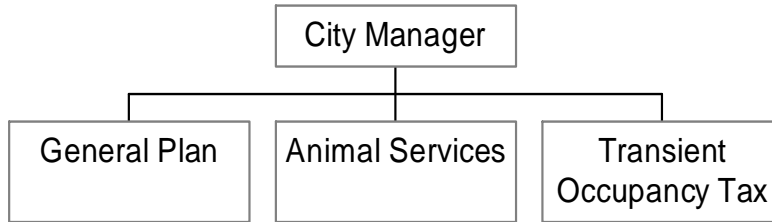


EXECUTIVE



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 franchise and Solid Waste franchises, Animal Services, Risk Management, General Plan, 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 Assistant City Manager position has been eliminated, but some funds have been allocated in order to contract for assistance on special projects. Animal Services remains under the City Manager's office, while the overview of the Transient Occupancy Tax (TOT) program will transfer from Administrative Services to the Manager as will Risk Management.

The continuing uncertainties regarding federal, state and county budgets are reflected in the City's departmental budgets. All departments continue to face cutbacks in their funding, and their ability to provide services at today's levels will be greatly strained. We are now faced with "doing less with less". In addition, while fiscal year 2004/05 allowed some growth in the number of employees, city facilities are becoming inadequate in size to accommodate department needs.

Unknown potential action at the state and county level may result in additional negative impacts on our ability to retain current levels of services throughout the organization. Reorganizational changes continue, and with the retirement of the Director of Public Facilities & Services, the feasibility of retaining or dismantling that department is being studied.

City of Petaluma, California
Fiscal Year 2006 Budget

City Manager

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions		FY 2005-06 Total Budget
Administration	<u>1.75</u>	<u>1.75</u>		<u>\$ 334,800</u>
Total Positions	1.75	1.75	Total Appropriations	<u>\$ 334,800</u>
Part Time				
Full Time Equivalent	0.40	0.14		
Part Time Hours	832	283		

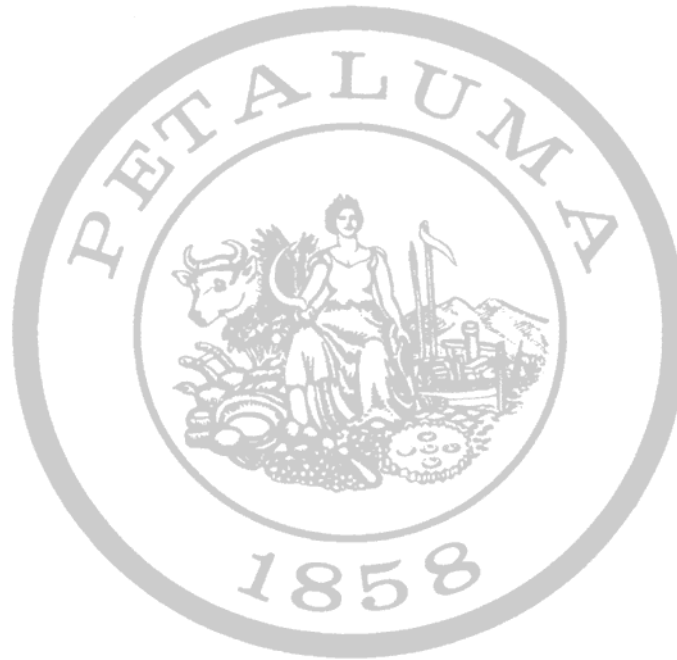
Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget	% Change From Budget
Salaries	\$ 275,868	\$ 204,958	\$ 198,850	\$ 200,250	1%
Benefits	23,065	15,854	38,700	50,100	29%
Services/Supplies	60,230	49,836	42,250	42,250	0%
Capital Equipment	-	-	-	-	0%
Sub-Total	359,163	270,648	279,800	292,600	5%
Intragovernmental Charges	<u>31,600</u>	<u>32,850</u>	<u>29,550</u>	<u>42,200</u>	43%
Totals	<u>\$ 390,763</u>	<u>\$ 303,498</u>	<u>\$ 309,350</u>	<u>\$ 334,800</u>	8%
Revenues/Transfers In					
General Revenue Sources	<u>\$ 390,763</u>	<u>\$ 303,498</u>	<u>\$ 309,350</u>	<u>\$ 334,800</u>	8%
Totals	<u>\$ 390,763</u>	<u>\$ 303,498</u>	<u>\$ 309,350</u>	<u>\$ 334,800</u>	8%

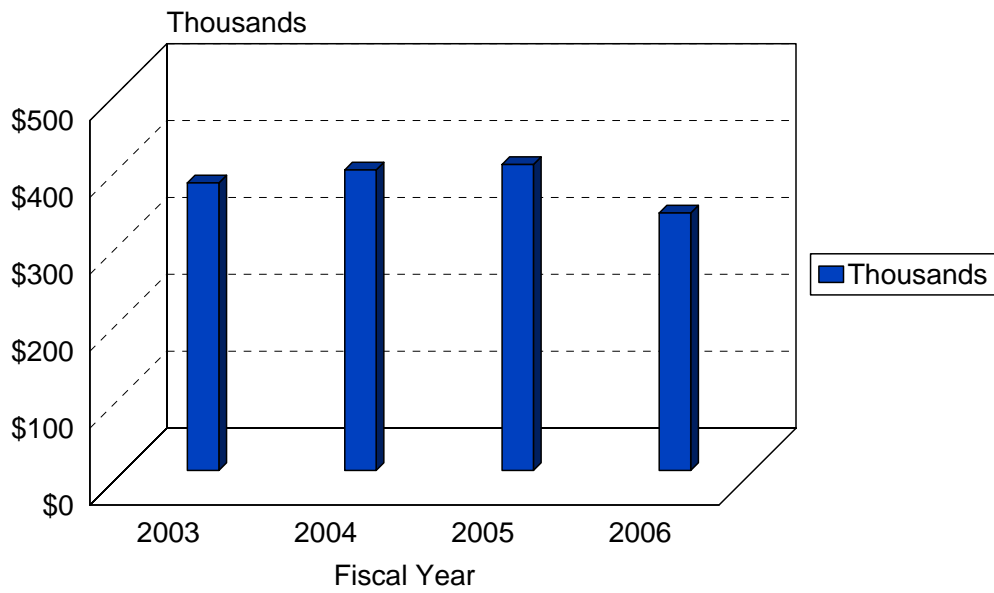
CITY MANAGER

FUYLL TIME POSITION ALLOCATION BY FUND FY 05-06

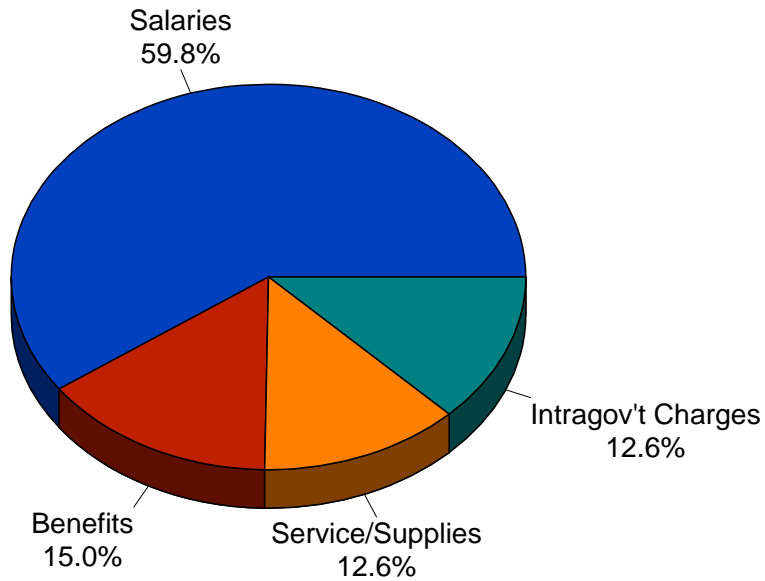
DEPARTMENT POSITION	FY 02-03	FY 03-04	FY 04-05	FY 05-06	General Fund	OTHER FUNDS		
	Positions	Positions	Positions	Positions		Water	Sewer	Others
CITY MANAGER								
City Manager	0.55	0.50	0.50	0.50	0.50			
Asst. City Manager	1.00	1.00	0.00	0.00	0.00			
Exec. Asst. to City Manager	1.00	1.00	1.00	1.00	1.00			
Secretary	1.00	1.00	0.25	0.25	0.25			
Total City Manager	3.55	3.50	1.75	1.75	1.75	0.00	0.00	0.00



CITY MANAGER ANNUAL BUDGET COMPARISON



CITY MANAGER APPROPRIATIONS



City of Petaluma, California
Fiscal Year 2006 Budget

General Plan

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions		FY 2005-06 Total Budget
General Plan	<u>2.00</u>	<u>2.00</u>		<u>\$ 330,450</u>
Total Positions	2.00	2.00	Total Appropriations	<u>\$ 330,450</u>
Part Time				
Full Time Equivalent	0.00	0.00		
Part Time Hours	0	0		

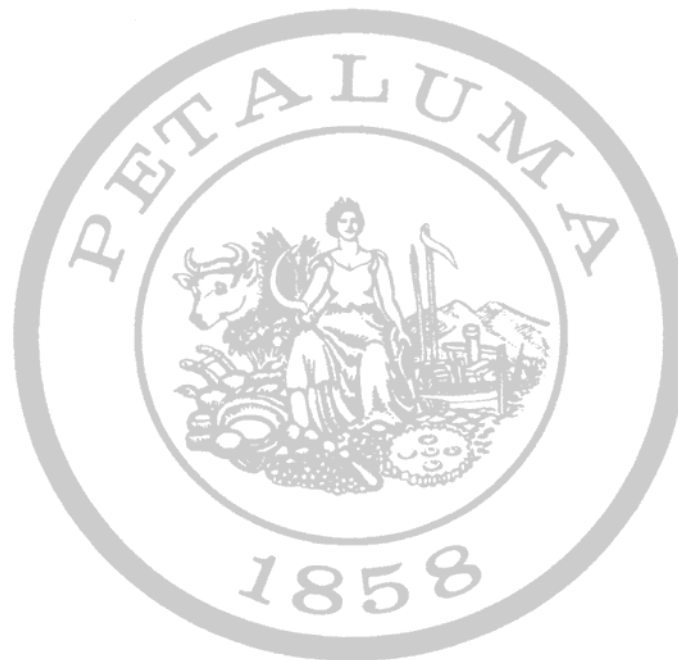
Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget	% Change From Budget
Salaries	\$ 236,658	\$ 199,571	\$ 189,000	\$ 195,800	4%
Benefits	22,171	13,397	35,000	46,450	33%
Services/Supplies	390,117	194,995	56,100	61,750	10%
Capital Equipment	-	-	-	-	0%
Sub-Total	648,946	407,963	280,100	304,000	9%
Intragovernmental Charges	19,100	19,900	17,900	26,450	48%
Totals	<u>\$ 668,046</u>	<u>\$ 427,863</u>	<u>\$ 298,000</u>	<u>\$ 330,450</u>	11%
Revenues/Transfers In					
General Revenue Sources	<u>\$ 668,046</u>	<u>\$ 427,863</u>	<u>\$ 298,000</u>	<u>\$ 330,450</u>	11%
Totals	<u>\$ 668,046</u>	<u>\$ 427,863</u>	<u>\$ 298,000</u>	<u>\$ 330,450</u>	11%

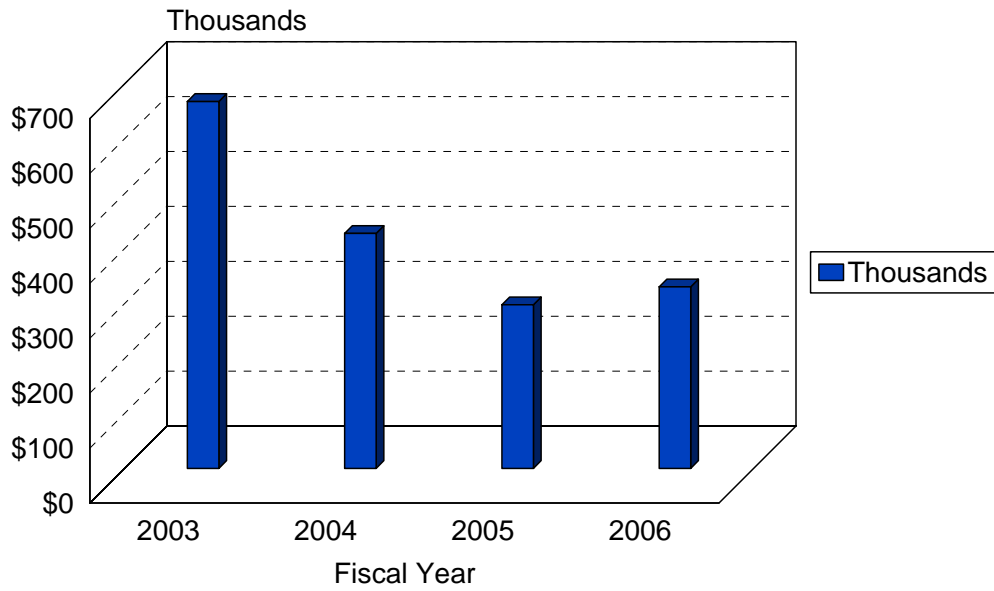
GENERAL PLAN

FULL TIME POSITION ALLOCATION BY FUND FY 05-06

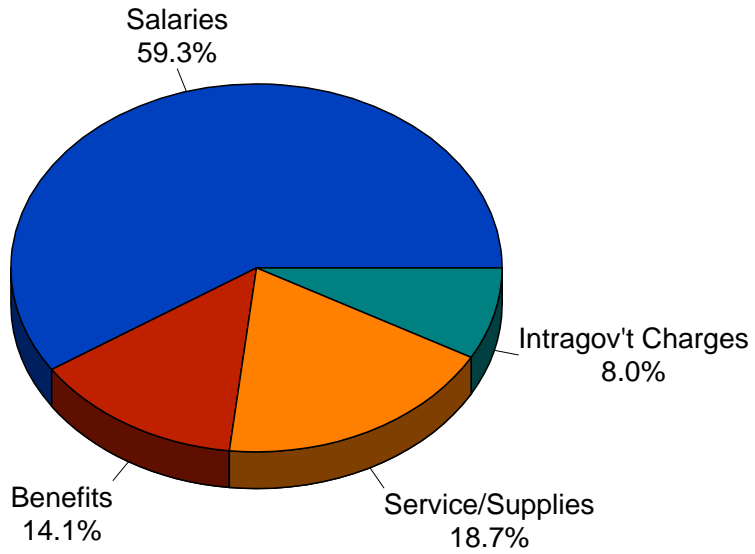
DEPARTMENT POSITION	FY 02-03 Positions	FY 03-04 Positions	FY 04-05 Positions	FY 05-06 Positions	General Fund	OTHER FUNDS		
						Water	Sewer	Others
GENERAL PLAN ADMIN								
Director of Gen Plan Admin	1.00	1.00	1.00	1.00	1.00			
Administrative Secretary	1.00	0.00	0.00	0.00	0.00			
Assoc. Planner	1.00	1.00	1.00	1.00	1.00			
Total General Plan Admin	3.00	2.00	2.00	2.00	2.00	0.00	0.00	0.00



GENERAL PLAN ANNUAL BUDGET COMPARISON



GENERAL PLAN APPROPRIATIONS



ANIMAL SERVICES

Animal Services is responsible for the sheltering and care of all stray, abandoned and unwanted companion animals within the Petaluma City limits. Animal Services is also responsible for the investigation of possible animal abuse and neglect as well as the enforcement of all animal-related laws. Animal Services issues and maintains all dog licenses.

MISSION STATEMENT

The mission of Petaluma Animal Services is to protect, promote respect for, and enhance the well-being of all animals in our community.

CHALLENGES FACING DEPARTMENT

The challenges facing Animal Services in FY 05-06 are to maintain the same high level of quality service to the community and care to the animals. As Petaluma's population continues to grow, Animal Services will be increasingly called upon to assist the public with animal-related issues and emergencies. These include: neighborhood complaints such as barking and animals at large; aggressive animals and animals not under the control of their owners; and animals coming into the shelter as strays and owner-surrenders.

Animal Services

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Operations	<u>8.00</u>	<u>8.00</u>	\$ <u>674,850</u>
Total Positions	8.00	8.00	Total Appropriations \$ <u>674,850</u>
Part Time			
Full Time Equivalent	0.87	1.44	
Part Time Hours	1,800	3,000	

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget	% Change From Budget
Salaries	\$ 451,607	\$ 457,336	\$ 400,950	\$ 423,350	6%
Benefits	87,935	68,869	136,250	154,750	14%
Services/Supplies	100,686	108,351	72,500	80,200	11%
Capital Equipment	<u>1,400</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%
Sub-Total	641,628	634,556	609,700	658,300	8%
Intragovernmental Charges	<u>12,000</u>	<u>12,500</u>	<u>11,300</u>	<u>16,550</u>	46%
Totals	\$ <u>653,628</u>	\$ <u>647,056</u>	\$ <u>621,000</u>	\$ <u>674,850</u>	9%

Revenues/Transfers In

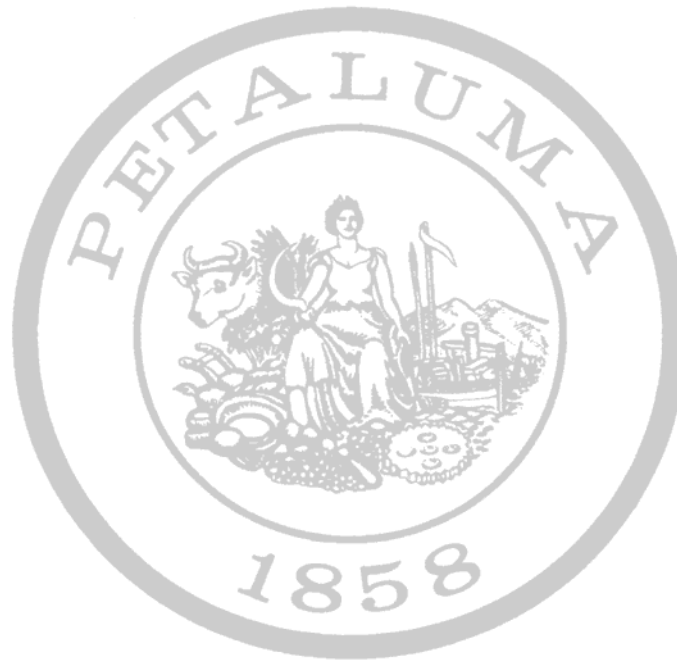
General Revenue Sources	\$ 554,995	\$ 530,906	\$ 514,300	\$ 546,850	6%
Animal Licenses	51,210	50,800	50,000	70,000	40%
Animal Shelter Fees	25,371	28,650	29,200	30,000	3%
Adopted Animals	22,052	30,450	27,500	28,000	2%
Other	<u>-</u>	<u>6,250</u>	<u>-</u>	<u>-</u>	0%
Totals	\$ <u>653,628</u>	\$ <u>647,056</u>	\$ <u>621,000</u>	\$ <u>674,850</u>	9%

ANIMAL SERVICES

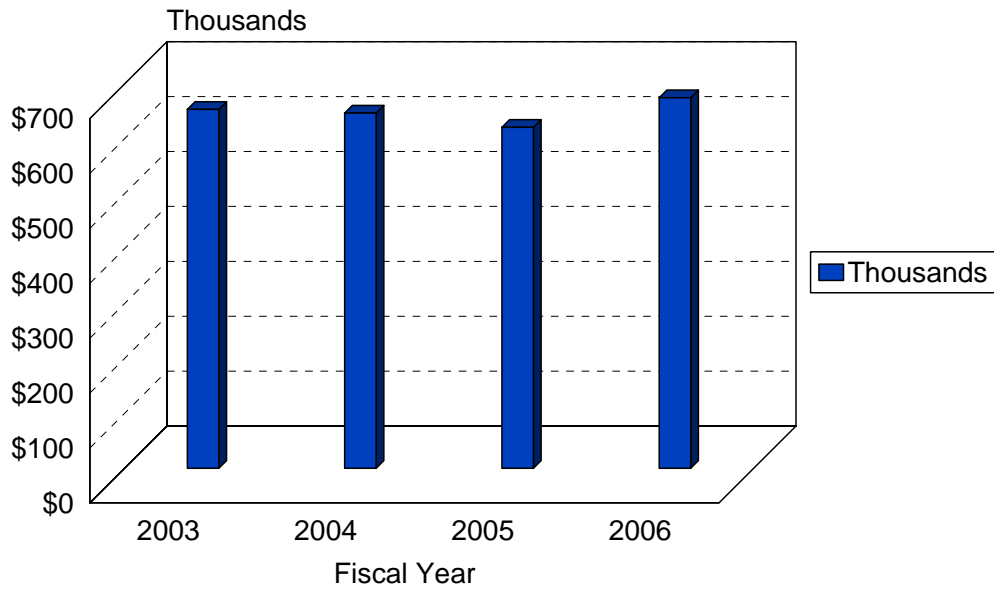
FULL TIME POSITION ALLOCATION BY FUND

FY 05-06

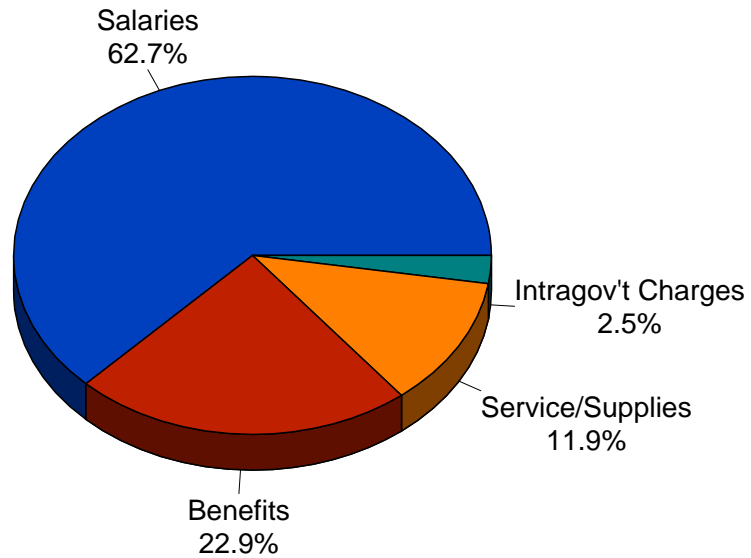
DEPARTMENT POSITION	FY 02-03	FY 03-04	FY 04-05	FY 05-06	General Fund	OTHER FUNDS		
	Positions	Positions	Positions	Positions		Water	Sewer	Others
ANIMAL SERVICES								
Animal Services Manager	1.00	1.00	1.00	1.00	1.00			
Animal Control Officer	3.00	3.00	3.00	2.00	2.00			
Animal Shelter Supervisor	1.00	1.00	1.00	1.00	1.00			
Kennel Attendant	2.00	2.00	1.00	1.00	1.00			
Shelter Assistant	2.00	2.00	2.00	2.00	2.00			
Sr. Animal Control Officer	0.00	0.00	0.00	1.00	1.00			
Volunteer Coordinator	1.00	1.00	0.00	0.00	0.00			
Total Animal Services	10.00	10.00	8.00	8.00	8.00	0.00	0.00	0.00



ANIMAL SERVICES ANNUAL BUDGET COMPARISON



ANIMAL SERVICES 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 589 rooms and 312 campsites. According to the tourist industry, the local tourism economy is beginning to rebound.

The amount used for City operations is \$1,000,000. 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 set the policy on allocation of TOT funds to community groups for promotion. The Council sub-committee recommended allocations that were made part of the overall expenditure plan for the Transient Occupancy Tax fund.

Transient Occupancy Tax

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Transient Occupancy Tax	<u>0.00</u>	<u>0.00</u>	\$ <u>1,002,050</u>
Total Positions	0.00	0.00	Total Appropriations \$ <u>1,002,050</u>

Part Time

Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget	% Change From Budget
Program Expenditures	\$ 521,229	\$ 521,133	\$ 300,000	\$ 309,000	3%
Transfers Out	<u>500,000</u>	<u>500,000</u>	<u>915,000</u>	<u>1,000,000</u>	9%
Sub-Total	1,021,229	1,021,133	1,215,000	1,309,000	8%
Intragovernmental Charges	<u>1,800</u>	<u>1,900</u>	<u>1,700</u>	<u>2,050</u>	21%
Totals	\$ <u>1,023,029</u>	\$ <u>1,023,033</u>	\$ <u>1,216,700</u>	\$ <u>1,311,050</u>	8%

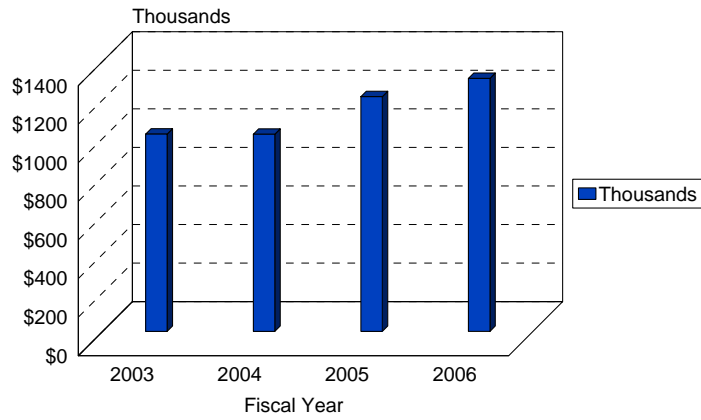
Revenues/Transfers In

General Revenue Sources	\$ <u>1,023,029</u>	\$ <u>1,023,033</u>	\$ <u>1,216,700</u>	\$ <u>1,311,050</u>	8%
Totals	\$ <u>1,023,029</u>	\$ <u>1,023,033</u>	\$ <u>1,216,700</u>	\$ <u>1,311,050</u>	8%

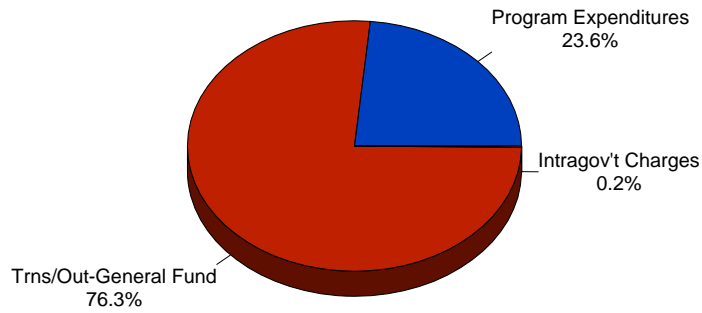
**CITY OF PETALUMA
 PROMOTIONAL
 TRANSIENT OCCUPANCY TAX FUND REQUESTS
 FY 05-06**

	FY 02-03	FY 03-04	FY 04-05	FY 05-06
	Actual	Actual	Budget	Budget
Community Requests				
Petaluma Visitors Program	\$ 372,000	\$ 372,000	\$ 210,000	\$ 260,000
Sonoma County Convention & Visitors Bureau	25,272	25,272	-	-
Cinnabar Arts	65,000	65,000	60,000	29,000
Great Petaluma Quilt Show	7,000	12,470	7,000	3,000
Petaluma Downtown Assoc-Butter/Eggs Parade	14,000	14,000	10,000	10,000
Petaluma Downtown Assoc Brochure	7,500	-	-	-
Petaluma Downtown Assoc Art & Garden Festival	-	7,500	4,000	-
Petaluma Sings	5,000	5,000	-	-
PollyAnna Doll Club	1,900	-	-	-
Petaluma City Ballet	10,000	8,982	5,000	4,000
Petaluma Waterfront Jazz Festival	4,000	2,800	-	-
Petaluma Arts Council	4,009	4,000	3,000	2,000
Petaluma High School Music Boosters	1,000	1,142	1,000	1,000
Heritage Homes	3,000	-	-	-
Unallocated	-	-	-	-
Total Requests	<u>\$ 519,681</u>	<u>\$ 518,166</u>	<u>\$ 300,000</u>	<u>\$ 309,000</u>

TRANSIENT OCCUPANCY TAX ANNUAL SOURCES COMPARISON



TRANSIENT OCCUPANCY TAX EXPENDITURES



TRANSIENT OCCUPANCY TAX PROGRAM REQUESTS COMPARISON

