



# City of Cotati

## Fiscal Year 2021-2022



### Adopted Version

Last updated 06/27/22





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# INTRODUCTION

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## CITY MANAGER'S MESSAGE

Damien O'Bid - City Manager

June 8, 2021

Mayor, Councilmembers, Residents, Community Organizations and Business Owners,

Attached is the City of Cotati's fiscal year 2021/22 proposed budget. The budget is the primary policy document adopted by the City Council each year. This budget is developed in accordance with the City's financial management policies and guidelines and reflects the City Council's goals and objectives and how resources are allocated to achieve these goals. In addition, the budget serves as the annual financial plan, an operational guide and a communication tool.

The adopted fiscal year 2021/22 General Fund budget was prepared using a conservative approach. City staff continues to be cautious and responsible in developing a budget that maintains service levels, while continuing to strategically fund projects focused on the maintenance or improved economic vitality of Cotati. In preparing departmental budgets for the new fiscal year, department directors were instructed to analyze their department expenditures for potential savings with the goal of keeping operational expenses flat. Each department went through a detailed budget review focusing on the Council's goals and priorities and evaluated departmental needs assessments.

As we emerge from the Covid-19 pandemic we are experiencing increased cost of materials, and large increases in insurance costs across the cities that we pool risk with. We need to stay cognizant of those trends, remain nimble, and make pragmatic decisions accordingly as the actual impacts become known, while remaining fiscally prudent and maintaining core services. While we are focused on keeping our community safe and continuing our essential municipal services during this time; we are also focused on the future with this budget, looking toward a robust recovery plan for our City and continuing to move forward on City Council priorities. The City Council has clearly communicated the need for many years to continue to invest heavily in repairing and maintaining our infrastructure, with a focus on new housing development across income levels and adaptation and mitigation to climate change.

Highlights of the fiscal year 2021/22 budget include:

- Strategic focus on economic development to ensure the long-term vitality of the City.
- Maintenance of core services while trying to improve efficiencies and community service.
- Meeting or exceeding General Fund reserve policy target of 25%.
- Meeting or exceeding Enterprise Fund (Water & Sewer) reserve policy target of 33%.
- Significant investments in improving our streets, parks and buildings.
- Continued development of policy to facilitate new housing development across a range of income levels.
- Continuing to look for new opportunities to improve energy efficiency and greenhouse gas reductions.

We have presented a balanced budget in conformance with California State legislation (California Constitution Section 18 of Article XVI) that requires anticipated revenues plus any use of fund balance do not exceed appropriations for expenditures. The goals, objectives, long-term planning, and departmental needs have guided the City staff in their recommendations for the fiscal year 2020/21 budget.

Sincerely,

Damien O'Bid  
City Manager



# A HISTORY OF COTATI

Dedication - most of the photos and information provided within this Historical Perspective were made possible by contributions by Lloyd and Prue Draper. Lloyd and Prue worked to create a comprehensive archive to preserve the history of Cotati for future generations. Thank you to the Historical Society for providing this perspective.

## 19th CENTURY

Long before the Europeans came to California; the fertile valley had been the home of Coastal Miwoks, a clan of Native Americans who lived well on the nuts, grains and tubers, berries, fish and game that abounded in this temperate climate. The Indian name of their village, Kota'ti, produced the legend of Chief Cotati, whose visage is featured in the City's logo.

In 1837, the Mexican government established a system of land grants, including the 17,234-acre Rancho Cotate, which encompassed what is now Cotati, Rohnert Park and Penngrove. At that time, the Sonoma County region marked the northernmost frontier of Mexican territory. The Mexican government was anxious to establish its hold on the area, since it was being eyed for takeover by several nations. In 1846, the Bear Flag Rebellion which led to the takeover of the Sonoma Fort, succeeded in displacing the Mexican domination of the region and the loss of the original papers deeding the Rancho Cotate.



Dr. Thomas Stokes Page

Dr. Thomas Page purchased the Rancho in 1849, receiving a clear title seven years later, since the original deed had been lost. Dr. Page and his family continued to occupy the lands from 1849-1929, and left an indelible imprint on the very shape of the town.

Dr. Page and most of the family members actually spent very little time living on the ranch. Two of the seven Page sons developed the land into a cattle and sheep concern, and until the early 1890's it remained largely unchanged.



Page Ranch - Hexagonal Barn

By 1895, the county road was built between Santa Rosa and Petaluma, passing directly through the hexagonally laid-out heart of the new town. In 1909, this road would be incorporated into what was then called California Route One, running from San Francisco to Crescent City. It was this road, along with the train station, which opened up the new town of Cotati as a convenient place to stop for travelers.

The construction of the center of the town in the hexagonal motif allowed the Page family to name each of the six peripheral streets after one of the seven Page sons. Wilfred, who supervised the project, named a train station and another street to the north after himself.

The exact source of the design for the city center remains a mystery, but there are at least two very good possibilities. First is that it was patterned after the hexagonal barn at the Page ranch, which in turn may have been built along lines



that were in fashion at the time of its construction. Another possibility is that it was fashioned after the radiating star plan which is prevalent in the layout of many European cities, as well as Washington, D.C. and Detroit, Michigan. Whatever the reason for its design, it was deemed unique enough to gain State Historical Landmark status in 1973.

## **EARLY 20th CENTURY**

By the turn of the century, many parcels of Cotati land had been sold as small farms. The freight transportation offered by the railroad through town, the development of the new county road, and the sudden need for businesses serving a growing agricultural community, all combined to make Cotati something of a boom town.

During the first decade of the century, churches, schools, meeting halls and homes by the score were built. By 1911, the town could boast that a thousand people had celebrated the Fourth of July there. Around the Plaza, businesses sprang up, including the Cotati Hotel.



Cotati Hotel

The November 1911 edition of The Northern Crown, a Petaluma journal, extolled the virtues of Cotati and its public-spirited inhabitants. The citizens of Cotati built and maintained their own public parks, built churches, schools and meeting halls. The trees they planted still stand.

During the 20's, Cotatians had banded together to fight their own fires or else relied on the Santa Rosa department. The combination of high winds and tinder-dry summertime grasses helped to make parts of Cotati subject to frequent grass-fires. In an area where everyone knew, or knew of everyone else, it was natural to join together in saving one another's property and, in some cases, lives. By 1927, the number of structures and the size of the area needing fire protection necessitated the organization of the Cotati Volunteer Fire Department.



Cotati Volunteer Fire Dept.

During the 30's and 40's, agriculture continued as the most important influence in the Cotati Valley, and the town changed more slowly. In the 40's and 50's, small family farms were having a hard time surviving, and some of Cotati's agricultural lands began to develop as residential and commercial areas. The opening of the 101 freeway in the mid-1950's made it feasible for San Francisco workers to commute to homes in Cotati.

## **BIRTH OF A CITY**

"Incorporation will preserve the unity and pride of Cotati as well as its individuality." That was the heading on handbills urging voters to turn out at the polls on July 2, 1963.



The town had developed by fits and starts since the turn of the century, and by the end of the 50's had become a close-knit community that clung fiercely to its claim of being "the Hub of Sonoma County." The Cotati Chamber of Commerce was well known throughout the NorthBay Area for its vigor and enthusiasm. It had led a successful fight to get state approval of a local site for the new state college. The little town was proud to have its own water and sewer system and its top rated fire department. It seemed destined to continue its pattern of gradual growth, well insulated by green pastures from its metropolitan neighbors.

By the fall of 1961, citizens of semi-rural Cotati and infant Rohnert Park, discontented with the level of services provided by the county, were exploring the possibility of merging their interests and incorporating as one city. A joint citizens' committee was formed, and a municipal expert, William Zion, was hired to conduct a feasibility study. By January 1962, however, a contingent in Rohnert Park had decided that a combined city wasn't to their liking, and filed notice of their intention to incorporate independently.

The election was held on August 21, 1962, and incorporation was approved. Rohnert Park was the name favored by 398 voters, while 128 diehards, still hoping that the neighboring communities might someday merge, voted to name the city "Cotati Park."

Cotatians, having studied incorporation, realized that incorporated cities had jurisdiction over development adjacent to their boundaries. It seemed inevitable that the new City of Rohnert Park would seek to extend its boundaries to take in the parts of Cotati that it found most desirable, gradually eradicating the close-knit pride-filled "Hub of Sonoma County."

Facing the fact that one week after Rohnert Park's election the new city would become official, Cotati citizens swung into high gear. A citizens' committee spearheaded by Lloyd Draper, publisher of the Cotatian weekly newspaper, Dr. Bill Kortum, president of the Chamber of Commerce; real estate broker Joe Dorfman and county tax appraiser Sam Houser began gathering signatures on a petition stating Cotati's intention to form its own city.

On August 27, one day before Rohnert Park was to be officially declared a city, the Cotati committee filed its notice of intention to circulate incorporation petitions. Boundaries of the proposed city were roughly the same as the Cotati Public Utility District. Thirty-seven citizens signed the petition which Draper presented to the Board of Supervisors, stating that incorporation "seemed necessary to retain the character of the town, preserve its name and guide its future growth."

The citizens agreed, and on July 2, 1963, 83.9% of the registered voters, a total of 331, went to the polls and approved incorporation by an 84% majority - 284 yes to 49 no.

Candidates for the first City Council were Oliver Chadwick, Al Falletti, Harold Groom, Bernhard Grutgen, Sam Houser, Bud Howard, Tom Murphy, Stanley Olsson, Lyle Short, Russ Williams and Herb Winter. Top vote getter was Houser, who was subsequently chosen as Cotati's first mayor. Also winning seats on the first council were Olsson, Chadwick, Groom and Falletti, the latter two also continuing as directors of the Cotati Public Utility District.

A week after the election, Cotati was certified as Sonoma County's newest city. The City Council began conducting its business in the anteroom of Ed Lewitter's accounting office while hosting public meetings at the fire station.

One of the Council's first actions, on August 1, was to refuse salaries, stating that Cotati had been planned as a low-budget city with volunteer workers, and the councilmen were sticking by their plans. "None of us wanted public office," Mayor Houser told a newspaper reporter. "We just wanted to keep Cotati the way it was."

## **THE SIXTIES**

The year 1968 saw the birth of the counterculture influence on Cotati. The Inn of the Beginning came alive and brought nationally and internationally recognized musicians to Sonoma County. The major forms of music played were rhythm and blues, rock and roll, country and western, and folk.



The Inn of the Beginning

### Hotbeds of Dissent

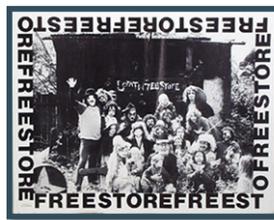
Coffeehouses have played a significant role as gathering places for the "Cotati counterculture" since the 70's. The Last Great Hiding Place was popular in the mid-70's, with couches and armchairs in front and a theater in back. Many significant dramatic events and much political planning took place here.

When the Hiding Place closed, coffeehouse habitués found a new, if somewhat isolated, home at the Cotati Donut Shop in the Rancho Cotate Shopping Center.

Soon after the Cotati Donut Shop closed, Lindy's New and Delicious opened, and the caffeine faithful flocked in, glad to be back in the central part of town and grateful for the couch, the art on the walls - and especially the typewriter.

### The Freestore

The Freestore was a large shed from which many Cotati citizens outfitted themselves without charge. Vito Paulekas and others constantly organized the steady flow of cast-off clothes, shoes and accessories that were left there, creating a treasure trove of "finds" for indigent browsers. The "store" burned down and was rebuilt, vandalized and cleaned up again, surviving until 1983 when it was crushed flat by a semi-truck. Its influence was great on that peculiar style of dress known as the "Cotati look."



The Free Store

### Cotati Company No. 2

In 1969, Irving and Irene Lipton closed their downtown variety store, and Brad and Liza Loop leased the building, delving into local history for its name: Cotati Company No. 2. They rented space as small as 12 feet square for as little as \$10 a month to youthful entrepreneurs.

People built booths, clothes racks, or whatever they wanted, and went into business selling everything from comic books and rolling papers to candles, jewelry and clothing. The enterprise bustled along with ten or more merchants under one roof for almost two years until a fire closed it down.

### The Bandstand and the Rebirth of La Plaza Park

Vito Paulekas and Karl Franzoni were threatened with arrest while building the bandstand in the Plaza - an "illegal structure" not sanctioned by the City - but they prevailed, and the bandstand, born to controversy, began its stormy life.

It immediately became the center for a new energy in town. Large crowds began to gather on weekends, lured by free electrified rock 'n' roll. City Council meetings played hosts to two disparate factions: one wanted more music, facilities, sandboxes for the kids, the other demanded user fees, permits, an end to amplified music.

Picnic tables, benches and swings were built and installed by concerned citizens - often for free - and gradually La Plaza Park became the comfortable gathering place it is today.

### The George and Arthur Streets Barricade

Residents of George and Arthur Streets by 1978 had had enough of the 3000-plus cars per day which were using their residential neighborhood as a high-speed shortcut. They organized and descended upon the City Council, convincing them to block Arthur Street at East Cotati Avenue, stopping through traffic.

Many people who didn't live in the neighborhood took strong exception to the street closure, and a long, fierce battle began. The barricade became a major political issue, and source of battles before the Council, Planning Commission and in the courts. Finally, in June, 1983, the City Council took the final legal step to declare the barricade permanent.

The George-Arthur Streets neighborhood has changed dramatically since the barricade was installed. Children now abound, their parents willing to settle families in such a traffic-safe environment the streets themselves, with their open ditches, free-form parking and sparse, slow-moving traffic, are reminiscent of a quieter Cotati of years ago.



## **COTATI TODAY**

For the past two decades Sonoma County has been growing at a rapid pace, welcoming vast numbers of new residents to the area. Many of these transplants have moved to the area in an effort to escape the crowded city life of the larger Bay Area cities to the south such as San Francisco and San Jose.

This rapid growth has provided a significant challenge to the City and to the preservation of its unique charm. Managing this growth has become one of the prominent issues facing the City. While many feared that too much growth would spoil the city's small town character, others felt that too little growth would cause more and more city residents to leave Cotati to shop at newly constructed shopping centers in Santa Rosa, Rohnert Park and Petaluma. They feared that this would cause the city's share of the sales tax revenue to wither, leaving the city unable to provide adequate city services.

In 1990 the citizens of Cotati overwhelmingly voted to curtail the growth of the city by forbidding any annexation of land beyond a fixed urban boundary line. This highly popular self-imposed limit on annexation turned the focus on development inwards. The City continues to work to enhance the downtown area, such as the upcoming addition of Information Kiosks for locals and tourists, and to encourage business development. The City also has worked towards significant developments outside the downtown including a successful industrial section and on a plan for mixed residential and commercial use developments on E. Cotati Avenue by the SMART train station. The City has also recently added Wayfinding Signage to enhance pedestrian and cycling routes, and is continuing development on the Gateway Project at the approach to the City on Highway 116.

Cotati today is comprised of approximately 7500 residents, over four times the population at incorporation in 1963.

Sonoma State University, located just outside Cotati's city limits, has played a significant role in the City's history since it moved into its 220 acre East Cotati Avenue campus in 1966. Originally a state college, Sonoma State was granted university status in 1978.

Having a major university nearby is certainly a cultural asset, but there has never been a shortage of culture in Cotati. The City is home to the Cotati Music Festival each June, the annual Kid's Day Parade and the internationally renowned Cotati Accordion Festival in late August.



Cotati City Hall

If you would like to learn more about the City and its historical importance, please visit the Cotati Historical Society online at <http://cotatihistoricalsociety.org/> (<http://cotatihistoricalsociety.org/>) or at the Historical Society Museum located in City Hall and open on Saturdays from 1 p.m. to 4 p.m. and also on the second Tuesday of each month from 5 p.m. to 7 p.m.

## **Your Elected Officials**

### **Mayor John C. Moore**



Email: [jmoore@cotaticity.org](mailto:jmoore@cotaticity.org) Phone: (707) 792-4600 Ext. 192

Mayor Moore was appointed to the City Council in March 2013, to fulfil the remainder of a term ending in December 2014. He was elected to a full four-year term in 2014 and again in 2018.

Mayor Moore has been a resident of Cotati since 1984. Mayor Moore's 30-plus year history of community service includes member and chair of the Cotati Rent Appeals Board as well as Executive Board Member and President of the Cotati Chamber of Commerce. Additionally, Mayor Moore serves as a delegate to the North Bay Labor Council and District Bargaining Unit Representative of Service Employees International Union Local 1000, District Labor Council 752, serving Sonoma and Marin counties.

Mayor Moore was recognized as Citizen of the Year in 2005 for his community involvement/volunteerism. He has been in the insurance industry over 25 years and previously had his own agency in Cotati. This experience has been instrumental in his role as a board member for the Redwood Empire Municipal Insurance Fund. REMIF is a joint powers authority designed to provide insurance services to member cities in the most efficient and effective manner possible.

Mayor Moore's primary goals include continuing engagement with the community to strengthen Cotati's fiscal, environmental, and social sustainability.



## Vice Mayor Mark Landman



Email: [mlandman@cotaticity.org](mailto:mlandman@cotaticity.org) Phone: (707) 792-4600 Ext. 195

Councilmember Mark Landman was appointed to City Council in November 2009 and elected to a full four-year term in 2010. He was re-elected in 2014 for a second four-year term and re-elected to a third four-year term in 2018.

Mark Landman has lived in Cotati since 1987. In 2004 he retired from the Novato Fire District where he served the community as a firefighter, as one of the first paramedics in Marin County, and finally as a fire captain. Councilmember Landman's goal is to draw upon these experiences to help ensure Cotati has responsible financial planning and budgeting and continues to provide an appropriate level of service to its citizens.

During his time on our council, he has worked to establish neighborhood police patrols to reduce speeding, stopped out-of-town trucks from using our downtown and local neighborhoods as shortcuts, supported balanced budgets for over a decade, brought about the renovation of Cotati's Rose Garden, and through his leadership on Measure G and Measure S protected Cotati's independence and local police department.

Mark is a founding board member of Sonoma Clean Power, where he has served as chair twice. Mark served as chair of the Sonoma County Transportation Authority in 2019, cutting the ribbon for the long awaited "three lanes all the way" expansion of Highway 101 and helping craft Measure DD to provide local and regional transportation projects into the future.

Mark also served as Chair of the Russian River Watershed Association, where he led a countywide effort to bring about a safe medicines plan to remove unused pills from our watershed.

Mark has also served as Chair of the Sonoma County Mayor's and Councilmember's Legislative Committee, and is a LAFCO commissioner.

Councilmember Landman was elected Mayor of Cotati twice, serving in 2013 and 2018. He was again elected to be Vice Mayor in 2021.

In 2015, Mark was selected as Cotati's "Citizen of the Year".



## Council Member Ben Ford



Email: [bford@cotaticity.org](mailto:bford@cotaticity.org) Phone: (707) 792-4600 Ext. 196

Ben Ford was elected to City Council in 2020. He earlier served on Cotati's Planning Commission (2011-19) and Design Review Committee (2009-10). Some of his favorite organizations to volunteer with over the years have been Cotati Creek Critters, Transition Cotati, Daily Acts, and the North Bay Organizing Project.

Ford represents Cotati on the Russian River Watershed Association Board of Directors, and is Cotati's alternate representative to the Santa Rosa Plain Groundwater Sustainability Agency and Sonoma Clean Power.

Council member Ford moved to Cotati in 2003 with his wife and their two children. He teaches mathematics at Sonoma State University, where he has served as Chair of the Mathematics and Statistics Department and on two occasions as Chair of the University Faculty. He serves on professional bodies that help shape math education guidelines for the State of California. He tries to get outdoors on his bike or in his hiking boots whenever possible.

## Council Member Susan Harvey



Email: [sharvey@cotaticity.org](mailto:sharvey@cotaticity.org) Phone: (707) 792-4600 Ext. 193

Susan Harvey was elected to the City Council in November 2009 and re-elected in 2012 and again in 2020. She served on the Planning Commission from November 2008 to November 2009.

She currently serves as Cotati's representative on the Sonoma County Waste Management Agency (SCWMA) the Subregional Wastewater Policy Advisory Committee, Sonoma County Health Action, Association of Bay Area Governments (ABAG). She serves on the Board of Directors of the Northbay Division of the League of California Cities, as an alternative representative for the Russian River Watershed Association, and as a member of the Water Advisory Committee. A long-time volunteer, Harvey has worked on behalf of community activities such as the Cotati Accordion Festival, the Jazz Festival, Oktoberfest and Cotati Historical Society.

Council member Harvey and her husband have lived in Cotati for 32 years, where they have raised their three children. Having lived 32 years in Cotati, Susan Harvey brings a deep knowledge and familiarity of the uniqueness of our community.

Susan Harvey brings over 30 years of management experience from a major local employer. Difficult budgets, painful decisions and working through differences of opinion are all common occurrences when working in such an environment. Council member Harvey brings skills in team work and consensus building for the betterment of the community and its long term sustainability.

Susan Harvey is devoting her energy to preserving community police, maintaining essential city services, recreational opportunities for our youth and seniors, fiscal responsibility, working to increase volunteerism, supporting policies that enhance existing business and attract new business.



## Council Member Laura Sparks



Email: [lsparks@cotaticity.org](mailto:lsparks@cotaticity.org) Phone: (707) 792-4600 Ext. 194

Council member Laura Sparks was elected to City Council in November 2020 for a four-year term.

Laura Sparks has lived in Cotati since 2016. After earning a B.S. in physics from Arizona State University and a master's degree in Physics at the University of Massachusetts, Amherst, she relocated to Livermore, California in 2006 to pursue a career teaching at the community college level. She had been able to attend state schools thanks to publicly-funded financial aid programs, and she wanted to work giving students the same opportunity to get an education and excel regardless of economic background. She was drawn to the California Community College system because its low tuition and support programs make it truly accessible to all. In 2009 she moved to Sonoma County to teach astronomy full-time at Santa Rosa Junior College (SRJC), where she continues to teach today. During her time at SRJC, Council member Sparks has taken on a variety of leadership roles, including Academic Senate parliamentarian and department chair of Earth and Space Sciences.

Council member Sparks has been a frequent volunteer at science outreach events throughout Sonoma County, and served as a board member of the Sonoma County Astronomical Society. She is an educational affiliate member of the American Astronomical Society and a member of Astronomers for Planet Earth, an organization of professional astronomers, educators, and students who advocate for climate action.

Her priorities include transparent, inclusive, and participatory local government, working to combat and mitigate the effects of climate change, promoting affordable and attainable housing, anti-racism, and helping local residents and businesses to survive and thrive in a time of unprecedented challenges.



# Population Overview



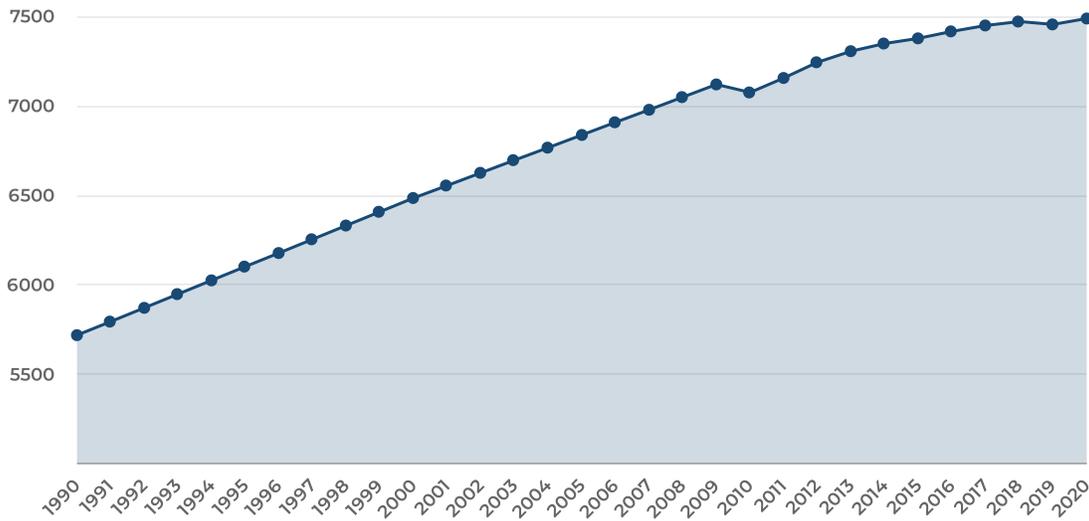
TOTAL POPULATION

**7,487**

▲ **.4%**  
vs. 2019

GROWTH RANK

**191** out of **484**  
Municipalities in California



\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census



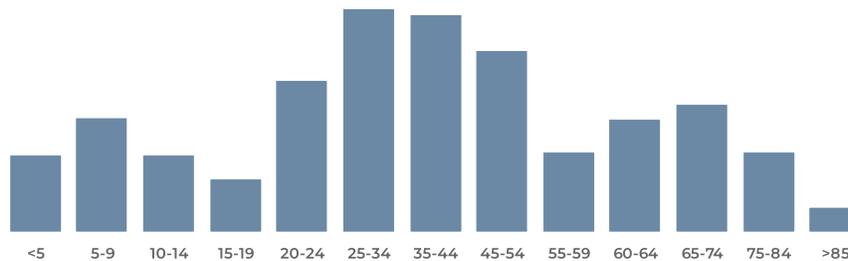
DAYTIME POPULATION

**6,357**

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

## POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

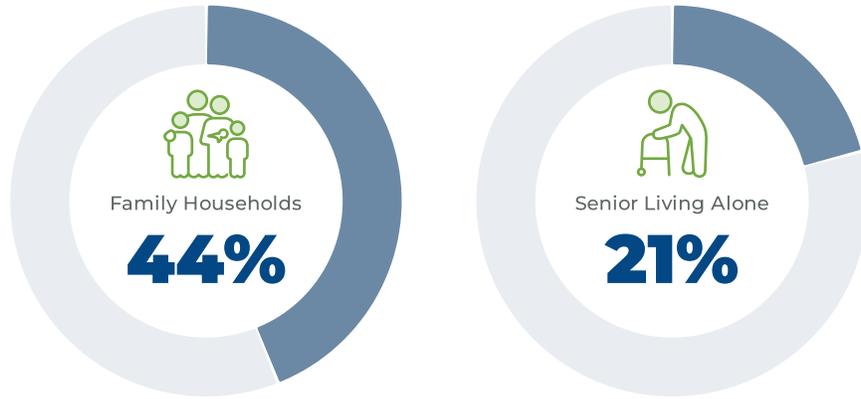
\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census



# Household Analysis

## TOTAL HOUSEHOLDS

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.

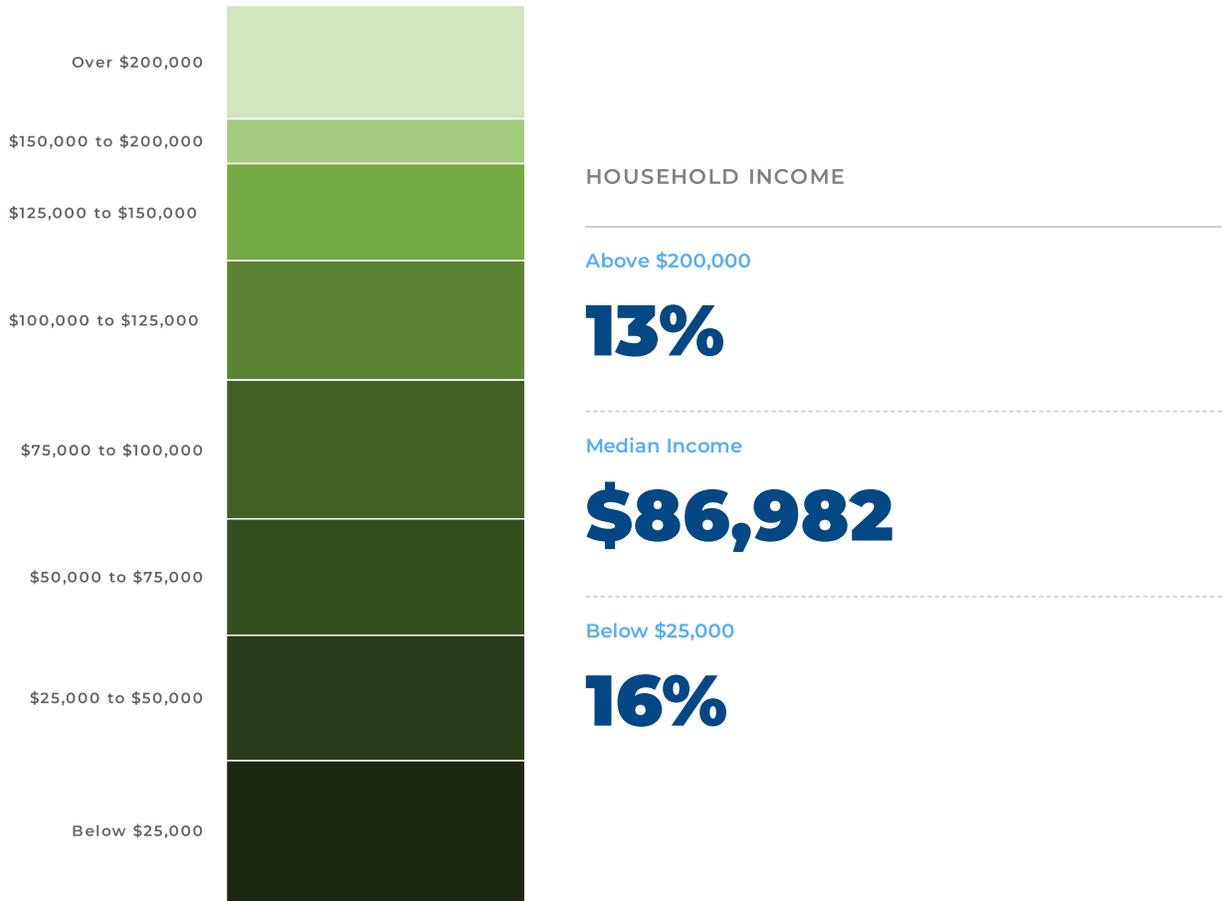


*\*Data Source: Cotati, CA 2020*



# Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

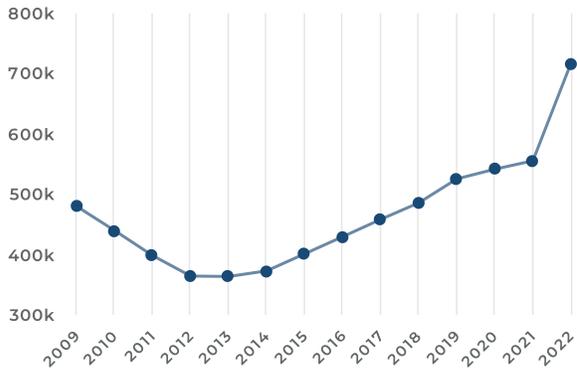


# Housing Overview



2022 MEDIAN HOME VALUE

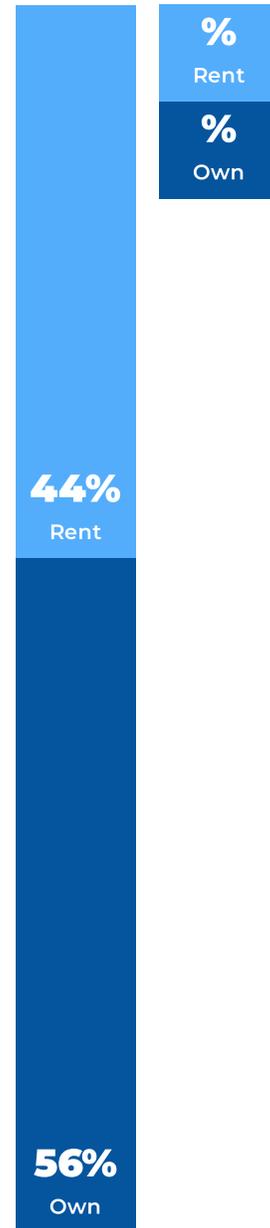
**\$717,000**



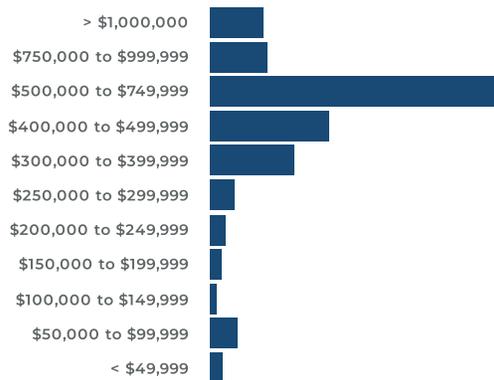
\* Data Source: Cotati, CA 2022

## HOME OWNERS VS RENTERS

Cotati State Avg.



## HOME VALUE DISTRIBUTION

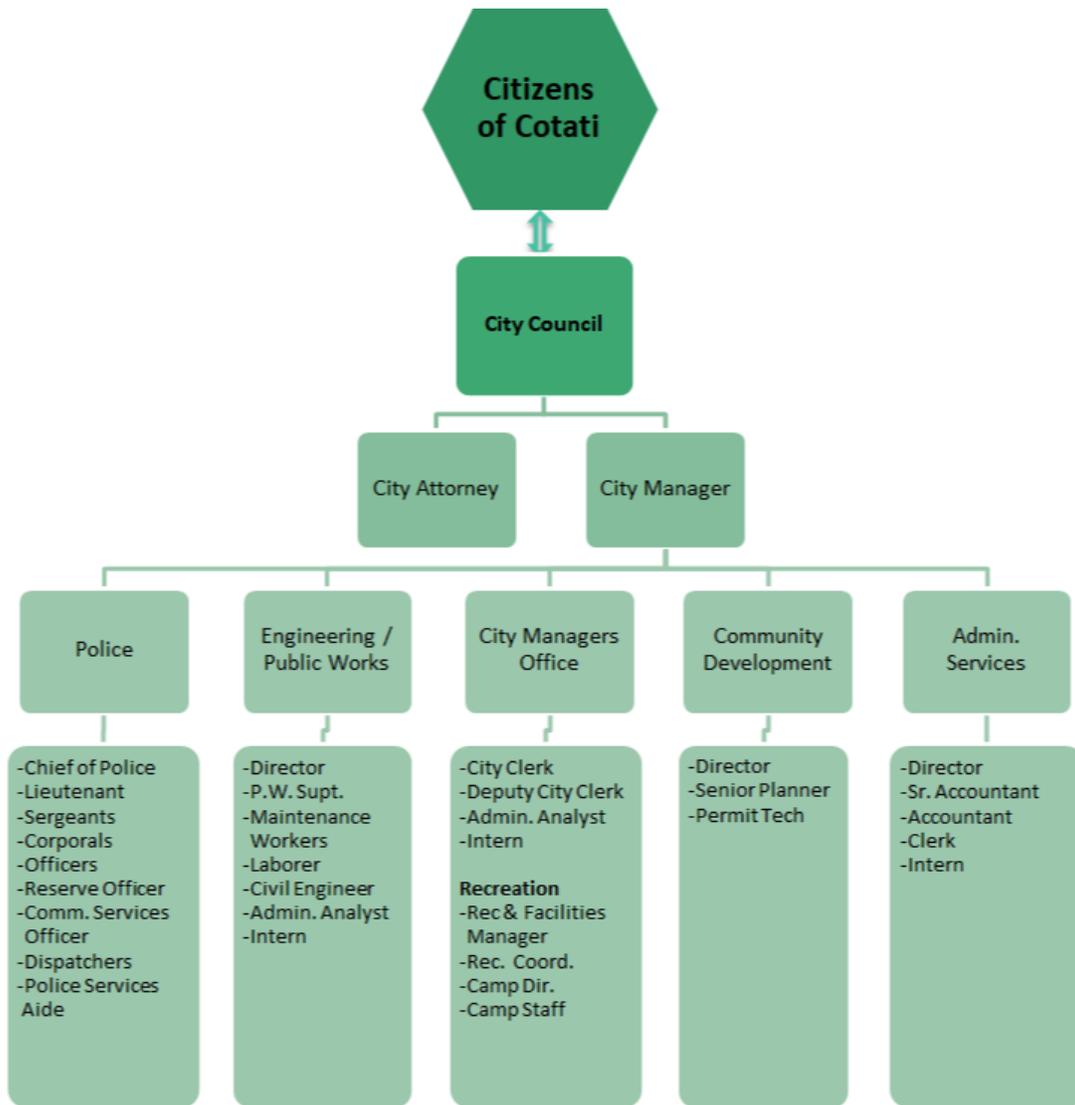


\* Data Source: 2020 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

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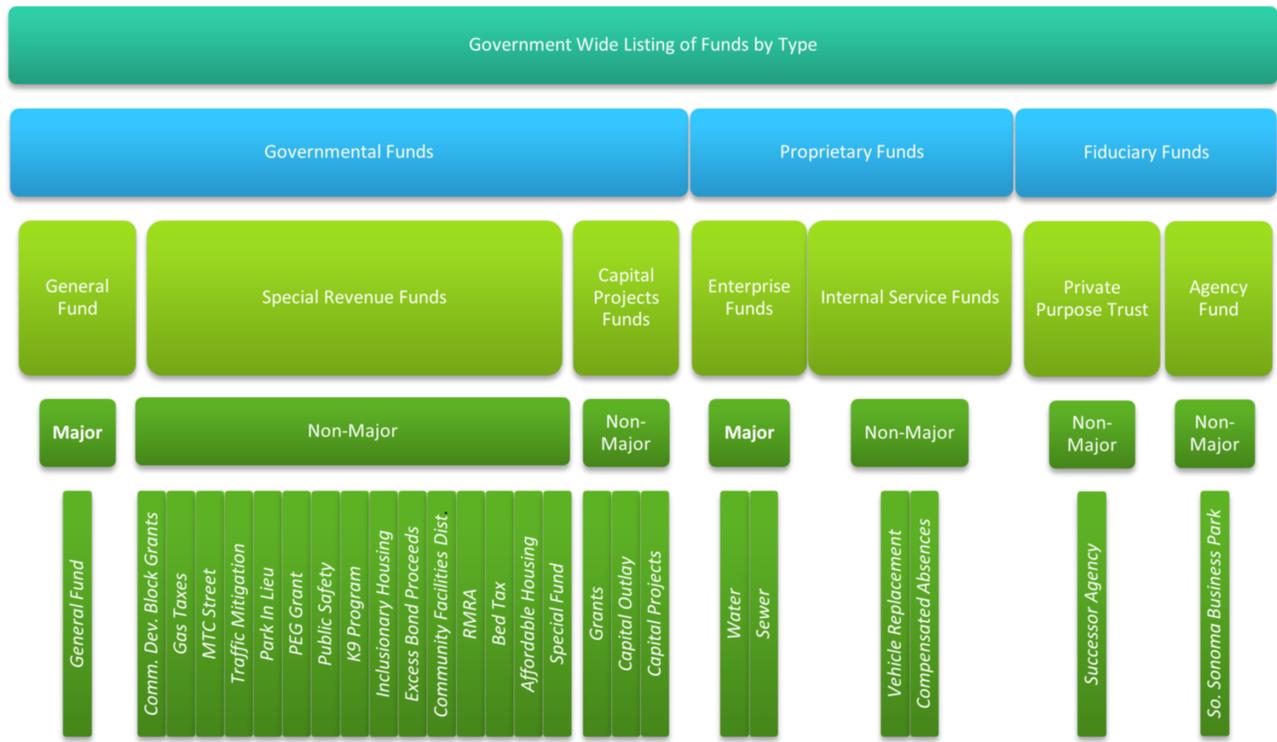


# Organization Chart



# Fund Descriptions and Structure

The operating budget document includes City-wide information as well as information specific to each fund and each department. The City receives revenue from numerous different sources, many of which have restrictions on how they can be used. Separate funds are established to account for the different types of revenues and the allowable uses of those revenues. The annual budget information is available after the publication of the annual Adopted Budget.



## Accounting Basis

**Governmental funds** are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are considered available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

**Proprietary funds** distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. Operating expenses for the enterprise funds include the costs of providing services, administration costs and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**Fiduciary funds** track assets held by the City in trust which are presented using the economic resources measurement focus and the accrual basis of accounting. Economic resources measurement focus is a method of financial reporting where statements report all inflows, outflows, and balances affecting or reflecting an entity's net position including all assets that are available to the entity, not just cash or soon to be cash assets.



# Descriptions & Structure of City Funds

## General Fund

One of the most commonly heard terms in municipal budget discussions is the General Fund. The General Fund is the largest fund that the City of Cotati maintains. The two major revenue sources for the General Fund are Property Tax and Sales Tax. These revenue sources are dependent on the economic environment and can fluctuate from year to year.

Sales Tax - Cities and counties administered local sales tax ordinances with varying tax rates and exemptions until 1955 when the California Legislature passed the Bradley-Burns Uniform Local Sales and Use Tax Law. This law laid the groundwork for a sales tax system that authorizes the State Board of Equalization to collect all sales and use taxes and distribute 1% of the sales tax to cities and counties. In November 2020, Cotati voters also approved Measure S, a 1% transactions and use tax. With Measure S, the total sales tax rate in the city of Cotati is 9.50%. Therefore, the city receives a total of 2% of the 9.25% in sales tax, with Bradley Burns and Measure S.

Property Tax - State statutes provide that the property tax rate be limited generally to 1% of market value, be levied by only the County, and be shared by applicable jurisdictions. The County of Sonoma collects the taxes and distributes them to taxing jurisdictions on the basis of assessed valuations subject to voter-approved debt. Property taxes are due on November 1 and March 1, and become delinquent on December 10 and April 10. The City receives property taxes pursuant to an arrangement with the County known as the "Teeter Plan". Under the plan, the County assumes responsibility for the collection of delinquent taxes and pays the full allocation to the City. The City recognizes property tax revenues in the fiscal year in which they are due to the City.

Other Revenue - Other General Fund revenue sources are impacted by the economic environment, but not to the same degree as sales, property, and transaction and use taxes. These other sources include; Business License Tax, Permits and Franchises, Rents; Revenue from Other Agencies, Charges for Services, Transfers from Other Funds, and Other Revenues.

## Enterprise Funds

Enterprise Funds are for specific services that are funded directly through user fees. As the second largest fund type in the City, the Enterprise Funds are fully self-supporting and are not subsidized by tax money from the General Fund. Cotati's Enterprise Funds include Water Operating and Capital Funds (401 & 402) and Sewer Operating and Capital funds (404 & 405).

## Special Revenue Funds

Special revenues are monies received for a specifically identified purpose. Examples are Community Development Block Grants (202), Gas Tax (203), and MTC Streets (204) funds.

## Capital Projects

Capital project funds are financial accounts that are used to track the building, renovating, or purchase of equipment, property, facilities, parks, and other infrastructure or information technology systems which are to be used as a public asset or to benefit the public. Examples of these funds for the City are Grants Fund (201), Capital Outlay (604), and Capital Projects (605).

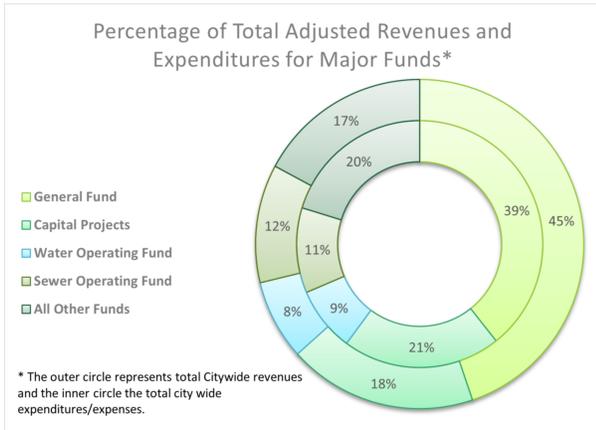
## Internal Service Funds

Internal Service Funds account for activities that provide goods and services to other departments or funds on a cost-reimbursement basis.

## Identification of Major Funds

In line with GASB 34, the City defines major funds as funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of the corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that the fund is particularly important to financial statement users.





## City's Budget Major Funds

The City reports the following **major** governmental funds:

The **General Fund** is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The **City Capital Projects Fund** consists of various types of financial resources that are utilized to build, renovate, or purchase equipment, property, facilities, including buildings, parks, information technology systems and non water/sewer infrastructure and which are to be used to benefit the public.

The City reports the following **major** proprietary funds:

The **Water Fund** accounts for the operations of the City's water treatment and distribution system.

The **Sewer Fund** accounts for the operation of the City's wastewater collection activities.

Two other governmental funds, **Inclusionary Housing Fund** and **Low Income Housing Fund**, are both also identified as Major Funds due to the balance of assets retained to support future inclusionary and low income housing activities.



# Budget Development

The budget is the City's financial plan for delivering effective services and efficiently managing the revenues which support those services. It is an essential component of the City's process for financial planning, management, and control. The budget is a plan of revenue and expense activities for the fiscal year and is intended to provide a clear, concise, and coordinated financial program to attain the City's goals and objectives. Revenue estimates are derived using historical and economic data on the state and local levels.

The budget is also developed based on the following:

- The City Council's priorities are identified through annual strategic planning and budget workshops.
- Service level prioritization as identified by the City Manager
- Availability and sustainability of revenues
- Legal mandates
- Prioritized capital projects

## Responsibilities

- The Director of Administrative Services has the overall administrative responsibility for planning, coordinating, analyzing, preparing, and issuing the budget.
- Each Department Director is responsible for preparing and submitting the budget for the department and its subsidiary divisions in accordance with the budget instructions.
- The City Manager, in close consultation with the department directors, is responsible for making the final determination of the proposed budget to be submitted for approval to the City Council.
- The City Council is responsible for setting the City's priorities and approving the annual operating budget.

## Adopted Resolution



**Cotati City  
CA**  
**CC Resolution  
2021 - 30**



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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI ADOPTING THE FISCAL YEAR 2021/22 BUDGET**

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**Information**

<b>Department:</b> Administrative Services	<b>Sponsors:</b>	
<b>Category:</b> Financial Stability (Vision for Cotati)	<b>Functions:</b>	Budget

---

**Links**

[Link 3015 : Adoption of a Resolution Approving the Fiscal Year 2020/21 Budget](#)  
Link to Staff Report

[Link 3249 : Adoption of a Resolution Approving the Fiscal Year 2021/22 Budget](#)  
Link to Staff Report

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**Attachments**

Printout  
Proposed Budget FY 2020/21

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**Body**

**WHEREAS**, the City Council had previously held duly noticed study sessions on March 16, April 20 and May 18, 2021, and provided the opportunity for and received public comments on the Fiscal Year 2021/22 Proposed Budget; and

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

**NOW, THEREFORE**, the City Council of the Cotati hereby resolves that:

1. The Proposed Budget for Fiscal Year 2021/22 is hereby approved and adopted effective July 1, 2021.
2. The City Manager is authorized to make expenditures and enter into agreements conforming to 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.
3. Unexpended appropriations from the Fiscal Year 2020/21 Budget may be carried forward to the next fiscal year, provided the funds have been previously encumbered for a specific purpose, or apply to authorized but uncompleted capital projects.
4. The current year budget (Fiscal Year 2020/21) is hereby amended to equal the estimated actuals for the current year.
5. This Resolution shall take effect immediately upon adoption.

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**Meeting History**

Jun 8, 2021 6:00 PM Audio/Video **Cotati City Regular Meeting Council**

<b>RESULT:</b>	<b>ADOPTED (UNANIMOUS)</b>
<b>MOVER:</b>	Mark Landman, Vice Mayor
<b>SECONDER:</b>	Susan Harvey, Councilmember
<b>ATTN:</b>	John C. Hoare, Mark Landman, Susan Harvey, Laura Sparks, Ben Ford

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**Discussion**

[Add Comment](#)



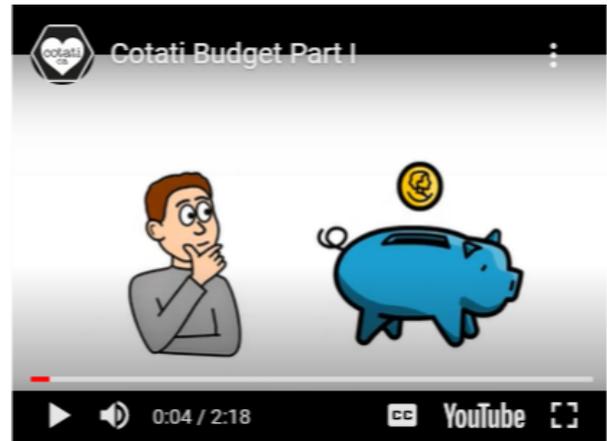
# Budget Timeline

From October to December, the City Manager and Director of Administrative Services hold a series of planning meetings to analyze financial performance as of Mid-Year as well as determine preliminary budget guidelines for the upcoming fiscal year. The schedule below is the summary of the planning and reporting meetings for the current budget cycle.



## Cotati's Budgeting Process Video

Check out our new video on  
**What is a City Budget?**



# Budget Development Process

## Preparing the Budget

The budget development process is the formal method through which the City establishes its program priorities, goals, and service levels for the upcoming fiscal year. Through the budget development process, programs are established, service levels are expressed, performance measures are articulated, and resources are identified.

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.

From October to December, the City Manager and Director of Administrative Services hold a series of planning meetings to analyze financial performance as of Mid-Year as well as determine preliminary budget guidelines for the upcoming fiscal year. Following these planning meetings, the budget calendar is developed. The budget calendar provides a time frame for the planning and preparing of the City budget.

From January through February, the Administrative Services Department drafts the budget guidelines, instructions, supporting materials, forms and worksheets, and distributes them to all departments responsible for their budget preparation during the budget kickoff meeting. These budget guidelines include; new budget policies for the upcoming fiscal year, department worksheets with historical actual and proposed operating revenue and expenses, and departmental variance analysis (actual year to date versus budgeted financial activity) and forecast analyses. Based on policy direction provided by Council through the City Manager, departments prepare their budget requests for the City Manager's review. As needed, the Administrative Services Department provides technical assistance to the department staff involved in preparing budgets for their departments.

When the department budgets are completed, the department director reviews them and forwards them to the Administrative Services Department. The Administrative Services Department compiles the departmental budgets into a draft line item budget rolling up to a single City-wide budget. With the departmental input, the Administrative Services Department performs an initial analysis comparing all revenue and expenditure projections for reasonability and to ensure that they adhere to the budget guidelines and that no category has been overlooked.

The City Manager, Director of Administrative Services, and department directors meet between March and the end of April to review the draft budget, make necessary adjustments, and determine which of the proposed new programs will be presented to the City Council for adoption. These meetings are an opportunity for each department and division to present their proposed budget and their justifications for new programs, and to enhance senior management's knowledge of operational needs. The Administrative Services Department compiles the results of the reviews and prepares final recommendations for the City Manager's approval.

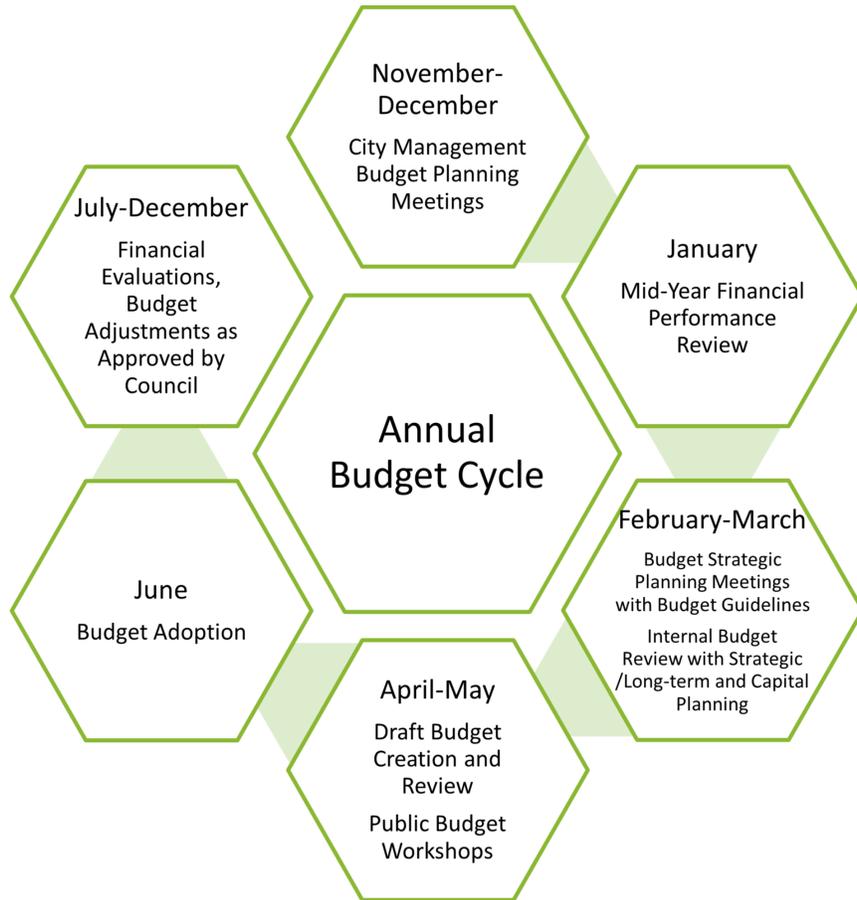
In May through June, the City Manager presents the final recommendations to the City Council as the Proposed Budget. The City Council's review includes citizen's input at public hearings and budget workshops. Upon completion of the review and all budget modifications, the budget is adopted by resolution of the City Council. The Council also adopts the City's appropriations limit in conformance with the California Constitution, Article XIIIb.

## Continuous Budget Monitoring

Once in place, the adopted budget becomes the main internal control document used to monitor and manage the City's financial position. Monthly Revenue and Expenditures Reports are provided to department directors indicating revenue and expenditures for the month and year to date. This data is intended to help department directors control expenditures and track revenue. Department directors review the reports and investigate significant variances between actual revenues and expenditures and the budget projections. During this review, additional fund requirements may be identified for specific items or projects that were unforeseen at the time of initial budget adoption. Accordingly, recommendations for additional appropriations are considered by the City Manager, submitted for approval to the City Council, and adjusted within the budgetary software by the Administrative Services Department.

Generally, the budget is formally amended at mid-year and at year-end. Additional appropriations, which were approved during the year, are added to the Adopted Budget and presented to the City Council as the Amended Budget. After Council's review, the Amended Budget is adopted by resolution.





# Budgeting 101 FAQ's

## WHAT IS A MUNICIPAL BUDGET?

A municipal budget is a legally required management and planning tool to forecast expenditures and revenues the City will incur in the upcoming fiscal year. It is neither actual revenue nor actual expenditures, but a tool to plan for the desired level of expenditures with the expected level of revenue. The budget is constantly monitored throughout the year to make adjustments so that at the end of the year the budget is in balance.

## WHO DEVELOPS THE CITY BUDGET?

Each year the City Council and City staff work together to develop an Annual Budget with public input through a series of public strategic planning and budget workshops in the spring. While the Budget is being created, all parties must make decisions on how to utilize the finite amount of revenue that the City receives in order to produce the greatest benefits for the citizens.

## WHAT DOES THE CITY BUDGET DO?

The Budget serves as a guide and an outline of how the funds should be spent to provide, maintain, and improve services to the City. The City Council, City staff, and the public all serve as participants in its creation and execution. The City is limited by the number of resources available, and as such, the Budget aids officials in determining which objectives have the highest priority and will produce the greatest positive impact on the community. Budgets are also created for linking near-term goals with available resources while keeping in mind long-term goals and resources.

## HOW IS THE BUDGET CREATED?

The budget is created by first establishing the goals and priorities for the City as determined by the Council during annual strategic planning meetings with City staff and the public. Once these goals are determined, a draft is created to accomplish those goals and priorities. Actual expenses and revenues from past years are also analyzed and reviewed to aid in forecasting expenses and revenues. The draft Budget is then discussed in a series of public workshops to receive additional input from the City Council and the public. The Budget must be formally adopted by the City Council by June 30th each year. Once the City's budget is adopted by the Council, the budget becomes an essential oversight tool in the city's operations.

## WHAT IS A CAPITAL IMPROVEMENT PLAN?

A capital improvement plan is a plan created by the City to identify needed construction projects and equipment purchases. This plan provides a timetable for construction phases as well as requirements of funding sources. The capital improvement plan includes City projects such as park improvements, street pavement maintenance, sewer and water system improvements, traffic signal and street lighting installations, and City facility construction or improvement.



## **Basis of Budgeting**

A municipal budget is a legally required management and planning tool to forecast expenditures and revenues the City will incur in the upcoming fiscal year. It is neither actual revenue nor actual expenditures, but a tool to plan for the desired level of expenditures with the expected level of revenue. The budget is constantly monitored throughout the year to make adjustments so that at the end of the year the budget is in balance.

The budget is prepared in accordance with Generally Accepted Accounting Principles. The budgets for all funds have been prepared on a modified accrual basis. The modified accrual basis recognizes expenditures at the point in time when the related fund liability is incurred, not necessarily when the liability is actually paid. Revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Each fund is estimated prior to the end of the fiscal year utilizing the same basis of accounting that is used for the same fund within the final audited financial statements once the Fiscal Year is closed.



# Financial Policies Summary

Financial policies are essential and central to a strategic, long-term approach to financial management of the City by the elected officials and staff. Financial policies also create and define a shared understanding of how the City will develop its financial practices and manage its resources to provide the best value to the community and provide structure, boundaries and limits on the actions City staff may take. The formal adoption of financial principles and policies promotes public confidence, enhances transparency and provides continuity over time.

The financial policies provide a structured, central repository for a variety of fiscal policies and are organized into the following categories including; General Financial Principles, Annual Operating Budget Policy, Capital Improvement Program, Revenues, Expenditures, Cash Management, Debt Management, Fund Balances, Financial Reporting, and Review and Updates. Additional financial policies that are approved separately from the financial policies include; the Reserve Policy, Investment Policy, Purchasing Policy and Capital Asset Policy. Please see the full financial policies attached below or on our city website [here](#).

## **Reserve Policy**

The Government Finance Officers Association (GFOA) recommends that city governments maintain an unrestricted General Fund balance of no less than 2 months of regular General Fund operating revenues or regular General Fund operating expenditures. This amounts to 16.7% of either General Fund operating revenues or regular General Fund operating expenditures. The reserve policy adopted by the Cotati City Council maintains a minimum of 25% of the annual operating expenses, thus exceeding the GFOA recommendations. This policy ensures there are funds available for significant, unanticipated events since these reserve funds can only be used with a majority vote of the City Council, and for specific circumstances (see Cotati Financial Policies attachment below, pdf pages 15-17).

## **Investment Policy**

The Investment Policy of the City guides investment of public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City, while conforming to all state and local statutes governing the investment of public funds (see Cotati Financial Policies attachment below, pdf pages 18-23).

## **Purchasing Policy**

The City Purchasing Policy outlines the purchasing procedures that apply to all City purchases, including proper procurement, competitive bidding, contract services, recycled products and local vendor preference, credit card management, and emergency exemptions (see Cotati Financial Policies attachment below, pages pdf 24-48).

## **Capital Asset Policy**

The Capital Asset Policy conveys the proper and approved financial treatment of expenditures for assets, and establishes thresholds in financial reporting. In addition, the asset policy defines specific controls over the safeguarding and maintenance of all assets in order to reduce the risks of loss through theft or mismanagement (see Cotati Financial Policies attachment below, pages pdf 49-61).

## **Summary**

These policies will be updated periodically, but are designed with a long-term perspective and provide the basic framework and road map for addressing a wide variety of financial and economic conditions that the City will encounter. A fiscal policy supports long-term planning and enhances the City's effectiveness in implementing long-term strategies to deliver efficient services to the public. See the attachment below for copies of the adopted financial policies and financial procedures in place for the City of Cotati as of June 8, 2021.



## GFOA Budget Award

The City of Cotati staff are the proud recipients of their fourth consecutive Distinguished Budget Awards from the Government Finance Officer Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).

This represents a significant achievement by the City and reflects the commitment of the City Council and staff to meeting the highest principles of governmental budgeting. In order to receive the budget awards, the City had to satisfy nationally recognized guidelines. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Cotati  
California**

For the Fiscal Year Beginning

**July 01, 2020**

*Christopher P. Morill*

Executive Director



# CSMFO Budget Award

## California Society of Municipal Finance Officers

*Certificate of Award*

### **Operating Budget Excellence Award Fiscal Year 2020-2021**

*Presented to the*

**City of Cotati**

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting

**January 31, 2021**



*Marcus Pimentel*

**Marcus Pimentel**  
CSMFO President

*Michael Manno*

**Michael Manno, Chair**  
Recognition Committee

*Dedicated Excellence in Municipal Financial Reporting*

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# **BUDGET OVERVIEW**

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# Executive Overview

This overview provides a summary of the significant budgetary items and trends for the City of Cotati as of budget adoption. As this is a summary, users of the budget should also refer to detailed information as provided within the fund and department summary pages. The City additionally provides a budget in brief document as a very high level summary on what is going on in our City right now and the financial implications.



## Economic Outlook & Intergovernmental Considerations

Just over one year ago, the World Health Organization declared the Covid-19 outbreak a pandemic. While it is still early to tally the total financial costs of Covid-19 to Cotati, City staff and City Council set in place strategic management over the fiscal year 2020/21 budget due to uncertain impacts on key revenue sources, including sales taxes and charges for services during development. Due to our specific revenues, Cotati was able to adopt a budget for Fiscal Year 2020/21 which estimated only a 4% decrease of City revenues compared to Fiscal Year 2019/20. The estimated actual City Wide revenues for Fiscal Year 2020/21, as presented within this budget, is 30.8% greater than initially budgeted.

### National

The national economy continues to improve but still has some new volatility, primarily around inflation and unemployment. As outlined in the Q2 2021 Economic Update as provided by the S&P Global Ratings Agency, there is strong optimism around the recovery with the risk of recession decreasing and the GDP growth forecasts increasing in 2022 to 3.1% from an initial estimate of 3.0%. Both business and consumer confidence are expected to continue improving. This turnaround is boosted by the American Rescue Plan that was signed into law on March 12, 2021. This rescue plan, totaling \$1.9 trillion, is estimated to create more than 600,000 jobs and will inject over \$365 billion into state, local, and tribal capital infrastructure systems. Nationally, the unemployment rate is dropping as of March 2021. However, at 6.2%, there are still approximately 10 million unemployed and the economy is 9.5 million jobs short of the pre-pandemic peak. While we hope that as more workers are vaccinated and more businesses reopen their doors, these workers will swiftly reenter the workforce. However, there is still a risk that the economy will lose productivity for a longer period of time, causing further supply side delays and cost increases for the overall economy. Economists are anticipating unemployment to decrease to 5.2% in the fourth quarter of 2021, then further reduce to 3.7% by the fourth quarter of 2023. One trend in the national market that we will see copied in both the state and local economies is the demand for housing. Due to overall lower interest rates, more flexible work environments, and a desire for more living space away from urban centers, more people made migratory moves to suburbs and home prices in those suburbs are climbing with housing starts (an economic indicator reflecting the number of privately owned new houses) increased to an 8-year high of over 1.4 million.

### State

The California economy during Covid-19 experienced a statewide economic crisis consistent with the national economy. However, it is expected that the State will recover faster than the Nation as a whole. As included within the UCLA Anderson School of Management Forecast for 2021, economists are pointing to a boom in residential construction spurred by a pre-Covid housing shortage, increased housing demand, and lower interest rates for construction borrowing as a spur for economic growth. According to Beacon Economics as well as Hdl Coren & Cone, sales prices of homes in the State have increased by more than 15% from the 4th quarter of 2019 to the 4th quarter of 2020, and have continued to increase to more than 19% when comparing March 2020 to March 2021.

### County

For Sonoma County, the UCLA Anderson Forecast for 2021 shared that the County's recovery will begin as soon as the pandemic is over, and that the initial growth within the County should be faster than California due to the draw for domestic tourism. The unemployment rate in Sonoma County has dropped from 15.2% in April 2020 to 6.0% in March 2021. As more businesses reopen and tourism improves due to the relaxing of Covid-19 restrictions, the unemployment rate is expected to continue to decrease in 2022.

### Cotati

Our City was not unaffected by the significant impacts due to Covid-19, and we are steadily climbing back to the pre-Covid-19 projections. However, a significant revenue source for City operations was secured due to citizen turn out in November 2020 when voters came out strongly in support of Measure S, a 1% transaction tax dedicated to vital resources to maintain the City Operations. Even with this key funding stream secured, the City continues to focus on maintaining sufficient operating reserves, while securing and diversifying revenues to ensure revenue stability and to provide long term funding for priority community services and infrastructure, and debt repayments. With a continued strategy of economic development, the City is (1) supporting hotel development in order to create meaningful Transient Occupancy Taxes (TOT) income and bring visitors into local Cotati businesses to support our existing business community, (2) supporting the development of the cannabis industry in Cotati, which will provide new revenue through the local cannabis business tax, and (3) focusing on economic development in key areas of the City to support existing businesses and promote new development in the Northern Gateway and Highway 116. Development of these areas will provide new services for residents and further shore up the economic foundation of Cotati. With this economic strategy in place, the City will be able to better serve its residents and diversify the revenue to provide more revenue stability into the future.

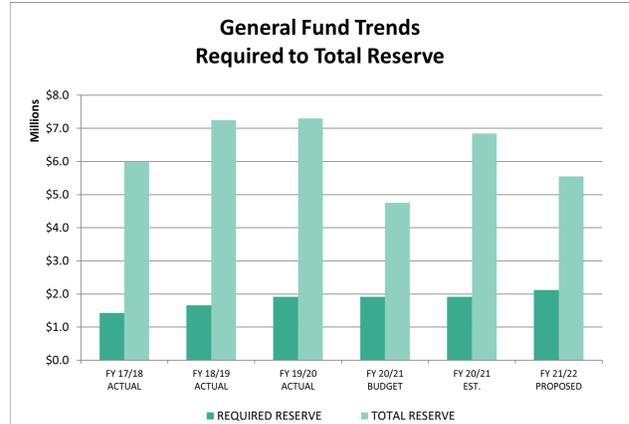
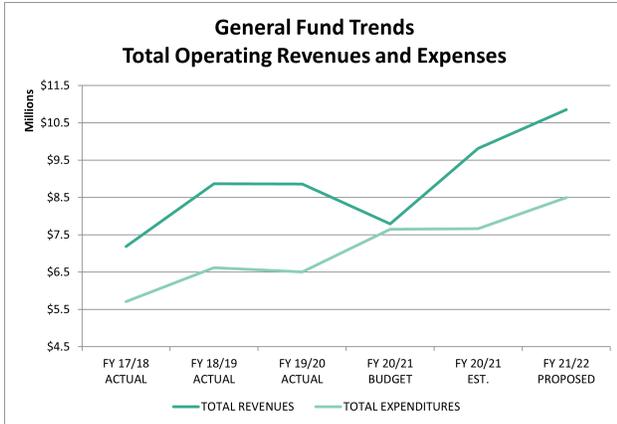
## City Government Highlights & Trends



## General Funds Highlights and Trends

- Total Operating Revenues for fiscal year 2021/22 are budgeted at \$10.8M; a 39.3% increase over fiscal year 2020/21 adopted budget and a 10.6% increase over the estimated fiscal year 2020/21 actuals.
  - This significant increase is primarily due to an estimated \$1.4M in one-time grant funding available from the American Recovery Act. Adjusting for this one-time revenue, operating revenues are estimated at \$9.4M and a \$360K or 3.7% decrease from the estimated actual for Fiscal year 2020/21. This decrease is due to lower development fees as the Kessing Ranch housing development is near completion.
- Total Operating Expenses for fiscal year 2021/22 are budgeted at \$8.5M, an 11.1% increase over fiscal year 2020/21 adopted budget and a 10.9% increase over the estimated actuals. These increased costs are primarily due to increased staffing costs such as workers' comp insurance, health benefits, and pensions, as well as the increase in liability insurance.

For more information on the General Fund Revenues, Expenditures, and Fund Balances please see the detailed fund summary page.



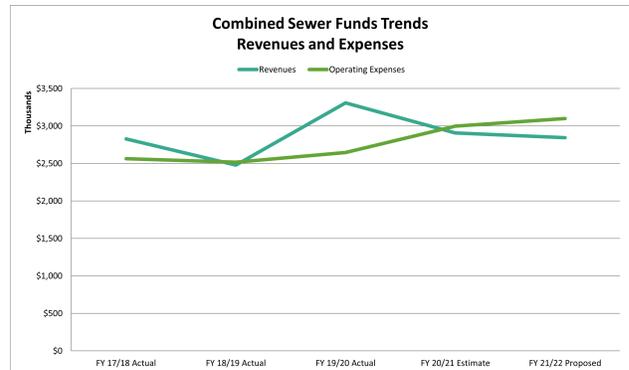
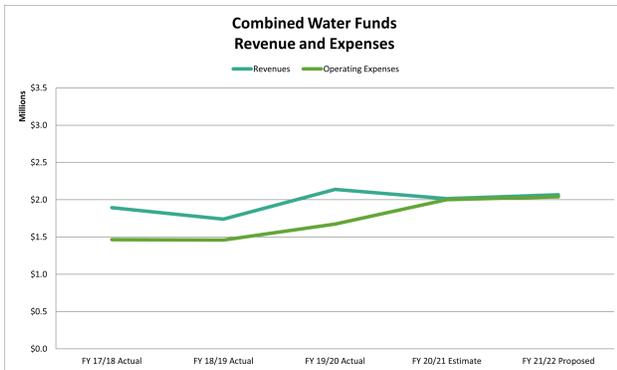
# Enterprise Funds Highlights and Trends

## Water Fund

- Revenues are decreased compared to the prior year with changes mainly due to decreased connection fees as new developments are completed.
- Proposed Capital Project Improvements are budgeted as follows:
  - Design for Well 1A and Well 3 filter media replacement - \$115,000
  - Scada Server Replacement and Relocation - \$100,000
- Increase in Operating Expense due to increased charges for purchased water, full employment budgeting, and increased indirect cost allocation such as insurance.

## Sewer Fund

- Revenues are decreased compared to the prior year with changes mainly due to decreased connection fees as new developments are completed.
- Proposed Capital Project Improvements are budgeted as follows:
  - Manhole Lateral Repair and Improvements - \$96,000
  - Scada Server Replacement and Relocation - \$100,000
- Increase in Operating Expense due to increased charges for wastewater treatment, full employment budgeting, and increased indirect cost allocation charges such as insurance.



# Internal Service Funds Highlights and Trends

- Vehicle Replacement Fund - For fiscal year 2021/22, the vehicle replacement fund schedules replacements to be funded by other funds in order to cover maintenance costs as well as fleet replacement. This is calculated per the vehicle replacement schedule. The City is dedicated to environmentally conscious procurement and as such will continue evaluation of appropriate fleet purchases with possible cost equivalent electric vehicles in place of the standard gas combustion replacements.
- Compensated Absences Fund - This fund was established for fiscal year 2019/20 to fund the payouts for compensated absences (primarily accrued employee leave bank and vacation time). For fiscal year 2021/22 we are continuing to use this fund to reduce outstanding deferred compensation unfunded liability, as well as removing this episodic expense from the annual operating budgets.



## Capital Projects Funds Highlights and Trends

- Prioritize Previously Postponed Projects
  - Street Improvements and Safety for \$4.8M
  - Park Improvements for \$750K
  - Buildings Revitalization \$160K
- Maximize Possible Grant Funding
- Investments in City Safety or Emergency Preparedness Projects \$110K



## Overview of Significant Fund Balance Changes

### Overview of funds with Fund Balance Changes greater than 10% and \$20,000 in fiscal year 2021/22

- General Fund balance has a decrease of approximately \$1.3M or 19%, primarily due to increased investment in capital projects with \$3.8M in transfers out for Capital Projects.
- General Capital Outlay Fund balance (Fund 604) is anticipated to decrease approximately \$187K or 99%. This fund exclusively funds project work, and therefore routinely has large swings in fund balance as projects occur.
- Traffic Mitigation Fund balance (Fund 205) is anticipated to decrease approximately \$403K or 97% as these development impact fees are utilized towards relevant traffic mitigation capital/streets improvements.
- Park In-Lieu Fund balance (Fund 206) is anticipated to decrease \$85K or 91% due to required transfers of funds to capital projects scheduled at City parks.
- PEG Fund balance (Fund 208) is anticipated to decrease \$40K or 78% due to the use of funds for fixed asset procurement required to host City meetings in a multi-platform environment, as well as possible inclusion of live closed captioning.
- Excess Bond Proceeds balance (Fund 219) is anticipated to decrease \$258K or 100%, based on usage for strategic investments and the Park and Ride Lot Replacement Project and other economic development projects as needed.
- Bed Tax balance (Fund 222) is anticipated to decrease \$30K or 93% based on the use of funds for parks improvement projects.
- Parks Measure M balance (Fund 225) is anticipated to decrease \$157K or 87% based on the use of funds for parks improvement projects.
- Water Funds 401-403 balances are anticipated to have a net decrease of approximately \$282K or 15% over the prior year. This is primarily due to the increased cost of operations and lower anticipated connection fees to be received from development projects.
- Sewer Funds 404-405 balances are anticipated to have a net decrease of approximately \$509K or 40%. This is primarily due to lower anticipated connection fees to be received from development projects as well as increased sewer treatment costs.



## Fiscal Year Comparisons

For Fiscal Year 2019/20, the short term goals of the City were focused on improving its operations and transparency through a host of initiatives for the community, including a Popular Annual Financial Report (PAFR), the cable broadcasting of City meetings, and neighborhood police beats. The City Council also focused on improving its services by investing in technology like the Incode Water and Sewer billing Notifications systems, as well as other professional services contracts to create efficient building inspections and permit checks. A significant effort was also placed on improvement of vital City infrastructure, with an estimated \$4.3M in capital improvement projects, including \$3.6M in Street Construction & Improvements. This was all while maneuvering through multiple significant emergencies, including the PG&E Power Outrages in October 2019 which had the City's power out for more than 5 days during the Kincadee fire, and the continuing emergency of Covid-19.

For the budget year 2020/21, we continued to focus on strategic improvements to City services to reach the community and assist during these times of extreme uncertainty. We looked for ways to strategically invest in infrastructure all while focusing on a first tier of projects that have grant matching programs, improve safety, or are relatively low cost with high benefit. Using this strategy, we were able to bid a major street project and save approximately \$1.3M compared to engineer estimates. We also continued to push forward key development and housing agenda items including ADU ordinances and a housing survey for the City. Completion of these objectives as well as continued work on a cottage housing ordinance will place the City in a strong position for appropriate growth and development going into the future.

For Fiscal Year 2021/22, the City is pushing forward on projects delayed during the Covid-19 crisis. We are looking forward to improving the streets condition over the next 5 years in order to place the City on a maintenance track, thus reducing future costs for infrastructure significantly. For the enterprise funds, the City will be performing their rate study to evaluate the appropriate rates as paid by utility customers. These rates are typically reviewed and adopted to cover 5 future years, thus allowing for appropriate infrastructure planning.

For fiscal year 2021/22, the City is going to continue focusing on the strategic objectives as set out by the City Council to support a beautiful, safe, and stable City with a transparent government.



# City General Plan Mission

To create a healthy, livable and sustainable community that offers a high quality of life, while maintaining Cotati's small town identity;



## Our Vision

**Vision 1 — QUALITY OF LIFE:** To preserve Cotati's rural heritage and small-town atmosphere while ensuring new development reinforces both the quality and economic vitality of the community. To maintain Cotati's urban growth boundaries.

**Vision 2 — ECONOMIC DEVELOPMENT:** To provide a climate that promotes existing business and encourages new businesses to locate in our community.

**Vision 3 — 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.

**Vision 4 — COMMUNITY SAFETY:** To protect the health and well-being of the community by partnering with our citizens to provide a safe and secure environment.

**Vision 5 — INFRASTRUCTURE:** To provide adequate streets, sidewalks, sewer and water systems, parks, bike paths, and public buildings and ensure they are maintained at the highest possible level.

**Vision 6 — 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

**Vision 7 — ENVIRONMENTAL CONCERNS:**

To work with developers and citizens to incorporate environmentally "friendly" materials and "green" building techniques in all r  
To continue to encourage the community to reduce, reuse and recycle.

**Vision 8 — 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.



# Strategic Objectives

At the strategic planning sessions on March 16, 2021 as well as the Budget Study session on April 20, 2021 the City Council finalized the following Strategic Objectives. These goals and objectives were then utilized to focus departmental goals and projects.

## Ensure long-term vitality for the City

- a. Promote a balanced budget that meets the community vision for City services.
- b. Economic Development
  - i. Economic Development Strategy
    - Business Attraction/Retention program
    - Removing barriers to market entry
    - Promotion of Cotati for businesses
  - ii. Revenue enhancement
- c. Facilitate affordable housing and new development and infrastructure consistent with vision and goals of the General Plan and Environmental Impact Report (EIR).
- d. Preserve City infrastructure to meet community needs.
- e. Actively pursue all feasible grant opportunities to implement identified project.
- f. Actively work to mitigate and adapt to the impact of climate change, in accordance with adopted City Council policies.

## Provide core services consistent with standard community service levels

- a. Ensure community safety and quality (Police, Planning, Building, Public Works and Code Enforcement).
- b. Maintain core day-to-day services in all departments.
- c. Improve emergency preparedness, including wildfire preparedness.
- d. Update City regulations to respond to applicable legislative and legal changes.
- e. Provide convenient and reliable zoning, permitting, and development services.
- f. Represent City's interest by participation in region-wide issues.
- g. Pursue opportunities to improve service delivery, including joint procurement, leveraging internal and external staffing, resources, and developing systems, polices and procedures to streamline processes and expand capabilities of staff.

## Community Engagement

- a. Develop programs, projects & processes in order to increase and enhance community engagement.
- b. Continue to improve public information and awareness of programs and services.
- c. Explore the possibility of incorporating neighborhood level programming into City activities.

## Promote an equitable, compassionate, and healthy community that honors diversity as a source of strength

- a. Ensure that all city government operations are inclusive and equitable: Fairness in hiring & promotions, greater opportunities in contracting, and equitable services to all residents.
- b. Advance equity and health in partnership with Cotati residents and stakeholders, other jurisdictions, and non-governmental organizations.



## Short-term Factors

City staff continue to be cautious and responsible in developing a budget that strives to improve service levels, while developing a phased capital project plan, and preserving appropriate operating reserves. In preparing departmental budgets for the new fiscal year, department directors are instructed to analyze their departmental goals and their correlating expenditures. This process includes an evaluation of each department for possible cost savings, cost sharing, or possibilities for grants/donations.

The Administrative Services Department assisted each department with calculations of key factors that were assumed to affect each individual department's budget, including but not limited to:

- Assist in revenue estimations based on known or anticipated developments and economic factors
- Human Resources adjustments due to labor agreements, pension payments, employee turnover due to retirements, and internal position changes.
- Determining if new or ongoing contract services will have Citywide benefit, and therefore be allocated using a reasonable basis, or if the service is exclusively for a certain department and will therefore be charged directly to the lead department.
- Estimating unknown expenditures for utilities, general insurance, or legal counsel.
- Debt payments and tentative investment earnings

The 2021/22 City budget continues to recognize the need for a conservative approach to managing expenditures while providing a balance of maintaining existing high-quality programs, services and infrastructure, to best meet the goals and priorities of the City and its community partners. Additional service level changes for the individual departments are described within the departmental summary sheets and the service level changes for capital project evaluations are included within the capital improvements section.



## Strengths ,Weaknesses, Opportunities, and Threats



### Strengths

- Extension of Local Sales Tax
- Fund Balance Reserves
- Smaller City that is more flexible to to meet community needs
- Adapted multi-platform services to Citizens

### Weaknesses

- Inflexible operating expenditures increases including Insurance and Pension Benefits
- Limited Capacity for Special Projects beyond normal operations



### Opportunities

- Expansion of Revenue base to include TOT with future Hotel Development on Hwy 116 and Old Redwood Hwy
- Refunding of Pension Obligations to decrease future operating expenses
- Development of more processes and programs to improve Community Engagement

### Threats

- Disruption of City services due to Public Safety Power Shutoffs, Fires, Earthquakes.
- Reliance on Computer Systems that are possibly susceptible to corruption
- Key businesses discontinue operations within the City and cause significant revenue losses



# Priorities & Issues

The budget continues to meet the prudent financial reserve goals of City Council, which calls for a General Fund operating contingency reserve of not less than 25% of the total General Fund operating budget for the fiscal year (Resolution 2009-50). The adopted budget includes a reserve level that continues to exceed this goal set by City Council. Although the current year budget continues to meet the City Council reserve policy, the City still faces some medium and longer term challenges:

## Cotati Priorities

The Priorities as outlined in the City Council Objectives and City Managers Message along with the department units goals and objectives as outlined in their strategic projects and goals:

 <p><b>Long-term vitality of the City</b></p> <p><b>Administrative Services</b></p> <ul style="list-style-type: none"> <li>Budgeting efforts to meet or exceed both the General Fund reserve policy target of 25% and Enterprise Fund (Water &amp; Sewer) reserve policy target of 33%</li> </ul> <p><b>City Manager</b></p> <p>Along with joint City departments, continue Economic Development work, including (1) strategy that attracts or retains businesses by removing unnecessary barriers that the City can affect and (2) continue short to medium term revenue enhancements by developing TOT and improving cannabis business taxes and (3) working with the City Council to develop longer term policies to grow and broaden the business community. The goal of this work is to provide the community with the needed resources for critical services and infrastructure.</p> <p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>The Community Development Department provides for the long-term viability of the City by providing prompt and responsive services to customers seeking development review and land use input for their properties. Continue to explore policy recommendations to expand affordability of housing across all income ranges.</li> </ul> <p><b>Public Works</b></p> <ul style="list-style-type: none"> <li>Invest in strategic infrastructure to meet community desires while lowering the future annual cost of street maintenance by rehabilitating roads in poor condition and maintaining those in fair to good condition.</li> </ul>	 <p><b>Provide Core Services Consistent with Standard Community Service Levels</b></p> <p><b>Administrative Services</b></p> <ul style="list-style-type: none"> <li>Keep data and related regulations updated for compliance with law on an ongoing basis, including: Payroll compliance with labor laws, Utility compliance with State and Local Legislation including emergency resolutions, and Financial reporting compliance with GASB Standards.</li> </ul> <p><b>City Manager</b></p> <p>Maintain efficient and responsive core services in all departments. Continue to adjust or build new systems and services to meet community needs. Continue to look for opportunities to adapt and mitigate the impacts of climate change and improve emergency preparedness and resiliency, including wildfire preparedness.</p> <p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>Continue to seek opportunities to expand on the services offered and provided by Department staff. This will include expanded access to affordable housing information, streamlined ability to file Code Enforcement complaints and continuing to leverage contract staff to provide broadened service levels in all aspects managed by the Department.</li> </ul> <p><b>Police Department</b></p> <ul style="list-style-type: none"> <li>Ensure community safety by collaborating with allied local law enforcement agencies to collectively improve our regional and local response to the mental health and unsheltered crisis.</li> </ul> <p><b>Public Works</b></p> <ul style="list-style-type: none"> <li>Provide safe and reliable water and sewer service, operate and maintain the infrastructure proactively, and continue to meet or exceed all State and Federal regulatory requirements. Enhance operational reliability by using automation to provide daily water production and equipment run-time reports and improve accessibility to the data by moving away from paper records.</li> </ul> <p><b>Recreation</b></p> <ul style="list-style-type: none"> <li>Expand affordable and accessible programming and events to increase community engagement, visitation to the City, and support local businesses.</li> </ul>	 <p><b>Community Engagement</b></p> <p><b>Administrative Services</b></p> <ul style="list-style-type: none"> <li>Coordinate an accounting internship program with Sonoma State Business Administration Department</li> </ul> <p><b>City Manager</b></p> <ul style="list-style-type: none"> <li>Continue to improve engagement between the City and residents so that the community has timely information about City programs and projects and can readily engage with the City on issues that they care about. This requires using multiple platforms and communication channels to meet people where they are.</li> </ul> <p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>Will continue to seek and expand efforts to engage with members of the community on both long-term policy projects such as the Housing Element Update, as well during the review of individual development projects. These efforts will include direct notices to property owners of neighboring sites proposed for development, expanded information being available on the Department webpage and using social media posts and notifications.</li> </ul> <p><b>Police Department</b></p> <ul style="list-style-type: none"> <li>In conjunction with all City Departments, will strive to seek community engagement to improve communication, build trust, and reduce racism in Cotati. The Police Department will continue community engagement through Coffee with a Cop, National Night Out, Thomas Page Academy outreach and other platforms. The Police Department will continue its Public Information efforts through social media and on the City Website. We will incorporate Neighborhood Level Programming through our Officer Assigned Areas consisting of six (6) designated "beats" in our City.</li> </ul> <p><b>Public Works</b></p> <ul style="list-style-type: none"> <li>Provide excellent customer service to the public and development community by maintaining City infrastructure records, providing clear instructions for Public Works processes and permitting, and involving the public in significant public works projects with effective public outreach.</li> </ul>	 <p><b>Promote an Equitable, Compassionate, and Healthy Community that Honors Diversity as a Source of Strength.</b></p> <p><b>Administrative Services</b></p> <ul style="list-style-type: none"> <li>In order to make online utility information more accessible to more residents we will evaluate and develop multilingual availability on the City Website and Utility Billing Portal.</li> <li>City Manager</li> <li>Ensure that City operations are inclusive and equitable. Advance equity and health in partnership with Cotati residents and stakeholders, other jurisdictions, and non-governmental organizations.</li> </ul> <p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>Committed to ensuring the provision of information and services is equitable and engages all populations within the community of Cotati. These efforts will seek to ensure every citizen of Cotati is considered through Department engagement efforts, the provision of Department services and in the goals and policies promoted by Department staff in long-range planning documents.</li> </ul> <p><b>Police Department</b></p> <ul style="list-style-type: none"> <li>In conjunction with all City Departments will strive to seek community engagement and input to reduce systemic racism in Cotati. Provide safe and inviting park and open spaces for the community to learn, play, and promote a healthy and active lifestyle.</li> </ul> <p><b>Recreation</b></p> <ul style="list-style-type: none"> <li>Provide safe and inviting park and open spaces for the community to learn, play, and promote a healthy and active lifestyle.</li> </ul>
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## Cotati's Issues

Although the current year budget continues to meet the City Council reserve policy, and Measure S was approved by voters, thus securing a vital City revenue source, the City still faces some medium and longer term challenges:

- **Economic Development:** Due to anticipated growth slowdown for Property Taxes due to the Proposition 8 recapture and insufficient diversification of revenue, the City is focused on diversifying the current sources of revenue to provide a more stable and resilient general fund. Economic development also continues to grow the local economy, adds new goods and services locally, creates new jobs and contributes taxes to support services for our community. This is complemented by General Fund reserves, which provide financial stability and allow the City to respond to changes in revenue projections, expenditure needs, and unforeseen economic erosion or expansion. Both the City Managers Department and the Community Development department are continuing to develop ongoing strategies to diversify the revenues and continue to expand the appropriate growth in line with the City's character.
- **CalPERS unfunded liability:** the CalPERS pension program continues to be an area of attention for the City. CalPERS continued the modification of their discount rate, which affects unfunded liability projections, and is expected to peak in 2025. Unfunded liability is simply a mismatch between a pension plan's estimated obligations and assets. Defined benefit pension plans such as CalPERS are pre-funded, meaning regular contributions for each worker are made into the retirement fund during the course of the worker's career. When investment markets drop or employee retirement benefits are improved, the pension system can find themselves facing a funding gap, or unfunded liability. In short, the benefits owed to current and future retirees exceed the amount of money the plan has, and is projected to have, to meet the future obligations. Staff is working with CalPERS and outside experts to further study and address the City's portion of unfunded liability. Due to this the City Staff are currently evaluating strategies and policies that can be put in place to manage this significant debt for the future of our community.



## Long Range Financial Plans

Although the adopted budget is an annual budget, the City is implementing tools to look beyond the one year, to make sure it can sustain operations and meet the long-term goals established in the comprehensive plan. To ensure long-term sustainability, the City's budgets follow these financial-related goals:

- Maintain an operating reserve of at least 25 percent for the General Fund and 33% for the Enterprise Funds
- Continue implementing best financial practices
- Use technology to streamline and automate business practices to help keep up with the demand for services
- Contribute full funding for annual UAL pension funding and will evaluate and implement a pension plan policy in fiscal year 2021/22

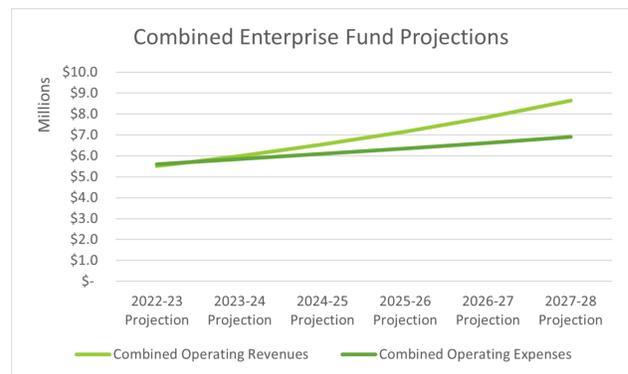
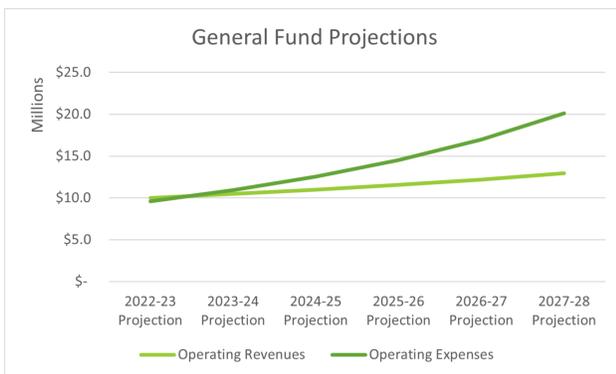
To make sure the City is on the right financial track, the city is currently formalizing the Long-Term Financial Outlook that forecasts operating expenses and revenue for the next 10 years for the General Fund to correlate with the currently implemented 5 year outlook for the capital expenditures plan (CIP Schedules) for both the General and Enterprise Funds.

In addition to the operational outlook, a capital plan has been developed to address the needed infrastructure for the next five years. The summary of the long term capital plan summary can be found in the section after the long-term financial planning as well as within the Multi-Year Capital Improvements Section. Funding for these projects is also forecasted to make sure that the projects can be completed with no General Fund debt.

## Long-term Financial Planning

Long-term financial planning is the process of aligning financial capacity with long-term service objectives.

With this planning, the City can use simple forecasts to provide insight into future financial capacity in order to meet future objectives, including capital planning, as well as secure operations of core services in case of future instability. City staff are currently working on a 5-year proforma budget. Many governments have a comprehensive long-term financial planning process because it stimulates discussion and engenders a long-range perspective for decision makers. Below is a snapshot of the estimated revenue and expenditure projections for 5-years for the General Fund, as well as the combined Enterprise Funds.



## Long Term Capital Planning

The first step in long range capital planning is identifying community needs and desires. The City is continuing to develop ongoing capital asset life cycle replacement schedules including the vehicle & equipment replacement fund as well as preparation of the 5-year capital improvement program for both government and enterprise major infrastructure. City staff also analyze the assets that are noted for possible aging to determine when or if replacements are required. These schedules assist programming funds needed for the replacement or refurbishment of these major assets. Within the multi-year plan for capital improvements there is additional information to identify future service needs and maintenance, possible cost savings due to project implementation, as well as possible increases in revenue.

Other items that are considered when initiating major capital expenditures include the following:

- Do these infrastructure improvements meet economic development needs or provide great public benefit?
- Does it meet City policy within the General Plan?
- Did we incorporate input and participation from major stakeholders and the public?
- Will this project provide additional revenue-generating potential?
- What are the non-financial impacts of the project, including local and global environmental impacts?



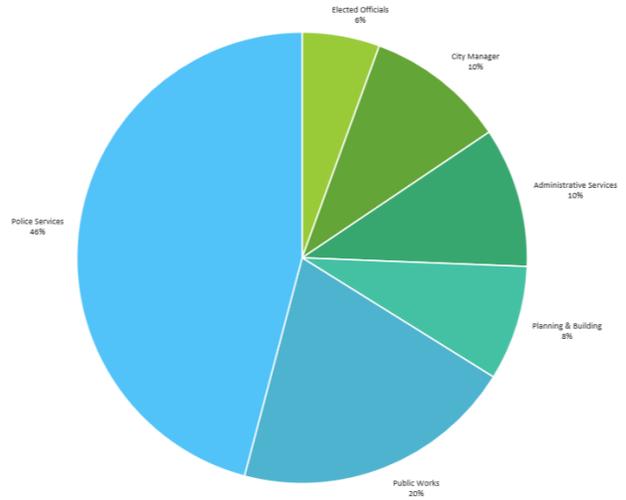
# Personnel Changes

For the Fiscal Year 2021/22 the budget continues to reflect full staffing with possible changes to staffing including:

- Replacement of the City Manager Administrative Assistant with a Deputy City Clerk in order to facilitate more interactive multi-platform meetings
- Replacement of Recreation Camp Staff with Recreation Leaders as they support recreation programs throughout the year not exclusively Camp.
- Temporary inclusion of Community Development Limited Term Senior Planner as served by a retired annuitant to work on key cost reimbursement projects

## Comparative Staffing Summary

FUNCTION / DEPARTMENTS	FY 17/18 BUDGET	FY 18/19 BUDGET	FY 19/20 BUDGET	FY 20/21 BUDGET	FY 20/21 ESTIMATED ACTUALS	FY 21/22 PROPOSED
Elected Officials	5.0	5.0	2.5	2.5	2.5	2.5
Staff Positions						
City Manager	3.5	3.5	4.5	4.5	4.5	4.5
Administrative Services	4.5	4.5	4.5	4.5	4.0	4.5
Planning & Building	4.0	3.0	3.4	3.4	3.7	3.7
Public Works	9.0	9.0	9.1	9.1	7.6	9.1
Police Services	20.0	20.8	20.5	20.5	18.6	20.6
Recreation	2.3	3.5	2.7	2.7	2.8	2.8
<b>Total Staff</b>	<b>43.3</b>	<b>44.3</b>	<b>44.7</b>	<b>44.7</b>	<b>41.2</b>	<b>45.2</b>
<b>Total City Officials and Staff</b>	<b>48.3</b>	<b>49.3</b>	<b>47.2</b>	<b>47.2</b>	<b>43.7</b>	<b>47.7</b>



# Staffing Detail by Department

FUNCTION / DEPARTMENT	FY 17/18 BUDGET	FY 18/19 BUDGET	FY 19/20 BUDGET	FY 20/21 BUDGET	FY 20/21	FY 21/22
					ESTIMATED ACTUALS	PROPOSED
<b>Elected Officials *</b>						
Mayor	1.0	1.0	0.5	0.5	0.5	0.5
Vice Mayor	1.0	1.0	0.5	0.5	0.5	0.5
Council Members	3.0	3.0	1.5	1.5	1.5	1.5
<b>Total</b>	<b>5.0</b>	<b>5.0</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>Staff</b>						
<b>City Manager *</b>						
City Manager	1.0	1.0	1.0	1.0	1.0	1.0
City Clerk	0.0	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	0.0	0.0	0.0	0.0	1.0
Administrative Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	0.0	0.0	1.0	1.0	1.0	0.0
Intern	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>
<b>Administrative Services *</b>						
Director of Admin. Services	1.0	1.0	1.0	1.0	1.0	1.0
Accounting Supervisor	0.0	0.0	0.0	0.0	0.0	0.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0	1.0
Accountant	0.0	0.0	0.0	1.0	1.0	1.0
Accounting Clerk-Senior	1.0	1.0	1.0	0.0	0.0	0.0
Accounting Specialist	1.0	1.0	1.0	0.0	0.0	0.0
Account Clerk	0.0	0.0	0.0	1.0	1.0	1.0
Intern	0.5	0.5	0.5	0.5	0.0	0.5
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.0</b>	<b>4.5</b>
<b>Planning &amp; Building *</b>						
Community Development Director	1.0	1.0	1.0	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0	1.0	1.0	1.0
Limited Term Senior Planner (PT)	0.0	0.0	0.0	0.0	0.3	0.3
Building Official	1.0	0.0	0.0	0.0	0.0	0.0
Administrative Analyst	0.0	0.0	0.4	0.4	0.4	0.4
Permit Tech	0.0	0.0	0.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	0.0	0.0	0.0
<b>Total</b>	<b>4.0</b>	<b>3.0</b>	<b>3.4</b>	<b>3.4</b>	<b>3.7</b>	<b>3.7</b>
<b>Public Works *</b>						
Director of Public Works	1.0	1.0	1.0	1.0	1.0	1.0
Civil Engineer	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Analyst	1.0	1.0	0.6	0.6	0.6	0.6
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	1.0
Maintenance Worker II	2.0	2.0	2.0	3.0	3.0	2.0
Maintenance Worker I	3.0	3.0	3.0	1.0	1.0	2.0
Laborer	0.0	0.0	0.0	1.0	0.0	1.0
Intern	0.0	0.0	0.5	0.5	0.0	0.5
<b>Total</b>	<b>9.0</b>	<b>9.0</b>	<b>9.1</b>	<b>9.1</b>	<b>7.6</b>	<b>9.1</b>
<b>Police Services</b>						
Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0
Lieutenant	1.0	1.0	1.0	1.0	1.0	1.0
Sergeant	2.0	2.0	2.0	2.0	2.0	2.0



Corporal	1.0	2.0	2.0	2.0	2.0	2.0
Officer	7.0	6.0	6.0	6.0	6.0	6.0
Community Services Officer	1.0	1.0	1.0	1.0	1.0	1.0
Police Service Aide	0.5	0.8	0.5	0.5	0.5	0.5
Dispatcher/Clerk	5.0	5.5	5.5	5.5	4.6	5.6
Reserve Officer I	1.5	1.5	1.5	1.5	0.5	1.5
<b>Total</b>	20.0	20.8	20.5	20.5	18.6	20.6

**Recreation**

Facilities/Recreation Manager	0.0	1.0	1.0	1.0	1.0	1.0
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	1.0
Recreation Leader	0.5	0.5	0.1	0.1	0.8	0.8
Camp Director	0.3	0.2	0.2	0.2	0.0	0.0
Assistant Camp Director	0.3	0.2	0.0	0.0	0.0	0.0
Camp Staff	0.3	0.6	0.4	0.4	0.0	0.0
<b>Total</b>	2.3	3.5	2.7	2.7	2.8	2.8

**Total City Staff**

43.3	44.3	44.7	44.7	41.2	45.2
------	------	------	------	------	------

**Total City Officials and Staff**

48.25	49.3	47.2	47.2	43.7	47.7
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\* Subject to allocation of labor to Enterprise and Fiduciary Funds.



## Appropriations Limit

Proposition 4, approved by the voters in November 1979, added California Constitution, Article XIII B. This article limits the level of most appropriations from tax sources that the state and most local government entities are permitted to make in any given year. The limit for each year is equal to the limit for the prior year, adjusted for changes in the cost-of-living and population plus other various adjustments as required. The first year in which appropriations limits applied to state and local governments in California was fiscal year (FY) 1980/81.

### Establishing Appropriations Limits

"The City's limitation is calculated every year and is established by resolution of the City Council as part of the Annual Operating Budget. A City Resolution was approved June 8, 2021 establishing the City of Cotati's appropriations limit.

The City's appropriations subject to the GANN Limit totals \$8,157,167, which is well below the authorized spending limit of \$17,332,554. Additional appropriations to the budget funded by non-tax sources such as beginning fund balances, grants or service charges are unaffected by the appropriations limit. Historically, the City's Annual Appropriations Limit has exceeded annual appropriations and the City projects the trend to continue.



# Calculations

State of California	
Per Capita Personal Income	
Fiscal Year	Percentage Change over Prior Year (1)
<b>2021/22</b>	5.73%

Fiscal Year 2021/22 Population Change	
Sonoma County	City of Cotati
Percentage Change over Prior Year (1)	Percentage Change over Prior Year (1)
-1.46%	-1.01%

<b><u>Per Capita Cost of Living Converted to Ratio:</u></b>	$\frac{5.73+100}{100}$	=	<b>1.0573</b>
<b><u>City of Cotati Population Converted to Ratio:</u></b>	$\frac{-1.01+100}{100}$	=	<b>0.9899</b>
<b><u>Calculation Factor for FY 2021/2022:</u></b>	$1.0573 \times 0.9899$	=	<b>1.0466</b>
<b>Fiscal Year 2020/2021 Appropriations Limit</b>	\$16,560,820		
<b>Fiscal Year 2021/2022 Factor</b>	1.0466		
<b>Fiscal Year 2021/2022 Appropriations Limit</b>	<b><u>\$17,332,554</u></b>		

It should be noted that Appropriations Limit applies only to proceeds of taxes, as defined by the law and statewide reporting guidelines.

### Tax Appropriations Subject to the Tax Appropriations Limit

#### Tax Appropriations

Property Tax  
Sales Tax  
Other Tax

#### **Total Appropriations Subject to Limit**

Appropriations Subject to Limit  
Fiscal Year 2021/2022 Appropriations Limit  
**Over/(Under) Appropriations Limit**  
**Percentage Over/(Under) Limit**

#### Total Budget for 2021/22

\$1,964,916  
5,561,951  
630,300

**\$8,157,167**

\$8,157,167  
**17,332,554**  
**\$(9,175,387)**  
(53%)

(1) Department of Finance-Budgeting Resource Price and Population Factors Used For Appropriations Limit at:  
<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulation2021.pdf> or here [DOF Factors](#)



## Historical & Estimated Future Limits

Fiscal Year	Personal Income Change	Population Change	Growth Factor	Annual Adjustment	Appropriations Limit
Historical Appropriations Limits					
2020/21	1.0373	0.9875	1.0243	\$392,881	\$16,560,820
2019/20	1.0385	0.9960	1.0343	\$536,170	\$16,167,939
2018/19	1.0367	0.9978	1.0344	\$519,850	\$15,631,769
2017/18	1.0369	1.0050	1.0421	\$610,295	\$15,111,919
2016/17	1.0537	1.0053	1.0593	\$811,605	\$14,501,625
2015/16	1.0382	1.0084	1.0469	\$613,559	\$13,690,018
2014/15	0.9977	1.0039	1.0016	\$20,773	\$13,076,459
2013/14	1.0512	1.0057	1.0572	\$706,285	\$13,055,686
2012/13	1.0377	1.0041	1.0420	\$497,250	\$12,349,402
Future Year Estimates Appropriations Limit <sup>(2)</sup>					
2022/23	1.0413	0.9952	1.0364	\$630,614	\$17,963,168
2023/24	1.0422	0.9933	1.0352	\$632,889	\$18,596,057

(2) Estimates calculated based on changes to both personal income and population change following a trending 5-year average.



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# FUNDING SOURCES

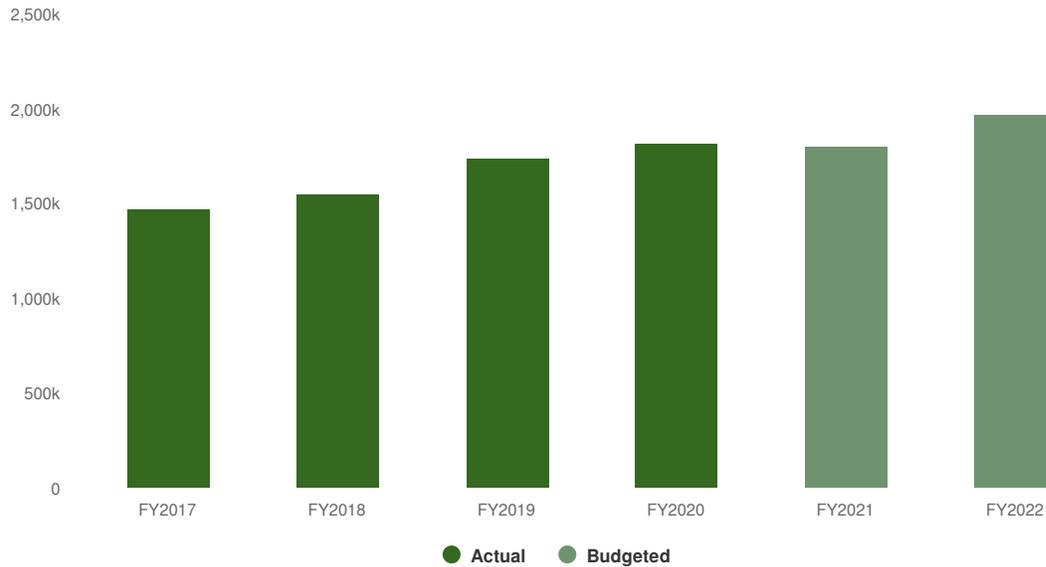
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## Property Taxes Summary

**\$1,964,916** **\$167,537**  
(9.32% vs. prior year)

### Property Taxes Proposed and Historical Budget vs. Actual



These projected revenues are estimated to change based on the following factors.

- o 2% Assessor's applied CPI
- o Consistent change in the assessed value due to transfer of ownership
- o Increases due to sales of new development in fiscal year 2019/20
- o Prop 8 Recapture
- o Total change of around 4%

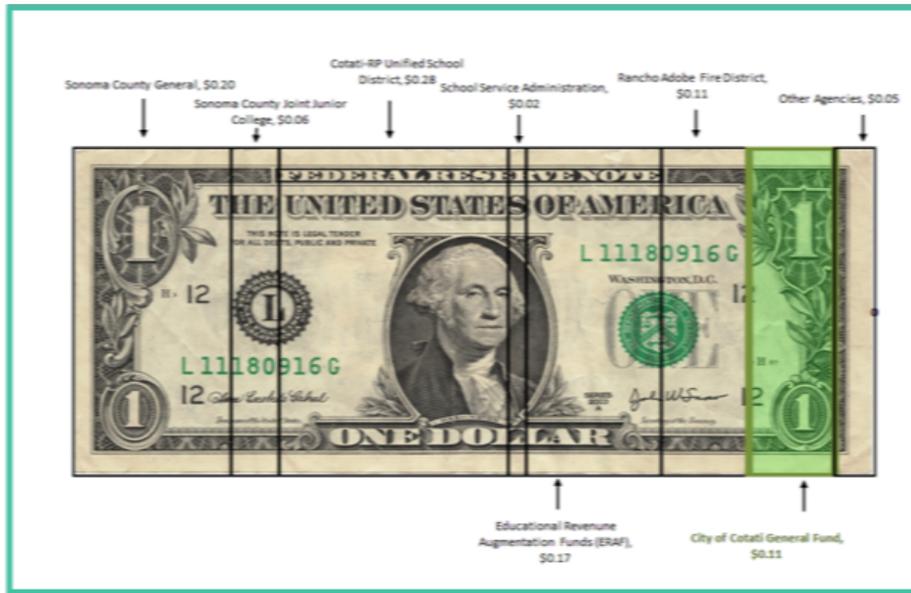


# Property Tax Dollar Distribution

A property tax is a levy on the assessed value of a property. The general property tax is levied by the county equal to 1% of the assessed value, often called the 1 percent general tax levy or countywide rate. Under Proposition 13, a law approved by California voters in 1978, general property taxes (not including those collected for special purposes) are limited to 1% of a property's market value and increases in assessed value are restricted to 2% per year.

For example, for a home with an assessed value of \$500,000, the property owner would be assessed approximately \$5,000 a year in property taxes (1% of assessed value). Of the \$5,000, the city would only receive a total of \$532.50 (10.65% of the 1% assessed value) from the County. California's property taxes are collected by the County Tax Collector and are then transferred to the County Auditor for distribution to the multiple local governments.

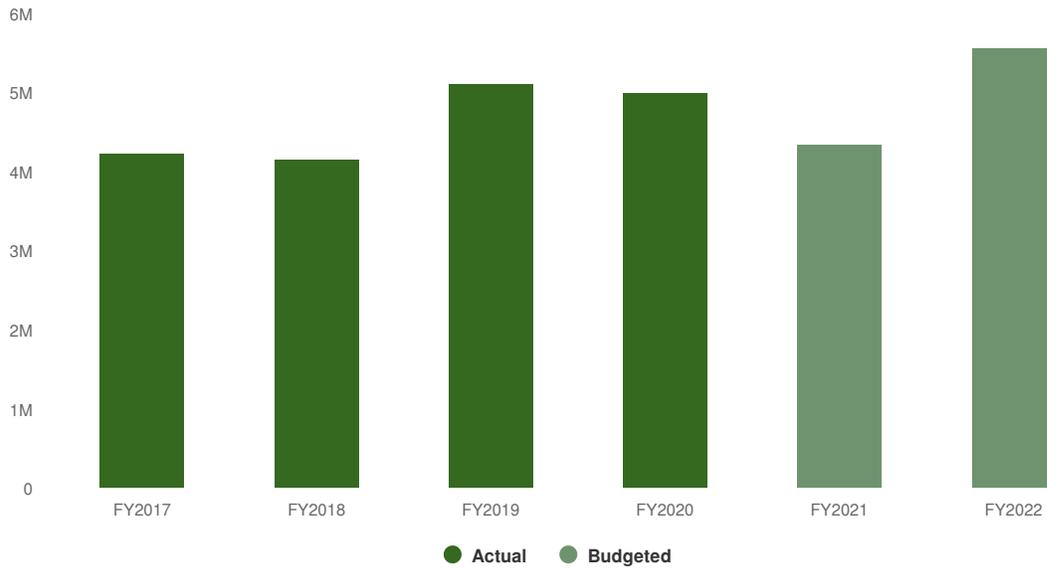
The graphic below shows where each property tax dollar paid by City property owners is allocated.



## Sales Taxes Summary

**\$5,561,951** **\$1,227,951**  
(28.33% vs. prior year)

### Sales Taxes Proposed and Historical Budget vs. Actual

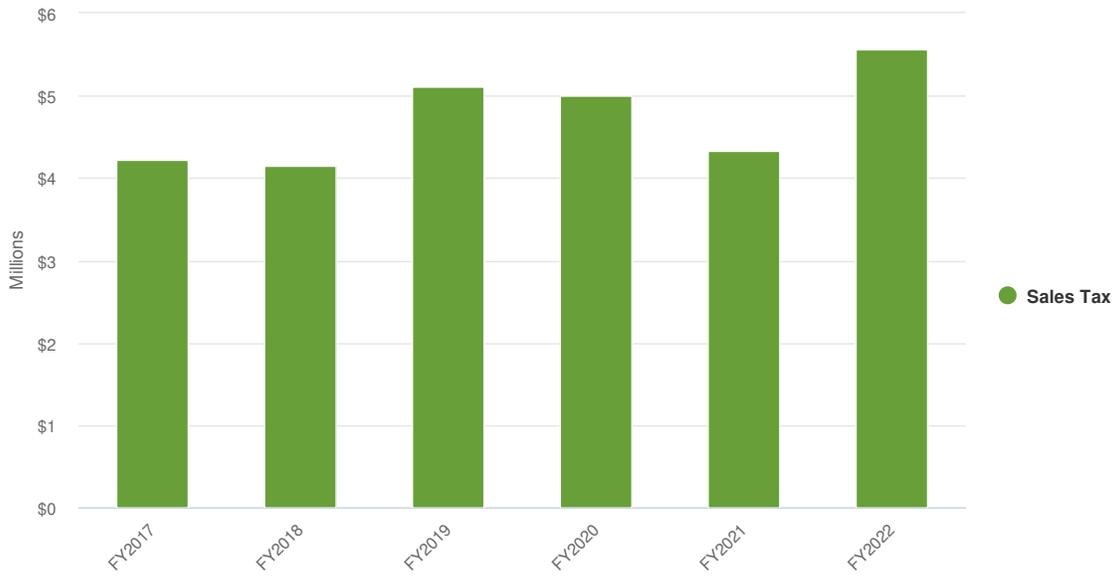


## Revenues by Source

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
<b>Revenue Source</b>							
<b>Taxes</b>							
<b>Sales Tax</b>							
SALES TAX	\$1,996,992	\$2,551,875	\$2,442,951	\$2,125,000	\$2,710,587	\$2,770,057	30.4%
SALES TAX-MEAS. G/S	\$2,148,886	\$2,557,336	\$2,558,612	\$2,209,000	\$2,795,776	\$2,791,894	26.4%
<b>Total Sales Tax:</b>	<b>\$4,145,878</b>	<b>\$5,109,211</b>	<b>\$5,001,563</b>	<b>\$4,334,000</b>	<b>\$5,506,363</b>	<b>\$5,561,951</b>	<b>28.3%</b>
<b>Total Taxes:</b>	<b>\$4,145,878</b>	<b>\$5,109,211</b>	<b>\$5,001,563</b>	<b>\$4,334,000</b>	<b>\$5,506,363</b>	<b>\$5,561,951</b>	<b>28.3%</b>
<b>Total Revenue Source:</b>	<b>\$4,145,878</b>	<b>\$5,109,211</b>	<b>\$5,001,563</b>	<b>\$4,334,000</b>	<b>\$5,506,363</b>	<b>\$5,561,951</b>	<b>28.3%</b>

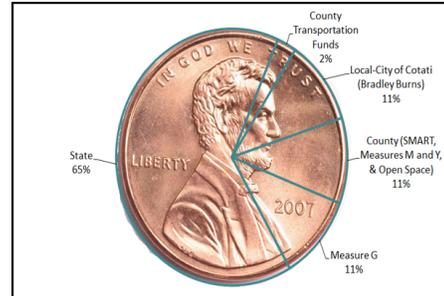


# Sales Tax Dollar Distribution

Sales tax is a tax paid on the sales of certain goods and services. Currently, the total sales tax rate in the City of Cotati is 9.25%. The City receives 2% in sales tax, with 1% Bradley- Burns and 1% Measure S. Sales tax from the Bradley-Burns levy is allocated back to the City where the sale was negotiated or the order was taken. On the other hand, the transactions and use tax, or Measure S, is allocated to the City where the goods are delivered or placed into use.

The graphics below show the breakdown of the City's sales tax:

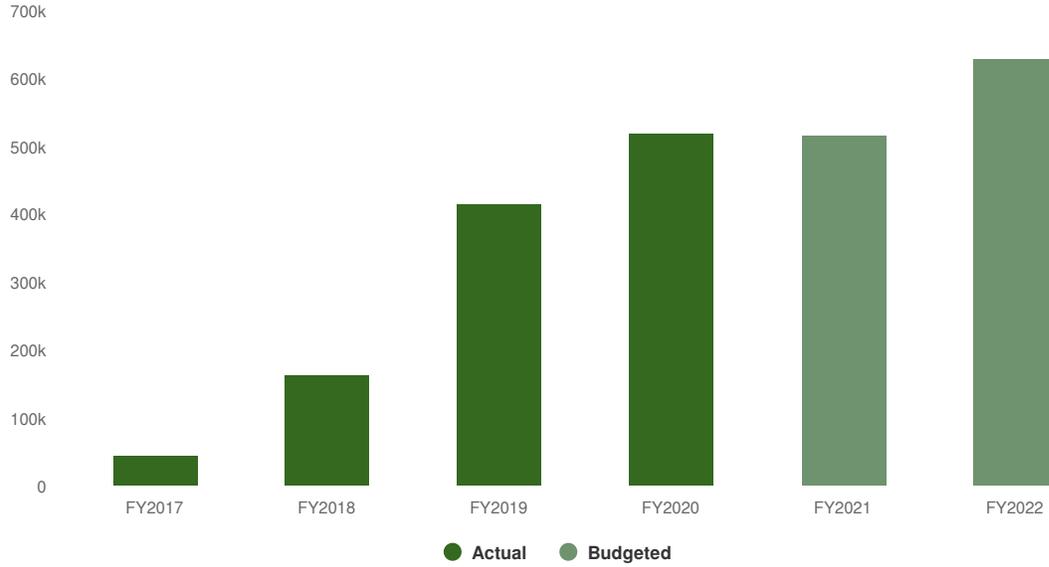
CALIFORNIA SALES AND USE TAX RATES	
State	6.00%
County Transportation Funds	0.25%
Local-City of Cotati (Bradley Burns)	1.00%
<b>Total State-Wide Sales and Use Tax Rate</b>	<b>7.25%</b>
County (SMART, Open Space, Measure M Streets, Measure M Park)	1.00%
Measure S	1.00%
<b>Total Sales Tax Rate in Cotati</b>	<b>9.25%</b>



# Other Taxes Including Cannabis Business Tax Summary

**\$630,300** **\$114,000**  
(22.08% vs. prior year)

Other Taxes Including Cannabis Business Tax Proposed and Historical Budget vs. Actual



## Revenues by Source

Other revenues contribute approximately 10% of the total General Fund revenues available to the City and are made up of the following:

### Other Taxes

Transfer tax is a transaction fee imposed on the transfer of land or real property from one person (or entity) to another. The total transfer tax for the County and City is \$1.10 (\$0.55 County / \$0.55 City) per \$1,000 of property value, minus any loans assumed in the sale.

Cannabis Business Tax is a local voter approved business tax for recreational cannabis businesses. These tax rates are based on several factors, including gross receipts, license type and business segment.

Transient occupancy tax (TOT) is a levy placed on tourists to the City, which is intended to compensate local government for the increased public service costs incurred by serving tourists. This tax is common in most of the United States, including California, and is applied to travelers when they rent accommodations (a room, rooms, entire home, or other living space) in a hotel, inn, tourist home or house, motel, or other lodging. At this time, Cotati is the only City in Sonoma County without TOT funding, due to the absence of lodging facilities.

### Licenses, Permits and Franchises

A business license is a tax payment to the city for doing business in that city. Cities collect fees from the business license applicants and place the majority of the fees into its general fund for the administration of city services, such as police, road work, parks and recreation and other community services that benefit citizens and businesses.

A utility franchise is a contract between a city and a utility or garbage company that outlines certain requirements for the utility to use the city's public rights of way and for the garbage company to have exclusive rights to provide garbage service. The establishment of franchise agreements between cities and utilities or garbage companies is a customary business practice and legal process outlined by the state constitution.

### Rent

Revenue received from the rental of city owned facilities.

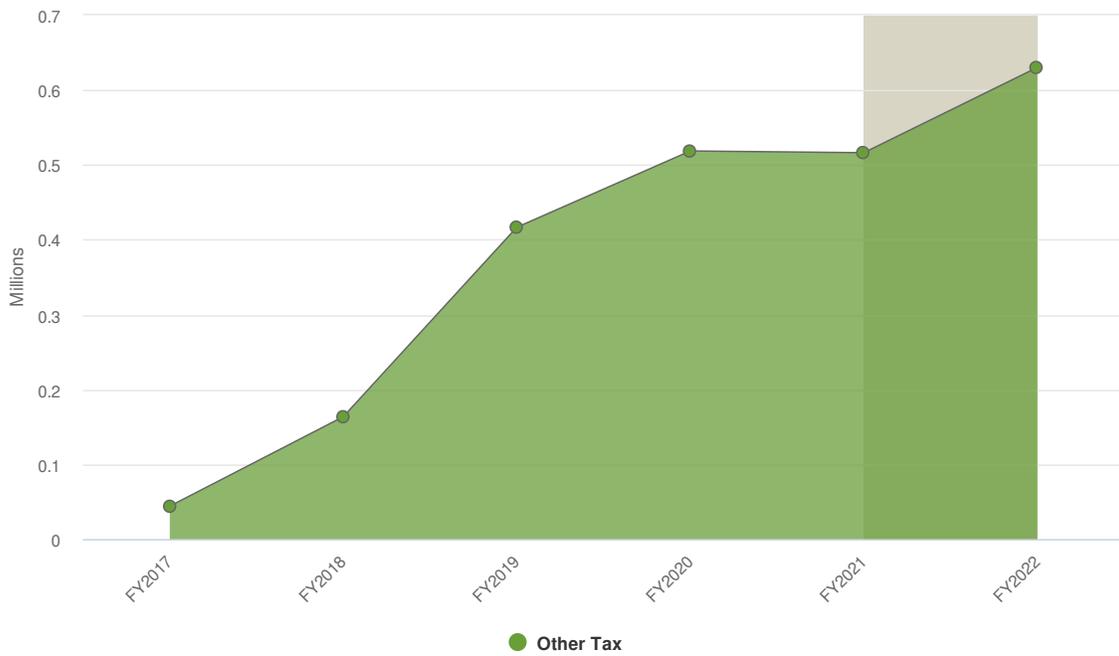
### Revenue from Other Agencies

These revenues are amounts received from other local and state agencies

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
<b>Revenue Source</b>							
<b>Taxes</b>							
<b>Other Tax</b>							
TRANSIENT OCCUPANCY TAX	\$388	\$0	\$0	\$0	\$0	\$0	0%
TRANSFER TAX	\$47,279	\$48,109	\$32,701	\$30,000	\$45,500	\$30,000	0%
CANNABIS-BUSINESS TAX	\$114,402	\$352,076	\$485,777	\$486,000	\$515,000	\$600,000	23.5%
CANNABIS-LICENSE FEE	\$0	\$0	\$0	\$300	\$0	\$300	0%
CANNABIS-APPLICATION FEE	\$0	\$15,000	\$0	\$0	\$21,000	\$0	0%
CANNABIS-CASH TAX PYMNT C	\$1,500	\$1,500	\$174	\$0	\$0	\$0	0%
<b>Total Other Tax:</b>	<b>\$163,569</b>	<b>\$416,685</b>	<b>\$518,653</b>	<b>\$516,300</b>	<b>\$581,500</b>	<b>\$630,300</b>	<b>22.1%</b>
<b>Total Taxes:</b>	<b>\$163,569</b>	<b>\$416,685</b>	<b>\$518,653</b>	<b>\$516,300</b>	<b>\$581,500</b>	<b>\$630,300</b>	<b>22.1%</b>
<b>Total Revenue Source:</b>	<b>\$163,569</b>	<b>\$416,685</b>	<b>\$518,653</b>	<b>\$516,300</b>	<b>\$581,500</b>	<b>\$630,300</b>	<b>22.1%</b>



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# DEPARTMENTS

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# City Council



**John C. Moore**  
Mayor

## Department Description

The City Council is the five-member policy and legislative body of the City. The City Council of Cotati operates under the Council-Manager form of government, with five Council members elected at-large for staggered four-year terms.

The City Council, through the administrative authority of the City Manager, is responsible for the operation of the City, by setting policies and adopting City-wide goals and priorities. The City Council formulates policies in the form of motions, resolutions, and ordinances, which reflect the interests, needs, and priorities of the citizens and businesses of Cotati, as well as the visitors to the City of Cotati.

The City Council appoints the City Manager and the City Attorney, who report directly to the City Council. The City Council also appoints the members of the City's advisory commissions and committees.

The City Council meets twice a month in regular session, conducts special meetings and study sessions as needed, and attends regional coordination meetings with other local government agencies.

Please find more information on City Council Public Meetings [Here](#).

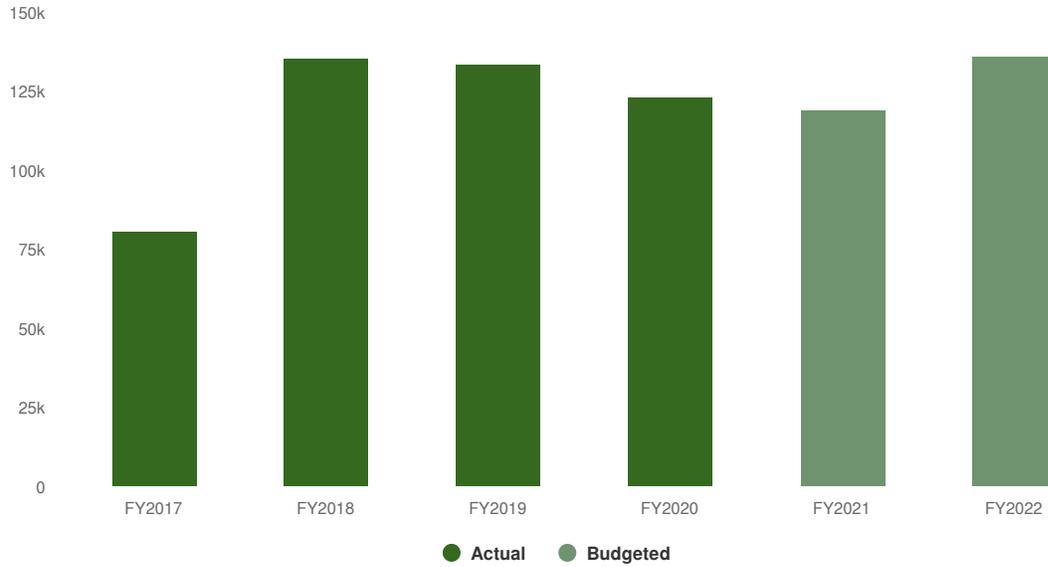
## Expenditures Summary

The City Council budget reflects the costs associated with supporting the Council's activities and providing for the operations of the City. The increase in expenditures for fiscal year 2021/22 are primarily derived from increases in allocated contract services including insurance

**\$135,907** **\$16,897**  
(14.20% vs. prior year)

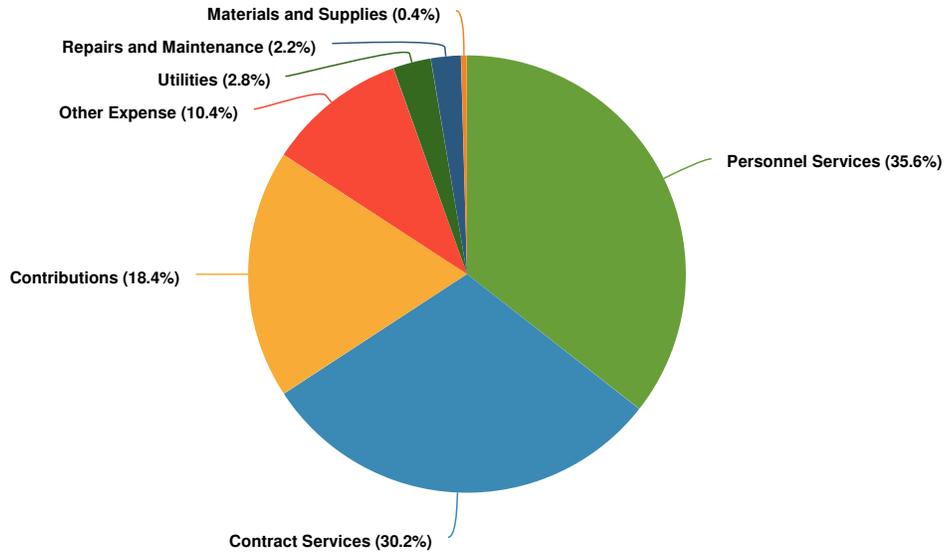


## City Council Proposed and Historical Budget vs. Actual

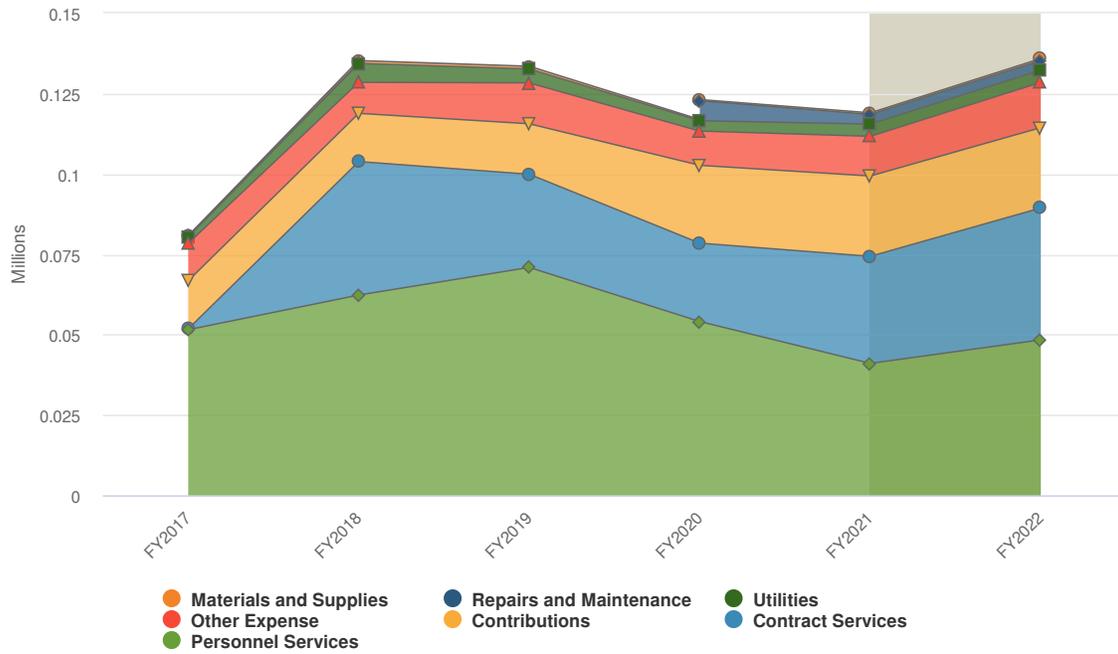


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$62,313	\$70,910	\$54,073	\$41,049	\$52,352	\$48,370	17.8%
Materials and Supplies	\$864	\$828	\$377	\$500	\$1,710	\$600	20%
Contract Services	\$41,534	\$28,995	\$24,390	\$33,311	\$30,158	\$41,042	23.2%
Utilities	\$5,902	\$4,352	\$3,222	\$3,810	\$4,935	\$3,810	0%
Repairs and Maintenance	\$81	\$0	\$6,211	\$3,000	\$5,690	\$3,000	0%
Other Expense	\$9,654	\$12,723	\$10,659	\$12,340	\$7,925	\$14,085	14.1%
Contributions	\$15,000	\$15,700	\$24,214	\$25,000	\$25,000	\$25,000	0%
<b>Total Expense Objects:</b>	<b>\$135,348</b>	<b>\$133,508</b>	<b>\$123,145</b>	<b>\$119,010</b>	<b>\$127,770</b>	<b>\$135,907</b>	<b>14.2%</b>



## Organizational Chart

# MEET THE COTATI CITY COUNCIL



### John Moore

Mayor (2021)

Jmoore@cotaticity.org

707-792-4600 (ext. 192)

Elected Term:(2018-2022)



### Mark Landman

Vice Mayor

mlandman@cotaticity.org

707-792-4600 (ext. 195)

Elected Term:(2018-2022)



### Susan Harvey

Council Member

sharvey@cotaticity.org

707-792-4600 (ext. 193)

Elected Term:(2020-2024)



### Laura Sparks

Council Member

lsparks@cotaticity.org

707-792-4600 (ext. 194)

Elected Term:(2020-2024)



### Ben Ford

Council Member

bford@cotaticity.org

707-792-4600 (ext. 196)

Elected Term:(2020-2024)



# City Manager's Department



**Damien O'Bid**  
City Manager

## Department Descriptions

The City Manager / City Clerk Office provides for the efficient and effective administration of the affairs of the City of Cotati including the following; support to the City Council including implementation and enforcement of the policies of the City Council, supervises all City Departments, manages human resources, maintains official City files including records of Council proceedings, disseminates public information, conducts municipal elections in accordance with California State Government Codes, negotiates and manages franchise agreements, administers the City's mobile home rent stabilization ordinance, and oversees Economic Development, Recreation and Successor Agency.

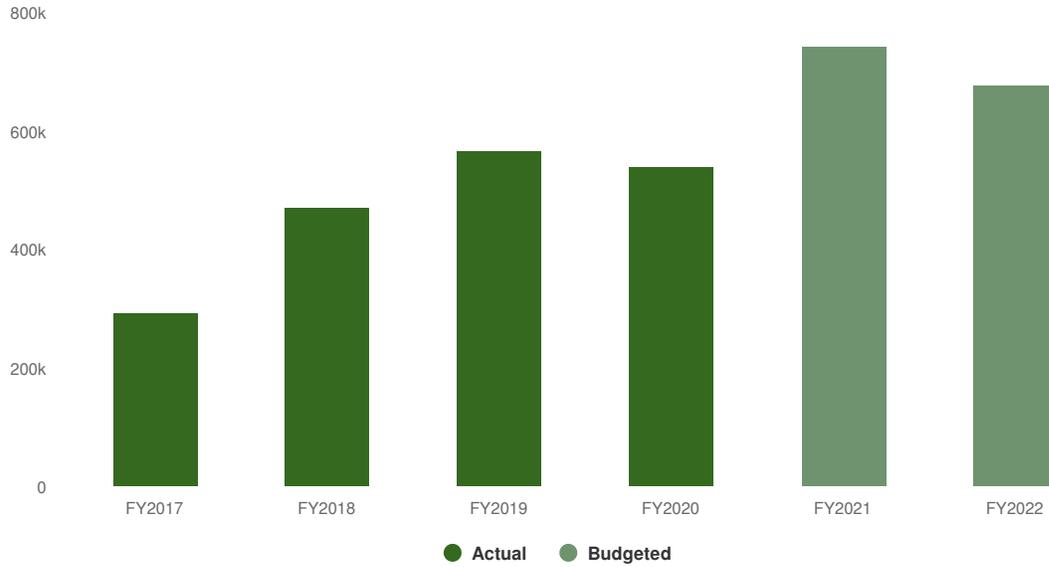


## Expenditures Summary

**\$676,848**    **-\$64,244**  
(-8.67% vs. prior year)

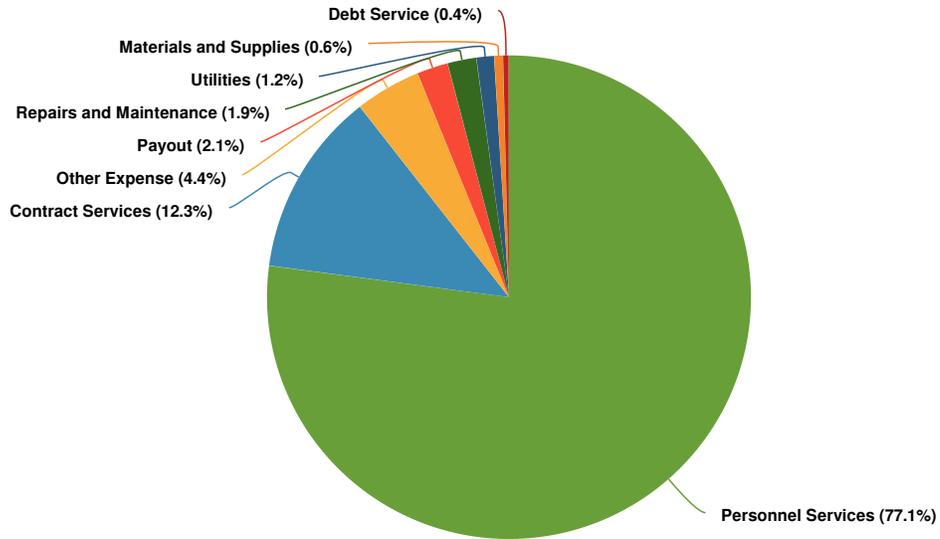


### City Manager Proposed and Historical Budget vs. Actual

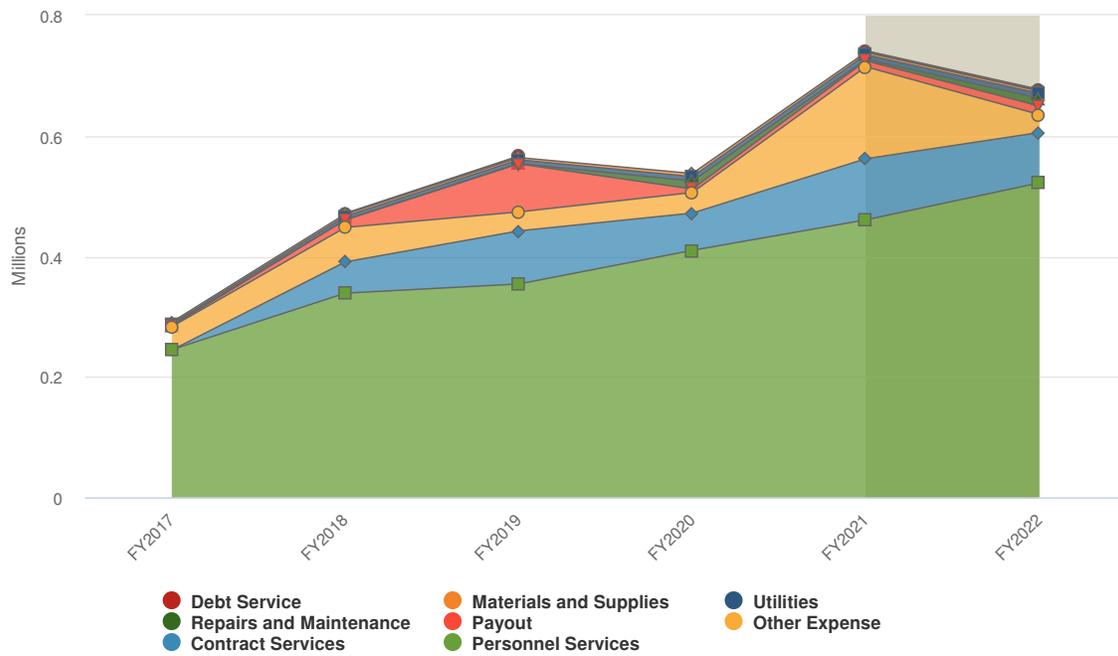


### Expenditures by Expense Type

#### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

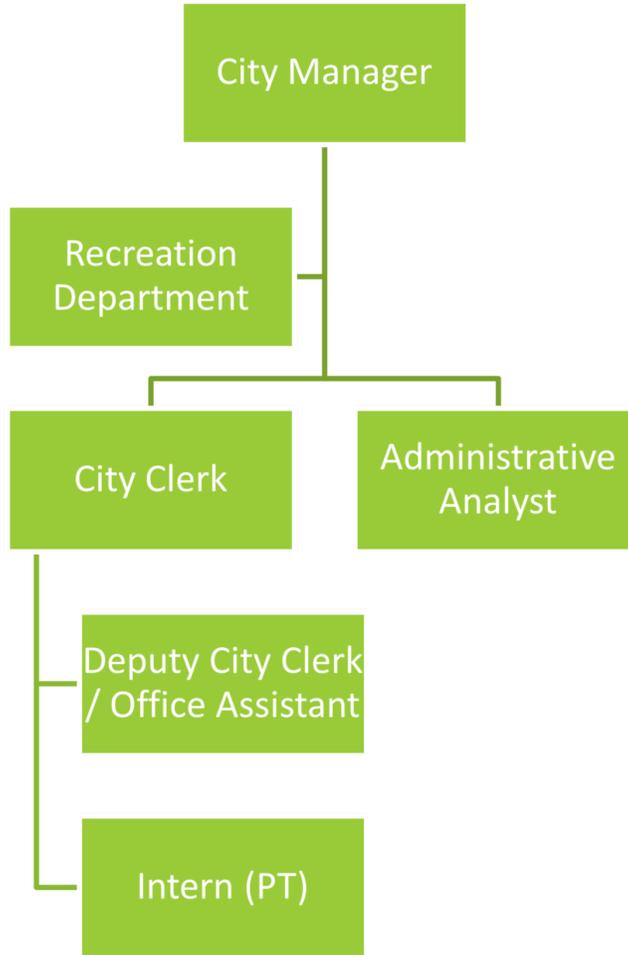


Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$338,790	\$354,026	\$409,833	\$460,466	\$445,139	\$521,791	13.3%
Payout	\$12,411	\$79,812	\$5,778	\$10,000	\$14,114	\$14,110	41.1%
Materials and Supplies	\$3,685	\$3,574	\$5,331	\$4,000	\$4,500	\$4,000	0%
Contract Services	\$51,887	\$88,073	\$61,839	\$101,377	\$158,305	\$83,552	-17.6%
Utilities	\$5,713	\$6,383	\$7,237	\$7,700	\$7,850	\$7,920	2.9%
Repairs and Maintenance	\$397	\$419	\$13,238	\$2,249	\$13,000	\$13,000	478%
Other Expense	\$57,167	\$31,494	\$34,119	\$152,650	\$146,006	\$29,825	-80.5%
Debt Service	\$1,326	\$2,619	\$0	\$2,650	\$3,650	\$2,650	0%
<b>Total Expense Objects:</b>	<b>\$471,376</b>	<b>\$566,400</b>	<b>\$537,374</b>	<b>\$741,092</b>	<b>\$792,564</b>	<b>\$676,848</b>	<b>-8.7%</b>



## Organizational Chart



## **Fiscal Year 2020/2021 Accomplishments**

- New Housing Program Development/New Legislation Implementation
- Zoning/Ordinance Revisions to Implement Econ Development Recommendations
- Integrate Document Management System (On-Going)
- Prop. 68 Park Grant Application
- On-line services and content development
- Review fees, service, structure
- Community Center and City Hall Refurbishment
- Sale of Train Depot Property (On-Going)
- Election (2020)
- REMIF/PARSAC to CIRA Transition (Transition Committee)
- Community Survey Results / Measure G Renewal
- Council Chambers Conferencing and Video Upgrade
- COVID Response Part 1 (Remote Work, policies, Implement New Technologies, etc.)
- COVID Response Part 2 (Economic Development including Tolling Resolution, Tents, Public Info, etc.)
- Urgency Ordinance Creating Administrative Enforcement of the Public Health Order
- Status Update on the Eviction Moratorium / Rental Assistance Grants
- Farmster 5 Year Work plan / Programming
- Regional Homelessness System Restructuring & Governance
- Implement New Phone System and Redundent Internet for Disaster Recovery
- Local Hazard Mitigation Plan
- Recology Detailed Rate Review/Rate Change
- SB 1383 MOU Negotiation with Zero Waste Sonoma
- Update Planning Commission Nomination Ordinance to Allow Continuing Service
- City Logo Design
- Police Transparency (2020 Annual Report, Additional Training, Revised Complaint Form, Early RIPA, Policy Compliance Review)
- Police Use of Force Town Hall Meetings and Community Racial Bias Polling Presentation
- Veterans Hall Operations Negotiations
- MOU Negotiations CEA
- Kotate Park Preliminary Design

## **Fiscal Year 2021/2022 Objectives**

- Regional Homelessness Governance Solutions
- Cahoots Mental Health Response Pilot Project
- Fire Tax 2.0
- SB 1383 Implementation/Franchise Agreement Amendment
- Building Proforma & Tax/Fee Incentives for Housing & Econ Dev (Commercial/Residential)
- Mayors and Council Members JPA Update
- Veronda-Falletti Ranch Barn Design
- City Website Transition
- Integrate Document Management System
- On-Premises Closed Captioning System
- Sale of Train Depot Property
- Emergency Preparedness Countywide JPA
- Property Acquisition at W. Cotati/116
- Mobile Home Rent Control Ordinance Update
- Corp Yard Property Development (Business Incubator)







# Administrative Services Department



**Angela Courter**  
Director of Administrative Services

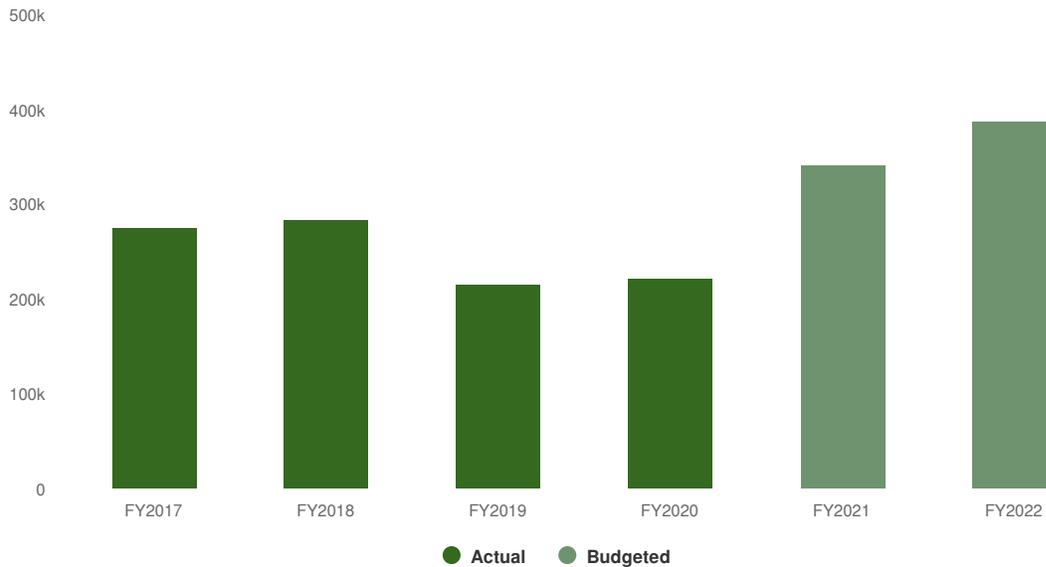
## Department Description

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

## Expenditures Summary

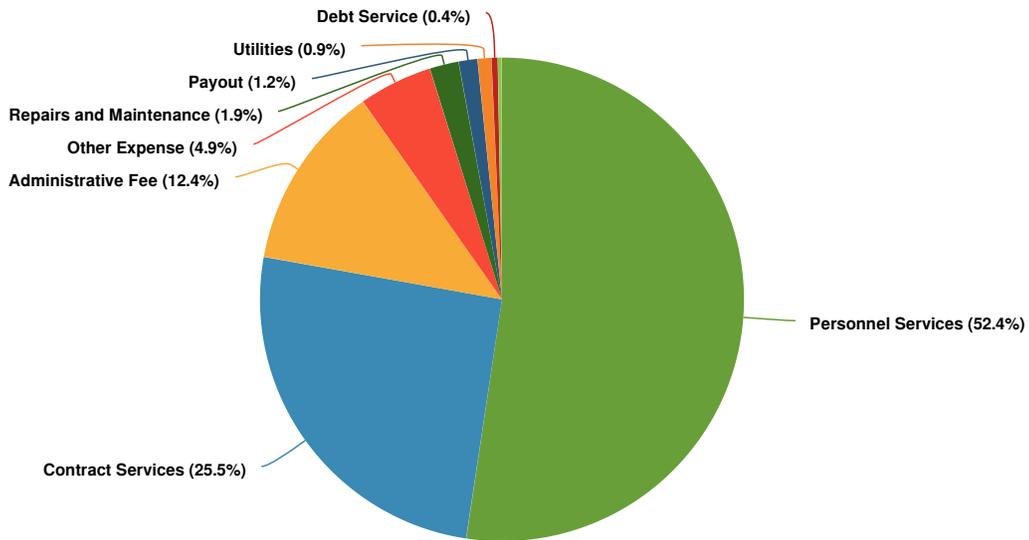
**\$386,670** **\$46,210**  
(13.57% vs. prior year)

### Administrative Services Proposed and Historical Budget vs. Actual

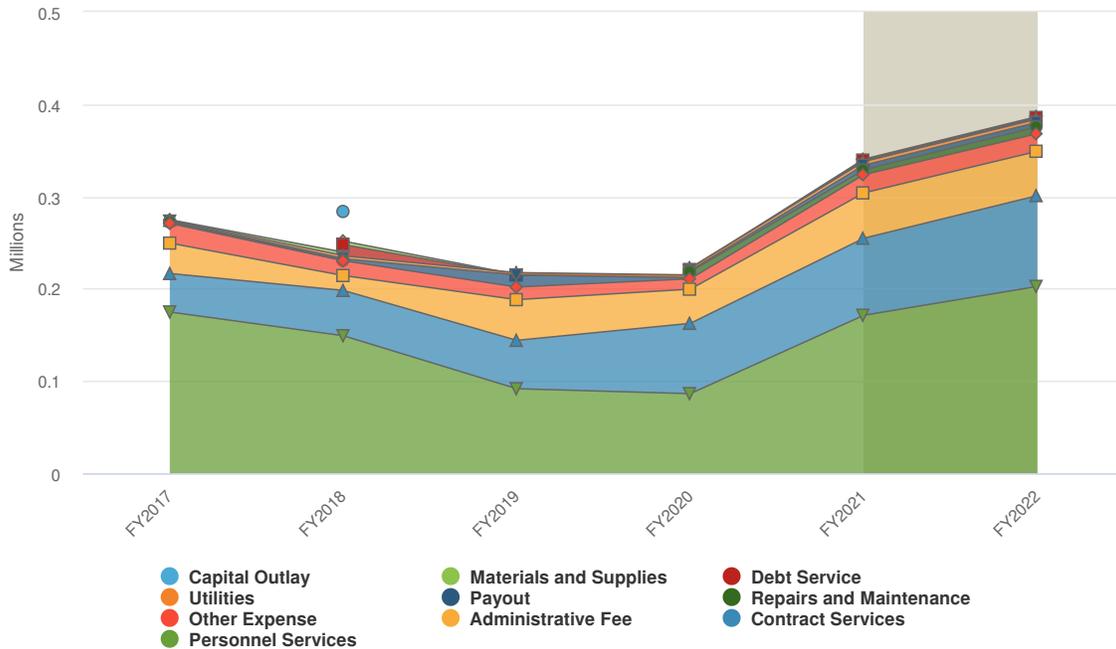


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$149,017	\$91,562	\$86,222	\$171,183	\$147,783	\$202,490	18.3%
Payout	\$2,161	\$13,081	\$1,186	\$5,000	\$2,006	\$4,830	-3.4%
Materials and Supplies	\$3,779	\$629	\$835	\$1,050	\$1,000	\$1,050	0%
Contract Services	\$49,133	\$52,462	\$76,218	\$83,537	\$107,579	\$98,425	17.8%
Utilities	\$3,105	\$2,525	\$3,065	\$3,930	\$4,080	\$3,600	-8.4%
Repairs and Maintenance	\$288	\$0	\$7,717	\$5,250	\$7,500	\$7,500	42.9%
Other Expense	\$16,102	\$13,703	\$11,192	\$19,770	\$16,130	\$19,095	-3.4%
Administrative Fee	\$16,130	\$44,116	\$37,068	\$49,140	\$45,970	\$48,080	-2.2%
Debt Service	\$12,160	-\$2,703	-\$1,911	\$1,600	\$0	\$1,600	0%
Capital Outlay	\$31,852	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$283,727</b>	<b>\$215,375</b>	<b>\$221,593</b>	<b>\$340,460</b>	<b>\$332,048</b>	<b>\$386,670</b>	<b>13.6%</b>

## Organizational Chart

Angela Courter is the current Director of Administrative Services, serving in this position since August 2019, and has been with the City of Cotati since 2016 when she originally joined us as the Senior Accountant, after almost 10 years in public accounting. Neil Tomlinson is now the Senior Accountant and has been with the City since 2013. Accountant, Rosie Speranza joined us in February 2021. Account Clerk, Cassandra Rivera joined us in August 2020



## Fiscal Year 2020/2021 Accomplishments

- INCODE 10 Upgrade (Financial Accounting Software)
- Municipal Online Payments Implementation
- Utility Shutoff Procedures Reporting
- S.A. Bond Refunding
- Debt Financing Evaluations
- Office Carpet & Trim Repaint
- Assisted Implementation of Labor Cost Software
- Automate tracking of City capital assets
- Treasury & Reserves Reporting
- Budget Book Online
- Sewer Average Calculation
- Alter Procedures for Process - Covid-19
- New Merchant Service
- Credit Card Processing at Other Customer Service Desks
- Offline Meters Analysis/Repeater Evaluation

## Fiscal Year 2021/2022 Objectives

- Department Processing Manual - Procedures Update 2021
- Procurement Procedure & Credit Card Policy Refresh and Implementation
- Manage On-Site IT Contractor (Pilot)
- Mobile Service Orders
- Deposit Account Processing and Reporting
- AP Processing - DH In System Approval
- 5 Year Strategic Budget - Single Year Working Budget
- Docuware Digital Conversion of Files
- Debt Financing Evaluations
- Investment Planning
- Pension Management Policy

## Unit Goals & Performance Measures

### Departmental Goal #1: Maintaining Required Reserves

 Budgeting efforts to meet or exceed both the General Fund reserve policy target of 25% and Enterprise Fund (Water & Sewer) reserve policy target of 33%.



### Departmental Goal #2: Compliance

 Keep data and related regulations updated for compliance with law on an ongoing basis, including:

- Payroll compliance with labor laws
- Utility compliance with State and Local Legislation including emergency resolutions.
- Financial reporting compliance with GASB Standards



### Departmental Goal #3: Internship Program



Coordinate an accountant internship program with the Sonoma State Business Administration Department.



### Departmental Goal #4: Multilingual Availability for Utility Customers



In order to make online utility access more accessible to more residents we will evaluate and develop multilingual availability on the City Website and Utility Billing portal.



# Community Development



**Noah Housh**  
Director of Community Development

## Department Description

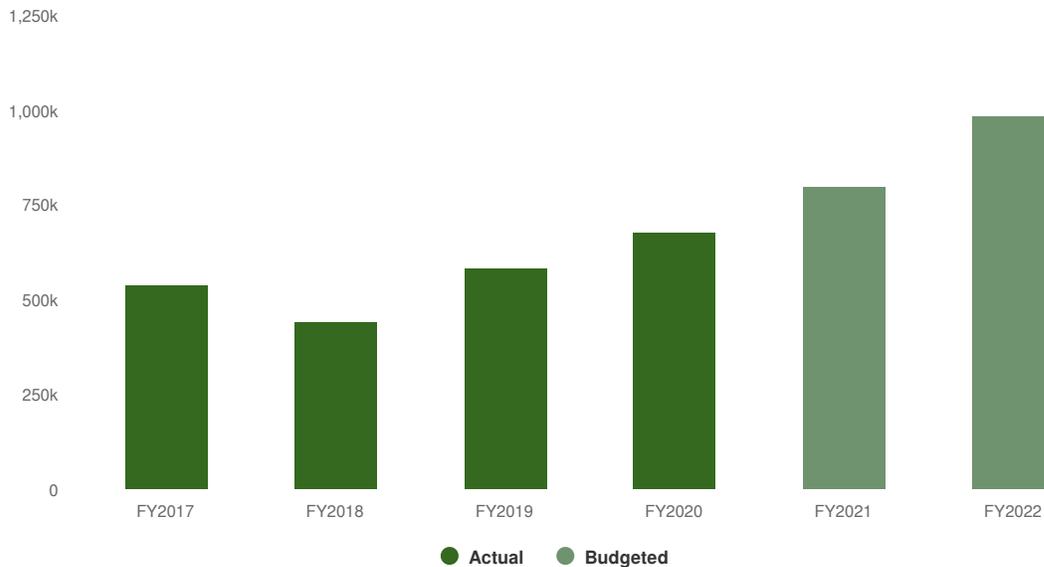
The Community Development Department is responsible for managing the Planning, Building, Housing and Code Enforcement Divisions for the City. The Planning Division provides staff and technical support toward developing and implementing land-use, planning and zoning policies and programs that guide City growth. The Building Division provides for public health and safety, promoting improvements in the community through building inspections and plan review. The Housing Division assists with the management of the City's affordable housing stock and ensuring on-going compliance with the City's affordable housing programs. Finally, Code Enforcement works with the citizens of Cotati to maintain a safe, attractive and high-quality community environment by ensuring compliance with all adopted City codes and standards.

## Expenditures Summary

Provide a Summary of the key expenditures for the department this year...

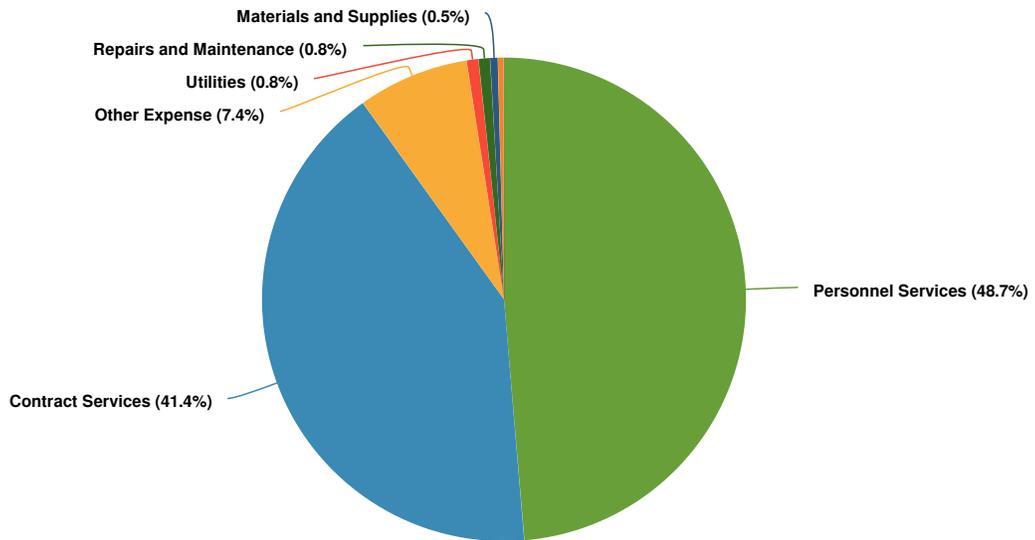
**\$981,337** **\$184,756**  
(23.19% vs. prior year)

Community Development Proposed and Historical Budget vs. Actual

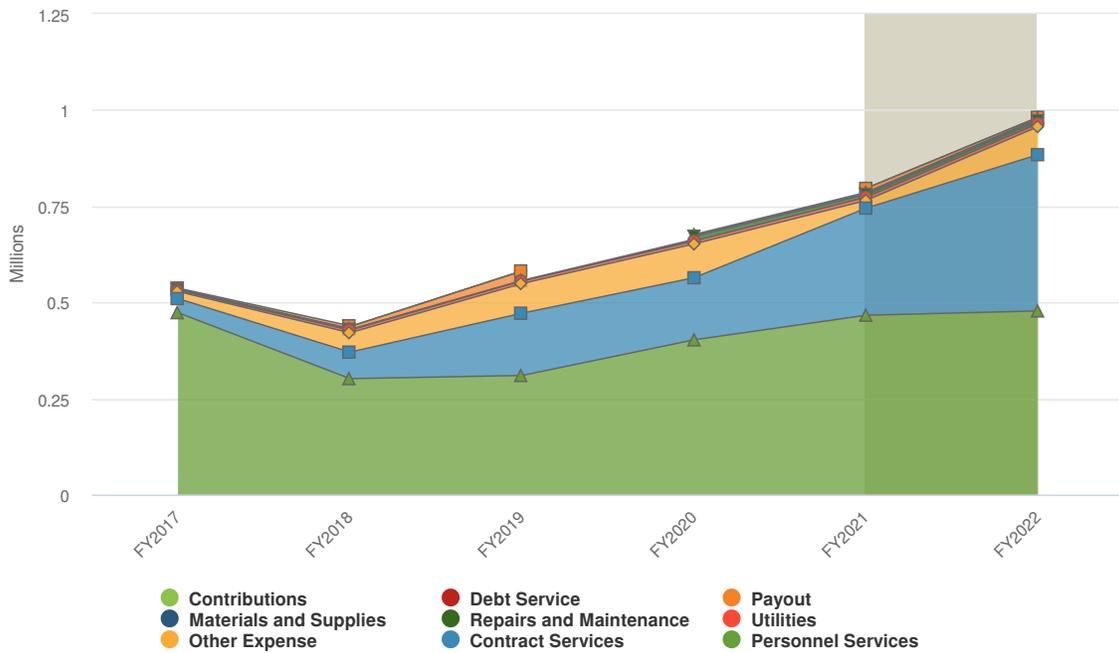


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

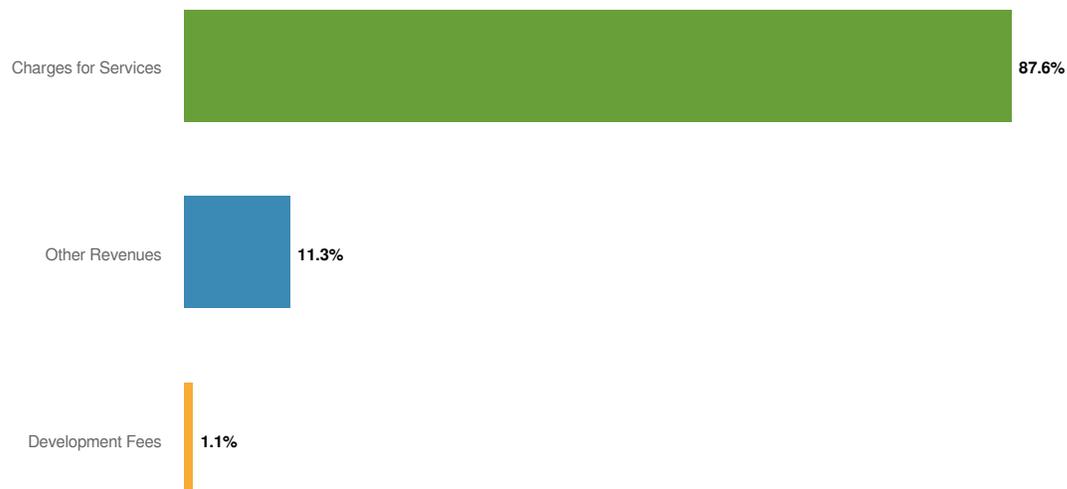


Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$301,532	\$309,751	\$402,497	\$466,414	\$489,234	\$477,610	2.4%
Payout	\$7,266	\$24,638	\$0	\$10,500	\$2,131	\$3,690	-64.9%
Materials and Supplies	\$1,825	\$1,291	\$4,373	\$5,000	\$5,000	\$5,000	0%
Contract Services	\$68,994	\$162,003	\$161,503	\$278,567	\$260,650	\$406,477	45.9%
Utilities	\$6,824	\$6,763	\$7,236	\$8,400	\$8,800	\$7,860	-6.4%
Repairs and Maintenance	\$2,048	\$0	\$12,787	\$7,500	\$12,700	\$7,500	0%
Other Expense	\$50,395	\$77,112	\$87,952	\$20,000	\$87,310	\$73,000	265%
Debt Service	\$185	\$202	\$0	\$200	\$200	\$200	0%
<b>Total Expense Objects:</b>	<b>\$439,069</b>	<b>\$581,760</b>	<b>\$676,349</b>	<b>\$796,581</b>	<b>\$866,025</b>	<b>\$981,337</b>	<b>23.2%</b>

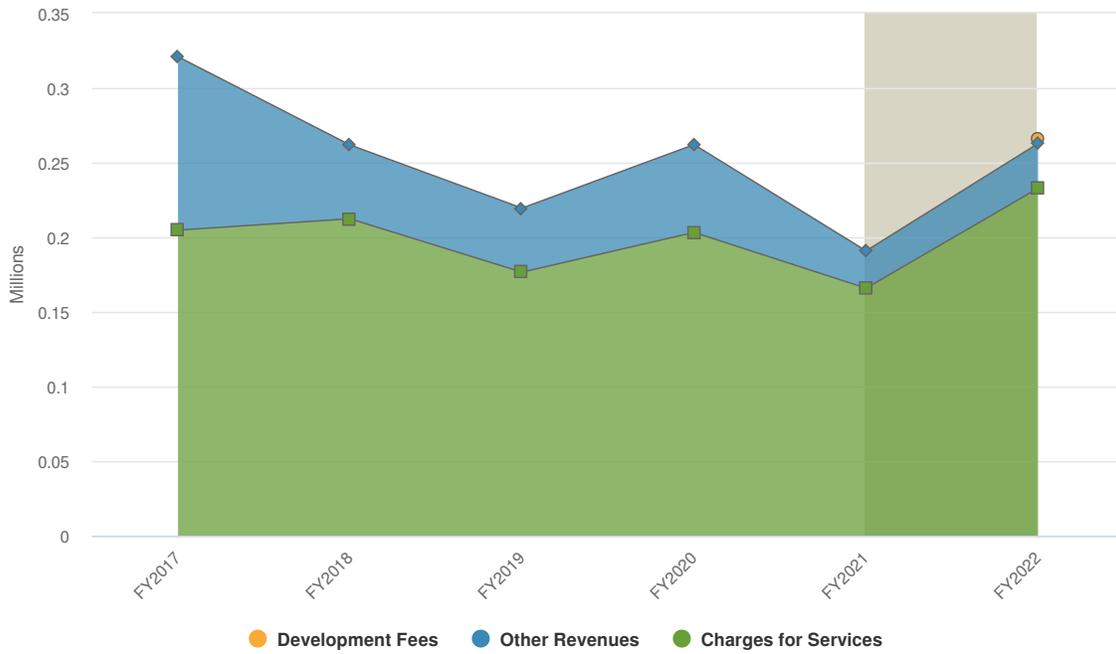
## Revenues by Source

Budgeted revenues for FY2021 reflected the economic uncertainty created by the Covid-19 pandemic. As Department staff were preparing the budget, the likelihood of property owners making significant investment and improvements in their properties was completely uncertain. This motivated staff to project a conservative estimate of the potential revenue to be generated from planning and building permit applications. Fortunately, actual revenue from development applications more than doubled that of the previous fiscal year, with FY2021 being one of the most productive years for permit revenue in recent history. The increased volume of permit activity is a testament to the dedication of Community Development Department staff, who made it a priority to continue to provide prompt and excellent service despite the challenges posed by the Covid-19 pandemic.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



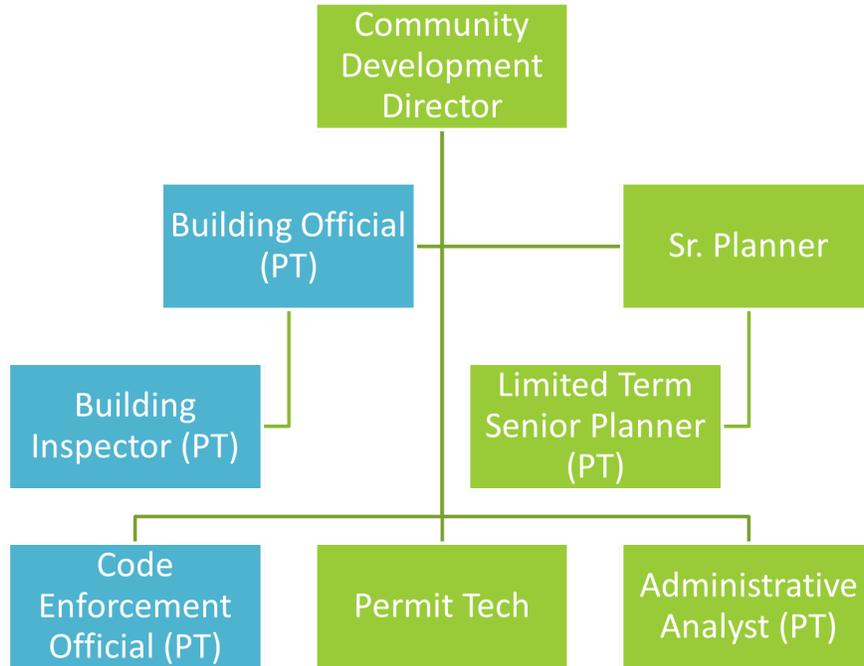
Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues							
Community Development	\$49,485	\$42,912	\$58,822	\$25,000	\$100,000	\$20,000	-20%
Code Enforcement	\$0	\$0	\$0	\$0	\$10,000	\$10,000	N/A
<b>Total Other Revenues:</b>	<b>\$49,485</b>	<b>\$42,912</b>	<b>\$58,822</b>	<b>\$25,000</b>	<b>\$110,000</b>	<b>\$30,000</b>	<b>20%</b>
Charges for Services							
Community Development	\$212,271	\$176,528	\$203,164	\$165,800	\$450,531	\$232,750	40.4%
<b>Total Charges for Services:</b>	<b>\$212,271</b>	<b>\$176,528</b>	<b>\$203,164</b>	<b>\$165,800</b>	<b>\$450,531</b>	<b>\$232,750</b>	<b>40.4%</b>
Development Fees							
Community Development						\$3,000	N/A
<b>Total Development Fees:</b>						<b>\$3,000</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$261,756</b>	<b>\$219,440</b>	<b>\$261,986</b>	<b>\$190,800</b>	<b>\$560,531</b>	<b>\$265,750</b>	<b>39.3%</b>



## Organizational Chart

The Community Development staffing is a unique structure based on the distinct needs of Cotati, as a relatively small full-service City. To address these needs, and remain flexible and responsive to the changing needs of the economy, the Community Development Department is currently supported by a number of part-time and/or contract employees to augment the full-time Department staff. These additional contractor functions are included in blue below while part time are indicated with the (PT) subsequent to the title.



## Fiscal Year 2020/2021 Accomplishments

- o Cottage Housing Ordinance Completed
- o By Right Housing Response On-Going
- o Zoning Map Update Completed
- o Housing Administration Improvements On-Going
- o Economic Development Marketing and Implementation On-Going
- o Website Improvements On-Going
- o New Legislation Implementation On-Going
- o Housing Element Update-Initiate Baseline Analysis Complete
- o Jamie Lane Affordable Housing Project Approved
- o Bike and Pedestrian Master Plan Update-Begin June 2021
- o Staff Participation in the ABAG/MTC RHNA Methodology Committee Completed
- o Draft Objective Design Standards Reviewed by Planning Commission
- o SB 743/VMT Significance Threshold Implementation Completed
- o Santero Way Specific Plan Update-On-Hold Pending Funding and Housing Element Needs Assessment
- o Downtown Specific Plan Consistency Update-On-Hold Pending Funding and Housing Element Needs Assessment
- o Bluebeam Digital Permit Review Software Purchase and Implementation Completed
- o City Council Covid-19 Economic Development Response Resolutions (x2) Completed
- o LEAP & REAP Grants Applied for and Granted-\$85,000 for Housing Awarded
- o Expanded Social Media Presence-On-Going
- o Expanded Community Development Commission (CDC) City and Towns Advisory Committee (CTAC) Input and Involvement
- o Enhanced Economic Development Board (EDB) Coordination in Response to Covid-19 Impacts-On-Going
- o Electric Bike Share Program Roll Out
- o Formalized Design Review Administration Process





expanded information being available on the Department webpage and through the use of social media posts and notifications.



## Departmental Goal #4: Provide Equitable Access to Information and Services



The Community Development Department is

committed to ensuring the provision of information and services is equitable, and engages all populations within the community of Cotati. These efforts will seek to ensure every citizen of Cotati is considered through Department engagement efforts, the provision of Department services and in the goals and policies promoted by Department staff in long-range planning documents.



# Engineering and Public Works



**Craig Scott**  
 Director of Engineering and Public Works

## Department Description

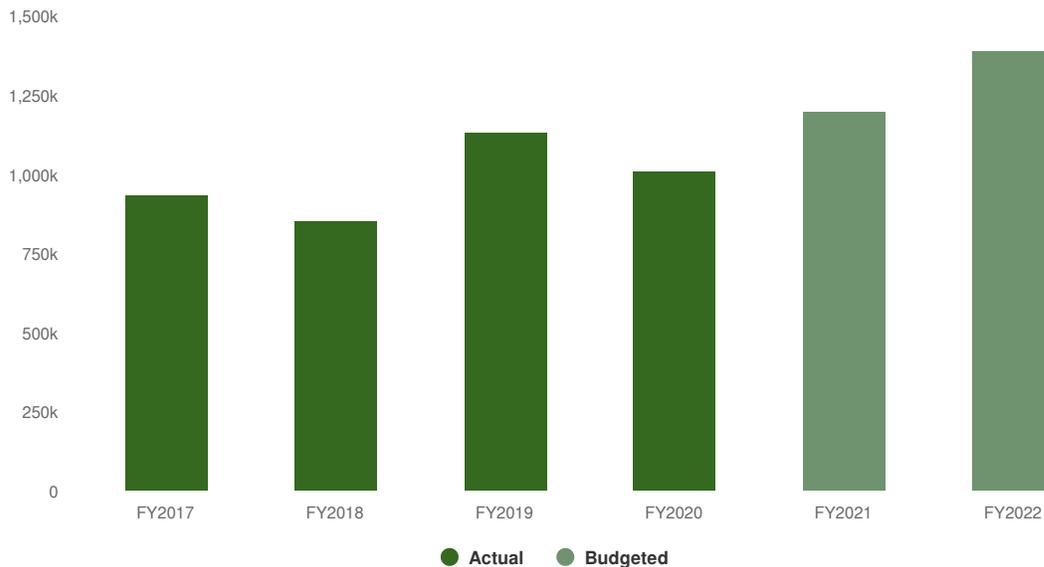
The Public Works department operates and maintains the water, sewer, and storm water systems, roadways, City parks and buildings, and provides a wide range of engineering services including managing a Capital Improvement Program, issuing permits for construction in the public right-of-way, and working with developers. Engineering provides technical support to the various City departments, responds to citizen’s inquiries and requests regarding public infrastructure, performs development review and plan check, performs engineering and construction management of capital improvement projects and provides mapping and engineering records support.



## Expenditures Summary

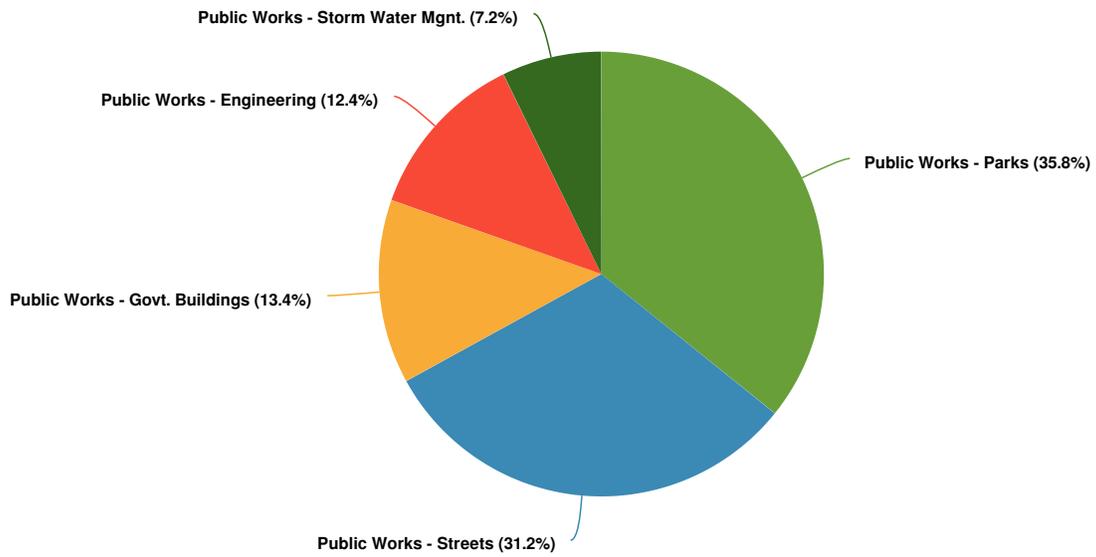
**\$1,393,287** **\$195,680**  
 (16.34% vs. prior year)

### Public Works Proposed and Historical Budget vs. Actual

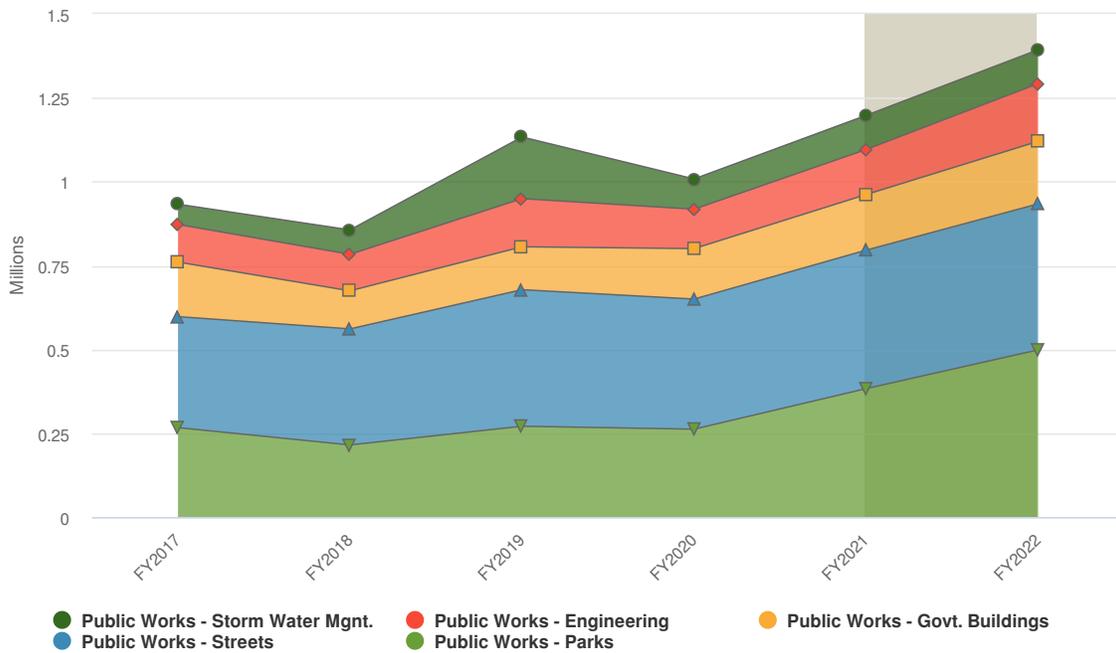


# Expenditures by Function

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



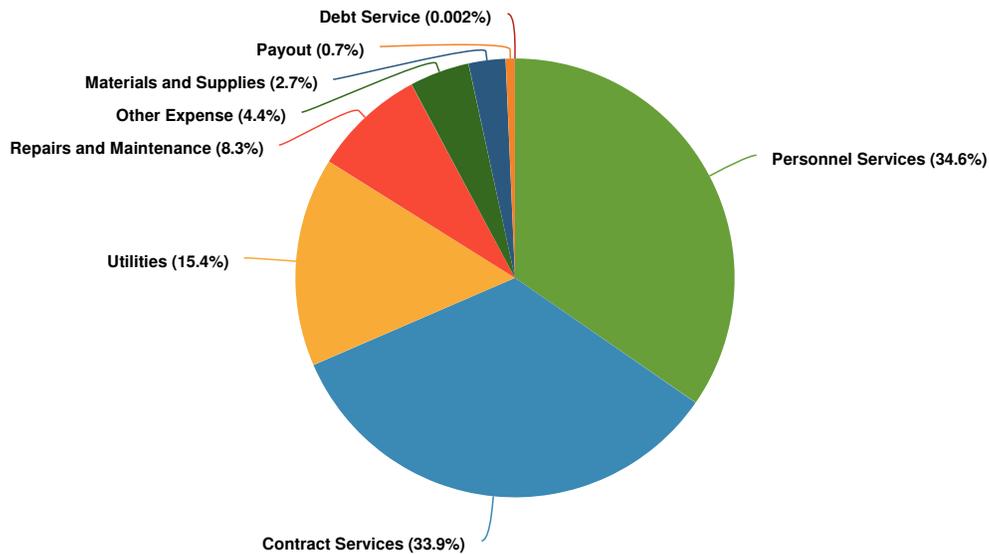
Grey background indicates budgeted figures.



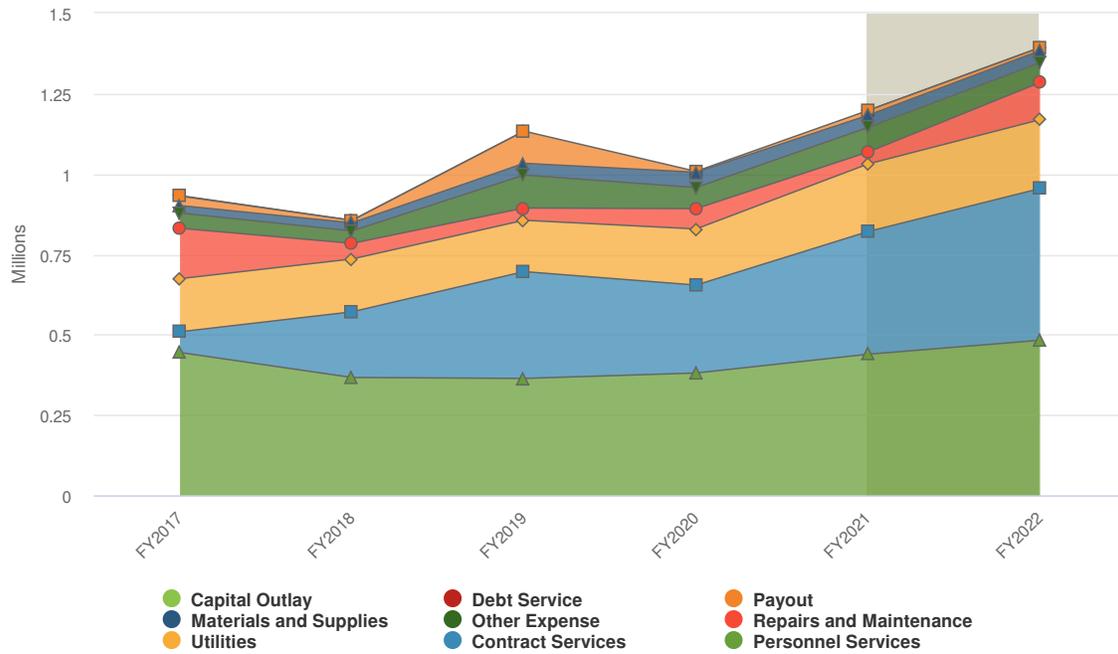
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expenditures							
Public Works							
Public Works - Engineering	\$108,999	\$143,669	\$117,609	\$134,359	\$133,909	\$172,181	28.1%
Public Works - Streets	\$346,049	\$407,182	\$387,974	\$412,889	\$395,044	\$435,336	5.4%
Public Works - Storm Water Mgnt.	\$72,736	\$183,831	\$90,173	\$101,774	\$98,282	\$100,906	-0.9%
Public Works - Govt. Buildings	\$113,514	\$127,929	\$150,432	\$165,862	\$173,009	\$186,520	12.5%
Public Works - Parks	\$214,830	\$270,614	\$261,855	\$382,723	\$343,306	\$498,344	30.2%
<b>Total Public Works:</b>	<b>\$856,128</b>	<b>\$1,133,225</b>	<b>\$1,008,043</b>	<b>\$1,197,607</b>	<b>\$1,143,550</b>	<b>\$1,393,287</b>	<b>16.3%</b>
<b>Total Expenditures:</b>	<b>\$856,128</b>	<b>\$1,133,225</b>	<b>\$1,008,043</b>	<b>\$1,197,607</b>	<b>\$1,143,550</b>	<b>\$1,393,287</b>	<b>16.3%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



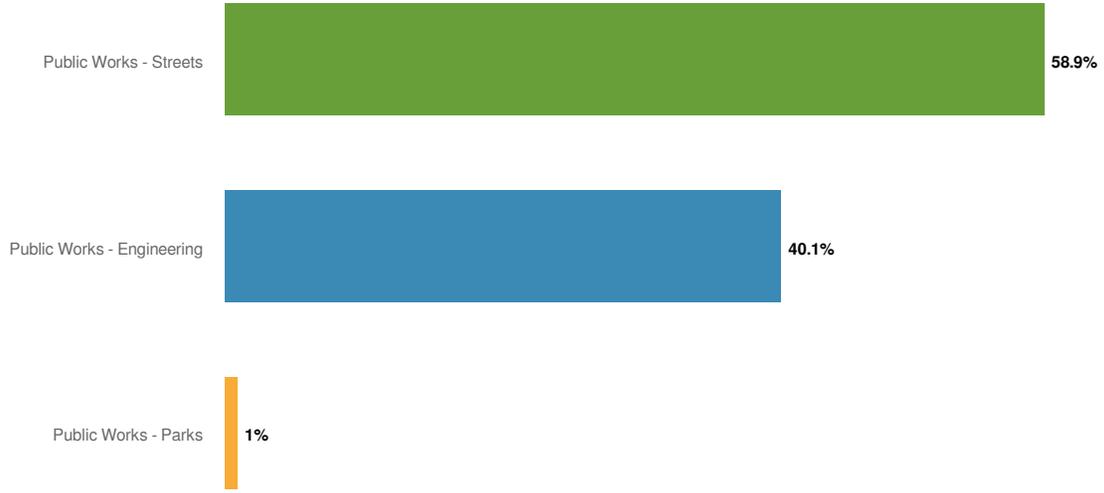
Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$366,657	\$363,710	\$380,576	\$438,971	\$394,794	\$482,430	9.9%
Payout	\$7,849	\$100,129	\$2,708	\$15,000	\$29,357	\$9,440	-37.1%
Materials and Supplies	\$25,008	\$36,629	\$47,740	\$37,786	\$38,300	\$37,800	0%
Contract Services	\$204,296	\$332,347	\$273,574	\$381,772	\$360,363	\$472,199	23.7%
Utilities	\$164,413	\$159,815	\$174,657	\$210,284	\$210,909	\$214,295	1.9%
Repairs and Maintenance	\$48,708	\$38,064	\$63,138	\$37,010	\$52,150	\$115,700	212.6%
Other Expense	\$38,705	\$102,502	\$65,650	\$76,754	\$57,677	\$61,393	-20%
Debt Service	\$37	\$29	\$0	\$30	\$0	\$30	0%
Capital Outlay	\$455	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$856,128</b>	<b>\$1,133,225</b>	<b>\$1,008,043</b>	<b>\$1,197,607</b>	<b>\$1,143,550</b>	<b>\$1,393,287</b>	<b>16.3%</b>

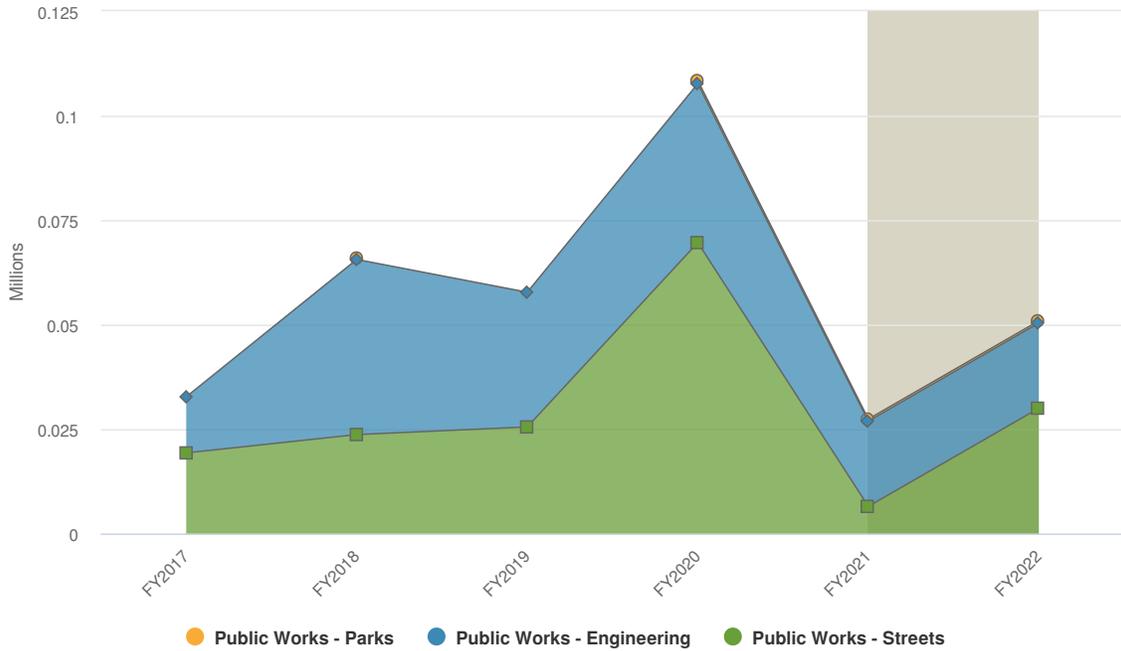


# Revenue by Department

## Projected 2022 Revenue by Department



## Budgeted and Historical 2022 Revenue by Department



Grey background indicates budgeted figures.

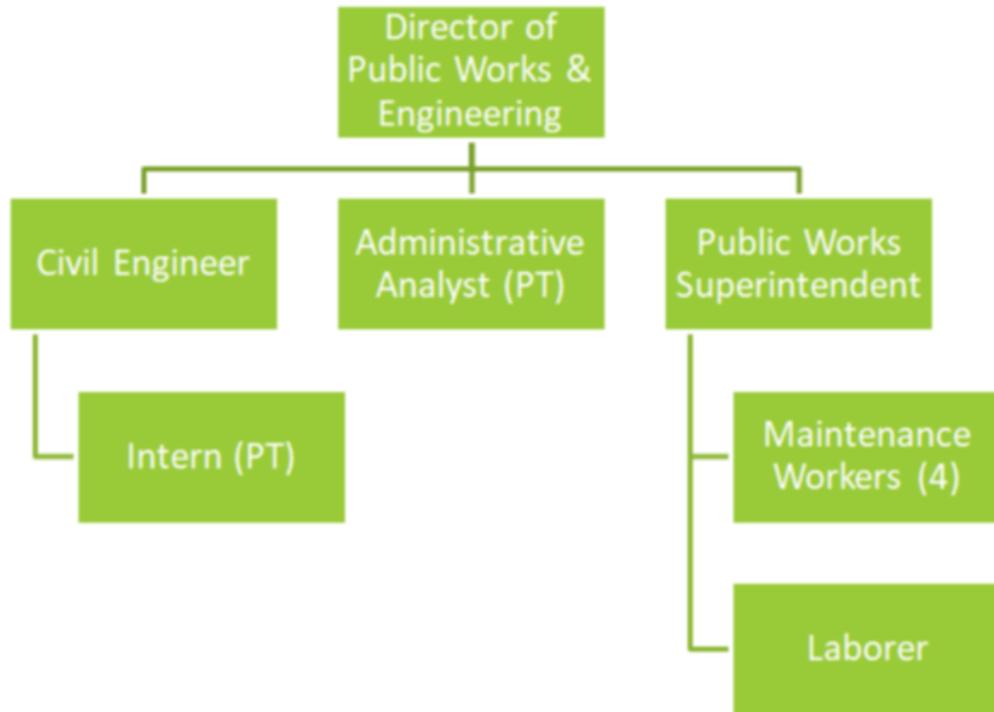
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Public Works - Streets	0.018	0.023	0.025	0.070	0.005	0.030	-92.9%
Public Works - Engineering	0.015	0.042	0.035	0.045	0.020	0.025	-55.6%
Public Works - Parks	0.000	0.000	0.000	0.000	0.000	0.000	0%



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue							
Public Works							
Public Works - Engineering	\$41,902	\$32,241	\$38,034	\$20,400	\$38,000	\$20,400	0%
Public Works - Streets	\$23,686	\$25,510	\$69,620	\$6,500	\$74,400	\$30,000	361.5%
Public Works - Parks	\$350	\$0	\$750	\$500	\$300	\$500	0%
<b>Total Public Works:</b>	<b>\$65,938</b>	<b>\$57,751</b>	<b>\$108,404</b>	<b>\$27,400</b>	<b>\$112,700</b>	<b>\$50,900</b>	<b>85.8%</b>
<b>Total Revenue:</b>	<b>\$65,938</b>	<b>\$57,751</b>	<b>\$108,404</b>	<b>\$27,400</b>	<b>\$112,700</b>	<b>\$50,900</b>	<b>85.8%</b>

## Organizational Chart

Description of the



# Fiscal Year 2020/2021 Accomplishments

- Veronda-Falletti Ranch Building Improvements
- Park and Ride In-Lieu Replacement - Design
- William/Olof Street Sewer Replacement Project
- Sewer Inflow and Infiltration Reduction Study
- 2020 Street Construction and Improvements Project (Phase 1)
- East Cotati Avenue Paving (OBAG2)
- City-wide Bike/Pedestrian Safety Improvements
- W. School Street Pathway Project Phase 2 (Richardson Lane)
- Wayfinding Signage
- 2021 Pavement Preservation Project - Design
- Water Operations Manual
- PSPS Preparedness
- Sewer Ordinance Revisions (Pre-treatment and Sewer Calculation)
- Water System Risk Assessment

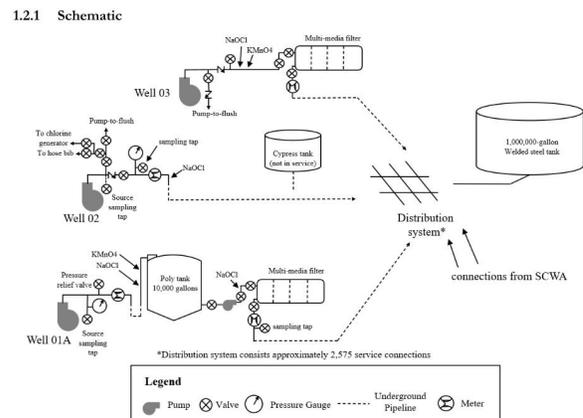
# Fiscal Year 2021/2022 Objectives

- Update 5-Year Capital Improvement Program
- Complete Local Roads Safety Plan (LRSP)
- Update Water and Sewer Rate Study
- Water and Sewer SCADA Upgrade and Relocation Project
- Well 1A and Well 3 Water Treatment Facilities Rehabilitation
- Advanced Metering Technology System Enhancements
- Community Center Roof Replacement Project
- Community Center and City Hall Window Replacement Project
- Civic Center Complex Reliable Energy Evaluation
- Veronda-Falletti Ranch Barn Improvements - Design
- Manhole and Lateral Repairs (i.e. Inflow and Infiltration Reduction)
- 2021 Pavement Preservation Project - Construction
- Downtown and Civic Center Connectivity and Safety Project (Quick Strike)
- West Side Street Project
- Kotati Park Capital Improvements
- Helen Putnam Park Capital Improvements
- Way-Finding Kiosks

## Departmental Goal #1: Provide safe and reliable water and sewer service

 Provide safe and reliable water and sewer service, operate and maintain the infrastructure proactively, and continue to meet or exceed all State and Federal regulatory requirements.

Enhance operational reliability by using automation to provide daily water production and equipment run-time reports and improve accessibility to the data by moving away from paper records.

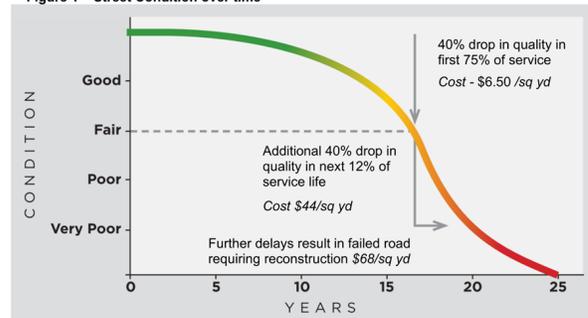


## Departmental Goal #2: Lower the future annual cost of street maintenance



Invest in strategic infrastructure to meet community desires while lowering the future annual cost of street maintenance by rehabilitating roads in poor condition and maintaining those in fair to good condition.

Figure 1 – Street Condition over time



## Departmental Goal #3: Provide excellent customer service to the public and development community



Provide excellent customer service to the public and development community by maintaining City infrastructure records, providing clear instructions for Public Works processes and permitting, and involving the public in significant public works projects with effective public outreach.



# Police Department



**Michael Parish**  
Chief of Police

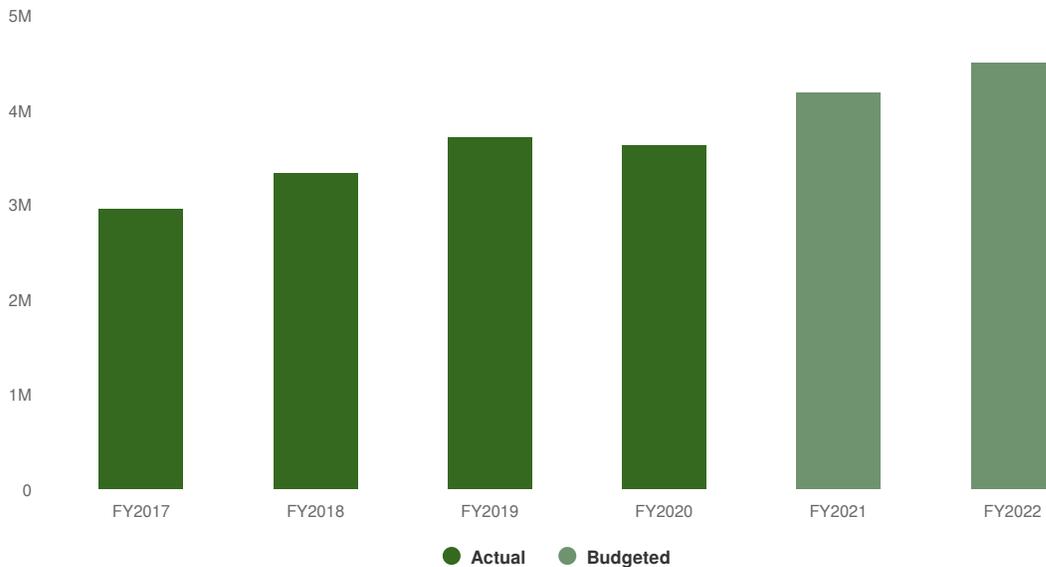
## Department Description

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, prevention of criminal activity and pedestrian and bicycle safety. To accomplish this, the Department strives to have a highly visible police presence while enforcing State laws and local ordinances. Police Officers are Peace Officers, working to maintain public peace and to provide safety and security for the community. The Department is committed to robust community outreach and treating our citizens, businesses and stakeholders with dignity and respect. The Department strives to be diverse and inclusive while adhering to contemporary police training and tactics that best serve our City and are in alignment with current police reforms. 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.

## Expenditures Summary

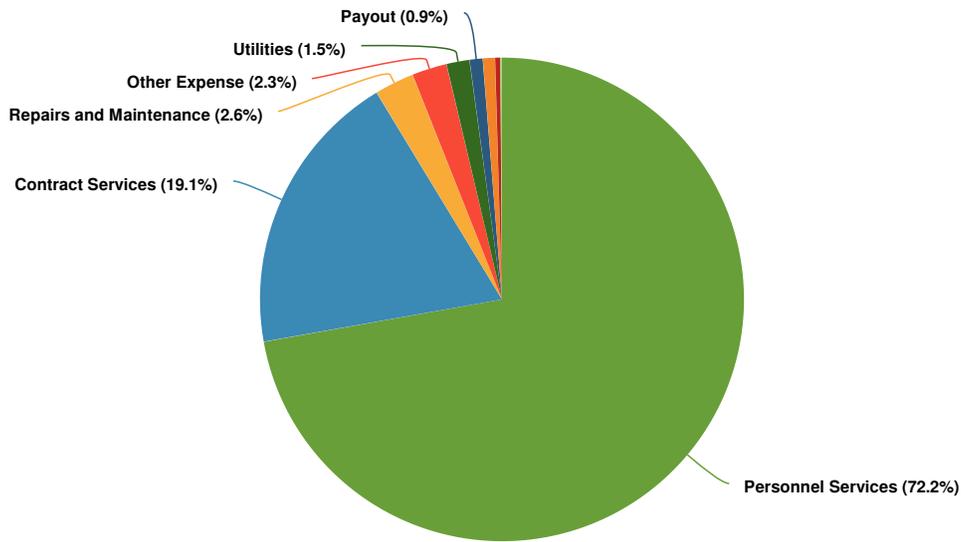
**\$4,499,245** **\$312,173**  
(7.46% vs. prior year)

Police Proposed and Historical Budget vs. Actual

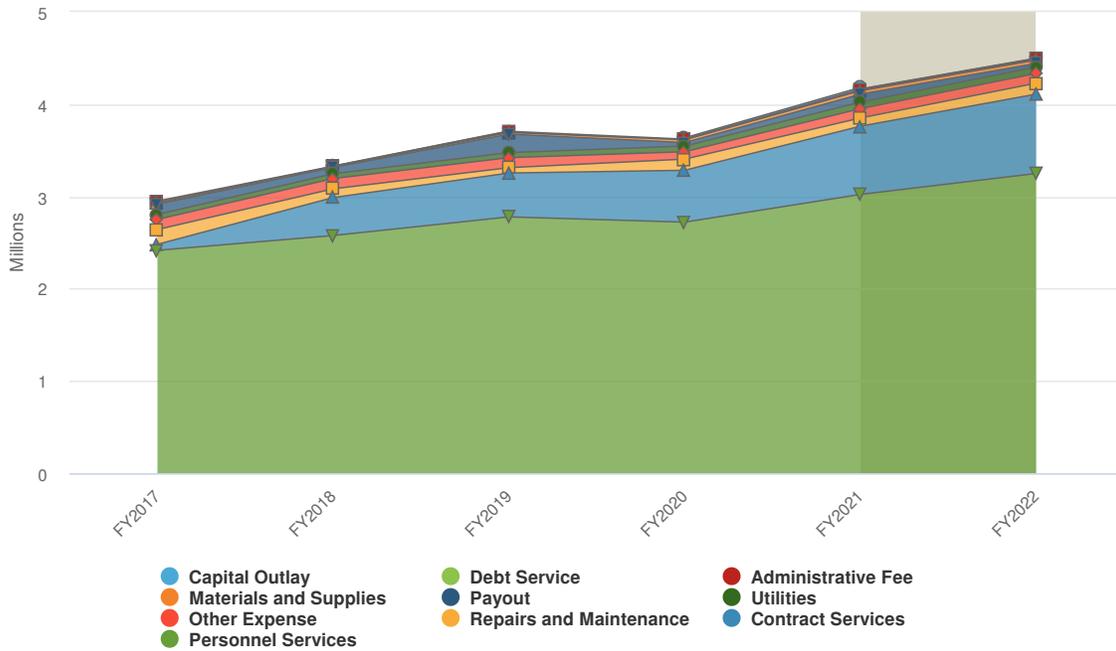


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



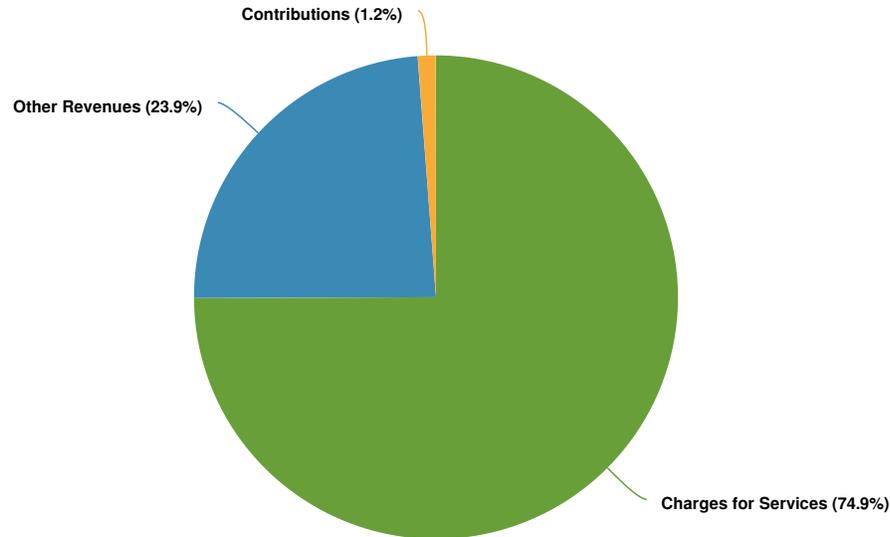
Grey background indicates budgeted figures.



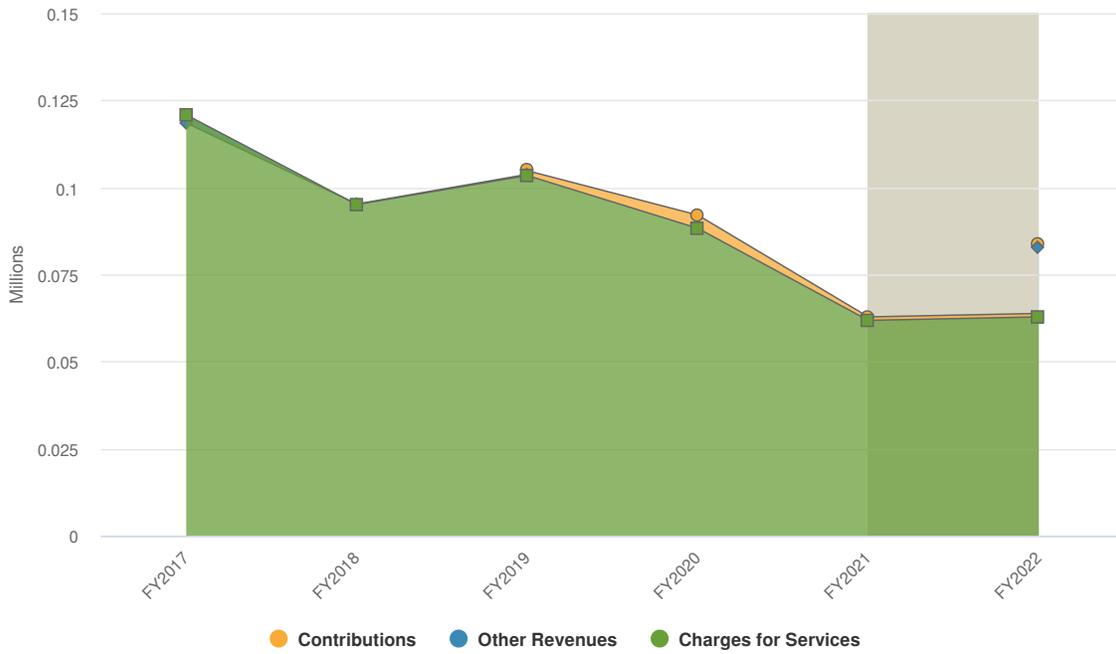
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$2,576,906	\$2,778,660	\$2,721,604	\$3,022,406	\$2,911,003	\$3,249,040	7.5%
Payout	\$68,470	\$200,150	\$37,708	\$85,000	\$44,874	\$39,020	-54.1%
Materials and Supplies	\$11,070	\$17,841	\$30,540	\$37,112	\$25,000	\$37,000	-0.3%
Contract Services	\$411,300	\$475,346	\$562,170	\$739,490	\$758,363	\$860,305	16.3%
Utilities	\$51,979	\$54,563	\$61,631	\$71,815	\$71,815	\$69,430	-3.3%
Repairs and Maintenance	\$94,809	\$58,261	\$121,180	\$89,242	\$153,500	\$118,900	33.2%
Other Expense	\$111,466	\$108,735	\$79,809	\$100,781	\$81,790	\$105,550	4.7%
Administrative Fee	\$2,712	\$12,948	\$7,067	\$15,386	\$2,500	\$15,400	0.1%
Debt Service	\$1,398	\$3,424	\$0	\$4,600	\$0	\$4,600	0%
Capital Outlay	\$1,602	\$0	\$14,160	\$21,240	\$15,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$3,331,712</b>	<b>\$3,709,928</b>	<b>\$3,635,869</b>	<b>\$4,187,072</b>	<b>\$4,063,845</b>	<b>\$4,499,245</b>	<b>7.5%</b>

## Revenues by Source

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$150	\$332	\$0	\$0	\$10,000	\$20,000	N/A
Charges for Services	\$95,060	\$103,395	\$88,242	\$61,800	\$37,745	\$62,800	1.6%
Contributions	\$0	\$1,400	\$3,795	\$1,000	\$270	\$1,000	0%
<b>Total Revenue Source:</b>	<b>\$95,210</b>	<b>\$105,127</b>	<b>\$92,037</b>	<b>\$62,800</b>	<b>\$48,015</b>	<b>\$83,800</b>	<b>33.4%</b>

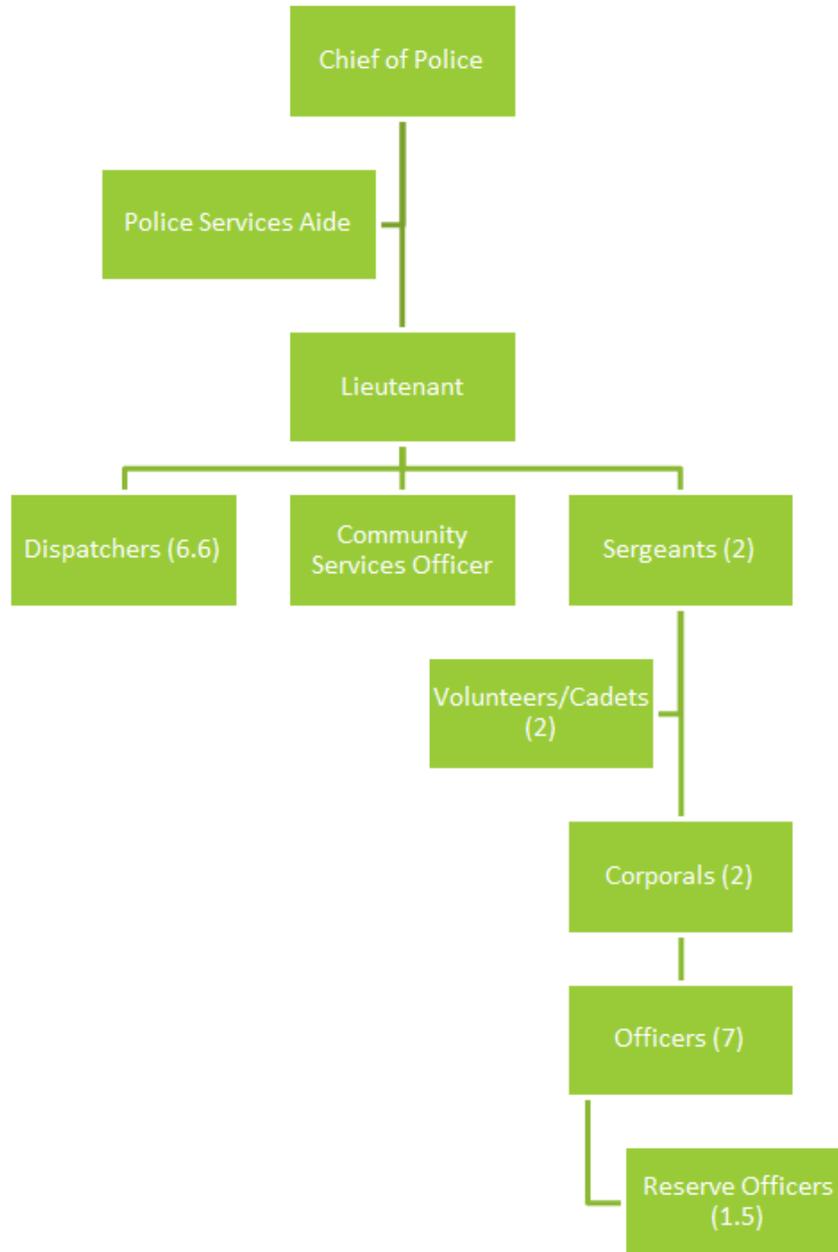


# Organizational Chart

Current staffing at the police department consists of the following staff:

- Chief of Police Michael Parish**
- Lieutenant Doug Endy**
- Sergeant Baudelia Gallo**
- Sergeant Paul Goodin**
- Corporal/K9 Handler Brian Deaton and his partner REMO**
- Corporal Brandon Mitchell**
- Officer Bennet Knight**
- Officer Tyler Wardle**
- Motor Officer Ryan Reinke**
- Officer Mohamad Hamade**
- Officer Anthony Garber**
- Officer Jerry Cunningham**
- Reserve Officer Ryan Sullivan**
- Community Service Officer Carrie Peoples**
- Police Services Aide Katie Huldermann**
- Police Dispatcher/Clerk Kirsten Ott**
- Police Dispatcher/Clerk Cristina Montoya**
- Police Dispatcher/Clerk Renee Harris**
- Police Dispatcher /Clerk Kristen Abbott**
- Police Dispatcher /Clerk Adrien McGoon**
- Police Dispatcher /Clerk vacant**
- Volunteer and Cadets**





## Fiscal Year 2020/2021 Accomplishments

- o Critical Incident Debriefing/Peer Support
- o Criminal Investigations mutual aid small agencies
- o Active shooter exercise SSU/Thomas Page (training did not occur due to Pandemic)
- o Submit Office of Traffic Safety Grant (grant awarded)
- o Implement online access to vacation house checks, alarm permits, and dog licenses.
- o Emergency Operations Training
- o Bola Wrap
- o Replace Police Lobby Floor
- o Police Town Hall Meetings
- o Police Additional State Mandated Training and Extra Training
- o Interview Room audio/visual recording



## Fiscal Year 2021/2022 Objectives

- Add Hi-Lo sirens to all PD vehicles and do an emergency evacuation drill
- Active-shooter drill both at SSU and TPA
- Post weekly police log that goes to CV on our City Website (Transparency)
- Submit ABC Grant
- Pink Patch for breast cancer awareness month/Pins for Pride Month/No Shave Nov. For Cancer Awareness
- Continued training on de-escalation, implicit bias, people in mental health crisis
- 5 agency mutual aid crime scene/investigation training
- Regional participation in Response Program for people in mental health crisis
- Improved PD building cameras and storage of media
- New intercom for dispatch to lobby
- Body Worn Camera/Taser upgrade (5) year contract
- Pedestrian Safety Education and Enforcement

### Departmental Goal #1: Regional Collaboration to Address Mental Health and Unsheltered Crisis

 The Cotati Police Department will collaborate with allied local law enforcement agencies, other agencies and non-profits to collectively improve our regional and local response to the mental health and unsheltered crisis.

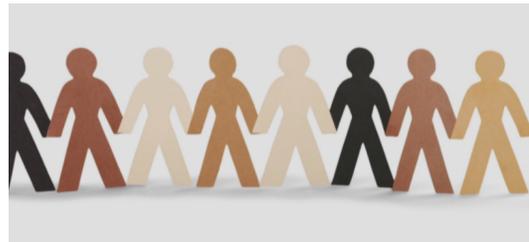


### Departmental Goal #2: Engage to Improve Communication, Build Trust, and Reduce Racism

 The Police Department, in conjunction with all City Departments, will strive to seek community engagement to improve communication, build trust, and reduce racism in Cotati.

The Police Department will continue community engagement through Coffee with a Cop, National Night Out, Thomas Page Academy outreach and other platforms.

The Police Department will continue its Public Information efforts through social media and on the City Website. We will incorporate Neighborhood Level Programming through our Officer Assigned Areas consisting of six (6) designated "beats" in our City.



### Departmental Goal #3: Support Safe Roads and Neighborhoods, including Inviting Park Space, for the Community

 The Police Department, in conjunction with all City Departments, will continue to provide safe roads and neighborhoods, including inviting park and open spaces for the community to learn, play, and promote a healthy and active lifestyle.



# Recreation



**Ashley Wilson**  
Recreation Manager

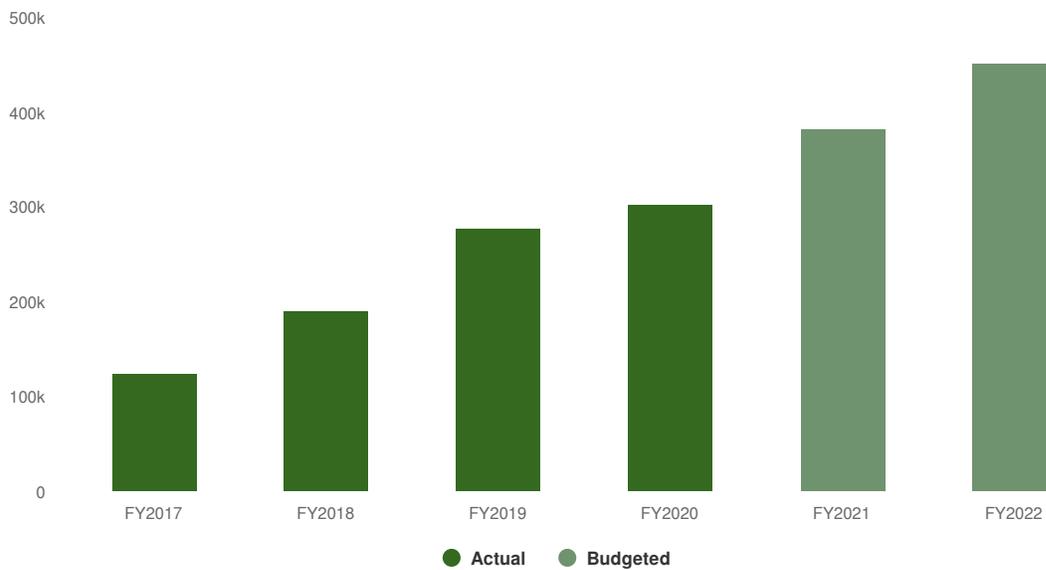
## Department Description

This department is used for funding recreation activities including, but not limited to, year-round classes and programs, camps, trips and tours and special events. Recreation staff also manages rentals and services for City facilities, including City parks and City-owned buildings.

## Expenditures Summary

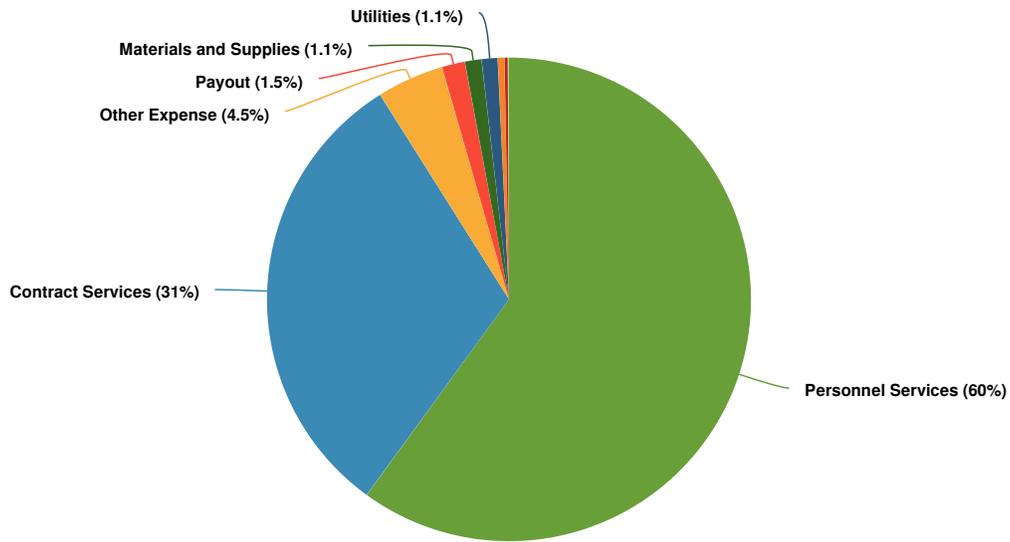
**\$451,135** **\$69,083**  
(18.08% vs. prior year)

### Recreation Proposed and Historical Budget vs. Actual

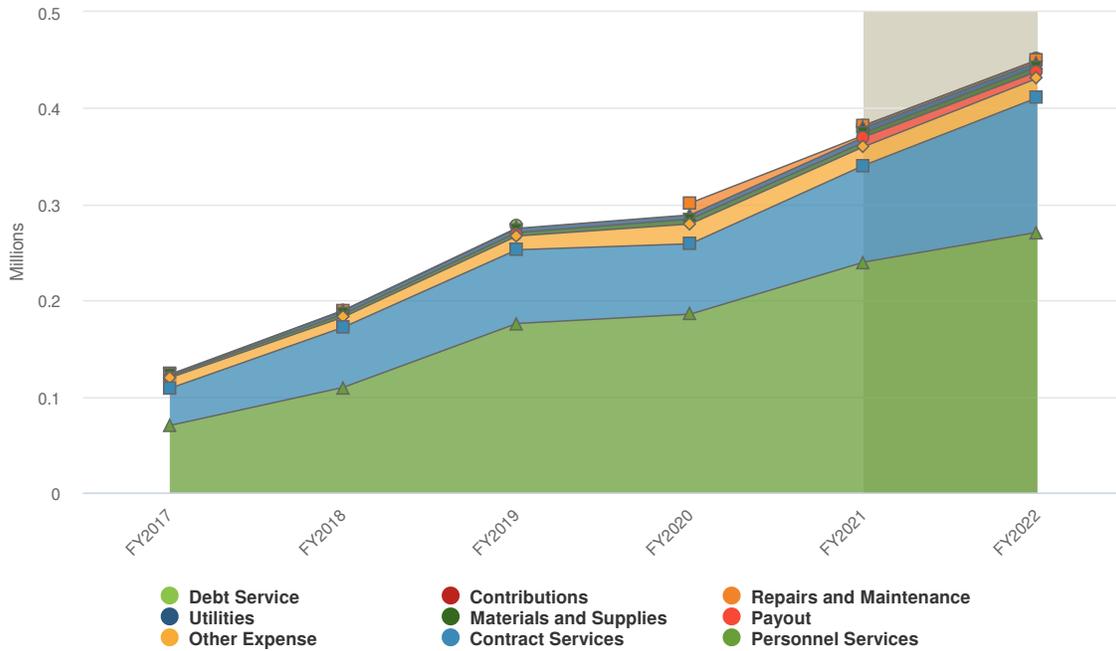


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



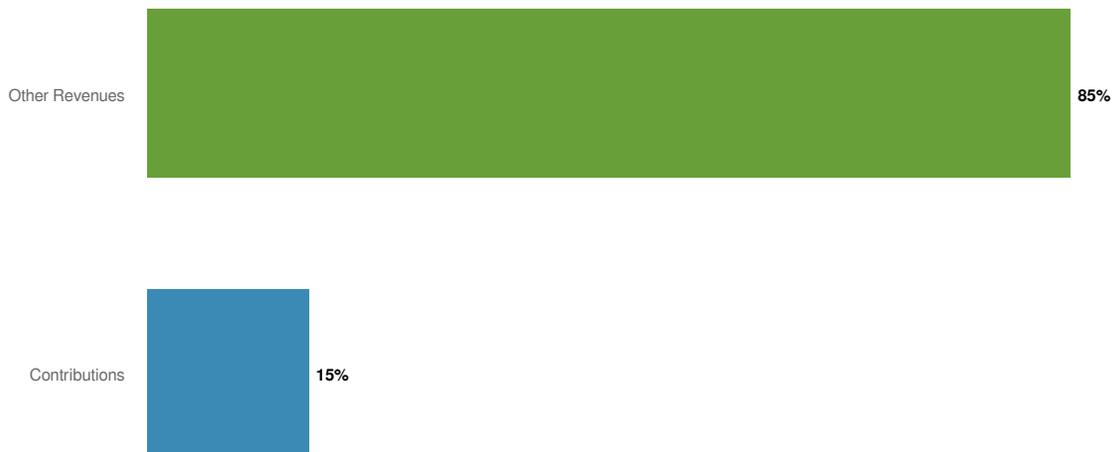
Change in expenditures is in line with the prior year adopted budget. Increases from the estimate for FY 20/21 are primarily due to; (1) staffing costs including negotiated increases and correlating pension obligations, (2) annual software renewals, (3) increased allocated insurance and banking fees.

This department is fully funded with the use of Measure S Sales taxes and has been in development since the Citizens of Cotati brought it back to the Community when they overwhelmingly voted for Measure G the precursor to Measure S. The recreation department looks forward to running more events and camps as we move on past the Covid-19 crisis.

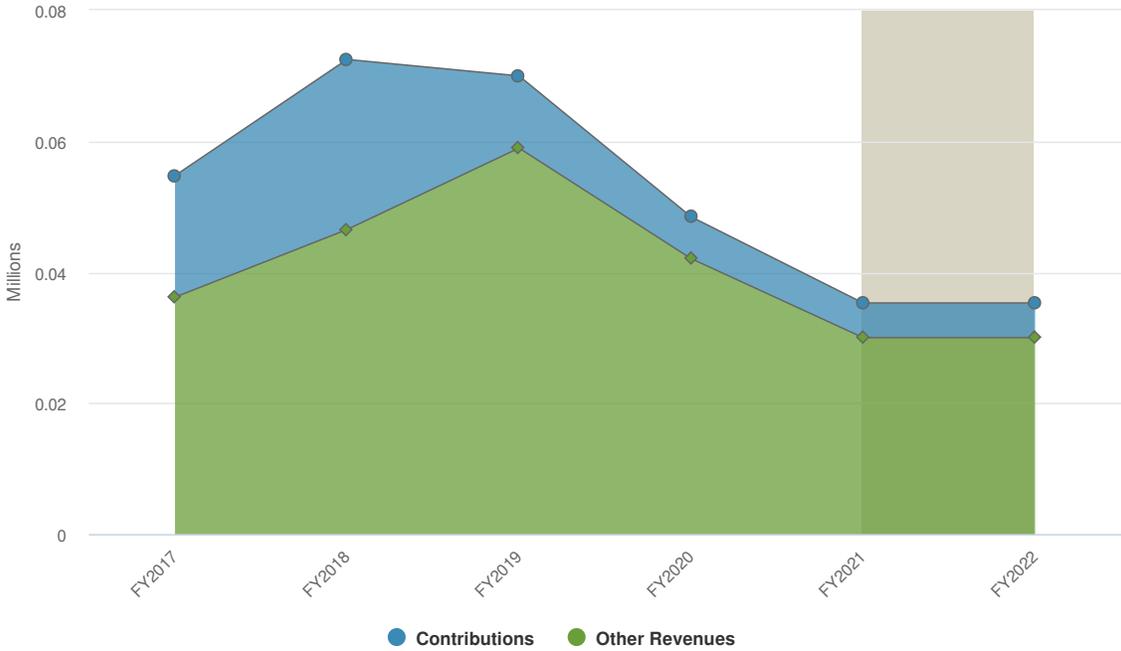
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$109,429	\$175,902	\$185,650	\$239,809	\$204,356	\$270,780	12.9%
Payout	\$0	\$2,150	\$0	\$10,000	\$11,336	\$6,950	-30.5%
Materials and Supplies	\$3,246	\$3,572	\$5,128	\$4,500	\$3,000	\$5,000	11.1%
Contract Services	\$62,546	\$76,697	\$73,153	\$100,618	\$76,564	\$140,075	39.2%
Utilities	\$3,672	\$4,387	\$4,341	\$5,375	\$5,690	\$4,860	-9.6%
Repairs and Maintenance	\$58	\$0	\$12,346	\$2,000	\$11,600	\$2,000	0%
Other Expense	\$10,574	\$14,317	\$20,618	\$19,450	\$15,470	\$20,170	3.7%
Debt Service	\$60	\$307	\$0	\$300	\$0	\$300	0%
Contributions	\$0	\$0	\$0	\$0	\$1,000	\$1,000	N/A
<b>Total Expense Objects:</b>	<b>\$189,585</b>	<b>\$277,332</b>	<b>\$301,236</b>	<b>\$382,052</b>	<b>\$329,016</b>	<b>\$451,135</b>	<b>18.1%</b>

## Revenues by Source

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source

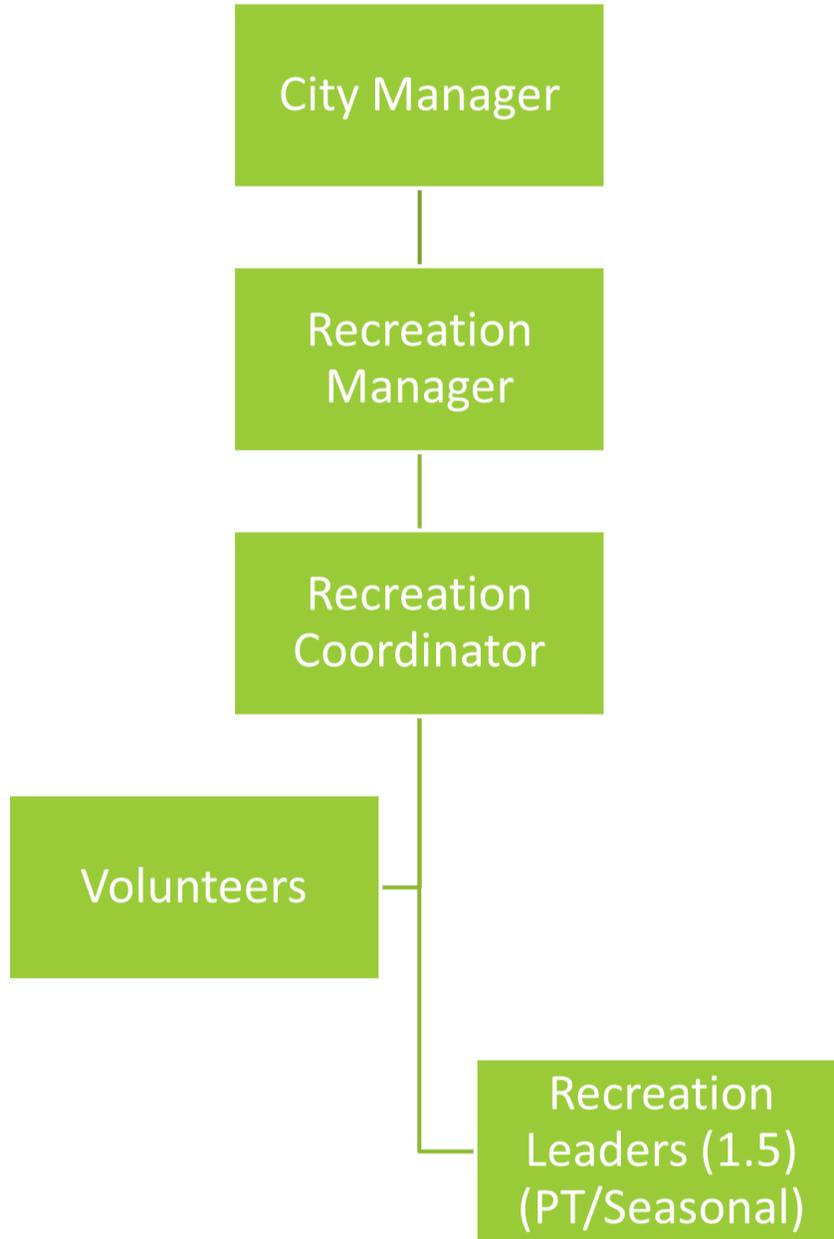


Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$46,509	\$58,948	\$42,074	\$30,000	\$25,345	\$30,000	0%
Contributions	\$25,975	\$11,024	\$6,386	\$5,300	\$7,572	\$5,300	0%
<b>Total Revenue Source:</b>	<b>\$72,484</b>	<b>\$69,972</b>	<b>\$48,460</b>	<b>\$35,300</b>	<b>\$32,917</b>	<b>\$35,300</b>	<b>0%</b>



## Organizational Chart



## Fiscal Year 2020/2021 Accomplishments

- Prop. 68 Park Grant Application
- On-line services and content development
- Community Survey Results / Measure G Renewal Support
- COVID Response Part 1 (Remote Work, policies, Implement New Technologies, etc.)
- COVID Response Part 2 (Economic Development including Tolling Resolution, Tents, Public Info, etc.)
- Farmster 5 Year Workplan / Programming
- Veterans Hall Operations Negotiations
- Kotate Park Preliminary Design



# Fiscal Year 2021/2022 Objectives

- Community Center Windows + Blinds
- Veterans Hall Operations
- Veronda-Falletti Ranch Programming
- Kotate Park Playground Equipment Update
- Putnam Park Preliminary Design

## Departmental Goal #1: Expand Programing



Expand affordable and accessible programming and events to increase community engagement, visitation to the City, and support local businesses.



## Departmental Goal #2: Provide Safe and Inviting Parks



Provide safe and inviting park and open spaces for the community to learn, play, and promote a healthy and active lifestyle.



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# FUND SUMMARIES

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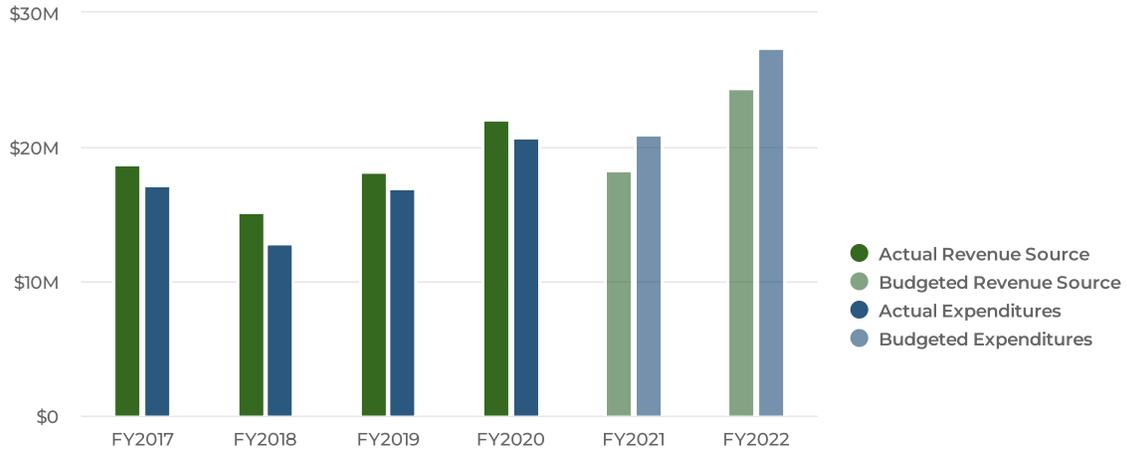


## All Funds

This page is a summary of all of the City Operations as included within the budget book including enterprise funds like Water and Sewer. This is provided for informational purposes only as these funds are properly segregated and maintained.

### Summary

The City of Cotati is projecting \$24.44M of revenue in FY2022, which represents a 33.5% increase over the prior year. Budgeted expenditures are projected to increase by 30.4% or \$6.38M to \$27.38M in FY2022.



# Budget Summary by Fund

Fund	No.	Dept.	Projected Beginning Balance 7/01/2021	Fiscal Year 21/22 Changes*					Projected Ending Balance 6/30/2022	Required Funds - Fund Balance % of Operating Expenses		
				Appropriations			Other Sources/ (Uses)	Operating Transfers				
				Estimated Revenue	Operating Expense	Capital Imp.		In			Out	
<b>General Fund</b>	<b>101</b>	<b>ALL</b>	<b>\$ 6,844,279</b>	<b>\$ 10,852,225</b>	<b>\$ 8,524,429</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,000</b>	<b>\$ (3,753,340)</b>	<b>\$ 5,582,735</b>	<b>65.5%</b>	
<b>Governmental Funds</b>												
<b>Capital Projects Funds</b>												
Grants	201	PW	-	290,168	-	790,168	-	500,000	-	-	-	-
General Capital Outlay	604	PW	187,318	179,100	-	-	-	-	(350,000)	-	16,418	-
Capital Projects Fund	605	PW	-	-	-	5,081,000	-	5,081,000	-	-	-	-
<b>Special Revenue &amp; Other Funds</b>												
Comm. Dev. Block Grants	202	PW	-	-	-	-	-	-	-	-	-	-
Gas Taxes	203	PW	5,884	208,620	4,500	-	-	-	(210,000)	-	4	-
MTC Street	204	PW	16,388	60,000	-	-	-	-	(80,000)	-	(3,612)	-
Traffic Mitigation	205	PW	416,972	396,920	-	-	-	-	(735,000)	-	78,892	-
Park In-Lieu	206	PW	92,999	30,000	-	-	-	-	(90,000)	-	32,999	-
PEG Grant	208	CM	51,312	20,000	20,000	-	-	-	-	-	51,312	-
Recycling	209	CM	-	-	-	-	-	-	-	-	-	-
Asset Seizures & Forfeitures	210	PD	-	-	-	-	-	-	-	-	-	-
Public Safety	211	PD	3,339	164,000	-	-	-	-	(164,000)	-	3,339	-
K9 Program	212	PD	-	5,000	7,340	-	-	2,340	-	-	-	-
So. Sonoma Business Park	215	CM	-	-	-	-	-	-	-	-	-	-
In-Lieu-Inclusionary Housing	216	CD	3,025,090	-	-	-	67,499	-	-	-	3,092,589	-
Excess Bond Proceeds	219	CM	258,410	-	186,000	-	-	-	-	-	72,410	-
Community Facilities Dist.	220	PW	(4,886)	-	5,000	-	-	-	-	-	(9,886)	-
RMRA	221	PW	3,555	135,000	-	-	-	-	(135,000)	-	3,555	-
Bed Tax	222	CD	32,265	4,000	-	-	-	-	(30,000)	-	6,265	-
Linkage - Affordable Housing	223	CD	98,410	-	-	-	-	-	-	-	98,410	-
SSBP Series 2019	224	CM	278,380	373,006	373,006	-	-	-	-	-	278,380	-
Parks - Measure M	225	PW	179,448	85,000	-	-	-	-	(200,000)	-	64,448	-
Special Fund	250	CD	10,363	2,500	-	-	-	-	-	-	12,863	-
<b>Total Governmental Funds</b>			<b>\$ 11,499,526</b>	<b>\$ 12,805,539</b>	<b>\$ 9,120,275</b>	<b>\$ 5,871,168</b>	<b>\$ 67,499</b>	<b>\$ 5,747,340</b>	<b>\$ (5,747,340)</b>	<b>\$ 9,381,121</b>		
<b>Proprietary</b>												
<b>Internal Service Funds</b>												
Vehicle Replacement	501	PW	123,111	337,000	337,000	-	-	-	-	-	123,111	-
Compensated Absences	502	AS	89,957	119,480	119,480	-	-	-	-	-	89,957	-
<b>Subtotal Internal Service Fund</b>			<b>\$ 213,068</b>	<b>\$ 456,480</b>	<b>\$ 456,480</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 213,068</b>	
<b>Enterprise Funds</b>												
<b>Water Funds</b>												
Water Operating	401	PW	1,114,995	2,069,300	2,043,837	-	(104,469)	-	-	-	1,035,989	50.7%
Water Capital	402	PW	760,541	67,000	-	215,000	-	-	-	-	612,541	-
Recycled Water Line	403	PW	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Water Fund</b>			<b>\$ 1,875,536</b>	<b>\$ 2,136,300</b>	<b>\$ 2,043,837</b>	<b>\$ 215,000</b>	<b>\$ (104,469)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,648,530</b>	
<b>Sewer Funds</b>												
Sewer Operating	404	PW	1,737,864	2,726,850	2,243,630	-	(935,053)	-	-	-	1,286,031	57.3%
Sewer Capital	405	PW	240,789	122,569	-	196,000	-	-	-	-	167,358	-
<b>Subtotal Sewer Fund</b>			<b>\$ 1,978,653</b>	<b>\$ 2,849,419</b>	<b>\$ 2,243,630</b>	<b>\$ 196,000</b>	<b>\$ (935,053)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,453,389</b>	
<b>Total Enterprise Funds</b>			<b>\$ 4,067,257</b>	<b>\$ 5,442,199</b>	<b>\$ 4,743,947</b>	<b>\$ 411,000</b>	<b>\$ (1,039,522)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,314,987</b>	



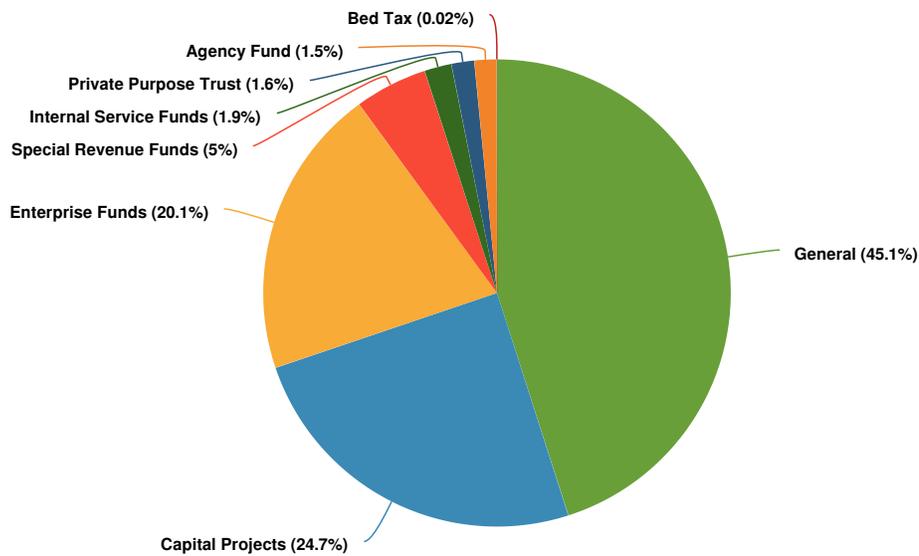
<b>Total City Funds</b>			\$ 15,566,783	\$ 18,247,738	\$ 13,864,222	\$ 6,282,168	\$ (972,023)	\$ 5,747,340	\$ (5,747,340)	\$ 12,696,108
<b>Fiduciary Funds</b>										
<i>Successor Agency</i>	301	CM	25,000	1,123,969	1,164,399	-	15,430	-	-	-
<b>Total City &amp; Fiduciary Funds</b>			\$ 15,591,783	\$ 19,371,707	\$ 15,028,621	\$ 6,282,168	\$ (956,593)	\$ 5,747,340	\$ (5,747,340)	\$ 12,696,108

NOTE: See Executive Overview for explanation of changes in fund balances.

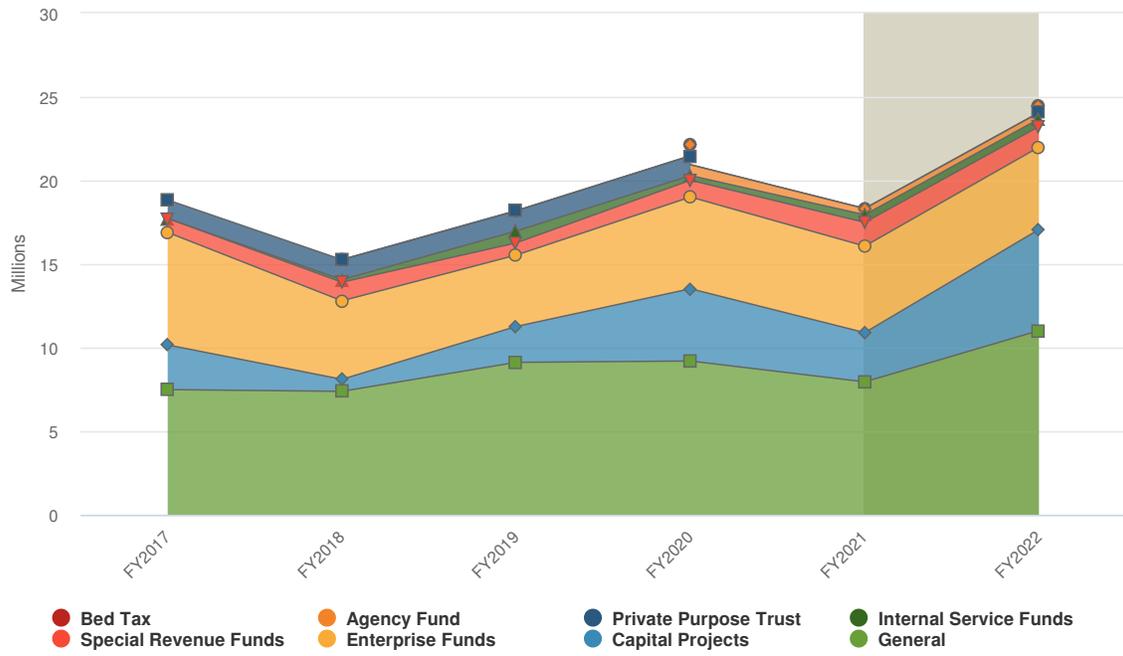
Managing Department Key:	
ALL-	All City Departments
CM-	City Managers
AS-	Administrative Services
CD-	Community Development
PW-	Engineering/Public Works
PD-	Police Department

## Revenue by Fund

### 2022 Revenue by Fund



### Budgeted and Historical 2022 Revenue by Fund



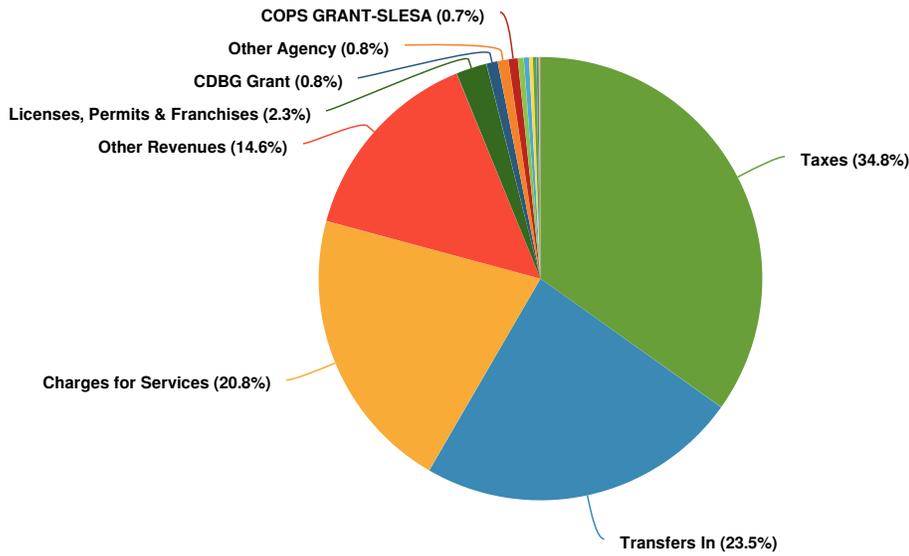
Grey background indicates budgeted figures.



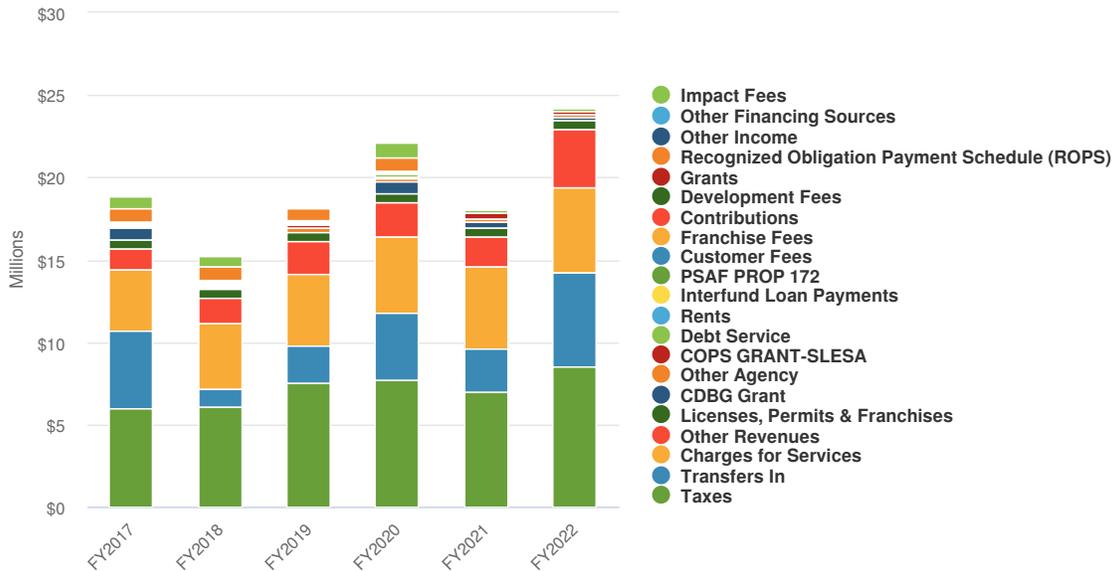
# Revenues by Source

The City Wide revenues and sources are developed using a combination of consulting support for Property Tax and Sales Tax forecasts, State governmental Detail Reports/Projections for certain special funds, as well as trend analysis based on historical and anticipated future factors, such as developments under construction or grant awards.

## Projected 2022 Revenues by Source



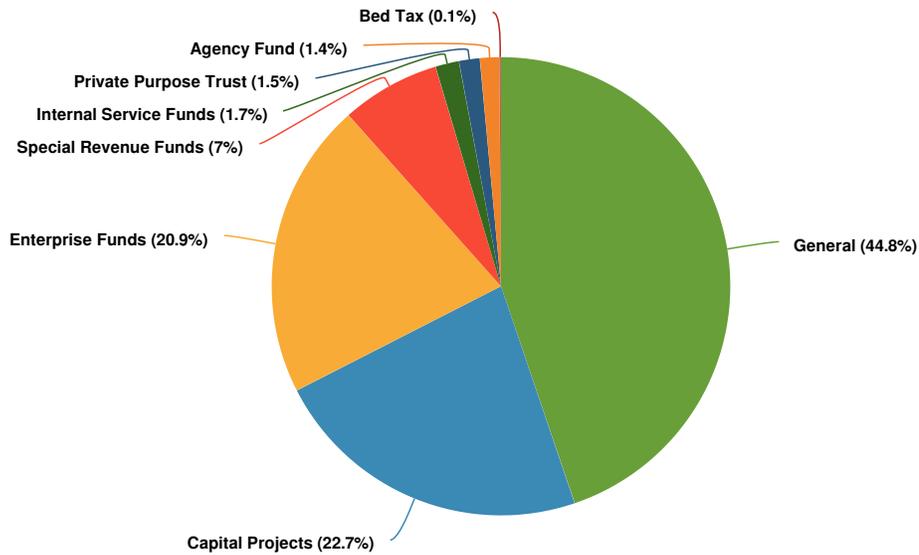
## Budgeted and Historical 2022 Revenues by Source



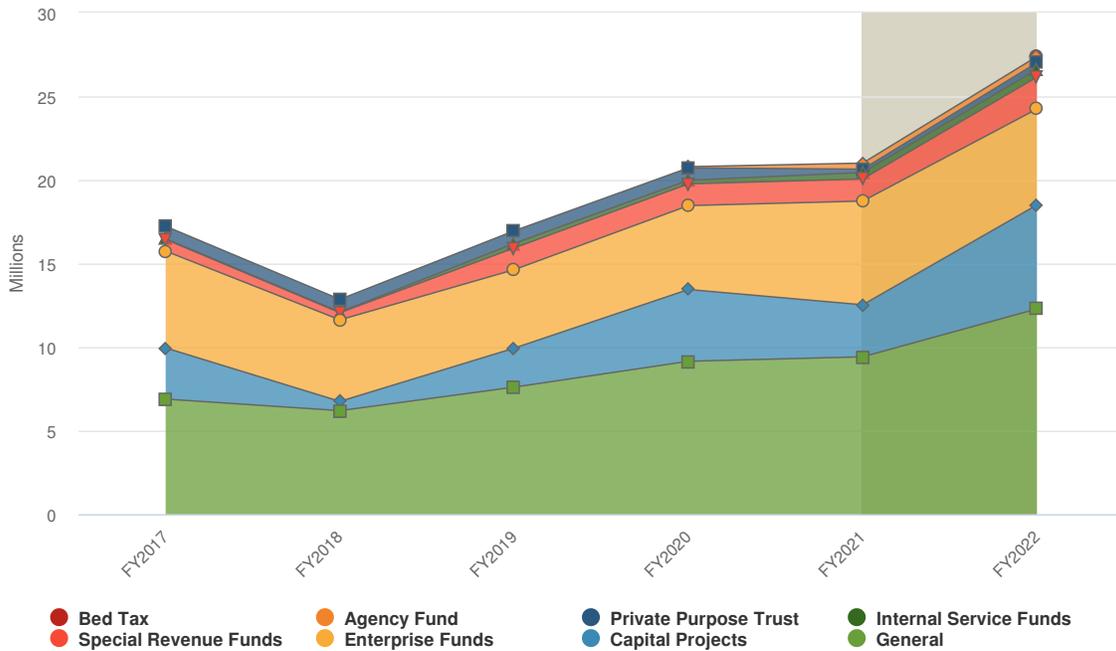
# Expenditures by Fund

Significant expenditures across funds for Fiscal Year 2021/22 are investments in capital projects which is approximately \$5.1M or a 14% increase from the Prior Year.

## 2022 Expenditures by Fund



## Budgeted and Historical 2022 Expenditures by Fund

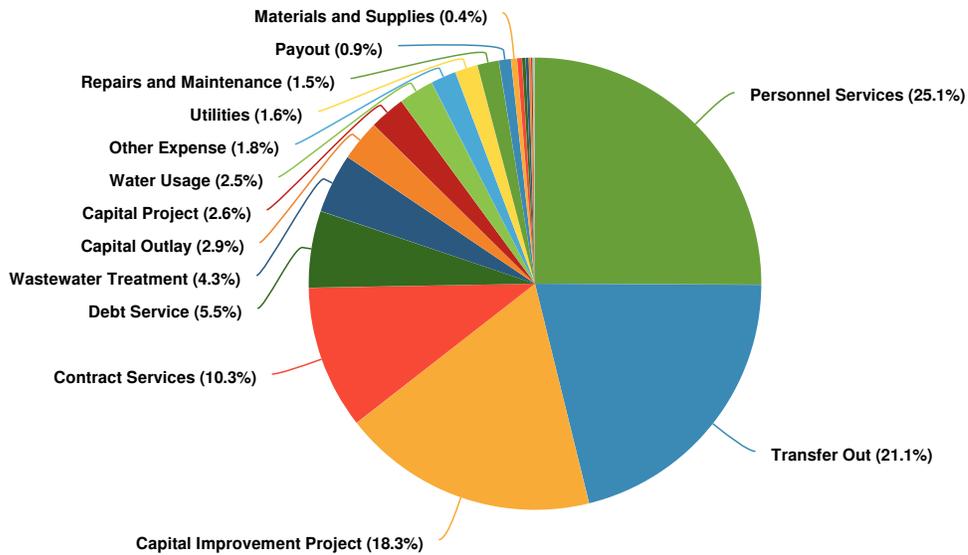


Grey background indicates budgeted figures.

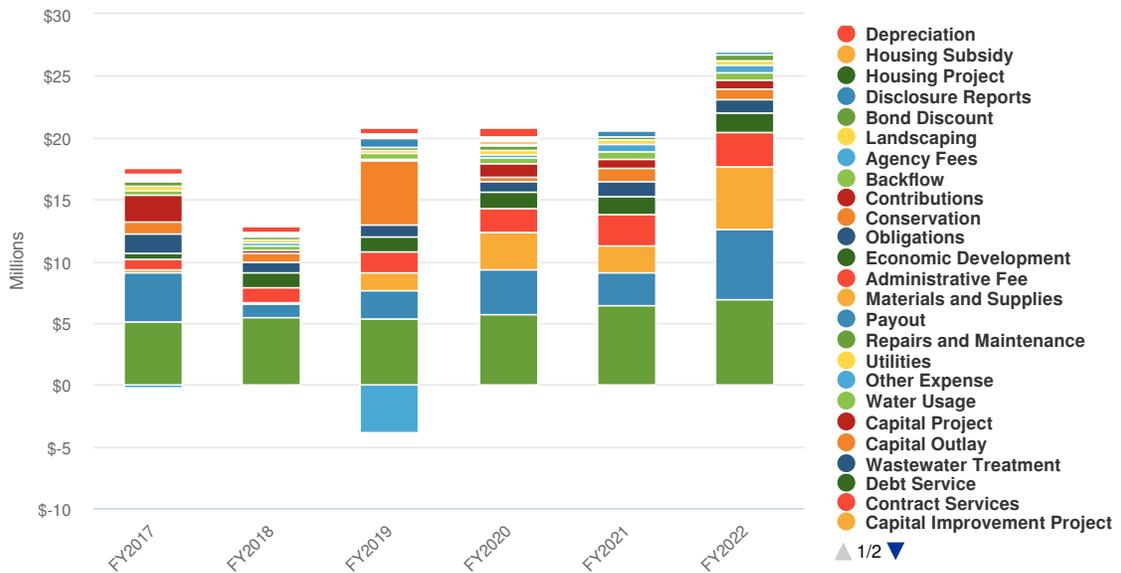


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Please see digital budget book [here](#) for expanded key of expense types included above.





## General Fund

The General Fund is the City's unrestricted source of revenues and expenditures; it is the largest government-type fund with a fiscal year 2021/22 year-end reserve estimated at almost \$5.5 million.

The General Fund supports all non-enterprise departments and more than 50% of the City's total personnel service costs. Elected and appointed officials, Recreation and Facilities, Planning and Community Development, Public Works (except water and sewer), and the Police Department are all dependent on the General Fund for their operations.

General Funds can be used for any municipal purpose, including the general operations of the City, and to fund basic City services such as police, park and street maintenance, and recreational services. Examples of revenue sources for General Funds include: property taxes, sales taxes, licenses and permits, rents, charges for services, investment earnings, and payments received from other governmental agencies.

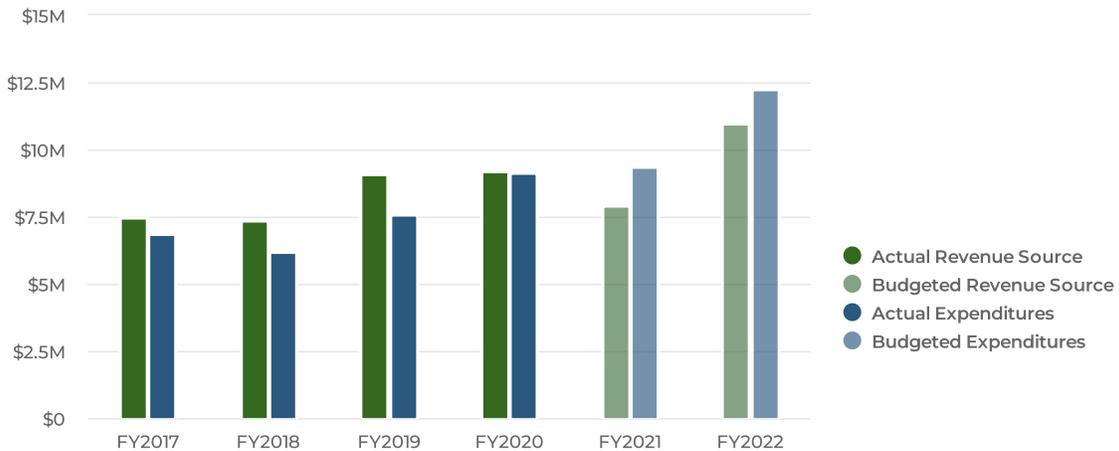
This is a major fund for the City as it accounts for more than 10% of the City-Wide Revenues and Expenses during a Fiscal Year.

### Summary

Total Operating Revenues for Fiscal year 2021/22 are budgeted at \$10.8M; a 39.3% increase over fiscal year 2020/21 adopted budget and a 10.6% increase over the estimated fiscal year 2020/21 actual. This increase is primarily due to one-time grants from the American Rescue Plan Act anticipated at approximately \$1.4M.

Total Operating Expenses for fiscal year 2021/22 are budgeted at \$8.5M, an 11.1% increase over fiscal year 2020/21 adopted budget and estimated actual. These increased costs are primarily due to increased staffing costs such as workers' comp insurance, health benefits, and pensions, as well as the increase in liability insurance due to large catastrophic claims hitting the global insurance market.

Total Sources and Uses are primarily funding Transfers In to the General Fund from the Cops Grant's Fund to contribute back to the Police Department related activities and Transfers Out, which fund significant capital projects. The total Transfers Out for Fiscal year 2021/22 are budgeted at \$5.4M, a 723.2% or \$4.6M increase over fiscal year 2020/21 adopted budget, and a 204.3% increase over the estimated fiscal year 2020/21 actual. We are proud to be able to fund significant projects in the upcoming year, so please refer to the capital improvements section of the budget book for the details on the projects that are planned near you.



## Consolidated Financial Schedule

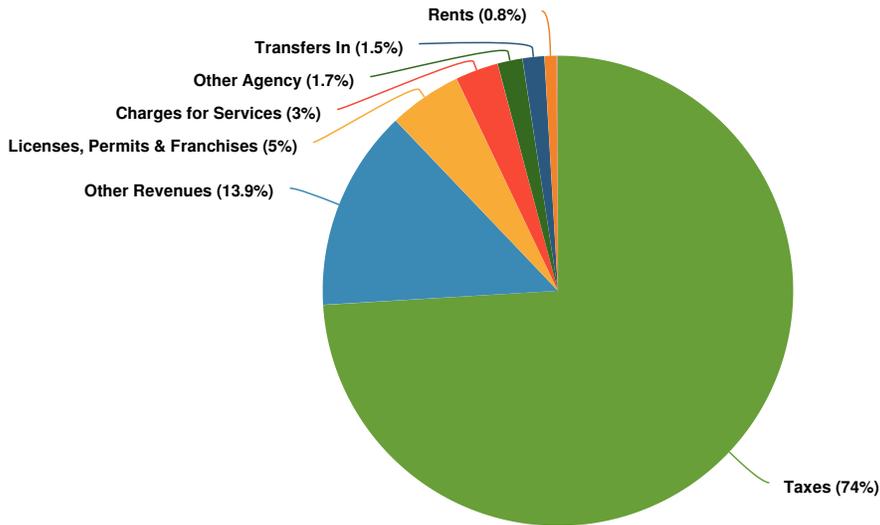
DESCRIPTION	FY 17/18 ACTUALS	FY 18/19 ACTUALS	FY 19/20 ACTUALS	FY 20/21 ADOPTED	FY 20/21 ESTIMATE	FY 21/22 PROPOSED
<b>OPERATING REVENUE</b>						
PROPERTY TAX	\$ 1,544,847	\$ 1,734,281	\$ 1,813,280	\$ 1,797,379	\$ 1,890,726	\$ 1,964,916
SALES TAX	4,145,877	5,109,212	5,001,563	4,334,000	5,506,363	5,561,951
OTHER TAXES	163,569	415,185	518,653	516,300	616,500	630,300
LICENSES AND PERMITS	544,780	515,546	546,010	509,000	545,985	551,500
RENTS	81,713	96,344	101,474	91,000	62,750	91,000
OTHER AGENCIES	12,051	303,488	189,454	188,454	190,979	190,308
COMMUNITY DEVELOPMENT CHARGES	261,756	219,441	234,315	190,800	489,031	265,750
PUBLIC WORKS CHARGES	65,939	57,751	108,404	27,400	84,200	50,900
POLICE CHARGES	95,060	103,394	88,242	61,800	37,745	62,800
OTHER REVENUES	190,259	163,976	132,755	37,500	332,220	1,465,500
INVESTMENT EARNINGS	54,608	126,272	103,797	30,000	45,550	10,000
CONTRIBUTIONS	27,866	17,813	16,986	7,300	7,842	7,300
Total	<b>7,188,324</b>	<b>8,862,703</b>	<b>8,854,932</b>	<b>7,790,933</b>	<b>9,809,891</b>	<b>10,852,225</b>
<b>OPERATING EXPENDITURE</b>						
CITY COUNCIL	135,347	133,509	123,145	119,008	127,706	135,907
CITY MANAGER	471,375	566,401	537,375	621,093	794,459	676,848
ADMINISTRATIVE SERVICES	283,726	215,379	221,592	340,459	334,309	386,670
NON-DEPARTMENTAL	-	-	-	-	-	-
COMMUNITY DEVELOPMENT	439,069	581,762	674,085	755,582	824,905	940,337
PUBLIC WORKS	856,122	1,133,227	1,008,040	1,197,608	1,121,115	1,393,287
POLICE	3,331,715	3,709,925	3,635,869	4,187,072	4,066,754	4,499,245
RECREATION	189,584	277,333	301,236	382,053	333,992	451,135
CODE COMPLIANCE	-	-	2,264	41,000	58,978	41,000
Total	<b>5,706,937</b>	<b>6,617,536</b>	<b>6,503,606</b>	<b>7,643,875</b>	<b>7,662,218</b>	<b>8,524,429</b>
<b>OTHER SOURCES/(USES)</b>						
DEBT PAYMENT	-	(256,626)	-	-	-	-
OTHER USES	(31,852)	-	(8,277)	-	-	-
Total	<b>(31,852)</b>	<b>(256,626)</b>	<b>(8,277)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS IN/(OUT)</b>						
TRANSFERS IN	160,000	250,000	339,236	156,000	219,506	164,000
TRANSFERS OUT	(489,939)	(984,431)	(2,630,461)	(792,179)	(2,824,913)	(3,758,340)
Total	<b>(329,939)</b>	<b>(734,431)</b>	<b>(2,291,225)</b>	<b>(636,179)</b>	<b>(2,605,407)</b>	<b>(3,594,340)</b>
NET FUND SURPLUS/(DEFICIT)	1,119,595	1,254,109	51,824	(489,121)	(457,734)	(1,266,544)
BEG. FUND BALANCE, as restated	4,876,485	5,996,081	7,250,190	5,243,248	7,302,014	6,844,280
END. FUND BALANCE	<b>5,996,081</b>	<b>7,250,190</b>	<b>7,302,014</b>	<b>4,754,127</b>	<b>6,844,280</b>	<b>5,577,736</b>
<b>RESERVE</b>						
REQUIRED RESERVE	1,426,734	1,654,384	1,910,969	1,910,969	1,915,554	2,131,107
GENERAL OPERATING	4,569,347	5,595,806	5,391,045	2,843,158	4,928,725	3,446,629
TOTAL RESERVE (\$)	<b>5,996,081</b>	<b>7,250,190</b>	<b>7,302,014</b>	<b>4,754,127</b>	<b>6,844,280</b>	<b>5,577,736</b>
TOTAL RESERVE (%)	<b>105%</b>	<b>110%</b>	<b>112%</b>	<b>62%</b>	<b>89%</b>	<b>65%</b>



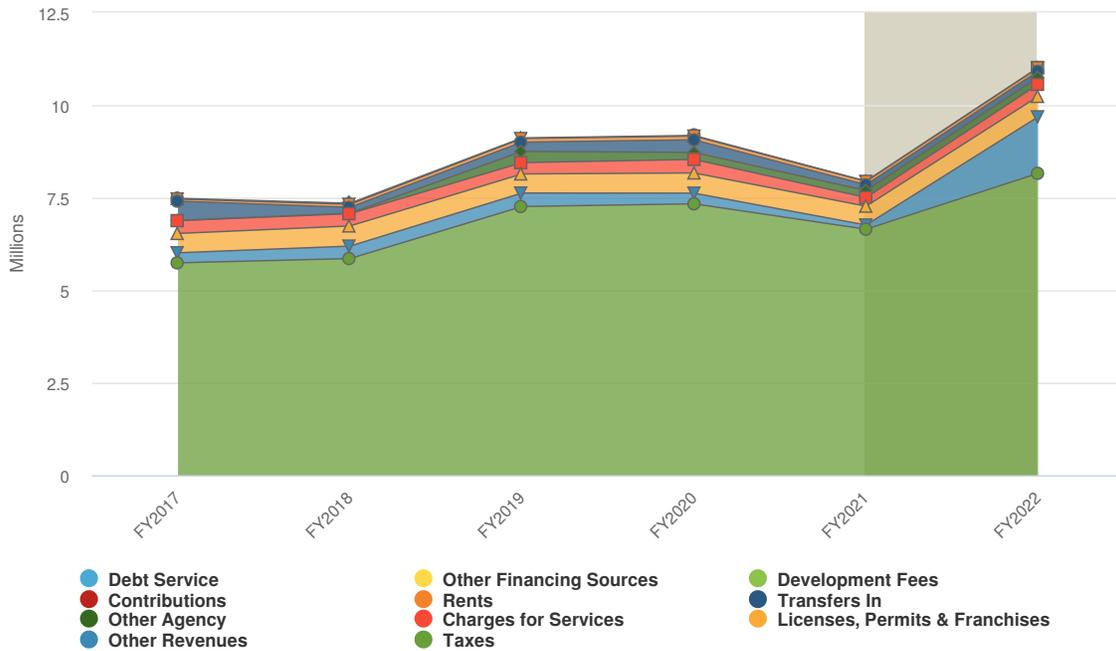
# Revenues by Source

This chart and supporting detail include the balance of transfers in from other funds in combination with other revenue sources. These funds are usually included after other sources and uses and not relied upon as direct receipts for general funds use and as such are not a part of managements evaluation for operating revenues.

## Projected 2022 Revenues by Source



## Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY: Budgeted
<b>Revenue Source</b>							
<b>Taxes</b>							
<b>Property Tax</b>							
PROP. TAX-CURRENT	\$491,051	\$535,652	\$559,887	\$650,452	\$596,298	\$668,036	2
PROP. TAX-CURR YR SUPPLEMENT	\$24,597	\$28,753	\$25,499	\$0	\$16,334	\$0	
PROP. TAX-UNSECURED	\$32,884	\$37,998	\$42,980	\$0	\$83,483	\$20,803	
PROP. TAX-PY SUPPLEMENTAL	-\$29	\$24,241	-\$24	\$0	\$0	\$0	
PROP. TAX-PY SEC/UNSEC	\$357	\$473	\$668	\$0	\$0	\$0	
PROP. TAX-HOMEOWNER EXEMP	\$8,291	\$8,450	\$8,229	\$0	\$8,000	\$0	
PROP. TAX-INCR RESID	\$355,410	\$419,507	\$460,357	\$413,781	\$443,750	\$510,000	23
PROP. TAX-IN-LIEU OF VLF	\$632,257	\$679,176	\$715,055	\$733,146	\$742,250	\$766,077	4
PROP TAX - OTHER	\$30	\$31	\$627	\$0	\$610	\$0	
<b>Total Property Tax:</b>	<b>\$1,544,848</b>	<b>\$1,734,281</b>	<b>\$1,813,280</b>	<b>\$1,797,379</b>	<b>\$1,890,726</b>	<b>\$1,964,916</b>	<b>9</b>
<b>Sales Tax</b>							
SALES TAX	\$1,996,992	\$2,551,875	\$2,442,951	\$2,125,000	\$2,710,587	\$2,770,057	30
SALES TAX-MEAS. G	\$2,148,886	\$2,557,336	\$2,558,612	\$2,209,000	\$2,795,776	\$2,791,894	26
<b>Total Sales Tax:</b>	<b>\$4,145,878</b>	<b>\$5,109,211</b>	<b>\$5,001,563</b>	<b>\$4,334,000</b>	<b>\$5,506,363</b>	<b>\$5,561,951</b>	<b>28</b>
<b>Other Tax</b>							
TRANSIENT OCCUPANCY TAX	\$388	\$0	\$0	\$0	\$0	\$0	
TRANSFER TAX	\$47,279	\$48,109	\$32,701	\$30,000	\$45,500	\$30,000	
CANNABIS-BUSINESS TAX	\$114,402	\$352,076	\$485,777	\$486,000	\$515,000	\$600,000	23
CANNABIS-LICENSE FEE	\$0	\$0	\$0	\$300	\$0	\$300	
CANNABIS-APPLICATION FEE	\$0	\$15,000	\$0	\$0	\$21,000	\$0	
CANNABIS-CASH TAX PYMNT CHRG	\$1,500	\$1,500	\$174	\$0	\$0	\$0	
<b>Total Other Tax:</b>	<b>\$163,569</b>	<b>\$416,685</b>	<b>\$518,653</b>	<b>\$516,300</b>	<b>\$581,500</b>	<b>\$630,300</b>	<b>23</b>
<b>Total Taxes:</b>	<b>\$5,854,295</b>	<b>\$7,260,177</b>	<b>\$7,333,496</b>	<b>\$6,647,679</b>	<b>\$7,978,589</b>	<b>\$8,157,167</b>	<b>22</b>
<b>Licenses, Permits &amp; Franchises</b>							
BUSINESS LICENSE	\$77,223	\$78,797	\$77,870	\$70,000	\$77,500	\$75,000	
BUSINESS LICENSE LATE CHRG	\$2,101	\$3,167	\$2,844	\$1,000	\$3,500	\$1,000	
FRANCHISE-ELECTRIC	\$66,492	\$62,290	\$63,486	\$71,000	\$67,000	\$71,000	
FRANCHISE-GAS	\$17,852	\$18,517	\$19,988	\$20,000	\$20,800	\$20,000	
FRANCHISE-CABLE TV	\$94,680	\$94,504	\$91,037	\$89,000	\$84,785	\$89,000	
FRANCHISE-VIDEO SERVICE	\$9,908	\$6,557	\$7,764	\$8,000	\$7,400	\$8,000	
FRANCHISE-GARBAGE	\$276,525	\$251,715	\$283,021	\$250,000	\$285,000	\$287,500	
<b>Total Licenses, Permits &amp; Franchises:</b>	<b>\$544,781</b>	<b>\$515,547</b>	<b>\$546,010</b>	<b>\$509,000</b>	<b>\$545,985</b>	<b>\$551,500</b>	<b>8</b>



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2023 Budgeted	FY2024 Budgeted
<b>Rents</b>								
RENTS-FACILITIES / PARKS	\$25,916	\$44,259	\$43,119	\$30,000	\$0	\$30,000		
SPECIAL EVENT FEE	\$0	\$75	\$0	\$0	\$0	\$0		
RENTS-OTHER	\$35,798	\$32,010	\$38,356	\$41,000	\$42,750	\$41,000		
RENTS-SMART TRAIN	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		
<b>Total Rents:</b>	<b>\$81,714</b>	<b>\$96,344</b>	<b>\$101,474</b>	<b>\$91,000</b>	<b>\$62,750</b>	<b>\$91,000</b>		
<b>Other Agency</b>								
DEPT OF TRANS HIGHWAY RENTAL	\$1,813	\$127	\$216	\$0	\$0	\$0		
MOTOR VEHICLE IN-LIEU	\$3,828	\$3,704	\$6,267	\$3,000	\$5,525	\$3,000		
STATE MANDATED COSTS SB90	\$4,437	\$26,048	-\$1,566	\$0	\$0	\$0		
SSU SAFETY CONTRACT SVCS.	\$1,973	\$273,609	\$184,536	\$185,454	\$185,454	\$187,308		
<b>Total Other Agency:</b>	<b>\$12,051</b>	<b>\$303,488</b>	<b>\$189,454</b>	<b>\$188,454</b>	<b>\$190,979</b>	<b>\$190,308</b>		
<b>Other Revenues</b>								
CASH OVER/ UNDER	-\$57,398	\$2	\$14	\$0	\$850	\$0		
REIMB	\$1,323	\$5,741	\$311	\$0	\$0	\$0		
REIMB-RTRND CHECK FEE	\$0	\$50	\$25	\$0	\$50	\$0		
REIMB-REMIF	\$0	\$42,423	\$0	\$0	\$0	\$0		
REV. OTHER	\$153,753	\$4,406	\$2,873	\$0	\$18,500	\$1,400,000		
REV. OTHER-BAD DEBT RECOVERY	\$0	\$0	\$279	\$0	\$0	\$0		
REV. OTHER-DAMAGE TO CITY PROP	\$3,380	\$14,591	\$9,320	\$0	\$13,820	\$0		
REV. OTHER-DOC RETRIEVAL/REPRO	\$59	\$277	\$53	\$0	\$100	\$0		
REV. OTHER - PUBLIC SVC FEE	\$22,500	\$0	\$0	\$0	\$0	\$0		
REV. OTHER-SALE OF FIXED ASSET	\$0	\$6,619	\$450	\$0	\$0	\$0		
REV. OTHER-GRATON MITIGATION	\$14,374	\$11,127	\$15,282	\$0	\$7,801	\$8,000		
REV. OTHER - REBATE/INCENTIVE	\$4,308	\$499	\$0	\$0	\$0	\$0		
REV. OTHER-EV CHARGING STATION	\$1,261	\$3,268	\$3,897	\$2,500	\$1,980	\$2,500		
INVESTMENT EARNINGS	\$54,608	\$126,272	\$88,741	\$30,000	\$44,250	\$10,000		
REIMBURSEMENTS	\$40	\$0	\$0	\$0	\$0	\$0		
REIMB-ADMIN COSTS	\$0	\$15,692	\$4,727	\$5,000	\$135,000	\$5,000		
REIMBURSE ADMIN COSTS	\$0	\$0	\$26,529	\$0	\$53,850	\$0		
REIMB-ADMIN COSTS	\$41,682	\$31,162	\$33,150	\$20,000	\$28,500	\$20,000		
VETS PARK LANDSCAPE REIMB	\$350	\$0	\$750	\$500	\$300	\$500		



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY: Budge FY: Budge Char
REIMB-ADMIN COSTS	\$0	\$0	\$26,920	\$0	\$60,000	\$0	
REIMB-ADMIN COSTS	\$49,485	\$42,912	\$31,901	\$25,000	\$40,000	\$20,000	
REIMB-ADMIN COSTS	\$150	\$332	\$0	\$0	\$0	\$0	
REIMB			\$0	\$0	\$10,000	\$20,000	
RECREATION - REV. OTHER	\$895	\$125	-\$75	\$0	\$1,845	\$0	
CONTRACT CLASS REVENUE	\$45,614	\$58,823	\$42,149	\$30,000	\$23,500	\$30,000	
CODE ENFORCEMENT	\$0	\$0	\$0	\$0	\$10,000	\$10,000	
<b>Total Other Revenues:</b>	<b>\$336,384</b>	<b>\$364,321</b>	<b>\$287,296</b>	<b>\$113,000</b>	<b>\$450,346</b>	<b>\$1,526,000</b>	<b>1,250</b>
<b>Charges for Services</b>							
ENG PLN CHK-BLDG PERMIT REV	\$0	\$949	\$3,734	\$400	\$9,500	\$400	
GRADING PLAN CHECK	\$220	\$0	\$1,150	\$0	\$0	\$0	
CERTIFICATE OF CORRECTION	\$0	\$130	\$0	\$0	\$0	\$0	
MAJOR ENCROACHMENT PERMIT	\$1,296	\$3,095	\$0	\$0	\$20,000	\$0	
MINOR ENCROACH-NON- CONST.	\$0	\$0	\$765	\$0	\$2,200	\$0	
MINR ENCROACH-CONST.	\$20,790	\$20,540	\$22,400	\$5,000	\$47,700	\$25,000	40
PROP. OWNR CONTR	\$0	\$0	\$27,439	\$0	\$0	\$0	
REIMB-ADMIN COSTS	\$1,600	\$1,875	\$19,016	\$1,500	\$4,500	\$5,000	23
BLUEPRINT/MAP REPRODUCTION	\$0	\$0	\$11	\$0	\$156	\$50	
BUILDING PERMIT REVENUE	\$146,130	\$84,982	\$139,137	\$120,000	\$270,000	\$165,000	37
BUILDING PLAN CHECK	\$10,933	\$7,308	\$1,870	\$5,000	\$21,000	\$10,000	10
CBSC BUILDING STDS SB 1473	\$26	\$84	\$43	\$100	\$450	\$200	10
CONDITIONAL USE PERMIT REVIEW	\$0	\$0	\$750		\$0	\$0	
ENERGY/TITLE 24 FEE	\$11,388	\$2,781	\$5,951	\$3,300	\$16,500	\$10,000	20
ENVIRO CTGRCL EXEMPTION	\$0	\$0	\$0	\$0	\$0	\$2,000	
GROWTH MANAGEMENT REVIEW	\$350	\$0	\$175	\$0	\$0	\$0	
INCREMENTAL FEE	\$8,267	\$4,470	\$7,399	\$5,000	\$10,500	\$5,000	
MISCELLANEOUS FEES	\$0	\$0	\$630	\$0	\$200	\$0	
OUTSIDE PLAN REVIEW	\$24,700	\$67,545	\$32,823	\$25,000	\$65,000	\$25,000	
PLAN REVISION CHECKING	\$0	\$0	\$0	\$0	\$790	\$0	
PRE/FINAL DESIGN REVIEW	\$1,032	\$1,828	\$6,512	\$2,000	\$6,500	\$2,000	
SIGN PERMIT	\$530	\$365	\$40	\$0	\$300	\$0	
STRONG MOTION FEE	-\$117	\$87	-\$23	\$0	\$1,000	\$1,000	
TECHNOLOGY FEE	\$7,732	\$4,223	\$7,385	\$5,000	\$22,500	\$10,000	10
TEMPORARY USE REVIEW	\$0	\$0	\$0	\$0	\$0	\$2,000	
TIME EXTENSION REVIEW	\$675	\$2,330	\$0	\$0	\$0	\$0	



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY: Budget
TREE REPLACEMENT FEE	\$625	\$525	\$370	\$400	\$35,500	\$500	
ZONING RESEARCH LETTER	\$0	\$0	\$90	\$0	\$135	\$0	
POST REIMBURSEMENT	\$3,558	\$1,576	\$479	\$0	\$0	\$1,000	
PERMIT-ALARM	\$2,570	\$2,650	\$2,301	\$3,000	\$2,410	\$3,000	
CONCEALED WEAPON PERMIT	\$25	\$0	\$0	\$0	\$0	\$0	
PERMIT-OTHER	\$250	\$1,320	\$545	\$300	\$0	\$300	
ANIMAL CONTROL	\$5,155	\$4,510	\$4,465	\$5,000	\$6,860	\$5,000	
IMPOUND/ABATEMENT/RELEASE	\$7,450	\$11,755	\$10,566	\$8,000	\$5,200	\$8,000	
REPOSSESSION FEE	\$185	\$160	\$90	\$0	\$200	\$0	
SUBPOENA FEES	\$0	\$0	\$165	\$0	\$0	\$0	
POLICE-COPIES/REPRO/REPORTS	\$4,707	\$6,452	\$6,504	\$5,000	\$2,000	\$5,000	
FINGERPRINT REQUEST	\$104	\$1,664	\$884	\$500	\$0	\$500	
PARKING ENFORCEMENT	\$26,232	\$28,335	\$17,790	\$10,000	\$4,000	\$10,000	
DISTURBANCE-NOISE	\$1,200	-\$35	\$500	\$0	\$1,300	\$0	
TRAFFIC/CRIMINAL CODE FINES	\$43,339	\$44,442	\$39,425	\$30,000	\$15,000	\$30,000	
VIN VERIFICATION	\$35	\$0	\$0	\$0	\$0	\$0	
FINES & FORFEITURES	\$0	\$0	\$4,278	\$0	\$0	\$0	
REV. OTHER	\$250	\$566	\$250	\$0	\$775	\$0	
<b>Total Charges for Services:</b>	<b>\$331,237</b>	<b>\$306,512</b>	<b>\$365,909</b>	<b>\$234,500</b>	<b>\$572,176</b>	<b>\$325,950</b>	
<b>Development Fees</b>							
HOUSING LINKAGE FEE						\$3,000	
<b>Total Development Fees:</b>						<b>\$3,000</b>	
<b>Debt Service</b>							
OTHER INTEREST	\$0	\$0	\$15,056	\$0	\$1,300	\$0	
<b>Total Debt Service:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,056</b>	<b>\$0</b>	<b>\$1,300</b>	<b>\$0</b>	
<b>Contributions</b>							
CONTRIBUTIONS	\$1,891	\$5,390	\$6,805	\$1,000	\$0	\$1,000	
CONTRIBUTIONS	\$0	\$1,400	\$3,795	\$1,000	\$270	\$1,000	
CONTRIBUTIONS	\$18,950	\$1,603	\$1,500	\$1,000	-\$608	\$1,000	
SCHOLARSHIP FUNDING	\$50	\$785	\$297	\$300	\$180	\$300	
SCHOLARSHIP AWARDS	\$0	-\$785	\$0	\$0	\$0	\$0	
SPECIAL EVENTS REVENUE	\$6,975	\$9,421	\$4,589	\$4,000	\$8,000	\$4,000	
<b>Total Contributions:</b>	<b>\$27,866</b>	<b>\$17,814</b>	<b>\$16,986</b>	<b>\$7,300</b>	<b>\$7,842</b>	<b>\$7,300</b>	
<b>Transfers In</b>							
OPER TRANS IN-GENL	\$160,000	\$250,000	\$339,236	\$156,000	\$219,430	\$164,000	
<b>Total Transfers In:</b>	<b>\$160,000</b>	<b>\$250,000</b>	<b>\$339,236</b>	<b>\$156,000</b>	<b>\$219,430</b>	<b>\$164,000</b>	



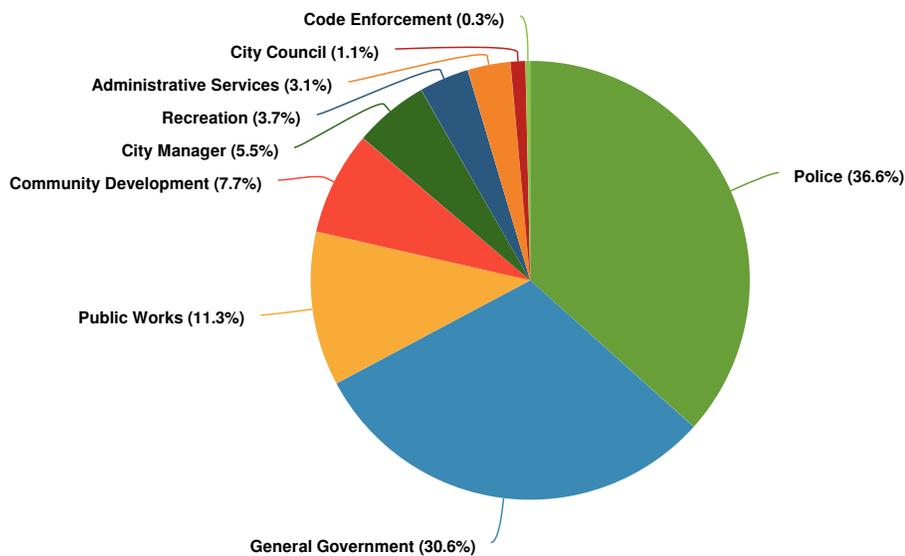
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY: Budget Char
<b>Other Financing Sources</b>							
OTHR FINANCING SRCS-GENL	\$31,852	\$0	\$0	\$0	\$0	\$0	
<b>Total Other Financing Sources:</b>	<b>\$31,852</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Revenue Source:</b>	<b>\$7,380,180</b>	<b>\$9,114,203</b>	<b>\$9,194,917</b>	<b>\$7,946,933</b>	<b>\$10,029,397</b>	<b>\$11,016,225</b>	<b>38</b>



## Expenditures by Function

- Recreation Department — Change in expenditure is in line with the prior year adopted budget. Increases from the estimate for FY 20/21 are primarily due to staffing and the correlating increased allocated insurance and banking fees.
- Police Department — Primary increase is due to allocation of shared indirect costs, as well as budgeted projects to support community safety.
- Public Works Department — Primary increases in budget are due to budgeted full staffing, allocation of shared indirect costs, and increased utilities costs from PG&E.
- Community Development Department — Primary increase is due to adjustments for personnel and contract services to meet both the community development and building inspection services, which the department supports.
- Administrative Services Department — Expenditures have remained consistent with prior year's budget with increases due to full staffing and allocated contract services as well as the increasing fiscal fees incurred on all major general fund revenue streams.
- City Manager Department — Expenditures are reflective of continued Economic Development and Public Information Services Initiatives and allocation of shared indirect costs.
- City Council — Expenditures have remained consistent with prior year's budget with a slight change due to allocated contract services and funding of retiree Healthcare.

### Budgeted Expenditures by Function



## Allocated Departmental Expenditures:

Historically, the Legal Services and Non-Departmental expenses were reported within separate departments within the general fund. However, as these services are utilized by all departments, the budget and actual costs in fiscal years 17/18 and 18/19, and budget for fiscal year 19/20 have been reallocated to all departments using the proportional FTE. As such, there is no budgetary schedule provided herein.

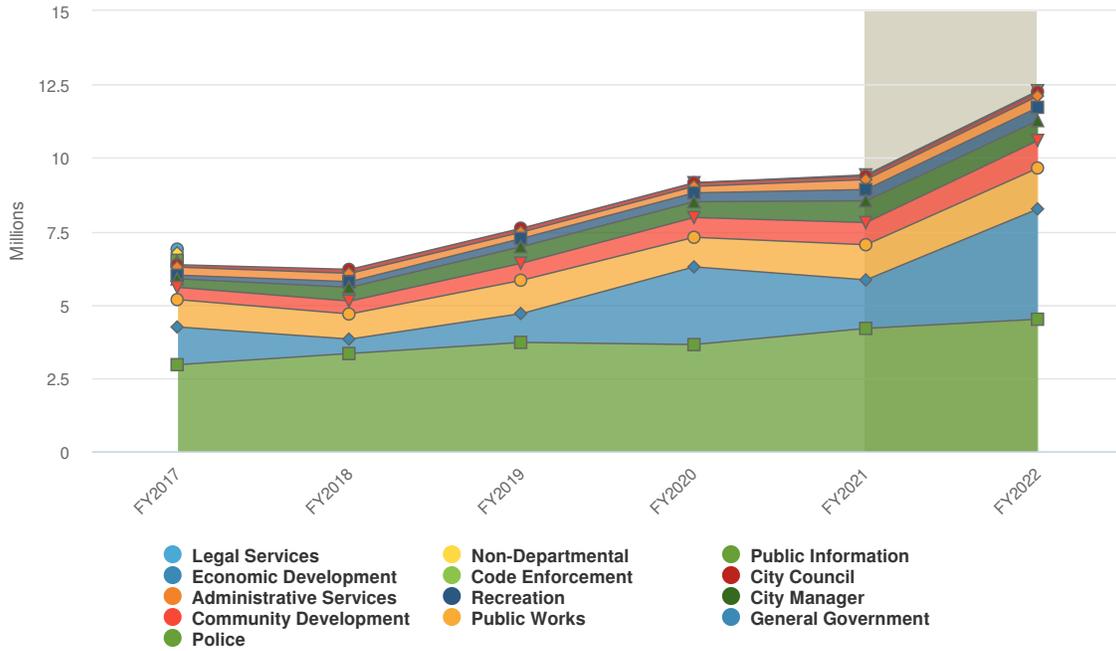
## General Government Expenditures represent the General Fund Transfers to Other Governmental Funds:

There are various types of transfers related to other sources and uses of funds. For the budget presented, these transfers are not allocated to a department but rather shown as the general governmental expenditures. See the Capital Improvements section of the budget for further detail on the specific projects proposed within the City General Funds contributions. Most



of the funding to be provided for Fiscal Year 2021/22 is only possible due to Measure S.

### Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

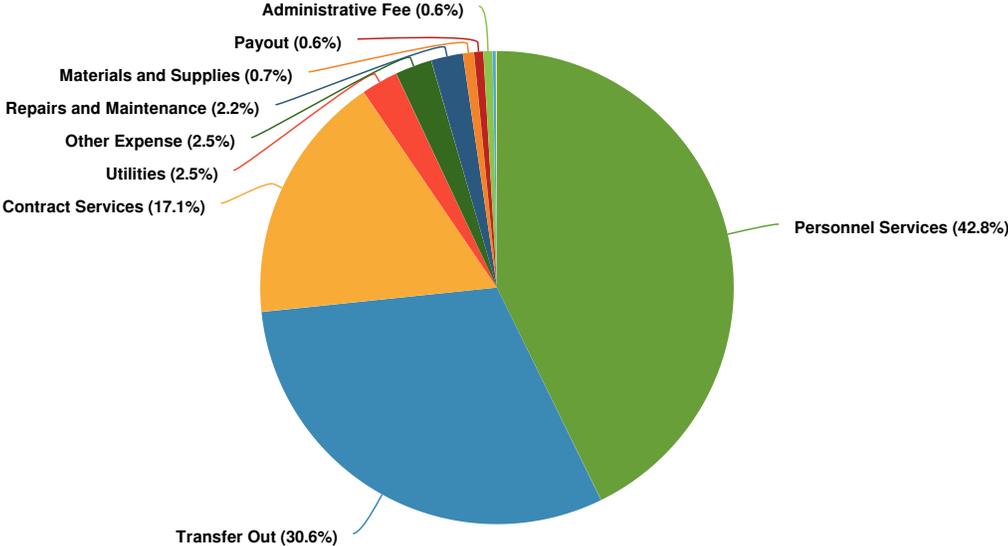
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Adopted Budget	FY2021 Budgeted vs. FY2022 Proposed Budget (% Change)
Expenditures							
General Government	\$489,939	\$984,431	\$2,646,134	\$1,652,299	\$2,832,313	\$3,758,340	127.5%
City Council	\$135,348	\$133,508	\$123,145	\$119,010	\$127,770	\$135,907	14.2%
City Manager	\$471,376	\$566,400	\$537,374	\$741,092	\$792,564	\$676,848	-8.7%
Administrative Services	\$283,727	\$215,375	\$221,593	\$340,460	\$332,048	\$386,670	13.6%
Community Development	\$439,069	\$581,760	\$674,085	\$755,581	\$825,025	\$940,337	24.5%
Public Works	\$856,128	\$1,133,225	\$1,008,043	\$1,197,607	\$1,143,550	\$1,393,287	16.3%
Police	\$3,331,712	\$3,709,928	\$3,635,869	\$4,187,072	\$4,063,845	\$4,499,245	7.5%
Recreation	\$189,585	\$277,332	\$301,236	\$382,052	\$329,016	\$451,135	18.1%
Code Enforcement	\$0	\$0	\$2,264	\$41,000	\$41,000	\$41,000	0%
<b>Total Expenditures:</b>	<b>\$6,196,884</b>	<b>\$7,601,959</b>	<b>\$9,149,744</b>	<b>\$9,416,173</b>	<b>\$10,487,131</b>	<b>\$12,282,769</b>	<b>30.4%</b>



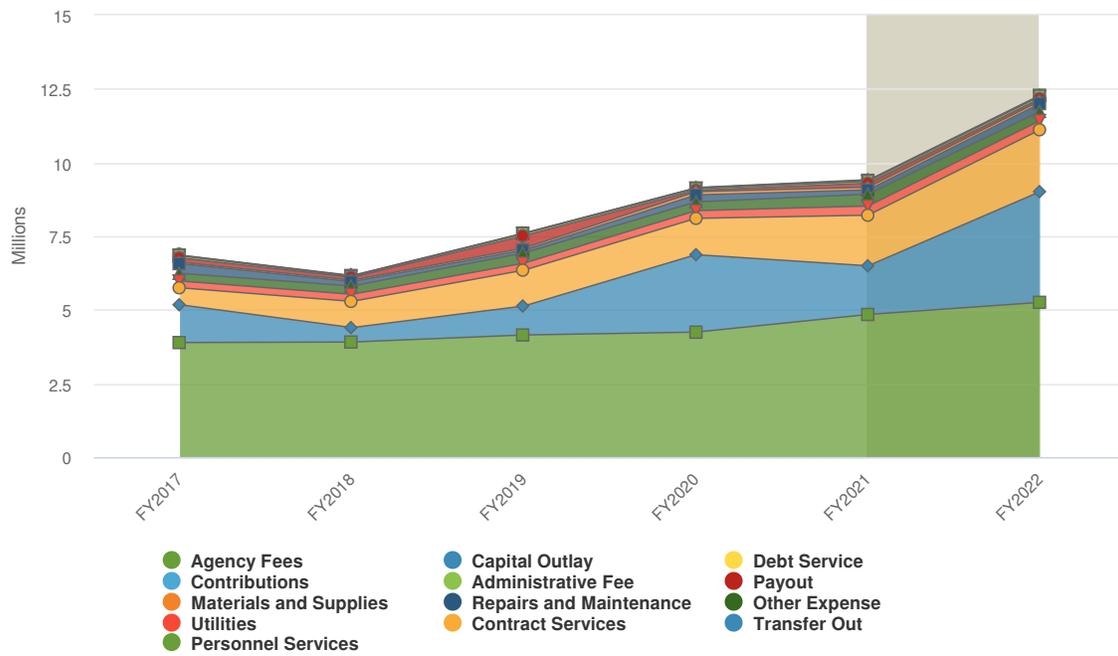
# Expenditures by Expense Type

This chart and supporting detail include the balance of transfers out from the general fund as an expenditure. These funds are usually included after other sources and uses and not included within operating expenditures. Please see capital projects detail for more information on the use of these funds.

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

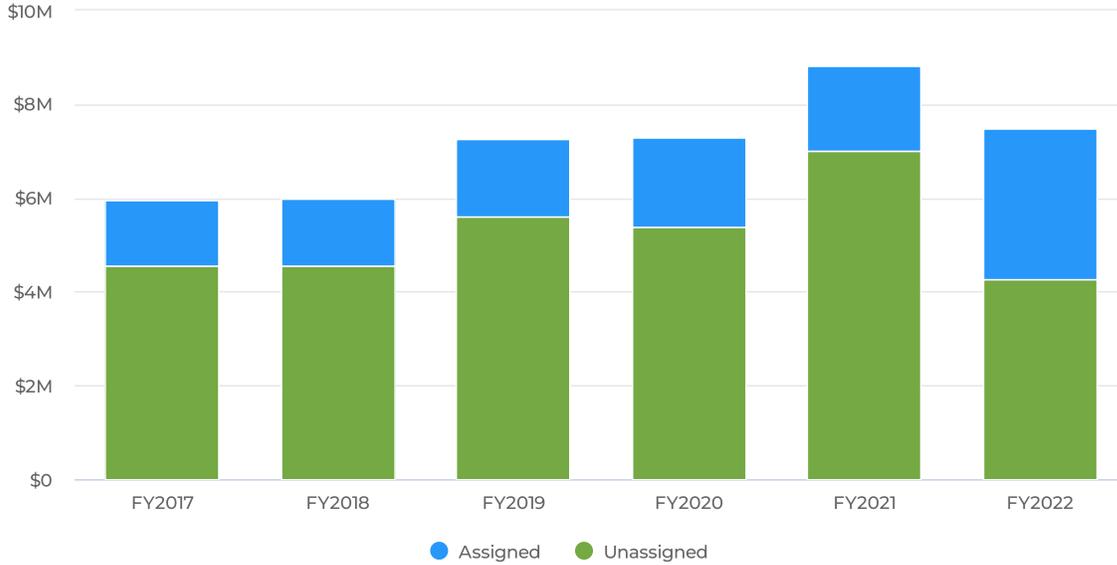
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$3,904,644	\$4,144,521	\$4,240,454	\$4,840,298	\$4,644,661	\$5,252,511	8.5%
Payout	\$98,157	\$419,960	\$47,380	\$135,500	\$103,818	\$78,040	-42.4%
Materials and Supplies	\$49,477	\$64,364	\$109,997	\$89,948	\$85,910	\$90,450	0.6%
Contract Services	\$889,690	\$1,215,923	\$1,232,847	\$1,718,672	\$1,751,982	\$2,102,075	22.3%
Utilities	\$241,608	\$238,788	\$261,389	\$311,314	\$314,079	\$311,775	0.1%
Repairs and Maintenance	\$146,389	\$96,744	\$236,618	\$146,251	\$256,140	\$267,600	83%
Other Expense	\$281,513	\$347,916	\$297,250	\$401,745	\$398,448	\$308,818	-23.1%
Administrative Fee	\$31,392	\$69,734	\$56,886	\$64,526	\$62,330	\$77,780	20.5%
Debt Service	\$15,166	\$3,878	-\$1,911	\$9,380	\$3,850	\$9,380	0%
Capital Outlay	\$33,909	\$0	\$14,160	\$21,240	\$15,000	\$0	-100%
Transfer Out	\$489,939	\$984,431	\$2,630,461	\$1,652,299	\$2,824,913	\$3,758,340	127.5%
Contributions	\$15,000	\$15,700	\$24,214	\$25,000	\$26,000	\$26,000	4%
<b>Total Expense Objects:</b>	<b>\$6,196,884</b>	<b>\$7,601,959</b>	<b>\$9,149,744</b>	<b>\$9,416,173</b>	<b>\$10,487,131</b>	<b>\$12,282,769</b>	<b>30.4%</b>



# Fund Balance

The fund balance for Fiscal Year 2021/22 is projected to decrease due to use of funds to stimulate significant capital projects during the year with over \$3.7M in transfers out for said projects. The City will continue to maintain the required reserve of 25% of operating expenses.

## Fund Balance Projections



	FY2018	FY2019	FY2020	FY2021	FY2022	% Change	\$ Change
<b>Fund Balance</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated Actuals</b>		
Unassigned	\$4,569,347	\$5,595,806	\$5,391,045	\$7,018,952	\$4,264,059	-39.2%	\$-2,754,893
Assigned	\$1,426,734	\$1,654,384	\$1,910,969	\$1,818,206	\$3,219,883	77.1%	\$1,401,677
<b>Total Fund Balance:</b>	<b>\$5,996,081</b>	<b>\$7,250,190</b>	<b>\$7,302,014</b>	<b>\$8,837,158</b>	<b>\$7,483,942</b>	<b>-15.3%</b>	<b>\$-1,353,216</b>



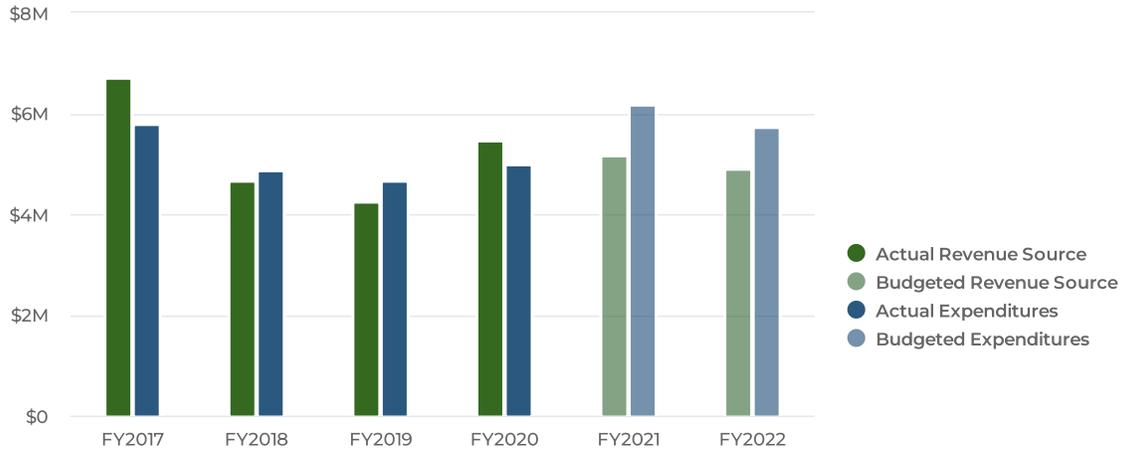


# Enterprise Funds

This page is provided as a summary of the enterprise funds for the City, which includes both the Operating and Capital Funds for both Water and Sewer Services provided to the Community. This is for presentational purposes only and the funds are strictly segregated within the financial system.

## Summary

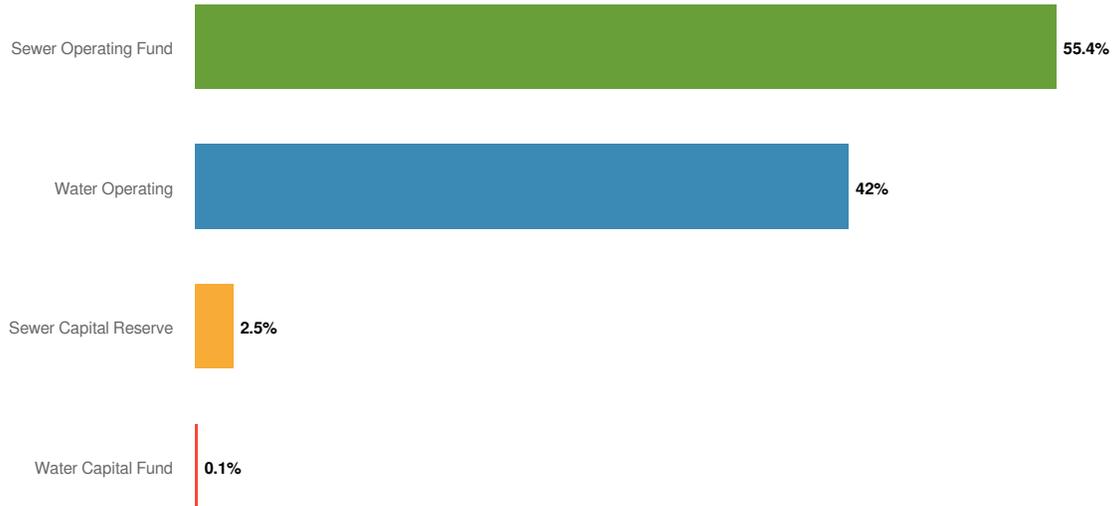
The City of Cotati is projecting \$4.93M of revenue in FY2022, which represents a 4.8% decrease over the prior year. Budgeted expenditures are projected to decrease by 7.5% or \$467.96K to \$5.74M in FY2022.



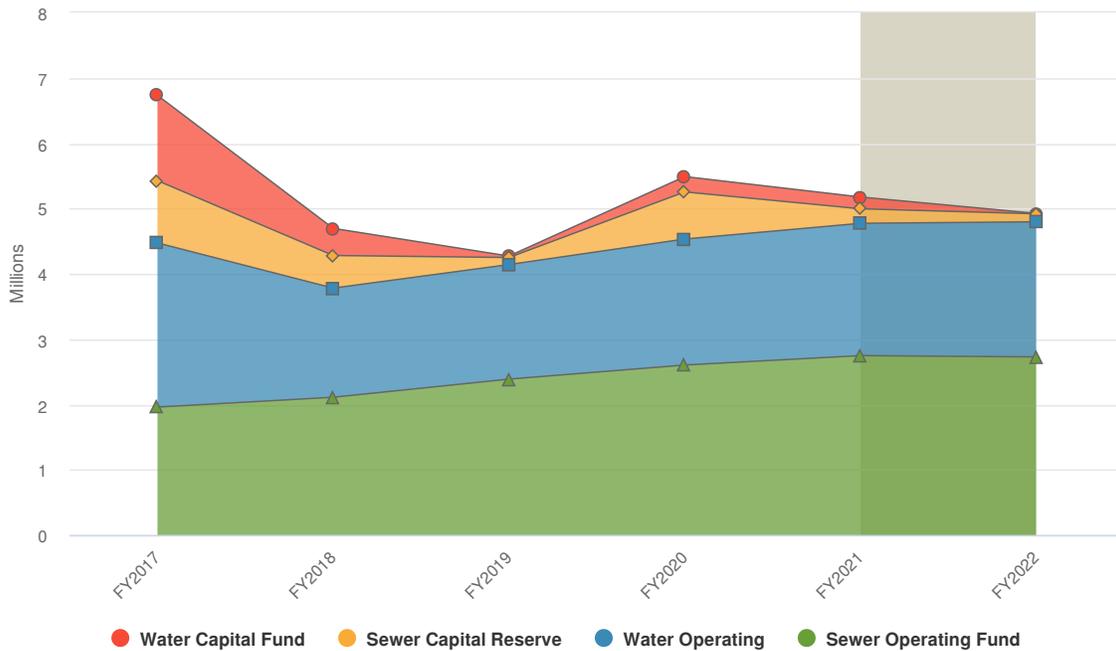
# Revenue by Fund

Revenues are primarily derived from fees for services. These fees are subject to independent evaluations with Rate Studies. The City will be engaging in a new rate study in fiscal year 2021/22 to evaluate the appropriate rates to be applied for services in future years.

## 2022 Revenue by Fund



## Budgeted and Historical 2022 Revenue by Fund



Grey background indicates budgeted figures.

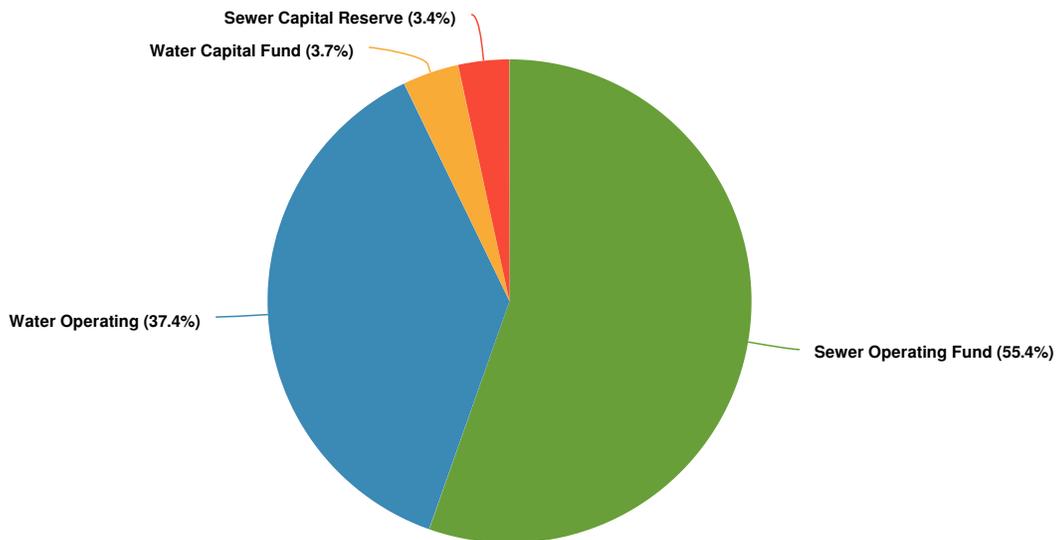


Name	FY2021 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Sewer Operating Fund	\$2,667,644	\$2,747,000	\$2,726,850	-0.7%
Sewer Capital Reserve	\$192,562	\$222,569	\$122,569	-44.9%
Water Operating	\$2,137,127	\$2,026,080	\$2,069,300	2.1%
Water Capital Fund	\$92,732	\$180,200	\$6,700	-96.3%
<b>Total:</b>	<b>\$5,090,065</b>	<b>\$5,175,849</b>	<b>\$4,925,419</b>	<b>-4.8%</b>

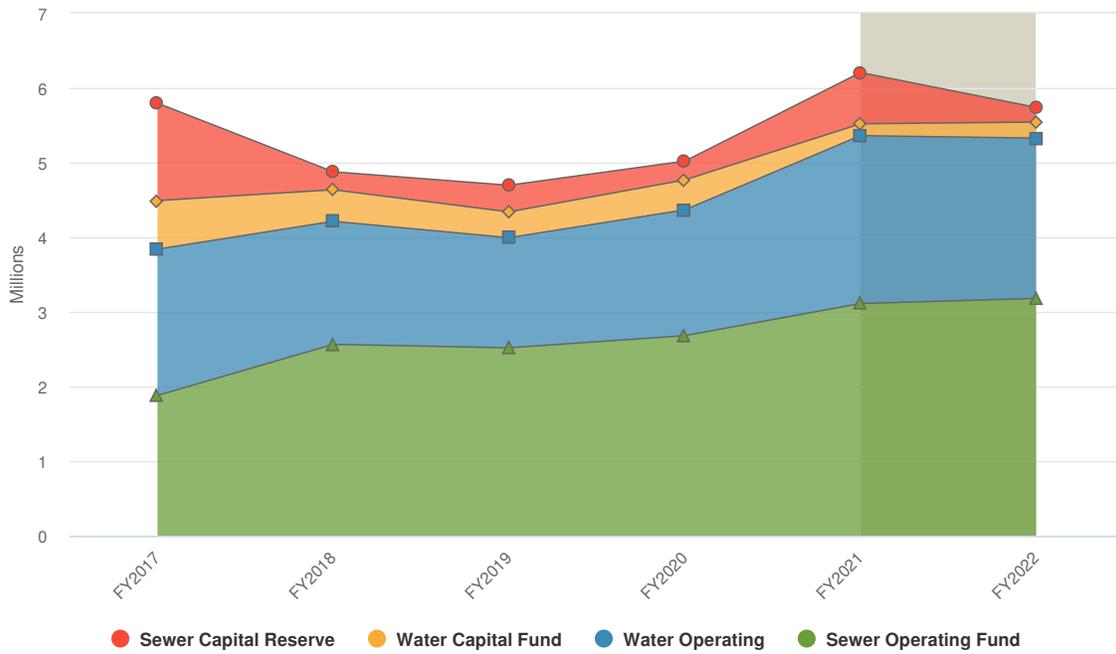
## Expenditures by Fund

Expenditures within the operating funds include all the cost to provide services to the utility users including personell, insurance, cost of water/wastewater treatment, equipment, technological systems, bank fees, etc. Capital Funds are used to support infrastructure improvements and maintenance. See the detail under the expenditure by type detail below.

### 2022 Expenditures by Fund



### Budgeted and Historical 2022 Expenditures by Fund



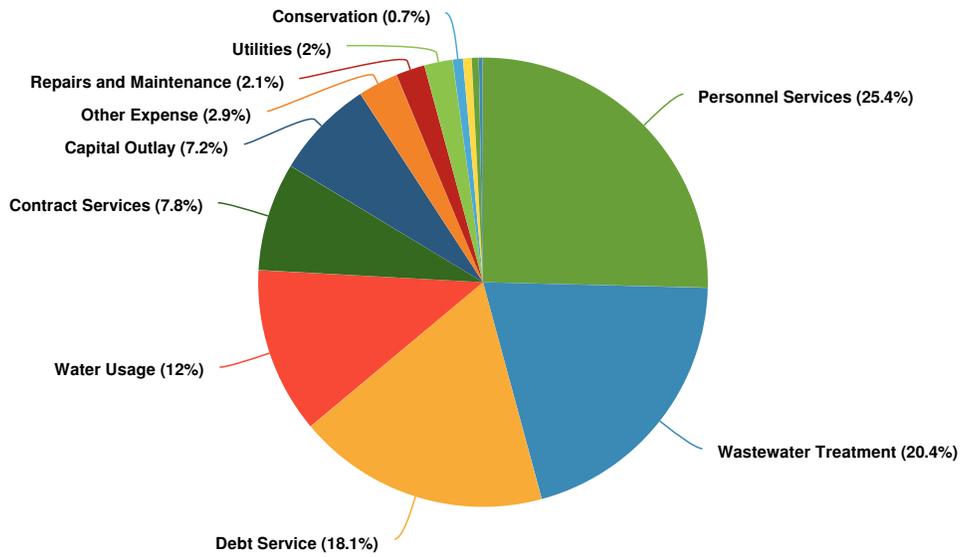
Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Sewer Operating Fund	\$2,562,765	\$2,516,628	\$2,679,484	\$3,110,295	\$3,034,930	\$3,178,683	2.2%
Sewer Capital Reserve	\$241,114	\$357,160	\$252,243	\$687,500	\$719,710	\$196,000	-71.5%
Water Operating	\$1,649,323	\$1,475,577	\$1,685,804	\$2,249,657	\$2,190,365	\$2,148,306	-4.5%
Water Capital Fund	\$422,493	\$346,145	\$400,817	\$158,500	\$0	\$215,000	35.6%
<b>Total:</b>	<b>\$4,875,695</b>	<b>\$4,695,510</b>	<b>\$5,018,348</b>	<b>\$6,205,952</b>	<b>\$5,945,005</b>	<b>\$5,737,989</b>	<b>-7.5%</b>

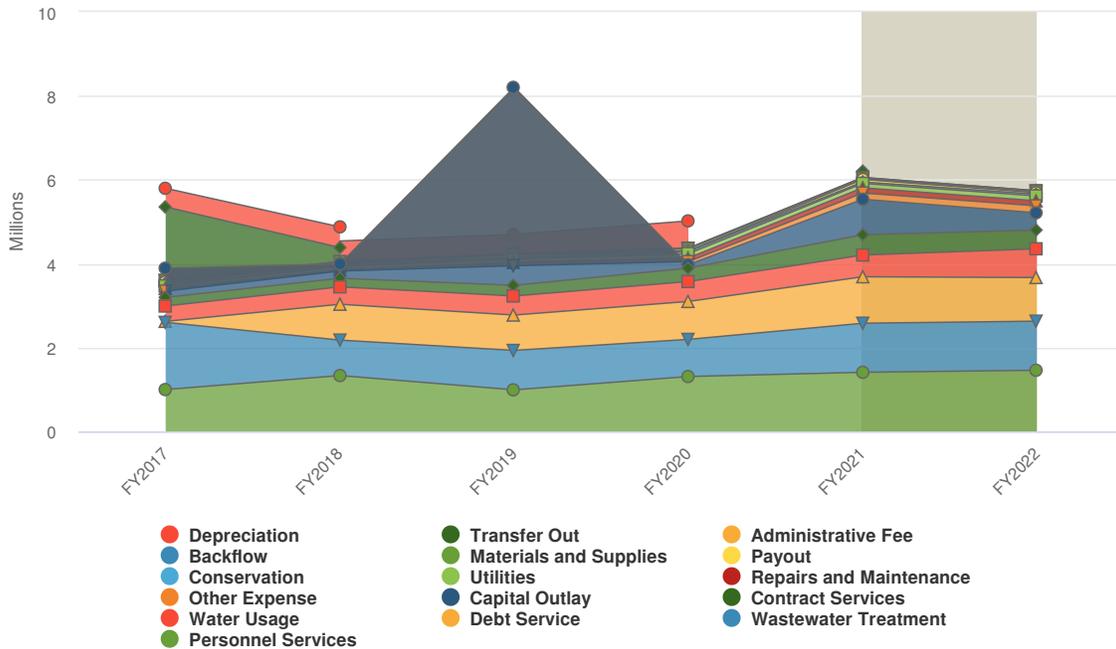


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$1,331,265	\$990,435	\$1,308,111	\$1,408,532	\$1,338,467	\$1,457,363	3.5%
Payout	\$24,052	\$53,812	\$12,333	\$60,000	\$76,354	\$35,430	-40.9%
Materials and Supplies	\$38,309	\$19,365	\$54,386	\$29,000	\$35,000	\$29,000	0%
Contract Services	\$205,173	\$254,383	\$320,106	\$484,453	\$418,839	\$447,071	-7.7%
Utilities	\$82,654	\$78,598	\$104,334	\$105,330	\$112,490	\$117,030	11.1%
Repairs and Maintenance	\$31,367	\$81,145	\$86,991	\$124,500	\$152,741	\$119,800	-3.8%
Other Expense	-\$169,396	-\$4,253,345	\$72,305	\$148,700	\$155,565	\$166,073	11.7%
Administrative Fee	\$15	\$24	\$27	\$30	\$10	\$30	0%
Debt Service	\$854,360	\$843,058	\$904,210	\$1,108,079	\$1,108,079	\$1,039,522	-6.2%
Capital Outlay	\$341,449	\$4,720,186	\$83,131	\$846,000	\$719,710	\$411,000	-51.4%
Depreciation	\$492,240	\$457,711	\$650,346	\$0	\$0	\$0	0%
Transfer Out	\$336,302	\$0	\$0	\$151,902	\$0	\$0	-100%
Water Usage	\$414,702	\$454,827	\$475,192	\$517,937	\$654,200	\$686,000	32.4%
Backflow	\$3,353	\$10,674	\$11,418	\$17,000	\$11,500	\$17,000	0%
Wastewater Treatment	\$845,621	\$939,697	\$885,435	\$1,169,839	\$1,128,000	\$1,170,420	0%
Conservation	\$44,229	\$44,940	\$50,023	\$34,650	\$34,050	\$42,250	21.9%
<b>Total Expense Objects:</b>	<b>\$4,875,695</b>	<b>\$4,695,510</b>	<b>\$5,018,348</b>	<b>\$6,205,952</b>	<b>\$5,945,005</b>	<b>\$5,737,989</b>	<b>-7.5%</b>





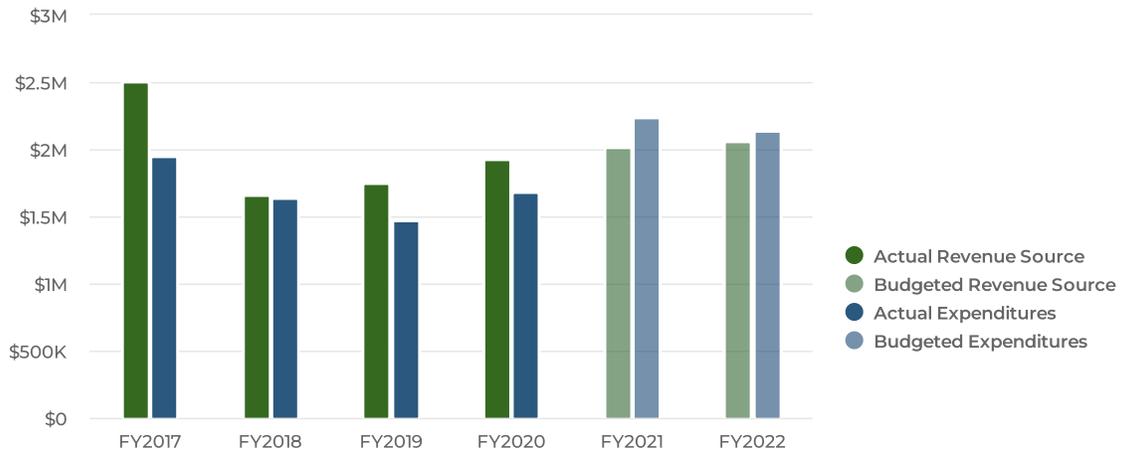
**Fund 401**

The goal of the Water Division is to: Continuously provide an adequate supply of water for customers. Assure fair collection of water revenue by maintaining all City water meters within tolerances established by the American Water Works Association and by maintaining all consumer meters in proper operating condition.

This is a major fund for the City as it accounts for more than 10% of the City Wide Revenues, Expenses during a Fiscal Year.

**Summary**

The City of Cotati is projecting \$2.07M of revenue in FY2022, which represents a 2.1% increase over the prior year. Budgeted expenditures are projected to decrease by 4.5% or \$101.35K to \$2.15M in FY2022.

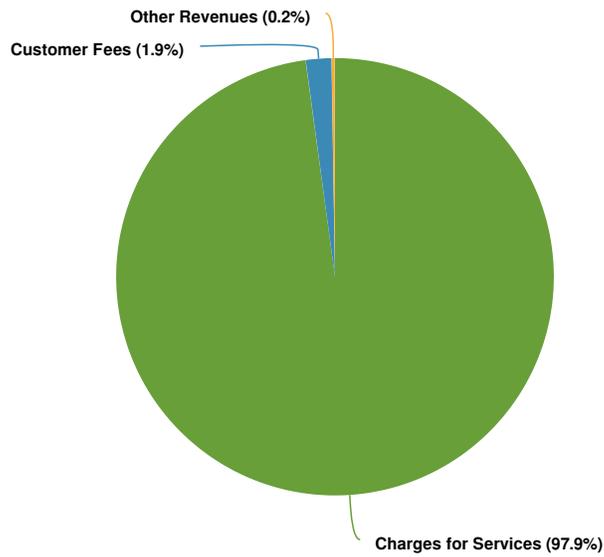


## Revenues by Source

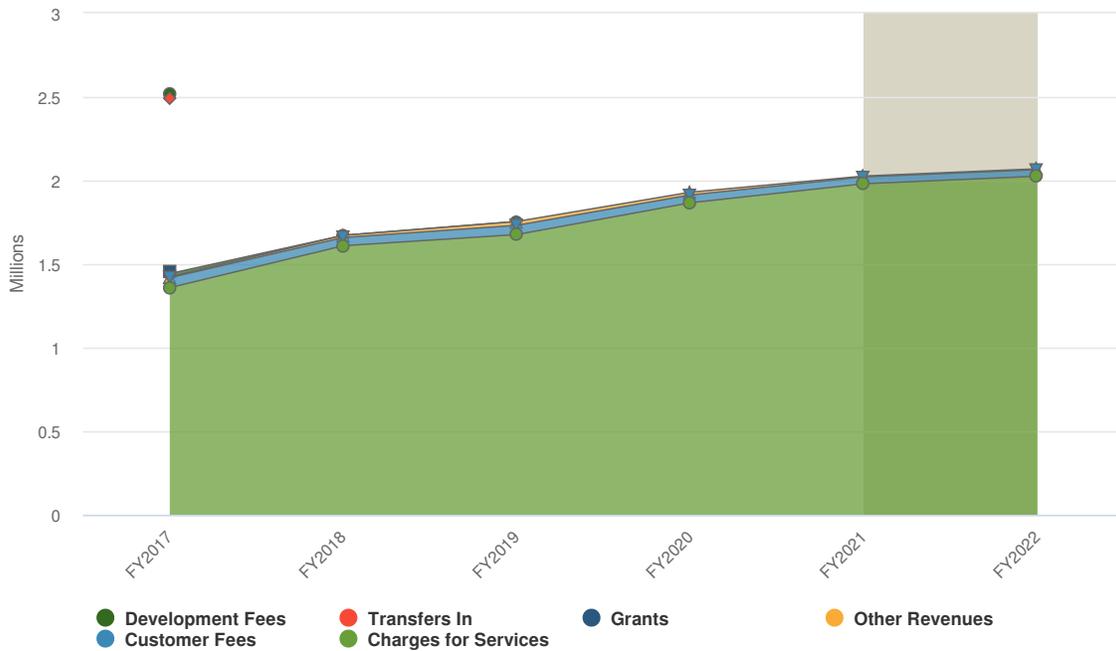
Revenues are generated based on the water usage as multiplied by the water usage rate as well as the base service charges. Projections for revenues are based on the known rate increases as well as historical trends for the usage. Due to the current drought environment these revenues may decrease due to reduced usage as conservation efforts are initiated across the community.

In order to make sure the rates applied to users of the water service, the City is scheduled to initiate a new rate study in FY 2022..

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

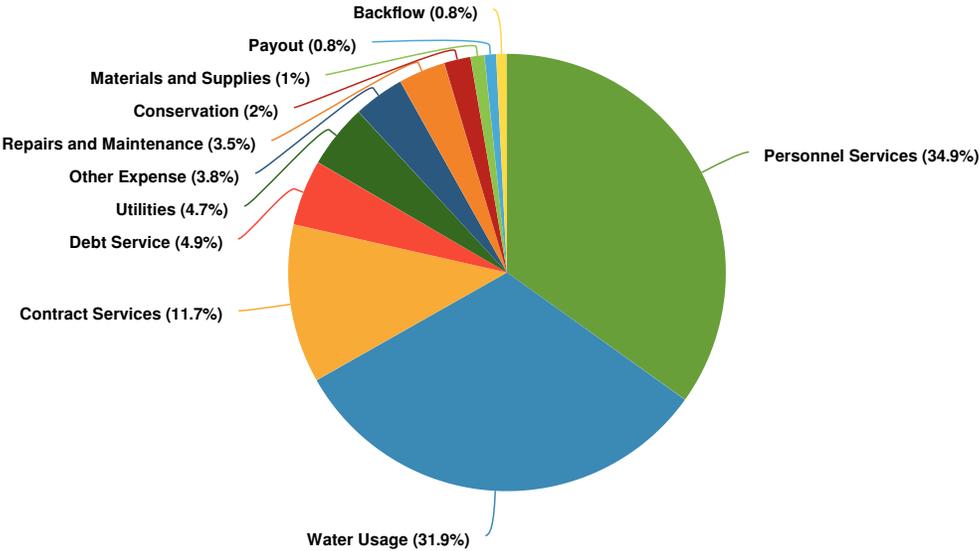
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$13,218	\$22,986	\$16,628	\$5,000	\$10,000	\$5,000	0%
Charges for Services	\$1,609,140	\$1,675,913	\$1,866,192	\$1,980,000	\$1,945,000	\$2,025,000	2.3%
Development Fees	\$202	\$40	\$0	\$0	\$0	\$0	0%
Customer Fees	\$48,988	\$55,430	\$46,587	\$41,080	\$53,427	\$39,300	-4.3%
<b>Total Revenue Source:</b>	<b>\$1,671,548</b>	<b>\$1,754,369</b>	<b>\$1,929,407</b>	<b>\$2,026,080</b>	<b>\$2,008,427</b>	<b>\$2,069,300</b>	<b>2.1%</b>



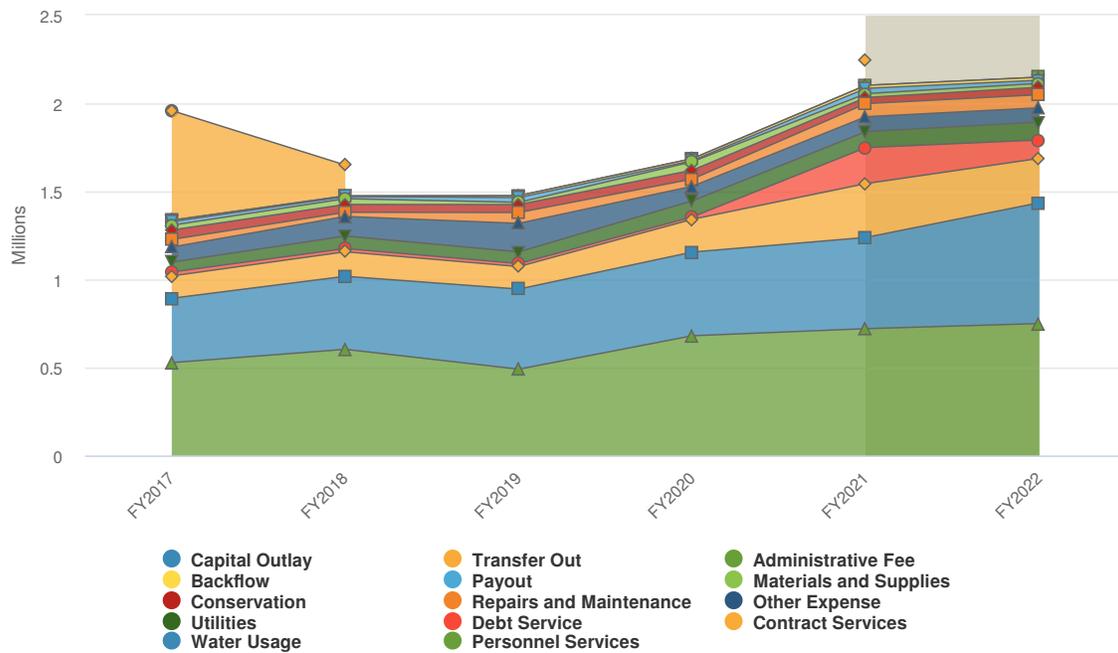
# Expenditures by Expense Type

Operating expenses are primarily driven by personnel costs as well as direct charges for water purchases. Both of these expenses are expected to increase due to MOU increases for staffing plus pension obligation costs as well as increasing costs from the water district.

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

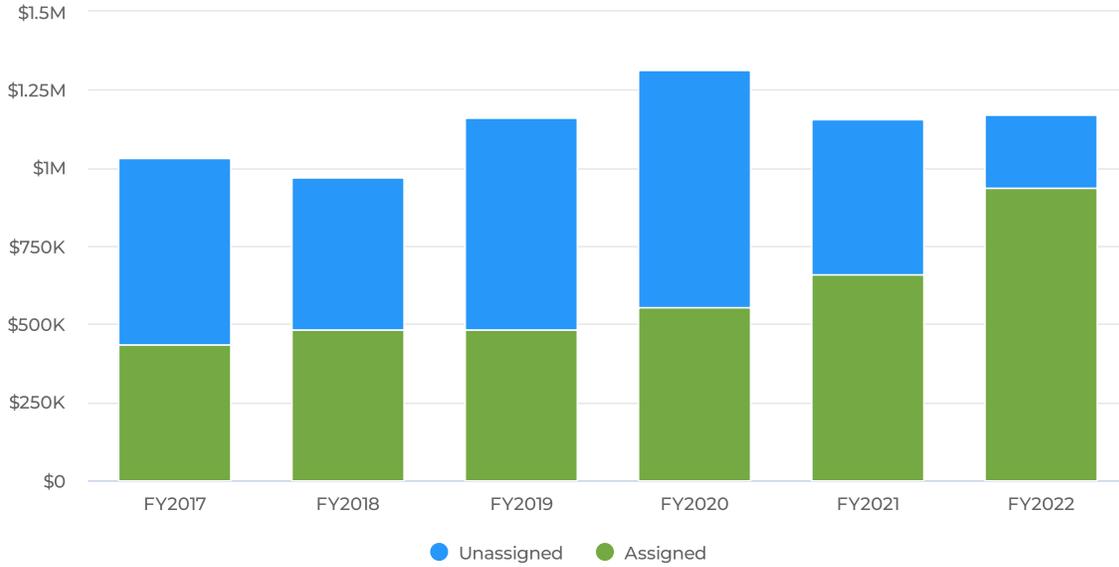
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$602,996	\$490,371	\$680,058	\$720,342	\$690,555	\$749,450	4%
Payout	\$12,204	\$27,289	\$6,167	\$30,000	\$38,415	\$18,160	-39.5%
Materials and Supplies	\$33,051	\$12,717	\$48,297	\$22,000	\$22,000	\$22,000	0%
Contract Services	\$139,321	\$127,824	\$186,230	\$305,841	\$246,450	\$251,907	-17.6%
Utilities	\$71,118	\$66,514	\$91,127	\$90,580	\$96,170	\$101,580	12.1%
Repairs and Maintenance	\$23,756	\$61,683	\$41,112	\$74,500	\$112,741	\$74,500	0%
Other Expense	\$111,013	\$161,699	\$82,726	\$84,500	\$79,815	\$80,960	-4.2%
Administrative Fee	\$9	\$19	\$21	\$30	\$0	\$30	0%
Debt Service	\$18,325	\$17,020	\$13,434	\$204,469	\$204,469	\$104,469	-48.9%
Transfer Out	\$175,246	\$0	\$0	\$147,808	\$0	\$0	-100%
Water Usage	\$414,702	\$454,827	\$475,192	\$517,937	\$654,200	\$686,000	32.4%
Backflow	\$3,353	\$10,674	\$11,418	\$17,000	\$11,500	\$17,000	0%
Conservation	\$44,229	\$44,940	\$50,023	\$34,650	\$34,050	\$42,250	21.9%
<b>Total Expense Objects:</b>	<b>\$1,649,323</b>	<b>\$1,475,577</b>	<b>\$1,685,804</b>	<b>\$2,249,657</b>	<b>\$2,190,365</b>	<b>\$2,148,306</b>	<b>-4.5%</b>



# Fund Balance

The fund balance continues to exceed the required 33% reserve requirement as set out by council resolution. We will continue to monitor the reserves to ensure the stability of this fund for our community into the future.

## Fund Balance Projections



	FY2018	FY2019	FY2020	FY2021	FY2022	% Change
<b>Fund Balance</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated Actuals</b>	
Unassigned	\$487,164	\$677,541	\$759,547	\$497,021	\$234,542	-52.8%
Assigned	\$480,398	\$481,323	\$551,882	\$657,951	\$936,534	42.3%
<b>Total Fund Balance:</b>	<b>\$967,562</b>	<b>\$1,158,864</b>	<b>\$1,311,429</b>	<b>\$1,154,972</b>	<b>\$1,171,076</b>	<b>1.4%</b>

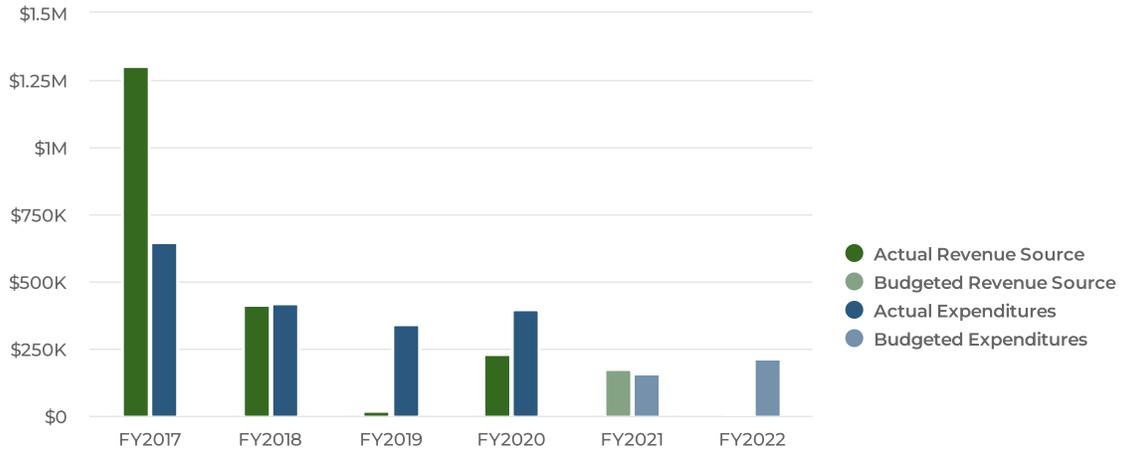


**Fund 402**

This fund is used to account for capital projects and infrastructure needs to support the ongoing operations for our water customers.

## Summary

The City of Cotati is projecting \$6.7K of revenue in FY2022, which represents a 96.3% decrease over the prior year. Budgeted expenditures are projected to increase by 35.6% or \$56.5K to \$215K in FY2022.

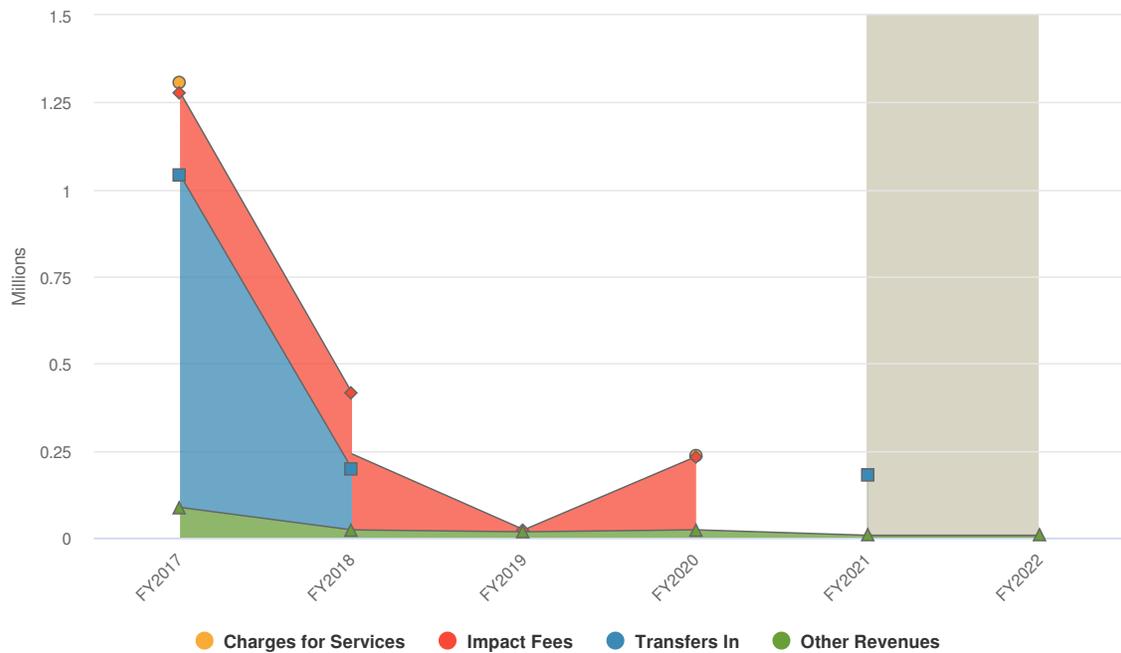


## Revenues by Source

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$22,243	\$16,747	\$22,410	\$6,700	\$16,000	\$6,700	0%
Charges for Services	\$0	\$0	\$1,750	\$0	\$0	\$0	0%
Impact Fees	\$218,068	\$5,866	\$210,395	\$0	\$8,000	\$0	0%
Transfers In	\$175,246	\$0	\$0	\$173,500	\$0	\$0	-100%
<b>Total Revenue Source:</b>	<b>\$415,557</b>	<b>\$22,613</b>	<b>\$234,555</b>	<b>\$180,200</b>	<b>\$24,000</b>	<b>\$6,700</b>	<b>-96.3%</b>



# Expenditures by Expense Type

The Water Fund has implemented strategic capital projects over the last four years focusing on system repairs and maintenance including related technology integration. With the adopted five-year capital plan reserves from the water fund are currently being maintained to support the future major project of the Cypress Water Tank replacement. Additional expenditures are anticipated to continue relating to risk mitigation around future PG&E power shutoffs which required rentals of generators to support the wells.

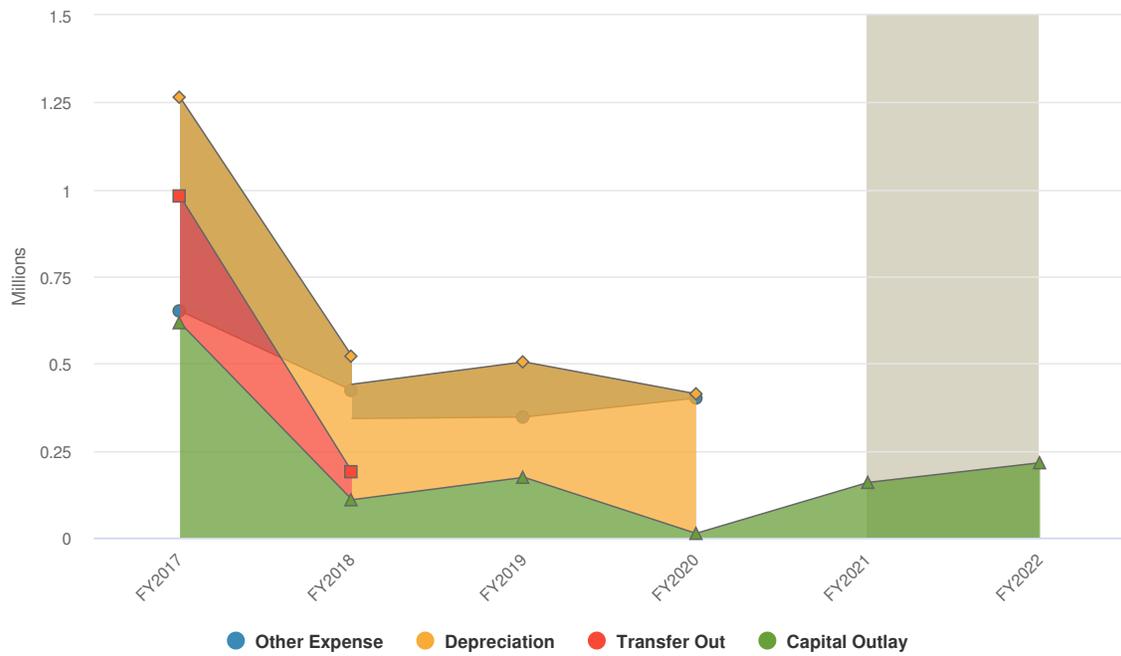
Strategic projects included for fiscal year 2022 include the Scada System server upgrade and relocation as well as the Well 1A Filter Media Replacement.

Note that depreciation expense is a Non-Budgeted item as it is non-cash and represents the usage of the assets currently in service.

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

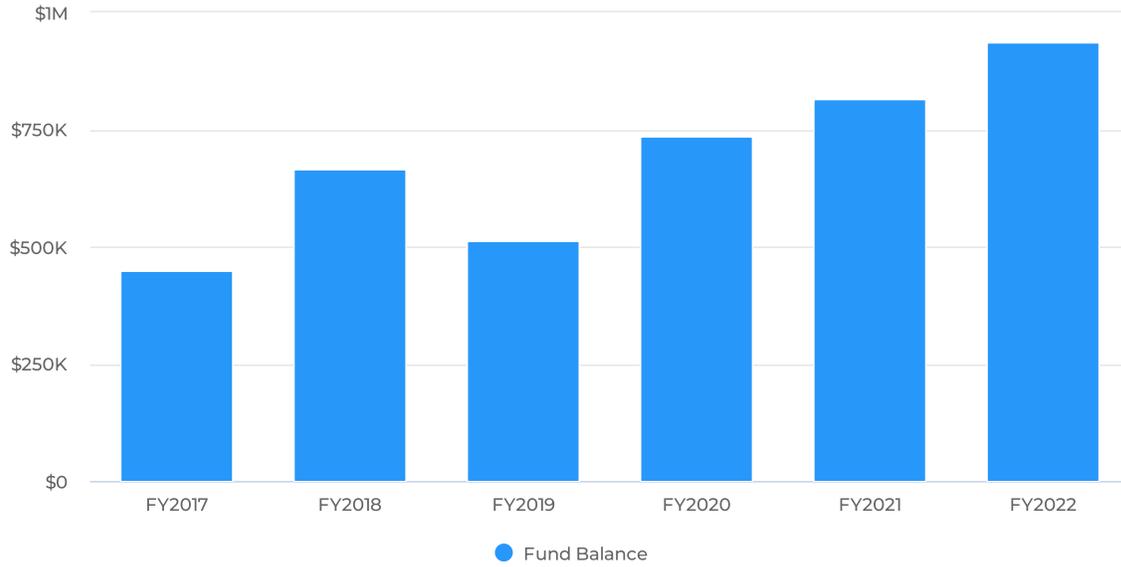
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Other Expense	-\$98,400	-\$158,447	-\$12,150	\$0	\$0	\$0	0%
Capital Outlay	\$108,711	\$173,139	\$12,150	\$158,500	\$0	\$215,000	35.6%
Depreciation	\$331,654	\$331,453	\$400,817	\$0	\$0	\$0	0%
Transfer Out	\$80,528	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$422,493</b>	<b>\$346,145</b>	<b>\$400,817</b>	<b>\$158,500</b>	<b>\$0</b>	<b>\$215,000</b>	<b>35.6%</b>



# Fund Balance

The Water Fund has implemented strategic capital projects over the last three years focusing on system repairs and maintenance technology integration. With the multi year capital plan reserves from the water fund are currently being maintained to support the future major project of the Cypress Water Tank replacement as this is a significant project that will further assist in risk mitigation for possible fire dangers.

## Fund Balance Projections





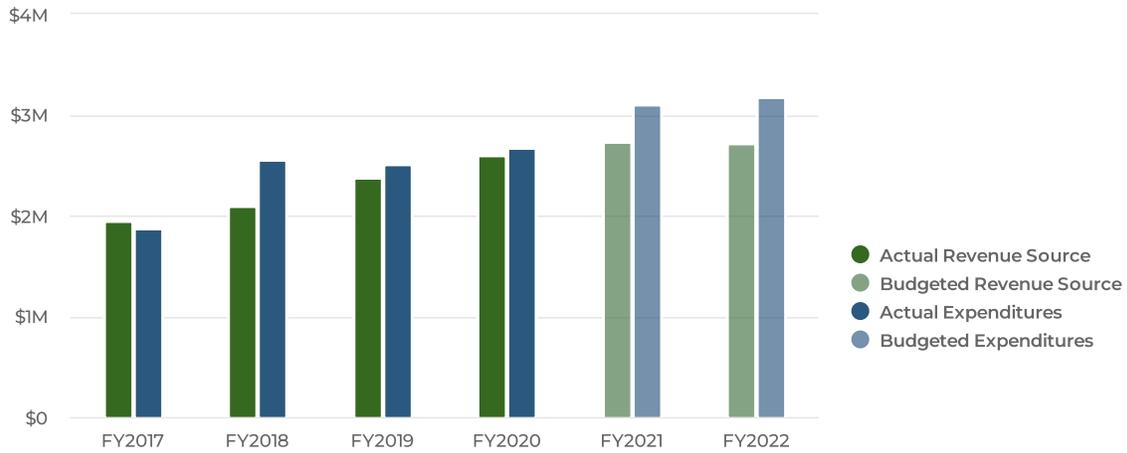
### Fund 404

The goal of the Sewer Division is to: Protect the health and welfare of the community uninterrupted operation of the wastewater collection and transmission system. Provide appropriate maintenance and repair of wastewater collection and transmission systems and appurtenances.

This is a major fund for the City as it accouts for more than 10% of the City Wide revenues/expenses during a Fiscal Year.

## Summary

The City of Cotati is projecting \$2.73M of revenue in FY2022, which represents a 0.7% decrease over the prior year. Budgeted expenditures are projected to increase by 2.2% or \$68.39K to \$3.18M in FY2022.



## Revenues by Source

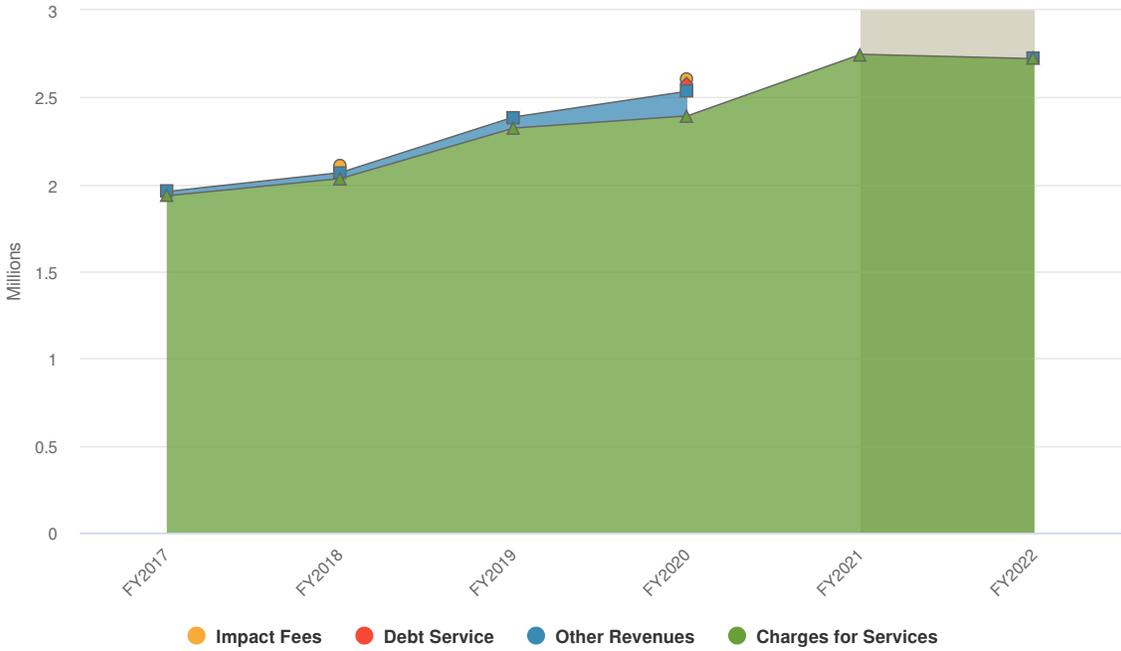
Revenues are generated based on the sewer usage as multiplied by the sewer usage rate as well as the base service charges. Projections for revenues are based on the known rate increases as well as historical trends for the usage. Due to the current drought environment these revenues may decrease due to reduced usage of water and thus waste water/sewage.

In order to make sure the rates applied to users of the water service, the City is scheduled to initiate a new rate study in FY 2022..

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

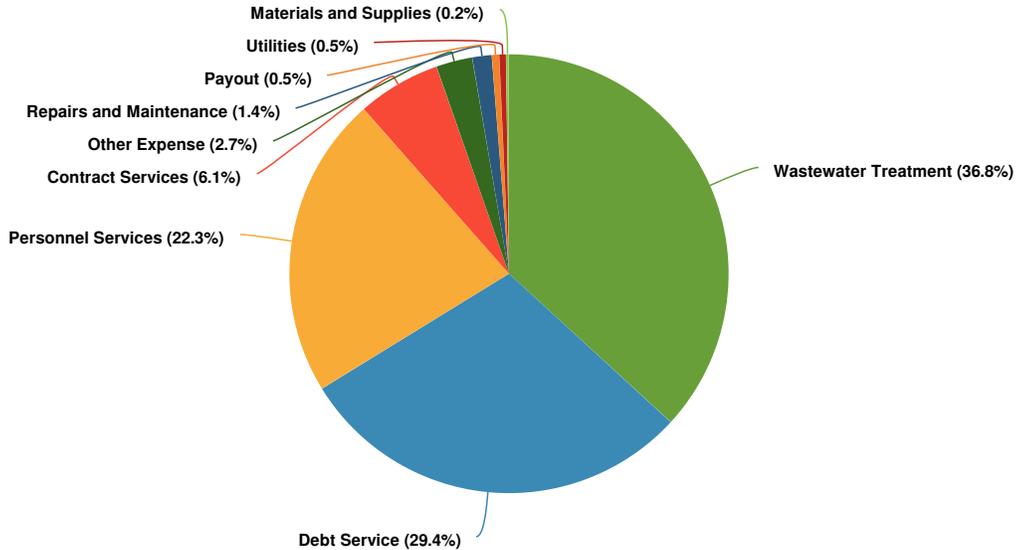
Name	FY2018 Actual	FY2019 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source						
Other Revenues	\$34,452	\$63,659	\$0	\$25,950	\$5,000	N/A
Charges for Services	\$2,033,095	\$2,323,233	\$2,747,000	\$2,580,000	\$2,721,850	-0.9%
Impact Fees	\$41,750	\$0	\$0	\$60,000	\$0	0%
<b>Total Revenue Source:</b>	<b>\$2,109,297</b>	<b>\$2,386,892</b>	<b>\$2,747,000</b>	<b>\$2,665,950</b>	<b>\$2,726,850</b>	<b>-0.7%</b>



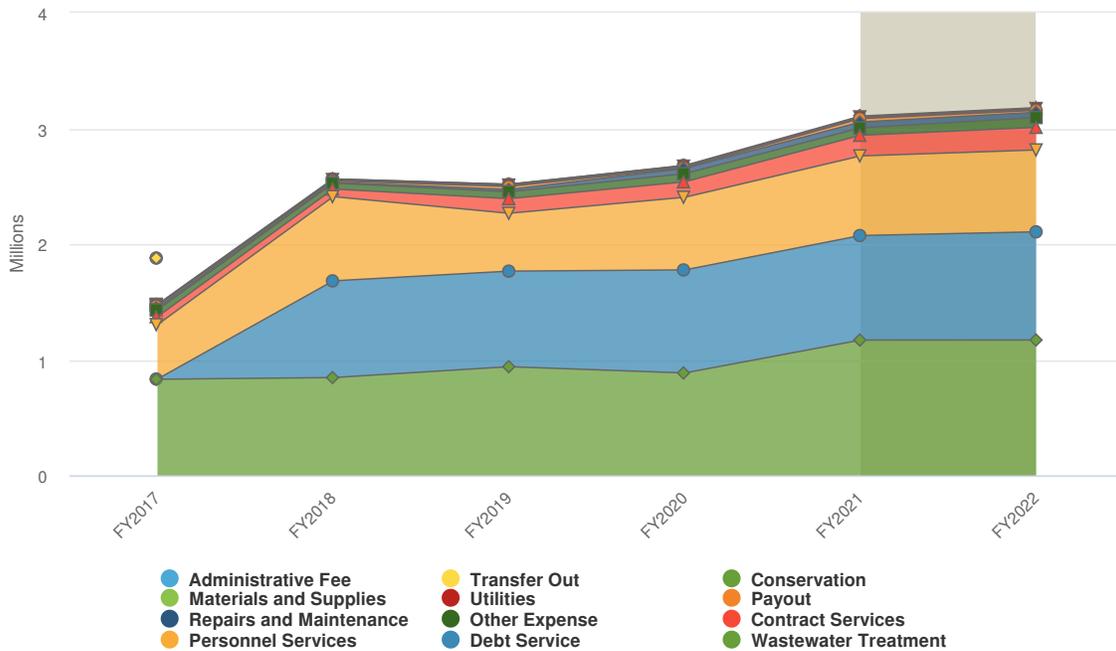
# Expenditures by Expense Type

Increases in Operating Expenses are primarily due to the increasing cost of treatment charges.

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

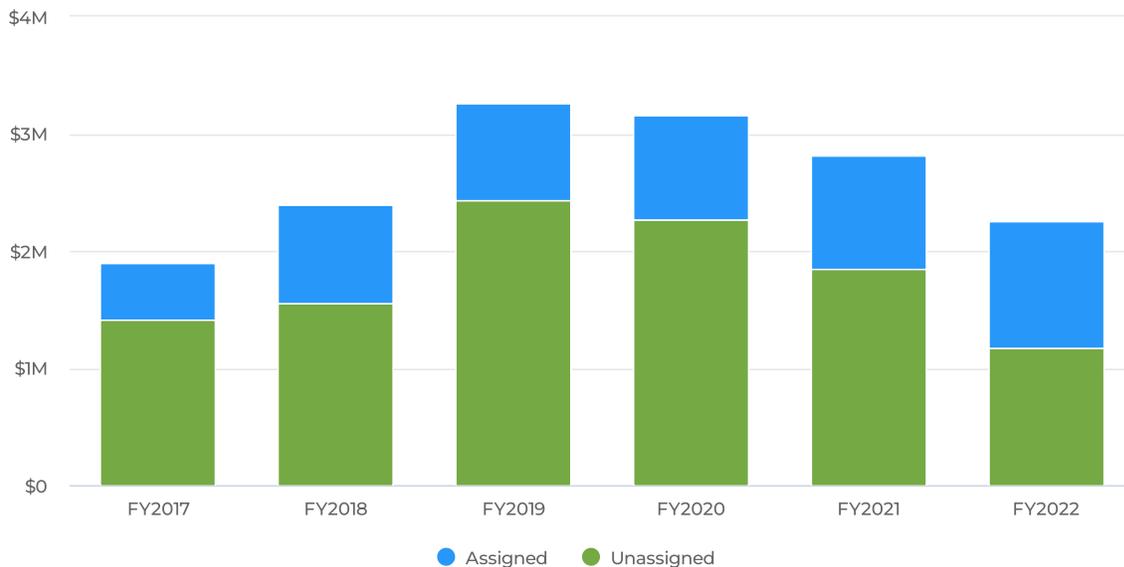


Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$728,269	\$500,064	\$628,053	\$688,190	\$647,912	\$707,913	2.9%
Payout	\$11,848	\$26,523	\$6,167	\$30,000	\$37,939	\$17,270	-42.4%
Materials and Supplies	\$5,258	\$6,648	\$6,089	\$7,000	\$13,000	\$7,000	0%
Contract Services	\$65,852	\$126,559	\$133,876	\$178,612	\$172,389	\$195,164	9.3%
Utilities	\$11,536	\$12,084	\$13,207	\$14,750	\$16,320	\$15,450	4.7%
Repairs and Maintenance	\$7,611	\$19,462	\$45,879	\$50,000	\$40,000	\$45,300	-9.4%
Other Expense	\$50,729	\$59,548	\$69,996	\$64,200	\$75,750	\$85,113	32.6%
Administrative Fee	\$6	\$5	\$6	\$0	\$10	\$0	0%
Debt Service	\$836,035	\$826,038	\$890,776	\$903,610	\$903,610	\$935,053	3.5%
Transfer Out	\$0	\$0	\$0	\$4,094	\$0	\$0	-100%
Wastewater Treatment	\$845,621	\$939,697	\$885,435	\$1,169,839	\$1,128,000	\$1,170,420	0%
<b>Total Expense Objects:</b>	<b>\$2,562,765</b>	<b>\$2,516,628</b>	<b>\$2,679,484</b>	<b>\$3,110,295</b>	<b>\$3,034,930</b>	<b>\$3,178,683</b>	<b>2.2%</b>

## Fund Balance

The fund balance continues to exceed the required 33% reserve requirement as set out by council resolution. We will continue to monitor the reserves to ensure the stability of this fund for our community into the future.

### Fund Balance Projections



	FY2018	FY2019	FY2020	FY2021	FY2022	% Change
<b>Total Fund Balance:</b>	<b>\$2,396,662</b>	<b>\$3,266,926</b>	<b>\$3,154,927</b>	<b>\$2,813,586</b>	<b>\$2,258,113</b>	<b>-19.7%</b>



	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>% Change</b>
<b>Fund Balance</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated Actuals</b>	
Unassigned	\$1,550,950	\$2,436,439	\$2,269,429	\$1,842,895	\$1,174,347	-36.3%
Assigned	\$845,712	\$830,487	\$885,498	\$970,691	\$1,083,766	11.6%
<b>Total Fund Balance:</b>	<b>\$2,396,662</b>	<b>\$3,266,926</b>	<b>\$3,154,927</b>	<b>\$2,813,586</b>	<b>\$2,258,113</b>	<b>-19.7%</b>

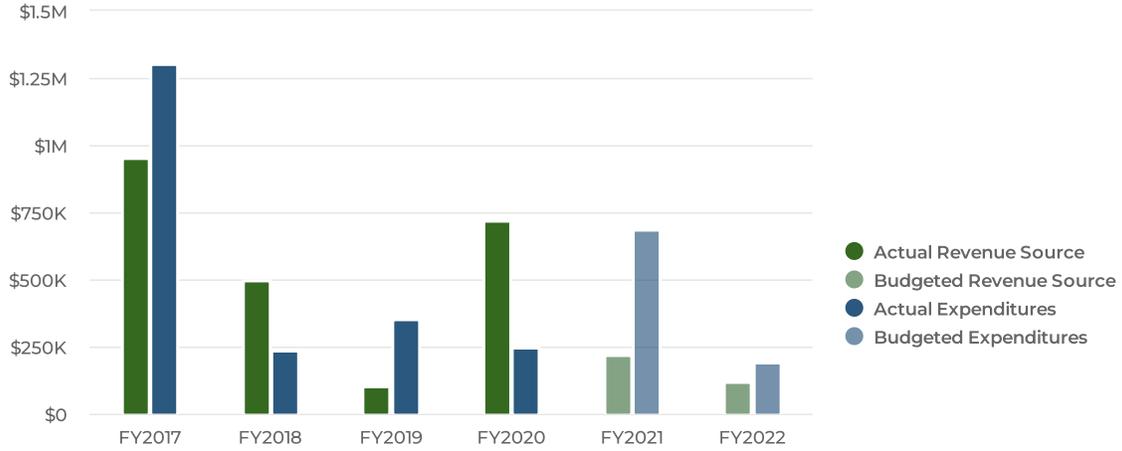


**Fund 405**

This fund is used to account for capital projects and infrastructure needs to support the ongoing operations for our sewer customers.

**Summary**

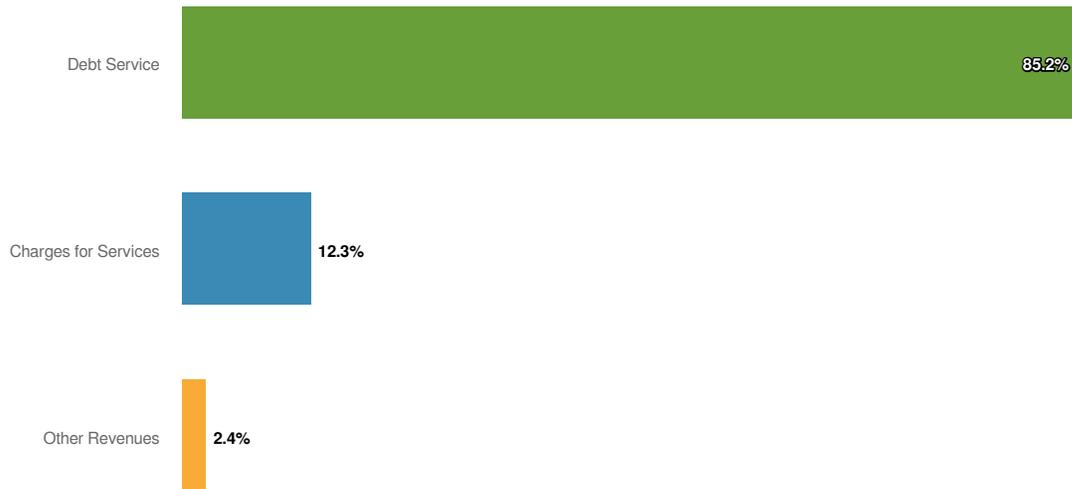
The City of Cotati is projecting \$122.57K of revenue in FY2022, which represents a 44.9% decrease over the prior year. Budgeted expenditures are projected to decrease by 71.5% or \$491.5K to \$196K in FY2022.



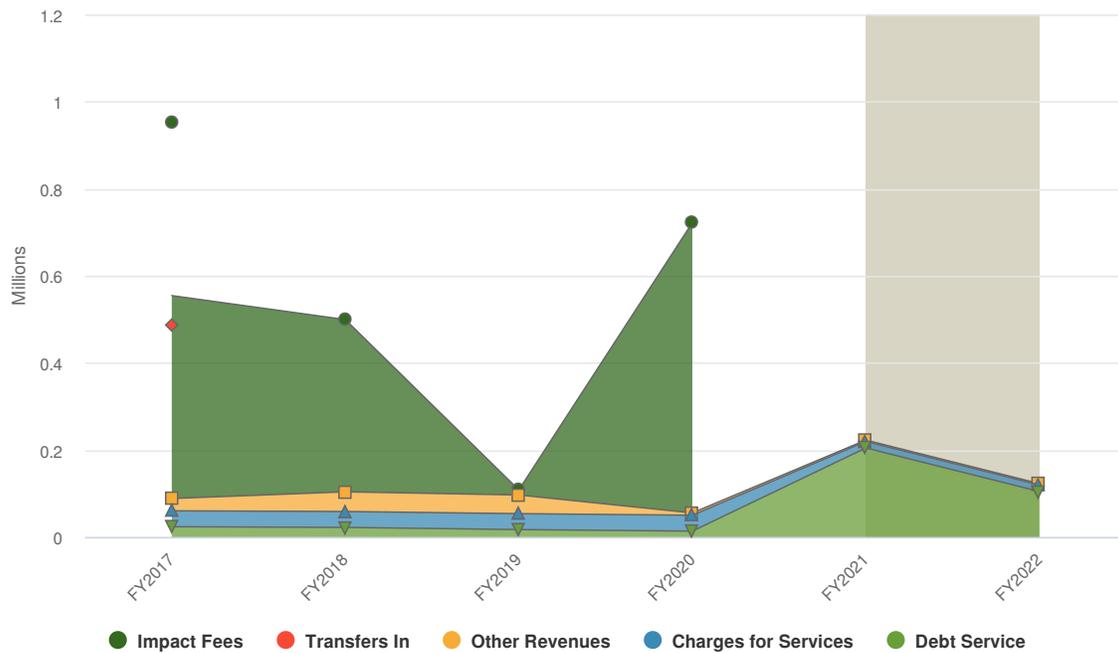
## Revenues by Source

Revenues for budget year 2022 were calculated assuming (1) Charges for Services have a 5% increase (calculation of the rate increases offset by reduced usage) and (2) Connection Fees follow the change consistent with the historical average (3) Debt proceeds are consistent with an early payment of \$100,000 scheduled from the Water Fund for fiscal year 2020.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$45,192	\$42,900	\$5,290	\$3,000	\$1,000	\$3,000	0%
Charges for Services	\$36,567	\$36,567	\$36,567	\$15,100	\$36,560	\$15,100	0%
Impact Fees	\$395,656	\$11,532	\$666,517	\$0	\$25,000	\$0	0%
Debt Service	\$21,981	\$17,016	\$13,434	\$204,469	\$204,469	\$104,469	-48.9%
<b>Total Revenue Source:</b>	<b>\$499,396</b>	<b>\$108,015</b>	<b>\$721,808</b>	<b>\$222,569</b>	<b>\$267,029</b>	<b>\$122,569</b>	<b>-44.9%</b>

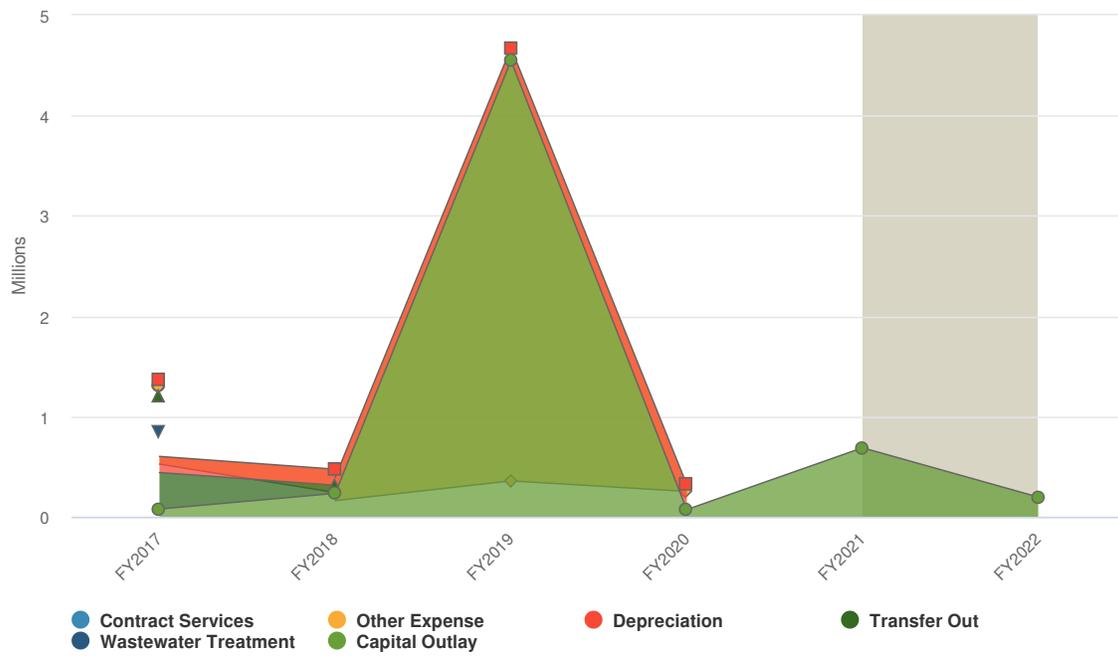
## Expenditures by Expense Type

The Sewer Fund continues strategic capital projects after the major investment in the Laguna Bypass Sewer Replacement Project in fiscal year 2018-19. The City is planning on focusing on system repairs and maintenance including inflow and infiltration reduction projects as well as investments in backup generators for lift-stations to better prepare for possible future emergency power outages.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

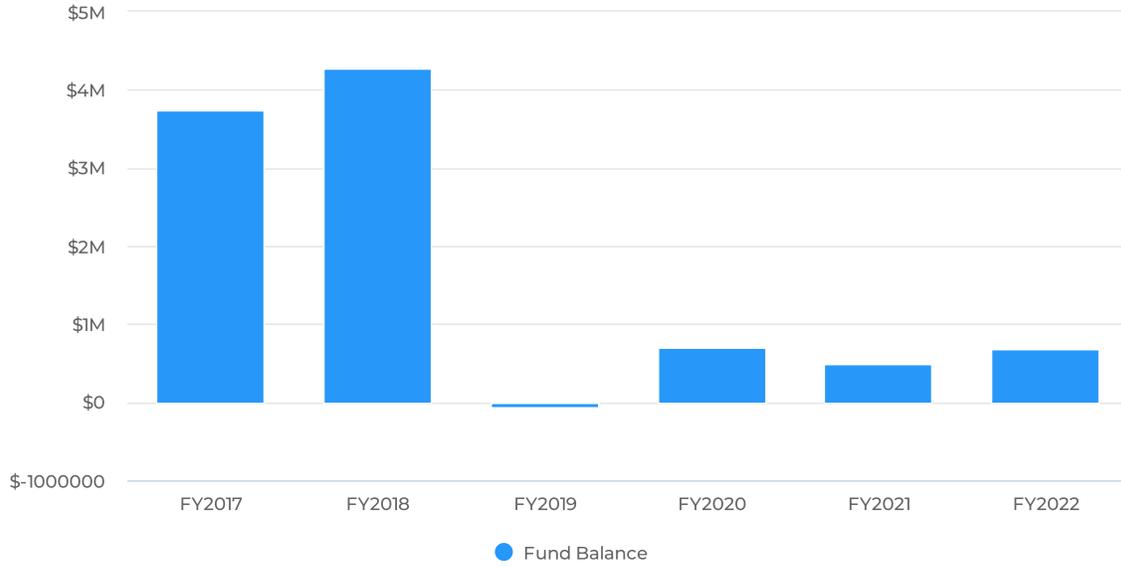
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Other Expense	-\$232,738	-\$4,316,145	-\$68,267	\$0	\$0	\$0	0%
Capital Outlay	\$232,738	\$4,547,047	\$70,981	\$687,500	\$719,710	\$196,000	-71.5%
Depreciation	\$160,586	\$126,258	\$249,529	\$0	\$0	\$0	0%
Transfer Out	\$80,528	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$241,114</b>	<b>\$357,160</b>	<b>\$252,243</b>	<b>\$687,500</b>	<b>\$719,710</b>	<b>\$196,000</b>	<b>-71.5%</b>



# Fund Balance

This fund balance will fluctuate based on usage of funds for strategic capital projects. We will continue to evaluate and maintain the fund to meet future needs.

## Fund Balance Projections





# Special Revenue Funds

**What are Special Revenue Funds?** Special Revenue Funds are a group of accounts established by a government for restricted use to ensure that certain revenue sources are used or earmarked only for their specific purpose. This Special Revenue Fund type may be used to account for the proceeds of specific revenue sources that are legally restricted or restricted by City Council policy for a specified purpose.

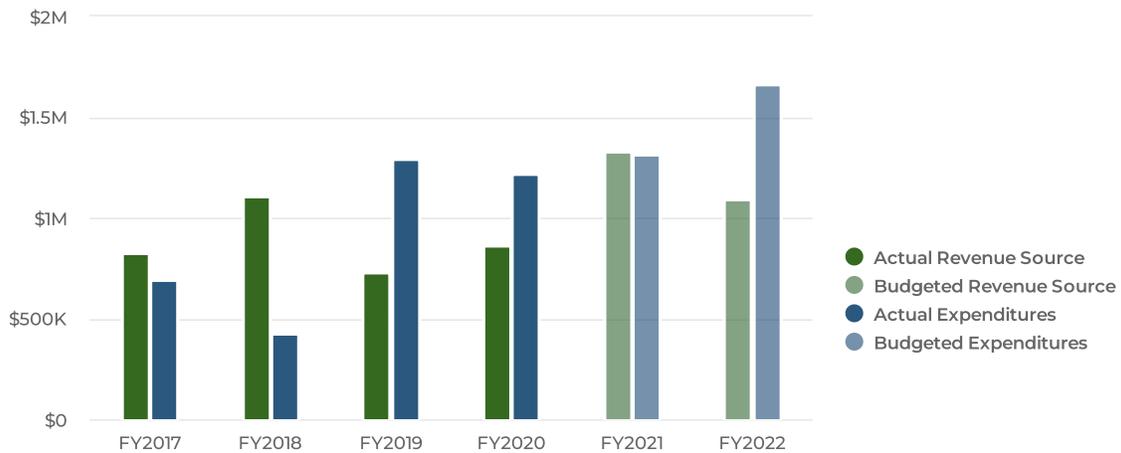
## Departmental Oversight of Special Revenue Funds

Each special revenue fund is managed by departments within the City. Below is the summary of the special revenue funds by their managing department.



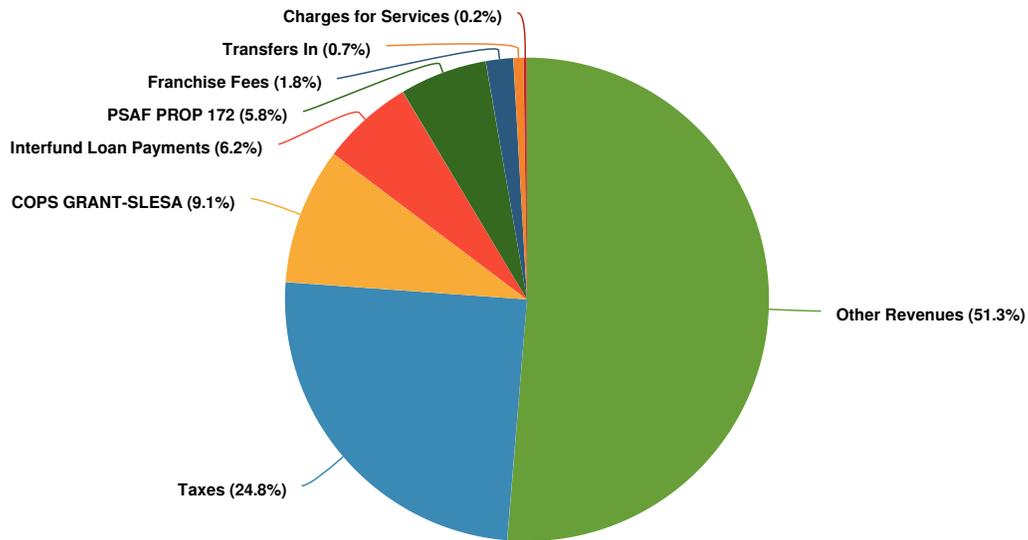
## Summary

The City of Cotati is projecting approximately \$1.1M of revenue in FY2022, which represents a 194.4% increase over the prior year. Budgeted expenditures are projected to increase by 345.8% or \$0.37M to \$1.67M in FY2022.

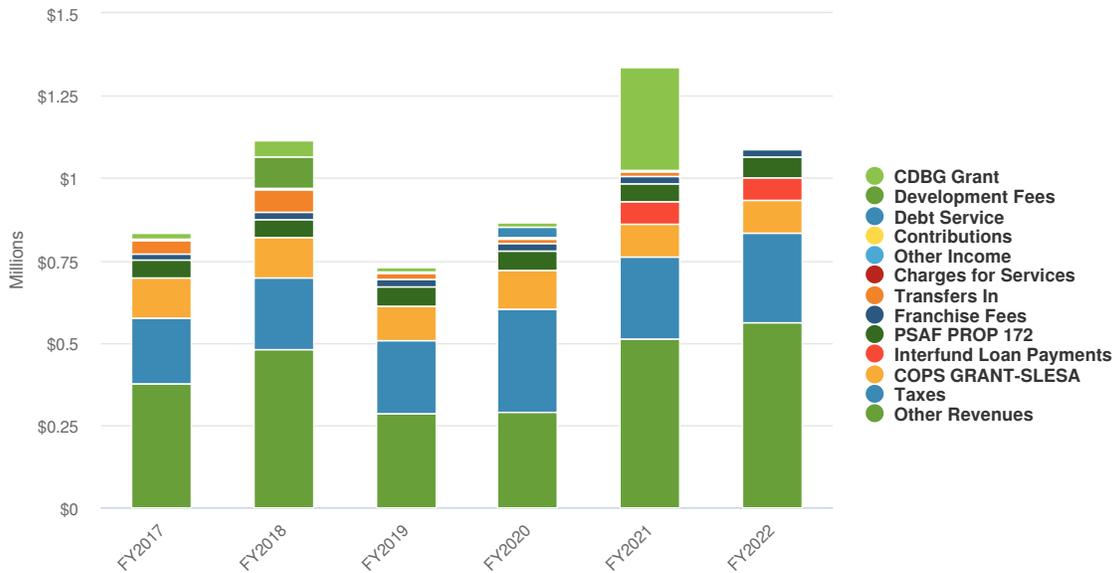


# Revenues by Source

## Projected 2022 Revenues by Source



## Budgeted and Historical 2022 Revenues by Source



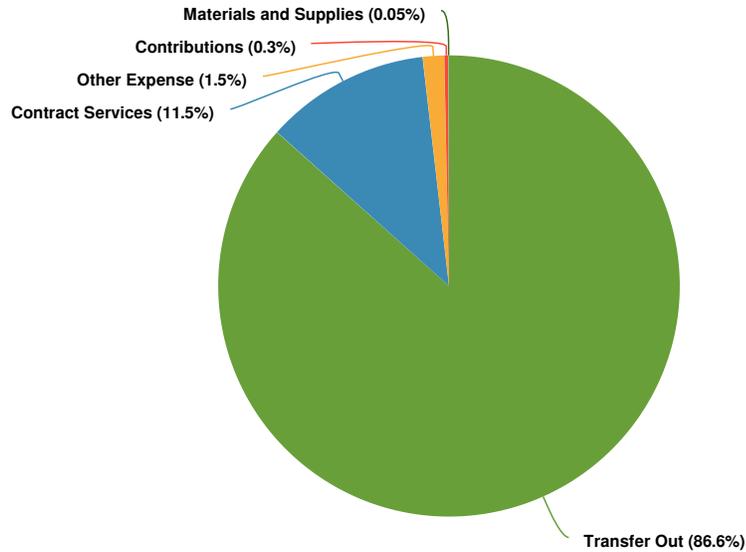
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Taxes	\$220,296	\$222,200	\$316,257	\$247,111	\$251,043	\$272,320	10.2%
Interfund Loan Payments	\$0	\$0	\$0	\$67,499	\$23,499	\$67,499	0%



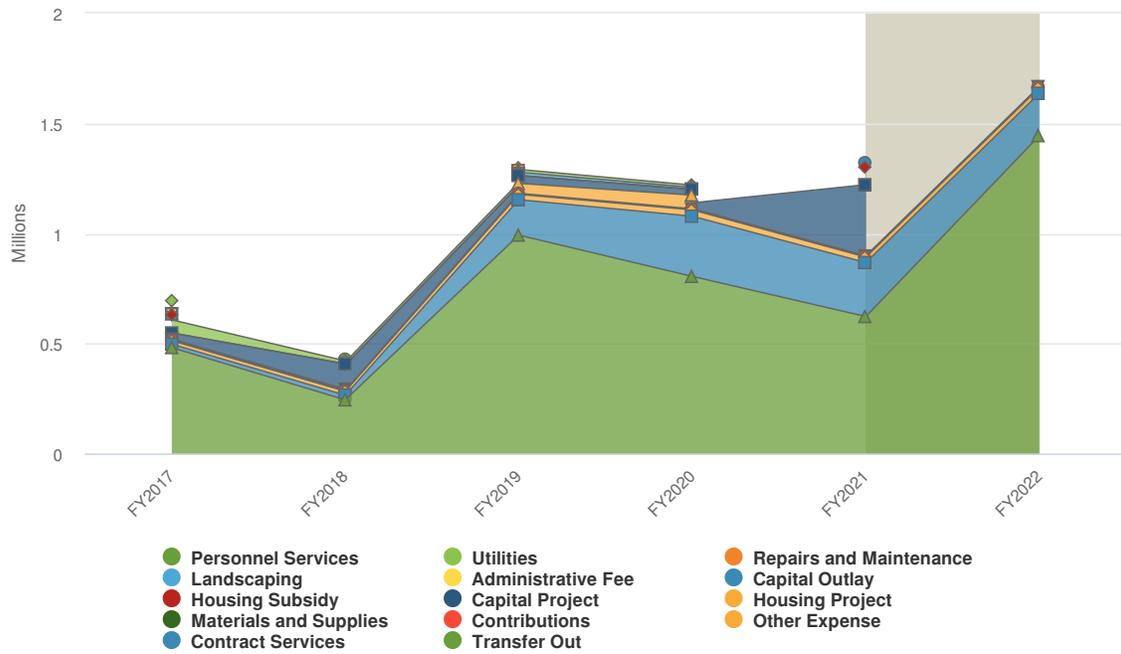
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Franchise Fees	\$20,889	\$20,237	\$19,877	\$20,000	\$18,700	\$20,000	0%
PSAF PROP 172	\$56,647	\$60,643	\$60,057	\$56,000	\$58,941	\$64,000	14.3%
Other Revenues	\$478,166	\$283,675	\$288,175	\$514,020	\$233,973	\$562,220	9.4%
Charges for Services	\$2,652	\$3,250	\$3,007	\$2,500	\$2,600	\$2,500	0%
CDBG Grant	\$46,035	\$15,595	\$11,450	\$309,910	\$640,028	\$0	-100%
COPS GRANT-SLESA	\$120,476	\$104,410	\$115,492	\$100,000	\$100,000	\$100,000	0%
Development Fees	\$94,600	\$0	\$0	\$0	\$0	\$0	0%
Debt Service	\$0	\$0	\$33,677	\$0	\$44,000	\$0	0%
Contributions	\$3,564	\$45	\$1,437	\$5,000	\$300	\$0	-100%
Transfers In	\$68,638	\$20,030	\$14,975	\$13,809	-\$171,129	\$7,340	-46.8%
Other Income	\$713	\$142	\$0	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$1,112,676</b>	<b>\$730,227</b>	<b>\$864,404</b>	<b>\$1,335,849</b>	<b>\$1,201,955</b>	<b>\$1,095,879</b>	<b>-18%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$7,880	\$0	\$0	\$0	\$0	\$0	0%
Materials and Supplies	\$5,166	\$0	\$677	\$500	\$850	\$840	68%
Contract Services	\$21,314	\$161,002	\$273,336	\$245,057	\$61,623	\$192,500	-21.4%
Utilities	\$13,330	\$13,011	\$10,489	\$0	\$0	\$0	0%
Repairs and Maintenance	\$0	\$55	\$0	\$0	\$0	\$0	0%
Other Expense	\$17,739	\$24,484	\$28,848	\$25,200	\$18,623	\$25,000	-0.8%
Landscaping	\$0	\$14,057	\$8,357	\$0	\$0	\$0	0%
Administrative Fee	\$398	\$410	\$412	\$0	\$18	\$0	0%
Capital Outlay	\$0	\$7,716	\$0	\$20,000	\$0	\$0	-100%
Transfer Out	\$243,897	\$992,077	\$804,641	\$622,350	\$648,860	\$1,444,000	132%
Contributions	\$4,459	\$4,477	\$4,789	\$4,500	\$4,882	\$4,500	0%
Housing Subsidy	\$0	\$0	\$0	\$80,000	\$0	\$0	-100%
Capital Project	\$114,674	\$35,625	\$26,425	\$323,719	\$581,168	\$0	-100%
Housing Project	\$0	\$45,411	\$62,204	\$0	\$280,000	\$0	0%
<b>Total Expense Objects:</b>	<b>\$428,857</b>	<b>\$1,298,325</b>	<b>\$1,220,177</b>	<b>\$1,321,326</b>	<b>\$1,596,024</b>	<b>\$1,666,840</b>	<b>26.1%</b>



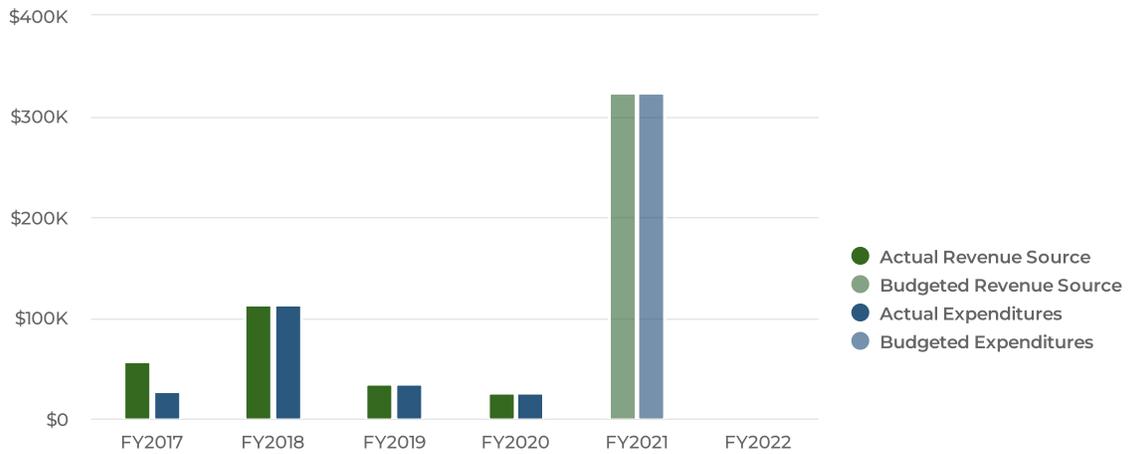


### Fund 202

Community Development Block Grant funds are administered by the County and may be used for projects that benefit low and moderate income residents or increase accessibility. The funding is used to improve accessibility or remove barriers to accessibility in public facilities, streets, and parks.

## Summary

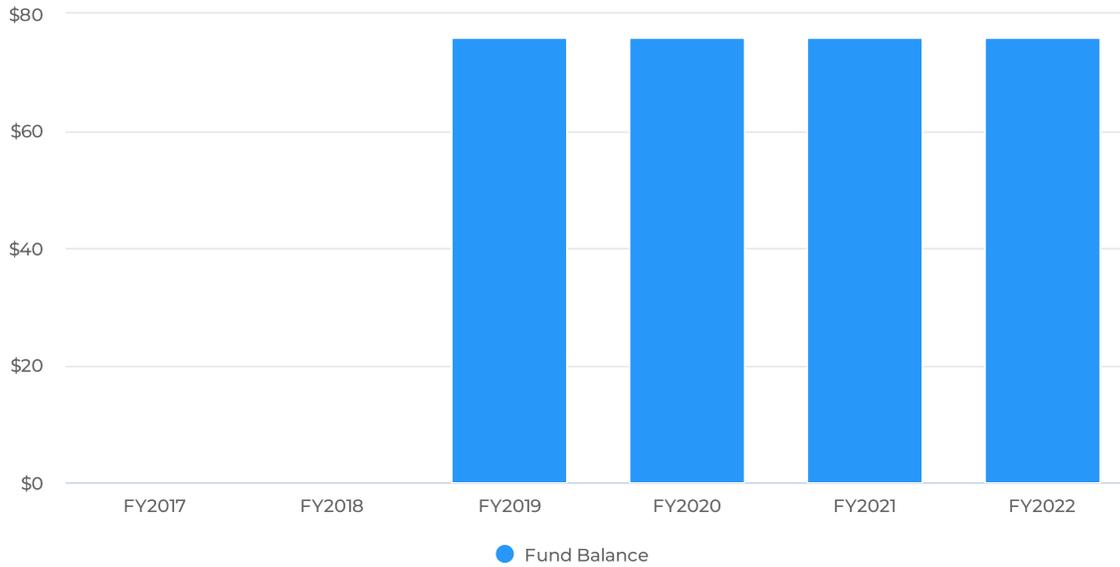
The City of Cotati has completed the grants projects for this fund and as such is not budgeting any revenue or expenditures for FY2022. We will continue to look for more CDBG grant opportunity for projects within the City.



# Fund Balance

The fund balance is to be reduced to \$0 from the Fiscal Year 2019/20 balance of \$76 as the capital projects supported by this grant have now completed.

## Fund Balance Projections





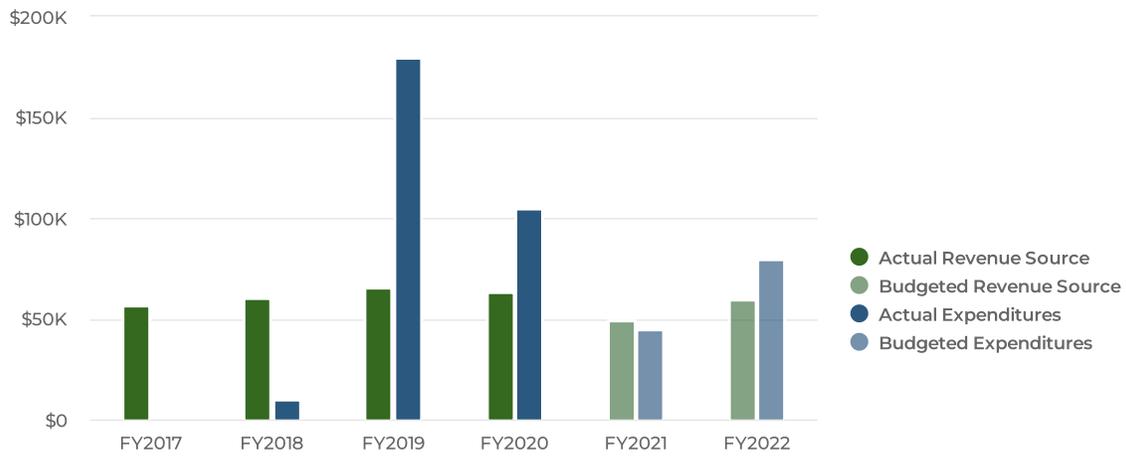
## MTC Street

### Fund 204

This fund is utilized for revenues received for transportation and streets programs and funded by the Metropolitan Transportation Commission (MTC) or the Sonoma County Transportation Authority (SCTA). The MTC is the transportation planning, financing, and coordinating agency for the nine-county San Francisco Bay Area. In November of 2004, Sonoma County passed the Traffic Relief Act (Measure M) which provides 0.25% sales tax that is used to maintain local streets, accelerate the widening of Hwy 101, restore and enhance transit services, support the development of passenger rail services and build safe bicycle and pedestrian routes. The Sonoma County Transportation Authority (SCTA) administers the sales tax receipts and distributions of the Sonoma County Measure M revenue.

## Summary

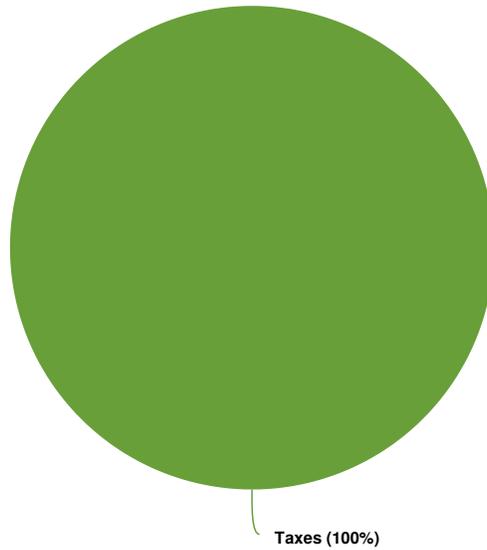
The City of Cotati is projecting \$60,000 of revenue in FY2022, which represents a 20% increase over the prior year. Budgeted expenditures are projected to increase by 78% or \$35,000 in FY2022, as funds are being utilized for local streets projects that were placed on hold during the Covid-19 crisis.



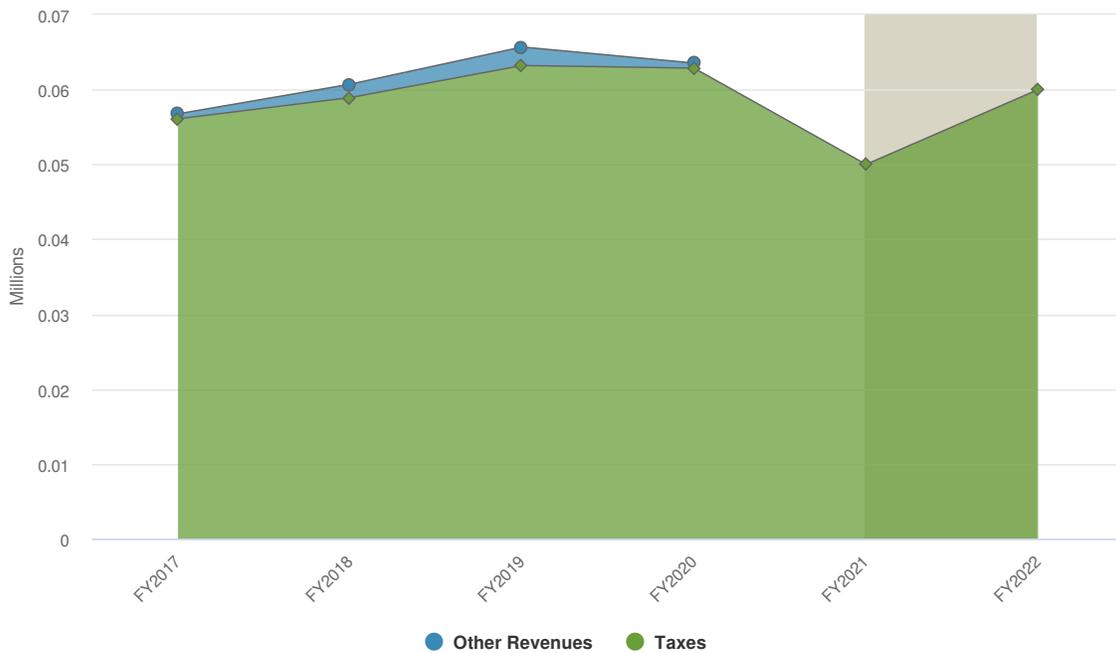
# Revenues by Source

Measure M Streets is derived from a regional sales tax and as such the revenue projections are generated based on sales tax trends and known economic factors that are impacting regional sales or tax law.

## Projected 2022 Revenues by Source



## Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Taxes	\$58,928	\$63,216	\$62,862	\$50,000	\$63,621	\$60,000	20%
Other Revenues	\$1,785	\$2,473	\$681	\$0	\$100	\$0	0%
<b>Total Revenue Source:</b>	<b>\$60,713</b>	<b>\$65,689</b>	<b>\$63,543</b>	<b>\$50,000</b>	<b>\$63,721</b>	<b>\$60,000</b>	<b>20%</b>

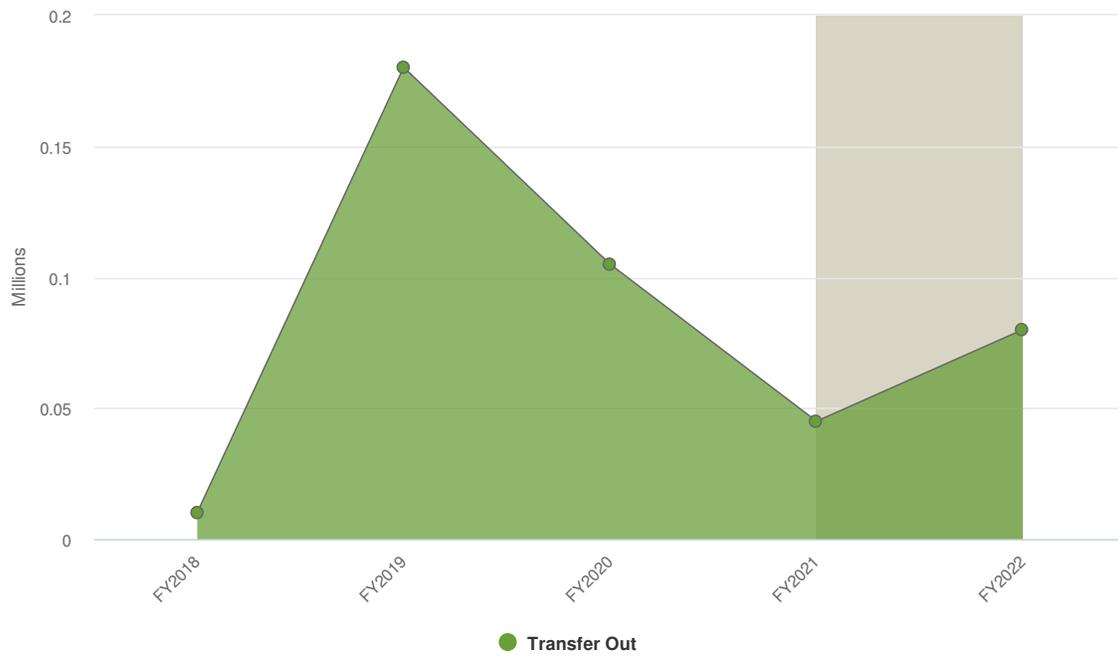
## Expenditures by Expense Type

Measure M Streets is utilized for the maintenance and refurbishment of our local roads and bicycle safety projects. As such, all expenditures are related to transfers out to the capital projects funds that account for the expenditures for such projects.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



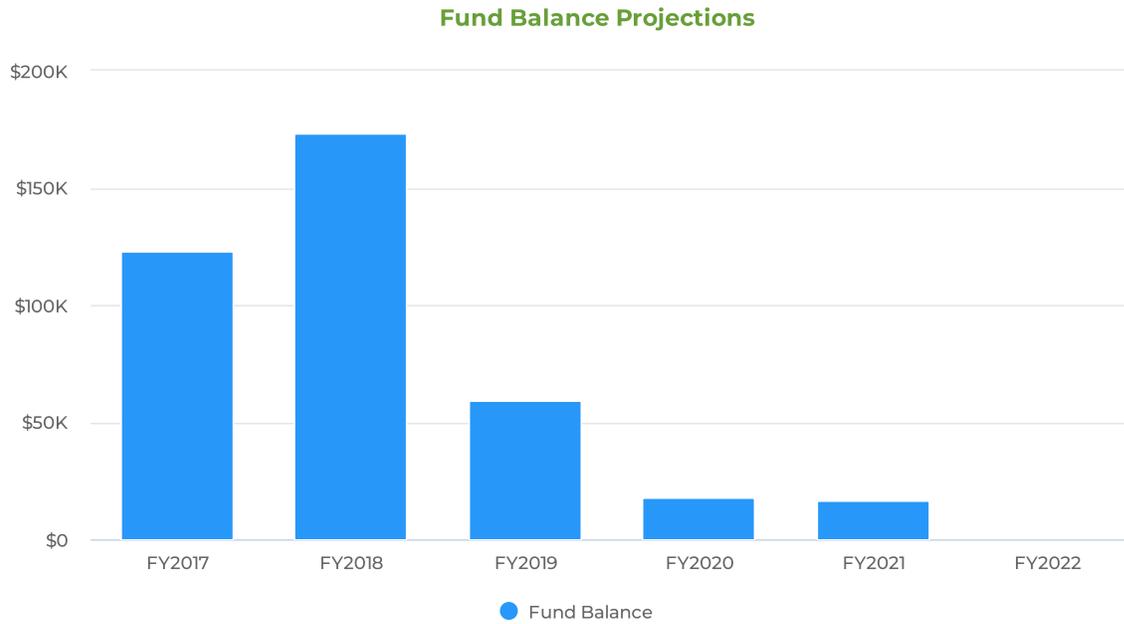
Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Transfer Out	\$10,138	\$180,128	\$104,970	\$45,000	\$65,000	\$80,000	77.8%
<b>Total Expense Objects:</b>	<b>\$10,138</b>	<b>\$180,128</b>	<b>\$104,970</b>	<b>\$45,000</b>	<b>\$65,000</b>	<b>\$80,000</b>	<b>77.8%</b>



## Fund Balance

The fund balance for Fiscal Year 2021 is to be reduced to \$1,388 as the City utilized the reserves built up and anticipated revenues to support new streets projects.





## Gas Tax

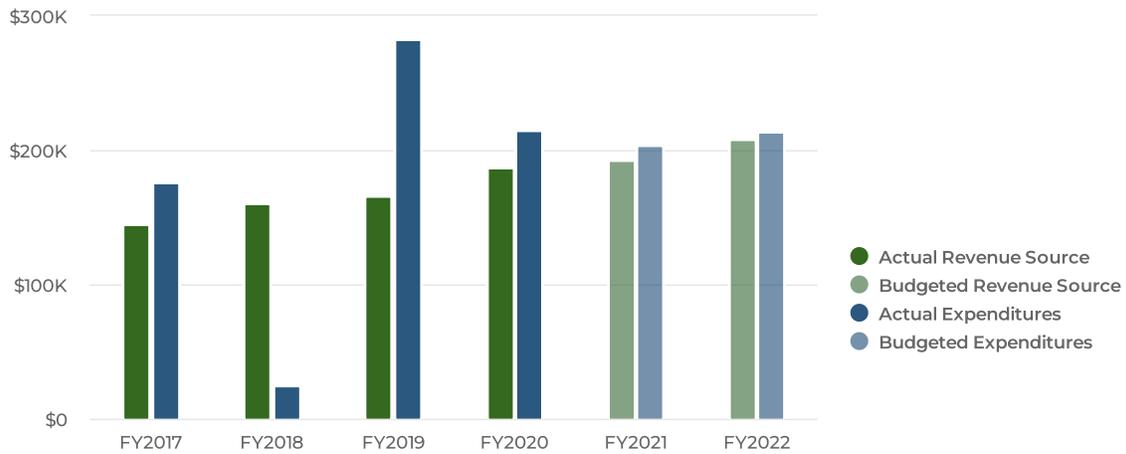
### Fund 203

Funds are received from City of Cotati's share of the Highway User Tax collected by the State from gasoline sales. The Highway Users Tax is also known as the "Motor Vehicle Fuel Tax" and "Gasoline Excise Tax". Proceeds are restricted to the operation and maintenance of city streets.

Funds are received from City of Cotati's share of the Highway User Tax collected by the State from gasoline sales. The Highway Users Tax is also known as the "Motor Vehicle Fuel Tax" and "Gasoline Excise Tax." Proceeds are restricted to the operation and maintenance of city streets.

## Summary

The City of Cotati is projecting \$208.62K of revenue in FY2022, which represents a 8% increase over the prior year. Budgeted expenditures are projected to increase by 4.9% or \$10K to \$214.5K in FY2022.



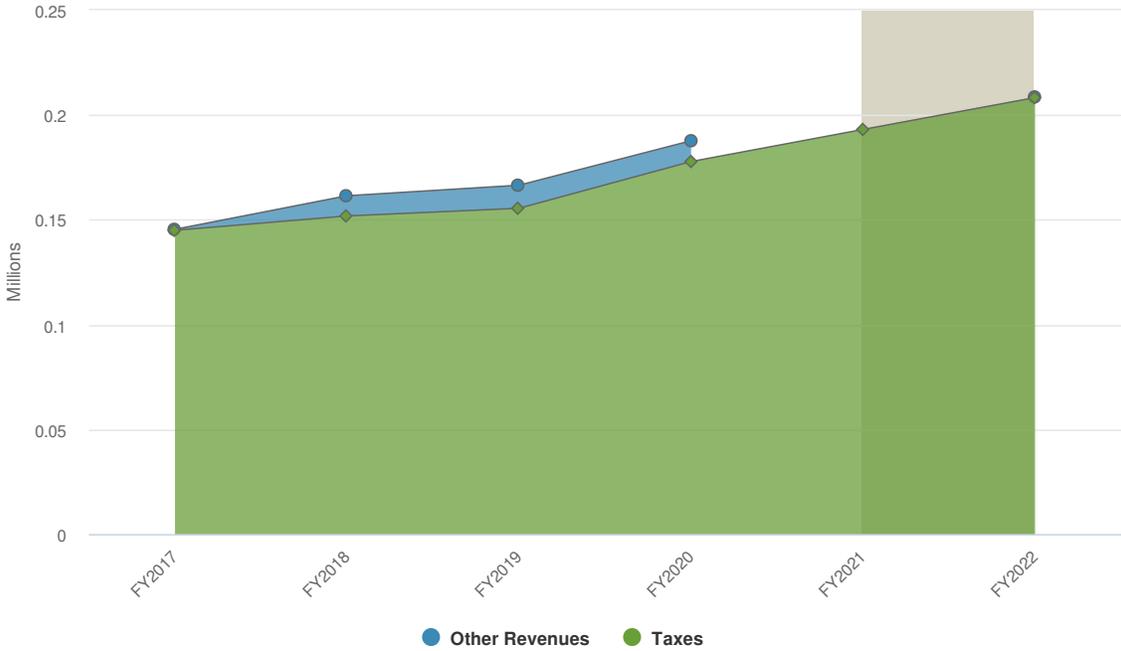
## Revenues by Source

The revenues for this fund are derived from add on Highway User Taxes collected by the State from gasoline sales. The rates for the add-on taxes are disclosed on the Californian department of tax and fee administration site [here](#). Estimates for revenues are derived using the California Local Government Finance Almanac. This consulting firm provides a useful summary of the local streets and road estimates and how they are derived [here](#). Historically the estimates provided by this firm have been deemed fairly accurate and reliable for budgeting purposes.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Taxes	\$151,818	\$155,491	\$177,781	\$193,111	\$168,722	\$208,320	7.9%
Other Revenues	\$9,646	\$11,004	\$9,934	\$0	\$325	\$300	N/A
<b>Total Revenue Source:</b>	<b>\$161,464</b>	<b>\$166,495</b>	<b>\$187,715</b>	<b>\$193,111</b>	<b>\$169,047</b>	<b>\$208,620</b>	<b>8%</b>



# Expenditures by Expense Type

These funds are to be used for road maintenance and rehabilitation and as such the expenditures are primarily made up of transfers to the capital projects funds that hold the total cost of the capital projects being built during a fiscal year, other expenditures include the annual contributions to the SCTA.

## Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

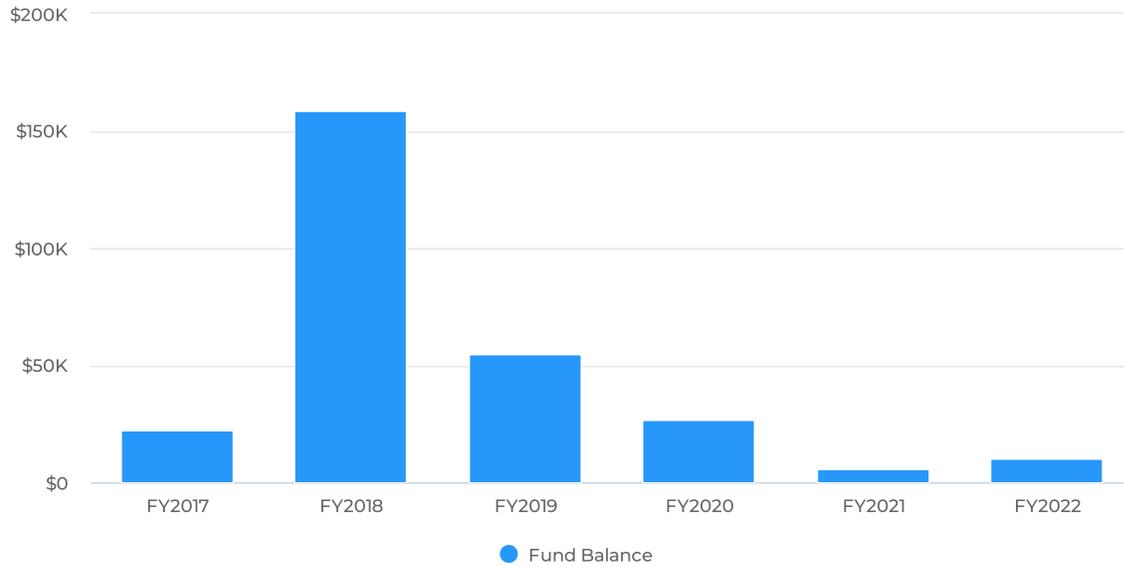
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Contract Services	\$0	\$9,000	\$0	\$0	\$0	\$0	0%
Transfer Out	\$20,828	\$270,192	\$211,088	\$200,000	\$185,000	\$210,000	5%
Contributions	\$4,459	\$4,477	\$4,789	\$4,500	\$4,882	\$4,500	0%
<b>Total Expense Objects:</b>	<b>\$25,287</b>	<b>\$283,669</b>	<b>\$215,877</b>	<b>\$204,500</b>	<b>\$189,882</b>	<b>\$214,500</b>	<b>4.9%</b>



## Fund Balance

The fund balance for Fiscal Year 2021 is to be reduced to about \$0 as the City utilized the reserves built up and anticipated revenues to support new streets projects as intended for these special revenues funds.

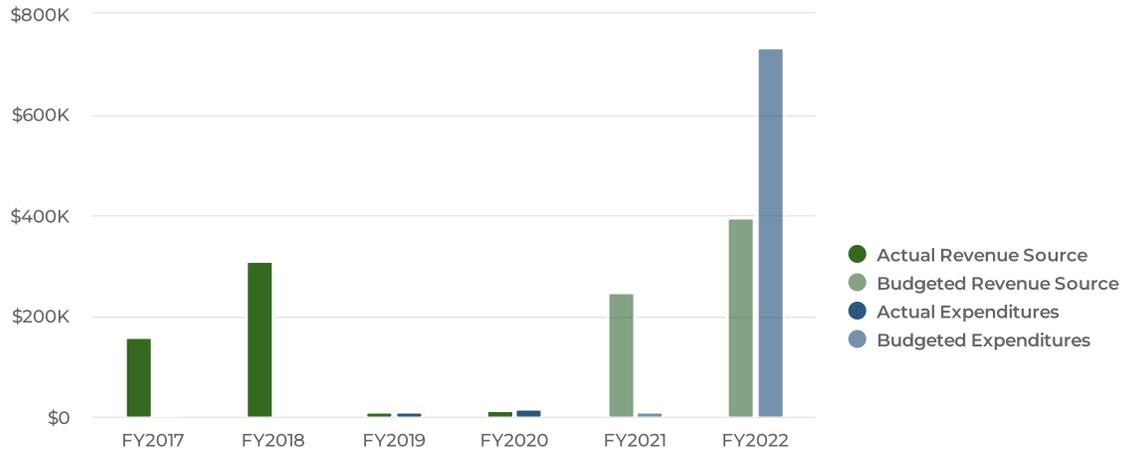
### Fund Balance Projections





### Summary

The City of Cotati is projecting \$396.92K of revenue in FY2022, which represents a 60.1% increase over the prior year. Budgeted expenditures are projected to increase by 6376% or \$723.65K to \$735K in FY2022 as it is strategically utilized for streets and pedestrian safety projects around the City.



## Revenues by Source

These funds are derived from developments based on their projected impact to our roads as impacted by additional traffic flows. Additional revenues for Fiscal year 2022 are anticipated based on the developments within Rohnert Park which also impact the traffic flow through the City as their residents and community members are utilizing E. Cotati Ave. and Old Redwood Highway within the Cotati City limits to access Hwy 101.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



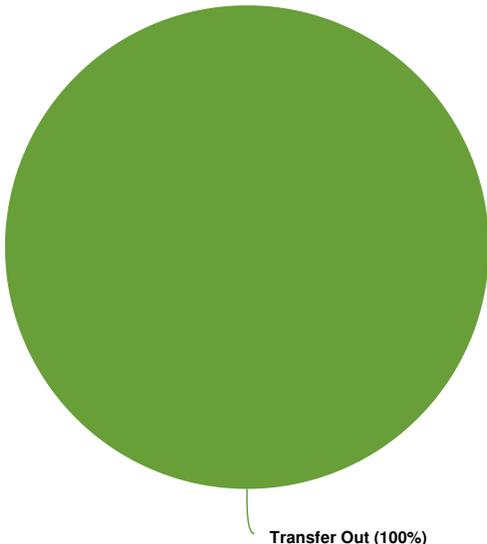
Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$309,940	\$11,467	\$14,939	\$247,920	\$9,000	\$396,920	60.1%
Transfers In	\$0	\$0	\$0	\$0	-\$175,000	\$0	0%
Other Income	\$711	\$142	\$0	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$310,651</b>	<b>\$11,609</b>	<b>\$14,939</b>	<b>\$247,920</b>	<b>-\$166,000</b>	<b>\$396,920</b>	<b>60.1%</b>

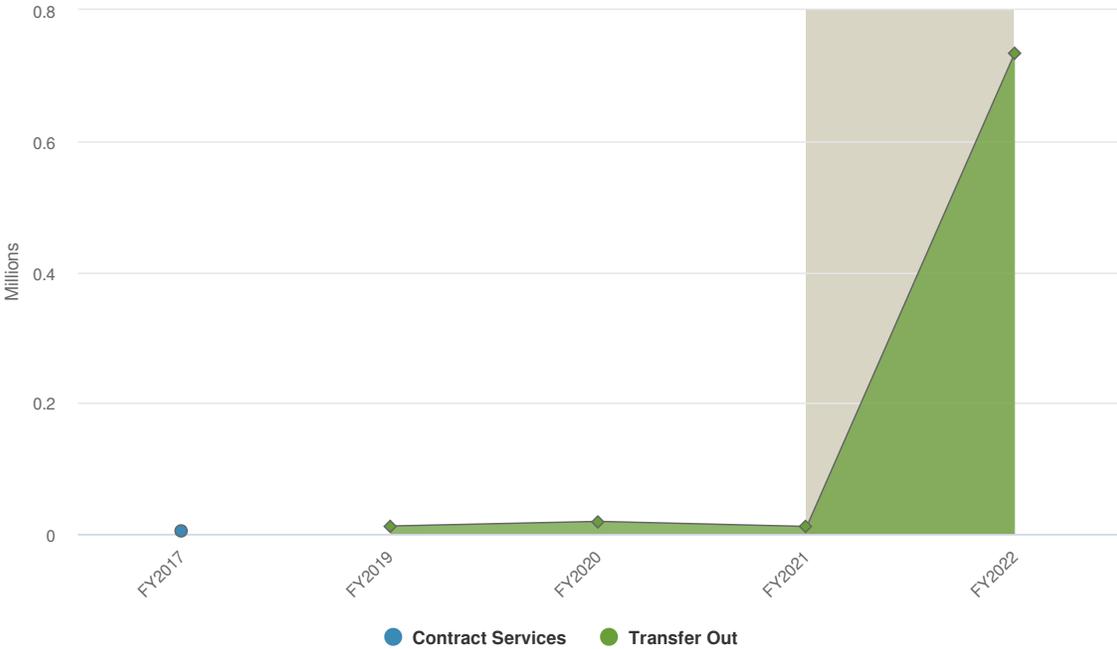


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

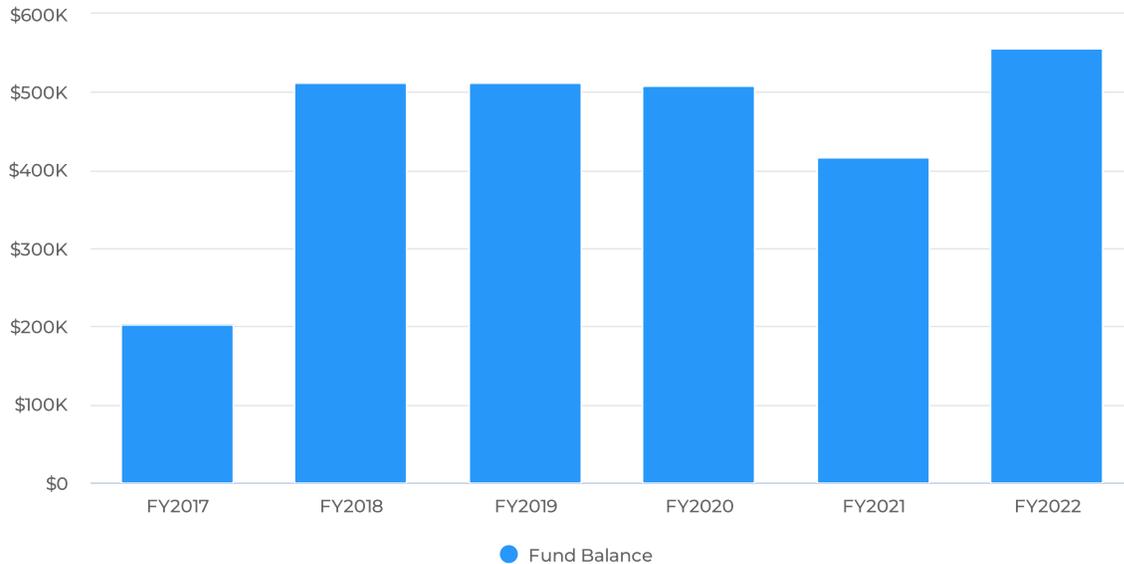


Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Transfer Out	\$0	\$12,000	\$19,052	\$11,350	\$0	\$735,000	6,375.8%
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$19,052</b>	<b>\$11,350</b>	<b>\$0</b>	<b>\$735,000</b>	<b>6,375.8%</b>

## Fund Balance

The fund balance for Fiscal year 2022 is anticipated to be reduced by \$403K or 97% as the retained fund balance is being utilized to support the old redwood highway traffic flow program as well as other traffic mitigation factors included within other streets improvement projects in the City.

### Fund Balance Projections





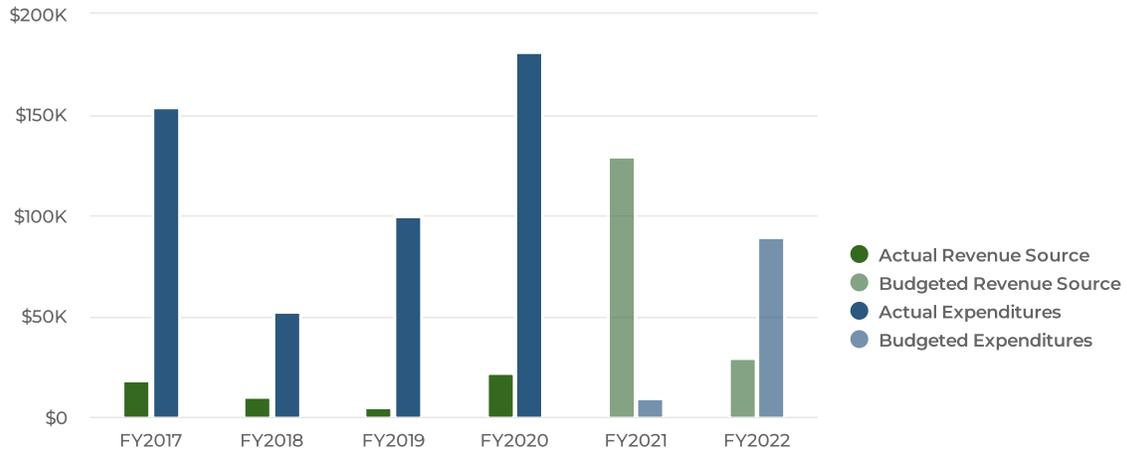
# Park In-Lieu

## Fund 206

Funds are received from development and used for park development and improvement program.

### Summary

The City of Cotati is projecting \$30K of revenue in FY2022, which represents a 76.9% decrease over the prior year. Budgeted expenditures are projected to increase by 800% or \$80K to \$90K in FY2022.



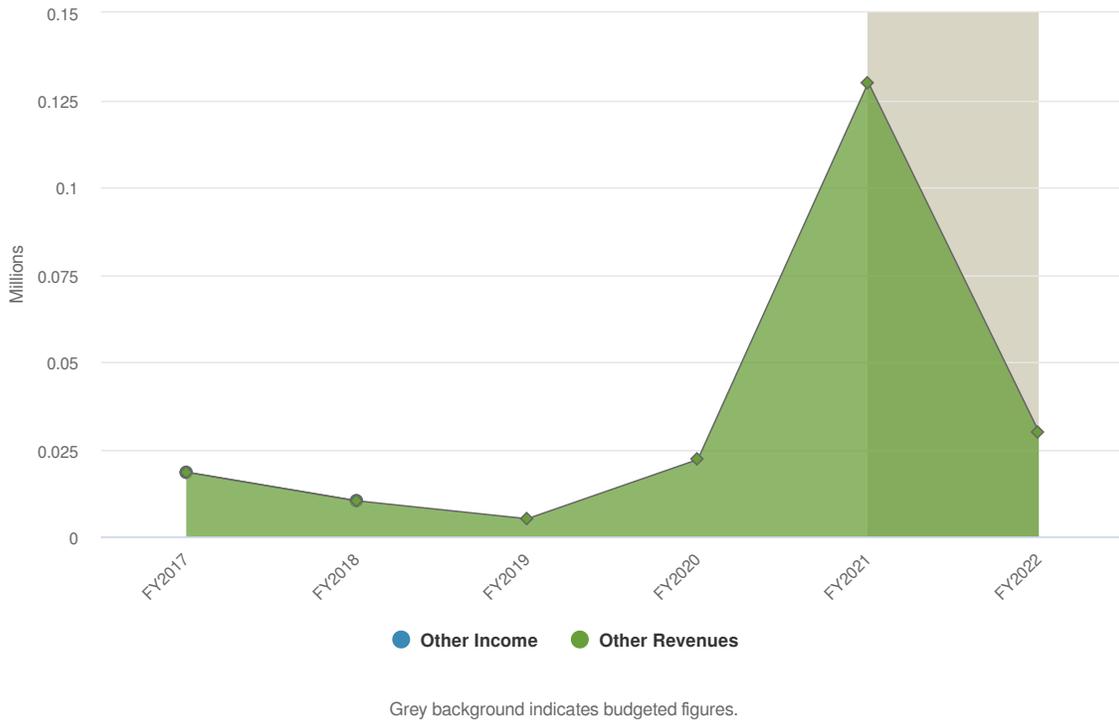
## Revenues by Source

Revenues for the Park In-lieu funds are derived from development and are projected based on existing development projects that have started construction and as such revenues are more certain and can be reasonably calculated. The revenues projected for Fiscal year 2021 and 2022 represent the expected balance from the Kessing Ranch development.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$10,212	\$5,077	\$22,030	\$130,000	\$75,250	\$30,000	-76.9%
Other Income	\$2	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$10,214</b>	<b>\$5,077</b>	<b>\$22,030</b>	<b>\$130,000</b>	<b>\$75,250</b>	<b>\$30,000</b>	<b>-76.9%</b>

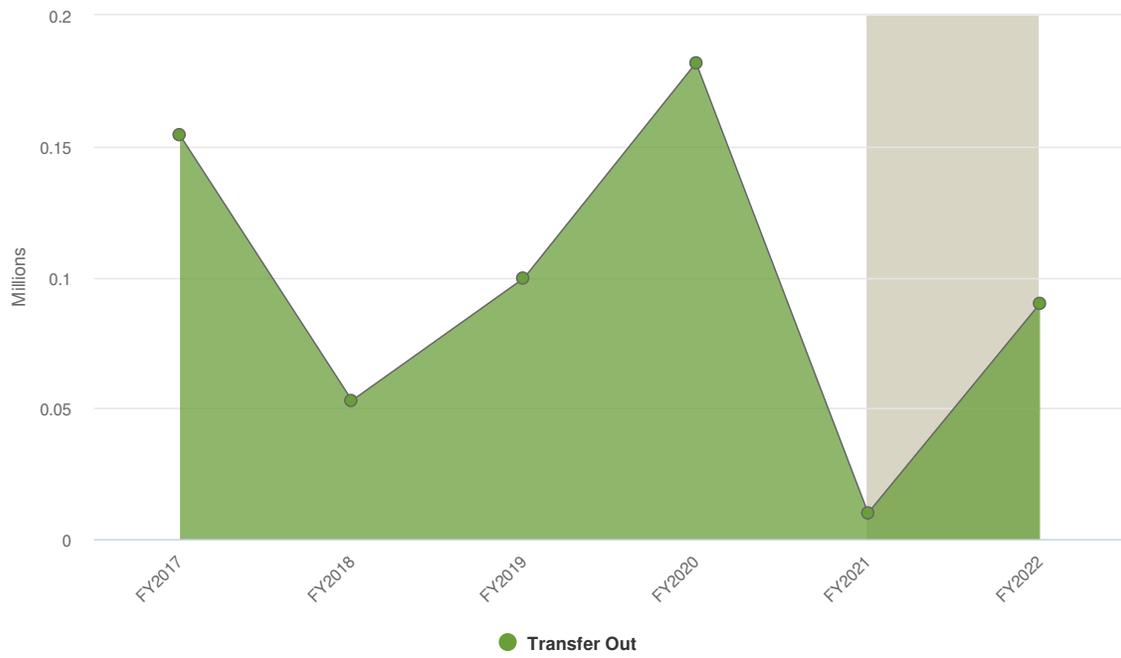
## Expenditures by Expense Type

Expenditures for this fund are transfers out to the capital projects funds where the parks projects are expended. For Fiscal year 2022 funds are expected to be utilized for the Kotate Park improvement project.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

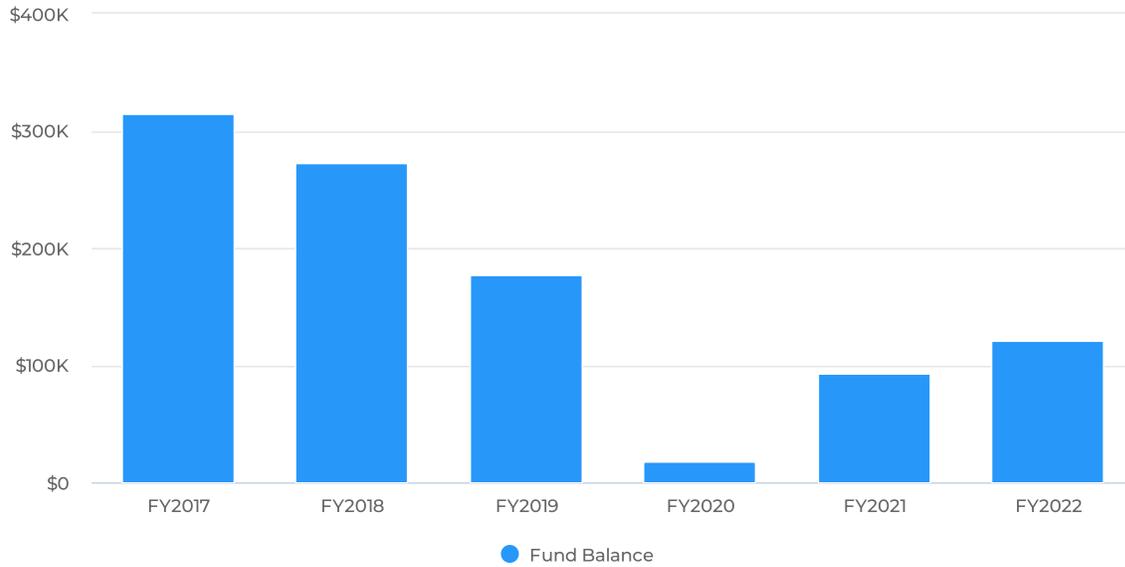
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Transfer Out	\$52,931	\$99,672	\$181,830	\$10,000	\$0	\$90,000	800%
<b>Total Expense Objects:</b>	<b>\$52,931</b>	<b>\$99,672</b>	<b>\$181,830</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$90,000</b>	<b>800%</b>



# Fund Balance

The fund balance for Fiscal year 2022 is anticipated to be reduced by \$85K or 1063% as the retained reserves are utilized for parks projects within the City.

## Fund Balance Projections





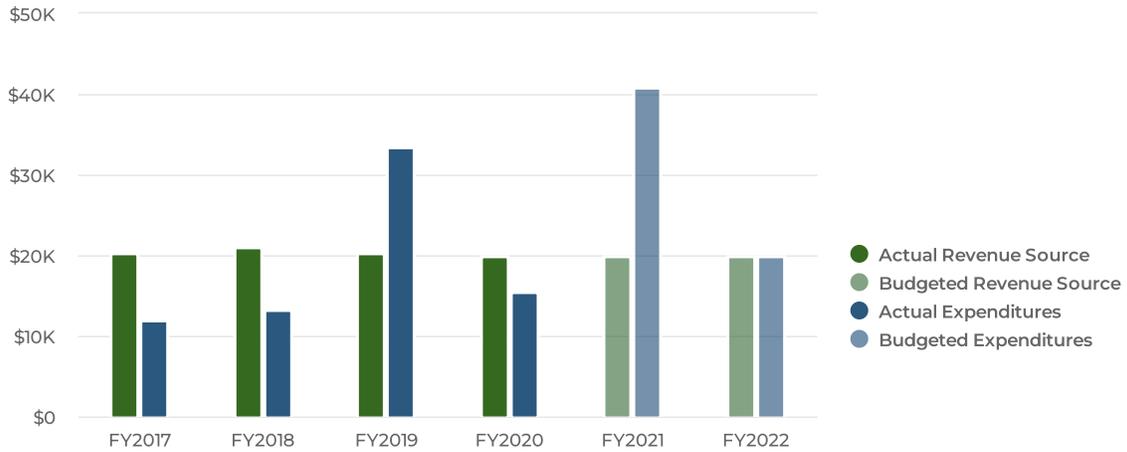
# PEG Fees

## Fund 208

Public Education and Government access (PEG) grant funding are special funds received for public, educational and government transparency by broadcasting public meetings.

### Summary

The City of Cotati is projecting \$20K of revenue in FY2022, which is consistent with the prior years revenues. Budgeted expenditures are projected to decrease by 51.2% or \$21K to \$20K in FY2022 as there is approximately \$41K in funds, an increase of 25K or 162% incurred in the prior year 2021 to support new broadcasting technology required to meet the needs of our community during the Covid-19 crisis.



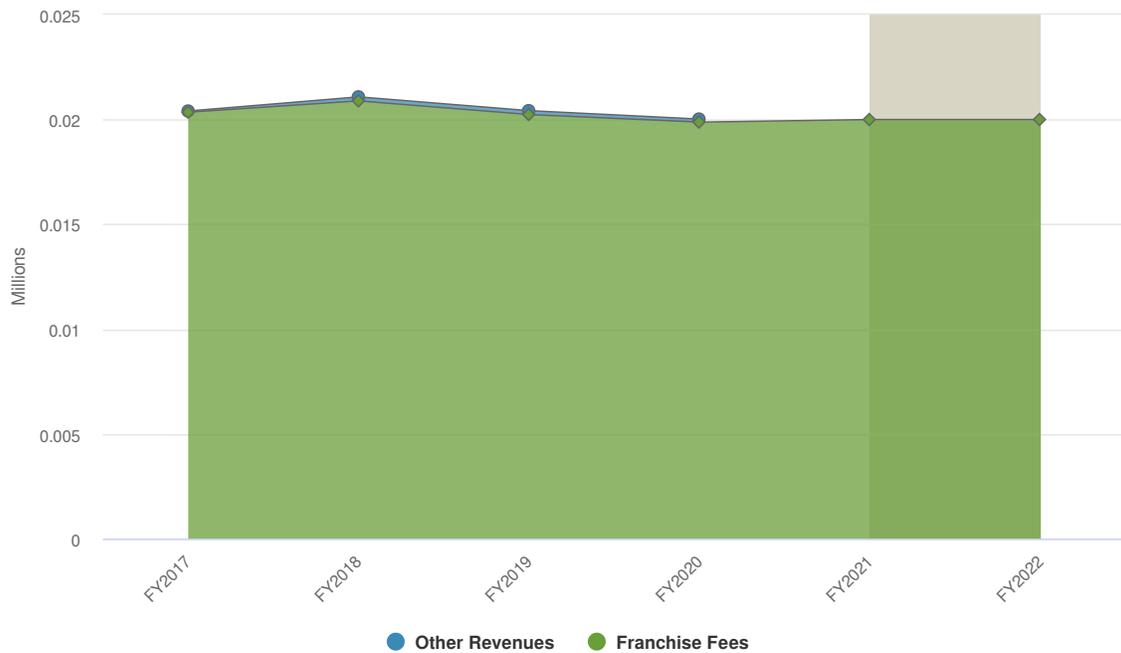
## Revenues by Source

PEG revenues are derived from Franchise Fees collected from video service providers holding state-issued franchises to operate within the. These estimated revenues are derived based on historical trends.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.



Name	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Franchise Fees	\$20,351	\$20,889	\$20,237	\$20,000	\$18,700	\$20,000	0%
Other Revenues	\$55	\$192	\$186	\$0	\$100	\$0	0%
<b>Total Revenue Source:</b>	<b>\$20,406</b>	<b>\$21,081</b>	<b>\$20,423</b>	<b>\$20,000</b>	<b>\$18,800</b>	<b>\$20,000</b>	<b>0%</b>

## Expenditures by Expense Type

Expenditures for this fund are typically for equipment upgrades or replacement as well as contract services for local broadcasting of meetings and other public information.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

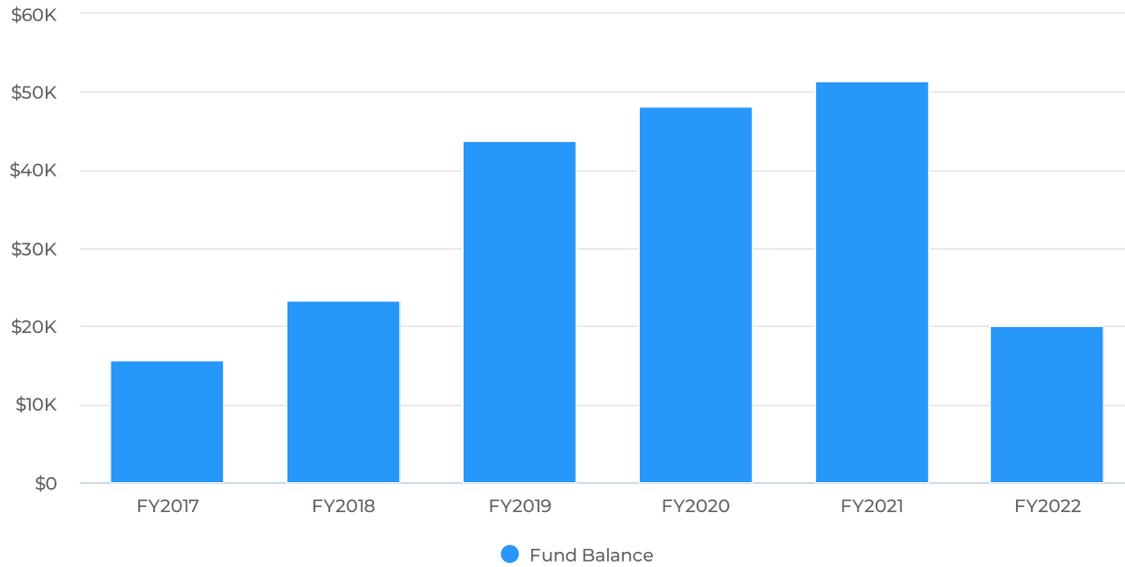
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Contract Services	\$0	\$5,000	\$2,415	\$0	\$1,500	\$0	0%
Other Expense	\$13,420	\$20,742	\$13,218	\$21,000	\$14,123	\$20,000	-4.8%
Capital Outlay	\$0	\$7,716	\$0	\$20,000	\$0	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$13,420</b>	<b>\$33,458</b>	<b>\$15,633</b>	<b>\$41,000</b>	<b>\$15,623</b>	<b>\$20,000</b>	<b>-51.2%</b>



## Fund Balance

The fund balance for Fiscal year 2022 is projected to decrease due to the use of funds for ongoing system improvements for providing more accessible broadcasting in fiscal year 2022.

### Fund Balance Projections





## **Asset Seizure & Forfeiture**

### **Fund 210**

This fund is utilized for the express purpose to receive the proceeds of seizures and forfeitures, and to pay the costs associated with such forfeitures including: the costs of managing and disposing of property, satisfying valid liens, mortgages, and other innocent owner claims, and costs associated with accomplishing the legal forfeiture of the property.

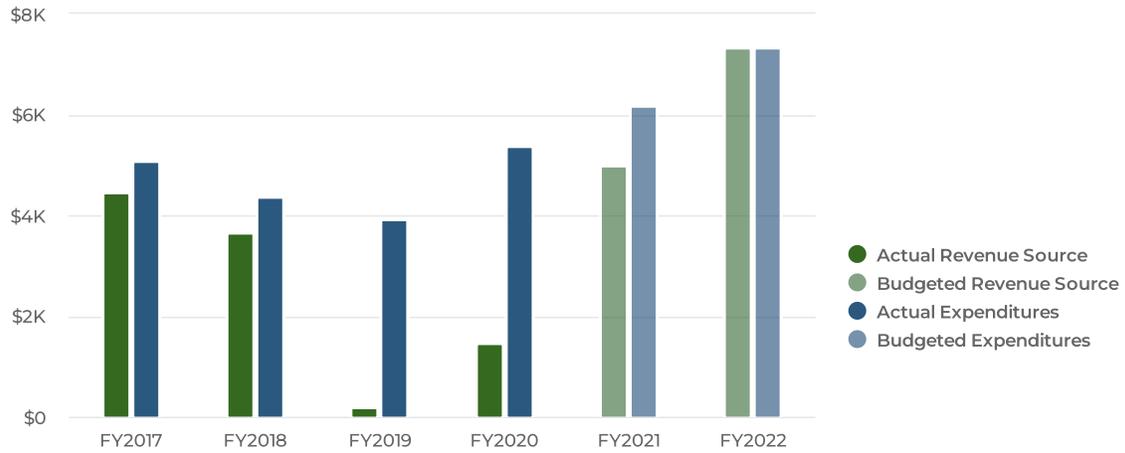


## K-9 Program

This fund accounts for funds received from private donations that are utilized for the Police Department K-9 program that provides for police officers safety, narcotics enforcement, and community relations.

### Summary

The City of Cotati is projecting \$7.34K of revenue in FY2022, which represents a 46.8% increase over the prior year. Budgeted expenditures are projected to increase by 18.4% or \$1.14K to \$7.34K in FY2022.



## Revenues by Source

This fund is primarily funded by contributions from local business and citizens in order to support the K-9 program at the Police Department. Due to the passing of Measure G and now it's replacement Measure S, there are now transfer balances from the general fund that supplement funds needed to pay for the training and supplies needed for Remo our K-9.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

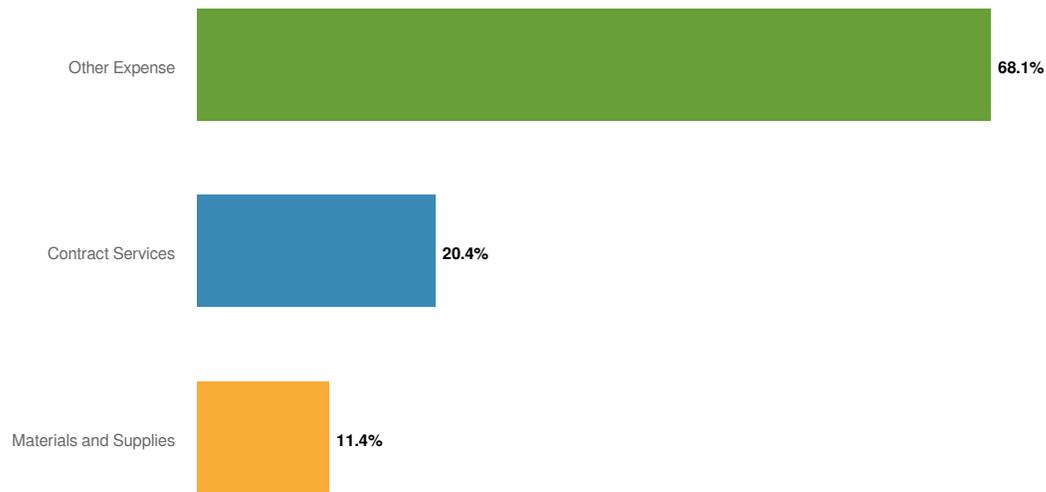


Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$124	\$150	\$50	\$0	\$0	\$0	0%
Contributions	\$3,564	\$45	\$1,437	\$5,000	\$300	\$0	-100%
Transfers In	\$0	\$0	\$0	\$0	\$3,871	\$7,340	N/A
<b>Total Revenue Source:</b>	<b>\$3,688</b>	<b>\$195</b>	<b>\$1,487</b>	<b>\$5,000</b>	<b>\$4,171</b>	<b>\$7,340</b>	<b>46.8%</b>

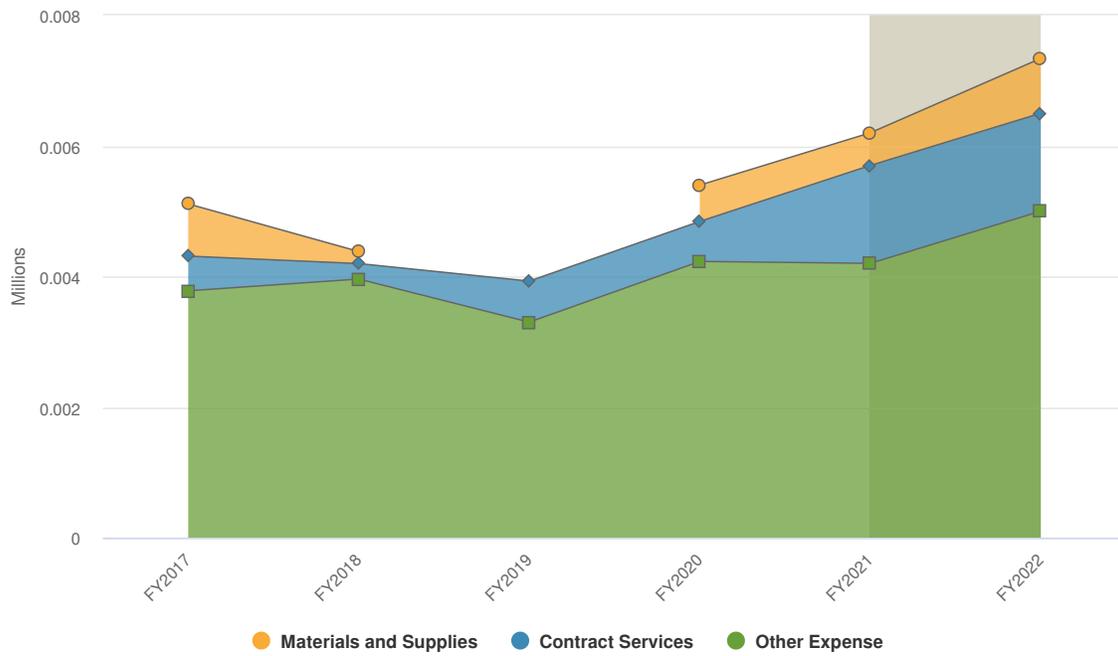
## Expenditures by Expense Type

This fund pays for the expense related to the K-9 program including ongoing training, veterinarian visits and supplies.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

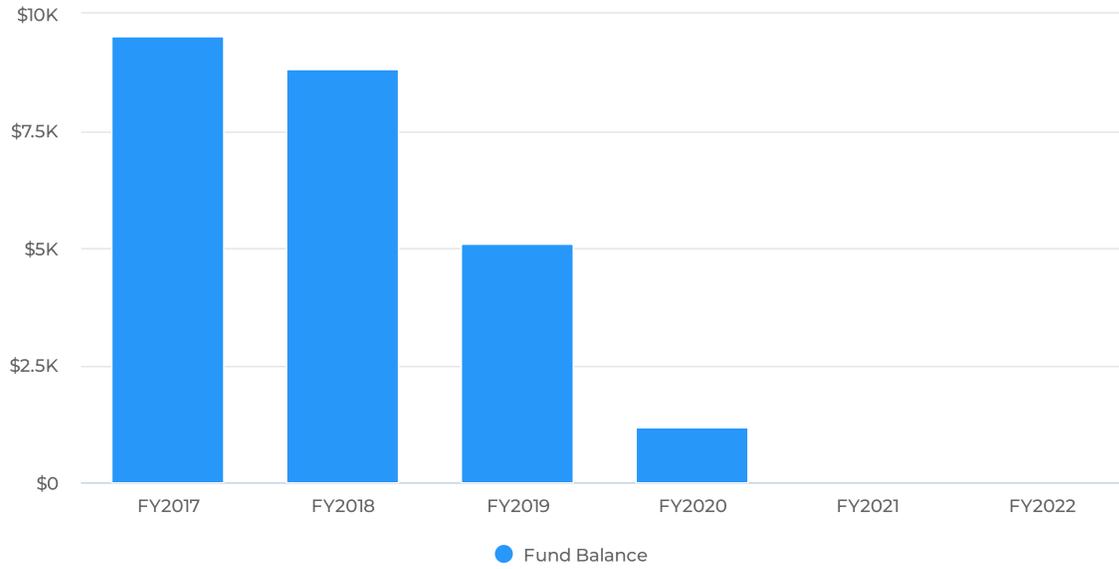
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Materials and Supplies	\$185	\$0	\$556	\$500	\$850	\$840	68%
Contract Services	\$237	\$629	\$613	\$1,500	\$0	\$1,500	0%
Other Expense	\$3,960	\$3,300	\$4,230	\$4,200	\$4,500	\$5,000	19%
<b>Total Expense Objects:</b>	<b>\$4,382</b>	<b>\$3,929</b>	<b>\$5,399</b>	<b>\$6,200</b>	<b>\$5,350</b>	<b>\$7,340</b>	<b>18.4%</b>



## Fund Balance

As contributions to the fund have decreased so has the fund balance. We will continue to maintain this fund for those who wish to make supporting donations to the program in support of Remo our K-9 Officer.

### Fund Balance Projections





# In-Lieu Inclusionary Housing

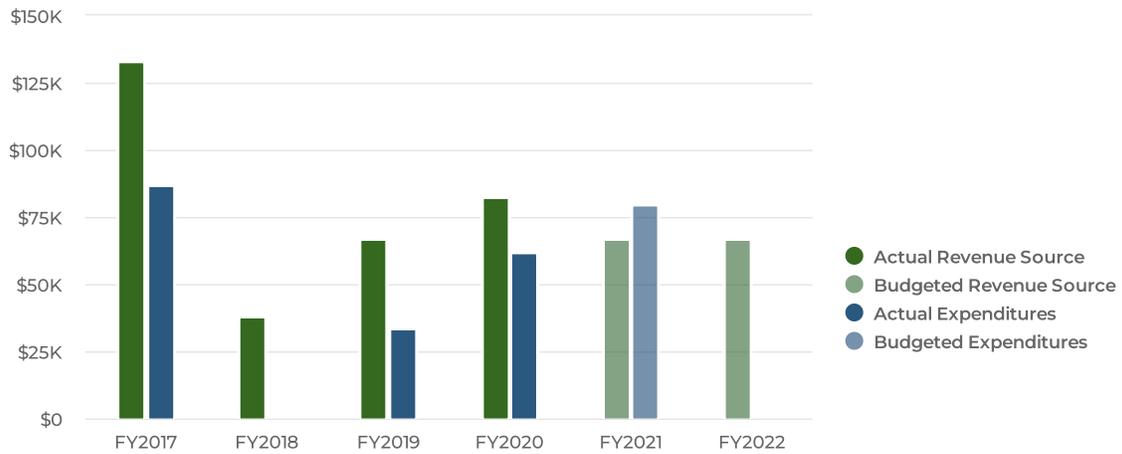
## Fund 216

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

This fund continues to be a major fund as the Assets held by the fund are significant and will be utilized for funding appropriate housing projects going forward.

## Summary

The City of Cotati is projecting \$67.5K of revenue in FY2022, which represents a 0% increase over the prior year. Budgeted expenditures are projected to decrease by 100% or \$80K to N/A in FY2022.



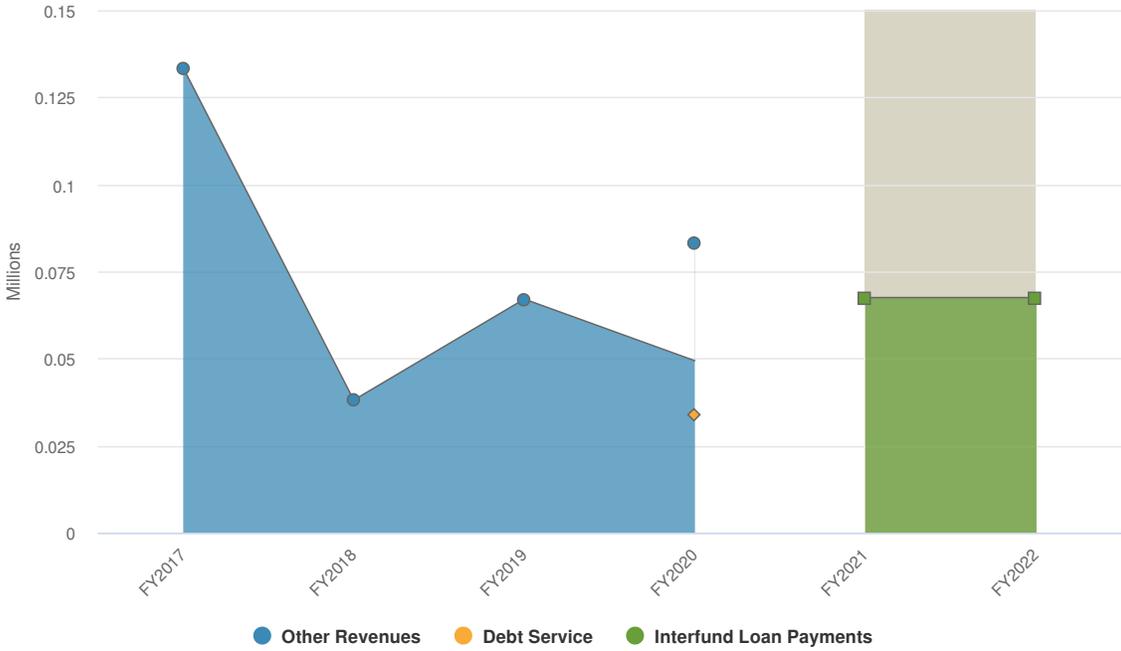
## Revenues by Source

Revenues for the Inclusionary Housing Fund are primarily derived from developments in order to support more affordable housing projects/development. Additionally the fund supported an inter-fund loan to the Sewer Fund and as such has increased revenues based on interest earnings on that loan. The projected revenues for Fiscal Year 2022 are estimated based on known development projects as well as the debt service of the interfund loan.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Interfund Loan Payments	\$0	\$0	\$0	\$67,499	\$23,499	\$67,499	0%
Other Revenues	\$38,066	\$67,069	\$49,363	\$0	\$18,000	\$0	0%
Debt Service	\$0	\$0	\$33,677	\$0	\$44,000	\$0	0%
<b>Total Revenue Source:</b>	<b>\$38,066</b>	<b>\$67,069</b>	<b>\$83,041</b>	<b>\$67,499</b>	<b>\$85,499</b>	<b>\$67,499</b>	<b>0%</b>



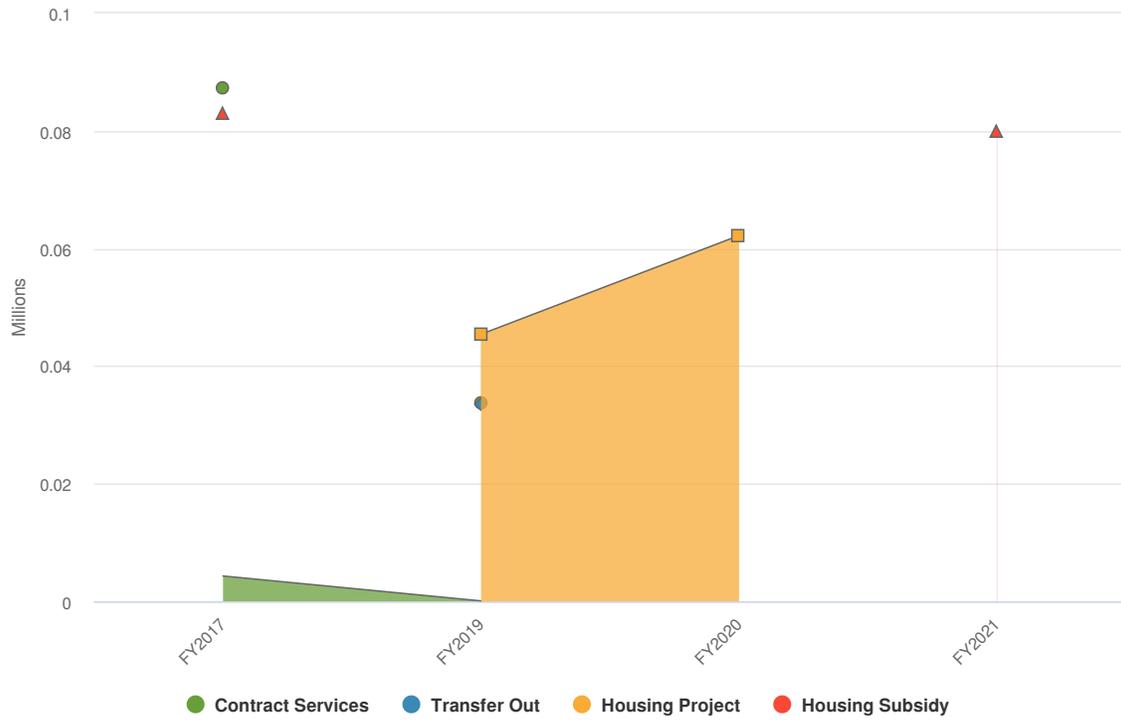
# Expenditures by Expense Type

Expenditures for this fund are primarily for supporting affordable housing development projects as well as housing subsidy costs.

## Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



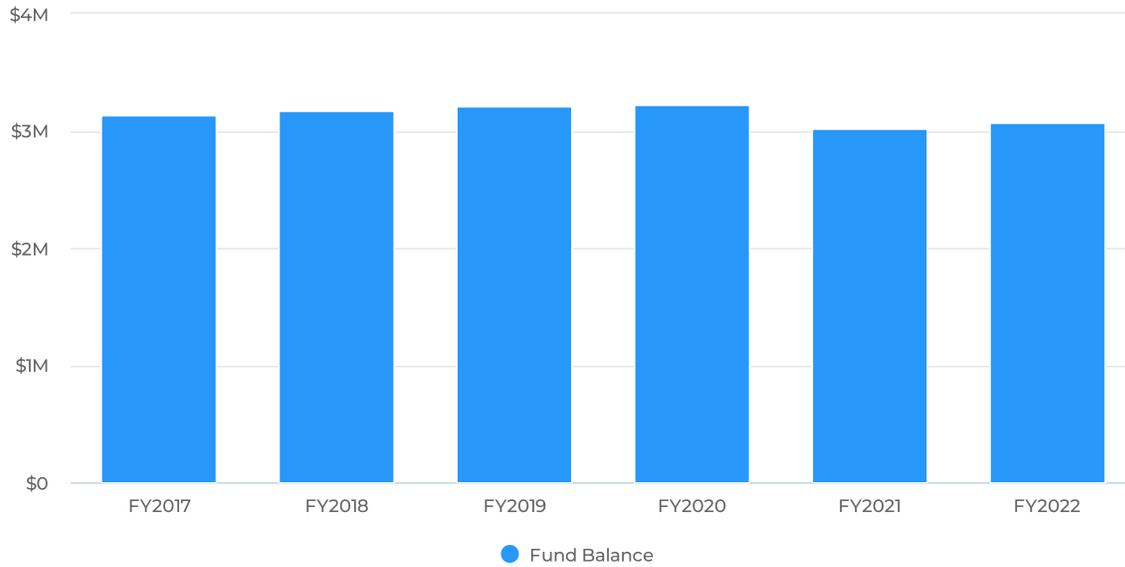
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Contract Services	\$0	\$69	\$0	\$0	\$7,500	\$0	0%
Transfer Out	\$0	-\$11,810	\$0	\$0	\$0	\$0	0%
Housing Subsidy	\$0	\$0	\$0	\$80,000	\$0	\$0	-100%
Housing Project	\$0	\$45,411	\$62,204	\$0	\$280,000	\$0	0%
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$33,670</b>	<b>\$62,204</b>	<b>\$80,000</b>	<b>\$287,500</b>	<b>\$0</b>	<b>-100%</b>



## Fund Balance

The fund balance for this fund makes it a significant fund for the City. No significant change is anticipated for Fiscal year 2022 but is subject to change based on strategic projects that may develop over the coming fiscal year.

### Fund Balance Projections





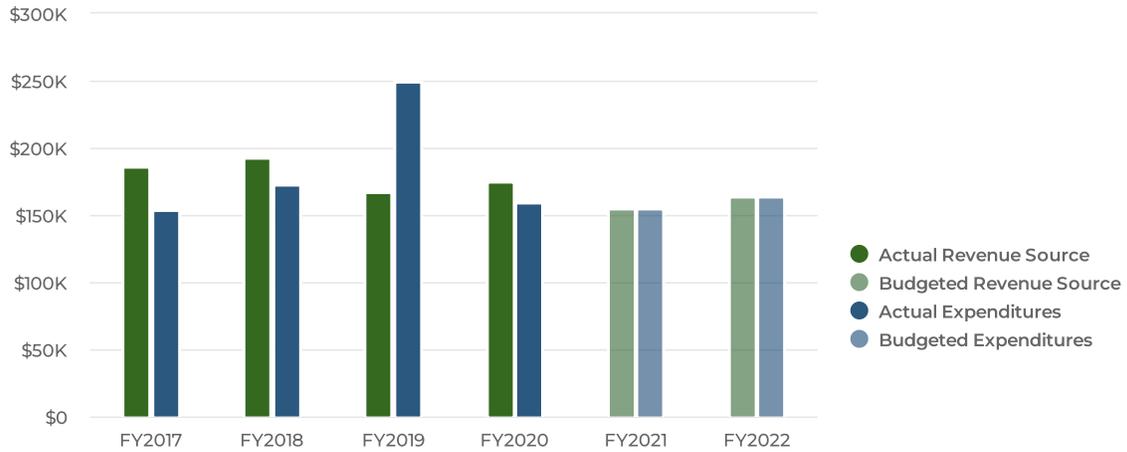
# Public Safety

## Fund 211

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. This fund also includes other Public Safety related grants.

## Summary

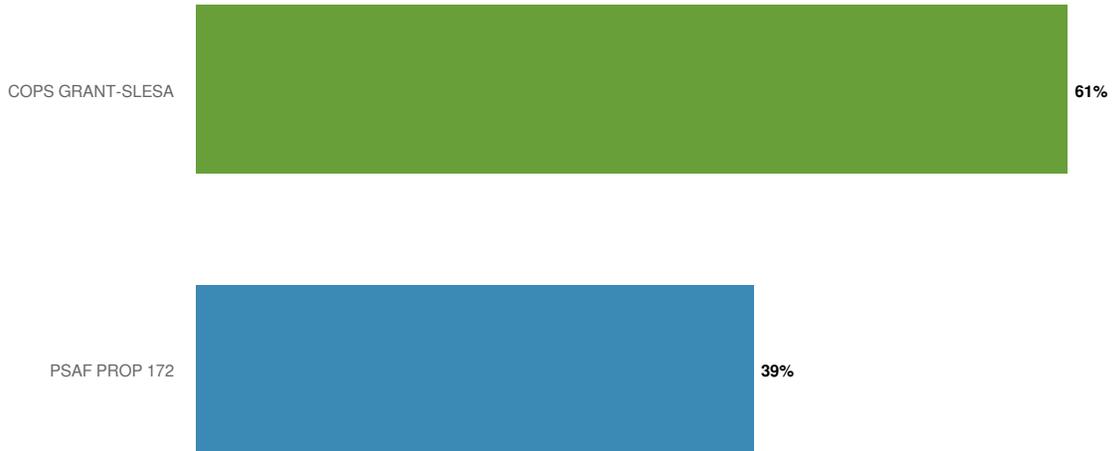
The City of Cotati is projecting \$164K of revenue in FY2022, which represents a 5.1% increase over the prior year. Budgeted expenditures are projected to increase by 5.1% or \$8K to \$164K in FY2022.



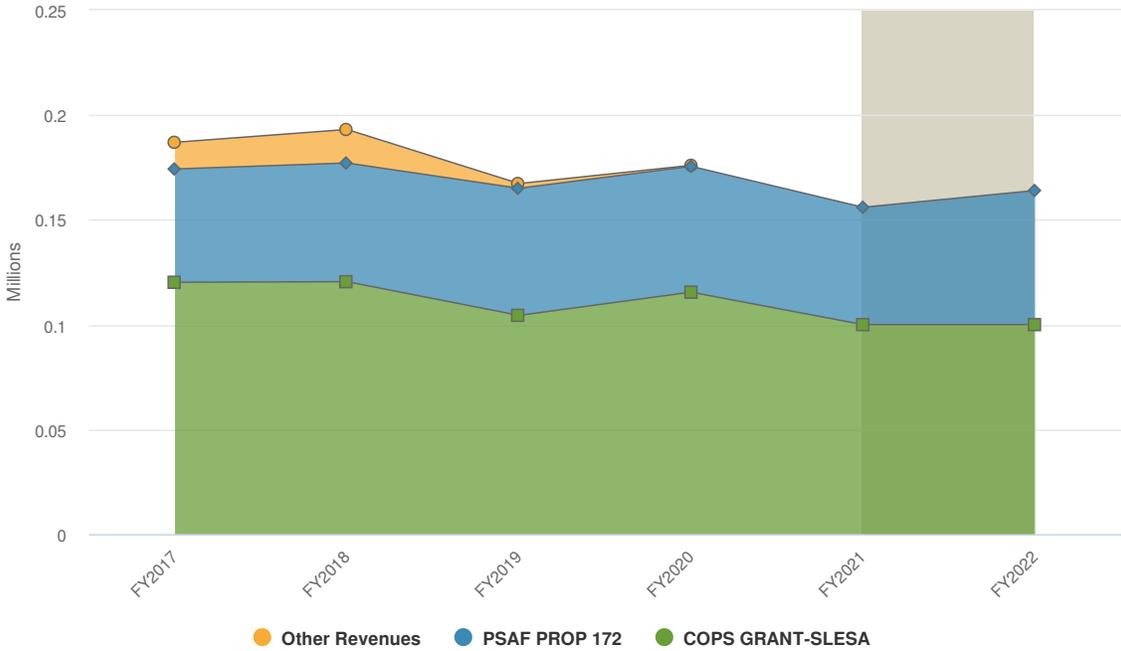
## Revenues by Source

The Public Safety Fund receives revenues from both the Prop 172 and well as the Citizens Option for Public Safety (COPS) Supplemental Law Enforcement Services Account (SLESA) Grants. The Prop 172 is a 1/2 cent sales that is in support of local public safety functions across all of California's Cities and Counties. As this is sales tax derived we utilize our sales tax consultants to assist in estimate creation for the anticipated receipts for each fiscal year. The COPS grant is provided from the State General Funds to local cities and counties in order to support local law enforcement. A summary of these special revenues are available [here](#). Estimates on the annual funding available are calculated based on historical trends as well as projections received by the State.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2021 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source				
PSAF PROP 172	\$62,866	\$56,000	\$64,000	14.3%
Other Revenues	\$485	\$0	\$0	0%
COPS GRANT-SLESA	\$107,807	\$100,000	\$100,000	0%
<b>Total Revenue Source:</b>	<b>\$171,159</b>	<b>\$156,000</b>	<b>\$164,000</b>	<b>5.1%</b>



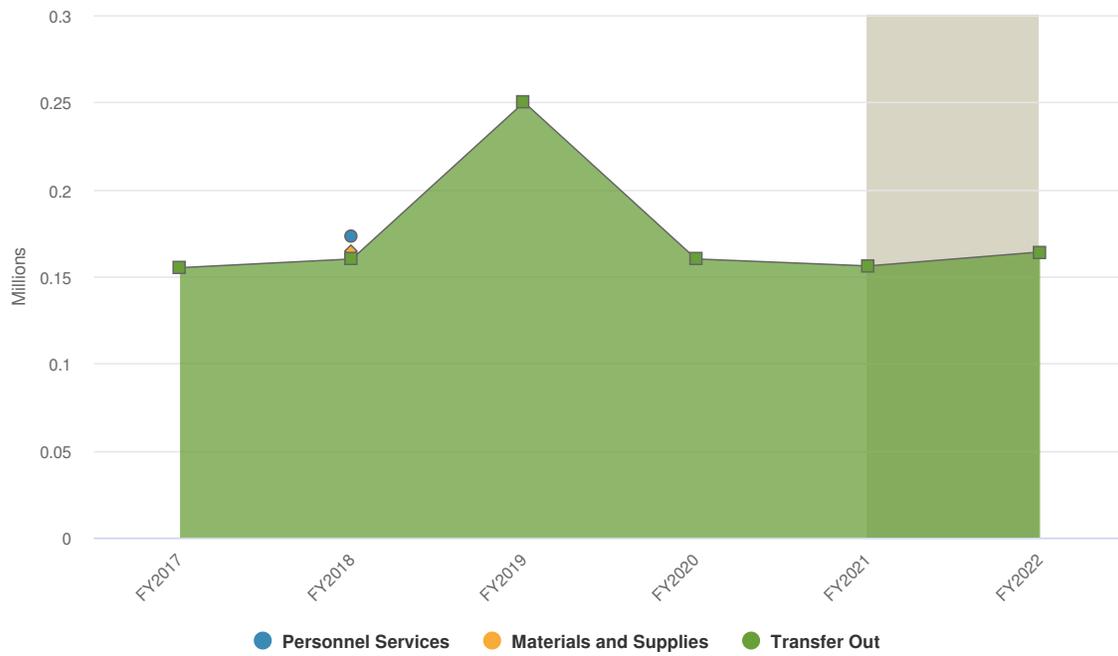
# Expenditures by Expense Type

These special revenues are intended to support the operations of the local police safety program and as such are included within the budget as transfers out to the General Fund which maintains the full costs of operations for the Police Department.

## Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

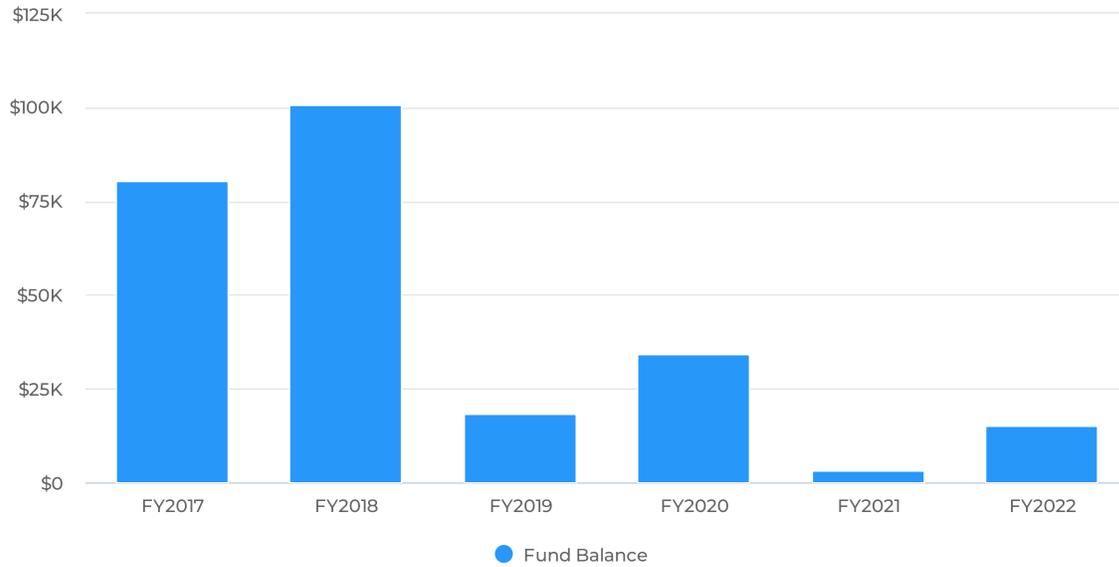
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$7,880	\$0	\$0	\$0	\$0	\$0	0%
Materials and Supplies	\$4,981	\$0	\$0	\$0	\$0	\$0	0%
Transfer Out	\$160,000	\$250,000	\$160,000	\$156,000	\$190,000	\$164,000	5.1%
<b>Total Expense Objects:</b>	<b>\$172,861</b>	<b>\$250,000</b>	<b>\$160,000</b>	<b>\$156,000</b>	<b>\$190,000</b>	<b>\$164,000</b>	<b>5.1%</b>



## Fund Balance

The fund balance for Fiscal year 2022 is estimated to be \$3K consistent with the prior year. This fund balance is expected to remain low as the funding is to be used to support current police services.

### Fund Balance Projections





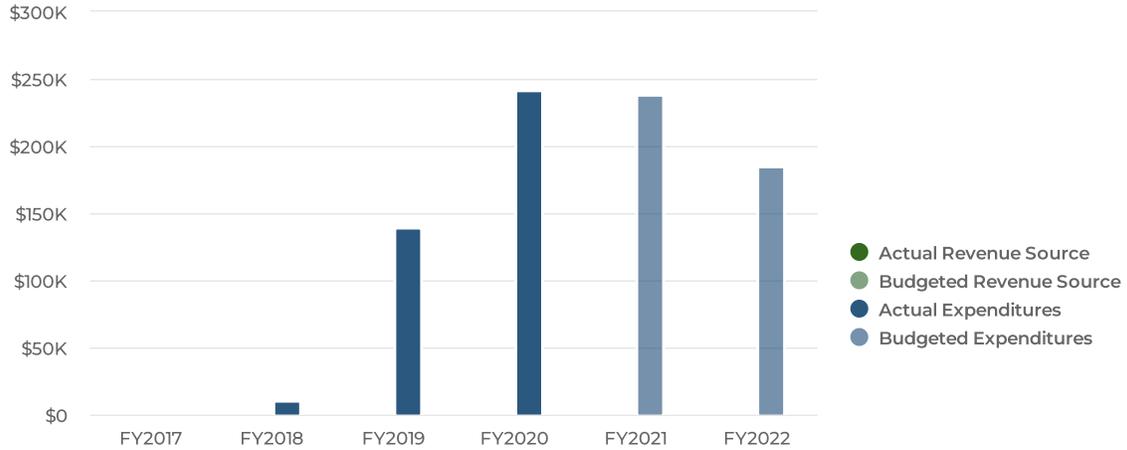
# Excess Bond Proceeds

## Fund 219

To account for excess funds available from previously issued bonds. Used for strategic one-time investments for economic development.

### Summary

The City of Cotati is not projecting any revenues as this fund was generated based on historical one time receipts. As funding continues to be used for strategic economic development projects the expenditures are projected to decrease by 22% or \$52.56K to \$186K in FY2022.



### Expenditures by Expense Type

#### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



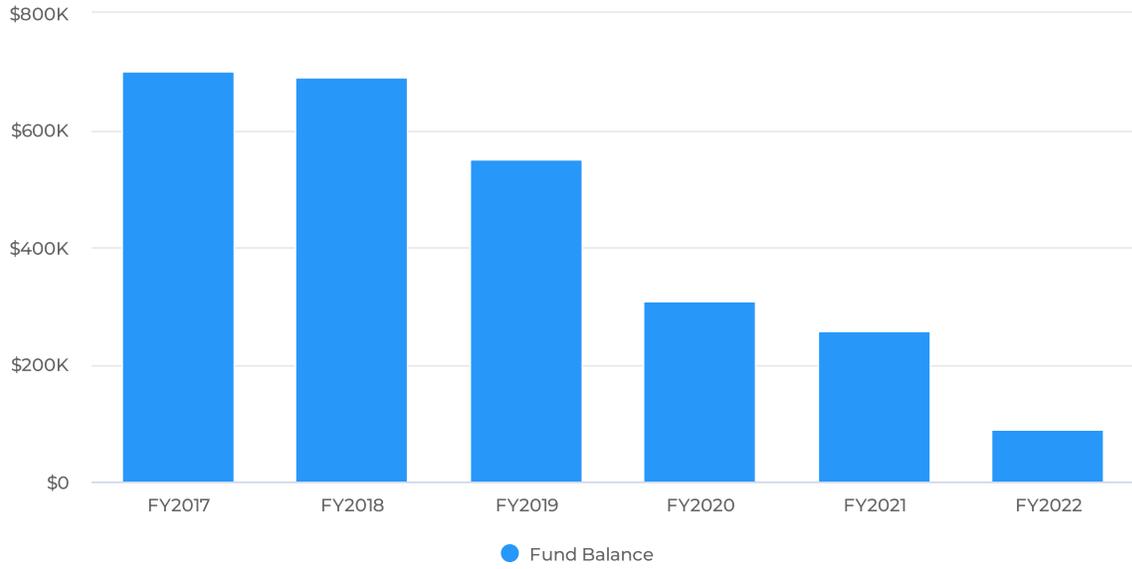
Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Contract Services	\$11,189	\$139,416	\$242,139	\$238,557	\$50,000	\$186,000	-22%
Other Expense	\$0	\$30	\$0	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$11,189</b>	<b>\$139,446</b>	<b>\$242,139</b>	<b>\$238,557</b>	<b>\$50,000</b>	<b>\$186,000</b>	<b>-22%</b>



# Fund Balance

## Fund Balance Projections





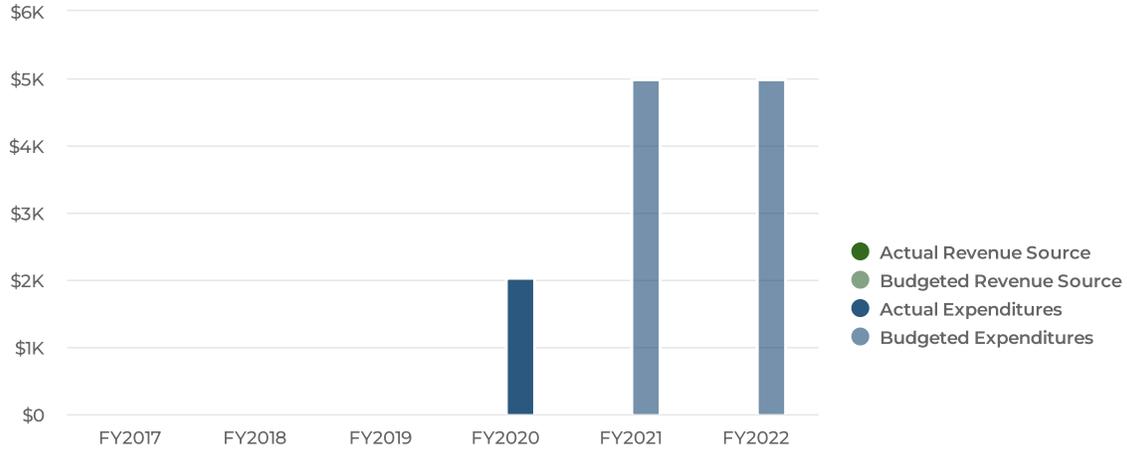
# Community Facilities District

## Fund 220

To account for funds received to provide enhanced services to designated CFD's in the City.

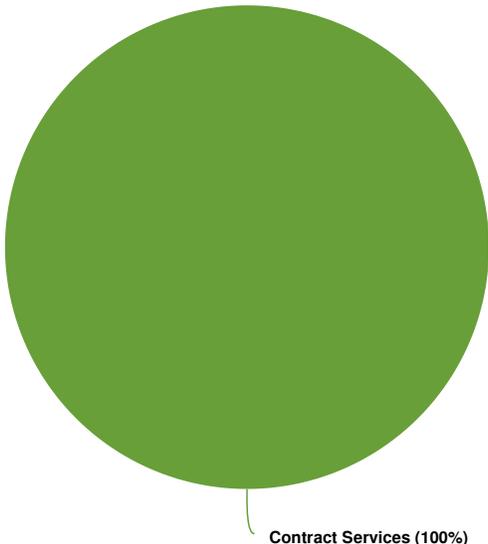
## Summary

This fund represents new assessment fees on new developments to be used to supplement the additional funding requirements for maintaining services. As new development projects are completed additional revenues are anticipated to increase as well as the correlating expenditures for transfers out to the general funds departments supporting the additional needs of the community. Current budgeted expenditures relate to the contract services used to maintain the assessment districts information and calculations of appropriate independent costs modeling for collections.

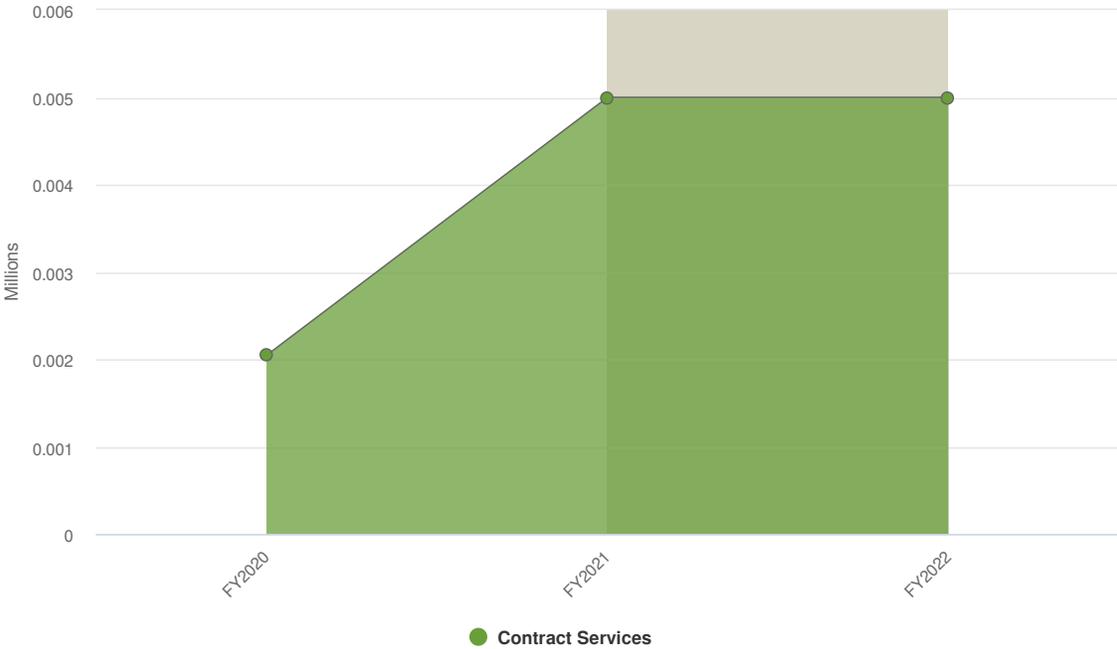


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

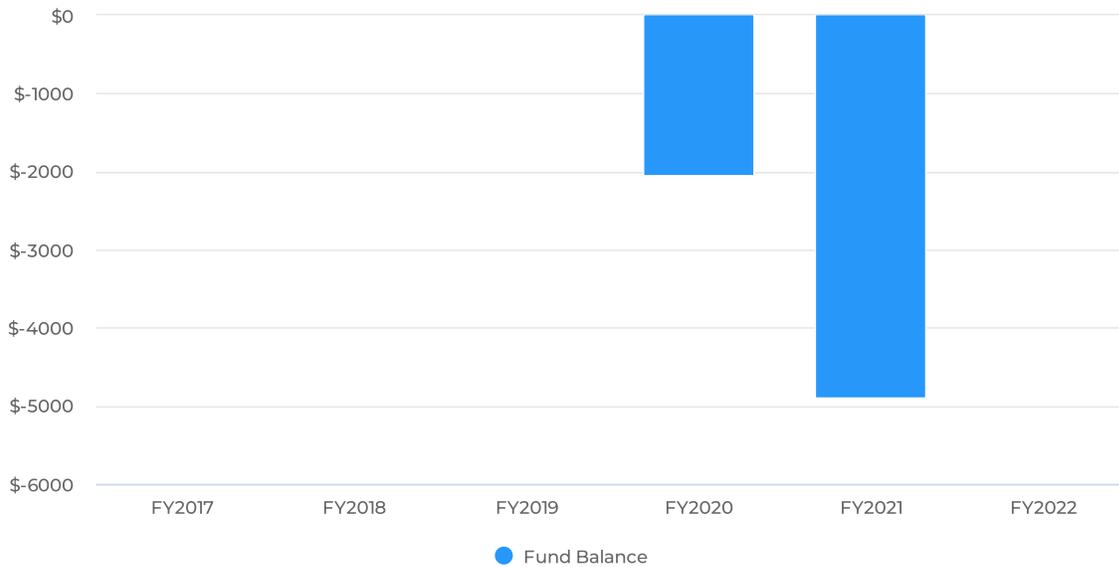


Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Contract Services	\$0	\$0	\$2,045	\$5,000	\$2,623	\$5,000	0%
Administrative Fee	\$0	\$0	\$0	\$0	\$18	\$0	0%
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,045</b>	<b>\$5,000</b>	<b>\$2,641</b>	<b>\$5,000</b>	<b>0%</b>

## Fund Balance

The fund balance is expected to reverse as revenues are provided to recover the initial costs for setting up these districts.

**Fund Balance Projections**





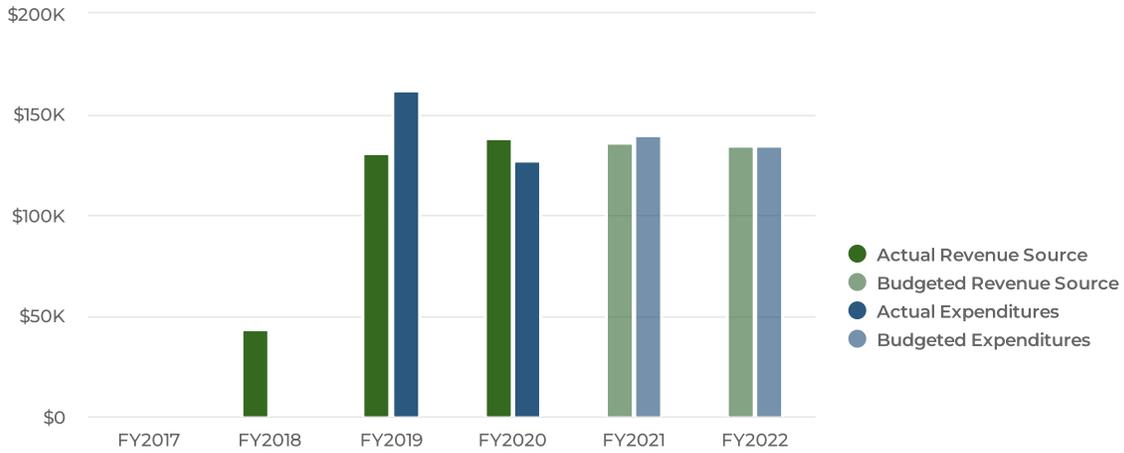
# Road Maintenance Rehabilitation Administration

## Fund 221

The Road Maintenance & Rehabilitation Account is a fund used to account for funding received from the state related to Senate Bill 1 - The Road Repair and Accountability Act of 2017. This new fuel tax, which began on November 1, 2017, is to be used to fund local streets and roads maintenance and rehabilitation projects including streets, traffic signals, and drainage improvements.

## Summary

The City of Cotati is projecting \$135K of revenue in FY2022, which represents a 0.8% decrease over the prior year. Budgeted expenditures are projected to decrease by 3.6% or \$5K to \$135K in FY2022.



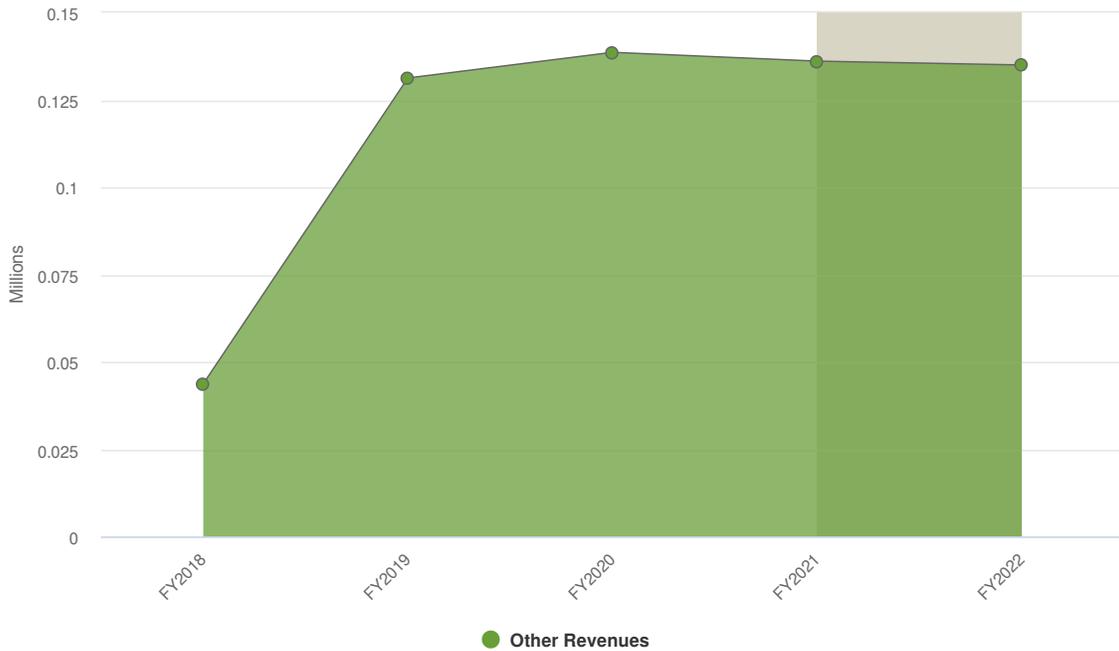
## Revenues by Source

Revenue for this fund is represents additional new gas excise tax as well as vehicle registration tax for electric vehicles. Expectations on the revenues available from these funds are projected based on the same criteria as the Gas Tax Fund with additional support provided [here](#).

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$43,714	\$131,273	\$138,624	\$136,100	\$129,541	\$135,000	-0.8%
<b>Total Revenue Source:</b>	<b>\$43,714</b>	<b>\$131,273</b>	<b>\$138,624</b>	<b>\$136,100</b>	<b>\$129,541</b>	<b>\$135,000</b>	<b>-0.8%</b>

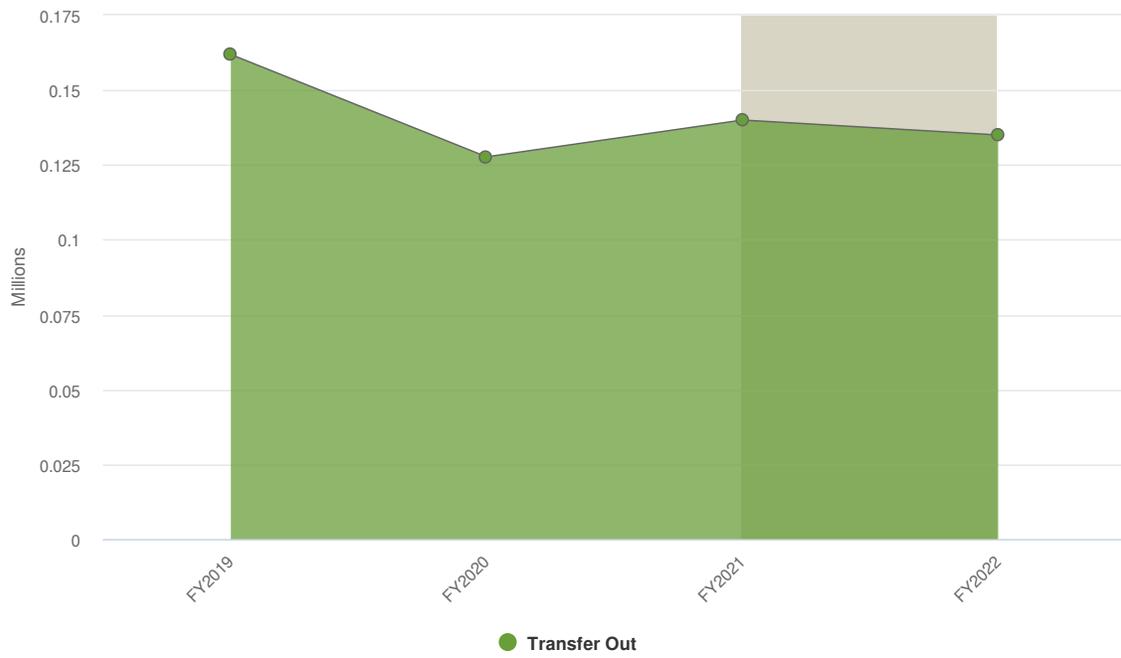
## Expenditures by Expense Type

This fund is used for a specific streets project as approved by the state department of finance in advance of each budget year. As the City receives a minimal amount of funding it is typically included within the scope of work for a more significant streets improvement project and therefore the expenditures are noted as a transfer out to the capital project fund where the project is being completed. This fund is used for a specific streets project as approved by the state department of finance in advance of each budget year. As the City receives a minimal amount of funding it is typically included within the scope of work for a more significant streets improvement project and therefore the expenditures are noted as a transfer out to the capital project fund where the project is being completed.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



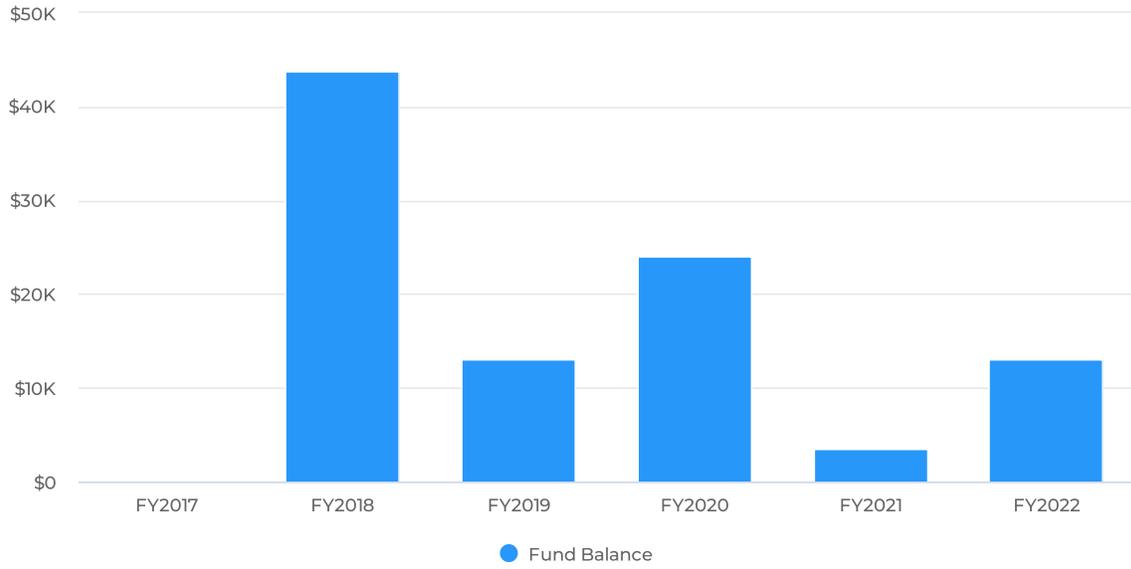
Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Transfer Out	\$0	\$161,895	\$127,701	\$140,000	\$150,000	\$135,000	-3.6%
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$161,895</b>	<b>\$127,701</b>	<b>\$140,000</b>	<b>\$150,000</b>	<b>\$135,000</b>	<b>-3.6%</b>



# Fund Balance

## Fund Balance Projections





## Summary

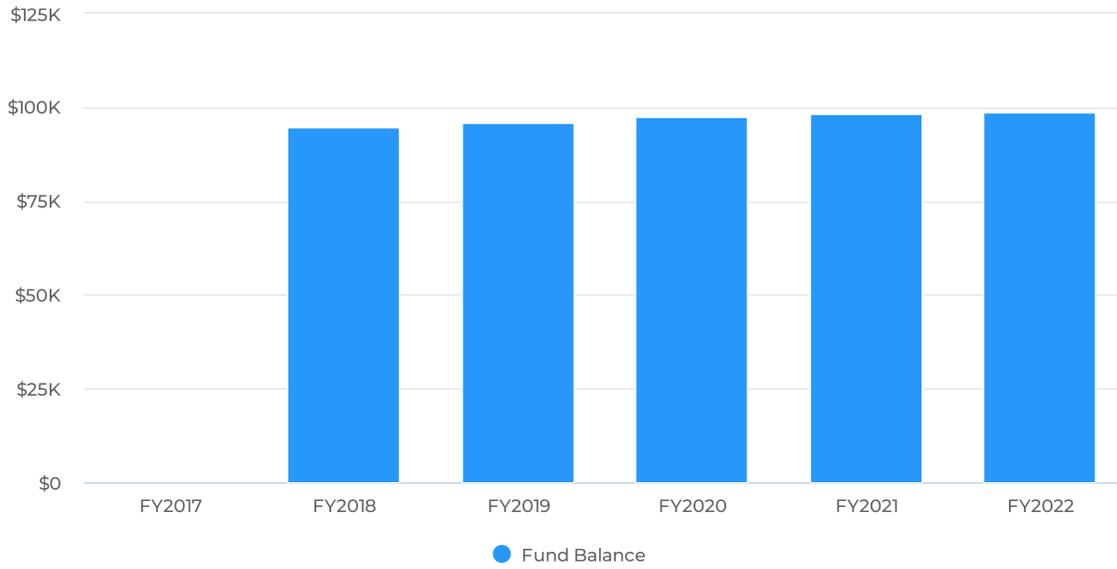
The City of Cotati is not projecting revenue for FY 2022 as the receipts for these special revenues are generated based on significant new commercial development projects of which there are none currently scheduled for the next fiscal year. Additionally there are no expenditures budgeted for FY2022. The City will continue to identify projects that can utilize these affordable housing funds.



# Fund Balance

The fund balance remains consistent with prior years as there are not significant revenues or expenditures scheduled for the up coming fiscal year.

## Fund Balance Projections





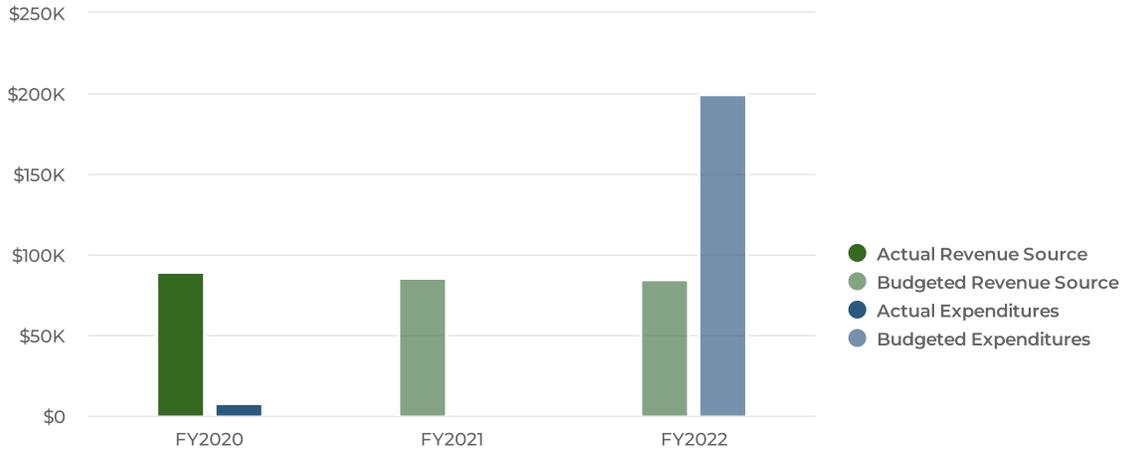
## Parks Measure M

### Fund 225

Parks Measure M funds account for a one eighth cent sales tax that will support Sonoma County's regional and city parks and went into effect April 2019. It will provide dedicated funding for parks for 10 years.

## Summary

The City of Cotati is projecting \$85K of revenue in FY2022, which represents a 1.2% decrease over the prior year. Budgeted expenditures are projected to increase by % or \$200K to \$200K in FY2022.



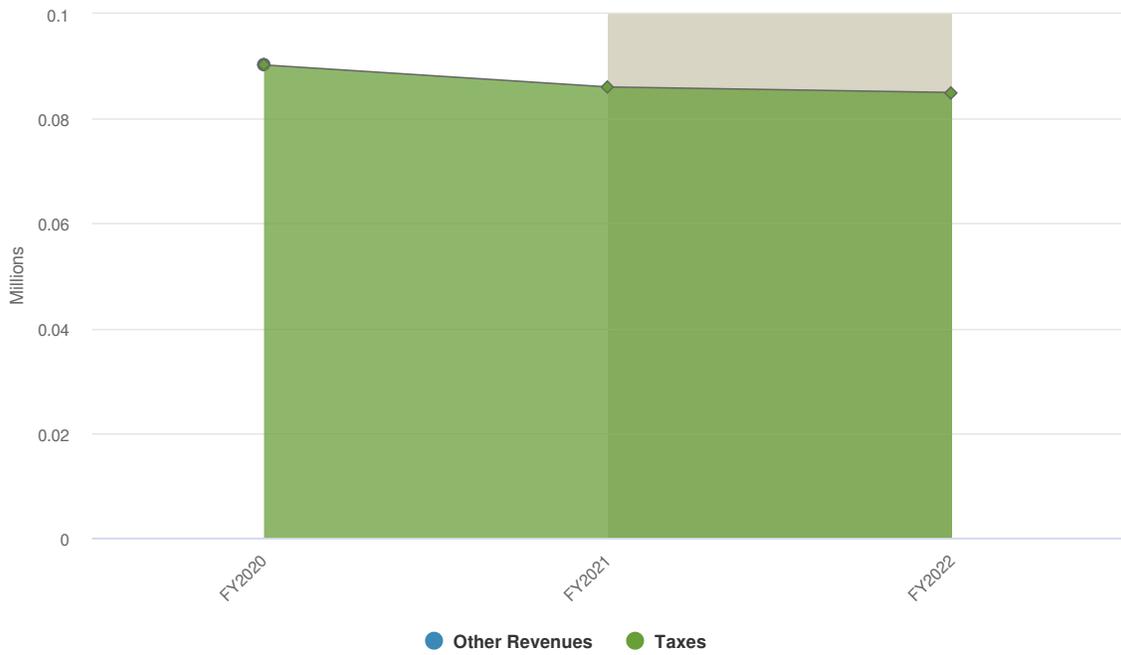
# Revenues by Source

The revenues projections for fiscal year 2022 are derived based on projections obtained from the County of Sonoma.

## Projected 2022 Revenues by Source



## Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.



Name	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source					
Taxes	\$90,260	\$86,054	\$93,000	\$85,000	-1.2%
Other Revenues	\$9	\$0	\$946	\$0	0%
<b>Total Revenue Source:</b>	<b>\$90,269</b>	<b>\$86,054</b>	<b>\$93,946</b>	<b>\$85,000</b>	<b>-1.2%</b>

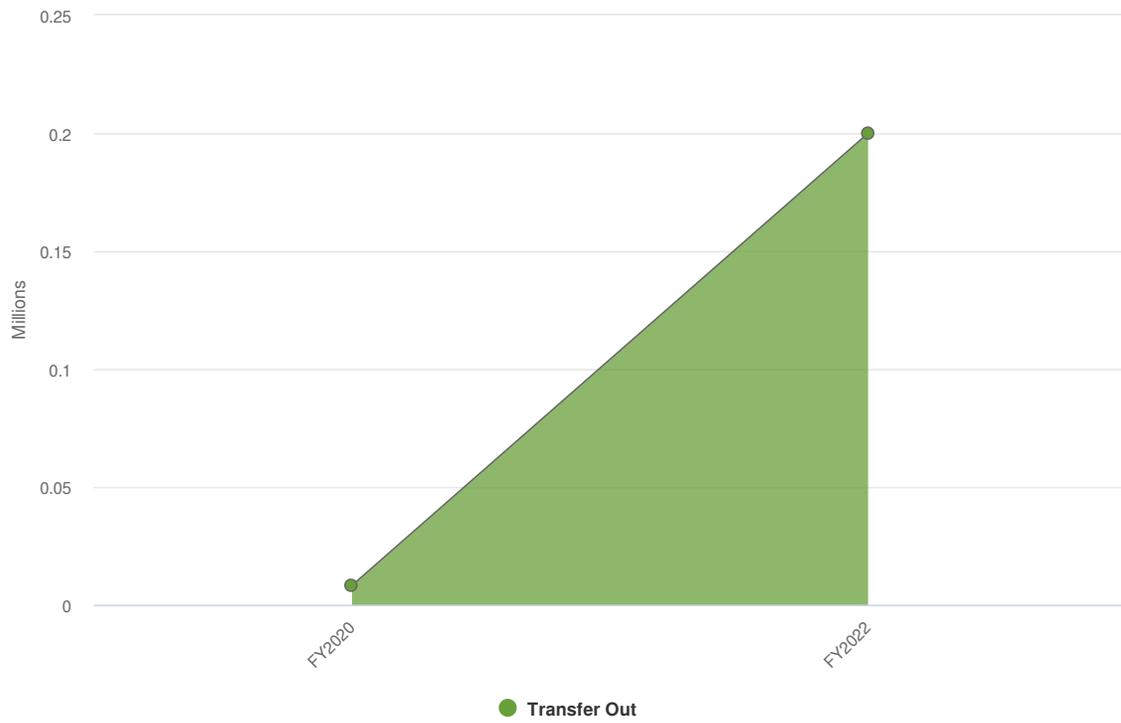
## Expenditures by Expense Type

The City has accumulated funding for multiple years in order to invest those contributions towards a parks capital project. In fiscal year 2022 the City anticipates using all funding received to date with the Kotate Park improvement project.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type

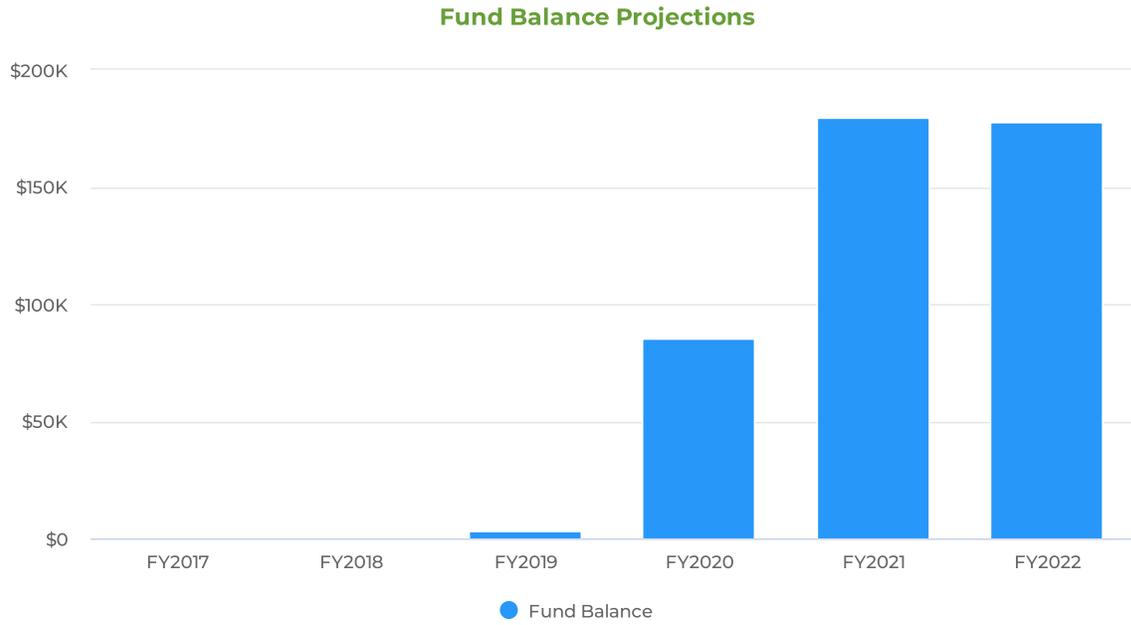


Name	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects					
Transfer Out	\$8,261	\$0	\$0	\$200,000	N/A
<b>Total Expense Objects:</b>	<b>\$8,261</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>N/A</b>



# Fund Balance

Fund balance is decreasing due to use of funds for the capital projects.





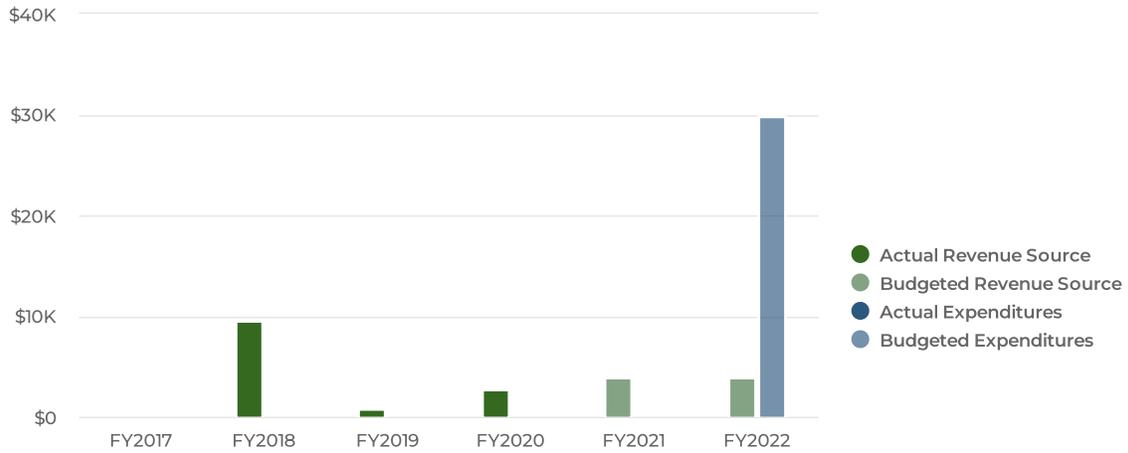
# Bed Tax

## Fund 222

Bed tax is a building permit fee which is required to be used for the acquisition, improvement, maintenance of public parks, playgrounds, open spaces, recreation facilities and comr

## Summary

The City of Cotati is projecting \$4K of revenue in FY2022, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by % or \$30K to \$30K in FY2022.



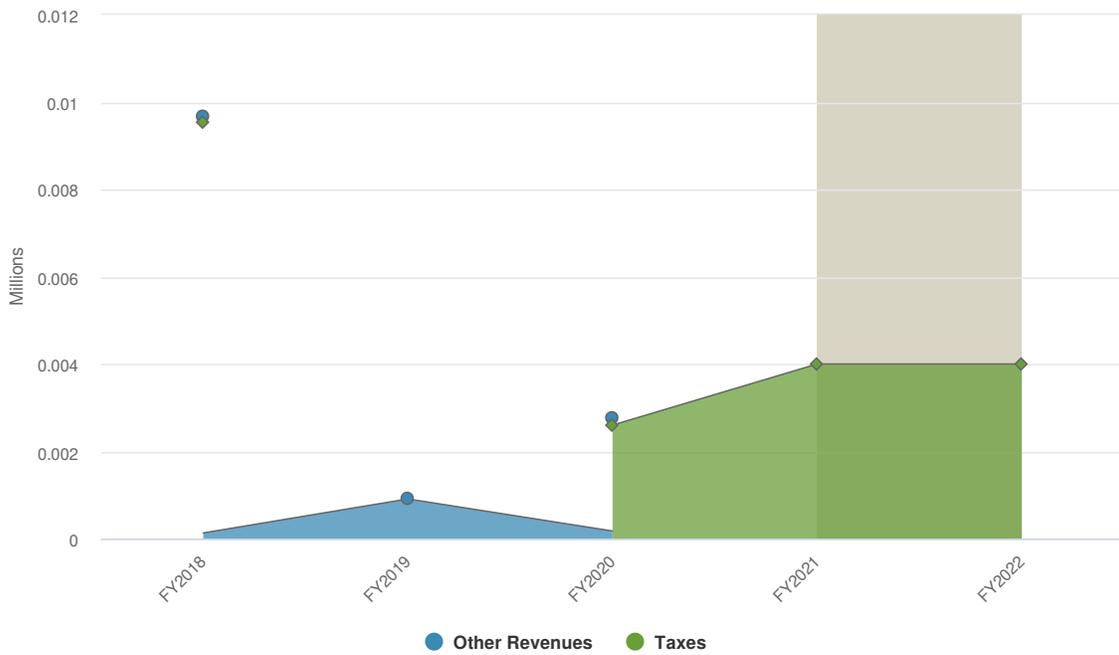
## Revenues by Source

Revenue generation for this fund is created based on permit fees paid for residential development and as such is projected based on estimates of developments in process.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Taxes	\$9,550	\$0	\$2,600	\$4,000	\$18,700	\$4,000	0%
Other Revenues	\$130	\$909	\$175	\$0	\$201	\$0	0%
<b>Total Revenue Source:</b>	<b>\$9,680</b>	<b>\$909</b>	<b>\$2,775</b>	<b>\$4,000</b>	<b>\$18,901</b>	<b>\$4,000</b>	<b>0%</b>

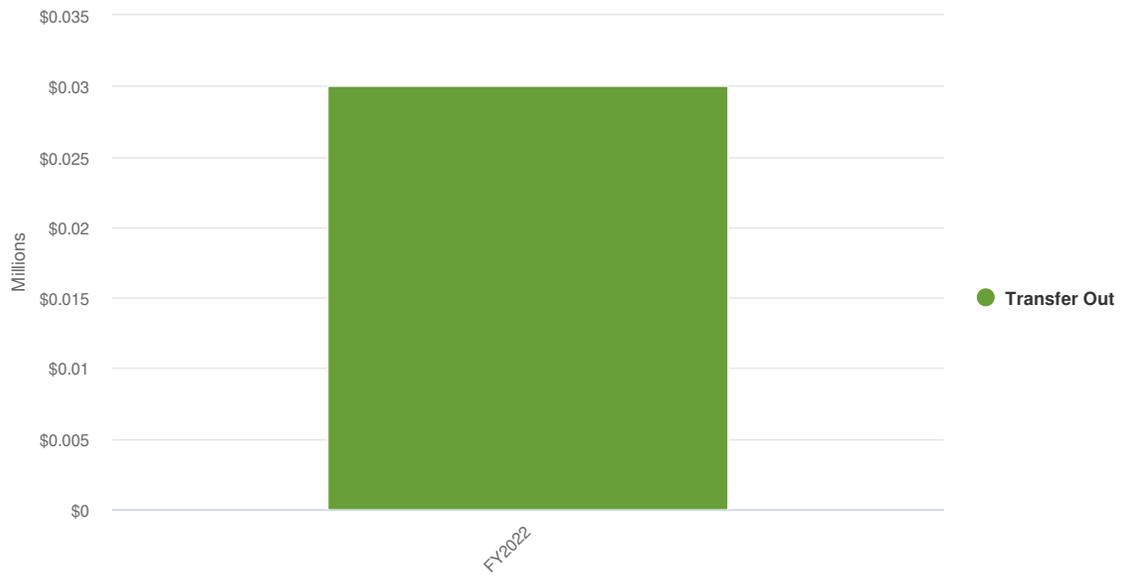
## Expenditures by Expense Type

Expenses for this fund are primarily transfers out for capital projects for the improvements of local public parks, open space, or community facilities.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type

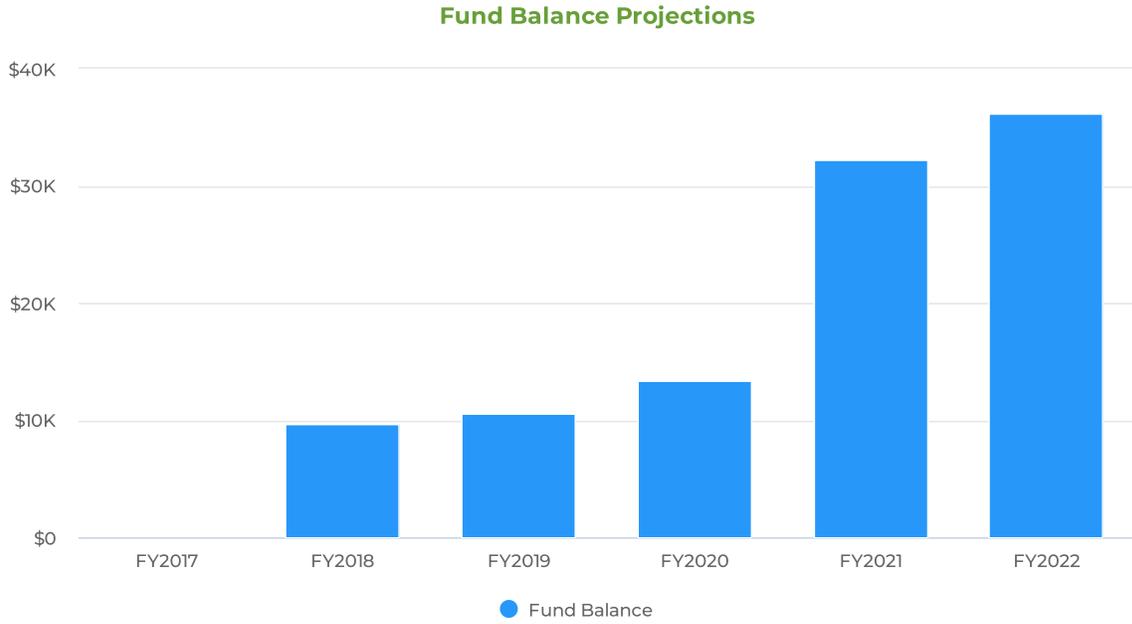


Name	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects					
Transfer Out	\$0	\$0	\$0	\$30,000	N/A
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>N/A</b>



# Fund Balance

The fund balance is projected to decrease \$30K or 93% as it is being used to fund park of the Kotate Park improvement project.





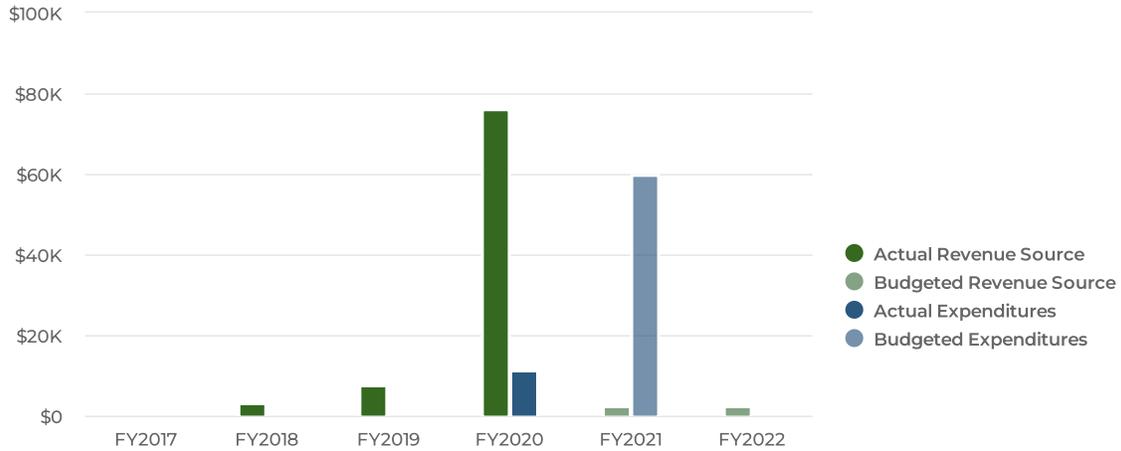
# Special Funds

## Fund 250

This is a special revenue fund that holds restricted funding for less significant funding sources.

### Summary

The City of Cotati is projecting \$2.5K of revenue in FY2022, which represents a 0% increase over the prior year. Budgeted expenditures are projected to decrease by 100% or \$60K to N/A in FY2022.



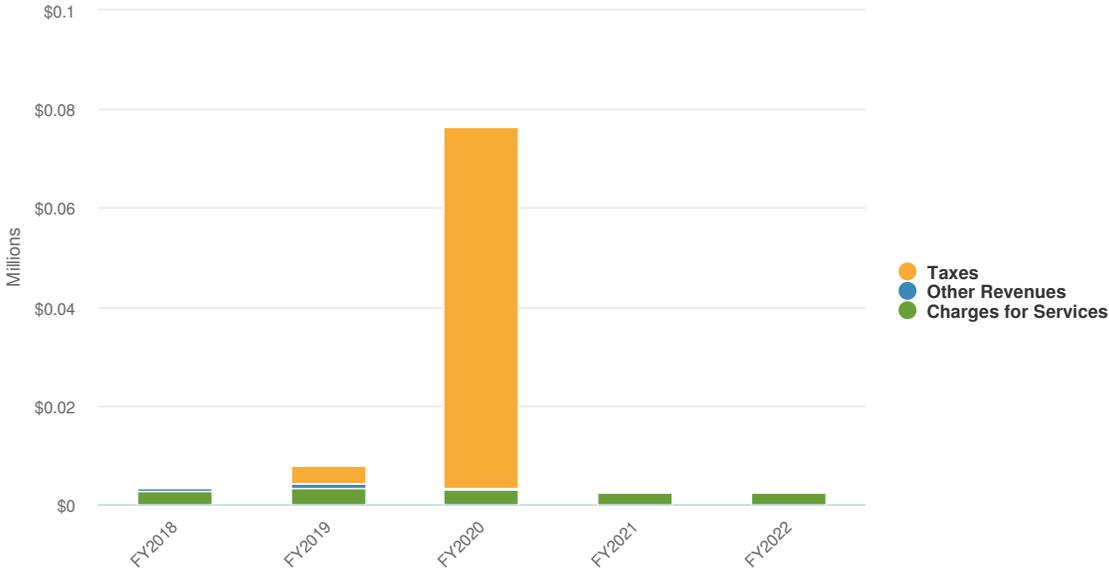
### Revenues by Source

The revenues for this fund are primarily the California Disability Access and Education Fees which are mandated by the California Assembly Bill 1379. These fees are assessed on local business licenses and are used to increase disability access and compliance with construction-related accessibility requirements. Additionally, the fee assists local jurisdictions in supporting the Certified Access Specialist (CASp) Program and provides the Division of the State Architect (DSA) with funds to maintain oversight of the CASp program. See additional detail for SB1186 fees [here](#).

Previously revenues for the Parks Measure M were also coded to this fund, but have now been separately reported within their own Special Revenue Fund 225. See therein for details.



### Budgeted and Historical 2022 Revenues by Source



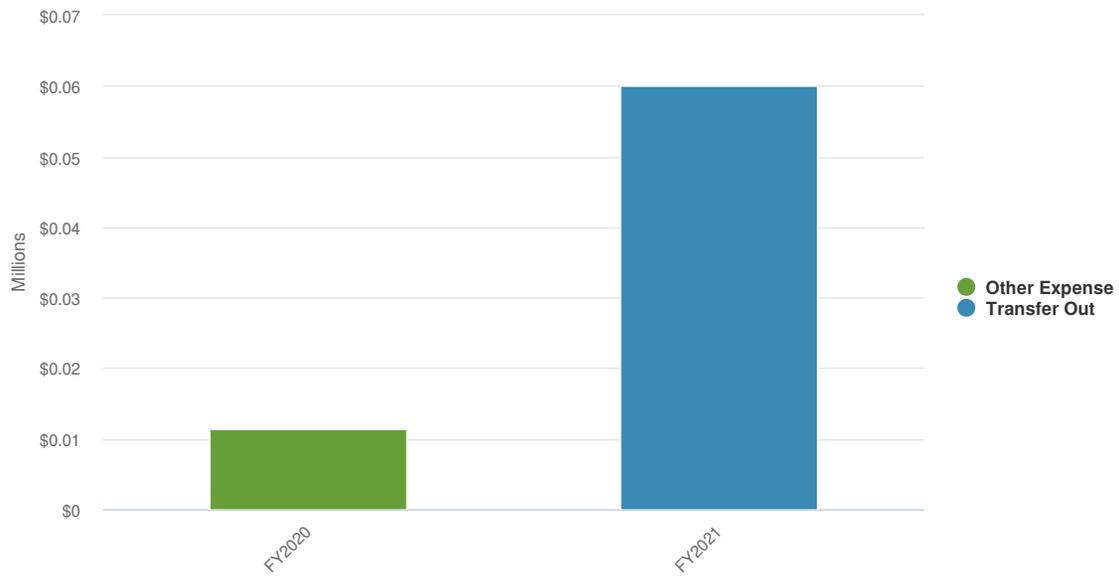
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Taxes	\$0	\$3,493	\$73,014	\$0	\$0	\$0	0%
Other Revenues	\$639	\$1,093	\$459	\$0	\$129	\$0	0%
Charges for Services	\$2,652	\$3,250	\$3,007	\$2,500	\$2,600	\$2,500	0%
<b>Total Revenue Source:</b>	<b>\$3,291</b>	<b>\$7,836</b>	<b>\$76,479</b>	<b>\$2,500</b>	<b>\$2,729</b>	<b>\$2,500</b>	<b>0%</b>

### Expenditures by Expense Type

The City will continue to evaluate the best use of these funds inline with the intent of the program.



### Budgeted and Historical Expenditures by Expense Type

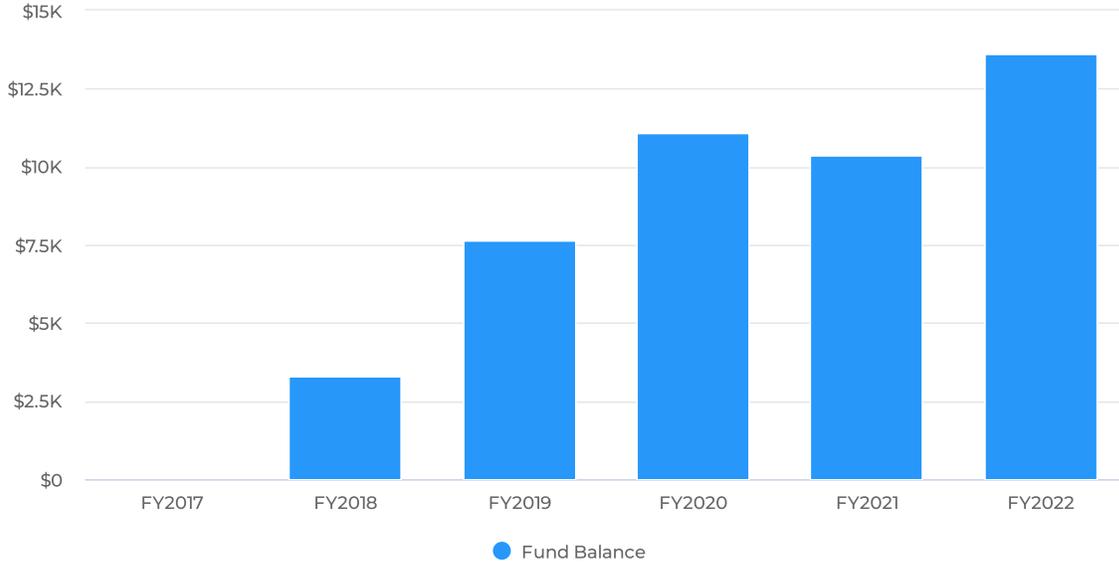


Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Other Expense	\$0	\$0	\$11,400	\$0	\$0	\$0	0%
Transfer Out	\$0	\$0	\$0	\$60,000	\$0	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,400</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>-100%</b>

# Fund Balance

The overall fund balance for FY 2022 is reduced due to the transfer out of funding from Parks Measure M. The remaining fund balance for CASp programs will continue to accumulate in order to provide support for the disability access programs and development training.

## Fund Balance Projections





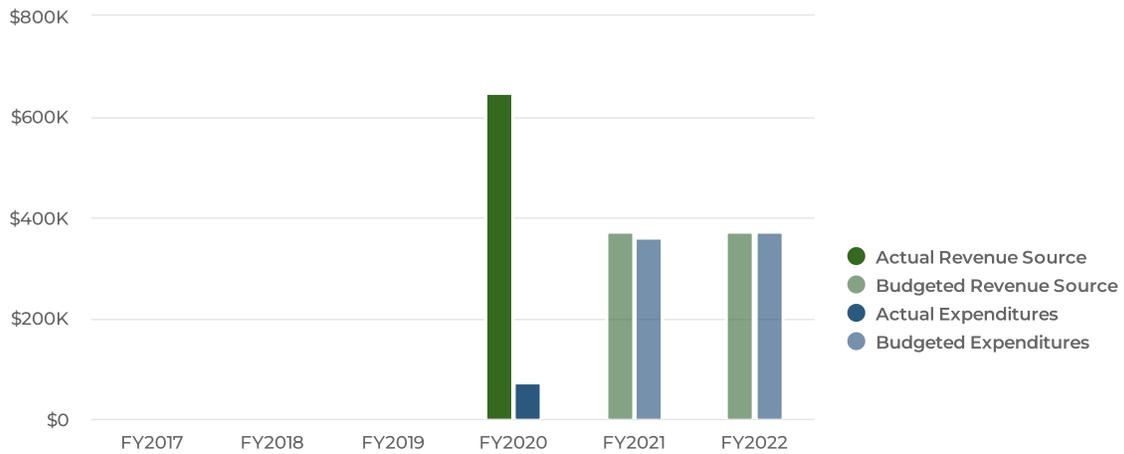
**South  
Sonoma  
Business  
Park  
Assessment  
District**

**Fund 215/224**

This Agency fund is used to facilitate a special assessment debt service charged to land owners for the financing provided to develop the business park. In 2019 City assisted in the refunding of the debt in order to leverage better interest rates for the community.

## Summary

The City of Cotati is projecting \$373.01K of revenue in FY2022, which is consistent with the prior year. Budgeted expenditures are projected to increase by 2.8% or \$10.29K to \$373.01K in FY2022. Revenue and expenditures are passthrough with the exception of the administrative cost reimbursements for the City.



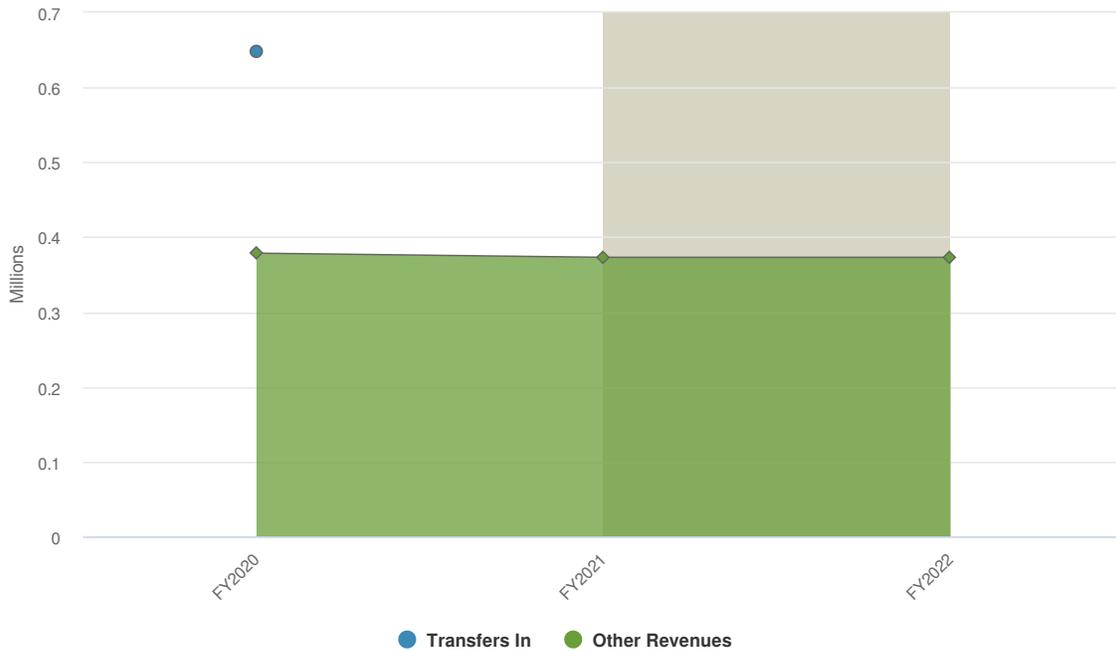
## Revenues by Source

These revenues are generated based on property tax assessment needs to pay off the debt service. Calculations of the assessments are managed by an outside third party as coordinated with the administrative services department. No significant changes are anticipated for FY 2022.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



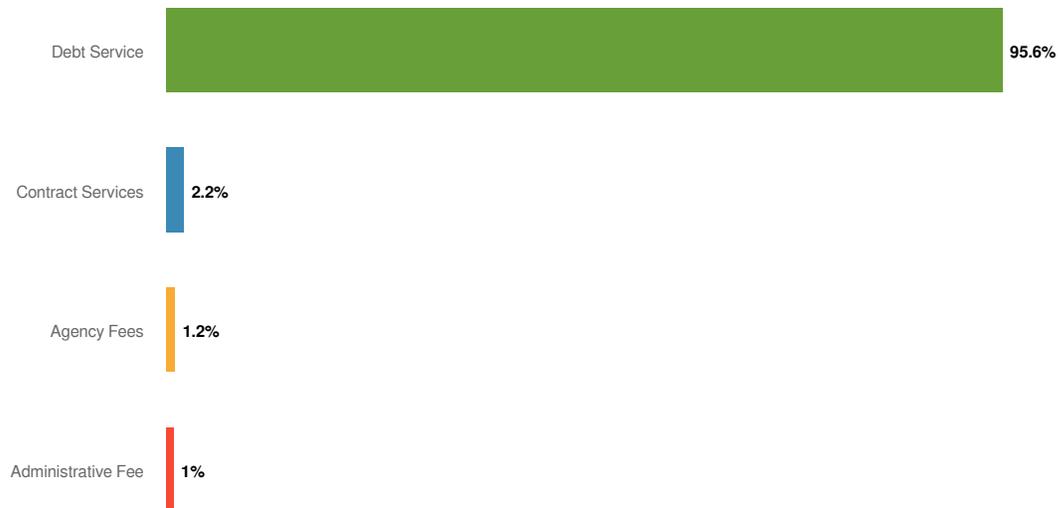
Grey background indicates budgeted figures.



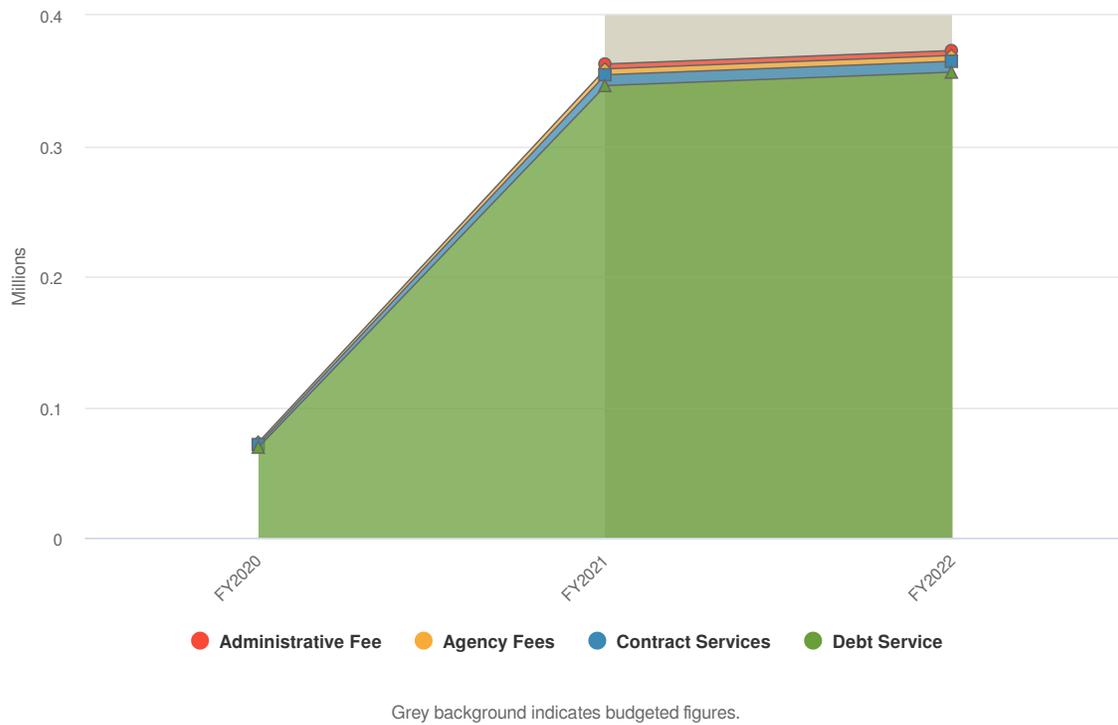
Name	Account ID	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
<b>Revenue Source</b>								
<b>Other Revenues</b>								
INVESTMENT EARNINGS	224-00-65010-000000	\$0	\$0	\$8,089	\$3,000			-100%
SSBP 2019 - SPECIAL ASSMN	224-00-68610-000000	\$0	\$0	\$370,459	\$370,000			-100%
INVESTMENT EARNINGS	224-11-65010-000000					\$2,918	\$0	N/A
SSBP 2019 - SPECIAL ASSMNTS	224-11-68610-000000					\$371,047	\$373,006	N/A
<b>Total Other Revenues:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$378,547</b>	<b>\$373,000</b>	<b>\$373,965</b>	<b>\$373,006</b>	<b>0%</b>
<b>Transfers In</b>								
OPER TRANS IN-SSBP 2019	224-00-67000-000000	\$0	\$0	\$269,820	\$0			N/A
<b>Total Transfers In:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$269,820</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Revenue Source:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$648,368</b>	<b>\$373,000</b>	<b>\$373,965</b>	<b>\$373,006</b>	<b>0%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



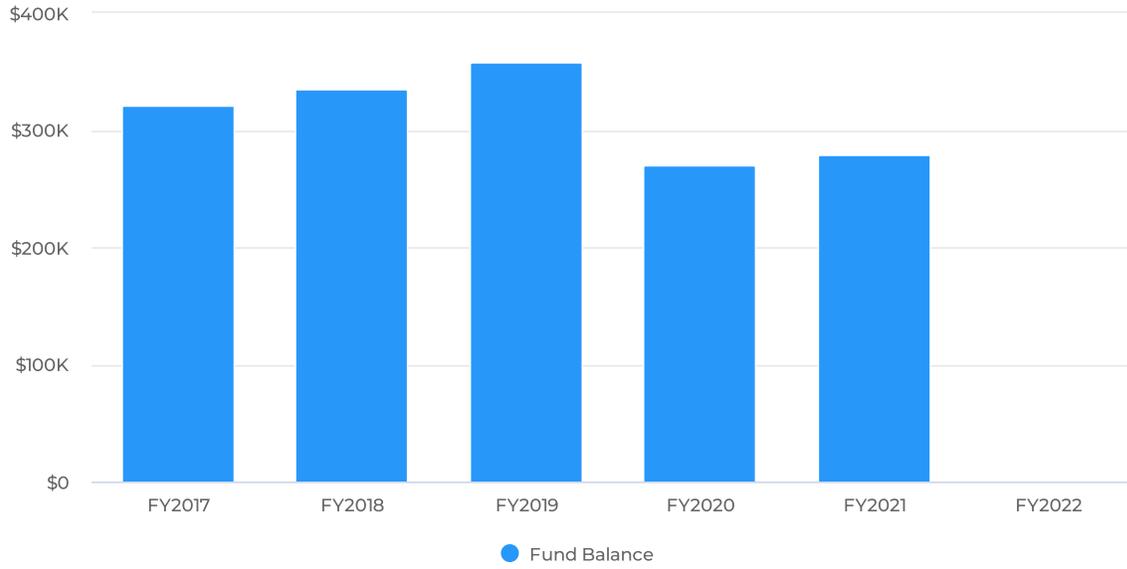
### Budgeted and Historical Expenditures by Expense Type



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Contract Services	\$0	\$0	\$2,000	\$8,300	\$7,650	\$8,300	0%
Administrative Fee	\$0	\$0	\$0	\$3,750	\$3,750	\$3,750	0%
Debt Service	\$0	\$0	\$69,299	\$346,166	\$346,167	\$356,456	3%
Agency Fees	\$0	\$0	\$1,839	\$4,500	\$4,920	\$4,500	0%
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,138</b>	<b>\$362,716</b>	<b>\$362,487</b>	<b>\$373,006</b>	<b>2.8%</b>

# Fund Balance

## Fund Balance Projections





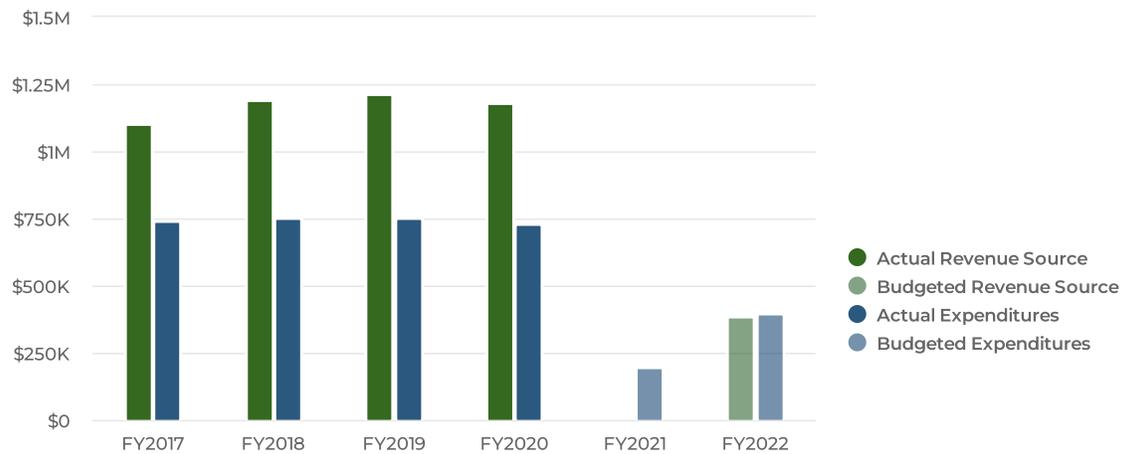
# Successor Agency to The Cotati Community Redevelopment Agency

## Fund 301

This fiduciary fund accounts for all of the assets, liabilities and financial activities of the Successor Agency to the City's former Redevelopment Agency that was resolved effective February 1, 2012.

## Summary

The City of Cotati is projecting \$388.42K of revenue in FY2022, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by 99.5% or \$200.3K to \$401.59K in FY2022.



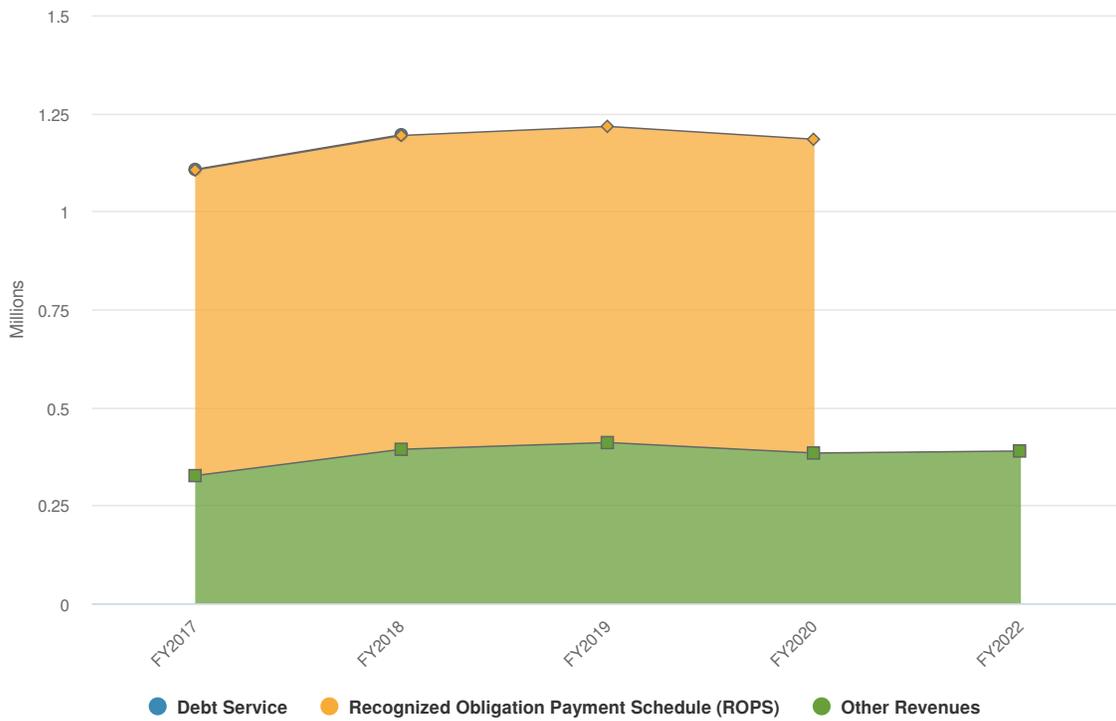
## Revenues by Source

The revenues are derived based on annual recognized obligation payments schedules (ROPS) as submitted to the California State Department of Finance after approval by the County Oversight Board. These schedules include the outstanding bond payments, other debt service to the Cotati Rohneryt Park School District and the Long Range Property Management Plan for the residual parcels managed by the former redevelopment agency.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



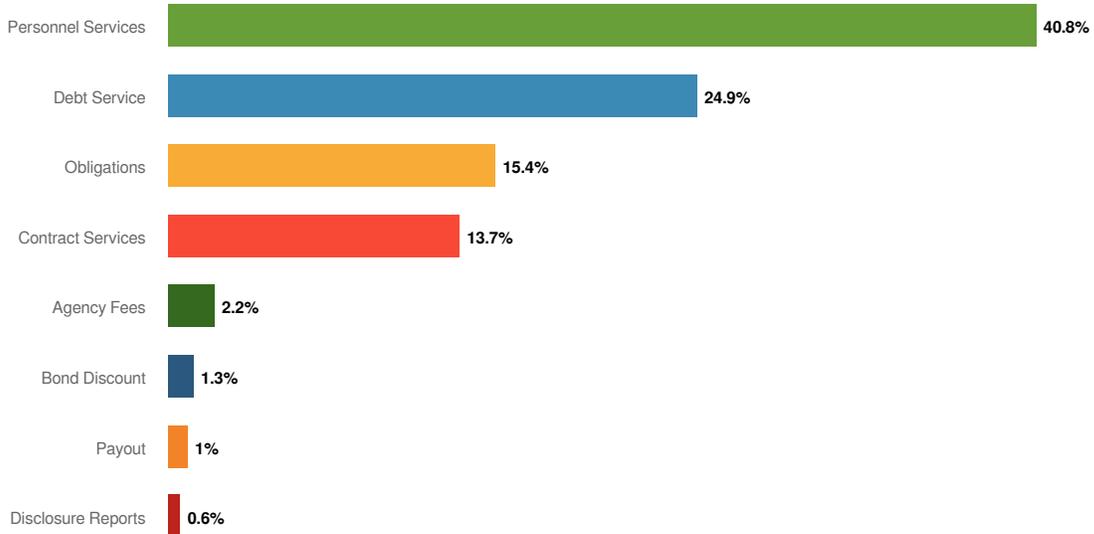
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$392,872	\$410,022	\$383,292	\$0	\$650,281	\$388,424	N/A
Debt Service	\$1,983	\$0	\$0	\$0	\$0	\$0	0%
Recognized Obligation Payment Schedule (ROPS)	\$800,444	\$806,418	\$800,288	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$1,195,299</b>	<b>\$1,216,440</b>	<b>\$1,183,580</b>	<b>\$0</b>	<b>\$650,281</b>	<b>\$388,424</b>	<b>N/A</b>



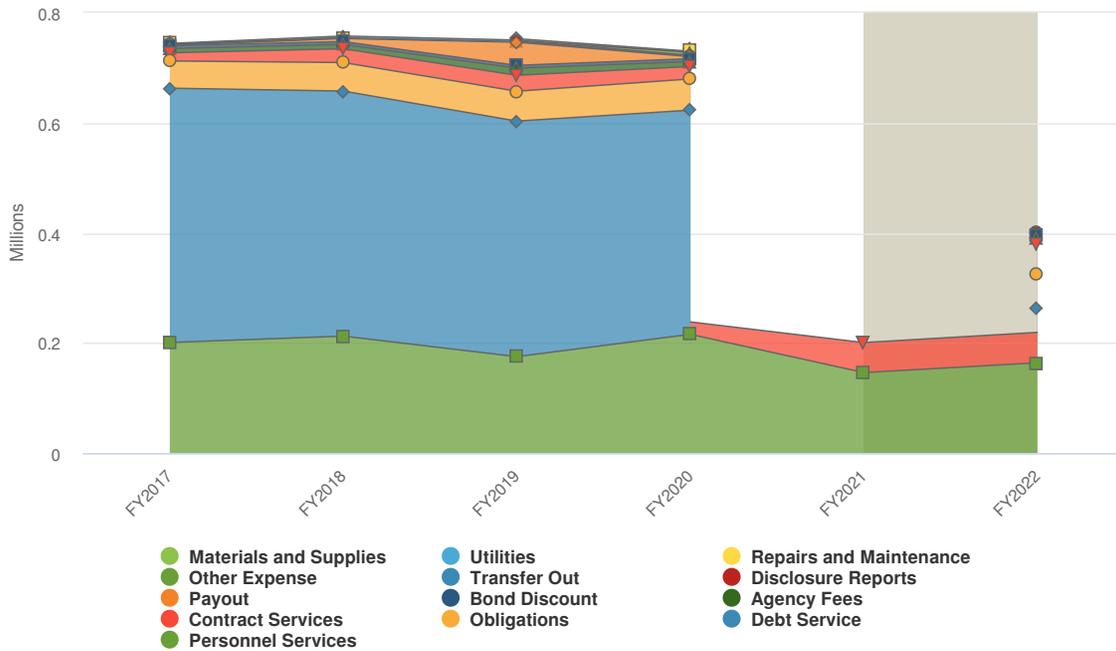
# Expenditures by Expense Type

The tax allocation bonds held within the fund were refinanced after department of finance approval in 2020.

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Personnel Services	\$212,376	\$175,057	\$215,620	\$146,097	\$136,830	\$163,937	12.2%
Payout	\$5,755	\$42,113	\$3,813	\$0	\$3,881	\$4,000	N/A
Contract Services	\$25,049	\$28,967	\$22,569	\$54,509	\$23,643	\$55,200	1.3%
Utilities	\$3,572	\$3,169	\$1,934	\$0	\$2,082	\$0	0%
Repairs and Maintenance	\$41	\$0	\$5,002	\$0	\$7,500	\$0	0%
Other Expense	\$769	\$694	\$5,339	\$0	\$401	\$0	0%
Debt Service	\$445,244	\$427,999	\$407,301	\$0	\$88,783	\$100,036	N/A
Bond Discount	\$5,124	\$5,124	\$5,124	\$0	\$0	\$5,124	N/A
Agency Fees	\$7,840	\$12,920	\$9,000	\$0	\$3,686	\$9,000	N/A
Disclosure Reports	\$0	\$2,500	\$2,500	\$0	\$0	\$2,500	N/A
Transfer Out	\$0	\$0	\$0	\$676	\$0	\$0	-100%
Obligations	\$51,824	\$54,241	\$56,707	\$0	\$0	\$61,788	N/A
<b>Total Expense Objects:</b>	<b>\$757,594</b>	<b>\$752,784</b>	<b>\$734,909</b>	<b>\$201,282</b>	<b>\$266,806</b>	<b>\$401,585</b>	<b>99.5%</b>

## Fund Balance

As this is a management fund for the recognized obligation payments, there are no expected fund balances retained.

### Fund Balance Projections

\$0





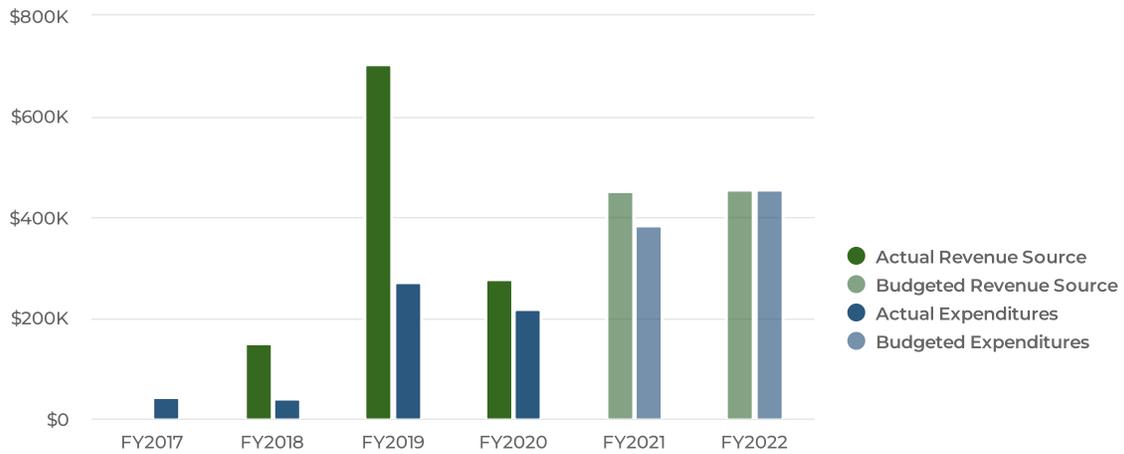
## Internal Service Funds

### What is an Internal Service Fund?

According to the GFOA, an internal service fund is any fund that is used to account for services provided by one department or agency to other departments or agencies of 1 to other governmental units, on a cost reimbursement basis. Currently the City utilize Fund and a newly created Compensated Absences Fund for these purposes.

## Summary

The City of Cotati is projecting \$456.48K of revenue in FY2022, which represents a 0.9% increase over the prior year. Budgeted expenditures are projected to increase by 18.5% or \$71.33K to \$456.48K in FY2022.





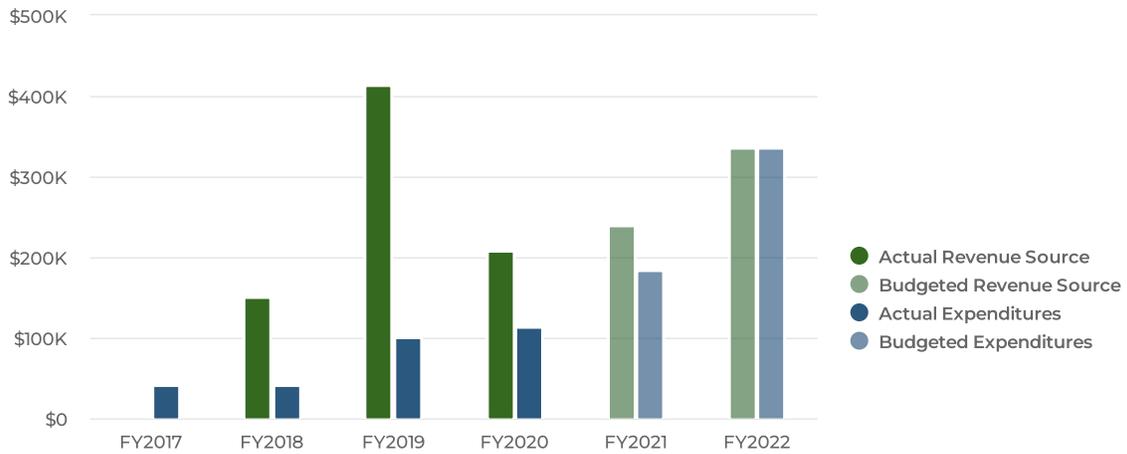
# Vehicle Maintenance and Replacement

## Fund 501

This is a City established fund to provide an ongoing funding source for scheduled replacement and ongoing maintenance of the City vehicles and equipment. It is funded from billings to other government wide funds based on their usage of vehicles and a set vehicle replacement schedule.

## Summary

The City of Cotati is projecting \$337K of revenue in FY2022, which represents a 39.5% increase over the prior year. Budgeted expenditures are projected to increase by 82.2% or \$152K to \$337K in FY2022.



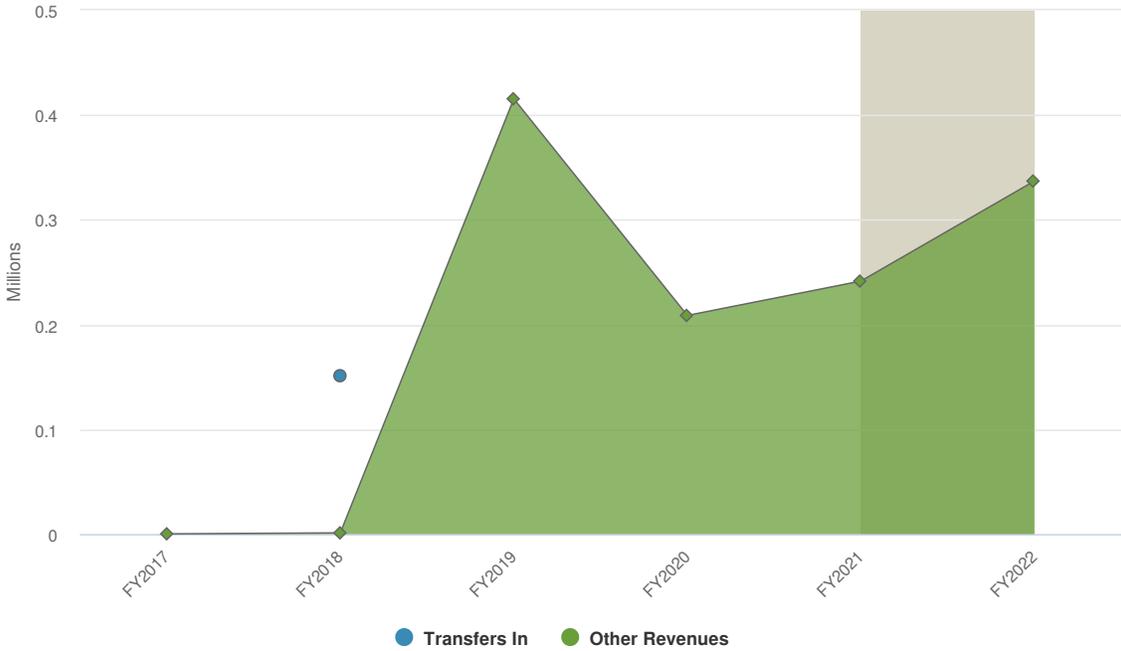
## Revenues by Source

Revenues are derived based on the calculation of replacement needs as allocated to the fund usage of said equipment over a fiscal year period. These revenues are subject to fluctuation when a council approved need arises that includes charging additional amounts to the related funds for additional procurement or rehabilitation needs for the vehicles or equipment in a given year.

### Projected 2022 Revenues by Source



### Budgeted and Historical 2022 Revenues by Source



Grey background indicates budgeted figures.

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source							
Other Revenues	\$1,198	\$415,479	\$208,714	\$241,500	\$241,500	\$337,000	39.5%
Transfers In	\$150,000	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$151,198</b>	<b>\$415,479</b>	<b>\$208,714</b>	<b>\$241,500</b>	<b>\$241,500</b>	<b>\$337,000</b>	<b>39.5%</b>



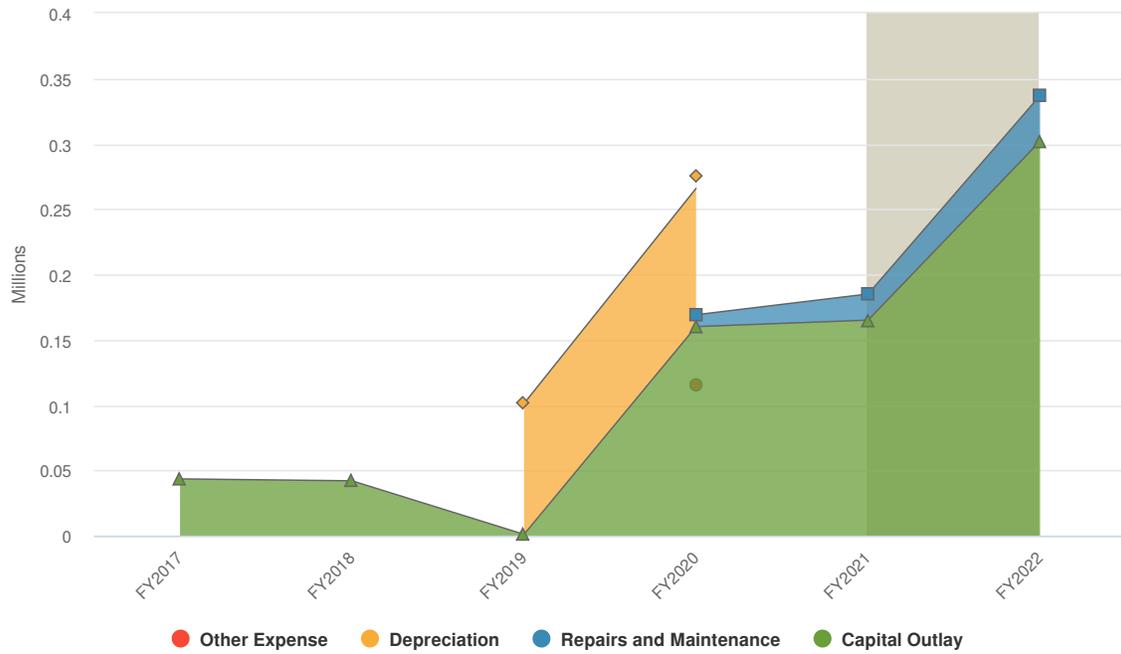
# Expenditures by Expense Type

Expenditures for this fund are directly related to the purchase or repairs of equipment and vehicles within the City managed fleet. Currently, the City is evaluating the possible replacement of internal combustion vehicles with all electric. As such future expenditures for replacements may shift to increase purchase price while decreasing future maintenance and fuel costs.

## Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

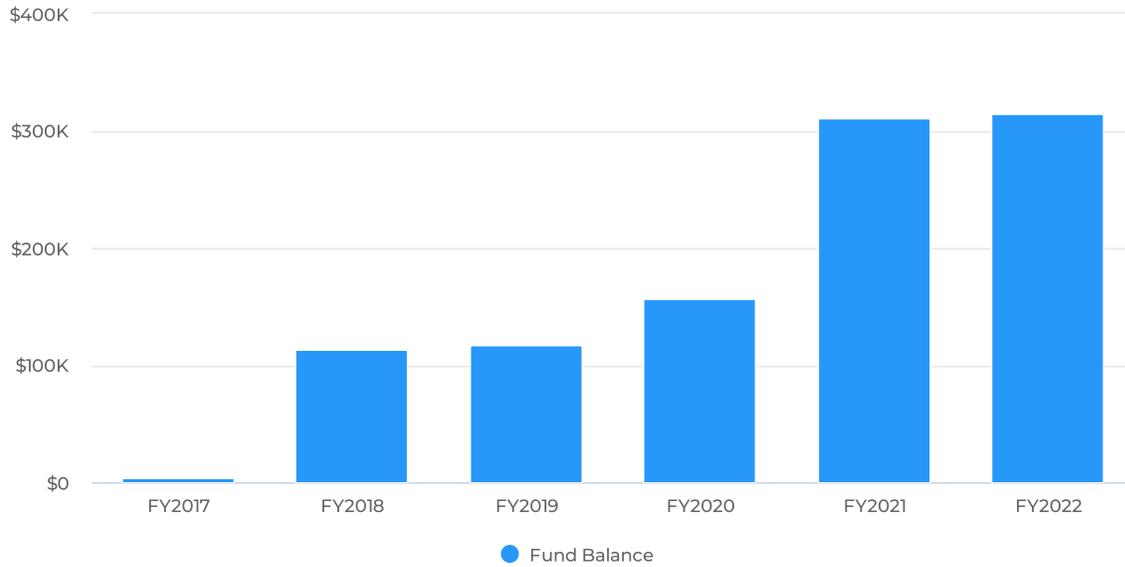
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Repairs and Maintenance	\$0	\$0	\$9,092	\$20,000	\$20,000	\$35,000	75%
Other Expense	\$0	\$0	-\$160,018	\$0	\$1,500	\$0	0%
Capital Outlay	\$41,937	\$955	\$160,018	\$165,000	\$220,000	\$302,000	83%
Depreciation	\$0	\$100,214	\$105,849	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$41,937</b>	<b>\$101,169</b>	<b>\$114,941</b>	<b>\$185,000</b>	<b>\$241,500</b>	<b>\$337,000</b>	<b>82.2%</b>



# Fund Balance

The City is taking proactive efforts to develop the fund balance to address future equipment and vehicle replacement needs in order to allow for better expense stability across all operating funds.

## Fund Balance Projections





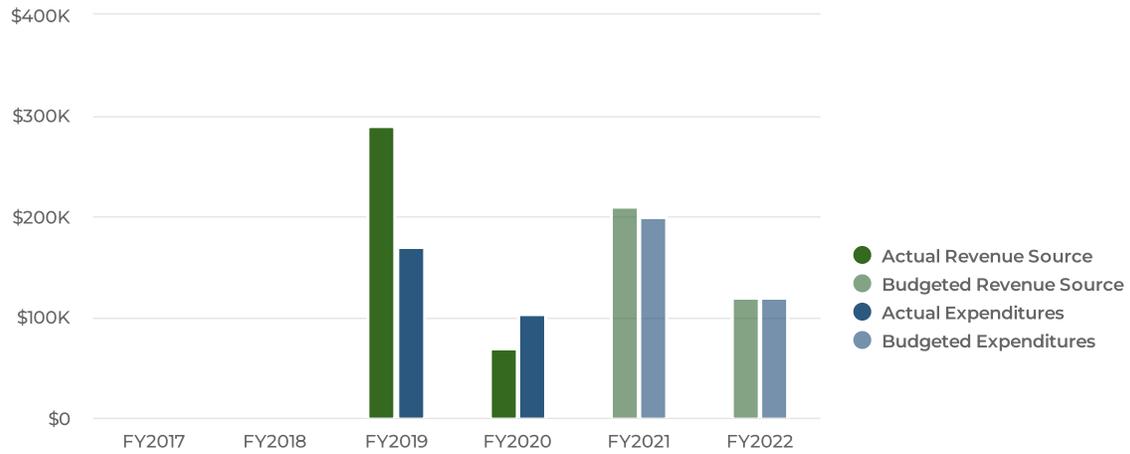
# Compensated Absences

## Fund 502

This fund is designed to maintain the government wide compensated absences liability by billing out proportionate usage and balance to the appropriate funds and departments.

### Summary

The City of Cotati is projecting \$119.48K of revenue in FY2022, which represents a 43.4% decrease over the prior year. Budgeted expenditures are projected to decrease by 40.3% or \$80.67K to \$119.48K in FY2022.



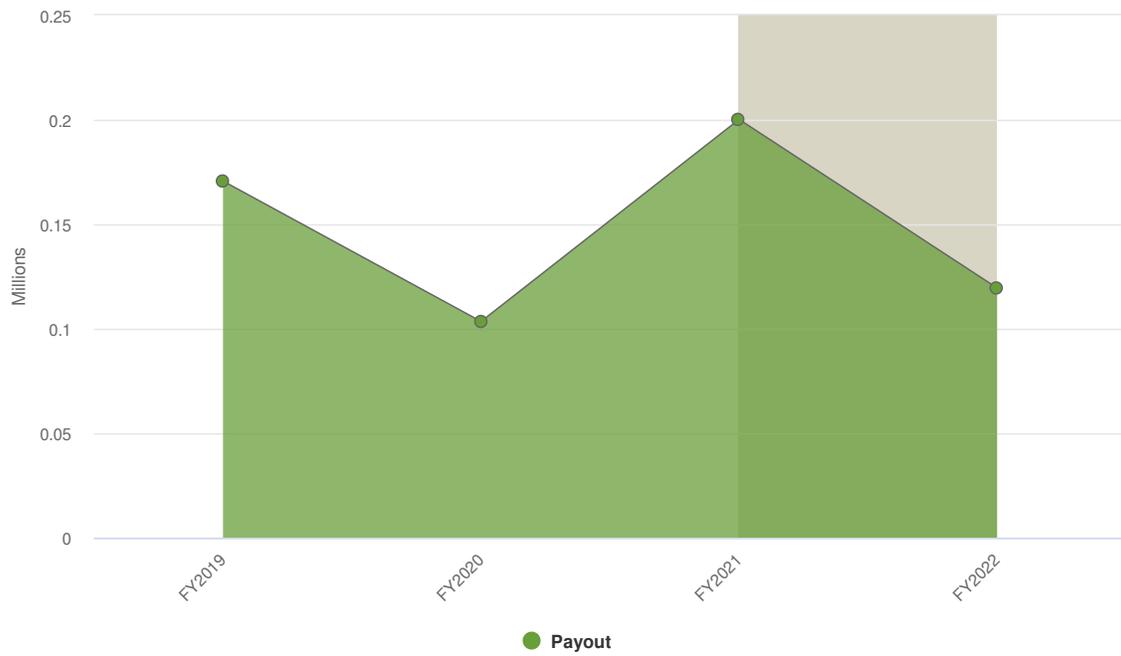
# Expenditures by Expense Type

For budget year 2022 we are continuing to use this fund to reduce outstanding deferred compensation unfunded liability, as well as removing this episodic expense from the annual operating budgets.

## Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

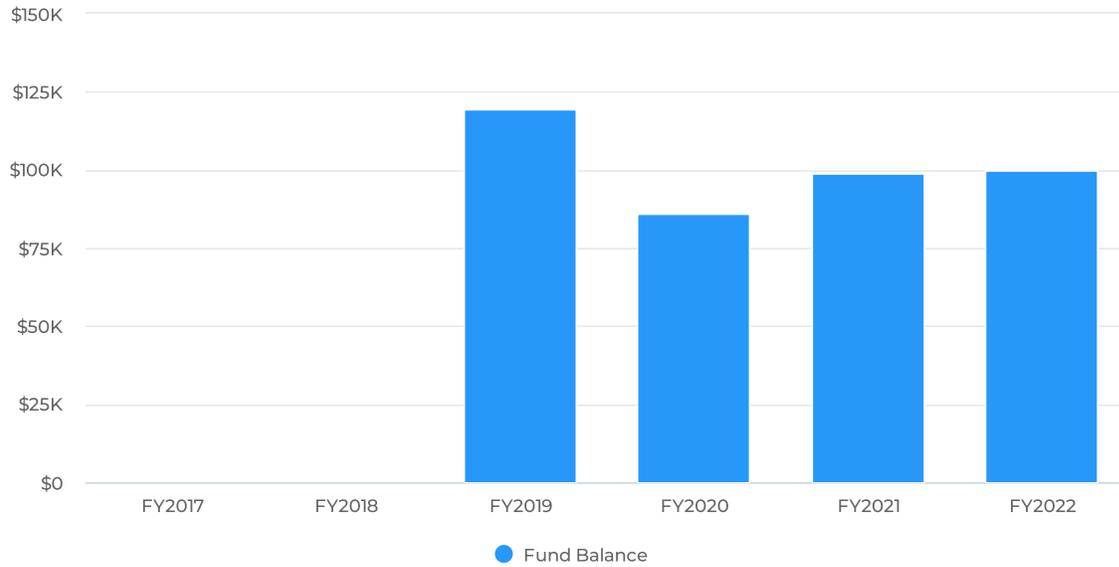
Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2021 Estimate	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects							
Payout	\$0	\$170,662	\$103,447	\$200,150	\$217,566	\$119,480	-40.3%
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$170,662</b>	<b>\$103,447</b>	<b>\$200,150</b>	<b>\$217,566</b>	<b>\$119,480</b>	<b>-40.3%</b>



# Fund Balance

The City is taking proactive efforts to develop the fund balance to address future personal payouts in order to allow for better expense stability across all operating funds.

## Fund Balance Projections



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# **CAPITAL IMPROVEMENTS**

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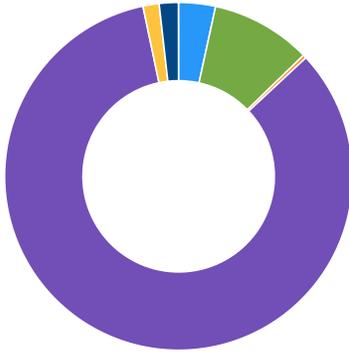
# Capital Improvements: One-year Plan

## Total Capital Requested

# \$6,432,667

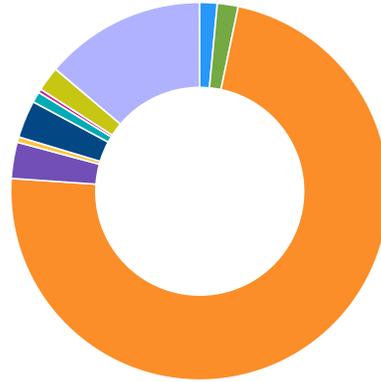
19 Capital Improvement Projects

Total Funding Requested by Department



Public Works - Govt. Buildings (3%)	\$220,000.00
Public Works - Parks (9%)	\$600,000.00
Public Works - Storm Water Mgmt. (0%)	\$20,000.00
Public Works - Streets (84%)	\$5,381,667.00
Sewer (1%)	\$96,000.00
Water (2%)	\$115,000.00
<b>TOTAL</b>	<b>\$6,432,667.00</b>

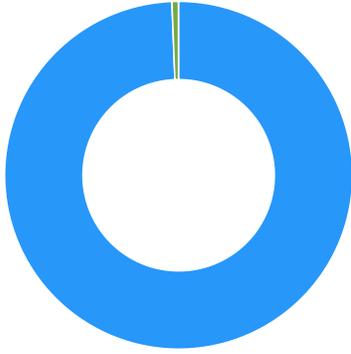
Total Funding Requested by Source



Enterprise - Sewer Capital Funds (1%)	\$96,000.00
Enterprise - Water Capital Funds (2%)	\$115,000.00
General Fund (73%)	\$4,683,135.00
Grants - State (3%)	\$200,000.00
Special Revenue - Parks Bed Tax (0%)	\$30,000.00
Special Revenue - Parks Measure M (3%)	\$205,000.00
Special Revenue - Parks Park-in-Lieu (1%)	\$60,000.00
Special Revenue - Streets Landscaping and Lighting Asse	
Special Revenue - Streets RMRA (2%)	\$135,000.00
Special Revenue - Streets Traffic Impact Fee (14%)	\$888,530.00
<b>TOTAL</b>	<b>\$6,432,667.00</b>

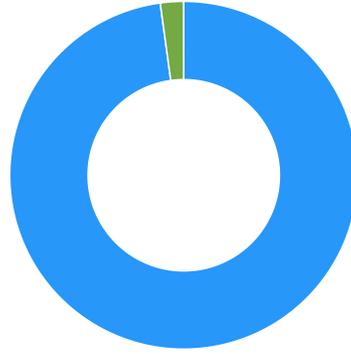


### Capital Costs Breakdown



● Capital Costs (99%)	\$6,432,667.00
● Operational Costs (1%)	\$39,200.00
<b>TOTAL</b>	<b>\$6,471,867.00</b>

### Cost Savings & Revenue Breakdown



● Cost Savings (98%)	\$454,060.00
● Revenue (2%)	\$10,010.00
<b>TOTAL</b>	<b>\$464,070.00</b>



# Public Works - Streets Requests

## Itemized Requests for 2022

---

**2020 Street Construction and Improvements - Part 2 (Quick Strike) \$200,000**

---

This project completes the 2020 Street Construction and Improvements Project and consists of rehabilitating La Plaza and West Sierra Avenue and bicycle and pedestrian safety improvements.

---

**2021 Street Construction & Improvements (West Side) \$3,439,000**

---

This project involves roadway rehabilitation and street improvements on West Cotati Avenue, West School Street, Clifford Street, Richardson Lane, and portions of Old Redwood Highway (between Myrtle and Page), Condor Court, Robin Avenue, and John...

---

**2022 Street Construction and Improvements (Bird Streets Section) \$584,135**

---

This project involves roadway rehabilitation and street improvements on streets on either side of Myrtle Avenue, and Old Redwood Hwy between Valparaiso and Eucalyptus Avenue.

---

**2023 Street Construction and Improvements (Redwood Drive) \$76,000**

---

This project involves roadway rehabilitation and street improvements on Redwood Drive between the Laguna De Santa Rosa crossing and the northern City limits. The project also includes preventative maintenance treatments on various other streets...

---

**Bench Installation at ORH and 116 Pedestrian Plaza \$50,000**

---

This effort will focus on completing the planned public improvements at the northern gateway by providing benches in the pedestrian plaza at the intersection of Highway 116 and Old Redwood Highway.

---

**City Wide Wayfinding - Kiosks \$250,000**

---

This project involves the design and implementation of a wayfinding signage program. The initial phase of signage has been installed, with the kiosks being the second and final phase. The kiosks installed downtown will have information on...

---

**Gateway Signage \$10,000**

---

This effort will focus on enhancing the City's monuments at entrance points as well as update the La Plaza bulletin board.

---

**Loretto & Marsh to McGinnis Pathway Resurfacing \$74,000**

---

Repairs and enhances the existing pathway from McGinnis Circle to Laguna Pedestrian Bridge and another branch from McGinnis to Marsh Way.

---

**Old Redwood Highway Traffic Flow Improvement \$611,532**

---

This project consists of replacing the traffic signal controllers along Old Redwood Highway from East Cotati Avenue to Commerce Boulevard and re-configuring the Highway 116 and Old Redwood Highway intersection.

---

**Traffic Safety Cross-Walk Improvements at Laguna de Santa Rosa and Commerce \$62,000**

---

This project upgrades the existing bike/pedestrian crossing by adding bicycle detection loops and enhanced crossing features.

---

**Traffic Safety Improvements \$25,000**

---

Installation of various bicycle, pedestrian, and vehicle safety improvements, to be completed by City Public Works staff or through minor construction contracts.

---

**Total: \$5,381,667**

## Public Works - Parks Requests

### Itemized Requests for 2022

**Kotate Park Improvements (Phase 1)** **\$500,000**

Phase 1 of the park capital plan, including replacement of park play equipment.

**Pocket Park Improvements** **\$50,000**

Design and construction of pathways, bollard lights, and benches in the pocket park food forest.

**Veronda-Falletti Ranch Barn** **\$50,000**

The project includes the initial evaluation and design of the replacement barn structures located on the ranch.

**Total: \$600,000**

## Public Works - Storm Water Mgnt. Requests

### Itemized Requests for 2022

**Storm Drain Improvements** **\$20,000**

This project will provide for Full Capture Equivalent for Trash Management Area 1 as described in the 2018 Draft Trash Implementation Plan.

**Total: \$20,000**

## Public Works - Govt. Buildings Requests

### Itemized Requests for 2022

**Civic Center Generator Reconfiguration** **\$110,000**

This project includes the electrical evaluation of the generators at the Civic Center and Police Department for capacity and possible rewiring of the Police Department unit to serve the entire Civic Center complex.

**Civic Center Improvements** **\$110,000**

This project involves the rehab of various City Hall Complex Buildings including: replacement of the Community Center roof. The project removes the existing roof and solar, provides structural improvements to the roof, and installs a new roof...

**Total: \$220,000**



## Water Requests

### Itemized Requests for 2022

---

**Well 1A/3 Treatment Facilities Rehabilitation****\$115,000**

This project replaces the filter media (periodically every 10-15 years) and related valves and appurtenances at City Wells 1A & 3.

---

**Total: \$115,000**

## Sewer Requests

### Itemized Requests for 2022

---

**Manhole Lateral Repair/Improvement****\$96,000**

Continued repair of manholes and lateral connections in sewer lines to limit excess storm water flowing into system.

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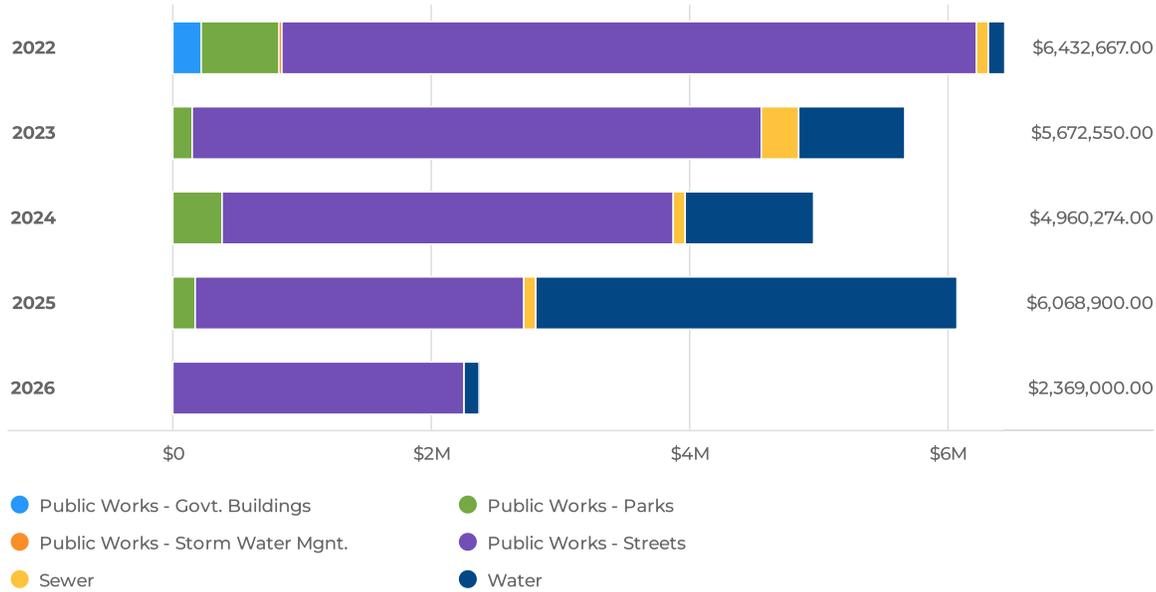
**Total: \$96,000**

# Capital Improvements: Multi-year Plan

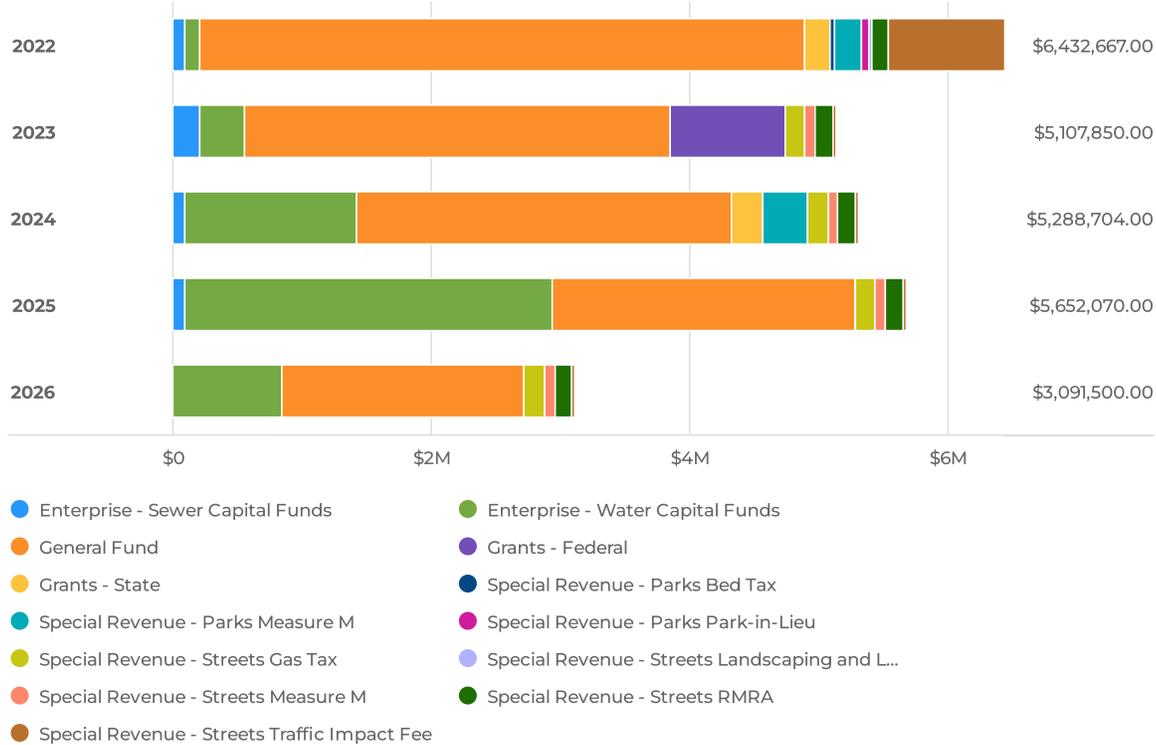
## Total Capital Requested **\$25,503,391**

32 Capital Improvement Projects

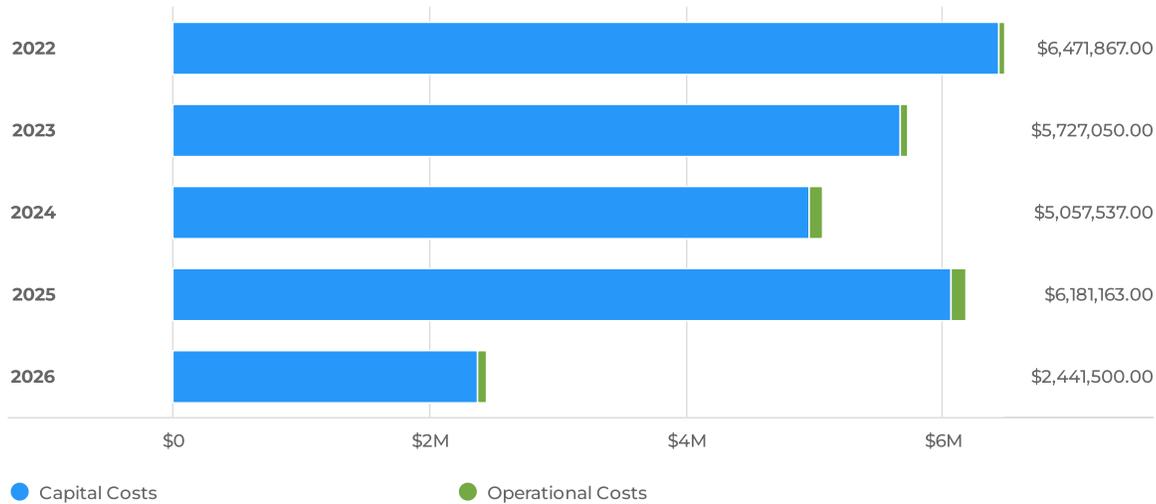
### Total Funding Requested by Department



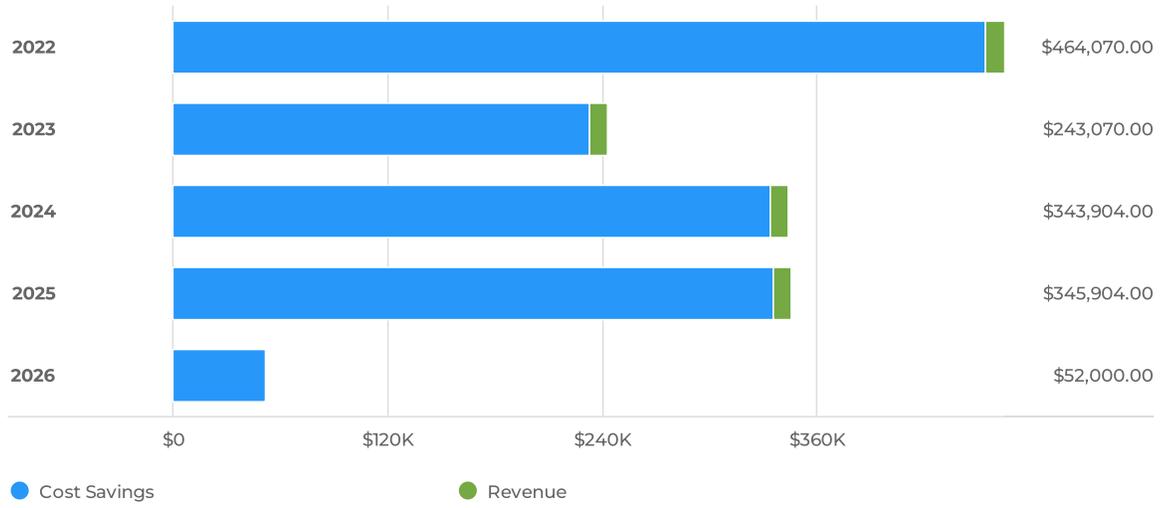
### Total Funding Requested by Source



### Capital Costs Breakdown



### Cost Savings & Revenues



# Public Works - Streets Requests

## Itemized Requests for 2022-2027

### 2020 Street Construction and Improvements - Part 2 (Quick Strike) \$3,181,235

This project completes the 2020 Street Construction and Improvements Project and consists of rehabilitating La Plaza and West Sierra Avenue and bicycle and pedestrian safety improvements.

### 2021 Street Construction & Improvements (West Side) \$3,439,000

This project involves roadway rehabilitation and street improvements on West Cotati Avenue, West School Street, Clifford Street, Richardson Lane, and portions of Old Redwood Highway (between Myrtle and Page), Condor Court, Robin Avenue, and John...

### 2022 Street Construction and Improvements (Bird Streets Section) \$584,135

This project involves roadway rehabilitation and street improvements on streets on either side of Myrtle Avenue, and Old Redwood Hwy between Valparaiso and Eucalyptus Avenue.

### 2023 Street Construction and Improvements (Redwood Drive) \$1,960,000

This project involves roadway rehabilitation and street improvements on Redwood Drive between the Laguna De Santa Rosa crossing and the northern City limits. The project also includes preventative maintenance treatments on various other streets...

### 2024 Street Construction and Improvements (Cypress) \$2,064,000

This project involves roadway rehabilitation and street improvements on Cypress Avenue and Oretsky Way.

### 2025 Streets Improvement Project \$2,500,000

This project is to be determined from the 2021/22 Update of the Street Preservation 5 Year CIP

### 2026 Streets Improvement Project \$2,500,000

This project is to be determined from the 2021/22 Update of the Street Preservation 5 Year CIP

### Bench Installation at ORH and 116 Pedestrian Plaza \$50,000

This effort will focus on completing the planned public improvements at the northern gateway by providing benches in the pedestrian plaza at the intersection of Highway 116 and Old Redwood Highway.

### City Wide Wayfinding - Kiosks \$250,000

This project involves the design and implementation of a wayfinding signage program. The initial phase of signage has been installed, with the kiosks being the second and final phase. The kiosks installed downtown will have information on...

### Gateway Signage \$580,000

This effort will focus on enhancing the City's monuments at entrance points as well as update the La Plaza bulletin board.

### Loretto & Marsh to McGinnis Pathway Resurfacing \$74,000

Repairs and enhances the existing pathway from McGinnis Circle to Laguna Pedestrian Bridge and another branch from McGinnis to Marsh Way.

### Old Redwood Highway Traffic Flow Improvement \$611,532

This project consists of replacing the traffic signal controllers along Old Redwood Highway from East Cotati Avenue to Commerce Boulevard and re-configuring the Highway 116 and Old Redwood Highway intersection.

### Traffic Safety Cross-Walk Improvements at Laguna de Santa Rosa and Commerce \$62,000

This project upgrades the existing bike/pedestrian crossing by adding bicycle detection loops and enhanced crossing features.



**Traffic Safety Improvements****\$225,000**

Installation of various bicycle, pedestrian, and vehicle safety improvements, to be completed by City Public Works staff or through minor construction contracts.

**Total: \$18,080,902****Public Works - Parks Requests****Itemized Requests for 2022-2027****Kotate Park Improvements (Phase 1)****\$500,000**

Phase 1 of the park capital plan, including replacement of park play equipment.

**Pocket Park Improvements****\$50,000**

Design and construction of pathways, bollard lights, and benches in the pocket park food forest.

**Putnam Park Improvements****\$695,500**

This project includes the design of a Dog park, perimeter pathway and pedestrian bridge across the Laguna de Santa Rosa, baseball field fencing, and various related park amenities.

**Veronda-Falletti Ranch Barn****\$50,000**

The project includes the initial evaluation and design of the replacement barn structures located on the ranch.

**Total: \$1,295,500****Public Works - Storm Water Mgnt. Requests****Itemized Requests for 2022-2027****Storm Drain Improvements****\$20,000**

This project will provide for Full Capture Equivalent for Trash Management Area 1 as described in the 2018 Draft Trash Implementation Plan.

**Total: \$20,000**

# Public Works - Govt. Buildings Requests

## Itemized Requests for 2022-2027

---

### Civic Center Generator Reconfiguration

\$110,000

This project includes the electrical evaluation of the generators at the Civic Center and Police Department for capacity and possible rewiring of the Police Department unit to serve the entire Civic Center complex.

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### Civic Center Improvements

\$110,000

This project involves the rehab of various City Hall Complex Buildings including: replacement of the Community Center roof. The project removes the existing roof and solar, provides structural improvements to the roof, and installs a new roof...

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**Total: \$220,000**



## Water Requests

### Itemized Requests for 2022-2027

**BP-1: Cypress Tank Booster Pumps** **\$608,900**

This project will add booster pumps for the new Cypress Pressure Zone.

**Chlorination Equipment Replacement** **\$115,000**

This is a project to replace aging chlorine generators for the City wells.

**Distribution System Monitoring** **\$119,000**

This project adds telemetry points on all distribution system production inputs (Sonoma Water Turnouts, City wells), as well as potentially some nodes within the distribution system zones. The instrumentation is intended to measure real-time...

**P-1: Portal Street, Mercantile, Aaron Main Replacement** **\$608,900**

This project replaces approximately 2,100 feet of existing undersized mains at these locations to improve fire flows.

**P-3, 4: Cypress Tank New Water Main** **\$552,419**

This project involves the construction of approximately 2,100 feet of new main at locations to improve pressure by creating a new pressure zone.

**P-5: Sycamore Lane Water Main Replacement** **\$141,270**

This project replaces approximately 600 feet of existing undersized main at this location to improve fire flows.

**T-1: New Cypress Storage Tank** **\$2,320,000**

This project will add 0.4 million gallons of treated water storage at existing out of service tank location allowing for key fire protection and resource availability for our community.

**Well 1A/3 Treatment Facilities Rehabilitation** **\$115,000**

This project replaces the filter media (periodically every 10-15 years) and related valves and appurtenances at City Wells 1A & 3.

**West Sierra Tank Recoating** **\$722,500**

This project will recoat the interior and exterior of the existing West Sierra Tank.

**Total: \$5,302,989**

## Sewer Requests

### Itemized Requests for 2022-2027

**Manhole Lateral Repair/Improvement** **\$384,000**

Continued repair of manholes and lateral connections in sewer lines to limit excess storm water flowing into system.

**SCADA System** **\$200,000**

Relocate the primary SCADA server to the City Hall server room and institute latest best practices for cybersecurity to secure the City's water and sewer systems.

**Total: \$584,000**



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# DEBT

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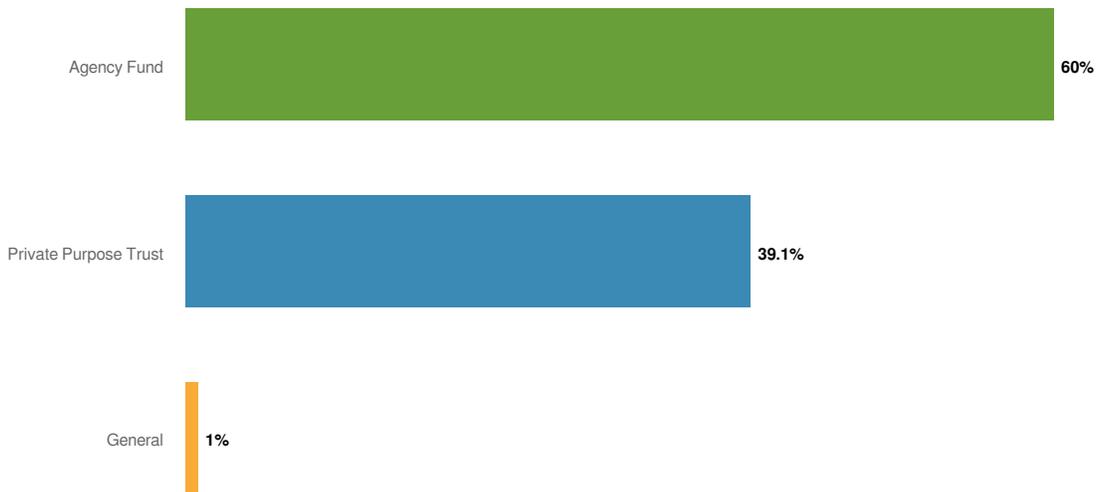
## Government-wide Debt Overview

The City has the following types of debt:

- Direct Debt
  - Long-Term Lease Obligation for Copy Equipment totaling \$20K maturing in 2023
- Pass-through Debt
  - Assessment District Debt with No City Commitment totaling \$5.7M and maturing in 2034
  - Successor Agency Debt Service for Recognized Obligation Payment Schedules
    - Cotati-RP School District Payments total debt of \$926K maturing 2033
    - Tax allocation refunding Bond, Series 2020 with total Debt Service of \$8.5M maturing 2036
- Inter-Government Loans
  - Sewer Fund Loan to Water Fund total debt service \$645K maturing in 2027
  - In-Lieu Housing Loan to Sewer total debt service \$861K maturing in 2039
- Pension Obligations
  - Unfunded Liability Pension Obligations with a net pension liability of \$10.5M as of June 30, 2020



### Debt by Fund



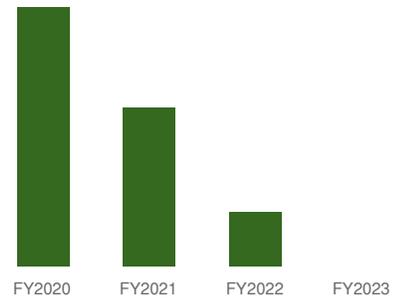
	FY2021	FY2022	% Change
<b>All Funds</b>	<b>Actual</b>	<b>Actual</b>	
Debt Service	\$0	\$0	0%
Private Purpose Trust	\$118,410	\$161,825	36.7%
General	\$11,618	\$3,993	-65.6%
Agency Fund	\$231,343	\$248,349	7.4%
<b>Total All Funds:</b>	<b>\$361,371</b>	<b>\$414,167</b>	<b>14.6%</b>



## Private Purpose Trust

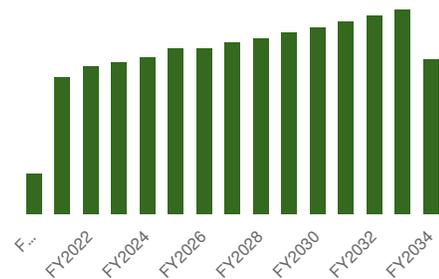
	FY2021	FY2022	% Change
<b>Private Purpose Trust</b>	<b>Actual</b>	<b>Actual</b>	
Successor Agency	\$118,410	\$161,825	36.7%
<b>Total Private Purpose Trust:</b>	<b>\$118,410</b>	<b>\$161,825</b>	<b>36.7%</b>

## General



	FY2021	FY2022	% Change
<b>General</b>	<b>Actual</b>	<b>Actual</b>	
General	\$11,618	\$3,993	-65.6%
<b>Total General:</b>	<b>\$11,618</b>	<b>\$3,993</b>	<b>-65.6%</b>

## Agency Fund



	FY2021	FY2022	% Change
<b>Agency Fund</b>	<b>Actual</b>	<b>Actual</b>	
SSBP Series 2019	\$231,343	\$248,349	7.4%
<b>Total Agency Fund:</b>	<b>\$231,343</b>	<b>\$248,349</b>	<b>7.4%</b>

## Debt Service

The City records and disburses monies used to repay annual principal and interest, fees, anticipated new debt, and administrative. The General Long Term Debt accounts for the payment of debt service on the City's General Obligation. The Utility funds account for all debt associated with the Water and Sewer utilities activity. These debts account for the accumulation of resources and payment of general long-term debt principal.



## **Debt Limits**

The City Council has approved a debt policy contained in the appendix of the City's adopted budget, which includes parameters for entering into debt obligations. State law sets the bonded debt limit for General Obligation bonds at 15% of the total assessed valuation of all the real and personal property within the City. As of June 30, 2020, the City's total debt limit capacity was \$5.4 million, of which the City has no General Obligation bonds.

## **Long-term Obligations**

Special Assessment Bonds with Governmental Commitment - South Sonoma Business Park The special assessment bonds were issued in an original amount of \$5,875,000 for the purpose of facilitating a wetlands mitigation project. The bonds are secured solely by assessments levied against property owners within the assessment district and from monies on deposit in a reserve fund. The City has no obligation to advance funds for payment of bond debt service. Due to the decrease in bond interest rates the City assisted in the bond refunding which was completed in July 2019 reducing the interest rate from 6.5% to 2.95% reducing the total debt service paid by property owners within the District by approximately \$1,340,000 over the remaining life of the bonds.



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# **SUPPLEMENTAL STATISTICAL INFORMATION**

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## TAXABLE SALES BY CATEGORY

Last Ten Calendar Years  
(in thousands of dollars)  
Adjusted for Economic Data

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Eating and Drinking Places	\$ 9,179	\$ 11,454	\$ 11,720	\$ 11,581	\$ 12,949	\$ 16,704	\$ 18,643	\$ 19,040	\$ 19,581	\$ 16,073
Auto Dealers and Supplies	1,740	2,198	2,431	3,374	3,930	3,182	2,238	5,339	6,197	5,912
Service Stations	32,347	36,079	37,717	36,400	29,572	28,838	31,764	38,279	37,564	25,575
Other Retail Stores	81,967	81,774	87,844	94,225	98,549	105,811	117,258	122,263	128,704	143,219
All Other Outlets	39,533	37,762	46,400	48,220	46,843	47,476	51,198	54,145	61,192	70,943
<b>Total</b>	<b>\$ 164,767</b>	<b>\$ 169,266</b>	<b>\$ 186,112</b>	<b>\$ 193,800</b>	<b>\$ 191,843</b>	<b>\$ 201,699</b>	<b>\$ 221,100</b>	<b>\$ 239,966</b>	<b>\$ 251,237</b>	<b>\$ 262,622</b>

Sources: State Board of Equalization, California Department of Taxes and Fees Administration, State Controller's Office, The HdL Companies

Note: Due to confidentiality issues, the names of the ten largest revenue payers are not available. The categories presented are intended to provide alternative information regarding the sources of the City's revenue.

## FISCAL YEAR 2020-2021 - TOP 25 SALES TAX PRODUCERS

<b>Business Name</b>	<b>Business Category</b>
76/Circle K	Service Stations
Acme Burger	Quick-Service Restaurants
Chevron	Service Stations
Cotati Chevron	Service Stations
Cotati Gas Mart	Service Stations
Delta Separations	Heavy Industrial
Fume Highroad	Cannabis Related
Growbiz	Garden/Agricultural Supplies
Growgeneration Cotati	Garden/Agricultural Supplies
Instrument Technology	Electrical Equipment
Jaded Toad BBQ & Grill	Casual Dining
Lowes	Building Materials
McPhail Fuel	Fuel/Ice Dealers
Mercy Wellness Center	Cannabis Related
Mi Pueblo	Casual Dining
North Bay Motors Sonoma Rv	Used Automotive Dealers
Olivers Market	Grocery Stores
Outdoor Pro Shop	Sporting Goods/Bike Stores
Paradise Valley Spas	Specialty Stores
San FranStitchco	Textiles/Furnishings
Shamrock Building Materials	Building Materials
Sonoma County Harley Davidson	Boats/Motorcycles
Spa World	Specialty Stores
USA Gas	Service Stations
Walgreens	Drug Stores

**Percent of Fiscal Year Total Paid By Top 25 Accounts = 79.61%**

\* Firms Listed Alphabetically

Period: July 2020 – March 2021

Sources: State Board of Equalization, California Department of Taxes and Fees Administration, State Controller's Office, The HdL Companies



# COMPARATIVE FISCAL YEAR 2011-2012 - TOP 25 SALES TAX PRODUCERS

<b>Business Name</b>	<b>Business Category</b>
Archs Glass	Paint/Glass/Wallpaper
B2 Enterprises	Sporting Goods/Bike Stores
Chevron	Service Stations
Chouinard & Myhre	Business Services
Circle K 76	Service Stations
Cotati Gas & Food Mart	Service Stations
Cotati Market	Convenience Stores/Liquor
Dunn Edwards Paint	Paint/Glass/Wallpaper
Gilmore Chevron	Service Stations
Instrument Technology	Electrical Equipment
Le Cache Wine Cabinets	Specialty Stores
Lowes	Building Materials
McLea's Tire Service	Automotive Supply Stores
McPhail Fuel	Fuel/Ice Dealers
Mercy Wellness Center	Cannabis Related
Mi Pueblo	Casual Dining
Michaels Harley Davidson	Boats/Motorcycles
Olivers Market	Grocery Stores
Outdoor Pro Shop	Sporting Goods/Bike Stores
Park Avenue Catering	Leisure/Entertainment
Shamrock Materials	Contractors
Sillada Valero	Service Stations
Spa World	Specialty Stores
USA Gas	Service Stations
Walgreens	Drug Stores

Percent of Fiscal Year Total Paid By Top 25 Accounts = 83.02%

Firms Listed Alphabetically

Period: July 2011 - June 2012

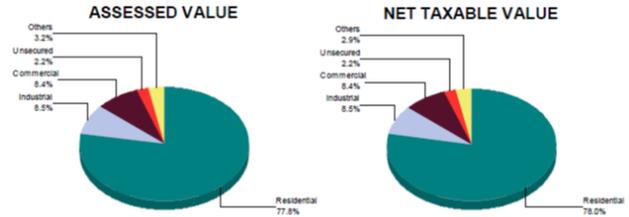
Sources: State Board of Equalization, California Department of Taxes and Fees Administration, State Controller's Office, The HdL Companies



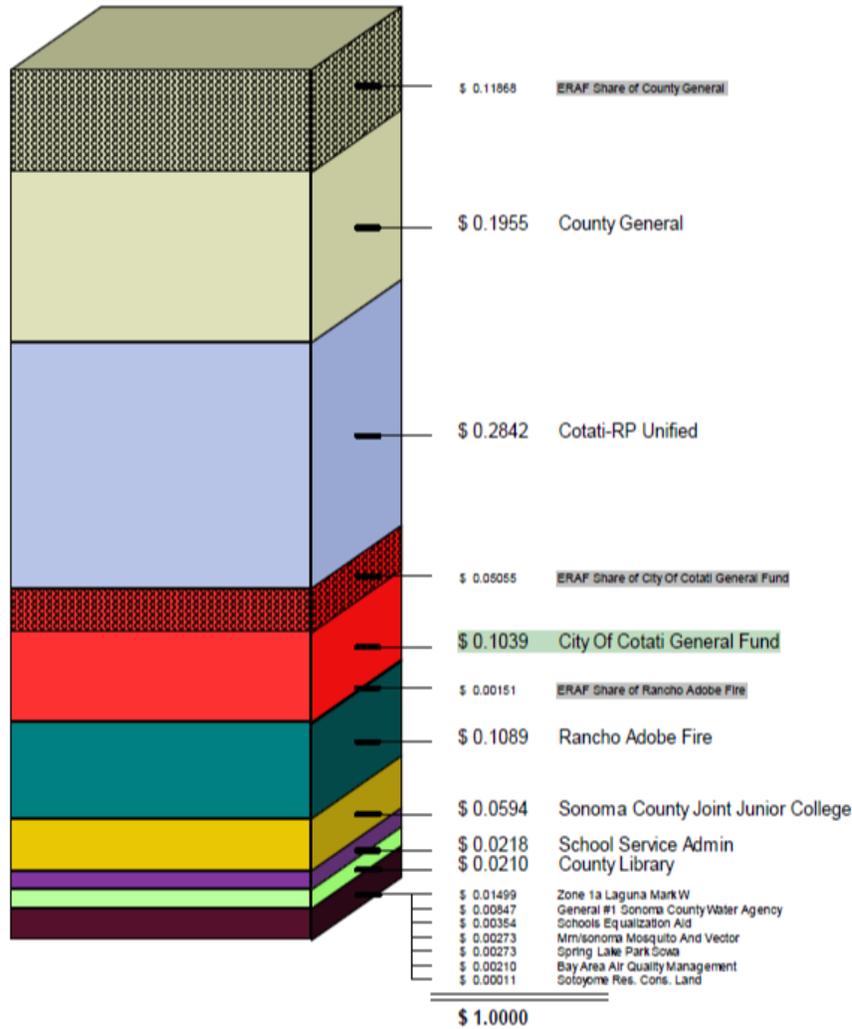
# PROPERTY TAX USE CATEGORY SUMMARY - FISCAL YEAR 2020-2021

**BASIC PROPERTY VALUE TABLE**

Category	Parcels	Assessed Value	Net Taxable Value
Residential	2,434	\$981,059,047 (77.8%)	\$969,710,258 (78.0%)
Commercial	80	\$105,630,410 (8.4%)	\$104,599,685 (8.4%)
Industrial	85	\$107,458,525 (8.5%)	\$105,403,915 (8.5%)
Govt. Owned	80	\$0 (0.0%)	\$0 (0.0%)
Institutional	15	\$5,379,823 (0.4%)	\$2,366,763 (0.2%)
Miscellaneous	10	\$760,858 (0.1%)	\$760,358 (0.1%)
Recreational	1	\$3,299,054 (0.3%)	\$3,299,054 (0.3%)
Vacant	127	\$27,221,646 (2.2%)	\$27,077,285 (2.2%)
Cross Reference	[75]	\$3,138,368 (0.2%)	\$3,101,052 (0.2%)
Unsecured	[454]	\$27,780,643 (2.2%)	\$27,633,799 (2.2%)
<b>TOTALS</b>	<b>2,832</b>	<b>\$1,261,728,374</b>	<b>\$1,243,952,169</b>



## PROPERTY TAX DOLLAR BREAKDOWN



# 2020-2021 ROLL SUMMARY - Taxable Property Values

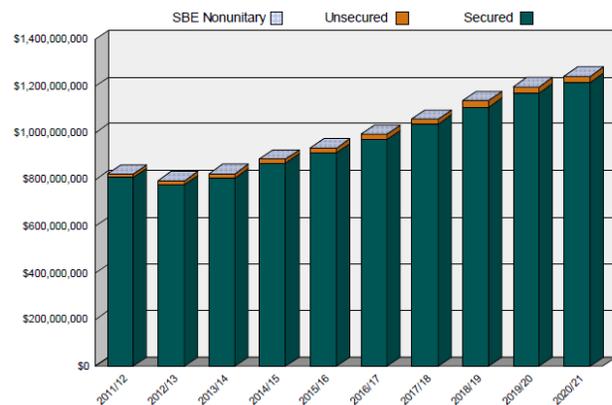
	Secured	Nonunitary Utilities	Unsecured
Parcels	2,832	0	454
TRAs	14	0	13
<b>Values</b>			
Land	483,397,721	0	305,502
Improvements	745,961,686	0	2,237
Personal Property	3,927,621	0	18,926,723
Fixtures	660,703	0	8,546,181
Aircraft	0	0	0
<b>Total Value</b>	<b>\$1,233,947,731</b>	<b>\$0</b>	<b>\$27,780,643</b>
<b>Exemptions</b>			
Real Estate	17,416,064	0	13,012
Personal Property	199,340	0	130,046
Fixtures	13,957	0	3,786
Aircraft	0	0	0
Homeowners*	8,750,000	0	0
<b>Total Exemptions*</b>	<b>\$17,629,361</b>	<b>\$0</b>	<b>\$146,844</b>
<b>Total Net Value</b>	<b>\$1,216,318,370</b>	<b>\$0</b>	<b>\$27,633,799</b>

Combined Values	Total
Total Values	\$1,261,728,374
Total Exemptions	\$17,776,205
Net Total Values	\$1,243,952,169
Net Aircraft Values	\$0

## NET TAXABLE ASSESSED VALUE HISTORY

2011/12 - 2020/21 Taxable Property Values

Lien Year	Secured	Unsecured	SBE Nonunitary	Net Total AV	% Change
2011/12	\$808,720,683	\$16,491,973	\$0	825,212,656	
2012/13	\$779,578,530	\$15,774,279	\$0	795,352,809	-3.62%
2013/14	\$807,650,224	\$17,650,144	\$0	825,300,368	3.77%
2014/15	\$871,460,968	\$17,928,404	\$0	889,389,372	7.77%
2015/16	\$915,555,387	\$19,759,670	\$0	935,315,057	5.16%
2016/17	\$973,074,011	\$21,771,776	\$0	994,845,787	6.36%
2017/18	\$1,038,099,134	\$21,532,517	\$0	1,059,631,651	6.51%
2018/19	\$1,111,279,998	\$26,992,115	\$0	1,138,272,113	7.42%
2019/20	\$1,171,732,726	\$26,672,022	\$0	1,198,404,748	5.28%
2020/21	\$1,216,318,370	\$27,633,799	\$0	1,243,952,169	3.80%
				Average % Change	5.14%



# ASSESSED VALUE OF TAXABLE PROPERTY

2011/12 - 2020/21 Taxable Property Values

Category	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Residential	603,464,386	584,373,933	615,360,303	678,311,562	715,961,764	767,060,996	826,433,803	889,070,832	935,486,786	969,710,258
Commercial	99,453,354	89,147,937	88,689,049	87,654,176	90,746,880	94,066,325	95,586,147	103,268,500	106,286,851	104,599,685
Industrial	77,116,354	78,086,904	76,498,597	78,236,635	81,062,360	83,370,408	85,606,861	89,805,232	99,333,894	105,403,915
Govt. Owned	0	0	0	0	0	0	0	0	0	0
Institutional	1,230,011	1,624,224	1,660,963	1,665,414	1,713,465	1,734,254	1,839,508	2,104,979	2,320,009	2,366,763
Miscellaneous	786,045	801,764	490,255	539,897	550,450	558,841	570,015	730,838	745,453	760,358
Recreational	2,816,162	2,872,484	2,929,933	2,943,234	3,002,039	3,047,819	3,108,774	3,170,949	3,234,367	3,299,054
Vacant	21,320,141	20,285,031	19,793,035	19,926,704	20,298,185	20,714,229	22,084,929	20,156,355	21,367,104	27,077,285
Gross Reference	2,534,230	2,386,253	2,228,089	2,183,346	2,220,244	2,521,139	2,869,097	2,972,313	2,958,262	3,101,052
Unsecured	16,491,973	15,774,279	17,650,144	17,928,404	19,759,670	21,771,776	21,532,517	26,992,115	26,672,022	27,633,799
Exempt	[0]									
<b>TOTALS</b>	<b>825,212,656</b>	<b>795,352,809</b>	<b>825,300,368</b>	<b>889,389,372</b>	<b>935,315,057</b>	<b>994,845,787</b>	<b>1,059,631,651</b>	<b>1,138,272,113</b>	<b>1,198,404,748</b>	<b>1,243,952,169</b>
Total Direct Rate	0.50517	0.50068	0.10153	0.10157	0.10129	0.10117	0.10104	0.10092	0.10073	0.09440

**Notes:**

Exempt values are not included in Total. In 1978 the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the assessed value of the property being taxed. Each year, the assessed value of property may be increased by an "inflation factor" (limited to a maximum of 2%). With few exceptions, property is only reassessed as a result of new construction activity or at the time it is sold to a new owner. At that point, the property is reassessed based upon the added value of the construction or at the purchase price (market value) or economic value of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

## FISCAL YEAR 2020-21 - TOP TEN PROPERTY TAXPAYERS

Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) LOWES HIW INC	1	\$18,000,000	1.48%	1	\$1,592,870	5.70%	\$19,592,870	1.57%	Commercial Successor Agency
2) SUNHILL ENTERPRISES LP	2	\$8,505,130	0.70%				\$8,505,130	0.68%	Commercial Successor Agency
3) ADK DEVELOPMENT GROUP LLC	2	\$7,365,781	0.61%				\$7,365,781	0.59%	Industrial Successor Agency
4) GTY - PACIFIC LEASING LLC	2	\$7,095,341	0.58%				\$7,095,341	0.57%	Commercial Successor Agency
5) SCOTT RAYMOND ET AL	2	\$7,091,522	0.58%				\$7,091,522	0.57%	Residential City of Cotati General Fund
6) EMC PROPERTY COMPANY LLC	1	\$5,630,810	0.46%				\$5,630,810	0.45%	Industrial Successor Agency
7) VINEYARD MEADOWS APARTMENTS LP	3	\$5,298,521	0.44%				\$5,298,521	0.43%	Residential City of Cotati General Fund
8) COTATI COMMONS MARKETPLACE LLC	4	\$5,179,433	0.43%				\$5,179,433	0.42%	Vacant Successor Agency
9) REDWOOD SELF STORAGE LLC	1	\$5,168,197	0.42%				\$5,168,197	0.42%	Industrial Successor Agency
10) JEFFRY H WEISMAN TRUST ET AL	14	\$4,654,418	0.38%				\$4,654,418	0.37%	Residential Successor Agency
<b>Top Ten Total</b>	<b>32</b>	<b>\$73,980,153</b>	<b>6.08%</b>	<b>1</b>	<b>\$1,592,870</b>	<b>5.70%</b>	<b>\$75,582,023</b>	<b>6.07%</b>	
<b>City Total</b>		<b>\$1,217,180,983</b>			<b>\$27,633,799</b>		<b>\$1,244,814,782*</b>		<i>*Value includes Outer TRAs</i>



# COMPARATIVE FISCAL YEAR 2011-2012 - TOP TEN PROPERTY TAXPAYERS

Top Property Owners Based On Net Values

Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) LOWES HIW INC	1	\$25,360,737	3.13%				\$25,360,737	3.07%	Commercial Successor Agency
2) COLVIN GROUP FUND LP	19	\$5,623,037	0.69%				\$5,623,037	0.68%	Industrial Successor Agency
3) NEWMAN DEV GROUP OF COTATI LLC	4	\$5,334,484	0.66%				\$5,334,484	0.65%	Vacant Successor Agency
4) SUNHILL ENTERPRISES LP	1	\$4,992,116	0.62%				\$4,992,116	0.60%	Commercial Successor Agency
5) VINEYARD MEADOWS APARTMENTS LP	3	\$4,526,074	0.56%				\$4,526,074	0.55%	Residential City of Cotati General Fund
6) MILAN MILTON HOLDORF TRUST	1	\$4,504,834	0.56%				\$4,504,834	0.55%	Industrial Successor Agency
7) SCOTT P WILSON TRUST ET AL	1	\$4,300,000	0.53%				\$4,300,000	0.52%	Commercial Successor Agency
8) MICHAEL A KENNEY TRUST	1	\$4,140,564	0.51%				\$4,140,564	0.50%	Industrial Successor Agency
9) BENSON INVESTMENTS INC	2	\$3,800,000	0.47%				\$3,800,000	0.46%	Industrial Successor Agency
10) STEVE R ORTH TRUST	1	\$3,772,252	0.47%				\$3,772,252	0.46%	Commercial Successor Agency
<b>Top Ten Total</b>	<b>34</b>	<b>\$66,354,098</b>	<b>8.20%</b>	<b>0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$66,354,098</b>	<b>8.03%</b>	
<b>City Total</b>		<b>\$809,641,683</b>			<b>\$16,525,842</b>		<b>\$826,167,525*</b>		

\*Value includes Outer TRAs

## DIRECT & OVERLAPPING PROPERTY TAX RATES

(RATE PER \$100 OF TAXABLE VALUE)

Agency	Last 10 Fiscal Years									
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Basic Levy <sup>1</sup>	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Cotati-Rohnert Park Unified	0.10000	0.10000	0.10000	0.16400	0.15100	0.13900	0.16700	0.16500	0.16400	0.15600
Sonoma County Junior College	0.02100	0.02100	0.02100	0.01800	0.01800	0.04000	0.03700	0.03600	0.03700	0.03700
West Sonoma Russian River Project	0.00700	0.00700	0.00700	0.00700	0.00700	0.00700	0.00700	0.00700	0.00700	0.00700
<b>Total Direct &amp; Overlapping<sup>2</sup> Tax Rates</b>	<b>1.12800</b>	<b>1.12800</b>	<b>1.12800</b>	<b>1.18900</b>	<b>1.17400</b>	<b>1.18600</b>	<b>1.21100</b>	<b>1.20800</b>	<b>1.20800</b>	<b>1.20000</b>
<b>City's Share of 1% Levy Per Prop 13<sup>3</sup></b>	<b>0.10704</b>	<b>0.10694</b>	<b>0.10694</b>	<b>0.10694</b>	<b>0.10661</b>	<b>0.10651</b>	<b>0.10637</b>	<b>0.10624</b>	<b>0.10616</b>	<b>0.10390</b>
<b>Voter Approved City Debt Rate</b>										
<b>Redevelopment Rate<sup>4</sup></b>	<b>1.00700</b>									
<b>Total Direct Rate<sup>5</sup></b>	<b>0.50517</b>	<b>0.50068</b>	<b>0.10153</b>	<b>0.10157</b>	<b>0.10129</b>	<b>0.10117</b>	<b>0.10104</b>	<b>0.10092</b>	<b>0.10073</b>	<b>0.09440</b>

Notes:

<sup>1</sup>In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.

<sup>2</sup>Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all property owners.

<sup>3</sup>City's Share of 1% Levy is based on the City's share of the general fund tax rate area with the largest net taxable value within the City. The ERAF portion of the City's Levy has been subtracted where known.

<sup>4</sup>Redevelopment Rate is based on the largest RDA tax rate area and only includes rate(s) from indebtedness adopted prior to 1989 per California State statute. RDA direct and overlapping rates are applied only to the incremental property values. The approval of ABX1 26 eliminated Redevelopment from the State of California for the fiscal year 2012/13 and years thereafter.

<sup>5</sup>Total Direct Rate is the weighted average of all individual direct rates applied by the City/Agency preparing the statistical section information and excludes revenues derived from aircraft. Beginning in 2013/14 the Total Direct Rate no longer includes revenue generated from the former redevelopment tax rate areas. Challenges to recognized enforceable obligations are assumed to have been resolved during 2012/13. For the purposes of this report, residual revenue is assumed to be distributed to the City/Agency in the same proportions as general fund revenue.



# HISTORICAL CITY STATISTICS

Calendar Year	Population	Personal Income (In Thousands)	Per Capita Personal Income	Unemployment Rate	Median Age	% of Pop 25+ with High School Degree	% of Pop 25+ with Bachelor's Degree
2011	7,276	\$257,614	\$35,406	10.3%	36.5	90.9%	33.0%
2012	7,310	\$276,021	\$38,033	6.9%	36.2	89.7%	31.3%
2013	7,288	\$265,458	\$36,424	5.5%	35.1	87.6%	30.3%
2014	7,302	\$249,130	\$34,118	7.3%	36.0	87.6%	33.3%
2015	7,153	\$241,231	\$33,724	5.9%	36.1	89.3%	37.0%
2016	7,272	\$237,228	\$32,622	5.3%	34.2	89.3%	36.1%
2017	7,716	\$253,562	\$32,861	3.8%	36.4	89.2%	36.1%
2018	7,919	\$266,954	\$33,710	2.5%	35.8	91.0%	38.2%
2019	7,533	\$270,187	\$35,867	2.8%	37.2	91.5%	33.2%
2020	7,429	\$279,386	\$37,607	8.0%	36.0	90.2%	31.7%

## Notes and Data Sources:

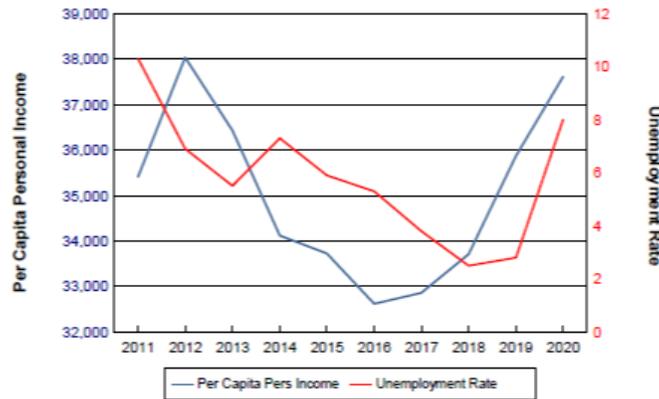
Population: California State Department of Finance. Unemployment Data: California Employment Development Department

2000-2009 Income, Age, and Education Data: ESRI - Demographic Estimates are based on the last available Census. Projections are developed by incorporating all the prior census data released to date.

Demographic Data is totaled from Census Block Groups that overlap the City's boundaries

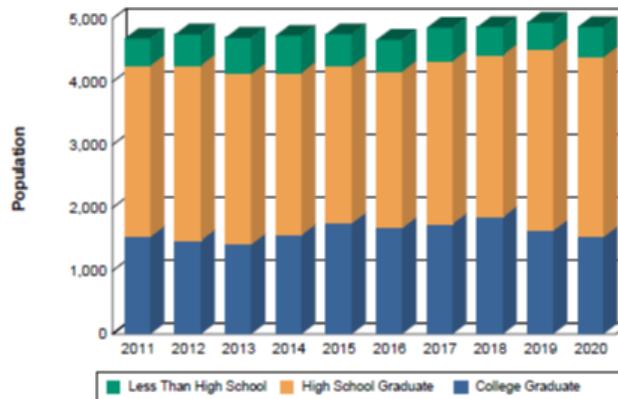
2010 and later - Income, Age and Education Data - US Census Bureau, most recent American Community Survey

## PERSONAL INCOME AND UNEMPLOYMENT



## EDUCATION LEVEL

Education Level Attained for Population 25 and Over



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# APPENDIX

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# **PUBLIC WORKS - PARKS REQUESTS**

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# Kotate Park Improvements (Phase 1)

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2020
Est. Completion Date	09/30/2021
Department	Public Works - Parks
Type	Other

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## Description

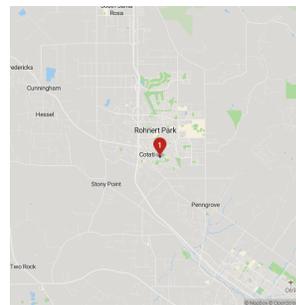
Phase 1 of the park capital plan, including replacement of park play equipment.

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## Details

Department	Parks Projects
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## Location

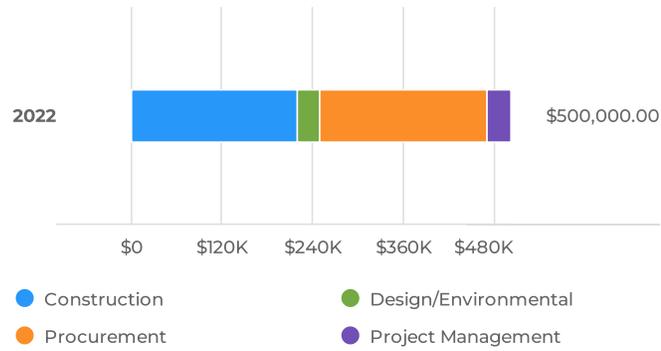


## Capital Cost

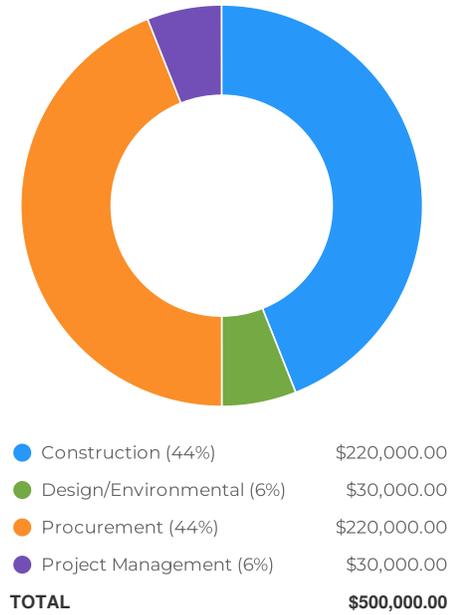
FY2022 Budget  
**\$500,000**

Total Budget (all years)  
**\$500K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$30,000
Construction	\$220,000
Project Management	\$30,000
Procurement	\$220,000
<b>Total</b>	<b>\$500,000</b>

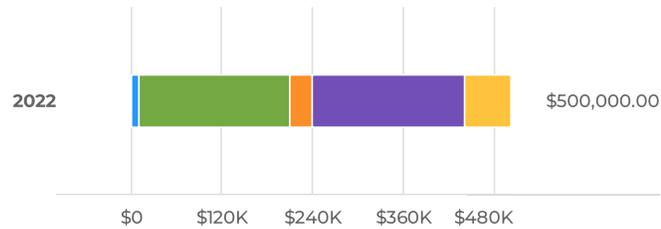


## Funding Sources

FY2022 Budget  
**\$500,000**

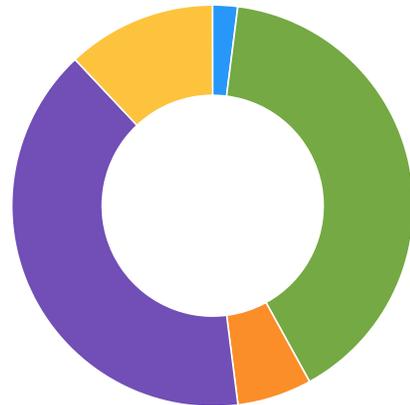
Total Budget (all years)  
**\$500K**

Funding Sources by Year



- General Fund
- Special Revenue - Parks Bed T...
- Grants - State
- Special Revenue - Parks Measur...
- Special Revenue - Parks Park-i...

Funding Sources for Budgeted Years



- General Fund (2%) \$10,000.00
  - Grants - State (40%) \$200,000.00
  - Special Revenue - Parks Bed Tax (6%) \$30,000.00
  - Special Revenue - Parks Measure M (40%) \$200,000.00
  - Special Revenue - Parks Park-in-Lieu (12%) \$60,000.00
- TOTAL \$500,000.00**

### Funding Sources Breakdown

Funding Sources	FY2022
General Fund	\$10,000
Special Revenue - Parks Park-in-Lieu	\$60,000
Special Revenue - Parks Bed Tax	\$30,000
Special Revenue - Parks Measure M	\$200,000
Grants - State	\$200,000
<b>Total</b>	<b>\$500,000</b>

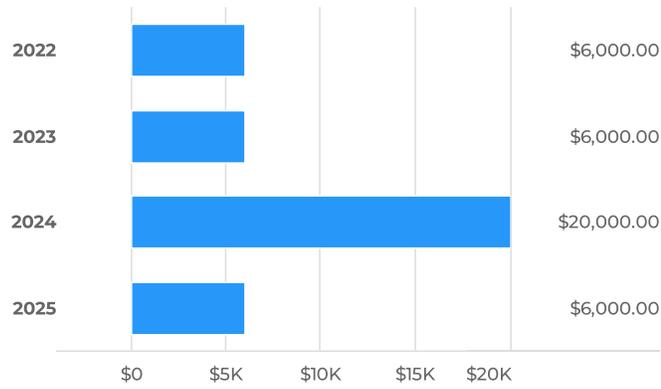


## Operational Costs

FY2022 Budget  
**\$6,000**

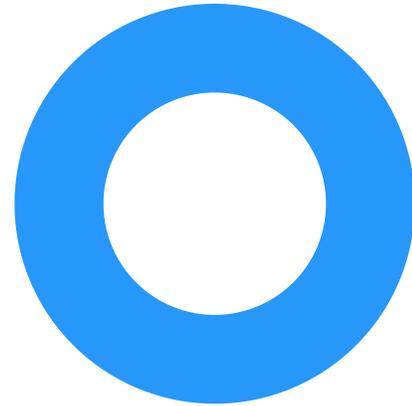
Total Budget (all years)  
**\$38K**

Operational Costs by Year



● Maintenance

Operational Costs for Budgeted Years



● Maintenance (100%) \$38,000.00

**TOTAL \$38,000.00**

### Operational Costs Breakdown

Operational Costs	FY2022	FY2023	FY2024	FY2025
Maintenance	\$6,000	\$6,000	\$20,000	\$6,000
<b>Total</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$20,000</b>	<b>\$6,000</b>



# Pocket Park Improvements

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2021
Est. Completion Date	06/30/2022
Department	Public Works - Parks
Type	Other

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## Description

Design and construction of pathways, bollard lights, and benches in the pocket park food forest.

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## Images



Pocket Park Improvement

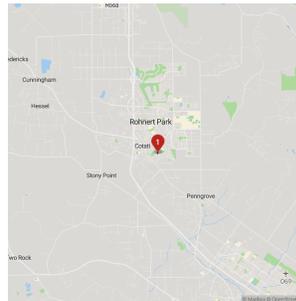
Pocket Park Picture 2016

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## Details

Department      Parks Projects

## Location

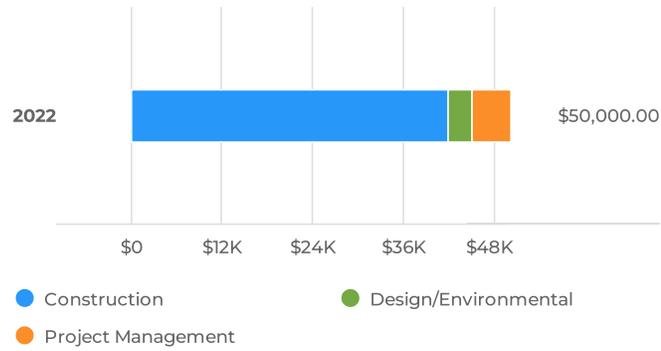


## Capital Cost

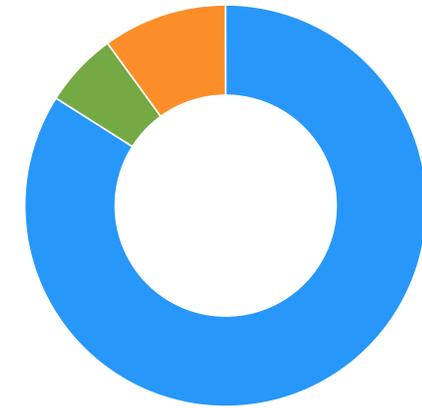
FY2022 Budget  
**\$50,000**

Total Budget (all years)  
**\$50K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (84%)	\$42,000.00
Design/Environmental (6%)	\$3,000.00
Project Management (10%)	\$5,000.00
<b>TOTAL</b>	<b>\$50,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$3,000
Construction	\$42,000
Project Management	\$5,000
<b>Total</b>	<b>\$50,000</b>

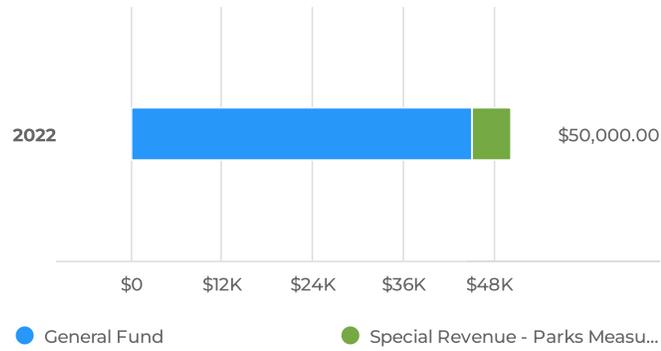


## Funding Sources

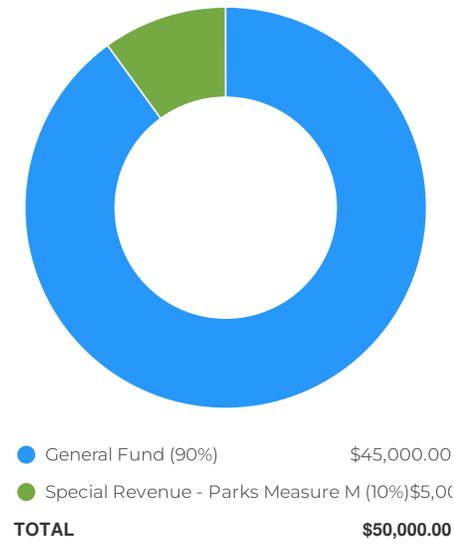
FY2022 Budget  
**\$50,000**

Total Budget (all years)  
**\$50K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2022
General Fund	\$45,000
Special Revenue - Parks Measure M	\$5,000
<b>Total</b>	<b>\$50,000</b>



## Operational Costs

FY2022 Budget  
**\$1,200**

Total Budget (all years)  
**\$8.8K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2022	FY2023	FY2024	FY2025
Maintenance	\$1,200	\$3,200	\$1,200	\$3,200
<b>Total</b>	<b>\$1,200</b>	<b>\$3,200</b>	<b>\$1,200</b>	<b>\$3,200</b>



# Putnam Park Improvements

---

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	08/15/2022
Est. Completion Date	04/18/2023
Department	Public Works - Parks
Type	Other

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## Description

This project includes the design of a Dog park, perimeter pathway and pedestrian bridge across the Laguna de Santa Rosa, baseball field fencing, and various related park amenities.

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## Images



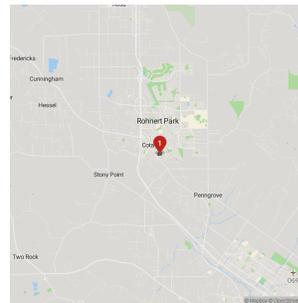
Putnam Park Design

---

## Details

Department      Parks Projects

## Location

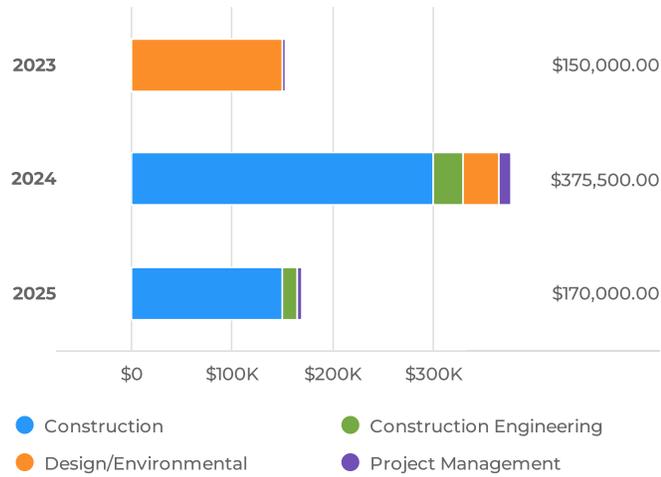


## Capital Cost

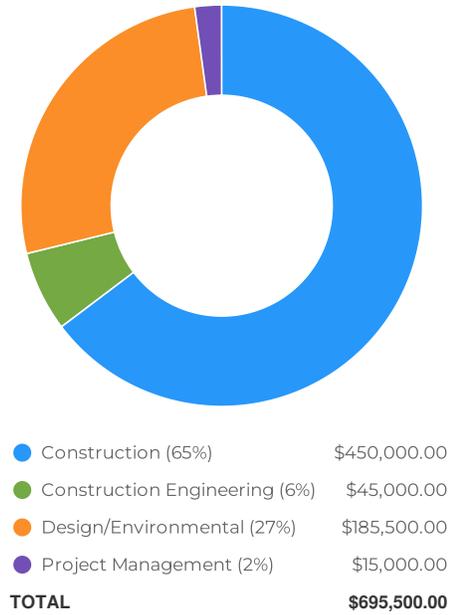
Total Budget (all years)

**\$695.5K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2023	FY2024	FY2025
Design/Environmental	\$150,000	\$35,500	
Construction		\$300,000	\$150,000
Construction Engineering		\$30,000	\$15,000
Project Management		\$10,000	\$5,000
<b>Total</b>	<b>\$150,000</b>	<b>\$375,500</b>	<b>\$170,000</b>

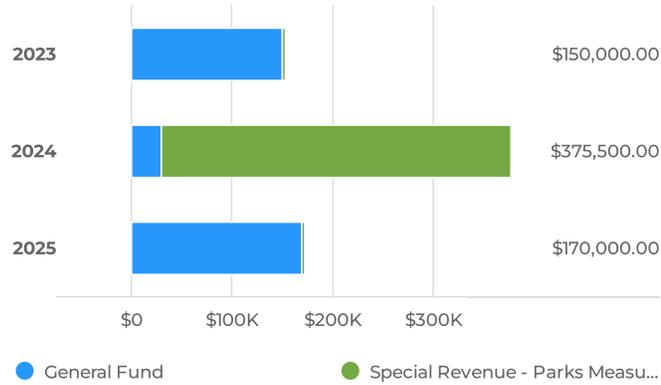


## Funding Sources

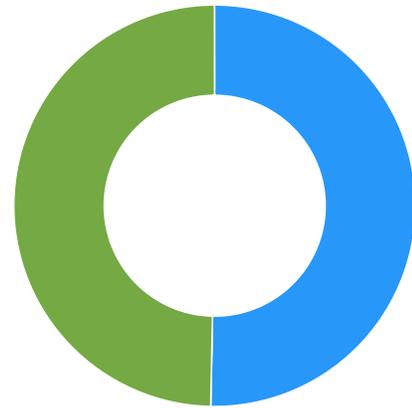
Total Budget (all years)

**\$695.5K**

Funding Sources by Year



Funding Sources for Budgeted Years



● General Fund (50%) \$350,000.00  
● Special Revenue - Parks Measure M (50%) \$345,500.00  
**TOTAL** **\$695,500.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024	FY2025
General Fund	\$150,000	\$30,000	\$170,000
Special Revenue - Parks Measure M		\$345,500	
<b>Total</b>	<b>\$150,000</b>	<b>\$375,500</b>	<b>\$170,000</b>

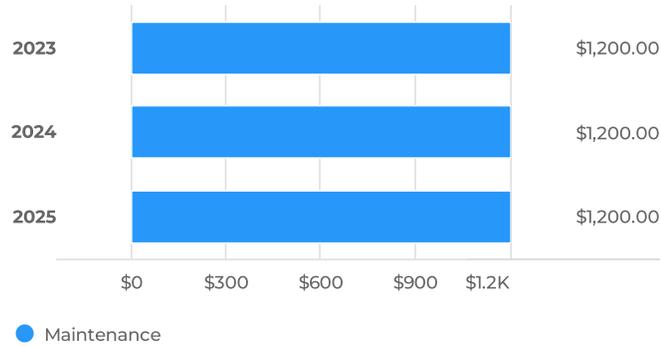


## Operational Costs

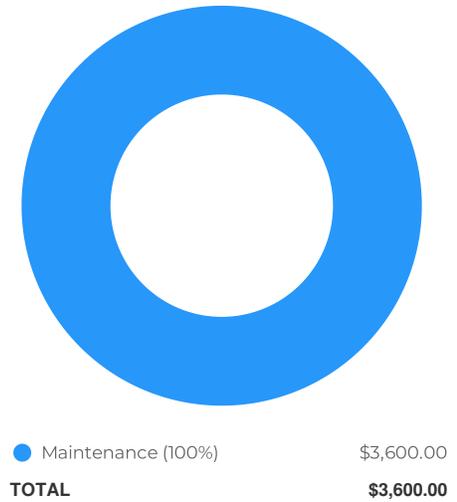
Total Budget (all years)

**\$3.6K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2023	FY2024	FY2025
Maintenance	\$1,200	\$1,200	\$1,200
<b>Total</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>



# Veronda-Falletti Ranch Barn

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2021
Est. Completion Date	06/30/2022
Department	Public Works - Parks
Type	Other

---

## Description

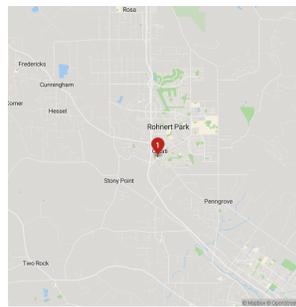
The project includes the initial evaluation and design of the replacement barn structures located on the ranch.

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## Details

Department	Building Projects
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## Location

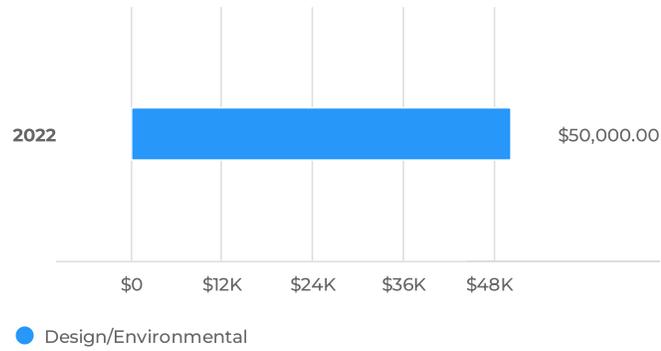


## Capital Cost

FY2022 Budget  
**\$50,000**

Total Budget (all years)  
**\$50K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown	
Capital Cost	FY2022
Design/Environmental	\$50,000
<b>Total</b>	<b>\$50,000</b>

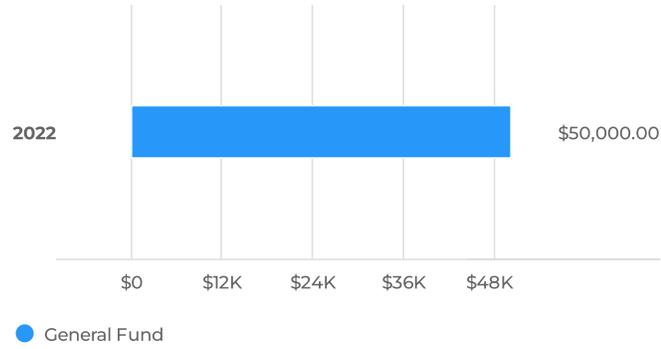


## Funding Sources

FY2022 Budget  
**\$50,000**

Total Budget (all years)  
**\$50K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$50,000
<b>Total</b>	<b>\$50,000</b>



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# **PUBLIC WORKS - STREETS REQUESTS**

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# Bench Installation at ORH and 116 Pedestrian Plaza

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2021
Est. Completion Date	06/30/2022
Department	Public Works - Streets
Type	Other

## Description

This effort will focus on completing the planned public improvements at the northern gateway by providing benches in the pedestrian plaza at the intersection of Highway 116 and Old Redwood Highway.

## Images



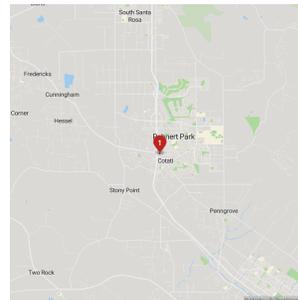
Mosaic Wall

Mosaic Wall at Old Redwood Hwy and Hwy.116

## Details

Department Parks Projects

## Location

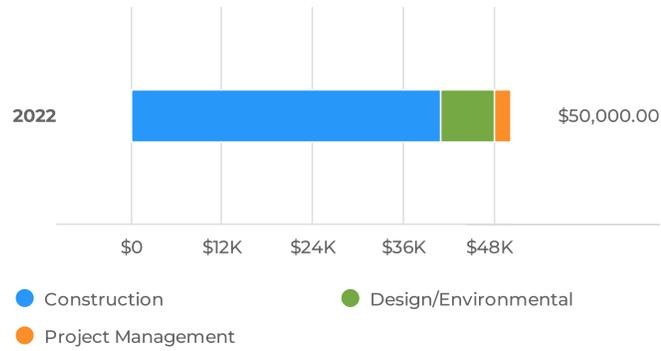


## Capital Cost

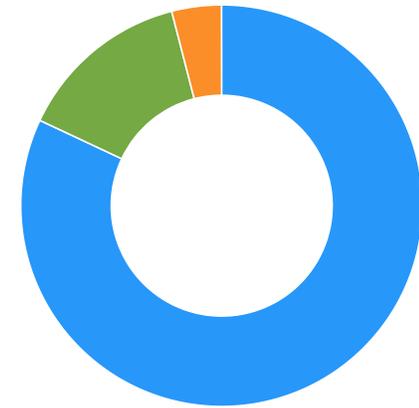
FY2022 Budget  
**\$50,000**

Total Budget (all years)  
**\$50K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (82%)	\$41,000.00
Design/Environmental (14%)	\$7,000.00
Project Management (4%)	\$2,000.00
<b>TOTAL</b>	<b>\$50,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$7,000
Construction	\$41,000
Project Management	\$2,000
<b>Total</b>	<b>\$50,000</b>

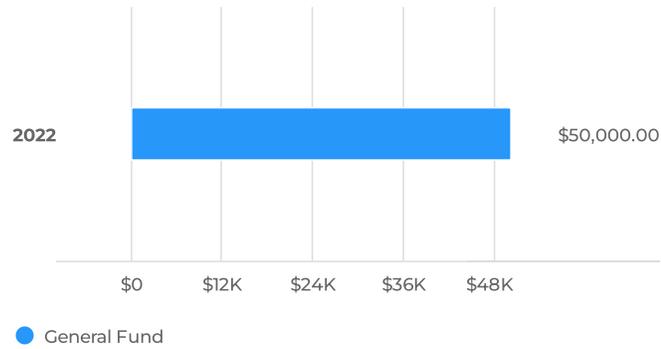


## Funding Sources

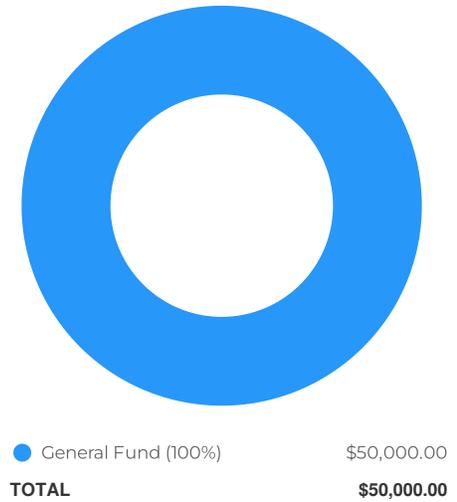
FY2022 Budget  
**\$50,000**

Total Budget (all years)  
**\$50K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$50,000
<b>Total</b>	<b>\$50,000</b>

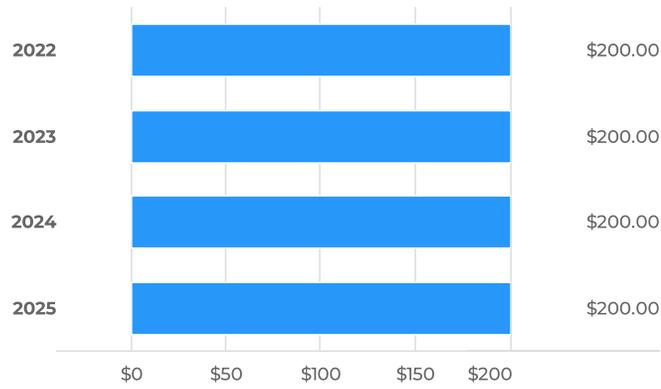


## Operational Costs

FY2022 Budget  
**\$200**

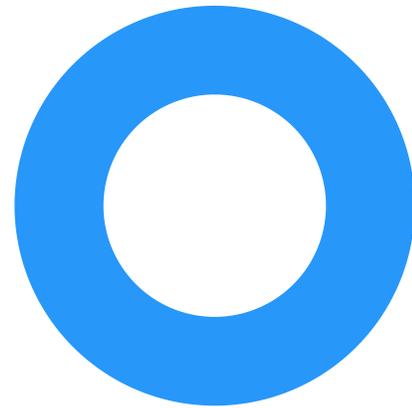
Total Budget (all years)  
**\$800**

Operational Costs by Year



● Maintenance

Operational Costs for Budgeted Years



● Maintenance (100%) \$800.00

**TOTAL \$800.00**

### Operational Costs Breakdown

Operational Costs	FY2022	FY2023	FY2024	FY2025
Maintenance	\$200	\$200	\$200	\$200
<b>Total</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>



# Traffic Safety Improvements

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2021
Est. Completion Date	06/30/2022
Department	Public Works - Streets
Type	Other

---

## Description

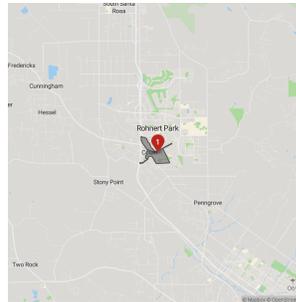
Installation of various bicycle, pedestrian, and vehicle safety improvements, to be completed by City Public Works staff or through minor construction contracts.

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## Details

Department	Streets Projects
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## Location

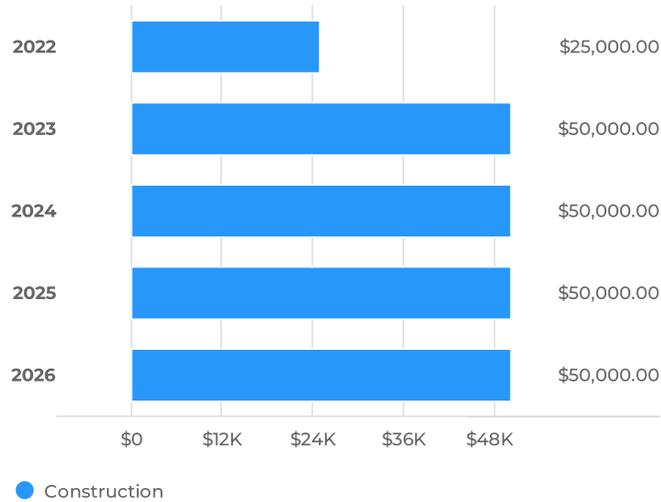


## Capital Cost

FY2022 Budget  
**\$25,000**

Total Budget (all years)  
**\$225K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024	FY2025	FY2026
Construction	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total</b>	<b>\$25,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

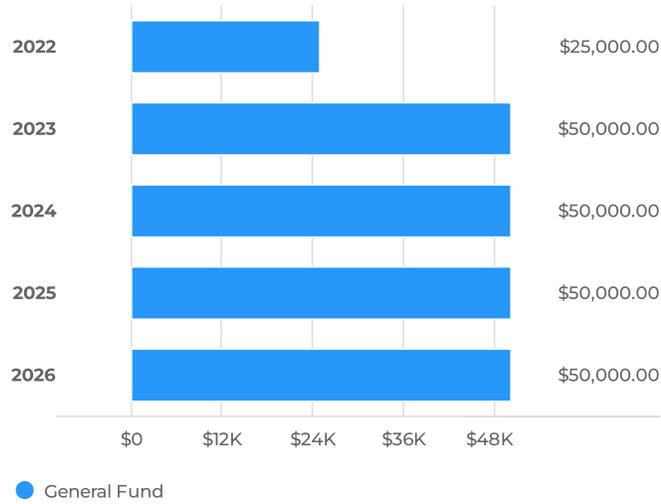


## Funding Sources

FY2022 Budget  
**\$25,000**

Total Budget (all years)  
**\$225K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026
General Fund	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total</b>	<b>\$25,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>



# Traffic Safety Cross-Walk Improvements at Laguna de Santa Rosa and Commerce

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2021
Est. Completion Date	06/30/2022
Department	Public Works - Streets
Type	Other

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## Description

This project upgrades the existing bike/pedestrian crossing by adding bicycle detection loops and enhanced crossing features.

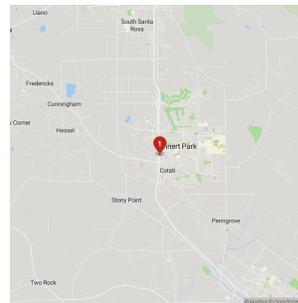
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## Details

Department	Streets Projects
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## Location

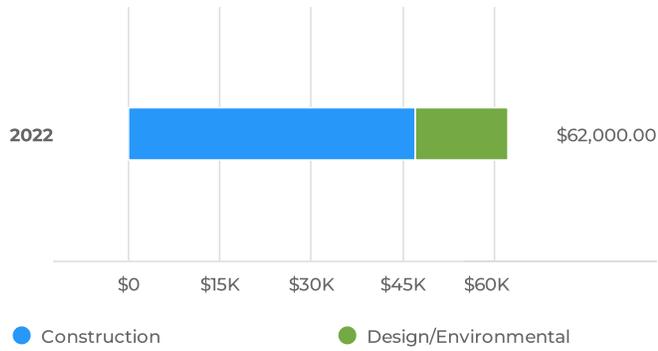


## Capital Cost

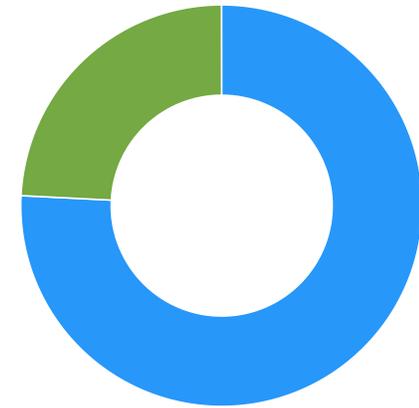
FY2022 Budget  
**\$62,000**

Total Budget (all years)  
**\$62K**

Capital Cost by Year



Capital Cost for Budgeted Years



● Construction (76%)	\$47,000.00
● Design/Environmental (24%)	\$15,000.00
<b>TOTAL</b>	<b>\$62,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$15,000
Construction	\$47,000
<b>Total</b>	<b>\$62,000</b>

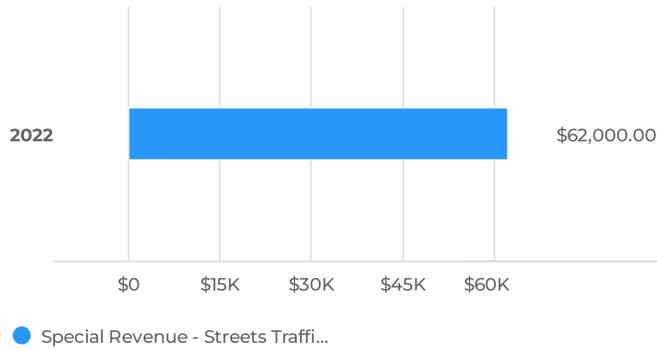


## Funding Sources

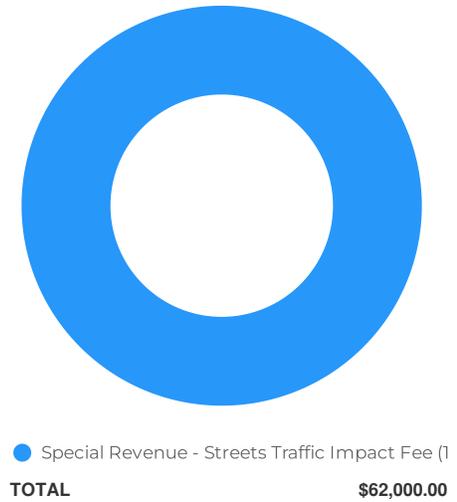
FY2022 Budget  
**\$62,000**

Total Budget (all years)  
**\$62K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2022
Special Revenue - Streets Traffic Impact Fee	\$62,000
<b>Total</b>	<b>\$62,000</b>



# 2021 Street Construction & Improvements (West Side)

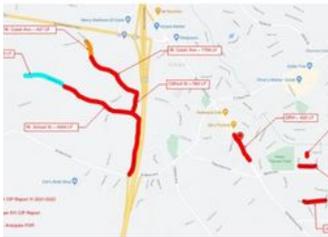
## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	05/03/2021
Est. Completion Date	06/30/2022
Department	Public Works - Streets
Type	Other

## Description

This project involves roadway rehabilitation and street improvements on West Cotati Avenue, West School Street, Clifford Street, Richardson Lane, and portions of Old Redwood Highway (between Myrtle and Page), Condor Court, Robin Avenue, and John Roberts Drive.

## Images

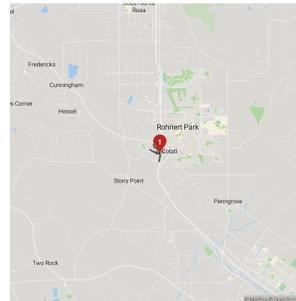


West Side Streets Project

## Details

Department	Streets Projects
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## Location

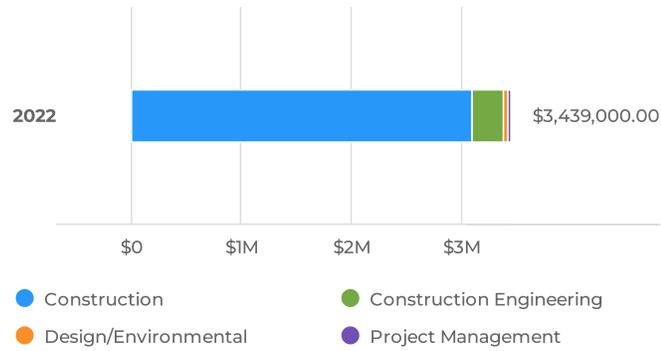


## Capital Cost

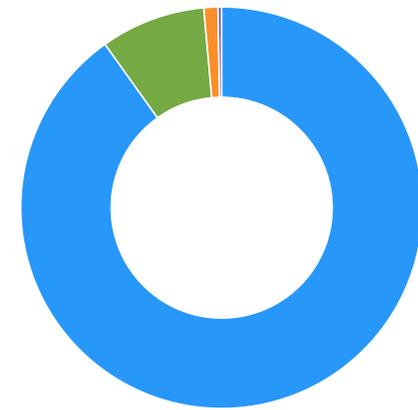
FY2022 Budget  
**\$3,439,000**

Total Budget (all years)  
**\$3.439M**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (90%)	\$3,100,000.00
Construction Engineering (8%)	\$290,000.00
Design/Environmental (1%)	\$39,000.00
Project Management (0%)	\$10,000.00
<b>TOTAL</b>	<b>\$3,439,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$39,000
Construction	\$3,100,000
Construction Engineering	\$290,000
Project Management	\$10,000
<b>Total</b>	<b>\$3,439,000</b>

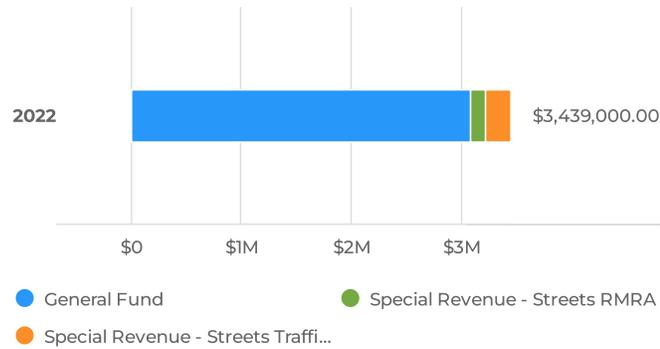


## Funding Sources

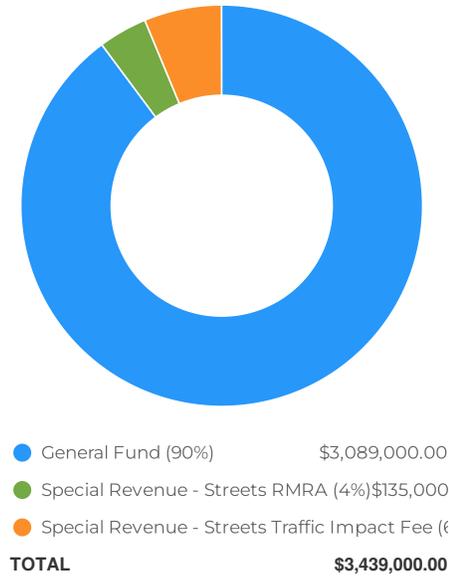
FY2022 Budget  
**\$3,439,000**

Total Budget (all years)  
**\$3.439M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2022
General Fund	\$3,089,000
Special Revenue - Streets RMRA	\$135,000
Special Revenue - Streets Traffic Impact Fee	\$215,000
<b>Total</b>	<b>\$3,439,000</b>

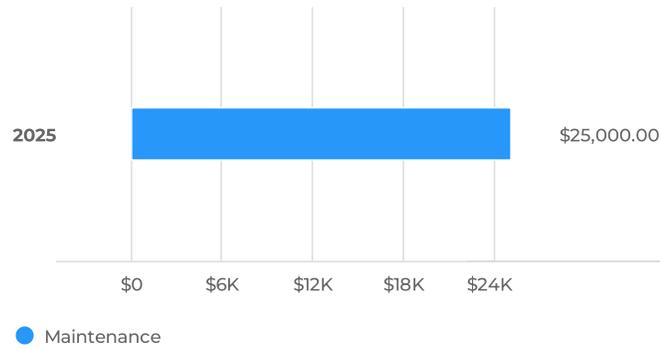


## Operational Costs

Total Budget (all years)

**\$25K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2025
Maintenance	\$25,000
<b>Total</b>	<b>\$25,000</b>

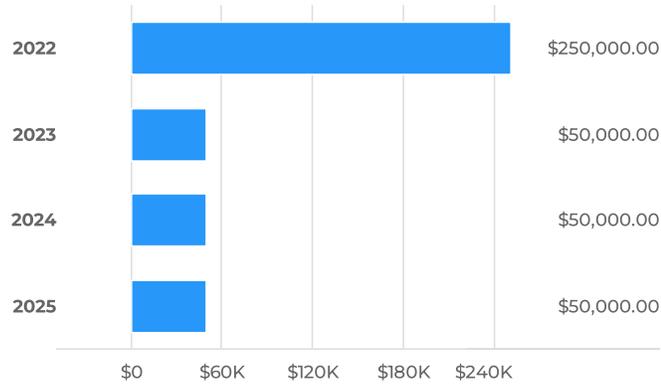


## Cost Savings

FY2022 Budget  
**\$250,000**

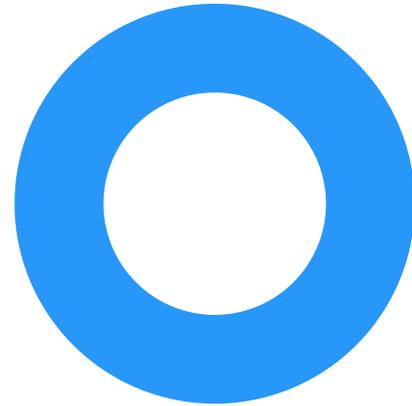
Total Budget (all years)  
**\$400K**

Cost Savings by Year



● Savings

Cost Savings for Budgeted Years



● Savings (100%) \$400,000.00  
**TOTAL \$400,000.00**

### Cost Savings Breakdown

Cost Savings	FY2022	FY2023	FY2024	FY2025
Savings	\$250,000	\$50,000	\$50,000	\$50,000
<b>Total</b>	<b>\$250,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>



# 2022 Street Construction and Improvements (Bird Streets Section)

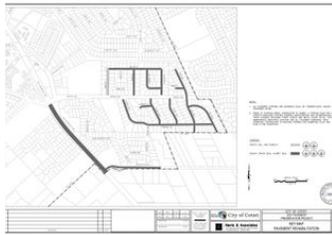
## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	03/01/2021
Est. Completion Date	06/30/2022
Department	Public Works - Streets
Type	Other

## Description

This project involves roadway rehabilitation and street improvements on streets on either side of Myrtle Avenue, and Old Redwood Hwy between Valparaiso and Eucalyptus Avenue.

## Images



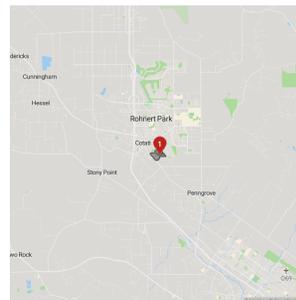
Pavement Preservation Scope

Shows scope of the Project

## Details

Department	Streets Projects
------------	------------------

## Location

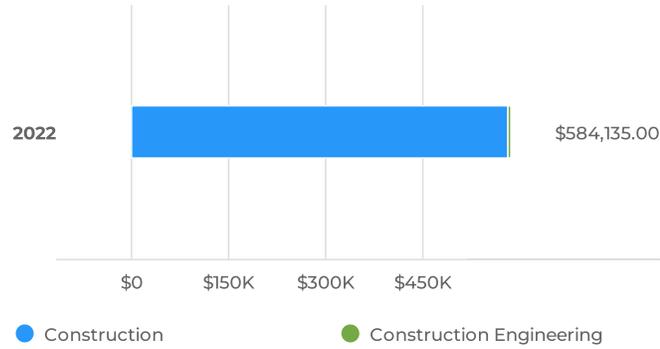


## Capital Cost

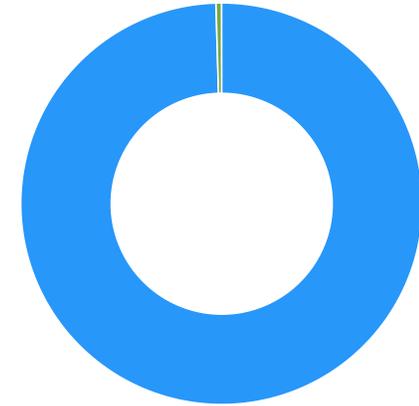
FY2022 Budget  
**\$584,135**

Total Budget (all years)  
**\$584.135K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (100%)	\$581,495.00
Construction Engineering (0%)	\$2,640.00
<b>TOTAL</b>	<b>\$584,135.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Construction	\$581,495
Construction Engineering	\$2,640
<b>Total</b>	<b>\$584,135</b>

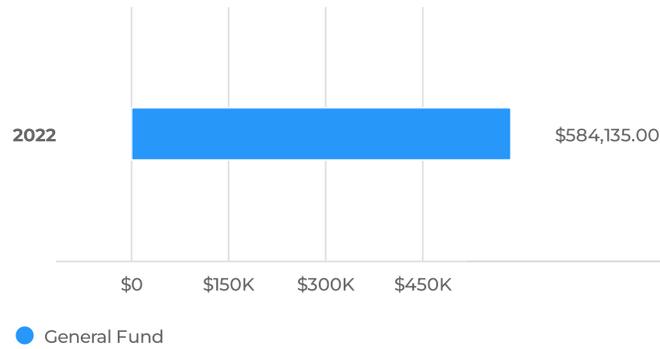


## Funding Sources

FY2022 Budget  
**\$584,135**

Total Budget (all years)  
**\$584.135K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$584,135
<b>Total</b>	<b>\$584,135</b>

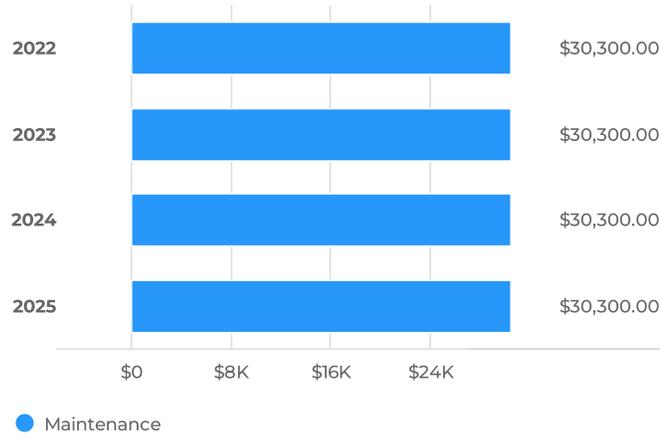


## Operational Costs

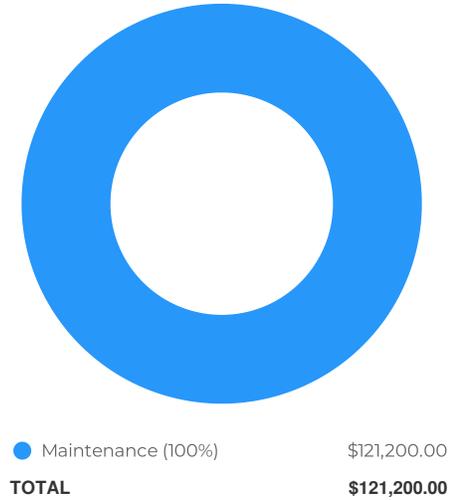
FY2022 Budget  
**\$30,300**

Total Budget (all years)  
**\$121.2K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2022	FY2023	FY2024	FY2025
Maintenance	\$30,300	\$30,300	\$30,300	\$30,300
<b>Total</b>	<b>\$30,300</b>	<b>\$30,300</b>	<b>\$30,300</b>	<b>\$30,300</b>

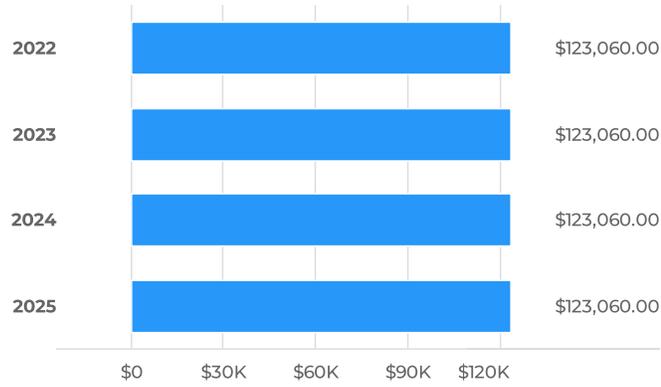


## Cost Savings

FY2022 Budget  
**\$123,060**

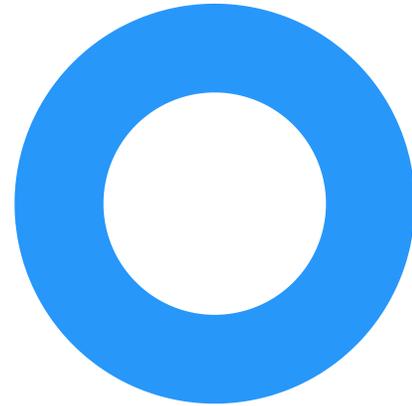
Total Budget (all years)  
**\$492.24K**

Cost Savings by Year



● Savings

Cost Savings for Budgeted Years



● Savings (100%) \$492,240.00  
**TOTAL \$492,240.00**

### Cost Savings Breakdown

Cost Savings	FY2022	FY2023	FY2024	FY2025
Savings	\$123,060	\$123,060	\$123,060	\$123,060
<b>Total</b>	<b>\$123,060</b>	<b>\$123,060</b>	<b>\$123,060</b>	<b>\$123,060</b>



# Old Redwood Highway Traffic Flow Improvement

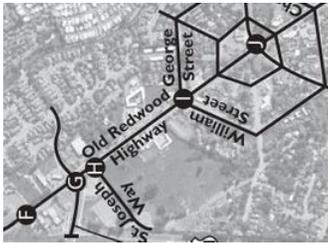
## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2019
Est. Completion Date	06/30/2022
Department	Public Works - Streets
Type	Other

## Description

This project consists of replacing the traffic signal controllers along Old Redwood Highway from East Cotati Avenue to Commerce Boulevard and re-configuring the Highway 116 and Old Redwood Highway intersection.

## Images



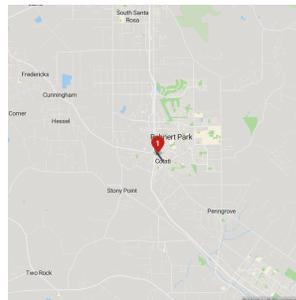
Traffic Flow Improvements Intersections

Figure shows intersections to be coordinated along Old Redwood Highway from Commerce to East Cotati Ave.

## Details

Department Streets Projects

## Location

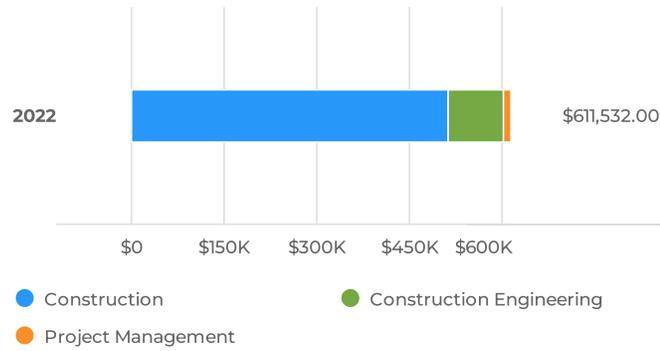


## Capital Cost

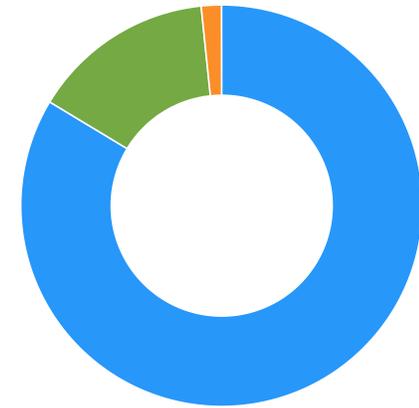
FY2022 Budget  
**\$611,532**

Total Budget (all years)  
**\$611.532K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (84%)	\$511,532.00
Construction Engineering (15%)	\$90,000.00
Project Management (2%)	\$10,000.00
<b>TOTAL</b>	<b>\$611,532.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Construction	\$511,532
Construction Engineering	\$90,000
Project Management	\$10,000
<b>Total</b>	<b>\$611,532</b>

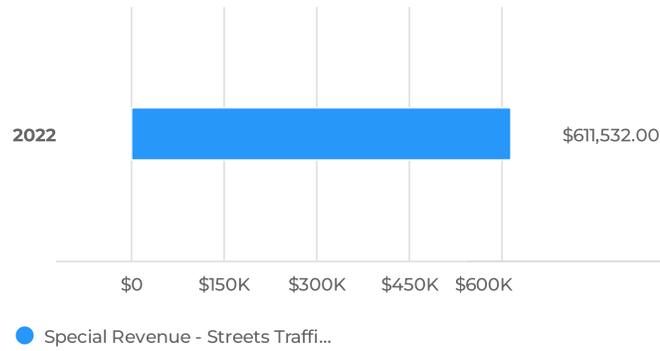


## Funding Sources

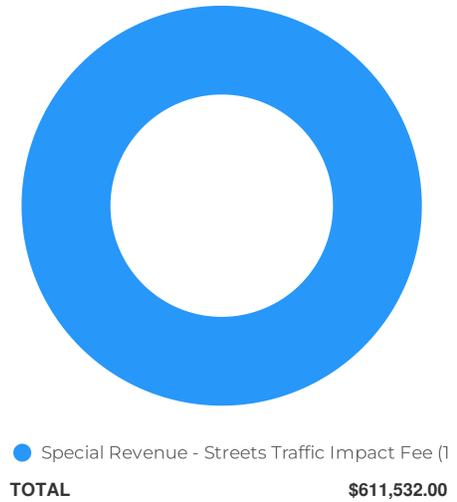
FY2022 Budget  
**\$611,532**

Total Budget (all years)  
**\$611.532K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2022
Special Revenue - Streets Traffic Impact Fee	\$611,532
<b>Total</b>	<b>\$611,532</b>

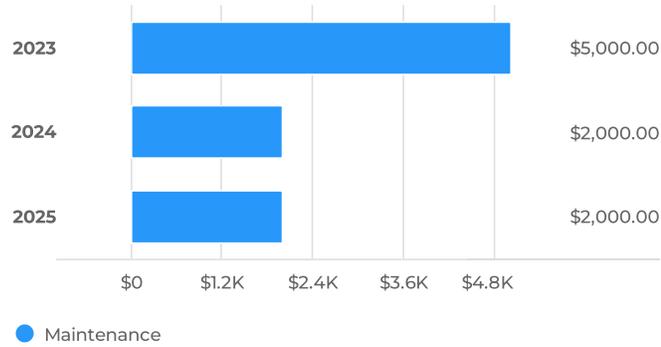


## Operational Costs

Total Budget (all years)

**\$9K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2023	FY2024	FY2025
Maintenance	\$5,000	\$2,000	\$2,000
<b>Total</b>	<b>\$5,000</b>	<b>\$2,000</b>	<b>\$2,000</b>



# Gateway Signage

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2020
Est. Completion Date	06/30/2023
Department	Public Works - Streets
Type	Other

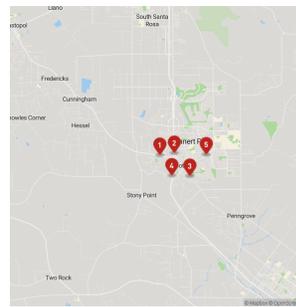
## Description

This effort will focus on enhancing the City's monuments at entrance points as well as update the La Plaza bulletin board.

## Details

Department	Streets Projects
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## Location



## Supplemental Attachments

 [Gateway Signage Design\(/resource/cleargov-prod/projects/documents/8d122ab2a4cb5fc4cceb.pdf\)](/resource/cleargov-prod/projects/documents/8d122ab2a4cb5fc4cceb.pdf)

Plans and specifications show design of monument signs and the post signs. Plans show the proposed location of the five monument signs.

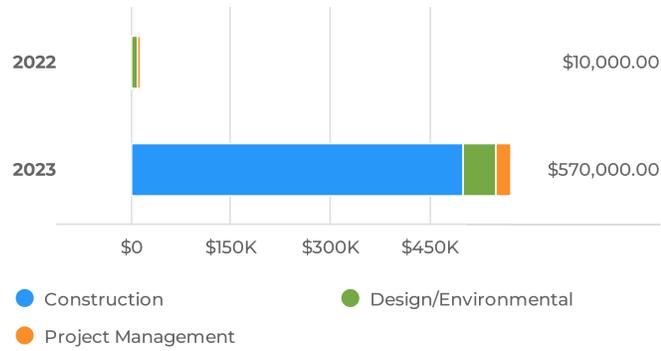


## Capital Cost

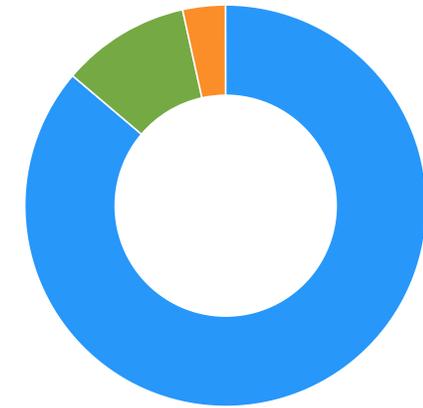
FY2022 Budget  
**\$10,000**

Total Budget (all years)  
**\$580K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (86%)	\$500,000.00
Design/Environmental (10%)	\$60,000.00
Project Management (3%)	\$20,000.00
<b>TOTAL</b>	<b>\$580,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022	FY2023
Design/Environmental	\$10,000	\$50,000
Construction		\$500,000
Project Management		\$20,000
<b>Total</b>	<b>\$10,000</b>	<b>\$570,000</b>

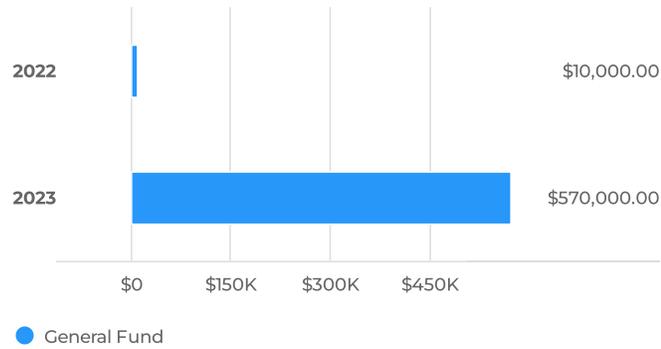


## Funding Sources

FY2022 Budget  
**\$10,000**

Total Budget (all years)  
**\$580K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
General Fund	\$10,000	\$570,000
<b>Total</b>	<b>\$10,000</b>	<b>\$570,000</b>



# City Wide Wayfinding - Kiosks

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2020
Est. Completion Date	06/30/2022
Department	Public Works - Streets
Type	Other

## Description

This project involves the design and implementation of a wayfinding signage program. The initial phase of signage has been installed, with the kiosks being the second and final phase. The kiosks installed downtown will have information on points of interest, including historical landmarks and local businesses. The trail kiosks will include maps of the trail.

## Images



Wayfinding Signage

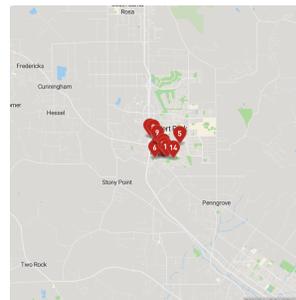


Community Engagement

## Details

Department: Streets Projects

## Location

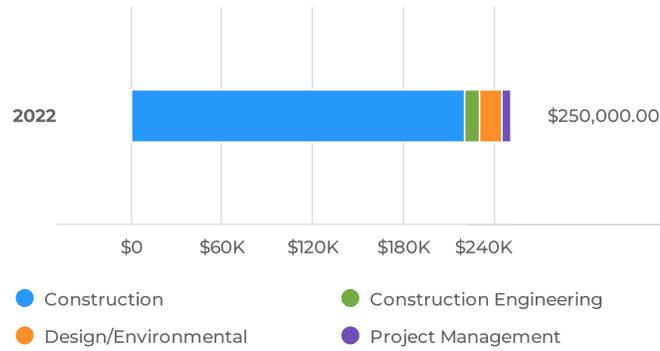


## Capital Cost

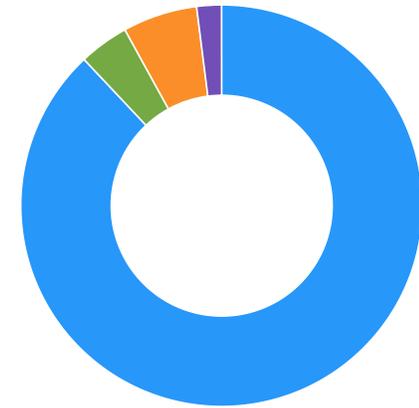
FY2022 Budget  
**\$250,000**

Total Budget (all years)  
**\$250K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (88%)	\$220,000.00
Construction Engineering (4%)	\$10,000.00
Design/Environmental (6%)	\$15,000.00
Project Management (2%)	\$5,000.00
<b>TOTAL</b>	<b>\$250,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$15,000
Construction	\$220,000
Construction Engineering	\$10,000
Project Management	\$5,000
<b>Total</b>	<b>\$250,000</b>

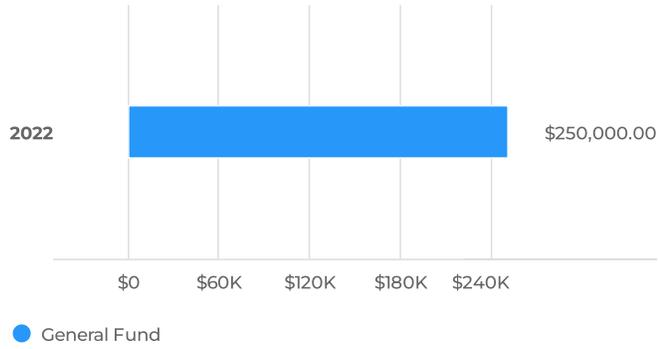


## Funding Sources

FY2022 Budget  
**\$250,000**

Total Budget (all years)  
**\$250K**

Funding Sources by Year



Funding Sources for Budgeted Years



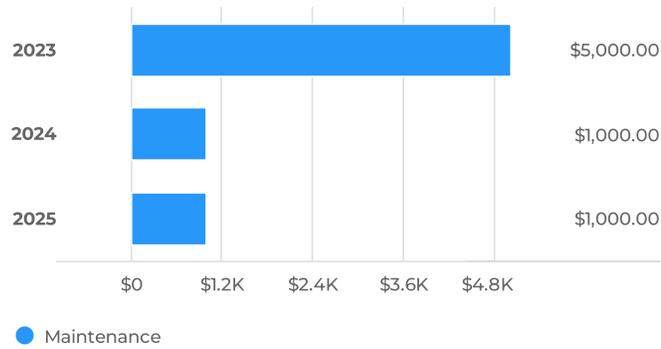
Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$250,000
<b>Total</b>	<b>\$250,000</b>

## Operational Costs

Total Budget (all years)

**\$7K**

Operational Costs by Year



Operational Costs for Budgeted Years



Operational Costs Breakdown			
Operational Costs	FY2023	FY2024	FY2025
Maintenance	\$5,000	\$1,000	\$1,000
<b>Total</b>	<b>\$5,000</b>	<b>\$1,000</b>	<b>\$1,000</b>



## Capital Cost

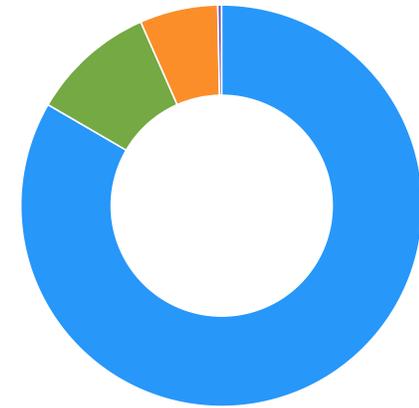
FY2022 Budget  
**\$200,000**

Total Budget (all years)  
**\$3.181M**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (83%)	\$2,652,900.00
Construction Engineering (10%)	\$318,335.00
Design/Environmental (6%)	\$200,000.00
Project Management (0%)	\$10,000.00
<b>TOTAL</b>	<b>\$3,181,235.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022	FY2023
Design/Environmental	\$200,000	
Construction		\$2,652,900
Construction Engineering		\$318,335
Project Management		\$10,000
<b>Total</b>	<b>\$200,000</b>	<b>\$2,981,235</b>

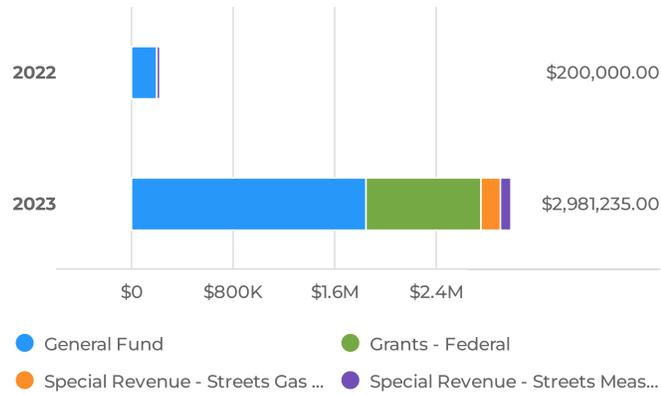


## Funding Sources

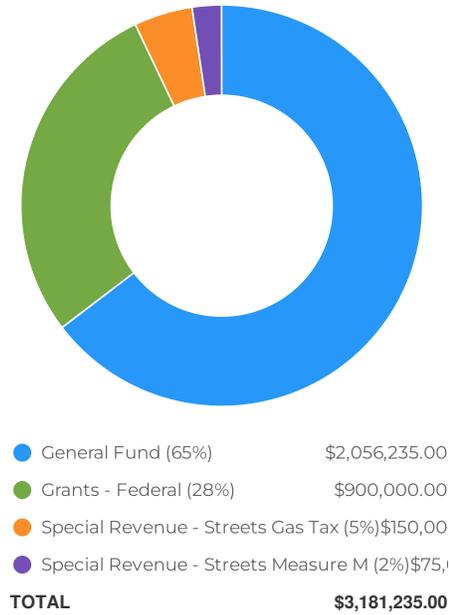
FY2022 Budget  
**\$200,000**

Total Budget (all years)  
**\$3.181M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2022	FY2023
General Fund	\$200,000	\$1,856,235
Special Revenue - Streets Gas Tax		\$150,000
Special Revenue - Streets Measure M		\$75,000
Grants - Federal		\$900,000
<b>Total</b>	<b>\$200,000</b>	<b>\$2,981,235</b>

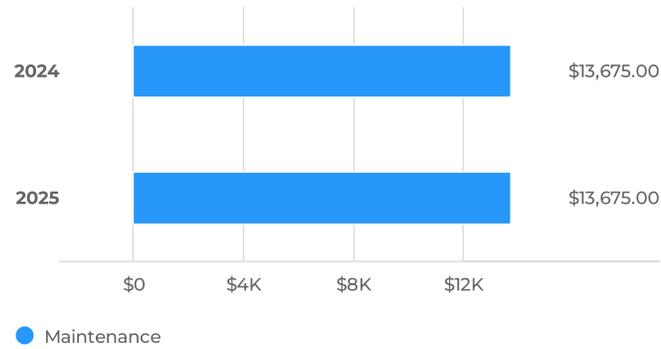


## Operational Costs

Total Budget (all years)

**\$27.35K**

Operational Costs by Year



Operational Costs for Budgeted Years



Operational Costs Breakdown		
Operational Costs	FY2024	FY2025
Maintenance	\$13,675	\$13,675
<b>Total</b>	<b>\$13,675</b>	<b>\$13,675</b>

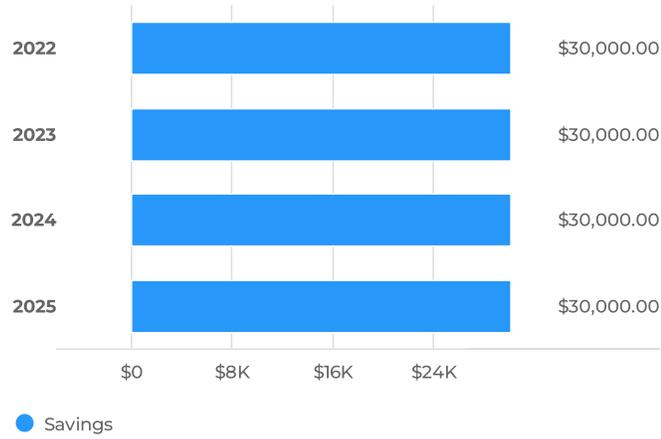


## Cost Savings

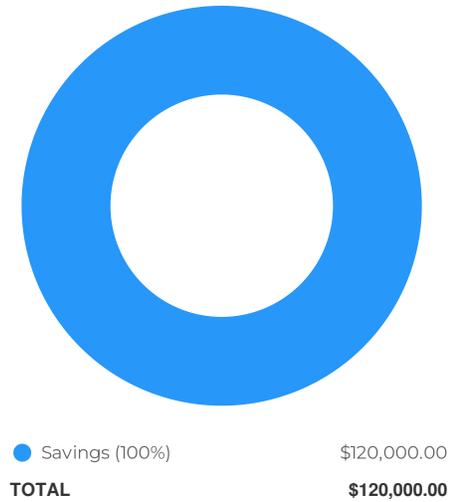
FY2022 Budget  
**\$30,000**

Total Budget (all years)  
**\$120K**

Cost Savings by Year



Cost Savings for Budgeted Years



Cost Savings Breakdown				
Cost Savings	FY2022	FY2023	FY2024	FY2025
Savings	\$30,000	\$30,000	\$30,000	\$30,000
<b>Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>



## Operating Revenue

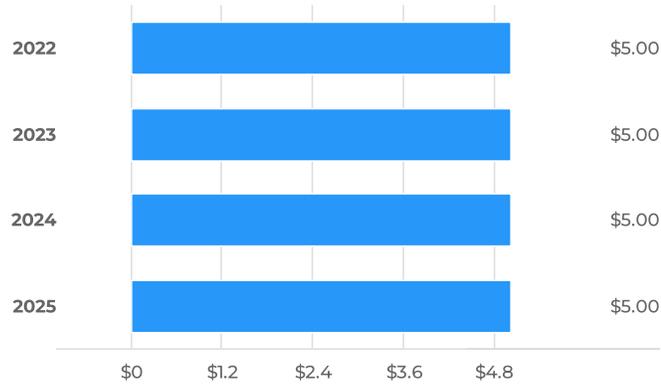
FY2022 Budget

**\$5**

Total Budget (all years)

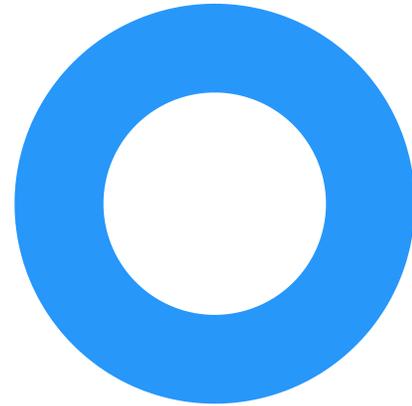
**\$20**

Operating Revenue by Year



● Revenues

Operating Revenue for Budgeted Years



● Revenues (100%)

\$20.00

**TOTAL**

**\$20.00**

### Operating Revenue Breakdown

Operating Revenue	FY2022	FY2023	FY2024	FY2025
Revenues	\$5	\$5	\$5	\$5
<b>Total</b>	<b>\$5</b>	<b>\$5</b>	<b>\$5</b>	<b>\$5</b>



# Loretto & Marsh to McGinnis Pathway Resurfacing

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	08/31/2022
Est. Completion Date	11/30/2022
Department	Public Works - Streets
Type	Other

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## Description

Repairs and enhances the existing pathway from McGinnis Circle to Laguna Pedestrian Bridge and another branch from McGinnis to Marsh Way.

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## Images



McGinnis Pathway

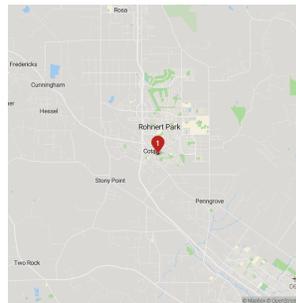
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## Details

Department Streets Projects

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## Location



## Capital Cost

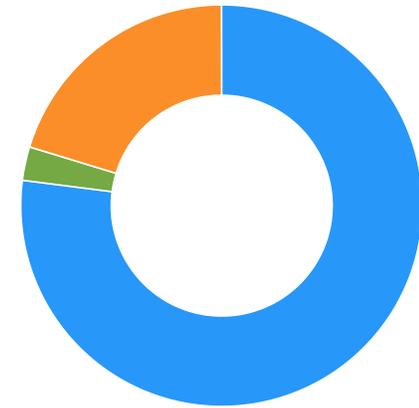
FY2022 Budget  
**\$74,000**

Total Budget (all years)  
**\$74K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (77%)	\$57,000.00
Construction Engineering (3%)	\$2,000.00
Design/Environmental (20%)	\$15,000.00
<b>TOTAL</b>	<b>\$74,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$15,000
Construction	\$57,000
Construction Engineering	\$2,000
<b>Total</b>	<b>\$74,000</b>

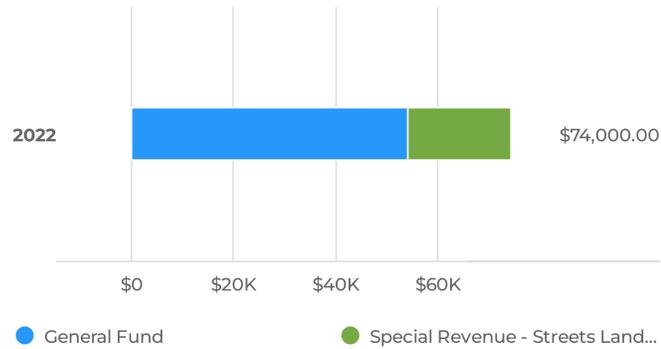


## Funding Sources

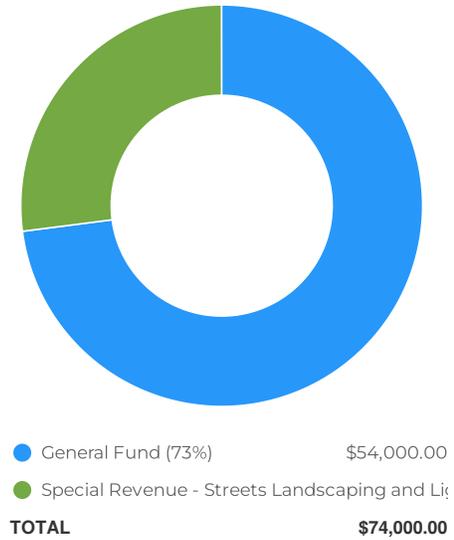
FY2022 Budget  
**\$74,000**

Total Budget (all years)  
**\$74K**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2022
General Fund	\$54,000
Special Revenue - Streets Landscaping and Lighting Assessment District	\$20,000
<b>Total</b>	<b>\$74,000</b>

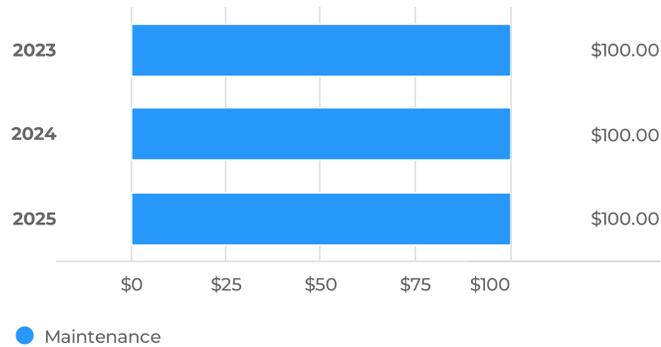


## Operational Costs

Total Budget (all years)

**\$300**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2023	FY2024	FY2025
Maintenance	\$100	\$100	\$100
<b>Total</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>

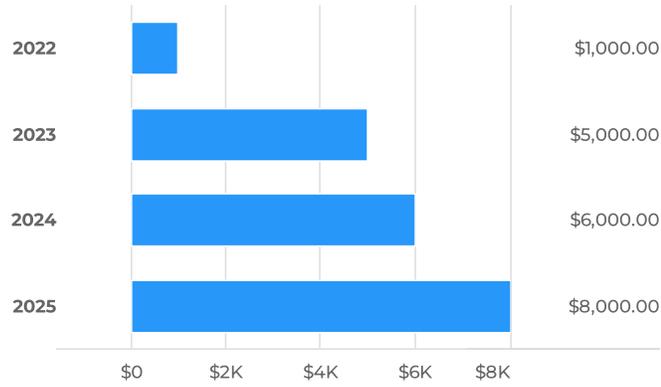


## Cost Savings

FY2022 Budget  
**\$1,000**

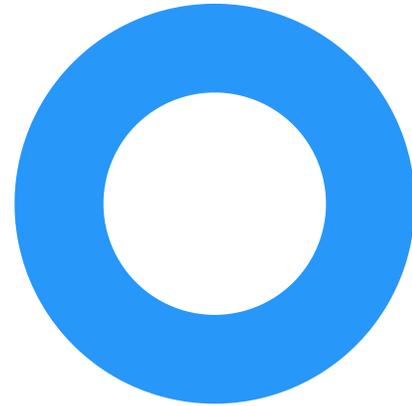
Total Budget (all years)  
**\$20K**

Cost Savings by Year



● Savings

Cost Savings for Budgeted Years



● Savings (100%) \$20,000.00  
**TOTAL \$20,000.00**

### Cost Savings Breakdown

Cost Savings	FY2022	FY2023	FY2024	FY2025
Savings	\$1,000	\$5,000	\$6,000	\$8,000
<b>Total</b>	<b>\$1,000</b>	<b>\$5,000</b>	<b>\$6,000</b>	<b>\$8,000</b>

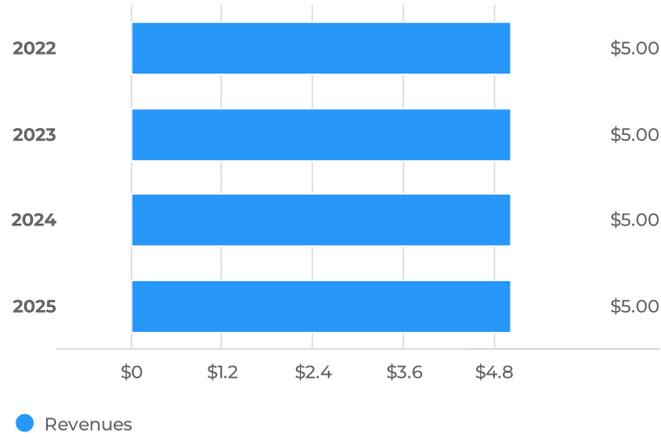


## Operating Revenue

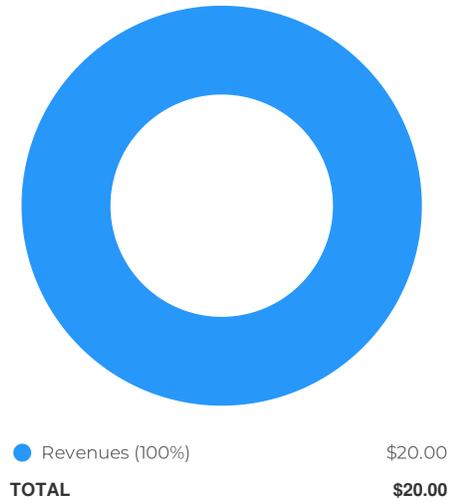
FY2022 Budget  
**\$5**

Total Budget (all years)  
**\$20**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2022	FY2023	FY2024	FY2025
Revenues	\$5	\$5	\$5	\$5
<b>Total</b>	<b>\$5</b>	<b>\$5</b>	<b>\$5</b>	<b>\$5</b>



# 2023 Street Construction and Improvements (Redwood Drive)

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2024
Department	Public Works - Streets
Type	Other

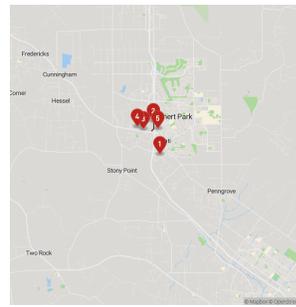
## Description

This project involves roadway rehabilitation and street improvements on Redwood Drive between the Laguna De Santa Rosa crossing and the northern City limits. The project also includes preventative maintenance treatments on various other streets including Locust Avenue, Alder Avenue, Redwood Drive between Hwy 116, the Laguna De Santa Rosa crossing, and Gravenstein Way.

## Details

Department	Streets Projects
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## Location

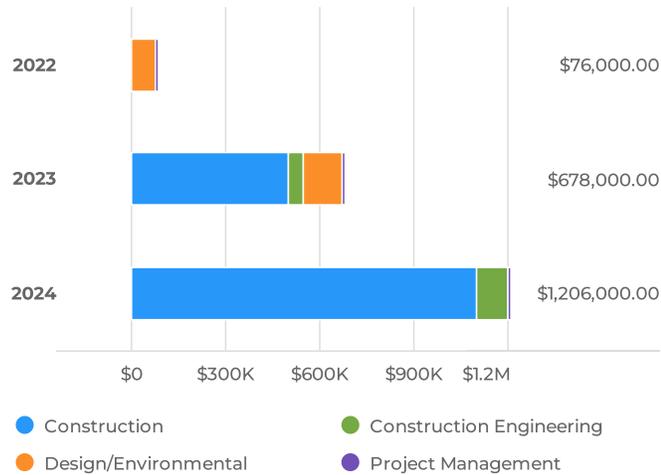


## Capital Cost

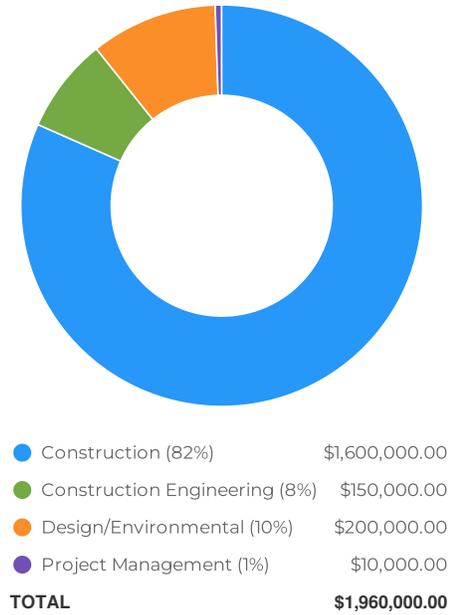
FY2022 Budget  
**\$76,000**

Total Budget (all years)  
**\$1.96M**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024
Design/Environmental	\$76,000	\$124,000	
Construction		\$500,000	\$1,100,000
Construction Engineering		\$50,000	\$100,000
Project Management		\$4,000	\$6,000
<b>Total</b>	<b>\$76,000</b>	<b>\$678,000</b>	<b>\$1,206,000</b>

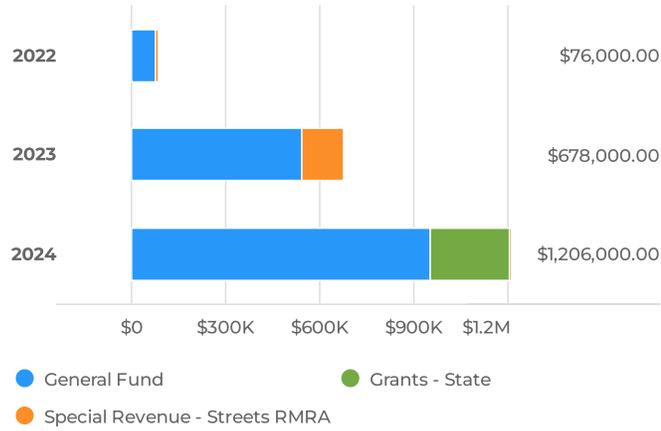


## Funding Sources

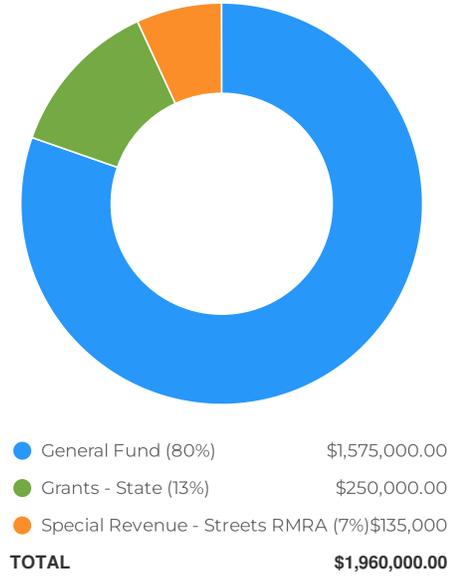
FY2022 Budget  
**\$76,000**

Total Budget (all years)  
**\$1.96M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024
General Fund	\$76,000	\$543,000	\$956,000
Special Revenue - Streets RMRA		\$135,000	
Grants - State			\$250,000
<b>Total</b>	<b>\$76,000</b>	<b>\$678,000</b>	<b>\$1,206,000</b>

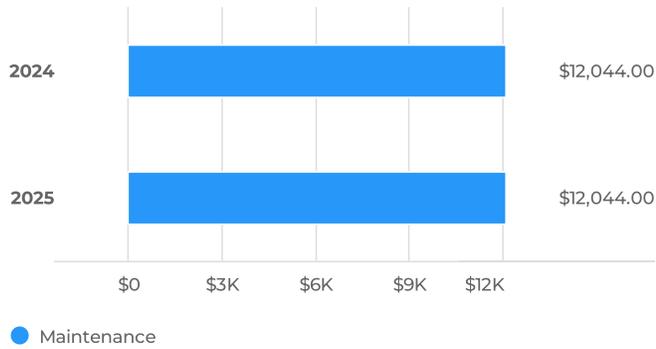


## Operational Costs

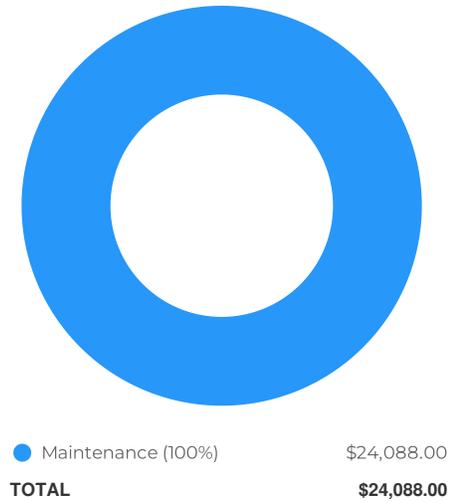
Total Budget (all years)

**\$24.088K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025
Maintenance	\$12,044	\$12,044
<b>Total</b>	<b>\$12,044</b>	<b>\$12,044</b>

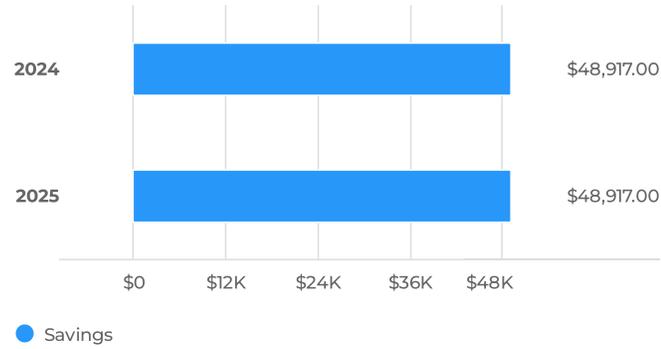


## Cost Savings

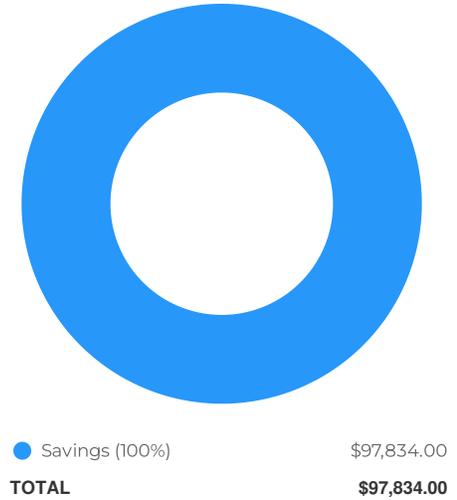
Total Budget (all years)

**\$97.834K**

Cost Savings by Year



Cost Savings for Budgeted Years



### Cost Savings Breakdown

Cost Savings	FY2024	FY2025
Savings	\$48,917	\$48,917
<b>Total</b>	<b>\$48,917</b>	<b>\$48,917</b>



# 2024 Street Construction and Improvements (Cypress)

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2021
Est. Completion Date	06/30/2024
Department	Public Works - Streets
Type	Other

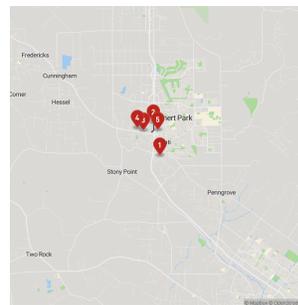
## Description

This project involves roadway rehabilitation and street improvements on Cypress Avenue and Oretsky Way.

## Details

Department	Streets Projects
------------	------------------

## Location



## Capital Cost

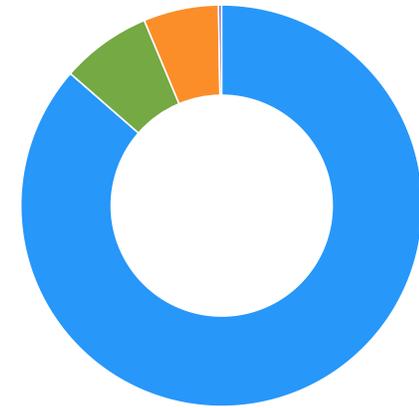
Total Budget (all years)

**\$2.064M**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (86%)	\$1,784,000.00
Construction Engineering (7%)	\$150,000.00
Design/Environmental (6%)	\$125,000.00
Project Management (0%)	\$5,000.00
<b>TOTAL</b>	<b>\$2,064,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2023	FY2024
Design/Environmental	\$125,000	
Construction		\$1,784,000
Construction Engineering		\$150,000
Project Management		\$5,000
<b>Total</b>	<b>\$125,000</b>	<b>\$1,939,000</b>

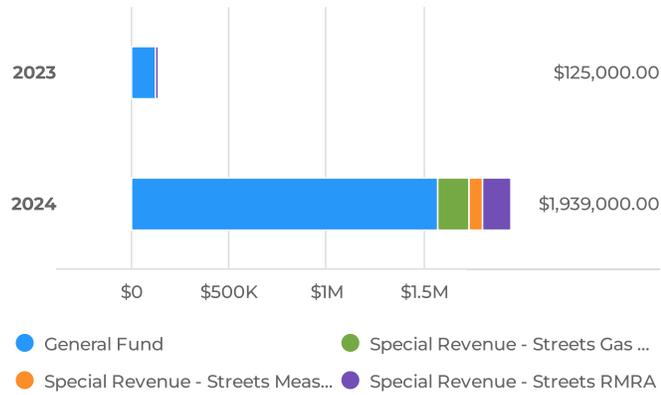


## Funding Sources

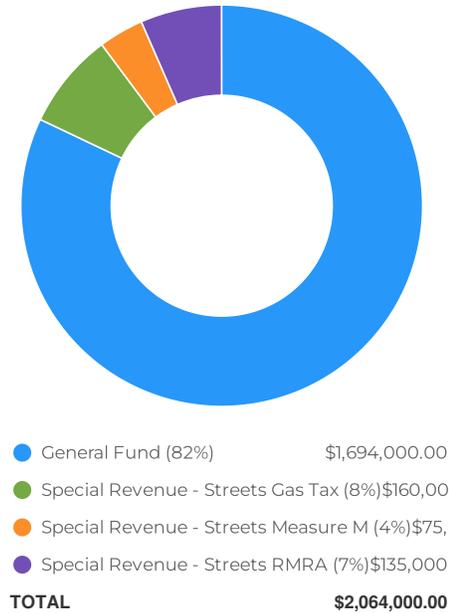
Total Budget (all years)

**\$2.064M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
General Fund	\$125,000	\$1,569,000
Special Revenue - Streets Gas Tax		\$160,000
Special Revenue - Streets Measure M		\$75,000
Special Revenue - Streets RMRA		\$135,000
<b>Total</b>	<b>\$125,000</b>	<b>\$1,939,000</b>

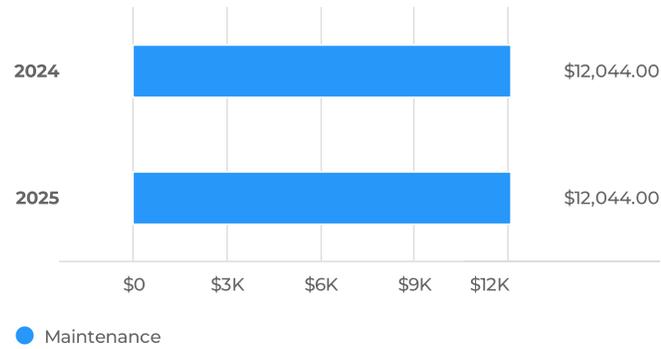


## Operational Costs

Total Budget (all years)

**\$24.088K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025
Maintenance	\$12,044	\$12,044
<b>Total</b>	<b>\$12,044</b>	<b>\$12,044</b>

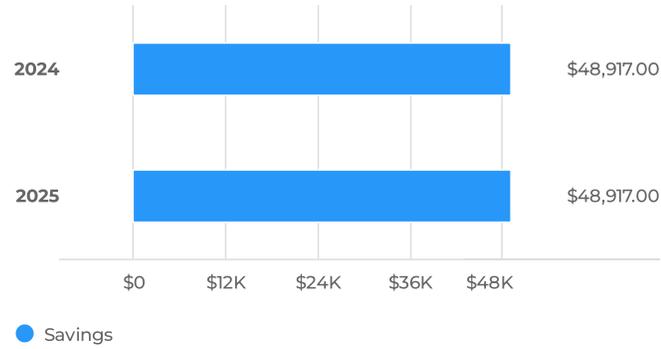


## Cost Savings

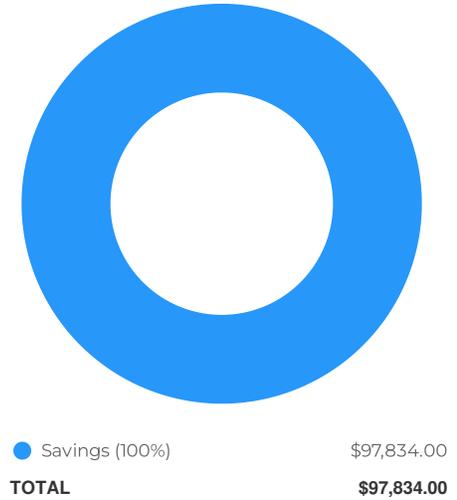
Total Budget (all years)

**\$97.834K**

Cost Savings by Year



Cost Savings for Budgeted Years



Cost Savings Breakdown		
Cost Savings	FY2024	FY2025
Savings	\$48,917	\$48,917
<b>Total</b>	<b>\$48,917</b>	<b>\$48,917</b>



# 2025 Streets Improvement Project

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2025
Department	Public Works - Streets
Type	Other

---

## Description

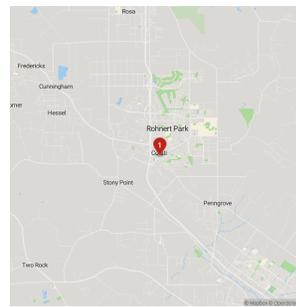
This project is to be determined from the 2021/22 Update of the Street Preservation 5 Year CIP

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## Details

Department	Streets Projects
------------	------------------

## Location

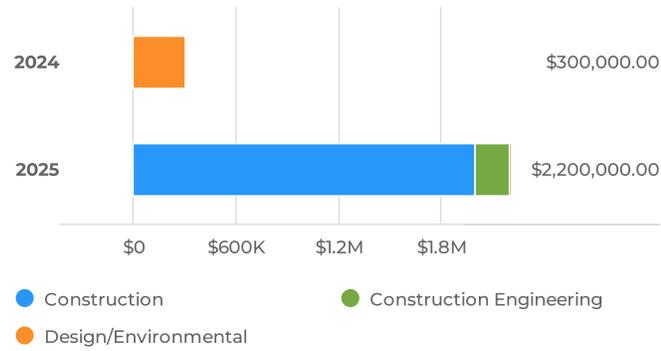


## Capital Cost

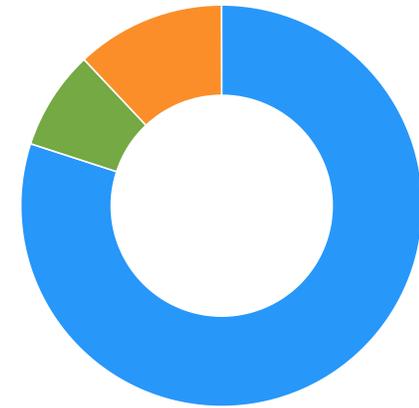
Total Budget (all years)

**\$2.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (80%)	\$2,000,000.00
Construction Engineering (8%)	\$200,000.00
Design/Environmental (12%)	\$300,000.00
<b>TOTAL</b>	<b>\$2,500,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2024	FY2025
Design/Environmental	\$300,000	
Construction		\$2,000,000
Construction Engineering		\$200,000
<b>Total</b>	<b>\$300,000</b>	<b>\$2,200,000</b>

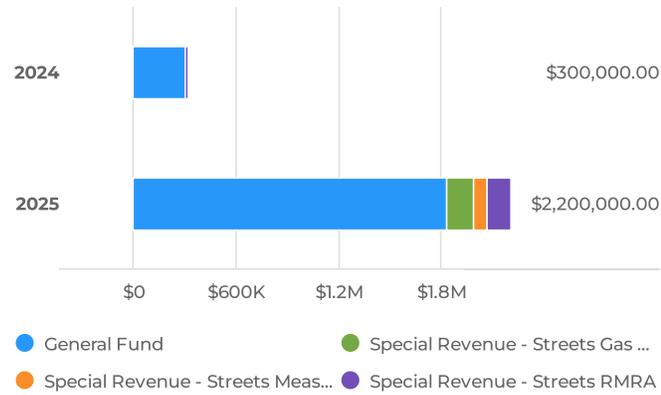


## Funding Sources

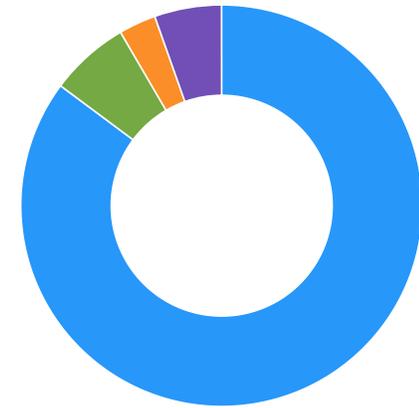
Total Budget (all years)

**\$2.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



- General Fund (85%) \$2,130,000.00
- Special Revenue - Streets Gas Tax (6%) \$160,000
- Special Revenue - Streets Measure M (3%) \$75,000
- Special Revenue - Streets RMRA (5%) \$135,000
- TOTAL \$2,500,000.00**

### Funding Sources Breakdown

Funding Sources	FY2024	FY2025
General Fund	\$300,000	\$1,830,000
Special Revenue - Streets Gas Tax		\$160,000
Special Revenue - Streets Measure M		\$75,000
Special Revenue - Streets RMRA		\$135,000
<b>Total</b>	<b>\$300,000</b>	<b>\$2,200,000</b>



# 2026 Streets Improvement Project

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2026
Department	Public Works - Streets
Type	Other

---

## Description

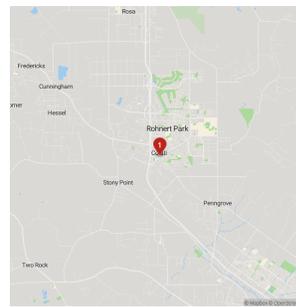
This project is to be determined from the 2021/22 Update of the Street Preservation 5 Year CIP

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## Details

Department	Streets Projects
------------	------------------

## Location



## Supplemental Attachments

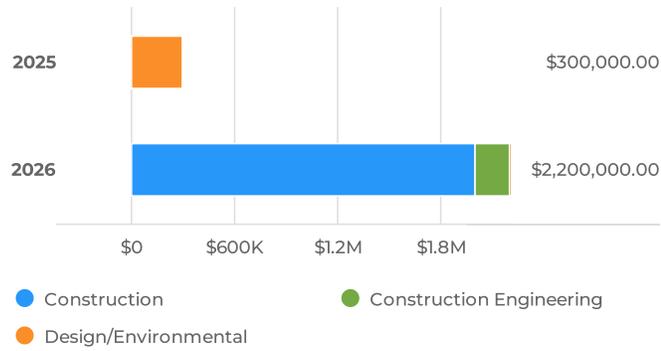
 [2026 Figure\(/resource/cleargov-prod/projects/documents/a3dded21f8691b3f3df2.pdf\)](/resource/cleargov-prod/projects/documents/a3dded21f8691b3f3df2.pdf)

## Capital Cost

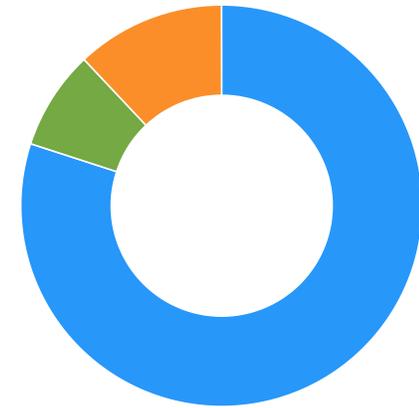
Total Budget (all years)

**\$2.5M**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (80%)	\$2,000,000.00
Construction Engineering (8%)	\$200,000.00
Design/Environmental (12%)	\$300,000.00
<b>TOTAL</b>	<b>\$2,500,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2025	FY2026
Design/Environmental	\$300,000	
Construction		\$2,000,000
Construction Engineering		\$200,000
<b>Total</b>	<b>\$300,000</b>	<b>\$2,200,000</b>

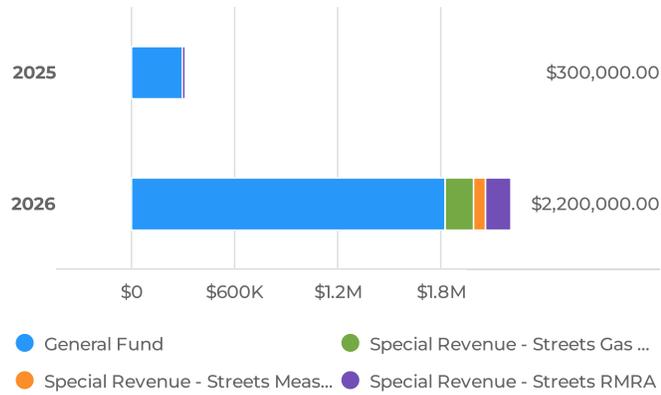


## Funding Sources

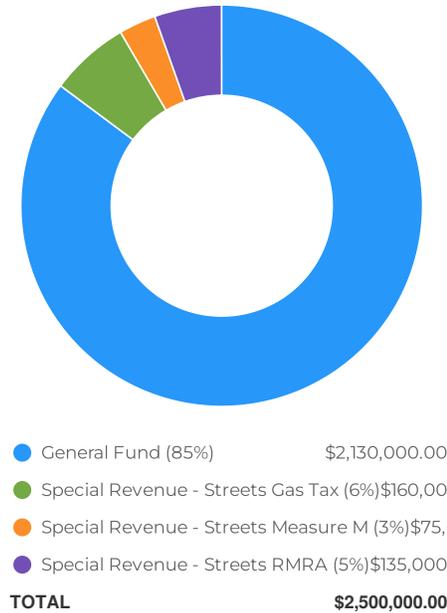
Total Budget (all years)

**\$2.5M**

Funding Sources by Year



Funding Sources for Budgeted Years



### Funding Sources Breakdown

Funding Sources	FY2025	FY2026
General Fund	\$300,000	\$1,830,000
Special Revenue - Streets Gas Tax		\$160,000
Special Revenue - Streets Measure M		\$75,000
Special Revenue - Streets RMRA		\$135,000
<b>Total</b>	<b>\$300,000</b>	<b>\$2,200,000</b>



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# **PUBLIC WORKS - STORM WATER MGNT. REQUESTS**

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# Storm Drain Improvements

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	01/01/2022
Est. Completion Date	06/30/2022
Department	Public Works - Storm Water Mgnt.
Type	Other

---

## Description

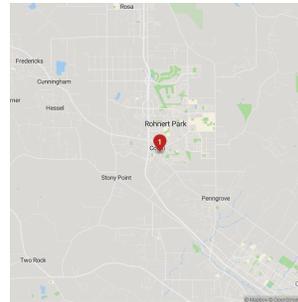
This project will provide for Full Capture Equivalent for Trash Management Area 1 as described in the 2018 Draft Trash Implementation Plan.

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## Details

Department	Streets Projects
------------	------------------

## Location

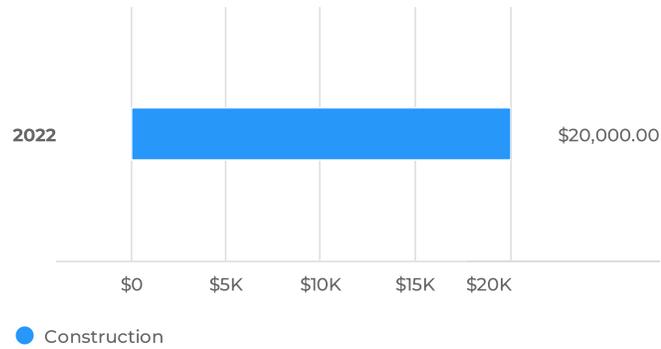


## Capital Cost

FY2022 Budget  
**\$20,000**

Total Budget (all years)  
**\$20K**

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown	
<b>Capital Cost</b>	<b>FY2022</b>
Construction	\$20,000
<b>Total</b>	<b>\$20,000</b>

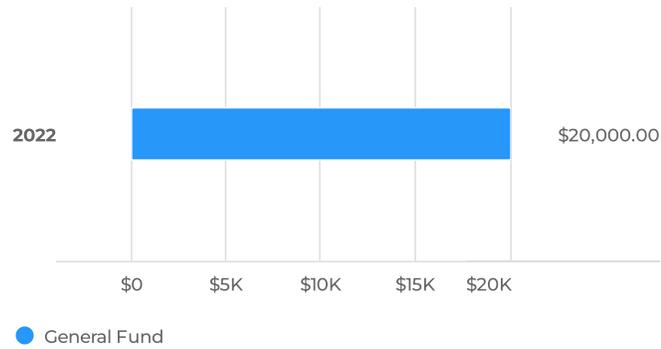


## Funding Sources

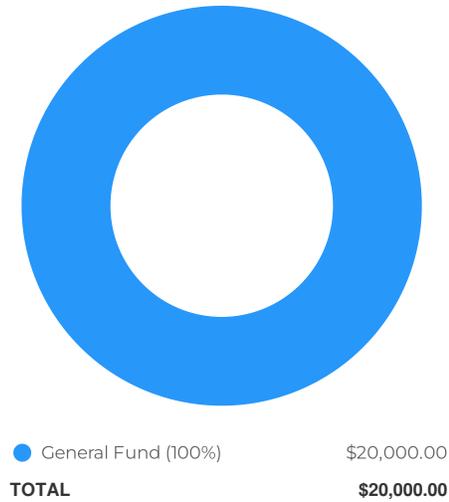
FY2022 Budget  
**\$20,000**

Total Budget (all years)  
**\$20K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$20,000
<b>Total</b>	<b>\$20,000</b>



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# **PUBLIC WORKS - GOVT. BUILDINGS REQUESTS**

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# Civic Center Improvements

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	06/01/2020
Est. Completion Date	06/30/2022
Department	Public Works - Govt. Buildings
Type	Other

---

## Description

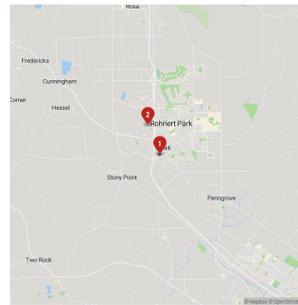
This project involves the rehab of various City Hall Complex Buildings including: replacement of the Community Center roof. The project removes the existing roof and solar, provides structural improvements to the roof, and installs a new roof complete with new gutters, painting the exterior of the City Hall building, replacing windows, and general refurbishing the City Hall Complex buildings and landscaping. New solar panels will be installed as part of a separate project.

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## Details

Department	Building Projects
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## Location

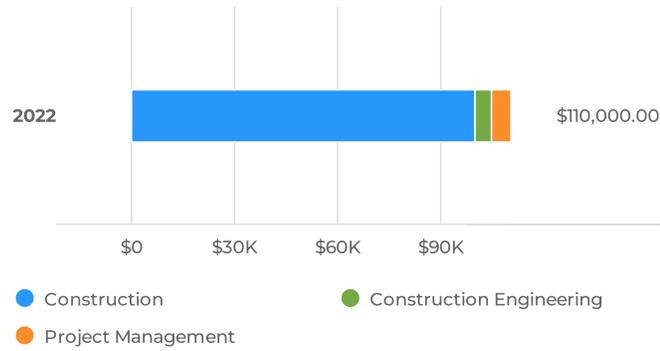


## Capital Cost

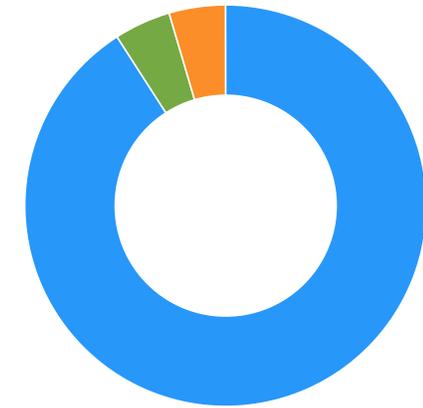
FY2022 Budget  
**\$110,000**

Total Budget (all years)  
**\$110K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (91%)	\$100,000.00
Construction Engineering (5%)	\$5,000.00
Project Management (5%)	\$5,000.00
<b>TOTAL</b>	<b>\$110,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Construction	\$100,000
Construction Engineering	\$5,000
Project Management	\$5,000
<b>Total</b>	<b>\$110,000</b>

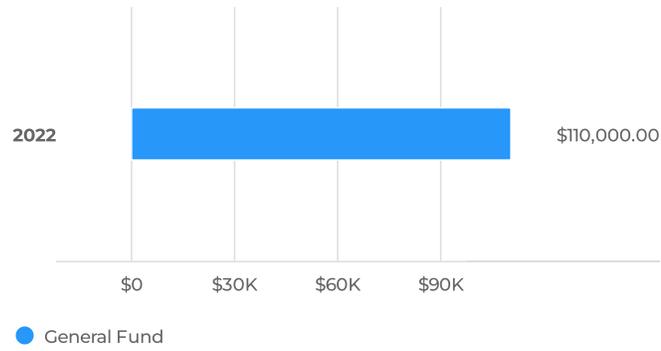


## Funding Sources

FY2022 Budget  
**\$110,000**

Total Budget (all years)  
**\$110K**

Funding Sources by Year



Funding Sources for Budgeted Years



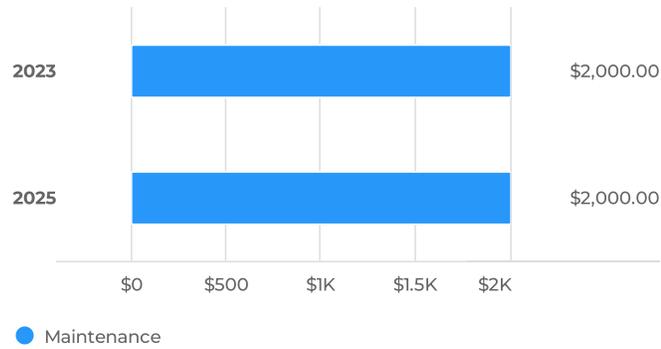
Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$110,000
<b>Total</b>	<b>\$110,000</b>

## Operational Costs

Total Budget (all years)

**\$4K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2023	FY2025
Maintenance	\$2,000	\$2,000
<b>Total</b>	<b>\$2,000</b>	<b>\$2,000</b>

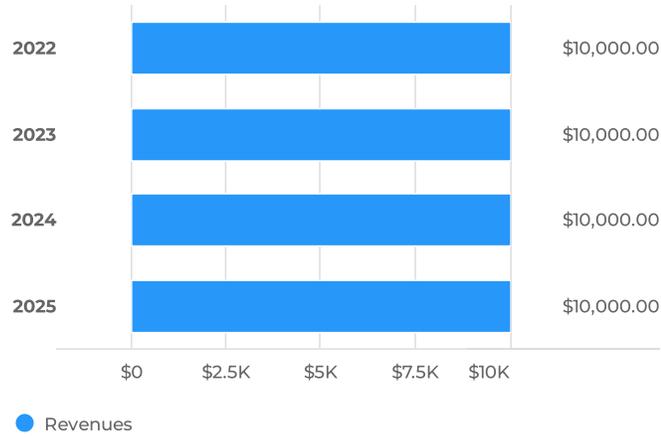


## Operating Revenue

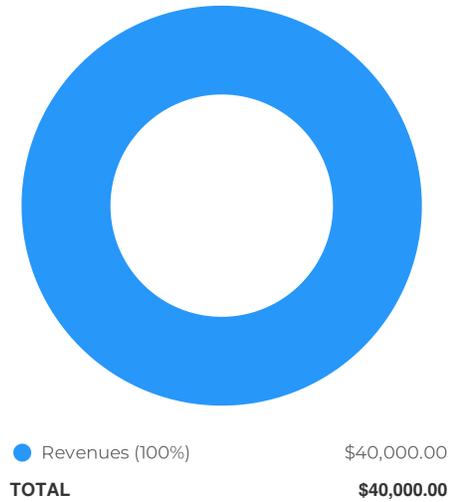
FY2022 Budget  
**\$10,000**

Total Budget (all years)  
**\$40K**

Operating Revenue by Year



Operating Revenue for Budgeted Years



### Operating Revenue Breakdown

Operating Revenue	FY2022	FY2023	FY2024	FY2025
Revenues	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>



# Civic Center Generator Reconfiguration

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	06/01/2021
Est. Completion Date	06/30/2022
Department	Public Works - Govt. Buildings
Type	Other

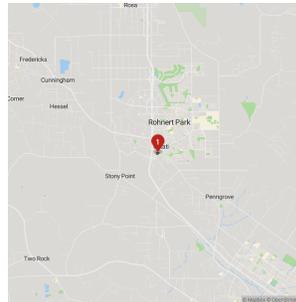
## Description

This project includes the electrical evaluation of the generators at the Civic Center and Police Department for capacity and possible rewiring of the Police Department unit to serve the entire Civic Center complex.

## Details

Department	Building Projects
------------	-------------------

## Location

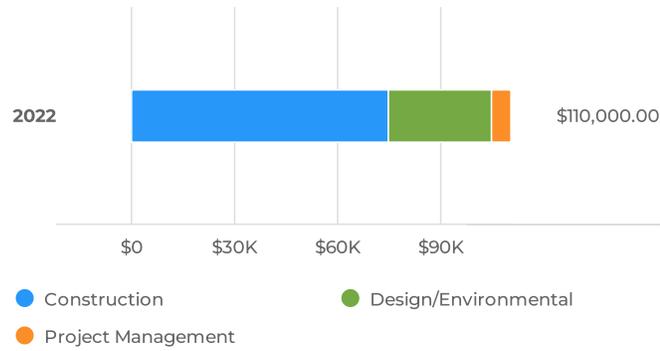


## Capital Cost

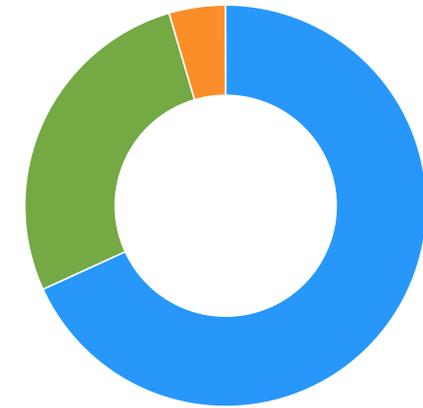
FY2022 Budget  
**\$110,000**

Total Budget (all years)  
**\$110K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (68%)	\$75,000.00
Design/Environmental (27%)	\$30,000.00
Project Management (5%)	\$5,000.00
<b>TOTAL</b>	<b>\$110,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$30,000
Construction	\$75,000
Project Management	\$5,000
<b>Total</b>	<b>\$110,000</b>

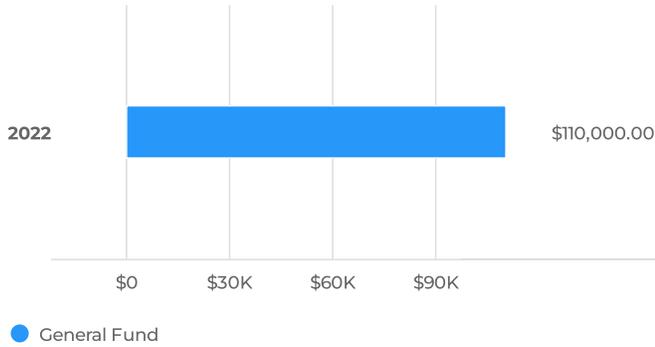


## Funding Sources

FY2022 Budget  
**\$110,000**

Total Budget (all years)  
**\$110K**

Funding Sources by Year



Funding Sources for Budgeted Years



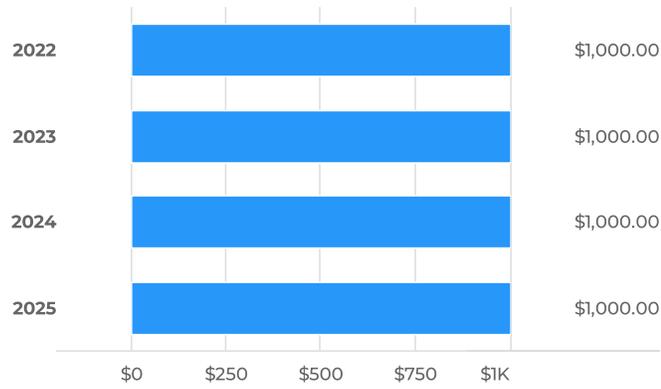
Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$110,000
<b>Total</b>	<b>\$110,000</b>

## Operational Costs

FY2022 Budget  
**\$1,000**

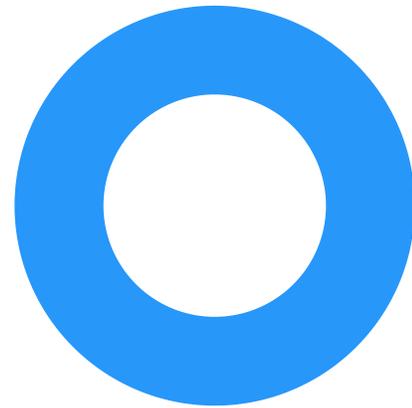
Total Budget (all years)  
**\$4K**

Operational Costs by Year



● Maintenance

Operational Costs for Budgeted Years



● Maintenance (100%) \$4,000.00

**TOTAL \$4,000.00**

### Operational Costs Breakdown

Operational Costs	FY2022	FY2023	FY2024	FY2025
Maintenance	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>



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# SEWER REQUESTS

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# SCADA System

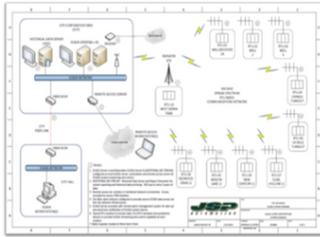
## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	08/14/2023
Est. Completion Date	06/28/2024
Department	Sewer
Type	Capital Improvement

## Description

Relocate the primary SCADA server to the City Hall server room and institute latest best practices for cybersecurity to secure the City's water and sewer systems.

## Images

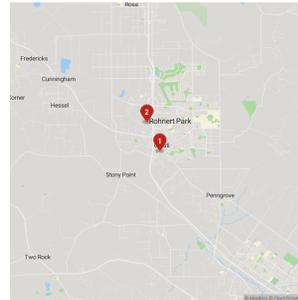


Schematics of SCADA system infrastructure.

## Details

Department      Sewer Projects

## Location

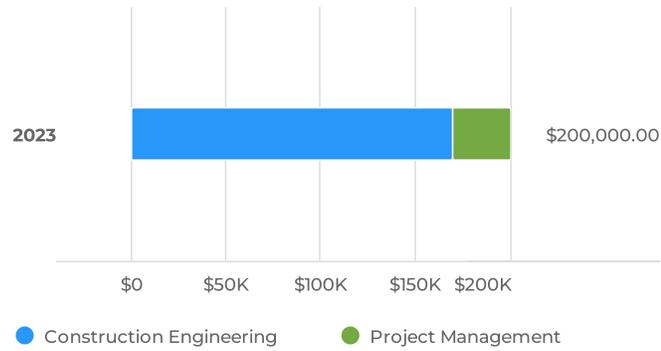


## Capital Cost

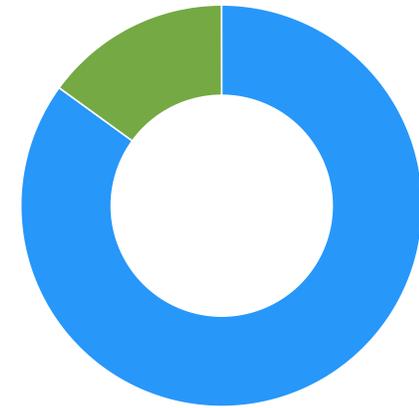
Total Budget (all years)

**\$200K**

Capital Cost by Year



Capital Cost for Budgeted Years



● Construction Engineering (85%)	\$170,000.00
● Project Management (15%)	\$30,000.00
<b>TOTAL</b>	<b>\$200,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2023
Construction Engineering	\$170,000
Project Management	\$30,000
<b>Total</b>	<b>\$200,000</b>

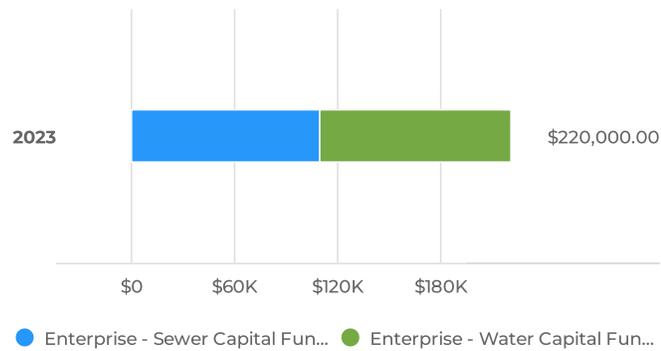


## Funding Sources

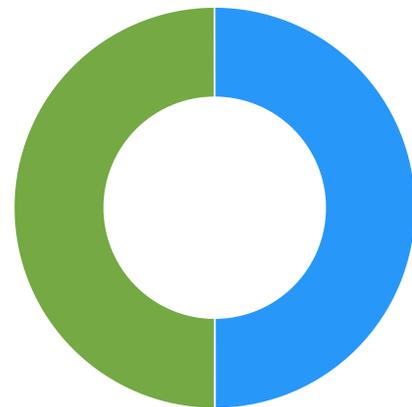
Total Budget (all years)

**\$220K**

Funding Sources by Year



Funding Sources for Budgeted Years



● Enterprise - Sewer Capital Funds (50%)	\$110,00
● Enterprise - Water Capital Funds (50%)	\$110,00
<b>TOTAL</b>	<b>\$220,000.00</b>

### Funding Sources Breakdown

Funding Sources	FY2023
Enterprise - Water Capital Funds	\$110,000
Enterprise - Sewer Capital Funds	\$110,000
<b>Total</b>	<b>\$220,000</b>

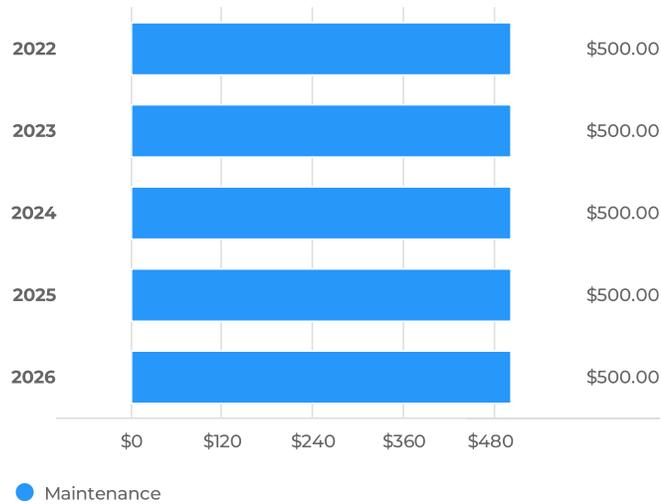


## Operational Costs

FY2022 Budget  
**\$500**

Total Budget (all years)  
**\$2.5K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2022	FY2023	FY2024	FY2025	FY2026
Maintenance	\$500	\$500	\$500	\$500	\$500
<b>Total</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>



# Manhole Lateral Repair/Improvement

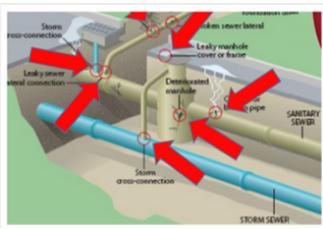
## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/28/2020
Est. Completion Date	06/30/2026
Department	Sewer
Type	Capital Improvement

## Description

Continued repair of manholes and lateral connections in sewer lines to limit excess storm water flowing into system.

## Images



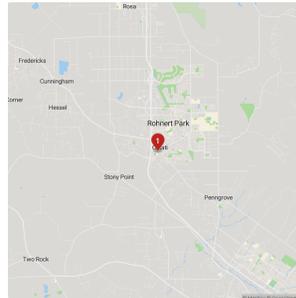
### Infiltration Reduction

Image of typical infiltration for repairs

## Details

Department Sewer Projects

## Location

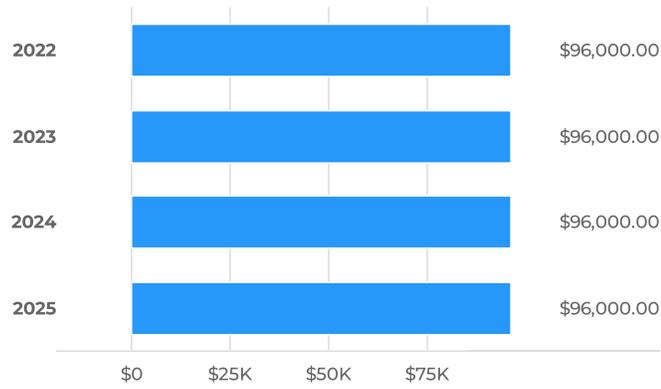


## Capital Cost

FY2022 Budget  
**\$96,000**

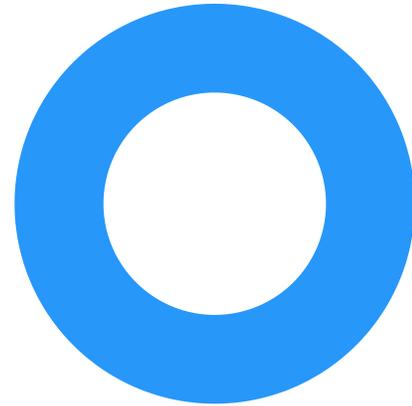
Total Budget (all years)  
**\$384K**

Capital Cost by Year



● Construction

Capital Cost for Budgeted Years



● Construction (100%) \$384,000.00  
**TOTAL \$384,000.00**

### Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024	FY2025
Construction	\$96,000	\$96,000	\$96,000	\$96,000
<b>Total</b>	<b>\$96,000</b>	<b>\$96,000</b>	<b>\$96,000</b>	<b>\$96,000</b>

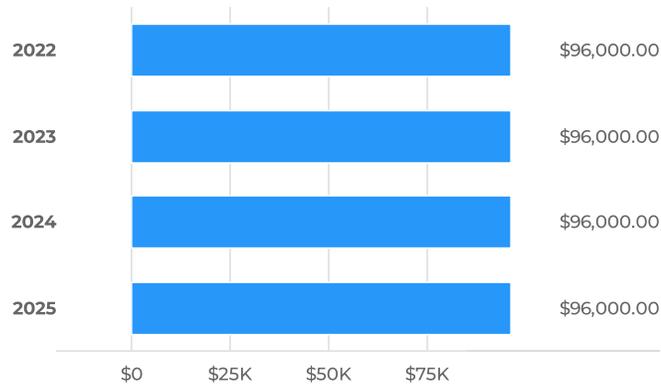


## Funding Sources

FY2022 Budget  
**\$96,000**

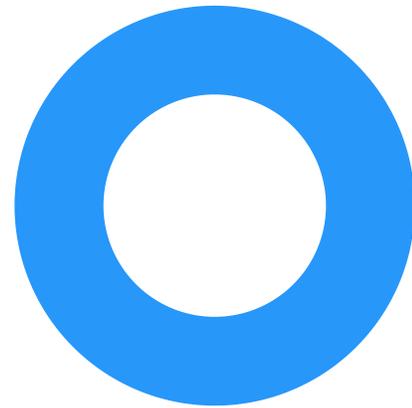
Total Budget (all years)  
**\$384K**

Funding Sources by Year



● Enterprise - Sewer Capital Fun...

Funding Sources for Budgeted Years



● Enterprise - Sewer Capital Funds (100%)\$384,000.00

**TOTAL \$384,000.00**

### Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024	FY2025
Enterprise - Sewer Capital Funds	\$96,000	\$96,000	\$96,000	\$96,000
<b>Total</b>	<b>\$96,000</b>	<b>\$96,000</b>	<b>\$96,000</b>	<b>\$96,000</b>

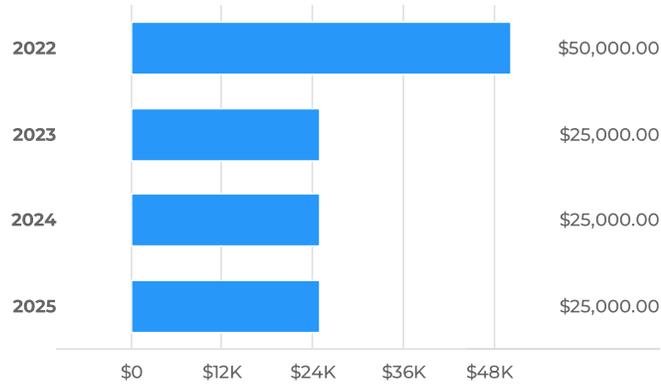


## Cost Savings

FY2022 Budget  
**\$50,000**

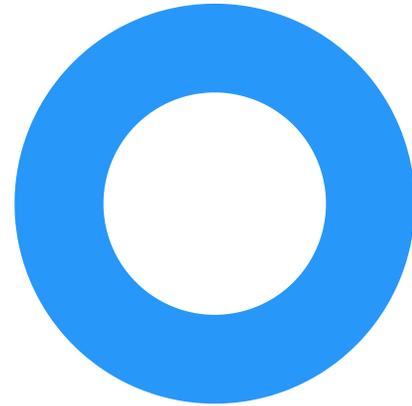
Total Budget (all years)  
**\$125K**

Cost Savings by Year



● Savings

Cost Savings for Budgeted Years



● Savings (100%) \$125,000.00  
**TOTAL \$125,000.00**

### Cost Savings Breakdown

Cost Savings	FY2022	FY2023	FY2024	FY2025
Savings	\$50,000	\$25,000	\$25,000	\$25,000
<b>Total</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>



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# **WATER REQUESTS**

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# Well 1A/3 Treatment Facilities Rehabilitation

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2021
Est. Completion Date	06/30/2022
Department	Water
Type	Capital Improvement

---

## Description

This project replaces the filter media (periodically every 10-15 years) and related valves and appurtenances at City Wells 1A & 3.

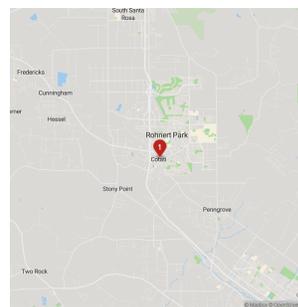
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## Details

Department	Water Projects
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## Location

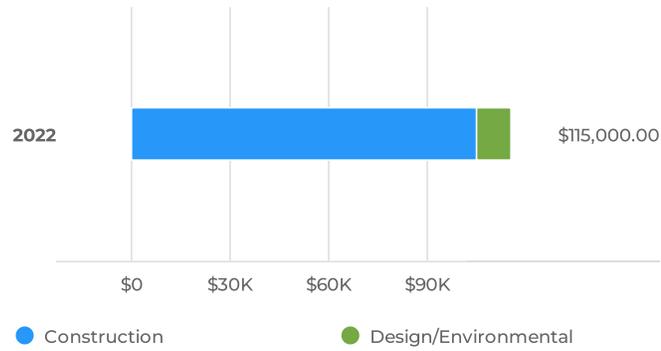


## Capital Cost

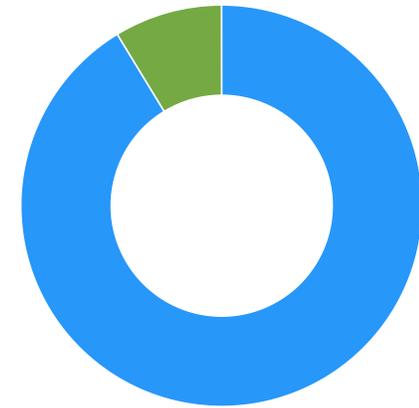
FY2022 Budget  
**\$115,000**

Total Budget (all years)  
**\$115K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (91%)	\$105,000.00
Design/Environmental (9%)	\$10,000.00
<b>TOTAL</b>	<b>\$115,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2022
Design/Environmental	\$10,000
Construction	\$105,000
<b>Total</b>	<b>\$115,000</b>

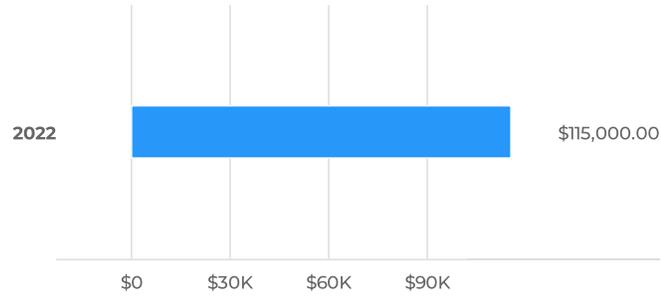


## Funding Sources

FY2022 Budget  
**\$115,000**

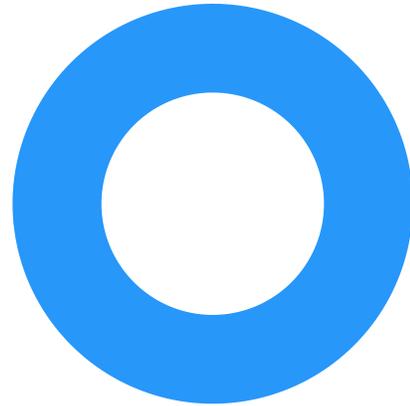
Total Budget (all years)  
**\$115K**

Funding Sources by Year



● Enterprise - Water Capital Fun...

Funding Sources for Budgeted Years



● Enterprise - Water Capital Funds (100%)\$115,000

**TOTAL \$115,000.00**

### Funding Sources Breakdown

Funding Sources	FY2022
Enterprise - Water Capital Funds	\$115,000
<b>Total</b>	<b>\$115,000</b>



# P-1: Portal Street, Mercantile, Aaron Main Replacement

---

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2023
Department	Water
Type	Capital Improvement

---

## Description

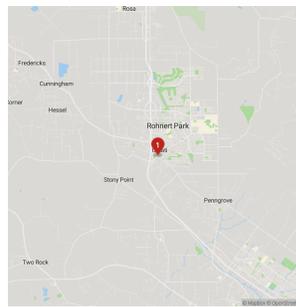
This project replaces approximately 2,100 feet of existing undersized mains at these locations to improve fire flows.

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## Details

Department	Water Projects
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## Location

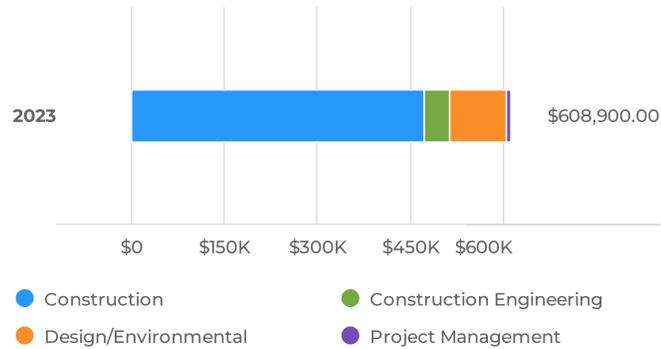


## Capital Cost

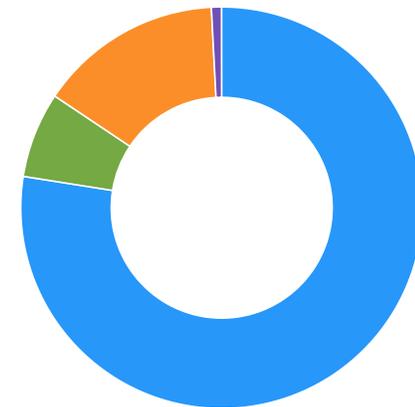
Total Budget (all years)

**\$608.9K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (78%)	\$471,900.00
Construction Engineering (7%)	\$42,000.00
Design/Environmental (15%)	\$90,000.00
Project Management (1%)	\$5,000.00
<b>TOTAL</b>	<b>\$608,900.00</b>

### Capital Cost Breakdown

Capital Cost	FY2023
Design/Environmental	\$90,000
Construction	\$471,900
Construction Engineering	\$42,000
Project Management	\$5,000
<b>Total</b>	<b>\$608,900</b>

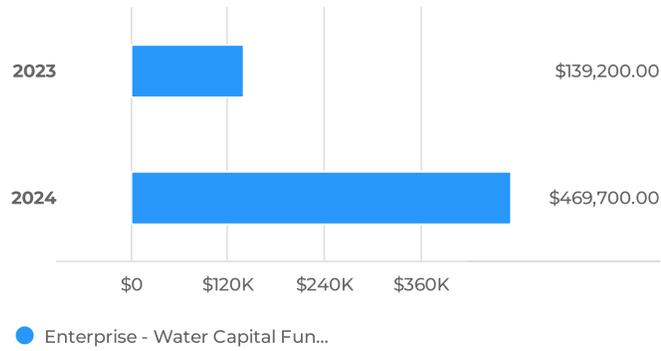


## Funding Sources

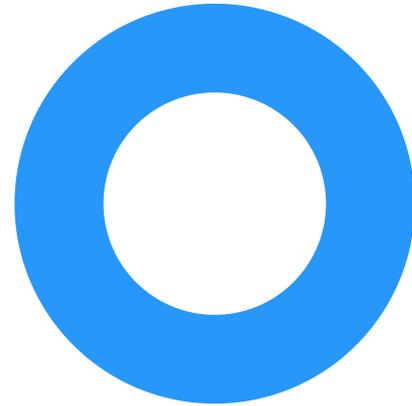
Total Budget (all years)

**\$608.9K**

Funding Sources by Year



Funding Sources for Budgeted Years



● Enterprise - Water Capital Funds (100%) \$608,900.00  
**TOTAL \$608,900.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
Enterprise - Water Capital Funds	\$139,200	\$469,700
<b>Total</b>	<b>\$139,200</b>	<b>\$469,700</b>



# P-3, 4: Cypress Tank New Water Main

---

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2024
Department	Water
Type	Capital Improvement

---

## Description

This project involves the construction of approximately 2,100 feet of new main at locations to improve pressure by creating a new pressure zone.

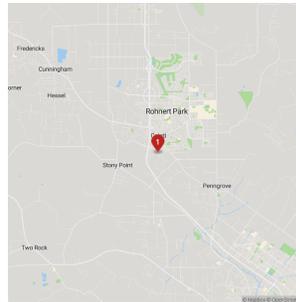
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## Details

Department	Water Projects
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## Location



## Capital Cost

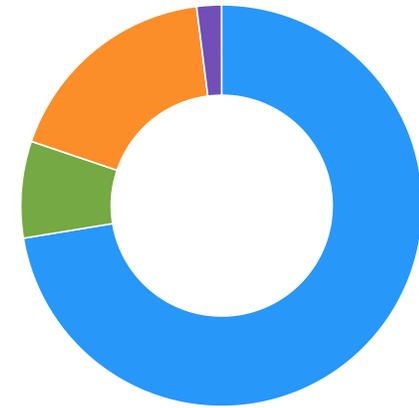
Total Budget (all years)

**\$552.419K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (72%)	\$400,002.00
Construction Engineering (8%)	\$43,000.00
Design/Environmental (18%)	\$98,415.00
Project Management (2%)	\$11,002.00
<b>TOTAL</b>	<b>\$552,419.00</b>

### Capital Cost Breakdown

Capital Cost	FY2023	FY2024
Design/Environmental	\$98,415	
Construction		\$400,002
Construction Engineering		\$43,000
Project Management		\$11,002
<b>Total</b>	<b>\$98,415</b>	<b>\$454,004</b>

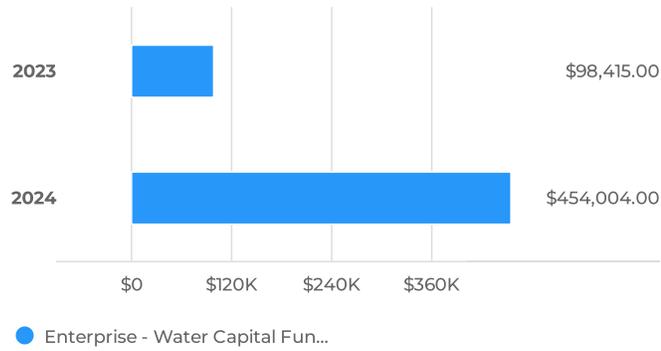


## Funding Sources

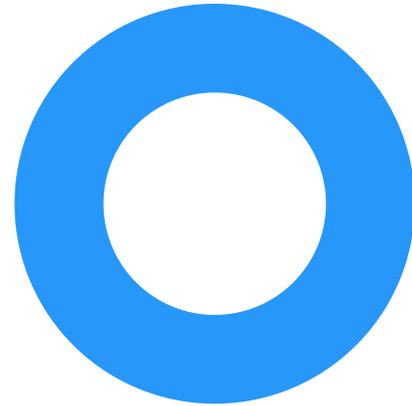
Total Budget (all years)

**\$552.419K**

Funding Sources by Year



Funding Sources for Budgeted Years



● Enterprise - Water Capital Funds (100%) \$552,419.00  
**TOTAL \$552,419.00**

### Funding Sources Breakdown

Funding Sources	FY2023	FY2024
Enterprise - Water Capital Funds	\$98,415	\$454,004
<b>Total</b>	<b>\$98,415</b>	<b>\$454,004</b>



# P-5: Sycamore Lane Water Main Replacement

---

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/03/2023
Est. Completion Date	06/28/2024
Department	Water
Type	Capital Improvement

---

## Description

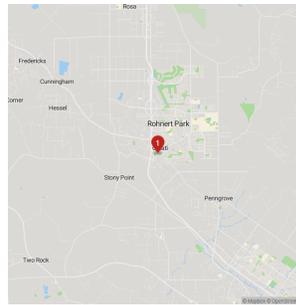
This project replaces approximately 600 feet of existing undersized main at this location to improve fire flows.

---

## Details

Department	Water Projects
------------	----------------

## Location

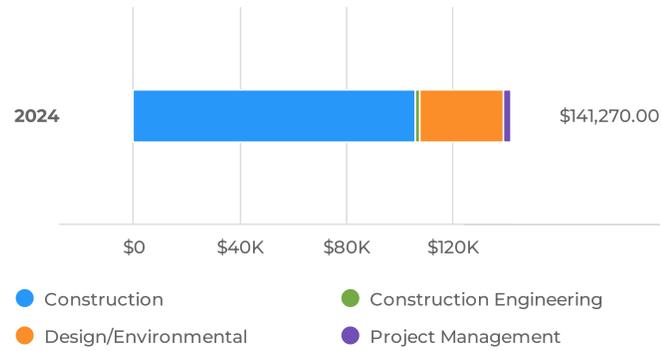


## Capital Cost

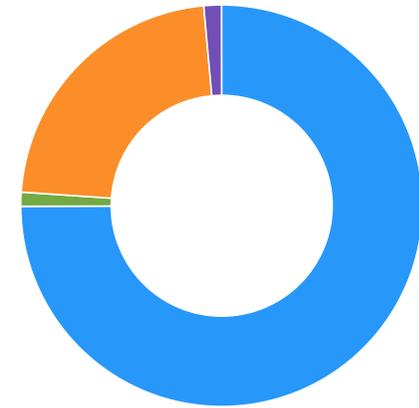
Total Budget (all years)

**\$141.27K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (75%)	\$105,900.00
Construction Engineering (1%)	\$1,600.00
Design/Environmental (22%)	\$31,770.00
Project Management (1%)	\$2,000.00
<b>TOTAL</b>	<b>\$141,270.00</b>

### Capital Cost Breakdown

Capital Cost	FY2024
Design/Environmental	\$31,770
Construction	\$105,900
Construction Engineering	\$1,600
Project Management	\$2,000
<b>Total</b>	<b>\$141,270</b>

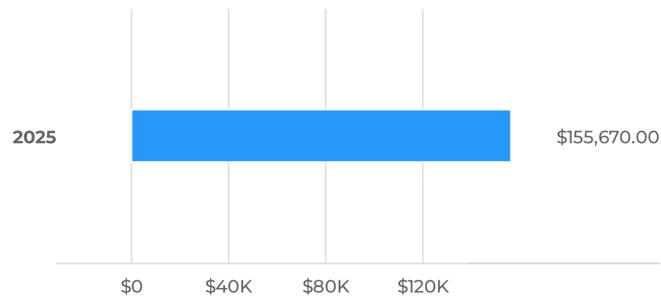


## Funding Sources

Total Budget (all years)

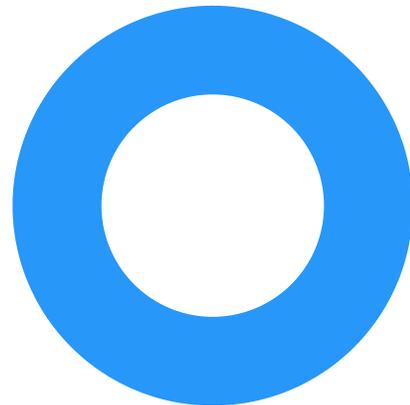
**\$155.67K**

Funding Sources by Year



● Enterprise - Water Capital Fun...

Funding Sources for Budgeted Years



● Enterprise - Water Capital Funds (100%) \$155,670.00

**TOTAL \$155,670.00**

### Funding Sources Breakdown

Funding Sources	FY2025
Enterprise - Water Capital Funds	\$155,670
<b>Total</b>	<b>\$155,670</b>



# T-1: New Cypress Storage Tank

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/03/2028
Est. Completion Date	11/26/2029
Department	Water
Type	Capital Improvement

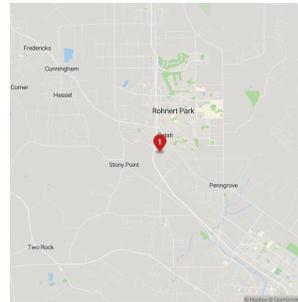
## Description

This project will add 0.4 million gallons of treated water storage at existing out of service tank location allowing for key fire protection and resource availability for our community.

## Details

Department	Water Projects
------------	----------------

## Location



## Capital Cost

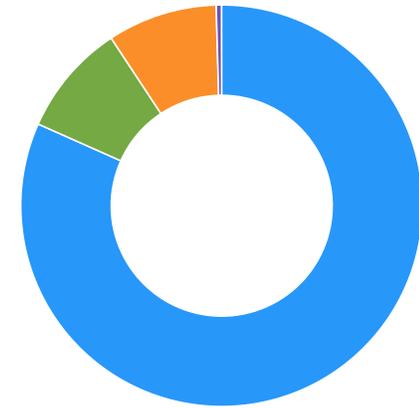
Total Budget (all years)

**\$2.32M**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (82%)	\$1,895,000.00
Construction Engineering (9%)	\$210,000.00
Design/Environmental (9%)	\$205,000.00
Project Management (0%)	\$10,000.00
<b>TOTAL</b>	<b>\$2,320,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2024	FY2025
Design/Environmental	\$205,000	
Construction		\$1,895,000
Construction Engineering		\$210,000
Project Management		\$10,000
<b>Total</b>	<b>\$205,000</b>	<b>\$2,115,000</b>

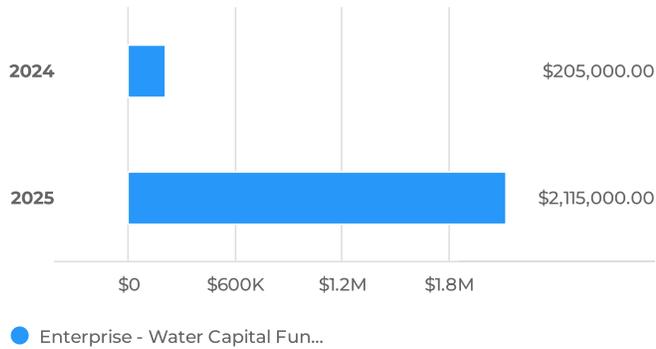


## Funding Sources

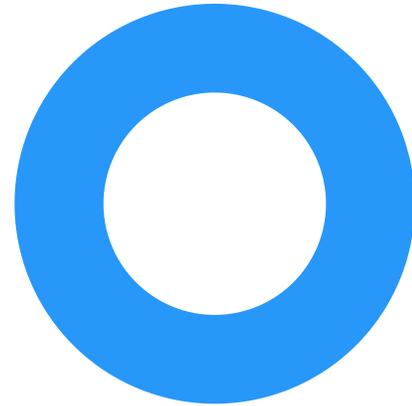
Total Budget (all years)

**\$2.32M**

Funding Sources by Year



Funding Sources for Budgeted Years



● Enterprise - Water Capital Funds (100%) \$2,320,000.00

**TOTAL \$2,320,000.00**

### Funding Sources Breakdown

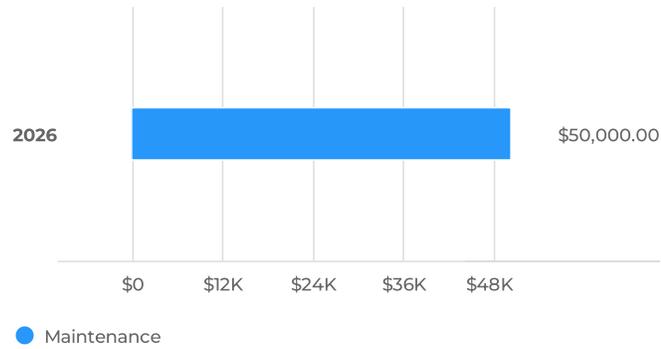
Funding Sources	FY2024	FY2025
Enterprise - Water Capital Funds	\$205,000	\$2,115,000
<b>Total</b>	<b>\$205,000</b>	<b>\$2,115,000</b>

## Operational Costs

Total Budget (all years)

**\$50K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

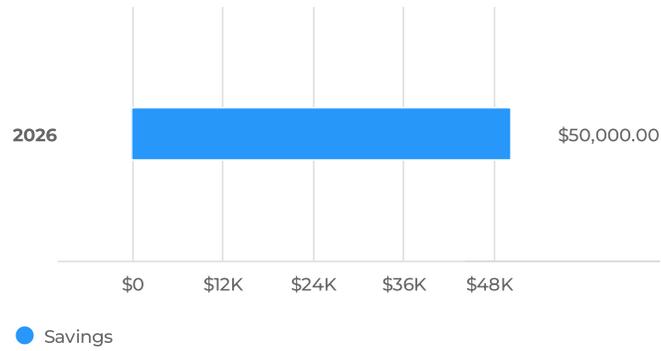
Operational Costs	FY2026
Maintenance	\$50,000
<b>Total</b>	<b>\$50,000</b>

## Cost Savings

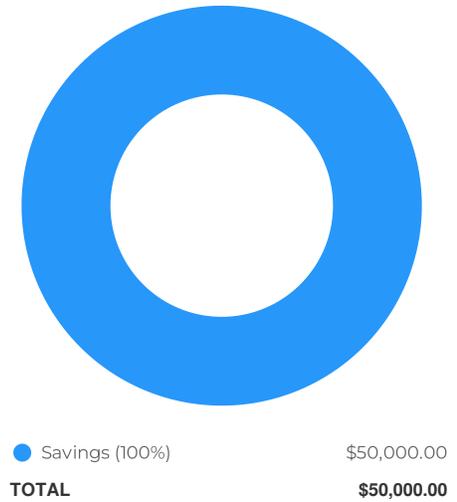
Total Budget (all years)

**\$50K**

Cost Savings by Year



Cost Savings for Budgeted Years



### Cost Savings Breakdown

Cost Savings	FY2026
Savings	\$50,000
<b>Total</b>	<b>\$50,000</b>



# BP-1: Cypress Tank Booster Pumps

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2025
Department	Water
Type	Capital Improvement

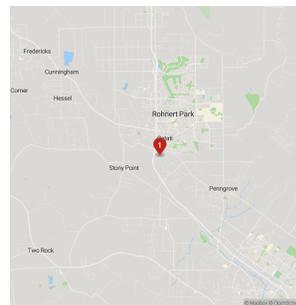
## Description

This project will add booster pumps for the new Cypress Pressure Zone.

## Details

Department	Water Projects
------------	----------------

## Location



## Capital Cost

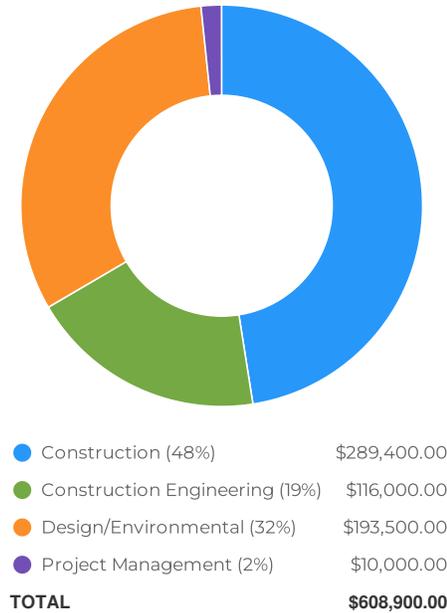
Total Budget (all years)

**\$608.9K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2024	FY2025
Design/Environmental	\$193,500	
Construction		\$289,400
Construction Engineering		\$116,000
Project Management		\$10,000
<b>Total</b>	<b>\$193,500</b>	<b>\$415,400</b>

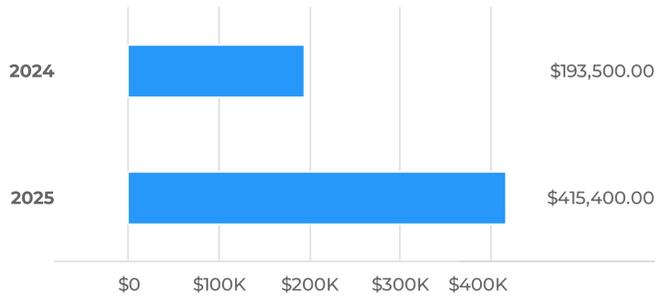


## Funding Sources

Total Budget (all years)

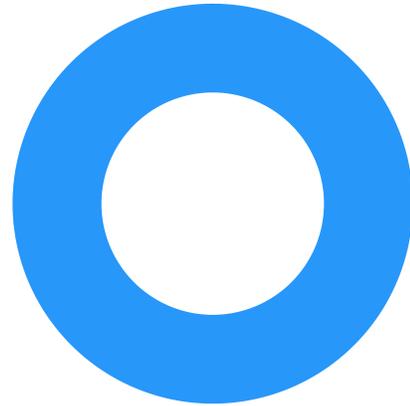
**\$608.9K**

Funding Sources by Year



● Enterprise - Water Capital Fun...

Funding Sources for Budgeted Years



● Enterprise - Water Capital Funds (100%) \$608,900.00

**TOTAL \$608,900.00**

### Funding Sources Breakdown

Funding Sources	FY2024	FY2025
Enterprise - Water Capital Funds	\$193,500	\$415,400
<b>Total</b>	<b>\$193,500</b>	<b>\$415,400</b>

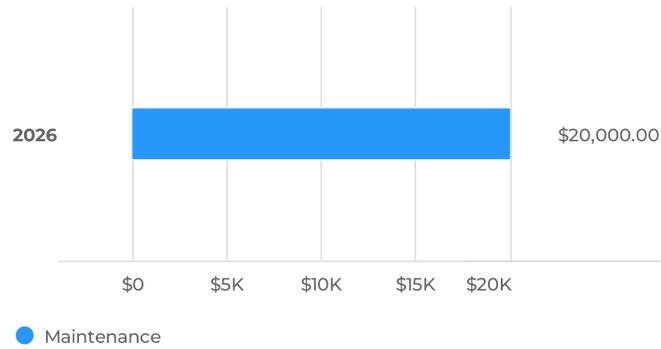


## Operational Costs

Total Budget (all years)

**\$20K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2026
Maintenance	\$20,000
<b>Total</b>	<b>\$20,000</b>



# West Sierra Tank Recoating

---

## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	Water
Type	Capital Improvement

---

## Description

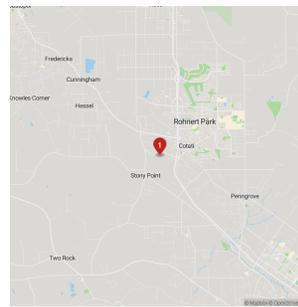
This project will recoat the interior and exterior of the existing West Sierra Tank.

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## Details

Department	Water Projects
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## Location

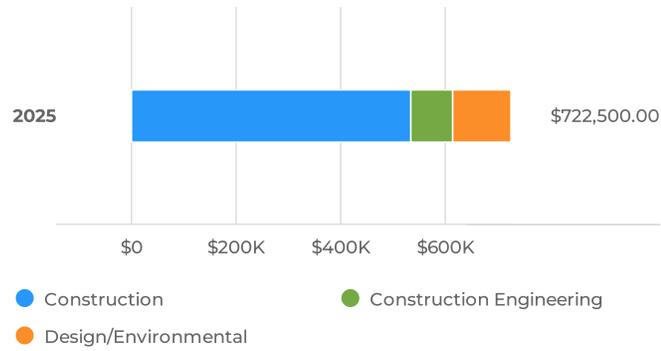


## Capital Cost

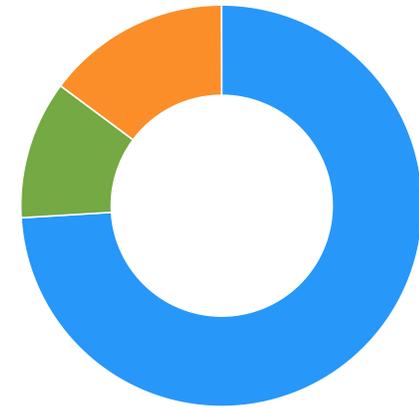
Total Budget (all years)

**\$722.5K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (74%)	\$535,000.00
Construction Engineering (11%)	\$80,500.00
Design/Environmental (15%)	\$107,000.00
<b>TOTAL</b>	<b>\$722,500.00</b>

### Capital Cost Breakdown

Capital Cost	FY2025
Design/Environmental	\$107,000
Construction	\$535,000
Construction Engineering	\$80,500
<b>Total</b>	<b>\$722,500</b>

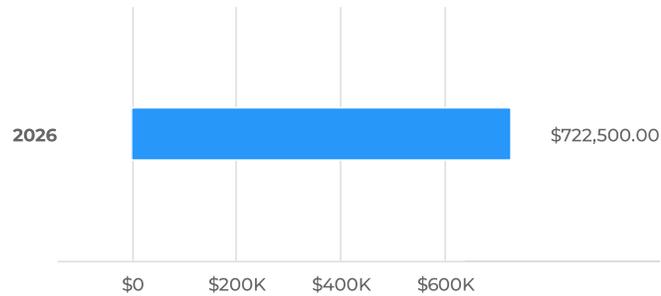


## Funding Sources

Total Budget (all years)

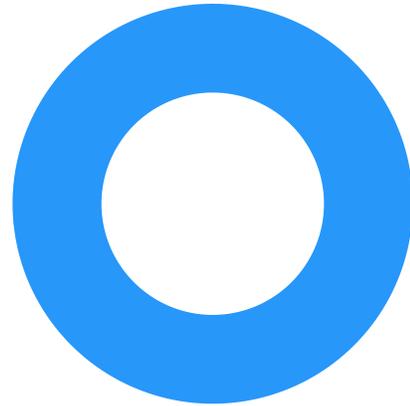
**\$722.5K**

Funding Sources by Year



● Enterprise - Water Capital Fun...

Funding Sources for Budgeted Years



● Enterprise - Water Capital Funds (100%)\$722,5

**TOTAL \$722,500.00**

### Funding Sources Breakdown

Funding Sources	FY2026
Enterprise - Water Capital Funds	\$722,500
<b>Total</b>	<b>\$722,500</b>



# Chlorination Equipment Replacement

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## Overview

Submitted By	Angela Courter
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2023
Department	Water
Type	Capital Improvement

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## Description

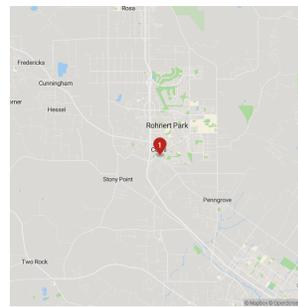
This is a project to replace aging chlorine generators for the City wells.

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## Details

Department	Water Projects
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## Location

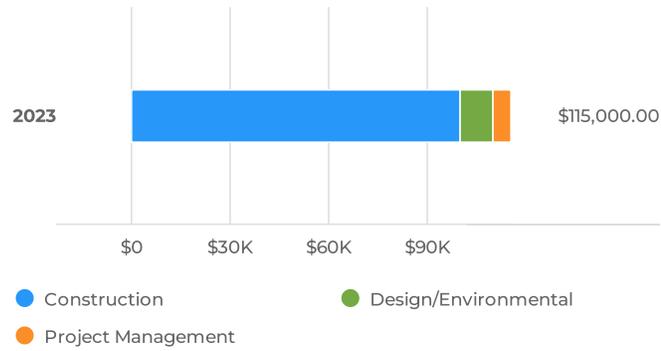


## Capital Cost

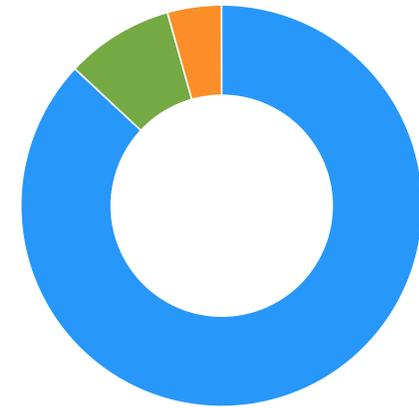
Total Budget (all years)

**\$115K**

Capital Cost by Year



Capital Cost for Budgeted Years



Construction (87%)	\$100,000.00
Design/Environmental (9%)	\$10,000.00
Project Management (4%)	\$5,000.00
<b>TOTAL</b>	<b>\$115,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2023
Design/Environmental	\$10,000
Construction	\$100,000
Project Management	\$5,000
<b>Total</b>	<b>\$115,000</b>

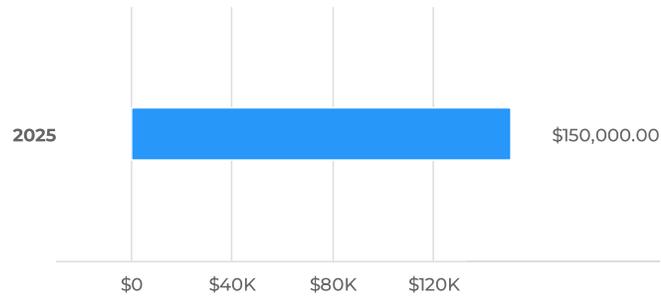


## Funding Sources

Total Budget (all years)

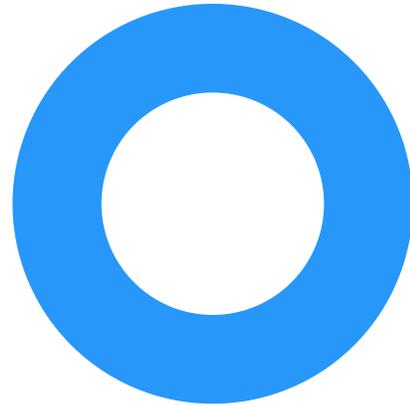
**\$150K**

Funding Sources by Year



● Enterprise - Water Capital Fun...

Funding Sources for Budgeted Years



● Enterprise - Water Capital Funds (100%)\$150,0

**TOTAL \$150,000.00**

### Funding Sources Breakdown

Funding Sources	FY2025
Enterprise - Water Capital Funds	\$150,000
<b>Total</b>	<b>\$150,000</b>



# Distribution System Monitoring

---

## Overview

Submitted By	Damien O'Bid, City Manager
Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2023
Department	Water
Type	Capital Improvement

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## Description

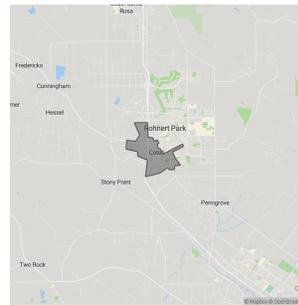
This project adds telemetry points on all distribution system production inputs (Sonoma Water Turnouts, City wells), as well as potentially some nodes within the distribution system zones. The instrumentation is intended to measure real-time flow, as well as some water quality measurements. This will allow for real-time alerts for leaks or hydrant flows, as well as overall system leaks and water quality at the point of delivery of the water wholesaler (Sonoma Water) as it enters the City distribution system.

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## Details

Department	Water Projects
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## Location

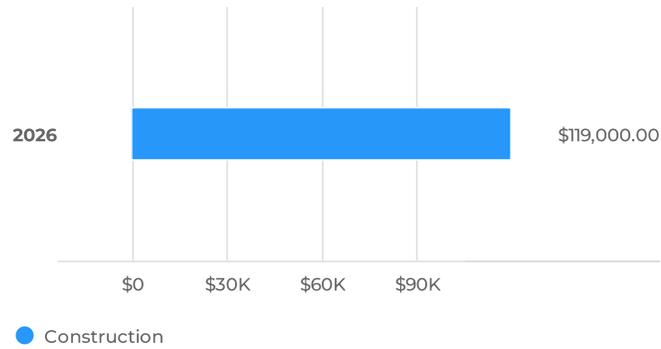


## Capital Cost

Total Budget (all years)

**\$119K**

Capital Cost by Year



Capital Cost for Budgeted Years



### Capital Cost Breakdown

Capital Cost	FY2026
Construction	\$119,000
<b>Total</b>	<b>\$119,000</b>

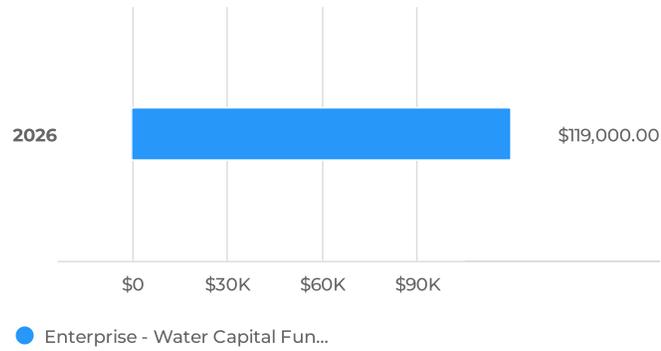


## Funding Sources

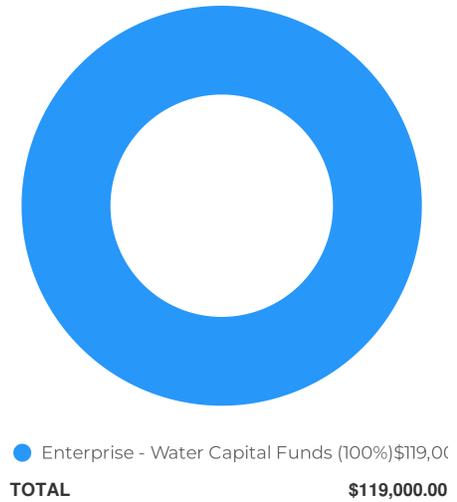
Total Budget (all years)

**\$119K**

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown	
Funding Sources	FY2026
Enterprise - Water Capital Funds	\$119,000
<b>Total</b>	<b>\$119,000</b>

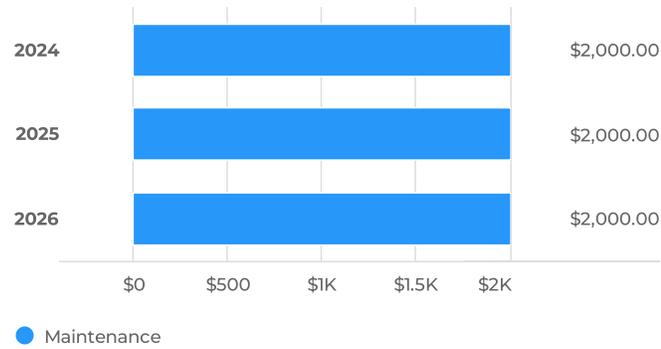


## Operational Costs

Total Budget (all years)

**\$6K**

Operational Costs by Year



Operational Costs for Budgeted Years



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026
Maintenance	\$2,000	\$2,000	\$2,000
<b>Total</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>

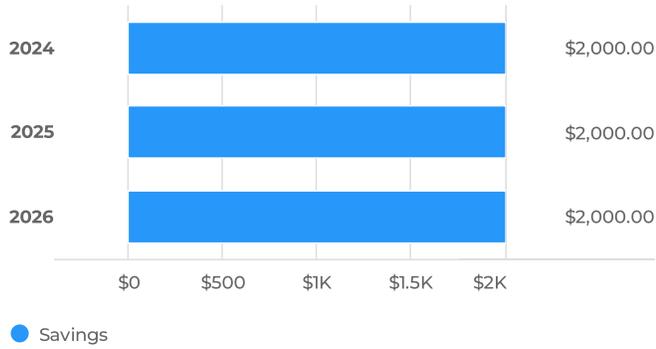


## Cost Savings

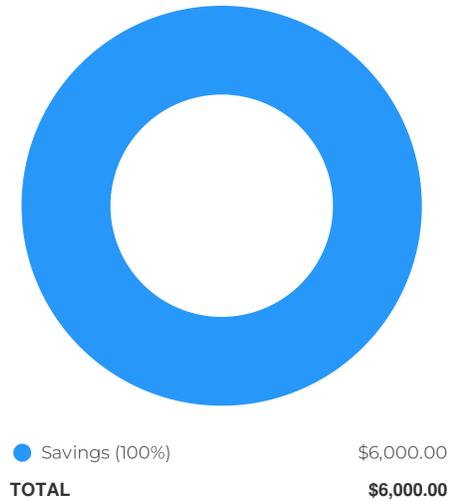
Total Budget (all years)

**\$6K**

Cost Savings by Year



Cost Savings for Budgeted Years



### Cost Savings Breakdown

Cost Savings	FY2024	FY2025	FY2026
Savings	\$2,000	\$2,000	\$2,000
<b>Total</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>



## Acronyms Table

Below is a list of general acronyms used by the City. Please see the full definition of any term within the Glossary of Budget Terms.

ABBREVIATED FORM	FULL NAME
ACFR	ANNUAL COMPREHENSIVE FINANCIAL REPORT
ACH	AUTOMATED CLEARING HOUSE
ADA	AMERICANS WITH DISABILITIES ACT
CalPERS	CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
COLA	COST OF LIVING ALLOWANCE
CPI	CONSUMER PRICE INDEX
ERAF	EDUCATIONAL REVENUE AUGMENTATION FUND
FPCC	FAIR POLITICAL PRACTICES COMMISSION
FTE	FULL-TIME EQUIVALENT
FY	FISCAL YEAR
GAAP	GENERALLY ACCEPTED ACCOUNTING PRINCIPLES
GASB	GOVERNMENTAL ACCOUNTING STANDARDS BOARD
GFOA	GOVERNMENT FINANCE OFFICERS ASSOCIATION
ICMA	INTERNATIONAL CITY MANAGEMENT ASSOCIATION
LTP	LAGUNA TREATMENT PLANT
LOCC	LEAGUE OF CALIFORNIA CITIES
MOU	MEMORANDUM OF UNDERSTANDING
MTC	METROPOLITAN TRANSPORTATION COMMISSION
OPEB	OTHER POST-EMPLOYMENT BENEFITS
PCI	PAVEMENT CONDITION INDEX
PERS	PUBLIC EMPLOYEES RETIREMENT SYSTEM
RPTT	REAL PROPERTY TRANSFER TAX
RFP	REQUEST FOR PROPOSAL
SCTA	SONOMA COUNTY TRANSPORTATION AUTHORITY
SMART	SONOMA MARIN AREA RAIL TRANSIT PROJECT
TOT	TRANSIENT OCCUPANCY TAX



## Glossary of Budget Terms

**Abatement:** A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Accounting System:** The total structure of records and procedures that identify, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

**Accrual:** Are the recording of revenues earned or expenses incurred which impact net income, although cash has not yet exchanged hands.

**Accrued Interest:** The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

**Amortization:** The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

**Appropriation:** A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Arbitrage:** As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

**Assessed Valuation:** A value assigned to real estate or other property by a government as the basis for levying taxes.

**Audit:** An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

**Audit Report:** Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

**Betterments (Special Assessments):** Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

**Bond and Interest Record:** (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

**Bonds Authorized and Unissued:** Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from the community's books.



**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Bond Rating (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**Budget:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

**Capital Assets:** All real and tangible property used in the operation of a government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

**Capital Budget:** An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

**Cash:** Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cash Management:** The process of monitoring the ebb and flow of money in and out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

**Classification of Real Property:** Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real property, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union, regarding wages, hours and working conditions.

**Consumer Price Index:** The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

**Cost-Benefit Analysis:** A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

**Debt Burden:** The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes, debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Depreciation:** The expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**Encumbrance:** A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.



**Enterprise Funds:** An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of the total cost of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery—direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

**Equalized Valuations (EQVs):** The determination of the full and fair cash value of all property in the community that is subject to local taxation.

**Estimated Receipts:** A term that typically refers to anticipated local revenues often based on the previous year's receipts and represents funding sources necessary to support a community's annual budget. (See Local Receipts)

**Exemptions:** A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Fiduciary Funds:** Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefits) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**Fixed Assets:** Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**Float:** The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

**Full Faith and Credit:** A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**Fund Accounting:** Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

**GASB 34:** A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria for the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, roads, sewers, etc. It also requires the presentation of a narrative statement of the government's financial performance, trends and prospects for the future.

**GASB 45:** This is another Governmental Accounting Standards Board major pronouncement that each public entity accounts for and reports other post-employment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal appropriation process.



**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

**Governing Body:** A board, committee, commission, or other executive or policymaking body of a municipality or school district.

**Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Interest:** Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**Line Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Local Aid:** Revenue allocated by the state or counties to municipalities and school districts.

**Major Funds:** governmental or enterprise funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of the corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that the fund is particularly important to financial statement users.

**Maturity Date:** The date that the principal of a bond becomes due and payable in full.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

**Nonmajor Funds:** All governmental or enterprise funds that do not meet the criteria to be defined as a major fund.

**Note:** A short-term loan, typically with a maturity date of a year or less.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

**Official Statement:** A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlapping Debt:** A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

**Performance Budget:** A budget that stresses output both in terms of economy and efficiency.

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** A combination of activities to accomplish an end.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.



**Purchased Services:** The cost of services that are provided by a vendor.

**Refunding of Debt:** Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

**Reserve Fund:** An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

**Revaluation:** The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

**Revenue Anticipation Note (RAN):** A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

**Revenue Bond:** A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**Sale of Real Estate Fund:** A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

**Surplus Revenue:** The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title Foreclosure:** The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

**Unreserved Fund Balance (Surplus Revenue Account):** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

