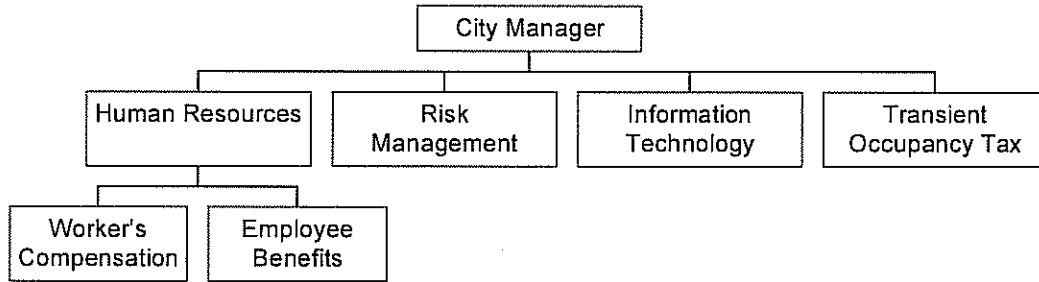


# EXECUTIVE



## CITY MANAGER

The City Manager's Office provides oversight and direction to all City programs and departments to ensure they meet the needs of the community and respond to City Council goals and priorities. The City Manager is appointed by the City Council, and is responsible for the long-range strategic planning necessary to accommodate anticipated future needs and development, for presenting the annual fiscal year budget to the City Council, and for proposing resource allocation recommendations. Throughout the year, the City Manager informs the City Council as to the financial condition and the economic needs of the City. The Office is also the liaison with other City, County and State government officials on matters of mutual interest. The City Manager's Office responds to citizen questions and complaints, coordinates and issues filming permits, and oversees the Cable TV and Solid Waste franchises, Animal Services, Risk Management, and the Transient Occupancy Tax (TOT) process.

### MISSION STATEMENT

To sustain excellence in the organization and provide effective, courteous, and responsive service through leadership, communication, support and cooperation.

### CHALLENGES FACING DEPARTMENT

The City is facing difficult budgetary times in light of the national economy and a state budget that is in a deficit, both of which affect the City's financial health.

The City of Petaluma is responsible for building and maintaining infrastructure that is essential to preserving the economic and social well-being of the residents and businesses of the City. Progress continues in street reconstruction and maintenance efforts. Pothole repair is continuous, and heavy rains during the winter contributed to further deterioration of street conditions. A central transit mall was completed, and emphasis continues to be placed in improving and increasing alternate transportation modes within the City.

The completion of the 2025 General Plan will require the implementation of the various policies and programs that will help enhance the quality of life of Petalumans for the next 20 years. These policies and programs must be budgeted and timelines established. Much major development has been placed on hold due to questions on water allocations, and the slowdown of construction has led to a loss of revenue to the City. Criteria must be established for the ranking of development projects as well as the prioritization of City capital projects.

The identification of one or more cross town connectors is moving forward in the planning stages, although funding them will be the challenge. Other infrastructure improvements in the planning stages include new fire and police headquarters buildings and the construction of a new E. Washington Street park facility that will include badly needed ballfields.

A voter initiative qualified for the November 2008 ballot which, if successful, would roll back water and sewer rates to the rates in effect on January 1, 2006. The loss of revenue from the

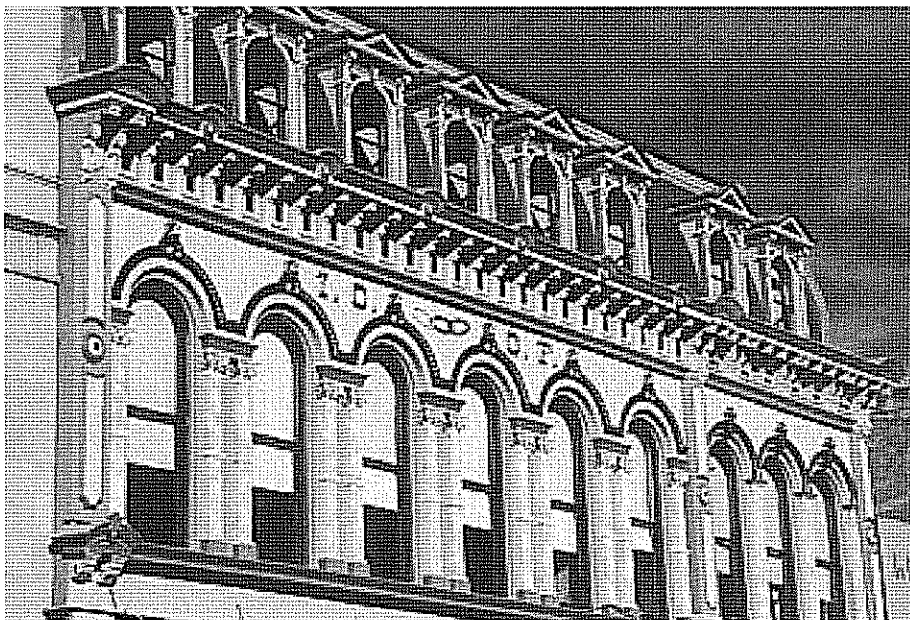
current rate structure would affect the City's ability to repay the State loan that funded the new Ellis Creek Wastewater Facility.

#### PERFORMANCE MEASURES FY 07-08

- *Implement the various programs and policies of the adopted General Plan.*  
*Outcome – General Plan adoption delayed until late spring of 2008. Implementation of various programs and policies will not occur until FY 08/09 when budget needs are identified and funded.*
- *Direct City departments in the carrying out of City Council's goals.*  
*Outcome – Ongoing.*

#### PERFORMANCE MEASURES FY 08-09

- Provide oversight and direction to all City programs and departments to ensure they meet the needs of the community and respond to City Council goals and priorities.
- Begin implementation of General Plan programs and policies.
- Oversee negotiation process for renewal of Comcast Cable TV franchise.



Oddfellows Building located in the downtown area.

City Manager

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2007-08 Funded Positions	FY 2008-09 Authorized* Positions	FY 2008-09 Total Budget
Administration	<u>2.50</u>	<u>2.00</u>	\$ <u>338,000</u>
<b>Total Positions</b>	<b>2.50</b>	<b>2.00</b>	<b>Total Appropriations \$ <u>338,000</u></b>
<b>Part Time</b>			
Full Time Equivalent	0.18	0.00	
Part Time Hours	380	0	

\*.5 Secretary position shared with Risk is authorized but not funded for FY 09, leaving 1.5 funded FTE's

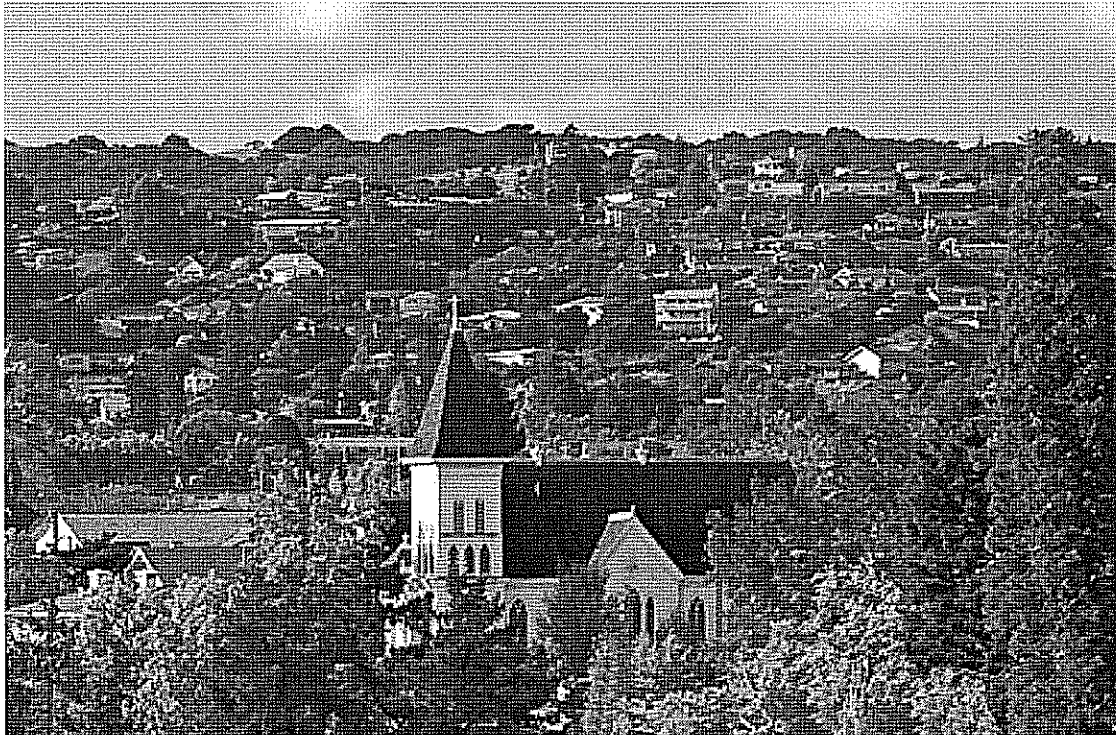
Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget	% Change From Budget
Salaries	\$ 198,461	\$ 138,622	\$ 212,000	\$ 182,900	-14%
Benefits	49,888	28,186	50,300	64,300	28%
Services/Supplies	22,661	51,599	76,750	60,000	-22%
Capital Equipment	-	-	-	-	0%
Sub-Total	271,010	218,407	339,050	307,200	-9%
Intragovernmental Charges	<u>29,550</u>	<u>42,200</u>	<u>48,000</u>	<u>30,800</u>	-36%
<b>Totals</b>	<b>\$ <u>300,560</u></b>	<b>\$ <u>260,607</u></b>	<b>\$ <u>387,050</u></b>	<b>\$ <u>338,000</u></b>	<b>-13%</b>

## CITY MANAGER

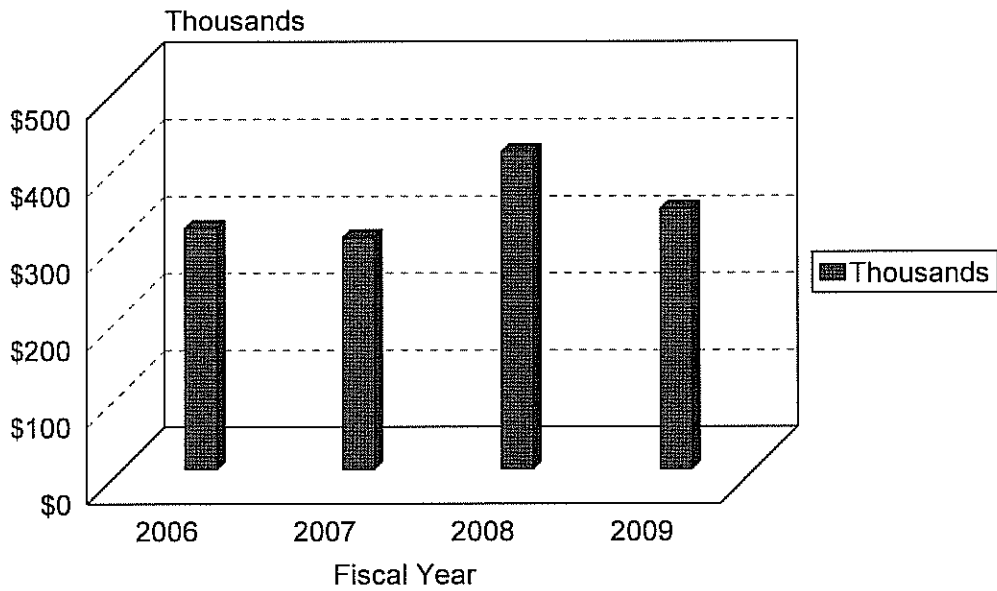
### FULL TIME POSITION ALLOCATION BY FUND FY 08-09

DEPARTMENT POSITION	FY 05-06 Positions	FY 06-07 Positions	FY 07-08 Positions	FY 08-09 Positions	General Fund	OTHER FUNDS		
						Water	Sewer	Others
<b>CITY MANAGER</b>								
City Manager	0.50	0.20	0.50	0.50	0.50			
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00			
Secretary	0.25	0.25	1.00	0.50	0.50			
<b>Total City Manager</b>	<b>1.75</b>	<b>1.45</b>	<b>2.50</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

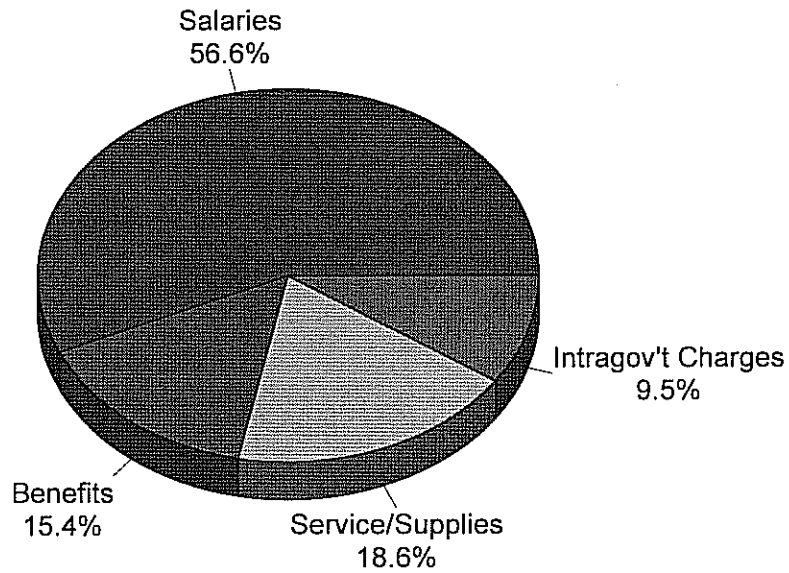


This church located near the City's downtown was built using the same style as many of the other older buildings.

### CITY MANAGER ANNUAL BUDGET COMPARISON



### CITY MANAGER APPROPRIATIONS



## HUMAN RESOURCES

The Human Resources Division provides a full range of human resource services to the City including recruitment, testing, and selection of personnel, employee/labor relations, classification and compensation studies and performance development. Also compliance with federal, state, and local employment law, training, workplace safety, and benefit administration are key elements that this division coordinates with other City departments.

In FY 2008, Human Resources eliminated funding of part-time hourly work and contract human resources work with Cooperative Personnel Services. Both programs enabled human resources to supplement its staffing to meet demands for services in the area of recruitments and classification work. At the same time Human Resources is processing an unusually high level of employee turnover given employee layoffs and retirements. This is in addition to the special project of staffing the new Ellis Creek facility. Departments will experience a delay in the recruitment and selection of personnel.

### Goals

- Ensure a smooth transition of employees leaving employment
- Staff Ellis Creek and meet competing demands for recruitment services

Human Resources

Summary of Expenses, Appropriations, Revenue and Transfers In All Funds

Department/ Division	FY 2007-08 Funded Positions	FY 2008-09 Authorized Positions	FY 2008-09 Total Budget
Human Resources	2.60	2.60	\$ 341,100
Worker's Compensation	0.85	0.85	\$ 1,719,000
Employee Benefits	<u>0.55</u>	<u>0.55</u>	<u>\$ 715,650</u>
<b>Total Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>Total Appropriations <u>\$ 2,775,750</u></b>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Salaries	\$ 430,699	\$ 431,863	\$ 315,350	\$ 344,700
Benefits	226,653	229,388	158,650	184,800
Services/Supplies	167,028	227,873	299,900	227,000
Claims	609,338	1,190,121	1,425,000	1,631,000
Premiums	<u>310,315</u>	<u>276,437</u>	<u>346,000</u>	<u>349,000</u>
Sub-Total	1,744,033	2,355,682	2,544,900	2,736,500
Intragovernmental Charges	<u>49,600</u>	<u>59,600</u>	<u>63,400</u>	<u>39,250</u>
<b>Totals</b>	<b><u>\$ 1,793,633</u></b>	<b><u>\$ 2,415,282</u></b>	<b><u>\$ 2,608,300</u></b>	<b><u>\$ 2,775,750</u></b>

Human Resources

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2007-08 Funded Positions	FY 2008-09 Authorized Positions	FY 2008-09 Total Budget
Human Resources	2.60	2.60	\$ 341,100
<b>Total Positions</b>	<b>2.60</b>	<b>2.60</b>	<b>Total Appropriations \$ <u>341,100</u></b>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Salaries	\$ 188,098	\$ 195,432	\$ 199,550	\$ 224,300
Benefits	43,508	38,685	37,600	56,600
Services/Supplies	66,659	63,288	103,900	37,500
Capital Equipment	-	-	-	-
Sub-Total	298,265	297,405	341,050	318,400
Intragovernmental Charges	<u>40,000</u>	<u>40,000</u>	<u>44,000</u>	<u>22,700</u>
<b>Totals</b>	<b>\$ 338,265</b>	<b>\$ 337,405</b>	<b>\$ 385,050</b>	<b>\$ 341,100</b>

Human Resources

Human Resources

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Salaries	\$ 188,098	\$ 195,432	\$ 199,550	\$ 224,300
Benefits	43,508	38,685	37,600	56,600
Services/Supplies	66,659	63,288	103,900	37,500
Sub-Total	298,265	297,405	341,050	318,400
Intragovernmental Charges	40,000	40,000	44,000	22,700
<b>Totals</b>	<b>\$ 338,265</b>	<b>\$ 337,405</b>	<b>\$ 385,050</b>	<b>\$ 341,100</b>

POSITIONS	FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2008-09 Authorized Positions
Human Resources Manager	0.60	0.60	0.60
Human Resources Analyst	1.00	1.00	1.00
Human Resources Asst. II	1.00	1.00	1.00
<b>Total Division Positions</b>	<b><u>2.60</u></b>	<b><u>2.60</u></b>	<b><u>2.60</u></b>
Full Time Equivalent	0.00	0.00	0.00
Part Time Hours	0	0	0

Worker's Compensation

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2007-08 Funded Positions	FY 2008-09 Authorized Positions	FY 2008-09 Total Budget
Administration	<u>0.85</u>	<u>0.85</u>	\$ <u>1,719,000</u>
<b>Total Positions</b>	<b>0.85</b>	<b>0.85</b>	<b>Total Appropriations \$ <u>1,719,000</u></b>
<b>Part Time</b>			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Salaries	\$ 78,711	\$ 83,022	\$ 75,900	\$ 78,950
Benefits	111,880	116,348	106,850	113,100
Services/Supplies	25,782	6,442	40,000	10,400
Premiums	254,224	276,437	300,000	300,000
Claims	<u>189,858</u>	<u>778,472</u>	<u>950,000</u>	<u>1,200,000</u>
Sub-Total	660,455	1,260,721	1,472,750	1,702,450
Intragovernmental Charges	<u>9,600</u>	<u>19,600</u>	<u>19,400</u>	<u>16,550</u>
<b>Totals</b>	<b>\$ <u>670,055</u></b>	<b>\$ <u>1,280,321</u></b>	<b>\$ <u>1,492,150</u></b>	<b>\$ <u>1,719,000</u></b>

Employee Benefits

Summary of Expenses, Appropriations, Revenue and Transfers In - Summary

Department/ Division	FY 2007-08 Funded Positions	FY 2008-09 Authorized Positions		FY 2008-09 Total Budget
Dental	0.00	0.00		\$ 407,000
Retiree Benefits	0.55	0.55		\$ 185,350
Unemployment	0.00	0.00		\$ 22,000
Vision	0.00	0.00		\$ 45,000
Other Emp. Benefits	<u>0.00</u>	<u>0.00</u>		<u>\$ 56,300</u>
<b>Total Positions</b>	<b>0.55</b>	<b>0.55</b>	<b>Total Appropriations</b>	<b><u>\$ 715,650</u></b>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Salaries	\$ 163,890	\$ 153,409	\$ 39,900	\$ 41,450
Benefits	71,265	74,355	14,200	15,100
Services/Supplies	74,587	158,143	156,000	179,100
Claims	419,480	411,649	475,000	431,000
Premiums	<u>56,091</u>	<u>-</u>	<u>46,000</u>	<u>49,000</u>
Sub-Total	785,313	797,556	731,100	715,650
Intragovernmental Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Totals</b>	<b><u>\$ 785,313</u></b>	<b><u>\$ 797,556</u></b>	<b><u>\$ 731,100</u></b>	<b><u>\$ 715,650</u></b>

Employee Benefits

Dental

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Services/Supplies	\$ 30,748	\$ 31,403	\$ 30,000	\$ 34,000
Claims	<u>379,342</u>	<u>363,606</u>	<u>320,000</u>	<u>373,000</u>
Sub-Total	410,090	395,009	350,000	407,000
Intragovernmental Charges	-	-	-	-
<b>Totals</b>	<b>\$ 410,090</b>	<b>\$ 395,009</b>	<b>\$ 350,000</b>	<b>\$ 407,000</b>

Employee Benefits

Retiree Benefits

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Salaries	\$ 163,890	\$ 153,409	\$ 39,900	\$ 41,450
Benefits	71,265	74,355	14,200	15,100
Services/Supplies	-	69,903	75,000	79,800
Claims	-	-	100,000	-
Premiums	56,091	-	46,000	49,000
Sub-Total	291,246	297,667	275,100	185,350
Intragovernmental Charges	-	-	-	-
<b>Totals</b>	<b>\$ 291,246</b>	<b>\$ 297,667</b>	<b>\$ 275,100</b>	<b>\$ 185,350</b>
POSITIONS		FY 2006-07 Funded Positions	FY 2007-08 Funded Positions	FY 2008-09 Authorized Positions
Human Resources Specialist		0.35	0.50	0.50
Human Resources Manager		<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
<b>Total Division Positions</b>		<b>0.40</b>	<b>0.55</b>	<b>0.55</b>
Full Time Equivalent		0.00	0.00	0.00
Part Time Hours		0	0	0

Employee Benefits

Unemployment

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Claims/Settlements	\$ 11,681	\$ 18,446	\$ 20,000	\$ 22,000
Sub-Total	11,681	18,446	20,000	22,000
Intragovernmental Charges	-	-	-	-
<b>Totals</b>	<b>\$ 11,681</b>	<b>\$ 18,446</b>	<b>\$ 20,000</b>	<b>\$ 22,000</b>

Employee Benefits

Vision

Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Services/Supplies	\$ 8,344	\$ 8,551	\$ 10,000	\$ 9,000
Claims	28,457	29,597	35,000	36,000
Sub-Total	36,801	38,148	45,000	45,000
Intragovernmental Charges	-	-	-	-
<b>Totals</b>	<b>\$ 36,801</b>	<b>\$ 38,148</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>

Employee Benefits

Other Emp. Benefits

Budget Comparison to Prior Years

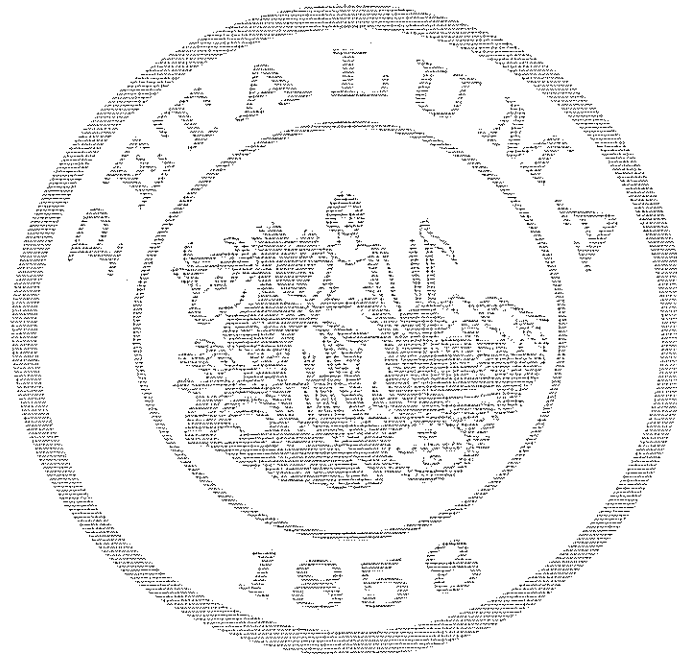
Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Services/Supplies	\$ 35,495	\$ 48,286	\$ 41,000	\$ 56,300
Sub-Total	35,495	48,286	41,000	56,300
Intragovernmental Charges	-	-	-	-
<b>Totals</b>	<b>\$ 35,495</b>	<b>\$ 48,286</b>	<b>\$ 41,000</b>	<b>\$ 56,300</b>

HUMAN RESOURCES

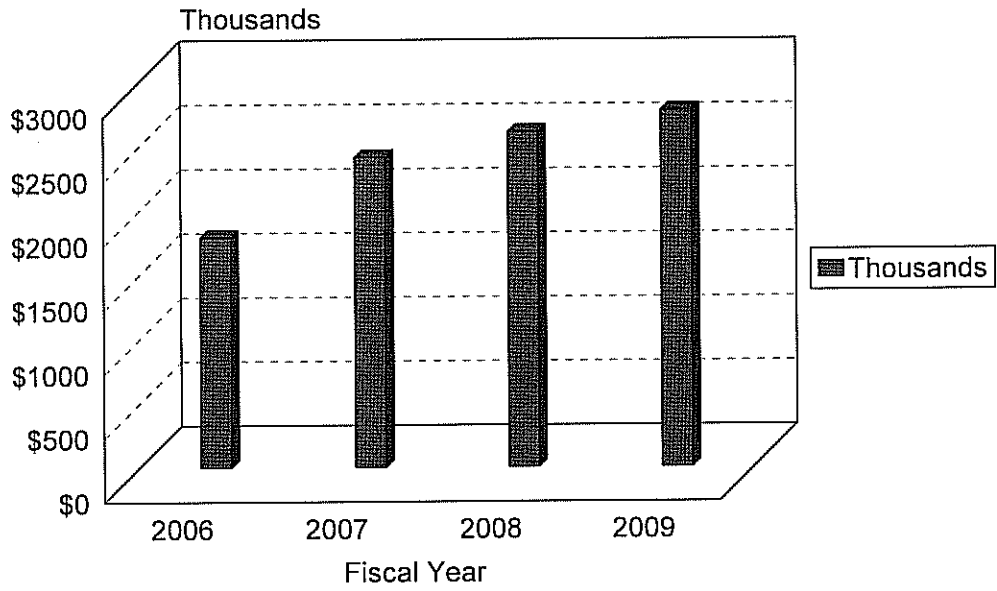
FULL TIME POSITION ALLOCATION BY FUND

FY 08-09

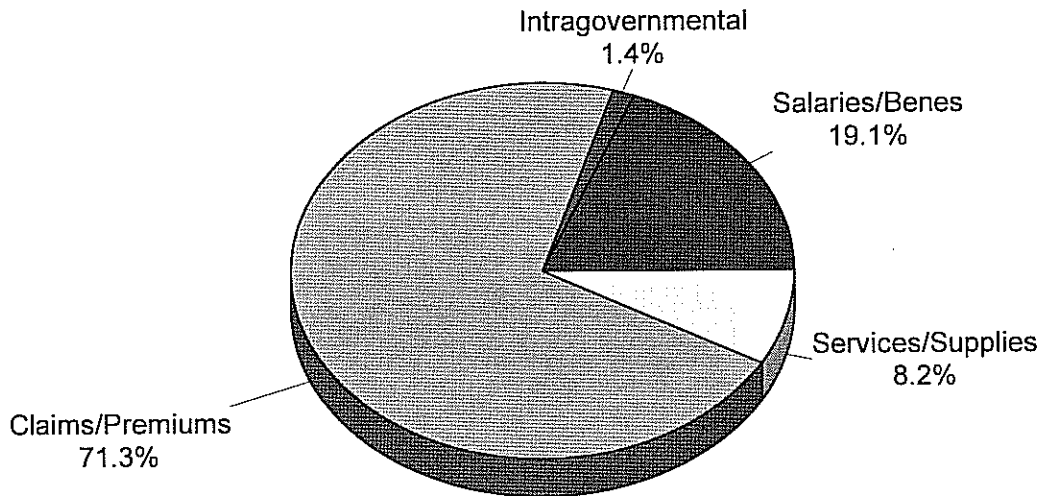
DEPARTMENT POSITION	FY 05-06 Positions	FY 06-07 Positions	FY 07-08 Positions	FY 08-09 Positions	General Fund	OTHER FUNDS		
						Water	Sewer	Others
<b>HUMAN RESOURCES</b>								
Human Resources Analyst	0.00	0.00	1.00	1.00	1.00			
Human Resources Asst. II	1.00	1.00	1.00	1.00	1.00			
Human Resources Manager	1.00	1.00	1.00	1.00	0.60			0.40
Human Resources Specialist	2.00	2.00	1.00	1.00	0.00			1.00
<b>Total Human Resources</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>2.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1.40</b>



### HUMAN RESOURCES ANNUAL BUDGET COMPARISON



### HUMAN RESOURCES APPROPRIATIONS



## RISK MANAGEMENT

The Risk Management Division provides a multitude of risk management services to the City of Petaluma as well as direction and guidance to the City Council, City Management and City staff. The Worker's Compensation program has been transferred to the Human Resources Division. Our Division still provides consulting and oversight of the Worker's compensation program for the Human Resources Division.

The Risk Management Division primary objective is to concentrate on risk avoidance and implement various risk transfer programs and methods that will minimize the City's exposure to litigation. The Risk Management Division mission is to manage, control, minimize or eliminate risk, to the extent that its citizens and personnel can be reasonably protected from hazards, while insuring that the financial solvency of the City will not be jeopardized and that appropriate City resources can be conserved for other uses. This Division also assumes the primary responsibility for the administration and processing of all property and casualty claims. In addition, we have further responsibility for risk identification, risk transfer, risk analysis and insurance coverage procurement.

The philosophy of the City is presently oriented toward comprehensive pro-active global risk management minimization or elimination of risk to the greatest extent practical, retention of the remaining risk when feasible, and protection against unpredictable loss by reasonable use of available insurance and/or alternate funding.

To accomplish these objectives, we have created and implemented comprehensive risk management structures, systems, and loss control programs. These implementations involve all City management and staff, as well as those who contract with the City of Petaluma. It is a work in progress.

### PERFORMANCE MEASURES – FY 07-08

- *Continue to find the best/most comprehensive insurance coverage for excess liability.*  
Outcome – Increased all of the City's Liability Policy limits to \$40 million.
- *Continue to work to limit the City's liability by actively transferring potential and/or actual claims against the City.*  
Outcome – Estimated savings since inception, fiscal year 2001-02 thru 2007-08 was \$3,996,100.

### PERFORMANCE MEASURES – FY 08-09

- Reduce the cost of insurance to the City of Petaluma.
- Reduce the frequency and severity of new claims.

Risk Management

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2007-08 Funded Positions	FY 2008-09 Authorized* Positions	FY 2008-09 Total Budget
Administration	<u>3.00</u>	<u>3.50</u>	<u>\$ 1,771,850</u>
<b>Total Positions</b>	<b>3.00</b>	<b>3.50</b>	<b>Total Appropriations <u>\$ 1,771,850</u></b>
<u>Part Time</u>			
Full Time Equivalent	0.48	0.00	
Part Time Hours	1,000	0	

\*.5 Secretary position shared with CM is authorized but not funded for FY 09, leaving 3.0 funded FTE's

Budget Comparison to Prior Years

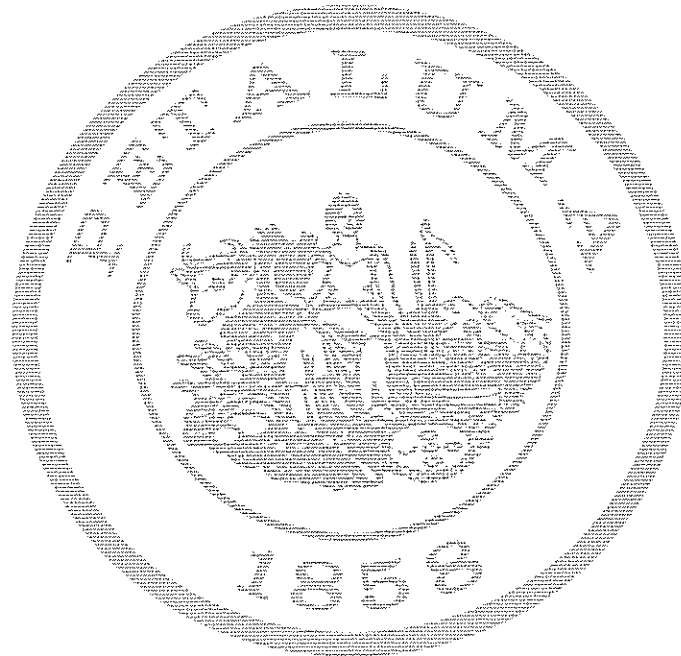
Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Salaries	\$ 254,264	\$ 225,023	\$ 224,600	\$ 245,000
Benefits	66,205	57,973	49,100	68,100
Services/Supplies	411,118	295,400	511,100	377,550
Claims	767,777	943,559	697,000	647,000
Premiums	<u>262,751</u>	<u>-</u>	<u>400,000</u>	<u>404,400</u>
Sub-Total	1,762,115	1,521,955	1,881,800	1,742,050
Intragovernmental Charges	<u>-</u>	<u>34,850</u>	<u>35,050</u>	<u>29,800</u>
<b>Totals</b>	<b><u>\$ 1,762,115</u></b>	<b><u>\$ 1,556,805</u></b>	<b><u>\$ 1,916,850</u></b>	<b><u>\$ 1,771,850</u></b>

## RISK MANAGEMENT

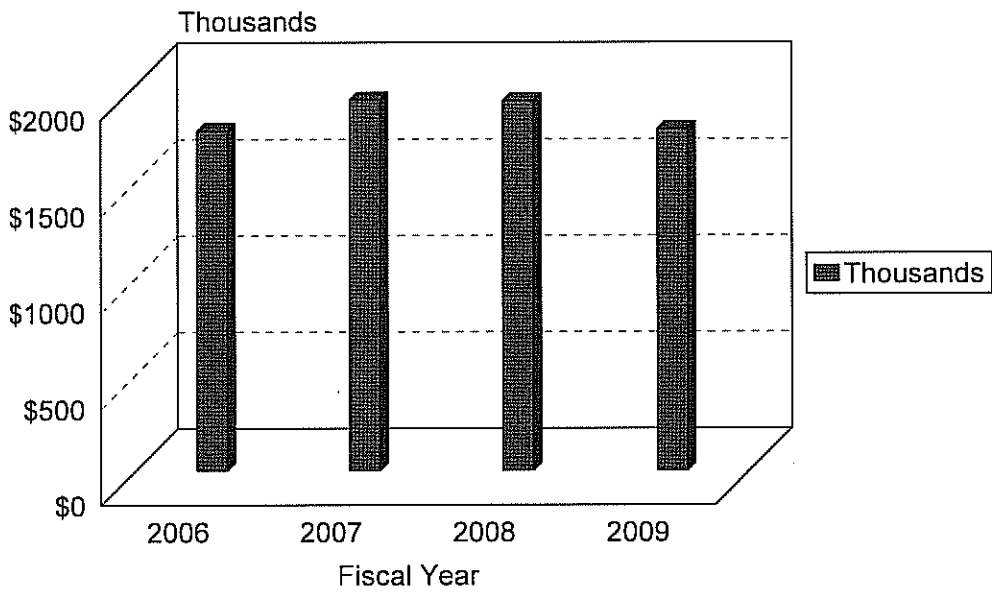
### FULL TIME POSITION ALLOCATION BY FUND

FY 08-09

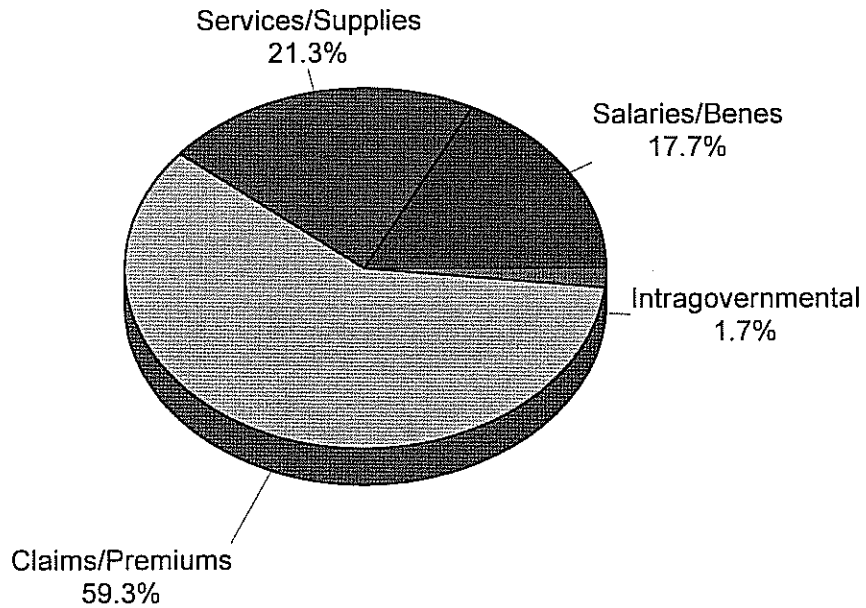
DEPARTMENT POSITION	FY 05-06 Positions	FY 06-07 Positions	FY 07-08 Positions	FY 08-09 Positions	General Fund	OTHER FUNDS		
						Water	Sewer	Others
<b>RISK MANAGEMENT</b>								
Administrative Technician	0.00	0.00	0.00	0.00				0.00
Risk Claims Administrator	1.00	1.00	1.00	1.00				1.00
Risk Manager	1.00	1.00	1.00	1.00				1.00
Secretary	0.00	0.00	1.00	1.50				1.50
<b>Total Risk Management</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.50</b>



### RISK MANAGEMENT ANNUAL BUDGET COMPARISON



### RISK MANAGEMENT APPROPRIATIONS



## INFORMATION TECHNOLOGY

The Information Technology Division is charged with planning, deployment and maintenance of a vast variety of technology services and systems, all for the purpose of enabling our users, City Staff, to better serve the information needs of the Public, Council and Management. Technology solutions are conceived, planned and deployed appropriately, efficiently and effectively.

This division supports the technological needs of all the operating departments - over 325 full time users, 300 desktop computers, several dozen laptop/mobiles, three dozen network servers and an interconnecting wide area network, with fiber, DSL, cable, T1 and wireless communications. We provide all users with broad application and internet support, telephone and communication services. We maintain all of the City's web site. All users are equipped with internet access and email. We support systems for public safety, including Dispatch, Records (Police, Fire and City Clerk), various databases for training, investigative and research; Financial systems including fund accounting, budgeting, payroll, accounts payable, licensing, receivables, cash receipts, permitting, time/labor accounting and utility billing, Geographic Information Systems (GIS) and computer-aided drafting (CAD), computer-based service request/work orders and maintenance systems for various departments, a collection of web-front systems for permits, HR, reporting and invoice payments. Our range of support includes over 250 customized applications and setups.

This division provides data management assistance, network security (including anti-virus and anti-spam mechanisms), purchasing and equipment disposal assistance. We provide general project assistance to all departments and on all levels - small single computer applications and utilities - to larger, multi-site, multi-user deployments. We manage maintenance of or directly maintain all computers, printers.

In FY 2006-07, staff implemented a citywide VOIP web based phone system. This saved the City over \$200,000 during the first year. Continued savings are expected to increase for each year of the 5-year leasing contract.

### GOALS

- Complete migration to an equipment replacement program for all major network equipment, servers and workstations
- Next business day recovery time on failed major systems and applications (email, finance, GIS, main database applications)
- Availability of 99.9% for network, applications, data, servers
- Zero downtime due to malware incursion (virus, spyware, hacking)

Information Technology

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2007-08 Funded Positions	FY 2008-09 Authorized Positions		FY 2008-09 Total Budget
Administration	<u>6.20</u>	<u>6.00</u>		\$ <u>1,478,900</u>
<b>Total Positions</b>	<b><u>6.20</u></b>	<b><u>6.00</u></b>	<b>Total Appropriations</b>	<b>\$ <u>1,478,900</u></b>
<b>Part Time</b>				
Full Time Equivalent	0.00	0.00		
Part Time Hours	0	0		

Budget Comparison to Prior Years

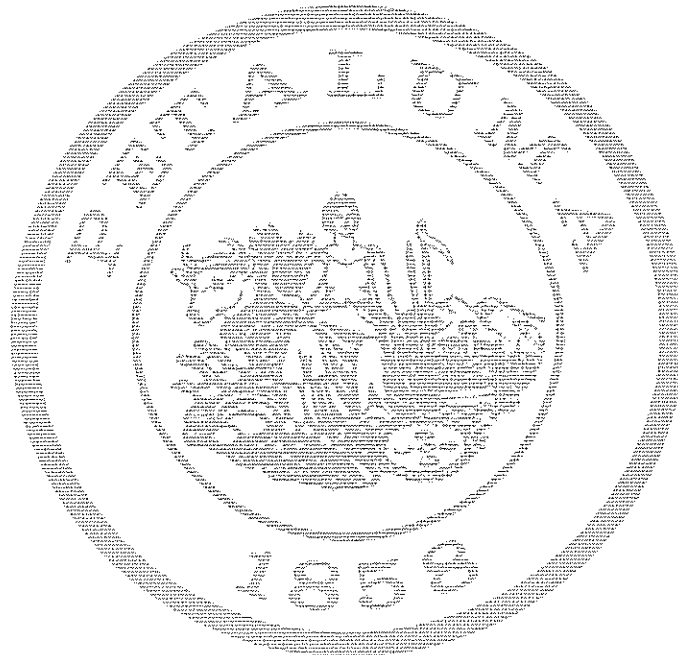
Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget
Salaries	\$ 345,272	\$ 447,175	\$ 569,700	\$ 621,050
Benefits	62,305	94,148	112,450	131,300
Services/Supplies	723,303	759,870	994,300	668,150
Capital Outlay	<u>58,218</u>	<u>77,723</u>	<u>207,000</u>	<u>55,000</u>
Sub-Total	1,189,098	1,378,916	1,883,450	1,475,500
Intragovernmental Charges	<u>8,850</u>	<u>4,000</u>	<u>4,000</u>	<u>3,400</u>
<b>Totals</b>	<b><u>\$ 1,197,948</u></b>	<b><u>\$ 1,382,916</u></b>	<b><u>\$ 1,887,450</u></b>	<b><u>\$ 1,478,900</u></b>

## INFORMATION TECHNOLOGY

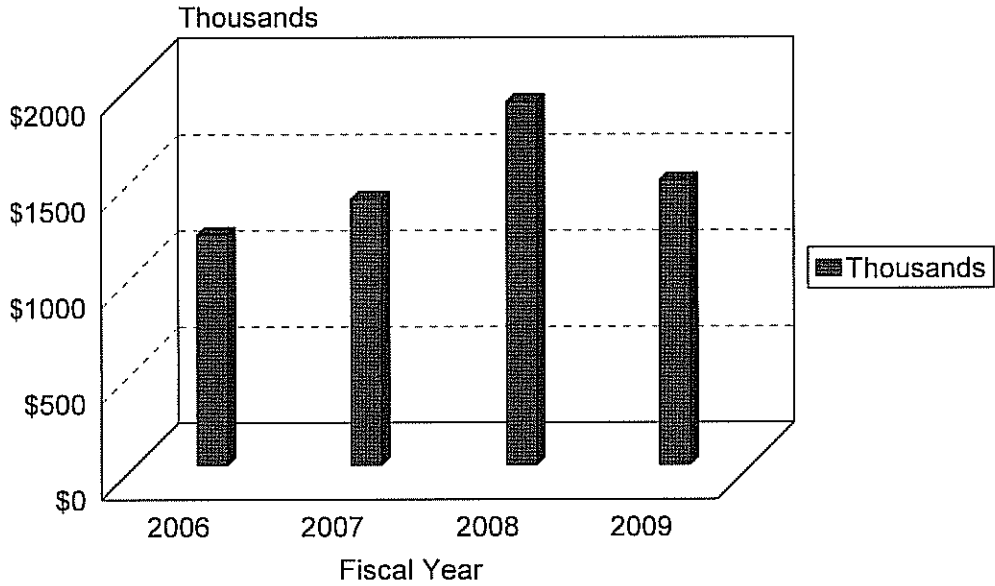
### FULL TIME POSITION ALLOCATION BY FUND

FY 08-09

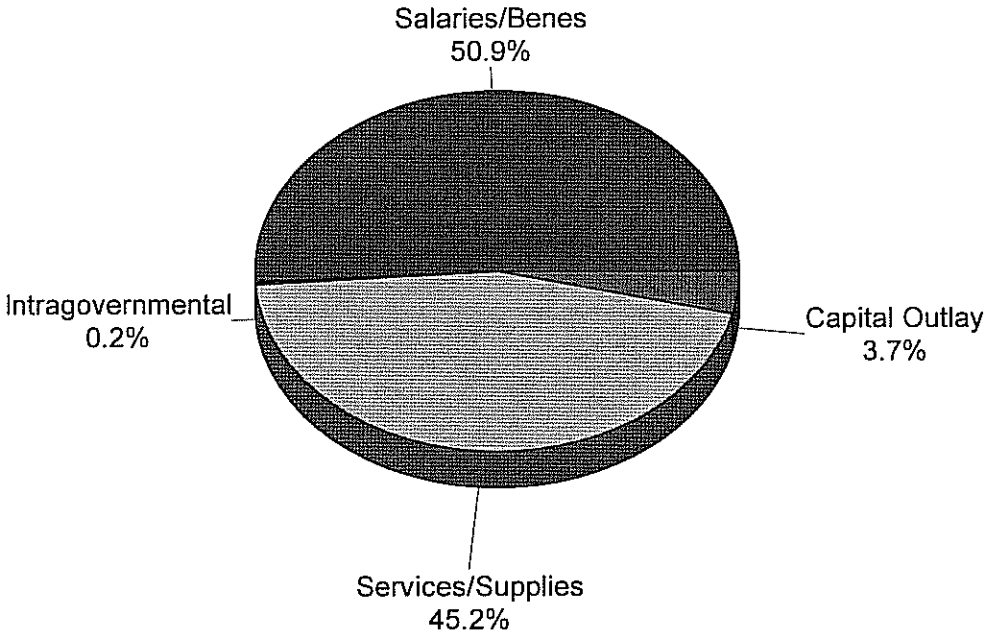
DEPARTMENT POSITION	FY 05-06 Positions	FY 06-07 Positions	FY 07-08 Positions	FY 08-09 Positions	General Fund	OTHER FUNDS		
						Water	Sewer	Others
<b>INFORMATION TECHNOLOGY</b>								
Info Tech Specialist 1/2/3	3.00	4.00	4.00	4.00				4.00
Information Systems Manager	1.00	1.00	1.00	1.00				1.00
Programmer Analyst	0.00	1.00	1.00	1.00				1.00
<b>Total Information Tehcnology</b>	<b>4.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>



### INFORMATION TECHNOLOGY ANNUAL BUDGET COMPARISON



### INFORMATION TECHNOLOGY APPROPRIATIONS



## TRANSIENT OCCUPANCY TAX

The Transient Occupancy Tax (TOT), according to Section 4.24.220 of the Municipal Code, is to be used as follows:

“All fees and revenues collected pursuant to the authority of this article shall be used for such promotional purposes as the Council shall find will contribute to the growth, enlargement and prosperity of the City and will forward, encourage, advance, help, aid and assist in the growth, enlargement and prosperity of the City.”

Since 1984, the number of rooms subjected to the TOT has grown from 163 rooms to 574 rooms and 312 campsites.

The amount used from TOT funds for City operations is \$1,513,000. These funds are transferred into the General Fund and used to maintain the City facilities and services that support the promotion of the City.

The City has adopted Resolution #94-281 N.C.S. that sets the policy on allocation of TOT funds to community groups for promotion. A Council sub-committee meets with applicants requesting funds and makes a recommendation to the entire Council on suggested allocations.

### PERFORMANCE MEASURES FY 07-08

- *Audit all motels/hotels to determine if City is receiving all revenues due to it.*  
Outcome – Completed in November 2007. Only one motel was slightly underpaying its commitment.
- *Continue to support City non-profits to assist in their accomplishing their objectives.*  
Outcome – Continued assistance to 10 non-profit organizations or events for a total of \$425,000.
- *Use excess TOT monies not committed to non-profits to begin funding of the City's Sesquicentennial celebration in 2008.*  
Outcome – \$50,000 was allocated in TOT funding in FY 07-08. This amount is included in the \$425,000 listed above.

### PERFORMANCE MEASURES FY 08-09

- *Continue to support City non-profits to assist in their accomplishing their objectives.*
- *TOT fund will transfer \$513,000 in fund balance to General Fund operations due to the recession deficit in the General Fund budget.*

Transient Occupancy Tax

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2007-08 Funded Positions	FY 2008-09 Authorized Positions	FY 2008-09 Total Budget
Trans. Occupancy Tax	<u>0.00</u>	<u>0.00</u>	\$ <u>1,952,500</u>
<b>Total Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>Total Appropriations \$ <u>1,952,500</u></b>
<b>Part Time</b>			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

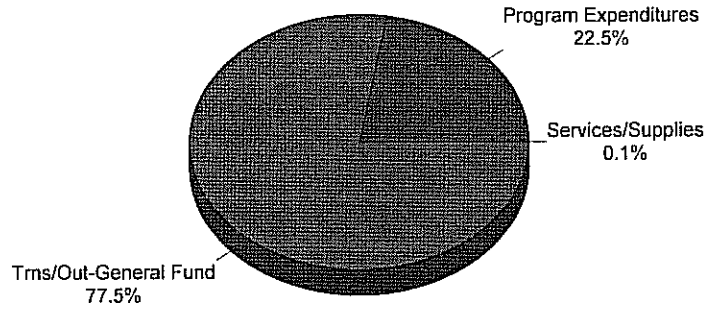
Budget Comparison to Prior Years

Description	FY 2005-06 Actual	FY 2006-07 Actual	FY 2007-08 Budget	FY 2008-09 Budget	% Change From Budget
Services/Supplies	\$ 414	\$ 4,314	\$ 1,000	\$ 1,000	100%
Program Expenditures	309,000	321,500	425,000	438,500	3%
Transfers Out	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,513,000</u>	51%
Sub-Total	1,309,414	1,325,814	1,426,000	1,952,500	37%
Intragovernmental Charges	<u>2,050</u>	<u>2,050</u>	-	-	0%
<b>Totals</b>	<b><u>\$ 1,311,464</u></b>	<b><u>\$ 1,327,864</u></b>	<b><u>\$ 1,426,000</u></b>	<b><u>\$ 1,952,500</u></b>	<b>37%</b>

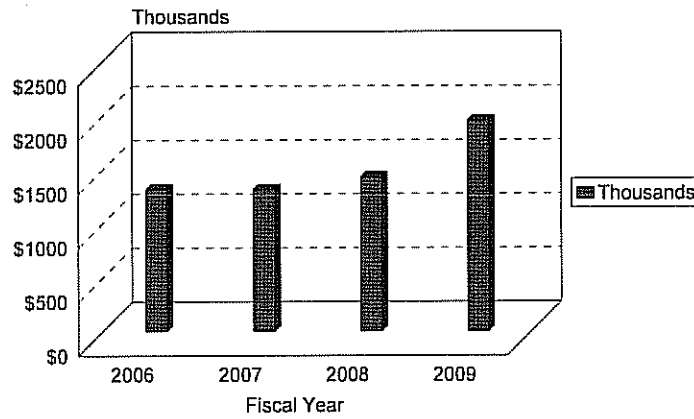
**CITY OF PETALUMA  
 PROMOTIONAL  
 TRANSIENT OCCUPANCY TAX FUND REQUESTS  
 FY 08-09**

	FY 05-06	FY 06-07	FY 07-08	FY 08-09
	Actual	Actual	Budget	Budget
<b>Community Requests</b>				
Petaluma Visitors Program	\$ 260,000	\$ 260,000	\$ 290,000	\$ 290,000
American Legion-Veterans Foreign Wars Parade	-	500	1,000	3,000
Cinnabar Arts	39,000	29,000	50,000	60,000
Petaluma Arts Council	2,000	2,000	3,500	15,000
Cruisin' the Boulevard	-	-	-	10,000
Friends of the Petaluma River	-	-	-	3,500
Petaluma Evening Farmer's Market	-	-	-	5,000
AMGEN Cycling	-	-	-	25,000
Petaluma City Ballet	4,000	4,000	4,000	2,000
Petaluma Downtown Assoc-Butter/Eggs Parade	-	25,000	15,000	20,000
Petaluma High School Music Boosters	1,000	1,000	1,000	2,000
Petaluma Museum Association	-	-	7,500	-
Petaluma Sesquicentennial Celebration	-	-	50,000	-
Quilts and All That Jazz	3,000	-	3,000	3,000
<b>Total Requests</b>	<b>\$ 309,000</b>	<b>\$ 321,500</b>	<b>\$ 425,000</b>	<b>\$ 438,500</b>

### TRANSIENT OCCUPANCY TAX ANNUAL SOURCES COMPARISON



### TRANSIENT OCCUPANCY TAX EXPENDITURES



### TRANSIENT OCCUPANCY TAX PROGRAM REQUESTS COMPARISON

