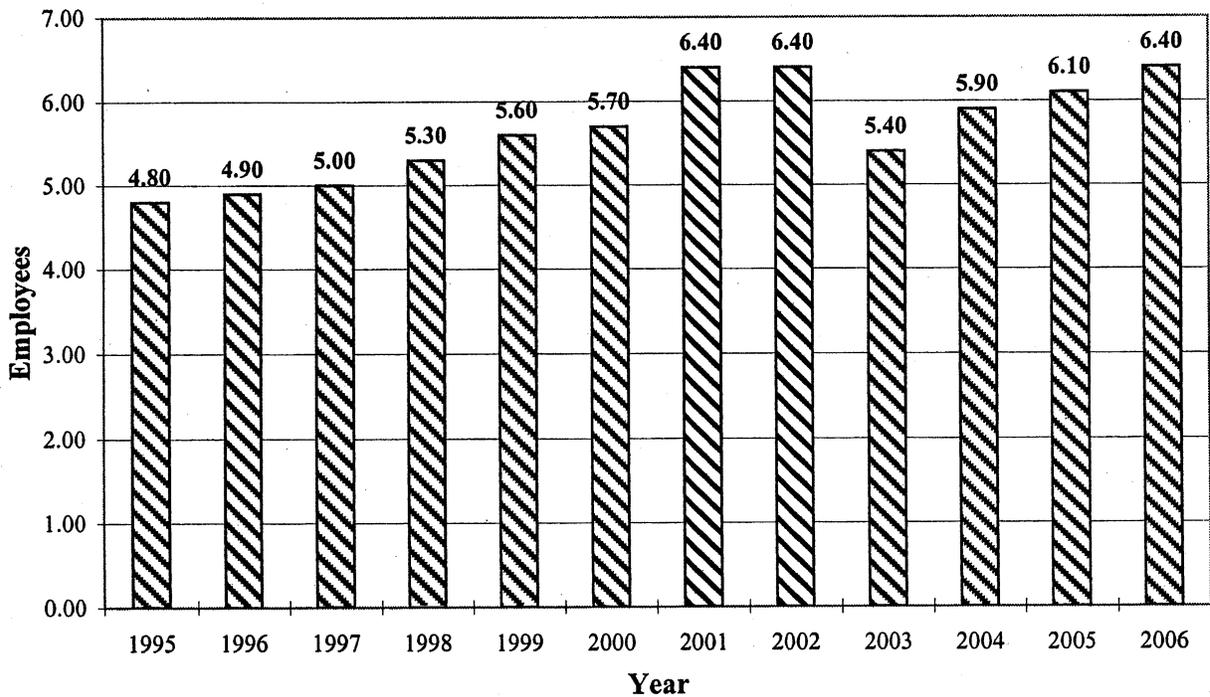
Tax Allocation Bonds, 2001 & 2004 Refunding

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

CITY OF COTATI ANNUAL POPULATION GROWTH



CITY EMPLOYEES PER 1,000 RESIDENTS



THE BUDGET PROCESS

The annual budget process begins with the budget calendar, which provides a time frame for planning and preparing the City budget.

Budget documents are provided to the Department Heads to assist them in the drafting of their proposed budgets. Based on policy direction provided by Council through the City Manager, departments prepare their budget requests for the City Manager's review.

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

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

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

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

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

GLOSSARY OF TERMS

Activities

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

Appropriation

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

Appropriation Limitation

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

Assessed Valuation

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

Audit

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

Bonds

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

Budget

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

Budget Amendment

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

Budget Calendar

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

Budget Policies

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

Capital Improvement Plan (CIP)

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

Certificates of Participation

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

Contingency

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

Contractual Services

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

Deficit

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

Debt Financing

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

Debt Instrument

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

Debt Service

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

Debt Service Funds

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

Department

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

Depreciation

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

Enterprise Funds

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

Expenditure

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

Fiscal Year

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

Fixed Assets

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

Fund

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

Fund Balance

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

GAAP

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

General Fund

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

Goal

A statement of broad direction, purpose, or intent.

Investment Earnings

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

Line Item Budget

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

Materials and Supplies

Expendable materials and operating supplies necessary to conduct departmental operations.

Modified Cash Basis

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

Operating Budget

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

Operating Transfers

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

Performance Measures (Objectives)

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

Program

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

Reserve

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

Reserve Draw Down

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

Revenue Bonds

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

Resolution

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

Resources (sources)

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

Special Revenue Funds (Other Governmental Funds)

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

Subventions

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

Tax Allocation Bonds

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

Trust and Agency Funds

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

Unencumbered Fund Balance

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

Working Capital

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

Vision Statement

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

RESOLUTION NO. 06-59 AND CRA-190

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI AND
THE BOARD OF DIRECTORS OF THE COTATI REDEVELOPMENT AGENCY
ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2006 - 2007
PURSUANT TO ARTICLE XIII.B OF THE CALIFORNIA CONSTITUTION,
AS AMENDED BY PROPOSITION 111**

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

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

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

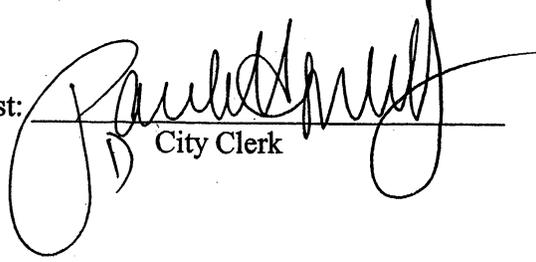
WHEREAS, the Finance Director of the City of Cotati has interpreted the technical provisions of said Article XIII.B and Proposition 111 computations and has caused the numbers upon which the City's revised appropriations limit is based to be calculated; and,

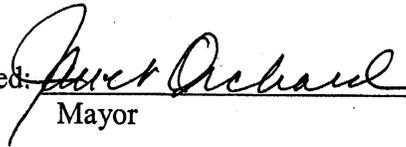
WHEREAS, based on such calculations the Finance Director has determined the said appropriations limit and, pursuant to Section 7910 of said California Government Code, has made available to the public the documentation used in the determination of said appropriations limit;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati, that said appropriations limit for Fiscal Year 2006-07 shall be and is hereby set in the amount of \$9,391,492.

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted by the City Council of the City of Cotati at a regular meeting held on the 28th day of June, 2006, by the following vote, to wit:

ORCHARD:	<u>Yes</u>
FOX:	<u>Yes</u>
GILARDI:	<u>Yes</u>
MINNIS:	<u>Yes</u>
MOORE:	<u>Yes</u>

Attest: 
City Clerk

Approved: 
Mayor

RESOLUTION NO. 06-55 AND CRA-189

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI AND THE BOARD OF DIRECTORS OF THE COTATI REDEVELOPMENT AGENCY ADOPTING THE FISCAL YEAR 2006-07 BUDGET

WHEREAS, on June 28, 2006 the City Manager/Executive Director and Finance Director presented the Proposed Budget for Fiscal Year 2006-2007, including estimated revenues and recommended appropriations for operations, special programs, capital improvements and reserves; and

WHEREAS, the City Council/Redevelopment Agency Board of Directors held a duly noticed public hearing on June 28, 2006, and provided the opportunity for and received public comments on the 2006-2007 Proposed Budget; and

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

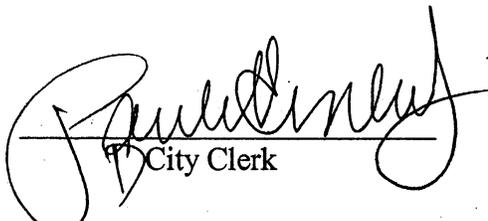
NOW, THEREFORE, the Cotati City Council and Cotati Redevelopment Agency Board of Directors hereby resolves that:

1. The Proposed Budget for Fiscal Year 2006-2007 is hereby approved as amended and adopted effective July 1, 2006.
2. The City Manager is authorized to make expenditures and enter into agreements conforming with this Budget and to make adjustments between various accounts within each budget department and fund, limited to the total amount budgeted for said department and/or fund.

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted by the City Council of the City of Cotati and the Board of Directors of the Cotati Community Redevelopment Agency at a regular meeting held on the 28th day of June, 2006 by the following vote, to wit:

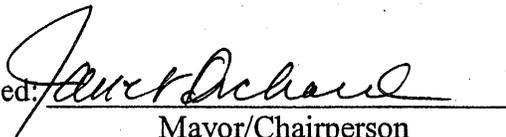
ORCHARD:	<u>Yes</u>
FOX:	<u>Yes</u>
GILARDI:	<u>Yes</u>
MINNIS:	<u>No</u>
MOORE:	<u>Yes</u>

Attest:



City Clerk

Approved:



Mayor/Chairperson

RESOLUTION NO. 06-67 AND CRA-191

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI AND THE
BOARD OF DIRECTORS OF THE COTATI REDEVELOPMENT AGENCY
AMENDING THE FISCAL YEAR 2006-07 BUDGET**

WHEREAS, the City Council/Redevelopment Agency Board of Directors held a duly noticed public hearing on June 28, 2006, and provided the opportunity for and received public comments on the 2006-2007 Proposed Budget; and

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

WHEREAS, on June 28, 2006 the City Council / Redevelopment Agency Board of Directors adopted the Budget for Fiscal Year 2006-2007, including estimated revenues and recommended appropriations for operations, special programs, capital improvements and reserves; and

WHEREAS, at the time of the budget adoption the City Council / Redevelopment Agency Board of Directors were in the process of negotiating new Memoranda of Understanding (MOUs) with the City's / Agency's employee groups. City staff did not have sufficient information at the time to reasonably estimate salary or benefit changes resulting from those negotiations; and

WHEREAS, the negotiations with the Employee groups are nearing completion; and

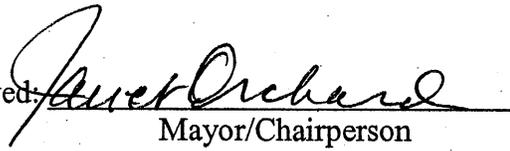
WHEREAS, City staff believes that Fiscal Year 06-07 Adopted Budget should be amended at this time to reflect estimated changes to the salary and benefit information detailed in the budget as a result of the negotiations

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

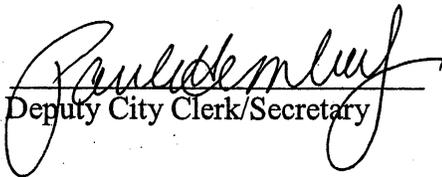
1. The Adopted Budget for Fiscal Year 2006-2007 is hereby approved as amended effective July 1, 2006.
2. The City Manager is authorized to make expenditures and enter into agreements conforming with this Budget and to make adjustments between various accounts within each budget department and fund, limited to the total amount budgeted for said department and/or fund.

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted by the City Council of the City of Cotati and the Board of Directors of the Cotati Community Redevelopment Agency at a regular meeting held on the 23rd day of August, 2006 by the following vote, to wit:

ORCHARD	<u>YES</u>
FOX	<u>YES</u>
GILARDI	<u>YES</u>
MINNIS	<u>YES</u>
MOORE	<u>YES</u>

Approved: 
Mayor/Chairperson

Attest:


Deputy City Clerk/Secretary