



# City of Cotati Fiscal Year 2023/24



**Adopted Version - 5/23/2023**

Last updated 09/22/23





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# INTRODUCTION

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## CITY MANAGER'S MESSAGE

Damien O'Bid - City Manager

May 23, 2023

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

Attached is the City of Cotati's Fiscal Year 2023/24 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 Fiscal Year 2023/24 General Fund budget was prepared using a conservative approach on operations, while continuing to push hard to reduce deferred maintenance and improve the community through capital projects. Despite heavy cost cutting, it wasn't that long ago that the City's ability to fund basic operations, even without any capital projects, was in question. However, thanks to the community's overwhelming support of Measure S, the City has some breathing room. Therefore, this budget focuses on providing excellent core City services and continuing the aggressive push to reduce medium and long-term costs through infrastructure repair before this window of opportunity exists. In Fiscal Year 2022/23, the City Council continued heavy investment in the road system to reduce future maintenance costs, as well as a major renovation of Kotate Park. Long term risk continues to be operating costs consuming the budget and displacing the capacity for infrastructure repair and maintenance. Therefore, in this budget, the City continues to strategically fund projects that lower future costs (roads), improve the quality of life (parks), and promote economic development that will provide residents with jobs and services and the City with future revenue growth to stay ahead of cost pressures to provide excellent services and infrastructure.

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 evaluating departmental needs assessments. However, we are continuing to experience increased operating costs, including large increases in insurance costs across the cities that we pool risk with. We need to stay cognizant of those trends, remain fiscally prudent, and make selective and pragmatic decisions through this budget year.

Finally, this budget continues to move forward on City Council initiatives and priorities. The City Council has clearly communicated the need for many years to maintain core City services and invest heavily in repairing and maintaining our infrastructure. With the housing affordability crisis in the State, the City Council has been focused on housing development across income levels, as well as implementing equity in hiring, greater transparency in policing, and policies to mitigate and adapt to the continuing effects of climate change.

Highlights of the Fiscal Year 2023/24 budget include:

- Strategic focus on economic development to ensure the long-term vitality of the City.
- Improving core services while striving to expand services with increased efficiencies.
- Meeting or exceeding the General Fund reserve policy target of 25%.
- Meeting or exceeding the Enterprise Fund (Water & Sewer) reserve policy target of 33%.
- Significant investments in improving our streets, parks and buildings.
- Continued development of policy for new housing development across a range of income levels.
- Continuing to look for opportunities to promote equity, transparency in policing and measures to mitigate and adapt to climate change.



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 to 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 2023/24 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 Cotati 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. 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.



Cotati Hotel

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 Cotatian Newspaper – Thursday July 4 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 square feet 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 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 3,000-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, and the streets with their open ditches, free-form parking and sparse, slow-moving traffic, are reminiscent of a quieter Cotati of years ago.

### **Sonoma State University**

Sonoma State University, located just outside Cotati's city limits, has played a significant role in the City's history since it moved onto 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.

## **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. 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.

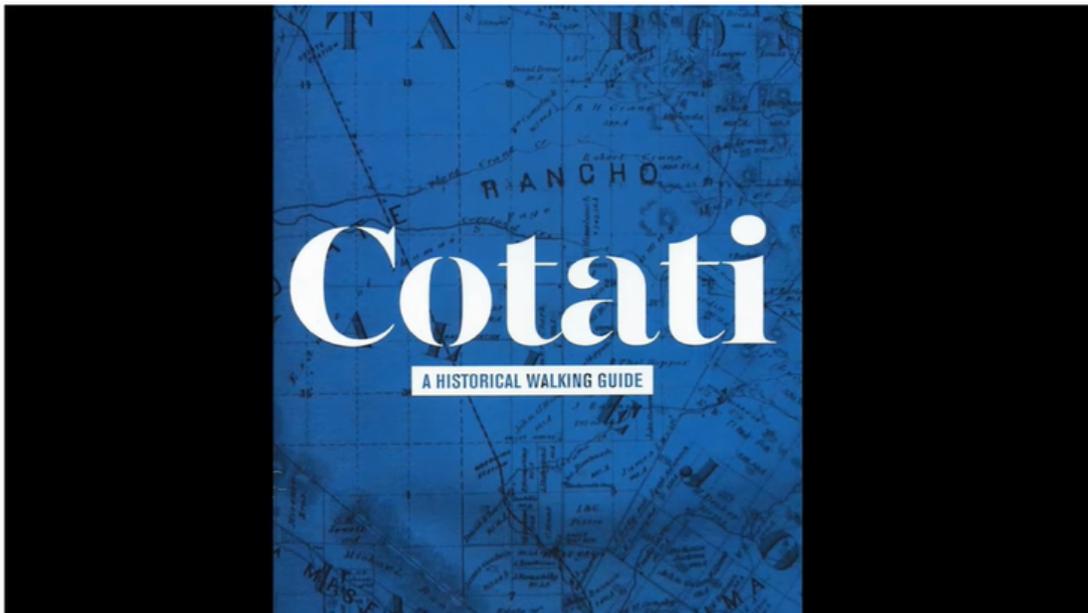
This rapid growth has provided a significant challenge to the City and to the preservation of its unique charm as a modern residential-focused community with strong historical roots in agriculture and music. Managing this growth has become one of the prominent issues facing the City. While many feared 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 neighboring City 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. However, with the growth of a few key businesses that draw customers from those same neighboring cities plus the growth of online sales and the voter approved 1% sales tax, this concern has flipped to stabilizing revenues with more revenue diversification with economic development.

The City continues to work to enhance the downtown area, such as the new Information Kiosks for both 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.

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.

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.

## Historical Society Video Walking Tour of Cotati



Cotati Historical Museum Walking Tour

Visit the Digital Cotati Historical Museum Walking Tour online [here](#).





## Your Elected Officials

### Mayor 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, 2016 and 2020. She was appointed as Vice Mayor in 2011, 2016 and 2022 and served as Mayor in 2012, 2017 and 2023. She served on the Planning Commission from November 2008 to November 2009.

Councilmember Harvey currently serves as Cotati's representative on the Sonoma County Waste Management Agency (SCWMA), Santa Rosa Plain Groundwater Sustainability Agency, Sonoma County Transportation Authority/Regional Climate Protection Agency, Association of Bay Area Governments (ABAG) and Marin/Sonoma Mosquito Vector Control District. She serves on the Board of Directors of the Northbay Division of the League of California Cities and Sonoma Local Agency Formation Commission (LAFCO) representing Sonoma County. She serves as an alternative representative for REMIF/CIRA Board of Directors and Cotati Chamber of Commerce liaison.

A long-time volunteer, Susan has worked on behalf of community activities such as the Cotati Accordion Festival, the Jazz Festival, Oktoberfest and Cotati Historical Society. In 2011, Susan was selected as Cotati's "Citizen of the Year".

Susan and her husband have resided in Cotati since 1978, where they have raised their three children. She enjoys sharing our community and its events with her grandchildren. Having lived 45 years in Cotati, Susan brings a deep knowledge and familiarity of the uniqueness of our community. Susan 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. She brings skills in team work and consensus building for the betterment of the community and its long-term sustainability.

Councilmember 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. Additionally, Councilmember Harvey has seized the opportunity for our community to be well represented in Sonoma County efforts for sustainability of water, waste management, education for all and improving health outcomes.

## Vice Mayor 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.

## 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 Boards of the Russian River Watershed Association and the Sonoma Clean Power Authority.

Councilmember Ford moved to Cotati in 2003 with his wife and their two kids. 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 Sylvia Lemus



Email: [slemus@cotaticity.org](mailto:slemus@cotaticity.org) Phone: (707) 792-4600 ex. 201

Councilmember Sylvia Lemus was appointed to the City Council in 2022 for a full four-year term, ending in December 2026. Prior to her appointment to City Council, Lemus served as a Cotati Planning Commissioner starting in February 2020 and was the Chair of the Planning Commission in 2022.

Sylvia Lemus has been a resident of Cotati since 2008 and has been a lifelong resident of Sonoma County. Councilmember Lemus has been a founding member of community organizations including Los Cien Sonoma County and Santa Rosa Cinco de Mayo organizations. She has also served on several boards and task forces and volunteered for numerous organizations including Hispanic Chamber of Commerce, LandPaths, Community and Law Enforcement Task Force, Latino Alliance of Rohnert Park/Cotati, and the Sonoma Speedway Children's Charity.

Councilmember Lemus has been in local county government for over 33 years, specializing in human resources and communications, and looks forward to retirement at the end of 2022. Her long career gave her a diverse and in-depth experience into how government works at all levels. Councilmember Lemus was also instrumental in the county's racial equity efforts and was involved on related committees and provided input to the development of ongoing policies at the county level. Sylvia Lemus has also embarked on a new wine business startup in partnership with family. Through her appointment, Lemus has become the first Latina Councilmember in Cotati's history, a source of great pride to Lemus, her family, and her entire community.

Councilmember Lemus' primary goals include engaging our diverse community, anti-racist policies, climate issues, housing affordability, community safety, small business support, interjurisdictional collaboration, and keeping Cotati as a place where all residents can live and thrive.

## Council Member Kay Rivers Ph.D.



Email: [krivers@cotaticity.org](mailto:krivers@cotaticity.org) Phone: (707) 792-4600 ex. 202

Councilwoman Kathleen (Kay) Rivers, Ph.D. was appointed to the City Council in 2022 for a four-year term.

Kay has served on multiple Boards in the local area, including Petaluma Pride, the Unitarian Universalists of Petaluma, and is a proud member of the Cotati Historical Society. Before joining the Cotati community, she served many progressive causes including: the San José City Library and Education Commission, Billy DeFrank LGBT Community Center Board of Directors, and the Santa Clara County CEDAW Taskforce.

Professionally, Kay works as a public-school teacher at a continuation high school. She holds a doctorate in Psychology, a Master's degree in Organizational Management, and a Bachelor's in Spanish. Kay has authored, *The Weight of Abuse: Releasing Fear and Feeling Safe in Your Body* and contributed the chapter, "Lesbian Teacher Believes in You" to the best-selling book, *It Gets Better: Coming Out, Overcoming Bullying, and Creating a Life Worth Living*. She recently completed her first novel, titled, *After The Flash*.

Personally, Kay is an out-lesbian mother of three, who's been married since 2000. She's raising chickens, cultivating herb and vegetable gardens, and researching how best to restore Cotati's native flora and fauna. Kay's wife works for a local meditation center; her daughter graduated from UCSB in 2022; her older son is an active-duty United States Marine; and her youngest is attending Santa Rosa Junior College. Having grown up in a small town, Kay is dedicated to building community, promoting conservation, supporting local small business, advocating for anti-racism, balancing affordable housing with maintaining a small-town feel, and serving as a listening member of our community.

# Population Overview



TOTAL POPULATION

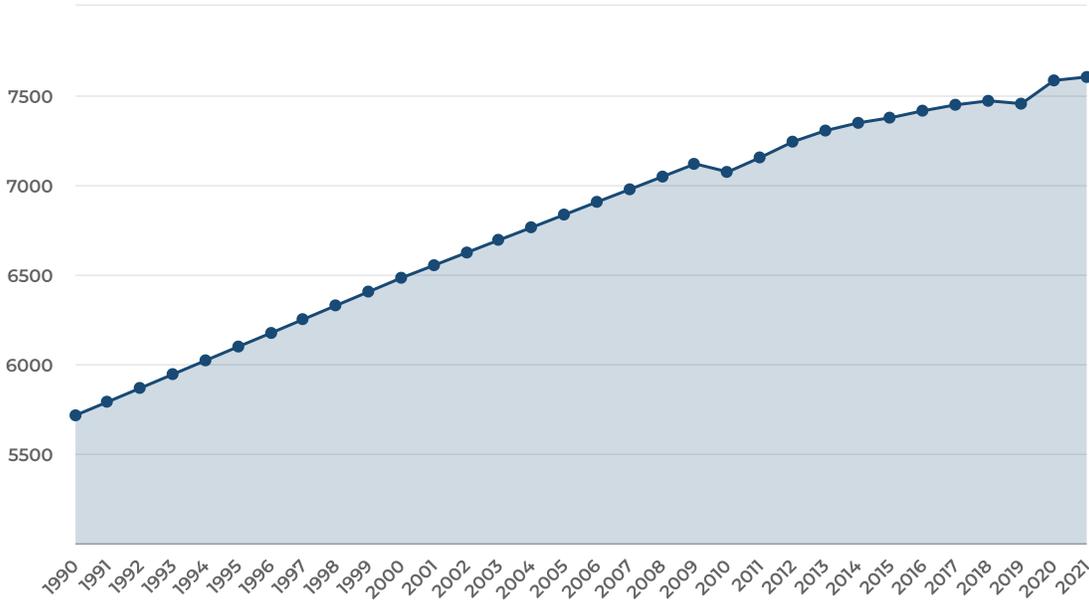
**7,603**

▲ **.3%**  
vs. 2020

GROWTH RANK

**173** out of **495**

Municipalities in California



\* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses



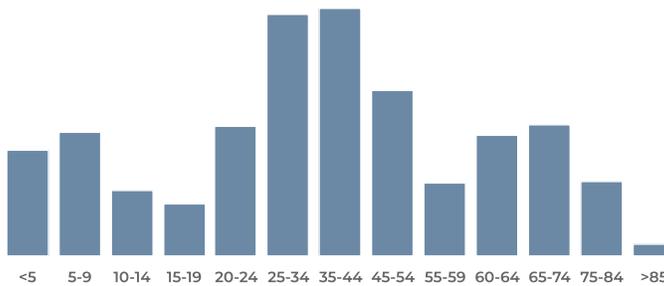
DAYTIME POPULATION

**6,700**

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 5-year estimates

## POPULATION BY AGE GROUP



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

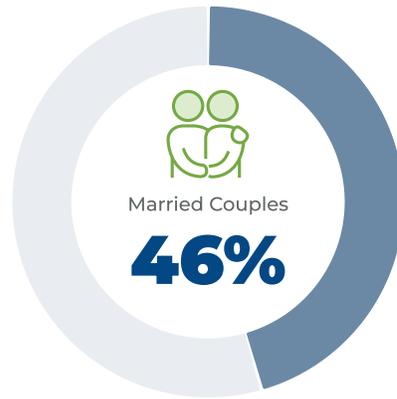
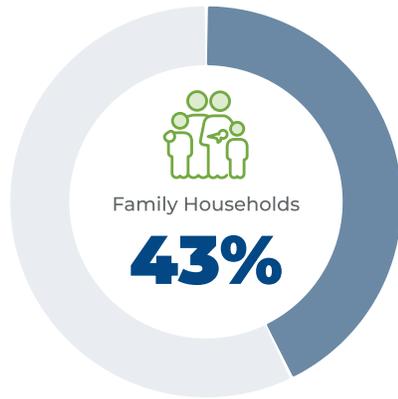
\* Data Source: American Community Survey 5-year estimates

# Household Analysis

TOTAL HOUSEHOLDS

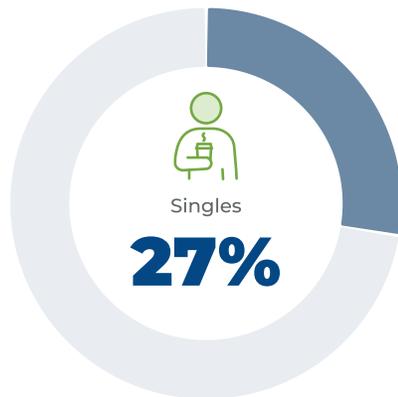
# 2,828

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.



▼ **8%**

lower than state average



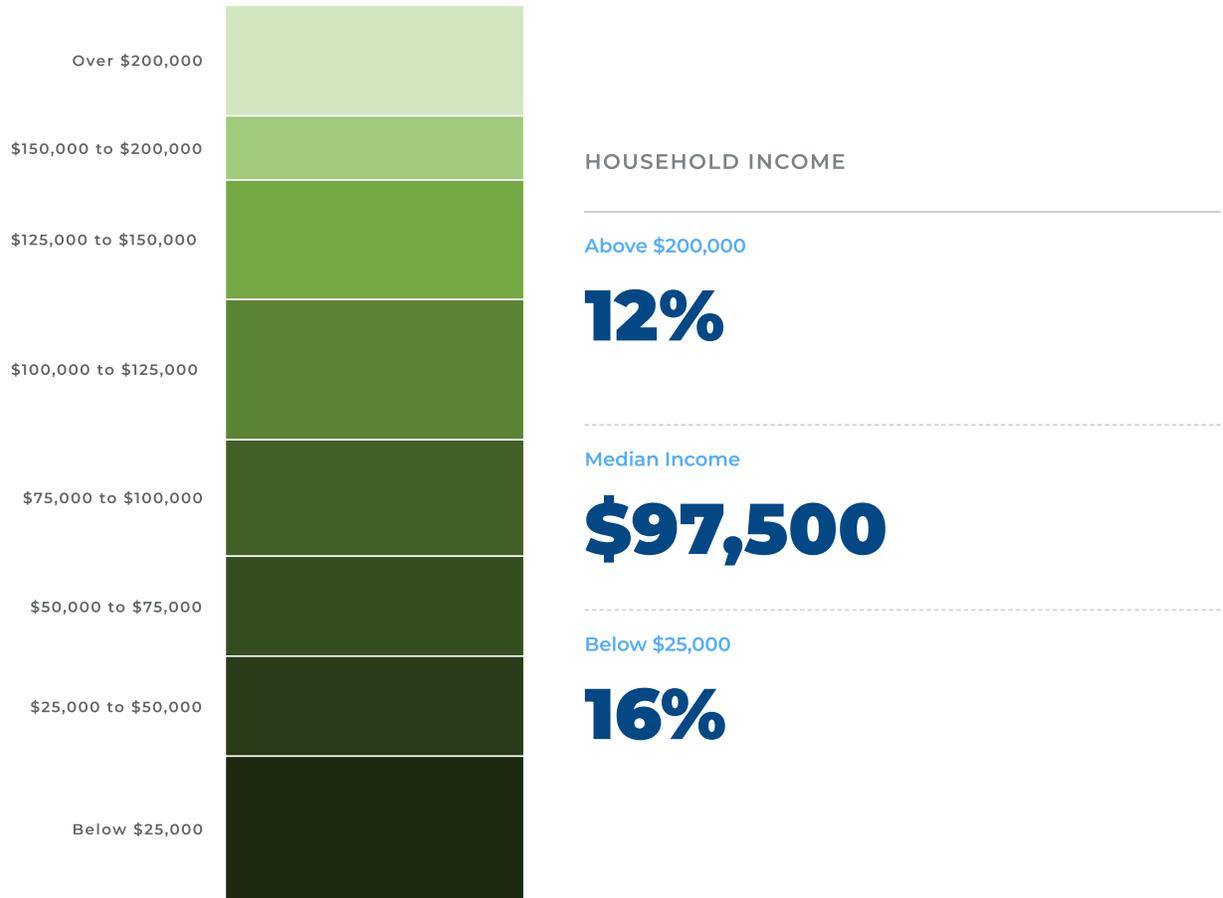
▲ **15%**

higher than state average

*\* Data Source: American Community Survey 5-year estimates*

## 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 5-year estimates

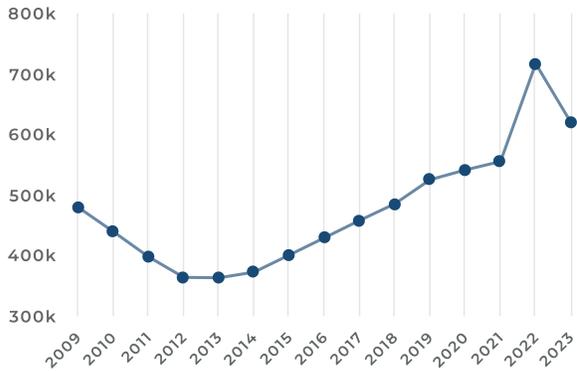


# Housing Overview



2023 MEDIAN HOME VALUE

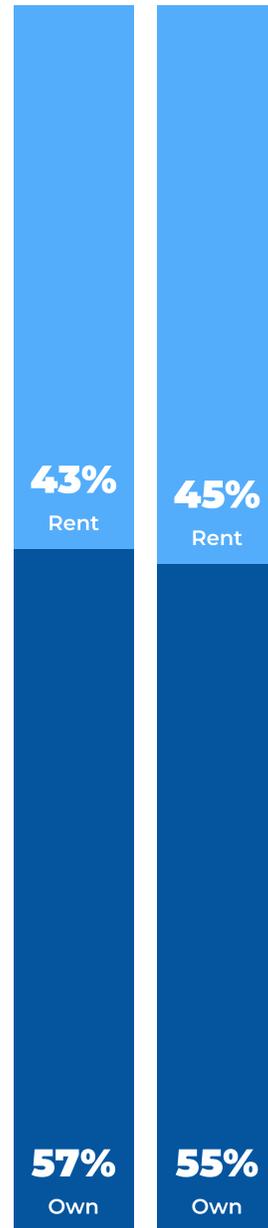
**\$620,000**



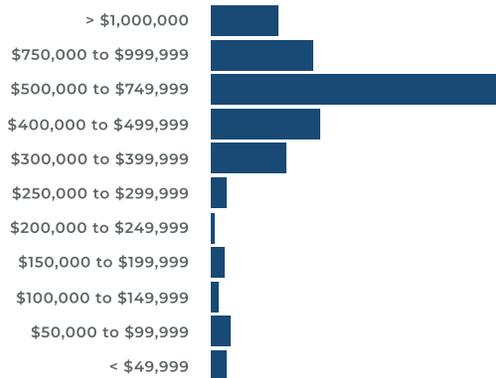
\* Data Source: Cotati, CA 2023

## HOME OWNERS VS RENTERS

Cotati      State Avg.



## HOME VALUE DISTRIBUTION



\* Data Source: 2021 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.

\* Data Source: 2021 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.



## Cotati Provided Demographic Data

City staff have provided updated data points for the following graphic data provided herein:

- Household Analysis - using the 2020 US Census data recalculated the percentage of each household type.
- Housing Overview - staff obtained the April 2021, April 2022, and March 2023 median home values for the City from Redfin <https://www.redfin.com/city/4316/CA/Cotati/housing-market> 

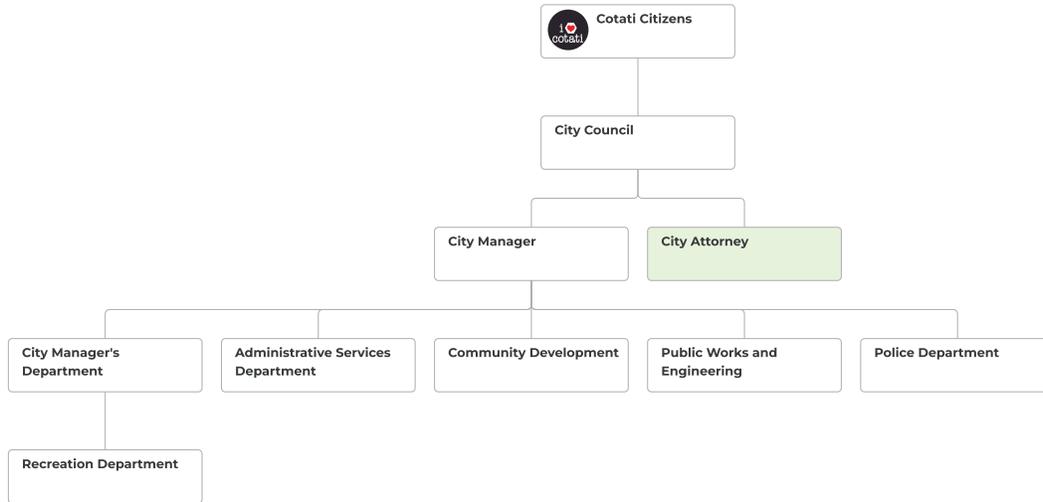


# Organizational Chart

The citizens of our community are the start of our City government. Citizens elect and have the power to recall the City Council. City Council independently hire both the City Attorney and City Manager. The City Attorney, John Bakker, works for an outside third party legal firm that focuses on municipal law. The City Manager, Damien O'Bid, then manages the operations of the City including the 4 bargaining units; (1) Non-Rep, (2) CEA, (3) CPOA, and (4) CPOA.

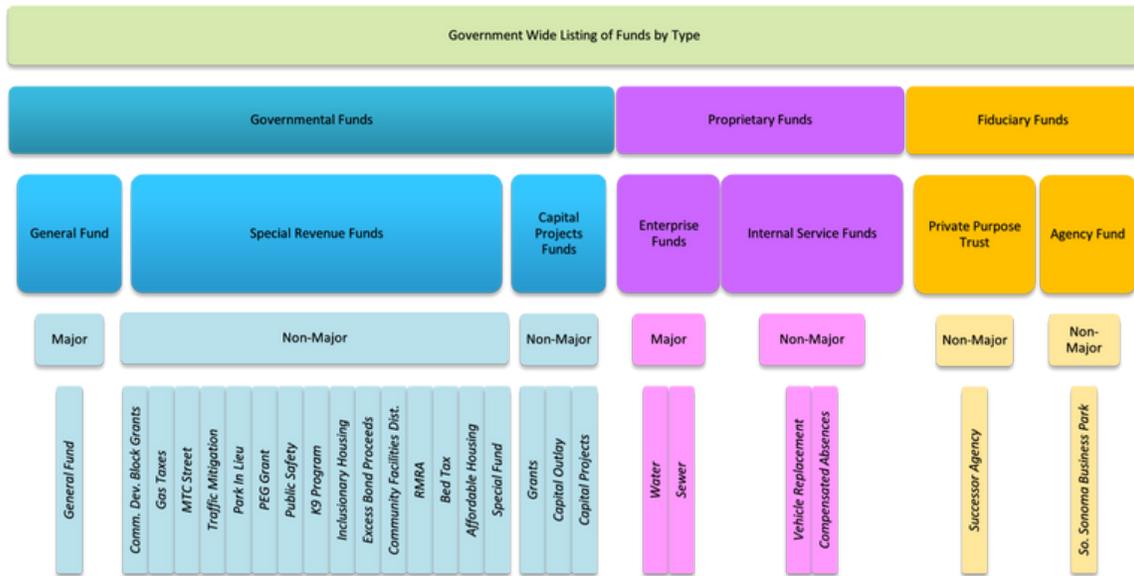
Those individuals highlighted in green are outside consultants and not employed by the City.

Staffing for each department, including the positions and names, are included within the detailed department pages within the budget.



# 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 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**, such as the General Fund, 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**, such as the Water and Sewer Enterprise 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**, such as the Successor Agency Fund, 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 Sales Tax, and to a lesser degree, Property 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 9.50% 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).

## **Debt Service Fund**

Projects This is a new fund for the City which records the accumulation of resources and payment of principal and interest on general long-term obligations and payments on contractual obligations. These debt service payments are supported by operating transfers from the General Fund and Enterprise Funds.

## **Internal Service Funds**

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

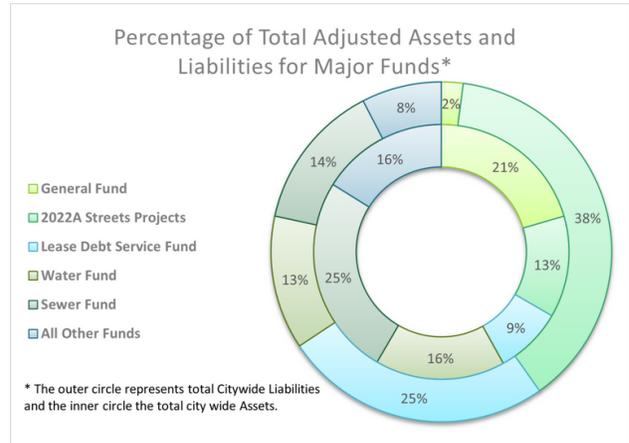
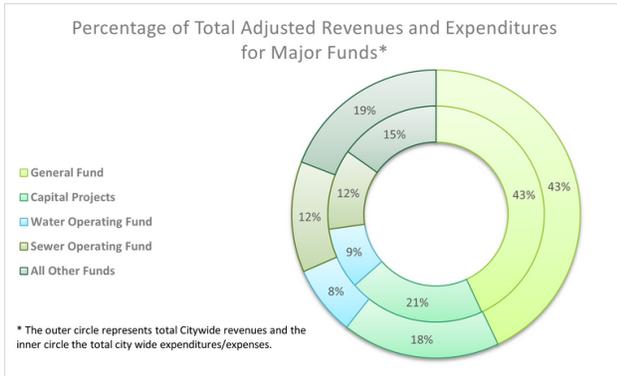
## **Fiduciary Funds**

The City fiduciary funds are made up of the private purpose trust fund as well as the Custodial Fund. The private purpose trust fund that accounts for all the assets, liabilities, and financial activities of the Successor Agency to the City's former Redevelopment Agency that was dissolved effective February 1, 2012. The Custodial Fund is the South Sonoma Business Park Assessment District which facilitates a special assessment debt service charged to landowners for the financing provided to develop the business park.



## 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 **2022A Streets Projects** consists of special lease bond funds to be used on streets improvement projects.

The **Lease Debt Service Fund** is a new debt service fund established to refund the unfunded pension liabilities.

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.

## 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 community and 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.

# Budget Adoption - Resolution 2023-47

**RESOLUTION NO. 2023 - 47  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI ADOPTING  
THE FISCAL YEAR 2023/24 BUDGET**

**WHEREAS**, the City Council had previously held duly noticed study sessions on March 7, April 4, and April 18, 2023, and provided the opportunity for and received public comments on the Fiscal Year 2023/24 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

**WHEREAS**, the action of adopting an annual budget does not constitute a project as defined by California Environmental Quality Act ("CEQA") and CEQA Guidelines Section 15378; therefore, no environmental review is required.

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

1. The Proposed Budget for Fiscal Year 2023/24 is hereby approved and adopted effective July 1, 2023.
2. The City Manager is authorized to make expenditures and enter into agreements conforming to this Budget and to adjust 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 2022/23 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 2022/23) is hereby amended to equal the estimated actuals for the current year.
5. This Resolution shall take effect immediately upon adoption.

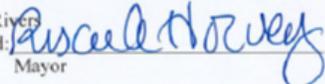
**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Cotati held on the May 23rd, 2023, by the following vote, to wit:

**RESULT:** ADOPTED [UNANIMOUS]

**MOVER:** Laura Sparks, Vice Mayor

**SECONDER:** Ben Ford, Councilmember

**AYES:** Harvey, Sparks, Ford, Lemus, Rivers

Approved: 

Mayor

Attest:   
Kevin Patterson, Deputy City Clerk

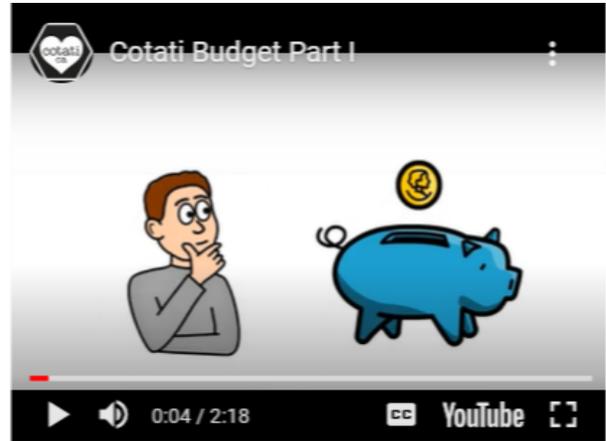
# Budget Timeline

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 public planning and reporting meetings for the current budget cycle.



## Cotati's Budgeting Process Video

Check out our 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, and establishes and assigns digital department budget workbooks within the ERP system. These budget guidelines include; new budget policies for the upcoming fiscal year, department digital reports 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 the City 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 digitally submits them for review to the Administrative Services Department.

Simultaneously, the Administrative Services Department generates budgets for non-departmental budget items including all personnel salaries and benefits as well as nondepartmental contract services. Additionally, the Department of Public Works and Engineering updates their projections and timing of the multi-year capital project program.

The Administrative Services Department compiles the departmental budgets and adds the non-departmental budget items and salaries and benefits costs 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. Using the consolidated budget, the Administrative Services Director, City Manager and Director of Public Works and Engineering run capital project funding scenarios based on the proposed multi-year capital project program. Once a scenario is reached that allows for appropriate fund reserves and compliance with City objectives, the proposed transfers of funds for meeting the funding needs for capital projects is then added to the compiled City-wide budget.

The City Manager, Director of Administrative Services, and Department Directors meet between March and the end of April to review the draft digital 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 the City Council's knowledge of operational needs to meet City objectives. The Administrative Services Department confirms the results of the digital budget workbooks and recommendations for the City Manager's approval.

From 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 multi-year 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 for funding sources. The multi-year 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, Unfunded Accrued Liability Management 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 18-33).

## **Unfunded Accrued Liability Management Policy**

The Unfunded Accrued Liability Management Policy was added to the City in order to add fiscal discipline and promote future financial stability. This policy developed budgetary actions to facilitate accelerated payoff of future Unfunded Accrued Liabilities (UAL) and is structured to ensure that all pension funding decisions are structured to protect both current and future taxpayers, ratepayers, employees and residents of the City (see Cotati Financial Policies attachment below, pdf pages 34-35).

## **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 45-70).

## **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 71-83).

## **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 May 23, 2023.

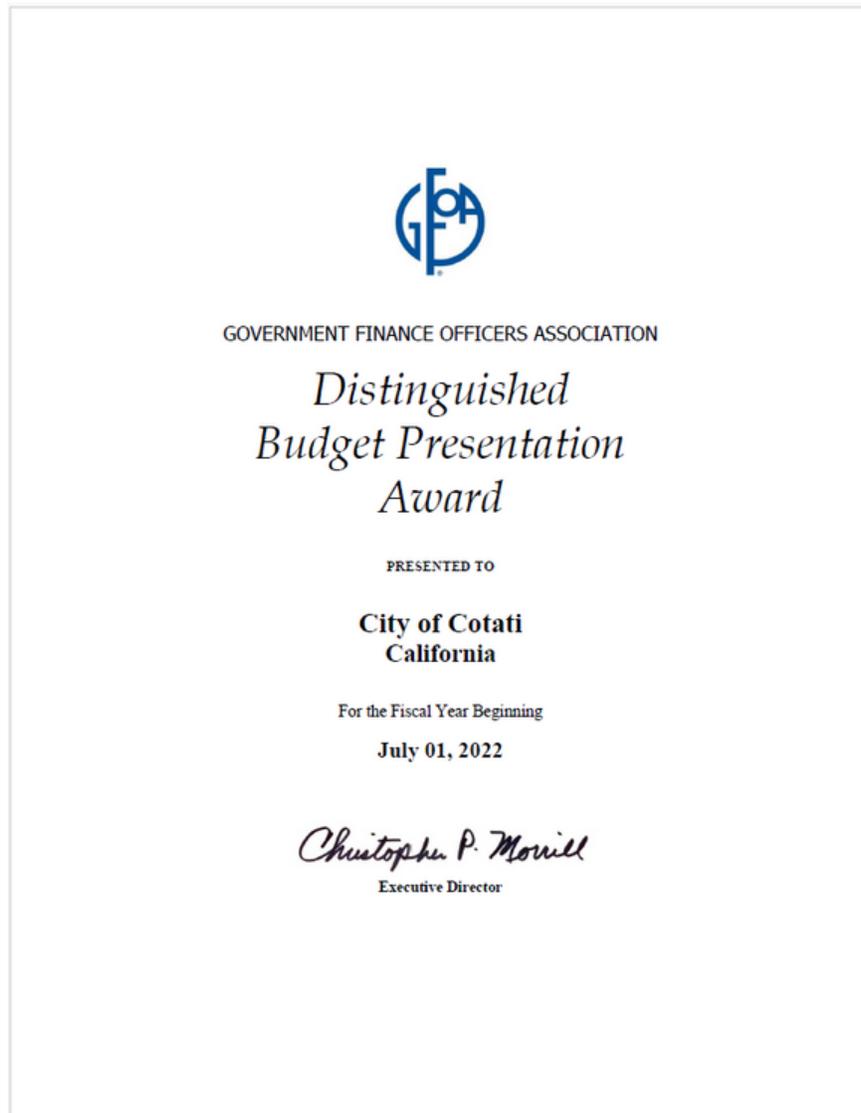


## GFOA Budget Award

The City of Cotati staff are the proud recipients of their fifth 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 meet 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



# CSMFO Operating Budget Excellence Award

California Society of Municipal Finance Officers (CSMFO) is California's premier statewide association that promotes excellence in financial management through innovation, continuing education and the professional development of its members. The CSMFO Budget Awards Program is designed to recognize those agencies that have prepared a budget document that meets the highest criteria and standards applied to municipal budgeting.



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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 of what is going on in our City right now and the financial implications.



# Economic Outlook & Intergovernmental Considerations

Just over three years ago, the World Health Organization declared the COVID-19 outbreak a pandemic. Subsequently, in 2022, the economic environment was significantly impacted by the start of the Russia-Ukraine war and global inflation. Now in 2023, the US has seen the collapse of three large banks, First Republic Bank, Silicon Valley Bank and Signature Bank, which were the largest banking failures since Washington Mutual in 2007-2008. Additionally, as of May 23, 2023, the US Treasury Curve remains inverted with the short term rates increasing and long term rates declining do to uncertainty around the debt ceiling and looming potential default of the Treasury Bonds. All these factors continue to dominate the ongoing uncertainty surrounding the global, national, and local economic outlook.

## Global

The World Economic Outlook<sup>1</sup> provided in April 2023 builds on expectations that are highly uncertain with high inflation and the on-going invasion of Ukraine. The baseline projections include a growth decline of 0.6% to 2.8% in 2023 from 3.4% in 2022, followed by a minor increase of 0.2% to 3.0% in 2024. However, due to the uncertainty and financial sector stressors, there could be a much more significant decline. A piece of this is do to global inflation, which is set to fall in 2023 based on normalization of commodity prices. However, core inflation will decrease more slowly. Finally, on the global scale, the international monetary fund report points out that due to the worldwide Covid-19 crisis, public debt ratio as a part of gross domestic product (GDP) increased significantly as governments injected cash into their national economies to avoid financial crisis during shutdowns and to spur development and distribution of vaccines to help end the pandemic crisis. These significant portions of GDP are not anticipated to decline. Overall, the outlook warns that national financial policy makers, "need to remain steady with their tighter anti-inflation stance, but also be ready to adjust and use their full set of policy instruments-including to address financial stability concerns - as developments demand."<sup>2</sup>

## National

According to the non-partisan Congressional Budget Office (CBO) economic outlook for 2023-2033<sup>3</sup>, the national economy for 2023 is projected to remain static with increasing unemployment but decreasing inflation. In 2022, the GDP increased by 2.1% compared to the increase of 5.9% in 2021. Primary changes in the GDP were increases in consumer spending and exports and offset by residential investment and federal government spending. As mentioned in the last years budget summary, 2022 had pent-up consumer demand meeting the highest pace of inflation in the United States in 40 years. To address these points, the Federal Reserve initiated fiscal policy to increase interest rates. Due to this fiscal policy, the interest rates are projected to continue to remain higher through 2023, then gradually decrease in the next few years as inflation continues to slow. Historically, interest rates in the United States averaged 5.42% from 1971 until 2023, reaching an all-time high of 20.0% in March of 1980 and a record low of 0.25% in December of 2008. As of May 2023 the national interest rate is 5.25%<sup>5</sup>. As stated by Governor Lisa D. Cook at the 2023 Midwest Economics Association annual Meeting on March 31, 2023, "As energy prices have moderated and supply disruptions have eased, inflation has started to abate. However, the process of returning inflation to 2 percent has a long way to go and is likely to be uneven and bumpy."

Nationally, the unemployment rate continues to hover just over its pre-pandemic level of 3.4% in April of 2023. According to the CBO, reflecting the expected slowdown in economic growth, the overall rate of unemployment is projected to rise to 5.1% by the end of 2023, averaging 4.7% for 2023 as a whole. Thereafter, the unemployment rate is projected to decline gradually beginning in the second quarter of 2024, falling to 4.5% by the end of 2027. According to the US Bureau of Labor Statistics in the month of April 2023, employment continued to trend up in professional and business services, health care, leisure and hospitality, and social assistance<sup>6</sup>. So far, in 2023 average hourly earnings have increased by 4.4% and average weekly hours for all employees are consistent at 34.4 hours.

Due to increased inflation, U.S. households' real disposable income fell 1.4% in 2022, and households relied on savings that had been accumulated during the pandemic as well as higher wealth to fund continued consumption. These activities lead to the personal savings rate falling to 3.2%, it's the lowest level since the Great Recession in 2008. Projections for 2023 show that households appear to be pulling back on spending in large part due to anxiety around jobs and inflation. According to an Article by McKinsey & Company, *A monthly update on the state of the US consumer: April 2023*, "Still, more than one in five consumers are expecting darker days ahead: 22 percent are predicting a US recession and long-term economic pain. And nearly half of survey respondents report having a "mixed" outlook: they expect the economy to recover but not for another six to 12 months."<sup>7</sup>

## State

Consistent with the global and national economic projections, California's economy is projected to weaken in 2023. Specific contributing factors for California include the decline in tech sector growth with connections to the failure of Silicon Valley Bank and the impacts of high inflation and rising interest rates on capital investments needed specifically in housing development.



As of January 2023, there are 1.25 million job openings in California, but only 800,000 unemployed workers. Given the labor shortage, in terms of percentage increase, California's job growth has been about five times slower than states such as Florida and Texas. Additionally, the state's overall has added jobs since the pandemic started, but with fewer workers active in the California economy. This is contradictory statistics which point to a possibility of an increased number of individuals holding multiple jobs<sup>8</sup>. One area that can help stabilize this factor is the correction of increasing immigration flows in 2023 both from international sectors post pandemic and throughout the nation as job growth in other states decline.

For Californian homeowners, the cost of a mortgage for a median priced home jumped from around \$2,400 a month in February 2020 to around \$4,100 as of January 2023, a 73% increase. This higher interest rate environment has caused some limited home price depreciation, and it is projected to continue through 2023 as California continues to be housing-constrained. House prices are forecast to fall 6.3% this year. However, due to offsetting increased inflation, real wages in the state were negligible. In order to also support the increasing demand for workers, California has focused on addressing the housing scarcity. During 2021, the median home price increased by over 20% to above \$650,000, double the national figure. With increased inventory and increasing interest rates being implemented to combat inflation, it is expected the housing prices appreciation will start to contract.

#### County

According to the Sonoma County Economic Development Board,<sup>1</sup> though Sonoma County has similarities to the National and State economic factors, there are specific micro-economic factors which differentiate the overall expectations for 2023. Of these are the reliance on the tourism industry, the demographics of the population, and the limited affordable housing market.

For Sonoma County, consumer spending related to tourism is critical to the regional economy and has continued to increase during the post-pandemic. While overall consumer spending is expected to decline, the types of spending are expected to continue to shift from goods to experiences which were postponed during Covid-19, including travel. Sonoma County finds itself in an advantageous position to be able to provide easy weekend getaways for regional high-end travelers, as well as those international travelers who are coming back to the United States and California.

Unfortunately, the region suffers from demographic trends, specifically in housing and the aging population. Both factors are expected to contribute to a contraction in the growth. Our county continues to see an impact on the diversity of potential residents due to a combined lack of housing supply and unaffordability. Migration out of the county has been greater than migration into the county for the past five consecutive years. As the population ages and baby boomers move into retirement, there will be fewer prime-age workers to fill their jobs. Proximity to the Bay Area and economic powerhouses play to Sonoma County's advantage. However, costs in Sonoma County are high relative to other emerging tech hubs, making it a less desirable location for expansion.

As summarized by Moddy's Analysis<sup>9</sup>, "Unfortunately, weak population growth will out muscle the advantages of a high quality of life and educated workforce, relegating the county to a slightly below-average performer relative to California."

#### Cotati

Our city was not unaffected by the significant economic impacts both at the regional and statewide levels. While revenues increased for the City during the Covid-19 crisis, we anticipate to remain stagnant for fiscal year 2023/24. This status quo is due to decreased consumer spending leading to reduction in sales tax as well as reduced water consumption continuing due to the surplus rainfall achieved during fiscal year 2022/23. Cotati is differentiated from the region due to lack of access to tourism spending to offset losses in other spending. The City is continuing to work strategically on economic development, including (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 continued 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. This will make the city more resilient and aligned to the regional balance of economic factors as well as provide new services for residents. With this economic strategy in place, the City will be able to better serve its residents through resiliency gained with diversified stable revenue into the future.

This estimate for our budget year is consistent with our projection as presented within the prior years budget where we noted an estimated swing in consumer behavior in a return to normal. 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. Fiscal Year 2024/25 estimates a 2.6% increase in Citywide revenues as we rebound from this normalization in 2023-2024. For more information, see the funding sources section of the budget document.



Alternatively, City expenditures have been more directly impacted by the global inflation crisis. Overall, the City is projecting continued significant increases in costs related to insurance, materials, and other professional contract services. For more information, see fund summaries pages and department summaries pages.

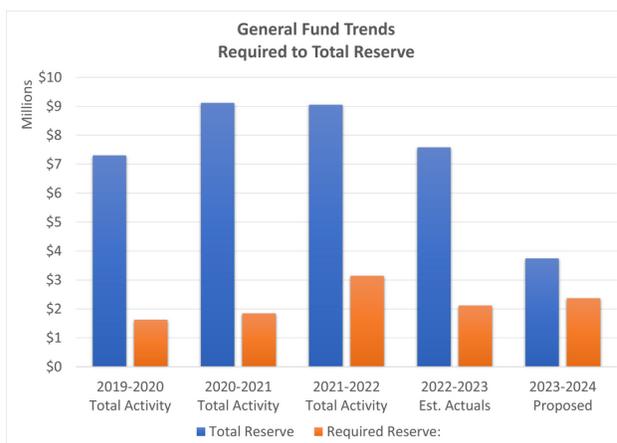
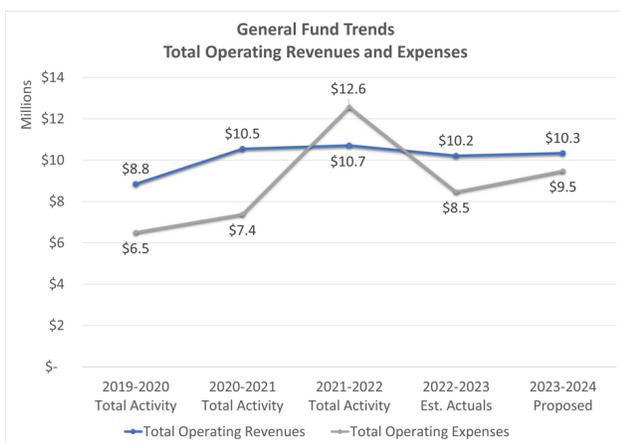
In order to better evaluate the City's financial position, in spring 2023 City Staff prepared and presented projections over the next 10 years for the Cities General Fund with a Long-Range Financial Forecast which is available on the City Website [here](#).

## City Government Highlights & Trends

### General Funds Highlights and Trends

- Total Operating Revenues for Fiscal Year 2023/24 are budgeted at \$10.3M; a 2.2% increase over the Fiscal Year 2022/23 adopted budget and a 1.2% increase over the Fiscal Year 2022/23 estimated actual revenues. The increase from the adopted budget is primarily due to increased property taxes and charges for services. The difference between operating revenues and total revenues are primarily related to revenues from other sources including interfund debt service and transfers-in from other special revenues.
  - For operating revenues, most activities are static with slight increases in charges for services and property taxes with declines in other taxes which is primarily related to declines in cannabis business tax.
  - As Sales Tax and Property Tax are critical revenue streams, generating almost 80% of the total General Fund revenues, the City collaborates with third party consultants who monitor the market to generate projections.
  - The City employs conservative estimates for all revenues and specifically service fees in both public works and community development, as future development projects are uncertain at this time.
  - Further details on major revenues for the General Fund are detailed within the Funding Sources Section of the budget book.
- Total Operating Expenses for Fiscal Year 2023/24 are budgeted at \$9.4M, a 12.0% increase over Fiscal Year 2022/23 estimated actual and a 7.9% increase from the adopted budget.
  - Adjusting for the one-time contribution, the budgetary increase is primarily due to:
    - General City-Wide Insurance is estimated to increase 13%
    - Staffing costs increased 12% based on budgeting for (1) Full Employment, (2) Negotiated MOU COLAs, (3) Scheduled Step Increases, (4) Continued Lump Sum payments to CalPERS,
    - The average increased cost of all other contract services is 11.2%.
    - Utilities, including electrical, water, the Internet and phone are budgeted with an increase of about 15% due to increased rates for these services.
  - Other changes included in the historical balances include the increase in the 2021/22 actual was due to the \$4.8M Additional Discretionary Payment (ADP) to CalPERS for the City's unfunded pension liability. It is estimated that the refunding of this debt could ultimately save the City Approximately \$2.3 million over the next 23 years.

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 Operating Fund

- Revenues for Fiscal Year 2023/24 are estimated to increase by approximately 5.8% over the Fiscal Year 2022/23 estimated actual results, and a 4.3% increase from the adopted budget for the same 2022/23 year. Expected changes to the revenues are the following:
  - Increased rates for both consumption and base fees as proposed to the City for approval as part of the multi-year rate study program. Water rates are determined by the cost of delivering water and maintaining infrastructure and equipment in order to properly treat and distribute water to our customers.
  - The city estimated consistent water consumption for the Fiscal Year 2022/23 which was a decrease from prior years due to conservation and continued rainfall (thus reducing irrigation).
  - Reduced development impact fees for connections to City Services as development projects have uncertain timeframes for completion currently.
- Total Expenses for Fiscal Year 2023/24 are estimated to decrease by approximately 24.0% over the Fiscal Year 2022/23 estimated actual and 19.4% from the adopted budget for the same 2022/23 year. The primary change between years was the one-time interfund debt service payment made from the Water fund to the Sewer Capital fund of approximately \$500,000. Other budget changes include:
  - Reduced expenses related to other expense charges, specifically small tools and equipment, as well as capital costs for fixed assets.
  - Approximately 11% reduced costs for Aqueduct Water Usage due to blended use of consumption from local wells and continued customer conservation. This decrease takes into account the agencies' 6.8% rate increase.
  - Increases in allocated costs for utilities, specifically; electricity, internet, phones as well as contract services.
  - Continued investment in conservation programs, including water audit services.
- Capital and Other Uses for the proposed budget year 2023/24 include:
  - New Interfund Debt Service Back to General Fund for UAL Contribution
  - Proposed Capital Project and Equipment Improvements:
    - SCADA Server Upgrade & Relocation - \$115,000
    - Water Hydrant ATM - \$75,000
    - Well 1A Maintenance Improvements - \$42,500
- Differences from the Rate Study Projections
  - Revenues, expenses, and fund balance are substantially inline with the rate study but with a fund balance that is approximately \$220K higher. This increased balance is primarily due to managed expenditures in Fiscal Year 2021/22.

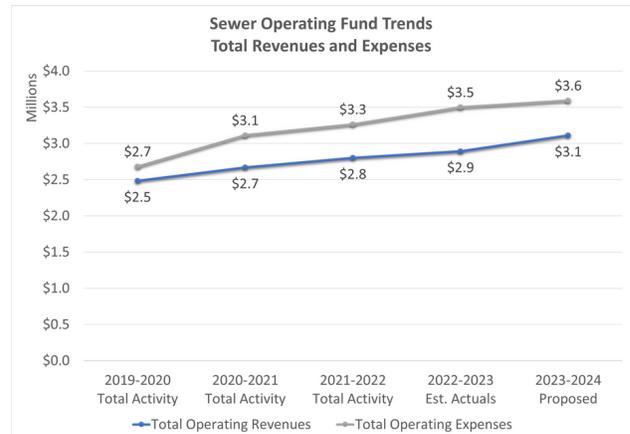
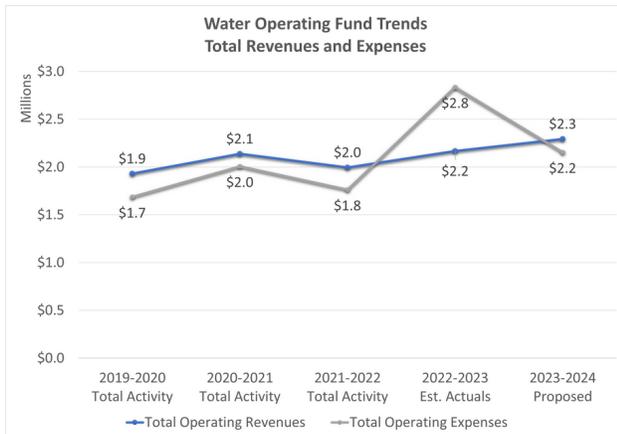
## Sewer Operating Fund

- Revenues for Fiscal Year 2023/24 are estimated to increase by approximately 7.6% over the Fiscal Year 2022/23 estimated actual budget and 1.4% from the adopted budget for the same 2022/23 year. Expected changes to the revenues are the following:
  - Increased rates for both usage and base fees as proposed to the City for approval as part of the multi-year rate study programs. Wastewater rates are determined by the cost of processing wastewater and maintaining infrastructure and equipment.
  - The city estimated consistent wastewater consumption in prior years.
  - Reduced development impact fees for connections to City Services as development projects are uncertain at this time.
- Total Expenses for Fiscal Year 2023/24 are estimated to decrease by approximately 2.7% over the Fiscal Year 2022/23 estimated actual expenditures and increase by less than 0.8% from the adopted budget for the same 2022/23 year. Expected changes for the expenditures compared to the prior year budget are primarily due to change in allocated expenses like insurance and tech and data contract services as well as increased costs for wastewater treatment and subregional debt service paid to the wastewater treatment plant.
- Capital and Other Uses for the proposed budget year 2023/24 include:
  - Continuing Interfund Debt Service Back to General Fund for UAL Contribution
  - Proposed Capital Project and Equipment Improvements:
    - Design for Cypress Ave. Sewer - \$580,000
    - SCADA Server Upgrade & Relocation - \$115,000
- Differences from the Rate Study Projections
  - Budgeted revenues are anticipated to be 3.7% less in Fiscal Year 2022/23 and 5.2% less in Fiscal Year 2023/24. These decreased revenues are due to significantly decreased water consumption.
  - Budgeted expenses are also being budgeted, aligned with the decrease in revenues. Expenses for Fiscal Year 2022/23 are 2.9% less than the projections within the rate study and 2.4% less for Fiscal Year 2023/24.
  - Due to the decreased budgeted revenues and expenses, the overall fund balance remains approximately \$200K less than the Rate Study.



The City will continue to monitor the trends for both the Water and Sewer Funds against the rate study and look to updating the study if the fund balance for continued operations is projected to not meet the required 30%.

For more information on the Enterprise Funds Revenues, Expenditures, and Fund Balances, please see the detailed funds summary pages. Additionally, attached below the graphics, is the Cotati 2022 Water and Sewer Rate Study,



## Internal Service Funds Highlights and Trends

- Vehicle Replacement Fund - For Fiscal Year 2023/24, 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 and vacation time). For Fiscal Year 2023/24 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.

For more information please see the detailed funds summary pages.

## Capital Projects Funds Highlights and Trends

- Continue to Prioritize City Infrastructure Projects
  - Street Improvements and Safety for \$4.5M
  - Park Improvements for \$1.6M
  - Buildings Revitalization \$250K
- Maximize Possible Grant Funding
- See multi-year capital improvements plan for more details.



## Overview of Significant Fund Balance Changes

### Overview of funds with Fund Balance Changes greater than 10% and \$20,000 in Fiscal Year 2023/24

- General Fund balance has a decrease of approximately \$3.8M or 51%, primarily due to increased investment in capital projects with \$5.0M in transfers out for Capital Projects.
- Traffic Mitigation Fund balance (Fund 205) is anticipated to decrease approximately \$146K or 91% 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 \$60K or 932% due to required transfers of funds to capital projects scheduled at City parks.
- Excess Bond Proceeds balance (Fund 219) is anticipated to decrease \$128K or 100%, based on usage for strategic investments and the Park and Ride Lot Replacement Project and other economic development projects as needed.
- Parks Measure M balance (Fund 225) is anticipated to decrease \$175K or 99% based on the use of funds for parks improvement projects.
- Compensated Absences (Fund 502) is anticipated to decrease \$44K or 5% based on the use of funds for employee compensated absences payouts.
- Water Funds 401-403 balances are anticipated to have a net decrease of approximately \$93K or 5% over the prior year. This is primarily due to capital infrastructure projects lower anticipated connection fees to be received from development projects.
- Sewer Funds 404-405 balances are anticipated to have a net decrease of approximately \$980K or 45%. This is primarily due to lower anticipated connection fees to be received from development projects, increased sewer treatment costs, and continued capital infrastructure improvements.

## 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 Fiscal 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 continued pushing forward on projects delayed during the COVID-19 crisis. Major Projects the City completed included over \$4 million in both a full rehabilitation project on the West Side of the city and street preservation programs through the 'birds' section. By focusing on reinvestment in streets over the next 5 years, the City can then transition to a maintenance program for City streets, thus reducing future costs for infrastructure significantly. The investments in these improvements would not have been accessible for the future if it weren't for another major accomplishment for the City, the significant financing strategy that was implemented in obtaining new financing for streets as well as refinancing the outstanding UAL pension debt with CalPERS. This has led to estimated future cost savings of over \$6 million. For the enterprise funds, the City performed the rate analysis which includes recommendations for adjusting the water and sewer rate schedules that are designed to provide necessary revenues to meet each utility's needs to cover operating and maintenance costs, meet debt service obligations, and support the capital projects necessary to rehabilitate and upgrade the water and sewer systems, and maintaining prudent financial reserves.

For Fiscal Year 2022/23, the City continued working on major capital projects, including over \$5 million in street rehabilitation projects and street preservation programs. Along with the major investments in streets, the City initiated its first major park revitalization program in over 10 years at our Kotate Park. City General funds were matched with over \$260K in Parks Measure M funding in Local Special Parks Sales Taxes and \$178K in Prop 68 funds from the State Grants. The City also invested \$1.0 million in Civic Center improvements, including window replacement, insulation replacement, and re-stuccoing for half of City Hall plus window replacement at the Civic Center. We are all excited about seeing the final painting of the Civic Center. For the enterprise funds, the City replaced over 1,000 liner feet which repaired defective and undersized sewer pipe on West Sierra Avenue from Olof Street to Water Road. The project is one of many identified in the City's detailed Inflow and Infiltration Study. This project was also prioritized over other repairs because of the City's Quick Strike road paving project scheduled for 2023. The City is continuing to move forward with the water line replacement on Cypress Ave, in advance of that street refurbishment project scheduled for 2023/24.

For Fiscal Year 2023/24, 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 new construction, as well as renovation projects. 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 7, 2023 as well as the Budget Study session on April 4th and April 18th 2023 the City Council finalized the following Strategic Objectives. These goals and objectives were then utilized to focus on departmental goals and projects.



## Long Term Vitality

- Balanced Budget
- Economic Development
- Affordable & Appropriate Development
- Infrastructure Preservation
- Pursue Grant Opportunities



## Climate Change

- Implementing the local goals in the adopted Climate Action 2020 and Beyond
- Community Outreach and Communication to adapt to climate change



## Community Engagement

- Promote programs or processes to improve community awareness and participation
- Explore opportunities for neighborhood level programs



## Equitable, Compassionate & Healthy Community

- Diversity is a Source of Strength
- Equity in Hiring/ Promoting/ Contracting
- Advance Equity & Health Partnerships



## Best in Class Community Services

- Prioritize Community Safety
- Support High Quality Core Services
- Emergency Preparedness
- Update Regulations to Advance Priorities
- Responsive Development Services
- Participate Regionally to Benefit City
- Continually Improve Service Delivery

## 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 2023/24 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
- Small City with All Functional Requirements of Large City - Limited Capacity for Special Projects beyond expanded normal operations and required reporting.



**Opportunities**

- Expansion of Revenue base to include TOT with future Hotel Development on Hwy 116 and Old Redwood Hwy
- Investment management program and 115 Trust can be used to leverage surplus funds to use towards future operating expenses
- Development of more inclusive processes and programs to improve Community Engagement

**Threats**

- Disruption of City services due to Public Safety Power Shutoffs, Fires, Earthquakes.
- Reliance on digital infrastructure that are possibly susceptible to corruption or obsolesion
- 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'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.
- **Staffing Continuity and Succession Planning:** The City, like most local governments, struggles to obtain full employment for all positions. The issue is twofold, with first the loss of current staff, including senior employees retiring from the City or staff being recruited to move to other outside agencies. Secondly, the current hiring practices for local governments do not seem to be enough to meet the expectations of potential candidates. While full staffing is always a desire for the City, it is expected to become even more difficult to fill positions as unemployment numbers decrease. The City Managers Office continues to work with each Department Director to provide enticing promotional position information for recruiting.
- **Disaster Response:** The City has been lucky over the last decade to have not been subject to the significant losses and destruction that impacted other major areas within Sonoma County. This does not mean that we are immune. While we have made significant investments in backup systems, we must make strategic plans to address possible future catastrophic impacts from public safety power shutoffs, fire, earthquake, ongoing drought, or even technology data breaches.

## 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 fully implement the unfunded liability management policy in Fiscal Year 2023/24

To make sure the City is on the right financial track, the city has an objective of 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. This report was presented to the council and the public during the budget study session on April 4, 2023. This meetings video and presentations are available for viewing on the city website [here](#). Additionally, the City Long Range Financial Forecast Report is attached below.

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.

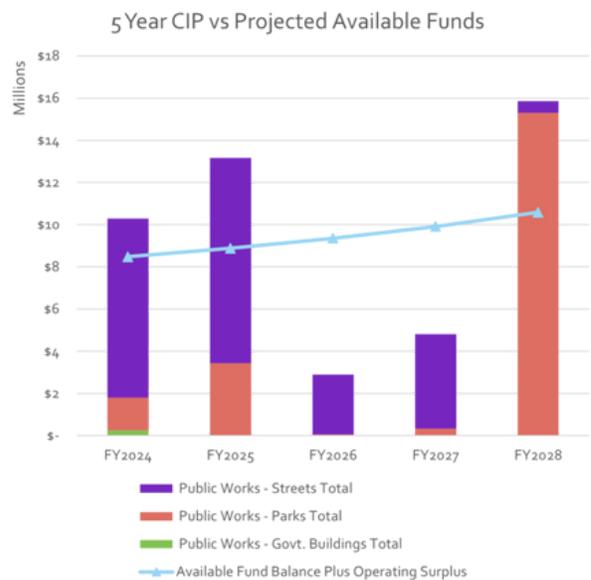
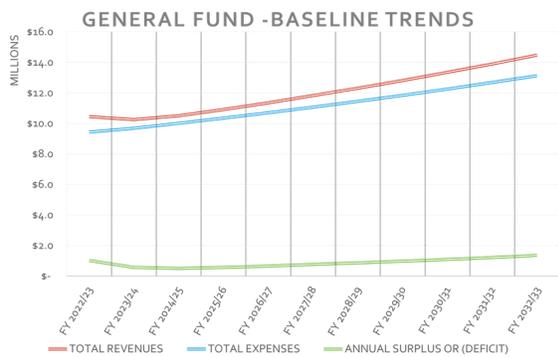
# Long-term Financial Planning

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

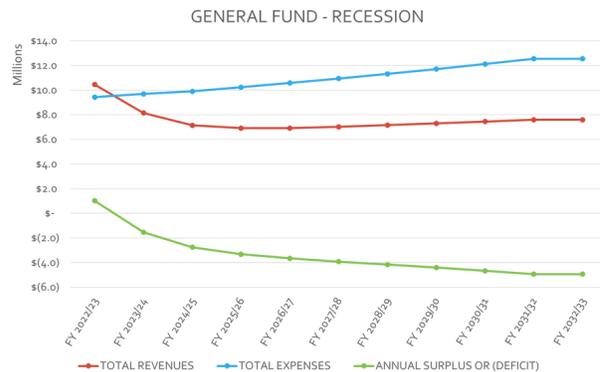
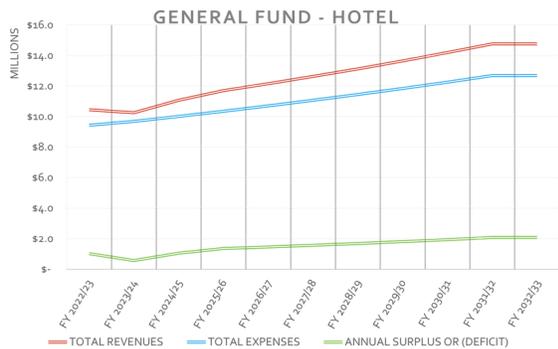
With this planning, the City can use simple forecasts to provide insight into future financial capacity in order to meet future objectives, including capital planning, as well as secure operations of core services in case of future instability. Generated a Long-Range Financial Forecast that evaluated three scenarios for developing plans to mitigate possible future threats to our financial standing.

Within Scenario 1 the City generated a "Baseline" status quo forecast. The second scenario was a projection of results for what it would be like if the City expanded its revenue stream with the development of a Hotel. The last scenario was a projection of the City's fund if a recession similar to the Great Recession were to recur next year. Below is a graphical summary of the effects on the General Fund under each scenario. Additionally, with the Baseline trend, we also have detail on the availability of funds to meet the five year planned capital improvement plan.

This report is primarily a planning tool to be used by the City in order to stimulate discussion making and provide focus for a long-range perspectives. 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.



Graphic Depictions of the Long Range Financial Forecast Scenarios 2 and 3.



## 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 programing 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

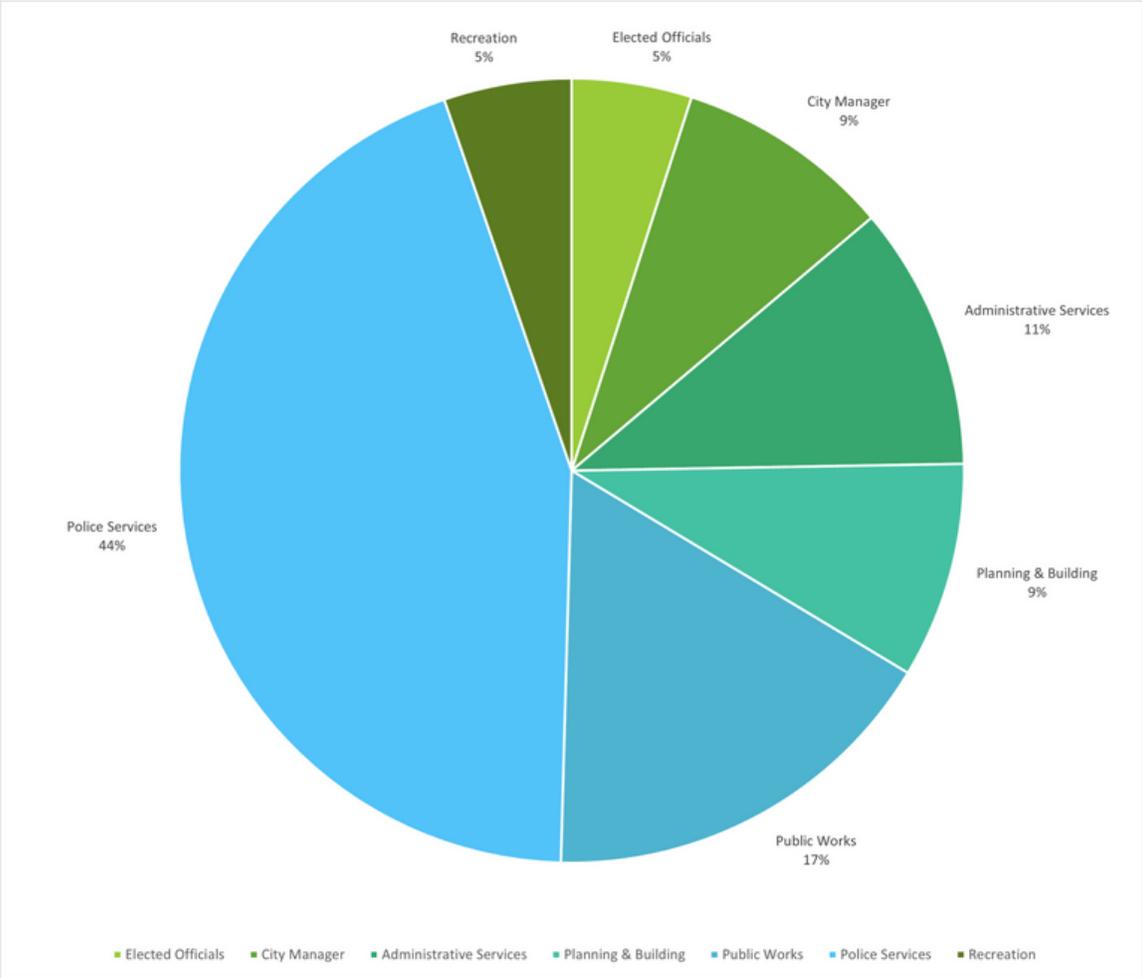
For the Fiscal Year 2023/24 the budget continues to reflect full staffing with possible changes to staffing including:

- Advancement of the City Manager Administrative Analyst to a Senior Management Analyst.
- Addition of City Manager Administrative Assistant to assist in continued City Operations due to the loss of City Clerk.
- Addition of a second Accountant in the Administrative Services Department.
- Replacement of the Community Development Limited Term Senior Planner with a part-time Associate Planner, and the addition of a part-time Planning Technician to replace the Administrative Analyst position.
- Replacement of the Public Works Administrative Analyst with a part-time Engineering Technician.
- Increased Police Officers numbers in part to replace the Community Services Officer who is retiring at mid-year.

### Comparative Staffing Summary

FUNCTION / DEPARTMENTS	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24
	BUDGET	BUDGET	BUDGET	BUDGET	EST. ACTUALS	BUDGET	CHANGE
Elected Officials	2.5	2.5	2.5	2.5	2.5	2.5	0.0
Staff Positions							
City Manager	4.5	4.5	4.5	4.5	4.0	4.5	0.0
Administrative Services	4.5	4.5	4.5	5.5	5.0	5.5	0.0
Planning & Building	3.4	3.4	3.7	4.5	4.0	4.5	0.0
Public Works	9.1	9.1	9.1	9.0	7.5	8.5	-0.5
Police Services	20.5	20.5	20.6	22.2	18.9	22.9	0.7
Recreation	2.7	2.7	2.8	2.7	2.8	2.7	0.0
<b>Total Staff</b>	44.7	44.7	45.2	48.4	42.2	48.6	0.2
Total City Officials and Staff	<b>47.2</b>	<b>47.2</b>	<b>47.7</b>	<b>50.9</b>	<b>44.7</b>	<b>51.1</b>	<b>0.2</b>





## Staffing Detail by Department

FUNCTION / DEPARTMENT	FY 19/20 BUDGET	FY 20/21 BUDGET	FY 21/22 BUDGET	FY 22/23 BUDGET	FY 22/23		
					EST. ACTUALS	FY 23/24 BUDGET	FY 23/24 CHANGE
<b>Elected Officials *</b>							
Mayor	0.5	0.5	0.5	0.5	0.5	0.5	0.0
Vice Mayor	0.5	0.5	0.5	0.5	0.5	0.5	0.0
Council Members	1.5	1.5	1.5	1.5	1.5	1.5	0.0
<b>Total</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>
<b>Staff</b>							
<b>City Manager *</b>							
City Manager	1.0	1.0	1.0	1.0	1.0	1.0	0.0
City Clerk	1.0	1.0	1.0	0.0	0.0	0.0	0.0
Deputy City Clerk	0.0	0.0	0.0	1.0	1.0	1.0	0.0
Administrative Analyst	1.0	1.0	1.0	0.0	0.0	0.0	0.0
Senior Management Analyst	0.0	0.0	0.0	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Intern	0.5	0.5	0.5	0.5	0.0	0.5	0.0
<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>0.0</b>
<b>Administrative Services *</b>							
Director of Admin. Services	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Accountant	0.0	1.0	1.0	2.0	2.0	2.0	0.0
Accounting Clerk-Senior	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Accounting Specialist	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Account Clerk	0.0	1.0	1.0	1.0	1.0	1.0	0.0
Intern	0.5	0.5	0.5	0.5	0.0	0.5	0.0
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>5.5</b>	<b>5.0</b>	<b>5.5</b>	<b>0.0</b>
<b>Planning &amp; Building *</b>							
Community Development Director	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Senior Planner	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Limited Term Senior Planner (PT)	0.0	0.0	0.3	0.0	0.0	0.0	0.0
Associate Planner (PT)	0.0	0.0	0.0	0.5	0.5	0.5	0.0
Administrative Analyst	0.4	0.4	0.4	0.0	0.0	0.0	0.0
Permit Tech	0.0	1.0	1.0	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Planning Technician	0.0	0.0	0.0	0.5	0.5	0.5	0.0
Intern	0.0	0.0	0.0	0.5	0.0	0.5	0.0
<b>Total</b>	<b>3.4</b>	<b>3.4</b>	<b>3.7</b>	<b>4.5</b>	<b>4.0</b>	<b>4.5</b>	<b>0.0</b>
<b>Public Works *</b>							
Director of Public Works	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Civil Engineer	1.0	1.0	1.0	1.0	0.5	0.0	-1.0
Administrative Analyst	0.6	0.6	0.6	0.0	0.0	0.0	0.0
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Maintenance Worker III	0.0	0.0	0.0	0.0	0.0	1.0	1.0
Maintenance Worker II	2.0	2.0	3.0	2.0	2.0	1.0	-1.0
Maintenance Worker I	3.0	3.0	1.0	2.0	2.0	2.0	0.0
Laborer	0.0	0.0	1.0	1.0	0.0	1.0	1.0
Engineering Technician	0.0	0.0	0.0	0.5	1.0	1.0	0.5
Intern	0.5	0.5	0.5	0.5	0.0	0.5	0.0
<b>Total</b>	<b>9.1</b>	<b>9.1</b>	<b>9.1</b>	<b>9.0</b>	<b>7.5</b>	<b>8.5</b>	<b>-0.5</b>



**Police Services**

Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Lieutenant	1.0	1.0	1.0	0.0	0.0	1.0	1.0
Sergeant	2.0	2.0	2.0	3.0	3.0	2.0	-1.0
Corporal	2.0	2.0	2.0	2.0	1.0	2.0	0.0
Officer	6.0	6.0	6.0	7.8	7.0	8.0	0.3
Community Services Officer	1.0	1.0	1.0	0.5	0.0	0.0	-0.5
Police Service Aide	0.5	0.5	0.5	0.8	0.8	0.8	0.0
Dispatcher/Clerk	5.5	5.5	5.6	5.6	5.6	6.6	1.0
Reserve Officer I	1.5	1.5	1.5	1.5	0.5	1.5	-0.5
<b>Total</b>	<b>20.5</b>	<b>20.5</b>	<b>20.6</b>	<b>22.2</b>	<b>18.9</b>	<b>22.9</b>	<b>0.7</b>

**Recreation**

Facilities/Recreation Manager	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Recreation Leader	0.1	0.1	0.8	0.7	0.8	0.7	0.0
Camp Director	0.2	0.2	0.0	0.0	0.0	0.0	0.0
Assistant Camp Director	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Camp Staff	0.4	0.4	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>2.7</b>	<b>2.7</b>	<b>2.8</b>	<b>2.7</b>	<b>2.8</b>	<b>2.7</b>	<b>0.0</b>

**Total City Staff**

44.7	44.7	45.2	48.4	42.2	48.6	0.2
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**Total City Officials and Staff**

47.2	47.2	47.7	50.9	44.7	51.1	0.2
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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 the 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 proposed for approval May 23, 2023, establishing the City of Cotati's appropriations limit.

The City's appropriations subject to the Gann Limit total \$8,868,058, which is well below the authorized spending limit of \$19,069,191. 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 into the future. As supported by historically trended data, the margin between the proceeds of taxes and an appropriations limit shows that there is little concern for the City exceeding the limit in the near future.



## Calculations

State of California	
Per Capita Personal Income	
Fiscal Year	Percentage Change over Prior Year (1)
<b>2023/24</b>	4.44%

Fiscal Year 2023/24 Population Change	
Sonoma County	City of Cotati
Percentage Change over Prior Year (1)	Percentage Change over Prior Year (1)
-0.53%	-0.67%

<b><u>Per Capita Cost of Living Converted to Ratio:</u></b>	$\frac{4.44+100}{100}$	=	<b>1.0444</b>
<b><u>City of Cotati Population Converted to Ratio:</u></b>	$\frac{-0.53+100}{100}$	=	<b>0.9947</b>
<b><u>Calculation Factor for FY 2022/2023:</u></b>	$1.0444 \times 0.9947$	=	<b>1.0389</b>
<b>Fiscal Year 2022/2023 Appropriations Limit</b>	\$18,355,175		
<b>Fiscal Year 2022/2023 Factor</b>	1.0389		
<b>Fiscal Year 2023/2024 Appropriations Limit</b>	<b><u>\$19,069,191</u></b>		

It should be noted that the 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 2023/2024 Appropriations Limit  
**Over/(Under) Appropriations Limit**  
**Percentage Over/(Under) Limit**

#### Total Budget for 2023/24

\$2,131,758  
6,084,000  
652,300  

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\$8,868,058  
  
\$8,868,058  
19,069,191  

---

\$(10,201,133)  
(53%)

(1) Department of Finance-Budgeting Resource Price and Population Factors Used For Appropriations Limit at:

<http://www.dof.ca.gov/wp-content/uploads/Forecasting/Demographics/Documents/PriceandPopulation2023.pdf> or here [DOF Factors](#)



## Historical & Estimated Future Limits

Fiscal Year	Personal Income Change	Population Change	Growth Factor	Annual Adjustment	Appropriations Limit
<b>Historical Appropriations Limits</b>					
2022/23	1.0755	0.9847	1.0590	\$1,022,621	\$18,355,174
2021/21	1.0573	0.9899	1.0466	\$771,734	\$17,332,554
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	\$519,851	\$15,631,769
2017/18	1.0369	1.0050	1.0421	\$610,292	\$15,111,919
2016/17	1.0537	1.0053	1.0593	\$811,607	\$14,501,625
2015/16	1.0382	1.0084	1.0469	\$613,559	\$13,690,018
2014/15	0.9977	1.0039	1.0016	\$20,775	\$13,076,459
2013/14	1.0512	1.0057	1.0572	\$706,285	\$13,055,686
<b>Future Year Estimates Appropriations Limit <sup>(2)</sup></b>					
2024/25	1.0483	0.9912	1.0390	\$744,413	\$19,813,604
2025/26	1.0502	0.9899	1.0396	\$783,836	\$20,597,440

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



# GANN Limit Calculation Establishment - Resolution 2023-34

**RESOLUTION NO. 2023 - 34**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI**  
**ESTABLISHING THE "GANN" APPROPRIATIONS LIMIT FOR FISCAL YEAR**  
**2023/24.**

**WHEREAS**, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and

**WHEREAS**, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies; and

**WHEREAS**, the appropriations limit to be applied to the "proceeds of taxes" as defined by Section 7910 of the Government Code for Fiscal Year 2023/24 has been calculated to be \$19,069,191; and

**WHEREAS**, the City Council elects to use as the annual adjustment factors in calculating the appropriations limit, the percentage change in California per capita income and the annual population for the greater of the annual percentage change in population for the County of Sonoma or the City of Cotati.

**NOW THEREFORE** the City Council of the City of Cotati does hereby resolve that:

1. The appropriations limit for the City of Cotati for Fiscal year 2023/24 is \$19,069,191.
2. The Resolution shall take effect July 1st.
3. The City Manager's Office personnel shall certify the adoption of this resolution.

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Cotati held on the May 23rd, 2023, by the following vote, to wit:

**RESULT:** ADOPTED BY CONSENT VOTE [UNANIMOUS]

**MOVER:** Ben Ford, Councilmember

**SECONDER:** Laura Sparks, Vice Mayor

**AYES:** Harvey, Sparks, Ford, Lemus, Rife

Approved:   
Mayor

Attest:   
Kevin Patterson, Deputy City Clerk



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# FUNDING SOURCES

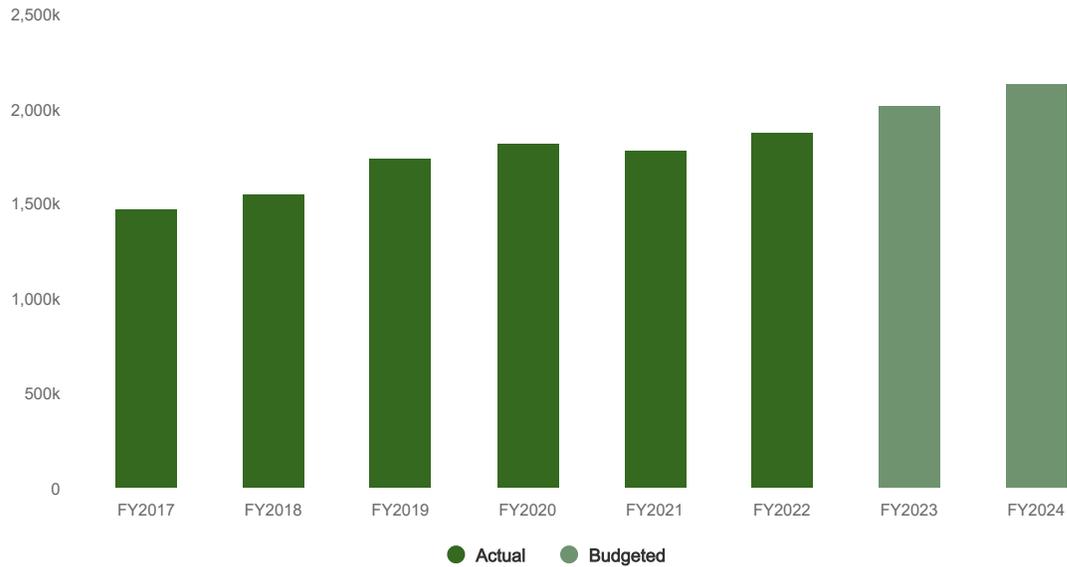
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## Property Taxes Summary

**\$2,131,758** **\$119,363**  
(5.93% vs. prior year)

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



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

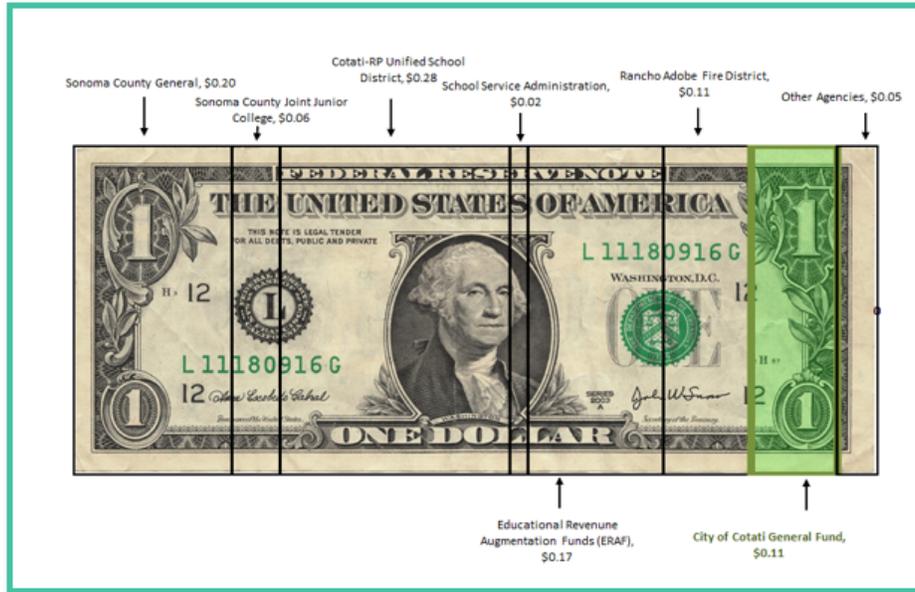
- o 2% Assessor's applied CPI
- o Consistent change in the assessed value due to transfer of ownership
- o Increases due to sales of new developments since Fiscal Year 2019/20.
- o Total change of around 6%

# 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.

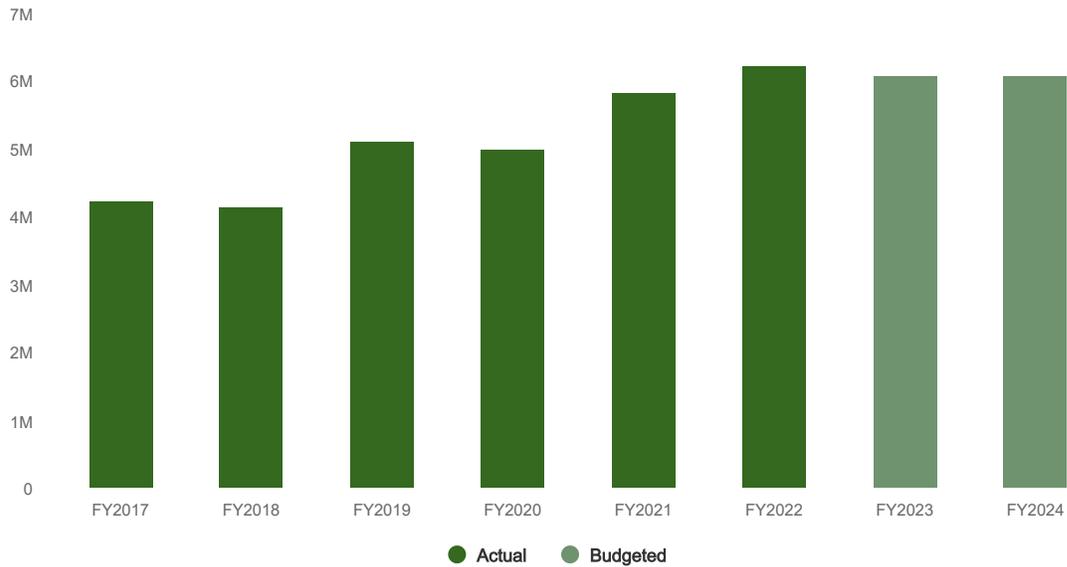
The graphic below shows where each property tax dollar paid by City property owners is allocated.



## Sales Taxes Summary

**\$6,084,000** **\$14,000**  
(0.23% vs. prior year)

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



The City is projecting almost status quo revenue from Sales Taxes for Fiscal Year 2023/24 with less than a 0.3% increase. This change is a conservative estimate based on evaluated potential economic impacts of slowing consumer confidence leading to decreased spending but increased dollar sales due to inflation. The city also anticipates decreased volume of transactions generated through the County Pool due to the Amazon Distribution Center re-allocation of funding as well as less online purchasing post Covid-19.

Major industry groups within the City are Building/Construction, Fuel and Service Stations, Food and Drug, and the County Pool.



## Revenues by Source

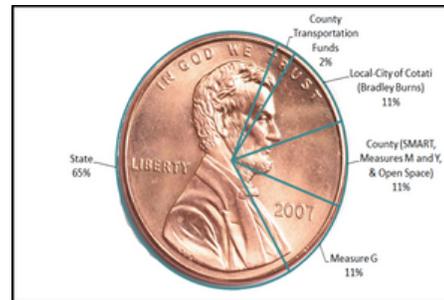
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Adopted Budget vs. FY2024 Budgeted (% Change)
<b>Revenue Source</b>							
<b>Taxes</b>							
<b>Sales Tax</b>							
SALES TAX	\$2,442,951	\$2,883,312	\$3,041,885	\$3,020,000	\$2,900,000	\$2,969,000	-1.7%
SALES TAX- MEAS. A	\$0	\$64	\$3,809	\$0	\$0	\$0	0%
SALES TAX- MEAS. G/S	\$2,558,612	\$2,954,366	\$3,184,731	\$3,050,000	\$3,140,000	\$3,115,000	2.1%
<b>Total Sales Tax:</b>	<b>\$5,001,563</b>	<b>\$5,837,741</b>	<b>\$6,230,425</b>	<b>\$6,070,000</b>	<b>\$6,040,000</b>	<b>\$6,084,000</b>	<b>0.2%</b>
<b>Total Taxes:</b>	<b>\$5,001,563</b>	<b>\$5,837,741</b>	<b>\$6,230,425</b>	<b>\$6,070,000</b>	<b>\$6,040,000</b>	<b>\$6,084,000</b>	<b>0.2%</b>
<b>Total Revenue Source:</b>	<b>\$5,001,563</b>	<b>\$5,837,741</b>	<b>\$6,230,425</b>	<b>\$6,070,000</b>	<b>\$6,040,000</b>	<b>\$6,084,000</b>	<b>0.2%</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 9.50%. 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:

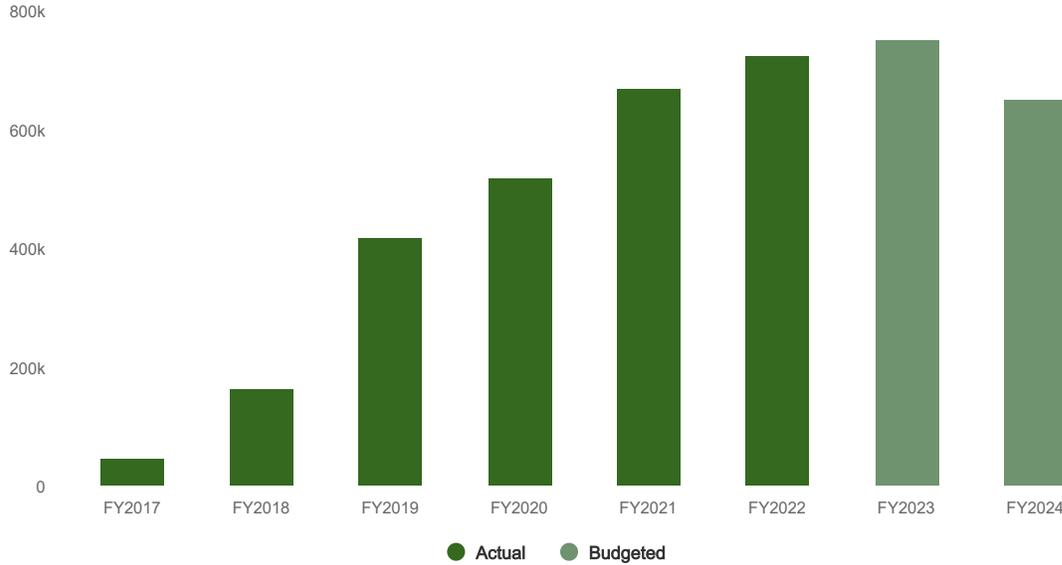
CALIFORNIA SALES AND USE TAX RATES	
State	6.00%
County Transportation Funds	0.25%
Local-City of Cotati (Bradley Burns)	1.00%
<b>Total State-Wide Sales and Use Tax Rate</b>	<b>7.25%</b>
County (SMART, Open Space, Measure M Streets, Measure M Parks, and Measure Y)	1.25%
Measure S	1.00%
<b>Total Sales Tax Rate in Cotati</b>	<b>9.50%</b>



## Other Taxes Including Cannabis Business Tax Summary

**\$652,300** **-\$99,400**  
(-13.22% vs. prior year)

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



Other Taxes including Cannabis Business tax are estimated to decrease due to slowdown in consumer spending on Cannabis pending new retail operations commencing in 2023/24.

# Revenues by Source

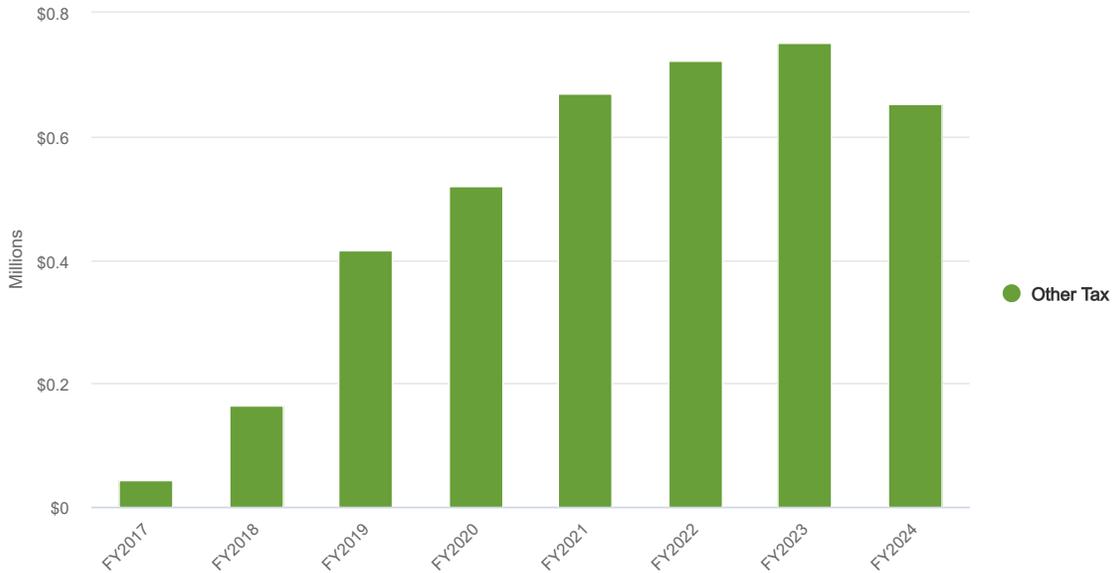
## Other Taxes

**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.

## Budgeted and Historical Revenues by Source



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Proposed Budget (% Change)
<b>Revenue Source</b>							
<b>Taxes</b>							
<b>Other Tax</b>							
TRANSFER TAX	\$32,701	\$54,440	\$76,429	\$41,000	\$41,000	\$52,000	26.8%
CANNABIS-BUSINESS TAX	\$485,777	\$592,014	\$644,490	\$710,000	\$570,000	\$600,000	5.3%
CANNABIS-LICENSE FEE	\$0	\$1,500	\$2,750	\$700	\$3,050	\$300	-90.2%
CANNABIS-APPLICATION FEE	\$0	\$21,000	\$0	\$0	\$12,400	\$0	-100%
CANNABIS-CASH TAX PYMNT CHRГ	\$174	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Other Tax:</b>	<b>\$518,653</b>	<b>\$668,954</b>	<b>\$723,670</b>	<b>\$751,700</b>	<b>\$626,450</b>	<b>\$652,300</b>	<b>4.1%</b>



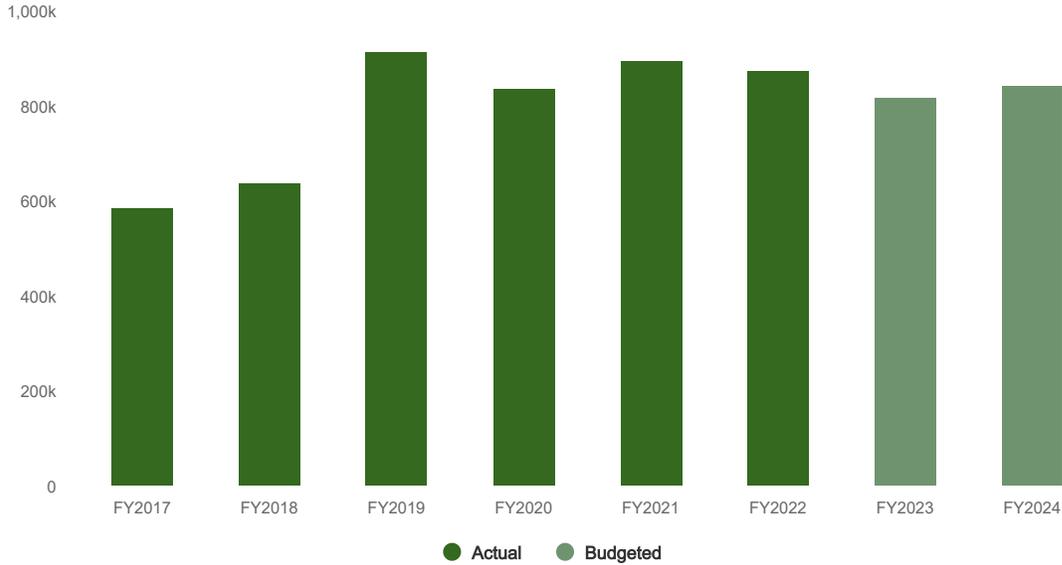
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Proposed Budget (% Change)
Total Taxes:	\$518,653	\$668,954	\$723,670	\$751,700	\$626,450	\$652,300	4.1%
Total Revenue Source:	\$518,653	\$668,954	\$723,670	\$751,700	\$626,450	\$652,300	4.1%



# Licenses, Permits, Rents and Other Agency Fees Summary

**\$841,650** **\$22,750**  
(2.78% vs. prior year)

Licenses, Permits, Rents and Other Agency Fees Proposed and Historical Budget vs. Actual



The City is projecting a slight decrease in revenue from these sources. With the completion of the Kessing Ranch project, there are now fewer building permits being issued, and a consequent reduction in this revenue type.

# Revenues by Source

## 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.

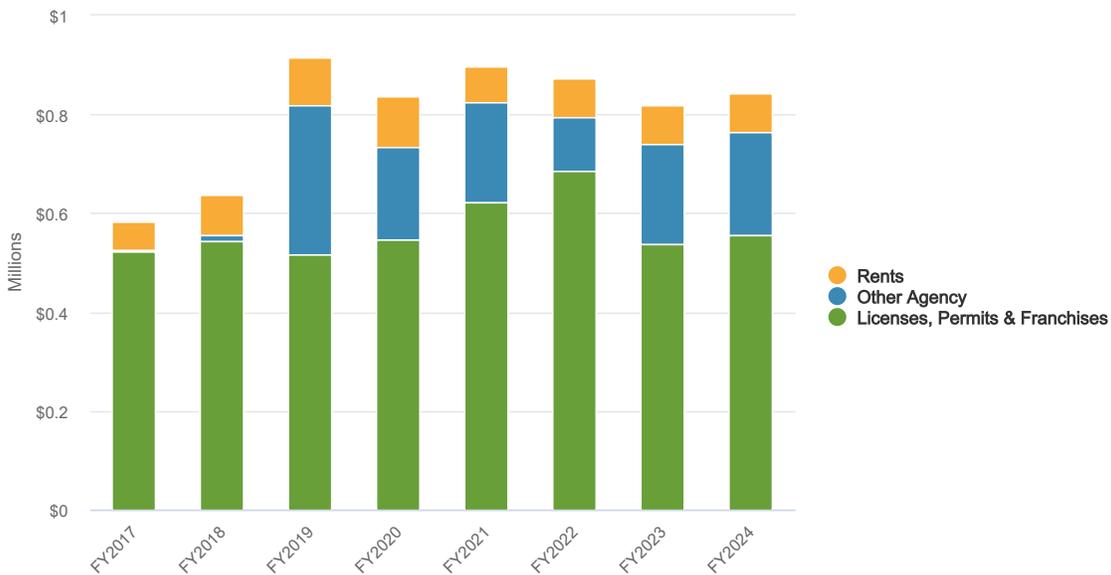
## Rent

Revenue received from the rental of City-owned facilities.

## Revenue from Other Agencies

These revenues are amounts received from other local and state agencies.

### Budgeted and Historical Revenues by Source



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Licenses, Permits & Franchises	\$546,010	\$623,563	\$686,807	\$537,900	\$561,000	\$556,500	-0.8%
Rents	\$101,474	\$71,712	\$80,114	\$77,400	\$90,550	\$78,000	-13.9%
Other Agency	\$189,454	\$200,751	\$107,218	\$203,600	\$203,665	\$207,150	1.7%
<b>Total Revenue Source:</b>	<b>\$836,938</b>	<b>\$896,025</b>	<b>\$874,138</b>	<b>\$818,900</b>	<b>\$855,215</b>	<b>\$841,650</b>	<b>-1.6%</b>



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# DEPARTMENTS

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## City Council



**Susan Harvey (she/her)**  
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 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](#) .

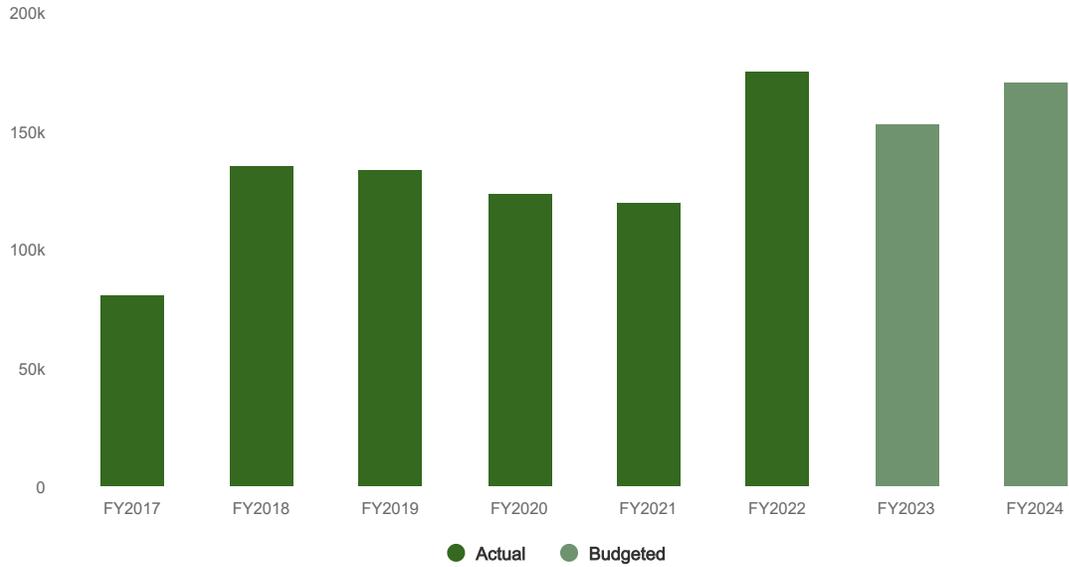


### Expenditures Summary

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 2023/24 is primarily derived from increases in allocated contract services including insurance.

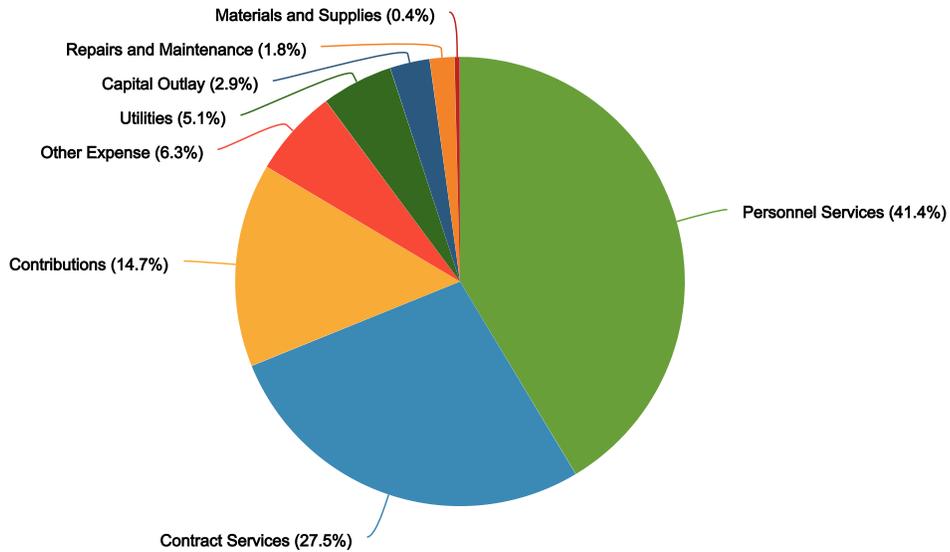
**\$170,457**    **\$17,768**  
(11.64% vs. prior year)

## City Council Proposed and Historical Budget vs. Actual

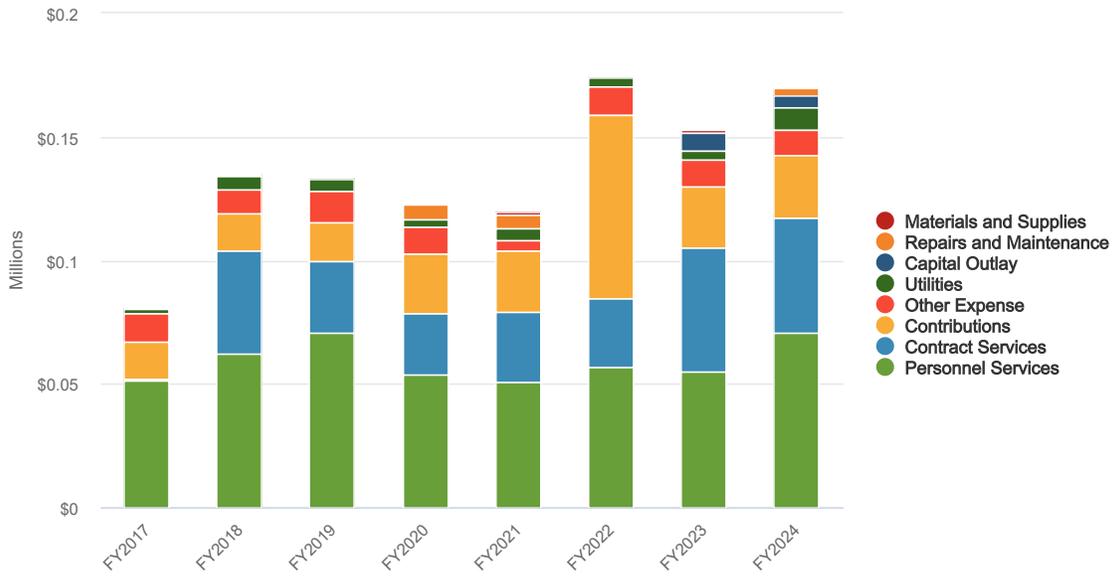


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Personnel Services							
Benefits	\$44,840	\$41,967	\$46,192	\$45,450	\$49,650	\$61,200	23.3%
Salaries	\$9,232	\$8,667	\$10,437	\$9,360	\$9,360	\$9,360	0%
<b>Total Personnel Services:</b>	<b>\$54,073</b>	<b>\$50,633</b>	<b>\$56,629</b>	<b>\$54,810</b>	<b>\$59,010</b>	<b>\$70,560</b>	<b>19.6%</b>
Materials and Supplies	\$377	\$1,173	\$517	\$751	\$751	\$668	-11.1%
<b>Total Materials and Supplies:</b>	<b>\$377</b>	<b>\$1,173</b>	<b>\$517</b>	<b>\$751</b>	<b>\$751</b>	<b>\$668</b>	<b>-11.1%</b>
Contract Services	\$24,390	\$28,506	\$27,696	\$50,210	\$65,610	\$46,848	-28.6%
<b>Total Contract Services:</b>	<b>\$24,390</b>	<b>\$28,506</b>	<b>\$27,696</b>	<b>\$50,210</b>	<b>\$65,610</b>	<b>\$46,848</b>	<b>-28.6%</b>
Repairs and Maintenance	\$6,211	\$5,685	\$0	\$321	\$300	\$3,000	900%
<b>Total Repairs and Maintenance:</b>	<b>\$6,211</b>	<b>\$5,685</b>	<b>\$0</b>	<b>\$321</b>	<b>\$300</b>	<b>\$3,000</b>	<b>900%</b>
Utilities	\$3,222	\$4,438	\$3,472	\$3,450	\$4,700	\$8,738	85.9%
<b>Total Utilities:</b>	<b>\$3,222</b>	<b>\$4,438</b>	<b>\$3,472</b>	<b>\$3,450</b>	<b>\$4,700</b>	<b>\$8,738</b>	<b>85.9%</b>
Other Expense	\$10,659	\$4,488	\$11,635	\$10,992	\$21,935	\$10,743	-51%
<b>Total Other Expense:</b>	<b>\$10,659</b>	<b>\$4,488</b>	<b>\$11,635</b>	<b>\$10,992</b>	<b>\$21,935</b>	<b>\$10,743</b>	<b>-51%</b>



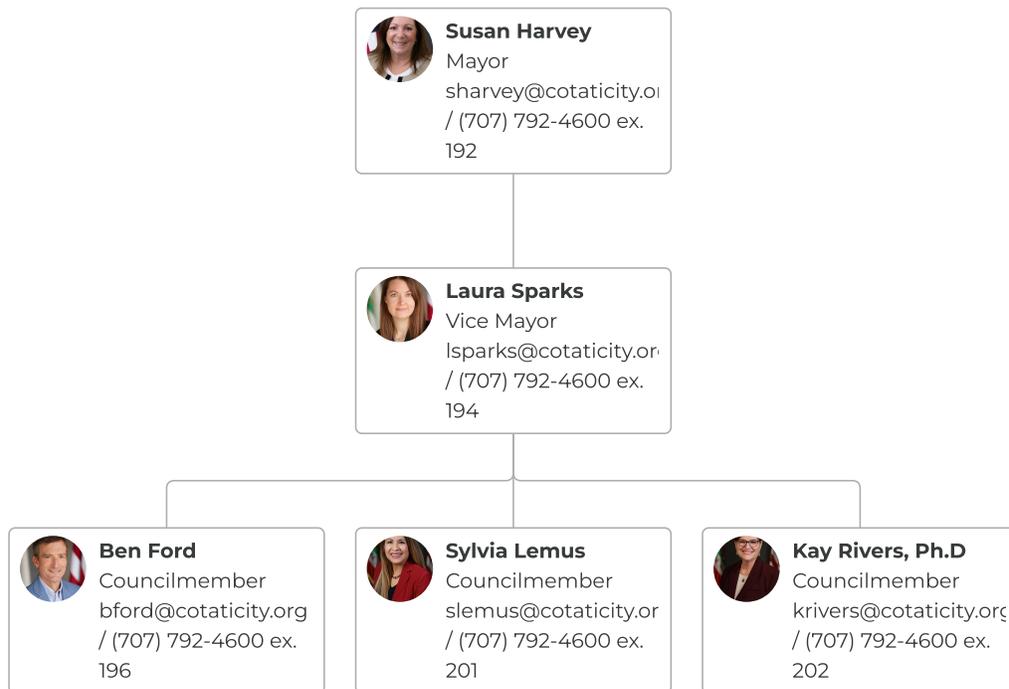
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Capital Outlay	\$0	\$0	\$0	\$7,155	\$7,155	\$4,900	-31.5%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,155</b>	<b>\$7,155</b>	<b>\$4,900</b>	<b>-31.5%</b>
Contributions	\$24,214	\$24,735	\$74,684	\$25,000	\$25,000	\$25,000	0%
<b>Total Contributions:</b>	<b>\$24,214</b>	<b>\$24,735</b>	<b>\$74,684</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>0%</b>
<b>Total Expense Objects:</b>	<b>\$123,145</b>	<b>\$119,658</b>	<b>\$174,632</b>	<b>\$152,689</b>	<b>\$184,461</b>	<b>\$170,457</b>	<b>-7.6%</b>

## Organizational Chart

The City Council are elected by the voters of Cotati to serve four year terms. The mayor and vice mayor is selected annually from among the City Council Members. The Mayor is charged with running the City Council meetings and the Vice Mayor will act as Presiding Officer in the absence of the Mayor. City Council adopted policy that establishes the adopted

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.

City Councilmembers serve on various Boards and Commissions for the City. They also serve on outside agency boards or commissions. A list of the different city boards as well as the outside agencies that council members may serve on is located [here](#).



# City Manager's Department



**Damien O'Bid (he/him)**  
City Manager

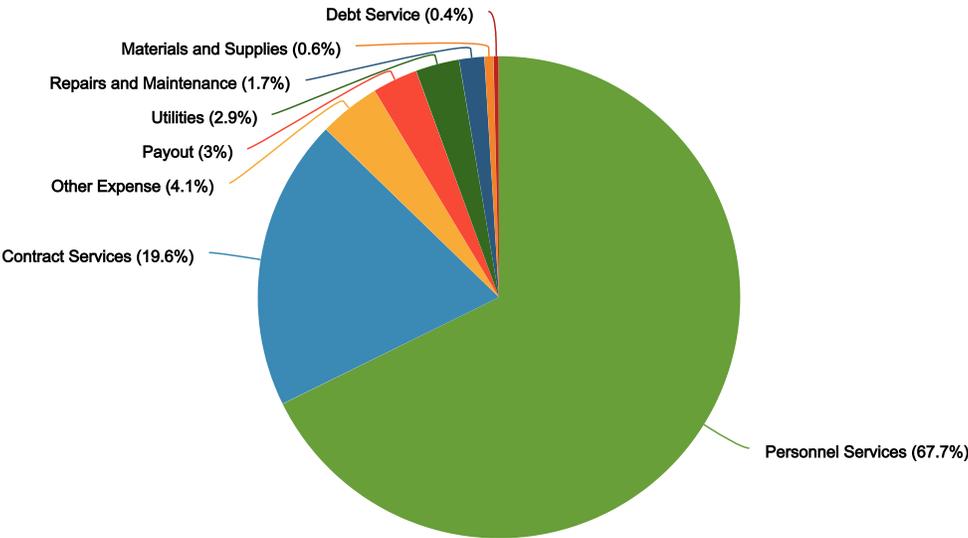
## Department Descriptions

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.

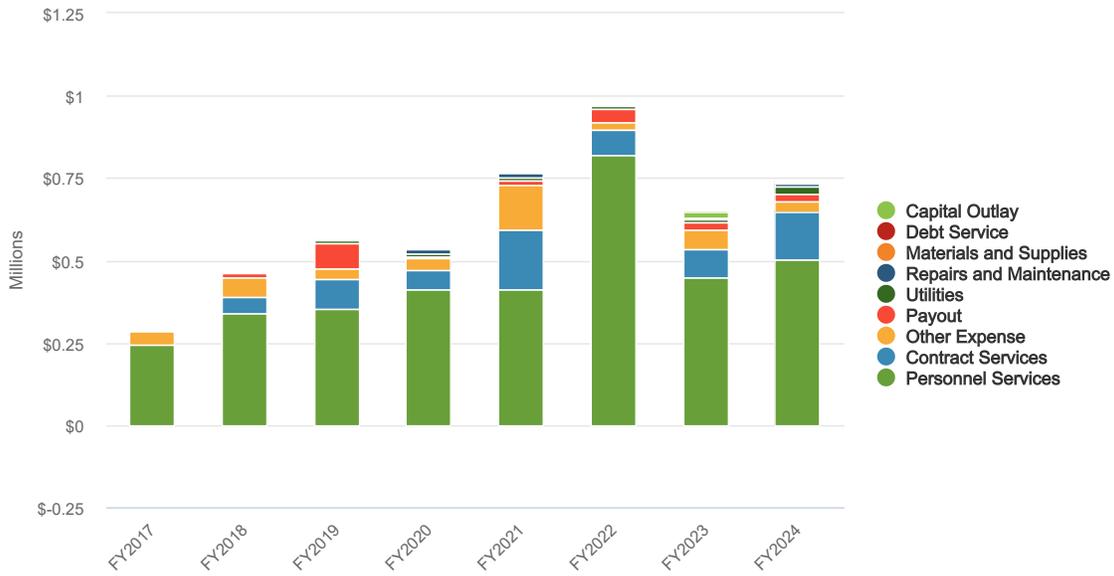


## Expenditures by Expense Type

**Budgeted Expenditures by Expense Type**



### Budgeted and Historical Expenditures by Expense Type



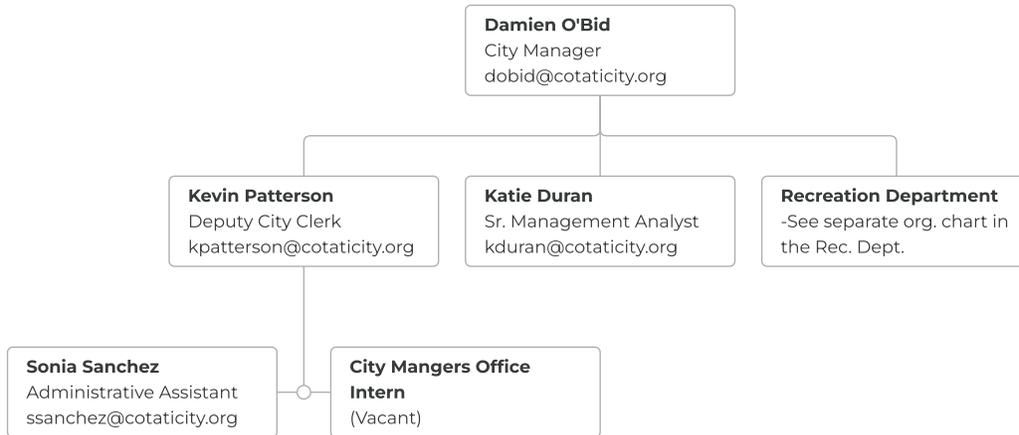
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Personnel Services							
Benefits	\$157,165	\$133,992	\$475,516	\$112,360	\$111,960	\$119,040	6.3%
Salaries	\$252,669	\$277,360	\$341,886	\$335,480	\$351,859	\$383,240	8.9%
<b>Total Personnel Services:</b>	<b>\$409,833</b>	<b>\$411,351</b>	<b>\$817,402</b>	<b>\$447,840</b>	<b>\$463,819</b>	<b>\$502,280</b>	<b>8.3%</b>
Payout	\$5,778	\$13,095	\$43,738	\$23,030	\$47,300	\$22,620	-52.2%
<b>Total Payout:</b>	<b>\$5,778</b>	<b>\$13,095</b>	<b>\$43,738</b>	<b>\$23,030</b>	<b>\$47,300</b>	<b>\$22,620</b>	<b>-52.2%</b>
Materials and Supplies	\$5,331	\$4,977	\$4,037	\$894	\$3,394	\$4,432	30.6%
<b>Total Materials and Supplies:</b>	<b>\$5,331</b>	<b>\$4,977</b>	<b>\$4,037</b>	<b>\$894</b>	<b>\$3,394</b>	<b>\$4,432</b>	<b>30.6%</b>
Contract Services	\$61,839	\$181,176	\$77,996	\$85,604	\$83,405	\$145,184	74.1%
<b>Total Contract Services:</b>	<b>\$61,839</b>	<b>\$181,176</b>	<b>\$77,996</b>	<b>\$85,604</b>	<b>\$83,405</b>	<b>\$145,184</b>	<b>74.1%</b>
Repairs and Maintenance	\$13,238	\$12,469	\$381	\$1,781	\$1,000	\$12,600	1,160%
<b>Total Repairs and Maintenance:</b>	<b>\$13,238</b>	<b>\$12,469</b>	<b>\$381</b>	<b>\$1,781</b>	<b>\$1,000</b>	<b>\$12,600</b>	<b>1,160%</b>
Utilities	\$7,237	\$8,690	\$8,412	\$8,900	\$8,900	\$21,662	143.4%
<b>Total Utilities:</b>	<b>\$7,237</b>	<b>\$8,690</b>	<b>\$8,412</b>	<b>\$8,900</b>	<b>\$8,900</b>	<b>\$21,662</b>	<b>143.4%</b>



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Other Expense	\$34,119	\$137,339	\$22,614	\$60,331	\$48,168	\$30,383	-36.9%
<b>Total Other Expense:</b>	<b>\$34,119</b>	<b>\$137,339</b>	<b>\$22,614</b>	<b>\$60,331</b>	<b>\$48,168</b>	<b>\$30,383</b>	<b>-36.9%</b>
Debt Service	\$0	\$3,287	\$3,287	\$0	\$0	\$2,650	N/A
<b>Total Debt Service:</b>	<b>\$0</b>	<b>\$3,287</b>	<b>\$3,287</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,650</b>	<b>N/A</b>
Capital Outlay	\$0		\$0	\$17,395	\$17,395	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$0</b>		<b>\$0</b>	<b>\$17,395</b>	<b>\$17,395</b>	<b>\$0</b>	<b>-100%</b>
<b>Total Expense Objects:</b>	<b>\$537,374</b>	<b>\$772,383</b>	<b>\$977,867</b>	<b>\$645,775</b>	<b>\$673,381</b>	<b>\$741,811</b>	<b>10.2%</b>

## Organizational Chart

The City Manager is hired by the City Council and manages the day to day operations of the City, including oversight of all other departments and department managers. The Recreation Department is included under the City Managers Department. For more information on the other departments, please see their department-specific budget pages.



## **Fiscal Year 2022/23 Project Accomplishments**

- Completed Projects
  - Lead City Website Transition
  - City Seal Redesign
  - Waste Franchise Negotiations
  - Election 2022
  - Evaluate New Legislative Management Systems
  - Noise Ordinance
  - St. Joseph Relinquishment
  - On-Going COVID Response Measures
  - City Council Team Building
  - Fee Schedule Update
  - Lead Sonoma County Mayors & Councilmembers and Draft New Bylaws
  - Veronda Falletti Ranch License Agreement Update
  - SBI383 Implementation
- On-Going Projects
  - Lead Digital File Management Program
  - Veronda-Falletti Barn Design/Fundraising
  - Economic Development 2.0 (Co-Lead with CD)
  - Putnam Park (Initial Design)
  - Ad Hoc Committee Projects as Needed
  - Countywide Broadband Improvement - Broadband assessment, including current service providers (in ground, cellular, satellite), locations of current copper/fiber infrastructure, speeds offered, and cellular coverage in Cotati -

## **Fiscal Year 2023/24 Project Objectives**

- Continuation of all projects listed above as On-Going
- New Projects
  - Sunflower Park Preliminary Design
  - Personnel Rules Update
  - CPOA/CPMA Negotiations
  - Dogs in Parks Ordinance Update
  - Improve FIGR Coordination
  - Update Public Safety Messaging Procedures Including Translation of Public Safety/Health/Emergency Web Pages into Spanish
  - Update Community Survey on Equity
  - Emergency Operations Update
  - Investigate Models of Civilian Oversight for Police
  - Analyze RIPA Data/Recommendations
  - Investigating an E-bike/Scooter Share Program
  - Joint Procurement Coordination/Policy Update (including exploring DBE criteria)
  - Coordinate on Feasibility of Joint Housing JPA/Bond
  - Countywide Broadband Improvement
  - Evaluate Feasibility of Cotati Library
  - Roundabout Ban Appeal Review

## **Departmental Goals & Performance Measures**



## Departmental Goals & Performance Measures

### Departmental Goal #1: Economic Development to Enhance Community Services

 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.



### Department Goal #2: Provide Efficient and Responsive Core Services

 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.



### Departmental Goal #3: Community Engagement

 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.

To meet this objective, the City Manger coordinates manager level messages out to the community including the City Manager Message YouTube Videos located on the City YouTube Channel [here](#).



	Actual FY 20/21	Actual FY 21/22	Actual Expected FY 22/23	Goal FY 23/24
Public Media Messages	7	14	13	24



# Administrative Services Department



**Angela Courter (she/her)**  
Director of Administrative Services

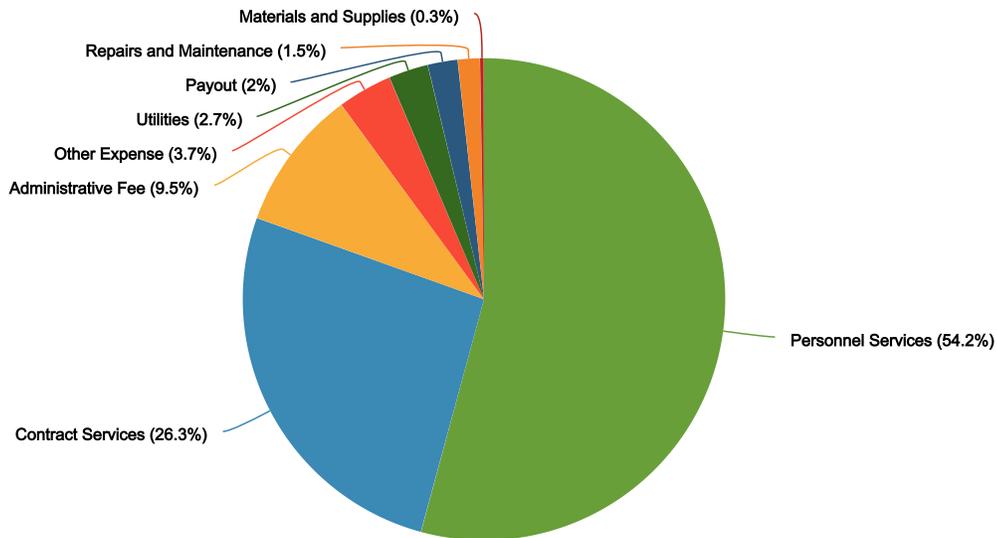
## Department Description



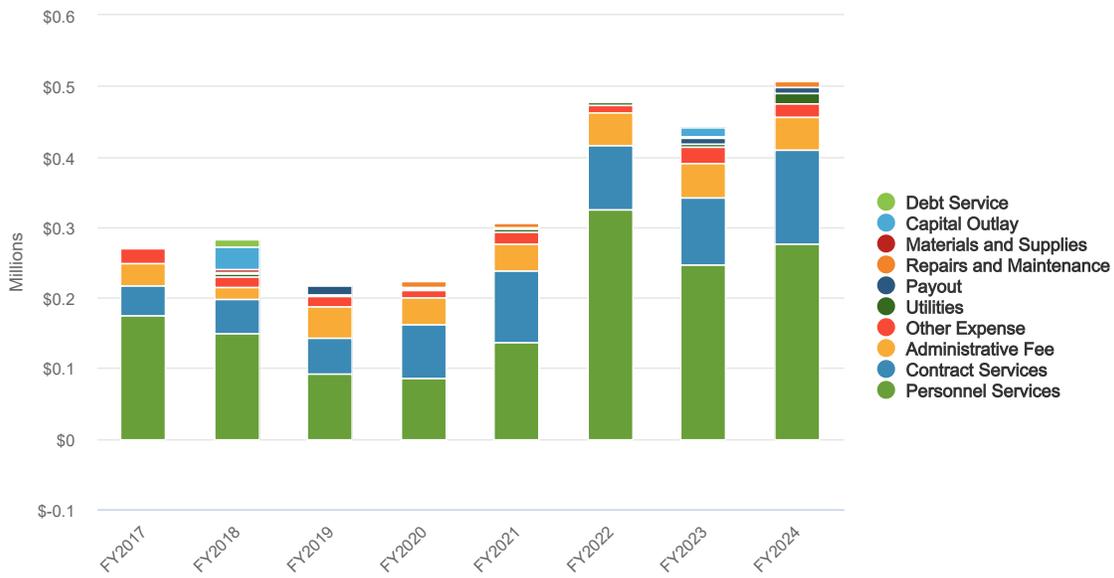
The Administrative Services Department serves to support the financial management and reporting of the City, including: collection and disbursement of all City funds; processing payroll disbursements as well as related reporting, withholding and payroll benefits management; accounts payable processing; 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 by Expense Type

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



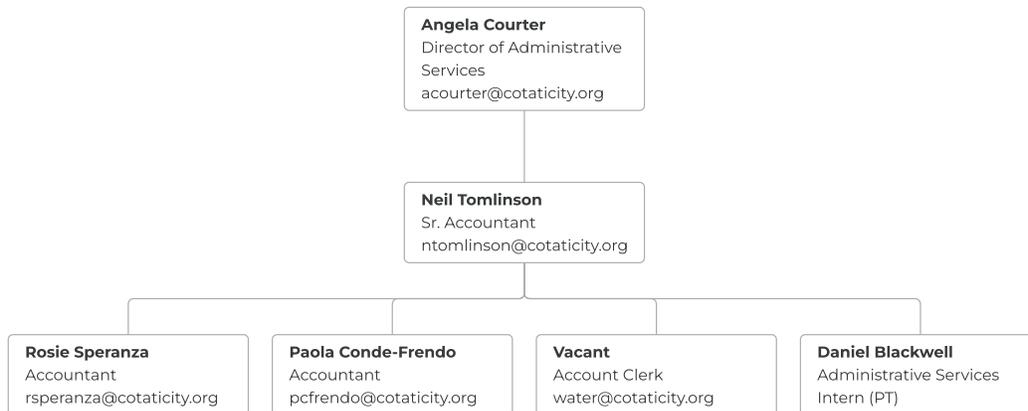
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Personnel Services							
Benefits	\$21,733	\$40,213	\$200,466	\$58,300	\$57,600	\$57,850	0.4%
Salaries	\$64,489	\$97,155	\$125,486	\$188,650	\$182,075	\$217,710	19.6%
<b>Total Personnel Services:</b>	<b>\$86,222</b>	<b>\$137,368</b>	<b>\$325,952</b>	<b>\$246,950</b>	<b>\$239,675</b>	<b>\$275,560</b>	<b>15%</b>
Payout	\$1,186	\$1,788	\$2,757	\$8,770	\$8,770	\$10,220	16.5%
<b>Total Payout:</b>	<b>\$1,186</b>	<b>\$1,788</b>	<b>\$2,757</b>	<b>\$8,770</b>	<b>\$8,770</b>	<b>\$10,220</b>	<b>16.5%</b>
Materials and Supplies	\$835	\$964	\$2,528	\$1,140	\$2,240	\$1,344	-40%
<b>Total Materials and Supplies:</b>	<b>\$835</b>	<b>\$964</b>	<b>\$2,528</b>	<b>\$1,140</b>	<b>\$2,240</b>	<b>\$1,344</b>	<b>-40%</b>
Contract Services	\$76,218	\$100,205	\$89,301	\$95,835	\$107,163	\$133,516	24.6%
<b>Total Contract Services:</b>	<b>\$76,218</b>	<b>\$100,205</b>	<b>\$89,301</b>	<b>\$95,835</b>	<b>\$107,163</b>	<b>\$133,516</b>	<b>24.6%</b>
Repairs and Maintenance	\$7,717	\$7,235	\$135	\$567	\$0	\$7,500	N/A
<b>Total Repairs and Maintenance:</b>	<b>\$7,717</b>	<b>\$7,235</b>	<b>\$135</b>	<b>\$567</b>	<b>\$0</b>	<b>\$7,500</b>	<b>N/A</b>
Utilities	\$3,065	\$3,493	\$3,797	\$4,000	\$4,000	\$13,510	237.8%
<b>Total Utilities:</b>	<b>\$3,065</b>	<b>\$3,493</b>	<b>\$3,797</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$13,510</b>	<b>237.8%</b>



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Other Expense	\$11,192	\$16,471	\$10,641	\$23,500	\$19,720	\$18,560	-5.9%
<b>Total Other Expense:</b>	<b>\$11,192</b>	<b>\$16,471</b>	<b>\$10,641</b>	<b>\$23,500</b>	<b>\$19,720</b>	<b>\$18,560</b>	<b>-5.9%</b>
Administrative Fee	\$37,068	\$39,714	\$46,674	\$48,080	\$49,080	\$48,080	-2%
<b>Total Administrative Fee:</b>	<b>\$37,068</b>	<b>\$39,714</b>	<b>\$46,674</b>	<b>\$48,080</b>	<b>\$49,080</b>	<b>\$48,080</b>	<b>-2%</b>
Debt Service	-\$1,911	\$3,723	\$360	\$1,600	\$0	\$0	0%
<b>Total Debt Service:</b>	<b>-\$1,911</b>	<b>\$3,723</b>	<b>\$360</b>	<b>\$1,600</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Capital Outlay	\$0	\$0	\$0	\$12,626	\$12,626	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,626</b>	<b>\$12,626</b>	<b>\$0</b>	<b>-100%</b>
<b>Total Expense Objects:</b>	<b>\$221,593</b>	<b>\$310,961</b>	<b>\$482,146</b>	<b>\$443,068</b>	<b>\$443,274</b>	<b>\$508,290</b>	<b>14.7%</b>

## Organizational Chart

- Angela Courter is the current Director of Administrative Services and reports directly to the City Manager. She has served the City in this position since August 2019, and has been with the City of Cotati since 2016 when she originally joined 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.
- Accountant, Paola Conde-Frendo joined us in October 2022.
- Account Clerk, Cassandra Rivera joined us in August 2020, and is separating with the City on May 1, 2023.
- the Department brought on or first Intern since before the Covid-19 outbreak. We look forward to continue using this position to engage with local students and inspire trust and appreciation for local government.



## Fiscal Year 2022/23 Project Accomplishments

- Complete
  - Financial Forecasting
  - Payroll RFP
  - Dog Licensing
  - Purchasing Consolidation - Contract Routing and Digital Payables Processing
  - Copier Machines RFP/Replacement
  - Admin Service Office Reconfiguration
  - Reinstated Utility Shutoff Program (Including Payment Plans and Extensions)
  - Fiber Connectivity Project - City Hall
- On-Going
  - Investment Planning
  - Fixed Asset/Work Order Processes
  - Digital Records Workflow
  - Backflow Program/Code Review
  - IT Special Projects (AD, Licensing, Security, Itron, Etc.)
  - Hydrant ATM Meter Process Update
  - IBS Payroll System Update
  - TOT Taxation Process/Documentation
  - Business License Audit/Process Review
  - Fiber Connectivity Projects - La Plaza Park
  - City Hall - IT Systems Consolidation and Updates (Network Infrastructure/SCADA)

## Fiscal Year 2023/24 Project Objectives

- Continuation of All Projects Listed Above as On-Going
- New Projects
  - Monthly Utility Billing
  - Website Dept. Page Update/New Social Media Content
  - Deposit Account Process Review
  - Financial Policy Update Review
    - New Policy on Financial Emergency Preparedness

## Departmental 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%.



	Actual FY 20/21	Actual FY 21/22	Actual FY 22/23	Goal FY 23/24
General Fund Compliance	Yes	Yes	Yes	Yes
Water Operating Fund Compliance	Yes	Yes	Yes	Yes
Sewer Operating Fund Compliance	Yes	Yes	Yes	Yes

## Departmental Goal #2: Compliance



Keep data and related regulations updated for

compliance with law on an ongoing basis, including:

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



	Actual FY 20/21	Actual FY 21/22	Actual FY 22/23	Goal FY 23/24
Clean Audit Opinions	Yes	Yes	Yes	Yes
Payroll System Compliance	Yes	Yes	Yes	Yes
Water Agency Reporting No Comments	Yes	Yes	Yes	Yes

## Departmental Goal #3: Internship Program



Coordinate an accountant internship program with

the Sonoma State Business Administration Department.



	Actual FY 20/21	Actual FY 21/22	Actual FY 22/23	Goal FY 23/24
Interns Employed	0	0	1-tentative	1

## 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.



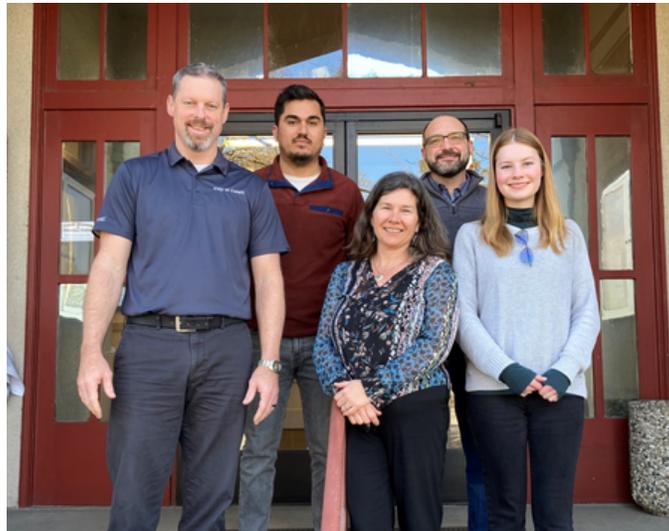
## Community Development



**Noah Housh (he/him)**  
Director of Community Development

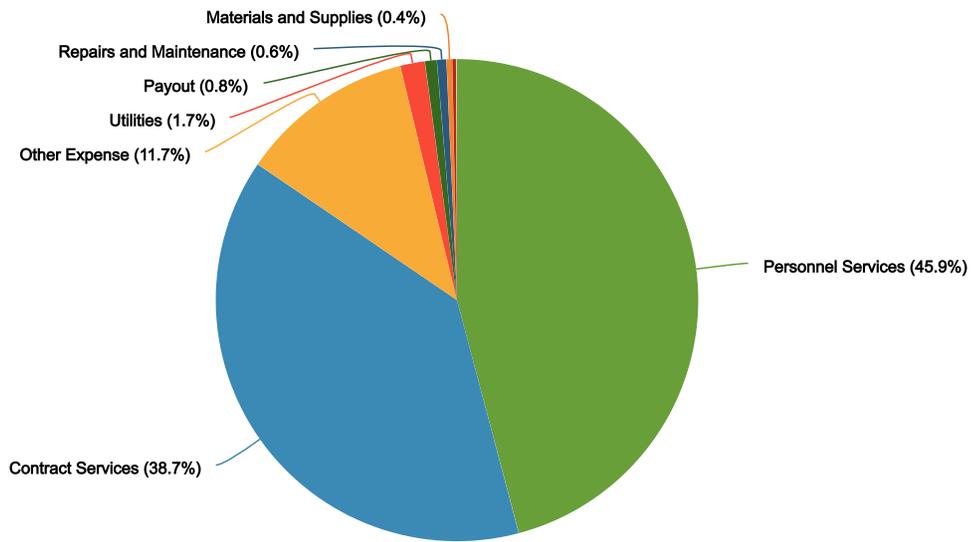
### Department Description

The Community Development Department is responsible for managing the Planning, Building, Housing and Code Enforcement Divisions for the City, while also supporting the Economic Development efforts of the City Manager's Office. The Planning Division provides staff and technical support toward developing and implementing land-use, planning and zoning policies and programs that guide City growth, as well as ensuring all City actions are compliant with the California Environmental Quality Act. The Building Division provides for public health and safety, promoting code compliance and 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.

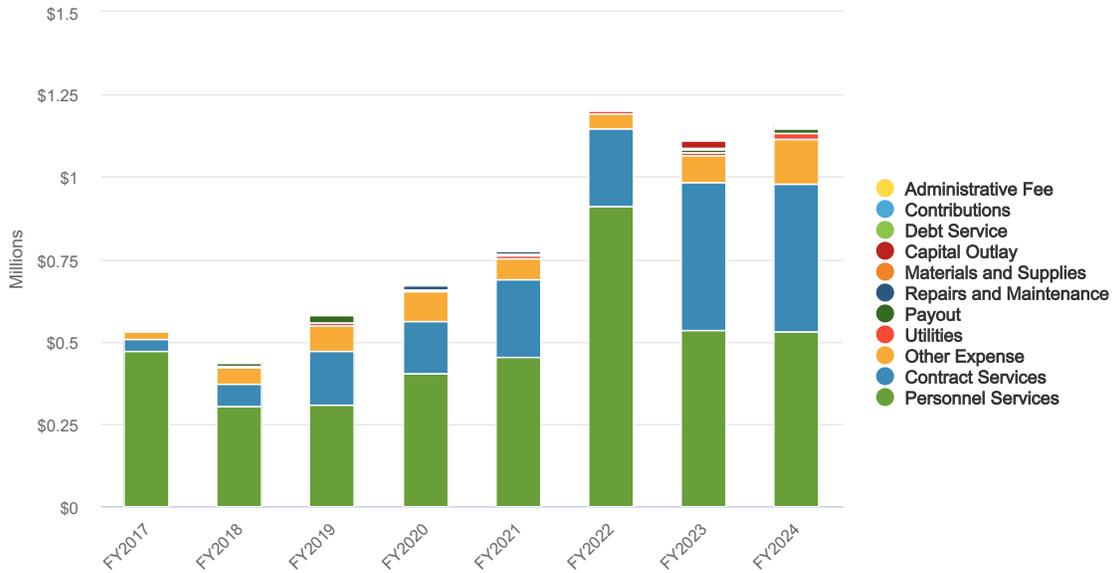


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Personnel Services							

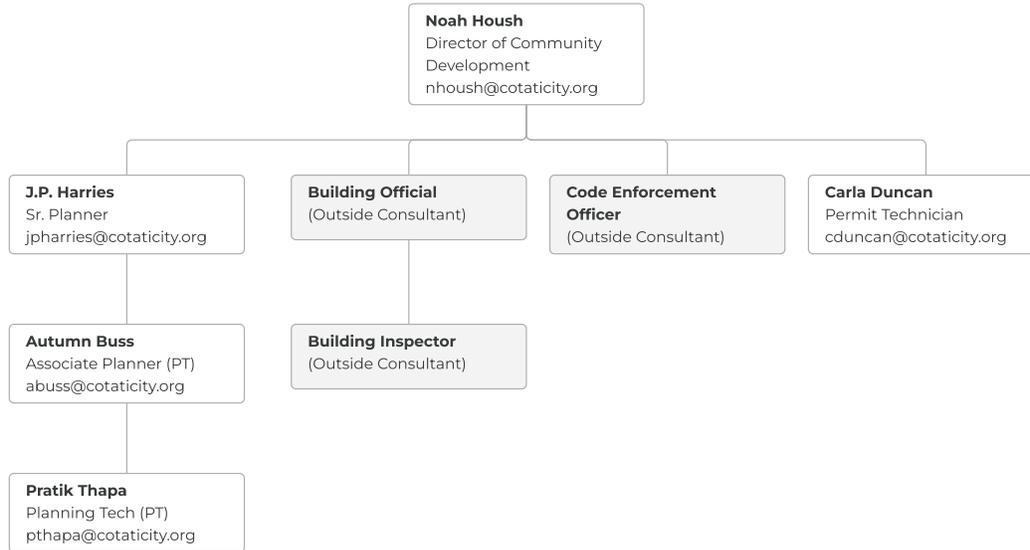


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Benefits	\$117,933	\$143,520	\$534,322	\$145,090	\$134,590	\$108,570	-19.3%
Salaries	\$284,564	\$311,126	\$376,321	\$387,980	\$395,060	\$423,590	7.2%
<b>Total Personnel Services:</b>	<b>\$402,497</b>	<b>\$454,646</b>	<b>\$910,643</b>	<b>\$533,070</b>	<b>\$529,650</b>	<b>\$532,160</b>	<b>0.5%</b>
Payout	\$0	\$4,175	\$60	\$10,160	\$1,805	\$9,080	403%
<b>Total Payout:</b>	<b>\$0</b>	<b>\$4,175</b>	<b>\$60</b>	<b>\$10,160</b>	<b>\$1,805</b>	<b>\$9,080</b>	<b>403%</b>
Materials and Supplies	\$4,373	\$3,553	\$4,114	\$5,155	\$5,155	\$4,384	-15%
<b>Total Materials and Supplies:</b>	<b>\$4,373</b>	<b>\$3,553</b>	<b>\$4,114</b>	<b>\$5,155</b>	<b>\$5,155</b>	<b>\$4,384</b>	<b>-15%</b>
Contract Services	\$161,503	\$233,172	\$237,276	\$451,505	\$288,606	\$448,314	55.3%
<b>Total Contract Services:</b>	<b>\$161,503</b>	<b>\$233,172</b>	<b>\$237,276</b>	<b>\$451,505</b>	<b>\$288,606</b>	<b>\$448,314</b>	<b>55.3%</b>
Repairs and Maintenance	\$12,787	\$12,609	\$0	\$976	\$0	\$7,500	N/A
<b>Total Repairs and Maintenance:</b>	<b>\$12,787</b>	<b>\$12,609</b>	<b>\$0</b>	<b>\$976</b>	<b>\$0</b>	<b>\$7,500</b>	<b>N/A</b>
Utilities	\$7,236	\$8,809	\$8,583	\$8,900	\$10,300	\$19,214	86.5%
<b>Total Utilities:</b>	<b>\$7,236</b>	<b>\$8,809</b>	<b>\$8,583</b>	<b>\$8,900</b>	<b>\$10,300</b>	<b>\$19,214</b>	<b>86.5%</b>
Other Expense	\$87,952	\$63,448	\$46,002	\$78,859	\$77,969	\$135,508	73.8%
<b>Total Other Expense:</b>	<b>\$87,952</b>	<b>\$63,448</b>	<b>\$46,002</b>	<b>\$78,859</b>	<b>\$77,969</b>	<b>\$135,508</b>	<b>73.8%</b>
Administrative Fee	\$0	\$0	\$728	\$0	\$1,200	\$0	-100%
<b>Total Administrative Fee:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$728</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$0</b>	<b>-100%</b>
Debt Service	\$0	\$541	\$541	\$200	\$200	\$600	200%
<b>Total Debt Service:</b>	<b>\$0</b>	<b>\$541</b>	<b>\$541</b>	<b>\$200</b>	<b>\$200</b>	<b>\$600</b>	<b>200%</b>
Capital Outlay	\$0	\$0	\$0	\$21,744	\$21,744	\$2,975	-86.3%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,744</b>	<b>\$21,744</b>	<b>\$2,975</b>	<b>-86.3%</b>
<b>Total Expense Objects:</b>	<b>\$676,349</b>	<b>\$780,954</b>	<b>\$1,207,946</b>	<b>\$1,110,569</b>	<b>\$936,629</b>	<b>\$1,159,735</b>	<b>23.8%</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 changes in 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 grey below while part time are indicated with the (Part-Time) subsequent to the title.



## Fiscal Year 2022/23 Project Accomplishments

- o Complete
  - 6th Cycle Housing Element Update
  - 5th Cycle Housing Element Program Implementation
  - 2023 Building Code Update (+GHG Measures)
  - Economic Development 2.0-DSP Amendments (Co-Lead with CM)
  - Wooneerf Ordinance
  - Urban Ag + Veronda Falleti Ranch Re-Zone
  - Grand Jury Response-Affordable Housing Monitoring
  - Fossil Fuel Station Ban
  - REACH Code Ordinance + Implementation
  - ADU Marketing and Support Program-Pre-Approved Plans
  - Land Use 101 Presentation to new Council and Commission
  - 950 E. Cotati Ave Sales Agreement
  - Recruit, Hire and Train New Permit Technician + Software Implementation
  - Parklet/Outdoor Dining Standards
  - General Plan Annual Production Reports 2019-2021
  - Enhanced Public Engagement-Neighborhood Meeting and On-Site Public Hearing Sign Requirement Codified
  - \$160,000 SB 2 Grant Close Out
  - \$65,000 LEAP Grant Close Out
- o On-Going
  - Bike and Pedestrian Master Plan Update
  - Santero Way Specific Plan Update
  - Housing Administration
  - Implement New State Housing Legislation
  - Update Planning Permit Applications





## Departmental Goal #3: Policy and Development Project Community Engagement

 The Community Development Department will continue to seek and expand efforts to engage with members of the community on both long-term policy projects such as the Santero Way Specific Plan Update, Bicycle and Pedestrian Master Plan Update, as well during the review of individual development projects. These efforts will include direct notices to property owners adjacent to site proposed for development, on-site public hearing signs, expanded information being made available on the City’s “Projects in Progress” webpage and through the use of social media posts and notifications.



	Actual FY 20/21	Actual FY 21/22	Actual FY 22/23	Goal FY 23/24
Dept. Website Updated	Yes	Yes	Yes	Yes
Social Media Posts	1	1	17*	20

\*12 Facebook, 4 Instagram, & 1 Nextdoor

## 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 (he/him)**  
Director of Engineering and Public Works

Contact: cscott@cotaticity.org  
phone: 707 665-3620  
Address: 201 West Sierra Avenue, Cotati, CA. 94931-4217

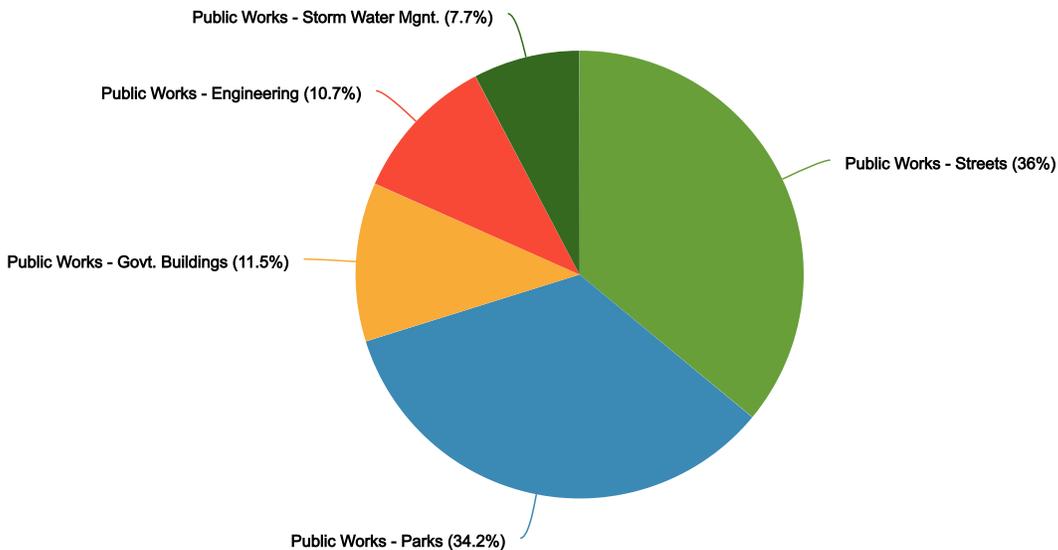
## Department Description

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, conditioning and inspecting private development projects, and being the clearinghouse for questions on City infrastructure, procedures and responding and dispatching work requests. 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.

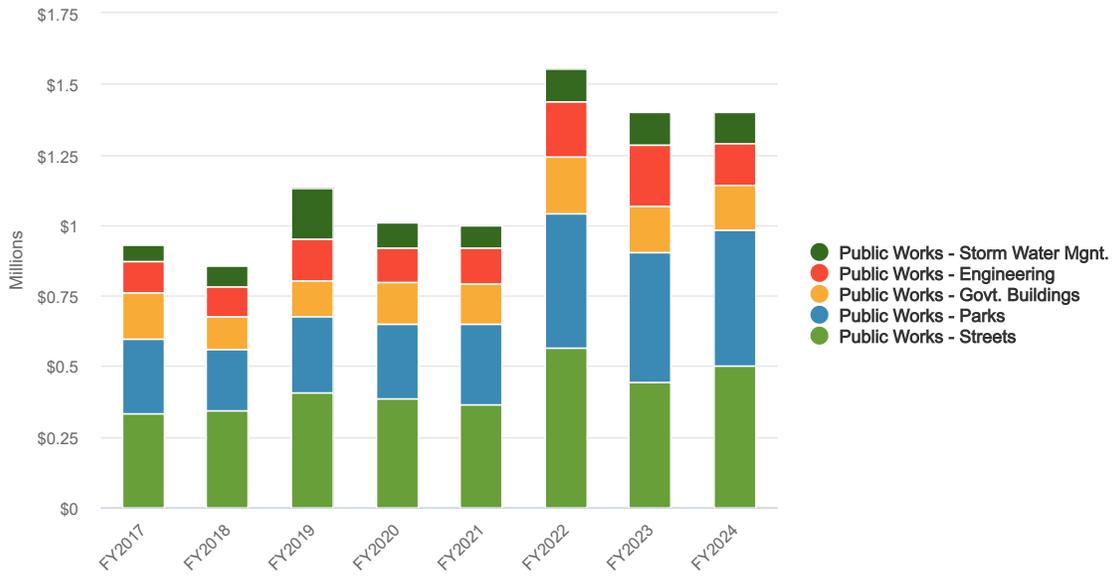


## Expenditures by Function

### Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expenditures							
Public Works							
Public Works - Engineering							
Personnel Services	\$80,990	\$86,036	\$138,587	\$131,750	\$96,855	\$88,460	-8.7%
Payout	\$0	\$321	\$1,817	\$3,670	\$3,670	\$3,780	3%
Materials and Supplies	\$1,232	\$2,791	\$1,824	\$1,332	\$1,332	\$1,342	0.8%
Contract Services	\$25,944	\$18,141	\$29,819	\$67,092	\$101,173	\$41,256	-59.2%
Repairs and Maintenance	\$2,650	\$2,170	\$0	\$201	\$0	\$5,000	N/A
Utilities	\$1,415	\$1,537	\$1,741	\$1,950	\$2,450	\$2,824	15.3%
Other Expense	\$5,379	\$20,583	\$20,507	\$6,703	\$8,773	\$6,465	-26.3%
Debt Service	\$0	\$53	\$53	\$30	\$30	\$30	0%
Capital Outlay	\$0	\$0	\$0	\$4,490	\$4,490	\$0	-100%
<b>Total Public Works - Engineering:</b>	<b>\$117,609</b>	<b>\$131,634</b>	<b>\$194,349</b>	<b>\$217,218</b>	<b>\$218,773</b>	<b>\$149,157</b>	<b>-31.8%</b>
Public Works - Streets							
Personnel Services	\$125,048	\$126,902	\$276,771	\$139,640	\$132,840	\$154,780	16.5%
Payout	\$1,077	\$10,581	\$5,738	\$6,480	\$6,480	\$6,850	5.7%
Materials and Supplies	\$16,835	\$19,814	\$17,781	\$21,245	\$15,245	\$12,153	-20.3%
Contract Services	\$125,233	\$91,805	\$144,479	\$173,568	\$136,737	\$182,980	33.8%
Repairs and Maintenance	\$27,769	\$12,924	\$31,314	\$26,406	\$25,000	\$20,000	-20%
Utilities	\$73,584	\$80,593	\$51,722	\$53,700	\$91,350	\$106,515	16.6%



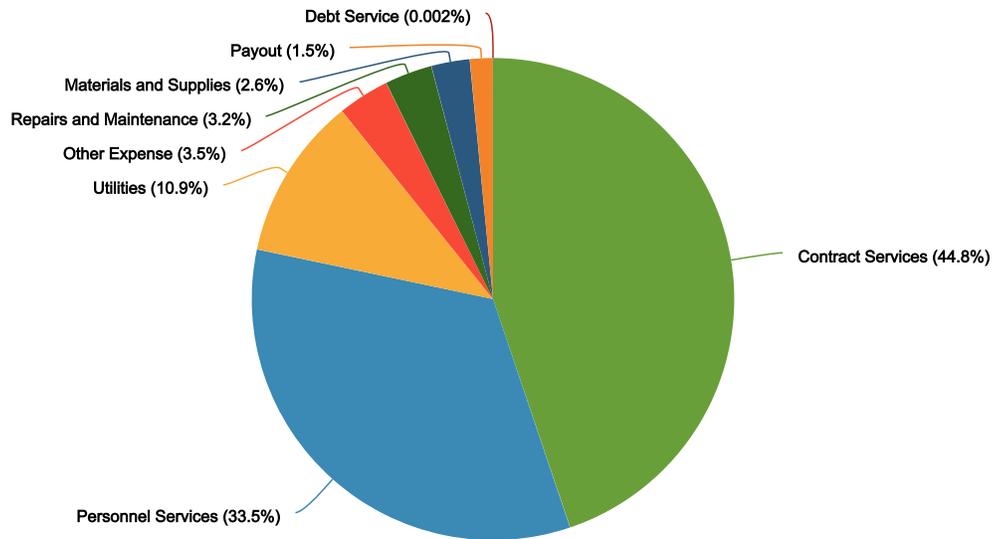
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Other Expense	\$18,429	\$21,831	\$40,425	\$19,204	\$32,069	\$20,673	-35.5%
Capital Outlay	\$0	\$0	\$0	\$4,360	\$4,360	\$0	-100%
<b>Total Public Works - Streets:</b>	<b>\$387,974</b>	<b>\$364,450</b>	<b>\$568,230</b>	<b>\$444,603</b>	<b>\$444,081</b>	<b>\$503,951</b>	<b>13.5%</b>
Public Works - Storm Water Mgnt.							
Personnel Services	\$33,424	\$35,151	\$57,521	\$44,630	\$33,723	\$33,570	-0.5%
Payout	\$277	\$3,238	\$2,839	\$1,570	\$4,200	\$1,900	-54.8%
Materials and Supplies	\$3,396	\$494	\$1,098	\$511	\$511	\$515	0.8%
Contract Services	\$35,497	\$24,527	\$30,765	\$50,197	\$32,399	\$56,380	74%
Repairs and Maintenance	\$3,479	\$1,131	\$9,710	\$3,344	\$5,810	\$1,700	-70.7%
Utilities	\$413	\$466	\$512	\$800	\$800	\$1,103	37.9%
Other Expense	\$13,687	\$11,258	\$15,928	\$13,404	\$17,701	\$12,451	-29.7%
Capital Outlay	\$0	\$0	\$0	\$1,065	\$1,065	\$0	-100%
<b>Total Public Works - Storm Water Mgnt.:</b>	<b>\$90,173</b>	<b>\$76,266</b>	<b>\$118,372</b>	<b>\$115,521</b>	<b>\$96,209</b>	<b>\$107,619</b>	<b>11.9%</b>
Public Works - Govt. Buildings							
Personnel Services	\$53,560	\$53,646	\$106,056	\$59,690	\$56,140	\$67,000	19.3%
Payout	\$451	\$4,559	\$2,811	\$2,390	\$3,200	\$3,160	-1.2%
Materials and Supplies	\$9,102	\$6,045	\$7,475	\$6,818	\$9,818	\$6,854	-30.2%
Contract Services	\$26,582	\$37,957	\$29,357	\$31,379	\$31,311	\$39,547	26.3%
Repairs and Maintenance	\$12,984	\$4,359	\$20,393	\$11,562	\$11,750	\$12,000	2.1%
Utilities	\$25,400	\$28,630	\$26,501	\$27,750	\$29,150	\$28,014	-3.9%
Other Expense	\$22,354	\$6,162	\$9,420	\$21,350	\$5,405	\$4,116	-23.8%
Capital Outlay	\$0	\$0	\$0	\$1,743	\$1,743	\$0	-100%
<b>Total Public Works - Govt. Buildings:</b>	<b>\$150,432</b>	<b>\$141,356</b>	<b>\$202,013</b>	<b>\$162,682</b>	<b>\$148,517</b>	<b>\$160,691</b>	<b>8.2%</b>
Public Works - Parks							
Personnel Services	\$87,554	\$91,722	\$206,275	\$112,910	\$96,210	\$125,025	30%
Payout	\$903	\$9,105	\$5,257	\$5,310	\$5,310	\$5,800	9.2%
Materials and Supplies	\$17,175	\$10,531	\$13,547	\$8,038	\$15,798	\$15,126	-4.3%
Contract Services	\$60,319	\$70,257	\$166,638	\$237,563	\$254,553	\$307,509	20.8%
Repairs and Maintenance	\$16,256	\$12,024	\$3,973	\$6,187	\$9,160	\$6,000	-34.5%
Utilities	\$73,845	\$86,286	\$69,604	\$80,850	\$82,650	\$14,553	-82.4%
Other Expense	\$5,802	\$5,186	\$7,239	\$4,716	\$4,981	\$4,750	-4.6%
Capital Outlay	\$0	\$0	\$0	\$3,681	\$3,681	\$0	-100%
<b>Total Public Works - Parks:</b>	<b>\$261,855</b>	<b>\$285,111</b>	<b>\$472,534</b>	<b>\$459,255</b>	<b>\$472,343</b>	<b>\$478,763</b>	<b>1.4%</b>
<b>Total Public Works:</b>	<b>\$1,008,043</b>	<b>\$998,817</b>	<b>\$1,555,498</b>	<b>\$1,399,279</b>	<b>\$1,379,923</b>	<b>\$1,400,181</b>	<b>1.5%</b>



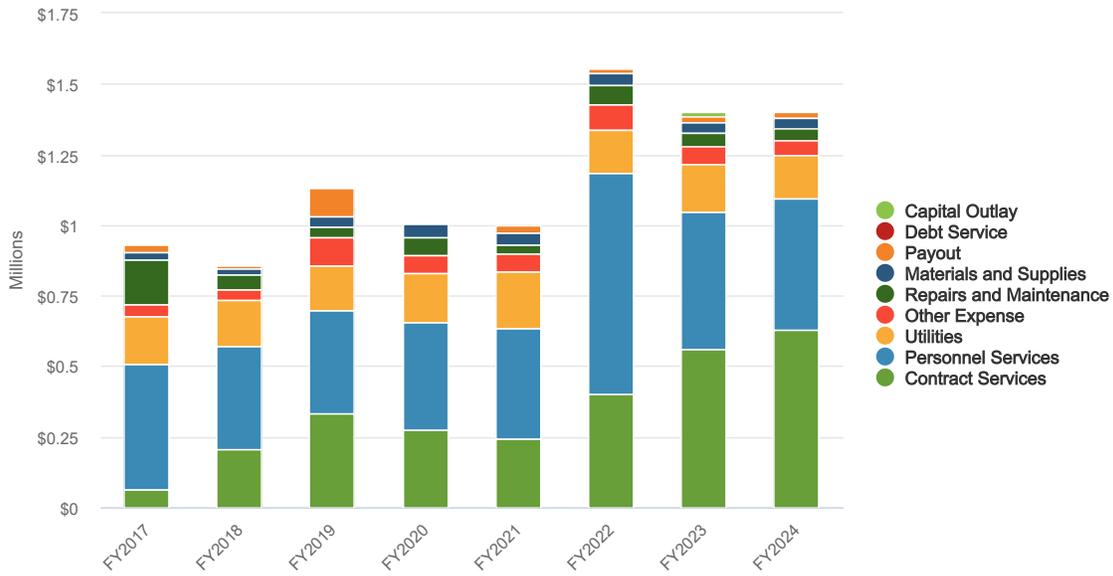
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Total Expenditures:	\$1,008,043	\$998,817	\$1,555,498	\$1,399,279	\$1,379,923	\$1,400,181	1.5%

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



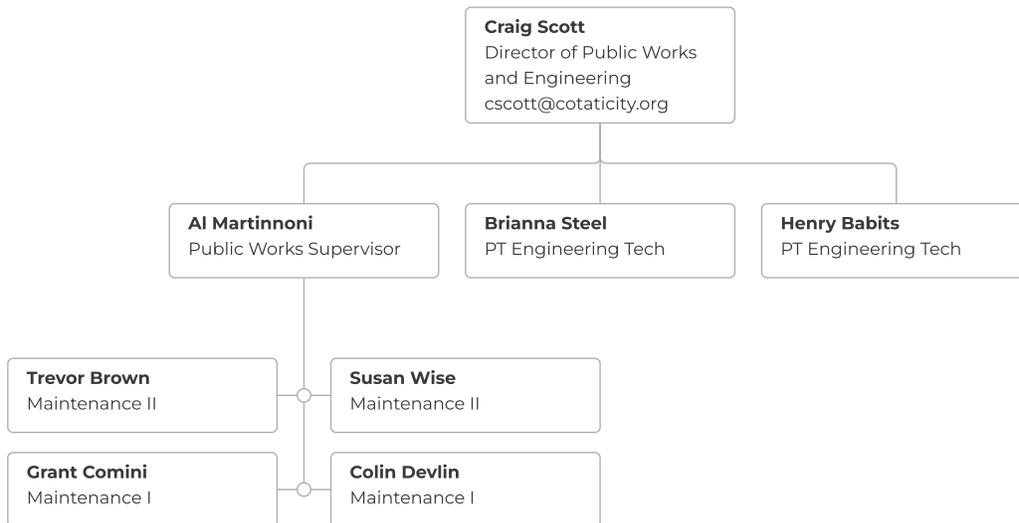
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Proposed Budget (% Change)
Expense Objects							
Personnel Services							
Benefits	\$126,945	\$149,649	\$541,468	\$160,950	\$132,515	\$129,640	-2.2%
Salaries	\$253,631	\$243,808	\$243,741	\$327,670	\$283,253	\$339,195	19.7%
<b>Total Personnel Services:</b>	<b>\$380,576</b>	<b>\$393,457</b>	<b>\$785,210</b>	<b>\$488,620</b>	<b>\$415,768</b>	<b>\$468,835</b>	<b>12.8%</b>
Payout	\$2,708	\$27,804	\$18,462	\$19,420	\$22,860	\$21,490	-6%
<b>Total Payout:</b>	<b>\$2,708</b>	<b>\$27,804</b>	<b>\$18,462</b>	<b>\$19,420</b>	<b>\$22,860</b>	<b>\$21,490</b>	<b>-6%</b>
Materials and Supplies	\$47,740	\$39,676	\$41,726	\$37,944	\$42,704	\$35,990	-15.7%
<b>Total Materials and Supplies:</b>	<b>\$47,740</b>	<b>\$39,676</b>	<b>\$41,726</b>	<b>\$37,944</b>	<b>\$42,704</b>	<b>\$35,990</b>	<b>-15.7%</b>
Contract Services	\$273,574	\$242,686	\$401,058	\$559,799	\$556,173	\$627,672	12.9%
<b>Total Contract Services:</b>	<b>\$273,574</b>	<b>\$242,686</b>	<b>\$401,058</b>	<b>\$559,799</b>	<b>\$556,173</b>	<b>\$627,672</b>	<b>12.9%</b>
Repairs and Maintenance	\$63,138	\$32,608	\$65,390	\$47,700	\$51,720	\$44,700	-13.6%
<b>Total Repairs and Maintenance:</b>	<b>\$63,138</b>	<b>\$32,608</b>	<b>\$65,390</b>	<b>\$47,700</b>	<b>\$51,720</b>	<b>\$44,700</b>	<b>-13.6%</b>
Utilities	\$174,657	\$197,512	\$150,080	\$165,050	\$206,400	\$153,009	-25.9%
<b>Total Utilities:</b>	<b>\$174,657</b>	<b>\$197,512</b>	<b>\$150,080</b>	<b>\$165,050</b>	<b>\$206,400</b>	<b>\$153,009</b>	<b>-25.9%</b>



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Proposed Budget (% Change)
Other Expense	\$65,650	\$65,020	\$93,520	\$65,377	\$68,929	\$48,455	-29.7%
<b>Total Other Expense:</b>	<b>\$65,650</b>	<b>\$65,020</b>	<b>\$93,520</b>	<b>\$65,377</b>	<b>\$68,929</b>	<b>\$48,455</b>	<b>-29.7%</b>
Debt Service	\$0	\$53	\$53	\$30	\$30	\$30	0%
<b>Total Debt Service:</b>	<b>\$0</b>	<b>\$53</b>	<b>\$53</b>	<b>\$30</b>	<b>\$30</b>	<b>\$30</b>	<b>0%</b>
Capital Outlay	\$0	\$0	\$0	\$15,339	\$15,339	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,339</b>	<b>\$15,339</b>	<b>\$0</b>	<b>-100%</b>
<b>Total Expense Objects:</b>	<b>\$1,008,043</b>	<b>\$998,817</b>	<b>\$1,555,498</b>	<b>\$1,399,279</b>	<b>\$1,379,923</b>	<b>\$1,400,181</b>	<b>1.5%</b>

## Organizational Chart

The chart below shows the organizational structure of the Public Works and Engineering Department.



## **Fiscal Year 2022/23 Project Accomplishments**

- Complete
  - 2023 Pavement Rehabilitation
  - 2023 Pavement Preservation
  - Old Redwood Highway Traffic Flow Improvements Project
  - Loretto & Marsh to McGinnis Pathway Resurfacing
  - Pocket Park Improvements
  - Bicycle Pedestrian Safety Improvements
  - Bench Installation at ORH and 116 Pedestrian Plaza
  - Altman Acres LLAD Streetscape Refurbishment
  - 2020 Street Construction and Improvements (aka Quickstrike)
  - West Sierra Ave Sewer Replacement
  - Annual Main Flushing
  - Commerce Blvd Emergency Sewer Replacement
  - Well 1a/Well 3 Treatment Renewal and Replacement
  - Dance Studio Water Damage Repairs
  - Police/City Hall Station Fleet EV Charging Station
  - Tree removals City ROW near Vets Park, Cypress Tank
  - Traffic Signal Upgrades at E Cotati and Lancaster, Adrian Dr, Santero Wy
  - Replaced Mast Arm S/E Corner Hwy 116 and ORH
  - Replaced Failed Booster pump motor Well 1a
  - Replaced City Hall Sewer Lateral
  - Repair of Athena Statue base
- On-Going
  - Kotate Park Improvements
  - Park and Ride Replacement
  - City Hall/Civic Center Window Replacement & Paint
  - Commerce Gateway Signage
  - Putnam Park Improvements
  - Highway 116/West Cotati Ave Intersection Safety Improvements
  - Redwood Drive and Cypress Avenue Pavement Rehabilitation
  - SCADA Water and Sewer
  - EV Stations La Plaza Park
  - Veronda Falletti Ranch Barn
  - Unified Request Tracking

## **Fiscal Year 2023/24 Project Objectives**

- Continuation of All Projects Listed Above as On-Going
- New Projects
  - 2024 Street Preservation
  - Sunflower Park (Design)
  - Civic Center Parking Lot Improvements
  - Annual Bicycle Pedestrian Safety Improvements Project
  - Wastewater System Emergency Generator Project
  - Water "ATM" Project
  - Cypress Avenue Sewer Replacement
  - Asset Management, Unified Request Tracking



# Departmental Goals & Performance Measures

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



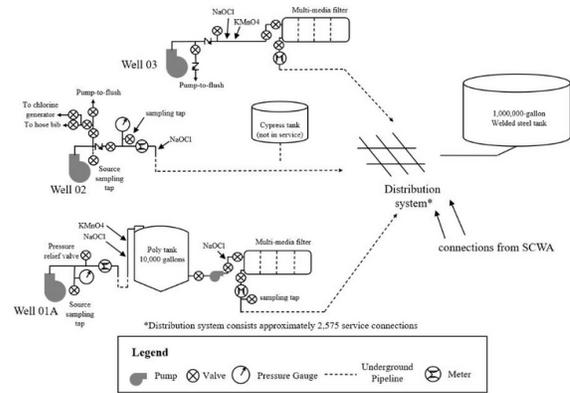
Provide safe and reliable water and sewer service,

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.

	Actual FY 20/21	Actual FY 21/22	Actual FY 22/23	Goal FY 23/24
Water Sewer Service Orders	649	752	563	500
State Agency Reporting Without Comments	Yes	Yes	Yes	Yes

### 1.2.1 Schematic



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



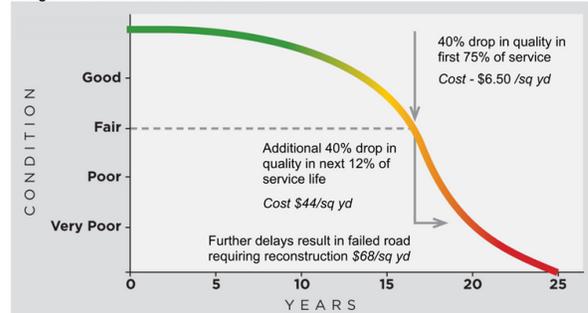
Invest in strategic infrastructure to meet community desires while lowering the future annual cost of street maintenance by rehabilitating roads in poor condition and maintaining those in fair to good condition.

Pavement Condition Index (PCI)	Actual 2021	Actual 2022	Actual 2023	Goal 2024
Actual PCI(a)	60	68	66	n/a
Target PCI(b)	65	66	66	69
Met Target?	No	Yes	Yes	n/a

(a) StreetSaver Report March 2023.

(b) Source: Draft 5-Year Pavement CIP 2020-2024 10/1/2019

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.

37 Permits have been completed in the past 12 months to 4/13/2023 with an average duration between application and permit issuance of 27 days. The target is 21 days. Target was not met.



# Police Department



**Michael Parish (he/him)**  
Chief of Police

Welcome to the Cotati Police Department. I am honored to be your Chief of Police.

## Department Description

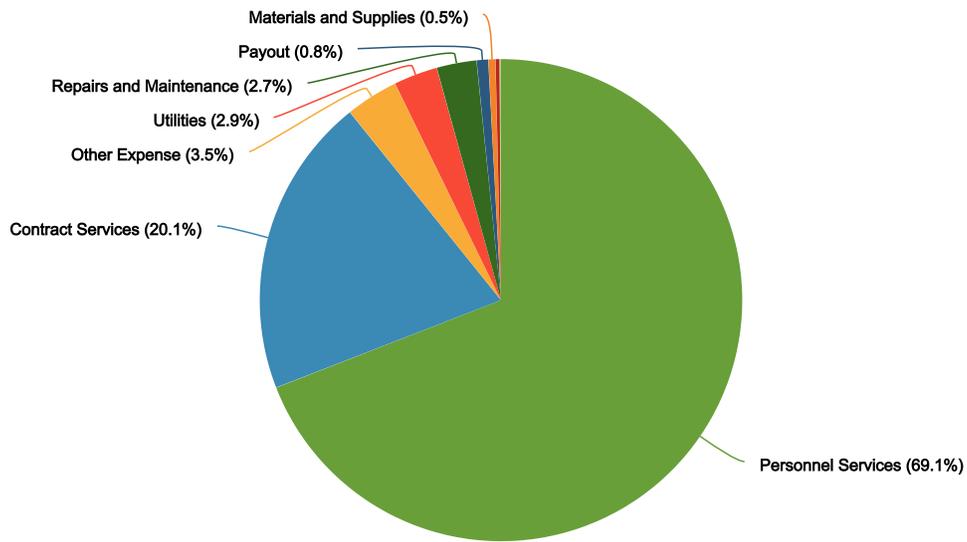
The women and men of our Police Department are committed to providing quality public safety services to our community. I am very proud of our dedicated employees and volunteers who, through our daily activities, are making a positive difference by enhancing police services and continuing the great quality of life in the City of Cotati. Our members of the Cotati Police Department are committed to being responsive to our community in the delivery of quality services. Recognizing our responsibility to maintain order, while affording dignity and respect to every individual. Our objective is to provide contemporary police services through a community partnership which promotes safe, secure neighborhoods, parks, roadways, recreation, shopping and commercial areas visited by all.

Moving forward, we will continue our focus on (1) being fair in processes, (2) being transparent in actions, (3) providing opportunity for voice, and (4) being impartial in decision making.

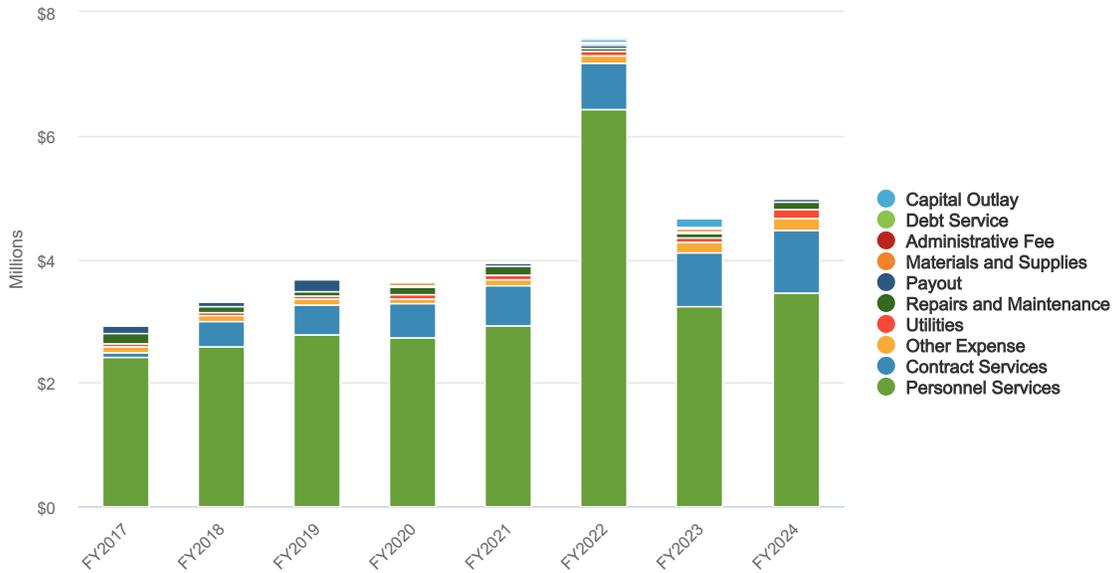
We will continue our community policing philosophy through personal outreach to stakeholders to remain proactive in reducing crime, increasing traffic safety, enhancing citizen and business engagement and overall wellbeing of the City. We will continue our focus of training on employee health and wellness, effective ways to engage people who are in mental health crisis, continue understanding implicit bias, enhance de-escalation tactics through equipment and training and collect Racial and Identity Profiling Act data. The Cotati Police Department will continue to become a progressive department looking for unconventional ways to build Trust and Legitimacy in our City.

# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Personnel Services							

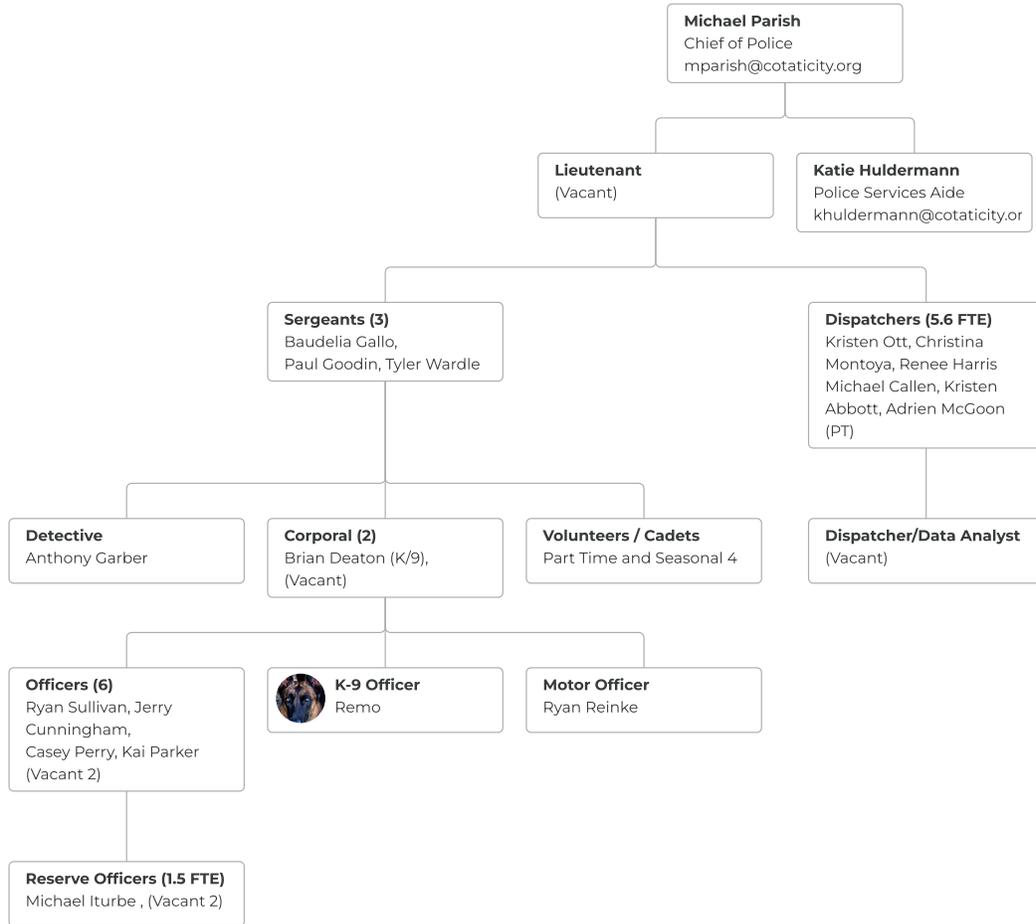


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Benefits	\$898,244	\$943,392	\$4,517,196	\$936,200	\$893,200	\$928,330	3.9%
Salaries	\$1,823,360	\$1,975,365	\$1,908,812	\$2,297,370	\$2,080,300	\$2,539,130	22.1%
<b>Total Personnel Services:</b>	<b>\$2,721,604</b>	<b>\$2,918,757</b>	<b>\$6,426,009</b>	<b>\$3,233,570</b>	<b>\$2,973,500</b>	<b>\$3,467,460</b>	<b>16.6%</b>
Payout	\$37,708	\$36,844	\$62,726	\$39,000	\$68,565	\$39,000	-43.1%
<b>Total Payout:</b>	<b>\$37,708</b>	<b>\$36,844</b>	<b>\$62,726</b>	<b>\$39,000</b>	<b>\$68,565</b>	<b>\$39,000</b>	<b>-43.1%</b>
Materials and Supplies	\$30,540	\$12,400	\$23,227	\$37,872	\$29,972	\$24,602	-17.9%
<b>Total Materials and Supplies:</b>	<b>\$30,540</b>	<b>\$12,400</b>	<b>\$23,227</b>	<b>\$37,872</b>	<b>\$29,972</b>	<b>\$24,602</b>	<b>-17.9%</b>
Contract Services	\$562,170	\$660,787	\$753,310	\$884,549	\$837,501	\$1,010,482	20.7%
<b>Total Contract Services:</b>	<b>\$562,170</b>	<b>\$660,787</b>	<b>\$753,310</b>	<b>\$884,549</b>	<b>\$837,501</b>	<b>\$1,010,482</b>	<b>20.7%</b>
Repairs and Maintenance	\$121,180	\$151,765	\$49,465	\$65,000	\$67,500	\$133,900	98.4%
<b>Total Repairs and Maintenance:</b>	<b>\$121,180</b>	<b>\$151,765</b>	<b>\$49,465</b>	<b>\$65,000</b>	<b>\$67,500</b>	<b>\$133,900</b>	<b>98.4%</b>
Utilities	\$61,631	\$69,242	\$65,792	\$68,550	\$91,150	\$148,025	62.4%
<b>Total Utilities:</b>	<b>\$61,631</b>	<b>\$69,242</b>	<b>\$65,792</b>	<b>\$68,550</b>	<b>\$91,150</b>	<b>\$148,025</b>	<b>62.4%</b>
Other Expense	\$79,809	\$91,245	\$120,774	\$167,184	\$207,285	\$176,853	-14.7%
<b>Total Other Expense:</b>	<b>\$79,809</b>	<b>\$91,245</b>	<b>\$120,774</b>	<b>\$167,184</b>	<b>\$207,285</b>	<b>\$176,853</b>	<b>-14.7%</b>
Administrative Fee	\$7,067	\$2,140	\$9,559	\$15,400	\$4,100	\$12,900	214.6%
<b>Total Administrative Fee:</b>	<b>\$7,067</b>	<b>\$2,140</b>	<b>\$9,559</b>	<b>\$15,400</b>	<b>\$4,100</b>	<b>\$12,900</b>	<b>214.6%</b>
Debt Service	\$0	\$4,065	\$4,065	\$4,600	\$4,600	\$4,600	0%
<b>Total Debt Service:</b>	<b>\$0</b>	<b>\$4,065</b>	<b>\$4,065</b>	<b>\$4,600</b>	<b>\$4,600</b>	<b>\$4,600</b>	<b>0%</b>
Capital Outlay	\$14,160	\$16,646	\$55,456	\$137,000	\$137,000	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$14,160</b>	<b>\$16,646</b>	<b>\$55,456</b>	<b>\$137,000</b>	<b>\$137,000</b>	<b>\$0</b>	<b>-100%</b>
<b>Total Expense Objects:</b>	<b>\$3,635,869</b>	<b>\$3,963,892</b>	<b>\$7,570,383</b>	<b>\$4,652,725</b>	<b>\$4,421,173</b>	<b>\$5,017,822</b>	<b>13.5%</b>



# Organizational Chart

Current staffing at the police department consists of the following staff. The Chief of Police reports directly to the City Manager, Damien O'Bid.



## Fiscal Year 2022/23 Accomplishments

- Completed
  - Robust training on de-escalation, implicit bias, people in mental health crisis
  - Regional participation in Response Program for people in mental health crisis (SAFE Team extended to 24/7 Service) and added SSUPD
  - Improved PD building cameras and storage of media
  - New intercom for dispatch to lobby
  - Pedestrian Safety Education and Enforcement
  - Public Safety Blood Drive
  - Vehicle, Pedestrian and Bicycle Safety Enforcement-LRSP - Developed Projects are On-Going
  - Thomas Page Academy School Supply Drive
  - Coordinate Hi-Lo Evacuation Drill with RPDPS and SSUPD
  - Crime and Vehicle Accident Scene Mapping
  - Mid-Year Police Report
  - Deployed First Patrol All Electric Vehicle
  - CopLogic (Citizen Reporting Tool)
  - AB481 Equipment Resolution
  - SSU Dispatch Contract Extension
- On-Going
  - Bola Wrap Upgrade with Training
  - 5 Agency Mutual Aid Crime Scene/Investigation Training
  - Noise Abatement with Registered Meter (Coordinated with City Manager and Code Enforcement)
  - Handheld Narcotics Detector (Fentanyl) with Training
  - Vehicle, Pedestrian and Bicycle Safety Enforcement

## Fiscal Year 2023/24 Objectives

- Continuation of all projects listed above as On-Going
- New Projects
  - Electric Patrol Car In Car Camera paired with BWC
  - K9 Retirement and Replacement (Scent Tracking/Non-Attack)
  - Hi-Lo Evacuation Drill with Scenario
  - Full Deployment BOLA Wrap
  - New Electric Patrol Cars and Systems Deployment
  - Pedestrian/Vehicle/Beat Focused Enforcement
  - Continued Training for De-Escalation, Implicit Bias, recognizing people in mental health crisis
  - New FTE Dispatch Records/Data Analysis Support
  - SSU Internships/Equity Focus on Recruiting
  - PSAP (Dispatch) Equipment Upgrade
  - Continued community outreach (Beats Meetings, Thomas Page Academy, National Night Out, Coffee with a Cop etc.)
  - Support Research on Models of Civilian Oversight for Police
  - RIPA Data Analysis with Recommendations

## Departmental Goals & Performance Measures

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



#### Specialized Assistance For Everyone (SAFE) Team

The SAFE Team provides three main services to the community

1. Response to issues relating to mental health, addiction and homelessness
2. Non-emergency response for people in need
3. Proactive and continued community outreach

Cotati, Rohnert Park and Sonoma State University have partnered with a mobile mental health crisis response team for our cities and the University. The SAFE team began service November 1, 2021 starting with twelve hour daily coverage from noon to midnight. In January 2023, SAFE began a 24/7 response. SAFE modeled after the successful Cahoots program in Eugene Oregon consists of a mental health professional, resource advocate and medic (nurse, paramedic or EMT).

SAFE works proactively to address low level issues and provides preventative outreach to help ensure individuals don't end up needing a higher level of care. SAFE can identify shelter options for the homeless, mental health services for people in crisis, resources to address addiction and provide health care that does not meet the threshold of an ambulance response.

When SAFE is not responding to calls-for-service they conduct outreach to the homeless triaging their medical status and providing shelter and counseling information.

SAFE is intended to benefit everyone by keeping police officers, firefighters and paramedics available for appropriate emergencies.

If you observe someone experiencing mental health issues or homelessness and you think SAFE is an appropriate response call 707-792-4611 for non-emergencies or 911 for emergencies.



## 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 parks and open spaces for the community to learn, play, and promote a healthy and active lifestyle.

During Fiscal Year 2020/21 the City initiated the **Local Road Safety Plan (LRSP)**. The LRSP identified the top systemic collision patterns throughout the City and top collision locations. The LRSP was a joint effort by City Traffic Engineers, Police and the public. This safety plan provides the City with a toolbox of countermeasures to address systemic collisions through future traffic designs and projects and directed traffic enforcement by our officers. The City will use the LRSP to make Cotati a safer community for vehicles, pedestrians and cyclists.



# Recreation



**Ashley Wilson (she/her)**  
Recreation Manager

## Department Description

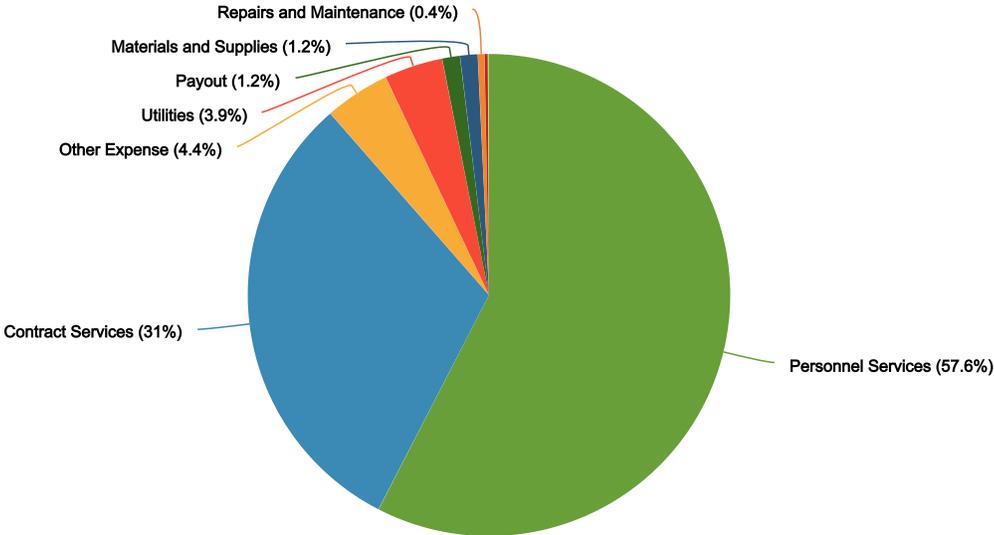


This department is used for funding recreation activities including, but not limited to, year-round classes and programs, camps, trips and tours and special events.

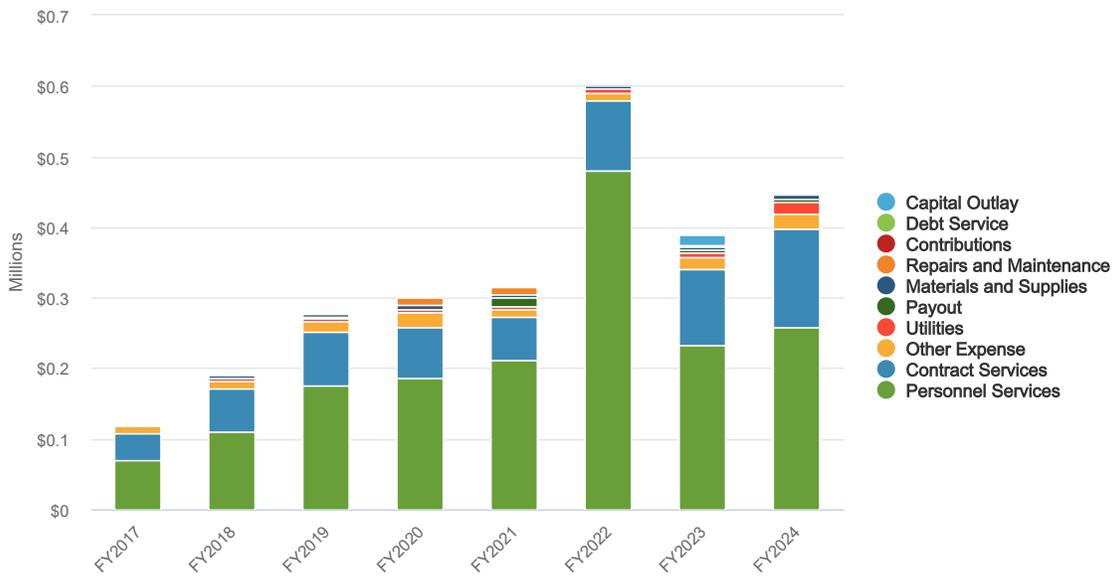
Recreation staff also manages rentals and services for City facilities, including City parks and City-owned buildings.

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



The FY 21/22 increase is primarily due to the additional CalPERS Unfunded Liability payment that was made in January of 2022.

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.

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Personnel Services							
Benefits	\$29,605	\$61,346	\$300,240	\$50,200	\$49,610	\$51,220	3.2%
Salaries	\$156,045	\$149,243	\$179,940	\$182,660	\$212,680	\$207,630	-2.4%
<b>Total Personnel Services:</b>	<b>\$185,650</b>	<b>\$210,589</b>	<b>\$480,180</b>	<b>\$232,860</b>	<b>\$262,290</b>	<b>\$258,850</b>	<b>-1.3%</b>
Payout							
Payout	\$0	\$12,171	\$0	\$5,100	\$5,500	\$5,360	-2.5%
<b>Total Payout:</b>	<b>\$0</b>	<b>\$12,171</b>	<b>\$0</b>	<b>\$5,100</b>	<b>\$5,500</b>	<b>\$5,360</b>	<b>-2.5%</b>
Materials and Supplies							
Materials and Supplies	\$5,128	\$4,304	\$5,475	\$5,104	\$5,104	\$5,342	4.7%
<b>Total Materials and Supplies:</b>	<b>\$5,128</b>	<b>\$4,304</b>	<b>\$5,475</b>	<b>\$5,104</b>	<b>\$5,104</b>	<b>\$5,342</b>	<b>4.7%</b>
Contract Services							
Contract Services	\$73,153	\$62,469	\$99,190	\$107,094	\$116,912	\$139,378	19.2%
<b>Total Contract Services:</b>	<b>\$73,153</b>	<b>\$62,469</b>	<b>\$99,190</b>	<b>\$107,094</b>	<b>\$116,912</b>	<b>\$139,378</b>	<b>19.2%</b>
Repairs and Maintenance							
Repairs and Maintenance	\$12,346	\$11,576	\$0	\$655	\$0	\$2,000	N/A
<b>Total Repairs and Maintenance:</b>	<b>\$12,346</b>	<b>\$11,576</b>	<b>\$0</b>	<b>\$655</b>	<b>\$0</b>	<b>\$2,000</b>	<b>N/A</b>



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Utilities	\$4,341	\$4,968	\$5,533	\$5,700	\$7,760	\$17,659	127.6%
<b>Total Utilities:</b>	<b>\$4,341</b>	<b>\$4,968</b>	<b>\$5,533</b>	<b>\$5,700</b>	<b>\$7,760</b>	<b>\$17,659</b>	<b>127.6%</b>
Other Expense	\$20,618	\$9,697	\$10,674	\$17,386	\$17,801	\$19,641	10.3%
<b>Total Other Expense:</b>	<b>\$20,618</b>	<b>\$9,697</b>	<b>\$10,674</b>	<b>\$17,386</b>	<b>\$17,801</b>	<b>\$19,641</b>	<b>10.3%</b>
Debt Service	\$0	\$186	\$186	\$0	\$0	\$300	N/A
<b>Total Debt Service:</b>	<b>\$0</b>	<b>\$186</b>	<b>\$186</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300</b>	<b>N/A</b>
Capital Outlay	\$0	\$0	\$0	\$14,590	\$14,590	\$0	-100%
<b>Total Capital Outlay:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,590</b>	<b>\$14,590</b>	<b>\$0</b>	<b>-100%</b>
Contributions	\$0	\$0	\$0	\$0	\$0	\$1,000	N/A
<b>Total Contributions:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>N/A</b>
<b>Total Expense Objects:</b>	<b>\$301,236</b>	<b>\$315,960</b>	<b>\$601,239</b>	<b>\$388,489</b>	<b>\$429,957</b>	<b>\$449,530</b>	<b>4.6%</b>

## Organizational Chart

The Recreation Department is managed by the City Managers Department and the Recreation Manager reports directly to the City Manager, Damien O'Bid. Most part-time seasonal staff are local high school students that are responsible for assisting with the implementation Camp Cotati. Camp activities include games, crafts, science, cooking, drama, and sports with an emphasis on skill development, cooperation, and promoting enthusiasm in camp activities.



## Fiscal Year 2022/23 Project Accomplishments

- Completed
  - Cotati Veteran's Hall Use Negotiations
  - Kotate Park Upgrade
- On-Going
  - Veronda-Falletti Ranch Barn Design
  - Dogs on Leash Ordinance
  - Ad Hoc Committee Projects as Needed

## Fiscal Year 2023/24 Project Objectives

- Continuation of All Projects Listed Above as On-Going
- New Projects
  - Veterans Hall Operations
  - Veronda-Falletti Barn Fundraising
  - Sunflower Park Preliminary Design
- 

## Departmental Goals & Performance Measures

### 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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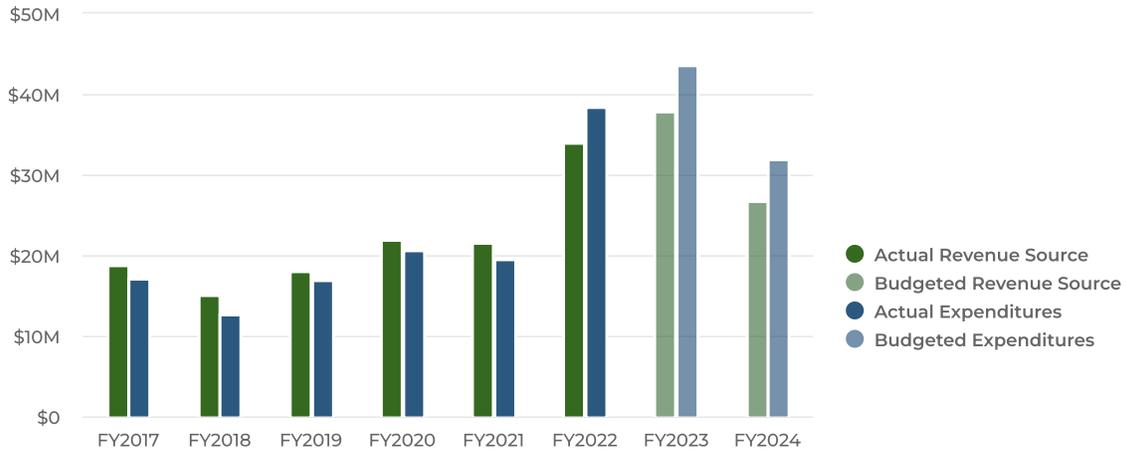


# All Funds

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 \$26.78M of revenue (including transfers in and other sources) in FY2024, which represents a 17.9% decrease over the prior year. Budgeted expenditures (including transfers out and other uses) are projected to decrease by 33.9% or \$16.4M to \$31.97M in FY2024.



# Budget Summary by Fund

Fund	No.	Dept.	Projected Beginning Balance 7/01/2023	Fiscal Year 23/24 Changes*					Projected Ending Balance 6/30/2024	Fund Balance % of Operating Expenses	
				Estimated Revenue	Appropriations		Other Sources/ (Uses)	Operating Transfers			
					Operating Expense	Capital Imp.		In			Out
<b>General Fund</b>	<b>101</b>	<b>ALL</b>	<b>\$ 7,580,742</b>	<b>\$10,336,292</b>	<b>\$ 9,447,826</b>	<b>\$ -</b>	<b>\$ 155,741</b>	<b>\$ 202,000</b>	<b>\$ (5,081,236)</b>	<b>\$ 3,745,713</b>	<b>39.6%</b>
<b>Governmental Funds</b>											
<b>Capital Projects Funds</b>											
General Capital Outlay	604	PW	335,876	184,500	-	-	-	-	(200,000)	320,376	N/A
Capital Projects Fund	605	PW	-	-	-	1,454,000	-	1,454,000	-	-	N/A
<b>Special Revenue &amp; Other Funds</b>											
Grants	201	PW	-	2,219,914	-	5,849,128	-	3,629,214	-	-	N/A
Comm. Dev. Block Grants	202	PW	-	-	-	-	-	-	-	-	N/A
Gas Taxes	203	PW	10,621	208,620	5,600	-	-	-	(200,000)	13,641	243.6%
MTC Grant	204	PW	2,844	76,500	-	-	-	-	(75,000)	4,344	N/A
Traffic Mitigation	205	PW	161,064	54,000	-	-	-	-	(200,000)	15,064	N/A
Park In Lieu	206	PW	6,438	30,000	-	-	-	-	-	36,438	N/A
PEG Grant	208	CM	27,147	20,000	20,000	-	-	-	-	27,147	135.7%
Recycling	209	CM	-	-	-	-	-	-	-	-	N/A
Asset Sales & Excess	210	PD	-	-	-	-	-	-	-	-	N/A
Public Safety	211	PD	7,722	164,000	-	-	-	-	(170,000)	1,722	N/A
K9 Program	212	PD	-	-	30,340	-	-	30,340	-	-	0.0%
In. Economic Business Park	213	CM	-	-	-	-	-	-	-	-	N/A
In Lieu Inclusionary Housing	216	CD	3,049,487	-	-	-	-	-	-	3,049,487	0.0%
Excess Bond Proceeds	219	CM	128,000	-	128,000	-	-	-	-	-	0.0%
Community Facilities Dist.	220	PW	1,195	37,800	37,500	-	-	-	-	1,495	4.0%
RMRA	221	PW	693	157,500	-	-	-	-	(158,193)	-	N/A
Bed Tax	222	CD	2,475	4,000	-	-	-	-	-	6,475	N/A
Linkage - Affordable Housing	223	CD	207,014	-	-	-	-	-	-	207,014	N/A
SSBP Servs 2019	224	CM	318,748	384,000	373,529	-	-	-	-	329,219	88.1%
Park Measure M	225	CM	5,038	85,000	-	-	-	-	-	90,038	N/A
Special Fund	230	CD	19,266	2,500	-	-	-	-	-	21,766	N/A
<b>Total Governmental Funds</b>			<b>11,864,370</b>	<b>13,964,626</b>	<b>10,042,795</b>	<b>7,303,128</b>	<b>155,741</b>	<b>5,315,554</b>	<b>(6,084,429)</b>	<b>7,869,939</b>	<b>78.4%</b>
<b>Proprietary</b>											
<b>Internal Service Funds</b>											
Vehicle Replacement	501	PW	585,909	337,000	337,000	-	-	-	-	585,909	173.9%
Compensated Absences	502	AS	256,864	119,480	163,710	-	-	-	-	212,634	129.9%
<b>Subtotal Internal Service Fund</b>			<b>842,773</b>	<b>456,480</b>	<b>500,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>798,543</b>	<b>159.5%</b>
<b>Enterprise Funds</b>											
<b>Water Funds</b>											
Water Operating	401	PW	1,006,901	2,288,800	2,156,666	-	-	-	-	1,139,035	52.8%
Water Capital	402	PW	942,954	6,700	-	232,500	-	-	-	717,154	N/A
<b>Subtotal Water Fund</b>			<b>1,949,855</b>	<b>2,295,500</b>	<b>2,156,666</b>	<b>232,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,856,189</b>	<b>86.1%</b>
<b>Sewer Funds</b>											
Sewer Operating	404	PW	1,916,987	3,109,270	3,517,328	-	-	-	-	1,508,929	42.9%
Sewer Capital	405	PW	285,558	122,569	-	695,000	-	-	-	(286,873)	N/A
<b>Subtotal Sewer Fund</b>			<b>2,202,545</b>	<b>3,231,839</b>	<b>3,517,328</b>	<b>695,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,222,056</b>	<b>34.7%</b>
<b>Total Enterprise Funds</b>			<b>4,995,173</b>	<b>5,983,819</b>	<b>6,174,704</b>	<b>927,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,876,788</b>	<b>62.8%</b>
<b>Total City Funds</b>			<b>\$ 16,859,543</b>	<b>19,948,445</b>	<b>16,217,499</b>	<b>8,230,628</b>	<b>155,741</b>	<b>5,315,554</b>	<b>(6,084,429)</b>	<b>\$ 11,746,727</b>	<b>72.4%</b>
<b>Fiduciary Funds</b>											
Successor Agency	301	CM	-	388,424	237,866	-	(161,788)	-	-	(13,230)	-4.7%
<b>Total City &amp; Fiduciary Funds</b>			<b>\$ 16,859,543</b>	<b>\$20,336,869</b>	<b>\$ 16,455,365</b>	<b>\$ 8,230,628</b>	<b>\$ (6,047)</b>	<b>\$ 5,315,554</b>	<b>\$ (6,084,429)</b>	<b>\$ 11,733,497</b>	<b>71.3%</b>

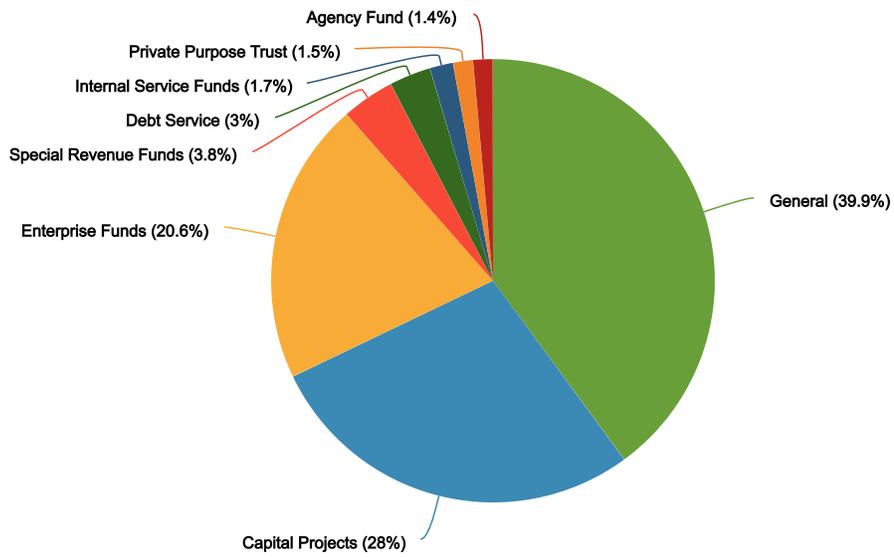
NOTE: See City Managers Message for explanation of changes in fund balances.

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

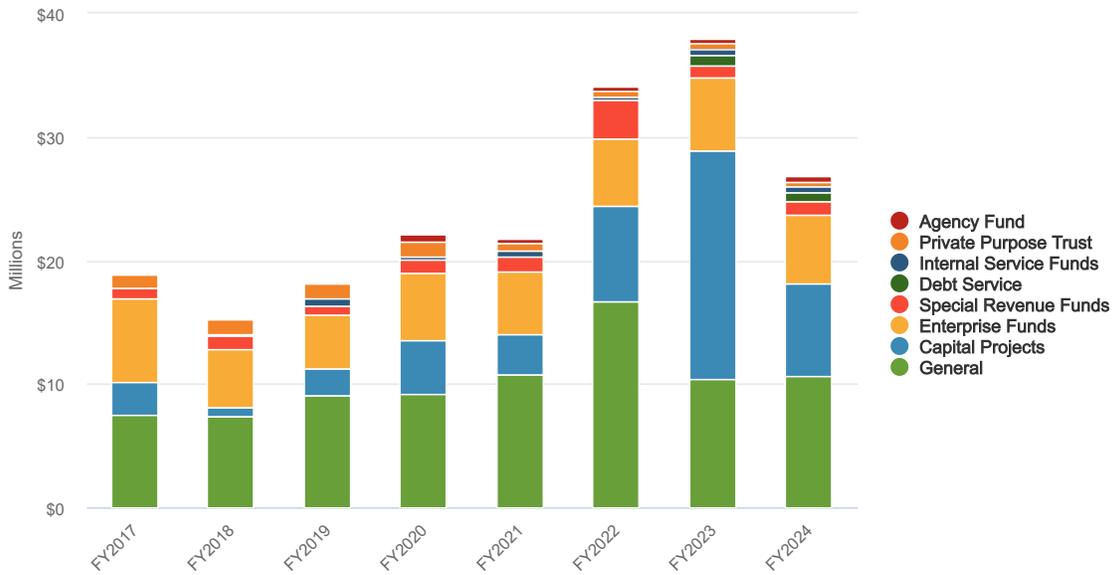


# Revenue by Fund

## 2024 Revenue by Fund



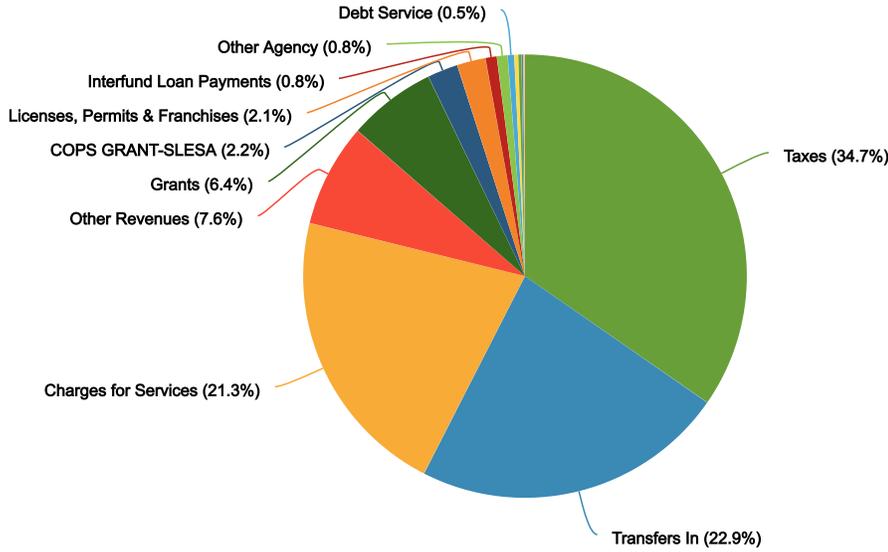
## Budgeted and Historical Revenue by Fund



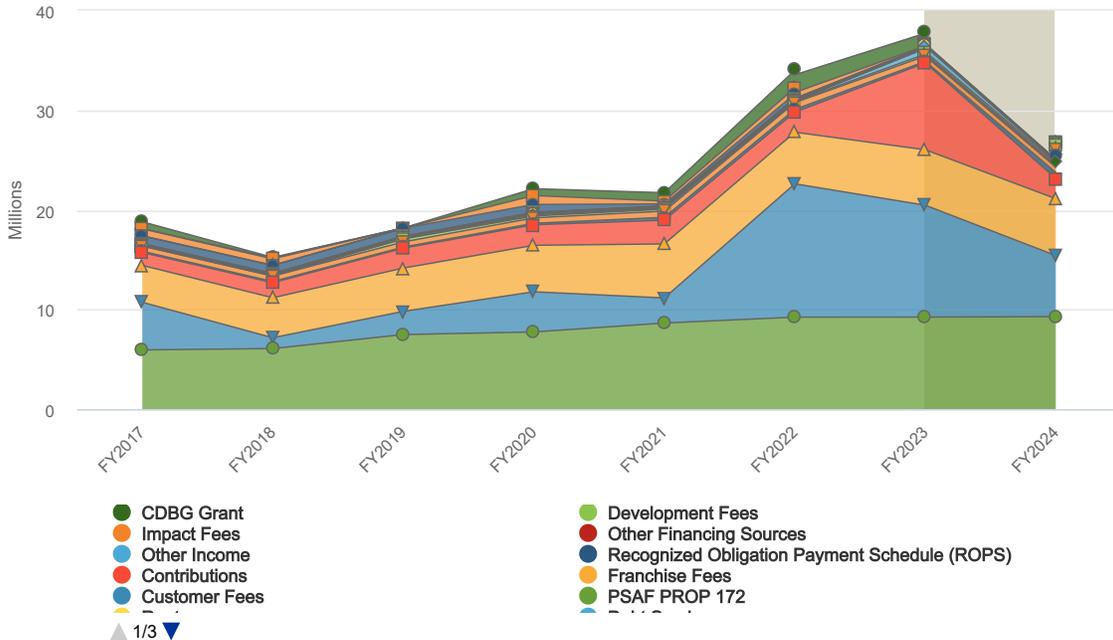
# Revenues by Source

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 2024 Revenues by Source



## Budgeted and Historical Revenues by Source



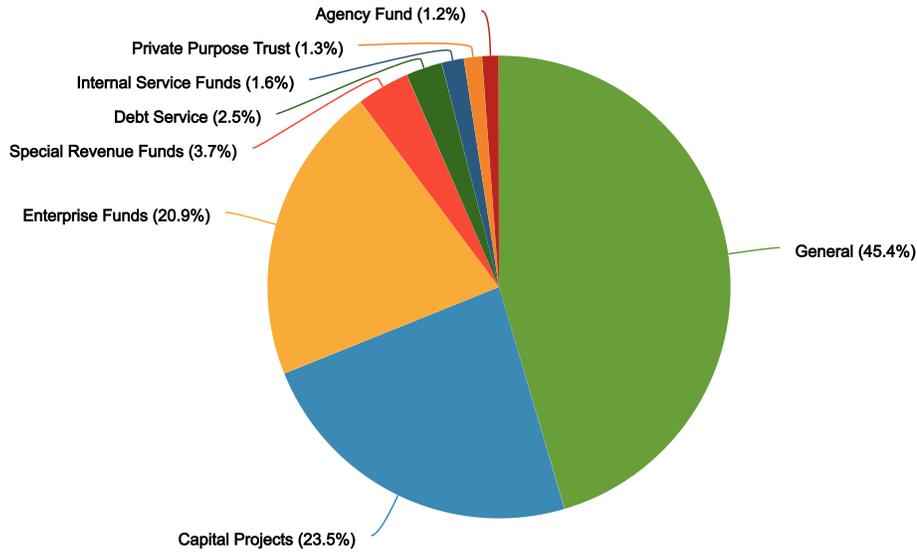
Grey background indicates budgeted figures.



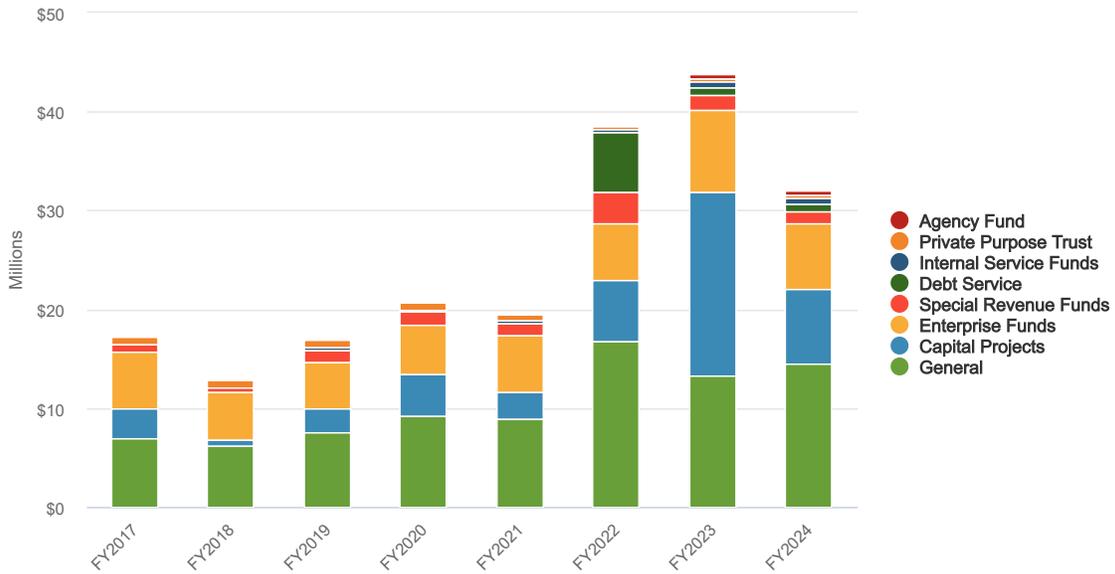
# Expenditures by Fund

Significant expenditures across funds for Fiscal Year 2023/24 have decreased, largely due to decreased investments in capital projects as projects are completed. This decrease is approximately 59.6% or \$11.1M when compared to the Prior Year.

## 2024 Expenditures by Fund

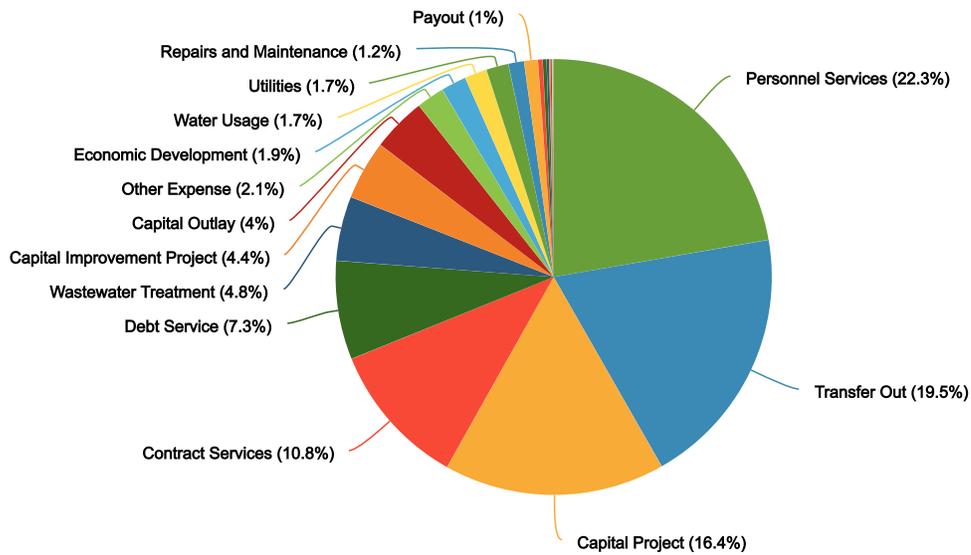


## Budgeted and Historical Expenditures by Fund

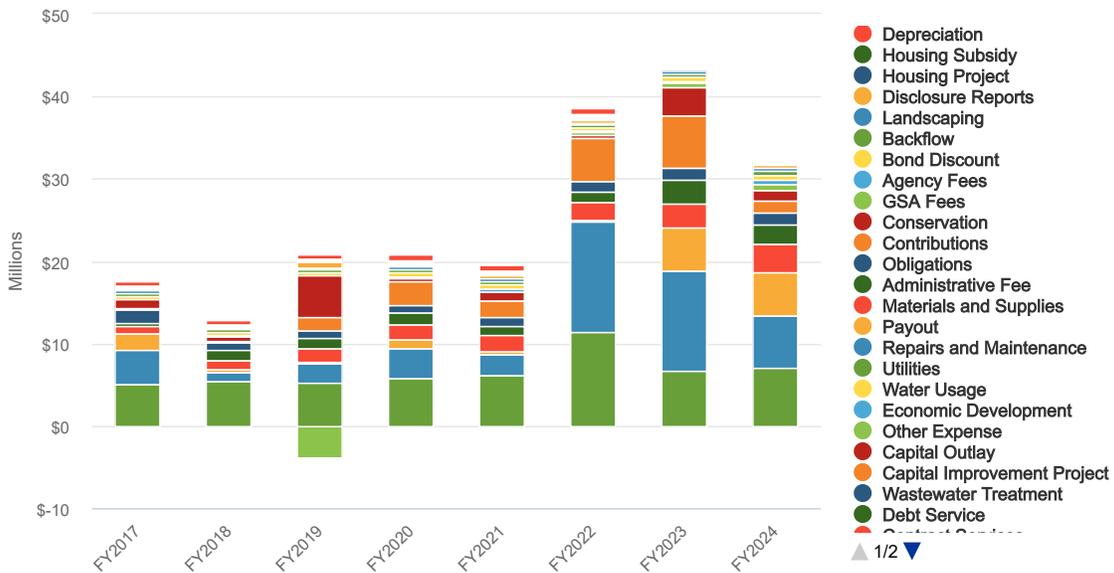


# Expenditures by Expense Type

## 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.



The General Fund is the City's unrestricted source of revenues and expenditures; it is the largest government-type fund with a Fiscal Year 2023/24 year-end reserve estimated at \$3.75 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 Fund

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.

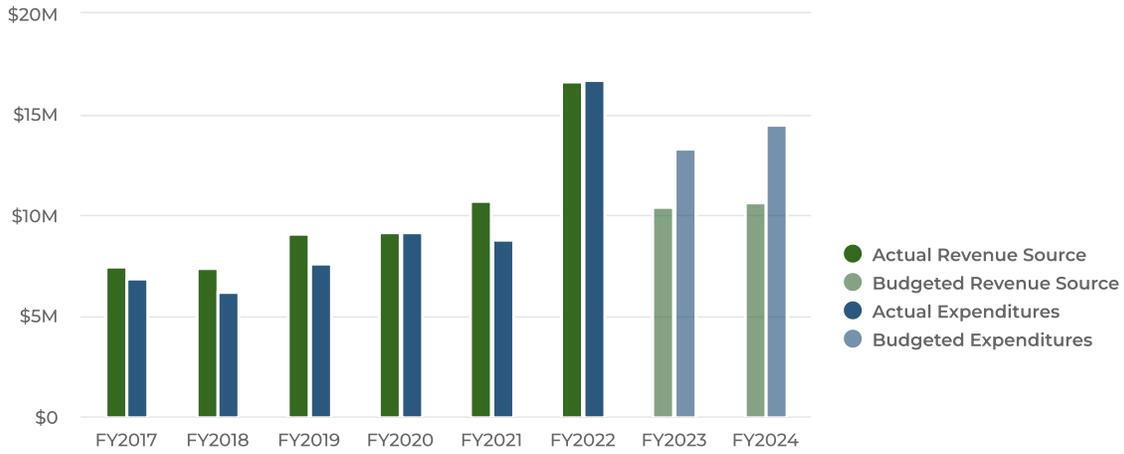
## Summary

Total Operating Revenues for Fiscal Year 2023/24 are budgeted at \$10.6M; a 2.4% increase over the fiscal Year 2022/23 adopted budget and a 5.1% decrease over the estimated actual revenues for Fiscal Year 2022/23. Comparing the adopted budget to the proposed budget, the increase is primarily due to moderate growth in tax revenues and other revenues. Comparing the proposed 2023/24 budget to the estimated actual for Fiscal Year 2022/23 the increase is primarily due to moderate growth in tax revenues and other revenues.

Total Operating Expenses for Fiscal Year 2023/24 are budgeted at \$14.5M, a 9.2% increase over Fiscal Year 2022/23 adopted budget and a 14.0% decrease from the 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. Decreases from estimated actual are primarily due to a one-time funding for the CalPERS unfunded pension liability in the prior year.

Total Sources and Uses are primarily funding debt payments for the new debt service fund as well as interfund debt service receipts from the enterprise funds.

Transfers In to the General Fund are primarily for the Cops Grant's Fund to contribute back to the Police Department related activities. Transfers Out primarily fund government capital projects including streets and parks. The total transfers out for Fiscal Year 2023/24 are budgeted at \$5.1M, a 37.5% increase over Fiscal Year 2022/23 adopted budget, and an 18.8% increase over the estimated Fiscal Year 2022/23 actual. We are proud to be able to fund significant projects in the upcoming year, so please refer to the capital improvement section of the budget book for the details on the projects that are planned near you.



## Consolidated Financial Schedule

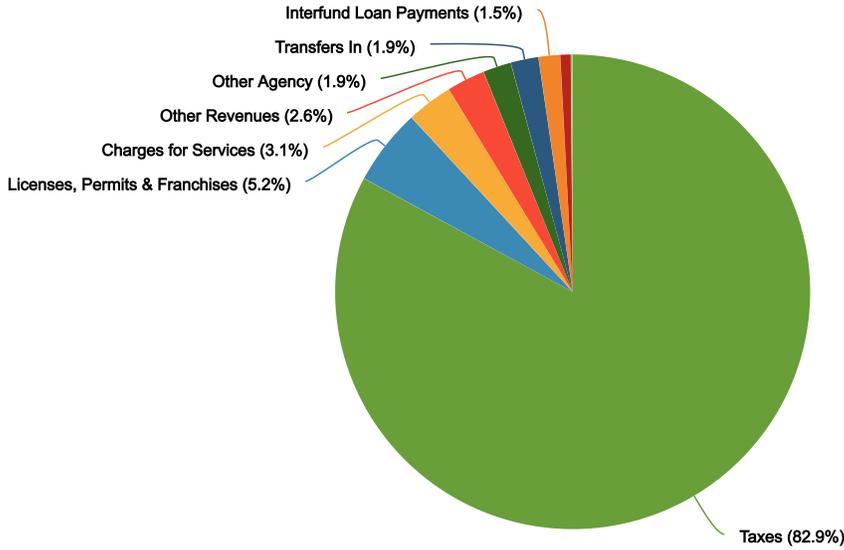
REVENUES	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
	Total Activity	Total Activity	Total Activity	Adopted Budget	Est. Actuals	Proposed Budget
601- PROPERTY TAX	\$ 1,813,280	\$ 1,773,535	\$ 1,873,508	\$ 2,012,395	\$ 2,066,089	\$ 2,131,758
602- SALES TAX	5,001,568	5,837,741	6,230,425	6,070,000	6,040,000	6,084,000
604- OTHER TAX	509,572	668,954	723,670	751,700	626,450	652,300
606- LICENSE & FRANCHISE	546,030	623,563	686,807	587,900	561,000	556,500
607- RENTS	101,474	71,712	80,114	77,400	90,550	78,000
608- REVENUE - OTHER AGENCIES	189,454	200,751	107,218	203,600	203,665	207,150
609- OTHER REVENUE	105,644	245,908	326,352	22,900	91,284	50,058
620- CHARGES FOR SVCS	415,922	1,026,339	563,714	371,050	426,805	473,326
650- INVESTMENT EARNINGS	108,797	56,654	19,717	26,500	30,000	45,600
660- CONTRIBUTIONS	35,986	10,643	19,184	6,300	12,000	12,000
680- SPECIAL REVENUES	42,149	32,237	80,885	30,000	62,000	45,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 8,845,850</b>	<b>\$ 10,548,036</b>	<b>\$ 10,711,592</b>	<b>\$ 10,109,745</b>	<b>\$ 10,209,793</b>	<b>\$ 10,336,292</b>
<b>EXPENSES</b>						
Department: 10 - CITY COUNCIL	\$ 123,145	\$ 119,672	\$ 174,632	\$ 152,689	\$ 184,461	\$ 170,457
Department: 11 - CITY MANAGER	537,374	780,611	977,867	645,775	673,381	741,811
Department: 12 - ADMINISTRATIVE SERVICES	221,598	314,345	482,146	443,068	443,274	508,290
Department: 17 - COMMUNITY DEVELOPMENT	674,085	730,896	1,143,788	1,064,569	858,539	1,115,760
Department: 18-22 - PUB WORKS-COMBINED	1,008,043	1,030,107	1,555,488	1,399,279	1,379,923	1,400,181
Department: 23 - POLICE	3,637,336	4,022,444	7,570,383	4,652,725	4,421,173	5,017,822
Department: 24 - RECREATION	301,236	323,186	601,239	383,489	429,957	449,530
Department: 25 - CODE COMPLIANCE	2,264	60,793	64,157	46,000	78,090	43,975
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,905,077</b>	<b>\$ 7,381,794</b>	<b>\$ 12,569,711</b>	<b>\$ 8,792,994</b>	<b>\$ 8,468,798</b>	<b>\$ 9,447,826</b>
<b>NET OPERATING REVENUES/(EXPENSES)</b>	<b>\$ 2,340,774</b>	<b>\$ 3,166,243</b>	<b>\$ (1,858,119)</b>	<b>\$ 1,317,151</b>	<b>\$ 1,740,995</b>	<b>\$ 888,466</b>
<b>Other Sources/(Uses)</b>						
999- INTERFUND DEBT SERVICE	\$ -	\$ -	\$ -	\$ 155,742	\$ 155,742	\$ 155,741
<b>Transfers In/(Out)</b>						
670- TRANSFER IN & OTHER SOURCES	\$ 389,236	\$ 219,431	\$ 5,936,630	\$ 179,322	\$ 906,483	\$ 202,000
830- TRANSFERS OUT	(2,680,461)	(1,567,550)	(4,144,478)	(4,506,629)	(4,276,658)	(5,081,236)
<b>Net Transfers In/(Out)</b>	<b>\$ (2,291,225)</b>	<b>\$ (1,348,119)</b>	<b>\$ 1,792,152</b>	<b>\$ (4,327,307)</b>	<b>\$ (3,370,165)</b>	<b>\$ (4,879,236)</b>
<b>Net Fund Surplus/(Deficit)</b>	<b>\$ 49,549</b>	<b>\$ 1,818,124</b>	<b>\$ (65,967)</b>	<b>\$ 1,472,893</b>	<b>\$ (1,473,428)</b>	<b>\$ (3,835,029)</b>
<b>Ending Fund Balance/Deficit:</b>	<b>7,302,014</b>	<b>9,120,138</b>	<b>9,054,171</b>	<b>4,629,530</b>	<b>7,580,742</b>	<b>3,745,713</b>
<b>Required Reserve:</b>	<b>1,626,269</b>	<b>1,845,448</b>	<b>3,142,428</b>	<b>2,198,149</b>	<b>2,117,200</b>	<b>2,361,957</b>
<b>Reserves in Excess:</b>	<b>5,675,745</b>	<b>7,274,689</b>	<b>5,911,743</b>	<b>2,431,382</b>	<b>5,463,543</b>	<b>1,383,757</b>
<b>Total Reserve % of Operating Expenses</b>	<b>112%</b>	<b>124%</b>	<b>72%</b>	<b>53%</b>	<b>90%</b>	<b>40%</b>



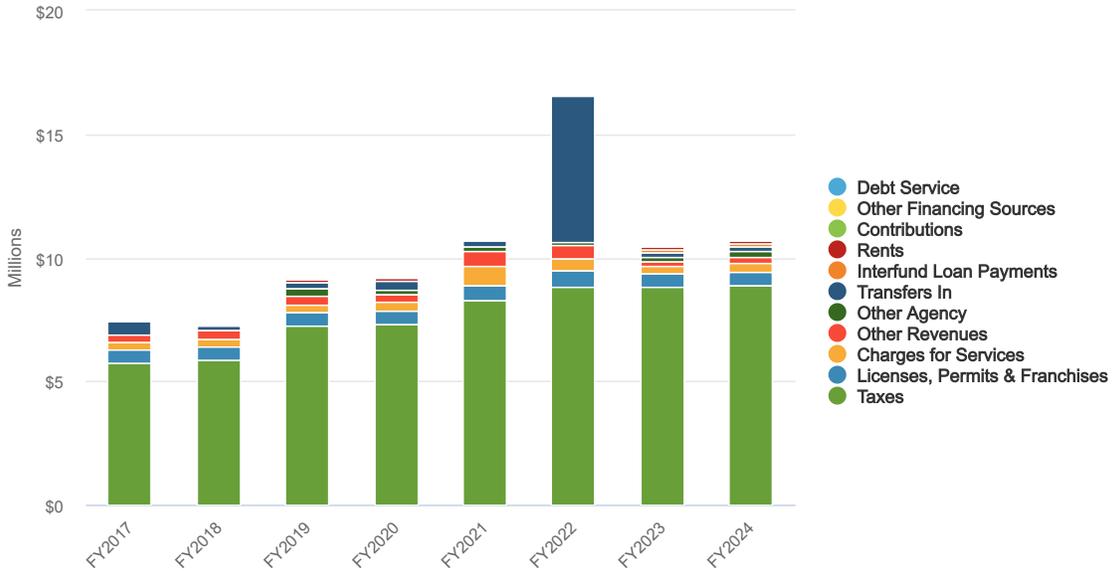
# Revenues by Source

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 2024 Revenues by Source



## Budgeted and Historical Revenues by Source



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgetec (% Change)
<b>Revenue Source</b>							
<b>Taxes</b>							
<b>Property Tax</b>							
PROP. TAX-CURRENT	\$559,887	\$585,646	\$622,186	\$669,611	\$669,611	\$696,300	4%
PROP. TAX-CURR YR SUPPLEMENT	\$25,499	\$21,010	\$38,343	\$0	\$15,000	\$15,200	1.3%
PROP. TAX-UNSECURED	\$42,980	\$42,842	\$45,328	\$20,354	\$52,000	\$55,000	5.8%
PROP. TAX-PY SUPPLEMENTAL	-\$24	-\$19	-\$46	\$0	\$0	\$0	0%
PROP. TAX-PY SEC/UNSEC	\$668	\$700	\$846	\$0	\$0	\$0	0%
PROP. TAX-HOMEOWNER EXEMP	\$8,229	\$8,042	\$7,955	\$0	\$1,158	\$0	-100%
PROP. TAX-INCR RESID	\$460,357	\$373,031	\$392,894	\$510,000	\$510,000	\$510,000	0%
PROP. TAX-IN-LIEU OF VLF	\$715,055	\$742,251	\$764,208	\$812,430	\$818,270	\$855,258	4.5%
PROP TAX - OTHER	\$627	\$30	\$1,793	\$0	\$0	\$0	0%
<b>Total Property Tax:</b>	<b>\$1,813,280</b>	<b>\$1,773,535</b>	<b>\$1,873,508</b>	<b>\$2,012,395</b>	<b>\$2,066,039</b>	<b>\$2,131,758</b>	<b>3.2%</b>
<b>Sales Tax</b>							
SALES TAX	\$2,442,951	\$2,883,312	\$3,041,885	\$3,020,000	\$2,900,000	\$2,969,000	2.4%
SALES TAX-MEAS. A	\$0	\$64	\$3,809	\$0	\$0	\$0	0%
SALES TAX-MEAS. G/S	\$2,558,612	\$2,954,366	\$3,184,731	\$3,050,000	\$3,140,000	\$3,115,000	-0.8%
<b>Total Sales Tax:</b>	<b>\$5,001,563</b>	<b>\$5,837,741</b>	<b>\$6,230,425</b>	<b>\$6,070,000</b>	<b>\$6,040,000</b>	<b>\$6,084,000</b>	<b>0.7%</b>
<b>Other Tax</b>							
TRANSFER TAX	\$32,701	\$54,440	\$76,429	\$41,000	\$41,000	\$52,000	26.8%
CANNABIS-BUSINESS TAX	\$485,777	\$592,014	\$644,490	\$710,000	\$570,000	\$600,000	5.3%
CANNABIS-LICENSE FEE	\$0	\$1,500	\$2,750	\$700	\$3,050	\$300	-90.2%
CANNABIS-APPLICATION FEE	\$0	\$21,000	\$0	\$0	\$12,400	\$0	-100%
CANNABIS-CASH TAX PYMNT CHRG	\$174	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Other Tax:</b>	<b>\$518,653</b>	<b>\$668,954</b>	<b>\$723,670</b>	<b>\$751,700</b>	<b>\$626,450</b>	<b>\$652,300</b>	<b>4.1%</b>
<b>Total Taxes:</b>	<b>\$7,333,496</b>	<b>\$8,280,230</b>	<b>\$8,827,602</b>	<b>\$8,834,095</b>	<b>\$8,732,489</b>	<b>\$8,868,058</b>	<b>1.6%</b>
<b>Interfund Loan Payments</b>							
INTERFUND LOAN PMTS RECEIVED	\$0	\$0	\$0	\$155,742	\$155,742	\$155,741	0%
<b>Total Interfund Loan Payments:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,742</b>	<b>\$155,742</b>	<b>\$155,741</b>	<b>0%</b>
<b>Licenses, Permits &amp; Franchises</b>							
BUSINESS LICENSE	\$77,870	\$82,873	\$79,042	\$82,000	\$82,000	\$80,000	-2.4%
BUSINESS LICENSE LATE CHRG	\$2,844	\$5,208	\$3,793	\$3,000	\$7,000	\$1,000	-85.7%
FRANCHISE-ELECTRIC	\$63,486	\$67,387	\$69,734	\$62,000	\$71,000	\$71,000	0%
FRANCHISE-GAS	\$19,988	\$20,826	\$24,004	\$18,000	\$25,000	\$20,000	-20%



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgetec (% Change)
FRANCHISE-CABLE TV	\$91,037	\$88,644	\$96,166	\$86,000	\$89,100	\$89,000	-0.1%
FRANCHISE-VIDEO SERVICE	\$7,764	\$6,999	\$2,966	\$6,900	\$6,900	\$8,000	15.9%
FRANCHISE-GARBAGE	\$283,021	\$351,626	\$411,100	\$280,000	\$280,000	\$287,500	2.7%
<b>Total Licenses, Permits &amp; Franchises:</b>	<b>\$546,010</b>	<b>\$623,563</b>	<b>\$686,807</b>	<b>\$537,900</b>	<b>\$561,000</b>	<b>\$556,500</b>	<b>-0.8%</b>
<b>Rents</b>							
RENTS-FACILITIES / PARKS	\$43,119	\$5,360	\$34,433	\$30,000	\$42,000	\$30,000	-28.6%
SPECIAL EVENT FEE	\$0	\$0	\$1,842	\$0	\$1,150	\$0	-100%
RENTS-OTHER	\$38,356	\$46,352	\$43,839	\$47,400	\$47,400	\$48,000	1.3%
RENTS-SMART TRAIN	\$20,000	\$20,000	\$0	\$0	\$0	\$0	0%
<b>Total Rents:</b>	<b>\$101,474</b>	<b>\$71,712</b>	<b>\$80,114</b>	<b>\$77,400</b>	<b>\$90,550</b>	<b>\$78,000</b>	<b>-13.9%</b>
<b>Other Agency</b>							
DEPT OF TRANS HIGHWAY RENTAL	\$216	\$0	\$0	\$0	\$0	\$0	0%
MOTOR VEHICLE IN-LIEU	\$6,267	\$5,525	\$8,582	\$5,800	\$5,800	\$6,500	12.1%
STATE MANDATED COSTS SB90	-\$1,566	\$8,844	\$4,981	\$4,000	\$4,000	\$0	-100%
SSU SAFETY CONTRACT SVCS.	\$184,536	\$186,381	\$93,654	\$193,800	\$193,865	\$200,650	3.5%
<b>Total Other Agency:</b>	<b>\$189,454</b>	<b>\$200,751</b>	<b>\$107,218</b>	<b>\$203,600</b>	<b>\$203,665</b>	<b>\$207,150</b>	<b>1.7%</b>
<b>Other Revenues</b>							
CASH OVER / UNDER	\$14	\$839	\$168	\$0	\$0	\$0	0%
REIMB	\$311	-\$134	\$583	\$0	\$90	\$0	-100%
REIMB-RTRND CHECK FEE	\$25	\$25	\$0	\$0	\$0	\$0	0%
REIMB-REMIF	\$0	\$0	\$6,145	\$0	\$15,000	\$0	-100%
REV. OTHER	\$2,873	\$18,696	\$195,330	\$0	\$9,000	\$0	-100%
REV. OTHER-BAD DEBT RECOVERY	\$279	\$0	\$0	\$0	\$0	\$0	0%
REV. OTHER-DAMAGE TO CITY PROP	\$9,320	\$19,268	\$9,349	\$0	\$20,815	\$0	-100%
REV. OTHER-DOC RETRIEVAL/REPRO	\$53	\$95	\$1,245	\$0	\$1,500	\$0	-100%
REV. OTHER-SALE OF FIXED ASSET	\$450	\$0	\$0	\$0	\$0	\$0	0%
REV. OTHER-GRATON MITIGATION	\$15,282	\$11,702	\$16,048	\$14,400	\$12,808	\$12,808	0%
REV. OTHER - REBATE/INCENTIVE	\$0	\$0	\$0	\$0	\$3,096	\$0	-100%
REV. OTHER-EV CHARGING STATION	\$3,897	\$2,072	\$4,313	\$3,000	\$2,400	\$2,500	4.2%
INVESTMENT EARNINGS	\$88,741	\$45,187	\$19,298	\$26,500	\$30,000	\$45,600	52%
INVESTMENT EARNINGS-FMV	\$0	\$60	\$0	\$0	\$0	\$0	0%
REIMB-ADMIN COSTS	\$4,727	\$135,887	\$8,036	\$5,000	\$17,000	\$5,000	-70.6%



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgetec (% Change)
REIMB-MHP RENT STABILIZATION	\$0	\$562	\$1,474	\$0	\$0	\$0	0%
REIMBURSE ADMIN COSTS	\$26,529	\$54,123	\$16,419	\$0	\$7,000	\$0	-100%
REIMB-ADMIN COSTS	\$33,150	\$20,380	\$39,884	\$20,000	\$20,000	\$20,000	0%
VETS PARK LANDSCAPE REIMB	\$750	-\$550	\$250	\$500	\$2,300	\$2,300	0%
REIMB-ADMIN COSTS	\$26,920	\$35,905	\$66,923	\$0	\$15,000	\$27,450	83%
PLAN RECOVERY FEE	\$0	\$0	\$0	\$0	\$0	\$15,740	N/A
REIMB-ADMIN COSTS - ENTITLEMENTS	\$31,901	\$56,298	\$87,060	\$20,000	\$40,500	\$91,500	125.9%
REIMB-ADMIN COSTS	\$0	\$93,011	\$0	\$0	\$0	\$0	0%
REIMB	\$0	\$0	\$0	\$0	\$275	\$0	-100%
RECREATION - REV. OTHER	-\$75	\$2,120	\$0	\$0	\$0	\$0	0%
CONTRACT CLASS REVENUE	\$42,149	\$32,237	\$80,885	\$30,000	\$62,000	\$45,000	-27.4%
CODE ENFORCEMENT	\$0	\$54,750	-\$6,426	\$6,000	\$500	\$10,000	1,900%
<b>Total Other Revenues:</b>	<b>\$287,296</b>	<b>\$582,535</b>	<b>\$546,983</b>	<b>\$125,400</b>	<b>\$259,284</b>	<b>\$277,898</b>	<b>7.2%</b>
<b>Charges for Services</b>							
ENG PLN CHK-BLDG PERMIT REV	\$3,734	\$10,870	\$19,176	\$0	\$15,500	\$14,000	-9.7%
GRADING PLAN CHECK	\$1,150	\$0	\$640	\$0	\$1,500	\$0	-100%
MAJOR ENCROACHMENT PERMIT	\$0	\$20,000	\$0	\$0	\$15,000	\$5,000	-66.7%
MINOR ENCROACH-NON-CONST.	\$765	\$2,238	\$6,049	\$0	\$1,570	\$1,500	-4.5%
MINR ENCROACH-CONST.	\$22,400	\$50,560	\$18,146	\$25,000	\$22,375	\$20,000	-10.6%
PROP. OWNR CONTR	\$27,439	\$0	\$0	\$0	\$0	\$0	0%
REIMB-ADMIN COSTS	\$19,016	\$8,735	\$9,580	\$5,000	\$2,000	\$5,000	150%
BLUEPRINT/MAP REPRODUCTION	\$11	\$78	\$1,580	\$50	\$50	\$50	0%
BUILDING PERMIT REVENUE	\$139,137	\$413,526	\$217,909	\$165,000	\$165,000	\$165,000	0%
BUILDING PLAN CHECK	\$1,870	\$27,272	\$31,439	\$10,000	\$10,000	\$20,000	100%
CBSC BUILDING STDS SB 1473	\$43	\$169	\$36	\$200	\$200	\$200	0%
CERTIFICATE OF COMPLIANCE	\$0	\$0	\$670	\$0	\$0	\$0	0%
CONDITIONAL USE PERMIT REVIEW	\$750	\$0	\$0	\$0	\$0	\$0	0%
ENERGY/TITLE 24 FEE	\$5,951	\$27,413	\$2,943	\$10,000	\$10,000	\$3,000	-70%
ENVIRO CTGRCL EXEMPTION	\$0	\$0	\$0	\$2,000	\$2,000	\$0	-100%
GROWTH MANAGEMENT REVIEW	\$175	\$0	\$1,200	\$0	\$0	\$0	0%
INCREMENTAL FEE	\$7,399	\$18,757	\$7,508	\$5,000	\$5,000	\$5,000	0%
MISCELLANEOUS FEES	\$630	\$150	\$525	\$0	\$0	\$0	0%
OUTSIDE PLAN REVIEW	\$32,823	\$57,469	\$23,869	\$25,000	\$25,000	\$25,000	0%
PLAN REVISION CHECKING	\$0	\$690	\$1,635	\$0	\$1,150	\$0	-100%
PRE/FINAL DESIGN REVIEW	\$6,512	\$8,761	\$8,762	\$2,000	\$6,200	\$5,000	-19.4%



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgetec (% Change)
SIGN PERMIT	\$40	\$325	\$1,000	\$0	\$0	\$0	0%
STRONG MOTION FEE	-\$23	-\$1,144	\$42	\$1,000	\$500	\$250	-50%
TECHNOLOGY FEE	\$7,385	\$23,136	\$7,394	\$5,000	\$5,000	\$5,000	0%
TEMPORARY USE REVIEW	\$0	\$0	\$0	\$2,000	\$0	\$0	0%
TREE REPLACEMENT FEE	\$370	\$36,065	\$1,325	\$500	\$1,050	\$500	-52.4%
ZONING RESEARCH LETTER	\$90	\$135	\$0	\$0	\$360	\$200	-44.4%
Concept/Preliminary Development Review	\$0	\$0	\$2,406	\$2,500	\$0	\$3,986	N/A
POST REIMBURSEMENT	\$479	\$0	\$5,951	\$1,000	\$7,500	\$3,500	-53.3%
PERMIT-ALARM	\$2,301	\$2,490	\$2,560	\$3,000	\$2,200	\$3,000	36.4%
PERMIT-OTHER	\$545	\$0	\$0	\$300	\$300	\$0	-100%
ANIMAL CONTROL	\$4,465	\$7,095	\$5,800	\$4,500	\$4,500	\$5,000	11.1%
IMPOUND/ABATEMENT/RELEASE	\$10,566	\$6,440	\$6,641	\$9,000	\$6,700	\$6,000	-10.4%
REPOSSESSION FEE	\$90	\$190	\$0	\$0	\$270	\$0	-100%
SUBPOENA FEES	\$165	\$0	\$0	\$0	\$0	\$0	0%
POLICE-COPIES/REPRO/REPORTS	\$6,504	\$2,451	\$3,982	\$6,000	\$1,500	\$1,500	0%
FINGERPRINT REQUEST	\$884	\$0	\$0	\$1,000	\$0	\$500	N/A
PARKING ENFORCEMENT	\$17,790	\$6,055	\$16,995	\$10,000	\$8,000	\$8,500	6.3%
DISTURBANCE-NOISE	\$500	\$1,400	\$0	\$0	\$0	\$0	0%
TRAFFIC/CRIMINAL CODE FINES	\$39,425	\$33,427	\$36,735	\$30,000	\$30,000	\$30,000	0%
FINES & FORFEITURES	\$4,278	\$1,666	\$19	\$0	\$0	\$0	0%
REV. OTHER	\$250	\$777	\$750	\$0	\$380	\$0	-100%
<b>Total Charges for Services:</b>	<b>\$365,909</b>	<b>\$767,196</b>	<b>\$443,266</b>	<b>\$325,050</b>	<b>\$350,805</b>	<b>\$336,686</b>	<b>-4%</b>
<b>Debt Service</b>							
OTHER INTEREST	\$15,056	\$11,407	\$419	\$0	\$0	\$0	0%
<b>Total Debt Service:</b>	<b>\$15,056</b>	<b>\$11,407</b>	<b>\$419</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Contributions</b>							
CONTRIBUTIONS	\$6,805	\$0	\$1,732	\$1,000	\$500	\$1,000	100%
CONTRIBUTIONS	\$3,795	\$270	\$0	\$1,000	\$0	\$0	0%
CONTRIBUTIONS	\$1,500	-\$304	\$7,885	\$1,000	\$2,500	\$2,500	0%
SCHOLARSHIP FUNDING	\$297	\$1,485	\$671	\$300	\$300	\$300	0%
SCHOLARSHIP AWARDS	\$0	\$0	-\$57	\$0	-\$300	-\$300	0%
SPECIAL EVENTS REVENUE	\$4,589	\$9,192	\$8,953	\$3,000	\$9,000	\$8,500	-5.6%
<b>Total Contributions:</b>	<b>\$16,986</b>	<b>\$10,643</b>	<b>\$19,184</b>	<b>\$6,300</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>0%</b>
<b>Transfers In</b>							
OPER TRANS IN-GENL	\$339,236	\$219,431	\$5,936,630	\$179,322	\$906,493	\$202,000	-77.7%
<b>Total Transfers In:</b>	<b>\$339,236</b>	<b>\$219,431</b>	<b>\$5,936,630</b>	<b>\$179,322</b>	<b>\$906,493</b>	<b>\$202,000</b>	<b>-77.7%</b>



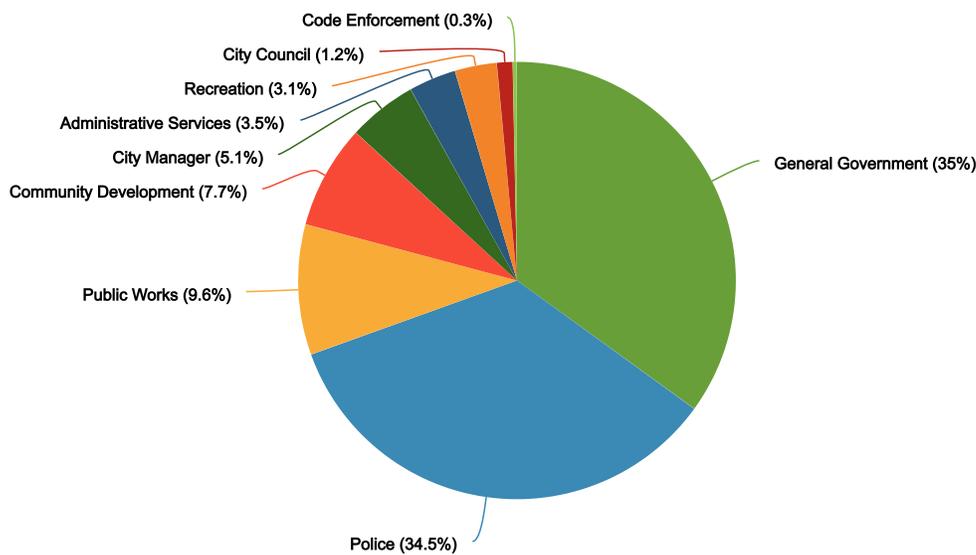
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budget (% Change)
<b>Total Revenue Source:</b>	\$9,194,917	\$10,767,467	\$16,648,222	\$10,444,809	\$11,272,028	\$10,694,033	-5.1%



## Expenditures by Function

- Recreation Department — Increase in overall expenditure continues to follow historical trends since FY 18/19.
- Police Department — Primary increase is due to increased insurance costs.
- Public Works Department — Primary increases in budget are due to increased staffing and increased insurance costs.
- Community Development Department — Primary increase is due to increased insurance costs, and to adjustments for personnel and contract services to meet both the code enforcement and building inspection services, which the department supports.
- Administrative Services Department — Expenditures have increased compared with the prior year's budget. Increases are primarily due to additional staffing, insurance and allocated contract services.
- City Manager Department — Expenditures have increased compared with the prior year's budget. Increases are primarily due to additional staffing, insurance and allocated contract services. There are also in other expenses related to continued Economic Development and Public Information Services Initiatives.
- City Council — Expenditures have decreased mainly due to decreased total health care costs for the new Councilmembers.

### Budgeted Expenditures by Function



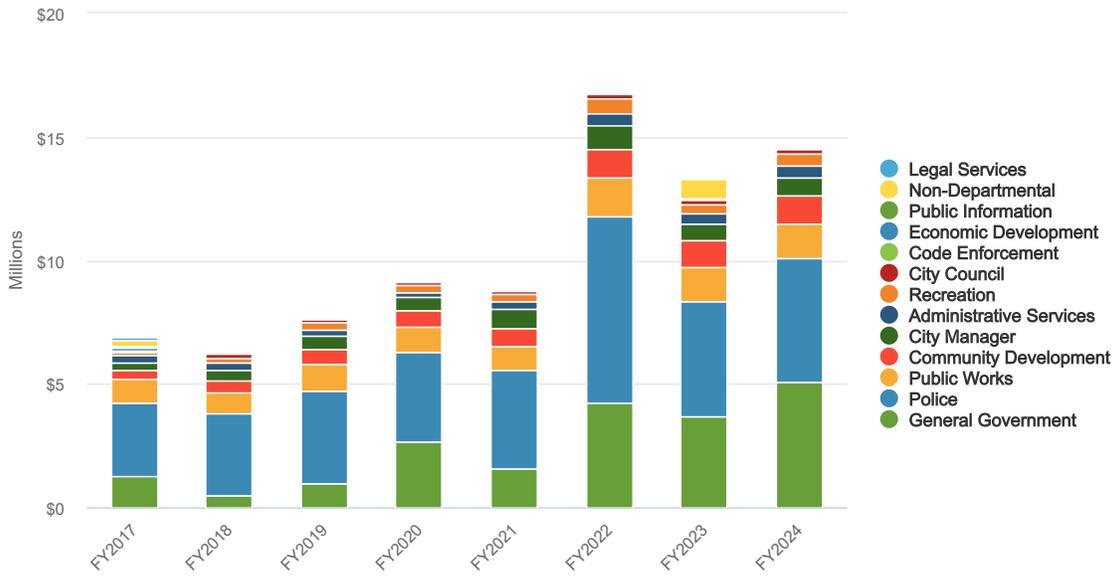
## Allocated Departmental Expenditures:

Historically, Legal Services and Non-Departmental expenses were reported within separate departments within the general fund. However, as these services are utilized by all departments, these costs have now 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 2023/24 is only possible due to Measure S.

## Budgeted and Historical Expenditures by Function



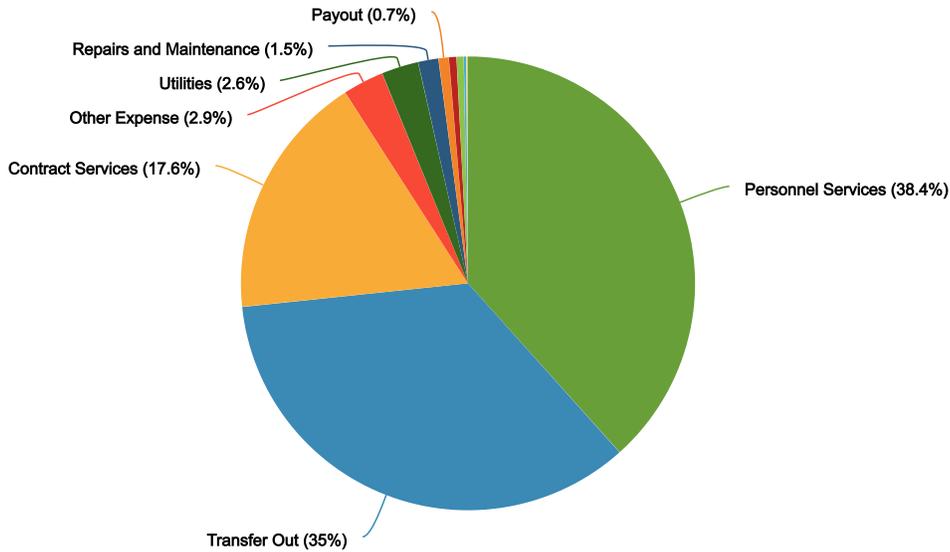
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expenditures							
General Government	\$2,646,134	\$1,577,751	\$4,206,540	\$3,696,655	\$4,276,658	\$5,081,236	18.8%
City Council	\$123,145	\$119,658	\$174,632	\$152,689	\$184,461	\$170,457	-7.6%
City Manager	\$537,374	\$772,383	\$977,867	\$645,775	\$673,381	\$741,811	10.2%
Administrative Services	\$221,593	\$310,961	\$482,146	\$443,068	\$443,274	\$508,290	14.7%
Non-Departmental	\$0	\$0	\$0	\$809,974	\$0	\$0	0%
Community Development	\$674,085	\$720,162	\$1,143,788	\$1,064,569	\$858,539	\$1,115,760	30%
Public Works	\$1,008,043	\$998,817	\$1,555,498	\$1,399,279	\$1,379,923	\$1,400,181	1.5%
Police	\$3,635,869	\$3,963,892	\$7,570,383	\$4,652,725	\$4,421,173	\$5,017,822	13.5%
Recreation	\$301,236	\$315,960	\$601,239	\$388,489	\$429,957	\$449,530	4.6%
Code Enforcement	\$2,264	\$60,793	\$64,157	\$46,000	\$78,090	\$43,975	-43.7%
<b>Total Expenditures:</b>	<b>\$9,149,744</b>	<b>\$8,840,375</b>	<b>\$16,776,251</b>	<b>\$13,299,223</b>	<b>\$12,745,456</b>	<b>\$14,529,062</b>	<b>14%</b>



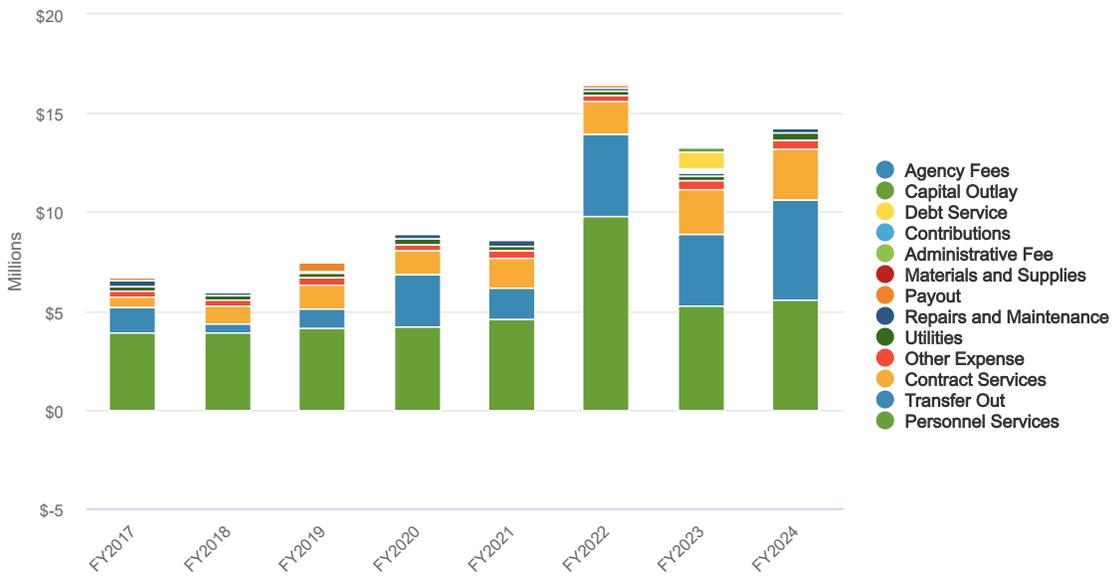
# Expenditures by Expense Type

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

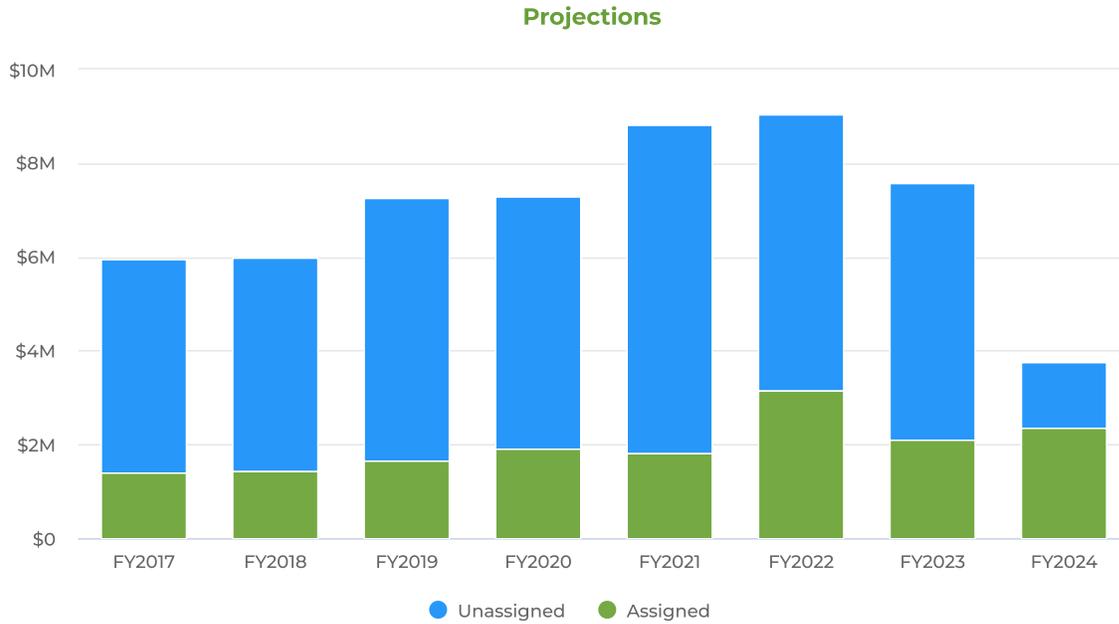


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Personnel Services							
Benefits	\$1,396,465	\$1,514,079	\$6,615,400	\$1,508,550	\$1,429,125	\$1,455,850	1.9%
Salaries	\$2,843,989	\$3,062,723	\$3,186,624	\$3,729,170	\$3,514,587	\$4,119,855	17.2%
<b>Total Personnel Services:</b>	<b>\$4,240,454</b>	<b>\$4,576,802</b>	<b>\$9,802,024</b>	<b>\$5,237,720</b>	<b>\$4,943,712</b>	<b>\$5,575,705</b>	<b>12.8%</b>
Payout	\$47,380	\$95,876	\$127,743	\$105,480	\$154,800	\$107,770	-30.4%
<b>Total Payout:</b>	<b>\$47,380</b>	<b>\$95,876</b>	<b>\$127,743</b>	<b>\$105,480</b>	<b>\$154,800</b>	<b>\$107,770</b>	<b>-30.4%</b>
Materials and Supplies	\$109,997	\$77,248	\$81,625	\$88,860	\$89,320	\$76,762	-14.1%
<b>Total Materials and Supplies:</b>	<b>\$109,997</b>	<b>\$77,248</b>	<b>\$81,625</b>	<b>\$88,860</b>	<b>\$89,320</b>	<b>\$76,762</b>	<b>-14.1%</b>
Contract Services	\$1,232,847	\$1,509,002	\$1,685,827	\$2,234,596	\$2,055,370	\$2,551,394	24.1%
<b>Total Contract Services:</b>	<b>\$1,232,847</b>	<b>\$1,509,002</b>	<b>\$1,685,827</b>	<b>\$2,234,596</b>	<b>\$2,055,370</b>	<b>\$2,551,394</b>	<b>24.1%</b>
Repairs and Maintenance	\$236,618	\$233,947	\$115,371	\$117,000	\$120,520	\$211,200	75.2%
<b>Total Repairs and Maintenance:</b>	<b>\$236,618</b>	<b>\$233,947</b>	<b>\$115,371</b>	<b>\$117,000</b>	<b>\$120,520</b>	<b>\$211,200</b>	<b>75.2%</b>
Utilities	\$261,389	\$297,152	\$245,669	\$264,550	\$333,210	\$381,817	14.6%
<b>Total Utilities:</b>	<b>\$261,389</b>	<b>\$297,152</b>	<b>\$245,669</b>	<b>\$264,550</b>	<b>\$333,210</b>	<b>\$381,817</b>	<b>14.6%</b>
Other Expense	\$297,250	\$375,887	\$301,689	\$423,629	\$461,807	\$425,843	-7.8%
<b>Total Other Expense:</b>	<b>\$297,250</b>	<b>\$375,887</b>	<b>\$301,689</b>	<b>\$423,629</b>	<b>\$461,807</b>	<b>\$425,843</b>	<b>-7.8%</b>
Administrative Fee	\$56,886	\$53,674	\$71,130	\$63,480	\$54,380	\$75,280	38.4%
<b>Total Administrative Fee:</b>	<b>\$56,886</b>	<b>\$53,674</b>	<b>\$71,130</b>	<b>\$63,480</b>	<b>\$54,380</b>	<b>\$75,280</b>	<b>38.4%</b>
Debt Service	-\$1,911	\$11,855	\$70,554	\$816,404	\$4,830	\$8,180	69.4%
<b>Total Debt Service:</b>	<b>-\$1,911</b>	<b>\$11,855</b>	<b>\$70,554</b>	<b>\$816,404</b>	<b>\$4,830</b>	<b>\$8,180</b>	<b>69.4%</b>
Capital Outlay	\$14,160	\$16,646	\$55,456	\$225,849	\$225,849	\$7,875	-96.5%
<b>Total Capital Outlay:</b>	<b>\$14,160</b>	<b>\$16,646</b>	<b>\$55,456</b>	<b>\$225,849</b>	<b>\$225,849</b>	<b>\$7,875</b>	<b>-96.5%</b>
Transfer Out	\$2,630,461	\$1,567,550	\$4,144,478	\$3,696,655	\$4,276,658	\$5,081,236	18.8%
<b>Total Transfer Out:</b>	<b>\$2,630,461</b>	<b>\$1,567,550</b>	<b>\$4,144,478</b>	<b>\$3,696,655</b>	<b>\$4,276,658</b>	<b>\$5,081,236</b>	<b>18.8%</b>
Contributions	\$24,214	\$24,735	\$74,684	\$25,000	\$25,000	\$26,000	4%
<b>Total Contributions:</b>	<b>\$24,214</b>	<b>\$24,735</b>	<b>\$74,684</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$26,000</b>	<b>4%</b>
<b>Total Expense Objects:</b>	<b>\$9,149,744</b>	<b>\$8,840,375</b>	<b>\$16,776,251</b>	<b>\$13,299,223</b>	<b>\$12,745,456</b>	<b>\$14,529,062</b>	<b>14%</b>



# Fund Balance

The fund balance for Fiscal Year 2023/24 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.



	FY2020	FY2021	FY2022	FY2023	FY2024	% Change	\$ Change
<b>Fund Balance</b>	—	—	—	—	—		
Unassigned	\$5,391,045	\$7,018,952	\$5,911,743	\$5,463,543	\$1,383,757	-74.7%	\$-4,079,786
Assigned	\$1,910,969	\$1,818,206	\$3,142,428	\$2,117,200	\$2,361,957	11.6%	\$244,757
<b>Total Fund Balance:</b>	<b>\$7,302,014</b>	<b>\$8,837,158</b>	<b>\$9,054,171</b>	<b>\$7,580,743</b>	<b>\$3,745,714</b>	<b>-50.6%</b>	<b>\$-3,835,029</b>



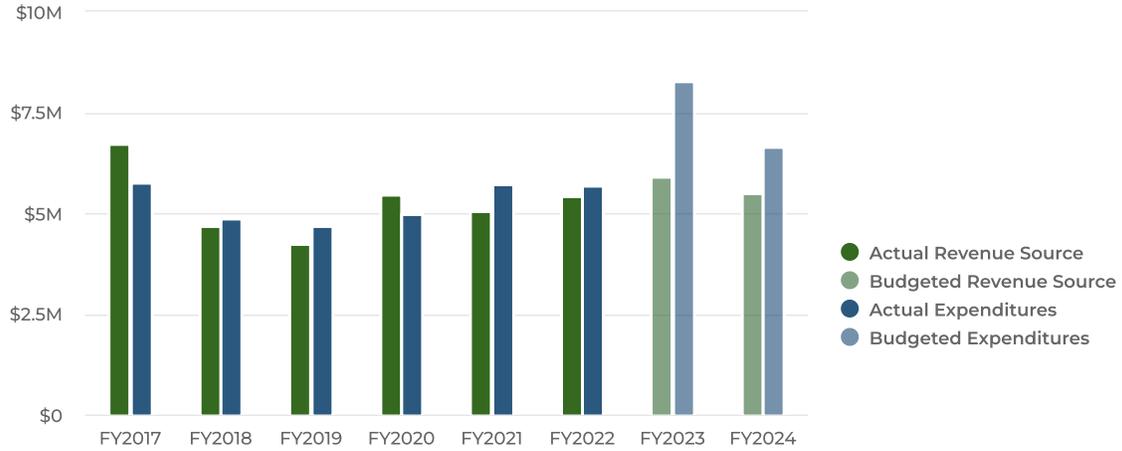


# Enterprise Funds (Water/Sewer)

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

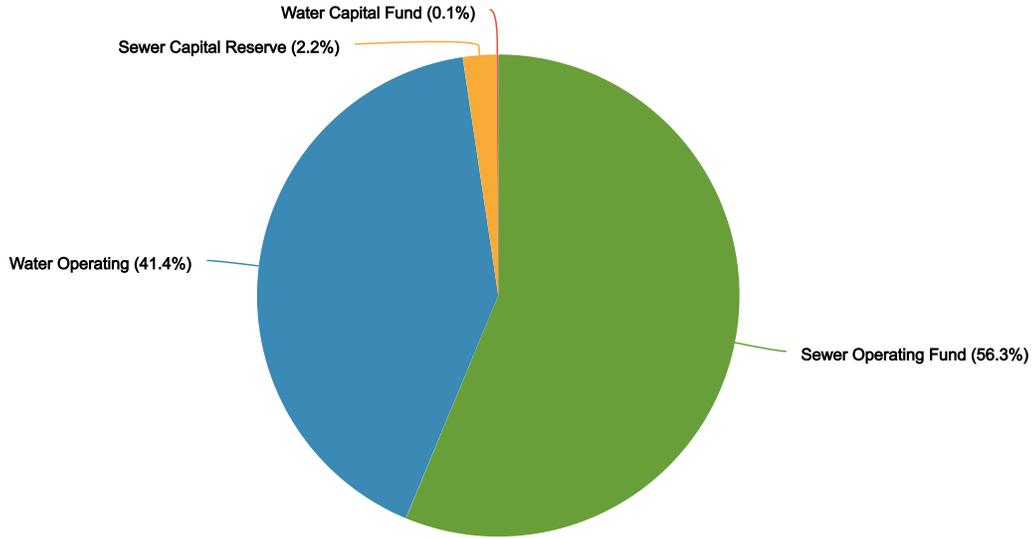
The City of Cotati is projecting \$5.53M of revenue in FY2024, which represents a 2.3% decrease over the prior year. Budgeted expenditures are projected to decrease by 13.5% to \$6.68M in FY2024.



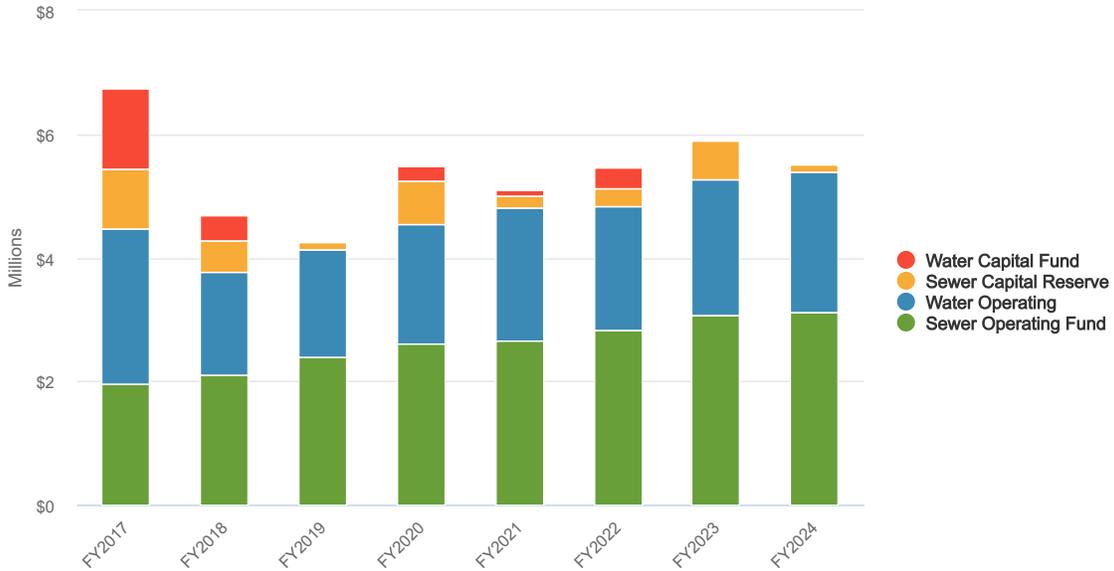
# Revenue by Fund

Revenues are primarily derived from fees for services. These fees are subject to independent evaluations with Rate Studies. The City was engaged in a new rate study during Fiscal Year 2021/22 to evaluate the appropriate rates to be applied for services. The rates will be in effect for the subsequent 5 years.

## 2024 Revenue by Fund



## Budgeted and Historical Revenue by Fund



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Sewer Operating Fund	\$2,602,763	\$2,667,644	\$2,831,090	\$3,067,000	\$2,890,300	\$3,109,270	7.6%

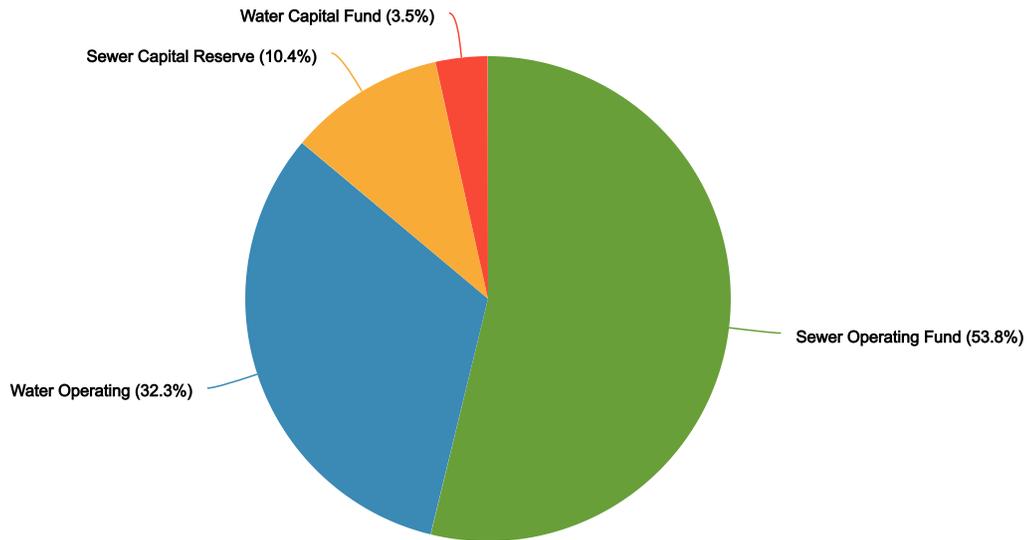


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Sewer Capital Reserve	\$721,808	\$192,562	\$299,486	\$641,787	\$593,787	\$122,569	-79.4%
Water Operating	\$1,929,407	\$2,137,127	\$1,995,039	\$2,198,000	\$2,166,000	\$2,288,800	5.7%
Water Capital Fund	\$234,555	\$92,732	\$335,409	\$6,700	\$5,000	\$6,700	34%
<b>Total:</b>	<b>\$5,488,533</b>	<b>\$5,090,065</b>	<b>\$5,461,024</b>	<b>\$5,913,487</b>	<b>\$5,655,087</b>	<b>\$5,527,339</b>	<b>-2.3%</b>

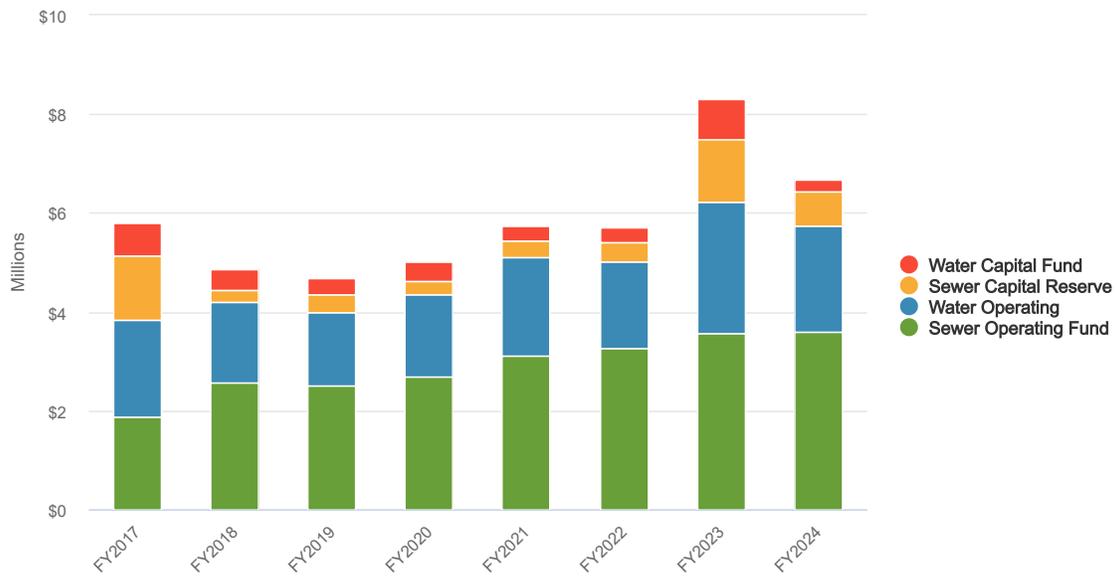
## Expenditures by Fund

Expenditures within the operating funds include all the cost to provide services to the utility users including personnel, 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 expense type below.

### 2024 Expenditures by Fund



### Budgeted and Historical Expenditures by Fund

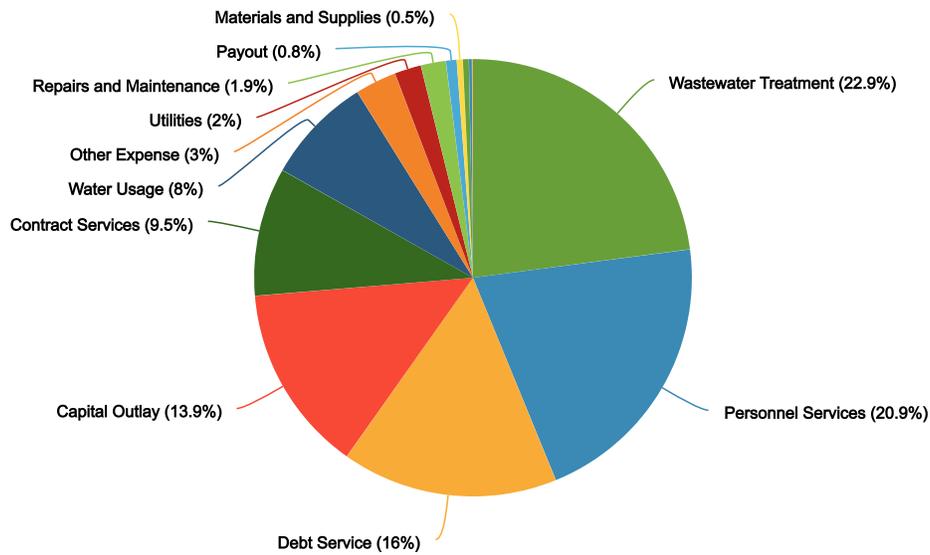


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2022 Est. vs. FY2023 Adop. (% Change)
Sewer Operating Fund	\$2,679,484	\$3,098,568	\$3,262,577	\$3,562,353	\$3,500,660	\$3,593,524	6.2%
Sewer Capital Reserve	\$252,243	\$341,312	\$388,345	\$1,250,000	\$1,185,000	\$695,000	537.8%
Water Operating	\$1,685,804	\$1,993,792	\$1,761,769	\$2,672,636	\$2,834,406	\$2,156,666	25.3%
Water Capital Fund	\$400,817	\$306,254	\$304,999	\$808,900	\$196,105	\$232,500	276.2%
<b>Total:</b>	<b>\$5,018,348</b>	<b>\$5,739,926</b>	<b>\$5,717,689</b>	<b>\$8,293,888</b>	<b>\$7,716,171</b>	<b>\$6,677,690</b>	<b>40.6%</b>

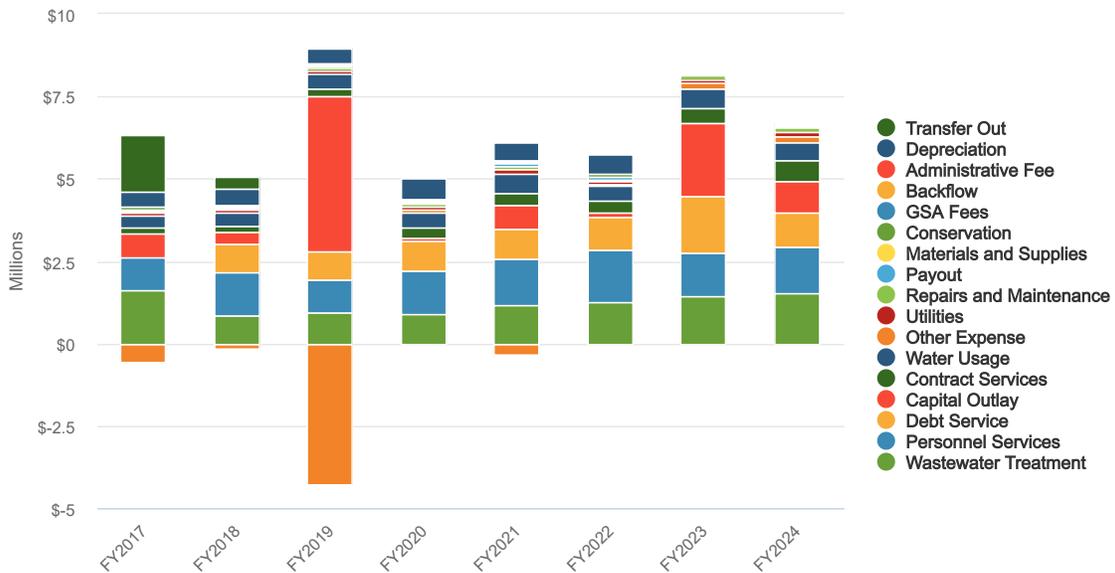


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Proposed Budget (% Change)
Expense Objects							
Personnel Services	\$1,308,111	\$1,426,942	\$1,607,213	\$1,337,950	\$1,295,179	\$1,395,460	7.7%



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Proposed Budget (% Change)
Payout	\$12,333	\$76,172	\$64,134	\$55,290	\$67,150	\$53,140	-20.9%
Materials and Supplies	\$54,386	\$25,575	\$25,530	\$29,428	\$25,928	\$30,236	16.6%
Contract Services	\$320,106	\$348,512	\$368,904	\$475,336	\$588,394	\$635,254	8%
Repairs and Maintenance	\$86,991	\$125,174	\$73,839	\$137,750	\$117,750	\$123,800	5.1%
Utilities	\$104,334	\$113,397	\$90,072	\$91,350	\$115,700	\$131,439	13.6%
Other Expense	\$72,305	-\$342,338	\$40,520	\$168,884	\$239,854	\$203,616	-15.1%
Administrative Fee	\$27	-\$4,211	\$650	\$30	\$30	\$30	0%
Debt Service	\$904,210	\$901,391	\$989,337	\$1,718,571	\$1,718,571	\$1,065,474	-38%
Capital Outlay	\$83,131	\$736,086	\$109,597	\$2,200,050	\$1,434,680	\$927,500	-35.4%
Depreciation	\$650,346	\$541,597	\$564,975	\$0	\$0	\$0	0%
Water Usage	\$475,192	\$602,082	\$453,872	\$600,000	\$580,000	\$531,300	-8.4%
Backflow	\$11,418	\$12,406	\$16,580	\$17,000	\$3,605	\$5,000	38.7%
GSA Fees	\$0	\$0	\$5,252	\$0	\$12,700	\$15,000	18.1%
Wastewater Treatment	\$885,435	\$1,142,028	\$1,250,570	\$1,420,000	\$1,482,840	\$1,531,641	3.3%
Conservation	\$50,023	\$35,113	\$56,644	\$42,250	\$33,790	\$28,800	-14.8%
<b>Total Expense Objects:</b>	<b>\$5,018,348</b>	<b>\$5,739,926</b>	<b>\$5,717,689</b>	<b>\$8,293,888</b>	<b>\$7,716,171</b>	<b>\$6,677,690</b>	<b>-13.5%</b>





# Water Operating

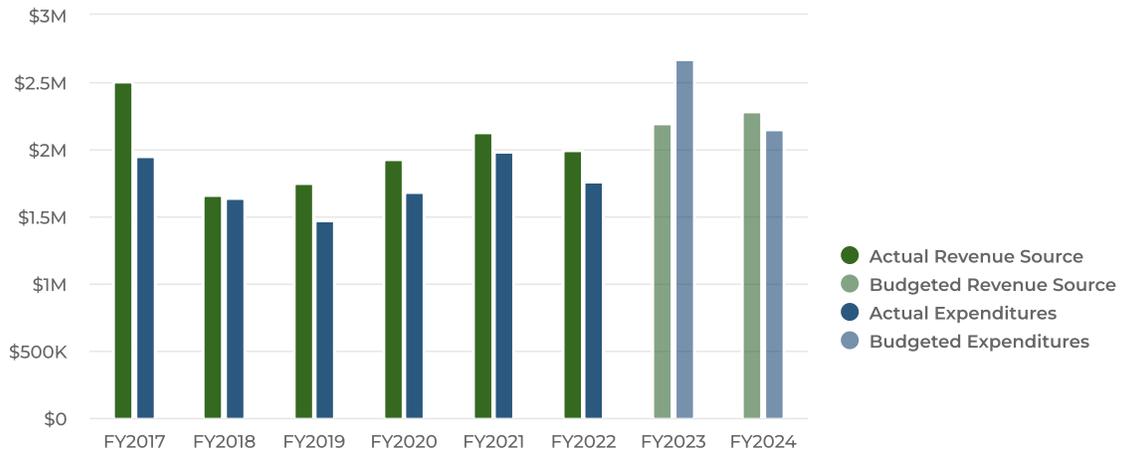
## Fund 401

The goal of the Water Division is to: Continuously provide an adequate supply of water that is safe and healthy 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 City-wide Revenues and Expenses during a fiscal year.

## Summary

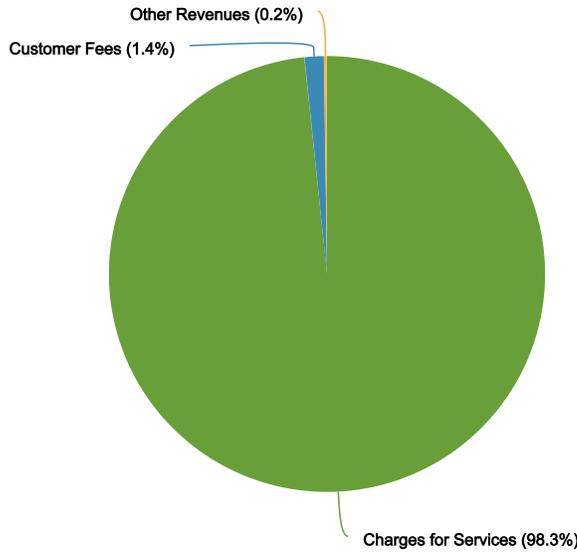
The City of Cotati is projecting almost \$2.3M of revenue in FY2024, which represents a 5.7% increase over the prior year. Budgeted expenditures are projected to decrease by 23.9% or \$677.7K to \$2.16M in FY2024.



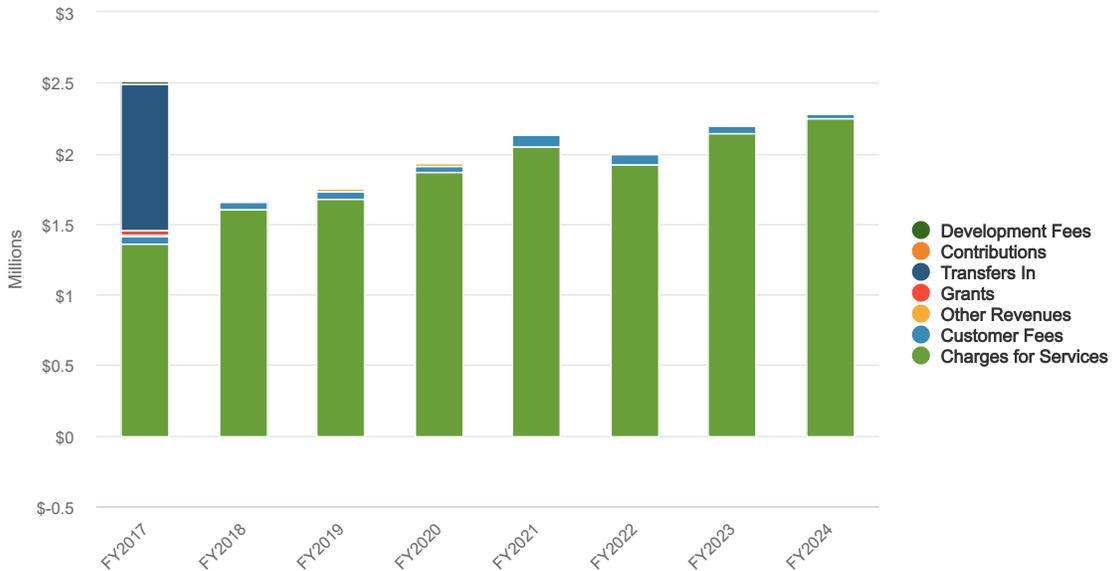
# Revenues by Source

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 known rate increases as well as historical trends for usage. Due to the ongoing drought environment, these revenues may fluctuate due to changes in usage as conservation efforts are initiated across the community.

## Projected 2024 Revenues by Source



## Budgeted and Historical Revenues by Source

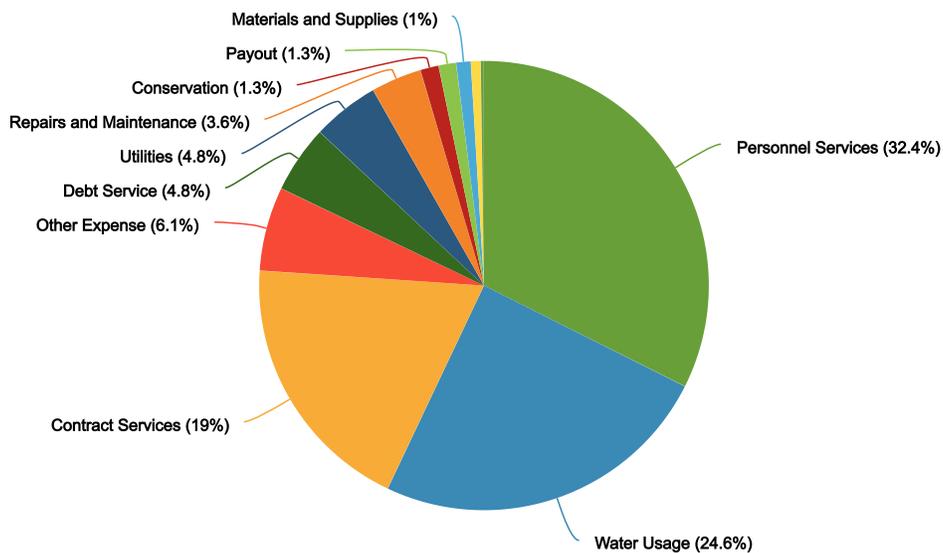


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$16,628	\$8,982	\$3,274	\$5,000	\$5,000	\$5,000	0%
Charges for Services	\$1,866,192	\$2,046,966	\$1,919,788	\$2,147,000	\$2,107,000	\$2,251,000	6.8%
Contributions	\$0	\$0	-\$42	\$0	\$0	\$0	0%
Customer Fees	\$46,587	\$80,986	\$72,019	\$46,000	\$54,000	\$32,800	-39.3%
Grants	\$0	\$194	\$0	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$1,929,407</b>	<b>\$2,137,127</b>	<b>\$1,995,039</b>	<b>\$2,198,000</b>	<b>\$2,166,000</b>	<b>\$2,288,800</b>	<b>5.7%</b>

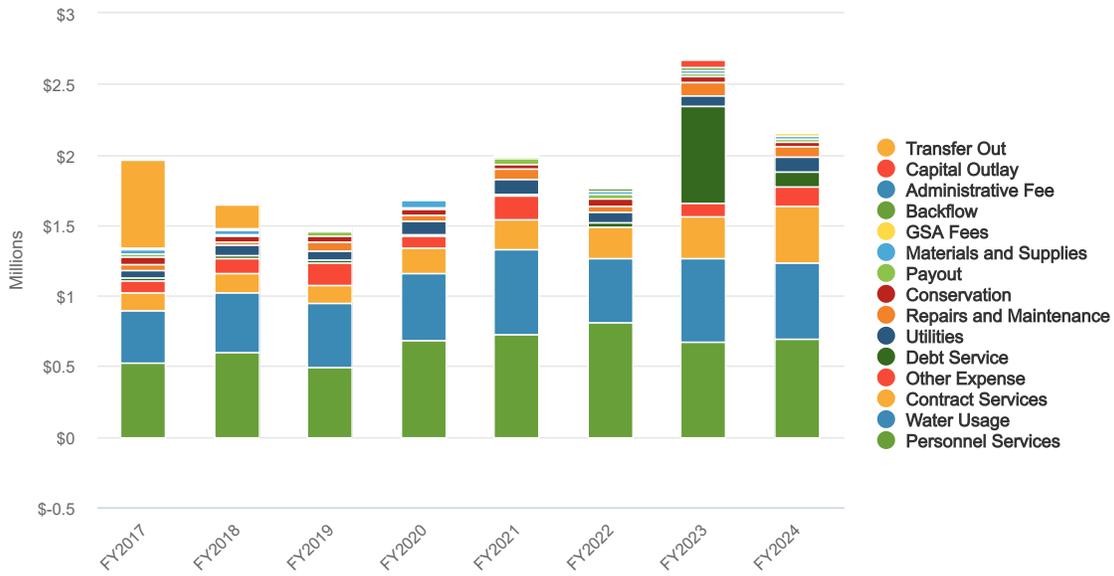
## Expenditures by Expense Type

Operating expenses are primarily driven by personnel costs as well as direct charges for water purchases from the Sonoma County Water Agency. Both of these expenses are expected to increase due to negotiated MOU increases for staff plus pension obligation costs, and increasing costs from the Water Agency.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type

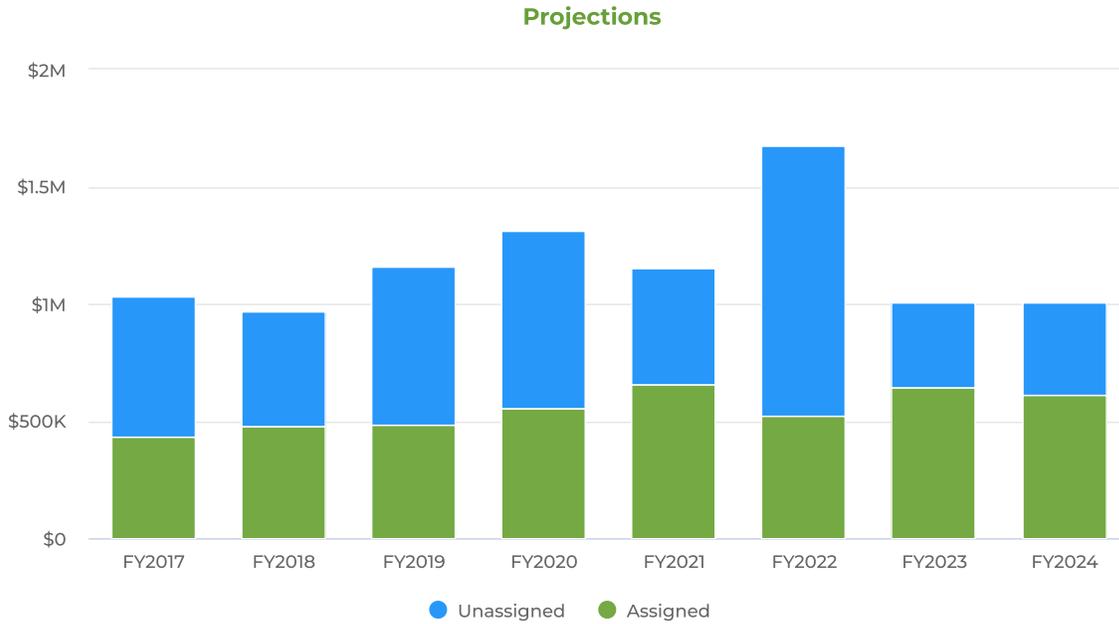


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Personnel Services	\$680,058	\$724,568	\$813,559	\$670,260	\$658,530	\$699,090	6.2%
Payout	\$6,167	\$38,324	\$32,353	\$28,110	\$33,575	\$26,990	-19.6%
Materials and Supplies	\$48,297	\$13,875	\$18,035	\$22,216	\$18,716	\$22,624	20.9%
Contract Services	\$186,230	\$217,096	\$218,686	\$293,734	\$409,494	\$410,316	0.2%
Repairs and Maintenance	\$41,112	\$77,023	\$43,106	\$92,750	\$92,750	\$78,500	-15.4%
Utilities	\$91,127	\$97,990	\$74,801	\$76,500	\$96,500	\$104,063	7.8%
Other Expense	\$82,726	\$168,363	\$5,263	\$89,742	\$154,672	\$130,484	-15.6%
Administrative Fee	\$21	-\$4,357	\$42	\$30	\$30	\$30	0%
Debt Service	\$13,434	\$11,309	\$23,577	\$686,469	\$686,469	\$104,469	-84.8%
Capital Outlay	\$0	\$0	\$0	\$53,575	\$53,575	\$0	-100%
Water Usage	\$475,192	\$602,082	\$453,872	\$600,000	\$580,000	\$531,300	-8.4%
Backflow	\$11,418	\$12,406	\$16,580	\$17,000	\$3,605	\$5,000	38.7%
GSA Fees	\$0	\$0	\$5,252	\$0	\$12,700	\$15,000	18.1%
Conservation	\$50,023	\$35,113	\$56,644	\$42,250	\$33,790	\$28,800	-14.8%
<b>Total Expense Objects:</b>	<b>\$1,685,804</b>	<b>\$1,993,792</b>	<b>\$1,761,769</b>	<b>\$2,672,636</b>	<b>\$2,834,406</b>	<b>\$2,156,666</b>	<b>-23.9%</b>



## Fund Balance

The fund balance continues to exceed the required 33% reserve requirement as set out by Council resolution. With the adopted rate increases in effect we anticipate future fund balances to continue to increase in line with the rate study. We will continue to monitor the reserves to ensure the stability of this fund for our community into the future.



	FY2020	FY2021	FY2022	FY2023	FY2024	% Change	\$ Change
<b>Fund Balance</b>	—	—	—	—	—		
Unassigned	\$759,547	\$497,021	\$1,153,849	\$362,520	\$393,825	8.6%	\$31,305
Assigned	\$551,882	\$657,951	\$521,458	\$644,381	\$614,576	-4.6%	\$-29,805
<b>Total Fund Balance:</b>	<b>\$1,311,429</b>	<b>\$1,154,972</b>	<b>\$1,675,307</b>	<b>\$1,006,901</b>	<b>\$1,008,401</b>	<b>0.1%</b>	<b>\$1,500</b>

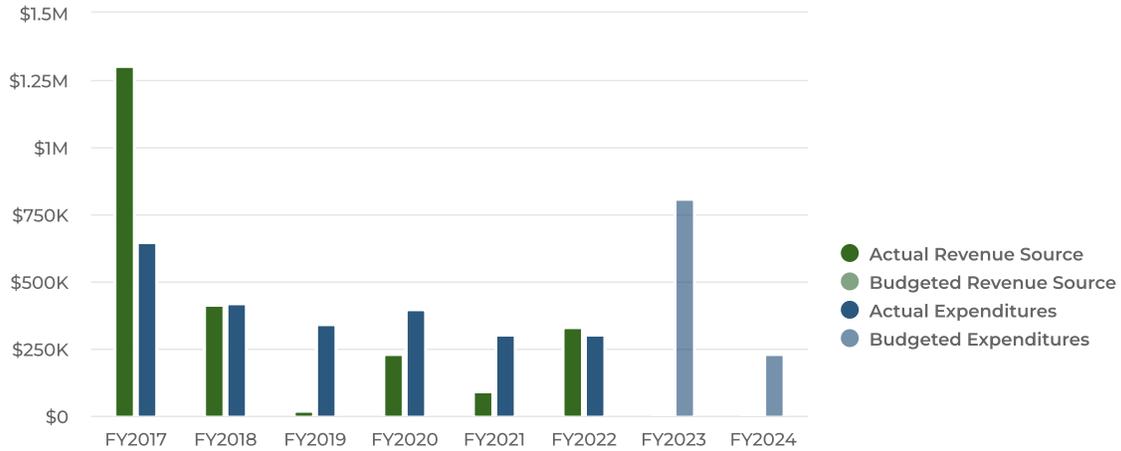


## Fund 402

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

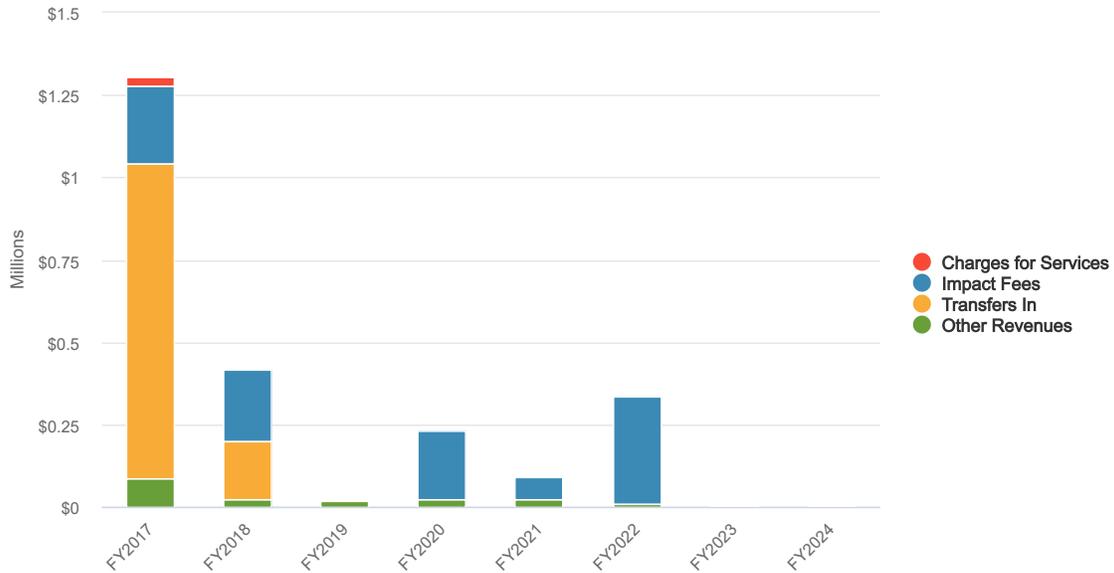
## Summary

The City of Cotati is projecting \$6.7K of revenue in FY2024, which represents a 34.0% increase over the prior year. Budgeted expenditures are projected to increase by 18.6% or \$39.4K to almost \$232.5K in FY2024.



## Revenues by Source

### Budgeted and Historical Revenues by Source



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$22,410	\$21,673	\$7,981	\$6,700	\$5,000	\$6,700	34%
Charges for Services	\$1,750	\$0	\$0	\$0	\$0	\$0	0%
Impact Fees	\$210,395	\$71,059	\$327,427	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$234,555</b>	<b>\$92,732</b>	<b>\$335,409</b>	<b>\$6,700</b>	<b>\$5,000</b>	<b>\$6,700</b>	<b>34%</b>

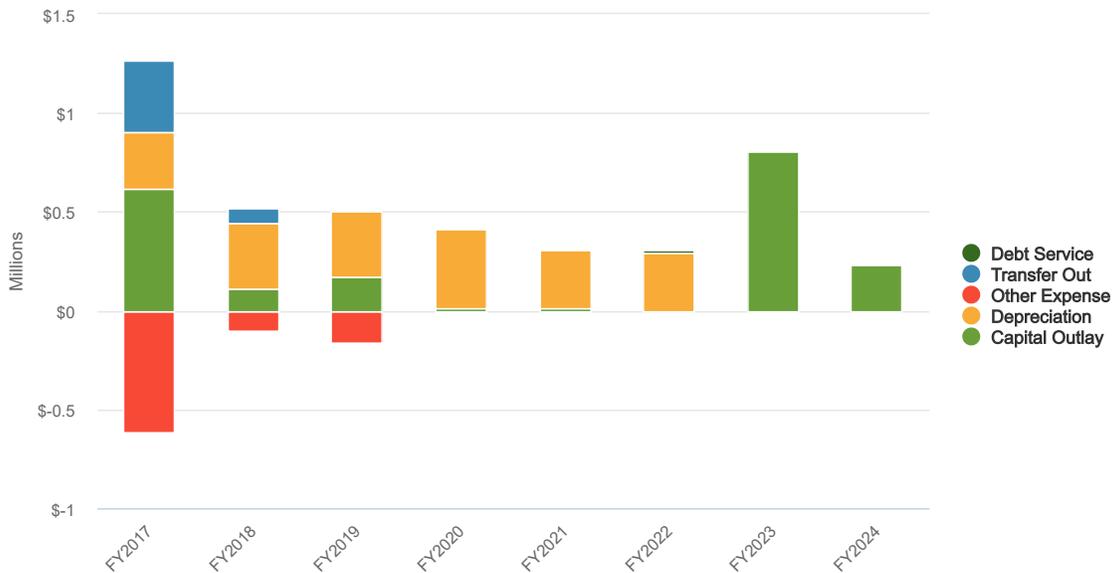
## Expenditures by Expense Type

The Water Fund has implemented strategic capital projects over the last five 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 the risk mitigation around PG&E public safety power shutoffs, which have required rentals of generators to support the wells.

Strategic projects anticipated for FY2024 include the SCADA System Server Upgrade and Relocation, as well as the P-1 Pipeline Replacement in the commercial district.

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

### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Other Expense	-\$12,150	\$0	\$0	\$0	\$0	\$0	0%
Debt Service	\$0	\$0	\$12,183	\$0	\$0	\$0	0%

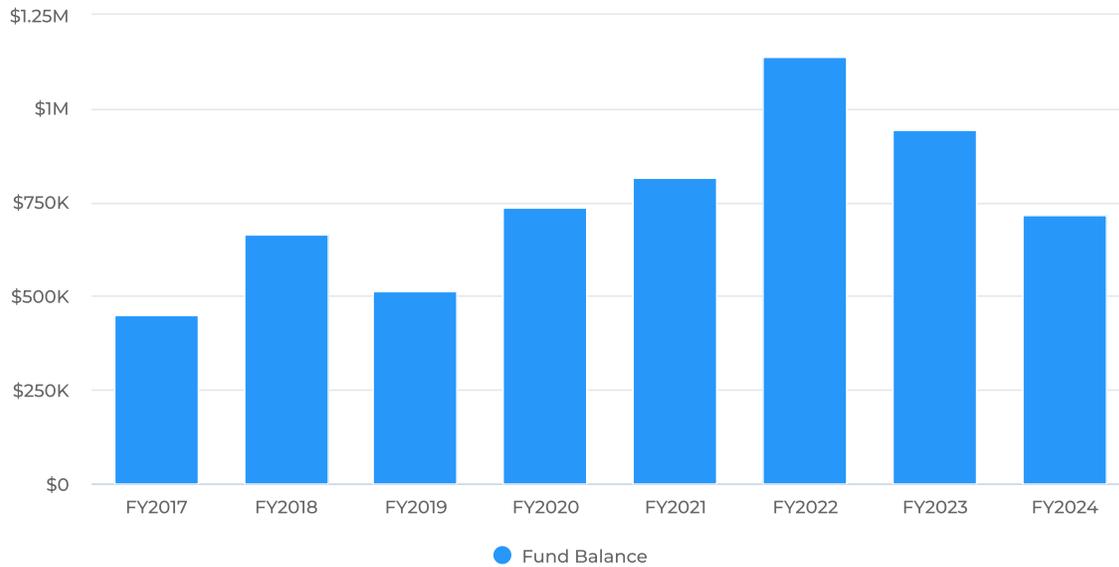


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Capital Outlay	\$12,150	\$13,439	\$0	\$808,900	\$196,105	\$232,500	18.6%
Depreciation	\$400,817	\$292,815	\$292,815	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$400,817</b>	<b>\$306,254</b>	<b>\$304,999</b>	<b>\$808,900</b>	<b>\$196,105</b>	<b>\$232,500</b>	<b>18.6%</b>

## Fund Balance

The Water Fund has implemented strategic capital projects over the last three years, focusing on system repairs and maintenance, including related 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.

### Projections





## Sewer Operating

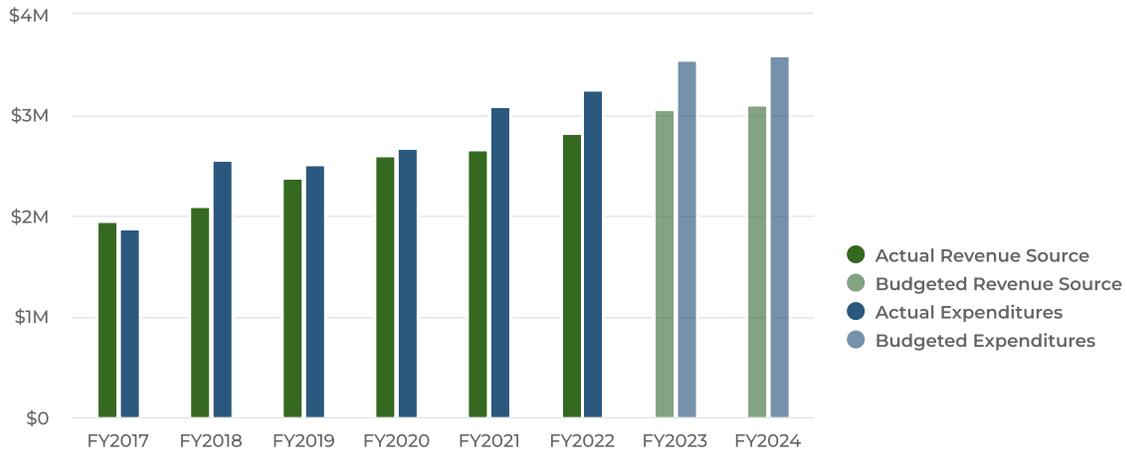
### Fund 404

The goal of the Sewer Division is to: Protect the health and welfare of the community by insuring the continuous, 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 accounts for more than 10% of the City-wide Revenues and Expenses during a fiscal year.

## Summary

The City of Cotati is projecting \$3.11M of revenue in FY2024, which represents a 7.6% increase over the prior year. Budgeted expenditures are projected to increase by 2.7% or \$92.9 K to \$3.59M in FY2024.

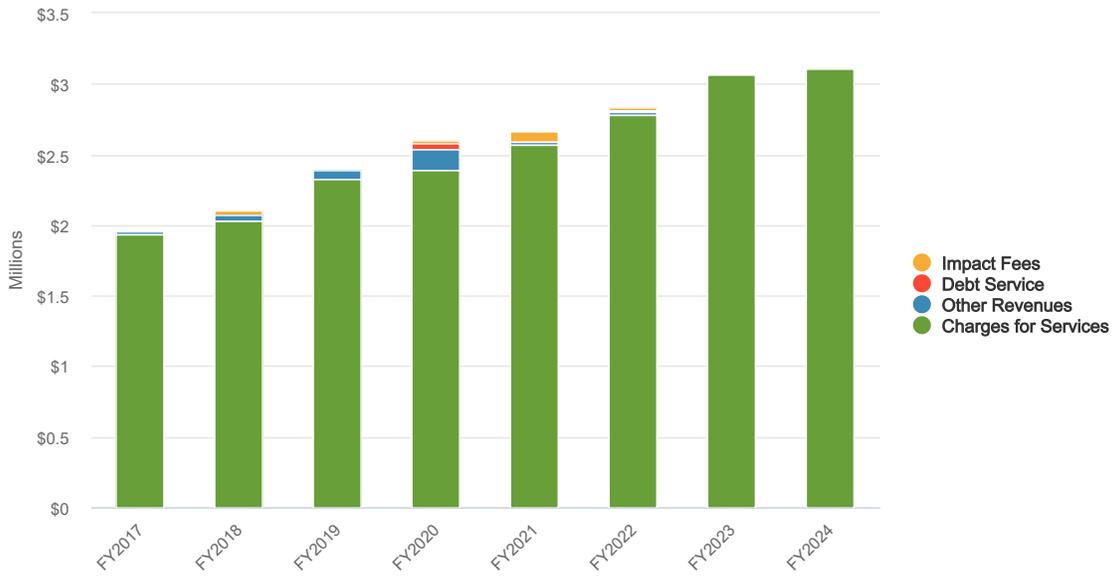


## Revenues by Source

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 usage.

The City's multiyear rate study was adopted and put into place during FY2022. For more information please see our City website [here](#).

### Budgeted and Historical Revenues by Source



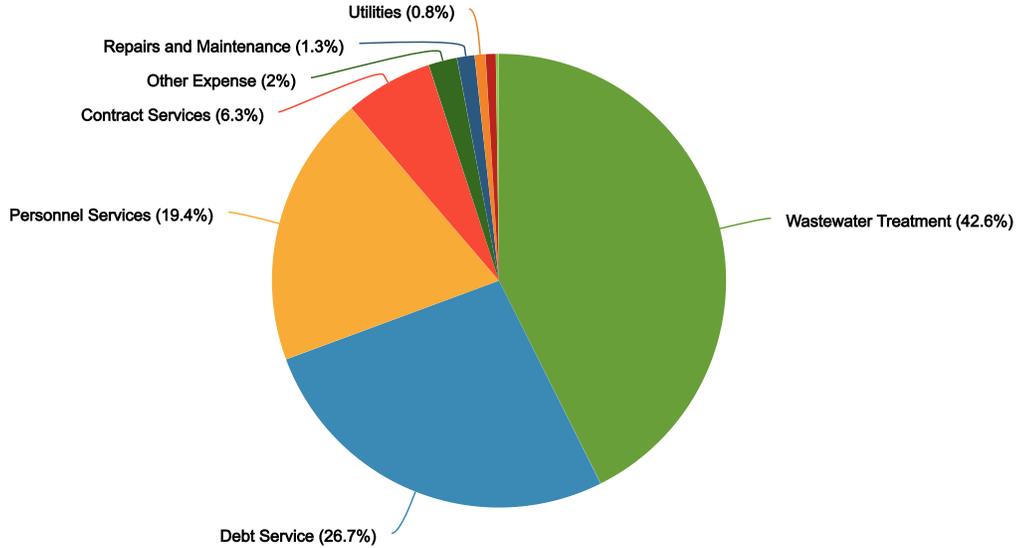
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$141,530	\$25,059	\$27,314	\$5,000	\$5,300	\$5,000	-5.7%
Charges for Services	\$2,393,211	\$2,569,085	\$2,778,779	\$3,062,000	\$2,885,000	\$3,104,270	7.6%
Impact Fees	\$19,250	\$73,500	\$17,750	\$0	\$0	\$0	0%
Debt Service	\$48,772	\$0	\$7,247	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$2,602,763</b>	<b>\$2,667,644</b>	<b>\$2,831,090</b>	<b>\$3,067,000</b>	<b>\$2,890,300</b>	<b>\$3,109,270</b>	<b>7.6%</b>



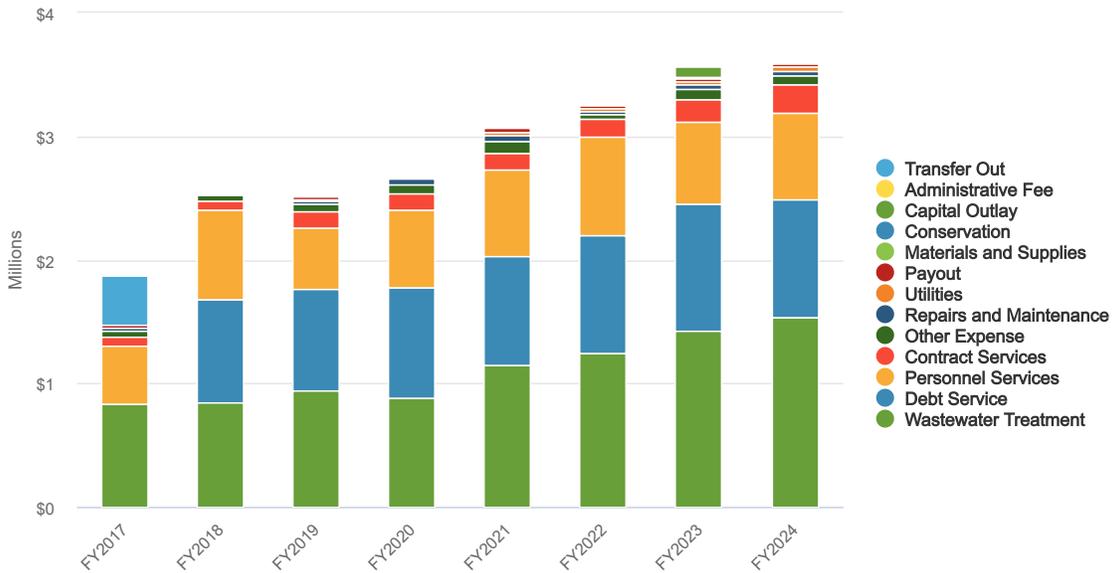
# Expenditures by Expense Type

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



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							

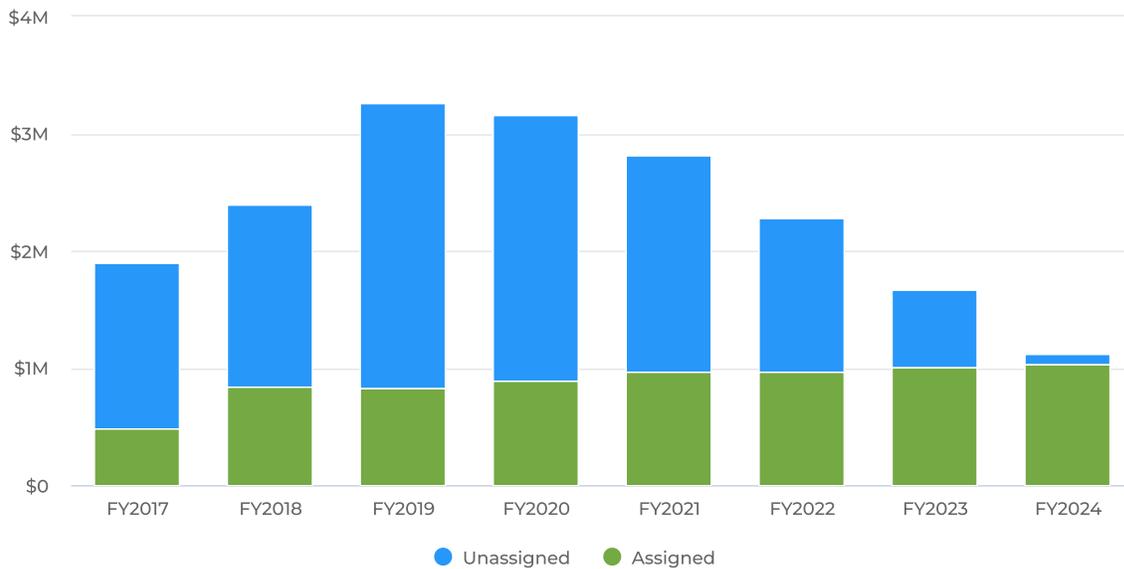


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Personnel Services	\$628,053	\$702,373	\$793,654	\$667,690	\$636,649	\$696,370	9.4%
Payout	\$6,167	\$37,848	\$31,781	\$27,180	\$33,575	\$26,150	-22.1%
Materials and Supplies	\$6,089	\$11,700	\$7,496	\$7,212	\$7,212	\$7,612	5.5%
Contract Services	\$133,876	\$131,416	\$150,219	\$181,602	\$178,900	\$224,938	25.7%
Repairs and Maintenance	\$45,879	\$48,152	\$30,733	\$45,000	\$25,000	\$45,300	81.2%
Utilities	\$13,207	\$15,407	\$15,271	\$14,850	\$19,200	\$27,376	42.6%
Other Expense	\$69,996	\$99,002	\$35,257	\$79,142	\$85,182	\$73,132	-14.1%
Administrative Fee	\$6	\$146	\$607	\$0	\$0	\$0	0%
Debt Service	\$890,776	\$890,082	\$946,989	\$1,032,102	\$1,032,102	\$961,005	-6.9%
Capital Outlay	\$0	\$20,415	\$0	\$87,575	\$0	\$0	0%
Wastewater Treatment	\$885,435	\$1,142,028	\$1,250,570	\$1,420,000	\$1,482,840	\$1,531,641	3.3%
<b>Total Expense Objects:</b>	<b>\$2,679,484</b>	<b>\$3,098,568</b>	<b>\$3,262,577</b>	<b>\$3,562,353</b>	<b>\$3,500,660</b>	<b>\$3,593,524</b>	<b>2.7%</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.

### Projections



	FY2020	FY2021	FY2022	FY2023	FY2024	% Change	\$ Change
<b>Fund Balance</b>	—	—	—	—	—		
<b>Total Fund Balance:</b>	<b>\$3,154,927</b>	<b>\$2,813,586</b>	<b>\$2,280,306</b>	<b>\$1,672,947</b>	<b>\$1,117,261</b>	<b>-33.2%</b>	<b>\$-555,686</b>



	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>% Change</b>	<b>\$ Change</b>
Unassigned	\$2,269,429	\$1,842,895	\$1,317,149	\$666,757	\$83,212	-87.5%	\$-583,545
Assigned	\$885,498	\$970,691	\$963,157	\$1,006,190	\$1,034,049	2.8%	\$27,859
<b>Total Fund Balance:</b>	<b>\$3,154,927</b>	<b>\$2,813,586</b>	<b>\$2,280,306</b>	<b>\$1,672,947</b>	<b>\$1,117,261</b>	<b>-33.2%</b>	<b>\$-555,686</b>





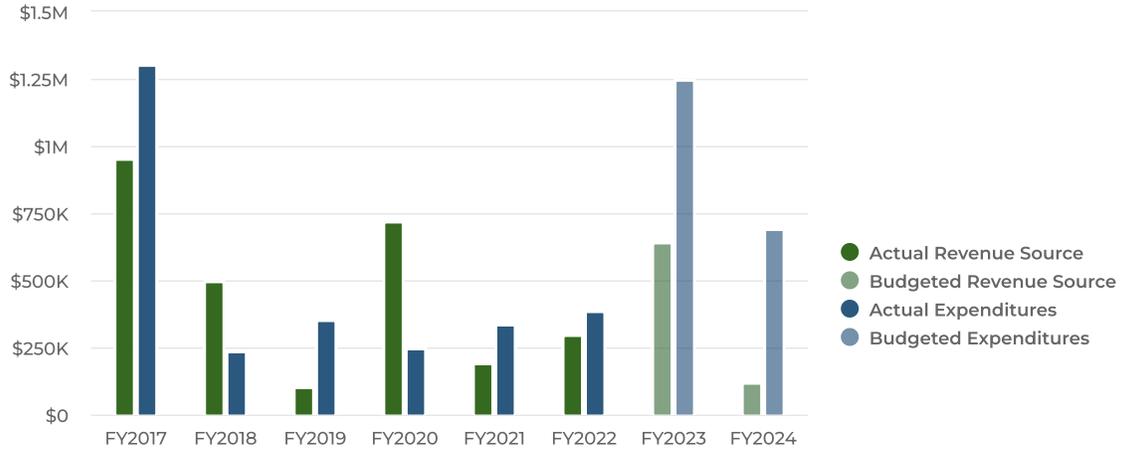
# Sewer Capital

## Fund 405

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

### Summary

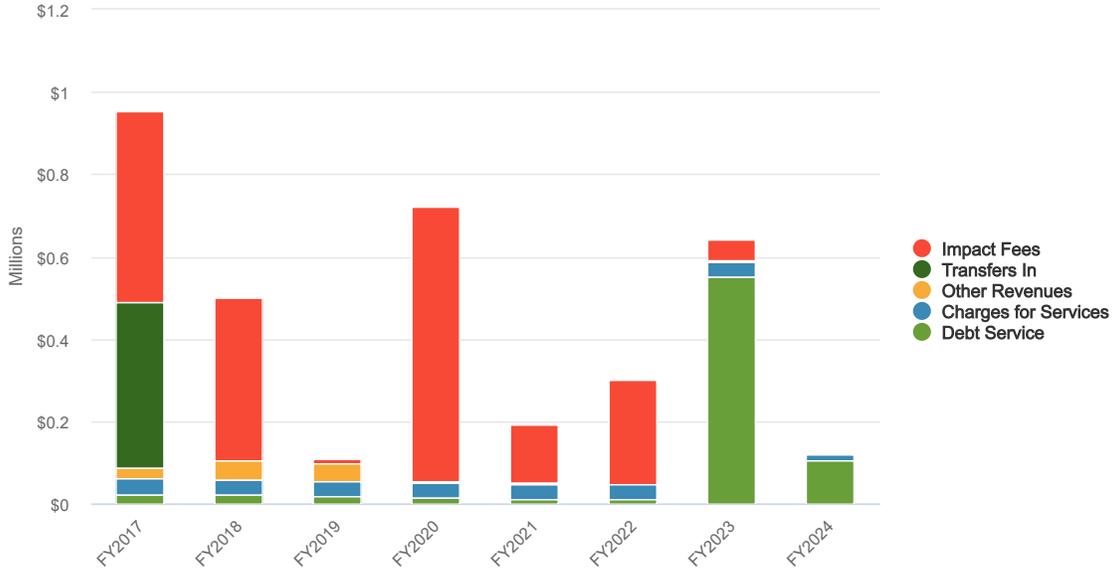
The City of Cotati is projecting \$122.6K of revenue in FY2024, which represents a 79.4% decrease over the prior year. This large decrease is due to the additional \$0.5M loan repayment from the Water Operating Fund during FY2023. Budgeted expenditures are projected to decrease by 41.4% or \$490.0K to \$695.0K in FY2024.



# Revenues by Source

Revenues for FY2024 were calculated assuming (1) Charges for Services have a 5% increase (calculation of the rate increases offset by reduced usage), (2) Connection Fees follow the change consistent with the historical average.

## Budgeted and Historical Revenues by Source



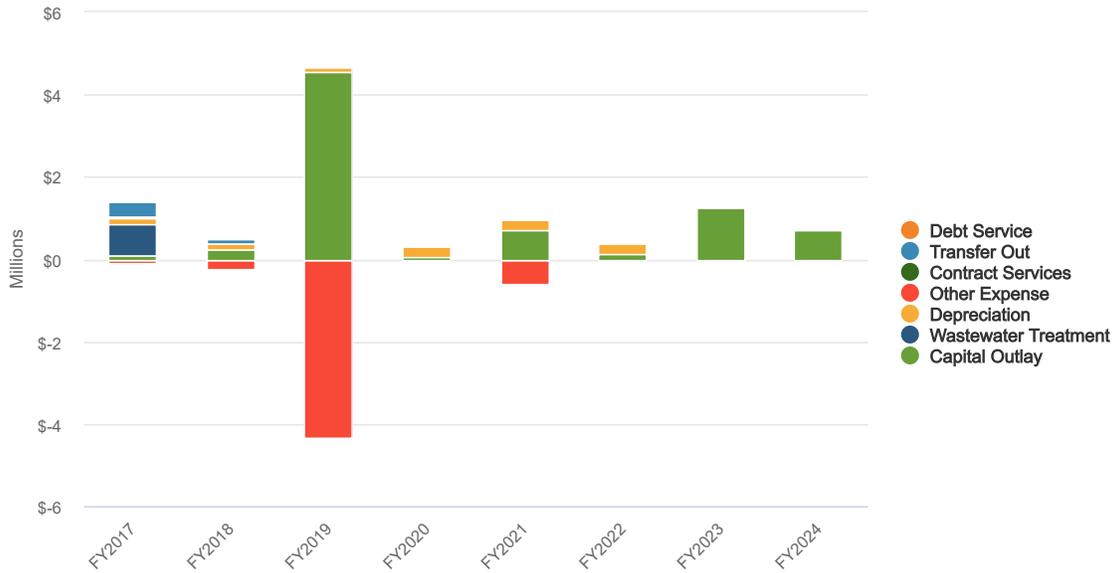
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$5,290	\$1,431	\$1,318	\$3,000	\$5,000	\$3,000	-40%
Charges for Services	\$36,567	\$36,567	\$36,567	\$36,567	\$36,567	\$15,100	-58.7%
Impact Fees	\$666,517	\$143,256	\$252,455	\$50,000	\$0	\$0	0%
Debt Service	\$13,434	\$11,309	\$9,147	\$552,220	\$552,220	\$104,469	-81.1%
<b>Total Revenue Source:</b>	<b>\$721,808</b>	<b>\$192,562</b>	<b>\$299,486</b>	<b>\$641,787</b>	<b>\$593,787</b>	<b>\$122,569</b>	<b>-79.4%</b>



## Expenditures by Expense Type

The Sewer Fund continues strategic capital projects after the major investment in the Laguna Bypass Sewer Replacement Project in FY2019. For FY2024, the City is planning to focus on the Cypress Avenue Sewer Replacement, system repairs and maintenance, including Manhole Lateral repairs and improvements, as well as investments in Phase 2 of the Sewer SCADA system.

**Budgeted and Historical Expenditures by Expense Type**

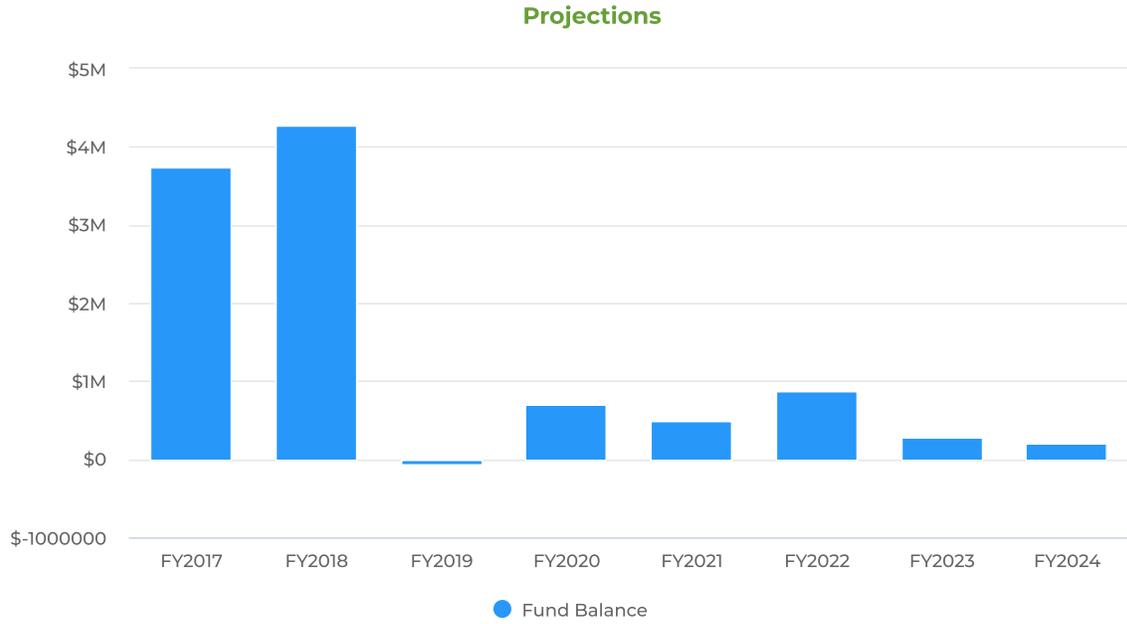


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Other Expense	-\$68,267	-\$609,702	\$0	\$0	\$0	\$0	0%
Debt Service	\$0	\$0	\$6,589	\$0	\$0	\$0	0%
Capital Outlay	\$70,981	\$702,232	\$109,597	\$1,250,000	\$1,185,000	\$695,000	-41.4%
Depreciation	\$249,529	\$248,782	\$272,160	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$252,243</b>	<b>\$341,312</b>	<b>\$388,345</b>	<b>\$1,250,000</b>	<b>\$1,185,000</b>	<b>\$695,000</b>	<b>-41.4%</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.





# 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.

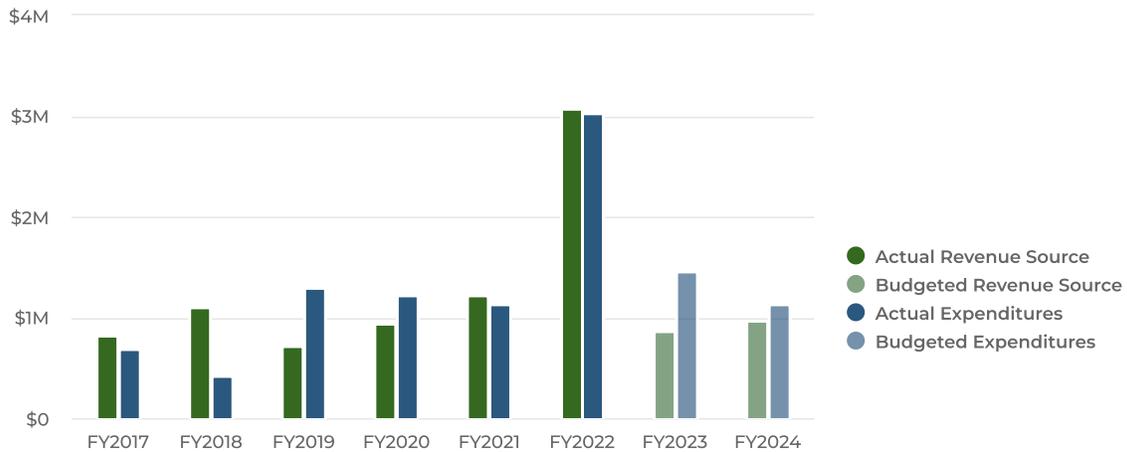
## Departmental Oversight of Special Revenue Funds

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



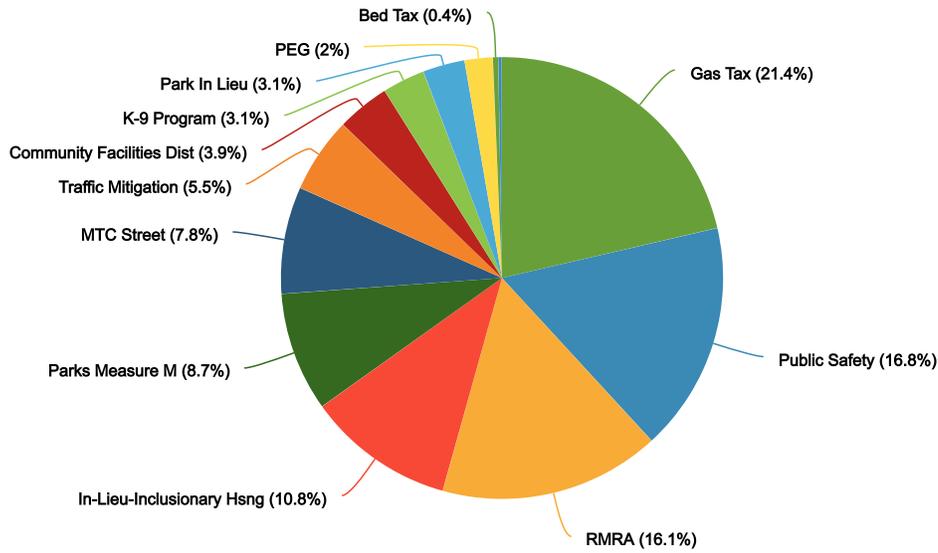
## Summary

The City of Cotati is projecting approximately \$0.98M of revenue in FY2024, which represents a 12.0% increase over the prior year. Budgeted expenditures are projected to decrease by 26.2% to \$1.13M in FY2024.

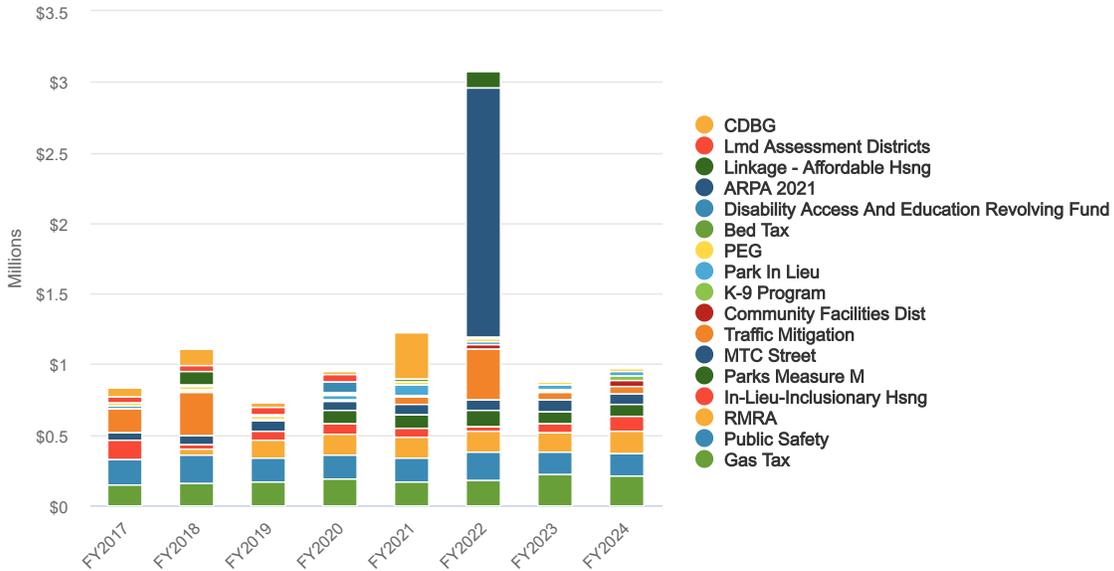


# Revenue by Fund

## 2024 Revenue by Fund



## Budgeted and Historical 2024 Revenue by Fund



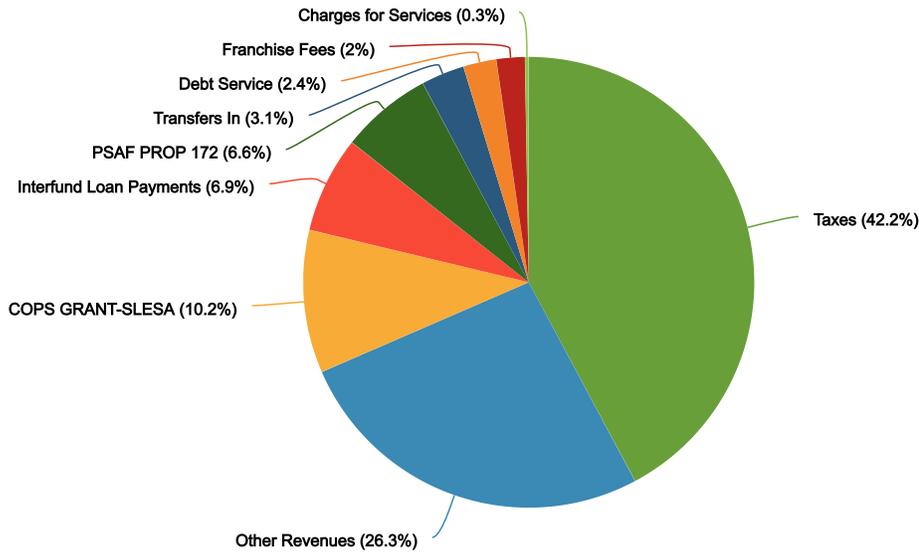
Name	FY2020 Budgeted	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
CDBG	\$240,000	\$26,425	\$331,464	\$0	\$0	\$0	\$0	0%
Gas Tax	\$207,998	\$187,715	\$171,601	\$182,575	\$219,200	\$201,276	\$208,620	3.6%
MTC Street	\$60,000	\$63,543	\$70,584	\$78,823	\$79,700	\$80,770	\$76,500	-5.3%



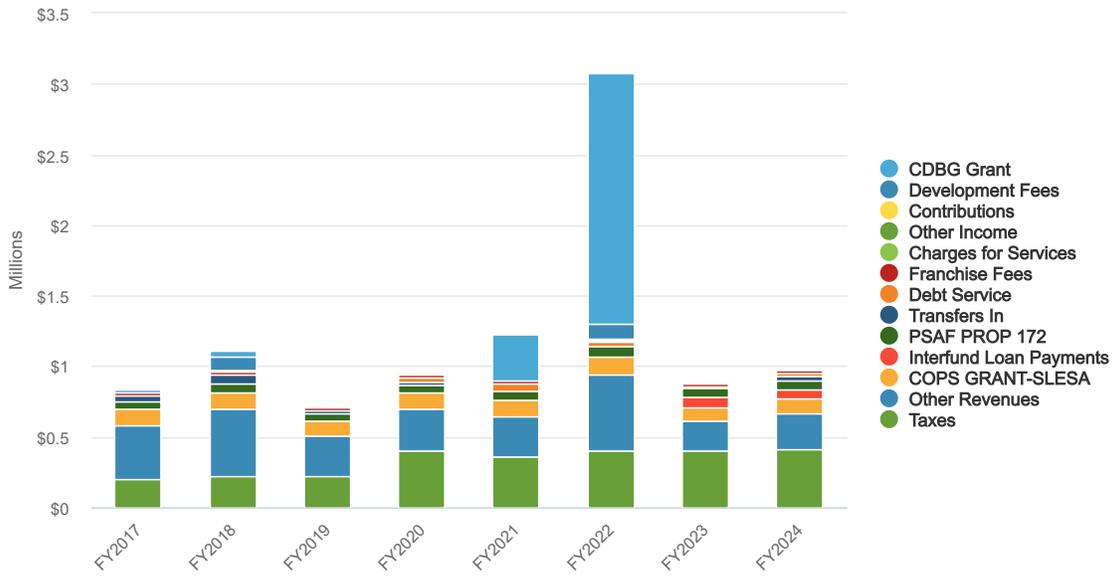
Name	FY2020 Budgeted	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Traffic Mitigation	\$247,920	\$14,939	\$58,092	\$357,980	\$54,000	\$1,000	\$54,000	5,300%
Park In Lieu	-\$136,200	\$22,030	\$73,287	\$27,742	\$26,000	\$150	\$30,000	19,900%
PEG	\$19,100	\$20,021	\$19,263	\$19,930	\$20,000	\$20,050	\$20,000	-0.2%
Public Safety	\$166,000	\$175,995	\$171,159	\$199,514	\$164,000	\$172,120	\$164,000	-4.7%
K-9 Program	\$5,000	\$1,487	\$4,851	\$72	\$13,840	\$14,390	\$30,340	110.8%
In-Lieu-Inclusionary Hsng	\$110,000	\$83,041	\$69,389	\$31,225	\$67,499	\$100,624	\$105,568	4.9%
Bed Tax	\$4,000	\$2,775	\$18,863	\$2,084	\$4,000	\$500	\$4,000	700%
Parks Measure M	\$0	\$90,269	\$96,579	\$109,948	\$85,000	\$85,400	\$85,000	-0.5%
Community Facilities Dist	\$0	\$0	\$1,415	\$28,511	\$10,400	\$36,780	\$37,800	2.8%
RMRA	\$127,700	\$138,624	\$139,093	\$149,632	\$135,000	\$155,100	\$157,500	1.5%
Linkage - Affordable Hsng	\$0	\$1,451	\$770	\$110,734	\$0	\$350	\$0	-100%
Disability Access And Education Revolving Fund	\$2,500	\$76,479	\$3,068	\$2,745	\$2,500	\$2,500	\$2,500	0%
Lmd Assessment Districts	\$0	\$49,878	\$0	\$0	\$0	\$0	\$0	0%
ARPA 2021	\$0	\$0	\$0	\$1,772,630	\$0	\$0	\$0	0%
<b>Total:</b>	<b>\$1,054,018</b>	<b>\$954,674</b>	<b>\$1,229,478</b>	<b>\$3,074,146</b>	<b>\$881,139</b>	<b>\$871,010</b>	<b>\$975,828</b>	<b>12%</b>

## Revenues by Source

### Projected 2024 Revenues by Source



### Budgeted and Historical Revenues by Source

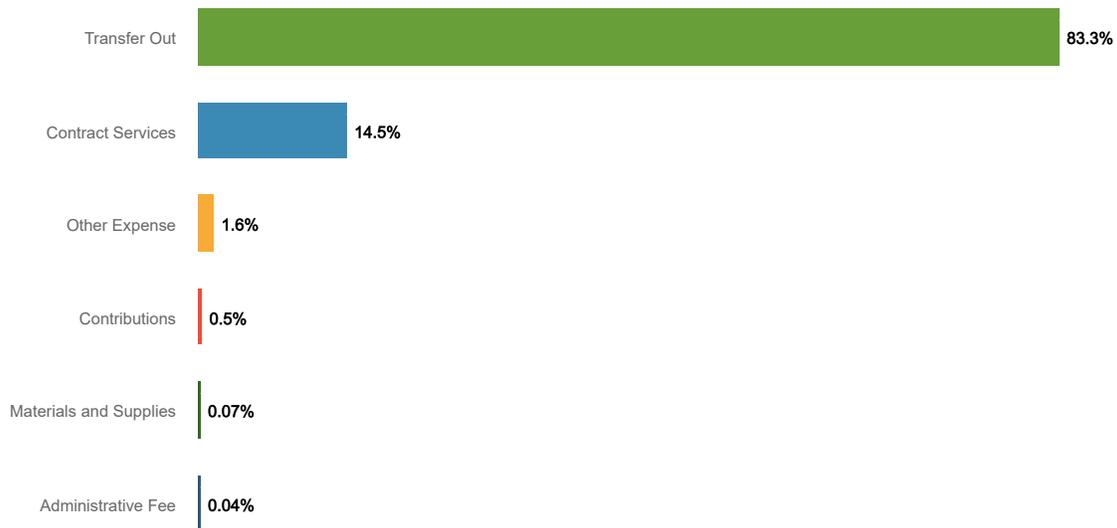


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Taxes	\$406,518	\$356,962	\$401,324	\$398,000	\$403,856	\$411,620	1.9%
Interfund Loan Payments	\$0	\$0	\$0	\$67,499	\$67,499	\$67,499	0%
Franchise Fees	\$19,877	\$19,177	\$19,882	\$20,000	\$20,000	\$20,000	0%
PSAF PROP 172	\$60,057	\$62,866	\$75,848	\$64,000	\$72,000	\$64,000	-11.1%
Other Revenues	\$288,185	\$292,502	\$542,218	\$215,300	\$167,640	\$256,800	53.2%
Charges for Services	\$3,007	\$2,971	\$2,706	\$2,500	\$2,500	\$2,500	0%
CDBG Grant	\$11,450	\$331,464	\$1,772,630	\$0	\$0	\$0	0%
COPS GRANT-SLESA	\$115,492	\$107,807	\$123,539	\$100,000	\$100,000	\$100,000	0%
Development Fees	\$0	\$0	\$110,410	\$0	\$0	\$0	0%
Debt Service	\$33,677	\$50,878	\$25,517	\$0	\$23,125	\$23,069	-0.2%
Contributions	\$1,437	\$238	\$72	\$0	\$550	\$0	-100%
Transfers In	\$14,975	\$4,612	\$0	\$13,840	\$13,840	\$30,340	119.2%
<b>Total Revenue Source:</b>	<b>\$954,674</b>	<b>\$1,229,478</b>	<b>\$3,074,146</b>	<b>\$881,139</b>	<b>\$871,010</b>	<b>\$975,828</b>	<b>12%</b>

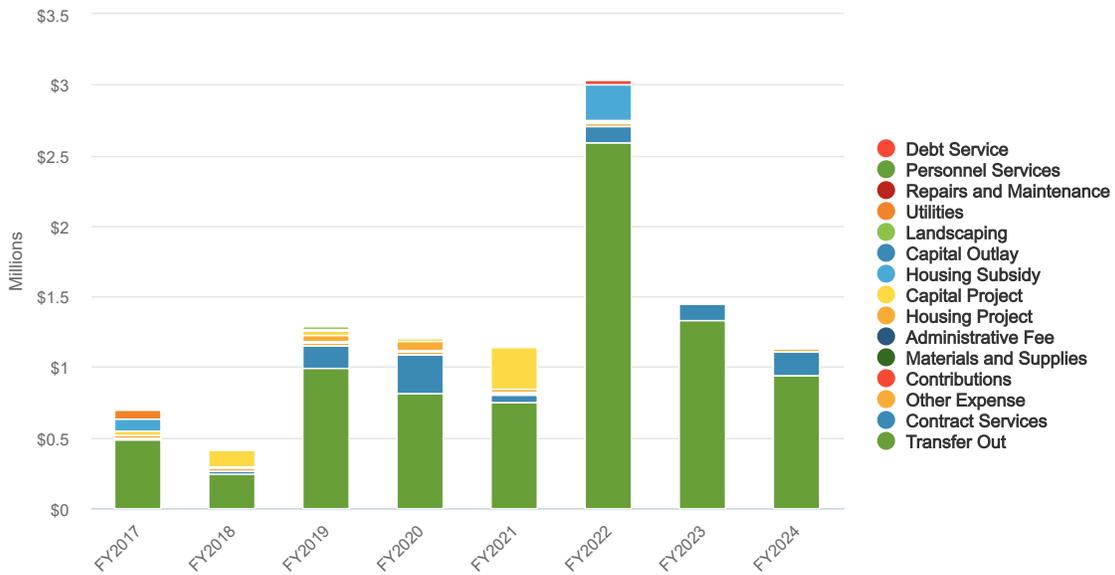


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Materials and Supplies	\$677	\$868	\$767	\$840	\$840	\$840	0%



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
<b>Total Materials and Supplies:</b>	<b>\$677</b>	<b>\$868</b>	<b>\$767</b>	<b>\$840</b>	<b>\$840</b>	<b>\$840</b>	<b>0%</b>
Contract Services	\$273,336	\$49,144	\$117,311	\$116,578	\$62,619	\$164,000	161.9%
<b>Total Contract Services:</b>	<b>\$273,336</b>	<b>\$49,144</b>	<b>\$117,311</b>	<b>\$116,578</b>	<b>\$62,619</b>	<b>\$164,000</b>	<b>161.9%</b>
Utilities	\$10,489	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Utilities:</b>	<b>\$10,489</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Other Expense	\$28,848	\$17,053	\$17,203	\$15,500	\$15,500	\$18,500	19.4%
<b>Total Other Expense:</b>	<b>\$28,848</b>	<b>\$17,053</b>	<b>\$17,203</b>	<b>\$15,500</b>	<b>\$15,500</b>	<b>\$18,500</b>	<b>19.4%</b>
Landscaping	\$8,357	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Landscaping:</b>	<b>\$8,357</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Administrative Fee	\$412	\$12	\$245	\$0	\$500	\$500	0%
<b>Total Administrative Fee:</b>	<b>\$412</b>	<b>\$12</b>	<b>\$245</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>0%</b>
Debt Service	\$0	\$0	\$37,118	\$0	\$0	\$0	0%
<b>Total Debt Service:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,118</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Transfer Out	\$812,902	\$750,254	\$2,592,596	\$1,329,122	\$1,451,800	\$945,193	-34.9%
<b>Total Transfer Out:</b>	<b>\$812,902</b>	<b>\$750,254</b>	<b>\$2,592,596</b>	<b>\$1,329,122</b>	<b>\$1,451,800</b>	<b>\$945,193</b>	<b>-34.9%</b>
Contributions	\$4,789	\$4,882	\$12,980	\$5,200	\$5,240	\$5,600	6.9%
<b>Total Contributions:</b>	<b>\$4,789</b>	<b>\$4,882</b>	<b>\$12,980</b>	<b>\$5,200</b>	<b>\$5,240</b>	<b>\$5,600</b>	<b>6.9%</b>
Housing Subsidy	\$0	\$0	\$250,000	\$0	\$0	\$0	0%
<b>Total Housing Subsidy:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Capital Project	\$26,425	\$290,583	\$0	\$0	\$0	\$0	0%
<b>Total Capital Project:</b>	<b>\$26,425</b>	<b>\$290,583</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Housing Project	\$62,204	\$27,208	\$8,878	\$0	\$0	\$0	0%
<b>Total Housing Project:</b>	<b>\$62,204</b>	<b>\$27,208</b>	<b>\$8,878</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total Expense Objects:</b>	<b>\$1,228,438</b>	<b>\$1,140,005</b>	<b>\$3,037,098</b>	<b>\$1,467,240</b>	<b>\$1,536,499</b>	<b>\$1,134,633</b>	<b>-26.2%</b>





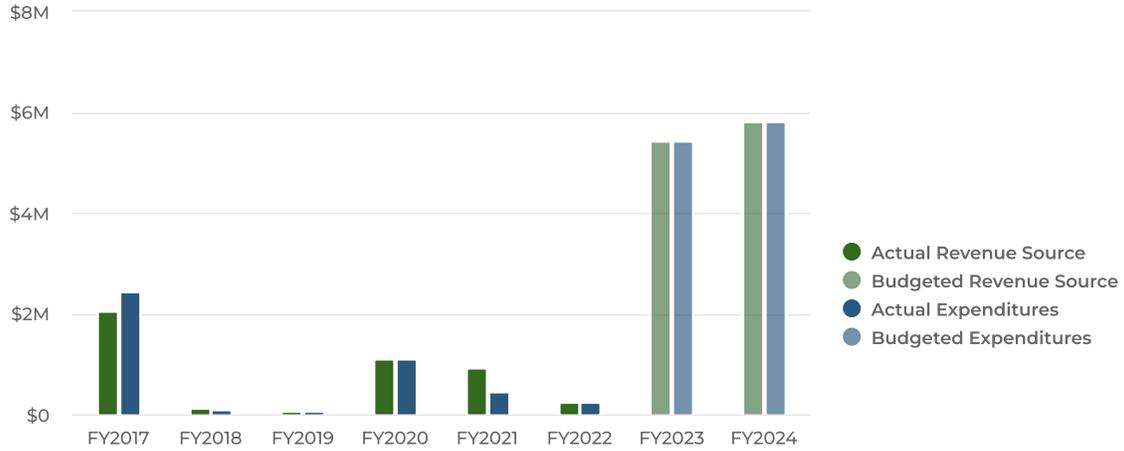
## Grants Fund

### Fund 201

This fund is designed to account for the construction of projects that utilize Federal, State, regional, and local grants funds other than CDBG. City Staff applies for and receives competitive funding grants for various City projects that meet specific criteria.

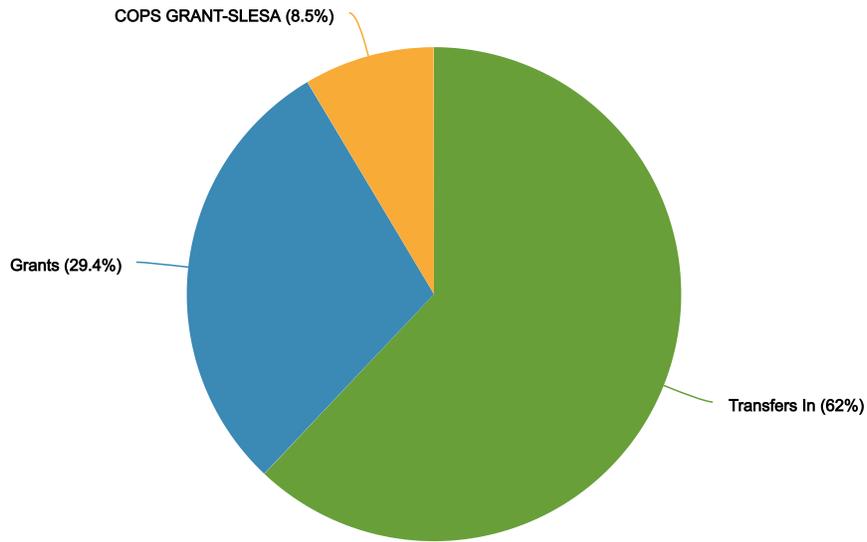
## Summary

The City of Cotati is projecting \$5.85M of revenue in FY2024, which represents a 5.3% increase over the prior year. Budgeted expenditures are projected to increase by 6.7% to \$5.85M in FY2024. For more detail please see the Capital Improvements section, and the Appendix.

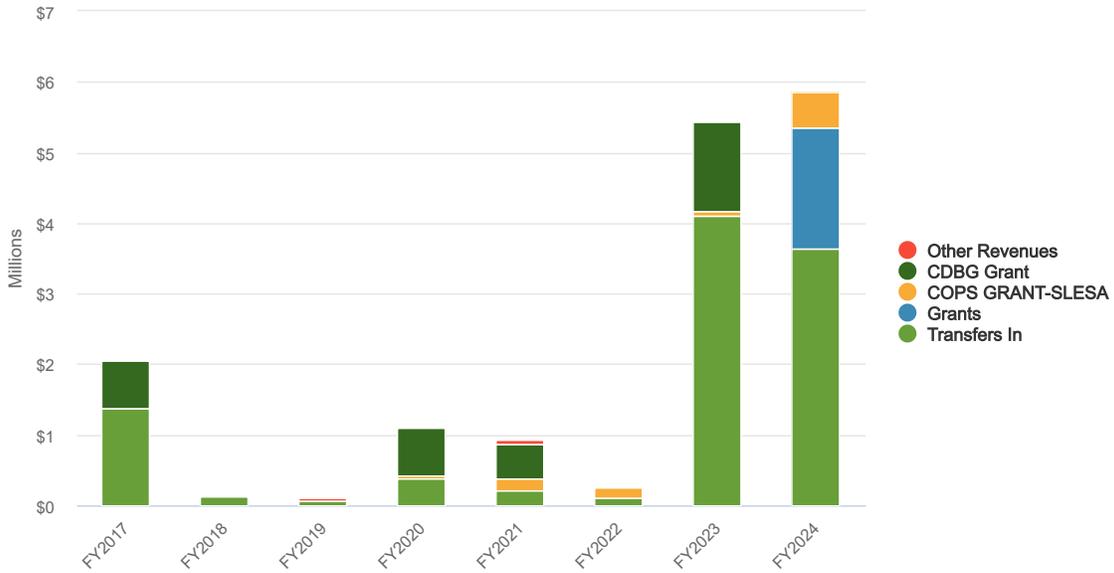


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical Revenues by Source



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$38,489	\$66,584	\$23,321	\$0	\$0	\$0	0%
CDBG Grant	\$675,000	\$500,891	\$0	\$1,277,900	\$1,077,900	\$0	-100%
COPS GRANT-SLESA	\$29,833	\$171,368	\$147,157	\$50,000	\$0	\$500,000	N/A

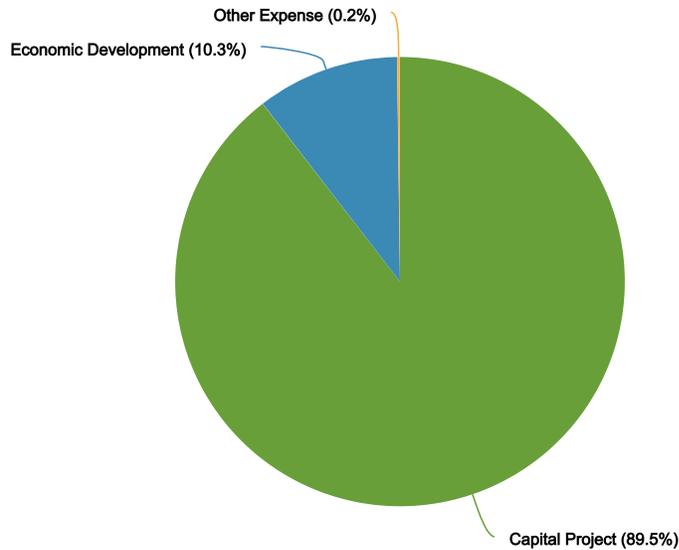


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Transfers In	\$384,778	\$202,232	\$102,492	\$4,110,000	\$4,310,000	\$3,629,214	-15.8%
Grants	\$0	\$0	\$0	\$0	\$164,601	\$1,719,914	944.9%
<b>Total Revenue Source:</b>	<b>\$1,128,100</b>	<b>\$941,074</b>	<b>\$272,970</b>	<b>\$5,437,900</b>	<b>\$5,552,501</b>	<b>\$5,849,128</b>	<b>5.3%</b>

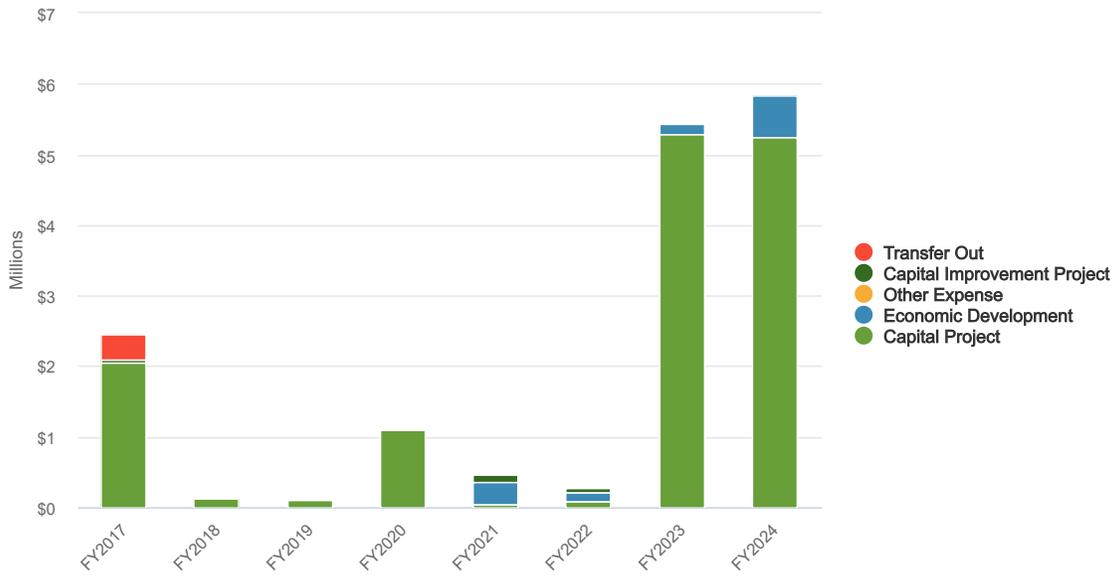
## Expenditures by Expense Type

The City has elevated the priority of investments in streets infrastructure as well as City buildings and parks. See the Capital Improvements section of the budget for more detailed information about specific projects programed in Fiscal Year 2023/24.

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Other Expense	\$0	\$0	\$0	\$0	\$112,421	\$11,464	-89.8%
Economic Development	\$29,833	\$312,749	\$142,569	\$160,000	\$90,000	\$600,000	566.7%
Capital Project	\$1,098,267	\$36,527	\$74,446	\$5,277,900	\$5,277,900	\$5,237,664	-0.8%
Capital Improvement Project	\$0	\$123,678	\$55,955	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$1,128,100</b>	<b>\$472,954</b>	<b>\$272,970</b>	<b>\$5,437,900</b>	<b>\$5,480,321</b>	<b>\$5,849,128</b>	<b>6.7%</b>



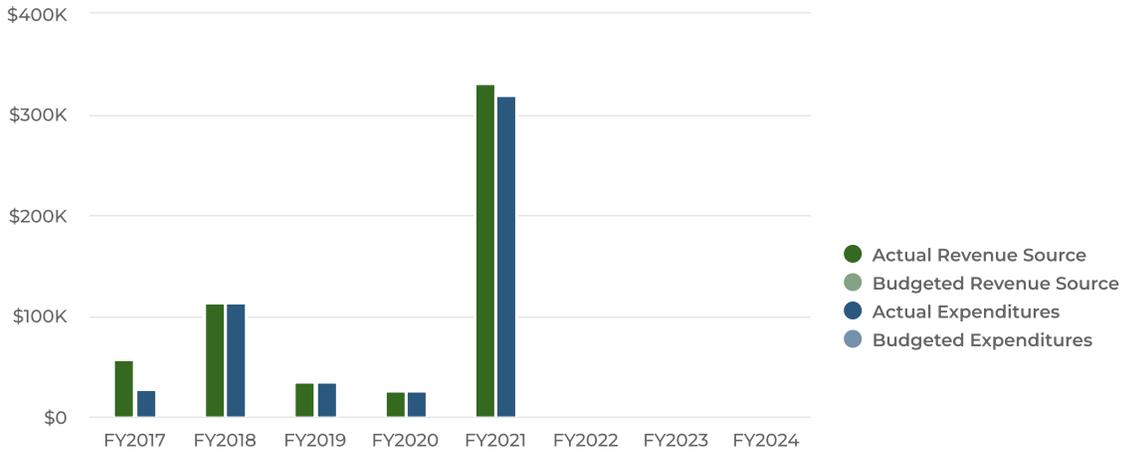


**Fund 202**

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.

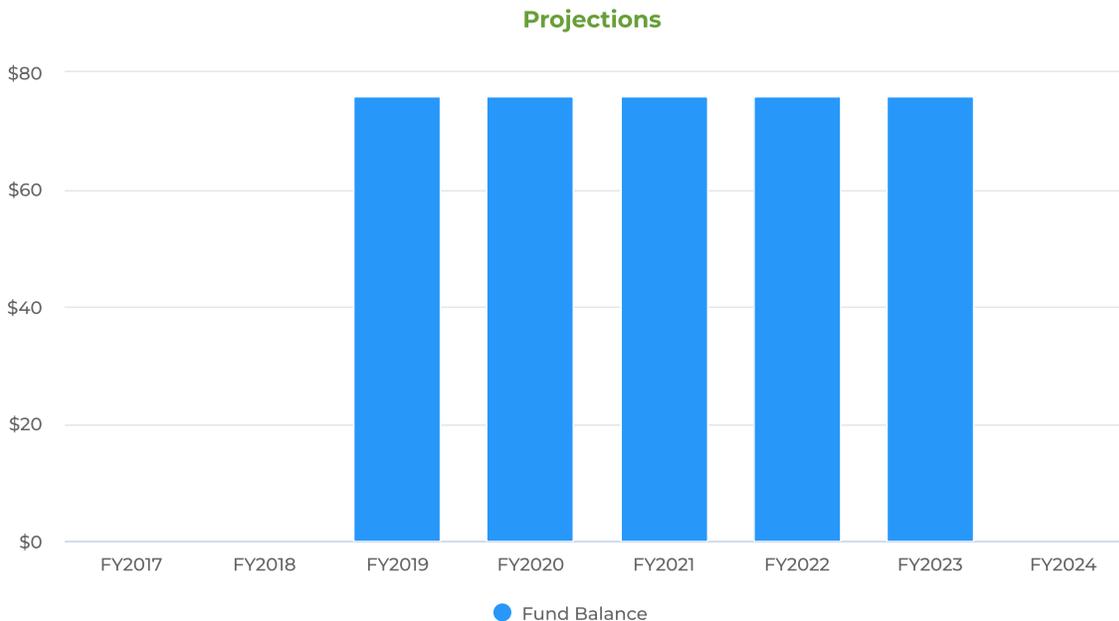
**Summary**

The City of Cotati has completed the grants projects for this fund and as such is not budgeting any revenue or expenditures for FY2024. We will continue to look for more CDBG grant opportunities for projects within the City.



**Fund Balance**

The fund balance remains constant at \$76 as the capital projects supported by this grant have now completed.







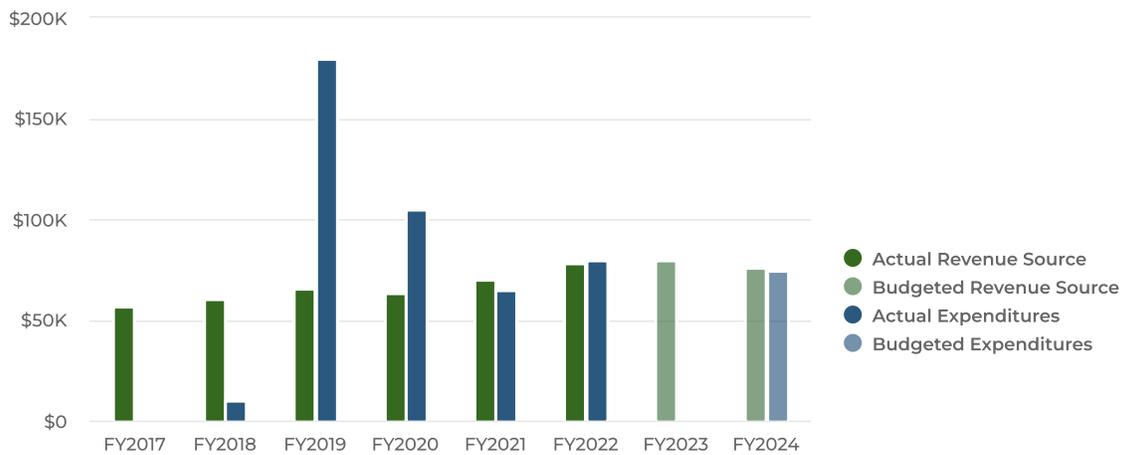
## MTC Street

### 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

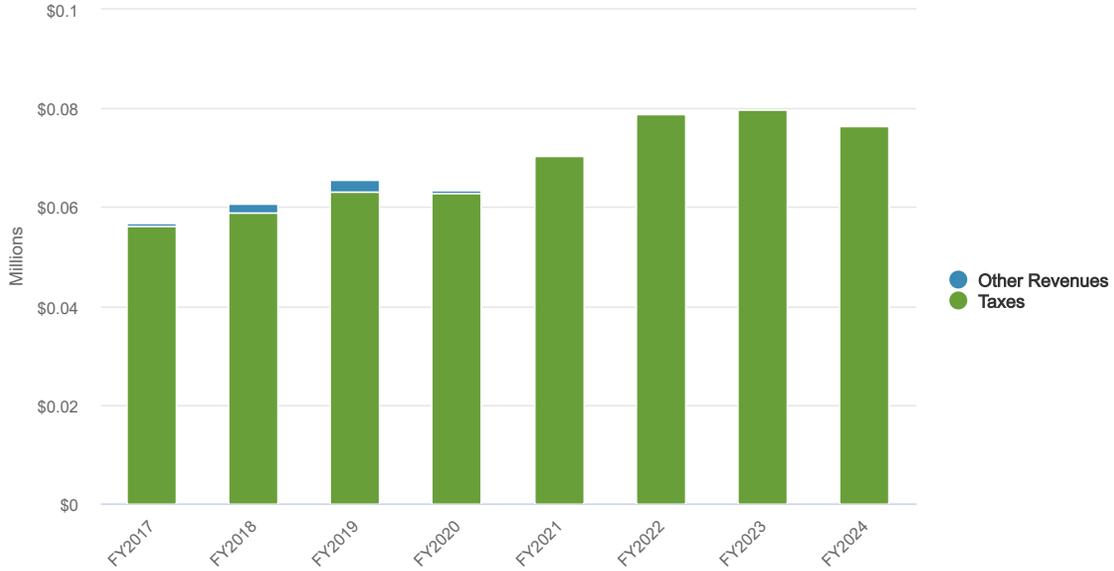
The City of Cotati is projecting \$76,500 of revenue in FY2024, which represents a 5.3% decrease over the prior year. Budgeted expenditures are projected to be \$75,000, as the City will be utilizing funds towards streets projects during FY2024.



# 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.

## Budgeted and Historical Revenues by Source



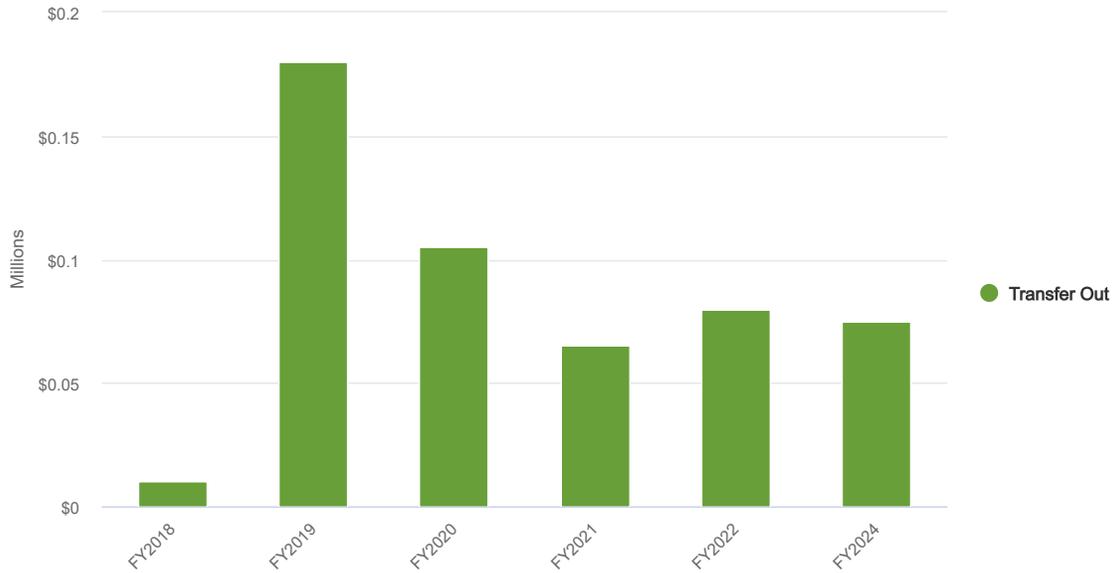
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Taxes	\$62,862	\$70,455	\$78,778	\$79,700	\$80,700	\$76,500	-5.2%
Other Revenues	\$681	\$129	\$45	\$0	\$70	\$0	-100%
<b>Total Revenue Source:</b>	<b>\$63,543</b>	<b>\$70,584</b>	<b>\$78,823</b>	<b>\$79,700</b>	<b>\$80,770</b>	<b>\$76,500</b>	<b>-5.3%</b>



## Expenditures by Expense Type

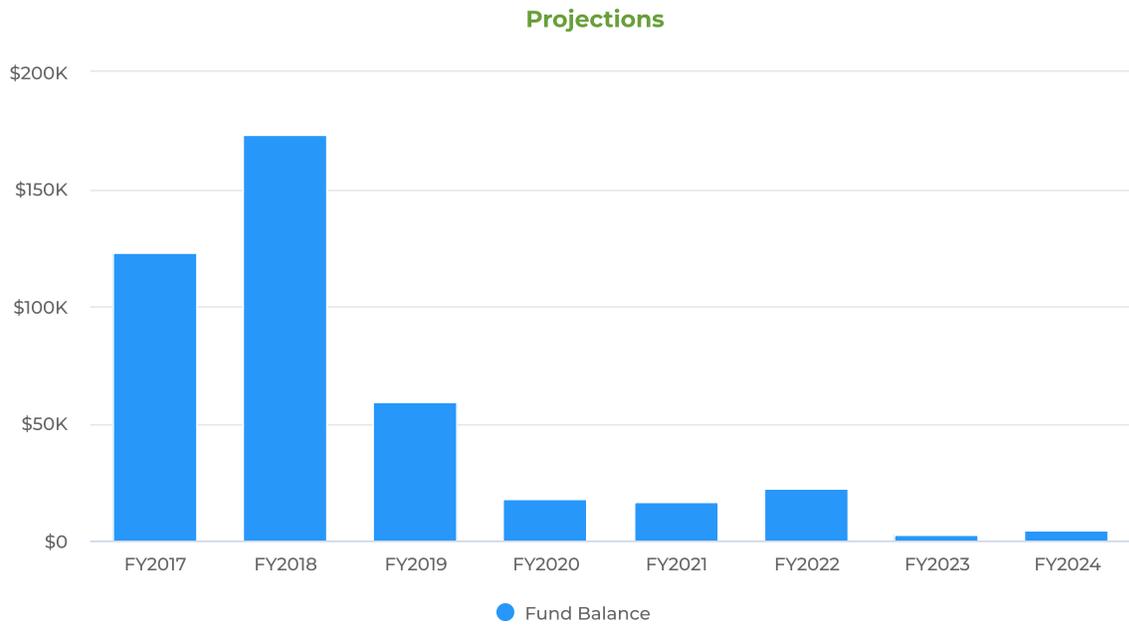
Measure M Streets is utilized for the maintenance and refurbishment of our local roads and bicycle safety projects. As such, all expenditures are related to transfers out to the capital projects funds that account for the expenditures for such projects. There are no projected expenditures for FY2024.

### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Transfer Out	\$104,970	\$65,000	\$80,000	\$0	\$0	\$75,000	N/A
<b>Total Expense Objects:</b>	<b>\$104,970</b>	<b>\$65,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>N/A</b>

# Fund Balance





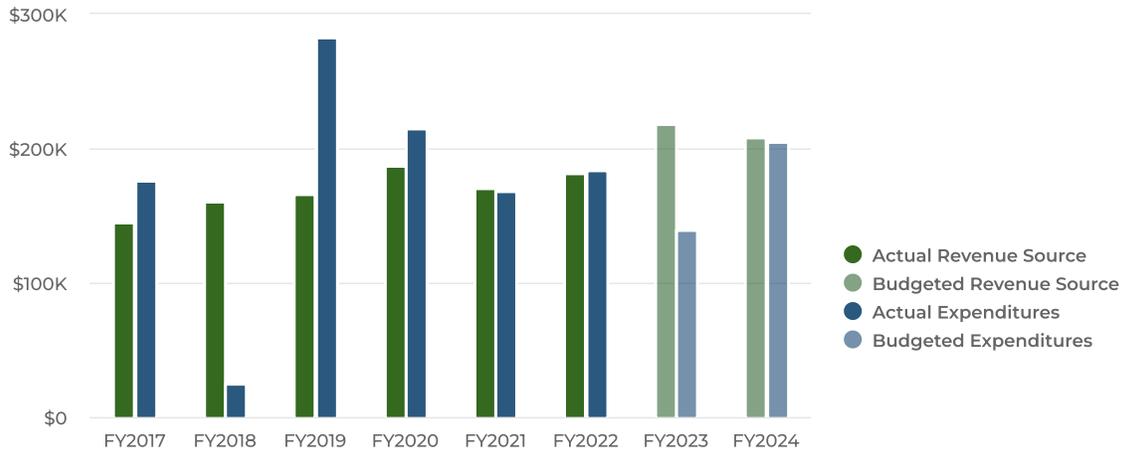
## Gas Tax

### 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.

## Summary

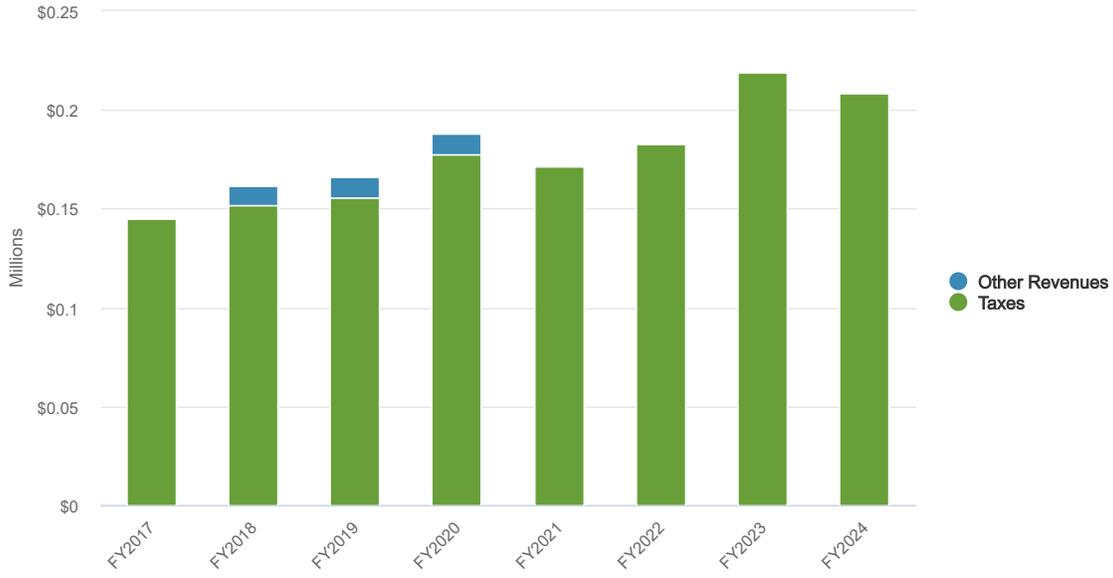
The City of Cotati is projecting \$208.6K of revenue in FY2024, which represents a 3.6% increase over the prior year. Budgeted expenditures are projected to increase by 46.6% from \$140.2K to \$205.6K in FY2024 in support of funding local streets projects.



## 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.

### Budgeted and Historical Revenues by Source

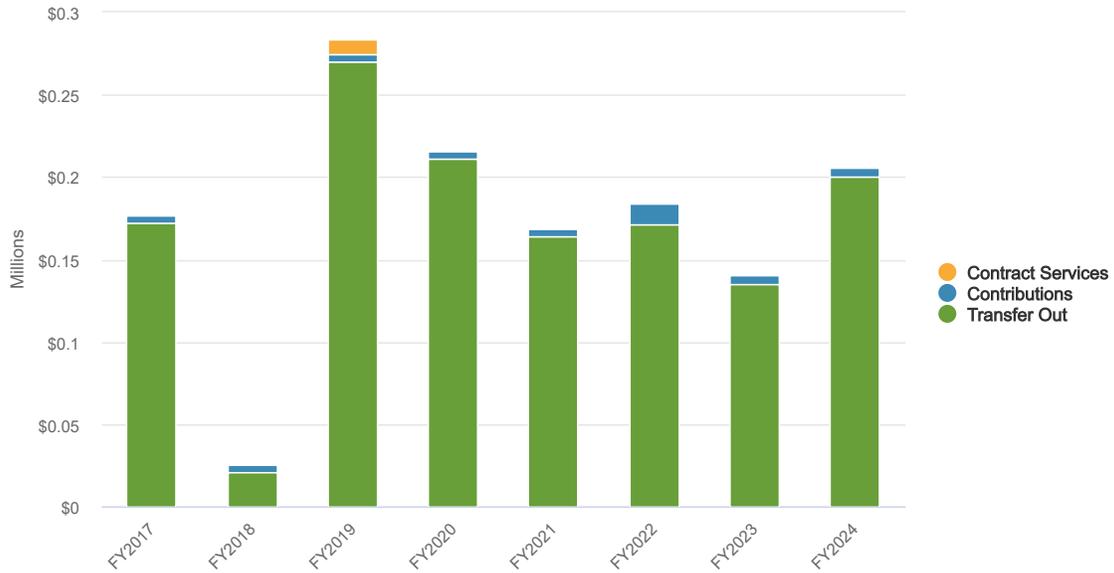


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Taxes	\$177,781	\$171,276	\$182,518	\$218,900	\$200,976	\$208,320	3.7%
Other Revenues	\$9,934	\$325	\$56	\$300	\$300	\$300	0%
<b>Total Revenue Source:</b>	<b>\$187,715</b>	<b>\$171,601</b>	<b>\$182,575</b>	<b>\$219,200</b>	<b>\$201,276</b>	<b>\$208,620</b>	<b>3.6%</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.

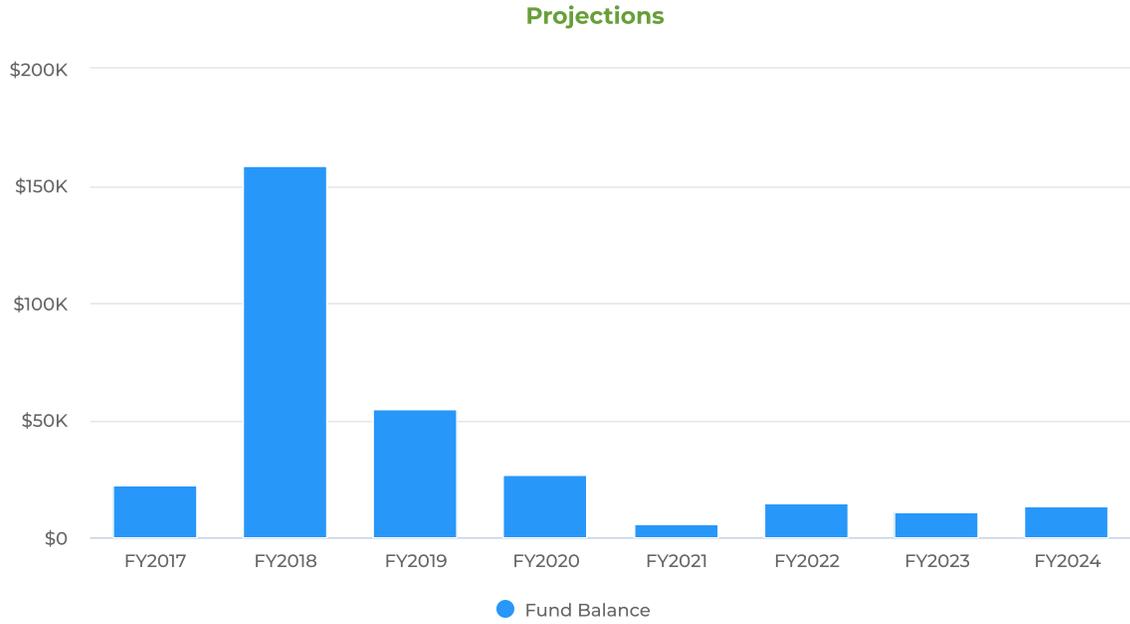
### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Transfer Out	\$211,088	\$163,819	\$171,151	\$135,000	\$135,000	\$200,000	48.1%
Contributions	\$4,789	\$4,882	\$12,980	\$5,200	\$5,240	\$5,600	6.9%
<b>Total Expense Objects:</b>	<b>\$215,877</b>	<b>\$168,701</b>	<b>\$184,131</b>	<b>\$140,200</b>	<b>\$140,240</b>	<b>\$205,600</b>	<b>46.6%</b>

# Fund Balance

The fund balance for FY2024 is to be increased to about \$13.6K as the City builds up reserves through increased anticipated revenues, which will then be used to support future streets projects as intended for these special revenues funds.





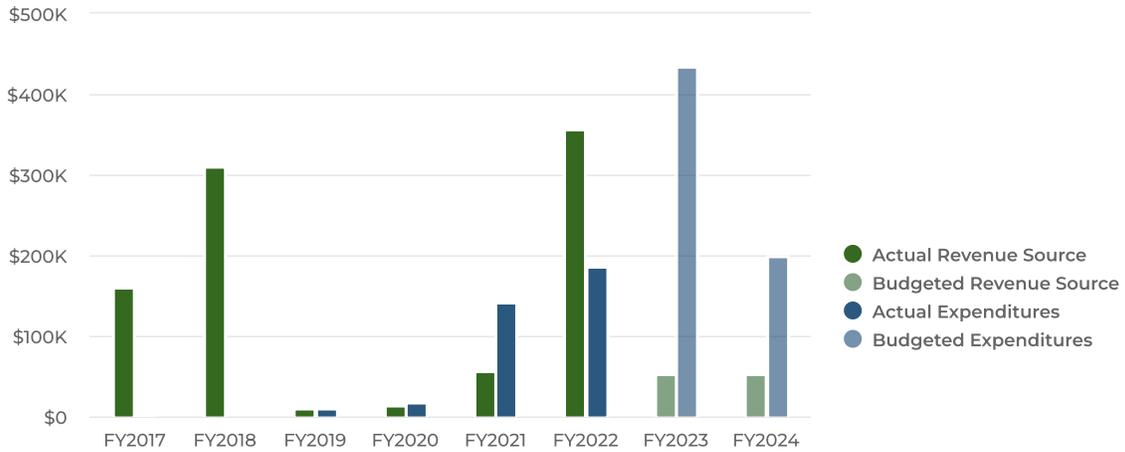
# Traffic Mitigation

## Fund 205

Funds are received from development and used for street improvements, as specified in the fee program. The fees collected in this program allow the City to construct transportation impacts identified in its Capital Improvement Program (CIP).

## Summary

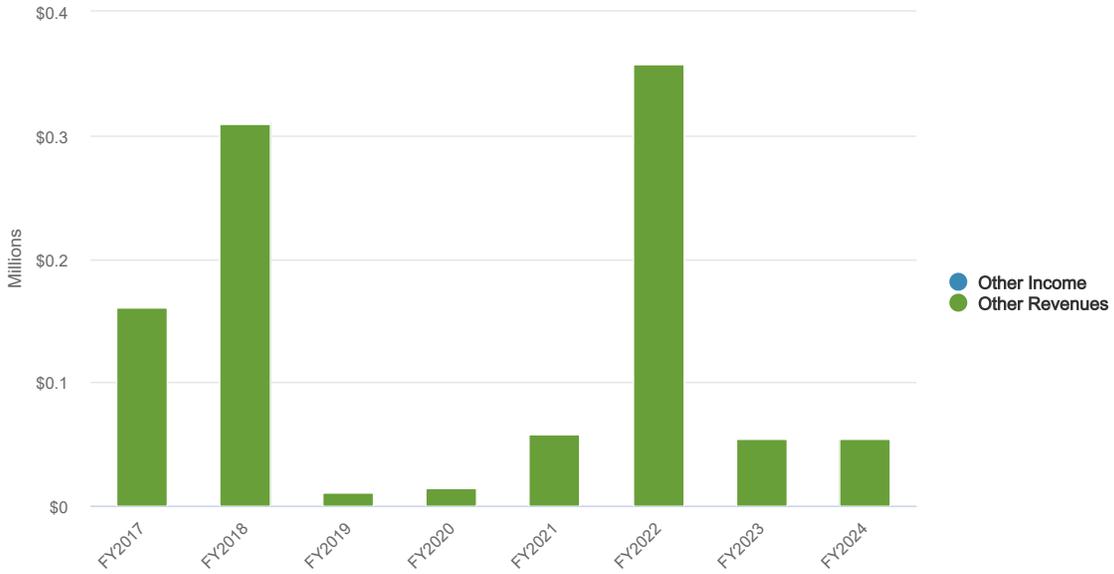
The City of Cotati is projecting \$54K of revenue in FY2024, which represents a 5,300% increase over the prior year. Budgeted expenditures are projected to decrease by 54% from \$434.8K to \$200K in FY2024, as it is strategically utilized for streets and pedestrian safety projects around the City.



# Revenues by Source

These funds are derived from developments based on the projected impact on our roads caused by additional traffic flows.

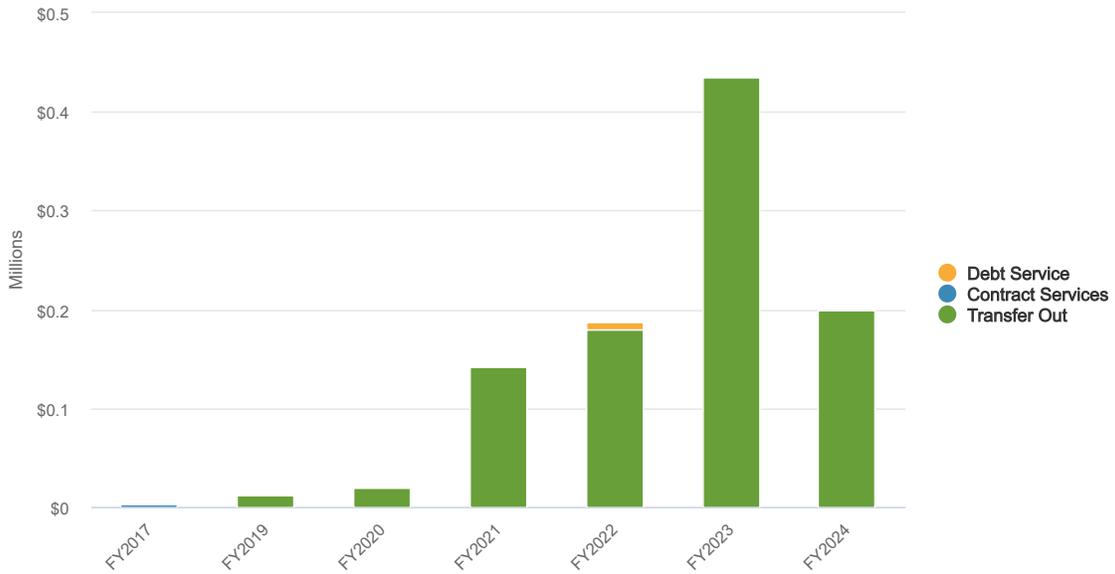
## Budgeted and Historical Revenues by Source



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$14,939	\$58,092	\$357,980	\$54,000	\$1,000	\$54,000	5,300%
<b>Total Revenue Source:</b>	<b>\$14,939</b>	<b>\$58,092</b>	<b>\$357,980</b>	<b>\$54,000</b>	<b>\$1,000</b>	<b>\$54,000</b>	<b>5,300%</b>

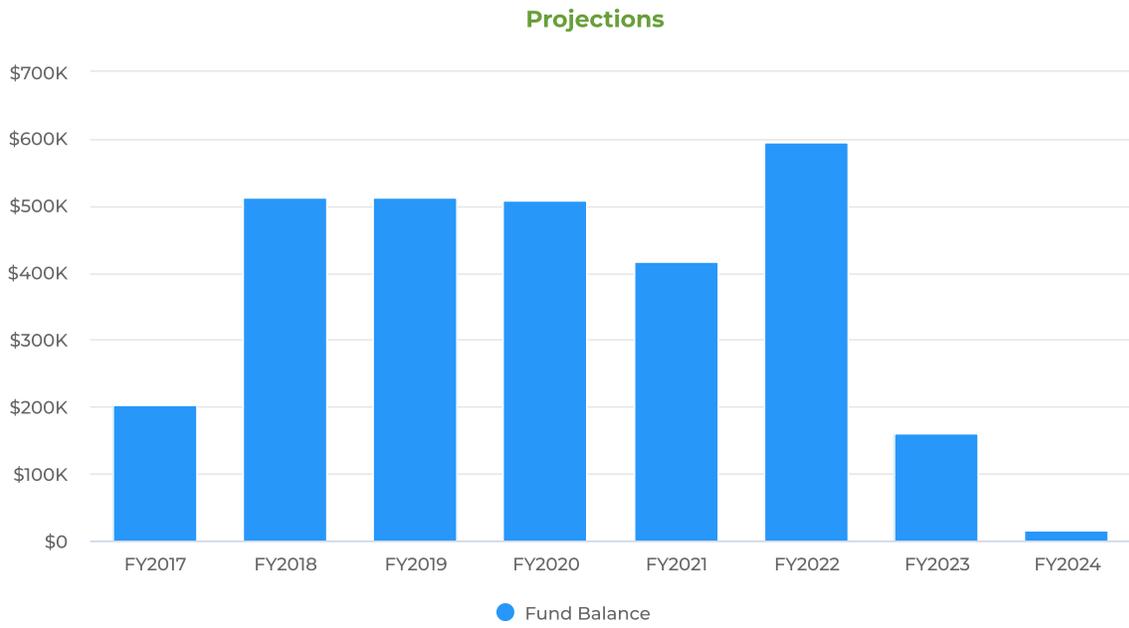
# Expenditures by Expense Type

## Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Debt Service	\$0	\$0	\$6,253	\$0	\$0	\$0	0%
Transfer Out	\$19,052	\$142,581	\$180,345	\$434,800	\$434,800	\$200,000	-54%
<b>Total Expense Objects:</b>	<b>\$19,052</b>	<b>\$142,581</b>	<b>\$186,598</b>	<b>\$434,800</b>	<b>\$434,800</b>	<b>\$200,000</b>	<b>-54%</b>

# Fund Balance





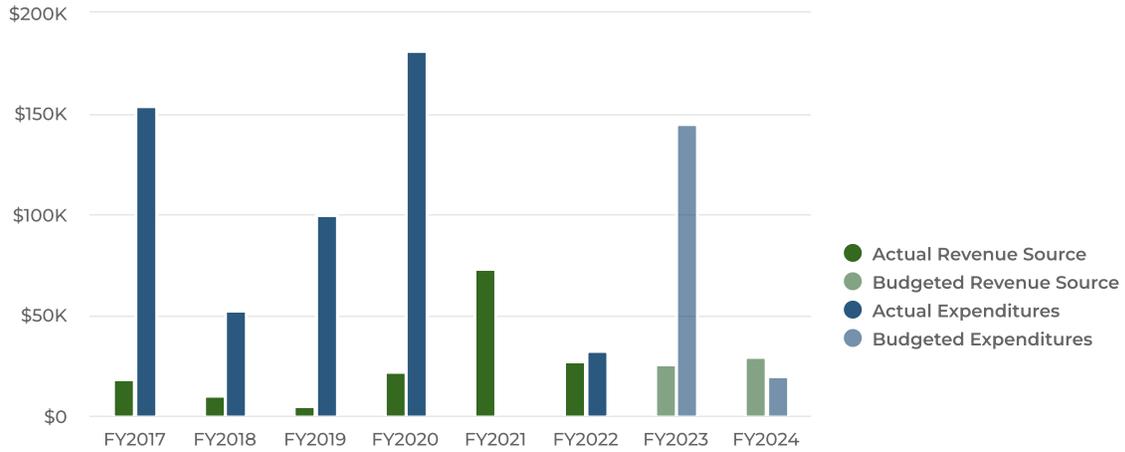
# Park In-Lieu

## Fund 206

Funds are received from development permits, and used for park improvements and development, as specified in the fee program.

### Summary

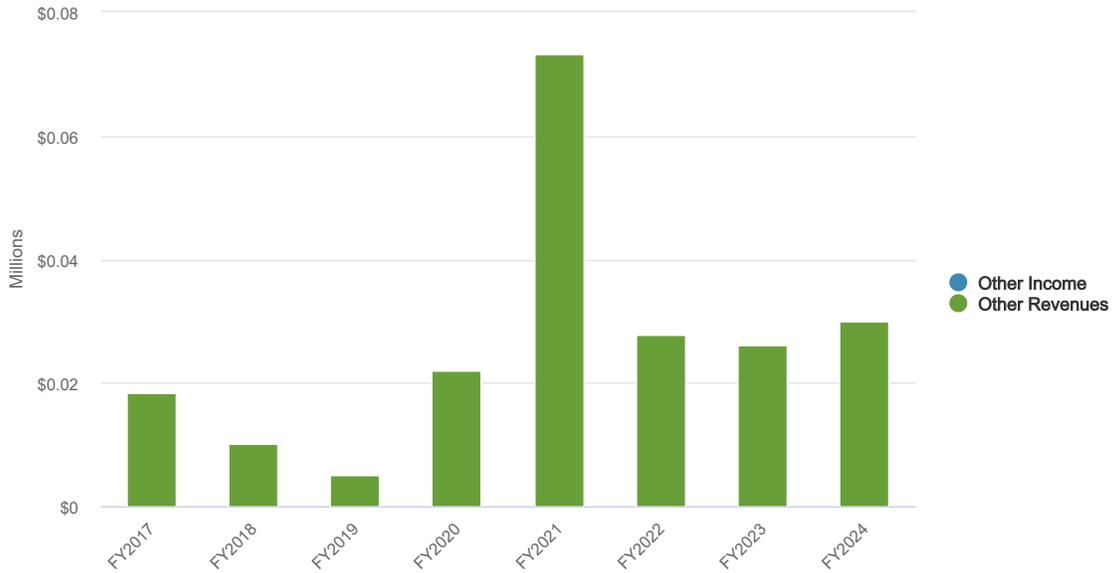
The City of Cotati is projecting \$30.0K of revenue in FY2024, which represents a 19,900% increase over the prior year. Budgeted expenditures are projected to decrease by 86.2% from \$145.0K to \$20.0K in FY2024.



## 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, they can be reasonably calculated. The revenues projected for FY2024 represent the remaining expected balance from Kessing Ranch as development nears completion.

### Budgeted and Historical Revenues by Source

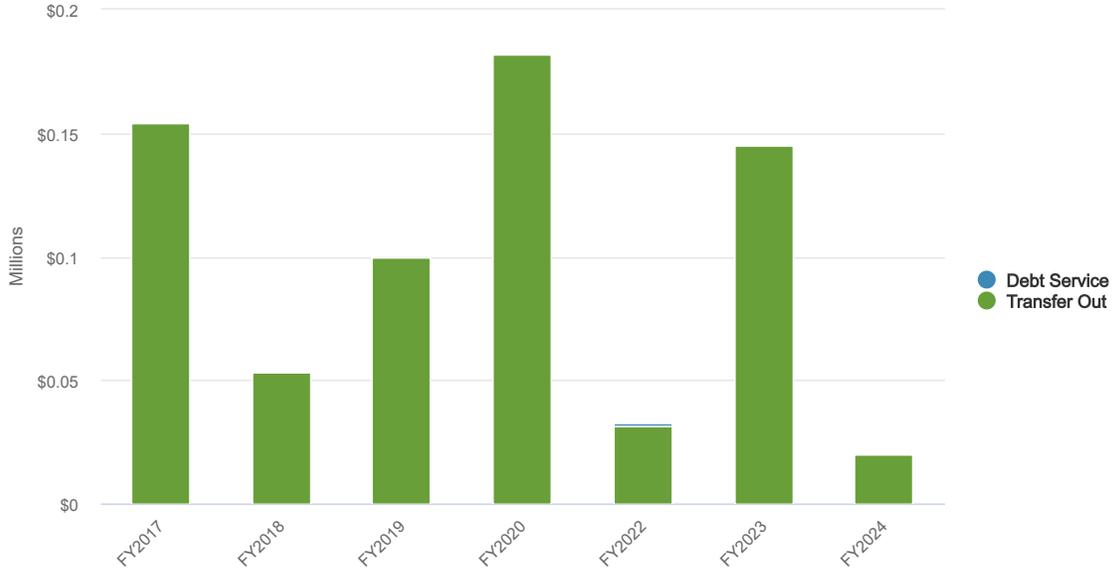


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$22,030	\$73,287	\$27,742	\$26,000	\$150	\$30,000	19,900%
<b>Total Revenue Source:</b>	<b>\$22,030</b>	<b>\$73,287</b>	<b>\$27,742</b>	<b>\$26,000</b>	<b>\$150</b>	<b>\$30,000</b>	<b>19,900%</b>

## Expenditures by Expense Type

Expenditures for this fund are transfers out to the Capital Projects Funds where the parks projects are expended. For FY2024, funds are expected to be utilized for the Sunflower Park Improvement Project.

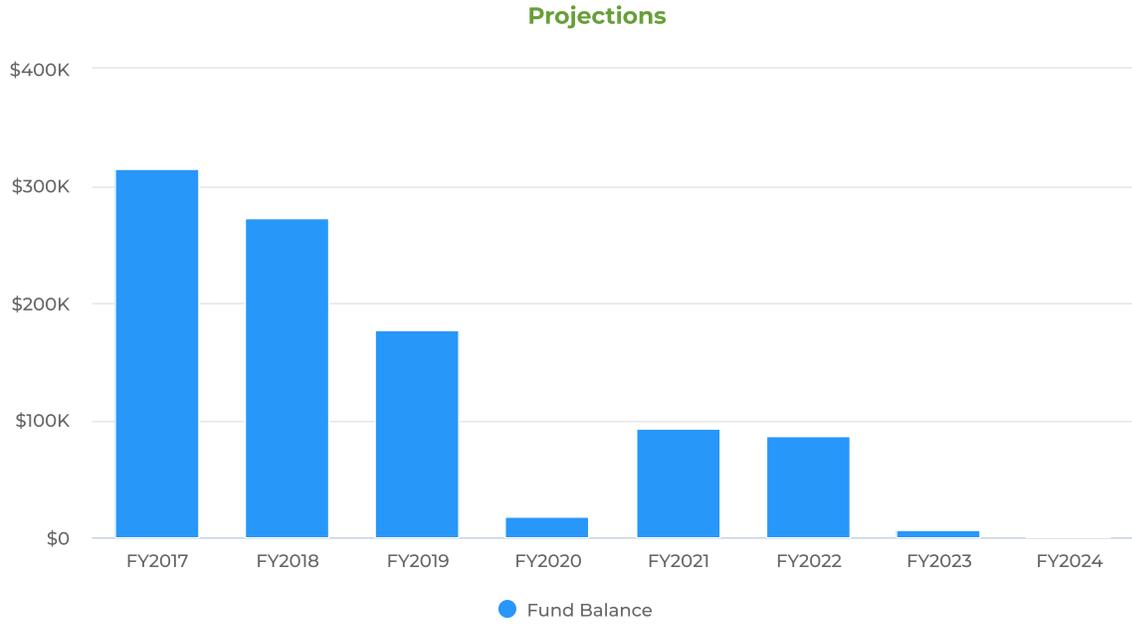
### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects						
Debt Service	\$0	\$907	\$0	\$0	\$0	0%
Transfer Out	\$181,830	\$31,584	\$145,000	\$145,000	\$20,000	-86.2%
<b>Total Expense Objects:</b>	<b>\$181,830</b>	<b>\$32,491</b>	<b>\$145,000</b>	<b>\$145,000</b>	<b>\$20,000</b>	<b>-86.2%</b>

# Fund Balance

The fund balance for FY2024 is anticipated to be reduced to \$1.4K as the retained reserves are utilized for parks projects within the City.





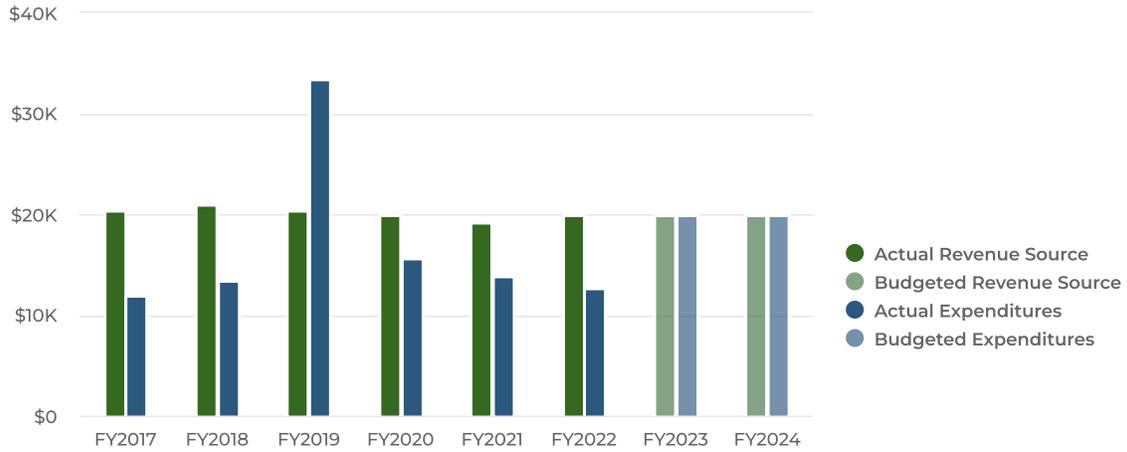
# PEG Fees

## Fund 208

Public Education and Government Access (PEG) grant funding are special funds received by the City to support public, educational and government transparency by broadcasting public meetings.

## Summary

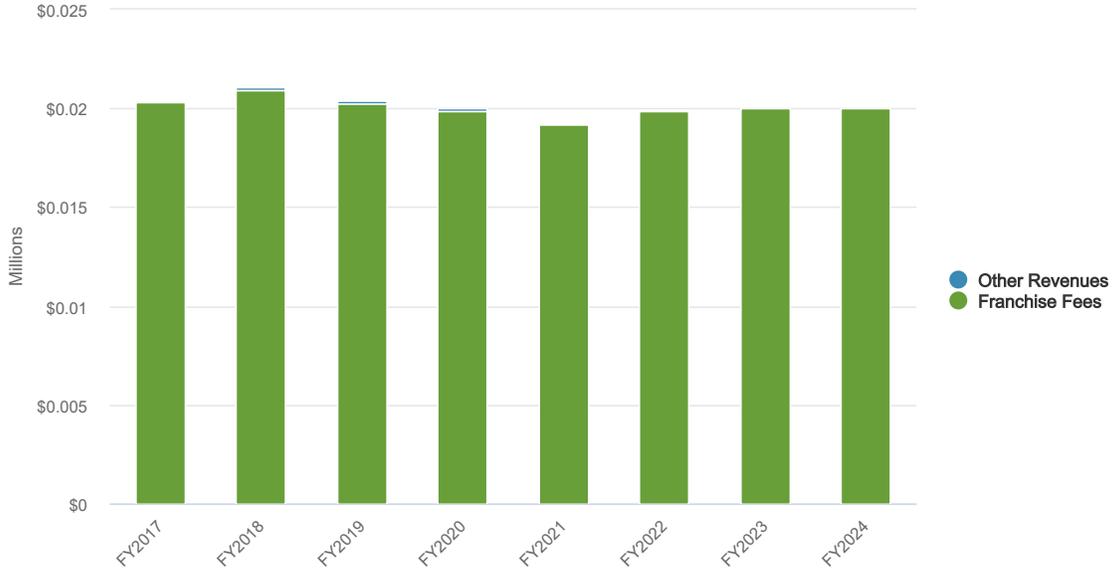
The City of Cotati is projecting \$20K of revenue in FY2024, which is a decrease of 0.2% compared to the prior year. Budgeted expenditures are projected to stay consistent with the prior year.



# Revenues by Source

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

## Budgeted and Historical Revenues by Source



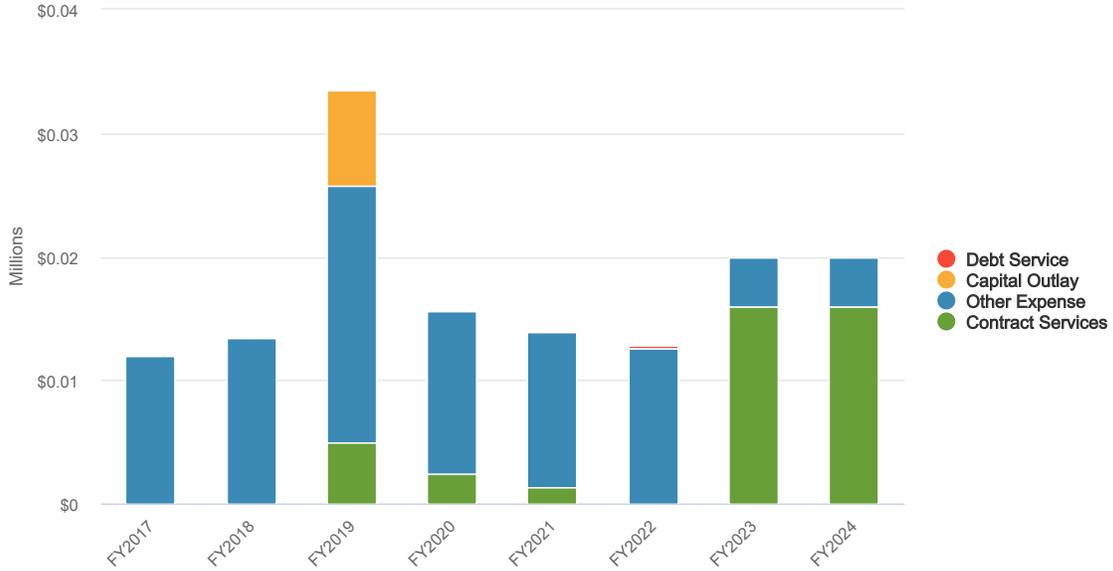
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Franchise Fees	\$19,877	\$19,177	\$19,882	\$20,000	\$20,000	\$20,000	0%
Other Revenues	\$144	\$86	\$48	\$0	\$50	\$0	-100%
<b>Total Revenue Source:</b>	<b>\$20,021</b>	<b>\$19,263</b>	<b>\$19,930</b>	<b>\$20,000</b>	<b>\$20,050</b>	<b>\$20,000</b>	<b>-0.2%</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.

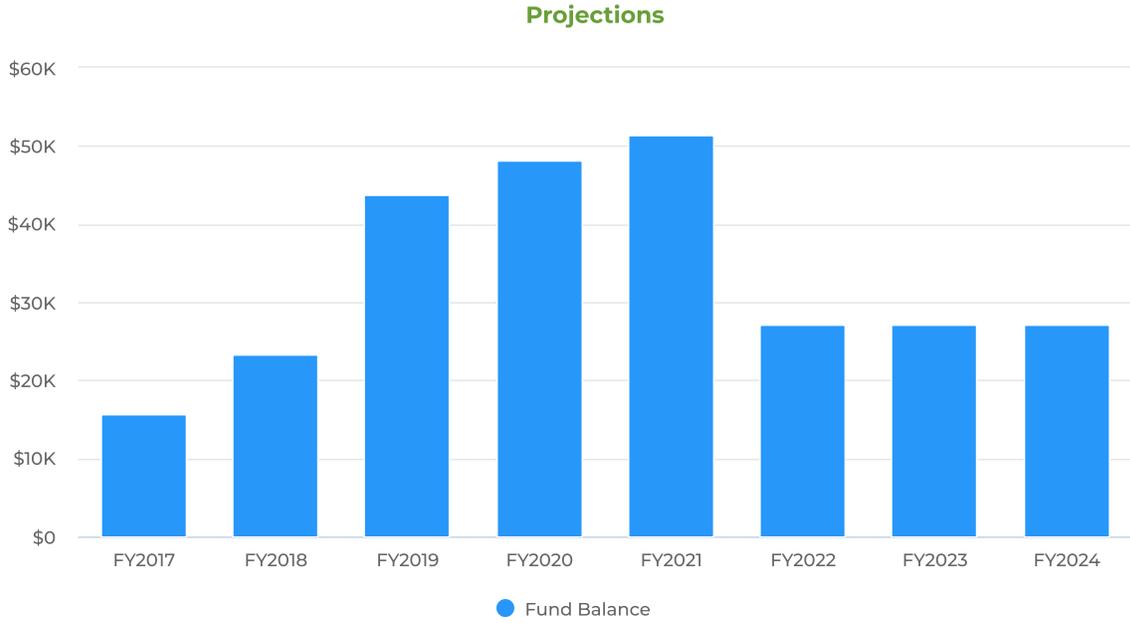
## Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Contract Services	\$2,415	\$1,333	\$0	\$16,000	\$16,000	\$16,000	0%
Other Expense	\$13,218	\$12,553	\$12,553	\$4,000	\$4,000	\$4,000	0%
Debt Service	\$0	\$0	\$233	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$15,633</b>	<b>\$13,887</b>	<b>\$12,787</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>0%</b>

# Fund Balance

The fund balance for FY2024 is projected to remain unchanged from the FY2023 fund balance.





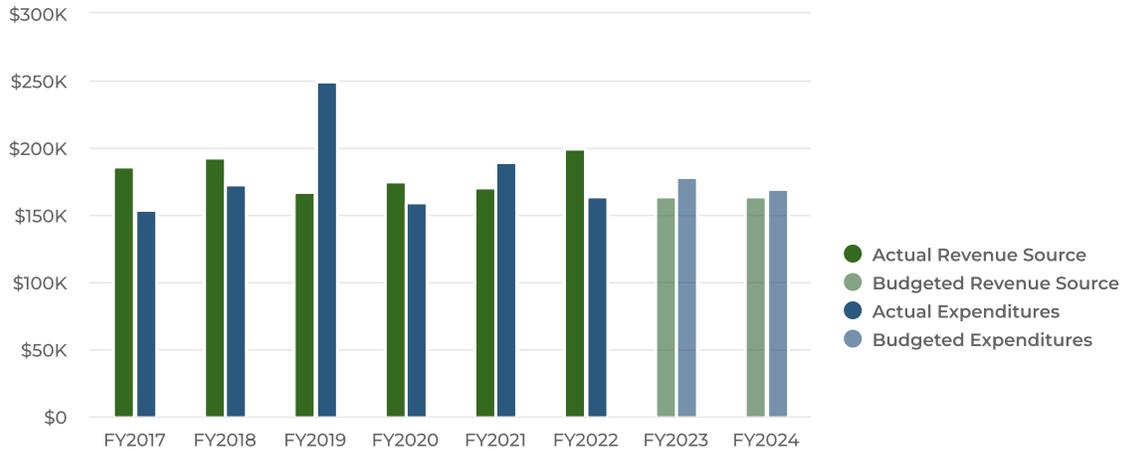
# Public Safety

## 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

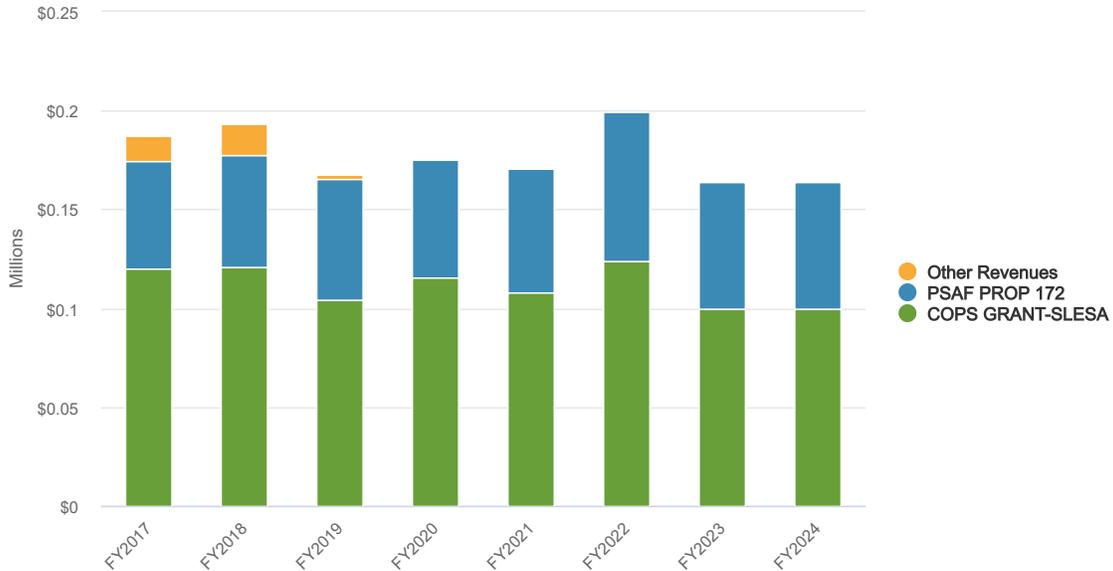
The City of Cotati is projecting \$164K of revenue in FY2024, which is a 4.7% decrease compared with the prior year. Budgeted expenditures are projected to decrease by 20.9% to \$170K in FY2024. All funds are transferred to the General Fund to support police operations in line with the special revenues.



## Revenues by Source

The Public Safety Fund receives revenues from both Prop 172 and well as the Citizens Option for Public Safety (COPS) Supplemental Law Enforcement Services Account (SLESA) Grants. Proposition 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 State General Funds to local counties and cities in order to support local law enforcement. A summary of these special revenues is available [here](#). Estimates on the annual funding available are calculated based on historical trends as well as projections received by the State.

### Budgeted and Historical Revenues by Source



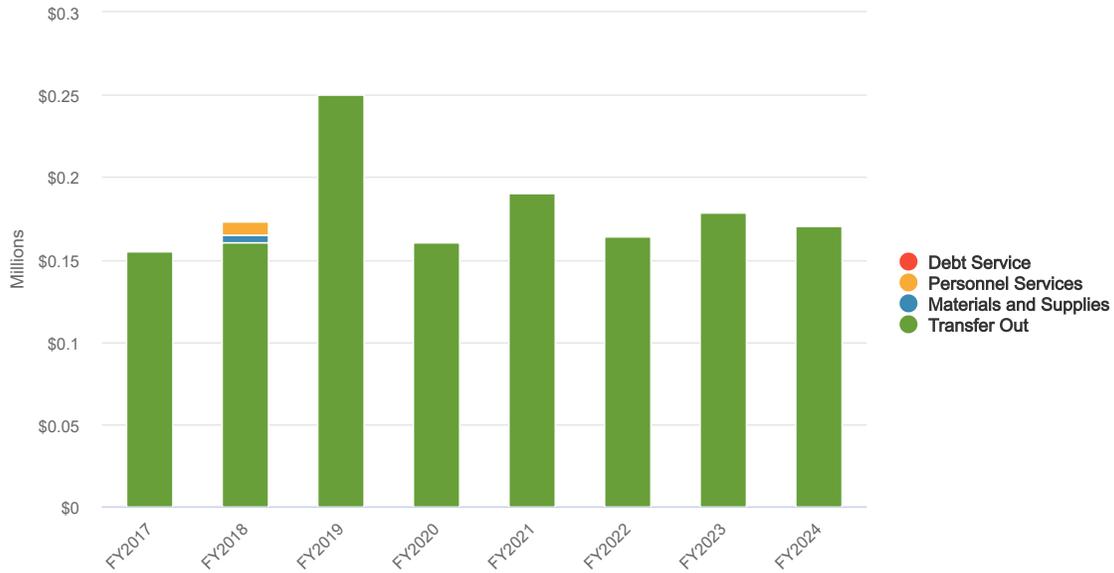
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
PSAF PROP 172	\$60,057	\$62,866	\$75,848	\$64,000	\$72,000	\$64,000	-11.1%
Other Revenues	\$447	\$485	\$128	\$0	\$120	\$0	-100%
COPS GRANT-SLESA	\$115,492	\$107,807	\$123,539	\$100,000	\$100,000	\$100,000	0%
<b>Total Revenue Source:</b>	<b>\$175,995</b>	<b>\$171,159</b>	<b>\$199,514</b>	<b>\$164,000</b>	<b>\$172,120</b>	<b>\$164,000</b>	<b>-4.7%</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.

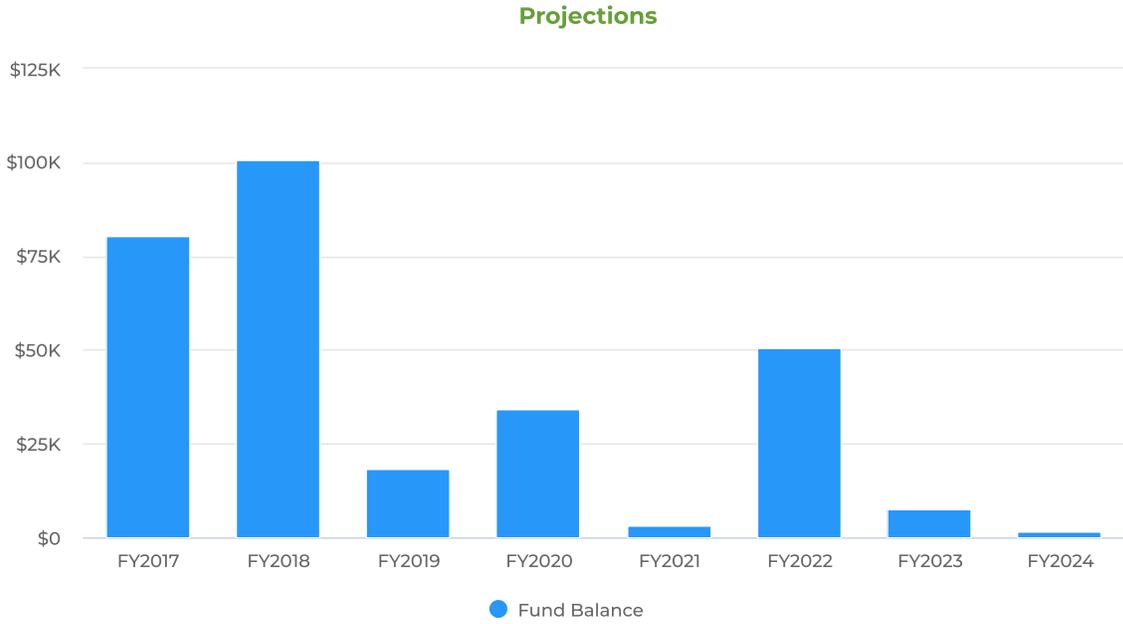
### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Debt Service	\$0	\$0	\$218	\$0	\$0	\$0	0%
Transfer Out	\$160,000	\$190,000	\$164,000	\$179,000	\$215,000	\$170,000	-20.9%
<b>Total Expense Objects:</b>	<b>\$160,000</b>	<b>\$190,000</b>	<b>\$164,218</b>	<b>\$179,000</b>	<b>\$215,000</b>	<b>\$170,000</b>	<b>-20.9%</b>

# Fund Balance

The fund balance for FY2024 is estimated to be \$1,722. This fund balance is expected to remain low as the funding is to be used to support current police services.





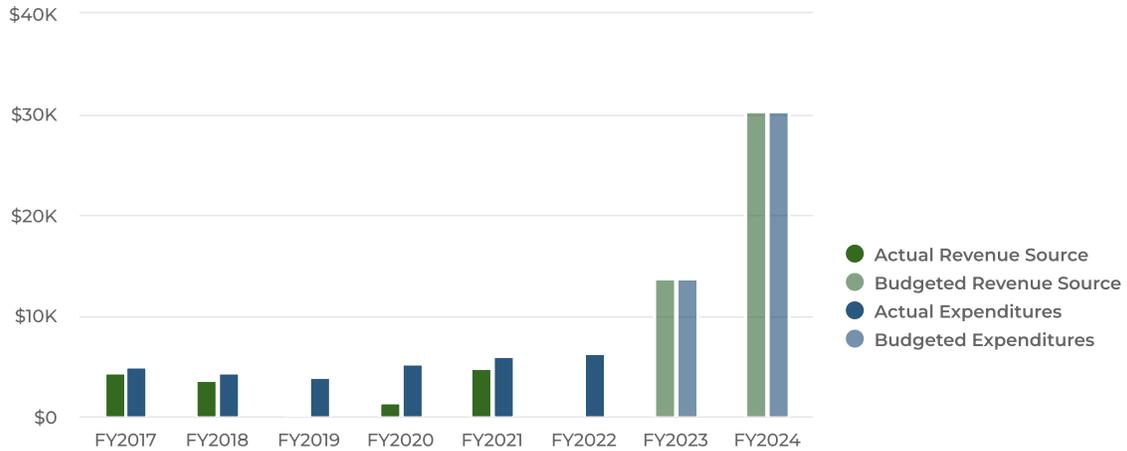
# K-9 Program

## Fund 212

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

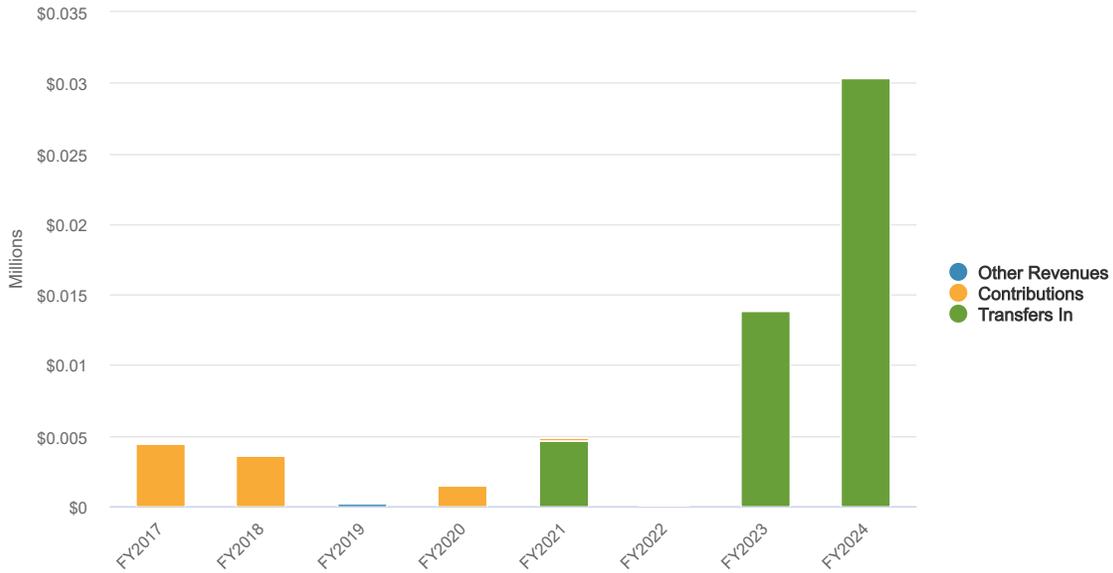
The City of Cotati is projecting \$30.3K of revenue needs in FY2024, which represents a 110.8% increase over the prior year. These revenues are derived primarily from general fund transfers-in of Measure S sales tax funds to support the K-9 program. For fiscal year 2024, the City is looking to train and deploy its first scent hound. Budgeted expenditures are also projected to increase by 119.2% to \$30.3K to purchase and train the new K-9 in FY2024.



## Revenues by Source

This fund is primarily funded by contributions from local businesses 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 our current K-9 Remo, and our future scent tracking dog.

### Budgeted and Historical Revenues by Source



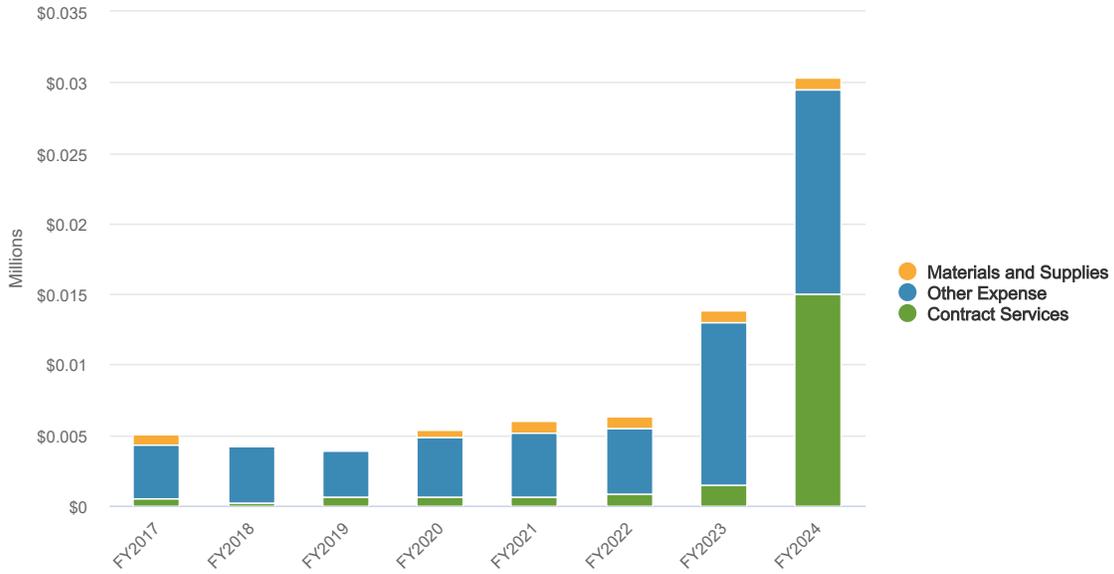
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$50	\$0	\$0	\$0	\$0	\$0	0%
Contributions	\$1,437	\$238	\$72	\$0	\$550	\$0	-100%
Transfers In	\$0	\$4,612	\$0	\$13,840	\$13,840	\$30,340	119.2%
<b>Total Revenue Source:</b>	<b>\$1,487</b>	<b>\$4,851</b>	<b>\$72</b>	<b>\$13,840</b>	<b>\$14,390</b>	<b>\$30,340</b>	<b>110.8%</b>



## Expenditures by Expense Type

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

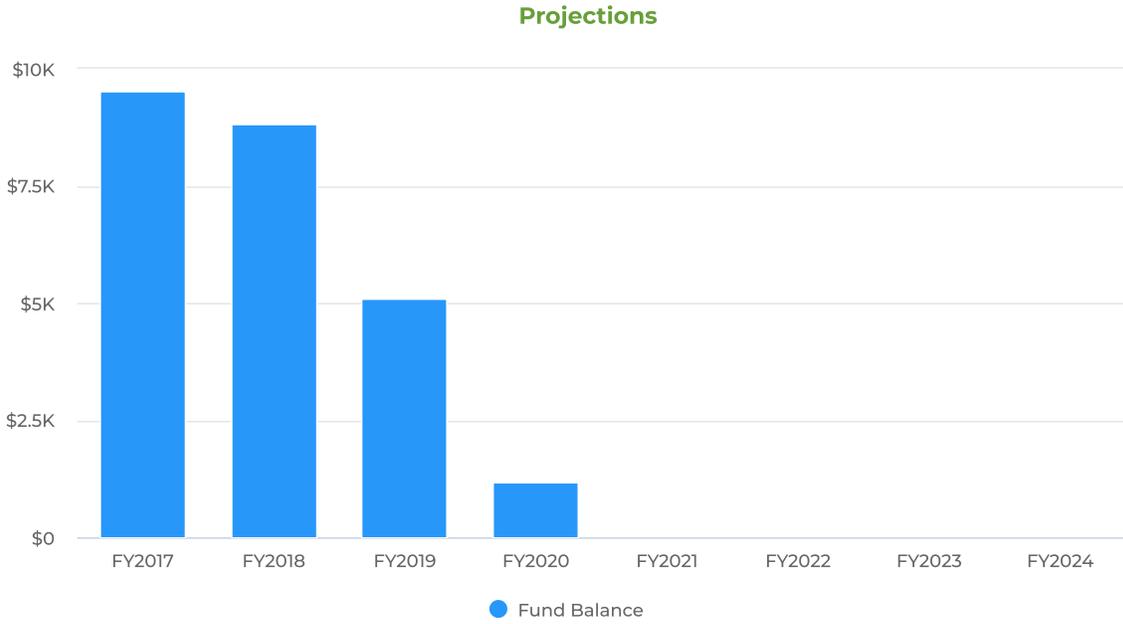
### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Materials and Supplies	\$556	\$868	\$767	\$840	\$840	\$840	0%
Contract Services	\$613	\$663	\$897	\$1,500	\$1,500	\$15,000	900%
Other Expense	\$4,230	\$4,500	\$4,650	\$11,500	\$11,500	\$14,500	26.1%
<b>Total Expense Objects:</b>	<b>\$5,399</b>	<b>\$6,031</b>	<b>\$6,314</b>	<b>\$13,840</b>	<b>\$13,840</b>	<b>\$30,340</b>	<b>119.2%</b>

# Fund Balance

As contributions to the fund decreased during COVID-19, so too 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 our current and future K-9 Officers.





# In-Lieu Inclusionary Housing

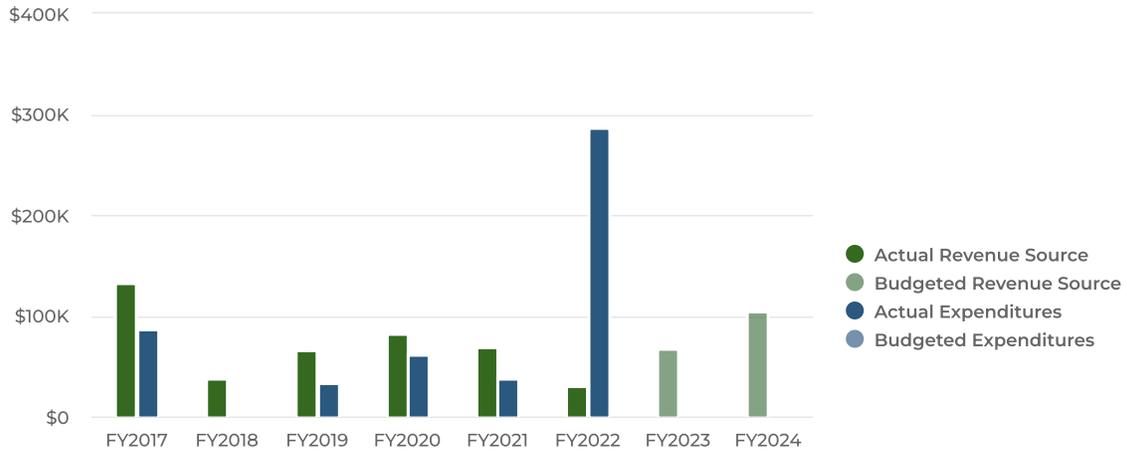
## Fund 216

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

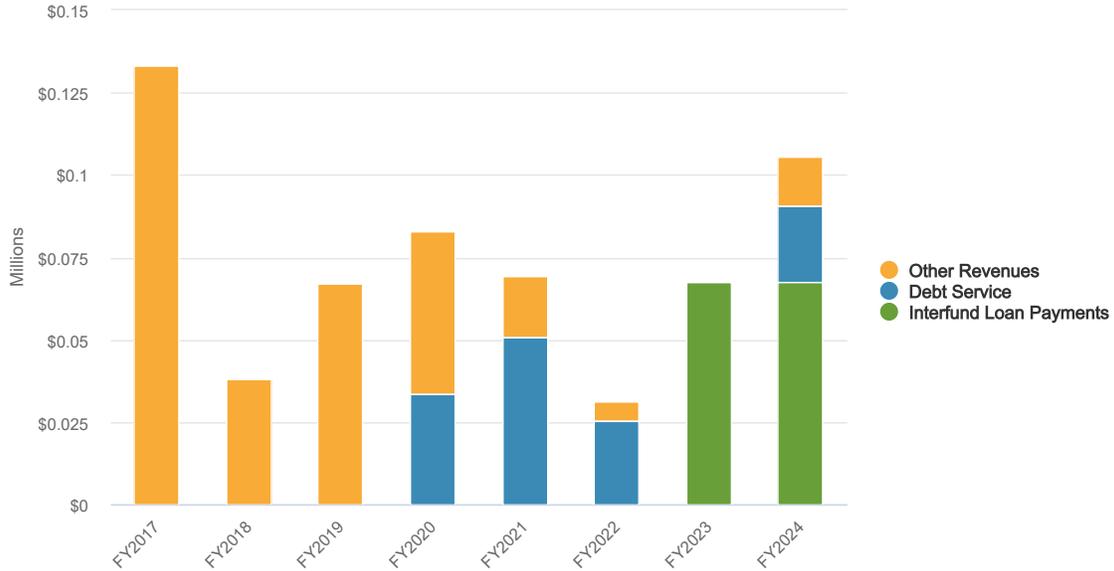
The City of Cotati is projecting \$105.5K of revenue in FY2024, which is a 4.9% increase from the prior year. The City is not projecting any budgeted expenditures for FY2024.



## 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 FY2024 are estimated based on known development projects as well as the debt service of the interfund loan.

### Budgeted and Historical Revenues by Source



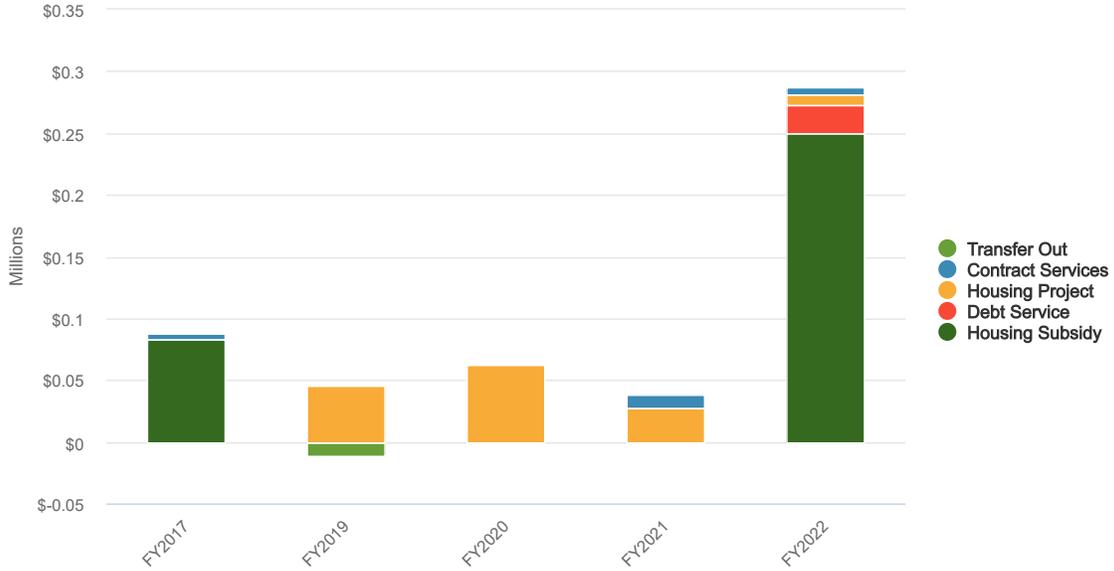
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Interfund Loan Payments	\$0	\$0	\$0	\$67,499	\$67,499	\$67,499	0%
Other Revenues	\$49,363	\$18,510	\$5,708	\$0	\$10,000	\$15,000	50%
Debt Service	\$33,677	\$50,878	\$25,517	\$0	\$23,125	\$23,069	-0.2%
<b>Total Revenue Source:</b>	<b>\$83,041</b>	<b>\$69,389</b>	<b>\$31,225</b>	<b>\$67,499</b>	<b>\$100,624</b>	<b>\$105,568</b>	<b>4.9%</b>



## Expenditures by Expense Type

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

### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Contract Services	\$0	\$11,463	\$6,075	\$0	\$0	\$0	0%
Debt Service	\$0	\$0	\$22,619	\$0	\$0	\$0	0%
Housing Subsidy	\$0	\$0	\$250,000	\$0	\$0	\$0	0%
Housing Project	\$62,204	\$27,208	\$8,878	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$62,204</b>	<b>\$38,671</b>	<b>\$287,572</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

## Fund Balance

The fund balance for this fund makes it a significant fund for the City. No significant change is anticipated for FY2024, but it is subject to change based on strategic projects that may develop over the coming fiscal year.





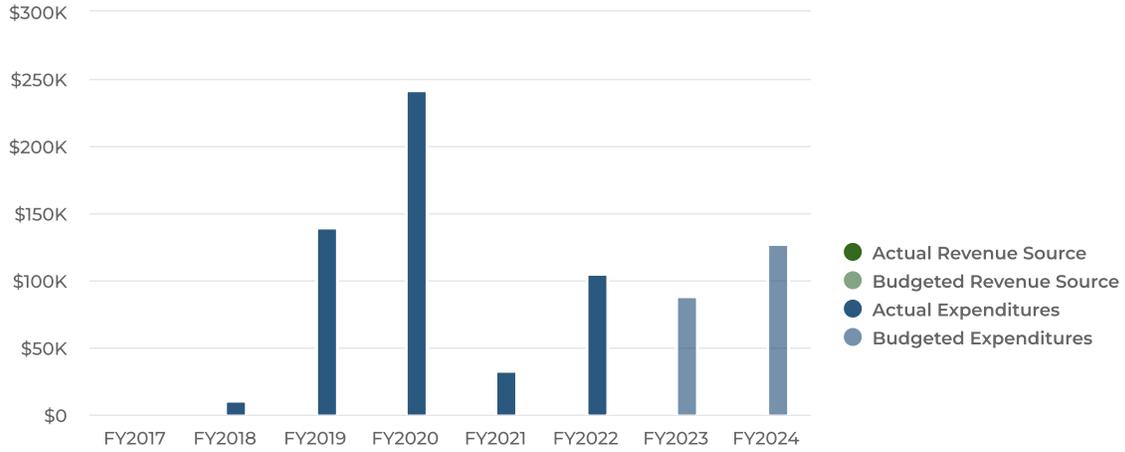
# Excess Bond Proceeds

## Fund 219

This Fund is used to account for excess funds available from previously issued bonds. It is used for strategic one-time investments for economic development.

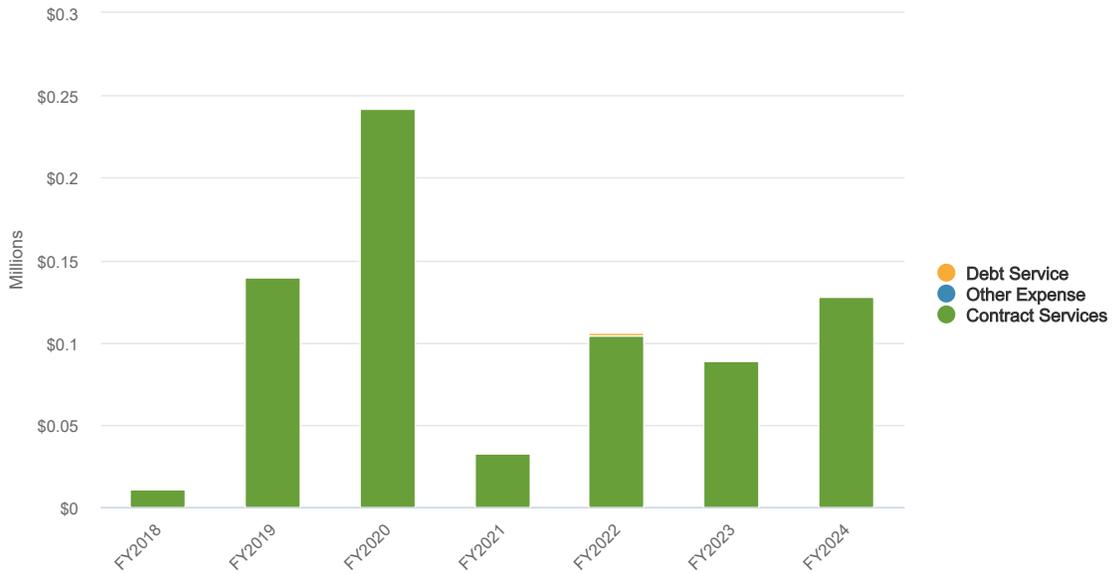
### Summary

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 increase by 209% or \$86.5K to \$128K in FY2024.



# Expenditures by Expense Type

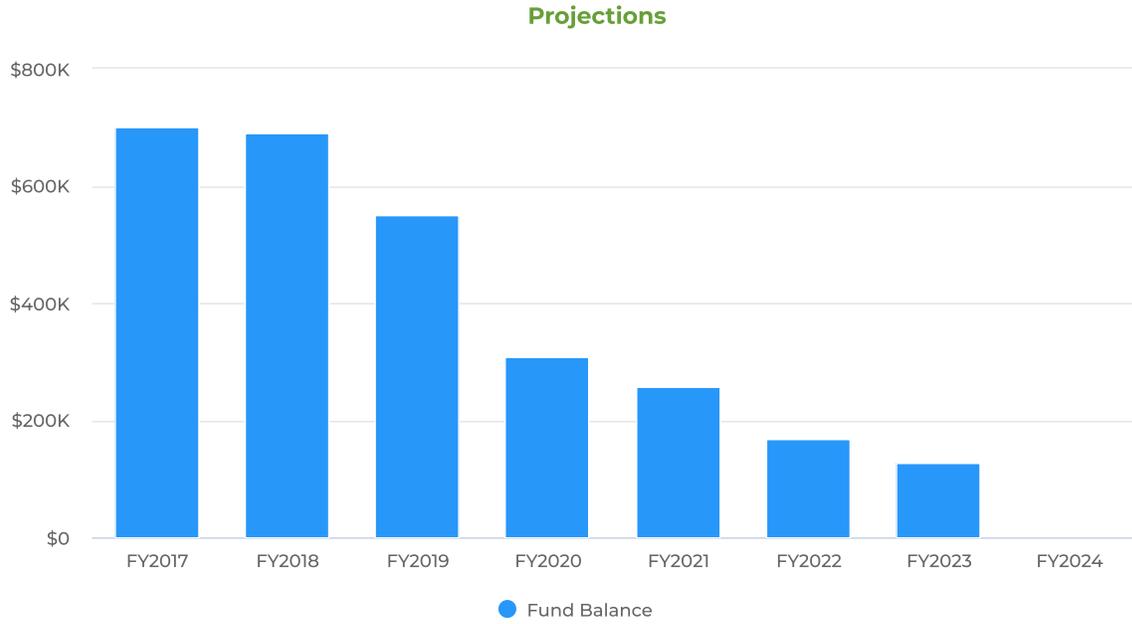
## Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Contract Services	\$242,139	\$33,006	\$104,202	\$89,000	\$41,419	\$128,000	209%
Debt Service	\$0	\$0	\$1,783	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$242,139</b>	<b>\$33,006</b>	<b>\$105,985</b>	<b>\$89,000</b>	<b>\$41,419</b>	<b>\$128,000</b>	<b>209%</b>

# Fund Balance

The fund balance for FY2024 is estimated to be zero as the FY2023 fund balance of \$128K will be used in full for strategic economic development projects during FY2024.





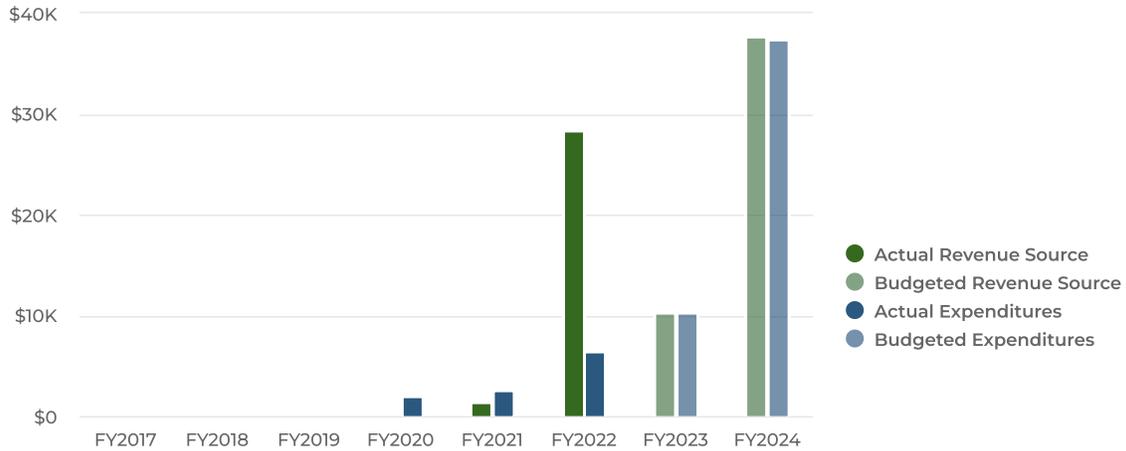
# Community Facilities District

## Fund 220

To account for funds received to provide enhanced services to designated Community Facilities Districts (CFDs) in the City.

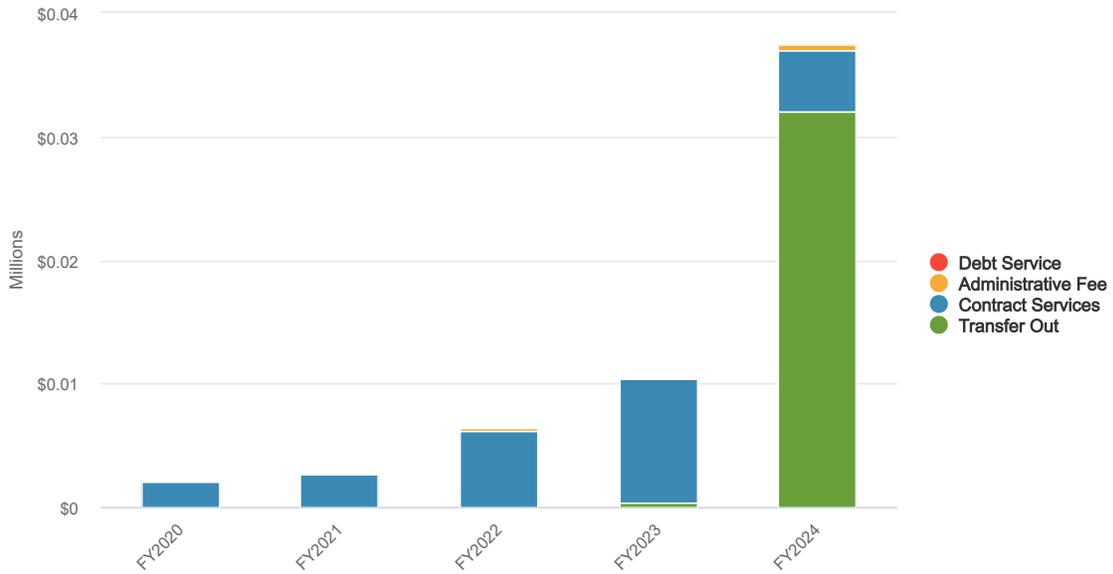
## Summary

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 and Historical Expenditures by Expense Type

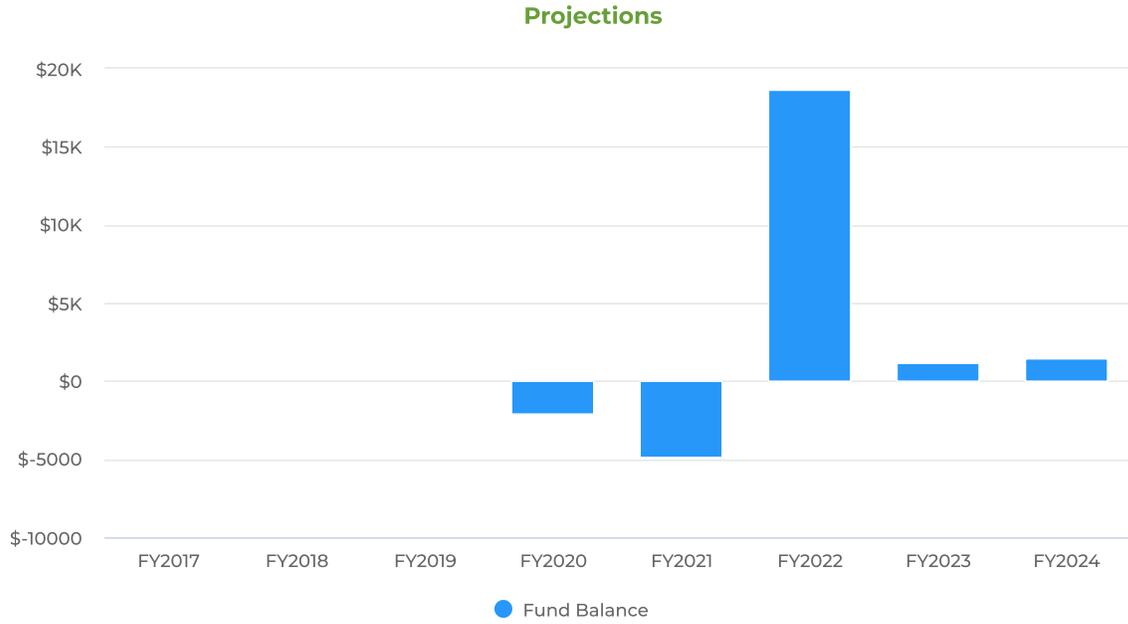


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Contract Services	\$2,045	\$2,679	\$6,137	\$10,078	\$3,700	\$5,000	35.1%
Administrative Fee	\$0	\$12	\$245	\$0	\$500	\$500	0%
Debt Service	\$0	\$0	\$191	\$0	\$0	\$0	0%
Transfer Out	\$0	\$0	\$0	\$322	\$50,000	\$32,000	-36%
<b>Total Expense Objects:</b>	<b>\$2,045</b>	<b>\$2,691</b>	<b>\$6,574</b>	<b>\$10,400</b>	<b>\$54,200</b>	<b>\$37,500</b>	<b>-30.8%</b>



# Fund Balance

The fund balance is anticipated to remain close to zero as revenues are provided to recover the initial costs for setting up these districts.





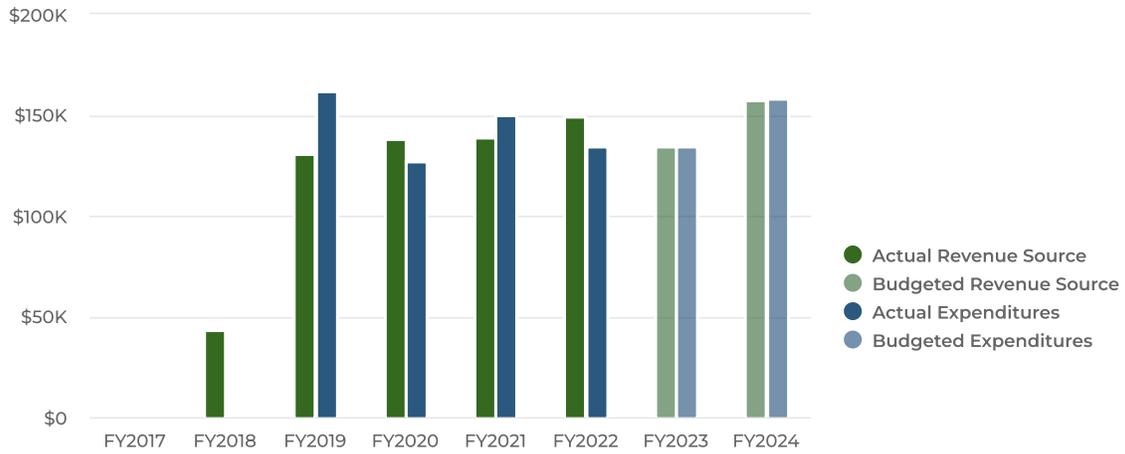
# Road Maintenance Rehabilitation Administration

## Fund 221

The Road Maintenance & Rehabilitation Administration (RMRA) 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 street and road maintenance and rehabilitation projects including traffic signals, and drainage improvements.

## Summary

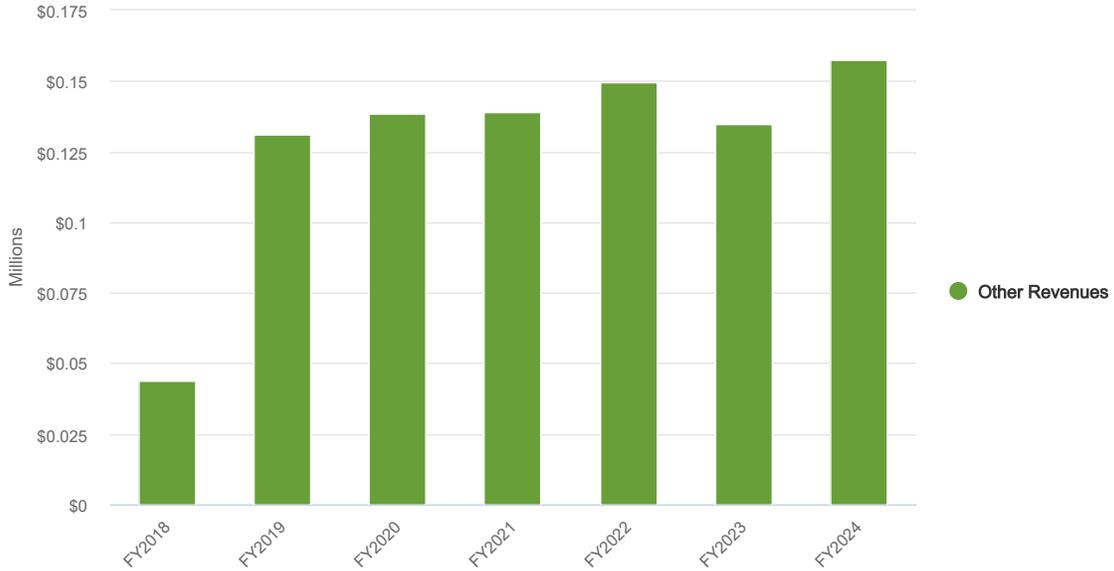
The City of Cotati is projecting \$157.5K of revenue in FY2024, which is a 1.5% increase from the prior year. Budgeted expenditures are also projected to remain consistent with revenues at approximately \$158.0K to fund specific sections of street improvement projects within the City in FY2024.



## 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](#).

### Budgeted and Historical Revenues by Source

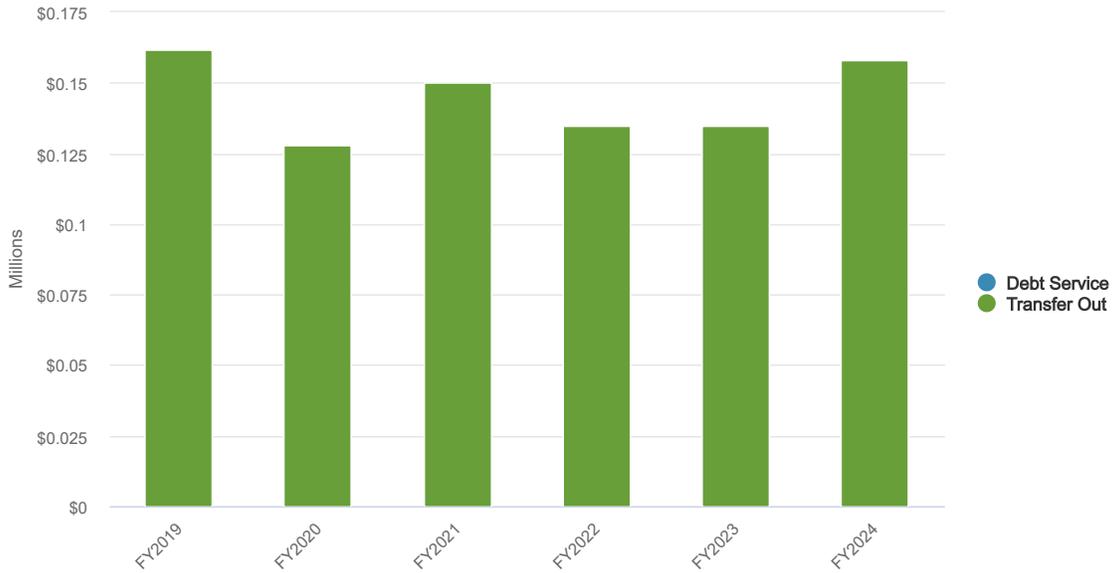


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$138,624	\$139,093	\$149,632	\$135,000	\$155,100	\$157,500	1.5%
<b>Total Revenue Source:</b>	<b>\$138,624</b>	<b>\$139,093</b>	<b>\$149,632</b>	<b>\$135,000</b>	<b>\$155,100</b>	<b>\$157,500</b>	<b>1.5%</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.

**Budgeted and Historical Expenditures by Expense Type**



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Debt Service	\$0	\$0	\$146	\$0	\$0	\$0	0%
Transfer Out	\$127,701	\$150,001	\$135,000	\$135,000	\$182,000	\$158,193	-13.1%
<b>Total Expense Objects:</b>	<b>\$127,701</b>	<b>\$150,001</b>	<b>\$135,146</b>	<b>\$135,000</b>	<b>\$182,000</b>	<b>\$158,193</b>	<b>-13.1%</b>

# Fund Balance

The fund balance for FY2024 is anticipated to be almost zero as the funding is to be used for ongoing current streets projects.





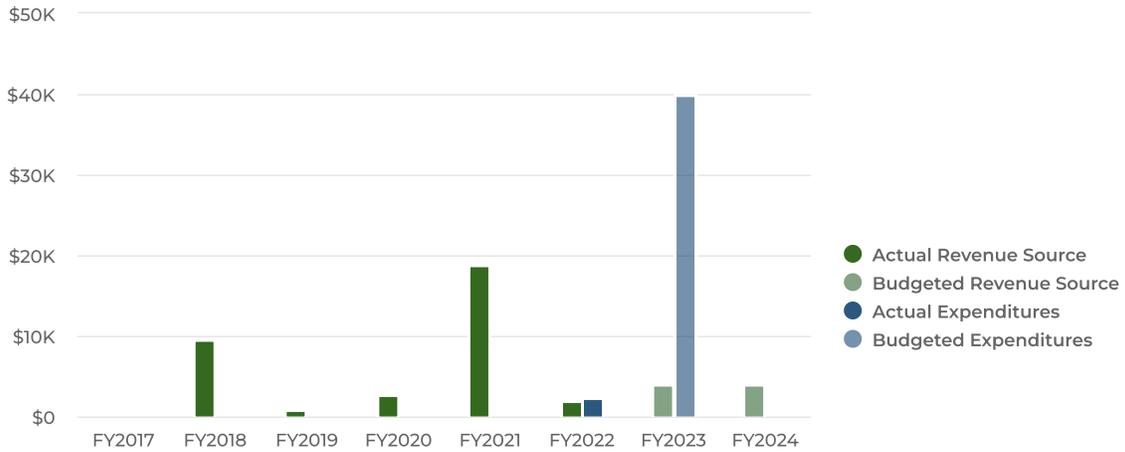
# Bed Tax

## Fund 222

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

## Summary

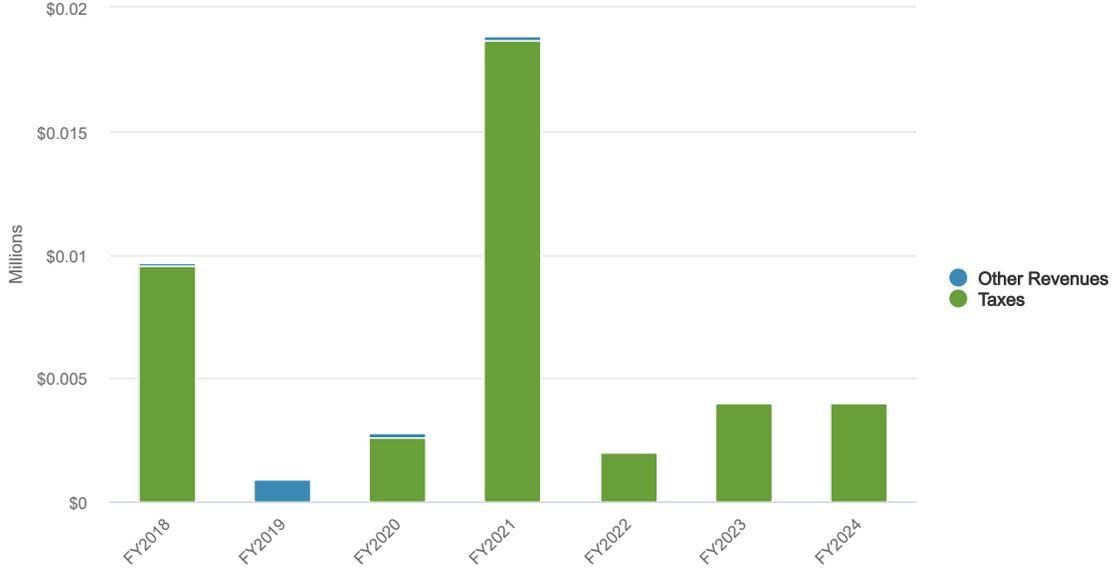
The City of Cotati is projecting \$4K of revenue in FY2024, which is consistent with the prior year adopted budget. The City is not projecting any expenditure in FY2024.



# 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.

## Budgeted and Historical Revenues by Source



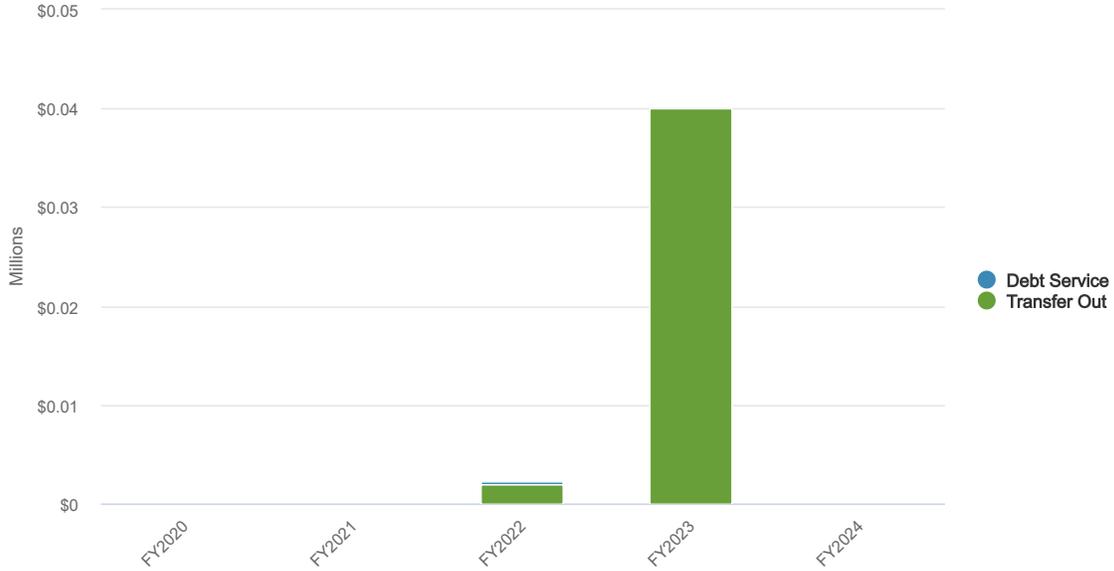
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Taxes	\$2,600	\$18,700	\$2,000	\$4,000	\$400	\$4,000	900%
Other Revenues	\$175	\$163	\$84	\$0	\$100	\$0	-100%
<b>Total Revenue Source:</b>	<b>\$2,775</b>	<b>\$18,863</b>	<b>\$2,084</b>	<b>\$4,000</b>	<b>\$500</b>	<b>\$4,000</b>	<b>700%</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.

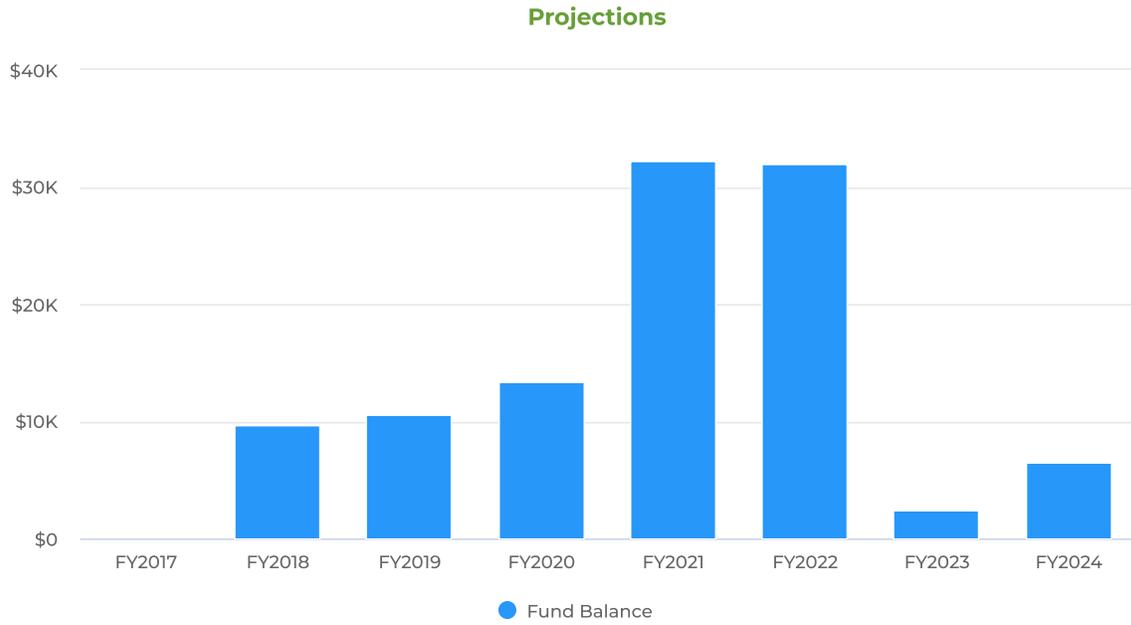
### Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects						
Debt Service	\$0	\$336	\$0	\$0	\$0	0%
Transfer Out	\$0	\$2,000	\$40,000	\$30,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$0</b>	<b>\$2,336</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>-100%</b>

# Fund Balance

The fund balance is projected to increase \$4.0K to \$6.5K.





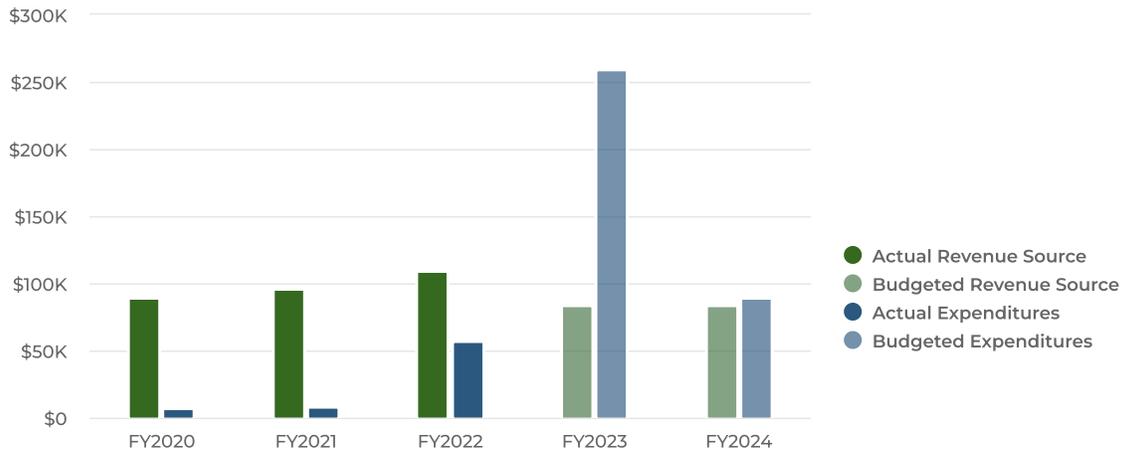
# Parks Measure M

## 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

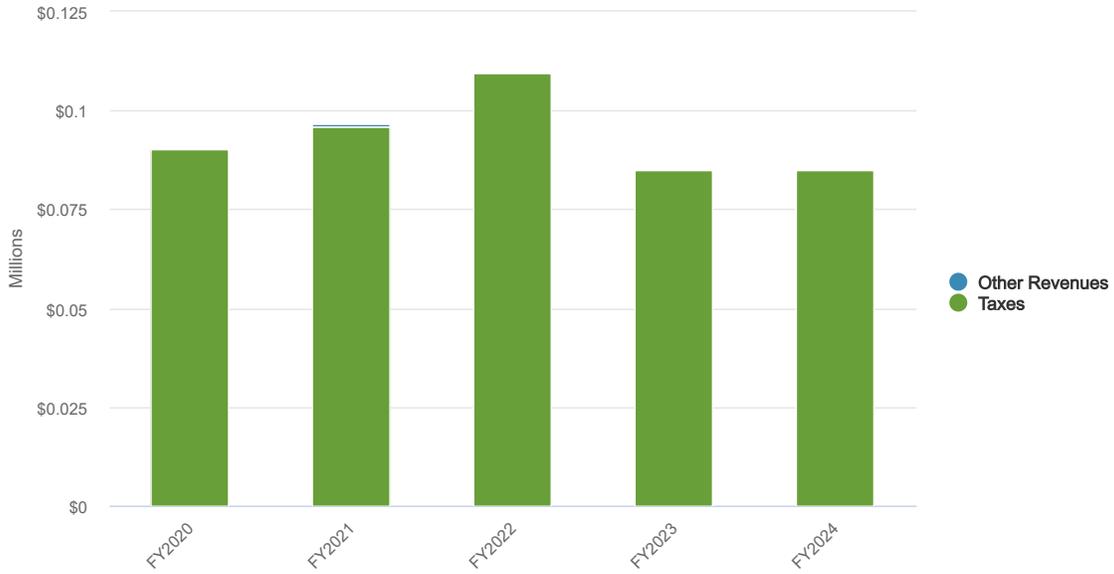
The City of Cotati is projecting \$85K of revenue in FY2024, which is consistent with the prior year. Budgeted expenditures are projected to decrease by 65.4% or \$170K in FY2024.



# Revenues by Source

The revenues projections for FY2024 are derived based on projections obtained from the County of Sonoma.

## Budgeted and Historical Revenues by Source

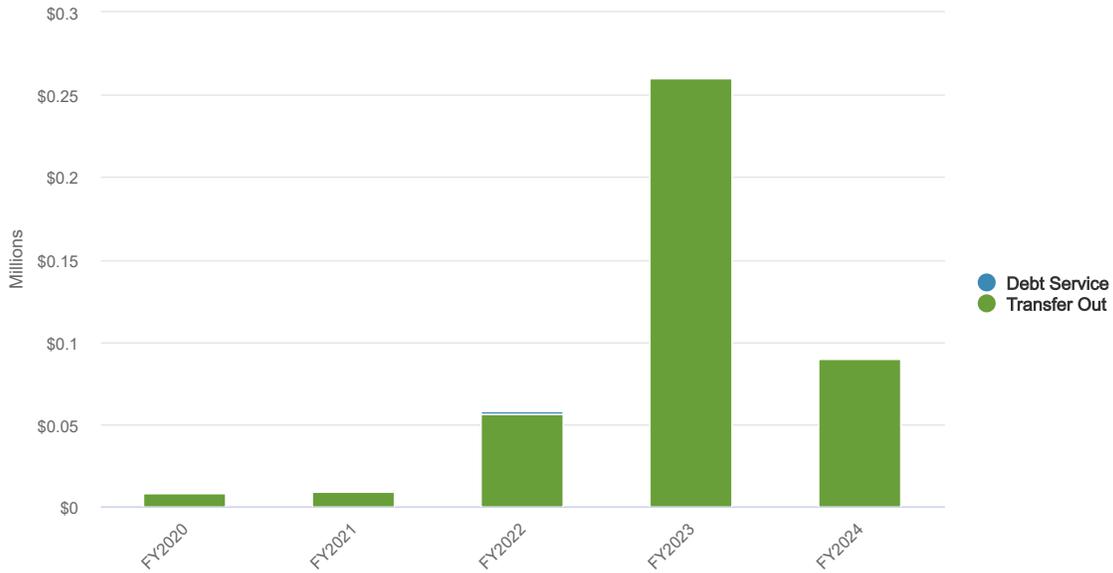


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Taxes	\$90,260	\$95,823	\$109,530	\$85,000	\$85,000	\$85,000	0%
Other Revenues	\$9	\$756	\$418	\$0	\$400	\$0	-100%
<b>Total Revenue Source:</b>	<b>\$90,269</b>	<b>\$96,579</b>	<b>\$109,948</b>	<b>\$85,000</b>	<b>\$85,400</b>	<b>\$85,000</b>	<b>-0.5%</b>

## Expenditures by Expense Type

The City has accumulated funding for multiple years in order to invest those contributions towards parks capital project projects. In FY2024, the City anticipates using all new funds received for the Sunflower Park improvement grant supported project..

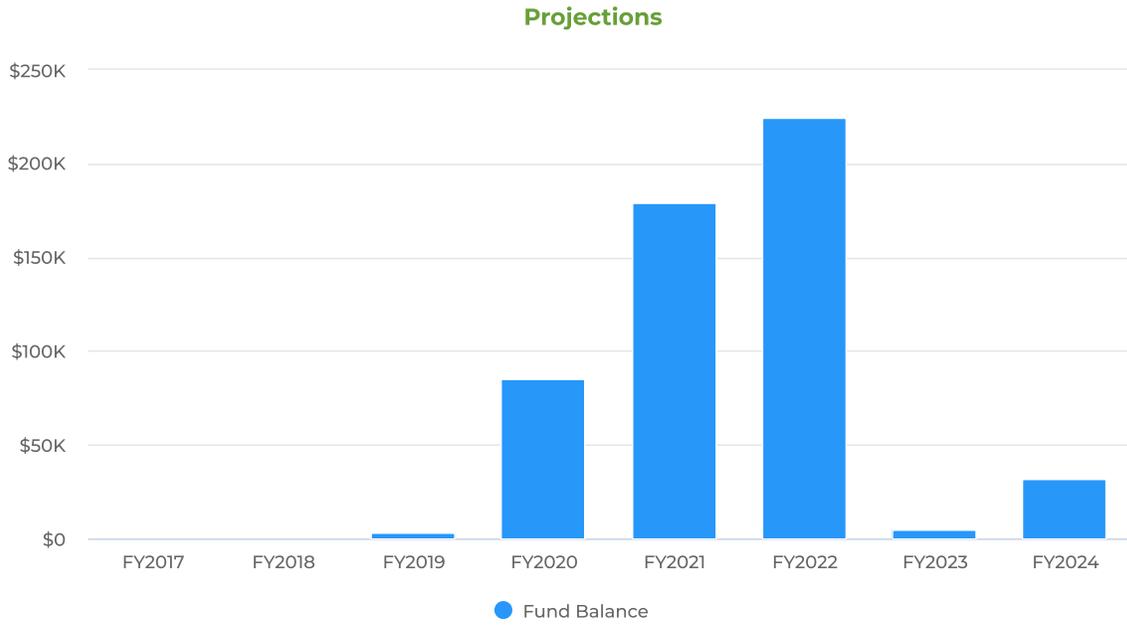
### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Debt Service	\$0	\$0	\$2,081	\$0	\$0	\$0	0%
Transfer Out	\$8,261	\$9,423	\$55,887	\$260,000	\$260,000	\$90,000	-65.4%
<b>Total Expense Objects:</b>	<b>\$8,261</b>	<b>\$9,423</b>	<b>\$57,968</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$90,000</b>	<b>-65.4%</b>

# Fund Balance

Fund balance is projected to increase by \$27.2K to approximately \$32.2K.





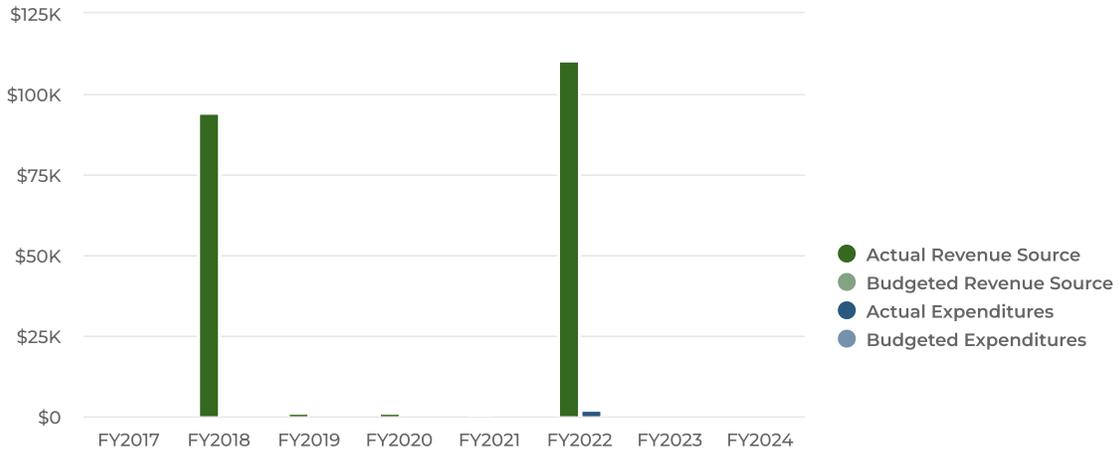
# Linkage Affordable Housing

## Fund 223

A linkage fee is a fee levied by the City of Cotati on real estate developments to raise funds to help pay for the additional needs of the community that result from the additional development.

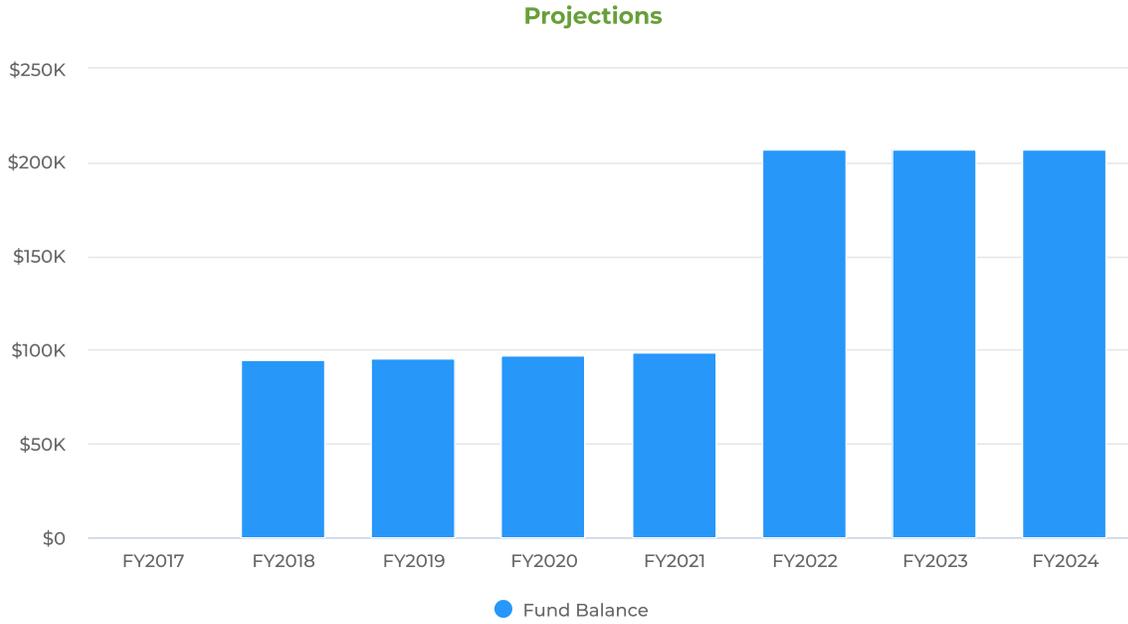
## Summary

The City of Cotati is not projecting revenue for FY2024 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 FY2024. 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.





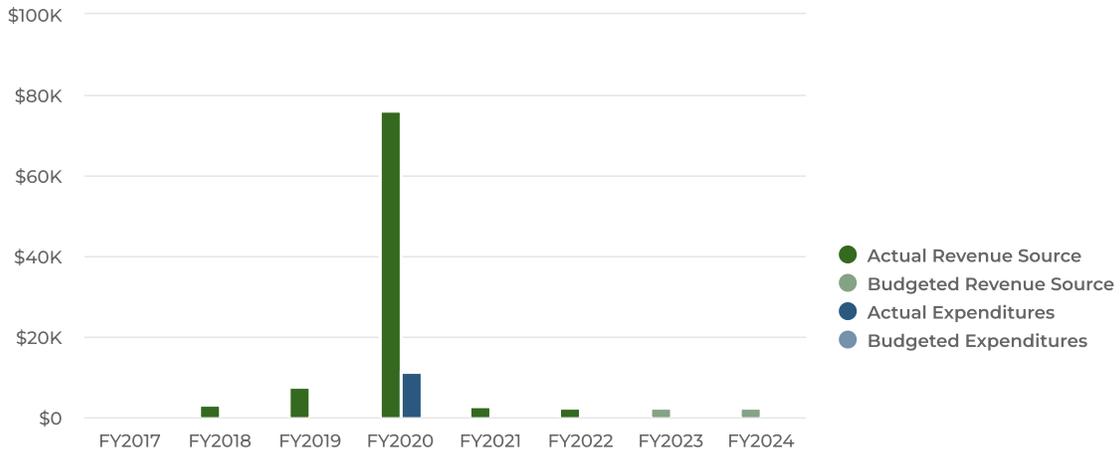
# Disability Access & Education Revolving Fund

## Fund 250

The Disability Access & Education Revolving Fund is a legislation backed fund that is designed to allow the City of Cotati to improve accessibility for all of its residents.

## Summary

The City of Cotati is projecting \$2.5K of revenue in FY2024, which is consistent with the prior year. There are no budgeted expenditures in FY2024

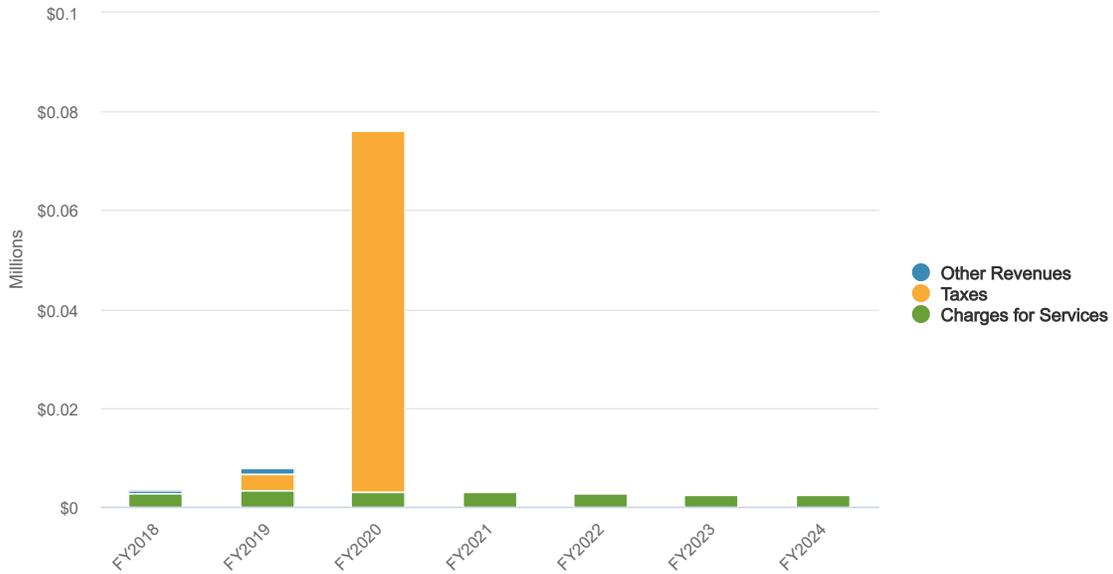


## Revenues by Source

The revenues for this fund are primarily California Disability Access and Education Fees, which are mandated by 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 about 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 Revenues by Source

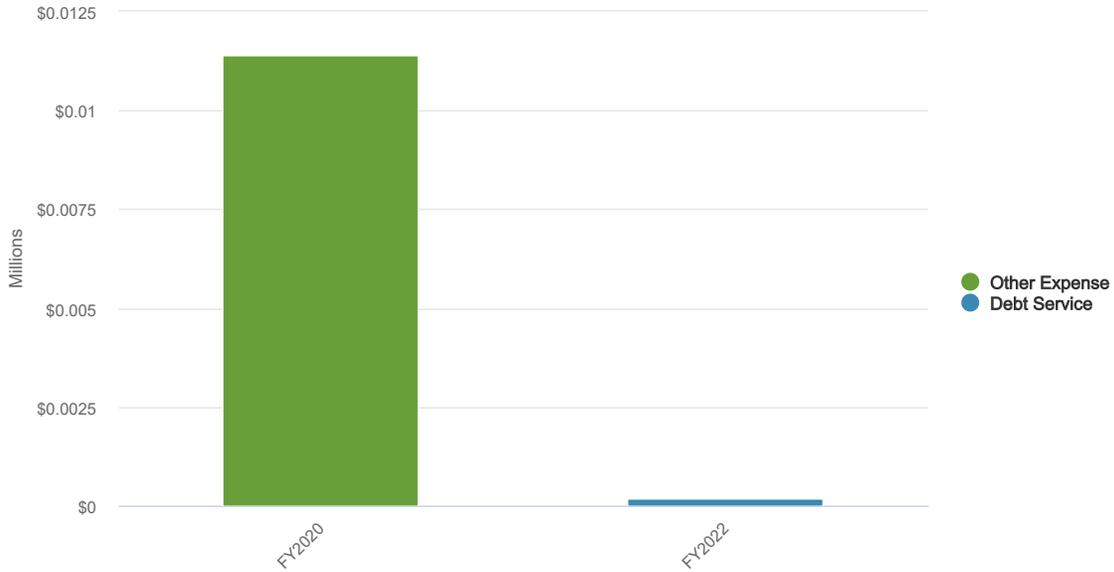


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Taxes	\$73,014	\$0	\$0	\$0	\$0	\$0	0%
Other Revenues	\$459	\$97	\$40	\$0	\$0	\$0	0%
Charges for Services	\$3,007	\$2,971	\$2,706	\$2,500	\$2,500	\$2,500	0%
<b>Total Revenue Source:</b>	<b>\$76,479</b>	<b>\$3,068</b>	<b>\$2,745</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>0%</b>

# Expenditures by Expense Type

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

## Budgeted and Historical Expenditures by Expense Type

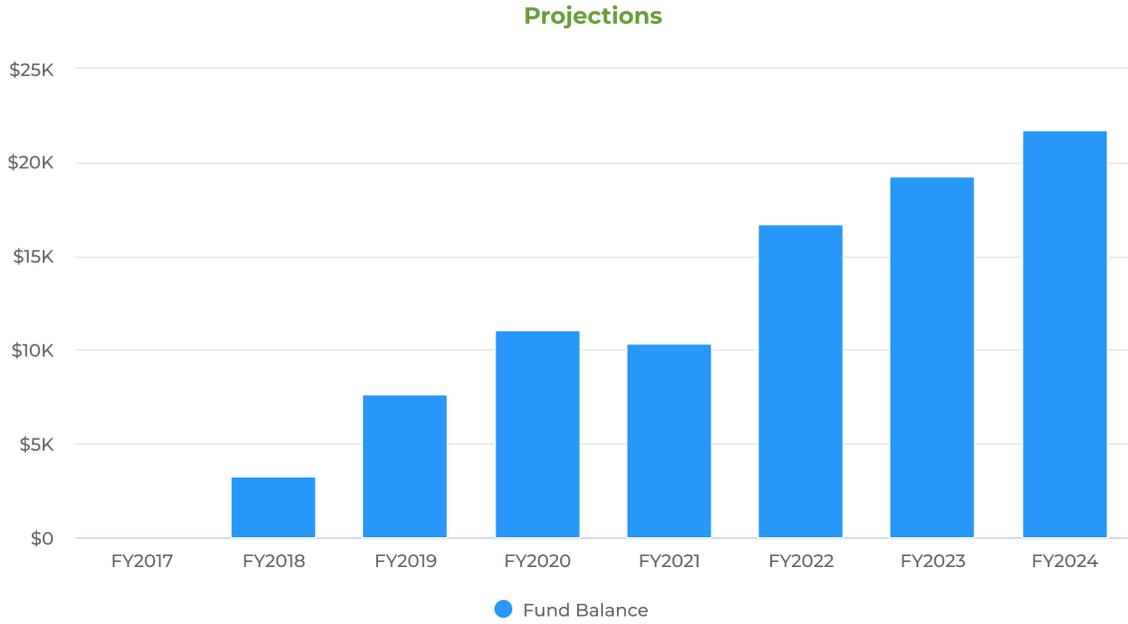


Name	FY2020 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects						
Other Expense	\$11,400	\$0	\$0	\$0	\$0	0%
Debt Service	\$0	\$176	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$11,400</b>	<b>\$176</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>



# Fund Balance

The overall fund balance for FY2024 is projected to increase by 13.0% to \$21.8K. The remaining fund balance for CASp programs will continue to accumulate to provide support for the disability access programs and development training.





## ARPA 2021

### Fund 226

On March 11, 2021, the American Rescue Plan Act of 2021 (ARPA) was signed into law making available \$350 billion through the State and Local Fiscal Recovery Funds (SLFRF) to assist states, tribal governments and local governments. The City became eligible for \$1.7 million for Fiscal Year 2022/23 and applied all funds to replace lost public sector revenue according to the program.

Check out the Treasury website [here](#) for more information on the Federal Coronavirus State and Local Fiscal Recovery Funds.

## Summary

The City of Cotati is projecting zero revenue and expenditures in FY2024 as all funds that were received in FY2022 were expended during FY2023



## Revenue by Fund

Name	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
ARPA 2021					
CDBG Grant					
Fed-Coronavirus Local Fiscal Recovery Fund	\$1,772,630	\$0	\$0	\$0	0%
<b>Total CDBG Grant:</b>	<b>\$1,772,630</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total ARPA 2021:</b>	<b>\$1,772,630</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

## Expenditures by Fund

Expenditures for this one time grant were applied during FY2023 as a replacement of lost revenue due to COVID-19 impacts.

Name	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
ARPA 2021					
Transfer Out					
Operating Transfer Out-ARPA 2021	\$1,772,630	\$0	\$0	\$0	0%
<b>Total Transfer Out:</b>	<b>\$1,772,630</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Total ARPA 2021:</b>	<b>\$1,772,630</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>



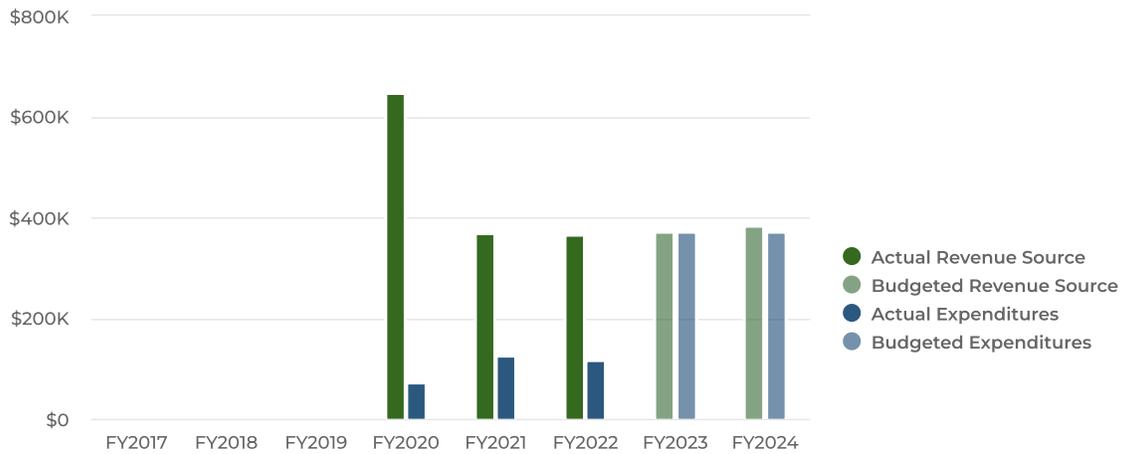
# South Sonoma Business Park Assessment District

## 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, the City assisted in the refunding of the debt in order to leverage better interest rates for the community.

## Summary

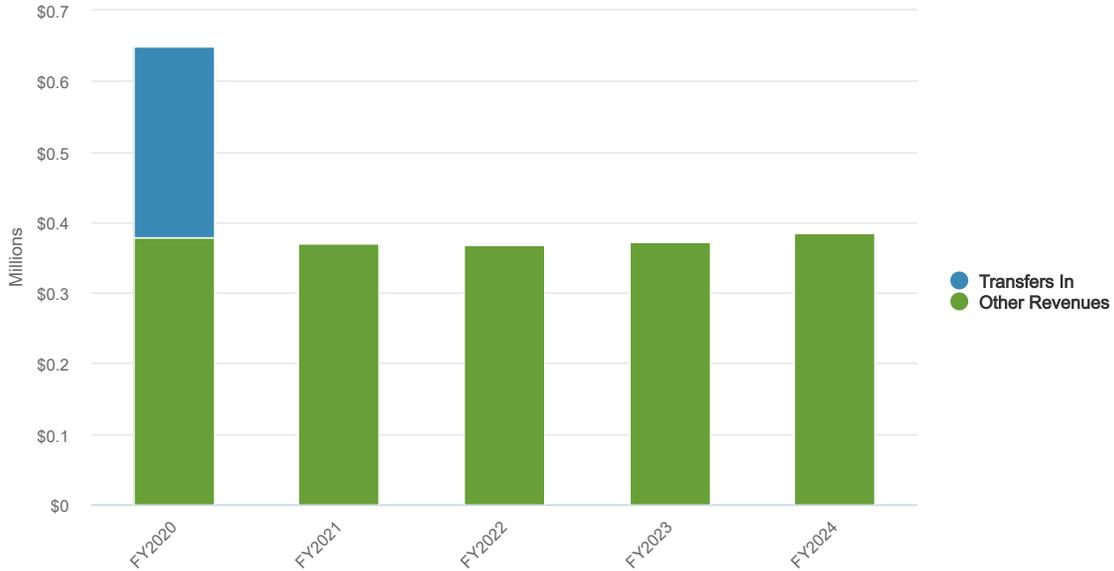
The City of Cotati is projecting \$384K of revenue in FY2024, which is a 2.9% increase compared to the prior year. Budgeted expenditures are projected to remain constant at \$373K in FY2024. Revenues and expenditures are pass-through with the exception of the administrative cost reimbursements for the City.



## Revenues by Source

These revenues are generated based on property tax assessments needed 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 FY2024.

### Budgeted and Historical Revenues by Source

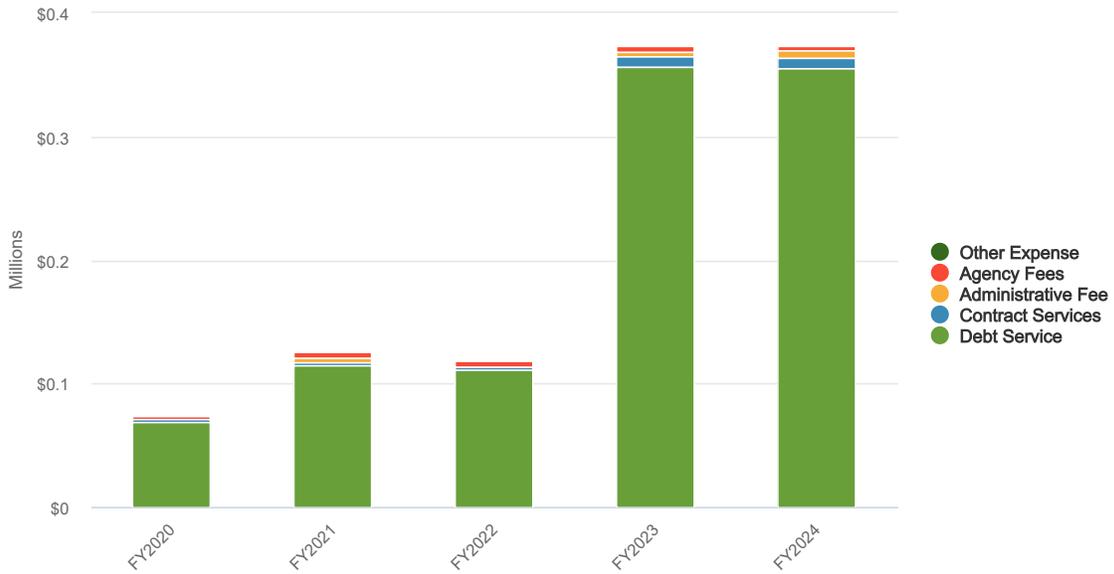


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$378,547	\$369,913	\$368,537	\$373,006	\$373,056	\$384,000	2.9%
Transfers In	\$269,820	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$648,368</b>	<b>\$369,913</b>	<b>\$368,537</b>	<b>\$373,006</b>	<b>\$373,056</b>	<b>\$384,000</b>	<b>2.9%</b>



# Expenditures by Expense Type

## Budgeted and Historical Expenditures by Expense Type

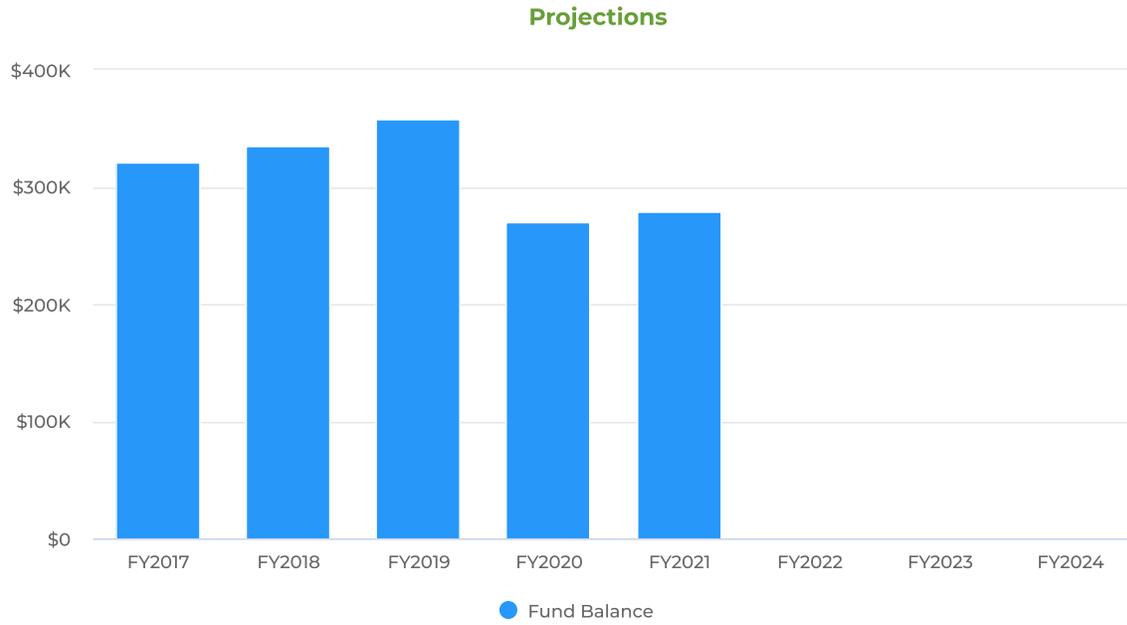


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Contract Services	\$2,000	\$2,650	\$2,350	\$8,300	\$8,300	\$8,300	0%
Other Expense	\$0	\$0	\$926	\$0	\$0	\$0	0%
Administrative Fee	\$0	\$3,750	\$0	\$3,750	\$5,318	\$5,651	6.3%
Debt Service	\$69,299	\$114,823	\$111,089	\$356,456	\$355,988	\$355,878	0%
Agency Fees	\$1,839	\$5,007	\$4,875	\$4,500	\$3,450	\$3,700	7.2%
<b>Total Expense Objects:</b>	<b>\$73,138</b>	<b>\$126,230</b>	<b>\$119,240</b>	<b>\$373,006</b>	<b>\$373,056</b>	<b>\$373,529</b>	<b>0.1%</b>



# Fund Balance

Fund balance is anticipated to be zero, as both revenues and expenditures are pass-through.





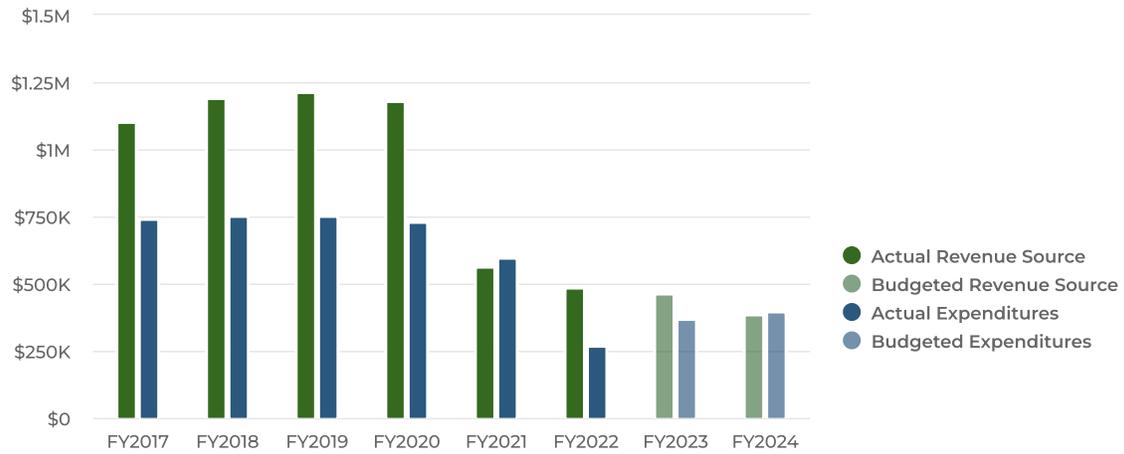
# Successor Agency to The Cotati Community Redevelopment Agency

## 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 dissolved effective February 1, 2012.

## Summary

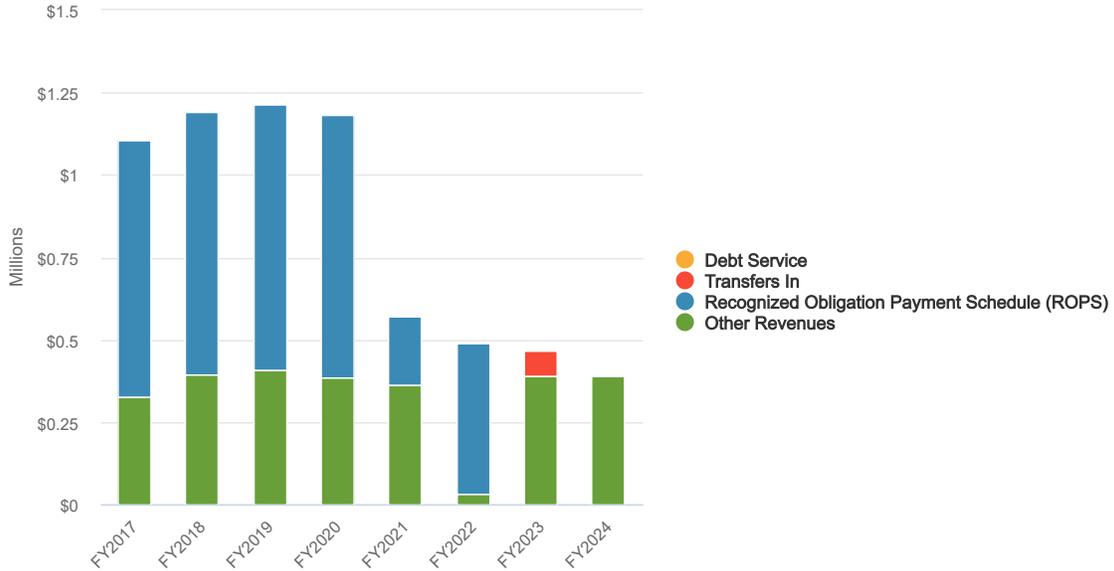
The City of Cotati is projecting \$388.4K of revenue in FY2024, which represents a 4.7% decrease over the prior year. Budgeted expenditures are projected to decrease by 10.6% to \$399.6K in FY2024.



# Revenues by Source

The revenues are derived based on Annual Recognized Obligation Payment 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-Rohnert Park Unified School District and the Long Range Property Management Plan for the residual parcels managed by the former redevelopment agency.

## Budgeted and Historical Revenues by Source



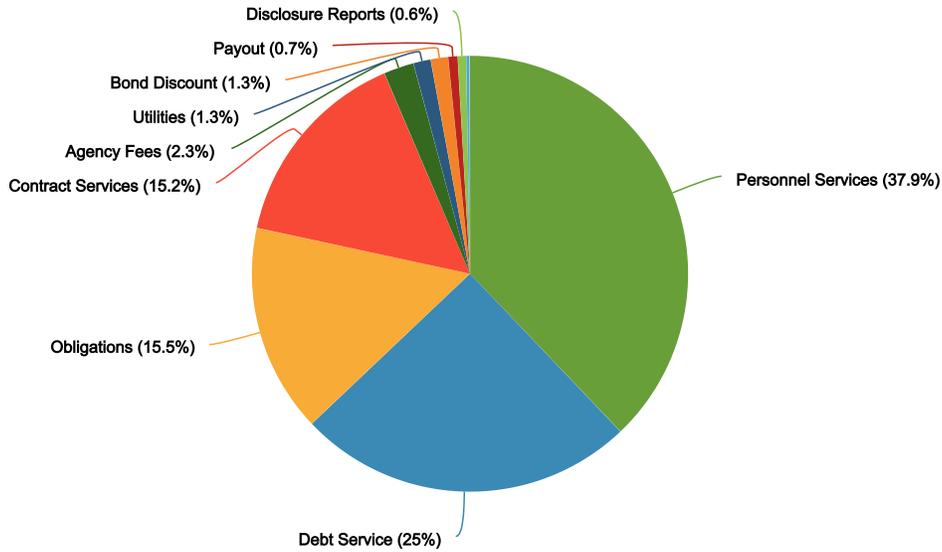
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$383,292	\$362,932	\$31,774	\$388,424	\$330,292	\$388,424	17.6%
Transfers In	\$0	\$0	\$0	\$77,314	\$77,314	\$0	-100%
Recognized Obligation Payment Schedule (ROPS)	\$800,288	\$206,405	\$455,911	\$0	\$0	\$0	0%
<b>Total Revenue Source:</b>	<b>\$1,183,580</b>	<b>\$569,337</b>	<b>\$487,685</b>	<b>\$465,738</b>	<b>\$407,606</b>	<b>\$388,424</b>	<b>-4.7%</b>



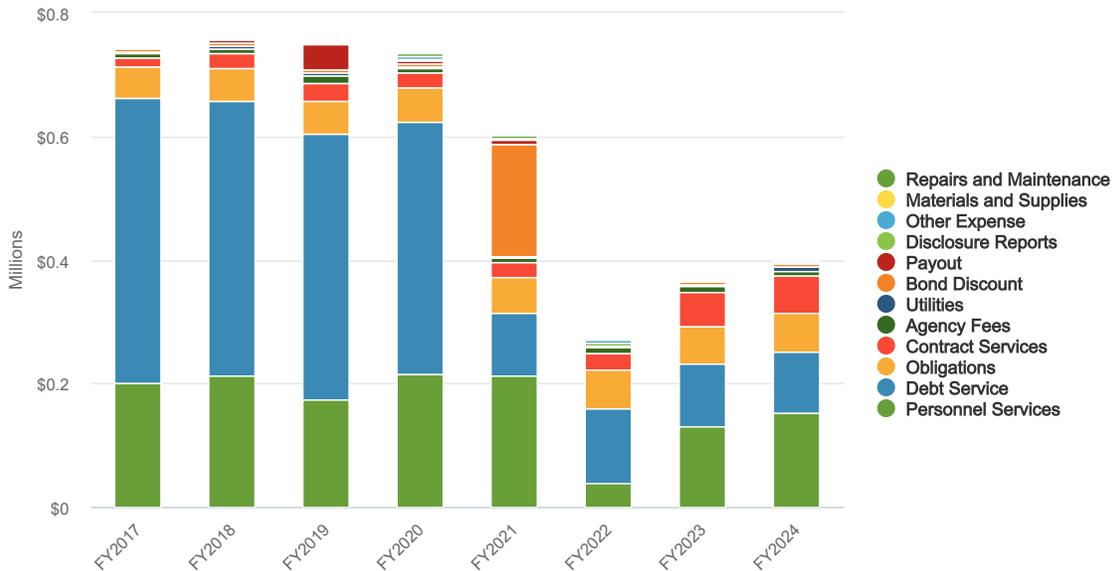
# Expenditures by Expense Type

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



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Personnel Services	\$215,620	\$213,418	\$37,569	\$131,280	\$135,890	\$151,450	11.5%
Payout	\$3,813	\$6,514	\$1,223	\$2,730	\$8,400	\$2,800	-66.7%
Materials and Supplies	\$0	\$0	\$149	\$32	\$47	\$102	117%
Contract Services	\$22,569	\$22,334	\$27,396	\$54,592	\$21,473	\$60,690	182.6%
Repairs and Maintenance	\$5,002	\$5,000	\$0	\$0	\$0	\$0	0%
Utilities	\$1,934	\$2,361	\$2,242	\$2,400	\$3,650	\$5,154	41.2%
Other Expense	\$5,339	\$409	\$4,672	\$873	\$1,368	\$1,010	-26.2%
Debt Service	\$407,301	\$100,655	\$122,878	\$100,036	\$195,419	\$100,036	-48.8%
Bond Discount	\$5,124	\$180,001	\$0	\$5,124	\$5,124	\$5,124	0%
Agency Fees	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	0%
Disclosure Reports	\$2,500	\$2,500	\$2,850	\$2,500	\$2,500	\$2,500	0%
Obligations	\$56,707	\$59,222	\$61,788	\$61,788	\$64,405	\$61,788	-4.1%
<b>Total Expense Objects:</b>	<b>\$734,909</b>	<b>\$601,415</b>	<b>\$269,766</b>	<b>\$370,355</b>	<b>\$447,276</b>	<b>\$399,654</b>	<b>-10.6%</b>

## Fund Balance

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





# Internal Service Funds

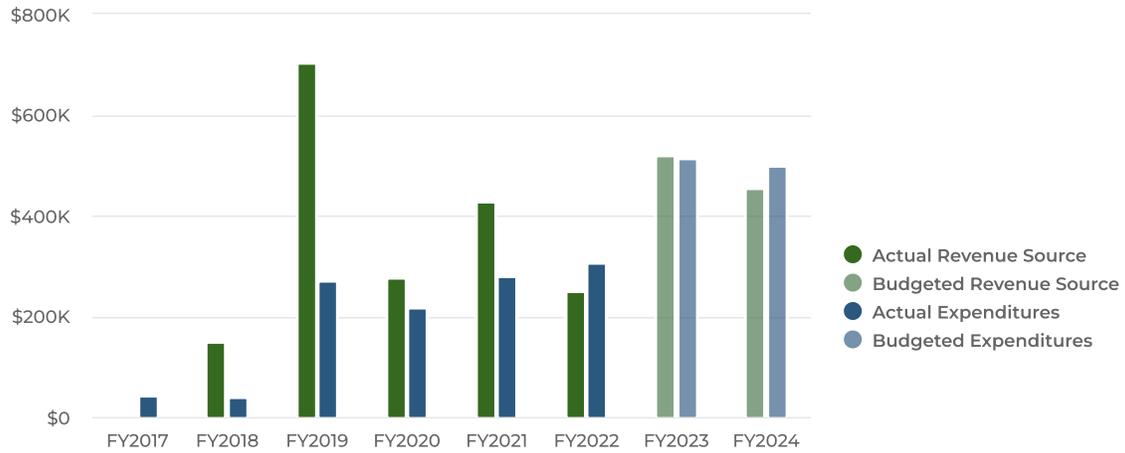
## What is an Internal Service Fund?

According to the Government Finance Officers Association (GFOA), an internal service fund is any fund that is used to account for the financing of goods or services provided by one department or agency, to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis.

Currently, the City utilizes two such funds for these purposes. The Vehicle Replacement Fund (501) and the Compensated Absences Fund (502).

## Summary

The City of Cotati is projecting \$456.48K of revenue in FY2024, which represents a 12.3% increase over the prior year. Budgeted expenditures are projected to decrease by 2.9% or \$14.7K to \$500.7K in FY2024.





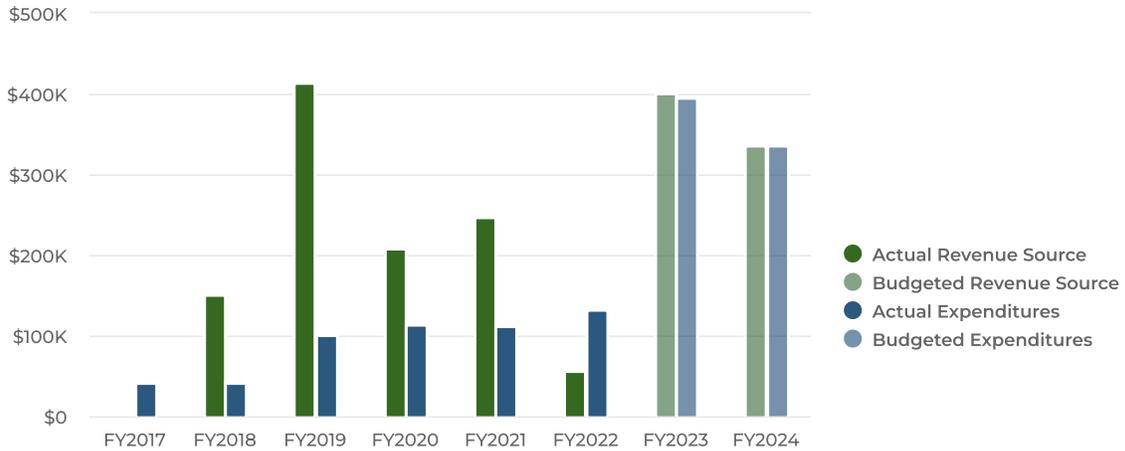
# Vehicle Maintenance and Replacement

## 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

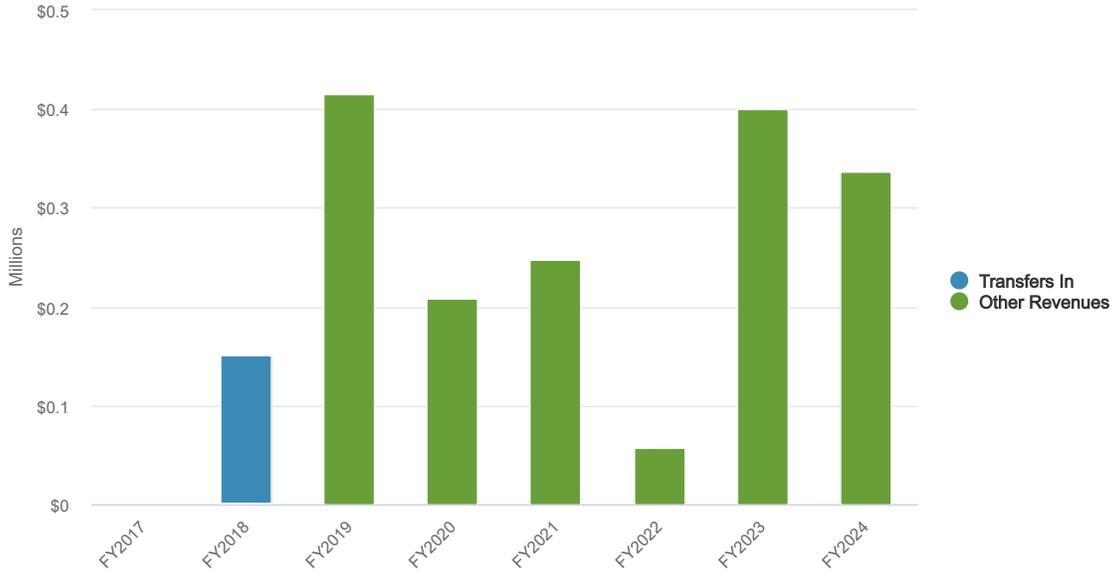
The City of Cotati is projecting \$337K of revenue through funding provided by the General Fund and Enterprise Funds in FY2024. This revenue represents a 16% decrease over the prior year. Budgeted expenditures are projected to also decrease by 14.9% to \$337K in FY2024.



## 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.

### Budgeted and Historical Revenues by Source



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$208,714	\$247,862	\$58,122	\$401,000	\$401,000	\$337,000	-16%
<b>Total Revenue Source:</b>	<b>\$208,714</b>	<b>\$247,862</b>	<b>\$58,122</b>	<b>\$401,000</b>	<b>\$401,000</b>	<b>\$337,000</b>	<b>-16%</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.

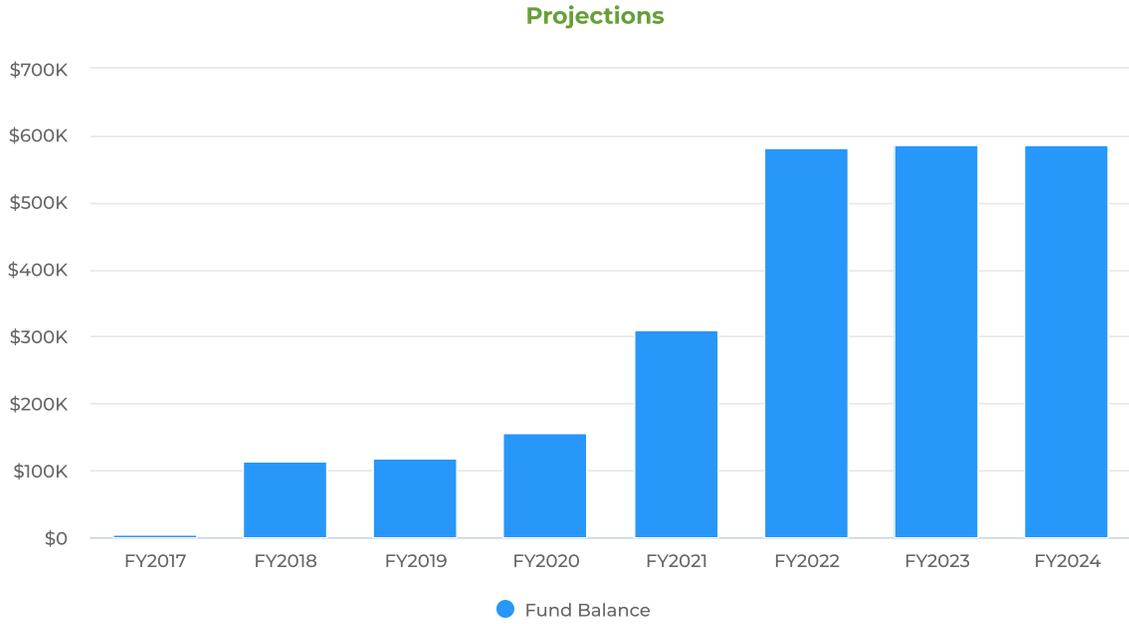
### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Repairs and Maintenance	\$9,092	\$2,775	\$2,356	\$35,000	\$35,000	\$35,000	0%
Other Expense	-\$160,018	\$0	\$4,422	\$0	\$0	\$0	0%
Debt Service	\$0	\$0	\$2,144	\$0	\$0	\$0	0%
Capital Outlay	\$160,018	\$0	\$0	\$361,000	\$361,000	\$302,000	-16.3%
Depreciation	\$105,849	\$110,160	\$124,983	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$114,941</b>	<b>\$112,936</b>	<b>\$133,906</b>	<b>\$396,000</b>	<b>\$396,000</b>	<b>\$337,000</b>	<b>-14.9%</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.





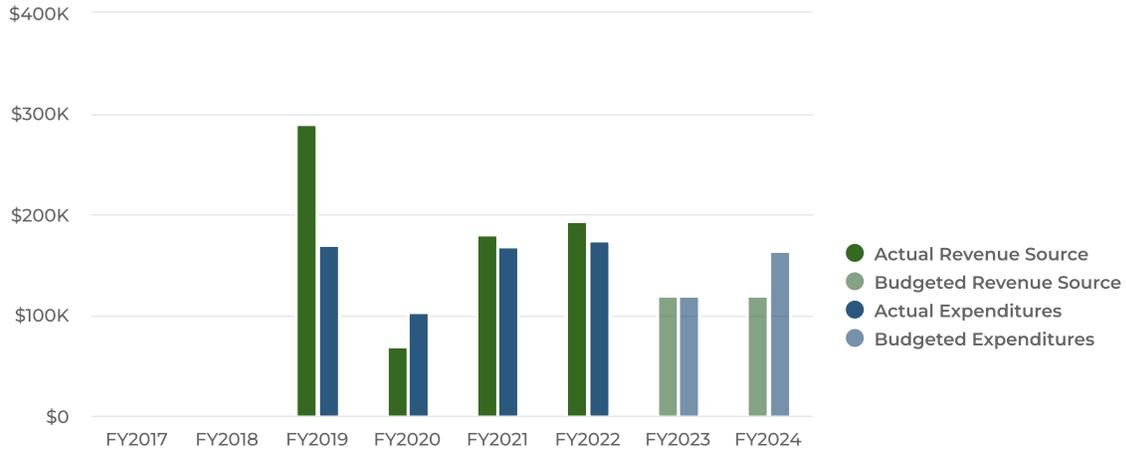
# Compensated Absences

## 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 FY2024, which is a decrease of 53.8% when compared with the prior year. Budgeted expenditures are also projected to increase by 37% to \$163.48K in FY2024.



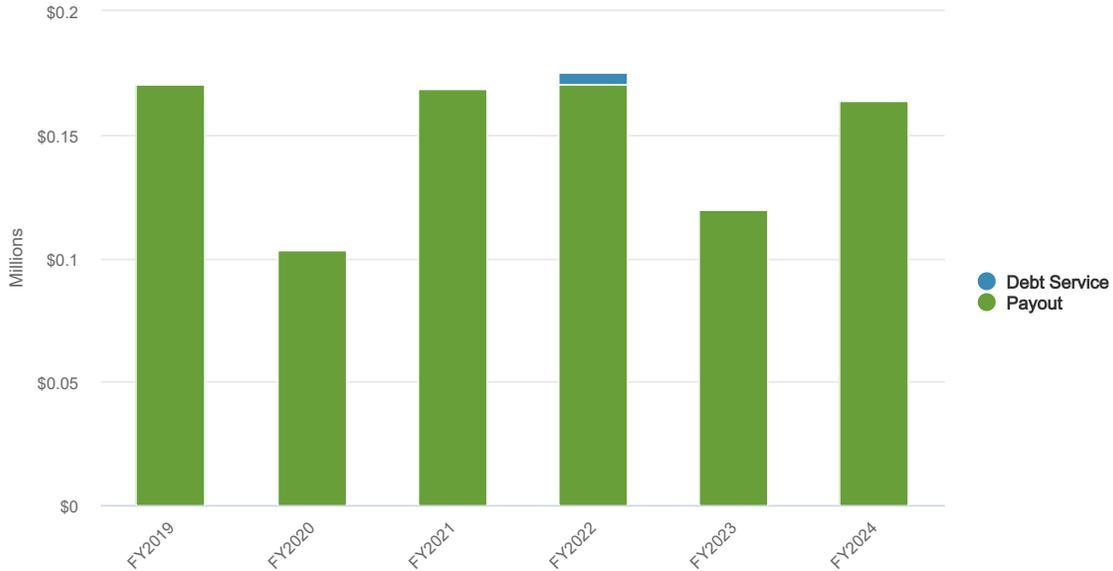
### Revenues by Source

Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$69,905	\$181,313	\$193,790	\$119,480	\$258,800	\$119,480	-53.8%
<b>Total Revenue Source:</b>	<b>\$69,905</b>	<b>\$181,313</b>	<b>\$193,790</b>	<b>\$119,480</b>	<b>\$258,800</b>	<b>\$119,480</b>	<b>-53.8%</b>

## Expenditures by Expense Type

For FY2023, 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. In the near term, as long-standing employees approach retirement, we anticipate an increase in payouts for their unused compensated absence hours. However, newer employees, and those who are hired to replace the retirees will have much lower accrual limits than longer-standing employees, and this will have the effect of further reducing this liability in the longer term.

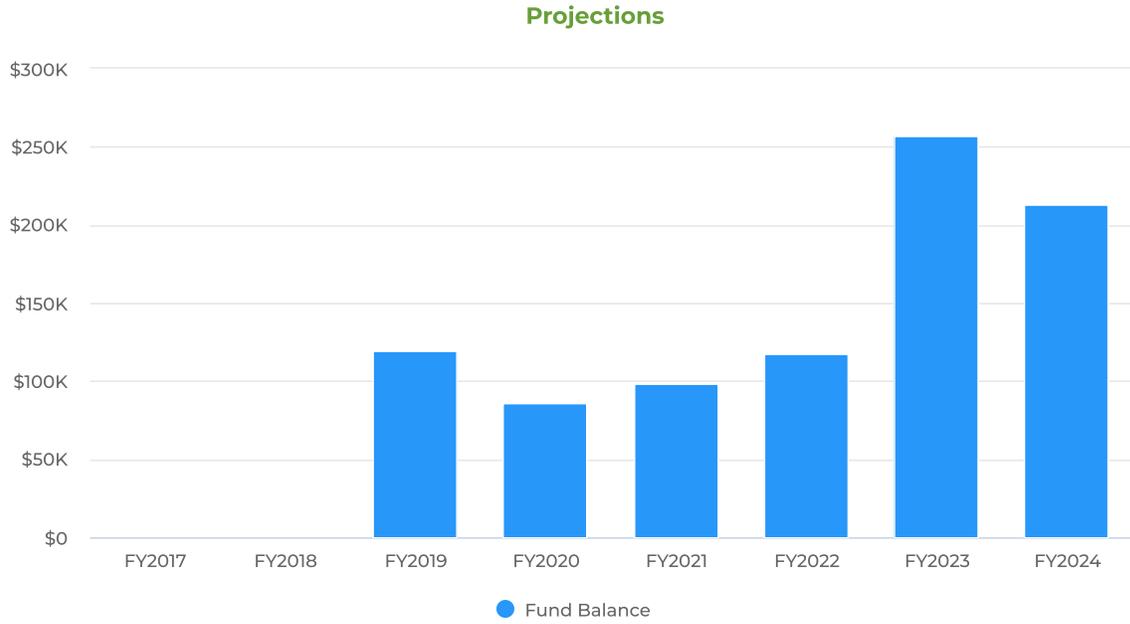
### Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Payout	\$103,447	\$168,423	\$170,114	\$119,480	\$119,480	\$163,710	37%
Debt Service	\$0	\$0	\$4,982	\$0	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$103,447</b>	<b>\$168,423</b>	<b>\$175,096</b>	<b>\$119,480</b>	<b>\$119,480</b>	<b>\$163,710</b>	<b>37%</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.



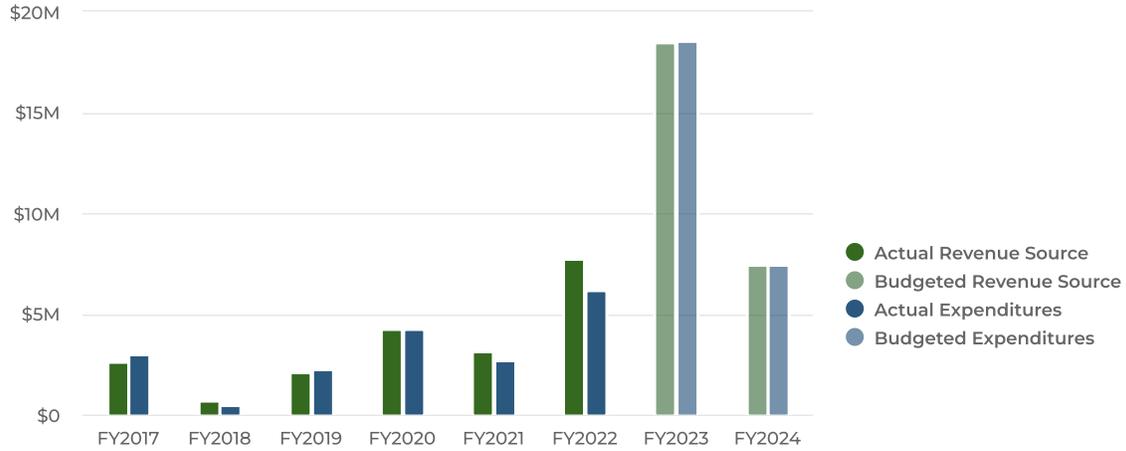


# Capital Project/Grants Funds

This page is provided as a summary of the Capital and Grants funds for the City. The primary purpose of these funds are to move city capital or other operating grants projects forward. This summary section is for presentational purposes only and the funds are strictly segregated within the financial system.

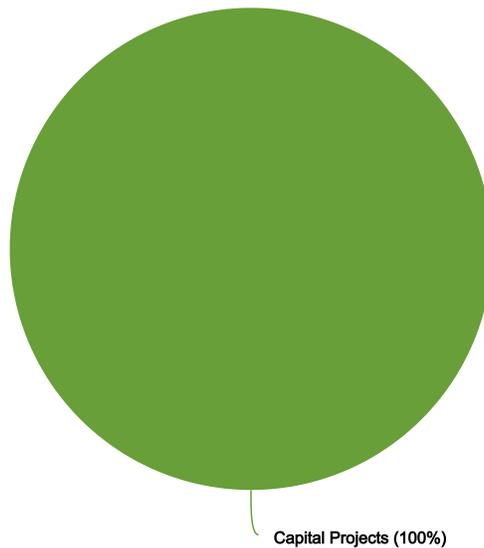
## Summary

The City of Cotati is projecting \$7.5M of revenue in FY2024, which represents a 40.0% decrease over the prior year. Budgeted expenditures are projected to decrease by 59.3% to \$7.5M in FY2024.

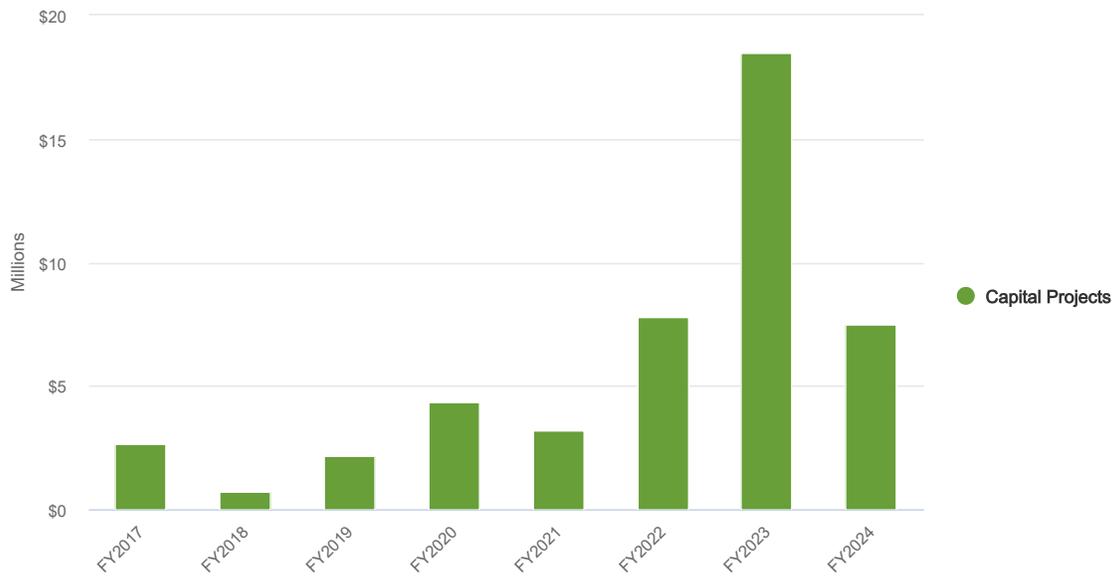


## Revenue by Fund

### 2024 Revenue by Fund



### Budgeted and Historical Revenue by Fund

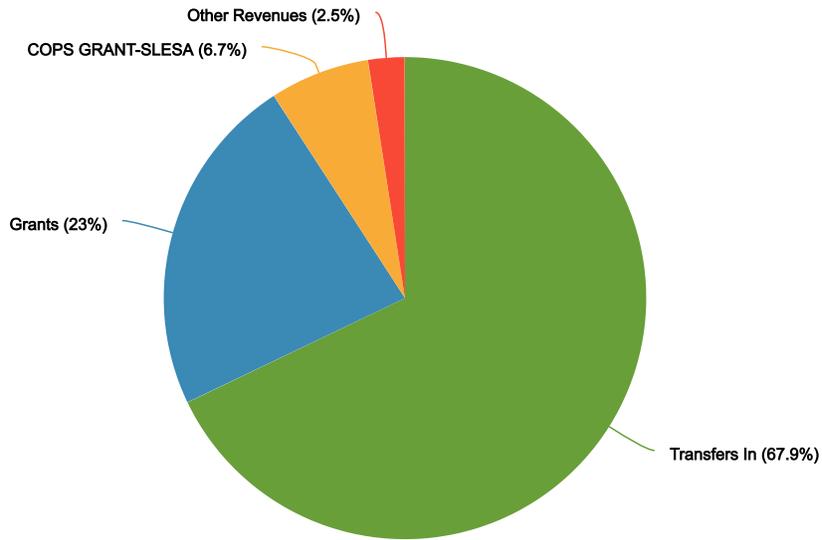


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Capital Projects							
Grants	\$1,128,100	\$941,074	\$272,970	\$5,437,900	\$5,552,501	\$5,849,128	5.3%
Capital Outlay	\$169,543	\$174,590	\$160,908	\$179,100	\$179,500	\$184,500	2.8%
Capital Projects	\$3,024,595	\$2,091,706	\$5,342,345	\$6,845,300	\$6,745,219	\$1,454,000	-78.4%
2022A Project Fund	\$0	\$0	\$2,002,210	\$6,030,000	\$0	\$0	0%
<b>Total Capital Projects:</b>	<b>\$4,322,238</b>	<b>\$3,207,369</b>	<b>\$7,778,434</b>	<b>\$18,492,300</b>	<b>\$12,477,220</b>	<b>\$7,487,628</b>	<b>-40%</b>

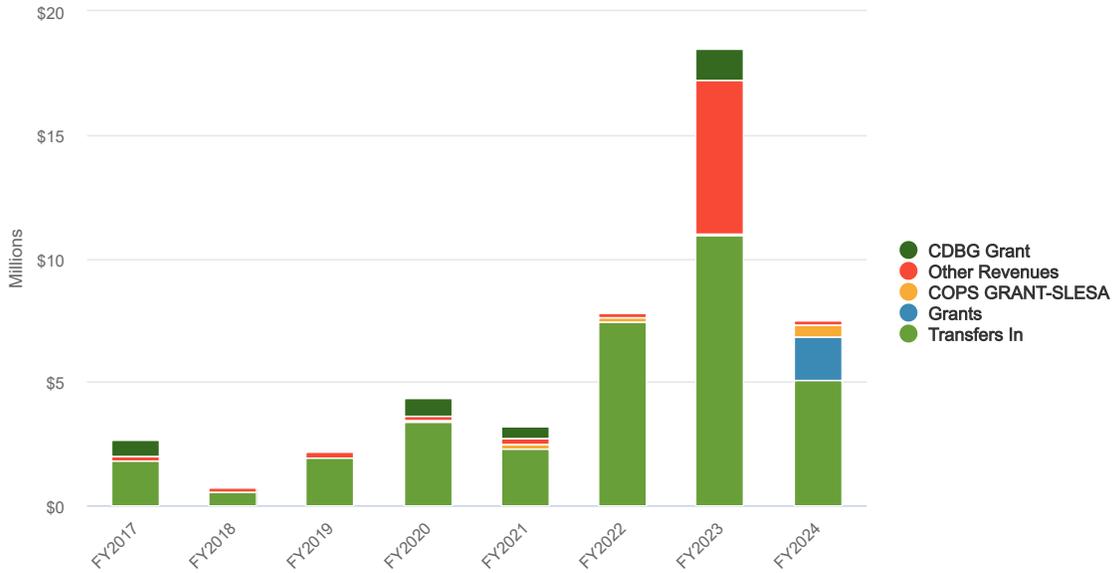


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical Revenues by Source



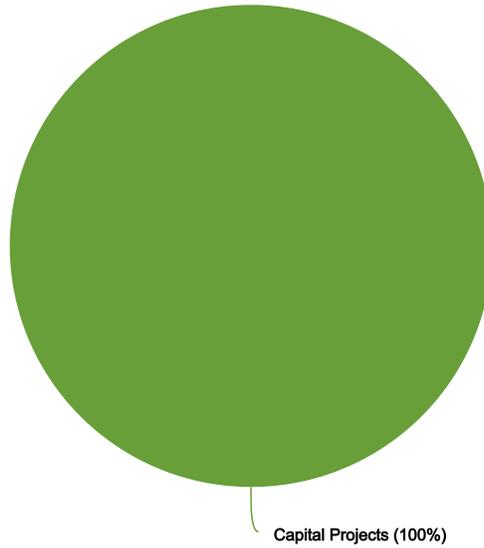
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$208,233	\$241,350	\$187,126	\$6,209,100	\$180,250	\$184,500	2.4%
CDBG Grant	\$675,000	\$500,891	\$0	\$1,277,900	\$1,077,900	\$0	-100%
COPS GRANT-SLESA	\$29,833	\$171,368	\$147,157	\$50,000	\$0	\$500,000	N/A



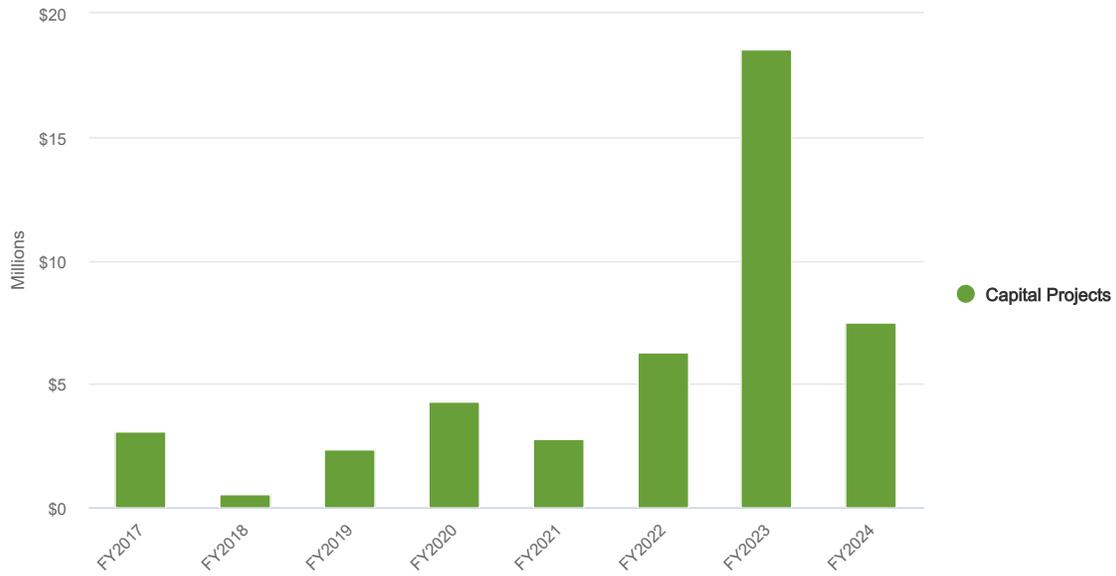
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Transfers In	\$3,409,172	\$2,293,761	\$7,444,151	\$10,955,300	\$11,054,469	\$5,083,214	-54%
Grants	\$0	\$0	\$0	\$0	\$164,601	\$1,719,914	944.9%
<b>Total Revenue Source:</b>	<b>\$4,322,238</b>	<b>\$3,207,369</b>	<b>\$7,778,434</b>	<b>\$18,492,300</b>	<b>\$12,477,220</b>	<b>\$7,487,628</b>	<b>-40%</b>

## Expenditures by Fund

### 2024 Expenditures by Fund



### Budgeted and Historical Expenditures by Fund

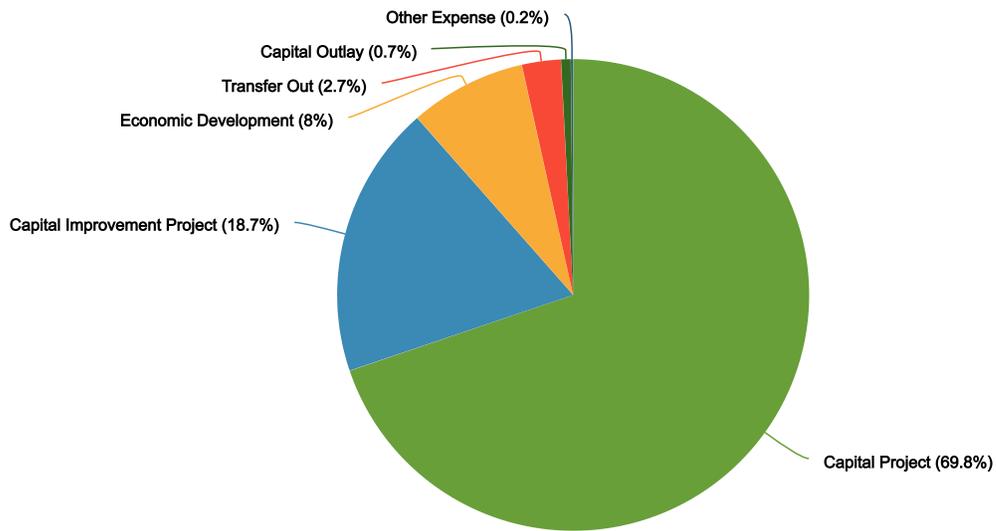


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Proposed Budget (% Change)
Capital Projects							
Grants	\$1,128,100	\$472,954	\$272,970	\$5,437,900	\$5,480,321	\$5,849,128	6.7%
Capital Outlay	\$140,784	\$200,000	\$350,738	\$150,000	\$150,000	\$200,000	33.3%
Capital Projects	\$3,024,394	\$2,089,773	\$5,323,289	\$6,944,800	\$6,759,719	\$1,454,000	-78.5%
2022A Project Fund	\$0	\$0	\$311,480	\$6,030,000	\$6,030,000	\$0	-100%
<b>Total Capital Projects:</b>	<b>\$4,293,278</b>	<b>\$2,762,727</b>	<b>\$6,258,476</b>	<b>\$18,562,700</b>	<b>\$18,420,040</b>	<b>\$7,503,128</b>	<b>-59.3%</b>

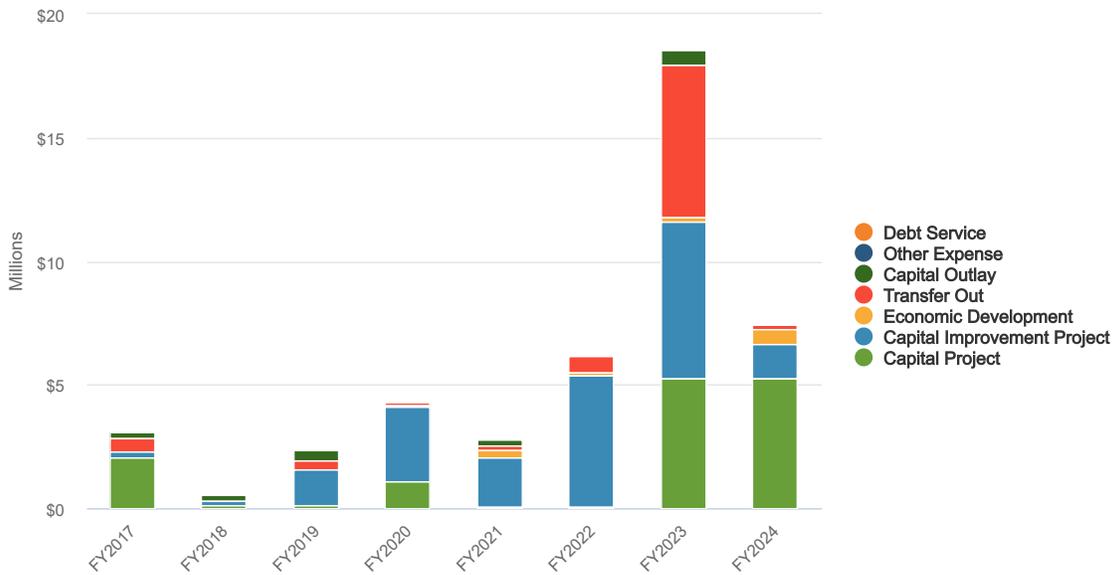


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Other Expense	\$0	\$0	\$0	\$0	\$112,421	\$11,464	-89.8%



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Debt Service	\$0	\$0	\$18,511	\$0	\$0	\$0	0%
Capital Outlay	\$6,194	\$215,689	\$81,574	\$596,000	\$501,169	\$50,000	-90%
Transfer Out	\$140,784	\$200,000	\$643,707	\$6,180,000	\$6,180,000	\$200,000	-96.8%
Economic Development	\$29,833	\$312,749	\$142,569	\$160,000	\$90,000	\$600,000	566.7%
Capital Project	\$1,098,267	\$36,527	\$74,446	\$5,277,900	\$5,277,900	\$5,237,664	-0.8%
Capital Improvement Project	\$3,018,200	\$1,997,762	\$5,297,669	\$6,348,800	\$6,258,550	\$1,404,000	-77.6%
<b>Total Expense Objects:</b>	<b>\$4,293,278</b>	<b>\$2,762,727</b>	<b>\$6,258,476</b>	<b>\$18,562,700</b>	<b>\$18,420,040</b>	<b>\$7,503,128</b>	<b>-59.3%</b>



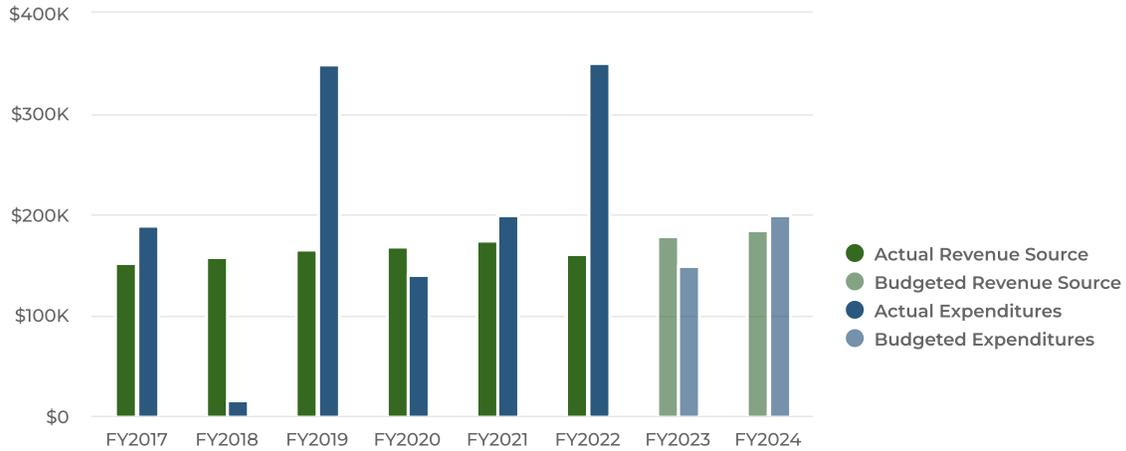


## Fund 604

This fund is designed to account for the road impact fees and their use for streets capital improvement projects.

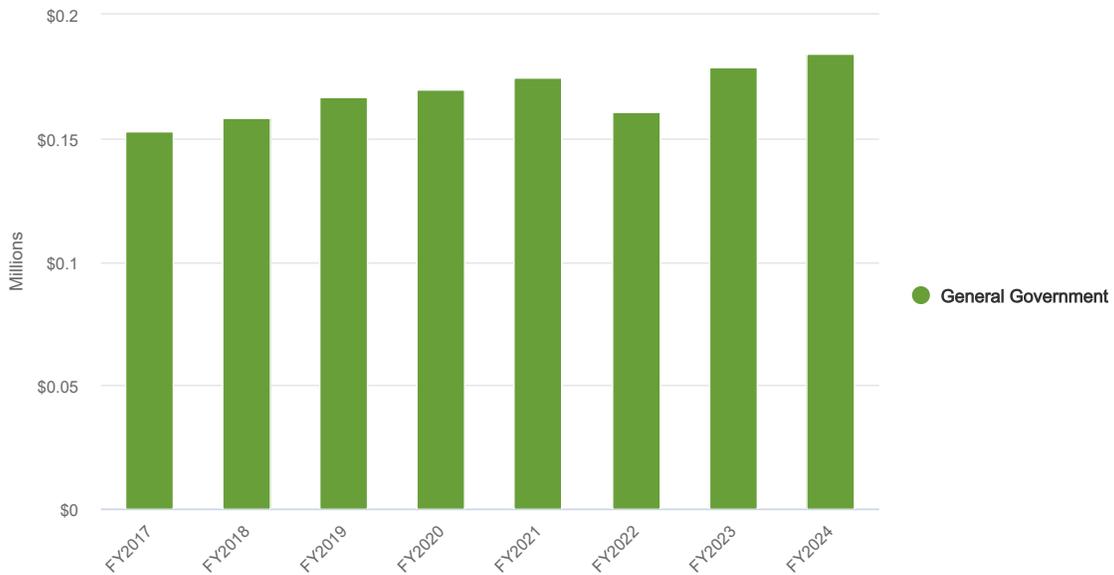
### Summary

The City of Cotati is projecting \$184.5K of revenue in FY2024, which is a 2.8% increase from the prior year. Budgeted expenditures are projected to increase by 33.3% to \$200K in FY2024.



### Revenue by Department

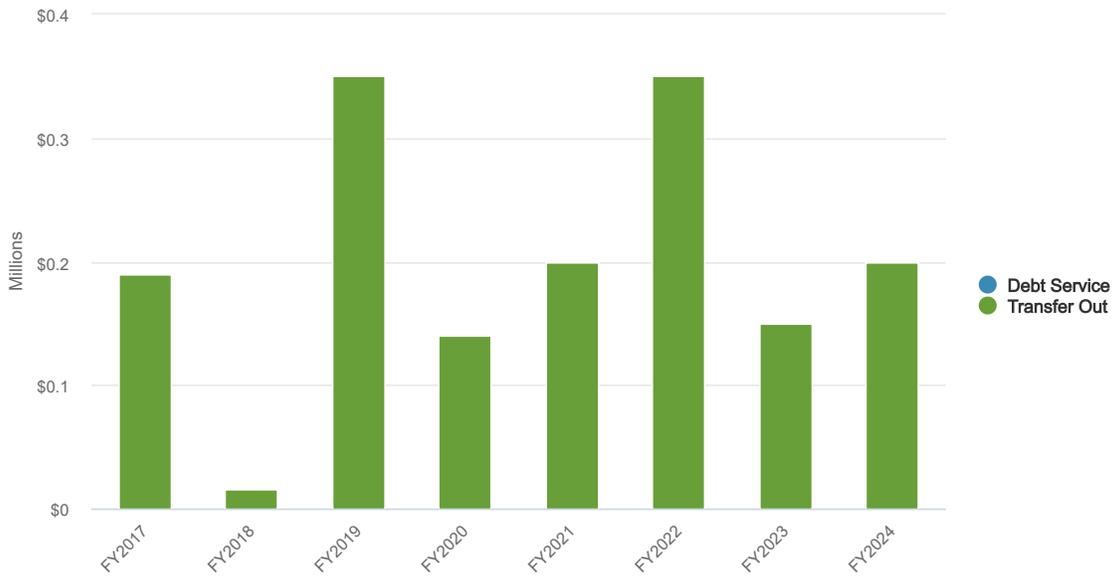
#### Budgeted and Historical Revenue by Department



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue							
General Government	\$169,543	\$174,590	\$160,908	\$179,100	\$179,500	\$184,500	2.8%
<b>Total Revenue:</b>	<b>\$169,543</b>	<b>\$174,590</b>	<b>\$160,908</b>	<b>\$179,100</b>	<b>\$179,500</b>	<b>\$184,500</b>	<b>2.8%</b>

## Expenditures by Expense Type

### Budgeted and Historical Expenditures by Expense Type

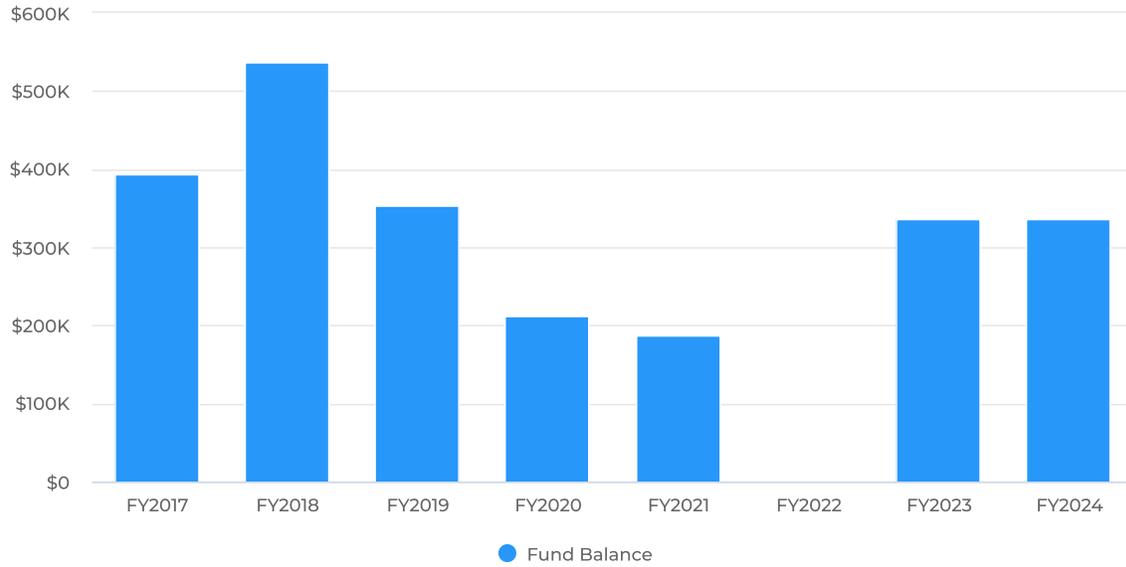


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects							
Debt Service	\$0	\$0	\$738	\$0	\$0	\$0	0%
Transfer Out	\$140,784	\$200,000	\$350,000	\$150,000	\$150,000	\$200,000	33.3%
<b>Total Expense Objects:</b>	<b>\$140,784</b>	<b>\$200,000</b>	<b>\$350,738</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$200,000</b>	<b>33.3%</b>



# Fund Balance

## Projections





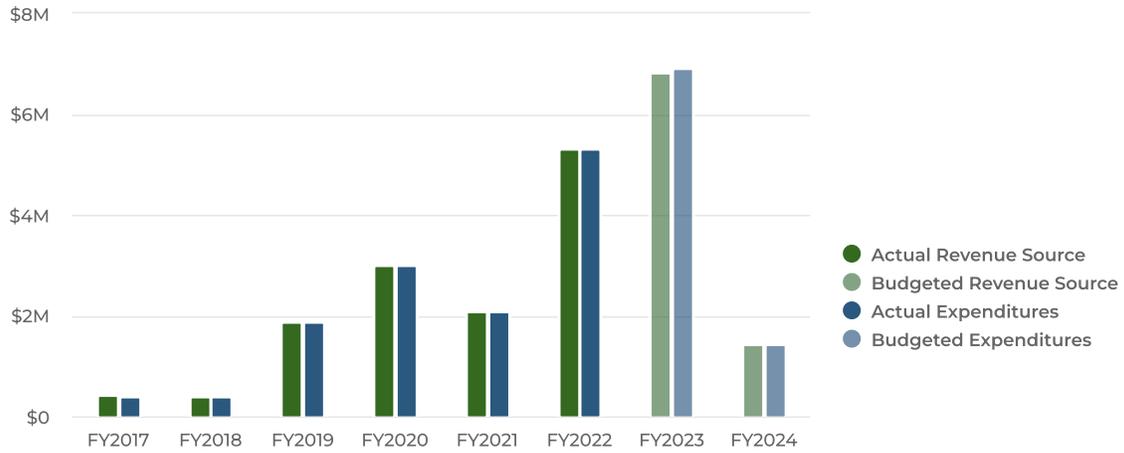
# Capital Projects Fund

## Fund 605

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

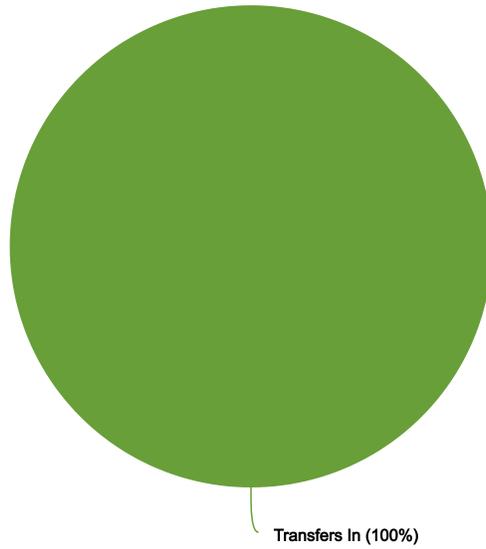
## Summary

The City of Cotati is projecting \$1.454M of revenue in FY2024, which represents a 78.4% decrease over the prior year. Budgeted expenditures are projected to decrease by 78.5% to \$1.454M in FY2024. For more detail please see the Capital Improvements section, and the Appendix.

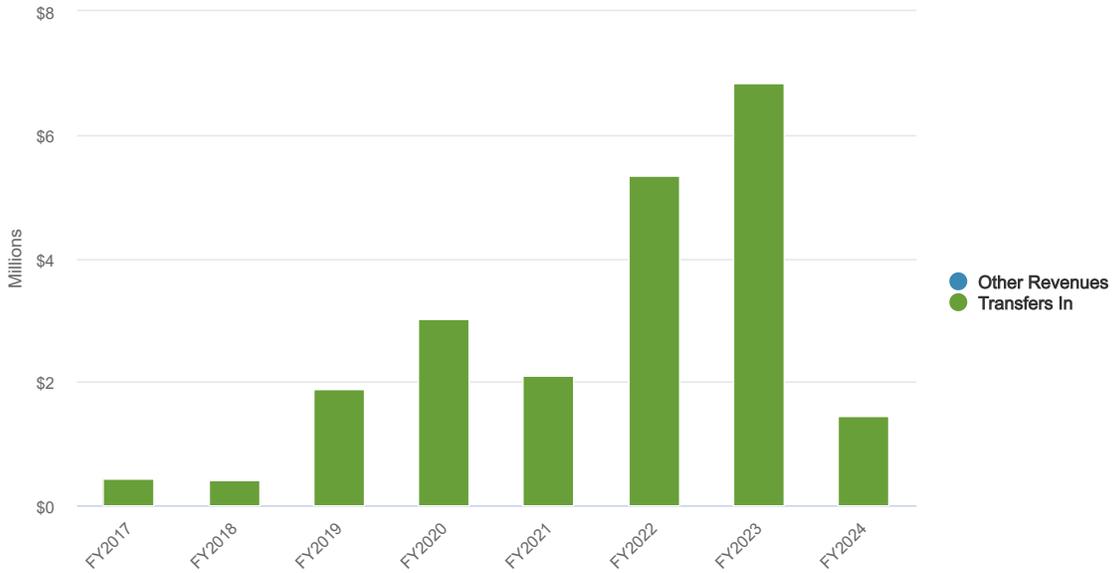


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical Revenues by Source

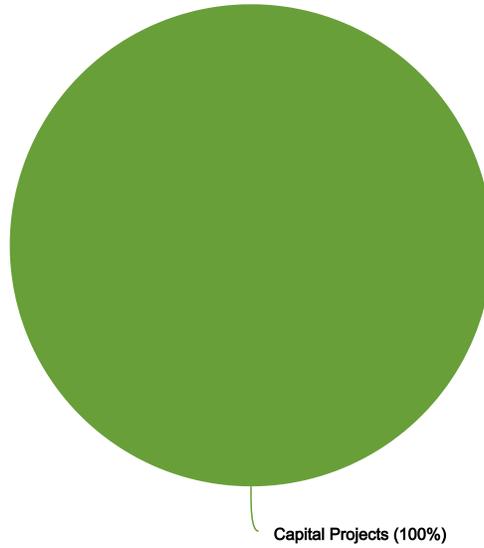


Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue Source							
Other Revenues	\$201	\$177	\$686	\$0	\$750	\$0	-100%
Transfers In	\$3,024,394	\$2,091,529	\$5,341,659	\$6,845,300	\$6,744,469	\$1,454,000	-78.4%

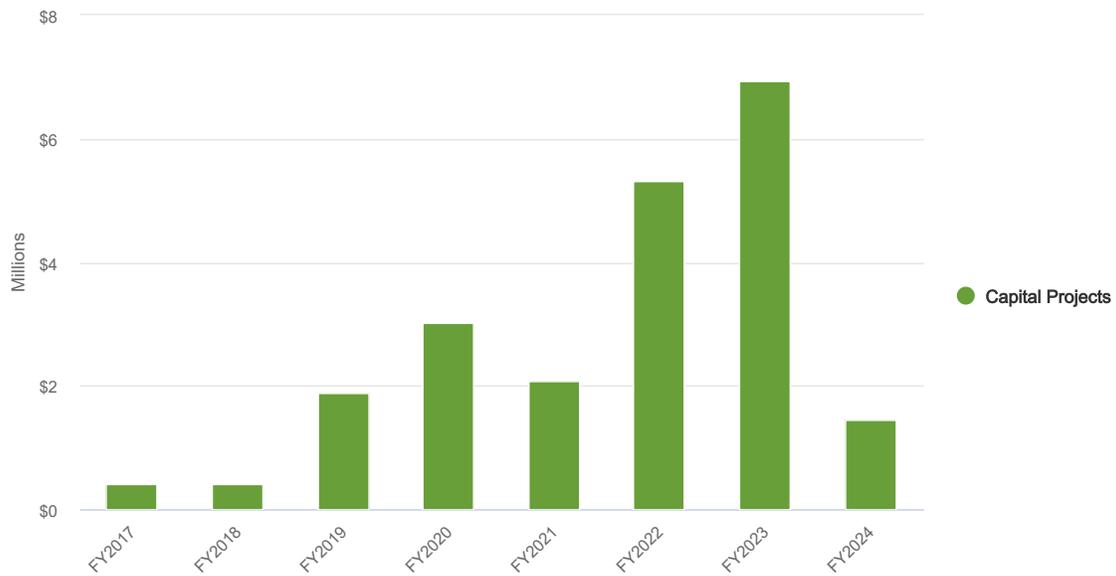
Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Total Revenue Source:	\$3,024,595	\$2,091,706	\$5,342,345	\$6,845,300	\$6,745,219	\$1,454,000	-78.4%

## Expenditures by Fund

### 2024 Expenditures by Fund



### Budgeted and Historical Expenditures by Fund



Name	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Capital Projects	\$3,024,394	\$2,089,773	\$5,323,289	\$6,944,800	\$6,759,719	\$1,454,000	-78.5%
<b>Total Capital Projects:</b>	<b>\$3,024,394</b>	<b>\$2,089,773</b>	<b>\$5,323,289</b>	<b>\$6,944,800</b>	<b>\$6,759,719</b>	<b>\$1,454,000</b>	<b>-78.5%</b>





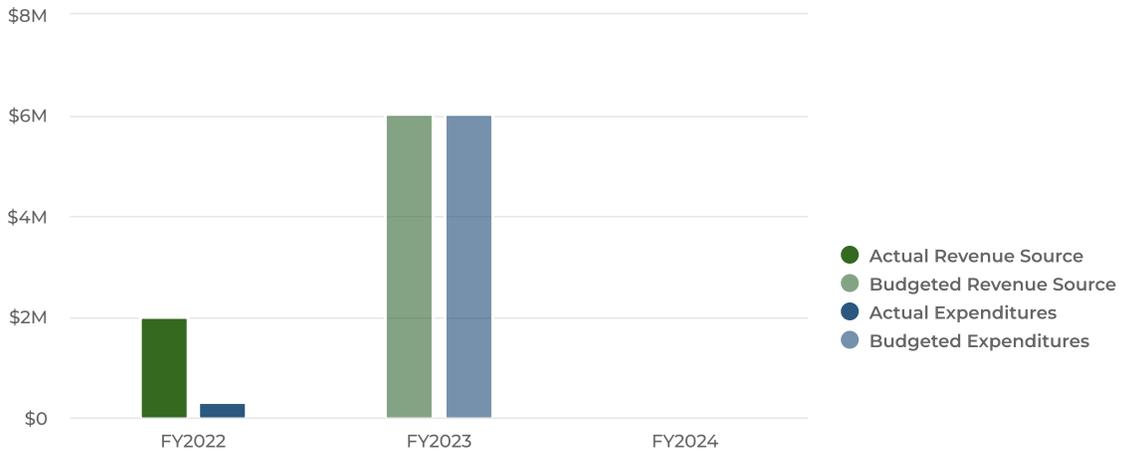
# 2022A Streets Projects

## Fund 610

This fund is designed to account for the construction of streets projects using the funding obtained from the 2022 Street debt service.

## Summary

The City of Cotati received approximately \$7M in tax-exempt debt for street improvements, which is included within the estimated budget for FY2023 and continued funding for projects through FY2023. These funds were fully expended within FY2023. See the Capital Improvements section of the budget for more details.



## Revenue by Department

Name	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Revenue					
General Government	\$2,002,210	\$6,030,000	\$0	\$0	0%
<b>Total Revenue:</b>	<b>\$2,002,210</b>	<b>\$6,030,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

## Expenditures by Expense Type

Name	FY2022 Actual	FY2023 Adopted Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2023 Estimate vs. FY2024 Budgeted (% Change)
Expense Objects					
Debt Service	\$17,773	\$0	\$0	\$0	0%
Transfer Out	\$293,707	\$6,030,000	\$6,030,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$311,480</b>	<b>\$6,030,000</b>	<b>\$6,030,000</b>	<b>\$0</b>	<b>-100%</b>



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# **CAPITAL IMPROVEMENTS**

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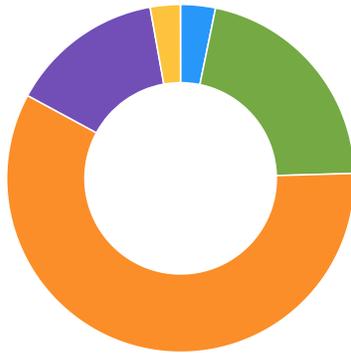
# Capital Improvements: One-year Plan

## Total Capital Requested

# \$7,762,864

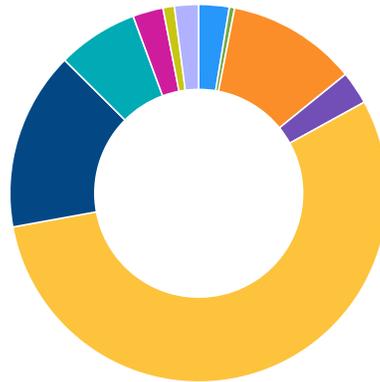
19 Capital Improvement Projects

Total Funding Requested by Department



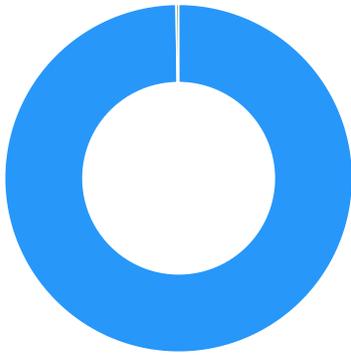
Public Works - Govt. Buildings (3%)	\$250,000.00
Public Works - Parks (21%)	\$1,656,211.00
Public Works - Streets (58%)	\$4,529,253.00
Sewer (14%)	\$1,109,900.00
Water (3%)	\$217,500.00
<b>TOTAL</b>	<b>\$7,762,864.00</b>

Total Funding Requested by Source



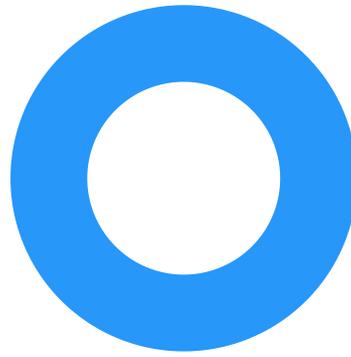
Capital Outlay Funds (3%)	\$200,000.00
Enterprise - Sewer Capital (0%)	\$35,000.00
Enterprise - Sewer Capital Funds (11%)	\$853,700.00
Enterprise - Water Capital Funds (3%)	\$217,500.00
General Fund (55%)	\$4,240,021.00
Grants - Federal (15%)	\$1,177,200.00
Grants - State (7%)	\$531,250.00
Special Revenue - Streets Gas Tax (3%)	\$200,000.00
Special Revenue - Streets Measure M (1%)	\$75,000.00
Special Revenue - Streets RMRA (2%)	\$158,193.00
<b>TOTAL</b>	<b>\$7,687,864.00</b>

### Capital Costs Breakdown



● Capital Costs (100%)	\$7,762,864.00
● Operational Costs (0%)	\$17,400.00
<b>TOTAL</b>	<b>\$7,780,264.00</b>

### Cost Savings & Revenue Breakdown



● Cost Savings (100%)	\$1,000.00
<b>TOTAL</b>	<b>\$1,000.00</b>

# Public Works - Streets Requests

## Itemized Requests for 2024

### 2024 Street Improvements Project

\$601,000

The Project includes rehabilitation and preservation of streets consisting of Ahlstrom Circle, Chritensen Court, Clothier Lane, Dorfman Drive, East School Street, Forno Way, Gilbert Court, Gilbert Way, Gilman Ranch Road, Gravenstein Way, Honor...

### Bicycle Pedestrian Safety Improvements

\$50,000

Installation of bicycle, pedestrian, and vehicle safety improvements, to be completed by City Public Works staff or through minor construction contracts. Safety improvements will be informed by ongoing community input and recommendations of the...

### Gateway Signage

\$83,000

This effort will focus on enhancing the City's monuments at entrance points as well as converting the La Plaza marquee to digital. The marquee and post-mounted entry signs at minor streets entering Cotati will be designed and installed...

### Highway 116/West Cotati Avenue Intersection Safety Improvements

\$544,000

The Project will realign and signalize the intrersection of State Highway 116 and West Cotati Avenue. The Project will widen Highway 116 east and west of the proposed signalized intersection and create turn lanes and install bicycle and pedestrian...

### Landscaping Improvements Projects

\$35,000

Annual planned landscaping improvements along roadways throughout the City. Projects are planned to coordinate with street paving improvement projects, but can vary depending on needs.

### Redwood Drive and Cypress Avenue Pavement Rehabilitation

\$2,996,253

Project will rehabilitate Redwood Drive and Cypress Avenue and include replacing faded and worn signage, upgrade bike lanes, enhance traffic calming features including striping to narrow lanes and create bike lane buffer, and upgrade noncompliant...

### Sidewalk Gap Closures

\$220,000

The Project constructs sidewalks to close gaps throughout the City and upgrades ADA ramps. The sections of roadways for the new sidewalks include portions of West Cotati Avenue and along West School Street between Clifford and Maple, to complete...

**Total: \$4,529,253**



## Public Works - Parks Requests

### Itemized Requests for 2024

**Cator Field/Park Improvements** **\$100,000**

To initiate design and implement improvements at Cator Park, including installation of a new dog park and volleyball courts.

**Kotate Park Improvements** **\$166,211**

Implements Park Capital Plan improvements for Kotate Park, including replacement of park play equipment, re-landscaping planter areas, new bollard lights, and restrooms.

**Putnam Park Improvements** **\$185,000**

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

**Sunflower Park Improvements Project** **\$1,055,000**

The project includes rebuilding the tennis/pickleball court, walkways, correcting site drainage, and design and installation of a play structure.

**Veronda-Falletti Ranch Barns** **\$150,000**

Rebuild barns to expand the potential community programs and events centered on agricultural themes.

**Total: \$1,656,211**

## Public Works - Govt. Buildings Requests

### Itemized Requests for 2024

**Civic Center Parking Lot Improvements** **\$250,000**

Project is to reconfigure the Civic Center Complex parking lot to comply with City and State codes, for pedestrian safety, add parking spots, and add Level 2 EV chargers.

**Total: \$250,000**



## Water Requests

### Itemized Requests for 2024

**Construction Water ATM Project** **\$75,000**

This project consists of building a remote water dispensing station near Alder and Helman Lane to allow contractors building projects within Cotati to self-serve for construction water and remotely pay at the time of dispensing. The current...

**SCADA Water** **\$100,000**

Upgrades the SCADA server at the Corporation Yard and installs redundant server at City Hall.

**Well 1A/Well 3 Treatment Renewal and Replacement** **\$42,500**

This Project is to address the highest priority renewal and replacement needs for treatment systems at the Well 1a and 3 sites.

**Total: \$217,500**

## Sewer Requests

### Itemized Requests for 2024

**Cypress Avenue Sewer Replacement** **\$753,700**

Replaces the aging pipeline in Cypress Avenue from W Sierra Ave to Nelson Lane. Timing is to have this work completed before Cypress gets repaved in Spring 2024.

**SCADA Sewer** **\$100,000**

Replaces the SCADA server at the Corp Yard and provides for a redundant server at City Hall.

**Wastewater System Emergency Generator Project** **\$256,200**

The City is seeking funding to purchase and install two fixed place generators to provide back-up power to two wastewater lift stations that serve critical functions in the City's ability to treat and convey wastewater. Both locations do not...

**Total: \$1,109,900**

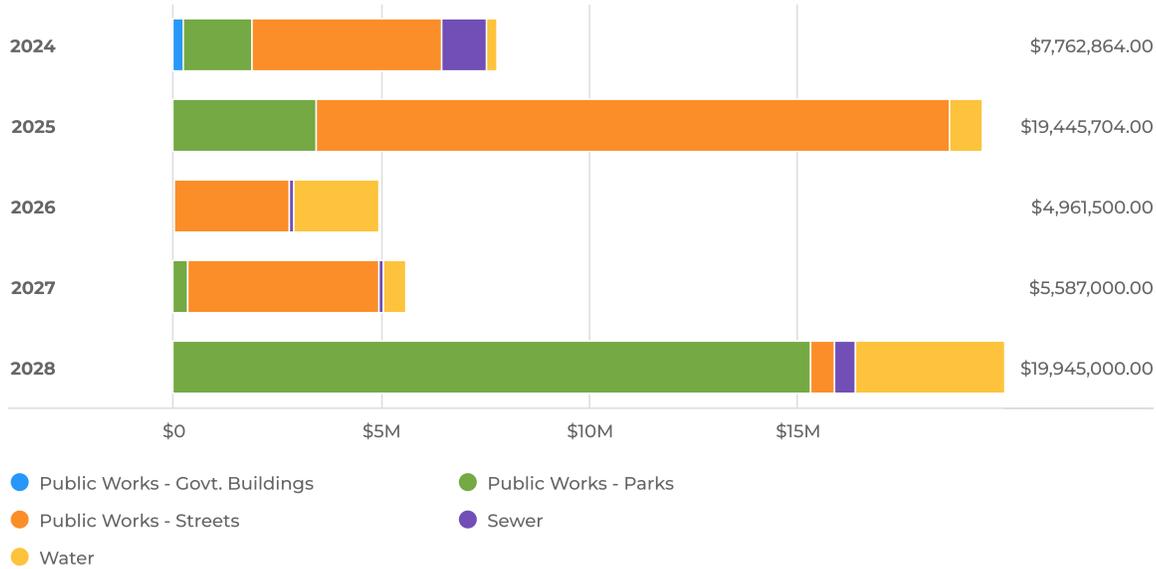


# Capital Improvements: Multi-year Plan

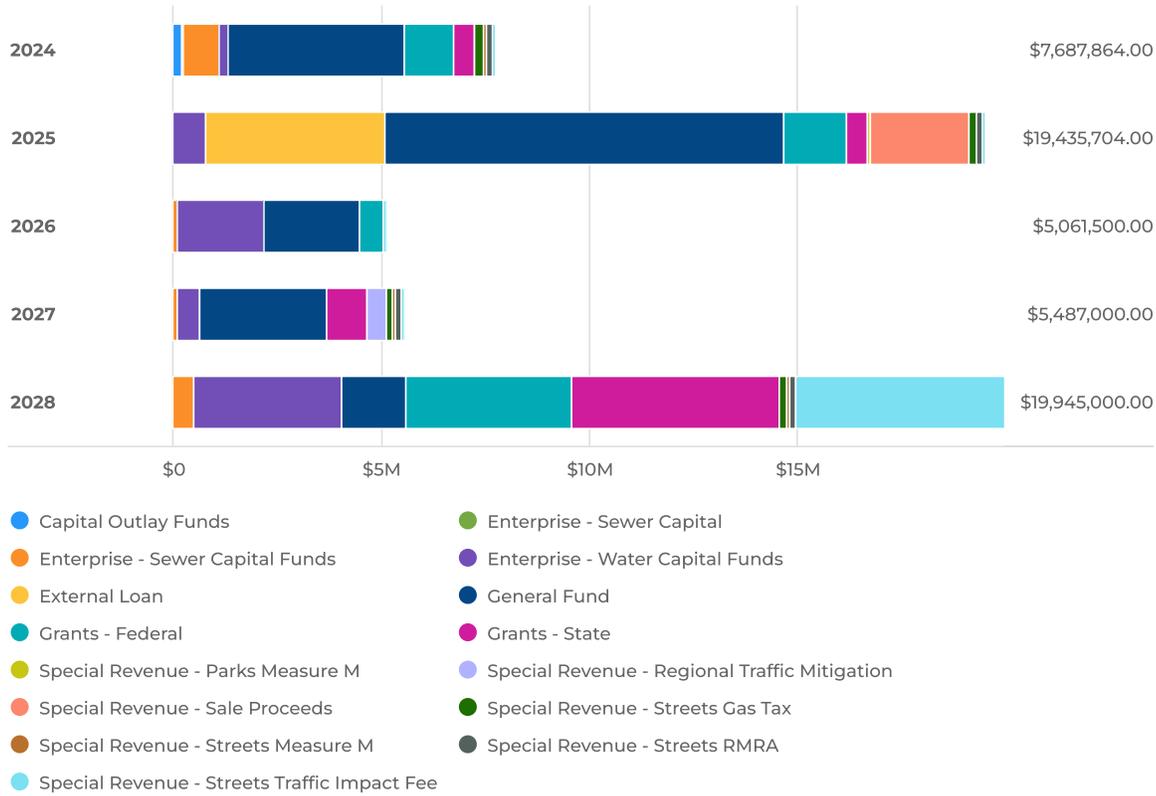
## Total Capital Requested **\$57,702,068**

41 Capital Improvement Projects

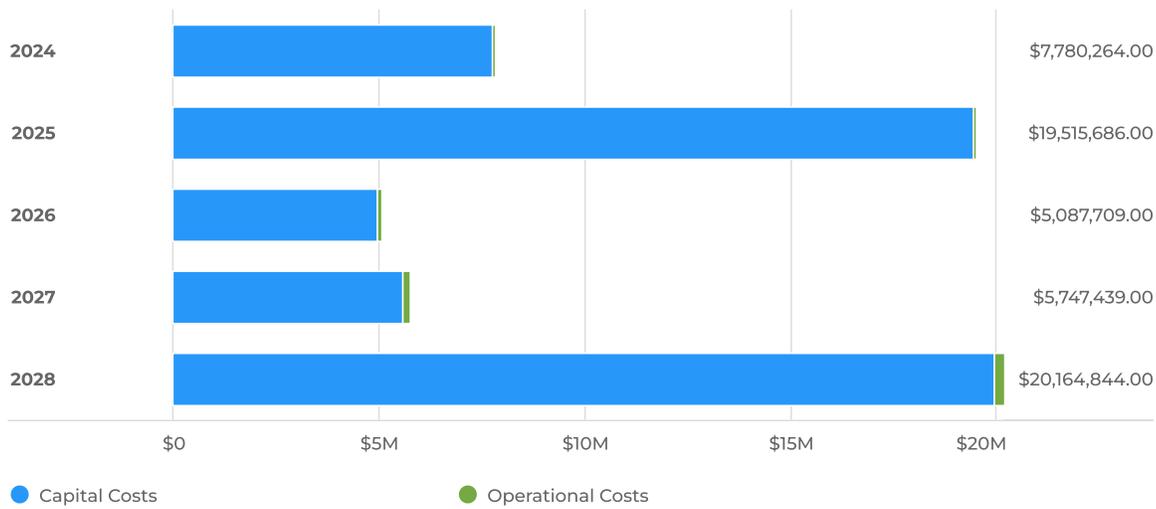
### Total Funding Requested by Department



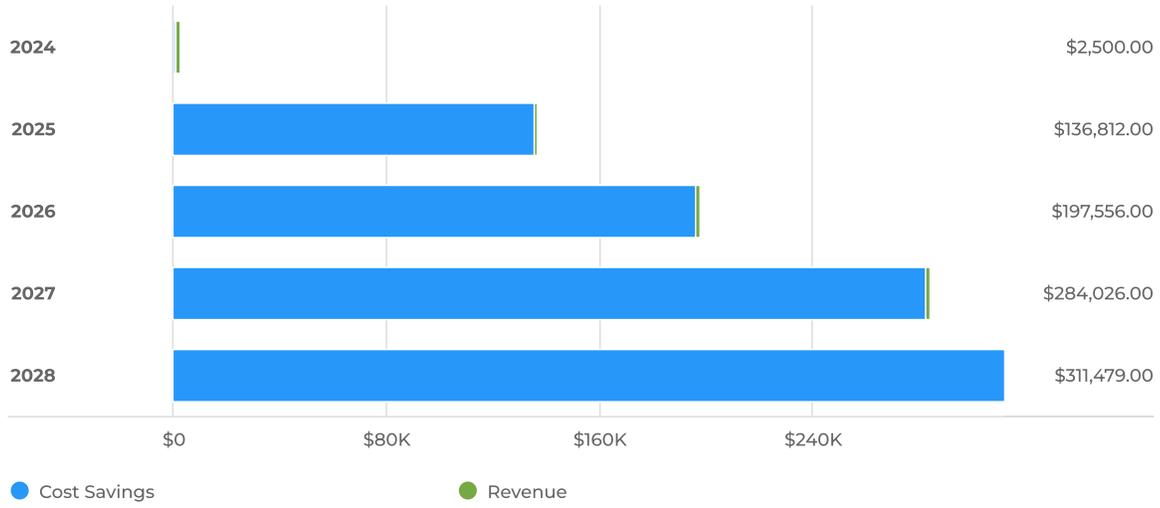
### Total Funding Requested by Source



### Capital Costs Breakdown



### Cost Savings & Revenues



# Public Works - Streets Requests

## Itemized Requests for 2024-2029

### 2024 Street Improvements Project

\$601,000

The Project includes rehabilitation and preservation of streets consisting of Ahlstrom Circle, Chritensen Court, Clothier Lane, Dorfman Drive, East School Street, Forno Way, Gilbert Court, Gilbert Way, Gilman Ranch Road, Gravenstein Way, Honor...

### 2025 Street Improvements Project

\$2,885,800

The Project includes rehabilitation of streets consisting of Amber Lane, Lasker Lane, Oretsky Way, Water Road, West Cotati Ave, Wilford Circle, Wilford Lane, Ahlstrom Drive, Marsh Way, Wilford Lane, and Locust Avenue. The Project consists of...

### 2027 Streets Improvements Project

\$2,400,000

The Project includes rehabilitation and preservation treatments of streets in the industrial area consisting of Aaron Street, Houser Street, Mercantile Drive, Portal Street, and Primero Court and are shown in the attached figure. The Project...

### 2028 Streets Improvements Project

\$500,000

The Project includes rehabilitation and preservation treatments of Saint Josephs Way and Santero Way and totals about a quarter mile.

### Bicycle Pedestrian Safety Improvements

\$250,000

Installation of bicycle, pedestrian, and vehicle safety improvements, to be completed by City Public Works staff or through minor construction contracts. Safety improvements will be informed by ongoing community input and recommendations of the...

### Class 1 Pathway Maintenance Project

\$555,000

Maintain and repair the Class 1 pathways along the Laguna de Santa Rosa and along West Cotati Avenue, between Maple and Richardson.

### East Sierra EV Charging Station

\$1,050,000

Provides Level 3 (Fast Charging) electrical vehicle charging stations in the City's public parking lot on East Sierra Avenue (behind the fire station).

### Gateway Signage

\$838,000

This effort will focus on enhancing the City's monuments at entrance points as well as converting the La Plaza marquee to digital. The marquee and post-mounted entry signs at minor streets entering Cotati will be designed and installed...

### Highway 116/West Cotati Avenue Intersection Safety Improvements

\$6,099,000

The Project will realign and signalize the intersection of State Highway 116 and West Cotati Avenue. The Project will widen Highway 116 east and west of the proposed signalized intersection and create turn lanes and install bicycle and pedestrian...

### Landscaping Improvements Projects

\$175,000

Annual planned landscaping improvements along roadways throughout the City. Projects are planned to coordinate with street paving improvement projects, but can vary depending on needs.

### Park and Ride Replacement Project

\$3,914,904

The City entered into a "Functional Replacement and Exchange Agreement Cotati Park and Ride" with Caltrans for the City to purchase the Park and Ride lot at the corner of Highway 116 and Old Redwood Highway providing the City construct...



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**Redwood Drive and Cypress Avenue Pavement Rehabilitation****\$4,496,253**

Project will rehabilitate Redwood Drive and Cypress Avenue and include replacing faded and worn signage, upgrade bike lanes, enhance traffic calming features including striping to narrow lanes and create bike lane buffer, and upgrade noncompliant...

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**Sidewalk Gap Closures****\$955,000**

The Project constructs sidewalks to close gaps throughout the City and upgrades ADA ramps. The sections of roadways for the new sidewalks include portions of West Cotati Avenue and along West School Street between Clifford and Maple, to complete...

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**Traffic Signal At William/George and Old Redwood Highway****\$980,000**

This is a traffic impact fee study capital project and consists of installing a new traffic signal at the intersection of William Street/George Street and Old Redwood Highway. The project design was completed to a 65% level as part of the Traffic...

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**Valparaiso Avenue and Helman Lane Pavement Rehabilitation****\$2,000,000**

Project rehabilitates Valparaiso Avenue from Cotati Creek to Fehler Lane and Helman Lane between Redwood Drive and the City Limits. Valparaiso Avenue has existing paving index ranging from 16 to 28 and is proposed for edge grind, dig outs, fabric...

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**Total: \$27,699,957**

## Public Works - Parks Requests

### Itemized Requests for 2024-2029

**Cator Basketball Court Resurfacing** **\$38,000**

Project is to maintain Cator basketball courts by resurfacing them.

**Cator Field/Park Improvements** **\$100,000**

To initiate design and implement improvements at Cator Park, including installation of a new dog park and volleyball courts.

**Civic Center Park Capital Improvements - Phase 1** **\$1,133,000**

The 2019 Parks Capital Plan presents a concept proposal for improvements and has them depicted in 3 phases: Phase 1 is the ball field, grass area behind the police station, and the basketball courts, Phase 2 is the paved area between the Community...

**Kotate Park Improvements** **\$166,211**

Implements Park Capital Plan improvements for Kotate Park, including replacement of park play equipment, re-landscaping planter areas, new bollard lights, and restrooms.

**La Plaza Reunification** **\$15,655,000**

The Project is to meet a core objective of the City's Downtown Specific Plan, to transform La Plaza Park "into a substantial and highly noticeable community focal point". Key to this transformation is to reunify the park by...

**Putnam Park Improvements** **\$1,138,000**

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

**Sunflower Park Improvements Project** **\$1,055,000**

The project includes rebuilding the tennis/pickleball court, walkways, correcting site drainage, and design and installation of a play structure.

**Veronda-Falletti Ranch Barns** **\$1,502,000**

Rebuild barns to expand the potential community programs and events centered on agricultural themes.

**Total: \$20,787,211**

## Public Works - Govt. Buildings Requests

### Itemized Requests for 2024-2029

**Civic Center Parking Lot Improvements** **\$250,000**

Project is to reconfigure the Civic Center Complex parking lot to comply with City and State codes, for pedestrian safety, add parking spots, and add Level 2 EV chargers.

**Total: \$250,000**



# Water Requests

## Itemized Requests for 2024-2029

**BP-1: Cypress Tank Booster Pumps** **\$645,000**

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

**Construction Water ATM Project** **\$75,000**

This project consists of building a remote water dispensing station near Alder and Helman Lane to allow contractors building projects within Cotati to self-serve for construction water and remotely pay at the time of dispensing. The current...

**Distribution System Monitoring** **\$130,000**

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** **\$1,465,500**

This project replaces approximately 2,100 feet of existing undersized mains in the industrial area to improve fire flows.

**P-3, 4: Cypress Tank New Water Main** **\$1,080,000**

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** **\$485,000**

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

**SCADA Water** **\$100,000**

Upgrades the SCADA server at the Corporation Yard and installs redundant server at City Hall.

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

Replaces the Cypress Water Storage Tank. The old Cypress tank was taken out of service when the W Sierra tank was brought on-line due to different water operating levels. The new tank will increase the 100k gallon capacity to approximately 700k...

**Well 1A/Well 3 Treatment Renewal and Replacement** **\$42,500**

This Project is to address the highest priority renewal and replacement needs for treatment systems at the Well 1a and 3 sites.

**Well No. 4** **\$50,000**

Concept design and preliminary exploration for a new 4th groundwater well. Does not include well installation.

**West Sierra Tank Recoating** **\$762,000**

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

**Total: \$7,155,000**



# Sewer Requests

## Itemized Requests for 2024-2029

**Cypress Avenue Sewer Replacement** **\$753,700**

Replaces the aging pipeline in Cypress Avenue from W Sierra Ave to Nelson Lane. Timing is to have this work completed before Cypress gets repaved in Spring 2024.

**Manhole Lateral Repair/Improvement** **\$200,000**

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

**SCADA Sewer** **\$100,000**

Replaces the SCADA server at the Corp Yard and provides for a redundant server at City Hall.

**Sewer Pipeline Repairs** **\$500,000**

Project is to address sewer defects identified in the sewer videos conducted for the Inflow and Infiltration Reduction Project. The order of the repairs is to be determined at a later date to coordinate with street paving projects.

**Wastewater System Emergency Generator Project** **\$256,200**

The City is seeking funding to purchase and install two fixed place generators to provide back-up power to two wastewater lift stations that serve critical functions in the City's ability to treat and convey wastewater. Both locations do not...

**Total: \$1,809,900**



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# DEBT

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## Government-wide Debt Overview

The City has the following types of debt:

- o Direct Debt
  - Streets Improvements Tax Exempt Lease Obligation Bonds 2022A represents a tax-exempt bond issuance of an amount up to \$7,700,000 used to fund critical city street improvement projects at a low interest rate of 2.45% per annum and matures in 2041.
  - Pension Taxable Lease Obligation Bonds 2022B represents a \$4,000,000 unfunded pension obligation refunding debt whereby the City paid down the CalPERS obligations with a locked 3.33% interest per annum. and matures in 2036.
- o 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 Unified School District payments total debt of \$864K maturing in 2033.
    - Tax allocation refunding bond, Series 2020 with total Debt Service of \$7.7M maturing in 2036
- o Inter-Government Loans
  - In-Lieu Housing Loan to Sewer total debt service \$826K maturing in 2039
  - General Fund Loans to Water and Sewer for their portion of the Unfunded Pension Liability Additional Discretionary Payment. Total payment for each fund is approximately
- o Pension Obligations
  - Unfunded Liability Pension Obligations with a net pension liability of \$10.5M as of June 30, 2021



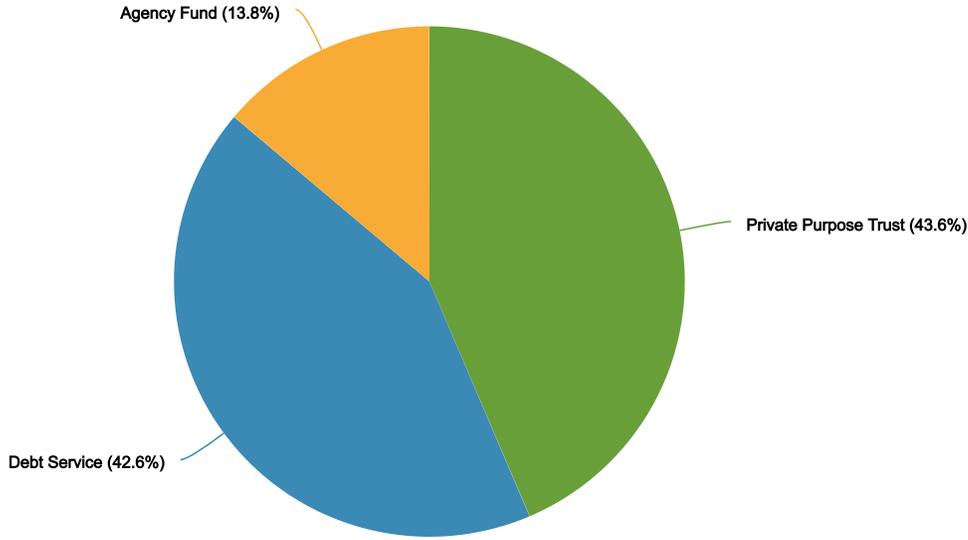
**\$1,902,584**

**\$577,113 (43.54% vs. 2023 year)**

The City records and disburses monies used to repay annual principal and interest, fees, anticipated new debt, and administrative fees on City issued debt through debt service types of funds.

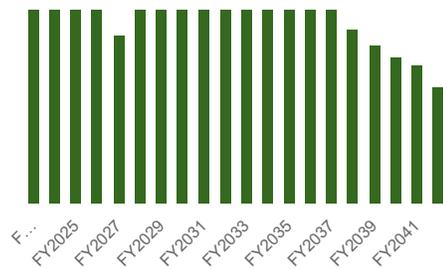
The General Long-Term Debt accounts for the payment of debt service on the City's General Obligation. The utility funds account for all debt associated with the Water and Sewer utilities activity. These debts account for the accumulation of resources and payment of general long-term debt principal.

### Debt by Fund



	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	% Change
All Funds	Actual	Proposed Budget	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	FY2023 vs FY2024
General	\$3,993	\$0	\$0	\$0	\$0	\$0	\$0	0%
Agency Fund	\$248,349	\$255,675	\$263,218	\$278,977	\$278,977	\$287,207	\$295,679	3%
Private Purpose Trust	\$161,825	\$259,822	\$829,392	\$827,921	\$848,571	\$853,413	\$856,933	219.2%
Debt Service	\$0	\$809,974	\$809,974	\$809,974	\$809,979	\$699,970	\$809,965	0%
<b>Total All Funds:</b>	<b>\$414,167</b>	<b>\$1,325,471</b>	<b>\$1,902,584</b>	<b>\$1,916,872</b>	<b>\$1,937,527</b>	<b>\$1,840,590</b>	<b>\$1,962,577</b>	<b>43.5%</b>

### Debt Service



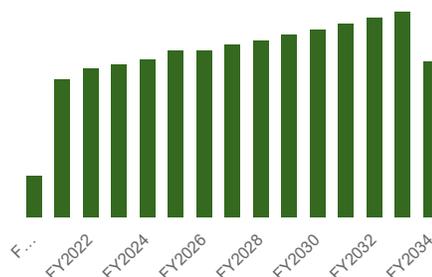
	FY2023	FY2024	FY2025	FY2026	FY2027	FY2042
Debt Service	Proposed Budget	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted
Lease Debt Service Fund	\$809,974	\$809,974	\$809,974	\$809,979	\$699,970	\$484,048
<b>Total Debt Service:</b>	<b>\$809,974</b>	<b>\$809,974</b>	<b>\$809,974</b>	<b>\$809,979</b>	<b>\$699,970</b>	<b>\$484,048</b>



## Private Purpose Trust

	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	% Change
<b>Private Purpose Trust</b>	<b>Actual</b>	<b>Proposed Budget</b>	<b>Forecasted</b>	<b>Forecasted</b>	<b>Forecasted</b>	<b>Forecasted</b>	<b>Forecasted</b>	<b>FY2023 vs FY2024</b>
Successor Agency	\$161,825	\$259,822	\$829,392	\$827,921	\$848,571	\$853,413	\$856,933	219.2%
<b>Total Private Purpose Trust:</b>	<b>\$161,825</b>	<b>\$259,822</b>	<b>\$829,392</b>	<b>\$827,921</b>	<b>\$848,571</b>	<b>\$853,413</b>	<b>\$856,933</b>	<b>219.2%</b>

## Agency Fund



	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	% Change
<b>Agency Fund</b>	<b>Actual</b>	<b>Proposed Budget</b>	<b>Forecasted</b>	<b>Forecasted</b>	<b>Forecasted</b>	<b>Forecasted</b>	<b>Forecasted</b>	<b>FY2023 vs FY2024</b>
SSBP Series 2019	\$248,349	\$255,675	\$263,218	\$278,977	\$278,977	\$287,207	\$295,679	3%
<b>Total Agency Fund:</b>	<b>\$248,349</b>	<b>\$255,675</b>	<b>\$263,218</b>	<b>\$278,977</b>	<b>\$278,977</b>	<b>\$287,207</b>	<b>\$295,679</b>	<b>3%</b>

## 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, 2022, the City's total debt limit capacity was \$6.6 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	\$ 12,049	\$ 16,704	\$ 18,043	\$ 19,040	\$ 19,581	\$ 16,073
Auto Dealers and Supplies	1,740	2,196	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	28,636	31,764	38,279	37,564	25,575
Other Retail Stores	81,067	81,774	87,844	94,225	98,549	105,611	117,258	122,263	126,704	143,219
All Other Outlets	39,533	37,762	46,400	48,220	46,843	47,476	51,198	54,145	61,192	70,043
<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 2021-2022 - 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 2021 – March 2022

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

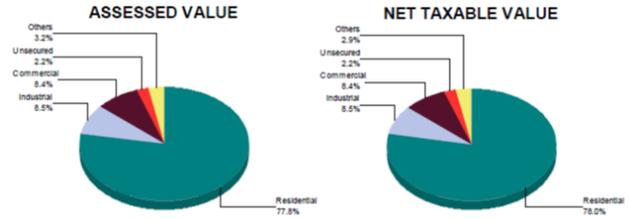
Sources: State Board of Equalization, California Department of Taxes and Fees Administration, State Controller's Office, The HdL Companies



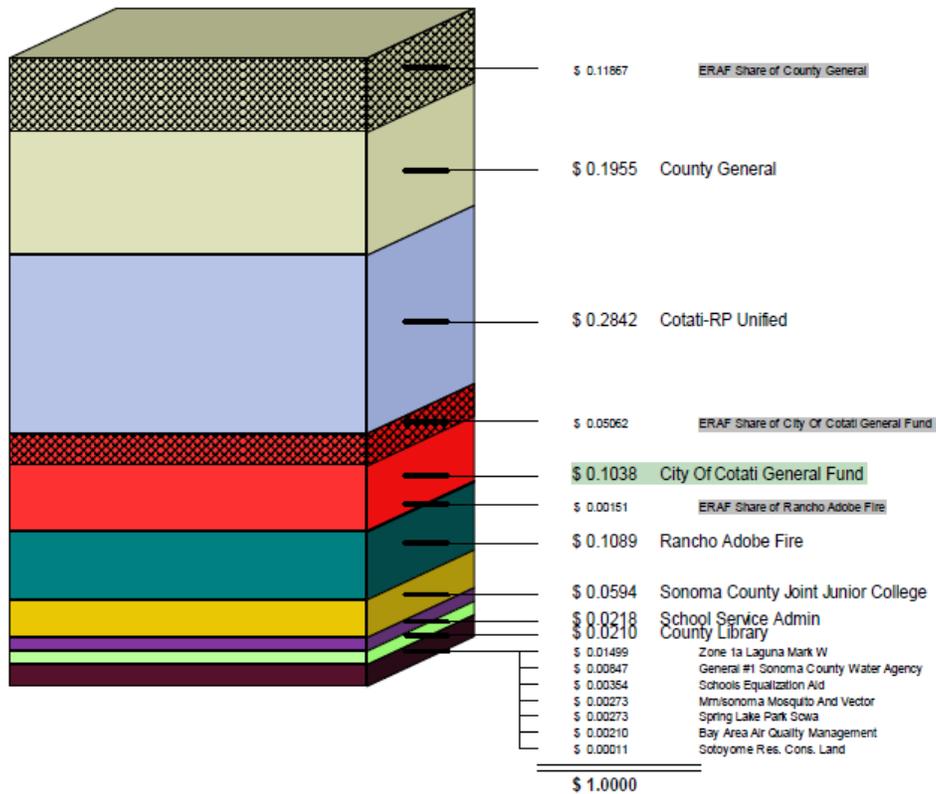
# PROPERTY TAX USE CATEGORY SUMMARY - FISCAL YEAR 2021-2022

**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



## 2021-2022 ROLL SUMMARY - Taxable Property Values

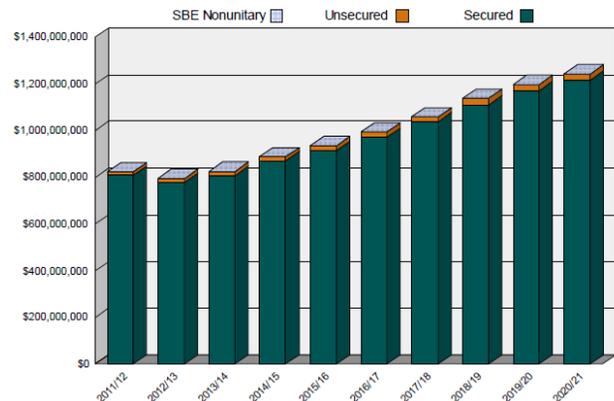
	Secured	Nonunitary Utilities	Unsecured
Parcels	1,376	0	309
TRAs	8	0	7
<b>Values</b>			
Land	260,412,022	0	3
Improvements	397,349,846	0	9
Personal Property	626,388	0	18,330,191
Fixtures	626,975	0	8,409,017
Aircraft	0	0	0
<b>Total Value</b>	<b>\$659,015,231</b>	<b>\$0</b>	<b>\$26,739,220</b>
<b>Exemptions</b>			
Real Estate	12,718,944	0	12
Personal Property	81,691	0	60,206
Fixtures	3,750	0	2,652
Aircraft	0	0	0
Homeowners*	3,024,000	0	0
<b>Total Exemptions*</b>	<b>\$12,804,385</b>	<b>\$0</b>	<b>\$62,870</b>
<b>Total Net Value</b>	<b>\$646,210,846</b>	<b>\$0</b>	<b>\$26,676,350</b>

Combined Values	Total
<b>Total Values</b>	<b>\$685,754,451</b>
<b>Total Exemptions</b>	<b>\$12,867,255</b>
<b>Net Total Values</b>	<b>\$672,887,196</b>
<b>Net Aircraft Values</b>	<b>\$0</b>

## 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%
<b>Average % Change</b>					<b>5.14%</b>



# 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	2,228,069	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	26,962,115	26,672,022	27,633,799
Exempt	[5]									
<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>1,059,631,601</b>	<b>1,138,272,113</b>	<b>1,198,404,748</b>	<b>1,243,952,169</b>
Total Direct Rate	0.50917	0.50068	0.10153	0.10157	0.10129	0.10117	0.10104	0.10082	0.10073	0.09940

**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 2021-22 - TOP TEN PROPERTY TAXPAYERS

Owner	Secured			Unsecured			Combined		Primary Use
	Parcels	Value	% of Net AV	Parcels	Value	% of Net AV	Value	% of Net AV	
1) LOWES HIW INC	1	\$18,000,000	2.79%	1	\$1,646,680	6.17%	\$19,646,680	2.92%	Commercial
2) SUNHILL ENTERPRISES LP	2	\$8,593,242	1.33%				\$8,593,242	1.28%	Commercial
3) ARTHUR L AND DIANE R VOLLERT	2	\$7,664,368	1.19%				\$7,664,368	1.14%	Industrial
4) GTY - PACIFIC LEASING LLC	2	\$7,168,847	1.11%				\$7,168,847	1.07%	Commercial
5) EMC PROPERTY COMPANY LLC	1	\$5,689,144	0.88%				\$5,689,144	0.85%	Industrial
6) COTATI COMMONS MARKETPLACE LLC	4	\$5,233,090	0.81%				\$5,233,090	0.78%	Vacant
7) REDWOOD SELF STORAGE LLC	1	\$5,227,238	0.81%				\$5,227,238	0.78%	Industrial
8) JEFFRY H WEISMAN TRUST ET AL	14	\$4,702,624	0.73%				\$4,702,624	0.70%	Residential
9) STEVE R ORTH TRUST	1	\$4,464,871	0.69%	1	\$9,200	0.03%	\$4,474,071	0.66%	Commercial
10) FRANKLIN ARDEN LLC ET AL	2	\$4,467,733	0.69%				\$4,467,733	0.66%	Commercial
<b>Top Ten Total</b>	<b>30</b>	<b>\$71,211,157</b>	<b>11.02%</b>	<b>2</b>	<b>\$1,655,880</b>	<b>6.21%</b>	<b>\$72,867,037</b>	<b>10.83%</b>	
<b>Agency Total</b>		<b>\$646,210,846</b>			<b>\$26,676,350</b>		<b>\$672,887,196*</b>		
<b>Incremental Net AV Total</b>		<b>\$577,113,953</b>	<b>12.34%</b>		<b>\$21,349,417</b>	<b>7.76%</b>	<b>\$598,463,370</b>	<b>12.18%</b>	

\*Value includes Outer TRAs



# 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:

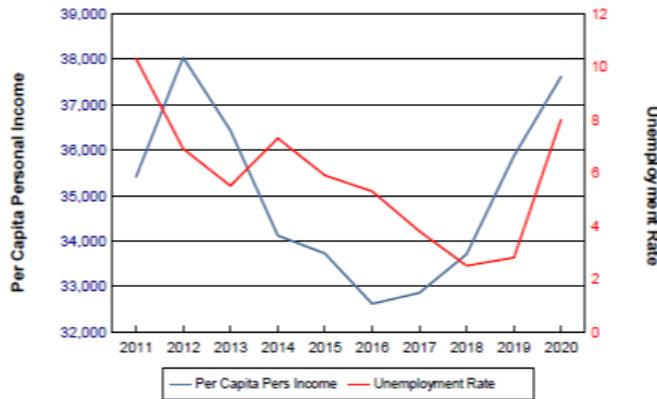
Population: California State Department of Finance. Unemployment Data: California Employment Development Department

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

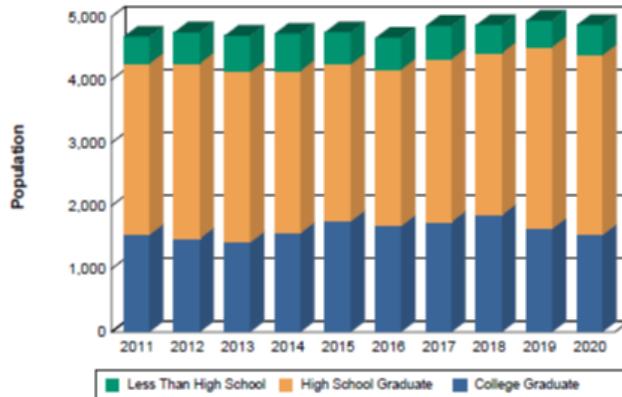
2010 and later - Income, Age and Education Data - US Census Bureau, most recent American Community Survey

## 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 - GOVT. BUILDINGS REQUESTS**

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This requests information is generated from , Proposed Version.

# Civic Center Parking Lot Improvements

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	08/01/2022
Est. Completion Date	06/28/2024
Department	Public Works - Govt. Buildings
Type	Other

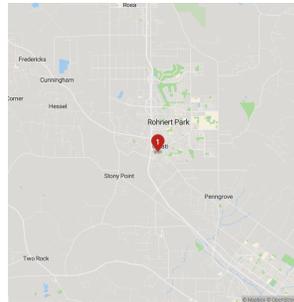
## Description

Project is to reconfigure the Civic Center Complex parking lot to comply with City and State codes, for pedestrian safety, add parking spots, and add Level 2 EV chargers.

## Details

Project Type	Building Projects
Primary Project Source Document	Renewal and Replacement Needs
General Plan Consistency	CSF 1 - This project is consistent with General Plan's Community Services and Facilities Element's Goal CSF 1: Provide High Quality Public Services and Facilities to All Residents, Businesses, and Visitors in Cotati.

## Location



## Supplemental Attachments

 [Parking Lot Proposed Layout\(/resource/cleargov-prod/projects/documents/2f4345d9fdd4fb4242fb.pdf\)](/resource/cleargov-prod/projects/documents/2f4345d9fdd4fb4242fb.pdf)

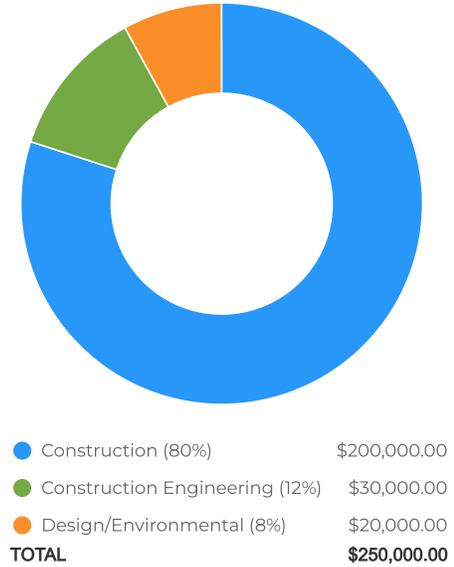
## Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$10,000</b>	<b>\$250,000</b>	<b>\$250K</b>	<b>\$260K</b>

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Capital Cost Breakdown			
Capital Cost	To Date	FY2024	Total
Design/Environmental	\$10,000	\$20,000	\$30,000
Construction		\$200,000	\$200,000
Construction Engineering		\$30,000	\$30,000
<b>Total</b>	<b>\$10,000</b>	<b>\$250,000</b>	<b>\$260,000</b>

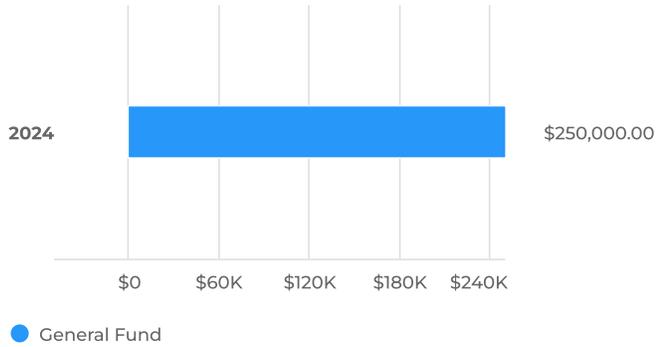
## Funding Sources

FY2024 Budget  
**\$250,000**

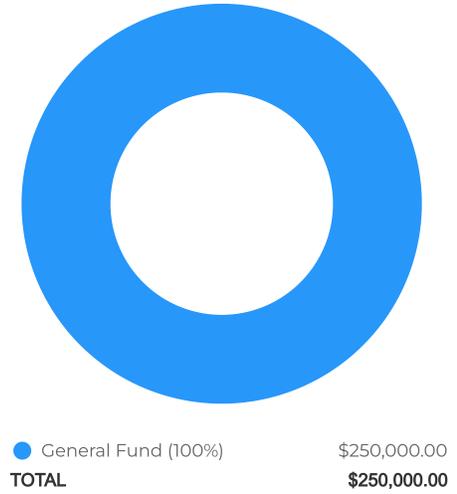
Total Budget (all years)  
**\$250K**

Project Total  
**\$250K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

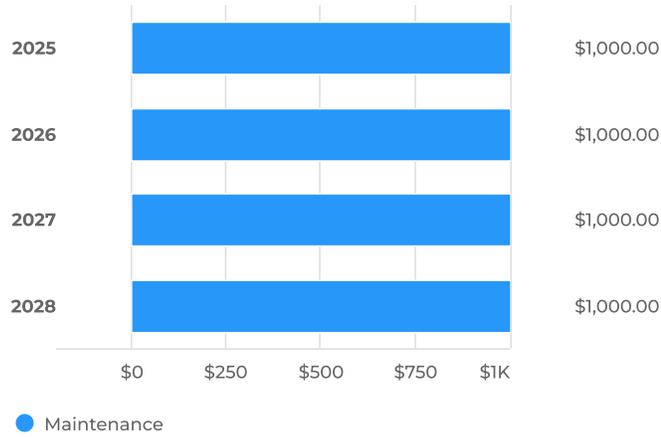
Funding Sources	FY2024	Total
General Fund	\$250,000	\$250,000
<b>Total</b>	<b>\$250,000</b>	<b>\$250,000</b>

## Operational Costs

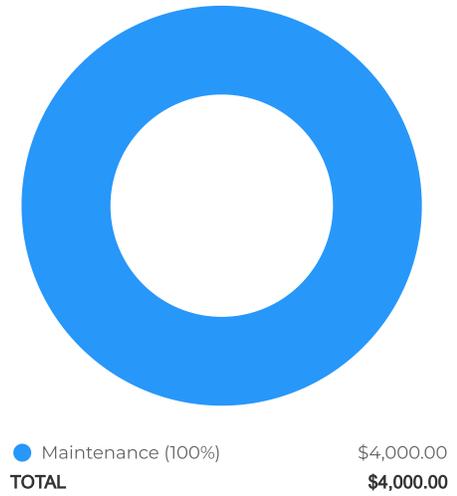
Total Budget (all years)  
**\$4K**

Project Total  
**\$4K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
<b>Total</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$4,000</b>

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# **PUBLIC WORKS - PARKS REQUESTS**

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This requests information is generated from , Proposed Version.

# Cator Basketball Court Resurfacing

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## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	01/01/2026
Est. Completion Date	05/11/2026
Department	Public Works - Parks
Type	Other

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## Description

Project is to maintain Cator basketball courts by resurfacing them.

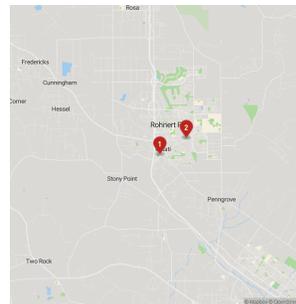
---

## Details

Project Type	Parks Projects
Primary Project Source Document	Renewal and Replacement Needs
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2A- Maintain and Expand the Park and Recreation Network.

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## Location

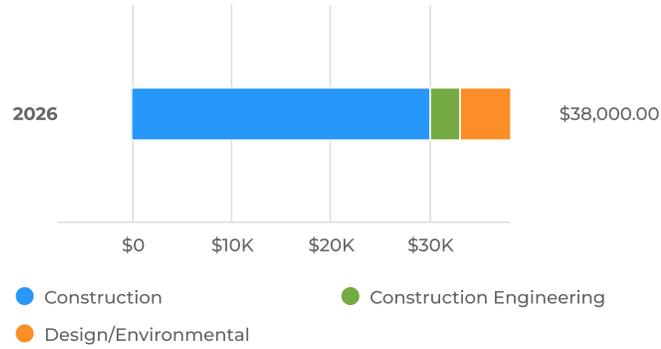


## Capital Cost

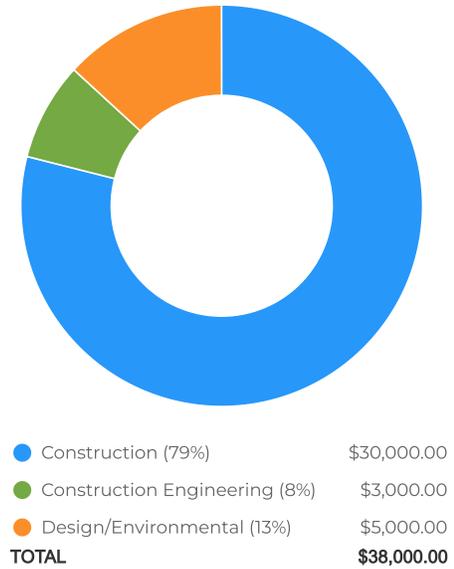
Total Budget (all years)  
**\$38K**

Project Total  
**\$38K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

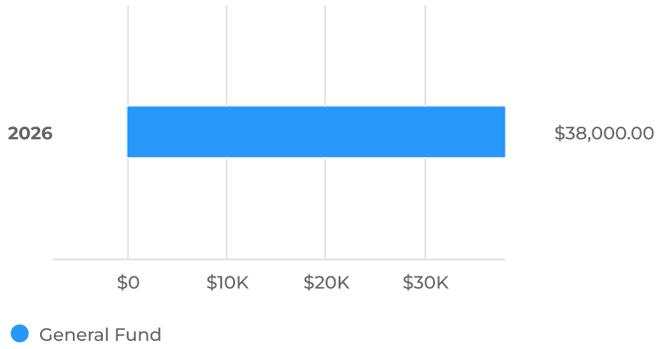
Capital Cost	FY2026	Total
Design/Environmental	\$5,000	\$5,000
Construction	\$30,000	\$30,000
Construction Engineering	\$3,000	\$3,000
<b>Total</b>	<b>\$38,000</b>	<b>\$38,000</b>

## Funding Sources

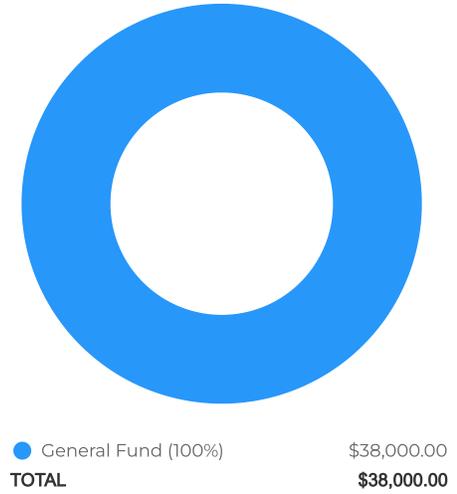
Total Budget (all years)  
**\$38K**

Project Total  
**\$38K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



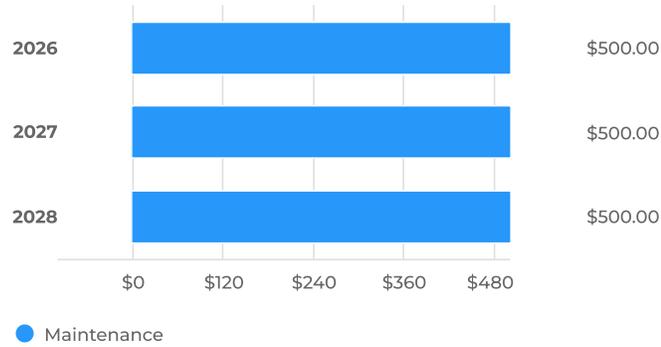
Funding Sources Breakdown		
Funding Sources	FY2026	Total
General Fund	\$38,000	\$38,000
<b>Total</b>	<b>\$38,000</b>	<b>\$38,000</b>

## Operational Costs

Total Budget (all years)  
**\$1.5K**

Project Total  
**\$1.5K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown				
Operational Costs	FY2026	FY2027	FY2028	Total
Maintenance	\$500	\$500	\$500	\$1,500
<b>Total</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$1,500</b>

This requests information is generated from , Proposed Version.

# Cator Field/Park Improvements

## Overview

Request Owner	Angela Courter
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2025
Department	Public Works - Parks
Type	Other

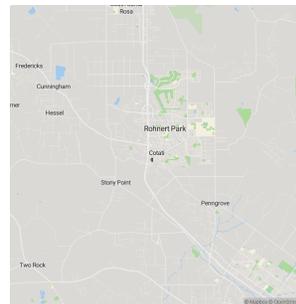
## Description

To initiate design and implement improvements at Cator Park, including installation of a new dog park and volleyball courts.

## Details

Project Type	Parks Projects
Primary Project Source Document	Park Capital Plan
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2A- Maintain and Expand the Park and Recreation Network.

## Location



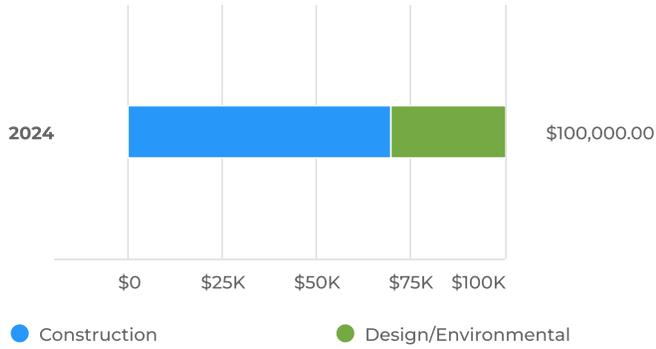
## Capital Cost

FY2024 Budget  
**\$100,000**

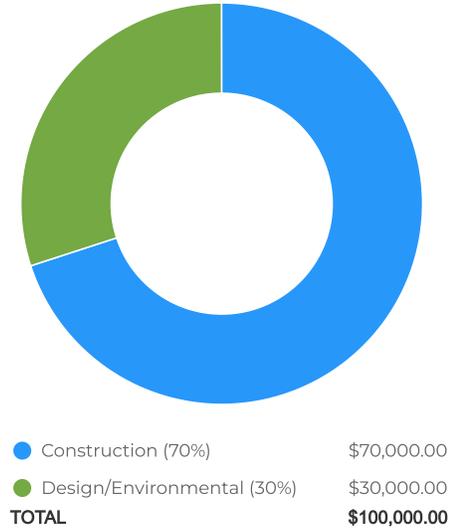
Total Budget (all years)  
**\$100K**

Project Total  
**\$100K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Capital Cost Breakdown		
Capital Cost	FY2024	Total
Design/Environmental	\$30,000	\$30,000
Construction	\$70,000	\$70,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>

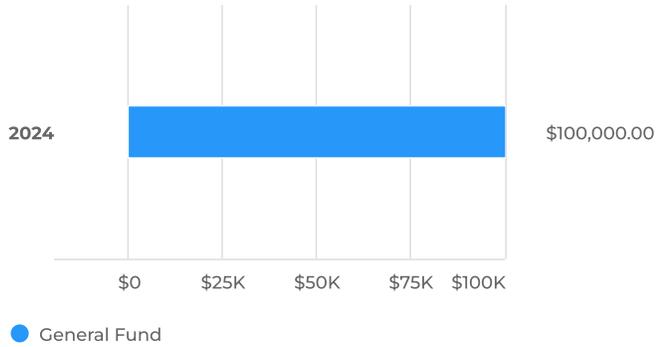
## Funding Sources

FY2024 Budget  
**\$100,000**

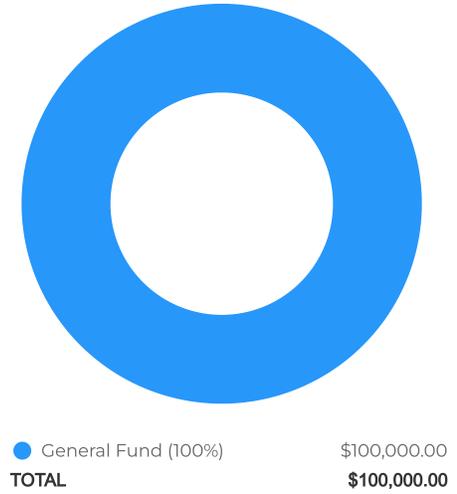
Total Budget (all years)  
**\$100K**

Project Total  
**\$100K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



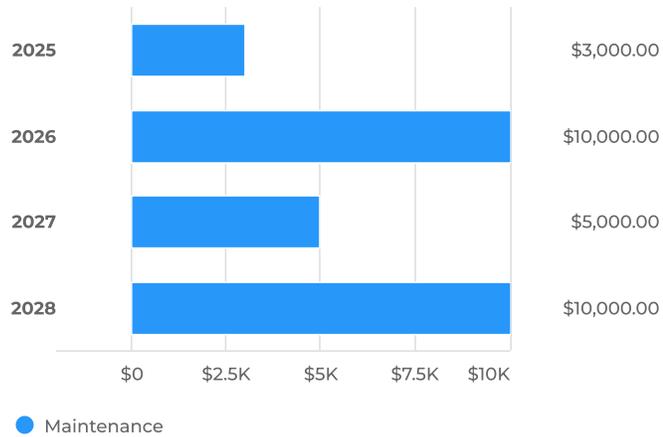
Funding Sources Breakdown		
Funding Sources	FY2024	Total
General Fund	\$100,000	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>

## Operational Costs

Total Budget (all years)  
**\$28K**

Project Total  
**\$28K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown					
Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$3,000	\$10,000	\$5,000	\$10,000	\$28,000
<b>Total</b>	<b>\$3,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$28,000</b>

This requests information is generated from , Proposed Version.

# Civic Center Park Capital Improvements - Phase 1

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	09/09/2024
Est. Completion Date	10/31/2025
Department	Public Works - Parks
Type	Other

## Description

The 2019 Parks Capital Plan presents a concept proposal for improvements and has them depicted in 3 phases: Phase 1 is the ball field, grass area behind the police station, and the basketball courts, Phase 2 is the paved area between the Community Center and the Cotati Room, and Phase 3 is the parking lot behind City Hall. This project addresses the Phase 1 improvements and subsequent phases are to be addressed as separate Capital projects for programming in later years.

## Images

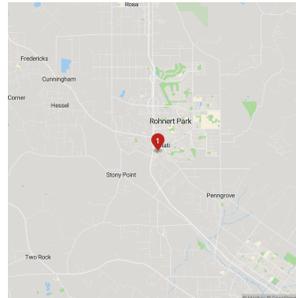


Civic Center Park Concept Plan

## Details

Project Type	Parks Projects
Primary Project Source Document	Park Capital Plan
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2A- Maintain and Expand the Park and Recreation Network.

## Location



## Supplemental Attachments

 [Parks Capital Plan excerpt\(/resource/cleargov-prod/projects/documents/3550bb7ef989ecd25857.pdf\)](/resource/cleargov-prod/projects/documents/3550bb7ef989ecd25857.pdf)

## Capital Cost

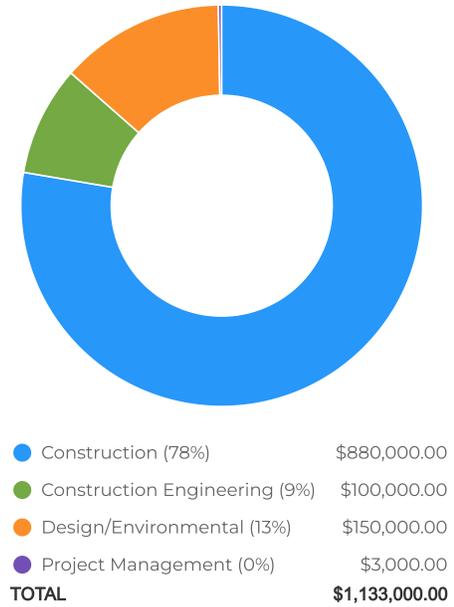
Total Budget (all years)  
**\$1.133M**

Project Total  
**\$1.133M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

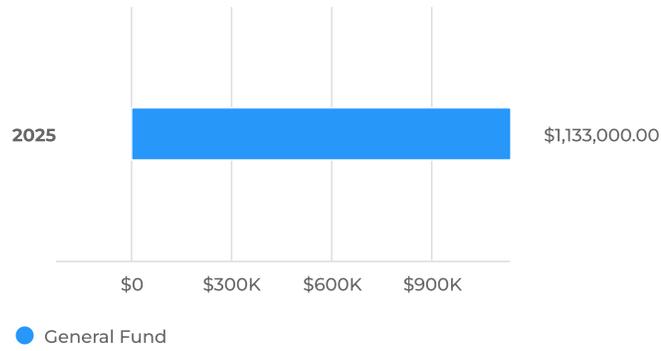
Capital Cost	FY2025	Total
Design/Environmental	\$150,000	\$150,000
Construction	\$880,000	\$880,000
Construction Engineering	\$100,000	\$100,000
Project Management	\$3,000	\$3,000
<b>Total</b>	<b>\$1,133,000</b>	<b>\$1,133,000</b>

## Funding Sources

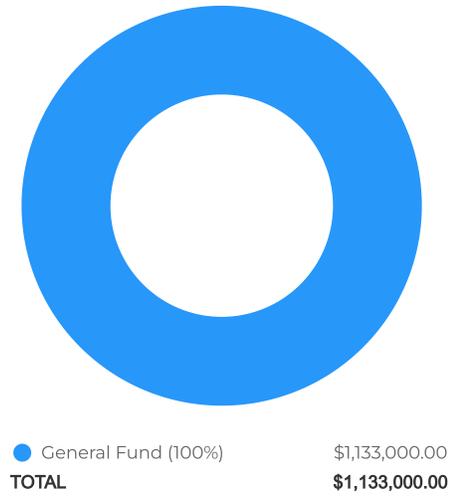
Total Budget (all years)  
**\$1.133M**

Project Total  
**\$1.133M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



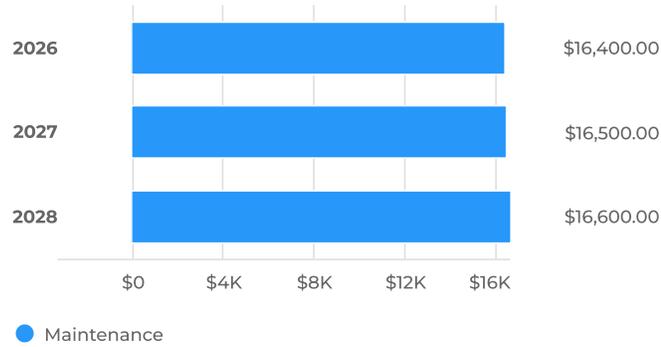
Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$1,133,000	\$1,133,000
<b>Total</b>	<b>\$1,133,000</b>	<b>\$1,133,000</b>

## Operational Costs

Total Budget (all years)  
**\$49.5K**

Project Total  
**\$49.5K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown				
Operational Costs	FY2026	FY2027	FY2028	Total
Maintenance	\$16,400	\$16,500	\$16,600	\$49,500
<b>Total</b>	<b>\$16,400</b>	<b>\$16,500</b>	<b>\$16,600</b>	<b>\$49,500</b>

This requests information is generated from , Proposed Version.

# Kotate Park Improvements

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2020
Est. Completion Date	10/31/2023
Department	Public Works - Parks
Type	Other

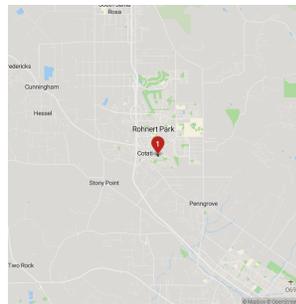
## Description

Implements Park Capital Plan improvements for Kotate Park, including replacement of park play equipment, re-landscaping planter areas, new bollard lights, and restrooms.

## Details

Project Type	Parks Projects
Primary Project Source Document	Park Capital Plan
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2A- Maintain and Expand the Park and Recreation Network.

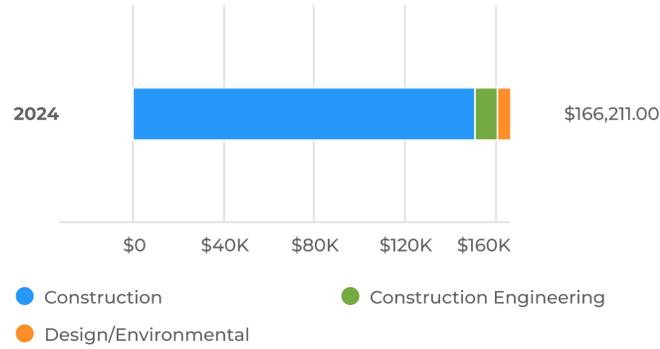
## Location



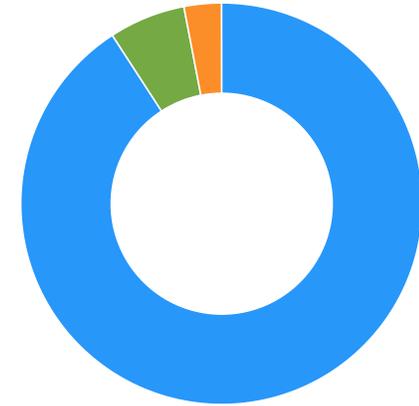
## Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$2,160,995</b>	<b>\$166,211</b>	<b>\$166.211K</b>	<b>\$2.327M</b>

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



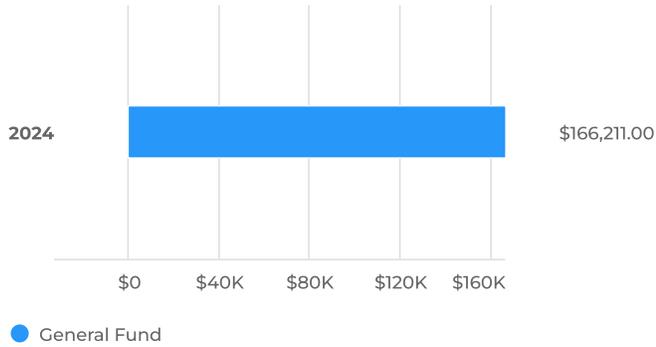
Construction (91%)	\$151,000.00
Construction Engineering (6%)	\$10,211.00
Design/Environmental (3%)	\$5,000.00
<b>TOTAL</b>	<b>\$166,211.00</b>

Capital Cost Breakdown			
Capital Cost	To Date	FY2024	Total
Design/Environmental	\$55,423	\$5,000	\$60,423
Construction	\$2,055,572	\$151,000	\$2,206,572
Construction Engineering	\$50,000	\$10,211	\$60,211
<b>Total</b>	<b>\$2,160,995</b>	<b>\$166,211</b>	<b>\$2,327,206</b>

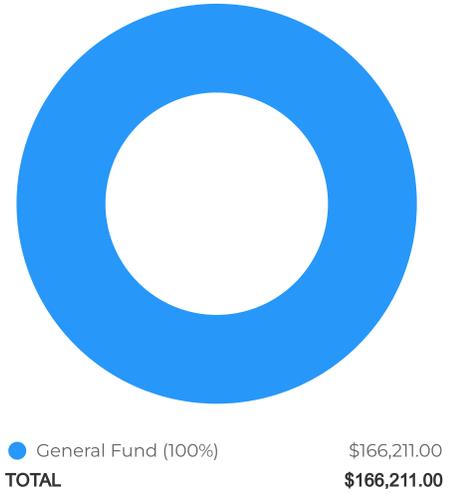
## Funding Sources

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$2,160,995</b>	<b>\$166,211</b>	<b>\$166.211K</b>	<b>\$2.327M</b>

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



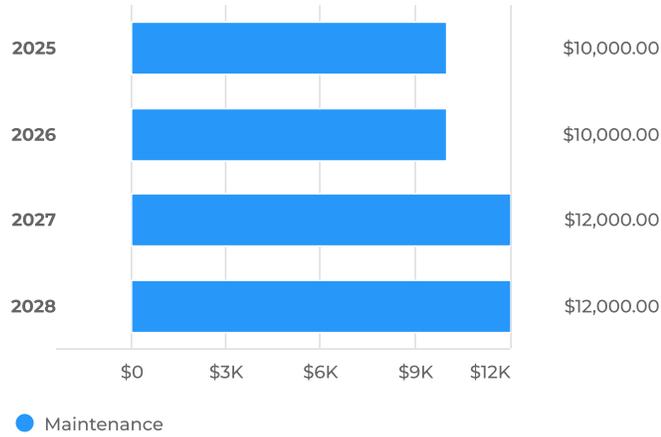
Funding Sources Breakdown			
Funding Sources	To Date	FY2024	Total
General Fund	\$2,160,995	\$166,211	\$2,327,206
<b>Total</b>	<b>\$2,160,995</b>	<b>\$166,211</b>	<b>\$2,327,206</b>

## Operational Costs

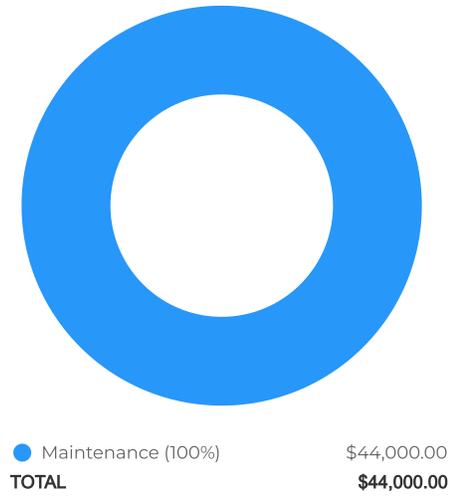
Total Budget (all years)  
**\$44K**

Project Total  
**\$44K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown					
Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$10,000	\$10,000	\$12,000	\$12,000	\$44,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$44,000</b>

This requests information is generated from , Proposed Version.

# La Plaza Reunification

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	09/16/2027
Est. Completion Date	06/30/2030
Department	Public Works - Parks
Type	Capital Improvement

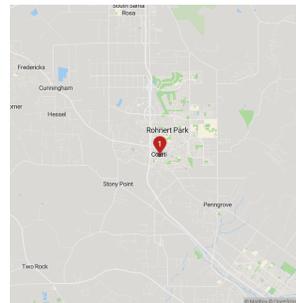
## Description

The Project is to meet a core objective of the City's Downtown Specific Plan, to transform La Plaza Park "into a substantial and highly noticeable community focal point". Key to this transformation is to reunify the park by potentially closing portions of Old Redwood Highway and Sierra Avenue, subject to final configuration in future community workshops.

## Details

Project Type	Parks Projects
Primary Project Source Document	General Plan
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2.A- Maintain and Expand the Park and Recreation Network.

## Location



## Supplemental Attachments

 [Vicinity Map\(/resource/cleargov-prod/projects/documents/5bbc40c2709762668a24.pdf\)](/resource/cleargov-prod/projects/documents/5bbc40c2709762668a24.pdf)

Shows project in relation to Priority Development Areas.

 [DTSP Pages\(/resource/cleargov-prod/projects/documents/84adbc7ed5ace2cbd713.pdf\)](/resource/cleargov-prod/projects/documents/84adbc7ed5ace2cbd713.pdf)

Excerpts from the City's Downtown Specific Plan showing the vision for reunifying La Plaza park.

## Capital Cost

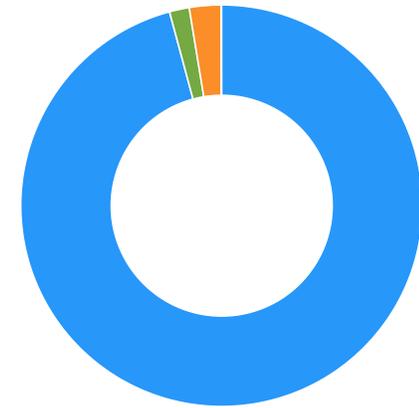
Total Budget (all years)  
**\$15.655M**

Project Total  
**\$15.655M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (96%)	\$15,000,000.00
Construction Engineering (2%)	\$250,000.00
Design/Environmental (3%)	\$400,000.00
Project Management (0%)	\$5,000.00
<b>TOTAL</b>	<b>\$15,655,000.00</b>

### Capital Cost Breakdown

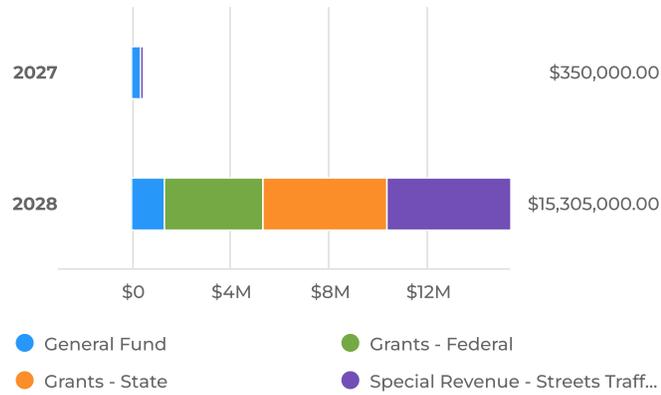
Capital Cost	FY2027	FY2028	Total
Design/Environmental	\$350,000	\$50,000	\$400,000
Construction		\$15,000,000	\$15,000,000
Construction Engineering		\$250,000	\$250,000
Project Management		\$5,000	\$5,000
<b>Total</b>	<b>\$350,000</b>	<b>\$15,305,000</b>	<b>\$15,655,000</b>

## Funding Sources

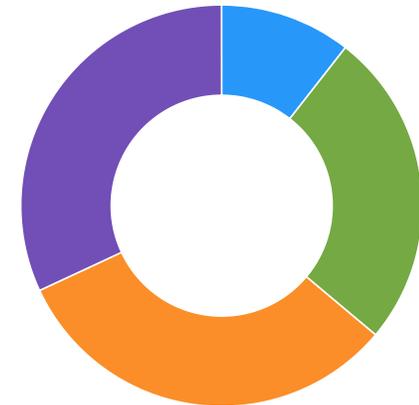
Total Budget (all years)  
**\$15.655M**

Project Total  
**\$15.655M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



General Fund (11%)	\$1,655,000.00
Grants - Federal (26%)	\$4,000,000.00
Grants - State (32%)	\$5,000,000.00
Special Revenue - Streets Traffic Impact Fee (31%)	\$5,000,000.00
<b>TOTAL</b>	<b>\$15,655,000.00</b>

### Funding Sources Breakdown

Funding Sources	FY2027	FY2028	Total
General Fund	\$350,000	\$1,305,000	\$1,655,000
Special Revenue - Streets Traffic Impact Fee		\$5,000,000	\$5,000,000
Grants - Federal		\$4,000,000	\$4,000,000
Grants - State		\$5,000,000	\$5,000,000
<b>Total</b>	<b>\$350,000</b>	<b>\$15,305,000</b>	<b>\$15,655,000</b>

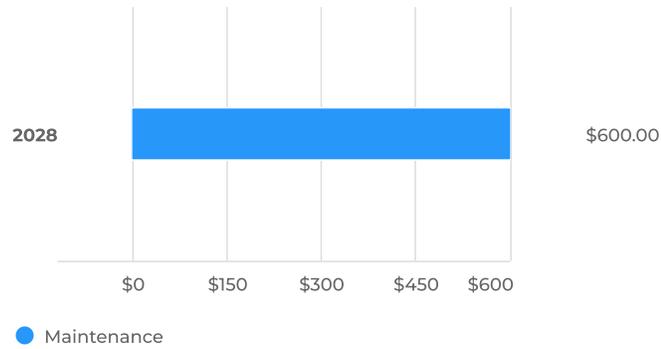


## Operational Costs

Total Budget (all years)  
**\$600**

Project Total  
**\$600**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown		
Operational Costs	FY2028	Total
Maintenance	\$600	\$600
<b>Total</b>	<b>\$600</b>	<b>\$600</b>

This requests information is generated from , Proposed Version.

# Pocket Park Improvements

## Overview

Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2021
Est. Completion Date	08/31/2022
Department	Public Works - Parks
Type	Other

## Description

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

## Images

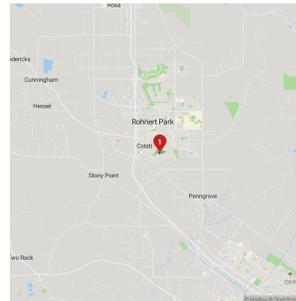


Pocket Park Improvement  
Pocket Park Picture 2016

## Details

Project Type	Parks Projects
Primary Project Source Document	Park Capital Plan
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2A- Maintain and Expand the Park and Recreation Network.

## Location



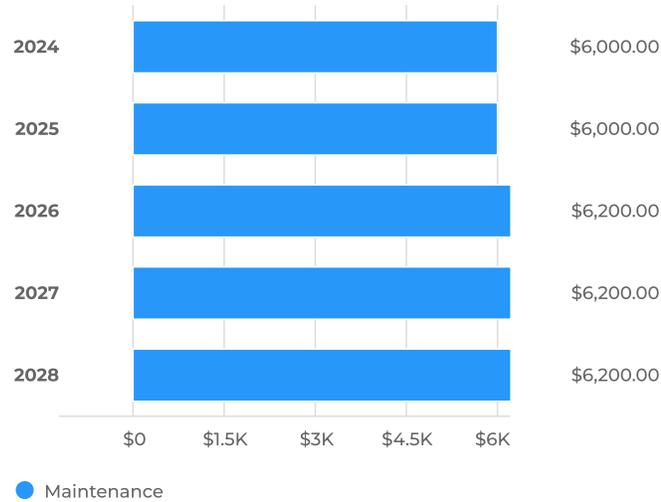
## Operational Costs

FY2024 Budget  
**\$6,000**

Total Budget (all years)  
**\$30.6K**

Project Total  
**\$30.6K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$6,000	\$6,000	\$6,200	\$6,200	\$6,200	\$30,600
<b>Total</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,200</b>	<b>\$6,200</b>	<b>\$6,200</b>	<b>\$30,600</b>

This requests information is generated from , Proposed Version.

# Putnam Park Improvements

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2021
Est. Completion Date	06/28/2024
Department	Public Works - Parks
Type	Other

## Description

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

## Images

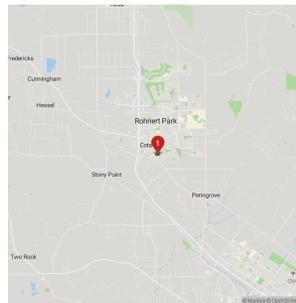


Putnam Park Design

## Details

Project Type	Parks Projects
Primary Project Source Document	Park Capital Plan
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2A- Maintain and Expand the Park and Recreation Network.

## Location



## Capital Cost

FY2024 Budget  
**\$185,000**

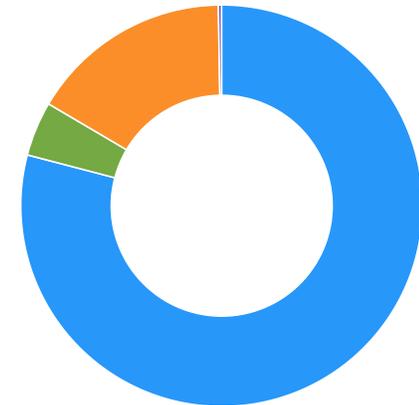
Total Budget (all years)  
**\$1.138M**

Project Total  
**\$1.138M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (79%)	\$900,000.00
Construction Engineering (4%)	\$50,000.00
Design/Environmental (16%)	\$185,000.00
Project Management (0%)	\$3,000.00
<b>TOTAL</b>	<b>\$1,138,000.00</b>

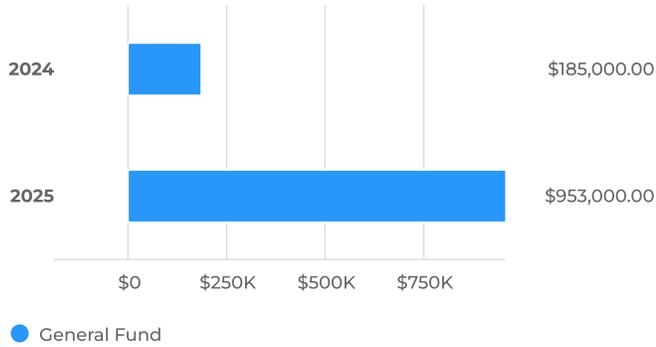
### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Design/Environmental	\$185,000		\$185,000
Construction		\$900,000	\$900,000
Construction Engineering		\$50,000	\$50,000
Project Management		\$3,000	\$3,000
<b>Total</b>	<b>\$185,000</b>	<b>\$953,000</b>	<b>\$1,138,000</b>

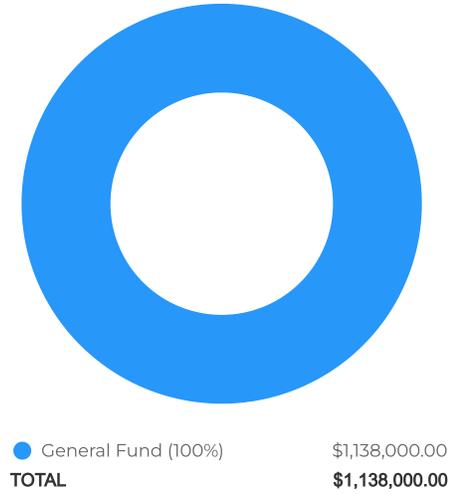
## Funding Sources

FY2024 Budget **\$185,000**      Total Budget (all years) **\$1.138M**      Project Total **\$1.138M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

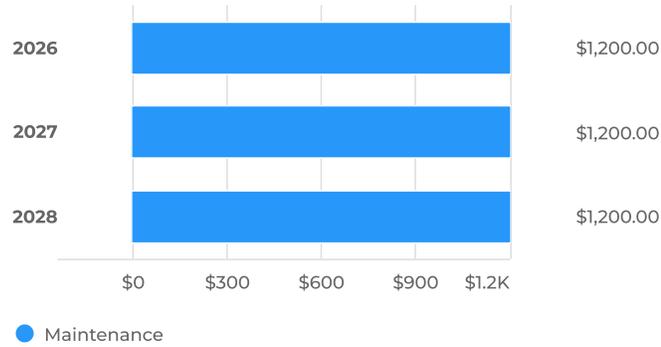
Funding Sources	FY2024	FY2025	Total
General Fund	\$185,000	\$953,000	\$1,138,000
<b>Total</b>	<b>\$185,000</b>	<b>\$953,000</b>	<b>\$1,138,000</b>

## Operational Costs

Total Budget (all years)  
**\$3.6K**

Project Total  
**\$3.6K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown				
Operational Costs	FY2026	FY2027	FY2028	Total
Maintenance	\$1,200	\$1,200	\$1,200	\$3,600
<b>Total</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$3,600</b>

This requests information is generated from , Proposed Version.

# Sunflower Park Improvements Project

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/03/2023
Est. Completion Date	06/30/2025
Department	Public Works - Parks
Type	Capital Improvement

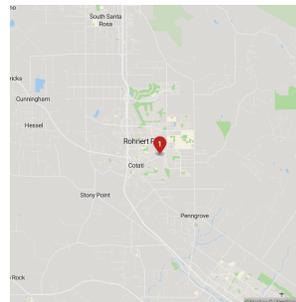
## Description

The project includes rebuilding the tennis/pickleball court, walkways, correcting site drainage, and design and installation of a play structure.

## Details

Project Type	Parks Projects
Primary Project Source Document	Park Capital Plan
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2.A- Maintain and Expand the Park and Recreation Network.

## Location



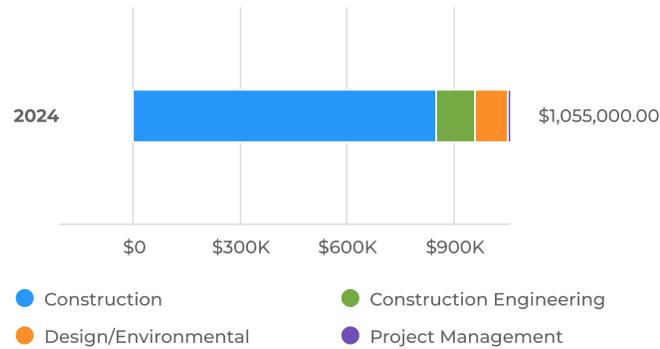
## Capital Cost

FY2024 Budget  
**\$1,055,000**

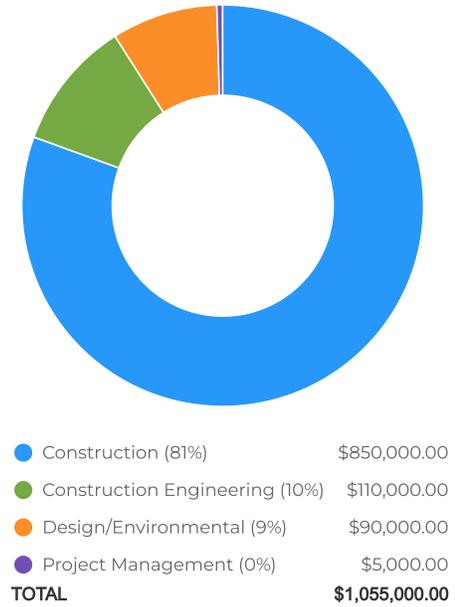
Total Budget (all years)  
**\$1.055M**

Project Total  
**\$1.055M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

Capital Cost	FY2024	Total
Design/Environmental	\$90,000	\$90,000
Construction	\$850,000	\$850,000
Construction Engineering	\$110,000	\$110,000
Project Management	\$5,000	\$5,000
<b>Total</b>	<b>\$1,055,000</b>	<b>\$1,055,000</b>



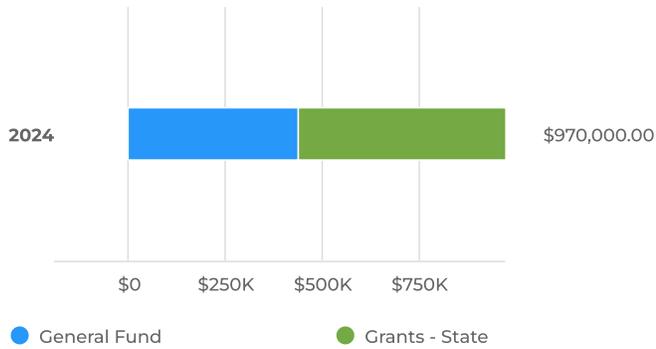
## Funding Sources

FY2024 Budget  
**\$970,000**

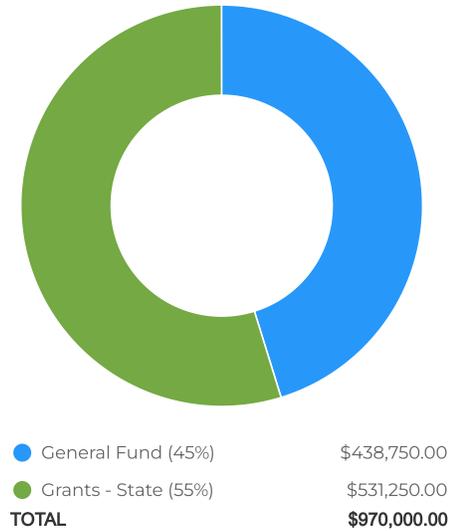
Total Budget (all years)  
**\$970K**

Project Total  
**\$970K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

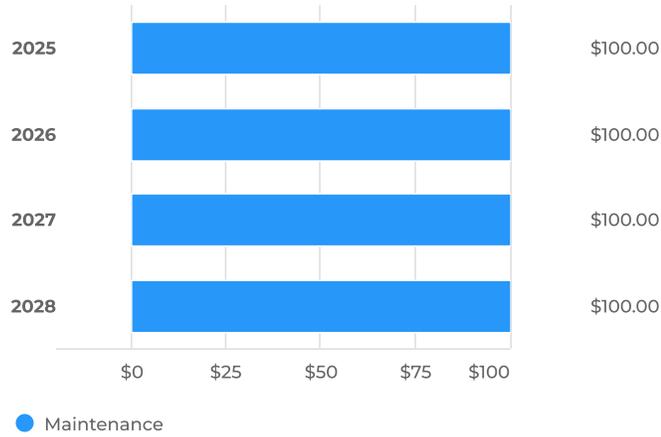
Funding Sources	FY2024	Total
General Fund	\$438,750	\$438,750
Special Revenue - Parks Measure M	\$85,000	\$85,000
Grants - State	\$531,250	\$531,250
<b>Total</b>	<b>\$1,055,000</b>	<b>\$1,055,000</b>

## Operational Costs

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

Project Total  
**\$400**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



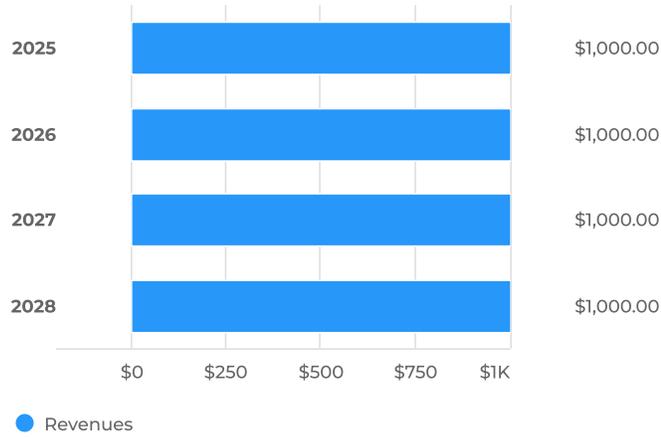
Operational Costs Breakdown					
Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$100	\$100	\$100	\$100	\$400
<b>Total</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$400</b>

## Operating Revenue

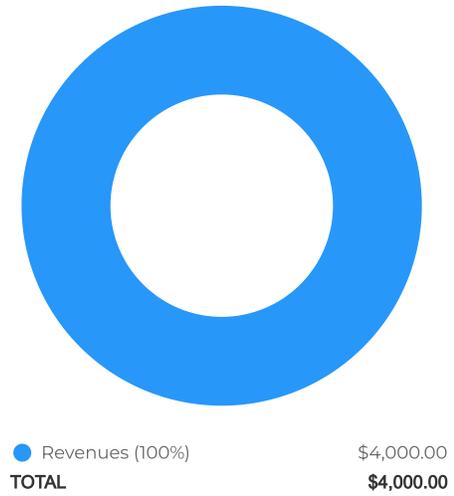
Total Budget (all years)  
**\$4K**

Project Total  
**\$4K**

Operating Revenue by Year (Proposed)



Operating Revenue for Budgeted Years (Proposed)



### Operating Revenue Breakdown

Operating Revenue	FY2025	FY2026	FY2027	FY2028	Total
Revenues	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
<b>Total</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$4,000</b>

This requests information is generated from , Proposed Version.

# Veronda-Falletti Ranch Barns

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	09/25/2023
Est. Completion Date	06/30/2025
Department	Public Works - Parks
Type	Other

## Description

Rebuild barns to expand the potential community programs and events centered on agricultural themes.

## Images



Existing Barn

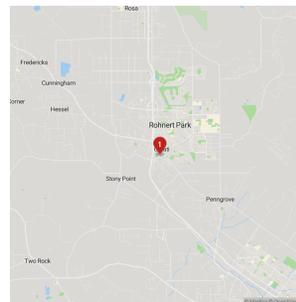


Existing Barn

## Details

Project Type	Parks Projects
Primary Project Source Document	Falletti Ranch Property Condition Assessment
General Plan Consistency	OS 2.A - The Project is consistent with General Plan Objective OS 2A- Maintain and Expand the Park and Recreation Network.

## Location



## Supplemental Attachments

 [2015 Site Analysis\(/resource/cleargov-prod/projects/documents/dba8bb6953b52a9dda55.pdf\)](https://resource/cleargov-prod/projects/documents/dba8bb6953b52a9dda55.pdf)

## Capital Cost

FY2024 Budget  
**\$150,000**

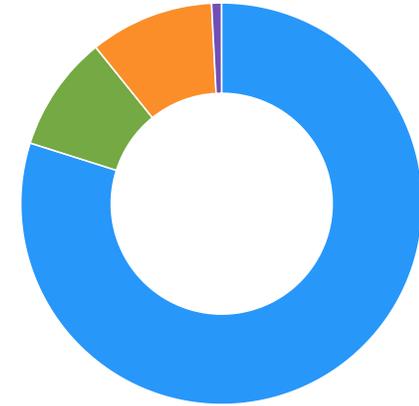
Total Budget (all years)  
**\$1.502M**

Project Total  
**\$1.502M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (80%)	\$1,200,000.00
Construction Engineering (9%)	\$140,000.00
Design/Environmental (10%)	\$150,000.00
Project Management (1%)	\$12,000.00
<b>TOTAL</b>	<b>\$1,502,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Design/Environmental	\$150,000		\$150,000
Construction		\$1,200,000	\$1,200,000
Construction Engineering		\$140,000	\$140,000
Project Management		\$12,000	\$12,000
<b>Total</b>	<b>\$150,000</b>	<b>\$1,352,000</b>	<b>\$1,502,000</b>

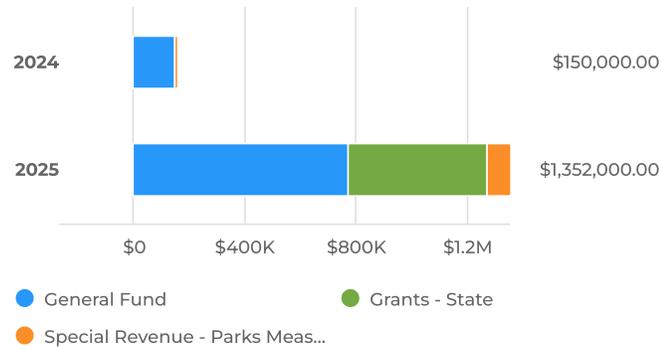
## Funding Sources

FY2024 Budget  
**\$150,000**

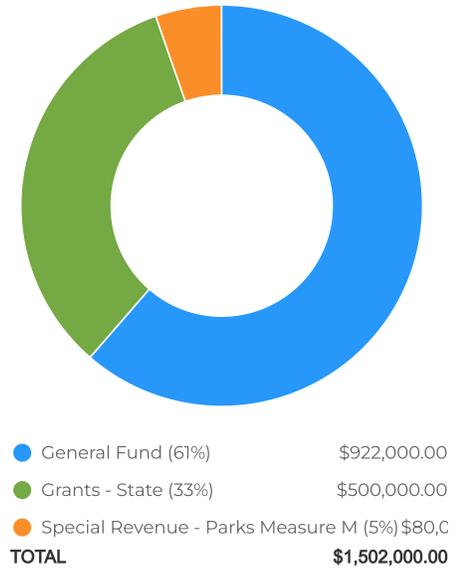
Total Budget (all years)  
**\$1.502M**

Project Total  
**\$1.502M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



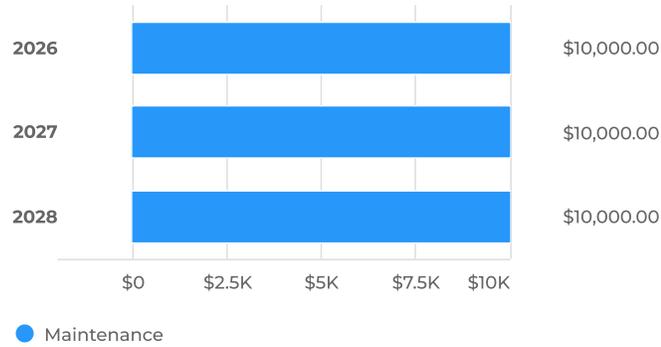
Funding Sources Breakdown			
Funding Sources	FY2024	FY2025	Total
General Fund	\$150,000	\$772,000	\$922,000
Special Revenue - Parks Measure M		\$80,000	\$80,000
Grants - State		\$500,000	\$500,000
<b>Total</b>	<b>\$150,000</b>	<b>\$1,352,000</b>	<b>\$1,502,000</b>

## Operational Costs

Total Budget (all years)  
**\$30K**

Project Total  
**\$30K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown				
Operational Costs	FY2026	FY2027	FY2028	Total
Maintenance	\$10,000	\$10,000	\$10,000	\$30,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$30,000</b>

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# **PUBLIC WORKS - STREETS REQUESTS**

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This requests information is generated from , Proposed Version.

## 2024 Street Improvements Project

### Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/03/2023
Est. Completion Date	11/01/2023
Department	Public Works - Streets
Type	Other

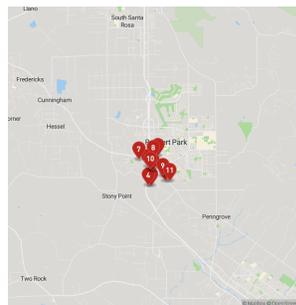
### Description

The Project includes rehabilitation and preservation of streets consisting of Ahlstrom Circle, Chritensen Court, Clothier Lane, Dorfman Drive, East School Street, Forno Way, Gilbert Court, Gilbert Way, Gilman Ranch Road, Gravenstein Way, Honor Place, Issel Court, Logan Place, Loma Linda Court, Loma Linda Drive, Maple Ave, Pinewood Court, Ward Drive, Wilford Lane, and Woodland Hill Drive. The Project consists of approximately 2 centerline miles of streets to receive preservation treatment (crack seal, dugouts and slurry seal).

### Details

Project Type	Streets Projects
Primary Project Source Document	Pavement Management Plan
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

### Location



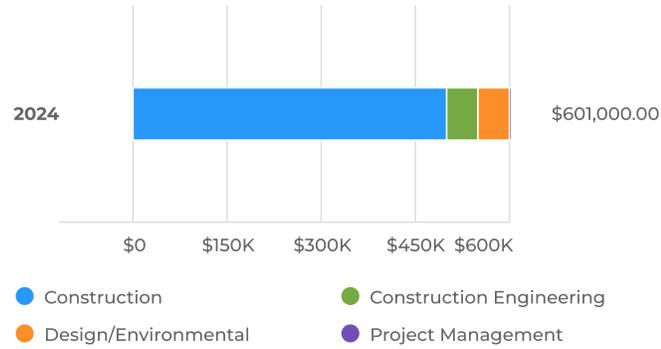
## Capital Cost

FY2024 Budget  
**\$601,000**

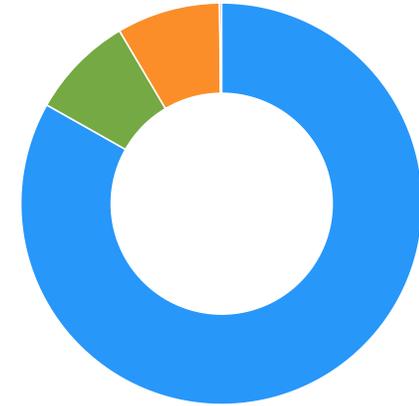
Total Budget (all years)  
**\$601K**

Project Total  
**\$601K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (83%)	\$500,000.00
Construction Engineering (8%)	\$50,000.00
Design/Environmental (8%)	\$50,000.00
Project Management (0%)	\$1,000.00
<b>TOTAL</b>	<b>\$601,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2024	Total
Design/Environmental	\$50,000	\$50,000
Construction	\$500,000	\$500,000
Construction Engineering	\$50,000	\$50,000
Project Management	\$1,000	\$1,000
<b>Total</b>	<b>\$601,000</b>	<b>\$601,000</b>

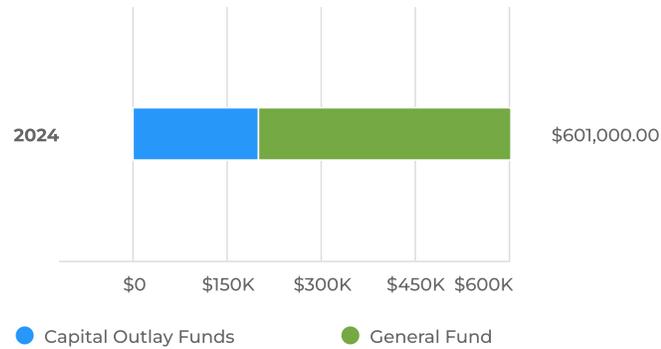
## Funding Sources

FY2024 Budget  
**\$601,000**

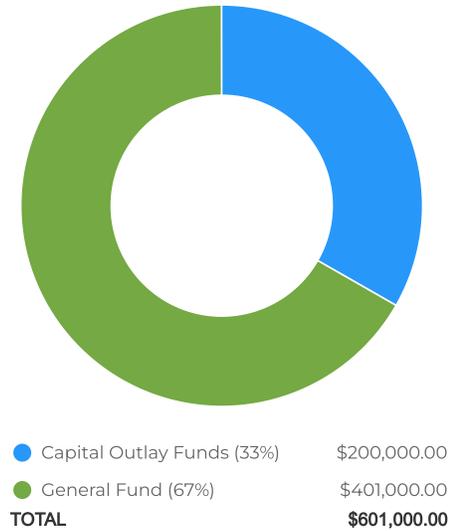
Total Budget (all years)  
**\$601K**

Project Total  
**\$601K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2024	Total
General Fund	\$401,000	\$401,000
Capital Outlay Funds	\$200,000	\$200,000
<b>Total</b>	<b>\$601,000</b>	<b>\$601,000</b>

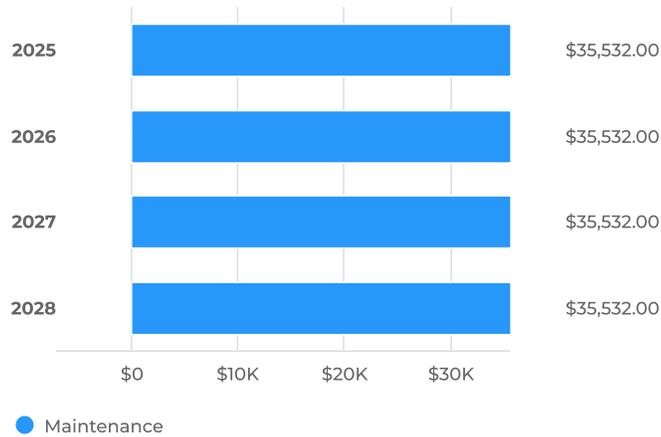


## Operational Costs

Total Budget (all years)  
**\$142.128K**

Project Total  
**\$142.128K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

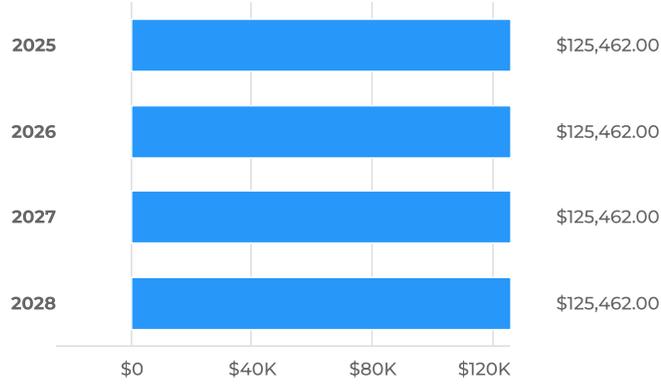
Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$35,532	\$35,532	\$35,532	\$35,532	\$142,128
<b>Total</b>	<b>\$35,532</b>	<b>\$35,532</b>	<b>\$35,532</b>	<b>\$35,532</b>	<b>\$142,128</b>

## Cost Savings

Total Budget (all years)  
**\$501.848K**

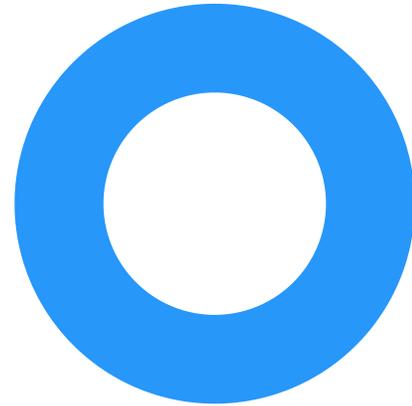
Project Total  
**\$501.848K**

Cost Savings by Year (Proposed)



● Savings

Cost Savings for Budgeted Years (Proposed)



● Savings (100%) \$501,848.00  
**TOTAL \$501,848.00**

### Cost Savings Breakdown

Cost Savings	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$125,462	\$125,462	\$125,462	\$125,462	\$501,848
<b>Total</b>	<b>\$125,462</b>	<b>\$125,462</b>	<b>\$125,462</b>	<b>\$125,462</b>	<b>\$501,848</b>



This requests information is generated from , Proposed Version.

## 2025 Street Improvements Project

### Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	Public Works - Streets
Type	Other

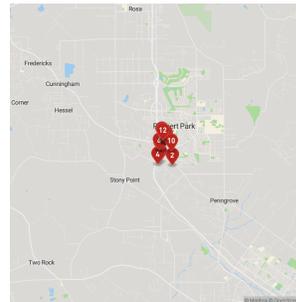
### Description

The Project includes rehabilitation of streets consisting of Amber Lane, Lasker Lane, Oretsky Way, Water Road, West Cotati Ave, Wilford Circle, Wilford Lane, Ahlstrom Drive, Marsh Way, Wilford Lane, and Locust Avenue. The Project consists of approximately 1.6 miles of rehabilitated streets. The list of streets included in this project may change depending upon available budget and the completion of streets in the prior year.

### Details

Project Type	Streets Projects
Primary Project Source Document	Pavement Management Plan
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

### Location



## Capital Cost

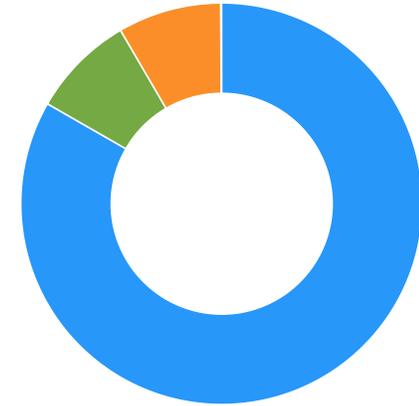
Total Budget (all years)  
**\$2.886M**

Project Total  
**\$2.886M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (83%)	\$2,403,800.00
Construction Engineering (8%)	\$240,000.00
Design/Environmental (8%)	\$240,000.00
Project Management (0%)	\$2,000.00
<b>TOTAL</b>	<b>\$2,885,800.00</b>

### Capital Cost Breakdown

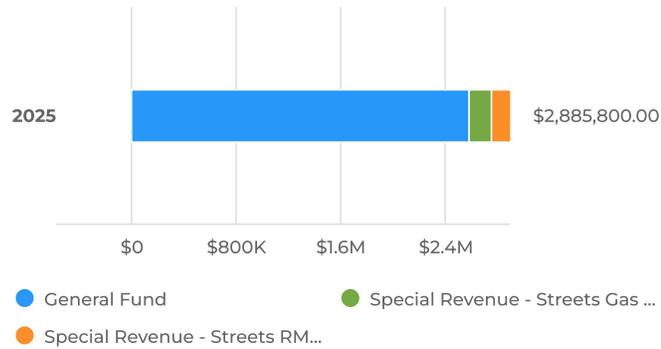
Capital Cost	FY2025	Total
Design/Environmental	\$240,000	\$240,000
Construction	\$2,403,800	\$2,403,800
Construction Engineering	\$240,000	\$240,000
Project Management	\$2,000	\$2,000
<b>Total</b>	<b>\$2,885,800</b>	<b>\$2,885,800</b>

## Funding Sources

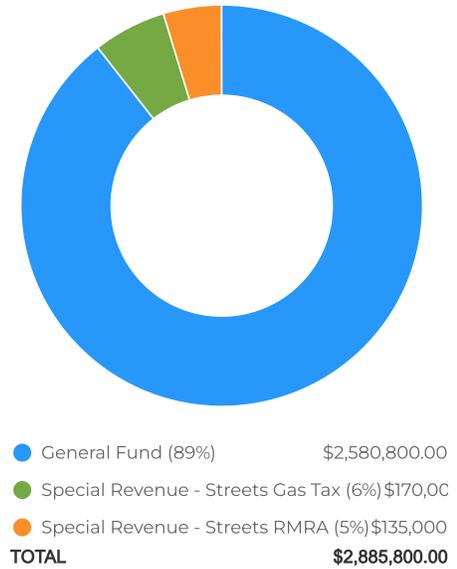
Total Budget (all years)  
**\$2.886M**

Project Total  
**\$2.886M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



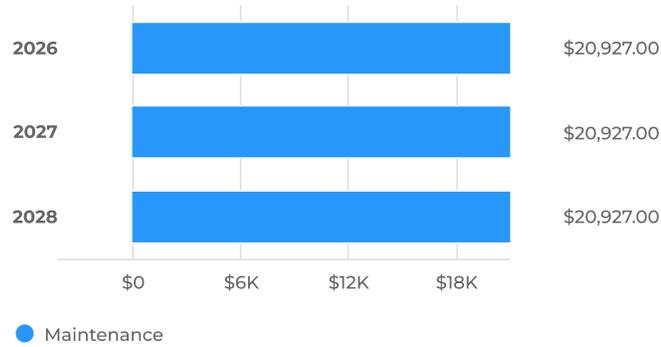
Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$2,580,800	\$2,580,800
Special Revenue - Streets Gas Tax	\$170,000	\$170,000
Special Revenue - Streets RMRA	\$135,000	\$135,000
<b>Total</b>	<b>\$2,885,800</b>	<b>\$2,885,800</b>

## Operational Costs

Total Budget (all years)  
**\$62.781K**

Project Total  
**\$62.781K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

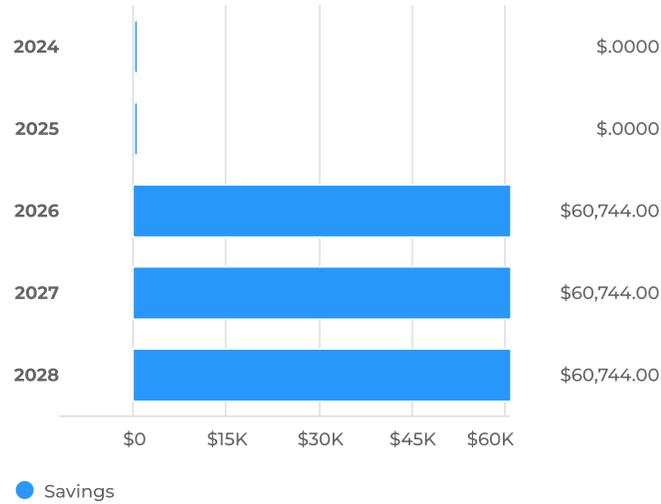
Operational Costs	FY2026	FY2027	FY2028	Total
Maintenance	\$20,927	\$20,927	\$20,927	\$62,781
<b>Total</b>	<b>\$20,927</b>	<b>\$20,927</b>	<b>\$20,927</b>	<b>\$62,781</b>

## Cost Savings

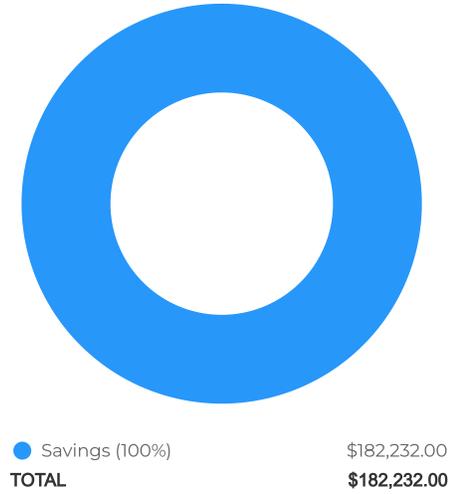
Total Budget (all years)  
**\$182.232K**

Project Total  
**\$182.232K**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



Cost Savings Breakdown						
Cost Savings	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$0	\$0	\$60,744	\$60,744	\$60,744	\$182,232
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,744</b>	<b>\$60,744</b>	<b>\$60,744</b>	<b>\$182,232</b>

This requests information is generated from , Proposed Version.

## 2027 Streets Improvements Project

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### Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2026
Est. Completion Date	06/30/2027
Department	Public Works - Streets
Type	Other

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### Description

The Project includes rehabilitation and preservation treatments of streets in the industrial area consisting of Aaron Street, Houser Street, Mercantile Drive, Portal Street, and Primero Court and are shown in the attached figure. The Project consists of approximately 1 mile of rehabilitated streets.

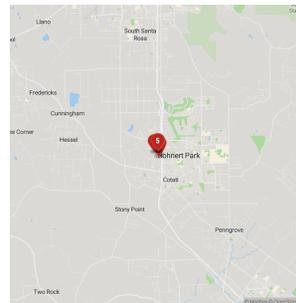
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### Details

Project Type	Streets Projects
Primary Project Source Document	Pavement Management Plan
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

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### Location

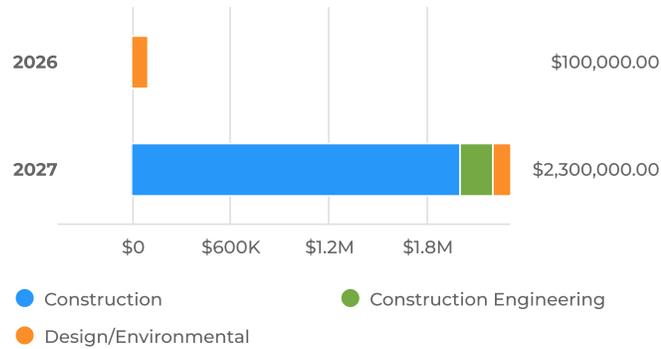


## Capital Cost

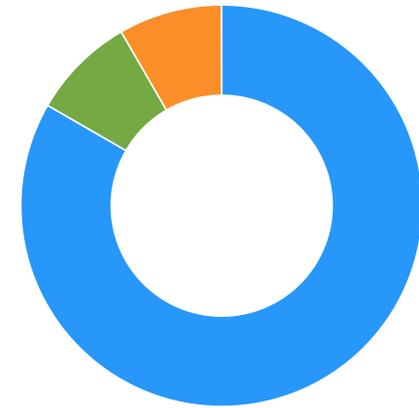
Total Budget (all years)  
**\$2.4M**

Project Total  
**\$2.4M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (83%)	\$2,000,000.00
Construction Engineering (8%)	\$200,000.00
Design/Environmental (8%)	\$200,000.00
<b>TOTAL</b>	<b>\$2,400,000.00</b>

### Capital Cost Breakdown

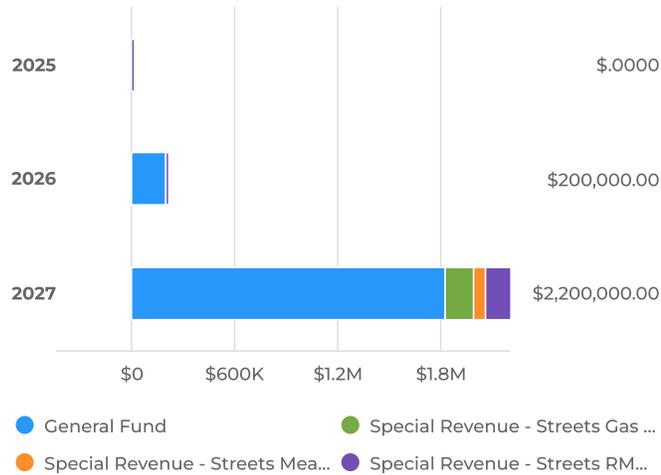
Capital Cost	FY2026	FY2027	Total
Design/Environmental	\$100,000	\$100,000	\$200,000
Construction		\$2,000,000	\$2,000,000
Construction Engineering		\$200,000	\$200,000
<b>Total</b>	<b>\$100,000</b>	<b>\$2,300,000</b>	<b>\$2,400,000</b>

## Funding Sources

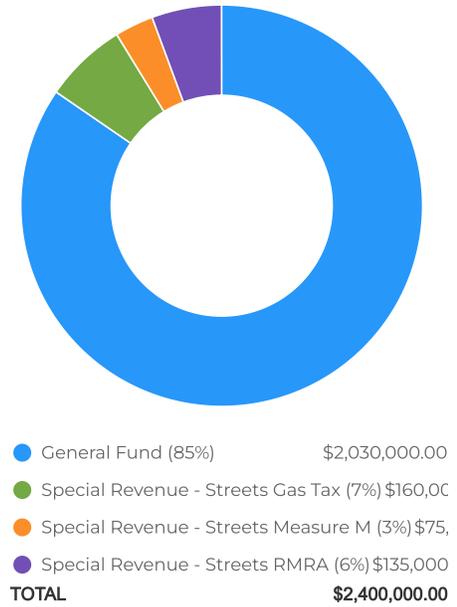
Total Budget (all years)  
**\$2.4M**

Project Total  
**\$2.4M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



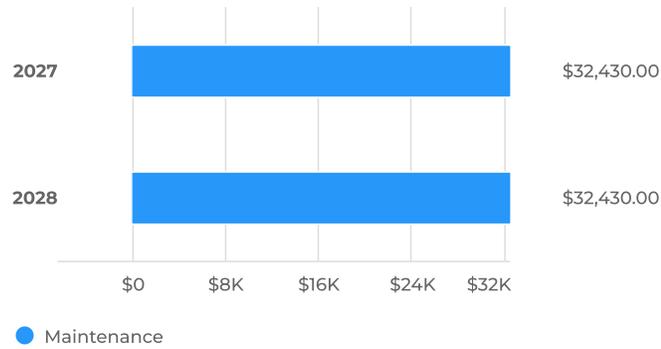
Funding Sources Breakdown				
Funding Sources	FY2025	FY2026	FY2027	Total
General Fund	\$0	\$200,000	\$1,830,000	\$2,030,000
Special Revenue - Streets Gas Tax			\$160,000	\$160,000
Special Revenue - Streets Measure M			\$75,000	\$75,000
Special Revenue - Streets RMRA			\$135,000	\$135,000
<b>Total</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$2,200,000</b>	<b>\$2,400,000</b>

## Operational Costs

Total Budget (all years)  
**\$64.86K**

Project Total  
**\$64.86K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



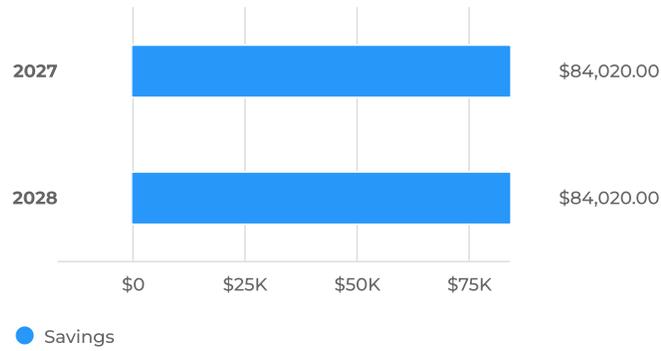
Operational Costs Breakdown			
Operational Costs	FY2027	FY2028	Total
Maintenance	\$32,430	\$32,430	\$64,860
<b>Total</b>	<b>\$32,430</b>	<b>\$32,430</b>	<b>\$64,860</b>

## Cost Savings

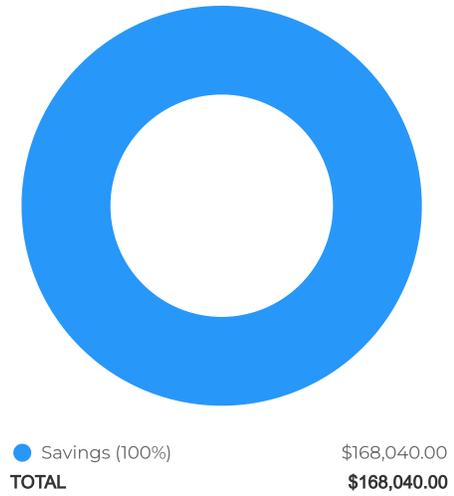
Total Budget (all years)  
**\$168.04K**

Project Total  
**\$168.04K**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



### Cost Savings Breakdown

Cost Savings	FY2027	FY2028	Total
Savings	\$84,020	\$84,020	\$168,040
<b>Total</b>	<b>\$84,020</b>	<b>\$84,020</b>	<b>\$168,040</b>

This request information is generated from , Proposed Version.

# 2028 Streets Improvements Project

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2027
Est. Completion Date	06/30/2028
Department	Public Works - Streets
Type	Other

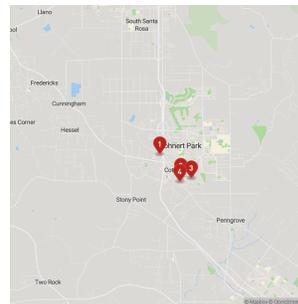
## Description

The Project includes rehabilitation and preservation treatments of Saint Josephs Way and Santero Way and totals about a quarter mile.

## Details

Project Type	Streets Projects
Primary Project Source Document	Pavement Management Plan
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

## Location



## Capital Cost

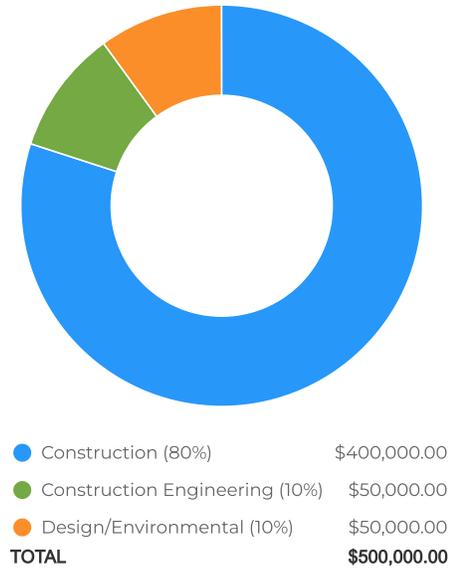
Total Budget (all years)  
**\$500K**

Project Total  
**\$500K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

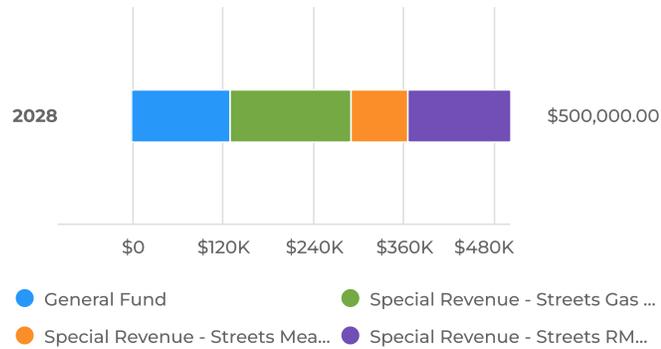
Capital Cost	FY2028	Total
Design/Environmental	\$50,000	\$50,000
Construction	\$400,000	\$400,000
Construction Engineering	\$50,000	\$50,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>

## Funding Sources

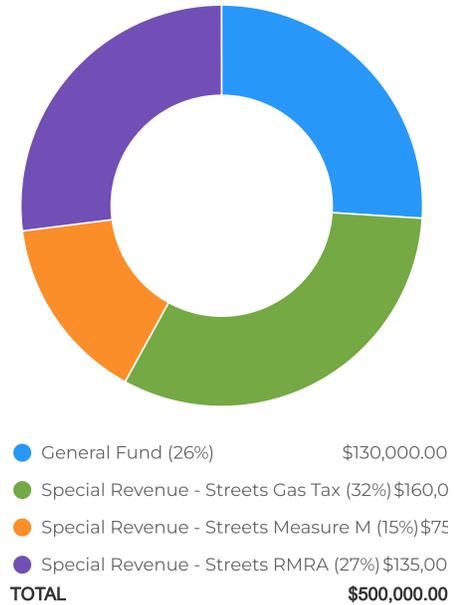
Total Budget (all years)  
**\$500K**

Project Total  
**\$500K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



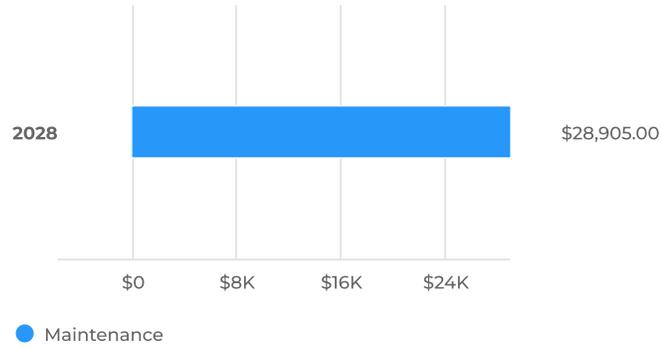
Funding Sources Breakdown		
Funding Sources	FY2028	Total
General Fund	\$130,000	\$130,000
Special Revenue - Streets Gas Tax	\$160,000	\$160,000
Special Revenue - Streets Measure M	\$75,000	\$75,000
Special Revenue - Streets RMRA	\$135,000	\$135,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>

## Operational Costs

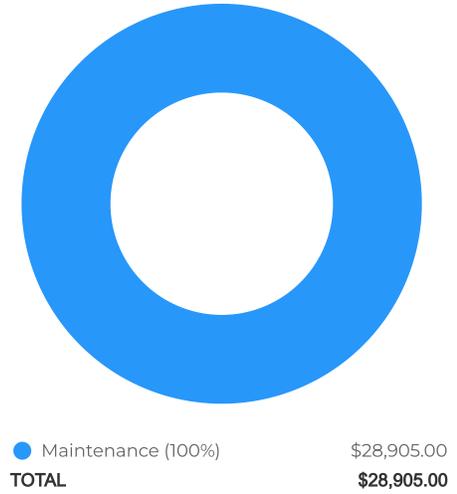
Total Budget (all years)  
**\$28.905K**

Project Total  
**\$28.905K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



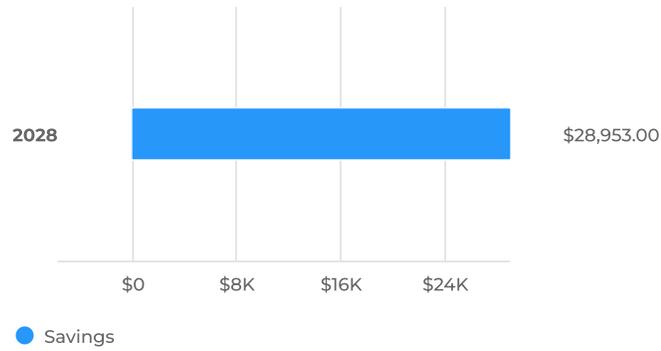
Operational Costs Breakdown		
Operational Costs	FY2028	Total
Maintenance	\$28,905	\$28,905
<b>Total</b>	<b>\$28,905</b>	<b>\$28,905</b>

## Cost Savings

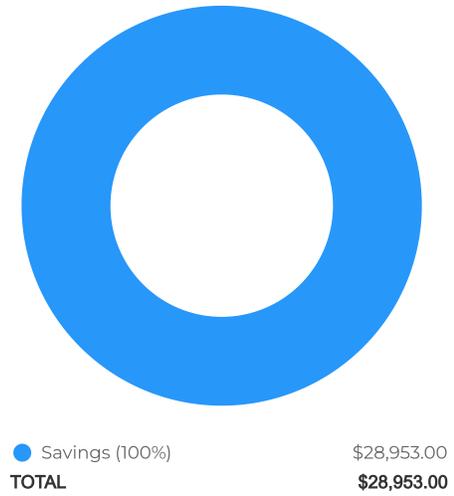
Total Budget (all years)  
**\$28.953K**

Project Total  
**\$28.953K**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



Cost Savings Breakdown		
Cost Savings	FY2028	Total
Savings	\$28,953	\$28,953
<b>Total</b>	<b>\$28,953</b>	<b>\$28,953</b>

This requests information is generated from , Proposed Version.

# Bicycle Pedestrian Safety Improvements

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2021
Est. Completion Date	06/30/2028
Department	Public Works - Streets
Type	Other

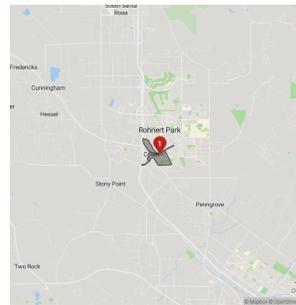
## Description

Installation of bicycle, pedestrian, and vehicle safety improvements, to be completed by City Public Works staff or through minor construction contracts. Safety improvements will be informed by ongoing community input and recommendations of the Local Road Safety Plan.

## Details

Project Type	Streets Projects
Primary Project Source Document	Local Road Safety Plan
General Plan Consistency	CI 2 - The Project is consistent with General Plan Community Circulation Objective CI 2 - Maintain and expand a safe and efficient pedestrian, bicycle and transit network that connects neighborhoods with key destinations to encourage travel by non-automobile modes while also improving public health.

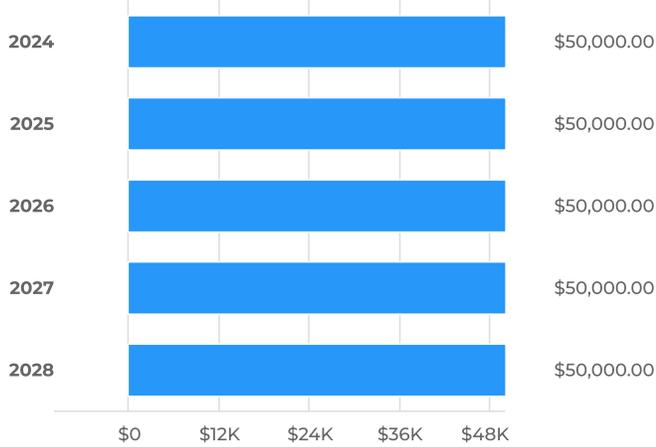
## Location



## Capital Cost

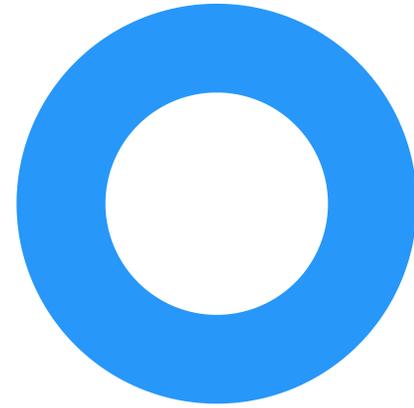
Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$150,000</b>	<b>\$50,000</b>	<b>\$250K</b>	<b>\$400K</b>

Capital Cost by Year (Proposed)



● Construction

Capital Cost for Budgeted Years (Proposed)



● Construction (100%) \$250,000.00  
**TOTAL \$250,000.00**

### Capital Cost Breakdown

Capital Cost	To Date	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Construction	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000
<b>Total</b>	<b>\$150,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$400,000</b>



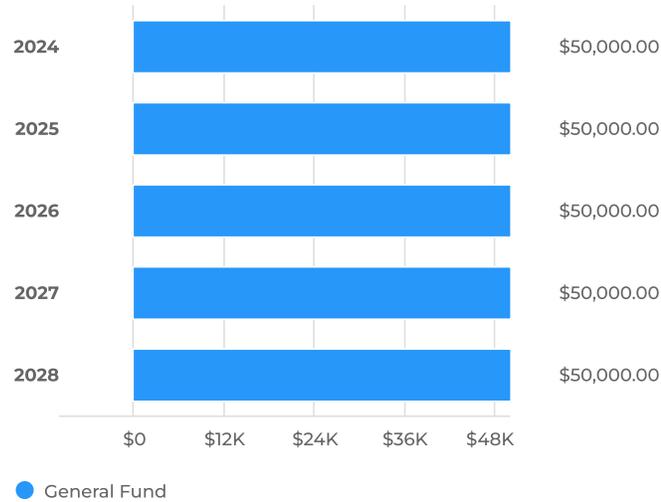
## Funding Sources

FY2024 Budget  
**\$50,000**

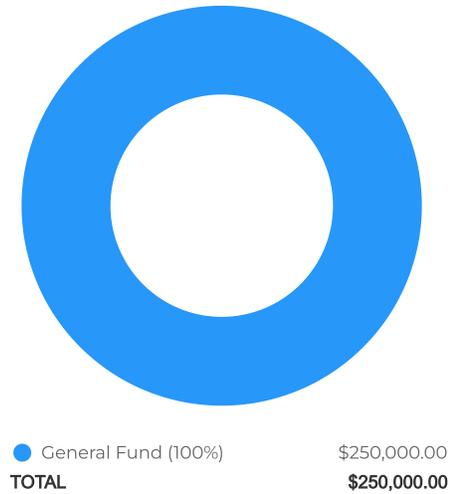
Total Budget (all years)  
**\$250K**

Project Total  
**\$250K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
General Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$250,000</b>



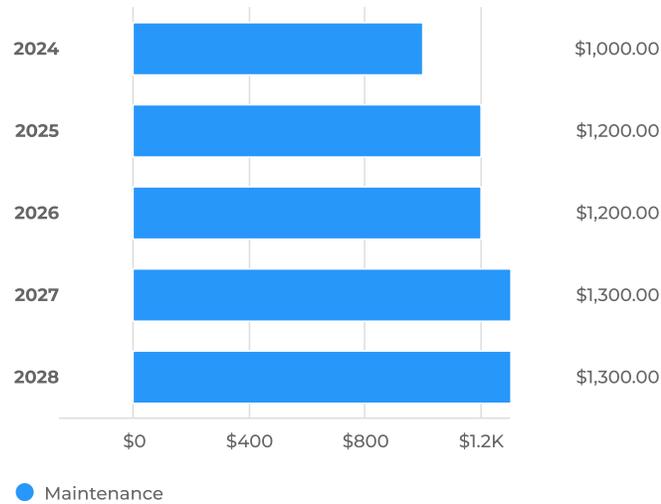
## Operational Costs

FY2024 Budget  
**\$1,000**

Total Budget (all years)  
**\$6K**

Project Total  
**\$6K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$1,000	\$1,200	\$1,200	\$1,300	\$1,300	\$6,000
<b>Total</b>	<b>\$1,000</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$6,000</b>

This requests information is generated from , Proposed Version.

# Class 1 Pathway Maintenance Project

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## Overview

Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	Public Works - Streets
Type	Other

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## Description

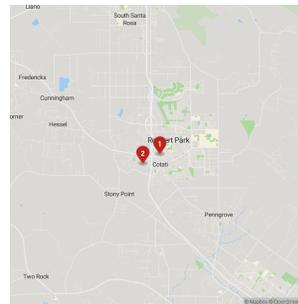
Maintain and repair the Class 1 pathways along the Laguna de Santa Rosa and along West Cotati Avenue, between Maple and Richardson.

---

## Details

Project Type	Streets Projects
Primary Project Source Document	Renewal and Replacement Needs
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

## Location

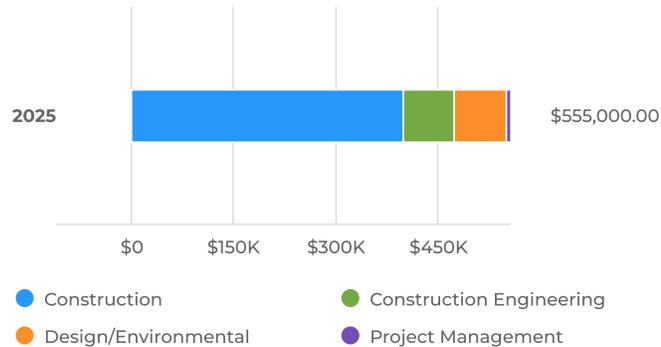


## Capital Cost

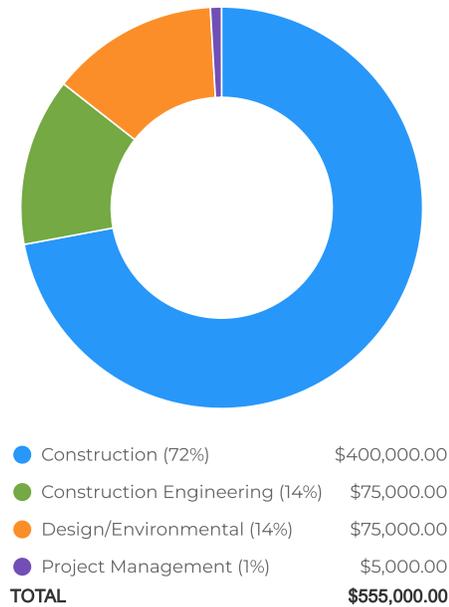
Total Budget (all years)  
**\$555K**

Project Total  
**\$555K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

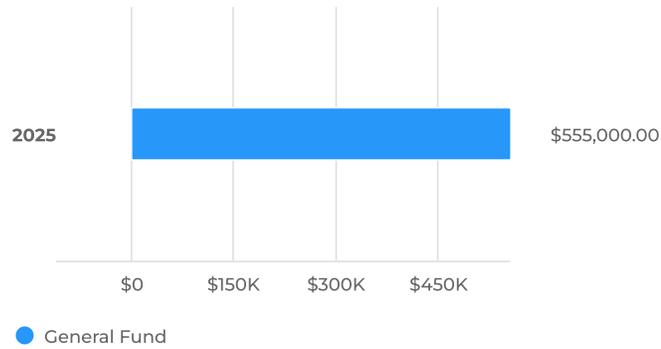
Capital Cost	FY2025	Total
Design/Environmental	\$75,000	\$75,000
Construction	\$400,000	\$400,000
Construction Engineering	\$75,000	\$75,000
Project Management	\$5,000	\$5,000
<b>Total</b>	<b>\$555,000</b>	<b>\$555,000</b>

## Funding Sources

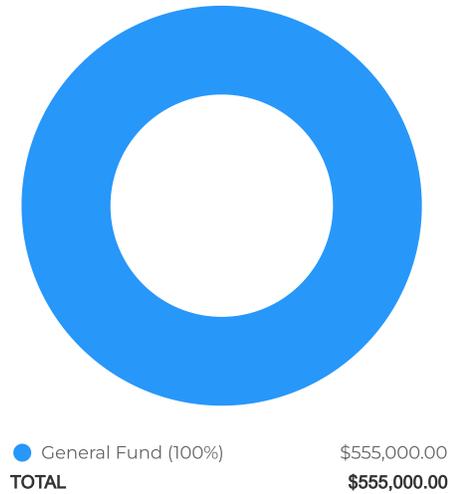
Total Budget (all years)  
**\$555K**

Project Total  
**\$555K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$555,000	\$555,000
<b>Total</b>	<b>\$555,000</b>	<b>\$555,000</b>

This requests information is generated from , Proposed Version.

# East Sierra EV Charging Station

---

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2026
Est. Completion Date	02/01/2027
Department	Public Works - Streets
Type	Capital Improvement

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## Description

Provides Level 3 (Fast Charging) electrical vehicle charging stations in the City's public parking lot on East Sierra Avenue (behind the fire station).

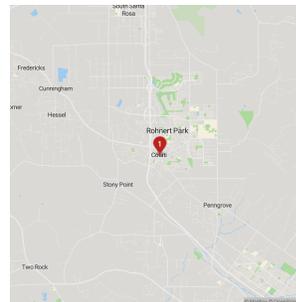
---

## Details

Project Type	Streets Projects
Primary Project Source Document	General Plan
General Plan Consistency	CSF 1 - This project is consistent with General Plan's Community Services and Facilities Element's Goal CSF 1: Provide High Quality Public Services and Facilities to All Residents, Businesses, and Visitors in Cotati.

---

## Location



## Capital Cost

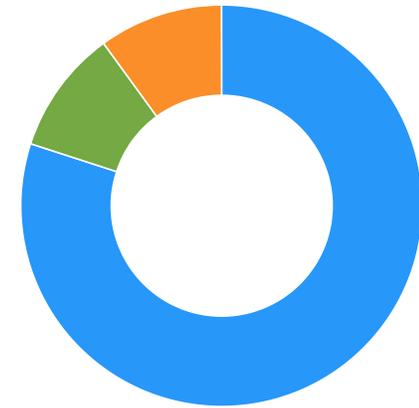
Total Budget (all years)  
**\$1.05M**

Project Total  
**\$1.05M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (80%)	\$840,000.00
Construction Engineering (10%)	\$105,000.00
Design/Environmental (10%)	\$105,000.00
<b>TOTAL</b>	<b>\$1,050,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2027	Total
Design/Environmental	\$105,000	\$105,000
Construction	\$840,000	\$840,000
Construction Engineering	\$105,000	\$105,000
<b>Total</b>	<b>\$1,050,000</b>	<b>\$1,050,000</b>

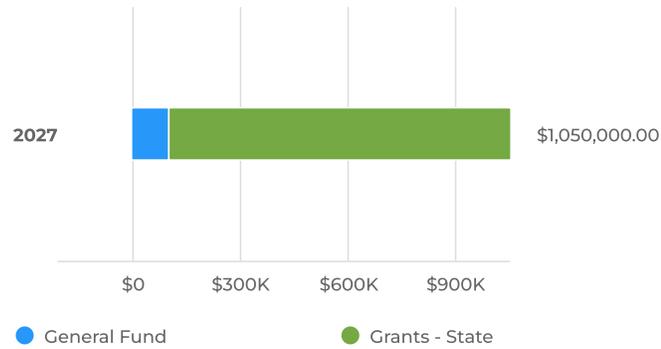


## Funding Sources

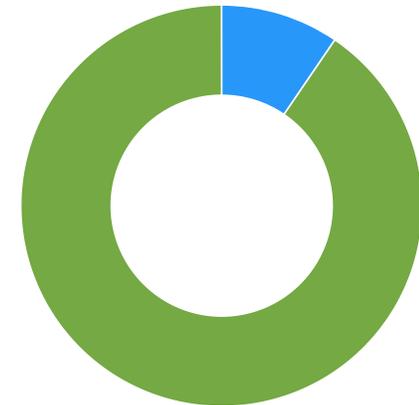
Total Budget (all years)  
**\$1.05M**

Project Total  
**\$1.05M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



● General Fund (10%)	\$100,000.00
● Grants - State (90%)	\$950,000.00
<b>TOTAL</b>	<b>\$1,050,000.00</b>

### Funding Sources Breakdown

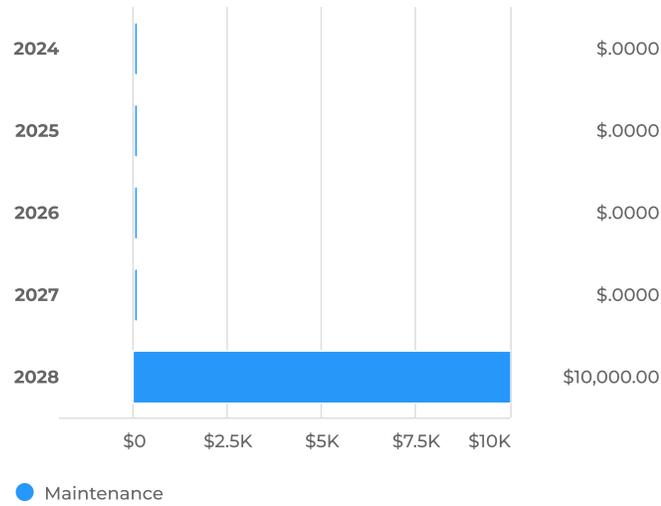
Funding Sources	FY2027	Total
General Fund	\$100,000	\$100,000
Grants - State	\$950,000	\$950,000
<b>Total</b>	<b>\$1,050,000</b>	<b>\$1,050,000</b>

## Operational Costs

Total Budget (all years)  
**\$10K**

Project Total  
**\$10K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$0	\$0	\$0	\$0	\$10,000	\$10,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>

This requests information is generated from , Proposed Version.

# Gateway Signage

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2020
Est. Completion Date	06/30/2025
Department	Public Works - Streets
Type	Other

## Description

This effort will focus on enhancing the City's monuments at entrance points as well as converting the La Plaza marquee to digital. The marquee and post-mounted entry signs at minor streets entering Cotati will be designed and installed in FY23/24.

The major gateways into Cotati will be constructed at the main entrances into town, starting with Commerce Blvd (preliminary design complete), followed by others in subsequent years contingent on budget availability.

## Images



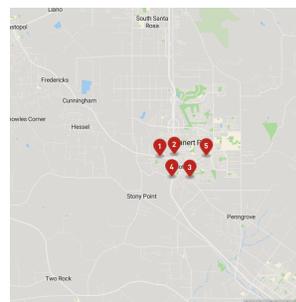
Sign Rendering

Monument and post sign design.

## Details

Project Type	Streets Projects
Primary Project Source Document	General Plan
General Plan Consistency	EV 1.E - The Project is consistent with General Plan Community Circulation Objective EV 1e - As part of an overall branding effort, develop an updated signage program including ... "Welcome to Cotati"/"You are now leaving Cotati" signs maintained at all principal entry/exit points of the City.

## 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.

 [Cost Estimate - Commerce\(/resource/cleargov-prod/projects/documents/a7f385745e3a59d5a0e8.pdf\)](/resource/cleargov-prod/projects/documents/a7f385745e3a59d5a0e8.pdf)

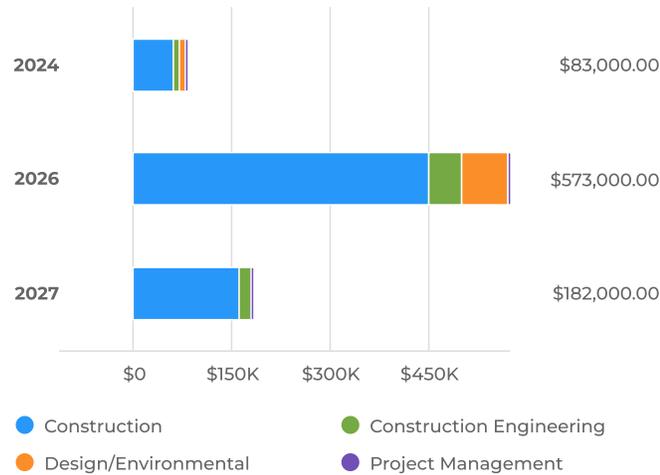
## Capital Cost

FY2024 Budget  
**\$83,000**

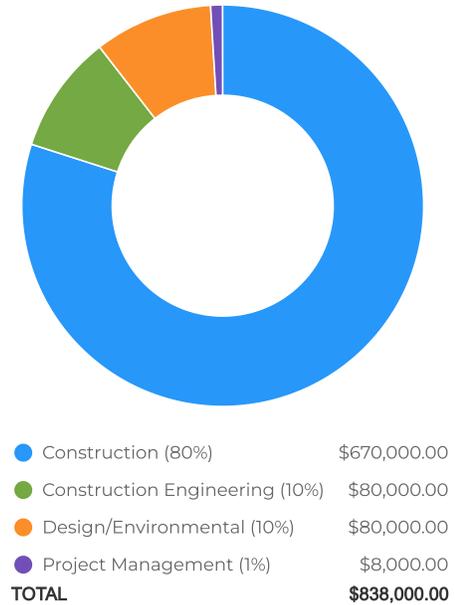
Total Budget (all years)  
**\$838K**

Project Total  
**\$838K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

Capital Cost	FY2024	FY2026	FY2027	Total
Design/Environmental	\$10,000	\$70,000		\$80,000
Construction	\$60,000	\$450,000	\$160,000	\$670,000
Construction Engineering	\$10,000	\$50,000	\$20,000	\$80,000
Project Management	\$3,000	\$3,000	\$2,000	\$8,000
<b>Total</b>	<b>\$83,000</b>	<b>\$573,000</b>	<b>\$182,000</b>	<b>\$838,000</b>

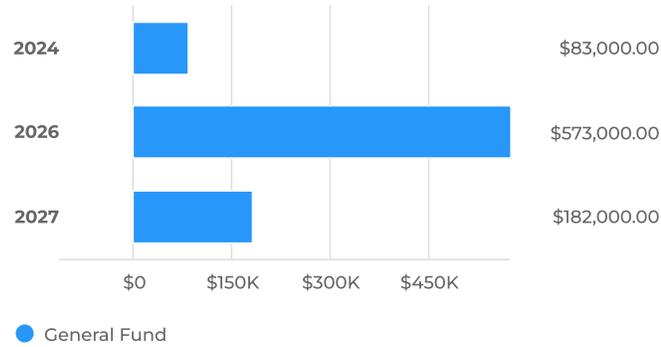
## Funding Sources

FY2024 Budget  
**\$83,000**

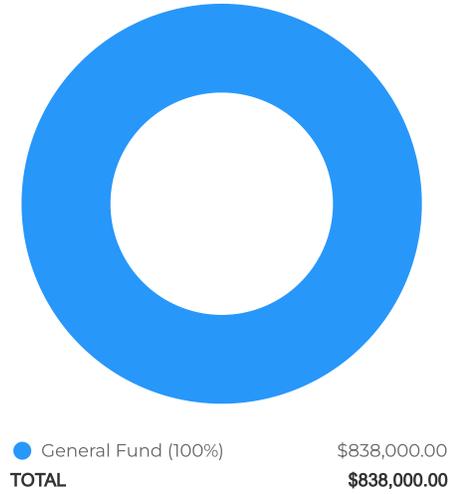
Total Budget (all years)  
**\$838K**

Project Total  
**\$838K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2024	FY2026	FY2027	Total
General Fund	\$83,000	\$573,000	\$182,000	\$838,000
<b>Total</b>	<b>\$83,000</b>	<b>\$573,000</b>	<b>\$182,000</b>	<b>\$838,000</b>

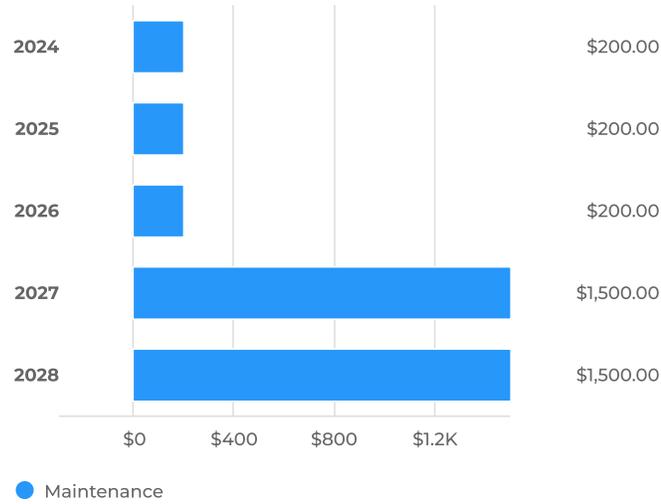
## Operational Costs

FY2024 Budget  
**\$200**

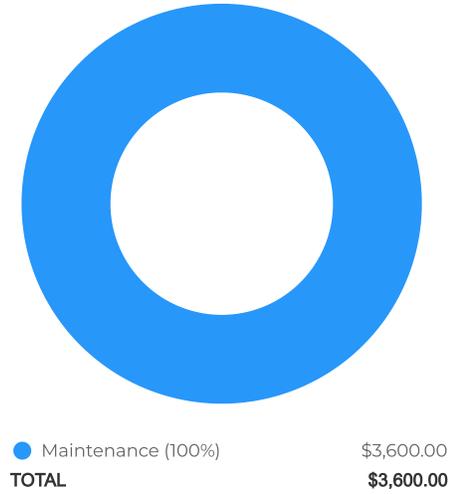
Total Budget (all years)  
**\$3.6K**

Project Total  
**\$3.6K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$200	\$200	\$200	\$1,500	\$1,500	\$3,600
<b>Total</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$3,600</b>

This requests information is generated from , Proposed Version.

# Highway 116/West Cotati Avenue Intersection Safety Improvements

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2025
Department	Public Works - Streets
Type	Capital Improvement

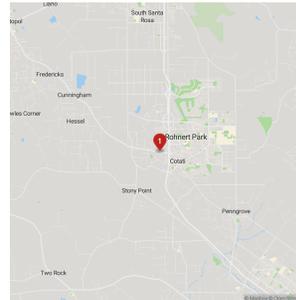
## Description

The Project will realign and signalize the intrersection of State Highway 116 and West Cotati Avenue. The Project will widen Highway 116 east and west of the proposed signalized intersection and create turn lanes and install bicycle and pedestrian features to improve safety and community connectivity. Highway 116 is a busy regional highway with no pedestrian or bicycle crossings in Cotati west of Redwood Drive. The Project will provide a pedestrian and bicycle crossing and install bike lanes and sidewalks around the proposed intersection. The addition of turn lanes will improve vehicular safety.

## Details

Project Type	Streets Projects
Primary Project Source Document	Traffic Impact Fee Study
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

## Location



## Supplemental Attachments

 [Alignment concepts\(/resource/cleargov-prod/projects/documents/96b0a434617d135287aa.pdf\)](/resource/cleargov-prod/projects/documents/96b0a434617d135287aa.pdf)

From F&Ps as of 2-2023

 [Envir Survey extents\(/resource/cleargov-prod/projects/documents/10ecc6fc852818d3cbee.pdf\)](/resource/cleargov-prod/projects/documents/10ecc6fc852818d3cbee.pdf)

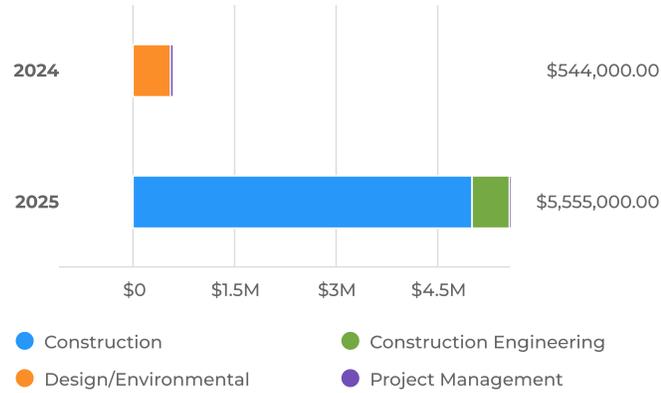
As of 2-2023



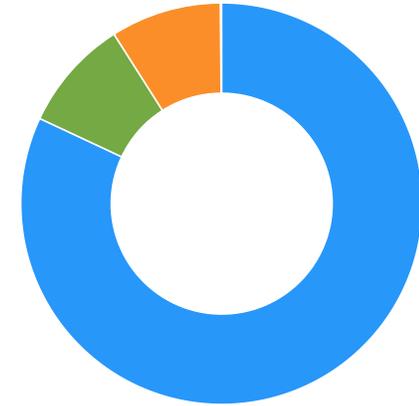
## Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$230,000</b>	<b>\$544,000</b>	<b>\$6.099M</b>	<b>\$6.329M</b>

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (82%)	\$5,000,000.00
Construction Engineering (9%)	\$550,000.00
Design/Environmental (9%)	\$544,000.00
Project Management (0%)	\$5,000.00
<b>TOTAL</b>	<b>\$6,099,000.00</b>

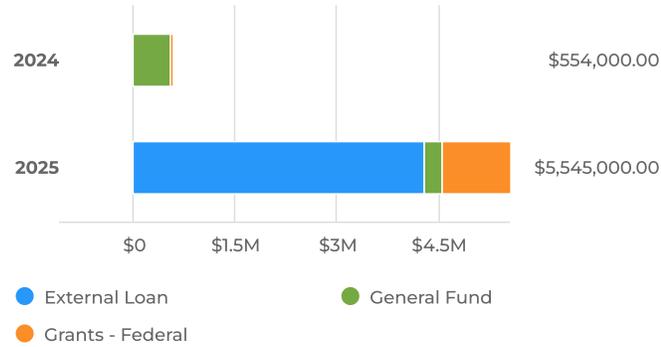
### Capital Cost Breakdown

Capital Cost	To Date	FY2024	FY2025	Total
Design/Environmental	\$230,000	\$544,000		\$774,000
Construction			\$5,000,000	\$5,000,000
Construction Engineering			\$550,000	\$550,000
Project Management			\$5,000	\$5,000
<b>Total</b>	<b>\$230,000</b>	<b>\$544,000</b>	<b>\$5,555,000</b>	<b>\$6,329,000</b>

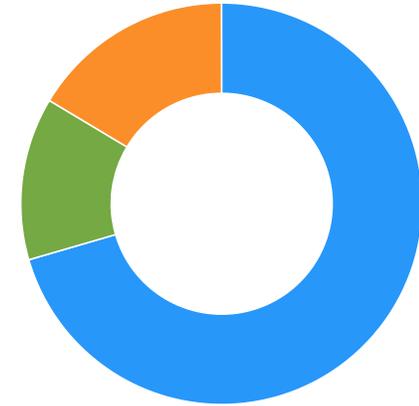
## Funding Sources

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$80,000</b>	<b>\$554,000</b>	<b>\$6.099M</b>	<b>\$6.179M</b>

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



External Loan (71%)	\$4,300,000.00
General Fund (13%)	\$799,000.00
Grants - Federal (16%)	\$1,000,000.00
<b>TOTAL</b>	<b>\$6,099,000.00</b>

### Funding Sources Breakdown

Funding Sources	To Date	FY2024	FY2025	Total
General Fund	\$80,000	\$554,000	\$245,000	\$879,000
Grants - Federal			\$1,000,000	\$1,000,000
External Loan			\$4,300,000	\$4,300,000
<b>Total</b>	<b>\$80,000</b>	<b>\$554,000</b>	<b>\$5,545,000</b>	<b>\$6,179,000</b>

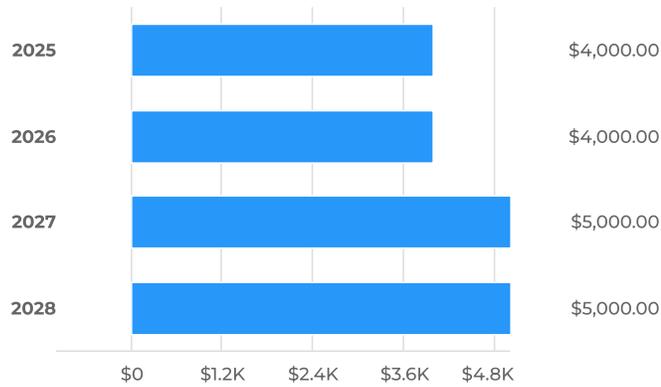


## Operational Costs

Total Budget (all years)  
**\$18K**

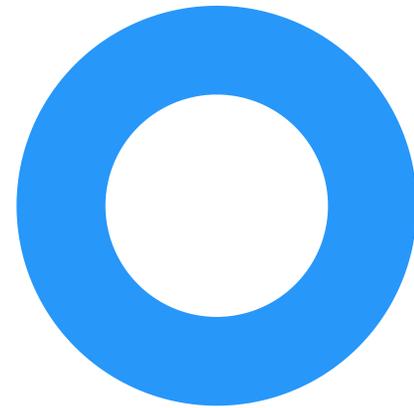
Project Total  
**\$18K**

Operational Costs by Year (Proposed)



● Maintenance

Operational Costs for Budgeted Years (Proposed)



● Maintenance (100%) \$18,000.00  
**TOTAL \$18,000.00**

### Operational Costs Breakdown

Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$4,000	\$4,000	\$5,000	\$5,000	\$18,000
<b>Total</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$18,000</b>

This requests information is generated from , Proposed Version.

# Landscaping Improvements Projects

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## Overview

Request Owner	Angela Courter
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2029
Department	Public Works - Streets
Type	Other

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## Description

Annual planned landscaping improvements along roadways throughout the City. Projects are planned to coordinate with street paving improvement projects, but can vary depending on needs.

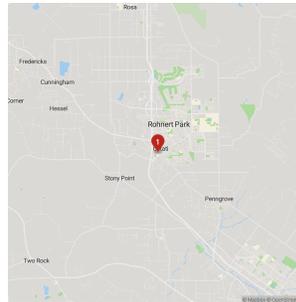
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## Details

Project Type	Streets Projects
Primary Project Source Document	General Plan
General Plan Consistency	LU 2 - Enhance the quality of life of Cotati residents through the creation and maintenance of well-designed and appropriately served neighborhoods. Policy 2.6

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## Location



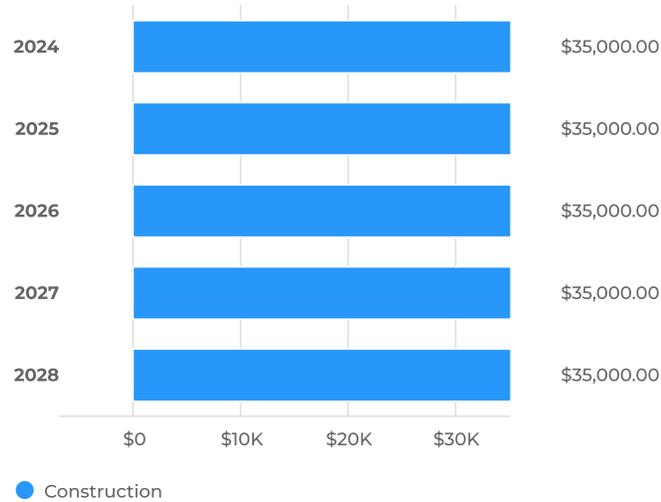
## Capital Cost

FY2024 Budget  
**\$35,000**

Total Budget (all years)  
**\$175K**

Project Total  
**\$175K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Capital Cost Breakdown						
Capital Cost	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Construction	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
<b>Total</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$175,000</b>

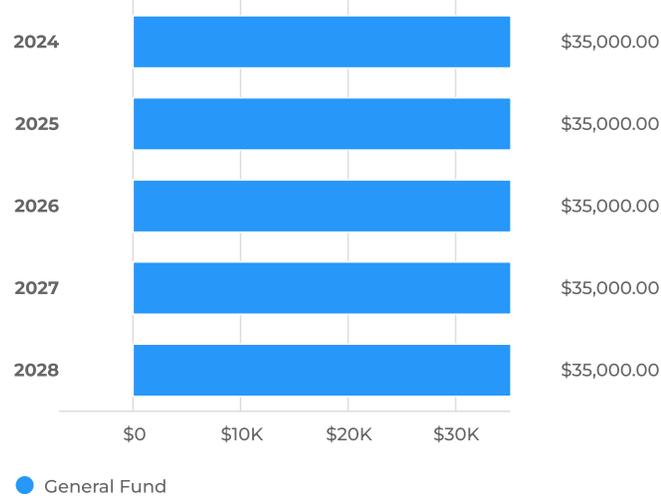
## Funding Sources

FY2024 Budget  
**\$35,000**

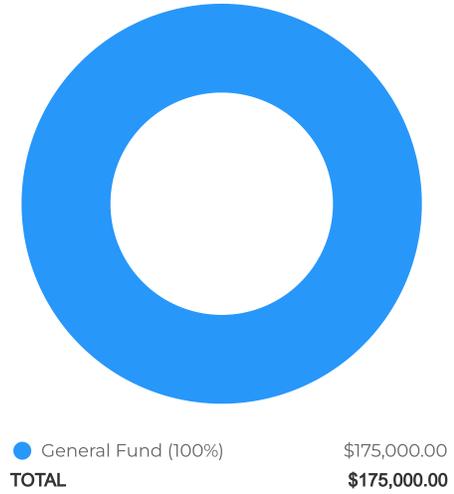
Total Budget (all years)  
**\$175K**

Project Total  
**\$175K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	FY2026	FY2027	FY2028	Total
General Fund	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
<b>Total</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$175,000</b>



This requests information is generated from , Proposed Version.

# Park and Ride Replacement Project

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	06/15/2022
Est. Completion Date	06/30/2025
Department	Public Works - Streets
Type	Other

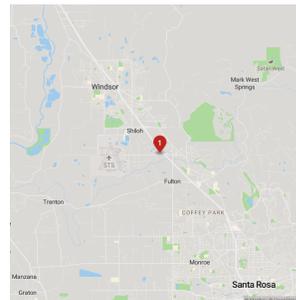
## Description

The City entered into a "Functional Replacement and Exchange Agreement Cotati Park and Ride" with Caltrans for the City to purchase the Park and Ride lot at the corner of Highway 116 and Old Redwood Highway providing the City construct replacement Park and Ride parking spots at the Airport Boulevard Site, Petaluma Boulevard South Park and Ride, and maintain 30 parking spaces at the Cotati location. The City intends to sell the property for development and have the sale proceeds go towards constructing the replacement parking spaces.

## Details

Project Type	Streets Projects
Primary Project Source Document	General Plan
General Plan Consistency	CI 2 - The Project is consistent with General Plan Community Circulation Objective CI 2 - Maintain and expand a safe and efficient pedestrian, bicycle and transit network that connects neighborhoods with key destinations to encourage travel by non-automobile modes while also improving public health.

## Location



## Supplemental Attachments

 [Exchange Agreement\(/resource/cleargov-prod/projects/documents/e7aa1a8d99d10ee6aa31.pdf\)](/resource/cleargov-prod/projects/documents/e7aa1a8d99d10ee6aa31.pdf)

 [Opinion of Construction Cost - Petaluma\(/resource/cleargov-prod/projects/documents/e8b372f04410df4d87fd.pdf\)](/resource/cleargov-prod/projects/documents/e8b372f04410df4d87fd.pdf)  
April 2020.

 [Opinion of Construction Cost - Windsor\(/resource/cleargov-prod/projects/documents/a0db1ace9b1e26356dce.pdf\)](/resource/cleargov-prod/projects/documents/a0db1ace9b1e26356dce.pdf)  
April 2020

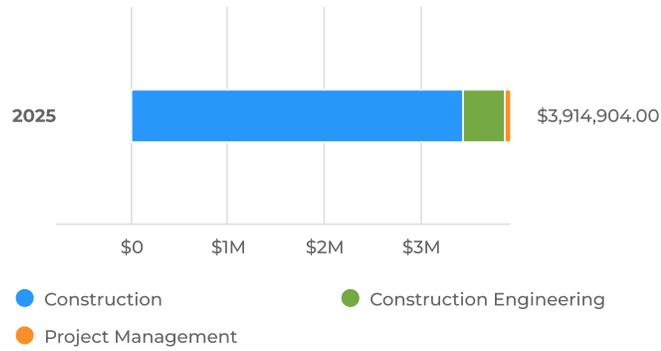
 [ENR CCI\(/resource/cleargov-prod/projects/documents/7325664175f4d9997978.JPG\)](/resource/cleargov-prod/projects/documents/7325664175f4d9997978.JPG)  
Used to escalate the April 2020 OPCs for Windsor and Petaluma Park N Ride lots to February 2023 dollars. Multiplier is 1.154.

 [BKF Invoice\(/resource/cleargov-prod/projects/documents/789b5f545da10b3d7aa1.pdf\)](/resource/cleargov-prod/projects/documents/789b5f545da10b3d7aa1.pdf)  
Used to determine prior costs. Project Accounting nor BKF vendor information do not capture these costs.

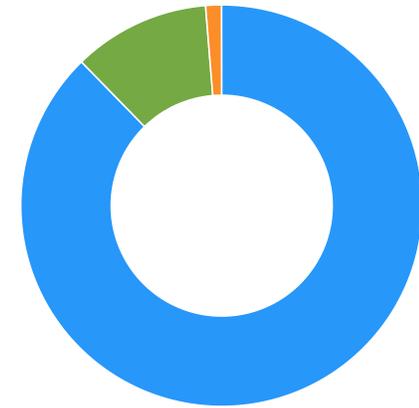
## Capital Cost

Total To Date **\$312,505**      Total Budget (all years) **\$3.915M**      Project Total **\$4.227M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (88%)	\$3,433,464.00
Construction Engineering (11%)	\$431,440.00
Project Management (1%)	\$50,000.00
<b>TOTAL</b>	<b>\$3,914,904.00</b>

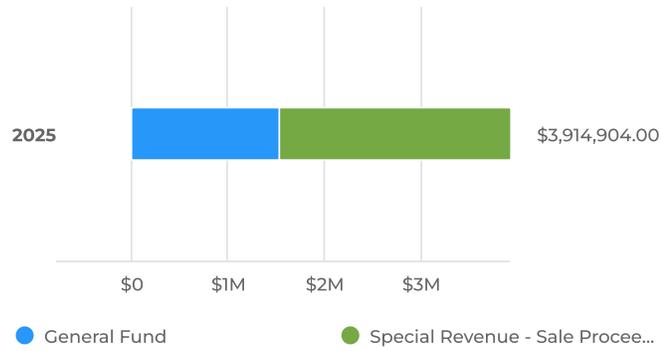
### Capital Cost Breakdown

Capital Cost	To Date	FY2025	Total
Design/Environmental	\$312,505		\$312,505
Construction		\$3,433,464	\$3,433,464
Construction Engineering		\$431,440	\$431,440
Project Management		\$50,000	\$50,000
<b>Total</b>	<b>\$312,505</b>	<b>\$3,914,904</b>	<b>\$4,227,409</b>

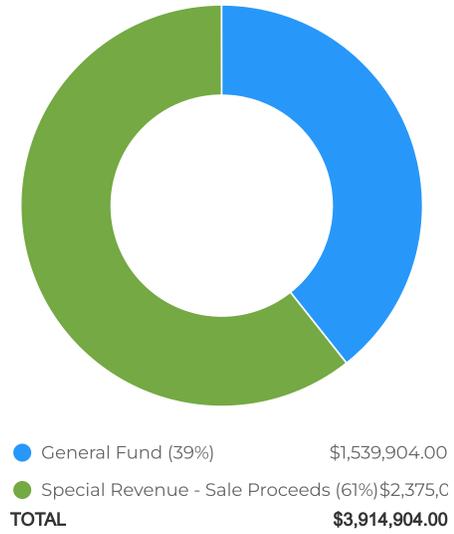
## Funding Sources

Total To Date **\$312,505**      Total Budget (all years) **\$3.915M**      Project Total **\$4.227M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



Funding Sources Breakdown			
Funding Sources	To Date	FY2025	Total
General Fund	\$312,505	\$1,539,904	\$1,852,409
Special Revenue - Sale Proceeds		\$2,375,000	\$2,375,000
<b>Total</b>	<b>\$312,505</b>	<b>\$3,914,904</b>	<b>\$4,227,409</b>



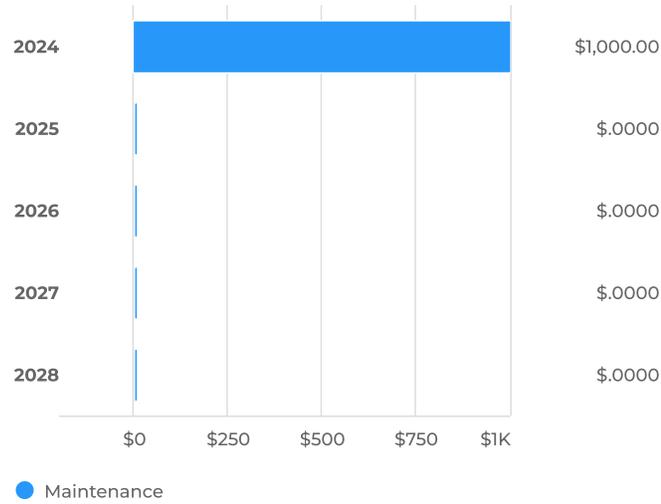
## Operational Costs

FY2024 Budget  
**\$1,000**

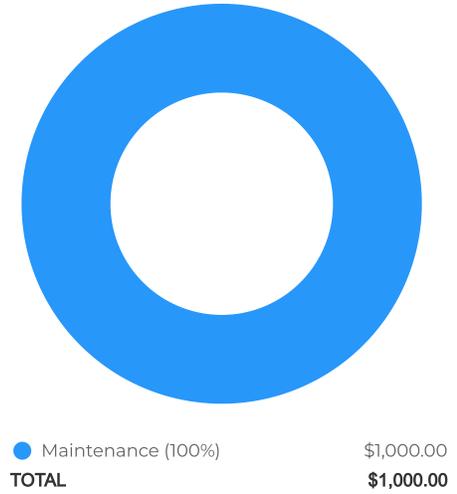
Total Budget (all years)  
**\$1K**

Project Total  
**\$1K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$1,000	\$0	\$0	\$0	\$0	\$1,000
<b>Total</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>

# Redwood Drive and Cypress Avenue Pavement Rehabilitation

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	12/14/2022
Est. Completion Date	12/02/2024
Department	Public Works - Streets
Type	Capital Improvement

## Description

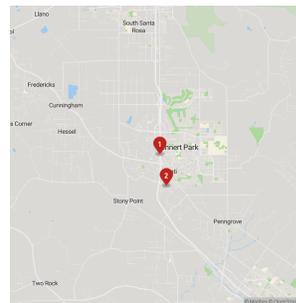
Project will rehabilitate Redwood Drive and Cypress Avenue and include replacing faded and worn signage, upgrade bike lanes, enhance traffic calming features including striping to narrow lanes and create bike lane buffer, and upgrade noncompliant ADA ramps. Total of 1.8 miles of streets to be rehabilitated.

Project will maintain or upgrade the bike lanes to be consistent with the City's Bicycle and Pedestrian Master Plan. There is an existing Class II bike lane on Redwood Drive and it will be enhanced with new striping for narrower travel lanes and separation between the bike and travel lanes. Cypress Avenue has no existing bike lanes and a new Class II/III bike lanes will be included in the project to partially implement the Bicycle and Pedestrian Master Plan improvements. Bike lanes that require an expansion of the roadway section are not included in this project.

## Details

Project Type	Streets Projects
Primary Project Source Document	Pavement Management Plan
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

## Location



## Supplemental Attachments

 [Figure\(/resource/cleargov-prod/projects/documents/fd3e88fd90c8773fc53c.pdf\)](/resource/cleargov-prod/projects/documents/fd3e88fd90c8773fc53c.pdf)

Project includes Redwood Drive and Cypress streets shown in the figure.

 [Cypress Ave Location Map\(/resource/cleargov-prod/projects/documents/dbc054fea58bac6058b0.pdf\)](/resource/cleargov-prod/projects/documents/dbc054fea58bac6058b0.pdf)

 [Redwood Drive\(/resource/cleargov-prod/projects/documents/0e226e86a1392566675e.pdf\)](/resource/cleargov-prod/projects/documents/0e226e86a1392566675e.pdf)

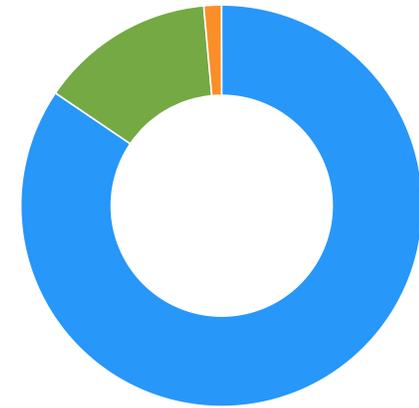
## Capital Cost

Total To Date **\$260,000**     
 FY2024 Budget **\$2,996,253**     
 Total Budget (all years) **\$4.496M**     
 Project Total **\$4.756M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (84%)      \$3,799,177.00  
 Construction Engineering (14%)      \$633,196.00  
 Design/Environmental (1%)      \$63,880.00  
**TOTAL**      **\$4,496,253.00**

### Capital Cost Breakdown

Capital Cost	To Date	FY2024	FY2025	Total
Design/Environmental	\$260,000	\$63,880		\$323,880
Construction		\$2,549,177	\$1,250,000	\$3,799,177
Construction Engineering		\$383,196	\$250,000	\$633,196
<b>Total</b>	<b>\$260,000</b>	<b>\$2,996,253</b>	<b>\$1,500,000</b>	<b>\$4,756,253</b>



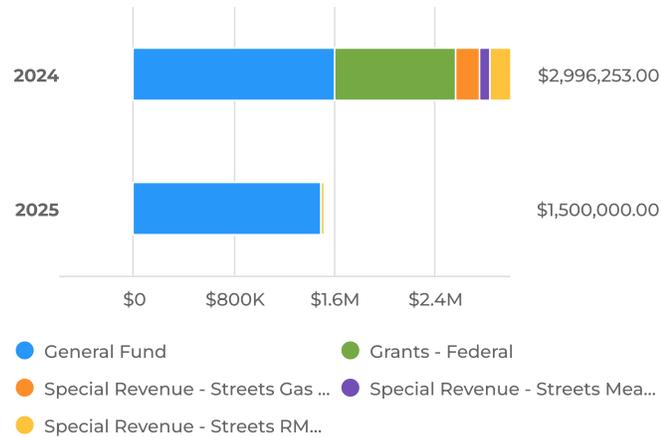
## Funding Sources

FY2024 Budget  
**\$2,996,253**

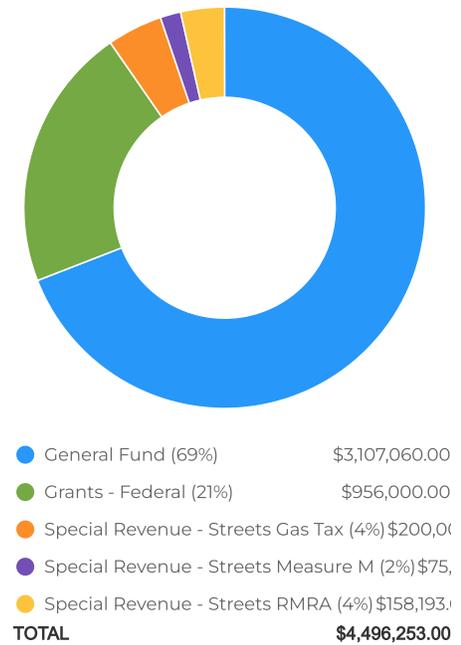
Total Budget (all years)  
**\$4.496M**

Project Total  
**\$4.496M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2024	FY2025	Total
General Fund	\$1,607,060	\$1,500,000	\$3,107,060
Special Revenue - Streets Gas Tax	\$200,000		\$200,000
Special Revenue - Streets Measure M	\$75,000		\$75,000
Special Revenue - Streets RMRA	\$158,193		\$158,193
Grants - Federal	\$956,000		\$956,000
<b>Total</b>	<b>\$2,996,253</b>	<b>\$1,500,000</b>	<b>\$4,496,253</b>



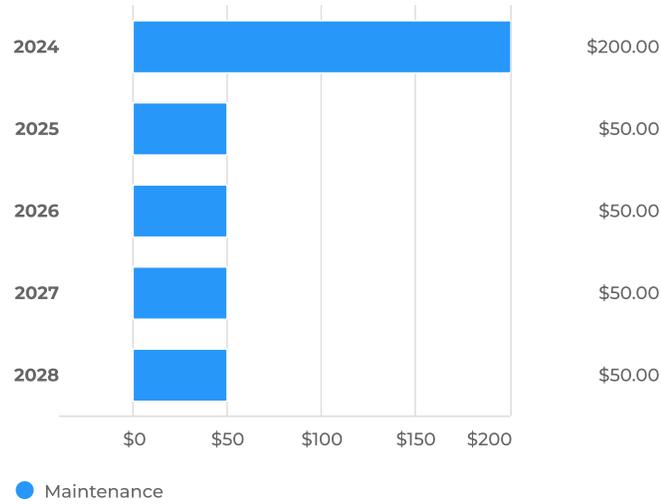
## Operational Costs

FY2024 Budget  
**\$200**

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

Project Total  
**\$400**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

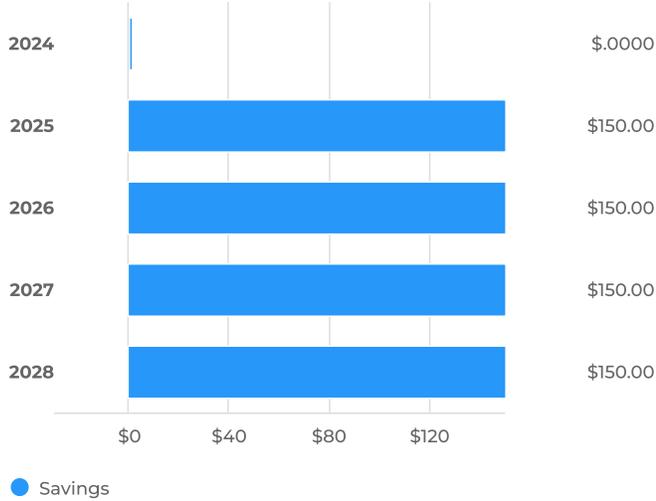
Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$200	\$50	\$50	\$50	\$50	\$400
<b>Total</b>	<b>\$200</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$400</b>

## Cost Savings

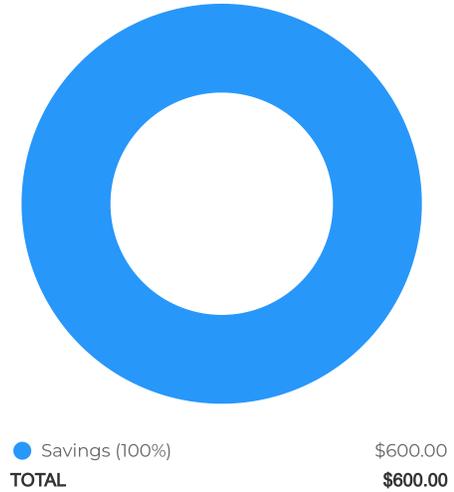
Total Budget (all years)  
**\$600**

Project Total  
**\$600**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



### Cost Savings Breakdown

Cost Savings	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$0	\$150	\$150	\$150	\$150	\$600
<b>Total</b>	<b>\$0</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$600</b>

This requests information is generated from , Proposed Version.

## Sidewalk Gap Closures

### Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/03/2023
Est. Completion Date	06/30/2025
Department	Public Works - Streets
Type	Capital Improvement

### Description

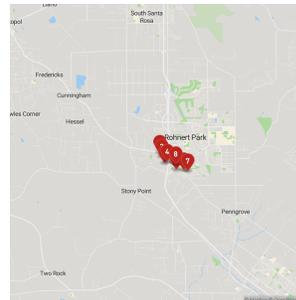
The Project constructs sidewalks to close gaps throughout the City and upgrades ADA ramps. The sections of roadways for the new sidewalks include portions of West Cotati Avenue and along West School Street between Clifford and Maple, to complete the Class 1 pathway to Thomas Page Academy.

On the east side of Highway 101, the new and repaired sidewalk sections consist of Valparaiso from Cotati Creek to the entrance to Delano Park, 220 feet of sidewalk from the Veteran's Memorial parking lot to Myrtle Avenue, completion of sidewalk along Page Street and approximately 65 feet along Olof Street to West Sierra Avenue.

### Details

Project Type	Streets Projects
Primary Project Source Document	Bike Ped Master Plan
General Plan Consistency	CI 2 - The Project is consistent with General Plan Community Circulation Objective CI 2 - Maintain and expand a safe and efficient pedestrian, bicycle and transit network that connects neighborhoods with key destinations to encourage travel by non-automobile modes while also improving public health.

### Location



### Supplemental Attachments

 [Sidewalk Vicinity Map\(/resource/cleargov-prod/projects/documents/33f4ca1bd5c2245bd414.pdf\)](/resource/cleargov-prod/projects/documents/33f4ca1bd5c2245bd414.pdf)

Shows general location of proposed sidewalks in relation to Priority Development Areas.

 [Location Map\(/resource/cleargov-prod/projects/documents/9758396c028a7d93d9a9.pdf\)](/resource/cleargov-prod/projects/documents/9758396c028a7d93d9a9.pdf)

Shows approximate extents of the proposed sidewalks and their estimated length.

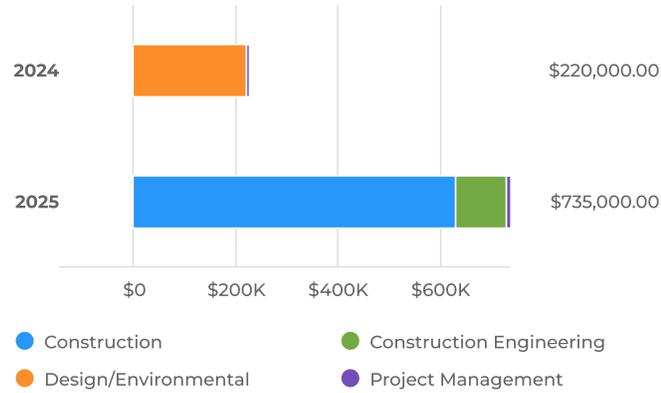
## Capital Cost

FY2024 Budget  
**\$220,000**

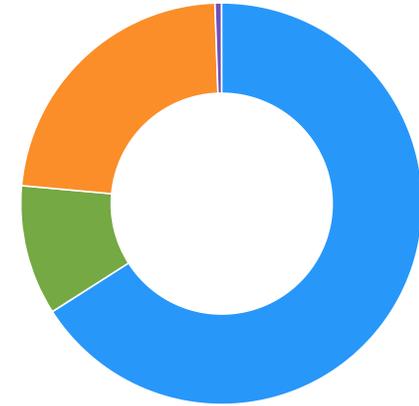
Total Budget (all years)  
**\$955K**

Project Total  
**\$955K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (66%)	\$630,000.00
Construction Engineering (10%)	\$100,000.00
Design/Environmental (23%)	\$220,000.00
Project Management (1%)	\$5,000.00
<b>TOTAL</b>	<b>\$955,000.00</b>

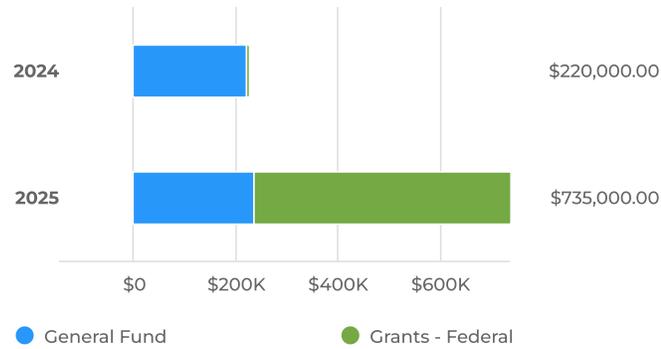
### Capital Cost Breakdown

Capital Cost	FY2024	FY2025	Total
Design/Environmental	\$220,000		\$220,000
Construction		\$630,000	\$630,000
Construction Engineering		\$100,000	\$100,000
Project Management		\$5,000	\$5,000
<b>Total</b>	<b>\$220,000</b>	<b>\$735,000</b>	<b>\$955,000</b>

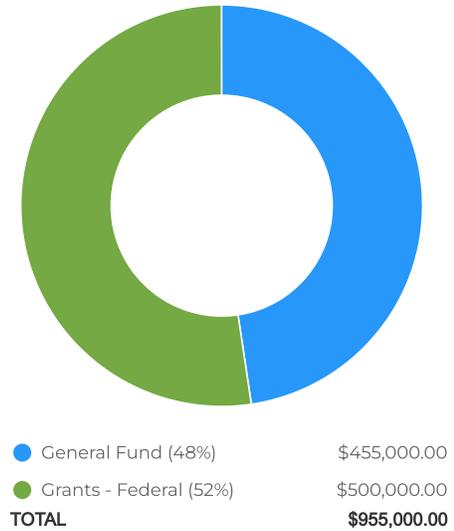
## Funding Sources

FY2024 Budget **\$220,000**      Total Budget (all years) **\$955K**      Project Total **\$955K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

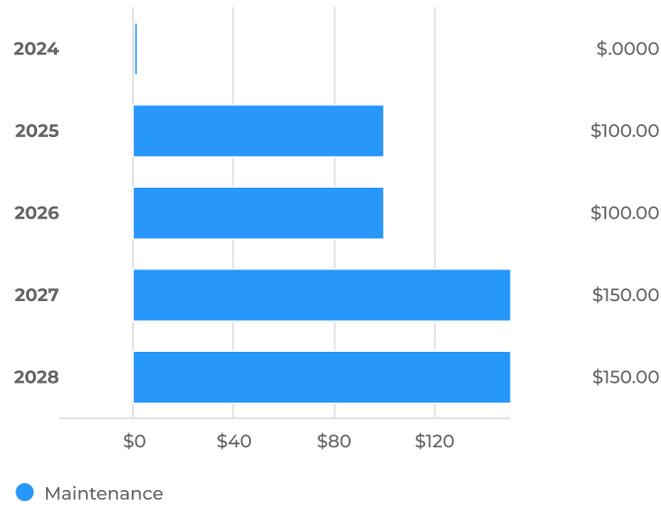
Funding Sources	FY2024	FY2025	Total
General Fund	\$220,000	\$235,000	\$455,000
Grants - Federal		\$500,000	\$500,000
<b>Total</b>	<b>\$220,000</b>	<b>\$735,000</b>	<b>\$955,000</b>

## Operational Costs

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

Project Total  
**\$500**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$0	\$100	\$100	\$150	\$150	\$500
<b>Total</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$150</b>	<b>\$150</b>	<b>\$500</b>

This requests information is generated from , Proposed Version.

# Traffic Signal At William/George and Old Redwood Highway

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	08/03/2026
Est. Completion Date	06/30/2027
Department	Public Works - Streets
Type	Other

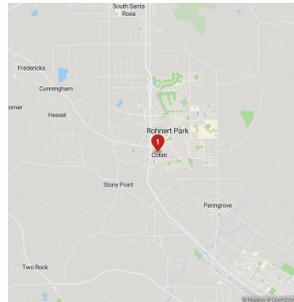
## Description

This is a traffic impact fee study capital project and consists of installing a new traffic signal at the intersection of William Street/George Street and Old Redwood Highway. The project design was completed to a 65% level as part of the Traffic Flow Improvements Project.

## Details

Project Type	Streets Projects
Primary Project Source Document	Traffic Impact Fee Study
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

## Location

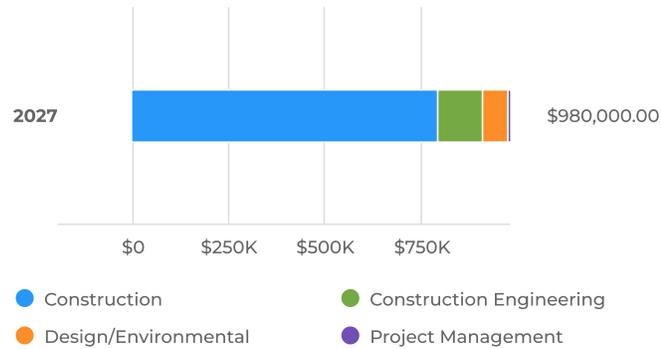


## Capital Cost

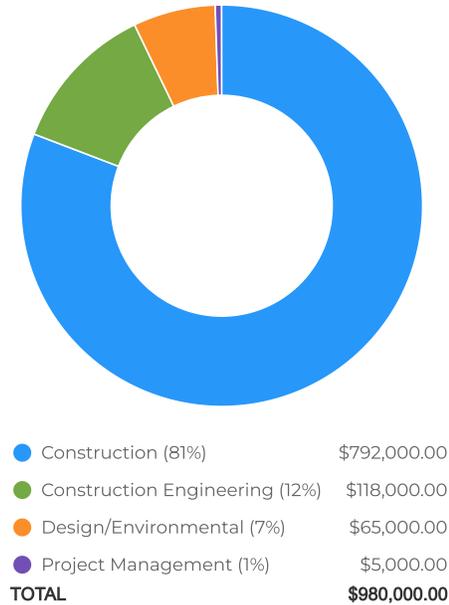
Total Budget (all years)  
**\$980K**

Project Total  
**\$980K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



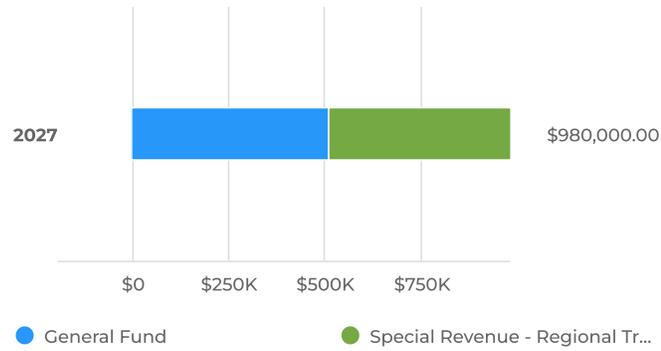
Capital Cost Breakdown		
Capital Cost	FY2027	Total
Design/Environmental	\$65,000	\$65,000
Construction	\$792,000	\$792,000
Construction Engineering	\$118,000	\$118,000
Project Management	\$5,000	\$5,000
<b>Total</b>	<b>\$980,000</b>	<b>\$980,000</b>

## Funding Sources

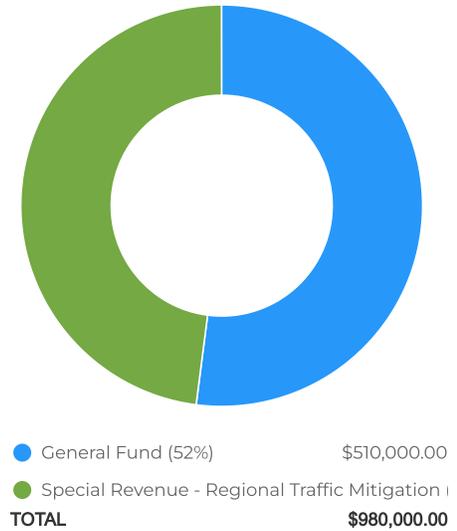
Total Budget (all years)  
**\$980K**

Project Total  
**\$980K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2027	Total
General Fund	\$510,000	\$510,000
Special Revenue - Regional Traffic Mitigation	\$470,000	\$470,000
<b>Total</b>	<b>\$980,000</b>	<b>\$980,000</b>

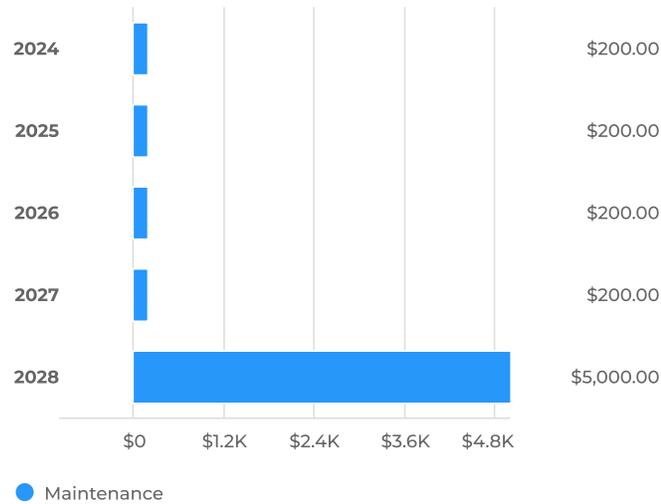
## Operational Costs

FY2024 Budget  
**\$200**

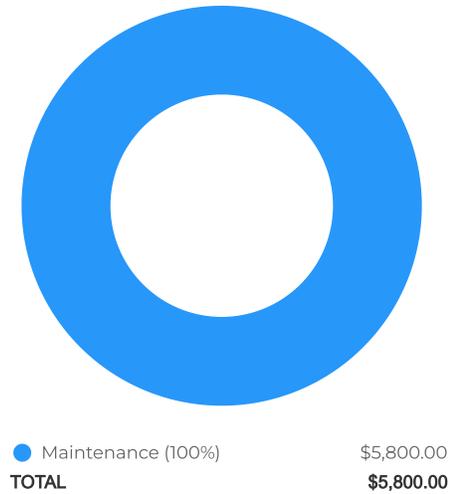
Total Budget (all years)  
**\$5.8K**

Project Total  
**\$5.8K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$200	\$200	\$200	\$200	\$5,000	\$5,800
<b>Total</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$5,000</b>	<b>\$5,800</b>

This requests information is generated from , Proposed Version.

# Valparaiso Avenue and Helman Lane Pavement Rehabilitation

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	09/01/2025
Est. Completion Date	10/01/2026
Department	Public Works - Streets
Type	Capital Improvement

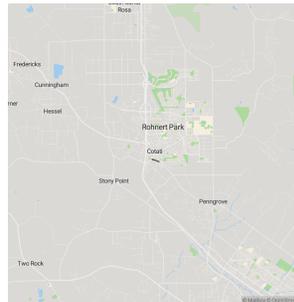
## Description

Project rehabilitates Valparaiso Avenue from Cotati Creek to Fehler Lane and Helman Lane between Redwood Drive and the City Limits. Valparaiso Avenue has existing paving index ranging from 16 to 28 and is proposed for edge grind, dig outs, fabric and overlay. The Project includes enhancements to slow traffic and improve bicycle and pedestrian safety by narrowing travel lanes, providing a buffer between the bicycle lane and traffic lane and updated high visibility signage. There are no current bike lanes on Valparaiso Avenue and the Project includes installation of a new Class 2 bicycle lanes for these stretches consistent with the Bicycle and Pedestrian Master Plan.

## Details

Project Type	Streets Projects
Primary Project Source Document	Pavement Management Plan
General Plan Consistency	CI 1.1 - The Project is consistent with General Plan Community Circulation Objective CI 1.1 - Ensure that the City's circulation network is maintained and improved over time to support build out of the General Plan in a manner that is consistent with the City's Circulation Diagram Figure 2.1.

## Location



## Supplemental Attachments

 [Location Map\(/resource/cleargov-prod/projects/documents/260c195d0e54592042b8.pdf\)](/resource/cleargov-prod/projects/documents/260c195d0e54592042b8.pdf)

Shows the extent of the proposed project.

## Capital Cost

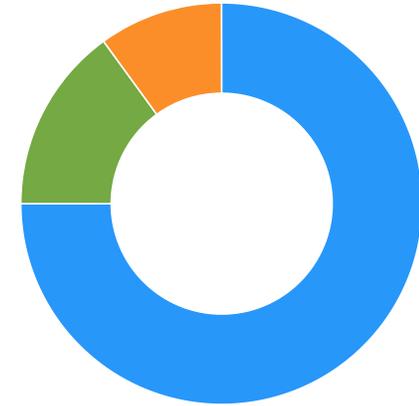
Total Budget (all years)  
**\$2M**

Project Total  
**\$2M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (75%)	\$1,500,000.00
Construction Engineering (15%)	\$300,000.00
Design/Environmental (10%)	\$200,000.00
<b>TOTAL</b>	<b>\$2,000,000.00</b>

### Capital Cost Breakdown

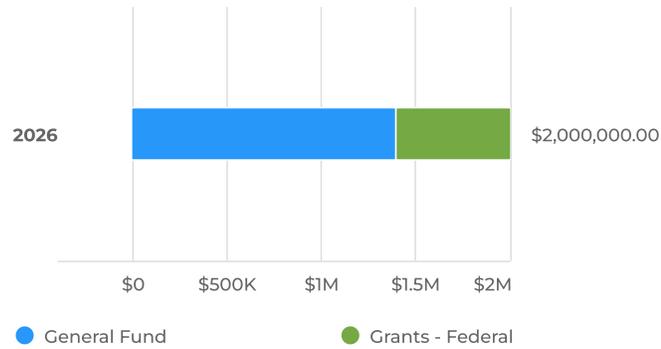
Capital Cost	FY2026	Total
Design/Environmental	\$200,000	\$200,000
Construction	\$1,500,000	\$1,500,000
Construction Engineering	\$300,000	\$300,000
<b>Total</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>

## Funding Sources

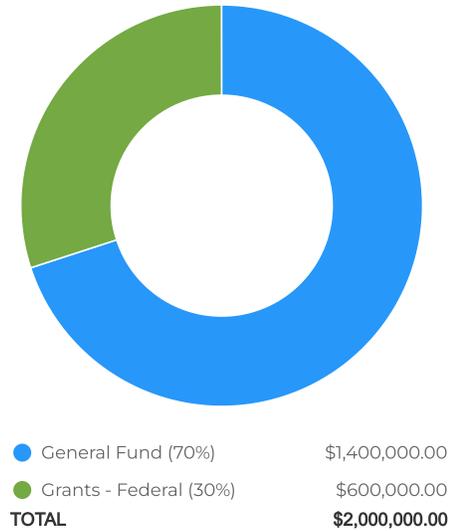
Total Budget (all years)  
**\$2M**

Project Total  
**\$2M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

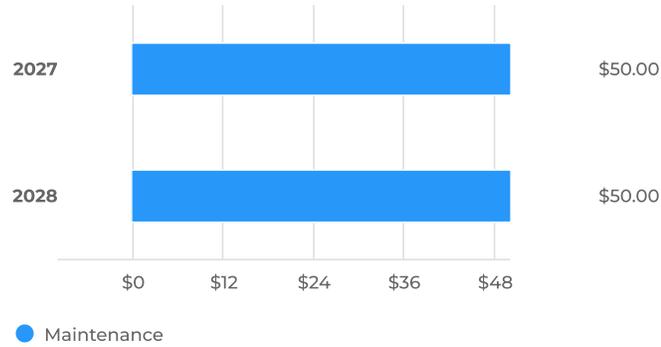
Funding Sources	FY2026	Total
General Fund	\$1,400,000	\$1,400,000
Grants - Federal	\$600,000	\$600,000
<b>Total</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>

## Operational Costs

Total Budget (all years)  
**\$100**

Project Total  
**\$100**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



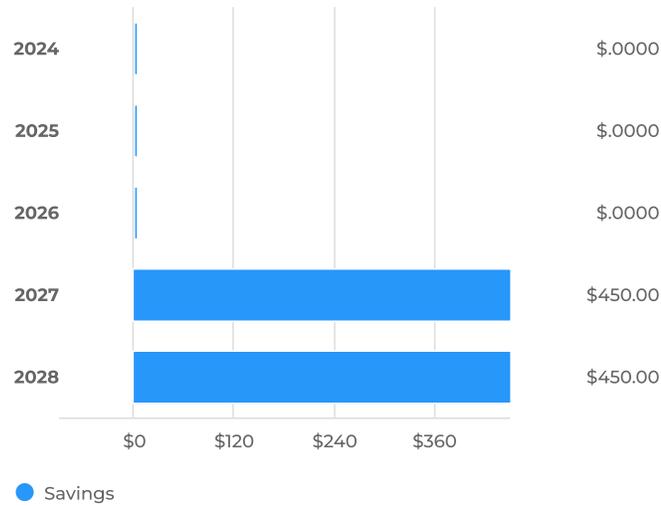
Operational Costs Breakdown			
Operational Costs	FY2027	FY2028	Total
Maintenance	\$50	\$50	\$100
<b>Total</b>	<b>\$50</b>	<b>\$50</b>	<b>\$100</b>

## Cost Savings

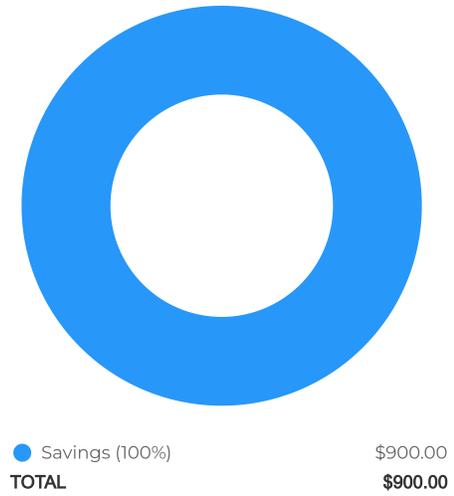
Total Budget (all years)  
**\$900**

Project Total  
**\$900**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



Cost Savings Breakdown						
Cost Savings	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$0	\$0	\$0	\$450	\$450	\$900
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450</b>	<b>\$450</b>	<b>\$900</b>

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# SEWER REQUESTS

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This requests information is generated from , Proposed Version.

# Cypress Avenue Sewer Replacement

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/03/2023
Est. Completion Date	03/13/2024
Department	Sewer
Type	Capital Improvement

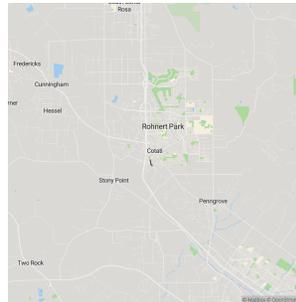
## Description

Replaces the aging pipeline in Cypress Avenue from W Sierra Ave to Nelson Lane. Timing is to have this work completed before Cypress gets repaved in Spring 2024.

## Details

Project Type	Sewer Projects
Primary Project Source Document	Sewer Infiltration and Inflow Study
General Plan Consistency	CSF 2.18 - The Project is consistent with General Plan Community Services and Facilities Policy CSF 2.18: Maintain adequate sewage conveyance infrastructure to meet existing and projected demand throughout the life of the General Plan.

## Location



## Supplemental Attachments

 [Sewer Defect Location Map\(/resource/cleargov-prod/projects/documents/687a4eb35d5ff7a64b24.pdf\)](/resource/cleargov-prod/projects/documents/687a4eb35d5ff7a64b24.pdf)

Map shows sewer defects from sewer videos and highlights recommended pipeline replacement projects.

## Capital Cost

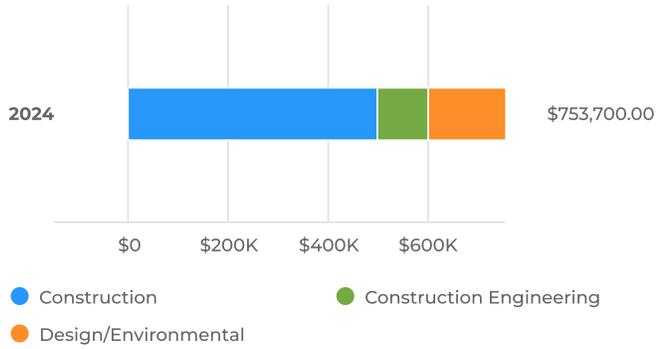
Total To Date  
**\$30,000**

FY2024 Budget  
**\$753,700**

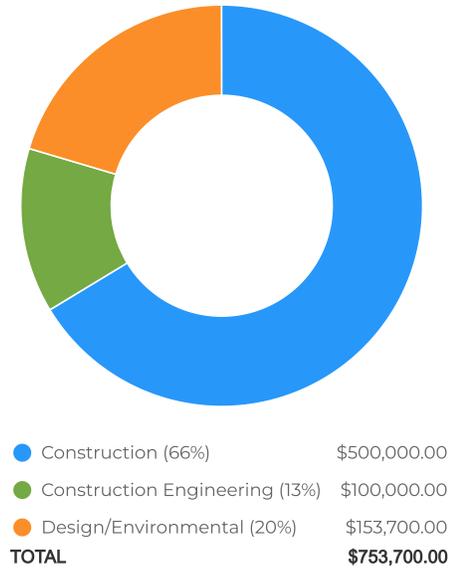
Total Budget (all years)  
**\$753.7K**

Project Total  
**\$783.7K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)

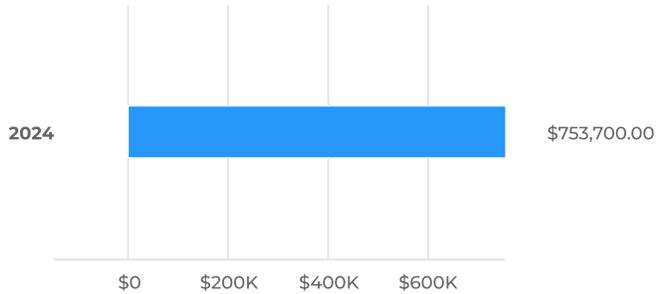


Capital Cost Breakdown			
Capital Cost	To Date	FY2024	Total
Design/Environmental	\$30,000	\$153,700	\$183,700
Construction		\$500,000	\$500,000
Construction Engineering		\$100,000	\$100,000
<b>Total</b>	<b>\$30,000</b>	<b>\$753,700</b>	<b>\$783,700</b>

## Funding Sources

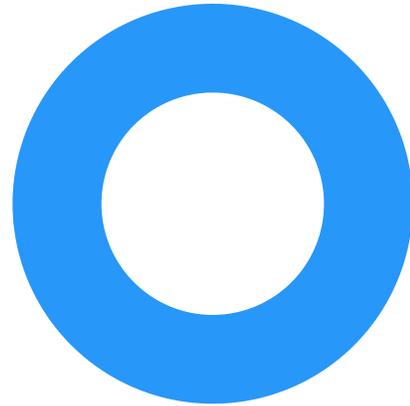
Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$30,000</b>	<b>\$753,700</b>	<b>\$753.7K</b>	<b>\$783.7K</b>

Funding Sources by Year (Proposed)



● Enterprise - Sewer Capital Fun...

Funding Sources for Budgeted Years (Proposed)



● Enterprise - Sewer Capital Funds (100%) \$753,700.00  
**TOTAL \$753,700.00**

### Funding Sources Breakdown

Funding Sources	To Date	FY2024	Total
Enterprise - Sewer Capital Funds	\$30,000	\$753,700	\$783,700
<b>Total</b>	<b>\$30,000</b>	<b>\$753,700</b>	<b>\$783,700</b>

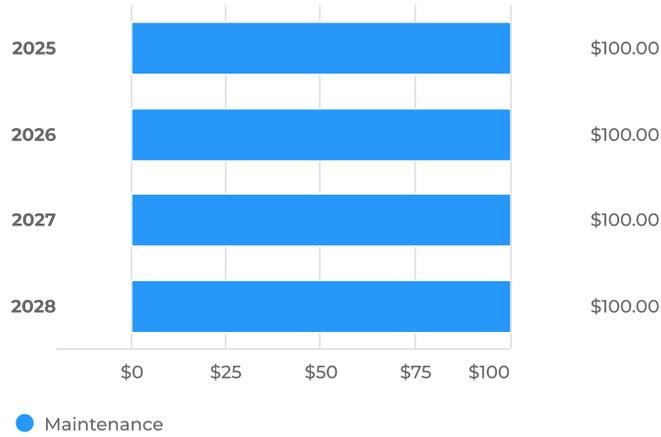


## Operational Costs

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

Project Total  
**\$400**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



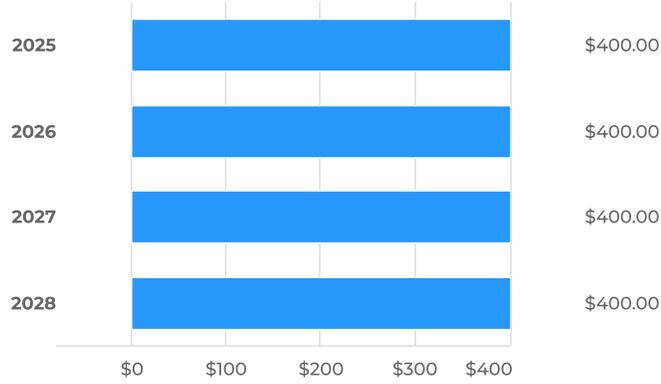
Operational Costs Breakdown					
Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$100	\$100	\$100	\$100	\$400
<b>Total</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$400</b>

## Cost Savings

Total Budget (all years)  
**\$1.6K**

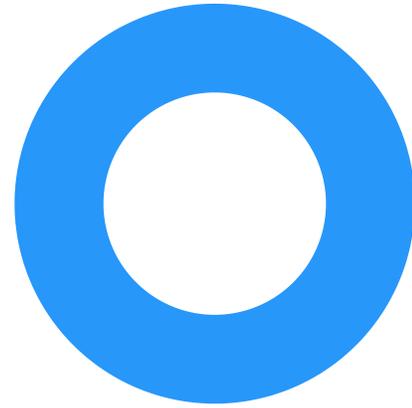
Project Total  
**\$1.6K**

Cost Savings by Year (Proposed)



● Savings

Cost Savings for Budgeted Years (Proposed)



● Savings (100%) \$1,600.00  
**TOTAL \$1,600.00**

### Cost Savings Breakdown

Cost Savings	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$400	\$400	\$400	\$400	\$1,600
<b>Total</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$1,600</b>



This requests information is generated from , Proposed Version.

# Manhole Lateral Repair/Improvement

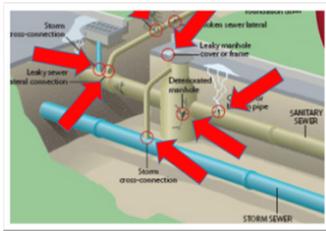
## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2026
Est. Completion Date	06/30/2027
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



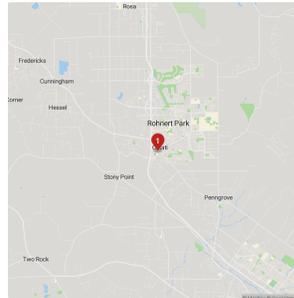
### Infiltration Reduction

Image of typical infiltration for repairs

## Details

Project Type	Sewer Projects
Primary Project Source Document	Sewer Infiltration and Inflow Study
General Plan Consistency	CSF 2.18 - The Project is consistent with General Plan Community Services and Facilities Policy CSF 2.18: Maintain adequate sewage conveyance infrastructure to meet existing and projected demand throughout the life of the General Plan.

## Location

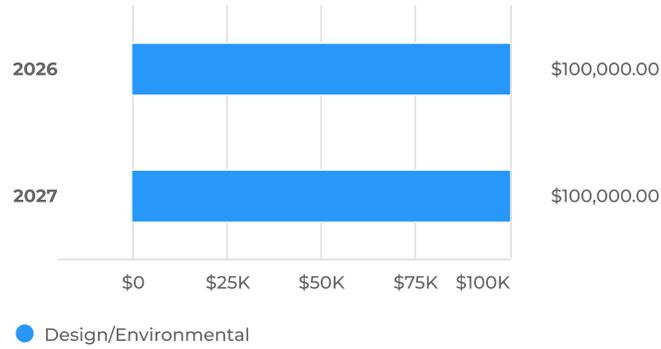


## Capital Cost

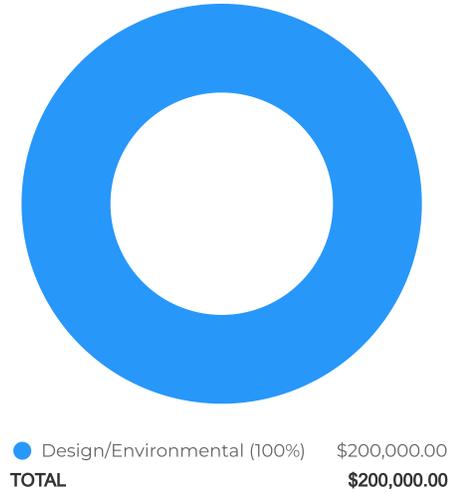
Total Budget (all years)  
**\$200K**

Project Total  
**\$200K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

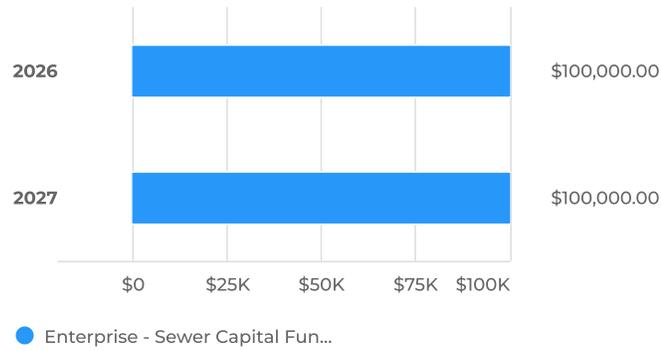
Capital Cost	FY2026	FY2027	Total
Design/Environmental	\$100,000	\$100,000	\$200,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>

## Funding Sources

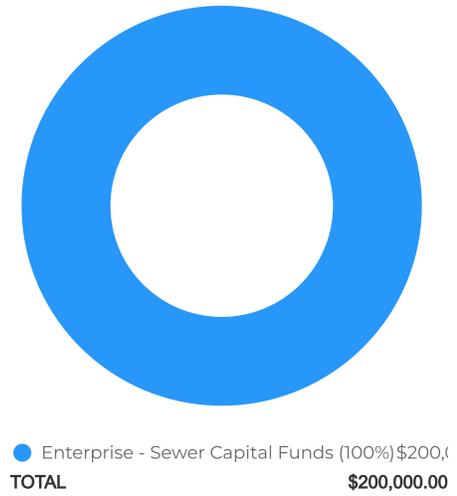
Total Budget (all years)  
**\$200K**

Project Total  
**\$200K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



Funding Sources Breakdown			
Funding Sources	FY2026	FY2027	Total
Enterprise - Sewer Capital Funds	\$100,000	\$100,000	\$200,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>

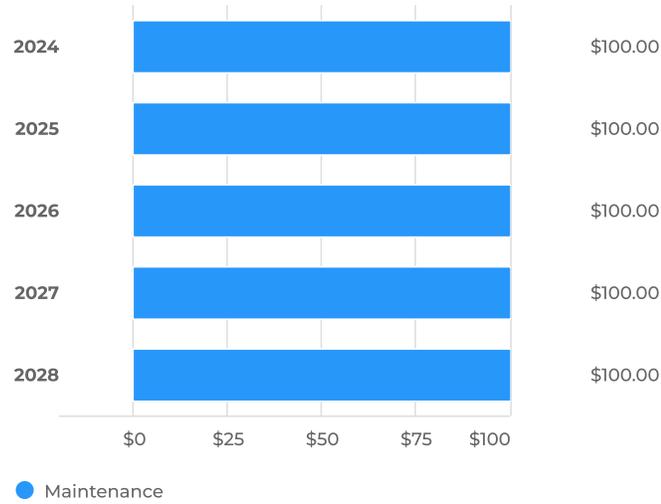
## Operational Costs

FY2024 Budget  
**\$100**

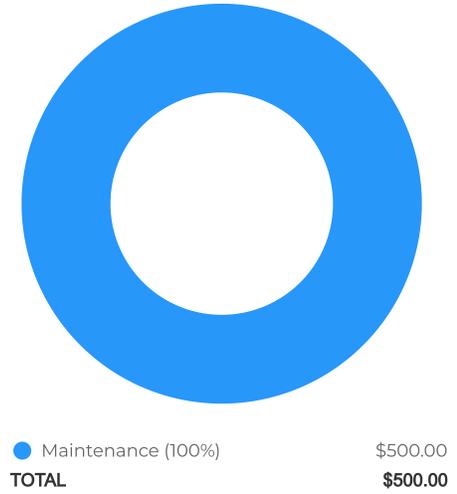
Total Budget (all years)  
**\$500**

Project Total  
**\$500**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown						
Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$100	\$100	\$100	\$100	\$100	\$500
<b>Total</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$500</b>

This requests information is generated from , Proposed Version.

# SCADA Sewer

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	04/03/2023
Est. Completion Date	10/04/2024
Department	Sewer
Type	Capital Improvement

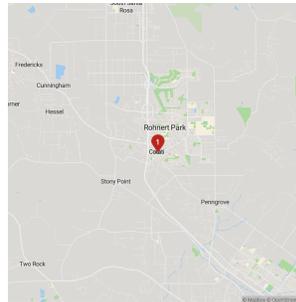
## Description

Replaces the SCADA server at the Corp Yard and provides for a redundant server at City Hall.

## Details

Project Type	Sewer Projects
Primary Project Source Document	Renewal and Replacement Needs
General Plan Consistency	CSF 2.18 - The Project is consistent with General Plan Community Services and Facilities Policy CSF 2.18: Maintain adequate sewage conveyance infrastructure to meet existing and projected demand throughout the life of the General Plan.

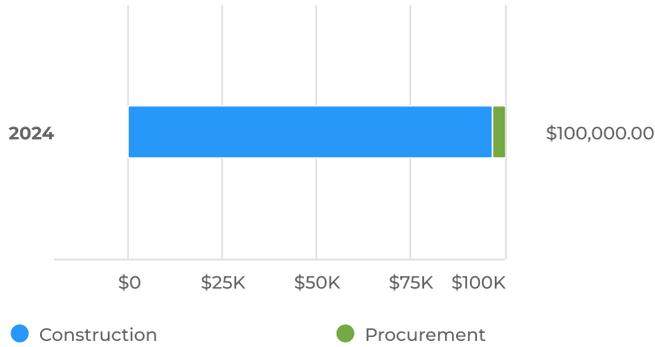
## Location



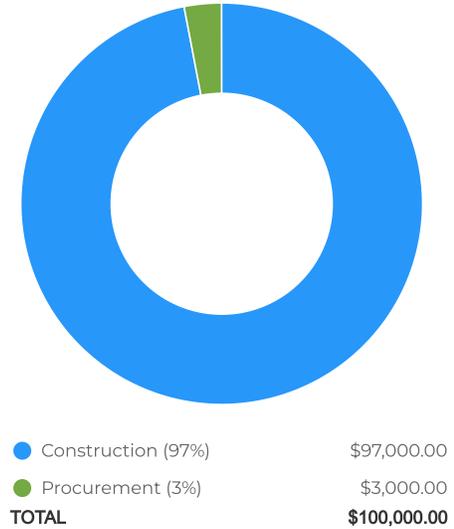
## Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$30,000</b>	<b>\$100,000</b>	<b>\$100K</b>	<b>\$130K</b>

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)

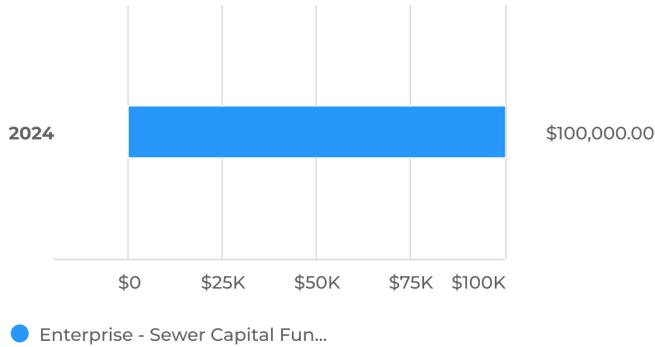


Capital Cost Breakdown			
Capital Cost	To Date	FY2024	Total
Construction	\$28,000	\$97,000	\$125,000
Procurement	\$2,000	\$3,000	\$5,000
<b>Total</b>	<b>\$30,000</b>	<b>\$100,000</b>	<b>\$130,000</b>

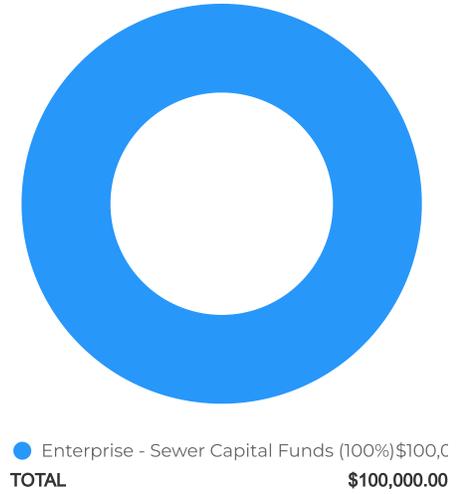
## Funding Sources

Total To Date **\$30,000**     
 FY2024 Budget **\$100,000**     
 Total Budget (all years) **\$100K**     
 Project Total **\$130K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	To Date	FY2024	Total
Enterprise - Sewer Capital Funds	\$30,000	\$100,000	\$130,000
<b>Total</b>	<b>\$30,000</b>	<b>\$100,000</b>	<b>\$130,000</b>

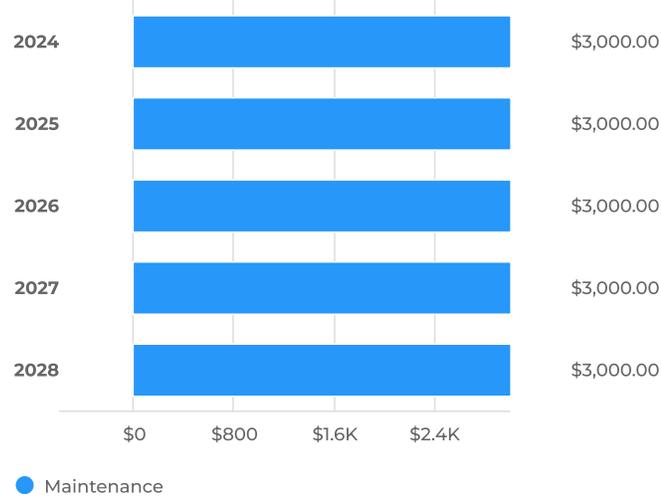
## Operational Costs

FY2024 Budget  
**\$3,000**

Total Budget (all years)  
**\$15K**

Project Total  
**\$15K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
<b>Total</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$15,000</b>

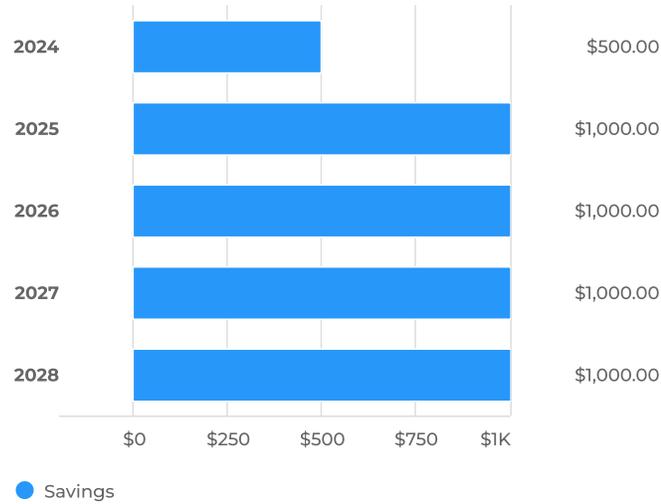
## Cost Savings

FY2024 Budget  
**\$500**

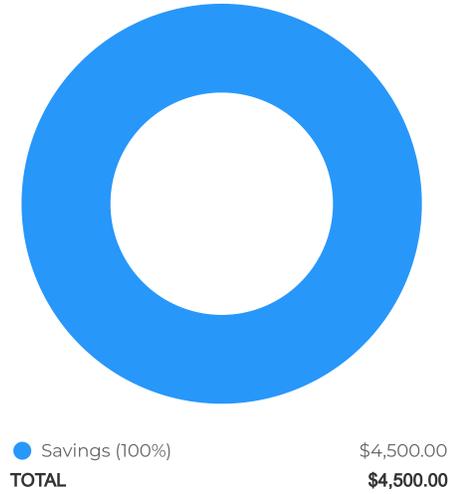
Total Budget (all years)  
**\$4.5K**

Project Total  
**\$4.5K**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



### Cost Savings Breakdown

Cost Savings	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$500	\$1,000	\$1,000	\$1,000	\$1,000	\$4,500
<b>Total</b>	<b>\$500</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$4,500</b>

This requests information is generated from , Proposed Version.

# Sewer Pipeline Repairs

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2027
Est. Completion Date	06/30/2028
Department	Sewer
Type	Capital Improvement

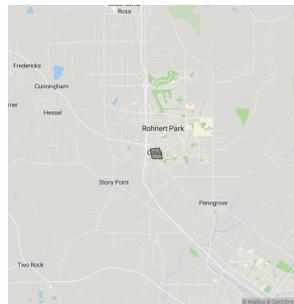
## Description

Project is to address sewer defects identified in the sewer videos conducted for the Inflow and Infiltration Reduction Project. The order of the repairs is to be determined at a later date to coordinate with street paving projects.

## Details

Project Type	Sewer Projects
Primary Project Source Document	Sewer Infiltration and Inflow Study
General Plan Consistency	CSF 2.18 - The Project is consistent with General Plan Community Services and Facilities Policy CSF 2.18: Maintain adequate sewage conveyance infrastructure to meet existing and projected demand throughout the life of the General Plan.

## Location

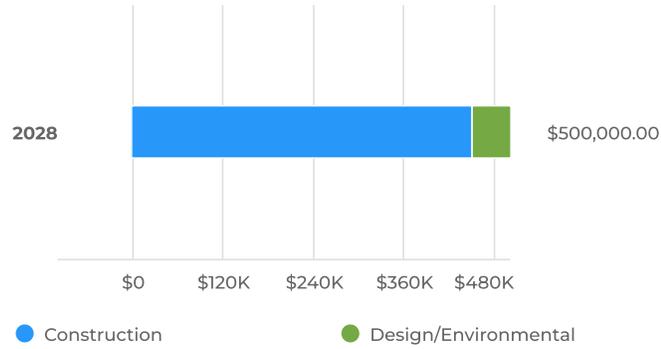


## Capital Cost

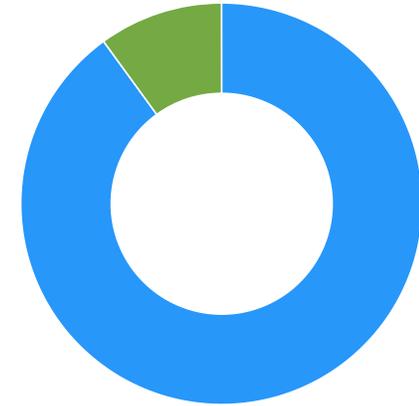
Total Budget (all years)  
**\$500K**

Project Total  
**\$500K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



● Construction (90%)	\$450,000.00
● Design/Environmental (10%)	\$50,000.00
<b>TOTAL</b>	<b>\$500,000.00</b>

### Capital Cost Breakdown

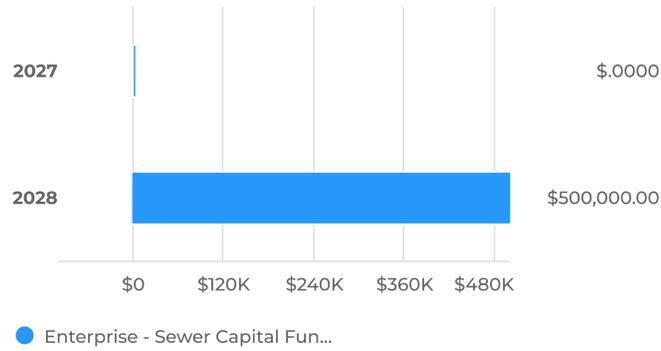
Capital Cost	FY2028	Total
Design/Environmental	\$50,000	\$50,000
Construction	\$450,000	\$450,000
<b>Total</b>	<b>\$500,000</b>	<b>\$500,000</b>

## Funding Sources

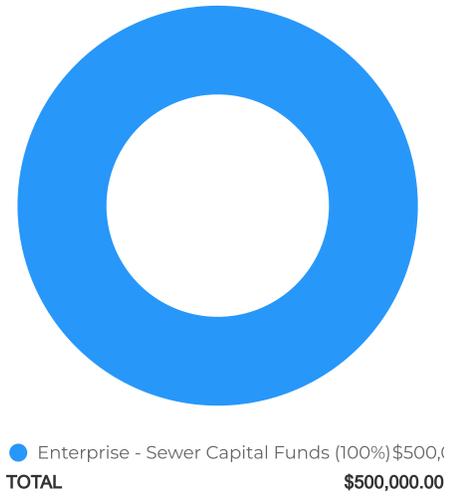
Total Budget (all years)  
**\$500K**

Project Total  
**\$500K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2027	FY2028	Total
Enterprise - Sewer Capital Funds	\$0	\$500,000	\$500,000
<b>Total</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>

This requests information is generated from , Proposed Version.

# Wastewater System Emergency Generator Project

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/03/2023
Est. Completion Date	06/28/2024
Department	Sewer
Type	Capital Improvement

## Description

The City is seeking funding to purchase and install two fixed place generators to provide back-up power to two wastewater lift stations that serve critical functions in the City's ability to treat and convey wastewater. Both locations do not currently have back-up power.

## Images



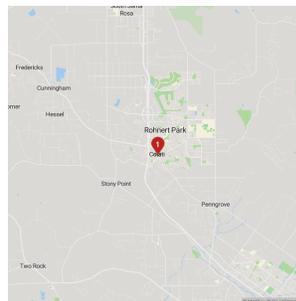
Quail Hollow Lift Station

Quail Hollow Sewer Lift Station with rented generator ahead of summer months when the City experiences frequent power outages.

## Details

Project Type	Sewer Projects
Primary Project Source Document	Emergency Preparedness and/or Response Document
General Plan Consistency	CSF 2.18 - The Project is consistent with General Plan Community Services and Facilities Policy CSF 2.18: Maintain adequate sewage conveyance infrastructure to meet existing and projected demand throughout the life of the General Plan.

## Location



## Supplemental Attachments

 [FEMA Hazard Mitigation Grant Program Application\(/resource/cleargov-prod/projects/documents/8c2335e40fdcf120856d.pdf\)](/resource/cleargov-prod/projects/documents/8c2335e40fdcf120856d.pdf)

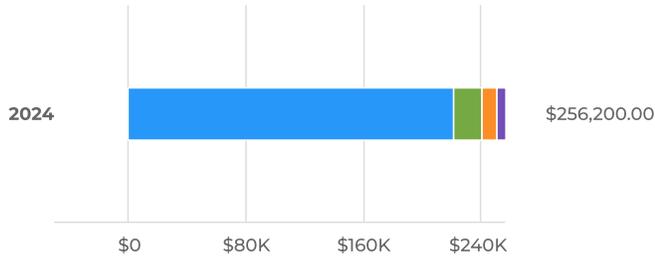
Application for two generators to power sewer lift stations during power outages.

 [Tetra Tech Memo supporting generator grant application \(/resource/cleargov-prod/projects/documents/a7f993b298b465bacc17.pdf\)](/resource/cleargov-prod/projects/documents/a7f993b298b465bacc17.pdf)

## Capital Cost

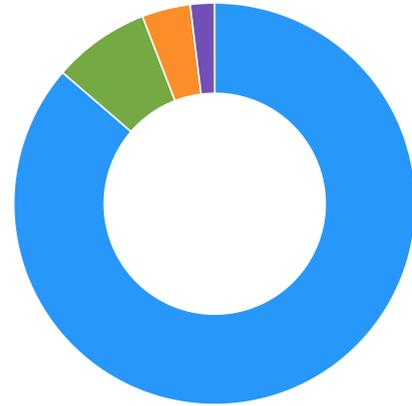
FY2024 Budget **\$256,200**      Total Budget (all years) **\$256.2K**      Project Total **\$256.2K**

Capital Cost by Year (Proposed)



- Construction
- Construction Engineering
- Design/Environmental
- Project Management

Capital Cost for Budgeted Years (Proposed)



- Construction (86%)      \$221,200.00
- Construction Engineering (8%)      \$20,000.00
- Design/Environmental (4%)      \$10,000.00
- Project Management (2%)      \$5,000.00
- TOTAL**      **\$256,200.00**

### Capital Cost Breakdown

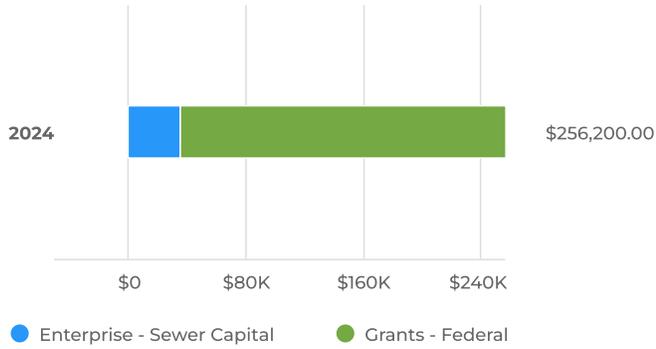
Capital Cost	FY2024	Total
Design/Environmental	\$10,000	\$10,000
Construction	\$221,200	\$221,200
Construction Engineering	\$20,000	\$20,000
Project Management	\$5,000	\$5,000
<b>Total</b>	<b>\$256,200</b>	<b>\$256,200</b>



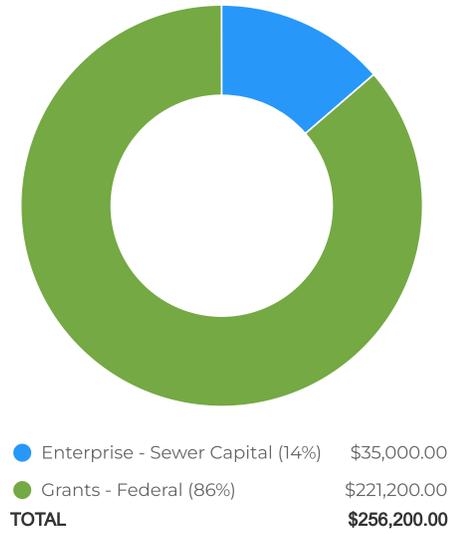
## Funding Sources

FY2024 Budget **\$256,200**      Total Budget (all years) **\$256.2K**      Project Total **\$256.2K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Grants - Federal	\$221,200	\$221,200
Enterprise - Sewer Capital	\$35,000	\$35,000
<b>Total</b>	<b>\$256,200</b>	<b>\$256,200</b>



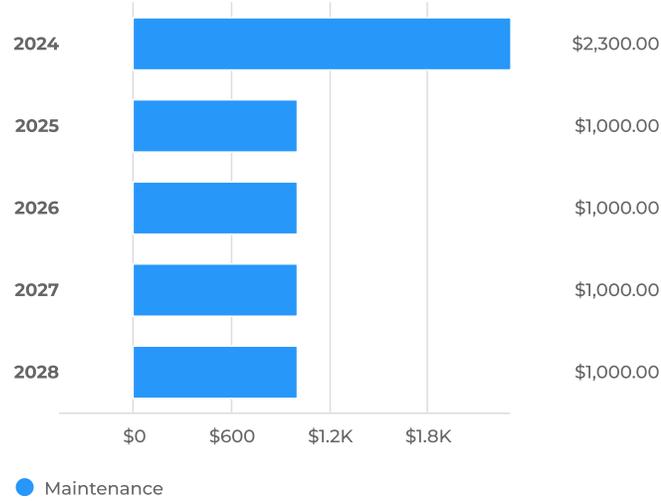
## Operational Costs

FY2024 Budget  
**\$2,300**

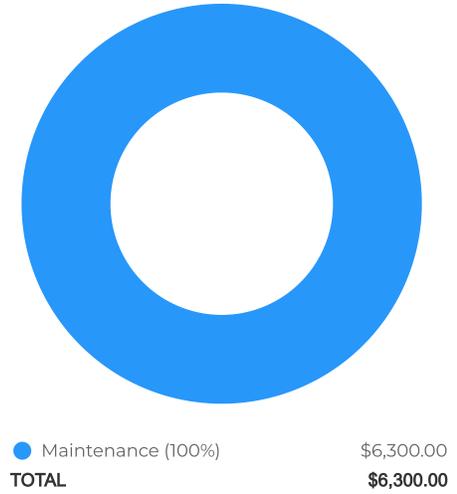
Total Budget (all years)  
**\$6.3K**

Project Total  
**\$6.3K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

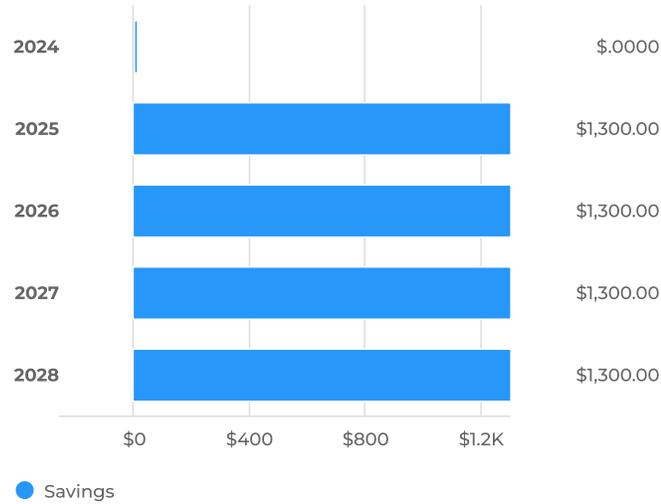
Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$2,300	\$1,000	\$1,000	\$1,000	\$1,000	\$6,300
<b>Total</b>	<b>\$2,300</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$6,300</b>

## Cost Savings

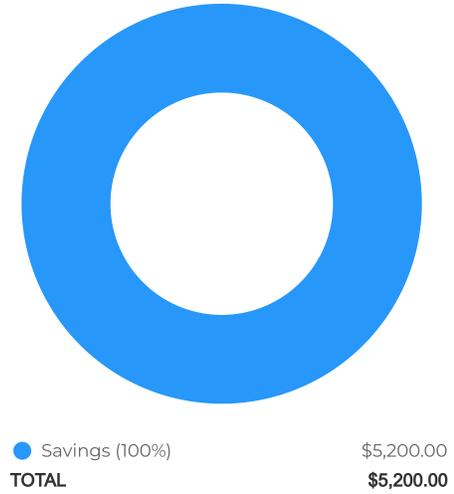
Total Budget (all years)  
**\$5.2K**

Project Total  
**\$5.2K**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



### Cost Savings Breakdown

Cost Savings	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$0	\$1,300	\$1,300	\$1,300	\$1,300	\$5,200
<b>Total</b>	<b>\$0</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$5,200</b>



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# **WATER REQUESTS**

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This requests information is generated from , Proposed Version.

## BP-1: Cypress Tank Booster Pumps

### Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2027
Est. Completion Date	06/30/2028
Department	Water
Type	Capital Improvement

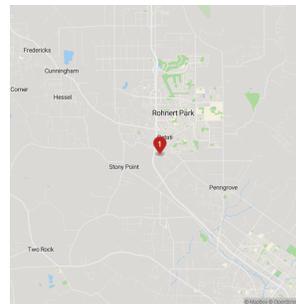
### Description

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

### Details

Project Type	Water Projects
Primary Project Source Document	Water Distribution Master Plan
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

### Location

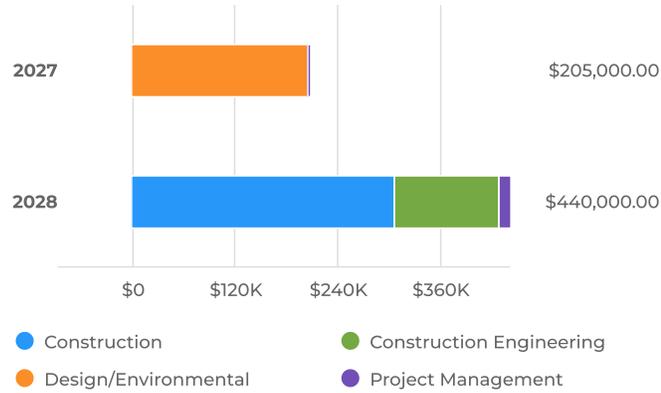


## Capital Cost

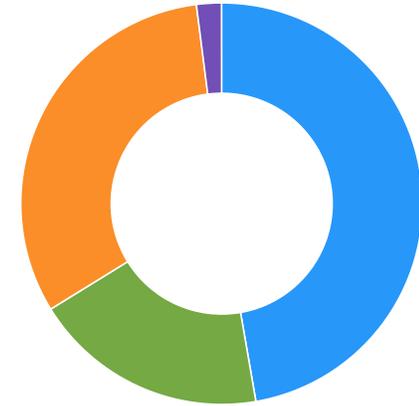
Total Budget (all years)  
**\$645K**

Project Total  
**\$645K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (47%)	\$305,000.00
Construction Engineering (19%)	\$122,000.00
Design/Environmental (32%)	\$205,000.00
Project Management (2%)	\$13,000.00
<b>TOTAL</b>	<b>\$645,000.00</b>

### Capital Cost Breakdown

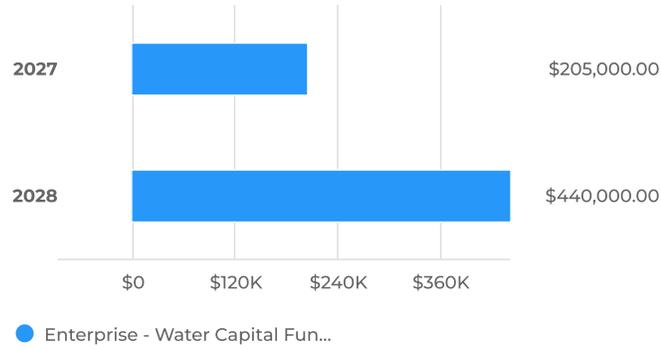
Capital Cost	FY2027	FY2028	Total
Design/Environmental	\$205,000		\$205,000
Construction		\$305,000	\$305,000
Construction Engineering		\$122,000	\$122,000
Project Management		\$13,000	\$13,000
<b>Total</b>	<b>\$205,000</b>	<b>\$440,000</b>	<b>\$645,000</b>

## Funding Sources

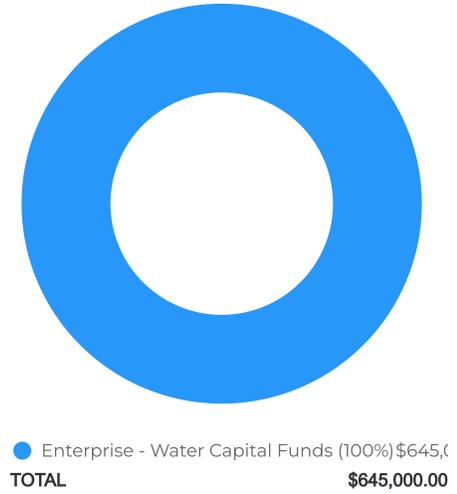
Total Budget (all years)  
**\$645K**

Project Total  
**\$645K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



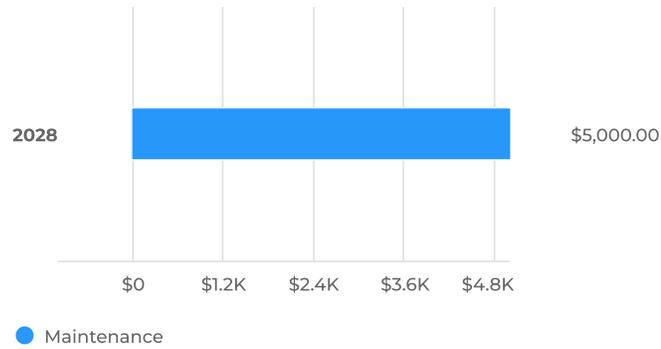
Funding Sources Breakdown			
Funding Sources	FY2027	FY2028	Total
Enterprise - Water Capital Funds	\$205,000	\$440,000	\$645,000
<b>Total</b>	<b>\$205,000</b>	<b>\$440,000</b>	<b>\$645,000</b>

## Operational Costs

Total Budget (all years)  
**\$5K**

Project Total  
**\$5K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown		
Operational Costs	FY2028	Total
Maintenance	\$5,000	\$5,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>

This requests information is generated from , Proposed Version.

# Construction Water ATM Project

## Overview

Request Owner	Damien O'Bid, City Manager
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2024
Department	Water
Type	Capital Improvement

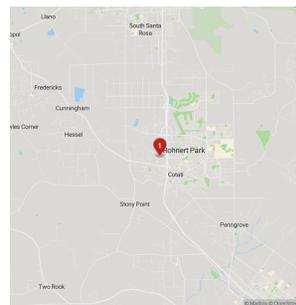
## Description

This project consists of building a remote water dispensing station near Alder and Helman Lane to allow contractors building projects within Cotati to self-serve for construction water and remotely pay at the time of dispensing. The current process involves renting out physical meters, which are attached to fire hydrants. However, meters often are not returned and billing after the fact can be problematic.

## Details

Project Type	Water Projects
Primary Project Source Document	Renewal and Replacement Needs
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

## Location



## Capital Cost

FY2024 Budget  
**\$75,000**

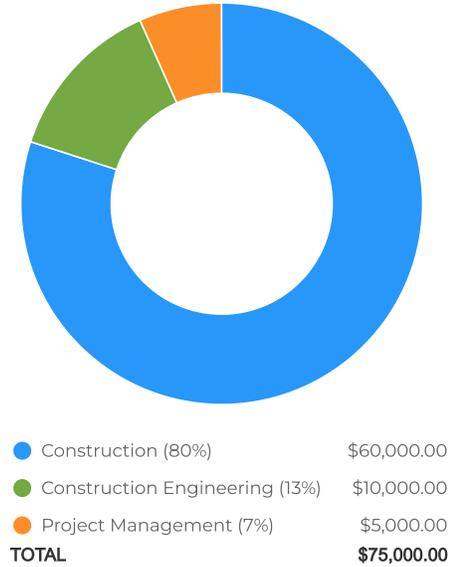
Total Budget (all years)  
**\$75K**

Project Total  
**\$75K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

Capital Cost	FY2024	Total
Construction	\$60,000	\$60,000
Construction Engineering	\$10,000	\$10,000
Project Management	\$5,000	\$5,000
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>



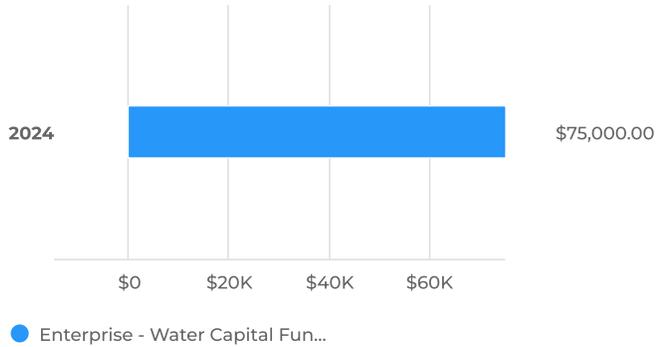
## Funding Sources

FY2024 Budget  
**\$75,000**

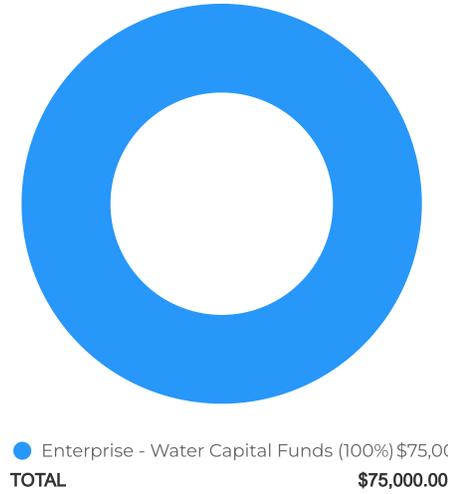
Total Budget (all years)  
**\$75K**

Project Total  
**\$75K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



Funding Sources Breakdown		
Funding Sources	FY2024	Total
Enterprise - Water Capital Funds	\$75,000	\$75,000
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>

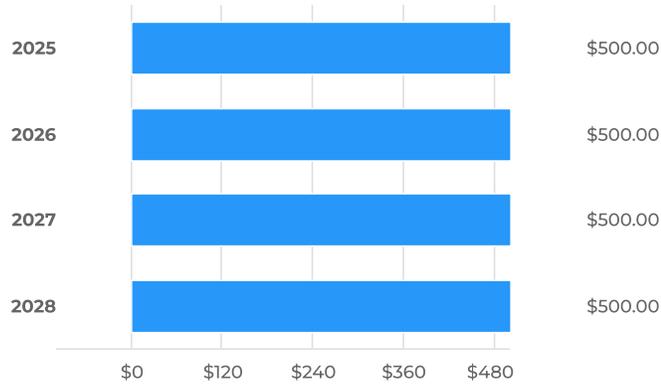


## Operational Costs

Total Budget (all years)  
**\$2K**

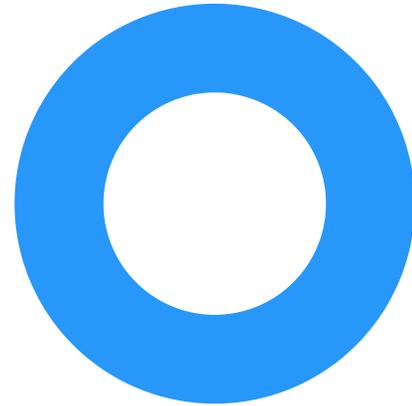
Project Total  
**\$2K**

Operational Costs by Year (Proposed)



● Maintenance

Operational Costs for Budgeted Years (Proposed)



● Maintenance (100%) \$2,000.00  
**TOTAL \$2,000.00**

### Operational Costs Breakdown

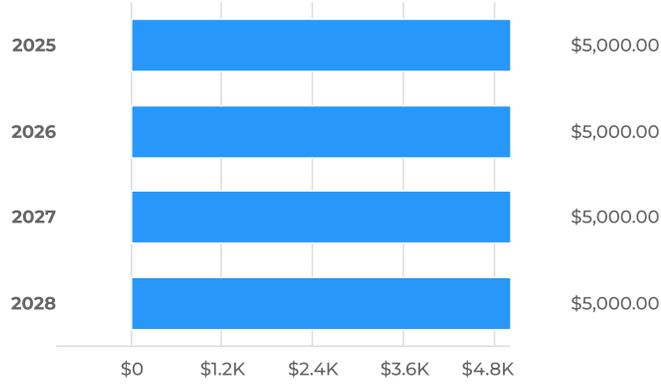
Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$500	\$500	\$500	\$500	\$2,000
<b>Total</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$2,000</b>

## Cost Savings

Total Budget (all years)  
**\$20K**

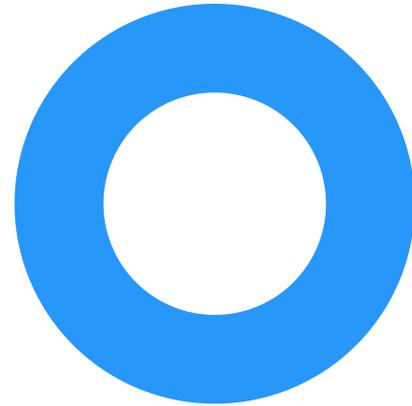
Project Total  
**\$20K**

Cost Savings by Year (Proposed)



● Savings

Cost Savings for Budgeted Years (Proposed)



● Savings (100%)

\$20,000.00

**TOTAL**

**\$20,000.00**

### Cost Savings Breakdown

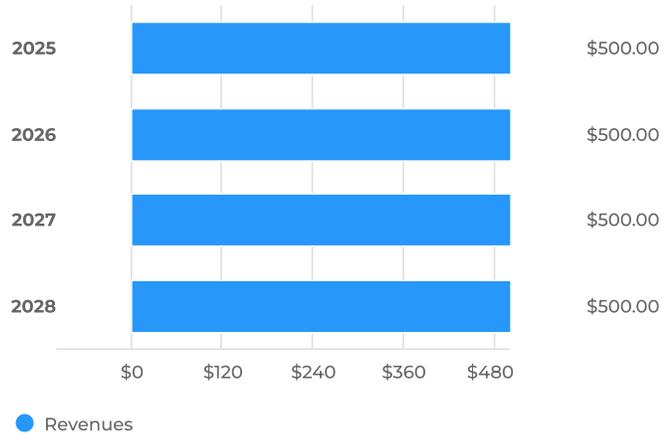
Cost Savings	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$20,000</b>

## Operating Revenue

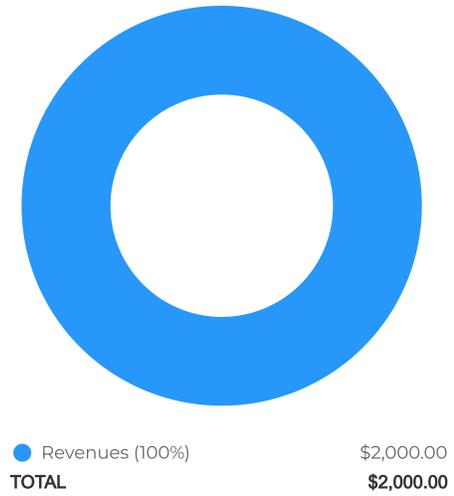
Total Budget (all years)  
**\$2K**

Project Total  
**\$2K**

Operating Revenue by Year (Proposed)



Operating Revenue for Budgeted Years (Proposed)



### Operating Revenue Breakdown

Operating Revenue	FY2025	FY2026	FY2027	FY2028	Total
Revenues	\$500	\$500	\$500	\$500	\$2,000
<b>Total</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$2,000</b>

This requests information is generated from , Proposed Version.

# Distribution System Monitoring

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## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2022
Est. Completion Date	06/30/2026
Department	Water
Type	Capital Improvement

---

## 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.

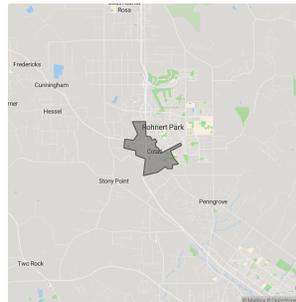
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## Details

Project Type	Water Projects
Primary Project Source Document	Emergency Preparedness and/or Response Document
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

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## Location

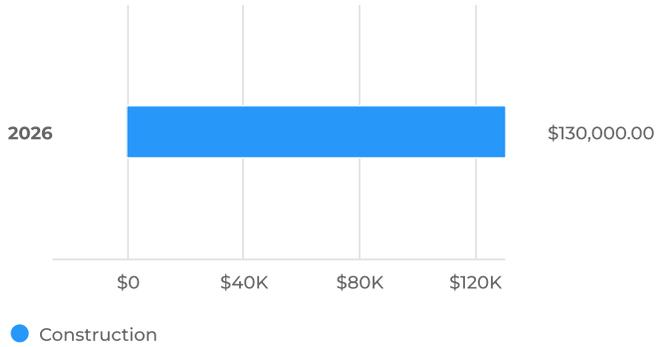


## Capital Cost

Total Budget (all years)  
**\$130K**

Project Total  
**\$130K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



### Capital Cost Breakdown

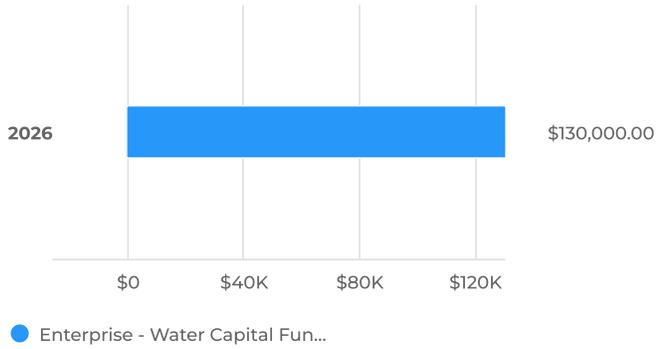
Capital Cost	FY2026	Total
Construction	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

## Funding Sources

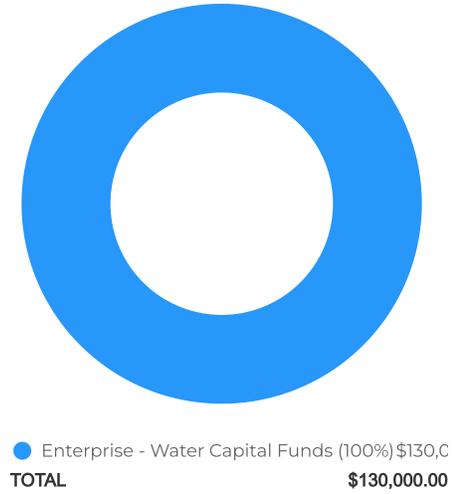
Total Budget (all years)  
**\$130K**

Project Total  
**\$130K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

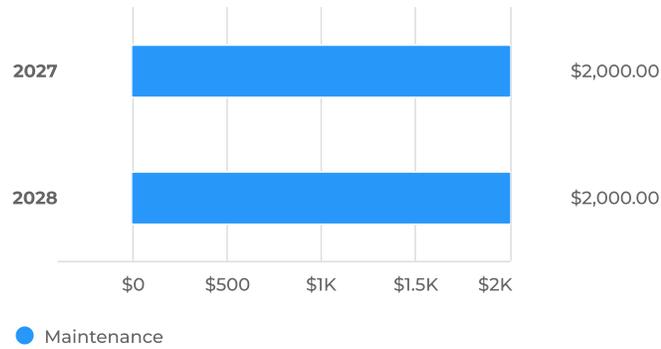
Funding Sources	FY2026	Total
Enterprise - Water Capital Funds	\$130,000	\$130,000
<b>Total</b>	<b>\$130,000</b>	<b>\$130,000</b>

## Operational Costs

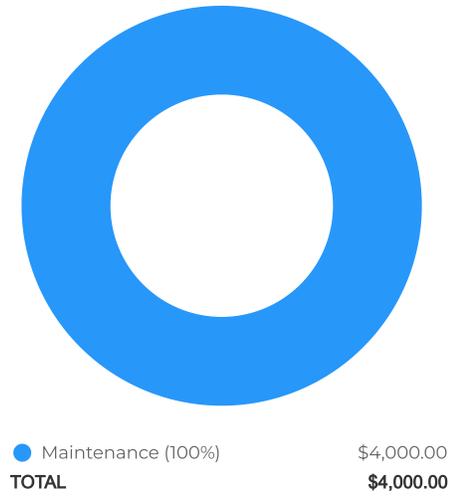
Total Budget (all years)  
**\$4K**

Project Total  
**\$4K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown			
Operational Costs	FY2027	FY2028	Total
Maintenance	\$2,000	\$2,000	\$4,000
<b>Total</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$4,000</b>

## Cost Savings

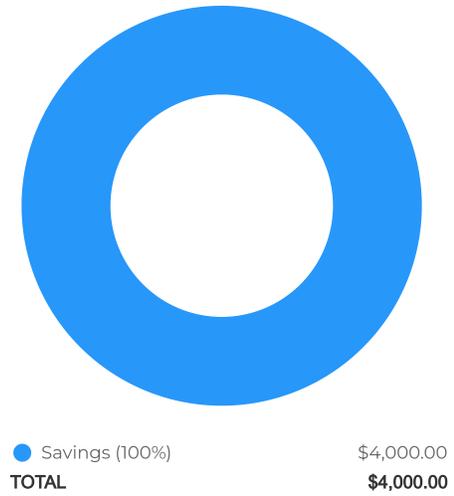
Total Budget (all years)  
**\$4K**

Project Total  
**\$4K**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



### Cost Savings Breakdown

Cost Savings	FY2027	FY2028	Total
Savings	\$2,000	\$2,000	\$4,000
<b>Total</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$4,000</b>

This requests information is generated from , Proposed Version.

# P-1: Portal Street, Mercantile, Aaron Main Replacement

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## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	03/04/2024
Est. Completion Date	06/30/2024
Department	Water
Type	Capital Improvement

---

## Description

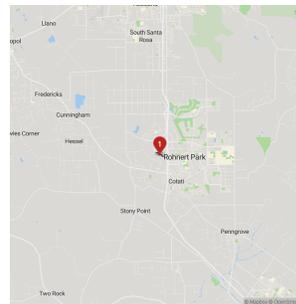
This project replaces approximately 2,100 feet of existing undersized mains in the industrial area to improve fire flows.

---

## Details

Project Type	Water Projects
Primary Project Source Document	Water Distribution Master Plan
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

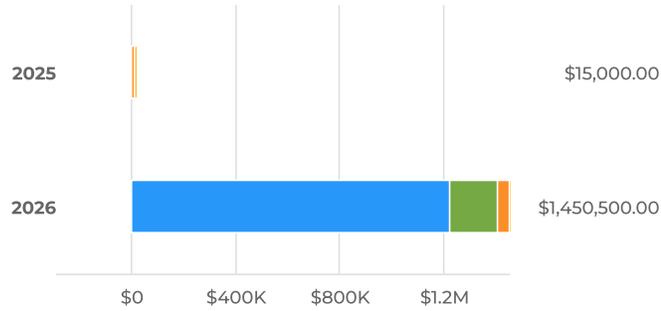
## Location



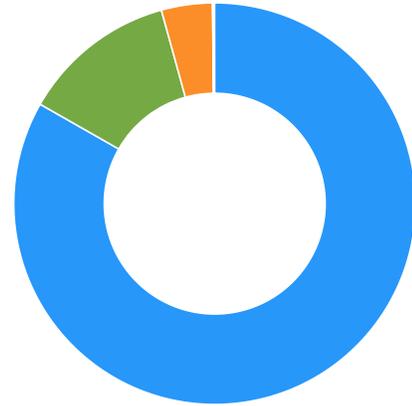
## Capital Cost

Total To Date **\$90,000**      Total Budget (all years) **\$1.466M**      Project Total **\$1.556M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



- Construction
- Construction Engineering
- Design/Environmental
- Procurement
- Project Management

<span style="color: blue;">●</span> Construction (83%)	\$1,220,000.00
<span style="color: green;">●</span> Construction Engineering (12%)	\$183,000.00
<span style="color: orange;">●</span> Design/Environmental (4%)	\$60,000.00
<span style="color: purple;">●</span> Procurement (0%)	\$500.00
<span style="color: yellow;">●</span> Project Management (0%)	\$2,000.00
<b>TOTAL</b>	<b>\$1,465,500.00</b>

### Capital Cost Breakdown

Capital Cost	To Date	FY2025	FY2026	Total
Design/Environmental	\$90,000	\$15,000	\$45,000	\$150,000
Construction			\$1,220,000	\$1,220,000
Construction Engineering			\$183,000	\$183,000
Project Management			\$2,000	\$2,000
Procurement			\$500	\$500
<b>Total</b>	<b>\$90,000</b>	<b>\$15,000</b>	<b>\$1,450,500</b>	<b>\$1,555,500</b>

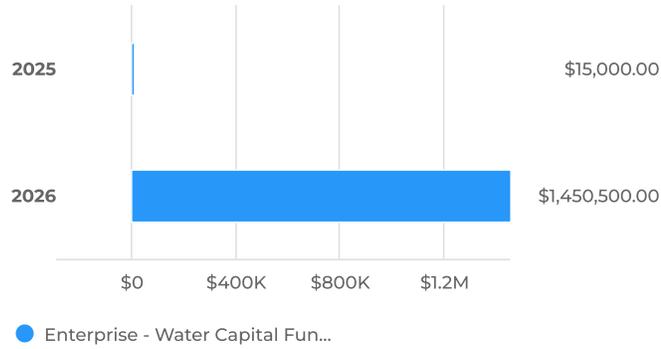


## Funding Sources

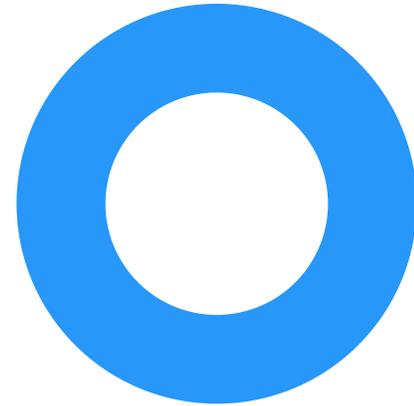
Total Budget (all years)  
**\$1.466M**

Project Total  
**\$1.466M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



● Enterprise - Water Capital Funds (100%) \$1,465,500.00  
**TOTAL \$1,465,500.00**

### Funding Sources Breakdown

Funding Sources	FY2025	FY2026	Total
Enterprise - Water Capital Funds	\$15,000	\$1,450,500	\$1,465,500
<b>Total</b>	<b>\$15,000</b>	<b>\$1,450,500</b>	<b>\$1,465,500</b>



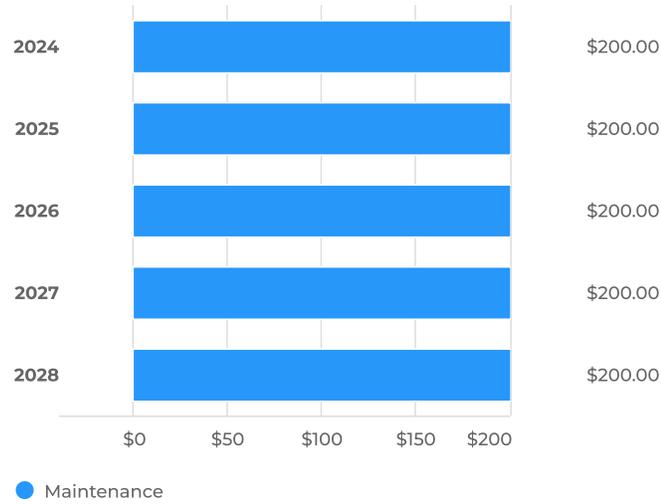
## Operational Costs

FY2024 Budget  
**\$200**

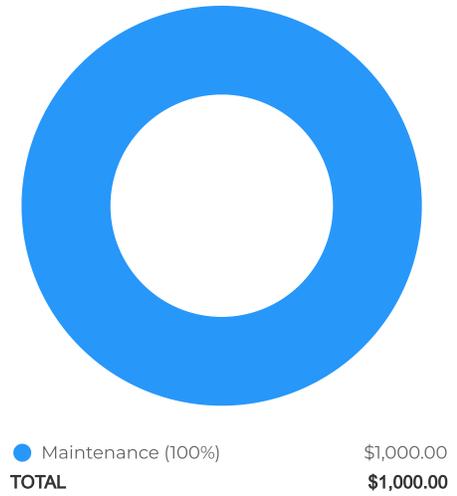
Total Budget (all years)  
**\$1K**

Project Total  
**\$1K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown						
Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$200	\$200	\$200	\$200	\$200	\$1,000
<b>Total</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$1,000</b>

This requests information is generated from , Proposed Version.

## P-3, 4: Cypress Tank New Water Main

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### Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	01/05/2026
Est. Completion Date	06/30/2028
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.

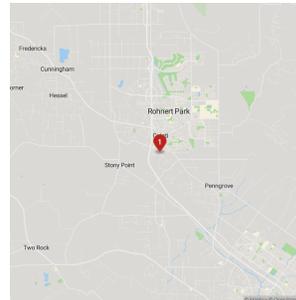
---

### Details

Project Type	Water Projects
Primary Project Source Document	Water Distribution Master Plan
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

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### Location



## Capital Cost

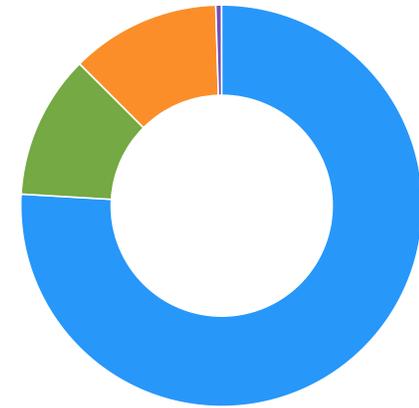
Total Budget (all years)  
**\$1.08M**

Project Total  
**\$1.08M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (76%)	\$820,000.00
Construction Engineering (12%)	\$125,000.00
Design/Environmental (12%)	\$130,000.00
Project Management (0%)	\$5,000.00
<b>TOTAL</b>	<b>\$1,080,000.00</b>

### Capital Cost Breakdown

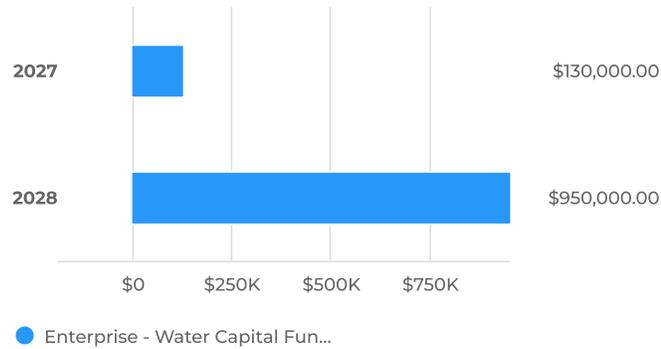
Capital Cost	FY2027	FY2028	Total
Design/Environmental	\$130,000		\$130,000
Construction		\$820,000	\$820,000
Construction Engineering		\$125,000	\$125,000
Project Management		\$5,000	\$5,000
<b>Total</b>	<b>\$130,000</b>	<b>\$950,000</b>	<b>\$1,080,000</b>

## Funding Sources

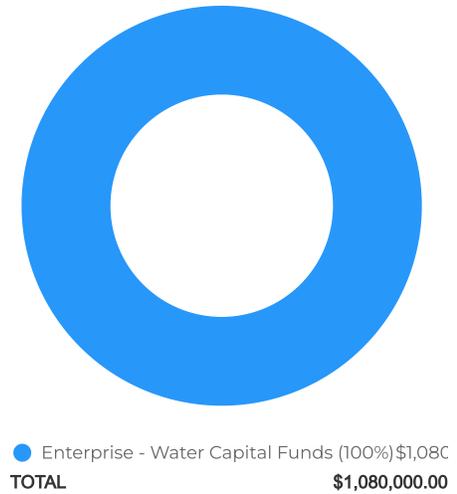
Total Budget (all years)  
**\$1.08M**

Project Total  
**\$1.08M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



Funding Sources Breakdown			
Funding Sources	FY2027	FY2028	Total
Enterprise - Water Capital Funds	\$130,000	\$950,000	\$1,080,000
<b>Total</b>	<b>\$130,000</b>	<b>\$950,000</b>	<b>\$1,080,000</b>

This requests information is generated from , Proposed Version.

## P-5: Sycamore Lane Water Main Replacement

### Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2025
Est. Completion Date	06/30/2026
Department	Water
Type	Capital Improvement

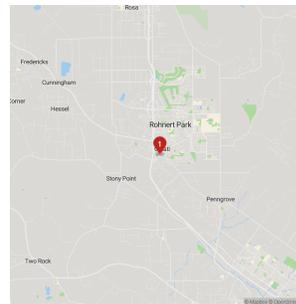
### Description

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

### Details

Project Type	Water Projects
Primary Project Source Document	Water Distribution Master Plan
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

### Location

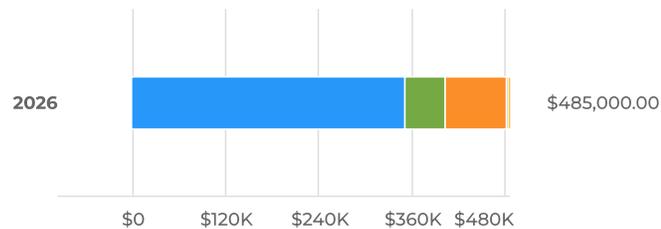


## Capital Cost

Total Budget (all years)  
**\$485K**

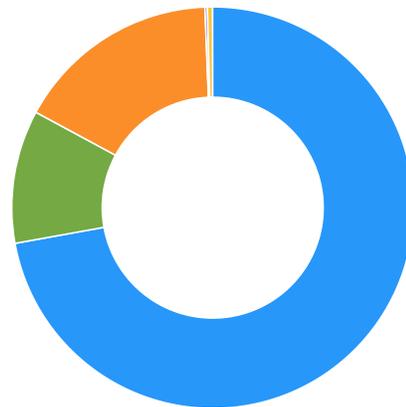
Project Total  
**\$485K**

Capital Cost by Year (Proposed)



- Construction
- Design/Environmental
- Project Management
- Construction Engineering
- Procurement

Capital Cost for Budgeted Years (Proposed)



<span style="color: blue;">●</span> Construction (72%)	\$350,000.00
<span style="color: green;">●</span> Construction Engineering (11%)	\$52,000.00
<span style="color: orange;">●</span> Design/Environmental (16%)	\$80,000.00
<span style="color: purple;">●</span> Procurement (0%)	\$1,000.00
<span style="color: yellow;">●</span> Project Management (0%)	\$2,000.00
<b>TOTAL</b>	<b>\$485,000.00</b>

### Capital Cost Breakdown

Capital Cost	FY2026	Total
Design/Environmental	\$80,000	\$80,000
Construction	\$350,000	\$350,000
Construction Engineering	\$52,000	\$52,000
Project Management	\$2,000	\$2,000
Procurement	\$1,000	\$1,000
<b>Total</b>	<b>\$485,000</b>	<b>\$485,000</b>

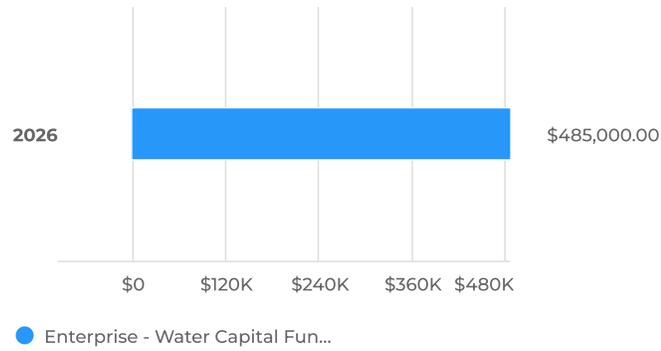


## Funding Sources

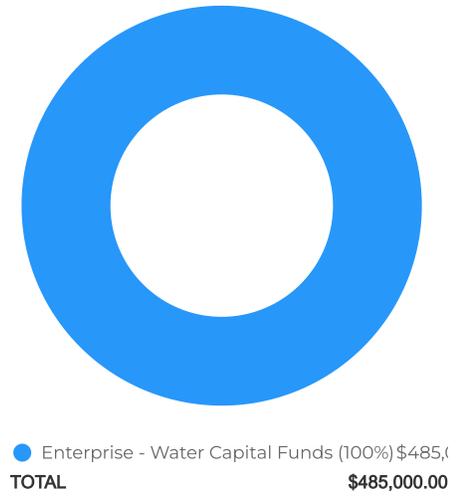
Total Budget (all years)  
**\$485K**

Project Total  
**\$485K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



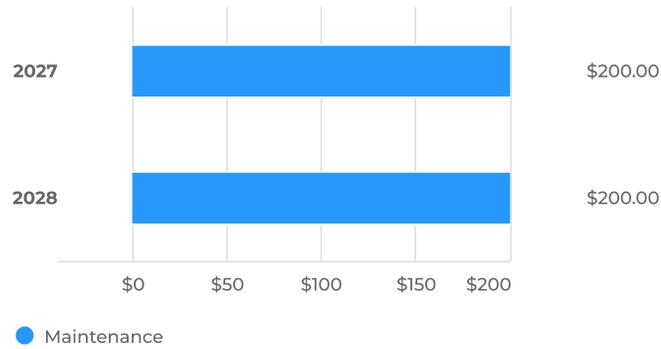
Funding Sources Breakdown		
Funding Sources	FY2026	Total
Enterprise - Water Capital Funds	\$485,000	\$485,000
<b>Total</b>	<b>\$485,000</b>	<b>\$485,000</b>

## Operational Costs

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

Project Total  
**\$400**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown			
Operational Costs	FY2027	FY2028	Total
Maintenance	\$200	\$200	\$400
<b>Total</b>	<b>\$200</b>	<b>\$200</b>	<b>\$400</b>

This requests information is generated from , Proposed Version.

# SCADA Water

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	04/03/2023
Est. Completion Date	10/04/2024
Department	Water
Type	Capital Improvement

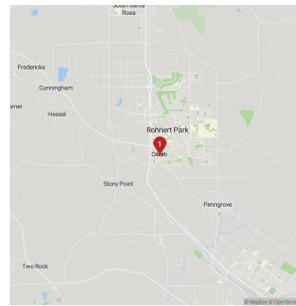
## Description

Upgrades the SCADA server at the Corporation Yard and installs redundant server at City Hall.

## Details

Project Type	Water Projects
Primary Project Source Document	Renewal and Replacement Needs
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

## Location



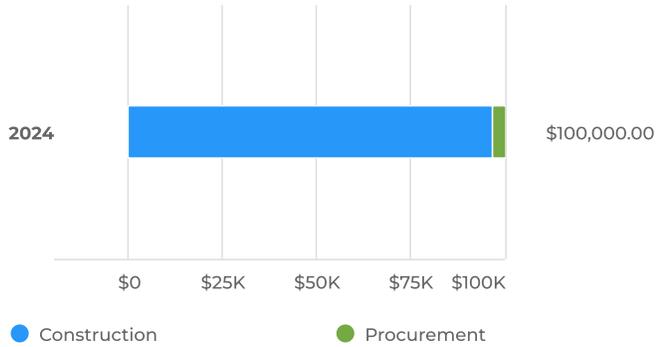
## Supplemental Attachments

 [Tesco Proposal\(/resource/cleargov-prod/projects/documents/d95f04dc640f07d02461.pdf\)](/resource/cleargov-prod/projects/documents/d95f04dc640f07d02461.pdf)

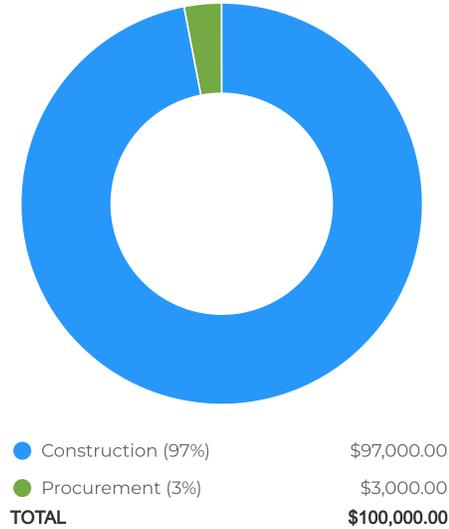
## Capital Cost

Total To Date	FY2024 Budget	Total Budget (all years)	Project Total
<b>\$30,000</b>	<b>\$100,000</b>	<b>\$100K</b>	<b>\$130K</b>

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)

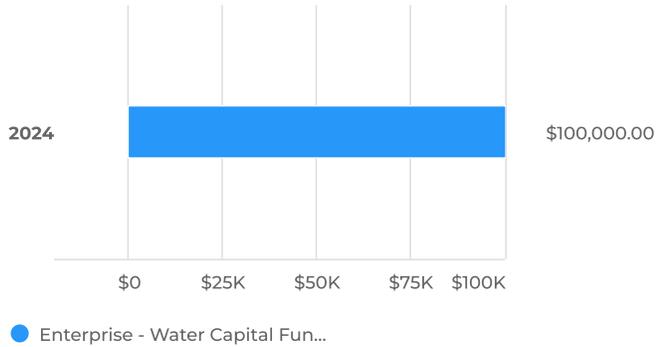


Capital Cost Breakdown			
Capital Cost	To Date	FY2024	Total
Construction	\$28,000	\$97,000	\$125,000
Procurement	\$2,000	\$3,000	\$5,000
<b>Total</b>	<b>\$30,000</b>	<b>\$100,000</b>	<b>\$130,000</b>

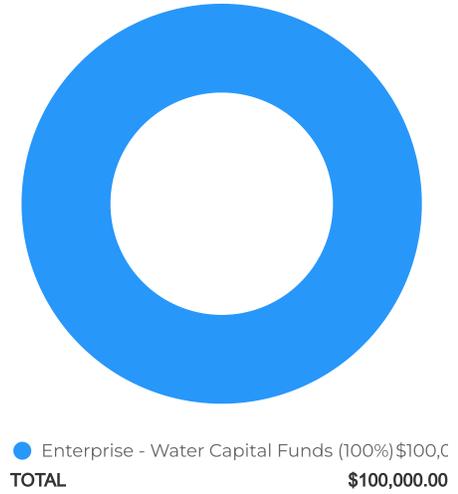
## Funding Sources

Total To Date **\$30,000**     
 FY2024 Budget **\$100,000**     
 Total Budget (all years) **\$100K**     
 Project Total **\$130K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	To Date	FY2024	Total
Enterprise - Water Capital Funds	\$30,000	\$100,000	\$130,000
<b>Total</b>	<b>\$30,000</b>	<b>\$100,000</b>	<b>\$130,000</b>

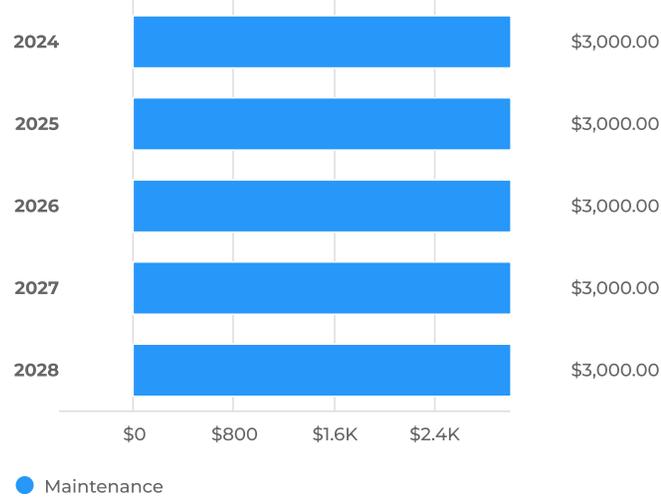
## Operational Costs

FY2024 Budget  
**\$3,000**

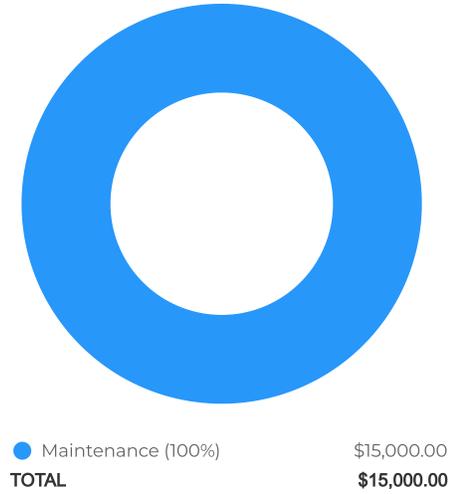
Total Budget (all years)  
**\$15K**

Project Total  
**\$15K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



### Operational Costs Breakdown

Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
<b>Total</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$15,000</b>

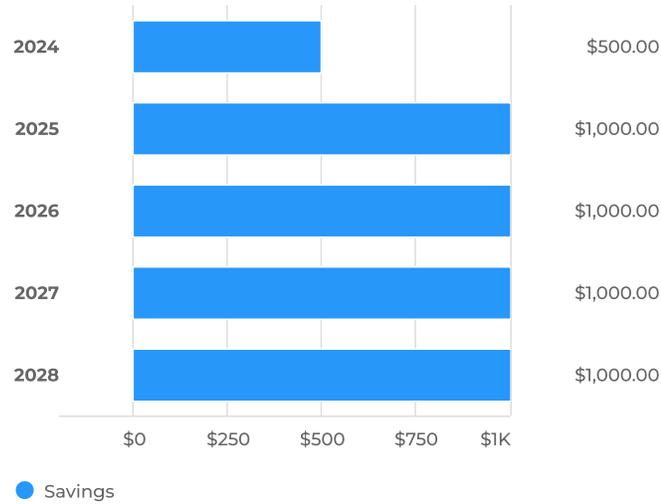
## Cost Savings

FY2024 Budget  
**\$500**

Total Budget (all years)  
**\$4.5K**

Project Total  
**\$4.5K**

Cost Savings by Year (Proposed)



Cost Savings for Budgeted Years (Proposed)



### Cost Savings Breakdown

Cost Savings	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$500	\$1,000	\$1,000	\$1,000	\$1,000	\$4,500
<b>Total</b>	<b>\$500</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$4,500</b>

This requests information is generated from , Proposed Version.

# T-1: New Cypress Storage Tank

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## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	01/04/2027
Est. Completion Date	06/30/2028
Department	Water
Type	Capital Improvement

---

## Description

Replaces the Cypress Water Storage Tank. The old Cypress tank was taken out of service when the W Sierra tank was brought on-line due to different water operating levels. The new tank will increase the 100k gallon capacity to approximately 700k gallons and is needed to meet the City's water storage operational and emergency storage needs.

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

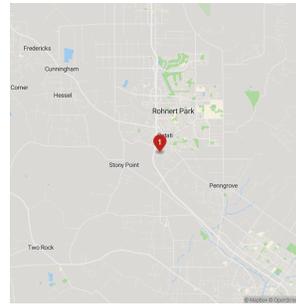
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## Details

Project Type	Water Projects
Primary Project Source Document	Water Distribution Master Plan
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

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## Location



## Capital Cost

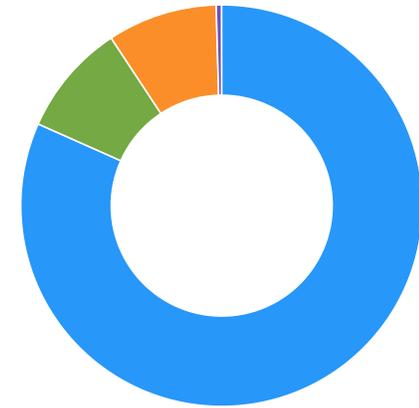
Total Budget (all years)  
**\$2.32M**

Project Total  
**\$2.32M**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



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

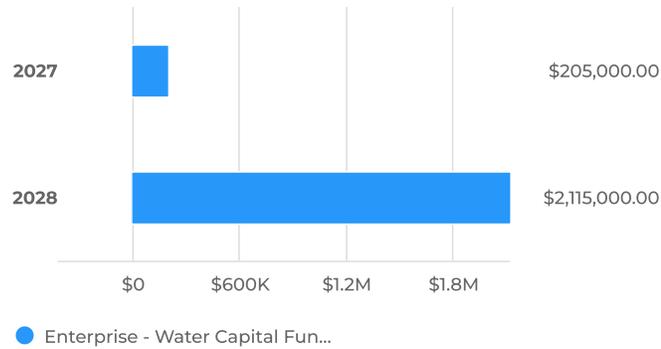
Capital Cost	FY2027	FY2028	Total
Design/Environmental	\$205,000		\$205,000
Construction		\$1,895,000	\$1,895,000
Construction Engineering		\$210,000	\$210,000
Project Management		\$10,000	\$10,000
<b>Total</b>	<b>\$205,000</b>	<b>\$2,115,000</b>	<b>\$2,320,000</b>

## Funding Sources

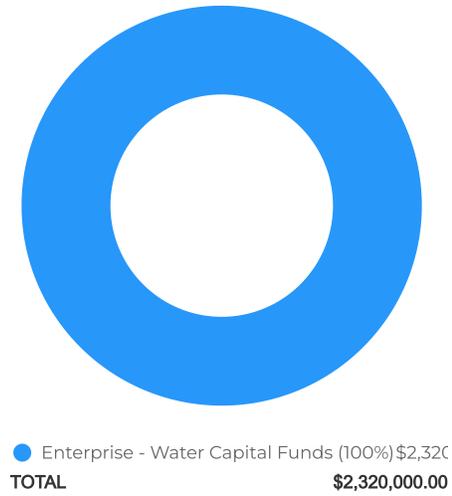
Total Budget (all years)  
**\$2.32M**

Project Total  
**\$2.32M**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



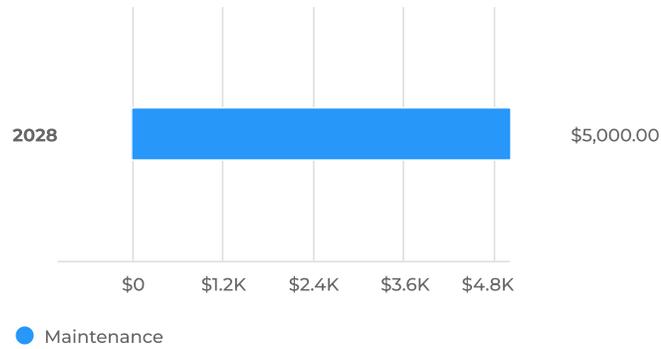
Funding Sources Breakdown			
Funding Sources	FY2027	FY2028	Total
Enterprise - Water Capital Funds	\$205,000	\$2,115,000	\$2,320,000
<b>Total</b>	<b>\$205,000</b>	<b>\$2,115,000</b>	<b>\$2,320,000</b>

## Operational Costs

Total Budget (all years)  
**\$5K**

Project Total  
**\$5K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown		
Operational Costs	FY2028	Total
Maintenance	\$5,000	\$5,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>

This requests information is generated from , Proposed Version.

# Well 1A/Well 3 Treatment Renewal and Replacement

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	08/01/2022
Est. Completion Date	06/28/2024
Department	Water
Type	Capital Improvement

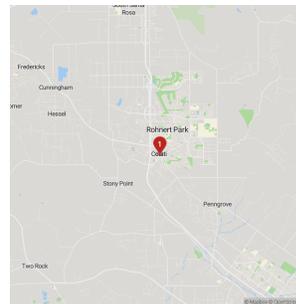
## Description

This Project is to address the highest priority renewal and replacement needs for treatment systems at the Well 1a and 3 sites.

## Details

Project Type	Water Projects
Primary Project Source Document	Renewal and Replacement Needs
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

## Location



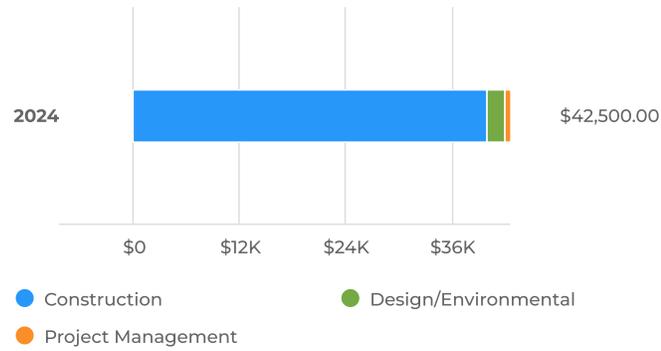
## Capital Cost

FY2024 Budget  
**\$42,500**

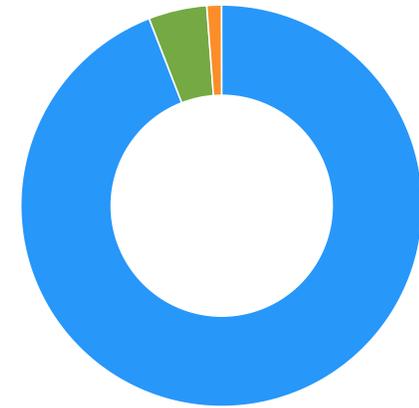
Total Budget (all years)  
**\$42.5K**

Project Total  
**\$42.5K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



Construction (94%)	\$40,000.00
Design/Environmental (5%)	\$2,000.00
Project Management (1%)	\$500.00
<b>TOTAL</b>	<b>\$42,500.00</b>

### Capital Cost Breakdown

Capital Cost	FY2024	Total
Design/Environmental	\$2,000	\$2,000
Construction	\$40,000	\$40,000
Project Management	\$500	\$500
<b>Total</b>	<b>\$42,500</b>	<b>\$42,500</b>



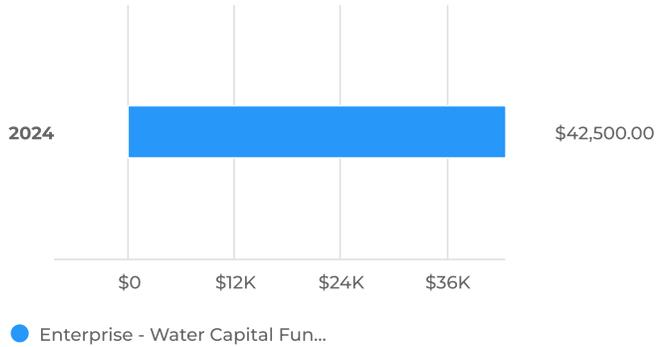
## Funding Sources

FY2024 Budget  
**\$42,500**

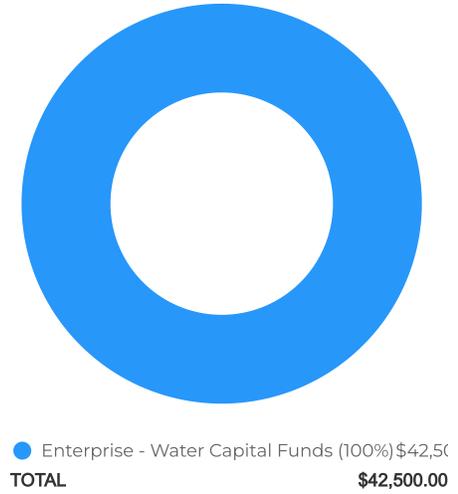
Total Budget (all years)  
**\$42.5K**

Project Total  
**\$42.5K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

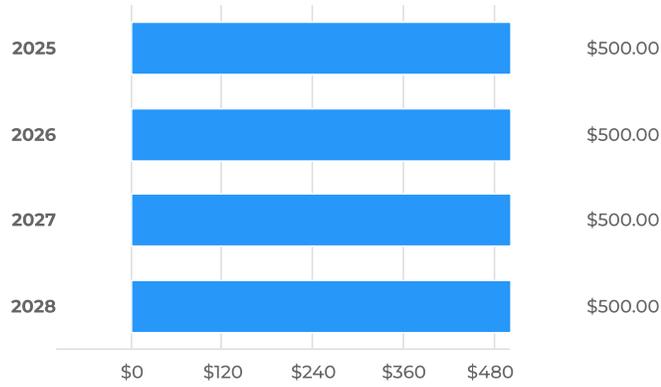
Funding Sources	FY2024	Total
Enterprise - Water Capital Funds	\$42,500	\$42,500
<b>Total</b>	<b>\$42,500</b>	<b>\$42,500</b>

## Operational Costs

Total Budget (all years)  
**\$2K**

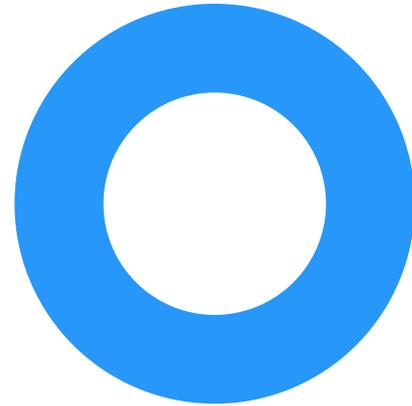
Project Total  
**\$2K**

Operational Costs by Year (Proposed)



● Maintenance

Operational Costs for Budgeted Years (Proposed)



● Maintenance (100%) \$2,000.00  
**TOTAL \$2,000.00**

### Operational Costs Breakdown

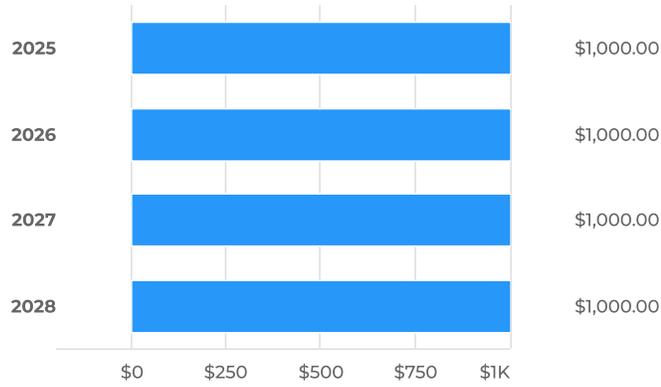
Operational Costs	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$500	\$500	\$500	\$500	\$2,000
<b>Total</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$2,000</b>

## Cost Savings

Total Budget (all years)  
**\$4K**

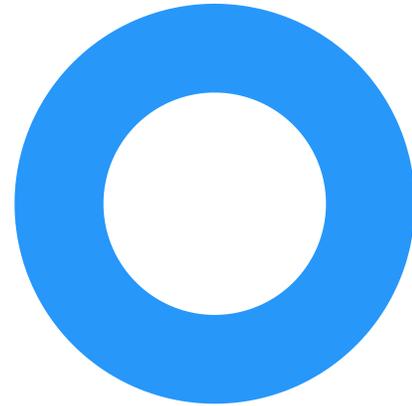
Project Total  
**\$4K**

Cost Savings by Year (Proposed)



● Savings

Cost Savings for Budgeted Years (Proposed)



● Savings (100%) \$4,000.00  
**TOTAL \$4,000.00**

### Cost Savings Breakdown

Cost Savings	FY2025	FY2026	FY2027	FY2028	Total
Savings	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
<b>Total</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$4,000</b>



This requests information is generated from , Proposed Version.

## Well No. 4

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### Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2027
Est. Completion Date	06/30/2028
Department	Water
Type	Capital Improvement

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### Description

Concept design and preliminary exploration for a new 4th groundwater well. Does not include well installation.

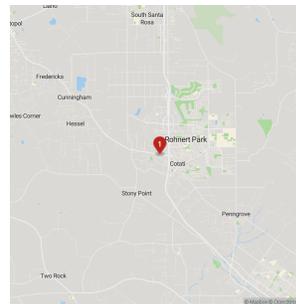
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### Details

Project Type	Water Projects
Primary Project Source Document	Water Distribution Master Plan
General Plan Consistency	CSF 1 - This project is consistent with General Plan's Community Services and Facilities Element's Goal CSF 1: Provide High Quality Public Services and Facilities to All Residents, Businesses, and Visitors in Cotati.

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### Location

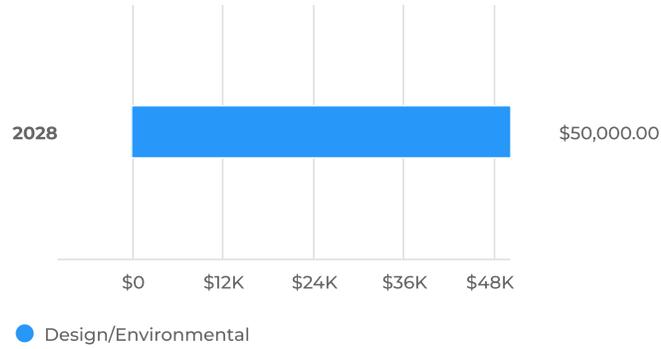


## Capital Cost

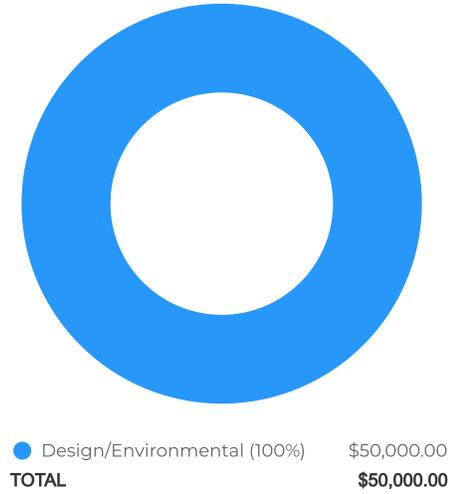
Total Budget (all years)  
**\$50K**

Project Total  
**\$50K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



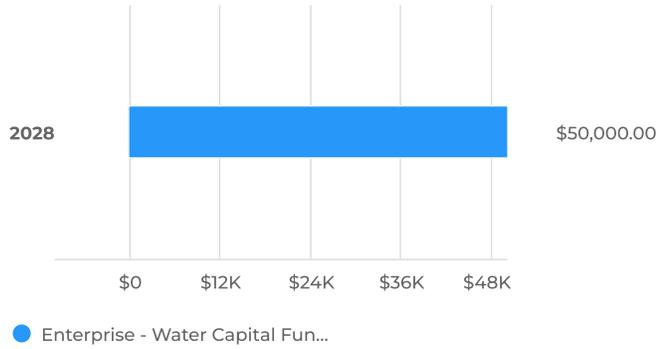
Capital Cost Breakdown		
Capital Cost	FY2028	Total
Design/Environmental	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>

## Funding Sources

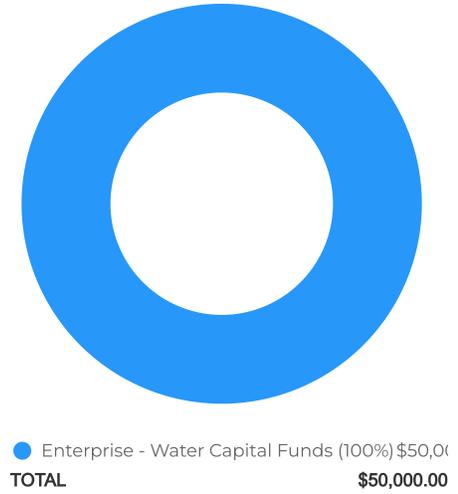
Total Budget (all years)  
**\$50K**

Project Total  
**\$50K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2028	Total
Enterprise - Water Capital Funds	\$50,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>

This requests information is generated from , Proposed Version.

# West Sierra Tank Recoating

## Overview

Request Owner	Craig Scott, Engineering and Public Works Director
Est. Start Date	07/01/2024
Est. Completion Date	06/30/2025
Department	Water
Type	Capital Improvement

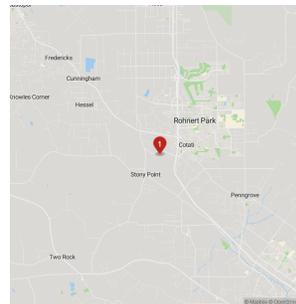
## Description

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

## Details

Project Type	Water Projects
Primary Project Source Document	Renewal and Replacement Needs
General Plan Consistency	CSF 2.A - The Project is consistent with General Plan Community Services and Facilities Objective CSF 2A - Provide an adequate supply of clean, safe, fresh, and environmentally sound water to existing and planned users within the City's service area.

## Location



## Capital Cost

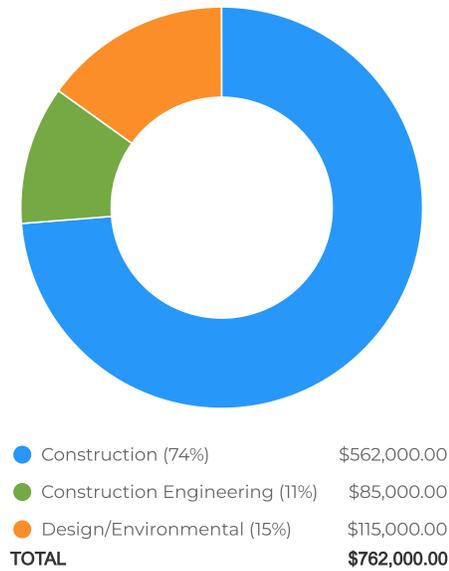
Total Budget (all years)  
**\$762K**

Project Total  
**\$762K**

Capital Cost by Year (Proposed)



Capital Cost for Budgeted Years (Proposed)



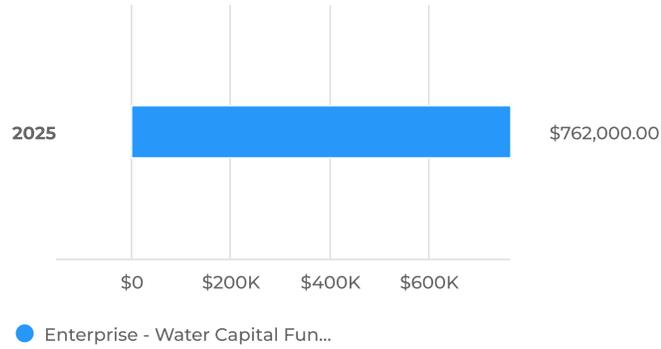
Capital Cost Breakdown		
Capital Cost	FY2025	Total
Design/Environmental	\$115,000	\$115,000
Construction	\$562,000	\$562,000
Construction Engineering	\$85,000	\$85,000
<b>Total</b>	<b>\$762,000</b>	<b>\$762,000</b>

## Funding Sources

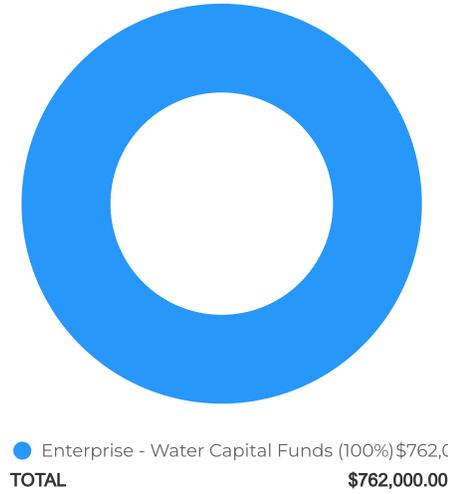
Total Budget (all years)  
**\$762K**

Project Total  
**\$762K**

Funding Sources by Year (Proposed)



Funding Sources for Budgeted Years (Proposed)



### Funding Sources Breakdown

Funding Sources	FY2025	Total
Enterprise - Water Capital Funds	\$762,000	\$762,000
<b>Total</b>	<b>\$762,000</b>	<b>\$762,000</b>

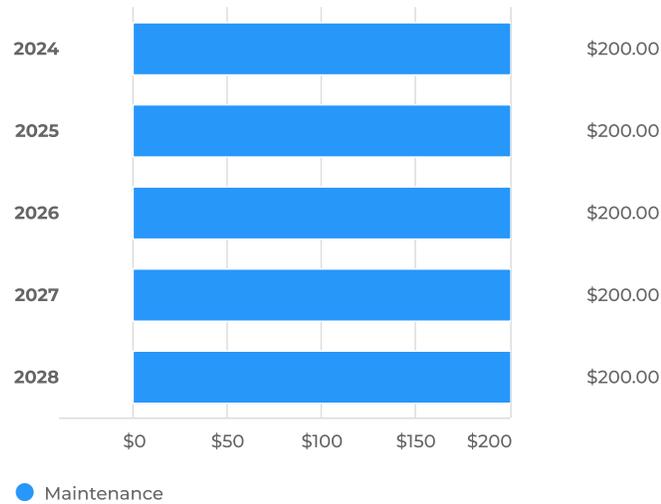
## Operational Costs

FY2024 Budget  
**\$200**

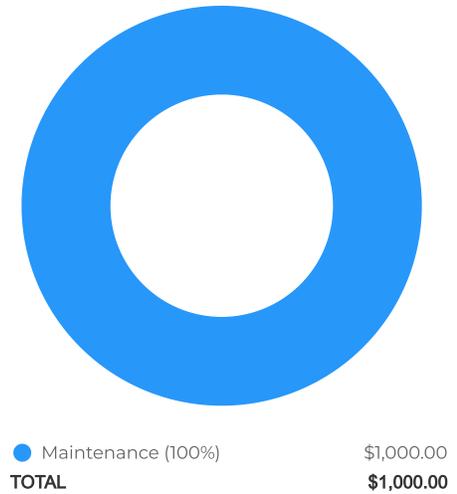
Total Budget (all years)  
**\$1K**

Project Total  
**\$1K**

Operational Costs by Year (Proposed)



Operational Costs for Budgeted Years (Proposed)



Operational Costs Breakdown						
Operational Costs	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Maintenance	\$200	\$200	\$200	\$200	\$200	\$1,000
<b>Total</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$1,000</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 ADJUSTMENT
CPI	CONSUMER PRICE INDEX
ERAF	EDUCATIONAL REVENUE AUGMENTATION FUND
FPPC	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
RPTTF	REDEVELOPMENT PROPERTY TAX TRUST FUND
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.

