

CITY OF COTATI

ADOPTED BUDGET

FISCAL YEAR 2007-2008

MEMBERS OF CITY COUNCIL

Geoff Fox, Mayor

Pat Gilardi, Vice Mayor

John Guardino

Patty Minnis

Janet Orchard

STAFF

Dianne Thompson, Acting 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 and Objectives

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

Cost Allocation Plan

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

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

Salaries and Benefits Information

Salaries and benefits make up a significant part of budget appropriations. Accordingly, a separate section in this document provides schedules of total budgeted salaries and benefits by position, position allocations based on estimated staff time spent in each department, and allocated position costs. The allocated position costs in each departmental budget is supported by these schedules. Departmental budgets also present 2006-2007 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 2007-2008 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.

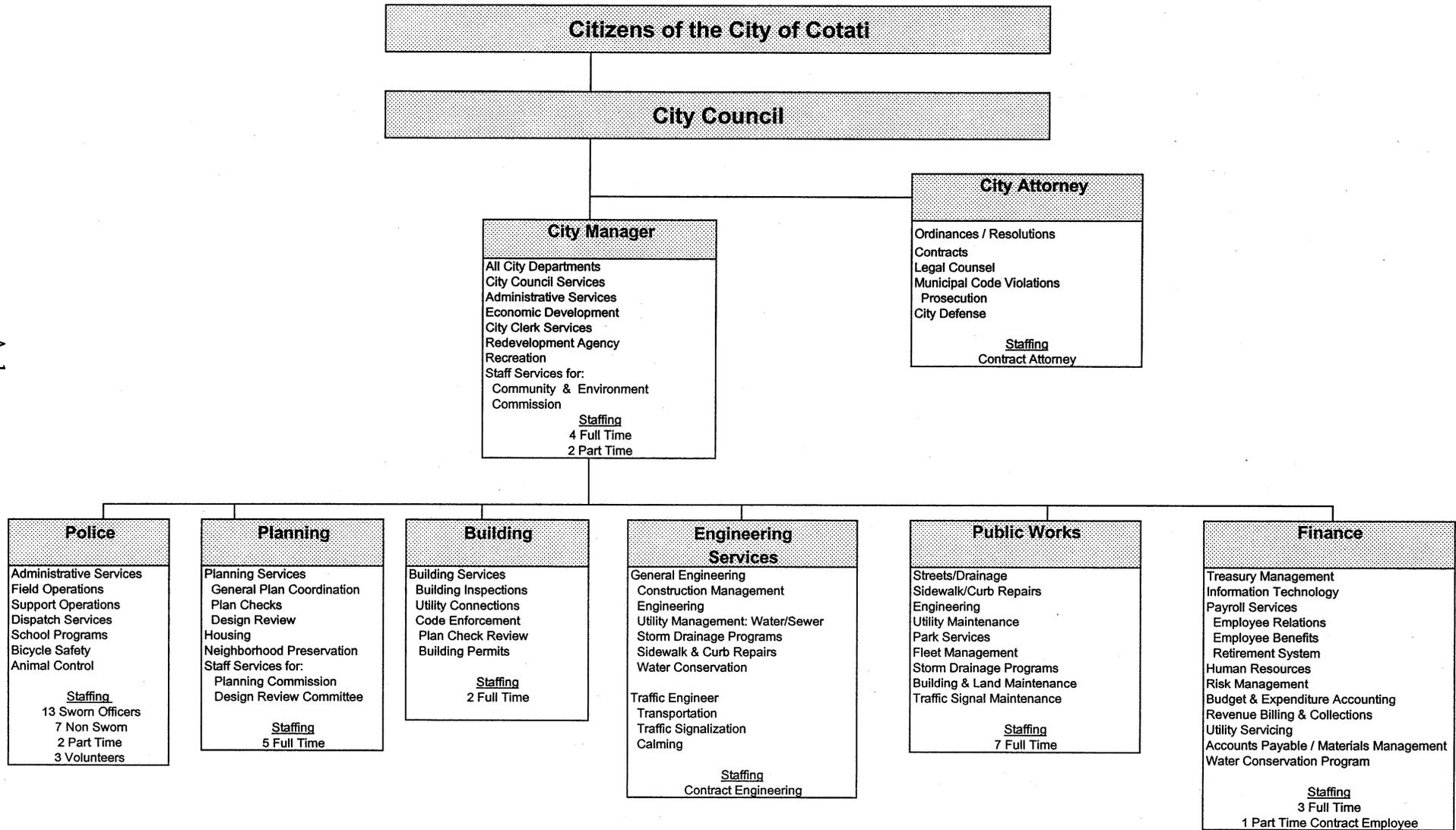
CITY OF COTATI

Section A

INTRODUCTION

CITY OF COTATI ORGANIZATION CHART

A-1



A VISION FOR COTATI

Quality of Life

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

Economic Development

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

Financial Stability

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

Community Safety

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

Infrastructure

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

City Beautification

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

Environmental Concerns

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

Citizen Participation

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

City of Cotati Charter

Our Purpose:

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

Our Mission:

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

Our Values:

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

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

Our Promise:

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

This is who we are.

This is what you can count on.

CITY OF COTATI

Section B

BUDGET SUMMARY BY FUND

City of Cotati

2007-08 Budget Summary by Fund

Fund	Projected Fund Balance 07/01/2007	Estimated Revenues	Appropriations		Operating Transfers		Projected Fund Balance* 06/30/2008
			Budget	CIP / DS	In	Out	
General Fund	1,145,428	4,338,746	5,203,023	96,219	364,319	(16,349)	532,902
Other Governmental Funds							
Grants	71	620,000	-	-	-	(620,000)	71
CDBG	-	50,000	-	50,000	-	-	-
Solid Waste Reduction (AB939)	44,987	17,500	6,000	-	-	-	56,487
CEC	-	2,000	6,276	-	4,276	-	-
Public Safety	12,800	100,000	-	-	-	(100,000)	12,800
Gas Taxes	-	141,150	4,500	-	-	(136,650)	-
Transportation Development	93,058	49,903	-	-	-	-	142,961
Parks and Recreation Development	-	4,350	-	-	-	(4,350)	-
Park In Lieu	807,366	360,000	-	145,511	-	-	1,021,855
Inclusionary Housing	2,922,669	820,000	-	-	-	-	3,742,669
Traffic Mitigation	125,518	32,750	-	-	-	-	158,268
Limited Obligation Improvement Bond - SSBP	761,074	461,000	449,475	-	-	-	772,599
Asset Seizure	32,739	-	1,000	-	-	-	31,739
Maintenance Assessment Districts	36,066	17,809	43,297	-	10,573	(981)	20,170
K9 Program	3,283	4,000	5,800	-	-	-	1,483
General Capital Outlay	182,905	-	-	-	-	-	182,905
Explorer Program	1,885	-	1,200	-	-	-	685
Citizen Volunteer Program	-	-	1,500	-	1,500	-	-
Total Other Governmental Funds	5,024,421	2,680,462	519,048	195,511	16,349	(861,981)	6,144,692
Enterprise Funds							
Water Operating	-	-	1,226,077	-	1,253,373	(27,296)	-
Water Capital	2,826,777	1,778,212	126,000	2,061,974	-	(1,316,873)	1,100,142
Recycled Water Line	208,507	-	-	-	50,000	-	258,507
Subtotal Water Funds	3,035,284	1,778,212	1,352,077	2,061,974	1,303,373	(1,344,169)	1,358,649
Sewer Operating	-	-	2,040,257	-	2,066,351	(26,094)	-
Sewer Capital	4,164,211	3,048,473	134,000	408,000	-	(2,093,351)	4,577,333
Subtotal Sewer Funds	4,164,211	3,048,473	2,174,257	408,000	2,066,351	(2,119,445)	4,577,333
Total Enterprise Funds	7,199,495	4,826,685	3,526,334	2,469,974	3,369,724	(3,463,614)	5,935,982
Cotati Community Redevelopment Agency							
CCRA Operating	-	-	693,356	-	1,537,205	(843,850)	-
CCRA Tax Increment Fund	1,072,540	2,780,681	-	-	-	(2,217,205)	1,636,017
CCRA Tax Allocation Bonds	1,438,395	25,000	1	2,281,342	1,300,000	-	482,052
CCRA Low & Moderate Income Housing	2,427,723	1,072,917	250,733	-	80,573	(72,260)	3,258,220
CCRA Debt Service	1,084,189	40,000	810,090	-	808,490	(1,400)	1,121,189
Total Redevelopment Funds	6,022,847	3,918,598	1,754,180	2,281,342	3,726,268	(3,134,715)	6,497,476
All Funds	19,392,191	15,764,491	11,002,585	5,043,046	7,476,660	(7,476,659)	19,111,052

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

CITY OF COTATI

Section C

GENERAL FUND

**General Fund
2007-2008 Proposed Budget**

Fund 01	Acct	Description	2006-2007			2007-2008	
			2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
		Revenues:					
	410XX	Property Tax	\$ 435,597	\$ 535,812	\$ 479,909	\$ 508,815	\$ 508,815
	41070	Property Tax In-Lieu of VLF	490,146	532,042	532,042	574,606	574,606
	41XXX	Sales Tax	1,135,570	1,651,901	1,616,298	1,738,298	1,738,298
	41095	Sales Tax In-Lieu (Triple Flip)	331,801	372,854	366,795	366,795	366,795
	41110	Transfer Tax	208,255	164,941	148,956	125,000	125,000
	4112X	Business Licenses	76,241	75,500	71,613	73,500	73,500
	411XX	Franchise Fees	292,580	328,947	333,805	322,693	322,693
		Total Taxes	2,970,190	3,661,998	3,549,418	3,709,706	3,709,706
	41XXX	Licenses and Permits	13,611	13,060	15,028	25,500	25,500
	41XXX	Fines and Forfeitures	68,363	85,379	97,722	84,000	84,000
	4219X	Investment Earnings	66,797	70,000	56,392	40,000	40,000
	422XX	Rents and Concessions	27,610	76,862	76,615	94,965	94,965
	4121X	Motor Vehicle In Lieu Fees	44,995	49,135	49,772	49,000	49,000
	4XXXX	Charges for Services	328,632	293,507	153,475	213,075	213,075
	4XXXX	Reimbursements / Other	321,208	278,515	348,484	122,500	122,500
	43497	Long Term Debt Proceeds	2,745	-	-	-	-
		Total Revenues	3,844,149	4,528,456	4,346,907	4,338,746	4,338,746
	42259	Operating Transfers In	438,542	440,973	417,020	364,319	364,319
		Total Current Sources	4,282,691	4,969,429	4,763,927	4,703,065	4,703,065
	Dept	Current Expenditures:					
	300	City Council	107,411	128,304	128,107	81,814	81,814
	301	City Manager / City Clerk	202,241	211,228	224,405	238,406	238,406
	303	Finance	90,370	96,310	98,963	107,739	107,739
	304	Legal Services	160,285	180,300	231,083	110,200	110,200
	305	Non-Departmental	284,074	305,981	318,016	234,727	234,727
	306	Public Information Services	7,858	83,380	7,867	9,700	9,700
	400	Planning	239,984	413,091	303,805	339,212	339,212
	401	Building	246,159	248,555	219,113	201,247	201,247
	402	Engineering	-	119,043	67,179	36,275	36,275
	403	Streets	373,136	345,612	345,850	292,391	292,391
	406	Government Buildings	116,788	137,908	141,442	147,440	147,440
	408	Park Maintenance	208,587	235,978	236,855	247,210	247,210
	500	Police	2,564,221	2,978,546	2,762,771	3,065,729	3,065,729
	601	Cultural Arts	7,171	15,250	5,620	5,637	5,637
	602	Recreation	71,490	79,182	83,236	101,648	101,648
		Total Current Expenditures	4,679,773	5,578,668	5,174,312	5,219,372	5,219,372
		Capital Outlay:					
	300	City Council	-	-	-	-	-
	301	City Manager / City Clerk	2,295	-	-	-	-
	303	Finance	14,912	21,500	20,899	1,500	1,500
	305	Non Departmental	29,757	-	-	-	-
	306	Public Information Services	-	-	-	36,311	36,311
	400	Planning	-	-	-	-	-
	401	Building	-	-	-	-	-
	403	Streets	26,740	39,520	4,637	9,400	9,400
	406	Government Buildings	182	328	328	1,000	1,000
	408	Park Maintenance	261	4,530	4,564	1,000	1,000
	500	Police	115,330	80,093	80,093	47,008	47,008
	601	Cultural Arts	-	-	-	-	-
	602	Recreation	-	-	-	-	-
		Total Capital Outlay / Debt Service	189,478	145,971	110,521	96,219	96,219
		Beginning Fund Balance, July 1	2,252,894	1,666,334	1,666,334	1,145,428	1,145,428
		Ending Fund Balance, June 30	\$ 1,666,334	\$ 911,124	\$ 1,145,428	\$ 532,902	\$ 532,902
		Fund Balance as Percentage of Expenditures	35.61%	16.33%	22.14%	10.21%	10.21%

2007-2008 Proposed Budget

		<u>Amount</u>
	Franchise Taxes	
41140	Electric	\$ 44,000
41150	Gas	18,000
41160	Cable TV	80,693
41170	Refuse Removal - 12.87%	160,000
41180	Storage	20,000
		<u>\$ 322,693</u>
41XXX	Licenses and Permits	
	Community Development Services	\$ 22,040
	Public Safety Services	3,460
		<u>\$ 25,500</u>
	Fines and Forfeitures	
41190	Parking Enforcement	\$ 14,000
41200	Traffic and Criminal Code Enforcement	70,000
		<u>\$ 84,000</u>
4221X	Rents & Concessions	
	Metro PCS	\$ 44,000
	Cingular	23,010
	Sprint Nextel Communications	14,655
	Chamber of Commerce	3,300
	Facilities and Parks Rentals	10,000
		<u>\$ 94,965</u>
4XXXX	Charges for Services	
	Community Development Services	\$ 179,075
	Public Safety Services	25,000
	Finance and Administrative Services	9,000
		<u>\$ 213,075</u>
	Reimbursements	
42236	R.E.M.I.F.	\$ 1,800
41219	P.O.S.T	20,000
41223	SB 90 State Mandated Costs	3,700
41224	State Reimbursement of Booking Fees	-
		<u>\$ 25,500</u>
	Other	
42250	Waste Management - Annual Community Improvement Contribution	50,000
41220	Office of Traffic Safety - 022G -Traffic Officer Grant FYs 06-08	45,000
42295	Miscellaneous	2,000
		<u>\$ 97,000</u>
42259	Operating Transfers In	
	Water Operating Fund (Administration)	8,420
	Water Operating Fund (Public Information Services)	600
	Water Operating Fund (Government Buildings Maintenance)	18,276
	Water Capital Fund (Administration)	13,500
	Sewer Operating Fund (Administration)	8,420
	Sewer Operating Fund (Public Information Services)	600
	Sewer Operating Fund (Government Buildings Maintenance)	17,074
	Sewer Capital Fund (Administration)	27,000
	CCRA Operating Fund (Public Information Services)	800
	CCRA Operating Fund (Government Buildings Lease Agreement)	19,423
	CCRA Low & Mod Income Fund (Government Buildings Lease Agreement)	6,824
	CCRA Debt Service (Administration)	1,400
	Grants - Zone 1A (Cotati Creek Bypass)	-
	Public Safety (Salaries,Supplies,Services,CAD/RMS) - Supplemental Law Enforcement Services Fund	100,000
	Gas Tax Fund (Street Maintenance)	136,650
	Parks and Recreation Development Fund (Park Maintenance)	4,350
	Maintenance Assessment Districts (Administration)	982
		<u>\$ 364,319</u>

**DEPARTMENT
BUDGETS**

CITY COUNCIL
Department #300

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

GOALS

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

OBJECTIVES

- Attend all regular, adjourned, and special meetings of the City Council.
- Deliberate all matters brought before these meetings and make decisions relative to the same within the context of the City of Cotati's Vision Statement.
- Attend 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 2007-2008 Annual Budget by July 1, 2007.

**City Council
2007-2008 Proposed Budget**

Fund 01, Department 300

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 68,204	\$ 66,949	\$ 67,236	\$ 68,069	\$ 68,069
61025	Other Contract Services	-	-	-	1,500	1,500
61034	Dues and Subscriptions	5,153	5,200	5,266	5,300	5,300
610**	Travel, Meetings and Meal Expense	5,682	7,440	7,440	5,000	5,000
61036	Telephone	97	120	120	120	120
61037	Vehicle Maintenance	95	100	100	100	100
61038	Information Systems	84	240	240	225	225
61040	Supplies	207	200	400	200	200
61041	Materials, Tools, Small Equipment	-	100	100	100	100
61048	Printing and Photocopying	190	200	200	200	200
61074	Scholarships	500	1,000	250	1,000	1,000
61076	Contributions	27,200	46,755	46,755	-	-
	Subtotal	107,411	128,304	128,107	81,814	81,814
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 107,411	\$ 128,304	\$ 128,107	\$ 81,814	\$ 81,814

Budget Details

	<u>Amount</u>
Source of Funding	
42236 REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 900
General Fund	<u>80,914</u>
	<u>\$ 81,814</u>
510XX Salaries and Benefits	
City Council Members	<u>\$ 68,069</u>
61025 Other Contract Services	
Climate Protection	<u>\$ 1,500</u>
61034 Dues and Subscriptions	
League of California Cities	\$ 3,700
Association of Bay Area Governments (ABAG)	1,400
North Bay Division League of California Cities	200
	<u>\$ 5,300</u>
61035 Travel, Meetings and Training	
League of California Cities	
Annual Conference - Sacramento, California	\$ 3,000
Legislative Action Days	300
North Bay Division Quarterly Meetings	200
Mayors' and Council Members' Association	900
Other Meetings	600
	<u>\$ 5,000</u>
61076 Contributions	
Sonoma County Adult and Youth Development (SCAYD) - Homeless Prevention	\$ -
Laguna de Santa Rosa Foundation (on behalf of Cotati Creek Critters)	-
Council on Aging	-
Cotati-Rohnert Park Co-op Nursery School	-
	<u>\$ -</u>

CITY MANAGER / CITY CLERK
Department #301

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

GOALS

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

OBJECTIVES

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

**City Manager / City Clerk
2007-2008 Proposed Budget**

Fund 01, Department 301

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Current:						
510XX	Salaries and Benefits	\$ 156,380	\$ 170,431	\$ 162,679	\$ 182,413	\$ 182,413
51003	Overtime	-	-	1,808	900	900
61025	Other Contract Services	4,276	3,900	20,466	39,742	39,742
61028	Election Administration	-	7,000	5,061	-	-
61031	Advertising and Publications	1,506	-	1,300	750	750
61033	Postage	386	948	948	879	879
61034	Dues and Subscriptions	2,229	4,528	4,528	2,050	2,050
610**	Travel, Meetings and Meal Expense	11,423	8,710	9,967	3,700	3,700
61036	Telephone	623	750	750	750	750
61037	Vehicle Maintenance	219	200	100	-	-
61038	Information Systems	2,448	2,366	2,500	2,072	2,072
61040	Supplies	4,141	2,000	3,400	2,000	2,000
61041	Materials, Tools, Small Equipment	770	7,797	8,300	650	650
61042	Equipmental Rental	-	97	97	-	-
61048	Printing and Photocopying	17,840	2,500	2,500	2,500	2,500
	Subtotal	202,241	211,228	224,405	238,406	238,406
Capital Outlay:						
71081	Equipment	2,295	-	-	-	-
	Department Total	\$ 204,537	\$ 211,228	\$ 224,405	\$ 238,406	\$ 238,406

Budget Details

		<u>Amount</u>	
Source of Funding			
42236	REMI (Redwood Empire Municipal Insurance Fund) Reimbursements	\$	-
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>178,128</u>
		\$	<u>238,406</u>
510XX	Salaries and Benefits	06-07 FTE	07-08 FTE
	City Manager	0.25	0.00
	Asst. City Manager / Acting City Manager	0.35	0.35
	Administrative Analyst / Deputy City Clerk	0.40	0.40
	Deputy City Clerk	0.00	0.53
	Administrative Clerk	0.40	0.40
		<u>1.40</u>	<u>1.68</u>
			\$ 182,413
61025	Other Contract Services		
	Berlant - General Plan, Downtown Specific Plan and Other Services		\$ 29,250
	Anna - Minute Transcription and Other Services		6,592
	Record Storage Services - Infostor		2,400
	Temporary Agency - Backfill for Vacations, Training		1,000
	Website Annual Storage - Lexis Nexis / Matthew Bender		500
			<u>\$ 39,742</u>
61033	Postage		
	Departmental Specific		\$ 200
	Postal Services		14,000
	Postage Machine, Scale, Folder/Stuffer - Neopost Lease		10,307
	Postage Equipment Supplies		400
		Total to allocate	<u>\$ 24,707</u>
	Departmental Allocation		<u>679</u>
			<u>\$879</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)	-
	California City Management Foundation	350
	California Downtown Association	-
	City Clerks Association	200
	International Institute of Municipal Clerks (IIMC)	-
	American Institute of Architects	-
	California Department of Consumer Affairs (every other year)	-
	American Society for Public Administration	-
		<u>\$ 2,050</u>
61035	Travel, Meetings and Training	
	League of California Cities Conferences - Sacramento, CA	\$ 1,500
	Local / Regional Meetings	1,000
	City Clerks Seminar (1)	1,200
	PARMA Conference - Reimbursed by REMIF	-
		<u>\$ 3,700</u>
61048	Printing and Photocopying	
	Departmental Specific	\$ 1,118
	Copier Rent - Ikon Office Solutions	17,830
		<u>17,830</u>
	Departmental Allocation	1,382
		<u>\$ 2,500</u>
71081	Equipment	\$ -
		<u>-</u>
	Total to allocate	<u>\$ 17,830</u>

FINANCE
Department #303

The Finance Department budget reflects fiscal and other operations of the City including: collection and disbursement of all City funds; processing payroll disbursements as well as related reporting, withholding and payroll benefits management; provision of Human Resource services as required; 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; audit liaison and coordinator, oversight of City Risk Management Program; tracking of all contracts, agreements and documents for recordation; updating the City's website and interfacing with the webmaster.

GOALS

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

OBJECTIVES

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

Finance
2007-2008 Proposed Budget

Fund 01, Department 303

Acct	Description	2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 63,881	\$ 74,198	\$ 74,241	\$ 84,231	\$ 84,231
61025	Other Contract Services	8,909	6,000	6,000	6,000	6,000
61026	Auditing Fees	7,750	7,650	7,650	7,650	7,650
61031	Advertising and Publications	315	325	315	325	325
61033	Postage	665	810	1,500	1,500	1,500
61034	Dues and Subscriptions	342	110	110	110	110
610XX	Travel, Meetings and Meal Expense	398	500	88	900	900
61036	Telephone	446	250	250	250	250
61038	Information Systems	1,867	2,717	3,061	2,673	2,673
61040	Supplies	1,623	1,000	1,800	1,000	1,000
61041	Materials, Tools, Small Equipment	487	500	500	500	500
61043	Repairs and Replacements	155	-	-	-	-
61048	Printing and Photocopying	2,889	1,500	2,047	1,500	1,500
61090	Banking, Trust and Agency Fees	161	150	800	500	500
61096	Interest Expense - Developer	482	600	600	600	600
	Subtotal	90,370	96,310	98,963	107,739	107,739
	Capital Outlay:					
71081	Equipment	914	1,500	-	1,500	1,500
71082	CIP	13,999	20,000	20,899	-	-
	Department Total	\$ 105,282	\$ 117,810	119,862	\$ 109,239	\$ 109,239

Source of Funding

42236	REMIF (Redwood Empire Municipal Insurance Fund) Reimbursements	\$ 900
	General Fund	<u>108,339</u>
		<u>\$ 109,239</u>

510XX	Salaries and Benefits		06-07 FTE	07-08 FTE	
	Director of Finance		0.25	0.25	\$ 38,751
	Accountant		0.10	0.27	14,173
	Accounting Specialist		0.25	0.25	23,517
	Account Clerk II		0.10	0.10	7,790
			<u>0.70</u>	<u>0.87</u>	<u>\$ 84,231</u>

61025	Other Contract Services	
	Sales Tax Auditing Services - HDL & Associates	\$ 4,800
	Mandated Cost Claiming Services - AK and Company	1,200
		<u>\$ 6,000</u>

61026	Auditing Fees	
	Audit and Financial Reports 2006-07 - Terry Krieg, CPA	Total \$ 17,000
	General Fund Allocation - 45%	<u>\$ 7,650</u>

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

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

Finance
Budget Details (Continued)

61038	Information Systems		
	LAN Technical Support - Jim Washington	\$	16,000
	System Support Service Agreement - Incode		14,092
	Annual License Fees - Parcel Quest, Virus Protection, Spam Protection, Novell Licensing		4,003
	Payroll Service Fees		3,600
	MOMS Maintenance - Corbin Willits		827
		Total	<u>\$ 38,522</u>
	Departmental Allocation		\$ 673
	Departmental Specific		<u>2,000</u>
			<u>\$ 2,673</u>
61048	Printing and Photocopying		
	2007-08 Budget Printing, 2008-09 Budget Preparation, Miscellaneous Forms	\$	1,000
	Departmental Allocation (see Dept #301 for Total)		500
			<u>\$ 1,500</u>
71081	Equipment		
	Back-Up Device for City Hall Server - Replace Existing Unit with Higher Capacity Unit	\$	1,500
	Workstation (Computer) Spare		1,500
		<u>\$</u>	<u>3,000</u>
	Departmental Allocation		<u>\$ 1,500</u>
71082	Capital Improvements		<u>\$ -</u>

LEGAL SERVICES
Department #304

Usual and customary 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 Manager, City departments, and the City Redevelopment Agency.

GOALS

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

OBJECTIVES

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

Legal Services
2007-2008 Proposed Budget

Fund 01, Department 304

Acct	Description	2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
61015	Special Legal Services	\$ 36,252	\$ 25,000	\$ 27,575	\$ 2,200	\$ 2,200
61022	City Attorney Fees	124,033	155,300	203,508	108,000	108,000
	Subtotal	160,285	180,300	231,083	110,200	110,200
	Department Total	\$ 160,285	\$ 180,300	\$ 231,083	\$ 110,200	\$ 110,200

Budget Details

Source of Funding	Amount
General Fund	<u>\$ 110,200</u>
61015 Special Legal Services	
Special Defense / Investigations	1,000
Liebert, Cassidy & Whitmore - Employment Relations Consortium	1,200
	<u>\$ 2,200</u>
General Fund Portion	<u>\$ 2,200</u>
61022 City Attorney Fees	
Jeffrey A. Walter, a PLC - Including General Plan Update, Downtown Specific Plan. Includes Charges Billed to Deposit Accounts	
Total	<u>\$ 320,500</u>
General Fund Portion	<u>\$ 108,000</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 which are general in nature and can not be reasonably assigned to particular department(s).

GOALS

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

OBJECTIVES

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

**Non-Departmental
2007-2008 Proposed Budget**

Fund 01, Department 305

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
51XXX	Salaries and Benefits	\$ 4,069	\$ 21,773	\$ 22,162	\$ 10,000	\$ 10,000
61019	Engineering Fees *	56,168	-	-	-	-
61025	Other Contract Services	19,056	19,350	14,675	1,500	1,500
61027	Insurance	76,307	113,661	113,661	109,583	109,583
61031	Advertising and Publications	-	3,364	4,516	2,000	2,000
610**	Travel, Meetings and Meal Expense	396	9,500	6,847	4,000	4,000
61033	Postage	257	285	303	100	100
61034	Dues and Subscriptions	90	100	100	100	100
61037	Vehicle Expense	5,626	-	-	-	-
61038	Information Systems	12,038	-	1,683	2,559	2,559
61040	Supplies	831	600	350	300	300
61041	Materials, Tools, Small Equipment	1,826	5,927	300	-	-
61042	Equipment Rental	42	-	-	-	-
61048	Printing and Photocopying	179	357	501	-	-
61065	Awards and Prizes	1,048	-	1,000	-	-
61072	Reimbursements	23,720	35,000	35,000	-	-
61075	Contingency	53,257	70,000	50,000	70,000	70,000
61076	Contributions	-	350	350	-	-
61084	Property Tax	161	236	236	236	236
61085	Operating Transfers Out	23,500	19,478	17,964	16,349	16,349
61089	Property Tax Administration Fees	5,502	6,000	18,000	18,000	18,000
62000	Bad Debt Expense	-	-	30,368	-	-
	Subtotal	284,074	305,981	318,016	234,727	234,727
	Capital Outlay:					
71081	Equipment	29,757	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 313,831	\$ 305,981	\$ 318,016	\$ 234,727	\$ 234,727

Budget Details

	<u>Amount</u>
Source of Funding	
Weed Abatement - Property Owner Payments / Assessments	\$ 1,000
General Fund	233,727
	<u>\$ 234,727</u>
51XXX Salaries and Benefits	
011S - Staff Time - Formula Based Business	\$ 5,000
001W - Staff Time - Weed Abatement Program	5,000
	<u>\$ 10,000</u>
* 61019 Moved to New Department for FY 06-07 - 402 Engineering Services	
61025 Other Contract Services	
Weed Abatement Mowing Services	\$ 1,500
	<u>1,500</u>

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

61027	Insurance		
	Auto and General Liability	\$	140,331
	Deductibles	estimate	12,351
	Earthquake and Flood	estimate	61,396
	Auto Physical Damage		4,411
	Property		17,817
	Boiler and Machinery	estimate	917
	User Funding and Fraud Investigation Assessment	estimate	1,000
		Total to allocate	<u>\$ 238,223</u>
	General Fund Allocation 46 %		<u>\$ 109,583</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.		
610**	Travel, Meetings and Training		
	Emergency Operations Center (EOC) Training	\$	4,000
	Employee / Commission Member Awards Dinner - Change to Every Other Year		-
		<u>\$</u>	<u>4,000</u>
61038	Information Systems		
	L.R.Hines - Scanner Workstation Software Support and Maintenance	<u>\$</u>	<u>2,559</u>
61075	Contingency		
	Employee Leave Bank Buyout	<u>\$</u>	<u>70,000</u>
61089	Tax Administration Fees		
	County of Sonoma - Property Tax Collections - Total \$69,900 General Fund Portion	<u>\$</u>	<u>18,000</u>
61085	Operating Transfers Out		
	Maintenance Assessment Districts Fund - Subsidy	\$	10,573
	Citizen Volunteer Program Fund - Subsidy		1,500
	Community and Environment Commission Fund - Subsidize Activities		4,276
		<u>\$</u>	<u>16,349</u>
71081	Equipment	<u>\$</u>	<u>-</u>

PUBLIC INFORMATION SERVICES
Department #306

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

GOALS

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

OBJECTIVES

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

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

OBJECTIVES

- Respond promptly and accurately to telephone and counter inquiries about land-use, planning and zoning rules, regulations, policies and application processing.
- Evaluate environmental impacts and review development proposals, 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.
- 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.

**Planning
2007-2008 Proposed Budget**

Fund 01, Department 400

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 160,140	\$ 258,321	\$ 245,000	\$ 305,542	\$ 305,542
61019	City Engineering	2,165	-	-	-	-
61022	Legal Fees	27	-	-	-	-
61025	Other Contract Services	52,476	123,850	30,000	10,600	10,600
61031	Advertising and Legal Notices	2,730	3,500	2,000	2,500	2,500
61033	Postage	1,239	2,250	2,000	2,500	2,500
61034	Dues and Subscriptions	3,277	3,300	3,700	3,390	3,390
610**	Travel, Meetings and Meal Expense	7,435	9,950	9,475	3,000	3,000
61036	Telephone	1,606	1,300	1,200	1,300	1,300
61037	Vehicle Expense	104	-	-	-	-
61038	Information Systems	1,535	3,770	3,000	3,930	3,930
61040	Supplies	1,304	1,750	1,750	1,750	1,750
61043	Repairs and Replacements	268	-	580	-	-
61041	Materials, Tools, Small Equipment	492	1,100	1,100	700	700
61048	Printing and Photocopying	5,186	4,000	4,000	4,000	4,000
	Subtotal	239,984	413,091	303,805	339,212	339,212
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 239,984	\$ 413,091	303,805	\$ 339,212	\$ 339,212

Budget Details

		<u>Amount</u>	
4XXXX	Source of Funding Charges for Services - Does Not Reflect Cost Recovery Deposits Collected General Fund	\$ 5,900	333,312
		<u>\$ 339,212</u>	
510XX	Salaries and Benefits	<u>06-07 FTE</u>	<u>07-08 FTE</u>
	Director of Planning	0.50	0.50
	Senior Planner	0.70	0.75
	Associate Planner	0.70	0.70
	Administrative Secretary	0.70	0.70
	Planning Technician	0.70	0.70
	Administrative Intern	0.00	0.00
		<u>3.30</u>	<u>3.35</u>
		\$ 82,890	103,399
		76,306	63,099
		50,260	-
		\$ 375,955	
61025	Other Contract Services 006S - General Plan Update - Consultants - Total Cost \$20,000 FY 07-08, Balance in CCRA, Water and Sewer Operating Funds	\$ 10,600	
61034	Dues and Subscriptions Local Agency Formation Commission (LAFCO) American Planning Association (APA), American Institute of Certified Planners (AICP) - 4 Staff Livable Communities Northwest Informational Center	\$ 1,540	1,400
		-	450
		\$ 3,390	

* Actual Planning Staff Salary and Benefit Costs Detailed Immediately Above. Budget Recommended Amount Reduced by 24% for all Staff except Senior Planner, to Reflect Average Annual Cost Recovery Amounts Billed to Developer Deposit Accounts

Planning
Budget Details (Continued)

		<u>Amount</u>
61035	Travel, Meetings and Training Staff Training	<u>\$ 3,000</u>
61038	Information Systems Departmental Allocation (See Dept #303 for Total)	<u>\$ 3,930</u>
61048	Printing and Photocopying Departmental Allocation (See Dept #301 for Total)	\$ 1,192
	Department Specific	<u>2,808</u>
		<u>\$ 4,000</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
2007-2008 Proposed Budget**

Fund 01, Department 401

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 172,601	\$ 205,561	\$ 198,500	\$ 188,238	\$ 188,238
51018	Safety Shoes	-	150	150	-	-
61025	Other Contract Services	59,118	30,000	8,000	1,000	1,000
61031	Advertising & Publication	-	144	144	144	144
61033	Postage	144	450	300	300	300
61034	Dues and Subscriptions	376	345	358	495	495
610**	Travel, Meetings and Meal Expense	3,390	2,120	3,300	2,570	2,570
61036	Telephone	3,442	3,000	2,469	2,200	2,200
61037	Vehicle Maintenance	1,920	1,500	1,074	1,100	1,100
61038	Information Systems	1,320	3,285	2,800	2,800	2,800
61040	Supplies	1,263	1,000	800	1,600	1,600
61041	Materials, Tools, Small Equipment	29	-	418	-	-
61048	Printing and Photocopying	2,555	1,000	800	800	800
	Subtotal	246,159	248,555	219,113	201,247	201,247
71081	Capital Outlay: Equipment	-	-	-	-	-
	Department Total	\$ 246,159	\$ 248,555	219,113	\$ 201,247	\$ 201,247

Budget Details

		<u>Amount</u>	
Source of Funding			
41XXX	Charges for Service		149,218
41XXX	Incremental Fee (Training Only)		7,741
	General Fund		44,287
			<u>\$ 201,247</u>
510XX Salaries and Benefits			
	Director of Building & Safety	0.90	\$ 112,782
	Code Enforcement Officer	0.40	8,600
	Permit Technician	0.90	66,855
		<u>2.20</u>	<u>\$ 188,238</u>
61025 Other Contract Services			
	Contract Building Inspection Services - Backfill Staff During Training, Overflow Plan Check		<u>\$ 1,000</u>
61034 Dues and Subscriptions			
	California Building Officials (CALBO) Membership - Expense is Offset by Incremental Fees Received		\$ 225
	International Association of Plumbing and Mechanical Officials (IAPMO) - Expense is Offset by Incremental Fees		150
	International Code Council (ICC) Membership - Expense is Offset by Incremental Fees Received		100
	Redwood Empire Association of Code Officials (REACO) Membership - Expense is Offset by Incremental Fees		20
			<u>\$ 495</u>
610XX Travel, Meetings and Training			
	Education Week - Expense is Offset by Incremental Fees Received		\$ 1,400
	Build It Green Rater Training - Expense is Offset by Incremental Fees Received		1,000
	ICC/CALBO Certifications - Expense is Offset by Incremental Fees Received		50
	REACO Meetings - Expense is Offset by Incremental Fees Received		120
			<u>\$ 2,570</u>
61040 Supplies			
	Departmental and Allocated Supplies - Expense is Offset by Incremental Fees Received		\$ 800
	Code Books - Expense is Offset by Incremental Fees Received		800
			<u>\$ 1,600</u>

ENGINEERING SERVICES

Department # 402

Engineering Services provides engineering and technical support to the various City departments, responds to citizens' inquiries and requests regarding public infrastructure, performs development review and plan check under cost recovery, performs engineering and construction management of capital improvement projects and provides mapping and engineering records support. Usual and customary engineering services are provided by the firm of Winzler & Kelly, an outside contractor of the City of Cotati.

GOALS

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

OBJECTIVES

- Respond timely to City departments for technical support regarding the City's infrastructure and various permits pertaining to City facilities and natural resources.
- Respond timely to citizens' requests and inquiries, for technical questions regarding the City's infrastructure.
- Respond to development review requests within two to four weeks from receipt of a complete submittal.
- Develop and design capital projects taking into consideration the life of the product, flexibility for future users, ongoing and future maintenance costs, and up-front capital costs.
- 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.

Engineering Services
 (New Department FY 06-07)
2007-2008 Proposed Budget

Fund 01, Department 402

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
61018	Special Engineering Services	\$ -	\$ 31,000	\$ 7,000	\$ 7,500	\$ 7,500
61019	City Engineering Services	-	88,043	60,000	28,775	28,775
61040	Departmental Supplies	-	-	179	-	-
	Subtotal	-	119,043	67,179	36,275	36,275
	Department Total	\$ -	\$ 119,043	67,179	\$ 36,275	\$ 36,275

Budget Details

Source of Funding	Amount
General Fund	<u>\$ 36,275</u>
61018 Special Engineering Services	
Luhdorff and Scalmanini - Water Supply Assessment and Groundwater Assessment	\$ 20,000
Dowling and Associates - Downtown Specific Plan	10,000
W-Trans - General Traffic Engineering	7,500
	<u>\$ 37,500</u>
General Fund Portion	<u>\$ 7,500</u>
61019 City Engineering	
Winzler & Kelly - Including General Plan Update, Downtown Specific Plan, Charges Billed to Deposit Accounts and Capital Projects	Total \$ 1,085,275
General Fund Portion	<u>\$ 28,775</u>

STREETS

Department #403

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

GOALS

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

OBJECTIVES

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

**Streets
2007-2008 Proposed Budget**

Fund 01, Department 403

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 121,956	\$ 144,380	\$ 144,235	\$ 172,795	\$ 172,795
51003	Overtime	3,456	500	800	500	500
51018	Safety Shoes	264	200	200	200	200
61019	City Engineering *	28,819	-	-	-	-
61025	Other Contract Services	127,189	110,178	97,178	22,750	22,750
61031	Advertising and Publications	201	214	267	267	267
61033	Postage	2	10	10	10	10
61034	Dues and Subscriptions	-	250	2,963	3,250	3,250
610**	Travel, Meetings and Meal Expense	3	-	64	-	-
61036	Telephone	1,050	1,540	1,540	1,540	1,540
61037	Vehicle Expense	5,065	2,500	2,750	2,500	2,500
61038	Information Systems	985	1,670	1,400	1,670	1,670
61040	Supplies	1,245	1,500	1,700	1,500	1,500
61041	Materials, Tools, Small Equipment	16,510	17,870	17,870	16,300	16,300
61042	Equipment Rental	-	500	500	800	800
61043	Repairs & Replacements	5,620	5,000	5,000	5,000	5,000
61048	Printing and Photocopying	529	300	300	300	300
61051	Utilities	60,240	59,000	69,073	63,009	63,009
	Subtotal	373,136	345,612	345,850	292,391	292,391
	Capital Outlay:					
71081	Equipment	815	1,242	1,242	1,000	1,000
71082	CIP	25,925	38,278	3,395	8,400	8,400
	Department Total	\$ 399,876	\$ 385,132	350,487	\$ 301,791	\$ 301,791

Budget Details

				<u>Amount</u>
Sources of Funding				
42259	Operating Transfer In - Gas Taxes Fund			136,650
	General Fund - NPDES Costs			13,000
	General Fund - Balance of Expenditures			152,141
				<u>\$ 301,791</u>
510XX	Salaries and Benefits	06-07 FTE	07-08 FTE	
	Director of Public Works	0.00	0.25	\$ 28,008
	Public Works Superintendent	0.25	0.25	35,437
	Field Maintenance Supervisor	0.30	0.30	35,269
	Maintenance Worker II	0.15	0.15	15,737
	Maintenance Worker II	0.25	0.25	23,442
	Maintenance Worker II	0.20	0.20	16,420
	Maintenance Worker II	0.20	0.20	18,481
	Maintenance Worker I	0.20	0.00	-
		<u>1.55</u>	<u>1.60</u>	<u>\$ 172,795</u>
*61019	Moved to New Department for FY 06-07 - 402 Engineering Services			
61025	Other Contract Services			
	Signal Maintenance - Republic Electric			19,250
	Signals - Department of Transportation			3,500
				<u>\$ 22,750</u>

Streets
Budget Details (Continued)

		<u>Amount</u>
61041	Materials, Tools, Small Equipment	
	Continuing Operations Expenditures	\$ 15,000
	Signs - Pedestrian Crossing	1,200
	Chair for Corporation Yard Main Office - Total Cost \$450, Allocated to All Public Works Departments	100
		<u>\$ 16,300</u>
71081	Equipment	
	Sweeper, Vacuum (2) - Total Cost \$3,000, Streets, Government Buildings, Parks	<u>\$ 1,000</u>
71082	Capital Improvements	
	Y005 - Storm Drain Map Updates	<u>\$ 8,400</u>

GOVERNMENT BUILDINGS

Department #406

Government Buildings provides for the operation and maintenance of City Hall, the Police Facility, the Cotati Room and the Ray Miller Community Center (both former school properties adjacent to City Hall) and the Public Works Facility. City Hall provides offices for the City Council, City Manager, Building, Planning, and Finance, as well as a Council Chamber and conference rooms. The Public Works Facility provides offices and storage for the City's heavy equipment fleet, storage for streets, parks, governmental building, water and sewer equipment and applicable supplies and materials, and storage of surplus assets.

GOALS

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

OBJECTIVES

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

**Government Buildings
2007-2008 Proposed Budget**

Fund 01, Department 406

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 59,240	\$ 72,018	\$ 71,849	\$ 83,364	\$ 83,364
51003	Overtime	852	300	350	300	300
51018	Safety Shoes	136	150	150	150	150
61025	Other Contract Services	16,484	22,169	20,004	19,314	19,314
61031	Advertising and Publications	-	59	117	117	117
61033	Postage	1	10	10	10	10
61034	Dues and Subscriptions	262	-	322	-	-
61036	Telephone	803	1,340	1,340	1,340	1,340
61037	Vehicle Maintenance	1,860	1,400	1,400	1,400	1,400
61038	Information Systems	472	1,000	1,000	1,000	1,000
61040	Supplies	3,104	5,000	5,000	5,000	5,000
61041	Materials, Tools, Small Equipment	5,676	6,312	7,200	5,052	5,052
61043	Repairs & Replacements	1,356	1,000	1,000	1,000	1,000
61048	Printing and Photocopying	195	150	150	150	150
61051	Utilities	26,347	27,000	31,550	29,243	29,243
	Subtotal	116,788	137,908	141,442	147,440	147,440
	Capital Outlay:					
71081	Equipment	182	328	328	1,000	1,000
71082	CIP	-	-	-	-	-
	Department Total	\$ 116,969	\$ 138,236	141,770	\$ 148,440	\$ 148,440

Budget Details

				Amount
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			86,843
				<u>\$ 148,440</u>
510XX	Salaries and Benefits			
	Director of Public Works		06-07 FTE	07-08 FTE
			0.00	0.10
	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 I		0.10	0.00
			<u>0.80</u>	<u>0.80</u>
				\$ 11,203
				14,175
				17,635
				5,246
				14,065
				16,420
				4,620
				-
				<u>83,364</u>
61025	Other Contract Services			
	Janitorial Service - Jani-King - City Hall, Cotati Room			\$ 10,000
	Mats - Aramark - City Hall, Cotati Room, Corporation Yard, Towels, Coverall Service - Corporation Yard			4,800
	HVAC Maintenance - Pacific Heating - City Hall, Cotati Room			1,694
	Pest Control - Terminix - City Hall, Cotati Room			840
	Carpet Cleaning - City Hall, Cotati Room			1,500
	Alarms - ESP & Alarm - Corporation Yard			480
				<u>\$ 19,314</u>
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 5,000
	Chair for Corporation Yard Main Office - Total Cost \$450, Allocated to All Public Works Departments			52
				<u>\$ 5,052</u>

**Government Buildings
Budget Details (Continued)**

71081	Equipment Sweeper, Vacuum (2) - Total Cost \$3,000, Streets, Government Buildings, Parks	<u>\$ 1,000</u>
71082	Capital Improvements	<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 park maintenance staff for landscaping, irrigation, general maintenance, custodial, public restrooms, dog park maintenance and litter abatement.

GOALS

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

OBJECTIVES

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

**Park Maintenance
2007-2008 Proposed Budget**

Fund 01, Department 408

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 88,299	\$ 102,117	\$ 102,041	\$ 119,485	\$ 119,485
51003	Overtime	1,245	300	850	400	400
51018	Safety Shoes	196	150	150	150	150
61025	Other Contract Services	96,985	101,523	101,489	99,259	99,259
61031	Advertising and Publications	-	84	168	84	84
61033	Postage	2	10	10	10	10
61036	Telephone	996	1,340	1,340	1,340	1,340
61037	Vehicle Maintenance	2,719	1,800	1,950	1,800	1,800
61038	Information Systems	670	1,375	1,200	1,375	1,375
61040	Supplies	2,615	3,000	2,500	3,000	3,000
61041	Materials, Tools, Small Equipment	8,731	14,824	14,824	9,974	9,974
61042	Equipment Rental	-	2,655	2,655	2,655	2,655
61043	Repairs & Replacements	2,288	3,000	3,000	3,000	3,000
61048	Printing and Photocopying	207	200	200	200	200
61051	Utilities	3,635	3,600	4,478	4,478	4,478
	Subtotal	208,587	235,978	236,855	247,210	247,210
	Capital Outlay:					
71081	Equipment	261	1,030	1,064	1,000	1,000
71082	CIP	-	3,500	3,500	-	-
	Department Total	\$ 208,849	\$ 240,508	\$ 241,420	\$ 248,210	\$ 248,210

Budget Details

				Amount
Sources of Funding				
42259	Operating Transfer In - Parks and Recreation Development Fund			4,350
	General Fund			243,860
				<u>\$ 248,210</u>
510XX	Salaries and Benefits	06-07 FTE	07-08 FTE	
	Director of Public Works	0.00	0.15	\$ 16,805
	Public Works Superintendent	0.15	0.15	21,262
	Field Maintenance Supervisor	0.10	0.10	11,756
	Maintenance Worker II	0.10	0.10	10,491
	Maintenance Worker II	0.10	0.10	9,377
	Maintenance Worker II	0.10	0.10	8,210
	Maintenance Worker II	0.45	0.45	41,583
	Maintenance Worker I	0.15	0.00	-
		<u>1.15</u>	<u>1.15</u>	<u>119,485</u>
61025	Other Contract Services			
	Landscape Maintenance - Trugreen Maintenance			\$ 92,539
	Janitorial - Park Facilities - Jani-King			6,720
				<u>\$ 99,259</u>
61041	Materials, Tools, Small Equipment			
	Continuing Operations Expenditures			\$ 5,000
	Bark - Playground, ADA			2,000
	Boxes for "Doggie" Waste Bags			1,500
	Benches - Falletti Park (2)			1,400
	Chair for Corporation Yard Main Office - Total Cost \$450, Allocated to All Public Works Departments			74
				<u>\$ 9,974</u>

**Park Maintenance
Budget Details (Continued)**

71081	Equipment Sweeper, Vacuum (2) - Total Cost \$3,000, Streets, Government Buildings, Parks	<u>\$ 1,000</u>
71082	Capital Improvements	<u>\$ -</u>

POLICE
Department #500

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

GOALS:

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

OBJECTIVES:

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

**Police
2007-2008 Proposed Budget**

Fund 01, Department 500

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 2,031,733	\$ 2,461,594	\$ 2,264,000	\$ 2,551,739	\$ 2,551,739
51003	Overtime	132,478	154,925	143,000	150,000	150,000
61015	Special Legal Services to 304	41,897	3,000	-	-	-
61022	Legal Fees - City Attorney to 304	25,101	5,000	-	-	-
61025	Other Contract Services	79,177	87,769	78,624	81,827	81,827
61031	Advertising and Publications	258	1,500	1,000	1,500	1,500
61033	Postage	3,264	3,000	3,500	4,000	4,000
61034	Dues and Subscriptions	2,014	2,210	2,210	1,965	1,965
610**	Travel, Meetings and Meal Expense	14,528	20,000	20,000	27,854	27,854
61036	Telephone	12,793	12,000	12,000	13,000	13,000
61037	Vehicle Expense	51,493	43,122	47,000	45,000	45,000
61038	Information Systems	63,387	85,659	85,659	112,144	112,144
61040	Supplies	19,882	14,000	14,000	14,000	14,000
61041	Materials, Tools, Small Equipment	17,279	8,500	12,000	10,000	10,000
61043	Repairs & Replacements	5,290	79	79	-	-
61048	Printing and Photocopying	13,488	13,806	16,000	14,000	14,000
61051	Utilities	21,667	22,000	24,384	25,000	25,000
61076	Contributions	1,679	1,673	1,673	1,700	1,700
61088	Jail Booking Fees	26,814	38,710	37,643	12,000	12,000
	Subtotal	2,564,221	2,978,546	2,762,771	3,065,729	3,065,729
	Capital Outlay:					
71081	Equipment	91,616	56,379	56,379	17,480	17,480
	Debt Service					
61093	Lease Principal - 4 Vehicles	20,374	21,107	21,107	27,110	27,110
61094	Lease Interest - 4 Vehicles	3,340	2,607	2,607	2,418	2,418
	Total Expenditures	2,679,551	3,058,639	2,842,864	3,112,736	3,112,736
	Department Total	\$ 2,679,551	\$ 3,058,639	2,842,864	\$ 3,112,736	\$ 3,112,736

Budget Details

Sources of Funding				Amount
4XXXX	Charges for Services			\$ 25,000
41XXX	Licenses and Permits			3,460
41XXX	Fines and Forfeitures			70,000
42259	Operating Transfer In - Public Safety Fund			100,000
41219	Peace Officers Standards and Training (P.O.S.T.)			20,000
41220	Office of Traffic Safety - 022G -Traffic Officer Grant FYs 06-08, Reimbursement for FY 07-08			45,000
41090	Public Safety Augmentation			48,092
	General Fund			<u>2,801,184</u>
				<u>\$ 3,112,736</u>
510XX	Salaries and Benefits	06-07 FTE	07-08 FTE	
	Police Chief	1.00	1.00	233,792
	Police Lieutenant	0.00	0.00	-
	Police Sergeant	4.00	4.00	663,717
	Police Officer	9.00	8.00	1,010,503
	Support Services Supervisor	1.00	1.00	97,181
	Community Services Officer	1.00	1.00	84,437
	Dispatcher / Clerk	4.00	5.00	404,882
	Dispatcher / Clerk Part-Time (2)	1.00	0.60	36,272
	Police Services Aid	0.55	0.55	20,953
	Reserve Officers	3.00	3.00	-
		<u>24.55</u>	<u>24.15</u>	<u>\$ 2,551,739</u>

**Police
Budget Details (Continued)**

		<u>Amount</u>
61025	Other Contract Services	
	Animal Shelter - City of Rohnert Park	\$ 16,391
	Janitorial Service - Jani-King	11,946
	Radio Maintenance - Williams USA / Precision Wireless	7,000
	Explosive Ordinance Fee - County of Sonoma	8,162
	HVAC Maintenance - Johnson Controls	4,884
	Dispatch Power Supply Back-Up System Maintenance - California Energy Experts	500
	Livescan Maintenance - Cogent	4,000
	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	1,500
	Fingerprint Processing Fee - Department of Justice	1,300
	Parking Violations Filed - Superior Court - County	1,500
	Holding Cell Services - County of Sonoma	1,200
	Radar Repair and Calibration - RHF Inc.	600
	Document Shredding - Infostor	900
	Animal Veterinary Services	500
	Lexis Nexis / Accurint	500
	Transcription Services	500
	Pest Control - Terminix	624
	Criss Cross Listing	300
	Police Facility Camera Repairs	2,000
	Emergency Generator Maintenance - SC Phillips	1,500
	Carpet Cleaning	800
	Facility Painting Maintenance	2,500
	Window and Skylight Cleaning	600
	Translation Services - Omni Lingual	420
	Staff / Reserve Pre-Employment Related:	
	Background Investigator	3,000
	Physical Exams	1,200
	Psychological Exams	1,200
	Polygraph Exams	800
	Collective Recruitment Services	500
		<u>\$ 81,827</u>
61034	Dues and Subscriptions	
	California Penal Code - 6	\$ 350
	Law Enforcement Liability Report	275
	California Police Officers Association	250
	Sonoma County Chief's Association	250
	California Vehicle Codes - 15	200
	CPOA Legal Resource	120
	California Police Chiefs Association	120
	California Background Investigators	100
	California Association Records Supervisor	100
	CalNENA (National Emergency Number Association)	100
	California Property & Evidence Officers	50
	CCUG (Computerized CLETS Users Group)	50
		<u>\$ 1,965</u>
610**	Travel, Meetings and Training	
	Priority 1	
	Quarterly Range Training (14)	\$ 4,500
	Emergency Vehicle Operation (14)	1,625
	First Aid / CPR / Blood Borne Pathogens / SIDS (25)	1,500
	Accident Investigation (6)	1,500
	Taser Training (15)	1,875
	Computer Crimes (3)	100
	Field Training Officer (4)	220
	Field Training Officer Update (3)	150
	Defense Tactics Instructor Update (1)	55
		<u>\$ 11,525</u>
	Priority 2	<u>\$ 16,329</u>
	Total Travel, Meetings and Training	<u>\$ 27,854</u>

**Police
Budget Details (Continued)**

61038	Information Systems		
	CAD / RMS - Sonoma County Law Enforcement Consortium FY 07-08 Agency Funding	\$	92,248
	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>\$</u>	<u>112,144</u>
61076	Contributions		
	Sonoma County Sheriff's Department - MAGNET (Gang Task Force)	<u>\$</u>	<u>1,700</u>
61088	Jail Booking Fees		
	Cost of Booking Offenders Into the County Jail	<u>\$</u>	<u>12,000</u>
71081	Equipment		
	Radio and Telephone Digital Recorder	\$	10,000
	X26 Tasers (6)		6,080
	Light Bar (1) - New Vehicle		1,400
		<u>\$</u>	<u>17,480</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
2007-2008 Proposed Budget**

Fund 01, Department 601

Acct	Description	2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
51XXX	Salaries and Benefits		\$ 8,032	\$ 3,578	\$ -	\$ -
51003	Overtime	-	670	670	4,806	4,806
61033	Postage	1,712	500	88	78	78
610XX	Travel, Meetings and Meal Expense	196	200	-	-	-
61037	Vehicle Expense	10	-	-	-	-
61040	Supplies	1,089	500	60	-	-
61041	Materials, Tools, Small Equipment	142	300	-	-	-
61042	Equipment Rental	3,919	4,648	1,184	753	753
61048	Printing and Photocopying	102	400	40	-	-
	Subtotal	7,171	15,250	5,620	5,637	5,637
71081	Capital Outlay: Equipment	-	-	-	-	-
Department Total		\$ 7,171	\$ 15,250	\$ 5,620	\$ 5,637	\$ 5,637

Budget Details

Sources of Funding			<u>Amount</u>
	General Fund		<u>\$ 5,637</u>
4XXXX	Fees and Charges for Services		
	Accordion Festival	Waived	<u>\$ 150</u>
51003	Overtime		
	Staff Time - Accordion Festival		<u>\$ 4,806</u>
61033	Postage		
	Accordion Festival		<u>\$ 78</u>
61042	Equipment Rental		
	Accordion Festival		<u>\$ 753</u>

RECREATION
Department #602

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

GOALS

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

OBJECTIVES

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

**Recreation
2007-2008 Proposed Budget**

Fund 01, Department 602

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Current:					
510XX	Salaries and Benefits	\$ 38,380	\$ 52,836	\$ 52,836	\$ 73,702	\$ 73,702
51003	Overtime	551	814	814	814	814
61025	Other Contract Services	17,788	15,055	19,358	18,000	18,000
61031	Advertising and Legal Notices	-	-	45	45	45
61033	Postage	673	800	700	600	600
61034	Dues and Subscriptions	264	212	240	212	212
610**	Travel, Meetings and Meal Expense	1,622	73	350	350	350
61036	Telephone Expense	554	100	70	75	75
61038	Information Systems	660	1,200	800	2,000	2,000
61040	Supplies	1,876	3,390	3,390	2,000	2,000
61041	Materials, Tools, Small Equipment	6,970	1,000	1,730	500	500
61042	Equipment Rental	665	1,000	1,000	1,000	1,000
61043	Repairs and Replacements	-	303	303	350	350
61048	Printing and Photocopying	560	1,200	800	800	800
61065	Awards/Prizes	927	1,200	800	1,200	1,200
	Subtotal	71,490	79,182	83,236	101,648	101,648
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
71082	CIP	-	-	-	-	-
	Department Total	\$ 71,490	\$ 79,182	\$ 83,236	\$ 101,648	\$ 101,648

Budget Details

				<u>Amount</u>
Sources of Funding				
4XXXX	Charges for Services			\$ 8,000
42248	Donations - Kid's Day Parade			2,000
	General Fund			<u>91,648</u>
				<u>\$ 101,648</u>
510XX	Salaries and Benefits			
	Recreation Coordinator	<u>06-07 FTE</u>	<u>07-08 FTE</u>	
		0.50	0.80	\$ 58,666
	Recreation Assistant	0.33	0.00	-
	Recreation Intern	0.20	0.50	14,036
	Public Works Staff - Kids Day Parade and Festival			1,000
		<u>1.03</u>	<u>1.30</u>	<u>\$ 73,702</u>
61025	Other Contract Services			
	Programs, Instructors			\$ 9,800
	Janitorial Service - Jani-King - Recreation Building			3,804
	Kids Day Festival Entertainment			2,500
	Mats - Aramark - Recreation Building			1,251
	Window Cleaning - Yes, I Do Windows - Recreation			245
	HVAC - Johnson Controls - Maintenance			200
	Pest Control - Terminix - Recreation Building			200
				<u>\$ 18,000</u>
61034	Dues and Subscriptions			
	California Parks and Recreation Society (CPRS)			\$ 212
610XX	Travel, Meetings and Training			
	Refreshments for Halloween Volunteers			\$ 350

CITY OF COTATI

Section D

**OTHER
GOVERNMENTAL
FUNDS**

OTHER GOVERNMENTAL FUNDS

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

Grants Fund #02

City staff applies and receives competitive funding grants for various city projects that meet specific criteria. This year the fund will be used to record the grant funding related to the East Cotati Avenue Improvement Projects. The fund has also 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. The funding for Fiscal Year 07/08 will again be used for A.D.A. ramps and sidewalk improvements.

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

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

Community and Environment Commission Fund #08

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

Public Safety Fund #09

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

Gas Taxes Fund #21

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

Transportation Development Fund #22

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

Park and Recreation Development Fund #23

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

Park In-Lieu Fund #24

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

Inclusionary Housing Fund #26

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

Traffic Mitigation Fund #28

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

Asset Seizure Fund #50

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

Maintenance Assessment Districts Fund #201

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

K9 Program Fund #202

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

General Capital Outlay Fund #204

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

Explorer Program Fund #205

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

Citizen Volunteer Program Fund #206

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

Grants Fund
2007-2008 Proposed Budget

Fund 02	Acct	Description	2006-2007			2007-2008	
			2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
		Revenues:					
	41220	Other Grants	-	\$ 3,278	\$ -	\$ 620,000	\$ 620,000
	42295	Other	-	-	-	-	-
		Total Revenues	-	3,278	-	620,000	620,000
		Current Expenditures:					
	61025	Other Contract Services	-	-	-	-	-
		Capital Outlay:					
	71081	Equipment	-	-	-	-	-
	71082	Capital Improvements	-	-	-	-	-
		Total Expenditures	-	-	-	-	-
		Other Sources (Uses):					
	61085	Operating Transfers Out	(29,444)	(3,278)	-	(620,000)	(620,000)
		Beginning Fund Balance, July 1	29,515	71	71	71	71
		Ending Fund Balance, June 30	71	\$ 71	\$ 71	\$ 71	\$ 71

Budget Details

41220	Other Grants		
	R003 - Transportation Improvement Program SON050005 - E. Cotati Avenue Overlay	\$	450,000
	- Transportation Improvement Program SON050032 - E. Cotati Avenue Overlay		170,000
	X007 - Cotati Creek Bypass Design - Zone 1A Funding		-
		\$	<u>620,000</u>
61085	Operating Transfer Out		
	Cotati Community Redevelopment Agency Tax Allocation Bond (TAB) Fund - E. Cotati Avenue Improvements	\$	620,000
	General Fund - Streets - Cotati Creek Bypass		-
		\$	<u>620,000</u>

**CDBG Fund
2007-2008 Proposed Budget**

Fund 03		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
	Revenues:					
41234	CDBG Grant	\$ 70,000	\$ (2,840)	\$ (2,840)	\$ 50,000	\$ 50,000
44105	Loan Repayments	-	-	-	-	-
42193	Other Interest	-	-	-	-	-
	Total Revenues	70,000	(2,840)	(2,840)	50,000	50,000
	Current Expenditures:					
61072	Reimbursements	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	70,000	-	-	50,000	50,000
	Total Expenditures	70,000	-	-	50,000	50,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	1,883	1,883	-	-
	Beginning Fund Balance, July 1	957	957	957	-	-
	Ending Fund Balance, June 30	\$ 957	\$ -	\$ -	\$ -	\$ -

Budget Details

Amount

71082 **Capital Improvements**
T038 - Americans with Disabilities Act (ADA) Ramps and Sidewalk Program

\$ 50,000

**Solid Waste Reduction (EAC/AB 939 FUND 6)
2007-2008 Proposed Budget**

Fund 06		2006-2007			2007-2008	
Acct	Description	2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Revenues:						
41170	Franchise Fees	14,332	\$ 17,606	\$ 17,056	\$ 17,500	\$ 17,500
41220	Other Grants	-	-	-	-	-
Total Revenues		14,332	17,606	17,056	17,500	17,500
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	-	(2,075)	-	-	-
Beginning Fund Balance, July 1		25,600	33,932	33,932	44,987	44,987
Ending Fund Balance, June 30		33,932	\$ 43,463	\$ 44,987	\$ 56,487	\$ 56,487

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

**Community and Environment Commission Fund
2007-2008 Proposed Budget**

Fund 08	Acct	Description	2006-2007			2007-2008	
			2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
		Revenues:					
	43101	Food and Beverage Sales	\$ -	\$ -	\$ -	\$ -	\$ -
	43103	Gate Proceeds	1,763	1,700	2,001	1,800	1,800
	43104	Sale of Merchandise	90	100	-	-	-
	43109	Auction Proceeds	1,600	1,500	-	-	-
	43109	Raffle Proceeds	-	-	280	200	200
		Total Revenues	3,453	3,300	2,281	2,000	2,000
		Current Expenditures:					
	51****	Salaries and Benefits	2,276	1,000	1,000	1,000	1,000
	61025	Other Contract Services	217	1,000	1,000	1,000	1,000
	610**	Travel, Meetings and Training	1,166	1,300	350	350	350
	61036	Telephone Expense	175	226	226	226	226
	61038	Information Systems	-	-	-	-	-
	61040	Departmental Supplies	312	4,147	2,000	2,000	2,000
	61041	Materials, Tools, Small Equipment	523	53	300	300	300
	61042	Equipment Rental	785	1,150	600	800	800
	61048	Printing & Photocopying	64	1,400	400	400	400
	61065	Awards / Prizes	776	1,000	-	200	200
	63082	Tree Lighting	-	-	-	-	-
		Total Expenditures	6,293	11,276	5,876	6,276	6,276
		Other Sources (Uses):					
	42259	Operating Transfers In	3,036	7,976	3,595	4,276	4,276
	61085	Operating Transfers Out	-	-	-	-	-
		Beginning Fund Balance, July 1	(196)	0	0	0	0
		Ending Fund Balance, June 30	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Budget Details

	<u>Amount</u>
61025 Other Contract Services Caterer, Pasta Dinner	\$ 1,000
61040 Departmental Supplies	\$ 2,000
61042 Equipment Rental	\$ 800
61048 Printing & Photocopying	\$ 400
42259 Operating Transfers In General Fund - Event Expenses	\$ 4,276

**Public Safety Fund
2007-2008 Proposed Budget**

Fund 09		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
	Revenues:					
41220	SLESF - Supplemental Law Enforcement Services Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
41220	Grants - Other	-	-	6,015	-	-
41220	Other Grant Revenues	-	2,731	-	-	-
	Total Revenues	100,000	102,731	106,015	100,000	100,000
	Current Expenditures:					
510XX	Salaries and Benefits	-	2,731	2,731	-	-
	Capital Outlay:					
71081	Equipment	-	-	-	-	-
	Total Expenditures	-	2,731	2,731	-	-
	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	9,516	9,516	9,516	12,800	12,800
	Ending Fund Balance, June 30	\$ 9,516	\$ 9,516	\$ 12,800	\$ 12,800	\$ 12,800

Budget Details

Amount

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

Gas Taxes Fund
2007-2008 Proposed Budget

Fund 21		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
	Revenues:					
4122X	Gas Tax	142,652	\$ 145,655	\$ 142,930	\$ 141,000	\$ 141,000
41220	Grants - Traffic Congestion Relief	32,766	51,467	51,466	-	-
42192	Investment Earnings	-	-	250	150	150
	Total Revenues	175,418	197,121	194,646	141,150	141,150
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
61076	Contributions	2,642	3,999	3,999	4,500	4,500
	Total Expenditures	2,642	3,999	3,999	4,500	4,500
	Other Sources (Uses):					
61085	Operating Transfers Out	(172,776)	(193,122)	(190,647)	(136,650)	(136,650)
	Beginning Fund Balance, July 1	-	-	-	(0)	(0)
	Ending Fund Balance, June 30	\$ -	\$ (1)	\$ (0)	\$ (0)	\$ (0)

Budget Details

Amount

61076	Contributions Sonoma County Transit Authority	\$ 4,500
61085	Operating Transfers Out General Fund - Streets (Maintenance)	\$ 136,650

**Transportation Development Fund
2007-2008 Proposed Budget**

Fund 22		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
	Revenues:					
41097	Sales Tax - Measure M	34,648	\$ 42,041	\$ 46,285	\$ 48,403	\$ 48,403
42192	Investment Earnings	-	502	1,000	1,500	1,500
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	34,648	42,543	47,285	49,903	49,903
	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	45,773	45,773	93,058	93,058
	Ending Fund Balance, June 30	45,773	\$ 88,316	\$ 93,058	\$ 142,961	\$ 142,961

Amount

61085 Operating Transfer Out

\$ -

**Parks and Recreation Development Fund
2007-2008 Proposed Budget**

Fund 23		2006-2007			2007-2008	
Acct	Description	2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
41571	Revenues: Development Fees	12,550	\$ 20,700	\$ 2,500	\$ 4,350	\$ 4,350
	Total Revenues	12,550	20,700	2,500	4,350	4,350
	Total Expenditures	-	-	-	-	-
61085	Other Sources (Uses): Operating Transfers Out	(12,550)	(20,700)	(2,500)	(4,350)	(4,350)
	Beginning Fund Balance, July 1	-	-	-	-	-
	Ending Fund Balance, June 30	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Details

61085 Operating Transfers Out
General Fund - Parks (Maintenance)

Amount
\$ 4,350

**Park In Lieu Fund
2007-2008 Proposed Budget**

Fund 24		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
Revenues:						
41220	Grants-State Pk Bond per Capita	\$ -	\$ -	\$ 11,800	\$ -	\$ -
41220	Grants -State Park Bond RZH	-	-	-	-	-
41220	Grants-Comm. Partnerships for Youth	-	-	-	-	-
41572	Park In-Lieu Fees	556,908	652,894	55,000	325,000	325,000
42192	Investment Earnings	3,969	24,727	24,727	35,000	35,000
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	560,877	677,621	91,527	360,000	360,000
Current Expenditures:						
51****	Salaries and Benefits	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61040	Supplies	-	-	-	-	-
Capital Outlay:						
71082	Capital Improvements	6,359	250,000	26,800	145,511	145,511
	Total Expenditures	6,359	250,000	26,800	145,511	145,511
Other Sources (Uses):						
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	188,120	742,639	742,639	807,366	807,366
	Ending Fund Balance, June 30	\$ 742,639	\$ 1,170,260	\$ 807,366	\$ 1,021,855	\$ 1,021,855

Budget Details

71082 **Capital Improvements**

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

Amount
\$ 145,511

61085 **Operating Transfers Out**

\$ -

**Inclusionary Housing Fund
2007-2008 Proposed Budget**

Fund 26

Acct	Description	2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
	Revenues:					
41569	In-Lieu Housing Fee	\$ 582,078	\$ 485,800	\$ 600,000	\$ 650,000	\$ 650,000
42192	Investment Earnings	57,516	111,464	111,467	170,000	170,000
	Total Revenues	639,594	597,264	711,467	820,000	820,000
	Capital Outlay:					
71082	Capital Improvements	-	-	-	-	-
	Total Expenditures	-	-	-	-	-
	Other Sources (Uses):					
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	1,571,608	2,211,202	2,211,202	2,922,669	2,922,669
	Ending Fund Balance, June 30	\$ 2,211,202	\$ 2,808,466	\$ 2,922,669	\$ 3,742,669	\$ 3,742,669

Budget Details

71082 Capital Improvements

Amount
\$ -

61085 Operating Transfers Out

\$ -

**Traffic Mitigation Fund
2007-2008 Proposed Budget**

Fund 28		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
Revenues:						
41542	Traffic Mitigation Fee	\$ 9,648	\$ 20,050	\$ 6,000	\$ 26,750	\$ 26,750
42192	Investment Earnings	3,709	5,900	5,400	6,000	6,000
42247	Property Owner Contributions	-	-	-	-	-
	Total Revenues	13,356	25,950	11,400	32,750	32,750
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	100,762	114,118	114,118	125,518	125,518
	Ending Fund Balance, June 30	\$ 114,118	\$ 140,068	\$ 125,518	\$ 158,268	\$ 158,268

Budget Details

Amount

71082 Capital Improvements

\$ -

42259 Operating Transfers In

\$ -

**2001 Limited Obligation Improvement Bond Fund
South Sonoma Business Park Assessment District
2007-2008 Proposed Budget**

Fund 31, 32		2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
	Revenues:					
42181	Special Assessments	\$ 452,925	\$ 442,589	\$ 442,589	\$ 445,000	\$ 445,000
42192	Investment Earnings	18,222	-	16,000	16,000	16,000
44100	Bond Proceeds	-	-	-	-	-
	Total Revenues	471,147	442,589	458,589	461,000	461,000
	Current Expenditures:					
61015	Special Legal Services	-	-	-	-	-
61025	Other Contract Services	-	-	-	-	-
61033	Postage	-	-	-	-	-
61095	Bond Principal	75,000	75,000	75,000	80,000	80,000
61096	Interest Expense	374,888	370,013	370,013	364,975	364,975
6109*	Banking, Trust & Agency Fees	4,579	4,500	4,500	4,500	4,500
	Total Expenditures	454,466	449,513	449,513	449,475	449,475
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	735,317	751,998	751,998	761,074	761,074
	Ending Fund Balance, June 30	\$ 751,998	\$ 745,074	\$ 761,074	\$ 772,599	\$ 772,599

**Asset Seizure Fund
2007-2008 Proposed Budget**

Fund 50		2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
	Revenues:					
41211	Seized Property	\$ 345	\$ 6,461	\$ 6,584	\$ -	\$ -
42192	Investment Earnings	-	-	-	-	-
	Total Revenues	345	6,461	6,584	-	-
	Current Expenditures:					
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	26,810	27,155	27,155	32,739	32,739
	Ending Fund Balance, June 30	\$ 27,155	\$ 32,616	\$ 32,739	\$ 31,739	\$ 31,739

Budget Details

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

**Maintenance Assessment Districts Fund
2007-2008 Proposed Budget**

Fund 201		2006-2007			2007-2008	
Acct	Description	2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
42181	Revenues:					
	Special Assessments	\$ 35,654	\$ 19,886	\$ 20,101	\$ 17,809	\$ 17,809
	Total Revenues	35,654	19,886	20,101	17,809	17,809
	Current Expenditures:					
51XXX	Salaries - Public Works Time	9,939	2,602	3,613	4,295	4,295
61019	Engineering Fee	113	-	-	-	-
61025	Other Contract Services	17,838	18,042	16,482	26,962	26,962
61041	Materials, Tools, Small Equipment	479	-	-	-	-
61042	Rental Expense	-	-	-	-	-
61043	Repairs & Replacements	101	-	-	-	-
61051	Utilities	10,803	12,179	9,888	12,040	12,040
61089	Property Tax Administration Fee	-	-	-	-	-
	Total Expenditures	39,272	32,823	29,983	43,297	43,297
	Other Sources (Uses):					
42259	Operating Transfers In - GF Subsidy	9,341	9,283	10,225	10,573	10,573
61085	Operating Transfers Out - Admin	(1,435)	(1,536)	(1,344)	(981)	(981)
	Beginning Fund Balance, July 1	32,779	37,067	37,067	36,066	36,066
	Ending Fund Balance, June 30	37,067	\$ 31,877	\$ 36,066	\$ 20,170	\$ 20,170

Budget Details

	<u>Amount</u>
42181 Special Assessments-	
2011 - Valparaiso Vista Subdivision - 15 parcels at \$158 per parcel	\$ 2,370
2012 - Quail Hollow IV Subdivision - 31 parcels at \$40 per parcel	1,240
2013 - Sommers Subdivision - 8 parcels at \$290-\$435 per parcel	2,465
2014 - Macklin Phase I Subdivision - 39 parcels at \$32.00 per parcel	1,248
2015 - Sierra Meadows Subdivision - 30 parcels at \$36.74 per parcel - Held FY 07-08 due to District Balance	-
2016 - Oak Knoll Subdivision - 24 parcels at \$129.17 per parcel	3,100
2017 - Garden Gate Subdivision - 15 parcels at \$180.88 per parcel	2,713
2018 - Park Meadows Subdivision - 39 parcels at \$387.12 per parcel - Held FY 07-08 due to District Balance	-
2019 - Cotati Station Subdivision - 70 parcels at \$ 161.94 per parcel - Held FY 07-08 due to District Balance	-
2020-Altman Acres Subdivision - 14 parcels at \$333.78 per parcel	4,673
	<u>\$ 17,809</u>
51XXX Salaries and Benefits - Public Works Staff Time - Inspection, Repairs	
2011 - Valparaiso Vista Subdivision	\$ 500
2012 - Quail Hollow IV Subdivision	540
2013 - Sommers Subdivision	375
2014 - Macklin Phase I Subdivision	600
2015 - Sierra Meadows Subdivision	50
2016 - Oak Knoll Subdivision	500
2017 - Garden Gate Subdivision	500
2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)	330
2019 - Cotati Station Subdivision	500
2020- Altman Acres Subdivision	400
	<u>\$ 4,295</u>

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

Amount

61025	Other Contract Services		
	Landscape Maintenance - Trugreen		
	2011 - Valparaiso Vista Subdivision - \$284.00 x 12 month	\$	3,408
	2012 - Quail Hollow IV Subdivision - \$378.00 x 12 month		4,536
	2013 - Sommers Subdivision - \$92.00 x 12 month		1,104
	2014 - Macklin Phase I Subdivision - \$165.00 x 12 month		1,980
	2016 - Oak Knoll Subdivision - \$76.50 x 12 month		918
	2017 - Garden Gate Subdivision - \$109.42 x 12 month		1,313
	2018 - Park Meadows Subdivision - \$341.92 x 12 month		4,103
	2019 - Cotati Station Subdivision - \$565.00 x 12 month		6,780
	2020- Altman Acres Subdivision - \$235.00 x 12 month		2,820
		<u>\$</u>	<u>26,962</u>
61051	Utilities		
	2011 - Valparaiso Vista Subdivision	\$	1,606
	2012 - Quail Hollow IV Subdivision		1,188
	2013 - Sommers Subdivision		612
	2014 - Macklin Phase I Subdivision		616
	2015 - Sierra Meadows Subdivision		225
	2016 - Oak Knoll Subdivision		361
	2017 - Garden Gate Subdivision		986
	2018 - Park Meadows Subdivision		4,657
	2019 - Cotati Station Subdivision		1,147
	2020- Altman Acres Subdivision		642
		<u>\$</u>	<u>12,040</u>
42259	Operating Transfers In- General Fund - Subsidy	<u>\$</u>	<u>10,573</u>
61085	Operating Transfers Out General Fund - Administration		
	2011 - Valparaiso Vista Subdivision	\$	109
	2012 - Quail Hollow IV Subdivision		109
	2013 - Sommers Subdivision		109
	2014 - Macklin Phase I Subdivision		109
	2015 - Sierra Meadows Subdivision		109
	2016 - Oak Knoll Subdivision		109
	2017 - Garden Gate Subdivision		109
	2018 - Park Meadows Subdivision (No administration cost included in Engineer's report)		-
	2019 - Cotati Station Subdivision		109
	2020 - Altman Acres Subdivision		109
		<u>\$</u>	<u>981</u>

**K9 Program Fund
2007-2008 Proposed Budget**

Fund 202		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
42248	Revenues: Donations	\$ 5,544	\$ 4,279	\$ 4,609	\$ 4,000	\$ 4,000
	Total Revenues	5,544	4,279	4,609	4,000	4,000
	Current Expenditures:					
51XXX	Salaries	101	-	-		
61025	Other Contract Services	4,249	1,528	2,298	4,000	4,000
61034	Dues & Subscriptions	65	-	-	-	-
610XX	Travel, Meetings & Training	9,628	1,000	361	1,000	1,000
61040	Departmental Supplies	464	600	600	600	600
61041	Materials, Tools, Small Equipment	311	200	-	200	200
61043	Repairs and Replacements	113	-	-	-	-
	Total Expenditures	14,930	3,328	3,259	5,800	5,800
	Other Sources (Uses):					
42259	Operating Transfers In	11,319	-	-	-	-
	Beginning Fund Balance, July 1	-	1,933	1,933	3,283	3,283
	Ending Fund Balance, June 30	\$ 1,933	\$ 2,884	\$ 3,283	\$ 1,483	\$ 1,483

Budget Details

Amount

61025	Other Contract Services Training - Officer and Canine	\$ 4,000
42259	Operating Transfers In	\$ -

**General Capital Outlay Fund
2007-2008 Proposed Budget**

Fund 204

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
	Revenues:					
42247	Property Owner Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Current Expenditures:					
61025	Other Contract Services	-	-	-	-	-
	Capital Outlay:					
71082	Capital Improvements	354,103	226,000	231,643	-	-
	Total Expenditures	354,103	226,000	231,643	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	-	(1,883)	-	-	-
	Beginning Fund Balance, July 1	768,651	414,547	414,547	182,905	182,905
	Ending Fund Balance, June 30	\$ 414,547	\$ 186,664	\$ 182,905	\$ 182,905	\$ 182,905

Budget Details

71082 Capital Improvements

Amount
\$ -

42259 Operating Transfers In
General Fund

\$ -

**Explorer Program
2007-2008 Proposed Budget**

Fund 205		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
Revenues:						
42237	Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
42248	Donations	-	-	-	-	-
42251	Explorer Application Fee (cancelled)	15	-	-	-	-
	Total Revenues	15	-	-	-	-
Current Expenditures:						
51017	Uniforms	-	600	-	600	600
610**	Travel, Meetings & Training	-	500	-	500	500
61040	Departmental Supplies	-	100	-	100	100
61076	Contributions	-	-	-	-	-
	Total Expenditures	-	1,200	-	1,200	1,200
Other Sources (Uses):						
42259	Operating Transfers In	-	-	-	-	-
	Beginning Fund Balance, July 1	1,870	1,885	1,885	1,885	1,885
	Ending Fund Balance, June 30	\$ 1,885	\$ 685	\$ 1,885	\$ 685	\$ 685

Budget Details

Amount

42259 Operating Transfers In

\$ -

**Citizen Volunteer Program
2007-2008 Proposed Budget**

Fund 206		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Acct	Description					
Revenues:						
42248	Donations	\$ 400	\$ -	\$ -	\$ -	\$ -
	Total Revenues	400	-	-	-	-
Current Expenditures:						
51017	Uniforms	-	1,600	500	500	500
61025	Other Contract Services	135	2,000	350	500	500
61040	Supplies	159	800	450	500	500
61040	Departmental Supplies					
	Total Expenditures	294	4,400	1,300	1,500	1,500
Other Sources (Uses):						
42259	Operating Transfers In	-	4,294	1,194	1,500	1,500
	Beginning Fund Balance, July 1	-	106	106	-	-
	Ending Fund Balance, June 30	\$ 106	\$ -	\$ -	\$ -	\$ -

Budget Details

42259 Operating Transfers In

Amount
\$ 1,500

CITY OF COTATI

Section E

**ENTERPRISE
FUNDS**

WATER OPERATING/CAPITAL ENTERPRISE FUNDS

Funds #12 and #13

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

GOALS

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

OBJECTIVES

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

**Water Operating Fund
2007-2008 Proposed Budget**

Fund 12, Department 700

Acct	Description	2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Revenues:					
42193	Other Interest	\$ 1,573	\$ -	\$ -	\$ -	\$ -
44105	Principle Debt Repayment	5,780	-	-	-	-
420XX	Other Service Fees	-	-	-	-	-
	Total Revenues	7,353	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	327,886	354,439	348,036	363,255	363,255
51003	Overtime	1,783	1,800	1,000	1,000	1,000
51018	Safety Shoes	307	300	300	300	300
61015	Special Legal Services	2,028	22,000	8,500	13,500	13,500
61018	Special Engineering Services	-	72,500	165,378	20,000	20,000
61019	Engineering Fees	97,754	179,720	93,229	143,165	143,165
61022	Legal Fees	1,365	13,407	1,343	4,750	4,750
61024	SCWA Water Fees	467,346	469,350	469,350	450,560	450,560
61025	Other Contract Services	93,263	141,400	89,150	100,400	100,400
61026	Auditing Fees	2,550	2,700	2,550	3,000	3,000
61027	Insurance	31,139	46,906	46,906	45,262	45,262
61031	Advertising & Publications	-	389	326	1,000	1,000
61033	Postage	1,541	2,836	2,836	2,800	2,800
61034	Dues & Subscriptions	1,042	1,050	1,235	1,235	1,235
610**	Travel, Meetings and Training	700	2,068	2,068	2,050	2,050
61036	Telephone	13,089	13,385	13,093	13,200	13,200
61037	Vehicle Expense	5,073	5,000	5,000	5,000	5,000
61038	Information Systems	4,413	6,000	6,500	5,000	5,000
6XXXX	Bad Debt	130	5,908	6,678	2,000	2,000
61040	Office Supplies	1,794	2,000	2,500	2,500	2,500
61041	Materials, Tools, Small Equipment	9,952	8,282	8,282	8,000	8,000
61042	Equipment Rental	626	1,000	1,000	1,000	1,000
61043	Repairs and Replacements	10,501	12,000	12,000	12,000	12,000
61048	Printing and Photocopying	1,734	2,680	4,811	5,000	5,000
61051	Utilities	9,183	18,312	16,247	20,000	20,000
61076	Contributions	-	-	-	-	-
61084	Property Taxes	63	100	100	100	100
62005	Rebates - Conservation	(2,600)	-	-	-	-
	Total Expenses	1,082,661	1,385,533	1,308,418	1,226,077	1,226,077
	Other Sources (Uses):					
42259	Operating Transfers In	1,102,604	1,412,829	1,335,714	1,253,373	1,253,373
61085	Operating Transfers Out	(27,296)	(27,296)	(27,296)	(27,296)	(27,296)
	Beginning Retained Earnings, July 1*	-	-	-	0	0
	Ending Retained Earnings, June 30*	-	0	0	0	0

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

2007-2008 Proposed Budget

510XX	Salaries and Benefits	<u>06-07 FTE</u>	<u>07-08 FTE</u>	<u>Amount</u>
	City Manager	0.20	0.00	\$ -
	Asst. City Manager / Acting City Manager	0.15	0.15	28,443
	Administrative Analyst / Deputy City Clerk	0.15	0.15	12,754
	Deputy City Clerk	0.00	0.10	10,300
	Administrative Clerk	0.15	0.15	10,292
	Director of Finance	0.25	0.25	38,751
	Accountant	0.20	0.13	7,086
	Accounting Specialist	0.20	0.20	18,814
	Account Clerk II	0.40	0.40	31,162
	Director of Planning	0.05	0.05	8,289
	Director of Building & Safety	0.05	0.05	6,266
	Permit Technician	0.05	0.05	3,714
	Director of Public Works	0.00	0.25	28,008
	Public Works Superintendent	0.25	0.25	35,437
	Field Maintenance Supervisor	0.25	0.25	29,391
	Maintenance Worker II	0.35	0.35	36,720
	Maintenance Worker II	0.25	0.25	23,442
	Maintenance Worker II	0.25	0.25	20,525
	Maintenance Worker II	0.15	0.15	13,861
	Maintenance Worker I	0.30	0.00	-
		<u>3.65</u>	<u>3.43</u>	<u>\$ 363,255</u>
61018	Special Engineering Services			
	Water Supply Assessment - Luhdorff and Scalmanini			20,000
				<u>\$ 20,000</u>
61019	Engineering Fees			
	003P - Water Conservation Program			\$ 60,000
	Water Advisory Committee (WAC) Support			40,000
	Urban Water Management Plan (UWMP)			10,000
	Water Supply Assessment			10,000
	Russian River Watershed Association (RRWA) Support			7,000
	009S - Santa Rosa Plain Groundwater Study (5 Year Project)			6,000
	Storm Water Management Program			5,000
	Departmental Allocation of General Engineering			3,000
	006S - General Plan Update			165
	Subregional Recycled Water Support			2,000
				<u>\$ 143,165</u>
61025	Other Contract Services			
	003P - Water Conservation Program - Sonoma County Water Agency			\$ 47,000
	Laboratory Services - Brelje and Race			15,000
	Rate Study / Capital Project Financing Plan			10,000
	006S - General Plan Update - Consultants - Total Cost \$100,000 FY 07-08, Balance in General Fund, CCRA and Sewer Operating Funds			10,000
	Certification - Department of Health Services			9,000
	Processing, Mailing of Bills - Infosend			5,400
	Telemetry System Maintenance			4,000
				<u>\$ 100,400</u>
61027	Insurance			
	Water Fund Allocation - (See General Fund Dept #305 for Breakdown - Total \$238,223 Estimated) 19%			\$ 45,262
61035	Travel, Meetings and Training			
	Continuing Education - Water Licensing			\$ 2,050

**Water Operating
Budget Details (Continued)**

61085	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>
42259	Operating Transfers In	
	Water Capital Fund - Operating Costs	<u>\$ 1,253,373</u>

**Water Capital Fund
2007-2008 Proposed Budget**

Fund 13, Department 700

Acct	Description	2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Revenues:					
420X0	Water Connection Fees	\$ 409,885	\$ 389,977	\$ 128,889	\$ 264,387	\$ 264,387
42050	Water Sales	1,169,641	1,325,318	1,325,139	1,325,139	1,325,139
420XX	Other Service Fees	96,829	79,328	36,184	35,030	35,030
42192	Investment Earnings	81,854	136,000	126,238	90,000	90,000
42295	Other Revenues	2,967	560	25	25	25
42295	Conservation - 7th of 10 year	78,669	84,000	84,000	63,000	63,000
44105	Principal Debt Repayment	1,220	631	631	631	631
	Total Revenues	1,841,064	2,015,814	1,701,106	1,778,212	1,778,212
	Expenses:					
61092	Depreciation Expense	118,433	126,000	126,000	126,000	126,000
	Capital Outlay:					
71081	Equipment	2,166	5,400	5,400	-	-
71082	Capital Improvements	172,525	1,089,400	751,930	2,061,974	2,061,974
72001	Capitalized Revenues / Expenses	(174,690)	-	-	-	-
	Total Expenses	118,433	1,220,800	883,330	2,187,974	2,187,974
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,166,104)	(1,498,821)	(1,335,714)	(1,316,873)	(1,316,873)
	Beginning Retained Earnings, July 1*	2,788,188	3,344,715	3,344,715	2,826,777	2,826,777
	Ending Retained Earnings, June 30*	\$ 3,344,715	\$ 2,640,908	\$ 2,826,777	\$ 1,100,142	1,100,142

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

Budget Details

	Amount
71081 Equipment	<u>\$ -</u>
71082 Capital Improvements	
Z032 - East Cotati Avenue Water Line Upgrade	\$ 1,816,974
Z028 - Low Water Use Demonstration Garden	60,000
Z033 - Water Master Plan Update	70,000
Z031 - Well 1A Redwood Tank Replacement	35,000
Z014 - Cypress Tank Right of Way and Environmental	25,000
Z021 - Sensus Meters	25,000
Z034 - Utility Base Maps Updates	18,000
Sensus Handheld Upgrades - Current Units No Longer Supported	12,000
	<u>\$ 2,061,974</u>
61085 Operating Transfers Out	
Water Operating Fund- Operating Costs	\$ 1,253,373
Recycled Water Line Fund - Annual Allocation	50,000
General Fund - Administration Costs	13,500
	<u>\$ 1,316,873</u>

**Recycled Water Line Fund
2007-2008 Proposed Budget**

Fund 14, Department 700

Acct	Description	2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
42192	Revenues: Investment Earnings	\$ 1,236	\$ 7,200	\$ 7,271	\$ -	\$ -
	Total Revenues	1,236	7,200	7,271	-	-
51003	Expenses: Overtime	-	-	-	-	-
61019	Engineering Fees	-	33,800	33,800	-	-
61022	Legal Fees	-	-	-	-	-
71081	Capital Outlay: Equipment	-	-	-	-	-
71082	Capital Improvements	-	-	-	-	-
	Total Expenses	-	-	-	-	-
42259	Other Sources (Uses): Operating Transfers In	50,000	50,000	50,000	50,000	50,000
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Retained Earnings, July 1*	100,000	151,236	151,236	208,507	208,507
	Ending Retained Earnings, June 30*	\$ 151,236	\$ 208,436	\$ 208,507	\$ 258,507	\$ 258,507

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

Budget Details

	<u>Amount</u>
42259 Operating Transfers In Water Capital Fund - Annual Allocation	<u>\$ 50,000</u>

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

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

GOALS

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

OBJECTIVES

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

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

Fund 18, Department 800

Acct	Description	2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed	City Council Adopted
Revenues:						
42193	Other Interest	\$ 2,613	\$ -	\$ -	\$ -	\$ -
44105	Principle Debt Repayment	9,608	-	-	-	-
	Total Revenues	12,221	-	-	-	-
Expenses:						
510XX	Salaries and Benefits	291,344	321,924	317,085	341,876	341,876
51003	Overtime	1,571	1,000	1,000	1,000	1,000
51018	Safety Shoes	290	400	400	400	400
61018	Special Engineering Services	-	2,500	-	-	-
61019	Engineering Fees	11,954	70,202	41,682	28,165	28,165
61022	Legal Fees	787	-	951	-	-
61025	Other Contract Services	23,854	71,500	41,000	29,000	29,000
61026	Auditing Fees	2,550	2,550	2,550	3,000	3,000
61027	Insurance	29,500	40,478	42,278	42,880	42,880
61029	Wastewater Treatment Fees	1,451,229	1,508,088	1,561,062	1,549,687	1,549,687
61031	Advertising & Publications	-	250	250	1,000	1,000
61033	Postage	1,041	2,332	2,332	2,449	2,449
61034	Dues & Subscriptions	-	175	175	175	175
610XX	Travel, Meetings and Training	256	1,000	1,000	1,035	1,035
61036	Telephone	8,232	8,544	8,226	8,200	8,200
61037	Vehicle Maintenance	4,827	3,500	3,500	3,500	3,500
61038	Information Systems	3,048	4,250	4,800	4,000	4,000
6XXXX	Bad Debt Expense	21,023	308	1,516	1,000	1,000
61040	Office Supplies	1,259	2,000	2,000	2,000	2,000
61041	Materials, Tools, Small Equipment	780	1,000	1,400	1,000	1,000
61042	Equipment Rental	123	-	-	-	-
61043	Repairs and Replacements	7,339	10,000	6,000	6,000	6,000
61048	Printing and Photocopying	1,624	1,890	1,890	1,890	1,890
61051	Utilities	1,992	2,000	2,000	2,000	2,000
62001	Plumbing Retrofit Expenses	8,765	20,000	10,000	10,000	10,000
	Total Expenses	1,873,388	2,075,891	2,053,097	2,040,257	2,040,257
Other Sources (Uses):						
42259	Operating Transfers In	1,887,261	2,101,985	2,079,191	2,066,351	2,066,351
61085	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

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

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

510XX	Salaries and Benefits	<u>06-07 FTE</u>	<u>07-08 FTE</u>	<u>Amount</u>
	City Manager	0.15	0.00	\$ -
	Asst. City Manager / Acting City Manager	0.15	0.15	28,443
	Administrative Analyst / Deputy City Clerk	0.15	0.15	12,754
	Deputy City Clerk	0.00	0.10	10,300
	Administrative Clerk	0.15	0.15	10,292
	Director of Finance	0.15	0.15	23,250
	Accountant	0.20	0.13	7,086
	Accounting Specialist	0.20	0.20	18,814
	Account Clerk II	0.40	0.40	31,162
	Director of Planning	0.05	0.05	8,289
	Director of Building & Safety	0.05	0.05	6,266
	Permit Technician	0.05	0.05	3,714
	Director of Public Works	0.00	0.25	28,008
	Public Works Superintendent	0.25	0.25	35,437
	Field Maintenance Supervisor	0.20	0.20	23,513
	Maintenance Worker II	0.35	0.35	36,720
	Maintenance Worker II	0.25	0.25	23,442
	Maintenance Worker II	0.25	0.25	20,525
	Maintenance Worker II	0.15	0.15	13,861
	Maintenance Worker I	0.25	0.00	-
		<u>3.40</u>	<u>3.28</u>	<u>\$ 341,876</u>
61019	Engineering Fees			
	Water Conservation Program - Plumbing Retrofit Program Expansion			\$ 5,000
	Storm Water Management Program			5,000
	Subregional Technical Advisory Committee (TAC) Support			6,000
	Russian River Watershed Association			7,000
	Departmental Allocation of General Engineering			3,000
	Subregional Recycled Water Support			2,000
	006S - General Plan Update			165
				<u>\$ 28,165</u>
61025	Other Contract Services			
	Rate Study / Capital Project Financing Plan			\$ 10,000
	006S - General Plan Update - Consultants - Total Cost \$100,000 FY 07-08, Balance in General Fund, CCRA and Water Operating Funds			10,000
	Processing, Mailing of Bills - Infosend			5,000
	Lift Station Telemetry			4,000
				<u>\$ 29,000</u>
61027	Insurance			
	Sewer Fund Allocation - (see General Fund Dept #305 for Breakdown - Total \$238,223) 18%			<u>\$ 42,880</u>
61029	Wastewater Treatment Fees			
	City of Santa Rosa			<u>\$ 1,549,687</u>
42259	Operating Transfers In			
	Sewer Capital Fund - Operating Costs			<u>\$ 2,066,351</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
2007-2008 Proposed Budget**

Fund 19, Department 800

Acct	Description	2005-2006 Actual	2006-2007		2007-2008	
			Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Revenues:					
42000	Sewer Treatment Charges	1,912,087	2,151,947	\$ 2,062,837	\$ 2,062,837	\$ 2,062,837
42010	Sewer Connection Fees	535,866	844,666	200,000	546,368	546,368
42040	Wastewater Conservation	61,045	123,219	13,464	87,000	87,000
420X0	Other Service Fees	(36,329)	(10,166)	(13,000)	2,268	2,268
42192	Investment Earnings	219,749	348,000	314,401	350,000	350,000
42193	Other Interest	(289)	-	-	-	-
42237	Reimbursement - City of Santa Rosa	103,403	-	72,645	-	-
44105	Principal Debt Repayment	2,036	-	-	-	-
	Total Revenues	2,797,568	3,457,666	2,650,347	3,048,473	3,048,473
	Expenses:					
61092	Depreciation Expense	152,347	134,000	134,000	134,000	134,000
	Capital Outlay:					
71081	Equipment	8,984	1,700	1,700	-	-
71082	Capital Improvements	94,260	1,054,400	212,530	408,000	408,000
72001	Capitalized Revenues / Expenses	(103,244)	-	-	-	-
	Total Expenses	152,347	1,190,100	348,230	542,000	542,000
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,914,261)	(2,146,875)	(2,106,191)	(2,093,351)	(2,093,351)
	Beginning Retained Earnings, July 1*	3,237,325	3,968,285	3,968,285	4,164,211	4,164,211
	Ending Retained Earnings, June 30*	3,968,285	4,088,976	\$ 4,164,211	\$ 4,577,334	\$ 4,577,334

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

Budget Details

	<u>Amount</u>
71081 Equipment	<u>\$ -</u>
71082 Capital Improvements	
X010 - Sewer Upgrade, Laguna Project 1A, Phase 1	\$ 330,000
X013 - Sewer Master Plan Update	60,000
X014 - Utility Base Maps Updates	18,000
	<u>\$ 408,000</u>
42259 Operating Transfers In	<u>\$ -</u>
61085 Operating Transfers Out	
General Fund - Administration	\$ 27,000
Sewer Operating Fund - Operating Costs	2,066,351
	<u>\$ 2,093,351</u>

CITY OF COTATI

Section F

**REDEVELOPMENT
AGENCY
FUNDS**

COTATI COMMUNITY REDEVELOPMENT AGENCY (CRA) FUNDS

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

GOALS

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

OBJECTIVES

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

CCRA OPERATING FUND
Fund #35

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

CCRA CAPITAL TAX INCREMENT FUND
(Formerly Capital Projects Fund)
Fund #34

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

CCRA TAX ALLOCATION BONDS FUND
Fund #36

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

CCRA LOW AND MODERATE INCOME HOUSING FUND
Fund #37

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

CCRA DEBT SERVICE FUND
Fund #33

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

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

**Cotati Community Redevelopment Agency Operating Fund
2007-2008 Proposed Budget**

Fund 35, Department 900		2006-2007			2007-2008	
Acct	Description	2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
4XXXX	Revenues:					
	Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Revenues	-	-	-	-	-
	Expenses:					
510XX	Salaries and Benefits	268,684	318,627	312,330	317,880	317,880
51003	Overtime	-	-	1,093	800	800
61015	Special Legal Services	25,276	5,000	3,000	-	-
61018	Special Engineering Services	-	29,000	2,000	10,000	10,000
61019	Engineering Fees	42,888	57,611	57,611	32,146	32,146
61022	Legal Fees	24,584	10,000	13,869	25,000	25,000
61025	Other Contract Services	314,475	180,521	116,092	163,400	163,400
61026	Auditing Fees	4,250	4,250	4,250	4,250	4,250
61027	Insurance	27,861	41,968	41,968	40,498	40,498
61031	Advertising and Legal Notices	2,609	4,000	1,000	3,000	3,000
61033	Postage	1,982	4,937	2,900	4,900	4,900
61034	Dues and Subscriptions	2,000	2,595	2,595	2,595	2,595
610**	Travel, Meetings and Meal Expenses	2,518	780	780	-	-
61036	Telephone	1,204	1,200	1,400	1,400	1,400
61038	Information Systems	2,219	3,500	3,800	3,800	3,800
61040	Office Supplies	364	500	350	500	500
61041	Materials, Tools, Small Equipment	-	400	400	400	400
61042	Equipment Rental	-	-	-	-	-
61048	Printing and Photocopying	4,823	3,871	2,486	3,800	3,800
61077	School District Agreement	129,404	31,575	31,575	31,787	31,787
61089	Tax Administration Fees	41,751	44,643	41,692	43,000	43,000
61097	Trust and Agency Fees	5,786	4,200	4,200	4,200	4,200
	Total Expenditures	902,678	749,179	645,390	693,356	693,356
	Other Sources (Uses):					
42259	Operating Transfers In	1,615,898	1,488,276	1,384,488	1,537,205	1,537,205
61085	Operating Transfers Out	(713,220)	(739,098)	(739,098)	(843,850)	(843,850)
	Beginning Fund Balance, July 1	-	-	-	0	0
	Ending Fund Balance, June 30	-	0	0	(0)	(0)

Budget Details

		<u>06-07 FTE</u>	<u>07-08 FTE</u>	<u>Amount</u>
510XX	Salaries and Benefits			
	City Manager	0.20	0.00	\$ -
	Asst. City Manager / Acting City Manager	0.15	0.15	28,443
	Administrative Analyst / Deputy City Clerk	0.30	0.30	25,508
	Deputy City Clerk	0.00	0.27	27,809
	Administrative Clerk	0.25	0.25	17,153
	Director of Finance	0.25	0.25	38,751
	Accounting Specialist	0.25	0.25	23,517
	Account Clerk II	0.10	0.10	7,790
	Director of Planning	0.20	0.20	33,156
	Senior Planner	0.25	0.25	34,466
	Associate Planner	0.30	0.30	32,703
	Administrative Secretary	0.30	0.30	27,043
	Planning Technician	0.30	0.30	21,540
		<u>2.85</u>	<u>2.92</u>	<u>\$ 317,880</u>

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

61018	Special Engineering Services	
	007S - Dowling and Associates - Downtown Specific Plan Circulation	\$ 10,000
<hr style="border-top: 1px solid black;"/>		
61019	Engineering Fees	
	007S - Downtown Specific Plan	\$ 23,600
	Allocated Portion of General Engineering	8,100
	006S - General Plan Update	446
		\$ 32,146
<hr style="border-top: 1px solid black;"/>		
61025	Other Contract Services	
	007S - Downtown Specific Plan	\$ 80,000
	Fiscal Consultant	37,000
	Chamber of Commerce	36,000
	006S - General Plan Update - Consultants - Total Cost \$20,000 FY 07-08, Balance in General Fund, Water and Sewer Operating Funds	5,400
	Redwood Empire Small Business Development Center - Small Business Development	5,000
		\$ 163,400
<hr style="border-top: 1px solid black;"/>		
61027	Insurance	
	CCRA Allocation - (see General Fund Dept #305 for Breakdown - Total \$238223) 17%	\$ 40,498
<hr style="border-top: 1px solid black;"/>		
61034	Dues & Subscriptions	
	California Redevelopment Association	\$ 2,000
	California Downtown Association	300
	Mainstreet National Trust	295
		\$ 2,595
<hr style="border-top: 1px solid black;"/>		
42259	Operating Transfers In	
	CCRA Capital Projects Fund - Operating Costs	\$ 1,537,205
<hr style="border-top: 1px solid black;"/>		
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	391,700
	CCRA Debt Service Fund - 2004 Tax Allocation Refunding Bonds	351,354
	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	80,573
		\$ 843,850

**Cotati Community Redevelopment Agency Tax Increment Fund
(Formerly Capital Projects Fund)
2007-2008 Proposed Budget**

Fund 34, Department 900		2006-2007			2007-2008	
Acct	Description	2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
	Revenues:					
410XX	Property Taxes	\$ 1,721,847	\$ 1,884,029	\$ 1,926,599	\$ 2,055,681	\$ 2,055,681
42192	Investment Earnings	32,296	60,000	45,000	45,000	45,000
42193	Other Interest	-	270	-	-	-
42283	Sale of Fixed Assets	-	-	-	680,000	680,000
	Total Revenues	1,754,142.91	1,944,299	1,971,599	2,780,681	2,780,681
	Capital Outlay:					
71081	Equipment	914	-	-	-	-
71082	Capital Improvements	3,235	20,000	22,000	-	-
	Debt Service:					
61090	Banking Fees	-	-	-	-	-
61093	Lease Principal	-	-	-	-	-
6109*	Interest	-	-	-	-	-
	Total Expenditures	4,149	20,000	22,000	-	-
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	-	-
61085	Operating Transfers Out	(1,535,325)	(1,488,276)	(1,384,488)	(2,217,205)	(2,217,205)
	Beginning Fund Balance, July 1	292,760	507,429	507,429	1,072,540	1,072,540
	Ending Fund Balance, June 30	\$ 507,429	\$ 943,452	\$ 1,072,540	\$ 1,636,016	\$ 1,636,016

Budget Details

	<u>Amount</u>
42259 Operating Transfer In	\$ -
71081 Equipment	\$ -
71082 Capital Improvements	\$ -
61085 Operating Transfers Out	\$ 1,537,205
CCRA Operating Fund - Administration	680,000
CCRA Tax Allocation Bond (TAB) Fund - Intermodal Transit Facility Required Match	\$ 2,217,205

**Cotati Community Redevelopment Agency TABs Fund
(Formerly 2001 TABs Fund)
2007-2008 Proposed Budget**

Fund 36, Department 900		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
42192	Investment Earnings	\$ 103,807	\$ 114,000	\$ 144,000	\$ 25,000	\$ 25,000
42247	Property Owner Contribution	13,137	-	-	-	-
	Total Revenues	116,944	114,000	144,000	25,000	25,000
	Capital Outlay:					
61025	Other Contract Services	-	-	-	-	-
61090	Banking Fees	9	1	1	1	1
61096	Interest Expense	-	-	-	-	-
71081	Equipment	-	-	-	-	-
71082	Capital Improvements	108,515	200,000	186,000	2,281,342	2,281,342
	Total Expenditures	108,524	200,001	186,001	2,281,343	2,281,343
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	1,300,000	1,300,000
61085	Operating Transfers Out	-	-	-	-	-
	Beginning Fund Balance, July 1	1,471,976	1,480,396	1,480,396	1,438,395	1,438,395
	Ending Fund Balance, June 30	\$ 1,480,396	\$ 1,394,395	\$ 1,438,395	\$ 482,052	\$ 482,052

	Amount
42259 Operating Transfer In	
Grants Fund - E. Cotati Avenue - Transportation Improvement Program SON050005 \$470,000, SON050032 \$150,000	\$ 620,000
CCRA Tax Increment Fund - Intermodal Transit Facility Required Match	680,000
	<u>\$ 1,300,000</u>
71082 Capital Improvements	
R003 - East Cotati Overlay	\$ 1,549,221
W002 - Intermodal Transit Facility	680,000
E. Cotati Avenue Bike and Pedestrian Crossing - Total Project Cost \$197,632 FY 07-08, Balance in Park In-Lieu Fund - Property Owner Contributions Previously Received \$128,137.	52,121
	<u>\$ 2,281,342</u>
61085 Operating Transfers Out	<u>\$ -</u>

**Cotati Community Redevelopment Agency
Low and Moderate Income Housing Fund
2007-2008 Proposed Budget**

Fund 37, Department 902		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
410XX	Property Taxes	\$ 677,728	\$ 817,167	\$ 817,167	\$ 871,917	\$ 871,917
42116	Rent Stabilization	1,577	1,000	2,184	1,000	1,000
42192	Investment Earnings	89,761	121,434	154,958	200,000	200,000
42249	Rent Control Defense	2,887	-	300	-	-
43495	Loan Proceeds	23,409	37,500	37,500	-	-
44105	Principal Debt Repayment	62,486	-	-	-	-
	Total Revenues	857,847	977,101	1,012,109	1,072,917	1,072,917
	Expenses:					
510XX	Salaries and Benefits	106,698	141,812	136,498	106,505	106,505
51003	Overtime	-	-	219	200	200
61015	Special Legal Services	19,527	10,000	500	2,000	2,000
61019	Engineering Fees	4,872	1,000	350	-	-
61022	Legal Fees	3,461	20,000	40,000	2,000	2,000
61025	Other Contract Services	375	500	500	500	500
61033	Postage	304	1,000	1,000	1,000	1,000
61036	Telephone	440	500	800	800	800
61038	Information Systems	719	1,000	1,300	1,300	1,300
61040	Office Supplies	22	100	100	100	100
61041	Materials, Tools, Small Equipment	-	114	500	500	500
61048	Printing and Photocopying Services	641	1,000	1,200	600	600
61076	Contributions	25,000	25,000	10,000	25,000	25,000
61089	Tax Administration Fees	7,879	9,000	10,423	11,000	11,000
62003	Housing Loans	-	40,000	20,000	80,000	80,000
	Capital Outlay:					
71081	Equipment	305	-	-	-	-
71082	Capital Improvements	3,373	6,500	6,800	19,228	19,228
	Total Expenditures	173,617	257,526	230,189	250,733	250,733
	Other Sources (Uses):					
42259	Operating Transfers In	-	-	-	80,573	80,573
61085	Operating Transfers Out	(152,435)	(72,145)	(72,145)	(72,260)	(72,260)
	Beginning Fund Balance, July 1	1,186,154	1,717,949	1,717,949	2,427,723	2,427,723
	Ending Fund Balance, June 30	\$ 1,717,949	\$ 2,365,379	\$ 2,427,723	\$ 3,258,221	\$ 3,258,221

Budget Details

Amount

		<u>06-07 FTE</u>	<u>07-08 FTE</u>	<u>Amount</u>
510XX	Salaries and Benefits			
	City Manager	0.20	0.00	\$ -
	Asst. City Manager / Acting City Manager	0.20	0.20	37,924
	Administrative Clerk	0.05	0.05	3,431
	Director of Finance	0.10	0.10	15,500
	Accountant	0.20	0.13	7,086
	Accounting Specialist	0.10	0.10	9,407
	Director of Planning	0.20	0.20	33,156
	Senior Planner	0.05	0.00	-
		1.10	0.78	\$ 106,505

**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 U005 - E. Cotati Avenue / Charles Street Pedestrian Crossing and ADA Ramps	<u>\$ 19,228</u>
42259	Operating Transfer In	<u>\$ 80,573</u>
61085	Operating Transfers Out CCRA Debt Service - 2004 Tax Allocation Refunding Bonds 15.7% General Fund - Government Buildings Lease Agreement	65,436 <u>6,824</u> <u>\$ 72,260</u>

**Cotati Community Redevelopment Agency Debt Service Fund
2007-2008 Proposed Budget**

Fund 33, Department 900		2006-2007			2007-2008	
		2005-2006 Actual	Mid-Year Amended Budget	Estimated Year End	Proposed Budget	City Council Adopted
Acct	Description					
	Revenues:					
42192	Investment Earnings	\$ 26,274	\$ 45,000	\$ 40,297	\$ 40,000	\$ 40,000
	Total Revenues	26,274	45,000	40,297	40,000	40,000
	Expenses:					
61090	Banking Fees	1,694	1,750	1,600	1,600	1,600
		1,694	1,750	1,600	1,600	1,600
	Debt Service:					
61095	Principal	180,000	210,000	210,000	240,000	240,000
61096	Interest	578,035	574,196	574,196	568,490	568,490
	Total Expenditures	759,729	785,946	785,796	810,090	810,090
	Other Sources (Uses):					
42259	Operating Transfers In	758,035	784,196	784,196	808,490	808,490
61085	Operating Transfers Out	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
	Beginning Fund Balance, July 1	1,023,712	1,046,892	1,046,892	1,084,189	1,084,189
	Ending Fund Balance, June 30	\$ 1,046,892	\$ 1,088,742	\$ 1,084,189	\$ 1,121,189	\$ 1,121,189

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%	65,436
CCRA Operating Fund - Debt service - 2001 TABs (Tax Allocation Bonds) Series A	391,700
CCRA Operating Fund - Debt service - 2004 Refunding Tax Allocation Bonds (TABs)	351,354
	<u>\$ 808,490</u>
61085 Operating Transfers Out General Fund - Administration	<u>\$ 1,400</u>

CITY OF COTATI

Section G

**SALARIES
AND
BENEFITS**

**Salaries and Benefits By Position
City of Cotati - Fiscal Year 2007-2008**

Position	Annual Earnings	Deferred Comp.	Retirement & Medicare	Health Insurances	Life & Disability	Other	Total Salaries & Benefits
Councilmember	\$ 3,600	\$ -	\$ 52	\$ 15,734	\$ 219	\$ 43	\$ 19,648
Councilmember	3,600	-	52	1,572	219	43	5,486
Councilmember	3,600	-	52	3,876	219	43	7,790
Councilmember	3,600	-	52	5,465	219	43	9,378
Councilmember	3,600	-	52	-	81	-	3,733
Ex-Councilmember	-	-	-	13,935	-	-	13,935
Ex-Councilmember	-	-	-	624	-	-	624
Ex-Councilmember	-	-	-	6,851	-	-	6,851
Ex-Councilmember	-	-	-	624	-	-	624
	18,000	-	261	48,681	955	172	68,069
City Manager	-	-	-	-	-	-	-
Asst. City Manager/Acting City Mgr	137,496	4,053	27,406	15,734	4,890	43	189,622
Deputy City Clerk	68,806	2,064	13,783	15,734	2,568	43	102,998
Deputy City Clerk/Admin Analyst	62,663	1,880	12,636	5,465	2,341	43	85,027
Administrative Clerk	50,104	1,002	10,115	5,465	1,884	43	68,613
Administrative Intern	-	-	-	-	-	-	-
	319,068	8,999	63,941	42,398	11,682	172	446,260
Director of Finance	118,803	3,492	23,567	4,812	4,287	43	155,003
Accountant	34,130	-	495	-	806	-	35,431
Accounting Specialist	63,347	1,267	12,783	14,280	2,348	43	94,069
Account Clerk II	54,440	1,089	10,986	9,336	2,011	43	77,905
	270,720	5,848	47,831	28,428	9,452	129	362,408
Director of Planning	118,512	3,483	23,507	16,032	4,203	43	165,781
Senior Planner	96,236	2,887	19,458	15,734	3,506	43	137,866
Associate Planner	74,093	1,482	14,951	15,734	2,705	43	109,008
Administrative Secretary	63,551	1,271	11,903	11,023	2,350	43	90,142
Planning Technician	48,248	965	9,737	11,023	1,783	43	71,800
Administrative Intern	-	-	-	-	-	-	-
	400,642	10,088	79,557	69,547	14,548	215	574,597
Interim Director of Building & Safety	95,427	2,791	18,769	4,812	3,472	43	125,314
Sr. Building Inspector	-	-	-	-	-	-	-
Permit Technician	54,626	1,093	11,045	5,465	2,013	43	74,283
Code Enforcement Officer	8,318	-	121	-	161	-	8,600
	158,371	3,883	29,934	10,277	5,646	86	208,197
Director of Public Works	78,994	2,370	170,155	11,801	2,884	32	266,237
Public Works Superintendent	104,272	3,119	19,541	11,023	3,750	43	141,749
Field Maintenance Supervisor	80,906	1,612	16,333	15,734	2,936	43	117,565
Maintenance Worker II	70,835	1,410	14,306	15,734	2,586	43	104,915
Maintenance Worker II	61,936	1,232	12,492	15,734	2,330	43	93,767
Maintenance Worker II	62,090	1,235	12,523	3,876	2,331	43	82,099
Maintenance Worker II	62,090	1,235	12,523	14,184	2,331	43	92,407
Maintenance Worker I	-	-	-	-	-	-	-
	521,124	12,214	257,874	88,087	19,148	290	898,737
Police Chief	139,119	3,952	75,142	11,023	4,513	43	233,792
Police Lieutenant	-	-	-	-	-	-	-
Police Sergeant	94,250	2,525	52,120	15,734	3,385	43	168,057
Police Sergeant	94,250	2,525	52,115	15,734	3,385	43	168,052
Police Sergeant	94,250	2,525	52,126	15,734	3,385	43	168,063
Police Sergeant	87,441	2,452	50,651	15,734	3,223	43	159,545
Support Services Supervisor	72,255	2,148	14,590	5,244	2,901	43	97,181
Police Officer	79,243	-	45,903	5,465	3,062	43	133,716
Police Officer	75,508	-	43,754	14,184	2,875	43	136,363
Police Officer	-	-	-	-	-	-	-
Police Officer	70,619	-	40,889	9,864	2,714	43	124,129
Police Officer	70,481	-	40,951	3,564	2,554	43	117,593
Police Officer	74,612	-	43,405	9,252	2,635	43	129,946
Police Officer	82,943	-	45,903	14,280	3,143	43	146,311
Police Officer	63,281	-	37,465	11,023	2,393	43	114,205
Police Officer	63,025	-	37,313	5,465	2,393	43	108,239
Community Services Officer	63,092	1,246	12,745	4,812	2,499	43	84,437
Dispatcher / Clerk	60,423	1,130	12,160	3,564	2,366	43	79,686
Dispatcher / Clerk	60,423	1,130	12,160	9,516	2,366	43	85,638
Dispatcher / Clerk	60,423	1,130	11,407	15,734	2,366	43	91,103
Dispatcher / Clerk	50,018	933	10,065	5,465	1,965	43	68,489
Dispatcher / Clerk	51,660	964	10,402	14,364	1,965	43	79,398
Dispatcher / Clerk	5,648	-	1,061	-	161	43	6,913
Dispatcher / Clerk	24,395	-	4,927	-	564	43	29,929
Police Services Aid	16,984	331	3,185	-	410	43	20,953
Reserve Officer	-	-	-	-	-	-	-
	1,554,341	22,992	710,439	205,756	57,223	988	2,551,739
Recreation Coordinator	39,523	790	8,122	9,008	1,179	43	58,666
Recreation Assistant	-	-	-	-	-	-	-
Recreation Intern	13,517	-	196	-	322	-	14,036
	53,041	790	8,318	9,008	1,501	43	72,702
Total Salaries and Benefits	\$ 3,295,308	\$ 64,814	\$ 1,198,154	\$ 502,182	\$ 120,156	\$ 2,094	\$ 5,182,708

**Position Allocated by Department
City of Cotati - Fiscal Year 2007-08**

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	-	-	-	-	-	-	-
Asst. City Manager/Acting CM	301	-	0.35	-	-	-	-	-
Deputy City Clerk	301	-	0.53	-	-	-	-	-
Administrative Analyst	301	-	0.40	-	-	-	-	-
Administrative Clerk	301	-	0.40	-	-	-	-	-
Administrative Intern	301	-	0.00	-	-	-	-	-
Total Administrative Services		0.00	1.68	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	-	-	-	0.75	-	-	-
Associate Planner	400	-	-	-	0.70	-	-	-
Administrative Secretary	400	-	-	-	0.70	-	-	-
Planning Technician	400	-	-	-	0.70	-	-	-
Administrative Intern	400	-	-	-	-	-	-	-
Total Planning Services		0.00	0.00	0.00	3.35	0.00	0.00	0.00
Building Services								
Interim Dir. Bldg & Safety	401	-	-	-	-	0.90	-	-
Sr. Building Inspector	401	-	-	-	-	-	-	-
Permit Technician	401	-	-	-	-	0.90	-	-
Code Enforcement Officer	401	-	-	-	-	0.10	-	-
Total Building Services		0.00	0.00	0.00	0.00	1.90	0.00	0.00
Public Works								
Director of Public Works	403	-	-	-	-	-	0.25	0.10
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 - Suzie	403	-	-	-	-	-	0.20	0.05
Maintenance Worker I - Vacant	403	-	-	-	-	-	0.20	0.10
Total Public Works		0.00	0.00	0.00	0.00	0.00	1.80	0.90
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	1.68	1.00	3.35	1.90	1.80	0.90

**Position Allocated by Department
City of Cotati - Fiscal Year 2007-08**

Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	FY 2006-07	FY 2007-08
							5.00	5.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00
-	-	-	-	-	-	-	1.00	-
-	-	-	0.15	0.15	0.15	0.20	1.00	1.00
-	-	-	0.10	0.10	0.27	-	-	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	0.55	0.55	0.97	0.25	4.50	4.00
-	-	-	0.25	0.15	0.25	0.10	1.00	1.00
-	-	-	0.20	0.20	-	0.20	0.30	0.67
-	-	-	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	3.30	3.67
-	-	-	0.05	0.05	0.20	0.20	1.00	1.00
-	-	-	-	-	0.25	-	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	0.20	5.00	5.00
-	-	-	0.05	0.05	-	-	1.00	1.00
-	-	-	-	-	-	-	1.00	-
-	-	-	0.05	0.05	-	-	1.00	1.00
-	-	-	-	-	-	-	0.40	0.10
0.00	0.00	0.00	0.10	0.10	0.00	0.00	3.40	2.10
0.15	-	-	0.25	0.25	-	-	-	1.00
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
0.45	-	-	0.15	0.15	-	-	1.00	1.00
0.15	-	-	0.30	0.25	-	-	1.00	-
1.30	0.00	0.00	2.05	1.95	0.00	0.00	7.00	7.00
-	1.00	-	-	-	-	-	1.00	1.00
-	-	-	-	-	-	-	-	-
-	4.00	-	-	-	-	-	4.00	4.00
-	1.00	-	-	-	-	-	1.00	1.00
-	8.00	-	-	-	-	-	9.00	8.00
-	1.00	-	-	-	-	-	1.00	1.00
-	5.60	-	-	-	-	-	5.00	5.60
-	0.55	-	-	-	-	-	0.55	0.55
-	3.00	-	-	-	-	-	-	3.00
0.00	24.15	0.00	0.00	0.00	0.00	0.00	21.55	24.15
-	-	0.80	-	-	-	-	0.50	0.80
-	-	-	-	-	-	-	0.33	-
-	-	0.50	-	-	-	-	0.20	0.50
0.00	0.00	1.30	0.00	0.00	0.00	0.00	1.03	1.30
1.30	24.15	1.30	3.80	3.60	2.92	0.85	50.78	52.22

Less: Councilmembers 5 5
Reserve Officers 0 3
Full Time Equivalent Employees 45.78 44.22

**Allocated Position Costs by Department
City of Cotati - Fiscal Year 2007-08**

Position	Home Dept	Council 300	City Mgr 301	Finance 303	Planning 400	Building 401	Streets 403	Gov't Bldgs 406
City Council								
Councilmembers	300	68,069	-	-	-	-	-	-
Total City Council		68,069	-	0.00	0.00	0.00	0.00	0.00
Administrative Services								
Acting City Manager	301	-	-	-	-	-	-	-
Assistant City Manager	301	-	66,368	-	-	-	-	-
Deputy City Clerk	301	-	54,589	-	-	-	-	-
Administrative Analyst	301	-	34,011	-	-	-	-	-
Administrative Clerk	301	-	27,445	-	-	-	-	-
Administrative Intern	301	-	-	-	-	-	-	-
Total Administrative Services		-	182,413	-	-	-	-	-
Finance								
Director of Finance	303	-	-	38,751	-	-	-	-
Accountant	303	-	-	14,173	-	-	-	-
Accounting Specialist	303	-	-	23,517	-	-	-	-
Account Clerk II	303	-	-	7,790	-	-	-	-
Total Finance		-	-	84,231	-	-	-	-
Planning Services								
Director of Planning	400	-	-	-	82,890	-	-	-
Senior Planner	400	-	-	-	103,399	-	-	-
Associate Planner	400	-	-	-	76,306	-	-	-
Administrative Secretary	400	-	-	-	63,099	-	-	-
Planning Technician	400	-	-	-	50,260	-	-	-
Administrative Intern	400	-	-	-	-	-	-	-
Total Planning Services		-	-	-	375,955	-	-	-
Building Services								
Interim Dir. Bldg & Safety	401	-	-	-	-	112,782	-	-
Sr. Building Inspector	401	-	-	-	-	-	-	-
Permit Technician	401	-	-	-	-	66,855	-	-
Code Enforcement Officer	401	-	-	-	-	8,600	-	-
Total Building Services		-	-	-	-	188,238	-	-
Public Works								
Director of Public Works	403	-	-	-	-	-	28,008	11,203
Public Works Superintendent	403	-	-	-	-	-	35,437	14,175
Field Maintenance Supervisor	403	-	-	-	-	-	35,269	17,635
Maintenance Worker II	403	-	-	-	-	-	15,737	5,246
Maintenance Worker II	403	-	-	-	-	-	23,442	14,065
Maintenance Worker II	403	-	-	-	-	-	16,420	16,420
Maintenance Worker II	403	-	-	-	-	-	18,481	4,620
Maintenance Worker I	403	-	-	-	-	-	-	-
Total Public Works		-	-	-	-	-	172,795	83,364
Police Department								
Police Chief	500	-	-	-	-	-	-	-
Police Lieutenant	500	-	-	-	-	-	-	-
Police Sergeant	500	-	-	-	-	-	-	-
Support Services Supervisor	500	-	-	-	-	-	-	-
Police Officer	500	-	-	-	-	-	-	-
Community Services Officer	500	-	-	-	-	-	-	-
Dispatcher / Clerk	500	-	-	-	-	-	-	-
Police Services Aid	500	-	-	-	-	-	-	-
Reserve Officers	500	-	-	-	-	-	-	-
Total Police		-	-	-	-	-	-	-
Recreation Department								
Recreation Coordinator	602	-	-	-	-	-	-	-
Recreation Assistant	602	-	-	-	-	-	-	-
Recreation Intern	602	-	-	-	-	-	-	-
Total Recreation		-	-	-	-	-	-	-
Position Costs by Department		68,069	182,413	84,231	375,955	188,238	172,795	83,364

**Allocated Position Costs by Department
City of Cotati - Fiscal Year 2007-08**

Parks 408	Police 500	Recreation 602	Water 700	Sewer 800	RDA 900	Low/Mod 902	Total
-	-	-	-	-	-	-	68,069
0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,069
-	-	-	-	-	-	-	-
-	-	-	28,443	28,443	28,443	37,924	189,622
-	-	-	10,300	10,300	27,809	-	102,998
-	-	-	12,754	12,754	25,508	-	85,027
-	-	-	10,292	10,292	17,153	3,431	68,613
-	-	-	-	-	-	-	-
-	-	-	61,789	61,789	98,914	41,355	446,260
-	-	-	38,751	23,250	38,751	15,500	155,003
-	-	-	7,086	7,086	-	7,086	35,431
-	-	-	18,814	18,814	23,517	9,407	94,069
-	-	-	31,162	31,162	7,790	-	77,905
-	-	-	95,813	80,312	70,058	31,993	362,408
-	-	-	8,289	8,289	33,156	33,156	165,781
-	-	-	-	-	34,466	-	137,866
-	-	-	-	-	32,703	-	109,008
-	-	-	-	-	27,043	-	90,142
-	-	-	-	-	21,540	-	71,800
-	-	-	-	-	-	-	-
-	-	-	8,289	8,289	148,908	33,156	574,597
-	-	-	6,266	6,266	-	-	125,314
-	-	-	-	-	-	-	-
-	-	-	3,714	3,714	-	-	74,283
-	-	-	-	-	-	-	8,600
-	-	-	9,980	9,980	-	-	208,197
16,805	-	-	28,008	28,008	-	-	112,034
21,262	-	-	35,437	35,437	-	-	141,749
11,756	-	-	29,391	23,513	-	-	117,565
10,491	-	-	36,720	36,720	-	-	104,915
9,377	-	-	23,442	23,442	-	-	93,767
8,210	-	-	20,525	20,525	-	-	82,099
41,583	-	-	13,861	13,861	-	-	92,407
-	-	-	-	-	-	-	-
119,485	-	-	187,384	181,506	-	-	744,534
-	233,792	-	-	-	-	-	233,792
-	-	-	-	-	-	-	-
-	663,717	-	-	-	-	-	663,717
-	97,181	-	-	-	-	-	97,181
-	1,010,503	-	-	-	-	-	1,010,503
-	84,437	-	-	-	-	-	84,437
-	441,154	-	-	-	-	-	441,154
-	20,953	-	-	-	-	-	20,953
-	-	-	-	-	-	-	-
-	2,551,739	-	-	-	-	-	2,551,739
-	-	58,666	-	-	-	-	58,666
-	-	-	-	-	-	-	-
-	-	14,036	-	-	-	-	14,036
-	-	72,702	-	-	-	-	72,702
119,485	2,551,739	72,702	363,255	341,876	317,880	106,505	5,028,505

Base Salary Schedule - Schedule "A"
Effective July 1, 2007

Position Title	Step A	Step B	Step C	Step D	Step E
Monthly					
Assistant City Manager	8,826	9,267	9,731	10,217	10,728
Chief of Police	8,286	8,700	9,135	9,592	10,072
Director of Finance	7,961	8,359	8,777	9,216	9,677
Director of Planning	7,961	8,359	8,777	9,216	9,677
Director of Public Works	7,961	8,359	8,777	9,216	9,677
Police Lieutenant	7,077	7,431	7,802	8,193	8,602
Director of Building and Safety	6,737	7,074	7,428	7,799	8,189
Public Works Superintendent	6,538	6,865	7,208	7,569	7,947
Senior Planner	6,477	6,801	7,141	7,498	7,873
Police Sergeant	5,601	5,881	6,175	6,484	6,808
Senior Building Inspector	5,240	5,502	5,777	6,066	6,369
Associate Planner	5,162	5,420	5,691	5,976	6,274
Public Works Field Maintenance Supervisor	5,069	5,322	5,589	5,868	6,161
Administrative Analyst / Deputy City Clerk	4,879	5,123	5,379	5,648	5,930
Police Officer	4,830	5,072	5,325	5,591	5,871
Deputy City Clerk	4,715	4,951	5,198	5,458	5,731
Support Services Supervisor	4,595	4,825	5,066	5,319	5,585
Building Inspector	4,412	4,633	4,864	5,107	5,363
Assistant Planner	4,307	4,522	4,748	4,986	5,235
Accountant	4,266	4,479	4,703	4,938	5,185
Maintenance Worker II	4,266	4,479	4,703	4,938	5,185
Community Services Officer	4,066	4,269	4,483	4,707	4,942
Accounting Specialist	3,997	4,197	4,407	4,627	4,858
Administrative Secretary	3,997	4,197	4,407	4,627	4,858
Police Dispatcher/Clerk	3,872	4,066	4,269	4,482	4,706
Permit Technician	3,745	3,932	4,129	4,335	4,552
Account Clerk II	3,733	3,920	4,116	4,321	4,537
Maintenance Worker I	3,733	3,920	4,116	4,321	4,537
Planning Technician	3,558	3,736	3,923	4,119	4,325
<i>Recreation Coordinator</i>	3,387	3,556	3,734	3,921	4,117
Administrative Clerk	3,355	3,523	3,699	3,884	4,078
<i>Recreation Assistant</i>	3,040	3,192	3,352	3,519	3,695
Account Clerk I	2,765	2,903	3,048	3,201	3,361
<i>Police Services Aid</i>	2,391	2,511	2,636	2,768	2,906

Hourly Equivalent *					
Assistant City Manager	50.93	53.48	56.15	58.96	61.90
Chief of Police	47.81	50.20	52.71	55.35	58.12
Director of Finance	45.94	48.23	50.65	53.18	55.84
Director of Planning	45.94	48.23	50.65	53.18	55.84
Director of Public Works	45.94	48.23	50.65	53.18	55.84
Police Lieutenant	40.84	42.88	45.02	47.27	49.64
Director of Building and Safety	38.87	40.82	42.86	45.00	47.25
Public Works Superintendent	37.73	39.61	41.59	43.67	45.86
Senior Planner	37.37	39.24	41.21	43.27	45.43
Police Sergeant	32.32	33.94	35.63	37.41	39.28
Associate Planner	29.79	31.28	32.84	34.48	36.21
Public Works Field Maintenance Supervisor	29.25	30.71	32.25	33.86	35.55
Senior Building Inspector	30.24	31.75	33.34	35.00	36.75
Administrative Analyst / Deputy City Clerk	28.15	29.56	31.04	32.59	34.22
Police Officer	27.87	29.26	30.73	32.26	33.88
Deputy City Clerk	27.21	28.57	30.00	31.50	33.07
Support Services Supervisor	26.51	27.84	29.23	30.69	32.23
Building Inspector	25.46	26.73	28.07	29.47	30.95
Assistant Planner	24.85	26.10	27.40	28.77	30.21
Accountant	24.62	25.85	27.14	28.50	29.92
Maintenance Worker II	24.62	25.85	27.14	28.50	29.92
Community Services Officer	23.46	24.64	25.87	27.16	28.52
Accounting Specialist	23.06	24.22	25.43	26.70	28.03
Administrative Secretary	23.06	24.22	25.43	26.70	28.03
Police Dispatcher/Clerk	22.34	23.46	24.63	25.86	27.16
Permit Technician	21.61	22.69	23.82	25.02	26.27
Account Clerk II	21.54	22.62	23.75	24.94	26.18
Maintenance Worker I	21.54	22.62	23.75	24.94	26.18
Planning Technician	20.53	21.56	22.64	23.77	24.96
<i>Recreation Coordinator</i>	19.54	20.52	21.55	22.62	23.76
Administrative Clerk	19.36	20.33	21.34	22.41	23.53
<i>Recreation Assistant</i>	17.54	18.42	19.34	20.31	21.32
Account Clerk I	15.95	16.75	17.59	18.47	19.39
<i>Police Services Aid</i>	13.80	14.49	15.21	15.97	16.77

* 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 16 employees receiving longevity pay in 2007-08 with a total projected cost of \$57,155.

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 2007-08 cost is \$68,276.

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 2007-08 are projected to be \$16,520.

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 2007-08 cost is \$22,914.

Special Assignment Pay - The Cotati Police Department has three special assignment paid positions: Detective, Traffic Officer and K-9 Handler. The Detective position is rotated among eligible police officers in two-year increments. During their two years as a detective, the officer is entitled to receive an additional 5 percent over their current salary step. Currently the Detective position is suspended. The K-9 Handler position was implemented in 1996-97 to facilitate the usage of a police dog. The officer is responsible for the feeding and round the clock care of the police dog and is compensated by an additional 5 percent over their current salary step. The Traffic Officer is compensated by an additional 5 percent over their current salary step. The projected combined 2007-08 cost for special assignment pay is \$6,691.

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 2007-08 overtime cost is \$150,000.

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 2007-08 cost for deferred compensation is \$65,604.

PERS - The City has 47 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 2007-08 costs are as follows:

Miscellaneous	\$402,400
Safety	<u>\$605,099</u>
Total	\$1,007,499

The City of Cotati has pre-paid the employer's contribution for the last two fiscal years. FY 2007-08 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 49 employees participating in Medicare and the projected 2007-08 cost is \$42,017.

Health Insurances - The City offers medical insurance through Kaiser Permanente and Blue Cross. Dental insurance is provided through Delta Dental Plan and vision care is provided through Vision Service Plan. The projected cost of health insurance for 2007-08 is as follows:

Medical insurance	\$304,064
Dental insurance	56,652
Vision insurance	<u>5,323</u>
	<u>\$366,039</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 2007-08 of \$40,989.

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 2007-08 is \$80,612.

Unemployment Insurance - This cost is paid on an occurrence basis. There are currently no costs projected for the 2007-08 fiscal year.

Employee Assistance Program - The City also offers independent counseling services for employees in times of need. The 2007-08 projected cost of this program is \$2,105.

CITY OF COTATI

Section H

FINANCIAL AND STATISTICAL SCHEDULES

Capital Improvement Program - Capital Outlay by Fund
FY 07-08

Fund	CIP#	Description	Funding Source	Projected FY 2007-2008 Expenditures (Continuing Projects)	Estimated Construction FY		Budget Total
					Pre- Construction	Construction	
001	Y005	Storm Drain Map Updates	General Fund	\$ -	\$ 8,400	n/a	\$ 8,400
001		Broadcast and Archiving of Meetings	General Fund	-	-	36,311	36,311
		Total General Fund		-	8,400	36,311	44,711
003	T038	ADA Ramps and Sidewalk Improvements	Grant	-	-	50,000	07-08 50,000
		Total CDBG Fund		-	-	50,000	50,000
024	U003	East Cotati Avenue Pedestrian Crossing, Bike Path and Extension	Developer Contributions, Park-in-Lieu, Bond Proceeds	145,511	-	145,511	07-08 145,511
		Total Park In-Lieu Fund		145,511	-	145,511	145,511
013	Z014	Cypress Tank Design and Construction	Connection Fees	25,000	25,000	-	08-09 25,000
013	Z021	Sensus Meter Replacement	Connection Fees	25,000	25,000	n/a	25,000
013	Z028	Low Water Use Demonstration Garden	Connection Fees	60,000	-	60,000	07-08 60,000
013	Z031	Well 1A Redwood Tank Replacement	Connection Fees	35,000	-	35,000	07-08 35,000
013	Z032	East Cotati Avenue Water Line Upgrade	Connection Fees	1,816,974	-	1,816,974	07-08 1,816,974
013	Z033	Water Master Plan Update	Connection Fees	-	70,000	n/a	07-08 70,000
013	Z034	Utility Base Map Updates	Connection Fees	-	18,000	n/a	07-08 18,000
013		Sensus HandHeld Meter Upgrade	Charges for Service	-	12,000	n/a	07-08 12,000
		Total Water Capital Fund		1,961,974	150,000	-	2,061,974
019	X010	Sewer Upgrade - Laguna Project 1A, Phase	Connection Fees	330,000	330,000	-	08-09 330,000
019	X013	Sewer Master Plan Update	Connection Fees	-	60,000	n/a	60,000
019	X014	Utility Base Maps Update	Connection Fees	-	18,000	n/a	18,000
		Total Sewer Capital Fund		-	408,000	-	408,000
036	R003	East Cotati Improvements	Grant Funding, Bond Proceeds, Tax Increment	1,549,221	-	1,549,221	07-08 1,549,221
036	W002	Intermodal Transit Facility	Bond Proceeds	680,000	-	680,000	07-08 680,000
036	U003	East Cotati Avenue Pedestrian Crossing, Bike Path and Extension	Developer, Park-in-Lieu	52,121	-	52,121	07-08 52,121
		Total CCRA TABs Fund		2,281,342	-	2,281,342	- 2,281,342
037	U005	E. Cotati Avenue / Charles Street Pedestrian Crossing and ADA Ramps	Redevelopment Tax Increment Low/Mod Housing Set Aside	19,228	-	19,228	07-08 19,228
		Total CCRA Low/Mod Housing Fund		19,228	-	19,228	19,228
Grand Total				4,408,055	566,400	2,532,392	5,010,766

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**Capital Improvement Program - Capital Outlay by Project
FY 07-08**

Project	Description	Budget Amount by Funding Source				Total
		General Fund	Other Governmental Funds	Enterprise Funds	Redevelopment Funds	
Y005	Utility Base Map Updates	\$ 8,400	\$ -	\$ 36,000	\$ -	\$ 44,400
	Broadcast and Archiving Meetings	36,311	-	-	-	36,311
Z014	Cypress Tank Design and Construction	-	-	25,000	-	25,000
Z021	Sensus Meter Replacement	-	-	25,000	-	25,000
Z028	Low Water Use Demonstration Garden	-	-	60,000	-	60,000
Z031	Well 1A Redwood Tank Replacement	-	-	35,000	-	35,000
Z032	East Cotati Avenue Water Line Upgrade	-	-	1,816,974	-	1,816,974
Z033	Water Master Plan Update	-	-	70,000	-	70,000
	Sensus Handheld Meter Upgrade	-	-	12,000	-	12,000
	ADA Ramps and Sidewalk Improvements	-	50,000	-	-	50,000
U003	East Cotati Avenue Pedestrian Crossing, Bike Path and Extension	-	145,511	-	52,121	197,632
X010	Sewer Upgrade - Laguna Project 1A, Phase	-	-	330,000	-	330,000
X013	Sewer Master Plan Update	-	-	60,000	-	60,000
R003	East Cotati Avenue Improvements	-	-	-	1,549,221	1,549,221
W002	Intermodal Transit Facility	-	-	-	680,000	680,000
U005	Pedestrian Crossing - E. Cotati, Charles	-	-	-	19,228	19,228
		\$ 44,711	\$ 195,511	\$ 2,469,974	\$ 2,300,570	\$ 5,010,766

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 2007-08 Equipment Purchase, by item

Budget Amount by Funding Source

Description	Budget Amount by Funding Source			Total
	General Fund	Enterprise Funds	Redevelopment Funds	
Tape Back-up Unit - City Hall Server, Capacity Upgrade	\$ 1,500	\$ -	\$ -	\$ 1,500
Workstation (Computer) - Spare	1,500	-	-	1,500
Sweeper, Vacuums (2)	3,000	-	-	3,000
Digital Recorder - Radio and Telephone	10,000	-	-	10,000
Tasers (6) - Upgrade	6,080	-	-	6,080
Light Bar - New Police Vehicle	1,400	-	-	1,400
Total by Funding Source	\$ 23,480	\$ -	\$ -	\$ 23,480

**Schedule of Operating Transfers
Fiscal Year 2007-2008**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In</u>		<u>Operating Transfers Out</u>	
			<u>Acct 42259</u>	<u>Dept</u>	<u>Acct 61085</u>	
01 General Fund						
Operating Transfers In						
12 Water Operating Fund	Administration	301	8,420			
13 Water Capital Fund	Administration	301	13,500			
18 Sewer Operating Fund	Administration	301	8,420			
19 Sewer Capital Fund	Administration	301	27,000			
201 Maint Assmnt Districts Fund	Administration	301	982			
33 CCRA Debt Service Fund	Administration	301	1,400			
12 Water Operating Fund	Public information services	306	600			
18 Sewer Operating Fund	Public information services	306	600			
35 CCRA Operating Fund	Public information services	306	800			
21 Gas Taxes Fund	Streets maintenance	403	136,650			
02 Grants Fund - SCWA Funding	Storm Sewer projects	403	-			
12 Water Operating Fund	Government buildings maintenance	406	18,276			
18 Sewer Operating Fund	Government buildings maintenance	406	17,074			
35 CCRA Operating Fund	Government buildings lease agreement	406	19,423			
37 CCRA Low & Mod Income Fund	Government buildings lease agreement	406	6,824			
23 Parks and Rec Devlpmt Fund	Park maintenance	408	4,350			
09 Public Safety Fund	Information systems/Overtime	500	100,000			
			<u>364,319</u>			
Operating Transfers Out						
08 CEC Fund	Community services support			305	(4,276)	
201 Maint Assmnt Districts Fund	Subsidy			305	(10,573)	
202 K-9 (Police) Program Fund	Subsidy			305	-	
206 Citizen Volunteer Program	Subsidy			305	(1,500)	
					<u>(16,349)</u>	
02 Grants Fund						
Operating Transfer Out						
036 CCRA TABS Fund		0900			<u>(620,000)</u>	
06 Solid Waste Reduction Fund						
Operating Transfer Out						
008 Community and Environment Comm Earth Day		403			<u>-</u>	
					<u>-</u>	
08 Community and Environment Commission Fund						
Operating Transfer In						
01 General Fund	Event Expenses	100	4,276			
006 Solid Waste Reduction Fund	Earth Day	100	-			
			<u>4,276</u>			
09 Public Safety Fund						
Operating Transfer Out						
01 General Fund	Information systems			100	(92,248)	
01 General Fund	Overtime			100	(7,752)	
					<u>(100,000)</u>	
21 Gas Taxes Fund						
Operating Transfer Out						
01 General Fund	Streets maintenance			100	<u>(136,650)</u>	
23 Parks and Recreation Development Fund						
Operating Transfer Out						
01 General Fund	Park maintenance			408	<u>(4,350)</u>	
201 Maintenance Assessment Districts Fund						
Operating Transfers In						
01 General Fund	Subsidy				<u>10,573</u>	

**Schedule of Operating Transfers
Fiscal Year 2007-2008**

<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>
201 Maintenance Assessment Districts Fund					
Operating Transfers Out					
01 General Fund	Administration			2011	(109)
01 General Fund	Administration			2012	(109)
01 General Fund	Administration			2013	(109)
01 General Fund	Administration			2014	(109)
01 General Fund	Administration			2015	(109)
01 General Fund	Administration			2016	(109)
01 General Fund	Administration			2017	(109)
01 General Fund	Administration			2019	(109)
01 General Fund	Administration			2020	(110)
					<u>(982)</u>
202 K9 Program Fund					
Operating transfers in					
01 General Fund	Subsidy	100	<u>-</u>		
206 Citizen Volunteer Program Fund					
Operating transfers in					
01 General Fund	Subsidy	100	<u>1,500</u>		
12 Water Operating Fund					
Operating Transfers in					
19 Water Capital Fund	Operating costs	700	<u>1,253,373</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			(1,253,373)
014 Recycled Water Line Fund	Establish Fund	700		700	(50,000)
01 General Fund	Administration	301		700	(13,500)
					<u>(1,316,873)</u>
14 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>2,066,351</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	(2,066,351)
					<u>(2,093,351)</u>
35 Cotati Community Redevelopment Agency Operating Fund					
Operating Transfer In					
34 CCRA Capital Projects Fund	Operating costs	900	<u>1,537,205</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	(391,700)
33 CCRA Debt Service Fund	Debt service - 2004 RefundingTABs			900	(351,354)
37 CCRA Debt Service Fund	Debt service - 2004 RefundingTABs			900	(80,573)
Total Operating Transfers Out					<u>(843,850)</u>

**Schedule of Operating Transfers
Fiscal Year 2007-2008**

<u>Fund</u>	<u>Description</u>	<u>Dept</u>	<u>Operating Transfers In Acct 42259</u>	<u>Dept</u>	<u>Operating Transfers Out Acct 61085</u>
34 Cotati Community Redevelopment Agency Capital Projects Fund					
Operating Transfers Out					
34 CCRA Tax Allocation Bond Fund	Intermodal Transit			900	(680,000)
35 CCRA Operating Fund	Operating costs			900	(1,537,205)
					<u>(2,217,205)</u>
36 Cotati Community Redevelopment Agency Tax Allocation Bond Fund					
Operating Transfers Out					
34 CCRA Tax Allocation Bond Fund	Intermodal Transit	900	620,000		
34 CCRA Tax Allocation Bond Fund	Intermodal Transit	900	680,000		
			<u>1,300,000</u>		
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund					
Operating Transfers In					
37 CCRA Operating Fund	ERAF Contribution Loan (50%, Repaid in Ten Year	900	80,573		
35 CCRA Operating Fund	Operating costs				
37 Cotati Community Redevelopment Agency Low/Mod Housing Fund					
Operating Transfers Out					
034 CCRA Capital Projects Fund	2004 TABs			406	(65,436)
01 General Fund	Government buildings maintenance			406	(6,824)
					<u>(72,260)</u>
33 Cotati Redevelopment Agency Debt Service Fund					
Operating Transfers In					
35 CCRA Operating Fund	Debt service - 2001 TABs	900	391,700		
35 CCRA Operating Fund	Debt service - 2004 TABs	900	351,354		
037 CCRA Low/Mod Housing Fund	Debt service - Portion of 1993 TABs	900	65,436		
			<u>808,490</u>		
Operating Transfers Out					
01 General Fund	Administration			900	(1,400)
			<u>\$ 7,476,660</u>		<u>\$(7,476,660)</u>

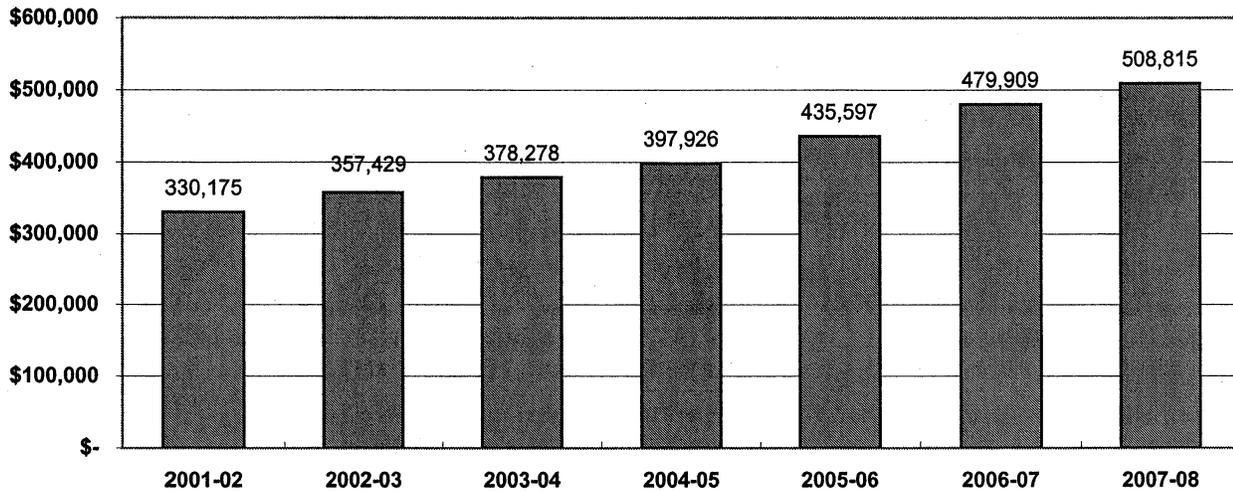
KEY REVENUE SOURCES AND BASIS FOR ESTIMATES

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 2007-08.

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 2007-08 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 2007-08 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.

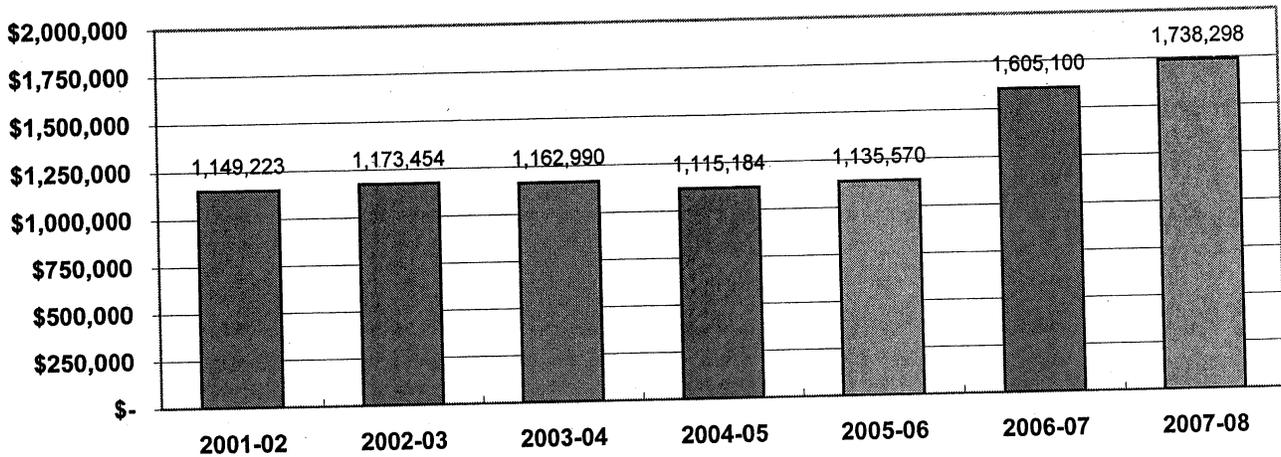
TRENDS

Property tax revenues for FY 2007-2008 are estimated to be \$508,815, which represents a 6 percent increase over the FY 2006-2007 amount. This increase is mainly attributable to assessments associated with recent projects completed in Cotati.

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 2007-2008 continue to include revenues associated with the State of California's 'triple-flip'. On March 2, 2004, the voters approved a statewide ballot measure to issue \$15 billion in deficit reduction bonds. These bonds will be paid-off over seven to nine years based on the revenue stream that results from the repeal of 1/4-cent of the local one-cent sales tax. The lost local revenues are funded by a re-allocation of property tax revenues from the Educational Revenue Augmentation Fund (ERAF). This revenue back-fill is not included in the estimated property tax. It is accounted for in the revenue account "Sales Tax - In-Lieu (triple flip)".

GENERAL FUND SALES TAXES



DESCRIPTION

Sales and use tax is imposed on retailers for the privilege of selling at retail or on users in California of property purchased outside the State. The tax is based on the sales price of any taxable, tangible personal property. Sonoma County sales tax rate is 7.75 percent and is comprised of the following levies:

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

Local sales tax revenue is distributed by the State Board of Equalization. Cities receive payments on a quarterly basis, with monthly estimated "advance" payments and subsequent "settlement" payments to cover the difference based on actual collections in prior months. The largest economic segment contributing to sales tax revenues during Fiscal Year 06-07 is Business / Industry. The uses for sales tax are unrestricted, but sales tax revenue must be received into the City's General Fund.

TRENDS

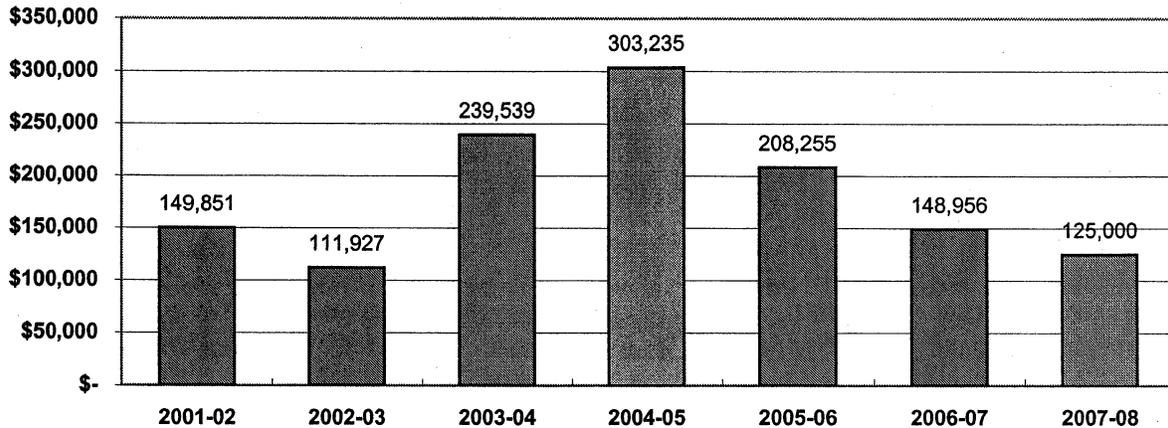
Sales tax revenues for FY 2007-2008 are an estimated \$1,738,298 which represents a 7.5 percent increase from FY 2006-07.

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



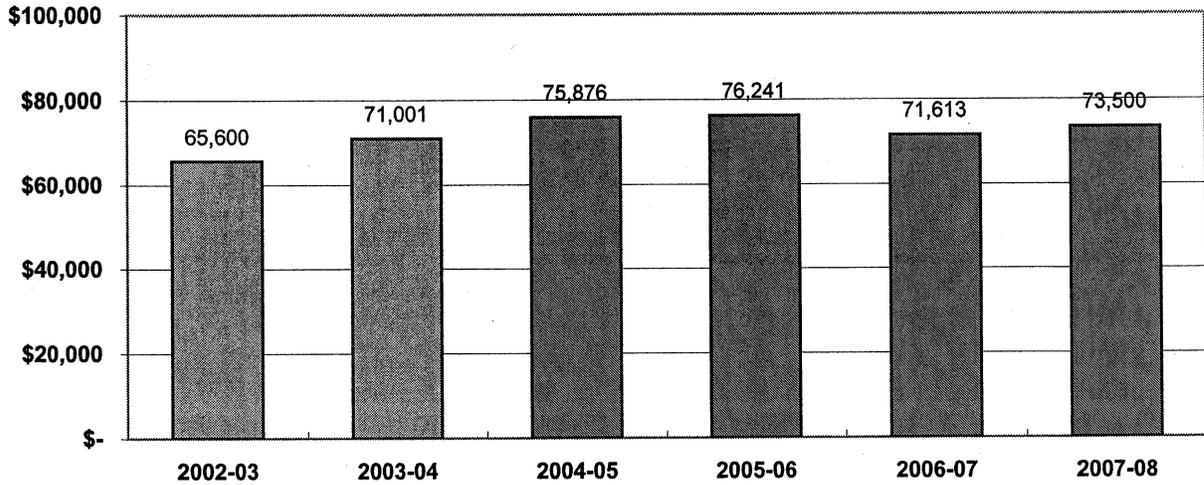
DESCRIPTION

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 2007-2008 is estimated at \$125,000 which represents an approximately 16.1 percent decrease over FY 2006-07. The Sonoma County real estate market slowed in FY 2005-06 and has not recovered yet.

GENERAL FUND BUSINESS LICENSES



DESCRIPTION

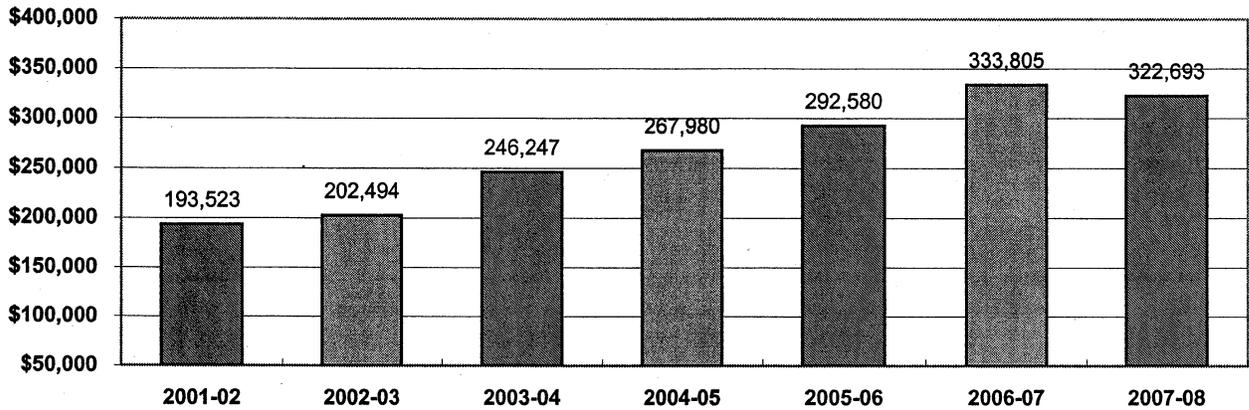
Business license fees are imposed for the privilege of conducting business in the City. Fees are to be paid by every person conducting or carrying on any business or profession.

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. Part-time occupations are based on estimated gross receipts.

TREND

Business license fees for FY 2007-2008 are estimated to be \$73,500. The Finance department continues to work closely with the Building department to ensure compliance by contractors and subcontractors. 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 of using the City's public right-of-way. The City currently franchises for gas, electric, cable TV, garbage and storage.

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

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

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

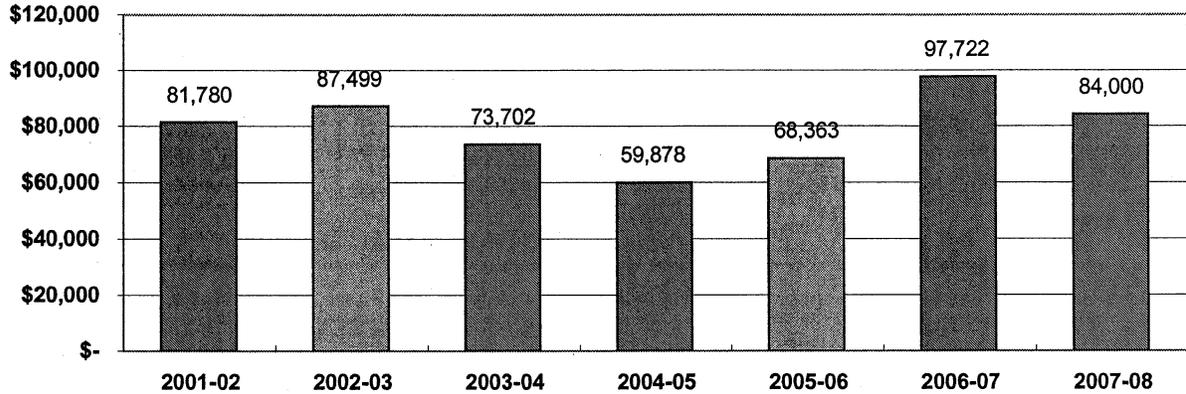
The garbage franchise is with Waste Management. Payments to the City increase to fourteen percent (from ten percent) of gross receipts. One percent of this amount is set aside for recycling programs, with the balance being unrestricted. Payments are received monthly.

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 2007-2008 are estimated to be \$322,693. 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



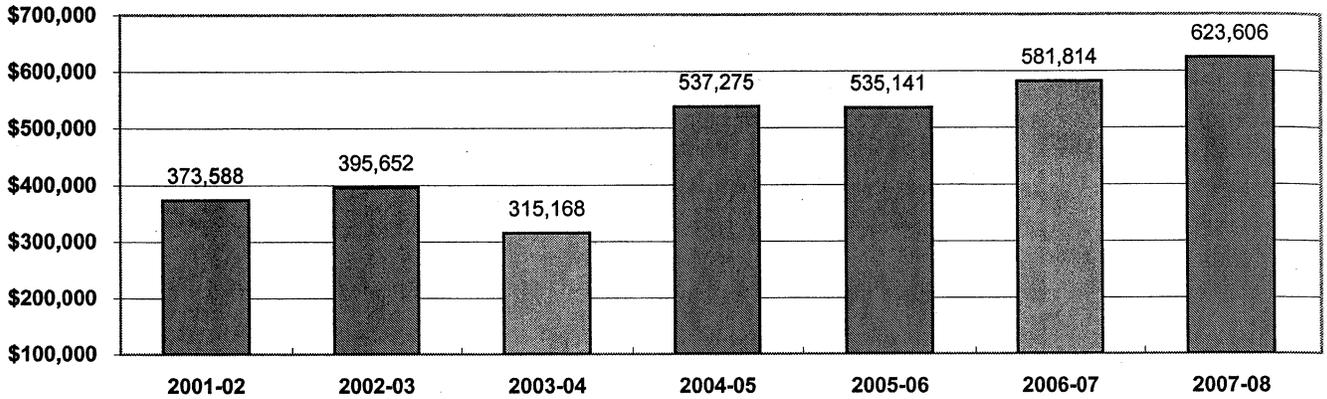
DESCRIPTION

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

TRENDS

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

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



DESCRIPTION

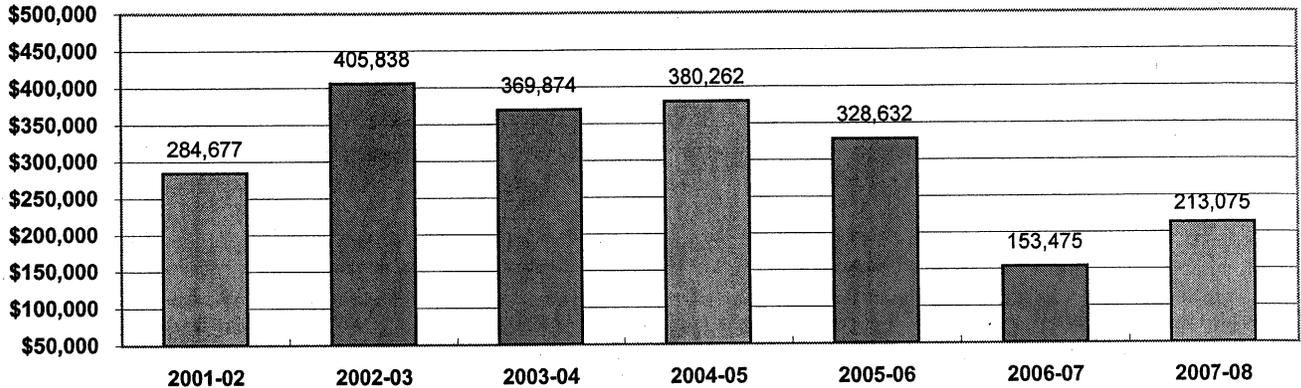
Motor vehicle license fees (VLF) are a special license fee equivalent to a percentage of the market value of motor vehicles. It is imposed annually by the state in lieu of local property taxes. Revenues derived from motor vehicle license fees are apportioned and distributed monthly. State Revenue and 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 2007-08 is estimated at \$623,606.

GENERAL FUND CHARGES FOR SERVICES



DESCRIPTION

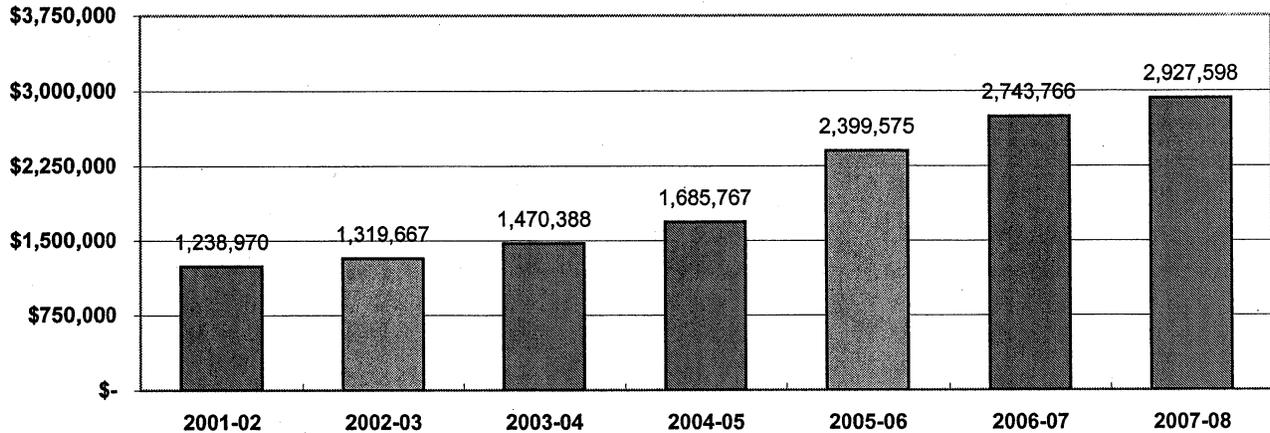
Charges for services are imposed upon users of certain services provided by the City. Generally, a service charge can be levied when the service is measurable and sold in marketable units and the user can be identified. The rationale is that certain services are primarily for the benefit of individuals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

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

TRENDS

Charges for services in FY 2007-08 are estimated to be \$213,075 that represents a 38.0 percent increase compared to FY 2006-07. The City experienced a significant slowdown in construction projects last fiscal year and is anticipating the start of some large projects that are currently being reviewed through the Planning process.

REDEVELOPMENT AGENCY PROPERTY TAXES



DESCRIPTION

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

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

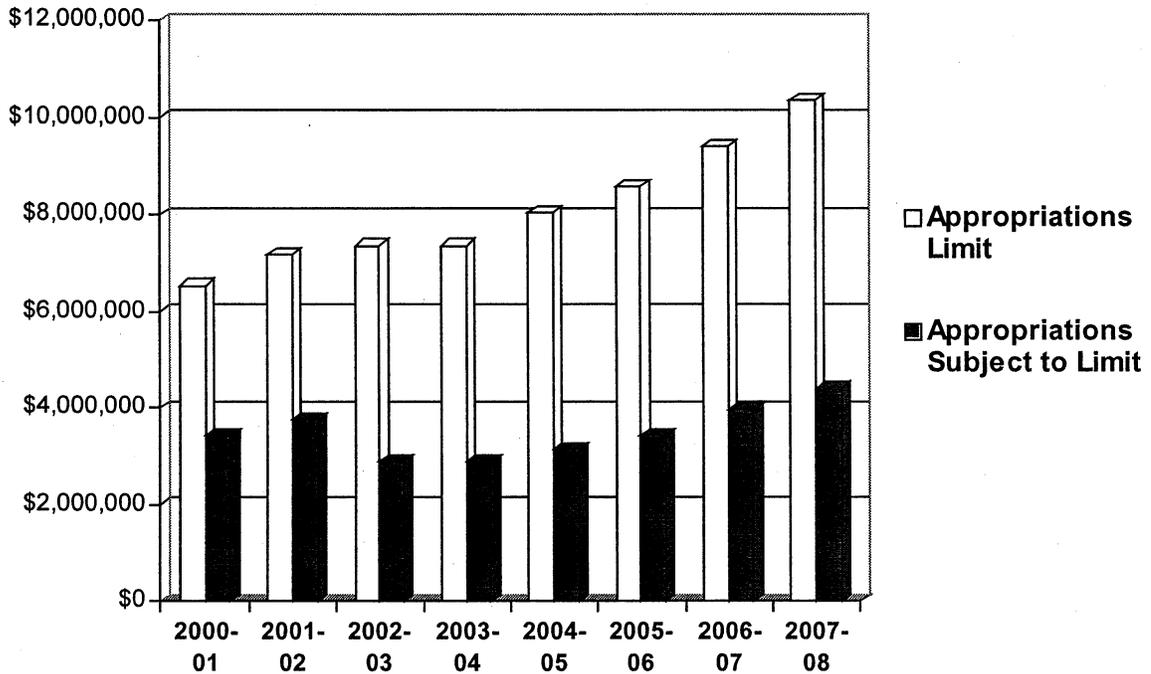
The Redevelopment Agency property taxes reflect the tax increments received in the Redevelopment Operating and the Redevelopment Low and Moderate-Income Housing Funds.

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

TRENDS

Property tax revenues for FY 2007-08 are estimated at \$2,927,598, which represents a 6.7 percent increase over the FY 2006-07 amount. The tax increment received from the County increased dramatically in FY 05-06 as the increase in property value from recent development made its way onto the tax roles.

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 2007-2008 appropriations limit is \$10,362,360, projected revenues subject to limitation are expected to be \$4,386,237.

**General Fund - Historical Analysis
Fiscal Years 1999-00 Through 2007-08**

	1999-00	2000-01	2001-02	2002-03	2003-04
Revenues:					
Property Taxes	\$ 303,077	\$ 299,030	\$ 330,175	\$ 357,429	\$ 378,277
Property Taxes in Lieu of VLF					
Sales Taxes	1,047,341	1,111,774	1,149,223	1,173,454	1,162,990
Sales Tax In-Lieu					
Transfer Taxes	119,260	96,512	149,851	111,927	239,539
Business Licenses	47,851	59,331	50,710	65,600	71,001
Franchise Fees	176,808	191,716	193,523	202,494	246,246
Total Taxes	1,694,337	1,758,363	1,873,482	1,910,904	2,098,053
Licenses and Permits	60,028	34,235	16,130	25,860	15,276
Fines and Forfeitures	139,760	100,352	81,780	87,499	73,702
Investment Earnings	47,234	83,119	131,719	119,075	117,708
Rents and Concessions	68,733	31,567	18,018	21,665	21,758
Motor Vehicle In Lieu Fees	303,500	355,732	373,588	395,652	315,168
Fees for Services	230,000	383,500	284,677	405,838	369,874
Reimbursements / Other	73,790	92,072	104,500	72,882	123,875
Long Term Debt Proceeds	121,030	132,744	270,995	63,431	104,258
Total Revenues	2,738,412	2,971,684	3,154,889	3,102,806	3,239,672
Operating Transfers In	230,168	333,782	458,227	587,723	603,793
Total Current Sources	2,968,580	3,305,466	3,613,116	3,690,529	3,843,465
Current Expenditures:					
City Council	65,898	64,760	73,863	74,171	79,070
City Manager / City Clerk	124,490	123,745	167,629	134,719	176,593
Finance	91,732	86,304	80,952	68,452	74,389
Legal Services	136,294	78,066	73,483	80,852	112,685
Non-Departmental	56,257	135,794	235,421	187,741	114,720
Public Information Services	-	2,694	-	-	1,490
Planning	142,839	211,222	230,674	256,313	211,419
Building	57,354	96,680	130,704	134,152	210,534
Engineering	-	-	-	-	-
Public Works Administration	69,954	79,434	-	-	-
Streets	177,358	190,775	256,910	221,371	332,673
Government Buildings	86,183	96,630	123,889	111,888	105,681
Park Maintenance	92,843	121,144	110,706	119,275	177,494
Police	1,643,652	1,559,991	1,700,363	1,953,949	1,957,749
Cultural Arts	27,003	16,748	26,247	12,274	8,311
Recreation	-	150	7,893	16,152	19,080
Total Current Expenditures	2,771,857	2,864,137	3,218,734	3,371,310	3,581,888
Capital Outlay:					
City Council	-	15	203	-	89
City Manager / City Clerk	-	3,951	1,472	-	1,927
Finance	735	59	914	618	267
Non-Departmental	-	-	-	-	-
Public Information Services	-	23,611	-	-	-
Planning	-	2,946	2,081	3,221	1,114
Building	-	15	1,167	-	713
Public Works Administration	-	30	-	-	-
Streets	6,496	10,888	25,486	45,582	76,277
Government Buildings	-	6,924	1,213	3,705	90,884
Park Maintenance	12,507	4,697	25,288	13,322	89
Police	77,999	103,393	45,107	6,301	28,081
Cultural Arts	-	3,610	-	-	-
Recreation	-	-	-	-	-
Total Capital Outlay/Debt Svc	97,737	160,139	102,931	72,749	199,441
Beginning Fund Balance, July 1	1,174,629	1,273,615	1,554,805	1,846,256	2,092,726
Ending Fund Balance, June 30	\$ 1,273,615	\$ 1,554,805	\$ 1,846,256	\$ 2,092,726	\$ 2,154,862

Prior Year Fund Balance Adjustment, Park
Sale. Funds Transferred to 204 for Projects
GF Historical status 99_08.xls

**General Fund - Historical Analysis
Fiscal Years 1999-00 Through 2007-08**

	2004-2005	2005-2006	Estimated Year End 2006-2007	Adopted 2007-2008
Revenues:				
Property Taxes	\$ 397,926	\$ 435,597	\$ 479,909	\$ 508,815
Property Taxes in Lieu of VLF	374,903	490,146	532,042	574,606
Sales Taxes	1,115,184	1,135,570	1,616,298	1,738,298
Sales Tax In-Lieu	261,126	331,801	366,795	366,795
Transfer Taxes	303,235	208,255	148,956	125,000
Business Licenses	75,876	76,241	71,613	73,500
Franchise Fees	267,980	292,580	333,805	322,693
Total Taxes	2,796,230	2,970,190	3,549,418	3,709,707
Licenses and Permits	16,749	13,611	15,028	25,500
Fines and Forfeitures	59,878	68,363	97,722	84,000
Investment Earnings	88,002	66,797	56,392	40,000
Rents and Concessions	18,034	27,610	76,615	94,965
Motor Vehicle In Lieu Fees	162,372	44,995	49,772	49,000
Fees for Services	380,262	328,632	153,475	213,075
Reimbursements / Other	133,757	321,208	348,484	122,500
Long Term Debt Proceeds	53,665	2,745	-	-
Total Revenues	3,708,949	3,844,151	4,346,906	4,338,747
Operating Transfers In	483,270	438,542	417,020	364,319
Total Current Sources	4,192,219	4,282,693	4,763,926	4,703,066
Current Expenditures:				
City Council	75,383	107,411	128,107	81,814
City Manager / City Clerk	198,850	202,241	224,405	238,406
Finance	80,481	90,370	98,963	107,739
Legal Services	158,753	160,285	231,083	110,200
Non-Departmental	1,373,121	284,074	318,016	234,727
Public Information Services	12,019	7,858	7,867	9,700
Planning	396,799	239,984	303,805	339,212
Building	242,141	246,159	219,113	201,247
Engineering	-	-	67,179	36,275
Public Works Administration	-	-	-	-
Streets	337,685	373,136	345,850	292,391
Government Buildings	98,666	116,788	141,442	147,440
Park Maintenance	171,748	208,587	236,855	247,210
Police	2,014,824	2,564,221	2,762,771	3,065,729
Cultural Arts	10,553	7,171	5,620	5,637
Recreation	32,338	71,490	83,236	101,648
Total Current Expenditures	5,203,361	4,679,775	5,174,312	5,219,375
Capital Outlay:				
City Council	-	-	-	-
City Manager / City Clerk	1,842	2,295	-	1,500
Finance	-	14,912	20,899	-
Non-Departmental	-	29,757	-	-
Public Information Services	-	-	-	36,311
Planning	642	-	-	-
Building	15,567	-	-	-
Public Works Administration	-	-	-	-
Streets	67,836	26,740	4,637	9,400
Government Buildings	2,098	182	328	1,000
Park Maintenance	6,690	261	4,564	1,000
Police	50,973	115,330	80,093	47,008
Cultural Arts	-	-	-	-
Recreation	-	-	-	-
Total Capital Outlay/Debt Svc	145,648	189,477	110,521	96,219
Beginning Fund Balance, July 1	3,409,682	2,252,892	1,666,333	1,145,426
Ending Fund Balance, June 30	\$ 2,252,892	\$ 1,666,333	\$ 1,145,426	\$ 532,898
Prior Year Fund Balance Adjustment, Park Sale. Funds Transferred to 204 for Projects	\$ 1,254,820			

**General Fund - Projected Trend Analysis
Fiscal Years 2007-08 Through 2012-13**

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	Trend
Revenues:							
Property Taxes	\$ 508,815	542,906	579,280	618,092	659,504	703,691	6.7% 6
Property Tax In Lieu of VLF	574,606	620,574	670,220	723,838	781,745	844,285	8.0%
Sales Taxes	1,738,298	1,859,979	1,990,177	2,129,490	2,278,554	2,438,053	7.0% 6
Sales Taxes In Lieu (Triple Flip)	366,795	385,135	404,391	424,611	445,842	468,134	5.0%
Transfer Taxes	125,000	128,750	132,613	136,591	140,689	144,909	3.0%
Business Licenses	73,500	73,868	74,237	74,608	74,981	75,356	0.5%
Franchise Fees	322,693	324,306	325,928	327,558	329,195	330,841	0.5%
Total Taxes	3,709,707	3,935,518	4,176,847	4,434,788	4,710,510	5,005,269	
Licenses and Permits	25,500	25,755	26,013	26,273	26,535	26,801	1.0%
Fines and Forfeitures	84,000	85,680	87,394	89,141	90,924	92,743	2.0%
Investment Earnings	40,000	15,000	-	-	-	-	0.0%
Rents and Concessions	94,965	98,965 1	98,965	98,965	98,965	98,965	0.0%
Motor Vehicle In Lieu Fees	49,000	49,245	49,491	49,739	49,987	50,237	0.5%
Charges for Services	213,075	254,115 2	254,115	254,115	254,115	254,115	0.0%
Reimbursements	25,500	25,500	25,500	25,500	25,500	25,500	0.0%
Other	97,000	52,485 2	52,747	53,011	53,276	53,543	0.5%
Total Revenues	4,338,747	4,542,263	4,771,072	5,031,532	5,309,813	5,607,172	
Operating Transfers In	364,319	350,000 3	360,500	371,315	382,454	393,928	3.0%
Total Current Sources	4,703,066	4,892,263	5,131,572	5,402,847	5,692,268	6,001,100	
Current Expenditures:							
City Council	81,814	82,632	83,458	84,293	85,136	85,987	FY 07-09 1.0% FY 10-12 1.0%
City Manager / City Clerk	238,406	245,558	252,925	255,454	258,009	260,589	3.0% 7 1.0% 9
Finance	107,739	110,971	114,300	115,443	116,598	117,764	3.0% 7 1.0% 9
Legal Services	110,200	111,302	112,415	113,539	114,675	115,821	1.0% 1.0%
Non-Departmental	234,727	237,074	239,445	241,839	244,258	246,700	1.0% 1.0%
Public Information Services	9,700	10,000	10,100	10,201	10,303	10,406	1.0% 1.0%
Planning	339,212	349,388	359,870	363,469	367,103	370,774	3.0% 7 1.0% 9
Building	201,247	207,284	213,503	215,638	217,794	219,972	3.0% 7 1.0% 9
Engineering	36,275	25,451 4	26,215	26,477	26,742	27,009	3.0% 1.0%
Streets	292,391	319,814 5	329,408	332,702	336,029	339,390	3.0% 7 1.0% 9
Government Buildings	147,440	159,323 5	164,103	165,744	167,401	169,075	3.0% 7 1.0% 9
Park Maintenance	247,210	265,816 5	273,791	276,529	279,294	282,087	3.0% 7 1.0% 9
Police	3,065,729	3,157,701	3,252,432	3,284,956	3,317,806	3,350,984	3.0% 8 1.0% 9
Cultural Arts	5,637	5,637	5,637	5,637	5,637	5,637	
Recreation	101,648	103,681	105,755	106,812	107,880	108,959	2.0% 7 1.0% 9
Total Current Expenditures	5,219,375	5,391,634	5,543,357	5,598,734	5,654,665	5,711,155	
Net Sources less Uses	(516,309)	(499,371)	(411,785)	(195,887)	37,603	289,945	
Beginning Fund Balance, July 1	1,145,428	629,119	129,748	(282,037)	(477,925)	(440,322)	
Ending Fund Balance, June 30	\$ 629,119	\$ 129,748	\$ (282,037)	\$ (477,925)	\$ (440,322)	\$ (150,376)	
Capital Expenditures (Funding Committed)	29,528						
Capital Expenditures (Additional Proposed)	66,691						
Ending Fund Balance Including Capital Expenditures	\$ 532,900	\$ 4,001	\$ (407,784)	\$ (603,672)	\$ (566,069)	\$ (276,123)	
Fund Balance as Percentage of Expenditures	10.21%	0.07%	-7.36%	-10.78%	-10.01%	-4.83%	

H-21

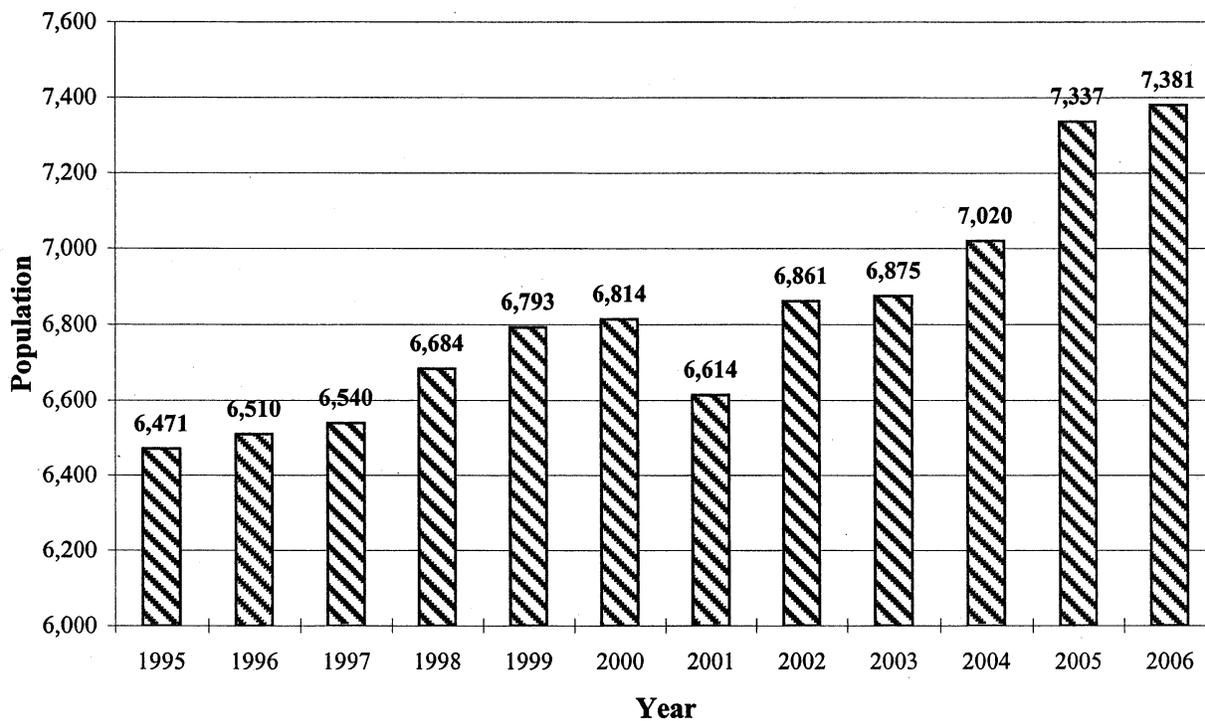
- 1 Full Year of Rental Income on Police Facility Cell Tower
- 2 Reflects Average Annual Revenue
- 3 Reduced to Reflect Standard Available Operating Transfer Funds
- 4 Reduced To Reflect Full Year of Reduced Services Due to Hiring of Director of Public Works / City Engineer
- 5 Increased To Reflect Full Year Salary and Benefits for the Director of Public Works / City Engineer
- 6 Based on Average Annual Percent Increase FY 98 - FY 06
- 7 Reflects Estimated General Fund Impact of COLA for CEA
- 8 Reflects Estimated General Fund Impact of Equity Adjustments for CPOA, CPMA
- 9 Reflects No Changes in Salaries and Benefits After Current MOUs Expire

City of Cotati Community Redevelopment Agency Debt Service Schedule

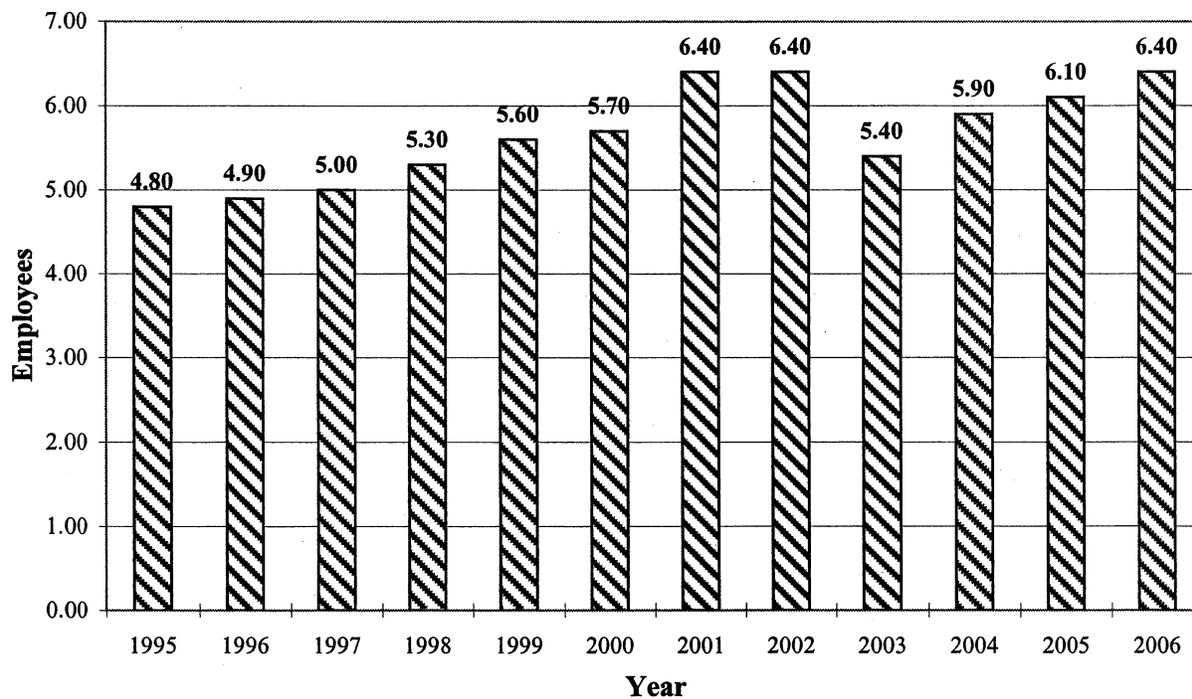
Tax Allocation Bonds, 2001 & 2004 Refunding

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

CITY OF COTATI ANNUAL POPULATION GROWTH



CITY EMPLOYEES PER 1,000 RESIDENTS



CITY OF COTATI

Section I

REFERENCE INFORMATION AND RESOLUTIONS

THE BUDGET PROCESS

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

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

The 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. 07-63 AND CRA-196

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 2007-08 BUDGET

WHEREAS, on June 27, 2007 the City Manager/Executive Director and Director of Finance presented the Proposed Budget for Fiscal Year 2007-2008, including estimated revenues and recommended appropriations for operations, special programs, capital improvements and reserves; and

WHEREAS, the City Council/Redevelopment Agency Board of Directors had previously held two duly noticed study sessions on May 30, 2007 and June 19, 2007 and provided the opportunity for and received public comments on the 2007-2008 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 2007-2008 is hereby approved as amended and adopted effective July 1, 2007.
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 27th day of June, 2007 by the following vote, to wit:

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

Approved: _____
Mayor/Chairperson

Attest: _____
Acting City Clerk

RESOLUTION NO. 07-64 AND CRA-197

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 2007 - 2008 PURSUANT TO ARTICLE XIII.B OF THE CALIFORNIA CONSTITUTION, AS AMENDED BY PROPOSITION 111

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

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

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

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

WHEREAS, based on such calculations the Director of Finance 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 2007-08 shall be and is hereby set in the amount of \$10,362,630.

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 27th day of June, 2007, by the following vote, to wit:

FOX: Yes
GILARDI: Yes
GUARDINO: Yes
MINNIS: Yes
ORCHARD: Yes

Approved: [Signature]
Mayor/Chairperson

Attest: [Signature]
Acting City Clerk